



ATTENDANCE ACCESS SYSTEM MANUAL

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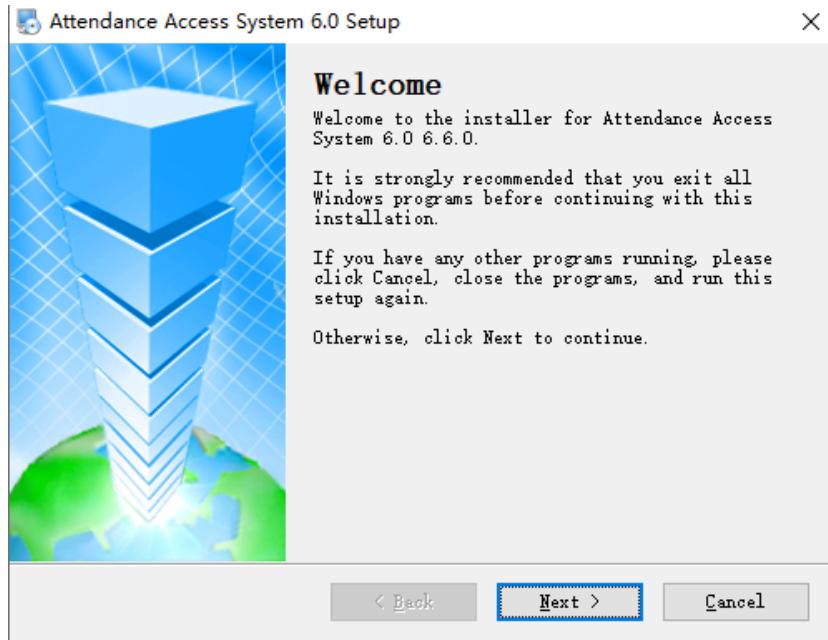
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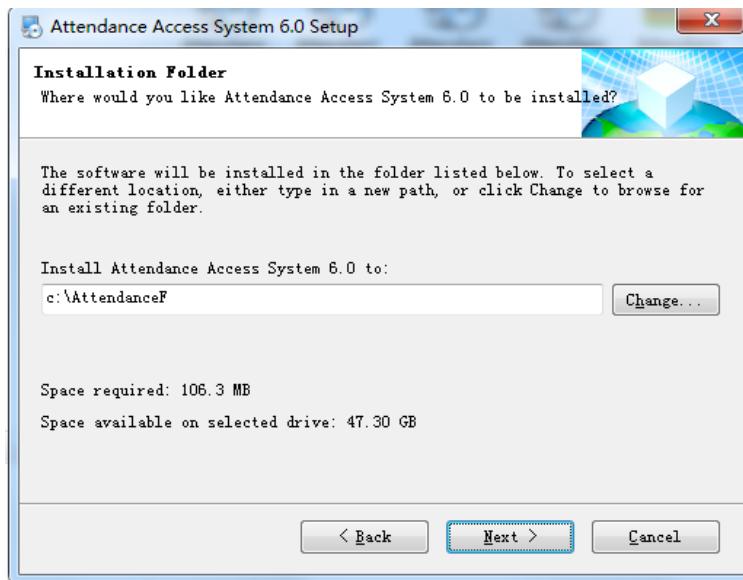
Chapter 1 Software Setup

1.AAS installation

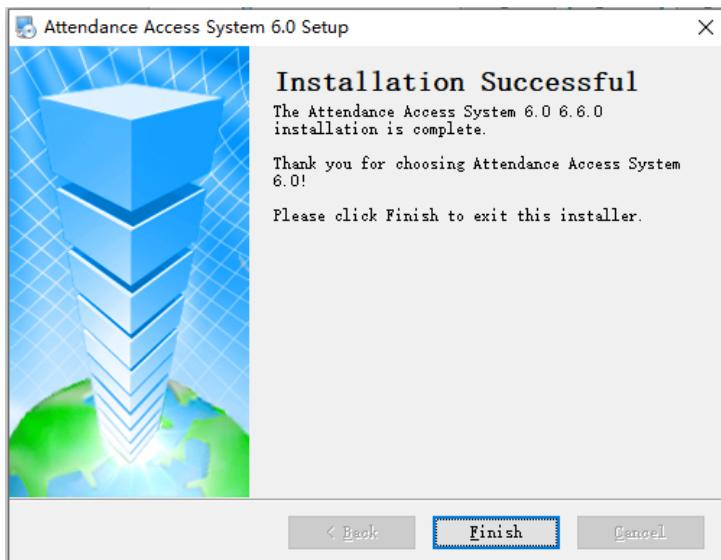
1. Click on the .exe installation file to begin



2. Click "Next" to continue, "Cancel" to exit setup.



3. The default setup directory is C:\AttendanceF, you may change to another directory by clicking "Change". Click "Next" to continue.



4. Click "Finish" to complete the installation, and create shortcuts on Desktop and startup menu.

Open the program by clicking the desktop shortcut



This brings up the Login Prompt.



For first time login, User name field is admin, password is empty.

Then enter the main page, select Navigation to show operation guide.

Otherwise, it is blank.

The image shows the main interface of the Attendance Access System 6.0. At the top, there is a navigation bar with icons for HR System, Attendance System, Access System, Access (Dynamic Face), Access (Infrared Face), Staff Information, Close, and a checked checkbox for "Navigation". A red arrow points from the text "Otherwise, it is blank." to this checkbox. Below the navigation bar is a title bar "Attendance Access System 6.0—Attendance System". The left sidebar contains a tree view of system modules under "Attendance System", including Device Management, Shift Definition, Default Shift, Shift Pattern, Shift Allotment, Total Schedule, Holiday Registration, Leave Registration, Manual Punch, Overtime Rules, Data Analysis, Original Report, Detailed Report, Daily Report, Monthly Report, and Temperature Report. To the right of the sidebar are several functional panels: "Shift Definition" with "Shift Pattern" and "Shift Allotment"; "Device Management" with "Data Analysis", "Original Report", "Detailed Report", "Daily Report", and "Monthly Report"; and "Device (Dynamic Face)" and "Device (Infrared Face)".

Chapter 2 Operation Flow

For fingerprint terminals, you should first register users and fingerprint on the device. During registration, keep note of the user ID and the corresponding employee's name to fill out the rest on the software.

For card reader only models, the proximity card's number can be manually entered within the software (or download from terminals after registration)

2.1 Modules

Our software comes with 4 modules: **【HR System】、【Attendance System】、【Access System】、【System Management】**

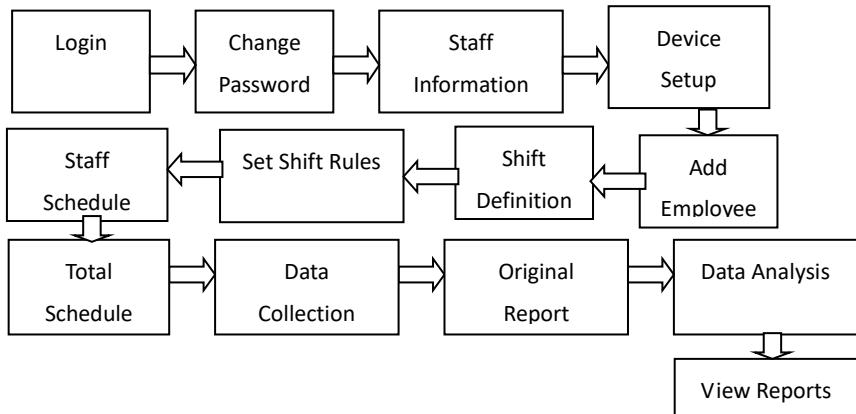
1、**【HR System】**Here you may find company information, department, and view/edit staff information

2、**【Attendance System】** Manage the shift, define shift patterns, holidays and assign shifts to the registered staffs. Here, you may generate reports monthly, daily reports that could be printed/exported.

3、**【Access System】** Access System includes time zone, lock combination, rights allotment, device management, real-time monitoring, rights report, access details, button event report and alarm event report.

4、**【System Management】** Change password、User Management、System Initialization、Duplicated original date processing、Compact Database、Backup Database、Restore Database、Clear System

2.2 Software Setup Flow



2.2 Software Initial Setup

For fingerprint terminals, you should first register users and fingerprint on the device. During registration, keep note of the user ID and the corresponding employee's name to fill out the rest on the software.

2.3.1 Set up Administrator

It is highly recommended that you begin with changing the password (For first login, administrator password is admin, password field is empty). If the intended use involves multiple users, we recommend creating accounts for each of the users and customize their respective permission within the system.

2.3.2 Create personnel files

- A. Set the company information, note that the company name is the head office of the whole system;
- B. Department information : the department is classification of employees. If there are multiple work schedules within a department, it may be helpful to create sub-departments.
- C. Staff information: Here you will find general personnel information

here. The required fields are Staff No, Staff Name, Register No. (Fingerprint Register No.), Join Date, and Department.

Important Notice:

【Registration No.】within the 【Staff Information】menu must match the ones on the fingerprint attendance terminal.

【Staff No.】 field must contain only numerical characters to function correctly.

【Join Date】: The attendance will only keep track of staff starting on the Join Date.

2.3.3 Pulling fingerprint records and Registering staff name to device

For the fingerprint terminal, every user must consist of a UserID its corresponding fingerprint template.

The stored fingerprint templates can be pulled from “Device Management” on our Desktop Software. This will create a copy of the database for backup purposes as well as enabling mass deployment of the user list to multiple terminals within the vicinity.

Connect to the terminal through 【Device management】:

A. You may view device information of the terminal such as number of users, remaining fingerprint capacity, and also set certain parameters. B. Download fingerprint information from the terminal to the software;

C. Upload Staff Name to the fingerprint terminal. (Prerequisite of existing fingerprint records and Staff Names on the AAS)

Important Notice:

For select models that connects to the computers via RS232, the baud rates of the software AND the terminal must be adjusted to match for proper operations. The default baud rate is 38400 bps for most models and can be changed in the “RS232/RS485 download”

sub-menu on the terminal.

Important Notice:

If you wish to download through USB cable, you may have to install the driver which can be found on the CD within the “driver” folder. Once you have located the file, double click it to run.

Important Notice:

For download through TCP/IP, the IP address of the terminal and software must match.

* Any of the above communications can function properly only if the parameters on device and software match

2.3.4 Shift Definition

For the software, “Shift” refers to the set of rules for time intervals during which the staff is expected to be present. You may set the arrival time, departure time, late in, early out, definition of absence, definition of overtime, and so on.

Consolidate all the possible work shifts for a day, then create your shifts such as day shift, nightshift, long day shift, etc.

2.3.5 Shift Pattern

This section allows you group a pattern of work shifts (using the shifts defines in “Shift Definition” over a certain amount of period whether it is by day(s), week(s), or month.

Fields set within Shift Pattern, and Shift Definition is the basis of the data analysis function.

A. Shift Rules:

Select the proper Period Type according to the pattern's cycle. For example, one of the most common shift pattern is the weekly Monday to Friday work week (see figure below). And for another

instance, joe an external contractor who was hired to perform installations on a new worksite for 3 days, the “Daily” period type might be helpful with the Schedule Period set as 3.

		Add(N)...	Modify(U)...	Delete(D)...	Save(S)...	Cancel(C)...	Exit(E)...																											
No.	1	Name	Normal Group	Period Type	weekly	Remark																												
Schedule Period		<table border="1"> <thead> <tr> <th colspan="2">weekly</th> <th>Shift</th> </tr> <tr> <th>Week</th> <th>Day</th> <th>Shift</th> </tr> </thead> <tbody> <tr><td>Monday</td><td></td><td>Normal</td></tr> <tr><td>Tuesday</td><td></td><td>Normal</td></tr> <tr><td>Wednesday</td><td></td><td>Normal</td></tr> <tr><td>Thursday</td><td></td><td>Normal</td></tr> <tr><td>Friday</td><td></td><td>Normal</td></tr> <tr><td>Saturday</td><td></td><td>Rest</td></tr> <tr><td>Sunday</td><td></td><td>Rest</td></tr> </tbody> </table>						weekly		Shift	Week	Day	Shift	Monday		Normal	Tuesday		Normal	Wednesday		Normal	Thursday		Normal	Friday		Normal	Saturday		Rest	Sunday		Rest
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No.	1	Name	Normal Group	Period Type	weekly	Remark																												

B. Shift Allotment:

Shift Allotment is where you would officially assign a shift pattern to a staff. Be sure to assign the starting and ending date.

C. Total Schedule

If everything is set up correctly, you may do a final check of staff's assigned schedule in a monthly view.

Month of Sch		2017-07	Company	Month:	2017-7	Staff No.:	0000001	Name:	1																																																																											
Staff No	Name	0000001	1	Shift Schedule																																																																																
<table border="1"> <thead> <tr> <th>Sur</th> <th>Mon</th> <th>Tue</th> <th>We</th> <th>Thu</th> <th>Frid</th> <th>Sat</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> <th>8</th> </tr> </thead> <tbody> <tr><td>Rest</td><td>Normal</td><td>Normal</td><td>Normal</td><td>Normal</td><td>Normal</td><td>Rest</td><td>Rest</td><td>Normal</td><td>Normal</td><td>Normal</td><td>Normal</td><td>Normal</td><td>Normal</td><td>Rest</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>Rest</td></tr> <tr><td>Rest</td><td>Normal</td><td>Normal</td><td>Normal</td><td>Normal</td><td>Normal</td><td>Rest</td><td>Rest</td><td>Normal</td><td>Normal</td><td>Normal</td><td>Normal</td><td>Normal</td><td>Normal</td><td>Rest</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>Rest</td><td>Normal</td><td>Normal</td><td>Normal</td><td>Normal</td><td>Rest</td></tr> </tbody> </table>										Sur	Mon	Tue	We	Thu	Frid	Sat	1	2	3	4	5	6	7	8	Rest	Normal	Normal	Normal	Normal	Normal	Rest	Rest	Normal	Normal	Normal	Normal	Normal	Normal	Rest	9	10	11	12	13	14	15	16	17	18	19	20	21	22	Rest	Rest	Normal	Normal	Normal	Normal	Normal	Rest	Rest	Normal	Normal	Normal	Normal	Normal	Normal	Rest	23	24	25	26	27	28	29	30	31	Rest	Normal	Normal	Normal	Normal	Rest
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23	24	25	26	27	28	29	30	31	Rest	Normal	Normal	Normal	Normal	Rest																																																																						

2.3.6 Device Management

After downloading the fingerprint templates from the terminal into AAS and uploading the staff names to the terminals, employees may

begin to clock in. The AAS administrator is responsible for downloading the data from the terminal to the AAS, then perform the built-in data analysis.

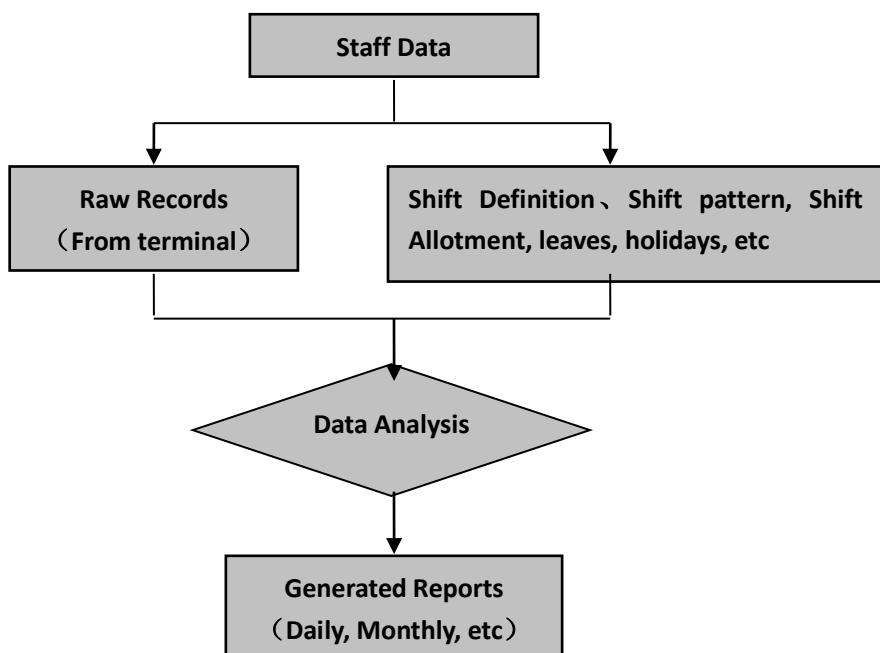
To download logs into the AAS, go to “Device management”. Look for the option button in the bottom right corner to select between “All Record” or “New Record”, then click on the “Download Record”.

The “New Record” option downloads only new records since last download. “All Record” option will download all records on the terminal and may create duplicate logs.

2.3.7 Data Analysis

The process flow of the attendance is to collect time logs of staff's time in and time out compared against the shifts assigned through the software.

Below is the logic flow chart of the attendance system



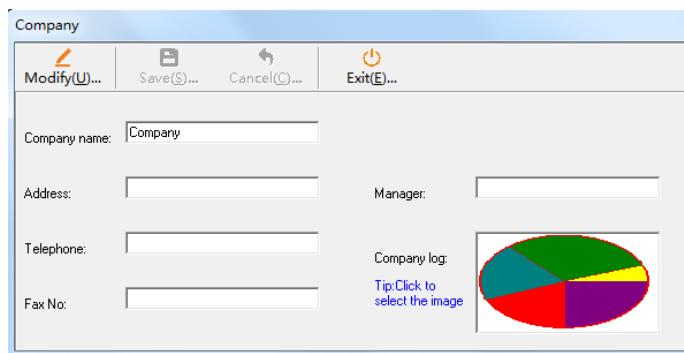
2.3.8 View Reports

After data analysis, you may view reports.

Chapter 3 HR System

3.1 Company

Click 【Company】 to edit the fields (see figure below):



Begin by clicking【Modify】, Enter the company name (Mandatory field, you may use abbreviations), address, phone number, etc. Click 【Save】 to finish.

3.2 Department

Click 【Department】 , then 【Add】 or 【Modify】 .

Add(N)...	Modify(U)...	Delete(D)...	Save(S)...	Cancel(C)...	Print(P)...	Exit(E)...
Dept No.: 00000001	Superior Dept:					
Dept Name: Company	Manager:					
Tip: Where the node is parked, the lower department of the department is added.						
No.	Dept No.	Dept Name	Superior Dept	Manager		
1	00000001	Company				
2	00000002	Sales	Company			

Company is the superior department of the main (first tier) departments within the organization structure. Furthermore, new

departments can be created as a sub-departments by choosing the proper Superior Department in the dropdown menu.

There is no limit on the tiers within the organization structure. However for simplicity and convenience, we recommend no more than 4 tiers of sub-departments .

Steps

1) Add Department

Click the **【Add】** button, and enter department number, department name, superior department, and the manager. Click **【Save】** to finish.

Note: Superior Dept. is a mandatory field. With the exception of the headquarters, every departments and sub-departments must have a superior department.

2) Modify Department

Click the **【Modify】** button to edit the fields, then click **【Save】** to finish.

3) Delete Department

Click **【Delete】** to remove a previously registered department. However if an employee is assigned to a department, it cannot be removed

4) Print

Click **【Print】** to print out a list of the departments.

5) Exit

Click the **【Exit】** button to return to the HR System main menu.

3.3 Staff Information

Click **【Staff Information】** to begin editing staff information.

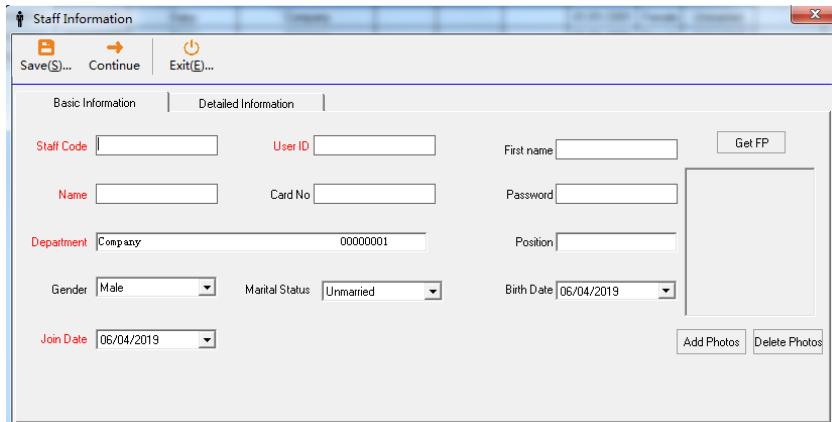
The screenshot shows a software interface for managing staff information. At the top is a toolbar with icons for Add (New), Modify, Delete, Print, Import, Export, and Exit. Below the toolbar is a search bar labeled 'Search Conditions' with dropdown menus for 'Basic Information' (set to 'Staff Code') and 'Search' (with placeholder text 'Search')). A large table below displays staff records. The columns are: Company (checkbox), Staff Code, User ID, Name, Department, Position, Card No, Password, Join Date, Gender, and Mail. One record is visible: Staff Code 00000001, User ID 000000001, Name 1, Department Company, Position, Card No, Password, Join Date 12/05/2018, Gender Male, and Mail (partially visible).

Company	Staff Code	User ID	Name	Department	Position	Card No	Password	Join Date	Gender	Mail
	00000001	000000001	1	Company				12/05/2018	Male	Un

This module is responsible for keeping your staff's information on file.

3.3.1 Add Staff Information

Click the **【Add】** button to bring out the editing window.



To ensure proper operation, the Staff Code, User ID, Name, Dept, and Join Date fields must be filled in. Click **【Save】** to finish.

【Staff Code】: This is the number assigned to a staff within the AAS, not the attendance terminal.

Note: All data on the AAS are indexed by this number, altering the staff number afterwards will disassociate the collected data from the intended staff if not handled properly.

【User ID】: The User ID set on the attendance terminal. They must match for normal operation.

【Join Date】: The AAS only process data starting from the Start Date, so for certain scenarios, you might want to intentionally adjust the Start Date.

【Leave Date】: This field is more key for access control purposes.

On the leave date, this employee loses permission to unlock doors.

3.3.2 Modify Staff Information

Select the staff so it is highlighted, then click **【Modify】** to begin,

Staff Information

Basic Information

Save(S)... Continue Exit(E)...

Staff Code	00000001	User ID	0000000001	First name	<input type="text"/>	Get FP
Name	Sophie	Card No	<input type="text"/>	Password	<input type="text"/>	
Department	Company	00000001		Position	<input type="text"/>	
Gender	Female	Marital Status	Unmarried	Birth Date	06/11/2004	
Join Date	01/01/2001			Add Photos	Delete Photos	

Search Conditions Basic Information: Staff Code = 00000001 Search(E)

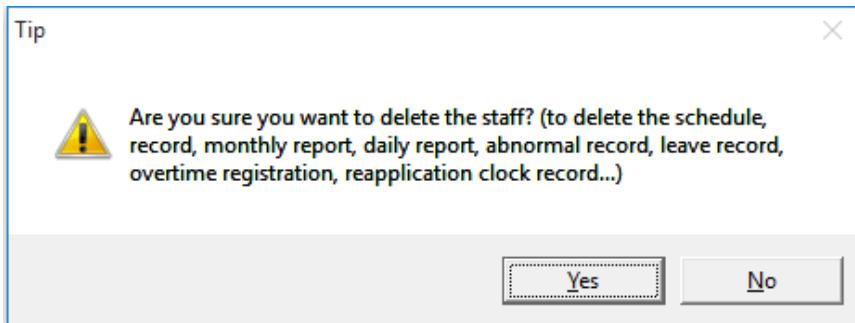
Company	Sales	Staff Code	User ID	Name	Department	Position	Card No	Password	Join Date	Gender	Marital Status	Birth Date	Telephone	Email	Identity Ca
		00000001	0000000001	Sophie	Company				01/01/2001	Female	Unmarried				

You may also use the Search Tool to filter the staff list based on the mandatory fields of staff information and gender. Select the field with the left dropdown menu, then select the logic comparator(=,>=,<=,etc). Finally enter the desired value in the rightmost textbox. Click **【Search】**. With the filtered user list, you may now click the row corresponding to the staff, then click **【Modify】**. The remaining steps are identical to those outlined in the **【Add】** section.

3.3.3 Delete Staff Information

Within **【Staff Information】**, click to highlight the row of the staff (you

may use the search tool or the company tree on the left to help navigate). Then click 【Delete】.



The prompt (above) is a reminder that deleting staff will also delete their data.

3.3.4 Print Staff Information

Click to highlight the staff or select multiple staffs, then click【Print】. A print preview window will pop up. Click the printer icon to print.

Staff Personal Information

Date: 2019-06-04

Staff Code 00000001	Name Sophie	User ID 0000000001
Department Company	Identity Card	Card No
Staff Type	Join Date 2001-01-01	Gender Female
Title	Nationality	Position
Residence	Birth Date	Political
Staff Type	Telephone	Education
Graduate	Marital Status Unmarried	Postal Code
Email		
Address		
School	Profession	
Remark		

3.4 Parameter Settings

This section allows you to add new categories as well as create preset items for fields such as Education, Position, Title, etc, so that they could be selected from a dropdown menu when inputting detailed staff information.

The screenshot shows a software window titled "Parameter Settings". At the top, there is a toolbar with icons for Add (orange plus), Modify (orange edit), Delete (orange X), Save (blue floppy disk), Cancel (red X), and Exit (orange power). Below the toolbar, a navigation bar lists tabs: Staff Type, Education, Nationality, Residence, Position, Title, and Political Status. The "Education" tab is currently selected. In the main area, there is a search bar with "No." and "002", a "Name" field containing "Part-time", and a table below. The table has columns for "No.", "No.", and "Name". It contains two rows: one with "1" and "001" under "No." and "Official" under "Name"; another with "2" and "002" under "No." and "Part-time" under "Name".

Steps

1) Add Parameter Setting

Click the proper tab to begin, click **【Add】** to create a new preset item. For instance, under “Education”, you could add “Bachelor’s Degree”. When you’re done, click **【Save】** to finish.

2) Modify Parameter Setting

Click to highlight the proper row to begin, click **【Modify】**, make changes in the “Name field”. Click **【Save】** to finish.

3) Delete Parameter Setting

Click on the list to highlight the item you wish to delete, then click **【Delete】**. When the prompt appears, click **【Yes】** or press ENTER to complete the operation.

Chapter 4. Attendance System

4.1 Default Shift

Below is the pre-existing default shift that exists in the system.

First: on work and off work time settings										Exit(E)	
No.	Before	In Time	Not Need Swipe	Late In	Alter	Before	Early Out	Out Time	Not Need Swipe	Alter	Transaction Type
1	90	08:00	<input type="checkbox"/> Not Need Swipe	0	60	60	0	12:00	<input type="checkbox"/> Not Need Swipe	60	Normal
2	59	14:00	<input type="checkbox"/> Not Need Swipe	0	60	60	0	18:00	<input type="checkbox"/> Not Need Swipe	210	Normal
3		:	<input type="checkbox"/> Not Need Swipe					:	<input type="checkbox"/> Not Need Swipe		
Late in/Early out more than: <input type="checkbox"/> 30 minutes deduct working hours					<input type="checkbox"/> The shift cross day from <input type="checkbox"/> times; the punch time is for next day						
										Regular Hours <input type="text" value="8"/>	Overtime Hours <input type="text" value="0"/>
<input type="checkbox"/> Early in <input type="checkbox"/> minutes, calculated in overtime					<input type="checkbox"/> Late out <input type="checkbox"/> minutes, calculated in overtime						
										Confirm(Q)	Cancel(C)
Second: Workday Setting											
Set Workday											
<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday											
<input type="checkbox"/> Saturday <input type="checkbox"/> Morning work, afternoon off <input type="checkbox"/> Work all day				<input type="checkbox"/> Sunday <input type="checkbox"/> Morning work, afternoon off <input type="checkbox"/> Work all day				Confirm(Q) Cancel(C)			
Third: Default Shift Details											
<input type="checkbox"/> Default Shift Details The default value will be setted for staff who are not arranged											

4.2 Shift Definition

Within【Attendance System】click【Shift Definition】 in the main menu or on the side bar.

Add(N)... Modify(U)... Delete(D)... Save(S)... Cancel(C)... Exit(E)...											
Shift No.	Shift Name	Normal	Shift Detail								
No.	Before	In Time	Not Need Swipe	Late In	Alter	Before	Early Out	Out Time	Not Need Swipe	Alter	Transaction Type
1	90	08:00	<input type="checkbox"/> Not Need Swipe	0	30	30	0	12:00	<input type="checkbox"/> Not Need Swipe	60	Normal
2	59	14:00	<input type="checkbox"/> Not Need Swipe	0	30	30	0	18:00	<input type="checkbox"/> Not Need Swipe	210	Normal
3		:	<input type="checkbox"/> Not Need Swipe					:	<input type="checkbox"/> Not Need Swipe		
Late in/Early out more than: <input type="checkbox"/> 30 minutes deduct working hours					<input type="checkbox"/> The shift cross day from <input type="checkbox"/> times; the punch time is for next day						
										Regular Hours <input type="text" value="8"/>	Overtime Hours <input type="text" value="0"/>
<input type="checkbox"/> Early in <input type="checkbox"/> minutes, calculated in overtime					<input type="checkbox"/> Late out <input type="checkbox"/> minutes, calculated in overtime						
Shift No.	Shift Name	Period 1 on work	Period 1 off work	Period 2 on work	Period 2 off work	Period 3 on work	Period 3 off work				
1	Normal	08:00	12:00	14:00	16:00						

For the software, “Shift” refers to the set of rules for time intervals during which the staff is expected to be present. You may set the arrival time, departure time, late in, early out, definition of absence,

definition of overtime, and so on.

Consolidate all the possible work shifts for a day, then create your shifts such as day shift, nightshift, long day shift, etc.

Lexicon

【Shift Interval】:

These are time intervals within a shift. To clarify, “shift” in this manual refers to the pattern for a day. Our software support a maximum of 3 shift intervals.

Below is a sample shift “Long Day Shift” with 3 shift intervals

Interval 1: 08:00–12:00

Interval 2: 14:00–18:00

Interval 3: 20:00–04:00 (This shift extends to the next day)

Not Need Swipe:

Not Need Swipe

1) If the checkbox is checked, the software will not count employees as absent even if they haven't punched in.

2) If the checkbox is unchecked, the software will count employees as absent if they haven't punched in

Below is a shift sample of a company that works from 08:00 to 18:00 with lunch time from 12:00 to 14:00. Employees are not counted as absent when they don't punch in/out during lunch.

No.	Before	In Time	Not Need Swipe	Late In	After	Before	Early Out	Out Time	Not Need Swipe	After	Transaction Type
1	90	08:00	<input type="checkbox"/> Not Need Swipe	0	30	30	0	12:00	<input checked="" type="checkbox"/> Not Need Swipe	60	Normal ▾
2	59	14:00	<input checked="" type="checkbox"/> Not Need Swipe	0	30	30	0	18:00	<input type="checkbox"/> Not Need Swipe	210	Normal ▾
3		:	<input type="checkbox"/> Not Need Swipe					:	<input type="checkbox"/> Not Need Swipe		

【Transaction Type】:

This is a property of a shift interval, for the convenience of calculating the overtime pay. It can be either “Normal” or “Overtime”.

【Before】:

The value (in minutes) in this field defines how long before the shift interval can a staff punch in to count as attendance data.

Note: This is of concern to the attendance, not access permissions. Punching in earlier than the “Prior” value can still unlock the door, it just wouldn’t count on the attendance sheet.

Using the above figure as an example, if the “In Time” is set as 08:00 and “Prior” was set to 60, an employee will count as present beginning at 07:00. The attendance module will not count employees as clocked in before this time.

【After】:

The value (in minutes) in this field defines how late after the interval time can a staff punch in to count as present

Continuing from the example above, an “After” value of 30 will cause clock ins between 08:00 and 08:30 to count. After 08:30 the interval will count as absent. (Late time is defined in 【Late In】 , see below)

Note: Two Shift intervals including their respective “Prior” and “After” intervals shouldn’t overlap. If “Out Time” for a time interval was 12:00 and the “After” was 60 (Latest “Out Time” 13:00). And the “In Time” of the next “Shift Interval” was 13:30 with a “Prior” value of 60 (Earliest “In Time” 12:30). A punch at 12:43 will not be recorded but the calculated work hour and therefore wages will be inaccurate.

【Late In】:

The “Late In” value (in minutes) allows you to decide when a punch in counts as late. The “Late In” time should be in between “In Time” and “After” time therefore its value should be smaller than “After” value.

For example: 【In Time】 is 08:00, 【Late In】 set as 0, 【After】 as 30. If a staff clock in at 08:01, they will be marked as late by one minute.

【Early Out】:

The “Early Out” value (in minutes) allow you to decide when a punch in counts as early leave. The “Early Out” time should be in between “Prior” and “Out Time” therefore its value should be smaller than “Prior” value.

For example: 【Out Time】 is 12:00, 【Early Out】 set as 0, 【Prior】 as 30. If a staff clock in at 11:59, they will be marked as early leave by one minute.

【Work Hour Penalty】:

Late in/Early out more than: minutes deduct working hours

This field defines when the software deducts working hours based on the total of Early and Late punch in times of a staff across all shift intervals within a shift definition. So if this value is set to 10, and staffs are required to show up between 08:00 to 18:00 and if a staff has a total of 11 minutes (including late and early), the software reports will deduct work hours. Otherwise, the total work hour will be counted as 10 hours in the software.

【Day Crossover】:

The shift cross day from times, the punch time is for next day

If the shift crosses over to the next day, use this field to indicate which clock in is on the next day. (for example if shift interval 2 “Out Time” occurs on the next day, the field should be 4)

The screenshot shows a software interface for managing shifts. At the top, there are buttons for Add(N)..., Modify(U)..., Delete(D)..., Save(S)..., Cancel(C)..., and Exit(E).... Below this is a header row with fields for Shift No. (2), Shift Name (Test), Shift Detail, and a large empty text area.

No.	Before	In Time	Not Need Swipe	Late In	Alter	Before	Early Out	Out Time	Not Need Swipe	After	Transaction Type
1	60	08:30	<input type="checkbox"/> Not Need Swipe	0	60	60	0	12:00	<input type="checkbox"/> Not Need Swipe	30	Normal <input type="button"/>
2	80	13:30	<input type="checkbox"/> Not Need Swipe	0	80	80	0	18:00	<input type="checkbox"/> Not Need Swipe	20	Normal <input type="button"/>
3	10	18:30	<input type="checkbox"/> Not Need Swipe	0	30	60	0	06:00	<input type="checkbox"/> Not Need Swipe	60	Overtime <input type="button"/>

Below the table, there are two input fields: "Late in/Early out more than: [30] minutes deduct working hours" and "Regular Hours [8]". A checked checkbox says "The shift cross day from [6] times, the punch time is for next day". Another checked checkbox says "Overtime Hours [0]".

At the bottom, there are two sections: "Early in [] minutes, calculated in overtime" and "Late out [] minutes, calculated in overtime".

Shift No.	Shift Name	Period 1 on work	Period 1 off work	Period 2 on work	Period 2 off work	Period 3 on work	Period 3 off work
1	Normal	08:00	12:00	14:00	18:00		
2	Test	08:30	12:00	13:30	18:00	18:30	06:00

For the image above, shift interval 3's "Out Time" crosses over to the next day. The maximum allowed overtime in this case for purposes of payroll is until 06:00. Any further stay will not increase the work hour, and the employee has until 07:00 ("After" value of 60) to clock in for "Out Time", later than this time will be counted as absent.

Using the same shift as above, if a staff punches for the "Out Time" of shift interval 3 at 23:00, the software will count an overtime of 4.5 hours. At 00:30, 6 hours, 06:15, 11.5 hours, and then at 07:01, absent.

【Overtime late in】:

Overtime late in

Toggles whether you count staffs as late even for overtime.

【Overtime early out】:

Overtime early out

Toggles whether you count staffs' early leave during overtime.

【Early Arrival overtime】:

Early in minutes, calculated in overtime

Define how much earlier than the Shift interval 1 “In Time” will an employee count as overtime.

Shift No. 1		Shift Name Normal		Shift Detail									
No.	Before	In Time	Not Need Swipe	Late In	After	Before	Early Out	Out Time	Not Need Swipe	After	Transaction Type		
1	360	08:00	<input type="checkbox"/> No card punch	0	30	30	0	12:00	<input checked="" type="checkbox"/> No card punch	60	Normal		
2	60	14:00	<input checked="" type="checkbox"/> No card punch	0	30	30	0	18:00	<input type="checkbox"/> No card punch	240	Normal		
3		:	<input type="checkbox"/> No card punch					:	<input type="checkbox"/> No card punch				

Late in/Early out more than: minutes deduct working hours The shift cross day from times, the punch time is for next day

Overtime late in Overtime early out Regular Hours Overtime Hours

Early in minutes, calculated in overtime Late out minutes, calculated in overtime

For the example above, an employee can punch in starting from 360 minutes before 08:00, that is, 02:00. The value for “Early Arrival Overtime” is 60 so an early arrival of any amount of time exceeding 60 minutes will count as overtime. For example, if an employee clocks in at 06:00, it will count as an overtime of 2 hours. Otherwise if he clocks in at 07:02, it will count as a typical record.

【Off work Delay overtime】:

Define how much later than the last shift interval “Out Time” will an employee count as overtime.

Late out minutes, calculated in overtime

Shift No. 1		Shift Name Normal		Shift Detail									
No.	Before	In Time	Not Need Swipe	Late In	After	Before	Early Out	Out Time	Not Need Swipe	After	Transaction Type		
1	360	08:00	<input type="checkbox"/> No card punch	0	30	30	0	12:00	<input checked="" type="checkbox"/> No card punch	60	Normal		
2	60	14:00	<input checked="" type="checkbox"/> No card punch	0	30	30	0	18:00	<input type="checkbox"/> No card punch	240	Normal		
3		:	<input type="checkbox"/> No card punch					:	<input type="checkbox"/> No card punch				

Late in/Early out more than: minutes deduct working hours The shift cross day from times, the punch time is for next day

Overtime late in Overtime early out Regular Hours Overtime Hours

Early in minutes, calculated in overtime Late out minutes, calculated in overtime

During the shift above, an employee has 240 minutes after 18:00 to punch out (22:00) and overstaying will count as overtime in the system as long as it exceeds 30 minutes. An employee leaving at 18:29 will count as typical record, at 18:30, it counts as 30 minutes overtime.

【Default Shift】:

If a shift is not assigned to a staff during registration, the “Default Shift” will be assigned to said staff. This “Default Shift” can be edited manually.

2. Common Shifts Examples

Example 1:

Working from 08:00 to 18:00 with lunch between 12:00 and 14:00. No overtime and punch in/out for lunch not required.

     											
Shift No. <input type="text" value="1"/>		Shift Name <input type="text" value="Normal"/>		Shift Detail <input type="text"/>							
No.	Before	In Time	Not Need Swipe	Late In	Alter	Before	Early Out	Out Time	Not Need Swipe	Alter	Transaction Type
1	90	08:00	<input type="checkbox"/> Not Need Swipe	0	30	30	0	12:00	<input checked="" type="checkbox"/> Not Need Swipe	60	Normal
2	59	14:00	<input checked="" type="checkbox"/> Not Need Swipe	0	30	30	0	18:00	<input type="checkbox"/> Not Need Swipe	210	Normal
3			<input type="checkbox"/> Not Need Swipe						<input type="checkbox"/> Not Need Swipe		

Late in/Early out more than: minutes deduct working hours The shift cross day from times, the punch time is for next day

Regular Hours Overtime Hours

Early in minutes, calculated in overtime Late out minutes, calculated in overtime

Shift No.	Shift Name	Period 1 on work	Period 1 off work	Period 2 on work	Period 2 off work	Period 3 on work	Period 3 off work
1	Normal	08:00	12:00	14:00	18:00		

Example 2:

Working day starts at 08:00 and ends at 18:00. Lunch hour begins at 12:00 and ends at 14:00. Overtime begins at 18:30 giving staff a break of 30 minutes and the work day ends at 21:00.

Shift No. [1] Shift Name [Normal] Shift Detail []											
No.	Before	In Time	Not Need Swipe	Late In	After	Before	Early Out	Out Time	Not Need Swipe	After	Transaction Type
1	[60]	[08:00]	<input type="checkbox"/> No card punch	[0]	[30]	[30]	[0]	[12:00]	<input checked="" type="checkbox"/> No card punch	[60]	Normal <input type="button" value="▼"/>
2	[60]	[14:00]	<input checked="" type="checkbox"/> No card punch	[0]	[30]	[30]	[0]	[18:00]	<input type="checkbox"/> No card punch	[15]	Normal <input type="button" value="▼"/>
3	[15]	[18:30]	<input type="checkbox"/> No card punch	[0]	[30]	[30]	[0]	[21:00]	<input type="checkbox"/> No card punch	[60]	Overtime <input type="button" value="▼"/>

Late in/Early out more than: minutes deduct working hours The shift cross day from times, the punch time is for next day

Overtime late in Overtime early out Regular Hours Overtime Hours

Early in minutes, calculated in overtime Late out minutes, calculated in overtime

Shift No.	Shift Name	Period 1 on work	Period 1 off work	Period 2 on work	Period 2 off work	Period 3 on work	Period 3 off work
1	Normal	08:00	12:00	14:00	18:00	18:30	21:00

Example 3:

Working day starts at 08:00 and ends at 18:00. Lunch hour begins at 12:00 and ends at 14:00. Overtime begins at 18:30 giving staff a break of 30 minutes. The staffs are not allowed to work overtime past 06:00.

Shift No. [1] Shift Name [Normal] Shift Detail []											
No.	Before	In Time	Not Need Swipe	Late In	After	Before	Early Out	Out Time	Not Need Swipe	After	Transaction Type
1	[60]	[08:00]	<input type="checkbox"/> No card punch	[0]	[30]	[30]	[0]	[12:00]	<input checked="" type="checkbox"/> No card punch	[60]	Normal <input type="button" value="▼"/>
2	[60]	[14:00]	<input checked="" type="checkbox"/> No card punch	[0]	[30]	[30]	[0]	[18:00]	<input type="checkbox"/> No card punch	[15]	Normal <input type="button" value="▼"/>
3	[15]	[18:30]	<input type="checkbox"/> No card punch	[0]	[30]	[630]	[0]	[06:00]	<input type="checkbox"/> No card punch	[60]	Overtime <input type="button" value="▼"/>

Late in/Early out more than: minutes deduct working hours The shift cross day from times, the punch time is for next day

Overtime late in Overtime early out Regular Hours Overtime Hours

Early in minutes, calculated in overtime Late out minutes, calculated in overtime

Shift No.	Shift Name	Period 1 on work	Period 1 off work	Period 2 on work	Period 2 off work	Period 3 on work	Period 3 off work
1	Normal	08:00	12:00	14:00	18:00	18:30	06:00

Example 4:

Half work days (typically Saturday)

Working day starts at 08:00 and ends at 12:00. If you want to include parameters that define overtime, check the boxes for "Early Arrival Overtime" and/or "Off Work Delay Overtime" and enter a value.

Note: Overtime cannot be further than the "After" value so if you choose to add this function, set a large Prior/ After value to avoid counting as absent.

Add(N)... Modify(U)... Delete(D)... Save(S)... Cancel(C)... Exit(E)...											
Shift No. <input type="text" value="1"/> Shift Name <input type="text" value="Normal"/> Shift Detail <input type="text"/>											
No.	Before	In Time	Not Need Swipe	Late In	After	Before	Early Out	Out Time	Not Need Swipe	After	Transaction Type
1	<input type="text" value="90"/>	<input type="text" value="08:00"/>	<input type="checkbox"/> Not Need Swipe	<input type="text" value="0"/>	<input type="text" value="30"/>	<input type="text" value="30"/>	<input type="text" value="0"/>	<input type="text" value="12:00"/>	<input checked="" type="checkbox"/> Not Need Swipe	<input type="text" value="60"/>	<input type="text" value="Normal"/>
2	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/> Not Need Swipe	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/> Not Need Swipe	<input type="text" value=""/>	<input type="text" value=""/>
3	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/> Not Need Swipe	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/> Not Need Swipe	<input type="text" value=""/>	<input type="text" value=""/>
Late in/Early out more than: <input type="text" value="0"/> minutes deduct working hours										<input type="checkbox"/> The shift cross day from <input type="text"/> times, the punch time is for next day	
										Regular Hours <input type="text" value="4"/> Overtime Hours <input type="text" value="0"/>	
<input type="checkbox"/> Early in <input type="text" value=""/> minutes, calculated in overtime										<input type="checkbox"/> Late out <input type="text" value=""/> minutes, calculated in overtime	

Steps

1) Add Shift Definition

Within **【Shift Definition】**, click “Add”, input the shift number, shift name and department (default as the entire organization). Then configure the Shift intervals parameters. Click **【Save】** to finish after you have confirmed the input parameters.

2) Modify Shift Definition

Within **【Shift Definition】**, select the shift you want to modify on the list below. Click **【Modify】** to begin changing parameters. Click **【Save】** to finish after you have confirmed the input parameters.

3) Delete Shift Definition

Within **【Shift Definition】**, select the shift on the list below. Click **【Delete】** to begin changing parameters. Click **【Save】** to finish after you have confirmed the input parameters.

4.3 Shift Pattern

Define how the working hours look like over a shift cycle.

Click **【Attendance Management】** then **【Shift Pattern】** > **【Period Type: Daily】**

Use this Period Type for cycles that aren't multiples of weeks or months. This Period Type will allow for a highly customized shift pattern.

No. <input type="text" value="1"/>	Name <input type="text" value="Normal Group"/>	Period Type <input type="button" value="Daily"/>	Remark <input type="text"/>
Schedule Period <input type="text" value="8"/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Daily <input type="text" value="Normal"/> <input type="text" value="Rest"/> <input type="text" value="Rest"/> </div>			

For example, the image above shows a Shift Pattern of 8 days with 6 actual working days and two rest days.

No. <input type="text" value="1"/>	Name <input type="text" value="Normal Group"/>	Period Type <input type="button" value="weekly"/>	Remark <input type="text"/>																
Schedule Period <input type="text" value="1"/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> weekly <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Week</th> <th style="text-align: left;">Shift</th> </tr> </thead> <tbody> <tr><td>Monday</td><td>Normal</td></tr> <tr><td>Tuesday</td><td>Normal</td></tr> <tr><td>Wednesday</td><td>Normal</td></tr> <tr><td>Thursday</td><td>Normal</td></tr> <tr><td>Friday</td><td>Normal</td></tr> <tr><td>Saturday</td><td>Rest</td></tr> <tr><td>Sunday</td><td>Rest</td></tr> </tbody> </table> </div>				Week	Shift	Monday	Normal	Tuesday	Normal	Wednesday	Normal	Thursday	Normal	Friday	Normal	Saturday	Rest	Sunday	Rest
Week	Shift																		
Monday	Normal																		
Tuesday	Normal																		
Wednesday	Normal																		
Thursday	Normal																		
Friday	Normal																		
Saturday	Rest																		
Sunday	Rest																		

This second example above shows a shift cycle of a week.

No. <input type="text" value="1"/>	Name <input type="text" value="Normal Group"/>	Period Type <input type="button" value="Monthly"/>	Remark <input type="text"/>																																																																																																								
Schedule Period <input type="text" value="1"/> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Monthly <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Date</th> <th>Shift</th> <th>Date</th> <th>Shift</th> <th>Date</th> <th>Shift</th> <th>Date</th> <th>Shift</th> </tr> </thead> <tbody> <tr><td>1</td><td>Normal</td><td>2</td><td>Normal</td><td>3</td><td>Normal</td><td>4</td><td>Normal</td></tr> <tr><td>6</td><td>Normal</td><td>7</td><td>Normal</td><td>8</td><td>Normal</td><td>9</td><td>Normal</td></tr> <tr><td>11</td><td>Normal</td><td>12</td><td>Normal</td><td>13</td><td>Normal</td><td>14</td><td>Normal</td></tr> <tr><td>16</td><td>Normal</td><td>17</td><td>Normal</td><td>18</td><td>Normal</td><td>19</td><td>Normal</td></tr> <tr><td>21</td><td>Normal</td><td>22</td><td>Normal</td><td>23</td><td>Normal</td><td>24</td><td>Normal</td></tr> <tr><td>26</td><td>Normal</td><td>27</td><td>Normal</td><td>28</td><td>Normal</td><td>29</td><td>Normal</td></tr> <tr><td>31</td><td>Normal</td><td></td><td></td><td></td><td></td><td>5</td><td>Rest</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>10</td><td>Rest</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>15</td><td>Rest</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>20</td><td>Rest</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>25</td><td>Rest</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>30</td><td>Rest</td></tr> </tbody> </table> </div>				Date	Shift	Date	Shift	Date	Shift	Date	Shift	1	Normal	2	Normal	3	Normal	4	Normal	6	Normal	7	Normal	8	Normal	9	Normal	11	Normal	12	Normal	13	Normal	14	Normal	16	Normal	17	Normal	18	Normal	19	Normal	21	Normal	22	Normal	23	Normal	24	Normal	26	Normal	27	Normal	28	Normal	29	Normal	31	Normal					5	Rest							10	Rest							15	Rest							20	Rest							25	Rest							30	Rest
Date	Shift	Date	Shift	Date	Shift	Date	Shift																																																																																																				
1	Normal	2	Normal	3	Normal	4	Normal																																																																																																				
6	Normal	7	Normal	8	Normal	9	Normal																																																																																																				
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If a monthly Shift Pattern is chosen, then the staff's work schedule will follow it during the month. (The software ignores the dates of 29,30 and 31 appropriately according the effective month.)

Steps:

1) Add Shift Pattern

Within 【Shift Pattern】 , click “Add” and input Shift Pattern Name, Period Type, Shift Period, etc. Then for each day, select the appropriate shift with the drop down menu (click on a field beside

the day to reveal drop down menu). Click **【Save】** to finish.

2) Modify Shift Pattern

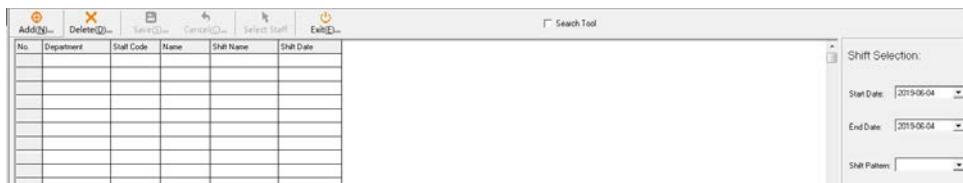
Within **【Shift Pattern】**, click on the Shift Pattern from the list at the bottom. Click **【Modify】** and begin editing. Click **【Save】** to finish.

3) Delete Shift Pattern

Within **【Shift Pattern】**, select the Shift Pattern from the list at the bottom, then click **【Delete】**.

4.4 Shift Allotment

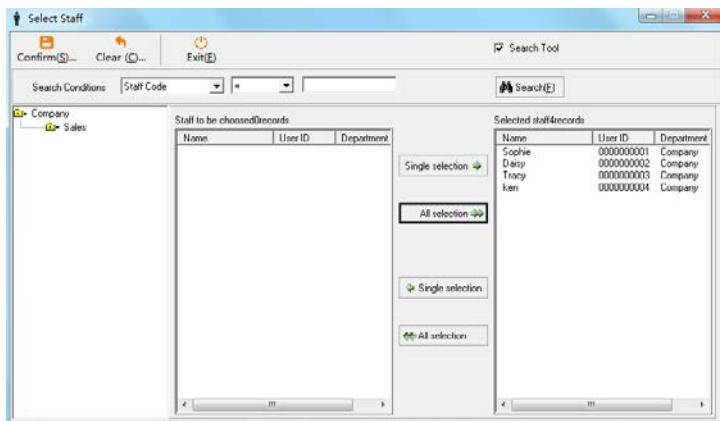
Now that you have created Shift and Shift Patterns, you must assign them to staff(s). Shift allotment is an essential procedure to generate proper and meaningful report apart from Shift Definition and Shift Patterns. A staff must be assigned a "Shift Pattern" for the system to properly determine if he is late or leaves early often, or if he does overtime often.



Steps:

1) Add Shift Allotments

Within **【Shift Allotment】**, click "Add". Then click "Select Staff". A new window will pop up (see figure below), allowing to select the staff(s) that will work according these shift patterns.



Use the directory of departments on the left to find the staff(s), click on the department, then select the staffs under Staff to be choosed 0 records Source 0 records. Once the staff is highlighted, click the “Single Selection” button to transfer the staff to the Selected staff 3 records. The “All selection” button is used if the whole department follows this shift pattern. Click **【Confirm】**.

Now select the dates that these shift patterns are effective on.

Start Date:	<input type="text" value="07/28/2017"/>
End Date:	<input type="text" value="07/28/2017"/>

Then select the “Shift Pattern”

Shift Pattern:	<input type="text" value="Normal Group"/>
----------------	---

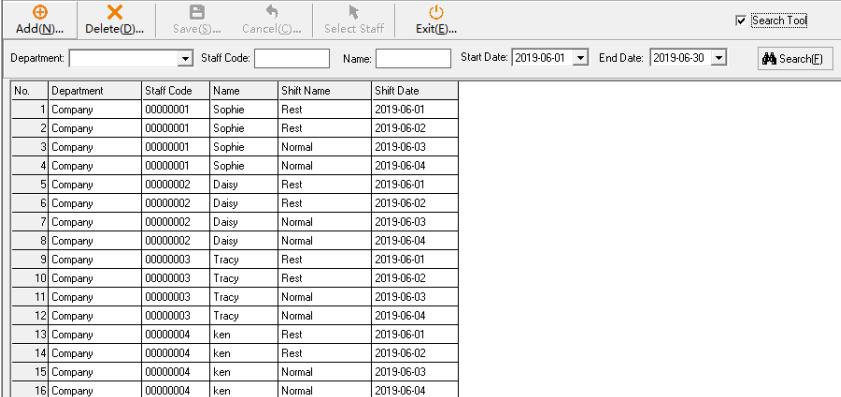
Click **【Save】** to finish.

2) Delete Shift Allotment

Within **【Shift Allotment】**, select the item on the list which you wish to delete. Click “Delete”.

3) View Shift Allotment Details

Within 【Shift Allotment】 , click on the “Search Tool” checkbox to reveal the search bar. Select/input the Staff Name, Staff Code, Department and the Start Date and End Date to filter out the results. Click “Search” to see results (see fig below).



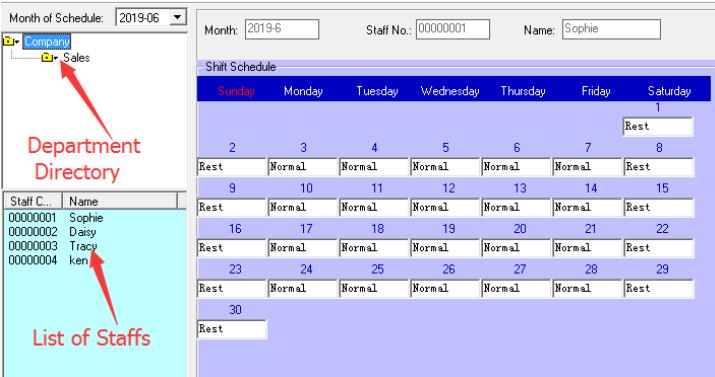
The screenshot shows a software interface for managing shift allotments. At the top, there are buttons for Add(N)..., Delete(D)..., Save(S)..., Cancel(C)..., Select Staff, and Exit(E)..., along with a checked checkbox for Search Tool. Below these are input fields for Department (a dropdown menu), Staff Code, Name, Start Date (set to 2019-06-01), End Date (set to 2019-06-30), and a Search button. The main area displays a table with columns: No., Department, Staff Code, Name, Shift Name, and Shift Date. The data in the table is as follows:

No.	Department	Staff Code	Name	Shift Name	Shift Date
1	Company	00000001	Sophie	Rest	2019-06-01
2	Company	00000001	Sophie	Rest	2019-06-02
3	Company	00000001	Sophie	Normal	2019-06-03
4	Company	00000001	Sophie	Normal	2019-06-04
5	Company	00000002	Daisy	Rest	2019-06-01
6	Company	00000002	Daisy	Rest	2019-06-02
7	Company	00000002	Daisy	Normal	2019-06-03
8	Company	00000002	Daisy	Normal	2019-06-04
9	Company	00000003	Tracy	Rest	2019-06-01
10	Company	00000003	Tracy	Rest	2019-06-02
11	Company	00000003	Tracy	Normal	2019-06-03
12	Company	00000003	Tracy	Normal	2019-06-04
13	Company	00000004	ken	Rest	2019-06-01
14	Company	00000004	ken	Rest	2019-06-02
15	Company	00000004	ken	Normal	2019-06-03
16	Company	00000004	ken	Normal	2019-06-04

4.5 Total Schedule

You can view the total schedule in a monthly calendar view, you could easily modify the shift pattern in this matter as well.

Click “Attendance Management” then “Total Schedule” to come to the window below.



The screenshot shows a monthly calendar for June 2019. The left sidebar has a tree view under "Department Directory" with "Company" expanded, showing "Sales" as a child node. A red arrow points from the text "Department Directory" to the "Company" node. Another red arrow points from the text "List of Staffs" to a table on the left containing staff information:

Staff C...	Name
00000001	Sophie
00000002	Daisy
00000003	Tracy
00000004	ken

The main area shows a grid of days from Sunday to Saturday. Each day cell contains either "Rest" or "Normal". A red arrow points from the text "List of Staffs" to the "Normal" cell for Monday, June 3rd.

Steps:**1) View Total Schedule**

First select the proper “Month” and enter the proper staff information. Alternatively you may use the Department Directory (remarked on figure above) to find the staff. Select the department, then click on the staff on the “List of Staffs” directly below.

2) Modify Total Schedule

When viewing the staff's total schedule, you could modify the day by clicking the field underneath the date to choose/type in the value in the drop down menu. Click **【Save】** to finish.

3) Delete Total Schedule

This deletes the entire schedule of a staff for the month. When viewing the staff's total schedule, click “Delete”. Then click “Yes” to confirm.

4.6 Holiday Registration

This is where you define the holidays that apply to your staffs. These holidays will be counted as day off.

Click “Attendance System” then “Holiday” to begin.

 Add(N)...  Modify(U)...  Delete(D)...  Save(S)...  Cancel(C)...  Exit(E)...					
Holiday No.: <input type="text" value="1"/>		Holiday Name: <input type="text" value="Christmas"/>			
Start Date: <input type="text" value="2019-12-24"/> <input type="button" value="00:00"/>		End Date: <input type="text" value="2019-12-24"/> <input type="button" value="23:59"/>			
Reason: <input type="text" value=""/>					
No.	Holiday No.	Holiday Name	Start Date	End Date	Reason
1	1	Christmas	2019-12-24	2019-12-24 23:59:00	
2	1	Christmas	2019-12-25	2019-12-25 23:59:00	
3	1	Christmas	2019-12-26	2019-12-26 23:59:00	

Steps:**1) Add Holiday**

Click “Add” to begin. Input the fields including the Holiday No., the holiday's name, start date and end date. Reason field can be used for remarks. Click “Save” to complete the operation.

2) Modify Holiday

Select the row corresponding to the Holiday you would like to edit,

click "Modify". Edit the fields, then click "Save" to finish.

3)Delete Holiday

Select the row corresponding to the Holiday you would like to delete. Click "Delete" to finish the operation.

4.7 Leave Registration

This section allows you to register employees for leave, business trips, external work, working away from office, etc.

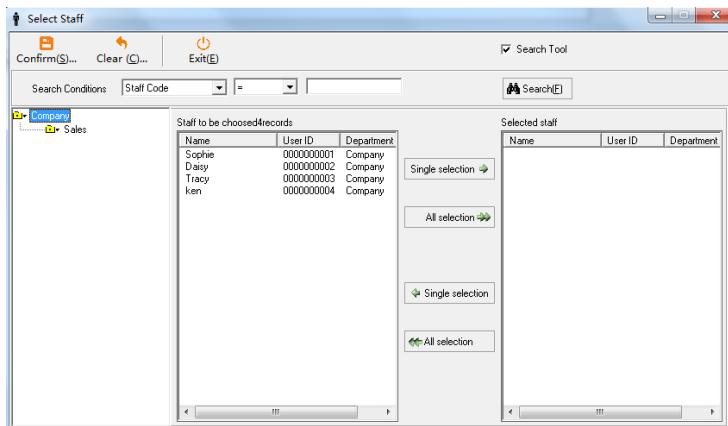
Click into 【Attendance System】 then click on 【Leave Registration】 on the left panel.1

No.	Staff Code	Name	Start Date	End Date	Leave Type	Reason
1	00000001	Sophie	06-04-2019 00:00	06-04-2019 23:59	Sick Leave	

Steps:

1) Add Leave Registration

Within Leave Registration, click "Add". Then click "Select Staff" to open a new window.



Select the appropriate company/ department in the left most panel

to see the employee list. Then move individual staff onto the selected staff list on the right or click “All selection” to move all staff. Once you are done, click “Confirm.” Now you are back in the Leave Registration main window, input the correct start and end's date and time, Leave Type and Reason if any. Click “Save” to finish.

Lexicon

【Leave Type】: Allows you to define the type of leave. There are 7 types of leaves: Personal Affairs, Sick Leave, Maternity Leave, Marriage Leave, Annual Leave, Out Offsite-Duty, and Business Trip.

2) Modify Leave Registration

Select the leave record, then click “Modify”. Correct the input fields then click “Save” to finish.

3) Delete Leave Registration

Select a leave record, then click “Delete”.

4.8 Manual Punch

【Manual Punch】: The system administrator may use this function to clock in on behalf of a staff.

Click “Attendance System”, then “Manual Punch” on the side panel.

No	Staff Code	Name	Date	Time	Reason
1	00000001	Sophie	2019-06-04	08:00	
2	00000001	Sophie	2019-06-04	12:00	
3	00000001	Sophie	2019-06-04	13:35	

Steps:

1) Add Manual Punch

Within Manual Punch, click “Add”. Click “Select Staff” to bring out a new window. Use the directory tree to find the employees, then click “Single Selection” or “All Select” to move staff into the Selected Staff list. Click “Confirm”. Now fill in the “Start Date”, “End Date” and input

the clock-in times 1 through 6 (if applicable). Be sure to record the reason for future reference. Click “Save” to finish.

2) Modify Manual Punch

Within Manual punch, click on a manual punch record. Click “Modify” and change the field. Click “Save” to finish.

3) Delete Manual Punch

Select a manual punch record, click “Delete” then “OK” to remove the manual punch record.

4.9 Overtime Rules

This module allows you to define the rules to calculate overtime in the report. Click “Attendance System”, then “Overtime Rules” in the side panel.

No.	Calculation Category	Category Name	Initial Value	Integer Value	Overtime Rate
1	A011	Overtime	30	30	1

Lexicon

【Initial Value】: An overtime exceeding this duration will count as overtime.

【Integer Value】: The system only counts overtime in blocks of this time interval. (For clarification see example below)

【Overtime Rate】: A multiplier to convert overtime to effective work hours.

For example: Using configurations on the image above. If an employee stayed an extra 65 minutes, the duration qualifies as overtime because it exceeds 30 minutes. Now the software counts overtime in blocks of 20 minutes so it only counts 60 minutes. The Overtime Multiplier of 1.5 converts the 60 minutes into a final effective work time of 90 minutes.

Steps:

1) Modify Overtime Rules

Within “Overtime Rules”, click “Modify” to change the fields. Click “Save” to finish.

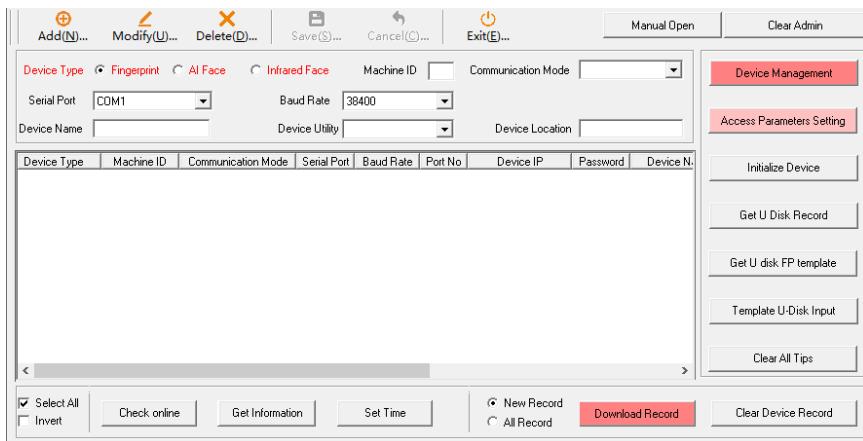
4.10 Device Management

Note: Please kindly select device type (fingerprint or infrared face device or dynamic face device)

Select “Attendance System>then according to your device type to add device in corresponding module, take fingerprint device as an example:

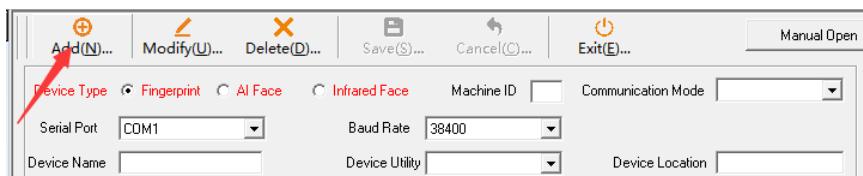
The Device Management is shown below.





4.10.1 Add Device

Click “Add”, and select corresponding device type



Begin by selecting the “Communication Mode”, there are four modes: Serial COM Port, TCP/IP, USB, and P2S.

1)USB Communication

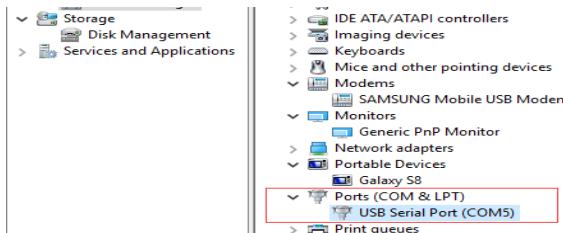
Select this mode if you have a USB to USB male to male cable. The “Machine ID” must match with the device ID on the device proper. Then Click “Save” to finish.

2) Serial Port

Machine ID	1	Communication Mode	Serial Port
Serial Port	COM3	Baud Rate	38400
Device Name	Attendance Machine	Device Utility	Device Place

The “Machine ID” and Baud Rate (Default 38400bps) must match with

the system info on the device itself. Select the “Serial Port” of the PC. To find the proper COM number, go to Window’s Device Manager as shown in the image below. “Device Utility” and “Device Location” are optional but should be filled properly for proper documentation.



3) TCP/IP

Machine ID	1	Communication Mode	TCP/IR
Device IP	192.168.1.212	Port No	5005
Device Name	Attendance Machine	Device Utility	0
		Device Place	

The PC connects to the device through Ethernet cables in this mode. Enter the terminal’s “Machine ID”, “Device IP”, and “Port No.” (Default 5005). The communication “Password” is defaulted at 0. Click “Save” to finish.

4) P2S

Machine ID	1	Communication Mode	P2S
Device Name	Attendance Machine	Server Port	7005
		Heartbeat Packet Time	5
		Device Utility	Device Place

The PC connects with the terminal via a Point-to-Site connection. The Router’s “Port Forwarding”, and the device’s Port Number must match the “Server Port” field. To configure the router’s parameters, enter its Gateway IP address. (i.e. 192.168.0.1).

The server IP address value on the terminal must match your server IP address. If the server doesn’t have a static IP, then you must set its domain name instead within the terminal.

4.10.2 Modify Device

Select the Device then Click “Modify”. Change the field values then click “Save” to finish.

4.10.3 Check Status

Select a device then click “Check Online”. The bottom panel will show whether connection is established.

4.10.4 Get Information

Select a device and Click “Get Information” to acquire device information such as registered users, used fingerprint capacity, etc.

4.10.5 Set Time

Select a device and click “Set Time”. The software will change the device's time based on the PC's time.

4.10.6 Device Management

Click “Device Management” button within the “Device Management” module (as shown below).

Device Management

No.	Machine	Staff No	Name	Reg No	Backup	Rights	Password	Card No
1	212	00000001	chen	0000000001	02	Normal Use		
2	212	00000001	chen	0000000001	10	Normal Use	216935	
3	212	00000001	chen	0000000001	00	Normal Use		
4	212	00000001	chen	0000000001	01	Normal Use		
5	212	00000001	chen	0000000001	11	Normal Use		0000000000
6	212	00000002	Name 2	0000000002	10	Normal Use	913391	
7	212	00000002	Name 2	0000000002	00	Normal Use		
8	212	00000002	Name 2	0000000002	01	Normal Use		
9	212	00000003		3 0000000003	00	Administrat		
10	212	00000004	Name 4	0000000004	00	Normal Use		
11	212	00000004	Name 4	0000000004	01	Normal Use		

Search Conditions: Note: If search by "rights" query, '0' represents the general user, '1' represents the administrator and '2' represents the superuser

Download Staff Information Upload Staff Information Modify User Rights Delete Registration Info in the machine

1) Staff Fingerprint Management

【Download Staff Information】: Pulls registered fingerprint data into the database. For employees that weren't registered into the software's HR System, the AAS will automatically create the profiles.

Lexicon

【Backup】: The column identifies what verifications are registered.

00—First fingerprint

01—Second fingerprint

02—Third fingerprint

09—Duress fingerprint

10—PIN

11—ID Card

17—Infrared Face

50—Dynamic face

【Rights】: Whether the user is an administrator or a normal user.

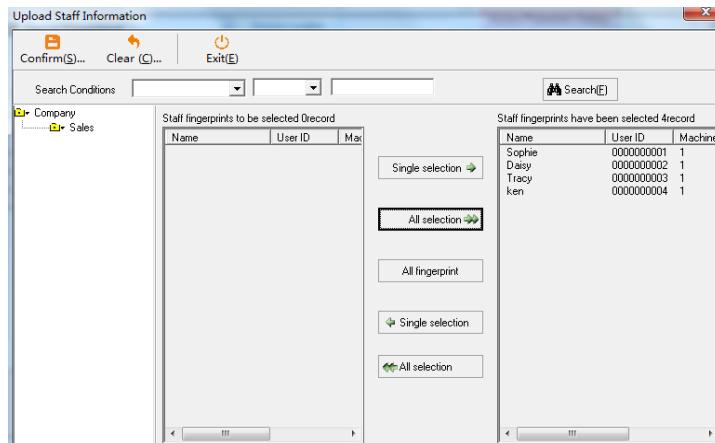
Administrator—The administrator can access the terminal's menu and therefore its parameters.

Normal User—A normal user may clock in/ gain access via the terminal.

【Upload Staff Information】: Uploads selected staffs onto devices in case of a reset or for quick registration on terminals. That includes their names, departments and verification data.

Click “Upload Staff Information”, use the staff directory to move staffs into the selected list on the right (See Image Below). Click “Confirm” to initiate the upload operation.

If the fingerprint data are already on the devices, select the “Register name only” checkbox at the top to upload the names.



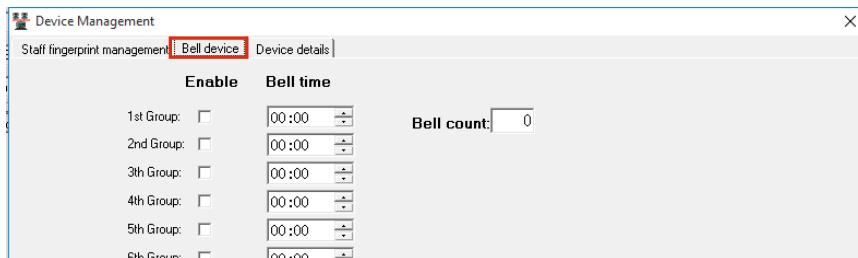
【Modify User Rights】: Change the permission of users. Select a user in the list and click “Modify User Rights”,

【Delete registration info in the machine】: Deletes the user on the terminal. Select a user in the list and click “Delete registration info in the machine”.

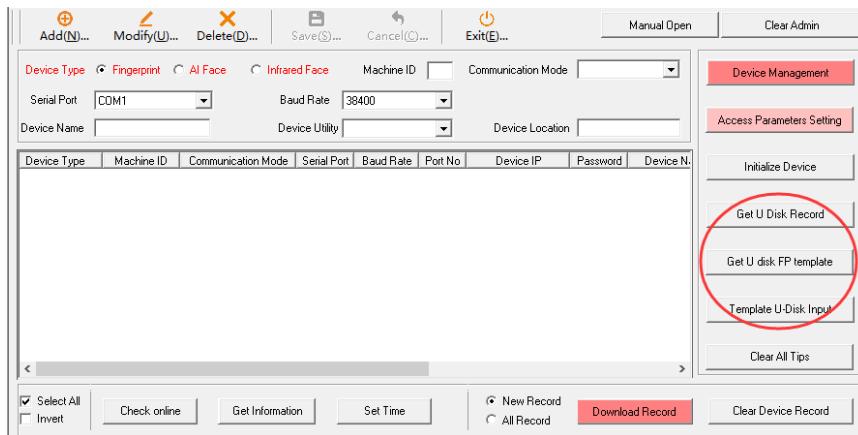
2) Bell device

Time attendance terminals come with an internal bell function (select models have external bell sockets).

Select the “Bell device” tab. The window will be as shown in the image below. The interface allows you to set 8 sets of bell chimes and their times.



4.10.7 Data Import/Export Using USB Flash Drive



1) Time logs download

After inserting a flash drive into the terminal, you may use the “Download new record” or “Download all record” within “U-Disk

download" on the terminal to pull attendance records onto the flash drive. At the operation's completion, a file 'AGL001.TXT' will be generated. (001 is the Device ID)

Now insert the USB flash drive to the PC, click "Get U Disk Record" and navigate to the .TXT file to import data.

2) Registration Data Download

After inserting a flash drive into the terminal, you may use the "Download all FP" within "U-Disk download" on the terminal to pull attendance records onto the flash drive. At the operation's completion, a file 'AFP001.DATA' will be generated (001 is the Device ID).

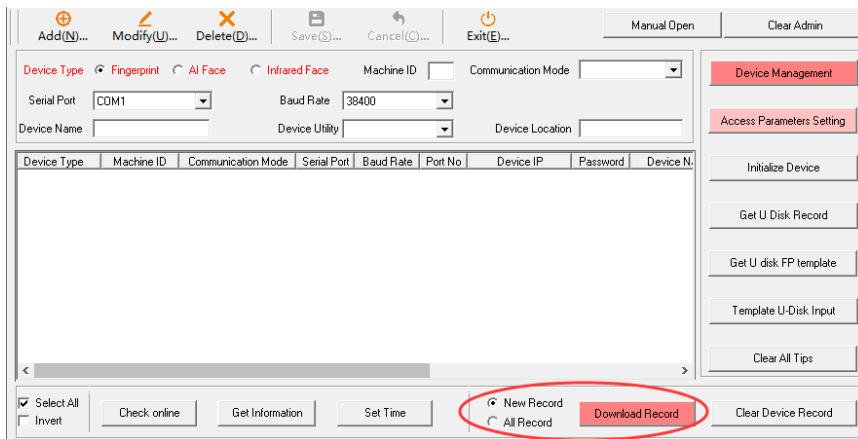
Now insert the USB flash drive to the PC, click "Get U Disk FP Template" and navigate to the .DATA file to import data.

3) Registration Data Upload

Save the registration data into a .DAT file (e.g. AFP001.DAT) and move the file to a flash drive. Insert the flash drive into the terminal and browse its menu for "U-Disk upload"

4.10.8 Download Record

Select the device in "Device Management", then select either "New Record" or "All Record" Option box. Then click "Download Record"



New Record: Download only new records since last download.

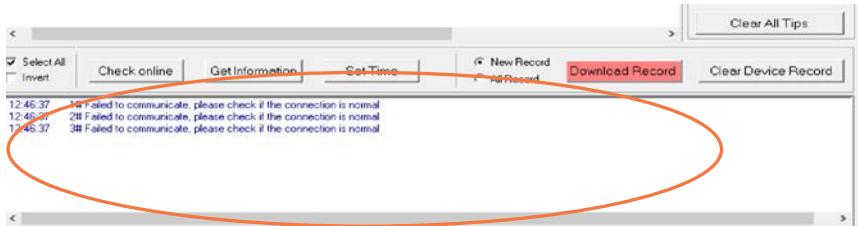
All Record: Download all records, may contain duplicate time logs.

4.10.9 Initialize Device

This function irreversibly removes all registration and time logs from the device, use it with care.

4.10.10 Clear All Tips

Removes all status messages. (See image below)



4.10.11 Clear Admin

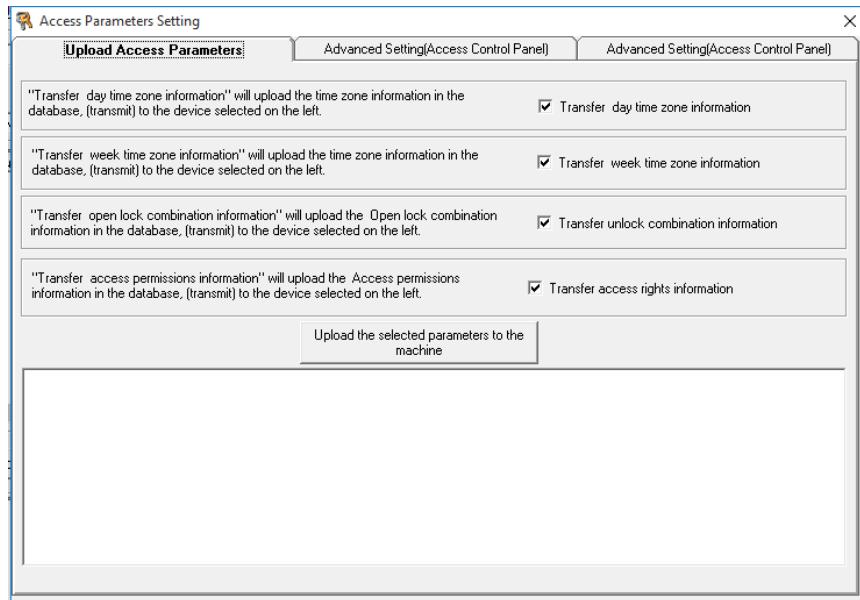
Removes all administrators from the terminal.

4.10.12 Manual Open

Manually unlock doors with this function.

4.10.13 Set Access Parameters

Select which parameters to upload onto the terminals.



4.11 Data Analysis

【Data Analysis】 includes 【Original Report】 , 【Detail Report】 , 【Daily Report】 , 【Monthly Report】 . With the exception of “Original Report”, the module generates report based on the time logs of staffs.

4.11.1 Original Record

【Original Record】: Raw time logs from the attendance terminal;

4.11.2 Detailed Report

【Detailed Report】: It shows all records of a day.

Select Total work time to count total work time

Search Conditions												<input type="checkbox"/> Search	<input checked="" type="checkbox"/> Total work time																	
From:	06/04/2019	To:	06/04/2019	Department:	Company	Name:	Sophie	Staff Code:	00000001	Date:	06/04/2019	Week:	Tuesday	Time1:	08:00	Time2:	12:00	Time3:	13:30	Time4:	16:00	Time5:	Time6:	Time7:	Time8:	Time9:	Time10:	Time11:	Time12:	Total work time
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8.42														
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4.11.3 Daily Report

【Daily Report】: The data generated from the time logs of employees by day. The rules are according to different shift settings in “Attendance System” module. Select Total to count total data of selected date

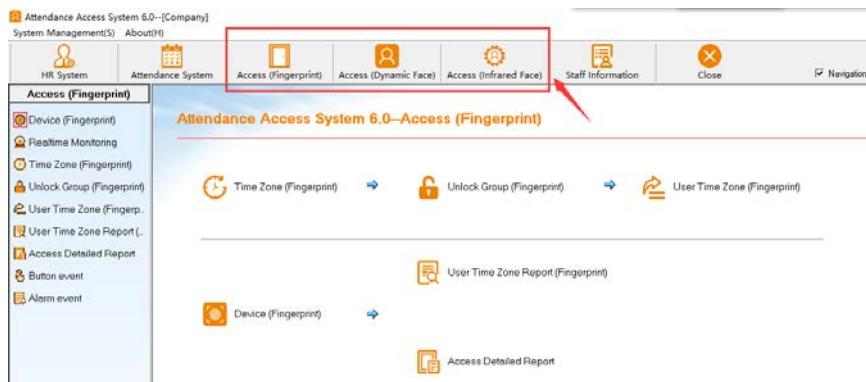
Search Conditions												<input type="checkbox"/> Search	<input checked="" type="checkbox"/> Total																						
From:	06/01/2019	To:	06/04/2019	Staff Code:	00000001	Date:	2019-06-01	Week:	06/01/2019	Shift Name:	Rest	On Workd:	0	Off Workd:	0	Off Workd2:	0	Off Workd3:	0	Absent Days:	0	Working Hours:	0	OT Hours:	0	Late In Minutes:	0	Early Out Minutes:	0	Absent Punch Times:	0	Public Holiday Hours:	0	Leave Hours:	0
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Chapter 5 Access System

5.1 Access System

Note: Please kindly select device type (fingerprint or infrared face device or dynamic face device)

Select “Attendance System>then according to your device type to set up access parameters for different device, take fingerprint device as an example:



5.1.1 Time Zone

The top section contains daily templates specifying the times at which access is granted. The bottom contains weekly templates that uses the daily templates. (Max 8 each)

Day Time Zone Setting

Day Time Zone	Description	Time Zone1		Time Zone2		Time Zone3		Time Zone4		Time Zone5	
No.		Start	End								
1	Day Period 1	00:00	23:59	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00

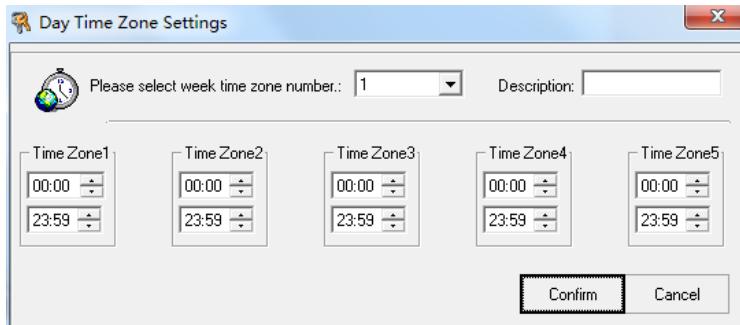
Week Time Zone Setting

Week Time Zone No.	Description	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Week Period 1	1	1	1	1	1	1	1

5.1.1.1 Add/Modify/Delete Day Time Zone

1) Add Day Time Zone

Within “Access System” > “Time Zone”, click “Add” to bring up the prompt (see image below). The default time zones allow access at any time throughout the day. The system allows 5 Time Zones within a Day Time Zone template up to a maximum of 8 templates.



Select a time zone number from the dropdown menu, then change the “Time Zone” intervals and “description” fields, click “Confirm”.

2) Modify Day Time Zone

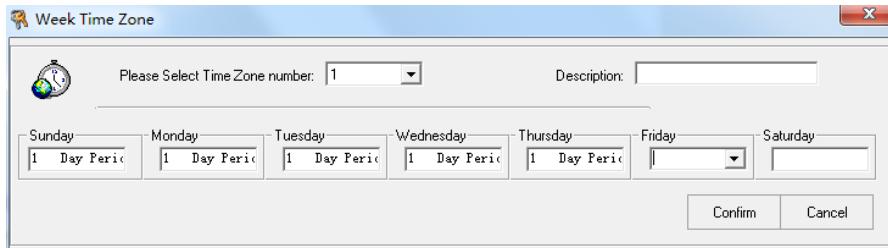
Within "Access System">"Time Zone", select a "Day Time Zone" and click "Modify". Change the fields then click "Confirm" to finish.

3)Delete Day Time Zone

Within "Access System">"Time Zone", select a "Day Time Zone" and click "Delete".

5.1.1.2 Add/Modify/Delete Week Time Zone

A "Week Time Zone" item consists of the Day Time Zone templates assigned to each day of the week. You can have up to 8 Week Time Zones.



1)Add Week Time Zone

Select a time zone number from the dropdown menu, then change the "Description" and the fields for the days of the week. The Number you enter will correspond to the "Day Time Zone" template number, click "Confirm" to finish.

2) Modify Week Time Zone

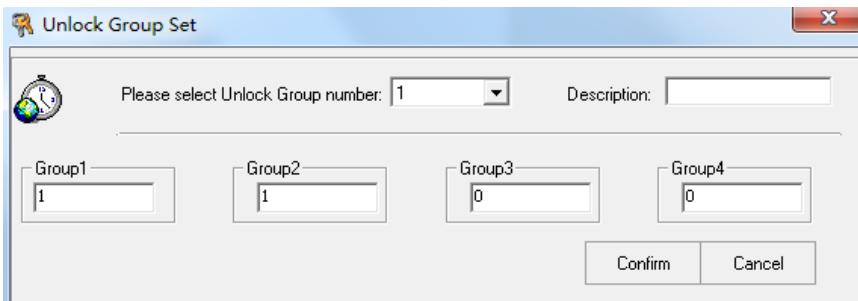
Within "Access System">"Time Zone", select a "Week Time Zone" and click "Modify". Change the fields then click "Confirm" to finish.

3)Delete Week Time Zone

Within "Access System">"Time Zone", select a "Week Time Zone" and click "Delete".

5.1.2 Unlock Group

Each unlock Group consists of 4 groups. This means you can require up to 4 people sign in consecutively to unlock a door. The system allows a maximum of 5 “Unlock Combinations”.



1) Add Unlock Group

Within “Access System”> “Unlock Group”, click “Add”. Select an “Unlock Combination number” from the dropdown menu, then change the “Description” and group fields.

2) Modify Unlock Combination

Within “Access System”>“Unlock Combination”, select an item and click “Modify”. Change the fields then click “Confirm” to finish.

3) Delete Unlock Group

Within “Access System”>“Unlock Group”, select an item and click “Delete”.

5.1.3 User Time Zone

Assign employee’s access rights, that includes unlock combination group number, and week time zone.

Steps:

Begin by selecting the device in the “Machine ID” dropdown menu.

Change the Group (Unlock Combination Group Number) and week

period (Week Time Zone) fields.

The screenshot shows a software interface for managing access control. At the top, there are fields for 'Machine ID' (001), 'Door No.' (Door1), and 'Group' (1). A dropdown for 'Week Period' is set to '1Week: Period 1'. A note at the bottom left says 'The week time zone is empty and so it is in'. On the right, a 'Tip' box provides instructions for assigning doors based on the number of doors in the access control panel. Below these are two lists:

- Unauthorized List:** Shows a table with columns Name, Department, and User ID. It lists six entries: Sophie, Company, 0000000001; Tracy, Company, 0000000003; Daisy, Company, 0000000002; ken, Company, 0000000004; 5, Company, 0000000005; and 6, Company, 0000000006.
- Authorized List:** Shows a table with columns Name, Department, Group, and Week Period. It currently has no entries.

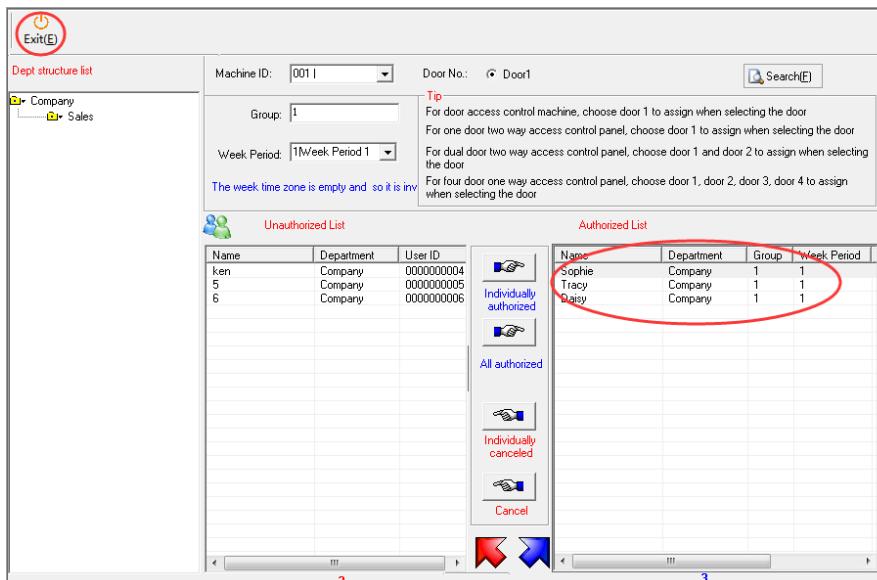
Between the two lists is a vertical toolbar with four buttons:

- Individualy authorized** (highlighted with a red circle)
- All authorized**
- Individually canceled**
- Canceled**

Below the lists are navigation arrows for both the Unauthorized and Authorized lists.

Use the staff directory to find the employees and use the buttons (red circle in the image above) to move them onto the “Authorized List”.

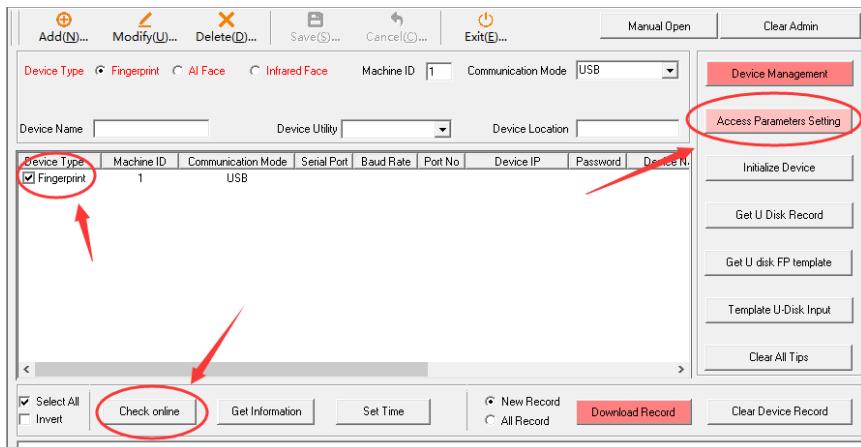
Click “Exit” to finish.



Note: For devices produced by our company, each staff can be assigned one unlock group and one week time zone only.

5.1.4 Device Management

Once you have configured the settings throughout section 4.10, you may upload these access parameters within “Device Management”. Select the devices with the check box on the left, then click the “Access Parameters Setting” within “Device Management” to upload these settings. (see image below)



5.1.5 Realtime Monitoring

The real-time monitoring of all devices. This requires a TCP/IP connection between the terminal and the device that hosts the AAS Software. Be sure to properly input proper values into the fields within "Device Management".

The left panel will show the devices and their connection status. The

right panel allows data export.

To begin real-time monitoring, enter the proper “Server Port No.” at the bottom right panel then click “Start Real Time”. To stop, click “Stop Real Time”

The “Clear Data List” clears up the displayed data in the center of the window for viewing purposes. (The actual data is already saved into the database).

5.1.6 User Time Zone Report

This function allows you to look up assigned access permissions.

5.1.7 Access Detailed Report

View events for the terminals such as user access, alarm triggered, etc.

5.1.8 Button Event

Keeps track of button click event within the software that unlocks the door.

Print(P)		Export(T)		Exit(E)		
Time Period:		From:	06/01/2019	To:	06/04/2019	
				Machine ID:	<input type="text"/>	
					 <input type="button" value="Search(E)"/>	
No.	Machine ID	Week	Date	Time	Status	Door No.
1	1	Tuesday	06/04/2019	17:32	Software to open the door	1
2	1	Tuesday	06/04/2019	17:34	Software to open the door	1

5.1.9 Alarm Event

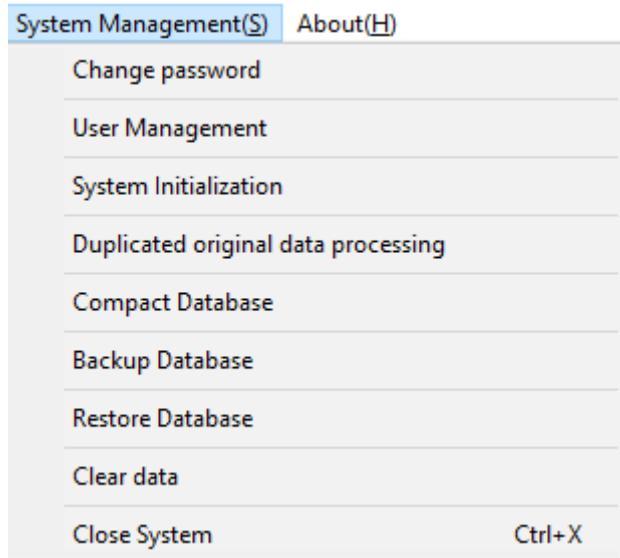
View Alarm events for the terminals such as unauthorized door unlocks and duress alarms.

Print(P)		Export(T)		Exit(E)	
Time Period: From: <input type="text" value="06/01/2019"/>		To: <input type="text" value="06/04/2019"/>		Machine ID:	<input type="button" value="Search(E)"/>
No.	Machine ID	Week	Date	Time	Status
1	1	Tuesday	06/04/2019	17:35	Dismantle alarm

Chapter 6. System Management

In the main window, look for "System Management" in the top left

corner. The menu includes 【Change password】 ,【User Management】 ,【System Initialization】 ,【Duplicated original data processing】 ,【Compact Database】 ,【Restore Database】、【Backup Database】 ,【Clear Data】 , and 【Close System】 .



【Change password】 :Change the password to the AAS to prevent unintentional modification.

【User Management】 : Add or modify AAS administrator accounts and their permissions.

【System Initialization】 :Restore all AAS settings to default.

【Process Duplicate Raw Data】 : Deletes redundant data within the system.

【Compact Database】 :Compacts the database as the accumulation of data will affect performance of the system.

【Backup Database】 :Creates a copy of the database.

【Restore Database】 :Restore the database from an existing backup.

【Clear Data】 :Delete expired data from the database.

6.1 Change Password

The default credentials for login is User Name: admin, Password:

(Blank). After finishing the settings, it is highly recommended that you set a new password to prevent unintentional system access.



6.2 User Management

User Management				
		Add(N)	Modify(U)	Delete(D)
		Exit(E)		
All users	admin-admin	User Name	Full User Name	Whether to lock
	admin	admin	No	admin

Steps:

1) Add AAS User

Within “User Management”, click “Add” to bring up the “User Properties Page”. (See image below)

User properties page

Save(S)... Exit(E)

User Name: Password: Confirm Password : Full User Name: User Description:

You must change the password for the next login

Rights Allotment: All allowed All canceled

Function of authorization:

<input type="checkbox"/> Company	<input type="checkbox"/> Shift Allotment	<input type="checkbox"/> Original Report	<input type="checkbox"/> User Time Zo...	<input type="checkbox"/> User Manage...
<input type="checkbox"/> Department	<input type="checkbox"/> Total Schedule	<input type="checkbox"/> Detailed Report	<input type="checkbox"/> Access Detail...	<input type="checkbox"/> Clear data
<input type="checkbox"/> Staff Informati...	<input type="checkbox"/> Holiday Regis...	<input type="checkbox"/> Daily Report	<input type="checkbox"/> Button event	<input type="checkbox"/> Restore Data...
<input type="checkbox"/> Staff Dismissi...	<input type="checkbox"/> Leave Registr...	<input type="checkbox"/> Monthly Report	<input type="checkbox"/> Alarm event	
<input type="checkbox"/> Parameter Set...	<input type="checkbox"/> Manual Punch	<input type="checkbox"/> Time Zone	<input type="checkbox"/> Device Face	
<input type="checkbox"/> Default Shift	<input type="checkbox"/> Overtime Rules	<input type="checkbox"/> Unlock Group	<input type="checkbox"/> Time Zone (F...	
<input type="checkbox"/> Shift Definition	<input type="checkbox"/> Device Finger...	<input type="checkbox"/> User Time Zone	<input type="checkbox"/> User Time Zo...	
<input type="checkbox"/> Shift Pattern	<input type="checkbox"/> Data Analysis	<input type="checkbox"/> Realtime Moni...	<input type="checkbox"/> User Time Zo...	

Here you can enter the information and credentials for the user as well as their permissions within the system. After you are done, click "Save" to finish.

2) Modify AAS User

Select a user from the list and click "Modify".

User Management

Add(N) Modify(U) Delete(D) Exit(E)

All users

	User Name	Full User Name	Whether to lock	Remark
admin--admin	admin	admin	No	admin
2-5	▶ 2	S	No	admin

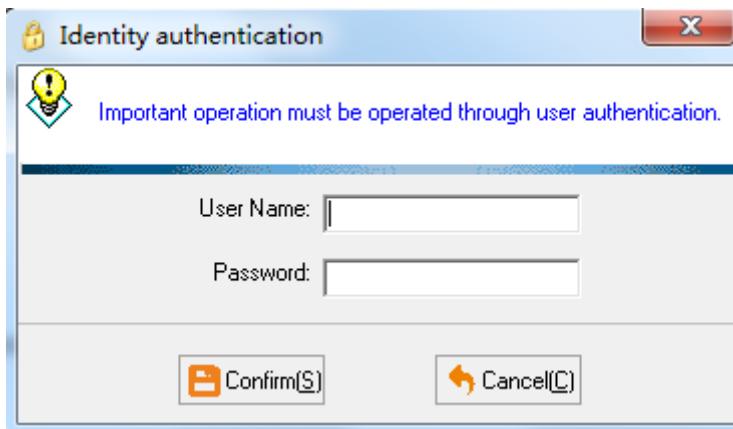
The "User properties page" will appear for you to modify the fields. Once finished, click "Save".

3)Delete AAS User

Select a user from the list and click "Delete".

6.3 System Initialization

Click 【System Initialization】 , enter the credentials to confirm this operation.



6.4 Duplicated original data processing

Within “System Management”, click “ Duplicated original data processing”, the system will automatically delete duplicate data.

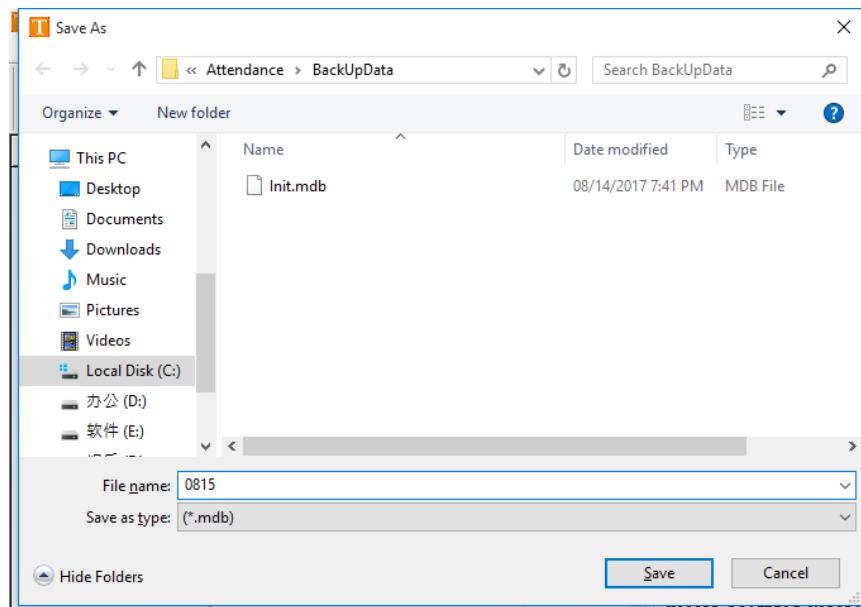
6.5 Compact Database

Within “System Management”, click “Compact Database”, the system will automatically complete the operation.

6.6 Backup Database

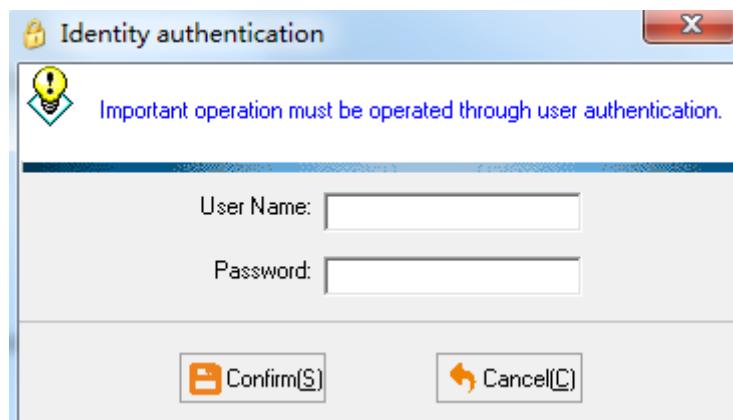
This operation creates a backup file within the directory you specified. In the event of system failure or corrupt files, this file can be used on a fresh installation to restore the settings.

Within “System Management”, select “Backup Database”. Use the windows prompt to select the directory.



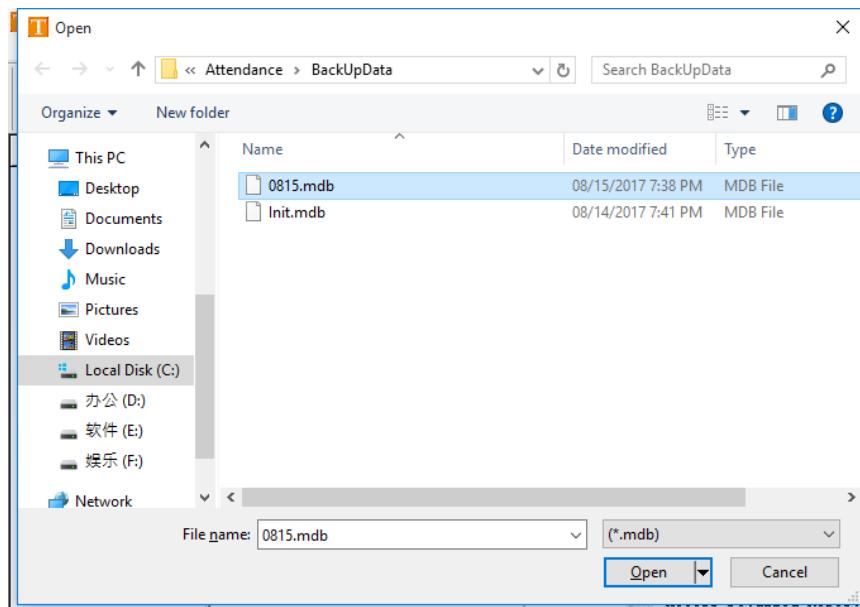
6.7 Restore Database

Within “System Management”, click “Restore Database” to bring up the authentication window. Enter the credentials.



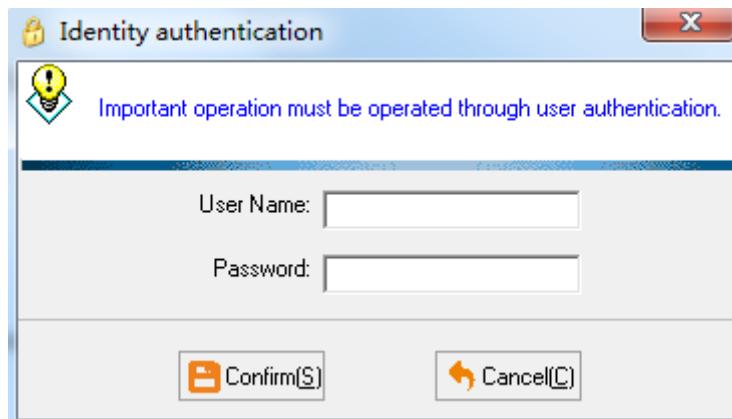
With the windows prompt, navigate the directory to find the backup

file with .mdb extension. Click “open” to finish.



6.8 Clear Data

Within “System Management”, click “Clear Data”. Then enter your credentials.



Select the data for the desired months by clicking their corresponding checkboxes. Click "Confirm" to finish.

