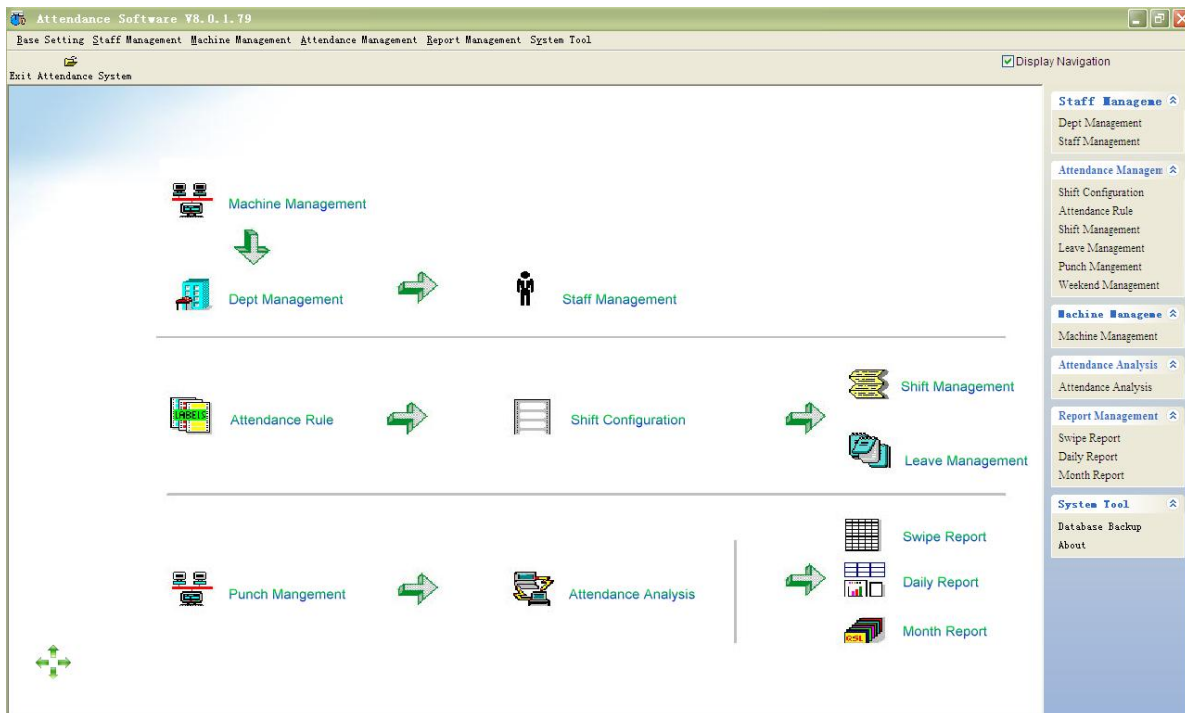# Contents

System Management

1. Login

Note: Amin means the Administrator and there is no password for the software.

1. Main Interface

Note: 2.1 Main interface provides the operation menu of the time attendance management system, the navigation provides the daily use function.

2.2 The system includes the major six functions.

1) The first Function: Base Setting

● Company Setting, You can set the company name.

● Attendance Period, set the begin date and end date of the attendance month

● Rule setting -----Attendance rule, You can set " The repeat of the fingerprint is valid within some time" such as it is 5 minites. It means the software will calculate one time of the fingerprint within 5 minites whatever you put the fingerprint within 5 minutes. "The software calculate overtime when you work more than some time." " Later is not as later within some

time" "The software calculate later or early leave after sometime"

- Shift Configuration: To set the working timetable of the staff
- Holiday Setting: To set the national holiday. After set the national holiday, the attendance report will show the national holiday in it. If you work in the national holiday the system will calculate you work overtime.
- Leave type setting: The system provide the type of the leaving, you can revise the type according to your requirement. The type of the leave will show on the attendance report.
- To revise the password: you can revise the password of the system after login.

2) Second function: Staff Management

- Department Management: To set the relative department of the company
- Staff management: you can set the basic information of the staff such as position and so on.
- Staff information:

A Can establish the file of the company staff. You should establish the department at first, then establish the staff file. You will use the <dept management> <staff management> when you estabalish the employee file..

B Provide EXCEL to import the staff information. There is excel standard form in the staff interface.

C Can revise staff information: you can revise the department, shift, time attendance rule and so on.

3) Third Function: Machine Management

Major functions are below:

- Add machine
- Set time attendance machine: such as revise the time of the time attendance machine, cancel admin of the machine, remove time attendance record, default time attendance machine and so on.
- Data Collection: Collect the data from machine, import the data from USB flash drive, or import the data from file and so on.
- Register

A Read the staff information from time attendance machine

B Read the fingerprint information of the staff then save it to the local database.

C Use the pendrive stick to download data from machine and Save the fingerprint information to database

D Import staff information which save in the local data to the time attendance.

E Import the name of the staff to the time attendance

F Delete the fingerprint information which register in the machine

G Import the ID number of the staff to the machine.

4) Fouth function: Attendance management

Major functions

- Shift configuration

Can set the timetable of the company

- Shift Configuration

Can set the timetable of the staff.   You should set the shift at the shift configuration.

- Leave Management

Can set the leave time of the staff and can set the detail time for the staff to ask for leave. "Leave Type setting" is in the base setting

- Punch Management
  If the staff forget pressing the finger, you can add the time attendance for the staff in the punch management.
- Weekend Management
  Set the weekend of the staff. It usually use for the monthly salary, such as Saturday and Sunday is rest.

5) Fifth Function: Report Management

- Attendance Analysis, Calculate the daily report of staff according to the record of staff, rule setting and punch management.
- Swipe report, the original time attendance of staff.
- Daily Report. After analysis the data you will see the daily report.
- Monthly report. The summary of the daily report.

6) Sixth Function: System Tool

Major function:

- Previlege management: can set the user of the software system, can allow the user use the some of the software function, can set "delete" or " add" the right of the every function.
- Database backup: includes system initialization, database backup, database restore, database compress,   restore default setting.

2. Previlege Management
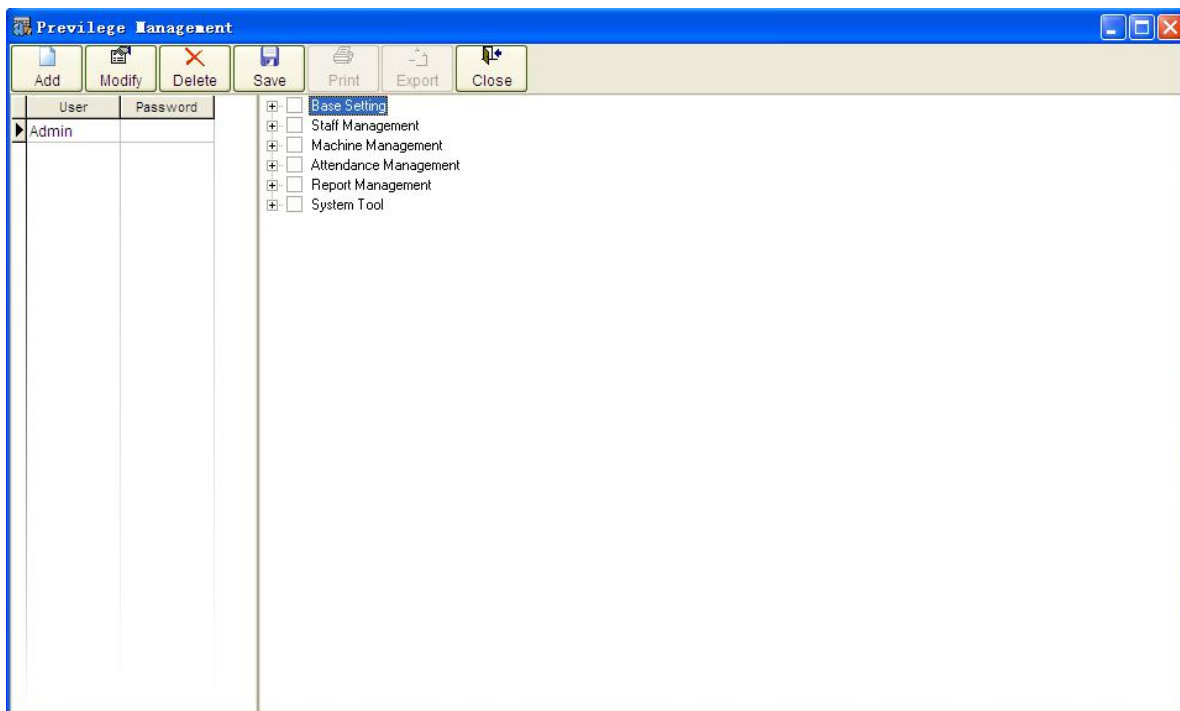
Note: You can add the new user, revise the password of login and so on.

2. Data Backup

Note: There is system Initialization, database backup, Database Restore, Database Compress, Restore Default setting and so on.

Base setting

1. Attendance Rule

2. Statistic Rule

1. Staff Management
2. Department Setting

2. Base Setting

3. Staff Mangement

9.1   Revise the staff information

<department > which have set in the dept management, Job, Education should be set in the Staff Management,   Shift has been set in the shift configuration, Attendance Rule has been set in the <Attendance Rule>
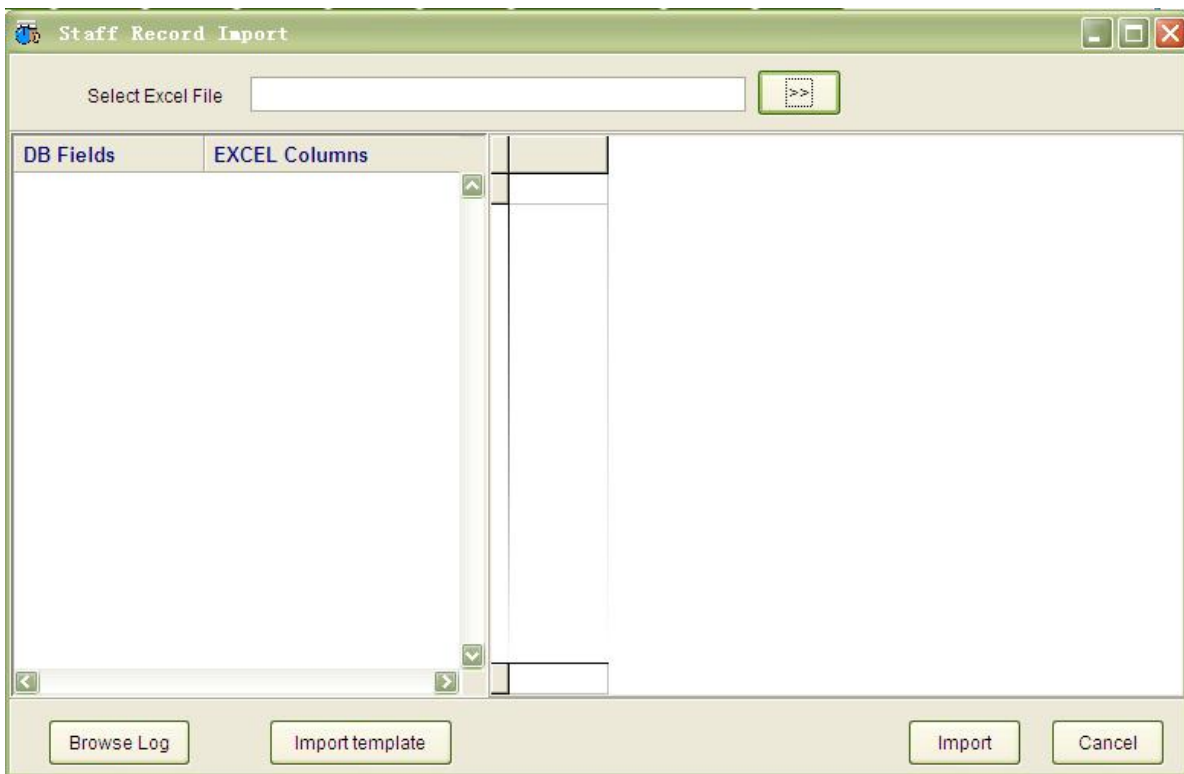
9.2 Select the staff then press right key of the mouse, you can set the leave of the staff or cancel the leave of the staff.
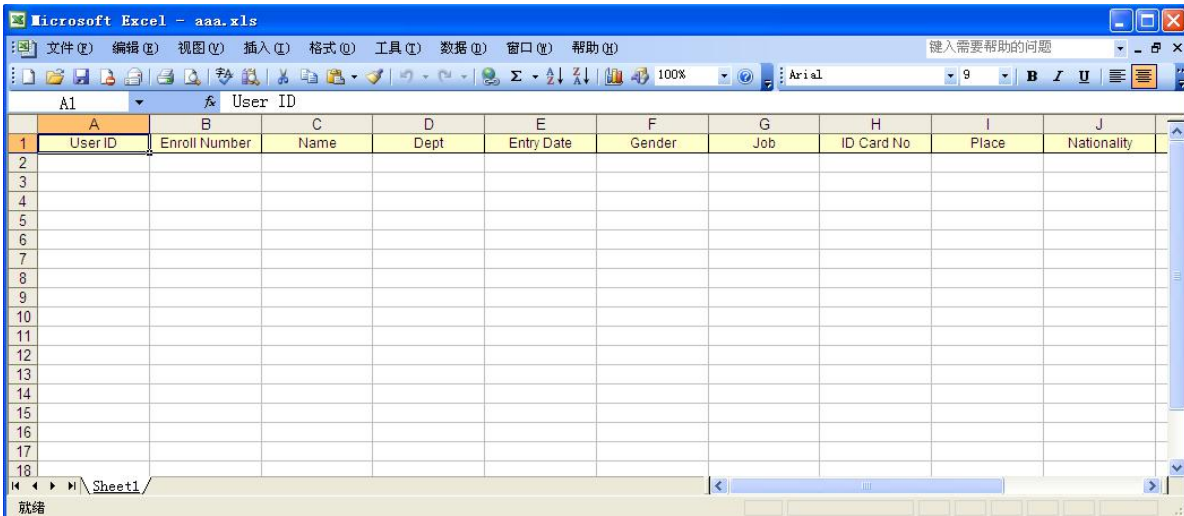
9.3 Set Grid Columns Visible
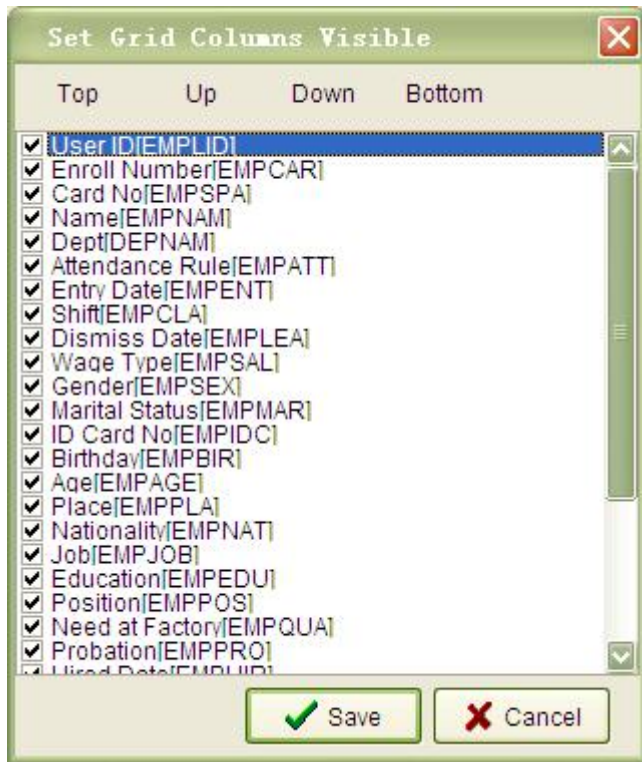
9.4 import: can import the staff information by excel.

A   press <import> at first then enter the below interface:

B Press <import template>. The system will open the "excel" file. Please remember

press\<save\> the excel, the system will have a hint and ask whether use the latest Microsoft Excel, Please select "yes"


C Note: The four column (user ID, Enroll number, name, department) must edit. You can set the four information in excel. It is more better to set the fifth column at first because the time attendance and information of staff is closely related to the date of the entry date. The entry date also can be revised in the staff information. （There is the standard format, The entry date of the staff is YYYY-MM-DD）

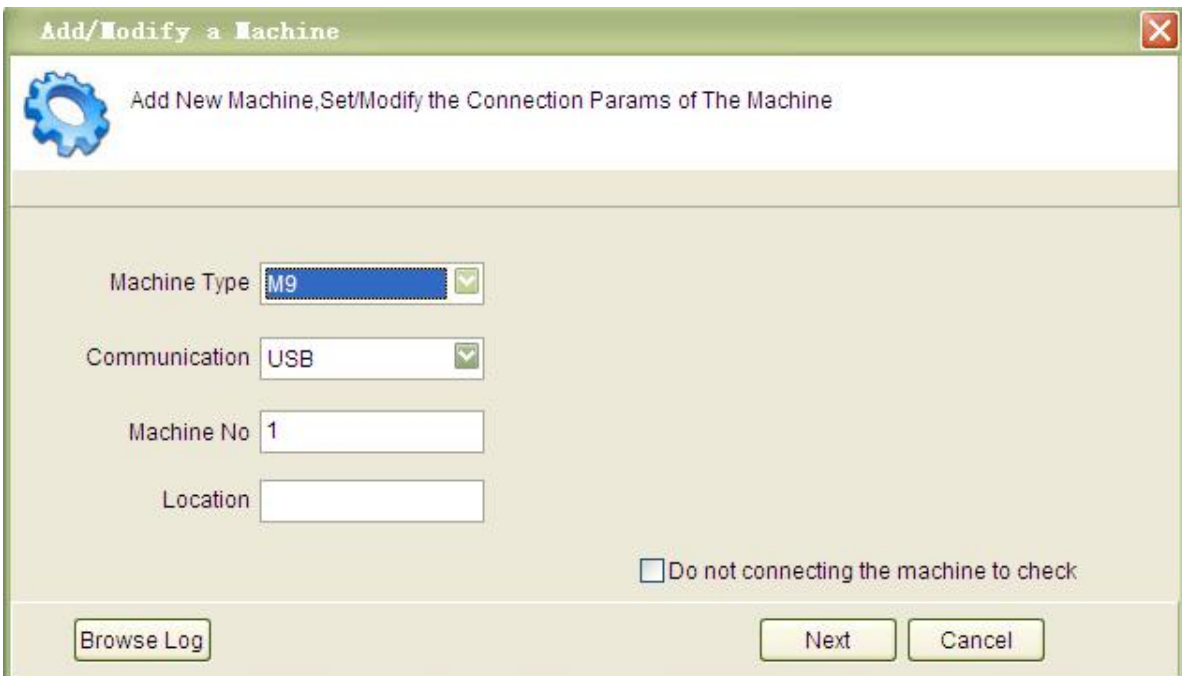D: System add the department to the excel automatically according to the department name.

Machine Management

2.   Manchine Management
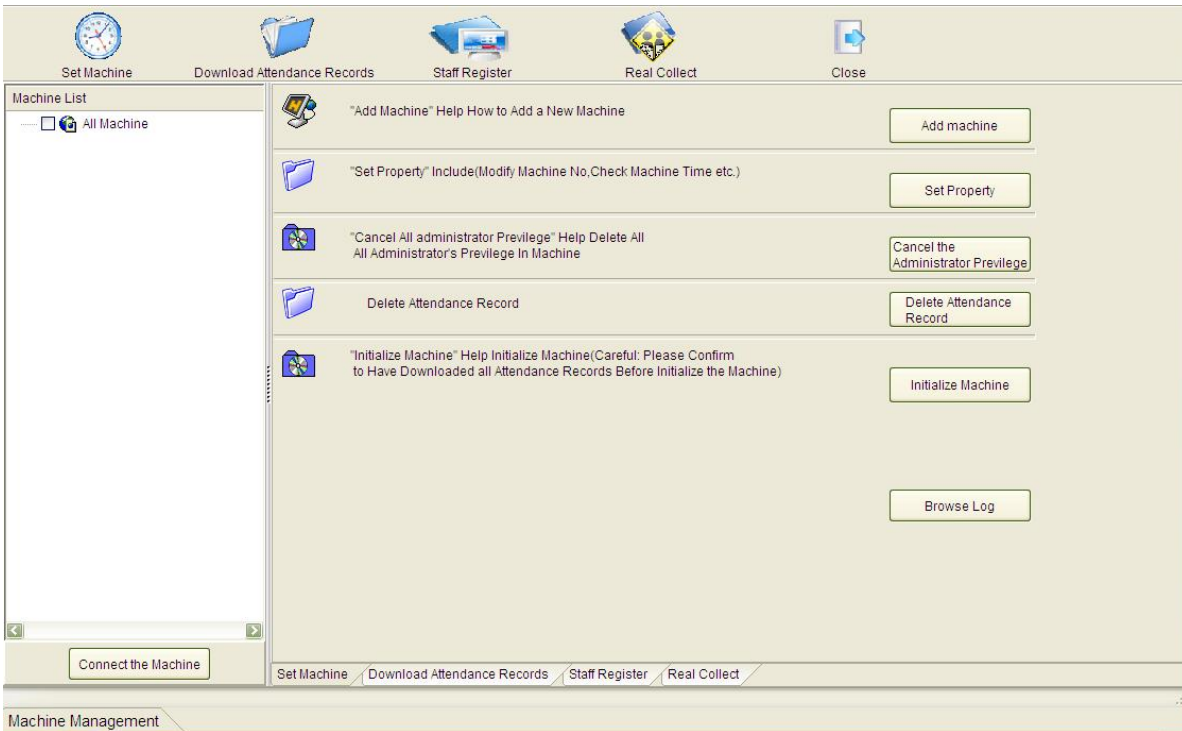
Note:

A   Add machine---USB communication

B Add time attendance---TCP/IP communication

Add/Modify a Machine

Add New Machine,Set/Modify the Connection Params of The Machine

Machine Type	M9	IP Address	192 . 168 . 1 . 224 ☐ By Domain Name
Communication	TCP/IP	Port	5005
Machine No	1	Password	0
Location			

☐ Do not connecting the machine to check

[Browse Log]   [Next] [Cancel]

C add machine—RS232/485 communication

Add/Modify a Machine

Add New Machine,Set/Modify the Connection Params of The Machine

Machine Type	M9	COM Port	COM3
Communication	RS232/485	Baud rate	38400
Machine No	1		
Location			

☐ Do not connecting the machine to check

[Browse Log]   [Next] [Cancel]

Time Attendance Management
3. Shift Configuration
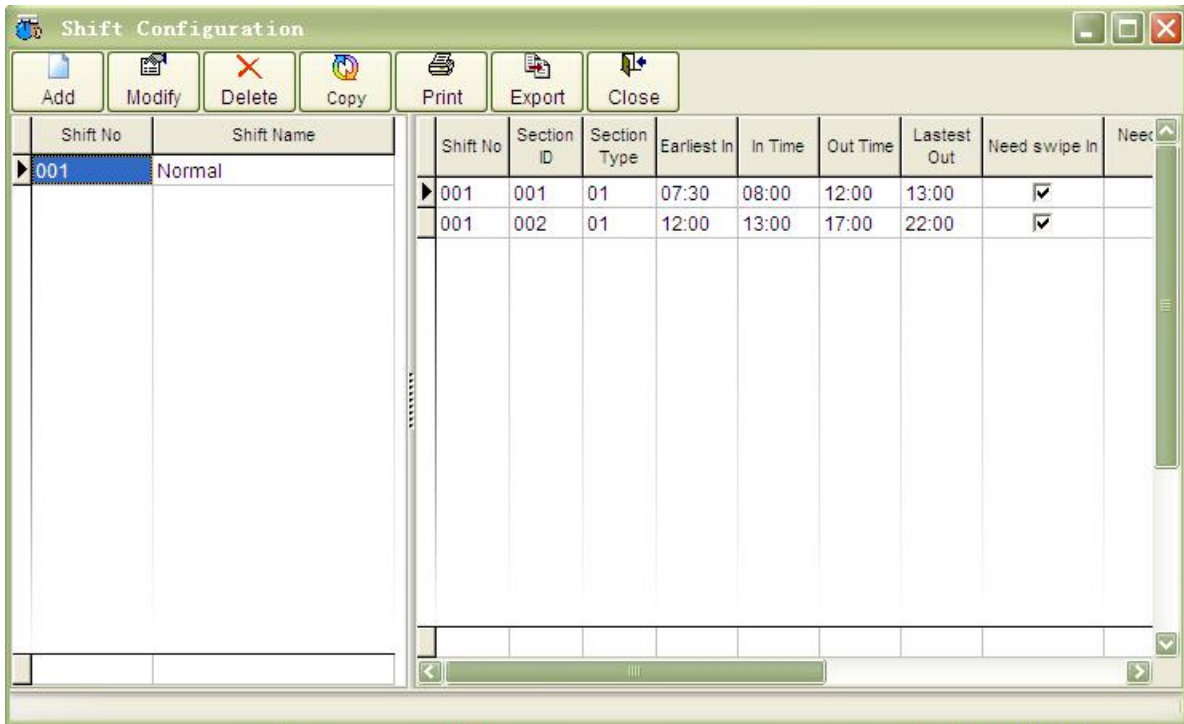
Operation is below

9.1 Press [add]

Note: Attendance Over some minutes Count OT. It cannot set as 0. The function of the setting is:

If the company requires the staff work more than 8 hours as count over time, it should be 480 minutes. It is 1440 minutes which means that we donot use the over time function.

9.2 Shift Selction:

Note:

A There are two selections, one is time attendance another is over time, such as:

，

  09:00-18:00 is daily time attendance.

  But 19:00-21:00 is over time, you should select as over time.

B [need swipe in] If you select it, you should press your fingerprint when you work, If you donot press your fingerprint the system will think you donot work. If you donot select it the system will think you work at the working time.
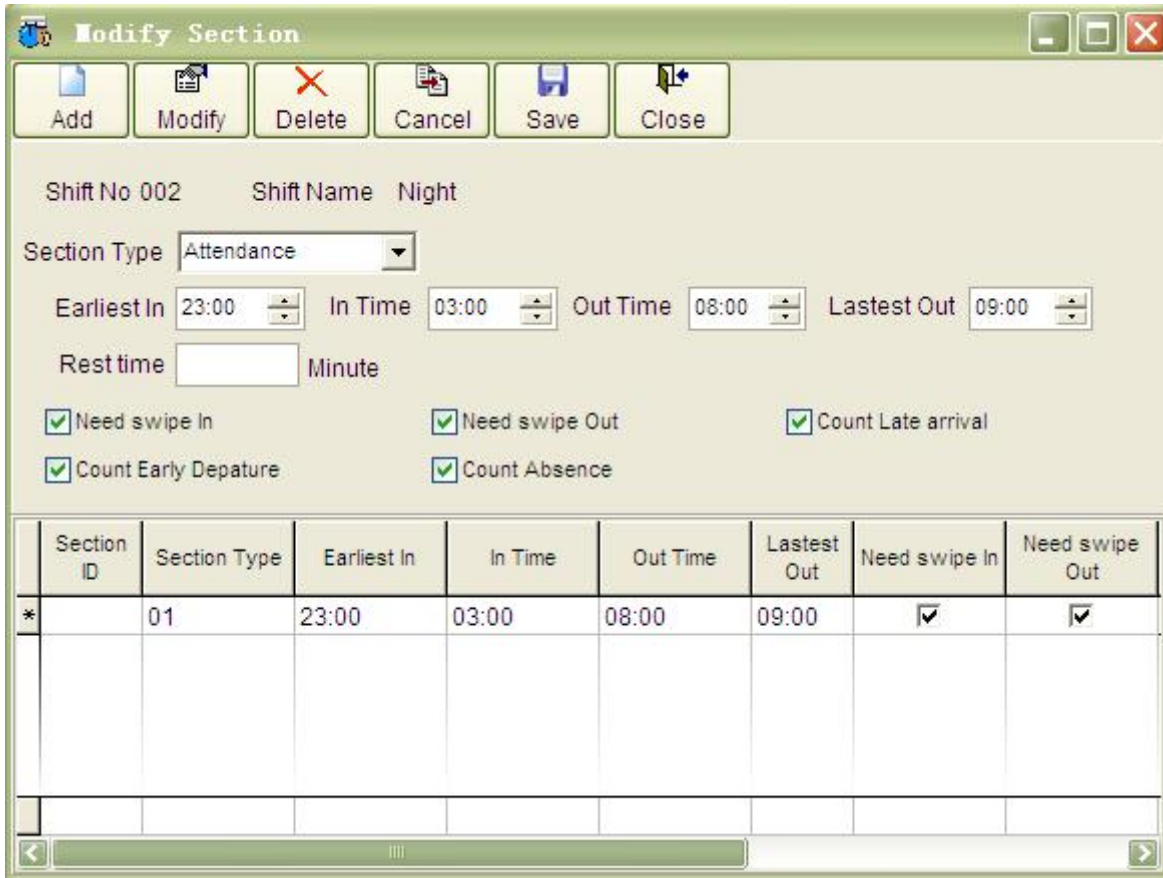
C [need swipe out] is the same with [need swipe in]

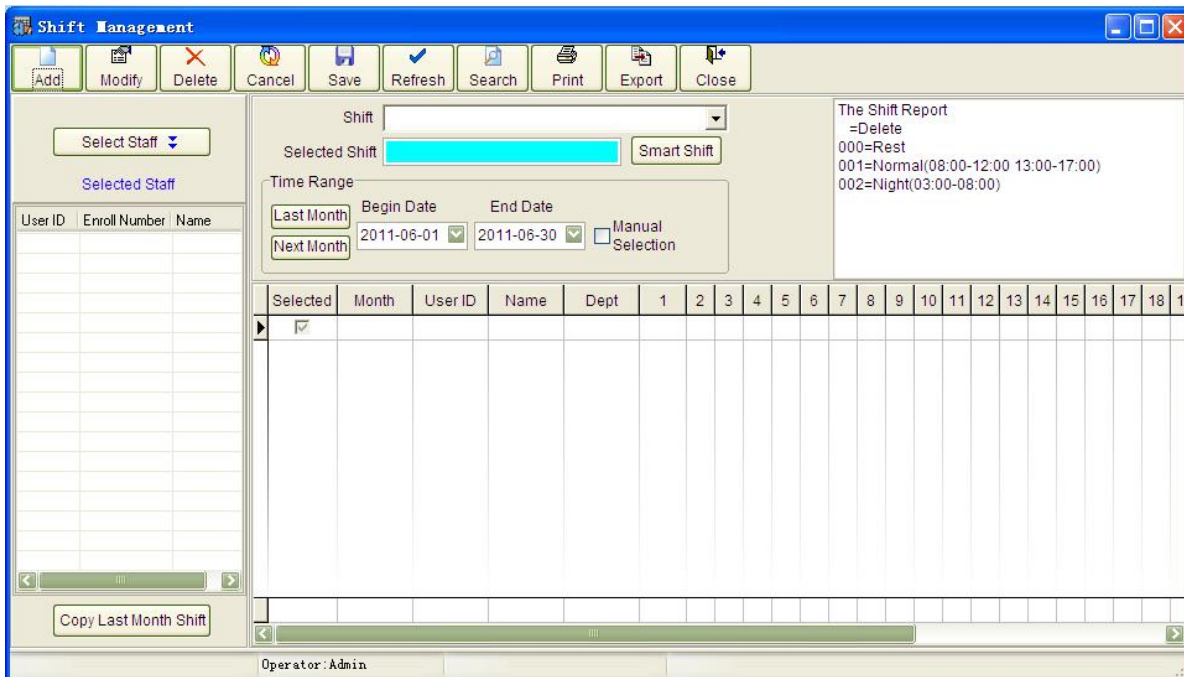D [count later arrival] If you select it the system will count the later if you come later.

E [Count Early Depature] If you select it the system will count you leave company early.

F [account absence] The system will count as account absence according to the attendance rule.

9.3 Night shift

3. Shift management

Operation is below:

12.1 Press [add], Select the staff

12.2 Select the shift, the shift have been set in the <shift configuration>,

12.3 Intelligent shift, You can select many shift within one day.   When the system analysis the data the system will select the shift which is close to.

12.4 Begin date and End date, From the first day to the last day for the shift.

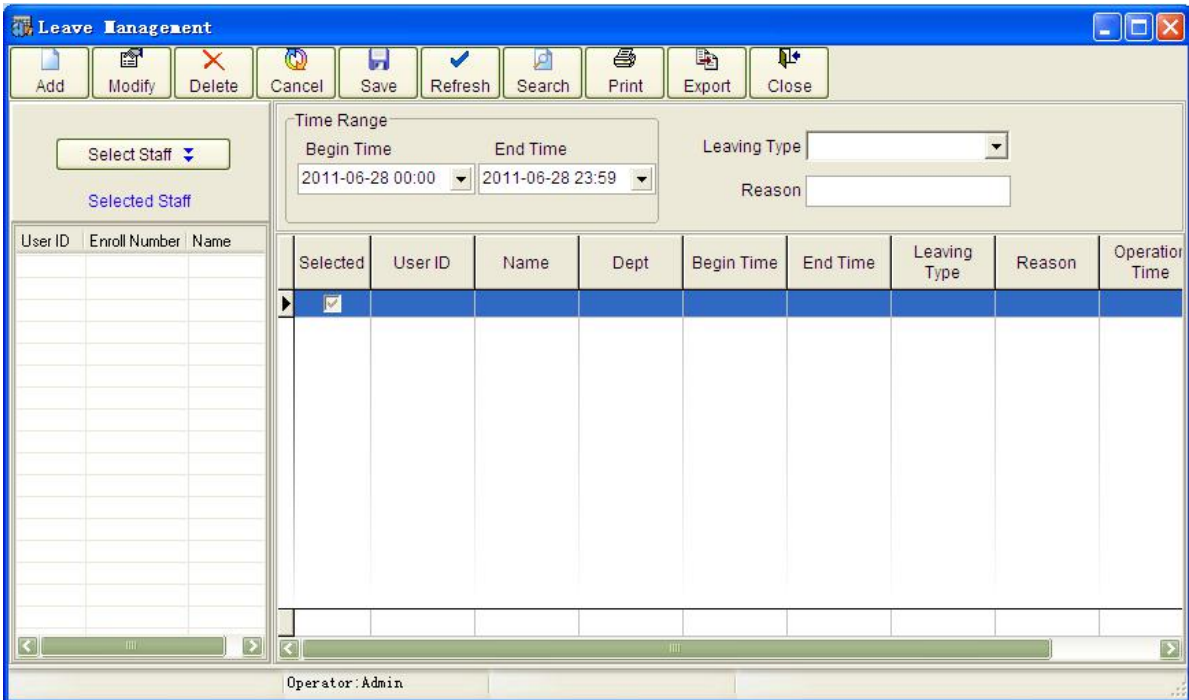12.5 Manual selection, which is suitable for the monthly rest.

12.6 Delete the shift

A Under the state of scaning, if the current shift that chose is empty, double click the corresponding cell which the line title is 1-31,just delete the corresponding date of shift.

B Delete month shift, selected the first column cells, then click [Delete].
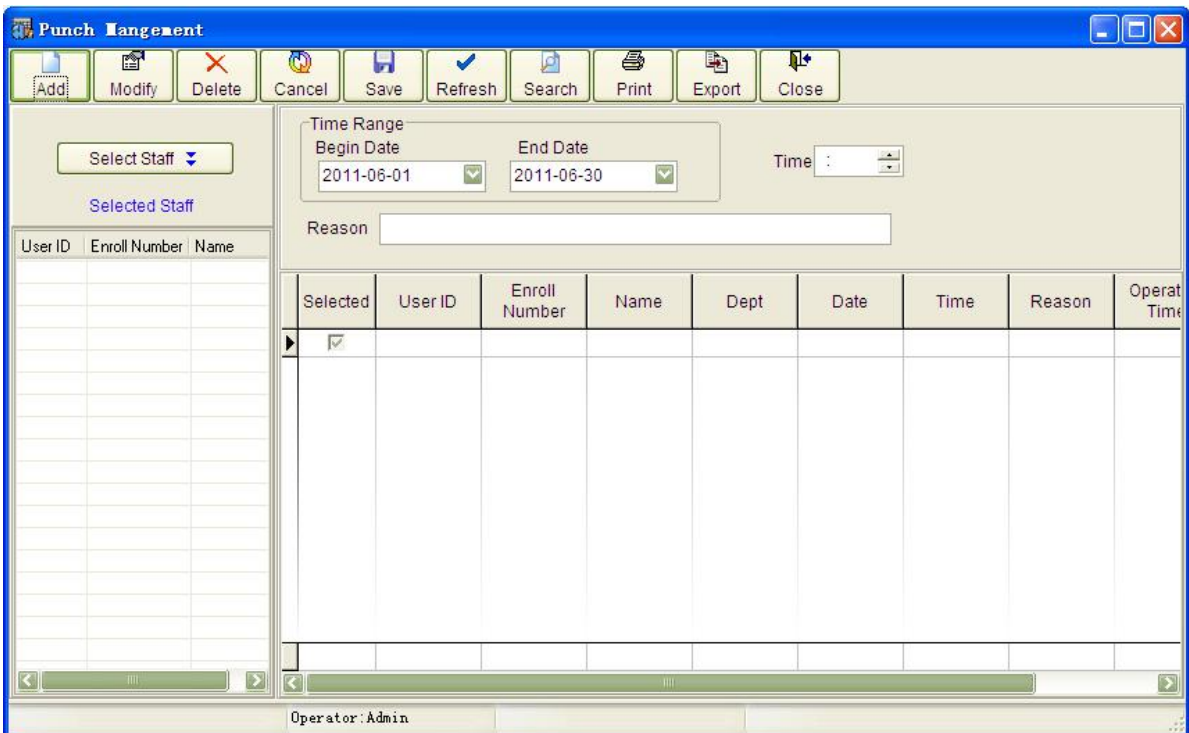
3.   Leave Management

Note:

A There is one kind of the leave [replace the working day by holiday], such as, there is holiday by at the working day or replace the working day by holiday.

B You can ask leave for many days a time、several hours or a whole day according to the setting. Please pay attention to the shift time, for example: night shift 20:00-04:00, then the leave time could be begain at 20:00 and over at morrow 04:00.

4. Punch Management

5. Weekend Management

Report Management

6. Data analysis

Data analysis manual:

16.1 There is the rule of the statistics shift:

- If there is <shift> at the current date, the system will analysis by the shift. If there is many of the shift in the date, according the the time attendance record, the system will select the shift which is close to.
- If there is no shift configuration, the system will select the regulate shift.
- If there is shift the system will select the default shift which is in the staff information.
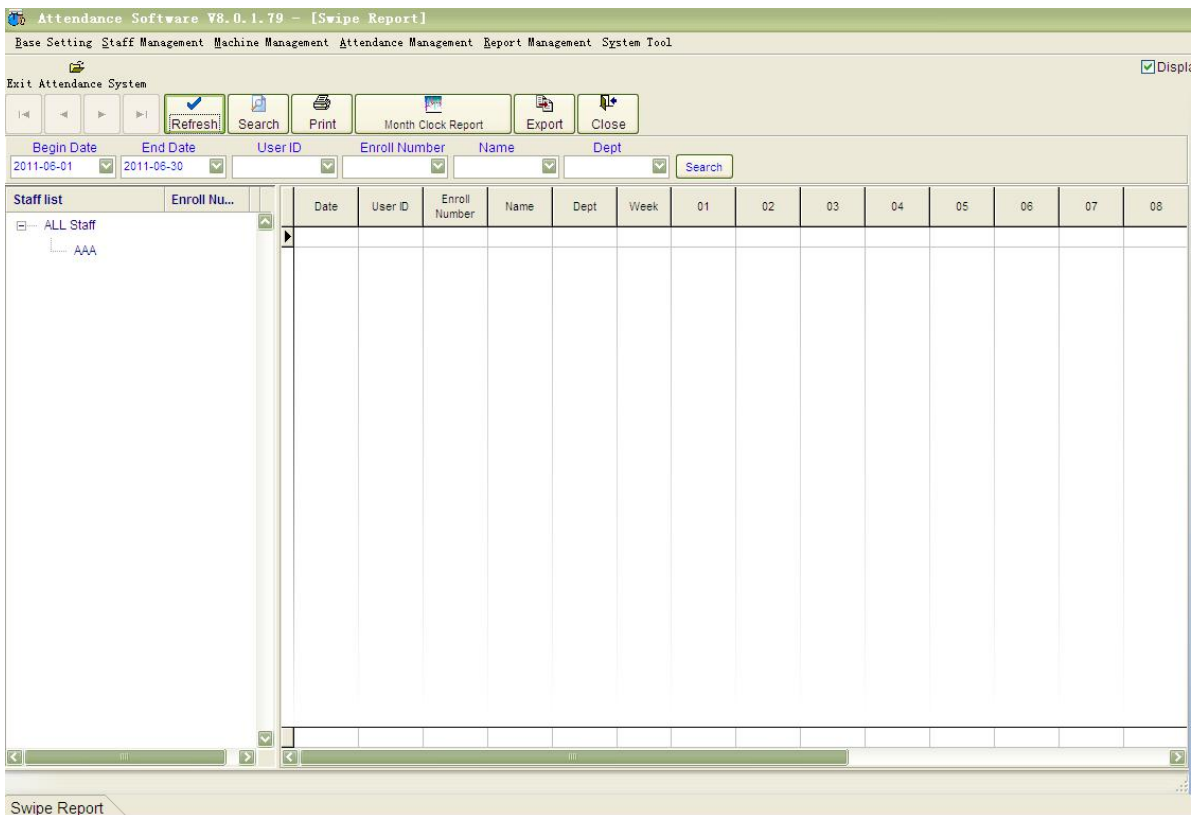
- If there is no any shift for the staff, the system will not analysis the data, you can check the swipe report which person donot have shift.

16.2 The statistics rule of the time attendance:

- According to the <leave management> the system will calculate the kinder of the leave and the days of leave.
- According to the <weekend management> the report will show the weekend with different color of the words. If there is time attendance record in the weekend the report will show overtime for the weekend.
- According to the <Holiday setting>, the report will show in corresponding to the date as the general holidays project reflected.If there is time attendance record in holiday,the report will show in corresponding to the date as holiday overtime project reflect.
- Later, leave early, overtime, absence and so on will show on the report according to the attendance rule.
- The unit of the statistical results is based on the <Statistic rules> in corresponding project as defined the units to compute, the actual value of the statistic project's int situation is based on<Statistic rules>which defined the int base number and the direction of up and down to determine.

16.3 After analysis the time attendance the daily report and monthly report will show the time attendance record. If there is any change at 12.1 or 12.2 please analysis the data again, otherwise the daily report and monthly report will not be changed.

7. Swipe report

8. Daily Report

9 Monthly report