ZKTime Web User Manual

Version: V2.0
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About This Manual

This document introduces the main functions and interfaces of the software, as well as operations of all menus. For software installation, please refer to the *ZKTime Web Installation Guide*.

Contents

Glossary

Superuser: It refers to a user with all operation permissions of the system. A superuser is able to assign new users (such as company management personnel, registrars or attendance administrators) and configure corresponding user roles.

Role: When using the system, a super user needs to assign different levels to new users. To avoid setting users one by one, you can set roles with specific levels in role management, and assign a ppropriate roles to users when adding users.
Attendance Timetable: It refers to the timetables possibly used during attendance settings and configuration of all parameters such as work start/end time, permissible time for late arrival/early leaving, whether check-in/out is mandatory, permissible check-in/out time range, break time, and overtime. This is the minimum unit in attendance time settings.

Unit/Minimum Unit: The unit covers day, hour and minute and the minimum unit is a numeric value. The combination of these two is used to set the minimum computing unit of a parameter in statistics such as one day, one hour or one minute. For example, the minimum unit of leave is set to one hour. When rounding-off is enabled, the value 1.5 is counted as two hours and the value 1.4 is counted as one hour after rounding-off.

Auto Overtime: When the punching time is later than work end time, this parameter determines whether the excessive time is counted as overtime.

Attendance Status: It refers to what type of the attendance for punching will be counted in the attendance result. By default, the system has eight statuses: Check-In, Check-Out, Dinner-Start, Dinner End, OT-In, OT-Out, Break-Out, and Break-In.

Correction of Status: It refers to determine whether an employee checks in or out by following the attendance calculation rule according to the shift timetable and attendance time of this employee. The calculation is based on this status during statistics.

Due Attendance Time: It refers to the duration when an employee should be at work from the start time to the end time based on staff schedule. The default unit is workday, and the statistical rule can be changed in Attendance > Calculation Item > Expected/Actual. Specifically, the value is determined based on the unit (workday, hour and minute) as well as counted workdays and work minutes in the shift timetable.

Actual Attendance Time: It refers to the actual attendance time of an employee on which statistics are collected based on the check-in/out record in due attendance time during the start and end time. The default unit is workday, and the statistical rule can be changed in Attendance > Calculation Item > Expected/Actual.

Late Arrival: Late arrival includes the time setting for corresponding timetable and the setting of starting calculation of late arrival, and whether actual check-in time is later than due check-in time in the timetable. On the other hand, if Must Check-in in the timetable is set to Yes and the attendance parameter is No Check-in, Count as Late 60 Minutes, the actual time without check-in is counted as late arrival for N minutes. The time of late arrival does not affect the work minutes for attendance calculation.

Early Leaving: Early leaving includes the time setting for corresponding timetable and the setting of starting calculation of early leaving, and whether actual check-out time is earlier than due check-out time in the timetable. On the other hand, if Mandatory Check-out in the timetable is set to Yes and the attendance parameter is Ending Work Without Check-out is Counted as Early Leaving for N Minutes, the actual time without check-out is counted as early leaving for N minutes. The time of early leaving does not affect the work minutes for attendance calculation.

Absence: Based on attendance parameter settings, the case of no check-in or check-out in attendance statistics can be counted as absence, or late arrival/early leaving for more than N minutes in attendance parameter settings can be counted as absence.

Due Check-in/Due Check-out: Due Check-in/Due Check-out refers to mandatory check–in/out time in timetable setting. Yes means check-in/check-out is mandatory, and No means check-in/check-out is optional.

No Check-in/No Check-out: No Check-in/No Check-out refers to the times of no actual implementation in the times of due check-in/due Check-out.

Attendance Duration (Time): It refers to the time span between actual check-in time and actual check-out time.

Exception: It refers to the leave time during this timetable.

Work Minute: In normal attendance, the work minute is the time set in Work Minute of a shift timetable. When the valid attendance duration in a shift timetable is smaller than the time set in Work Minute of a shift timetable, the valid attendance duration prevails. When the valid attendance duration in a shift timetable is larger than the time set in Work Minute of a shift timetable, the time set in Work Minute of the shift timetable prevails. The work minute in a flexible shift is 0.

Time in a Timetable: It refers to the work time of an attendance timetable in the shift setting on that day.

Shift: It refers to a preset work schedule for the personnel and is composed of one or more preset attendance timetables based on certain order and cycle period. For employee attendance, the employee shifts to be used must be set first.

Schedule: It refers to what kind of shift will be used in a timetable for employee attendance. It is a main basis for calculating attendance results. If an employee works in a flexible schedule and attendance checking is required, a flexible shift can be arranged. If an employee has a punching record without a shift arranged, the attendance results are calculated as overtime based on flexible shifts.

Temporary Schedule: If the shifts on some dates are adjusted due to temporary changes of employee work time after scheduling, the temporary schedule can be used. Temporary schedule can be set as only temporarily valid or appending to an employee shift (two schedule records in the attendance statistics in this case). This mode of schedule is very applicable to the posts without fixed schedules.

Permissible Late Arrival/Early Leaving: It refers to the permissible time for late arrival/early leaving before the designation of late arrival/early leaving starts during specified work time.

Must Check-in/Check-out: In some companies, only check-in or check-out is carried out. If check-in or check-out is set to be mandatory, corresponding items are included in the range of attendance.

Work time: It refers to the time between an employee's work start time and end time (measured in minutes). The filled value may not be equal to the actual interval between punching in and out. The value may be larger or smaller than this interval, depending on the company system. Normally, this value can neither larger than 480 nor smaller than 0. If this value is 0, this timetable is overtime and needs not to be counted as work time. The system will automatically count this timetable as overtime.

Flexible Timetable: It refers to a default timetable set in the system. In the settings of a flexible timetable, the work delay is not counted as overtime, and late arrival, early leaving or absence is not counted. The attendance calculation for a flexible timetable is second punching time minus first punching time, fourth punching time minus third punching time, and so on. The line numbers of its report are generated automatically. If four records exist, the daily report on that day has two lines. If six records exist, the daily report has three lines. Besides, the attendance time in a timetable is check-out time minus check-in time of this timetable.

Flexible Shift: It refers to a default attendance shift set in the system. It is a cycle of flexible timetable within a week. If an employee works in a flexible schedule and attendance checking is required, a flexible shift can be arranged. If an employee has a punching record without a shift arranged, the attendance is calculated based on flexible shifts and classified as some overtime such as overtime on days off or on holidays. The flexible shift is applicable to business owners, business personnel, service staff and order-oriented production people.

Start/End Check-in: It refers to a timetable which is the valid range of check-in. The check-in records out of this range are invalid.

Start/End Check-out: It refers to a timetable which is the valid range of check-out. The check-out records out of this range are invalid. The check-out start time cannot overlap the check-in end time.

Chapter 1 System Introduction

1.1 System Function Introduction

This system implements unified management for customers in terms of time and operation safety and helps the customers continuously improve safety management efficiency, so as for simpler and more reasonable time management as well as more value.

- System Features

  1. With powerful data handling capacity, the system can manage the attendance data of 10,000 employees.

  2. The visual and reasonable operation procedure integrates years of attendance management experience.

  3. The automatic user list management makes management more scientific and efficient.

  4. The permission management based on multiple-level management roles guarantees user data security.

  5. The real-time data collection system ensures that administrators can acquire attendance data in time.

- Requirements of Server Hardware Configuration

  CPU: basic frequency more than 2.0 GHz;

  Memory: 2 GB and above;

  Hard disk: with available space of 10 GB and above. It is recommended to use an NTFS hard disk partition as the software installation directory. (An NTFS hard disk partition provides better performances and higher security.)

- Software Operating Environment

  Supported operating system: Windows7/8/Server2008/Server2013

  Supported database: MS SQL Server2005/2008, Oracle 10g, MySQL 5.0.45

  Supported mainstream browser: IE 9.0+, Google Chrome 33+, Firefox 27+

- Functions

  This system mainly consists of the following functional modules:

  Personnel system: The personnel system includes three parts: department management settings for setting the company's main architecture; employee management settings for entering employee information into system, allocating employees to departments and then conducting employee maintenance; card issuing to employees in the system so that the employees swipe cards for attendance.

  Device system: Set the communication parameters for connecting to devices. The communication with devices is successful only after communication parameters are set correctly, including the settings in both the system and devices. After the communication is successful, you can view the information on the connected devices and perform operations on them such as remote monitoring, uploading, and downloading.

  Attendance system: Achieve the collection and statistics of employee attendance data, data query, improve personnel management, facilitate employee check-in, facilitate the statistics and assessment of employee attendance conducted by management staff, facilitate the query and assessment of attendance rate in each department conducted by management staff, well understand employee attendance and effectively manage and understand employee turnover.

  System setting: Mainly to assign system users and configure user roles, set the system parameters and manage the system operation logs.

1.2 Basic System Use Procedure

The following takes a superuser as an example to introduce how to use the system. Different users have different operation permissions, so corresponding operation procedures are different. Users need to only follow the procedure below to operate the items displayed on the interface.

Step 1: Log in to the system and modify the default password for your account.

Step 2: Assign accounts and roles for the personnel using the system (such as company management personnel, registrars and attendance administrators).

Step 3: Set common system information such as system parameters, announcements and alerts.

Step 4: Set the department organization architecture according to the company structure and set corresponding position information.

Step 5: Enter employee information, issue cards to the employees, and conduct daily maintenance.

Step 6: Set the regional structure of the company, add a T&A device for the system, and configure basic information about the device.

Step 7: Set the attendance parameters. You can use the default settings or modify the settings as required.

Step 8: Set the attendance timetables which may be used during attendance, and set relevant parameters.

Step 9: Set the shifts frequently used in attendance system, that is, the cycle combination modes of attendance timetables within the time interval.

Step 10: Schedule the shifts for employees and set which employees are in which shifts. For an employee with the shift arranged, if a temporary change occurs, the temporary schedule can be used for setting.

Step 11: Conduct attendance maintenance. During daily attendance, because of abnormalities, the settings of leave, holiday, and compensatory leave are required.

Step 12: Enable the system to output an attendance report. The system collects statistics and outputs attendance reports on the basis of attendance period.

Chapter 2 System Management

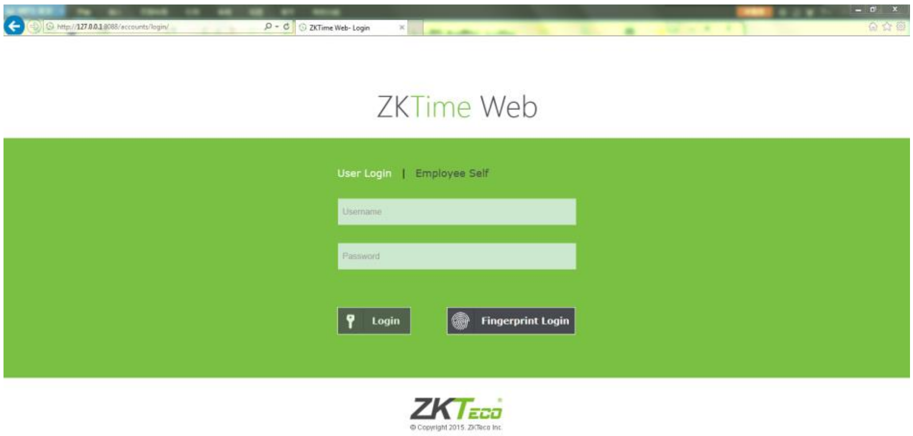
1. Login

➢ User Login

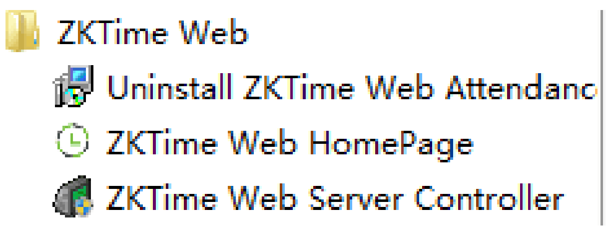
(1). After the program is installed on the server, a user can double-click the program icon on the desktop to access the system login interface.

(2). As soon as the user completes program installation on the server, other computers can access this server through network to user this system.

(3). Open the browser, enter the server IP address and port number in the address bar and click Enter to access the system login interface.



To use the system on a server, choose Program > ZKTime Web > ZKTime Web Server Controller and start the service, and then double-click the shortcut icon of ZKTime Web Home Page on the desktop. The system login interface pops up.



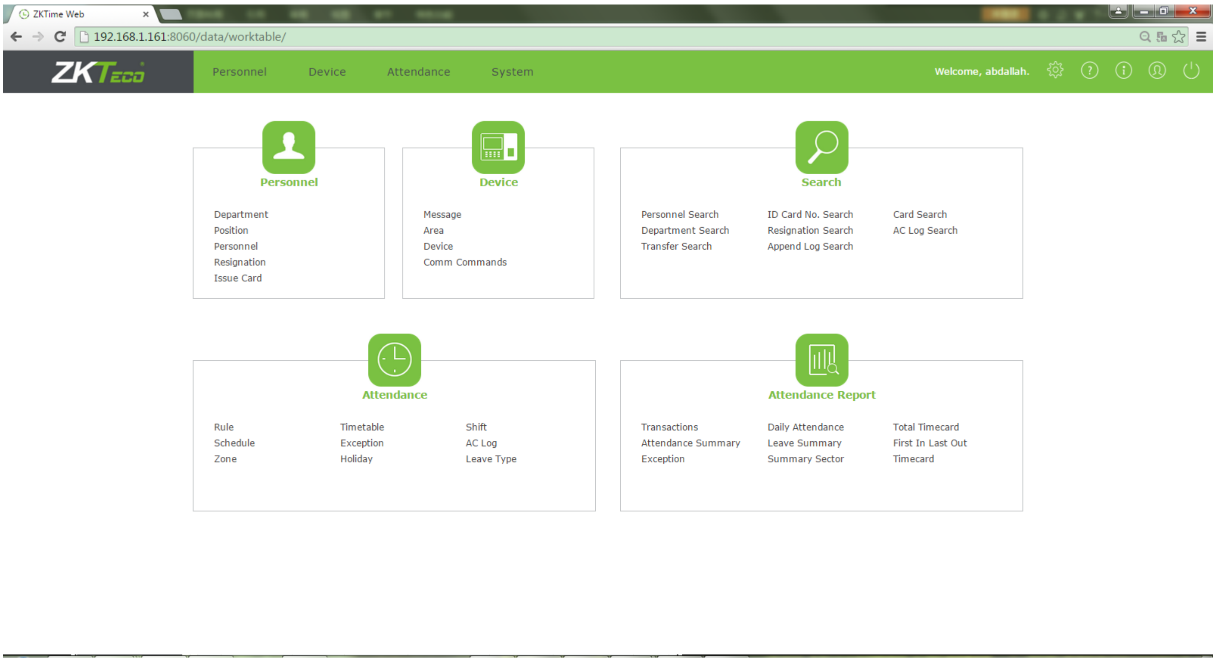
Note: In Windows 7/Vista, right-click ZKTime Web Server Controller and choose Run as administrator from the shortcut menu.

(4) When you enter the system, authentication is required to guarantee system security. A superuser (with all operation permissions) is provided for a user using this system for the first time. Enter the username and password, and click Login to access the system home interface.

Note: The username and password of the superuser are both admin. After the user logs in to the system for the first time, in order to guarantee system security, use the change password function to change this password.

This superuser is able to assign new users (such as company management personnel, registrars and statistics clerks) for the employees inside the company and configure corresponding user roles. For specific operations, please refer to 6.1.2 "User Management."

(5). After the user logs in, the system displays the main interface, as shown in the figure below.



On the main interface, five menu panels are displayed: Personnel, Device, Search, Attendance, and Attendance Report. Click a related following function below any panel to quickly access the corresponding interface.

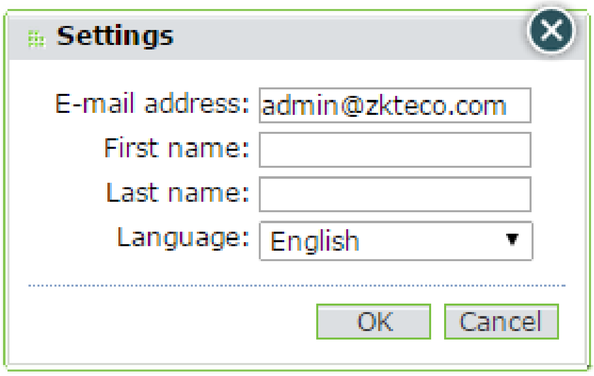
2. Logout

Click the **logout button** on top-right of the interface to return to the system login interface, or close the browser directly to log out of the system completely.

After logout, stop the service in ZKTime Web Server Controller and quit the service counter.

3. Preferences

Click the setting button to access the Settings interface. Enter corresponding information, select system language and click OK to complete setting.

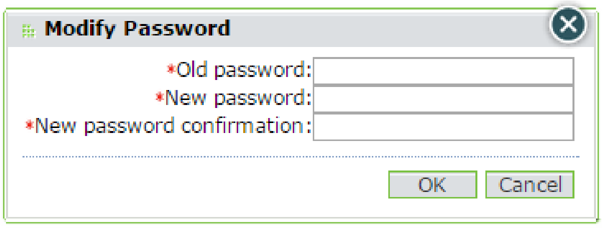


4. System Manual

This is the system help file. **Click** to view the system help file.

5. Change Password

A superuser or new users created by the superuser change their passwords (the default password of new users is 111111) to guarantee safe system operation. Click the change password icon and the Modify Password interface pops up. Enter the old password, new password, enter the new password again, and click OK to complete change.

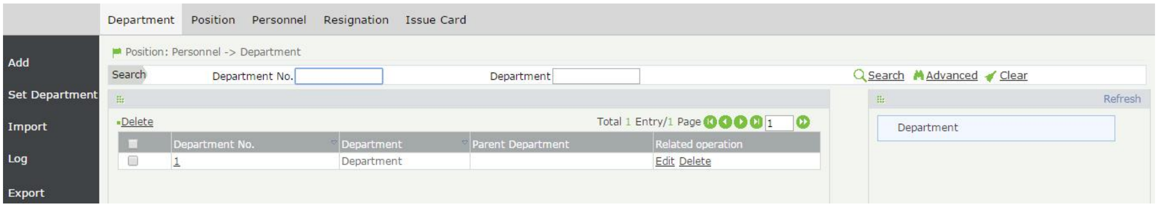


Chapter 3 Personnel Management

Before using the attendance function of the system, enter the personnel system for setting first: department settings for setting the main architecture of the company, and personnel settings for entering employees into system, allocating employees to departments and then conducting employee maintenance.

3.1 Department Management

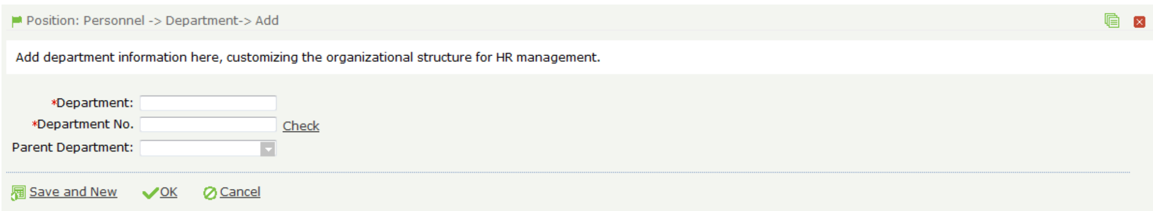
Choose **Personnel** > **Department** to access the department management interface, as shown in the figure below.



Before managing company personnel, set the department organization structure of the company. When this system is used for the first time, a level 1 department named Department and numbered 1 already exists in the system by default. This department can be edited (modified) but cannot be canceled.

3.1.1 Adding a department

1. Choose **Personnel** > **Department** > **Add** to access the department adding interface, as shown in the figure below.



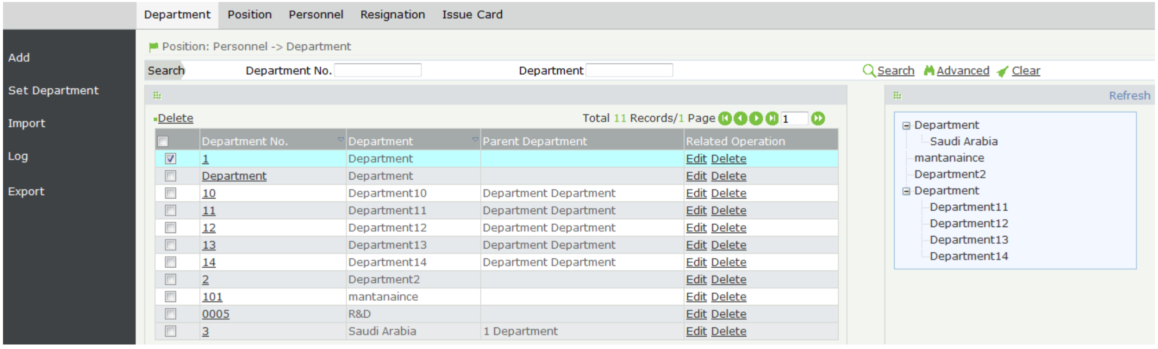
Set the parameters as required based on the following steps:

Department: Enter the department name which can be composed of any character (a combination of 100 characters at most).

Department No.: The value cannot be the same as any other department number, with a length limit of 20 digits. You can click Check to check whether duplication exists.

Parent Department: Click and select the parent department of this department from drop-down list.

2. After the completion of setting, click **OK** to save the settings (click Save and New to add another department) and return to the Department interface, and the information on the new department is displayed in department list. The company's department structure chart is displayed on the right side of the interface in the form of department tree. Click Refresh to refresh the department tree.



Notes:

1. You can click Import to import the department information in other software or data into this system. For specific operations, please refer to 4."Import" in Appendix 1.

2. You can click Export to export the department data in software locally. For specific operations, please refer to 5. "Export" in Appendix 1.

3.1.2 Editing a department

If a department change or organization structure change occurs in the company, you can modify the department name, number and parent department. Click Department of the department to be modified directly or click Edit under Related Operation in the line of the department to be modified to access the editing interface. After modification, click OK to save the modified department information.

3.1.3 Canceling a department

Click to select the department to be canceled, and then click Delete on upper left of the department list. Or directly click Delete under Related Operation in the line of the department to be deleted to access the confirmation interface for department canceling. Click OK for confirmation of canceling the selected department.

Notes:

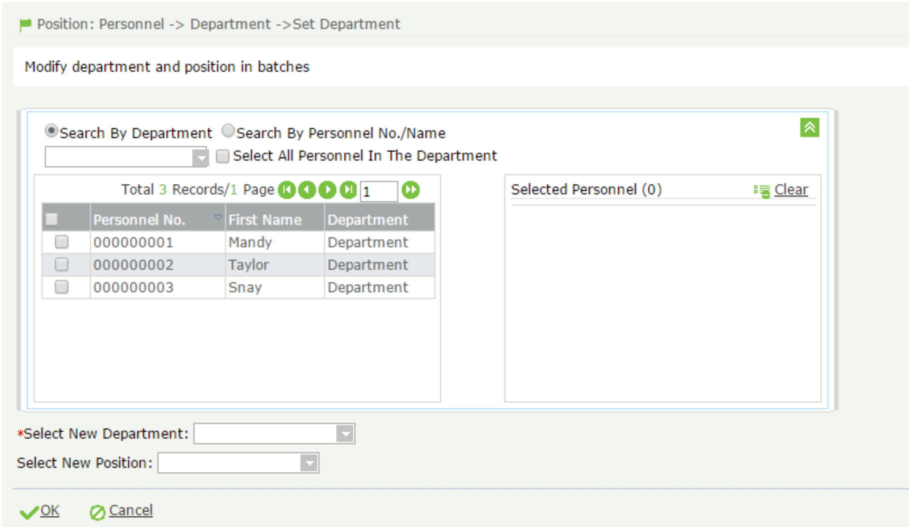
(1). Departments cannot be deleted or modified at will. Deleting or modifying a department causes the personnel belonging to this department to belong to no department. This also causes the failure to query for some historical data. If deletion or modification is indeed required, transfer the personnel in this department to other departments, and then delete the department.

(2). The number corresponding to a deleted department cannot be used again.

3.1.4 Setting a department

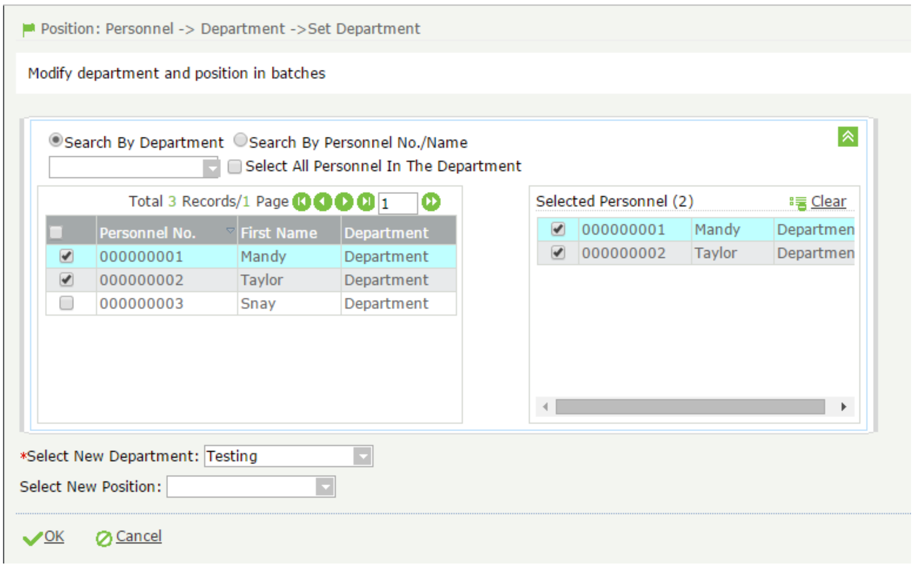
In department setting, you can modify personnel department information and department position information in batches.

1. Choose **Personnel** > **Department** > **Set Department** to access the department setting interface.



2. In the personnel list, select the personnel requiring department setting in batches (you can screen personnel by department, name or personnel No.). (For specific operations, please refer to 7. "Query Function" in Appendix 1.)

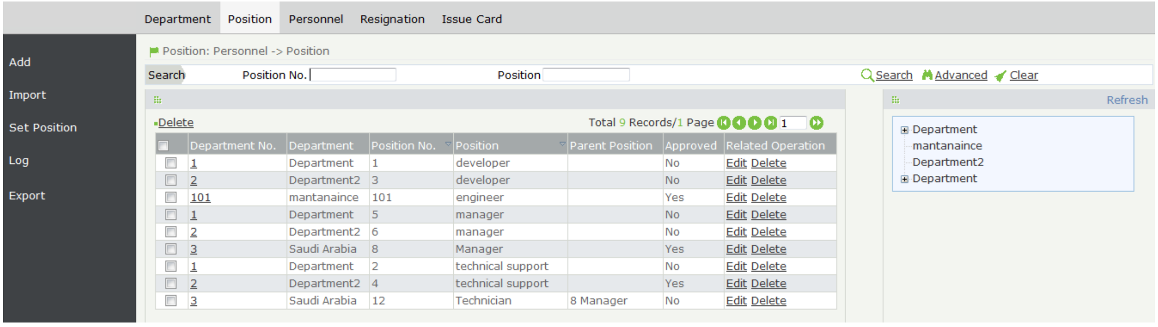
3. Select the new department (mandatory) and new position, and click **OK**. The departments and positions of selected personnel will all change.



3.2 Position Management

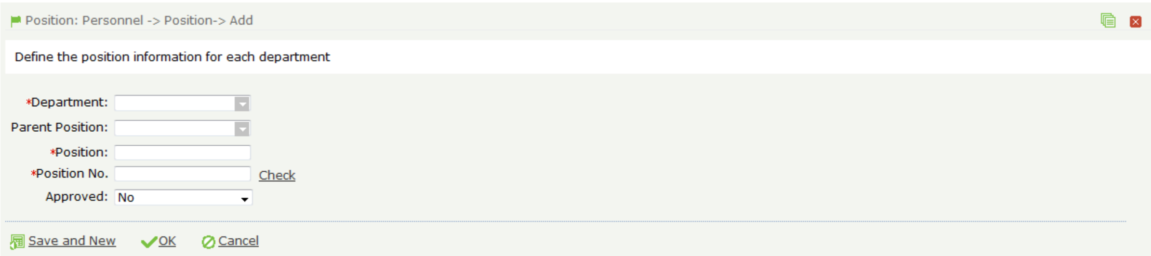
Before setting company personnel, you need to add corresponding position information for the company.

Choose **Personnel** > **Position** to access the Position interface, as shown in the figure below.



3.2.1 Adding a position

1. Choose **Personnel** > **Position** > **Add** to access the position adding interface.



Set the parameters as required based on the following steps:

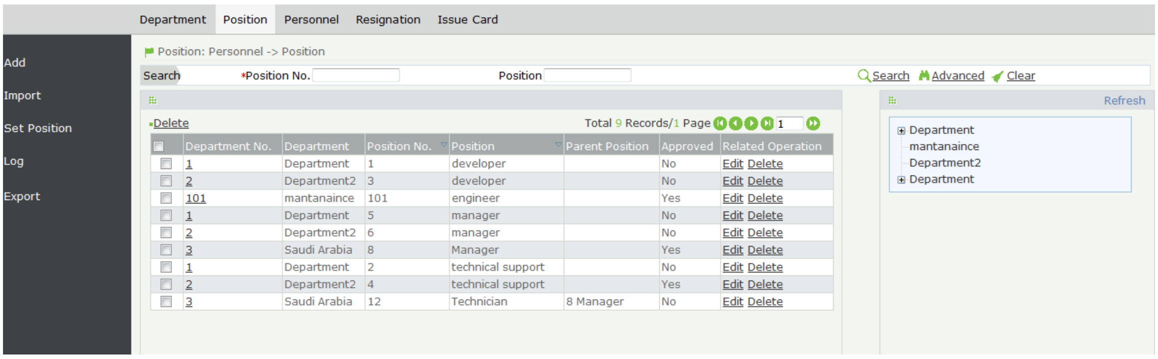
Department: Click the drop-down list and select the department to which the position belongs.

Parent Position: Select the parent position.

Position: Enter the position title.

Position No.: Enter the position number (exclusive). Click Check to check whether the entered position number is exclusive.

2. After the completion setting, click OK to save the settings (click Save and New to add another position) and return to the Position interface. The information on the new position is displayed in the Position list.



3.2.2 Editing a position

If the related position information changes in the company, you can use the position editing function to modify the position name, number and department. Directly click Position or Edit under Related Operation in the line of the position to be edited to access the editing interface for modification. After modification, click OK to save the modification.

3.2.3 Deleting a position

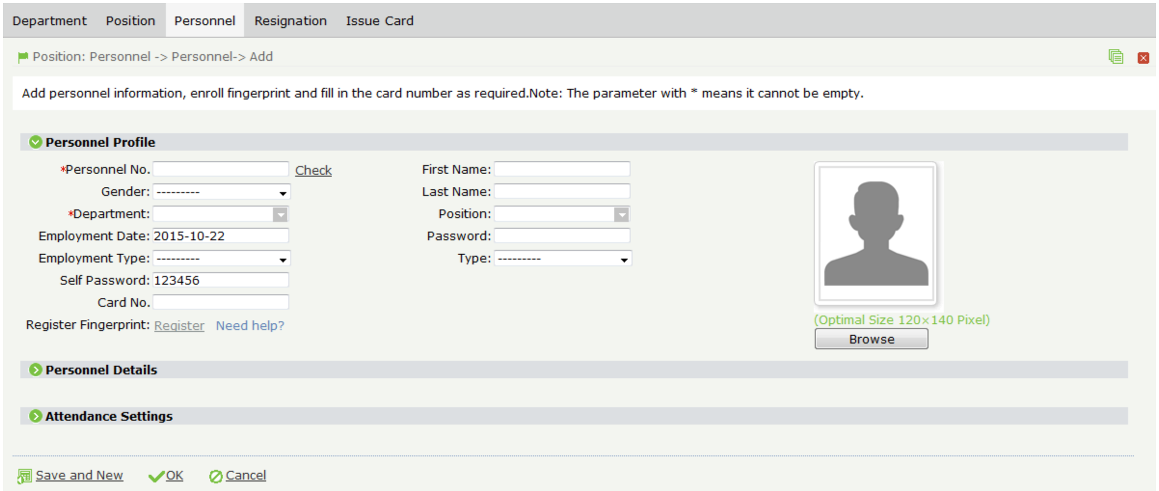
Click to select the position to be deleted, and then click Delete on upper left of the position list. Or directly click Delete under Related Operation in the line of position to be deleted to access the confirmation interface for position deletion. Click **OK** for confirmation of deleting the selected position.

3.3 Personnel Management

When starting to use this management system, you need to register personnel in the system or import the personnel information in other software or data to this system. For specific operations, please refer to 4. "Import" in Appendix 1.

3.3.1 Adding an employee

Choose **Personnel** > **Personnel** > **Add** to access the personnel adding interface.



Set the parameters as required based on the following steps:

➢ Personnel Profile

Personnel No.: The length cannot exceed nice digits. For an employee No. with the length less than nine digits, one or more 0's are prefixed to make the length 9 digits. The numbers cannot be the same. Click Check to check whether a number is exclusive.

Department: Select a department from the drop-down list. (If no department has been set, only the default departments existing in the system can be chosen.)

Card No.: Assign card numbers to personnel for attendance checking. Enter the card No. manually or use a card enroller for issuing cards.

Password: Set the personnel password. The black-and-white T&A device supports passwords with only five digits. The color-screen T&A device supports passwords with only eight digits. Passwords with digits exceeding the specified length are cut out by the system automatically. When you change a password, clear the old password in the text box and then enter the new password.

Employment Date: It is set to the current date by default. The employment date is considered as the start date of attendance calculation. The attendance before this date is not calculated in the statistical result.

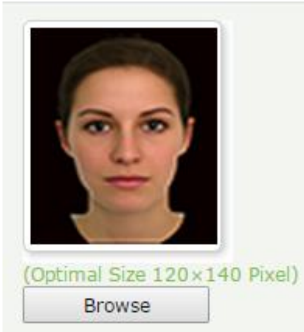
Employment Type: Select the employment type from the drop-down list, It can be set to Employee or Contractor.

Type: Select the employee type from the drop-down list. It can be set to Permanent or Temporary.

Position: Select the position from the drop-down list.

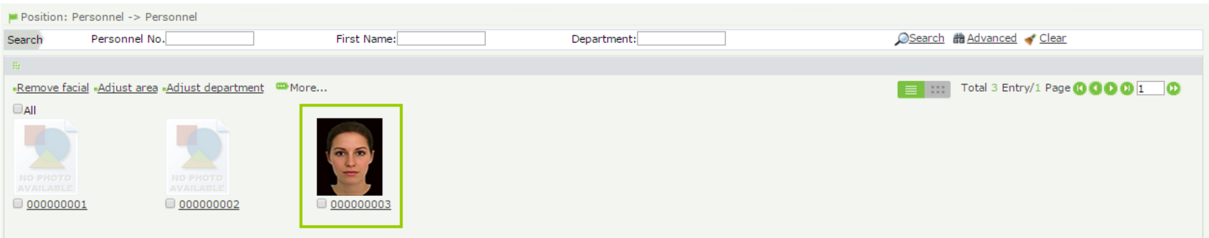
Employee photo:

(1). Click Browse and select the photo to be uploaded. After selection, the photo is displayed, as shown in the figure below.



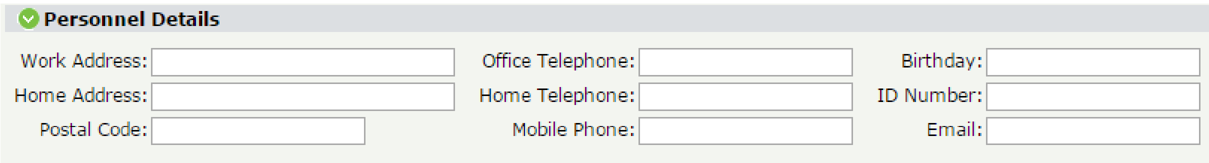
✍ **Note**: The size of an employee photo cannot exceed 16 KB.

(2). Click **OK** to save the settings and return to the Personnel interface. Click to display a photo in photo form so that you can view the selected user photo, as shown in the figure below.



➢ Personnel Details

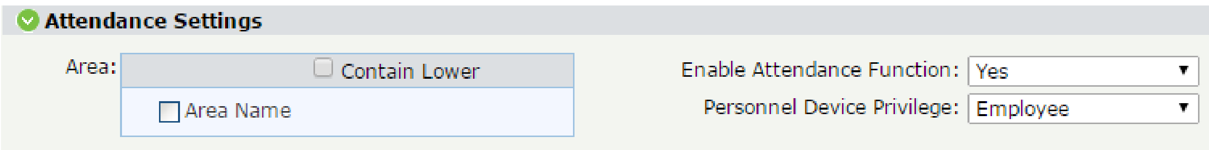
Click on the left of Personnel Details to expand Personnel Details.



Set each parameter as needed.

➢ Attendance Settings

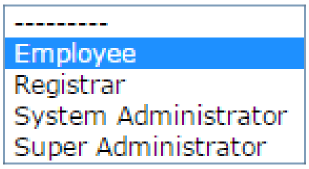
Click on the left of Attendance Settings to expand Attendance Settings.



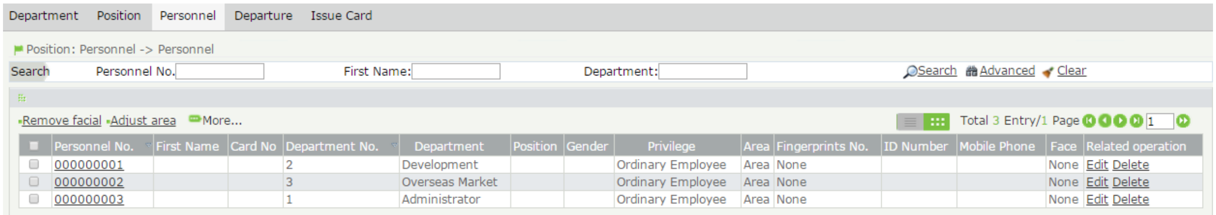
Set Area: (headquarters by default if not selected) and Enable Attendance Function (the default value is Yes and No means this employee is not included in the result of attendance statistics). For some top management personnel and temporary personnel requiring no attendance checking, it can be set to No.

Note: For attendance area setting, please refer to 4.1 "Area Settings."

Personnel Device Permission: Set the permission of a user in the device, with the options including the following four types.



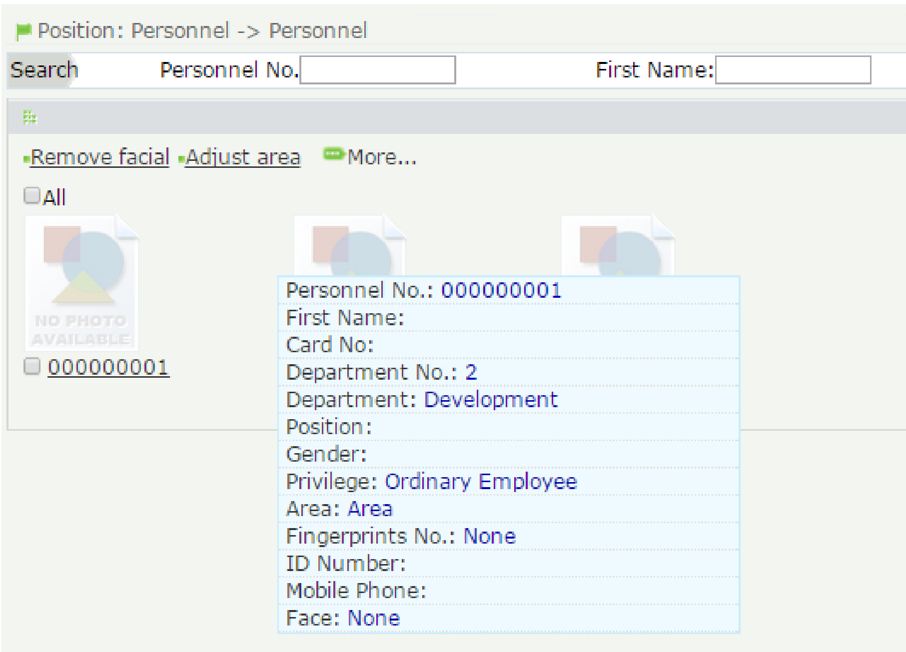
2. After the completion of setting, click OK to save the settings (click Save and New to add another employee) and return to the Personnel interface, and the information on the new employee is displayed in the personnel list.



	Personnel No.	First Name	Card No	Department No.	Department	Position	Gender	Privilege	Area	Fingerprints No.	ID Number	Mobile Phone	Face	Related operation
	000000001			2	Development			Ordinary Employee	Area	None			None	Edit Delete
	000000002			3	Overseas Market			Ordinary Employee	Area	None			None	Edit Delete
	000000003			1	Administrator			Ordinary Employee	Area	None			None	Edit Delete

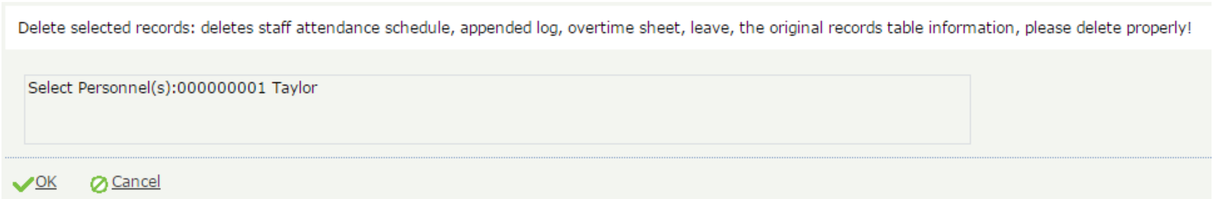
Note: Whether an employee is on the job or not, their numbers must be unique. During verification, the system automatically conducts number query in the resignation library.

Note: The personnel information is displayed in a list. You can click to display the information as a photo. When you place the cursor on the photo of an employee, details on this employee is displayed, as shown in the figure below.



3.3.2 Deleting an employee

On the Personnel interface, select the employee (or employees) to be deleted, and click Delete on upper left of the personnel list to access the confirmation interface for deletion.

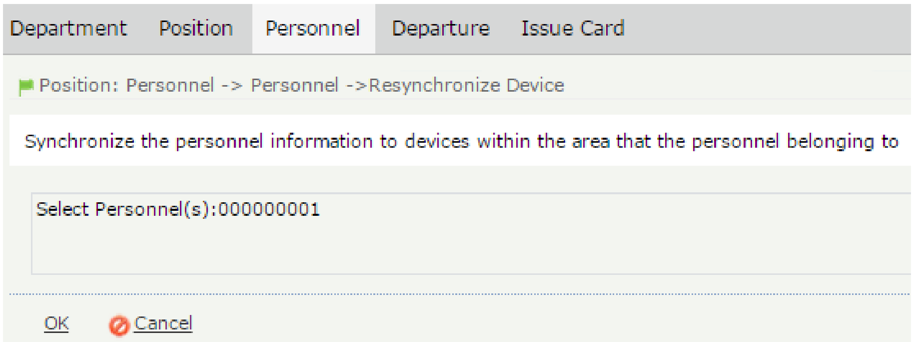


Click **OK** to complete the deletion operation.

Note: When you delete an employee, the information on this employee in the database is also deleted.

3.3.3 Resynchronizing information to devices

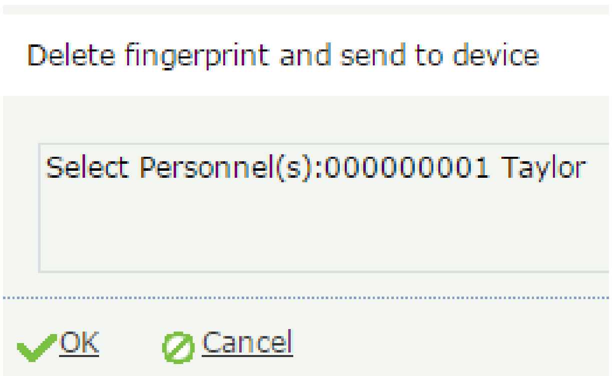
In the personnel list, select an employee (or employees) and click **More** > **Resynchronize Device** to access the confirmation interface for synchronizing personnel information.



Click **OK** for confirmation and the information on selected employee is synchronized into all devices in the area to which this employee belongs.

3.3.4 Deleting a fingerprint template

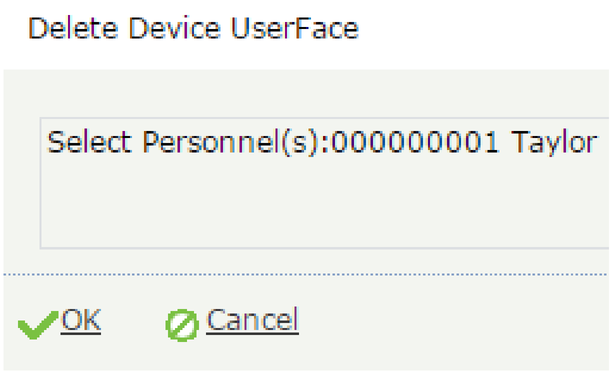
In the personnel list, select an employee (or employees) and click **More** > **Delete Fingerprint** to access the confirmation interface for deleting a fingerprint template.



Click **OK** for confirmation, and the fingerprint template of the selected employee is deleted, and the fingerprint template of this employee in the devices is also deleted.

3.3.5 Deleting a face template

In the personnel list, select an employee (or employees) and click **More** > **Delete Face Template** to access the confirmation interface for deleting a face template.



Click **OK** for confirmation, and the face template of the selected employee is deleted, and the face template of this employee in the devices is also deleted.

3.3.6 Adjusting personnel

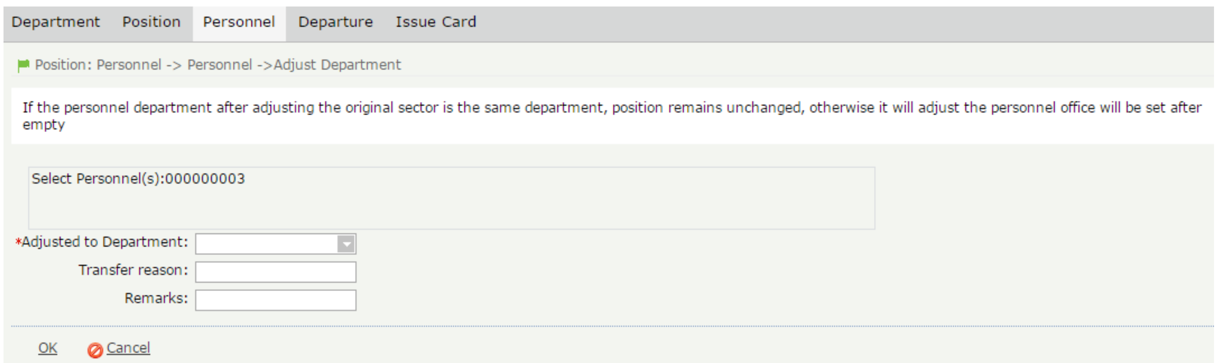
Personnel adjustment covers personnel transfer (department adjustment, position transfer, regularization, area adjustment) and resignation.

1. Personnel Transfer

This includes department adjustment, position transfer, regularization, and area adjustment.

The following uses department adjustment as an example to describe the specific operations.

(A). In the personnel list, select an employee, and click Adjust Department to access the department adjustment interface, as shown in the figure below.



(B). In the Adjusted to Department drop-down list, select the department to which the employee is to be adjusted and enter the information in Transfer Reason and Remark as required.

(C). After the completion of the setting, click OK to save the settings and return to the Personnel interface.

Note: The operations of area adjustment, regularization and position transfer are the same as the operation of department adjustment and are not described here.

2. Personnel Resignation

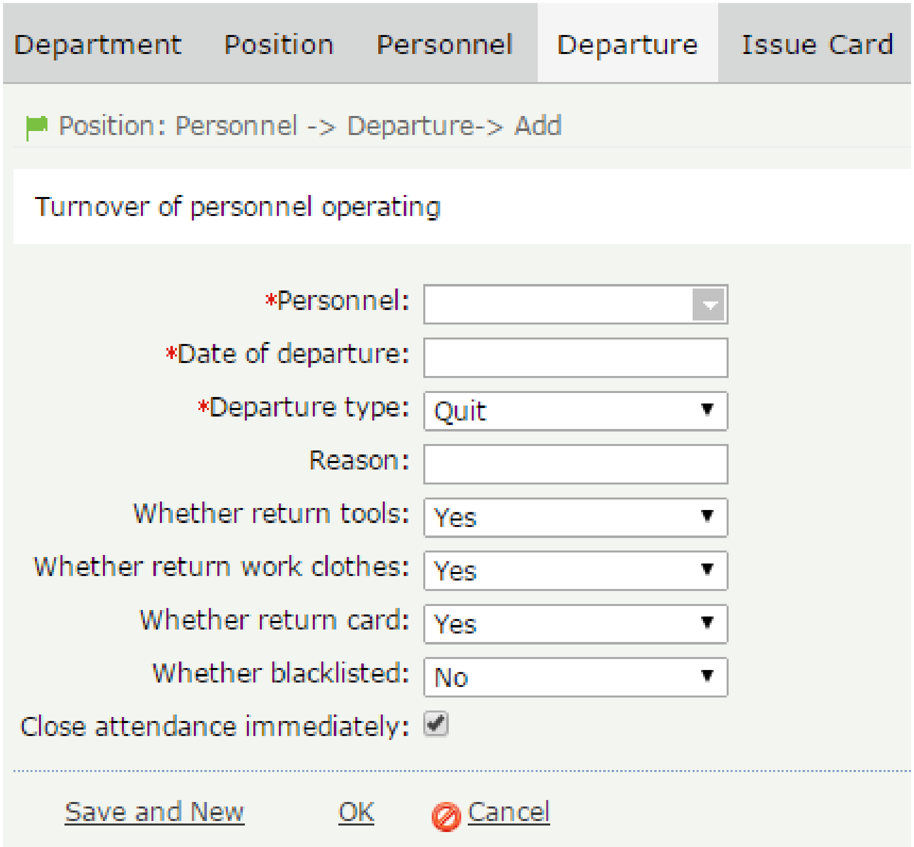
On the Personnel interface, select the employee for resignation, and click Resignation to access the personnel resignation interface. For specific operations, please refer to the 3.4. "Personnel Resignation."

3.4. Personnel Resignation

The operations of personnel resignation cover personnel resignation, reinstatement from resignation and disabling attendance.

3.4.1 Adding an employee for resignation

Choose **Personnel** > **Resignation** > **Add** to access the new departure adding interface, as shown in the figure below.



1) Perform the resignation operation as required. The following shows how to perform the operation.

Personnel: Click the drop-down list and select the employee for resignation. For personnel selection, please refer to 1. "Personnel Selection" in Appendix 1.

Date of departure: Select the date of departure. For date selection, please refer to 1. "Personnel Selection" in Appendix 1.

Reason: Enter the reason for resignation as required. It can be left blank.

Whether return tools/ work clothes/card: The default value is Yes. You can select No from the drop-down list.

Whether blacklisted: The default value is No, that is, resignation without being blacklisted. The operation of reinstatement from resignation cannot be conducted on the resigned personnel in the blacklist.

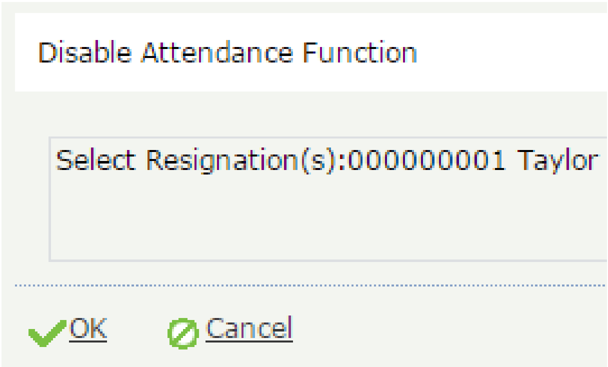
Close attendance immediately: By default, as soon as an employee resigns, the attendance is closed for the employee. You can choose not to immediately close attendance as required. (The attendance is not closed without checking for selection.)

2). After the completion of setting, click OK to save the settings and return to the Resignation interface, and the just added employee for resignation will be displayed in the resigned personnel list.

3.4.2 Disabling Attendance

For an employee newly added for resignation with attendance not disabled immediately, follow the following method to disable attendance.

In the resigned personnel list on the Resignation interface, click to select the resigned employee whose attendance needs to be disabled, and then click Disable Attendance Function above the resigned personnel list to access the confirmation interface for disabling attendance, as shown in the figure below.

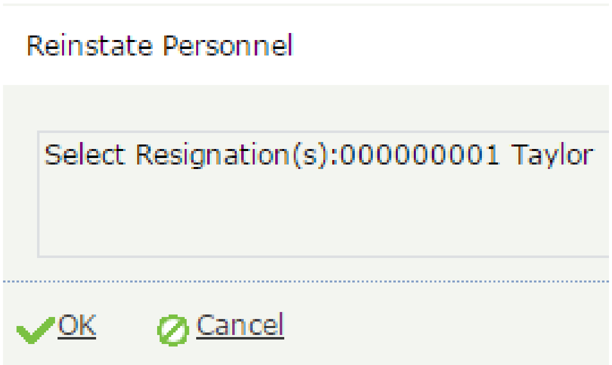


2. Click **OK** for confirmation and disabling the attendance of the selected resigned employee.

3.4.3 Reinstating an employee from resignation

Reinstate a resigned employee from the resigned personnel list to the personnel list, delete this employee from the resigned personnel list and recover his/her file.

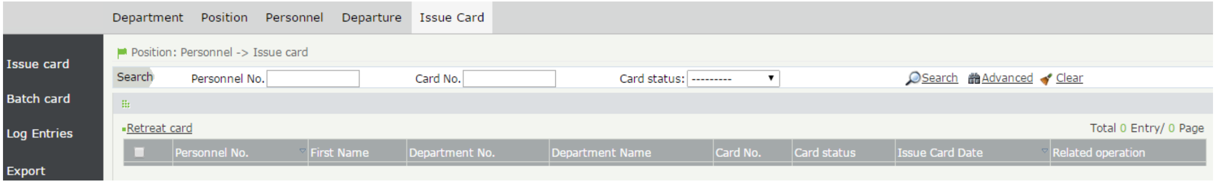
1. In the resigned personnel list on the Resignation interface, click to select the resigned employee who needs to be reinstated from resignation, and then click Reinstatement above the resigned personnel list to access the confirmation interface for reinstatement from resignation, as shown in the figure below.



2. Click **OK** for confirmation and reinstating the information of this resigned employee to the (on-the-job) personnel list.

3.5 Card Issuing to Employees

Choose **Personnel** > **Issue Card** to access the Issue Card interface.



You can issue cards to personnel on the Issue Card interface for personnel attendance checking.

Note: During issuing a card to an employee, the card must be placed at the card sticking position of the card enroller. Do not move the card, or the operation may fail.

3.5.1 Issuing a card

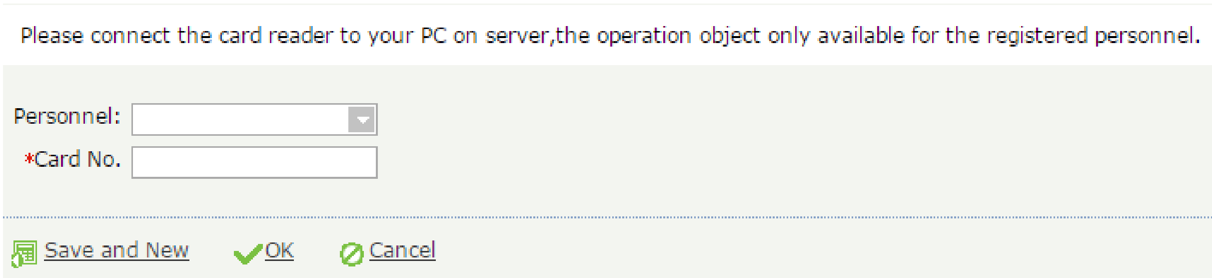
Assign card numbers to personnel for attendance checking. The system supports card issuing with a card enroller or by manually entering card numbers.

1. How to Use the Card Enroller

The card enroller is connected with a PC through a USB port. Click the card number entering bar, swipe the card on the card enroller, and this card number is automatically displayed on the entering bar.

2. Specific Card Issuing Procedure

(1). Choose **Personnel** > **Issue Card** > **Issue Card** to access the card issuing interface, as shown in the figure below.

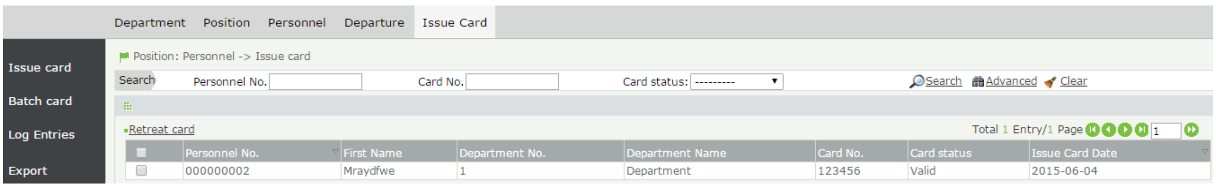


Parameter description:

Personnel: Click on the right side of Personnel and select an employee from the popped up personnel list.

Card No.: Enter a card number or obtain a card number by using the card enroller.

(2). After the completion of the setting, click OK to start card issuing. After the operation is successful, the system automatically returns to the Issue Card interface. Now the related information on this card is displayed in the card information list on the interface.

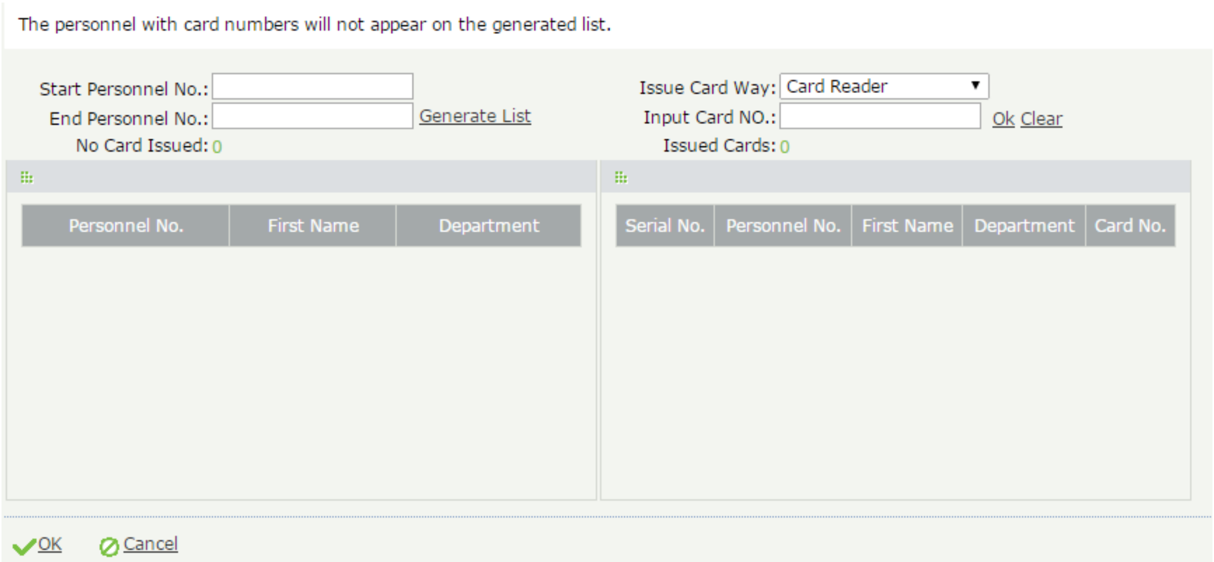


Note: A card can only be issued to one employee once.

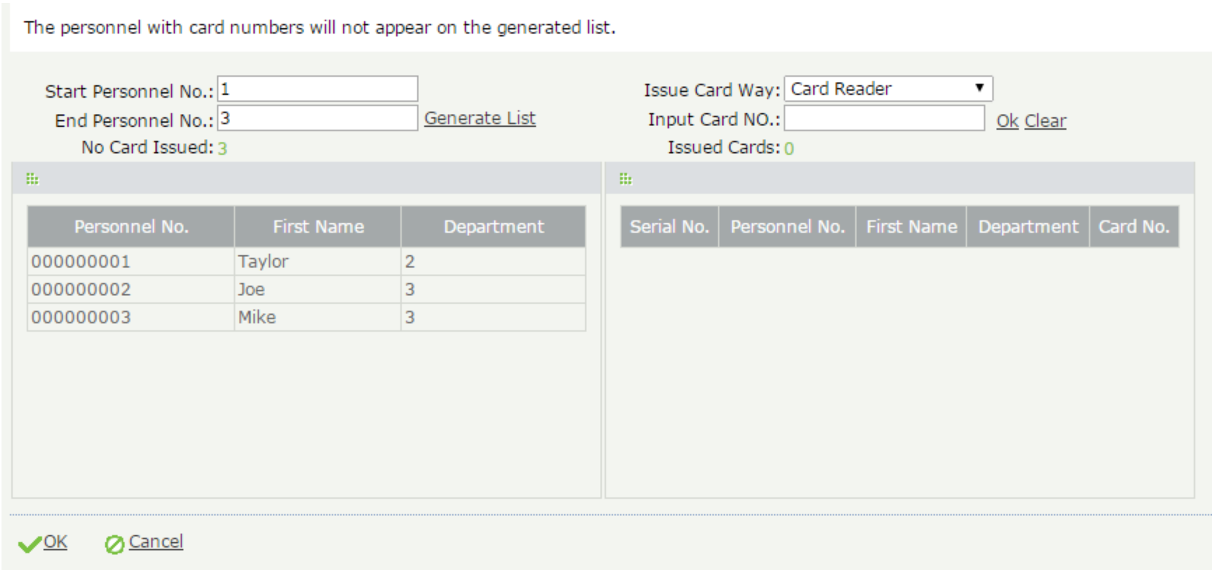
3.5.2 Issuing cards in batches

The specific steps are as follows:

1. Choose **Personnel -> Issue Card -> Batch Card** to access the batch card issuing interface.

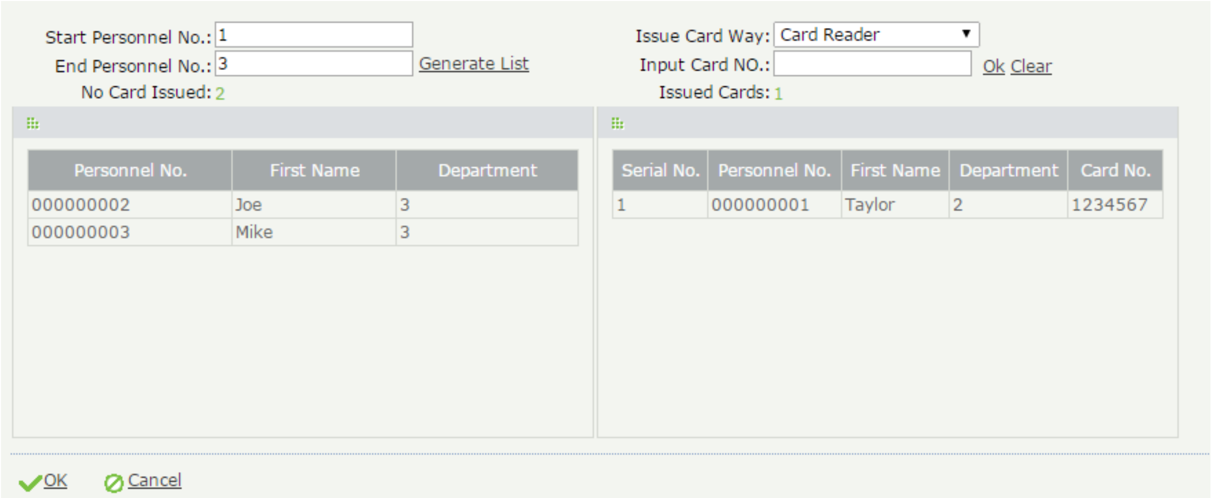


2. Set Start Personnel No. and End Personnel No. (Ensure that entered numbers do not exceed the maximum numbers of personnel number digits supported by the system). Click Generate List. Information on all employees without card numbers in this number range is displayed, as shown in the figure below.

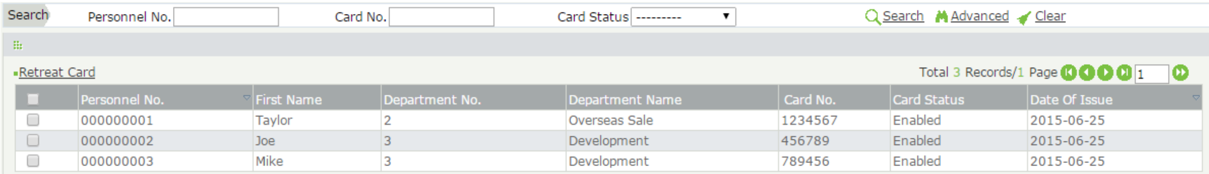


3. Enter a card number in the Input Card No. box or obtain a card number by using the card enroller. (The following uses the card enroller for obtaining a card number as an example.)

4. Place cards at the card placement position of the card enroller one by one. The card enroller automatically obtains card numbers and starts card issuing from the first employee in the list of personnel without cards assigned. After successful card issuing, the information on related personnel in the list of personnel without cards assigned is automatically cleared. The information (including card numbers) on the personnel with cards issued is displayed in the right list of personnel with cards issued.



5. Click OK to save the settings and return to the Issue Card interface. The card information list now displays the personnel with cards issued and the information on their card numbers.



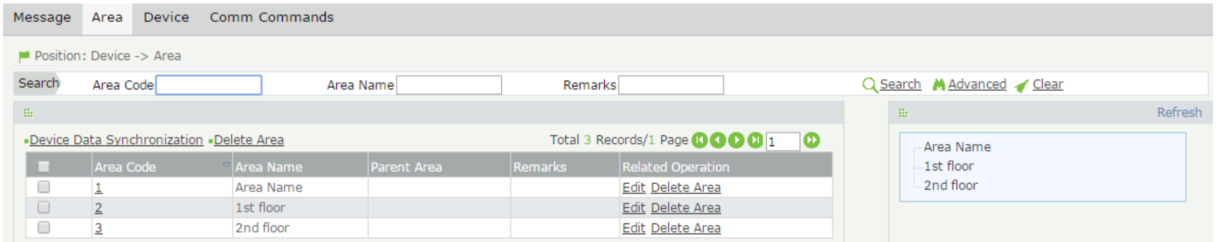
Chapter 4 Device Management

To use the attendance function, a user must install devices and connect them to the Internet first; then, the user needs to set the corresponding parameters in the system so as to manage connected devices from the system, thereby implementing digital management, including uploading user attendance data, downloading the configuration information, and exporting various reports.

4.1 Setting an Area

Perform area division on devices to make sure various devices and personnel information are set in a designated area. (One device can belong to only one area.) The system will automatically issue the personnel information to the devices in real time and it is unnecessary for users to manually manage personnel information on devices each time.

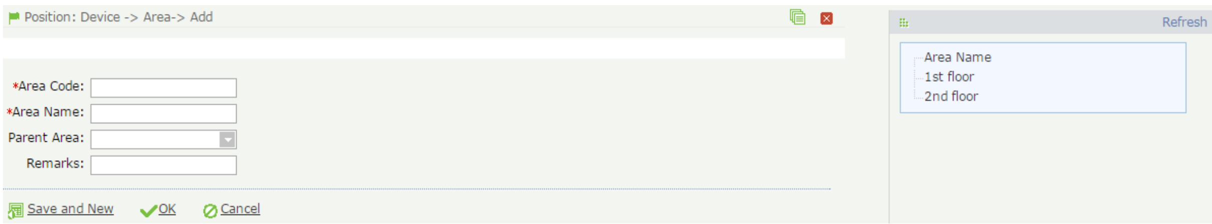
Choose **Device** > **Area** to access the area setting interface.



The system will set a default area, with the name of Area Name and number of 1.

4.1.1 Adding an Area

1. Choose **Device** > **Area** > **Add** to access the area addition interface.



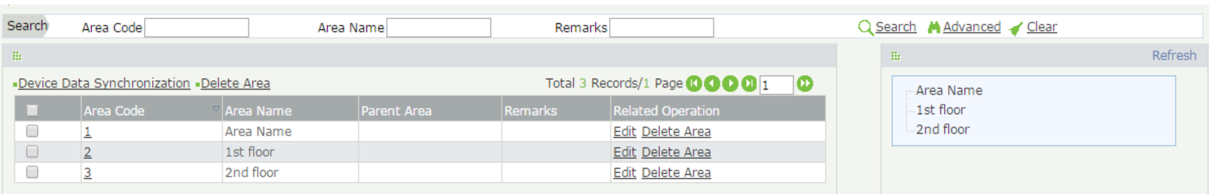
Set the parameters as required based on the following steps:

Area Code: Enter a unique area code.

Area Name: Enter an area name.

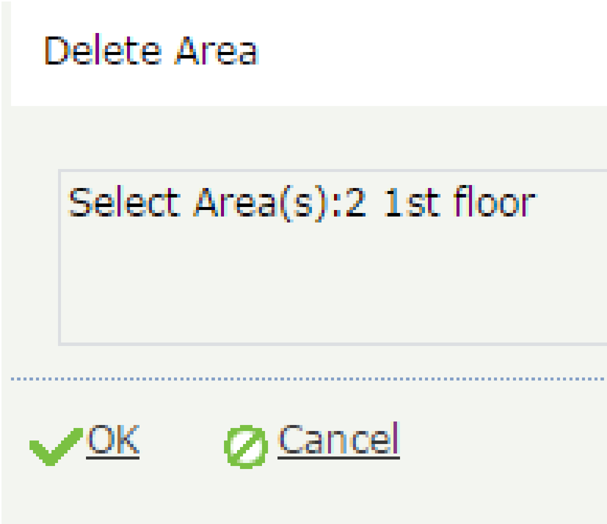
Parent Area: Select the parent area of this area from the drop-down list. (Optional)

2. After the completion of the settings, click OK to save the settings and return to the Area Settings interface. The Area list displays the added area. An area tree will appear on the right of the interface. Click Refresh to update the interface.



4.1.2 Deleting an Area

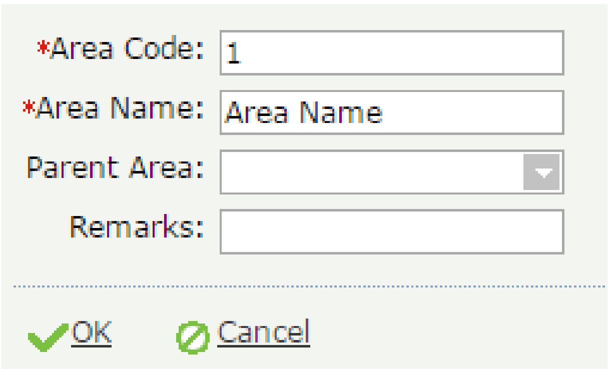
In the area list, select the area to be deleted and then click Delete Area on the upper left of the area list or directly click Delete Area under Related operation in the line of the area to be deleted to access the area deleting confirmation interface.



Click **OK** to delete the selected area and return to the area setting interface. The area list no longer displays the deleted area.

4.1.3 Editing an Area

1. In the area list, click an area code, or click Edit under Related operation in the line of the area to be edited to access the area editing interface.

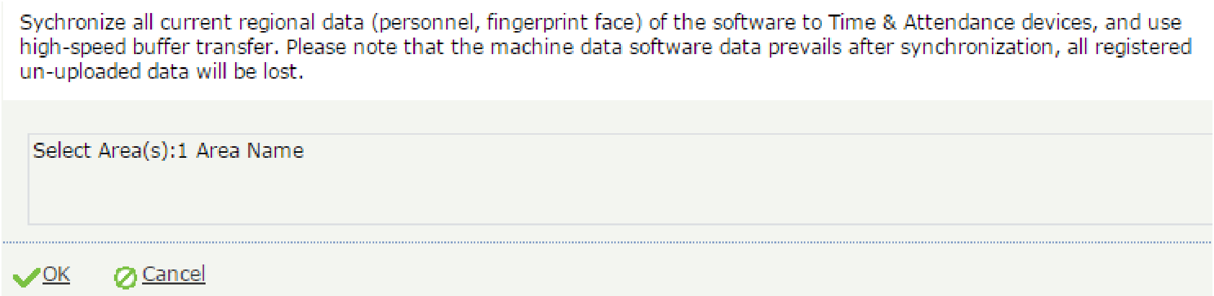


2. Modify various parameters as needed. (The modification method is the same as the method of setting parameters in the area adding section.) After modification is completed, click OK to save the area information modified.

4.1.4 Synchronizing Device Data

Synchronize data in the server to all devices in the designated area. (Generally, this operation needs to be performed only when the data in devices is inconsistent with that in the server due to objective factors, such as the Internet abnormality or other conditions.)

In the device list, select the area in which the devices with the data to be synchronized reside and click Device Data Synchronization to access the confirmation interface of data synchronization.



Click **OK** to reboot the device.

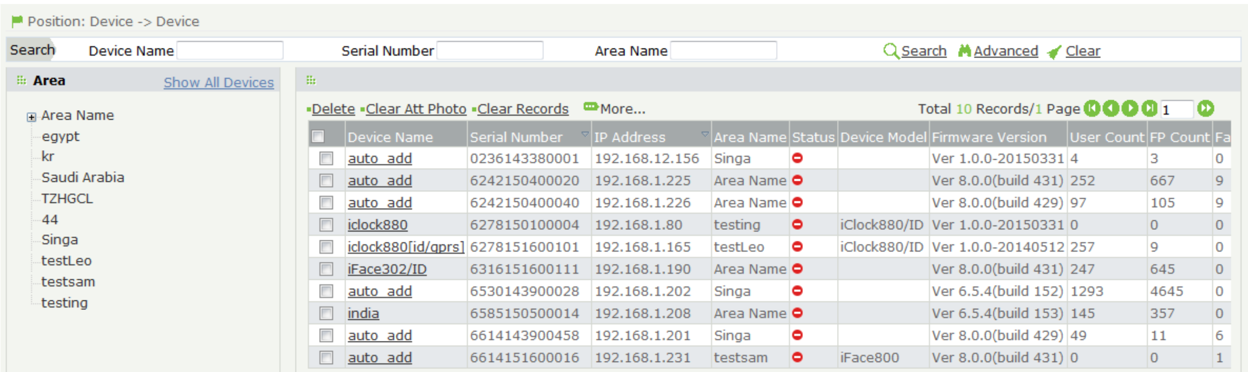
Important tip: The operation of synchronizing the software data to the devices will delete existing data (excluding event records) in the devices at first and then re-download all setting information. It is essential to ensure a smooth Internet connection and avoid power failure during this operation.

4.2 Device Management

Set communications parameters for connecting to devices. The communication with the devices is successful only after parameters on the system and the devices are set correctly. After the communication is successful, you can view the information on the connected devices and perform operations on them such as remote monitoring, uploading, and downloading.

After a T&A device is connected to the system, if Real-Time Data Upload is checked in the device setting, all attendance records will be automatically uploaded to the system. Otherwise, it is necessary to select a T&A device and click Synchronize All Data to synchronize information of all personnel who belong to the same area as the device to the device.

Choose **Device** > **Device** to access the T&A device management main interface. All connected T&A devices are displayed in a list.



Device Name	Serial Number	IP Address	Area Name	Status	Device Model	Firmware Version	User Count	FP Count	Fa
auto_add	0236143380001	192.168.12.156	Singa			Ver 1.0.0-20150331	4	3	0
auto_add	6242150400020	192.168.1.225	Area Name			Ver 8.0.0(build 431)	252	667	9
auto_add	6242150400040	192.168.1.226	Area Name			Ver 8.0.0(build 429)	97	105	9
iclock880	6278150100004	192.168.1.80	testing		iClock880/ID	Ver 1.0.0-20150331	0	0	0
iclock880[id/gprs]	6278151600101	192.168.1.165	testLeo		iClock880/ID	Ver 1.0.0-20140512	257	9	0
iFace302/ID	6316151600111	192.168.1.190	Area Name			Ver 8.0.0(build 431)	247	645	0
auto_add	6530143900028	192.168.1.202	Singa			Ver 6.5.4(build 152)	1293	4645	0
india	6585150500014	192.168.1.208	Area Name			Ver 6.5.4(build 153)	145	357	0
auto_add	6614143900458	192.168.1.201	Singa			Ver 8.0.0(build 429)	49	11	6
auto_add	6614151600016	192.168.1.231	testsam		iFace800	Ver 8.0.0(build 431)	0	0	1

The above interface shows below columns:

Device Name: - It shows the name of the device. For automatically connected devices, it shows auto_add.

Serial Number: - It shows the device serial number.

IP Address: - It shows the device IP Address.

Area Name: - It shows that the device is added in which area as defined in the software.

Status: - Green tick shows connected, shows not connected.

Device Model: -It shows the name of the model.

Firmware Version: - It shows the build firmware version.

User Count: - It shows the number of employees already registered on the device.

FP Count: - It shows the number of Fingerprints registered.

Face Count: - It shows the number of Faces registered.

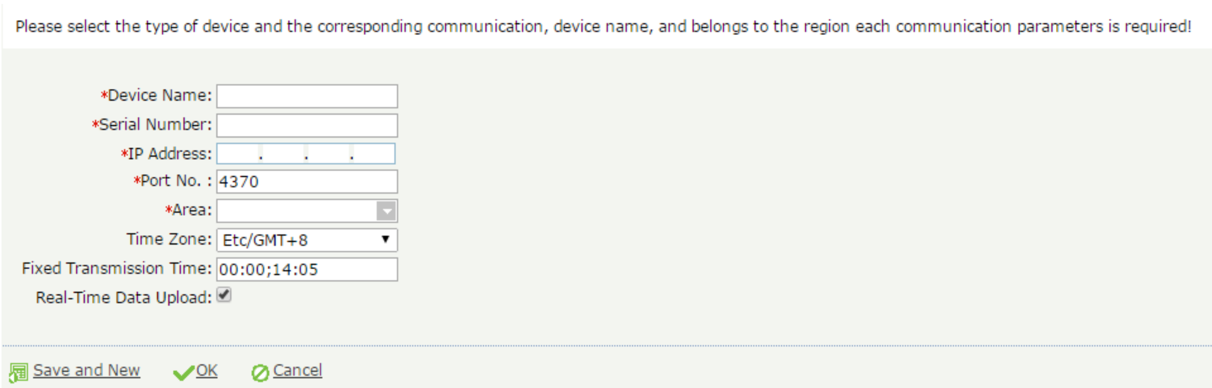
Transaction Count: - It shows the total number of attendance records.

4.2.1 Adding a T&A Device

There are two ways to add a T&A device: manually adding a T&A device and automatically adding a T&A device.

Manually adding a T&A device

1. Choose **Device** > **Device** > **Add** to access the device addition interface.



Set the parameters as required based on the following steps:

Device Name: Enter any characters, with 20 characters at most.

Serial Number: Enter the serial number of the device.

IP Address: Enter the IP address of the device.

Port No.: Enter the port No. of the device, with the default value of 4370 in the Ethernet communication mode.

Area: In the drop-down list, select the area to which the T&A device belongs.

Time Zone: When a time zone is selected, the time on the T&A device will be automatically synchronized to the standard time in this time zone.

Fixed Transmission Time: Set the time for the device to automatically transmit data to the system, with the format of MM:SS. If multiple time points are set, please separate them with semicolons.

Real-Time Data Upload: Select whether to upload data in a real time.

2. After the setting is completed, click OK to add the device and return to the Device interface. The device list displays the T&A device.

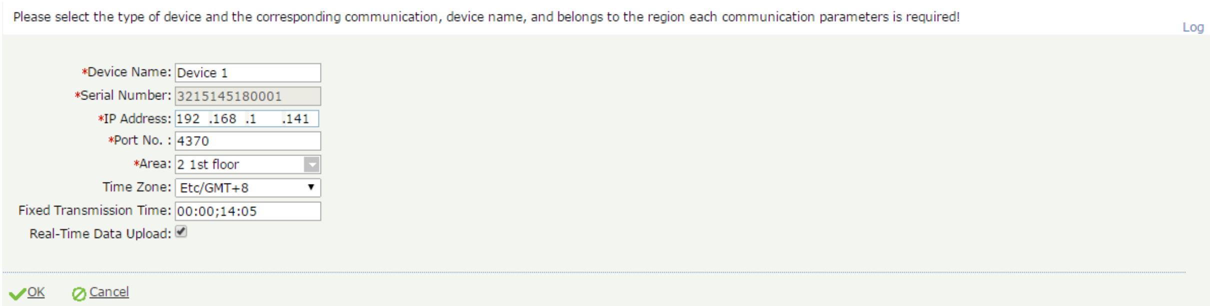
Note: If an employee is added to a device, when the employee information is uploaded to the server, the information will be automatically synchronized to other devices in the same area as the employee on the server.

Automatically adding a T&A device

It is unnecessary to manually add T&A devices of certain models. You can connect such devices to the system via HTTP by completing settings on relevant menus on the devices. After the devices are connected to the Internet, the device list in the system will display the T&A devices. Please refer to relevant user manual for detailed operation procedures.

4.2.2 Editing a Device

Click a device name, or click Edit under Related operation in the line of the device to be edited to access the device editing interface.

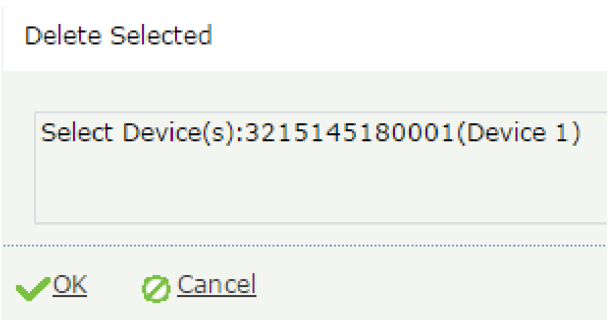


Note: Grey items cannot be edited. The device name cannot be the same as the name of another device.

4.2.3 Deleting a Device

Detailed operations are described as follows:

1. Click to select the device to be deleted, and then click Delete above the device list, or directly click Delete under Related operation in the line of the device to be deleted to access the device deletion confirmation interface, as shown in the following figure.

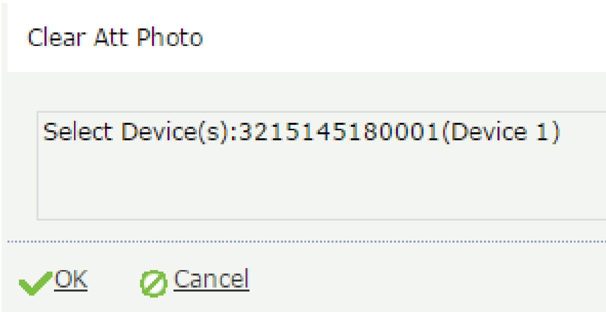


2. Click OK to delete the device selected and return to the Device interface. The device list no longer displays the device deleted.

4.2.4 Clearing an Attendance Photo

Users can choose to clear an attendance photo on a T&A device.

1. Click to select a device and click Clear Att Photo to access the Clear Att Photo interface:

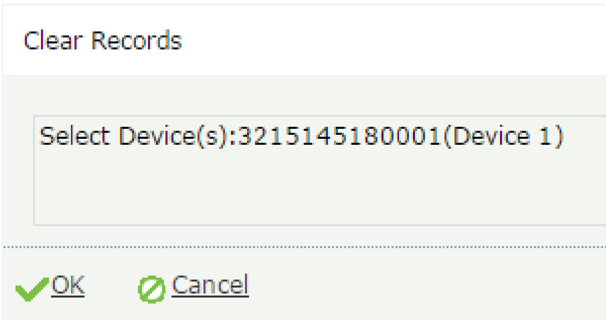


2. Click **OK** to delete the attendance photo.

4.2.5 Clearing Records

Clear all records on an A&T device.

1. Click to select a device and click Clear Records to access the Clear Records interface:

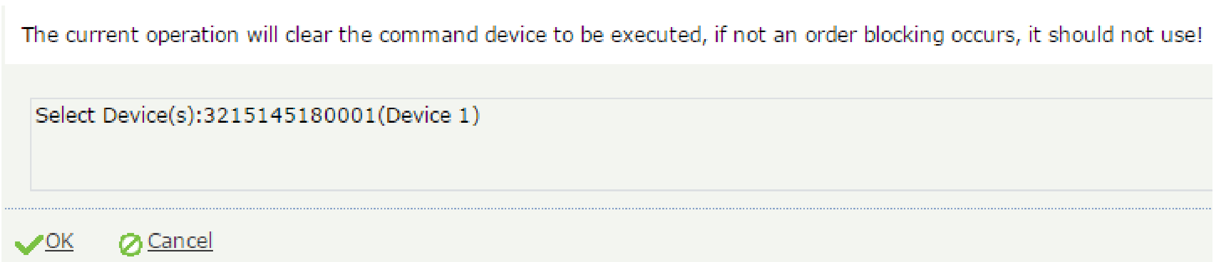


2. Click OK to delete all records.

4.2.6 Clearing a Device Command

Clear the command issued by the software to a device during communication.

1. Click to select a device and click Clear Records to access the device command clearing interface.

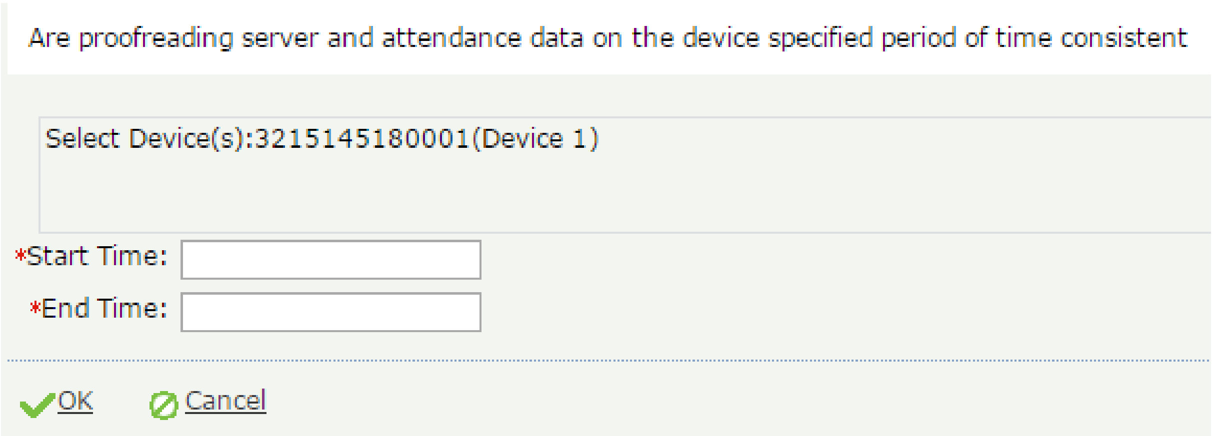


2. Click **OK** to delete the device command.

4.2.7 Matching Attendance Data

Users can view whether the attendance records are complete on the software and check them up with the data on the devices.

1. Click to select a device and click **More** > **Data Matching** to access the attendance data matching interface.



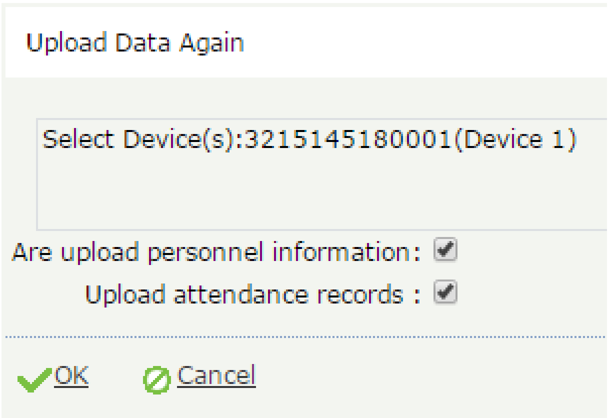
2. Click **OK** to perform data matching.

Important tip: The data matching operation requires the support of the firmware protocol of T&A devices.

4.2.8 Uploading Data Again

Users can choose whether to upload the personal information on the T&A devices again or whether to upload the attendance records to the server again.

1. Click to select a device and click **More** > **Upload Data Again** to access the Upload Data Again interface.



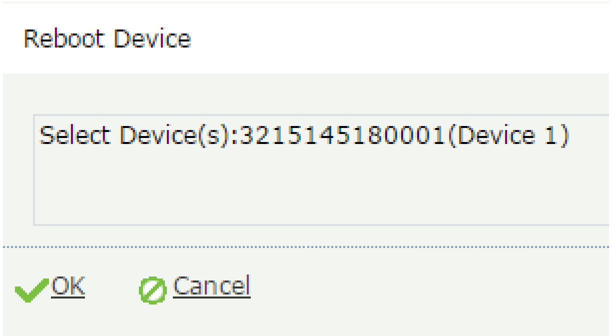
2. Select whether to upload personal information and "attendance records as needed. Click OK to upload data after the setting is completed.

Note: You can upload personal information on a T&A device to the server in batches by using the function of uploading data again. If timeout occurs, the uploading is interrupted and you need to perform the operation again.

4.2.9 Rebooting a Device

Remotely reboot a device via the system.

In the device list, select a device to be rebooted, and then click More > Reboot Device to access the device rebooting confirmation interface.



Click **OK** to reboot the device.

4.2.10 Reading Device Information

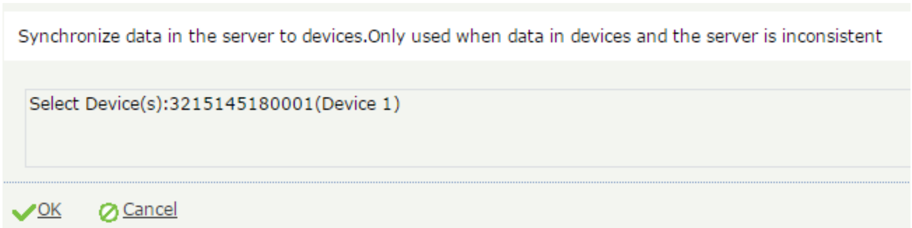
Read the number of persons, attendance records, and the firmware version on a device.

Select a device and click **More** > **Reading Device Information** to access the confirmation interface of reading device information. Click **OK** to download the information or click Cancel to abort this operation.

4.2.11 Synchronizing Software Data to Devices

Synchronize data in the server to all devices. (Generally, this operation needs to be performed only when the data in devices are inconsistent with those in the server due to objective factors, such as the Internet abnormality or other conditions.)

In the device list, select the device to which data needs to be synchronized and click More > Sync Data to Device to access the confirmation interface for data synchronization.



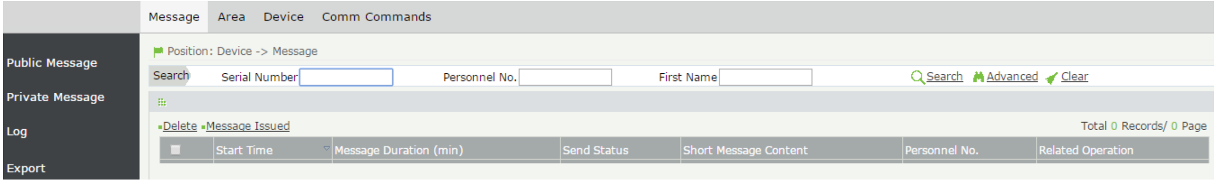
Click **OK** to confirm the synchronization.

✍ **Important tip**: The operation of synchronizing the software data to the devices will delete existing data (excluding event records) in the devices at first and then re-download all setting information. It is essential to ensure a smooth Internet connection and avoid power failure during this operation.

4.3 Device Short Message Management

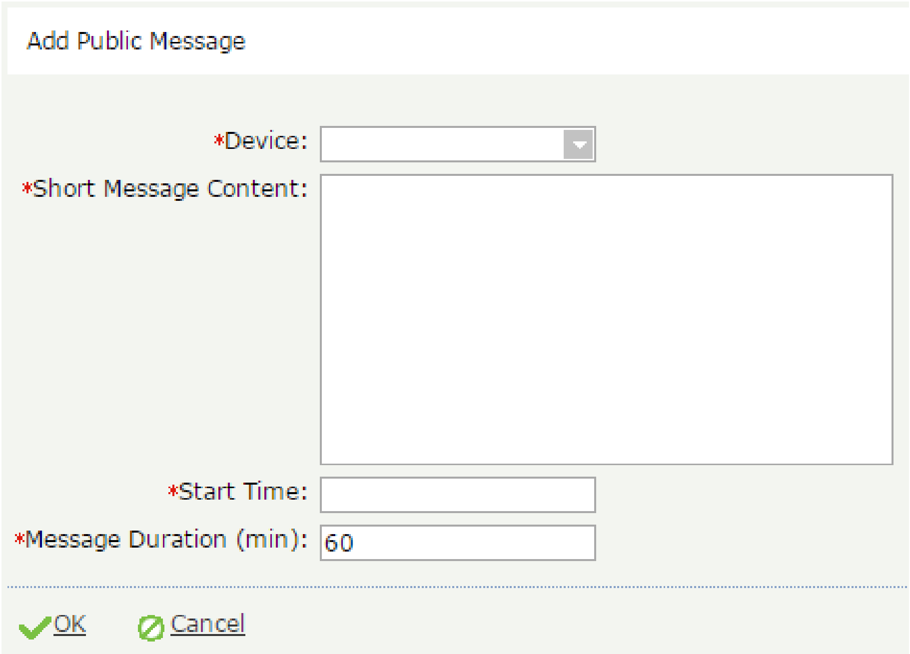
The software supports adding short messages in the system and issuing them to a designated device.

Choose **Device** > **Message** to access the short message setting interface.



4.3.1 Adding a Public Message

1. Choose **Device** > **Message** > **Public Message**.



Set the parameters as required based on the following steps:

Device: Select a device to which a message needs to be issued from the drop-down list. (You can choose more than one device.)

Short Message Content: Enter the short message content to be issued.

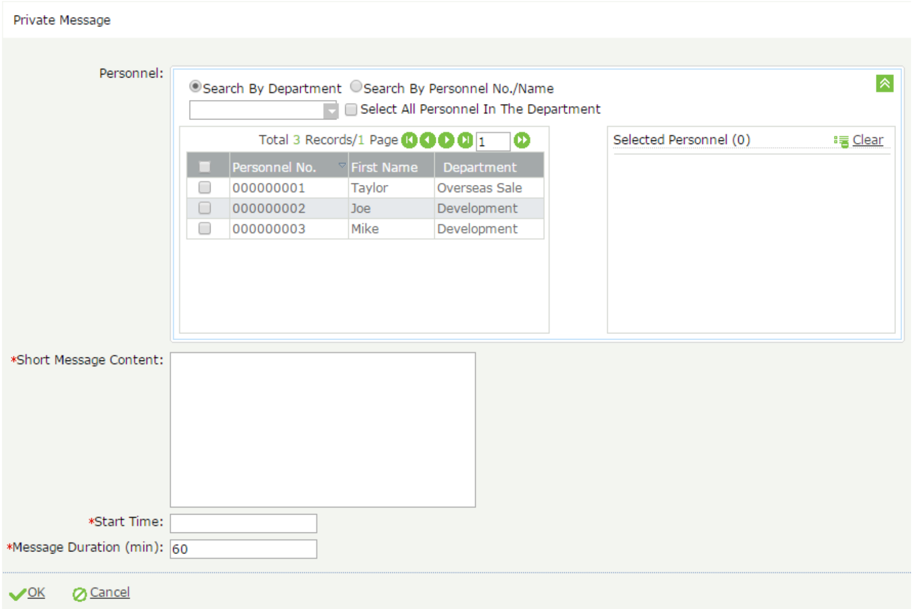
Start Time: Select the start time for issuing the short message. Please refer to Appendix 3 "Select a Time" for the method of selecting time.

Message Duration: Enter the message display duration.

2. After the completion of the settings, click OK to save the settings and return to the short message setting interface. The short message list displays the added short message.

4.3.2 Adding a Private Message

1. Choose **Device** > **Message** > **Private Message**.



Set the parameters as required based on the following steps:

Personnel: Select the personnel receiving a short message. Please refer to Appendix 1 "Personnel Selection" for the method of selecting personnel.

Short Message Content: Enter the short message content to be issued.

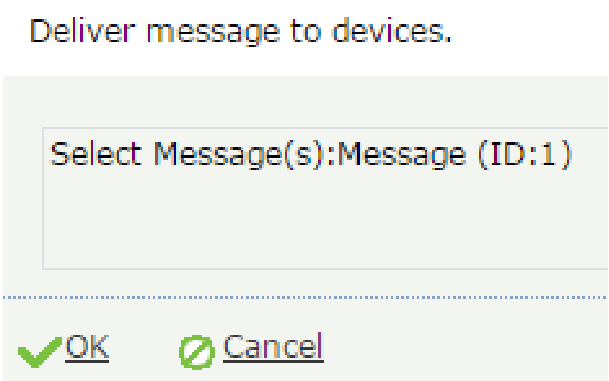
Start Time: Select the start time for issuing the short message.

Message Duration: Enter the message display duration.

2. After the completion of the settings, click OK to save the settings and return to the short message setting interface. The short message list displays the added short message.

4.3.3 Issuing a Short Message to Devices

1. Select the short message to be issued in the short message list, and click Short Message Issued.

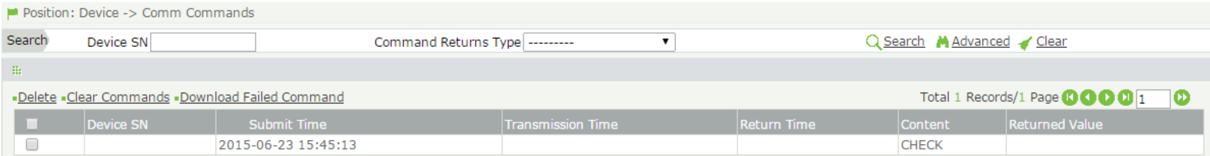


2. Click **OK** to issue public messages to designated devices and private messages to devices to which designated personnel are added.

4.4 Server Commands

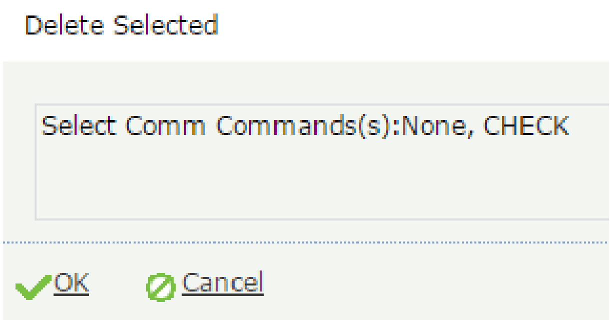
Perform management over commands issued by the software during communication.

Choose **Device** > **Comm Commands** to access the interface of the server command list.



4.4.1 Deleting a Command

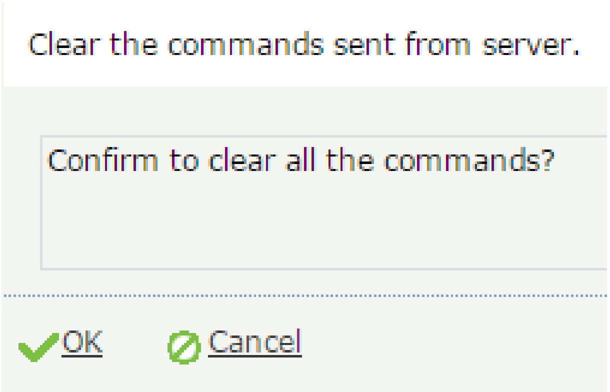
1. Select the command to be deleted and click Delete to access the deletion confirmation interface:



2. Click **OK** to confirm the deletion.

4.4.2 Clearing the Command List

1. Click Clear Commands to access the clearance confirmation interface.

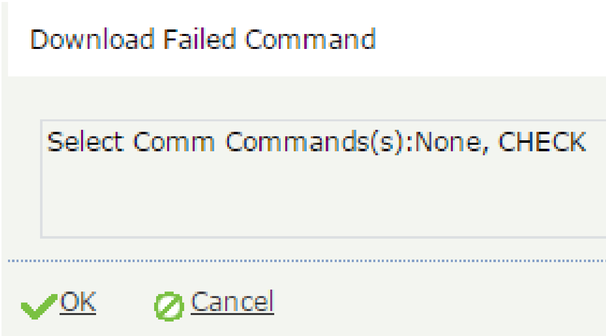


2. Click **OK** to clear the whole command list.

4.4.3 Downloading a Failed Command

Issue a command that fails to be issued to devices, to the devices again.

Click "Download Failed Command".



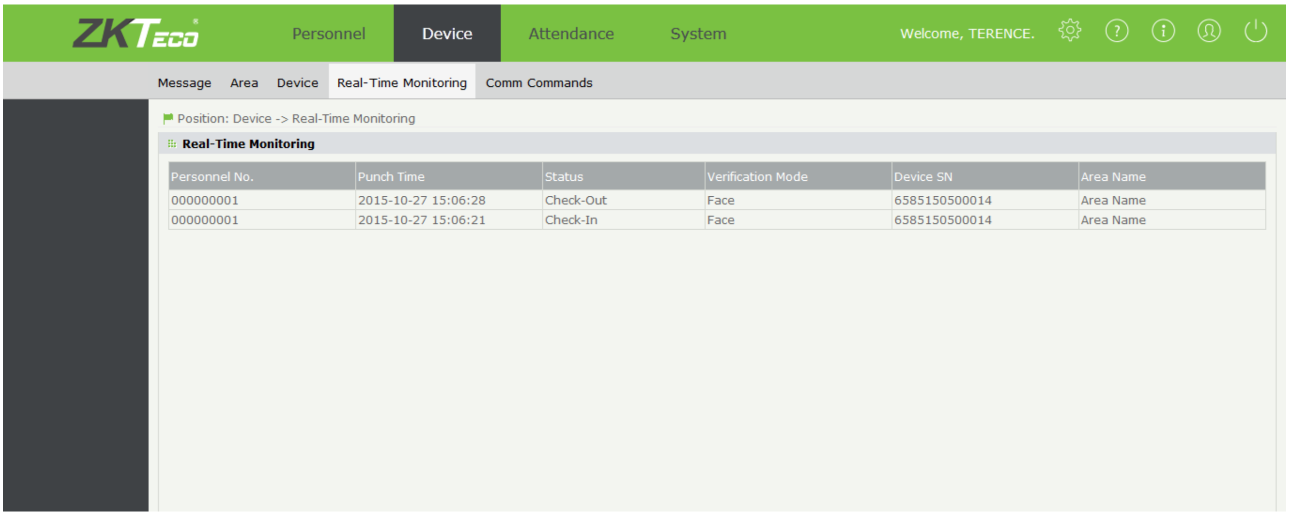
2. Click **OK** to issue failed commands to the devices again.

4.5 Real time monitoring

Real time monitoring is a process through which an administrator can monitor the status and real-time events of devices in the system in real-time.
When you open this interface, you can see which person is punching at that instant.

Choose **Device** > **Real-time Monitoring** to access the interface.

The real-time Monitoring interface is shown as follows.



This real time monitoring gives you a brief description of the personnel who punched.

It previews:-

1. Personnel No.
2. Punch Time
3. Status
4. Verification Mode
5. Device SN and
6. Area Name.

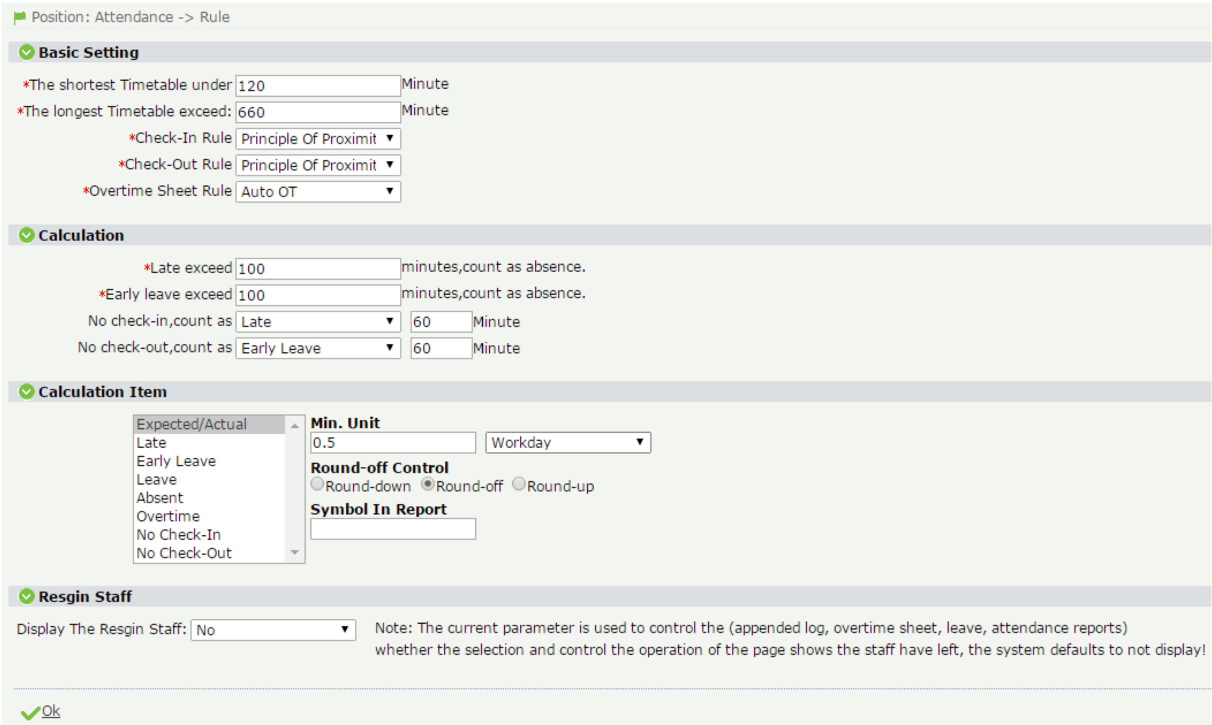
Chapter 5 Attendance Management

The system can exchange data with the T&A devices and collect attendance records kept in it. Primary functions implemented by the attendance system include regional user management and management of attendance parameters, shift timetables, scheduling, daily maintenance, attendance calculation, attendance reports, and attendance devices.

5.1 Attendance Parameters

As attendance systems set up by different companies vary, it is necessary to manually set attendance parameters to ensure the accuracy of the final attendance calculation.

1. Choose **Attendance** > **Rule** to access the attendance parameter setting interface.



➢ Basic setting

The shortest Timetable exceed: **N + 1** minutes.

The longest Timetable under: **N** minutes.

Check-In Rule: It can be set to Principle of proximit or First principle.

Check-Out Rule: It can be set to Principle of proximit or Last principle.

Overtime Sheet Rule: It can be set to Auto OT, ,Planned OT or Whichever The Lesser In Time.

➢ Calculation

The following check-in and check-out settings are valid only when mandatory check-in and check-out items are set to Yes in shift timetable settings.

Late for over N + 1 minutes or early leave for over N + 1 minutes is counted as absence.

On-duty without check-in entry is counted as late arrival (or absence) for N minutes.

On-duty without check-out entry is counted as early leaving (or absence) for N minutes.

➢ Calculation item

You can set statistical rules and symbols for normal arrival time/actual arrival time, late arrive, early leaving, leave, absence, overtime, no check-in and no check-out on this interface.

Min. Unit: N minutes/hours/days

Round-off Control:

- Round-down: Omit the decimal part smaller than the minimum unit.
- Round-off: Count a minimum unit if the decimal part reaches half of the minimum unit.
- Round-up: Count a minimum unit if the decimal part is smaller than the minimum unit.

Note: Use minutes as the minimum unit when calculating the absence time.

Sign in report: Users can set symbols of normal arrival time/actual arrival time, late arrival, and early leaving in the report as needed.

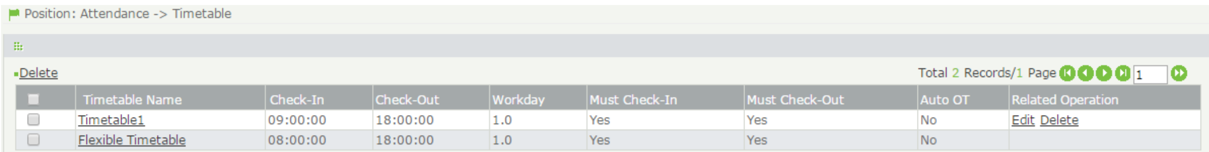
2. After completion of the setting, click **OK** for saving.

5.2 Shift Timetable

Set the time periods that may be used during attendance and set various parameters. The timetable is the minimum unit in personnel attendance time settings. For example: These settings include work start/end time, allowed late arrival/early leaving duration, whether check-in/check-out is mandatory, allowed time period for check-in/out, rest time, and overtime.

Before scheduling the shift, you must set all shift timetables possibly used. Only in this way can various parameters set be valid.

Choose **Attendance >Timetable** to access the Timetable interface:



Position: Attendance -> Timetable

Delete

Total 2 Records/1 Page 1

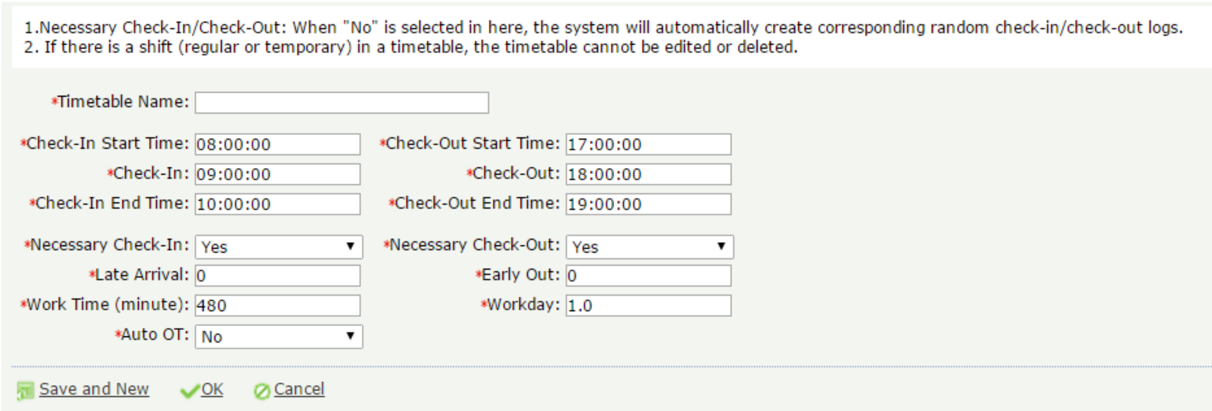
	Timetable Name	Check-In	Check-Out	Workday	Must Check-In	Must Check-Out	Auto OT	Related Operation
	Timetable1	09:00:00	18:00:00	1.0	Yes	Yes	No	Edit Delete
	Flexible Timetable	08:00:00	18:00:00	1.0	Yes	Yes	No	

The system will set a default shift with the name of **Flexible Timetable**.

Flexible Timetable: Work delay is not counted as overtime, and late arrival, early leaving or absence is not calculated. The attendance for a flexible time period is calculated by the even number of card-punching times. The line numbers of its report are generated automatically. If four records exist, the daily report on that day has two lines. If six records exist, the daily report has three lines. Besides, the attendance time in a time period is check-out time minus check-in time.

5.2.1 Adding a Timetable

1. Click Add on the Timetable interface to access the Add interface:



Set the parameters as required based on the following steps:

Timetable Name: Enter any characters with 20 characters at most.

Check-In Start Time/ End Time， Check-Out Start Time/ End Time: Valid range for checking in/out in this time period. Check-in/out records out of this range are invalid. The start check-out time cannot overlap the end check-out time.

Check-in, Checkout: Set the check-in time and checkout time.

Necessary Check-In, Necessary Checkout: Decide whether check-in and check-out are mandatory in the selected time range. If an employee needs to check in/out, select Yes; otherwise, select No.

Late Arrival, Early Out: This refers to the permissible time for late arrival/early leaving before the designation of late arrival/early leaving starts during the specified working time.

For example, if Allowed late minute is set to 5 and check-in time is set to 9:00; Employee A checked in at 9:03 and Employee B checked in at 9:05, we can conclude that Employee A is not late as the interval between his or her check-in time and check-in start time is less than 5 minutes and Employee B is late for 6 minutes as the interval between his or her check-in time and check-in start time exceeds 5 minutes.

Work Time: Calculate the work time from the check-in start time to the check-out end time. The system does not support automatic calculation.

Workday: It refers to how many workdays are calculated for each shift. If a value is set for it, the workday will be calculated according to the preset value. Otherwise, the workday will be calculated according to settings in the attendance rules.

Auto OT: When overtime is calculated, if select Yes for Count delayed time as overtime, the overtime is the delayed time (the difference between check-out time and check-out end time) + the fixed overtime (minutes) during this timetable. The value is 0 if No is selected for Count delayed time as overtime.

2. After the completion of the settings, click **OK** to save the settings and return to the Timetable interface. The timetable list displays the added timetable.

Notes:

(1). The interval between check-in start time and check-out end time is not allowed to exceed the maximum/minimum timetable length set in the system. Please refer to 5.1 "5.1 Attendance Parameters" for further information.

(2). There is no timetable with the same start time and end time.

(3). Please refer to "3. Time Selection" in Appendix 1 for time setting.

5.2.2 Editing a Timetable

1. Click Timetable Name or the corresponding Edit under Related Operation to access the timetable edit interface.

2. Modify relevant settings as needed. The detailed modification method is the same as the operation of adding a timetable. Click OK for saving after completing the modification.

5.2.3 Deleting a Timetable

1. Select a timetable, click Delete on the upper left of the timetable list or directly click Delete under Related Operation to access the timetable deletion confirmation interface.

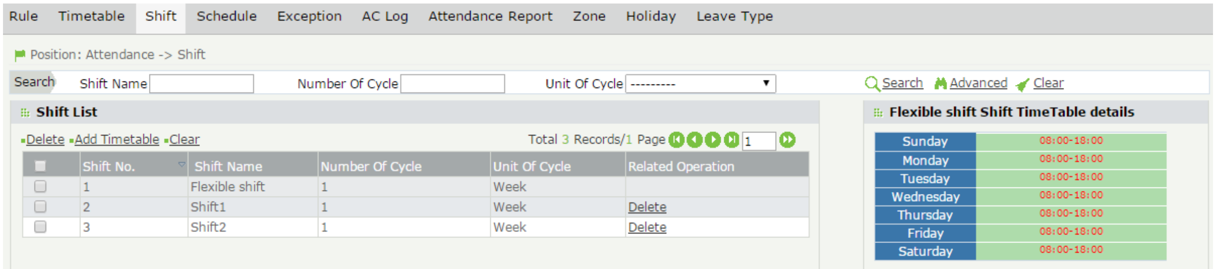
2. Click **OK** to delete this timetable and return to the Timetable interface.

Note: The default flexible timetable in the system is not allowed to be deleted.

5.3 Shift Management

Shift is composed of one or more preset attendance timetable based on certain order and cycle period. It is a preset work schedule for the personnel. It is essential to set shift if you want to perform check on work attendance for employees. This system supports 999 shifts at most.

Choose **Attendance** > **Shift** to access the shift management main interface that displays the search field and shift timetable details. With the search function, you can easily query shifts. All shifts in the current system are displayed in the list. Click the line where the shift is and the timetable details list on the right will display the timetable details of this shift in a chart.



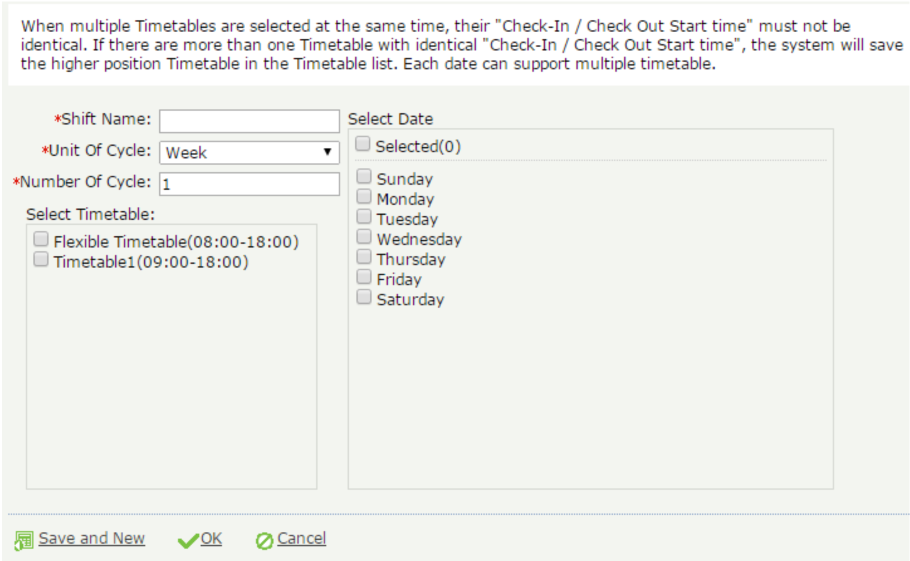
Flexible Shift

The flexible shift is a default attendance shift in the system and is a cycle of the flexible timetable within a week. If an employee works in a flexible schedule and attendance checking is required, a flexible shift can be arranged. If an employee has a punching record without a shift arranged, the attendance is calculated based on flexible shifts and classified as some overtime such as overtime on days off or on holidays.

For example, if employees in a certain department only work when there are assignments and perform normal check-in and check-out, the flexible shift will be adopted by default when checking on work attendance for them. Every check-in time and check-out time will be displayed and even number of overtime times will be recorded.

5.3.1 Adding a Shift

1. Click Add on the Shift interface to access the shift addition interface:



Set the parameters as required based on the following steps:

Shift Name: Enter any characters, with 30 characters at most. A shift name must be unique.

Unit of Cycle: including day, week, and month.

Number of Cycle: Shift cycle period = Number of cycles * Unit of cycle.

Note: The system displays optional dates in the Select Date box based on the values of Unit of Cycle and Number of Cycle.

Select Timetable: Select timetable for the shift. It needs to be preset in the Timetable. Please refer to "5.2 "Shift Timetable" for the detailed operation method.

Select Date: Select on which date in the cycle the shift (timetable) will be applied in the Select Date box.

2. After the completion of the settings, click **OK** to save the settings and return to the Shift interface. The shift list displays the added shift details.

Note: A shift refers to the circulation of a timetable chosen by the users in the cycle period set by the user. Dates unselected represent rest days. When scheduling shifts for an employee, a user needs to select only the start date, end date, and the shift used and it is unnecessary to indicate the date which an employee should work or take a vacation. After a shift is selected, the system will automatically determine the dates on which an employee should work or take a vacation according to the cycle settings of the selected shift.

5.3.2 Maintaining a Shift

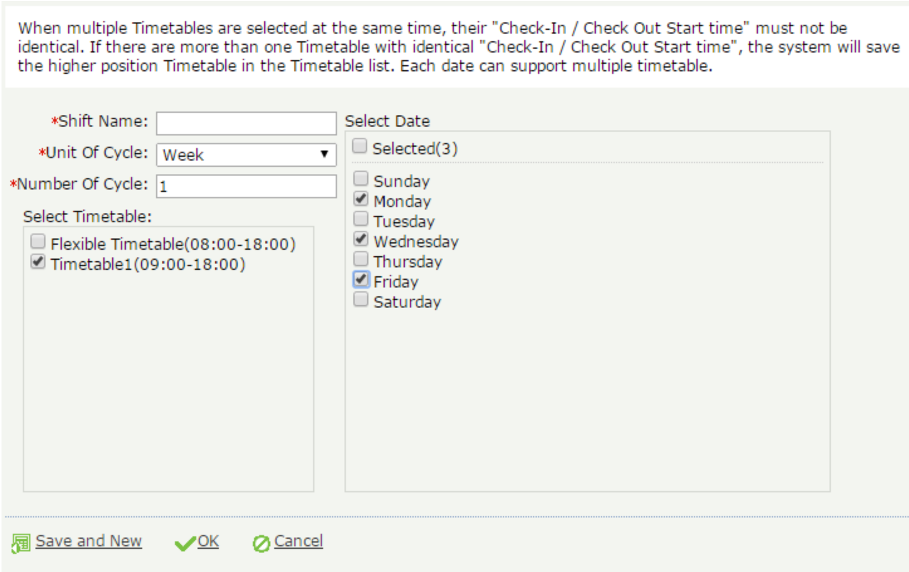
➢ Adding a Timetable

Select a shift, click **Add Timetable** to access the edit interface. After completing the edit, click OK to save the settings and exit. A timetable is added to this shift.

Note: This function is applicable to an irregular timetable.

For example, in a company, the (attendance) timetable on Monday, Wednesday, and Friday is 8:00 to 12:00, and the (attendance) timetable on Tuesday and Thursday is 9:00 to 18:00. This result can be realized by the following operations:

1. Click **Add** on the Shift interface to access the shift adding interface and perform settings, as shown in the following figure.

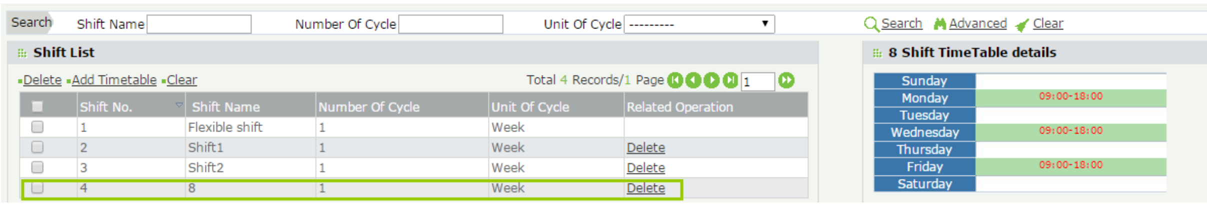


(1). Enter a shift name in Shift Name.

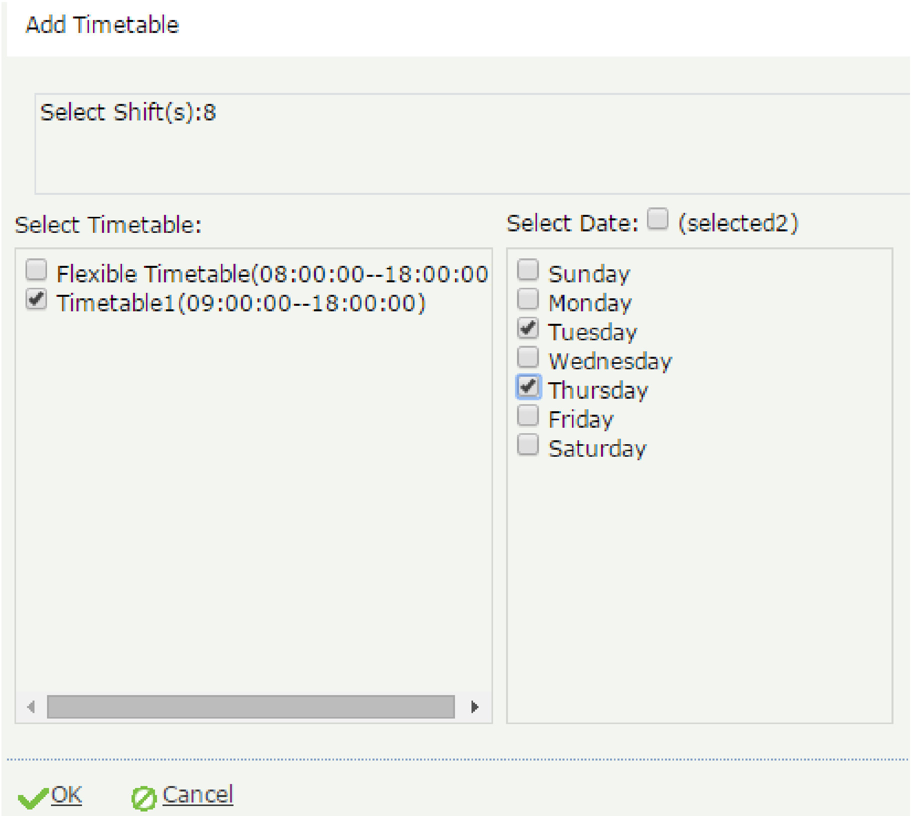
(2). As this company schedules shifts by week and the work schedule for every week is identical, set Unit of Cycle to Week and Number of Cycle to 1.

(3). As this company adopts 8:00 to 12:00 as its timetable on Monday, Wednesday, and Friday, select the timetable 8 to 12 (8:00 to 12:00) in the Select Timetable box and select Monday, Wednesday, and Friday in the Select Date box.

2. After completion of the settings, click OK to save the settings and return to the Shift interface. The shift list displays the shift details. Click the line where this shift is to check the shift timetable details, as shown in the following figure.

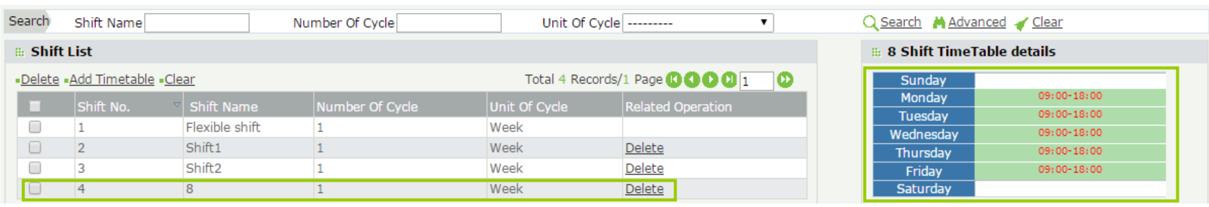


3. In the shift list, select the shift in which a timetable needs to be added, and then click Add Timetable on the upper left of the shift list to access the interface of adding a timetable to the shift and perform settings, as shown in the following figure.



As this company adopts 9:00 to 18:00 as its (attendance) timetable on Tuesday and Thursday, select the timetable 9 to 18 (9:00 to 18:00) in the Select Timetable box and select Tuesday and Thursday in the Select Date box.

4. After the completion of the settings, click OK to save the settings and return to the Shift interface. The shift list displays the shift details with the added timetable. Click the line where this shift is to check the shift timetable details, as shown in the following figure.



As shown in the figure above, the (attendance) timetable on Monday, Wednesday, and Friday is 8:00 to 12:00, and the (attendance) timetable on Tuesday and Thursday is 9:00 to 18:00.

- Clearing a Timetable

In the shift list, click the check box before a shift name (this operation is applicable only to a single shift and cannot be performed in batches), click Clear Timetable to access the timetable clearance interface, and click OK to confirm and delete the timetable from the shift selected.

- Deleting a Shift

In the shift list, click the check box before a shift name (this operation is applicable only to a single shift and cannot be performed in batches), click Delete or directly click Delete under Related Operation to access the deletion confirmation interface, and click OK to delete the shift selected and exit.

5.4 Staff Scheduling

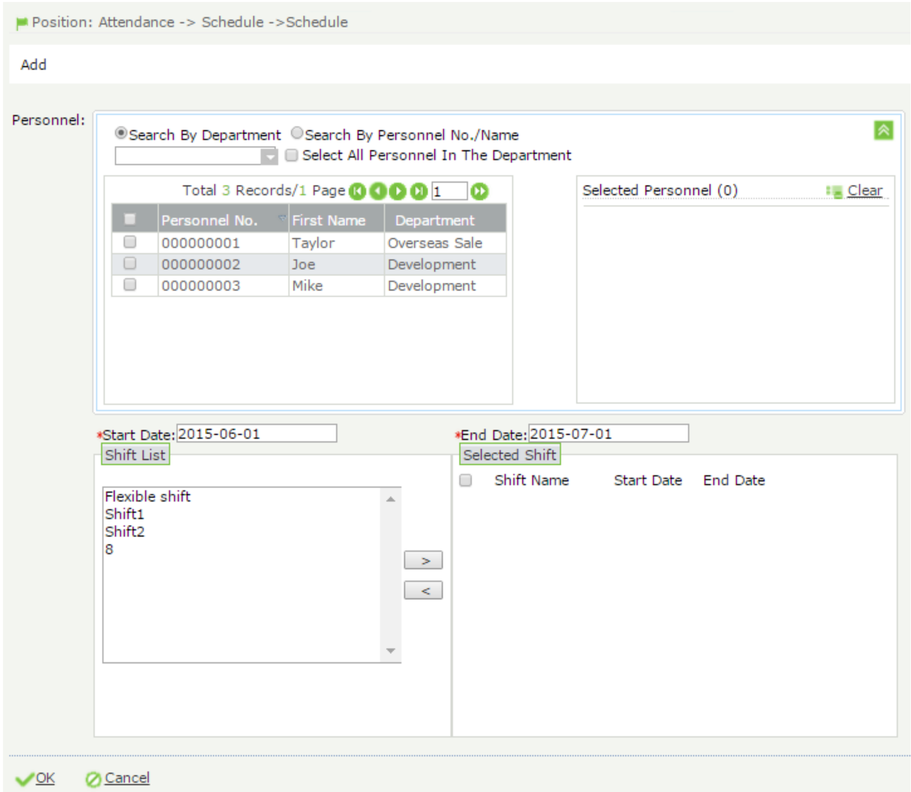
You can arrange shifts for employees after setting the attendance timetables and shifts. If you fail to schedule shifts for employees, overtime will be calculated according to flexible shifts.

5.4.1 Personnel Scheduling

On the Schedule interface, users can schedule shifts for personnel by adding schedules or adding temporary schedules.

Adding a Schedule

1. Click **Schedule** on the Schedule interface to access the schedule addition interface.



The following describes the specific setting method.

Personnel: Select personnel for whom shifts need to be scheduled. Multiple choices are allowed. (Refer to 1. "Personnel Selection" in Appendix 1 for personnel selection.)

Start Date, End Date: Set the start date and end date for shift scheduling. Please refer to 2. Date Selection in Appendix 1 for data selection.

Note: By default, the start date and end date are set to the first day of this month and the first day of next month respectively.

Selected Shift: Select a shift in Shift List, and click [>] to move this shift to Selected Shift.

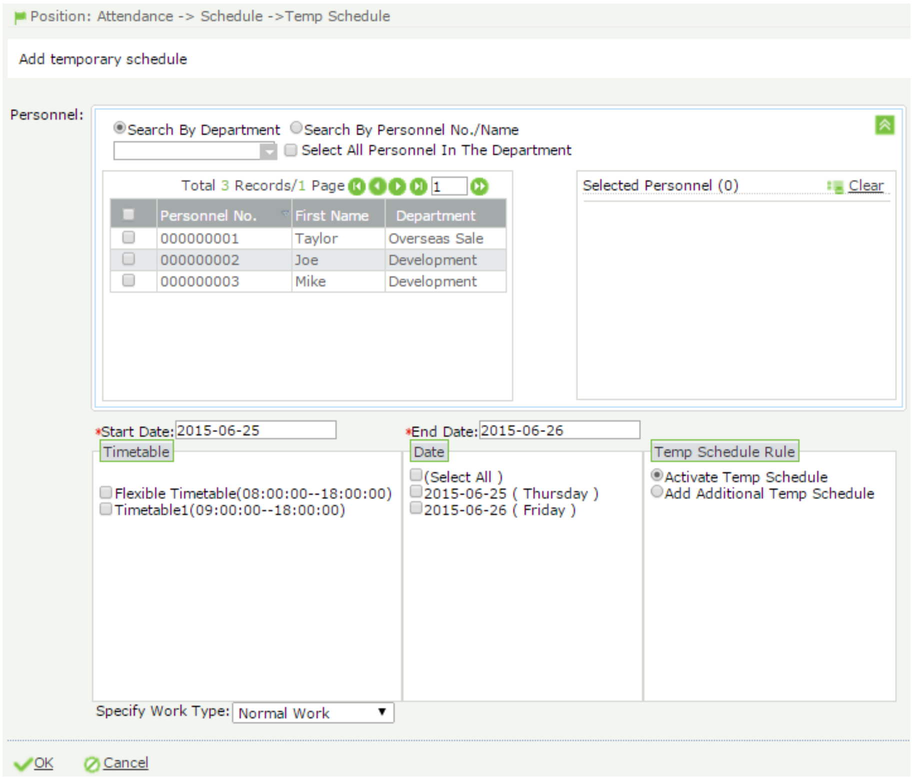
After completing settings, click **OK** to save the settings and return to the Schedule interface.

Note: Only one shift can be selected for employee shift scheduling. Only the last settings are saved when date ranges are identical during multiple shift scheduling.

Adding a Temporary Schedule

Temporary schedule is complementary to the existing schedule. If employees in a shift need to overtime temporarily, it is necessary to arrange one (or more) timetable(s) for overtime temporarily. Generally, temporary schedules are shift scheduling for overtime, for example overtime at night, on weekends, or on holidays and festivals.

1. Click Temp (Temporary) Schedule on the Schedule interface to access the Add temporary schedule interface.



The following describes the specific setting method.

Personnel: Select personnel needing temporary schedules. (Multiple choices are allowed). Please refer to 1. "Personnel Selection" in Appendix 1 for personnel selection.

Start Date, End Date: Set the start date and end date for a temporary schedule. Please refer to "Date Selection" in Appendix 1 for data selection.

Timetable: Select a timetable used by a temporary schedule. (Multiple choices are allowed.) Please refer to 5.2 "Shift Timetable" for timetable setting.

Date: Click to select the date for temporary schedule. (Multiple choices are allowed.)

Had schedule in current day: Select Only temporary scheduling is effective or Add after the existing scheduling when arranging shifts for employees working in the company in the current day.

◆ Only temporary scheduling is effective: Whether an employee is scheduled a shift, only temporary scheduling is effective when work attendance is checked.

◆ Add after the existing scheduling: is complementary to schedule for employees. The attendance data includes shift arrangement and temporary shift arrangement. It will be displayed with two shift assignment records in calculation.

Specify work type: Specify work type for the temporary schedule. The options include Normal Work, Overtime on Week Days, Overtime on Rest Days (overtime on weekends) or Overtime on holidays. The late arrival, early leaving, leave, and absence will not be recorded when the work type is set to Overtime on Rest Days or Overtime on holidays or festivals.

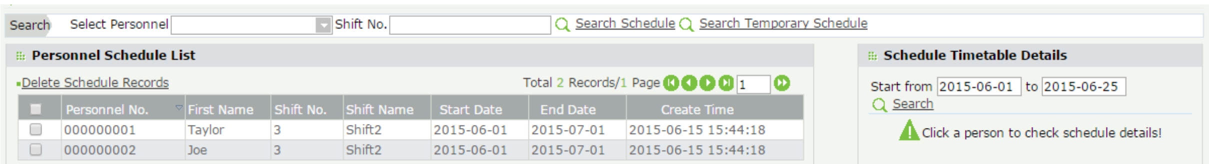
✍ **Note**: Multiple timetables can be selected for temporary schedule, but the start time of timetables should not be the same. The timetables selected can be applicable to all dates selected.

(2). After completing settings, click **OK** to save the settings and return to the Schedule interface.

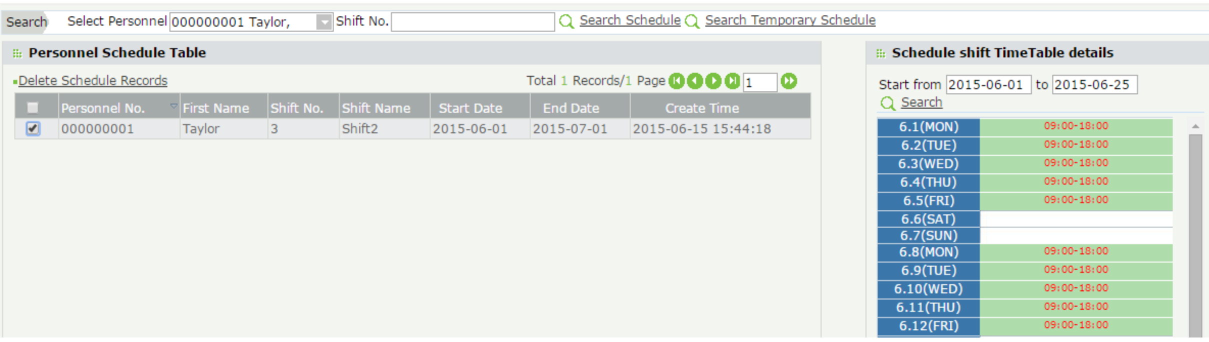
5.4.2 Querying Schedule Details

Querying a Schedule List

(1). Choose **Attendance** > **Schedule** to access the Schedule interface. The interface displays personnel schedule records in a list by default.



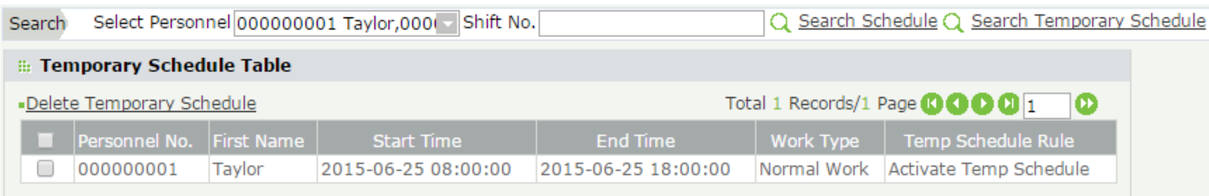
(2). Click the drop-down box next to Select Personnel, select an employee whose schedule records need to be queried (refer to 1. "Personnel Selection " in Appendix 1 for personnel selection.), and click Search Schedule to view the schedule records of employee. In Personnel Schedule Table, click the line where the schedule records are to view the schedule timetable details in Schedule shift Timetable details on the right of the interface.



Querying a Temporary Schedule List

(1). Choose Attendance > Scheduling to access the Schedule interface.

(2). Click the drop-down box next to Select Personnel, select an employee whose schedule records need to be queried (refer to 1. "Personnel Selection" in Appendix 1 for personnel selection.), and click Search Temporary Schedule. Then Temporary Schedule Table displays temporary schedule records of the employee.



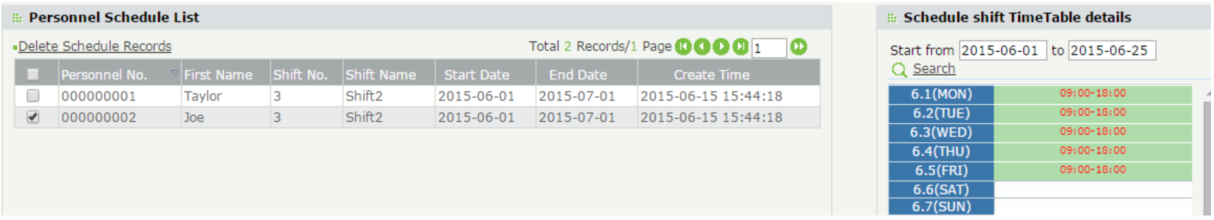
Note: No shift timetable details are displayed in Temporary Schedule Table. If no employee is selected, the temporary schedule records of all employees will be displayed.

5.4.3 Clearing Schedule Records

In this system, users can delete schedule records selected and can click Delete Schedule Records on the Schedule interface to clear all schedule records, including temporary schedule records.

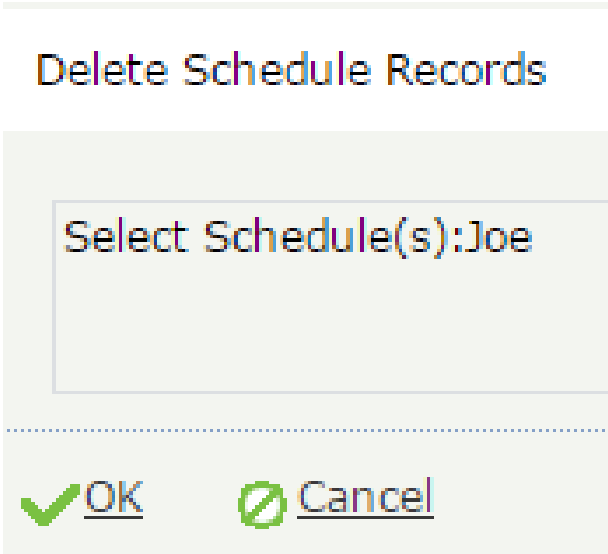
Deleting a single schedule record or multiple schedule records at a time

1. Select a schedule record to be deleted in Personnel Schedule List, as shown in the following figure. (Multiple choices are allowed.)



When there are a large number of schedule records, you can accurately screen the schedule records of an employee by searching for the employee's schedules. Refer to "5.4.2 "Querying Schedule Details" above for the search method.

2. After selecting a schedule record, click Delete Schedule Records to access the schedule records deletion confirmation interface.



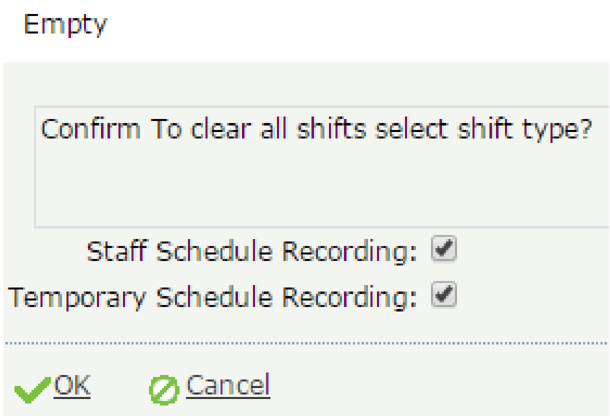
3. Click OK to delete the schedule record selected.

Note: All temporary schedule records in the system will be displayed when you click Search Temporary Schedule. You can screen the schedule records by entering an employee number in the search box so that the temporary schedule records to be deleted are accurately displayed.

Emptying all schedule records at a time

➢ Empty schedule records.

(1). Click Empty on the Schedule interface to access the schedule records clearance confirmation interface.



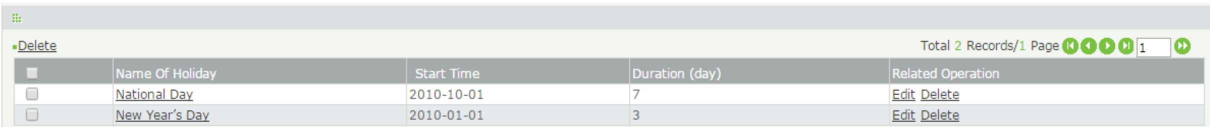
(2). Click **OK** to confirm and empty all schedule records, including temporary schedule records.

5.5 Attendance on Holidays

Attendance time on holidays and festivals may be different from that on week days. To simplify operation procedures, the system offers settings designed for attendance time and rules on holidays and festivals.

5.5.1 Adding a Holiday for Attendance

Choose **Attendance** > **Holiday** > **Add** to access the holiday addition interface.



Delete Total 2 Records/1 Page

	Name Of Holiday	Start Time	Duration (day)	Related Operation
	National Day	2010-10-01	7	Edit Delete
	New Year's Day	2010-01-01	3	Edit Delete

Set the parameters as required based on the following steps:

Name of Holiday: Enter the name of a holiday.

Start Time: to set the start date of the holiday. Refer to 2. "Date Selection" in Appendix 1 for data setting method.

Duration: Set the duration of the holiday, with the unit of days.

After the completion of the settings, click OK to save the settings and return to the Holiday interface. The holiday list displays the added attendance holiday.

Note: After adding a holiday for attendance, the system will not schedule shifts for the holiday. As there are no schedule records, the system will not record attendance on holidays in the attendance reports.

5.5.2 Editing a Holiday for Attendance

In the holiday list, click the name of a holiday, or click Edit under Related Operation to access the edit interface.

Modify parameters as needed and click **OK** to save the modifications.

5.5.3 Deleting a Holiday for Attendance

In the holiday list, select the holiday to be deleted, and then click Delete on the upper left of the holiday list, or directly click the Delete under Related Operation in the line of the holiday to be deleted to access the deletion confirmation interface.

Click **OK** to delete the holiday and return to the Holiday interface.

5.6 Attendance Exception

Daily maintenance includes viewing the AC logs and performing various operations on leave, overtime and appended logs.

5.6.1 Leave

1. Leave Type Management

Choose **Attendance > Leave Type** to access the Leave Type interface.

Delete   Total 6 Records/1 Page

	Name Of Leave	Min. unit	Unit	Round Off	Symbol In Report	Related Operation
	Business Trip	1.0	Hour	Yes	W	
	Annual Leave	1.0	Hour	Yes	S	
	Compassionate Leave	1.0	Hour	Yes	T	
	Maternity Leave	0.5	Hour	Yes	C	
	Casual Leave	0.5	Hour	Yes	G	
	Sick Leave	1.0	Hour	Yes	B	

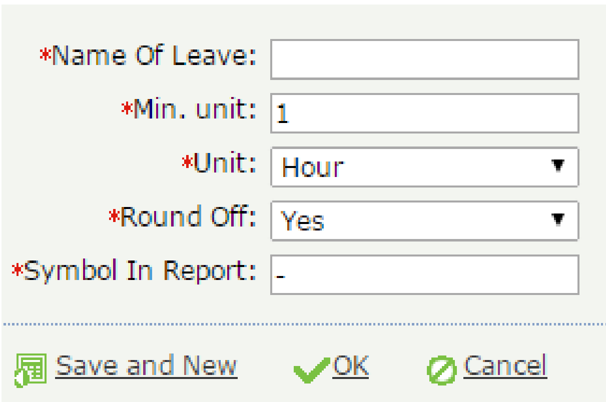
Employees will request a leave and superuser will review and approve/reject the leave which will be displayed in the system statistics. In this case, leave type should be selected when entering a leave record.

The superuser can also add leave on the behalf of the employee for some cases.

There are six default leave types in the system: sick leave, casual leave, maternal leave, compassionate leave, annual leave and business trip.

Add a leave type. (Note: The new leave type has the same function as the default leave types of the system.)

Click Add on the Leave Type interface to access the leave type addition interface.



Set the parameters as required based on the following steps:

Name of Leave: Enter the name of a leave type, with 20 characters at most.

Min. unit and Unit: Set the measurement unit and minimum value of the leave type. Unit can be set to Hour, Minute or Workday.

Round Off: Set whether the values are rounded off.

Symbol In Report: Set the symbol of the leave type in the attendance report.

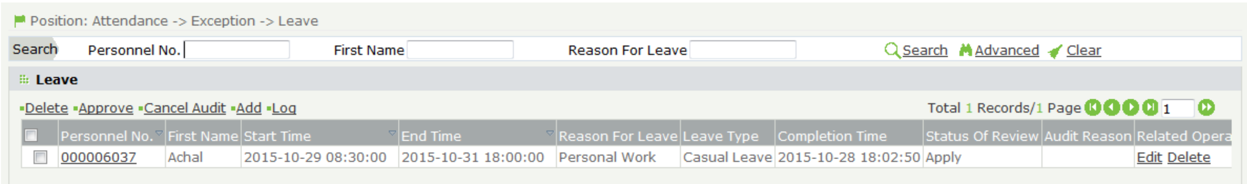
After the completion of the setting, click OK to save the settings and return to the Leave Type interface. The leave type list will display the new leave type.

2. Leave management

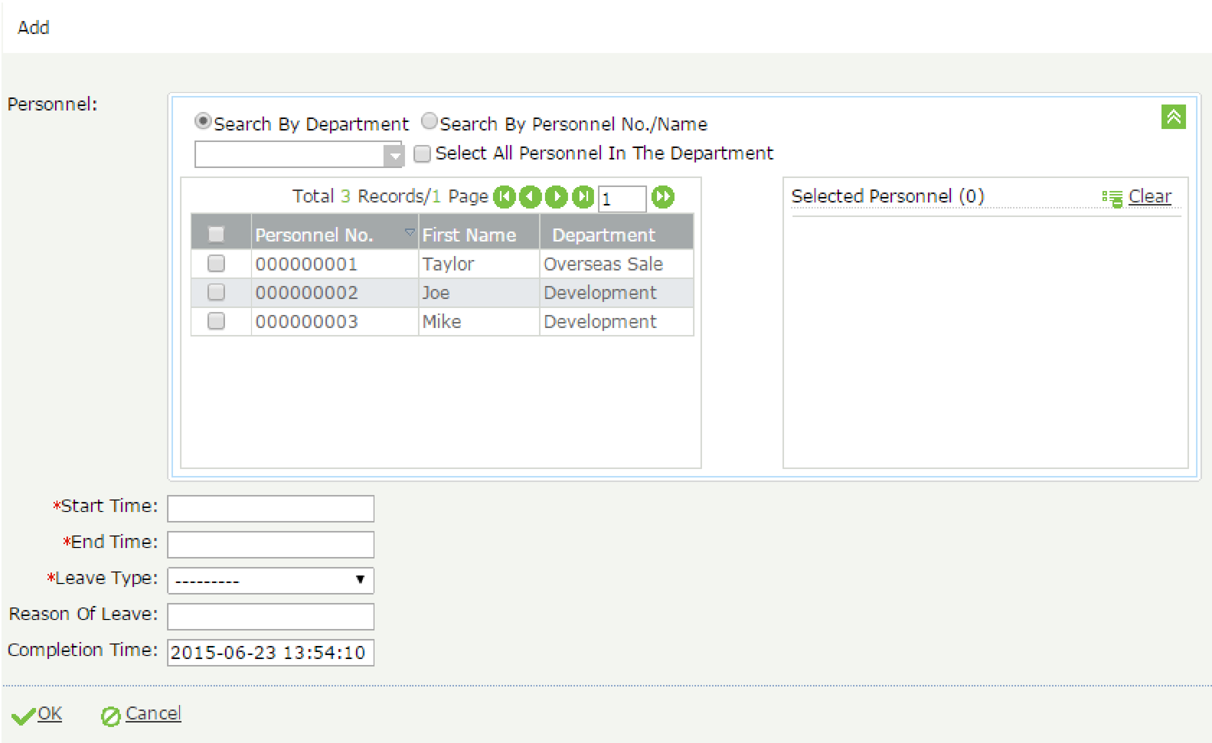
For different leave cases, an operator needs to enter the leave information manually, and the system collects the final attendance statistics based on the entered leave information.

➢ Adding a leave record

(1). Choose **Attendance** > **Exception** > **Leave** to access the Leave interface.



(2). Click Add on the Leave interface to access the Add Leave interface.



Set the parameters as required based on the following steps:

Personnel: Select an employee asking for leave (multiple choices are allowed). Please refer to Appendix 1. Personnel Selection for the selection of personnel.

Start Time and End Time: Set the date and time of the leave.

Leave Type: Set the leave type of the leave. Click to select a leave type from the popped up drop-down list.

Reason Of Leave: Enter the reason for leave.

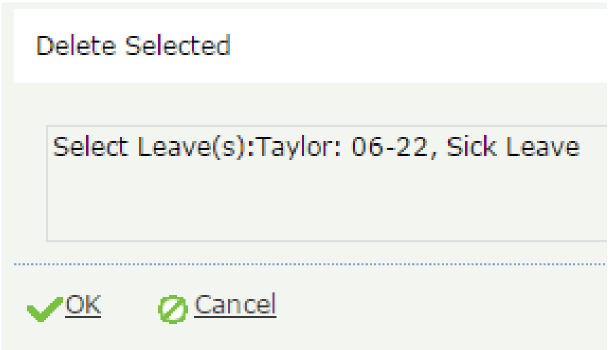
Completion Time: The time on which the new leave is recorded, which is generated by the system by default.

(3). After the completion of the setting, click **OK** to save the settings and return to the Leave interface. The leave list will display the new leave.

✍ **Note**: When you add a new leave, after you click Save, the system automatically determines whether the leave time is duplicated (same leave type and same time). If duplication occurs, the system displays a prompt: Time of leave repeated!

- **Deleting a leave record**

(1) In the leave list, select a leave record to be deleted, and then click Delete in the upper left of the leave list to access the leave deletion confirmation interface as shown in the figure below.

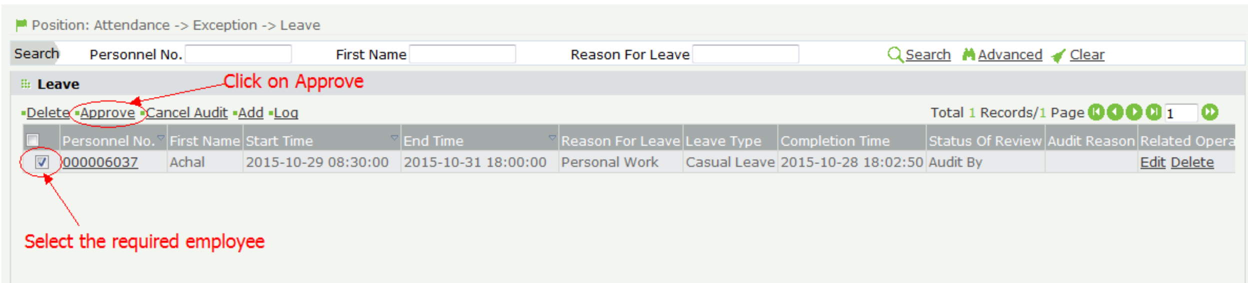


(2) Click OK to delete the selected leave record.

- **Approving a leave record**

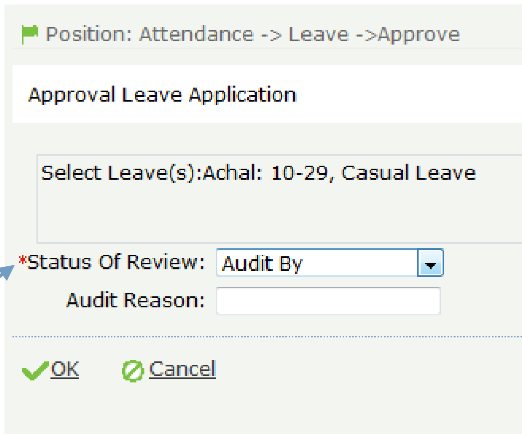
Choose **Attendance** > **Exception** > **Leave** to access the Leave interface.

Once the leave request is entered, it needs to be approved/rejected by the approver. So for this approver needs to review the leave record.



Select the required record and click **Approve**.

You will get below interface:

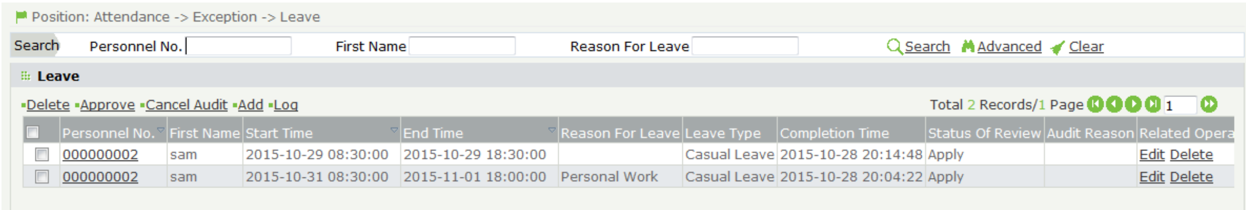


"**Status of review**" is defined by two parameters: "**Audit By**" & "**Reject**".

Selecting Audit By and clicking **OK** will approve the leave record.

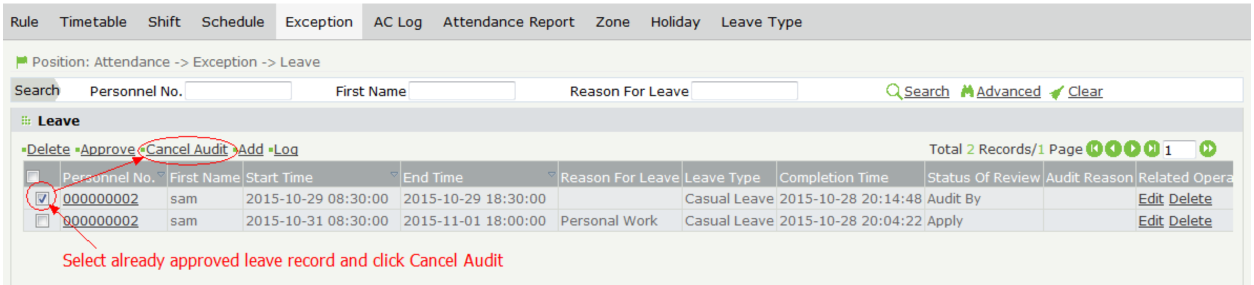
Selecting Reject and clicking OK will reject the leave record.

Once the employee request leave record, it will reflect on the leave interface.

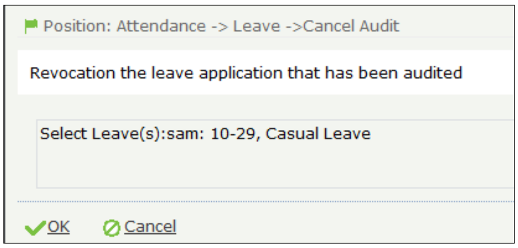


➢ Cancel Audit

This function is used to disapprove the approved leave records.

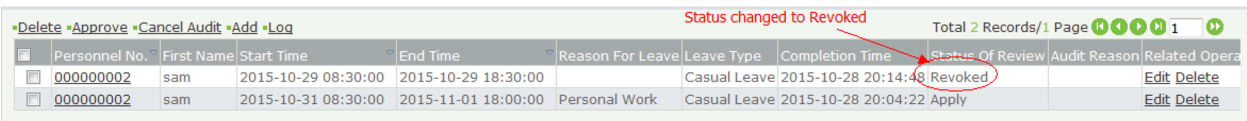


After when you click **Cancel Audit**, below interface will come:



Click **OK**.

Status will be changed to **"revoked"** accordingly.

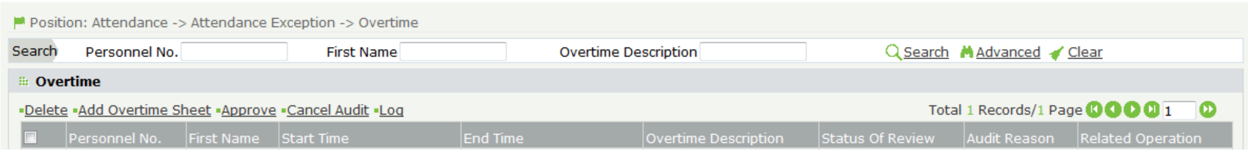


5.6.2 Overtime

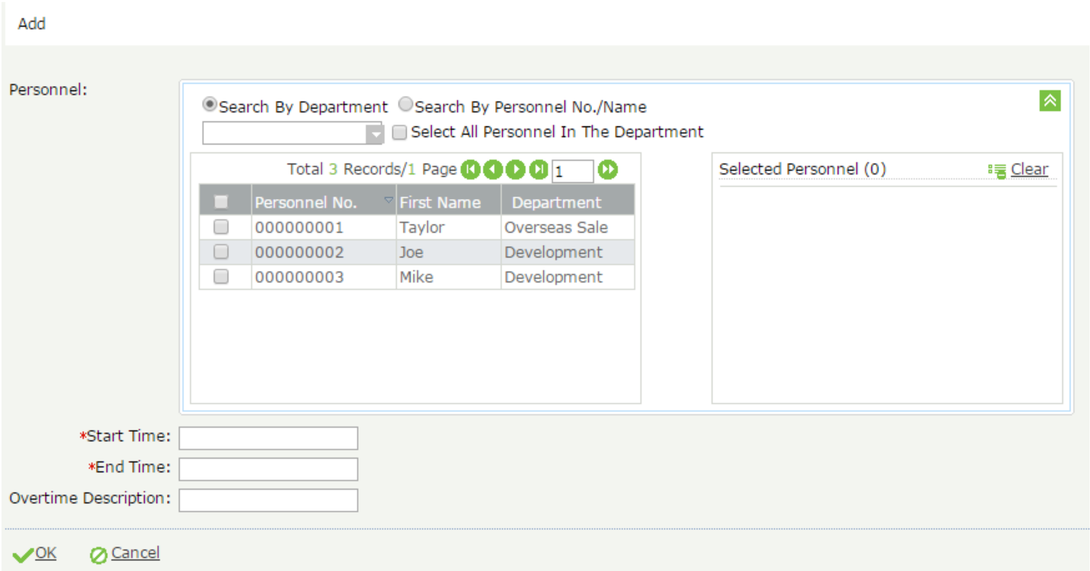
When an employee has worked overtime, users can add an overtime sheet in the system. The overtime sheet takes effect after approval.

➢ Adding an overtime sheet

(1). Choose **Attendance** > **Exception** > **Overtime** to access the Overtime interface.



(2). Click Add Overtime Sheet on the Overtime interface to access the Add Overtime Sheet interface.



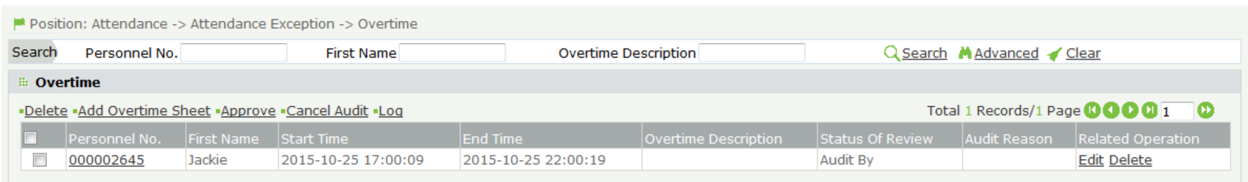
Set the parameters as required based on the following steps:

Personnel: Select an employee for whom an overtime sheet needs to be added (multiple choices are allowed). Please refer to Appendix 1. Personnel Selection for the selection of personnel.

Start Time and End Time: Set the start date & time and the end date & time of the overtime. Please refer to Appendix 8. Selection of Date and Time for the method of setting the date and time.

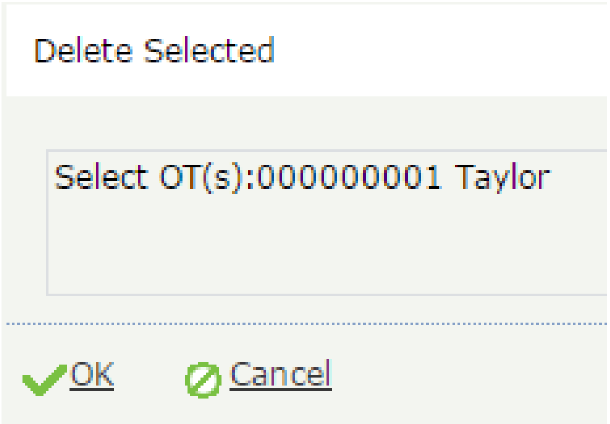
Overtime Description: Enter the overtime description based on requirements.

(3). After the completion of the setting, click **OK** to save the settings and return to the Overtime interface. The overtime list will display the new overtime sheet.



➢ Deleting an overtime sheet

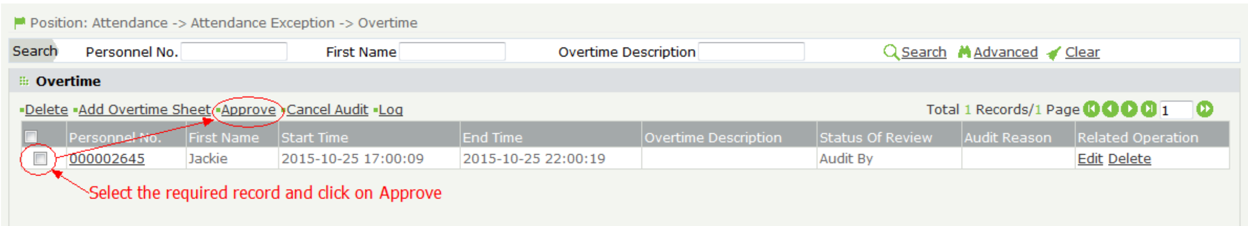
(1) In the overtime list, select an overtime sheet to be deleted, and then click Delete in the upper left of the list to access the overtime sheet deletion confirmation interface as shown in the figure below.



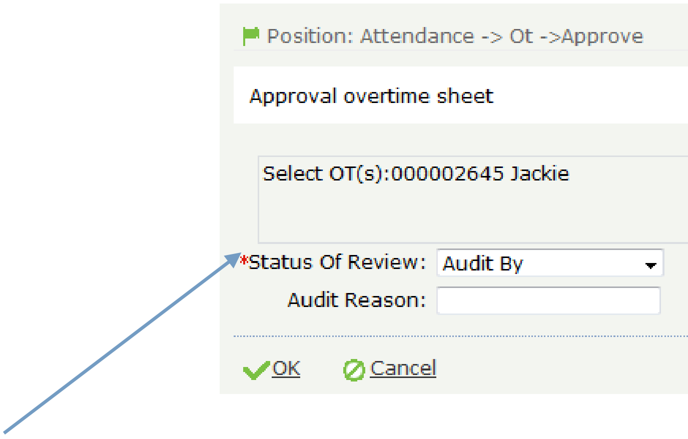
(2) Click **OK** to delete the selected overtime sheet.

- ➢ Approving an overtime sheet

When the employee register an overtime sheet, the same will be reflected as below.



Select the required record and click on **Approve**.



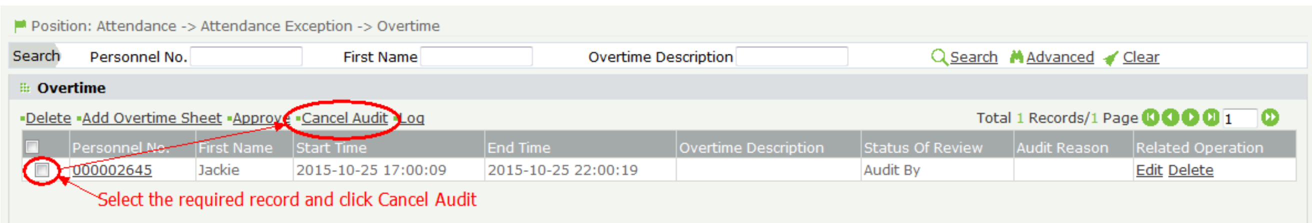
"**Status of review**" is defined by two parameters: "**Audit By**" & "**Reject**".

Selecting Audit By and clicking **OK** will approve the overtime sheet.

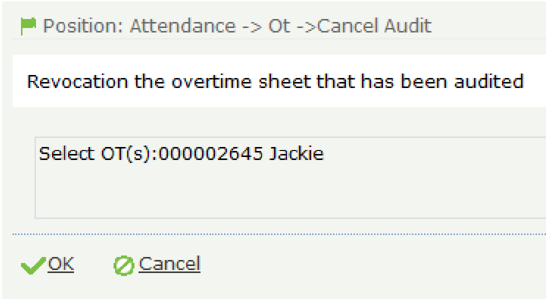
Selecting Reject and clicking OK will reject the overtime sheet.

- ➢ Cancel Audit

This function is used to disapprove the approved overtime sheet records.

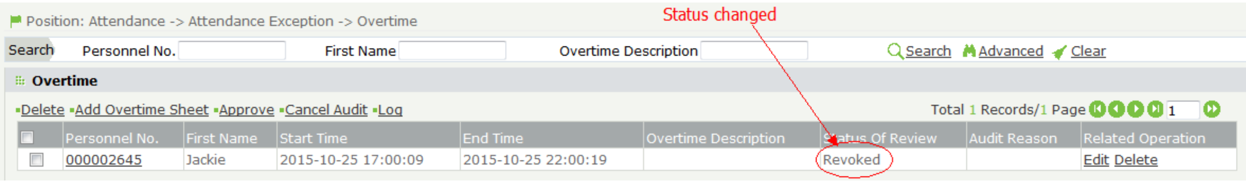


After when you click Cancel Audit, below interface will come:



Click **OK**.

Status will be changed to **"revoked"** accordingly.

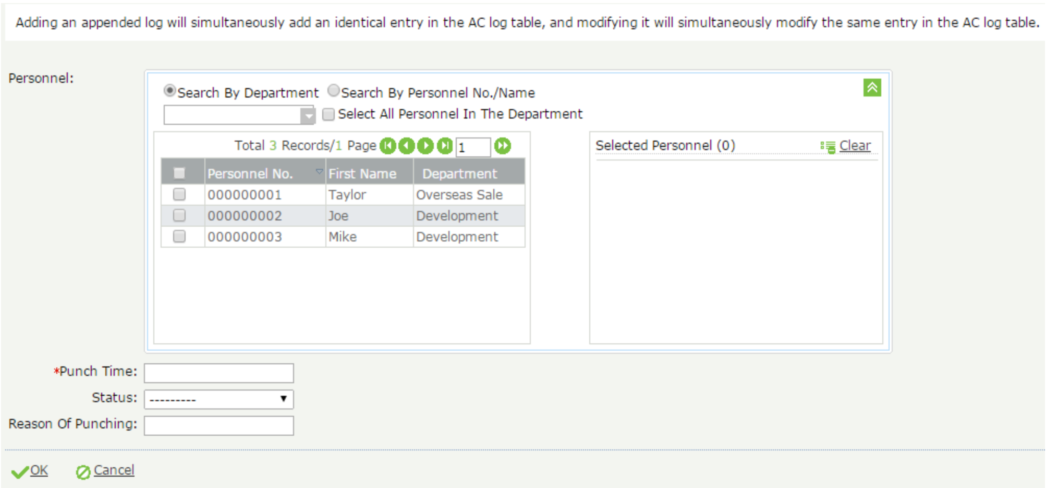


5.6.3 Appended Log

When an employee leaves on business trip or forgets to punch in or out, entering an attendance record to the attendance report manually is called adding an appended log. The appended logs are generally entered by the management personnel based on the attendance result and the attendance system of the enterprise after an attendance cycle ends.

➢ Adding an appended log

1. Choose **Attendance > Appended Log > Add Appended Log** to access the Add Appended Log interface.



2. Select employees. The list on the right displays the selected employees. Set Punch Time, Status (check-in, check-out, meal start, meal end, out, back, overtime check-in, and overtime check-out) and Reason Of Punching.

3. After the completion of the setting, click **OK** to save the settings and return to the Add Appended Log interface. The list of appended logs will display the new appended log.

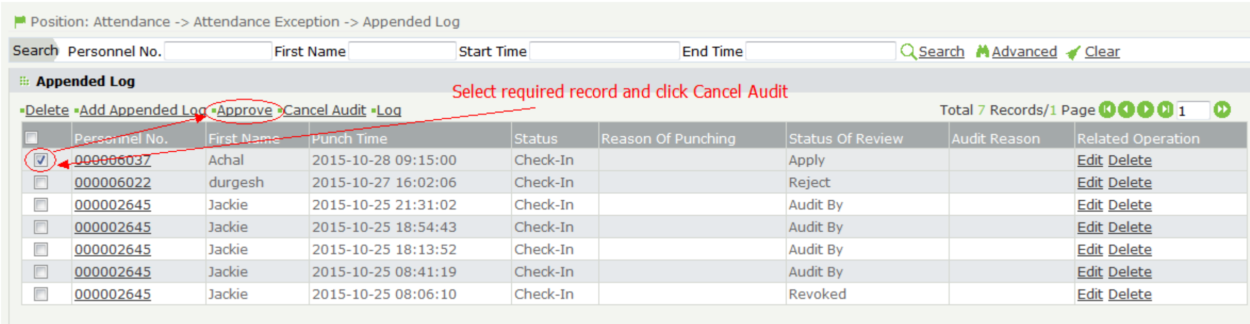
Note: Adding an appended log will simultaneously add an identical entry in the AC log table, and modifying it will simultaneously modify the same entry in the AC log table. The appended logs added by the system administrator require no further approval.

- ➢ Deleting an appended log

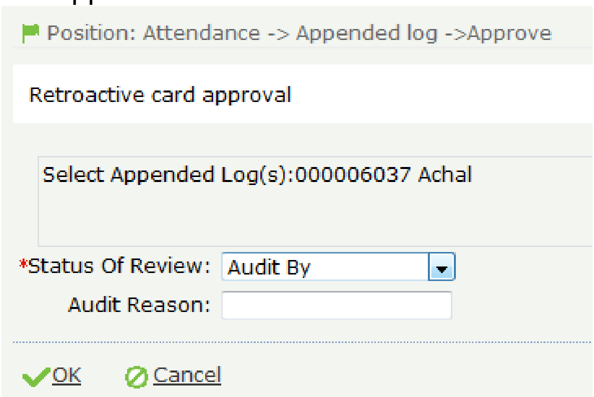
The method for deleting an appended log is same as that for deleting an overtime sheet, and is not described here.

- ➢ Approving an appended log

When the employee register an appended log, the same will be reflected as below.



Select the required log and click on **Approve**.



"**Status of review**" is defined by two parameters: "**Audit By**" & "**Reject**".

Selecting Audit By and clicking OK will approve the appended log.

Selecting Reject and clicking OK will reject the appended log.

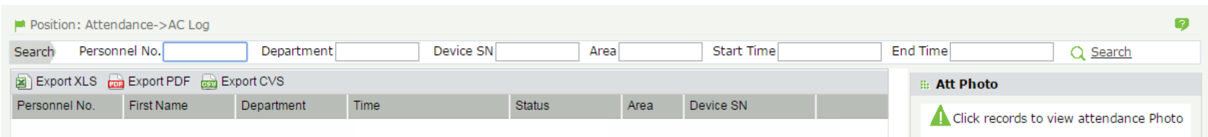
- ➢ Cancel Audit

This method is same as that for an overtime sheet and Leave so it is not described here.

5.7 AC Log Table

An AC log table displays the attendance records of all employees, including those uploaded by the T&A device.

Choose **Attendance > AC Log** to access the AC Log interface, and the main interface lists the attendance records of all employees by default.



(1) Users can export an AC log table to an .xls, pdf, or csv file based on requirements. Please refer to Appendix 5.

Export for the specific method of exporting the AC log table.

(2) Users can select the fields to be displayed in the AC log table based on requirements (the fields are displayed after being checked).

(3) Users can change the column width by dragging the column border to the left or right.

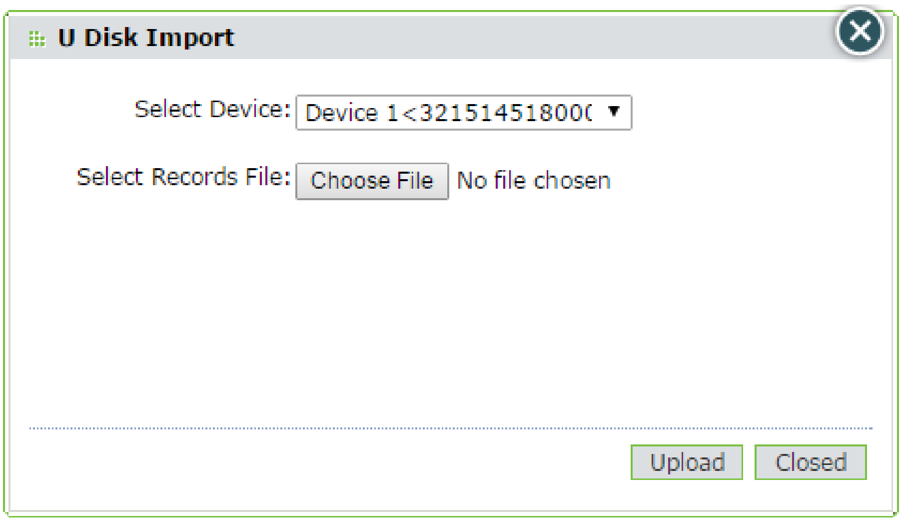
(4) Users can define the number of records to be displayed on each interface in the AC log table.

(5) Click the line where an attendance record is located, and view the corresponding photo in the Att Photo box on the right.

➢ U Disk Import:

Import the attendance records downloaded from a device to the USB disk to the attendance system.

1. Click U Disk Import on the AC Log interface. An interface as shown in the following is displayed.



Select Device: Click ▼ to the right of Select Device, and select a device from the popped up device drop-down list.

Select Records File: Click Choose File, and select an attendance record file to be uploaded.

2. After completion of the setting, click Upload to upload the attendance records in the attendance record file to the selected device.

5.8 Attendance Report

5.8.1 Attendance Statistics

➢ Rules for selecting the check-in/out time

The check-in time should select the time that is earlier than and closest to the due check-in time. For example, when you check in at 8:55 and 9:01, it is considered that you check in at 8:55. The check-out time should select the time that is later than and closest to the due check-out time. For example, the due check-out time is 18:00, if you check out at 18:01 and 18:20, it is taken that you check out at 18:01.

➢ Calculation process

First determine the shift of each employee on a day, then determine the work type on that day, then select the check-in/out time and the leave list; then select the compensatory leave information. When selecting the work type, only the holiday settings of 100 days prior to the current day can be selected. Select the attendance parameters, calculate the attendance results, and save the results to the database.

- **Calculation prerequisites**

The attendance calculation date should be later than the entry date and calculation is only made when Enable Attendance Function is set to Yes. If attendance check is not required for an employee, no attendance data of the employee will be displayed in the attendance calculation.

- **Work type judgment rules**

If there is no schedule or temporary schedule, the system considers the day as a rest day, and calculate the attendance of the current day using the flexible shift. If Auto OT is selected, the overtime is calculated based on the settings of the attendance parameters, and the calculation result is rounded based on the rounding rules. If the work time of the timetable is set to zero, it is considered that the timetable is overtime, which will be calculated as the daily overtime.

- **Rounding rules**

The rounding rules include rounding down, rounding off and rounding up:

For rounding down, when the remainder of the value of a calculated item exceeds the minimum unit, the system automatically truncates the remainder.

For rounding off, when the remainder of the value of a calculated item exceeds half of the minimum unit, the value will be increased by a minimum unit; if the remainder of the value of a calculated item is less than half of the minimum unit, the remainder will be directly abandoned.

For rounding up, if the remainder of the value of a calculated item exceeds the minimum unit, the value will be increased by a minimum unit.

- **Scheduling principle**

1. When there is a normal schedule, the system considers the day as a workday. However, if there is a temporary schedule, the timetable of the additional temporary schedule will be considered as the normal working hours by the system.

2. If there is no existing schedule or temporary schedule, the system considers the day as a rest day. The system will not calculate the attendance for employees who come to work.

3. If there is no existing schedule but a temporary schedule is arranged, the temporary schedule will be considered as the normal working hours.

4. Determining whether there is existing scheduling first:

   A. Calculate the attendance based on a schedule if any, and check whether there is a temporary schedule. If yes, check whether Only temporary scheduling is effective or Add after the existing scheduling is selected for calculating the attendance. The work type of the temporary schedule can be designated during temporary scheduling.

   B. If there is no schedule, check whether there is a temporary schedule.

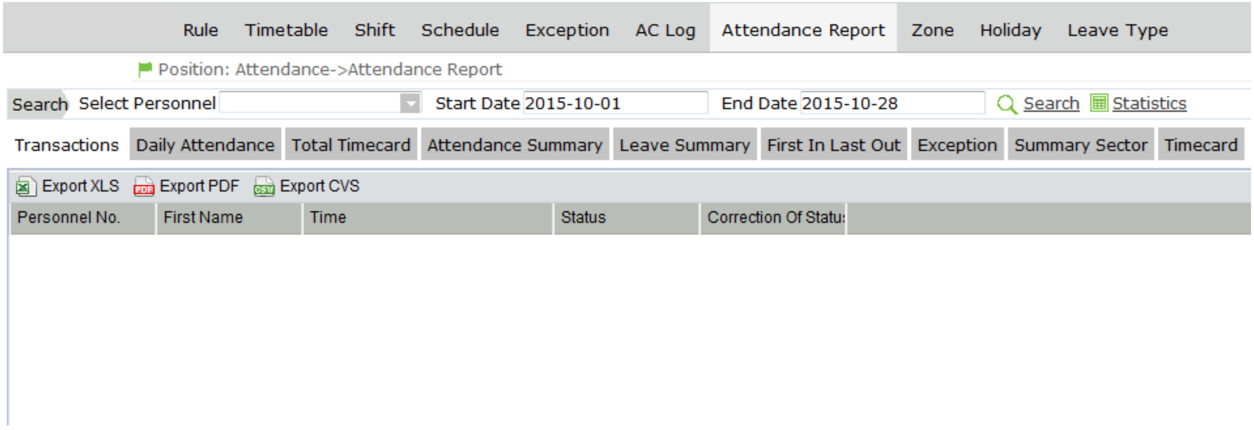
   C. If there is no schedule or temporary schedule, the attendance is not calculated.

5. The attendance is not calculated when there is no schedule.

5.8.2 Attendance Report

The attendance report lists the daily attendance information of the queried personnel within a designated time period, and collects statistics on absence, late arrival/early leaving, overtime and leave, to check whether the listed information is consistent with the actual conditions. If the obtained result is inconsistent, adjust the shift, add an overtime sheet or compensatory leave sheet or directly modify the data in the report based on the requirements.

Choose **Attendance > Attendance Report** to access the Attendance Report interface.



The following describes how to view an attendance report.

1. Click behind Select Personnel, and select an employee whose attendance report information needs to be viewed from the popped up personnel drop-down list. You can select multiple employees or all employees.

2. Set Start Date and End Date. Please refer to Appendix 2. Date Selection for the method of setting the date.

3. Click Search, and view the attendance report information of the selected employees between the set start date and the end date.

Note: When you click a report name, the corresponding report information is displayed.

➢ Transactions

The transactions interface provides statistics on valid attendance records, which depend on the settings of the effective attendance record interval larger than N minutes.

Status refers to AC log status, and Correction of Status is to follow the attendance calculation rule to determine whether an employee checks in or out for work based on the shift timetable and punching time of this employee. The calculation is based on this correction of status during statistics.

(1) Users can export an attendance report to an .xls, pdf, or csv file based on requirements. Please refer to Appendix 5. Export for the specific method of exporting the report.

Users can select the fields required for displaying in the attendance report based on requirements (the fields are displayed after being checked).

Users can change the column width by dragging the column border to the left or right based on requirements.

Users can define the number of records displayed on each interface in the attendance report.

Note: Statistics can only be collected for the dates of the current month, and the total statistics dates cannot exceed 31 days.

The meanings of the symbols in each report are as follows:

Sick leave: minute (B); casual leave: minute (G); maternity leave: day (C); compassionate leave: day (T); annual leave: day (S); due/actual attendance time: day (); late arrival: minute (>); early leaving: minute (<); leave: hour (V); absence: day (A); overtime: hour (+); no check-in: ([); no check-out (]); free overtime: hour (F). Please refer to 6.1 System User Management for adding and modifying the symbols.

➢ Daily Attendance

The daily attendance interface displays the daily attendance status, attendance statistics, overtime statistics, leave records, and leave summary within a designated period, and uses symbols or digits or the combination of symbols and digits to represent different items.

➢ Total Timecard

The total timecard interface displays the statistics on the schedule, attendance status, overtime and holidays of all staff by date. The attendance list is a statistical table of attendance records in each shift timetable.

Expected Check-in/ Expected Check-out, No Check-in / No Check-out: 1 stands for yes and 0 stands for no.

Attendance Duration: interval between the check-in time and the check-out time.

Exception: all abnormalities other than on-duty and off-duty, such as leave.

Timetable: valid duration of actual attendance in Work Time (Minute) of a timetable.

Note: The data of the absence, attendance duration, work time and timetable are expressed in minutes, and is not subject to the changes to the unit settings of the statistical item.

➢ Attendance Summary

The attendance summary interface displays the attendance summary of each employee in the time period, including the lists of attendance, leaves and overtime, namely the summary table of the attendance lists.

The leave records are calculated by the leave type. The data in the leave column is the sum of the data of all leave types. For example, leave = sick leave + casual leave + maternity leave + compassionate leave + annual leave + self-defined leave.

➢ Leave Summary

The leave summary interface displays all valid time and leave types of all valid leave records in the selected date range. Valid time (minutes) means the minutes between the start time and end time of a leave record.

➢ First In Last Out

It provides statistics on the earliest and latest punching data among the punching data of each employee for each day.

➢ Exception

It provides all attendance exceptions.

➢ Summary Sector

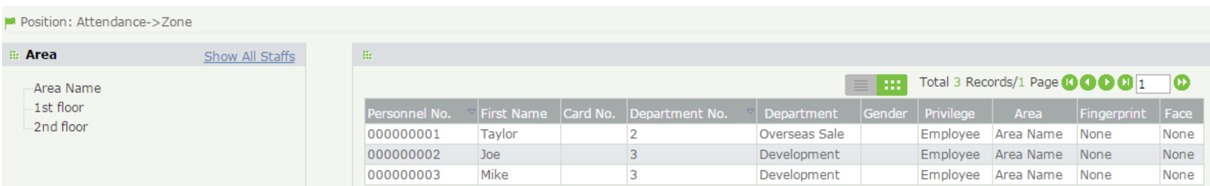
It provides all the data of an employee in a particular department. It is like a statistic of all employees in a department.

➢ Time Card

It provides the detailed punching information of the selected personnel.

5.9 Zone User Management

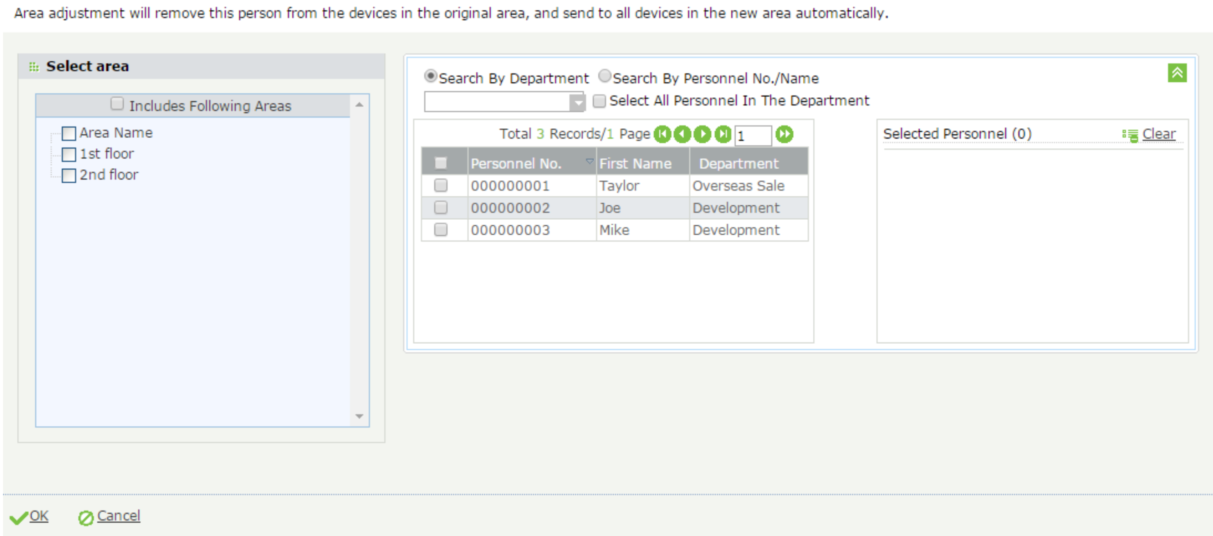
Click **Attendance** > **Zone** to access the Zone User Management interface.



Users can add personnel to an area on the interface. Select an area from the area list on the left, and the system automatically screens and displays the personnel of the area in the list on the right.

The steps for adding an employee to an area are as follows:

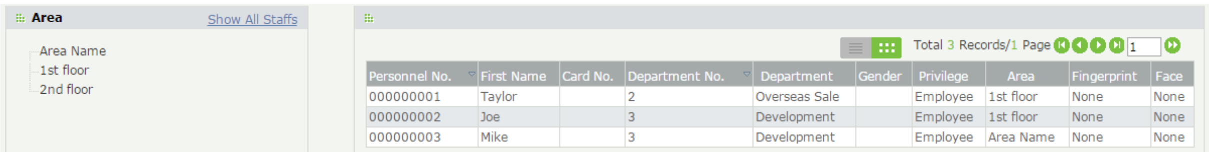
1. Click Add Personnel to access the personnel addition interface.



2. Select areas (multiple choices are allowed) and employees (multiple choices are allowed).

3. Click OK to save the settings, and return to the Zone User Management interface.

4. On the Zone User Management interface, click the selected area, and the area personnel list on the right displays the information of the employees.



Note: After employees are added, the employees are set to be in the selected attendance area, the employee information is issued to all devices in the attendance area, and the employee information in all devices in the original attendance area is deleted.

Chapter 6 System Settings

The system setting is to assign system users (such as company management personnel, registrars, and statistics clerk), configure roles for corresponding users, and set system parameters, notices, reminders and operation logs.

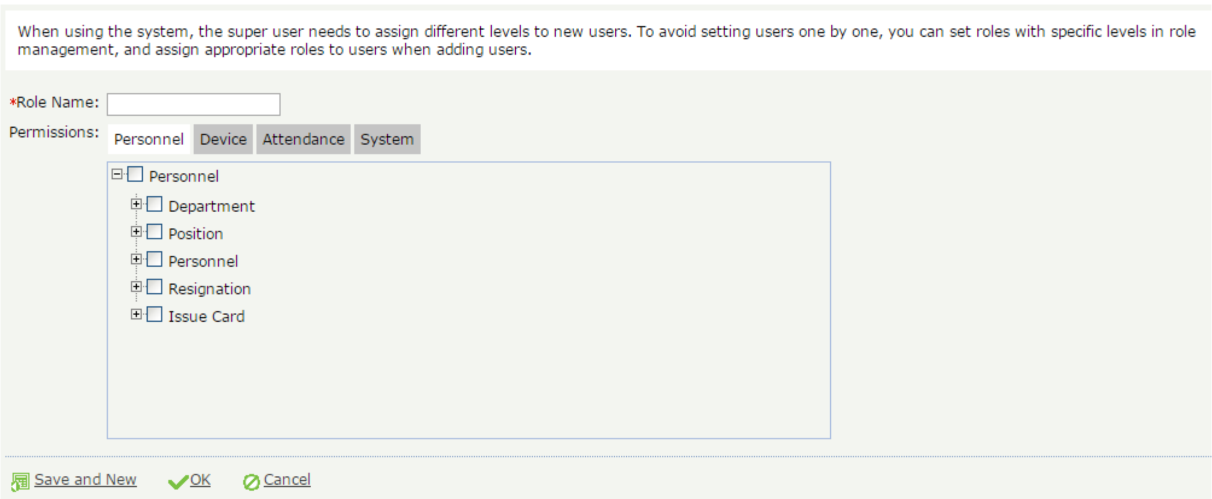
6.1 System User Management

6.1.1 Role Management

When using the system, a super user needs to assign different levels to new users. To avoid setting users one by one, you can set roles with specific levels in role management, and assign appropriate roles to users when adding users. The permissions of four functional modules are included: personnel, device, attendance and system. The default super users of the system have all privileges permissions and can assign new users based on requirements and set corresponding roles (permission) for them.

➢ Adding a role

1. Choose **System** > **System** > **Add** to access the Add Role interface.



Note: Select corresponding permissions based on the selected permission type.

Role Name: Enter the object type, namely the role name (such as the personnel staff and device administrator).

Permissions: The permissions of four categories are included: Personnel, Device, Attendance and System. In the operation permission list under each permission type tab, tick the check box ☐ in front of the operation permission to select the permission, or click the highest permission in the list to select all the sub-permissions under it. For example, click Personnel with the highest permission. Then, all sub-permissions under it such as Department, Position, Personnel, Resignation, and Issue Card will be selected.

2. After the completion of the setting, click OK to save the settings and return to the Role interface. The role list will display the new roles.

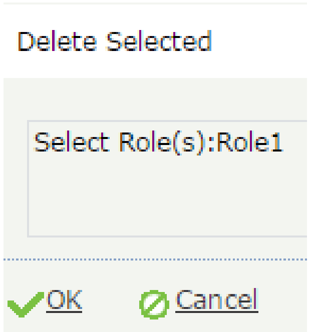
➢ Editing a role

1. In the role list, click the role name or click Edit under Related Operation in the line of the role to be edited to access the interface for editing roles.

2. Modify the parameter settings based on requirements (refer to the parameter setting method in "Adding a role"). After the completion of the modification, click **OK** to save the modified role information.

- **Deleting a role**

1. In the role list, select a role to be deleted, and click Delete on the upper part of the interface or click Delete under Related operation in the line of the role to be deleted to access the role deletion interface.



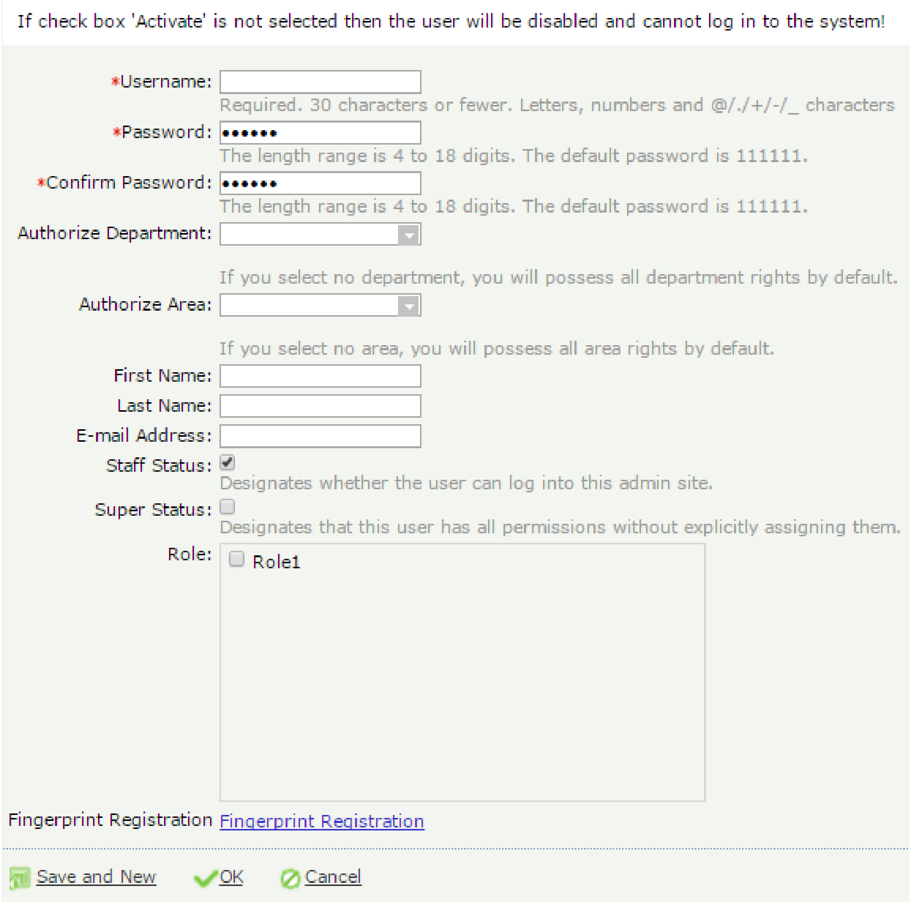
2. Click **OK** to confirm the deletion of the selected role.

6.1.2 User Management

Add new users to the system and assign roles (permissions) to users.

- **Adding a user**

1. Choose **System** > **User** > **Add** to access the Add User interface:



Set the parameters as required based on the following steps (Parameters marked with * are mandatory):

Username: 30 characters or fewer. Only letters or numbers are allowed.

Password/Confirm Password: The length range is 4 to 18 digits. The default password is 111111.

Authorize Department: Click the and select a department from the popped up department drop-down list. (If you select no department, you will possess all department rights by default.)

Authorize Department: Click and select an area in the popped up area drop-down list. (If you select no area, you will possess all area rights by default.)

Staff Status: Designates whether the user can log into this admin site.

Super Status: Designates that this user has all permissions without explicitly assigning them.

Role: Roles need to be selected for non-superusers. Select a preset role, and the user has all operation permissions of this role.

2. After the completion of the setting, click OK to save the settings and return to the User interface. The user list will display the new user.

Note: You can modify or delete existing users. Click Edit or Delete behind the username to perform corresponding operations. The detailed operations are the same as those in "Editing a role" and "Deleting a role." Please refer to 7.1.1 Role Management.

6.2 System Parameters

Choose **System** > **System Parameter** to access the System Parameter interface.


Position: System -> System Parameter

Total 3 Records/1 Page 1

Parameter Name	Parameter Value	Description	Related Operation
Browse Title	ZKTime8.5 Attendance System	Browser Title	
DB Version	1.5322	Database Version	
Company	Company Name	Company Name	Edit

The System Parameter interface displays the list of system parameters: including parameter names, parameter values, description, and related operations. The descriptions of parameters are as follows:

Browse_Title: tile of a Browser. If the value is changed, the changed value directly takes effect after interface refresh.

DB Version: database version, which cannot be edited.

Company: company name for the compatibility with subsequent versions. For example, it may be used in places where the company name should be displayed.

6.3 Email Setting

6.3.1 Mail Setting

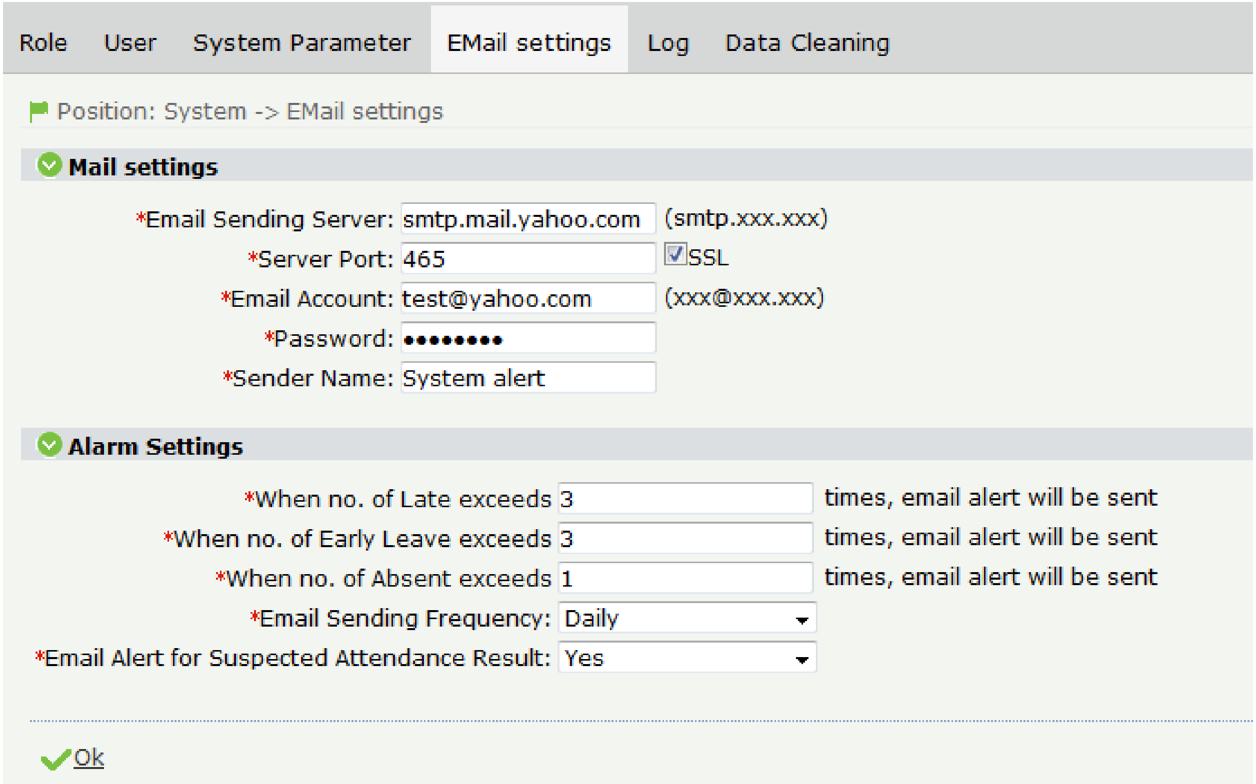
Click **System**] > **Email Settings**.

Email setting is used to trigger alert when the specific value set by the administrator has crossed the limit.

Set the email sending server information.

Note: - The domain name of E-mail address and E-mail sending sever (outgoing server) must be same. For example, the Email address is test@yahoo.com, and the E-mail sending server must be smtp.mail.yahoo.com.

Obtain your mail server details and fill accordingly. Below form is for example only.



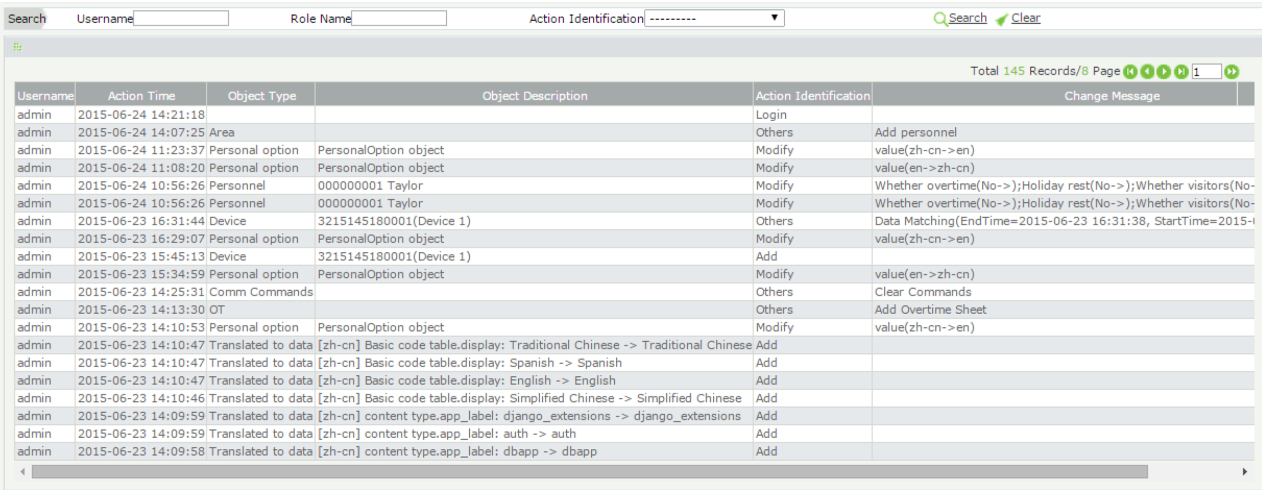
6.3.2 Alarm Settings

Through Alarm setting, user can set the values for alerts. As per above example, when an employee exceeds 3 late punches, an email alert will be sent to given E-mail. Administrator can set the other values as per requirements.

6.4 Log Record

The default main interface of Log displays all operation log records in the system.

Choose **System** > **Log** to access the Log interface.



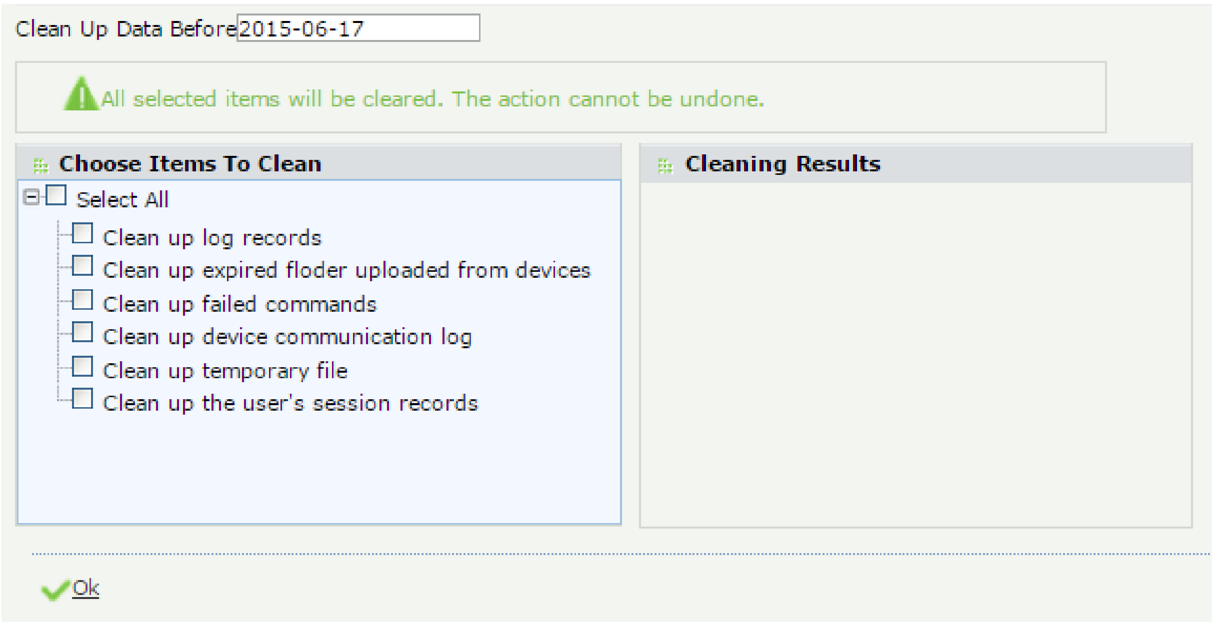
Username	Action Time	Object Type	Object Description	Action Identification	Change Message
admin	2015-06-24 14:21:18			Login	
admin	2015-06-24 14:07:25	Area		Others	Add personnel
admin	2015-06-24 11:23:37	Personal option	PersonalOption object	Modify	value(zh-cn->en)
admin	2015-06-24 11:08:20	Personal option	PersonalOption object	Modify	value(en->zh-cn)
admin	2015-06-24 10:56:26	Personnel	000000001 Taylor	Modify	Whether overtime(No->);Holiday rest(No->);Whether visitors(No-
admin	2015-06-24 10:56:26	Personnel	000000001 Taylor	Modify	Whether overtime(No->);Holiday rest(No->);Whether visitors(No-
admin	2015-06-23 16:31:44	Device	3215145180001(Device 1)	Others	Data Matching(EndTime=2015-06-23 16:31:38, StartTime=2015-
admin	2015-06-23 16:29:07	Personal option	PersonalOption object	Modify	value(zh-cn->en)
admin	2015-06-23 15:45:13	Device	3215145180001(Device 1)	Add	
admin	2015-06-23 15:34:59	Personal option	PersonalOption object	Modify	value(en->zh-cn)
admin	2015-06-23 14:25:31	Comm Commands		Others	Clear Commands
admin	2015-06-23 14:13:30	OT		Others	Add Overtime Sheet
admin	2015-06-23 14:10:53	Personal option	PersonalOption object	Modify	value(zh-cn->en)
admin	2015-06-23 14:10:47	Translated to data	[zh-cn] Basic code table.display: Traditional Chinese -> Traditional Chinese	Add	
admin	2015-06-23 14:10:47	Translated to data	[zh-cn] Basic code table.display: Spanish -> Spanish	Add	
admin	2015-06-23 14:10:47	Translated to data	[zh-cn] Basic code table.display: English -> English	Add	
admin	2015-06-23 14:10:46	Translated to data	[zh-cn] Basic code table.display: Simplified Chinese -> Simplified Chinese	Add	
admin	2015-06-23 14:09:59	Translated to data	[zh-cn] content type.app_label: django_extensions -> django_extensions	Add	
admin	2015-06-23 14:09:59	Translated to data	[zh-cn] content type.app_label: auth -> auth	Add	
admin	2015-06-23 14:09:58	Translated to data	[zh-cn] content type.app_label: dbapp -> dbapp	Add	

Due to the large data amount, you can use the search function to search for required log records. Please refer to Appendix for detailed operations.

6.4 Temporary Data Cleaning

Clean up the data in the system, including log records, expired folder uploaded from devices, failed commands, device communication log, temporary file and user's session records.

1. Choose **System** > **Data Cleaning** to access the Data Cleaning interface.



Clean Up Data Before: Set the date. Please refer to Appendix 2. "Date Selection" for the method of setting the date. The data records before the set date are cleared.

Choose Items To Clean: Select the items to be cleaned.

Note: The data cannot be restored after being cleaned. Please be careful with the operation.

2. After completion of the setting, click OK to clean up the selected items. After the cleaning success, the Cleaning Results area will display the cleaning results.

Chapter 7 Employee Self Functions

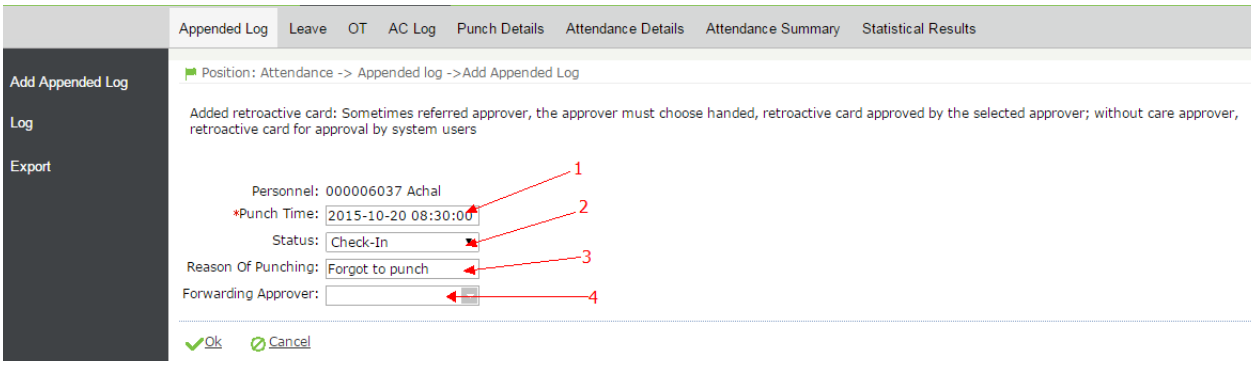
7.1 Appended Log

7.1.1 Add Appended Log

Click **Appended log >Add Appended log**.

The employee can register any append in the punch time from this interface. The appended log sheet takes effect after approval.

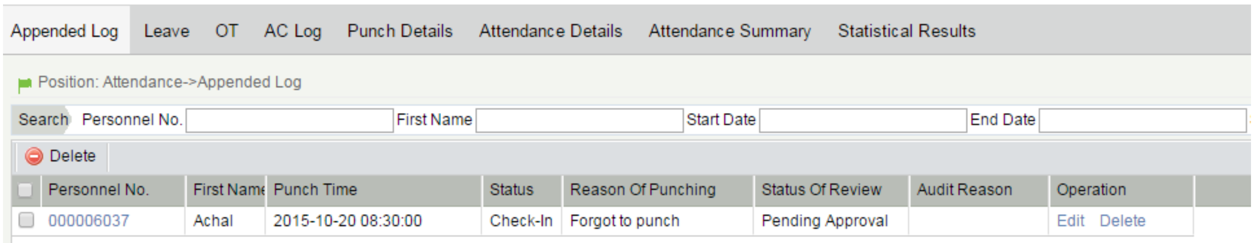
Below example is for an employee, who has missed the punch.



1. Enter the time at which you forgot to punch.
2. Select Check-In or Check-Out from dropdown list.
3. Reason for adding this append.
4. Select your approver from the drop down list.

After providing all the information, click **OK**.

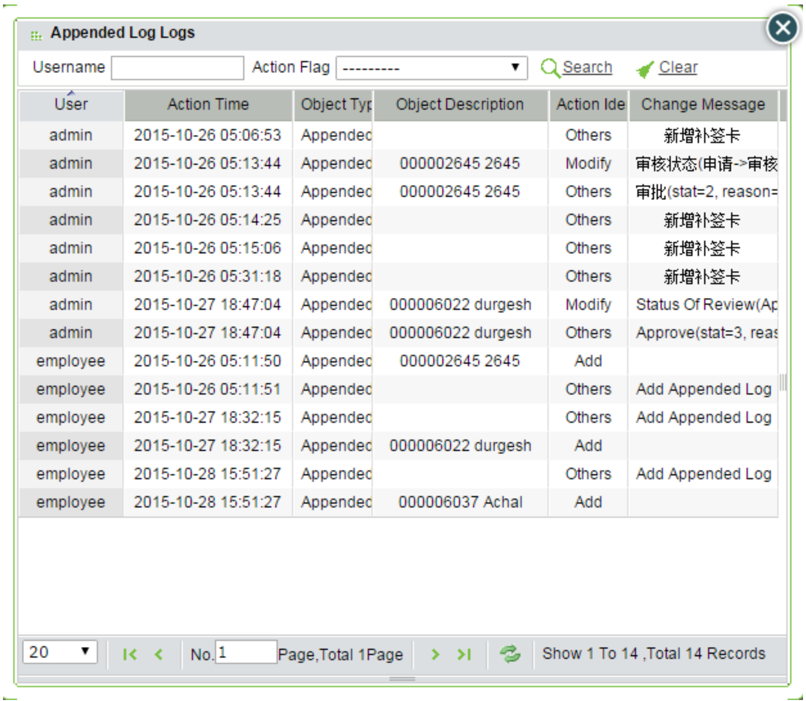
The employee can check the status for approval/rejection in Status of Review below.



7.1.2 Log

Click **Appended log >Log**.

In this interface, you can check list of all the appended logs.



Appended Log Logs

Username | Action Flag --------- | Search | Clear

User	Action Time	Object Typ	Object Description	Action Ide	Change Message
admin	2015-10-26 05:06:53	Appended		Others	新增补签卡
admin	2015-10-26 05:13:44	Appended	000002645 2645	Modify	审核状态(申请->审核
admin	2015-10-26 05:13:44	Appended	000002645 2645	Others	审批(stat=2, reason=
admin	2015-10-26 05:14:25	Appended		Others	新增补签卡
admin	2015-10-26 05:15:06	Appended		Others	新增补签卡
admin	2015-10-26 05:31:18	Appended		Others	新增补签卡
admin	2015-10-27 18:47:04	Appended	000006022 durgesh	Modify	Status Of Review(Ap
admin	2015-10-27 18:47:04	Appended	000006022 durgesh	Others	Approve(stat=3, reas
employee	2015-10-26 05:11:50	Appended	000002645 2645	Add	
employee	2015-10-26 05:11:51	Appended		Others	Add Appended Log
employee	2015-10-27 18:32:15	Appended		Others	Add Appended Log
employee	2015-10-27 18:32:15	Appended	000006022 durgesh	Add	
employee	2015-10-28 15:51:27	Appended		Others	Add Appended Log
employee	2015-10-28 15:51:27	Appended	000006037 Achal	Add	

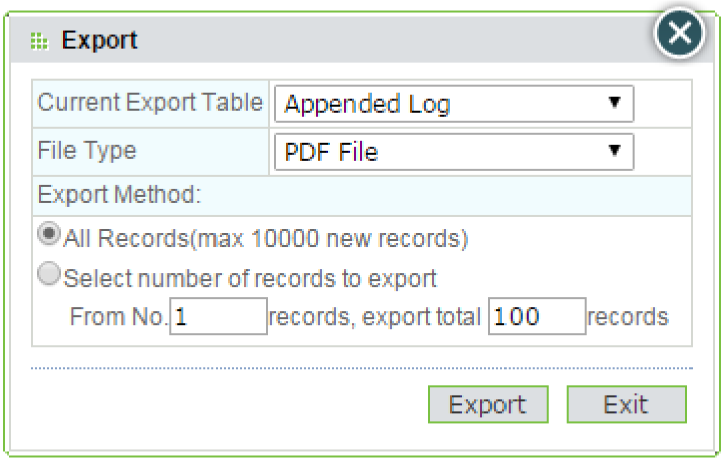
20 | No. 1 Page,Total 1Page | Show 1 To 14 ,Total 14 Records

7.1.3 Export

Click **Appended log >Export**.

Here employee can export all the Appended log in **PDF, TXT, XLS** and **CSV** format.

Maximum number of records are **10000**.

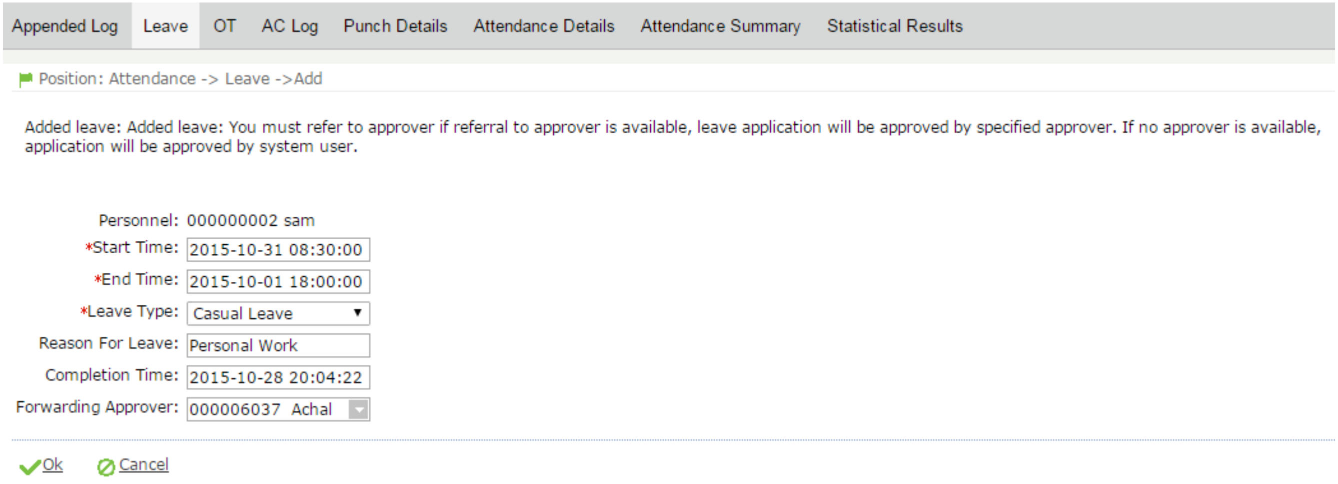


7.2 Leave

7.2.1 Adding leave

Click **[Leave] > [Add]**

Employees can apply for leave in this interface. The leave takes effect after approval.



Set the parameters as required based on the following steps:

Personnel: Select an employee asking for leave (multiple choices are allowed). Please refer to Appendix 1. Personnel Selection for the selection of personnel.

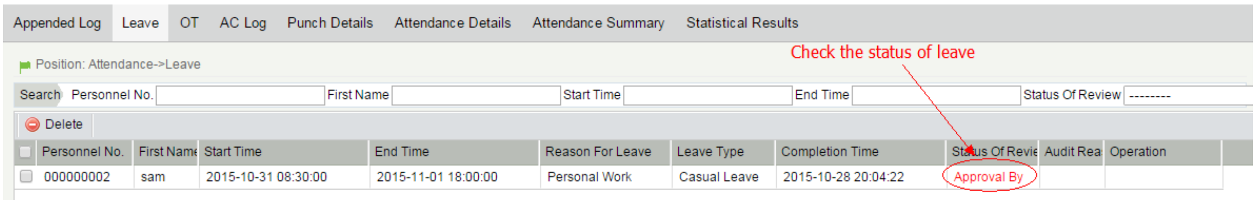
Start Time and End Time: Set the date and time of the leave.

Leave Type: Set the leave type of the leave. Click to select a leave type from the popped up drop-down list.

Reason Of Leave: Enter the reason for leave.

Completion Time: The time on which the new leave is recorded, which is generated by the system by default.

The employee can check the status for **approval/rejection** in Status of Review below.



7.2.2 Log

Click **[Leave] >[Log].**

In this interface, you can check list of all the leave records.

7.2.3 Export

Click **[Leave] > [Export].**

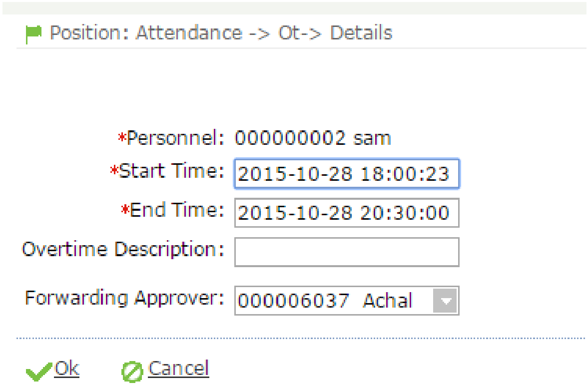
Here employee can export all the leave records in PDF, TXT, XLS and CSV format.

Maximum number of records are 10000.

7.3 Overtime (OT)

7.3.1 Adding overtime sheet

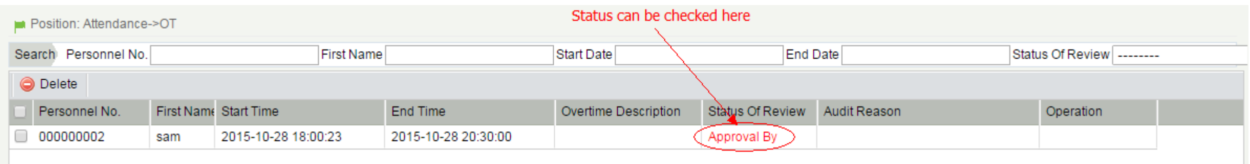
When an employee has worked overtime, employees can add an overtime sheet in the system. The overtime sheet takes effect after approval.



Set the parameters as required based on the following steps:

Start Time and End Time: Set the start date & time and the end date & time of the overtime.
Overtime Description: Enter the overtime description based on requirements.
Select the desired approver.

The employee can check the status for approval/rejection in Status of Review below.



7.3.2 Log

Click **OT** >**Log**.

In this interface, you can check list of all the OT sheet records.

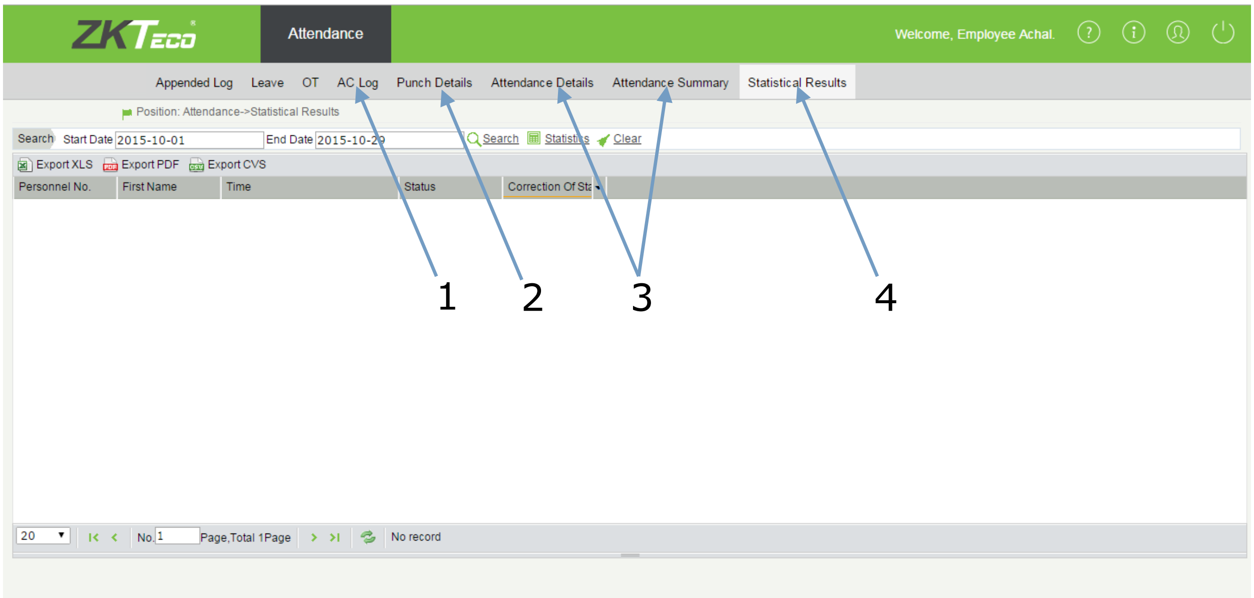
7.3.3 Export

Click **[OT]** > **[Export]**

Here employee can export all the OT sheet records in PDF, TXT, XLS and CSV format.

Maximum number of records are 10000.

7.4 Miscellaneous Export



1. An AC log displays the attendance records.

2. Punch details shows all Check-in and Check-out.

3. These both interface displays the attendance summary period, including the lists of attendance, leaves and overtime, namely the summary table of the attendance lists.

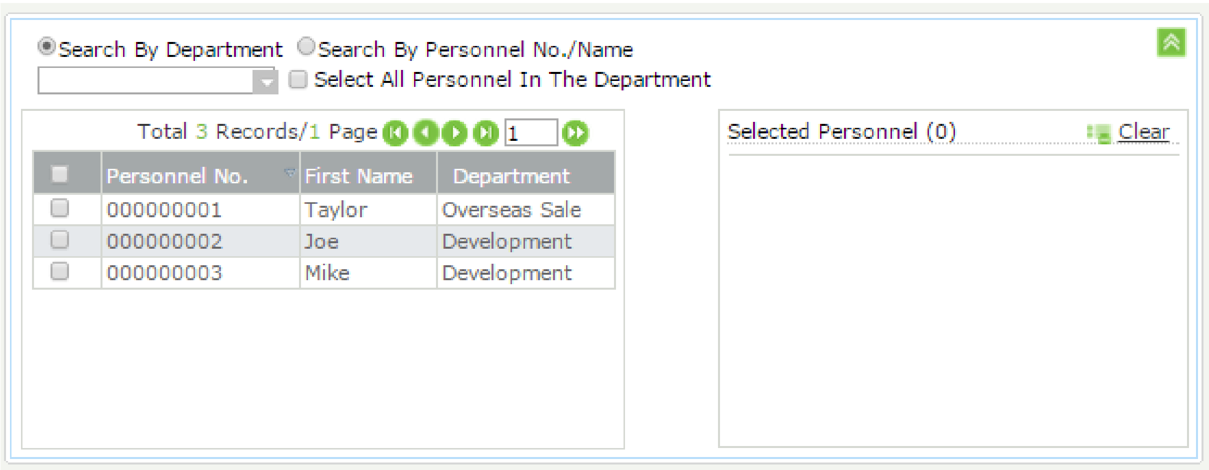
4. Statistical results are predefined by the Superuser. It refers to determining whether an employee checks in or out by following the attendance calculation rule according to the shift timetable and attendance time of this employee. The calculation is based on this status during statistics.

Chapter 8 Appendices

Appendix 1

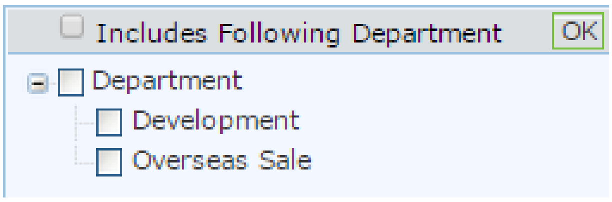
1. Personnel Selection

(The following uses the operation of adding a person to an area as an example.) Choose Attendance > Zone > Add Personnel to access a interface as shown in the figure below.



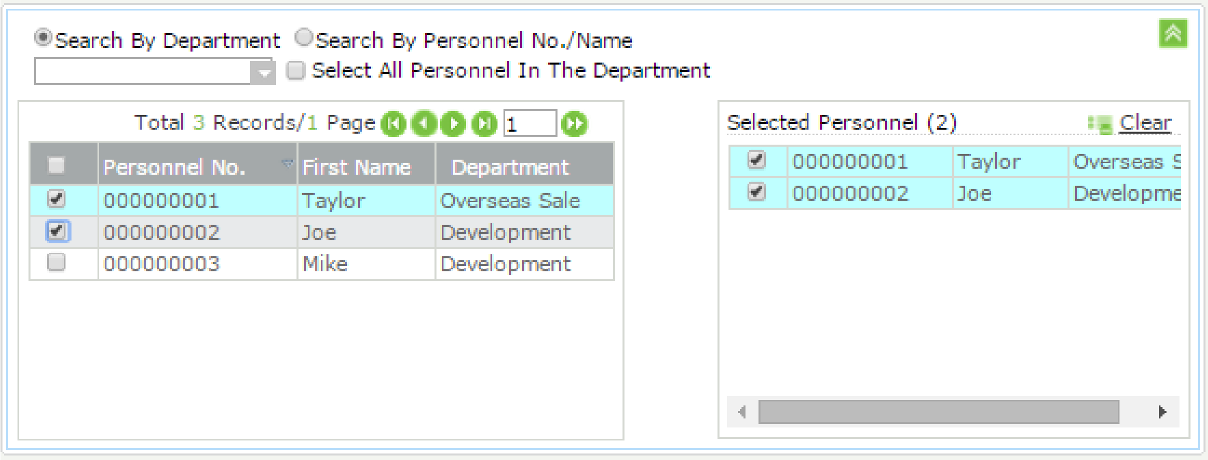
You can search for personnel in two ways:

(1) Search By Department: Tick the check box to the left of Department in the department list of the drop-down menu, and all personnel in the department are selected. If Select All Personnel in the Department is selected, all personnel in the department are selected, and are displayed in the Selected Personnel list.



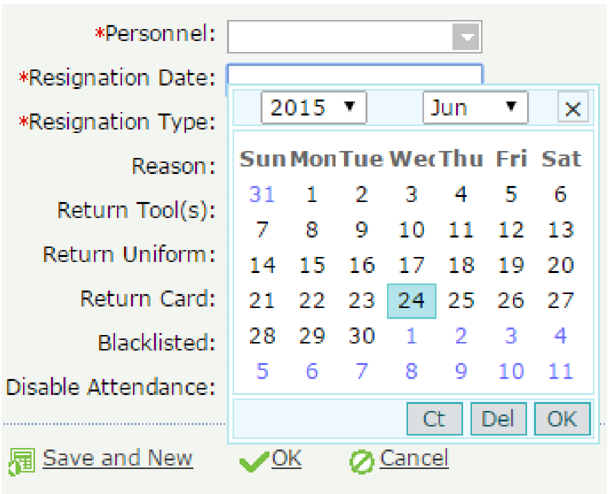
(2) Search By Personnel No./Name: Enter the name and number of the employee to be queried in the query box, click . Then, information on the employee who meets the search criteria is displayed in the personnel list box. Click the check box in front of the employee so that information about the employee is displayed in the Selected Personnel list.

If the selected personnel are displayed in the Selected Personnel list and you need to delete one or more employees, deselect the check box in front of the employees. If you need to clear all selected personnel, click Clear.



2. Date Selection

(The following uses the operation of setting resignation date on the Add New Departure interface as an example.) Click the input box to the right of Resignation Date. The system automatically displays a date selection box as shown in the figure below.



(1) Click ▼ to the right of year, and select a year from the popped up year drop-down list (by default, the system displays the year of the current date).

(2) Click ▼ to the right of month and select a month from the popped up month drop-down list (by default, the system displays the month of the current date).

(3) Click to select a required date in the date selection box.

(4) Click OK. The selected date is displayed to the right of Resignation Date, as shown in the figure below.

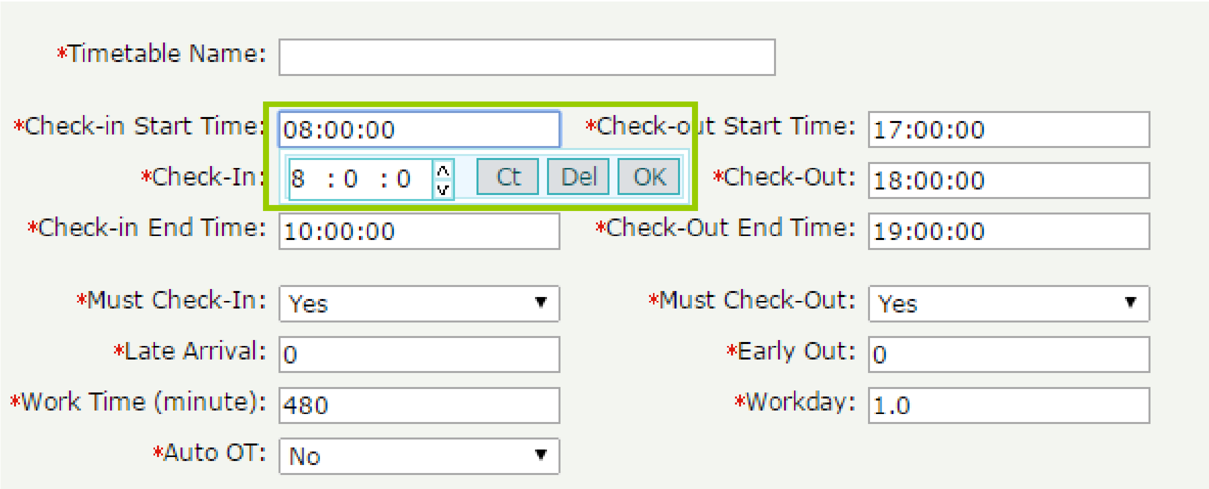
Ct (Current): Click Ct to set the date to the current date.

Del (Delete): Click Del to clear the selected date if you want to re-select the date.

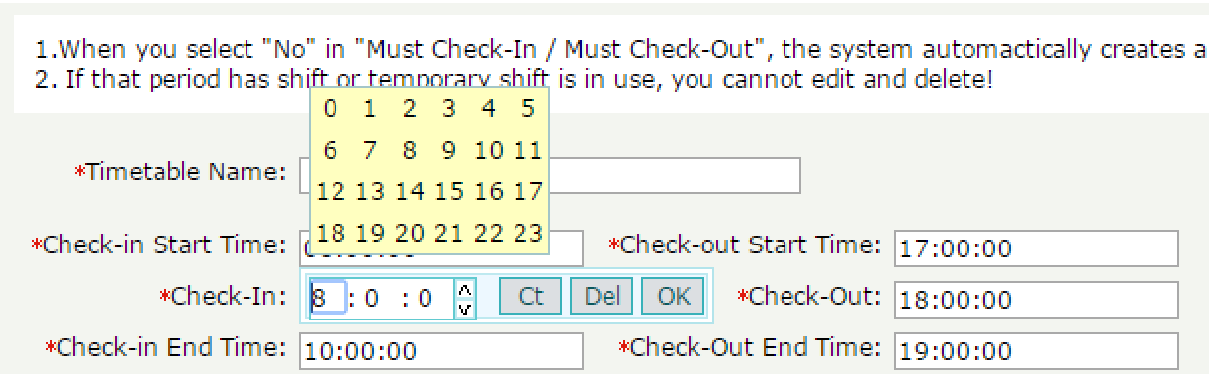
3. Time Selection

(The following uses the operation of setting the check-in start time on the Add Timeshift interface as an example.)

(1) Click the setup box to the right of Check-in Start Time. Then, a time setup box as shown in the figure below is displayed.

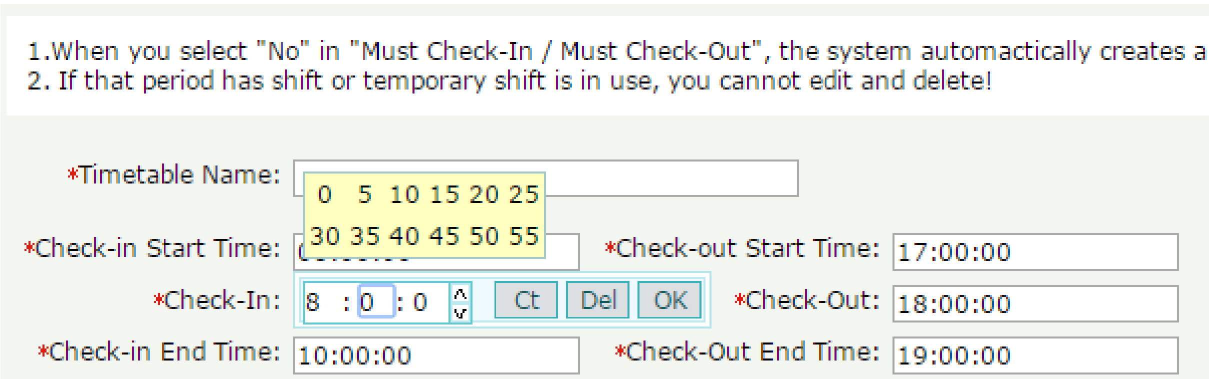


(2) Click the hour box. The hour selection box is displayed, as shown in the figure below.



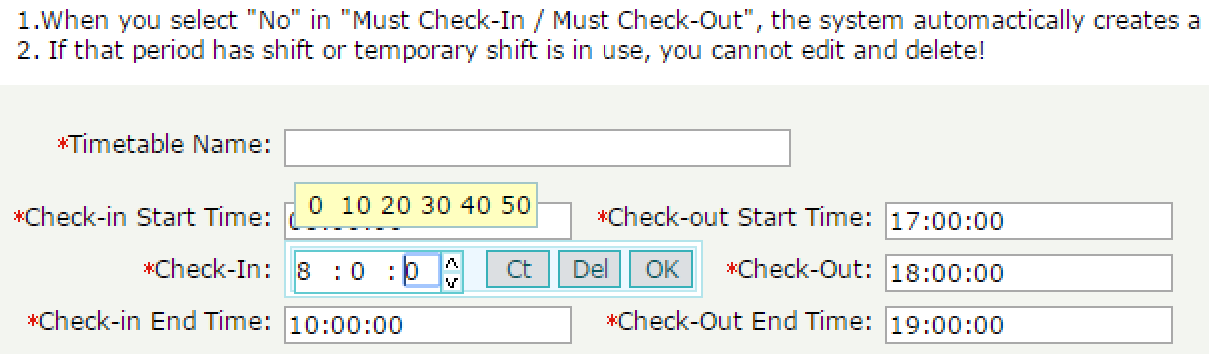
Click the time in the hour selection choice box to select an hour. (Note: You can enter an hour in the hour box manually.)

(3) Click the minute box. The minute selection box is displayed, as shown in the figure below.



Click the time in the minute selection box to select a minute. (Note: You can enter a minute in the minute box manually.)

(4) Click the second box. The second selection box is displayed, as shown in the figure below.



Click the time in the second selection box to select a second. (Note: You can enter a second in the second box manually.)

(5) After the completion of setting the hour, minute and second, click OK to save the settings.

Ct (Current): Click Ct to set the time to the current time.

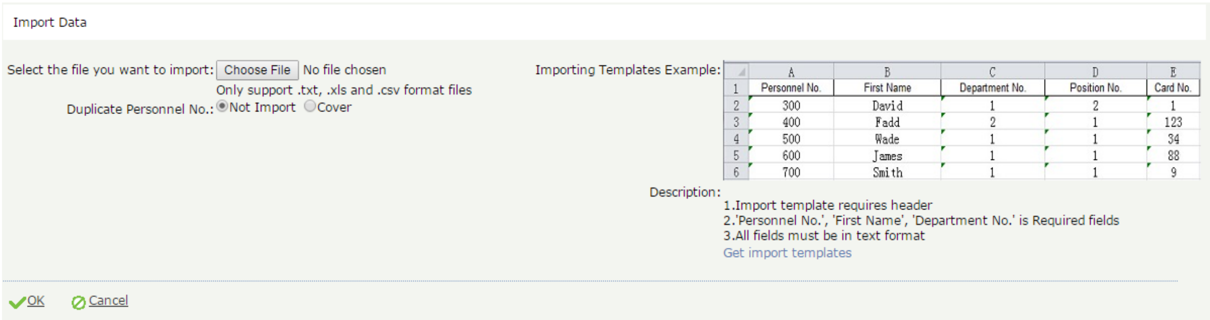
Del (Delete): Click Del to clear the selected time if you want to re-select the time.

4. Import

The following uses the operation of importing personnel information as an example.

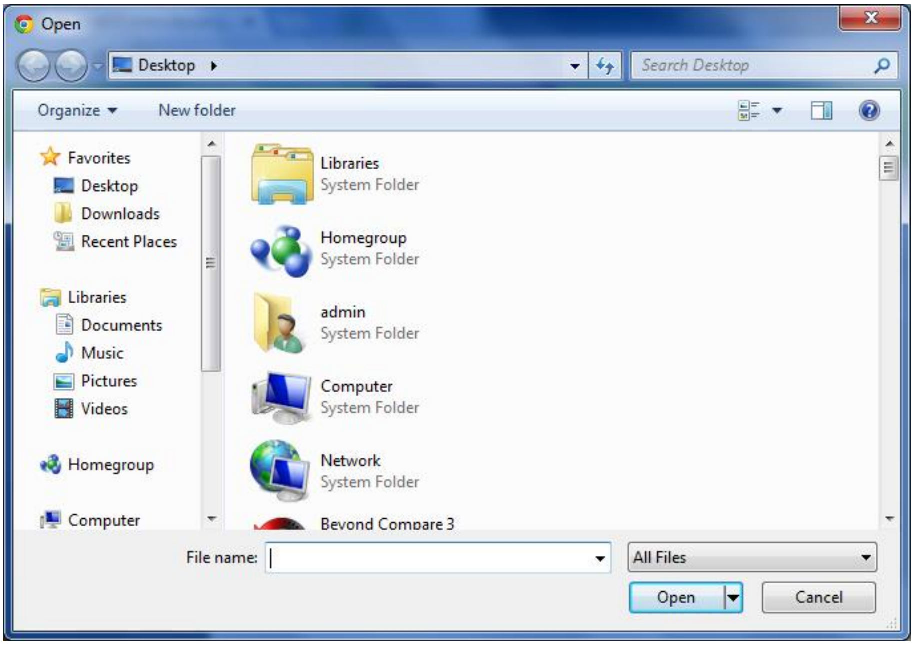
If there are electronic personnel or department records available, which may be information about the personnel, department or human resource system in other software or devices, you can import the information to the system through the Import function.

(1) Choose **Personnel** > **Personnel** > **Import** to access the Import Personnel interface.

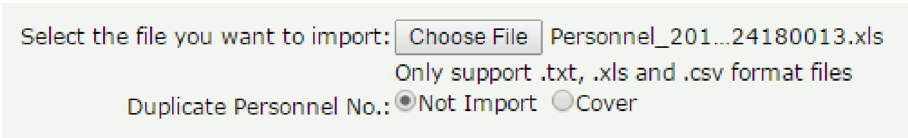


Note: Users can click Get Import Template to obtain and save the personnel importing template, and fill in and save corresponding personnel information. Users can use the personnel import function to import the personnel information of the file (. xls file) to the system.

(2) Click Choose File. The Open dialog box is displayed, as shown in the figure below.



(3) Select the file to be imported and click Open or directly double-click the file to be imported. After file selection, the address of the selected file is displayed next to Choose File, as shown in the figure below.



Note: Only .xls and .csv files can be imported.

(4) Duplicate Personnel No.: When Not Import is selected, records with the identical personnel number with the system personnel number are not imported. When Cover is selected, records with the identical personnel number with the system personnel number directly replace the records with the identical personnel number in the system.

(5) After completion of the setting, click OK to start importing the records. After the importing success, the system automatically returns to the Personnel interface, which will display the imported personnel information.

Notes:

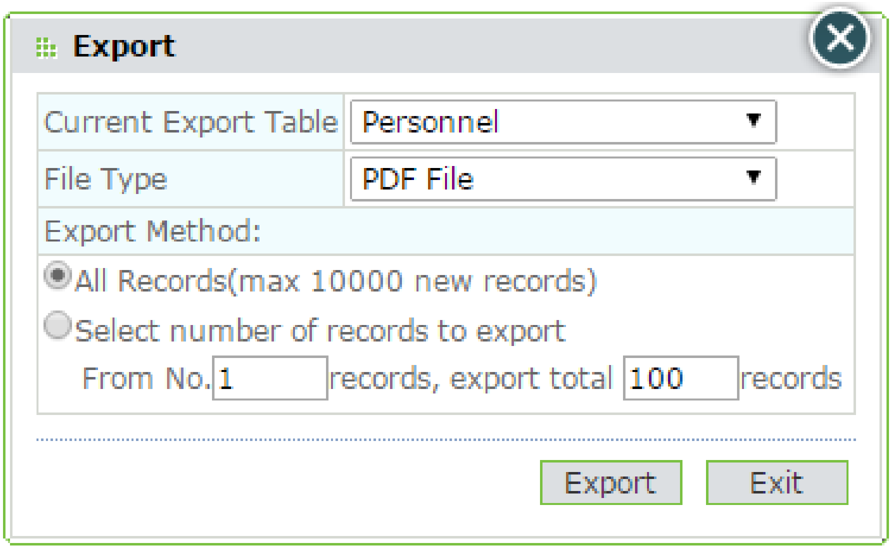
(1) A table header is required for importing templates.

(2) Personnel No., First Name, and Department No. are mandatory, and other fields are optional.

5. Export

The following uses the operation of exporting personnel list as an example.

(1) Choose **Personnel** > **Personnel** > **Export** to access the Export Personnel interface.



When there is a large amount of data, it is recommended to click Select Number of records to export to accelerate exporting speed and reduce system load.

(2) File Type: if you select Excel file for exporting, click Export to directly export the file.

Notes:

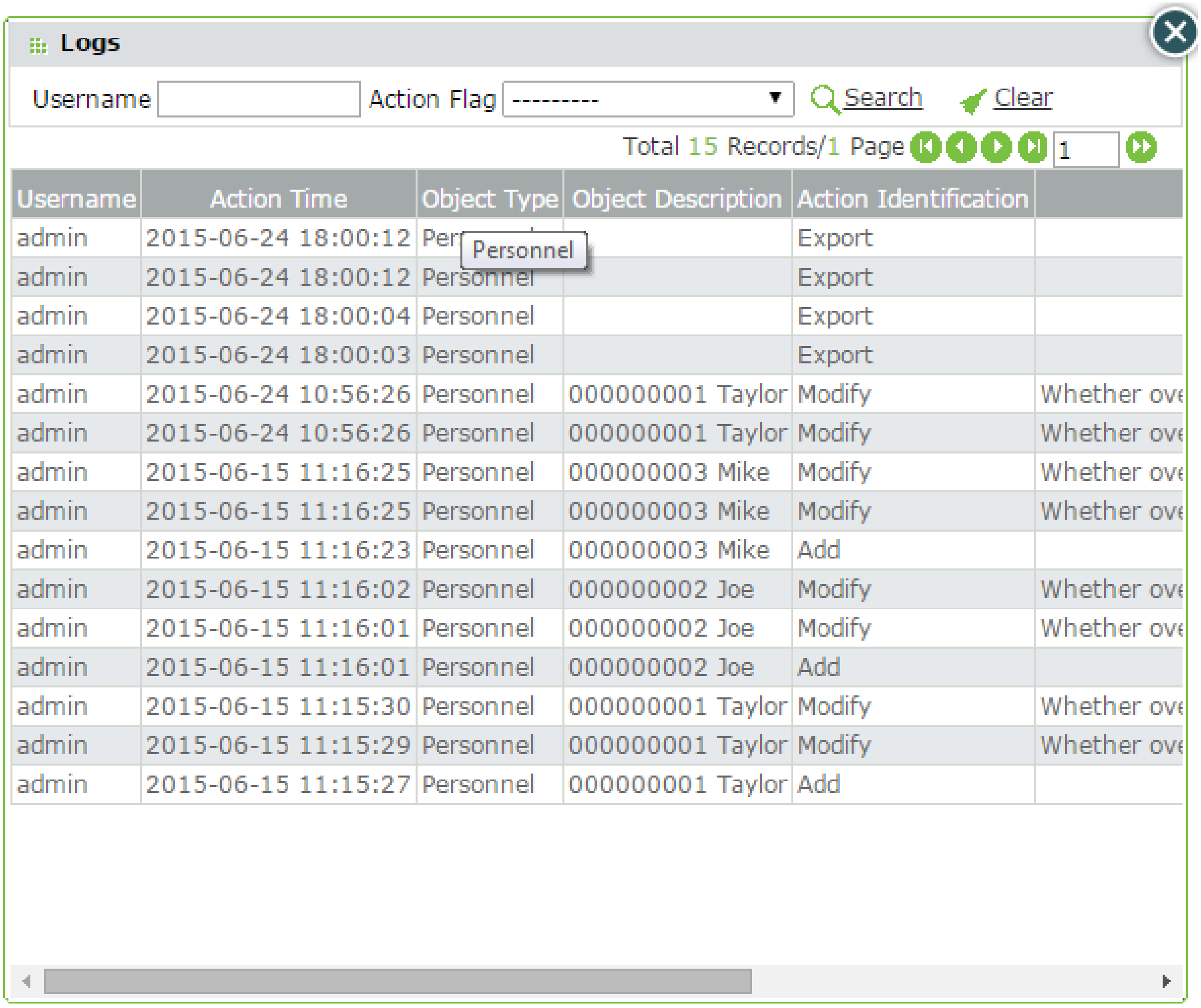
(1) The exported table is the currently displayed list, namely, the list of queried or displayed results.

(2) A maximum of 10,000 latest records can be exported.

6. Log View

The following uses the operation of viewing personnel operation logs as an example.

Choose **Personnel** > **Personnel** > **Log** to access the Logs interface, as shown in the figure below.



Username	Action Time	Object Type	Object Description	Action Identification	
admin	2015-06-24 18:00:12	Personnel		Export	
admin	2015-06-24 18:00:12	Personnel		Export	
admin	2015-06-24 18:00:04	Personnel		Export	
admin	2015-06-24 18:00:03	Personnel		Export	
admin	2015-06-24 10:56:26	Personnel	000000001 Taylor	Modify	Whether ove
admin	2015-06-24 10:56:26	Personnel	000000001 Taylor	Modify	Whether ove
admin	2015-06-15 11:16:25	Personnel	000000003 Mike	Modify	Whether ove
admin	2015-06-15 11:16:25	Personnel	000000003 Mike	Modify	Whether ove
admin	2015-06-15 11:16:23	Personnel	000000003 Mike	Add	
admin	2015-06-15 11:16:02	Personnel	000000002 Joe	Modify	Whether ove
admin	2015-06-15 11:16:01	Personnel	000000002 Joe	Modify	Whether ove
admin	2015-06-15 11:16:01	Personnel	000000002 Joe	Add	
admin	2015-06-15 11:15:30	Personnel	000000001 Taylor	Modify	Whether ove
admin	2015-06-15 11:15:29	Personnel	000000001 Taylor	Modify	Whether ove
admin	2015-06-15 11:15:27	Personnel	000000001 Taylor	Add	

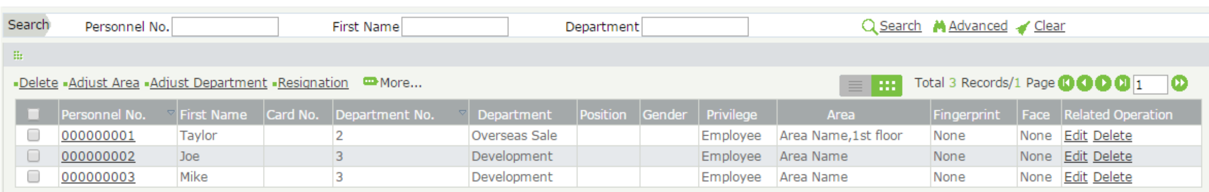
Notes:

(1) The Logs interface displays only the operation logs of the current operation module.

(2) Logs under some operation menus can be viewed only on the edit interface.

7. Query Function

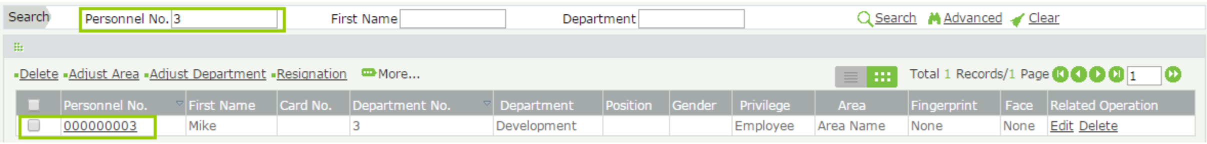
(The following uses the operation of viewing personnel as an example.) Choose **Personnel** > **Personnel** to access the Personnel interface.



Personnel No.	First Name	Card No.	Department No.	Department	Position	Gender	Privilege	Area	Fingerprint	Face	Related Operation
000000001	Taylor		2	Overseas Sale			Employee	Area Name,1st floor	None	None	Edit Delete
000000002	Joe		3	Development			Employee	Area Name	None	None	Edit Delete
000000003	Mike		3	Development			Employee	Area Name	None	None	Edit Delete

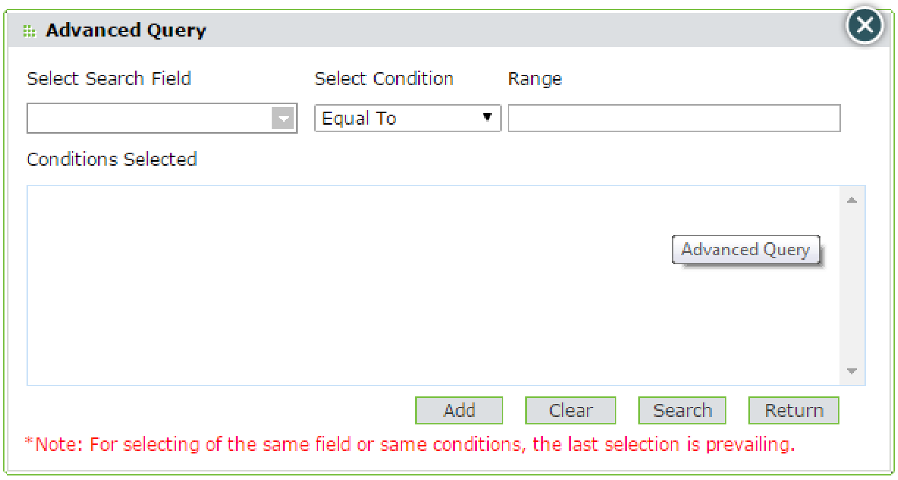
➢ Fuzzy query

Enter the search conditions in the corresponding search fields (such as First Name, Personnel No., or Department), and click Search. The data area in the lower part displays the search results.



➢ Advanced query

Click Advanced to access the Advanced Query interface.



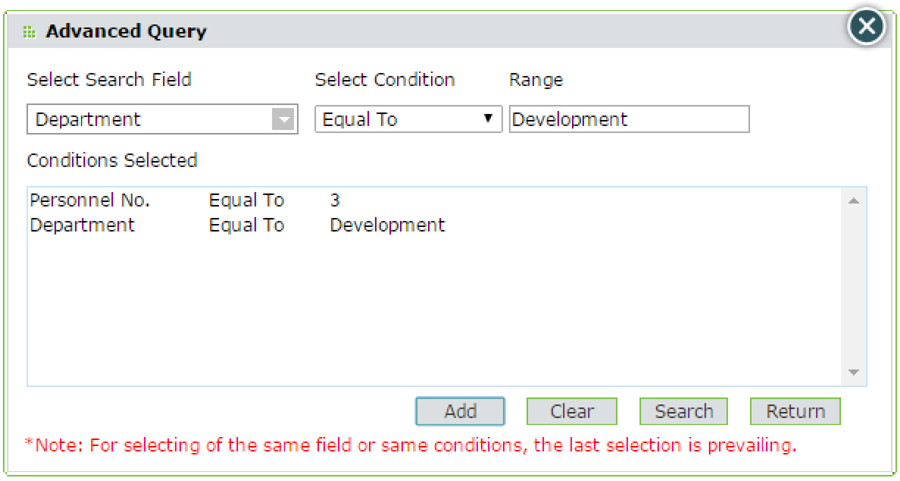
(1) Select the search field from the Select Search Field drop-down list.

(2) Select Equal to Null, Including, Any and Equal To in the Select Condition.

(3) Enter the search conditions in the Range field.

(4) Click Add. The search conditions are displayed in the list beneath Conditions Selected, and multiple search conditions can be selected. The same field and the same condition can be selected only once.

For example, the conditions for advanced query are set as follows:



Click Search. The search results are displayed in the returned list.

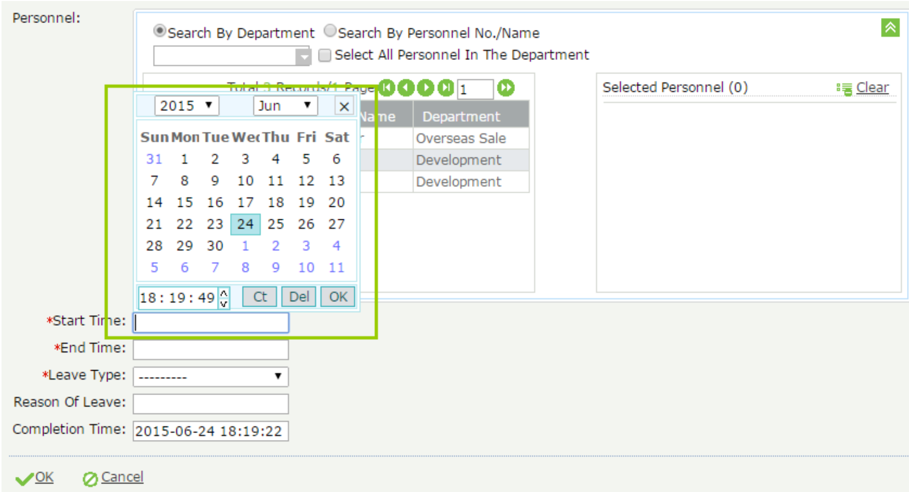
The query functions under various operation menus in the system are basically the same, and only differ in the settings of query fields. Enter corresponding content in the fields according to the prompts.

8. Selection of Date and Time

(The following example uses the operation of setting the start time on the Add Leave interface.)

(1). Choose **Attendance** > **Exception** > **Leave** > **Add** to access the Add Leave interface.

(2) Click the setup box to the right of Start Time. The date and time setup box is displayed, as shown in the figure below.



(3) Select the date and time in 2. Date Selection and 3. Time Selection of Appendix 1.

Appendix 2 END-USER LICENSE AGREEMENT

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