



ATTENDANCE ACCESS SYSTEM MANUAL

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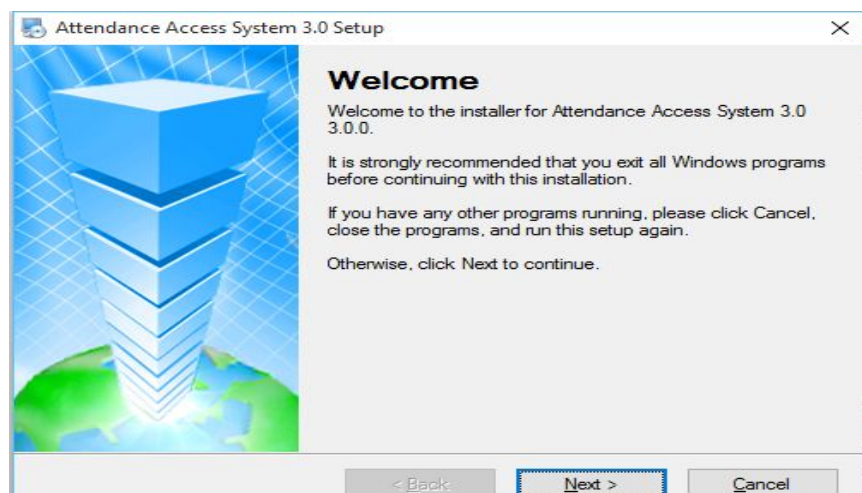
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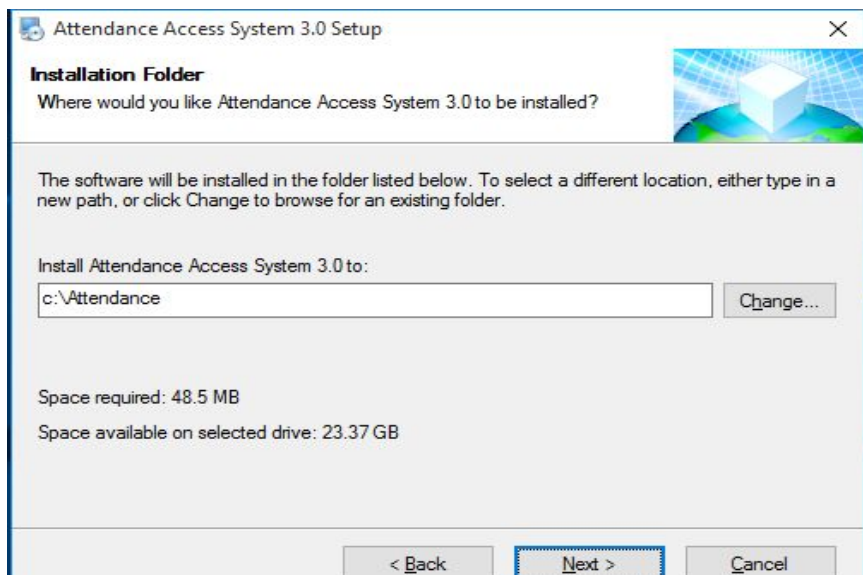
Chapter 1 Software Setup

1.AAS installation

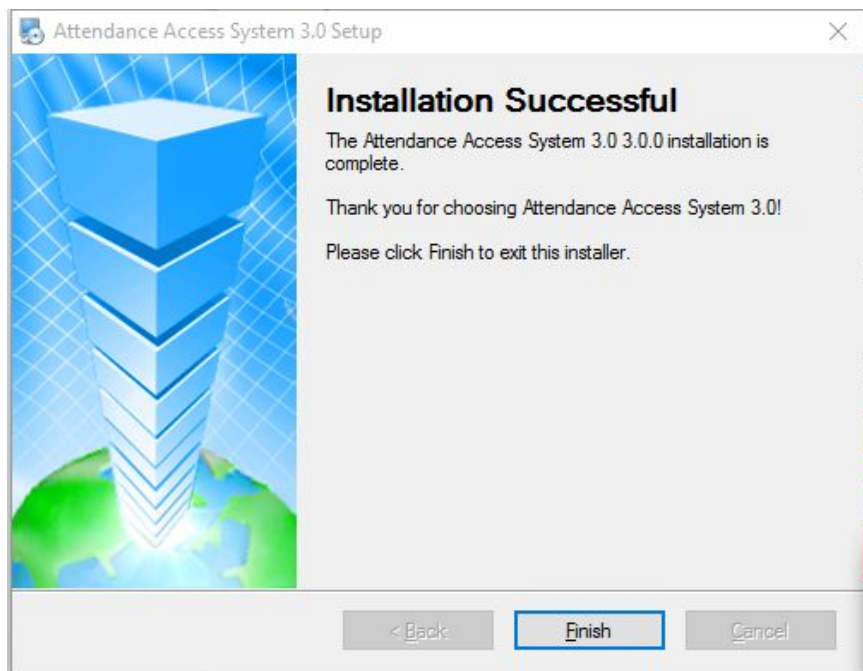
1. Click on the .exe installation file to begin



2. Click "Next" to continue, "Cancel" to exit setup.

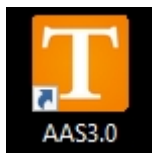


3. The default setup directory is C:\Attendance, you may change to another directory by clicking “Change”. Click “Next” to continue.

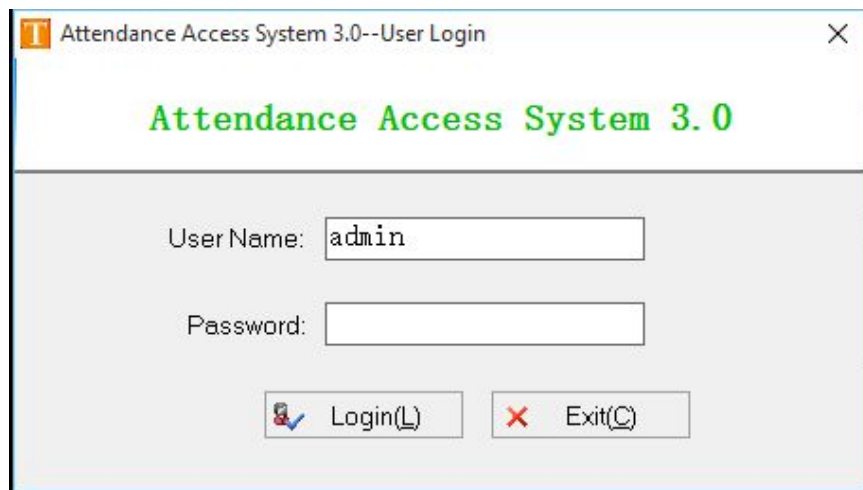


4. Click “Finish” to complete the installation, and create shortcuts on Desktop and startup menu.

Open the program by clicking the desktop shortcut



This brings up the Login Prompt



For first time login, User name field is admin, password is empty.

Chapter 2 Operation Flow

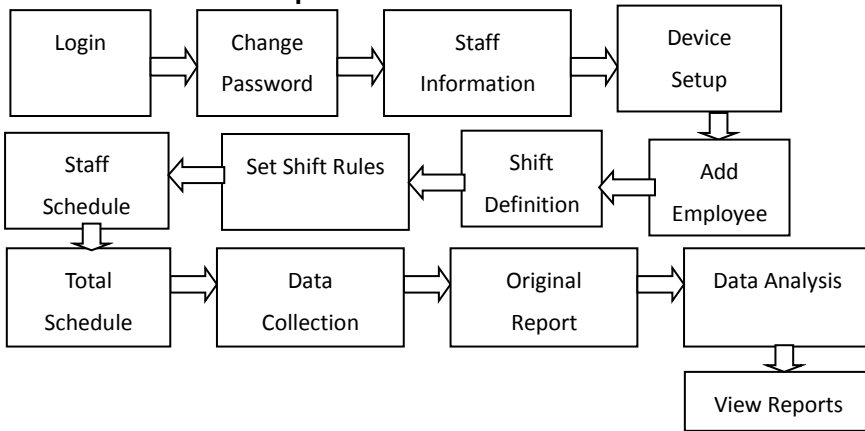
For fingerprint terminals, you should first register users and fingerprint on the device. During registration, keep note of the user ID and the corresponding employee's name to fill out the rest on the software. For card reader only models, the proximity card's number can be manually entered within the software (or download from terminals after registration)

2.1 Modules

Our software comes with 4 modules: **【HR System】**, **【Attendance System】**, **【Access System】**, **【Face System】**, **【System Management】**

- 1、**【HR System】** Here you may find company information, department, and view/edit staff information
- 2、**【Attendance System】** Manage the shift, define shift patterns, holidays and assign shifts to the registered staffs. Here, you may generate reports monthly, daily reports that could be printed/exported.
- 3、**【Access System】** Access System includes time zone, lock combination, rights allotment, device management, real-time monitoring, rights report, access details, button event report and alarm event report.
- 4、**【Face System】** It integrated attendance system and access system of all functions. But in face system, it can only support face device.
- 5、**【System Management】** Change password、User Management、System Initialization、Duplicated original data processing、Compact Database、Backup Database、Restore Database、Clear System

2.2 Software Setup Flow



2.3 Software Initial Setup

For fingerprint terminals, you should first register users and fingerprint on the device. During registration, keep note of the user ID and the corresponding employee's name to fill out the rest on the software.

2.3.1 Set up Administrator

It is highly recommended that you begin with changing the password (For first login, administrator password is admin, password field is empty), If the intended use involves multiple users, we recommend creating accounts for each of the users and customize their respective permission within the system.

2.3.2 Create personnel files

A. Set the company information, note that the **company** name is the head office of the whole system;

B. Department information: the department is classification of employees. If there are multiple work schedules within a department, it may be helpful to create sub-departments.

C. Staff information: Here you will find general personnel information here. The required fields are Staff No, Staff Name, **Register No. (Fingerprint Register No.)**, Join Date, and Department.

Important Notice:

【Registration No.】 within the 【Staff Information】 menu must match the ones on the fingerprint attendance terminal.

【Staff No.】 field must contain only numerical characters to function correctly.

【Join Date】: The attendance will only keep track of staff starting on the Join Date.

2.3.3 Pulling fingerprint records and Registering staff name to terminal

For the fingerprint terminal, every user must consist of a UserID its corresponding fingerprint template.

The stored fingerprint templates can be pulled from “Device Management” on our Desktop Software. This will create a copy of the database for backup purposes as well as enabling mass deployment of the user list to multiple terminals within the vicinity.

Connect to the terminal through 【Device management】:

A. You may view device information of the terminal such as number of users, remaining fingerprint capacity, and also set certain parameters.

B. Download fingerprint information from the terminal to the software;

C. Upload Staff Name to the fingerprint terminal. (Prerequisite of existing fingerprint records and Staff Names on the AAS)

Important Notice:

For select models that connects to the computers via RS232, the baud rates of the software AND the terminal must be adjusted to match for proper operations. The default baud rate is 38400 bps for most models and can be changed in the “RS232/RS485 download” sub-menu on the terminal.

Important Notice:

If you wish to download through USB cable, you may have to install the driver which can be found on the CD within the “driver” folder. Once you have located the file, double click it to run.

Important Notice:

For download through TCP/IP, the IP address of the terminal and software must match.

*** Any of the above communications can function properly only if the parameters on device and software match**

2.3.4 Shift Definition

For the software, “Shift” refers to the set of rules for time intervals during which the staff is expected to be present. You may set the arrival time, departure time, late in, early out, definition of absence, definition of overtime, and so on.

Consolidate all the possible work shifts for a day, then create your shifts such as day shift, nightshift, long day shift, etc.

2.3.5 Shift Pattern

This section allows you group a pattern of work shifts (using the shifts

defines in “Shift Definition” over a certain amount of period whether it is by day(s), week(s), or month.

Fields set within Shift Pattern, and Shift Definition is the basis of the data analysis function.

A. Shift Rules:

Select the proper Period Type according to the pattern’s cycle. For example, one of the most common shift pattern is the weekly Monday to Friday work week (see figure below). And for another instance, joe an external contractor who was hired to perform installations on a new worksite for 3 days, the “Daily” period type might be helpful with the Schedule Period set as 3.

Add(N)...
Modify(U)...
Delete(D)...
Save(S)...
Cancel(C)...
Exit(E)...

No. 1

Name Normal Group

Period Type weekly

Remark

Schedule Period

1

weekly

Week

Shift

MondayNormal

TuesdayNormal

WednesdNormal

ThursdayNormal

FridayNormal

SaturdayRest

SundayRest

No.	Name	Period Type	Remark
1	Normal Group	weekly	

B. Shift Allotment:

Shift Allotment is where you would officially assign a shift pattern to a staff. Be sure to assign the starting and ending date.

C. Total Schedule

If everything is set up correctly, you may do a final check of staff’s assigned schedule in a monthly view.

Month of Sch: 2017-07		Month: 2017-7	Staff No.: 00000001	Name: 1																																																																																				
Company		Shift Schedule																																																																																						
		<table border="1"> <thead> <tr> <th>Sun</th> <th>Mon</th> <th>Tue</th> <th>We</th> <th>Thu</th> <th>Frid</th> <th>Sat</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1 Rest</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>Rest</td> <td>Normal</td> <td>Normal</td> <td>Normal</td> <td>Normal</td> <td>Normal</td> <td>Rest</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>Rest</td> <td>Normal</td> <td>Normal</td> <td>Normal</td> <td>Normal</td> <td>Normal</td> <td>Rest</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>Rest</td> <td>Normal</td> <td>Normal</td> <td>Normal</td> <td>Normal</td> <td>Normal</td> <td>Rest</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>Rest</td> <td>Normal</td> <td>Normal</td> <td>Normal</td> <td>Normal</td> <td>Normal</td> <td>Rest</td> </tr> <tr> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Rest</td> <td>Normal</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Sun	Mon	Tue	We	Thu	Frid	Sat							1 Rest	2	3	4	5	6	7	8	Rest	Normal	Normal	Normal	Normal	Normal	Rest	9	10	11	12	13	14	15	Rest	Normal	Normal	Normal	Normal	Normal	Rest	16	17	18	19	20	21	22	Rest	Normal	Normal	Normal	Normal	Normal	Rest	23	24	25	26	27	28	29	Rest	Normal	Normal	Normal	Normal	Normal	Rest	30	31						Rest	Normal					
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2.3.6 Device Management

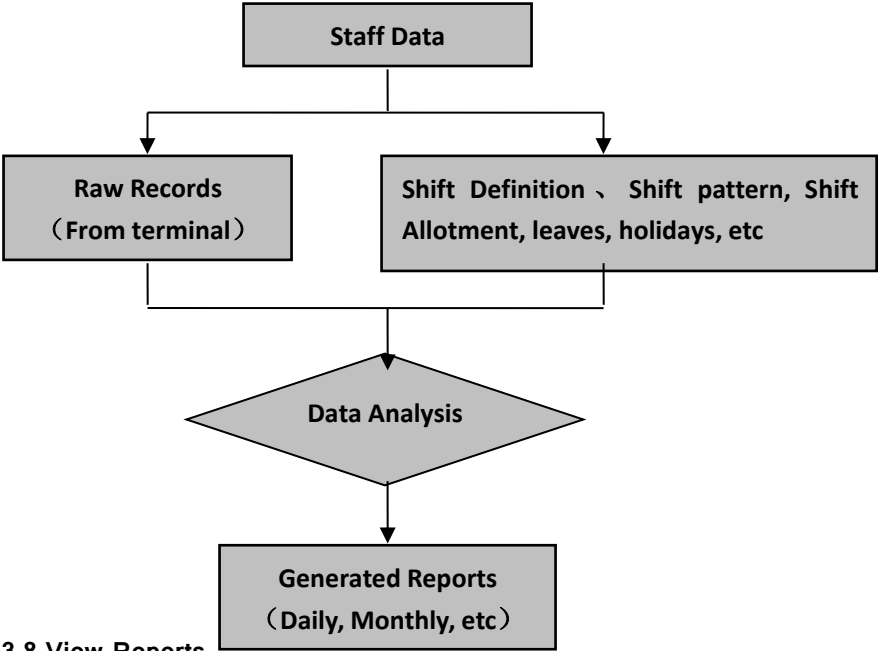
After downloading the fingerprint templates from the terminal into AAS and uploading the staff names to the terminals, employees may begin to clock in. The AAS administrator is responsible for downloading the data from the terminal to the AAS, then perform the built-in data analysis. To download logs into the AAS, go to “Device management”. Look for the option button in the bottom right corner to select between “All Record” or “New Record”, then click on the “Download Record”.

The “New Record” option downloads only new records since last download. “All Record” option will download all records on the terminal and may create duplicate logs.

2.3.7 Data Analysis

The process flow of the attendance is to collect time logs of staff's time in and time out compared against the shifts assigned through the software.

Below is the logic flow chart of the attendance system



2.3.8 View Reports

After data analysis, you may view reports.

Chapter 3 HR System

3.1 Company

Click **【Company】** to edit the fields (see figure below):

Begin by clicking **【Modify】**, Enter the company name (Mandatory field, you may use abbreviations), address, phone number, etc. Click **【Save】** to finish.

3.2 Department

Click **【Department】**, then **【Add】** or **【Modify】**.

No.	Dept No.	Dept Name	Superior Dept	Manager
1	00000001	Company		
2	00000002	Test	Company	

Company is the superior department of the main (first tier) departments

within the organization structure. Furthermore, new departments can be created as a sub-departments by choosing the proper Superior Department in the dropdown menu.

There is no limit on the tiers within the organization structure. However for simplicity and convenience, we recommend no more than 4 tiers of sub-departments .

Steps

1) Add Department

Click the **【Add】** button, and enter department number, department name, superior department, and the manager. Click **【Save】** to finish.

Note: Superior Dept. is a mandatory field. With the exception of the headquarters, every departments and sub-departments must have a superior department.

2) Modify Department

Click the **【Modify】** button to edit the fields, then click **【Save】** to finish.

3) Delete Department

Click **【Delete】** to remove a previously registered department. However if an employee is assigned to a department, it cannot be removed

4) Print

Click **【Print】** to print out a list of the departments.

5) Exit

Click the **【Exit】** button to return to the HR System main menu.

3.3 Staff Information

Click **【 Staff Information 】** to begin editing staff information.

Staff No	Reg No	Name	Dept	Position	Card No	Password	Join Date	Gender	Marital Status	Birth
00000001	0000000001	1	Company				07/01/2017	Male	Unmarried	07/28

This module is responsible for keeping your staff's information on file.

3.3.1 Add Staff Information

Click the **【Add】** button to bring out the editing window.

To ensure proper operation, the Staff No., Reg No., Name, Dept, and Join Date fields must be filled in. Click **【Save】** to finish.

【Staff No.】: This is the number assigned to a staff within the AAS, not the attendance terminal.

Note: All data on the AAS are indexed by this number, altering the staff number afterwards will disassociate the collected data from the intended staff if not handled properly.

【Reg. No】: The UserID set on the attendance terminal. They must match for normal operation.

【Join Date】: The AAS only process data starting from the Start Date, so for certain scenarios, you might want to intentionally adjust the Start Date.

【End Date】: This field is more key for access control purposes. On the end date, this employee loses permission to unlock doors.

3.3.2 Modify Staff Information

Select the staff so it is highlighted, then click **【Modify】** to begin,

Staff Information

Save(S)... Continue Exit(E)...

Basic Information Detailed Information

Staff No: 1 Reg No: 0000000001 First name: Get FP

Name: 1 Card No: Password:

Dept: Company 00000001 Position:

Gender: Male Marital Status: Unmarried Birth Date: 08/15/2017

Join Date: 08/15/2017 Add Photos Delete Photos

Expand Dropdown menu

Add(N) Modify(U) Delete(D) Print(P) Import(E) Export(T) Exit(E)

Search Conditions Basic Information: Staff No = Search(E)

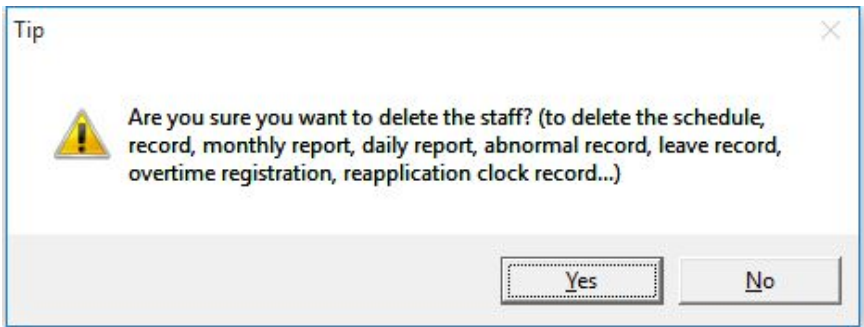
Staff No	Reg No	Name	Dept	Position	Card No	Password	Join D
00000001	0000000001	1	Company				07/01/2017

Search Tool

You may also use the Search Tool to filter the staff list based on the mandatory fields of staff information and gender. Select the field with the left dropdown menu, then select the logic comparator (=, >=, <=, etc). Finally enter the desired value in the rightmost textbox. Click **【Search】**. With the filtered user list, you may now click the row corresponding to the staff, then click **【Modify】**. The remaining steps are identical to those outlined in the **【Add】** section.

3.3.3 Delete Staff Information

Within **【Staff Information】** , click to highlight the row of the staff (you may use the search tool or the company tree on the left to help navigate) . Then click **【Delete】** .



The prompt (above) is a reminder that deleting staff will also delete their data.

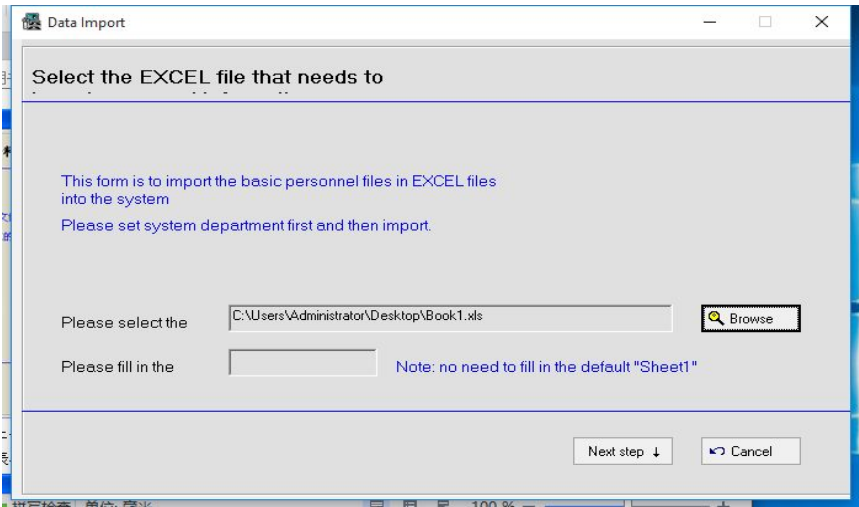
3.3.4 Print Staff Information

Click to highlight the staff or select multiple staffs, then click **【Print】** . A print preview window will pop up. Click the printer icon to print.

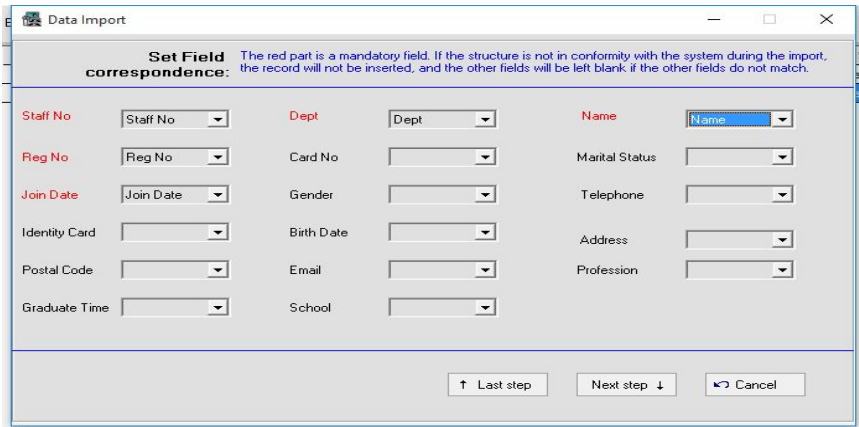
Staff personal				Date: 03/31/2018
Staff Code 00000002		Name Chen		User ID 0000000002
Department Company		Identity		Card No
Staff Type		Join Date 03/31/2018		Gender Male
Title		Nationality		Position
Residence		Birth Date 03/31/2018		Political
Staff Type		Telephone		Education
Graduate 03/31/2018		Marital Unmarried		Postal Code
Email				
Address				
School			Profession	
Remark				

3.3.5 Import Staff Information

Our terminals support importing from excel files. Within 【Staff Information】 , click 【Import】 .

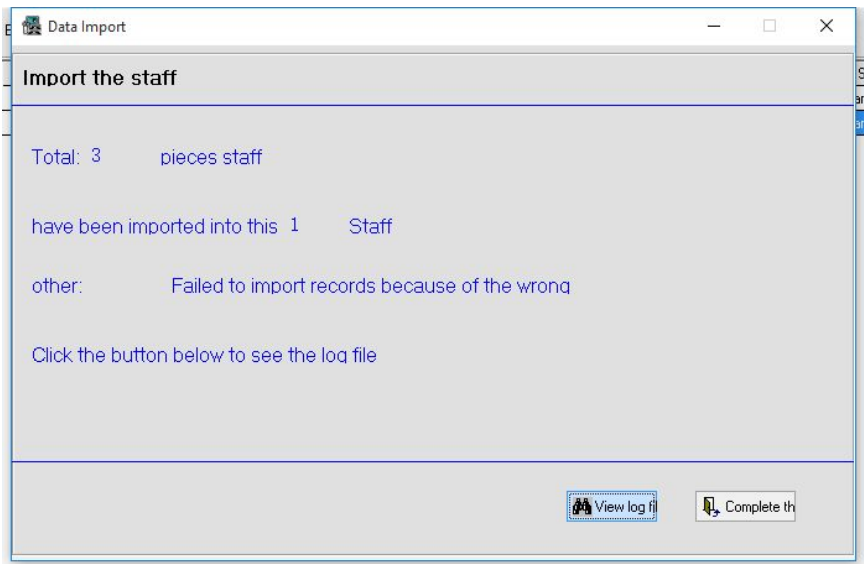


Click “Browse” to locate the Excel file, then enter the sheet name if it is not “Sheet1”. Click 【Next step】 .



This is where you associate the categories on the excel files with the fields on the AAS.

Note: The department within Excel file must already exist on AAS.



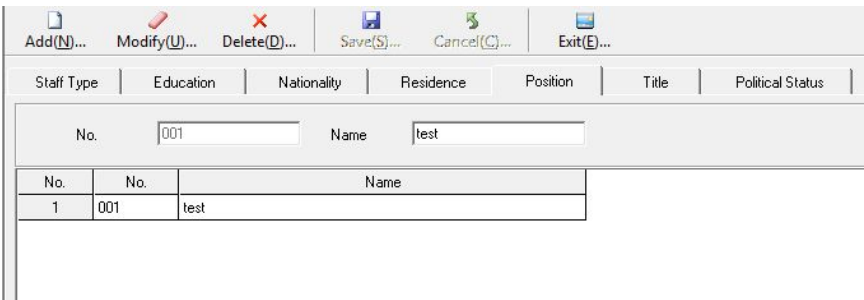
If the staff information cannot be imported correctly, you can click “View log file” to check the details. Otherwise, click **【Complete】**.

3.3.6 Export Staff Information

Export staff information into an Excel document.

3.4 Parameter Settings

This section allows you to add new categories as well as create preset items for fields such as Education, Position, Title, etc, so that they could be selected from a dropdown menu when inputting detailed staff information.



Steps

1) Add Parameter Setting

Click the proper tab to begin, click **【Add】** to create a new preset item. For instance, under “Education”, you could add “Bachelor’s Degree”. When you’re done, click **【Save】** to finish.

2) Modify Parameter Setting

Click to highlight the proper row to begin, click **【Modify】**, make changes in the “Name field”. Click **【Save】** to finish.

3) Delete Parameter Setting

Click on the list to highlight the item you wish to delete, then click **【Delete】**. When the prompt appears, click **【Yes】** or press ENTER to complete the operation.

Chapter 4. Attendance System

4.1 Default Shift

Below is the pre-existing default shift that exists in the system.

First: on work and off work time settings

No.

Before

In Time

Not Need Swipe

Late In

After

1

60

08:00

☐ No card punch

0

60

Before

Early Out

Out Time

Not Need Swipe

After

Transaction Type

60

0

12:00

☐ No card punch

44

Normal

2

45

13:30

☐ No card punch

0

60

60

0

17:30

☐ No card punch

240

Normal

3

:

☐ No card punch

:

☐ No card punch

Late in/Early out more than: 0 minutes deduct working hours

☐ The shift cross day from times, the punch time is for next day

☐ Overtime late in

☐ Overtime early out

Regular Hours 8

Overtime Hours 0

☐ Early in minutes, calculated in overtime

☐ Late out minutes, calculated in overtime

Confirm

Cancel

Second: Workday Setting

Set Workday

☒ Monday

☒ Tuesday

☒ Wednesday

☒ Thursday

☒ Friday

☐ Saturday

☐ Sunday

Saturday

☐ Morning work, afternoon off

☐ Work all day

Sunday

☐ Morning work, afternoon off

☐ Work all day

Confirm

Cancel

Third: Default Shift Details

Default Shift Details

The default value will be setted for staff who are not arranged

4.2 Shift Definition

Within 【Attendance System】 click 【Shift Definition】 in the main menu or on the side bar.

Add(N)...

Modify(U)...

Delete(D)...

Save(S)...

Cancel(C)...

Exit(E)...

Shift No. 1

Shift Name Normal

Shift Detail

No.	Before	In Time	Not Need Swipe	Late In	After	Before	Early Out	Out Time	Not Need Swipe	After	Transaction Type
1	60	08:00	<input type="checkbox"/> No card punch	0	30	30	0	12:00	<input type="checkbox"/> No card punch	60	Normal
2	60	14:00	<input type="checkbox"/> No card punch	0	30	30	0	18:00	<input type="checkbox"/> No card punch	240	Normal
3		:	<input type="checkbox"/> No card punch					:	<input type="checkbox"/> No card punch		

☐ Late in/Early out more than: 5 minutes deduct working hours

☐ The shift cross day from times, the punch time is for next day

☐ Overtime late in

☐ Overtime early out

Regular Hours 8

Overtime Hours 0

☐ Early in minutes, calculated in overtime

☐ Late out minutes, calculated in overtime

Shift No.	Shift Name	Period 1 on work	Period 1 off work	Period 2 on work	Period 2 off work	Period 3 on work	Period 3 off work
1	Normal	08:00	12:00	14:00	18:00		

For the software, “Shift” refers to the set of rules for time intervals during which the staff is expected to be present. You may set the arrival time, departure time, late in, early out, definition of absence, definition of overtime, and so on.

Consolidate all the possible work shifts for a day, then create your shifts such as day shift, nightshift, long day shift, etc.

Lexicon

【Shift Interval】：

These are time intervals within a shift. To clarify, “shift” in this manual refers to the pattern for a day. Our software support a maximum of 3 shift intervals.

Below is a sample shift “Long Day Shift” with 3 shift intervals
Interval 1: 08:00—12:00
Interval 2: 14:00—18:00
Interval 3: 20:00—04:00 (This shift extends to the next day)

Not Need Swipe:

Not Need Swipe

- 1) If the checkbox is checked, the software will not count employees as absent even if they haven't punched in.
- 2) If the checkbox is unchecked, the software will count employees as absent if they haven't punched in

Below is a shift sample of a company that works from 08:00 to 18:00 with lunch time from 12:00 to 14:00. Employees are not counted as absent when they don't punch in/out during lunch.

No.	Before	In Time	Not Need Swipe	Late In	After	Before	Early Out	Out Time	Not Need Swipe	After	Transaction Type
1	60	08:00	<input type="checkbox"/> No card punch	0	30	30	0	12:00	<input checked="" type="checkbox"/> No card punch	60	Normal
2	60	14:00	<input checked="" type="checkbox"/> No card punch	0	30	30	0	18:00	<input type="checkbox"/> No card punch	240	Normal
3		:	<input type="checkbox"/> No card punch					:	<input type="checkbox"/> No card punch		

【Transaction Type】:

This is a property of a shift interval, for the convenience of calculating the overtime pay. It can be either “Normal” or “Overtime”.

【Before】:

The value (in minutes) in this field defines how long before the shift interval can a staff punch in to count as attendance data.

Note: This is of concern to the attendance, not access permissions. Punching in earlier than the “Prior” value can still unlock the door, it just wouldn't count on the attendance sheet.

Using the above figure as an example, if the “In Time” is set as 08:00 and “Prior” was set to 60, an employee will count as present beginning at 07:00. The attendance module will not count employees as clocked in before this time.

【After】:

The value (in minutes) in this field defines how late after the interval time can a staff punch in to count as present

Continuing from the example above, an “After” value of 30 will cause

clock ins between 08:00 and 08:30 to count. After 08:30 the interval will count as absent. (Late time is defined in **【Late In】**, see below)

Note: Two Shift intervals including their respective “Prior” and “After” intervals shouldn’t overlap. If “Out Time” for a time interval was 12:00 and the “After” was 60 (Latest “Out Time” 13:00). And the “In Time” of the next “Shift Interval” was 13:30 with a “Prior” value of 60 (Earliest “In Time” 12:30. A punch at 12:43 will not be recorded but the calculated work hour and therefore wages will be inaccurate.

【Late In】:

The “Late In” value (in minutes) allows you to decide when a punch in counts as late. The “Late In” time should be in between “In Time” and “After” time therefore its value should be smaller than “After” value. For example: **【In Time】** is 08:00, **【Late In】** set as 0, **【After】** as 30. If a staff clock in at 08:01, they will be marked as late by one minute.

【Early Out】:

The “Early Out” value (in minutes) allow you to decide when a punch in counts as early leave. The “Early Out” time should be in between “Prior” and “Out Time” therefore its value should be smaller than “Prior” value.

For example: **【Out Time】** is 12:00, **【Early Out】** set as 0, **【Prior】** as 30. If a staff clock in at 11:59, they will be marked as early leave by one minute.

【Work Hour Penalty】:

Late in/Early out more than: minutes deduct working hours

This field defines when the software deducts working hours based on the total of Early and Late punch in times of a staff across all shift intervals within a shift definition. So if this value is set to 10, and staffs are required to show up between 08:00 to 18:00 and if a staff has

a total of 11 minutes (including late and early), the software reports will deduct work hours. Otherwise, the total work hour will be counted as 10 hours in the software.

【Day Crossover】:

☐ The shift cross day from times, the punch time is for next day

If the shift crosses over to the next day, use this field to indicate which clock in is on the next day. (for example if shift interval 2 “Out Time” occurs on the next day, the field should be 4)

Add(N)...

Modify(U)...

Delete(D)...

Save(S)...

Cancel(C)...

Exit(E)...

Shift No.

Shift Name

Shift Detail

No.	Before	In Time	Not Need Swipe	Late In	After	Before	Early Out	Out Time	Not Need Swipe	After	Transaction Type
1	<input type="text" value="60"/>	<input type="text" value="08:30"/>	<input type="checkbox"/> No card punch	<input type="text" value="0"/>	<input type="text" value="30"/>	<input type="text" value="30"/>	<input type="text" value="0"/>	<input type="text" value="12:00"/>	<input type="checkbox"/> No card punch	<input type="text" value="45"/>	<input type="text" value="Normal"/>
2	<input type="text" value="45"/>	<input type="text" value="13:30"/>	<input type="checkbox"/> No card punch	<input type="text" value="0"/>	<input type="text" value="30"/>	<input type="text" value="30"/>	<input type="text" value="0"/>	<input type="text" value="18:00"/>	<input type="checkbox"/> No card punch	<input type="text" value="15"/>	<input type="text" value="Normal"/>
3	<input type="text" value="15"/>	<input type="text" value="18:30"/>	<input type="checkbox"/> No card punch	<input type="text" value="0"/>	<input type="text" value="30"/>	<input type="text" value="30"/>	<input type="text" value="0"/>	<input type="text" value="06:00"/>	<input type="checkbox"/> No card punch	<input type="text" value="60"/>	<input type="text" value="Overtime"/>

Late in/Early out more than: minutes deduct working hours

☒ The shift cross day from times, the punch time is for next day

☐ Overtime late in

☐ Overtime early out

Regular Hours

Overtime Hours

☐ Early in minutes, calculated in overtime

☐ Late out minutes, calculated in overtime

Shift No.	Shift Name	Period 1 on work	Period 1 off work	Period 2 on work	Period 2 off work	Period 3 on work	Period 3 off work
1	Normal	08:00	12:00	14:00	18:00		
2	test	08:30	12:00	13:30	18:00	18:30	06:00

For the image above, shift interval 3’s “Out Time” crosses over to the next day. The maximum allowed overtime in this case for purposes of payroll is until 06:00. Any further stay will not increase the work hour, and the employee has until 07:00 (“After” value of 60) to clock in for “Out Time”, later than this time will be counted as absent.

Using the same shift as above, if a staff punches for the “Out Time” of shift interval 3 at 23:00, the software will count an overtime of 4.5 hours. At 00:30, 6 hours, 06:15, 11.5 hours, and then at 07:01, absent.

【Overtime late in】:

☐ Overtime late in

Toggles whether you count staffs as late even for overtime.

【Overtime early out】:

☐ Overtime early out

Toggles whether you count staffs' early leave during overtime.

【Early Arrival overtime】:

☐ Early in minutes, calculated in overtime

Define how much earlier than the Shift interval 1 “In Time” will an employee count as overtime.

Shift No. <input type="text" value="1"/> Shift Name <input type="text" value="Normal"/> Shift Detail <input type="text"/>											
No.	Before	In Time	Not Need Swipe	Late In	After	Before	Early Out	Out Time	Not Need Swipe	After	Transaction Type
1	<input type="text" value="360"/>	<input type="text" value="08:00"/>	<input type="checkbox"/> No card punch	<input type="text" value="0"/>	<input type="text" value="30"/>	<input type="text" value="30"/>	<input type="text" value="0"/>	<input type="text" value="12:00"/>	<input checked="" type="checkbox"/> No card punch	<input type="text" value="60"/>	<input type="text" value="Normal"/>
2	<input type="text" value="60"/>	<input type="text" value="14:00"/>	<input checked="" type="checkbox"/> No card punch	<input type="text" value="0"/>	<input type="text" value="30"/>	<input type="text" value="30"/>	<input type="text" value="0"/>	<input type="text" value="18:00"/>	<input type="checkbox"/> No card punch	<input type="text" value="240"/>	<input type="text" value="Normal"/>
3	<input type="text"/>	<input type="text" value=":"/>	<input type="checkbox"/> No card punch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=":"/>	<input type="checkbox"/> No card punch	<input type="text"/>	<input type="text"/>
Late in/Early out more than: <input type="text" value="5"/> minutes deduct working hours <input type="checkbox"/> The shift cross day from <input type="text"/> times, the punch time is for next day											
<input type="checkbox"/> Overtime late in		<input type="checkbox"/> Overtime early out		Regular Hours <input type="text" value="8"/>		Overtime Hours <input type="text" value="0"/>					
<input checked="" type="checkbox"/> Early in <input type="text" value="60"/> minutes, calculated in overtime		<input type="checkbox"/> Late out <input type="text"/> minutes, calculated in overtime									

For the example above, an employee can punch in starting from 360 minutes before 08:00, that is, 02:00. The value for “Early Arrival Overtime” is 60 so an early arrival of any amount of time exceeding 60 minutes will count as overtime. For example, if an employee clocks in at 06:00, it will count as an overtime of 2 hours. Otherwise if he clocks in at 07:02, it will count as a typical record.

【Off work Delay overtime】:

Define how much later than the last shift interval “Out Time” will an employee count as overtime.

☐ Late out minutes, calculated in overtime

Shift No. Shift Name Shift Detail

No.	Before	In Time	Not Need Swipe	Late In	After	Before	Early Out	Out Time	Not Need Swipe	After	Transaction Type
1	<input type="text" value="360"/>	<input type="text" value="08:00"/>	<input type="checkbox"/> No card punch	<input type="text" value="0"/>	<input type="text" value="30"/>	<input type="text" value="30"/>	<input type="text" value="0"/>	<input type="text" value="12:00"/>	<input checked="" type="checkbox"/> No card punch	<input type="text" value="60"/>	<input type="text" value="Normal"/>
2	<input type="text" value="60"/>	<input type="text" value="14:00"/>	<input checked="" type="checkbox"/> No card punch	<input type="text" value="0"/>	<input type="text" value="30"/>	<input type="text" value="30"/>	<input type="text" value="0"/>	<input type="text" value="18:00"/>	<input type="checkbox"/> No card punch	<input type="text" value="240"/>	<input type="text" value="Normal"/>
3	<input type="text"/>	<input type="text" value=":"/>	<input type="checkbox"/> No card punch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=":"/>	<input type="checkbox"/> No card punch	<input type="text"/>	<input type="text"/>

☐ Late in/Early out more than: minutes deduct working hours ☐ The shift cross day from times, the punch time is for next day

☐ Overtime late in ☐ Overtime early out Regular Hours Overtime Hours

☐ Early in minutes, calculated in overtime ☒ Late out minutes, calculated in overtime

During the shift above, an employee has 240 minutes after 18:00 to punch out (22:00) and overstaying will count as overtime in the system as long as it exceeds 30 minutes. An employee leaving at 18:29 will count as typical record, at 18:30, it counts as 30 minutes overtime.

【Default Shift】:

If a shift is not assigned to a staff during registration, the “Default Shift” will be assigned to said staff. This “Default Shift” can be edited manually.

2. Common Shifts Examples

Example 1:

Working from 08:00 to 18:00 with lunch between 12:00 and 14:00. No overtime and punch in/out for lunch not required.

Add(N)...

Modify(U)...

Delete(D)...

Save(S)...

Cancel(C)...

Exit(E)...

Shift No. Shift Name Shift Detail

No.	Before	In Time	Not Need Swipe	Late In	After	Before	Early Out	Out Time	Not Need Swipe	After	Transaction Type
1	<input type="text" value="60"/>	<input type="text" value="08:00"/>	<input type="checkbox"/> No card punch	<input type="text" value="0"/>	<input type="text" value="30"/>	<input type="text" value="30"/>	<input type="text" value="0"/>	<input type="text" value="12:00"/>	<input checked="" type="checkbox"/> No card punch	<input type="text" value="60"/>	<input type="text" value="Normal"/>
2	<input type="text" value="60"/>	<input type="text" value="14:00"/>	<input checked="" type="checkbox"/> No card punch	<input type="text" value="0"/>	<input type="text" value="30"/>	<input type="text" value="30"/>	<input type="text" value="0"/>	<input type="text" value="18:00"/>	<input type="checkbox"/> No card punch	<input type="text" value="240"/>	<input type="text" value="Normal"/>
3	<input type="text"/>	<input type="text" value=":"/>	<input type="checkbox"/> No card punch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=":"/>	<input type="checkbox"/> No card punch	<input type="text"/>	<input type="text"/>

☐ Late in/Early out more than: minutes deduct working hours ☐ The shift cross day from times, the punch time is for next day

☐ Overtime late in ☐ Overtime early out Regular Hours Overtime Hours

☐ Early in minutes, calculated in overtime ☐ Late out minutes, calculated in overtime

Shift No.	Shift Name	Period 1 on work	Period 1 off work	Period 2 on work	Period 2 off work	Period 3 on work	Period 3 off work
1	Normal	08:00	12:00	14:00	18:00		

Example 2:

Working day starts at 08:00 and ends at 18:00. Lunch hour begins at 12:00 and ends at 14:00. Overtime begins at 18:30 giving staff a break of 30 minutes and the work day ends at 21:00.

Add(N)... Modify(U)... Delete(D)... Save(S)... Cancel(C)... Exit(E)...											
Shift No. 1		Shift Name Normal		Shift Detail							
No.	Before	In Time	Not Need Swipe	Late In	After	Before	Early Out	Out Time	Not Need Swipe	After	Transaction Type
1	60	08:00	<input type="checkbox"/> No card punch	0	30	30	0	12:00	<input checked="" type="checkbox"/> No card punch	60	Normal
2	60	14:00	<input checked="" type="checkbox"/> No card punch	0	30	30	0	18:00	<input type="checkbox"/> No card punch	15	Normal
3	15	18:30	<input type="checkbox"/> No card punch	0	30	30	0	21:00	<input type="checkbox"/> No card punch	60	Overtime
Late in/Early out more than: 5 minutes deduct working hours <input type="checkbox"/> The shift cross day from times, the punch time is for next day											
<input type="checkbox"/> Overtime late in <input type="checkbox"/> Overtime early out Regular Hours 8 Overtime Hours 2.5											
<input type="checkbox"/> Early in minutes, calculated in overtime <input type="checkbox"/> Late out minutes, calculated in overtime											
Shift No.	Shift Name	Period 1 on work	Period 1 off work	Period 2 on work	Period 2 off work	Period 3 on work	Period 3 off work				
1	Normal	08:00	12:00	14:00	18:00	18:30	21:00				

Example 3:

Working day starts at 08:00 and ends at 18:00. Lunch hour begins at 12:00 and ends at 14:00. Overtime begins at 18:30 giving staff a break of 30 minutes. The staffs are not allowed to work overtime past 06:00.

Add(N)... Modify(U)... Delete(D)... Save(S)... Cancel(C)... Exit(E)...											
Shift No. 1		Shift Name Normal		Shift Detail							
No.	Before	In Time	Not Need Swipe	Late In	After	Before	Early Out	Out Time	Not Need Swipe	After	Transaction Type
1	60	08:00	<input type="checkbox"/> No card punch	0	30	30	0	12:00	<input checked="" type="checkbox"/> No card punch	60	Normal
2	60	14:00	<input checked="" type="checkbox"/> No card punch	0	30	30	0	18:00	<input type="checkbox"/> No card punch	15	Normal
3	15	18:30	<input type="checkbox"/> No card punch	0	30	630	0	06:00	<input type="checkbox"/> No card punch	60	Overtime
Late in/Early out more than: 5 minutes deduct working hours <input checked="" type="checkbox"/> The shift cross day from 6 times, the punch time is for next day											
<input type="checkbox"/> Overtime late in <input type="checkbox"/> Overtime early out Regular Hours 8 Overtime Hours 11.											
<input type="checkbox"/> Early in minutes, calculated in overtime <input type="checkbox"/> Late out minutes, calculated in overtime											
Shift No.	Shift Name	Period 1 on work	Period 1 off work	Period 2 on work	Period 2 off work	Period 3 on work	Period 3 off work				
1	Normal	08:00	12:00	14:00	18:00	18:30	06:00				

Example 4:**Half work days (typically Saturday)**

Working day starts at 08:00 and ends at 12:00. If you want to include

parameters that define overtime, check the boxes for “Early Arrival Overtime” and/or “Off Work Delay Overtime” and enter a value.

Note: Overtime cannot be further than the “After” value so if you choose to add this function, set a large Prior/ After value to avoid counting as absent.

Add(N)...Modify(U)...Delete(D)...Save(S)...Cancel(C)...Exit(E)...

Shift No. 1Shift Name NormalShift Detail

No.	Before	In Time	Not Need Swipe	Late In	After	Before	Early Out	Out Time	Not Need Swipe	After	Transaction Type
1	60	08:00	<input type="checkbox"/> No card punch	0	30	30	0	12:00	<input type="checkbox"/> No card punch	60	Normal
2		:	<input type="checkbox"/> No card punch					:	<input type="checkbox"/> No card punch		
3		:	<input type="checkbox"/> No card punch					:	<input type="checkbox"/> No card punch		

Late in/Early out more than 5 minutes deduct working hours

☒ The shift cross day from 6 times, the punch time is for next day

☐ Overtime late in

☐ Overtime early out

Regular Hours 4

Overtime Hours 0

☐ Early in minutes, calculated in overtime

☐ Late out minutes, calculated in overtime

Shift No.	Shift Name	Period 1 on work	Period 1 off work	Period 2 on work	Period 2 off work	Period 3 on work	Period 3 off work
1	Normal	08:00	12:00				

Steps

1) Add Shift Definition

Within 【Shift Definition】 , click “Add”, input the shift number, shift name and department (default as the entire organization) . Then configure the Shift intervals parameters. Click 【Save】 to finish after you have confirmed the input parameters.

2) Modify Shift Definition

Within 【Shift Definition】, select the shift you want to modify on the list below. Click 【Modify】 to beginning changing parameters. Click 【Save】 to finish after you have confirmed the input parameters.

3) Delete Shift Definition

Within 【Shift Definition】, select the shift on the list below. Click 【Delete】 to beginning changing parameters. Click 【Save】 to finish after you have confirmed the input parameters.

4.3 Shift Pattern

Define how the working hours look like over a shift cycle.

Click **【Attendance Management】** then **【Shift Pattern】 >**
【Period Type: Daily】

Use this Period Type for cycles that aren't multiples of weeks or months. This Period Type will allow for a highly customized shift pattern.

No. 1

Name Normal Group

Period Type Daily

Remark

Schedule Period

8

Daily

NormalNormalNormalNormalNormalNormalRest

Rest

For example, the image above shows a Shift Pattern of 8 days with 6 actual working days and two rest days.

No. 1

Name Normal Group

Period Type weekly

Remark

Schedule Period

1

weekly

Week

MondayNormal

TuesdayNormal

WednesdNormal

ThursdayNormal

FridayNormal

SaturdayRest

SundayRest

This second example above shows a shift cycle of a week.

No. 1

Name Normal Group

Period Type Monthly

Remark

Schedule Period

1

Monthly

Date	Shift	Date	Shift	Date	Shift	Date	Shift	Date	Shift
1	Normal	2	Normal	3	Normal	4	Normal	5	Rest
6	Normal	7	Normal	8	Normal	9	Normal	10	Rest
11	Normal	12	Normal	13	Normal	14	Normal	15	Rest
16	Normal	17	Normal	18	Normal	19	Normal	20	Rest
21	Normal	22	Normal	23	Normal	24	Normal	25	Rest
26	Normal	27	Normal	28	Normal	29	Normal	30	Rest
31	Normal								

If a monthly Shift Pattern is chosen, then the staff's work schedule will follow it during the month. (The software ignores the dates of 29,30 and 31 appropriately according the effective month.)

Steps:**1) Add Shift Pattern**

Within **【Shift Pattern】** , click “Add” and input Shift Pattern Name, Period Type, Shift Period, etc. Then for each day, select the appropriate shift with the drop down menu (click on a field beside the day to reveal drop down menu). Click **【Save】** to finish.

2) Modify Shift Pattern

Within **【Shift Pattern】** , click on the Shift Pattern from the list at the bottom. Click **【Modify】** and begin editing. Click **【Save】** to finish.

3) Delete Shift Pattern

Within **【Shift Pattern】** , select the Shift Pattern from the list at the bottom, then click **【Delete】** .

4.4 Shift Allotment

Now that you have created Shift and Shift Patterns, you must assign

them to staff(s). Shift allotment is an essential procedure to generate

proper and meaningful report apart from Shift Definition and Shift Patterns.

A staff must be assigned a “Shift Pattern” for the system to properly

determine if he is late or leaves early often, or if he does overtime often.

No.	Dept	Staff No.	Name	Shift Name	Shift Date

Shift Selection:
 Start Date: 08/15/2017
 End Date: 08/15/2017
 Shift Pattern:

Steps:**1) Add Shift Allotments**

Within **【Shift Allotment】** , click “Add”. Then click “Select Staff”. A new

window will pop up (see figure below), allowing to select the staff(s) that will work according to these shift patterns.

Search Conditions: Staff No = [] Search(E)

Company

Staff to be choosed0records

Name	Reg No	Dept

Single selection

All selection

Single selection

All selection

Selected staff3records

Name	Reg No	Dept
1	0000000001	Company
2	0000000002	Company
3	0000000003	Company

Use the directory of departments on the left to find the staff(s), click on the department, then select the staffs under Staff to be choosed 0 records Source 0 records. Once the staff is highlighted, click the “Single Selection” button to transfer the staff to the Selected staff 3 records. The “All selection” button is used if the whole department follows this shift pattern. Click **【Confirm】**.

Now select the dates that these shift patterns are effective on.

Start Date: 07/28/2017

End Date: 07/28/2017

Then select the “Shift Pattern”

Shift Pattern: Normal Group

Click **【Save】** to finish.

2) Delete Shift Allotment

Within **【Shift Allotment】**, select the item on the list which you wish to

delete. Click “Delete”.

3) View Shift Allotment Details

Within **Shift Allotment**, click on the “Search Tool” checkbox to reveal the search bar. Select/input the Staff Name, Staff Code, Department and the Start Date and End Date to filter out the results. Click “Search” to see results (see fig below).

No.	Dept	Staff No	Name	Shift Name	Shift Date
1	Company	00000001	chen	Normal	08/01/2017
2	Company	00000001	chen	Normal	08/02/2017
3	Company	00000001	chen	Normal	08/03/2017

4.5 Total Schedule

You can view the total schedule in a monthly calendar view, you could easily modify the shift pattern in this matter as well.

Click “Attendance Management” then “Total Schedule” to come to the window below.

Month of Schedule: 2017-08

Month: 2017-8 Staff No.: 00000001 Name: chen

Department Directory: Company > Test

List of Staffs:

Staff No	Name
00000001	chen
00000002	Name 2
00000003	3
00000004	Name 4
00000005	Name 5
00000006	Name 6

Calendar Grid (August 2017):

	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Normal	Normal	Normal	Normal	Rest
2	Normal	Normal	Normal	Normal	Rest
3	Normal	Normal	Normal	Normal	Rest
4	Normal	Normal	Normal	Normal	Rest
5	Normal	Normal	Normal	Normal	Rest
6	Normal	Normal	Normal	Normal	Rest
7	Normal	Normal	Normal	Normal	Rest
8	Normal	Normal	Normal	Normal	Rest
9	Normal	Normal	Normal	Normal	Rest
10	Normal	Normal	Normal	Normal	Rest
11	Normal	Normal	Normal	Normal	Rest
12	Normal	Normal	Normal	Normal	Rest
13	Normal	Normal	Normal	Normal	Rest
14	Normal	Normal	Normal	Normal	Rest
15	Normal	Normal	Normal	Normal	Rest
16	Normal	Normal	Normal	Normal	Rest
17	Normal	Normal	Normal	Normal	Rest
18	Normal	Normal	Normal	Normal	Rest
19	Normal	Normal	Normal	Normal	Rest
20	Normal	Normal	Normal	Normal	Rest
21	Normal	Normal	Normal	Normal	Rest
22	Normal	Normal	Normal	Normal	Rest
23	Normal	Normal	Normal	Normal	Rest
24	Normal	Normal	Normal	Normal	Rest
25	Normal	Normal	Normal	Normal	Rest
26	Normal	Normal	Normal	Normal	Rest
27	Normal	Normal	Normal	Normal	Rest
28	Normal	Normal	Normal	Normal	Rest
29	Normal	Normal	Normal	Normal	Rest
30	Normal	Normal	Normal	Normal	Rest
31	Normal	Normal	Normal	Normal	Rest

Steps:

1) View Total Schedule

First select the proper “Month” and enter the proper staff information. Alternatively you may use the Department Directory (remarked on figure above) to find the staff. Select the department, then click on the staff on the “List of Staffs” directly below.

2) Modify Total Schedule

When viewing the staff's total schedule, you could modify the day by clicking the field underneath the date to choose/type in the value in the drop down menu. Click **【Save】** to finish.

3) Delete Total Schedule

This deletes the entire schedule of a staff for the month. When viewing the staff's total schedule, click "Delete". Then click "Yes" to confirm.

4.6 Holiday Registration

This is where you define the holidays that apply to your staffs. These holidays will be counted as day off.

Click "Attendance System" then "Holiday" to begin.

Add(N)... Modify(U)... Delete(D)... Save(S)... Cancel(C)... Exit(E)...					
Holiday No.:		2		Holiday Name: guoqing	
Start Date:		10/01/2017	00:00	End Date: 10/01/2017 23:59	
Reason:					
No.	Holiday No.	Holiday Name	Start Date	End Date	Reason
1	1	qingming	05/01/2017	05/01/2017 23:59:00	
2	1	qingming	05/02/2017	05/02/2017 23:59:00	
3	1	qingming	05/03/2017	05/03/2017 23:59:00	
4	2	guoqing	10/01/2017	10/01/2017 23:59:00	
5	2	guoqing	10/02/2017	10/02/2017 23:59:00	
6	2	guoqing	10/03/2017	10/03/2017 23:59:00	
7	2	guoqing	10/04/2017	10/04/2017 23:59:00	
8	2	guoqing	10/05/2017	10/05/2017 23:59:00	
9	2	guoqing	10/06/2017	10/06/2017 23:59:00	
10	2	guoqing	10/07/2017	10/07/2017 23:59:00	

Steps:

1) Add Holiday

Click "Add" to begin. Input the fields including the Holiday No., the holiday's name, start date and end date. Reason field can be used for remarks. Click "Save" to complete the operation.

2) Modify Holiday

Select the row corresponding to the Holiday you would like to edit, click "Modify". Edit the fields, then click "Save" to finish.

3) Delete Holiday

Select the row corresponding to the Holiday you would like to delete.

Click “Delete” to finish the operation.

4.7 Leave Registration

This section allows you to register employees for leave, business trips, external work, working away from office, etc.

Click into **【Attendance System】** then click on **【Leave Registration】** on the left panel.1

The screenshot shows the 'Leave Registration' form. At the top is a toolbar with buttons: Add(U)..., Modify(U)..., Delete(D)..., Save(S)..., Cancel(C)..., Select Staff, Export(T), and Exit(E)..., along with a Search Tool checkbox. Below the toolbar are input fields for Start Date (07/28/2017), Start Time (00:00), End Date (07/28/2017), End Time (23:59), Leave Type (Sick Leave), and a Reason text box. At the bottom is a table with columns: No., Staff No., Name, Start Date, End Date, Leave Type, and Reason.

No.	Staff No.	Name	Start Date	End Date	Leave Type	Reason
1	00000001	1	07/28/2017 00:00	07/28/2017 23:59	Sick Leave	
2	00000001	1	07/29/2017 00:00	07/29/2017 23:59	Sick Leave	

Steps:

1) Add Leave Registration

Within Leave Registration, click “Add”. Then click “Select Staff” to open a new window.

The screenshot shows the 'Select Staff' dialog box. It has a toolbar with Confirm(S)..., Clear(C)..., and Exit(E) buttons, and a Search Tool checkbox. Below is a 'Search Conditions' section with a dropdown for 'Staff No.' and a search button. The main area is divided into two panels: 'Staff to be choosed2records' on the left and 'Selected staff' on the right. The left panel has a table with columns Name, Reg No, and Dept, containing entries for 'Zizi' and 'Kawaii'. The right panel has an empty table with the same columns. Between the panels are buttons for 'Single selection' and 'All selection' in both directions.

Name	Reg No	Dept
Zizi	000000001	HQ
Kawaii	0000000123	HQ

Name	Reg No	Dept
------	--------	------

Select the appropriate company/ department in the left most panel to see the employee list. Then move individual staff onto the selected staff list on the right or click “All selection” to move all staff. Once you are

done, click “Confirm.” Now you are back in the Leave Registration main window, input the correct start and end’s date and time, Leave Type and Reason if any. Click “Save” to finish.

Lexicon

【Leave Type】: Allows you to define the type of leave. There are 7 types of leaves: Personal Affairs, Sick Leave, Maternity Leave, Marriage Leave, Annual Leave, Out Offsite—Duty, and Business Trip.

2)Modify Leave Registration

Select the leave record, then click “Modify”. Correct the input fields then click “Save” to finish.



3)Delete Leave Registration

Select a leave record, then click “Delete”.

4.8 Manual Punch

【Manual Punch】: The system administrator may use this function to clock in on behalf of a staff.

Click “Attendance System”, then “Manual Punch” on the side panel.

 Add(N)...	 Modify(U)...	 Delete(D)...	 Save(S)...	 Cancel(C)...	 Select Staff	 Export(T)	 Exit(E)...	<input type="checkbox"/> Search Tool
Start Date: 07/28/2017		End Date: 07/28/2017		Reason: <input type="text"/>				
Record Time1: 08:00								
No.	Staff No.	Name	Record Date	Record Time	Reason			
1	00000001		07/28/2017	08:00				
2	00000001		07/28/2017	10:00				

Steps:

1) Add Manual Punch

Within Manual Punch, click “Add”. Click “Select Staff” to bring out a new window. Use the directory tree to find the employees, then click “Single Selection” or ”All Select” to move staff into the Selected Staff list. Click “Confirm”. Now fill in the “Start Date”, “End Date” and input the clock-in times 1 through 6 (if applicable). Be sure to record the

reason for future reference. Click “Save” to finish.

2) Modify Manual Punch





Within Manual punch, click on a manual punch record. Click “Modify” and change the field. Click “Save” to finish.

3) Delete Manual Punch

Select a manual punch record, click “Delete” then “OK” to remove the manual punch record.

4.9 Overtime Rules

This module allows you to define the rules to calculate overtime in the report. Click “Attendance System”, then “Overtime Rules” in the side panel.

 Modify(U)...	 Save(S)...	 Cancel(C)...	 Exit(E)...
Calculation Category: <input type="text" value="Overtime Scher"/>			
Category No.: <input type="text" value="A011"/>		Initial Value: <input type="text" value="30"/> Minutes	
Category Name: <input type="text" value="Overtime"/>		Integer Value: <input type="text" value="20"/> Minutes	
		Overtime Rate: <input type="text" value="1.5"/>	

No.	Calculation Category	Category Name	Initial Value	Integer Value	Overtime Rate
1	A011	Overtime	30	30	1

Lexicon

【 Initial Value 】 : An overtime exceeding this duration will count as overtime.

【 Integer Value 】 : The system only counts overtime in blocks of this time interval. (For clarification see example below)

【 Overtime Rate 】 : A multiplier to convert overtime to effective work hours.

For example: Using configurations on the image above. If an employee stayed an extra 65 minutes, the duration qualifies as overtime because it exceeds 30 minutes. Now the software counts overtime in blocks of 20 minutes so it only counts 60 minutes. The Overtime Multiplier of 1.5 converts the 60 minutes into a final effective work time of 90 minutes.

Steps:

1) Modify Overtime Rules

Within “Overtime Rules”, click “Modify” to change the fields. Click “Save” to finish.

4.10 Device management

Select “Device Management” on the main tool bar.

The screenshot shows the main toolbar of the Attendance Access System. The 'Device Management' icon, which depicts a computer monitor, is highlighted with a red rectangular box. Other icons include HR System, Attendance System, Access System, Staff Information, Original Report, and Close. Below the toolbar, a sidebar on the left lists various system functions, and the main window displays the 'Device Management' interface with fields for Machine ID, Communication Mode, Device Name, Device Utility, and Device Place, along with a table of device records.

The Device Management is shown below.

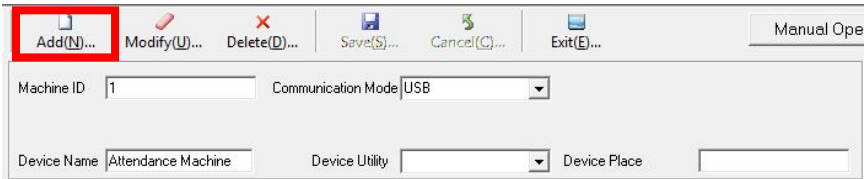
This screenshot provides a detailed view of the 'Device Management' window. It features a top toolbar with buttons for Add, Modify, Delete, Save, Cancel, and Exit, along with Manual Open and Clear Admin options. The main area contains input fields for Machine ID (set to 1), Communication Mode (set to USB), Device Name (set to Attendance Machine), Device Utility, and Device Place. Below these fields is a table with the following data:

	Machine ID	Communication Mode	Serial Port	Baud Rate	Port No	Device IP	password	Device Name	De
<input checked="" type="checkbox"/>	1	USB						Attendance Mac...	

At the bottom of the window, there are checkboxes for 'Select All' and 'Invert', buttons for 'Check online', 'Get Information', and 'Set Time', radio buttons for 'New Record' and 'All Record', a red 'Download Record' button, and a 'Clear Device Record' button. On the right side, a vertical panel contains buttons for 'Device Management', 'Access Parameters Setting', 'Initialize Device', 'Get U Disk Record', 'Get U disk FP template', 'Template U-Disk Input', and 'Clear All Tips'.

4.10.1 Add Device

Click “Add”

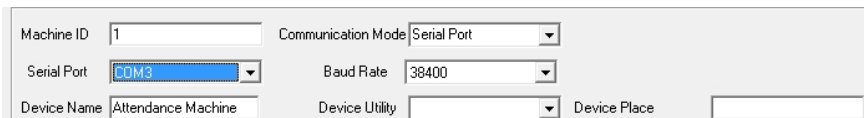


Begin by selecting the “Communication Mode”, there are four modes: Serial COM Port, TCP/IP, USB, and P2S.

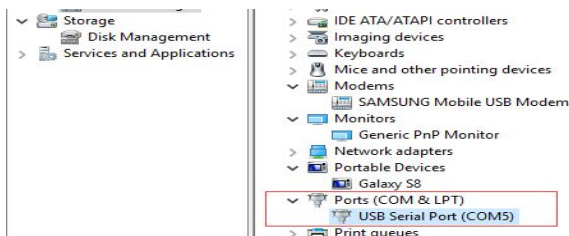
1)USB Communication

Select this mode if you have a USB to USB male to male cable. The “Machine ID” must match with the device ID on the device proper. Then Click “Save” to finish.

2) Serial Port



The “Machine ID” and Baud Rate (Default 38400bps) must match with the system info on the device itself. Select the “Serial Port” of the PC. To find the proper COM number, go to Window’s Device Manager as shown in the image below. “Device Utility” and “ Device Location” are optional but should be filled properly for proper documentation.



3) TCP/IP

Machine ID	<input type="text" value="1"/>	Communication Mode	<input type="text" value="TCP/IP"/>		
Device IP	<input type="text" value="192.168.1.212"/>	Port No	<input type="text" value="5005"/>	password	<input type="text" value="0"/>
Device Name	<input type="text" value="Attendance Machine"/>	Device Utility	<input type="text"/>		

The PC connects to the device through Ethernet cables in this mode. Enter the terminal's "Machine ID", "Device IP", and "Port No." (Default 5005). The communication "Password" is defaulted at 0. Click "Save" to finish.

4) P2S

Machine ID	<input type="text" value="1"/>	Communication Mode	<input type="text" value="P2S"/>		
		Server Port	<input type="text" value="7005"/>	Heartbeat Packet Time	<input type="text" value="5"/>
Device Name	<input type="text" value="Attendance Machine"/>	Device Utility	<input type="text"/>		

The PC connects with the terminal via a Point-to-Site connection. The Router's "Port Forwarding", and the device's Port Number must match the "Server Port" field. To configure the router's parameters, enter its Gateway IP address. (i.e. 192.168.0.1).

The server IP address value on the terminal must match your server IP address. If the server doesn't have a static IP, then you must set its domain name instead within the terminal.

4.10.2 Modify Device

Select the Device then Click "Modify". Change the field values then click "Save" to finish.

4.10.3 Check Status

Select a device then click "Check Online". The bottom panel will show whether connection is established.

4.10.4 Get Information

Select a device and Click “Get Information” to acquire device information such as registered users, used fingerprint capacity, etc.

4.10.5 Set Time

Select a device and click “Set Time”. The software will change the device’s time based on the PC’s time.

4.10.6 Device Management

Click “Device Management” button within the “Device Management” module (as shown below).

No.	Machine	Staff No.	Name	Reg No.	Backup	Rights	Password	Card No.
1	212	00000001	chen	0000000001	02	Normal Use		
2	212	00000001	chen	0000000001	10	Normal Use	216395	
3	212	00000001	chen	0000000001	00	Normal Use		
4	212	00000001	chen	0000000001	01	Normal Use		
5	212	00000001	chen	0000000001	11	Normal Use		0000000000
6	212	00000002	Name 2	0000000002	10	Normal Use	913391	
7	212	00000002	Name 2	0000000002	00	Normal Use		
8	212	00000002	Name 2	0000000002	01	Normal Use		
9	212	00000003		3 0000000003	00	Administrat		
10	212	00000004	Name 4	0000000004	00	Normal Use		
11	212	00000004	Name 4	0000000004	01	Normal Use		

1) Staff Fingerprint Management

【Download Staff Information】: Pulls registered fingerprint data into the database. For employees that weren’t registered into the software’s HR System, the AAS will automatically create the profiles.

Lexicon

【Backup】 : The column identifies what verifications are registered.

00—First fingerprint

01—Second fingerprint

02—Third fingerprint

09—Duress fingerprint

10—PIN

11—ID Card

【Rights】: Whether the user is an administrator or a normal user.

Administrator—The administrator can access the terminal's menu and therefore its parameters.

Normal User—A normal user may clock in/ gain access via the terminal.

【Upload Staff Information】: Uploads selected staffs onto devices in case of a reset or for quick registration on terminals. That includes their names, departments and verification data.

Click “Upload Staff Information”, use the staff directory to move staffs into the selected list on the right (See Image Below).Click “Confirm” to initiate the upload operation.

If the fingerprint data are already on the devices, select the “Register name only” checkbox at the top to upload the names.

【Modify User Rights】: Change the permission of users. Select a user in the list and click “Modify User Rights”,

【Delete registration info in the machine】: Deletes the user on the terminal. Select a user in the list and click “Delete registration info in the machine”.

2) Bell device

Time attendance terminals come with an internal bell function (select models have external bell sockets).

Select the “**Bell device**” tab. The window will be as shown in the image below. The interface allows you to set 8 sets of bell chimes and their times.

4.10.7 Data Import/Export Using USB Flash Drive

Machine ID: 1, Communication Mode: P2S, Server Port: 7005, Heartbeat Packet Time: 5

Device Name: Four door single way acc, Device Utility: , Device Place:

Machine ID	Communication Mode	Serial Port	Baud Rate	Port No	Device IP	password	Device Name	De
1	USB						Four door single...	
2	USB						Four door single...	
3	Serial Port	COM1	38400				Four door single...	

Device Management Panel:

- Initialize Device
- Get U Disk Record
- Get U disk FP template
- Template U-Disk Input
- Clear All Tips

Bottom Bar:

- Select All
- Invert
- Check online
- Get Information
- Set Time
- New Record
- All Record
- Download Record
- Clear Device Record

1) Time logs download

After inserting a flash drive into the terminal, you may use the “Download new record” or “Download all record” within “U-Disk download” on the terminal to pull attendance records onto the flash drive. At the operation’s completion, a file ‘AGL001.TXT’ will be generated. (001 is the Device ID)

Now insert the USB flash drive to the PC, click “Get U Disk Record” and navigate to the .TXT file to import data.

2) Registration Data Download

After inserting a flash drive into the terminal, you may use the “Download all FP” within “U-Disk download” on the terminal to pull attendance records onto the flash drive. At the operation’s completion, a file ‘AFP001.DATA’ will be generated (001 is the Device ID).

Now insert the USB flash drive to the PC, click “Get U Disk FP Template” and navigate to the .DATA file to import data.

3) Registration Data Upload

Save the registration data into a .DAT file (e.g. AFP001.DAT) and move the file to a flash drive. Insert the flash drive into the terminal and browse its menu for “U-Disk upload”

4.10.8 Download Record

Select the device in “Device Management”, then select either “New Record” or “All Record” Option box. Then click “Download Record”

The screenshot shows the 'Device Management' section of the software. At the top, there are input fields for Machine ID (3), Serial Port (COM1), Baud Rate (38400), Device Name (Four door single way acc), Device Utility (kawaii), and Device Place (back door). Below these is a table with columns: Machine ID, Communication Mode, Serial Port, Baud Rate, Port No., Device IP, password, Device Name, and Device. The table contains three rows of data. To the right of the table is a sidebar with buttons: 'Device Management', 'Access Parameters Setting', 'Initialize Device', 'Get U Disk Record', 'Get U disk FP template', 'Template U-Disk Input', and 'Clear All Tips'. At the bottom, there are checkboxes for 'Select All' and 'Invert', and buttons for 'Check online', 'Get Information', 'Set Time', 'New Record', 'All Record', 'Download Record', and 'Clear Device Record'. The 'Download Record' button is highlighted with a red circle.

Machine ID	Communication Mode	Serial Port	Baud Rate	Port No.	Device IP	password	Device Name	Device
1	USB						Four door single ...	
2	USB						Four door single ...	
3	Serial Port	COM1	38400				Four door single ...	kai

New Record: Download only new records since last download.

All Record: Download all records, may contain duplicate time logs.

4.10.9 Initialize Device

This function irreversibly removes all registration and time logs from the device, use it with care.

4.10.10 Clear All Tips

Removes all status messages. (See image below)

The screenshot shows the bottom section of the software interface. It includes a 'Clear All Tips' button at the top right. Below it are checkboxes for 'Select All' and 'Invert', and buttons for 'Check online', 'Get Information', 'Set Time', 'New Record', 'All Record', 'Download Record', and 'Clear Device Record'. At the bottom, there is a text area displaying status messages: '12:46:37 1# Failed to communicate, please check if the connection is normal', '12:46:37 2# Failed to communicate, please check if the connection is normal', and '12:46:37 3# Failed to communicate, please check if the connection is normal'. The 'Clear All Tips' button is highlighted with a red circle.

4.10.11 Clear Admin

Removes all administrators from the terminal.

4.10.12 Manual Open

Manually unlock doors with this function.

4.10.13 Set Access Parameters

Select which parameters to upload onto the terminals.

The screenshot shows a software window titled "Access Parameters Setting" with a close button (X) in the top right corner. The window has three tabs: "Upload Access Parameters" (which is selected and highlighted with a red border), "Advanced Setting(Access Control Panel)", and another "Advanced Setting(Access Control Panel)" tab. The "Upload Access Parameters" tab contains a list of four items, each with a description and a checked checkbox:

- "Transfer day time zone information" will upload the time zone information in the database, (transmit) to the device selected on the left. ☒ Transfer day time zone information
- "Transfer week time zone information" will upload the time zone information in the database, (transmit) to the device selected on the left. ☒ Transfer week time zone information
- "Transfer open lock combination information" will upload the Open lock combination information in the database, (transmit) to the device selected on the left. ☒ Transfer unlock combination information
- "Transfer access permissions information" will upload the Access permissions information in the database, (transmit) to the device selected on the left. ☒ Transfer access rights information

Below the list is a button labeled "Upload the selected parameters to the machine". At the bottom of the window is a large, empty rectangular area.

4.11 Real-time Monitoring

The real-time monitoring of all devices. This requires a TCP/IP connection between the terminal and the device that hosts the AAS Software. Be sure to properly input proper values into the fields within "Device Management".

4.12.1 Original Record

【Original Record】: Raw time logs from the attendance terminal;

4.12.2 Detailed Report

【Detailed Report】: Employee

4.12.3 Daily Report

【Daily Report】: The data generated from the time logs of employees by day. The rules are according to different shift settings in “Attendance System” module.

Date	Week	Shift Name	On Week1	OFF Week1	On Week2	OFF Week2	On Week3	OFF Week3	Absent Days	Working Hours	OT Hours	Late in Minutes	Early out Minutes	Absent Punch Times	Public Holiday Hours	Leave Hours	Remark
04/01/2018	Sunday	No Schedule															
04/02/2018	Monday	No Schedule															
04/03/2018	Tuesday	No Schedule															
04/04/2018	Wednesday	Default Shift							1.00					4			Absence:8.00Hours
04/05/2018	Thursday	No Schedule															
04/06/2018	Friday	No Schedule															

4.12.4 Monthly Report

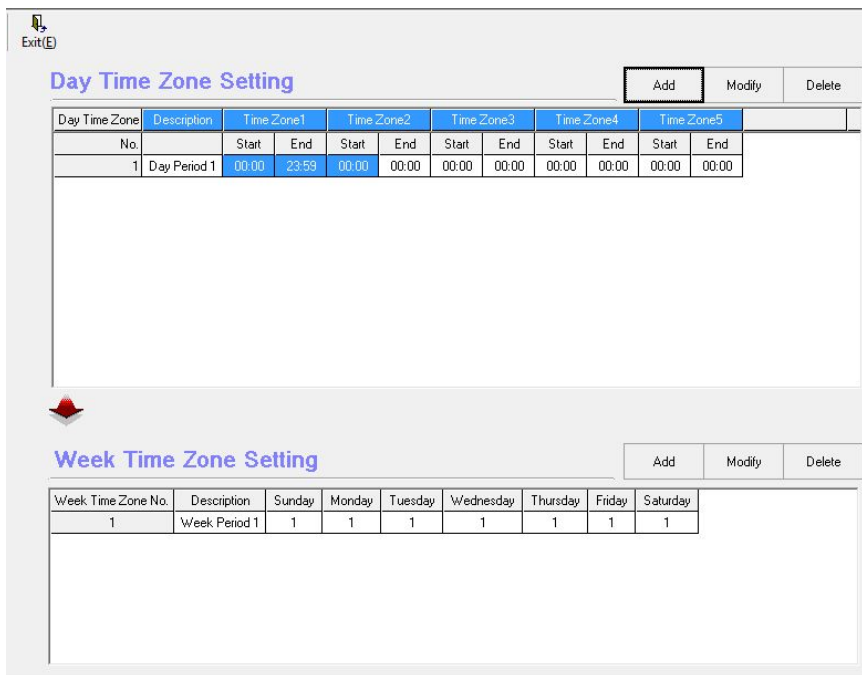
【Monthly Report】: The data generated from the accumulation of attendance logs of employees in a month (default). The rules are according to different shift settings in “Attendance System” module. You may adjust the time period to show the accumulated data for a different range.

Overview		View the exception record according to the conditions										
Year/Month	Due Attendance Days	Actual Attendance Days	Absent Days	Working Hours	OT Hours	Late In Minutes	Early Out Minutes	Late In Times	Early Out Times	Absent Punch Times	Public Holiday Hours	Leave Hours
2018/04	12	0	11	0.00	0.00	0	0	0	0	44	0	8
2018/04	12	0	11	0.00	0.00	0	0	0	0	44	0	8

Chapter 5 Access System

5.1 Time Zone

The top section contains daily templates specifying the times at which access is granted. The bottom contains weekly templates that uses the daily templates. (Max 8 each)



The screenshot displays the 'Attendance Access System' interface. It features two main sections: 'Day Time Zone Setting' and 'Week Time Zone Setting'. Each section has an 'Add', 'Modify', and 'Delete' button. The 'Day Time Zone Setting' section contains a table with columns for 'Day Time Zone', 'Description', 'Time Zone1', 'Time Zone2', 'Time Zone3', 'Time Zone4', and 'Time Zone5'. The 'Week Time Zone Setting' section contains a table with columns for 'Week Time Zone No.', 'Description', 'Sunday', 'Monday', 'Tuesday', 'Wednesday', 'Thursday', 'Friday', and 'Saturday'.

Day Time Zone Setting

Day Time Zone	Description	Time Zone1		Time Zone2		Time Zone3		Time Zone4		Time Zone5	
No.		Start	End	Start	End	Start	End	Start	End	Start	End
1	Day Period 1	00:00	23:59	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00

Week Time Zone Setting

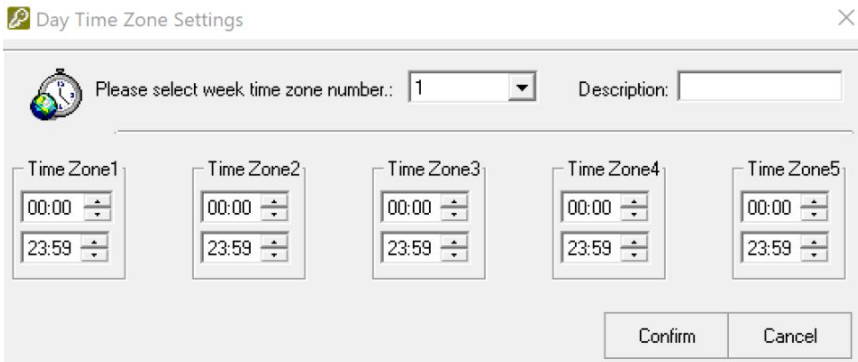
Week Time Zone No.	Description	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	Week Period 1	1	1	1	1	1	1	1

5.1.1 Add/Modify/Delete Day Time Zone

1) Add Day Time Zone

Within “Access System” > “Time Zone”, click “Add” to bring up the prompt (see image below). The default time zones allow access at any time throughout the day. The system allows 5 Time Zones within a Day

Time Zone template up to a maximum of 8 templates.



The "Day Time Zone Settings" dialog box features a title bar with a close button. Inside, there is a clock icon and a label "Please select week time zone number." followed by a dropdown menu showing "1". To the right is a "Description:" label and an empty text field. Below these are five sections labeled "Time Zone1" through "Time Zone5". Each section contains two time input fields: "00:00" and "23:59", each with up and down arrows for adjustment. At the bottom right are "Confirm" and "Cancel" buttons.

Select a time zone number from the dropdown menu, then change the “Time Zone” intervals and “description” fields, click “Confirm”.

2) Modify Day Time Zone

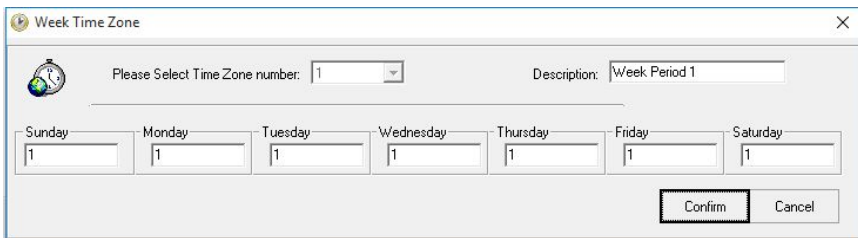
Within “Access System”>”Time Zone”, select a “Day Time Zone” and click “Modify”. Change the fields then click “Confirm” to finish.

3)Delete Day Time Zone

Within “Access System”>”Time Zone”, select a “Day Time Zone” and click “Delete”.

5.1.2 Add/Modify/Delete Week Time Zone

A “Week Time Zone” item consists of the Day Time Zone templates assigned to each day of the week. You can have up to 8 Week Time Zones.



The "Week Time Zone" dialog box has a title bar with a close button. It contains a clock icon and a label "Please Select Time Zone number:" followed by a dropdown menu showing "1". To the right is a "Description:" label and a text field containing "Week Period 1". Below these are seven input fields for the days of the week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. Each field contains the number "1". At the bottom right are "Confirm" and "Cancel" buttons.

1)Add Week Time Zone

Select a time zone number from the dropdown menu, then change the “Description” and the fields for the days of the week. The Number you enter will correspond to the “Day Time Zone” template number, click “Confirm” to finish.

2) Modify Week Time Zone

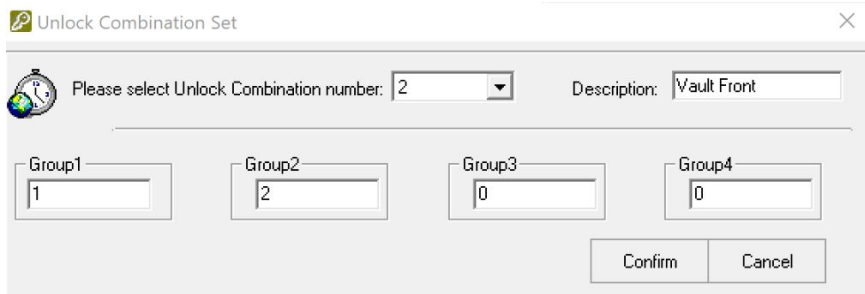
Within “Access System”>”Time Zone”, select a “Week Time Zone” and click “Modify”. Change the fields then click “Confirm” to finish.

3)Delete Week Time Zone

Within “Access System”>”Time Zone”, select a “Week Time Zone” and click “Delete”.

5.2 Unlock Group

Each unlock **Group** consists of 4 groups. This means you can require up to 4 people sign in consecutively to unlock a door. The system allows a maximum of 5 “Unlock Combinations”.



Unlock Combination Set

Please select Unlock Combination number: 2 Description: Vault Front

Group1: 1 Group2: 2 Group3: 0 Group4: 0

Confirm Cancel

1)Add Unlock Group

Within “Access System”> “Unlock **Group**”, click “Add”. Select an “Unlock Combination number” from the dropdown menu, then change the

“Description” and group fields.

2) Modify Unlock Combination

Within “Access System”>”Unlock Combination”, select an item and click “Modify”. Change the fields then click “Confirm” to finish.

3)Delete Unlock Group

Within “Access System”>”Unlock **Group**”, select an item and click “Delete”.

5.3 User Time Zone

Assign employee's access rights, that includes unlock combination group number, and week time zone.

Steps:

Begin by selecting the device in the “Machine ID” dropdown menu.

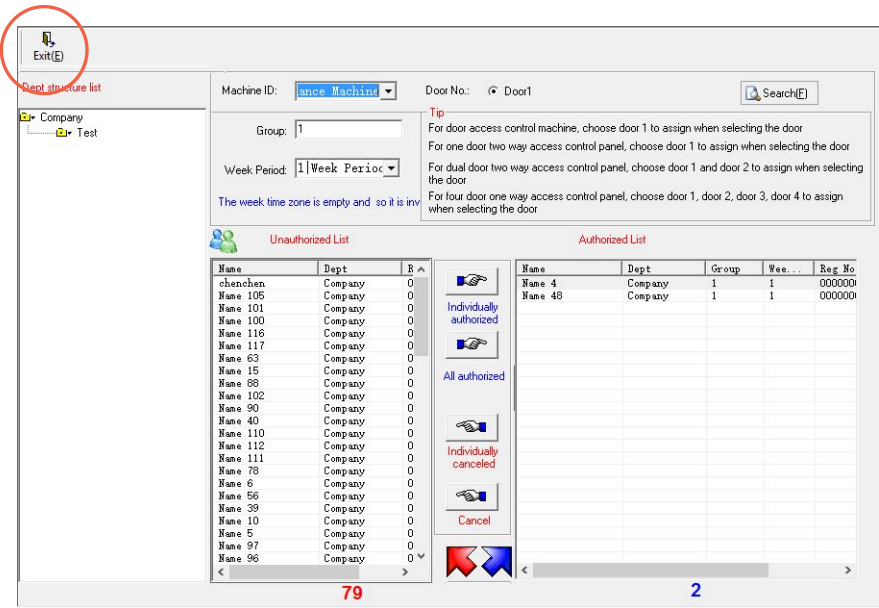
[illegible]

Change the Group (Unlock Combination Group Number) and week period

(Week Time Zone) fields.

Use the staff directory to find the employees and use the buttons (red circle in the image above) to move them onto the “Authorized List”.

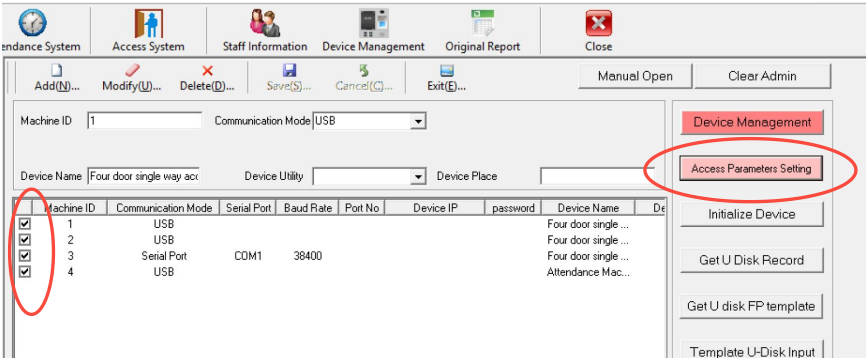
Click “Exit” to finish.



Note: For devices produced by our company, each staff can be assigned one unlock group and one week time zone only.

5.4 Device Management

Once you have configured the settings throughout section 5.1–5.3, you may upload these access parameters within “Device Management”. Select the devices with the check box on the left, then click the “Access Parameters Setting” within “Device Management” to upload these settings. (see image below)



5.5 Real-time Monitoring

This function is shared between access control terminals and time attendance terminals. Details can be found in Section 4.11.




5.6 User Time Zone Report


This function allows you to look up assigned access permissions.



View events for the terminals such as user access, alarm triggered, etc.

5.8 Button Event





 Print(P)
  Export(T)
  Exit(E)

Time Period: From: To: Machine No.:
 Search(F)

No.	Machine No.	Week	Date	Time	Status	Door No.
1	212	Saturday	07/29/2017	10:17	Software to open the	1
2	212	Saturday	07/29/2017	14:55	Software to open the	1
3	212	Saturday	07/29/2017	14:58	Software to open the	1

5.9 Alarm Event

View Alarm events for the terminals such as unauthorized door unlocks and duress alarms.

<div> Print(P)</div> <div> Export(T)</div> <div> Exit(E)</div>					
Time Period: From: 07/01/2016 To: 07/29/2017 Machine No.: <input type="text"/>					
 Search(E)					
No.	Machine No.	Week	Date	Time	Status
1	212	Saturday	09/03/2016	17:50	Illegally open the doo
2	212	Wednesday	09/14/2016	09:44	Illegally open the doo
3	212	Wednesday	09/14/2016	09:45	Illegally open the doo
4	212	Wednesday	09/14/2016	09:58	Illegally open the doo
5	212	Wednesday	09/14/2016	09:59	Illegally open the doo
6	212	Wednesday	09/14/2016	10:00	Illegally open the doo
7	212	Sunday	10/09/2016	12:21	Illegally open the doo
8	212	Sunday	10/09/2016	12:22	Illegally open the doo

Chapter 6. Face System

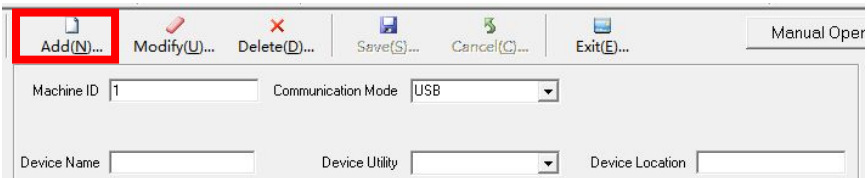
6.1 Staff Information

Reference section [3.3](#)

6.2 Device (face)

6.2.1 Add Device

Click “Add”



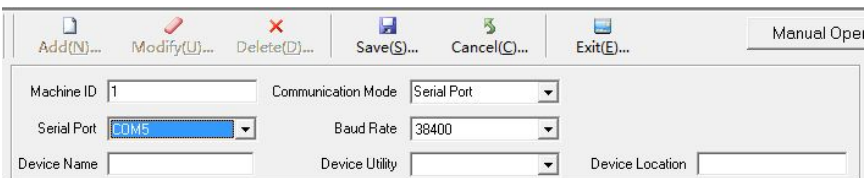
The screenshot shows a software dialog box titled "Add Device". The top toolbar contains buttons: "Add(N)...", "Modify(U)...", "Delete(D)...", "Save(S)...", "Cancel(C)...", "Exit(E)...", and "Manual Oper". The "Add(N)..." button is highlighted with a red rectangular box. Below the toolbar, the "Machine ID" field contains the value "1". The "Communication Mode" dropdown menu is set to "USB". At the bottom, there are empty input fields for "Device Name", "Device Utility", and "Device Location".

Begin by selecting the “Communication Mode”, there are four modes: Serial COM Port, TCP/IP, USB, and P2S.

1)USB Communication

Select this mode if you have a USB to USB male to male cable. The “Machine ID” must match with the device ID on the device proper. Then Click “Save” to finish.

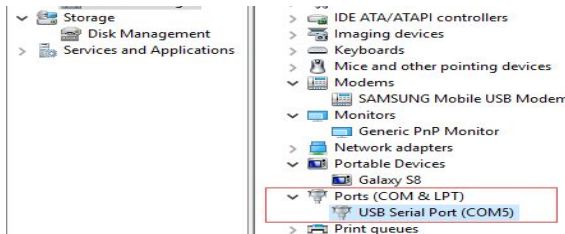
2) Serial Port



This screenshot shows the same "Add Device" dialog box, but with the "Communication Mode" dropdown menu set to "Serial Port". The "Serial Port" dropdown menu is now open, showing "COM5" as the selected option. The "Baud Rate" dropdown menu is also visible, set to "38400". The "Machine ID" remains "1". The "Device Name", "Device Utility", and "Device Location" fields are still empty.

The “Machine ID” and Baud Rate (Default 38400bps) must match with

the system info on the device itself. Select the “Serial Port” of the PC. To find the proper COM number, go to Window’s Device Manager as shown in the image below. “Device Utility” and “ Device Location” are optional but should be filled properly for proper documentation.



3) TCP/IP

A screenshot of the Attendance Access System configuration window. The window has a title bar and a menu bar with options: Add(N)..., Modify(U)..., Delete(D)..., Save(S)..., Cancel(C)..., Exit(E)..., and Manual Oper. The main area contains several fields: Machine ID (text box with '1'), Communication Mode (dropdown menu with 'TCP/IP' selected), Device IP (text box with '192.168.1.224'), Port No (text box with '5005'), Password (text box with '0'), Device Name (text box), Device Utility (dropdown menu), and Device Location (text box).

The PC connects to the device through Ethernet cables in this mode. Enter the terminal’s “Machine ID”, “Device IP”, and “Port No.” (Default 5005). The communication “Password” is defaulted at 0. Click “Save” to finish.

6.2.2 Modify Device

Select the Device then Click “Modify”. Change the field values then click “Save” to finish.

6.2.3 Check Status

Select a device then click “Check Online”. The bottom panel will show whether connection is established.

6.2.4 Get Information

Select a device and Click “Get Information” to acquire device information such as registered users, used fingerprint capacity, etc.

6.2.5 Set Time

Select a device and click “Set Time”. The software will change the device’s time based on the PC’s time.

6.2.6 Device Management

Click “Device Management” button within the “Device Management” module (as shown below).

Device Management

Staff fingerprint management | Bell device | Device details

Search Conditions: [] [] [] Search(E) Note: If search by 'rights' query, '0' represents the general user, '1' represents the administrator and '2' represents the superuser

No.	Machine	Staff No.	Name	Reg No.	Backup	Rights	Password	Card No.
1	212	00000001	chen	0000000001	02	Normal Use		
2	212	00000001	chen	0000000001	10	Normal Use	216395	
3	212	00000001	chen	0000000001	00	Normal Use		
4	212	00000001	chen	0000000001	01	Normal Use		
5	212	00000001	chen	0000000001	11	Normal Use		0000000000
6	212	00000002	Name 2	0000000002	10	Normal Use	913391	
7	212	00000002	Name 2	0000000002	00	Normal Use		
8	212	00000002	Name 2	0000000002	01	Normal Use		
9	212	00000003		3 0000000003	00	Administrat		
10	212	00000004	Name 4	0000000004	00	Normal Use		
11	212	00000004	Name 4	0000000004	01	Normal Use		

Download Staff Information | Upload Staff Information | Modify User Rights | Delete Registration Info in the machine

1) Staff Fingerprint Management

【Download Staff Information】: Pulls registered fingerprint data into the database. For employees that weren’t registered into the software’s HR System, the AAS will automatically create the profiles.

Lexicon

【Backup】 : The column identifies what verifications are registered.

00—First fingerprint

01—Second fingerprint

02—Third fingerprint

09—Duress fingerprint

10—PIN

11—ID Card

17—Face

【Rights】: Whether the user is an administrator or a normal user.

Administrator—The administrator can access the terminal's menu and therefore its parameters.

Normal User—A normal user may clock in/ gain access via the terminal.

【Upload Staff Information】: Uploads selected staffs onto devices in case of a reset or for quick registration on terminals. That includes their names, departments and verification data.

Click “Upload Staff Information”, use the staff directory to move staffs into the selected list on the right (See Image Below).Click “Confirm” to initiate the upload operation.

If the fingerprint data are already on the devices, select the “Register name only” checkbox at the top to upload the names.

Upload staff information

Confirm(S)... Clear (C)... Exit(E) ☐ Register name only

Search Conditions

Company

Staff fingerprints to be selected 0 record

Name	Reg No	Machine

Single selection

All selection

All fingerprint

Single selection

All selection

Staff fingerprints have been selected 12 record

Name	Reg No	Machine
1	0000000001	213
1	0000000001	213
1	0000000001	213
1	0000000001	213
2	0000000002	213
3	0000000003	213
4	0000000004	213
5	0000000005	213
6	0000000006	213
7	0000000007	213
Name 33	0000000033	213
36	0000000036	213

【Modify User Rights】: Change the permission of users. Select a user in the list and click “Modify User Rights”,

【Delete registration info in the machine】: Deletes the user on the terminal. Select a user in the list and click “Delete registration info in the machine”.

2) Bell device

Time attendance terminals come with an internal bell function (select models have external bell sockets).

Select the “**Bell device**” tab. The window will be as shown in the image below. The interface allows you to set 8 sets of bell chimes and their times.

Device Management

Staff fingerprint management **Bell device** Device details

Enable Bell time

1st Group: ☐ 00:00

2nd Group: ☐ 00:00

3rd Group: ☐ 00:00

4th Group: ☐ 00:00

5th Group: ☐ 00:00

6th Group: ☐ 00:00

Bell count:

6.2.7 Data Import/Export Using USB Flash Drive

The screenshot shows the 'Device Management' section of the Attendance Access System software. The interface includes a top menu bar with options like 'Add(N)...', 'Modify(U)...', 'Delete(D)...', 'Save(S)...', 'Cancel(C)...', and 'Exit(E)...'. Below this is a form for device configuration with fields for Machine ID, Device IP, Device Name, Communication Mode, Port No, Password, Device Utility, and Device Location. A table lists the configured devices, with the first device (Machine ID 1, TCP/IP, Port No 5005, Device IP 192.168.1.224, Password 0) selected. On the right side, there are buttons for 'Device Management', 'Initialize Device', 'Get U Disk Record' (circled in red), and 'Clear All Tips'. At the bottom, there are checkboxes for 'Select All' and 'Invert', and buttons for 'Check online', 'Get Information', 'Set Time', 'New Record', 'All Record', 'Download Record', and 'Clear Device Record'.

Machine ID	Communication Mode	Serial Port	Baud Rate	Port No	Device IP	Password	Device Name	De
1	TCP/IP			5005	192.168.1.224	0		

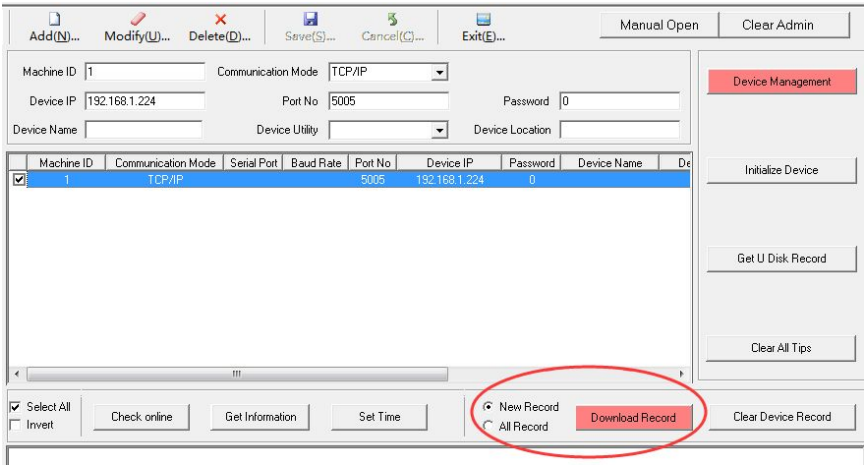
1) Time logs download

After inserting a flash drive into the terminal, you may use the “download the attendance records” within “U-Disk download” on the terminal to pull attendance records onto the flash drive. At the operation’s completion, a file ‘ALOG_001.TXT’ will be generated. (001 is the Device ID)

Now insert the USB flash drive to the PC, click “Get U Disk Record” and navigate to the .TXT file to import data.

6.2.8 Download Record

Select the device in “Device Management”, then select either “New Record” or “All Record” Option box. Then click “Download Record”



New Record: Download only new records since last download.

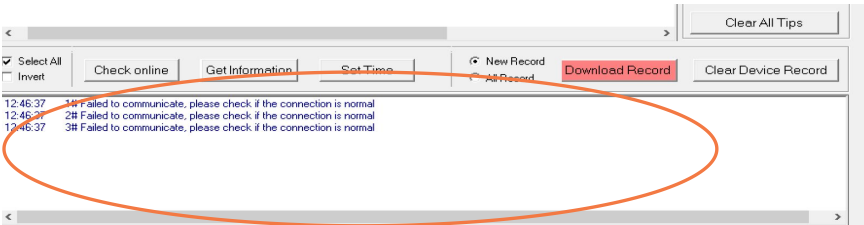
All Record: Download all records, may contain duplicate time logs.

6.2.9 Initialize Device

This function irreversibly removes all registration and time logs from the device, use it with care.

6.2.10 Clear All Tips

Removes all status messages. (See image below)



6.2.11 Clear Admin

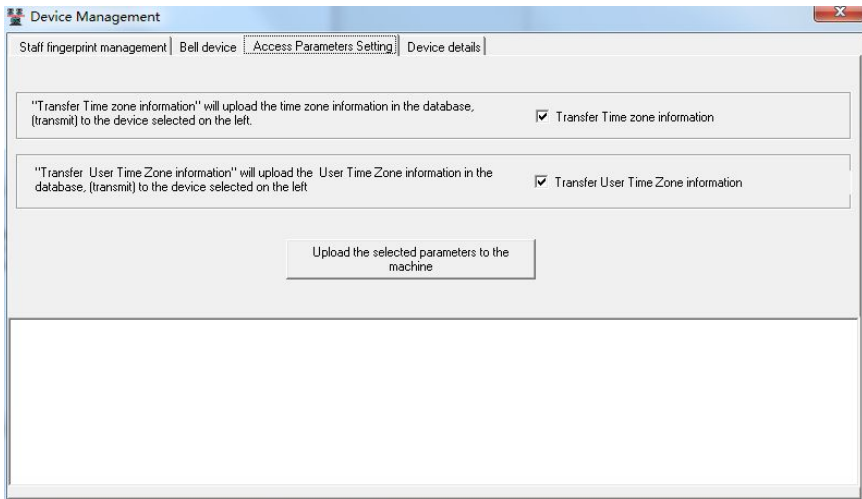
Removes all administrators from the terminal.

6.2.12 Manual Open

Manually unlock doors with this function.

6.2.13 Set Access Parameters

Select which parameters to upload onto the terminals.



6.3 Data Analysis

【Data Analysis】includes 【Original Report】 , 【Detail Report】 , 【Daily Report】 , 【Monthly Report】 . With the exception of “Original Report”, the module generates report based on the time logs of staffs.

6.3.1 Original Record

【Original Record】: Raw time logs from the attendance terminal;

6.3.2 Detailed Report

【Detailed Report】: Employee

6.4.1 Add/Modify/Delete Time Zone

1) Add Time Zone

Within “Access System” > “Time Zone”, click “Add” to bring up the prompt (see image below). The default time zones allow access at any time throughout the day. The system allows 50 Time Zones .

The image displays two screenshots of the "Define Time Zone" dialog box. The top screenshot shows the "Select Time Zone" dropdown menu open, displaying a list of numbers from 1 to 50. The "Description" field is empty. The dialog box contains seven tabs for the days of the week: Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. Each tab has a time interval selector (00:00 to 23:59) and a "Verification Mode" dropdown menu. The bottom screenshot shows the "Verification Mode" dropdown menu open, displaying a list of authentication methods: FACE, FP, CD, ID+PwD, FP+FACE, CD+FACE, and PwD+FACE. The "Confirm" and "Cancel" buttons are visible at the bottom right of the dialog box.

Select a time zone number from the dropdown menu, then change the “Time Zone” intervals and “description” fields, and select the verification mode. click “Confirm”.

2) Modify Time Zone

Within “Access System”>”Time Zone”, select a “Day Zone” and click “Modify”. Change the fields then click “Confirm” to finish.

3)Delete Day Time Zone

Within “Access System”>”Time Zone”, select a “Day Zone” and click “Delete”.

6.5 User Time Zone(face)

Assign employee’s access rights, that includes unlock combination group number, and time zone (we can set three time zone for one day) .

Steps:

Begin by selecting the device in the “Machine ID” dropdown menu.

The screenshot shows the 'User Time Zone' configuration window. On the left is a 'Dept structure' tree with 'Company' selected. The top section contains a 'Machine ID' dropdown and three 'Time Zone' dropdowns (Time Zone1: 01, Time Zone2: 02, Time Zone3: 03). Below these are two tables: 'Unauthorized List' and 'Authorized List'. The 'Unauthorized List' table has columns for Name, Department, and User ID, with one entry: Name '1', Department 'Company', User ID '0000000001'. A red box highlights a vertical menu of action buttons: 'Individually', 'All', 'Individually canceled', and 'Cancel'. The 'Authorized List' table is empty.

Change Time Zone fields.

Use the staff directory to find the employees and use the buttons (red circle in the image above) to move them onto the “Authorized List”.

Click “Exit” to finish.

Dept structure

Company

Machine ID: 1

Time Zone1: 01Time Zone2:Time Zone3:

Unauthorized List

Name	Department	User ID
2	Company	0000000002
3	Company	0000000003

Individually

All

Individually canceled

Cancel

Authorized List

Name	Department	Time...	Time...	Time...
1	Company	01	00	00

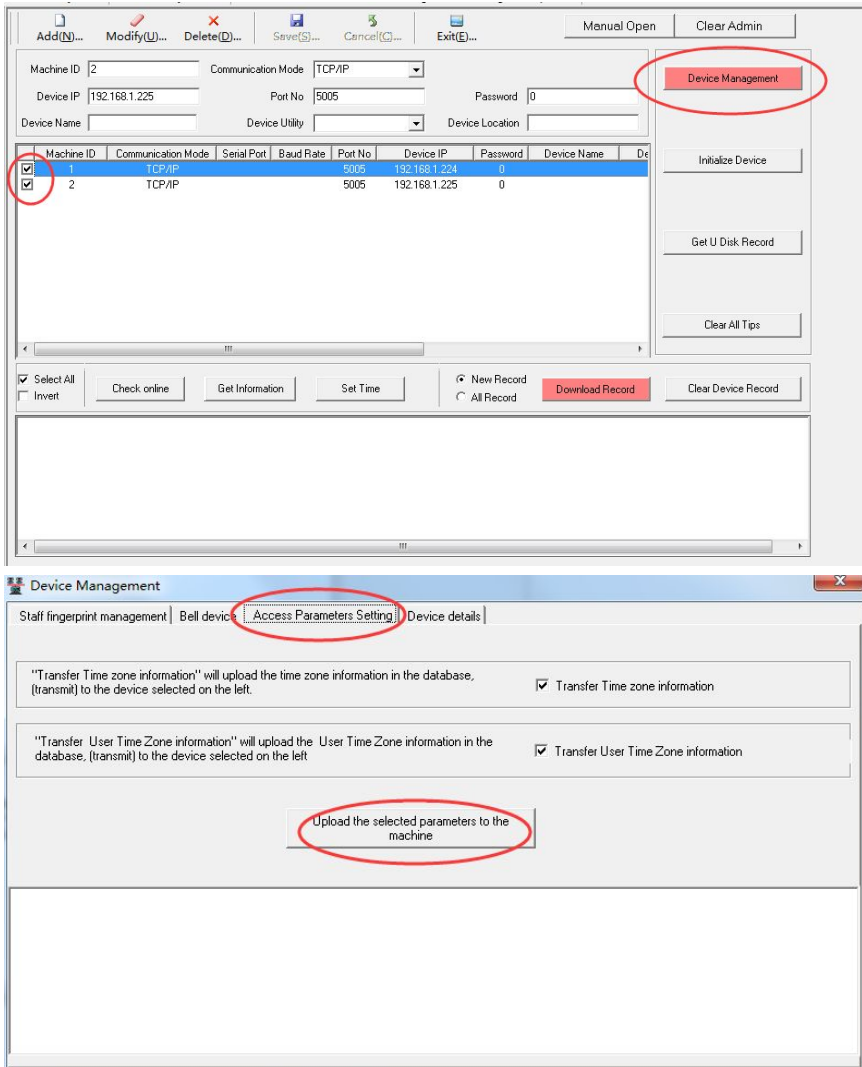
2

1

Note: For devices produced by our company, each staff can be assigned one unlock group and one time zone only.

6.6 Device Management

Once you have configured the settings throughout section 6.1-6.2, you may upload these access parameters within “Device Management”. Select the devices with the check box on the left, then click the “Access Parameters Setting” within “Device Management” to upload these settings. (see image below)

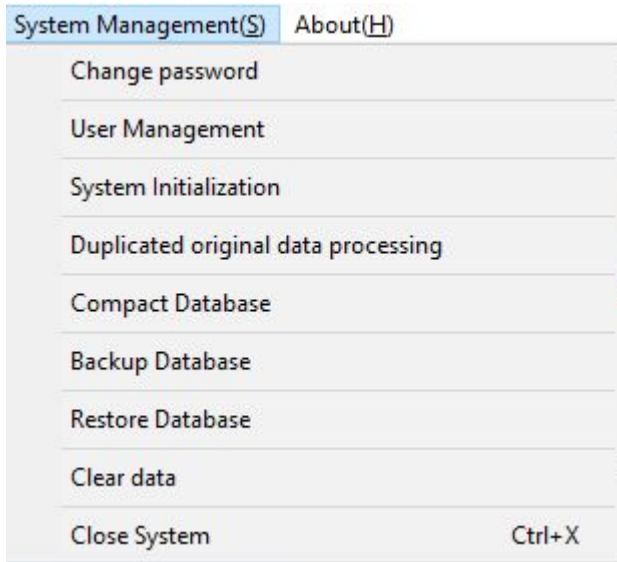


6.7 User Time Zone Report (face)

This function allows you to look up assigned access permissions.

Chapter 7. System Management

In the main window, look for “System Management” in the top left corner. The menu includes **【Change password】**, **【User Management】**, **【System Initialization】**, **【Duplicated original data processing】**, **【Compact Database】**, **【Restore Database】**, **【Backup Database】**, **【Clear Data】**, and **【Close System】**.



【Change password】: Change the password to the AAS to prevent unintentional modification.

【User Management】: Add or modify AAS administrator accounts and their permissions.

【System Initialization】: Restore all AAS settings to default.

【Process Duplicate Raw Data】: Deletes redundant data within the system.

【Compact Database】: Compacts the database as the accumulation of data will affect performance of the system.

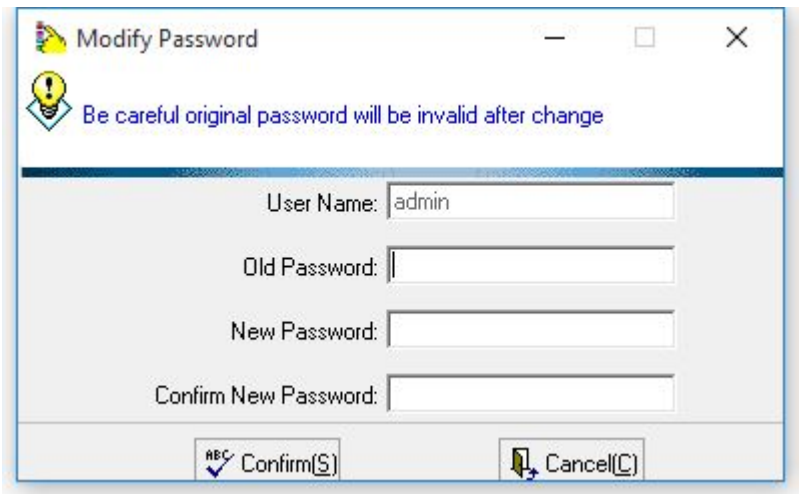
【Backup Database】: Creates a copy of the database.

【Restore Database】: Restore the database from an existing backup.

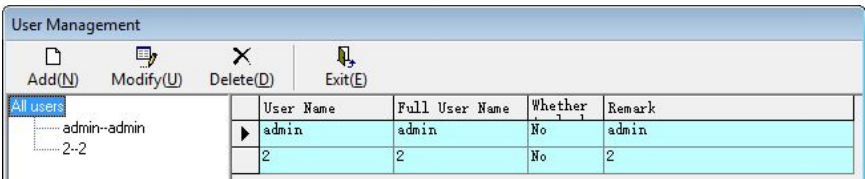
【Clear Data】: Delete expired data from the database.

7.1 Change Password

The default credentials for login is User Name: admin, Password: (Blank). After finishing the settings, it is highly recommended that you set a new password to prevent unintentional system access.



7.2 User Management



Steps:

1) Add AAS User

Within “User Management”, click “Add” to bring up the “User Properties

Page”. (See image below)

User properties page

Save(S)... Exit(E)

User Name: Password: Confirm Password : Full User Name: User Description:

☐ You must change the password for the next login

Rights Allotment: ☐ All allowed ☐ All canceled

Function of authorization:

☐ Company ☐ Shift Allotment ☐ Original Report ☐ Access Right...

☐ Department ☐ Total Schedule ☐ Detail. Report ☐ Access Detail...

☐ Staff Informati... ☐ Holiday Regis... ☐ Daily Report ☐ Button event

☐ Staff Dimission ☐ Leave Registr... ☐ Monthly Report ☐ Alarm event

☐ Parameter Set... ☐ Manual Punch ☐ Time Zone ☐ User Manage...

☐ Default Shift ☐ Definition Rule ☐ Unlock Combi... ☐ Clear data

☐ Shift Definition ☐ Device Mana... ☐ Rights Allotment ☐ Compact Dat...

☐ Shift Pattern ☐ Data Analysis ☐ Realtime Moni...

Here you can enter the information and credentials for the user as well as their permissions within the system. After you are done, click “Save” to finish.

2) Modify AAS User

Select a user from the list and click “Modify”.

User Management

Add(N) Modify(U) Delete(D) Exit(E)

All users

User Name	Full User Name	Whether	Remark
admin	admin	No	admin
2	2	No	2

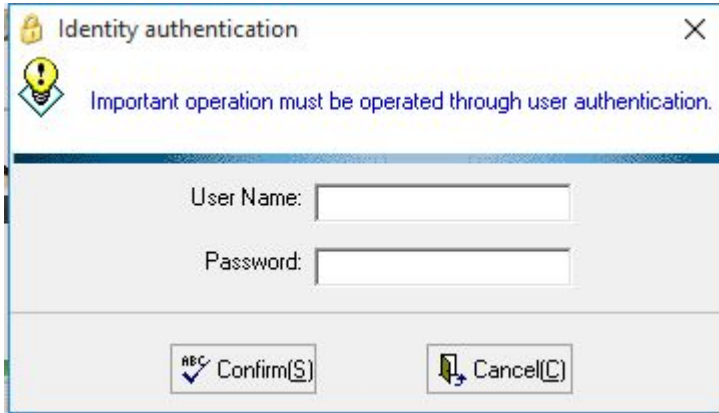
The “User properties page” will appear for you to modify the fields. Once finished, click “Save”.

3)Delete AAS User

Select a user from the list and click “Delete”.

7.3 System Initialization

Click **【System Initialization】** , enter the credentials to confirm this operation.

A screenshot of a Windows-style dialog box titled "Identity authentication" with a close button (X) in the top right corner. Below the title bar, there is a yellow warning icon (a lightbulb with an exclamation mark) and a blue message: "Important operation must be operated through user authentication." Below this message, there are two input fields: "User Name:" followed by a text box, and "Password:" followed by a text box. At the bottom of the dialog, there are two buttons: "Confirm(S)" with a small icon of a checkmark and the letters "ABC" to its left, and "Cancel(C)" with a small icon of a hand pointing to a document to its left.

7.4 Duplicated original data processing

Within “System Management”, click “Duplicated original data processing”, the system will automatically delete duplicate data.

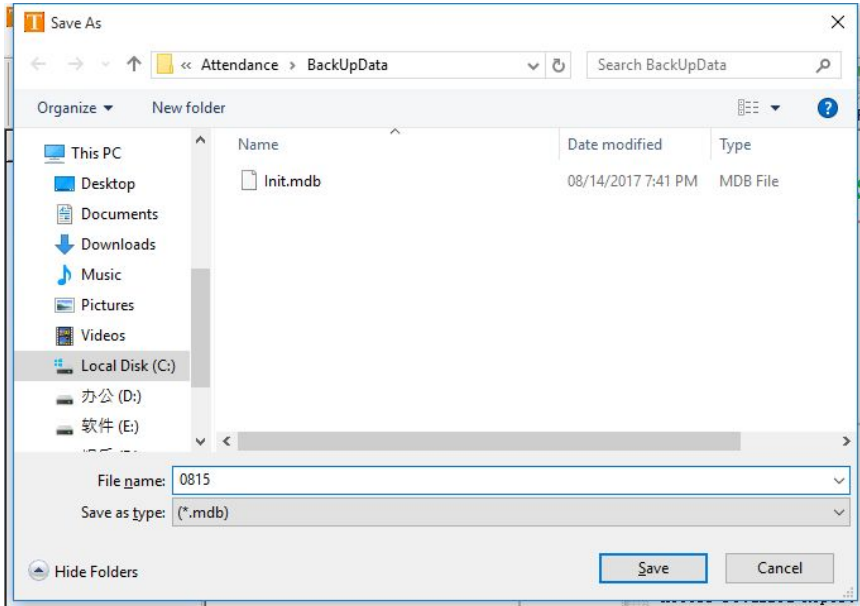
7.5 Compact Database

Within “System Management”, click “Compact Database”, the system will automatically complete the operation.

7.6 Backup Database

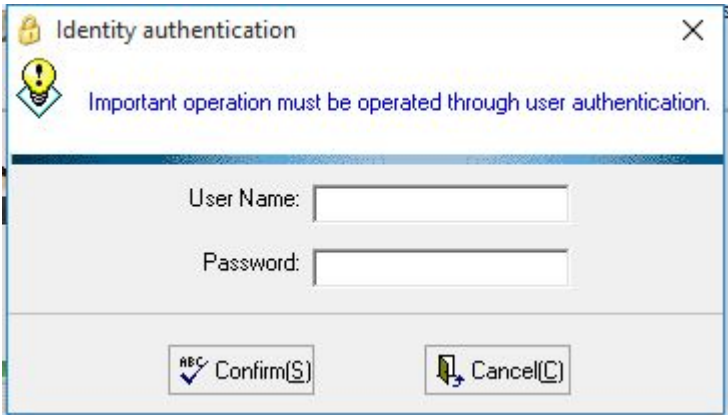
This operation creates a backup file within the directory you specified. In the event of system failure or corrupt files, this file can be used on a fresh installation to restore the settings.

Within “System Management”, select “Backup Database”. Use the windows prompt to select the directory.

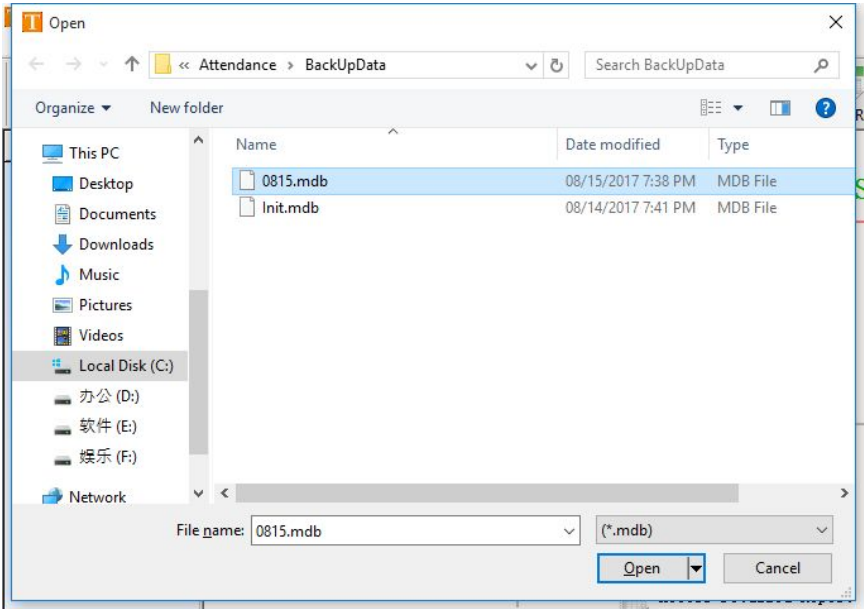


7.7 Restore Database

Within “System Management”, click “Restore Database to bring up the authentication window. Enter the credentials.



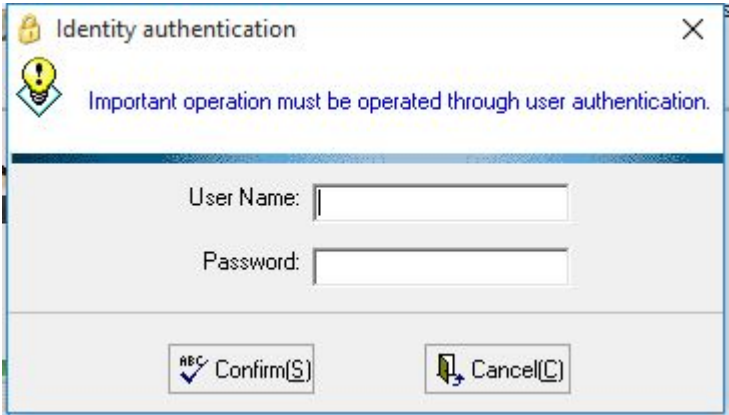
With the windows prompt, navigate the directory to find the backup file with .mdb extension. Click “open” to finish.



7.8 Clear Data

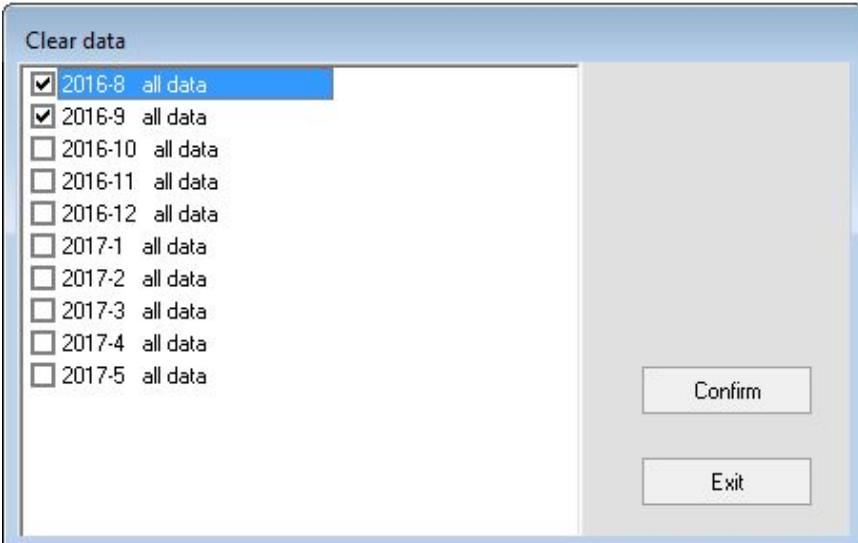
Within “System Management”, click “Clear Data”. Then enter your

credentials.



The dialog box is titled "Identity authentication" and features a yellow warning icon. It contains a message: "Important operation must be operated through user authentication." Below the message are two input fields: "User Name:" and "Password:". At the bottom, there are two buttons: "Confirm(S)" and "Cancel(C)".

Select the data for the desired months by clicking their corresponding checkboxes. Click “Confirm” to finish.



The dialog box is titled "Clear data" and contains a list of months with checkboxes. The first two months, 2016-8 and 2016-9, are checked. The list includes:

- ☒ 2016-8 all data
- ☒ 2016-9 all data
- ☐ 2016-10 all data
- ☐ 2016-11 all data
- ☐ 2016-12 all data
- ☐ 2017-1 all data
- ☐ 2017-2 all data
- ☐ 2017-3 all data
- ☐ 2017-4 all data
- ☐ 2017-5 all data

At the bottom right, there are two buttons: "Confirm" and "Exit".

