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1 Necessary to Know

Don't install the device under direct strong sunlight. Strong sunlight affects collecting of fingerprint and it may cause failure on the fingerprint authentication.

During summer it's highly recommended not to use outdoor. The device working temperature scope is 0-40°C. Long time using outdoor plus the heat of device itself may lead to slow reaction of device and less pass rate. Once it's necessary to use outdoor, a sunshade and a set of cooler radiation are recommended.

Z6 Fingerprint T&A system can be divided as two parts: One is front platform Time & Attendance; the other is back platform management. Front platform refers to Z6 offline fingerprint identification terminal, whereas back platform refers to fingerprint time attendance management software.

Z6 offline fingerprint identification terminal is mainly in charge of fingerprint registration of employees and daily time & attendance. For management software mainly reads T&A record of front platform and calculates, makes statistics based on the rule set by the user and finally creates all kind of summary report.

For current version offline fingerprint Time & Attendance device, it's required to do activation on management software when it's used first time, until then it's possible to download, making statistics and summary on data. When running the management software, the operation hint will be shown as below:

1.1 Installation & Copy of Software



1 Select setup.exe (standard version) from disk and double click to fulfill software

installation;

- 2 File green is standard international green version software, copy the said file to any subarea of PC (Not recommend C:) then run kqgl.exe;
- 3 First login user name: admin, password: 123
- 4 Folder“Video Tutorial“ is dedicated for first time user, it’s highly recommended to equip sound box and learn it with sound hint.
- 5 The device is currently adopting V10.1 learning arithmetics. After fingerprint registration, the device will gradually learn the other fingerprint part which has not be registered by chance, the more you use, the easier to identify.
- 6 For any further problem or question, please contact your local distributor and we will try our best to send you prompt & satisfactory feedback.

1.2 Software Activation by Z6

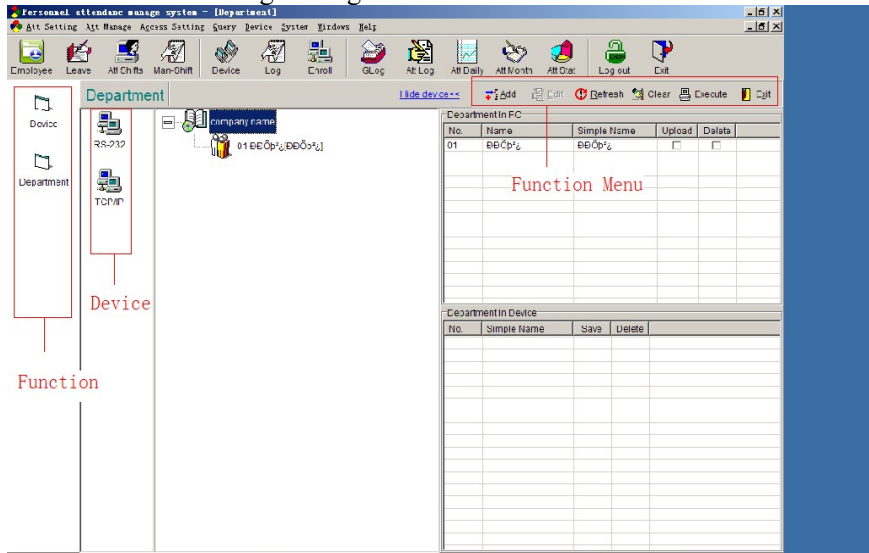
After software installation, click shortcut icon on desktop or Start/program/fingerprint T&A system/fingerprint T&A management software, and it will pop-up below interface:



First setup all parameter of the device and get device connection done, then verify whether “Setup-Communication parameter setup – device code and Baud rate” is exactly same as the one of “Device Management” in the software. If yes, press right side of mouse to click the device need to be connected, and press left side of mouse to click “Activation” to get it done.

2. Use of Time & Attendance with Access Control Software

This is standard green version software, just copy it to the directory you prefer then run the .exe file; Besides, it adopts “user-friendly” policy & international advanced standard operation step to allocate all menu module to facilitate the learning & usage of the end-users.



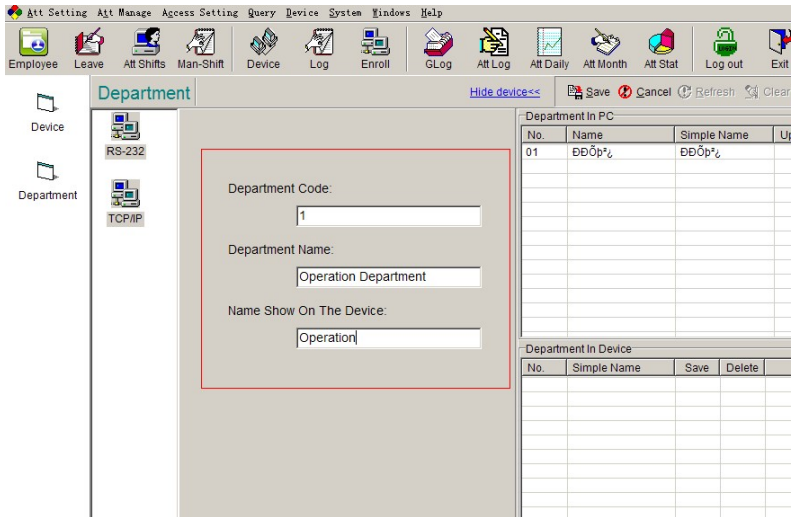
The standard interface is divided as “Function Menu”, “Function” & Device.

2.1 ATTENDANCE SETTING

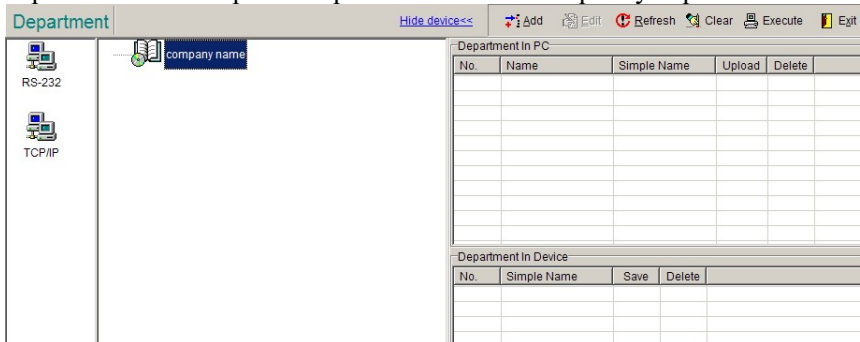
2.1.1 Setup of department

“Department” is the first option under “Attendance Setting”, it’s also the first option need to be setup to fulfill the software installation. There are

two keywords “Department Code” and “Department Name”, click “Add” of “Function Menu” to input parameter then click: Save”. Reference illustration showed as below:

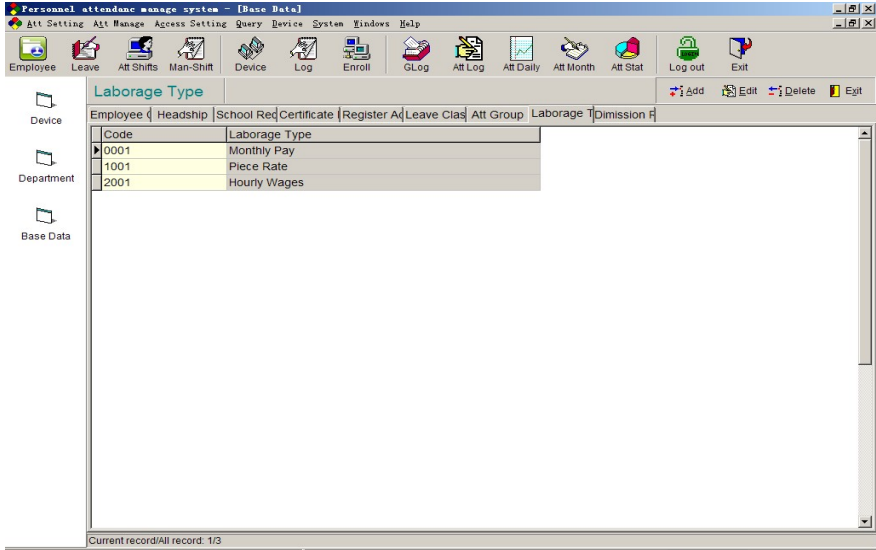


After department setup, then go for relationship adjustment among all departments by dragging the mouse. For example, “Subordination”, namely the user drags the subordinate department to the superior department icon then it’s done. For equality relationship, the user just drags the selected department to the superior department icon of its equality department.

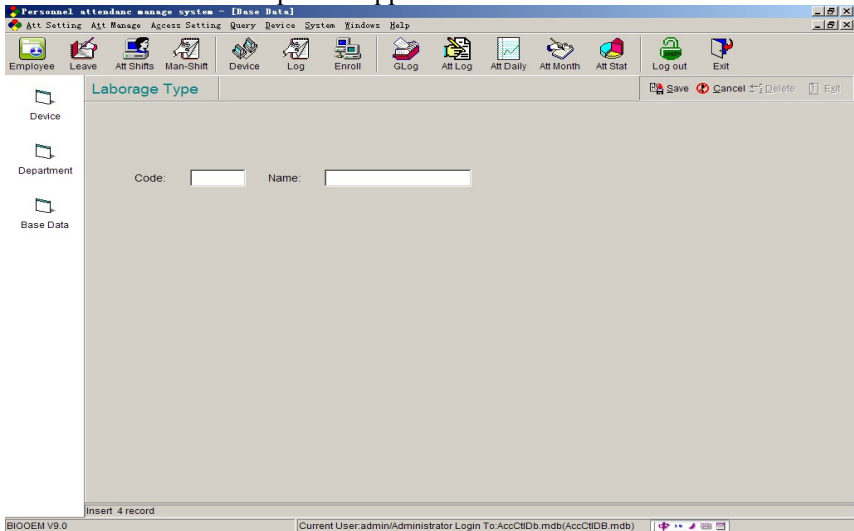


2.1.2 Base Data

“Base Data” is to setup all basic parameter of employee and Attendance system. It’s just follow the step as” Add – input parameter – Save” to get all done. Reference illustration as below:



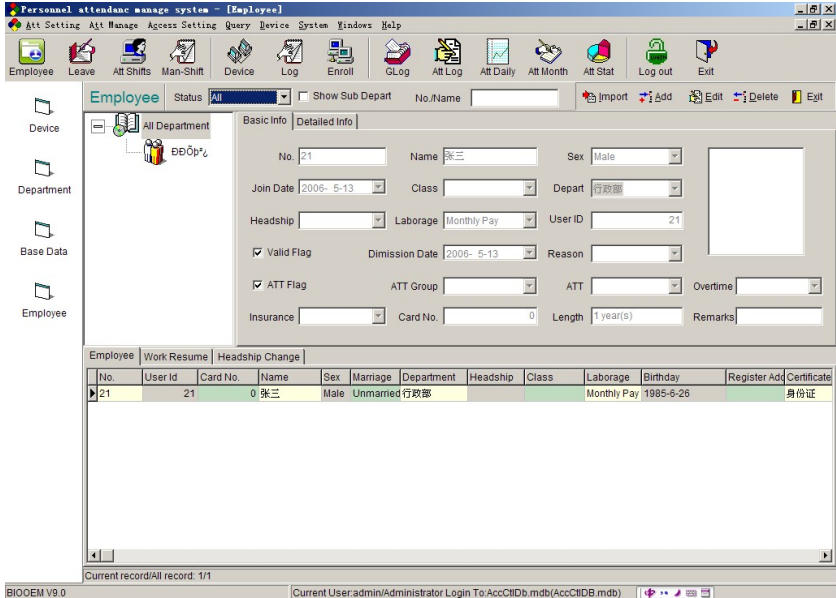
Click “Add” and below picture appears:



Input relevant parameter and click “Save”.

2.1.3 Human Resource (HR) Management

After add “Department” & “Base Data” then add relevant employee data. Illustration showed as below:



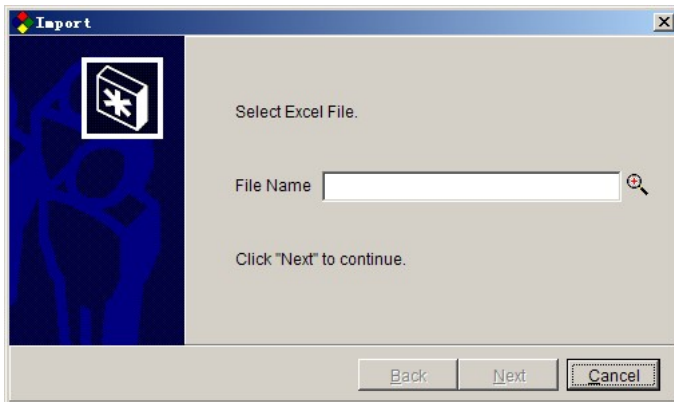
1 Click the department from the left and click “Add” icon at upper right corner then input relevant parameter of this employee. Pay attention that, “Join Date” should be correct, “Valid Flag” & “ATT Flag” should be ticked or else the attendance record of this employee can’t carry out. Besides, “Work ID.” and “User ID” should also be correct, “User ID” is the ID no. he/she selected when the employee registers on this T&A device. “Detail Info.” for more concrete data of the employee.

2 After filling out, click “Save”. Once there will new employee which lead to new HR adjustment, the user can change the department which the employee originally belonged to by “Position Change”.

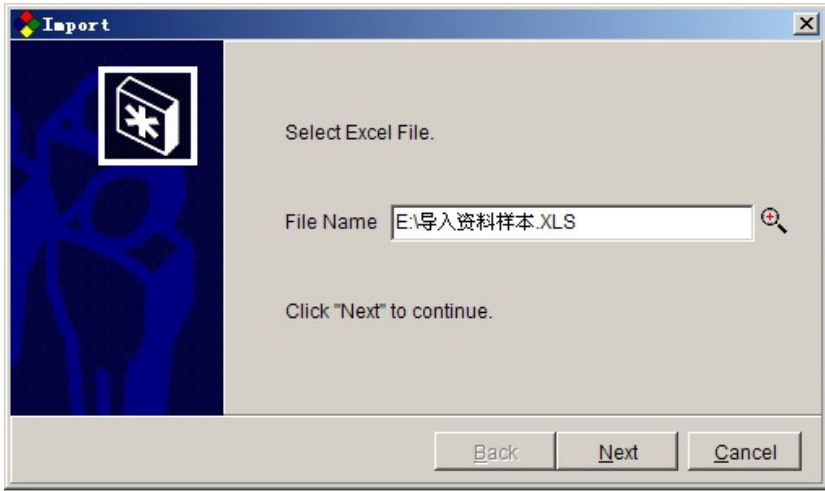
3 If the user doesn’t prefer to input one by one and has existed EXCEL file of all HR data, it should be strictly accord with below format:

	A	B	C	D	E	F	G
1	Department	Group	Name	Work-Id	Card No.	Nationality	Native Place
2	Sell	厂务	Jack	10103	404250	the Han nationality	四川
3	Sell	厂务	Mick	11560	919294	the Han nationality	湖南
4	Sell	厂务	马玉娟	12543	740948	the Han nationality	湖南
5	Sell	厂务	徐前辉	13025	270261	the Han nationality	四川
6	Sell	厂务	孙月	13161	232843	the Han nationality	河南
7	Sell	组长	陈春良	10020	734000	the Han nationality	湖南
8	Sell	雕刻班	贾宁军	10445	956495	the Han nationality	湖南
9	Sell	雕刻班	陈云	10505	732119	the Han nationality	江西
10	Sell	雕刻班	徐亮	10596	740916	the Han nationality	江西
11	Sell	雕刻班	罗志意	11025	752338	the Han nationality	湖南
12	Sell	雕刻班	刘海艳	11207	285959	the Han nationality	湖南
13	Sell	M/WA线	李美铃	10314	759472	the Han nationality	江西
14	Sell	M/WA线	徐春英	10426	399768	the Han nationality	江西
15	Sell	M/WA线	魏小英	10483	582400	the Han nationality	江西
16	Sell	M/WA线	徐仕兰	10704	739955	the Han nationality	江西
17	Sell	M/WA线	占淑琴	10895	402963	the Han nationality	江西
18	Sell	M/WA线	刘群花	11026	740593	the Han nationality	湖南
19	Sell	M/WA线	董银萍	11160	737054	the Han nationality	江西

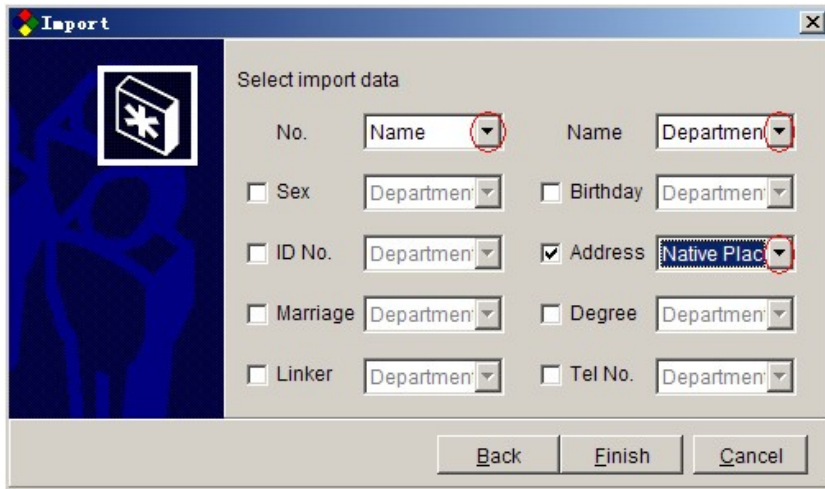
Just click “Import” nearby “Add” to import all data, illustration as below:



Kindly designate the path of HR file and click “Next”. Illustration showed as below:



Select the designated .xls file, and then click “Next”



It's very possible the imported file's corresponding name is not exactly same as the one in the system. Therefore it's highly required the user to click triangle icon of left side and select those items need to be edited. If there doesn't exist the option in user's EXCEL file, no need to tick.

Select what needed, and click NEXT as below:



Legend:

1 For fingerprint device with ID card function, card device or fingerprint + card all in one device, for the employee who has card and know his/her card No, first input card item in the file which need to be imported, and import then go to “Registration Manage” to select “Upload Registration Data” and it will award Card No. to respective employee. And the employee can use the Card No. to enroll time & attendance or unlock the door. Same, for HR data, when editing employee’s data, input Card No. then go to “Registration Manage” to select “Upload Registration Data”, it can also make the employee has card-swiping function.

2 Registration code: It refers to the user code when the employee registrant his/her fingerprint or card on the device.

3 Once there isn’t “Join Date” for an employee, go tick “Default Join Date” then click NEXT to go on.

Moreover, “Length (Length of Service)” will be automatically calculated by “Join Date” and current PC time.

Sex: Male
 Depart: 行政部
 User ID: 21
 Reason: [Dropdown]
 ATT: [Dropdown]
 Length: 1 year(s)
 Overtime: [Text]
 Remarks: [Text]

Headship	Class	Laborage	Birthday	Register
			1985-6-26	

2.1.4 Attendance Shifts

Personnel attendance manage system - [All Shift]

Att Shift

Shift Code	Shift Name	On Duty Time	Work Time Collect	Number Of Days
1	正常班	09:00-17:00	08:00	0.5

Shift Time Zone

Date	Time	Style	Work Time	Days
Currently	09:00-17:00	Att	08:00/08:00	0.5

On duty att: Start sign in: 8:00:00, Over sign in: 10:00:00
 Count late: [Remit] 10 minute(s)
 Late: 30 minute(s) count absence from duty
 Off duty att: Start sign out: 16:00:00, Over sign out: 18:00:00
 Remit: 30 minute(s) count overtime
 Count leave early: 10 minute(s) count leave early
 Leave early: 30 minute(s) count absence from duty

Current record/All record: 1/1
 Current User: admin/Administrator Login To: AccCIDb.mdb(AccCIDB.mdb)

Click “Add Shift” to add a shift code & shift name, and click “Save”. Then click right side of the mouse to pop-up a shortcut menu and select “Add Time Zone” and illustration as below:

Input relevant parameter:

1 Once the “Work Time Length” is more than 8 hours but “Work Time Counted” is only according to 8 hours, just modify the field value as “8”.

2 Once it’s overtime section, the time section need to do overtime, tick “OT Compulsory”. For the situation like, after normal working section, and OT is not compulsory but the employee still comes and need to be treated as overtime, do not tick “OT Compulsory”, click “Ok” to save this shift setup.

Above illustration shows an example of how to setup time section for “On Duty Attendance” and “Off Duty Attendance”, in order to avoid leaving out some on duty and off duty attendance record, please just enlarge

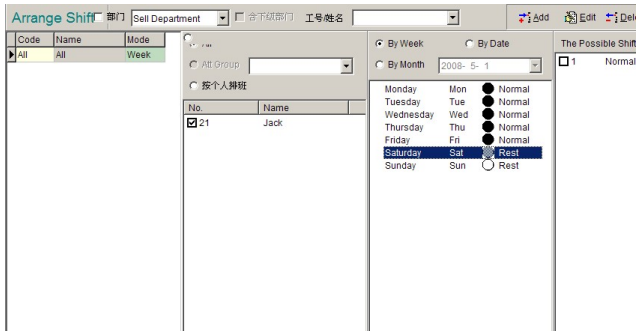
the time interval among “Start sign in” “Over sign in” “Start sign out” “Over sign out”. For above example, 13:00 is the middle spot, “Over sign in” and “Start sign out” set at same timing spot, thus whatever the employee has pressed fingerprint or punch card for how many times, there will be record in the time attendance record and daily report. The next is another example:

On duty att Start sign in 8:00:00 Over sign in 10:00:00
 Count late: Remit 10 minute(s) 10 minute(s) not count
 Late 30 minute(s) count absence from duty
 Off duty att Start sign out 15:01:00 Over sign out 18:00:00
 Remit 30 minute(s) count overtime 30 minute(s) not count
 Count leave early Bring forward 10 minute(s) count leave early
 10 minute(s) not count
 Leave early 30 minute(s) count absence from duty

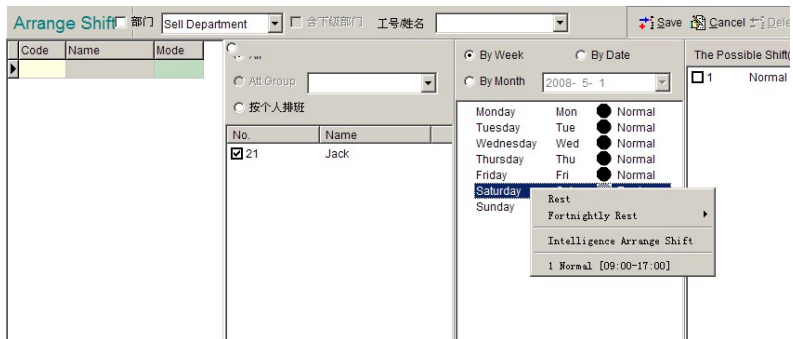
For above illustration, the time attendance record between 10:00 and 15:01 can only be checked with System Log, and there will be no record in time attendance record and daily report.

2.1.5 Arrange Shift

Arrange Shift is so essential to the whole T&A system. How to arrange shifts needs careful consideration. Normally it will be start with department by department or group by group; here is an example of “Department” option:



Select the department needs to be adding shift, click red line department to select all employees of this department or click green line department to cancel selection. And then click “Add” or “Edit” to fulfill the shift of selected department, and below illustration shows how to modify relevant shift:



1 This is a shift by week, select Saturday and then click right side of mouse to pop-up shortcut menu, there will show all existed shift or rest option, and go to select right one for the employee.

2 If it's for intelligent arrangement, just select “Intelligent Shift Arrange.” And the system will judge which shift under “Intelligent Shift Arrange” is more close to the employee's actual attendance “Sign in “Sign out” and automatically settle down such shift for the employee. It's a more personalized function to that employee. Finally click “Save”.

2.1.6 Holiday

Holiday Department: 01: GM Include Sub Dep. No./Name: Add Edit

Code: 01 Name: 清明节
 First Date: 2008- 4- 4 Last Date: 2008- 4- 4

Adjust date from: 2008- 4- 4 to: 2008- 4- 5

The Possible

<input type="checkbox"/>	01	'U
<input type="checkbox"/>	02	'U
<input type="checkbox"/>	03	Ö'ÿ
<input type="checkbox"/>	04	PP
<input type="checkbox"/>	05	PP
<input type="checkbox"/>	06	Öç
<input type="checkbox"/>	07	ir'z
<input type="checkbox"/>	08	ir'z
<input type="checkbox"/>	09	Câ
<input type="checkbox"/>	10	Câ
<input type="checkbox"/>	11	Câ

Alt Group: 管理人员: 8:30上班

By Personal

No.	Name
ACC002	ÖÖÖçÄö
ACC003	È»%²
ACC004	ÄbÖñ1
ADM004	ÄIÉ'Ö*
ADM008	ÈÀÀÄ
ADM009	»Ö'ç-ÖÄ
ADM011	çÄÄÄ*P
ADM013	²ÄI'ç
ADM018	ÄÖ»»²²
ADM019	ÄÄ»Y±1
ADM020	ÖÄNŞÖç
ADM021	ÄIÉ'çÄU
ADM022	ÄI'Ö'ç
ADM024	ÄÖñ»ñÖ
ASA047	ÖÖ»»ÄÄ
ASA076	ÄèÈI'çè
ASA077	ÇñÄèÇI
ASA083	È»E
ASA090	ÄÄÄ»Èè
ASA091	Ä'Ö'ççU
ASA093	*ÖIÄÄ
ÄÄÄÄ07	irÄÄ

Code	Holiday Name
01	清明节

Code	Name
All	All

By above chart to add all holidays the company admitted. And “Adjust Date” is for holiday slight adjustment. Say a holiday like Labor Day falls on Wednesday, then many companies will advance the coming Saturday and Sunday to Thursday and Friday, it means for the employee, he/she may have rest for continues 3 days, accordingly the coming Saturday & Sunday will become normal working days. Besides, during the 3 day holiday, there might need some employee to be on duty, so “Intelligent Shift Arrange.” could be used. If yes, just select “Possible shifts”.

2.1.7 Overtime Calculation Rule

Overtime calculate rule

Overtime time from minutes to

minutes as calculate

Overtime time	Calculate time
28 - 35 hours	30 minute(s)

For this function, the company can setup its own OT rule based on requirement.

2.2 Time & Attendance Management

2.2.1 Arrange Table

It's highly required to state that, "Arrange Table" is superior than "T&A shift". For below chart, just click "Build" then all shift data of "T&A attendance" will be imported into "Arrange Table". For company management can freely setup employee's everyday attendance. By "Sorting" function, pop-up menu by right side of the mouse, and the like to make flexible time attendance for each employee. For below interface, click left side of the mouse on wording of "No." "Name" or "Department", it will automatically show keyword content by the sequence of "Increasing" or "Descending"

Arrange Table											
Start Date		2008- 5- 2		End Date		2008- 5- 8		More Condition>>		Build	Excel
2008-5-2 to 2008-5-8 Arrange Shifts Table											
No. ↑	Name	2 Fri	3 Sat	4 Sun	5 Mon	6 Tues	7 Wed	8 Thurs			
21	22										
22	22										
33	33										
55	55										
66	66										
88	88										
99	99										

Click right side of the mouse on other area, it will show below option and the user can setup by his/her preference.

Arrange Table Start Date 2008- 5- 2 End Date 2008- 5- 8

2008-5-2 to 2008-5-8 Arrange

No. ↑	Name	2 Fri	3 Sat	4 Sun	5 Mon	6 Tues	7 Wed	8 Thurs
21	22	N	R	R	N	N	N	R
22	22	N	R	R	N	N	N	R
33	33	N	R	R	N	N	N	R
55	55	N	R	R	N	N	N	R
66	66	N	R	R	N	N	N	R
88	88	N	R	R	N	N	N	R
99	99	N	R	R	N	N	N	R

- Show Department
- Compact Mode
- Spread Mode
- Set As Rest
- Set As On Duty
- Delete Arranged-Shift
- Clear All Arranged-Shift
- Arrange Shift

As above, click right side of the mouse at date area, the user can setup “Arrange shift” or “set as rest” for the selected column, here “Delete Arranged-shift” only delete shift of this specified column.

Arrange Table Start Date 2008- 5- 2 End Date 2008- 5- 8

2008-5-2 to 2008-5-8 Arrange

No. ↑	Name	2 Fri	3 Sat	4 Sun	5 Mon	6 Tues	7 Wed	8 Thurs
21	22	N	R	R	N	N	N	R
22	22	N	R	R	N	N	N	R
33	33	N	R	R	N	N	N	R
55	55	N	R	R	N	N	N	R
66	66	N	R	R	N	N	N	R
88	88	N	R	R	N	N	N	R
99	99	N	R	R	N	N	N	R

- Show Department
- Compact Mode
- Spread Mode
- Set As Rest
- Set As On Duty
- Delete Arranged-Shift
- Clear All Arranged-Shift
- Arrange Shift

Shown as above, click right side of the mouse in front of chart, the user can setup “Arrange shift” or “set as rest” for the selected line, here “Delete Arranged-shift” only delete shift of this specified line.

Arrange Table Start Date 2008- 5- 2 End Date 2008- 5- 8

2008-5-2 to 2008-5-8 Arrange

No ▲	Name	2	3	4	5 Mon	6 Tues	7 Wed	8 Thurs
21	Show Department				N	N	N	R
22	✓ Compact Mode				N	N	N	R
33	Spread Mode				N	N	N	N
55					N	N	N	N
66	Set As Rest				N	N	N	R
88	Set As On Duty				N	N	N	N
99	Delete Arranged-Shift				N	N	N	N
	Clear All Arranged-Shift							
	Arrange Shift							

2.2.2 Sign Card Manage

Whenever there is employee forgets to sign in or is late to sign in or early to sign out due to business reason, it's possible to adjust attendance status by getting approval from relevant supervisor and adding “sign in” “Sign out” record.

Sign Card No./Name Add

Date from 2008- 5- 5 to 2008- 5- 6

Department 01 : GM

Include sub department

Query personnel data

No.	Name	Date	Time	Type	Reason	Ra

Select All Cancel

- ACC002 ÖÖÖÇÃð
- ACC003 Ð»¼²
- ACC004 ÂbÖñ i
- ADM004 ÄiËýÔ*
- ADM006 ÈÄ,£Ä:
- ADM009 ×ó½-ÖÄ
- ADM011 ¿ÄÄÄ*p
- ADM013 *Äj¼
- ADM018 Äö»**z
- ADM019 ÄÄ»Yzi
- ADM020 ÖÄÑ§Öø
- ADM021 Äiï¼U

2.2.3 Leave Manage

First click “Add” and fill out “Type” “Start Time” “End Time” “Ratifier” “Leave Type” “Destination” and other parameters, then click “Save”. When finished, it will show as below:

No. Name

Type Ratifier

Start Time

Date

Time

Shift

End Time

Date

Time

Shift

下午 05:00:00

Destination Leave Type

Remarks

2.2.4 Overtime Manage

For Overtime Manage, it can be flexibly add overtime according to business requirement so that all original shifts can be kept. Illustration showed as below:

Overtime Management
➕ Add

Type Regulate overtime

Status Freedom overtime
Remit off duty overtime

From 2008- 5- 1

To 2008- 5- 2

Dep. Sell Department

Include Sub Dep.

Query Pers Data

É«ÑŒ	Ëjü
<input type="checkbox"/> 21	22
<input checked="" type="checkbox"/> 22	22
<input type="checkbox"/> 33	33
<input type="checkbox"/> 55	55
<input type="checkbox"/> 66	66
<input type="checkbox"/> 88	88
<input type="checkbox"/> 99	99

No.	Name	Date	Time	Time Long	Day(s)	Type
▶						

2.2.5 T&A Record Report

To check T&A record based on requirement:

Att Log
 Time From 2008- 4-28 To 2008- 4-28
[Hide Condition<<](#)
Report Excel

Department Sell Department

include Sub Dep.

No./Name

Log Style Auto

Time	Style	Log Style	Validate Mode	User ID	No.	Department	Name	Validate Exp
▶								

2.2.6 T&A Daily Report

Att Daily Att Date From To [Hide Condition<<](#) Calculate Report Excel

Query Condition
 Department Include Sub Department No./Name
 Recalculate Rearrange Att Time Zone Keep manual arrange shifts Overtime Time Zone Freed

No.	Name	Date	Shift	Time	Sign In	Sign Out	Ough To Att	Fact Att	Late	Leave Ea

To check an employee's one day T&A report by "Calculate" & "Query Condition".

2.2.7 T&A Monthly Report

Based on the calculation on daily report, it's possible to check the monthly report of those dates. To check an employee's one month T&A report by "Calculate" & "Query Condition".

Att Month Att Date From To [Hide Condition<<](#) Report Excel

Query Condition
 Department Include Sub Department No./Name

No.	Name	Need days	Att Days	Late	Leave Early	Overtime	Leave	Vacation

2.3 Access Control Manage

2.3.1 Access Time Zone

Time Zone [Hide device<<](#) Save Cancel Refresh Execute

Time Zone In PC

Id Name Sunday 8:00:00 To 17:30:00

Monday 0:00:00 To 23:59:00 Tuesday 0:00:00 To 23:59:00

Wednesday 0:00:00 To 23:59:00 Thursday 0:00:00 To 23:59:00

Friday 0:00:00 To 23:59:00 Saturday 8:00:00 To 17:30:00

To set up different time zone based on need. Normally, for a full working day, it can be accessed the whole day, then the time zone will be 0:00-23:59, ref. Illustration as above. Holidays like Sunday, it's no need to work, so it can't be accessed the whole day, For Saturday, it can be set as 8:00 to 17:30 to access and other time it can't. Click "Save" to store in the system.

Add two time zones as below:

Time Zone In PC										
Id	Name	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Upload	Delete
1	Normal	Forbid	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	00:00-23:59	<input type="checkbox"/>	<input type="checkbox"/>
2	Sunday	00:00-23:59	Forbid	Forbid	Forbid	Forbid	Forbid	Forbid	<input type="checkbox"/>	<input type="checkbox"/>

For above two time zones, for the concrete date of Sunday, it's mutual inclusive. Namely it can be accessed on Sunday in Time Zone 2 but it can't be accessed for the rest days of the week; However, in Time Zone 1, it can't be accessed on Sunday. Once if the above two time zone are being added in to one time group, then those employee who belong to this time group can unlock door even on Sunday.

To click "Upload" on the right side to upload the time zone to fingerprint device and to really apply it.

2.3.2 Time Group Manage

Time Group In PC			
Id	1	Name	Group1
<input checked="" type="checkbox"/> Time Zone	<input checked="" type="checkbox"/>	Time Zone	Normal
<input checked="" type="checkbox"/> Time Zone	<input checked="" type="checkbox"/>	Time Zone	Sunday
<input type="checkbox"/> Time Zone	<input type="checkbox"/>	Time Zone	

Add a time group, and select Time Zone "Normal" and Time Zone "Sunday", then those employee belong to Time Group 1 can unlock door during the whole of Sunday and 8:00-17:30 time zone of Saturday.

Time Group In PC							
Id	Name	Time Zone	Time Zone	Time Zone	Set To Curr Dev.	Set To Device	Delete
1	Group1	Normal	Sunday		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click “Set to Curr Dev.” to send the selected time group to current device to standby. “Set to Device” to send the selected time group to all devices.

Time Group In PC							
Id	Name	Time Zone	Time Zone	Time Zone	Set To Curr Dev.	Set To Device	Delete
1	Group1	Normal	Sunday		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time Group In Device					
Id	Time Zone	Time Zone	Time Zone	Save	Delete
1	Normal	Sunday		<input type="checkbox"/>	<input type="checkbox"/>
2	Normal			<input type="checkbox"/>	<input type="checkbox"/>
3	Normal			<input type="checkbox"/>	<input type="checkbox"/>
4	Normal			<input type="checkbox"/>	<input type="checkbox"/>
5	Normal			<input type="checkbox"/>	<input type="checkbox"/>

Select “Group 1” then click “Set to all users” at upper right corner, then all employee under this attendance device will have same access time zone as the Group 1 assigned. Here it means the user can pass through the door all 6 days of a week except that for Saturday, the access time zone is only from 8:00-17:30.

2.3.3 Compounding Access (Group Match) Management

First add a time zone 3, and it sets the access time zone of Saturday is from 17:30-23:59, and add a time group 2, within time group 2, there only contains time zone 3, namely for time group 2, it’s only allowed to access between 17:30-23:59 on Saturday. Then in Compounding Access, add a Group Match 2, which includes Group 1 & Group 2, then the employee under this Group Match can also unlock door in all the rest time besides time zone 8:00-23:59 of Saturday.

ch Hide device<< Save Cancel

Group Match In PC

Id: Name: Group1

Sat

2.3.4 In/out time management

Time 部门 Sell Department 含下级部门 工号姓名 Hide device<< Refresh Execute

User Info In Device

S/N	User Id	F	F	F	P	C	No.	Department	Name	Time Group	Time Zone	Time Zone	Time Zone	Modif
1	1	Y	N	N	N	N					1-Normal			<input type="checkbox"/>
2	2	Y	Y	N	N	N				1-Group1				<input type="checkbox"/>
3	3	Y	Y	N	N	N				1-Group1				<input type="checkbox"/>
4	4	Y	Y	N	N	N				1-Group1				<input type="checkbox"/>
5	5	Y	Y	N	N	N				1-Group1				<input type="checkbox"/>
6	6	Y	Y	N	N	N				2-Sat				<input checked="" type="checkbox"/>
7	7	Y	Y	Y	N	N				1-Group1				<input type="checkbox"/>
8	8	Y	Y	N	N	N				1-Group1				<input type="checkbox"/>
9	9	Y	Y	N	N	N				1-Group1				<input type="checkbox"/>
10	10	Y	Y	N	N	N				1-Group1				<input type="checkbox"/>
11	11	Y	Y	N	N	N				1-Group1				<input type="checkbox"/>
12	12	Y	Y	N	N	N				1-Group1				<input type="checkbox"/>
13	13	Y	Y	N	N	N				1-Group1				<input type="checkbox"/>

Time Group In Device				Time Zone In Device						
Id	Name	Time Zone	Time Zone	Time Zone	Id	Name	Sunday	Monday	Tuesday	Wed
<input type="checkbox"/>	1	Group1	Normal	Sunday						
<input checked="" type="checkbox"/>	2	Sat	Normal							
<input type="checkbox"/>	3		Normal							
<input type="checkbox"/>	4		Normal							
<input type="checkbox"/>	5		Normal							

Once the device is connected, click the device on the left, all access purview of time Groups or time zones under this device will be shown. Thus select the time group or time zone and tick “Modify” box of the employee, click “Execute” to modify the time zone or time group of the selected employee and freely setup restriction on the access time of an employee.

2.4 Report Query

2.4.1 Login Log

Login Log Entry Time To

Series No.	User Name	Full Name	Workstation	Os User	Login T

With record management, after reading General Log & M. Log, the user can login daily log to query by time, name, etc. And the user can also export such report and import to EXCEL

2.4.2 Management Log

Device	Time	Description	Manager	UserId	No.	Department	Name	Enroll
TCP/IP	2008-4-20 上午 11:32:00	Enrol user	0	1				Fingerprint

For above the user can query login log by the administrator.

2.4.3 General Log

Device	Time	Verify Flag	User Id	No.	Department	Name	Description	In/Out
TCP/IP	2008-4-20 上午 11:32:00	open door	1					
TCP/IP	2008-4-20 上午 11:33:00	open door	1					
TCP/IP	2008-4-20 上午 11:34:00	open door	1					
TCP/IP	2008-4-20 上午 11:35:00	open door	1					

For General Log, the user can query attendance record of common employee by time/device/department/work ID/name and other parameters. Remark: All records can be queried only after they are first read from “Record Management” At end the user can create EXCEL chart or send it to Web server for browse.

Staff Query

No.	User Id	Name	Sex	Birthday	Department	Head	School Record	Class	Att Group	Join Date
21	21 22		Male	1985-6-26	Sell Department					2006-5-13
22	22 22		Male	1985-6-26	Sell Department	科长	科长			2006-5-13
66	66 66		Male	1985-6-26	Operation Dep	科长	科长			2006-5-13
33	33 33		Male	1985-6-26	Sell Department	科长	科长			2006-5-13
55	55 55		Male	1985-6-26	Sell Department	科长	科长			2006-5-13
88	88 88		Male	1985-6-26	Operation Dep	科长	科长			2006-5-13
99	99 99		Male	1985-6-26	Operation Dep	科长	科长			2006-5-13

For above chart, the user can query or make statistics on detail info. Of company employees. The user can also create report or html file to save.

2.4.5 Birthday

Birthday							
Query Condition							
<input checked="" type="checkbox"/> Birthday	一月, 01	To	十二月, 31	Hide Condition<<		Report	Excel
<input type="checkbox"/> Dep.	Sell Department	<input type="checkbox"/> Inc. Sub Dep.	<input type="checkbox"/> Join Date	2008- 5- 2	To	2008- 5- 2	<input type="checkbox"/> Sex
No.	Name	Sex	Department	Birthday	Class	Join Date	Remark
▶ 21	22	Male	Sell Department	六月, 26		2006-5-13	
22	22	Male	Sell Department	六月, 26		2006-5-13	
66	66	Male	Operation Department	六月, 26		2006-5-13	
33	33	Male	Sell Department	六月, 26		2006-5-13	
55	55	Male	Sell Department	六月, 26		2006-5-13	
88	88	Male	Operation Department	六月, 26		2006-5-13	
99	99	Male	Operation Department	六月, 26		2006-5-13	

For above chart, it's for statistics on birthday of all company employees for HR dept.

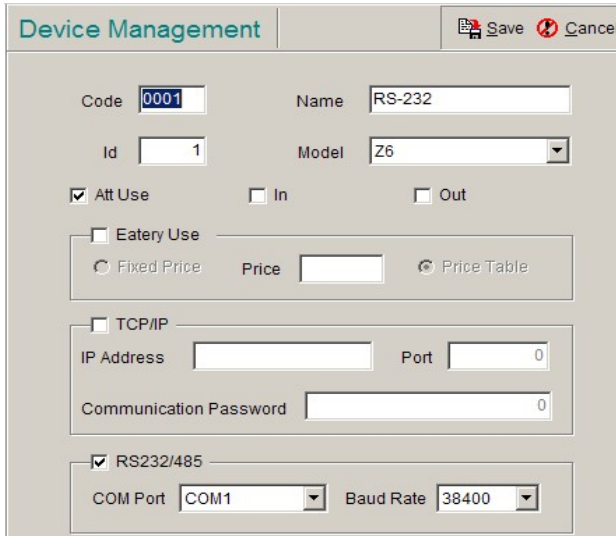
2.4.6 Attendance Statistics

Below chart is for statistics:

Att Stat						
Stat Parameter						
Time		Browse Data Graph Analyse				
<input type="radio"/> By Year	<input checked="" type="radio"/> By Month	Group Code	Group Name	Ought To Att	Fact Att	Att Rate(%)
From	2008 1	▶ 01	Sell Department	1	1	100
To	2008 4	02	Operation Department	0.5	0.5	100
Compare						
<input checked="" type="radio"/> Department		<input type="radio"/> History				
<input type="radio"/> Personal						
Graph						
<input checked="" type="radio"/> Bar Pic		<input type="radio"/> Pie Pic				
<input type="radio"/> Line Pic		<input type="checkbox"/> 3d Picture				
<input type="checkbox"/> Dep		Sell Department				
<input checked="" type="checkbox"/> Include Sub Department						
No.	Name					
21	22					
22	22					
33	33					
55	55					
66	66					
88	88					
99	99					

2.5 Device Management

2.5.1 Device Management



Device Management

Save Cancel

Code Name

Id Model

Att Use In Out

Eatory Use

Fixed Price Price Price Table

TCP/IP

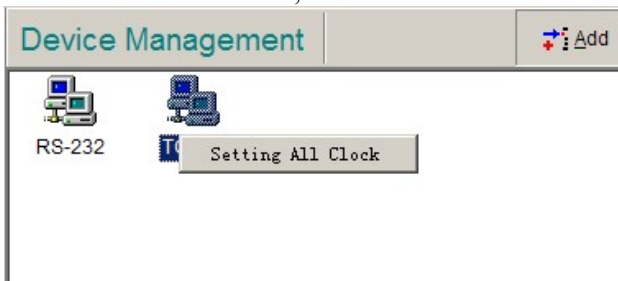
IP Address Port

Communication Password

RS232/485

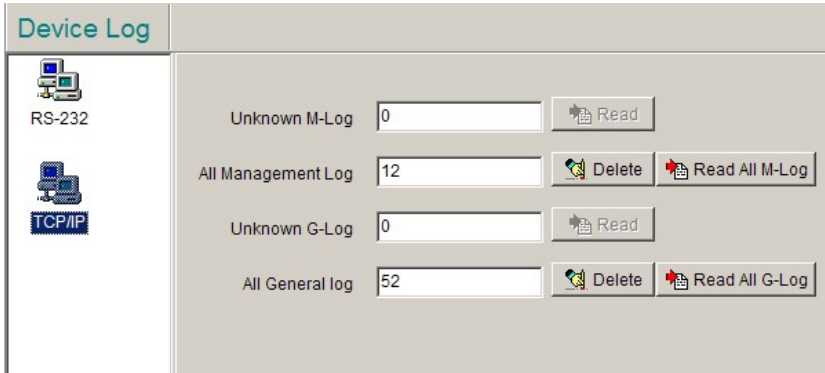
COM Port Baud Rate

Input device “Code” “Name” “Model” then click “Add”. Be noted that the model should be exactly same as the one of communication setup under fingerprint device, for the rest parameter just based on the parameter of the device in use. If TCP/IP is being used, input IP address and port code 4370, then Click “Save”. When all is done, it will be shown as below:



Click right side of the mouse on the device, it will show “setting all clock” as above. Click “Device Info.” to setup alarm time of 8 time points.

2.5.2 DEVICE LOG



Press “fingerprint device”, it will read the quantity of “General Log” and “M-log”. Click “Read” to read into the system. Remark: “Read all G-Log” will add the quantity of G-log in the system, it’s highly recommended not to use this function quite often.

2.5.3 Privilege

Privilege		部门	Sell Department	各下级部门	工号姓名	Hide device<<	Refresh	Execute						
SN	User Id	F	F	F	P	C	No.	Department	Name	Valid	Super Manager	Manager	Enroller	User
1	1	Y	N	N	N	N					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	2	Y	Y	N	N	N					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	3	Y	Y	N	N	N					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	4	Y	Y	N	N	N					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	5	Y	Y	N	N	N					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	6	Y	Y	N	N	N					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	7	Y	Y	Y	N	N					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	8	Y	Y	N	N	N					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	9	Y	Y	N	N	N					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	10	Y	Y	N	N	N					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	11	Y	Y	N	N	N					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	12	Y	Y	N	N	N					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	13	Y	Y	N	N	N					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

As above, click the device which need to setup privilege, and tick purview box at right side of selected employee. Remember: There will be no more than 5 Super Managers. At end, click “Execute” to get it done.

2.5.4 Enroll Management

The function of Enroll Management is to communicate and send data with device hardware, it includes: Upload and download of fingerprint, password, card, name, department and the like info. From PC to different

attendance devices. Remark: Once it needs to update user's base data, it must first input under "HR Management" then upload or download in Enroll Management.

Enroll Management [Hide device<<](#)

User Info In Current Device

Department Include Sub Department No./Name

SN	Id	Dep In D...	Name In...	F	F	F	P	C	No.	Dep.	Name	Upload Info	Download Data	Upload Data
1	1		Jack	Y	N	N	N	N	1	Operation	Jack	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	2		Mick	Y	N	N	N	N	2	Sell Dep...	Mick	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	3		Zoe	Y	N	N	N	N	3	Sell Dep...	Zoe	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

For newly enrolled user, after adding data of "Department" and "HR Data", then enroll the fingerprint on the device with the User ID set by "HR Data", and then click the device which the new user has enrolled fingerprint under "Enroll Management". The system will automatically select those options and the user only need to click "Execute".

Enroll Management [Hide device<<](#)

User Info In Current Device

Department Include Sub Department No./Name

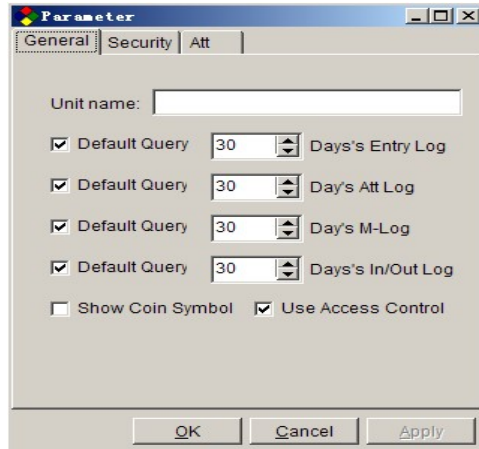
SN	Id	Dep In D...	Name In...	F	F	F	P	C	No.	Dep.	Name	Upload Info	Download Data	Upload Data	De
1	1	Operation	Jack	Y	N	N	N	N	1	Operation	Jack	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	2	Sell Dep...	Mick	Y	N	N	N	N	2	Sell Dep...	Mick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

User Info In Other Device

Department Include Sub Department No./Name

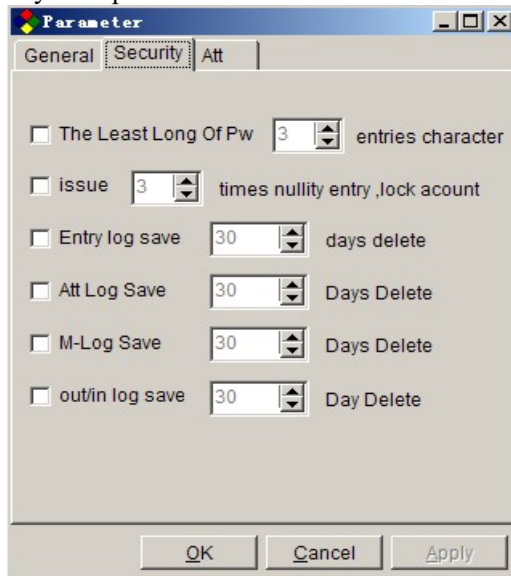
SN	User Id	F	F	F	P	C	No.	Department	Name	Valid	Upload	Delete
1	3	Y	N	N	N	N	3	Sell Depart...	Zoe	Yes	<input type="checkbox"/>	<input type="checkbox"/>

As above illustration, the upper ellipse area shown "User info" . In Current Device", namely the data of selected left side "TCP/IP" fingerprint device, whereas the lower ellipse area shown "User Info. in Other Device". In upper ellipse area to select a user and tick "Delete", then this user will be automatically remove to lower ellipse area. Same, in lower ellipse area to select a user and tick "Upload", then click "Execute" at ultra-right corner, the user will be move to "Fingerprint Device". The operation is same for other devices. (Remark: the precondition is that the fingerprint device should be connected with the PC and all device parameter are well setup in device management.)



To fill out unit name and other parameter. Once the user needs to control access system, remember to select “Use Access Control”.

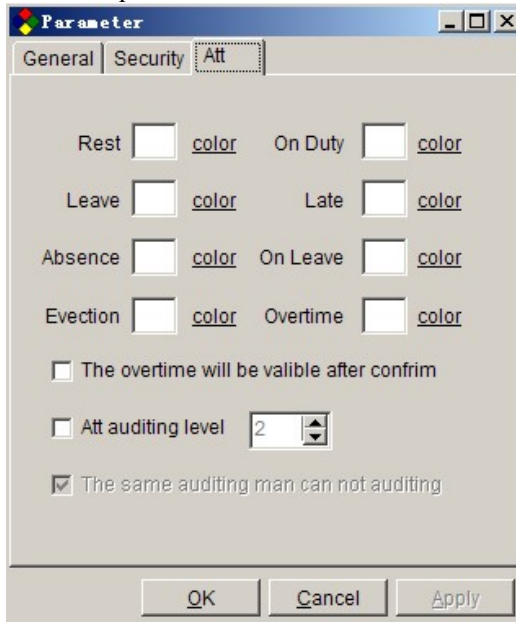
Below is “Security” setup:



Once there are too many employees and daily record is too large and it may cause slow speed of the software, it can set a short saving period for daily log or record but please make sure these data have already been

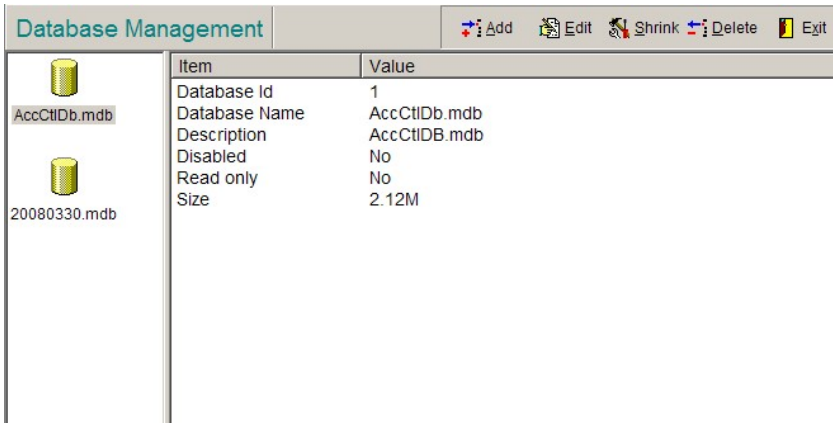
backup before. Based on what the user setted, it will automatically delete those unwanted log/record from the system at fixed timing to enhance the whole system processing.

Part III is the attendance parameter.

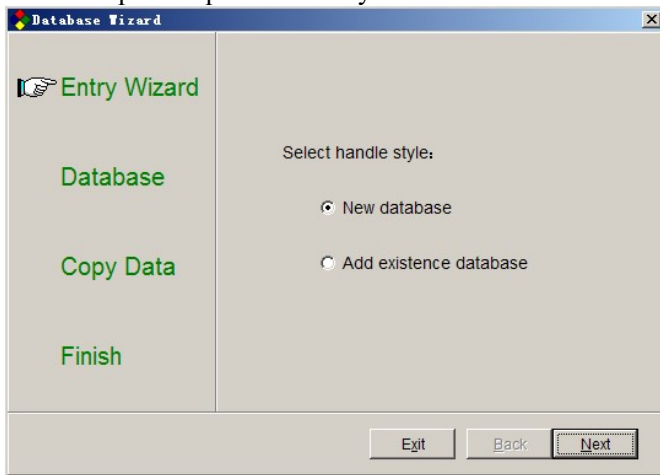


Setup "flag" and "Color" for different parameters.

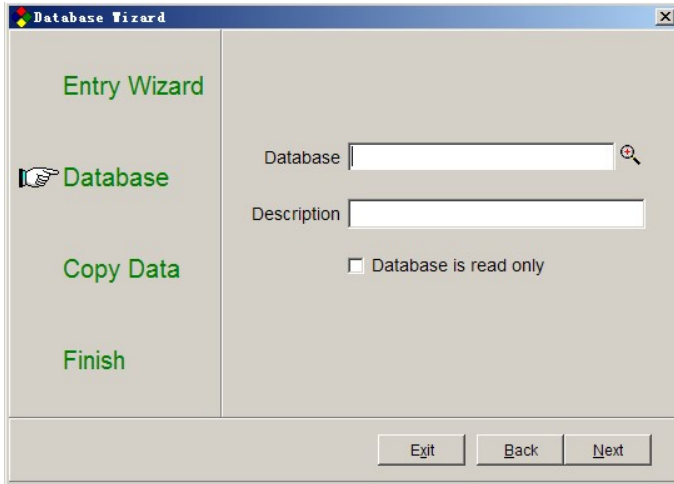
2.6.2 Database Management



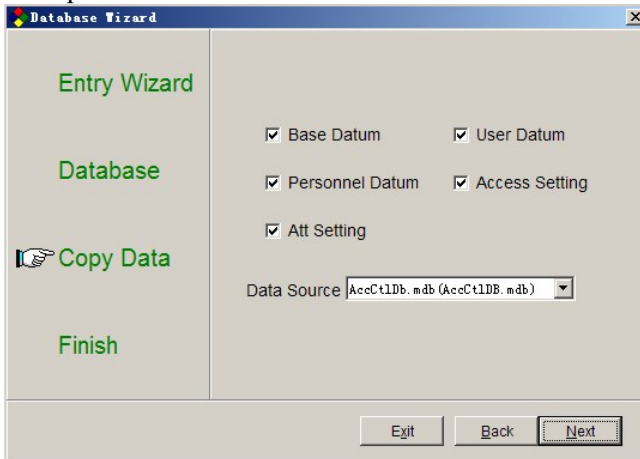
By Database Management interface, there are function icons like “Add”, “Edit”, “Maintain”, “Delete” and “Exit”. They facilitate the management of user management and make it more safe & easy, a really good function. Here below are steps to explain how they are used.



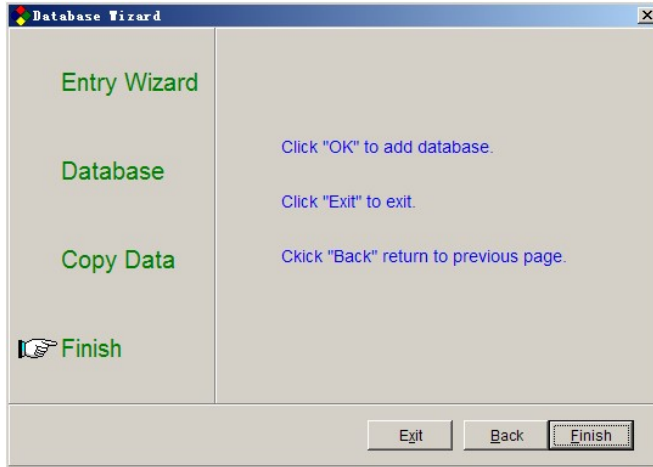
Select “New database” or “Add existed database”



Input the name & description of database, and it can also set database as only be read (It can be read but can't be wrote) Note that it must be filled out for "Description".

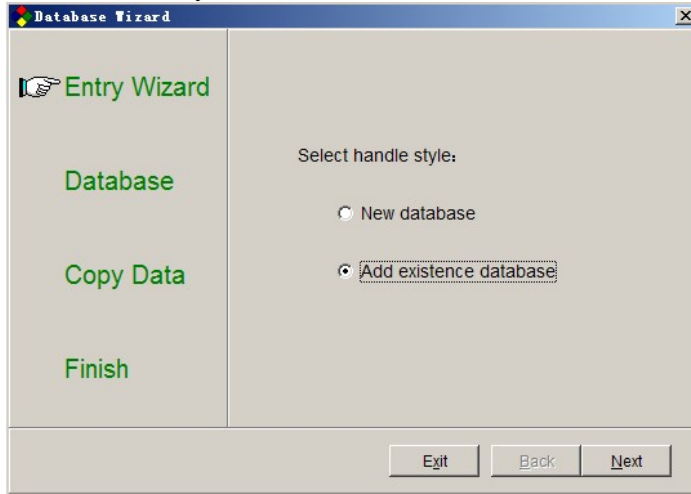


Select what the data & setup of original database then copy to new database.

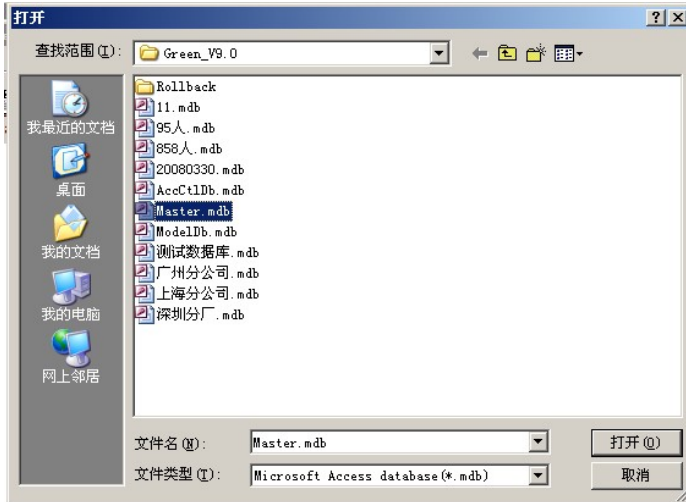


Click “finish” to get new database done. “Back” to re-setup, Exit to cancel.

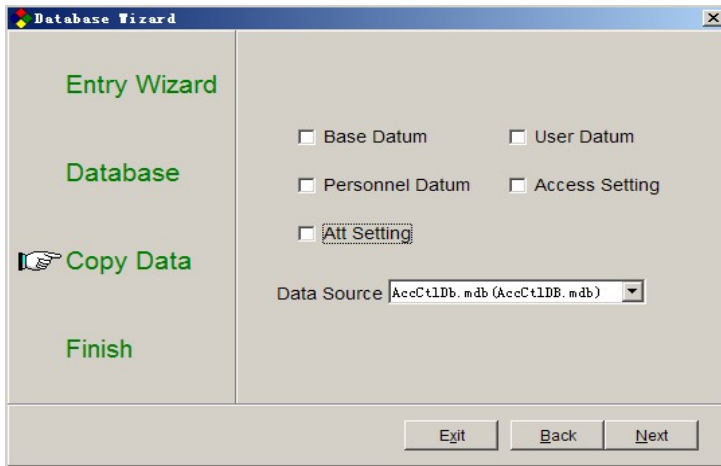
If need an existed or maybe a division’s database, shown as below:



Then select path:

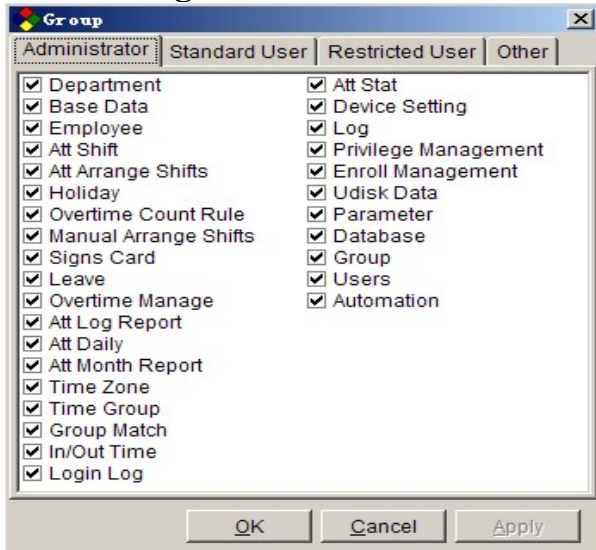


Select a designated database and click to open.



As above, import an existed database. As the existed database has all base data/ user data and the like, no need to select any more, just select from Data Source and click Next to get existed database importing done.

2.6.3 Role Manage



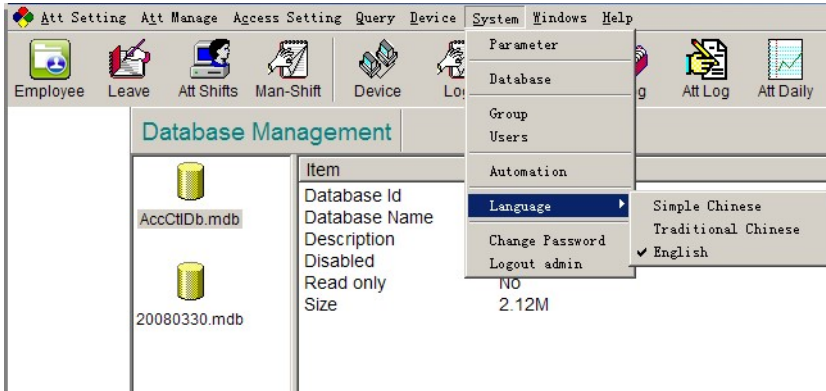
To set right purview of Administrator, Standard User, Restricted User by tick the multiple option of above.

2.6.4 User Management



To add users with different purview.

2.6.5 Language



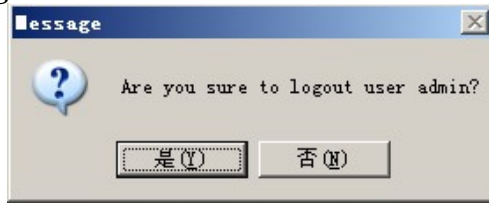
Select the language required.

2.6.6 Change Password

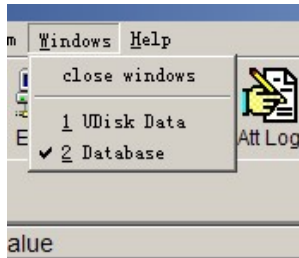


By this it can directly change login pass of the operation system.

2.6.7 Logout Admin



2.8 Window



ccCtIDb.mdb

By this menu to close temporary window program on left column.

2.9 Help

2.9.1 Help

2.9.2 About