

Software Guide

Version English-1.0.0

Time Attendance & Access Control DTK400 & DTK 500



Catalogue

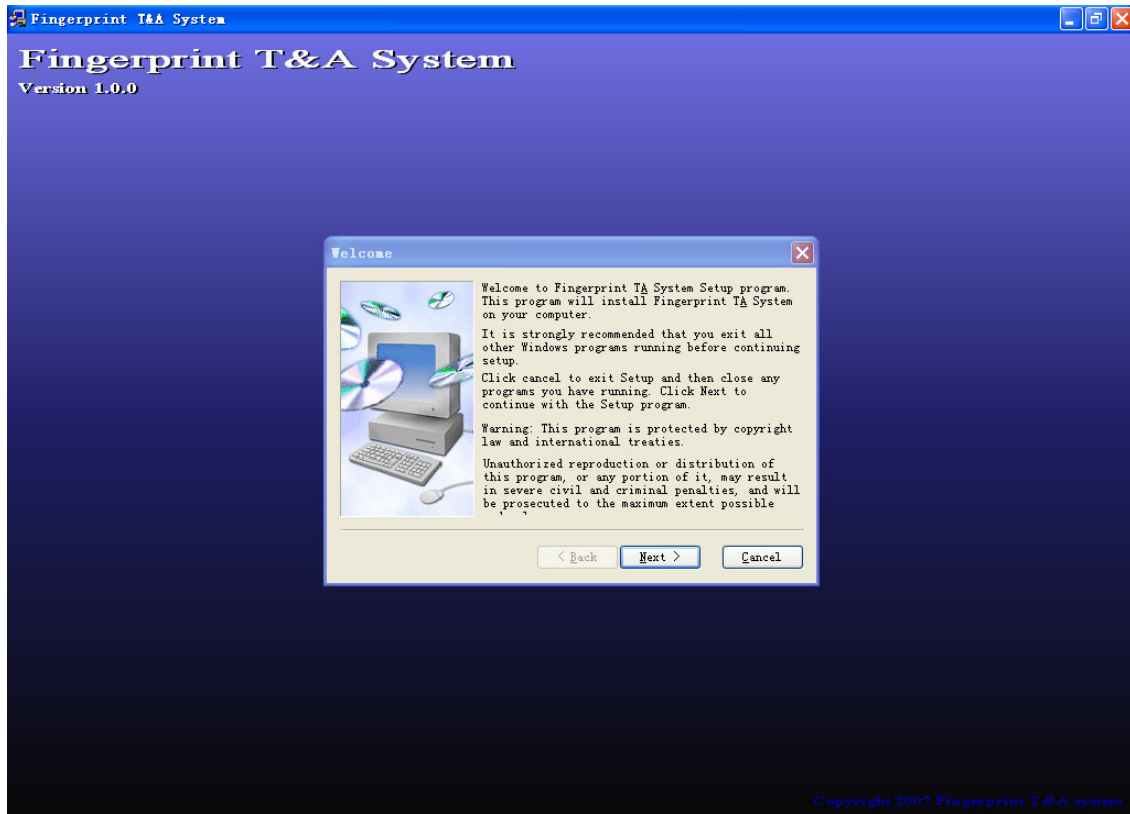
Chapter 2 Execute procedure	5
2.1 Signing In System.....	5
2.2 HR attendance software operation procedures:.....	6
2.3 System management	7
2.3.1 Setup Database connection.....	7
2.3.2 Administrators	9
2.3.3 Password Set.....	14

2.3.4 Backup Database	14
2.3.5 Recover Database.....	15
2.3.6 Compress Database	16
2.3.7 Clear Obsolete Data	16
2.3.8 Initialize System:.....	16
2.3.9 Exit System	17
2.4 HR	17
2.4.1 Set Department.....	17
2.4.2 Staff Info Definition	22
2.4.3 Staff Management	23
2.5 Attendance.....	32
2.5.1 Parameter Set.....	32
2.5.2 Holiday list	35
2.5.3 Shift set	36
2.5.4 Schedule	40
2.5.5 Attendance log	45
2.5.6 Attendance Stat Report.....	47
2.6 Exception	49
2.6.1 Away on business/leave	50
2.6.2 Forget to clock in/out.....	51
2.6.3 Overtime register	52
2.7 Connection	53
2.7.1 Connect to terminal.....	54
2.8 TA Screen	61
2.8.1 TA screen.....	61
Access control details procedures	64
VII Install SQL 2000	65

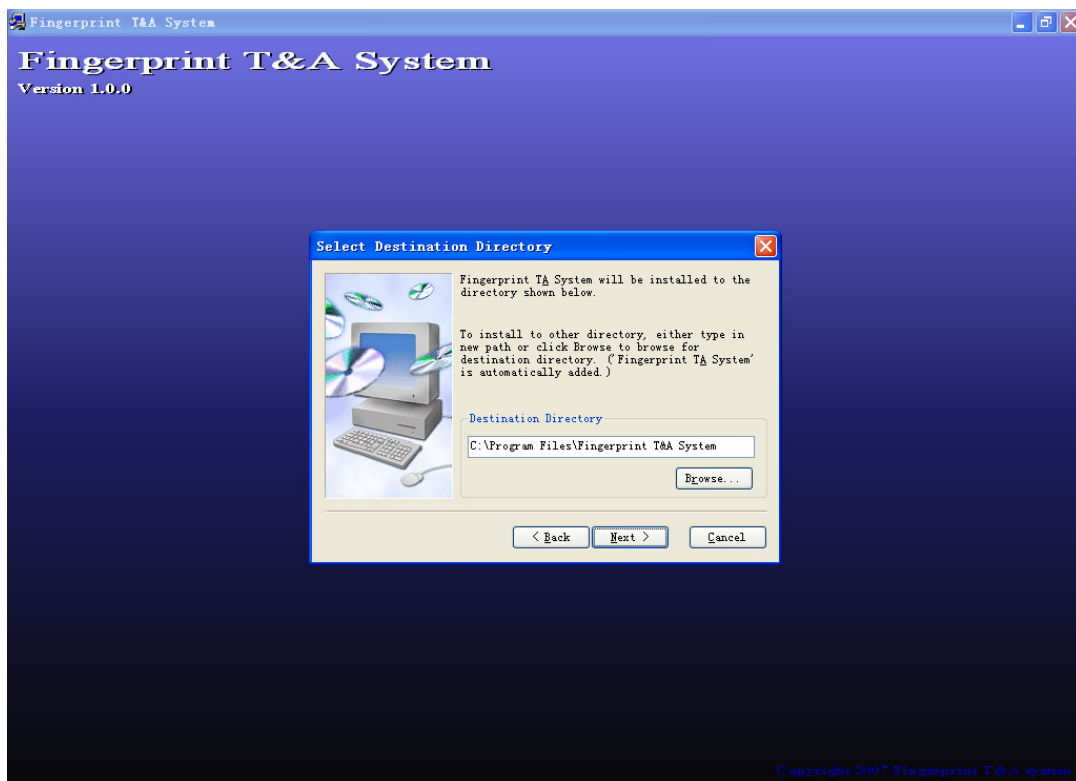
Chapter 1 Installation

Before operating the manage software, you should first install it in your PC.

Now please insert CD into CD-ROM (DVD-ROM), and then run 'setup', it will come to the following interface:

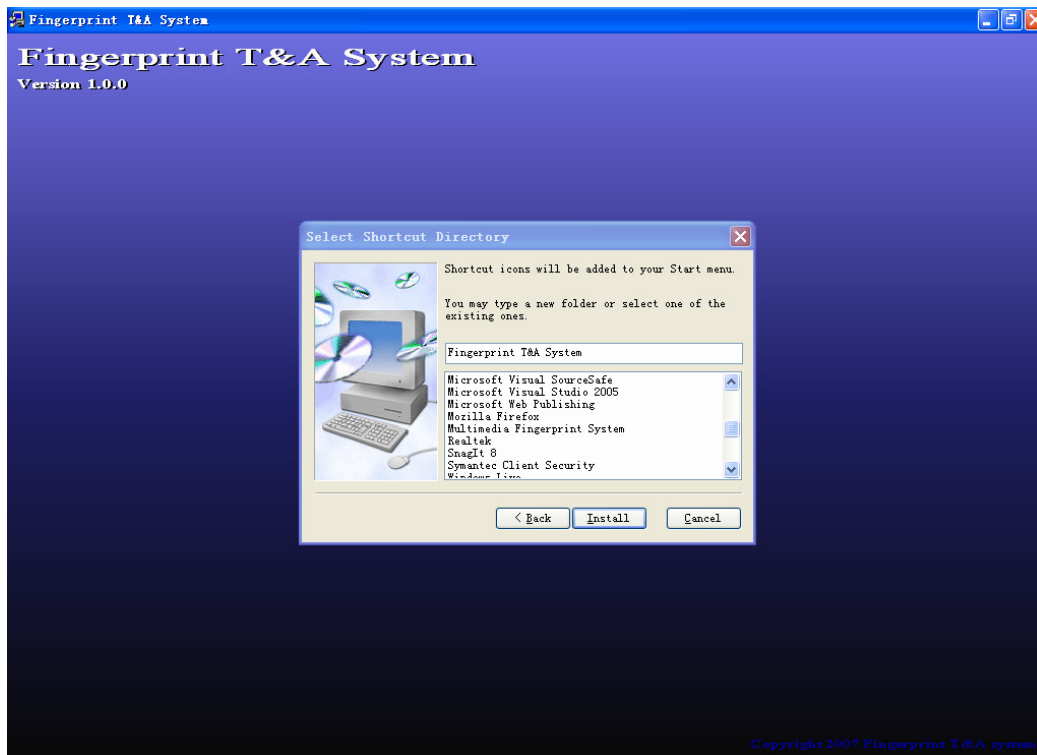


Click 'Next' to enter the subordinate menu as follows:

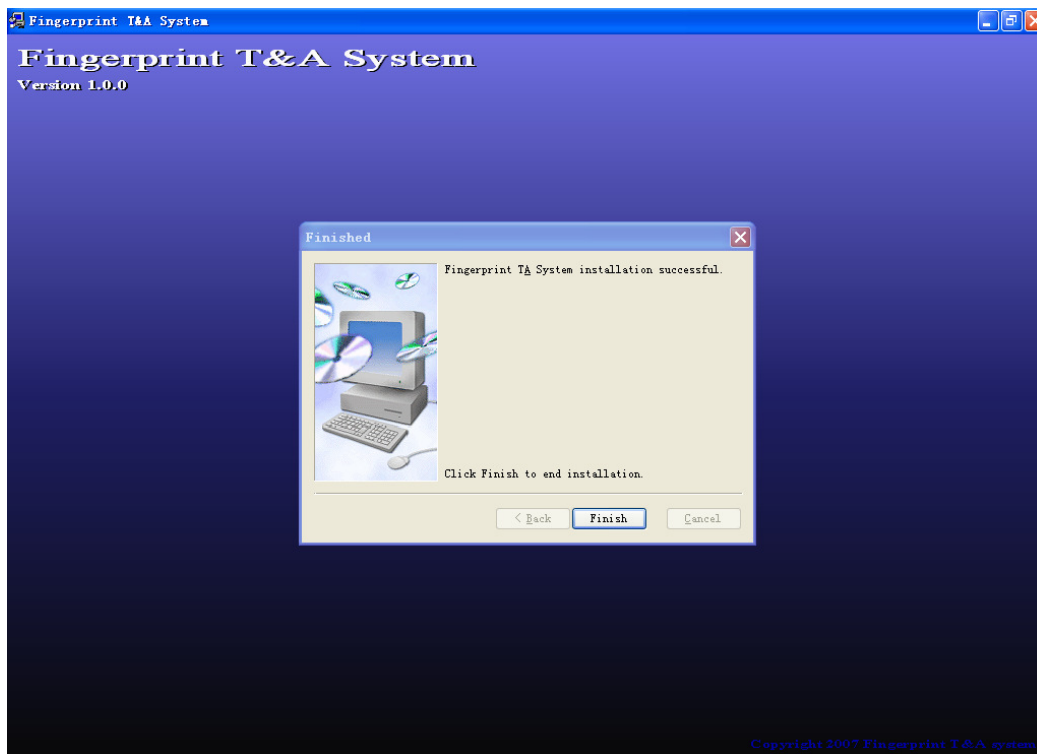


Its function is for you to select the destination directory. System default installation route is 'C:\Program Files\Fingerprint T&A System', if you want to change route, please click 'Browse'.

After selecting route, please click 'Next' to enter into next interface:



Click 'Install', it will appear the following interface:



There are two hints: one is "restart instantly", and the other is "restart later", we suggest the former.

Click 'Finish' to quit installation.

The installation has been finished.

Chapter 2 Execute procedure

2.1 Signing In System

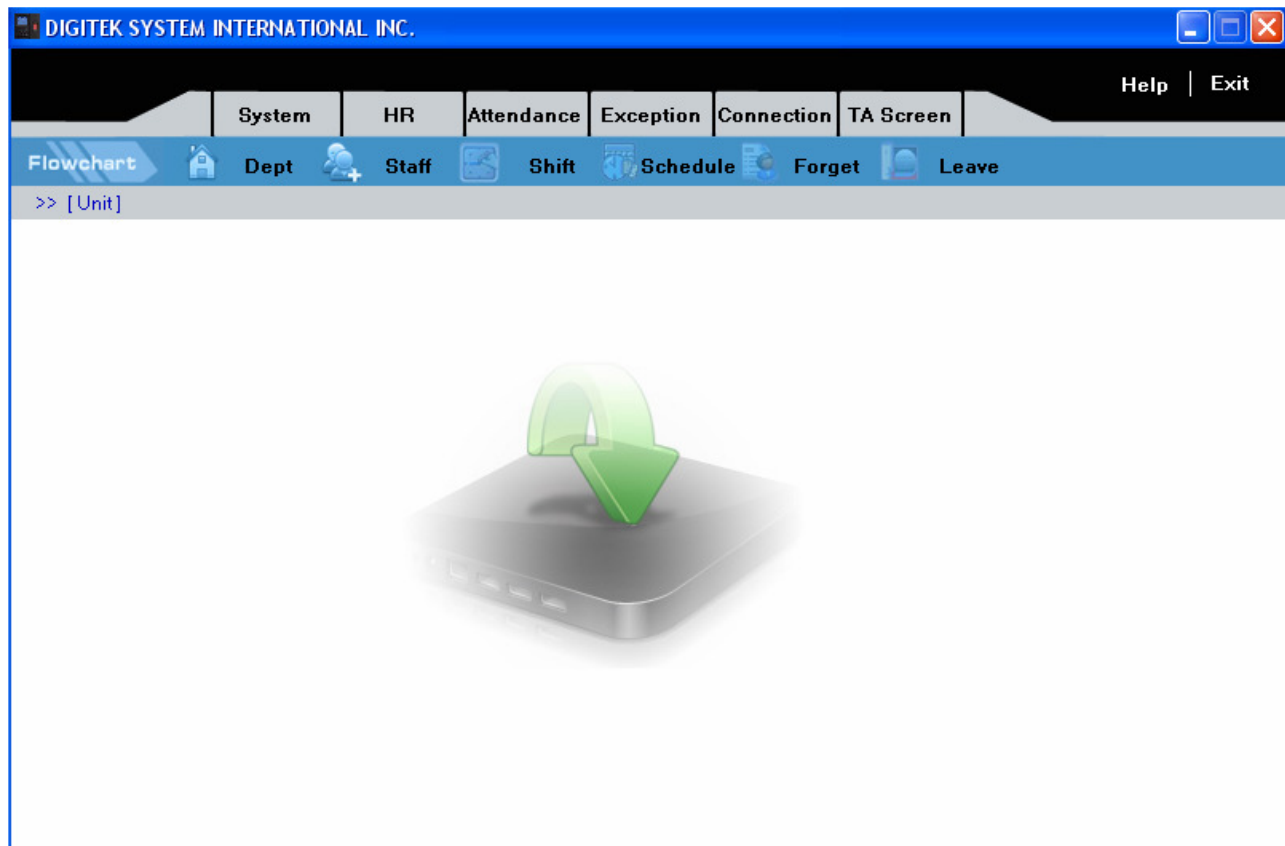
After installation, there is an icon “Fingerprint T&A System” shortcut on the desktop, double click the icon, and then it will appear the following window:



It is a “Sign In” interface:

- (1). USER: Before signing in, input Administrator No.. System default administrator is as Admin.
- (2). PASSWORD: Input the relative password under user. System default as blank, you can setup login password after landing on system. (If you need to change password, please study 1.3 Password Set)

Click “Sign In” directly to enter the main procedure as follows:



2.2 HR attendance software operation procedures:

Basic operation procedures

Login in system

Double click 'Fingerprint T&A System' icon on desktop, then spring a window to select login name and password. System default administrator is Admin, password is blank).

Staff archives record

—→HR Management□>Department setup: Enter department structure and department name.
—→ staff management—→append staff

Register fingerprint in the terminal

Steps: please refer to the Hard Manual of DTK400.

Terminal communication parameter setting

—→Connect with terminal□>Add terminal: Add terminal communication information according to fact circs.

Assign staff fingerprint enroll No. and fingerprint enroll

—→Connect with terminal□>Fingerprint management: Enroll fingerprint for staff according to assigned fingerprint enrolled No.

Upload staff sign in data

Connection—→Connect with terminal—→Fingerprint management□>Upload fingerprint: After connecting terminal with computer, then execute the operation.

Note: If hint connection failed, please check communication parameter is correct, and management computer's COM port Baud rate parameters are the same as terminal.

Check Attendance

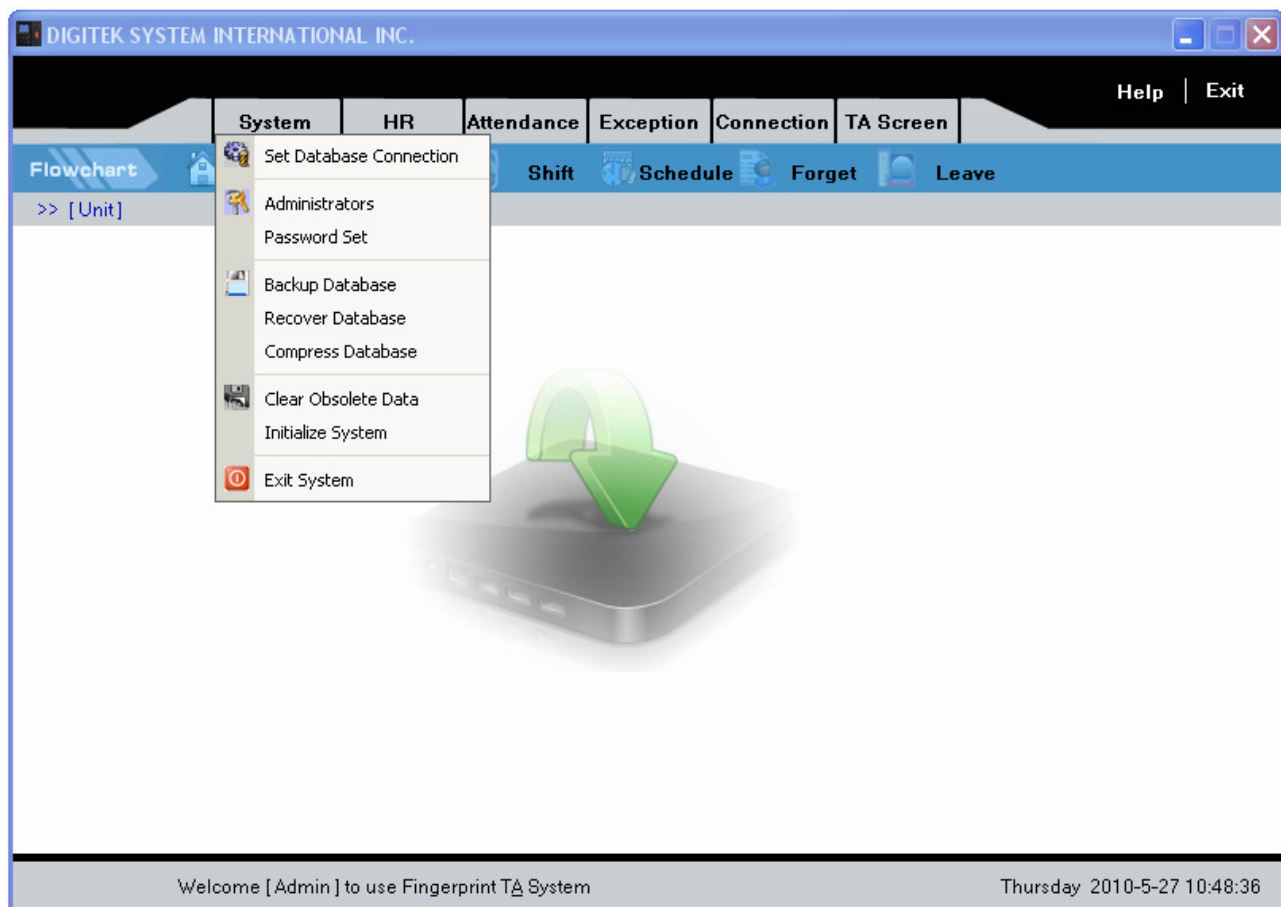
After communication, you can check attendance in the machine

Query original sign in record

—→TA screen □>Select terminal—→Upload all records: Query staffer original sign in records when on/off duty.

2.3 System management

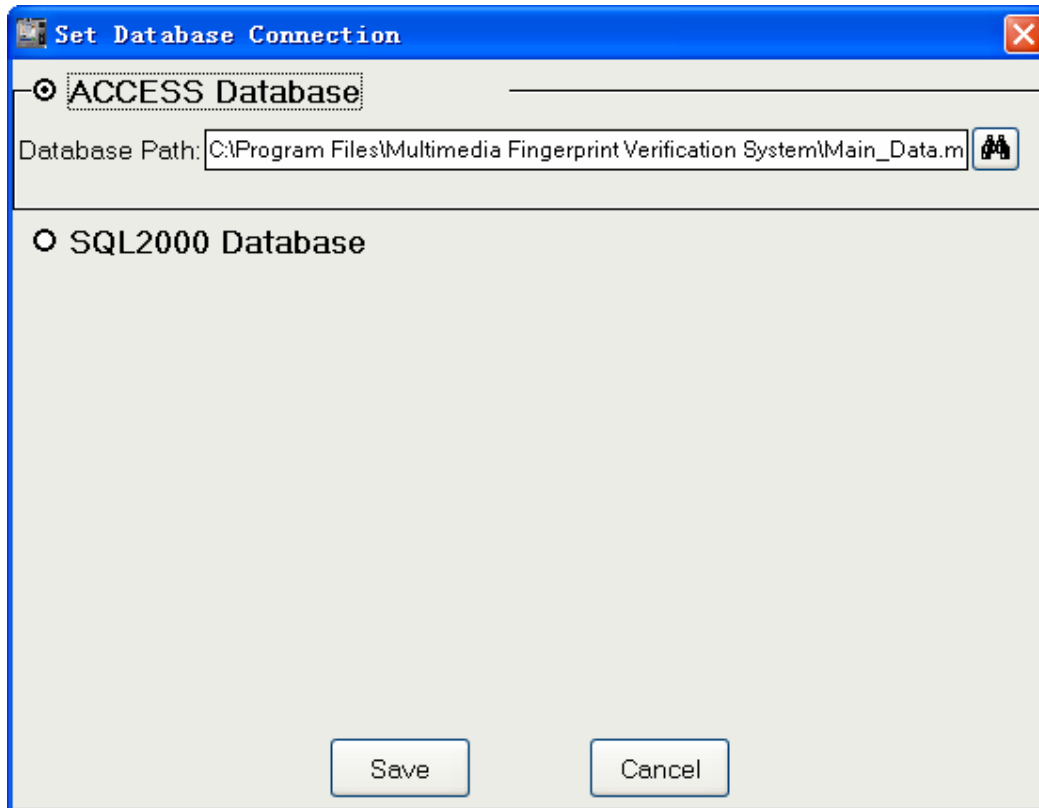
After signing in the system, click the System Menu, it appears the following window:



The first submenu under System is "Set Database Connection"

2.3.1 Setup Database connection

Click this item, it will show you as follows:



There are two database connections for option: access 2000 database and SQL 2000 database

2.3.3.1 ACCESS Database

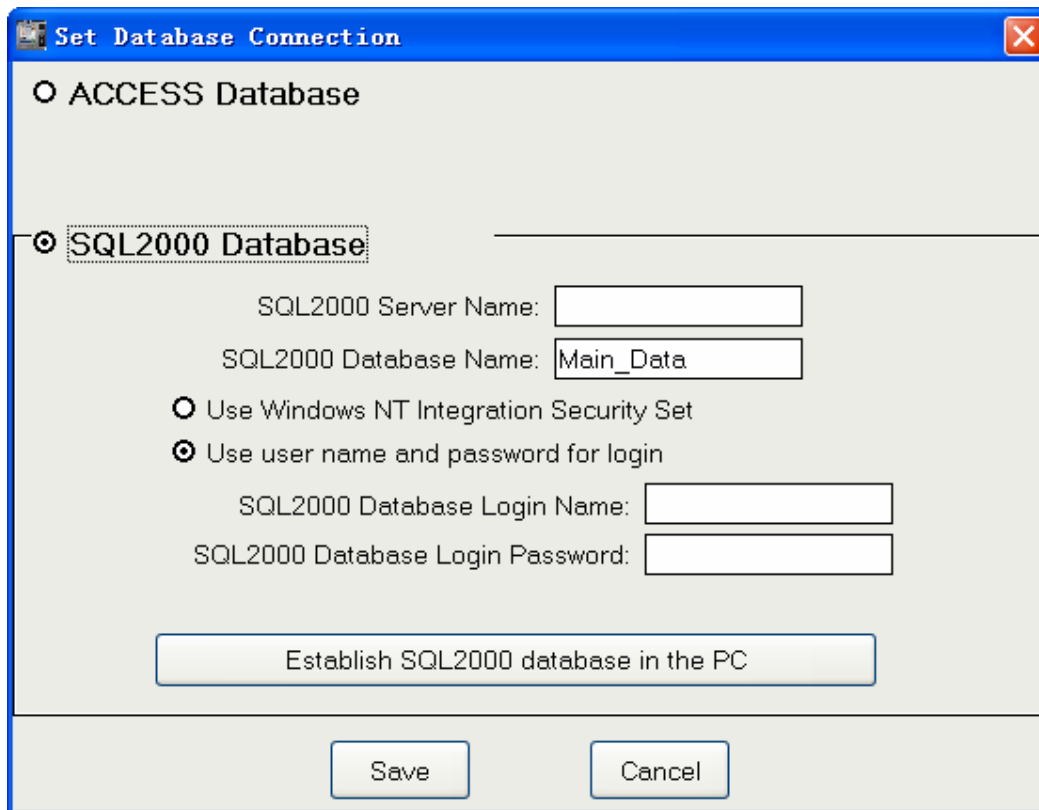
Click in front of "ACCESS Database", it will show you the Database Path:

Database Path: C:\Program Files\Multimedia Fingerprint Verification System\Main_Data.m 

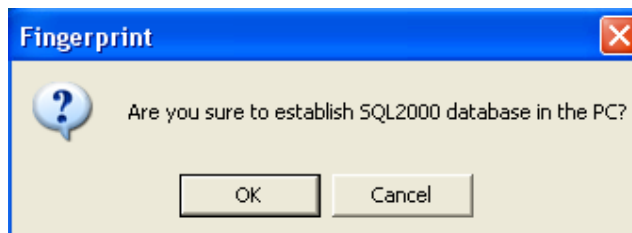
'D:\Program Files\ Fingerprint T&A System \Main_Data.mdb' is as ACCESS read route, which is an installation route. Click "Save" to finish this connection. and the system will exit automatically, please re-start the software.

2.3.3.2SQL2000 Database

Click in front of this item to establish SQL2000 Database



Click "Save" in the above window, it appears the following dialogue box:



Click "OK" to finish operation, system will exit automatically, and then please re-start software.

Note:

Here SQL2000 need to install by customer, you can consult details installation procedures "[Install SQL 2000 Server](#)".

2.3.2 Administrators

Click Administrators item under the Menu" System"

It appears the interface as follows:

Administrators Set

Append Modify Delete

Name

Class

Functions Range

- ☐ System Management
- ☐ HR Management
- ☐ Attendance Management
- ☐ Exception Management
- ☐ Connection
- ☐ T&A Screen

Department Range

- ☐ DBS
 - ☐ dep1
 - ☐ dep2

Terminal Range

There are three operations you can do for administrators setting: append, modify and delete

In original condition, there is a default administrator 'Admin' as 'Super Administrator', and its name can't be changed. If change password, please setup 'Administrator's password setup'.

2.3.2.1 Append

Its function is adding new administrators

Click 'Append', it shows you the following window:

Name: Input the name for a new administrator.

Class: There are two classes of administrators: super administrator and general administrator.

(a)Super administrator: The administrator who can manage all departments, it is useless even you set its functions range.

(b)General administrator: The administrator who can select certain functions range to manage department or group-manage.

Password: Input the password you set for the administrator.

Confirmation: Input the password the second time to make sure it is the password in your mind.

Administrator range:

There are three managing ranges

(1)Through the Functions Range, you can select the function range for an administrator

Draw ☒ at the front of 'Function range' to manage items of toolbar.

Drawing ☒ at the front a certain item means to assure the administrator of this managing function.

(2) Through the Department Range, you can select the department an administrator can manage

Draw ☒ at the front of 'Department Range' to select department.

(3) Through terminal Range, you can select the device that an administrator can manage

Draw ☒ at the front of 'Terminal Range' to select terminals.

Click OK after appending, and remember to save it, then it will hint "Operation done".

2.3.2.2 Modify

Through this item you can modify an existed administrator, including its password, functions range, department range and terminal range. Click a name of an administrator on left interface, and then click "Modify".

The image shows a software window titled "Administrators Set" with a blue header bar and a close button in the top right corner. Below the header is a toolbar with three icons: a yellow notepad and pencil labeled "Append", a notepad with a pencil and eraser labeled "Modify", and a green circular arrow labeled "Delete".

The main area is divided into several sections:

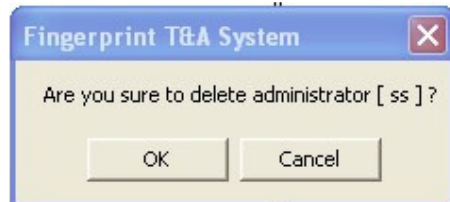
- Name:** A text box containing "Sa".
- Class:** A dropdown menu showing "Super".
- Admin List:** A list box on the left containing "Admin" and "Sa", with "Sa" selected and highlighted in blue.
- Functions Range:** A list of functions with checkboxes, all of which are checked:
 - ☒ System Management
 - ☒ HR Management
 - ☒ Attendance Management
 - ☒ Exception Management
 - ☒ Connection
 - ☒ T&A Screen
- Department Range:** A list of departments with checkboxes, all of which are checked:
 - ☒ DBS
 - ☒ dep1
 - ☒ dep2
- Terminal Range:** An empty list box.

At the bottom of the window is a horizontal scrollbar.

For example, add administrator range, or reduce administrator range. Remember to save it after modifying.

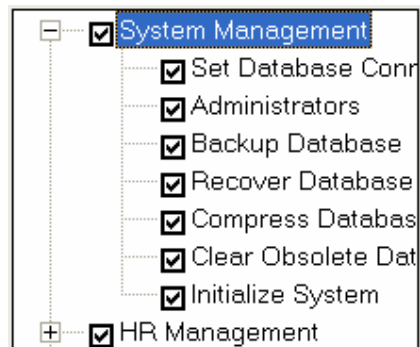
2.3.2.3 Delete

Click the administrator name on left interface, then click 'Delete'. It hints you:



Click OK to delete this administrator

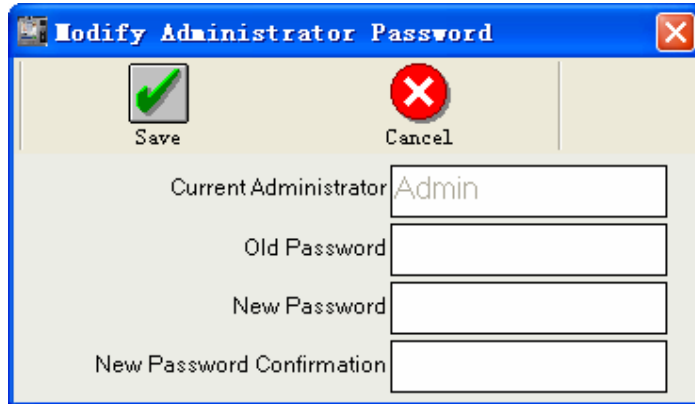
Note: Please pay more attention to 'Administrators' of 'System' when selecting functions range, if you append a general administrator, then when you select its functions ranges, we suggest not to draw ☒ in front of Administrator, such as following window:



Otherwise the general admin can manage super admin.

2.3.3 Password Set

Click the “Password Set” item under System menu, it enters the following window:

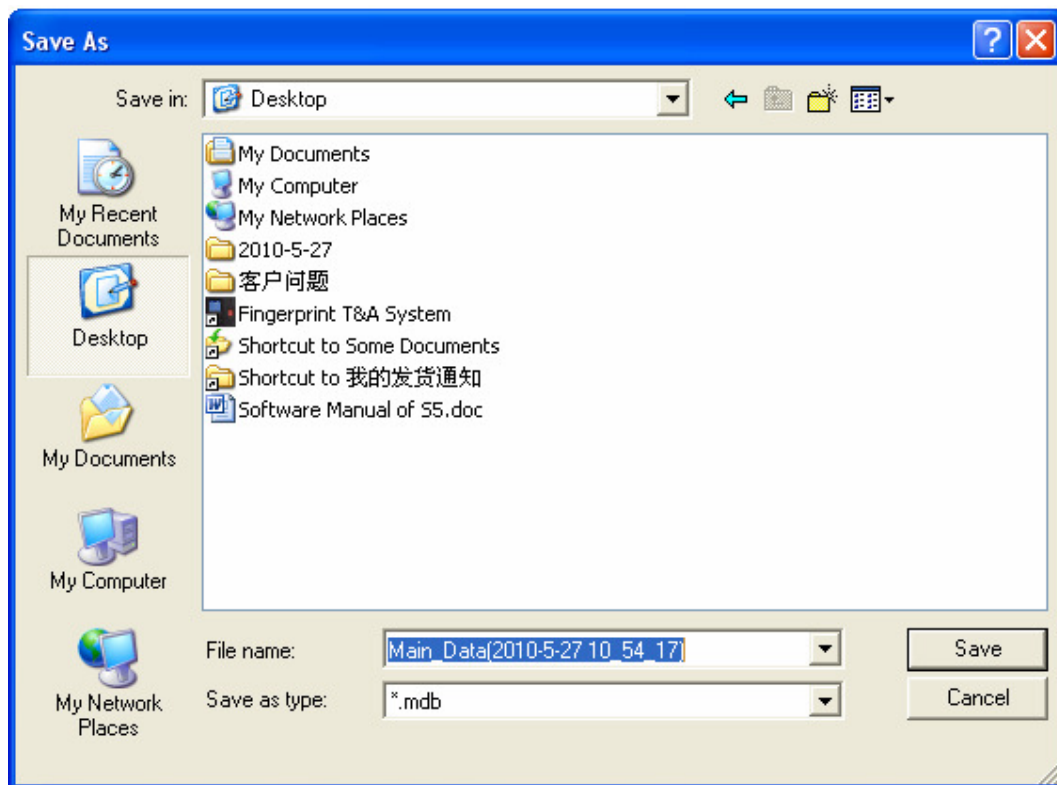


The screenshot shows a dialog box titled "Modify Administrator Password". It has a blue title bar with a close button (X) in the top right corner. Below the title bar, there are two buttons: "Save" with a green checkmark icon and "Cancel" with a red X icon. The main area of the dialog contains four text input fields with labels to their left: "Current Administrator" (containing the text "Admin"), "Old Password", "New Password", and "New Password Confirmation".

Note: you can only modify current login admin password, and also need to input old password and new password. So if you want to modify a certain administrator password, please first login in system under this administrator

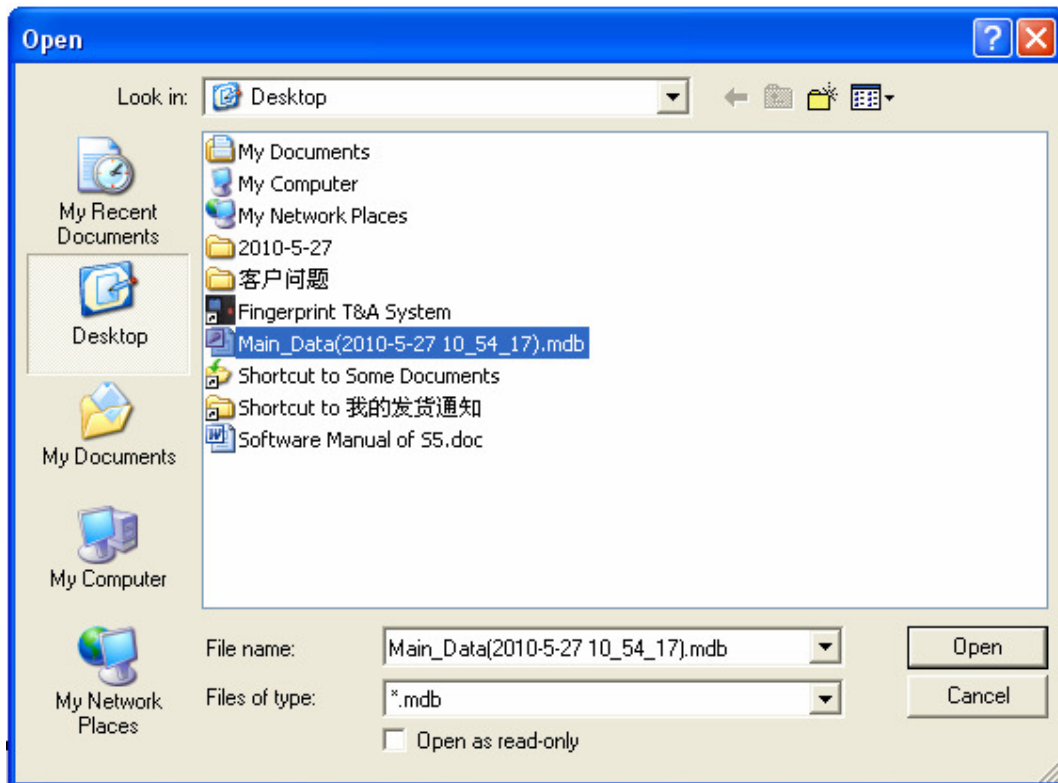
2.3.4 Backup Database

Function: you can use this item to save a backup data in order to prevent computer failure or manpower wrong operations, which may cause losing data, and also can seal up keeping old data, then make run speed more quickly. Click the "Backup Database" item, it shows you the following interface, and then you can choose where to keep this backup database file.



2.3.5 Recover Database

Its function is recover the data from backup database when some data losing
Click the “Recover Database” item, and it shows the following window for you:



Recover route: you had better backup the database in advance in case of losing current data. After successful backup the database, you can find the assigned files in mdb format to recover the database according to the saving route of backup database.

2.3.6 Compress Database

Function: Compress database so as to make it occupy less space

Use: save space in the hard disk

Note: you had better backup the database in advance in case of losing current data, and then you can compress the database.

2.3.7 Clear Obsolete Data

Function: Clear old-time data.

Use: Reduce redundant space

Select this item, then it will show an interface for you to choose the time range of clearing obsolete data.

2.3.8 Initialize System:

Function: Avoid man-made errors, select this item to initialize system, then all the information on the system will be lost, it goes back to the default condition, so as to get rid of errors and transfer backup database. Default password for initializing is '654321'.

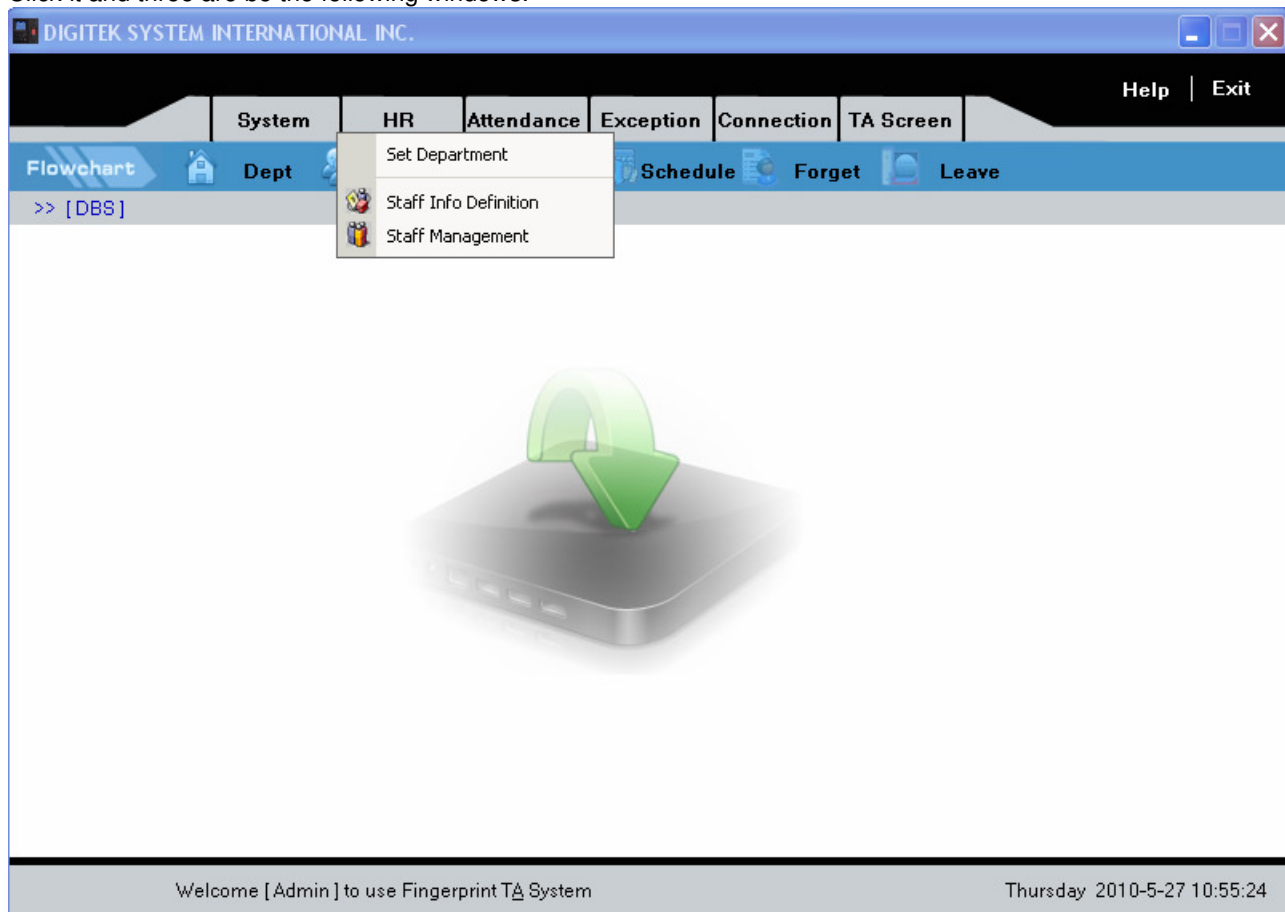
Note: Initialization refers to put your setting to default setting after leaving factory, after initialization, it will delete the attendance records, staff information, staff schedule, please do not enable this function casually. If it is your improper operations, we are not responsible for consequences caused by this reason.

2.3.9 Exit System

Click this item to exit the system. It is with the same effect as pressing the close signal on the top left corner.
Exit system after finishing operation.

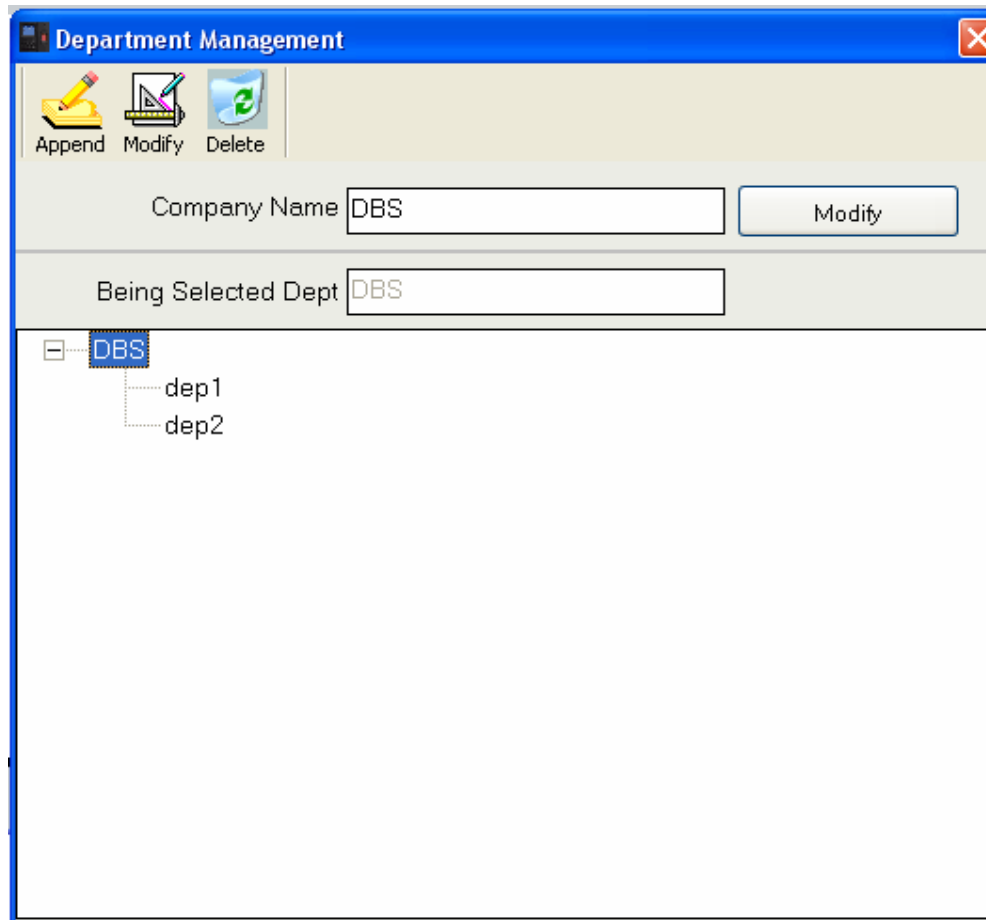
2.4 HR

It is a menu for setting department and staff
Click it and there are the following windows:



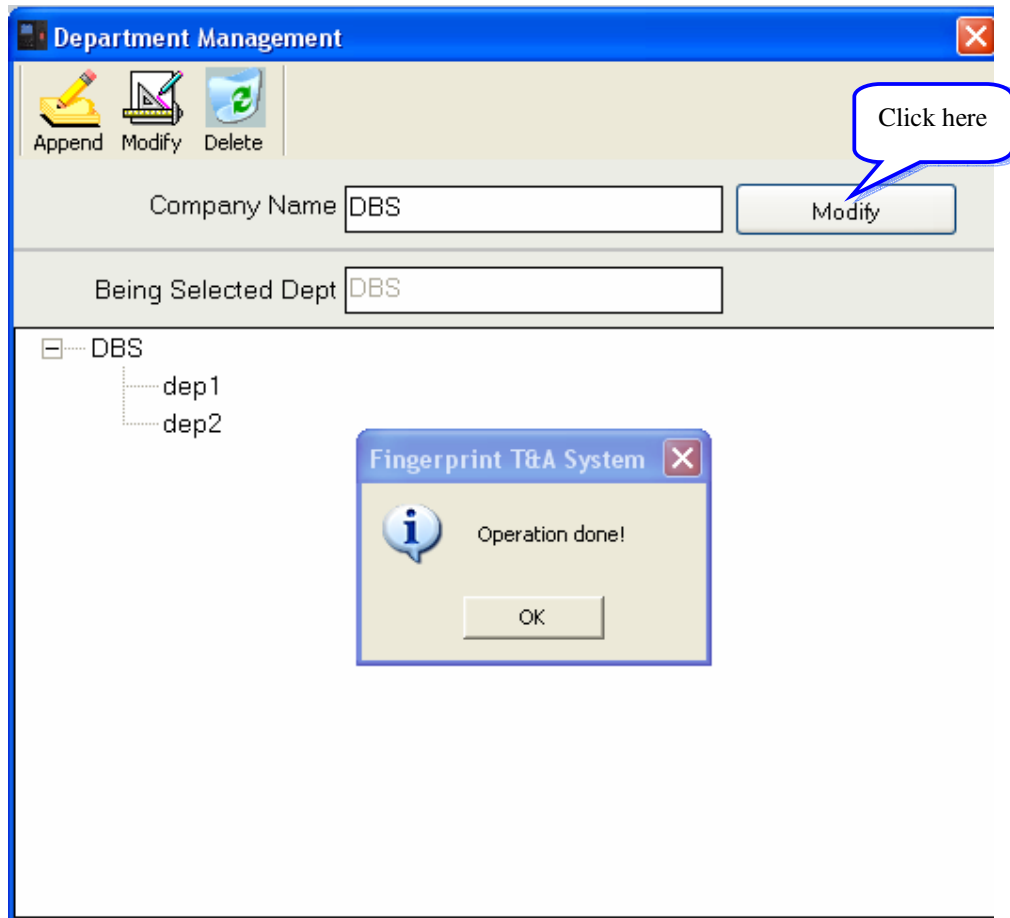
2.4.1 Set Department

Function: add lower department under a company or a certain department, modify and delete a certain department.
Click the item "Set Department" under Menu "HR" , (Operation: 'HR'-'>'Set Department'), and it appears the "Department Management" interface as follows:



There are three operations you can do on this window, including: Append, delete, save department.

For example: If modify company name, you can click company, then input the new company name on "Company Name" column, then click "Modify" on the right to finish this operation (see the following picture).

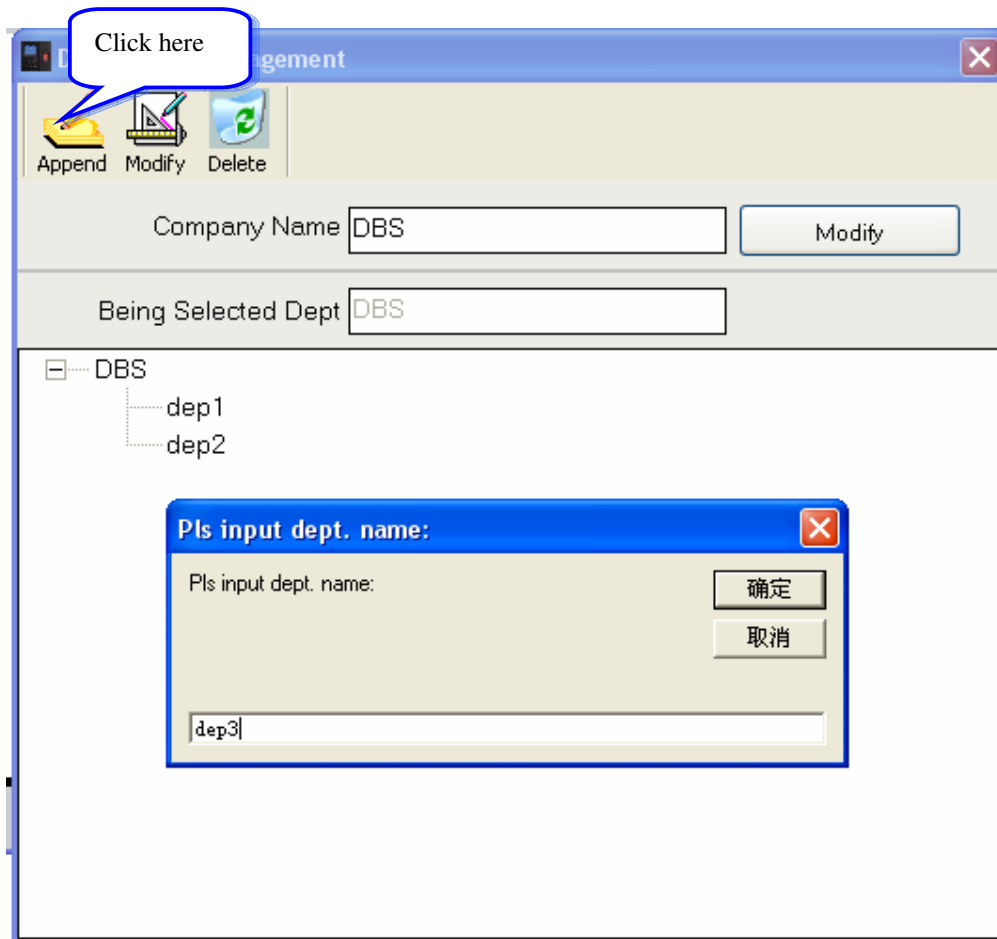


2.4.1.1 Append

Function: Set a department under a company, or set a lower department under a certain department.

Operation: Select a company or department name that needs to append lower department, click 'Append', it will appear a dialogue box 'Please input department name', then input dept name in it, click 'OK' to finish the operation. (See picture below)

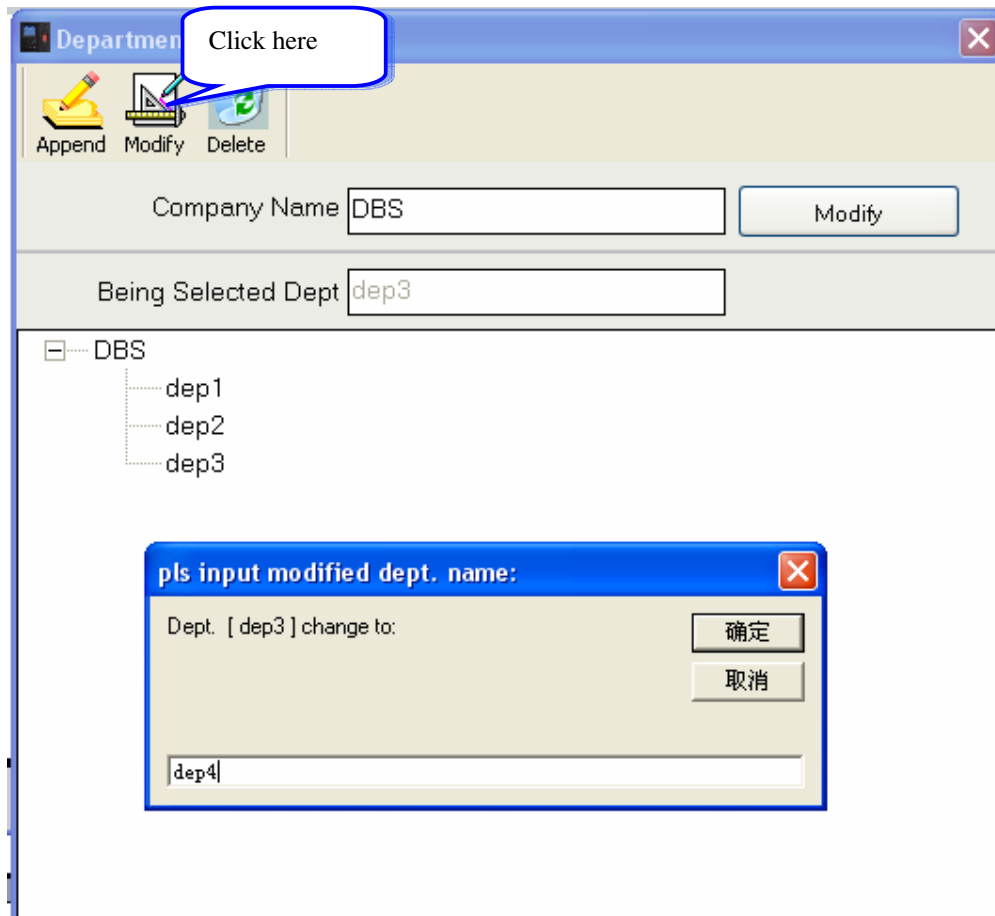
Note: The department maximum level is with 4 levels, and the total departments must not be more than 99.



2.4.1.2Modify

Function: modify the department that needed.

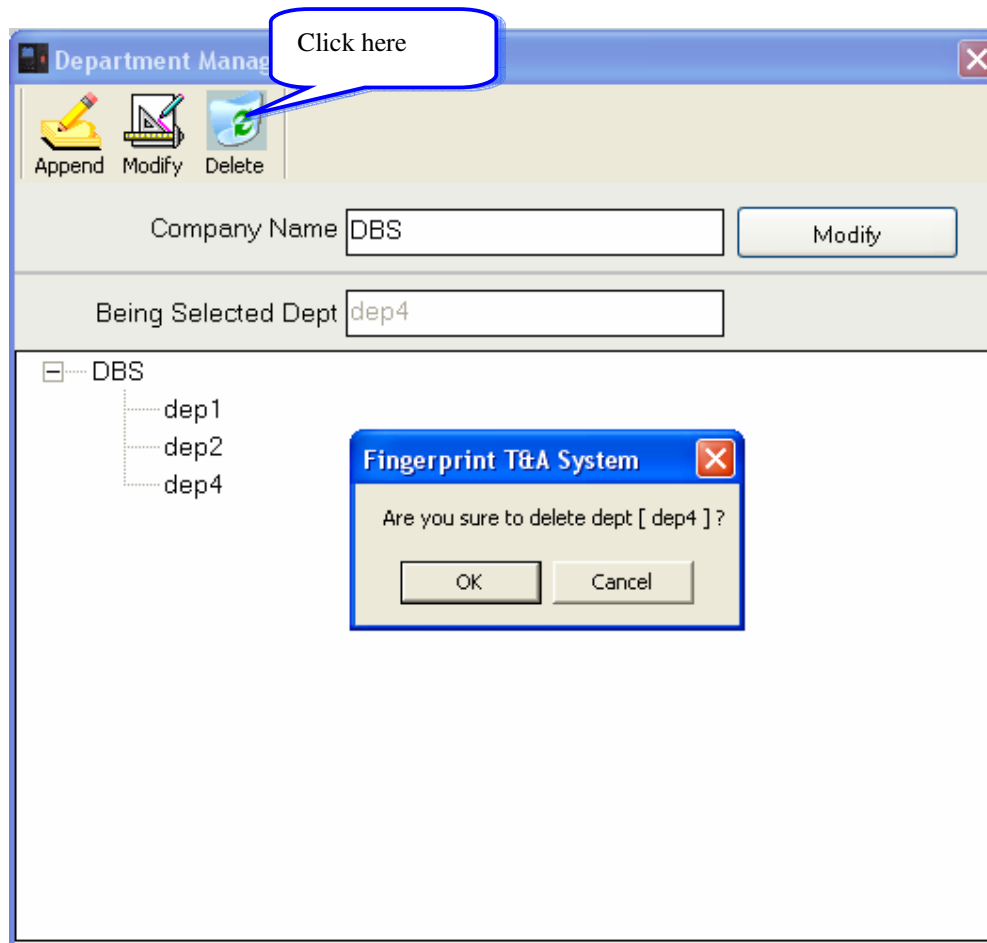
Operation: Select department that need to modify, click 'Modify', it will appear a dialogue box for you to input new name, then input the new name of the department, and click 'OK' to finish the operation.(see picture below)



2.4.1.3 Delete

Functions: Delete the department that needed

Operation: Select department that need to delete, and click 'Delete', it will appear a dialogue box for you to ensure of this step, click 'OK' to finish the operation.(see picture below)



Note: If there is staff in the department, then the department can't be deleted, so in this situation, firstly you need to remove or delete this staff from the Department, please consult details on 'Staff Management'.

2.4.2 Staff Info Definition

Functions: define staff information, such as name, age, telephone and so on

There are staff parameters on system under default condition: Name, ID number, Department, and can't be changeable.

Operation: select this item, it will appear an interface as follows, at this interface, users can self define parameter information, click 'Open' button, then it comes out a dialogue box, showing 'Please input item name of staff info', then you can input the parameter information that you want to define, click 'OK' to finish the operation

Staff Info Definition

Please input item name of staff info:

Staff Info 1

Staff Info 3

Staff Info 5

Staff Info 7

Staff Info 8

Staff Info 9

Staff Info 10

Staff Info 11

Staff Info 12

Staff Info 13

Staff Info 14

Staff Info 15

Staff Info 16

Staff Info 17

Staff Info 18

Staff Info 19

2.4.3 Staff Management

Function: select this item, it will appear the interface as follows: you can add or modify or delete the staffs, and you can also search print staff information

2.4.3.1 Append

Function: it is used for adding new staff and his information

Click 'Append', then it comes out a dialogue box as follows, input the new staff's name, and select his department, input his relative information at the same time, after fill all information, then click 'Save' to finish the appending.

Staff Management

Append Modify Delete Search Staff Import Info Print Export Excel

dep1
dep2

First click here

	Name	Staff No	Dept	Sex	Duty	birthday	phone
1	Richard	100523	dep1	M	Technology	08-08-1968	
2	Victor	100572	dep1	M	Technology	25-6-1966	
3	Charles	100582	dep1	M	Technology	22-09-1977	
4	Rose	100633	dep2	F	Sales	29-03-1981	
5	Jenny	100662	dep2	F	Sales	13-07-1980	
6	Karen	100697	dep2	F	Sales	16-09-1978	

Append Staff Info

Save Cancel

OBS
dep1
dep2

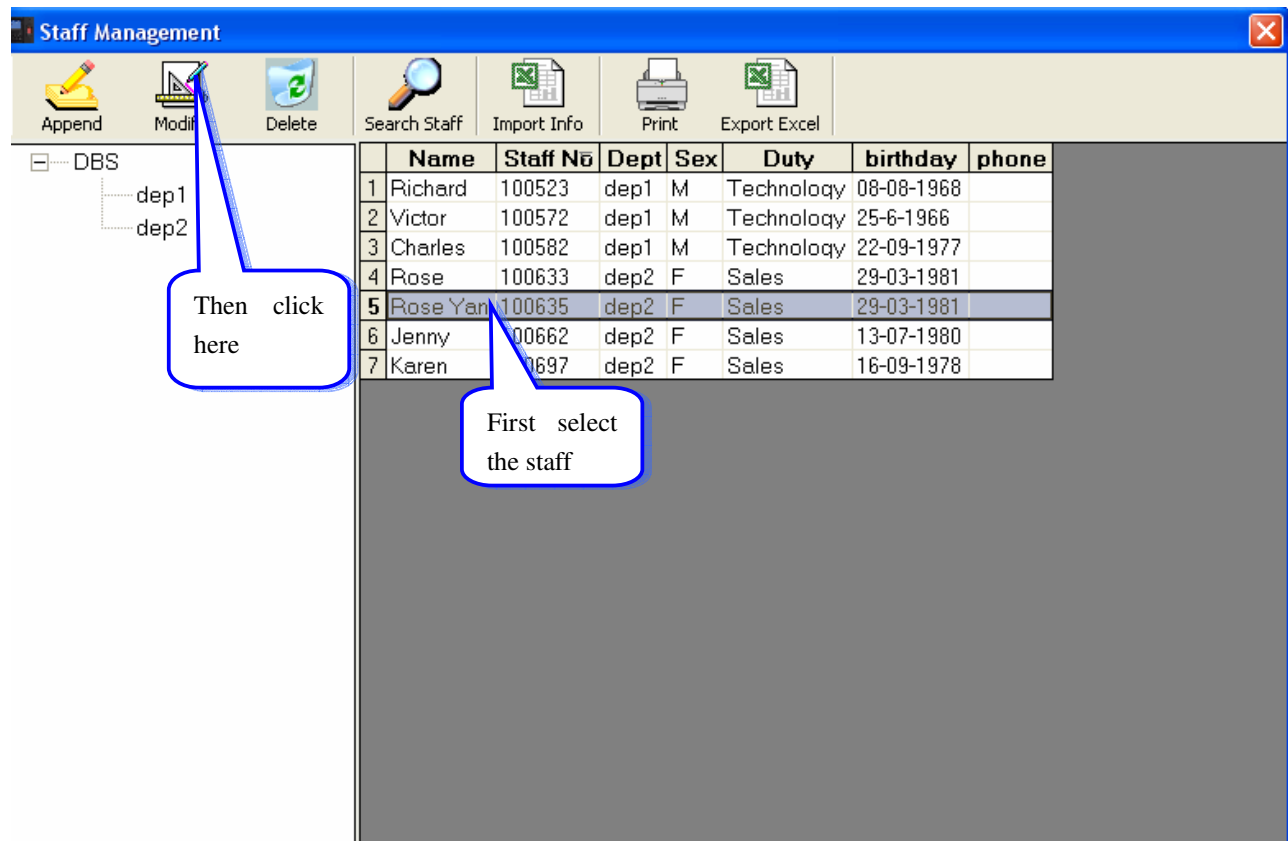
Then click here

Name: Rose Yan Staff No: 100633
Dept: dep2
Sex: F Duty: Sales
birthday: 29-03-1981 phone:

2.4.3.2 Modify

Function: Move staff to some a certain department; or change archives information of some staffs

Operation: firstly select the staff that needed to modify, and then click 'Modify' item (see picture below).



Here you can modify some basic information, and make department redeployment, after modification, then click "Save".

For example: If you move Rose Yang from department "dep 2" to department "dep 1" you can operate as the following procedures:

First, select the staff,

Modify Staff Info

Save Cancel

Click here

DB
depz

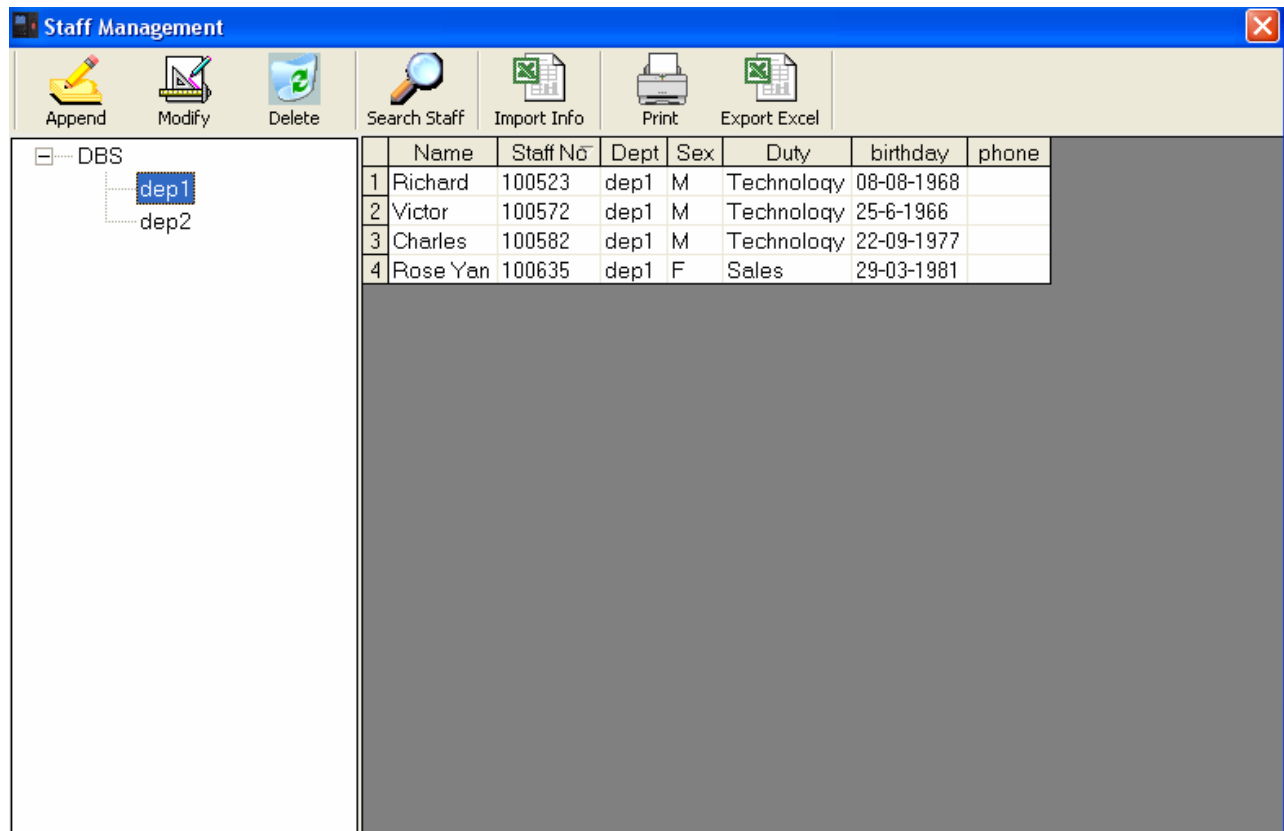
Name Rose Yan Staff No 100635

Dept dep1

Sex F Duty Sales

birthday 29-03-1981 phone

And then click the department that you will redeploy, then click 'Save'.

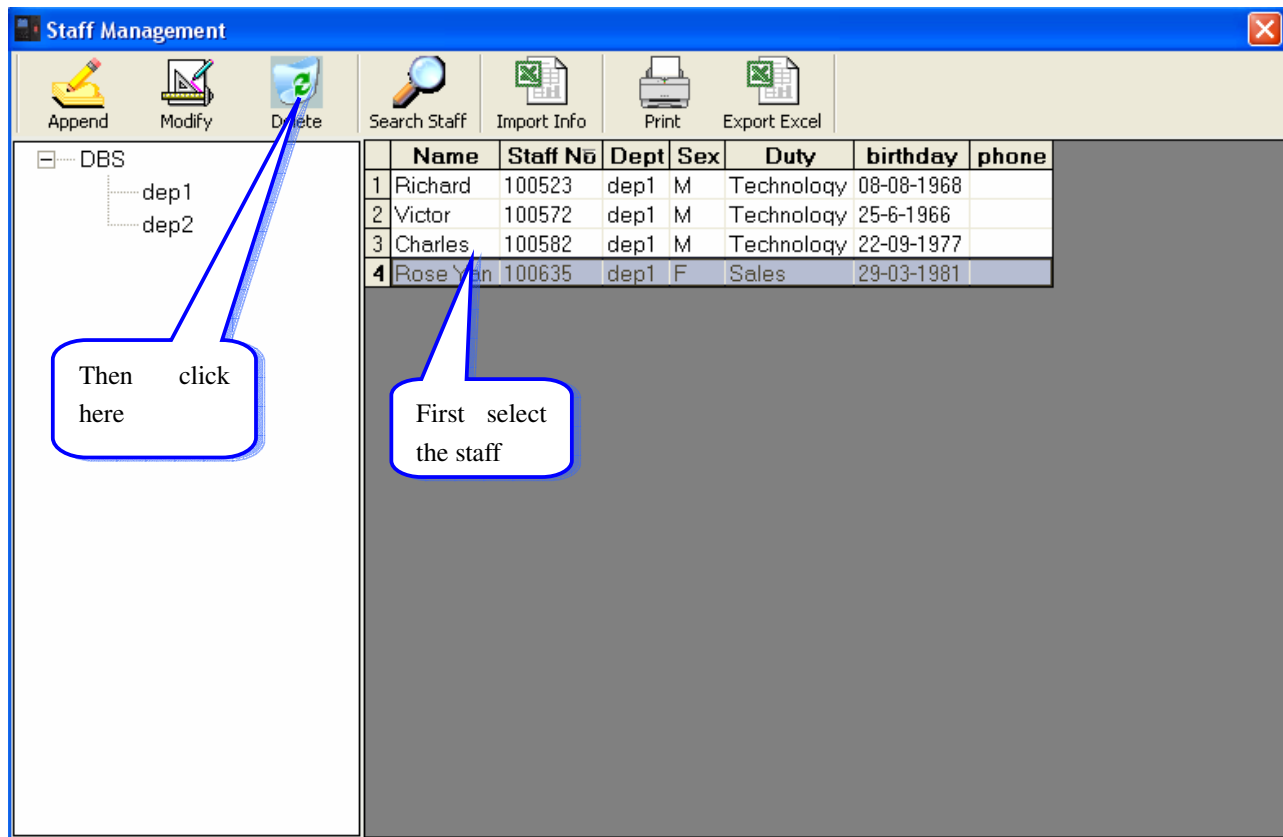


From above picture, we have removed “Rose Yang” from ‘Group 2” to “Group 1”.

2.4.3.3 Delete

Function: Delete the staff that is dismissed or left

Operation: first select the staff, and then click the “delete” item

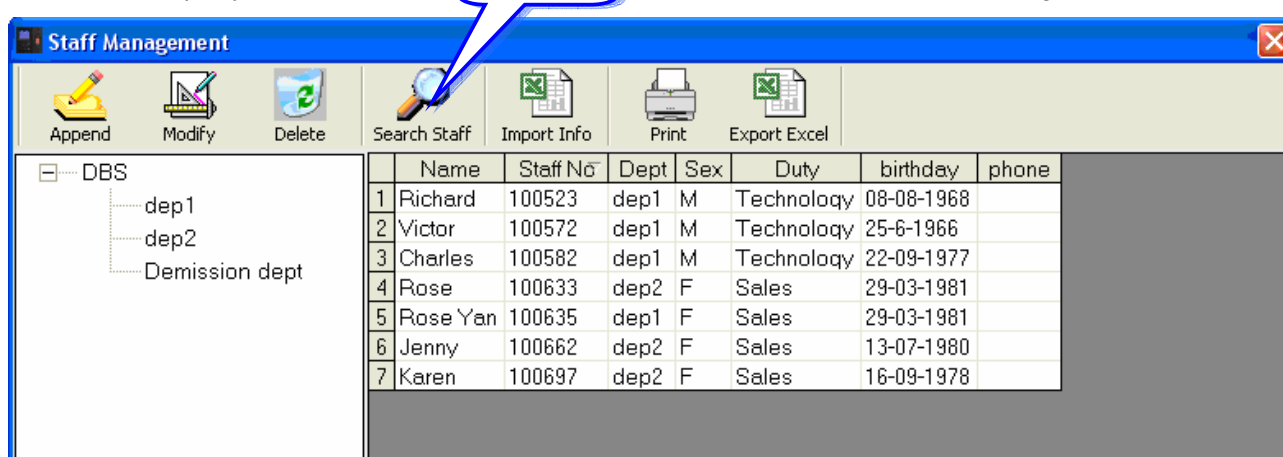


2.4.3.4 Search staff

Function: you can check the information of a certain staff by inputting his name or ID number.

Operation: click this item, and then it will appear a dialogue box for you to input the staff name or ID number. Click "OK" after inputting, then it will show the staff you are searching for

Note: For example, you want to search for staff numbers containing the number '6'. Find out all the staff numbers containing the number '6'.



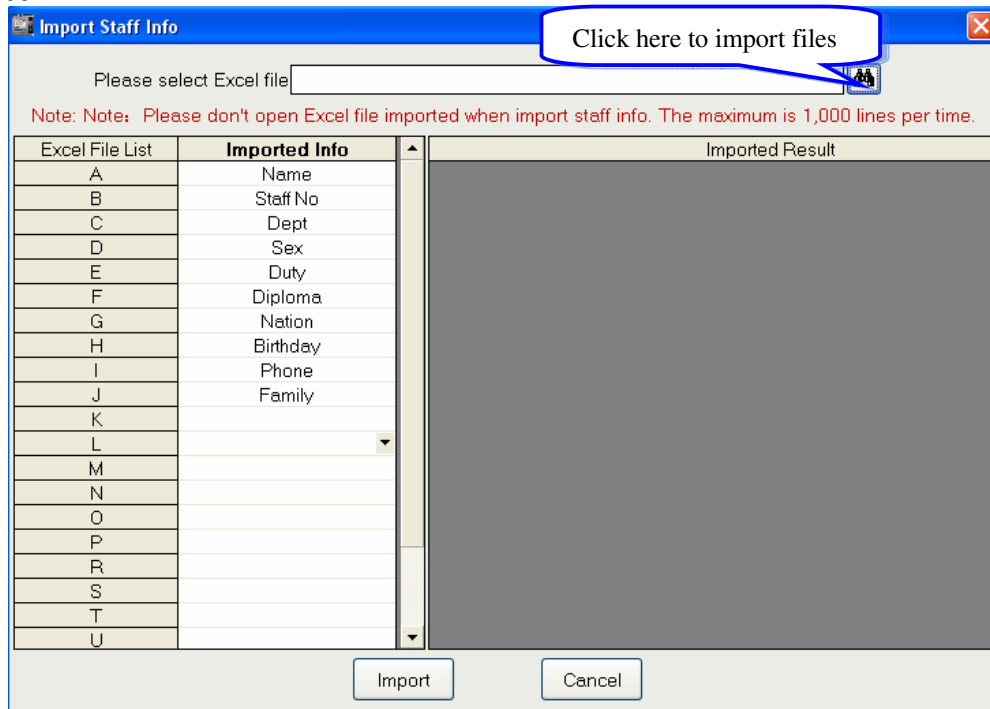
2.4.3.5 Import Staff Info

It means import staff information including Name, Department, ID number, and Birthday and so on.

Function: it is used for inputting staff information in large volumes. You need to do large work when input too many staff information one by one, so select this mode to import staff information.

Operation: first you should fill the staff information in an Excel file, the definition of the imported information must be the same as that in the staff information definition.

Then refer to the following picture, select Excel files read path, and it must be imported in branched according to the appointed order.



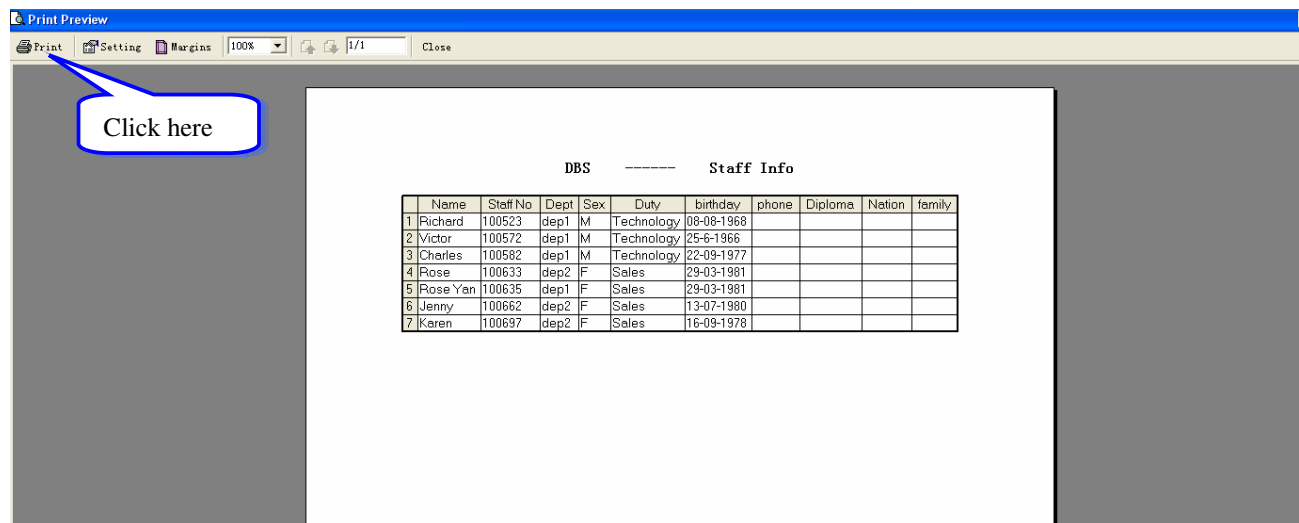
Note: 1. Please don't open the files when you import the staff information, and it import less than 1000 rows at one time.

2. All the parameters must be set well before import. ☐ Please consult [2.2 Staff Info Definition](#)
3. It can't import repeated staff NO.
4. The ID number must be figure
5. The definition of the imported information must be the same as that in the staff information definition.

2.4.3.6 Print

Function: you can print all the staff information with this item.

Click it then it will come to the following interface, it is a print preview, here you can set the format for printing

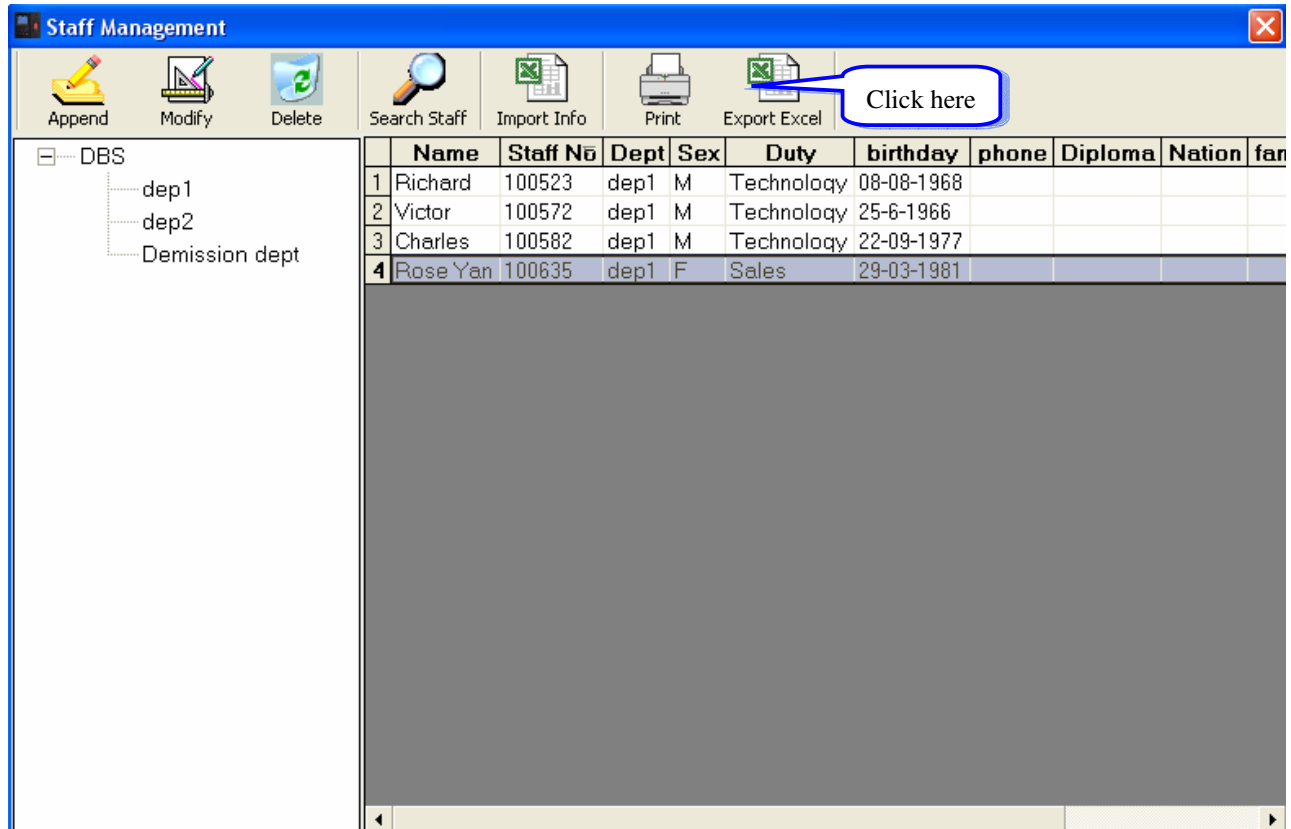


Note: It can be printed when the computer connects with the printer correctly, as shown in the above chart. After setting format, then you can print it.

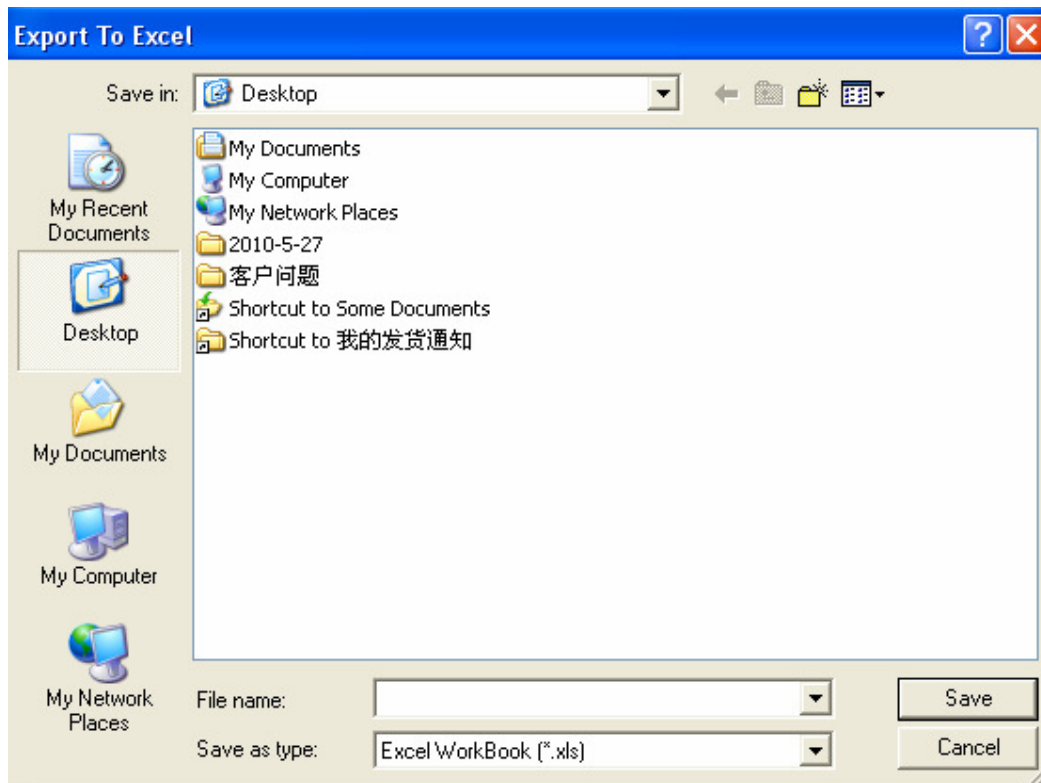
2.4.3.7 Export Excel

Function: you can export all the staff information as an excel file, and save it in the PC

Click this item as the following picture:

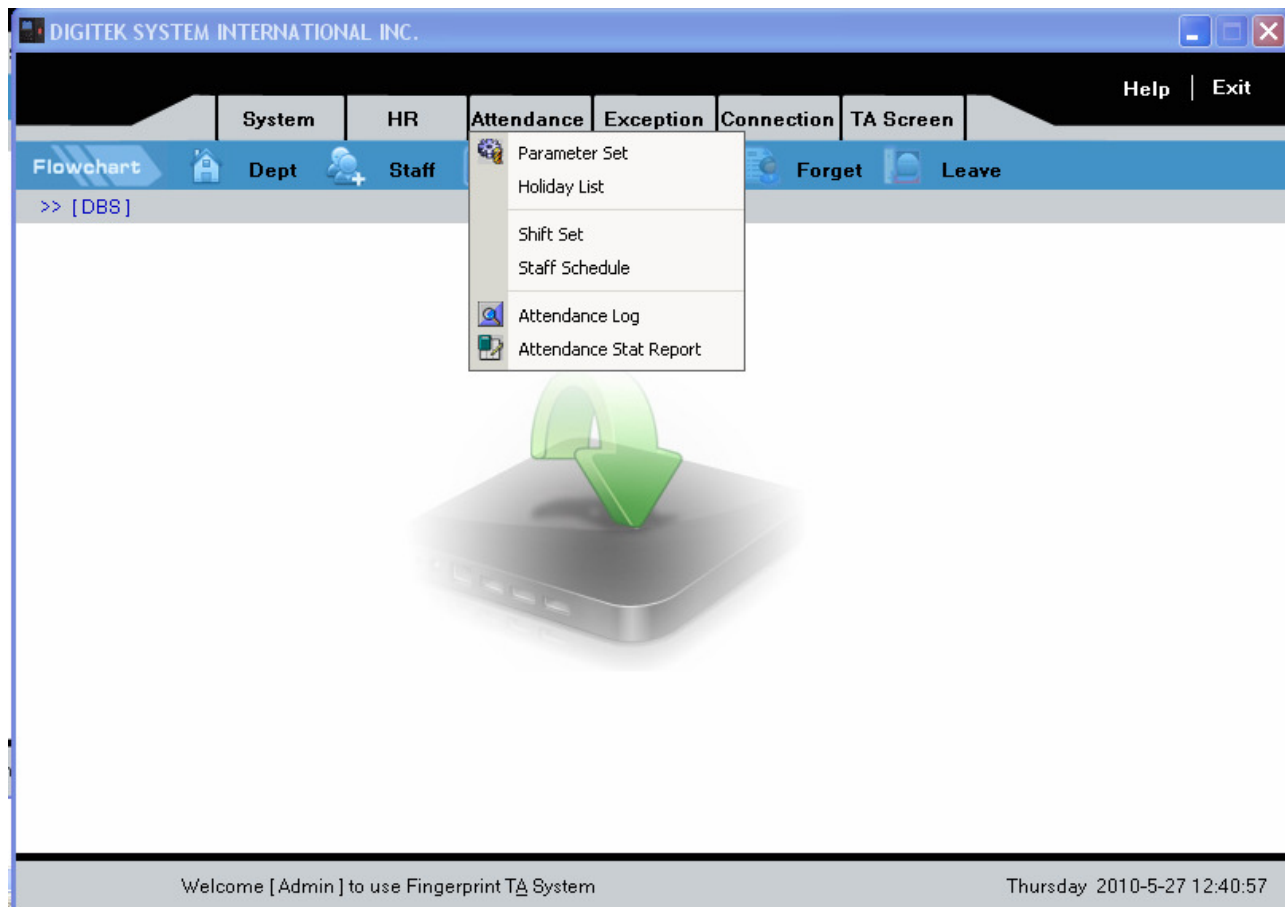


After clicking, then there will be a window as follows:



Select the saving route, and then save. We suggest save it in fixed disk.

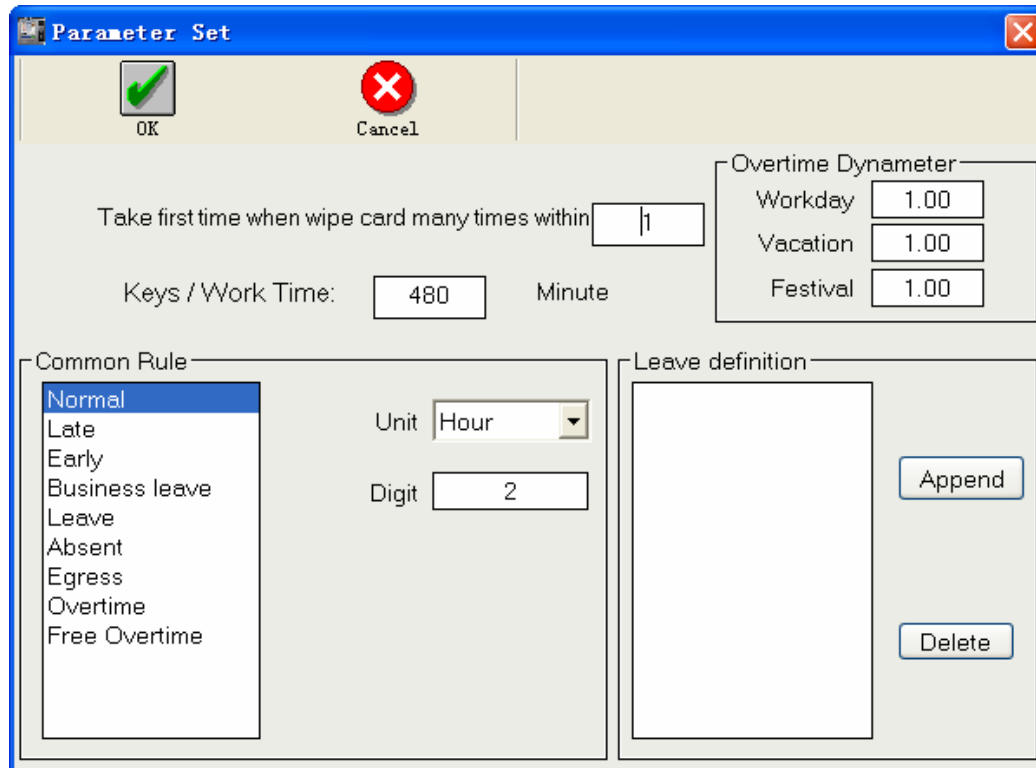
2.5 Attendance



2.5.1 Parameter Set

Function: set the relative parameters of checking attendance

Select the menu "Attendance", and then click the "Parameter Set" item, it will shows as follows:



The dialog box is titled "Parameter Set" and has a blue border. At the top, there are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon. Below these, there is a text field labeled "Take first time when wipe card many times within" with the value "1" entered. To the right of this field is a "Minute" label. Below the text field, there is a "Keys / Work Time:" label with a value of "480" and a "Minute" label. To the right of this, there is a section titled "Overtime Dynamometer" with three sub-sections: "Workday" with a value of "1.00", "Vacation" with a value of "1.00", and "Festival" with a value of "1.00". Below the "Overtime Dynamometer" section, there is a "Common Rule" section with a list box containing the following items: "Normal", "Late", "Early", "Business leave", "Leave", "Absent", "Egress", "Overtime", and "Free Overtime". To the right of the list box, there is a "Unit" dropdown menu set to "Hour" and a "Digit" text field with the value "2". To the right of the "Common Rule" section, there is a "Leave definition" section with a large empty text area and two buttons: "Append" and "Delete".

Take first time when wipe card many times within, you can set the time here, its unit is minute.

This means a staff wipe card for N times in the appointed time, but system only adopts the first time as valid attendance in the appointed time. For example, if set 10 here, then it means that when you wipe your card for N times in 10 minutes, just the first time you wiped is valid for attendance.

Note: N means the correct times for wiping card.

Common Rule:

The measure units are minute, hour, time and workday.

Default one is hour which is very convenient.

E.G.: if it is minute, it will be 480 minutes. The work time is 8 hours.

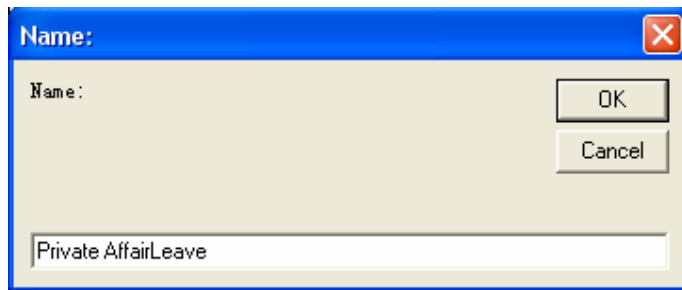
If it is time, terminal will only record whether staff is working attendance, IN is as one time, OUT is as one time, LATER is as one time, EARLY is as one time etc..

Overtime Dynameter: If overwork in workday or vacations or festivals for one hour, or one minute, one day, how many times to count as working day.

Leave definition: according to the needs of company, you can set the definition of holidays, for example: you can set it with private affair leave, funeral, wedding and so on.

Operation:

Click "Append" as above, then it will appear the box as follows:

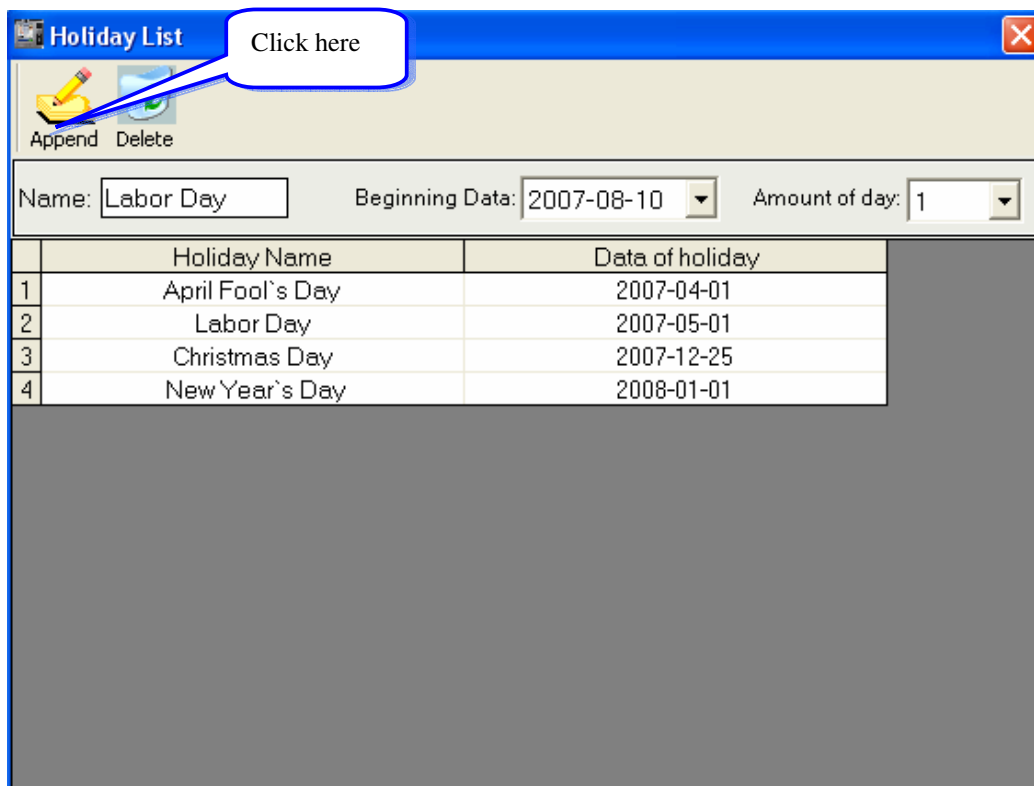


A dialog box titled "Name:" with a close button (X) in the top right corner. It contains a label "Name:" followed by a text input field. Below the input field are two buttons: "OK" and "Cancel". The text "Private AffairLeave" is entered in the input field.

Input the name of holiday you want to define, and click OK to save the setting.

2.5.2 Holiday list

Function: As request, add legal holiday, please pay more attention to the beginning time and number of days.
You can append new legal holiday or delete the existed holidays



A dialog box titled "Holiday List" with a close button (X) in the top right corner. It contains two icons: "Append" (a yellow notepad and pencil) and "Delete" (a blue trash can). Below the icons are three input fields: "Name:" with the text "Labor Day", "Beginning Data:" with the date "2007-08-10", and "Amount of day:" with the value "1". Below these fields is a table with two columns: "Holiday Name" and "Data of holiday". The table contains four rows of data. A callout bubble with the text "Click here" points to the "Append" icon.

	Holiday Name	Data of holiday
1	April Fool's Day	2007-04-01
2	Labor Day	2007-05-01
3	Christmas Day	2007-12-25
4	New Year's Day	2008-01-01

- (1) Click "Append" then you can input its name, beginning date and amount of day
- (2) Select the holiday, and click "Delete" to delete it directly

Note: If modify holiday, it only can be recovered old record, or add after deleting.

2.5.3 Shift set

Function: It is the shift you need to set for checking attendance

Click the “Shift Set” item to enter into the following interface:

The screenshot shows the 'Shift List' window with the 'Shift Maintenance' tab selected. On the left, there is a table with columns 'Timetable Name', 'In Time', and 'Out Time'. The table is currently empty. Above the table are three icons: 'Append' (pencil), 'Modify' (pencil and eraser), and 'Delete' (trash can). To the right of the table, there are several input fields and checkboxes:

- Timetable Name:** A text box containing 'time'.
- In time:** A time picker set to 09:00.
- Out Time:** A time picker set to 17:00.
- Begin Clock-In Time:** A time picker set to 08:00.
- End Clock-In Time:** A time picker set to 09:20.
- Begin Clock-Out Time:** A time picker set to 16:00.
- End Clock-Out Time:** A time picker set to 18:00.
- Count As Workday:** A text box set to 1.00.
- Count As Work Time:** A text box set to 480, followed by the label 'Minutes'.
- Free OT minimum time:** A text box set to 30, followed by the label 'Minutes'.
- Checkboxes:**
 - ☒ Must C-In
 - ☒ Must C-Out
 - ☐ OT Timetable
 - ☐ Must OT
 - ☒ Free OT

There are two interfaces for exchange:

2.5.3.1 Timetable maintenance

Function: Setup staff on/off duty time. You can append a new shift and modify or delete an existed shift

The screenshot shows the 'Shift List' window with the 'Shift Maintenance' tab selected. The table on the left now contains five rows of data:

	Timetable Name	In Time	Out Time
1	kua tian	20:00	08:00
2	time	09:00	17:00
3	time2-1	09:00	13:00
4	time2-2	13:00	17:00
5	try	20:00	08:00

The right side of the interface remains the same as in the previous screenshot, with the same input fields and checkboxes.

Timetable name: you can set it with any name, but should be different from others when there is more than one timetable.

In Time: the regular on-duty time

Out time: the regular off-duty time

Begin Clock-In Time: the earliest valid on-duty time for clock in

End Clock-In Time: the latest valid on-duty time for clock in

Begin Clock-Out Time: the earliest valid off-duty time for clock out

End Clock-Out Time: the latest valid off-duty time for clock out

Count As Workday: how to count the period of this timetable, or how many workdays does this period count

Count As Work Time: how many minutes does this period count as work time

Free OT Minimum time: how many minutes will be count as free over-work time

Note: you must check attendance in the time zone between the begin clock-out time and end clock-out time, system will record your normal work time, otherwise, you will be absent for workday.

Note:

Must C In/Out: It means "Must Clock In/Out", then staff must check attendance on/off duty; If doesn't select, this means staff needn't to check attendance, system still regard normal on/off duty.

OT Timetable: It means "Overtime Timetable", It is for company stating overtime timetable, if define overtime, it must select this item.

Must OT: It means "Must Overtime". Staff must work overtime by overtime timetable

Free OT: it means "Free Overtime". When staff work exceed normal work time, system count overtime automatically, but it can't be less than least time.

There are three operations you can do about timetable maintenance: append, modify and delete.

(1)Append Timetable:

The screenshot shows the 'Shift List' application window with the 'Timetable Maintenance' tab selected. On the left, there is a table of existing timetables. A blue callout bubble with the text 'Click here' points to the 'Append' button (represented by a yellow pencil icon) in the toolbar above the table. On the right side of the window, there are configuration fields for a new timetable named 'time'. These fields include 'In time' (09:00), 'Out Time' (17:00), 'Begin Clock-In Time' (08:00), 'End Clock-In Time' (09:20), 'Begin Clock-Out Time' (16:00), and 'End Clock-Out Time' (18:00). There are also checkboxes for 'Must C-In', 'Must C-Out', 'OT Timetable', and 'Must OT'. At the bottom, there are fields for 'Count As Workday' (1.00), 'Count As Work Time' (480 Minutes), and 'Free OT minimum time' (30 Minutes) with a 'Free OT' checkbox.

	Timetable Name	In Time	Out Time
1	kua tian	20:00	08:00
2	time	09:00	17:00
3	time2-1	09:00	13:00
4	time2-2	13:00	17:00
5	try	09:00	08:00

Timetable Name: time

In time: 09:00

Out Time: 17:00

Begin Clock-In Time: 08:00

End Clock-In Time: 09:20

Begin Clock-Out Time: 16:00

End Clock-Out Time: 18:00

Count As Workday: 1.00

Count As Work Time: 480 Minutes

Free OT minimum time: 30 Minutes

Must C-In: ☒

Must C-Out: ☒

OT Timetable: ☐

Must OT: ☐

Free OT: ☒

After clicking "Append" item in the above interface, you can set a new timetable, then input on/off duty timetable,

including workday and work time, and free overtime minimum time.

Note: If overtime work is free on workday, you can draw “√” at the front of “Free OT”, such as above window:

If overtime on weekends or on holiday, you need to append another timetable, and need to select “Free OT” or “Must OT”, or decide by overtime timetable.

The screenshot shows the 'Shift List' window with the 'Timetable Maintenance' tab selected. The window contains a table of timetables and several configuration fields.

	Timetable Name	In Time	Out Time
1	kua tian	20:00	08:00
2	time	09:00	17:00
3	time2-1	09:00	13:00
4	time2-2	13:00	17:00
5	try	20:00	08:00

Configuration fields on the right:

- Timetable Name: time
- In time: 08:00
- Out Time: 17:00
- Begin Clock-In Time: 08:00
- End Clock-In Time: 09:20
- Begin Clock-Out Time: 16:00
- End Clock-Out Time: 18:00
- Count As Workday: 1.00
- Count As Work Time: 480 Minutes
- Free OT minimum time: 30 Minutes
- Must C-In: ☒
- Must C-Out: ☒
- OT Timetable: ☐
- Must OT: ☐
- Free OT: ☒

(2) Modify

Select the timetable existed in the “timetable maintenance” interface as above, then you can modify the time you need to change

(3) Delete

Select the timetable that need to delete, and then delete it directly

2.5.3.2 Shift Maintenance

Function: plus each timetable together, and get a completed shift.

You can setup one shift, but there are three periods of time, and shift period of time must get value from “Timetable maintenance”.

Note: System can identify automatically from three periods of time, it will range by time, if upper timetable is blank, system will upgrade automatically.

In the below picture, through an adown arrowhead, you can see several timetables in “Shift Maintenance” here.

The screenshot shows the 'Shift List' window with the 'Timetable Maintenance' tab selected. The 'Append' button is highlighted. The 'Shift Name' field is empty. The 'Timetable 1' dropdown menu is open, showing options: 'None', '1-5OT', 'work1-5', and 'work6-7'. The 'Timetable 2' and 'Timetable 3' dropdown menus are also empty.

(a) Append:

It is for appending a new shift

Click "Append", then it will appear the following window:

The screenshot shows the 'Shift List' window with the 'Timetable Maintenance' tab selected. The 'Append' button is highlighted. The 'Shift Name' field contains the text 'work1-5'. The 'Timetable 1' dropdown menu is open, showing options: 'None', '1-5OT', 'work1-5', and 'work6-7'. The 'Timetable 2' and 'Timetable 3' dropdown menus are also empty. Annotations include a speech bubble pointing to the 'Shift Name' field with the text 'Input Shift Name' and another speech bubble pointing to the 'Timetable 1' dropdown menu with the text 'Select Timetable'.

Select the right timetable for the existed timetable and click "Save".

(b) Modify

You can modify an existed shift by this item

(c) Delete

You can delete an existed shift directly by this item

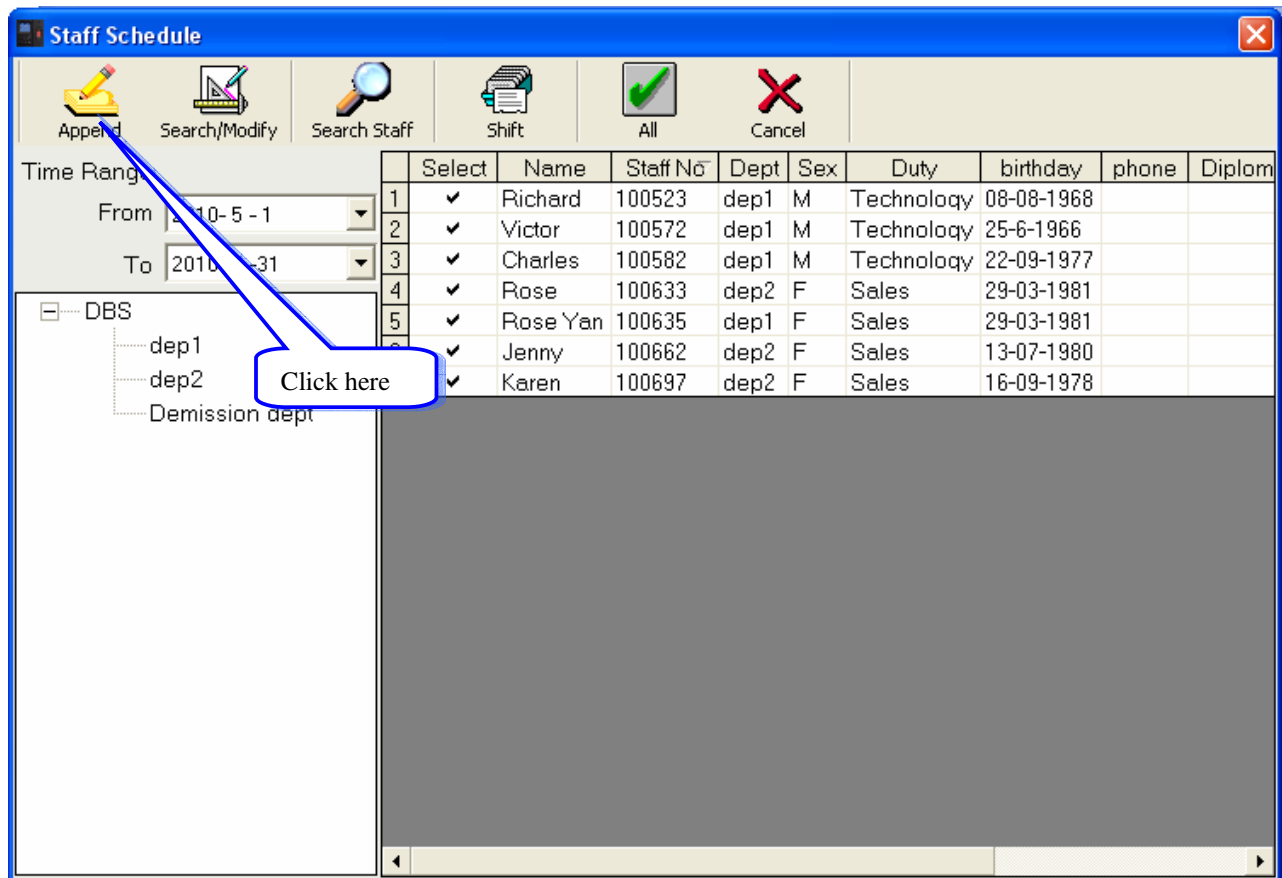
2.5.4 Schedule

Function: Make one staff or in batches assign by the shift, and regulate correct on/off duty time.

2.5.4.1 Append

Function: Add certain staff or department to a certain schedule

Operation: Click “Schedule” to enter the menu, (system default all the staff), select the staff that need to schedule, then select date, then click “Append” (see picture below).



After clicking “Append” it will enter into next interface, at this interface you can see schedule staff, date, cycles (Week or Day), then select the shift under shift title, click ‘Save’ to finish operation.

Note: If modify shift for few staffs or one staff, you can click ‘Search/Modify’, refer to the following window, click downwards arrowhead to adjust shift parameters.

Append

☒ Save
 ☐ Cancel

Amount : 7 ☐ Include Holiday

Time Range : From 2007-08-01 To 2007-08-31

Cycles: Week

	Shift Name	Timetable 1	Timetable 2	Timetable 3
1	Sunday			
2	Monday			
3	Tuesday			
4	Wednesday			
5	Thursday			
6	Friday			
7	Saturday			

From above picture, there is "Include Holiday", if you draw ☒ at the front of Include Holiday, this means staff needs to work in a whole year, and there is no rest time in a year.

In "Cycle", there are two options: Week and Day, so user can select according to the different instances.

Week: make shift by this cycle for every week

Day: make shift by this cycle for every day, and the maximum number can't exceed 31 days.

Take "Week" for example, such as following steps:

Save

Cancel

Amount : 7

☐ Include Holiday

Time Range : From 2007-08-01 To 2007-08-31

Cycles: Week



		Shift Name	Timetable 1	Timetable 2	Timetable 3
1	Sunday	—Rest—			
2	Monday	work1-5	work1-5		
3	Tuesday	work1-5	work1-5		
4	Wednesday	work1-5	work1-5		
5	Thursday	work1-5	work1-5		
6	Friday	work1-5	work1-5		
7	Saturday	<div> <div>---Rest---</div> <div>work1-5</div> </div>			

Such as above picture:

You have to set the shift for seven days for a week, from Sunday to Saturday. And then it cycles by week

(System default Rest as timetable, and don't account as attendance stat, attendance time is as 0). If you select "day" in Cycles item, then it will show the next chart:

Append

 Save
  Cancel

Amount : 1 ☐ Include Holiday

Time Range : From 2008-1-1 To 2008-1-31

Cycles: Day Cycles: 1

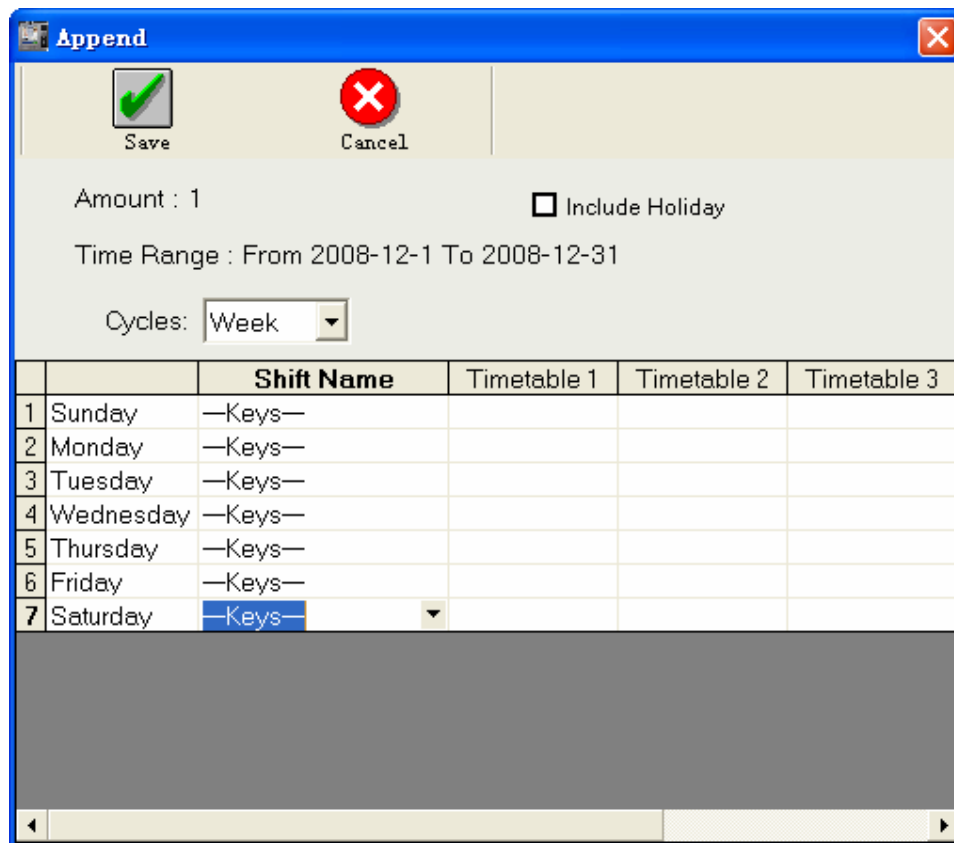
	Shift Name	Timetable 1	Timetable 2	Timetable OT
1	1			

10
11
12
13
14
15
16
17

Function key:

If you select it, the others will be hided.

If one staff on duty by pressing function key, for example, Tom is on duty, so he press "IN", then press his finger, so in the report, that record will be showed in the "IN" item.



Append

Save Cancel

Amount : 1 ☐ Include Holiday

Time Range : From 2008-12-1 To 2008-12-31

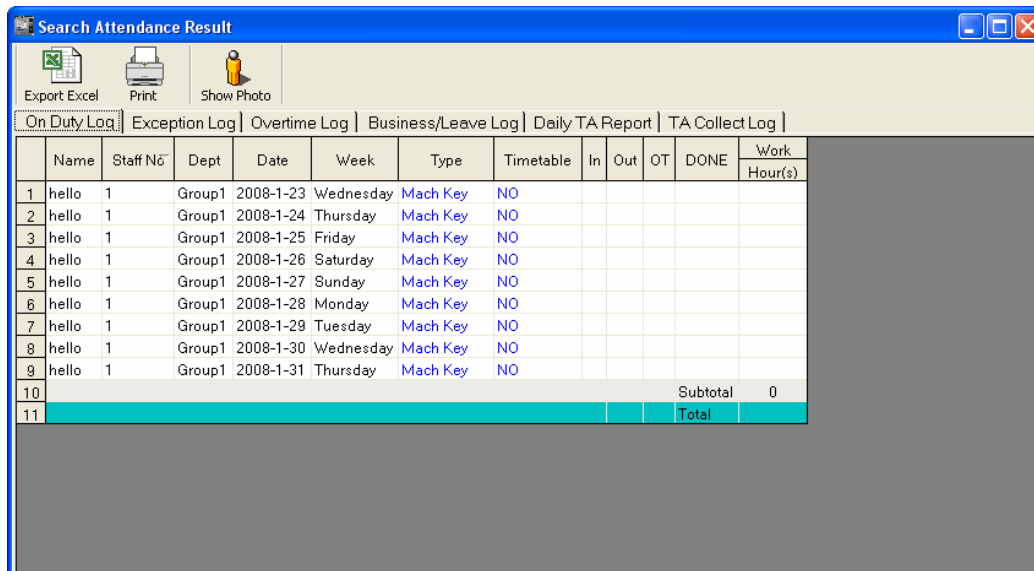
Cycles: Week

	Shift Name	Timetable 1	Timetable 2	Timetable 3
1 Sunday	—Keys—			
2 Monday	—Keys—			
3 Tuesday	—Keys—			
4 Wednesday	—Keys—			
5 Thursday	—Keys—			
6 Friday	—Keys—			
7 Saturday	—Keys—			

Advantage: No need shifts, software account time automatically.

Please check the next charts.

When you select “Function Keys”, others will be null and report has not shift (Timetable)



Search Attendance Result

Export Excel Print Show Photo

On Duty Log Exception Log Overtime Log Business/Leave Log Daily TA Report TA Collect Log

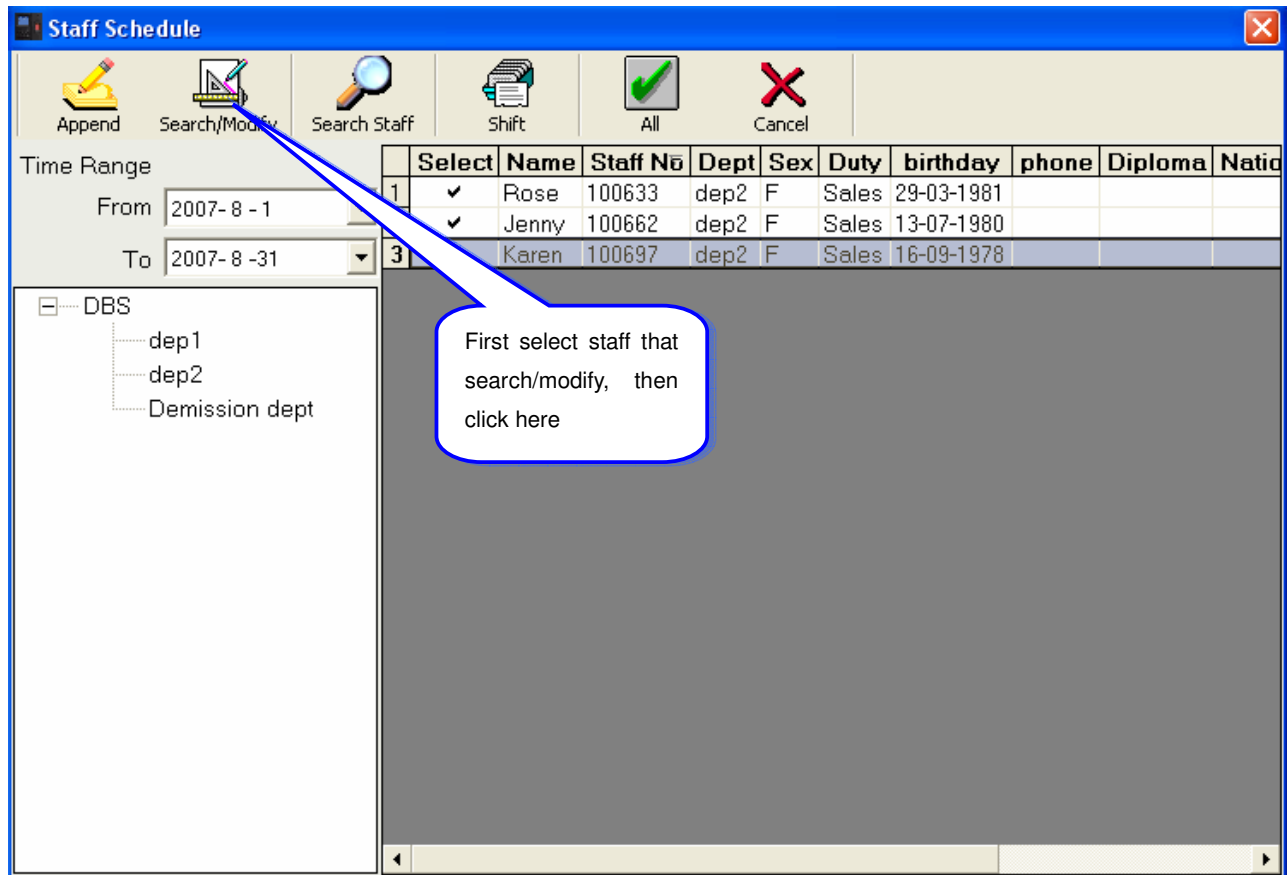
	Name	Staff No	Dept	Date	Week	Type	Timetable	In	Out	OT	DONE	Work Hour(s)
1	hello	1	Group1	2008-1-23	Wednesday	Mach Key	NO					
2	hello	1	Group1	2008-1-24	Thursday	Mach Key	NO					
3	hello	1	Group1	2008-1-25	Friday	Mach Key	NO					
4	hello	1	Group1	2008-1-26	Saturday	Mach Key	NO					
5	hello	1	Group1	2008-1-27	Sunday	Mach Key	NO					
6	hello	1	Group1	2008-1-28	Monday	Mach Key	NO					
7	hello	1	Group1	2008-1-29	Tuesday	Mach Key	NO					
8	hello	1	Group1	2008-1-30	Wednesday	Mach Key	NO					
9	hello	1	Group1	2008-1-31	Thursday	Mach Key	NO					
10											Subtotal	0
11											Total	

For example, please check the next report:

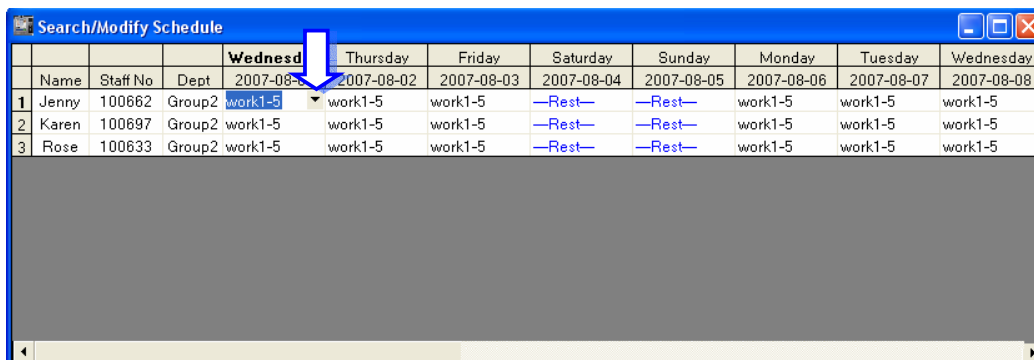
2.5.4.2 Search / Modify

Function: search or modify schedule for some certain staff/staffs if needed

Operation: first select the staff/staffs that need to search or modify, then click the “Search\Modify” item (see picture below)



It will appear as follows□



In the picture, there is a down arrowhead at arrowhead, click here, you can change intraday work and rest time, especially for temporary schedule.

2.5.5 Attendance log

Function: you can see staff attendance log here, including PC-sign, No register exception instance.

Operation: Under the menu "Schedule" click "Attendance log" item, it shows you the following interface:

Staff Attendance Log

Search TA log Search staff All Cancel

From 2007-8-13 To 2007-8-13 Time Range 0:00:00 23:59:59 Dev. No All State All Mode All

☒ PC-Sign ☒ No register

DBS

- dep1
- dep2
- Demission d

Select	Name	Staff No	Dept	Sex	Duty	birthday	phone	Diploma	Natio
1	Rose	100633	dep2	F	Sales	29-03-1981			
	Jenny	100662	dep2	F	Sales	13-07-1980			
	Karen	100697	dep2	F	Sales	16-09-1978			

Select staff that needs to query, you can see all registered records from beginning and end date.
Then click "Search TA log"

Then it will show the relative information of staff attendance as follows:

Search staff attendance Log

Export to TXT Export to Excel Print

	Name	Staff No	Dept	Dev. No	Date Time	State	Mode
1	Richard	100523	Group1	PC-Sign	01/08/2007 08:02:00	Clock-In	In
2	Victor	100572	Group1	PC-Sign	01/08/2007 08:02:00	Clock-In	In
3	Rose Yang	100635	Group1	PC-Sign	01/08/2007 08:02:00	Clock-In	In
4	Charles	100582	Group1	PC-Sign	01/08/2007 08:02:00	Clock-In	In
5	Richard	100523	Group1	PC-Sign	01/08/2007 17:45:00	Clock-Out	Out
6	Rose Yang	100635	Group1	PC-Sign	01/08/2007 17:45:00	Clock-Out	Out
7	Charles	100582	Group1	PC-Sign	01/08/2007 17:45:00	Clock-Out	Out
8	Victor	100572	Group1	PC-Sign	01/08/2007 17:45:00	Clock-Out	Out
9	Richard	100523	Group1	PC-Sign	02/08/2007 10:00:00	Clock-In	In
10	Richard	100523	Group1	PC-Sign	02/08/2007 17:00:00	Clock-Out	Out
11	Richard	100523	Group1	PC-Sign	03/08/2007 08:00:00	Clock-In	In
12	Richard	100523	Group1	PC-Sign	03/08/2007 17:00:00	Clock-Out	Out
13	Rose Yang	100635	Group1	PC-Sign	04/08/2007 08:05:00	OT In	In
14	Charles	100582	Group1	PC-Sign	04/08/2007 08:05:00	OT In	In
15	Richard	100523	Group1	PC-Sign	04/08/2007 08:05:00	OT In	In
16	Victor	100572	Group1	PC-Sign	04/08/2007 08:05:00	OT In	In
17	Rose Yang	100635	Group1	PC-Sign	04/08/2007 17:05:00	OT Out	Out
18	Richard	100523	Group1	PC-Sign	04/08/2007 17:05:00	OT Out	Out
19	Charles	100582	Group1	PC-Sign	04/08/2007 17:05:00	OT Out	Out
20	Victor	100572	Group1	PC-Sign	04/08/2007 17:05:00	OT Out	Out
21	Richard	100523	Group1	PC-Sign	05/08/2007 08:30:00	OT In	In
22	Richard	100523	Group1	PC-Sign	05/08/2007 17:05:00	OT Out	Out
23	Richard	100523	Group1	PC-Sign	06/08/2007 08:10:00	Clock-In	In

And there staff attendance log can be exported to text or exported to Excel or printed according to your needs.

2.5.6 Attendance Stat Report

Function: it is an attendance statistic reports, through it you can see all attendance information with combination of staff schedule. See picture below

Search Attendance Result

Export Excel Print

On Duty Log Exception Log Overtime Log Business/Leave Log Daily TA Report TA Collect Log

	Name	Staff No	Dept	Date	Week	Type	Timetable	In	Out	OT In	OT Out	Work Hour(s)	Overtime Hour(s)	Short Hour(s)	Late Hour(s)	Early Hour(s)	Absent Hour(s)	Leave Hour(s)
1	Richard	100523	Group1	01/10/2007	Monday	Workday	time	08:00	17:00			8						
2	Richard	100523	Group1	02/10/2007	Tuesday	Workday	time	08:00										
3	Richard	100523	Group1	03/10/2007	Wednesday	Workday	time		17:00									
4	Richard	100523	Group1	04/10/2007	Thursday	Workday	time	09:01							0.02			
5	Richard	100523	Group1	05/10/2007	Friday	Workday	time		16:59							0.02		
6	Richard	100523	Group1	06/10/2007	Saturday	Rest day												
7	Richard	100523	Group1	07/10/2007	Sunday	Rest day												
8	Richard	100523	Group1	08/10/2007	Monday	Workday	time	08:00	16:59			7.98		0.02		0.02		
9	Richard	100523	Group1	09/10/2007	Tuesday	Workday	time	09:01	17:00			7.98		0.02	0.02			
10	Richard	100523	Group1	10/10/2007	Wednesday	Workday	time	08:50	17:50			8	0.83					
11	Richard	100523	Group1	11/10/2007	Thursday	Workday	time	09:02	18:00			7.97	1	0.03	0.03			
12	Richard	100523	Group1	12/10/2007	Friday	Workday	time							8			8	
13	Richard	100523	Group1	13/10/2007	Saturday	Rest day												
14	Richard	100523	Group1	14/10/2007	Sunday	Rest day												
15	Richard	100523	Group1	15/10/2007	Monday	Workday	time							8			8	
16	Richard	100523	Group1	16/10/2007	Tuesday	Workday	time							8			8	
17	Richard	100523	Group1	17/10/2007	Wednesday	Workday	time							8			8	
18	Richard	100523	Group1	18/10/2007	Thursday	Workday	time							8			8	

This is all attendance data stat results, including attendance setting, shift schedule, exception, as long as these tree items deal with correctly, then you can get the correct attendance stat report.

Select date and staff, then click 'Search', you can see 'Attendance log', 'Absent', 'Business/Leave', every day attendance report and attendance stat report.

Now we will take an example for this instance:

1. We will take 10-10-2007, on duty 09:00, off duty 17:00 (please see shift set for shift details), must sign in, ID No 100523 staff on/off duty normally (sign in-off), from “Search Attendance Results” show this staff identification records, and the results can query from “Attendance Report” (such as following windows)□

	Name	Staff No	Dept	Date	Week	Type	Timetable	In	Out	OT In	OT Out	Work Hour(s)	Overtime Hour(s)	Short Hour(s)	Late Hour(s)	Early Hour(s)	Absent Hour(s)	Leave Hour(s)
1	Richard	100523	Group1	10/10/2007	Wednesday	Workday time		08:50	17:50			8	0.83					
2												Subtotal	8	0.83	0	0	0	0
3												Total	8	0.83	0	0	0	0

Results: Software will count staff on duty time to deal with attendance instance according to the setup shift and shift segment.

2. We will set 03-10-2007, on duty 09:00, off duty 17:00 (please see shift set for shift details), must sign in as example, if staff didn't identify his fingerprint correctly on duty, such as following windows:

	Name	Staff No	Dept	Date	Week	Type	Timetable	In	Out	OT In	OT Out	Work Hour(s)	Overtime Hour(s)	Short Hour(s)	Late Hour(s)	Early Hour(s)	Absent Hour(s)	Leave Hour(s)
1	Richard	100523	Group1	03/10/2007	Wednesday	Workday time			17:00									
2												Subtotal	0	0	0	0	0	0
3												Total	0	0	0	0	0	0

Results: This staff hasn't any records for his working time on a day, because the software can't get his on duty time.

3. We will set 02-10-2007□on duty 09:00, off duty 17:00 (please see shift set for shift details), must sign in as example, if a staff didn't identify his fingerprint correctly on off duty, so there hasn't any records on that day, such as following windows:

	Name	Staff No.	Dept	Date	Week	Type	Timetable	In	Out	OT In	OT Out	Work Hour(s)	Overtime Hour(s)	Short Hour(s)	Late Hour(s)	Early Hour(s)	Absent Hour(s)	Leave Hour(s)
1	Richard	100523	Group1	02/10/2007	Tuesday	Workday time		08:00										
2												0	0	0	0	0	0	0
3												0	0	0	0	0	0	0

Results: This staff hasn't any records for his working time on a day, because the software can't get his off duty time.

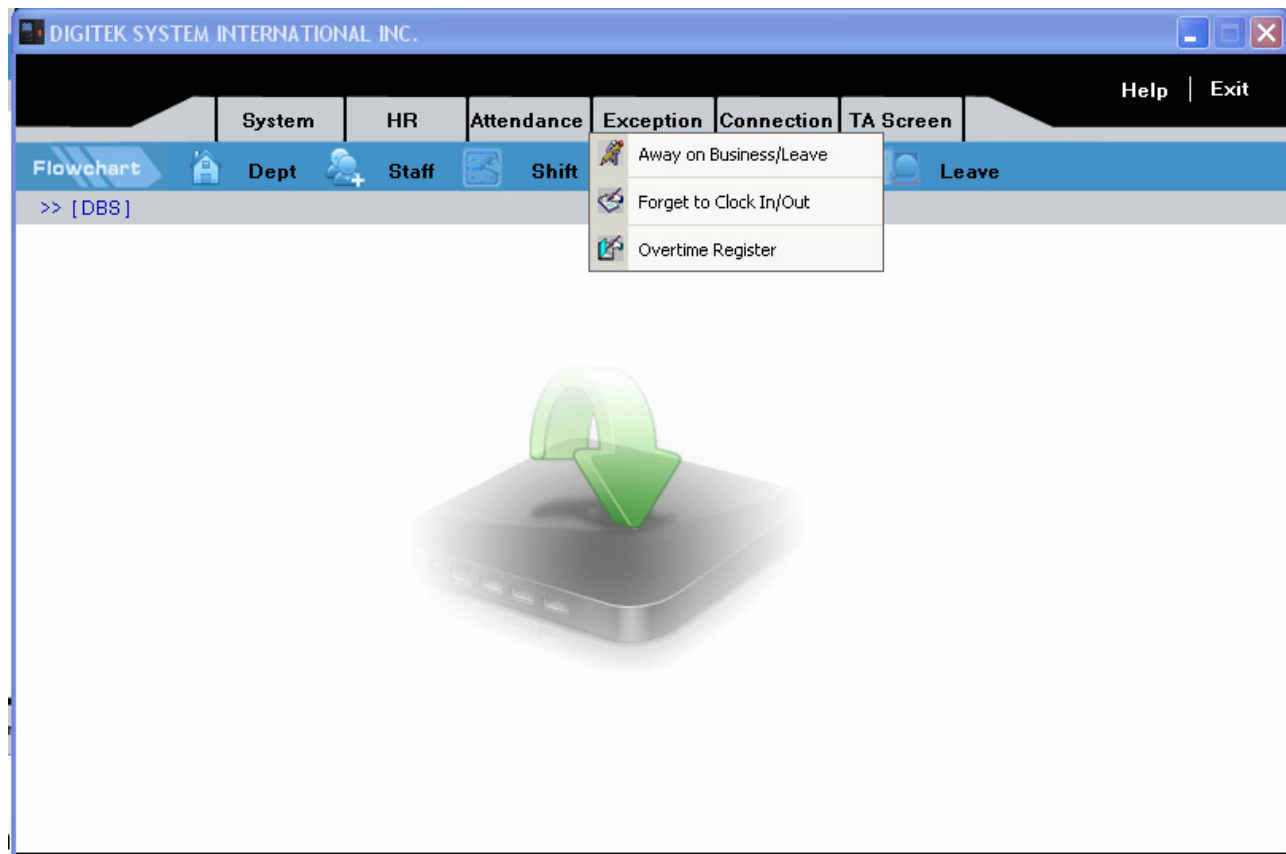
4. We will set 04-10-2007-04-10-2007 on duty time 9:00 off duty time 17:00 please see shift set for shift details, must sign in as example, if staff late on duty or leave early off duty, system will count the time so as to take relevant action, such as following windows:

	Name	Staff No.	Dept	Date	Week	Type	Timetable	In	Out	OT In	OT Out	Work Hour(s)	Overtime Hour(s)	Short Hour(s)	Late Hour(s)	Early Hour(s)	Absent Hour(s)	Leave Hour(s)
1	Richard	100523	Group1	04/10/2007	Thursday	Workday time		09:01							0.02			
2	Richard	100523	Group1	05/10/2007	Friday	Workday time			16:59							0.02		
3												0	0	0	0.02	0.02	0	0
4												0	0	0	0.02	0.02	0	0

Results: As long as late for work, or leave early, system can record staff attendance instance correctly.

2.6 Exception

Click the menu "Exception", and then it appears as following window:



2.6.1 Away on business/leave

Click this item under the "Exception" menu, it appears the following interface:

Click here

Append Search Delete Search staff All Cancel

Leave Type: Business Unit: From: 2007-8-13 To: 2007-8-13

Reason: Day

DBS

- dep1
- dep2
- Demission dept

Select	Name	Staff No.	Dept	Sex	Duty	birthday	phone	Diploma
1	✓	Richard	100523	dep1	M	Technology	08-08-1968	
2	✓	Victor	100572	dep1	M	Technology	25-6-1966	
3	✓	Charles	100582	dep1	M	Technology	22-09-1977	
4	✓	Rose	100633	dep2	F	Sales	29-03-1981	
5	✓	Rose Yan	100635	dep1	F	Sales	29-03-1981	
6	✓	Jenny	100662	dep2	F	Sales	13-07-1980	
7	✓	Karen	100697	dep2	F	Sales	16-09-1978	

At this interface, you can add/modify staff holiday type, unit is as hour or day.

Note: Holiday type can be added on 'Holiday definition' on attendance parameter.

Here you can append one by one or in batches, and also can query records to rectify.

2.6.2 Forget to clock in/out

Function: if staff/staffs forget to check attendance, you can use this item to record the affair by inputting it

Select this "Forget to clock in/out" item, it appears the following interface:

Forget to Click here

Append Search/Del Search Staff All Cancel

C-In/Out Time 2007-8-13 8:00:00 State Clock-In

Select	Name	Staff No	Dept	Sex	Duty	birthday	phone	Diplor
1	✓ Richard	100523	dep1	M	Technology	08-08-1968		
2	✓ Victor	100572	dep1	M	Technology	25-6-1966		
3	✓ Charles	100582	dep1	M	Technology	22-09-1977		
4	✓ Rose	100633	dep2	F	Sales	29-03-1981		
5	✓ Rose Yan	100635	dep1	F	Sales	29-03-1981		
6	✓ Jenny	100662	dep2	F	Sales	13-07-1980		
7	✓ Karen	100697	dep2	F	Sales	16-09-1978		

DBS

- dep1
- dep2
- Demission dept






At this interface, you can add staff attendance condition, and there has 6 kinds of condition for option. If there is staff that forgets to check attendance, you can use this function to do.

When make up staff attendance information, you also can query and modify attendance information.

2.6.3 Overtime register

Makeup Overtime is set up according to overtime timetable of shift, you can only register overtime after setting the schedule.

Staff OT Register

 Append
  Search/Delete
  Search staff
  All
  Cancel

OT Time: 2007-8 -13 — 2007-8 -13
 OT Timetable: Overtime

DBS

- dep1
- dep2
- Demission dept

	Select	Name	Staff No	Dept	Sex	Duty	birthday	phone	Diplom
1	✓	Richard	100523	dep1	M	Technology	08-08-1968		
2	✓	Victor	100572	dep1	M	Technology	25-6-1966		
3	✓	Charles	100582	dep1	M	Technology	22-09-1977		
4	✓	Rose	100633	dep2	F	Sales	29-03-1981		
5	✓	Rose Yan	100635	dep1	F	Sales	29-03-1981		
6	✓	Jenny	100662	dep2	F	Sales	13-07-1980		
7	✓	Karen	100697	dep2	F	Sales	16-09-1978		

Operation: First select the staff, then select overtime date period and overtime shift name, then click "Append".

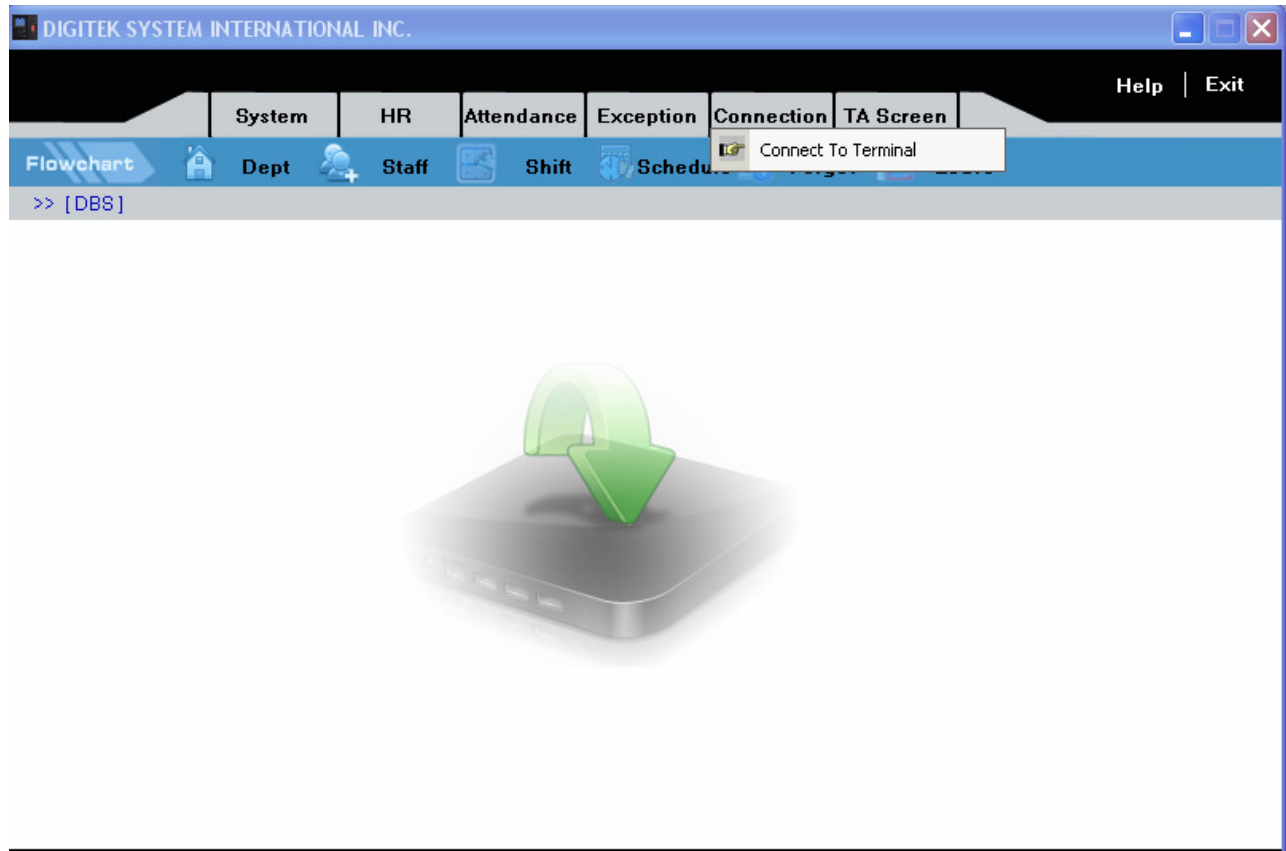
In "Search/Delete", you can monitor and delete the overtime staff.

Note: it can only be showed when you set OT shift, please study [\(3.3.1 Timetable maintenance\)](#)

2.7 Connection

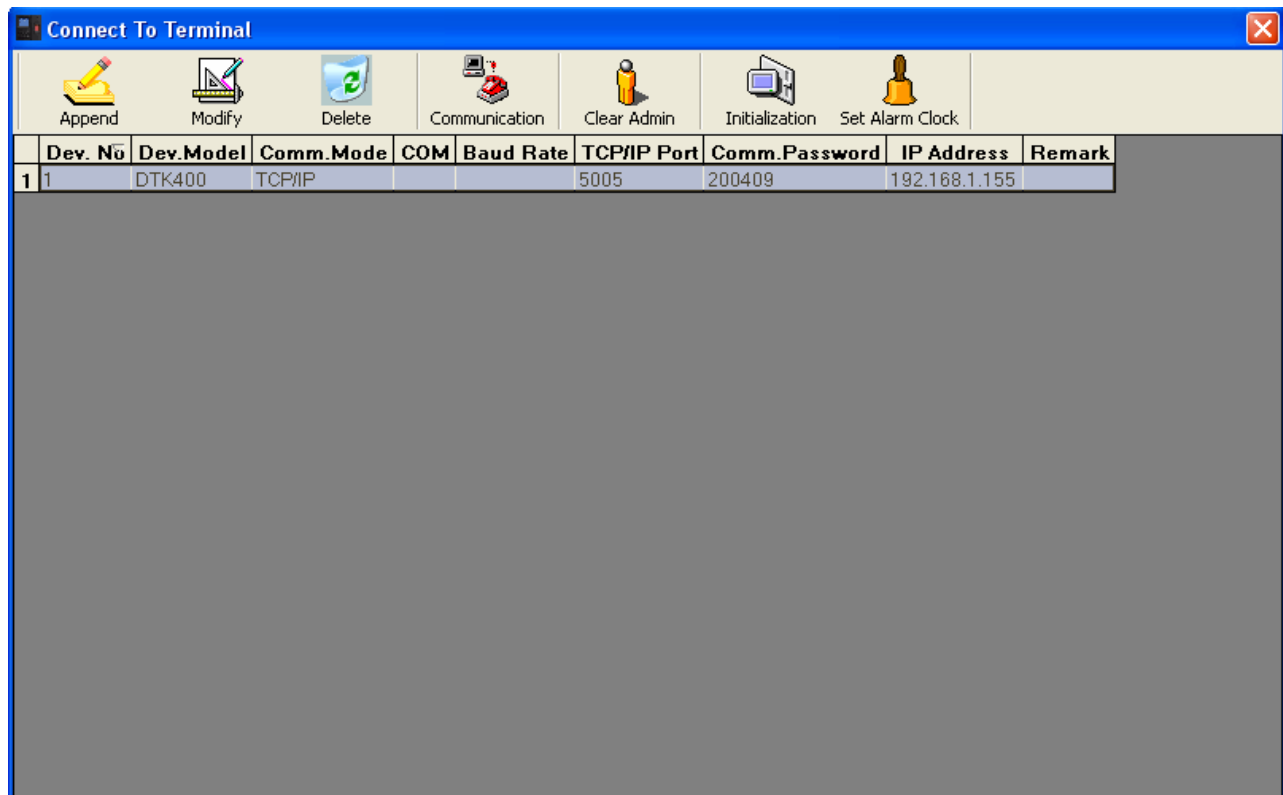
It is a menu for connect the device with PC and its software

When click this menu, it shows "connection to terminal" as follows



2.7.1 Connect to terminal

Click it to enter into the connecting interface as follows:



Terminal parameter setting

2.7.1.1 Click 'Append', it will spring a window to input some corresponding values.(when select 232/485 Comm.Mode)

The 'Modify' dialog box contains the following fields and controls:

- Buttons:** Save (green checkmark icon), Cancel (red X icon).
- Dev. No:** Dropdown menu with value '1'.
- Dev.Type:** Dropdown menu with value 'DTK400'.
- Comm.Mode:** Dropdown menu with value '485/232'.
- COM:** Dropdown menu with value 'Com 1'.
- Baud Rate:** Dropdown menu with value '38400'.
- Remark:** Text input field.

a. Dev. NO: this is terminal No, the default setting is '1' when leave factory, if you need to modify device NO, you should keep it the same as in device.

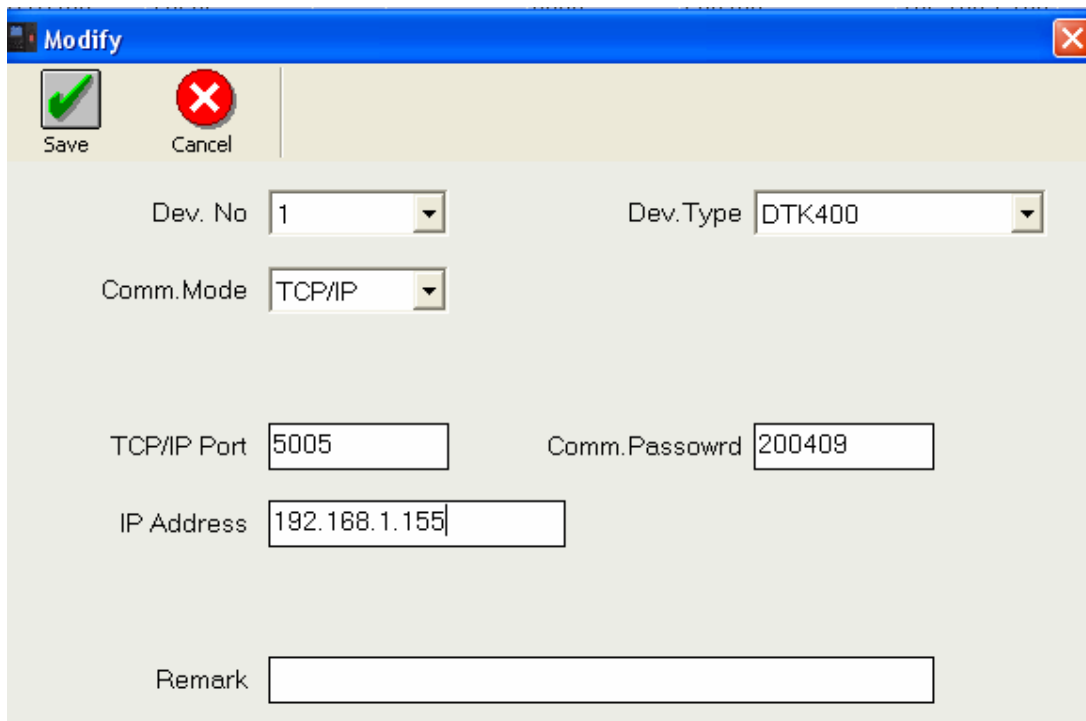
b. Dev. Type: this is main board edition (turn off the device, press 'ESC' key to turn on the device. you can see soft items on showing information).

c. Communication Mode: there are three options: if computer COM port is through RS485 converter to connect with terminal, please select '485/232', at the same time, 'COM' should select usage COM port (in general as COM 1 or COM 2);

d. There are 9600, 19200, 38400 for option, the default in device is 38400, when connection, you should keep it same between the two.

e. "Remark" is terminal installation attention (suggest to input important words).
After setting these parameters, click Save, then you can select "communication"

2.7.1.2 When select Comm.Mode with "TCP/IP", it will appear the following window for you to set terminal parameter



The screenshot shows a 'Modify' dialog box with a blue title bar and a close button (X) in the top right corner. Below the title bar are two buttons: 'Save' with a green checkmark icon and 'Cancel' with a red X icon. The dialog contains several input fields:

- Dev. No**: A dropdown menu showing '1'.
- Dev.Type**: A dropdown menu showing 'DTK400'.
- Comm.Mode**: A dropdown menu showing 'TCP/IP'.
- TCP/IP Port**: A text input field containing '5005'.
- Comm.Passowrd**: A text input field containing '200409'.
- IP Address**: A text input field containing '192.168.1.155'.
- Remark**: A large empty text area at the bottom.

a. TCP/IP Port: You should set the Port NO. here, and you must keep it the same with terminal .We suggest Port No. is 5005

b. Comm Password: it means communication password, it is Password of Communication. Set up password to connect server with terminal, Default PWD of communication is 200409 or 0

c. IP Address: you must set up fixed IP address and it must be the same as the terminal.

d. "Remark" is terminal installation attention (suggest to input important words).
After setting these parameters, click Save, then you can select "communication"

2.7.1.3 When select Comm.Mode with “U-Disk”, it will show as follows:

Note: it is used for uploading not for communication.

If you want to modify parameter, please select a piece of record, then click “Modify”, please consult ‘Append’ operation.

If you want to delete a certain communication parameter record, please select this record, then click “Delete” button.

Note: “Administrator”, “Administrator record Alarm” can set for only one time, we suggest user to use default setting when leave factory.

When “Communication”, you can connect with terminal after setting these parameter, and terminal and computer can be adjustable time correctly.

Clear Admin

You can delete manage administrator through this item after connecting with terminal, then you can use other person to act as terminal administrator.

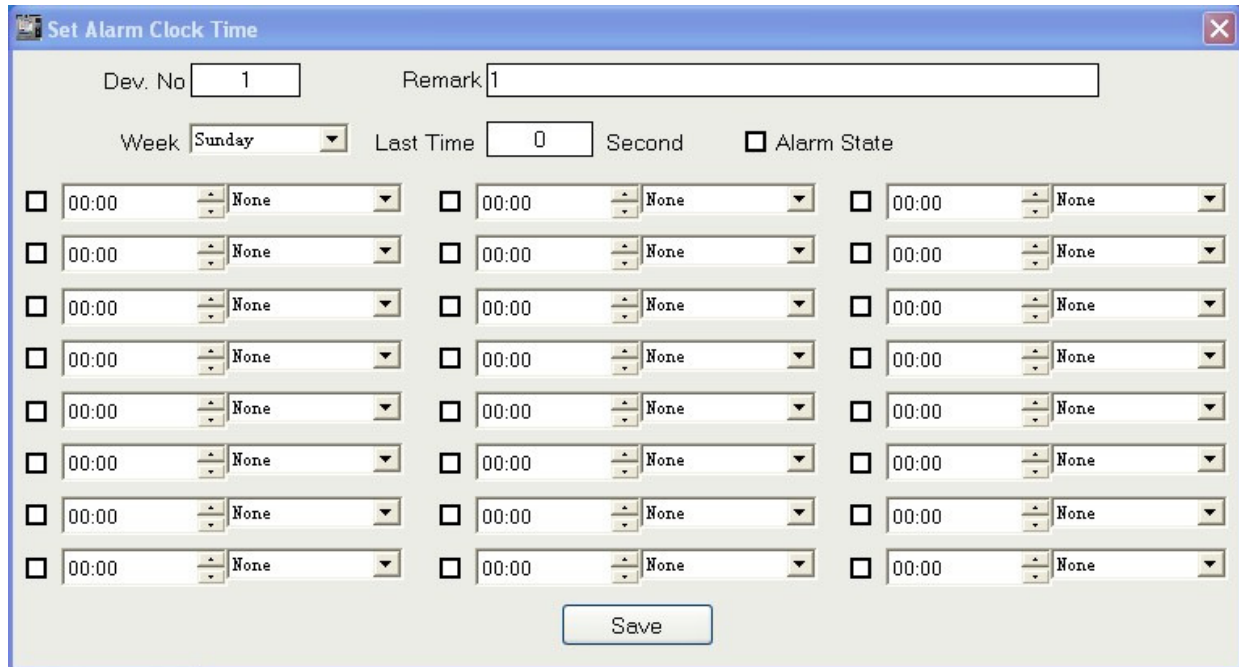
Initialization

When the value exceeds the high point, you need to delete all staffs and records on the terminal due to other reasons, you can initialize the terminal.

Note: after initialization, terminal all data will lose.

Set alarm clock

This function can give the correct time on appointed time, hint on/off duty time, urgent notice alarm and so on. Click the “Set alarm clock” item, then it will appear the following window:



The "Set Alarm Clock Time" dialog box features a title bar with a close button. It contains the following fields and controls:

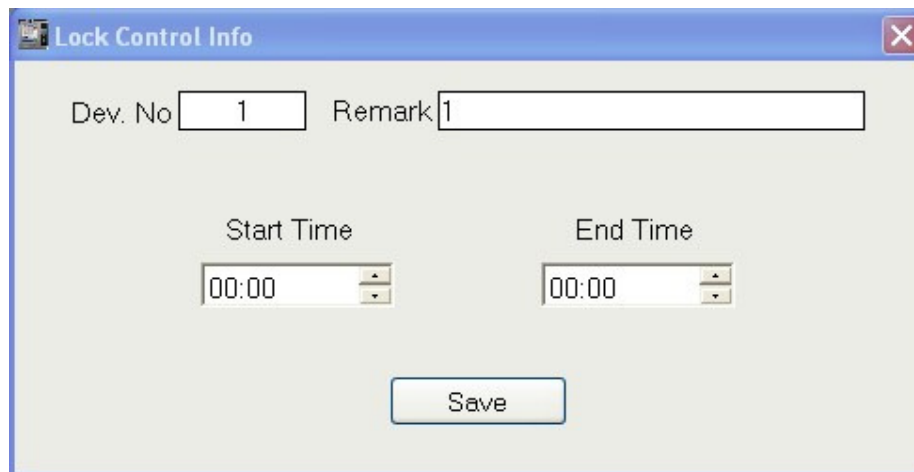
- Dev. No:** A text box containing the value "1".
- Remark:** A text box containing the value "1".
- Week:** A dropdown menu currently set to "Sunday".
- Last Time:** A text box containing the value "0".
- Second:** A text box, currently empty.
- Alarm State:** An unchecked checkbox.
- Time Selection Grid:** A 7x3 grid of controls. Each cell contains an unchecked checkbox, a time display (all showing "00:00"), a small up/down arrow, and a dropdown menu (all set to "None").
- Save:** A button at the bottom center.

Then you can set the alarming time.

Lock control □ optional □

You can connect with access control system through this item, and also can control access control lockup time, that is open time, close time.

Click the "Lock control" item, then it will appear the following interface:



The "Lock Control Info" dialog box features a title bar with a close button. It contains the following fields and controls:

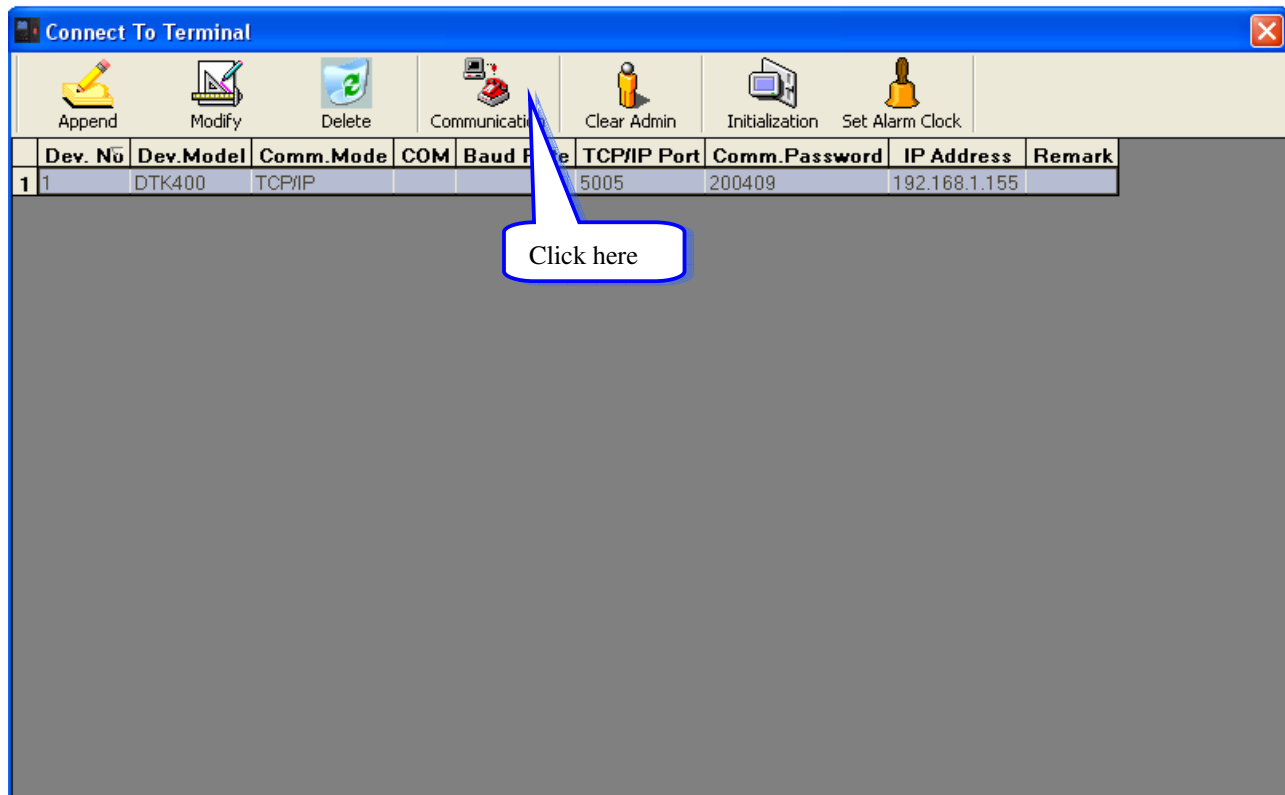
- Dev. No:** A text box containing the value "1".
- Remark:** A text box containing the value "1".
- Start Time:** A time selection control showing "00:00".
- End Time:** A time selection control showing "00:00".
- Save:** A button at the bottom center.

At this interface, you can set the start time and end time for lock control

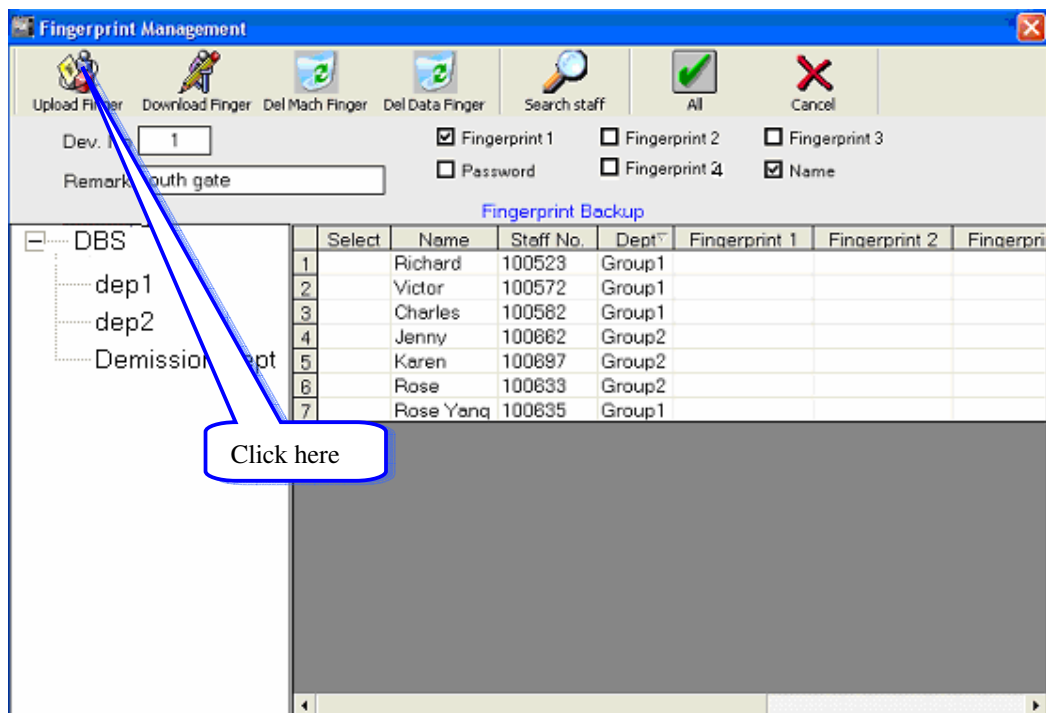
So the whole operation:

Click "Append" → Input relative information, for example, Dev No is from number 1 to 255, Communication Mode (232/485 for option), and so on. When connect with terminal, you need to check or re-setup.

Click "Save" after inputting these information. Then click 'Communication'



After connection successfully, it will appear a dialogue box, click "OK" to enter management menu as following window



From above picture, you can finish fingerprint management.

For example, if you need to upload fingerprint information to database, such as following procedures:

Select staff→Click 'Upload Finger', then it will appear following window:

Note: ID number on terminal must be the same as software ID number, please don't transmit the staff without fingerprint, otherwise the transaction speed will be slowly. Because terminal look for same ID number on server when transaction, if there is no same ID number on software, terminal will find from first staff to last staff, so this will reduce exchange speed.

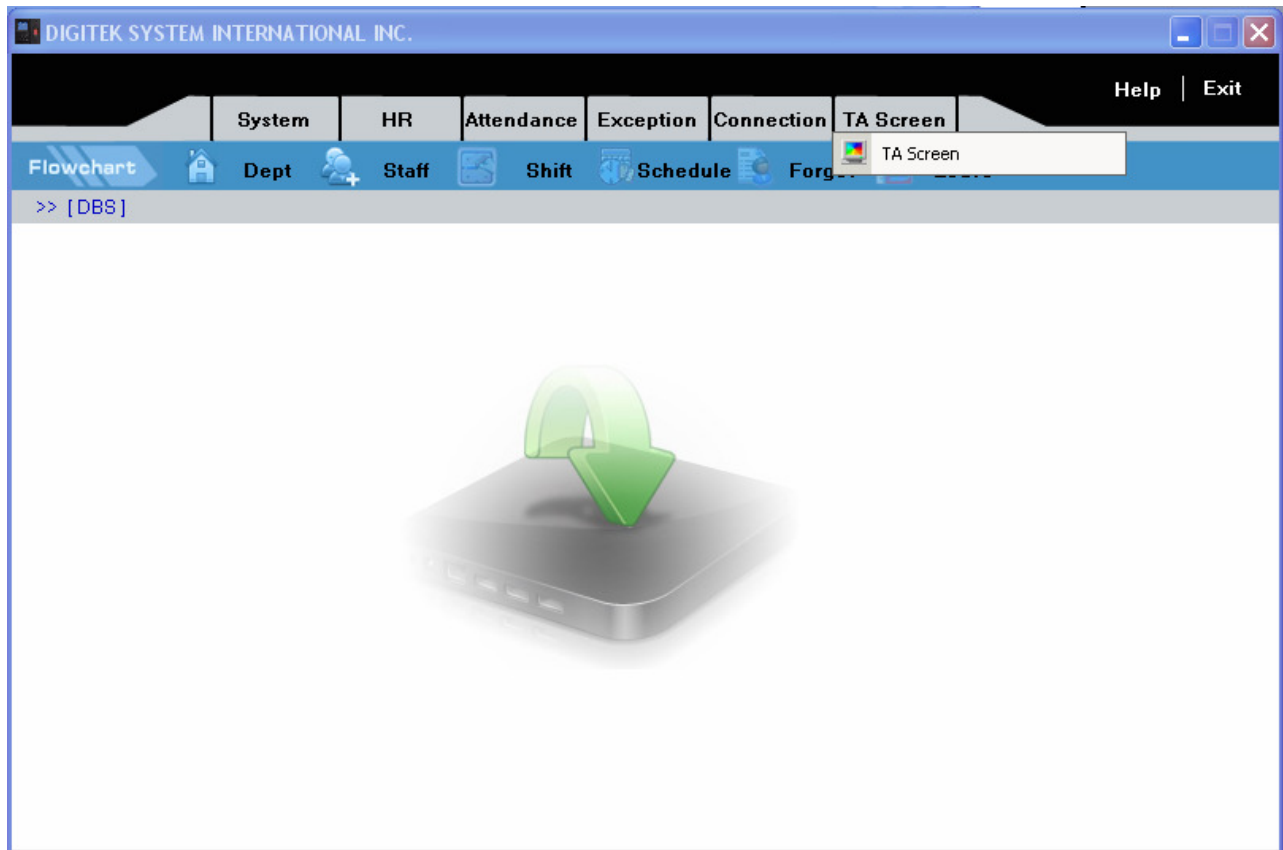
Select	Name	Staff No.	Dept	Fingerprint 1	Fingerprint 2	Fingerprint 3
1	Richard	100523	Group1	✓		
2	Victor	100572	Group1	✓		
3	Char		Group1	✓		
4	Jenn		Group2			
5	Kare		Group2			
6	Rose		Group2			
7	Rose		Group1			

Download finger is just reverse as Upload finger which download database information to terminal, When download, you can click "Download finger" directly, so this can transmit data from database to terminal. At the same time you also can operate on software or delete fingerprints on software after connection successfully.

Del Mach Finger: Here you can delete the registered fingers on the terminal

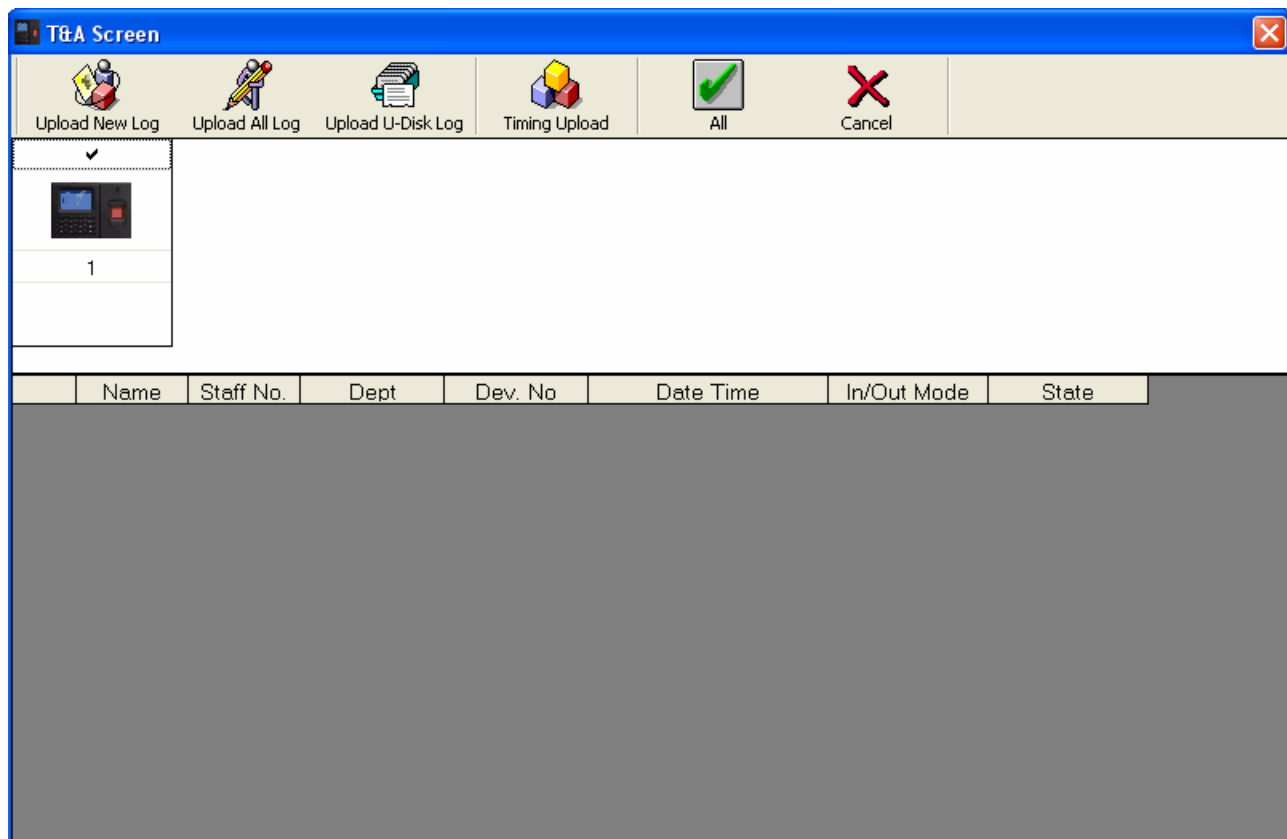
Del Data Finger: Here you can delete the finger data on the software.

2.8 TA Screen



2.8.1 TA screen

Click "TA screen" to enter into the following interface:



Function: Here you can transmit terminal all data to PC.

Upload New Log: Select the terminal, and click this item, then you can get the new log after you did this last time

Upload All Log: Select the terminal, and click this item, then you can get the all log of the terminal.

Upload U-Disk Log: Click "upload u log", then it will show an option dialog as follows:

Select file route (TXT format), click upload, then it will finish automatically and transmit the data into database (see pictures below)

T&A Screen

Upload New Log
 Upload All Log
 Upload U-Disk Log
 Timing Upload
 All
 Cancel

1

	Name	Staff No.	Dept	Dev. No	Date Time	In/Out Mode	State
1		1		1	2008-12-29 15:15:00	Auto	
2		1		1	2008-12-29 15:15:00	Auto	
3		1		1	2008-12-29 15:15:00	Auto	
4		1		1	2008-12-29 15:15:00	Auto	
5		1		1	2008-12-29 15:15:00	Auto	
6		2		1	2009-01-14 16:40:00	Out	
7		2		1	2009-01-14 16:44:00	Auto	
8		2		1	2009-01-14 16:45:00	Auto	
9		2		1	2009-01-14 16:50:00	Auto	
10	Thongq Theary	3	Executive Office	1	2009-01-14 16:52:00	Auto	
11	Thongq Theary	3	Executive Office	1	2009-01-14 17:09:00	Auto	
12	Thongq Theary	3	Executive Office	1	2009-01-14 17:09:00	Auto	
13	Thongq Theary	3	Executive Office	1	2009-01-14 17:09:00	Auto	
14	Thongq Theary	3	Executive Office	1	2009-01-14 17:10:00	Auto	
15	Thongq Theary	3	Executive Office	1	2009-01-14 17:10:00	Auto	

Note: After uploading, the source file will be deleted automatically

Timing Upload: you can set automatically upload log in a certain time or in a certain period of time.

Click this item, and then it will enter into the following interface for your setting a time partition or a certain time for uploading.

Timing Upload

☒ Time

☐ 09:00 ☐ 09:00



☐ 09:00 ☐ 09:00

☐ Time partition Minute




Access control details procedures

1. Add ☐

1.1. Append department





Click Department  -----Click  -----Input department name-----Click 

1.2. Append staff


Click  -----Click  -----Input staff name, ID number, select department -----Click 


Note: Only there has department, then it will have staff, this will pursue staff in/out condition.

1.3. Append device

Click  -----Click  , Fill in relative parameters----Click  then
 -----Communication 

Note: Only the terminal communicate with PC successfully, then you can continue to do following operations.




1.4. Click Device  -----Add on/off duty time, shift body (there has saying morning shift and middle shift)


1.5. Click Device  -----Make schedule for staff, and assign the setting timetable for the staff.

2. Register the fingerprint, password or ID card in the machine .For details of register process, please refer to "Hardware of T1"

3. Check Attendance

You should check attendance with fingerprint, password or ID card.

3.1. Click Device  -----Select the Device that will download records----- OR  query records

3.2. Click Device  -----Select staff, timetable, and then query relative records.

4. At the same time, please make backup files of fingerprint database, card database, and password database in the machine

Please refer to "So the whole operation" for concrete steps

VII Install SQL 2000

1. Installing MS SQL Server 2000 (Manual Setup)

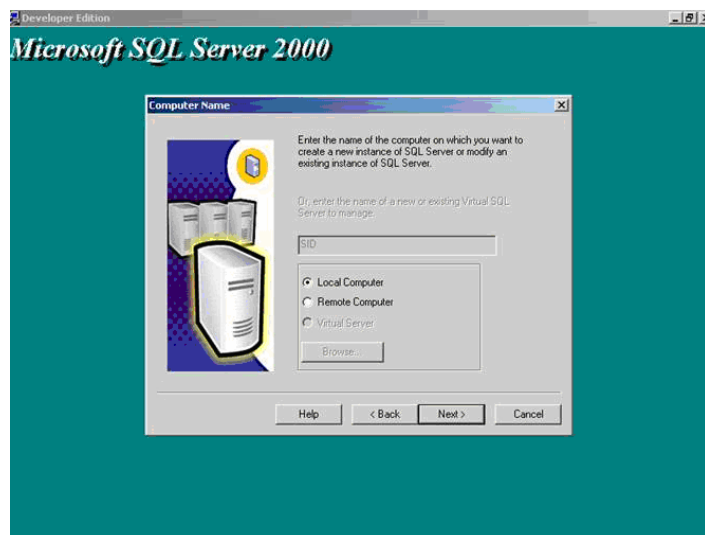
Open folder of CD-drive □ double click autotrun.exe Select SQL Server 2000 Components.



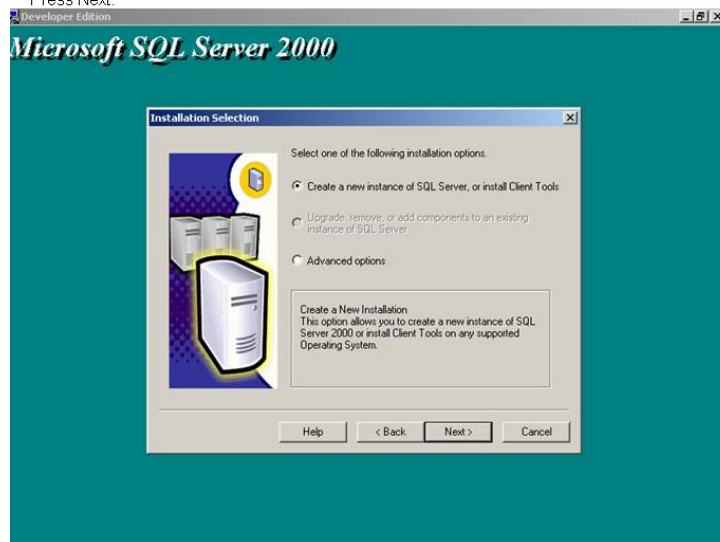
Select Install Database Server.



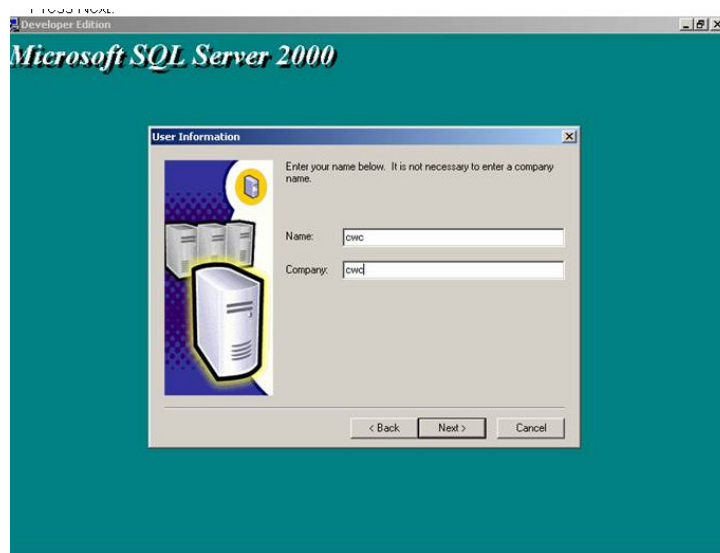
Press Next.



Press Next.



Press Next.



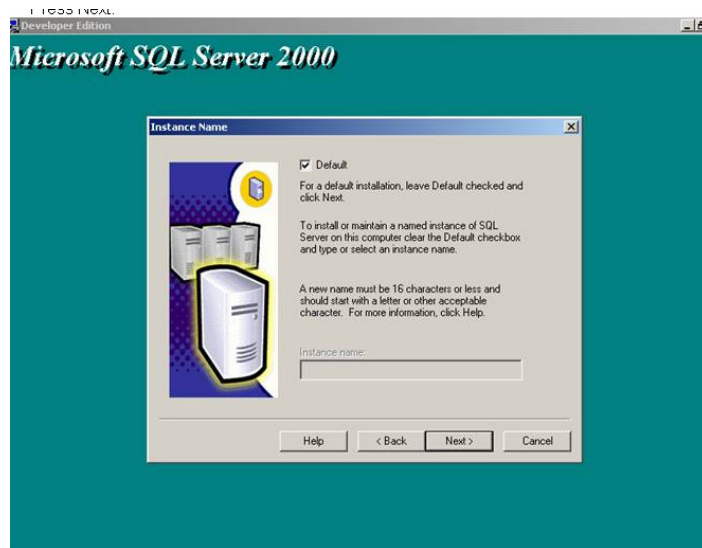
Write your Name and company name and press next.



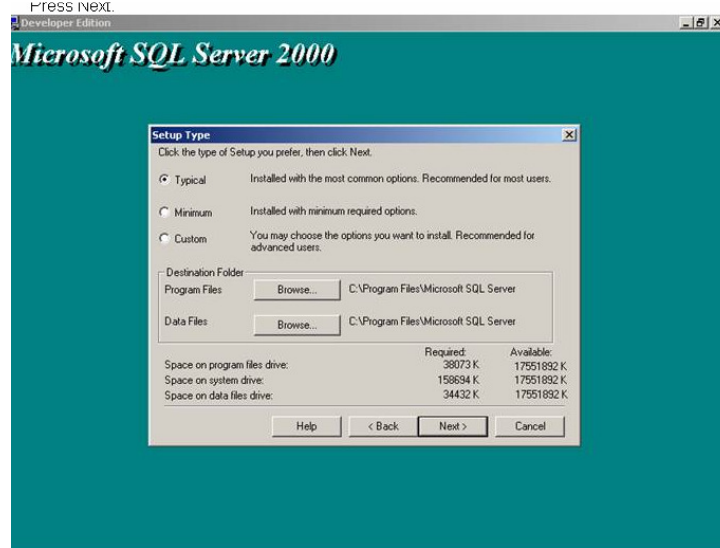
Press Yes.



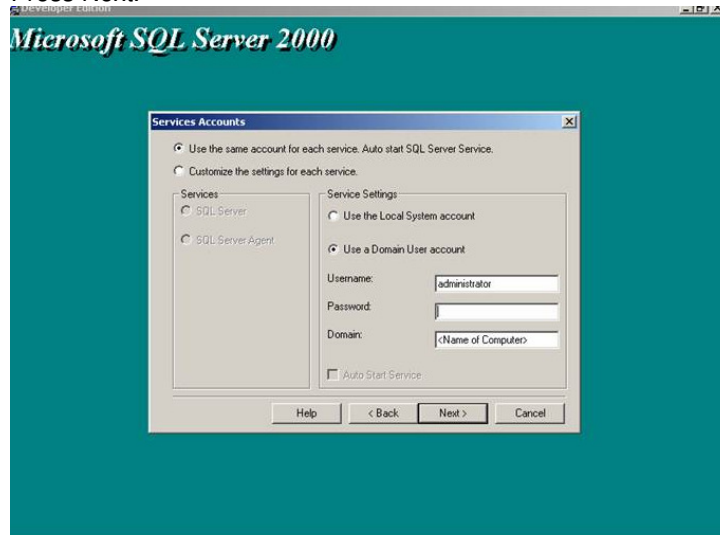
Press Next.



Press Next.



Press Next.



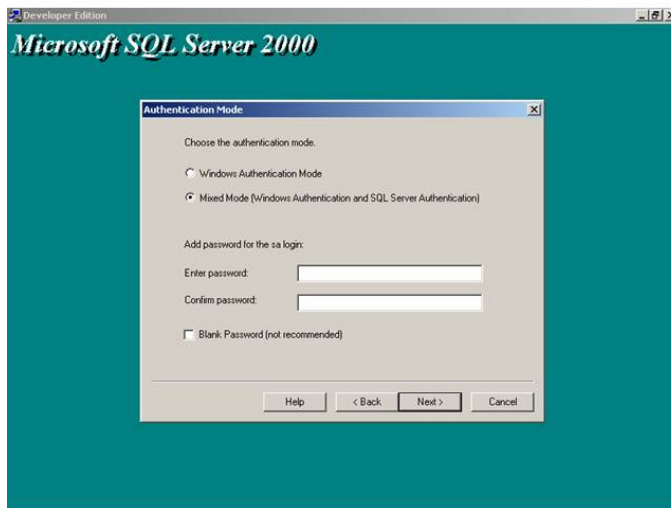
Fill up following information

User Name: administrator

Password:

Domain: Server

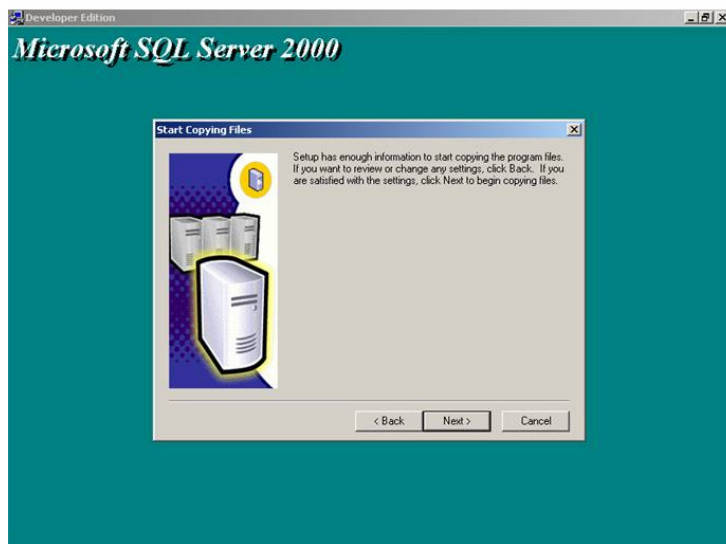
If you don't know name of your computer Please, follow these steps. Minimize all applications right click on My Computer Select Properties click on Network identification tab. Read Name of your computer and press Cancel.



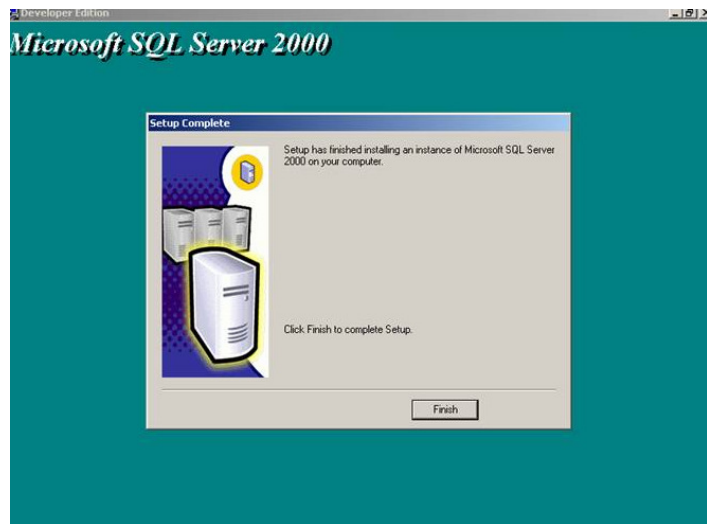
Select Mixed Mode (windows Authentication and SQL server Authentication)

Give Blank password for "SA Login ID"

And here you can choose "blank Password (not recommended)"



Press Next.



Press Finish.
Restart machine.