Hanvon Attendance Management System 7.2

User Manual

Hanwang Technology Co., Ltd.

April 2011

Table of Contents

⚠ Notice: HanvonTechnology devotes to the continuous update and optimization of product. If user manu has any difference with the product, please subject to the real product. Sorry for without further notification. The pictures used in this manu are just for reference, the real display content may vary according to usage.

Part 1 Overview

Chapter 1 Function Brief Introduction

Device Operation

This section mainly introduces the way to use Havon Attendance Management System to manage and set the facial recognition time attendance device, as well as to transfer data. Only with proper setting, the system can accomplish successful communication with device, and realize certain operations, such as staff information upload, download, etc.

Device Setting

Realize operations, such as device basic operations, connection status control and deletion, as well as retrieve information and settings.

Data Transfer

Realize all kinds of operations, such as device connection status control, device data download, device data import and export, as well as other operations to the file and data, etc.

Basic Operation

This section mainly talks about certain basic settings for department, staff and administrator. Only with proper setting, the system can successfully retrieve and process all necessary shift schedule and attendance record, finally printout accurate attendance results and effective report.

Staff Management

Manage settings like add, modify or delete department, or add, modify, delete, transfer or resign staff; use user id or name to search staff;

import/export information.

Administrator Setting

To add or delete administrator, modify password or permission.

Shift Operation

This section teaches user to set attendance related shift schedule. For daily used attendance management work, shift, staff schedule and relevant attendance rule setting are all needed to be accomplished here.

Period Management

Add, modify, delete or duplicate period, input period name to do period search, import/export working period.

Shift Setting

Add, modify, delete shift, input shift name to do shift search, import and export shift.

Schedule Setting

Search staff by department, user id, start and end date, select staff shift schedule or irregular shift schedule to set shift schedule, delete staff shift schedule, browse shift schedule usage status.

Attendance Rule

To set attendance rule, including basic information, shift rule, holiday setting, man hour ratio setting, report calculation item setting and reset to basic setting.

Records Management

This section mainly introduces the frequently used functions of Hanvon Attendance Management Software. Daily attendance management work, such as staff working overtime, leg work or asking for leave, attendance record inquiry, report print out, etc. can all be done here.

Records Management

Browse attendance records by department, user id and start and end

date, add attendance adjustment, add attendance record etc.

Records Inquiry

Browse attendance records by department, user id and start/end date, add or delete record, import and export record, do card matching check, do print preview.

Statistic Report

Browse attendance records by department, user id and start and end date, preview report and output exported data, set frequently used report type, browse report and statistics of specific staff by user id or name, set display item.

Others

Backup / Restore

Execute backup database or restore database operation.

Check for Updates

Checking the most up-to-date attendance management system version and making auto update.

About

About Havon Attendance Management System factory version, consulting service, etc.

Help & Guide

Operating Wizard

When first use attendance management system, user can follow this wizard to do system operation.

Click "Operating wizard", the operating wizard tooltip will popup as follow.
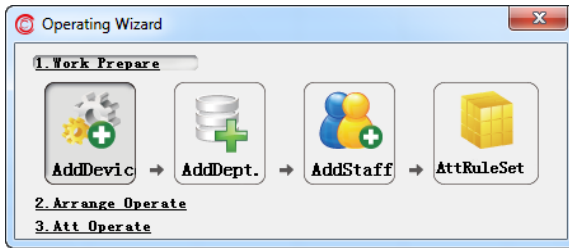
In every step of the operation, for the operation needed to be executed at present, the system will give prompt by letting the icon in tool bar twinkle continuously.

For example, when operate the system for the first time, "Add Device"
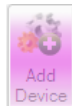
icon in the tool bar will twinckle, and prompt user the exact position of operation. After adding a device, "Oeration Success" tooltip will popup.

Click , move to "Staff managemt" interface, "Add

department" icon in tool bar will become twincle , click to add department.

Follow this step and carry out in turn, can finish the system initialize operation.

Shift Process

Show shift setting process.

In every step of the operation, for the operation needed to be executed at present, the system will give prompt by letting the icon in tool bar twinkle

continuously. Follow prompt for each step, can accomplish shift setting operation.

Records Process

Display record management process.

In every step of the operation, for the operation needed to be executed at present, the system will give prompt by letting the icon in tool bar twinkle continuously. Follow prompt for each step, can accomplish record management operation.

Attendance Adjustment Process

Display attendance record adjustment step.

In every step of the operation, for the operation needed to be executed at present, the system will give prompt by letting the icon in tool bar twinkle continuously. Follow prompt for each step, can accomplish attendance record adjustment operation.
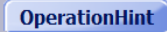
Report Process

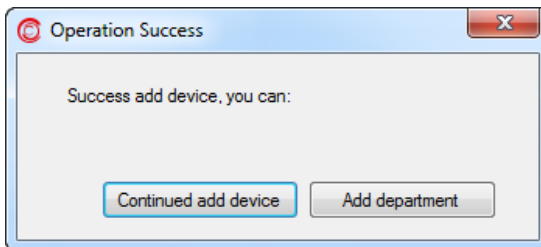Display the process of report generation.

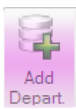In every step of the operation, for the operation needed to be executed at present, the system will give prompt by letting the icon in tool bar twinkle continuously. Follow prompt for each step, can accomplish report generation operation.

Operation Hint

This section gives brief introduction on every operation interface of the attendance management system, aiming at help users get to know this attendance system quickly.

In certain operation interface, click **OperationHint**, popup operation tooltip, giving users brief introduction and relevant operation of the current interface.

For example, the prompt operation interface of working period is as below:
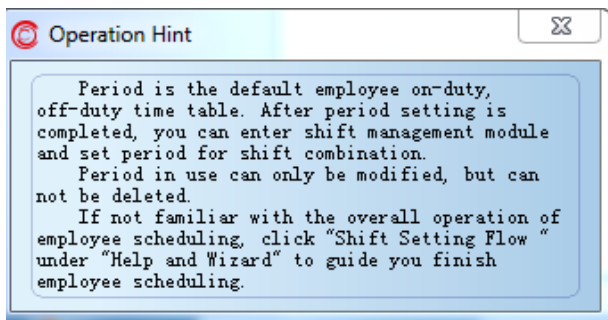
Operation Hint can be moved freely on the desktop by dragging the tittle bar, and it will be convenient for users to view.

Chapter 2 System Installation

Minium System Requirement

- Pentium 4 1.6GHz or higher
- 512MB of system memory or higher
- 200MB hard drive or higher
- TCP/IP port or serial port
- 800*600 pixels screen resolution or higher
- Windows2000 operating system or higher

System Installation

Put the CD accompanying product into the CD-ROM, the InstallShield Wizard interface will automatically start.
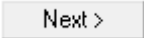
If your CD does not automatically start the installation interface, enter the "Explorer", double click CD-ROM directory, and then the program will run.

Click "Install Attendance Management System 7.1" in the installation interface to start installation program. The following interface will popup:
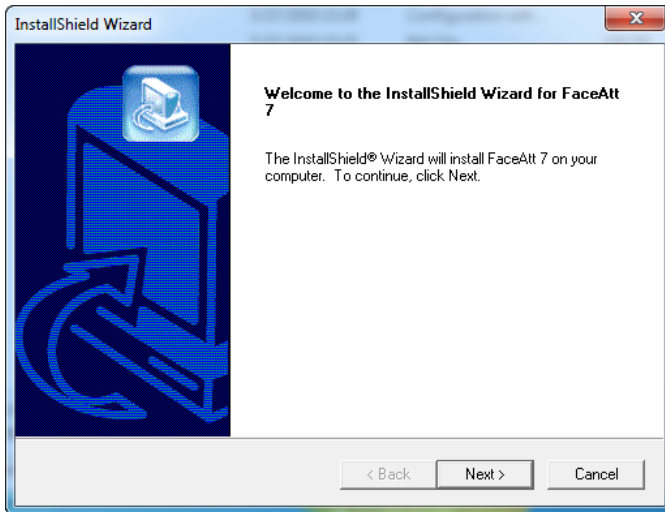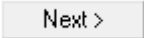
Click ![Next >] according to installation program prompt. In the following End User License Agreement interface click ![Yes] , and the ""Choose Destination Location" window will popup.
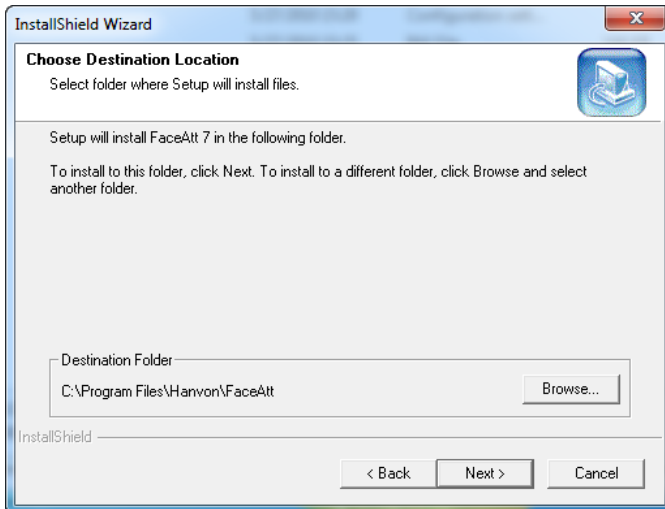
Click ![Browse...] to choose the directory for installation file, or choose

the current default destination folder, then click ![Next >] , and the

"Select Components" window will popup.
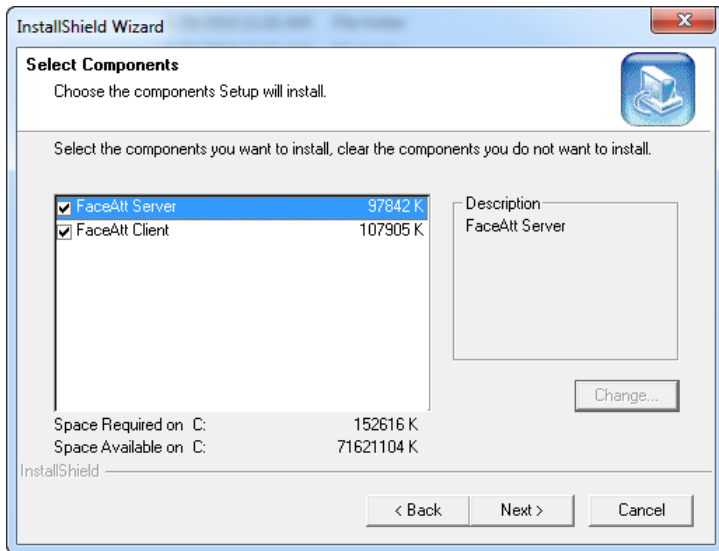
Attendance Management System 7.1 provides Server Side and Client Side, and allow users to install components according to needs, then click

![Next >] to begin the installation process.
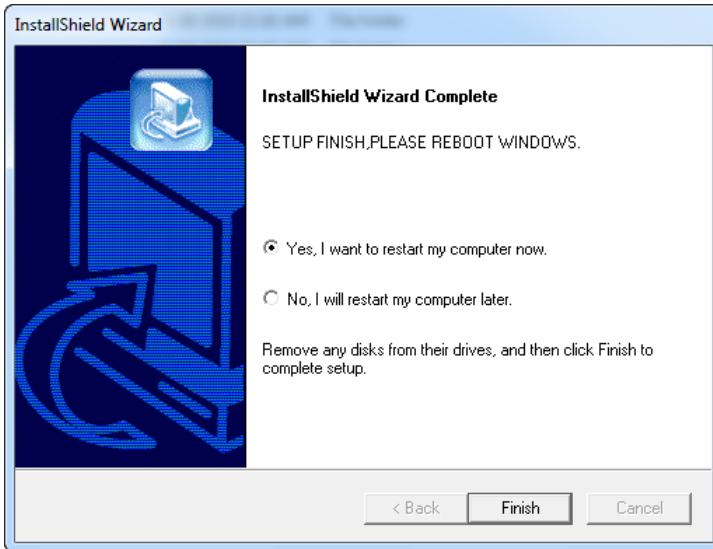
After the installation process, click [Finish] and restart the computer

to accomplish Attendance Management System installation.

Software Uninstall

From "Start" Menu
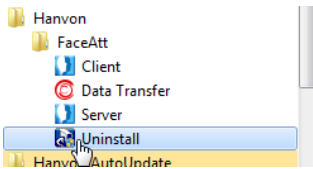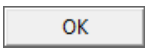
Click "Start" menu, open "Havon" folder and then find the "Havon
Attendance Management System" folder.

Open the folder, click "Uninstall". In the popup window, then in the popup
"Whether uninstall database at the same time" dialogue window click

[Yes] or [No] according to your needs.

17
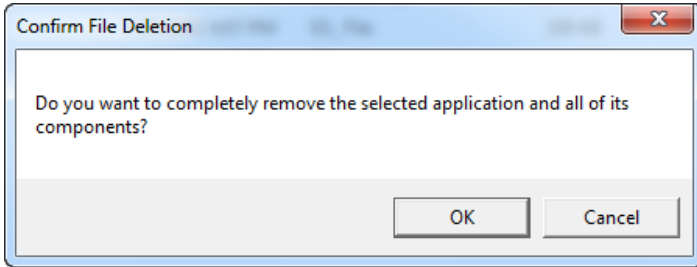
Click [OK] to uninstall the program in the file deletion page. Then, restart the computer to finish Attendance Management System uninstallation process.

From Control Panel

Click "Start" menu to enter "Control Panel", then click "Programs" to turn to "Uninstall or change a program" page.
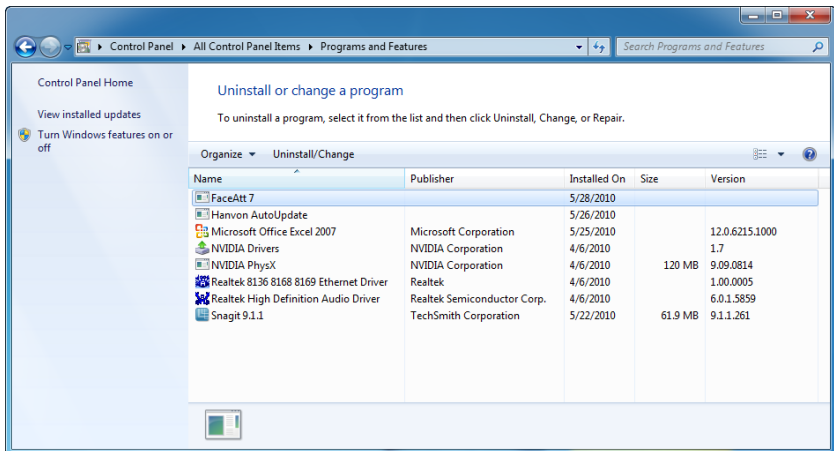
Double click "Hanvon Attendance Management System 7.1". The detailed uninstall operation is the same as that of 'From "Start" Menu'.

Run Software

From Desktop Icon

Double click the icon on Desktop to run Attendance Management Software 7.1.

From Start Menu

Click "Start" menu, find "Hanvon Attendance Management Software 7.1" folder in "All Programs".

Click "Hanvon Attendance Management Software 7.1".

After the program runs, a login window will appear.

⚠ Notice: Initial Username and Password both are: "admin".

Chapter 3 Quick Guide

The operation examples in this section can help user quickly understand

19

the basic function and usage of Attendance Management System.

Example:

- One FK628 Facial Recognition Device, communicate with computer through network connection;
- Attendance pattern is very common: start work at 9:00 a.m., end work at 6:00 p.m., and have two-day weekend;
- Staff shift schedule and attendance adjustment are both very simple.

Tip : This software version supports the follwing types of Hanvon devices: F710, FK605, FK628, FK718, F7, FK603, FK610, FK610 (1400 person), S7150, C330, C230, C220, C210, E352, E350, E350A, E392A, FK605 oversea version, F710 oversea version, FA007 oversea version. If have new type, please subject to the version of software accompanying device.

First Time Use

When use Attendance Management System for the first time, it needs to finish certain basic setting work, such as server setting, staff information setting, company attendance rule setting, company shift and staff shift schedule.

Step 1: Setting Server
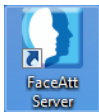
Click [FaceAtt Server] to open attendance software server setting window.

There are two types of database server: Firebird and Microsoft SQL Server can choose according to your needs. Among them, Firebird database requires server side and client side must be on the same PC; while, the server side and client side of Microsoft SQL Server can be on different PC.

In the database server address box, input the computer IP address which is the database server conneting with the Attendance System. Then, fill in the database name, user name and password, and select the language environment in which running the Attendance Software. After that,
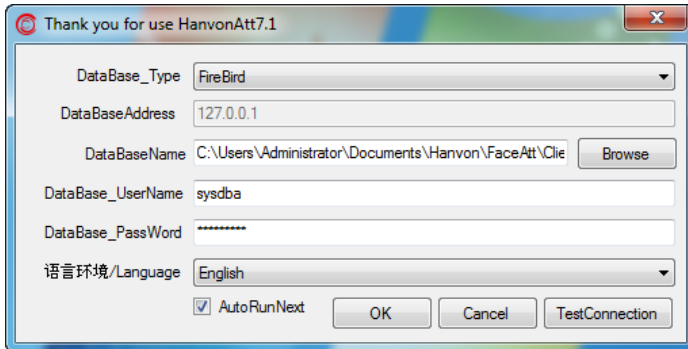
click TestConnection , if successfully connected, a tooltip will popup as below:
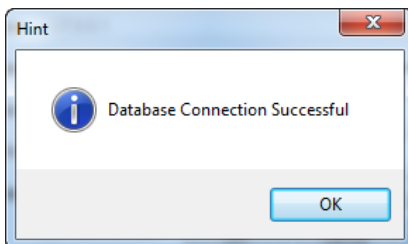
If connection failed, error message will appear in the tooltip, and you can make modification according to the prompt information.

Select "Starts the system when computer starts", then Attendance Software 7.1 server side will automatically start when computer starts.
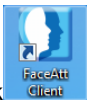
After verify the input is correct, click "OK", a tooltip as below will popup.

Click [OK] to quit from server side setting; to start the Attendance system server side it is required to restart MRS.
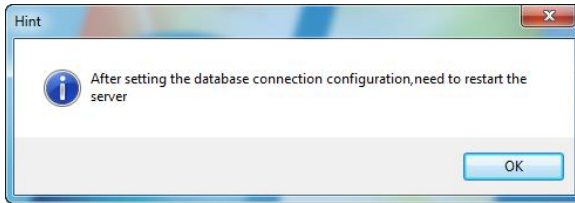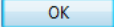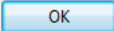
Step 2 Client Side Connection Setting
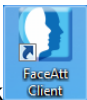
Click , it is required to set Attendance System server for the first time use.
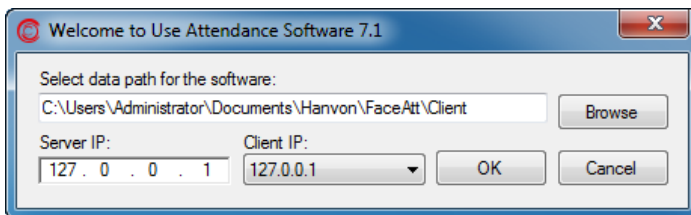
System will provide a default storage path for Attendance Software database file, or click [Browse] to choose a data storage directory for the software in the popup window.

At the same time, input server side IP address and select client IP address, normally the client side IP address is the local computer IP address on which Attendance Software is installed. After setting, click [OK], popup system login window.

Step 3 Attendance Management System Login

Enter the following login interface:

Choose administrator's identity. The system has 4 types of administrator identity: system administrator, attendance administrator, department mamager and department administrator. For the firs time usage, choose system administrator operation; after that input username and password in the administrator login area. For initial setting, system will automatically set

"admin" as username and password. Then click [Login] to enter the system.

After input username and password, you can also change the password. Click [Set Pwd.], and the chage password window will popup.
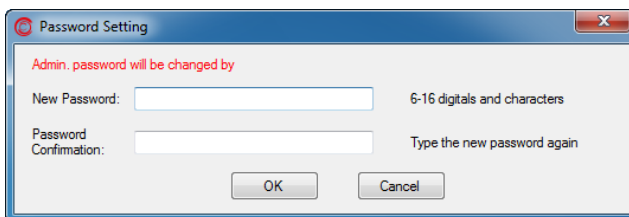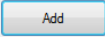
In the popup change password dialogue box, input new password twice and click [OK] to finish password changing process. Notice: new password should contain numbers and letters at the same time, the length

should be more than 6 characters within 16 characters.

Step 4 Device Preparation

Add device: please refer to page 37 "Add Device"

Enter "Device Operation", click , "Add Device" window will popup. In it please input device name, such as "Device 1". Select "FK628" for device type, and fill in device effective IP address. Then click to finish device adding process.

Set unit organization strucation; please refer to page 60 "Add department"

Enter "Staff Management", click "Head office", and then click in the toolbar. Input department name in the newly added head quarter branch column, such as "Department 1".

Staff information registration; please refer to page 60 "Add Staff"

Click "Department 1" in the department list, and then click in the toolbar. Input staff information in the staff editing window on the desktop rightside; for example, add a staff whose User ID is "123" and name is "Mike".

If there is other information need to be added in, click "Other Info." tag,

and then click `Define Label name`. In the popup New Label window input label name, such as "Extent Number"; click "Add", the new label will be automatically added into the below label list.

Step 5 Setting Attendance Rule

Enter "Attendance Rule Setting" in "Shift Operation", the default attendance rule setting of the system applies to most units, and can be adjusted on specific terms according to needs.

Step 6 Setting Shift

Period setting; please refer to page 82 "New Period"

Enter "Shift Operation", click , and input period name in the new period edit window on the right hand side, such as "Period 1": set start work period from 9:00 to 18:00, meanwhile, can make other settings according to the actual situation.

Shift setting; please refer to page 87 "New Shift"

Enter "Shift Setting", click , input shift name in the new shift edit window on the desktop rightside, such as "Shift 1": check one or more periods from the selectable period list to add it/them into the corresponding shift.

Select "Attendance Rule" tag, can make auto work overtime and absence setting.

Step 7 Shift Schedule Setting

Shift schedule setting; please refer to page 101 "Schedule Setting"

Enter "Schedule Setting", choose corresponding department from the toolbar, such as "Head office", set start date and end date; if want to set certain staff, input User ID or name in the User ID/Name box, such as "Mark",

click to list the information of that staff. When User ID/Name field is blank, search result will be all the staff of the department.

Regular shift schedule:

Select one or more staff, click in the toolbar, select "Normal Shift Schedule" or "Smart Shift Schedule", select one shift in the corresponding shift list, and then click "Add Shift" to finish add shift schedule process.

Irregular shift schedule;

Click in the toolbar, and conduct staff search in the popup irregular

shift schedule window.
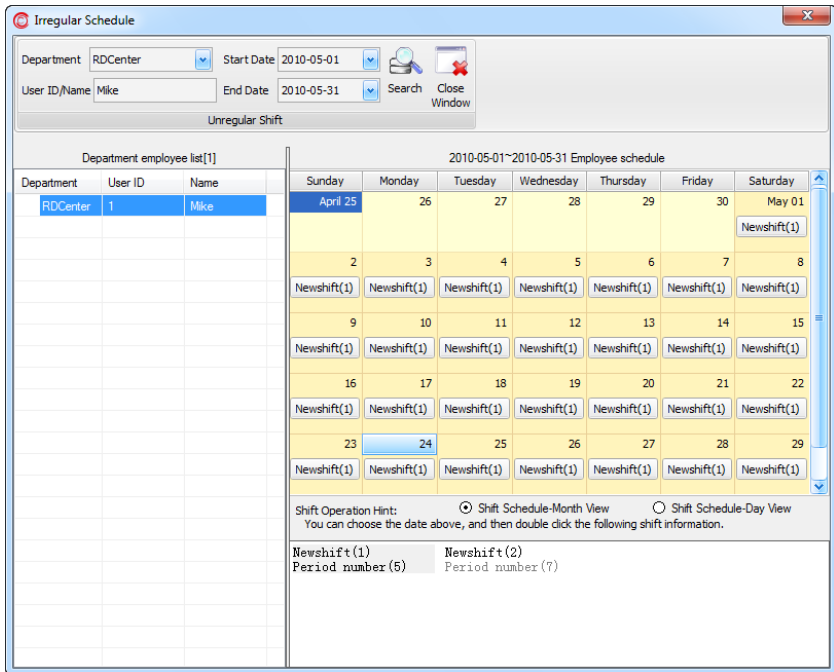
Select the staff needed to be conduct shift schedule; the staff shift schedule calendar shows all the date ready for selection. Each date is displayed as a box, which support individual shift schedule for everyday. The method is: select a date first, then select one shift schedule in the shift list at the lower side of the window, double click this shift schedule to finish staff shift schedule through date selection, and shift will display as a different color strip after shift schedule succeed.

Shift schedule table has two display types: "Shift Schedule Table – Month View" and "Shift Schedule Table – Day View", and can be choosed according to your needs.

Finish Up to this step, finish the basic setting of Attendance Management System for the first time, and can satart to check staff work attendance as well as do other routine work like processing attendance record.

Records Management

The main function of daily used Attendance Management System is to conduct statistic on attendance records according to attendance rule and shift schedule situation after receiving attendance records from device, and to generatef effective attendance results regarding attendance adjustment in attendance period. The operations mentioned above can all be found in the "Help and Guide" menu listed on navigation bar.

Step 1 Records Adjustment
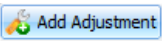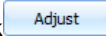
In "Records Management", can preset staff work overtime, ask for leave, business leave, extra shift, compensatory as well as other attendance adjustment matters, in order to do later stage record processing.
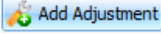
Suppose staff Mark Johnson had one day overtime on Jan. 9th, one day of the two-day weekend, and had a casual leave on Jan. 26th.

Select "Department 1", select "2010-1-1" for start date and "2010-1-31" for end date, click Check Record, the shift schedule table will display all the normal shift of staff Mark in that month.

We can see that Jan. 9th in the table is one day of the two-day weekend, click Add Adjustment, in the popup attendance adjustment window, adjust attendance type to work overtime, set adjust date from2010-1-9 to 2010-1-9, work overtime start time is 9:00 and end time is 17:00, click Adjust to accomplish work overtime adjustment.

Jan. 12th is a normal working day, click Add Adjustment, in the popup attendance adjustment window, adjust attendance type to casual leave, set

adjust date from 2010-1-12 to 2010-1-12, work overtime start time is 9:00 and end time is 17:00, click ⬚ OK ⬚ to accomplish casual leave adjustment.

After the adjustment to the above two days, the attendance results will display as below:

Step 2 Records Download

Records download; please refer to page 47 "Download Records"

Enter "Data Transfer", after successfully add device, select device, click , the device will be connected automatedly under good network connection, and the connection status will change to "Connected".

Select device, click in the toolbar, successfully downloaded device records will display in the real time monitor table.

Step 3 Search Attendance Record

Enter "Records Inquiry", select department, such as "Head office", set

start date and end date, click , all the head quarter staff information will be displayed in the following list. If it is required to search certain people's attendance record, input User ID or name in the User ID/Name text box, for example, input "Mark Johnson" to search his attendance records.

Step 4 Generate Statistics Report

Select "Head office", record start date is "2010-1-1" and end date is

"2010-1-31", click [Process Record], start to process the attendance records in this

month.

Department △	User ID △	Name	Date △	Shift △	Attendance Record	Valid Man-Hours	Late	Leave Early	Overtime Work	Lagwork	Vacation	Adjustment of rest	Absence
> BDCenter	1	Mike	2010-05-03	Newshift(1)									A.AB(540)
BDCenter	1	Mike	2010-05-05	Newshift(1) 08:35-18:26	540								
BDCenter	1	Mike	2010-05-06	Newshift(1) 08:55-19:20	540								
BDCenter	1	Mike	2010-05-07	Newshift(1) 07:55-19:55	540								
BDCenter	1	Mike	2010-05-10	Newshift(1) 08:05-XX.XX									A.AB(540)
BDCenter	1	Mike	2010-05-11	Newshift(1) 08:05-19:05	540								
BDCenter	1	Mike	2010-05-12	Newshift(1)							SL(Day)		
BDCenter	1	Mike	2010-05-13	Newshift(1) 08:23-18:53	540								
BDCenter	1	Mike	2010-05-14	Newshift(1) 09:15-19:46	525	L1(15)							
BDCenter	1	Mike	2010-05-17	Newshift(1) 08:46-19:05	540								
BDCenter	1	Mike	2010-05-18	Newshift(1) 08:49-19:01	540								
BDCenter	1	Mike	2010-05-19	Newshift(1) 07:55-18:02	540								
BDCenter	1	Mike	2010-05-20	Newshift(1) 08:25-18:23	540								
BDCenter	1	Mike	2010-05-21	Newshift(1) 08:45-18:05	540								
BDCenter	1	Mike	2010-05-24	Newshift(1)									A.AB(540)

System will display the whole deparment's current month attendance records processing results with different color and signature according to normal or abnormal status.

In staff Mark's record, the date Jan. 7th he worked overtime and the date Jan. 12nd he had casual leave are displayed in corresponding color. The attendance record also shows that on the date Jan. 15th he was absent: the first attendance record of that day was at 8:29, but had no sign out record, so the whole day is recorded as absent.
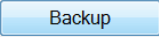
Select the report need to be generated, and click [Report Preview] in the toolbar, the system will display the report preview according to processing results, which will help you check whether the report contains slip.

Click in the preview window toolbar, and print out the report.

Step 5 System Backup

Select "Backup/Restore" in "Others" menu, in the popup "Database

Backup and Restore" window click [Backup], the "Save as" window will popup to let you select storage directory. To complete the system backup process, save the file with the suffix .fbk.

   Finish   Up till now, the routine attendance management work is finished.

Part 2 Basic Setting

Chapter 1 Device Operation

The main function of Attendance Management System is to conduct attendance statistics based on the attendance records received from device. Therefore, to obtain the entire attendance management function, you need to register the information of Hanvon Facial Recognition Device you purchased.

This software version supports the follwing types of Hanvon devices: F710, FK605, FK628, FK718, F7, FK603, FK610, FK610 (1400 person), S7150, C330, C230, C220, C210, E352, E350, E350A, E392A, FK605 oversea version, F710 oversea version, FA007 oversea version.

⚠️Notice: If have new device type, please subject to the version of software accompanying device. Normally, the up-to-date software version supports all the up-to-date types of device.

Device Setting

In the navigation bar, click "Device Setting" to enter device management interface and display all the added devices in the list.

Device ID	Device Name	Connect Status	Connect Mode	IP Address	Device Module	User Capacity	Storage Status	Admin Number	Firmware
1	FK605	Not connected	Network	173.16.0.109	FK605(English version)				Empty
2	FK710	Not connected	Network	173.16.0.114	F710(English version)				Empty
3	FA007	Not connected	Network	173.16.7.193	FA007(English version)				Empty

Device Connection Method

Network connection and USB flash driver (using USB flash driver to transfer data) are two modes for device to connect with PC.

Which connection mode to adopt depands on the using environment of device.

Network Connection

LAN Connection

Connection Mode: through network cable, connect device and computer with LAN individually.

Applied Environment: apply to the environment having LAN, with which multiple devices and computer can canconnected.

Usage Setting: in the device and manamgent system, set communication mode as network connection with the same IP address.

Usage Characteristic: has comparatively fast transfer speed.

Point-to-Point Connection

Connection Mode: through network cable, connect device net opening with computer net opening directly.

Applied Environment: apply to computers having networkcard (no matter connected to the Internet or not), at the same time connect with one device whose physical location is close to the computer.

Usage Setting: in the device and manamgent system, set communication mode as network connection with the same IP address.

Usage Characteristic: has comparatively fast transfer speed.

USB Flash Driver (using USB flash driver to transfer data)

Connection Mode: use USB flash driver as data transfer media, transfer data between device and PC.

Applied environment: when device can not conduct network connection with PC, can choose to use USB flash driver (using USB flash driver to transfer data) mode.

Usage Setting: when need to import data into PC, first import device data into USB flash driver, then import the data on USB flash driver into PC; if device need data import, first import PC data into USB flash driver, then

import the data on USB flash driver into device.

Usage Characteric: data transfer can be conducted without network connection.

Device Management

Add Device

Click in the tool bar, add device window will popup which allow you to input information.

Device Name Give device a easy to recognize name, which should be less than 50 characters (equals to 50 digitals and characters).

Device Module Choose the device type need to be added.

Connection Type Net mode applies to network connection mode; USB flash driver (using USB flash driver to transfer data) mode apply to no net opening local data transfer mode.

⚠ Notice: Please make sure device connection mode and specific parameters are in accordance with the communication mode set on the device.

"Network Connection Method"

IP Address When using net opening mode to communicate, need to input device IP address. For your specific IP address, please consult with your unit network administrator.

Communication Password Input the password of device which needs to be connected.

Tip: Only the device of C, E, S series can be set with communication password, if add device when connecting general devices this option is not available.
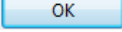
Modify Device

Select one device, click Modify Device in the tool bar to modify device information in the popup modify device information window.

The operation of modify device is as same as "Add Device".

Delete device

Select one device, click Delete Device in the tool bar, and then click OK in the popup delete confirmation window to delete selected device.

Tip: When add, delete and modify device, do not need to connect device, you can set proper connection mode according to the concrete situation when need to connect the device.

Device Connection

Connect Device

Select one device, click in the tool bar, build conncetion for unconnected device, after getting connected, the connection status will change to "Connected"; the status of already connected device will not change.

All the operations according to device in the Attendance Management System need to be conducted on the premise of ensure device is reliable connected with computer.

1. Make clear the connection mode between device and computer;
2. Make sure the device information, especially device number, connection mode and parameters, is in accordance with device settings in the Attendande Management System; it also needs to be in accordance with acturally adopted connection mode;
3. Make sure device is reliably connected with computer;
4. Make sure device is starting up and in the standby status.

Possibility of Failure Connection

If device fail to connect with computer, the possible situations are listed as below, please check with it:

1. The device information in Attedndance Management System is not agree with the real device or the real connection situation;
2. Device is not connected with computer correctly, or there are problems on connection;
3. Device does not start up;
4. Device is in the administrator administration status;
5. If using LAN connection mode, interial network may be blocked, please consult with your network administrator.

Disconnect Device

Select one device, click in the tool bar, break down the connection of connected device, the connection status then will change to "Disconnected"; the status of unconnected device will not change.

Refresh Device

Select one device, click in the tool bar, device status will automatically update to the up-to-date status.

Delete Operation

Before operate the device, please make sure the device is reliably connected with computer.

Del. Al Records

Select one device, in the tool bar click , and then click in the popup clean up confirmation window to clean up all the attendance records in the device.

⚠️Notice: Records in the can not be recovered after clean up; please make sure the attendance records have already imported into the management software.

Delete User
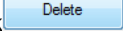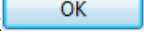
Select one device, in the tool bar click , the delete users window will popup.
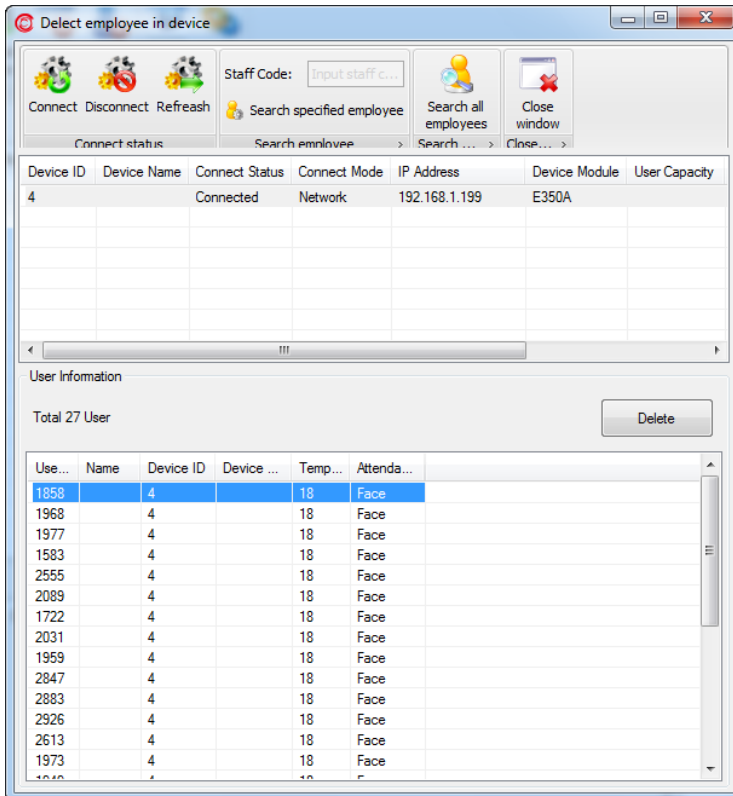
In the User ID box input User ID, click [Search Staff by UserID] to add

according User ID into the staff information list, or click [Search All Staff] to import all the staff in the device into staff information list.
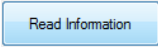
Select one or more staff, click [Delete], and then click [OK] in the popup deletion confirmation window to delete selected users from device.

Oter Operation

Before conduct device operations, please make sure device is reliably connected with computer.

Device Info.

Selecte one device, in the tool bar click [Device Info.], and the load device information window will popup. This window will display basic information of device. Click [Read Information], capacity information, product information and network reset information will display in the corresponding place.

Tip: Only C220, C230, E350, E350A, S7150A, etc. types of device

support network reset operation; for other devices, after load device information, the content of "Network Reset" can not be modified.

Tip: If select multi devices, then the system defaultly load the first device's information.

Device Setting

Select one device, in the tool bar click Device Setting, the device setting window will popup.

Automatic Download Attendance Record

Select "Automatic Download", and then select daily in "Download Period" dropdown list.

In the below time setup box select "Time Point Download" or "Download Interval" mode.

"Time Point Download" mode need to set 1 to 4 time points, then on the corresponding time point the system will automatically download records.

"Interval Download" mode needs to set start time and end time as well as the download time interval.

For example: set start time as 7:00, end time as 20:00, interval as 2:00, then the device will automatically download records from 7:00 every 2 hours and stop doing it till 20:00 every day.
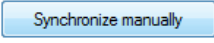
Tip: When conduct automatically download attendance records for one device for the first time, since the device need to acquire a considerably long period attendance records, the download speed will be slow, please wait with patience.
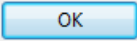
Synchonize Device Time

There are 2 types of sync mode ready for choose: auto sync mode and manual sync mode.

Check "Turn on/of Automatic Synchronzation", you can select every day, one time point of every week or every month to auto sync device time, after setup click [Applying] to accomplish auto sync setup.

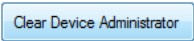Click [Synchronize manually], tooltip will popup and prompt that device time has already synced to currenct time, and then click [OK] to accomplish manual sync time setup.
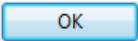
Clear Management

Clear device records, please refer to page 40 "Del. All Records"

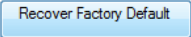Clear device user, please refer to page 40 "Delete User"
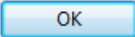
Clear administrator

Click [Clear Device Administrator], in the popup clean up confirmation window click

[OK] to clean up all the device administrator information.

⚠️Notice: The records in the device can not be recovered if clean up, please make surethe administrator record has already been imported into management software.
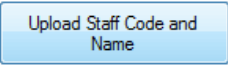
Restore Factory Settings

Click Recover Factory Default , then click OK in the popup restore factory settings confirmation window. All the data in assigned device will be clean up and it will be initialized to factory default status.

⚠️ Notice: Initialization operation will clean up all the data in the attendance device, and it will unable to be restored, please take this action carefully.

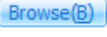**Advanced Function**

Upload Users List

Click Upload Staff Code and Name , in the popup "Export User-List to All the Devices" window, select "Add Manually" or "Add from File" tag.

Add manually: input corresponding information in the user ID and name box, click "Add" to add information into the following User ID List.

Click Send to device , selected information will be sent to the device.

Add from File: click Browse(B) , in the opening window select file and click "Open", then click "Add", corresponding file name will be added to the Users

List. Click Send to device , selected information will be sent to the device.

♨️ Tip: Successfully uploaded User-List can only be used by administrator for checking User ID and corresponding name when operate staff records on the device.
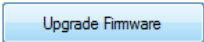
Restart Device

Click [Reset Device] to restart facial recognition device.

Tip: Only C220, C230, E350, E350A, S7150A, etc. types of device support this operation, if need to conduct the operation please select correct device type.

Update Firm Ware

Click [Upgrade Firmware] to conduct firm ware update operation for terminal device through network.

Tip: Only C220, C230, E350, E350A, S7150A, etc. types of device support this operation, if need to conduct the operation please select correct device type.

Data Transfer

In the navigation bar, click Data Transfer" to enter data transfer interface. The tool bar will show as below:
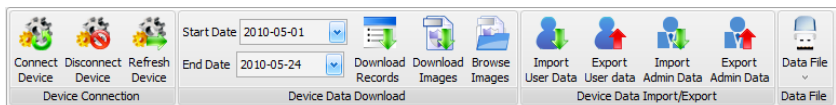
Device Connection

Connect Device
Please refer to page 39"Connect Device"

Disconnect Device
Please refer to page 40 "Disconnect Device"

Refresh Device

Please refer to page 40 "Refresh Device"

Device Data Download

Before download device data, please make sure the device is reliably connected with computer.

Set start date as 2010-2-1, end date as 2010-2-24, then can conduct the following operations:

Download Records

Select one device, click , after download the download records will be displayedinthe realtime monitor window.

Download Images

Select one device, click , download process window will popup, after download another tooltip will popup and ask whether turn to browse security images interface. Click "Yes" to open browse security images window; click "No" to quit. For more operation, please refer to page 47 "Browse Images".
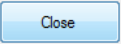
Browse Images

Click , open browse security images window, click ⊞ before device to open each storage directory of the device.
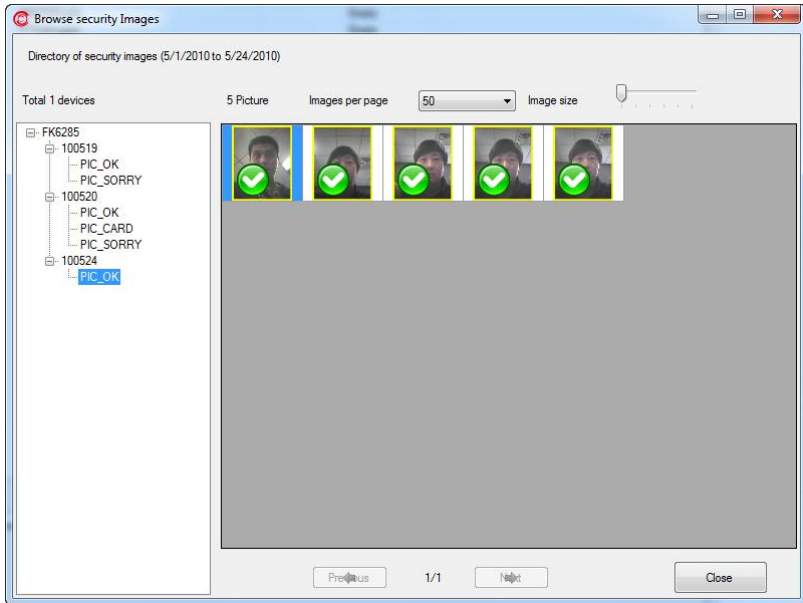
Can set the image number and size displayed on each page according to the total image number, after setting it will come into effect at once; click **Next** or **Previous** to turn to next or previous page, click **Close** to close browse security images window.
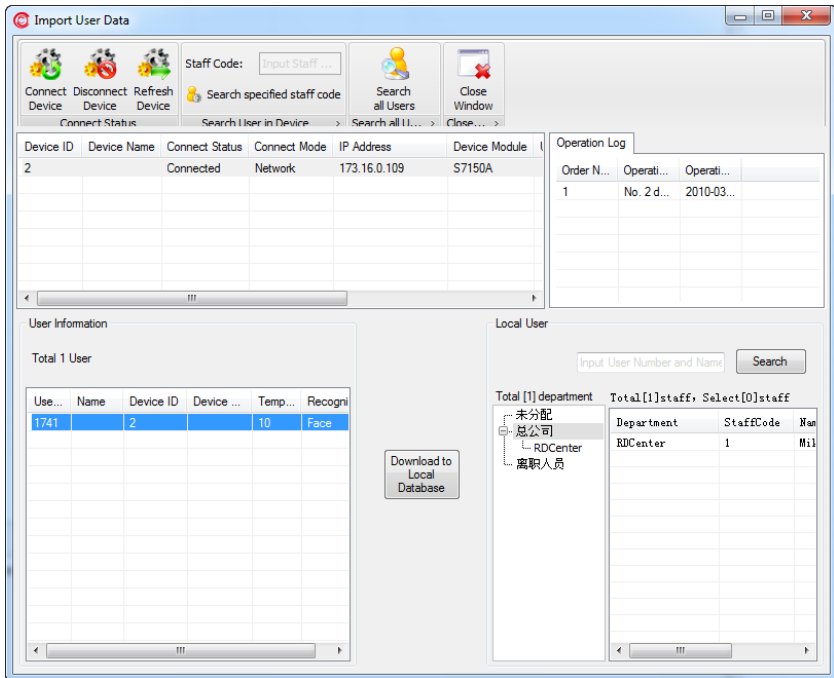
Device Data Import/Export

Before download device data, please make sure the device is reliably connected with computer.

Import User Data

Select one device, click **Import User Data** to popup import user data window.

Connect Device; please refer to page 39 "Connect Device"

Disconnect Device; please refer to page 40 "Disconnect Device"

Refresh Device; please refer to page 40 "Refresh Device"

View Staff with Device Specified User ID

Select device, input User ID in the User ID box, such as "3", then click ![Search specified staff code], the query will be conducted, and the staff information whose User ID is 3 will be displayed in the staff information list.
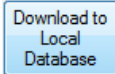
View All Staff in Device

![Search all Users]

Select device, and click ![Search all Users] to list all the staff information in device.

In device staff information, select one or more staff (use Shift and Ctrl to

49
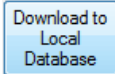
conduct multiple choice), click , save selected staff to local

computer, and the staff imported from device are all placed in "Unassigned"。

Local Search

In the local user window, input User ID or name in the search box, such

as "1", click to accomplish search process, then the staff whose

User ID or name contains 1 will be displayed in the information list.

Close Window

Click to close "Import User Data" window.
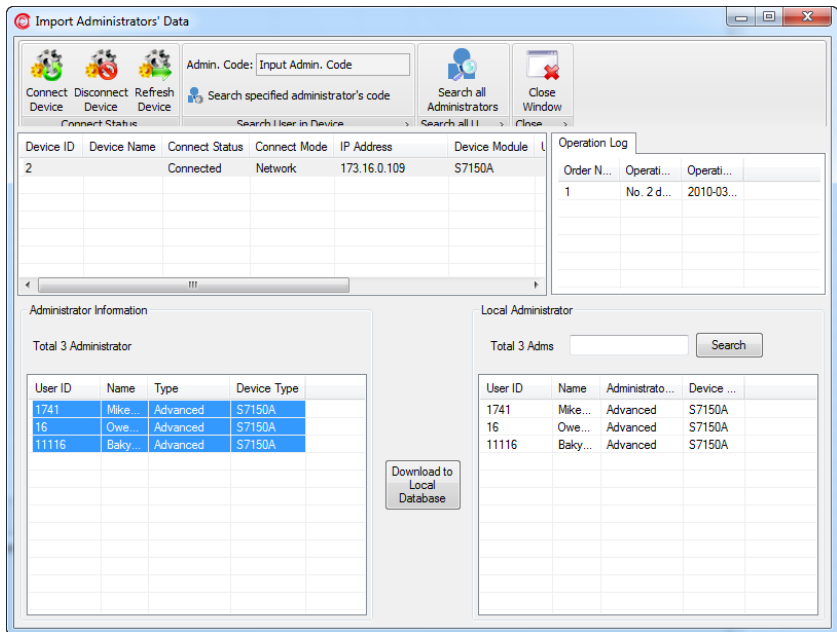
Export User Data

Select one device, then click and select staff in the popup export

user data window. Can input User ID or name in the search box to search, or

after select department in the department list search staff according to

department, then select staff and click "Upload"; therefore, start to upload

and the upload process bar will popup.

After upload, the popup window will prompt export results; click to finish the whole process of export user data to device.

Import Admin Data

Select one device, and then click to popup the import adiministratior data window.

Import administrator data operation is the same to "Import User Data", please refer to page 47.

Tip: Only C220, C230, E350, E350A, S7150A, etc. types of device support this operation, if need to conduct the operation please select correct device type.

Export Admin Data

Select one device, click [Export Admin Data icon] to popup export administrator data window.

Export administrator data operation is the same as "Export User Data", please refer to page 49.
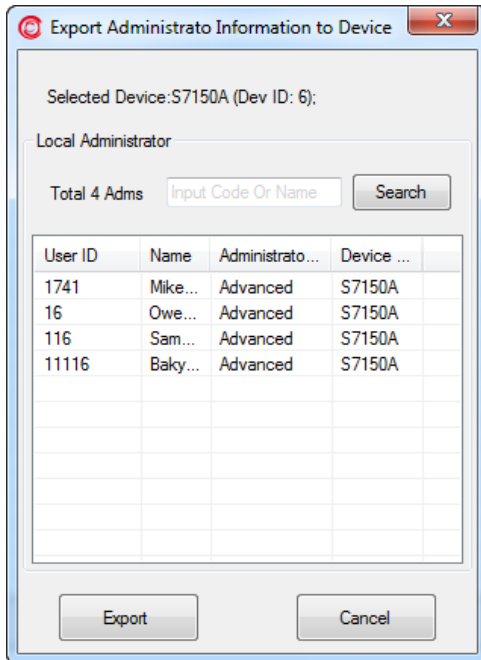
Tip: Only C220, C230, E350, E350A, S7150A, etc. types of device support this operation, if need to conduct the operation please select correct device type.
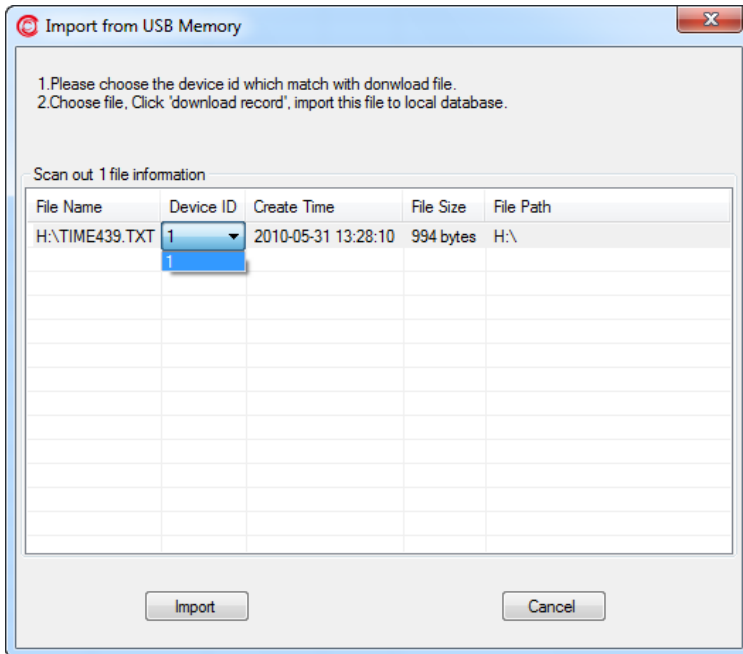
Data File

Import Record from USB Flash Driver

Before conduct this operation, must make sure USB Flash Driver has already been installed successfully, and at the same time had relevant record file in it.

Click , then in the open dropdown menu click "Import Record from USB Flash Driver" and the corresponding window will popup, in which searched file information is listed.

Click the dropdown box under the "Device ID" column tittle which has red chararcters "Please Select" in it, and select Device ID in the dropdown box for the file, then click to popup import results, finally
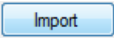
click to finish import process.
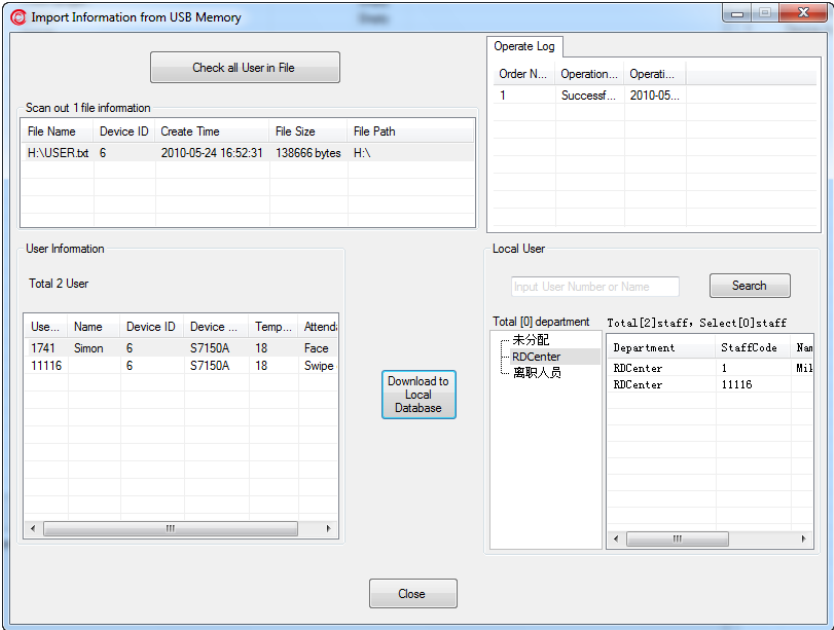
Import User Data from USB Flash Driver

Before conduct this operation, must make sure USB Flash Driver has already been installed successfully, and at the same time had relevant record file in it.

Click , then in the dropdown menu click "Import User Data from USB Flash Driver", corresponding window will popup.

In the file information list searched, select corresponding Device ID for the file, then select that file and after click that file's user data will display in the user data window.

In the user data list, select one or more staff and click , the selected staff data will be downloaded to "Unassigned" list.
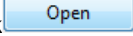
Import Admin Data from USB Flash Driver

Import admin data from USB Flash Driver operation is the same as "Import User Data from Flash Driver", please refer to page 53
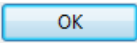
Import Record from File

Click first, then click "Export User Data" in the dropdown list, select

the file needed to be import, and then click , Device ID window

will popup.

Select one device in Device ID dropdown list, click to start

import process. After the import process, a window with export results will

popup, click to accomplish the entire file import process.

Import User Data from File
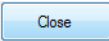
Click , in the dropdown menu click "Export User Data", in the open

window select the file needed to be imported, and click ___Open___ to open

Device ID setting window. After select one device, click ___Import___ , the

import user data window will popup.
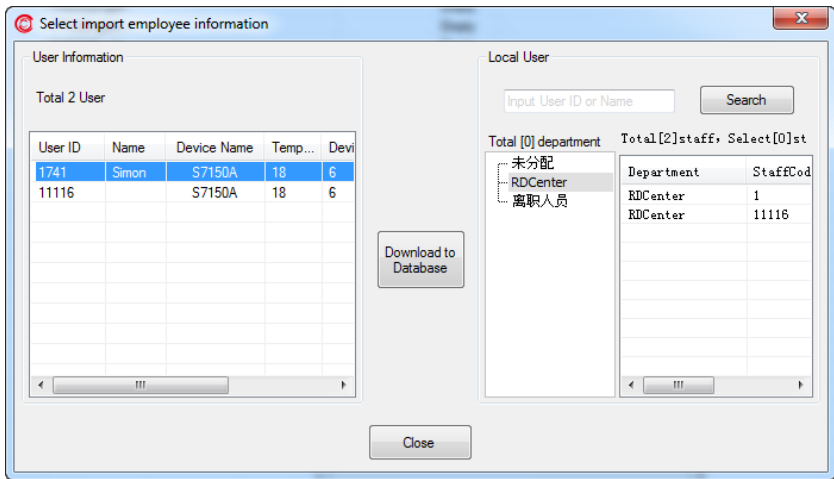
In the left side select staff, click ___Download to Database___ , selected staff will be

downloaded successfully to "Unassigned" department. Click ___Close___ to

exit import user data window.

Import Admin Data from File
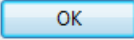
Import administrator data from file operation is the same as "Import User Data from File", please refer to page 55.

Export User Data

Click ___Data File___ , click "Export User Data" from the open dropdown menu, export user data window will popup.
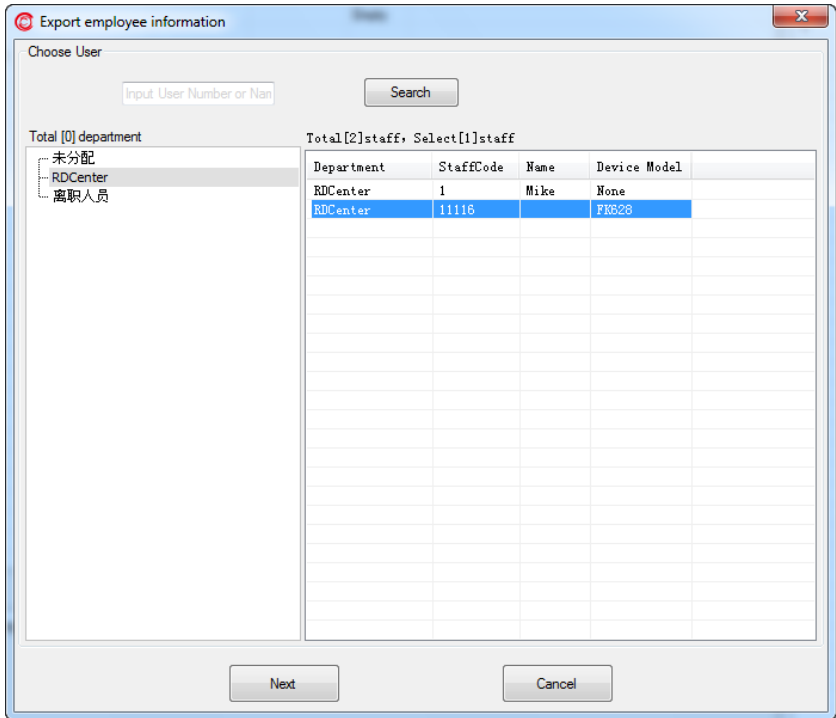
Input User ID or name in the staff search box to search, or search staff by

select department, select the staff needed to be exported, click Next ,

select export file storage place in the popup browse folder window,

click OK to accomplish successful user data export.

Export Admin Data

Click Data File , in the open dropdown menu clike "Export Admin Data", and

then popup the corresponding window.
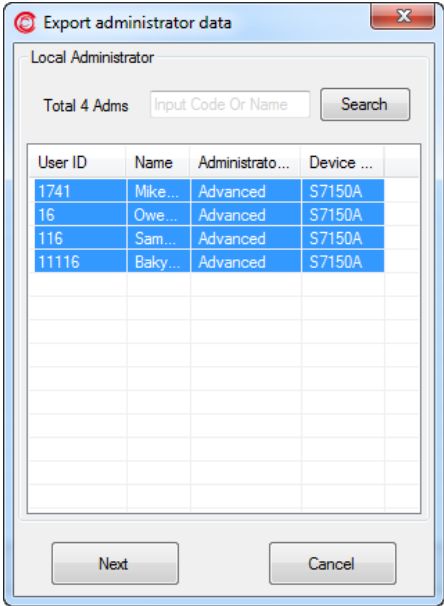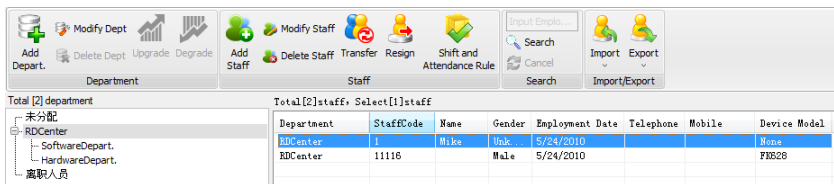
Export administrator data operation is the same as "Export User Data", please refer to page 51.

Chapter 2 Basice Operation

Staff Management

In the navigation bar click "Staff Manage" to enter staff management interface, display the entire already added staff list.

Select department in the department list, staff list will display the staff information of selected department.

Click "Unassigned", the staff list will display staff without department attribute.

Department

Add Department
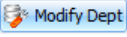
Click one selected department, such as Head office, click in the tool bar, at this moment a branch will be added under head quarter's lower level branches, and the department name will be in editable state. In the edit window, input department name.
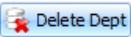
Department should be less than 20 characters (10 Chinese characters).

⚠ Notics: Department Name is a required field and must be filled in, otherwise can not save.

Modify Department

After select one department, click ![Modify Dept] in the tool bar, or double click that department, input department name needed to be modified in the modifiable edit window.

Delete Department

Select one department, click ![Delete Dept] in the tool bar, then click ![Delete] in the popup deletion confirmation window to delete that department and all the lower level departments.

When delete department, system will prompt that delete all the staff of the department or move them to "Unassigned", please make selection according to your needs.

Upgrade

After select one department, click ![Upgrade] in the tool bar to upgrade that department to the upper level directory.

⚠️Notice: It is forbiddened to upgrade first and second level department.

Degrade

After select one department, click ![Degrade] in the tool bar to degrade that department to the lower level directory.

⚠️Notice: It is forbiddened to degrade department without lower level departments.

Staff

Add Staff

There are 3 methods to add new staff:

1. Add staff directly;
2. Import staff from device;
3. Import staff from file;

Add New Staff by Direct Input
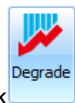
When view one department, click in thetool bar to add staff to current department, then the staff information column at the right side of the window will be in editable state.

Baslic Information

User ID   User ID is a number, value range is 1- 99999999. When add new staff, system will generate a User ID automatically, which can be modified and input manually.

Name   Staff name should be less than 250 characteristics (250 Chinese characteristics).

Department   System will generate department defaultly according

to the department viewed when adding staff.

Gender　System default value for gender is unknown, can be selected from the dropdown list.

Position　System default status is blank, can add through manually input and select from the dropdown list.

Tittle　Setting method is the same as Position.

Date of Birth　System default value for it is the date when editing thestaff information, click dropdown menu to modify and select, or modify it by input year, month and day individually.

Employment　Setting method is the same as Date of Birth.

Privilege　Obtained from device, can not be edited.

ID No.　Input ID Card number, the maximum length is 18 characters.

Card No.　The maximum card number length is 20 characters.

Comment　Input personal comment information.

Add Photo Click Add to add photo for staff, it supports less than 1M photo file. Besides, can click Delete to delete the photo added.

Contact Information

Telephone　Field maximum length is 20 characters.

Mobile　Field maximum length is 20 characters.

Address

Archive Information

School　Input corresponding information manually.

Graduation Date　Setting method is the same as Date of Birth.

Health Condition　Select from the dropdown list.

Hometown　Input corresponding information manually.

Marriage　Select from the dropdown list.
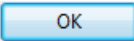
⚠️Notice: User ID is required to fill in, without it can not save.

Other Information

Enter "Other Info." tab, click define , in the popup customized field dialogue box input field name, such as Medical Insurance Number,

click ![Add] , then the field will be added into the field name list successfully.
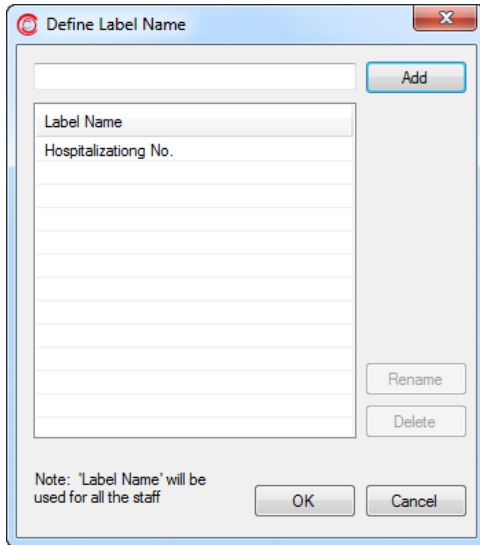
Select field name, click "Rename", and input the new name for the field in the popup rename dialogue box, click ![OK] to accomplish field rename process.

After the field be successfully added into the "Other Info." list, can edit corresponding information of the related staff.

Shift and Attendance Rule

Please refer to page 67 "Shift and Attendance Rule".

Import Staff Data from Device

First make sure the device is reliably connected with computer.

Click ![Import] dropdown menu in the menu bar, click "Import Staff Data from

Device" to open the corresponding window. More operation, please refer to page 48 "Import User Data".

Export Staff Data to File

Click dropdown menu in the menu bar, click "Export User Data to File" to open the corresponding window. More operation, please refer to page 66 "Export Staff Data to File".

Export Staff Data to USB Flash Driver

Click dropdown menu in the menu bar, click "Export Staff Data to USB Flash Driver" to open the corresponding window. More operation, please refer to page 66 "Export Staff Data to USB Flash Driver".
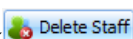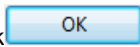
Modify Staff

Select one staff, click Modify Staff in the tool bar, and then edit staff information in the right side staff information list. Can also modify staff by double clicking certain staff in the staff list, the right side staff information list will turn to editable state.

Modify staff information operation is the same as "Add New Staff by Direct Input", please refer to page 61.
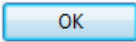
If only change department for staff, can press the left button of the mouse on the staff and drag him/her to the department he/she will move to in the left side department list and release the button.

Delete Staff

Select one or more staff (can use Shift, Ctrl or Ctrl+A to select), click Delete Staff in the tool bar, and then click OK in the popup deletion confirmation window to delete selected staff.
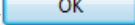
Staff Transfer

Select one or more staff, click in the tool bar, in the popup staff transfer window, select one department, click to accomplish staff transfer.
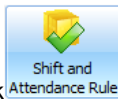
Resign

Select one or more staff, click in the tool bar, click in the popup resign confirmation window to accomplish staff resign operation.

Shif and Attendance Rule
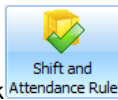
Select one or more staff, click in the tool bar to enter "Shift and Attendance Rule" tab.
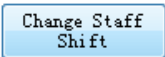
According to the company real situation set sign in and sign out.

Click Change Staff Shift, staff shif schedule window will popup. For details about staff shift schedule please refer to page 101 "Schedule Setting".

Search

Go to the tool bar, input one or more pieces of search information in the search box, click Search, and then search results will display.

System default setting is to search in the current view department, if want to change search scale, please select corresponding department in the search window.

To exit from search results, click Cancel in the tool bar.

Import/Export
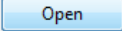
First make sure that the device is reliably connected with computer.

Import

Import Department Data from File

Click , in the dropdown menu select "Import", in the popup select

import file window select XML files to import, and then click Open to

accomplish the process of department information import from file.

Import Staff Data from Device

Please refer to page 69 "Import Staff Data from Device".

Import Staff Data from USB Flash Driver

Please refer to page 69 "Import Staff Data from USB Flash Driver".

Import Staff Data from File

Please refer to page 69 "Import Staff Data from File".

Export

Export Department Information

Click , in the open dropdown menu select "Export", select file

storage directory in the popup file storage directory selection window, and
then select the file name and type. As for file type, it has xml and xls two
types.

Export Staff Data to Device
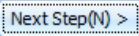
Click [Export], in the open dropdown menu select "Export Staff Data to Device" and the corresponding window will popup.
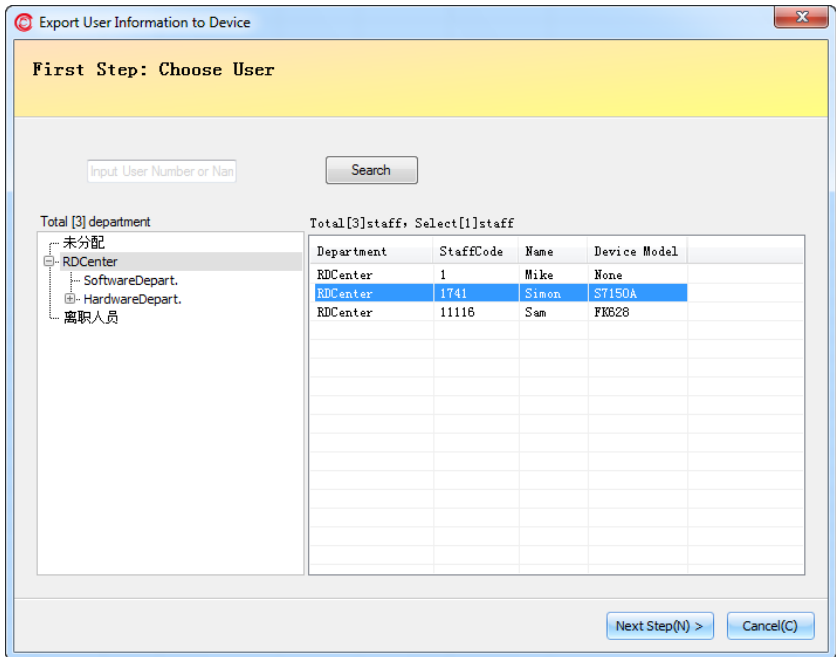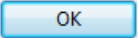
Step 1, select staff. Input User ID and name in the search box, click serch button to search; or select one or more staff (using Shift, Ctrl or Ctrl+A to select) by department. Then click [Next Step(N) >], the device selection window will popup.

Step 2, select device. In the device selection window, select one device

and click . After successfully connected with the device,

click , and export staff information to device confirmation

window will popup.
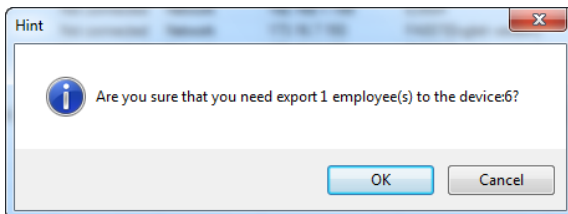
Click , progress bar will popup, and when export progress
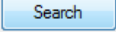
accomplishes the export results will be listed in the tooltip. Then,

click [OK] in the tooltip to finish export staff data to device operation.
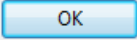
Export Staff Data to USB Flash Driver
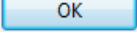
Click [Export], in the open dropdown menu select "Export Staff Data to USB

Flash Driver" and the corresponding window will popup.
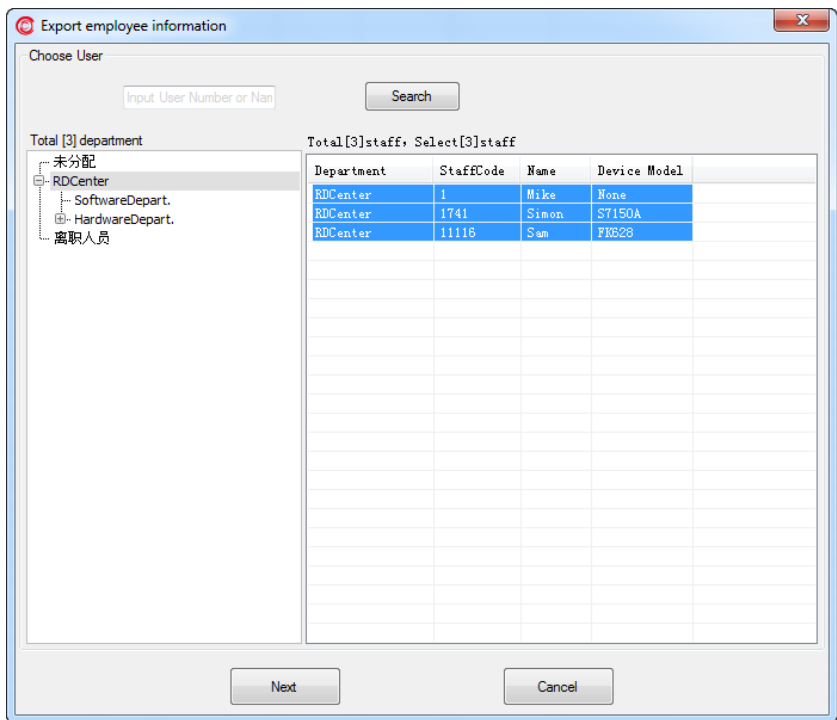
Input User ID and name in the search box, click [Search] button to

search; or select one or more staff (using Shift, Ctrl or Ctrl+A to select) by

department. Then click Next , in the popup device setting window

select device type in accordance with the selected staff, click OK

and the browse folder window will popup.

Select the folder location of the export file, click OK , the

progress bar will popup, when export progress accomplish the system will

auto exit.

Export Staff Data to File

Click Export , in the open dropdown menu select "Export Staff Data to File",

the file storage place selection window will popup.
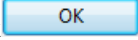
Extend the file type dropdown menu; there are 2 types ready for selection:
XML and XSL.

Select the file storage place, input file name in the file name box,

click Save to accomplish export staff information to file progress.

Export UserList

Click Export , in the open dropdown menu select "Export UserList", the

browse folder window will popup.
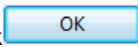
Select the folder place of the file to be exported, click OK ; after

save successfully, a tooltip will popup. Click Open to open UserList

Notepad file.

Resign Management
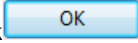
Select "Resign" in the department list, the tool bar will change.
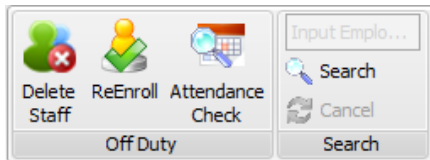
Delete Staff

Select one or more staff in the resign staff list, click , and click in the popup confirmation tooltip to accomplish resigned staff deletion operation.

Re-enroll

Select one or more staff in the resign staff list, click , and then in the re-enroll window click the department which the staff will re-enroll in, click , to accomplish resigned staff re-enroll operation.

Attendance Check

Click , in the open attendance check window select department as resigned staff, then select start date and end date, click , record list will display detailed attendance records of resigned staff.

Record list has day detailed attendance record and original attendance record, can view according to needs and preference. For details, please refer to page 125 "View Attendance Record".

Set start date and end date in the tool bar, click [Search], record list listed all the attendance records of resigned staff in the restricted date period.

Export

Select the attendance record in the attendance list, click [Export], the select file storage place window will popup. The operation is the same as "Export Staff Data to File", please refer to page 73

Search

Please refer to page 76 "Search".

Administrator Setting

In the navigation bar, click "Admin. Setting" to open the administrator setting window. The administrator list lists all the administrator (including system default administrators) information.

Add Administrator

Click , the add administrator window will popup.

First, select administrator identity.

Select administrator identity as system administrator or attendance administrator, administrator setting window is shown as above.

Username   Should be letters, length scale is 5-20 characters.

Password   Should be numbers and letters, length scale is 5-16

characters. Can also click Create Original to automatically generate password quickly.

Password Confirmation   Input the same password as above.

Select administrator identity as department manager or department administrator, and the administrator setting window is as below.
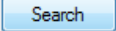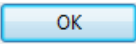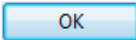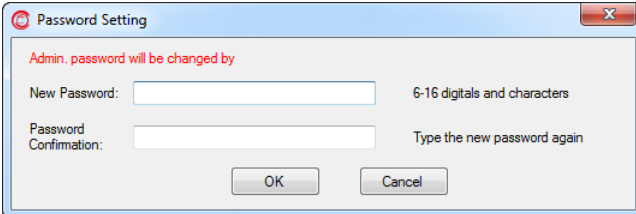
In the staff search box, input User ID or name, click Search, or select corresponding staff according to department and the staff list, click OK, the confirmation tooltip will popup.
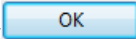
Click Cancel to accomplish the staff belonged department administration privilege setting, click OK to popup modify department privilege dialogue box. For detailed operation, please refer to page 78 "Modify Department Management Privilege".

Modify Password

Select one administrator from the administrator list, click Change Password, the modify password dialogue box will popup.
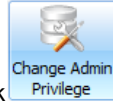
In the New Password and Password Confirmation boxes, please input the same new password individually, and click OK to accomplish new password setting.

⚠️Notice: New Password must contain numbers and letters at the same time, the length should be more than 6 characters within 16 characters.

79

Modify Administrator Privilege
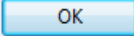
In the administrator list, select administrators, whose "Management
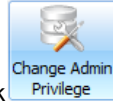
Department" column content is not equals to "All", click , then

modify department management privilege dialogue box will popup.
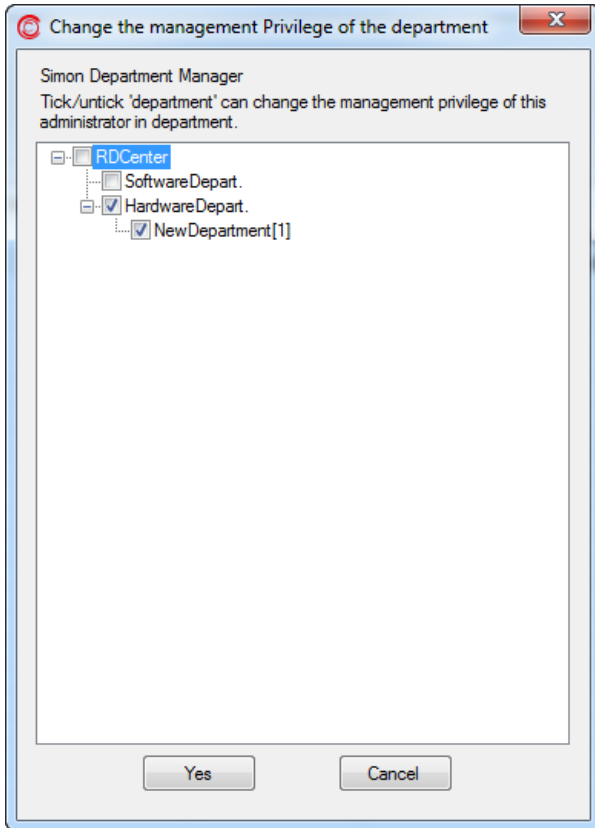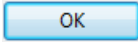
If need to change administrator's department management privilege,
check the box in front of the corresponding department to select or uncheck

the box to deselect, click to accomplish modification for

administrator department management privilege.

Delete Administrator

Select one administrator in the administrator list, click , then in the

popup deletion confirmation tooltip click [OK   ] to accomplish

administrator deletion operation.

⚠️Notice: Initial administrator "admin" can not be deleted.

Chapter 3 Shift Operation

Period Management

Working Period

New Period

In the navigation bar click **Period Manage** to enter work period management interface, then the added shift period list will display.

Click New Period in the tool bar, edit new period in the period edit box at the right side of the window.

In the window, can pick up selected period, and select whether need to check work attendance on every time point. Besides, need to set an advanced hour for sign in and delay hour for sign off; normally, this setting need to be done according to the concrete situation of user.

Period Name   Input an easy to understand period name.

On Duty Time   Select hour and minute individually, according to the situation adjust the upward and downward arrow in the right side of the time box to set time.

Sign in/Sign out   After checking, set sign in and sign out time range according to situation.

Change the Display Color of Period Click the dropdown arrow beside the color box, open the color selection window, there are 3 types of color: Common Color, Web Color and System Color. You can set the color according to personal preference and the real situation.

Enter Shift Setting   Click "Shift Setting" link, enter shift settting page.

⚠ Notice: Please enter shift setting after finish period edit and click Save , otherwise a tooltip will popup, and ask whether save period content.

After edit period content, click <kbd>Save</kbd>, the period will be added successfully into the work period list.
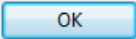
Modify Period

Double click an already added period, or click the period to make it selected and then click Modify Period, period information box at the right side of the window will turn to eitable state. Operation is the same as "New Period", please refer to page 80.

⚠️ Notice: Select several periods at the same time to modify, the system will operate with the most upper selected period by default.

Delete Period

Select one or more period in the shift period maintenance list, click Delete Period, and then click <kbd>OK</kbd> in the popup deletion confirmation box to accomplish period deletion.

⚠️ Notice: The period which is being used in the shift is not allowed to be deleted.

Copy Period

Select one or more period in the shift maintenanace list, click Copy Period, then the selected period will be duplicated successfully and disply in the work period list.
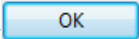
Search

Input keywords in the search box, click 🔍 Search, all the period contains search keywords will display in the shift period maintenance list.

Click 🔄 Cancel, the keywords in the search box will disappear, and can input new keywords to search.

Import/Export

Import

Can import work period record with XML file format. Click Import in the toll bar, select saved work period file in the popup select import file window, click Open, then the import progress accomplish and a tooltip popup which prompts the successful import period number and the failure number.

Finally, click OK to finish the entire periond import operation.

⚠️ Notice: The imported XML file needs to be in accordance with certain format, so that the correct records can be imported; it is suggested only import the backup work period file exported from the management system.

Export

Current work period can be exported as XML file or Excel file, which can be used as work period backup, or use other tool to open and view.

Export to Excel
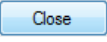
Select Export to open dropdown menu, click "Export to Excel", and then select file saving directrory, file name and type in the popup save as window.

Click [Save], after save successfully a tooltip will popup.
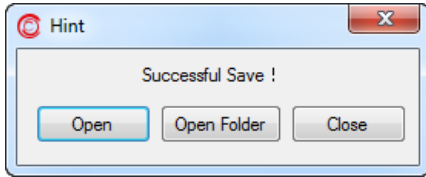
Click [Open] to open saved xls file.

Click [Open Folder] to open the folder where saved xls file locates.

Click [Close] to close export tooltip.

Export to XML

Select [Export] to open dropdown menu, click "Export to XML", and then select file saving directrory, file name and type in the popup save as window.

Click [Save], after save successfully a tooltip will popup. For concrete operation please refer to page 83 "Export to Excel".

Shift Setting

Shift

Considering that every unit has different industry characteristics, staff on duty time and method is different, so the corresponding shift schedule is different as well. Even in the same unit may have different attendance methods, and this requires different settings for all kinds of shift schedule.

Attendance system support 3 types of shift schedule methods: normal shift, sign-in shift and man-hour shift.

Normal Shift

Normal Shift is a shift has 24 hours (can across a natural day) as a period with fixed on duty, off duty time; can be consisted of maximum 5 periods; can include across night period (i.e. period includes 0:00) .

Many units' starting work at 9:00 a.m., end work at 5:00 p.m. attendance method is a most typical normal shift.

Sign-in Shift

Sign-in Shift is a type of special shift, which only require checking work attendance oncein the specified period.

Many sales industries' "sign-in" attendance method is a most typical sign-in shift.

Man-hour Shift

Man-hour Shift is an irregular shift, without fixed on duty, off duty time, and count man-hour according to on duty, off duty time completely.

Certain industries' "Man-hour Staff" attendance method is a most typical man-hour shift.

New Shift

Add Normal Shift

Click , edit new period in the period edit box at the right side of the window.

Shift Name　Input an easy to understand shift name.

Shift Type　从 Select one type from the dropdown list, including normal shift, sign-in shift and man-hour shift. Can also check "Vacation" and "Public Holiday" to indicated whether the shift is valid in those days.

Shift Information

Period Number　Click the upward and downward arrow to add or reduce period number.

Unit　Select one unit from the right side dropdown list, including day, week and month.

Selection results of period number and unit will be displayed in the below "Select Shift Period" table.

Deletion　Select one or more period, click Delete , then selected period will be deleted successfully.

Weekday　Click Workday **,** select all the weekdays (every Monday to Friday) in the table, this item can only be used when select "Week" as the unit.

Weekend　Click Weeke , all the Saturdays and Sundays in the table will be selected, this item can only be used when select "Week" as the unit.

Select All　Click Select All , all the boxes in front of the date in the table will be checked.

Deselect All　Click Unselect All , all the selected dates will be deselected.

Inverse Selection　Click Inverse Selection , all the selected dates will be deselected, and all the not selected dates will be selected.

In the "Select Shift Period" table select the dates needed to be done period edit, select one or more not overlapped period in the "Selectable Period", click Insert Period , corresponding period will be added to selected dates. After fill in all the necessary settings, specific on duty period will display as below:

Attendance Rule

Auto Work Overtime Setting

Making requirement for after how long staff off duty can sign off to leave is labelled as auto work overtime. If the period before start to auto count work overtime is also counted as work overtime, then select "Start to calculate work overtime immediately after work". Or select "Audit auto work overtime status", therefore to realize audit for items displayed as "Uncertain" in the "Attendance Record Adjustment".

Absenteeism Setting

Absence includes: working late, leave early, and half day and whole day absence. Absence in certain period is counted as late or leave early, when exceed certain time is counted as Absenteeism. If it does not matter for staff to be late or leave early, which will not be labeled as absenteeism, can set absence period greater than attendance period.

System defaultly set miss punch as man-hour period absence.

Tips: The priority of auto work overtime setting and absenteeism setting added in the shift setting is higher than auto work overtime and absenteeism setting in the "Attendance Rule Setting".

Add Sign-in Shift

Click in the tool bar, then edit new period in the period edit box at the right side of the window. Select "Sign-in Shift" for the shift type, and the edit window is as below:

Sign in shift need to input shift name; can check public holiday setting is the same as normal shift. After that, select regular sign in or irregular sign in to edit.

Regular Sign in

Set the start time and end time within one day, as well as the interval time and woke hour length. Click ⌷Save⌷ to accomplish sign in shift setting.

Irregular Sign in

Shift period has 24 hours length, can be set to several unoverlapped periods. If current 5 periods are not enough, can click ⌷New Period⌷ to add new period, period edit method is the same as normal shift, click ⌷Save⌷ to

accomplish irregular sign in setting.

Add Man-hour Shift

Click New Shift in the tool bar, edit new period in the period edit box at the right side of the window. Shift type select "Add Man-hour Shift", the edit window is as below:

Man-hour Shift needs to input shift name; can check public holiday setting is the same as normal shift.

Man-hour Setting

Man-hour shift does not limit the check attendance time of the day, and also does not limit the accumulated check attendance time.

If start should work hour, then staff should satisfy the requirement of accumulate how many work hours can be counted as not absence; if not start should work hour, then the accumulation to attendance work hours will not have lowest requirement.
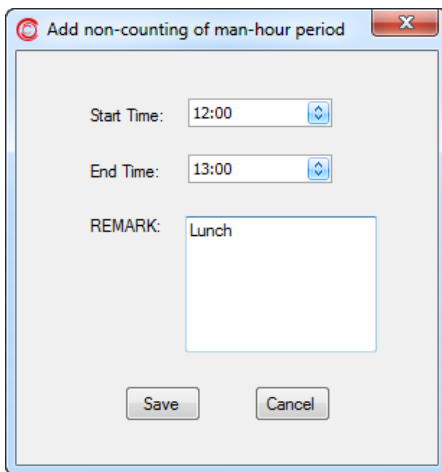
Attendance Record Mode

Start normal record mode, then the first record and the last record will be labeled as sign in record and sign out record. Start sequential recording mode, and then label the sequent adjacent two records composed period as sign in and sign out record.

Man-Hour Rule Setting

Non man-hour period: in the non man-hour period, hours can not be counted into work hours, such as: lunch time, lunch break etc.

Click Add , in the popup add non man-hour period window, edit start time and end time, can also add relevant comment information here. Click Save to accomplish one uncount man-hour period adding operation.

After add period, can modify or delete the period by select it.

Modify Shift

Modify Shift Information

Select one shift, click in the tool bar, or double click one shift, can modify the attribute information of that shift.

Modify Shift Period
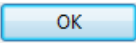
Can add, delete the shift's period, the specific operation is the same as add shift.

Click already existed period, can modify the detail information of that period.

⚠️Notice: For an already assigned shift, it is not allowed to modify, otherwise, the attendance adjustment will get caose, and generate incorrect attendance results.

Delete Shift

Select one shift, click in the tool bar, in the popup deletion confirmation window click to delete that shift.

⚠️Notice: Delete one already assigned shift, all the shift schedules applied that shift aswell as attendance adjustment information will be deleted, please take your action cautiously.

Serach

Input keywords in the search box, click , all the shift names containing search keywords will be displayed in the shift list.
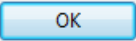
Click , the keywords in the serach box will be clean up, can input new keywords again to conduct search.

Import/Export

Import

Can Import XML format file shift record. In the tool bar click , then in the popup select import file window to select saved shift record file, click . When import process finished, a tooltip will popup and prompt the successfully imported period number as well as that of failed.

Click to accomplish the entire period import operation.

⚠️Notice: The imported XML file needs to be in accordance with certain format, so that the correct records can be imported; it is suggested only import the backup work period file exported from the management system.

Export

Export Shift Report

Can export current shift record to shift list or XML file, which will be convenient for browse or making shift record backup.

Select to open dropdown menu, click "Export Shift Report", then popup shift list,in which each individual shift information is listed.
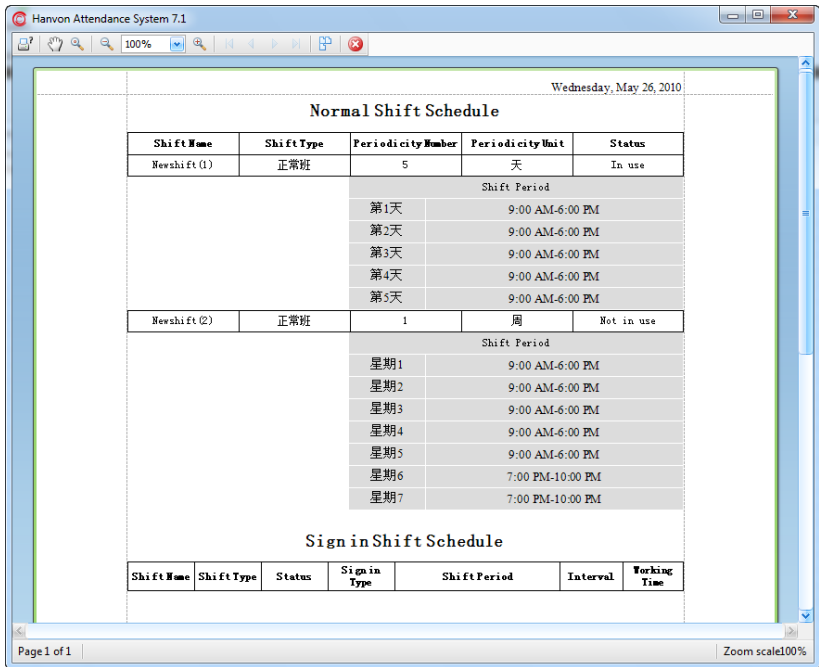
Export to XML

Seclect to open dropdown menu, click "Export to EXL", in the popup save as window, select file storage directory, file name and type. Save period list as a file with xml as the suffix, a successfully save tooltip will popup. The tooltip operation is the same as "Export to Excel" in work period management, please refer to page 85.

Normal Shift Example

Normal Shift

The most common on duty mode, only has one period, and requires check attendance when on duty and off duty. For example: on duty at 9:00, off duty at 18:00:

1. Add a period between 9:00 and 18:00;

2. Add a normal shift, insert the above period into this shift.

Across Night Normal Shift

Special normal shift – night shift, etc., only has one period, but if across a natural day, and require check attendance when on duty and off duty. For example: on duty at 18:00, off duty at 6:00 next morning:

1. Add one period between 18:00 and 6:00;

2. Add a normal shift, insert the above period to this shift.

Multi Period Normal Shift

The normal shift needs to be check attendance for many times in one day, such as lunch break also need to check attendance, etc. Can set multiple on duty period, the effective attendance time among every period can not be overlapped. For example, on duty at 9:00, off duty at 6:00, lunch break is from 12:30 to 13:30, and it needs to check attendance when lunch break starts and ends:

1. Add one period between 9:00 and 12:30, please note: change sign

out time to put off 60 minutes to end off duty attendance check;

2. Add one period between 13:30 and 18:00, please note: change sign in time to bring forward 60 minutes to start on duty attendance check;

3. Add a normal shift; insert the above two periods into this shift.

	0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24
☐ No.1D...	09:00... 13:30--...
☐ No.2D...	09:00... 13:30--...
☐ No.3D...	09:00... 13:30--...
☐ No.4D...	09:00... 13:30--...
☐ No.5D...	09:00... 13:30--...

Odd Number Attendance Checking Normal Shift

There are lots of units only require on duty sign in and off duty do not need to sign out, therefore, it is possible for someone only check attendance once, or one day check 3 times. Such shift is not easy for software to realize; this software brings a whether need to sign in and sign out setting in period setting; if take out one, the requirement of odd number attendance checking will be satisfied. For example, on duty at 9:00, off duty at 18:00, lunch break is from 12:00 to 13:00 and need to check attendance onec:

1. Add one period between 9:00 and 12:00, please note: change sign out time to put off 60 minutes to end off duty attendance check;

2. Add one period between 13:00 and 18:00, take away the need sign out option;

3. Add a normal shift; insert the above two periods into this shift.

	0 1 2 3 4 5 6 7 8 9 10 11 12	13 14 15 16 17 18 19 20 21 22 23 24
☐ No.1D...	09:0...	13:00--18:00
☐ No.2D...	09:0...	13:00--18:00
☐ No.3D...	09:0...	13:00--18:00
☐ No.4D...	09:0...	13:00--18:00
☐ No.5D...	09:0...	13:00--18:00

Changed Shift

Many factories, enterprises have the situation of change shift. Before set shift, only need to make clear how long will be the change shift period, then set on duty and off duty timefor everyday. For example, it is a conventional 3 shifts change shift situation, i.e. 3 shifts work every 8 hours with discipline and be catagoried as morning shift, noon shift and night shift, the change shift period is 3 days:

1. First, make a shift schedule table, having morning, noon and night 3 shifts with A, B, C 3 staff;

	Morning	Noon	Night
1st day	A	B	C
2nd day	B	C	A
3rd day	C	A	B

2. Change shift schedule table to every shift work status:

	1st day	2nd day	3rd day
A	Morning	Night	Noon
B	Noon	Morning	Night
C	Night	Noon	Morning

3. Add a 3 days change shift period in the software, set the 3 shifts change start date is 2006-2-13, in this period, there are 3 days can

be set;

4. First add 3 different periods: morning period, from 6:00-14:00; evening period, from 22:00-6:00 (the next day morning);noon period, from 14:00-22:00;

5. Add a 3 days period normal shift, and insert the above 3 periods in sequence individually into everyday of the shift;

6. After set shift, when arrange shifts for staff, staff A starts work from the first day of change shift; staff B starts work from the second day; staff C starts work from the third day; therefore, a 3 shifts 3 days period change shift is formed.
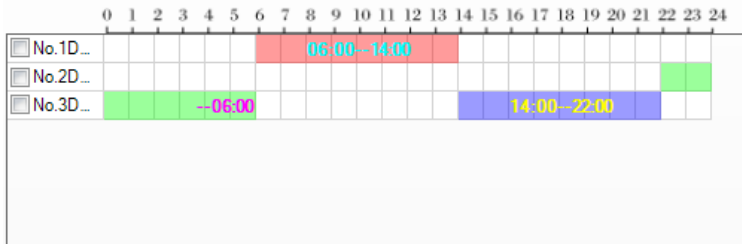
One Time Sign In Shift

Some enterprises require staff sign in once within one day in specific time, if they do so will be treated as whole day on duty. For example, certain sales industry, requires staff sign in once in the unit between 9:00 and 18:00 everyday:

1. Add one shift in shift setting, shift type should be sign-in shift;
2. Select "Irregular Sign-in" to edit, and add a 9:00 to 18:00 period;

Night Patrol Shift

Night Patrol Shift is set for satisfying one day check attendance in several set periods. For example, one patrol security staff has to patrol every 2 hours during the period between 8:00 to 20:00:

1. Add one shift in shift setting, shift type select sign-in shift;
2. Select "Irregular Sign-in" to edit, add 6 periods: from 8:00 to 10:00,

from 10:00 to 12:00, from 12:00 to 14:00, from 14:00 to 16:00, from 16:00 to 18:00, from 18:00 to 20:00;

Schedule Setting

Shift

In the navigation bar, click **ScheduleSetting** to enter staff shift schedule setting window.

It is default to view all the top level department staff shift schedule and attendance adjustment, in department dropdown box select the department and month to view, click [Search Staff] to display all that department staff's shift schedule and attendance adjustment status.

Shift schedule view consists of 2 parts, the upper part displays the staff shift schedule illustration in set period, and the lower part displays the details of shift schedule and attendance adjustment. Select one or more days, detail information will list all the selected staff's shift schedule and attendance adjustment status on selected days.

Different color or symbol in shift schedule illustration represents different meaning:

Blank Represents day off, do not have shift schedule, or in the shift

schedule it is a vacation or holiday;

Light Blue Fillin   Represents normal shift;

Other Color Fillin   Represents corresponding shift type;

Schedule Setting

Department Schedule
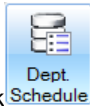
In the tool bar, click Dept. Schedule to popup department shift schedule window.

In the department dropdown box, select department to view. For the Human Resource Department of company head quarter, the current department shift list shows all the shifts have been used by current departments, selectable shift list shows other shifts available to select.

Check one or more shifts in current department, or use "Select All" to select all the shifts, click Remove to remove selected shift to selectable shift list.

⚠️Notice: The shift used by current department staff can not be removed.
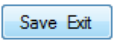
Check one or more shifts in selectable shift list, or use "Select All" to select all the shifts, click <Insert to insert selected shift into current department shift.
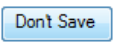
⚠️Notice: Only in the "Shift Rule" of "Attendance Rule Setting", when "Start Using Department Shift" is selected in shift schedule item, department shift schedule is available.

Select one shift from default shift dropdown box as default shift for newly

enrolled staff of current department.

Click ![Save Next] , after successfully save current department shift schedule setting, department shift schedule window will popup to enable you conduct other department shift schedule setting.
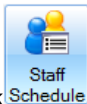
Click ![Save Exit] to successfully save current department shift schedule setting and exit.

Click ![Don't Save] to exit without save current department shift schedule setting.

Staff Schedule

Select department and the start/end date of shift schedule needed to be set, in the staff list click staff to select staff needed to be put into shift schedule (can use Shift to select continuously or use Ctrl+A to select all). At this moment, all the dates in the list will be selected, in the tool bar
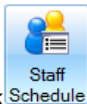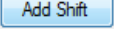
click ![Staff Schedule] , and staff shift schedule window will popup.
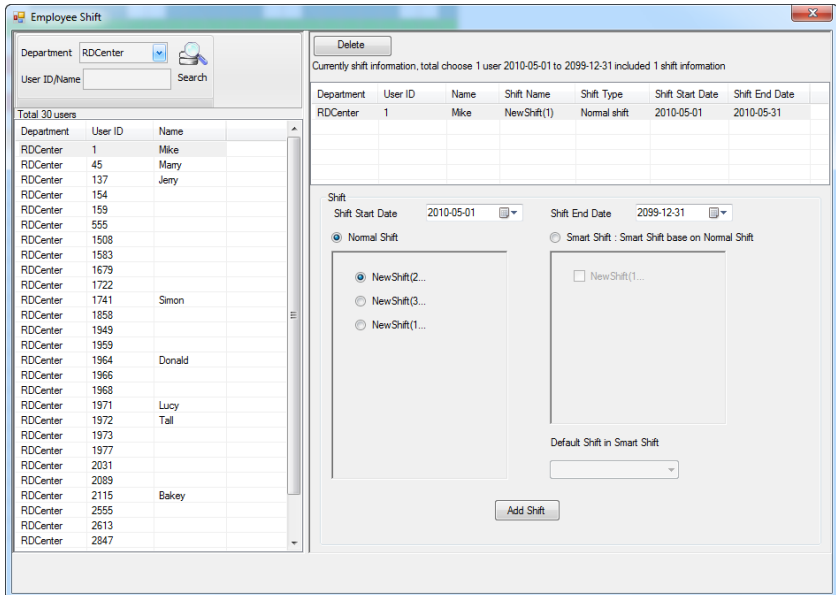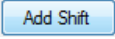
Shift schedule view window consists of 2 parts, the upper part displays the detail information of staff shift schedule, and the lower part displays the staff shift schedule setting information.

In the place of setting shift schedule, select enter shift start date and shift end date individually, and then selet to add normal shift schedule or smart shift schedule.

Methods for staff shift schedule:
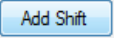
Normal Shift Schedule   Select one shift from the list, click Add Shift, corresponding shift will be added into selected staff shift schedule.

Smart Shift Schedule   Smart Shift Schedule supports adding multiple shifts into the same period, then at the later stage select one shift schedule to count from all the arranged shifts according to real situation. Smart Shift Schedule only support normal shift, and all the normal shift listed in the list.

Select one or more and click Add Shift, selected shift will be added into

selected shift shift schedule.

After select one or more shifts from Smart Shift Schedule, select one shift from smart shift default shift dropdown box as smart shift default shift.

Besides, if shift is selected to be a periodic normal shift, click Add Shift and then enter setting enter shift period window.
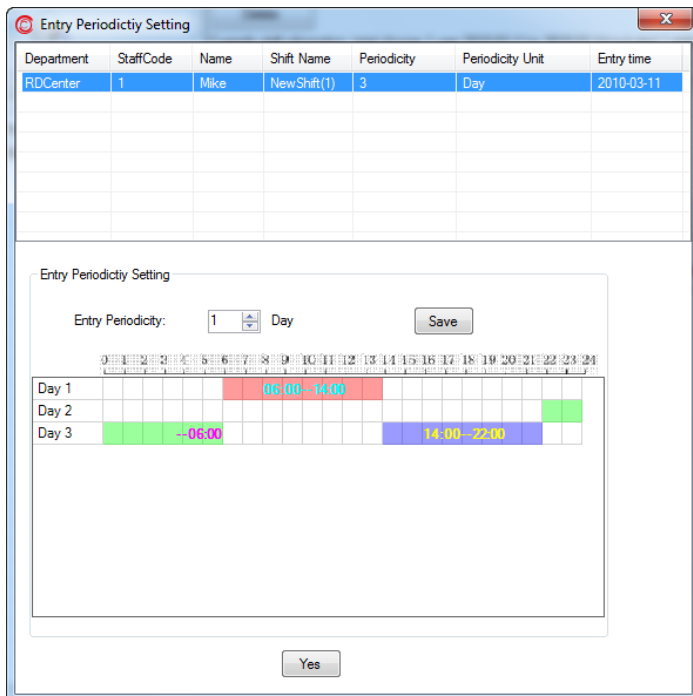
Select enter shift date from enter shift period dropdown box, click Save, when shift period setting saved successfully, click Yes, and then enter shift period setting page will popup.

Irregular Shift Schedule

This shift schedule mode is suitable for arrange shift for one staff who often change shift, or several staff conduct the same shift schedule.
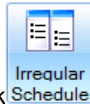
In the tool bar, click ![Irregular Schedule], and the irregular shift schedule window will popup. It is default to view all the top level department staff shift schedule and attendance adjustment, in department dropdown box select the department and month to view, click ![Search] to display the first staff's shift schedule under that department.

Shift schedule setting window consists of 3 parts. In the left side of the window, it is staff list information, where displays all the staff list of selected department. In the right upper side of the window, it displays staff shift schedule of selected staff, i.e. all the shift schedule information within selected dates. In the right lower side of the window, it displays shift list

information.

In the staff list located in the right upper side of the window, each icon has its own meaning:

White　Represents the shift added is normal shift.

Blue　Represents the shift added is man-hour shift.

Red　Represents the shift added is sign-in shift.

There two types of view mode for staff shift schedule:

Shift Schedule Table – Month View　Shift Schedule Table – Month View is the default display mode. Select one staff from the staff list in the left side of the window, the right side staff shift schedule displays that staff's shift schedule within set dates. If want to set shift schedule, after select one date from the shift schedule table at the right upper side of the window, double click one shift in the shift information list to accomplish shift adding operation.

Shift Schedule Table – Day View　Select "Shift Schedule Table – Day View", and the shift schedule table will be displayed as below. In it, the date displayed by staff shift schedule is the week started from the date selected in Month View before swith the view mode.

White line   Represents in corresponding dates have no shift schedule.

Blue and white line   Represents in corresponding dates have shift schedule.
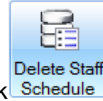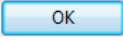
If want to set shift schedule, select one date from the shift schedule list at the right upper side of the window, and then double click one shift in the shift information list to accomplish shift adding operation.

Close Window   In the tool bar, click to close irregular shift schedule window.

Delete Staff Schedule
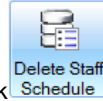
Select one or more continuous dates, in the tool bar click , in the

popup confirmation box click , or select one or more staff to

conduct this operation to delete staff's entire shift schedule within selected

dates.

Check Shift Usage

Click in the tool bar, view shift usage status window will popup.
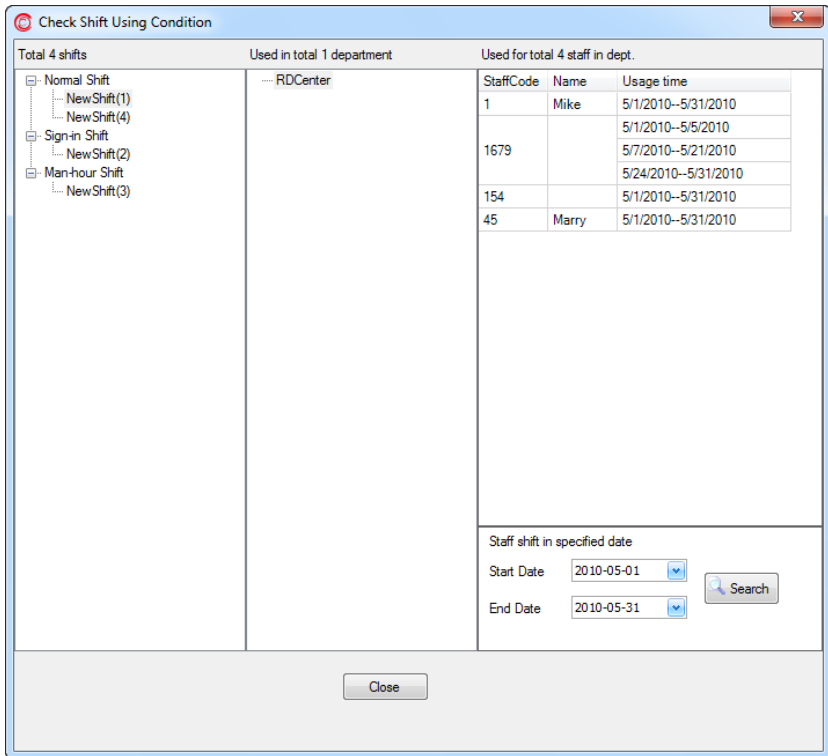
Shift usage status table consists of 3 parts, the left side shows the entire shift list of normal shift, sign-in shift andman-hour shift; the middle part shows the department usage status of shifts selected from the left side of the window; the right side shows the status of each department staff using selected shifts.

For example, to view the usage status of shift 1, select the shift at the left side of the window, the middle part of the window shows all together there is only one department use this shift, the right side of the window shows under selected department only 1 staff using this shift.

In the right side of the window, you can view staff shift status within detailed dates by select start date and end date and click ![Search] button.

Attendance Rule

Click **Attendance Rule** in navigation bar to enter attendance rule interface. Attendance rules interface contains 3 parts: attendance rule list on the left hand side, click item can make detail setting; the detail setting for current selected setting.

Basic Information

Attnedance Day   set start date for attendance week and monh.

Public Holidy Setting   Select public holiday of every check attendance week according to enterprise needs. System set public holidays by default according to normal five day weekdays. If want to modify, click the check box infront of the weekday: tick "√" in the check box indicates that it is set to be public holiday; leave the check box blank indicates it is set to be a weekday and not a public holiday.

Attendance Calculation

Auto Work Overtimeto set how much time after work can be labeled as auto work overtime. Tick "Immediately begin to calculate work overtime man-hour after off duty time" to start work overtime calculating immediately after work. Or tick "Audit auot work overtime status" to aduit "uncertain" item in "attendance record adjustment".

Late/Leave early Rule   Each company will have different late and leave early rule. In Management System, it provides 3 different level rule for late and leave early. This setting is public setting for all staff who has attendance records

Late				Leave Early			
⦿ Over	0	⇕	mins record as Late Level 1	⦿ Over	0	⇕	mins record as Leave Early Level 1
○ Over	10	⇕	mins record as Late Level 2	○ Over	10	⇕	mins record as Leave Early Level 2
○ Over	30	⇕	mins record as Late Level 3	○ Over	30	⇕	mins record as Leave Early Level 3

For example, a company requires after 10 minutes from on duty time will regard as late working, then select "Late Level 1" and set time to 10 minutes;

If the company requires after 30 minutes from on duty time will increase punish level, then select "Late Leve 2" and set time to 30 minutes;

There are 3 levels of working late and leave early setting.

Tip: If need all 3 levels of working late and leave early standards, please select "Late Level 3" after setting all values for all late levels.

Absenteeism Rule according to company needs to set th e corresponding absenteeism time for the absence time each workday.

Shift Rules

Shift Period

It sets the start time and end time for a shift period. Additionally, it can set an advanced time for "must sign in" status and delay time or "must sign out" status.

Shift Schedule

Select to set a normal schedule period automatically or manually.

Select "Enable department schedule" to make "department schedule" status as editable in staff schedule setting.

Man-hour Shfit

It is a special setting for man-hour shift. Set a longest man-hour , a

shortest man-hour, and valid record interval.

Additionally, according to company rule, set different man-hour ratio about workday, weekend, and holiday.

Man-hour shift is to calculate attendance result based on accumulation of daily or monthly man-hours. Exceed man-hour can be calculated according to a set man-hour ratio or ignored.

Holiday Setting

Enter "Holiday Setting" page:

Software has several preset Holidays, such as New Year, Easter Holiday and Charismas Holiday. User can add or remove holidays according to their

convention.

Holiday Adjustment   Pick up a date (support function keys, Ctrl and Shift, to make multiple selections), then click ![Adjust to Holiday icon] to make selected dates mark as Holiday. After adjusting, Holiday will display in blue color.

Weekend Adjustment   Pick up a date (support function keys, Ctrl and Shift, to make multiple selections), then click ![Adjust to Weekend icon] to make selected dates mark as Weekend. After adjusting, Weekend will display in red color.

Workday Adjustment   Pick up a date (support function keys, Ctrl and Shift, to make multiple selections), then click ![Adjust to Workday icon] to make selected dates mark as Workday. After adjusting, Weekend will display in black color.
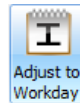
Man-hour Ratio

The Man-hour Ratio interface has shown as below:

Man-hour Ratio List			
Name	Man-hour Ratio	Report Symbol	
Workday Overtime	1	WD.OT	
Weekend Overtime	2	WE.OT	
Holiday Overtime	3	H.OT	
Business Leave	1	BL	
Business Trip	2	BT	
Casual Leave		CL	
Sick Leave		SL	
Annual Leave		AL	
Parental Leave		PL	
Marriage Leave		ML	
Family Leave		FL	
Funeral Leave		FL	
Paid Sick Leave		P.SL	

Left navigation: Basic Information / Shift Rules / Holiday / Man-hour Ratio / Report Items

Work Overtime Rule

The system provide 3 preset work overtime: common work overtime, weekend work overtime and holiday work overtime. The corresponding man-hour ratio is: 1.5, 2, 3;

The work overtime cannot be deleted, but can modify man-hour ratio and symbol for work overtime.

Tip : Man-hour ratio is a ratio which uses to calculate payment according to one attendance adjustment type, such as payment = salary (in this period) * man-hour ratio. If ratio is 0, which means there is no pay for this shift.

Legwork Type Setting

Legwork is leave office due to official business. Because man-hour ratio and subsidy, preset types of legwork are "Business Leave" and "Business Trip".

Legwork type can not be added or deleted; the man-hour ratio and symbol in report for legwork can be modified.

Vacation Rule

System preset several common vacations. It can be added and deleted

according to real needs. Also vacation man-hour ratio and symbol in report can be modified.

Holiday information divides into 2 columns, the left hand side column is man-hour ratio for current work overtime, legwork and vacation; the right hand column shows the details of the selected item.
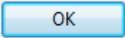
Item Name   Display name of adjusted items

Man-hour Ratio   Display ratio of adjusted items

Display Symbol   Symbol for adjusted item used in Report.

Rounding   Calculate man-hour based on the minimum unit.

Rounding after Sum   If ticked, the result will be rounding in after sum all selected items.

Add Vacation   Click Add Vacation in toor bar, then input name, symbol and rounding in man-hour ratio information, then click Save to save settings for the new added vacation. User can tick "Rounding after Sum" according to the actual situation.

Delete Vacation Select a vacation in the list, then click Delete Vacation in toor bar, in popup dialogue, click OK to delete selected vacation.

Modify Ratio   Select a item in the list, then click Modify Ratio, or double click the item, modify symbol, and round setting in information column. Click Save to save changes.

117

Report Items

All settings in Report Items will be affect displayed contents in finish report.

Itam Naming Rule

Each attendance type need to have unique symbol in report, the length of symbol name is less then 5 letters. The system provide default symbol name, they can be modified.

Symbols in attendance status and report

Late level 1	L1
Leave early level 1	LE1
Late level 2	L2
Leave early level 2	LE2
Late level 3	L3
Leave early level 3	LE3
Absence	Abs
Absence half Day	A.HD
Absence all Day	A.AD
Extra shift	ES
Compensatory vacation	CV
Extra man-hour in man-hour shift	E.MH

Use unit "Day" as calculating rule

○ Calculating by shift time (if shift time is long than 10 hours, then 5 hours count as 0.5 day)

◉ by 8 ⬍ Calculating by hour (if count by 24 hours, then 12 hours count as 0.5 day)

Use Unit "Day" as Calculate Rule
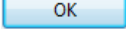
If regard schedule time of all shift in one day to unit "day", select "Use unit 'Day' as calculating rule", for example if a schedule is 8 hours long, then 4 hour will regard to 0.5 day. In addition, it can regard to any several hours to

regard as a "day", and use up and down arrow button to adjust hour value.

Recover Basic Setting

Attendance Manangement System has a basic default rules which is suitable for most attendance status. If to recover rules to this default, click
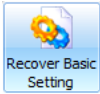
Recover Basic Setting in tool bar, then in popup window click OK to initialize all rules to default values.

⚠️ Notice: All defined rules will delete if recover attendance rules back to default values, please conduct the action cautiously.

Part 3 Records Management

Chapter 1 Records Management

Click **Records Manage** in navigation bar to enter attendance records adjustment setting.

Default setting is to view all staff schedule and attendance adjustment in the current month in top level of department. Select department and month in the corresponding drop-down men. Then click **Check Record** to search and display all staff schedule and attendance adjustment in the selected department.

Schedule View contains 2 parts. In the upper part, it shows staff schedule illustration by day. In the lower part, it displays details of schedule and attendance adjustment. If select one or more days, it will lists all schedule and attendance adjustment status of selected staff on selected days.
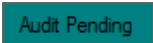
Symbols in different colors in schedule illustraton:
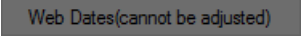
White Rest represents Rest. It means there is no schedule or weekend or holiday in the day;

Light Blue Normal represents there is normal schedule without any attendance adjusting in the day;

Brown Multi-adjustment represents there are several adjustmens in the day;

Pink Smart represents it is smart shift in the day;

Green Audit Pending represents there is an exception for attendance status in the day, and waiting for audit;

Grey Web Dates(cannot be adjusted) represents there is an exception for attendance status from web in the day, and waiting for audit;

Other Colors represents a single attendance adjustment.

There are 2 types of adjustments in adjustment table, attendance records adjustment and personal monthly attendance records adjustment. Contents of personal monthly attendance records adjustment describe attendance time for each day during the set dates.

Calculate Result

Click Calculate Result in tool bar to calculate attendance automatically, the result will show in attendance record table. This function is for calculating work overtime results waiting for audit, after setting these records in auto work overtime.
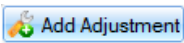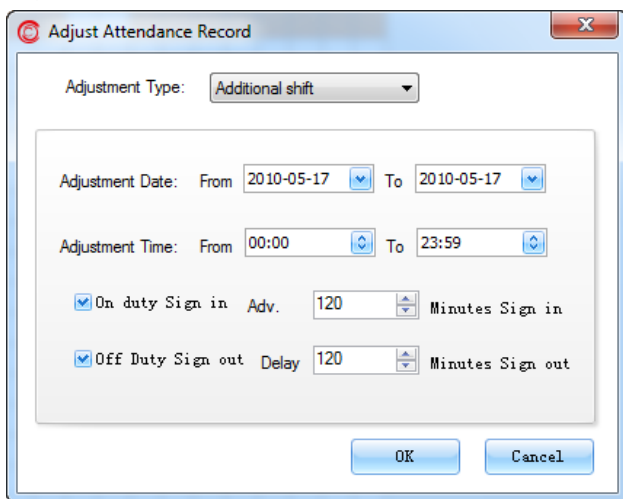
Tip: If the auto work overtime attendance record needs to be audited, must click this icon to calculate and display the statistic result.

Attendance Adjustment

Attendance adjusting status, such as work overtime, asking for leave, being away for official business, etc., will make abnormal attendance for staff. So to make results of attendance correct and valid, these abnormal attendance records have to be set first.

Company can define all kinds of adjustment status in Attendance Rule function based on their own rules.
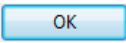
Select one or more staff in staff list (use Shift, Ctrl key to select more staff, or use Ctrl+A to select all staff), click **Add Adjustment** in tool bar to open Adjustment Attendance Record window.
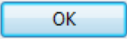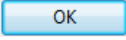
Choose one adjustment in Adjustment Type drop-down menu, and select adjustment date and time.

For work overtime and extra shift, choose work overtime or extra shift in in Adjustment Type menu, and then set adjustment date and time for them. Tick or untick "On duty Sign in" or "Off Duty Sign out" to enable or disable the corresponding function. Click **OK** to add new adjustment to the list, and
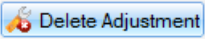
then click [OK] to finish one adjustment.

For compensatory, legwork and vacation, if all days need to set as adjustment, then select adjustment date directly, and tick "Adjust by Day". If adjust a part of time in one day, then set adjustment date and time separately, click [OK]
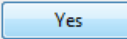
to add new adjustment to the list, and then click [OK] to finish one adjustment.
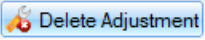
Delete Adjustment

Select one adjustment from attendance record adjustment list, for example Alice has casual leave on 11th Jan, click [Delete Adjustment], then popup tooltip dialogue will be shown as below:
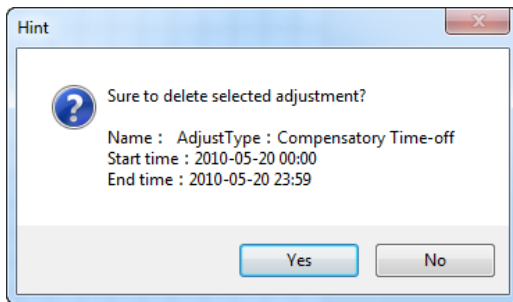
Click [Yes] to delete this adjustment.

Select several separated or continuous adjustment in attendance records adjustment list, or select one or more staff who have several adjustments, then click [Delete Adjustment] in tool bar to open Delete Adjustment window
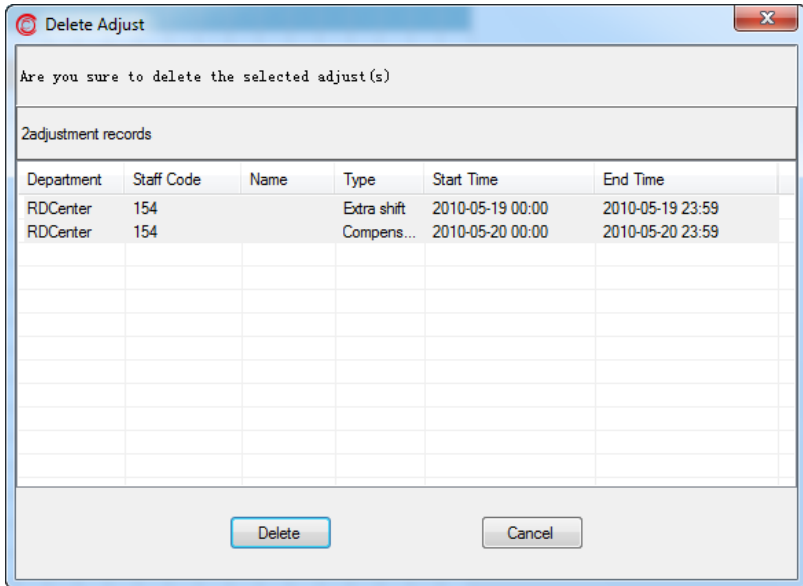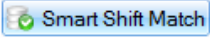
Select one or more adjustment records in Delete Adjustment window, click

Delete to delete adjustment; or continuously delete selected adjustments until all records in window are deleted, Delete Adjustment window will close automatically.

Tip：Attendance adjustment can be deleted without affecting schedule, but delete schedule setting will delete relevant attendance adjustment together.

Smart Shift Matching

Select staff who have one or more smart shift, click Smart Shift Match in tool bar to open Smart Shift Match window.
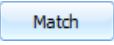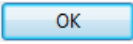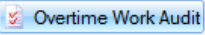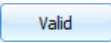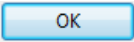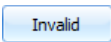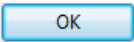
All detail information of smart shift for the staff is listed in window, select one

day information, then choose one shift in Matching Shift, click `Match`, then

click `OK` in popup dialogue to finish smart shift match.
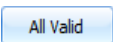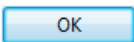
Work Overtime Audit
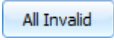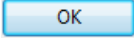
Select a waiting for audit item in attendance records adjustment, or select several waiting for audit item from several dates or several attendance date of several staff, then click `Overtime Work Audit` in tool bar to open Work Overtime Audit window.
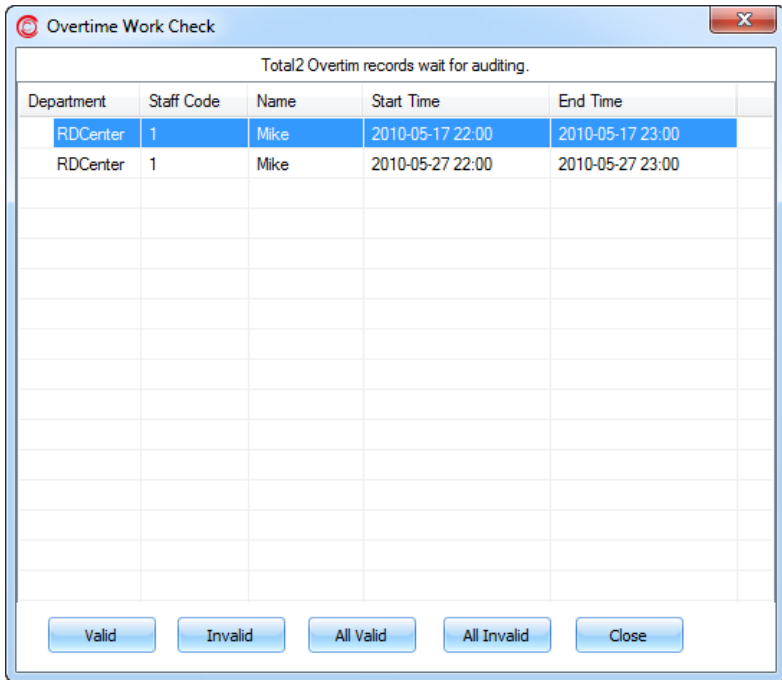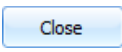
Select one or more items in list, click [Valid] to open "finish aduit"
dialogue, then click [OK] to close audit window, the status of waiting for
audit item will change to work overtime adjustment status.
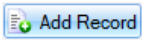
Select one or more items in list, click [Invalid] to open "finish aduit"
dialogue, then click [OK] to close audit window, the status of waiting for
audit item will change to invalid work overtime adjustment status.
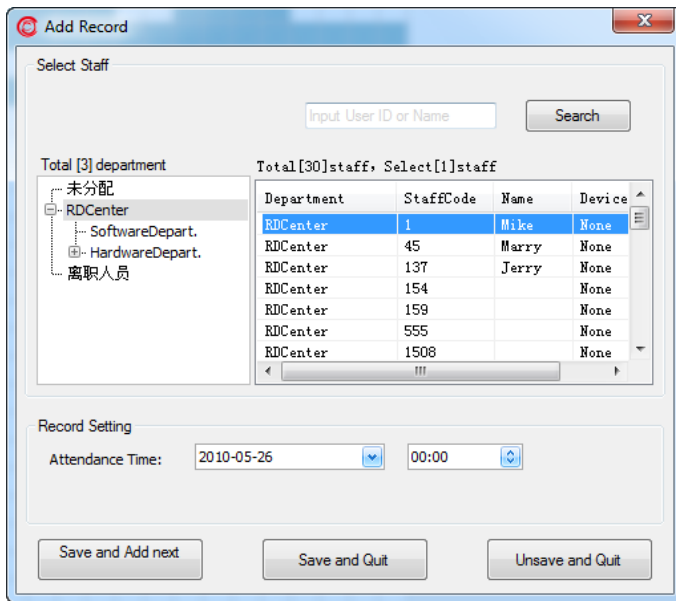
Click [All Valid] to open "finish aduit" dialogue, click [OK] to close
audit window, all waiting for audit items will change to work overtime adjustment
status.

Click All Invalid to open "finish aduit" dialogue, click OK to close audit window, all waiting for audit items will change to invalid work overtime adjustment status.

Click Close to close Work Overtime Aduit window.

Add Record

Click 🗟 Add Record in toor bar to open Add Record window.
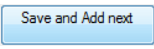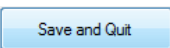
Input User ID or Staff Name in search field, or select one or more staff in list to add attendance record. Click Save and Add next to continuously add new records.

Click Save and Quit to save records and close window. Click
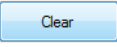
| Unsave and Quit | to close window directly without saving records. |

Clear Record

Click Clear Record in tool bar to open Clear Record window.

Clear Record

Please choose date, and then click 【Clear】. The system will delete all record at before this date. If click 【Cancel】, the operation will be cancelled and Quit.

Choose Date: Thursday, October 15, 2

| Clear | Cancel |
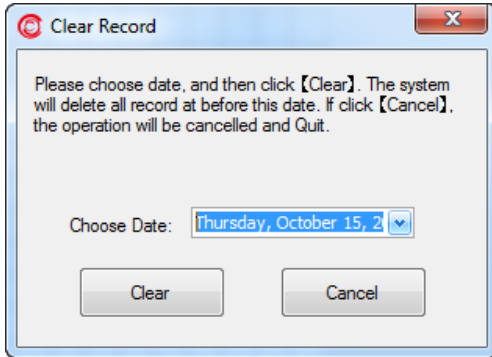
Select a date from calendar, or click Today to select the current date, then click Clear, the system will delect all records before chosen date, click Cancel to cancel the operation and close window.

Notice: record can not be recovered after deleting, please conduct the action cautiously.

Restirct Condition for Each Schedule Adjustment

It is because property of shifts and all kinds of adjustments may exclude mutually, some setting can not be modified under centain circumstance during attendance adjustment:

After making schedule, all time are devided into 2 cases:

Attendance Period Period has shift schedule;

Non Attendnace Period Period has schedule in current day but is not in Attendance Period; or Period does not have schedule in current day;

In different period, after other adjustments, allowed circumstance listed below for all kinds of adjustments:

Allow to adjust condition

Allow extra shift adjustment

- Non attendance period

Allow work overtime adjustment

- Attendance epriod after compensatory leave adjustment
- Non Attendance Period

Allow compensatory leave adjustment

- Attendance period
- Non attendance period with after extra shift adjustment

Allow legwork adjustment

- Attendance period
- Non attendance period with after extra shift adjustment

Allow ask for leave adjustment

- Attendance period
- Non attendance period with after extra shift adjustment
- Non attendance period with after work overtime adjustment

Chapter 2 Records Inquiry

Click **Records Inquiry** in navigation bar to enter Attendance Records Inquiry Interface

View Attendance Records

After select department or input user ID or name, and set start and end

date for attendance records, then click, all records within corresponding time period are listed in the list, which include orginal records from device and added records from attendance software.

Tip: If to view records of entire staff in one department, leave blank in user ID and name field.

Record list has daily attendance records and original attendance records. Daily attendance records record details attendance status for each staff each

day. Original attendance records provide details list for each attendance records. Properties of attendance record listed as below:

Record Property
Reserved key word

Card Matching Check
During attendance processing, if attendance results match with schedules or attendance adjustments, then labeled as "Valid"; If attendance results cannot match with schedules or attendance adjustments, then labeled as "Invalid".

Device ID
Device ID is to mark where record received. If records is added by Attendance Management Software, then device ID is 0. Therefore, the device ID is tag to distinguish original records and added records.

Record Type
Record type is based on actual attendance type.

Basic Operations

Add Record
Refer to Page 126【Add Record】

Clear Record
Refer to Page 126【Clear Record】

Import / Export

Import Report

Import attendance records from XML file. Click in tool bar to open "Select import file" window. Select attendance record file to import records.
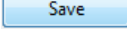
⚠️ Notice: Only XML with a proper format can be loaded. Suggest to import Attendance record XML file which exported from Management Software.

Export Record

Export current records to a XML file, which can be viewed by Excel or UFIDA NC system.

Click in toor bar to open "Select file storage place" window, select a path and input file name and type, then click to export records.

Others

Card Matching Check

This function is used in Card and Face Recognition situation.

Click in toor bar, security images and record of swiping card are listed in the list. The matching results in listed in card matching list.

Print Preview

Click [Print Preview] in toor bar to open Print Preview window, shown as below:

Preview interface provides drag, zoom in/out, next/previous page, print and print preview functions and actions.

Chapter Statistics Report

The aim to use Attendance Manangement Software is for processing attendance records and analyzing normal and abnormal attendance status, then generating report. It facilitates archive and payroll work.

Click **Statistics Report** in navigation bar to enter Statistics Report interface.

Process Record

After select department, input staff by user ID or name, and set start and

end dates, and then click Process Record to process data. All processing results of records are listed in the list.

If there are a lot of data to process, the processing time will take a little bit longer, please be patient. After processing, the system will display statistics results with different colors and shapes.

Different types of reports are listed within their own tab. Select one tab to click, and enter to the corresponding report window.

Personal Daily Report

Personal daily report lists detail attendance results per person per day. Each line displays one day result one person. The contents include date, shift, attendance record, man-hour, leave, work overtime and legwork status.

Select one item in the list, such as "Department", and drag it to "Drag line to here can divide into group", then the report will be grouped by "Deperment".

Personal daily report normally contains hundreds of pages of results per person, so it is not suitable for printing out. But it contains very details of attendance results; therefore, it can be regarded as evidences when staff disagrees with attendance result.

Personal Monthly Report

Personal monthly report lists daily attendance status per person in one box during individual statistics months, shown as below:

| Personal Daily Report | Personal Report by Month | Normal Shift Personal Statistic Report | Department Statistics Report | Leave and Vacation Report | Overtime Work Report | Personal Vacation Statistics Report |

Department	User ID	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
RDCenter	1	Mike			A.AD		BT	BT	BT			W/O-OT	A.AD W/O-OT	A.AD	A.AD +/- SL					A.AD	A.AD	A.AD	A.AD				A.AD	A.AD	A.AD					
RDCenter	45	Harry			A.AD		A.AD	A.AD	A.AD			A.AD W/O-OT	A.AD	A.AD	A.AD					A.AD	A.AD	A.AD	A.AD				A.AD	A.AD	A.AD					
RDCenter	137	Jerry	A.AD	A.AD	A.AD	A.AD	A.AD	A.AD	A.AD	A.AD	Abs	A.AD	A.AD	A.AD	A.AD	A.AD	A.AD	A.AD	A.AD	A.AD	A.AD	A.AD	A.AD	A.AD	A.AD	A.AD	A.AD	A.AD					

In this table, it shows how many man-hour does this staff has been absent, and results of these are going to label as "late", "leave early" or "absenteeism". If there are other statuses, such as "ask for leave", "legwork", then they will be listed here as well. So this report is suitable to make payroll statistics.

Normal Shift Personal Statistics Report

This report shows all attendance statuses within a time period for each person. It sums attendance adjustments of "attendance day", "actual attendance day", "attendance rates", "absenteeism day", "away for official business", "business trip", "late/leave early numbers/time" and "vacation", shown as below:

| Personal Daily Report | Personal Report by Month | Normal Shift Personal Statistic Report | Department Statistics Report | Leave and Vacation Report | Overtime Work Report | Personal Vacation Statistics Report |

			Attendance											Vacation									
Department	User ID	Name	Should	Normal	Attendance Rate	Absence	Business Leave	Business Trip	Late(Times)	Late (Minute)	Early Leave (Times)	Early Leave(Minute)	Total	Casual ...	Sick Le...	Annual ...	Parenta...	Marriag...	Family L...	Funeral...	Others	Total	No
RDCenter	1	Mike	6240	539	8.6	5701					0			0		0						112	
RDCenter	45	Harry	8160	0	0.0	8160																959	

The information of this report is very details and counted by number. So it is suitable to make payroll statistics with Personal Monthly Report.

Man-hour Shift Personal Statistics Report

This report shows how many people are using this shift, "attendance man-hour", "actual attendance man-hour", "lacking hour", and "exceededing hour".

| Personal Daily Report | Personal Report by Month | Normal Shift Personal Statistic Report | Man-hour Shift Personal Statistic Report | Sigmn Shift Personal Statistics Report | Department Statistics Report | Leave and Vacation Report | Overtime Work Report | Personal Vacation Statistics Report |

			Actual Man-hour					Over Man-hours			
Department	User ID	Name	Normal	Public Holiday	Vacation	Total	X Multiple Rate	Real Man-hour	Lack Man-hours	Real Man-hours	X Multiple Rate
RDCenter	137	Jerry	281	0	0	281	281	12480	12199	0	0

Sign-in Shift Personal Statistics Report

This report shows sign-in shift attendance status for person take sign-in shift in a selected period.

				Attendance							Vacation (Days)							
Department	User ID	Name	Should Sign in	Real Sign in	Attendance Rate	Should Attendance	Absence	Be away on Offical Business	Business Trip	Total	Casua...	Sick L...	Annu...	Paren...	Marria...	Family...	Funer...	Others
RDCenter	159		130		2.3	26	22			3		3						
RDCenter	555		85			17	17											
RDCenter	1508		130	1	.8	26	25											

Department Statistics Report

Department statistics report makes attendance status for each individual department in a period. This report includes "attendance day", "actual attendance day", "attendance rates", "absenteeism day", "miss punch times", "level late/leave early times", "work overtime hours", and sum of attendance adjustments such as "away for official business", "business trip", "vacation", " compensatory rest", "extra shift". Shown as below:

				Attendance						Sign in (times)		Man-hours			Vacation								
Department	Staff Number	Should	Normal	Attendance	Be away	Business Trip	Absence	Late	Leave Early	Should	Real	Normal	Sabbatical Leave	Holiday	Total	Total	Casual...	Sick Leave	Annual...	Parenta...	Marriage	Family L...	Funeral...	Others	N
RDCenter	38	79198	34899			0	32101	0	0	346	4	281	0		281	0			1440					0

Leave and Vacation Report

This report shows details status of each day for staff who has leave and vacation in as selected period.

Department	User ID	Name	Date	Start Time	End Time	Unusual	Valid Taking Time
RDCenter	1	Mike	5/5/2010			Business Trip	Day
RDCenter	1	Mike	5/6/2010			Business Trip	Day
RDCenter	1	Mike	5/7/2010			Business Trip	Day
RDCenter	1	Mike	5/14/2010			Sick Leave	Day
RDCenter	159		5/8/2010			Annual Leave	Day
RDCenter	159		5/9/2010			Annual Leave	Day
RDCenter	159		5/10/2010			Annual Leave	Day

Work Overtime Report

This report shows details status of each day for staff who has work overtime in as selected period.

			Normal Overtime Work		Overtime Work in Public Holiday		Holiday Overtime Work		Real Overtime Work	
Department	User ID	Name	Times	Hours	Times	Hours	Times	Hours	Times	Hours	X Times Rate
RDCenter	1	Mike	1	1.9					1	1.9	1.9
RDCenter	45	Marry							1	16.0	16.0

Personal Vacation Statistics Report

This report shows monthly details of vacation status for each staff in statistic years.

Department	User ID	Name	Vacation Type	January	February	March	April	May	June	July	August	September	October	November	Decembe	Total
RDCenter	159		Annual Leave					1440								1440
RDCenter	1	Mike	Sick Leave					480								480

Attendance Abnormal Report

A set of all adjustment and types of work overtime(including workdays, weekends, and holidays)

Fast Process

There are several Fast Process operation locate at the right side of each Report, shown as below, for example, in Person Daily Report:

Add work overtime

Add business trip

Add business out

Add other adjustment

Add Card

Browser attendance record modification logs

User can add adjustments, check attendance logs or modify attendance records.

For Add adjustment and Miss check in/out operation, please check page 111 "Attendance Records Adjustment" and 121 "Attendance Records Search".

The operations for browsing or modifying attendance records are listed below:

Click Browser attendance record modification logs in the right side of Statistic Report to open Attendance modification log

Search

User can set a start date, end date, action type and operator in Menu bar.

Click _{Search} to display all attendance records of corresponding staff.

Action type has two actions: add attendance and delete attendance.

Click _{Cancel} to clear up all inputs from menu bar, the windows will display all attendance records.

Restore Attendance

Choose one to restore the record, and then click _{Record restore}

Output

Report Preview

After data processed, click to genererante print preview for the current report.

Export Data

Export the current report to HTML file or Excell file. It can be used as backup data for attendance record.

Click in tool bar, click "HTML" or "Excel" in drop-down menu, and

select path and file name in popup window, click to export the report.

Setting

Report Type
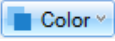
This function is to display or hide one or more report types in attendance

report. Click in tool bar, then tick or untick one report type from the drop-down menu. Display items of report will be changed accordingly.

Change Colors

This function is to change display color for shiftd or adjustment types.

Click in tool bar, select one shift or adjustment type from drop-down menu. Then select one color from "common color", "web color" and "system color" for this shift or adjustment type.
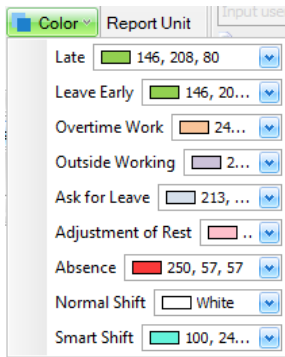

Change Filter Condition

This function is to change display contents by filter. Click in toor bar, select or untick one shift or adjustment type from drop-down menu, then the contents of report will change accordingly.

Report Unit

Click Report Unit in toor bar to select one unit "Minute", "Hour" or "Day" as display unit for report. The display contents of report will change accordingly.

Search

Type user ID or name in search filed, click to search all information which contains key words, and display them in the corresponding

list.

Click to remove key words from search filed. Type other key words to search information again.
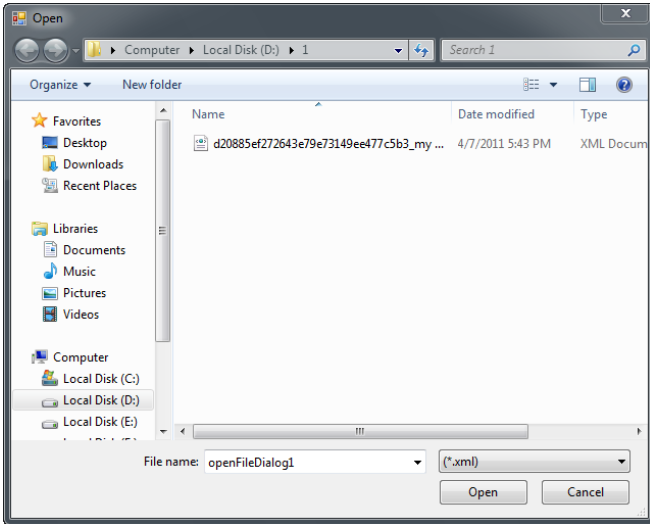
Customized Report

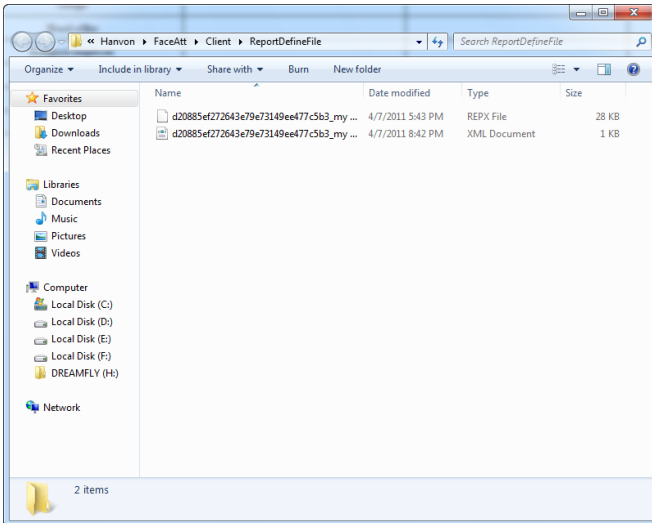Click , enter to interface of Customized Report
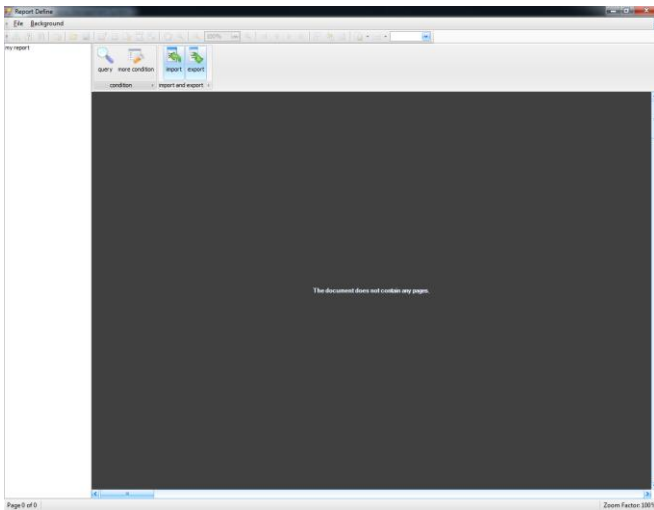
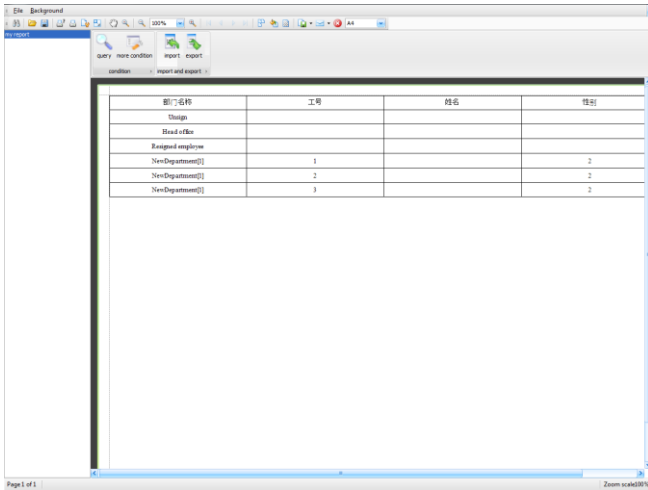**Import**   Click import to open a popup window

Select a customized report, then click Open button.

Export   Click , and select a place to export a customized report.
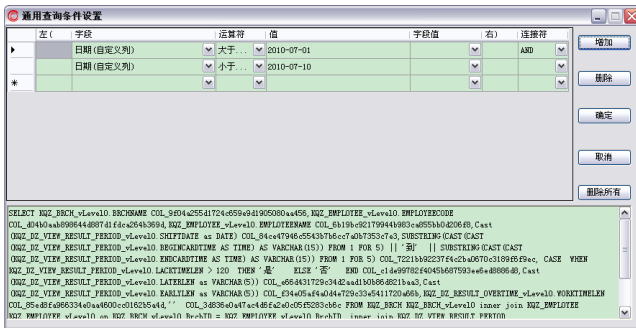

Search   Select one customized report, then click Search button to execute

searching process.

Advanced Search   Click to open Advanced Search window

Enter conditions for a filter, then click OK button to make all settings valid. "Add" – add a new condition for filter; "Delete" – delete a sleeted condition from a filter; "OK" – save all settings; "Cancel" –ignore all settings and quit; "Delete All" – delete all conditions from a filter

Paper Setting: Click drop list , then select a proper paper size.

Tip: this function is mainly for technical support engineer.

Others

Click in tool bar to select display item for record. Tick or untick items will change the displayed contents in records.

Chapter 4 Other Operations

Database Backup and Restore

To make data safety and maintenance, can use this function to backup all data, so that to prevent data lost from software damage.

Cleack   Backup / Restore   in   navigation   bar   to   open   Database Backup/Restore window.
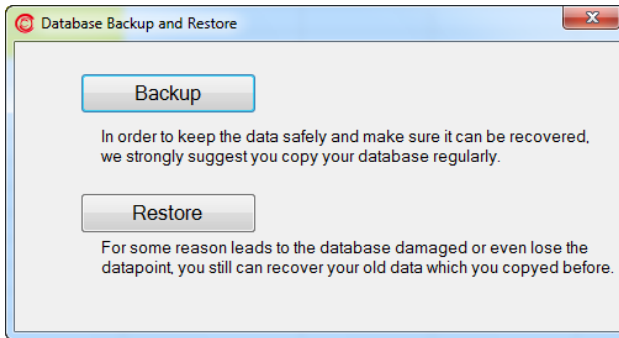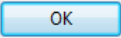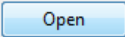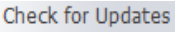

Backup Database

Click   Backup   to open "Save as" window, then choose a location and name for backup file. Click   Save   to save the data file with .fbk suffix.
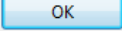
Restore Database

Use Database Restore function to recover the data, when data damage or lose due to database issue. Click   Restore   to open tooltip dialogue
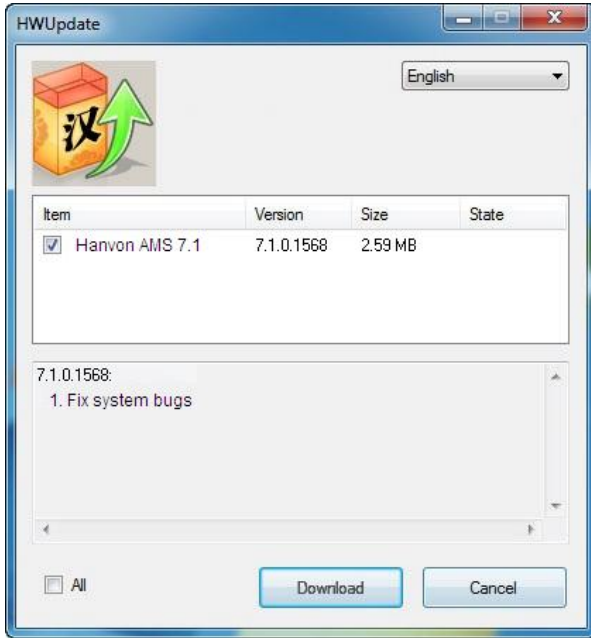
box, then click [OK] to open a new window. Choose a database

backup file, then click [Open] to execute database restoration process.
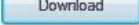
## Check for Update

Click Check for Updates in navigation bar, a tooltip dialogue box popup.
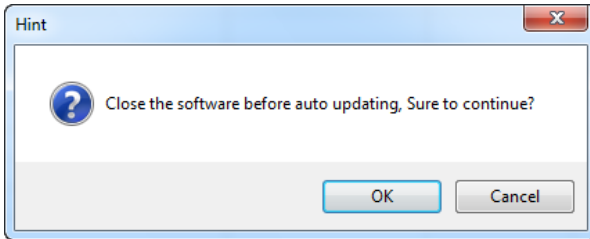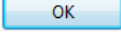

Click [OK] to close Attendance Management System Aoftware

and open Hanvon Auto Update Software.

Select items in Update Item, and then click Download, the selected
item will be downloaded and updated. During the updating, the
updating items, updating progress and progress bar is displayed on the
right top of window, shown as below:
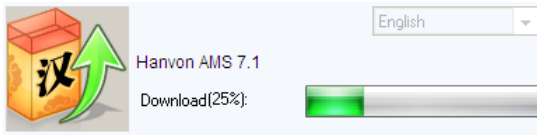
When update completed, click OK to exit Hanvon Auto Update
Software. All updated items will come into effect, after reboots.

About

Click About in navigation bar to open Hanvon Attendance Management System window. In the window, it lists a set of information, which conclude version of this software, telephone number of consutant and technical support, official website, etc.