

**Software Manual**

**For**

**An Integrated Fingerprint**

**T & A System (Zerro 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. Besides, user can download the software pack from the website [www.surejoytec.com](http://www.surejoytec.com) directly. The software pack includes Green version software pack, the system manual and a fast setting operation.

Copy Green version software pack to any subarea of PC (C: not recommended) and then click kqgl.exe to run software.

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

Default username : admin

Default password : 123

However, user can change the default password on his/her own discretion under the system module "Change Password". Details please refer to the section 3.7.7.

### 2.2. How to Install USB Driver Software

USB driver software enclosed in the disc is used for driving the USB communication. Connect USB data cable one side with the fingerprint reader terminal and another side with USB port of PC. At lower right corner it will immediately show a prompt that a new hardware is found and then a dialogue box appears for installation of "PET USB serial"

and click to indicate the correct path for USB driver software (included in the software pack CD) and follow the indication to finish installation.

After installation, click My computer icon on the PC, click right side of mouse and select “Property” and then choose “Hardware” and click “Device Manager” to open another window box and choose “Port” and click to see whether there is a list of “Pefis FingerKeeper (USB serial ) Device (COM3)” If yes, it means successful installation is done.

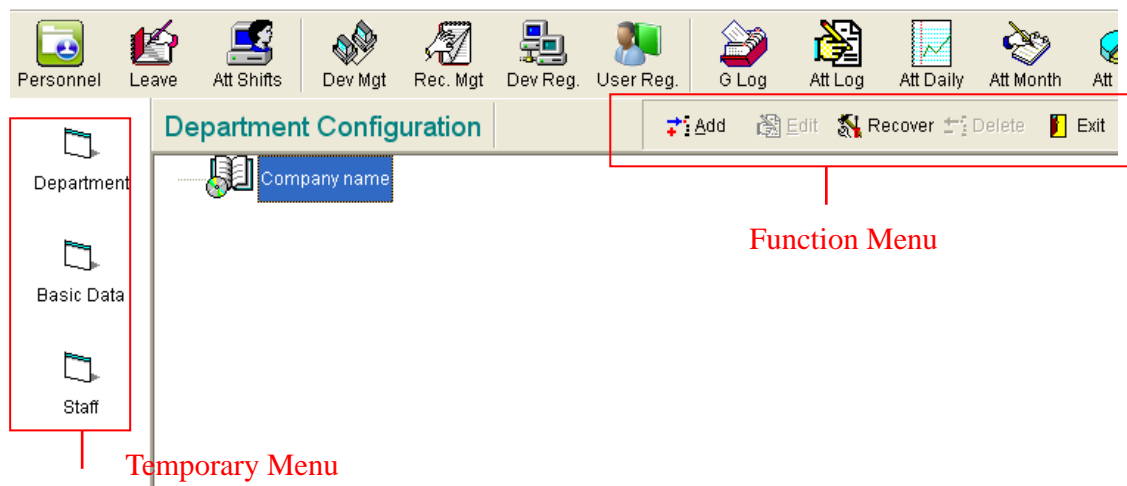
### 2.3. How to Communicate the System with the Reader Terminal

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

1. Click kqgl.exe to run software
2. Evoke Device Management module and click “Add” to add device. Details please refer to the section 3.6.1
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.



The above figure depicting a typical module of the system indicates that the standard interface will show the “Temporary Menu” and the “Function Menu”.

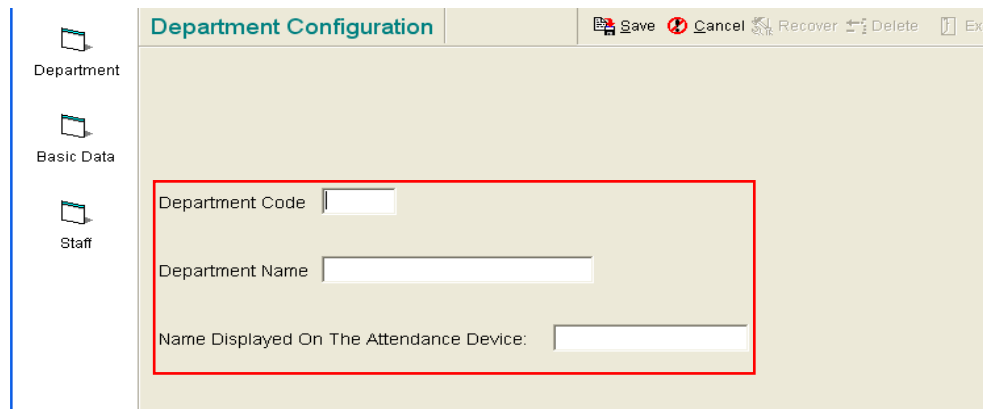
Company name can be set from pull-down menu “System Parameter”.

### 3.1. Personnel Setting

#### 3.1.1. Department Data

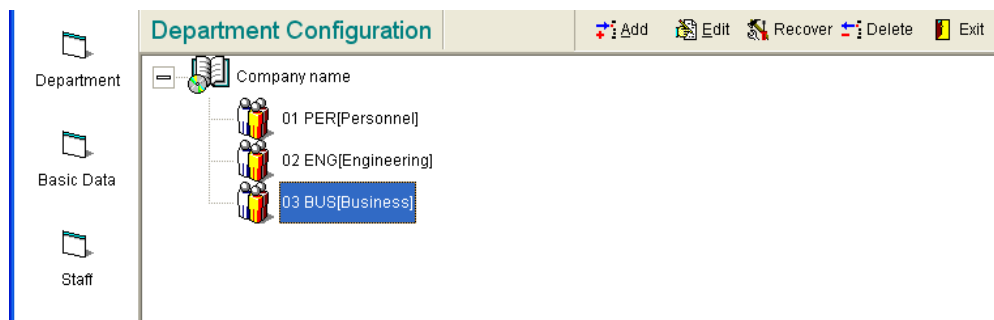
Department data is the basic data required to be set for the system running. The data is essentially composed of three parts – the department name, the department code and the department name shown in the attendance device. The following steps illustrate the process of the data setting.

1. Select “Department Data Setting” from pull-down menu “Personnel”.
2. Click “Add” button from the function menu to evoke the following diagram for data entry.



3. Once the data for the department entered, click the “Save” button in the function menu to save the department data into the system.

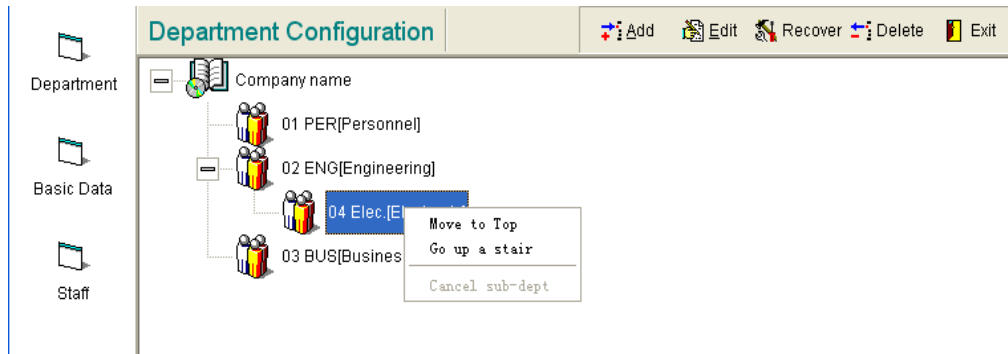
For each complete department data entry, a dedicated icon associated to the entry will be created and shown in the system.



Note: The icon representing a particular department can be moved up and down by simply dragging or through the operation of mouse as follow:

1. Highlight the icon you want to move
2. Right-click the mouse button to call the sub-menu

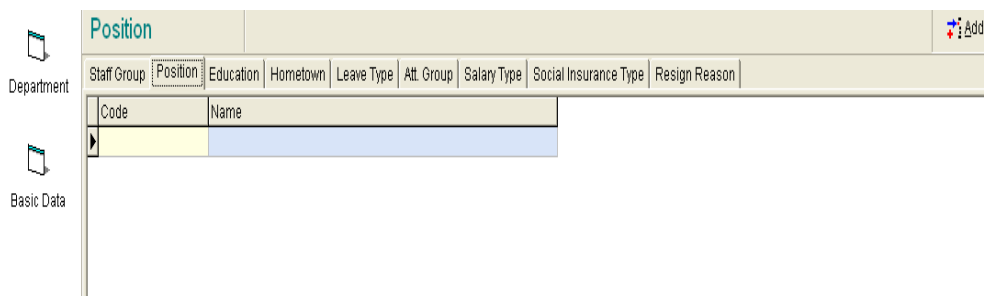
### 3. Select action



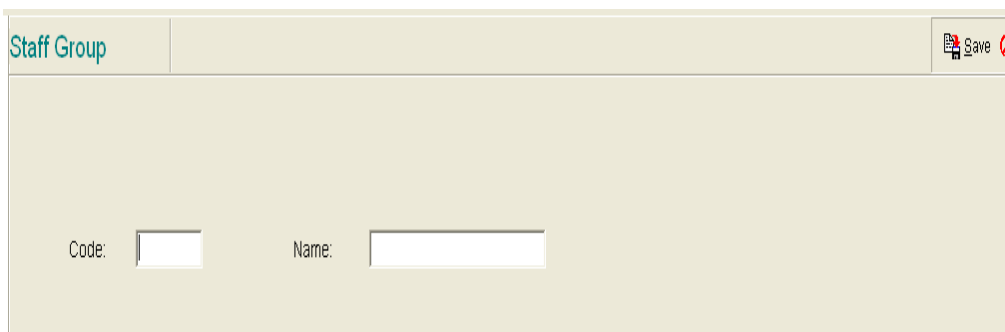
#### 3.1.2. Fundamental Data

It is relevant to the information types of staff that are required to be processed in the attendance system. The entry of this information is given as follows:

1. Select "Fundamental Data Setting" from pull-down menu "Personnel". It comes up an interface as follows. All information types should be preset.



2. For example, an entry form for staff group record emerges, click "Add" button to evoke the following window



3. Input the staff group code and the staff group name into appropriate boxes, then click "save" to complete the entry.

It is a recursive process that user can enter a multiple of staff information types by

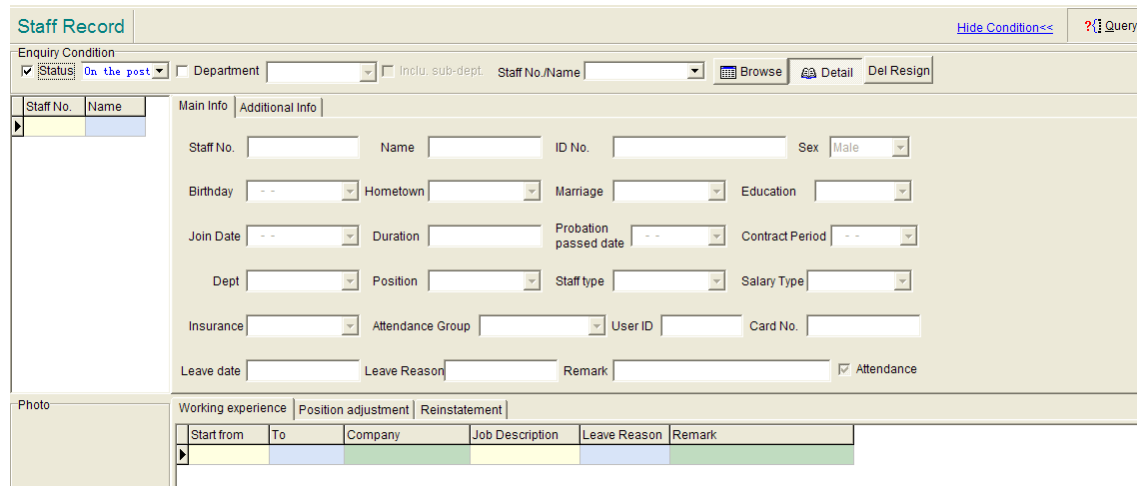
repeating the step 2 and 3.

Please note that any staff information type records can be edited and deleted when necessary.

### 3.1.3. 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. An entry form for staff record emerges, click “Add” button to initialize as below



Start from	To	Company	Job Description	Leave Reason	Remark

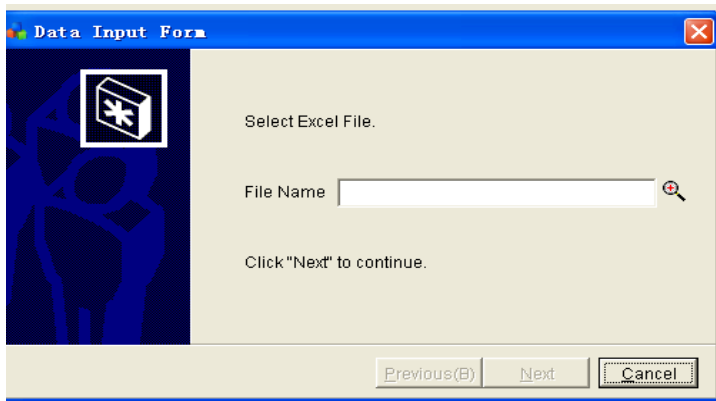
3. Fill up staff data into the appropriate boxes. Remember, Join Date should be true and correct and should be earlier than attendance registration date and attendance should be ticked. If data entry completed, click “Save” button at the upper right corner.
4. “Del Resign” allows to deleted all resigned staff record in batch.

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

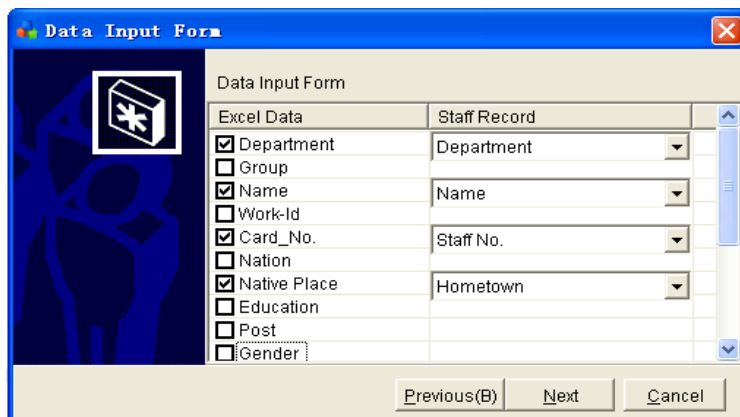
**NOTE: User ID should be set same as the ID No. which this staff selects when making fingerprint/card/password enrollment on the terminal.**

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.

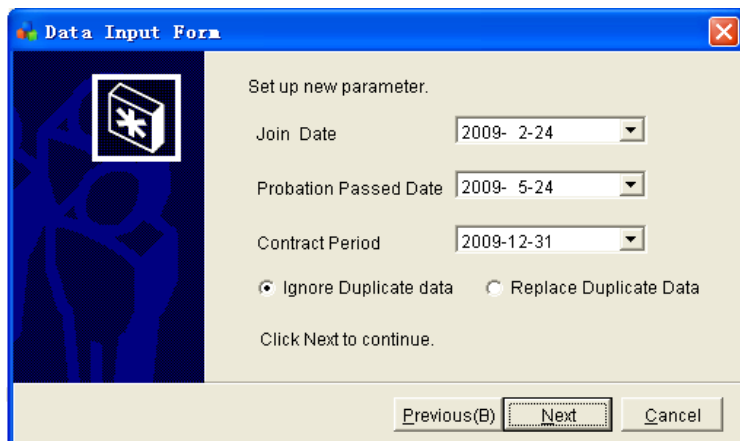
1. Click “Import” button at the upper right corner. It evokes a dialog window to prompt for the imported data file:



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.

### 3.1.4. Staff Report

This module is to enquire staff detail data. The enquiry can generate a report, which can be exported into an EXCEL file or be published to Web server.

### 3.1.5. Staff Birthday Report

This module is to enquire employee's birthday. The enquiry can generate a report, which can be exported into an EXCEL file or be published to Web server.

## 3.2. Attendance Setting

### 3.2.1. 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

07:00-15:00		Time zone 2	Time zone 3	Time zone 4	Time zone 5	Time zone 6
<b>Work Time Attributes</b>						
Start time	Today	07:00	Off time	15:00		
Duration	08:00	Counted hours	8	Day	1	
<input checked="" type="checkbox"/> Sign in	Start	06:30	End	07:09		
<input checked="" type="checkbox"/> Sign out	Start	14:51	End	15:30		
Attendance Type	Normal Atten		<input type="checkbox"/> OT Required			
<b>Principle</b>						
<input checked="" type="checkbox"/> On duty check	<input checked="" type="checkbox"/> Late	10	minue(s) consider late			
	<input type="checkbox"/> and Grace period	10				
	<input type="checkbox"/> Late	30	minute(s) consider absence			
<input checked="" type="checkbox"/> Off duty check	<input checked="" type="checkbox"/> Early	10	minute(s) consider early leave			
	<input type="checkbox"/> and Grace period	10				
	<input type="checkbox"/> Early	30	minute(s) consider absence			
	<input type="checkbox"/> Late	30	minute(s) consider overtime			
	<input type="checkbox"/> and Grace period	30				

### Separate shift 2

15:01-22:59		Time zone 2	Time zone 3	Time zone 4	Time zone 5	Time zone 6
<b>Work Time Attributes</b>						
Start time	Today	15:01	Off time	22:59		
Duration	07:58	Counted hours	8	Day	1	
<input checked="" type="checkbox"/> Sign in	Start	14:51	End	15:31		
<input checked="" type="checkbox"/> Sign out	Start	22:51	End	23:20		
Attendance Type	Normal Atten		<input type="checkbox"/> OT Required			
<b>Principle</b>						
<input checked="" type="checkbox"/> On duty check	<input checked="" type="checkbox"/> Late	10	minue(s) consider late			
	<input type="checkbox"/> and Grace period	10				
	<input type="checkbox"/> Late	30	minute(s) consider absence			
<input checked="" type="checkbox"/> Off duty check	<input checked="" type="checkbox"/> Early	10	minute(s) consider early leave			
	<input type="checkbox"/> and Grace period	10				
	<input type="checkbox"/> Early	30	minute(s) consider absence			
	<input type="checkbox"/> Late	30	minute(s) consider overtime			
	<input type="checkbox"/> and Grace period	30				

### Separate shift 3 Part 1 time zone 1

23:00-23:59 | 00:00-07:00 | Time zone 3 | Time zone 4 | Time zone 5 | Time zone 6

Work Time Attributes

Start time: Today 23:00 Off time: 23:59

Duration: 00:59 Counted hours: 1 Day: 0.1

Sign in Start: 22:51 End: 23:59

Sign out Start: 23:30 End: 00:29

Attendance Type: Normal Atten.  OT Required

Principle

On duty check  Late 10 minute(s) consider late  
 and Grace period 10

Late 30 minute(s) consider absence

Off duty check  Early 10 minute(s) consider early leave  
 and Grace period 10

Early 30 minute(s) consider absence

Late 30 minute(s) consider overtime  
 and Grace period 30

### Separate shift 3 Part 2 time zone 2

23:00-23:59 | 00:00-07:00 | Time zone 3 | Time zone 4 | Time zone 5 | Time zone 6

Work Time Attributes

Start time: Tomorrow 00:00 Off time: 07:00

Duration: 07:00 Counted hours: 7 Day: 0.9

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

Sign out Start: 06:59 End: 07:20

Attendance Type: Normal Atten.  OT Required

Principle

On duty check  Late 10 minute(s) consider late  
 and Grace period 10

Late 30 minute(s) consider absence

Off duty check  Early 10 minute(s) consider early leave  
 and Grace period 10

Early 30 minute(s) consider absence

Late 30 minute(s) consider overtime  
 and Grace period 30

### 3.2.2. Attendance Shifts Arrangement

Making shifts arrangement is the soul of the whole Fingerprint T & A 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

**Arrange Shift** [Save] [Arrange] [Delete]

All  Att. Group Shift  Department

Personal Working Schedule

Dept: ENG  Inclu. sub-dept.

No./Name: [ ] ? Enquire

Date/Week	Week	Shift	Att. Type
Monday	Mon	Work Shift Not Available	
Tuesday	Tues	Work Shift Not Available	
Wednesday	Wed	Work Shift Not Available	
Thursday	Thurs	Work Shift Not Available	
Friday	Fri	Work Shift Not Available	
Saturday	Sat	Work Shift Not Available	
Sunday	Sun	Work Shift Not Available	

Possible shifts generated

Code	Name
<input type="checkbox"/> 01	Day shift

Code	Name	Shift
All	All	No

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 “Add” 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 “Add” 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.

**Flexible Work Shift** is one of unique functions of Zerro 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 as below interfaces. 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.

**Attendance Shift**

Shift Code  Shift Name

Shift Code	Shift Name	On Duty Time	Work Time Collect	Number Of Days
01	Morning shift	00:00-08:00	8	1
02	Middle shift	08:00-16:00	8	1
03	Night shift	16:00-23:59	7.98	1

08:00-16:00 | Time zone 2 | Time zone 3 | Time zone 4 | Time zone 5 | Time zone 6

Work Time Attributes

Start time Today 08:00 Off time 16:00

Duration 08:00 Counted hours 8 Day 1

Sign in Start 07:30 End 08:10

Sign out Start 15:30 End 16:00

Attendance Type Normal Attendance  OT Required

Principle

On duty check  Late 10 minute(s) consider late and Grace period 5

Off duty check  Late 15 minute(s) consider absence and Grace period 5

Early 10 minute(s) consider early leave and Grace period 5

Early 15 minute(s) consider absence

Late 30 minute(s) consider overtime and Grace period 30

**Attendance Shift**

Shift Code  Shift Name

Shift Code	Shift Name	On Duty Time	Work Time Collect	Number Of Days
01	Morning shift	00:00-08:00	8	1
02	Middle shift	08:00-16:00	8	1
03	Night shift	16:00-23:59	7.98	1

16:00-23:59 | Time zone 2 | Time zone 3 | Time zone 4 | Time zone 5 | Time zone 6

Work Time Attributes

Start time Today 16:00 Off time 23:59

Duration 07:59 Counted hours 7.98 Day 1

Sign in Start 16:01 End 16:10

Sign out Start 23:30 End 00:10

Attendance Type Normal Attendance  OT Required

Principle

On duty check  Late 10 minute(s) consider late and Grace period 5

Off duty check  Late 15 minute(s) consider absence and Grace period 5

Early 10 minute(s) consider early leave and Grace period 5

Early 15 minute(s) consider absence

Late 30 minute(s) consider overtime and Grace period 30

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.

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.

### 3.2.3. Paid Leave

This Module is to set the paid leave days for staff. The said paid leave means 100% paid, no salary deducted. In this system, the paid leave includes annual leave and sick leave without salary deducted.

Paid Leave Setting					
Query Condition					
Year for holiday	2012	Dept.	CIRE	Inclu. sub-dept.	Staff no./Name
Days of holiday					
Staff No.	Name	Department	Join Date	Annual Leave (D)	Sick Leave (Day)
0002	ROSALBA Anick	CIRE	1993-4-5	0	0
0006	THOMAS Crystal	CIRE	1996-11-14	0	0
0008	PIRBACOSSE Ruf	CIRE	2002-5-13	0	0
0009	LUCHMUN ROY S	CIRE	2004-3-16	0	0
0010	SEESURRUN Sari	CIRE	2005-1-31	0	0
0011	PRAYAG Yansa D	CIRE	2002-8-26	0	0
0062	JATA Jennifer	CIRE	2010-4-14	0	0

Click “Attendance->Paid Leave” to open the above interface, in which, configure the query conditions firstly, and then click “Query” to get the staff list to be set as above. Then click “Batch” to set days in batch for staff as below:

After above operation, click “Save” Then, below list will be displayed:

Paid Leave Setting					
Query Condition					
Year for holiday	2012	<input checked="" type="checkbox"/> Dept.	CIRE	<input type="checkbox"/> Inclu. sub-dept.	Staff no./Name
Days of holiday					
Staff No.	Name	Department	Join Date	Annual Leave (D)	Sick Leave (Day)
0002	ROSALBA Anick	CIRE	1993-4-5	15	5
0006	THOMAS Crystel	CIRE	1996-11-14	15	5
0008	PIRBACOSSE Ruf	CIRE	2002-5-13	15	5
0009	LUCHMUN ROY S	CIRE	2004-3-16	15	5
0010	SEESURRUN Sari	CIRE	2005-1-31	15	5
0011	PRAYAG Yansa D	CIRE	2002-8-26	15	5
0062	JATA Jennifer	CIRE	2010-4-14	15	5

Finally, from the above list, it successfully set the Paid leave days for staff. For detailed Paid Leave application and statistic, please refer to 3.3.3 Paid Leave Management Module.

### 3.2.4. Holiday

This module is to set the holiday information for any employee. In this system, the holiday means those legal festival holidays. Its operation is similar to that of other modules as follows:

1. Select “Holiday” from pull-down menu “Attendance”.
2. An entry form for holiday information as depicted in the figure below is evoked, click “Add” button to initialize the form



Overtime Unit: 30 Minutes(Balance counted as below)

more than(minutes)	not more than(minutes)	time counted(minutes)

Similarly, the overtime rules can be edited when necessary.

### 3.3. Time & Attendance Management

#### 3.3.1. Sign Card

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

No.	Name	Sign Card Info			Approving Authority		
		Status	Date	Week	Time	Reason	Approved By

Staff List:

Staff No.	Name
10020	Chunliang Chen
10103	Jianhua Li
10314	Meiling Wang
10426	Chunying Wang
10445	Lingjun Jia
10483	Xiaoying Wei
10505	Yun Chen

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

Reason: [Dropdown] Approved By: [Dropdown]

Sign Card Time:

Date: 2009- 2-24 Time: [Dropdown]

Mode:  Sign in  Sign out Shift: [Dropdown]

Remarks: [Text Area]

4. Input all the necessary information for a card record
5. Afterwards, click “Save” to complete the record

### 3.3.2. 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. Here the leave are without paid or with deducted paid.

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

The screenshot shows the 'Leave Management' window. At the top, there are buttons for 'Query', 'Add', and a printer icon. Below that, the 'Query Condition' section includes a 'Category' dropdown set to 'All' and a 'Date From' field set to '2009- 8-24' with a 'To' field set to '2009- 8-24'. A 'Department' dropdown is set to '执行总裁' with an 'Inclu. sub-dept.' checkbox. Below this is a 'No./Name' dropdown. A table with columns 'Staff No.', 'Name', and a list of employees is visible. The table has a header row with columns: No., Name, Type, Start Date, End Date, Hours, Leave Type/Destination, Approved By, and Remark.

Staff No.	Name
001	X
1	刁Ã±xÓ
22222	22222
33333	33333
707	707

3. Click “Add” button to initialize the “Leave” form for new record
4. Fill in the necessary fields such as “Type of Leave”, “Start Time”, “End Time”, “Approved by”, “Leave Type”, “Destination” and other parameters

The screenshot shows the 'Leave Management' window in 'Add' mode. The 'Date' field is set to '2009- 2-24' to '2009- 2-24'. The 'Category' is 'All' and 'Department' is 'ENG'. The 'Type' dropdown is set to 'On leave'. The 'Approved By' field is empty. The 'Destination' dropdown is empty. The 'Leave Type' dropdown is empty. There are two 'Time From' fields, both set to '2009- 2-25', with empty 'To' and 'Total' fields. There is a 'Date From' field set to '2009- 2-25' to '2009- 2-25', with 'Hours' set to '8' and 'Total' set to '8'. A 'Remarks' field is at the bottom. On the left, a list of employees is shown with checkboxes, and '10020 Chunliang Chen' is selected.

5. Then click “Save” to complete the record

### 3.3.3. Paid Leave Management

This module is only for managing those 100% paid leaves, so it requires to set up the Paid Leave days for staff according to 3.2.3. firstly, and then this module can be used.

Firstly, with query condition, choose the staff to apply Paid Leave days as below:

**Paid Leave Management** [Query] [Add] [Edit]

Query Condition  
 Category: All [v] Date from: 1989- 4-23 [v] to: 2012- 4-23 [v]

Dept: CIRE [v] Inclu. sub-dept [v]  
 No./Name: 0002-ROSALBA An [v] [Query]

No.	Name	Type	Start date	End date	Days	Approved By	Remark
0002	ROSALBA An...	Annual	0/15	0/5			
0006	THOMAS Cry...	Annual	0/15	0/5			
0008	PIRBACOSSE...	Annual	0/15	0/5			
0009	LUCHMUN ROY S	Annual	0/15	0/5			
0010	SEESURRUN ...	Annual	0/15	0/5			
0011	PRAYAG Yan...	Annual	0/15	0/5			
0062	JATA Jenni...	Annual	0/15	0/5			

And then click “add” to get below interface, and next, fill in all the details about application as below:

**Paid Leave Management** [Query] [Save] [Cancel] [De]

Query Condition  
 Category: All [v] Date from: 1989- 4-23 [v] to: 2012- 4-23 [v]

Dept: CIRE [v] Inclu. sub-dept [v]  
 No./Name: 0002-ROSALBA An [v] [Query]

Type: Annual Leave [v] Approved By: boss [v]

Leave Date: 2012- 3- 1 [v] to: 2012- 3- 1 [v] Working Hrs/day: 8 [v] Total Hrs: 8 [v]

Half of the day(Time): 2012- 3- 2 [v] 8:30 [v] to: 12:30 [v] Total Hrs: 4 [v]

Remark: [v]

Sele...	Cancel	Annual	Sick
<input checked="" type="checkbox"/>	0002	ROSALBA An...	0/15 0/5
<input type="checkbox"/>	0006	THOMAS Cry...	0/15 0/5
<input type="checkbox"/>	0008	PIRBACOSSE...	0/15 0/5
<input type="checkbox"/>	0009	LUCHMUN ROY S	0/15 0/5
<input type="checkbox"/>	0010	SEESURRUN ...	0/15 0/5
<input type="checkbox"/>	0011	PRAYAG Yan...	0/15 0/5
<input type="checkbox"/>	0062	JATA Jenni...	0/15 0/5

And then get below list:

**Paid Leave Management** [Query] [Add] [Edit]

Query Condition  
 Category: All [v] Date from: 1989- 4-23 [v] to: 2012- 4-23 [v]

Dept: CIRE [v] Inclu. sub-dept [v]  
 No./Name: 0002-ROSALBA An [v] [Query]

No.	Name	Type	Start date	End date	Days	Approved By	Remark
0002	ROSALBA Anick	Annual Lee	2012-3-1	2012-3-1	1	boss	
0002	ROSALBA Anick	Annual Lee	2012-3-2 8:30	2012-3-2 12:30	0.5	boss	

Staf...	Name	Annual	Sick
0002	ROSALBA An...	0/0	0/0
0006	THOMAS Cry...	0/15	0/5
0008	PIRBACOSSE...	0/15	0/5
0009	LUCHMUN ROY S	0/15	0/5
0010	SEESURRUN ...	0/15	0/5
0011	PRAYAG Yan...	0/15	0/5
0062	JATA Jenni...	0/15	0/5

From the above, it lists Staff ROSALBA Anick took 1.5 days of annual leave from Mar.1 to the noon of Mar.,2,2012.

With this module, the system operates the approving paid leaves and for query all the paid leave records, please refer to 3.5.7. Paid Leave Record.

### 3.3.4. Overtime Application

This module allows users to apply for overtime

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

Staff No.	Name	Overtime Info							Calculation	
		Date	Week	Method	Type	Time	Hours	Approved by	Mandator OT	Lateness

3. Click "Add" button to initialize the application form for new record
4. Select the necessary fields such as "Start Date", "End Date", "OT Type" etc
5. Click "Save" to complete the record

### 3.3.5. 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

No.	Name	Overtime Info					Operation Info		
		Date	Week	Type	Time	Hours Counted	Method	Operator	

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

Here below is an example of Overtime records added.

Overtime Management											
Date: 2009- 2-23 To 2009- 2-24		Query Add Edit Delete									
No.	Name	Overtime Info					Operation Info				
		Date	Week	Type	Time	Hours Counted	Method	Operator			
10103	Jianhua Li	2009-1-1	Wed	Normal Over	02:00 - 12	10	Sign Card Administrator	2009-			
10103	Jianhua Li	2009-2-6	Mon	Normal Over	05:00 - 08	3	Sign Card Administrator	2009-			
10103	Jianhua Li	2009-2-7	Sun	Overtime in r	08:00 - 17	9	Sign Card Administrator	2009-			

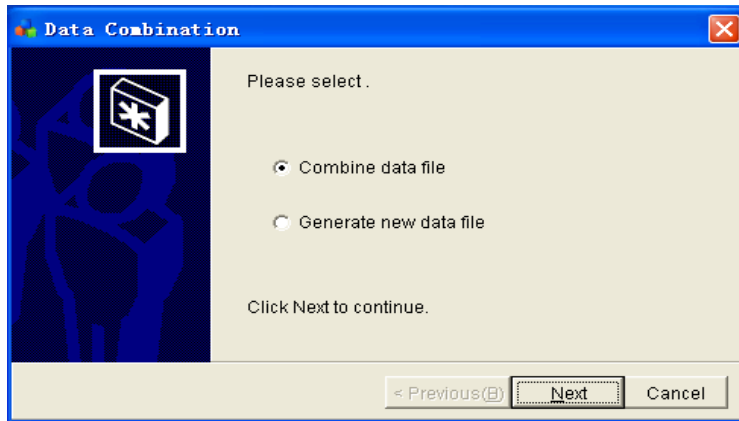
  

Staff No.	Name
10020	Chunliang Chen
10103	Jianhua Li
10314	Meiling Wang
10426	Chunying Wang
10445	Lingjun Jia
10483	Xiaoying Wei
10505	Yun Chen

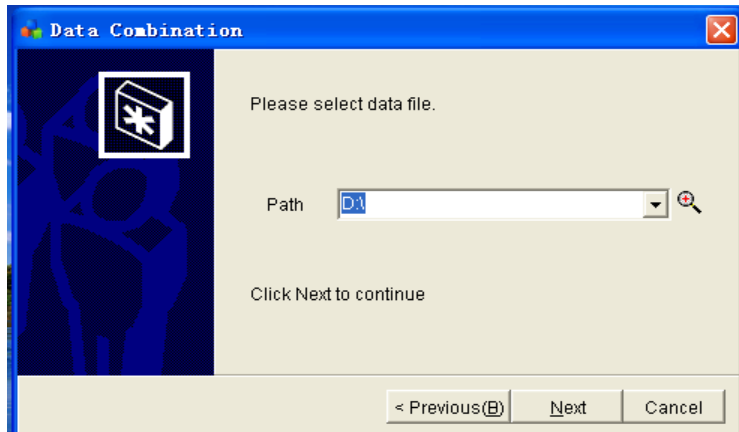
### 3.3.6. Data Combination

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

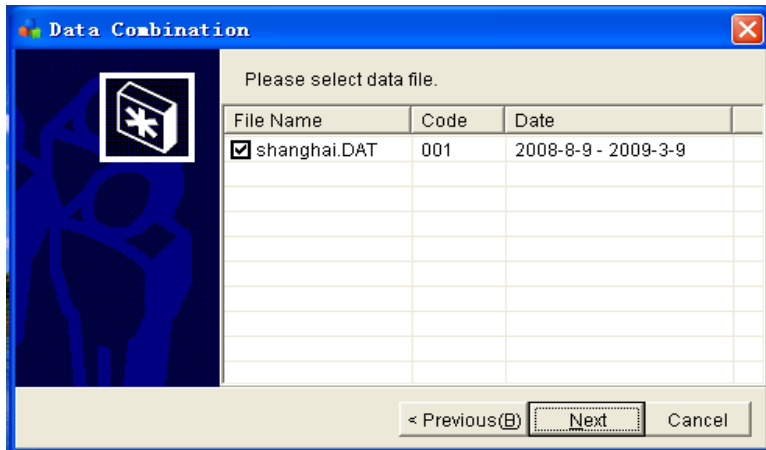
1. Select "Data Combination" from pull-down menu "Management"
2. A window for "Data Combination" is evoked as below figure



3. Select "Combine data file" and click next.



4. Choose the correct path for the data file which need to be combined

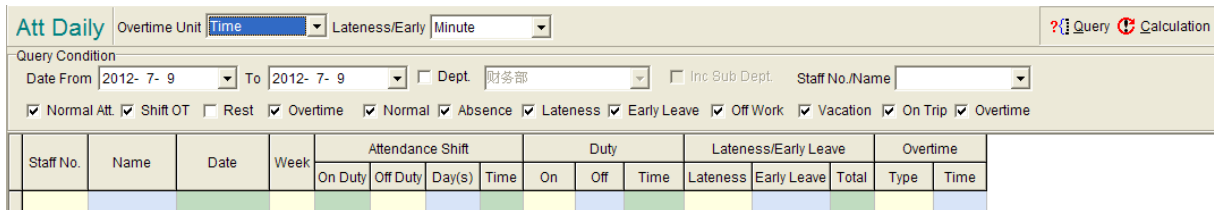


5. Select the data file for combination and click “Next” until all is done.

### 3.3.7. Attendance Report Daily

This module allows users to query employee’s daily attendance status by means of date, department, staff name or other conditions. And it supports time unit choice for overtime, lateness or early leave.

An example of attendance daily report is shown below.



After select relevant parameters, click query (sometimes for the first time, please click calculation) and then click report

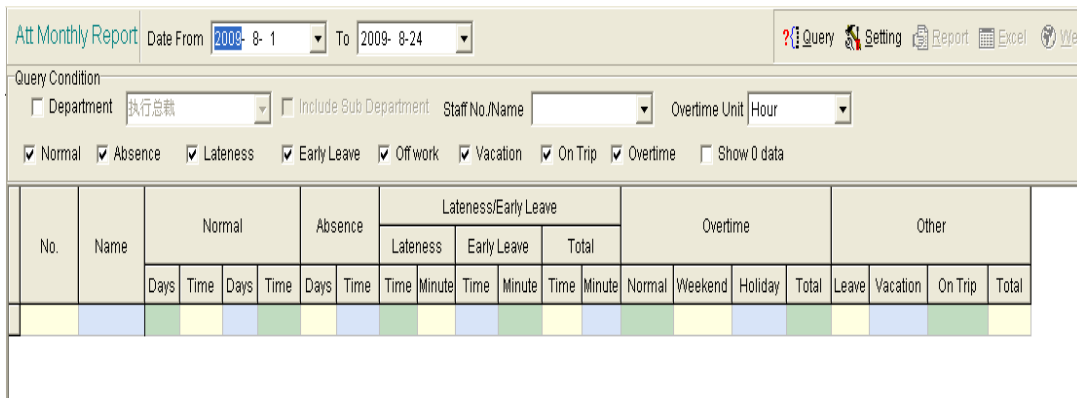
**Company Name Here**  
**2012-6-1 - 2012-7-20 Att Daily**

Staff No.	Name	Date	Week	Attendance Shift				Duty			Lateness/Early Leave			Overtime	
				On Duty	Off Duty	Day(s)	Time	On	Off	Time	Lateness	Early Leave	Total	Type	Time
02	李洪卫	2012-6-1	Fri	08:30	12:00	0.5	3.5	00:00	00:00	Absence					
02	李洪卫	2012-6-1	Fri	13:30	18:00	0.5	4.5	16:46	00:00	Absence					
02	李洪卫	2012-6-2	Sat	08:30	12:00	0.5	3.5	00:00	00:00	Absence					
02	李洪卫	2012-6-2	Sat	13:30	18:00	0.5	4.5	00:00	00:00	Absence					
02	李洪卫	2012-6-4	Mon	08:30	12:00	0.5	3.5	00:00	00:00	Absence					
02	李洪卫	2012-6-4	Mon	13:30	18:00	0.5	4.5	00:00	00:00						
02	李洪卫	2012-6-5	Tues	08:30	12:00	0.5	3.5	00:00	00:00	Absence					
02	李洪卫	2012-6-5	Tues	13:30	18:00	0.5	4.5	00:00	00:00	Absence					
02	李洪卫	2012-6-6	Wed	08:30	12:00	0.5	3.5	00:00	00:00	Absence					
02	李洪卫	2012-6-6	Wed	13:30	18:00	0.5	4.5	00:00	00:00	Absence					
02	李洪卫	2012-6-7	Thurs	08:30	12:00	0.5	3.5	00:00	00:00	Absence					
02	李洪卫	2012-6-7	Thurs	13:30	18:00	0.5	4.5	00:00	00:00	Absence					
02	李洪卫	2012-6-8	Fri	08:30	12:00	0.5	3.5	00:00	00:00	Absence					
02	李洪卫	2012-6-8	Fri	13:30	18:00	0.5	4.5	00:00	00:00	Absence					
02	李洪卫	2012-6-9	Sat	08:30	12:00	0.5	3.5	00:00	00:00	Absence					
02	李洪卫	2012-6-9	Sat	13:30	18:00	0.5	4.5	00:00	00:00	Absence					

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.

**3.3.8. Attendance Report Monthly**

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.



The screenshot shows the 'Att Monthly Report' interface. At the top, there are search criteria: 'Date From' (2009-8-1) and 'To' (2009-8-24). Below this is a 'Query Condition' section with a 'Department' dropdown set to '执行总裁', an 'Include Sub Department' checkbox, a 'Staff No./Name' field, and an 'Overtime Unit' dropdown set to 'Hour'. There are several checked checkboxes for attendance types: Normal, Absence, Lateness, Early Leave, Off work, Vacation, On Trip, and Overtime. A 'Show 0 data' checkbox is unchecked. The main part of the interface is a table with the following columns: No., Name, Normal (Days, Time), Absence (Days, Time), Lateness/Early Leave (Lateness: Time, Minute; Early Leave: Time, Minute; Total: Time, Minute), Overtime (Normal, Weekend, Holiday, Total), and Other (Leave, Vacation, On Trip, Total). The table currently shows no data rows.

**Company Name Here  
Attendance Monthly Report**

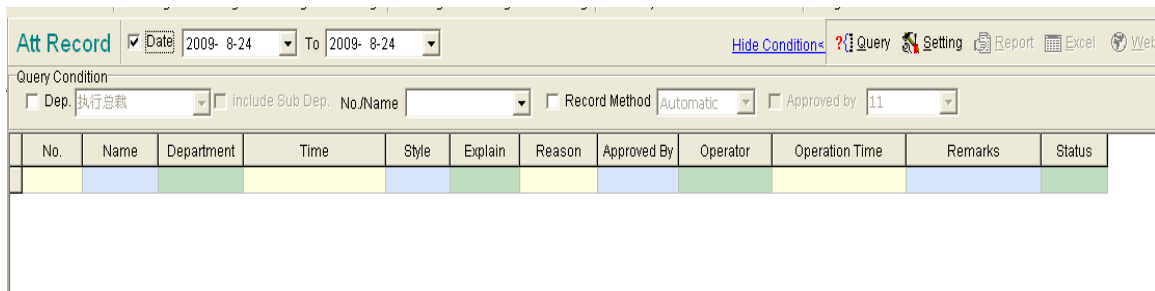
No.	Name	Normal				Absence		Lateness/Early Leave						Overtime				Other				
		Days	Time	Days	Time	Days	Time	Lateness		Early Leave		Total		Normal	Weekend	Holiday	Total	Leave	Vacation	On Trip	Total	
01	1234567890	17	136	17	135.48			2	24	1	7	3	31									
05	古秀波	4	32	0	0	4	32															
06	林新翔	4	32	0	0	4	32															
08	胡德超	4	32	0	0	4	32															
09	张喜希	4	32	0	0	4	32															
10	彭香山	4	32	0	0	4	32															
11	张海燕	4	32	0	0	4	32															
12	林映翰	4	32	0	0	4	32															
13	梁刚	4	32	0	0	4	32															
14	林少伟	4	32	0	0	4	32															
15	陈金	4	32	0	0	4	32															
16	吴焕新	4	32	0	0	4	32															
18	马庆	4	32	0	0	4	32															
19	彭祥娟	4	32	0	0	4	32															

**3.3.9. 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 or be uploaded to the web server.

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

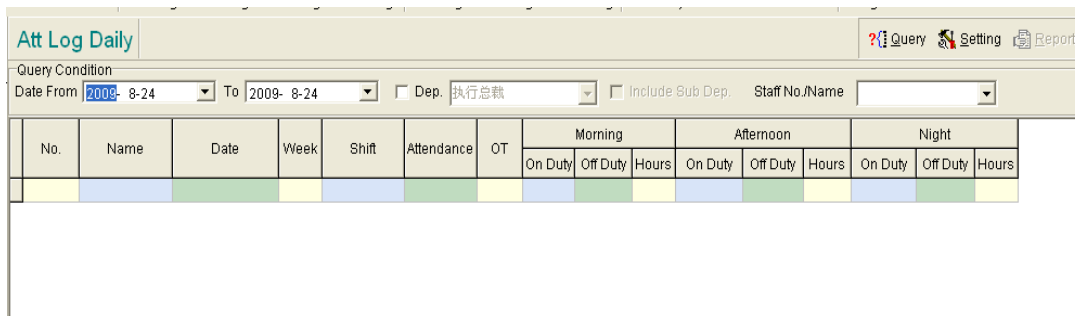
An example of "Query" result is illustrated as below.

Sure Joy Attendance Record Report

No.	Name	Department	Time	Style	Verification Info.			Sign Card Info.				Status
					Mode	ExpIdn	Reason	Approved by	Operator	Operation Time	Remarks	
AS6 101	申菊莹	ISASSY (B)	2008-4-24 8:00:00	Sign Card			新建员工	Mary	maryibg	2008-4-24 11:07:07		Not yet I har
AS6 101	申菊莹	ISASSY (B)	2008-4-24 12:02:00	Automatic	Open door	Fingerprint2						Not yet I har
AS6 101	申菊莹	ISASSY (B)	2008-4-24 12:51:00	Automatic	Open door	Fingerprint2						Not yet I har
AS6 101	申菊莹	ISASSY (B)	2008-4-24 17:03:00	Automatic	Open door	Fingerprint1						Not yet I har
AS6 101	申菊莹	ISASSY (B)	2008-4-24 17:03:00	Automatic	Open door	Fingerprint1						Not yet I har
AS6 101	申菊莹	ISASSY (B)	2008-4-24 17:03:00	Automatic	Open door	Fingerprint1						Not yet I har
AS6 101	申菊莹	ISASSY (B)	2008-4-25 7:42:00	Automatic	Open door	Fingerprint1						Not yet I har
AS6 101	申菊莹	ISASSY (B)	2008-4-25 12:02:00	Automatic	Open door	Fingerprint1						Not yet I har
AS6 101	申菊莹	ISASSY (B)	2008-4-25 12:42:00	Automatic	Open door	Fingerprint1						Not yet I har
AS6 101	申菊莹	ISASSY (B)	2008-4-25 12:42:00	Automatic	Open door	Fingerprint1						Not yet I har
AS6 101	申菊莹	ISASSY (B)	2008-4-25 17:01:00	Automatic	Open door	Fingerprint1						Not yet I har
AS6 101	申菊莹	ISASSY (B)	2008-4-25 17:01:00	Automatic	Open door	Fingerprint1						Not yet I har
AS6 101	申菊莹	ISASSY (B)	2008-4-25 17:01:00	Automatic	Open door	Fingerprint1						Not yet I har
AS6 101	申菊莹	ISASSY (B)	2008-4-25 17:01:00	Automatic	Open door	Fingerprint1						Not yet I har
AS6 101	申菊莹	ISASSY (B)	2008-4-25 17:01:00	Automatic	Open door	Fingerprint1						Not yet I har
AS6 101	申菊莹	ISASSY (B)	2008-4-26 7:46:00	Automatic	Open door	Fingerprint1						Not yet I har
AS6 101	申菊莹	ISASSY (B)	2008-4-26 7:46:00	Automatic	Open door	Fingerprint1						Not yet I har
AS6 101	申菊莹	ISASSY (B)	2008-4-26 7:46:00	Automatic	Open door	Fingerprint1						Not yet I har
AS6 101	申菊莹	ISASSY (B)	2008-4-26 7:46:00	Automatic	Open door	Fingerprint1						Not yet I har

3.3.10.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 or be uploaded to the web server.



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

Sure Joy Att. Daily Report

Name	Date	Shift	Attendance	Morning			Afternoon		
				On Duty	Off Duty	Hours	On Duty	Off Duty	Hours
周泽水	2008-3-31	白班: 管理及PPL				Absence			
周泽水	2008-4-1	管理人员A: 8:30上	8	07:41	17:36	8			
周泽水	2008-4-2	管理人员A: 8:30上	8	07:54	17:26	8			
周泽水	2008-4-3	Flexible Work Sh				Absence			

3.4. Access Control Management

This function is applicable only for those devices which have the access control capability. Therefore, only those models with access control facility can use this module.

3.4.1. Time Zone Configuration

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 Time Zone is set as follows:

1. Select "Time zone configuration" from pull-down menu "Access Control"
2. Click "Add" to call the Time Zone Configuration window below

3. Define the time zone for each workday, click "Save" button to store the setting to the system
4. 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.

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	08:00-17:30	<input type="checkbox"/>	<input type="checkbox"/>
2	Sunday	00:00-23:59	Forbid	Forbid	Forbid	Forbid	Forbid	Forbid	<input type="checkbox"/>	<input type="checkbox"/>

5. To upload a defined time zone setting to a particular control device, tick the box of the "Upload" on the right hand side

### 3.4.2. Time Group Management

This module is to define access control devices into different time group. Each time group may have one or more control devices depending on the physical requirement.

The grouping of the control devices are as follows:

1. Select "Time Group Management" from pull-down menu "Access Control"
2. Having selected a device from the device list on the left, press "Add" button to call the time group windows as below

The screenshot shows a window titled "Time Group In PC". At the top, there are buttons for "Hide device<<", "Save", "Cancel", "Refresh", "Execute", and "Se". Below the title bar, there are several input fields: "Id" with a dropdown menu showing "1", "Name" with a text box containing "Group1", and "Time Zone" with a dropdown menu showing "Normal" and a checked checkbox. Below these, there is another "Time Zone" dropdown menu showing "Sunday" with a checked checkbox, and a third "Time Zone" dropdown menu that is empty.

3. 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.

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"/>

4. The upload of time group has two options – either to a specific device or to all devices. Tick the box "Set to Curr Dev." to upload the selected time group to the current device whereas tick the box of "Set to Device" to upload the selected time group to all devices.

### 3.4.3. Combined Door Access Management

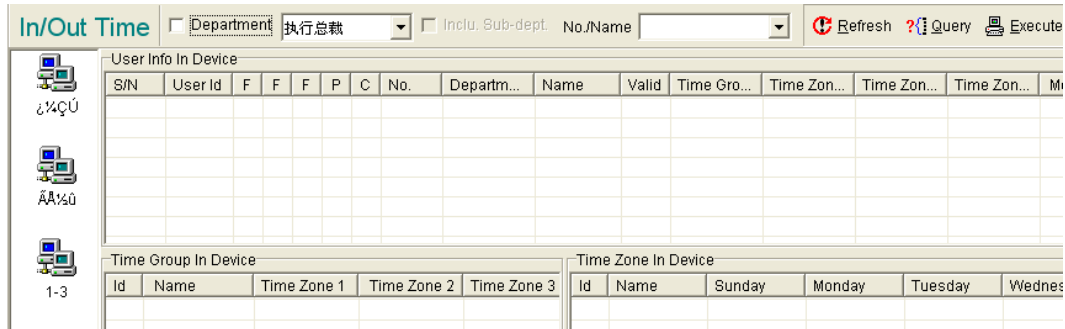
This module provides flexibility to the door access by combining the time zone and the time group. It helps reduce the records of time zone and time group to be created in the system. For example, time group 1 with the time zone defined from 08:00 and 16:59 and time group 2 with the time zone between 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.

The screenshot shows a window titled "Group Match In PC". At the top, there are buttons for "Hide device<<", "Save", and "Cancel". Below the title bar, there are several input fields: "Id" with a dropdown menu showing "2", "Name" with a text box containing "Group Match1", and "Group1" with a checked checkbox. Below these, there is a "Sat" checkbox with a checked checkbox.

### 3.4.4. Door Access Time Management

This module is to set the door access window for each employee.

1. Select “Door Access Time Management” from pull-down menu “Access Control”



2. When the control device is connected, click the device on the left, all access purview of time Groups or time zones under this device will be displayed.
3. Highlight the time group or time zone of the device and select the employee from the Staff No/Name box
4. Press “Execute” button to edit the time zone or time group for the selected employee or set restrictions on the access time for him/her.

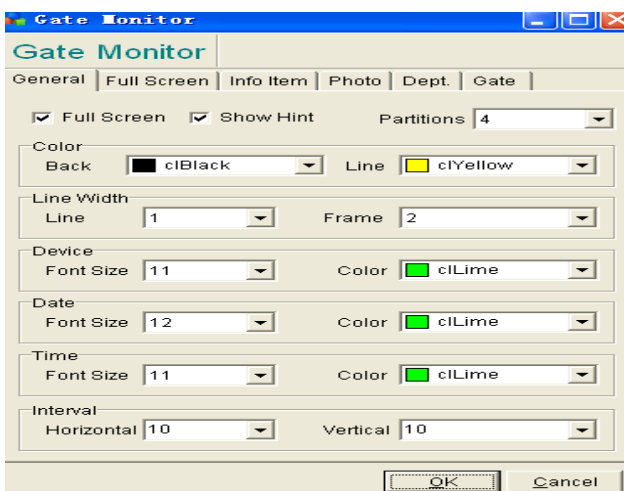
### 3.4.5. Gate Management

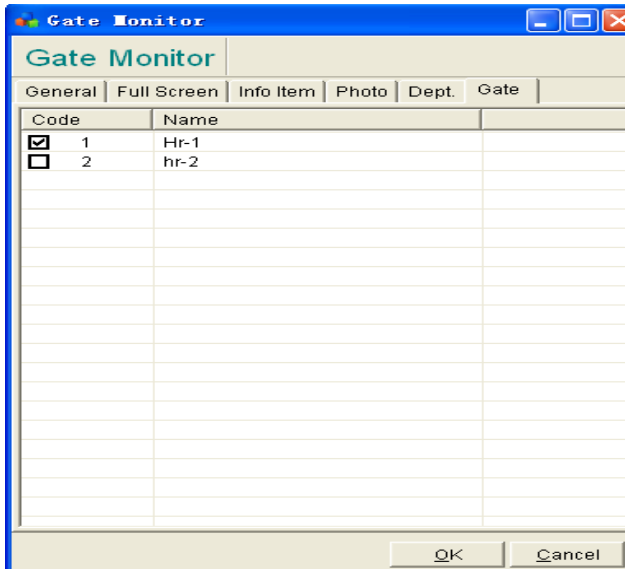
This module is to set the gate information. Below is a form for setting different gate with different use.



### 3.4.6. Gate Monitor

This module is to set parameters of the gates to be monitored.





After finishing setting all the required information, choose the gate Code which to be monitored, and then click “OK”

A monitoring form as below will be evoked, on which all the being monitored gates are real-timely displayed.



### 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 or be published to Web server.

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. Administrator Log

This module is to query the administrator's operating record on devices. The query can generate a report, which can be exported into an EXCEL file or be published to Web server.

### 3.5.3. 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 or be published to Web server.

### 3.5.4. Time Card

This module allows users to query employee's monthly time card status by means of

month, department and staff name. And the column of manager is editable. In total, it supports two output of time card format: Private and Government. However, it should be first defined either is Private time card format or Government time card format in System-System Parameter-General interface. An example of Private time card is shown below.

Staff No.	Name	Year	Month	Dept.	Age	1In1	10u1	1In2	10u2	1In3	10u3	2In1	20u1	2In2	20u2	2In3	20u3	3In1	30u1	3In2	30u2	3In3	30u3	4In1	40u1	4In2	40u2	4In3	40u3	5In1	50u1	5In2

**Company Name Here**  
DAILY TIME RECORD

No. 02      Month 6      Year 2012  
 Name 李兴卫  
 Dept. 人力资源部      Age \_\_\_\_\_

Days	MORNING		AFTERNOON		OVERTIME	
	In	Out	In	Out	In	Out
1			16:46			
2						
3						
4						
5						
6						
7						
8						
9						
10						
11		12:03		18:04		
12						
13	08:36	11:01	12:02	17:03		
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29	08:08		12:54	17:46		
30						
31						

I hereby certify that the above records are true and correct.  
 In charge arry      Employee \_\_\_\_\_

**Company Name Here**  
DAILY TIME RECORD

No. \_\_\_\_\_      Month \_\_\_\_\_      Year \_\_\_\_\_  
 Name \_\_\_\_\_  
 Dept. \_\_\_\_\_      Age \_\_\_\_\_

Days	MORNING		AFTERNOON		OVERTIME	
	In	Out	In	Out	In	Out
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

I hereby certify that the above records are true and correct.  
 In charge arry      Employee \_\_\_\_\_

Another example of Government time card is shown below.

CIVIL SERVICE FORM NO. 48 Card No. 02

**DAILY TIME RECORD**

Name: 李洪卫

Dept: 人事科

For the month of 6 2012

Official hours of arrival and departures: \_\_\_\_\_  
Regular days: \_\_\_\_\_  
Saturdays: \_\_\_\_\_

Day	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hour	Minute
1			16:45		S	0
2					S	0
3						
4					S	30
5					S	0
6					S	0
7					S	0
8					S	0
9					S	0
10						
11		12:03		18:04	S	0
12					S	0
13	08:36	11:01	12:02	17:03	2	22
14					S	0
15					S	0
16					S	0
17						
18					S	0
19					S	0
20					S	0
21					S	0
22					S	0
23					S	0
24						
25					S	0
26					S	0
27					S	0
28					S	0
29	08:36		12:54	17:46	3	44
30					S	0
31						
TOTAL					14:24	

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily as the time of arrival and departure from office

\_\_\_\_\_  
Employee

VERIFIED as to the prescribe office hours

\_\_\_\_\_  
SUPERV  
In charge

CIVIL SERVICE FORM NO. 48 Card No.

**DAILY TIME RECORD**

Name: \_\_\_\_\_

Dept: \_\_\_\_\_

For the month of \_\_\_\_\_

Official hours of arrival and departures: \_\_\_\_\_  
Regular days: \_\_\_\_\_  
Saturdays: \_\_\_\_\_

Day	A.M.		P.M.		UNDERTIME	
	Arrival	Departure	Arrival	Departure	Hour	Minute
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
TOTAL						

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily as the time of arrival and departure from office

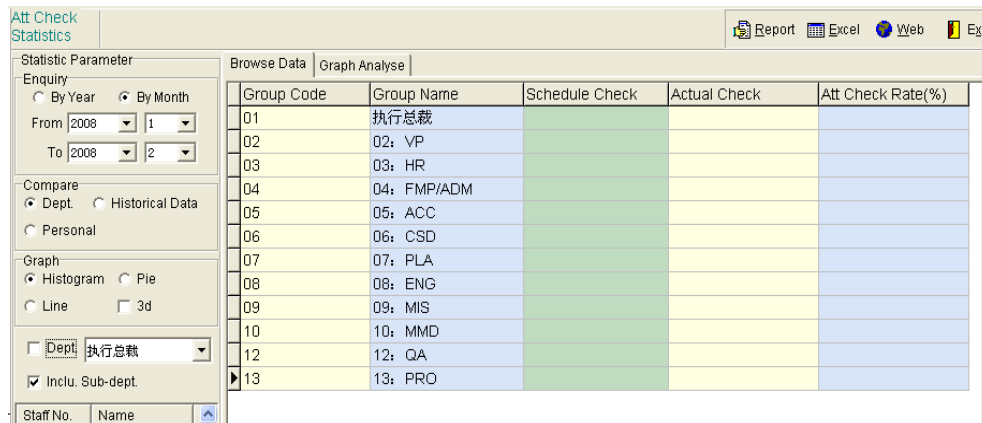
\_\_\_\_\_  
Employee

VERIFIED as to the prescribe office hours

\_\_\_\_\_  
In charge

### 3.5.5. Attendance Statistic Report

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

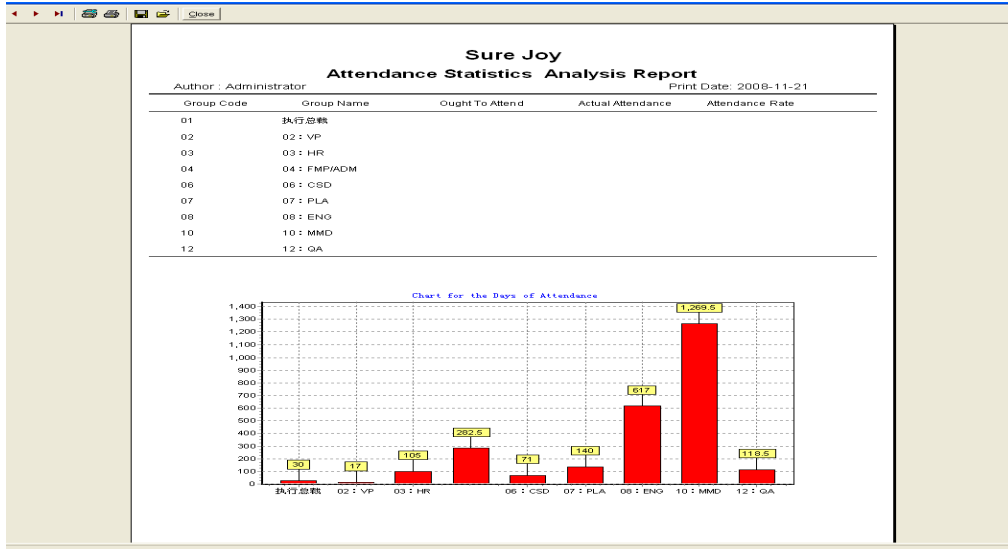


The following steps should be followed for attendance statistic report:

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.



### 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

**Leave Record** | Date: 2009- 8-24 | To: 2009- 8-24

Query Condition:  
 Dep. 执行总裁 |  Inclu. sub-dept. No./Name: |  Type: On leave |  Leave Type: 事假

No.	Name	Department	Type	Start Date	End Date	Hours	Approved by	Leave Type	Salary deducted	Remark

3. Click "Query" button to trigger the enquiry

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

**Leave Record** | Date: 2008- 1-24 | To: 2009- 8-24

Query Condition:  
 Dep. 03 : HR |  Inclu. sub-dept. No./Name: |  Type: On leave |  Leave Type: 事假

No.	Name	Department	Type	Start Date	End Date	Hours	Approved by	Leave Type	Salary deducted	Remark
HR002	方春瑜	03 : HR	Off work	2008-4-12 8:30:00	2008-4-12 17:30:00		jane	工伤假	100	去看病
HR004	张云霞	03 : HR	Off work	2008-4-10 13:00:00	2008-4-10 17:30:00		jane	病假	100	
HR002	方春瑜	03 : HR	Off work	2008-4-26 8:30:00	2008-4-26 17:30:00		jane	工伤假	100	上课

- Similar to 3.3.6, this module allows user to generate the report of enquiry, export the result to an excel file or upload the result to the web server by clicking the appropriate button

Sure Joy Leave Report										
No.	Name	Department	Type	Time			Approved by	Leave Info		Remark
				From	To	Total Hours		Leave Type	Salary deducted	
PLA001	陈坤坤	SP. PLA	Overtime	2008-4-8 14:00:00	2008-4-8 17:30:00		Martha	事假	100	有请假条
PLA001	陈坤坤	SP. PLA	Overtime	2008-5-6 8:00:00	2008-5-6 17:00:00		Jane	工假假	100	头痛
PLA001	陈坤坤	SP. PLA	Overtime	2008-5-17 8:30:00	2008-5-17 17:30:00		Martha	工假假	100	

### 3.5.7. Paid Leave Record

With this module, it allows to easily get Paid Leave report. Firstly, configure all the query conditions, and then click "Query". It also allows to export the result into a report file, excel format file or web format file.

Paid Leave Record									
Query Condition									
No.	Name	Depart	Type	Start date	End date	Days	Approved By	Remark	
0002	ROSALBA Anick	CIRE	Annual Leav	2012-3-1	2012-3-1	1	boss		
0002	ROSALBA Anick	CIRE	Annual Leav	2012-3-2 8:30:00	2012-3-2 12:30:00	0.5	boss		

### 3.5.8. Paid Leave Statistics

This module is to get statistics report of paid leaves. With configuring query conditions, click "Query" to get below result list. From the list, the detailed statistics is in detailed.

Paid Leave Statistics									
Query Condition									
No.	Name	Depart	Annual Leave (Day)			Sick Leave (Day)			
			Allowed	Leave	Balance	Allowed	Leave	Balance	
0002	ROSALBA Anick	CIRE	15	1.5	13.5	5	0	5	
0006	THOMAS Crystell	CIRE	15	0	15	5	0	5	
0008	PIRBACOSSE Rufe	CIRE	15	0	15	5	0	5	
0009	LUCHMUN ROY S	CIRE	15	0	15	5	0	5	
0010	SEESURRUN Sarit	CIRE	15	0	15	5	0	5	
0011	PRAYAG Yansa De	CIRE	15	0	15	5	0	5	
0062	JATA Jennifer	CIRE	15	0	15	5	0	5	

## 3.6. Device Management

### 3.6.1. 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.

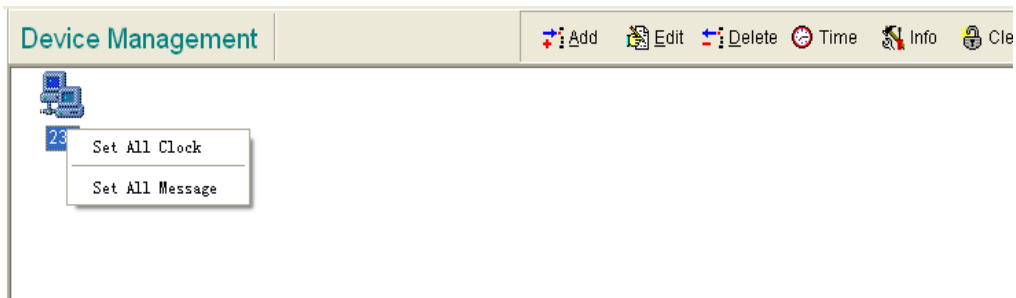
The steps of device setting are as follows:

1. Select "Device Setting" from pull-down menu "Device"
2. Click "Add" button on the upper right corner to evoke the following window for setting and select the proper communication mode as either RS232/RS485, TCP/IP or USB, here below is an example of RS232/RS485:

The screenshot shows the 'Device Management' window with the following fields and values:

- Code: [Empty text box]
- Name: [Empty text box]
- Id: [1]
- Model: [Z9]
- Records for calculating the attendance (General log):
- For In record (General log):  For Out record (General log):
- For Canteen Meal (For expense calculation):
- Communication: [RS-232/RS-485]
- Port: [COM1]
- Baud rate: [38400]

3. Define the necessary fields such as Code, Name and model for the device and make sure baud rate value should be same as the one on the hardware terminal. **NOTE: Remember to choose model Z9 as long as the device CPU is upgraded ARM9 CPU or else the communication will not go through.** Afterwards, click "Save" 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)
4. If TCP/IP is used, input IP address and port code 4370, then Click "Save" to store the setting to the system. **For (remote) real-time monitor function, TCP/IP communication should be chosen, and set relevant IP address & port no. is 5005. And leave communication pin (password) defaulted as 0 unless it is changed in the device.**
5. Then, call "Device Setting" again. Check TCP/IP icon and right click the mouse to show the figure below



6. Press "Setting All Clock" to activate the following "Device Information" menu for the rest of the device setting.



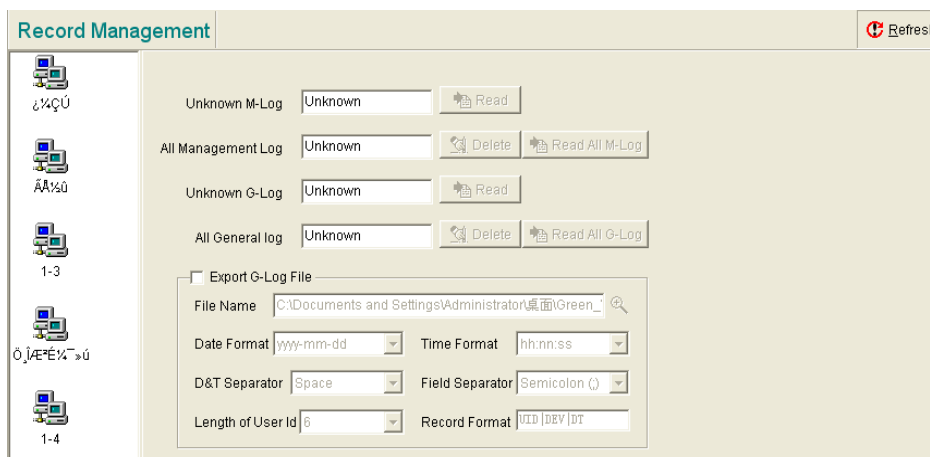
Here, specially introduce "Info" and "Clear Admin" function icons.

Press "Info", it will come out a dialog box, 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.

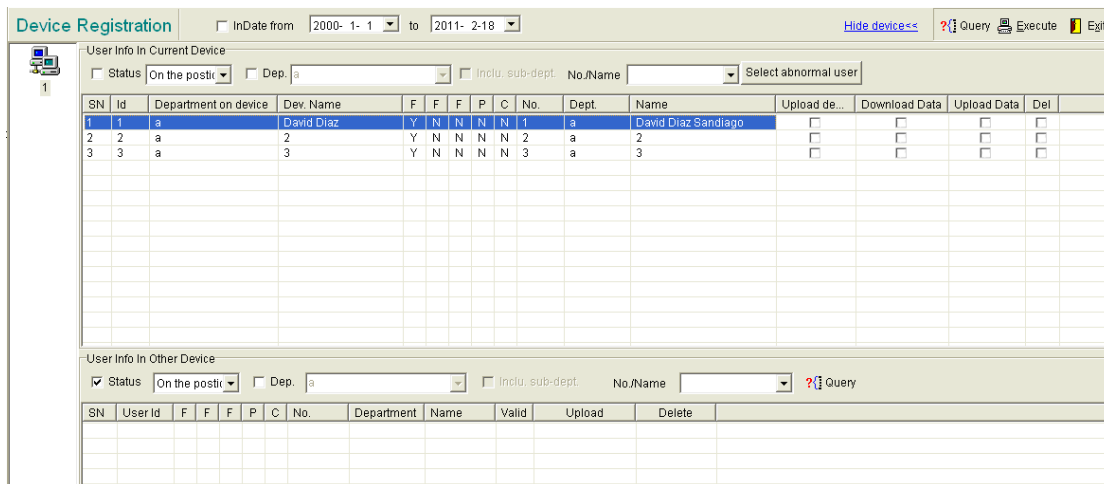
Suppose a user was registered as the manager (Administrator) of the terminal. However, there is need to enroll other users but at current time, the user is not in the company, how to clear administrator's rights? Just go to click Device Management->Device setting, get the device connected and then click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

### 3.6.2. Log

This module allows the system itself to read those unread log data from devices connected to the system.







2. Select a device on left column, then all the registered users on that device will be listed in “User Info In Current Device” area (the upper part), for those who have already input staff record, their name (only first 10 character) will be shown in the “Dev. Name”. As an example: First one is Mr. David Diaz Sandiago, and only the first 10 character “David Diaz” will be shown. And for SN 2 and 3, they are defined as “abnormal user”, because although they have registered fingerprint/password/card in the device but their personal staff record have not yet been input in the software or maybe they have resigned and their staff record didn’t existed any more, therefore under “Dev. Name” column, only their serial no are shown instead of their respective name. And it can always click button “Select abnormal user” to list down all of abnormal users of this device.
3. Meanwhile, all other user info will be listed in “User Info In Other Device” area (the lower part)
4. If system user wants to authorize a non-current-device user to be a current-device user, what’s required to do is to tick that user listed in “User In Other Device” area, and then press “Execute”, then that user will become current-device user.

### 3.6.5. User Registration Management

User Registration Management is a functional module to manage user’s registrations information. Through this module, user’s registration information can be easily uploaded onto or deleted from any device(s). And it also allows information of multiple users to be uploaded into or deleted from multiple devices at the same time. Thus, an employee just needs to register his/her fingerprint, card or other information once at one device, and then his/her information can be disseminated to other devices if needed through the system.

1. Select "User Registration Management" from pull-down menu "Device"
2. Click "Query" button to list out the employees being registered as shown in figure below

User Enroll												
Status		On the postri		Dep.		Pur		Inc Sub Dep.		No./Name		
Enroll Data												
No.	User Id	F	F	F	P	C	No.	Department	Name	Valid	Select	Delete from ...
1	11560	N	N	N	N	Y	11560	B	Areno	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	13025	N	N	N	N	Y	13025	B	Linda	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	10445	N	N	N	N	Y	10445	B	Vicky	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	10596	N	N	N	N	Y	10596	B	Evan	Yes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	10314	N	N	N	N	Y	10314	B	Louis	Yes	<input type="checkbox"/>	<input type="checkbox"/>
6	10483	N	N	N	N	Y	10483	B	Devon	Yes	<input type="checkbox"/>	<input type="checkbox"/>
7	11026	N	N	N	N	Y	11026	B	Chris	Yes	<input type="checkbox"/>	<input type="checkbox"/>
8	12007	N	N	N	N	Y	12007	B	Jerry	Yes	<input type="checkbox"/>	<input type="checkbox"/>
9	11367	N	N	N	N	Y	11367	B	Jane	Yes	<input type="checkbox"/>	<input type="checkbox"/>
Device												
No.	Code	Name	Communication	Up To Device	Delete From Device							
1	0001	RS-232	RS-232/RS-485	<input checked="" type="checkbox"/>	<input type="checkbox"/>							
2	0002	TCP/IP	TCP/IP	<input type="checkbox"/>	<input type="checkbox"/>							

From above example, it is shown that the listed employees have been enrolled with personal information stored in the system.

3. Check the "Select" box of the enrolled employees, it means their registered information are ready to be uploaded to other devices on the same type
4. Press "Execute" button to complete the information upload

### 3.6.6. U-Disk Data Management

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 "U-Disk Data Management" from pull-down menu "Device"
2. In the box of Select Folder, choose relevant file from the USB Disk and click "Execute" button to import all in/out records

U-Disk Management												
Generate U-Disk Data File		Inistrator\桌面\Green_V10.81\Green_V10.81\AFP_001.DAT		Refresh		Execute		Exit				
UDisk File												
Select Folder		U-Disk		Delete File After Execution								
File Name	Description											
Data Registered												
Status		On the postri		Dept: 08 : ENG		Inc Sub Dept.		No./Name		Device Type: Z6/V6		
Ord	User Id	F	F	F	P	C	No.	Department	Name	Valid	Send to file	Delete
1	2222	N	N	N	N	Y	22222	0'EBxU'Á	22222	Yes	<input type="checkbox"/>	<input type="checkbox"/>
2	3333	N	N	N	N	Y	33333	0'EBxU'Á	33333	Yes	<input type="checkbox"/>	<input type="checkbox"/>
3	365	N	N	N	N	Y	ASB092	ASSYF B&@	%TIDã	Yes	<input type="checkbox"/>	<input type="checkbox"/>
4	366	N	N	N	N	Y	ASB093	ASSYF B&@	ÄI*s	Yes	<input type="checkbox"/>	<input type="checkbox"/>
5	367	N	N	N	N	Y	ASB094	ASSYF B&@	·½¼Óø	Yes	<input type="checkbox"/>	<input type="checkbox"/>
6	368	N	N	N	N	Y	ASB095	ASSYF B&@	ÄIF&ÄÄ	Yes	<input type="checkbox"/>	<input type="checkbox"/>

In this module, there is another function to save fingerprints, cards and password data as

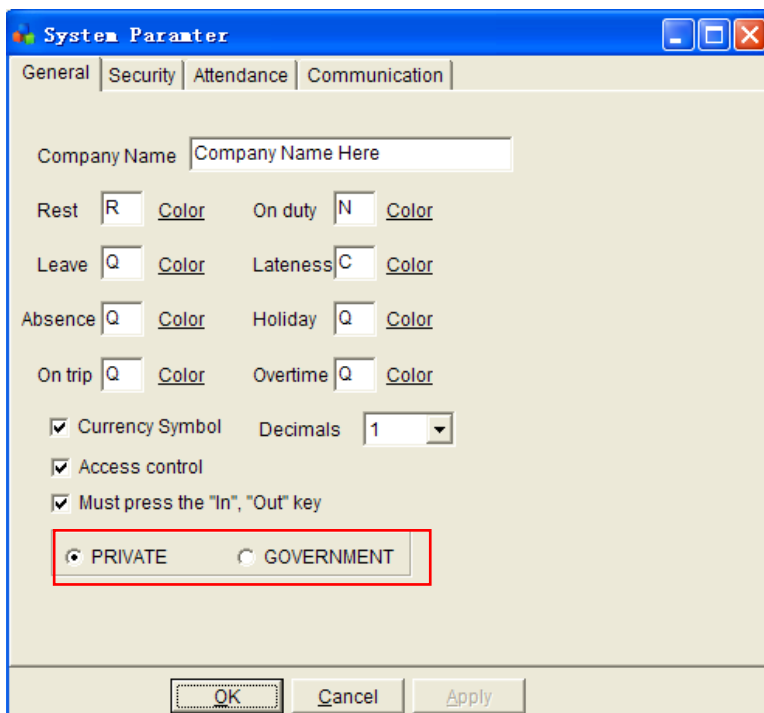
an individual file in the designated path. With this function, an employee's registration information can be sent to other branches or offices in case this employee works over there without the necessity of re-enrolment again.

### 3.7. System Maintenance

#### 3.7.1. System Parameter

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

##### 1) General 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.

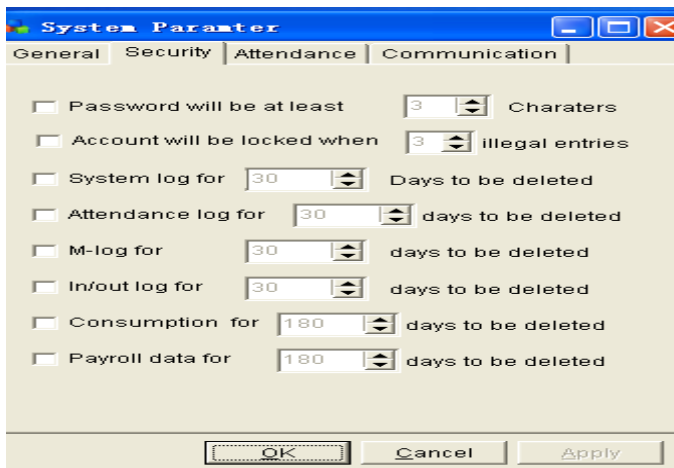
If user needs to use access control function, it needs to check “Access Control”, so that on the system top menu, Access Control module will be activated.

In order to output time card, the choice of “Must press the “IN”, “OUT” key should be selected and IN or OUT must be chosen on the terminal before press fingerprint to clock in or clock out.

Click the ultra-low part option of “PRIVATE” or “GOVERNMENT” to choose one option the user required for time card format.

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

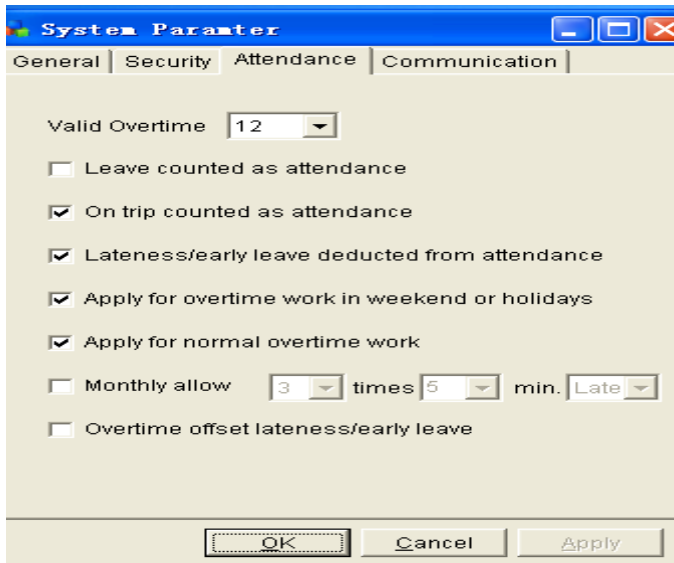
##### 2) Security Parameter



The above dialog box shows the security parameters of system.

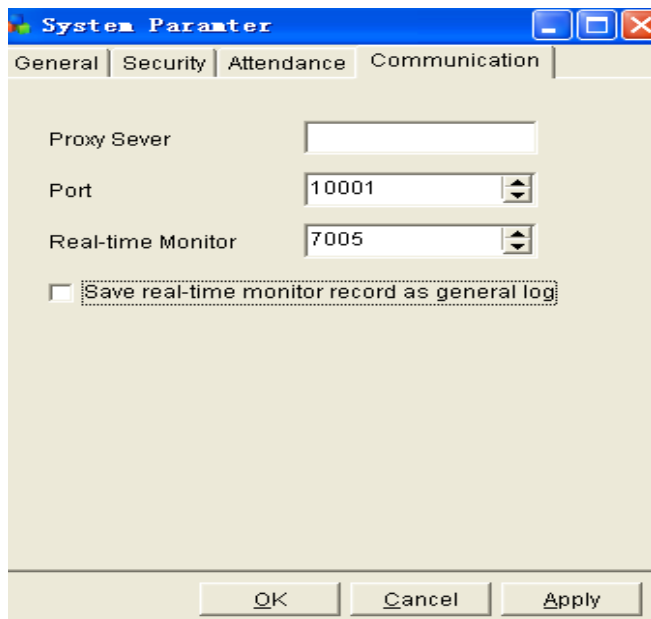
If user's company or unit has so many employees that its daily log record is large enough to affect the system's running speed, it becomes necessary to shorten the period of time for saving the daily logs or records. However before doing so, please ensure that data backup is made. Then system will timely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

### 3) Attendance Parameter



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

### 4) Communication Parameter



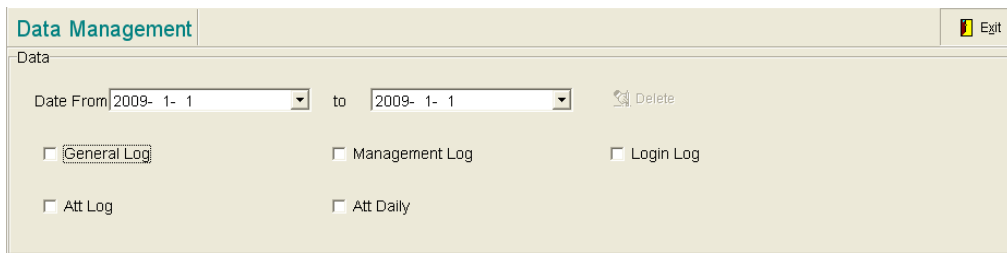
The above dialog box shows the communication parameters of system. User can set communication status. Once (remote) real-time monitor function is required, it's necessary to set the Proxy Sever IP address (it should be a **static IP address**) in the software, and change Real-time Monitor value from defaulted one to "7005" and click to choose above square box, detail please see above interface. (Meantime refer back to 3.6.1 **Device Setting** for relevant setting when (remote) real-time monitor function is required)

For (remote) real-time monitor function, it's also required to go to the terminal, follow Menu--- Data Download --- Ethernet Dwnld --- 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. (***Noted only model with ARM9 CPU & "T" alphabet can support remote real-time monitor function and it is required additional charge.*** )

### 3.7.2. 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.



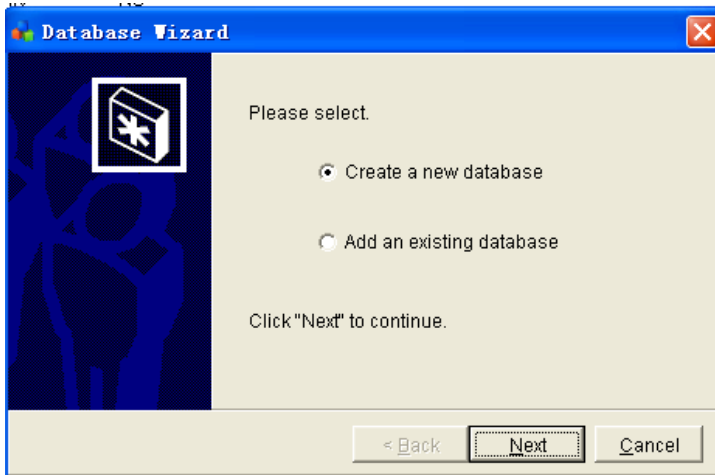
### 3.7.3. Database Management

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.

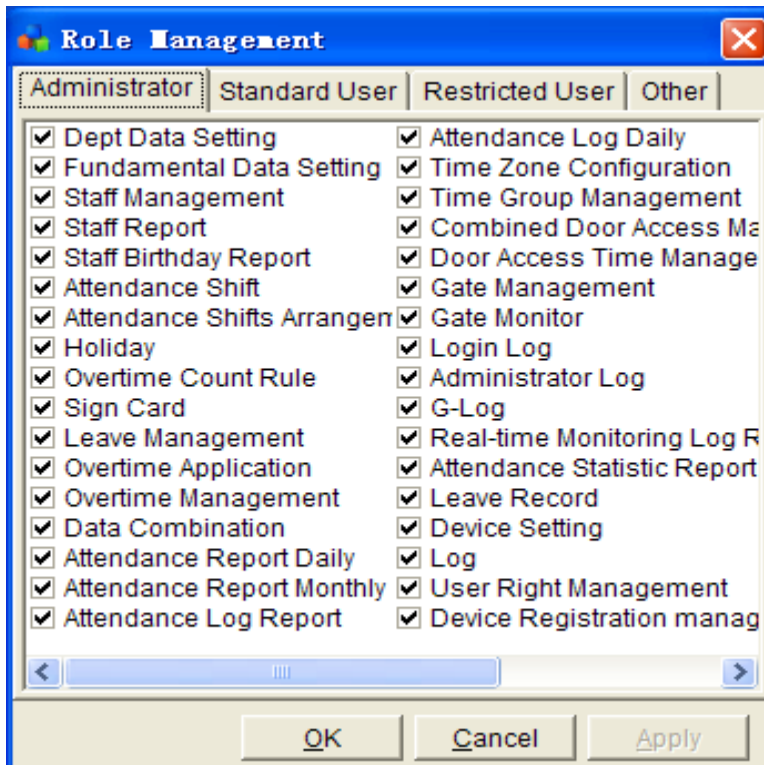


For other actions such “Edit”, “Maintain” and “Delete”, appropriate windows are evoked with self-explanatory to guide the actions.

### 3.7.4. Role Management

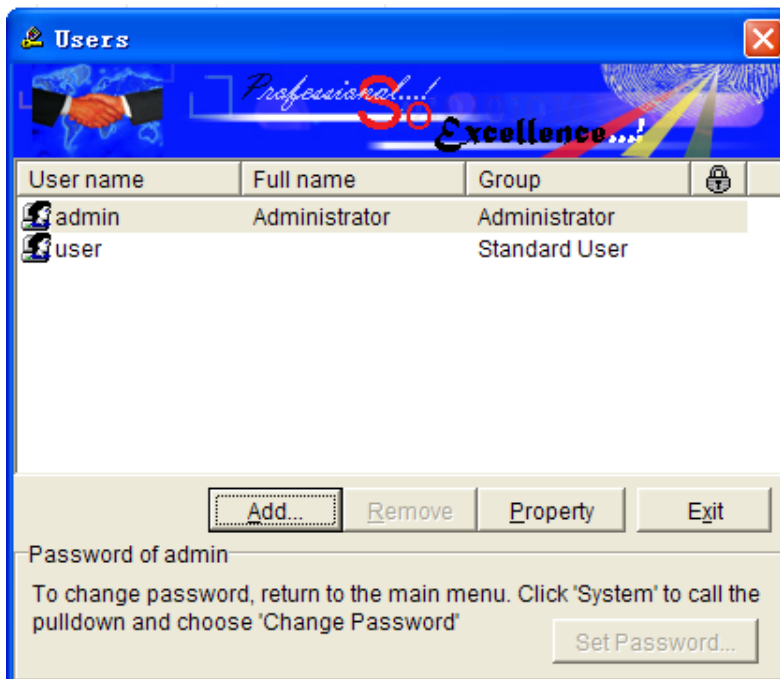
Role management is a module that helps define the user’s access right to the system. There are 4 kinds of roles allowed - administrator, standard user, restricted user and other.

Different role will be authorized with different rights by checking the items listed below.



### 3.7.5. User Management

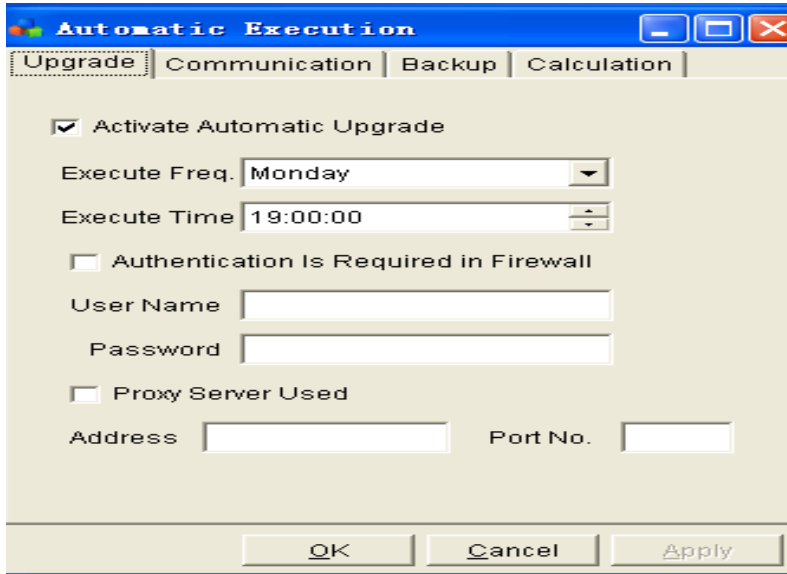
The module allows system administrator to add new users to the system. The following figure shows the dialog box of adding new user or editing user information which are guided with the system wizard step by step.



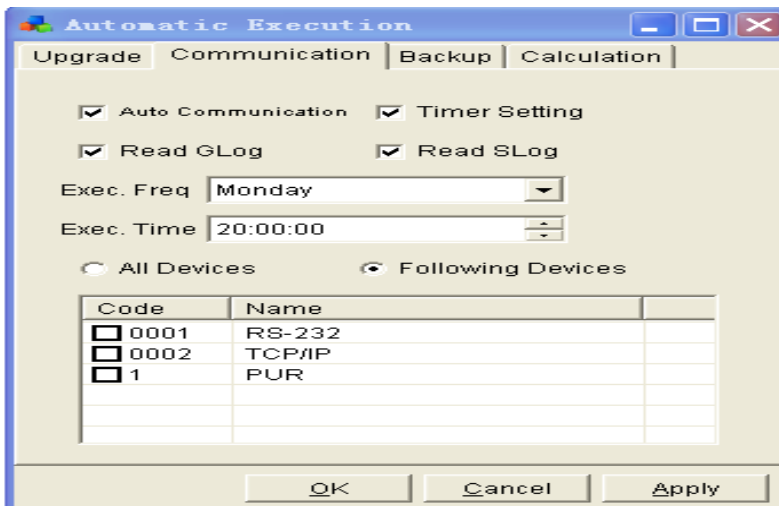
### 3.7.6. Automatic Execution

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.



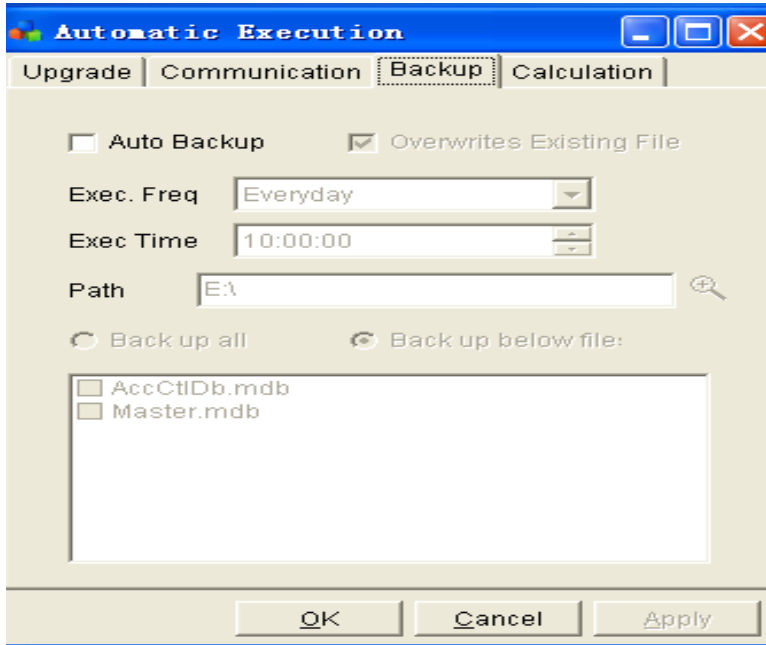
The above figure shows the parameters to conduct automatically online upgrade software.



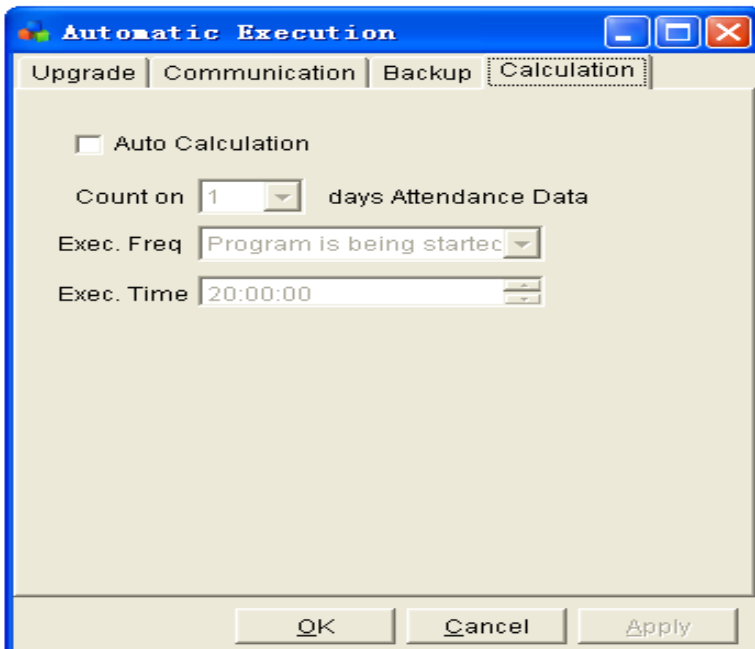
The above figure shows all the parameters about how to set system automatically to communicate with devices. With setting these parameters, all log-in/out data on the device can be automatically read.

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.



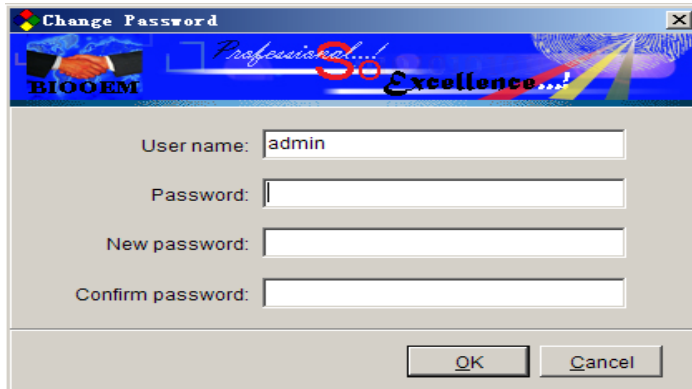
The above figure shows all the parameters about how to set system to automatically backup data to a file.



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.

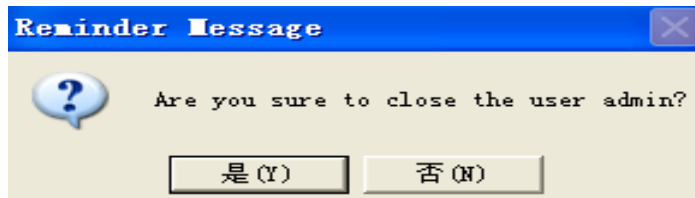
### 3.7.7. Change Password

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



### 3.7.8. Logout Admin

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



## 3.8. Help

### 3.8.1. Q & A

Q & A 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.

### 3.8.2. 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.

