

ClockReports XE

Quick Setup

Procedure



Important please read & follow these instructions before doing anything else!

You are going to... Install software > Connect time clock device to PC using USB cable > Activate device > Activate software > Enrol users > Sync with software > Add users names to software > Use the system.

- ✓ You must activate your software otherwise it will run in a time limited trial which will expire after a few days.
- ✓ Your PC will require to be connected to the internet and the firewall must allow the program through.
- ✓ You will need admin privileges on your computer to successfully install all the hardware device drivers.
- ✓ If you install on more than one PC you will need additional licences, see www.ClockReports.com/buy.html
- ✓ More detailed instructions can be found on the CD-Rom or from the PDF desktop icon after software install.

STEP 1. First setup required to activate device and software...

1. Install the software from the CD-Rom or use helpdesk on www.ClockReports.com website to request a download.
2. Connect the supplied power cable (ANVIZ have a telephone style clear connector on one end & a USB plug on the other end) to your time clock device. The telephone style clear connector plugs into the back of the device and the USB plug end goes into your computer. (This step doesn't apply to OA1000, FacePass or VF380 or some ZK models)
3. Switch on the time clock device with it's OK key.
4. Run the ClockReportsXE software from the computers desktop icon. When your computer asks permission for the network / firewall access you must allow the software access otherwise you will not be able to activate your software!
5. The login screen will show. There is no password set so you can just go a head and login as admin.

Now follow the on screen instructions to add the time clock device to the software and activate your software...

6. Wait a few seconds for the setup screen to show or click the 'Setup Device' button on the Home tab page.
7. A new device window shows, choose your time clock model from the drop down box.
8. Click the button to scan the USB ports for the time clock.
This will retrieve the device serial number and also configure the device for use with your computer.
9. After successful product activation you will be taken to the software activation unlock screen.
10. On the activate screen enter your company name, your email and then click the activate button. After a minute you should get a good news confirmation box appear, click OK to shut down the software. You can reopen the software from the desktop icon.

Troubleshooting: If the above steps 8 to 10 fail, please restart the device by pressing and holding the OK key to shutdown then press OK key again to turn on, check windows recognises the USB connection.

If help needed please contact ClockReports support by submitting a ticket on www.clockreports.com/support website. Always supply your time clocks serial number which is usually the barcode number on the product label found on the back of the device when contacting support.

STEP 2. Next steps after successful activation

(See detailed instruction guide on the CD-Rom or open the desktop PDF shortcut or view online guide with video)...

11. Enrol users on device directly. **Important: Do not set admin manager users up at this time as it will block the USB in the next step.**
12. Download users by pressing the 'Sync Device' button on the Home tab page in the ClockReportsXE software.
13. Add users names next to the users ID numbers to the ClockReportsXE software database.

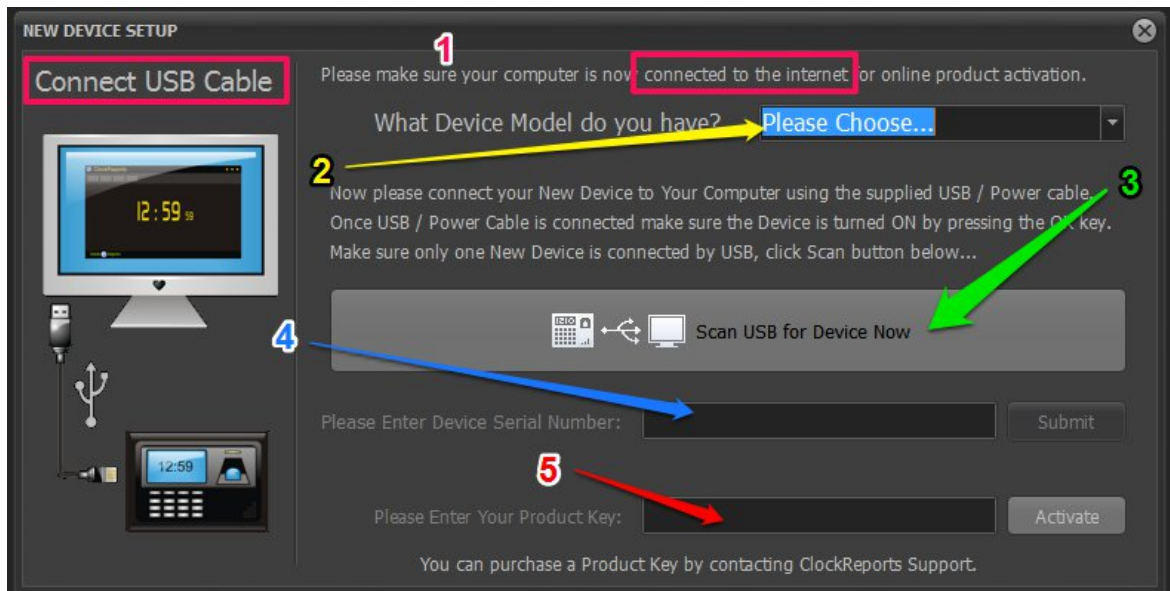
STEP 3. Everyday normal use...

14. Users should select in or out on the time clock device with the arrow keys first, then place this finger to record their punch times.
15. When you need records on the computer sync with device.
16. After syncing you can use the 'Reports Calculate' button to see time sheets for each user.

- ✓ **Free Help** is available anytime by submitting a ticket on www.clockreports.com/support website.

Activating Hardware Device to Work with ClockReports

In order to use your Time Clock or Access Control Device you need to do the following steps...



Step 1. Connect your computer to the internet and make sure your computers firewall is not blocking ClockReports.

If your hardware device comes with a supplied USB cable then connect it now and switch the hardware on.

Note: that some devices combine the power cable and the USB in to one single USB cable with a special RJ11 style connector on one end.

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Step 2. Choose your model type from the drop down list. You can find out which model you have by looking at the barcode label on the box or the product label on the back of the product.

If your model has a USB cable connected then you can go to **Step 3**, otherwise go to **step 4**.

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Step 3. Click the scan button so the software can find the hardware, activate the product and configure it settings automatically.

- If all goes well you will receive a confirmation message and this window will close.

Note: If the software cannot communicate with the hardware then check your USB connections, the device is turned on and you have unlocked USB communications by

authorising Admin Manager users immediately after connecting the USB cable to the computer. If you are still having connection issues please shutdown and restart your hardware by pressing and holding the OK key on the hardware's keypad.

If the software is not able to connect to our on line servers then you will need to **step 5**.

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Step 4. Enter your hardware's serial number or barcode number found on the product label and click the submit button.

- If all goes well you will receive a confirmation message and this window will close, otherwise proceed to **step 5**.

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Step 5. Obtain a product key by submitting a support ticket on our help desk at...
www.clockreports.com/support.html

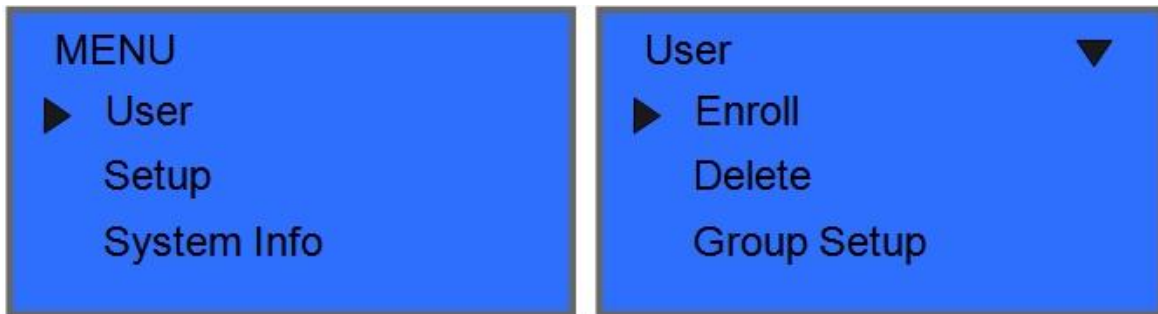
ENROLLING EMPLOYEE / USERS FINGERPRINTS & PASSWORDS ONTO THE TIME CLOCK DIRECTLY

Applies to A300, EP300, T60, OC500, TC550, VF30, VP30 etc.

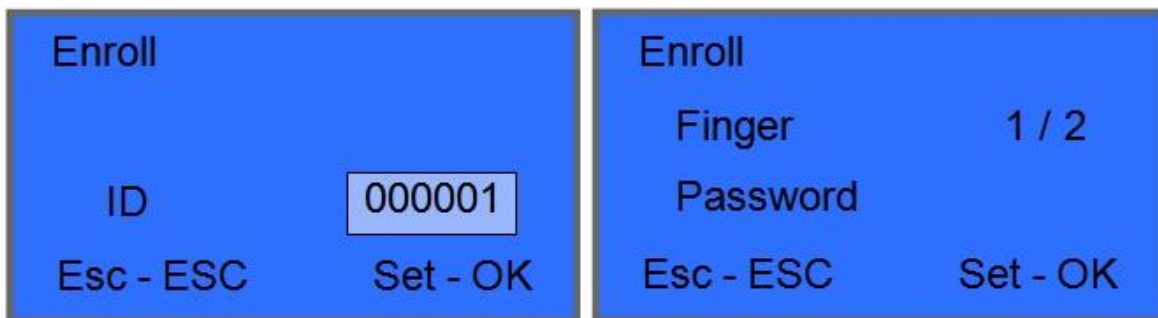
Every user will be assigned a unique identification (User ID) number, and this number will be used to identify them on the time clock and also in the ClockReportsXE software. **Note: The machine doesn't record a users fingerprint only a unique serial number called a template.**

Follow the steps below to enrol users ID numbers and fingerprints for the users, make sure to keep track or note down the ID numbers assigned to each user/employee.

- a) Turn the time clock on with the OK button and then press the M key to enter the menu. You will hear a musical tone and the display will change to the MENU screen... (if it displays 'admin' on screen after pressing the M key you will need an admin manager user to verify before you can enter the menu).



- b) press OK key to enter the USER sub menu
c) Enrol should be selected so press the OK a second time to enter the ENROL sub menu.



- d) The time clock assigns the first (or next) available user id which is number 000001 for the first (or User '1' as you should ignore the leading zeros)
You can simply press the OK key to accept user number 1 or you can enter your own ID number and then press the OK key.

- e) The time clock displays the available options for the selected user ID. For example you can enrol Finger 1 or 2 Finger, A password PIN code or possible a swipe card if supported by the time

clock.

Note: Use the OUT arrow key to highlight the option required, the default for a new user is Finger 1 so just press the OK key.

Note: The time clock allows enrolling up to two fingerprints per employee, we recommend one finger from each hand. See section g) below for details.

f) After pressing OK key, the time clock displays **Press finger #1**, so please press the fingerprint firmly in flat contact with the scanners surface, then the clock will display **Take off!** and will prompt with a voice *"place your finger"* then remove the finger, then place it firmly once again on the same spot, then press OK to save the fingerprint.

Finger enrol process:

1. Place you finger on the scanner making sure you scan the centre of your fingerprint and not the tip of your finger.
2. Take your finger off after the beep.
3. Put the **SAME finger** back on in the same position to verify the fingerprint.
4. When accepted press OK key to save the fingerprint template and complete enrolment for the finger.

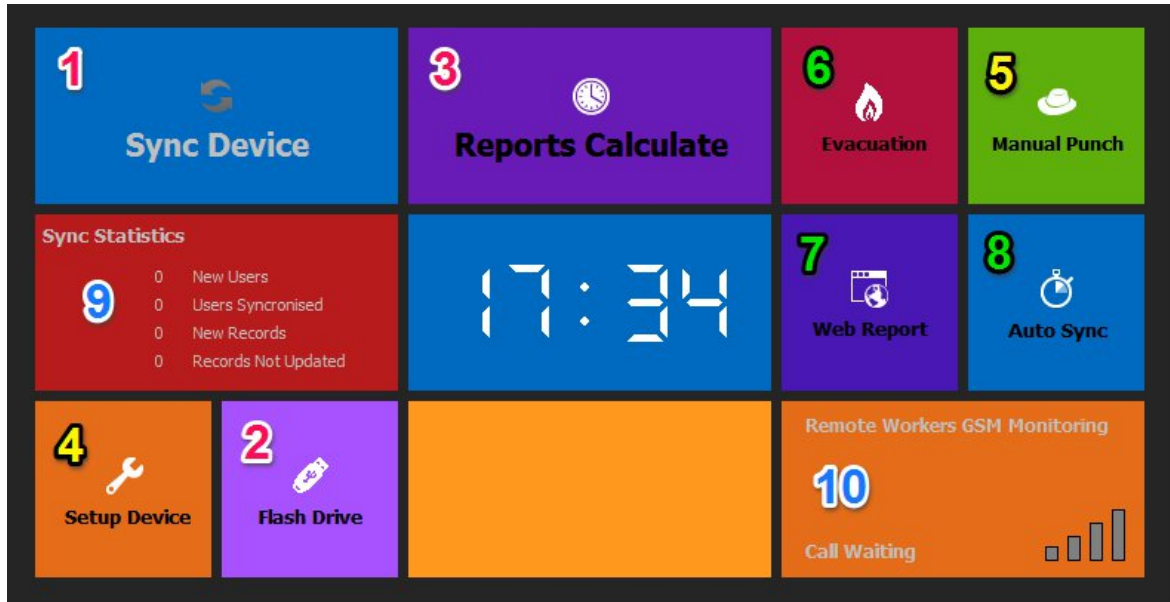
g) **Second Fingerprint Enrolling.** Each user profile on the time clock can hold up to two fingerprints, allowing the user to use either one of the fingerprints enrolled to clock in or out. It's not necessary but it is recommended to enrol a second fingerprint in case the first finger gets injured. Therefore to enrol a second fingerprint simply follow the same procedure to enrol but manually enter the **Users ID number** for the user in reference (see section d) above), the time clock will then automatically select FP2 on screen for finger two to be enrolled.

Note: You cannot enrol the same finger twice it will be rejected. Do not press too hard just nice and firm light even pressure on the glass.

Note: DO NOT setup an admin manager from the USER menu until after you have enrolled all the users and only after you have connected to the computer for the first time, make sure you set more than one admin manager, we recommend setting a password PIN code also for admin.

The Home Screen Control Panel

The panel has a number of buttons and display panels...



Button 1. Synchronise with Hardware device via USB cable, network or RS232/RS485 serial port cables.

The exact communications method depends on the specific device hardware and the software settings (see Button 4).

Depending on the setup options drop down menu, choices the following things can happen during the sync operation...

- Downloads Users ID and Names
- Download Users Punch Times
- Sets Devices Time & Date
- etc.

Button 2. Import User ID records, Punch Records or Fingerprint Templates from a USB pen drive.

Button 3. Generates an attendance report or similar, See the reports tab page for settings.

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Button 4. Setup Device

- Add new hardware devices.
- Give the devices a name to help identify it.
- Change device communications methods.

- Advanced configuration of hardware for fingerprint machines.

Button 5. Manual Punch, Insert records or delete records directly.

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Button 6. Evacuation Report - will cause device sync followed by a printable report showing users last punch time and in or out status

Button 7. Web Report - allows remote users to open a web browser and view evacuation reports, and report time sheets.

Button 8. Auto Sync - collect data from network devices and run attendance reports automatically at set times of the day.

Note: The software must be left running for the auto sync to work.

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Button 9. Sync Statistics - shows information about the last sync with a device.

Button 10. Remote Works - Shows the connection status of a GSM Modem if connected for remote workers to punch in or out from their mobile phones.

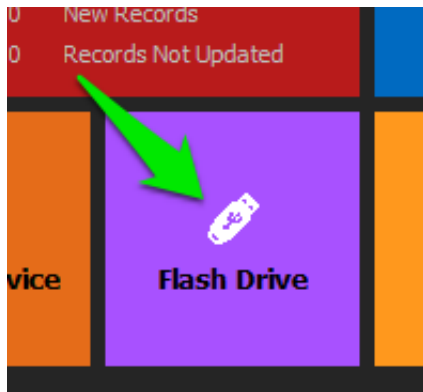
Importing Data from a USB Flash Pen Drive

ClockReports software can recognise and import Users Data, Punch Records and finger Templates files from a flash drive.

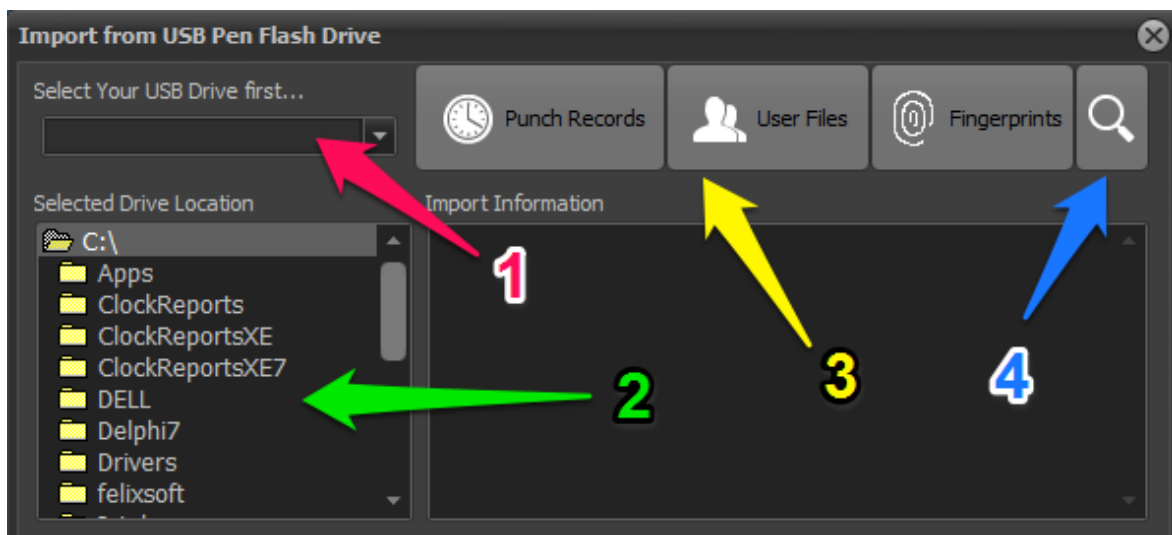
To get started...

FIRST insert your USB flash drive in to your computers USB port.

Then click the USB drive button on the home screen to open the import manager window.



Import Manager Window



Step 1. First select your USB drive by clicking it from the drop down list.

Step 2. Make sure the drive location shows the correct drive letter for your flash drive.
Note: If it still shows the 'C:\' drive then you did not click the drive in step 1.

Step 3. Choose which data type to install.

Step 4. If you are having problems you can manually search and import or if you are trying to import from another location other than a USB pen drive.

Standard Reports - Calculating Break Times

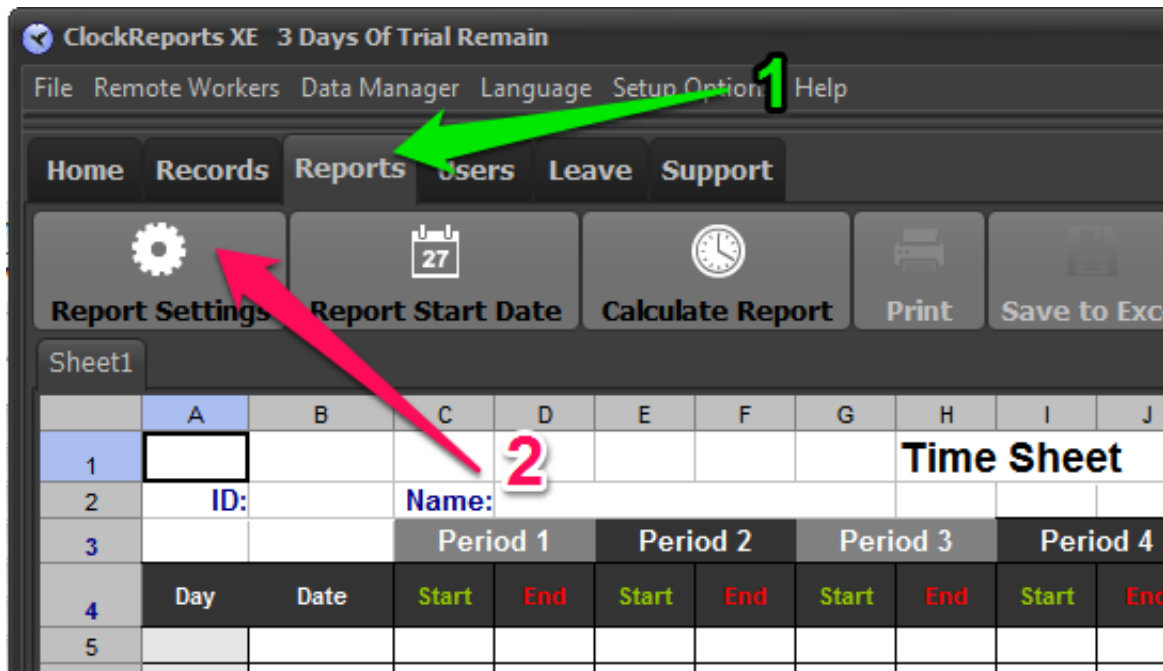
Note: Subscription upgrade maybe required for this feature to work

In Standard Report Types breaks can be calculated if Users punch IN and OUT when they take breaks.

Breaks are the times between an END period and the next START period...

		Breaks								Time Sheet		Total breaks			
ID:	Name:	Period 1		Period 2		Period 3		Period 4		Hours	Recorded			Calculated	
Day	Date	Start	End	Start	End	Start	End	Start	End	after Midnight	Actual Hours	Decimal Hours	Break Time	Regular Hours	

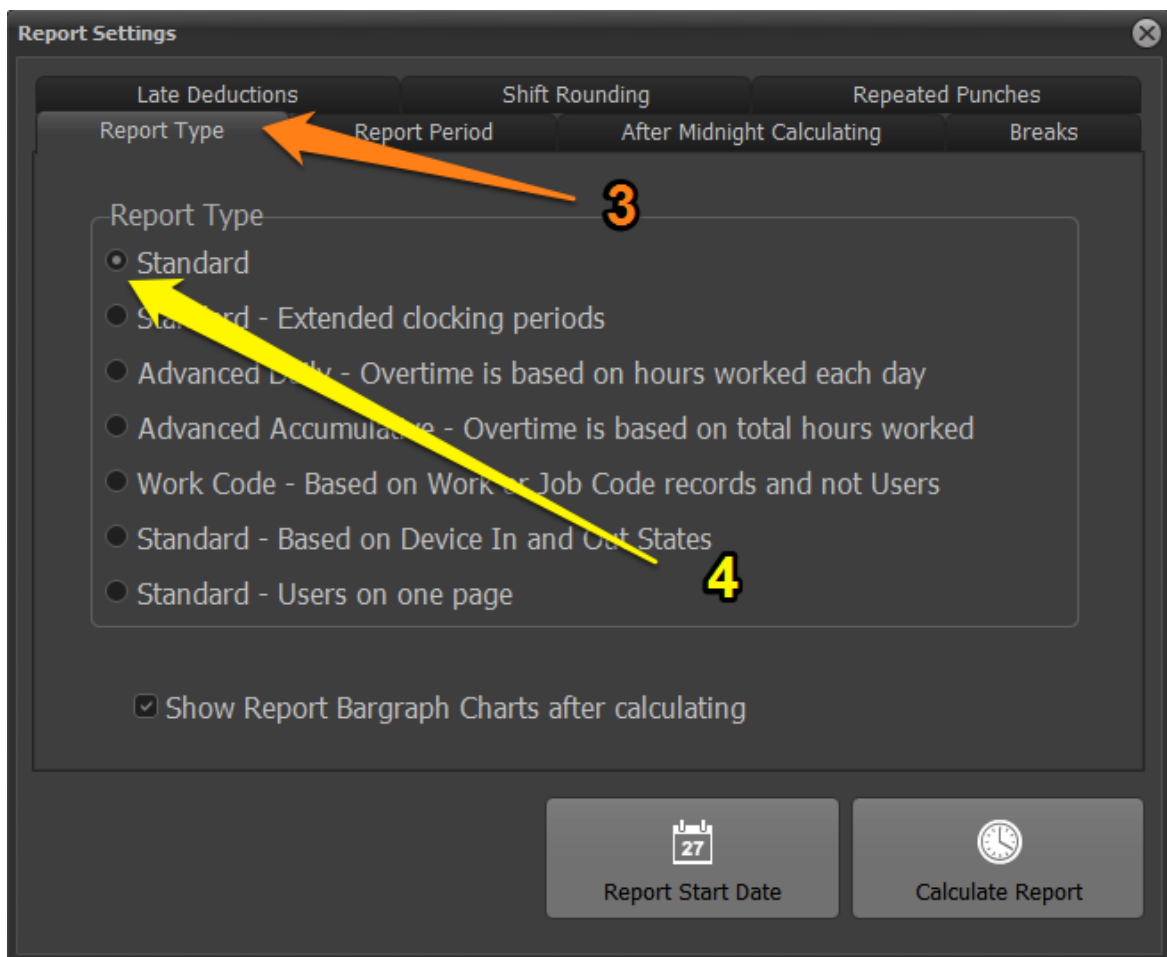
Configuration of calculating breaks in Standard Report Types is only slightly different to Advanced Report Types, here we will deal with configuring Standard Reports Breaks...



Step 1. First go to the 'Reports' Tab page.

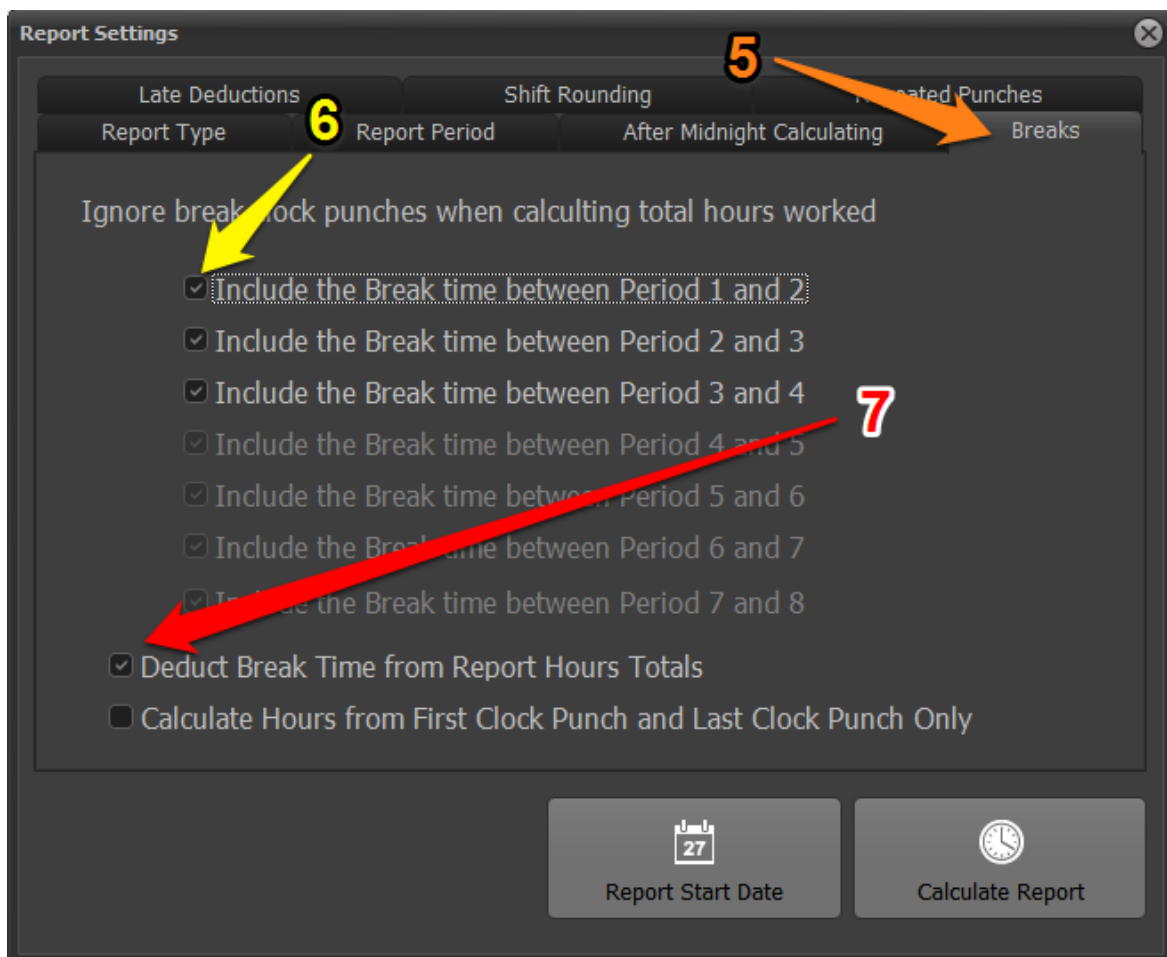
Step 2. Click the 'Report Settings' button.

Report Settings Window



Step 3. Report Type Tab

Step 4. Select a 'STANDARD' Report Type



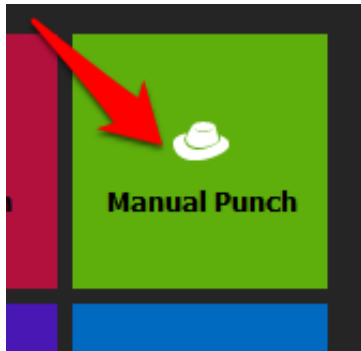
Step 5. Select Breaks Tab

Step 6. Choose the clock IN and OUT periods where you want the reports to calculate breaks

Step 7. If you want the reports Calculated Hours column to have the break time deducted automatically select this option.

Deleting Punch Records from Time Sheet Reports

If users have punched too many times by mistake then you can easily delete the records from the 'Manual Punch' Manager.



Manual Punch Manager

Manually Clock IN/OUT
If user forgets to punch or is working away then you can manually insert punch times here...

STEP 1. Choose a date 1

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Today: 23/04/2013

STEP 2. Choose a User 2

Userid	Name
1	phillip
2	Kenneth
3	3

View Database Records for Selected User & Selected Date...

Record No.	User ID	Name	Punch Times
991	1	phillip	23/04/2013 08:36:00

Delete Record 4

A screenshot of the 'Manual Punch Manager' interface. The interface is dark-themed and contains several elements: a calendar for selecting a date (April 2013), a list of users to choose from, a table of database records for the selected user and date, and a 'Delete Record' button at the bottom. Four numbered annotations are present: a red '1' points to the calendar, a green '2' points to the user list, a yellow '3' points to a record in the table, and a red '4' points to the 'Delete Record' button.

Step 1. Choose a date that the record to be deleted appears on.

Step 2. Choose the User with the record.

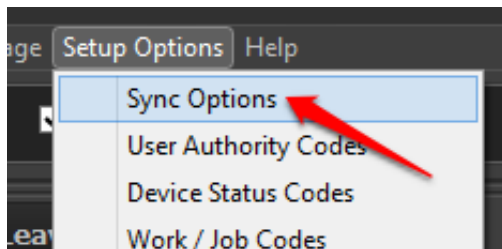
Step 3. Select the punch record from the list that you wish to delete.

Step 4. You can now delete the punch record by clicking the 'Delete Record' button.

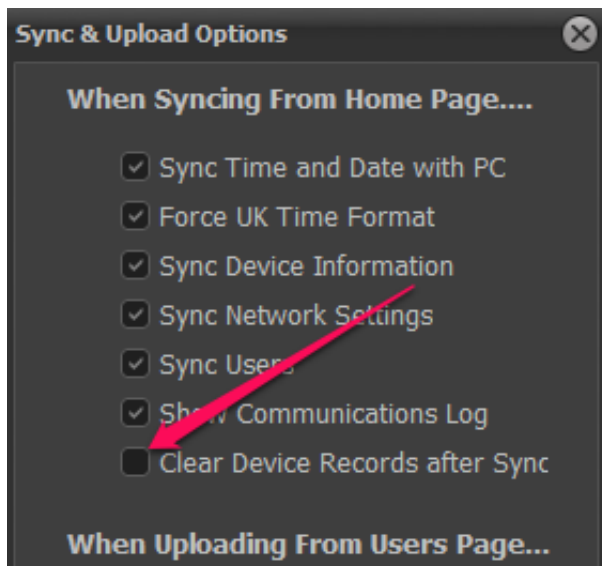
Deleting Punch Records from Hardware Device

If you require to delete records from a time clock or access control device then the best way to do this is during the 'Sync Device' process.

From the Setup Options drop down menu found at the top of the main form window, click the 'Sync Options'



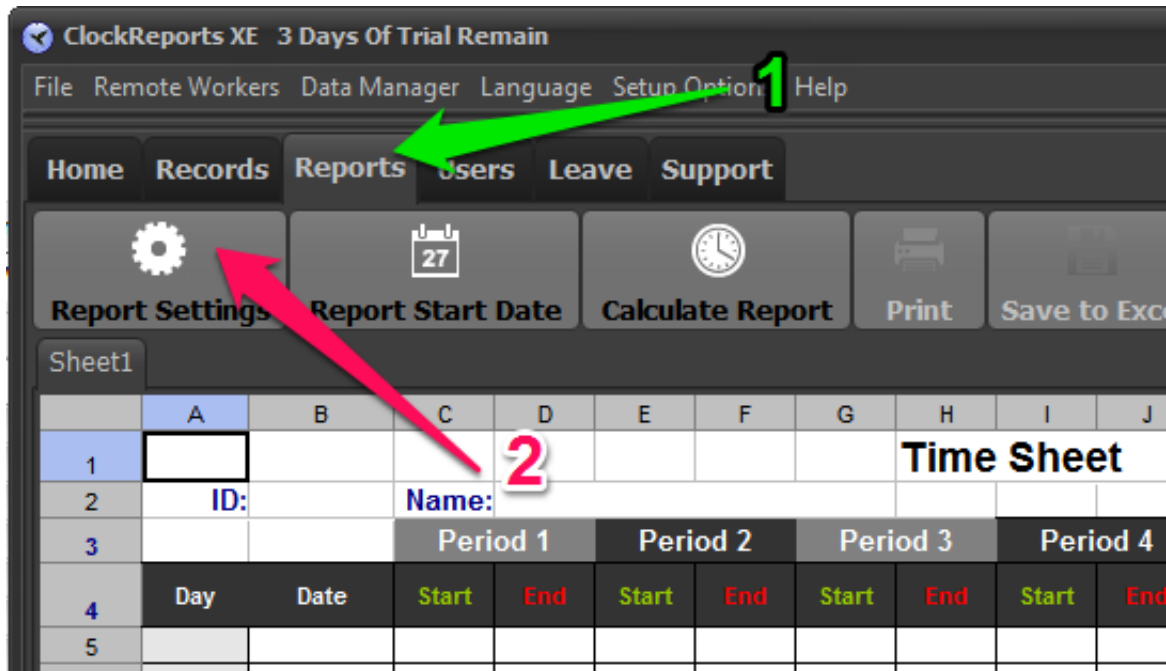
Sync Options Manager Window



Make sure you tick the option to 'Clear Device Records after Sync'

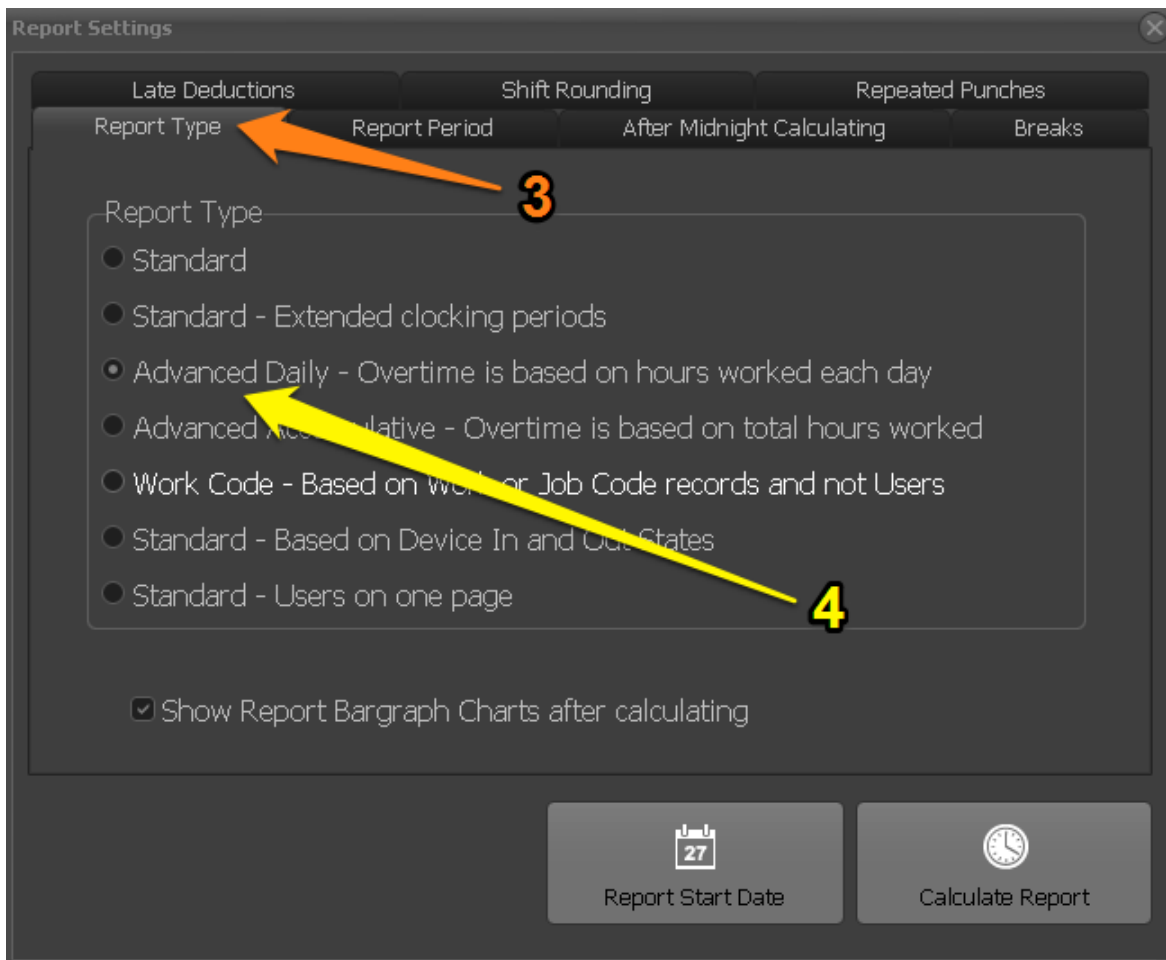
Shift Patterns - Advanced Reports only

Note to use shift patterns you will need an Advanced or Ultimate subscription.



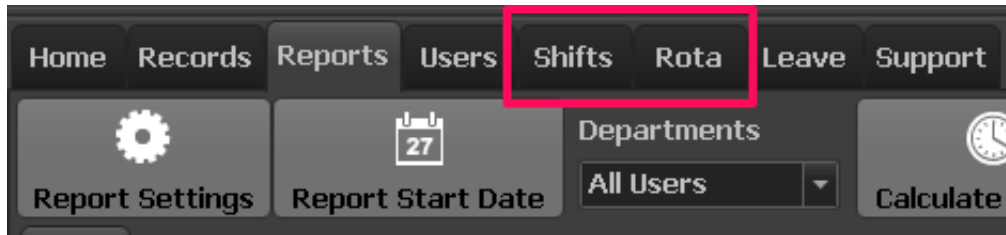
Step 1. Select 'Reports' tab page.

Step 2. Click the reports settings button to open the settings window.



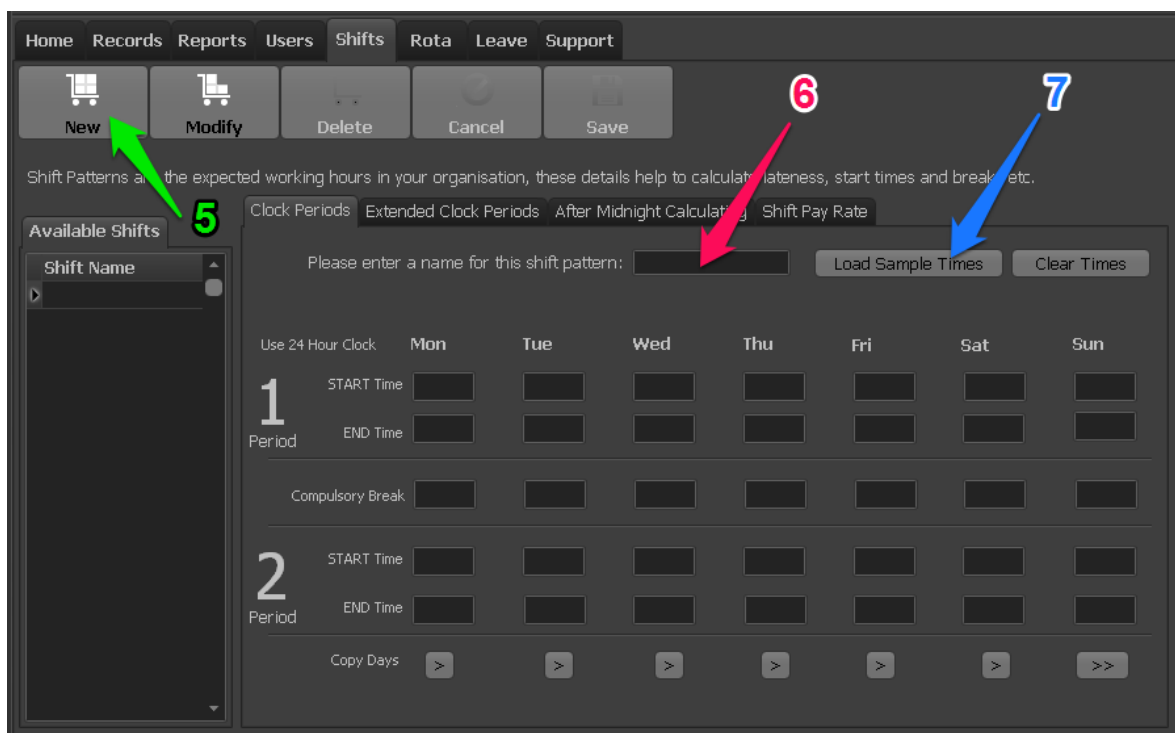
Step 3. Select 'Report Type' page.

Step 4. Select an 'Advanced' type of report and then close the report settings window.



When you select an advanced report type it enables the 'Shifts' and 'Rota' tab pages in the main window.

Select the 'shifts' tab page.



Step 5. Create a New shift pattern.

Step 6. Give the new shift pattern a meaningful name.

Step 7. Optionally click the 'Load Sample Times' button to fill the pattern with examples.

Step 8. Edit the sample times to suit your companies working times.

Step 9. If you wish to deduct break time from users you can set a time to deduct here.

Step 10. When you are finished click the save button.

General Guidelines and suggestions...

The **1&2 PERIODS** are a punch in and out cycle... If you staff punch at start of day and again at the end of the day then you can use one period. e.g. 1 Period Start 09:00 and End 17:00
 However If your staff punch in and out for lunch breaks then you can use two periods...
 e.g. 1 Period Start 09:00 and End 12:00, 2 Period Start 13:00 and End 17:00

The times you enter here are calculated in a report to give the expected work time for the whole day such as 8 hours.

After Midnight tab is for setting the end time if your staff work through the night, it tells the software that a user can work over two days.

Time rounding tab gives you the option to round times up or down, and can tidy up a report and help with slight late or early punches, for example if your end time is 17:00pm and a user punches at 17:09 am then if enabled the report can round the users time back to 17:00pm.
 You can also round down overtime or doubletime to the nearest 15 minutes.

The pay rates tab is based on a users hourly pay, its not required if you dont want the report to generate pay totals.

Note: The REPORT SETTINGS button found on the main window in the reports tab page also has several options for reports rounding, breaks and lateness which will affect how your final reports are generated.

Applying Users to Shift Patterns - Advanced Reports only



Switch to the 'Users' tab page.

Step 11. Select a user and then choose a shift pattern from the drop down list.

Step 12. If users often move from one shift to another then you may want to use the Rota to arrange shift patterns.

Step 13. Save the users profile

You can now run a report from the reports page.

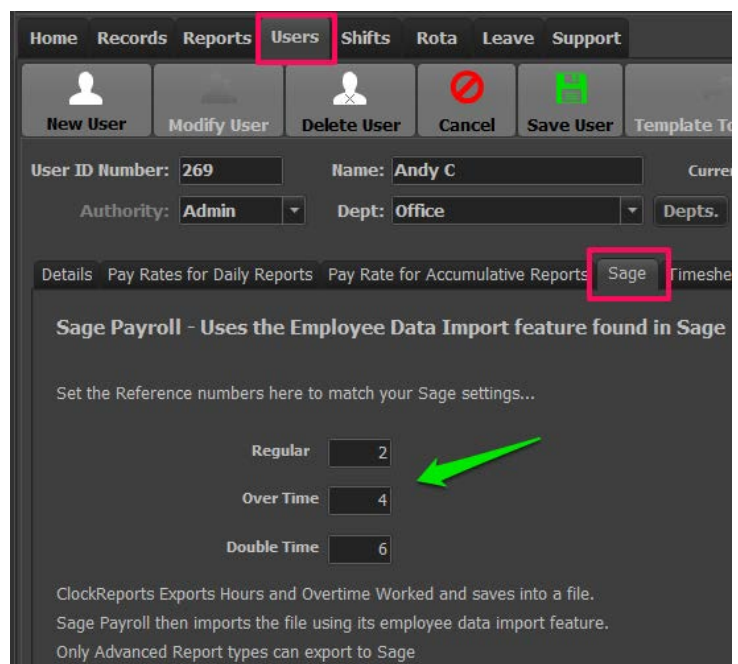
Sage & Quickbooks Payroll Export

Note: An Ultimate subscription upgrade is required for this feature to work

Note: In order to use the sage export you must use an 'Advanced Daily Report Type'

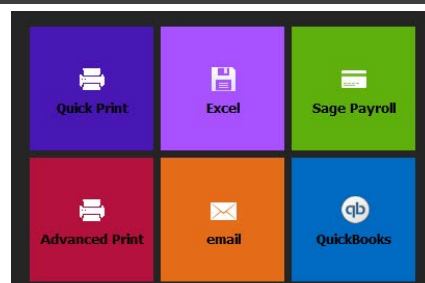
In the Users tab page and for each user you **must configure** the users **Payroll number** and also the **sage pay element references** for regular hours and optionally overtime or double time hours.

These Sage elements are configured from within Sage.



After running a report, use the share button to export to Sage.

This will create a file which you can import into Sage.

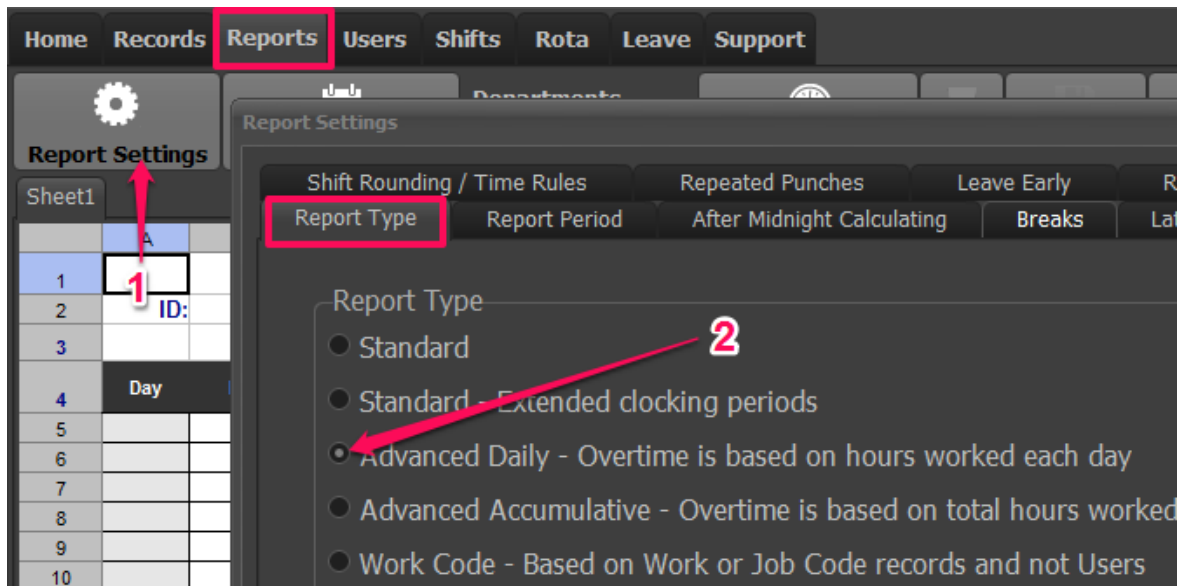


Advanced Daily Report - Using User Rota

Note: Subscription upgrade maybe required for this feature to work

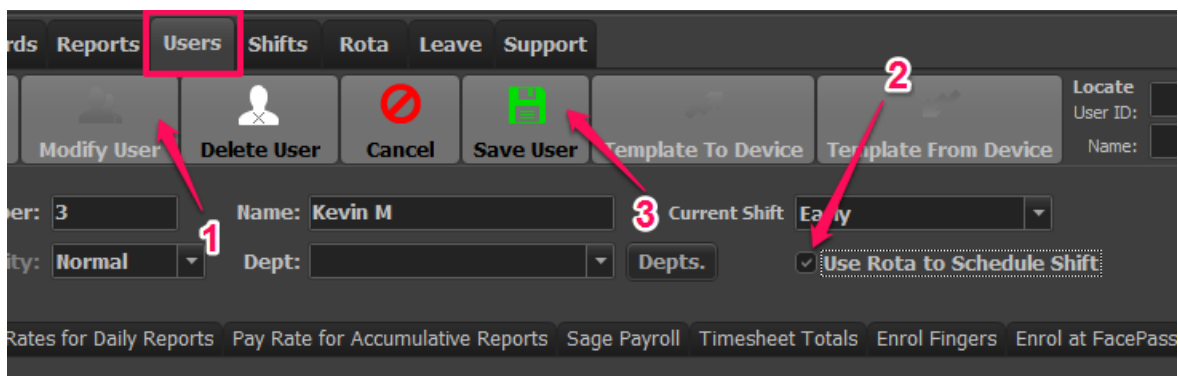
In the Advanced Daily Report Type you can use Rota system to easily manage users working patterns.

Configure Report Type to be Advanced Daily



1. Select Report Settings Button.
2. Make sure you select 'Advanced Daily' report.

On the Users tab page configure the Users you wish to Rota.



1. Select a User and then click the Modify User button.
2. Make sure you select the 'Use Rota to Schedule Shift'.

3. Finally save the User.

Setting up the Rota

Rotas are managed by a whole Month at a time, using an easy drag and drop shift pattern with your mouse.

The screenshot shows the Rota management software interface. The menu bar includes Home, Records, Reports, Users, Shifts, Rota, Leave, and Support. The Rota menu is highlighted. Below the menu bar, there is a Rota Month dropdown set to November 2013, and buttons for New Rota, Open Rota, Save, Cancel, and Print. A Shift Patterns dropdown is set to Normal. The main area is a grid with columns for days of the week (A-N) and rows for users (1-10). The grid shows shift patterns for each user on each day. A red box highlights the Rota menu, a red arrow points to the New Rota button, and a green arrow points to the Normal shift pattern in the grid.

1. Select a month to begin and then click the 'New Rota' button.
2. Simply drag shift patterns to the cells for a Users row, for each date. You can also select several cells in the rota sheet with your mouse then simply double click the shift pattern name in the box.
3. Save the rota when you are finished

If you need to change a rota you can select a cell with your mouse and press the delete button on your keyboard or simply drag a new pattern name onto the cell.

When you are ready you can run reports in the normal way.

How to record flex time taken

Users Shifts Rota **Leave** Support

Start Date: 25/10/2013 End Date: 25/10/2013 User Search: Reason Search: Search

Cancel Save Leave

Apply to ALL Users

Leave Start Date: 25/10/2013 Reason for Leave: FlexTime / Time Off in Lieu

Days Absent: 1 Notes: FlexTime / Time Off in Lieu

Absent All Day
 Absent for Period 1
 Absent for Period 2
 Absent for Period 3
 Absent for Period 4

On the Leave tab page you can create FlexTime leave.

You can then run the report in the standard way, after running the report you can check the report for punch exceptions etc.

When you are happy that the time sheets are correct you can click the finalise button to carry over any overtime due or owed to the next report period.

Note: You should not finalise a report if the report period is not yet finished and days are still to be recorded in the current period!



How to finalise the current report

Finalise Overtime Gain / Loss to Carry Over to Next Report

STEP 1. Choose a User

ID	Name	Overtime
21	Aderito Correia	0
12	Carlos Esteves	0
28	Fabio Lucas	99.92
7	James Donovan	0
13	Joaquim Junior	0
33	Norberto Nunes	6

User Id: 28
Fabio Lucas
Overtime: 99.92

STEP 2. Approve Overtime Value

Approve Approve All

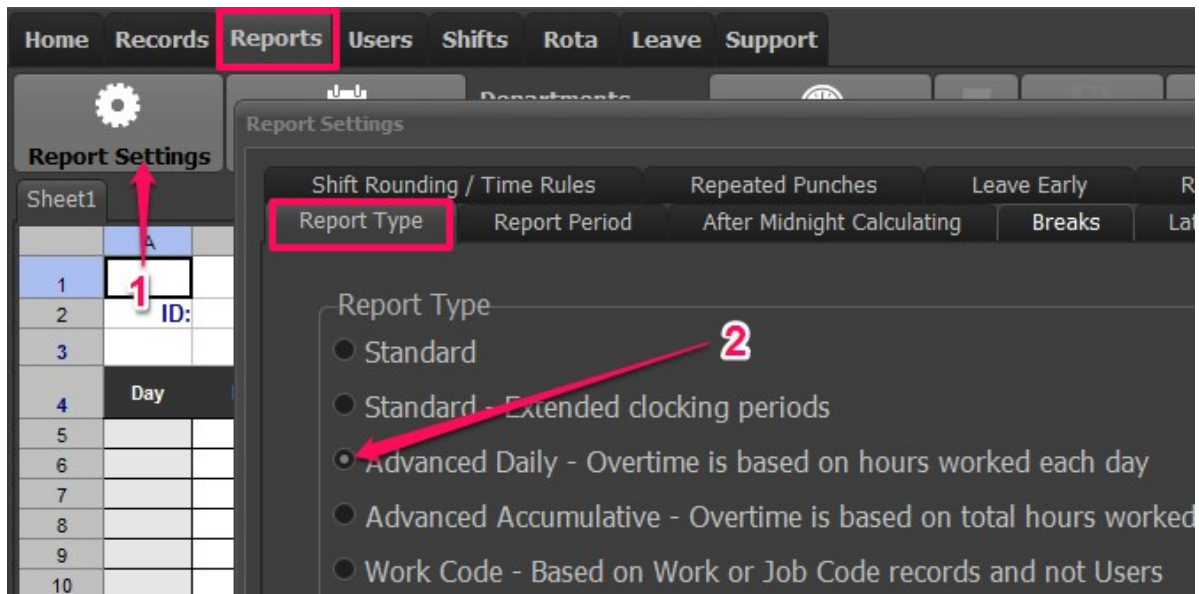
You can select a user and approve their overtime or you can optionally approve all in one operation.

Advanced Daily Report - Recording Leave & Holidays

Note: Subscription upgrade maybe required for this feature to work

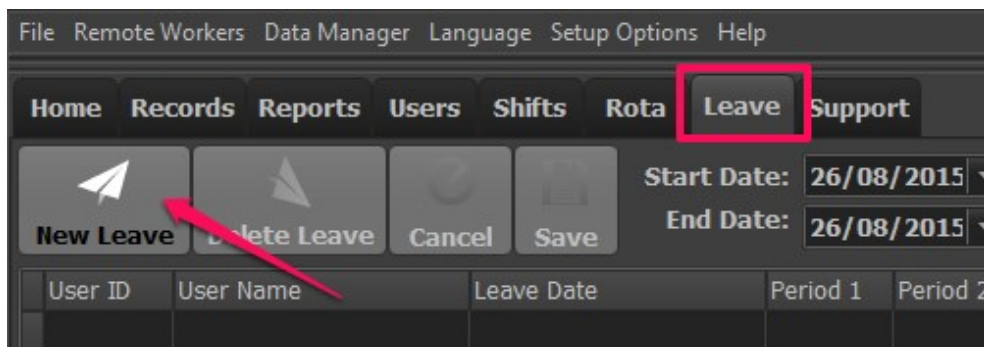
In the Advanced Daily Report Type you can use Leave system to easily manage users holidays & vacations.

Configure Report Type to be Advanced Daily



1. Select Report Settings Button.
2. Make sure you select 'Advanced Daily' report.

On the Leave tab page configure the holidays for users.



1. Select the leave tab.
2. click the 'New Leave' button.

Adding Holidays and Leave

Work through each of the below steps to configure leave

The screenshot shows a software interface for adding leave. At the top, there are navigation tabs: Home, Records, Reports, Users, Shifts, Rota, Leave, and Support. Below the tabs are buttons for 'New Leave', 'Delete Leave', 'Cancel', and 'Save'. To the right of these buttons are 'Start Date' and 'End Date' dropdown menus, both set to '26/08/2015', and 'User Search' and 'Reason Search' input fields. A 'Search' button and a 'Report' button are also present. The main area is titled 'Choose User' and contains a table with columns 'Userid' and 'Name'. The table lists three users: 1 Steve, 2 Ash, and 3. To the right of the table is an 'Apply to ALL Users' checkbox. Further right are 'Leave Start Date' (26/08/2015) and 'Days Absent' (1) dropdown menus. Below these are 'Reason for Leave' (National / Public / State Holiday) and 'Notes' (Bank Holiday) dropdown menus. On the far right, there are four checkboxes: 'Absent All Day', 'Absent for Period 1', 'Absent for Period 2', and 'Absent for Period 3', all of which are checked. Eight numbered callouts (1-8) point to various elements: 1 points to the 'Choose User' header, 2 points to the 'Apply to ALL Users' checkbox, 3 points to the 'Leave Start Date' dropdown, 4 points to the 'Days Absent' dropdown, 5 points to the 'Reason for Leave' dropdown, 6 points to the 'Notes' dropdown, 7 points to the 'Report' button, and 8 points to the 'Save' button.

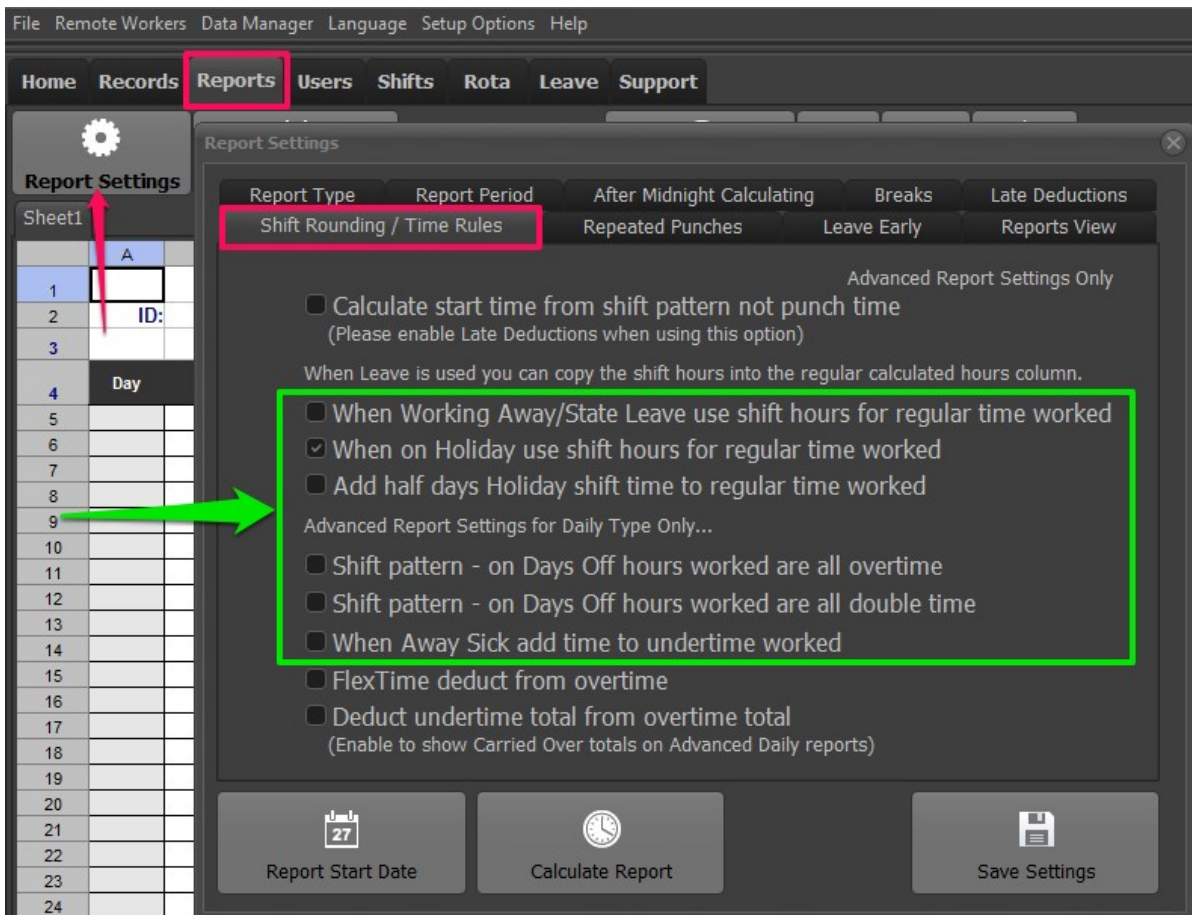
1. Select a User you wish to add leave to their time sheets.
2. Alternatively if its a National Holiday you can tick this check box to select ALL users.
3. Choose the first or start date for the leave.
4. Choose how long the leave lasts by setting the number of days.
5. You MUST choose the reason for leave.
6. If you need to add a note add it here.
7. Choose which periods a user is away for.
8. Finally save.

Configure Leave options in Report Settings

Set up how you wish leave to be handled in a report from the Timing rules tab in the the report settings window.

The exact check boxes to select will depend on your companies rules. But here you can change settings and re-run reports to test.

Note for these options to work you must have setup shift patterns for users, please refer to the shift setup guide for more information.



The final results can be seen when you run a report...

Hours come from holiday and expected shift hours

Calculated	Regular Hours	Leave	Worked	Absent	Sick	Holiday	Wor
	3.50					0.5	
	3.50					0.5	

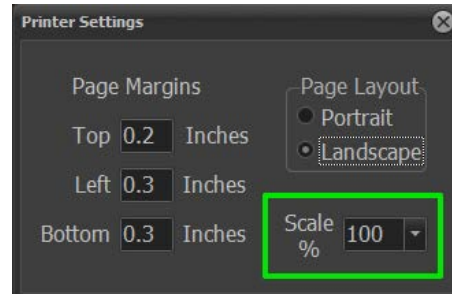
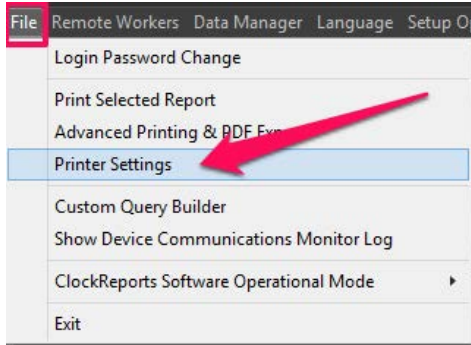
Viewing & Printing Reports

Note: Subscription upgrade maybe required for some features to work

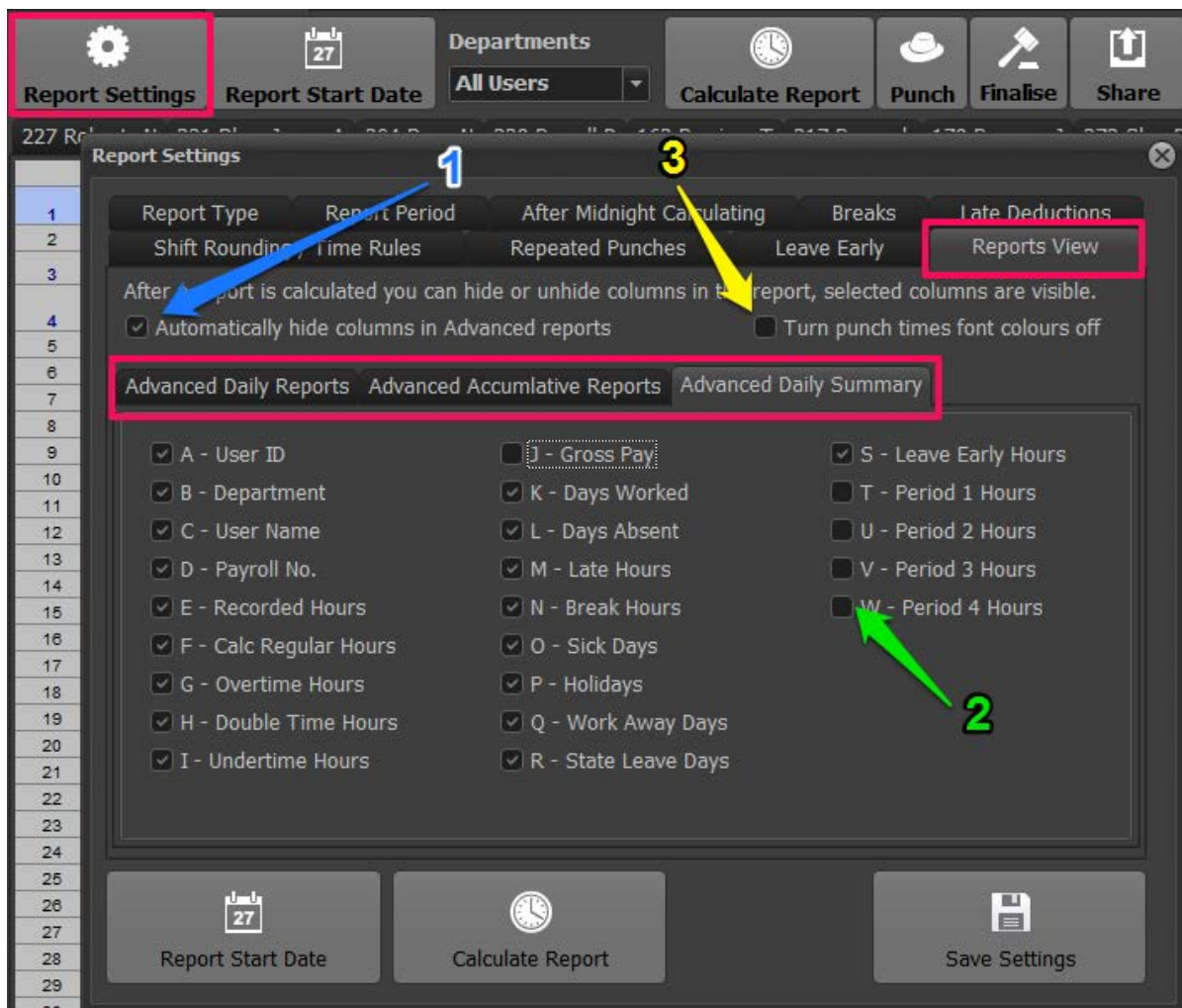
In the reports view you can adjust the on screen scale size from the slider in the bottom corner to help view more columns or bigger fonts



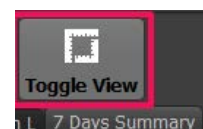
When printing you can adjust the print size using the printer settings scale...



You can also adjust which columns you wish to not see in finished reports from the report settings...



From the reports window you can simply use the toggle view button to hide or show the columns you have selected.



Advanced Reports - SMTP email engine setup

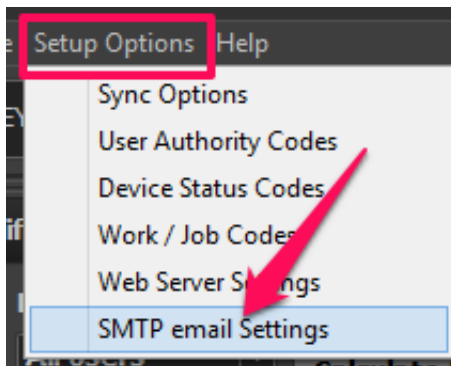
Note: Subscription upgrade maybe required for this feature to work

In Advanced Report Types you can send email copies (HTML file) of a calculated time sheet as a mass email out to each user.

Emails can be sent out by the ClockReports software operator after running a report or automatically (up to 4 times in 24 hours) after an auto sync with auto report and auto email enabled.

Note: if you use Pay Rates in reports then these will be seen in the emailed out copy!

Configuring email Settings



Select SMTP email settings from the drop down Setup Options menu.

SMTP Email Settings

Allow Time Sheets to be emailed

SMTP Server Host: smtp.webmail.com

SMTP Server Port: 25 Plain login only is supported

Account User Name: JohnDoe@clockreports.com

Account Password: ●●●●●●

Account Senders Name: ClockReports Admin

Default Subject: ClockReports Time Sheets

Default Body: ClockReports Time Sheets Attached

Test Recipients email: you@YourCompany.com

Test Recipients Name: Your Name

Send Test email

In the email settings window you will need to select the **Allow checkbox**

You will then need to configure the **settings to the email server** which accepts incoming SMTP mail from your company.

The **Subject and Body** text can be changed to suit your companies requirements.

The **Test email** feature allows you to send a test message to a recipient. Once sent you will need to wait a few minutes before checking the email message has been received.

Configuring Users (Recipients) email address

Go to the Users tab page...

Home Records Reports **Users** Shifts Rota Leave Support

New User Modify User Delete User Cancel Save User Template To Device Template From

User ID Number: Name: Current Shift:

Authority: Dept: Depts. Use Rota to Sc

Details Pay Rates for Daily Reports Pay Rate for Accumulative Reports Sage Payroll Timesheet Totals Enrol Finge

Payroll No: Duty / Position:

National Insurance No: Password PIN:

Gender: Verification Method:

Telephone: RFID Card Number:

Mobile (GSM Caller ID): Access Control Group:

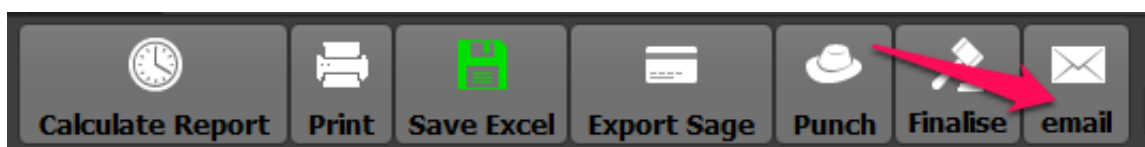
Address:

Notes:

email:

1. Create a New user or Modify a current user.
2. On the details sub tab enter the users email address, the address where the timesheet should be sent.
3. Once you have finished editing users details click the save button.

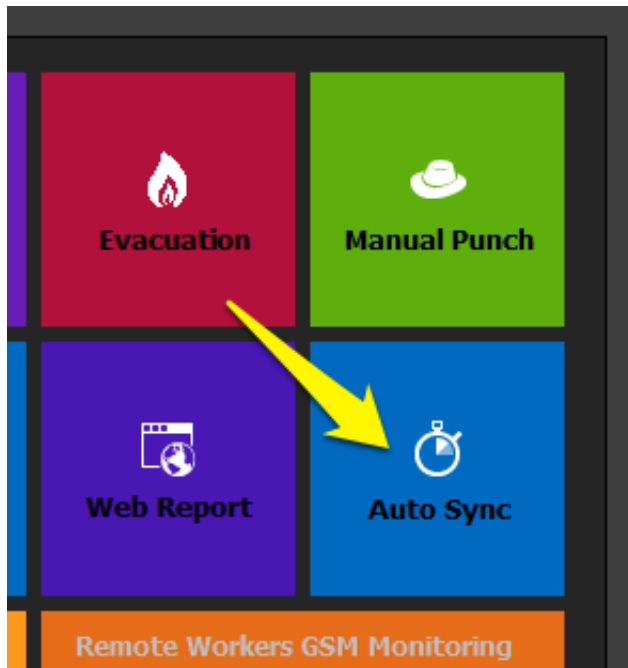
Sending emails



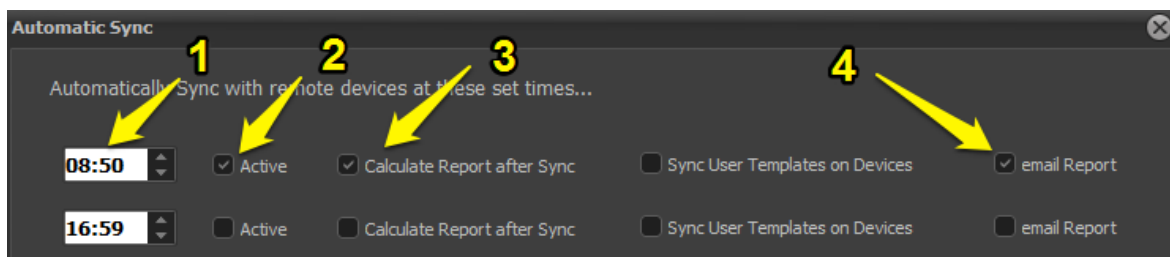
After running a report you can simply click the email button to send time sheets to each of the users.

Automatically send emails

Auto Sync feature on the Home tab page allows you to configure automatic e-mailing.



You can set up to 4 emails a day to be automatically sent...



1. Set the time when you would like the emails to be sent.
2. Make sure you activate the sync operation, so the latest data can be downloaded from network time clock devices.
3. You should make sure you run a report after the sync. so the report is up to date.
4. Make sure the email checkbox is checked.

Network Sync Setup

If your time clock model supports network (TCP/IP) communications then this section will help you configure

Time Clock Hardware Setup

How to configure the network IP addresses for an A/EP300/D100/D200/TC550/OC500/VF30/VP30/T60 series time clocks keypad, other models will have a different user interface but the network configuration settings below are the same.

In order to establish a network connection the correct IP address must be configured on the time clock as follows:

- Turn on the time clock.
- Press the M key (menu) and authorise admin if required.
- Using the arrow keys ← → select SETUP, and then press OK.
- Using the arrow keys ← → select SYSTEM, and then press OK.
- Using the arrow keys ← → select NET, and then press OK.

Hardware - Network Configuration Settings

In the network settings you will need to configure your time clocks network parameters...

MODE: SERVER it can be server or client, it needs to be server.

IP Address: Enter the time clocks unique IP address. (eg. 192.168.000.218) Note the actual address you make up but the first three blocks of numbers need to match your networks settings.

Subnet Mask: Enter the mask number of the network where the time clock will be connected to. (default is 255.255.255.0 and should match your network)

MAC Address: Do not make changes on this field as this is the unique network identifier for the time clock.

Gateway IP: Enter the gateway IP or your broadband routers network (192.168.0.1 is a typical default)

Port: 5010 (must be set at 5010 for Anviz, 33302 for Anviz FacePass or 4370 for all ZK hardware).

NOTE: Every network is different and may have different security restrictions and firewall settings. If you need help setting up the IP addresses, we highly suggest requesting support from the network administrator or IT department in your company.

ClockReportsXE Software Configuration

In the ClockReportsXE software go to device setup button from the Home page.

In the device window select the device and change the connection mode from USB to **Network Server**.

In the **Device Type** section make sure you select the correct model to match your device hardware.

Enter the time clocks **IP address** (for example 192.168.000.218)

Make sure the **IP Port** is 5010 for Anviz, 33302 for Anviz FacePass or 4370 for all ZK hardware.

Save the connection with the green button & close the device setup window.

You can now try to sync with the time clock from the home screen.

Trouble Shooting

Check device ID numbers match both in hardware and software.

Check if your device uses an admin user name and password and they match in hardware & software.

Check firewall is not blocking.

Check you have selected server as mode of communications and have the correct IP port number set.

Exit to windows CMD prompt and ping the IP address.