

Software Manual

For

An Integrated Fingerprint

T & A System (ZT889 Series)

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1 Precaution

Please note that heat and direct sunlight may adversely affect the function of the terminal. For the sake of operations with best results, it is recommended that the terminal shall be installed indoors in a clean and reasonably cool environment. Its working temperature scope is 0-40°C. Long time using outdoors plus the heat of device itself may cause slow reaction and less identification rate. If it needs to be used outdoors, a sunshade and a set of cooler radiation are recommended to use.

2 Getting Started

The product consists of two component parts


- (1) The fingerprint offline reader terminal which records employee time data.
- (2) The time management software which mainly reads log-in/out data from terminals and conducts calculating or statistics& analysis according to the rules preset by user and then it finally generates a range of summary reports from the data.

The following procedure should be followed to install and activate the software:

2.1. How to Install the System

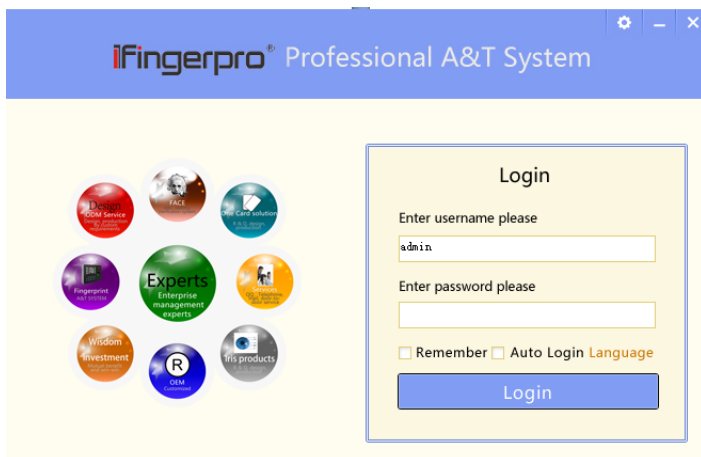
A software pack is available together with the fingerprint reader terminal.

Double click KqglSetup to install the software to any subarea of PC (C: not recommended) and then click desktop shortcut icon  or from start menu to find out

 Professional A&T System to run software.

- 1) For lower right corner word in light brown color is Language, click to choose the middle one to change the language to English.






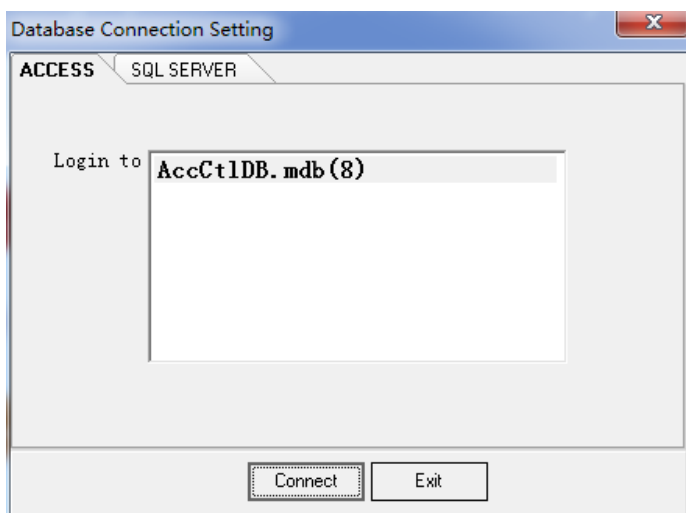
2) The system has the default username and the default password as follows:

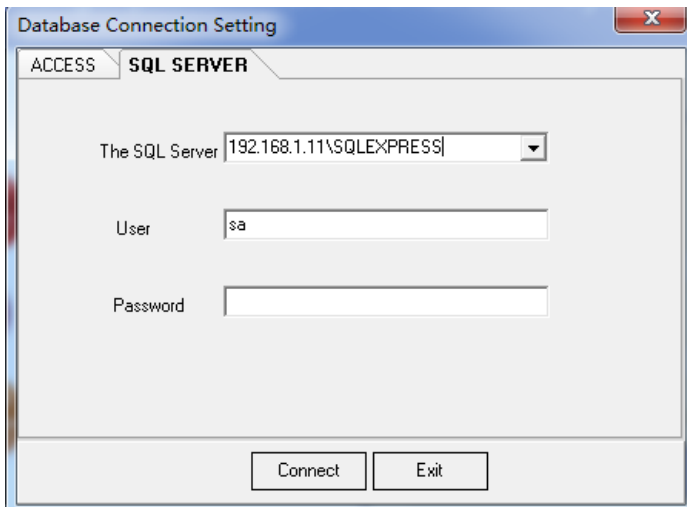
Default username : admin

Default password : (None, please leave it in blank)

However, user can change the default password on his/her own discretion under the system module "Change Password".

Click upper right corner  to choose proper database: Access or SQL server, and then click "Connect".





Once SQL server is selected, please input server name, user name and password and then click “Connect”

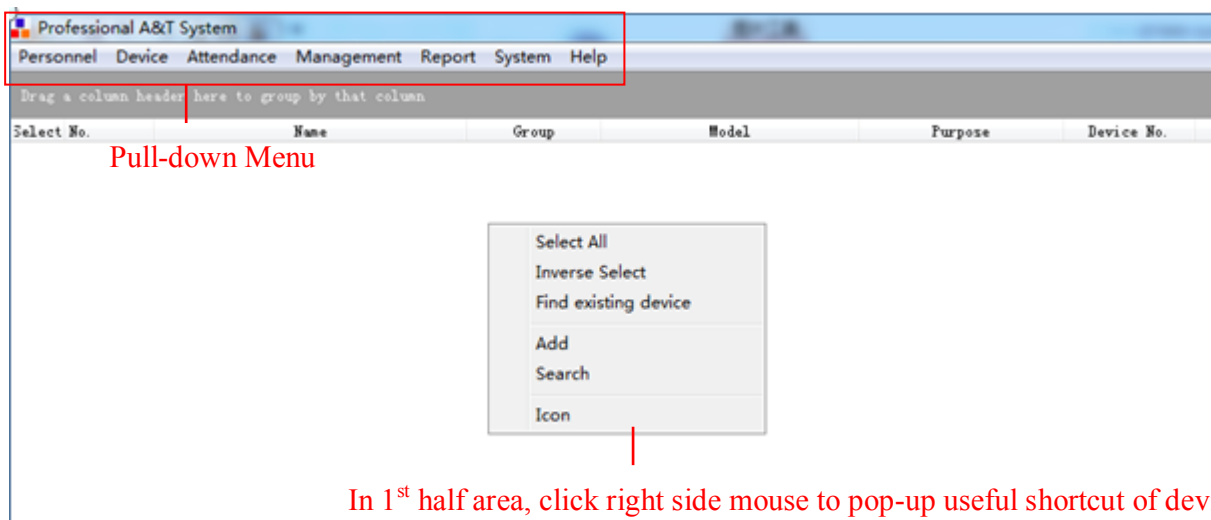
2.2. How to Communicate the System with the Reader Terminal

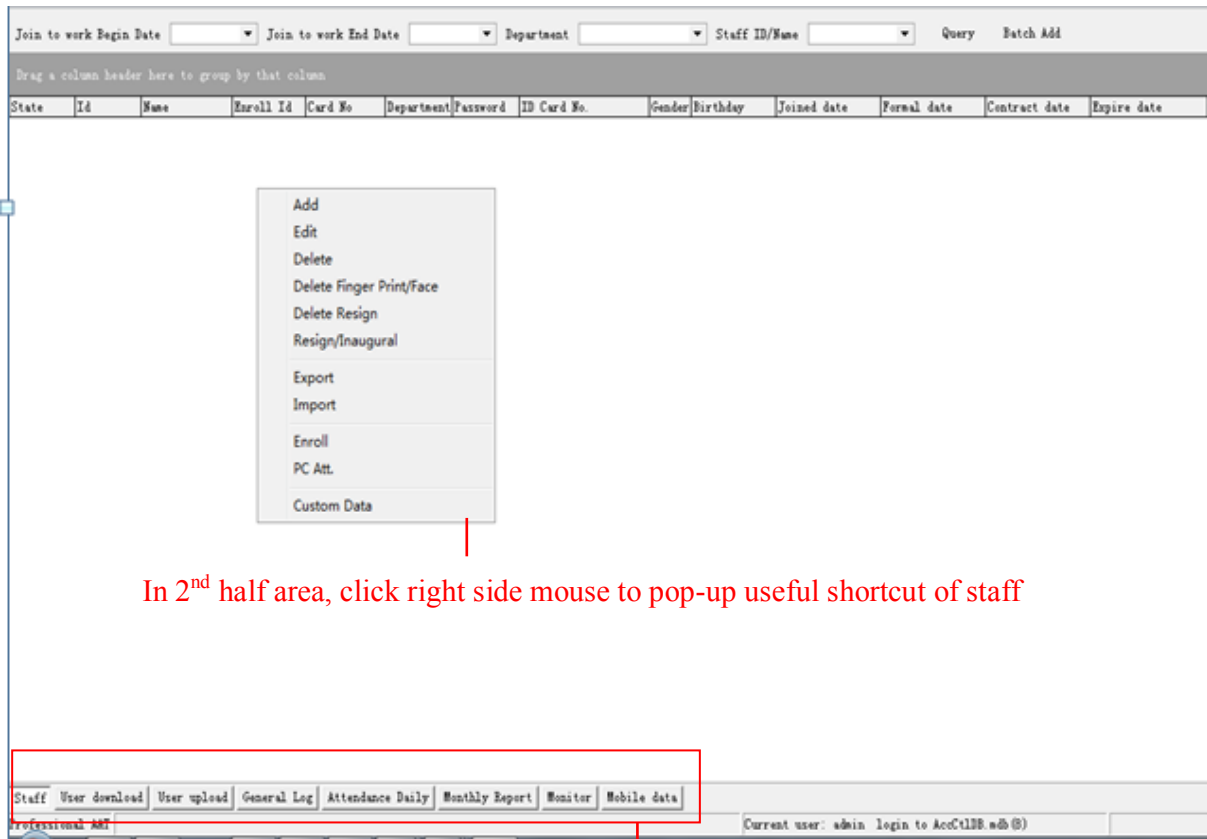
After installing the system, how to communicate the system with the device, please note the following steps:

1. Click shortcut icon to run software
 2. Evoke Device Management module and click “Add” to add device.
 3. Check whether the cables are correctly connected between the computer and device
- Finally, the system can communicate with the reader terminal.

3 How to Use Fingerprint T & A Management System

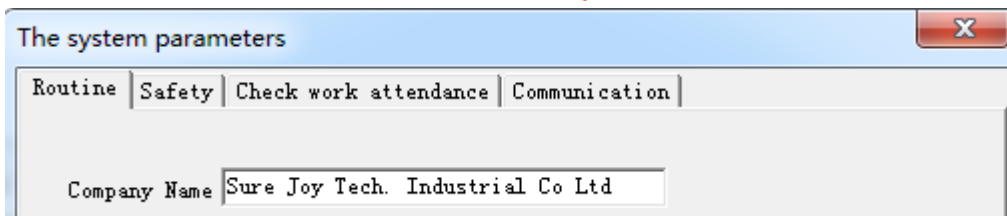
For the convenience to use and easy operation, the system adopts “User-Friendly” system approach to develop based on the international system design standard for all modules.





In 2nd half area, click right side mouse to pop-up useful shortcut of staff

Company name can be set from pull-down menu "System Parameter".




3.1. Personnel Setting

3.1.1. Staff Management

This section is concerned about the staff record. The detailed information of each staff will be processed through this module. The input of detailed staff information is similar to previous data entry.

1. Select "Staff Management" from pull-down menu "Personnel"
2. In the 2nd half area of software interface, click right side of mouse to evoke shortcut menu and click "Add" An entry form for staff record emerges as below

Item name	Item value
Id *	Auto get <input checked="" type="checkbox"/>
Name *	Benjamin
Enroll Id	
Card No	Read card No.
Department	Business Department ▼
Password	
ID Card No.	
Gender	Male ▼
Birthday	1997-10-09 ▼
Joined date	2017-06-01 ▼
Formal date	2018-01-13 ▼
Contract date	2018-10-13 ▼
Expire date	2099-12-31 ▼
Tele No.	
Address	
Memo	
Consumption card	
Card status	
Card balance	
Subsidy amount	

Photo placeholder:  Add photo Clear photo

Buttons: Save Save and add Cancel

Click department option to edit it

Code	Value
1	Admin Department

Buttons: Add Delete Edit

Use Add to add new department name.

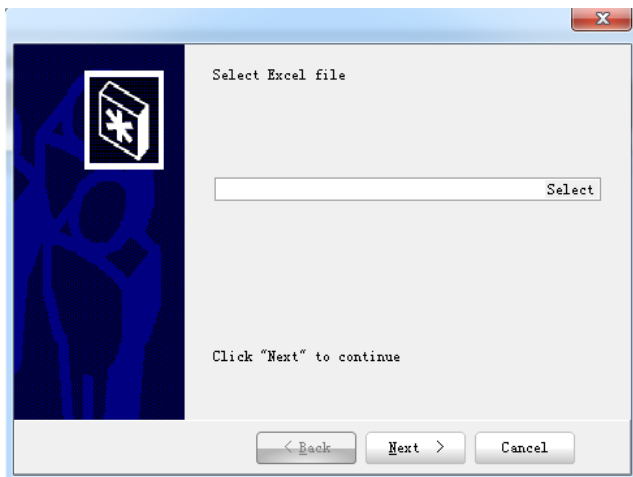
- Fill up staff data into the appropriate boxes. Remember, Join Date should be true and correct and should be earlier than attendance registration date and attendance should be ticked. If data entry completed, click "Save" button at the upper right corner.

It is a recursive process that user can enter a multiple of staff information by repeating the step 2 and 3.

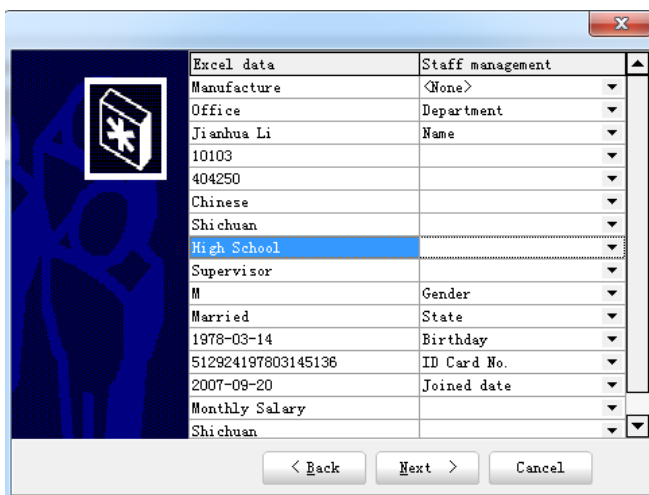
NOTE: User ID should be set same as the ID No. which this staff selects when making fingerprint/card/password enrollment on the terminal.

However, the system also allows direct data import of staff information from an excel file, provided that the format of the imported data must be compliant to the entry form.

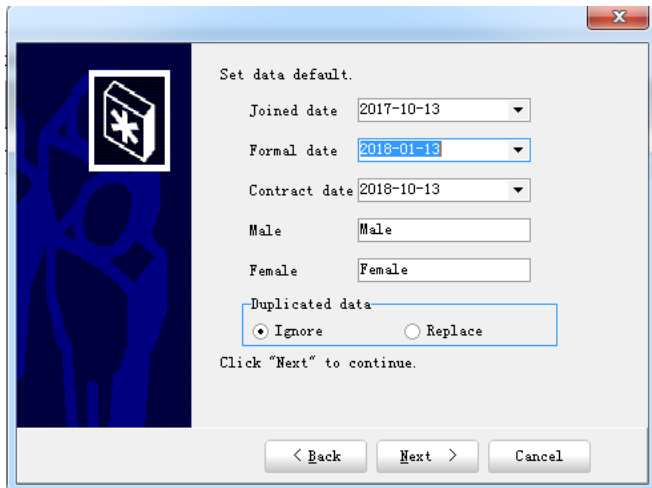
1. In the 2nd half area of software interface, click right side of mouse to evoke shortcut menu and click “Import”. It evokes a dialog window to prompt for the imported data file:



2. Select the designated excel file, and then click “Next” to continue.
3. Then system requires user to decide which data fields are to be inserted by ticking the box and selecting the data field name correspondingly.



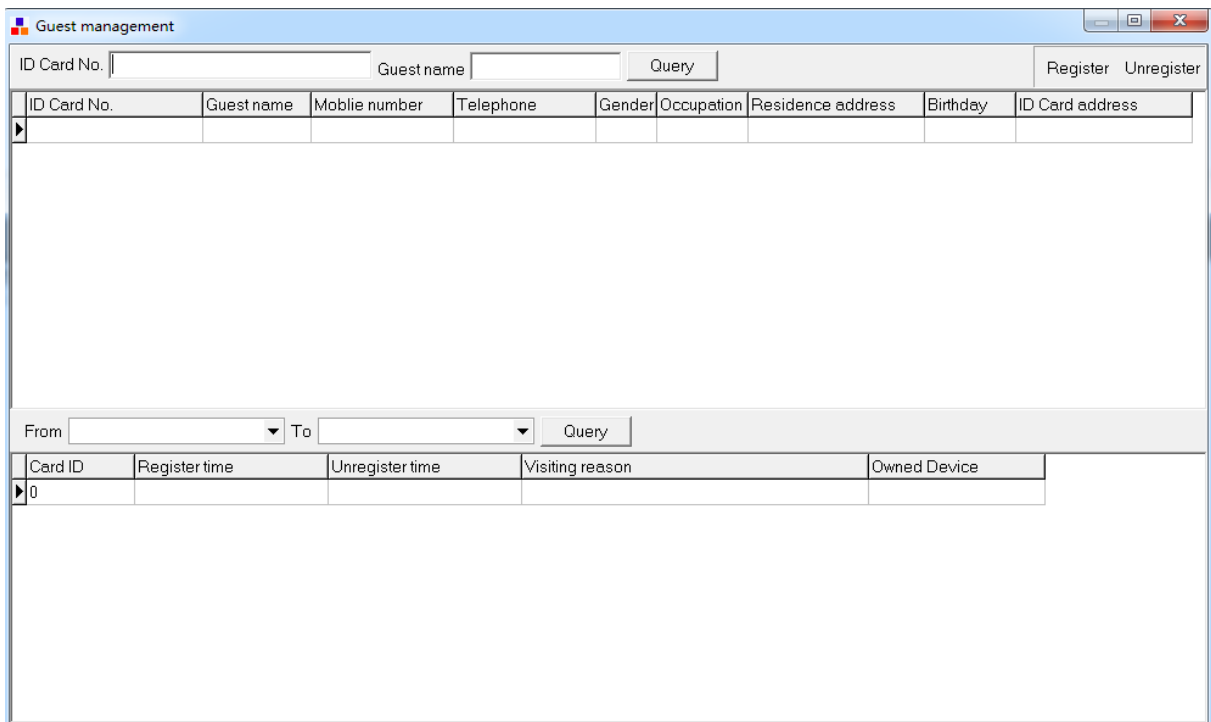
4. Click “next” button to call for new parameter setup.



Finally, click “Finish” to complete importing. Please note that any staff records can be edited and deleted when necessary.

3.1.2. Guest Management

This module is to enquire visiting guest data. The enquiry can generate a report.



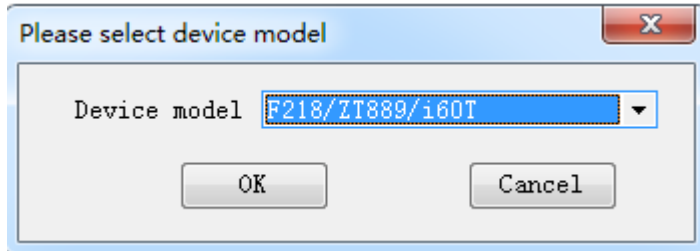
3.2. Device Management

3.2.1. Device Setting

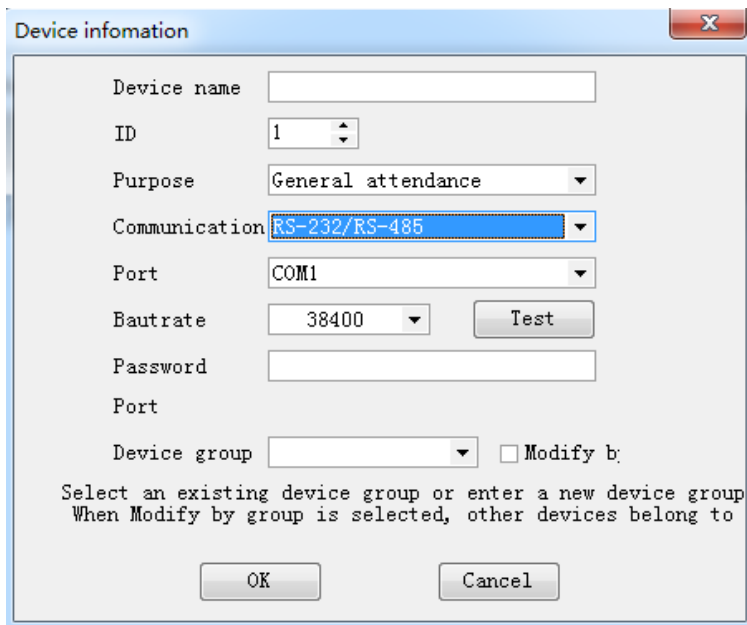
This module is to initially set the device information to the system, so as to establish the communication between the system and the hardware.

The steps of device setting are as follows:

1. Select "Device" from pull-down menu "Device"
2. In the 1st half area of software interface, click right side of mouse to evoke shortcut menu and click "Add" to evoke the following window for selecting the correct product model first



3. Select the proper communication mode as either RS232/RS485, TCP/IP or USB, here below is an example of RS232/RS485:



4. Define the necessary fields such as ID, Device name and make sure baud rate value should be same as the one on the hardware terminal. **NOTE: Remember to choose model ZT889.** Afterwards, click "OK" to store the setting information to the system (Note: the model should be exactly the same as the one of communication setup in fingerprint device)
5. If TCP/IP is used, input IP address and port code 5005, then Click "OK" to store the setting to the system.

Device information

Device name

ID

Purpose

Communication

IP address

Port

Password

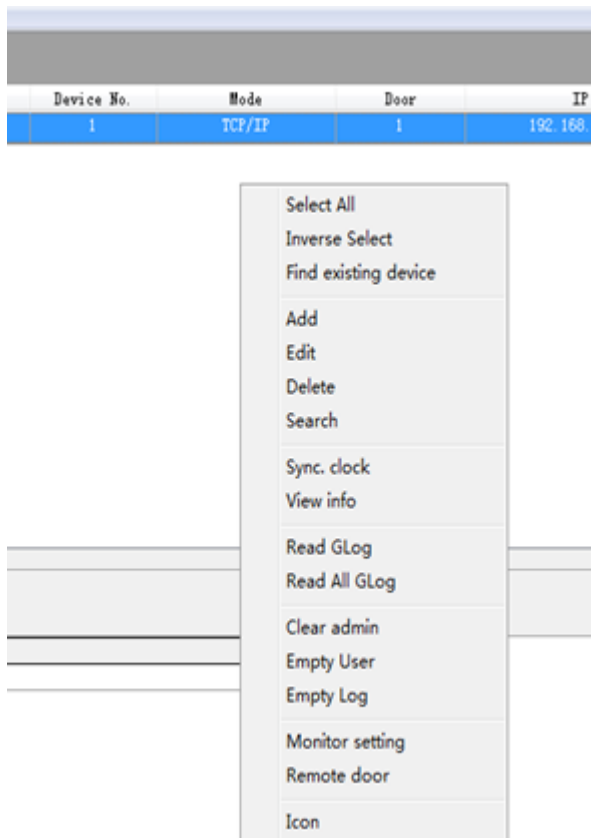
Port

Device group Modify by group

Select an existing device group or enter a new device group
When Modify by group is selected, other devices belong to

For IP address, there are some rules need to be followed:

- a. Use “ipconfig” to check what’s IP address of your local PC (Click ultra lower left corner of your PC, click START, and a pull-up menu will be shown and click Run... to evoke a window dialog box, type cmd and click CONFIRM, a black back ground dialogue box will then be shown, type "ipconfig", there will show your PC's IP address) and make sure the first three IP address shall be same PC IP address, but for the 4th address, it should not be occupied by any other PC or device within your local PC network, or you can just go to use 254 something because it’s hardly to be used normally. For example, your PC’s IP address is “ 192.168.1.127” then you can set up this device’s IP address as “192.168.1.254”
 - b. Change hardware IP address to this exactly same one ““192.168.1.254”
 - c. And then click OK to get TCPIP connection done.
6. After adding device, click right side of mouse to popup menu and click “Sync. Clock” to make PC time synchronize with device time.



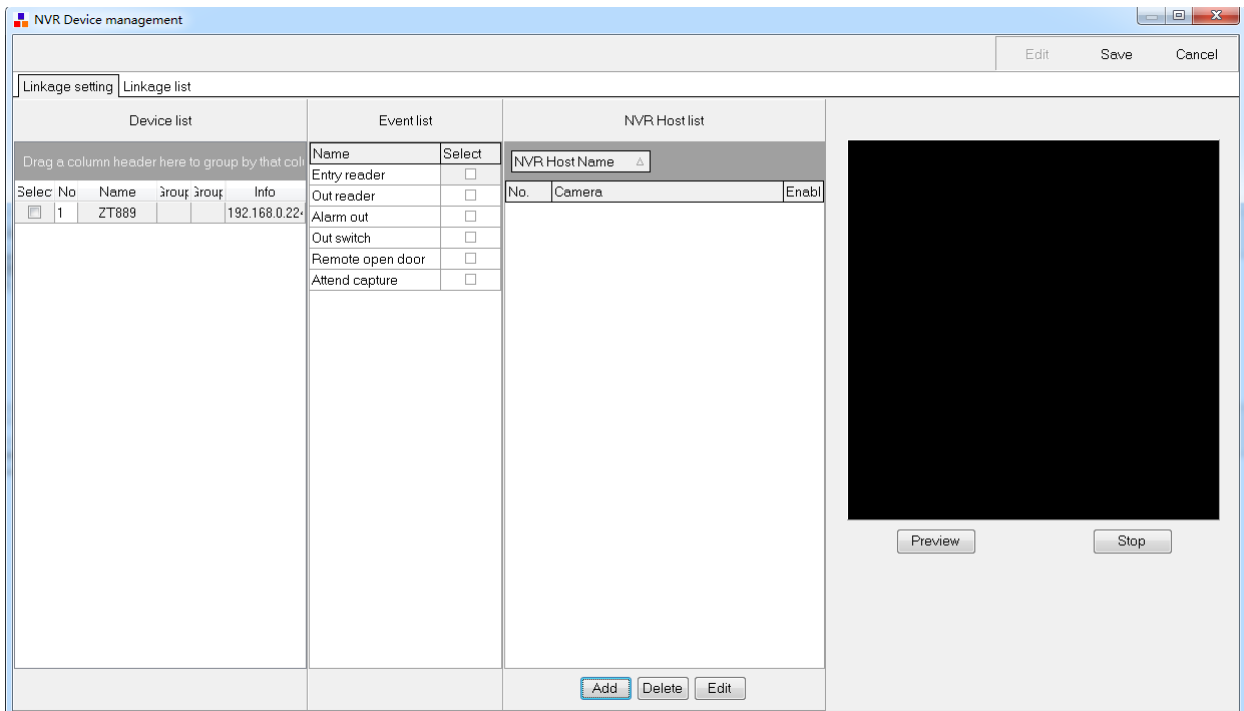
Here, specially introduce “View Info” and “Clear Admin” function icons.

Click “View Info”, it will come out a dialog box of three modules, message which allows to set message information to be transferred to and displayed on the selected devices. “Info” setting is one of unique features of SJT T&A software. User can use it to set notification message or other necessary information to be displayed on all the devices.

Suppose a user was registered as the manager (Administrator) of the terminal. However, there is need to enroll other users but at current time, the user is not in the company, how to clear administrator’s rights? Just go to click Device Management->Device, get the device connected and then click right side of mouse and select "Clear admin."

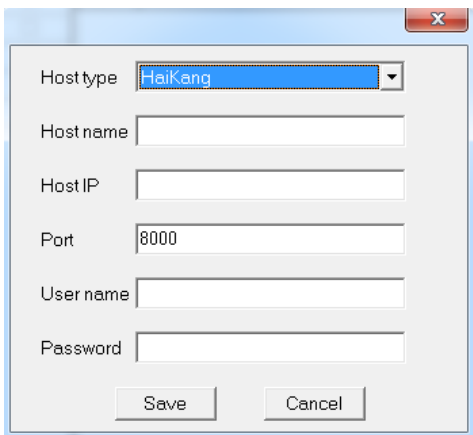
3.2.2. NVR Device Management

This module is to initially set NVR linkage device (Host type: Haikang, Dahua & Sushi) information to the system.

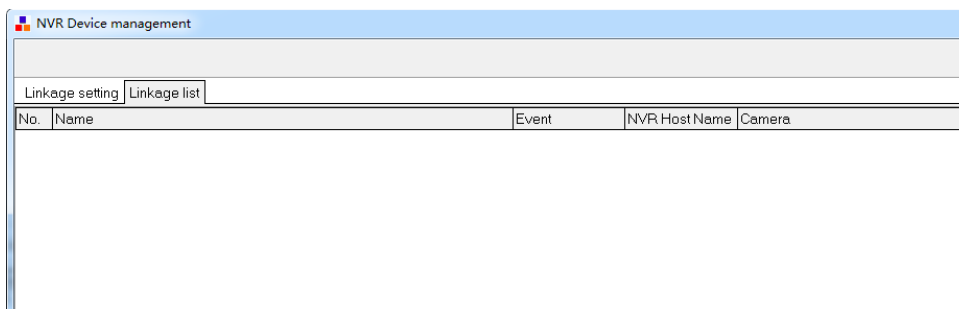


The steps of device setting are as follows:

- 1 Select “NVR device” from pull-down menu “Device”
- 2 Select host type, set host name, host IP, port number (Defaulted as 8000,it should be no less than 2000 and no more than 8000) and input user name and pass and click “Save”



- 3 Click “Linkage list” to check NVR linage relationship.



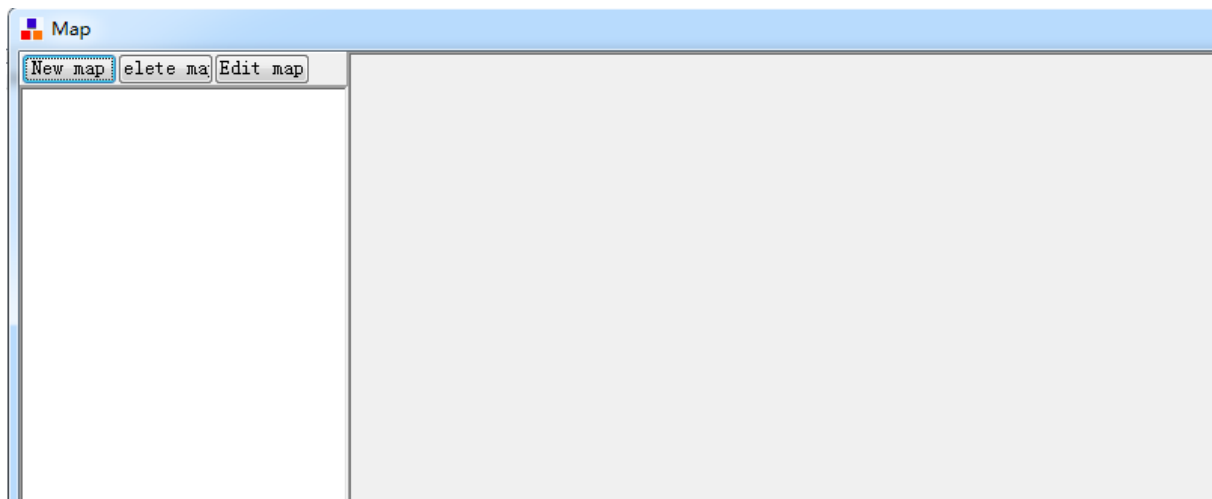
3.2.3. Monitor

This module is to query the real-time monitored login log on devices.

Employee information	No.	Name	Department	Card No	User ID	Device	Action	Time	Describe

3.2.4. Map

This module is to define which device to which map.



3.2.5. Mobile Data

This module is applied to those devices only, which have USB Disk Memory function. That is, only those models with USB disk can use this module.

Having downloaded all in/out data from fingerprint device to USB flash disk, insert the disk into PC USB port, and open the module for process.

1. Select "Mobile Data" from pull-down menu "Device"
2. In the box of Choose mobile data directory, choose relevant file from the USB Disk and click "Read mobile data" button to import all in/out records

Read mobile data

Choose mobile data directory

Select	File name	FileSpecification

Create mobile data

Department Staff ID/Name Device type

Select	Enroll No.	Card No.	Staff ID	Name	Dept. Name	Password	Finger Face	Privilege

In this module, there is another function to save fingerprints, cards and password data as an individual file in the designated path. With this function, an employee's registration information can be sent to other branches or offices in case this employee works over there without the necessity of re-enrolment again.

3.2.6. Device Privilege Manager

This module is to define and manage the user access right to the devices.

1. Select "Device Privilege Manager" from pull-down menu "Device"
2. Choose the device to be set user right
3. Click "Query" button to list all the employees under the selected device
4. Tick purview box at right hand side of selected employees to set privilege
5. Finally, click related button to complete the user right

Device Privilege Manager

View by persons View by device

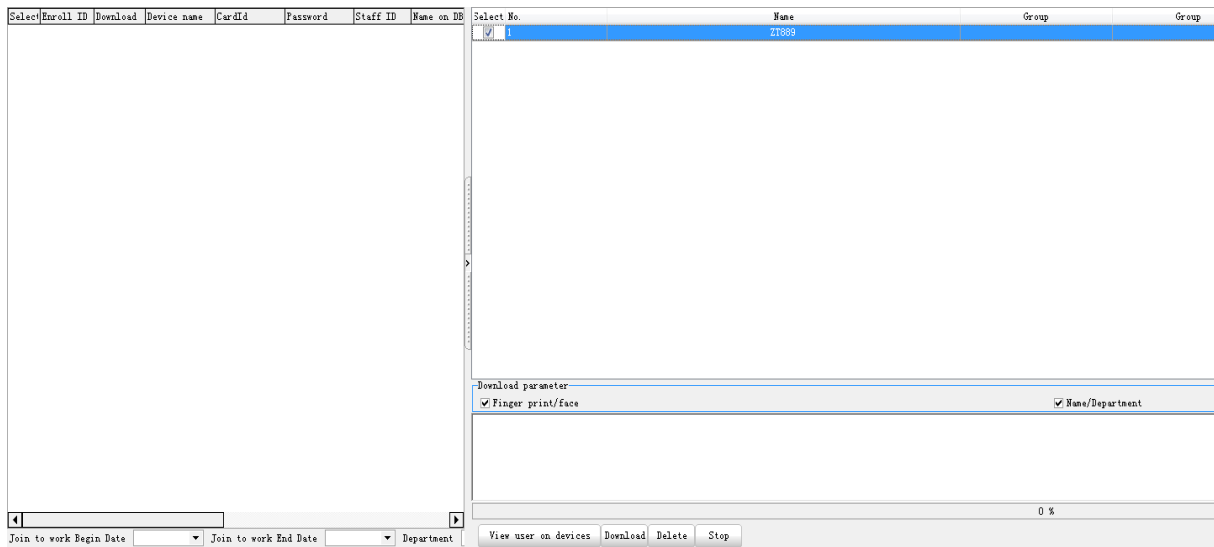
Upload parameter

Finger print/face Password/Card Name/Department Access time

Select	Staff I	Name	Dept. n	Device nam	Device gro	Door name	Enroll No.	Card No.	Password	Privilege	Time group	Time secti	Time sec

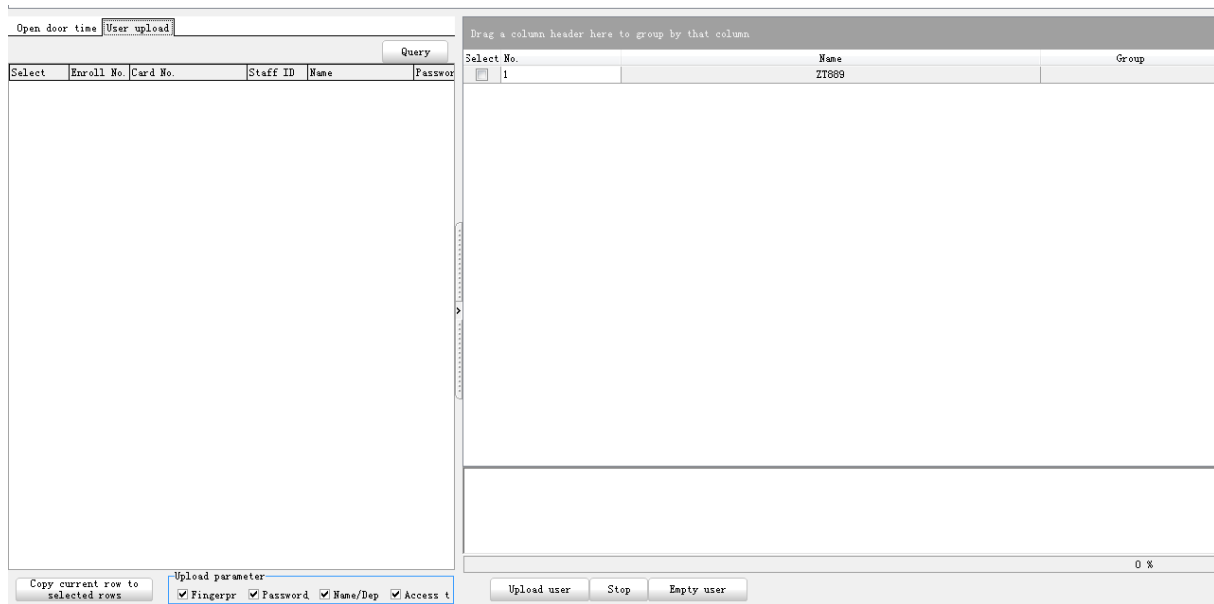
3.2.7. User Download

This module makes it easy to manage namely download the user registration information (Fingerprint, card, password and face) from device to PC software.



3.2.8. User Upload

This module makes it easy to manage namely upload the user registration information (Fingerprint, card, password and face) from database to designated device.



How to set up access control time section

Select	Name	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/>	1	00:00~23:59	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"/>	2	Forbid open	00:00~23:59	00:00~23:59	00:00~23:59	00:00~23:59	00:00~23:59	Forbid open
<input type="checkbox"/>	3	Forbid open	08:00~11:59	08:00~11:59	08:00~11:59	08:00~11:59	08:00~11:59	Forbid open
<input type="checkbox"/>	4	Forbid open	14:00~17:59	14:00~17:59	14:00~17:59	14:00~17:59	14:00~17:59	Forbid open
<input type="checkbox"/>	5	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open
<input type="checkbox"/>	6	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open
<input type="checkbox"/>	7	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open
<input type="checkbox"/>	8	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open
<input type="checkbox"/>	9	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open
<input type="checkbox"/>	10	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open
<input type="checkbox"/>	11	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open
<input type="checkbox"/>	12	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open
<input type="checkbox"/>	13	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open
<input type="checkbox"/>	14	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open
<input type="checkbox"/>	15	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open
<input type="checkbox"/>	16	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open	Forbid open

Note: The time period is allowed to open the door, the name can be modified. Edit

Select	Name	Section1	Section2	Section3
<input type="checkbox"/>	1			
<input type="checkbox"/>	2			
<input type="checkbox"/>	3			
<input type="checkbox"/>	4			
<input type="checkbox"/>	5			

Note: The name can be modified. Edit

Select	Name	Group1	Group2	Group3	Group4	Group5
<input type="checkbox"/>	1					
<input type="checkbox"/>	2					
<input type="checkbox"/>	3					
<input type="checkbox"/>	4					
<input type="checkbox"/>	5					
<input type="checkbox"/>	6					
<input type="checkbox"/>	7					
<input type="checkbox"/>	8					
<input type="checkbox"/>	9					
<input type="checkbox"/>	10					

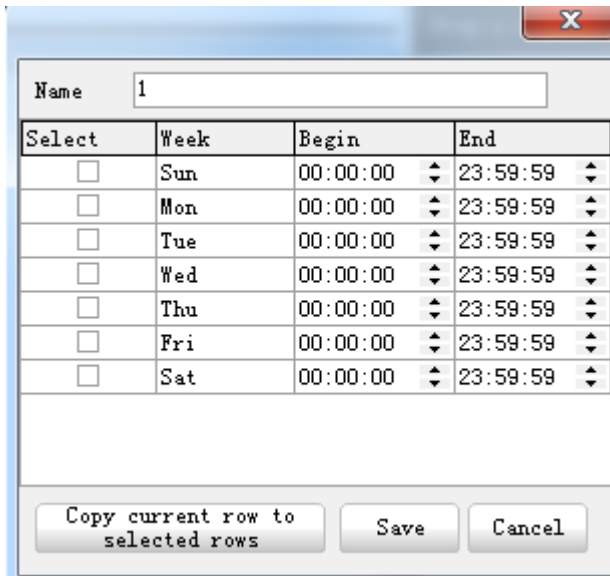
Note: The name can be modified. Edit

Open door time (time zone) configuration is an important function for any access control system. The purpose of time zone is to assign the window of accessibility for a user to a particular space. With different time zone configured, users are allowed to pass through a space according to the defined window. The maximum quantity of time zones is 50.

Setting time zone is based on access requirement. In general, full access is allowed for a working day, that is, no limitation will be set for the whole day and the time zone will be defined as 0:00-23:59. On the other hand, access for holidays or for the weekend say Sunday is different because these days are supposed not for work and access to space is normally not allowed. However, for Saturday, access to space may vary between 8:00 to 17:30.

The configuration of Open door time (Time Zone) is set as follows:

1. Select a time section and click "Edit" to set up:



- Define the time zone for each workday, click “Save” button to store the setting to the system
- Repeat the step 2 and 3 for different time zone settings if necessary

Here below is an example of two time zone settings. One is for normal working days and the other is for the Sunday.

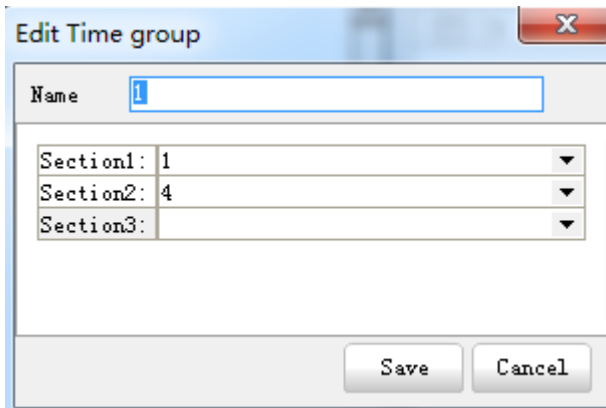
Select	Name	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input checked="" type="checkbox"/>	1	00:00~23:59	00:00~23:59	00:00~23:59	00:00~23:59	00:00~23:59	00:00~23:59	00:00~23:59
<input type="checkbox"/>	2	Forbid open	00:00~23:59	00:00~23:59	00:00~23:59	00:00~23:59	00:00~23:59	Forbid open

- To upload a defined time zone setting to a particular control device, tick the box of the “Upload access” on the right hand side

Time Group

It defines access control devices into different time group. Each time group may have one or more control devices depending on the physical requirement.

Having selected a device from the device list on the left, press “Edit” button to call the time group windows as below



1. Define the name of time group, the time zone as required. Then click “Save” to store the time group to the system. The following figure illustrates a sampled time group.

Select	Name	Section1	Section2	Section3
<input type="checkbox"/>	1	1	4	
<input checked="" type="checkbox"/>	2	4	6	
<input type="checkbox"/>	3			
<input type="checkbox"/>	4			
<input type="checkbox"/>	5			

2. To upload a defined time group setting to a particular control device, tick the box of the “Upload access” on the right hand side
3. To delete a defined time group setting to a particular control device, tick the box of the “Clear access” on the right hand side

Time Combination (Combined Door Access)

It provides flexibility to the door access by combining the time zone and the time group. It helps reduce the records of time zone and time group to be created in the system. For example, time group 1 with the time zone defined from 08:00 and 16:59 and time group 2 with the time zone between 17:00 to 23:59, the group match combining both group 1 and group 2 will extend the effective time zone for the device from 08:00 to 23:59.

Select	Name	Group1	Group2	Group3	Group4	Group5
<input type="checkbox"/>	1					
<input type="checkbox"/>	2					
<input type="checkbox"/>	3					
<input type="checkbox"/>	4					
<input type="checkbox"/>	5					
<input type="checkbox"/>	6					
<input type="checkbox"/>	7					
<input type="checkbox"/>	8					
<input type="checkbox"/>	9					
<input type="checkbox"/>	10					

Note: The name can be modified. Edit

3.3. Attendance Setting

3.3.1. Attendance Shift

This module is concerned with the data entry for attendance shift. Each attendance shift is identified with the shift code and the shift name. Therefore, as soon as a shift is created by “Add” function, a dedicated shift code and shift name must be inputted.

Afterwards, users have to define more details for each shift in the area of shift time zone. The following figure shows an example of an attendance shift.

However, the following procedure is to create an attendance shift:

1. Select “Attendance Shift” from pull-down menu “Attendance”.
2. An entry form for attendance shift emerges as shown in the above example, click “Add”

button to initialize the data form

3. Click "Save" button after the shift code and the shift name are entered in order to create the shift record.

Please note that the default work time attributes are adjustable on shift basis and can be changed by user.

4. Click "OK" button to confirm the attributes for the new shift
5. However, the shift record is not yet completed and is needed to define its principle at the lower right corner. User can check the boxes and set the relevant principle for the new shift.
6. Once the principles are done, click "Save" button in the upper right corner. After that, the data input for a shift record is completed.

Please note that any shift records can be edited and deleted when necessary.

How to set up 3 shifts changing round clock in one day or maybe 3 shifts changing across 2 days?

Firstly, it's required to set up 3 separate shifts but not three time zones in one same shift. **It's very important.** Or else once one time zone is allocated for a person and certainly he/she doesn't need to work for another two time zones but since all three time zones is within same time shift, the system will consider he/she is absent for another two time zones.

Secondly, even for any two time zones, it's very important the sign out end time of a time zone can't be overlapped with sign in time of next time zone within same time shift.

Thirdly, **it's very important** that a person can't set up next day's time in one time zone. **It's not allowed.** If this happens, the system will be more easily go to break down especially under calculation operation.

Here below please find a correct example of round clock 3 shifts across 2 days.

Separate Shift 1

00:00-06:59 | 07:00-15:00 | 15:01-22:59 | Time zone 4 | Time zone 5 | Time zone 6

Work Time Attributes

Start time: Today | 00:00 | Off time: 06:59

Duration: 06:59 | Counted hours: 6.98 | Day: 0.5

Sign in: Start 23:30 | End 03:29

Sign out: Start 03:30 | End 07:29

Attendance Type: Normal atten | OT Required

Calculation Parameters

On duty check

Late: 11 Minute(s) consider late | thereinto: 10 Minutes is not included

Late: 30 Minute(s) consider absence

Off duty check

Early: 11 Minute(s) consider early leave | thereinto: 10 Minutes is not included

Early leave: 30 Minute(s) consider absence

Late: 30 Minute(s) consider overtime | thereinto: 30 Minutes is not included

Separate shift 2

00:00-06:59 | 07:00-15:00 | 15:01-22:59 | Time zone 4 | Time zone 5 | Time zone 6

Work Time Attributes

Start time: Today | 07:00 | Off time: 15:00

Duration: 08:00 | Counted hours: 8 | Day: 0.5

Sign in: Start 06:30 | End 07:09

Sign out: Start 14:51 | End 15:30

Attendance Type: Normal atten | OT Required

Calculation parameters

On duty check

Late: 11 Minute(s) consider late | thereinto: 10 Minutes is not included

Late: 30 Minute(s) consider absence

Off duty check

Early: 11 Minute(s) consider early leave | thereinto: 10 Minutes is not included

Early leave: 30 Minute(s) consider absence

Late: 30 Minute(s) consider overtime | thereinto: 30 Minutes is not included

Separate shift 3

00:00-06:59 | 07:00-15:00 | 15:01-22:59 | Time zone 4 | Time zone 5 | Time zone 6

Work Time Attributes

Start time: Today | 15:01 | Off time: 22:59

Duration: 07:58 | Counted hours: 7.97 | Day: 0.5

Sign in: Start 14:51 | End 15:31

Sign out: Start 22:51 | End 23:20

Attendance Type: Normal atten | OT Required

Calculation parameters

On duty check

Late: 11 Minute(s) consider late | thereinto: 10 Minutes is not included

Late: 30 Minute(s) consider absence

Off duty check

Early: 11 Minute(s) consider early leave | thereinto: 10 Minutes is not included

Early leave: 30 Minute(s) consider absence

Late: 30 Minute(s) consider overtime | thereinto: 30 Minutes is not included

3.3.2. Attendance Shifts Arrangement

Making shifts arrangement is the soul of the whole Fingerprint A & T management system. How well a shift is arranged relies on good planning technique and careful consideration. Normally, shifts will be arranged by virtue of department or group with an example shown below

Att-scheduling

Department: [] Query: []

By Cycle schedule Days: 7 | By month schedule: 2017-11

Date	Week	Shift	Att-type
1: 2017-10-14	Sat	Work shift unarranged	
2: 2017-10-15	Sun	Work shift unarranged	
3: 2017-10-16	Mon	Work shift unarranged	
4: 2017-10-17	Tue	Work shift unarranged	
5: 2017-10-18	Wed	Work shift unarranged	
6: 2017-10-19	Thu	Work shift unarranged	
7: 2017-10-20	Fri	Work shift unarranged	

Intelligent scheduling shifts

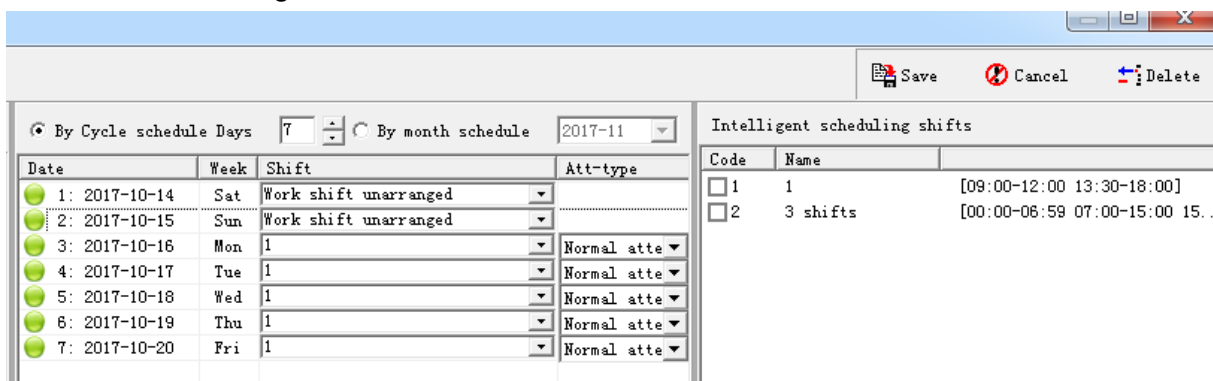
Code	Name	Shift
<input type="checkbox"/> 1	1	[09:00-12:00 13:30-18:00]
<input type="checkbox"/> 2	3 shifts	[00:00-06:59 07:00-15:00 15:01-22:59]

Here below are the procedures of arranging a shift either for all staffs or for a particular staff in a department.

- 1 Select "Attendance Shifts Arrangement" from pull-down menu "Attendance".
- 2 An entry form for shift arrangement emerges as shown in the above example.
- 3 When the box for department is not checked, it implies all staffs by default. Click "Scheduling" button in the upper right corner will initialize a shift for all staffs and confirmed by clicking the "Save" button.
- 4 However, if the box for department is checked, the staffs of the selected department will be listed. Click "Scheduling" button to initialize a shift and check the radio button of personal schedule.
- 5 Select the staff from the list and check the box.
- 6 The shift schedule is on weekly basis by default. However, it can be altered at user's discretion by simply checking the radio button by date or by month. Besides, each weekday including Saturday and Sunday is flexible to assign if it is a workday or not and with the defined shift by right-click the mouse on a particular weekday.
- 7 When the "Save" button is pressed, a shift schedule for the particular staff of the selected department will be made and shown in the left-most column of the entry form. (See the example below)

Arranging shift schedule is a recursive process through which user can continue to schedule work shifts for a number of staffs for different departments.

Below figure illustrates an example of arranging shift schedules in which weekly shift schedules are arranged.



Intelligent Scheduling (Flexible work shift) is one of unique functions of ZT889 Time and Attendance system. Once Flexible Work Shift is selected when arranging shifts, the system will automatically analyze all the possible shifts and judge which shift a clock-in to fall in. Generally, Flexible Work Shift can be recommended to use when changing shifts round the clock is required. But in order to ensure the system correctly perform this

function, it is strictly required that all the shifts have no time schedule overlapped.

For an example, employee Louis needs to take three shifts, Morning Shift (01), Middle Shift (02) and Night Shift (03). He will change shift once every 6 days. Here, Flexible Work Shift can be used for arranging his shifts.

Firstly, set three shifts. Be sure that the three shifts can not have overlapped time scope. That is, for example, the Sign-Out time of Middle Shift can not overlap with the Sign-In time of Night Shift.

After the above settings are ensured, the next step is to arrange shifts.

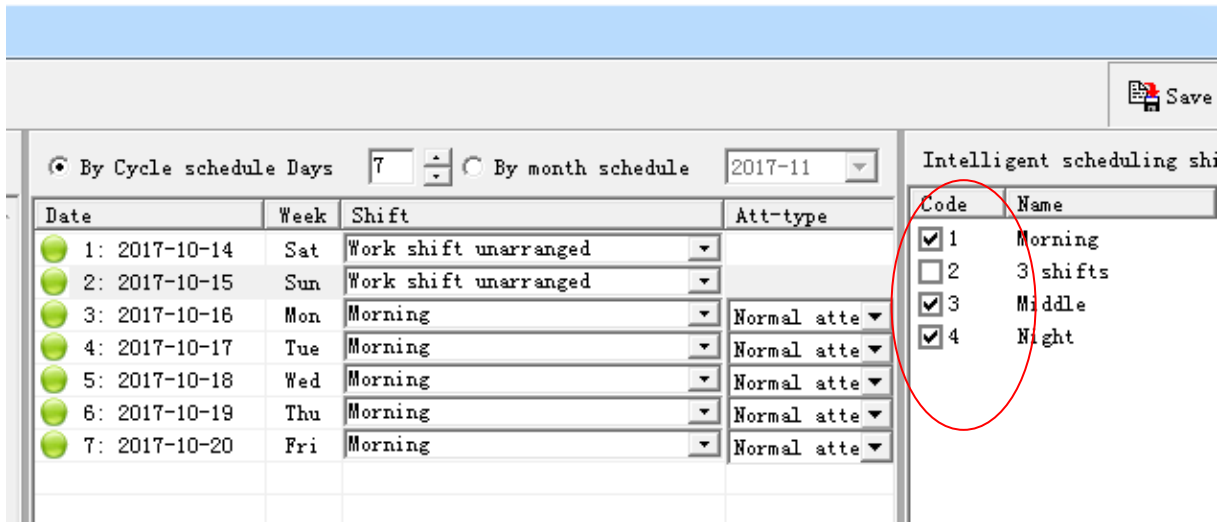
Step 1: Select a certain person or group (see below example).

Step 2: Allocate shift to every working days. If it is required to change shift on Sunday, then Flexible Work Shift can be selected.

Date	Week	Shift	Att-type
1: 2017-10-14	Sat	Work shift unarranged	
2: 2017-10-15	Sun	Intelligent scheduling	Normal atte
3: 2017-10-16	Mon	Rest	Normal atte
4: 2017-10-17	Tue	1	Normal atte
5: 2017-10-18	Wed	Intelligent scheduling	Normal atte
6: 2017-10-19	Thu	Work shift unarranged	Normal atte
7: 2017-10-20	Fri	1	Normal atte

Step 3: After select the Flexible Work Shift, tick the possible shifts for the Flexible Work Shift.

Step 4: Finally click "Save" to save the arranged shifts.

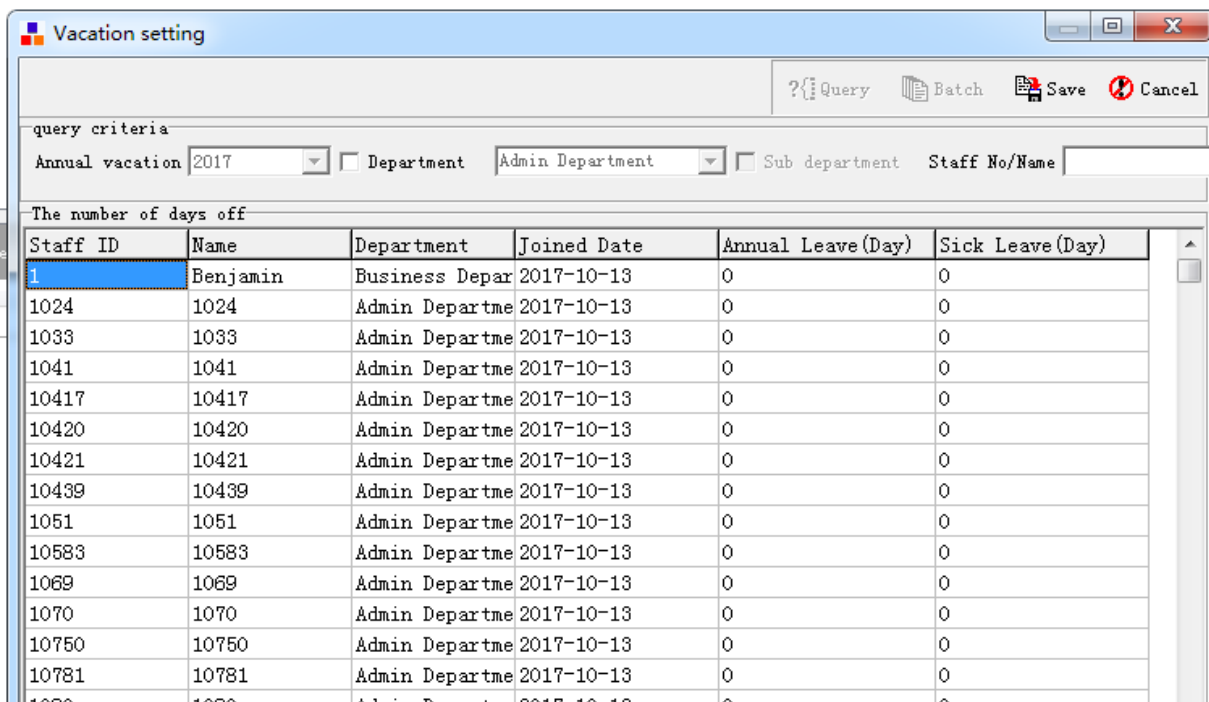


Then the system will automatically analyze and judge which shift Louis should take on Sunday according to his firstly clock-in record.

3.3.3. Vacation Setting

This module is to set the holiday information for any employee. Its operation is similar to that of other modules as follows:

1. Select "Vacation setting" from pull-down menu "Attendance".
2. An entry form for holiday information as depicted in the figure below is evoked, click "Query" button to initialize the form



3. If the box for Department is not checked, it implies that the holiday applies to all staffs. If checked, user has to decide the department and the staff who will be eligible for the holiday.
4. Click “Edit” is to define the fields
5. Then click “Save” to complete the entry for the record.

3.3.4. Overtime Count Rule

This module is to set the rules for overtime. When called, the following form will evoke that user is thus able to set the rules on his/her own discreet by “Save” operations.

more than(minutes)	no more than(minutes)	time counted(minutes)

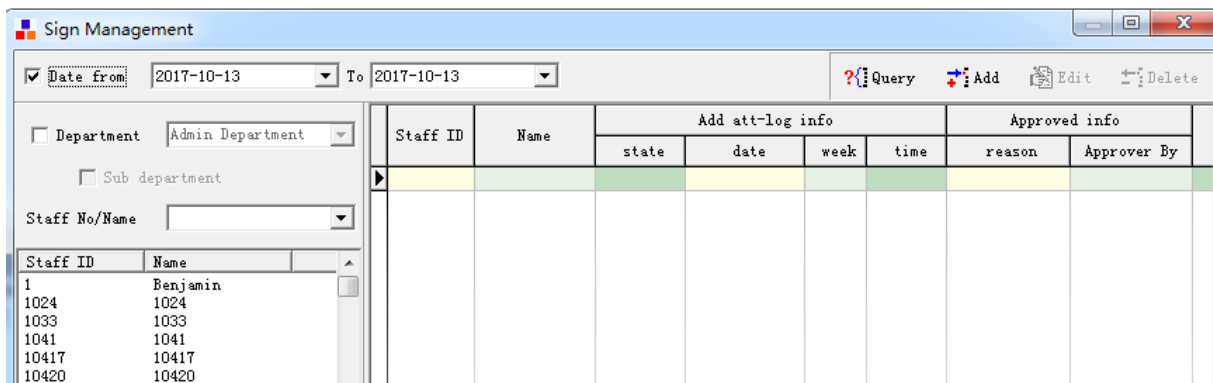
Similarly, the overtime rules can be edited when necessary.

3.4. (Time & Attendance) Management

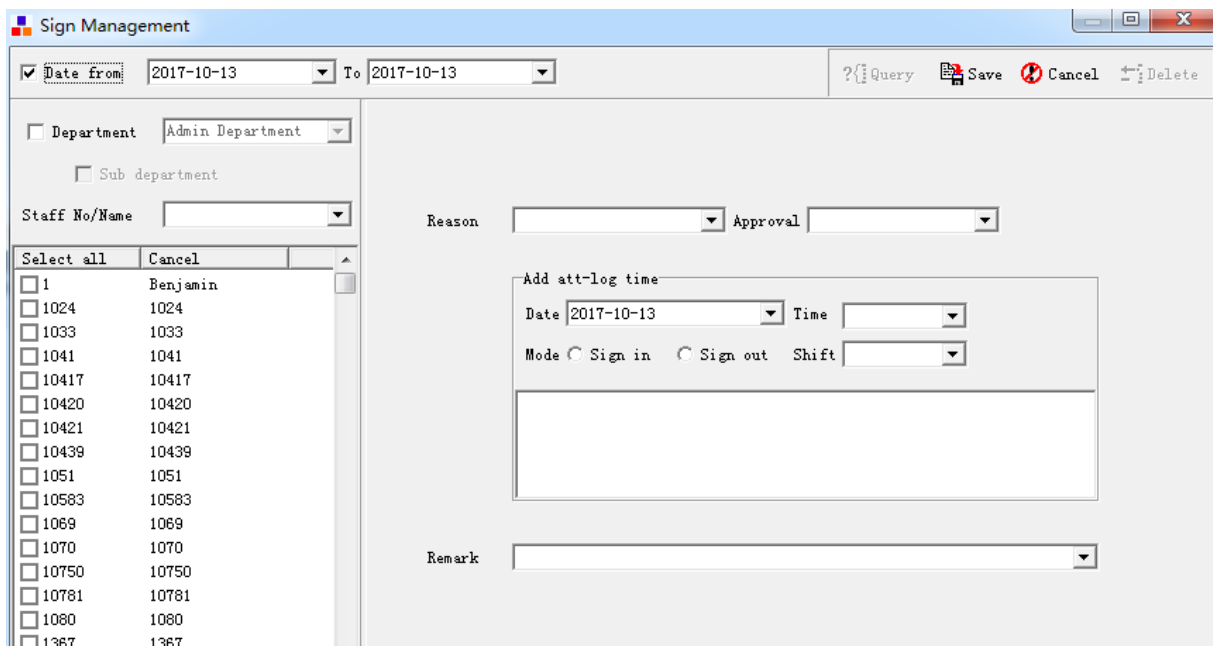
3.4.1. Sign Management

Whenever an employee forgets to sign in or being late to sign in or being early to sign out due to business reason, it is necessary to adjust the attendance status by adding either the “Sign in” or “Sign out” records with the approval from relevant supervisor.

1. Select “Sign Management” from pull-down menu “Management”.
2. An entry form for “Sign Card” is evoked as depicted in the figure below,



3. click “Add” button to initialize the “Sign Card” form for new record



4. Input all the necessary information for a card record

5. Afterwards, click “Save” to complete the record

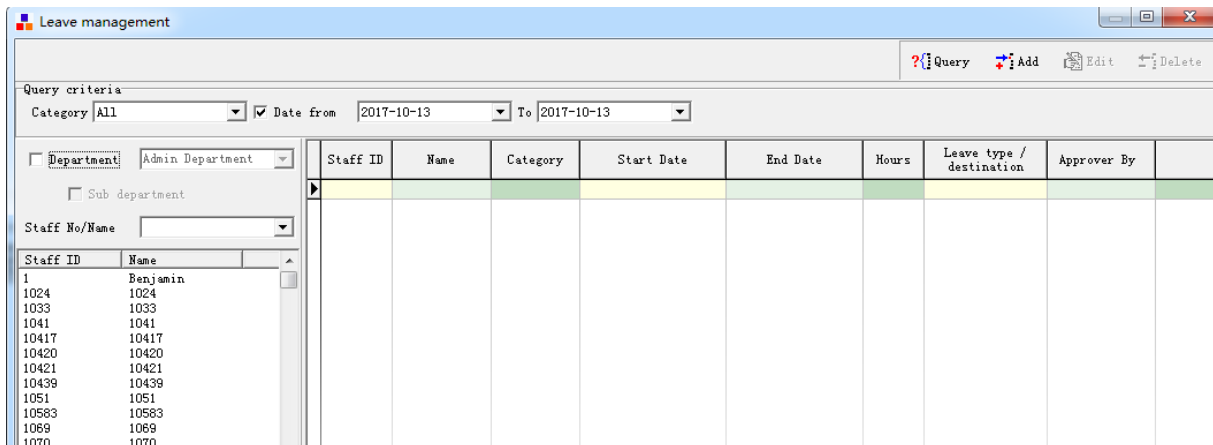
3.4.2. Leave Management

Note: Please first define leave type and then this module can be evoked.

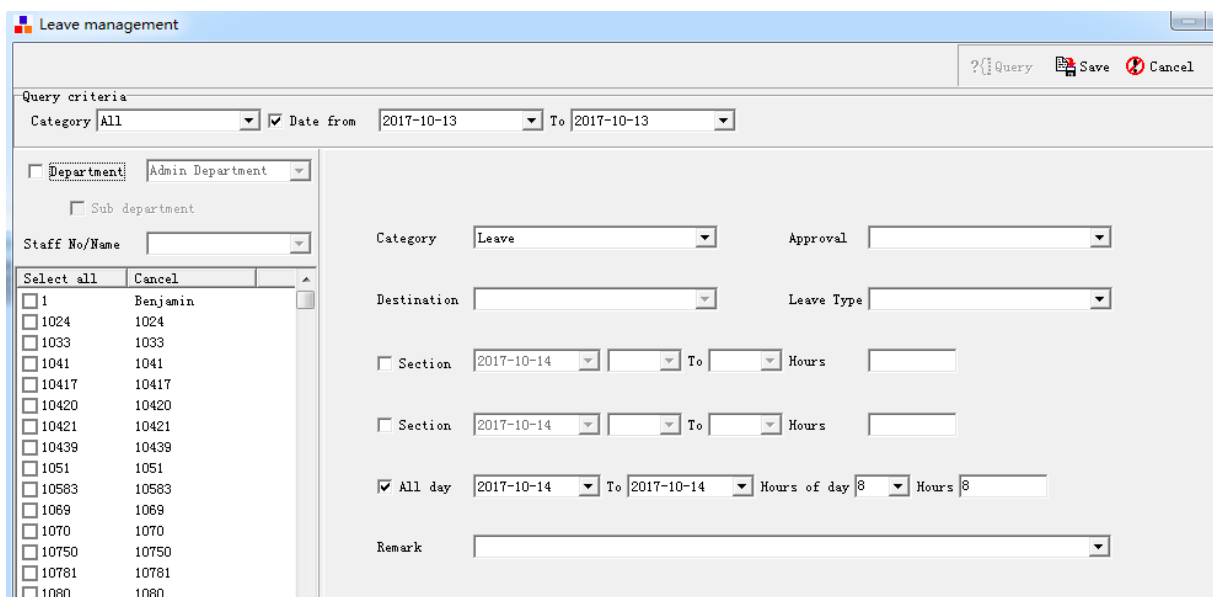
This module is to record any types of leave taken by employees.

1. Select “Leave Management” from pull-down menu “Management”

2. An entry form for “Leave” is evoked as the figure below



3. Click “Add” button to initialize the “Leave” form for new record
4. Fill in the necessary fields such as “Category”, “Section time”, “Approval”, “Destination” “Remark” and other parameters



5. Then click “Save” to complete the record

3.4.3. Vacation Management

This module is to record any types of vacation taken by employees.

Select “Vacation Management” from pull-down menu “Management”

1. An entry form for “Vacation Management” is evoked as below figure

2. Click “Add” button to initialize the “Vacation Mgt” form for new record
3. Select the necessary fields to fill out
4. Click “Save” to complete the record

3.4.4. Overtime Application

This module allows users to apply for overtime

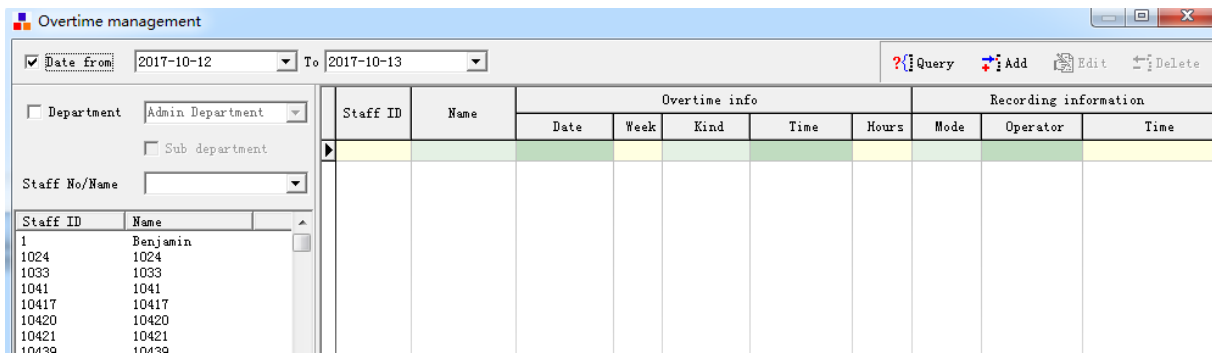
5. Select “Overtime Application” from pull-down menu “Management”
6. An entry form for “Overtime Requisition” is evoked as below figure

7. Click “Add” button to initialize the application form for new record
8. Select the necessary fields such as “Start Date”, “End Date”, “OT Type” etc
9. Click “Save” to complete the record

3.4.5. Overtime Management

This module allows users to query, add, edit or delete overtime work records sorted by means of overtime type, department, or staff name.

1. Select “Overtime Management” from pull-down menu “Management”
2. An entry form for “Overtime Management” is evoked as below figure

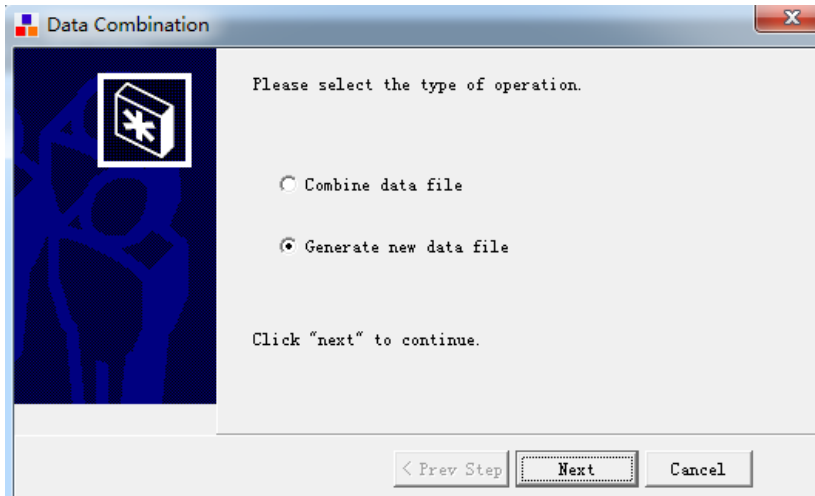


3. Click “Add” button to initialize the “Overtime” form for new record
4. Click “Save” to complete the record

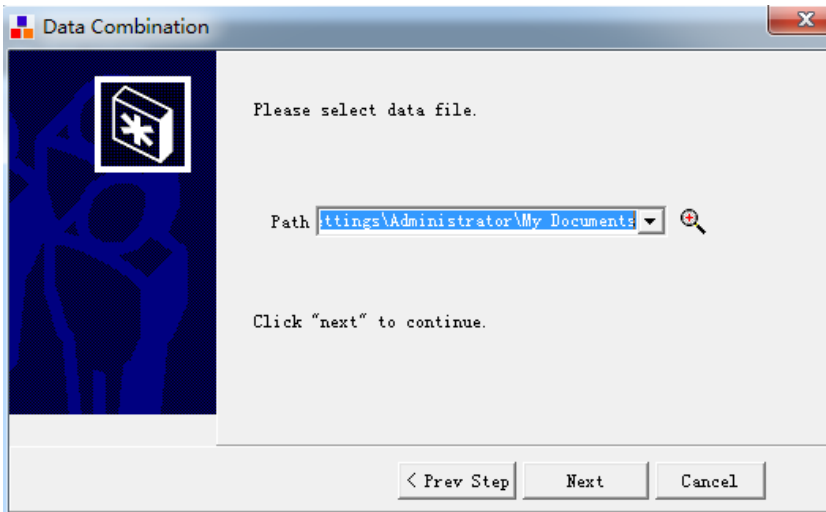
3.4.6. Data Combination

This module allows users to combine attendance data from other demote divisions or generate a local attendance data file for output.

1. Select “Data Combination” from pull-down menu “Management”
2. A window for “Data Combination” is evoked as below figure



3. Select “Combine data file” and click next. Choose the correct path for the data file which need to be combined



4. Select the data file for combination and click “Next” until all is done.

3.4.7. Daily Report

This module allows users to query employee’s daily attendance status by means of date, department, staff name or other conditions. An example of attendance daily report is shown below.

Query criteria
 2017-10-01 End Date 2017-10-31 Department Staff ID/Name Overtime Unit Time

Normal attendance Shift OT Rest Overtime Normal Absence Late Early Leave Leave Vacation Business trip Overtime

Staff ID	Name	Department	Date	Week	Attendance Shift				Duty			Lateness/Early Leave			Overtime		Off-work		Other	
					Shift Name	On Duty	Off Duty	Day(s)	Time	On	Off	Time	Lateness	Early Leave	Total	Type	Time	Type	Time	Vacation

Sure Joy Technology 2016-01-27 Att Daily

Staff No.	Name	Depart	Date	Week	Attendance Shift				Duty			Lateness/E Leave
					Shift Name	On Duty	Off Duty	Day(s)	Time	On	Off	
1	Michelee	Admin Department	2016-01-27	Wed	1	09:00	12:00	0.5	3	09:00	12:00	3
1	Michelee	Admin Department	2016-01-27	Wed	1	13:30	18:00	0.5	4.5	13:30	18:00	4.5

Remember first click Record Management to read all un-read records from terminal to the management software. After that, click Attendance Report Daily to choose time period to query, and then make calculation, query and click Report to generate daily report.

3.4.8. Monthly Report

Instead of daily report, this module is to query employee’s monthly attendance by means of date, department, staff name or other conditions. The following figure illustrates an example of the attendance monthly report.

query criteria
 2017-10-01 End Date 2017-10-31 Department Staff ID/Name Overtime Unit Hour
 Normal Absence Late Early leave Leave Vacation Business trip Overtime Show 0 data

Staff ID	Name	Normal Att.		Real Att.		Absence		Lateness/Early Leave			Overtime				Other				Department			
		Days	Time	Days	Time	Days	Time	Time	Minute	Time	Minute	Time	Minute	Normal	Rest	Holiday	Total	Leave		Vacation	On Trip	Total

**Sure Joy Technology
Attendance Monthly Report**

Staff No.	Name	Should be att.		Real att.		Absence		Lateness/Early Leave			Overtime				Other				depart				
		Days	Time	Days	Time	Days	Time	Time	Minute	Time	Minute	Time	Minute	Normal	Weekend	Holiday	Total	Leave		Vacation	On Trip	Total	
1	Michellee	1	7.8	1	7.8																		Admin Department

3.4.9. The first and latest daily

This module allows users to query the employee’s first and latest daily log record sorted by date, department, staff name or other conditions. The query result will be displayed according to the defined setting.

The first and latest daily

The first and latest daily Query Output Set

Query criteria
 Date from 2017-10-13 To 2017-10-13 Department Admin Department Sub department Staff ID/Name

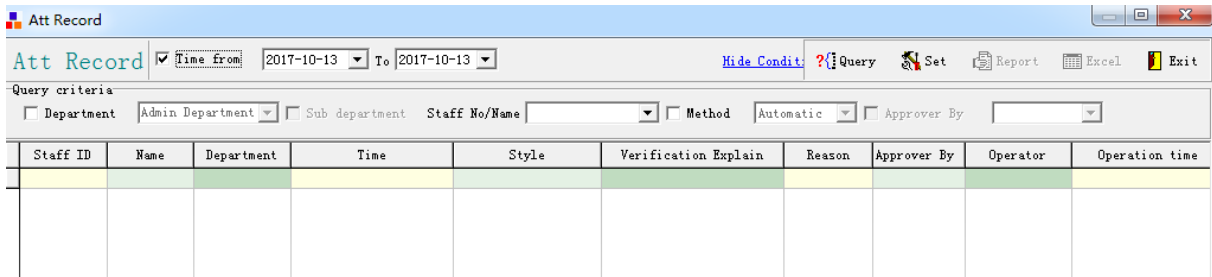
Staff ID	Name	Department	Date	Week	The first time	The latest time

3.4.10. Attendance Log Report

This module allows users to query the employee’s log record sorted by date, department, staff name or other conditions. The query result will be displayed according to the defined setting. Query report can be generated, which is exportable to Excel file.

Log report can be done by the following steps:

1. Select “Attendance Log Report” from pull-down menu “Management”
2. Select the “Query” conditions by means of Department, Staff Number/Staff Name
3. Click “Query” button to trigger the enquiry



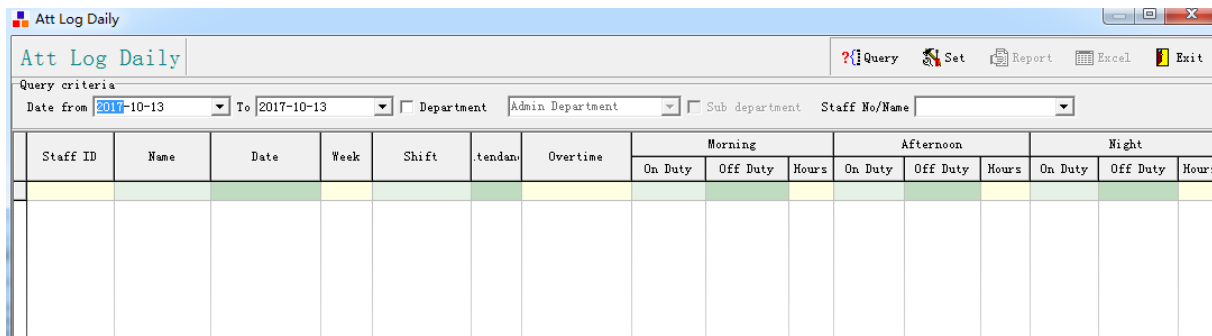
4. The module allows user to generate the report of query, export the result to an excel file or upload the result to the web server by clicking the appropriate button
An example of “Query” result is illustrated as below.

**Sure Joy Technology
Attendance Record Report**

Staff No.	Name	Dept	Time	Style	Verification Explain	Reason	Approver By	Operator	Operation time	Remark	Status
1	Michelee	Admin Depart	2016-01-27 9:00:00	Sign Card				Administrator	2016-01-27 20:30:11		Already he
1	Michelee	Admin Depart	2016-01-27 12:00:00	Sign Card				Administrator	2016-01-27 20:30:23		Already he
1	Michelee	Admin Depart	2016-01-27 13:30:00	Sign Card				Administrator	2016-01-27 20:30:28		Already he
1	Michelee	Admin Depart	2016-01-27 18:00:00	Sign Card				Administrator	2016-01-27 20:30:34		Already he

3.4.11.Attendance Log Daily

This module allows users to query employee’s daily attendance status sorted by date, department or staff name. The query result will only display general information about the attendance, Query report can be generated, which is exportable to Excel file.



An example of “Query” result is illustrated as below.

**Sure Joy Technology
Attendance Daily Report**

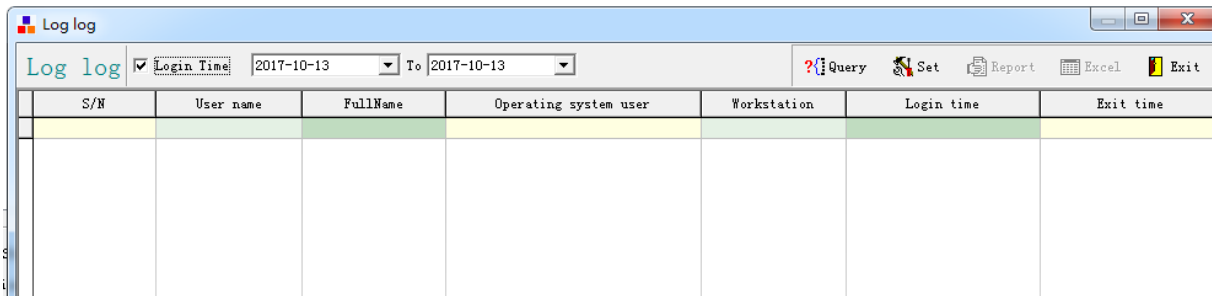
Staff No.	Name	Date	Week	Shift	standan	Work overtime	Morning			Afternoon			Night		
							On Duty	Off Duty	Hours	On Duty	Off Duty	Hours	On Duty	Off Duty	Hours
1	Michelee	2016-01-27	Wed	1		7.5	09:00	12:00	3	13:30	18:00	4.5			

3.5. Report (Query)

3.5.1. Login Log

This module is to query the login records of the system. The query will generate a report, which can be exported into an EXCEL file.

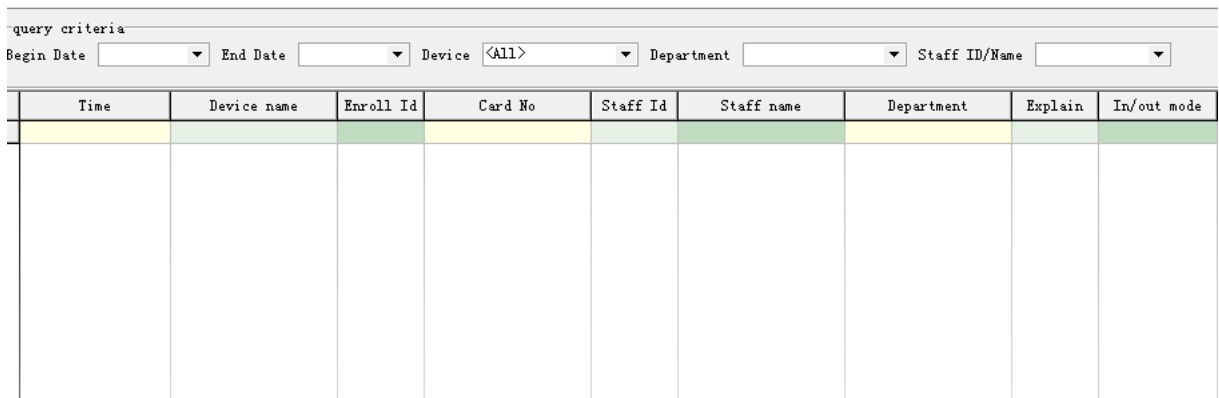
1. Select "Login Log" from pull-down menu "Query"



2. Set the date and press "Query" button to trigger the enquiry
3. This module allows generate the report of enquiry, export the result to an excel file or upload the result to the web server by pressing the appropriate button

3.5.2. General Log (G-Log)

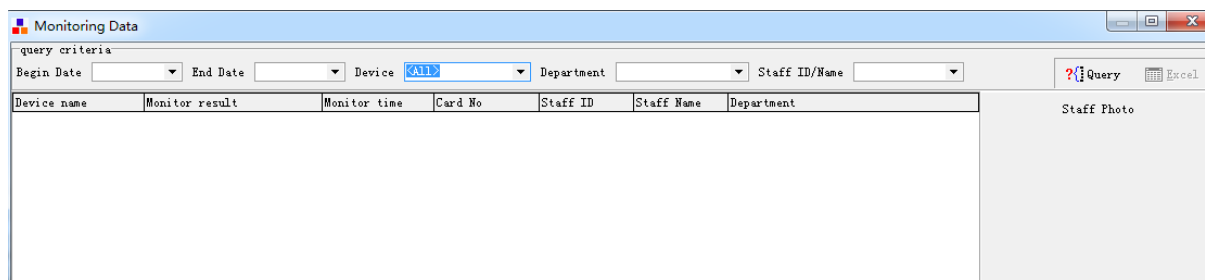
This module is to query the general log records on devices. The query can generate a report, which can be exported into an EXCEL file.



3.5.3. Monitor Data View

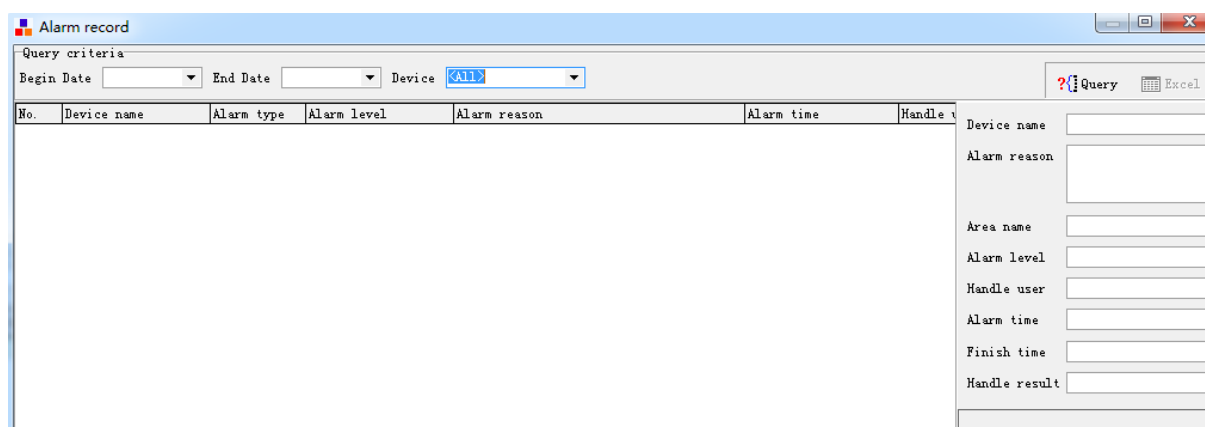
This module is to query the real-time monitored login log on devices. The query can generate a report, which can be exported into an EXCEL file.

The steps of getting monitor data view are similar to section 3.6.1



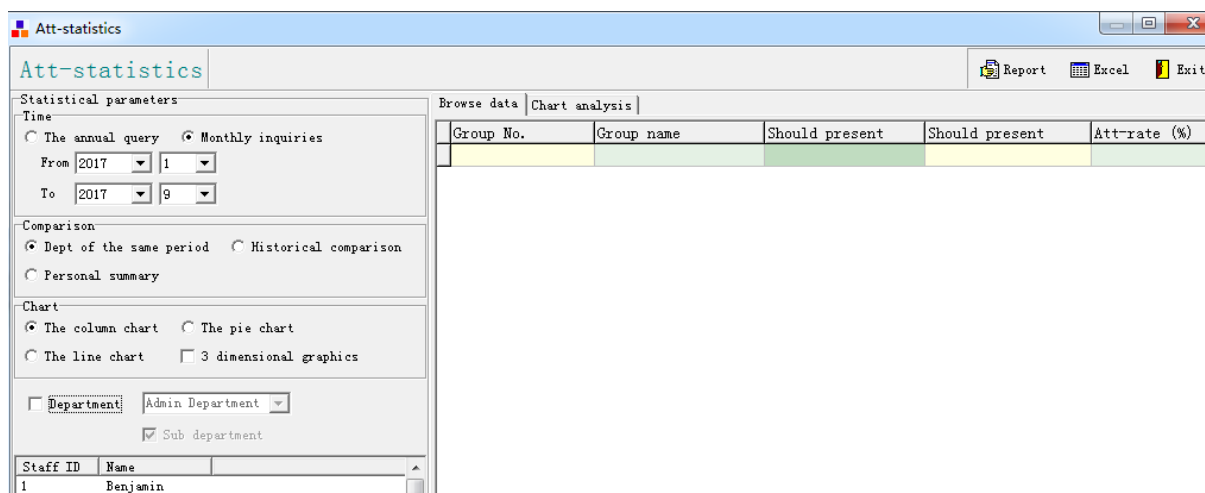
3.5.4. Alarm record

This module allows users to query alarm record sorted by date, device or other conditions.



3.5.5. Attendance Statistic Report

This module allows user to generate different attendance statistic reports according to the defined conditions..



The following steps should be followed for attendance statistic report:

1. Select "Attendance Statistic Report" from pull-down menu "Query"

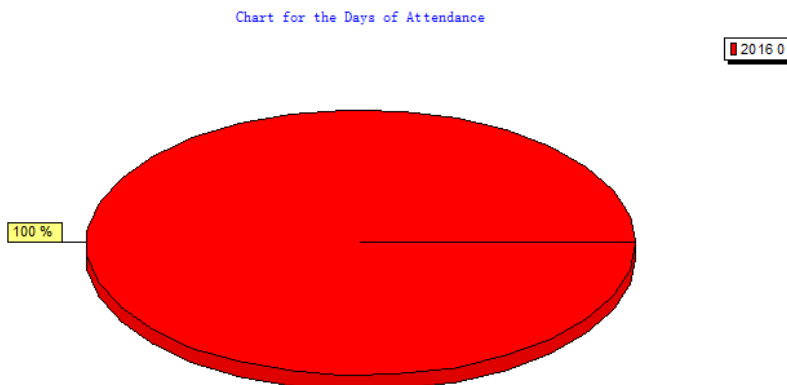
2. Define the Statistic Parameter by year and by month on the left column of the above figure
3. Choose the other parameters for comparison, for the Graphic type of the report
4. Once relevant parameters are chosen, the attendance statistics and the defined graphs will be generated in the main body of the window as shown in the above figure
5. If user wants the statistics and the graphs to be printed in report form, click “Report” button on the upper right corner.

Here below is an example of statistical report generated for illustration.

Sure Joy Technology
Attendance statistics analysis report

Author : Administrator Printed date: 2016-01-28

Group code	Group name	Should present	Actual attendance	Attendance rate
2016	2016	1	0	0

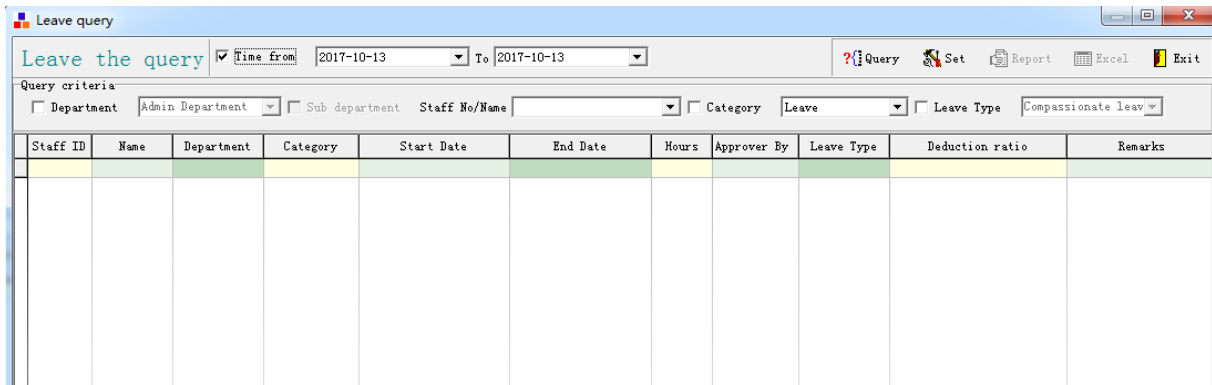


3.5.6. Leave Record Report

This module allows users to query employee’s leave record sorted by date, department, staff name or other conditions.

Leave record report can be done by the following steps:

1. Select “Leave Record Report” from pull-down menu “Management”
2. Select the “Query” conditions by means of Department, Staff Number/Staff Name, Type of Leave etc



3. Click “Query” button to trigger the enquiry

An example of Leave Record Report is depicted in following figure.

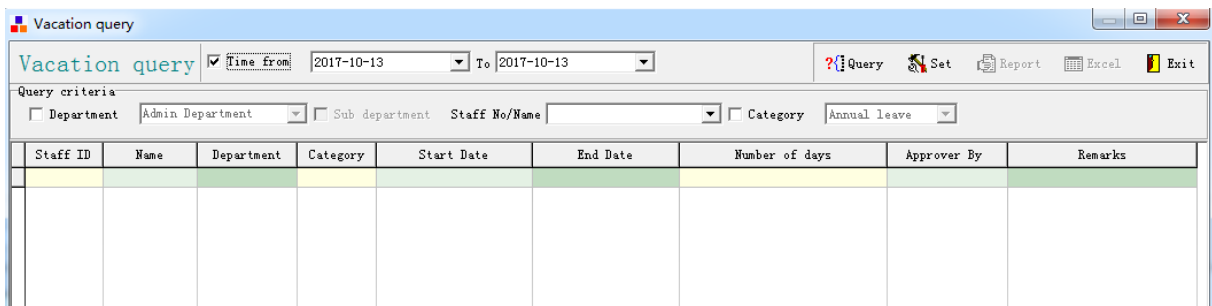
**Sure Joy Technology
Leave Report**

Staff No.	Name	Dept	Category	Start Date	End Date	Hours	Approver By	Leave Type	Deduction ratio	Remark
1	Michelee	Admin Depart	Ask for leave	2016-01-22	2016-01-22	8		Sick leave	0	

4. This module allows user to generate the report of enquiry, export the result to an excel file by clicking the appropriate button

3.5.7. Vacation Query

This module allows users to query employee’s vacation sorted by date, department, staff name or other conditions.



3.5.8. Vacation Statistics

This module allows user to generate different vacation statistic reports according to the defined conditions..

Staff ID	Name	Department	Annual leave			travel on home Leave		
			should take	has been take	surplus	should take	has been take	surplus

3.6. System Maintenance

3.6.1. System Parameter

This module provides the interface for user to define and access the system information.

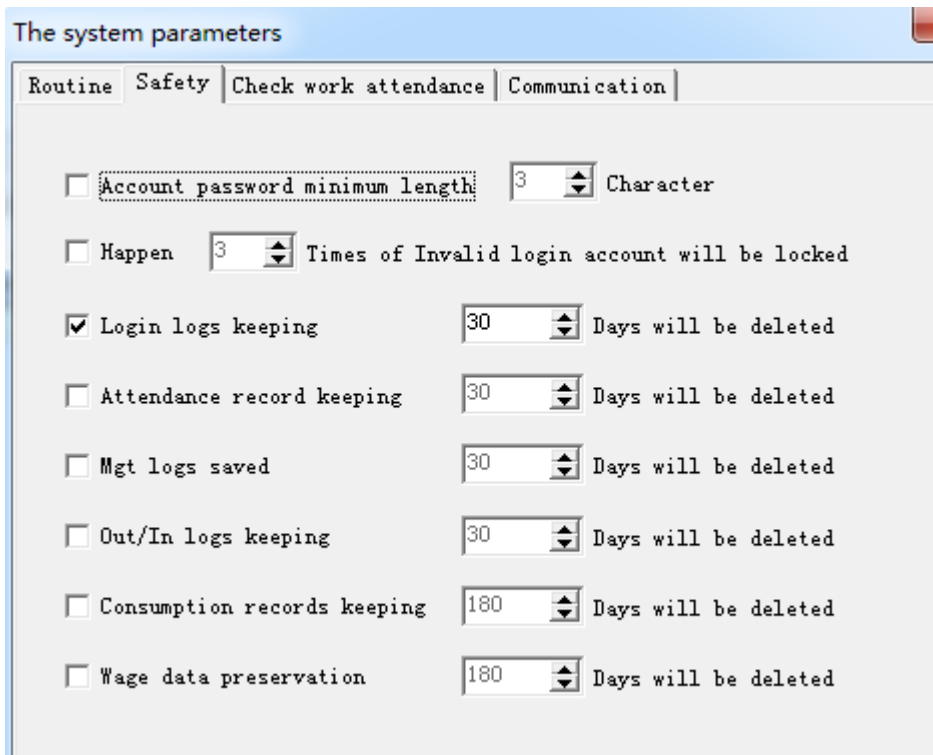
1) Routine parameter

The above dialog box shows the general parameters of system. In the box of “Company name”, input the name of company or unit, then it will be displayed on the top of department structure.

If user needs to use access control function, it needs to check “Access Control”, so that on the system top menu, Access Control module will be activated.

For other parameters, user can check all other boxes if needed.

2) Safety Parameter



The above dialog box shows the security parameters of system.

If user's company or unit has so many employees that its daily log record is large enough to affect the system's running speed, it becomes necessary to shorten the period of time for saving the daily logs or records. However before doing so, please ensure that data backup is made. Then system will timely delete outdated logs or records according to the preset time period, so as to improve system's performance.

3)Attendance Parameter

The system parameters

Routine | Safety | Check work attendance | Communication

The effective number of overtime

Vacation as attendance time

Travel as attendance time

Late or early buckle attendance hours

Rest and holiday overtime must apply for

Work overtime at ordinary times must apply for

Monthly permits Times Minutes

Overtime offset late and Early time in same day

Enable audit (Leave, overtime, leave)

The above dialog box shows the attendance parameters of system. User can set different attendance condition

4) Communication Parameter

The system parameters

Routine | Safety | Check work attendance | Communication

The communications manager IP

Communication service port

Real time monitoring port

Real time monitoring records for ordinary record

Auto update URL

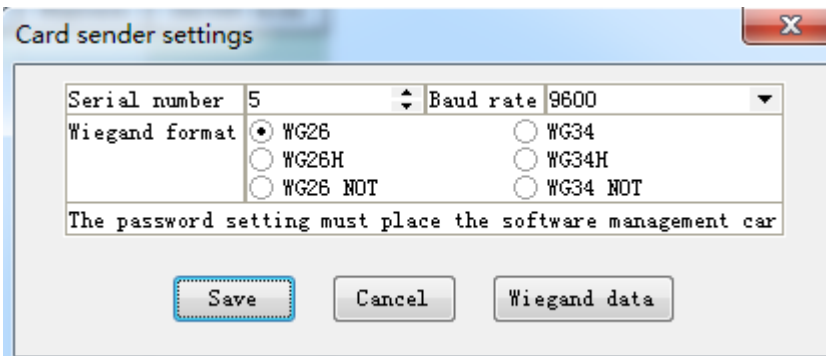
The above dialog box shows the communication parameters of system. User can set communication status. Once (remote) real-time monitor function is required, it's necessary to set the Proxy Sever IP address (it should be a **static IP address**) in the software, and change Real-time Monitor value from defaulted one to "7005" and click to choose above square box, detail please see above interface.

For (remote) real-time monitor function, it's also required to go to the terminal, follow Menu--- Set Comm. --- Ethernet --- S. Server IP, and set "IP Address" under "Server IP" same as the above proxy sever IP address.

Then (remote) real-time monitoring function can be used. (***It is required additional charge.***)

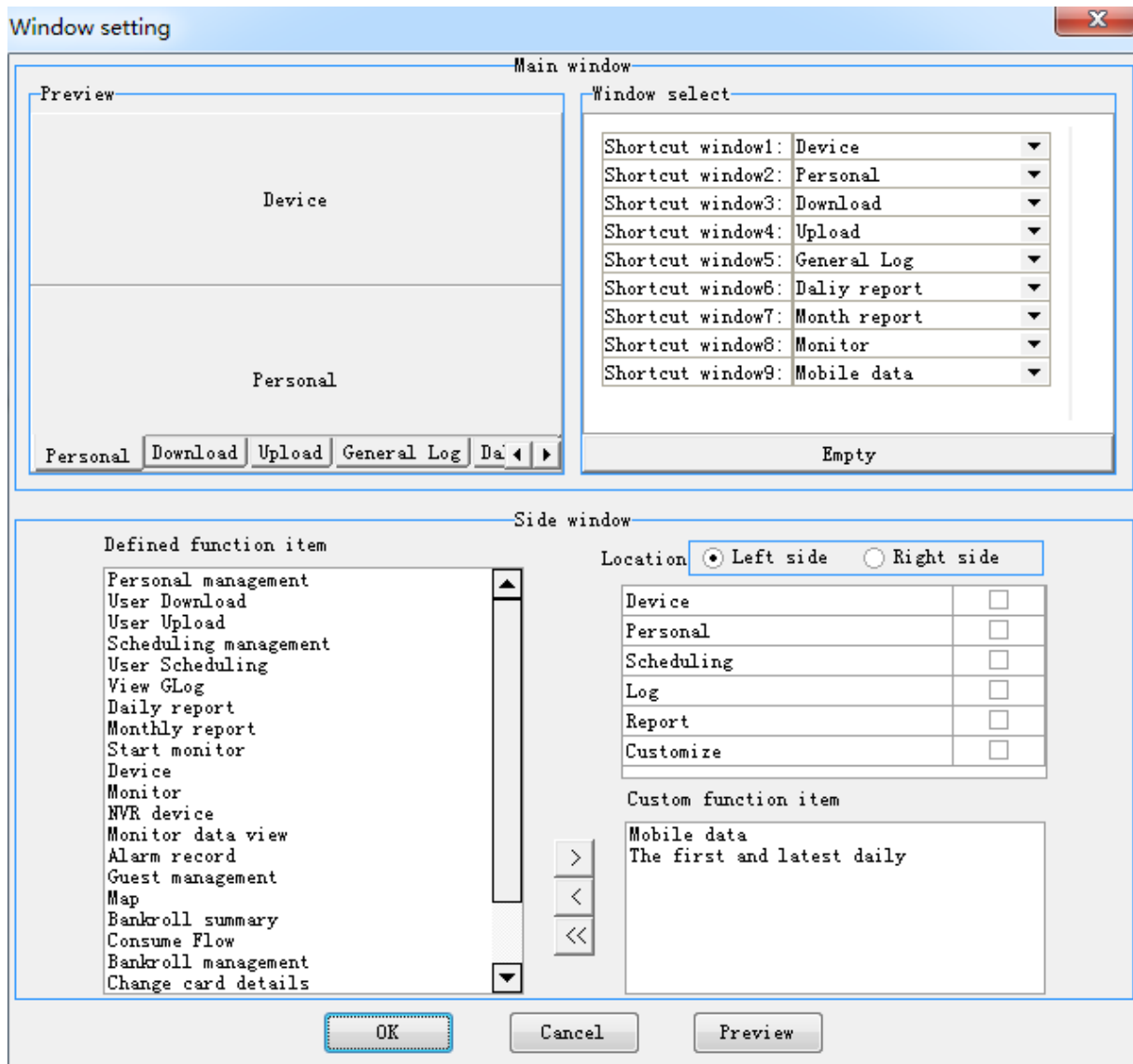
3.6.2. Card Sender Setting

This module provides the interface for user to card sender



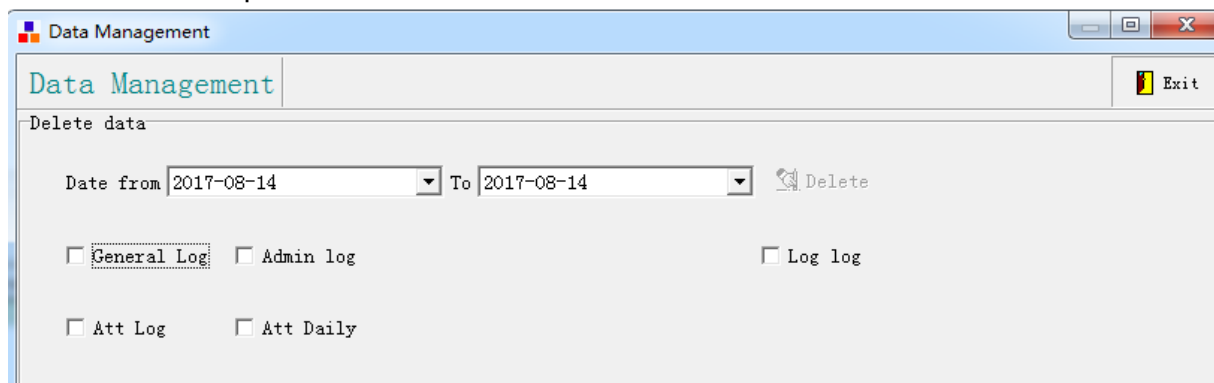
3.6.3. Window Setting

This module provides setting for window interface outlook.



3.6.4. Data Management

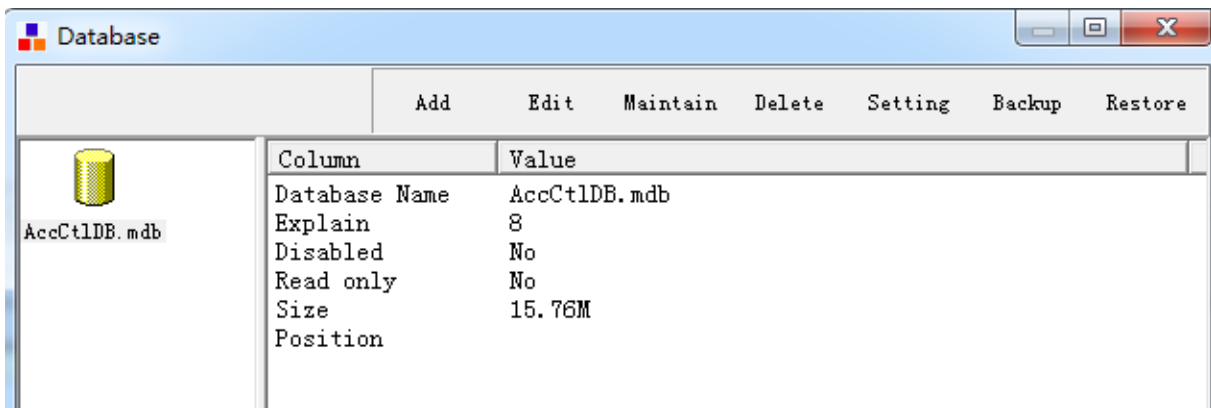
This module allows user to delete data in certain period of time so as to get rid of those outdated data and make the data management more effectively. Here below is the window for data operation.



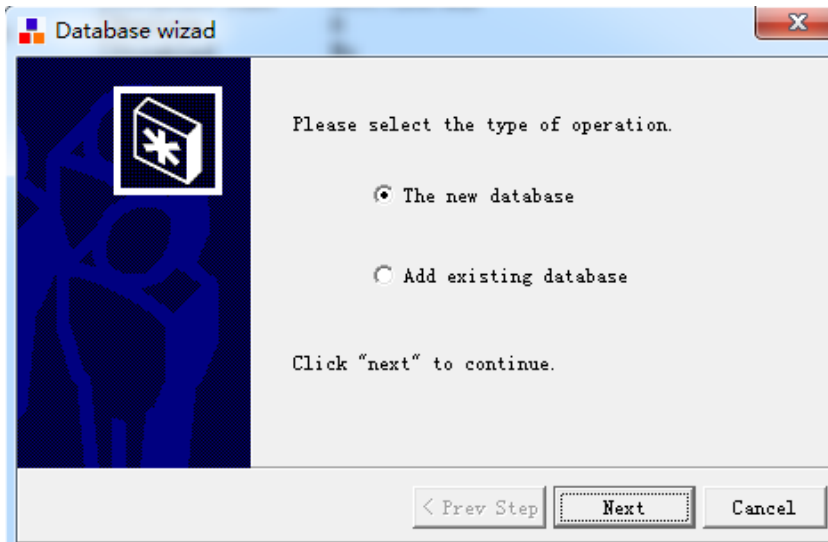
3.6.5. Database Management

In Database Management module, user can select function button “Add”, “Edit”, “Maintain”, “Delete” or “Exit” to work. This module allows user to be easier and more secure to manage multiple database.

When Database Management module is called, the following window is evoked and user can go different database actions by pressing the buttons on the upper right corner at his/her own discretion.



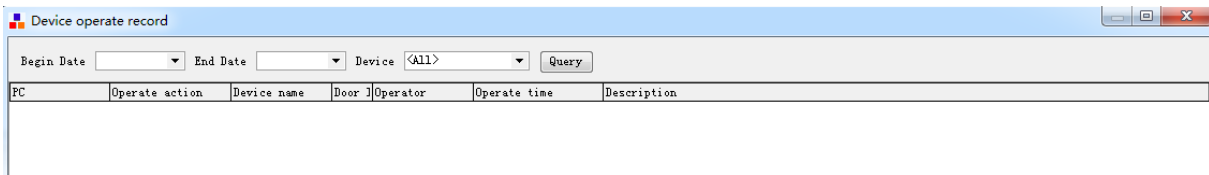
When “Add” button is clicked, there will be a database wizard prompting out to guide the actions either creating a new database or appending the existing database.



For other actions such “Edit”, “Maintain” and “Delete”, appropriate windows are evoked with self-explanatory to guide the actions.

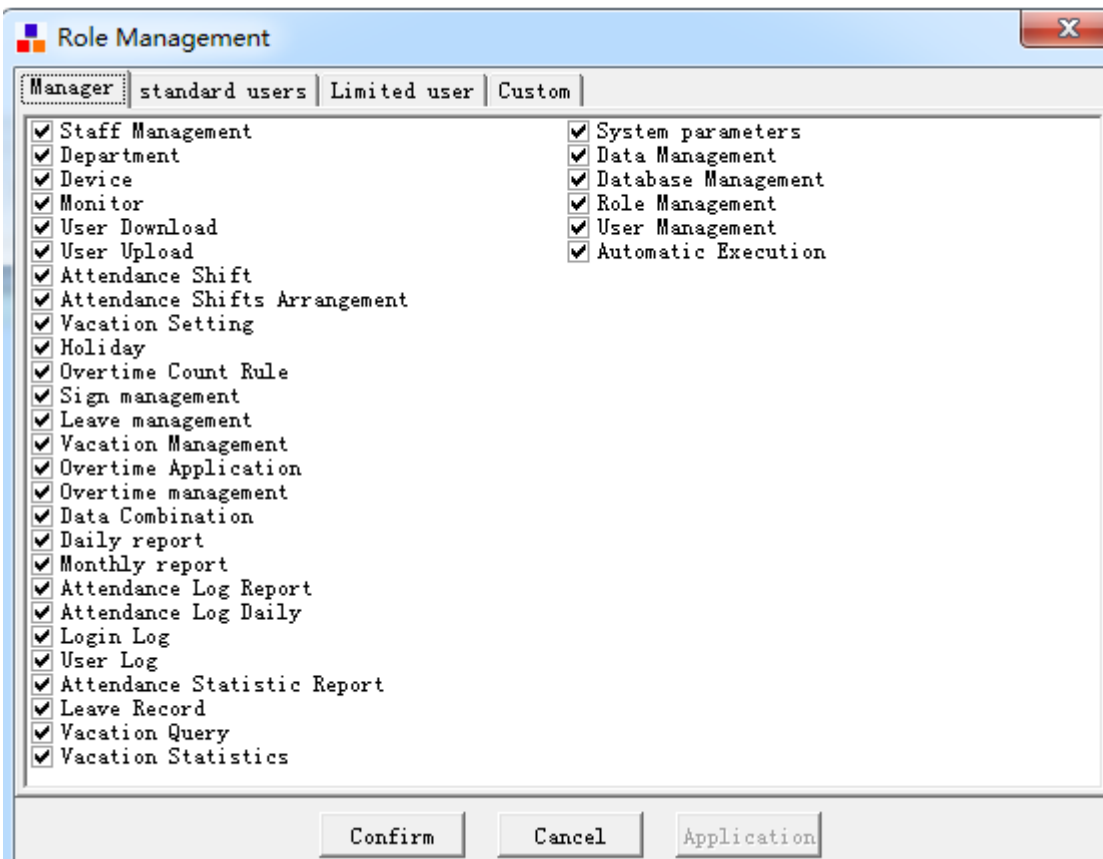
3.6.6. Device Operate Record

This module allows users to query device’s operation record sorted by date, device or other conditions.



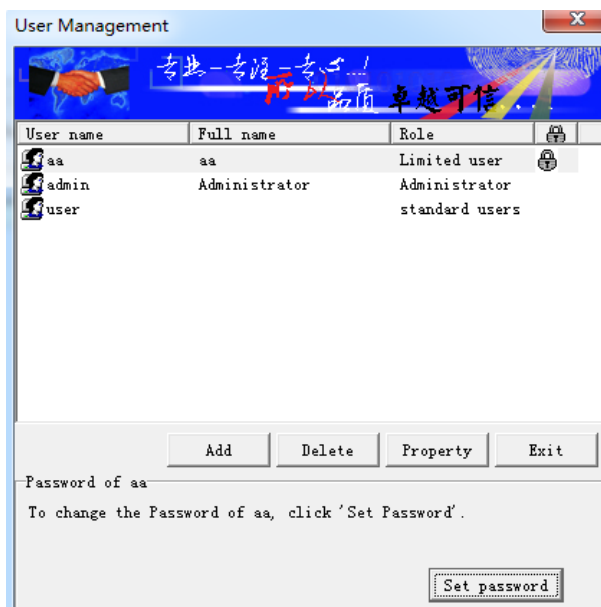
3.6.7. Role Management

Role management is a module that helps define the user's access right to the system. There are 4 kinds of roles allowed - administrator, standard user, restricted user and other. Different role will be authorized with different rights by checking the items listed below.



3.6.8. User Management

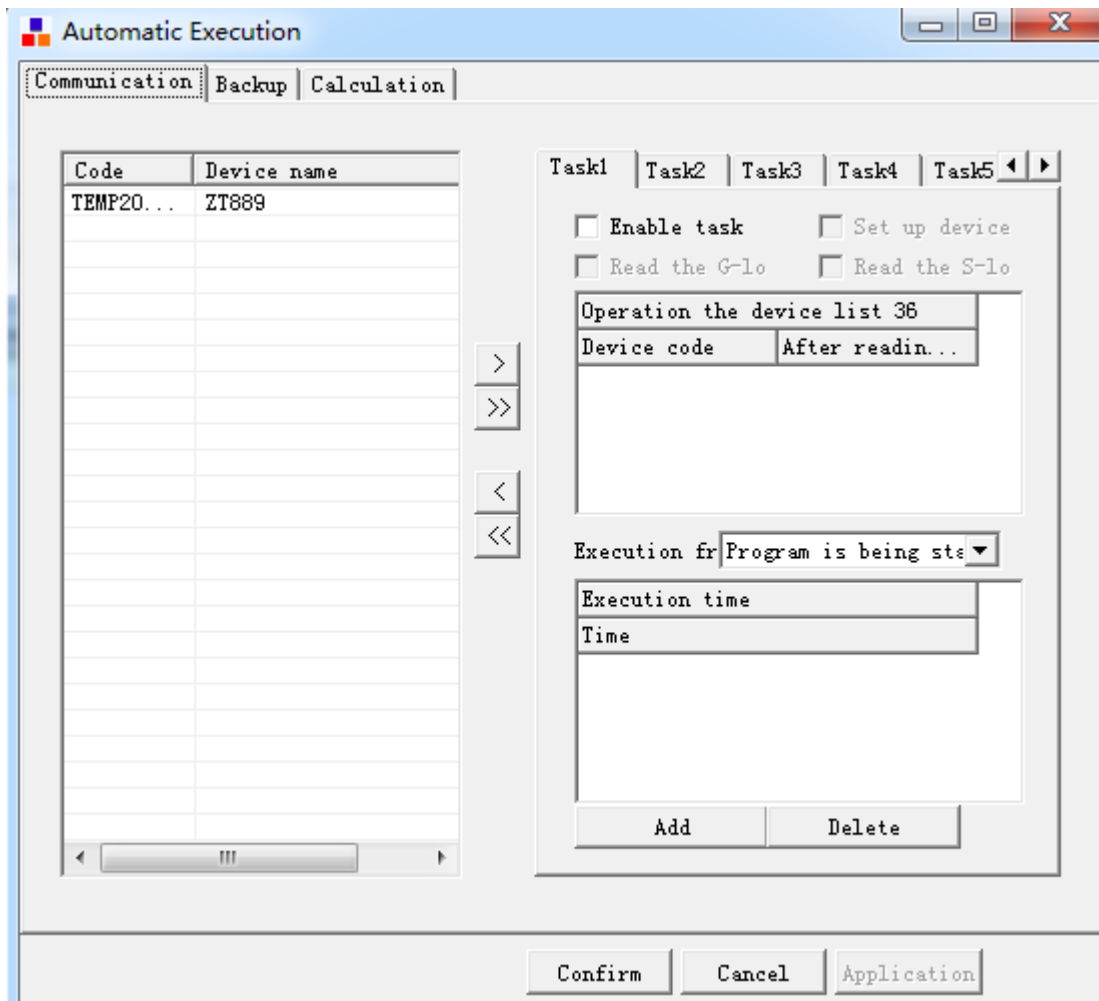
The module allows system administrator to add new users to the system. The following figure shows the dialog box of adding new user or editing user information which are guided with the system wizard step by step.



3.6.9. Automatic Execution

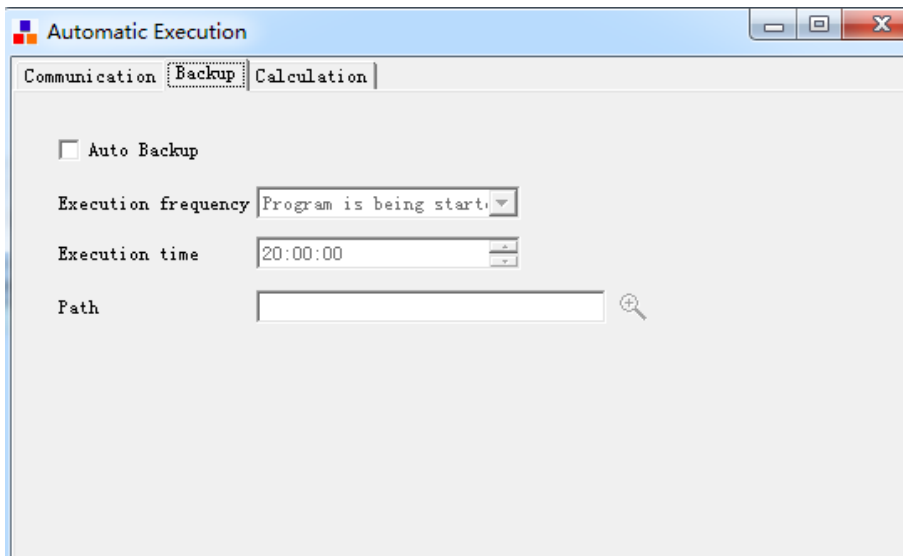
Automatic execution is one of our software's unique features. Through this function, user can set the system to update itself to the latest version by online upgrade, to communicate with devices, to save backup data and conduct calculation automatically.

The following figures show the sample functions of the automatic execution. User has to choose the appropriate parameters in each function at his/her own.

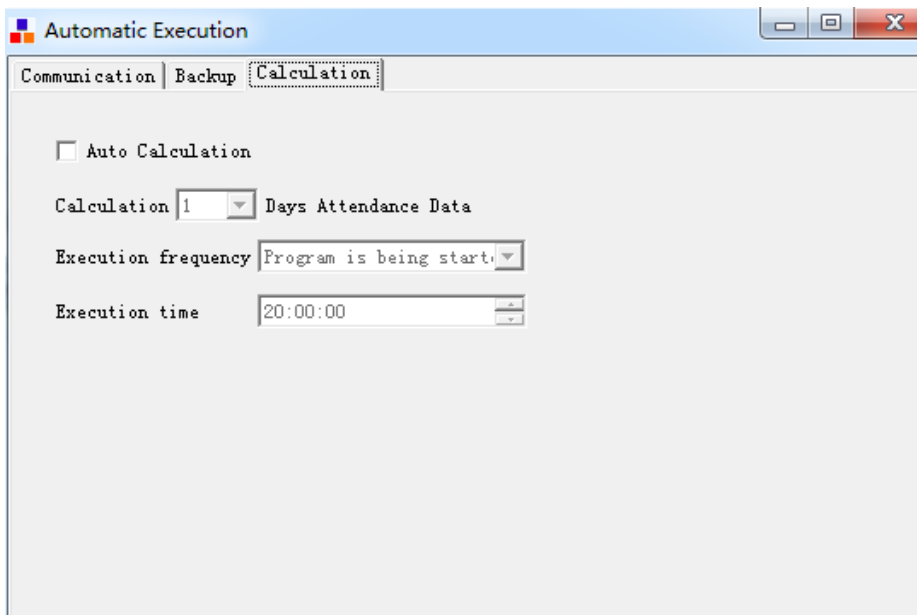


The above figure shows all the parameters about how to set system automatically to communicate with devices. With setting these parameters, all log-in/out data on the device can be automatically read.

If “Timer Setting” is selected and Execute Time is set, then the time of device(s) will keep same as the computer’s when device(s) automatically communicate with the computer at the preset Execute Time. So in those regions or countries where DST is carries out, user can use this function to settle the problem of changing device clock time in DST days.



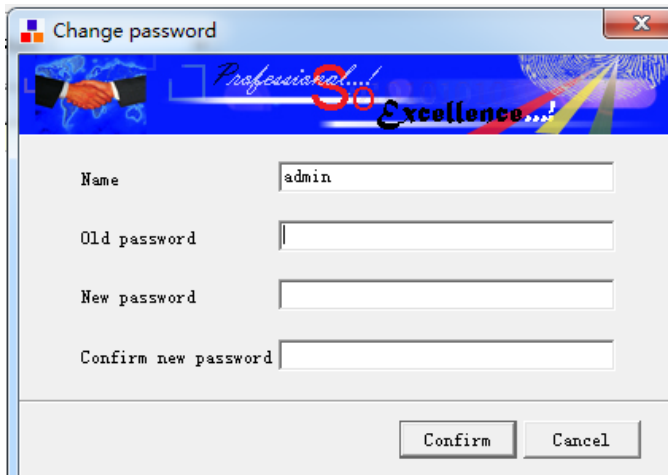
The above figure shows all the parameters about how to set system to automatically backup data to a file.



The above figure shows all the parameters about how to set system to automatically conduct calculating attendance data. If this function is set, the system will automatically calculate attendance data soon after starting up the system every time.

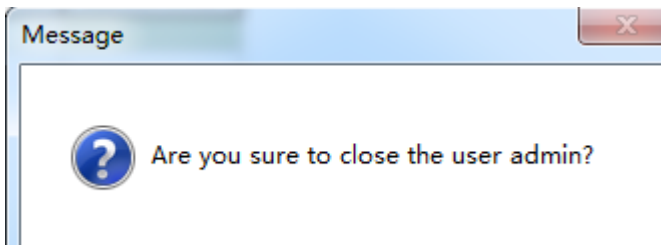
3.6.10.Change Password

The module allows the system administrator or users to change the password.



3.6.11. Logout Admin

This module is to delete administrator's registration from the system.



3.7. Help

3.7.1. Help

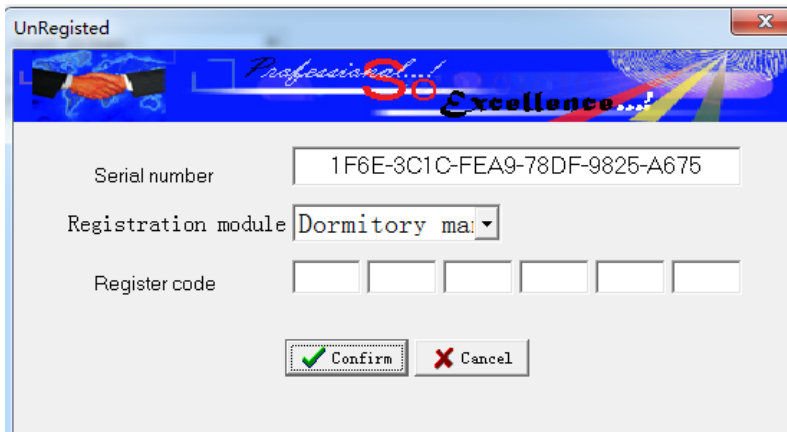
Help is not yet developed in the system. However, in case user finds problems in managing the system, please forward the questions to your distributor for a prompt feedback.

3.7.2. Open Directory

This is for shortcut path to find out the directory under which the software is installed.

3.7.3. Software Register

For some special modules of Professional A & T system, the software is charged one, like dormitory management, channel management, salary management, patrol management, vehicle management, contract reminder and conference attendance management. For details, please contact your local distributor.



3.7.4. About

The current version of Fingerprint T & A system is V11.6. The version will be changed over time as subject to the system upgrade.

