OA1000

Fingerprint time attendance
and access control
User Manual

（V1.3）

Preface

Honorable customers,Thanks for choosing products of this company. OA1000, with world cutting edge technologies—fingerprint recognition, computer communication, as well as microelectronics, is considered to be combination of three technologies: electronics, optics and computer communication. It is no doubt that it has become the first choice of standalone time & attendance for enterprises with its strong function and veracity. Please read this user manual carefully to have an initial understanding of functions and basic knowledge of installation, debugging, maintenance, application and management to better use this product.

Utilizing the state-of-the-art biometric tech, this product will bring unprecedented reliability, convenience and benefits to the top management of enterprise in HR.

Fingerprint T&A Advantages

- Veracity

Record and reflect employees' attendance conditions equally, correctly and promptly.

Checking on work attendance by passwords and cards (paper card, magnetic card, IC card, etc); it is hard to avoid buddy-punching and cannot reflect the actual attendance condition. With the help of fingerprint recognition attendance, it is easy to solve all the problems like buddy punching, card loss or stolen and password forgetting. Thus, HR dispute is avoided and the justness of time attendance is materialized.

- Convenience

It is more convenient to use fingerprint standalone units with no card reader or attendance cards needed, no worrying about cards loss or damage, no need to do system maintenance, and saving time and money.

Only placing enrolled finger on the sensor surface, system will check users automatically and record the correct time and checking status.

- Full Function

The system can realize different functions such as attendance remark, calculation and report printing. The remark can be made for reasons such as business leave, absence, marriage holiday and etc.; the checking and calculation can be made in accordance with different time periods, departments, individual or combination due to various reasons for absence; the report generation and printing function can be realized perfectly.

- Flexible Shift Maintenance

The software supports shift on week basis, rotation shifts etc. Various shifts, public holidays, individual leave and overtime are available to meet the complicated needs of every enterprise.

- Standalone

The machine can work without connecting to PC, convenient in operation and no need to occupy any extra resource.
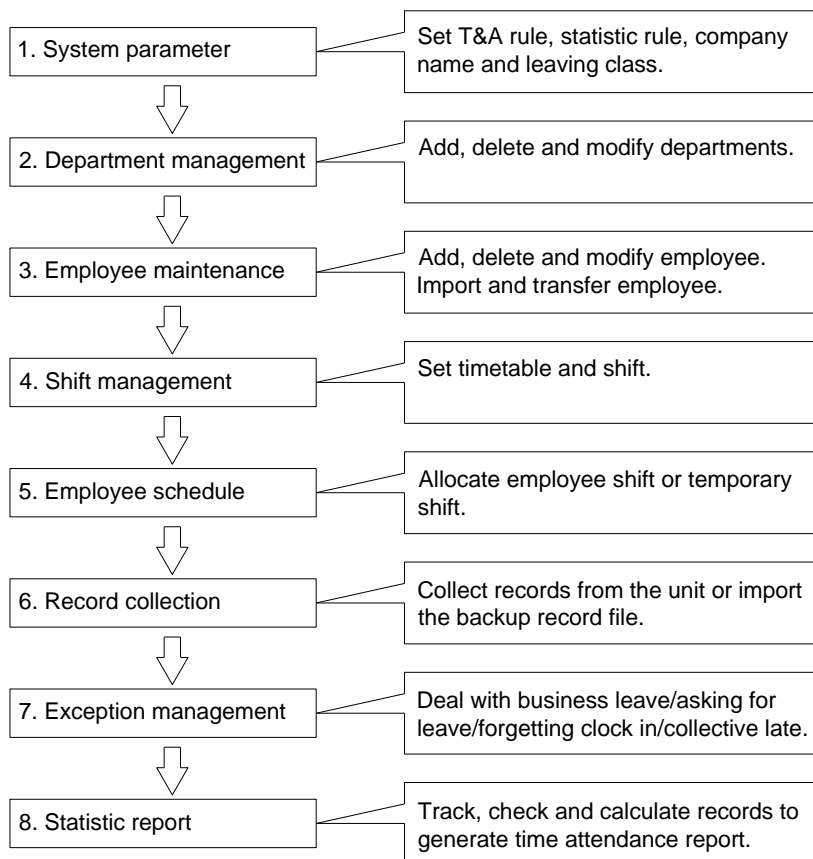
- Network management

Many units can be connected through network via TCP/IP for easy management in central software.

Software Operation Flowchart
(Important chapter, please read carefully)

This software includes: System parameter, department management, Employee maintenance, shift management, Employee leave and statistic report etc. Then how to use this system in a right way? It is far from enough to understand only the function of each module but to know the connections between them and the system operation flowchart. Thus, a correct report can be generated.

Software operation flowchart can be described in brief as follows:

Step	Description
1. System parameter	Set T&A rule, statistic rule, company name and leaving class.
2. Department management	Add, delete and modify departments.
3. Employee maintenance	Add, delete and modify employee. Import and transfer employee.
4. Shift management	Set timetable and shift.
5. Employee schedule	Allocate employee shift or temporary shift.
6. Record collection	Collect records from the unit or import the backup record file.
7. Exception management	Deal with business leave/asking for leave/forgetting clock in/collective late.
8. Statistic report	Track, check and calculate records to generate time attendance report.

1．When the software is run for the first time, please set parameters including company name, time attendance rule, statistic rule for early, late and overtime etc. , leave class. When the setting is completed, it is usually not needed to be modified unless the

management rules of this company changes.

2．Normally there are many departments in one company and all departments need to be entered manually unlike the directly import of Employee. Department setting should be completed before Employee maintenance.

3．When the software is used for the first time, please make a Text file (*. txt) or MS Excel file (*.xls) for company Employee in accordance with certain format. For the format, please refer to【import Employee list】 so that all Employee can be imported to the system at one time. Employee can be added, deleted, modified and transferred to new department during future use.

4．First add the proper timetable (from on-duty time to off-duty time) according to the company rule and then set shifts.

5．After the shift setting is completed, it will work until shift is allocated to Employee. Each Employee can only have one shift. Please note the starting date of the shift. After the allocation of the shift, the arranged working date and time can be seen clearly for each Employee.

6．Attendance records are stored in the time attendance unit. Please download the records from the unit before report calculation. In addition, employee information and fingerprint templates can be uploaded and downloaded between the unit and the computer. Please refer to "Background management" for detailed information.

7．There is always employee away for business, asking for leave and forgetting clock happening in a company. Once it occurs, please deal with it in time in the software to ensure the correctness of the statistic report.

8．After all the above mentioned operation is done, the calculation of report can be operated. The report can calculate the time attendance status of all Employee or a certain Employee from a certain department in a certain time period.

In【Attendance Calculating and report】, first please select the starting and ending date of the Employee, click "Calculate" and the system will calculate automatically and check the validity of the records. (There are some invalid records during the use of the unit. For instance, if one Employee presses the finger twice during a very short time period, one of the records will be regarded as invalid.) If there is any error in the software calculation, admin can also modify manually to ensure the correctness of the result.

Please note: From the above flowchart, we can see that if there is an error in calculation report for one employee, the possible reasons are as follows:

Employee shift or temporary shift is incorrect.

Exceptions such as Employee away for business/ask for leave/forgetting clock in/out is incorrect. Checking and calculation of transaction records is incorrect

Contents

Chapter 1   Introduction

The main theme of this chapter is the feature of this T&A, as well as function introduction.

1   Introduction

1.1   Fingerprint terminal description

OA1000 fingerprint identification terminal is the company in 2011 introduced a new generation of off-type fingerprint identification terminal system, using American technology optical fingerprint scanner, fingerprint recognition algorithm with a new, superior variety of difficult fingerprint can identify, resolve long-standing use of fingerprint identification in the field limitations issue. Multi-identification methods (Fingerprint, card and password authentication) to meet different customer needs.

OA1000 standard 3.5-inch Industrial TFT LCD screen, optional touch screen, Samsung 400MHz ARM9 processor performance, making data storage more quickly; WinCE operating system, a more intuitive interface display; Safety requirements apply to higher government agencies and enterprises

OA1000 Fingerprint Terminal	OA1000 Mercury	OA1000 URU
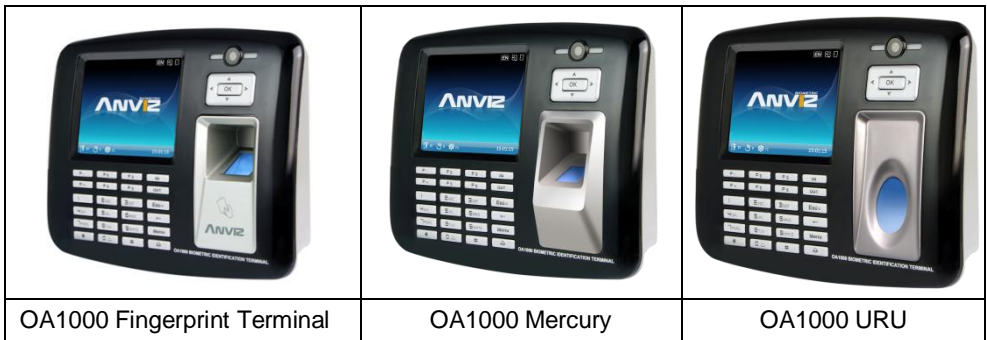
1.1.1   Features

• Standard 3.5-inch Industrial TFT LCD screen, optional touch screen;

• Samsung 400MHz ARM9 processor performance, WinCE operating system;

• Optical fingerprint scanner, wear-resistant, against spoiling long life;

• Multi-identification: Fingerprint, Card, ID + fingerprint，ID + Password, Card + fingerprint and Card + Password;

• Customers can customize a variety of voice and attendance status, support employeeer photo, message;

• Standard 1.3 million pixel camera, get a photo to prevent the alternative attendance;

- Speak, Microphone, 2 USB Port and RJ-45 port;
- Support TCP/IP, RS232, USB Host and Wiegand communication;
- Connecting with the SC021, SC822 access controller system to achieve split security;
- Support real-time recording download, online monitoring, remote server access control or high-end features such attendance;
- Registration capacity: 3000 Fingerprints and 100000 Records;

1.2   Technical Parameters

| Item	Describe
Comparison time	<1 sec
Recognition mode	Fingerprint, Password, Card
The area for the fingerprint collect	22mm*18mm
Image Resolution	500DPI
FRR	0.001%
FAR	0.00001%
Standard interface	RS232, USB HOST, TCP/IP, Wiegand Output
Dynamic Power	<280mA
Static Power	<220mA
ESD protect	>15000V
Power	DC 12V 1A
Operating temperature/ humidity	-10℃-60℃ / 20％-80％
Material	ABS Engineering Plastics
Size	180(W)×137(H) ×40(D)mm
Color	Black (Customizable)

Chapter2   Operation Guide

This section mainly explained terminal appearance, and operation. (Including how to add and remove users and how to set system parameters, etc.)

2　Operation Guide

2.1　Structure

OA1000 fingerprint terminal's structure:
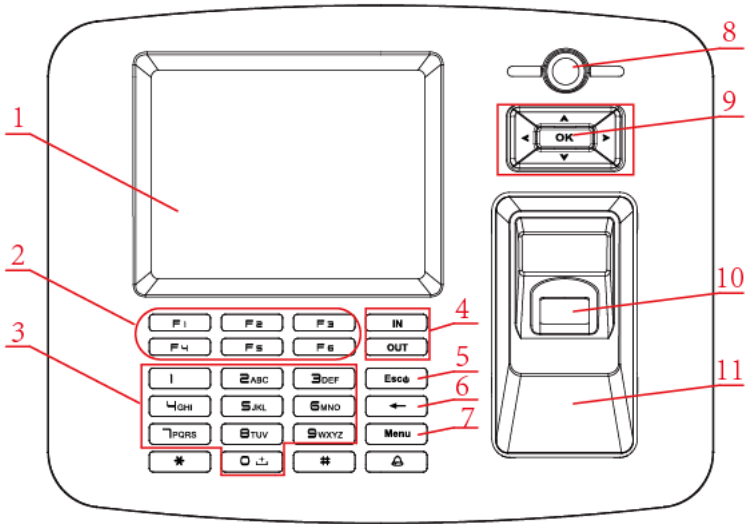
1	LCD	2	Shortcut key
3	Num /Letter	4	Attendance status
5	Exit/Power	6	Delete key
7	Menu	8	Camera
9	Confirm-Navigate Key	10	Fingerprint sensor
11	Swipe card area		

2.2　Start

First connect with 12V DC, after connected the device will starting auto and enter into the attendance interface. Show as follow:

Under main interface, could attendance operate and enter into the system manage menu as administrator.

2.3   System Management

In the main interface, enter "0" and press [OK] key, the system shows: "Please enter the password", enter the default password [12345] and press [OK] to enter the [Main] Menu:

In [Main] Menu, press [∧], [∨], [◀] and [▶] navigate key select [Enroll], [User], [Data], [Application], [Setting] and [Advanced] options operate the device.
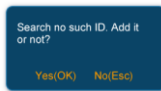
2.3.1   Enroll Fingerprint

In [Main] Menu, select [Enroll] option and press [OK] key to enter [Main•Enroll] interface:
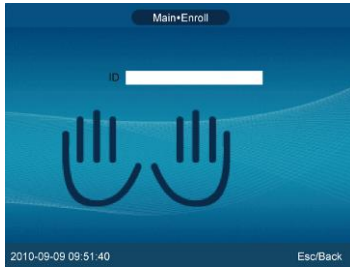
Enter use's ID and press [OK] key.

1. If the user ID not exists, the system will eject the dialog box "Search no such ID. Add it or not?":

Press [OK] key, the system will enter into the edit interface for user information:
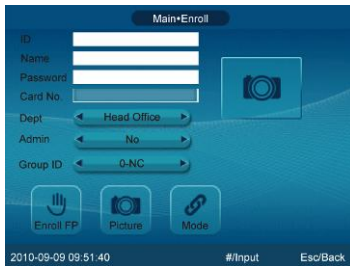
Prompt: Press "#"key will eject the screen keypad, Please press navigate and confirm key to select letters and press "Shift" key to change case. After edit please press [Menu] key to save.

Then select [Enroll FP] option and press [OK] key to fingerprint register interface.

2. If the user ID exists, please select fingerprint on the picture which you want to register (The green point will on the finger which you have choose) and press [OK] key. The interface shows "Press finger":
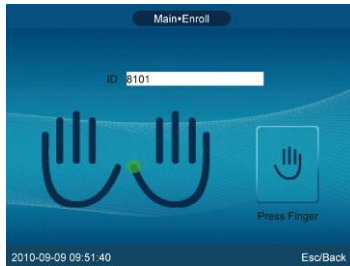
Put the fingerprint on the FP sensor to register. (One fingerprint needs collect fingerprint image two times. After collected success the system will prompt "Choose finger":
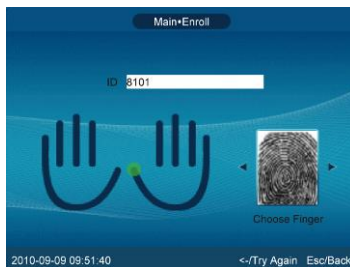
Press [◄]or [►]key to select the best fingerprint image, such as the second image, press [OK] key to save. The system will prompt "Save FP No. 2!":

Save FP No.2!
Yes(OK)

Press [OK] key confirm to save.

> Notice: One user can register 10 fingerprints, each fingerprint need scan twice on the sensor.

2.3.2   User Management

User management including add, modify, delete, search operation for user.

In [Main] Menu, press [◀]、[▶] key to select [User] option and press [OK] key to enter [Main•User] interface:

2.3.2.1   Add User

In [Main•User] menu, press   [▶]   key to select [Add] option and press [OK] key to enter [User•Add] interface:

Edit the user information, enter [ID], [Name], [Password] and Swiping the ID card to register user card. Settings the department for user, administrator limits and the group

number, then press [Menu] key to save user information.

[Enroll FP]: Enter to register user fingerprint;

[Picture]: Take a photo for user;

[Mode]: Enter to [Matching Method] setting interface:

[Identify mode] has [System default] and [Set by user]:

[System default]	Default matching method could set in [Advanced] - [Mode];
[Set by user]	Set identify mode all by yourself;

[FP verify firstly +]: The response of the device when user first time use finger printer comparison on the device.There are four modes:

[FP + No response]: This mode means the machine without response after FP identified;

[FP + Password identify]: This mode means need input password after FP identified;

[FP + Card identify]: This mode means need swiping card after FP identified;

[FP + Success]: This mode means directly pass after FP identified;

[Card verify firstly +]: The response of the device when user first time use card comparison one the device. There are five modes:

[Card + No response]: This mode means the machine without response after swiping card;

[Card + Password identify]: This mode means need input password after swiping card;

[Card + FP identify (1:1)]: This mode means need press user finger after swiping

card;

[Card + FP + PWD identify]: This mode means need press user finger and input password after swiping card;

[Card + Success]: This mode means directly pass after swiping card;

[PIN verify firstly +]: The response of the device when user first time use ID comparison one the device the response of the device. There are five modes:

[PIN + No response]: This mode means the machine without response after input PIN;

[PIN + Password identify]: This mode means need input password after input PIN;

[PIN + FP identify (1:1)]: This mode means need press user finger after input PIN;

[PIN + FP +PWD identify]: This mode means need press user finger and input password after input PIN;

[PIN + Success]: This mode means directly pass after input PIN;

After setting press [Esc] key to save and return to the previous screen, set the match to complete.

After editing, press [Menu] key to save the employee data.

2.3.2.2   Modify User

In [Main•User] menu, press [➤] key to select [Modify] option and press [OK] key to enter [User•Modify] interface:

Enter the ID and press [OK] key to confirm, the user information display automatically then could modify the user information. After finished, press [Menu] key to saved the modification for user.

2.3.2.3   Delete User

In [Main•User] menu, press [▶] key to select [Del] option and press [OK] key to enter [User•Del] interface:

Input ID and press [OK] key to confirm, the system display the user information:

Then could press [F3] key to delete, the system prompts: "Are you sure to delete the user whose ID is 5?":
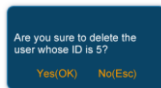
Press [OK] key to confirm delete, press [Esc] key to cancel.

2.3.2.4   Search User

In [Main•User] menu, press [▶] key to select [Search] option and press [OK] key to enter [User•Search] interface:
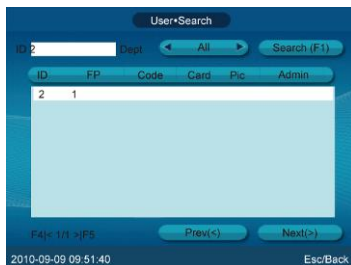
Set the user's information, such as: input [ID], select [Dept], and then select [Search] button and press [OK] key or press [F1] key to query qualified users.

If you check out the multiple pages of records, press [F4] or [F5] key to page up or page down.

Through [∧]、[∨] key to select user whose ID is "2",
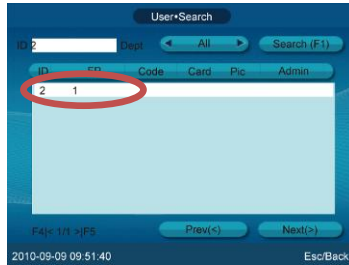
Press "OK" Key will show this user's information and press "F2" to edit user information and "F3" to delete user information.

2.3.3   Data

[Data] contains [Record], [Import], [Export], [Backup DB] and [Restore DB] options.

In [Main] menu, press [▶] key to select [Data] option and press [OK] key to enter [Main•Data] interface:

2.3.3.1   Record Search

Query the user's attendance records according the setting conditions.

In [Main•Data] menu to select [Record] option and press [OK] key to enter [Data•Record] interface:

Set the search conditions, such as: input [ID], select [Department] and set [Start/End time], then press [F1] key to search records. The record will shows on the list.

2.3.3.2   Import

Backup the user data into the system.

In [Main•Data] menu to select [Import] option and press [OK] key to enter [Data•Import] interface:
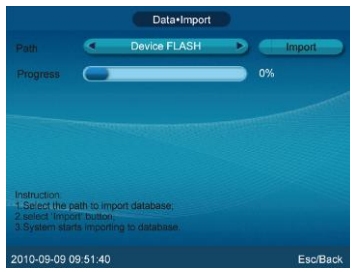
Select the source file directory, select [Import] button and press [OK] key to import the source data into the system database.

> Remarks: First please create a folder and named as a device number. This folder could store in the device's flash, SD card or U disk. The file need store in this folder the second the name of the file must as a BAK and the suffix of the file is fixed, Such as:
>
> Employee Information file: BAK.YG2;   Fingerprint file: BAK.ZW;   Record file: BAK.KQ

2.3.3.3   Export

[Export] include employee information export and attendance record export.

In [Main•Data] menu, press [➤] key to select [Export] option and press [OK] key to enter [Data•Export] interface:

2.3.3.3.1   Export User

This operation could backup the employee information and fingerprint information in the device's Flash or U driver or SD card.

In [Data•Export] menu, press [   ] key to select [User] option and press [OK] key to enter [Export•User] interface:

Select the path to export user information (Device Flash/SD Card/U pen driver) select [Export] button and press [OK] key, the system will prompt "Export the fingerprint or not ?":
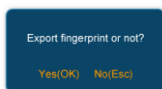
Press [OK] key to confirm the user fingerprint information export. After export is

completed, the progress of 100%, the system prompts "Export Successfully":
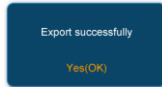
The Device FLASH/SD Card/U disk directory will generate the name of the Device number folder. In the folder have the user information and fingerprints of two files.

User data file name: BAK+ Suffix (YG2);

Fingerprint file name: BAK Suffix (ZW);

2.3.3.3.2   Export Record

This operation could store the employee attendance information in the device's Flash or U driver or SD card.

In [Data•Export] menu, to select [Record] option and press [OK] key to enter [Export•Record] interface:

Select the path of export attendance information (Device Flash or SD card or U pen driver), then select [Export] button and press [OK] key, the system will prompt: "Download all the records?":
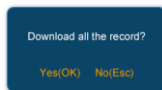
Press [OK] key to confirm download all the record. Press [Esc] key to cancel the download.

Attendance record export is complete, the system prompts: "Export Att.log finish".

Export Att.log finish

Yes(OK)
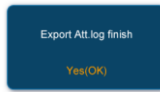
Press [OK] key to confirm. Then the device's Flash or SD card or U pen driver directory will be automatically generated a folder. And this folder name as a device's number. In the folder stored the attendance records: BAK.KQ.

The name of attendance record file is: BAK+Suffix (KQ).

2.3.3.4   Backup DB

Backup the system database.

In [Main•Data] menu, press [➤] key to select [Backup DB] option and press [OK] key to enter [Data•Backup DB] interface:
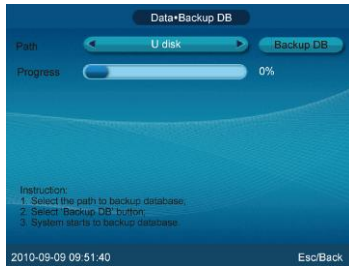
Select path to save the database (Device Flash or SD Card or U disk), then select [Backup DB] button and press [OK] key to backup the database. After backup the system will prompt: "Backup DB completed!".

Backup DB completed!

Yes(OK)
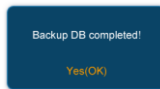
Press [OK] key to confirm, then the device's FLASH or SD card or U disk directory will generate a file named "FP3000.DB".

2.3.3.5   Restore DB

First make sure the database file stored in the device's Flash or SD card or U disk directory and file name as "FB3000.DB".

In [Main•Data] menu, press [➤] key to select [Restore DB] option and press [OK] key

to enter [Data•Restore DB] interface:

Select the database files (Device Flash or SD Card or U disk), select [Restore DB] button and press [OK] key to restore database.

After restore the system will prompt: "Resume DB completed!":
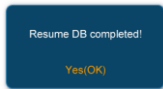
And then the system prompts:
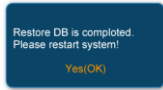
Press [OK] key to restart the system.

2.3.4   Application

2.3.4.1   Function key

On the [F1-F6], [OUT], [IN] 8 function keys representing the meaning set.

For example: [F1] key is defined as [OUT], when the user time attendance and press [F1] key, left bottom of the screen will appear [OUT] state.

In [Main] menu, press [▶] key to select [Application] option and press [OK] key to enter [Main•Application] interface:
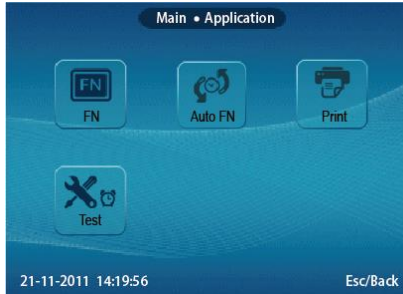
Select [FN] option and press [OK] key to enter [Application•FN] interface:

Set the function keys, after that and press [Esc] key to save the settings and return to the previous menu.

2.3.4.1   Attendance status switchover

First set "Time Zone No.", attendance status and starting and ending time for switchover. For example: Time Zone No. as "1". Form Monday to Friday the "IN" status for attendance start at 9:00 and end at 12:00. When start at 9:00 on Monday. The attendance status "IN" will automatic switchover on the main interface.

In [Main. Application] select [Auto Fn] option and press [OK] enter [Application.Fn] interface:

Press "F1" key to save the settings.

2.3.4.1   Print

In [Main•Application] select [Print] option press [OK] enter [Application•Print]
interface:
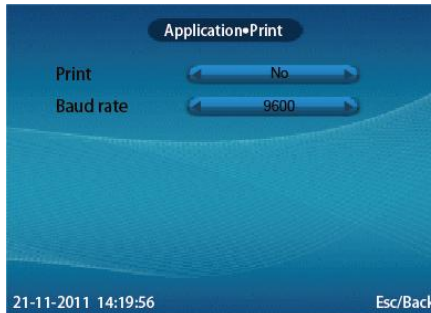
Enable/Disable print function and Baud rate for communication with printer, press
"ESC" to save and exit.

2.3.4.2   Test

Test keypad, screen and voice for terminal.

In [Main•Application] select [Test] and press [OK] enter [Application•Test] interface.

Through [∧]、[∨]key to choice the test option, press [OK] to test.

2.3.5   System Setting

Set the whole system, there are [System Information], [Device Setting], [Fingerprint setting], [T&A Setting], [Display Settings] and [Time setting].

In [Main] menu, press [▶] key to select [Setting] option and press [OK] key to enter [Main•Setting] interface:

2.3.5.1   Basic Info

To view basic information about the system, modify the company name.

In [Main•Setting] menu, press [▶] key to select [Basic Info] option and press [OK] key to enter [Setting•Basic Info] interface:
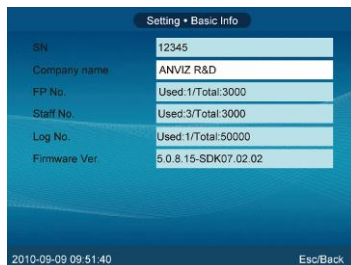
[SN]: The unique identifier of the machine cannot be modified;

[Company name]: User Name, you can modify automatically saved;

[FP No.]: Displays the number of registered fingerprint and the total number of fingerprints capacity;

[Employee No.]: Displays the registered number of employees and total number of employees capacity;

[Log No.]: Displays the number of attendance records and the total number of records can be stored;

[Firmware Ver.]: Record the firmware upgrade information;

We can press [Esc] key to return a higher level interface.

2.3.5.2   Device

This function can set the system's [Volume], [Auto execute], [Run mode], [Power saving], [Waiting time], [Admin pwd] and [Codepage] parameters, [System initialization] and [Exit system].

In [Main•Setting] menu, press [➤] key to select [Device] option and press [OK] key to enter [Setting•Device] interface:

[Volume]: The volume of the machine, the default volume is 5.

[Auto execute]: Select "Yes" to start the program automatically with the system running; select "No" does not start automatically.

[Run Mode]: A normal mode and Debug mode, the default is normal mode.

[Device ID]: Device ID range is 1-255. The default device id is "1" (Device ID use to communication with software, need input device id when you add a terminal in the management software.)

[Admin pwd]: Password for the administrator to enter management mode, the default is "12345".

[CodePage]: States between text encoding and Unicode mapping table, CodePage used are:

Codepage = 932 Japanese;   Codepage = 936 Simplified Chinese GBK;

Codepage = 949 Korean;   Codepage = 950 Traditional Chinese BIG5;

Codepage = 437 US / Canadian English; Codepage = 866 in Russian;

Codepage = 65001 Unicode UFT-8;

[System Initialization]: Bring the system back to factory settings; all data will be fully cleared. We'd better back up the data before initialization.

[Exit]: Exit the program returns WinCE attendance system interface.

After setting press [Esc] key to exit and automatically save the settings.

2.3.5.3   Precision

Fingerprint set includes the precision of fingerprint matching set.

In [Main•Setting] menu, to select [Precision] option and press [OK] key to enter [Setting•Precision] interface:

[Precision]: There are three types: [Basic], [Good] and [Excellent], the default for the [Good]; the higher accuracy of the fingerprint requirement is also higher.

After setting press [Esc] key to save and return to the previous menu.

2.3.5.4   T&A

In [Main•Setting] menu, press [➤] key to select [T&A] option and press [OK] key to enter [Setting•T&A] interface:

[Repeat Att. Interval (0-250m)]: The same user time interval between the two appraisal, default 0 (no interval). The setting range is 0-250 minutes;

[Log alarm threshold (0-5000)]: When the remaining space reaches the set attendance records the threshold, time and attendance alarm users the opportunity to be processed and the range of 0-5000;

After setting press [Esc] key to save and return to the previous menu.

2.3.5.5   Display

Set system [language], [skin], [Date/Time format] and [Display box contents].

In [Main•Setting] menu, press [➤] key to select [Display] option and press [OK] key to enter [Setting•Display] interface.
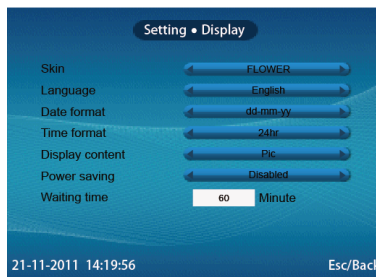
[Skin]: The main interface shows the skin, there are three kinds of skin to choose.

[Language]: The system shows the type of language

[Date format]: the system date display format, there are three: dd-mm-yy, yy-mm-dd and mm-dd-yy;

[Time format]: The system time display format, in 24-hour and 12 hour;

[Display content]: Attendance verified by the user, the display shows the contents of

the box, you can set the display fingerprints, photographs, real-time camera photos three formats:

[Power saving]: Enable/Disable screen saver or close screen.

[Waiting time]:The waiting time for enable the screen saver

Modify the parameter values, is completed by [Esc] key to save and return to the previous menu.

2.3.5.6   Time Setting

Time setting is mainly used to set the date and time of the device.

In [Main•Setting] menu, press [➤] key to select [Time] option and press [OK] key to enter [Setting•Time] interface.

Adjust the time and date, select [Set] button and press the [OK] button to confirm the settings take effect.

2.3.6   Advanced Setting

Advanced settings include photographs, communications, identification and access control function set.

In [Main] menu, press [➤] key to select [Advanced] option and press [OK] key to enter [Main•Advanced] interface:

2.3.6.1   Snapshot

Set the snapshot modes of system, for example: [Snapshot save mode], [Snapshot save path] and [Snapshot save No.].

In [Main•Advanced] menu, press [➤] key to select [Snapshot] option and press [OK] key to enter [Advanced•Snapshot] interface:

[Snapshot save mode]: There are three modes:

No save	does not save the photo, the default state;
Pass and save	After user identification passed terminal to take pictures and save the photos. The photos save path as: "My device\Nandflash\OA1000\SNAP" folder;
Deny and save	User identification failed to take pictures and save the photos. The photos save path as: "My device\Nandflash\OA1000\SNAP" folder.

[Snapshot save path] in two ways:

Device FLASH	the pictures are saved to the system Flash;
SD Card	The pictures are saved to the SD card, automatically generated "ICON" and the "SNAP" folders.

[Snapshot save No.]:The max number of photos are 500 sheets, the default is 100.

After setting press [Esc] key to save and return to the previous menu.

2.3.6.2   Comm.

The main include types of communication settings of the communications, real-time monitoring, access to IP, the network interface typesetting and parameters of the

machine's network settings.

In [Main•Advanced] menu, press [➤] key to select [Comm.] option and press [OK] key to enter [Advanced•Comm.] interface:
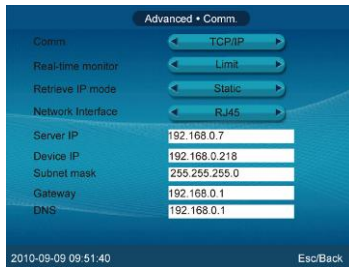
[Comm.]: There are four types: TCP/IP; TCP/IP client, RS485 and COM port.

[Real-time monitor]: This function must be active while real-time collecting data from terminal and real-time monitor form the terminal;

[Retrieve IP mode]: There are two modes:

| Static | User set a fixed IP address for the time attendance devices. |
| Automatic | Net card get the IP address from router automatically, user needn't set it again; |

[Network Interface]: There are two types:

| RJ45 | Connect the computer and attendance device with NET cable for communication; |
| WIFI | Connect the device with wireless network for communication; |

[Server IP]: To communicate with the attendance of the computer IP address.

[Device IP]: The machine's IP address.

[Subnet Mask]: According to the actual network environment settings subnet mask.

[Gateway]: Attendance required for connection to the Internet gateway IP.

Set the type of communication system and related parameters, done, press [Esc] key to save and return to the previous menu.

Note: Attendance set a variety of communication see Chapter VII of the

2.3.6.3   Mode

This function sets up user's identification method.

In [Main•Advanced] menu, press [➤] key to select [Mode] option and press [OK] key to enter [Advanced•Mode] interface:
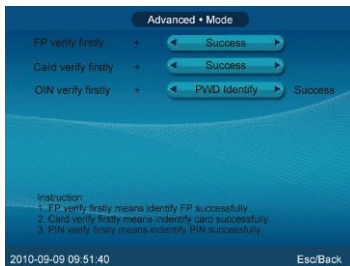
[FP verify firstly +]: The response of the device when the user first time use finger printer comparison on the device. There are four modes:

[FP + No response]: This mode means the machine without response after FP identified;

[FP + Password identify]: This mode means need input password after FP identified;

[FP + Card identify]: This mode means need swiping card after FP identified;

[FP + Success]: This mode means need directly pass after FP identified;

[Card verify firstly +]: The response of the device when the user first time use card comparison on the device. There are five modes:

[Card + No response]: This mode means the machine without response after swiping card;

[Card + Password identify]: This mode means need input password after swiping card;

[Card + FP identify (1:1)]: This mode means need press user finger after swiping card;

[Card + FP + PWD identify]: This mode means need press user finger and input password after swiping card;

[Card + Success]: This mode means directly pass after swiping card;

[PIN verify firstly +]: The response of the device when the user first time use ID comparison on the device. There are five modes:

[PIN + No response]: This mode means the machine without response after input PIN;

[PIN + Password identify]: This mode means need input password after input PIN;

[PIN + FP identify (1:1)]: This mode means need press user finger after input PIN;

[PIN + FP +PWD identify]: This mode means need press user finger and input password after input PIN;

[PIN + Success]: This mode means directly pass after input PIN;

After setting press [Esc] key to save and return to the previous menu.

> Tip: If the identification method doesn't math with the [Add user] in the [way of comparison] settings, places [Add user] set subject than on the way; If [Add user] than on the way in the system default, places the subject authentication.

2.3.6.4   Access

Access key to the lock control setup delay, wiegand mode and fix wiegand setting.

In [Main•Advanced] menu, press [➤] key to select [Access] option and press [OK] key to enter [Advanced• Access] interface:
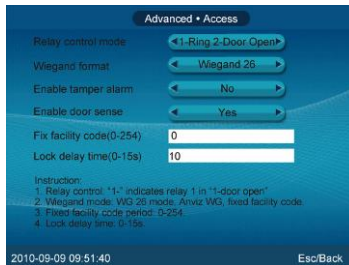
[Relay control mode]: There are 5 modes.

1-Ring 2-Door open means relay 1 control ring. Relay 2control lock

1- Door open means only relay 1 control lock. Relay 2 disable

2- Door open means only relay 2 control lock. Relay 1 disable

Door Open means both relay control the lock

None means disable both two relays

[Wiegand format]: There are two modes: Encryption Wiegand and wiegand 26 mode.

Default is wiegand 26.

[Enable Tamper alarm]: Select "Yes" tamper detection settings, select "No" does not detect.

[Enable door sense]: Select "Yes" Magnetic detection settings, select "No" does not detect.

[Fix facility code (0-254)]: If the same fingerprint ID number uploaded to two different machines, compared with the output of the Wiegand number after the passage. If these two machines set to the same area code, then the output of the Wiegand number will be the same.

[Lock delay time (0-15s)]: finger-attendance, closed after the opening delay time, delay in the range 0-15 seconds.

After setting finished, press [Esc] key to save and return to the previous menu.

2.3.6.5   Time Zone

Time settings include view and select to set the time zone period.

In the [Main•Advanced], press [➤] key to select [Time Zone] option and press [OK] key to enter [Advanced•Time Zone] interface:

Select time zone period number, set the time zone corresponding begin/end time, click [Set] button ([F1] key) to save the settings, and take the setting effect.

View the settled time zone period, just fill in time code box, enter the number, the period of time zone will automatically displayed.

2.3.6.6   Group

Group settings, including the group view settings and select the group and group time zone setting.

In the [Main•Advanced], press [➤] key to select [Group] option and press [OK] key to enter [Advanced•Group] interface:
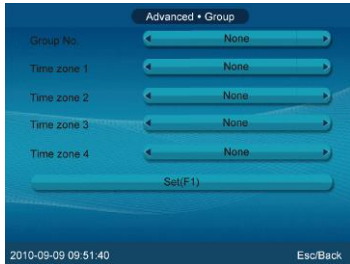
Select the group number, then the time zone of the group corresponding, such as the group 2 include the timezone is 1, after completion click [Set] button ([F1] key) to make the settings take effect.

2.4   Attendance

In the boot screen, press [F1-F6] key to switch to a different attendance status.

Users can accord their own identify mode to attendance.

2.5   Illustration for pressing fingerprint

Correct method:

Place the center of the finger on the center of scanner window.

Wrong method:

Too less valid area   Too left   Too right   Defluxion   Too down

1. It is better for each user to register two finger prints in case of one finger can not work.

2. Place finger flatly and the center of the finger is on the center of scanner window and press a little hard on scanner so it can scan as large finger area as possible to extract enough minutia.

3. Keep the angle and direction of finger the same each time placing on scanner.

4. If your finger has sweat or water, please make it dry first and then register .

5. If your finger is too dry, make it a little wet or touch the forehead to increase oily of the finger, press a little hard on scanner.（the dry finger can cause the finger image not clear .

6. Avoiding the callus , peeling or injury of the finger to ensure the register and identification successful.

7. You'd better register the thumb first , then index finger or middle finger to increase the precision.

Chapter 3   System Installation

This chapter mainly discusses the installation and un-installation of T&A software as well as the hardware and operation system requirement.

3　System Installation

First we should install background management software on the computer. Please refer to the following steps:

3.1　Running Environment

Hardware environment：

Pentium Ⅱ 266 and above; Pentium Ⅲ 500 and above is recommended;

128 Memory and above; Minimum 100M hardware space;

COM Port;

CD-ROM (CD-ROM needed in installation);

VGA support 800*600 resolution and above;

Operating system:

Microsoft Windows 2000/ XP (recommended);

Microsoft Windows Vista;

Microsoft Windows 7;

3.2　System Installation

Please insert CD-ROM and the disc will automatically run the Guide interface. If not, please run Guide interface.exe in the root directory of the disc. The following window will pop up:

Click [Installation] to continue installation (see the picture below):

Please select local dialect：

Select installation path，default as："D:\" click "Next month"：
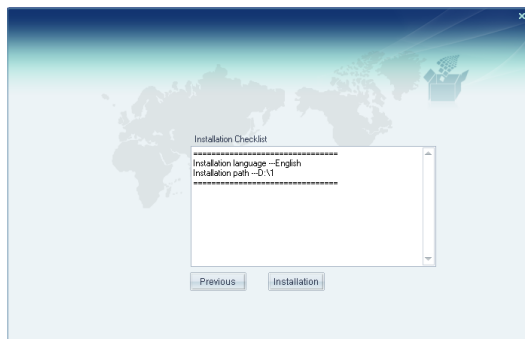
Please confirm the installation list and click "Install"

Click "Yes"

The installation will be done after seconds (see the picture below):

Click [Finish] to close the installation program and an icon [] will be added to the desktop. And   [AIM management software] will been add to   [All Programs]

Chapter 4   Communication

The chapter is mainly about how to add, delete
and set communication between PC and terminal.

4   Communication

Click [Start] – [All Programs] – [Fingerprint Attendance Management System] –
[Time and Attendance Machine Management] to start the attendance background
management program, and open the communication program:
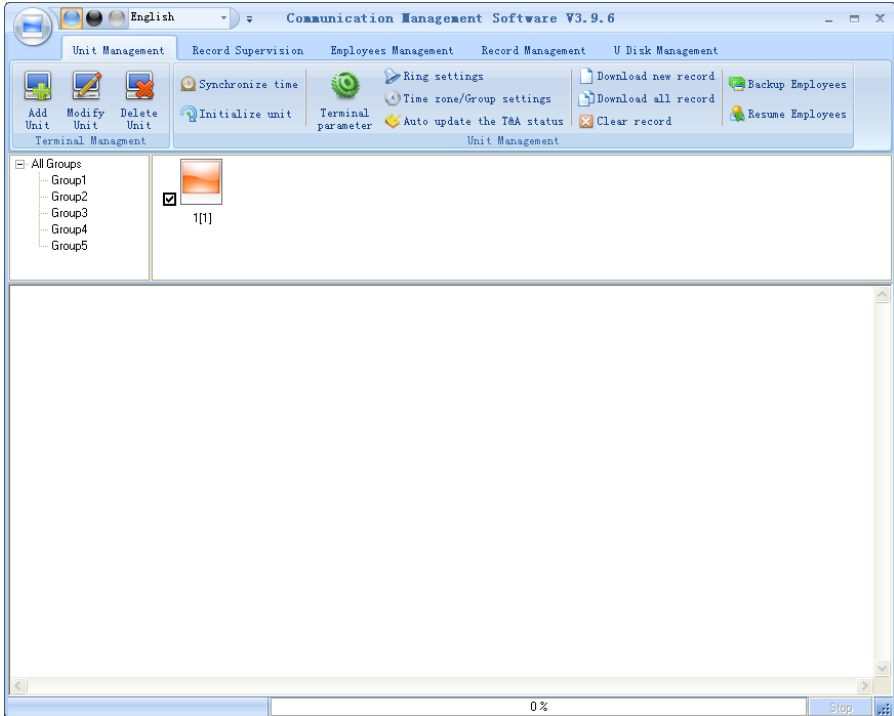
If the time attendance software's login password is not empty, you should enter the
password firstly.
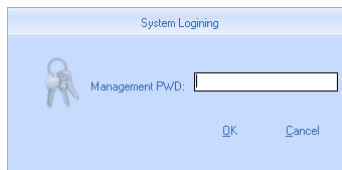
Enter the password and click the button [OK] to login.

If you enter the wrong password 3 times, the software will automatically close.

When you enter a wrong password, a message box pops up as follows:
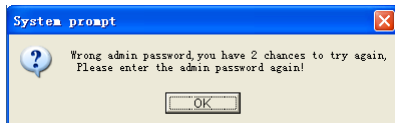
Click the button [OK]. And then try to enter the correct password

4.1   T&A Machine Management

4.1.1   Add Unit

Click the button [Add Unit]. Following windows pops up:
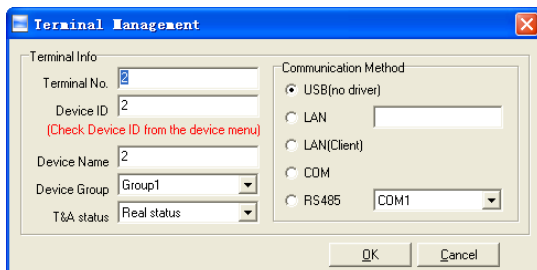
Remark:

Terminal No.: This number can be set as you like.

 Device ID: Check Device ID from the device menu

Device Name: You can set it as you like.

Device Group: This group is used to manage the terminal machine.

T&A Status: There are three options: Actual Status, on duty and off duty. When we set it as "Actual Status" the attendance records' status in the software are as same they are in the device. If you set it as "ON Duty", all the records' status which is from this machine will be "On duty".

USB: Connect the terminal via USB cable;

LAN: Input the terminal's IP address. The default IP address is 192.168.0.218.

LAN(Client): Set server's IP in the terminal, and only communication with that Server or PC.

COM: Connect with COM port.

RS485: Connect with RS485 need select com port number in the system.

Click the button [OK] to save the information. Can see a saffron yellow terminal icon

(). Please move the cursor to the terminal icon it displays as follows:

> Machine Number: 1
> Machine Name: Head office
> Serial Number: 500
> Communication Method: USB
> Connection State: Abnormal

If the connection is failed, you can make the connection with the T&A machine (such as click the synchronize button), to connect the T&A machine to the PC. When the connection is successful, you will see the terminal icon change to the blue color.

4.1.2   Modify Unit

Choose the terminal and then click [Modify Unit], the following window pops up:
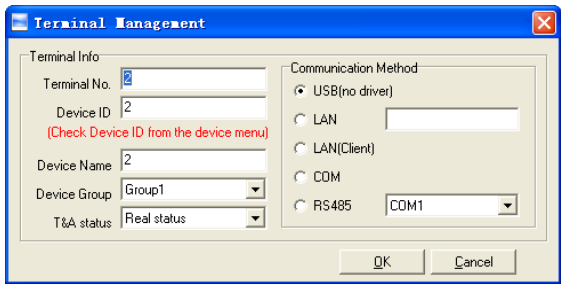
Modify the information and then click the button [OK] to save the modification. Click the button [Cancel] to cancel the modification.

Notice: If the "No" is already exist in the software, following message box pops up:

Click the button [OK] to set the Unit information again.

4.1.3   Delete Unit

Choose the T&A unit and then click the button [Delete Unit]. Following message box

pops up:
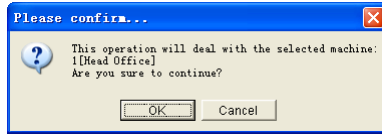
Click the button [OK] to delete or click the button [Cancel] to cancel.

4.1.4   Right Key Menu
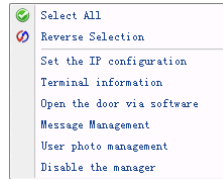
[Select all]: Select all the terminals.

[Reverse Selection]: Select the terminals which are not selected. Cancel the terminals which are selected.

4.1.4.1   Set Device ID

Device ID use to identification different terminal. Also can set in the terminal's hardware menu [Setting]-[Device],
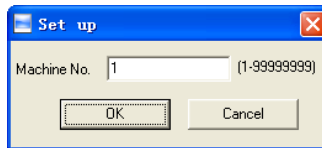
Device ID range is 1-99999999, set successful show as follow:

[2011-12-07 10:23:11]1[1]Successfully set the machine number

4.1.4.2   Set the IP Configuration

Set the IP configuration.
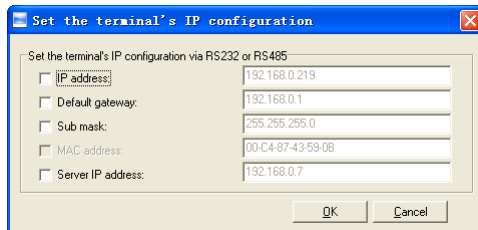
Select the check box and then modify the parameters. Click the button [OK] to save.

[2009-06-17 15:43:51]1[Head Office]Set the network parameters successfully

4.1.4.2   Terminal Information

Display terminal information as follows:
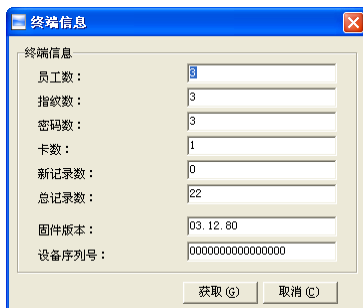
Click the button [Retrieve] to retrieve the terminal information. Click the button [Cancel] to close the window.

If failed to retrieve the terminal information, it prompts:
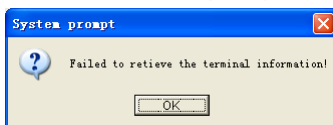
4.1.4.3   Open the door via software

Open the door via software

If you click the item [Open the door via software], you can see the information in the main interface as follows:

[2009-06-17 16:05:37]1[Head Office] Open the door via software successfully!

And meanwhile you can hear the sound from the relay.

4.1.4.4   Message Management

Send the message to the user when he clock in.

Click the item, a window pops up as follows:
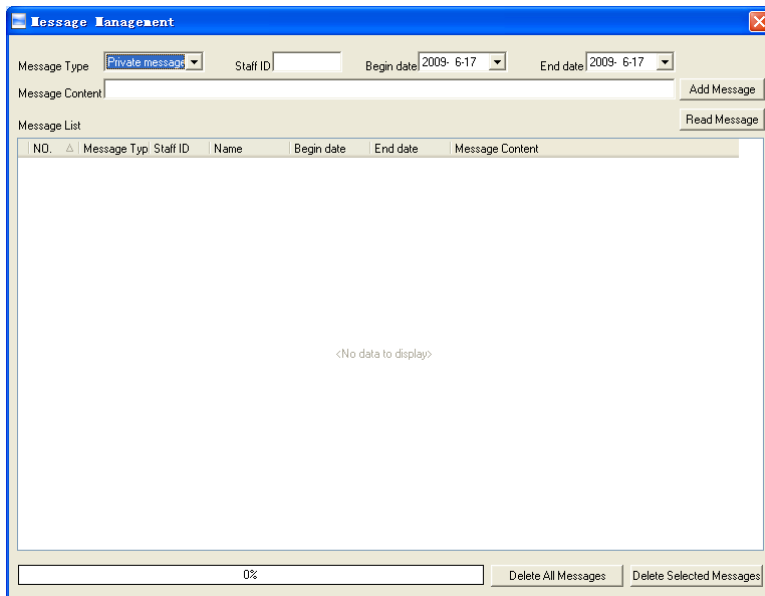
There are two kinds of message type: Private message and public message

Private message need the employeeer ID. If you do not input the employeeer ID, following message box pops up:

Click [Add Message] to add a new message;

Click [Read message], you will see the message in the [Message List];

You can select one message and click [Delete Selected Messages] to delete the message. One window pops up as follows:
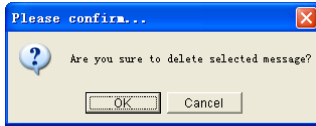
Click [OK] to confirm deletion. Click [Cancel] to cancel the deletion.

Click [Delete All Messages] if you want to delete all the messages. One window pops up as follows:
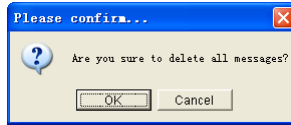
Click [OK] to confirm deletion. Click [Cancel] to cancel the deletion.

If you click [OK], it prompts:
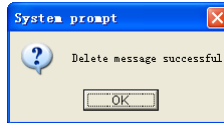
Click [OK] to confirm.

The length limit of one message is 27 Chinese words or 54 English letters .If there are several messages, you can read them by pressing the Navigate Key.

4.1.5   Synchronize Time

Synchronize the Terminal's time with the computer time. Click the button [Synchronize time]. Following message box pops up:
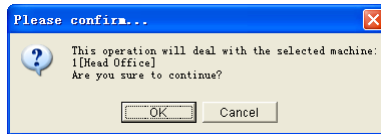
Click the button [OK] to confirm or click the button [Cancel] to cancel.

Some operation information displays in the main interface as follows:

[2009-06-17 16:15:12]Synchronizing time...
[2009-06-17 16:15:13]1[Head Office]Synchronization successful!

4.1.6   Initialize Unit

The device will resume to factory settings. All data will be cleaned up. Attention should be taken for this operation!

Click the button [Initialize Unit]. Following message box pops up:
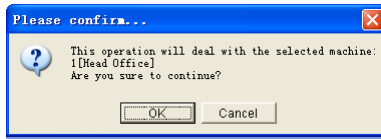
Click the button [OK] to confirm or click the button [Cancel] to cancel.

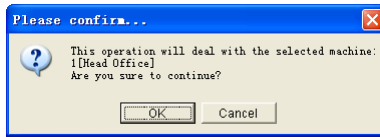Some operation information displays in the main interface as follows:

[2009-06-17 16:18:10]Initializing...

[2009-06-17 16:18:12]1[Head Office]Initialization successful!

4.1.7   Terminal parameter settings

Click the button [Terminal Parameter]. The [Terminal parameter settings] interface pops up:
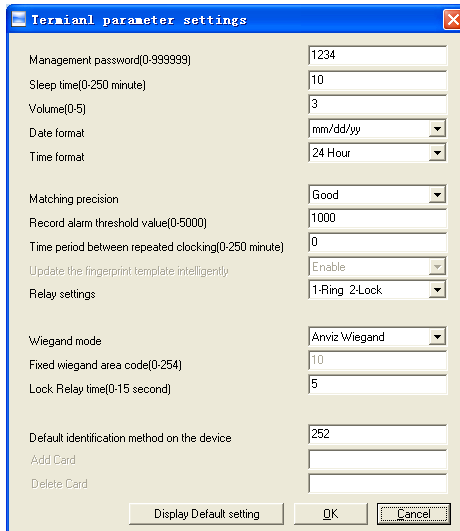
Management password (0-999999): The management password for the terminal.

Sleep time (0~250minutes): How long dose the terminal turn to the sleep mode if

there is no one operating the terminal.

Volume (0~5): The volume of the prompt sound in the terminal. The default value is 3.

Date format: There are three kinds date format: yy-mm-dd, mm/dd/yy, and dd/mm/yy.

Matching precision: There are three kinds: 'Normal', 'Good' and 'Exact'. The default value is 'Good'.

Record Alarm Threshold Values: If the rest memory space for the record is less than the threshold value, the machine will alarm.

Time period between repeated checking (0~250minutes): The maximum value is 250 minutes. And the default value is 30s.

Relay Settings

There are 5 modes.

1-Ring 2-Door open means relay 1 control ring. Relay 2control lock

1- Door open means only relay 1 control lock. Relay 2 disable

2- Door open means only relay 2 control lock. Relay 1 disable

Door Open means both relay control the lock

None means disable both two relays

Wiegand Mode: Wiegand26, Encryption wiegand.

Fixed wiegand area code (0~254): If you upload one fingerprint to two terminals, the same fingerprint's wiegand outputs are different in the different terminals. If the two terminals' wiegand area codes are same, the same fingerprint's wiegand outputs are same in these two terminals.

Lock Relay time (0~15seconds): The door open delay.

FP access firstly: it means the T&A machine's response when the user use the fingerprints identification method first time, you can set 4 methods: no response; password identification; card identification; pass directly; the default method is pass directly.

Card access firstly: it means the T&A machine's response when the user uses the card identification method first time, you can set 5 methods: no response; password

identification; fingerprint identification (1:1); fingerprint + password identification; pass directly; the default method is passing directly.

PIN access firstly: it means the T&A machine's response when the user use the user ID identification method first time, you can set 5 methods: no response; password identification; fingerprint identification (1:1); fingerprint + password identification; pass directly; the default method is pass directly.

Click the button [OK] to save the settings. Following message box pops up:
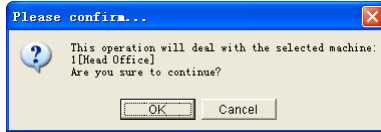
Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation information in the main interface is as follows:

[2009-06-17 16:18:56]Set Advanced Parameter...
[2009-06-17 16:18:58]1[Head Office]Parameter setting Successful!

Click the button [Display default setting] to see the terminal's default settings

4.1.8   Ring settings

Set the ring time. Please enable the Ring function in the parameter settings first of all.

Click the button [Ring settings]. [Set ring time] window pops up as follows:
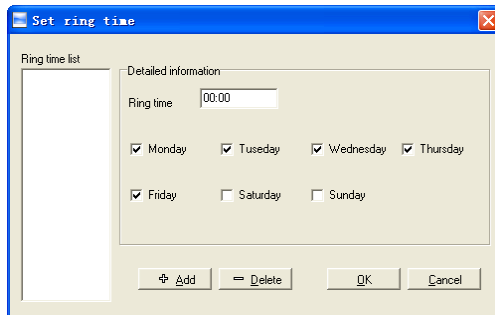
Input the ring time and then click the button [+ Add)] to add the ring time to the "Ring

time list".

You can also click the button [-Delete] to delete the ring time from the "Ring time list". One message box pops up as follows:
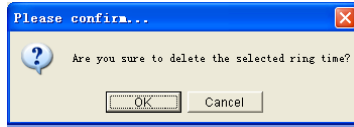
Click the button [OK] to confirm or click the button [Cancel] to cancel.

Click the button [OK] to save the settings. Following operation information displays in the main interface:

> [2009-06-17 16:21:01]Setting ring time...
> [2009-06-17 16:21:03]1[Head Office]Set the ring time successfully!

4.1.9   Time zone/Group settings

This function is only for the terminals which have the access control output.

Click the button [Time zone/Group settings]. The [Set time zone/Group] window pops up:
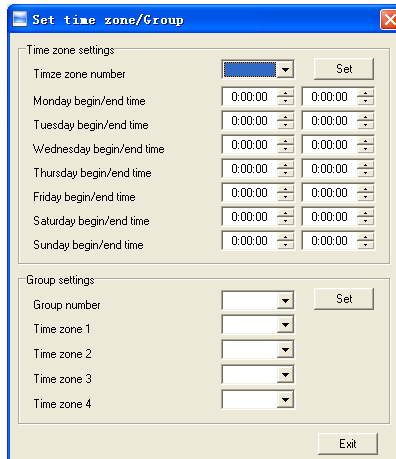
[Time zone settings]：

Select the time zone number. And then you will see the timezone settings.

If you want to modify the timezone, you can just set the parameters again and click the button [Set] to save.

> [2009-06-17 16:22:16]Setting the time zone...
> [2009-06-17 16:22:17]1[Head Office]Set the time zone successfully!

[Group settings]：

Select the group number and then you can see which time zones are arranged in this group.

If you want to modify the group settings, you can just change the timezone number and then click the button [Set] to save.

> [2009-06-17 16:22:27]Setting the group...
> [2009-06-17 16:22:29]1[Head Office]Set the group successfully!

4.1.10   Download new record

Click the button [Download new record]. Following message box pops up:
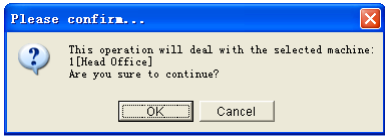
Click the button [OK] to confirm or click the button [Cancel] to cancel.

Following information shows on the main interface:

> [2009-06-17 16:27:00]1[Head Office]Reading attendance records...
> [2009-06-17 16:27:01]1[Head Office]Read the records completed, Records: 10,
>   Read successfully:10
> [2009-06-17 16:27:03]1[Head Office]Clear time attendance records successfully

4.1.11   Download all record

Click the button [Download all record]. Following message records pops up:
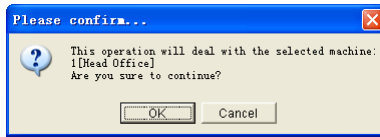
Click the button [OK] to confirm or click the button [Cancel] to cancel.

Following information shows on the main interface:

[2009-06-17 16:29:26]1[Head Office]Reading attendance records...

[2009-06-17 16:29:27]1[Head Office]Read the records completed, Records:38,
  Read successfully:38

[2009-06-17 16:29:29]1[Head Office]Clear time attendance records successfully

4.1.12 Clear record

Click the button [Clear record]. Following message box pops up:
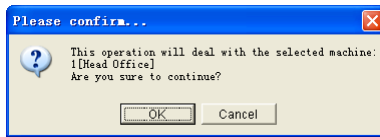
Click the button [OK] to confirm or click the button [Cancel] to cancel.

Following information shows on the main interface:

[2009-06-17 16:30:07]Clearing time attendance records...

[2009-06-17 16:30:09]1[Head Office]Clear time attendance records successfully

4.1.13 Backup Employeeer

Download the employeeer information and employeeers' fingerprint templates from the machine to the computer. You can edit the employeeer information in the database Att2003.mdb. The user information is saved in the table "UserInfo" of the database. And the fingerprint templates information is saved in the folder "Template "in the installation directory.

Click the button [Backup Employeeer]. Following message box pops up:

Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation information displays on the main interface as follows:

[2009-06-17 16:30:34]Backupping staffers...

[2009-06-17 16:30:35]Backup staffer:1[Head Office]

[2009-06-17 16:30:36]1[Head Office]Backup staffer information completed,

Records:5 ,Read successfully:5

[2009-06-17 16:30:36]1[Head Office]Backuping fingerprints...

[2009-06-17 16:30:37]1[Head Office]Backup staffers and fingerprints completed!

Notice: You can stop back upping the employeeer by click the button on the right bottom corner. Following message box pops up:
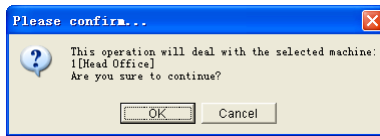
Click the button [OK] to confirm or click the button [Cancel] to cancel.

4.1.14   Resume employeeers

Upload the employeeer information and employeeer's templates from the computer to the terminal.

Click the button [Resume employeeers]. Following message box pops up:
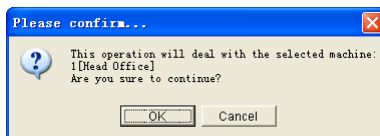
Click the button [OK] to confirm or click the button [Cancel] to cancel.

Some operation information displays as follows:

> [2009-06-17 16:31:48]Get back staffers...
>
> [2009-06-17 16:31:48]Get back staffers:1[Head Office]
>
> [2009-06-17 16:31:53]1[Head Office]Get back staffers completed

Notice: 1. please make sure that the User ID is existent in the terminal.

> [2009-06-17 16:32:48]Get back staffers...
>
> [2009-06-17 16:32:50]Get back staffers:1[Head office]
>
> 1[Head office]No such ID existed, recovery failed!

2. You can stop recovering the employeeer by click the button [Stop] on the right bottom corner.

4.2   Record Supervision

Get the records from the terminal real-time.
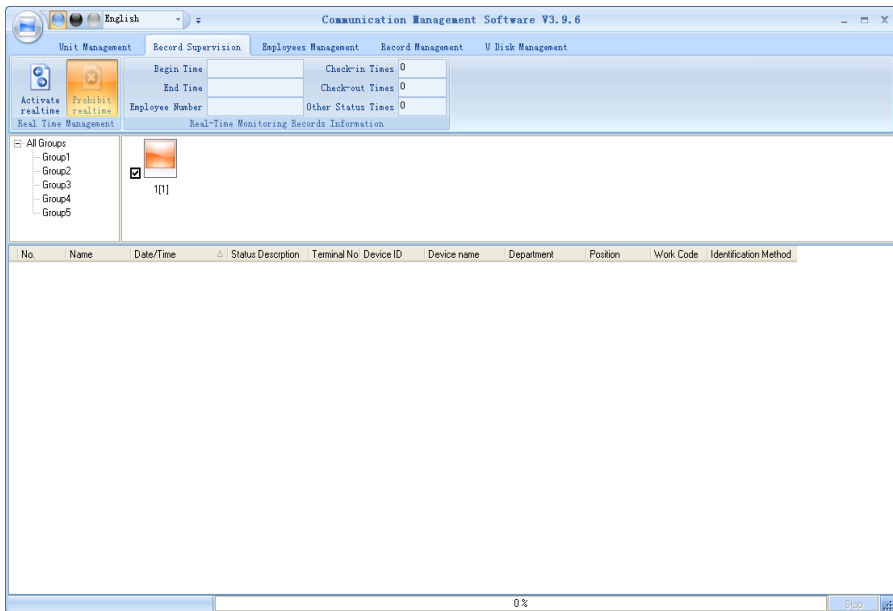
4.2.1   Activate real-time

Click the [Activate real-time] button, the status bar shows message:" Reading

attendance records…". Now the software is beginning to supervise the terminal, and then collect the records every 5 seconds.

You can review the record information in the [Real-Time Monitoring Records Information] as follows:

When the employeeer clock in or out, the Check-in Times or the Check-out times increases one. And the real time record shows as follows:

No.	Name	Date/Time	Status Descrption	Unit No.	Unit S/N	Unit name	Department	Position
8101	Mark Xia	2009-06-17 16:52:39	In	1	1	Head Office	Hardware	Hardware Engineer
8101	Mark Xia	2009-06-17 16:52:40	In	1	1	Head Office	Hardware	Hardware Engineer
8102	Eric Qiu	2009-06-17 16:52:42	In	1	1	Head Office	Structure	Structure Engineer
2	Brand Zhao	2009-06-17 16:52:44	In	1	1	Head Office	Software	Software Engineer
8104	James	2009-06-17 16:52:46	In	1	1	Head Office	Hardware	Hardware Associate Engineer
8105	Flyfire	2009-06-17 16:52:47	In	1	1	Head Office	Structure	Structure Associate Engineer
8104	James	2009-06-17 16:52:49	In	1	1	Head Office	Hardware	Hardware Associate Engineer
8103	Michelle	2009-06-17 16:52:51	In	1	1	Head Office	Software	Software Associate Engineer
8101	Mark Xia	2009-06-17 16:52:55	In	1	1	Head Office	Hardware	Hardware Engineer
8102	Eric Qiu	2009-06-17 16:52:56	In	1	1	Head Office	Structure	Structure Engineer
8103	Michelle	2009-06-17 16:53:02	In	1	1	Head Office	Software	Software Associate Engineer
8104	James	2009-06-17 16:53:03	In	1	1	Head Office	Hardware	Hardware Associate Engineer
8105	Flyfire	2009-06-17 16:53:05	In	1	1	Head Office	Structure	Structure Associate Engineer
8101	Mark Xia	2009-06-17 16:53:07	In	1	1	Head Office	Hardware	Hardware Engineer
1	King Jin	2009-06-17 16:53:09	In	1	1	Head Office	R&D	R&D Manager
2	Brand Zhao	2009-06-17 16:53:10	In	1	1	Head Office	Software	Software Engineer
8104	James	2009-06-17 16:53:12	In	1	1	Head Office	Hardware	Hardware Associate Engineer
8105	Flyfire	2009-06-17 16:53:14	In	1	1	Head Office	Structure	Structure Associate Engineer

And the following window which includes the Employeeer ID, Name, Department and Position pops up:

4.2.2   Prohibit real-time

Click the button [Prohibit real-time] to stop the real-time monitoring. You can see the begin time and end time of the real-time monitoring in the [Real-Time Monitoring Records Information] as follows:

Begin Time	2009-06-17 16:33:36	Check-in Times	18
End Time	2009-06-17 16:34:55	Check-out Times	0
Staff Number	7	Other Status Times	0
	Real-Time Monitoring Records Information		

4.3 Employeeers management

Employeeer management interface is as following:
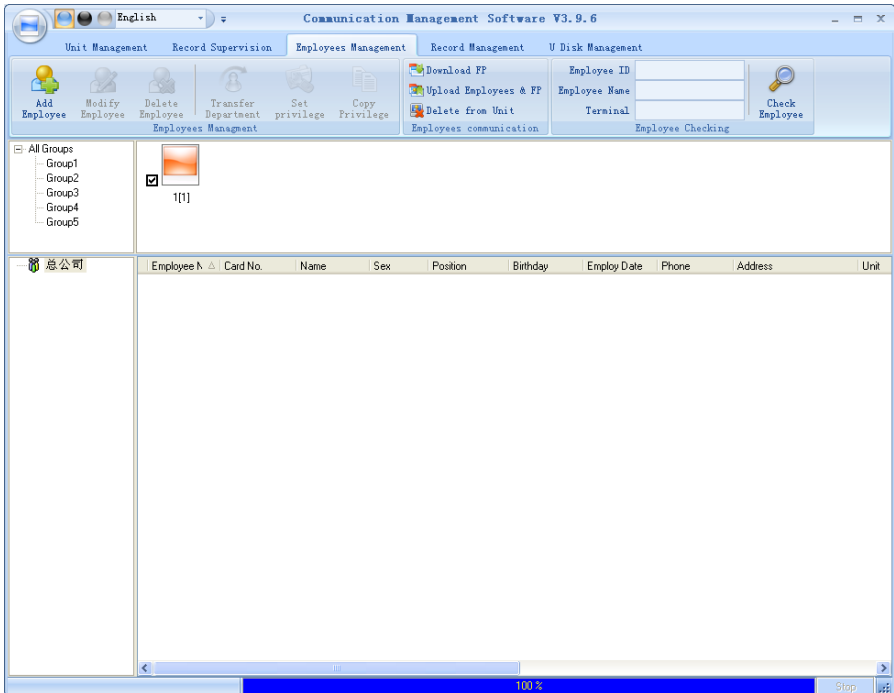
4.3.1 Add employeeer

Click [Add employeeer] button, open [Add/modify employeeer info] window which includes 2 pages: Basic info and fingerprint registration as follows:

[Basic info]：

Input employee info in [Basic info]. You can also add pictures for employees

Notice: The No. is exclusive as well as the first digit cannot be 0!

There are two ways to add pictures:

1st way: Click [🔍] button, choose employeeer's picture stored in PC and open [Edit picture] window as following,
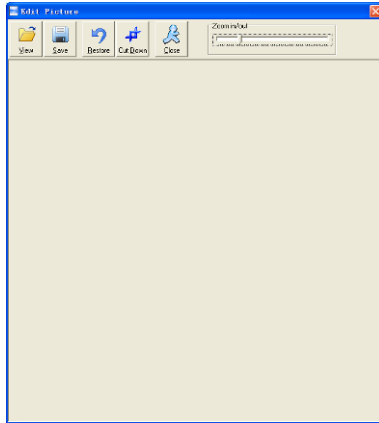
Click the button [view] to choose one photo.
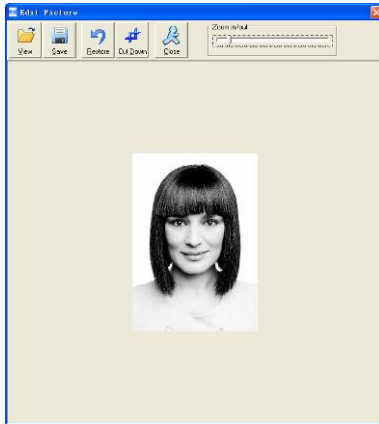
Edit the photo by the [Cut-down] function and then click the button [Save] to save as follows:
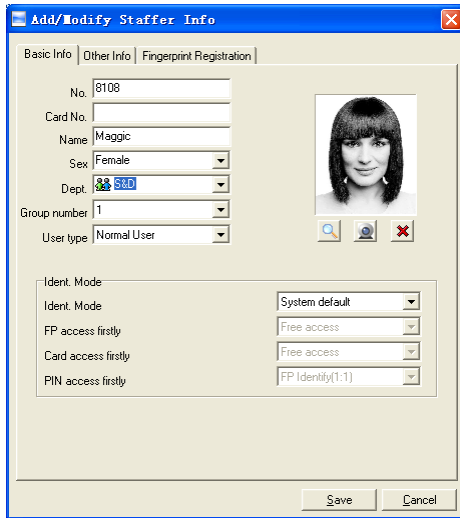
2nd way: You can install camera to take pictures and edit then save. Make sure there is camera equipment installed in your PC.

Click [] button, open [Pictures shooting] window as following,
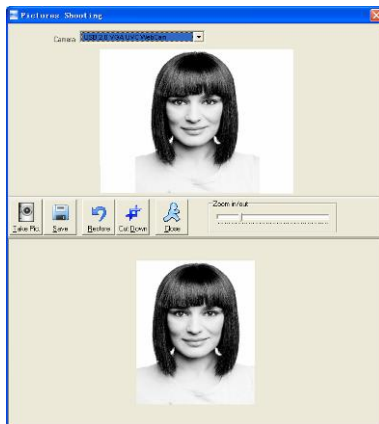
Choose camera equipment, and click the button [take Pic] to take a photo.

Edit the photo by [Cut-down] function and then click the button [Save] to save.

Click the button [] to delete the employee photo.

[Fingerprint registration]：

Use the external USB fingerprint reader: OA99+ to enroll the fingerprint.

The sentence "Connect to the fingerprint sensor reader successfully!" means that the OA99+ is connected successfully.

Place the fingerprint on the terminal's fingerprint scanner window and then click the button [enroll] to enroll the fingerprint.
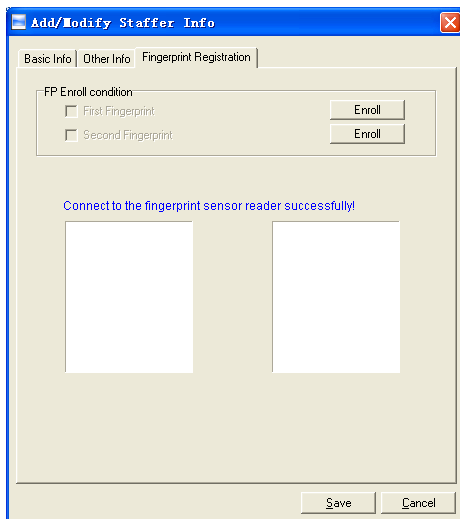
Click the button [OK] to save or click the button [Cancel] to cancel.

4.3.2   Modify employeeer

Modify employeeer operation is to modify the employeeer information in the window [Add/Modify Employeeer Info]

4.3.3   Delete employeeer

Delete the employeeer from the database.

Choose employeeer from employee info list (you can choose some or all the employeeers by using the button [Shift] or [Ctrl] on your computer's keypad). Click [Delete employeeer] and the following window pop-up,
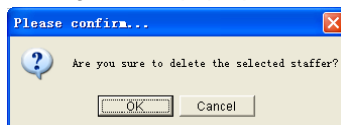
Click the button [OK] to confirm or click the button [Cancel] to cancel.

4.3.4   Transfer department

Choose the employeeers and then click the button [Transfer department]. The window [Employeeer Transfer] pops up:
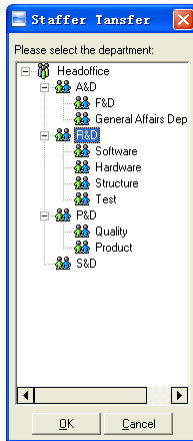
Select the department and then click the button [OK] to confirm or click the button [Cancel] to cancel.

4.3.5   Set privilege

We can only upload the employeeers to the authorized terminal.

Choose the employeeers from employee info list (you can choose some or all the employeeers by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Set privilege]. The [Set privilege] window pops up:
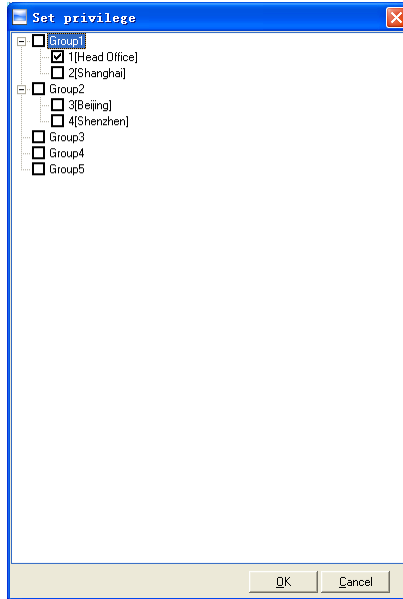
Choose the terminal and then click the button [OK] to save.

You can find the employeeer's authorized terminal in the column [Unit] as follows:

Clark's fingerprint is in the unit 1.
Vivi's fingerprint is in the unit1 and unit2.
Peter's fingerprint is in the unit 1.

4.3.6   Copy Privilege

Copy the privilege from employeeer A to the employeeer B. And then the employeeer B's privilege will be as same as the employeeer A.

Choose the employeeers from employee info list (you can choose some or all the employeeers by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Copy Privilege]. The [Copy Function and Privilege] window pops up:
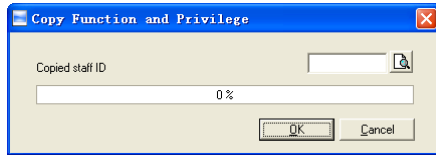
Input the one employeeer's ID, and you can click the button [] to browse the employeeer's privilege in the [Set privilege] as follows:
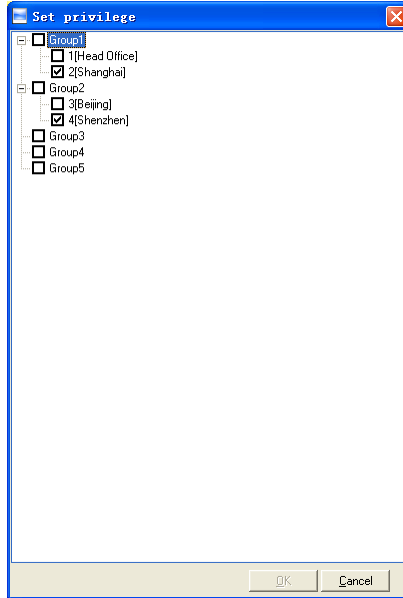
Then press [Cancel] to come back the interface, and click the button [OK] and the following window pop-up:
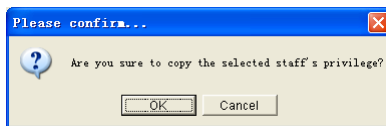
Click the button [OK] to copy the privilege. After copy completed the following window pop-up:
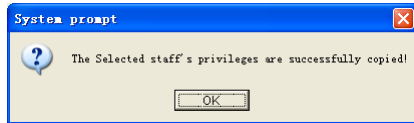
4.3.7   Download FP

Download the fingerprint from the terminal to the software.

Choose the employeeers from employee info list (you can choose some or all the employeeers by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Download FP]. Following message box pops up:
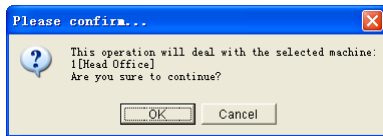
Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation nformation shows on the main interface as follows:

[2009-06-17 17:28:33]Download fingerprint ...

[2009-06-17 17:28:33]Download fingerprint:1[Head Office]

[2009-06-17 17:28:44]1[Head Office]Download fingerprint completely!

4.3.8   Upload employeeer & FP

Upload the employeeer information and fingerprints to the terminal.

Choose the employeeers from employee info list (you can choose some or all the employeeers by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Upload Employeeer & FP]. Following message box pops up:
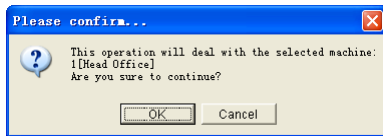
Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation information shows on the main interface as follows:

[2009-06-17 17:29:11]Upload staffers and fingerprints ...

[2009-06-17 17:29:11]Upload staffers and   fingerprints:1[Head Office]

[2009-06-17 17:29:18]1[Head Office]Upload staffer and fingerprint completed

4.3.9   Delete from Unit

Delete the employeeers from the terminal via the software.

Choose the employeeers from employee info list (you can choose some or all the employeeers by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Delete from Unit]. Following message box pops up:
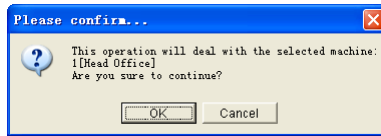
Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation information shows on the main interface as follows:

[2009-06-17 17:30:47]Delete the staffer from the device...

[2009-06-17 17:30:47]Delete the staffer from the deviece:1[Head Office]

[2009-06-17 17:30:51]1[Head Office]Delete the staffer from the device completely

4.3.10   Employee Checking

Search the employeeer information.
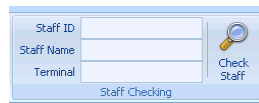
Search the employeeer information by the Employee ID, Employee Name and Terminal. Click [Check employee] button and then the employeeer info shows in the list.

4.3.11   Department management

Move the cursor to the department list and then click the right button of your mouse. The menu pops up as follows:

Add dept
Modify dept
Delete dept
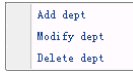
[Add dept]: Click [Add dept]. The [Input Department Name] window pops up:
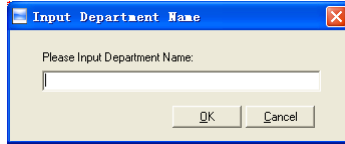
Input the department name. Click the button [OK] to confirm or click the button [Cancel] to cancel.

[Modify dept]: Choose the department which is going to be modified. Click [Modify dept]. The [Input Department Name] window pops up:
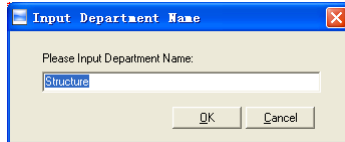
Input the department name. Click the button [OK] to confirm or click the button [Cancel] to cancel.

[Delete dept]: Choose the department which is going to be deleted. Click the right button of your mouse and then click the [Delete dept]. Following message box pops up:
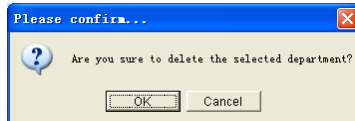
Click the button [OK] to confirm or click the button [Cancel] to cancel.

Remark: Right button menu:

Select All
Cancel Seletion
Transfer Department
Copy Privilege
Add Staffer
Modify Staffer
Delete Staffer
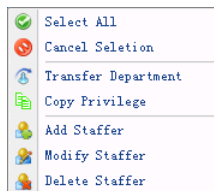
4.4   Record management
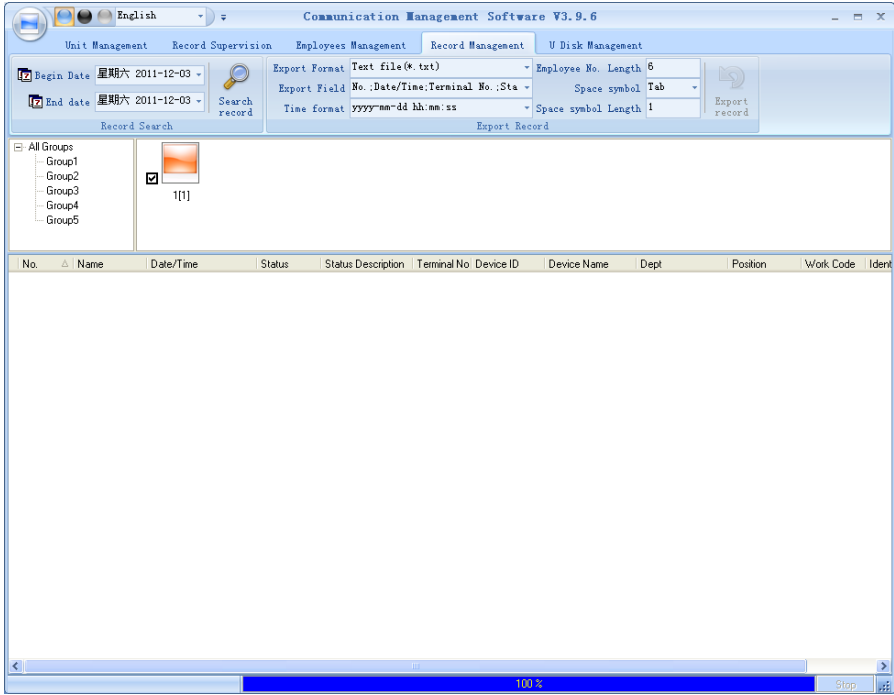
4.4.1   Record Search

Set the Begin Date and End Date as follows:

Click the button [Search record] to search the record.

No. △	Name	Date/Time	Status	Status Description	Unit No.	Unit S/N	Unit Name	Dept	
1	King Jin	2009-6-17 16:33:58	I	In	1	1	Head Office	R&D	F
1	King Jin	2009-6-17 16:53:09	I	In	1	1	Head Office	R&D	F
2	Brand Zhao	2009-6-17 16:33:48	I	In	1	1	Head Office	Software	S
2	Brand Zhao	2009-6-17 16:34:02	I	In	1	1	Head Office	Software	S
2	Brand Zhao	2009-6-17 16:52:44	I	In	1	1	Head Office	Software	S
2	Brand Zhao	2009-6-17 16:53:10	I	In	1	1	Head Office	Software	S
8101	Mark Xia	2009-6-17 16:26:36	I	In	1	1	Head Office	Hardware	H
8101	Mark Xia	2009-6-17 16:26:47	I	In	1	1	Head Office	Hardware	H
8101	Mark Xia	2009-6-17 16:28:09	I	In	1	1	Head Office	Hardware	H
8101	Mark Xia	2009-6-17 16:28:24	I	In	1	1	Head Office	Hardware	H
8101	Mark Xia	2009-6-17 16:28:26	I	In	1	1	Head Office	Hardware	H
8101	Mark Xia	2009-6-17 16:28:27	I	In	1	1	Head Office	Hardware	H
8101	Mark Xia	2009-6-17 16:28:29	I	In	1	1	Head Office	Hardware	H
8101	Mark Xia	2009-6-17 16:28:31	I	In	1	1	Head Office	Hardware	H
8101	Mark Xia	2009-6-17 16:28:33	I	In	1	1	Head Office	Hardware	H

4.4.2 Export Record

Set the export format, export file and time format.

Export format: 3 formats optional: text file (.txt), CSV file (.csv), Excel files (.xls).

Export field: Choose the fields which are useful for you.

Time format: 4 optional formats

Employeeer No. length: set employeeer No. length, the default is 6 digits.

Space symbol: space symbol to separate fields

Space symbol length: space symbol bit

After setting completed, click [Export record] button, open 'Save as' window, choose save file directory, input file name as following,
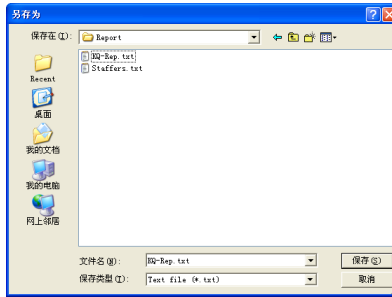
Click [Save] button. The system prompts as follow:
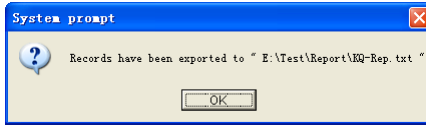
Click the button [OK] to confirm.

5.5 U disk management program

U disk management program use for load the data from USB flash disk to database.

Read the attendance record from USB flash driver, must make sure all data store under G:\00000001 folder in the USB flash driver first。

The shows as following :
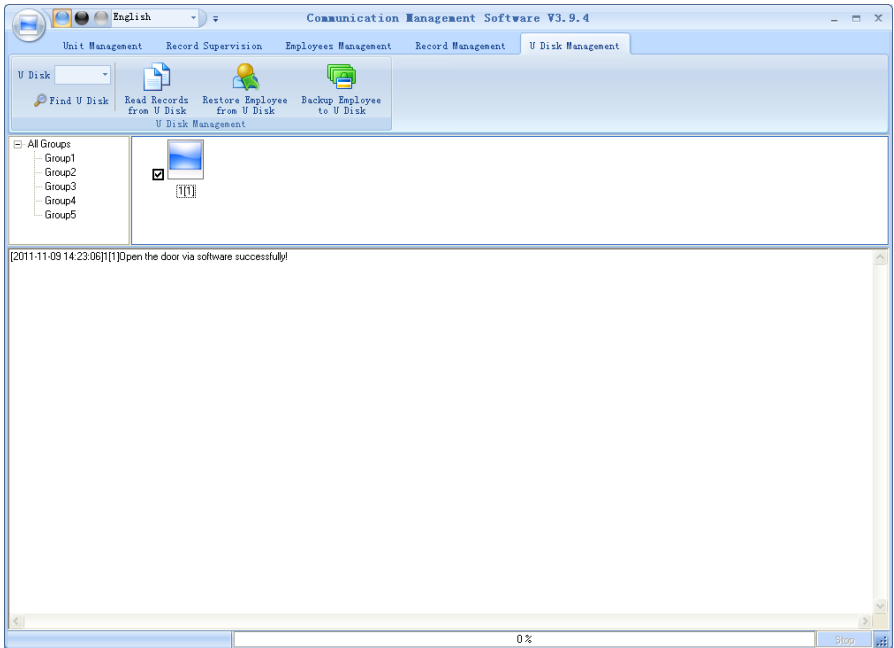
Read data from the U flash disk: First click [Find U Disk] to fine the path of the USB flash disk, click [Read data from the U disk] the system will auto read the data from U disk and export to local database.

Restore Employee from U Disk: click [Restore Employee from U Disk] button, the system will export the employee information data to local database and fingerprint template to root index "Template" folder.

Prompt: If the local database has had this record aleady, the system will prompt " record repeated".

Backup Employee to U Disk: The database of the existing employee information and fingerprint template, backup to U plate

5.6   System settings

Click the icon [🗐] on the top left corner, the menu pops up as follows:
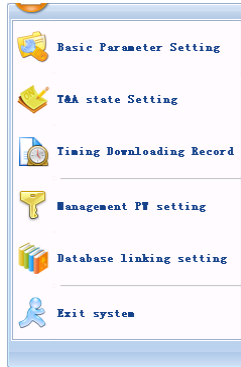
5.6.1 Basic parameter settings

Click the [Basic Parameter Setting]. The [Basic Parameter Setting] pops up:
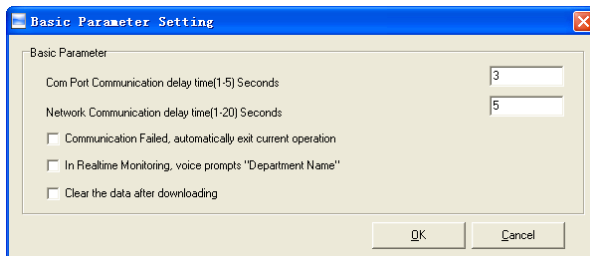
Com port Communication delay time (1-5) sec.: The default time is 3s.

Network Communication delay time (1-20) sec.: The default time is 5s.

☐ Communication failed, automatically exit current operation: If timeout is larger than 'Communication delay time', software will automatically exit.

☐ In Real-time Monitoring, voice prompts "Department name": During real-time monitor, if employee is access granted, the software will voice prompt employee department and name.

☐ Clear the data after downloading: After downloading records completed, delete the record downloaded from machine automatically.

Click the button [OK] to save the setting.

5.6.2 T&A Status setting

Click the [T&A Status setting] option, and the [T&A status setting] window pops up:
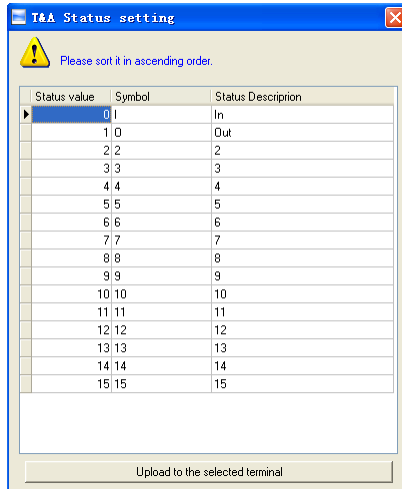
Click the state which is going to be modified. Input the status description.

[Upload to the selected terminal]: Upload the T&A status from the selected terminal.

5.6.3   Timing Downloading Record

Click the [Timing Downloading Record]. The [Timing Downloading Record] window pops up:

Enable this function by choosing the [Run Timing Download Record]. You can set 5 time point.

Please use the button [⬍] to set a time. And then click the button [Add] to add the time to the [Downloading Time].

Click the button [OK] to save the setting.

5.6.4   Management PWD Setting

Click the [Management PW Setting]. The [Modify management password] window pops up:
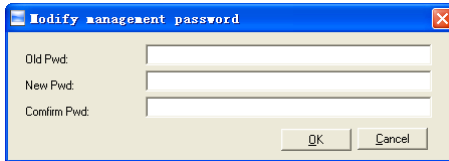
[Old password]: Default password is empty.

If user has modified password, please input this password which is used to log on system. If it's wrong, system will prompt,
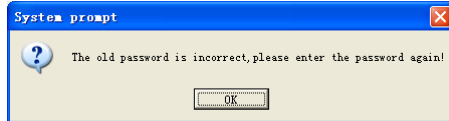
Click [OK] and input old password again.

[New Pwd]: the password user wants to set.

[Confirm Pwd]: Input new password again to confirm.

If confirm Pwd is different from new one, system will prompt:
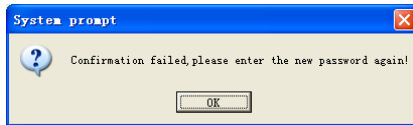
Click [OK] button to input confirm password again.

After modifying completed, click [OK] button to save new password and it prompts:

5.6.5   Database linking setting

Click the [Database linking setting]. The [Data Link Properties] window pops up:
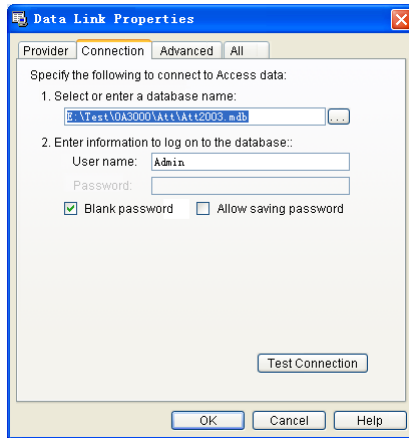
Click [⋯] button beside [1. Select or enter a database name:] to choose the linking database directory. And then choose database name, click [Open] button to confirm database linking and exit to [Data link properties] interface. If the database has set [User name] and [password] already, we must input [User name] and [password] in [2. Enter information to log on to the database]. After completed, click [Test connection] to test the connection correctness of the database and system prompts:
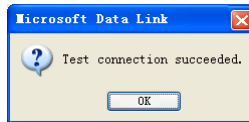
Click [OK] button and it goes back to [Data link properties] interface. Click [OK] button and system prompts,
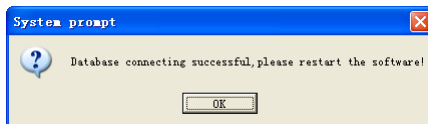
5.6.6   Exit system

Click [Exit system]. It prompts:
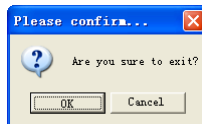
Click the button [OK] to confirm or click the button [Cancel] to cancel.

5.7   User interface configuration

5.7.1   Interface skin color

Shift the skin color by press the button [⬜●⬜].The style is Windows XP system style.

5.7.2   Change the software language

Choose the language in the option [Chinese   ▾].

5.7.3   Set quick access button

Move the cursor to the icon [Synchronize time]. Click the mouse's right button. It prompts:
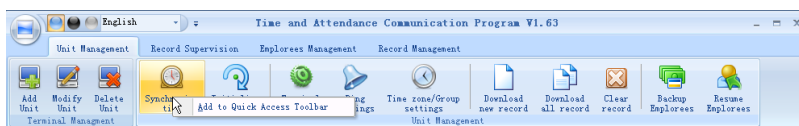
Click the item [Add to Quick Access Toolbar]. And then you can see the quick access button on the toolbar as follows:

Move the cursor to the quick access button. And then click the mouse's right button. It prompts:

Click the item "Remove from the Quick Access Toolbar".

Chapter5   **Background Management**

The main theme of this chapter is how to collect attendance records from different terminals with management software and generate different reports. The background software can manage staff information, set rules of attendance etc.

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5 Background management

Management software can collect attendance records from different terminals, calculate according to shift setting and finally generate different reports. The background software can manage staff information, set rules of attendance etc.

5.1 Log in system

Double click the icon on the desktop to start the attendance background management program. The log-in interface will pop up as follows:

The default administrator's name is "Admin" and password is empty. Log in system and the following interface will be displayed:

The main interface includes three parts:

1. System menu: Include the whole function module& information

2. Shortcut button: Shortcut button of common function module, array in working order, easy to work on

3. Status column: Show the current time, logged-in administrator and system information.

5.2   System

Click [**System**] on the main menu, following springs:
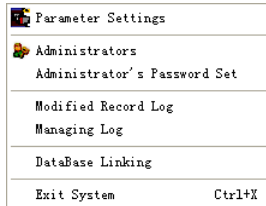
5.2.1   Parameters Settings

Click [**Parameters Settings**] in system menu. The following window will prompt:
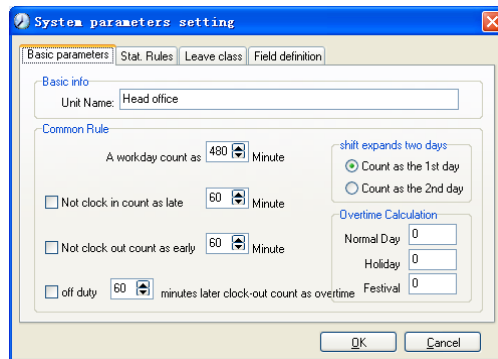
Pic5.1 Parameters Settings

Basic parameters:

Set your company name, the default is "Head office"

Input your company name that will be deemed as the head of departments list.

A working day count as how many minutes is the base for time attendance calculation which will be the transition standard to calculate the late to work/early to leave

/free overtime items, minute is the good transition standard of hours and working day.

"Late for work as how many minutes" can be set when no clock-in on duty, "early to leave as how many minutes" when no clock out for off duty. Free overtime work can also be calculated on the base that how many minutes working after off duty time.

"Shift expand two days" is set under real condition.

Stat. Rules:

Click page [Stat. Rules] in pic5.1, following shows:
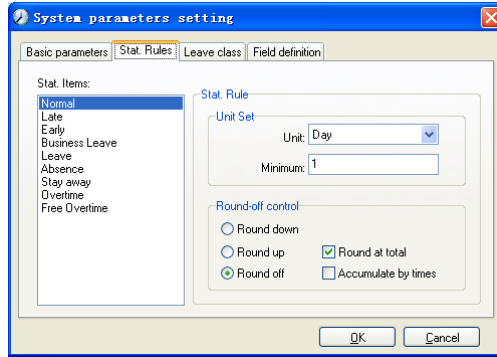
This page describes the stat. rules of items: normal, late, early, business leave, leave, absence, overtime, free overtime.

Accumulate by times: Only calculate the total times, display the accumulated times in report.

Round at total: Add up the total time and then round according to corresponding unit.

Round down: Abandon the number after the minimum unit one regardless it is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 1 day.

Round up: Add one unit regardless the number after the minimum unit is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 2 day.

Round off: If the number after the minimum unit is equal to or over 0.5, add one unit, or else, abandon it.

Notice: the setting of stat. Rules above will directly affect the statistical result

Please make above setting according to the true status of your company to ensure the accuracy of reports.

Leave class:

Click page [Leave class] in pic5.1, following shows:
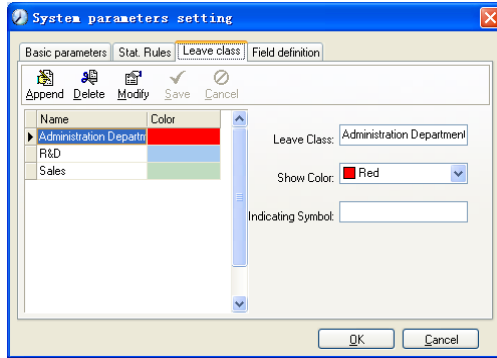
Add new leave class:

Click [Append], input the name of leave class and choose color and click [save] to finish.

Revise leave class:

Select the name of leave class which one need to be revised, click [Modify], input new name of leave class and color, and click [Save] to finish.

Delete leave class:

Select the name of leave class which one need to be deleted, click [Delete], and click [OK] to finish.

Field definition:

Click page [Field definition] in pic5.1, following shows:
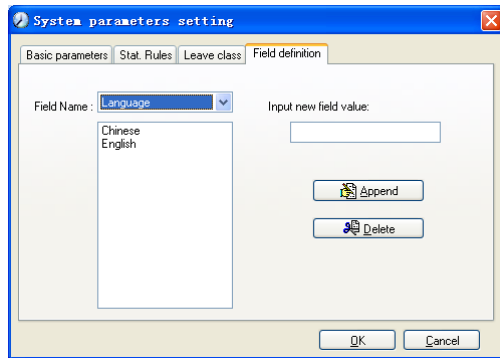
This page add the corresponding value for [Nation], [Specialty], [Position], [Education] in menu [Staffer maintenance].

5.2.2   Administrators

Click [System]-[Administrators], following window shows:
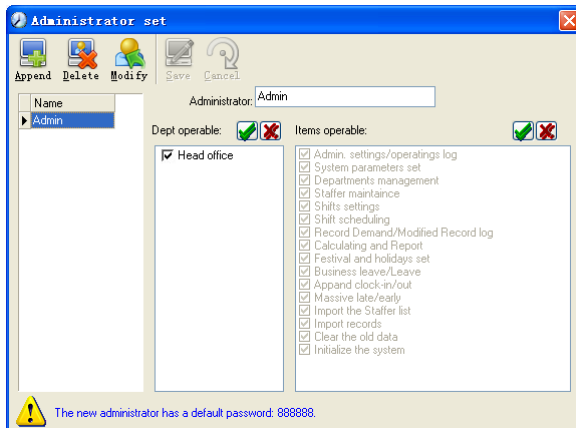
Append new administrator:

Click [Append]—input the name of new administrator within input field.

Of [Administrators], select corresponding privileges below and click [Save] to finish adding of new administrator. The default password of new administrator is 888888. Please log in as the new registered administrator and click menu [System]--[Administrator's password set] to set new password of administrator for system

security.

Note:

1. Before you using the administrator mode, you need to set the privileges for every administrator with which the administrator can modify the operation items after he log in the software; there are all the items in the "Items operable" list in above picture, such as "Staffer maintenance, Shifts settings, Calculating and Report"; we can set different privileges for different administrators so as to divide and manage the task systematically.

2. After you add a new department, you must modify the privileges of the "Department operable" for the administrators (select the new department in the "Department operable" list and save), who will have the privileges to modify the new department, and then you may do other operations.

Modify administrator:

Select the name of administrator, click [Modify], input new name of administrator and corresponding rights in [Administrator] and click [Save] to finish.

Delete administrator:

Select the name of administrator who will be deleted and click [Delete] to finish deleting according to the prompt.

5.2.3   Administrator's Password Set

Click menu [System]--[Administrator's Password Set], following springs:
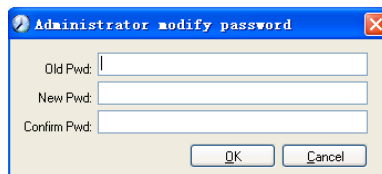
Input the original password in [Old Pwd], enter the new password in [New Pwd], enter again in [Confirm Pwd] and click [OK] to finish.

5.2.4   Modified Record Log

Click menu [System]--[Modified Record Log], following springs:
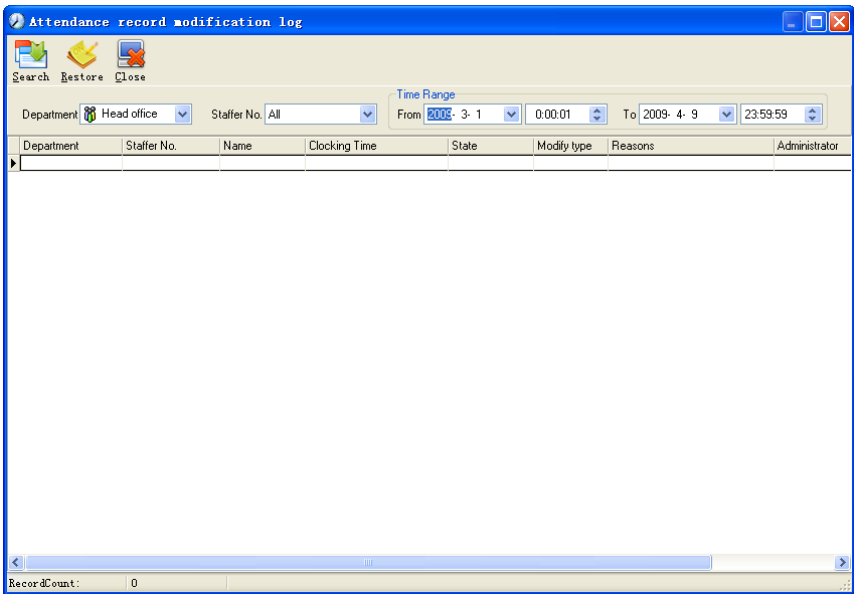
Select department, staffer ID and time range and click [Search] and those records which match the above condition will be displayed as follows:
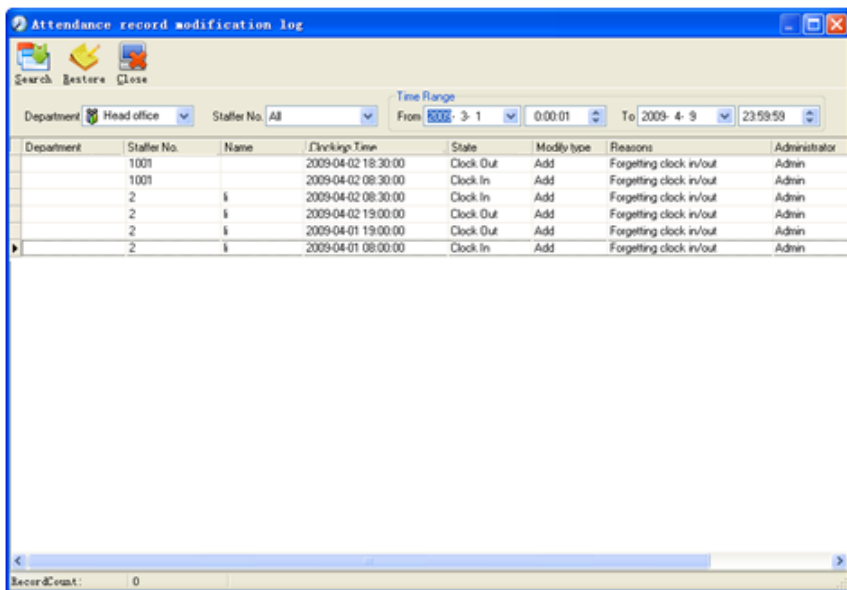
Notice: Modified record log shows all the time attendance record modifications; If there's record that has been revised incorrectly before, it can be recovered by selecting this record and clicking[Restore]

Click [Close] to exit.

5.2.5　Managing Log

Click menu [System]--[Managing Log], following springs:
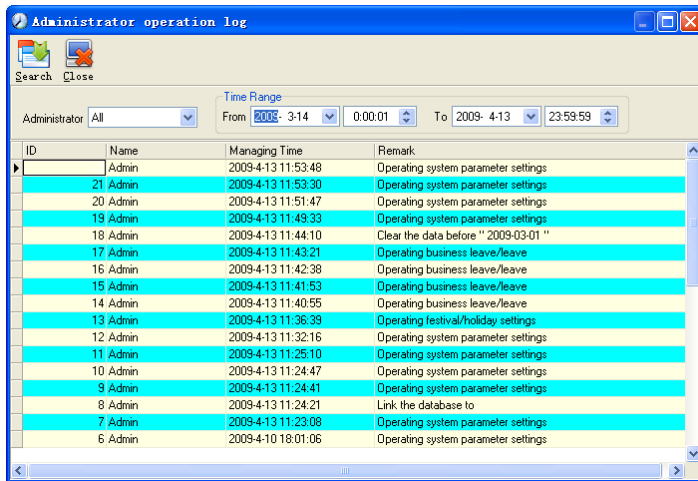
This log records all the operations of every administrator. Select [Administrator] and the time range then click [Search] to see what operations have been done by this administrator within the selected time range, which makes it possible that the multi-administrators can use the software at the same time.

5.2.6   Set Database Link

This system adopts the database interface of Microsoft ADO. The acquiescence database is Access2000.The defaulted is att2003.mdb under the main setup directory. You can set up the database linking again according to the actual conditions.

When the following mistake appears, you should link database again:
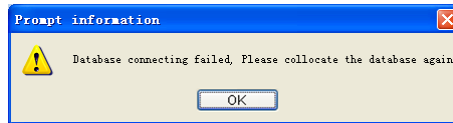
Click [Database linking] in system menu, the following springs.
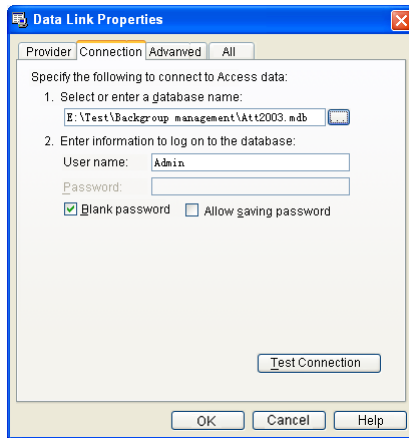
Input the database name or click the [...] button to select the correct database file.

Notice: you can click [Test connection] to test the connection correctness of the database.

5.2.7   Exit System

Click [Exit System] in System menu. The following menu springs.
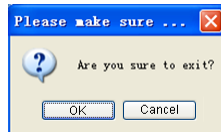
Click ok to exit management software and return to Windows system.

5.3   HR Management

Click [HR Management] on the main menu, following springs:
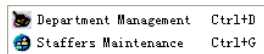
5.3.1   Department Management

Click [Department Management] in the [HR Management] menu, springs the following window:
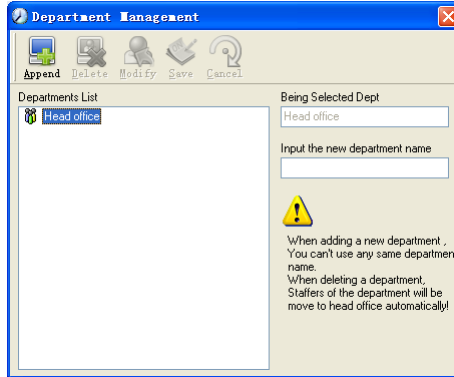
Add a new department

Click [Append], input the new department name and click [Save] to add a sub department for the chosen department.

Note: when you want to do some other operations to the new department, you need to set the privilege of modifying the new department for the administrator in the [administrator set] first (choose the new department you just added in the "Department operable").

Department modification

Choose the department, click [Modify] and input the new department name, then click [Save].

Delete the department

Choose the department, click [Delete] and then click OK to complete.
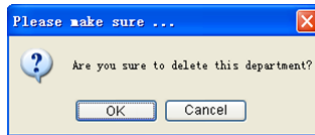
Notice: repetition of department name is not allowed; if there are staffers existing in the deleted department, those staffers will be automatically transferred to department of head office.

5.3.2   Staffer Maintenance

Click [Staffer Maintenance] in [HR Management] menu, the following window appears:
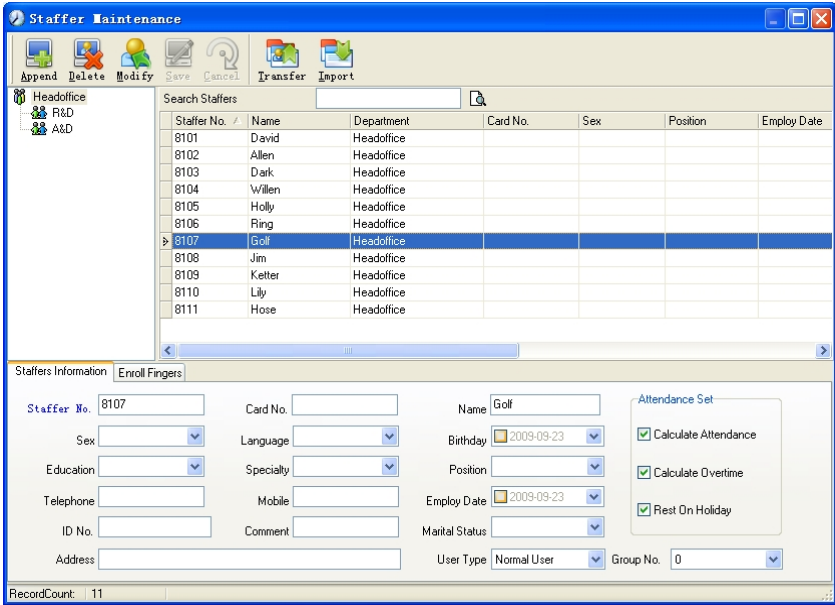
Staff's adding:

Choose the department that the staffs belong to, clicks [Append], and input staff's information, then click [Save] to complete.

Note: 1. The items of "Calculate attendance", "Calculate overtime", "Rest on holiday" below "Attendance Set" is correlated with report, please set it correctly. If the checkbox of "Calculate Attendance" of this staffer is not checked, there will be no statistical result for this staffer in the report. If checkbox "Calculate Overtime" is not checked, the statistical result of overtime of this staffer will be 0, unless he had [Temporary Shifts] which defines as overtime working; If the checkbox of "Rest On Holiday" is not checked, holidays will make no effect on the shifts for this staffer; if the checkbox of "Rest On Holiday" is checked, thus for those holidays, even there are shifts on those days for the staffer, those shifts will be invalid. And if there are time attendance records of this staffer, those records will be deemed as free overtime.

2. Staffer No. is exclusive as well as the first digit cannot be 0!

Staff's modification:

Choose the staff, click [Modify] and input the new information, then click [Save].

Staff's deletion:

Choose the staff; click [Delete] and then click [OK] to complete.

Please be cautious when delete the staff since all this staffer's time attendance records, shift arrangement will be deleted at the same time.

Import staffers:

Click [Import], staffer importation window springs for importing staffers.

Staff's department shifting:

Choose the staff you want to shift the department click [Transfer] and following window will pop up:
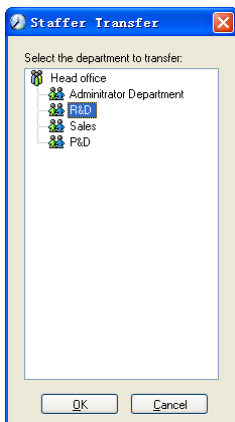
Select the new department and click [OK] to complete.

Export Staff:

Right-click on staff list and the following window pops:
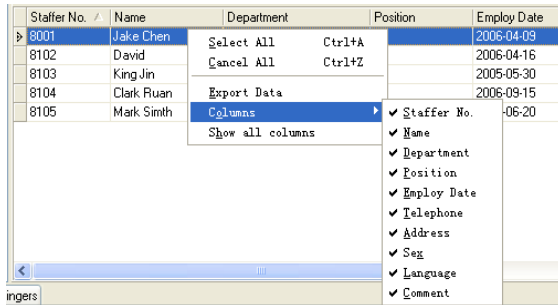
All displayed fields in staff info list can be defined through submenu of "Column". Meanwhile, the modification will take effect and be saved.

Click [Show all columns] to display all fields in the list.

Click [Export Data] and following window will prompt:
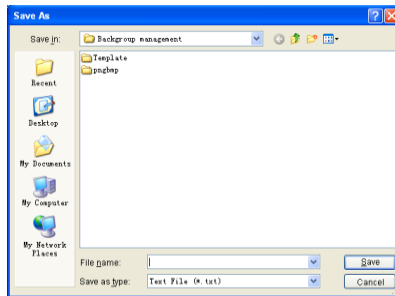
Please select your target directory of your export, file format (txt or xls) and the file name. Click [Save] to confirm the operation.

Notice: Exported Excel file can be used as backup information and can be imported again.

5.4   Attendance Management

Click [**Attendance**] in the main menu, following springs:

5.4.1   Holiday List

Click [Holiday List] in [Attendance] menu. The following appears.
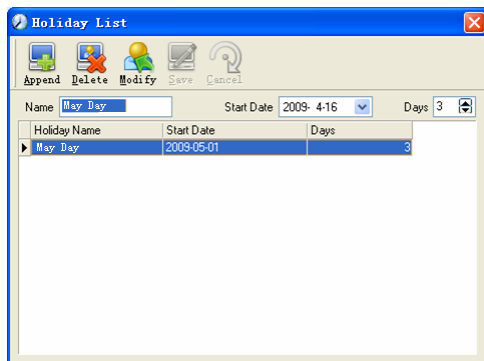
Add festivals or holidays

Click [Append] then input the festival or holiday name and the rules. Click [Save] when ready.

Modification of festivals or holidays

Select the festivals or holidays you want to revise, then click [Modify] and input the new information. Click [Save] when ready.

Deletion of festivals or holidays

Select the festivals or holidays you want to delete, and then click [Delete] to perform Deletion of festivals or holidays.

5.4.2   Timetable and Shift

The relationship between shift and timetables:

Shift setup should be done in two steps: First, setup necessary timetables. Second, setup shifts. One or more timetables can be included in one shift.

Timetable is the time period between On-duty and Off-duty required in the company rule. For instance, the company rule requires the working hours be 08:00-12:00 and 13:00-17:00; so 08:00-12:00 and 13:00-17:00 are two timetables. If such a shift needs to be setup, these two timetables should be setup first. Here, we use time table "morning" to indicate "08:00-12:00" and time table "afternoon" to indicate "13:00-17:00"; so two timetables have been setup. (Please refer to the following chapter for details of how to

add time tables) and then we can add a shift such as "Normal shift" in which "shift cycle" and "cycle unit" will be setup. Then we should add two timetables - "morning" and "afternoon" so that a shift setup is completed. Brief introduction is mentioned here for you to get a general picture of the relationship between timetable and shift. The details of shift setup will be found in the next two sections.

Timetable maintenance:

Click [Timetable and Shift] in [Attendance] menu. The following window appears.
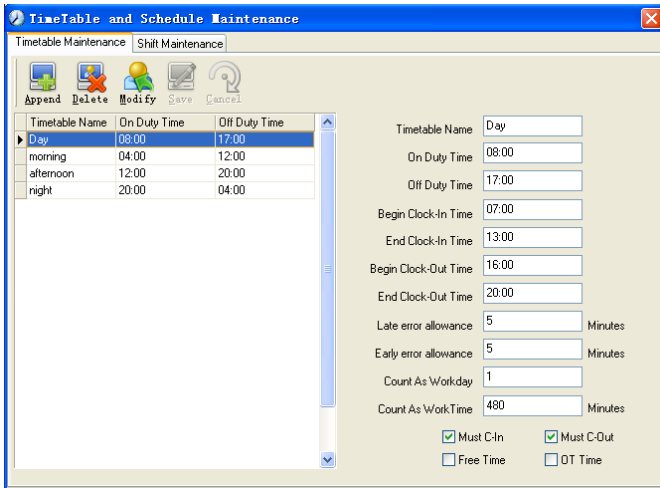
Pic5.2 Timetable Maintenance

Add a new timetable

Click [Append] and enter the corresponding information:

[Timetable Name]For instance: Day Shift

[On duty Time](08:00)   [Off duty Time] (17:00)

[Begin Clock-in Time](07:00)   [End Clock-in Time] (13:00)

[Begin Clock-out Time](16:00)   [End Clock-out Time] (20:00),

[Late error allowance](5)   [Early error allowance] (5)

[Count as work day](1)

[Count as work time XXX minutes](480).

Tick [Must C-In] and [Must C-out],

Finally click [Save] to confirm.

(Please note: Every item should be setup in timetables with no blank left.[Begin Clock-in Time]and[End Clock-in Time]setup the valid time period for clock-in. Records out of this time range will be treated as invalid ones. For instance [Begin Clock-in Time] is 07:00 and [End Clock-in Time] is 13:00. If clock-in record is 07:01 or 12:59, they are valid records but if clock-in record is 06:59, it is invalid. Besides, [Begin Clock-in Time] and [End Clock-in Time] can be more than one day (meaning [End Clock-in Time] can be before [Begin Clock-in Time]) but it can't be longer than 24 hours.

[Late error allowance]means how many minutes after[On duty]are treated as "late",[Early error allowance]means how many minutes before[End Clock-in Time]are treated as "early"; [Count as work day]and[Count as work time XXX minutes]are used in calculating business leave, leave, absence and overtime.

Checking [Must C-In] and [Must C-out] or not will affect the result of calculation. If [Must C-In] is checked and the timetable is included of Staff A's shift, he will be either considered absence or treated according to [Not clock in count as late XXX minutes] in [Parameter Settings]If he didn't clock in or ask for leave. Otherwise, even if there is off duty record for him only, his attendance will be treated as normal.

The timetable Modification

Select the timetable name you want to revise, and click [Modify], then input the new information, clicks [Save] when finished.

The timetable Deletion

Select the timetable you want to delete, click [Delete], and click [OK] to make sure.

(Please note: Begin Clock-in Time and End Clock-in Time makes the valid time range for Clock in. Clock in out of this time range will be treated as invalid records. It is the same with Clock-out time. Please setup in accordance with practical situations.)

Example——Add a timetable:

Complete process for adding four timetables:

Day shift 08:00 - 17:00   Morning shift 04:00 - 12:00

Noon shift 12:00 - 20:00   Night shift 20:00 - 04:00

(Other information can be setup according to practical situations. Please refer to

Pic5.2. Please note there should be no blank left.)

Shift Maintenance

Click [Shift Maintenance] in Pic5.2 and the following window pops up:
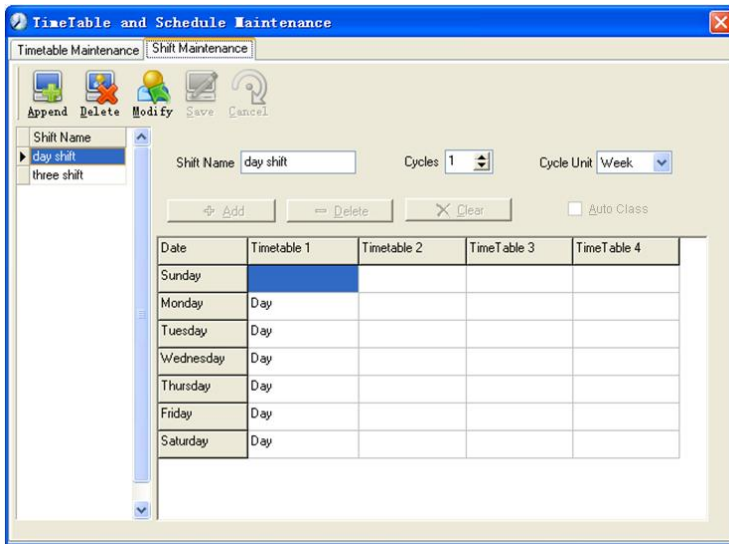
Add a shift:

Click [Append] and enter corresponding shit information in [Shift Name] such as: normal shift [Cycle] (1), [Cycle Unit] (week), and click [Add], select the timetables and time range required in this shift in the springing window (see the Pic5.3 below) For instance, select the timetable – Day shift and select from Monday to Friday and then click [OK], back to this window and click [Save] to complete. (Please refer to the example for details.)
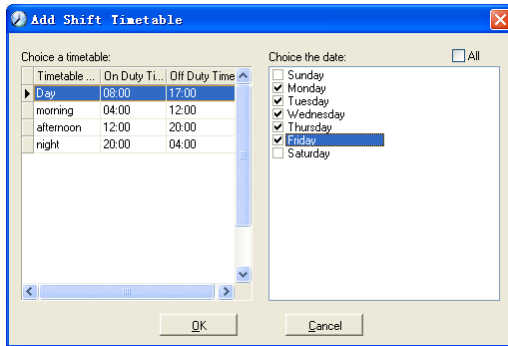
Pic5.3 Add a timetable

Delete the timetable: select the timetable you want to delete and click [Delete].

Clear the timetable: clear all the timetables of the shift.

Arrange the shift automatically: when a staffer has several shifts during one period, he need to finish all the shifts if it is not arranged the shifts automatically otherwise he will be regarded as absence; if you select the [Arrange the shift automatically], just finishing one shift of the period is reared as normal attendance.

Modify a shift:

Select the shift to be modified and click [Modify], and enter new information in [Shift Name] etc., click [Save] to complete.

Delete a shift:

Select the shift to be deleted and click [Delete].

Example——Three shifts:

Add "Three shifts" Shift (Please note: It is assumed that the shift goes around every week, cycle every three weeks and staff is on holiday every Saturday and Sunday.)

Step 1:

Click [Append], enter "Three shifts" in [Shift Name], set [Cycle] to "3" and [Cycle Unit] to "week". Please see the picture below:
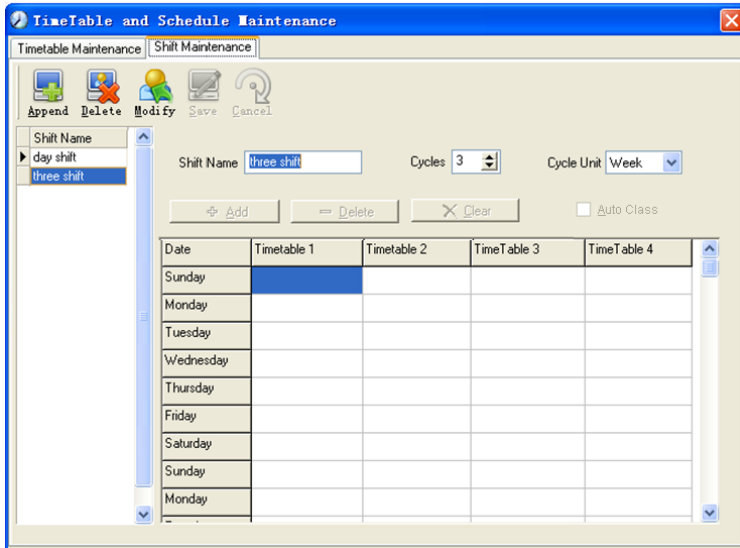
Step2

Add corresponding working hour timetable in accordance with "Cycle": first week
(morning shift, from Monday to Friday)

Click [Add] and the following window pops up:
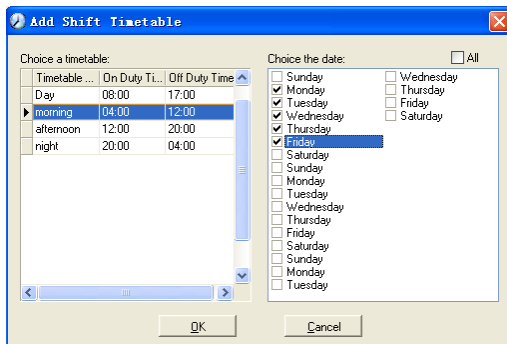
Select the timetable "Morning shift" to be added and select the time range to apply to
this timetable "from Monday to Friday of the first week" and click [Ok] to complete the
setting of the first week.

The second week (afternoon shift, from Monday to Friday)

Click [Add]; make corresponding operation in the springing window (see the result below):
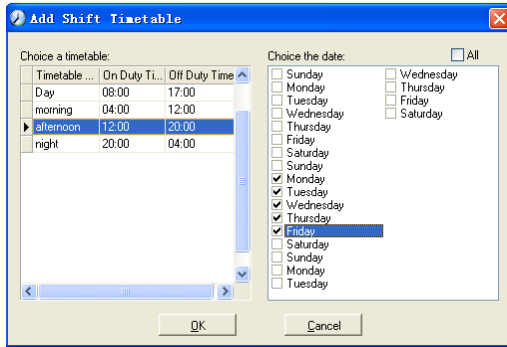
Click [ok] to complete the working hour setting for the second week.

The third week (night shift, from Monday to Friday)

Click [Add]; make corresponding operation in the springing window (see the result below):
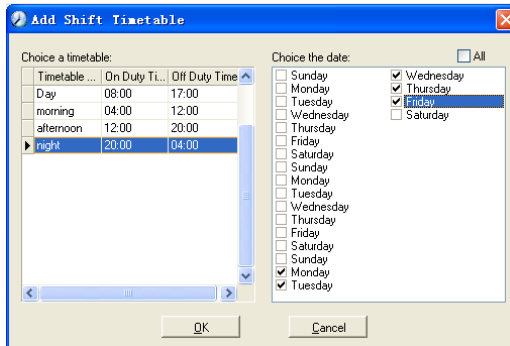
Click [ok] to complete the working hour setting for the third week.

After the completion of above steps, please don't forget to click [Save] and the setup of "three shifts" will be done (see the picture below):
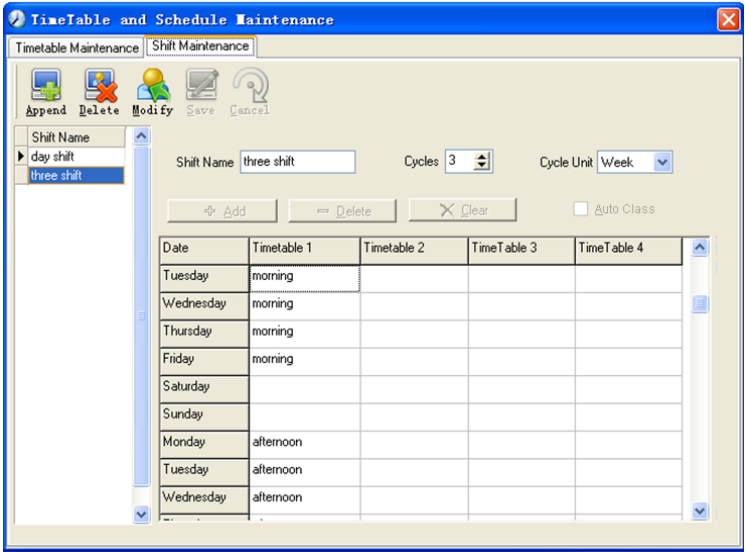
5.4.3   Staffer Scheduling

Click [Staffer Scheduling] in [attendance] menu. The following window appears:
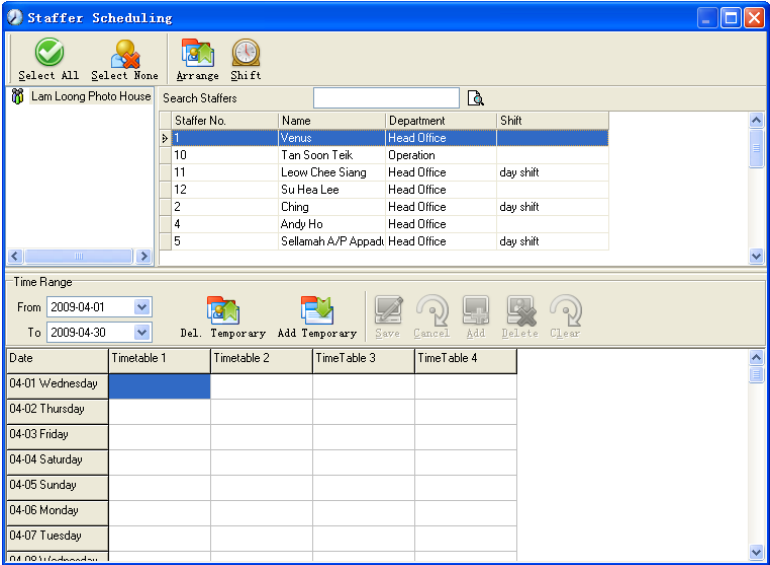
Pic5.4 Staff scheduling

Choose the department or several personnel that need to arrange shifts, click [Arrange], the following window appears:

Pic5.5 Add a new shift

Add a new shift

Select the corresponding shifts, for instance: The commencement date and deadline of this shift of "normal class ", click [Add] button and then click [ok] in Pic5.5 to finish the adding of new shifts.

Please note:

If the cycle unit of scheduling is "week" and the amount of cycle is more than 2, the starting date should setup as "Sunday".

If the cycle unit of scheduling is "month" and the amount of cycle is more than 2, the starting date should setup as "1st day of a month".

Deletion of the shifts

Select the shifts in the shifts form which you want to delete, click Delete button, and click ok on the pop up dialog box to finish the deletion.

Arrange a Temporary Shift

When one or many staff's working time needs to be changed temporarily, you can

arrange a temporary shift. Click add [temporary] the following window appears:
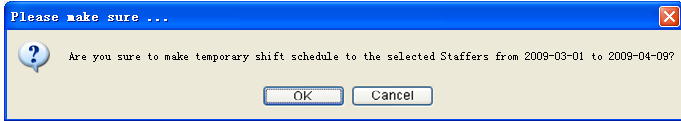
Click [OK] and the temporary scheduling can be operated. Then click [Add] and the following window will pop up:
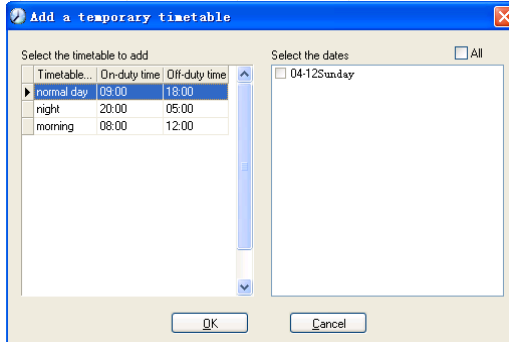
Click [OK] and the timetables will be saved. Click [Save] and the temporary scheduling will be saved.

[Delete]: Delete the selected timetable;

[Clear]: Delete all the timetables in the current time range;

[Cancel]: Delete the existing temporary scheduling in the selected time range;

5.4.4   Attendance Records

Click [Attendance Records] in [Attendance] menu, the following appears:
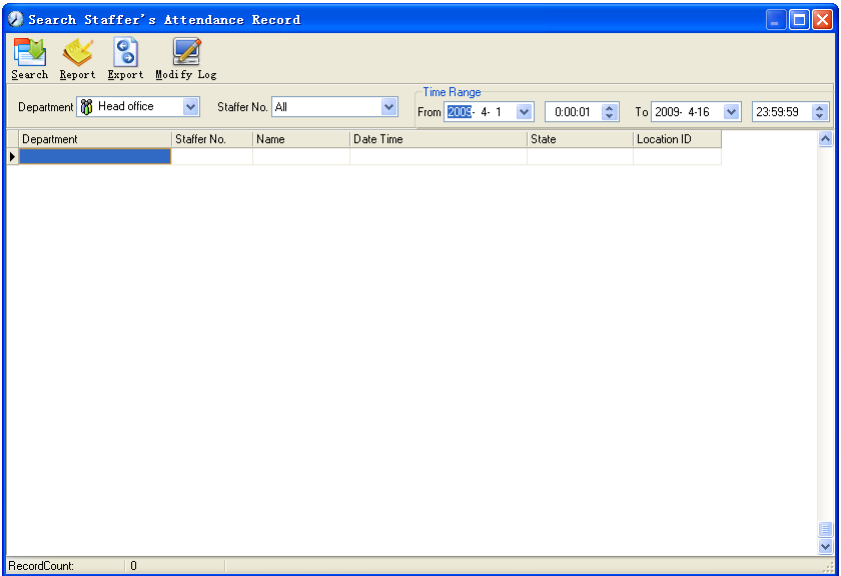
Inquiry of attendance record

Select the department, staff, the beginning and ending time that need to inquire about, then click search, you can get the corresponding attendance record.

Attendance record report form preview

Click [Report] when the window displays the attendance inquiry records, you can get the report form automatically.

Attendance records exporting

If need to lead out the attendance record, only need to click export, you can lead out the data inquired. (File format: txt, xls)

Click [Modify Log] and the log-modifying window will be called for reviewing the modification log of time and attendance records.

5.4.5   Attendance Calculating and Report

Inquiry of report form:

Click [Attendance Calculating and Report] in [Attendance] menu, the following window appears:

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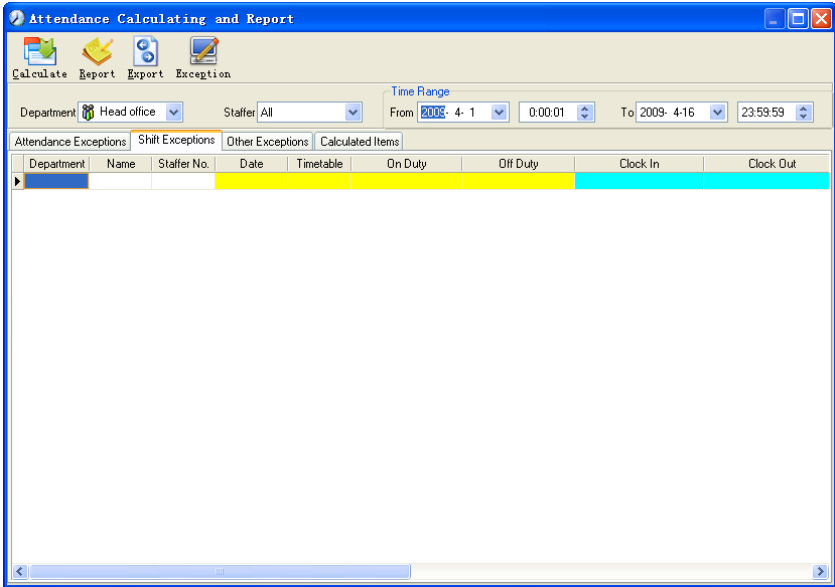
Pic5.6 Attendance Calculating and Report

Select the beginning, the ending date and the department and staff that needs to be calculated and then click [Calculate].

There are four Tabs of information after search and calculation which can be viewed respectively:

[Attendance Exceptions]: Display the dealt result of the original attendance records;

[Shift Exceptions]Display Staff's attendance result in the scheduled time period;

[Other Exceptions]Display Staff's leave, out and overtime etc.

[Calculated Items]Display all Staff's calculated items such as "normal", "actual", "late", "early", "absent", "overtime" etc.

Please note: When dealing with "Out" calculation, there should be "Out back" and only "Out" and "Out back" in one shift can be calculated.

Working hours in the report="Actual" -"Late"-"Early"-"Out"

Exceptions of attendance records dealt with:

Open the attendance exceptions option card to deal with the records:

We will see such mistakes as "state mistake "," invalid record", "repeated record", etc. are described. (If we will revise to write down, click the right key and springs the following menu):

The definition of each option as follows:

[Export Data]: Export the data in the current attendance record list to a file in txt or xls format;

[Create report for current grid]: Generate report based on the data in the current attendance record list for preview and print;

[Change state]: Change the selected attendance record to a new state. Manually deal with the attendance record according to the practical situation;

[Delete selected]: mark the record as manual deleting, deleting when save it;

[Cancel operation for selected]: Cancel revision to this record;

[Deal with and save]: You can save the records that have been treated. If you want to see the changed records, you can click [modified record log] in system menu;

[Filter the record]: If there are too many records, you can filter them, and keep down the corresponding record you want;

[Columns]: Define the fields displayed. Meanwhile, the modification will take effect and be saved;

[Show all columns]: Display all fields in [Columns];

Please note: We can manually modify the record as stated above to assure the veracity of the report according to the practical situation. If there is disoperation, the records can be recovered through [Modified Record Log] in [System].

Right Click in [Shift Exceptions] the following shortcut menu will pop up:

```
Export Data
Create report for current grid

Filtering Record          ▶
Columns                   ▶
Show all columns
```
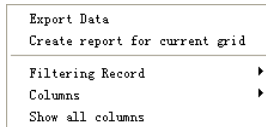
[Other Exceptions], [Calculated Items] the following shortcut menu will pop up:

```
Export Data
Create report for current grid

Columns                   ▶
Show all columns
```
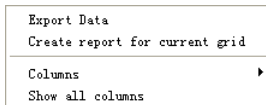
The operation is the same as stated above.

Report:

Click [Report] in pic5.6 and the following menu will pop up:

```
Attendance Report
Daily Report
General Report
Exceptions Report
Create a Report For Current Grid
```
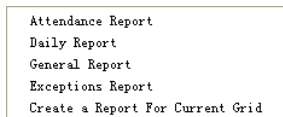
Pic5.7 Exception menu

[Attendance Report]: Calculate staff's attendance record;

[Daily Report]: Calculate staff's daily attendance record;

[General Report]:Calculate all staff's attendance items such as "normal", "actual", "late", "early", "absent", "overtime" etc;

[Exceptions Report]: Calculate staff's "out", "overtime", business leave/personal leave" etc;

[Create a Report for Current Grid]: Print preview of the current displayed grid. For example: Attendance Report

Print Report:

Toolbar of report preview is as the following picture:

 Adjust the ratio of preview content;

 Open the existing report file;

Find the report file (*.frp) to be opened, select it and click [Open] to see the report.

 Save report to file;

Select the directory to save the report to, enter the file name and click [Save] to complete the backup of the report for future check or copying to another computer for printing; extension file name is "*.frp".

 Print Report;

 Close Preview

Data Export:

In picture 5.6, click [Export] and the displayed data of grid in the current window will be exported to a file (*.txt or *.xls). It has the same function as [Export Data] when right clicking in each grid.

Exceptions dealt with:

In pic5.6, click [Exception] and the following menu will pop up:
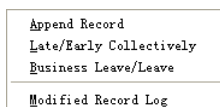
Click options one by one in the menu and the following modules will pop up respectively: [Append record], [Late/Early Collectively], [Business Leave/leave] and [Modified Record Log]. If the calculation result is incorrect for some staff, first, please

check whether there is leave or forgetting Clock in or Clock out for this staff. If there is, please deal with the records through above menu. Please refer to the next chapter for more details.

5.5   Deal with Exceptions

Click [**Exception**] on the main menu, following springs:

Away On Business/Leave	Ctrl+L
Append Record	Ctrl+W
Append Record Collectively	
Dealing With Collectively Late/Early	

5.5.1   Away on Business/ Leave

When the staff can't punch in/out because of going out on business or asking for leave, in order to guarantee the exactness of the final statistics, we should make these settings through this function. Click [Away on Business/ Leave] in [Exception] menu, the following interface springs:
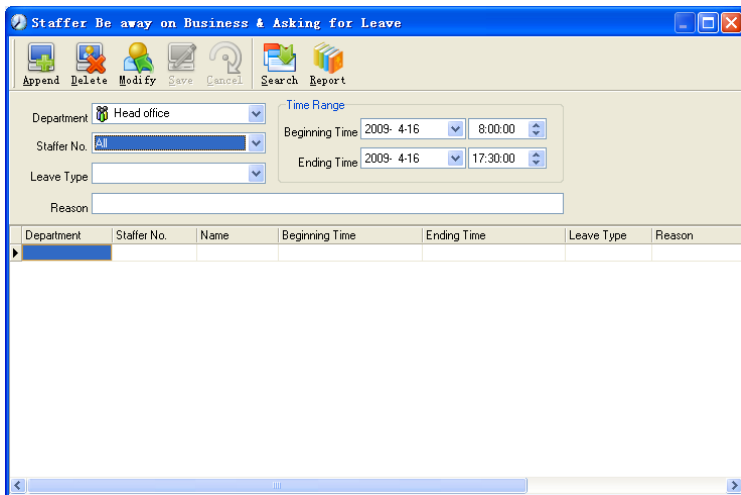
Deal with staff away on business / leave:

Click [Append], then select the proper department, staffer ID, beginning time, ending time, leave type, and click save when ready.

Modification of staff away on business or leave:

Select the appointed staffer whom you want to make this modification to, and click

[Modify]. Then you can modify the relative information; click [Save] when ready.

Deletion of staff away on business or leave

Select the appointed staff and the relative information you want to make this deletion, and click [Delete].

5.5.2   Append Record

If a staffer didn't punch in because of special reason, you can use this function to append the forgetting attendance record. Click [Append Record] in [Exception] menu, the following window Springs:

Select the relative items and click [append] when ready.

5.5.3   Append Record Collectively

When part or all of the staffers in a department did not punch in/out because of some reasons, please you can use this function to add punching in/out collectively, click [Exception]--[Append Record Collectively], following springs:
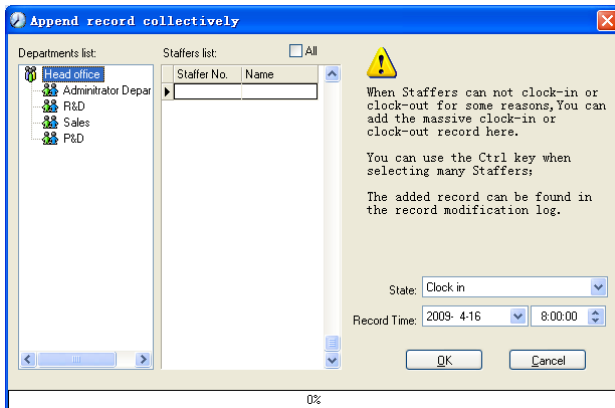
Select the department, thus the staffers in the department will be listed in the staffer

list, select the staffers whom you want to add records on to, then select punching in or out and the time, click[Ok]to finish.

5.5.4   Dealing with Collectively Late / Leaving

When collectively coming late / leaving early takes place for some allowable reasons, you can use this function. Click [Dealing with Collectively Late / Leaving] in [Exception] - menu. The following springs:
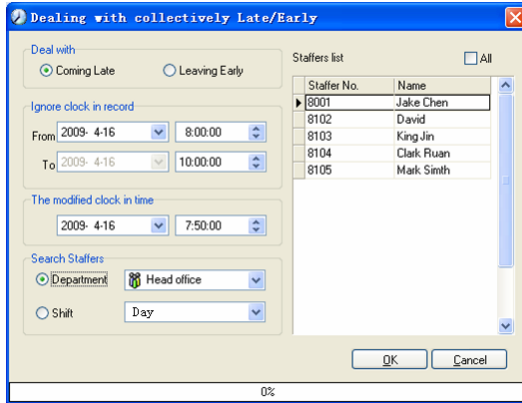
Steps as follows;

1. Click "Dealing with Collectively Late/Early";

2. Select time range for "ignore clock in record";

3. Select the "modified clock in time"

4. Search staff through department or shift;

5. Select staff;

6. Click [OK] to confirm.

5.6   Data Maintenance

Click [Data Maintenance] on the main menu, following springs:
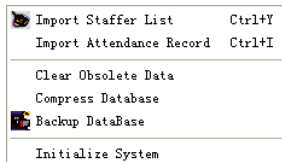
5.6.1   Import Staffer List

Click [Import Staffer List] in [Data Maintenance] menu. Pop up the following window:
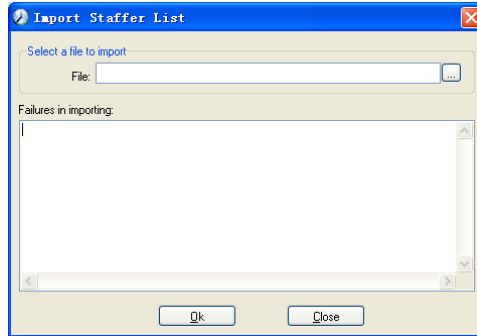
Click ⬚ to select the personnel list file for importing.
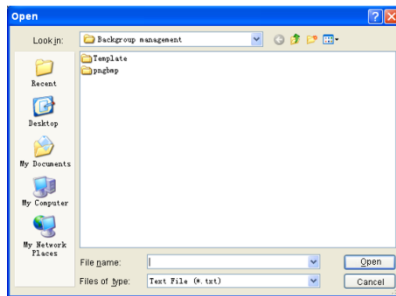
Select the right file which can be in *.txt or MS Excel (*.xls) formats, then click [open]to get back to above window, click [ok]to start!

The definition of (*.txt) data format as follows:

This format of file only can import the staffer info of "ID, Name, and department";

The format of data must follow: Staffer ID + Tab + Name + Tab + Department;

The information each staffer takes one line, no blank line between one another.

The definition of MS Excel (*.xls) data format as follows:

This format of file can import the staffer info includes: "Staffer No., Name, Department, position, Employ Date, Telephone, Address, Sex, Language, Comment"; put those items on the head line and input the items by order, the order can not be changed.

5.6.2   Import Attendance Record

Click [Import Attendance Record] in [Data Maintenance] menu, Springs the following window:
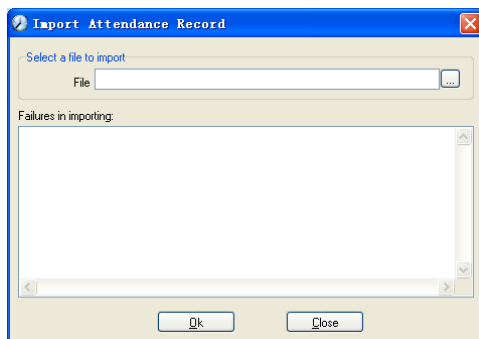
Click ☐ to select the attendance record file for importing, and click [ok] to start.

5.6.3   Clear Obsolete Data

Click [Clear Obsolete Data] in [Data Maintenance] menu, springs the following window:
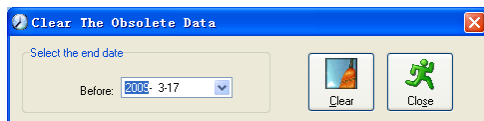
After your system is used for a long time, you will get a large number of obsolete data in the database. It ties up the hard disk space and influences your system operation speed.   At this moment you can use this function to clear these useless data.

Select the ending date for your data clearing. And click [Clear] to complete this operation, after the clearance, the system will prompt asking you to compress the database as following shows; select [OK] to finish. (Note: you can only clear the data of one month ago)

5.6.4   Compress Database

Click [Compress Database] in [Data Maintenance] menu to compress and repair the database

5.6.5   Backup Database

For ensuring the safety of data and recoverability, we advise you to back up the database regularly. Click [Backup Database] in [Data Maintenance] menu, then select the route to backup the database. Click [Save] when ready.

Back up the database manually: Copy the Att2003.mdb from the installation directory to the route you want to backup the database, so if the system collapses, you just copy Att2003.mdb to installation directory over again after re-installation.

5.6.6   Initialize System

Click [Initialize System] in [Data Maintenance] to initialize the system. (Note: After the system is initialized, all information will be lost; the system will get back to the state when just installed. Please make sure that you want to initialize the system.)

5.7   External Program Management

Click [External] on the main menu, following springs:

| External Program Management |
| Connect To Time and Attendance Machine |
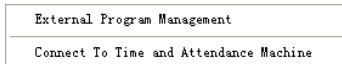
5.7.1   External Program Management

We can append external program into time attendance program for convenient operation. Click [External]-[External Program Management], following springs:
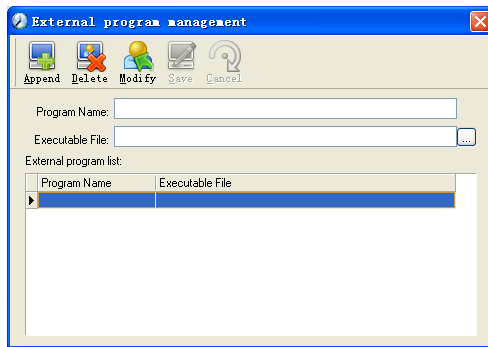
Firstly, we can click [Append] to add a new menu. For example, we need "calculator" when we are operating, input "Calculator " into the input field of [Program name], and then input "C:\WINDOWS\system32\cacls.exe" into the input field of Executable file or browse ⬚ to find the calculator program, click[Save]to finish at last. We will see

[Calculator] when you open [External program management] over again:

```
External Program Management

Connect To Time and Attendance Machine

Calculator
```
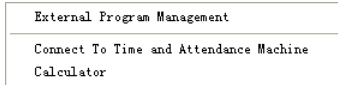
5.7.2   Connect to Time Attendance Machine

Click [External]-[Connect to Time Attendance Machine] springs the communication interface between the software and the machine which can control the current machine connected with the computer, it can collect the records from the machine, upload and download staffer info & clear the old data & modify the time on the machine. Find detail on clause《Time and attendance management & communication》.

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Chapter 6   FAQ

Frequently asked questions and answers.

6   FAQ

6.1   My fingerprint has been enrolled but often failed in identification.

Reason	Solution
1. The fingerprint was not captured properly	Enroll the finger again. Please refer to illustration of pressing finger.
2. Direct sun light or too bright light	Avoid direct sun light or other bright light
3. Too dry finger	Touch the forehead to increase oily level of the finger.
4. Too wet finger with oil or cosmetics	Clean fingers with towel
5. Low fingerprint quality with callus or peeling	Enroll other fingers with better quality
6. Wrong way in placing fingers when punching in/out	Please refer to illustration of pressing finger.
7. Latent fingerprint on the surface of sensor	Clean sensor surface (adhesive tapes recommended)
8. Not enough finger pressure	Place the finger evenly on the sensor with moderate pressure
9. Influence by fingerprint image change	Enroll fingerprint again. Please refer to illustration of pressing finger.
10. Fingerprint not enrolled yet	Place enrolled finger.

6.2   T&A system can't be connected with PC

Reason	Solution
1. Communication method not set correctly	Select the correct communication method
2. Cable not plugged firmly or cable hardware problem	Plug the cable firmly or change another cable
3. Not able to connect COM (wrong COM No.)	Please enter the right COM No.
4. Not able to connect Net (wrong setting)	Please refer to TCP/IP Set. Connecting Time Attendance terminal

6.3   No records found though staff have clocked in/out

Reason	Solution
1. Unit power break for a long time (time turn to zero as default)	Please refer to the manual for time synchronization

| 2.Minority staff fingerprint false accepted | 1. Please refer to the manual. You can add the records manually.
2. Please refer to the manual. You can adjust the fingerprint matching precision.
3. Enroll another fingerprint. And then try again. |

6.4 The user can not identify

Reason	Solution
1. In the sleeping mode	Press any key one the keypad
2. The device is communicating or communication interruption	1.Disconnect the connection 2.Resolve the wire interruption
3. Fingerprint sensor control board abnormal	1. Restart the machine.

6.5 Staffer can't pass although used the User ID+FP mode

Reason	Solution
1. Enter wrong User ID	Enter the correct User ID
2. This user do not have the 1:1 identification privilege	Set the 1:1 identification privilege

6.6 The unit beeps automatically when no one punches in/out

Reason	Solution
1. Direct sun light or too bright light	Avoid direct sun light or other bright light
2. Latent fingerprint on the surface of sensor	Clean sensor surface (adhesive tapes recommended)

Notice: If you have any other problems, please kindly email us the log files in zip or rar (The log files are in the folder "Log" in the installation directory of the software)!

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Chapter 7　Appendix

The main of this chapter is the additional information
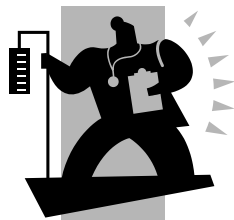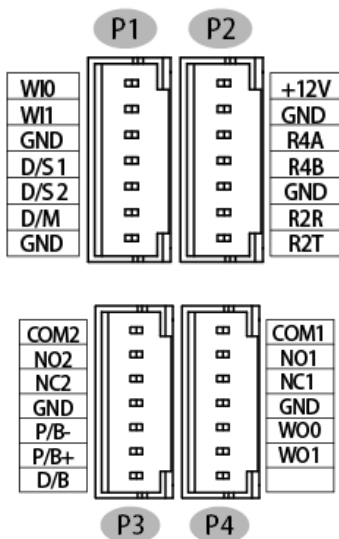
7 Communication and Power Interface

P1

PIN	Function	Description
WI0	Wiegand Input	Wiegand D0 Input
WI1		Wiegand D1Input
GND	GND	GND
D/S 1	Exit Button	Trigger Relay2
D/S 2		Trigger Relay1
D/M	Door open Sensor	Trigger input
GND	GND	GND

P2

PIN	Function	Description
+12V	Power (Red/Black)	DC12V
GND		GND
R4A	Data communication	RS485(A+)
R4B		RS485(B-)
GND		GND
R2R		RS232R
R2T		RS232T

P3

PIN	Function		Description
COM2	Relay2		COM2
NO2			NO2
NC2			NC2
GND	Door Bell	GND	GND
P/B-		With Power	BELL-
P/B+			BELL+(5V)
D/B		Without Power	Trigger Output

P4

PIN	Function	Description
COM1	Relay1	COM1
NO1		NO1
NC1		NC1
GND	Wiegand Output	GND
WO0		Wiegand D0 Output
WO1		Wiegand D1 Output