User Manual

BioTime 8.0

Version: 2.0

Date: November 2019

Software Version: 8.0.2 or above

Contents

Glossary

Absence: Based on the Attendance parameters, if there is no Check-in or Check-out in attendance statistics, it will be counted as absence. Or, Late arrival/Early leaving for more than N minutes will be counted as absence.

Actual Attendance Time: It refers to the actual working time of an employee. It is calculated based on the Check-in/out time statistics of the employee. The default unit is workday. The statistical rule can be changed in **[Attendance] > [Calculation Item] > [Expected/Actual].**

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

Attendance Status: It refers to the attendance punch category. By default, the system has the following statuses: Check-in, Check-out, OT-in, OT-out, Break Time-out and Break Time-in.

Attendance Timetable: It refers to the timetable which is used to set the attendance parameters. It includes the configuration of parameters such as Start/End time of the work, permissible late arrival/early leaving time range, whether Check-in/out is mandatory, permissible Check-in/out time range, Break time, and Overtime. This is the minimum unit of attendance time settings.

Auto Overtime: When the Check-out time is greater than the actual work end time, this parameter determines whether the extra worked time is to be counted as overtime or not.

Correction of Status: The employee can change the attendance status in the device according to the shift timetable and attendance time. The attendance will be calculated based on the status.

Attendance Time: It refers to the total duration of the employee's actual work. The default unit is workday. The statistical rule can be changed in **[Attendance] > [Calculation Item] > [Expected/Actual]**. Specifically, the value is calculated based on the unit (workday, hour and minute) as well as the counted workdays and minutes in the shift timetable.

Check-in/Check-out: Check-in/Check-out decides whether the employee has to Check-in/Check-out compulsorily or not. If this is enabled, then Check-in/Check-out is mandatory otherwise Check-in/Check-out is optional.

Early Leaving: Early leaving includes the time setting for the corresponding timetable. It also decides whether the actual check-out time is earlier than the check-out time in the timetable. On the other hand, if the mandatory Check-out in the timetable is set to Yes, and the employee leaves early without Check-out is counted as Early Leaving by N minutes.

Exception: It refers to the leave time in any timetable.

Flexible Shift: It refers to a default attendance shift set in the system. It is a cycle of flexible timetables within a week. When an employee works in a flexible schedule and attendance verification is required, a flexible shift can be assigned to the employee. When a shift is not assigned to an employee, the attendance is calculated based on the flexible shift and it can be considered as overtime on a day off or on holidays. The flexible shift is applicable to Business owners, Business Personnel, Service staff, and order-oriented production department employees.

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

Late Arrival: Late arrival includes the time settings for the corresponding timetable. It also decides whether the actual check-in time is later than the check-in time in the timetable. On the other hand, if "Must Check-in" in the timetable is enabled and the attendance parameter is set to "count as late by 60 Minutes" if there is no check-in, the actual time without check-in is counted as late arrival by N minutes. The time of late arrival does not affect the work minutes for the attendance calculation.

Must Check-in/Check-out: In some companies, only check-in or check-out is required. If check-in or check-out is mandatory, the corresponding details are included in the attendance statistics.

No Check-in/No Check-out: No Check-in/No Check-out refers that there is no actual attendance punch in the selected timetable.

Permissible Late Arrival/Early Leaving: It refers to the permissible time range for late arrival/early going before/after the actual work time ends/starts.

Role: While using the system, a Superuser needs to assign different levels to new users. To avoid assigning one by one, the Superuser can set the roles with specific levels of management. The Superuser can also assign appropriate roles to users while adding them.

Schedule: It refers to the time plan that will be used in the timetable for calculating employee's attendance. It is the key element in calculating the attendance results.

Shift: It refers to a rearrangement plan for the employee's working hours. It is composed of one or more attendance timetables based on a certain order and cycle period. To calculate attendance, the shift must be assigned initially to an employee.

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

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

Superuser: It refers to a user with all operational permissions of the system. A superuser is able to assign new users (such as Company Management Personnel, Registrars or Attendance Administrators) and configure the corresponding user roles to different levels of management.

Temporary Schedule: Temporary schedules are used if there is a necessity to adjust the work time of employees due to temporary changes in employees' work time. The temporary schedule can be appended to the employee's current shift(The attendance report contains two schedules). This schedule is applicable to employees who work without any fixed schedule.

Time in a Timetable: It refers to the total work time in an attendance timetable in the shift of a particular day.

Unit/Minimum Unit: The unit may be a day/hour/minute. The minimum unit is a numeric value. The combination of these two is used to set the minimum unit for attendance statistics. Eg: One day, One hour or One minute. For example, the minimum unit of leave is set to one hour. When rounding-off is enabled, 1.5 hours will be counted as two hours and 1.4 hours will be counted as one hour.

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

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

Chapter 1 System Introduction

1.1 System Preface

BioTime 8.0 provides unified management to customers in terms of time management and operational safety. It helps the customers to continuously improve safety management by affording a simple and efficient platform that can manage all the time and security-related aspects at a single instance.

- **System Features**

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

  2. The visual and reliable operating procedure gives you years of attendance management experience.

  3. Automatic user management makes the system more simple and efficient.

  4. The hierarchical management ensures user data security.

  5. The real-time data processing system ensures data availability to the administrators at any time.

- **Requirements of Server Hardware Configuration**

  CPU: Frequency of more than 2.0 GHz;

  Memory: 4 GB available or above;

  Hard Disk: Available space of 100 GB and above. It is recommended to use an NTFS hard disk partition as the software installation directory. (An NTFS hard disk partition provides better performance and higher security)

- **Software Operating Environment**

  Supported Operating System: (64-bits) Windows 7/8/8.1/10, Windows Server 2008/2008 R2/2012/2012 R2/2016/2019;

  Supported Database: PostgreSQL (Default), MSSQL Server2005/2008/2012/2014/2016/2017, Oracle 10g/11g/12c, MySQL 5.0/5.6/5.7;

  Supported Mainstream Browser: IE 11+, Google Chrome 33+, Firefox 27+.

- **System Modules**

  The system mainly consists of the following functional modules:

  Personnel module: The personnel module includes four parts: Department Management to set the Company's main architecture; Employee management to enter employee's information into the system, allocating employees to various Departments and to maintain employee details; Workflow Management to create a systematic structure with multi-level management; Configurations to add document details to each employee.

Device Module: The Device module sets the communication parameters to connect the devices. The communication with the devices will be successful only after the communication parameters are set properly, including the settings in both the system and devices. Once the communication is successful, you can view information about connected devices and perform operations such as remote monitoring, upload, and download.

Attendance Module: The Attendance module collects and processes attendance data of all the employees, manages their work schedules, leaves, requests and generates all transactions and schedule reports.

Access Control Module: The Access Control module sets Time period, Holidays, Access Groups, Unlock combinations, etc. Also, it manages the access control parameters such as Door Lock Delay, Door Sensor, Anti-Passback, Duress options, etc.

Payroll Module: The Payroll module helps to calculate the salary of each employee by considering the allowances, deduction, expenses, loan, and salary advance. Payroll formulas can be assigned so that salary can be incremented/deducted based on the variables.

System Module: The System Module assigns System Users and configures their roles. It sets the system parameters and manages the system operation logs.

1.2 Basic System Usage Procedure

Follow the below procedure for a smoother interface experience. It takes Superuser as an example. Different users have different access rights, so the procedure changes for each role.

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

Step 2: Assign user accounts and roles for the users using the system (such as Company Management Personnel, Registrars, and Attendance Administrators).

Step 3: Set the common System information such as System parameters, Announcements, and Alerts.

Step 4: Set the organization architecture according to the company's structure and set the corresponding position details.

Step 5: Enter the employee information.

Step 6: Set the regional structure of the company. Add T&A devices for the system, and configure the devices.

Step 7: Set the attendance parameters. You can use the default settings or modify the settings as per your company's regulations.

Step 8: Set the attendance timetables to predefine the working hours and related parameters.

Step 9: Set the shifts for employees.

Step 10: Schedule the shifts and assign employees to the shifts. Assign temporary schedules if there is any requirement.

Step 11: Set Leave, Holiday, Compensatory Leave based on the attendance parameters.

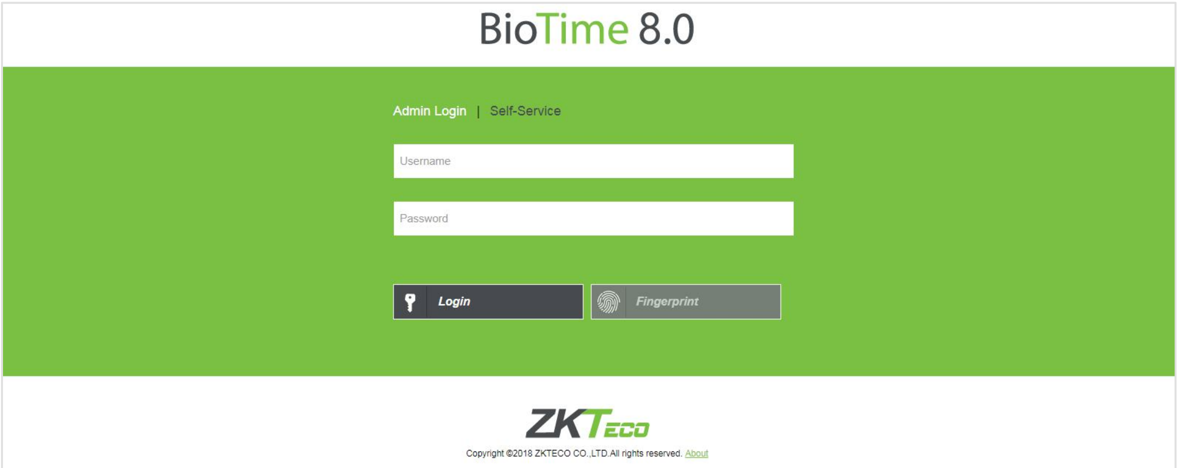
Step 12: Generate the attendance report. The system collects attendance statistics and generates attendance reports for the specified period.

Chapter 2 System Management

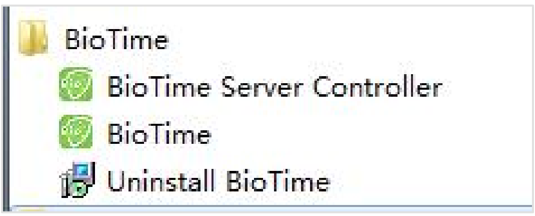
2.1 Login

(1) Once the program is installed on the system, double-click the program icon on the desktop to view the system login interface. Other systems can access the application through the network.

(2) Open the browser, enter the Server IP Address and the Port number in the address bar. Click **Enter** to login.



To use the system on a server, select **Program > BioTime > BioTime Server Controller** and start the service. Then, double-click the shortcut icon of BioTime Home Page on the desktop. The system login interface pops up.



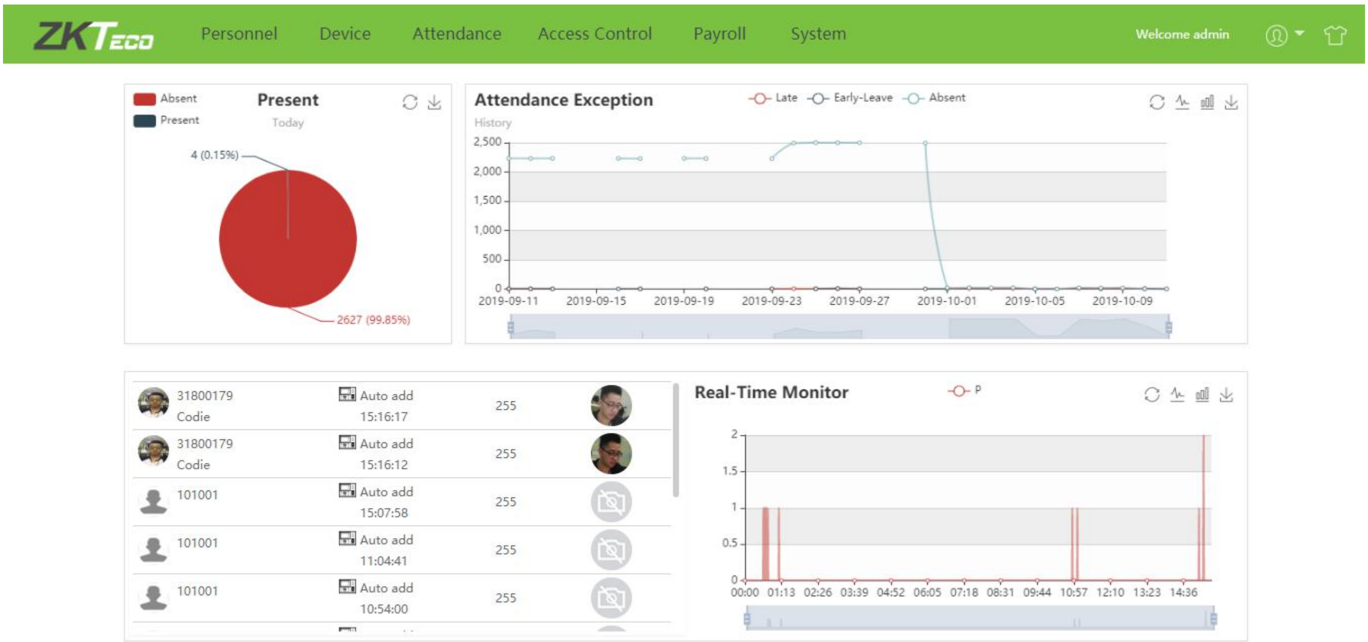
✍**Note:** In Windows 7/Vista, right-click **BioTime Server Controller** and select **Run as administrator** from the shortcut menu.

(3) When you log in to the system, authentication is required to guarantee the system security. A superuser account (with all operational permissions) will be created for a user who is using the system for the first time. Enter the Username and Password. Click **Login** to view the user interface.

✍**Note:** Both Username and Password of the Superuser is **"admin"**. After the Superuser logs in for the first time, the superuser can change the password.

The superuser can assign employees (such as Company Management Personnel, Registrars, and Statistics Clerks) as new users and they can configure the corresponding user roles. For detailed operation, please refer to 8.1.2 "User Management".

(4) After the user logs in, the system displays the dashboard as shown in the below figure.



On the Dashboard, you can see six modules namely Personnel, Device, Attendance, Access Control, Payroll, and System. Click the related module to perform the related functionalities.

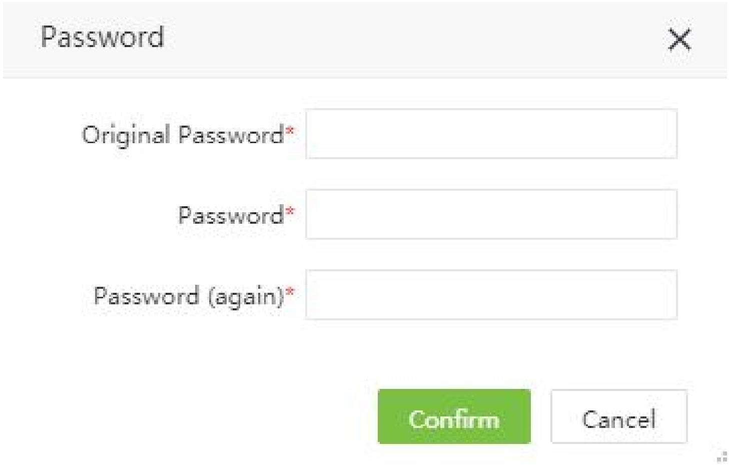
2.2 Logout

Click the **User button** on top-right of the interface, select Logout and click **Confirm** to log out from the application.

After logging out, stop the service in BioTime Server Controller and quit the service counter.

2.3 Change Password

A Superuser or new users can change their Passwords (The default password of the new user will be 123456) to guarantee the safe system operation. Click the **User button** on top-right and select **Password**. Enter the old password, new password, and confirm the new password. Click **Confirm** to change the password.

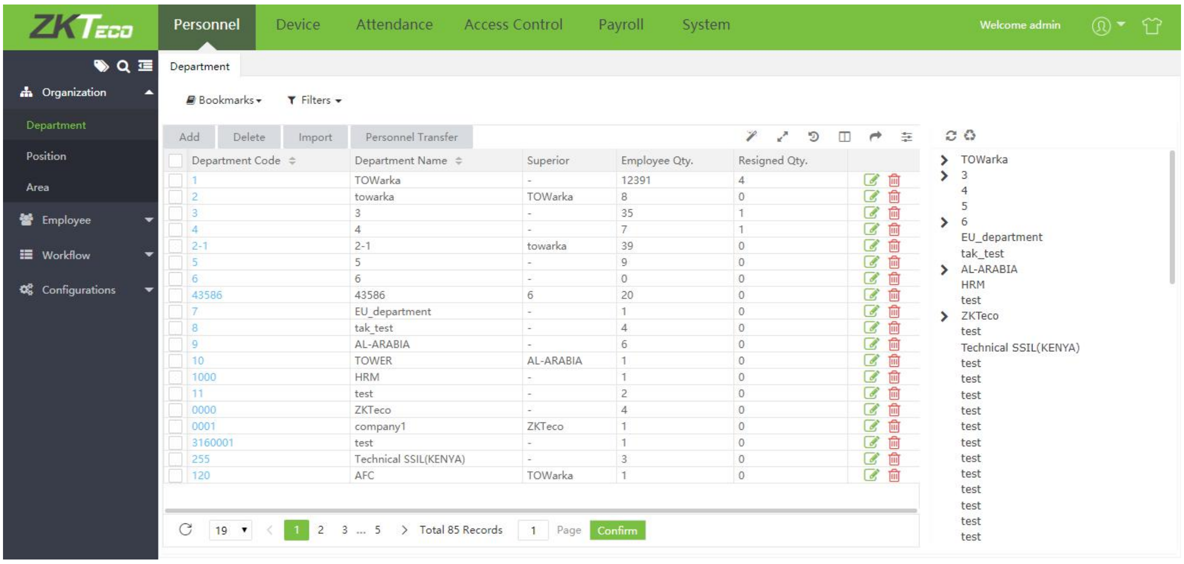

Password
Original Password*
Password*
Password (again)*
Confirm
Cancel

Chapter 3 Personnel Management

The Personnel management module allows you to set the main architecture of the company. It includes adding employees to the system, allocating employees to Departments and maintaining the attendance of the employees.

3.1 Department Management

Select **[Personnel] > [Department]** to view the Department management interface, as shown in the figure below.

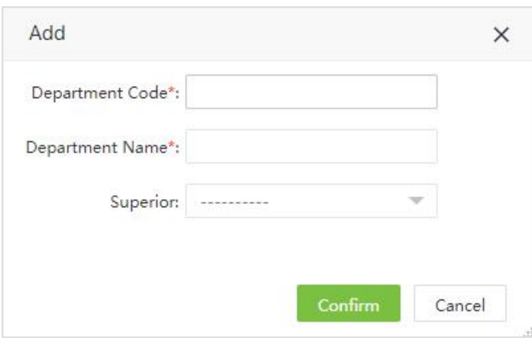


Before adding the employees, set the organizational structure of the company. When the module is used for the first time, a level 1 Department with Department name as “Department” and Department Code as “1” will be created as a default.

✍**Note:** This Department can be edited (modified) but cannot be deleted.

3.1.1 Add a Department

1. Select **[Personnel] > [Department] > [Add]** to add a new Department, as shown in the figure below.



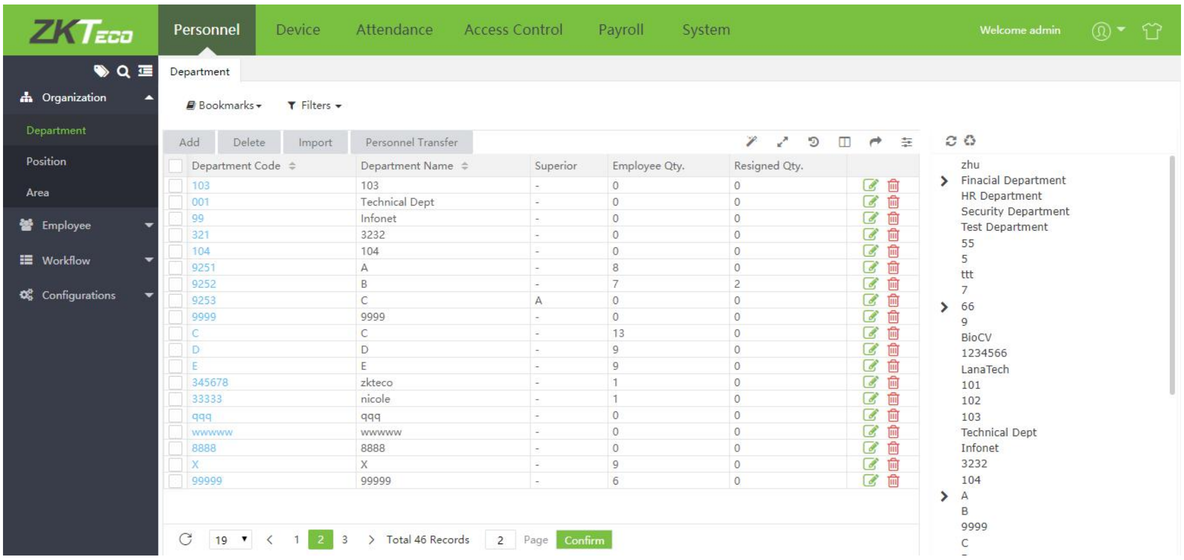
Set the parameters as shown below:

Department Code: Enter a unique Department code maximum of 50 digits.

Department Name: Enter the corresponding Department Name maximum of 100 characters.

Superior: Click and select a superior Department of this Department from the drop-down list.

2. After entering the required details, click **[Confirm]** to save the new Department. Click to refresh the Department tree.



Note:

1. You can click **[Import]** to import the Department information to another software or system. For detailed operation, please refer to 4."Import" in Appendix 1.

2. You can click to export the Department data locally. For detailed operation, please refer to 5. "Export" in Appendix 1.

3.1.2 Edit a Department

If you want to change the organization's structure, you can modify the Department Name, Department Code, and the Superior Department. Click the **Department Code** of the Department to be modified or, click icon in the same row of the Department to be modified. After modifications, click **[Confirm]** to save the modified Department information.

3.1.3 Delete a Department

Select the Department to be deleted and click **[Delete]** on the upper left of the Department list. Or directly click in the same row of the Department to be deleted. Click **[Confirm]** to delete the Department.

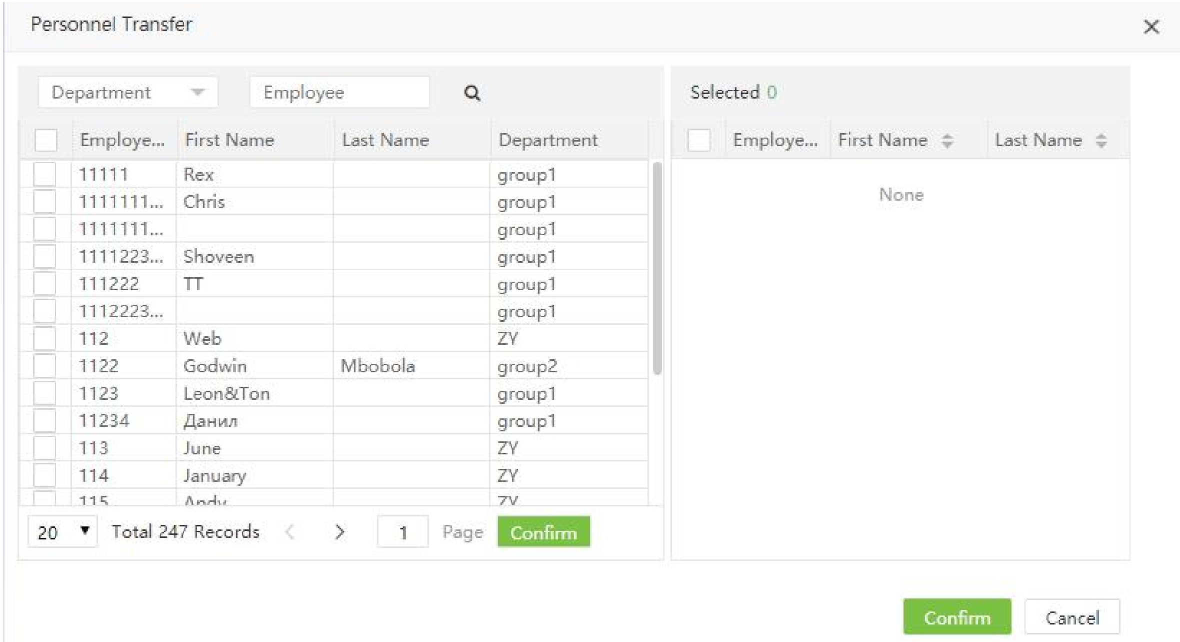
Note:

Deleting or modifying a Department causes the employees belonging to the particular Department to belong to none of the Departments. This also leads to the failure of generating some reports. If deletion or modification is indeed required, transfer the personnel in the particular Department to other Departments, and then delete the Department. That is, the Department which is currently being used cannot be deleted.

3.1.4 Personnel Transfer

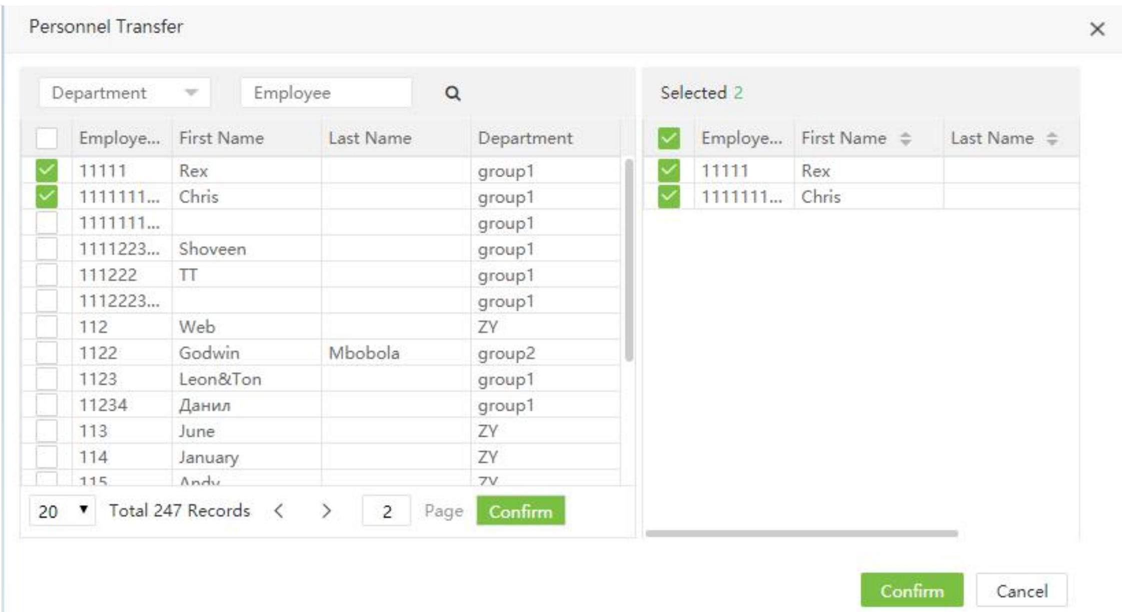
You can adjust employees to the selected Department in batches.

1. Select **[Personnel]** > **[Department]**. Select the corresponding Department and click **[Personnel Transfer]**.



2. In the employee's s list, select the employee(s) whom you want to adjust to the selected Department in batches (You can search employees by Department, Name or Employee ID).

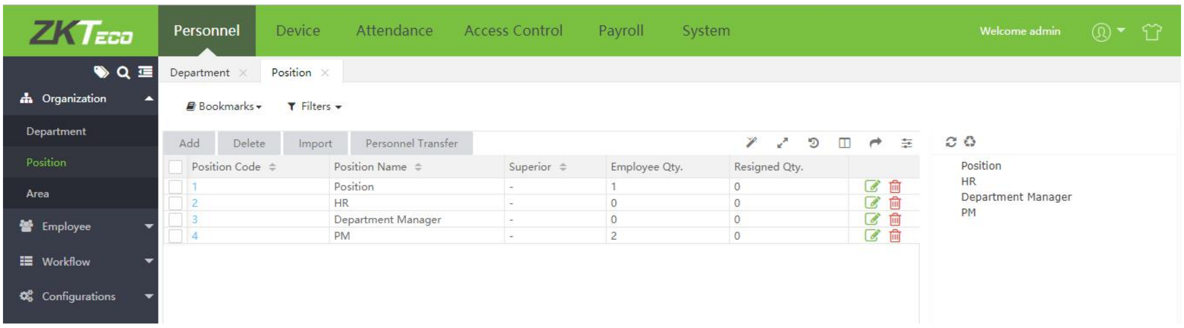
3. Select the Employee and click **[Confirm]**. The Departments of the selected employee will be changed.



3.2 Position Management

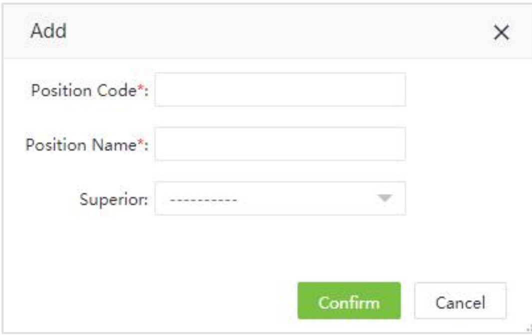
It is necessary to add the position details while adding the employee details.

Select **[Personnel]** > **[Position]** to view the Position interface, as shown in the figure below.



3.2.1 Add a Position

1. Select **[Personnel]** > **[Position]** > **[Add]** to add a new position



Set the parameters as shown below:

Position Code: Enter a unique Position Code.

Position Name: Enter Position Name.

Superior: Select a Superior Position.

2. After entering the required details, click **[Confirm]** to save the new position.

3.2.2 Edit a Position

If you want to edit the position details, click the Position or  icon in the same row of the position to be edited.

After modifications, click **[Confirm]** to save the modified position details.

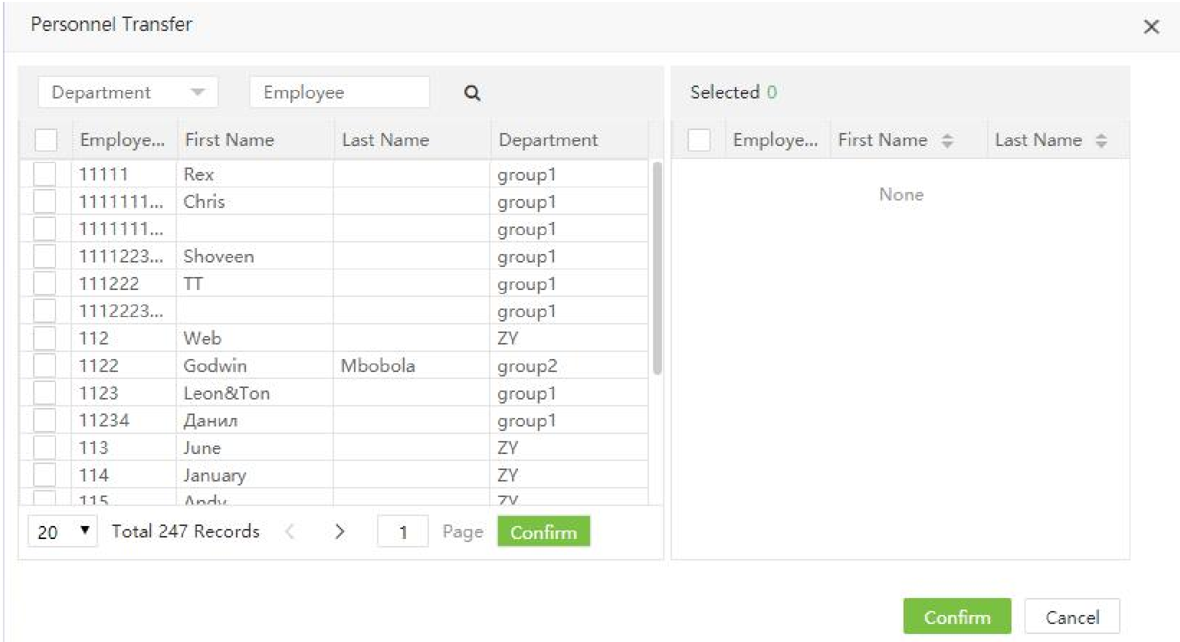
3.2.3 Delete a Position

Select the position to be deleted and click **[Delete]** on the upper left of the position list or click  icon in the same row of the position to be deleted. Click **[Confirm]** to delete the position.

3.2.4 Personnel Transfer

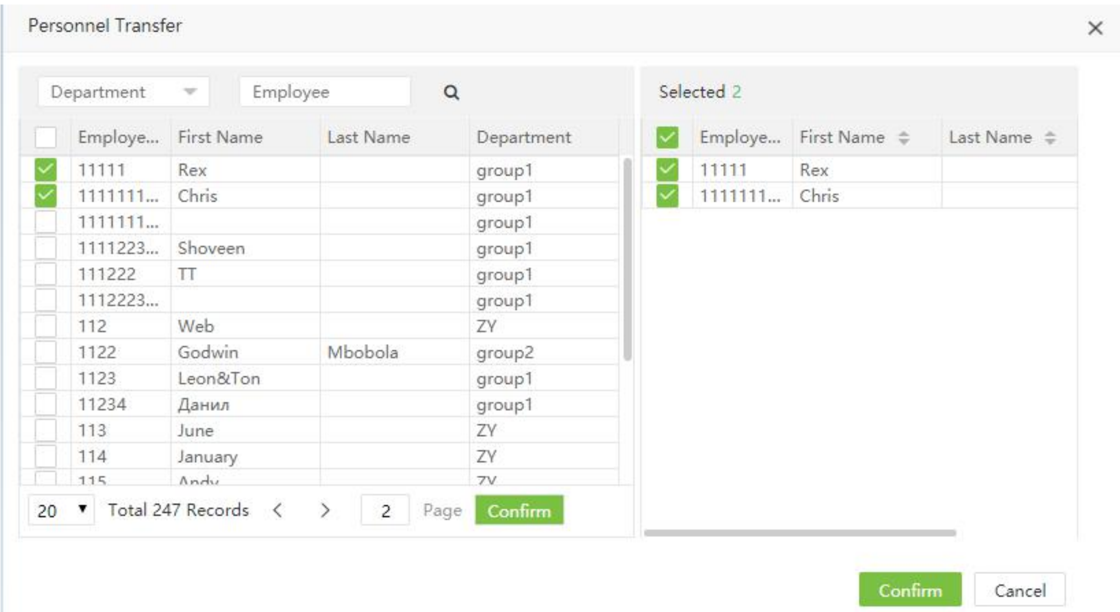
You can adjust the employee's positions in batches.

1. Select **[Personnel]** > **[Position]**. Select the corresponding position and click **[Personnel Transfer]**.



2. In the employee's list, select the employees whom you want to change the position. (You can search employees by Department, Name or Employee ID).

3. Select the employee(s) and click **[Confirm]**. The position of the selected employee will be changed.



✍**Note:**

1. You can click **[Import]** to import the position information in another software or system. For detailed

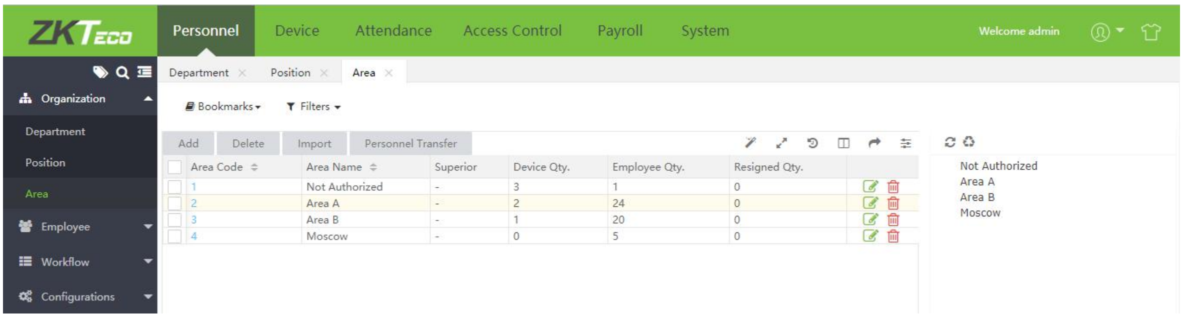
operation, please refer to 4."Import" in Appendix 1.

2. You can click to export the position data locally. For detailed operation, please refer to 5. "Export" in Appendix 1.

3.3 Area Management

Area Management allows you to manage the employee's details in a device within the designated area. (One device can belong to only one area) The system will automatically send the employee's information to the devices in real-time.

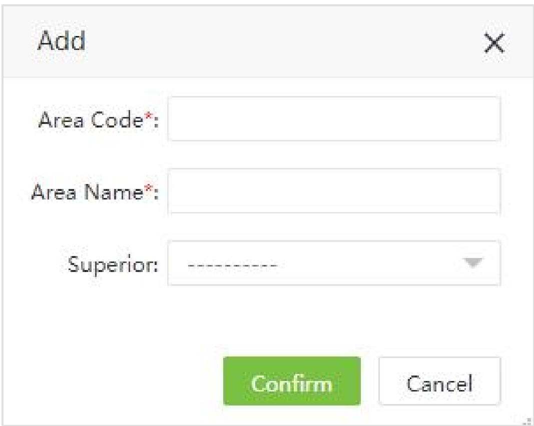
Select **[Personnel]** > **[Area]** to view the area settings.



The system will set a default area with a name and number.

3.3.1 Add an Area

1. Select **[Personnel]** > **[Area]** > **[Add]** to add a new area.



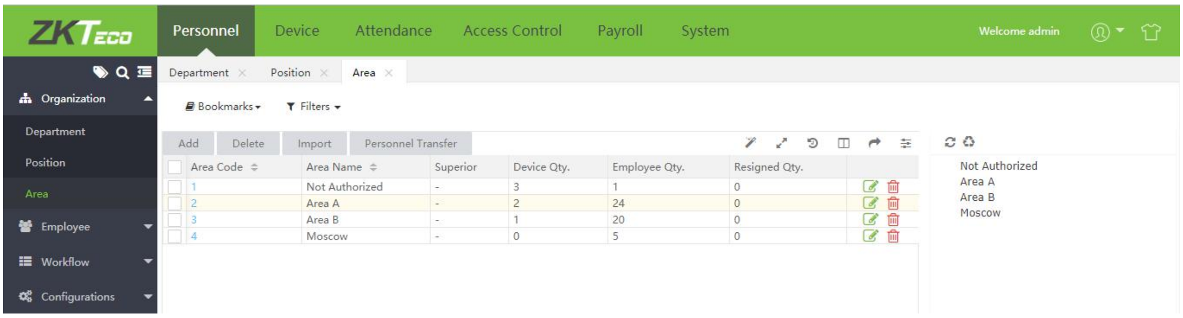
Set the parameters as shown below:

Area Code: Enter a unique area code.

Area Name: Enter an area name.

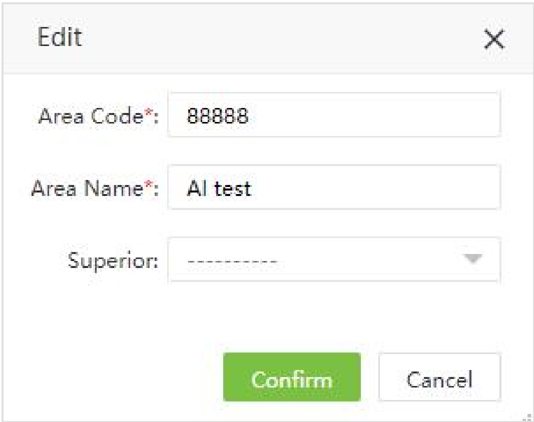
Superior: Select a superior area of this area from the drop-down list.

2. After entering the required details, click **[Confirm]** to add the new area.



3.3.2 Edit an Area

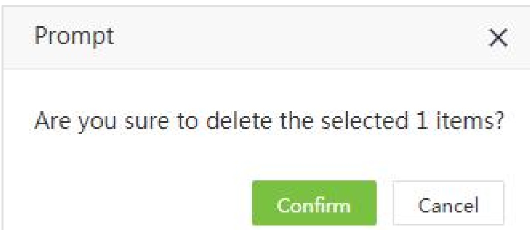
1. In the area list, click an area code, or click  icon in the same row of the area to be edited.



2. After modifications, click **[Confirm]** to save the modified area.

3.3.3 Delete an Area

In the area list, select the area to be deleted and then click **[Delete]** on the upper of the area list or directly click  in the same row of the area to be deleted.



Click **[Confirm]** to delete the selected area

✍**Note:**

1. The default area cannot be deleted.

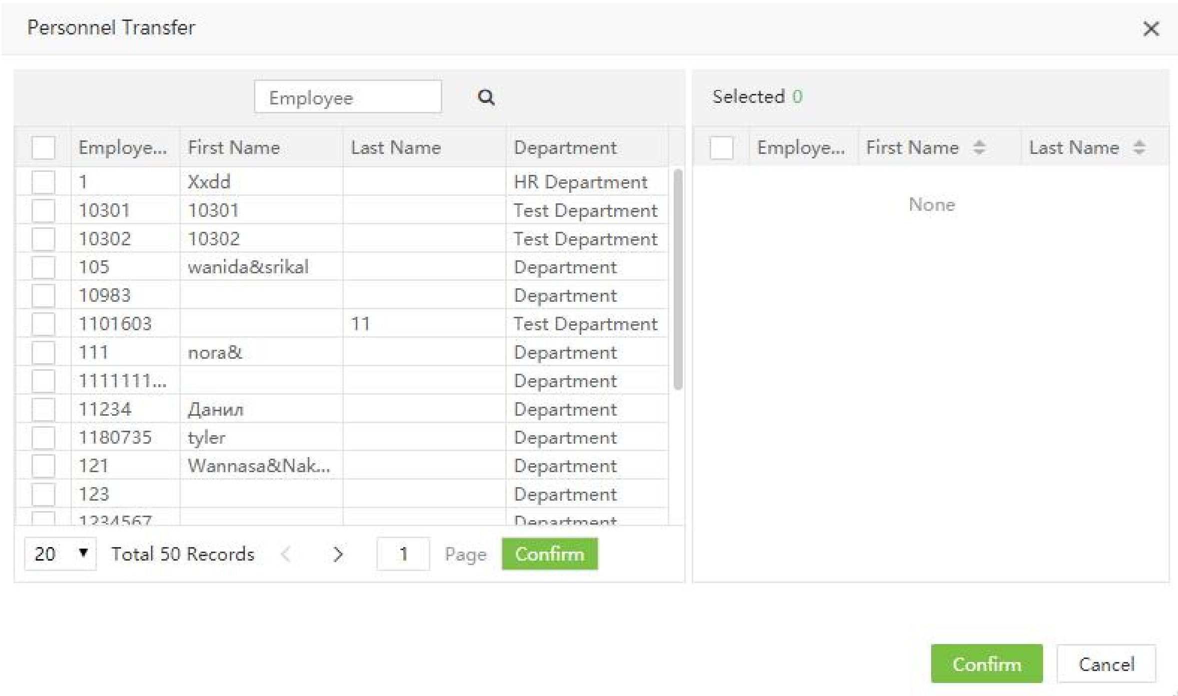
2. Areas that are being currently used by employees or devices cannot be deleted.

3. Areas with subordinates cannot be deleted.

3.3.4 Personnel Transfer

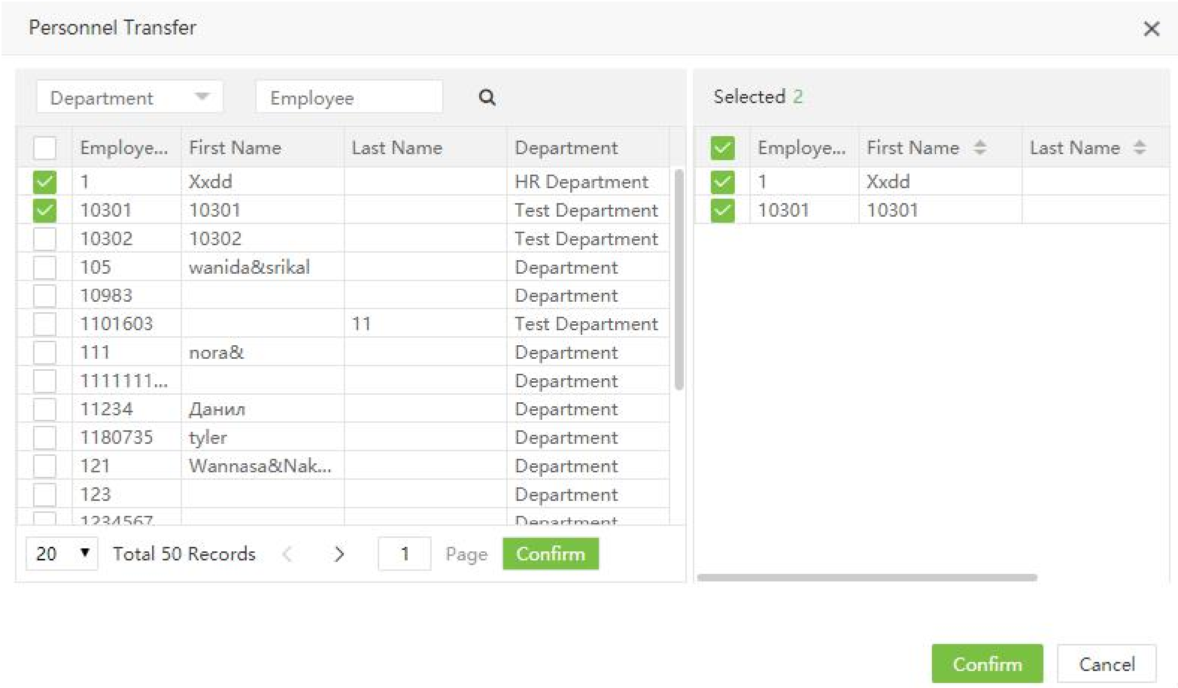
You can adjust the area of employees in batches.

1. Select **[Personnel]** > **[Area]**. Select the corresponding area and click **[Personnel Transfer]**.



2. In the employee's list, select the employees whom you want to change the area (You can search employees by Department, Name or Employee ID).

3. Select the employee and click **[Confirm]**. The area of the selected employees will be changed.



✍**Note:**

1. You can click **[Import]** to import the position information in another software or system. For detailed operation, please refer to 4."Import" in Appendix 1.

2. You can click to export the position data locally. For detailed operation, please refer to 5. "Export" in Appendix 1.

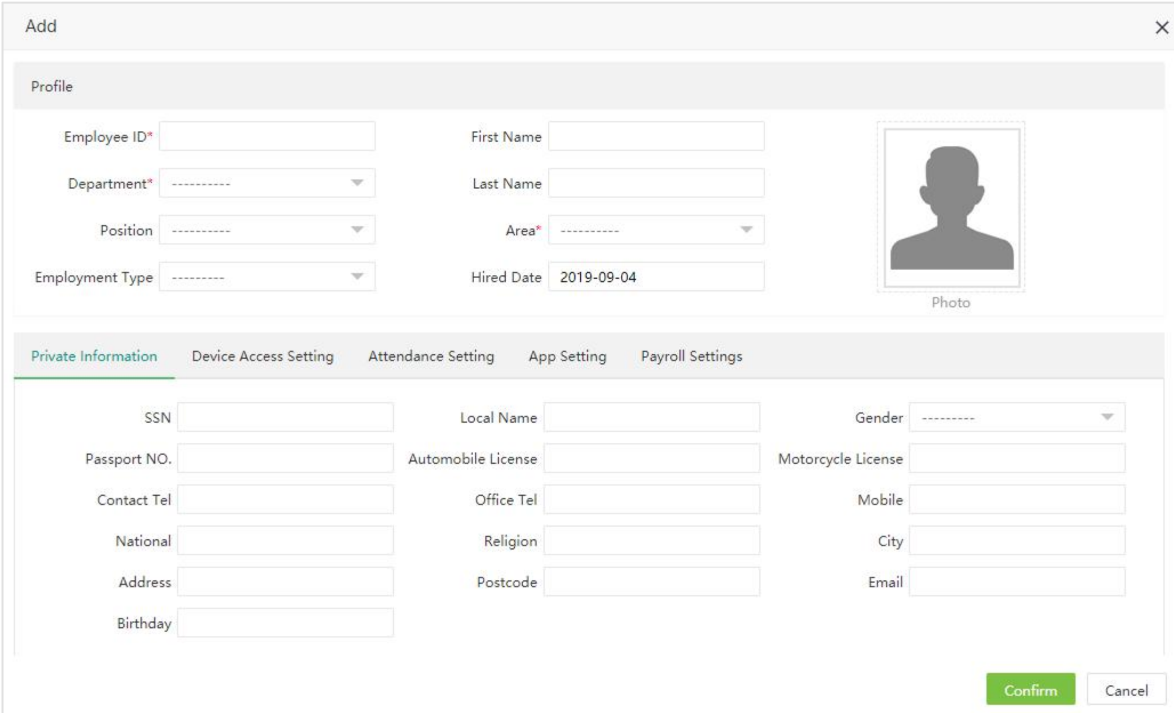
3.4 Employee Management

1. In Employee management, you can add the employee details or import the employee information. For detailed operation, please refer to 4. Import in Appendix 1.

2. You can click to export the personnel data locally. For detailed operation, please refer to 5. "Export" in Appendix 1.

3.4.1 Add an Employee

Select **[Personnel]** > **[Employee]** > **[Employee]** > **[Add]** to add an Employee.



Set the parameters as shown below:

➢ **Profile**

Employee ID: Enter the Employee ID maximum of 20 digits.

First Name: Enter the Employee's first name.

Last Name: Enter the Employee's last name.

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

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

Area: Select an area from the drop-down list. (If no area has been set, only the default area existing in the system can be chosen)

Employment Type: Select the employment type from the drop-down list. It can be set as Permanent or Temporary.

Hired Date: It is set to the current date by default. The employment date is considered as the starting date of attendance calculation. The employee's attendance before this date is not calculated in the statistical result.

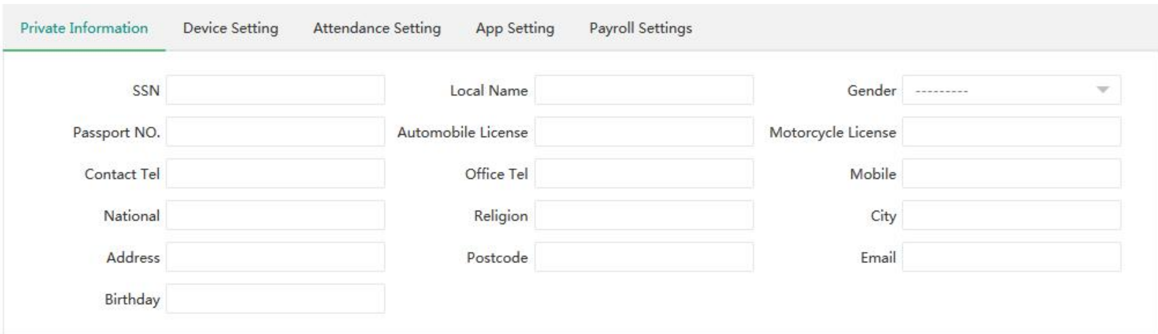
Employee Photo:

Click **[Photo]** and select the photo to be uploaded. After selection, the photo is displayed, as shown in the figure below.

Click **[OK]** to save the profile details.

➢ **Private Information**

Click **[Private Information]** to enter the employee's personal information.



Set the parameters as shown below:

SSN: Enter the Social Security Number.

Local Name: Enter employee's local name.

Gender: Select the gender of the employee.

Passport No.: Enter the employee's passport number.

Automobile License: Enter the employee's automobile license number.

Motorcycle License: Enter the employee's motorcycle License number.

Contact Tel: Enter the employee's Contact Telephone number.

Office Tel: Enter the employee's Office Telephone number.

Mobile: Enter the employee's Mobile Phone number.

National: Enter the employee's Nationality.

Religion: Enter the employee's Religion.

City: Enter the employee's City.

Address: Enter the employee's Address.

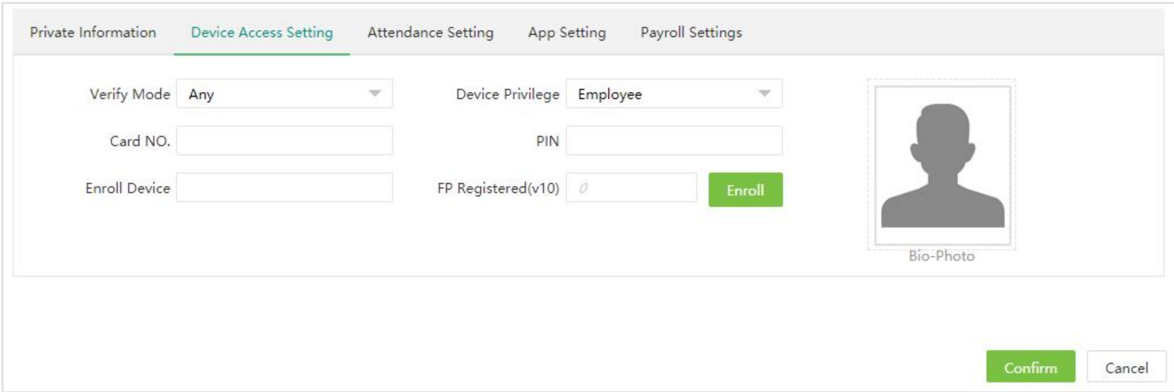
Postcode: Enter the employee's Postcode.

Email: Enter the employee's Email Address.

Birthday: Enter the employee's Date of Birth.

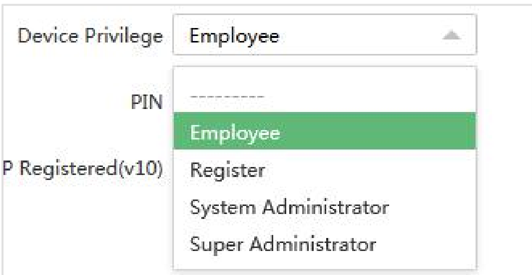
- **Device Access Setting**

Click **[Device Access Setting]** to add the device details.



Verify Mode: Select the verification mode when the employee punches for attendance.

Device Privilege: Select the permission of a user in the device from the following options.



Card NO.: Assign card numbers to employees to verify attendance. Enter the card number manually or use a card enroller to enroll and issue cards.

PIN: Set the employee's password. The black-and-white T&A devices support a password maximum of 5 digits. The color-screen T&A devices support passwords of 8 digits. Password digits exceeding the specified length are cut out by the system automatically. When you change the password, clear the old password in the text box and enter the new password.

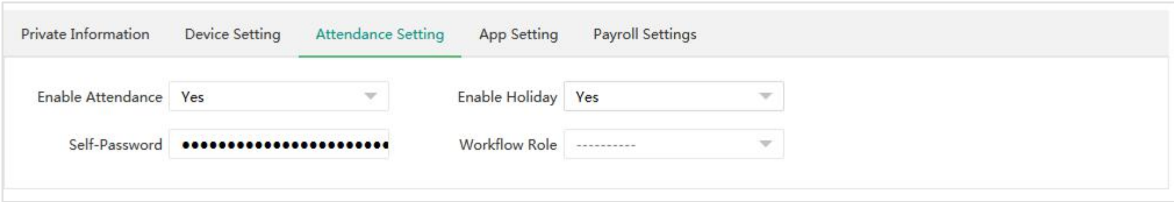
Enroll Device: Enroll the employee in the T&A device.

FP Registered(v10): Register the employee's fingerprints.

Bio-Photo: Upload the bio photo of the employee.

➢ **Attendance Settings**

Click **[Attendance Setting]** to set the attendance parameters.



Enable Attendance: The default value is Yes. If it is set to No, the employee's attendance details are not included in the result of attendance statistics. (For some exceptions and temporary employees, it can be set to No)

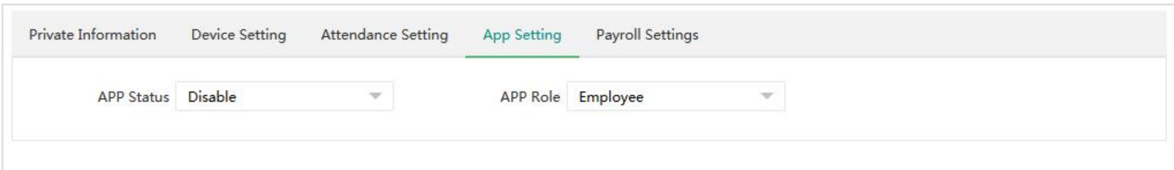
Enable Holiday: It decides whether to enable the holiday function or not. The default value is Yes. If it is set to No, the employee's attendance will not be calculated on holiday.

Self-Password: Enter Employee's login password.

Workflow Role: Set the employee's workflow role.

➢ **App Settings**

Click **[App Settings]** to set the App settings.

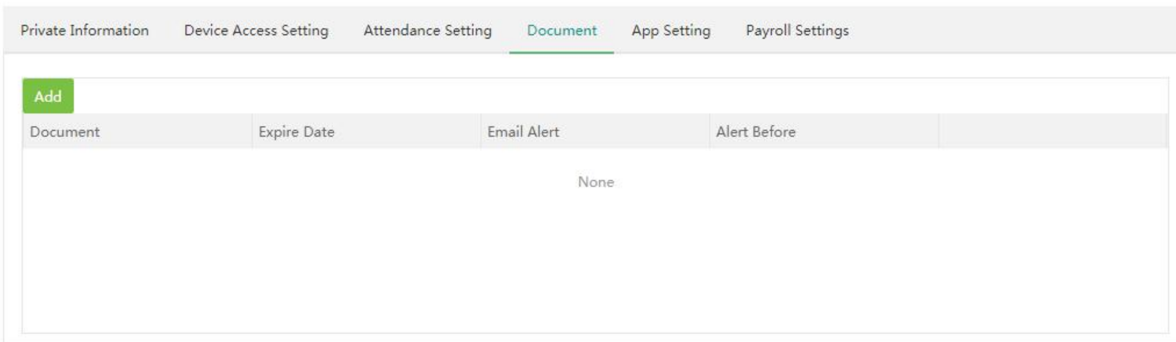


APP Status: The default value is No. If it is set to Yes, then the user can use the mobile App.

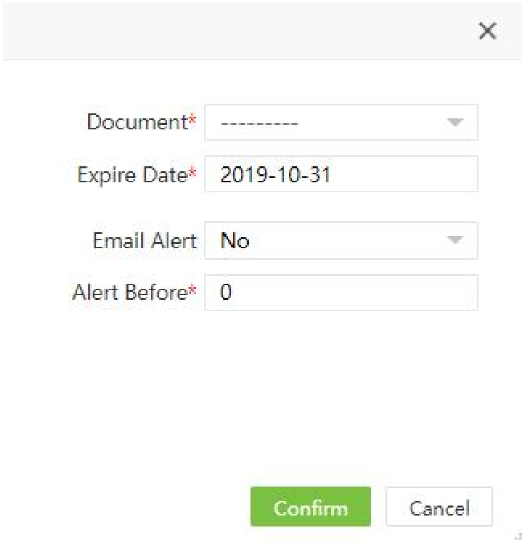
APP Role: Set the employee's mobile App role.

➢ **Document (This option is only available in the edit mode, but not in the add mode)**

1. Set the parameters of the certificate expiration reminder.



Click [**Add**]. A window to add a new certificate will appear as shown in the below image:



Document: Select the type of document.

Expire Date: Enter the expiration date of the document. An email alert will be sent before the expiry date.

Email Alert: Select whether to send an alert via email or not.

Alert Before: Set the number of days to alert before the document expires.

Click [**Confirm**] after entering the required details.

✍**Note:**

Consider the following example which describes the alerting system for document expiration.

(1) The expiry date of the document is set as follows:

a. Expiry date: 2020-01-20

b. Alert before 2 days

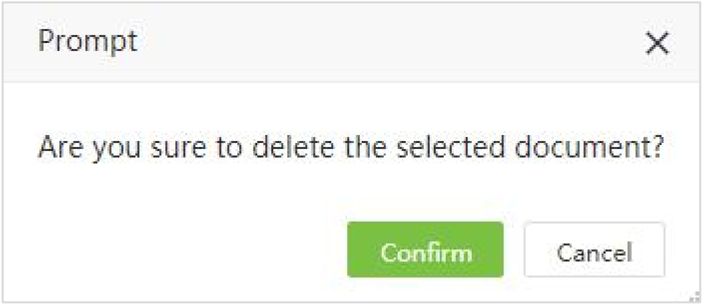
c. Needs an email alert

(2) An email alert will be sent to the employee on 202-01-18 at 00:00 in the morning regarding the expiry of the document.

(3) If the expiry date of the document is not modified in the system, the person will receive an email reminder every day at 00:00 after the date 2020-01-18.

To edit the existing reminder, click icon of the corresponding column of the reminder.

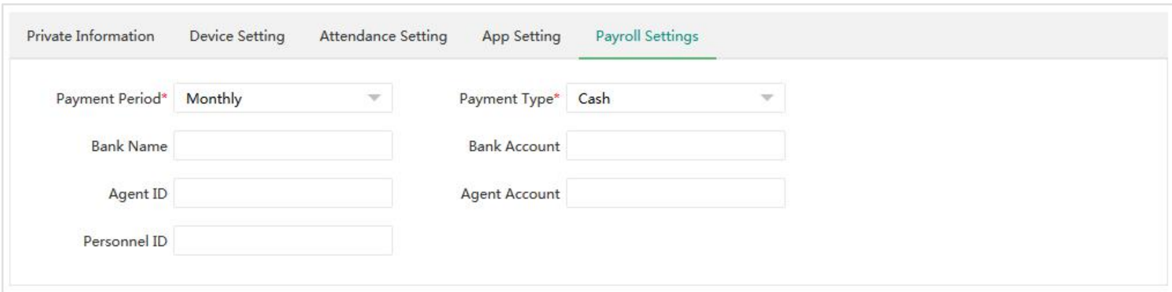
2. To delete the certificate expiration reminder, click icon in the same row of the reminder.



Click [**Confirm**] to delete the certificate.

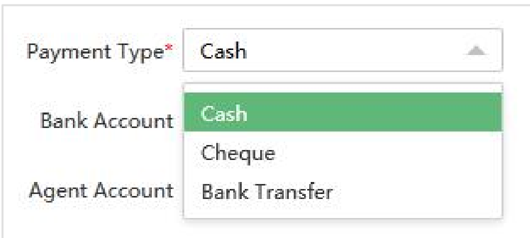
➢ **Payroll Settings**

Click **[Payroll Settings]** to enter the payroll details.



Payment Period: Set the payment period of the employee. Currently, monthly payment is only supported.

Payment Type: Set the payment type for an employee. The payment types are given below:



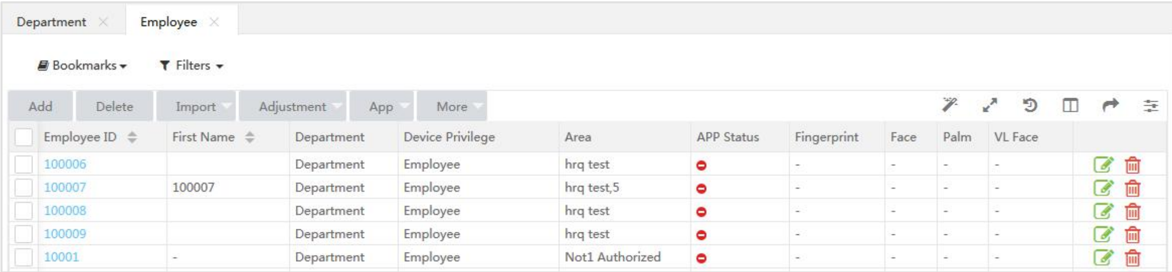
Bank Name: Enter the bank name of the employee.

Bank Account: Enter the bank account number of the employee.

Agent ID: Enter the agent ID of the employee.

Agent Account: Enter the Agent account number of the employee.

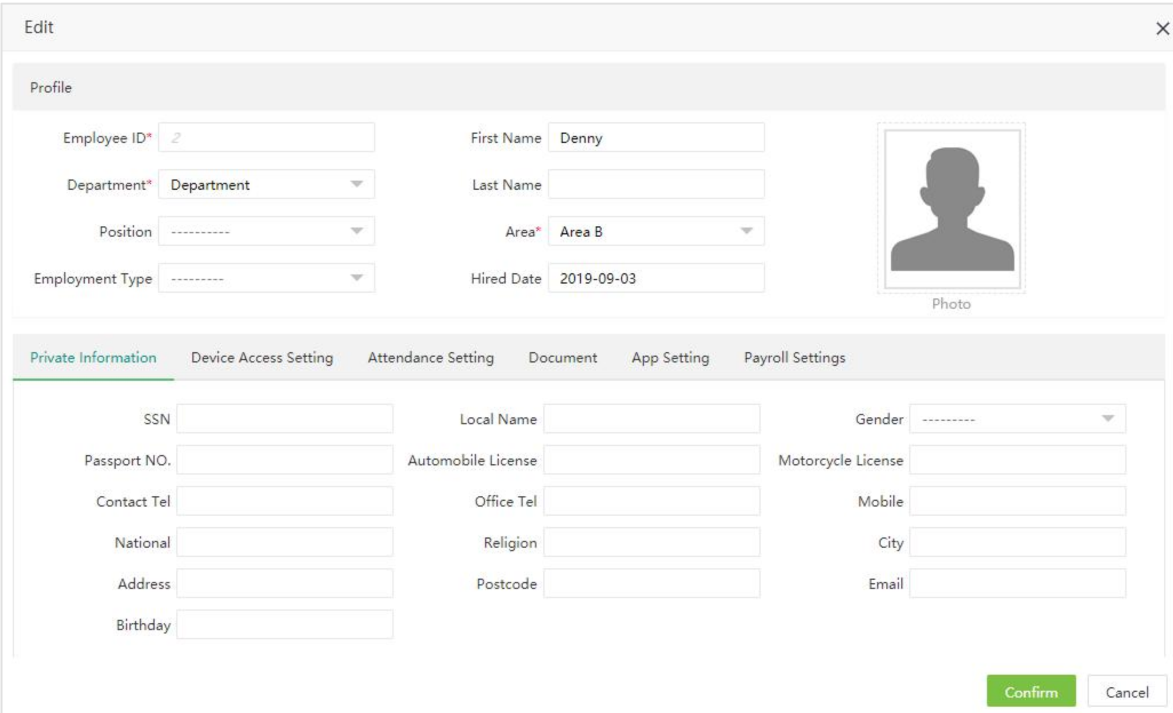
2. After entering the required details, click **[Confirm]** to save the details.



✍**Note:** The uniqueness of the Employee ID must be guaranteed.

3.4.2 Edit an Employee

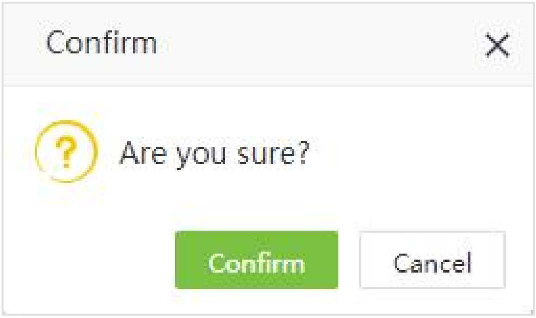
1. In the employee's list, click the Employee ID or click  icon in the same row of the employee to be edited.



2. After modifications, click **Confirm** to save the modified details.

3.4.3 Delete an Employee

Select the employee(s) and click **[Delete]** on the upper left of the employee's list or click icon in the same row of the employee to be deleted.



Click **[Confirm]** to delete the employee.

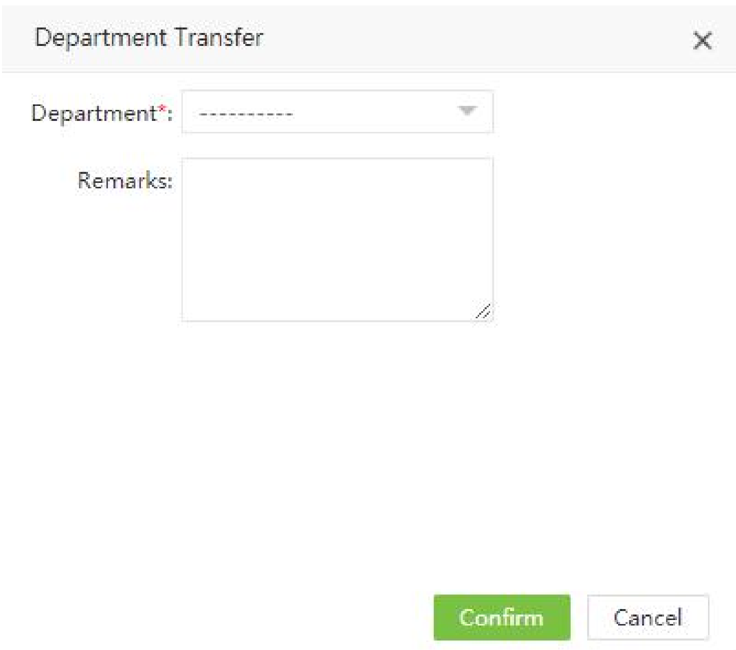
✍**Note:** When you delete an employee, the information of the employee in the database is also deleted.

3.4.4 Personnel Transfer

1. Personnel Transfer

This includes Department Transfer, Position Transfer, Area Transfer and Pass Probation.

(A) In the employee's list select the employee(s) and click **[Personnel Transfer]** > **[Department Transfer]** to adjust the department.



(B) In the Department drop-down list, select the Department to which the employee is to be moved and enter the remarks.

(C) Click **[Confirm]** to save the details.

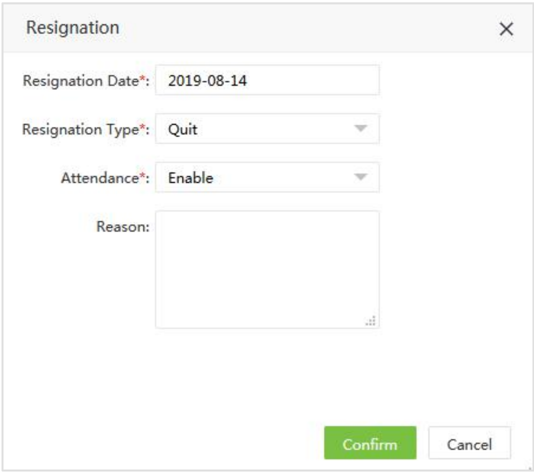
✍**Note:** The operation of Adjust Position, Adjust Area and Pass probation are the same as the operation of

Department adjustment.

2. Personnel Resignation

Personnel resignation includes resignation and disabling attendance.

(A) In the employee's list, select the employee (s), and click **[Adjustment]** > **[Resignation]** to add the resignation details.



Enter the details as shown below:

Resignation Date: Select the date of resigning.

Resignation Type: Select the resignation type. The types are Suspension, Dismissal, Resignation, Transfer and Unpaid retention.

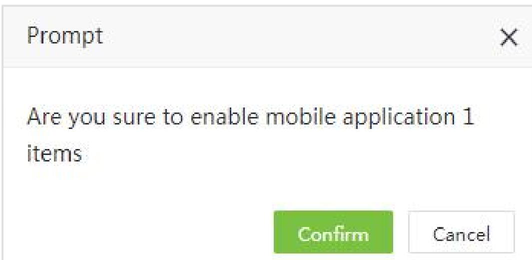
Attendance: Enable if the attendance needs to be closed for the employee (The Employee details will be deleted from the attendance device as well)

Reason: Enter the reason for resignation.

(B) Click **[Confirm]** to save the resignation details.

3.4.5 App Enable/Disable Settings

1. In the employee's list, select the employee(s) and click **[App]** > **[Enable/Disable]** to enable the Mobile App.

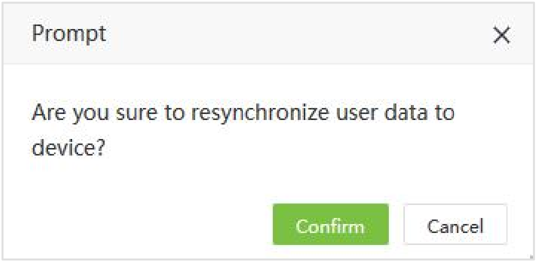


2. Click **[Confirm]** to enable the user's access to the Mobile App.

3.4.6 Re-synchronize to Device

It synchronizes the employee details on the software to the devices in the corresponding area.

1. In the employee's list, select the employee(s) and click **[More]** > **[Re-synchronize to Device]** to synchronize the data.

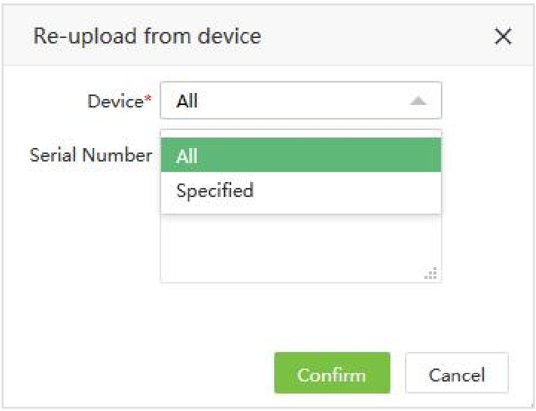


2. Click **[Confirm]**, to synchronize the employee data to the device.

3.4.7 Re-upload from Device

It re-uploads the employee's details from the device to the software.

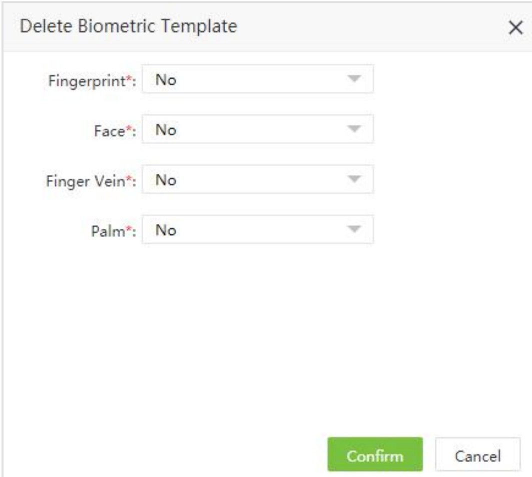
1. In the employee's list, select the employee(s) and click **[More]** > **[Re-upload from Device]** to re-upload the employee details from the specified devices.



2. Click **[Confirm]** to re-upload the employee details from the device to the software.

3.4.8 Delete Biometric Template

In the employee's list, select the employee(s) and click **[More]** > **[Delete Biometric Template]** to delete the biometric templates.

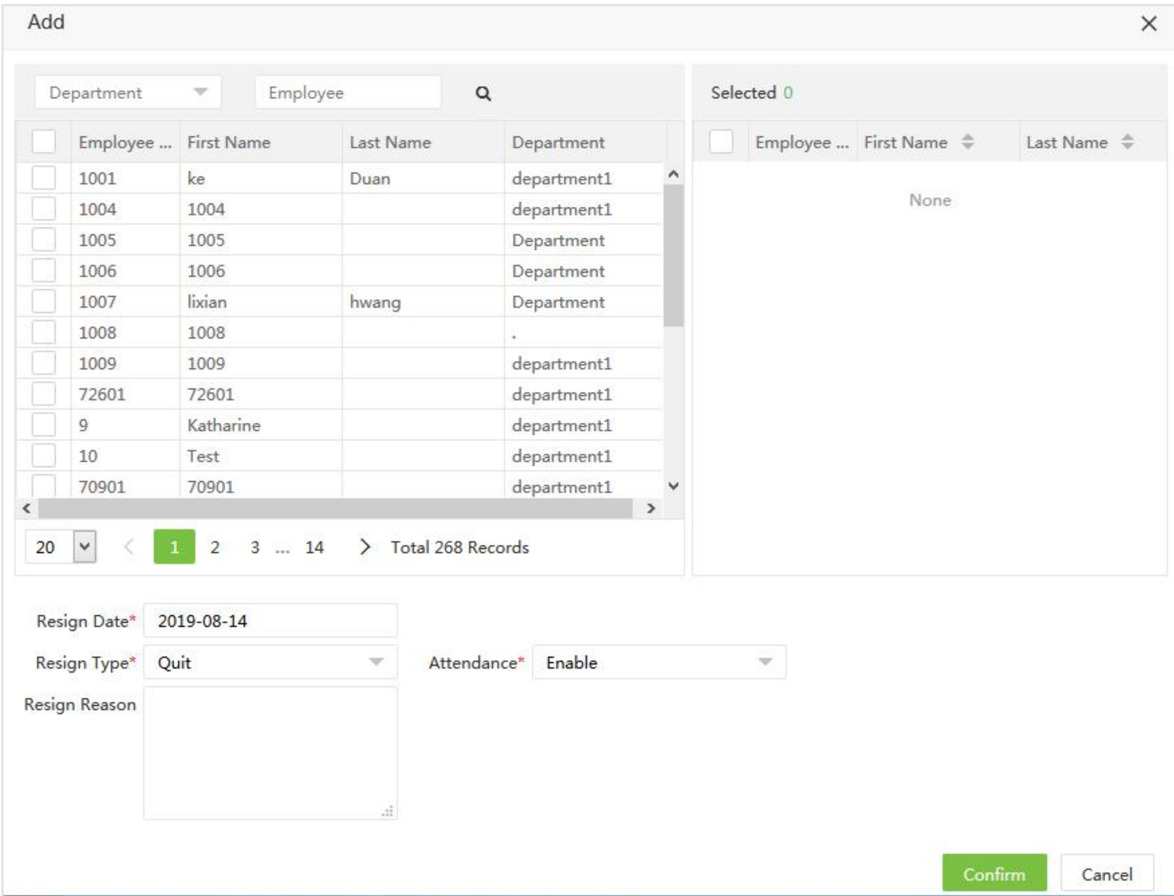


Select the type of biometric template and click **[Confirm].** The biometric template of the employee will be deleted from the device.

3.5 Personnel Resignation

3.5.1 Add a resignation

1. Select **[Personnel]** > **[Employee]** > **[Resign]** > **[Add]** to add the employee's resignation details.



Enter the details as shown below:

Employee: Select the employee to enter the resignation details. (You can filter the employees by Department, Name or Employee ID).

Resign Date: Select the date of resignation.

Resign Type: Select the type of resignation. The types are Quit, Dismissed, Resign, Transfer, Retain Job Without Salary.

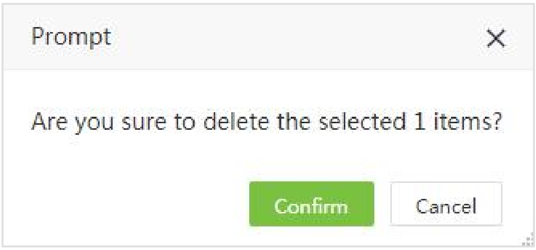
Resign Reason: Enter the reason for resignation.

Attendance: Enable if attendance needs to be closed. (if it is enabled, the employee details will be deleted from the attendance device as well)

2. After entering the details, click **[Confirm]** to save the details.

3.5.2 Delete Resignation

Select the employee(s) to be deleted and click **[Delete]** on the upper left of the personnel list or click in the same row of the employee to be deleted.

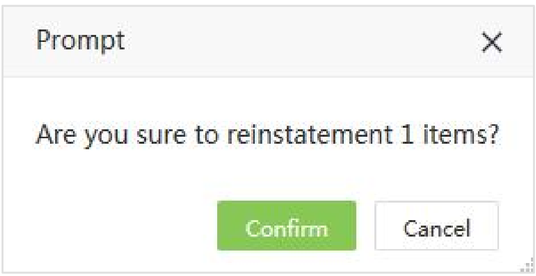


Click **[Confirm]** to delete the resignation details.

3.5.3 Reinstate

It restores a resigned employee from the resigned employee's list. The details of the employee will be deleted from the resigned employee's list.

1. In the resigned employee's list, select the employee whom you want to restore from resignation. Click **[Reinstate]** to restore the employee.

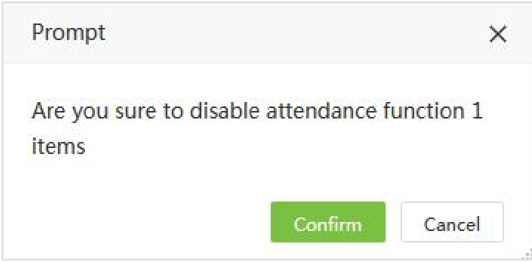


2. Click **[Confirm]** to reinstate the resigned employee.

3.5.4 Disable Attendance

To disable the attendance for a resigned employee, perform the following steps:

1. Select the resigned employee whose attendance needs to be disabled. Click **[Disable Attendance]**.



2. Click **[Confirm]** to disable the attendance of the selected employee.

✍**Note:**

1. You can click **[Import]** to import the employee's resignation details in another software or system. For detailed operation, please refer to 4."Import" in Appendix 1.

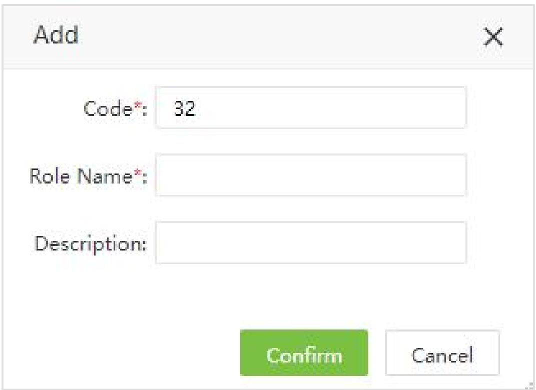
2. You can click to export the employee's resignation details locally. For detailed operation, please refer to 5. "Export" in Appendix 1.

3.6 Workflow

3.6.1 Role

➢ **Add a Role**

1. Select **[Personnel]** > **[Workflow]** > **[Workflow Role]** > **[Add]** to add a user role.



Enter the details as shown below:

Code: Enter a unique code for the user role.

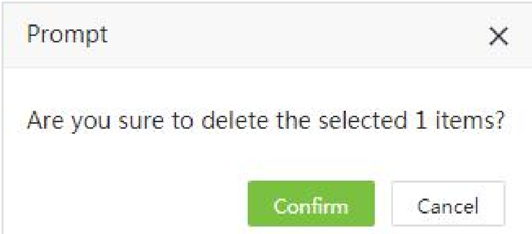
Role Name: Enter a unique name for the user role.

Description: Enter the description of the role.

2. Click **[Confirm]** after entering the details.

➢ Delete a Role

Select the role (or roles). Click **[Delete]** on the upper left of the list or click in the same row of the role to be deleted.

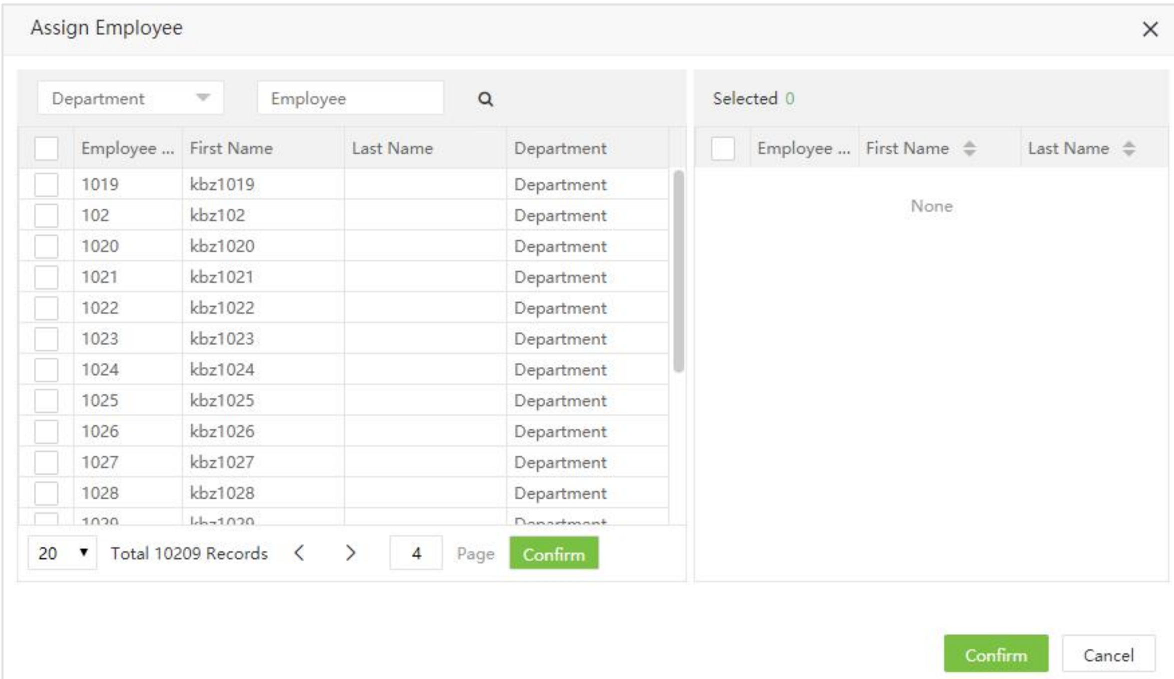


Click **[Confirm]** to delete the role.

✍**Note:** A role cannot be deleted when it is being used by employees or workflow.

➢ Assign Employee

1. Select the corresponding workflow role and click **[Assign Employee]** to assign user role to employee(s).



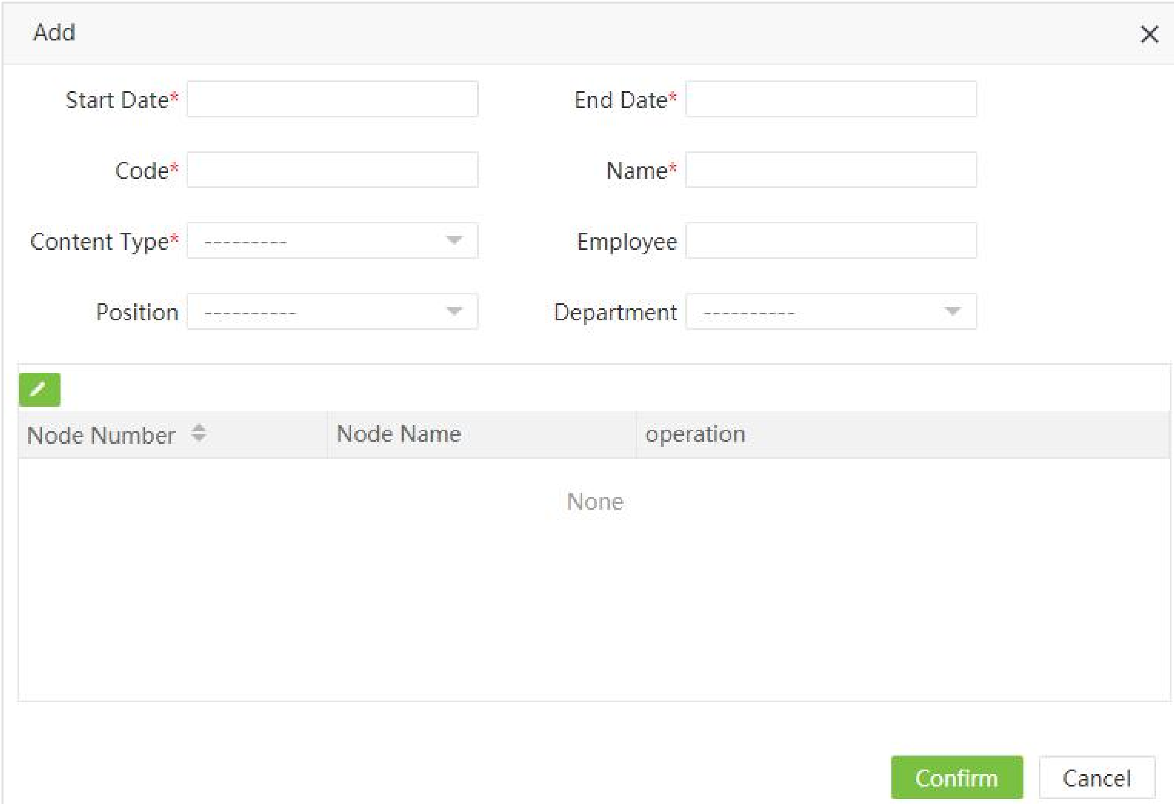
2. Select the employee in the employee's list to whom you want to assign the user roles in batches (you can filter by Department, Name, Code, etc).

3. Click **[Confirm]** to assign the employee role.

3.6.2 Workflow Builder

➢ Add a Workflow Builder

1. Select **[Personnel]** > **[Workflow]** > [**Workflow Builder**] > **[Add]** to frame a workflow.



Enter the details as shown below:

Start Date/End Date: Enter the Start Date and End Date of the workflow.

Code: Enter the code for the workflow.

Name: Enter the name of the workflow.

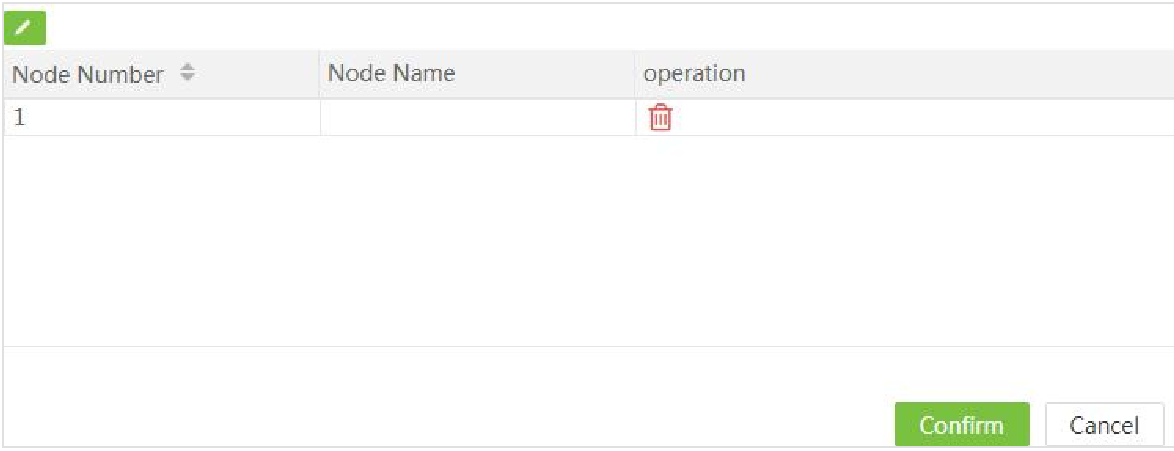
Content-Type: Select the type of workflow (includes Leave, Overtime, Shift changes, Training)

Employee: Select the Employee to assign the workflow.

Position: Click to select the position to perform the workflow.

Department: Click to select the Department that executes the workflow.

2. After entering the details, click icon on the interface to add the approval node.



3. Set the number of approval nodes. After setting the node name, click **[Confirm]** to add the new workflow node.

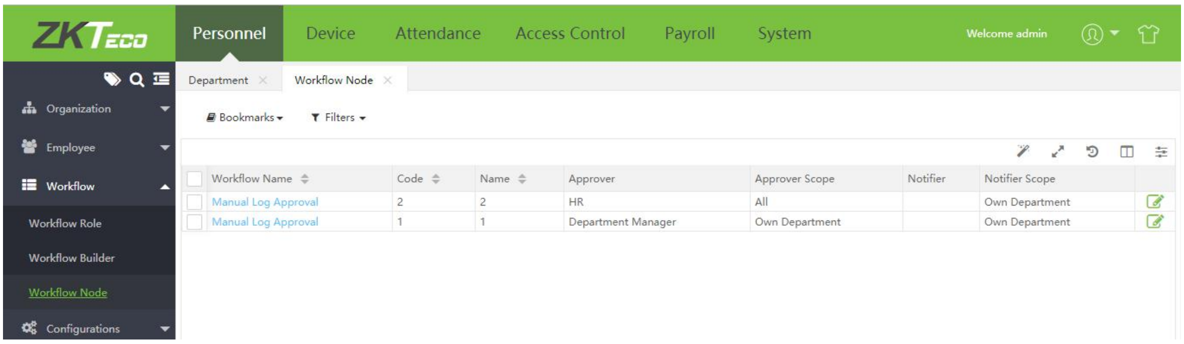
Note:

1. When the Employee is selected, the position and department functions are blocked, indicating that the executor of this workflow is the selected employee.

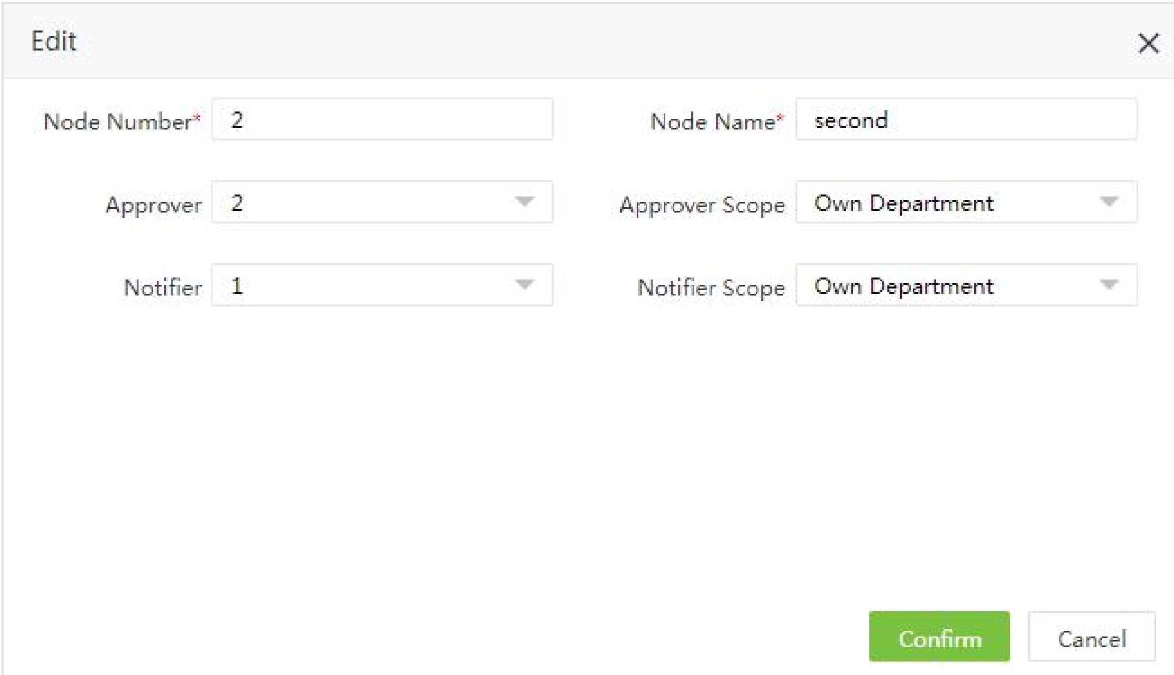
2. When Employee, position, and department are not selected, the executor of this workflow is the user with the Department but without position (provided that the Department corresponding to this employee has no special approval flow)

3.6.3 Workflow Node

When the workflow is framed, the workflow will be displayed under the node, as shown in the figure:



1. Click the workflow name corresponding to the node or click icon to edit the corresponding node.



Enter the details as shown below:

Node Number: The node number cannot be modified.

Node Name: The name of the node can be modified.

Approver: Click to select the role that approves the node.

Approver Scope: If the "Own Department" is selected, then the employee in the selected role can approve the applications from the own Department only. If "All" is selected, then the employee in the selected role can approve the application from all the Departments.

Notifier: Click to select the role to receive the notifications.

Notifier Scope: If the "Own Department" is selected, then the employee in the selected role can receive the application notifications from the own Department. If "All" is selected, then the employee in the selected role can receive the application notifications from all the Departments.

2. After entering the details, click **[Confirm]**. When an employee applies, the application must be approved by the approver.

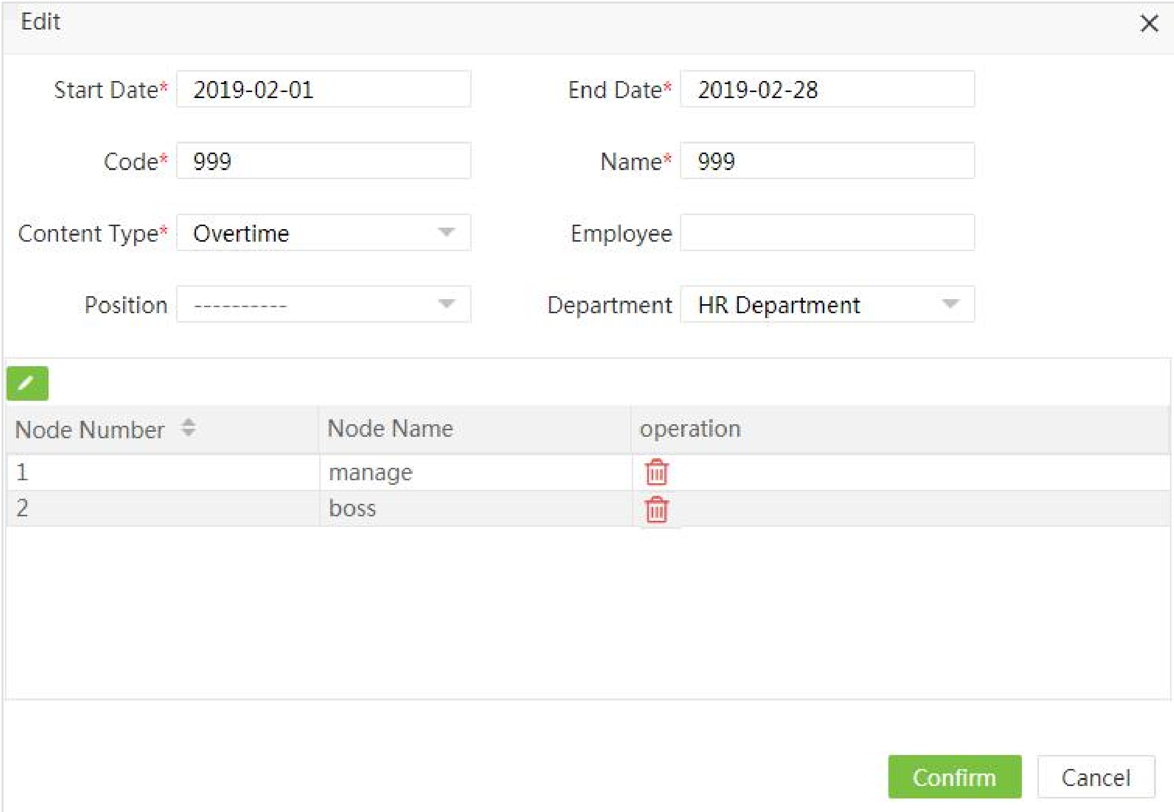
For example:

The user with ID 1 belongs to the HR Department and the position is HR.

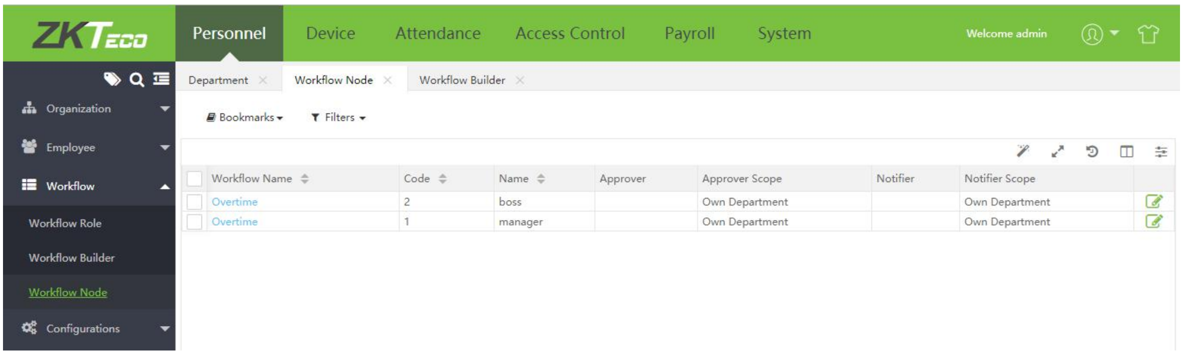
The user with ID 2 belongs to the HR Department and the position is HR, the role is a Manager.

The user with ID 2 belongs to the HR Department and the position is HR, the role is Boss.

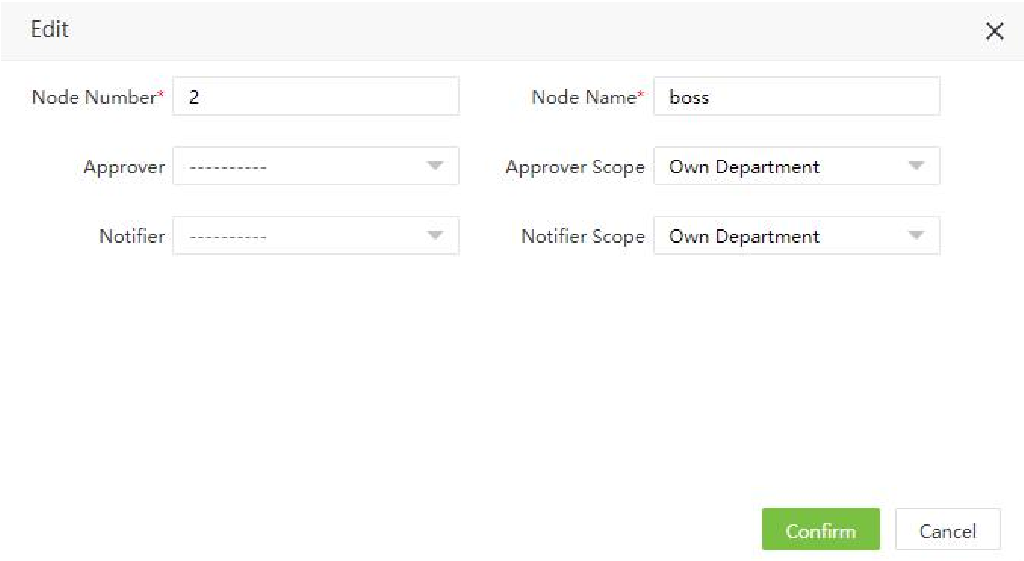
The overtime workflow for the user with ID 1 is shown below:



The application for overtime work of the employee should go through two nodes. One is the Manager and the other is the Boss. The workflow of the nodes is shown in the figure below.

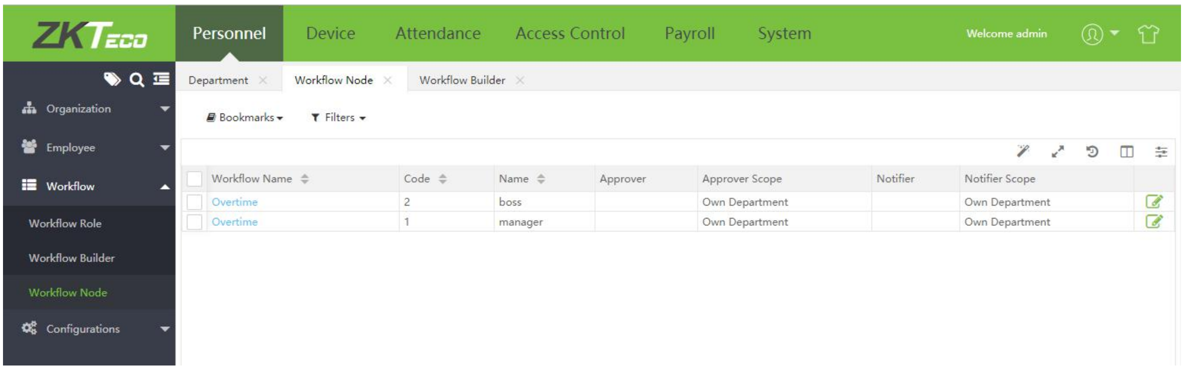


Click **Edit** to edit the Workflow node.



Select the Role and scope of the Approver, Notifier, and the Notification scope. The scope approval of the above example is selected as the Own Department. The first node is the Manager and the approver is also the same. The second node is the Boss and the notifier is also the Boss.

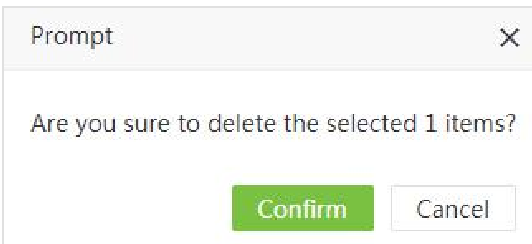
Click **[Confirm]** and the node list will be displayed as shown in the below image:



When user No.1 submits the application for overtime work, user No. 2 will receive the application notification. When user No.2 approves the application, user No. 3 will receive the application notification. When every node approves the application, user No. 1 will receive the email notification for approval. (The application approval by ordinary users can be performed within the self-service of the employees)

3.6.4 Delete Workflow

On the workflow interface, select the workflow(s) and click **[Delete]** on the upper left of the list or directly click  in the same row of the workflow to be deleted.



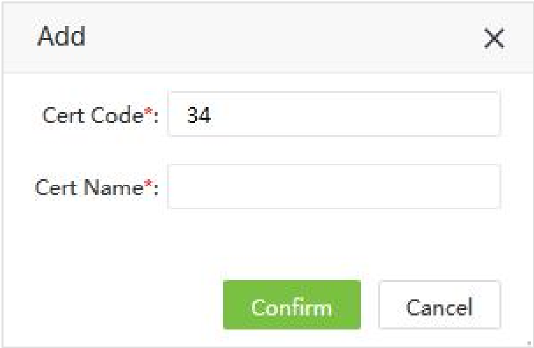
Click **[Confirm]** to delete the workflow.

✍**Note:** The Workflow that is currently being used cannot be deleted.

3.7 Document Management

3.7.1 Add Document Type

1. Select **[Personnel]** > **[Configurations]** > **[Document]** > **[Add]** to add a document type.



Enter the details as shown below:

Cert Code: Enter the Certificate Code.

Cert Name: Enter the Certificate Name.

2. Click **[Confirm]** to save the document details.

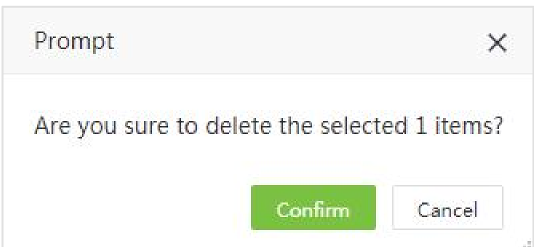
✍**Note:**

1. You can click **[Import]** to import the document type in another software or system. For detailed operation, please refer to 4."Import" in Appendix 1.

2. You can click to export the document type locally. For detailed operation, please refer to 5. "Export" in Appendix 1.

3.7.2 Delete Certificate Type

Select the certificate type(s) to be deleted, and click **[Delete]** on the upper left of the list or click in the same row of the document to be deleted.



Click **[Confirm]** to delete the document details.

✍**Note:** The document which is being currently used cannot be deleted.

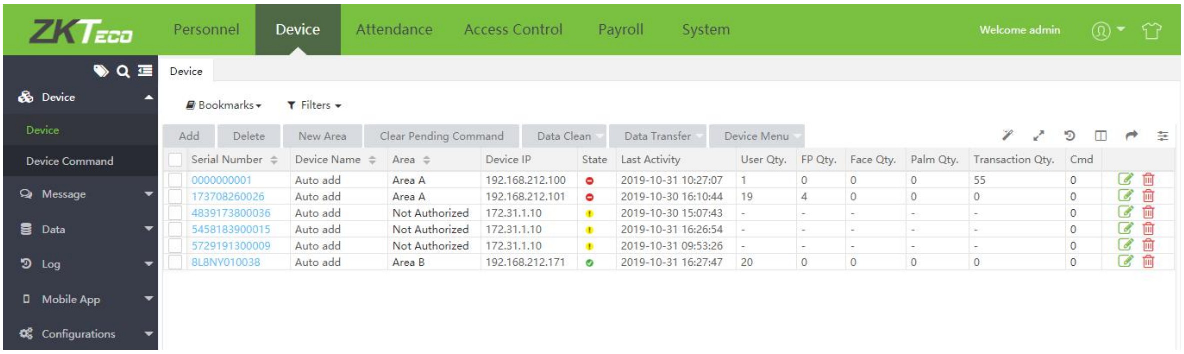
Chapter 4 Device Management

Device Management includes the installation of devices and setting the device parameters. It allows you to manage the connected devices from the system, thereby implementing virtual management. It also includes uploading the user attendance data, downloading the configuration information, and exporting various reports.

4.1 Device Management

Initially, communication parameters must be set to connect the devices. Once the communication is successful, you can view the information on the connected devices and perform operations such as remote monitoring, uploading, and downloading.

Select **[Device]** > **[Device]** to view the Device Management interface. All the connected T&A devices are displayed in a list as shown in the below image.



The details of the interface are given below:

Serial Number: Displays the Device Serial Number.

Device Name: Displays the name of the device. For automatically connected devices, it will be displayed as Auto_add.

Area: Displays the area in which the device is defined in the software.

Device IP: Displays the IP address of the device.

Device Model: Displays the model of the device.

Firmware/Push Version: the build firmware/push version.

State: indicates that the device is connected,

indicates that the device is not connected,

indicates that the user needs to assign an area except for the default area to the device.

Last Activity: Represents the last time the command was executed.

User Qty: Displays the number of employees already registered on the device.

FP Qty: Displays the number of Fingerprints registered.

Face Qty: Displays the number of Faces registered.

Palm Qty: Displays the number of Palms registered.

Transaction Qty: Displays the total number of attendance records.

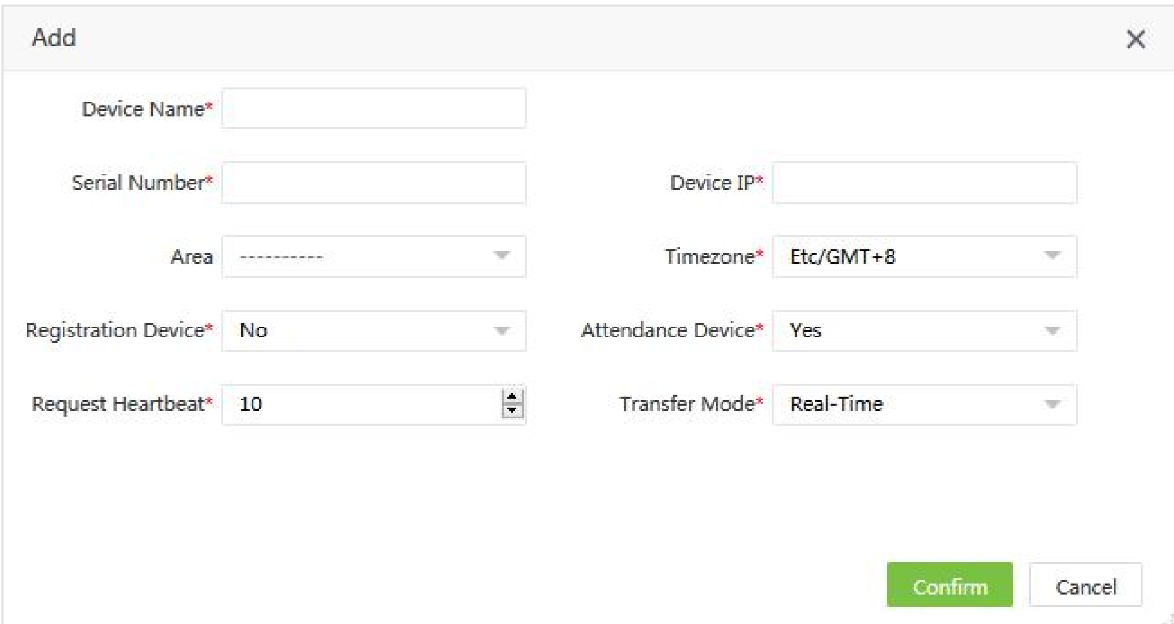
Last Sync: Displays the time in which the system issued data to the device last time.

4.1.1 Add a T&A Device

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

➢ **Manually Add a T&A Device**

1. Select **[Device]** > **[Device]** > **[Add]** to add a device manually.



Enter the details as shown below:

Device Name: Enter the device name maximum of 50 characters.

Serial Number: Enter the serial number of the device.

Device IP: Enter the IP address of the device.

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

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

Registration Device: Select whether the device is a registration device or not. If yes, then the employees registered from the device will be uploaded to the software automatically.

Attendance Device: Select whether the device is an attendance device or not

Heartbeat Request: Set the time for the device to automatically transmit the data to the system.

Transfer Mode: Select the data transfer mode between software and devices. The Transfer mode can be real-time or at a specified time.

2. Click **[Confirm]** to add the device.

✍**Note:** When an employee is added to a device, the employee information will be uploaded to the server automatically. It will be synchronized with other devices in the same area.

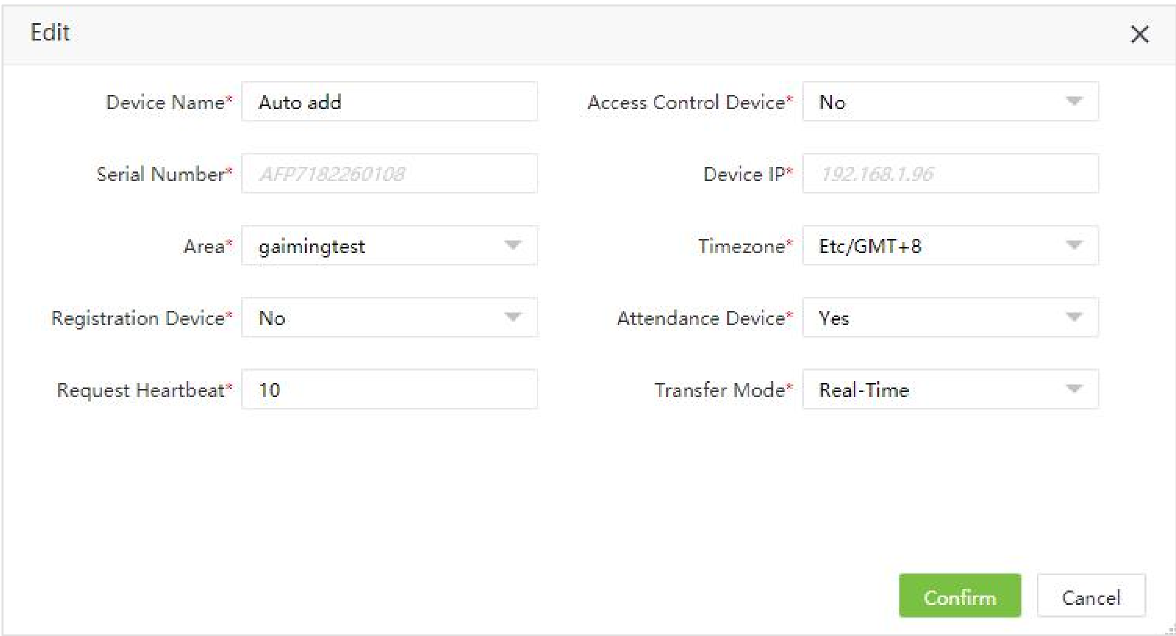
➢ **Automatically Add a T&A device**

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

✍ **Note:** The devices added automatically must be assigned to custom areas to communicate with the software.

4.1.2 Edit a Device

Click a device name or click icon in the same row of the device to be edited.

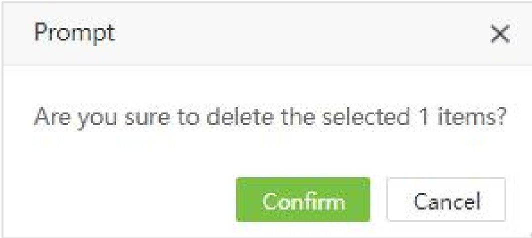


Access Control Device: Set whether the device is an access control device or not. if yes, then the device will be added to the Access Control Module automatically. This menu will appear only when you assign an area (except area whose area code is 1) to the device.

✍**Note:** Serial Number and Device IP are read-only. The device name must be unique.

4.1.3 Delete a Device

1. Select the device and click **[Delete]** above the device list or click in the same row of the device to be deleted.



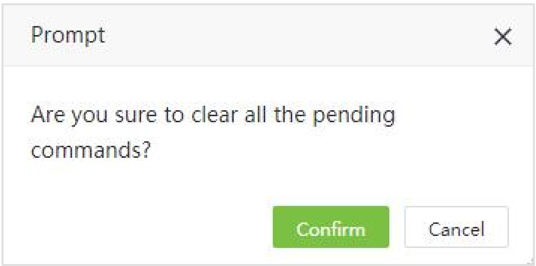
2. Click **[Confirm]** to delete the selected device.

4.1.4 New Area

Select **[Device] > [Device] > [New Area]** to create a new area. For detailed operation, please refer to 3.3.1 Add an Area.

4.1.5 Clear Pending Command

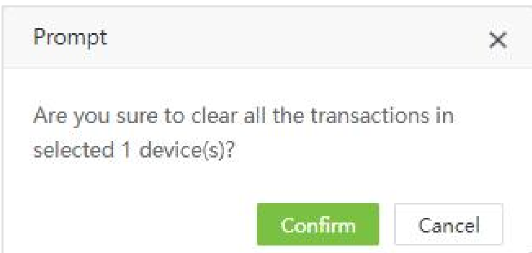
Select the device and click **[Device Menu]** > **[Clear Pending Command]**. Click **[Confirm]** to clear all the pending commands.



4.1.6 Data Clean

➢ **Clear Attendance Data**

1. Select a device and click **[Data Clean]** > **[Clear Attendance Data]**.

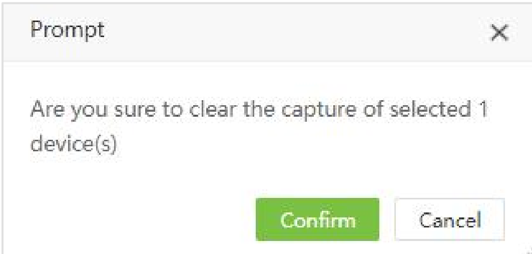


2. Click **[Confirm]** to delete all transactions from the device.

➢ **Clear Capture Photo**

You can clear the attendance photos on a T&A device.

1. Select a device and click **[Data Clean]** > **[Clear Capture Photo]**(It is mainly used to clear the attendance photos and the blacklisted photos):

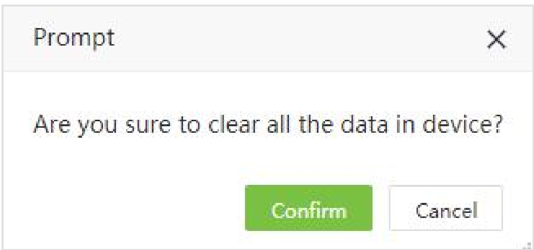


2. Click **[Confirm]** to delete the captured photos.

➢ **Clear All Data**

You can clear all the data on a T&A device.

1. Select a device and click **[Data Clean]** > **[Clear All Data]**.



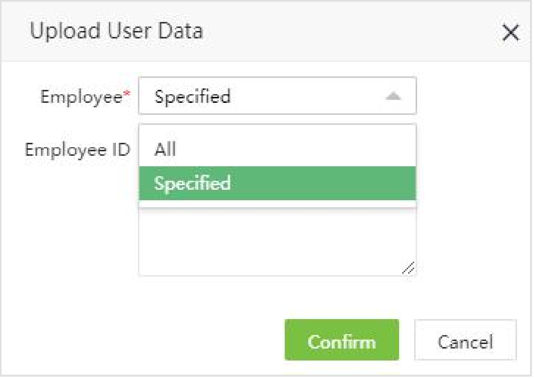
2. Click **[Confirm]** to delete all the data.

4.1.7 Data Transfer

➢ **Upload User Data**

It is used to upload the user data from the device to the software.

1. Select a device and click **[Data Transfer]** > **[Upload User Data]**.



Here you can select to upload all or specified user data to the software.

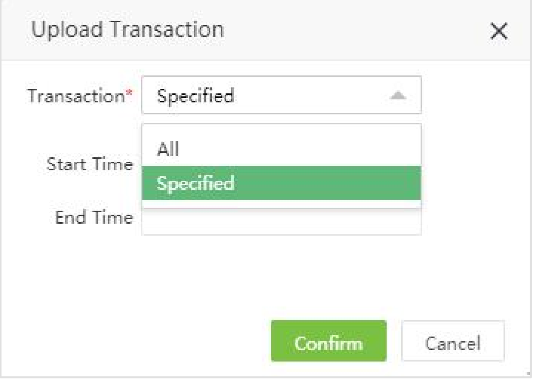
2. Click **[Confirm]** to upload the user data.

✍**Note:** You can upload the personal information on a T&A device to the server in batches by uploading it again. If time is out, uploading will be interrupted and you need to perform the upload operation again.

➢ **Upload Transaction**

You can upload the attendance transactions from the device to the software.

1. Select a device and click **[Data Transfer]** > **[Upload Transaction]**.



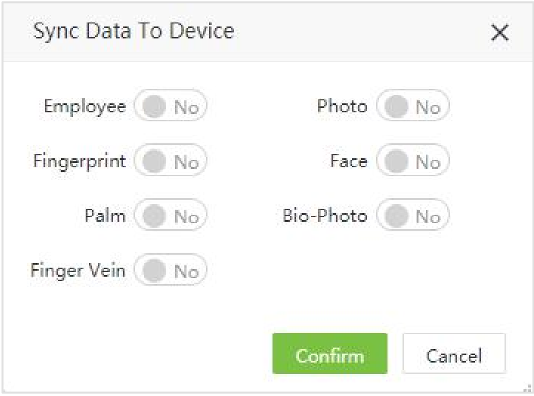
Here you can select to upload all transactions or set the start time and end time to upload the transactions within the specified time.

2. Click **[Confirm]** to upload transactions.

➢ **Sync Data to Device**

Synchronize data from the server to all the devices. Generally, this operation needs to be performed only when the data in devices are inconsistent with those in the server due to Internet abnormalities or other conditions.

In the device list, select the device to which data needs to be synchronized and click **[Data Transfer]** > **[Sync Data to Device]**. Select the data to synchronize.



Click **[Confirm]** to synchronize the data.

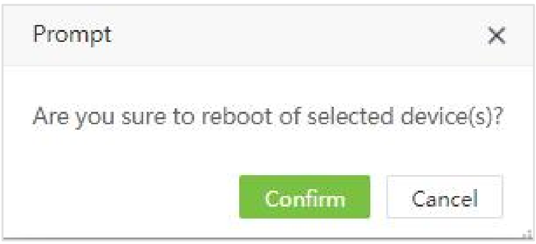
✍**Note:** Synchronizing the data to the devices will delete the existing data (excluding event records) in the devices and then the setting details will be re-downloaded. Ensure that the internet connection is smooth and there is no power failure while performing this operation.

4.1.8 Device Menu

➢ **Reboot**

Reboots a device through the system remotely.

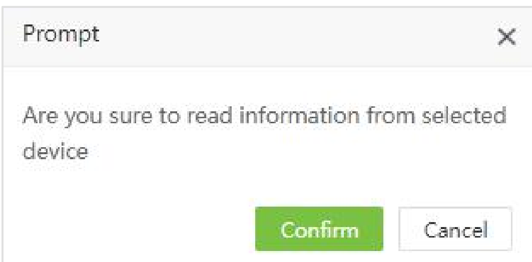
In the device list, select a device to reboot, and click **[Device Menu]** > **[Reboot]**.



Click **[Confirm]** to reboot the device.

➢ **Read Information**

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

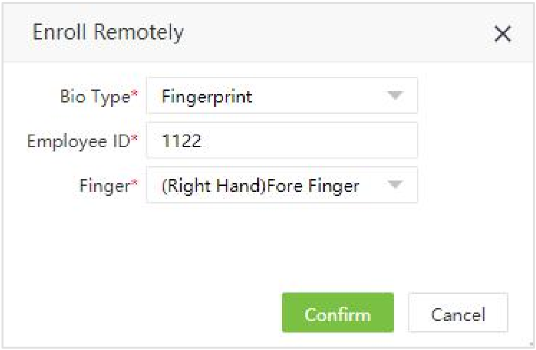


Select a device and click **[Device Menu]** > **[Read Information]** and click **[Confirm]** to download the information.

➢ **Enroll Remotely**

This function is applicable when the device administrator is not available to operate the device and enroll the fingerprint.

1. Select the corresponding device, and click **[Device] > [Device] > [Enroll Remotely]** to access the enroll remotely interface:



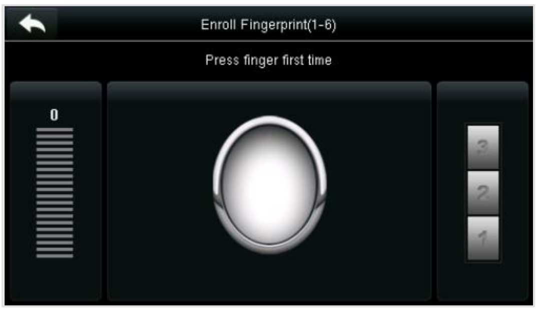
Enter the details as shown below:

Bio Type: Select the biometric type. Currently, it supports fingerprint only.

Employee ID: Enter the Employee ID.

Finger: Select the corresponding finger which needs to be enrolled remotely.

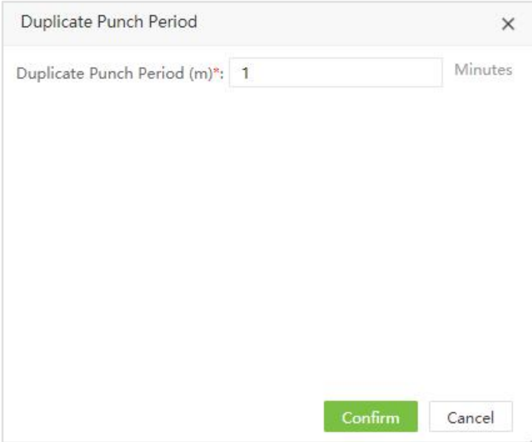
2. Click **[Confirm]**. The software will issue a command to the device, and the device will open the fingerprint enrolling menu. The employee just needs to enroll the fingerprint.



➢ **Duplicate Punch Period**

Set the duplicate punch period on the device.

1. Select a device and click **[Device Menu]** > **[Duplicate Punch Period]**.

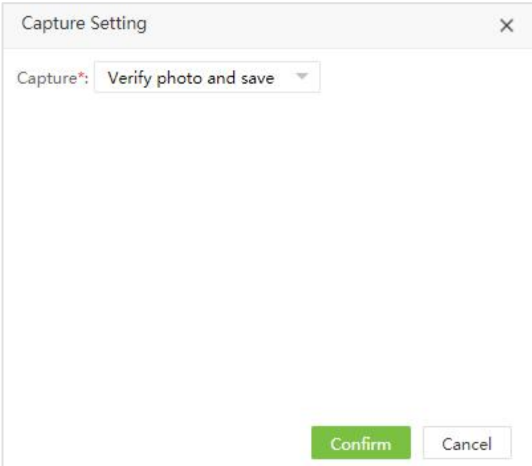


2. Click **[Confirm]** to save the duplicate punch period.

➢ **Capture Setting**

Set the capture mode of attendance photos during verification.

1. Select a device and click **[Device Menu]** > **[Capture Setting]** to set the capture mode.

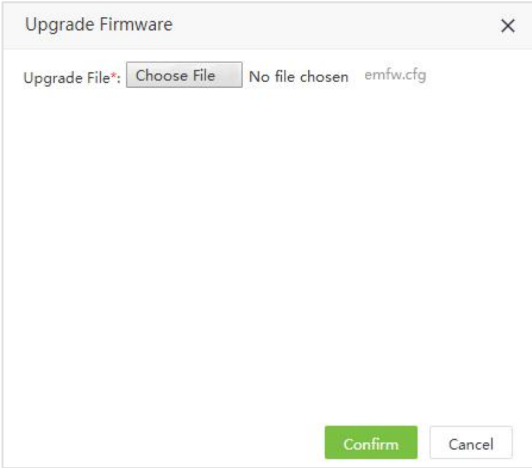


2. Click **[Confirm]** to set the capture mode.

➢ **Upgrade Firmware**

Upgrades the firmware for the corresponding device.

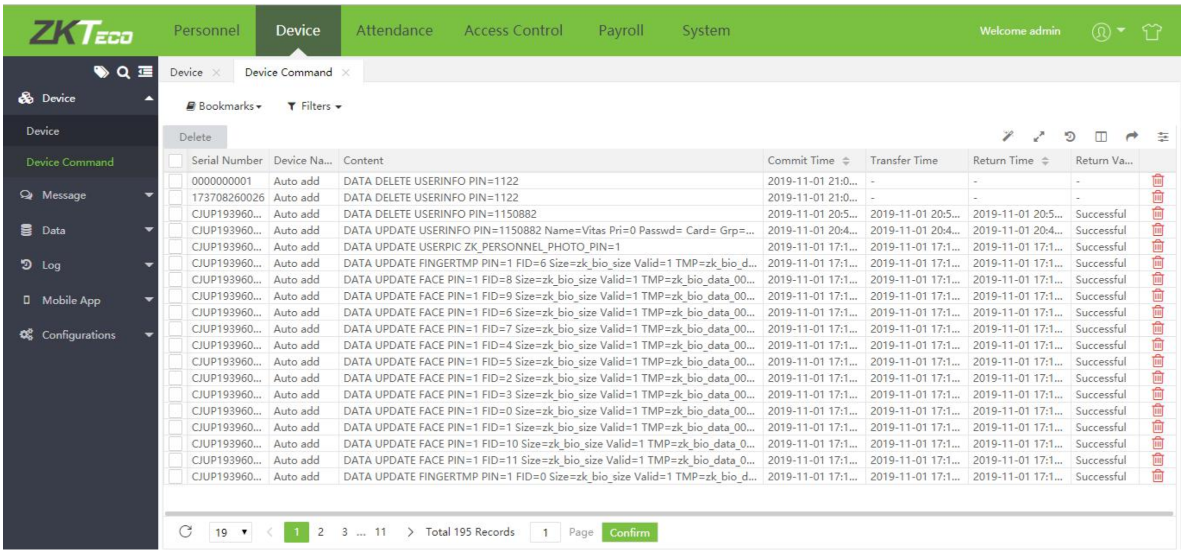
1. Select a device and click **[Device Menu]** > **[Upgrade Firmware]**.



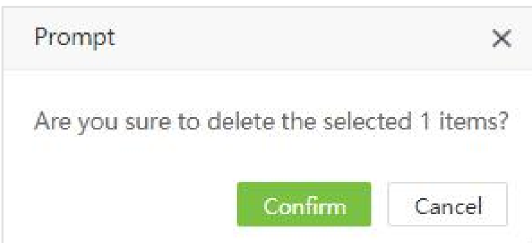
2. Click **[Choose File]** to upload the corresponding firmware (emfw.cfg) file. Click **[Confirm]** to upgrade the firmware for the device.

4.2 Device Command

Select **[Device] > [Device] > [Device Command]**. The command list will be displayed. Check the commands issued by the software to a device during communication.



If you want to clear the command issued by the software to a device during communication, click to access the device command clearing interface:

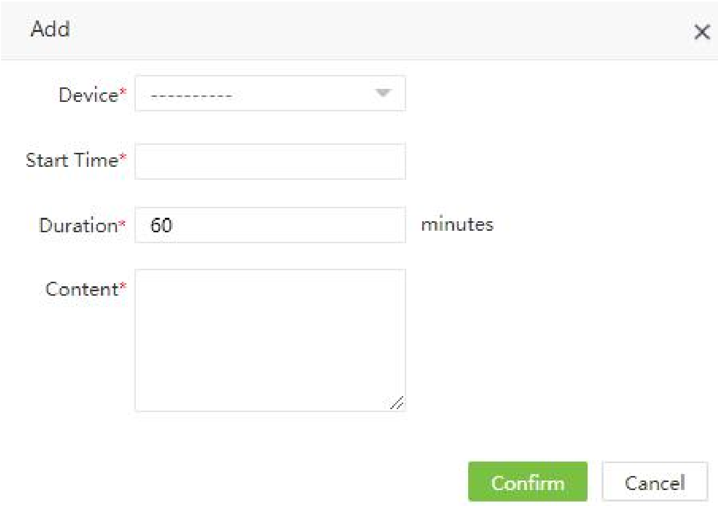


4.3 Device Short Message Management

The software supports short messages which can be sent to the designated device from the system.

4.3.1 Add a Public Message

1. Select **[Device]** > **[Message]** > **[Public]** > **[Add]**.



Enter the details as shown below:

Device: Select a device to which the message is to be sent.

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

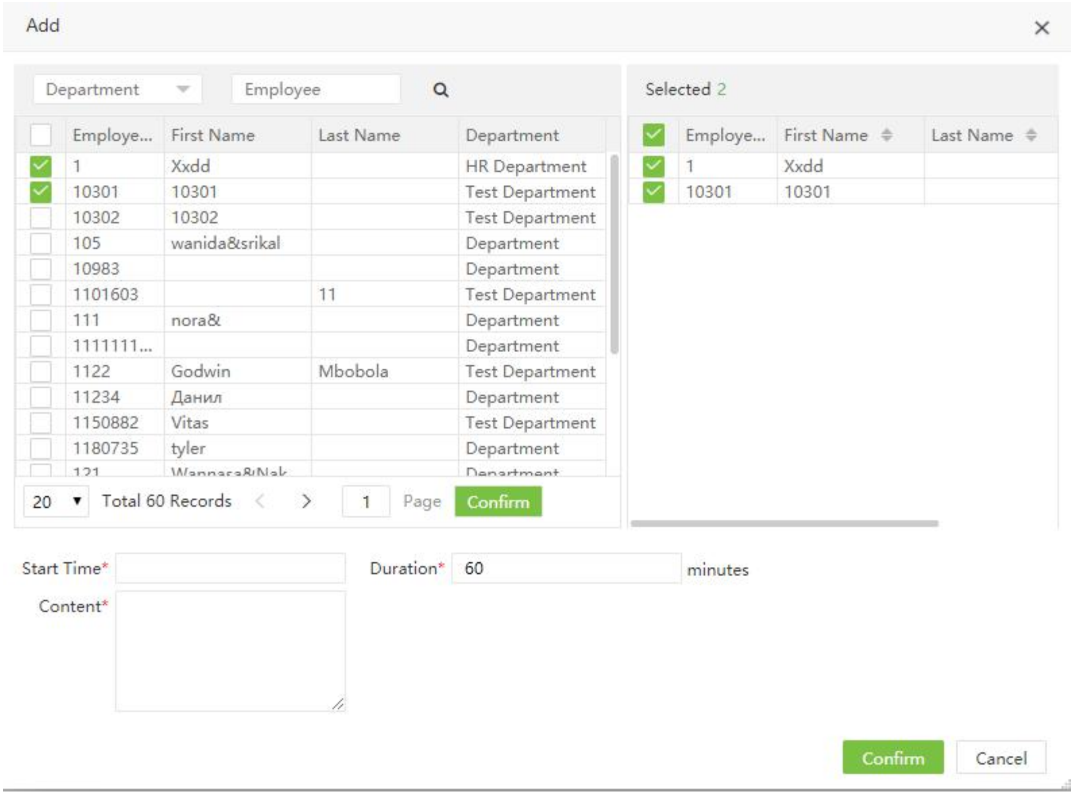
Duration: Enter the message display duration.

Content: Enter the short message content.

2. Click **[Confirm]** to save the details.

4.3.2 Add a Private Message

1. Select **[Device]** > **[Message]** > **[Private]** > **[Add]**.



Enter the details as shown below:

Employee: Select the employee to whom the message is to be sent.

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

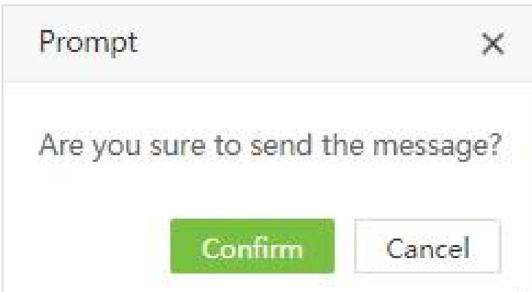
Duration: Enter the message display duration.

Content: Enter the short message content.

2. Click [**Confirm]** to save the details.

4.3.3 Send Message

1. Select the short message to be sent, and click **[Send Message]**.

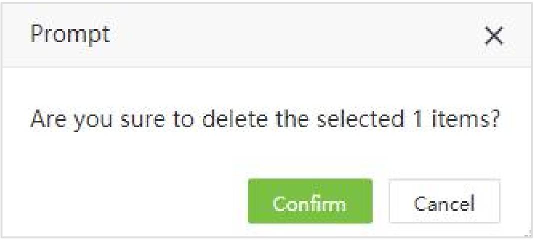


2. Click **[Confirm]** to send public messages to the designated devices and private messages to the devices to which the particular employees are added.

4.3.4 Delete Short Message

When a short message is deleted on the software, it will be deleted in the device also.

1. Select the short message and click **[Delete]** to delete it.

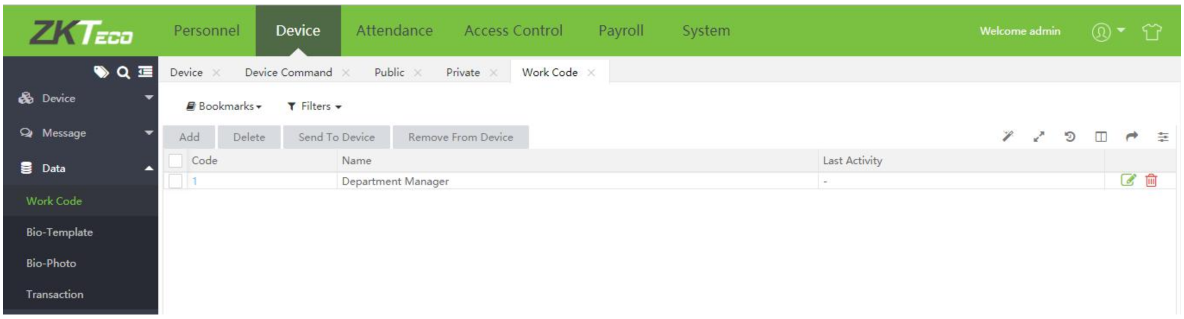


2. Click **[Confirm]**and the message will be deleted from the list and the device.

4.4 Work Code

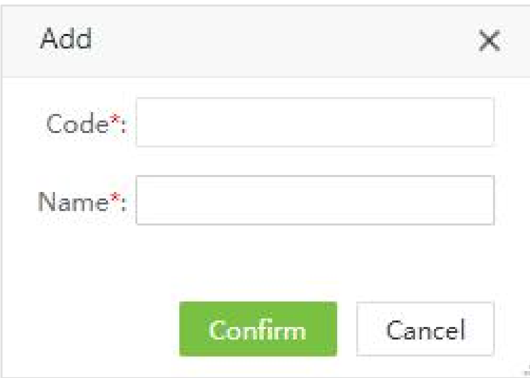
Adds different work codes and uploads them to a single device or multiple devices.

Select **[Device]** > **[Data]** > **[Work Code]** to assign workcode.



4.4.1 Add Work Code

1. Select **[Device]** > **[Work Code]** > **[Add]** to access the adding work code interface:



Enter the details as shown below:

Code: Enter the Work Code number.

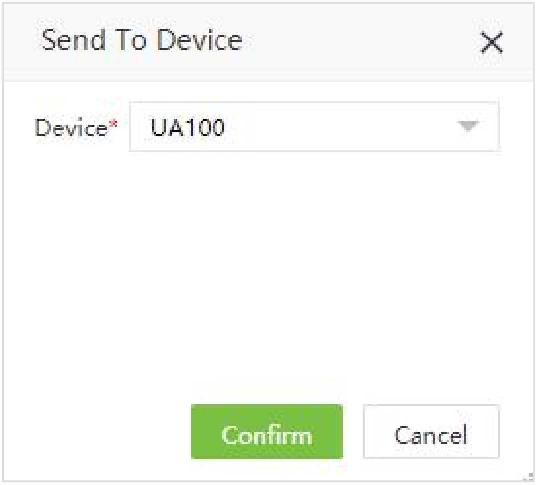
Name: Enter the name of the Work Code.

2. Click **[Confirm]** to save the details.

4.4.2 Issue Work Code to Device

Issues work code to the device.

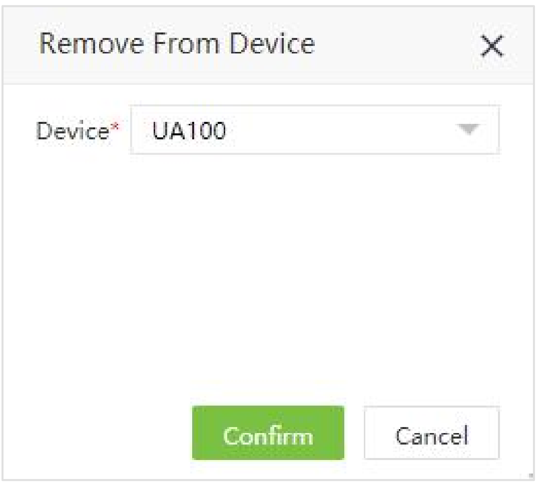
1. Select **[Device]** > **[Work Code]** > **[Send to Device]**.



2. Click **[Confirm]** to send the work code to the device.

4.4.3 Remove Work Code

1. Select **[Device]** > **[Work Code]** > **[Remove From Device]**.

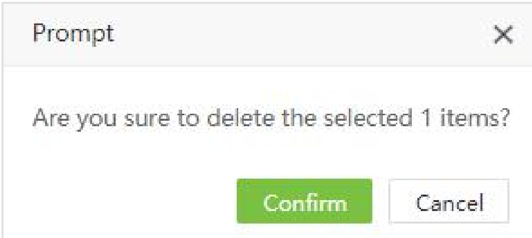


2. Click **[Confirm]** to remove the work code from the device.

4.4.4 Delete Work Code

Deletes the work code from the software.

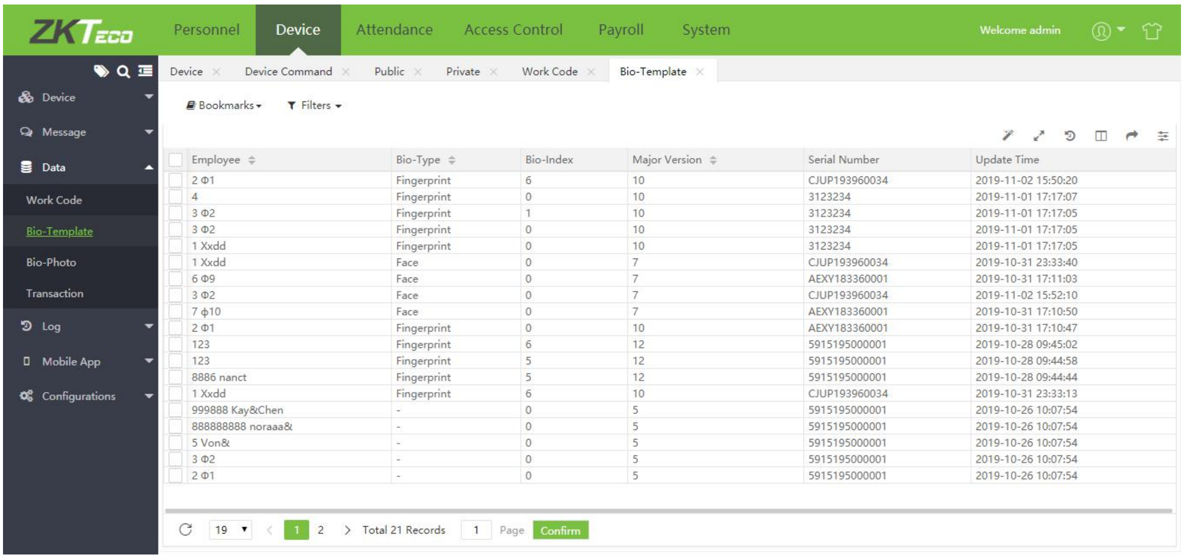
1. Select the work code and click **[Delete]**



2. Click **[Confirm]** to delete the work code.

4.5 Bio-Template

Displays detailed information about employees' biometric templates.

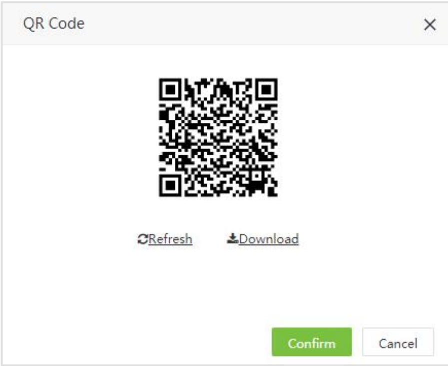


4.6 Bio-Photo

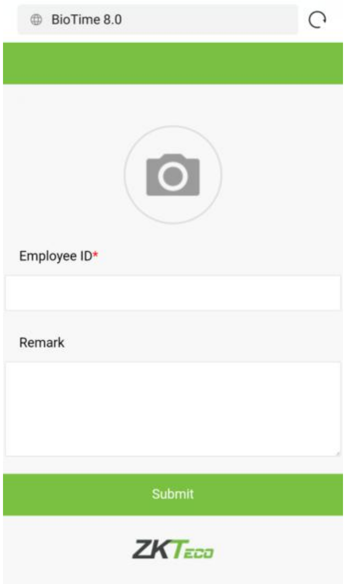
4.6.1 Register Bio-Photo

Registers the visible light comparison photos to verify on the visible light device.

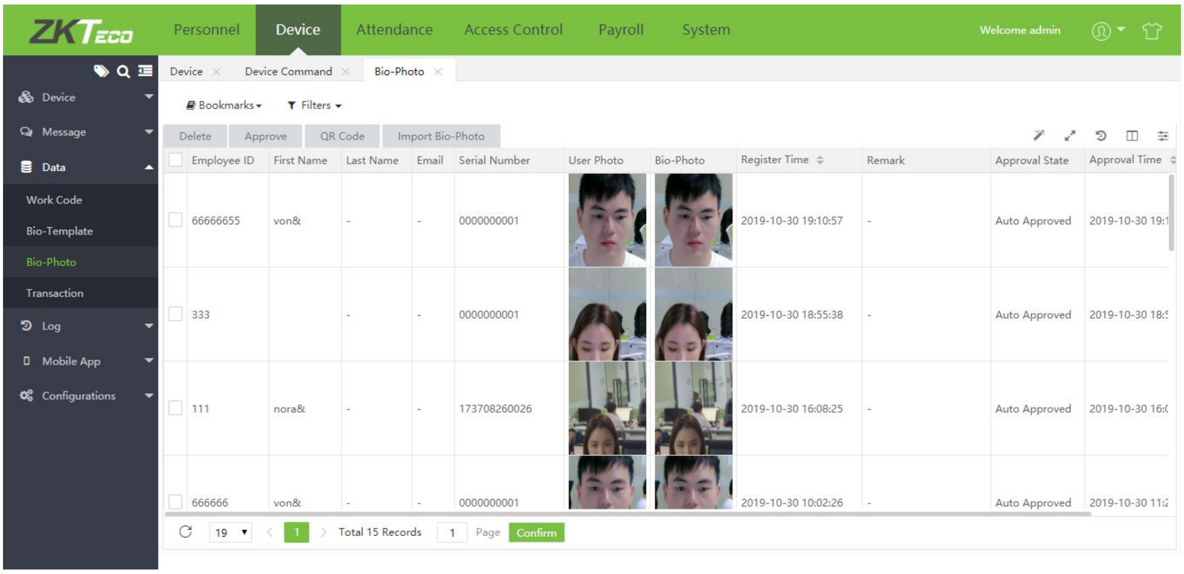
1. Select **[Device]** > **[Data]** > **[Bio-photo]** > **[QR Code]**.



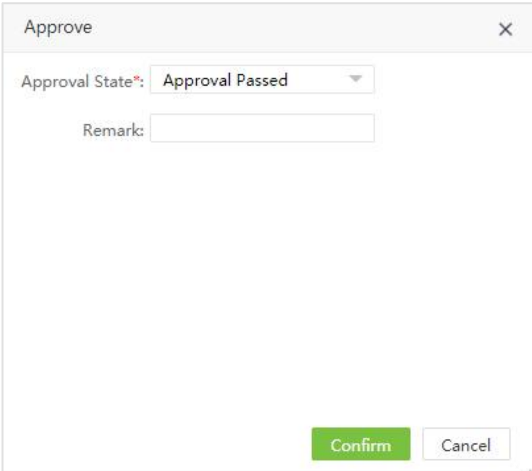
2. Scan the QR code and register the bio-photo of the user on the mobile phone (the user details must be saved in the software), the following interface will be displayed after scanning.



3. Take the photo, enter the employee's ID Number. First Name and Last Name are optional. Click **[Enroll]** to complete the registration.



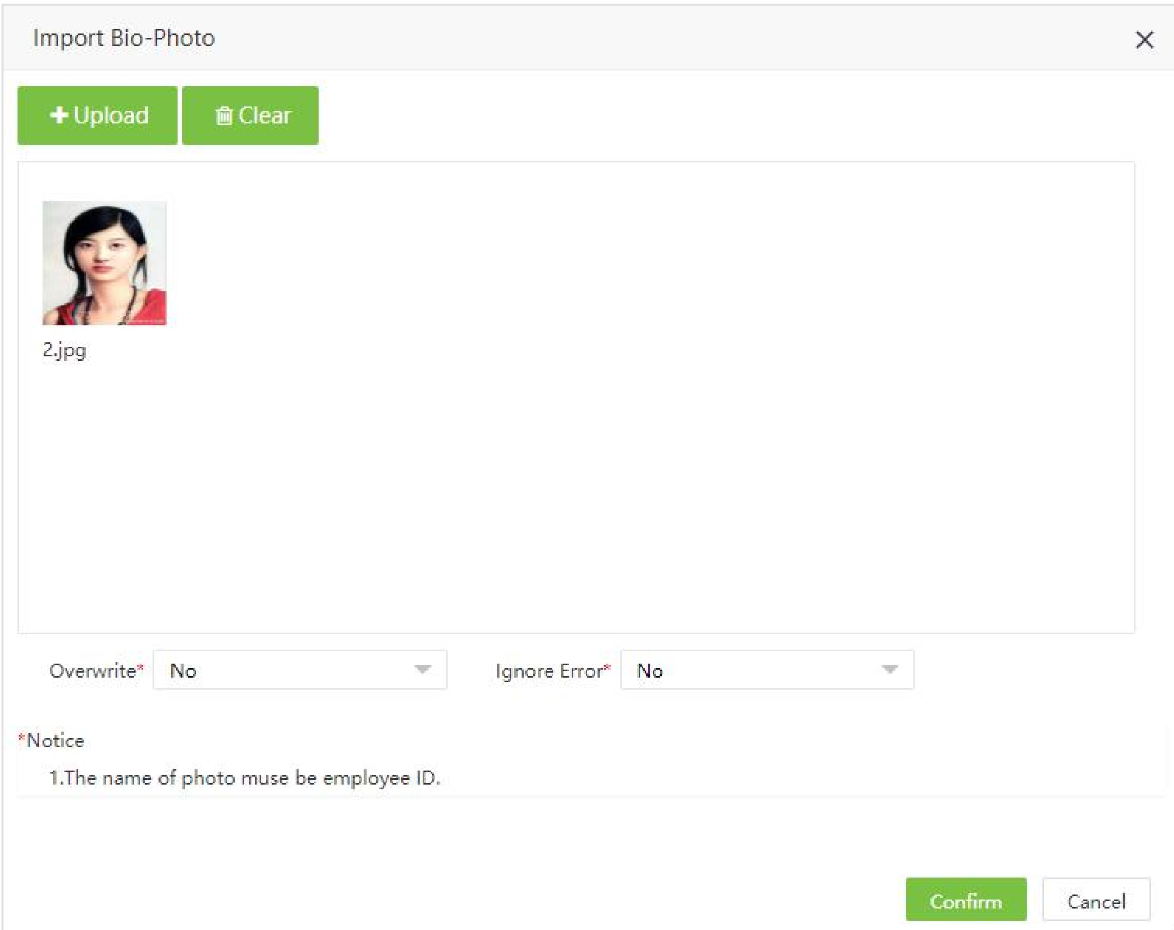
4. Click **[Approve]** to approve the bio-photo.



Select the Approve State and click **[Confirm]** to complete the approval process. After approval, the user can use the face to verify on the visible light device.

4.6.2 Import Bio-Photo

1. Select **[Device] > [Data] > [Bio-Photo] > [Import Bio-Photo]** to import the bio-photo.



2. Click **[Upload]** to select the photos in batch.

Overwrite: If it is Yes, then the existed bio photo will be overwritten.

Ignore Error: If it is set as Yes, then the software will automatically ignore the error that happened during the importation.

3. Click **[Confirm]** to complete the import process.

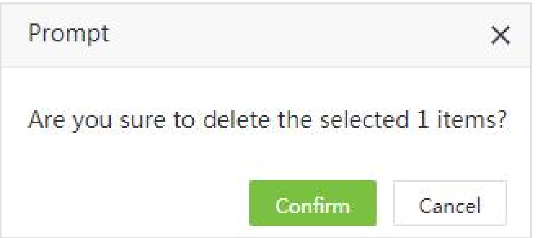
✍**Note:**

(1) The name of the photo must be the employee ID.

(2) The maximum size of the photo is 25Kb.

4.6.3 Delete Bio-Photo Application

Select the application(s) and click **[Delete]** on the upper left of the list or click  in the same row of the bio-photo to be deleted.



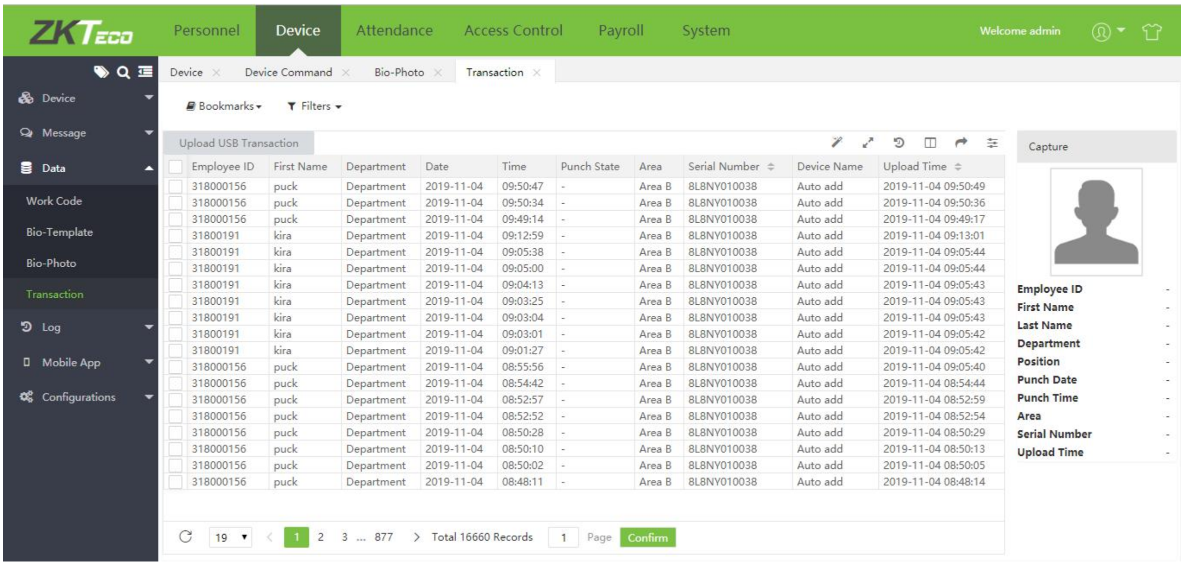
Click **[Confirm]** to delete the bio-photo.

4.7 Transaction

4.7.1 Transaction Table

The transaction table displays the attendance records of all employees, including the logs from the software and the devices.

Select **[Device]** > **[Data]** > **[Transaction]** to view the transaction table.



(1) Users can export the transaction table in .xls, PDF, CSV or .txt file formats based on the requirements. Please refer to 5. "Export" in Appendix 1 for detailed operation.

(2) Users can select the fields to be displayed in the transaction table based on requirements (the fields are displayed if the columns are checked).

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

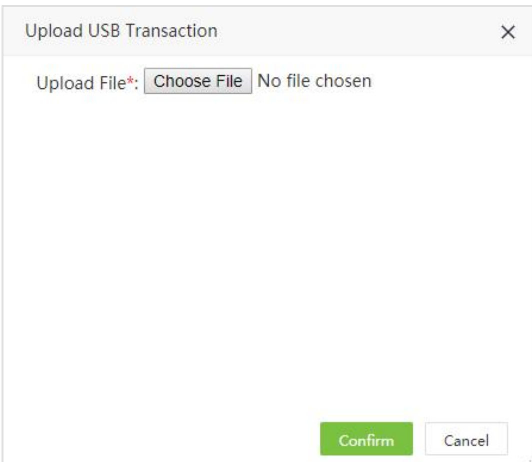
(4) Users can define the number of records to be displayed on each interface in the transaction table.

(5) Click any row of the attendance record and view the corresponding photo and employee's information on the right side.

4.7.2 Upload USB Transaction

You can import the attendance records to the software from the USB disk.

1. Click **[Upload USB Transaction]**

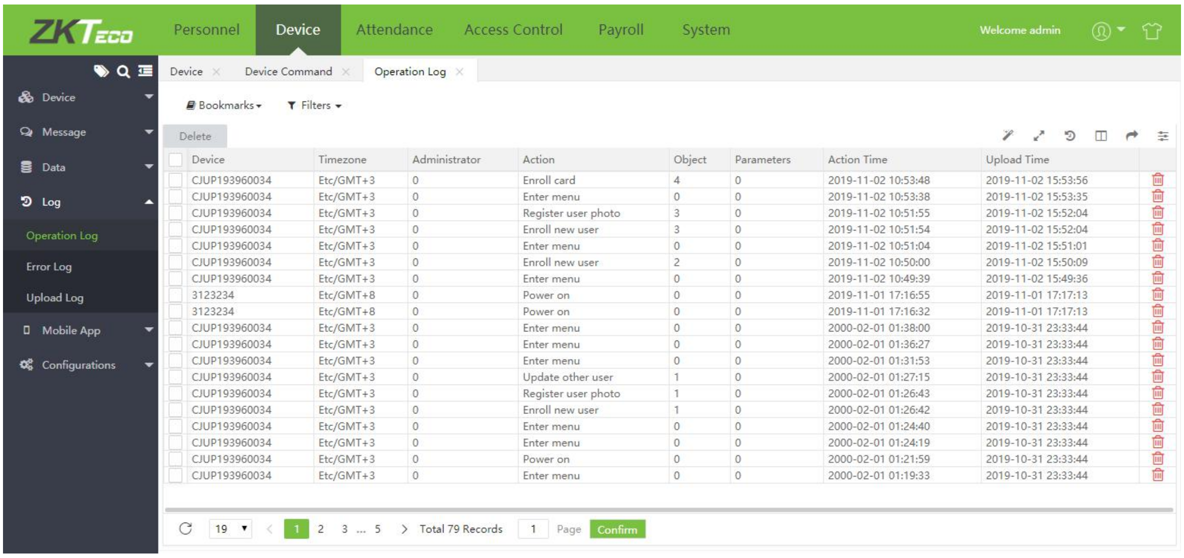


Upload File: Click **[Choose File]** and select the attendance record file to be uploaded.

2. Click **[Confirm]** to upload the attendance records to the software.

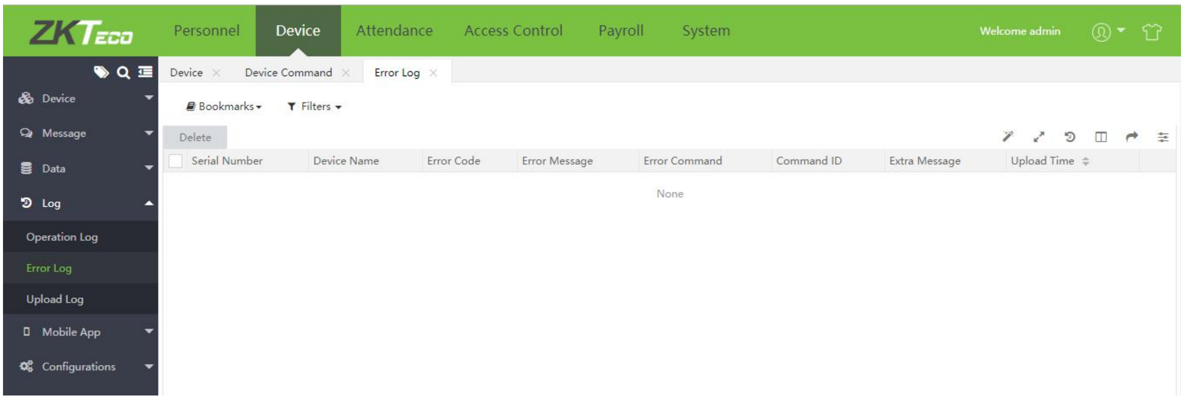
4.8 Device Log

Displays device operation logs i.e., what are the actions performed by the admin with time details.



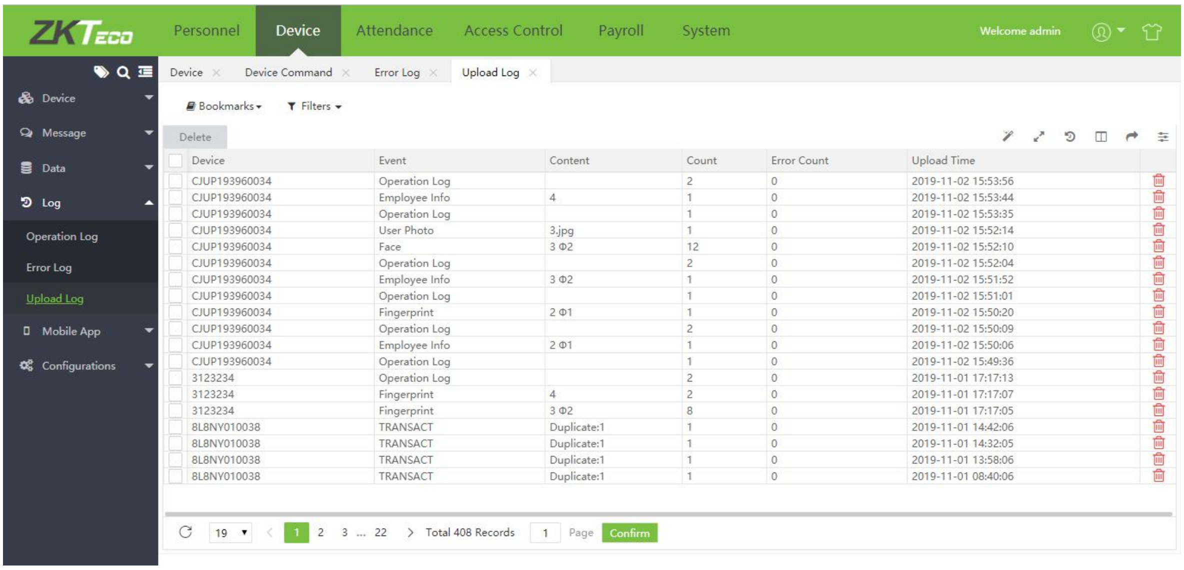
4.9 Error Log

Displays all error logs uploaded from the visible light devices.



4.10 Upload Log

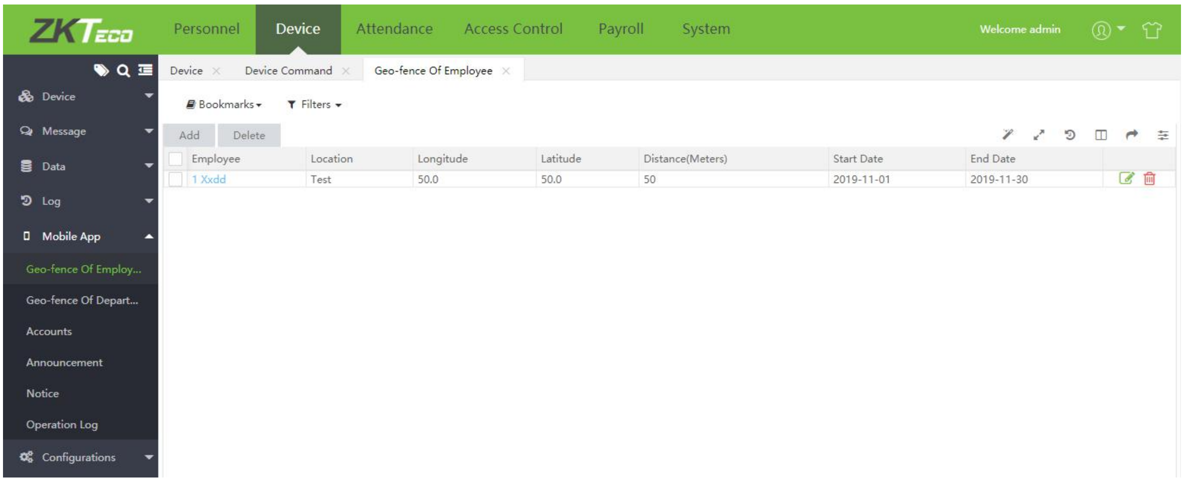
Displays the device operation log, content, and number of records uploaded by the corresponding device at a specific time.



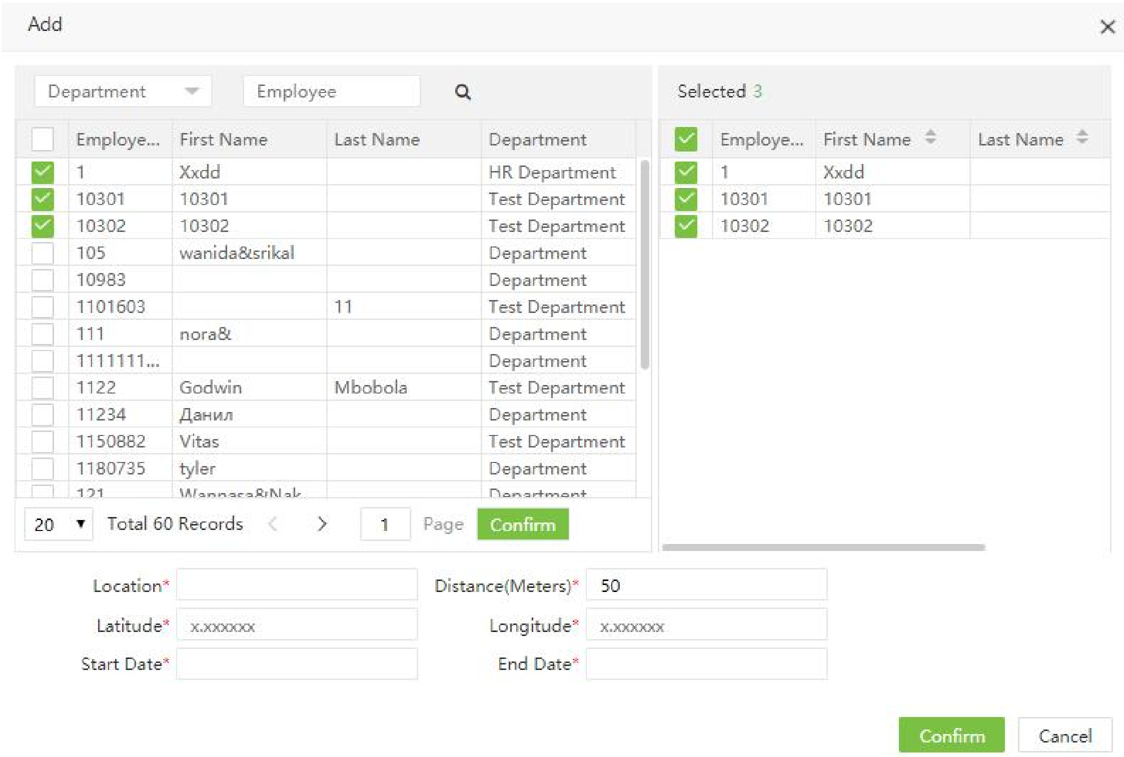
4.11 Mobile App

4.11.1 Geo-fence Of Employee

You can set the location range for employees while making the attendance punch on the Mobile APP.



1. Select **[Device] > [Mobile APP] > [Geo-fence Of Employee] > [Add].**



Enter the details as shown below:

Employee: Select the employee who needs to punch within the specified range.

Location: Enter the name of the location.

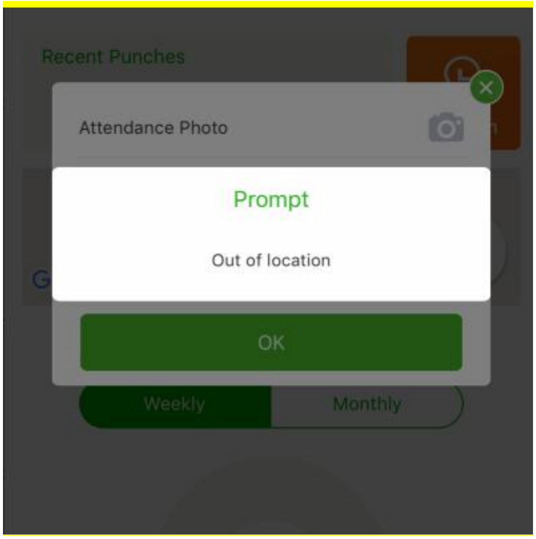
Distance: Set the range for the APP punches.

Longitude: Set the longitude of the location.

Latitude: Set the latitude of the location.

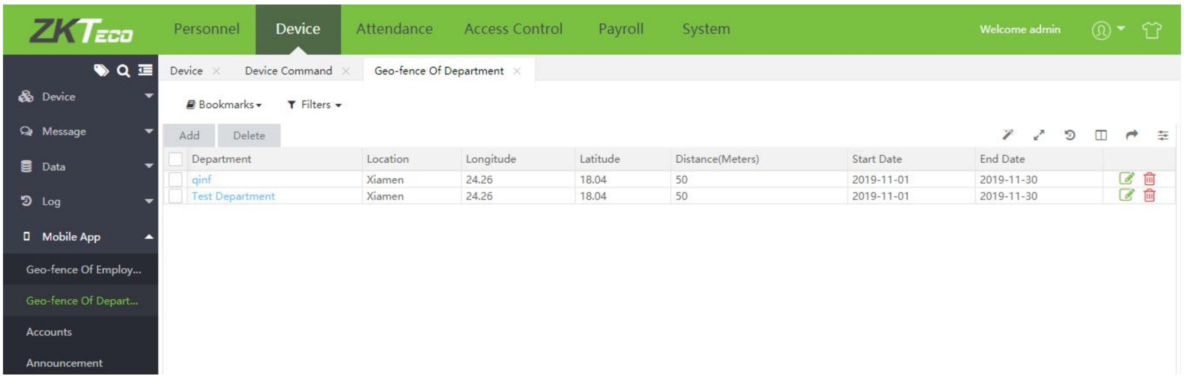
Start Date / End Date: Set the valid period for this attendance punch.

2. Click **[Confirm]** to save the details. When the employee punches out of range on APP, it will show the following prompt on the APP:

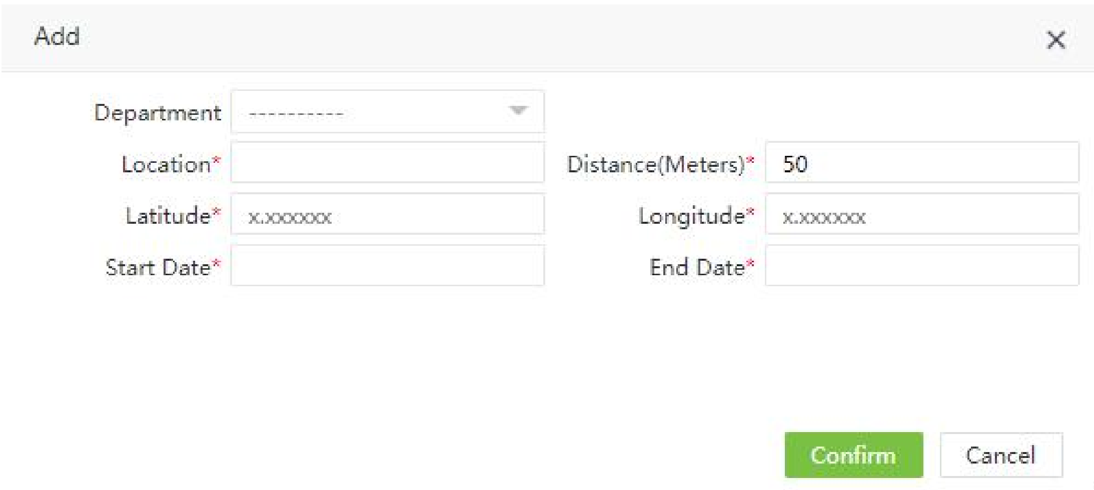


4.11.2 Geo-fence Of Department

You can set the location range for the Department, which means the employees from the specified Department should punch within the range while making attendance punch on Mobile APP.



1. Select **[Device] > [Mobile APP] > [Geo-fence Of Department] > [Add].**



Enter the details as shown below:

Department: Select the Department.

Location: Enter the name of the location.

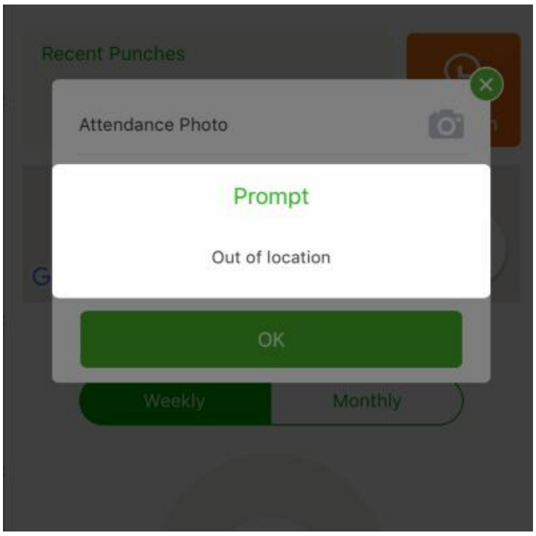
Distance: Enter the range for the APP punches(unit is meters).

Longitude: Set the longitude of the location.

Latitude: Set the latitude of the location.

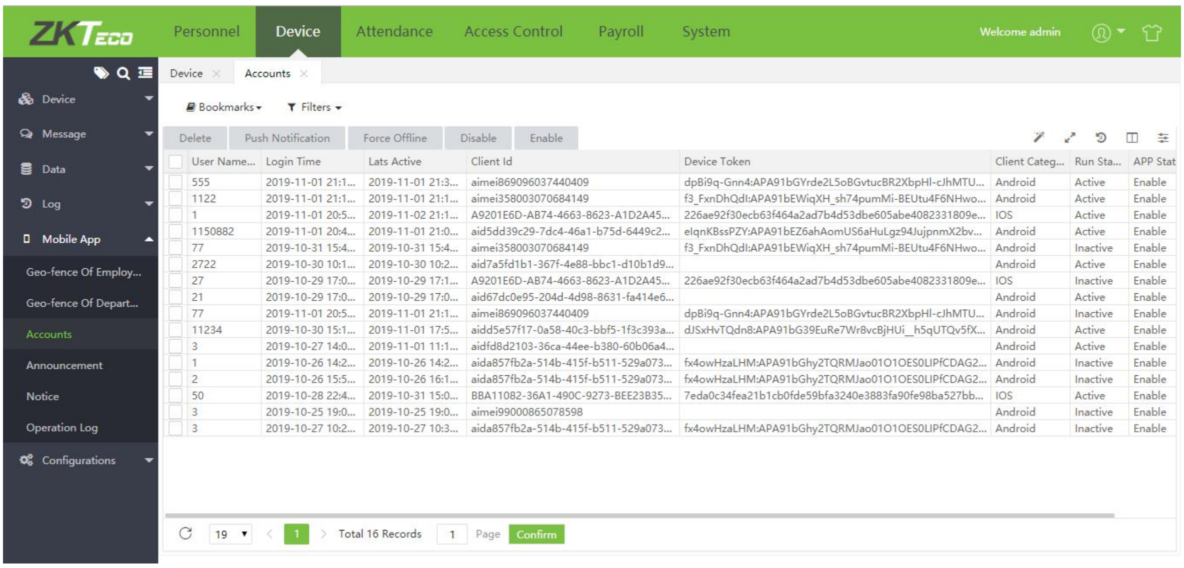
Start Date / End Date: Set a valid time period for this setting.

2. Click **[Confirm]** to save the details. While the employee belonging to the specified Department punches out of range on the APP, it will display the following prompt on APP:



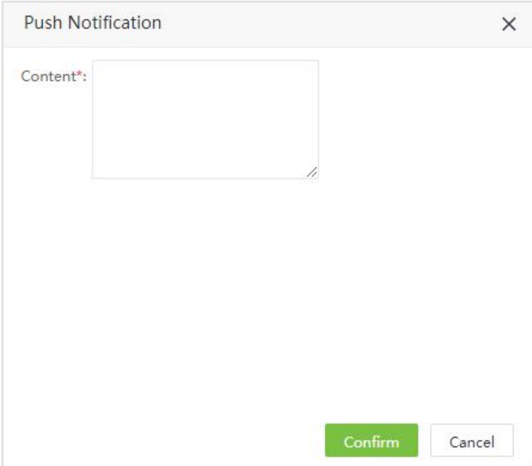
4.11.3 APP Account

Displays the Mobile APP accounts enabled by the employees. The employee can log into the APP by entering the employee ID and self-service login password. The interface displays the User name, Login time, Last active time, Client ID, Device token, Client category, Run status(whether the user is online or not), APP status(whether the APP is enabled or not).



➢ **Push Notification**

1. Select **[Device]** > **[Mobile APP]** > **[Account]** and select the corresponding account. Click **[Push Notification]**.



2. Enter the notification content. Click **[Confirm]** to send the push notification.

✍**Note:**

This feature is only used to test whether the notification can be successfully pushed to the mobile app or not. The content of the notification will not be displayed on the mobile app.

➢ **Force Offline**

If a user is active in multiple mobile phones, you can use Force Offline Function to make the other mobile apps inactive.

1. Select **[Device] > [Mobile APP] > [Account]** and select the corresponding account. Click **[Force Offline]**.

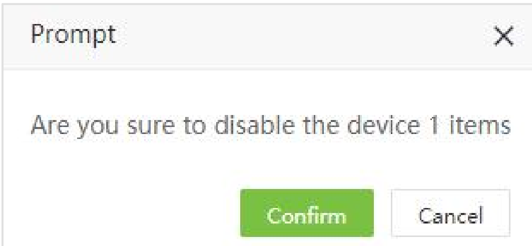
2. Click **[Confirm]**, to make the mobile app inactive.

✍**Note:**

Forced offline accounts can be still logged in with the Employee ID and self-login password.

➢ **Disable**

1. Select **[Device] > [Mobile APP] > [Account]** and select the corresponding account. Click **[Disable]**.



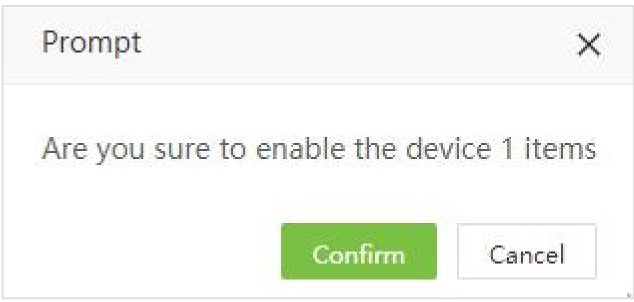
2. Click **[Confirm]** to disable the account.

✍**Note:**

A disabled account cannot be logged in unless the account is enabled.

➢ **Enable**

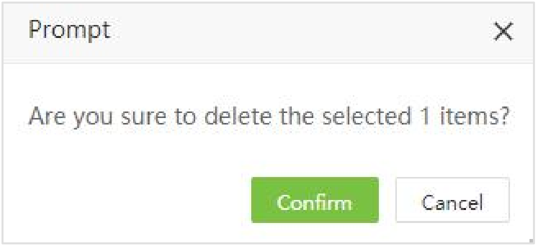
1. Select **[Device] > [Mobile APP] > [Account]** and select the corresponding account. Click **[Enable]**.



2. Click **[Confirm]** to enable the account.

➢ Delete Account

1. Select **[Device] > [Mobile APP] > [Account]** and select the corresponding account. Click **[Delete]**.



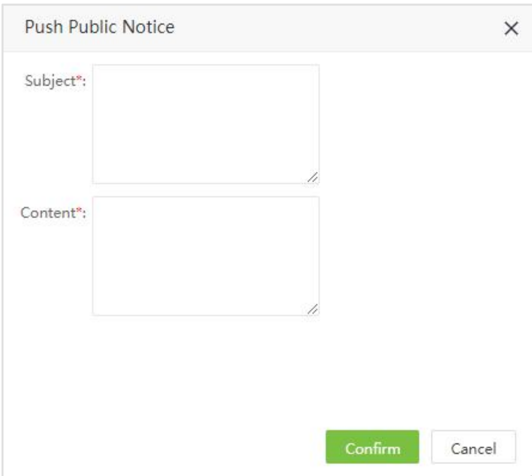
2. Click **[Confirm]** to delete the account.

4.11.4 Announcement

The software supports pushing announcements to the App.

➢ Push Public Notice

1. Select **[Device] > [Mobile APP] > [Announcement] > [Push Public Notice].**



Enter the details as shown below.

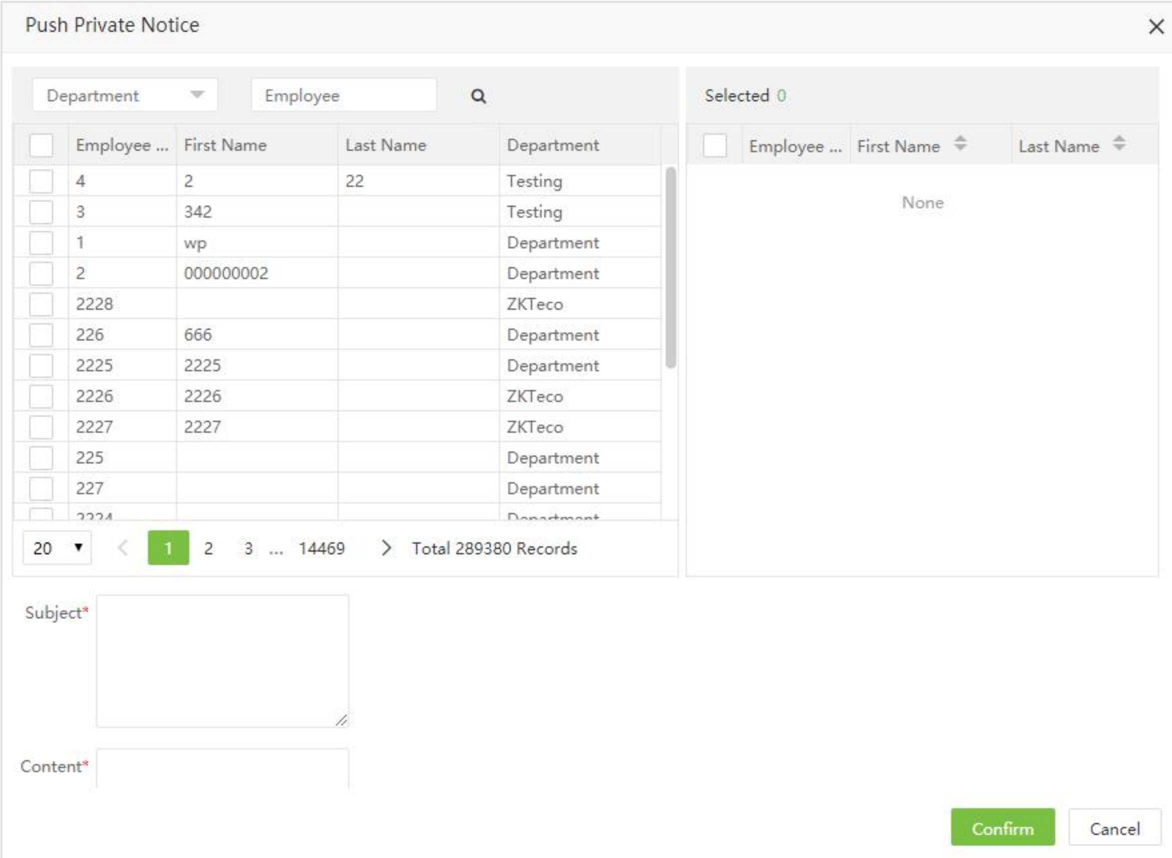
Subject: Enter the subject of the notice.

Content: Enter the content of the notice.

2. After entering the details, click **[Confirm]** to send the push notification to all mobile app users.

➢ Push Private Notice

1. Select **[Device] > [Mobile APP] > [Announcement] > [Push Private Notice].**

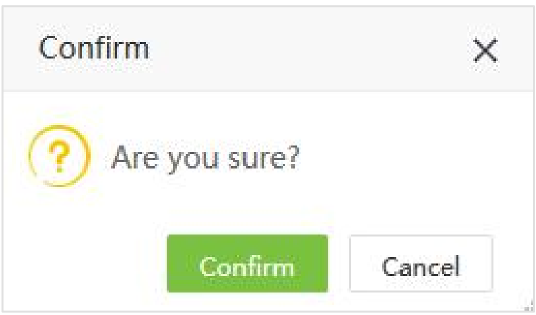


2. In the employee's list, select the employees in batches (You can filter by Department, Name and Employee ID).

3. Enter the notification subject and content, and click **[Confirm]**. The notification will be sent to the corresponding mobile client.

➢ **Delete Announcement**

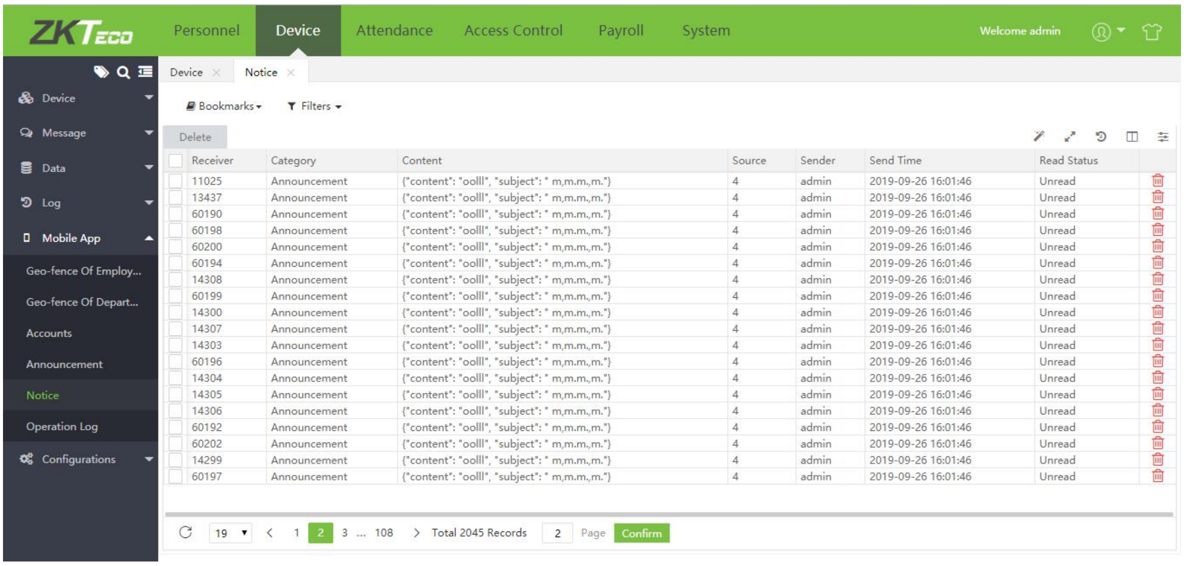
1. Select **[Device]** > **[Mobile APP]** > **[Announcement]** and select the announcement to be deleted. Then click **[Delete]** or icon in the announcement list.



2. Click **[Confirm]** to delete the selected announcement.

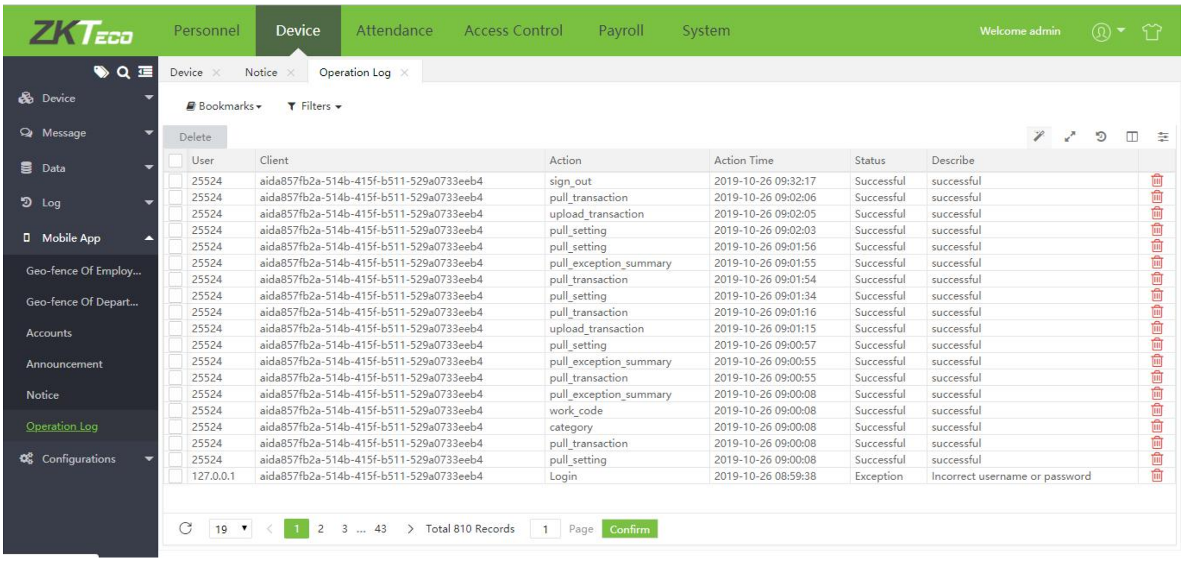
4.11.5 Notice

Displays all the announcements pushed to the APP(Approvals, Leave, Overtime, Manual log) and the reminder messages.

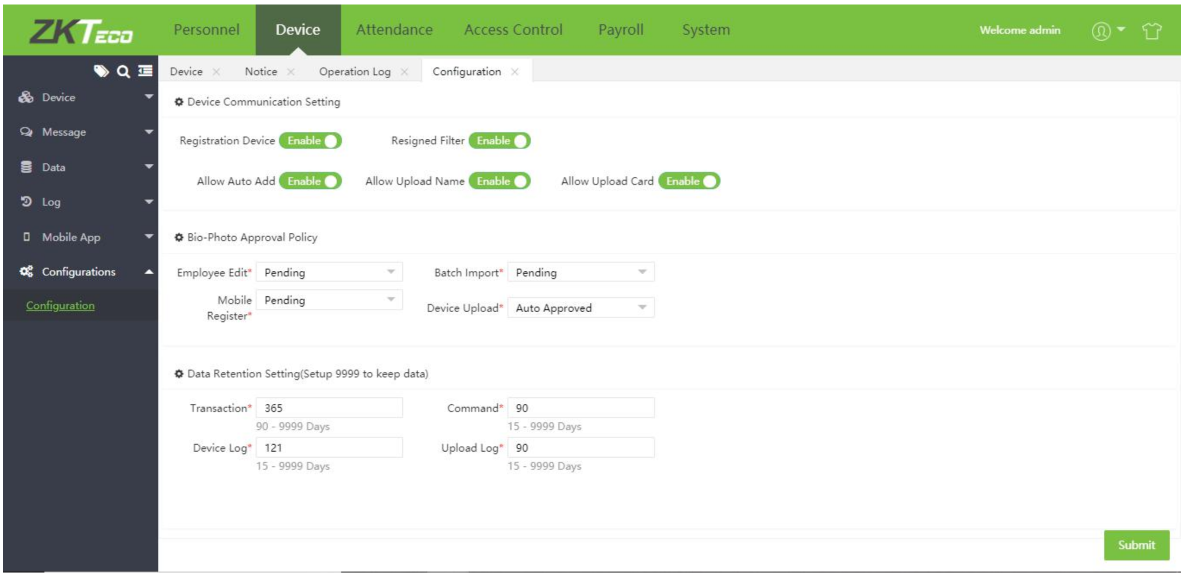


4.11.6 Operation Log

Displays the operation records of all the APP clients.



4.12 Configuration



➢ **Device Communication Setting**

1. Registration Device: Set whether the device works as a registration device or not.

2. Resigned Filter: Set whether to filter the resigned employees or not.

3. Auto Add: Set whether to allow to add a device automatically or not.

4. Name Upload: Set whether to allow to upload employee's names from the device.

5. Card Upload: Set whether to allow to upload the employee's card number from the device.

➢ **Bio-Photo Approval Policy**

Set the Bio-Photo approval policy. It can be **[Pending]** or **[Auto Approved]**. If it's set as **[Pending]**, then the Bio-Photo must be approved by the administrator.

➢ **Data Retention Setting**

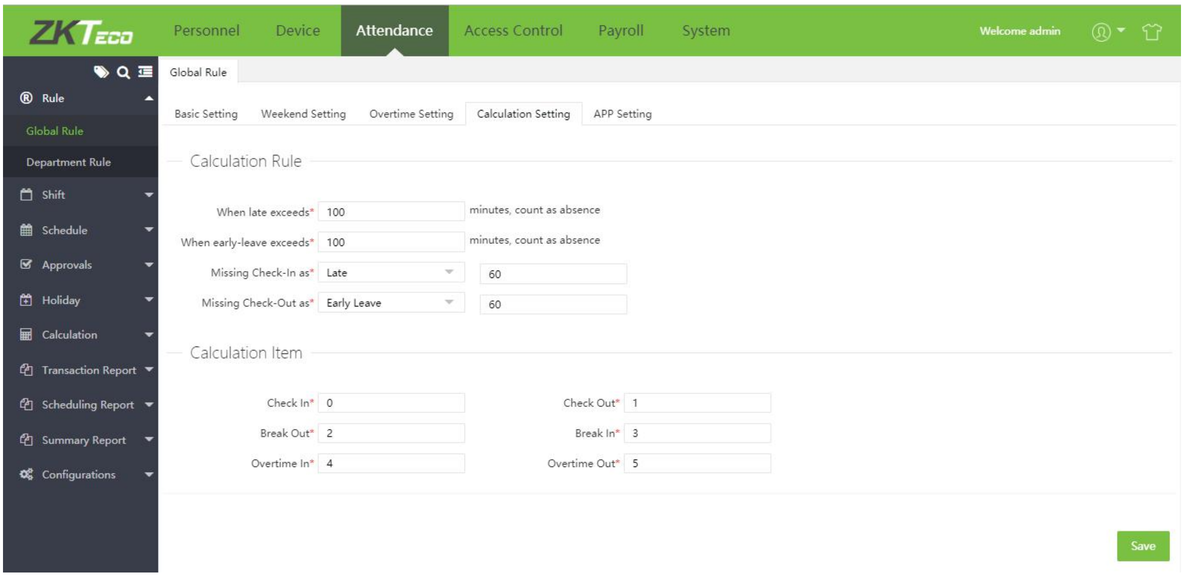
Set the retention days for data, including transactions, command, device log and upload log.

Chapter 5 Attendance Management

The system can exchange the data with the T&A devices and collect the attendance records. The primary functions implemented by the attendance system include User management, management of Attendance parameters, Shift timetables, Scheduling, Daily maintenance, Attendance calculation, Attendance reports, and Attendance devices.

5.1 Attendance Parameters

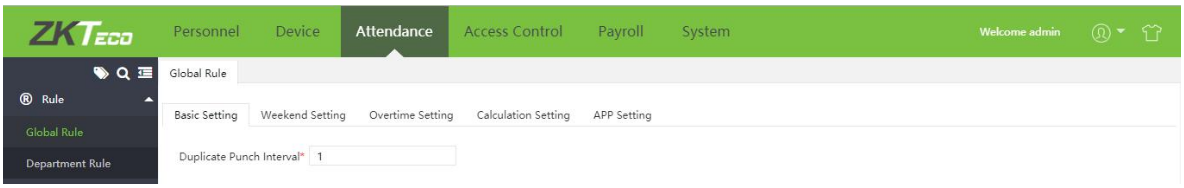
As the attendance system may vary from company to company, it is necessary to manually set the attendance parameters to ensure the accuracy of the final attendance calculation.



5.1.1 General Rule

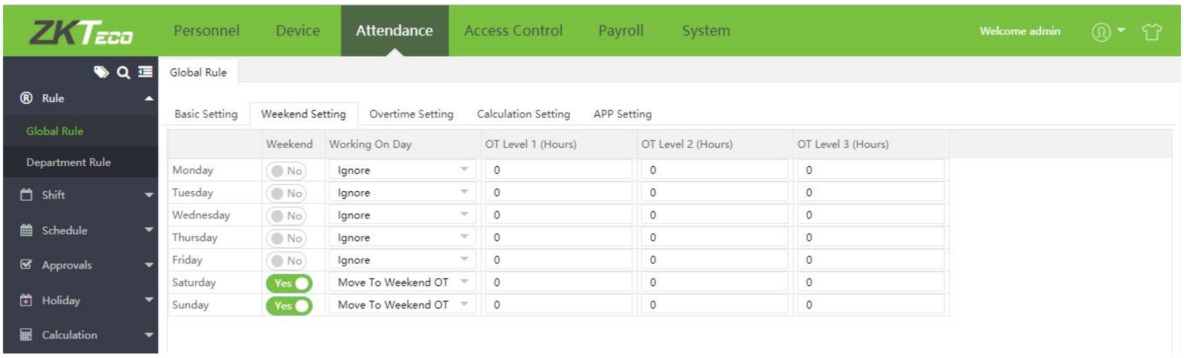
1. General rules apply to all the Departments. All the general attendance parameters can be set here.

➢ **Basic Setting**



Duplicate Punch Interval: Set the interval (in minutes) for duplicate punch. If it is set to 1 minute and the user tries to punch several times within a minute, the system will only accept the first punch.

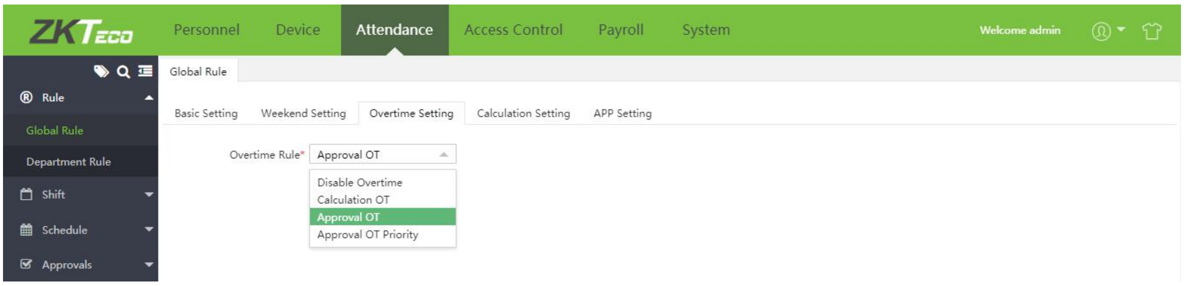
➢ Weekend Setting



Set the weekend. You can set “working on weekends” as Ignore, Normal Work, Normal OT, Weekend OT, and Holiday OT. Also, you can set the OT levels for the weekend.

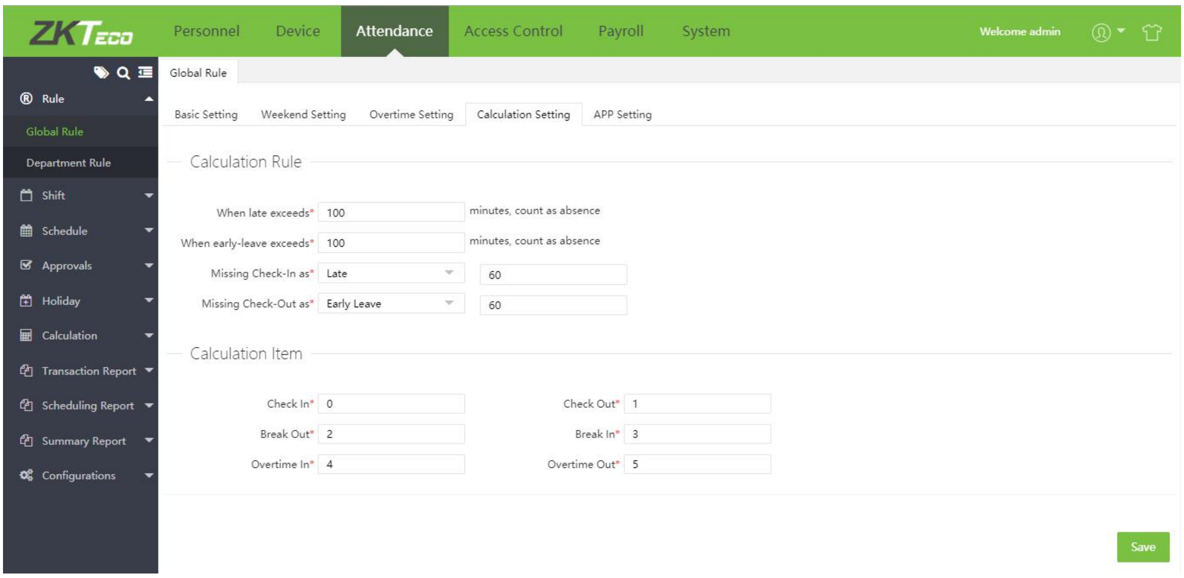
✍**Note:** The hours for OT Level should be set in a way such that OT Level 3 > OT Level 2 > OT Level 1.

➢ Overtime Setting



Overtime Rule: It can be set to "Disable Overtime" to disable the overtime function. "Calculation OT" calculates the overtime based on the attendance punch time, "Approval OT" calculates the overtime based on the overtime application, and "Approval OT Priority" preferentially calculates the overtime on the overtime application.

➢ Calculation Setting



➢ **Calculation Rule**

The check-in and check-out settings are valid only when mandatory check-in and check-out are enabled in the Shift timetable settings.

Late coming or early leaving exceeding by N minutes is counted as absence.

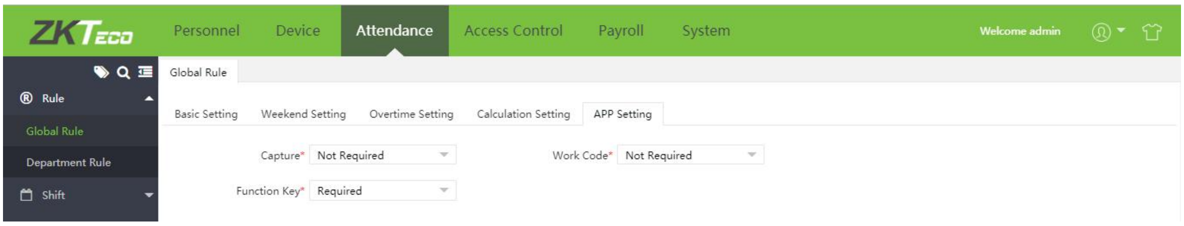
On-duty without check-in is counted as late arrival (absence/incomplete) for N minutes.

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

➢ **Calculation Item**

You can set the values corresponding to the attendance status.

➢ **App Setting**



Capture: Select whether the attendance photos must be uploaded or not.

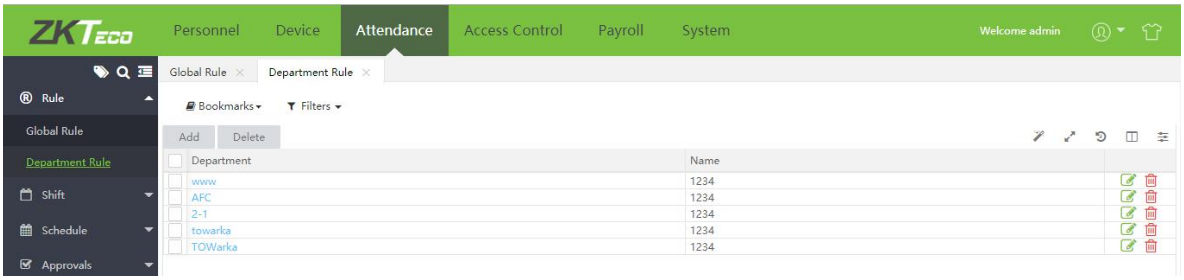
Work Code: Select whether the work code must be entered or not.

Function Key: Select whether attendance status must be selected or not.

2. Click **[Save]** to save the details.

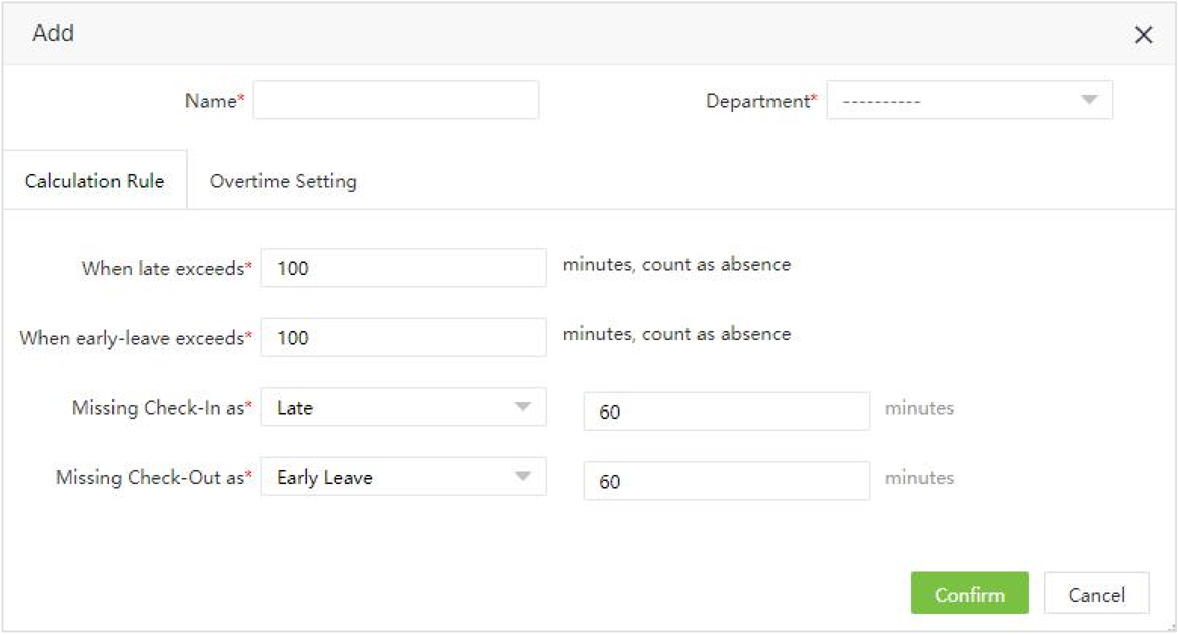
5.1.2 Department Rule

You can add rules for individual Departments.



➢ **Add New Department Rule**

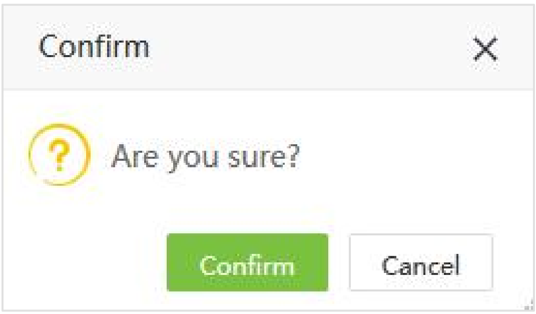
Select **[Attendance] > [Rule]> [Department Rule] > [Add]** to add rules for Departments.



For Calculation Rule and Overtime Settings, please refer the Global Rule Settings.

➢ **Delete Department Rule**

Select the Department and click **[Delete]** or click  in the same row of the Department rule to be deleted.



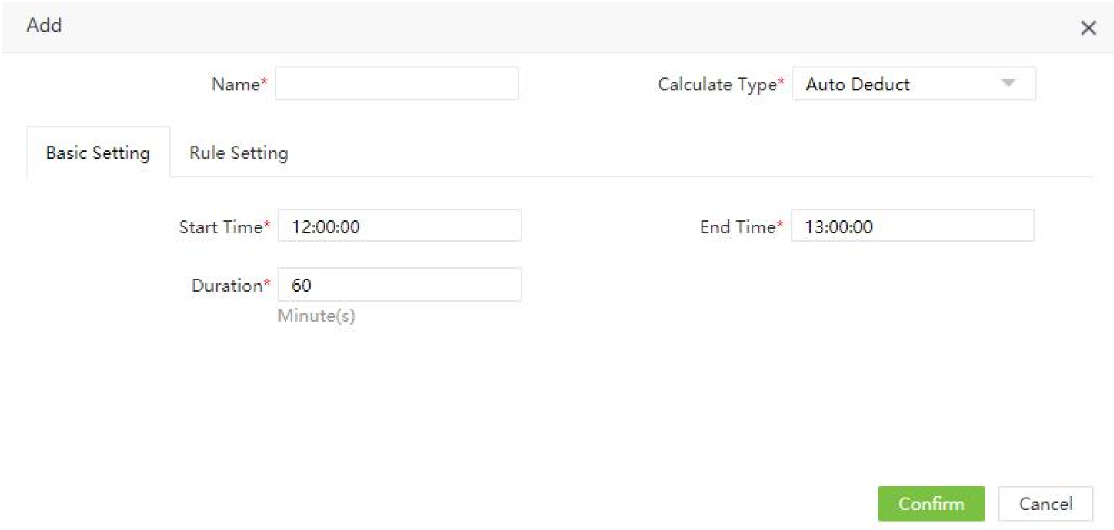
Click **[Confirm]** to delete the department rule.

5.2 Break Time

While configuring the shift timetable, break time can be selected. More than one break time can be added to one shift timetable.

5.2.1 Add a Break Time

1. Select **[Attendance] > [Shift] > [Break Time] > [Add]** to add a break time.



Enter the details as shown below:

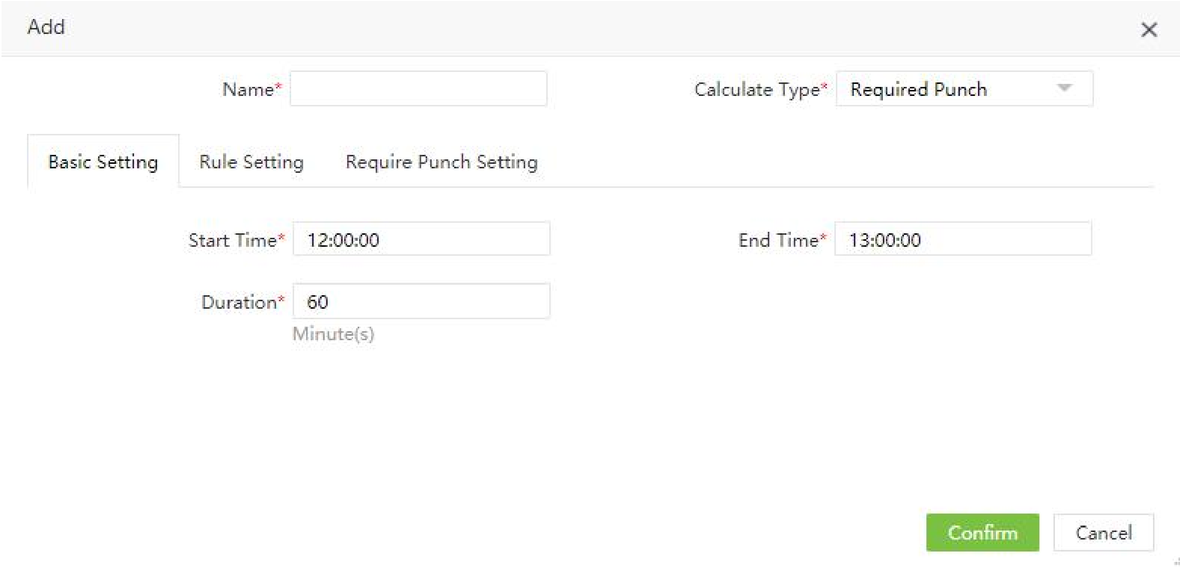
Name: Enter the Breaktime name maximum of 50 characters.

Calculate Type: Calculation types for break time are given below:

- **Auto deduct:** Whether the user punches or not, the break time will be the allowable break time in the calculation of attendance.
- **Required Punch:** You must punch during the break time. When staff doesn't punch, Start time/End time will be taken as the start/end time of the break time in the attendance calculation.

For example: If the time range for an attendance punch during the break time is 12:00 to 14:00, the break time is allowed to be 60mins. If A does not punch in during the break time, and B punches at 13:00, then A's break time is 120min, and B's break time is 60min.

2. When the Calculation Type is Required Punch, early return and late return should be considered as shown in the figure below:



➢ Basic Setting

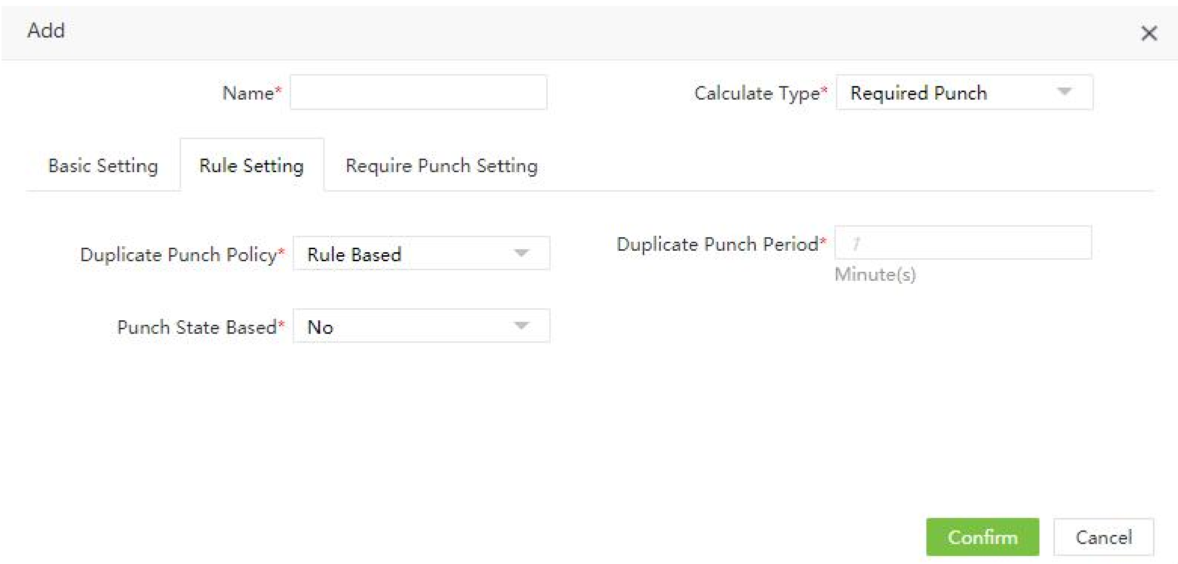
Start Time: Set the start time of the break time. Time Settings are shown in [“3. Time Selection”](#)in Appendix 1.

End Time: Set the end time of the break time.

When the punches are out of the range, then they are invalid.

Duration: The time allotted for break time.

➢ Rule Setting

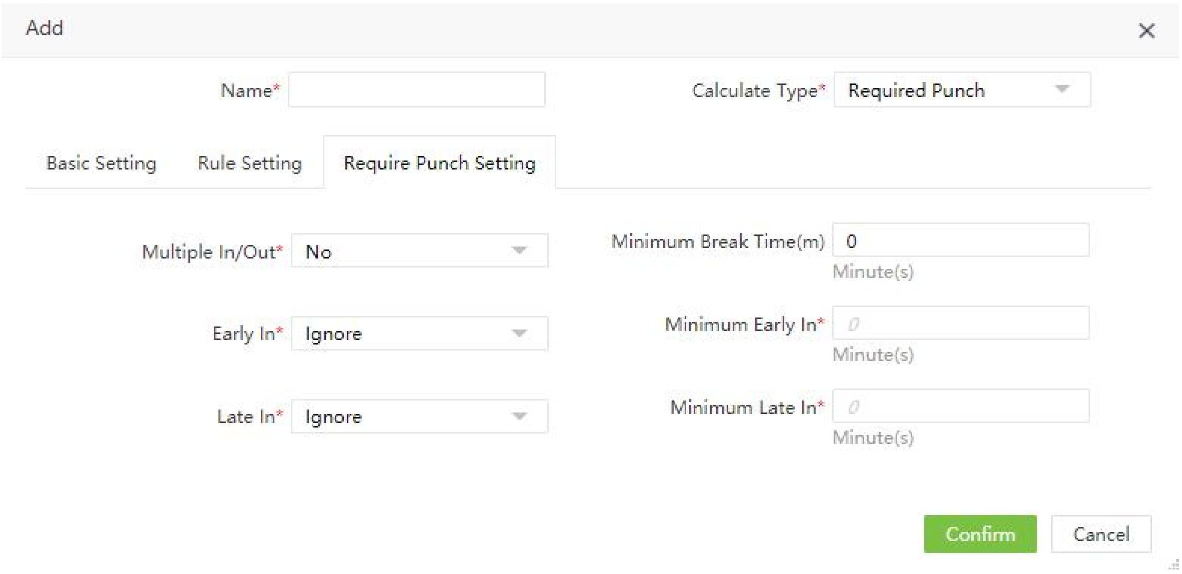


Duplicate Punch Policy: The time interval of punch can be set as “Rule Based” or “User Defined”. When the users customize it, they need to set the Effective Interval.

Duplicate Punch Period: Set the duplicate punch period.

Punch State Based: Select whether to use the function key or not. When "Punch State Based" is selected, the attendance will be calculated according to the punch status. When "Any" is selected, the attendance status will be automatically corrected while calculating the attendance.

➢ **Require Punch Setting**



Multiple In/Out: Multiple in/out function. When Multiple in/out is selected as Yes, the users can break-out and break in multiple times. In the calculation of attendance, the time of breaking in in each period minus the time of breaking out is taken as the attendance time in that period. In the attendance detail report of the day, the break-out of the first period shall be taken as the break-out of the day, and the break-in of the last period shall be taken as the break-in of the day.

Minimum Break Time(m): Set the minimum minute of break time.

Early In: Select whether to calculate the time of early-in or not.

Ignore: Do not calculate the time of early-in.

Move To Normal Work/Normal OT/Weekend OT/Holiday OT: When the time of early-in (the difference between the time you punch for break time-in and the end time of the break time) is not less than the minimum early-in, then the time of Normal Work/Normal OT/Weekend OT/Holiday OT is the time of early-in.

Minimum Early-In: Set the minimum time for early-in to calculate the time of Normal Work/Normal OT/Weekend OT/Holiday OT.

Late In: Select whether to calculate late in or not.

Ignore: Do not calculate the time of late in.

Move To Late/Early Out/Absence: When the time of late in (the difference between the time you break-in and the end time of the break time) is not less than Minimum Late In, then the time as Late/Early Out/Absence.

Minimum Late-In: Set the minimum late in to calculate the time of Late/Early Out/Absence.

5.2.2 Edit a Break Time

1. Click the break time or icon in the same row of the break time to be edited.

2. After the modifications, click **[Confirm]** to save the details.

5.2.3 Delete a Break Time

1. Select the corresponding break time, click **[Delete]** at the top left of the break time list or click the icon in the same row of the break time to be deleted.

2. Click **[Confirm]** to delete the break time.

5.3 Timetable

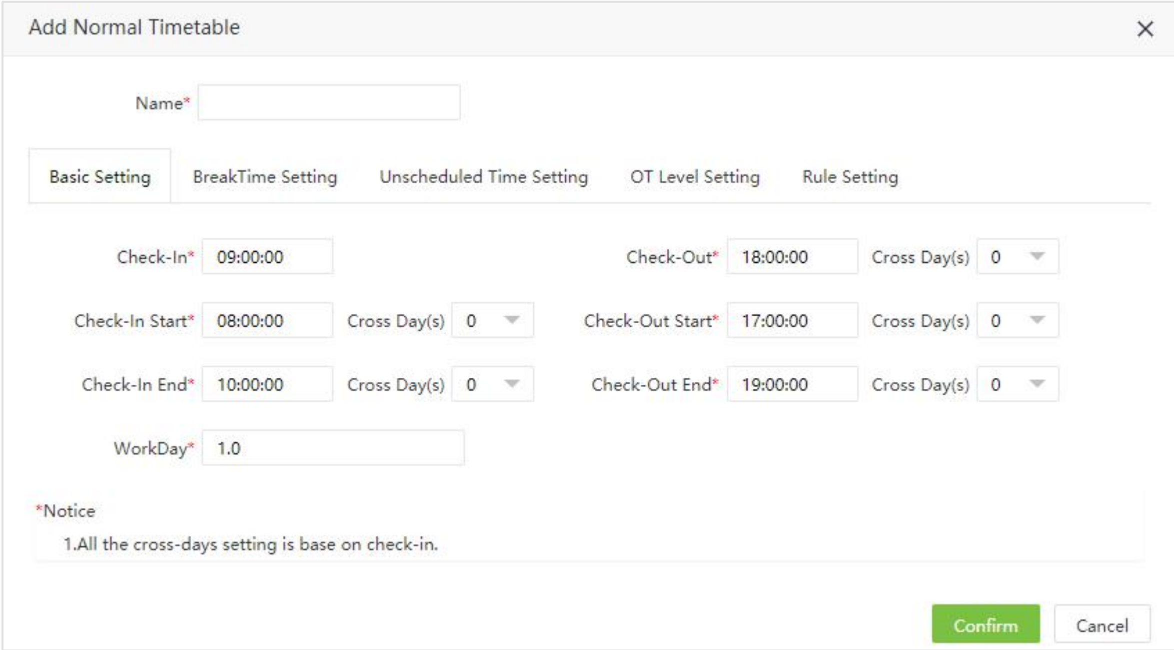
Set the time periods which are used during the attendance calculation and to set various attendance parameters. The timetable is the minimum unit in the attendance time settings. For example, these settings include work start/end time, allowed late arrival/early leaving duration, whether check-in/check-out is mandatory, allowed time period for check-in/out, break time, and overtime.

Before scheduling the shift, you must set all shift timetables possibly used. Otherwise, the shift is considered invalid.

5.3.1 Add a Timetable

➢ **Add a New Normal Timetable**

1. Select **[Attendance] > [Shift] > [Timetable] > [Add Normal Timetable]** to add a normal timetable.



Set the parameters as shown below:

➢ **Basic Setting**

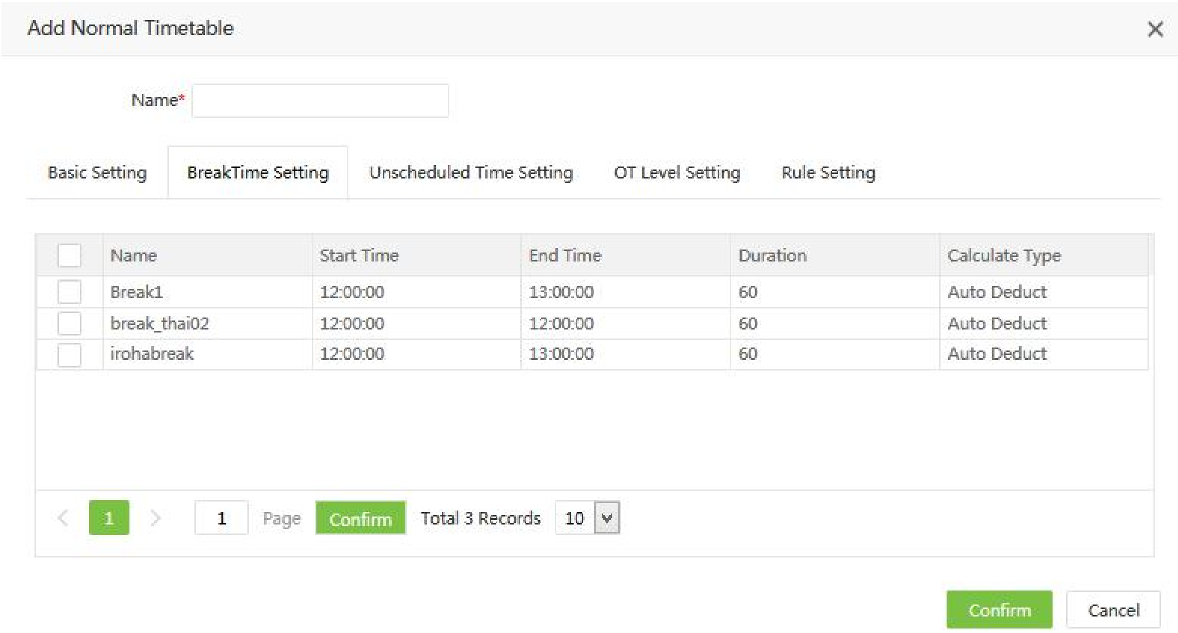
Name: Enter the name of the timetable maximum of 50 characters.

Check-In Start Time/ End Time, Check-Out Start Time/ End Time: Enter the valid range for checking in/out. Check-in/out records out of this time range are invalid. Set the cross days maximum of 3 days.

Check-In/Check-Out: Set the check-in time and check-out time. Set the cross days maximum of 3 days.

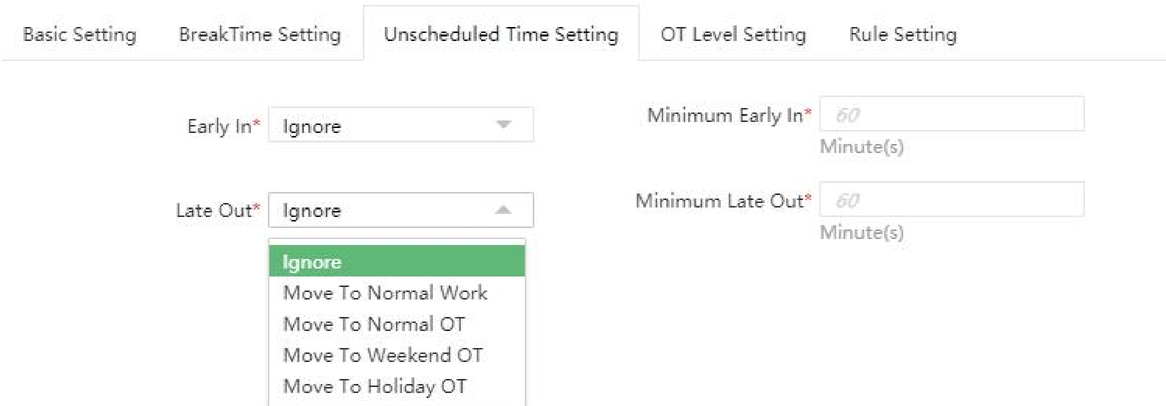
Workday: It refers to how many workdays will be calculated for each shift. If the value is set, the workday will be calculated according to the preset value. Otherwise, the workday will be calculated according to settings in the attendance rules.

➢ **BreakTime Setting**



Break Time: Add a break time to the timetable. Multiple break times can be added within a timetable, but the break time must be within the timetabled time range. (see 5.2.1 Add a Break Time to set break time)

➢ **Unscheduled Time Setting**



Early In: Whether to calculate the time of early-in.

Ignore: Do not calculate the time of early-in.

Move To Normal Work/Normal OT/Weekend OT/Holiday OT: When the time of early-in (the difference between the time you check-in and the start time of the timetable) is not less than the minimum early-in, then the time of Normal Work/Normal OT/Weekend OT/Holiday OT is the time of early-in.

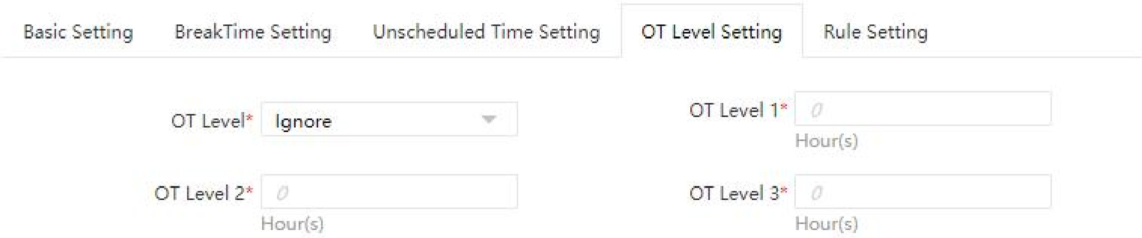
Minimum Early-In: Set the minimum early-in time.

Late Out: Select whether to calculate the time of late out. **Ignore:** Do not calculate the time of late out.

Move To Normal Work/Normal OT/Weekend OT/Holiday OT: When the time of late out (the difference between the time you check-out and the end time of the timetable) is not less than the minimum Late Out, then the time of Normal Work/Normal OT/Weekend OT/Holiday OT is the time of late out.

Minimum Late Out: Set the minimum late out time.

➢ **OT Level Setting**



OT Level: Set the OT level rule. **Ignore:** Overtime will not be calculated for the corresponding OT level.

Depend On Work Time: Calculates the overtime of the corresponding OT Level based on the work time.

Depend On OT: Calculates the overtime of the corresponding OT level based on the calculation or approval overtime.

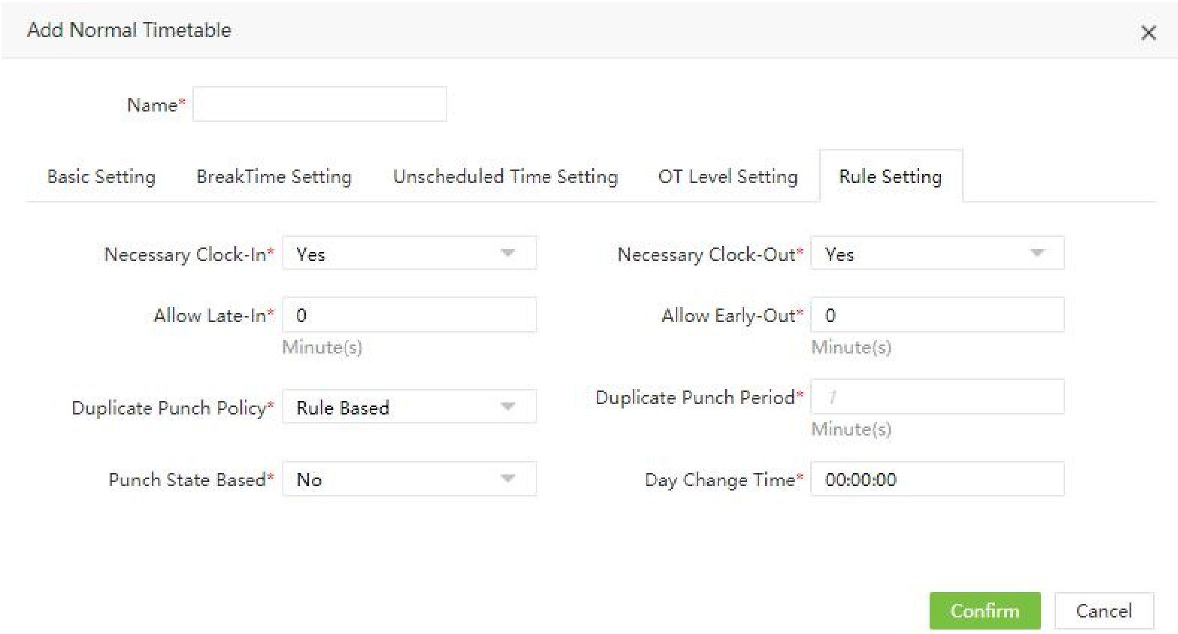
OT Level 1/OT Level 2/OT Level 3: Set OT levels 1, 2 and 3 to different lengths of overtime (calculation or approval over time).

Method of Overtime Level Calculation:

Assume that the values of T1 to T3 are the hours of OT Level1 to 3. T represents the work time or overtime(calculation or approval over time).

- If an employee's daily work time or overtime (calculation or approval overtime) is greater than Time 1 but less than Time 2; then the overtime at OT Level 1 is the daily work time minus Time 1.
- If an employee's daily work time or overtime (calculation or approval overtime) is greater than Time 2 but less than Time 3; then the overtime at OT Level 1 is the Time 2 minus Time 1; the overtime at OT Level 2 is the daily work time minus Time 2.
- If an employee's daily work time or overtime (calculation or approval overtime) is greater than Time 3; then the overtime at OT Level 1 is the Time 2 minus Time 1; then overtime at OT Level 2 is Time 3 minus Time 2; the overtime of OT Level 3 is the daily work time minus Time 3.
- The following example is used to explain how overtime is calculated by using the values which are specified in the preceding figure. Suppose an employee's work time is 8 hours, OT Level 1 is set to 9 hours, OT Level 2 is set to 11 hours, OT Level 3 is set to 14 hours.
- If the employee works 9 hours a day, he/she has 1-hour overtime (9 minus 8) at OT Level 1.
- If the employee works 12 hours a day, he/she has a total of 4-hours overtime, 3-hours overtime (11 minuses 8) at OT Level 1 and 1-hour overtime (12-11) at OT Level 2.
- If the employee works 15 hours a day, he/she has a total of 7-hours overtime, 3-hours overtime (11 minuses 8) at OT Level 1, 3-hours overtime (14-11) at OT Level 2, and 1-hour overtime (15-14) at OT Level 3.

➢ **Rule Setting**



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

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

For example, if the allowed late minutes is set to 5 minutes and check-in time is set to 9:00; Employee A checked in at 9:03 and Employee B checked in at 9:06. We can conclude that Employee A is not late as the interval between check-in time and check-in start time is less than 5 minutes and Employee B is late for 6 minutes as the interval between check-in time and check-in start time exceeds 5 minutes.

Duplicate Punch Policy: The time interval of punch can be set as "Rule Based" or "User Defined". When the users customize it, they need to set the Effective Interval.

Duplicate Punch Period: Set the duplicate punch period.

Punch State Based: Select whether to use the function key or not. When "Punch State Based" is selected, the attendance will be calculated according to the punch status. When "Any" is selected, the attendance status will be automatically corrected while calculating the attendance.

For example, the work time is 9:00-18:00, and the time range for attendance punch is 8:00-10:00,17:00-19:00 respectively. An employee checks in at 9:00 and checks out at18:00. When "Based on Punch State" is enabled, there is only one valid check-in at 9:00 for attendance calculation, and when Base on Punch State is disabled, there are two valid records, check-in at 9:00 and check out at18:00 for attendance calculation.

Day Change Time: Set the time at which timetable for dividing the punch record belongs.

2. Click **[Confirm]** to save the settings.

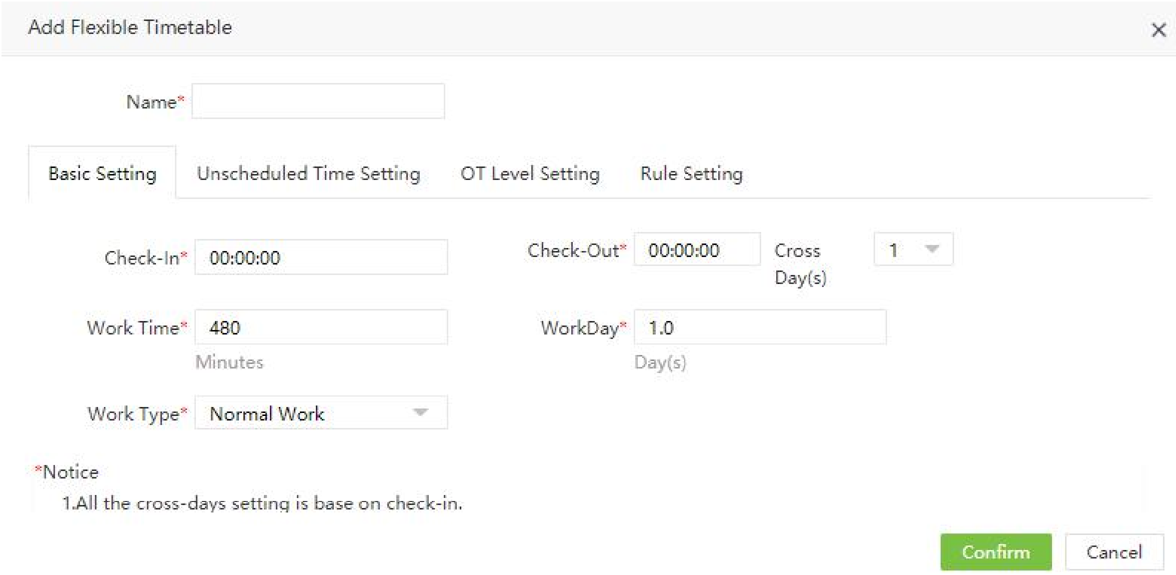
✍**Note:**

(1) There can be no timetable with the same start time and end time.

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

5.3.2 Add a Flexible Timetable

1. Select **[Attendance] > [Shift] > [Timetable] > [Add Flexible Timetable].**



Enter the details as shown below:

Name: Enter the name of the flexible timetable maximum of 50 characters.

➢ **Basic Setting**

Check-In: Set the check-in time for the flexible timetable.

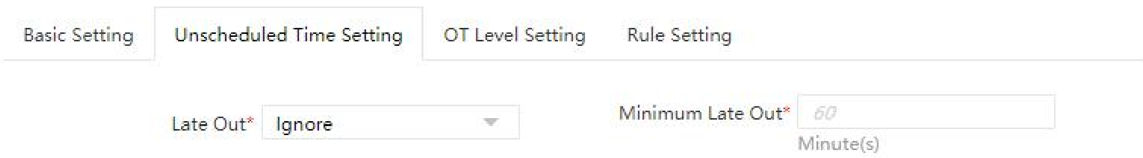
Check-Out: Set the check-out time for the flexible timetable. The cross days maximum is 3 days for check-out time.

Work Time: Enter custom working hours.

Work Type: Define the flexible timetable for different types of work such as normal work, day off and weekend.

Workday: It refers to how many workdays are calculated for each shift.

➢ **Unscheduled Time Setting**



Late Out: Select whether to calculate the time of late out or not.

Ignore: Do not calculate the time of late out.

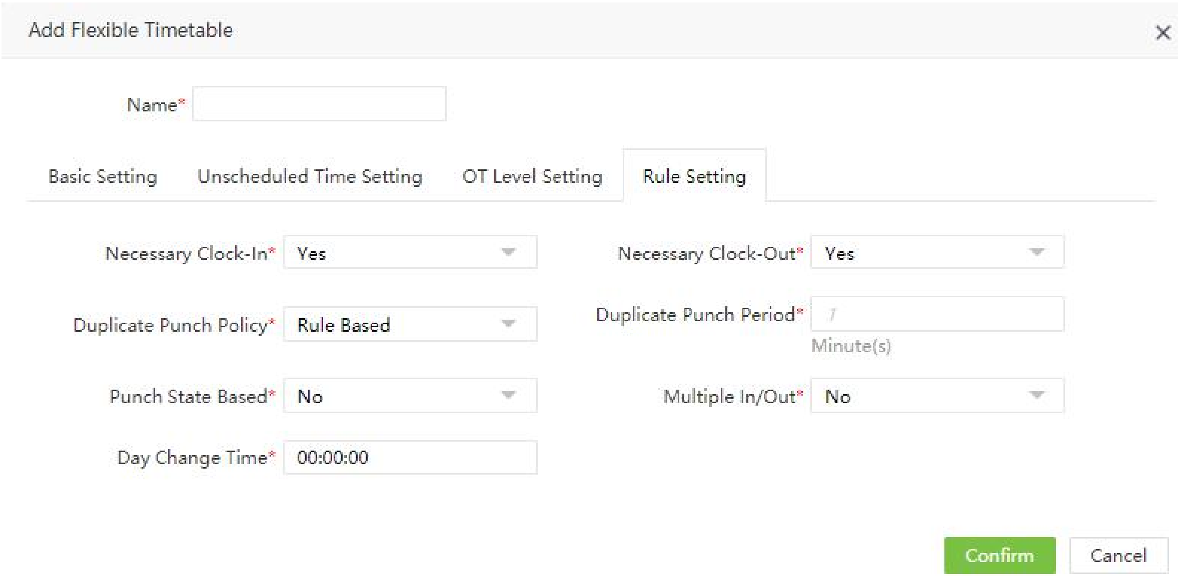
Move To Normal Work/Normal OT/Weekend OT/Holiday OT: When the time of late out (the difference between the time you check out and the end time of the timetable) is not less than the minimum Late Out, then the time of Normal Work/Normal OT/Weekend OT/Holiday OT is the time of late out.

Minimum Late Out: Set the minimum late out time.

➢ **OT Level Setting**

Refer to “OT Level Setting” on “Add Normal Timetable”.

➢ **Rule Setting**



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

Duplicate Punch Policy: Can be set to “Rule Based” or “User Defined”.

Duplicate Punch Period: Set the duplicate punch period.

Punch State Based: Select whether to use the function keys or not.

Multiple In/Out: Multiple in/out function. When Multiple in/out is selected as Yes, the users can check-in and check out multiple times. In the calculation of attendance, the time of checking out in each period minus the time of checking in is taken as the attendance time in that period. In the attendance detail report of the day, the check-in of the first period shall be taken as the check-in of the day, and the check-out of the last period shall be taken as the check-out of the day.

Day Change Time: Set the time at which timetable for dividing the punch record belongs.

2. Click **[Confirm]** to save the settings.

5.3.3 Edit a Timetable

1. Click the Timetable Name or  icon in the same row of the timetable to be edited.

2. Click **[Confirm]** after making the necessary modifications.

5.3.4 Delete a Timetable

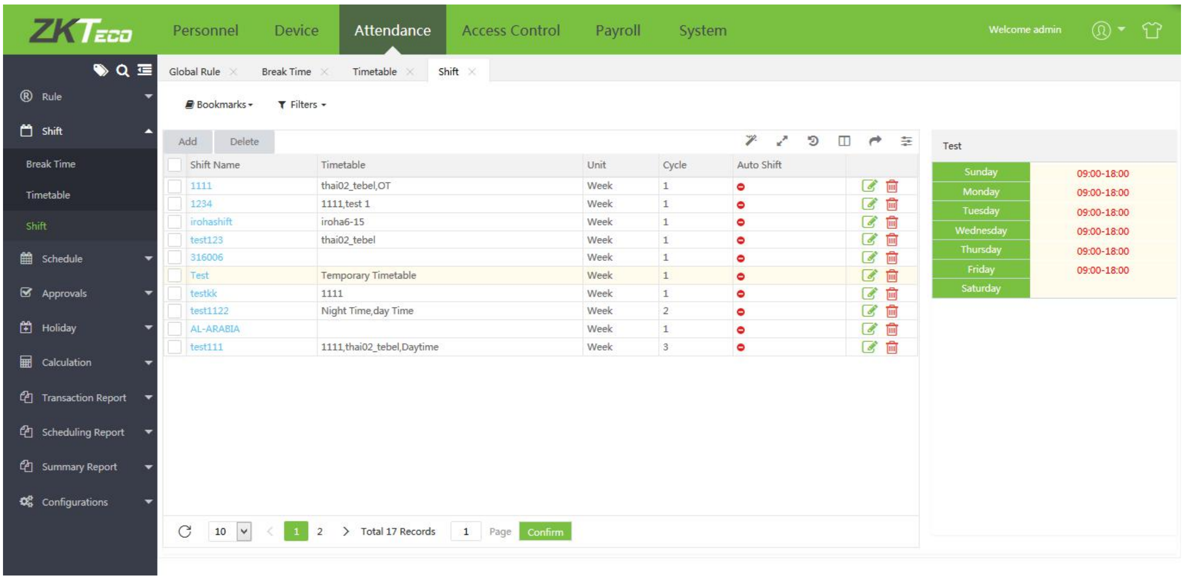
1. Select the timetable, click **[Delete]** on the upper left of the timetable list or click the  icon in the same row of the timetable to be deleted.

2. Click **[Confirm]** to delete the timetable.

5.4 Shift Management

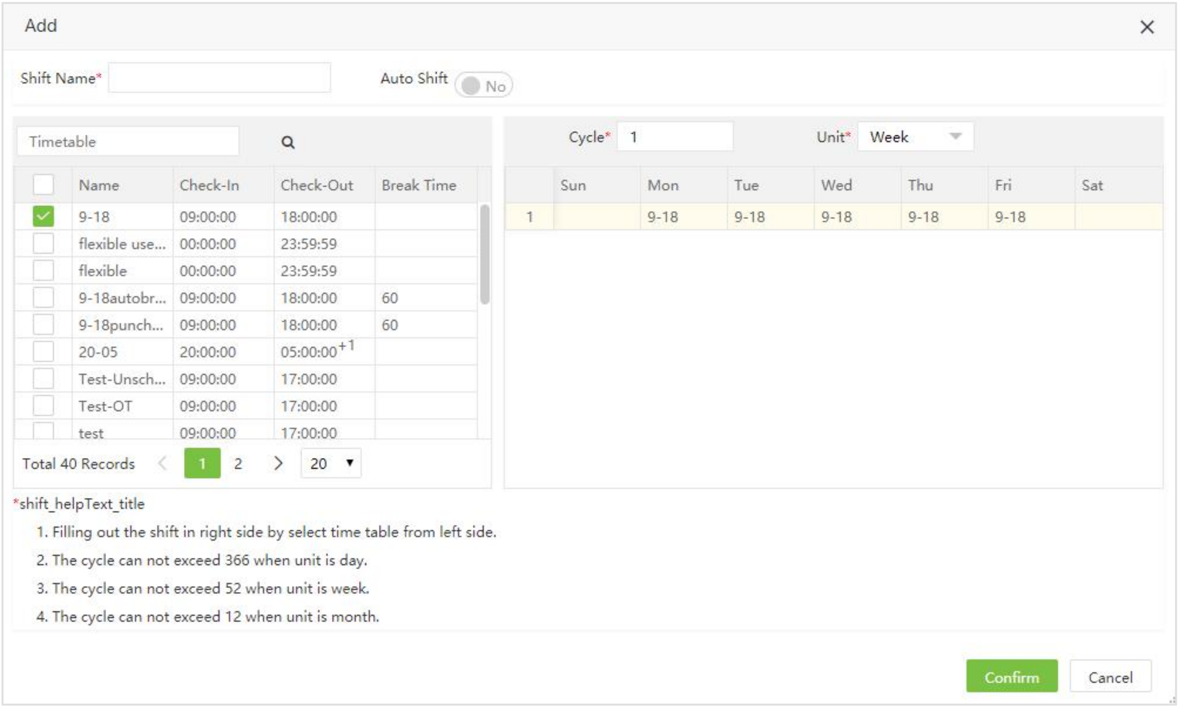
The **shift** is composed of one or more preset attendance timetable(s) based on a certain order and cycle period. It is a preset work schedule for the personnel. It is essential to configure a shift if you want to track the attendance for employees.

Select**[Attendance]** > **[Shift]** > **[Shift]** to view the shift list and shift timetable details. All shifts in the current system are displayed in the list. Click any shift and the corresponding timetable details will be displayed on the right side of the interface.



5.4.1 Add a Shift

1. Click **[Add]** to add new shift details.



Enter the parameters as shown below:

Shift Name: Enter a unique shift name maximum of 50 characters.

Auto shift: It is an intelligent scheduling function. When there are multiple time periods in the shift, the Auto shift can be enabled, and the shift that conforms to the attendance rules. If you disable the Auto shift, interleaved periods cannot be added.

Select Timetable: Select the timetable for the shift. Please refer to " 5.3.1 Add a Timetable" for the detailed operation.

After selecting the timetable, click a day on the right to assign the timetable to the corresponding day.

Unit: Includes day, week, and month.

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

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

2. Click **[Confirm]** to save the settings.

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

5.4.2 Edit a Shift

1. Click the Shift Name or icon in the same row of the shift to be edited.

2. After modifications, click **[Confirm]** to save the changes.

5.4.3 Delete a Shift

1. Select a shift, click **[Delete]** on the upper left of the shift list or directly click the icon after the corresponding shift to access the shift deletion confirmation interface.

2. Click **[Confirm]** to delete the shift.

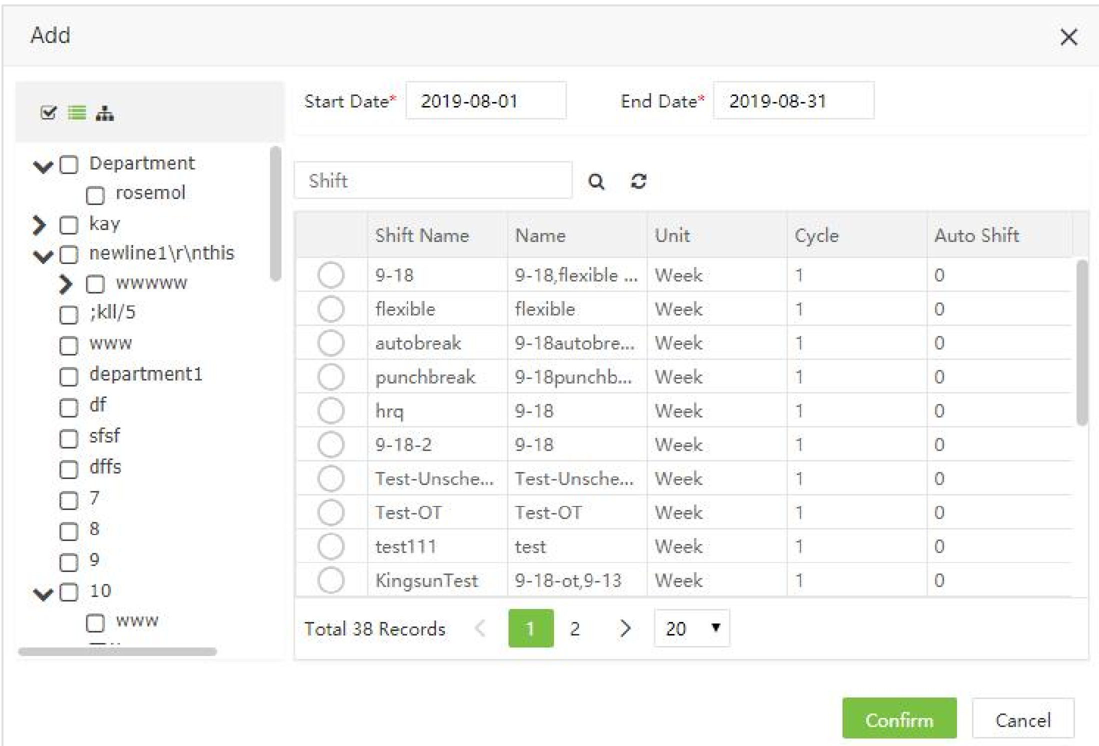
5.5 Department Schedule

You can arrange shifts for Departments after setting the attendance timetables and shifts.

Select **[Attendance] > [Schedule] > [Department Schedule]** to access the Department scheduling main interface that displays the Department schedules list and Department schedules details. Click any department schedule and the schedule list on the right will display the schedule details of the selected timetable in a chart.

5.5.1 Add Department Schedule

1. Click **[Add]** on the Department Schedule interface to access the schedule addition interface.



Enter the details as shown below:

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

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

Shift: Select a shift from the shift list.

2. After entering the required details, click **[Confirm]** to save the settings.

✍**Note:** By default, the start date and end date are set to the first day of the month and the current day.

5.5.2 Delete Schedule Records

Select the schedule record to be deleted and click **[Delete]** to delete it or click icon in the same row of the Department schedule.

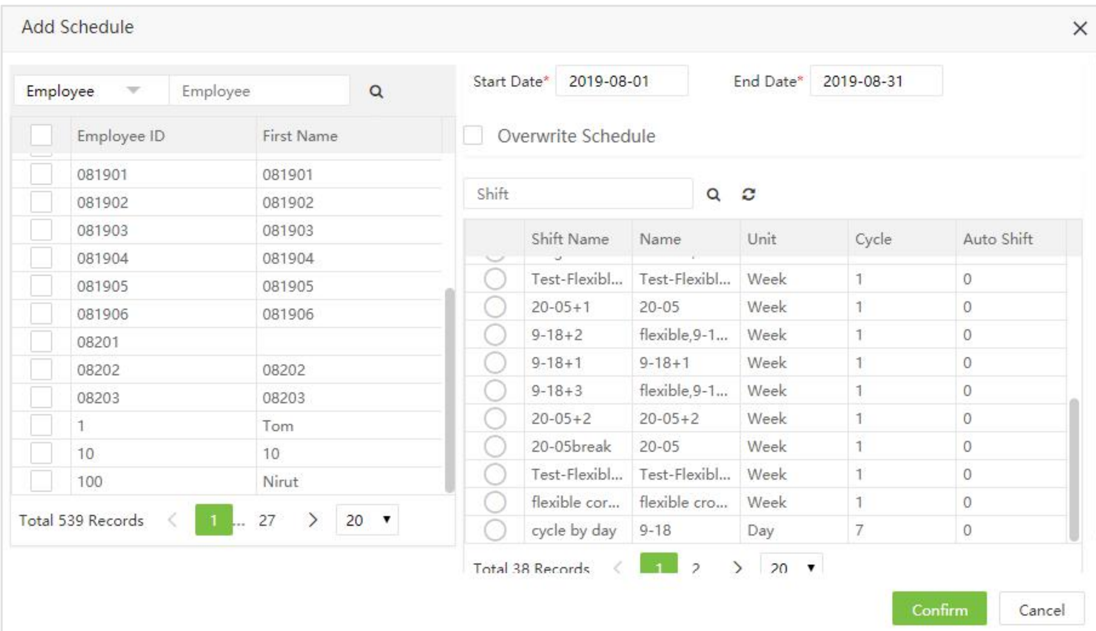
5.6 Employee Schedule

You can arrange shifts for employees after setting the attendance timetables and shifts. If you fail to schedule shifts for employees, the attendance calculations cannot be performed.

Select **[Attendance]** > **[Schedule]** > **[Employee Schedule]** to access the personnel scheduling main interface that displays the personnel scheduling list and personnel scheduling details. The scheduled personnel is displayed in the list. Click the line where personnel scheduling is and the scheduling list on the right will display the scheduling details of the selected timetable in a chart.

5.6.1 Employee Schedule

1. Click **[Add Schedule]** on the Employee Schedule interface to access the schedule addition interface.



Set the parameters as shown below:

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

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

Shift: Select any shift from the shift list.

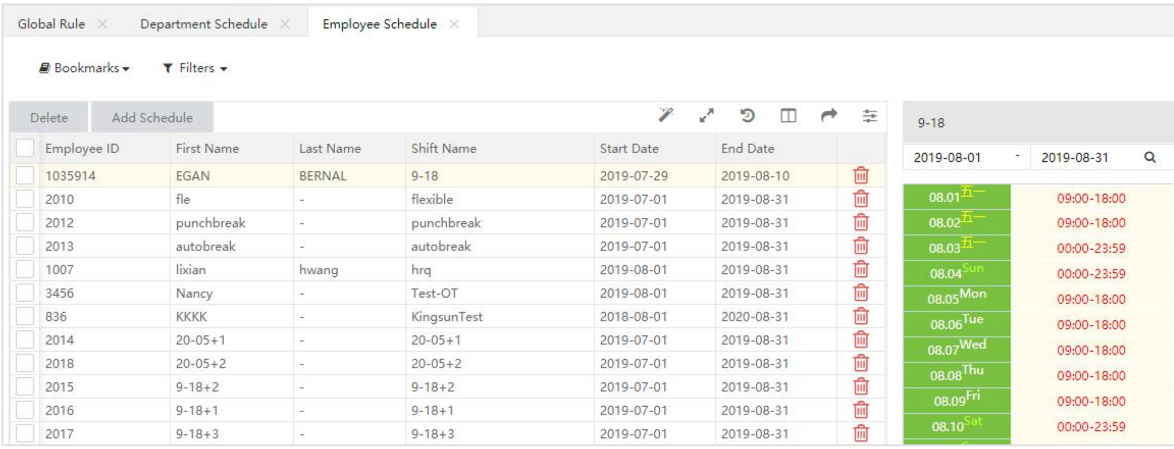
Overwrite Shift: if it is set in advance, the existing shift will be replaced. (Cannot replace shift which is in use)

2. After entering the details, click **[Confirm]** to save.

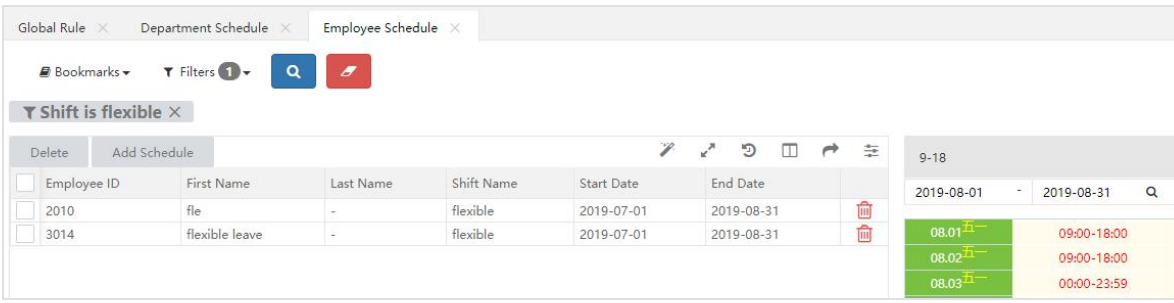
✍**Note:** By default, the start date and end date are set to the first day of the current month and the current day.

5.6.2 Querying Schedule Details

(1) Select **[Attendance] > [Schedule]> [Employee Schedule]** to access the Employee Schedule interface. The interface displays the employee's schedule records by default.



(2) Click the Filter's drop-down button. Select the employee or shift (see10. "Filter Search Function" in Appendix 1.) to view the schedule records of the employees. In Employee Schedule Table, click any schedule record and the time table details will be displayed on the right of the interface.



5.6.3 Delete Schedule Records

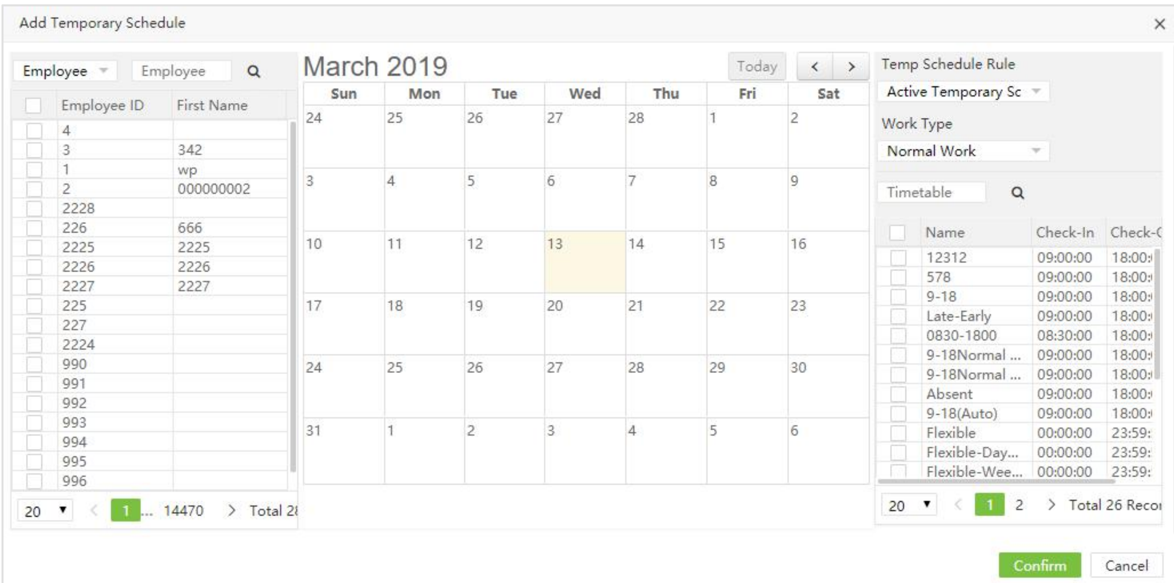
Select the schedule record to be deleted and click **[Delete]** to delete it or click the icon in the same row of the employee's schedule.

5.7 Temporary Schedule

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

5.7.1 Add a Temporary Schedule

1. Click **[Attendance]** > **[Schedule]** > **[Temporary Schedule]** > **[Add Temporary Schedule]** to add a temporary schedule.



2. Set the parameters as shown in the below image.

Employee: Select the employees for a temporary schedule(Multiple choices are allowed). Please refer to 1. "Personnel Selection" in Appendix 1 to select employees.

Date: Select the date for the temporary schedule. (Multiple choices are allowed.)

Temporary Schedule Rule: Select an active Temporary Schedule or add an additional Schedule while arranging shifts for the employees working on the current day.

- **Active Temporary Schedule:** Whether an employee is scheduled a shift, only temporary scheduling is effective when attendance is calculated.
- **Add Additional Schedule:** It is complementary to the employee's schedule. The attendance data

includes permanent shift arrangements and temporary shift arrangements. It will be displayed with two shift assignment records in attendance calculation.

Work type: Specify the work type for the temporary schedule. The options include Normal Work, Normal OT, Weekend OT, and Holiday OT. The late arrival, early leaving, leave, and absence will not be recorded when the work type is set to "Overtime".

Timetable: Select a timetable used by a temporary schedule. (Multiple choices are allowed.) Please refer to5.3.1 Add a Timetable to set the timetable.

✍**Note:**

1. Multiple timetables can be selected for a temporary schedule, but the start time of timetables should not be the same.

2. When the Temporary Schedule Rule is selected as Add Additional Schedule, and the temporary schedule overlaps with the original schedule, only the original schedule record will be valid in attendance calculation.

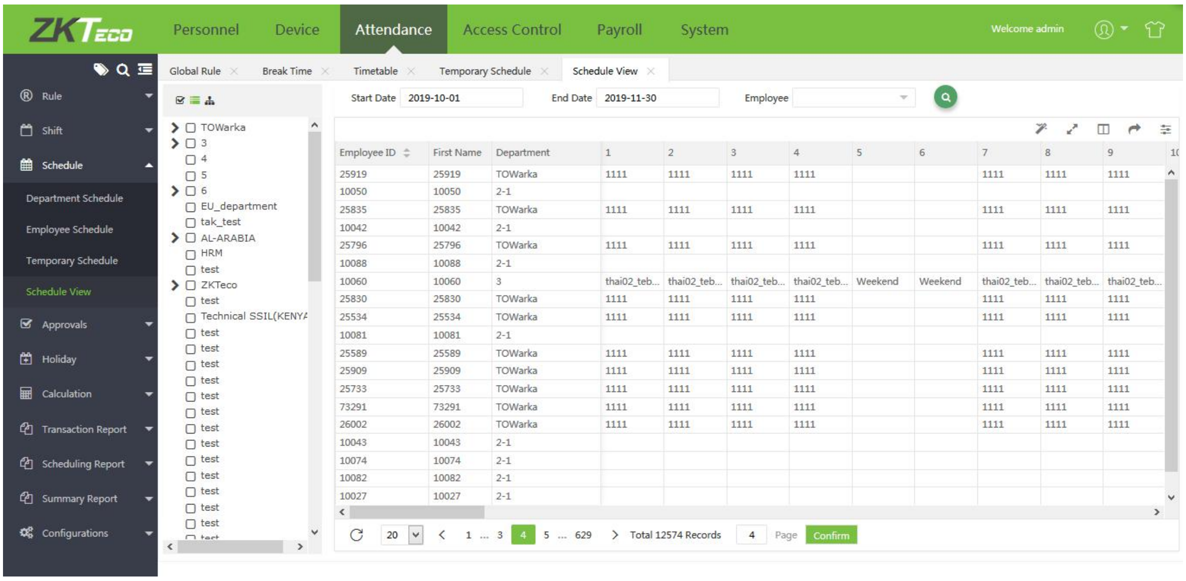
3. Temporary Schedule Rule, Work Type, and Timetable are to be set before selecting the date; otherwise, the modification will not take effect.

5.7.2 Delete Temporary Schedule

Users can select the schedule record to be deleted and click **[Delete]** or click icon in the same row of the personnel temporary schedule.

5.8 Schedule View

Users can search the work status of employees during specific time periods, such as the employee's working hours, leave, holidays, weekends, and employee time schedule information.



5.9 Attendance Approval

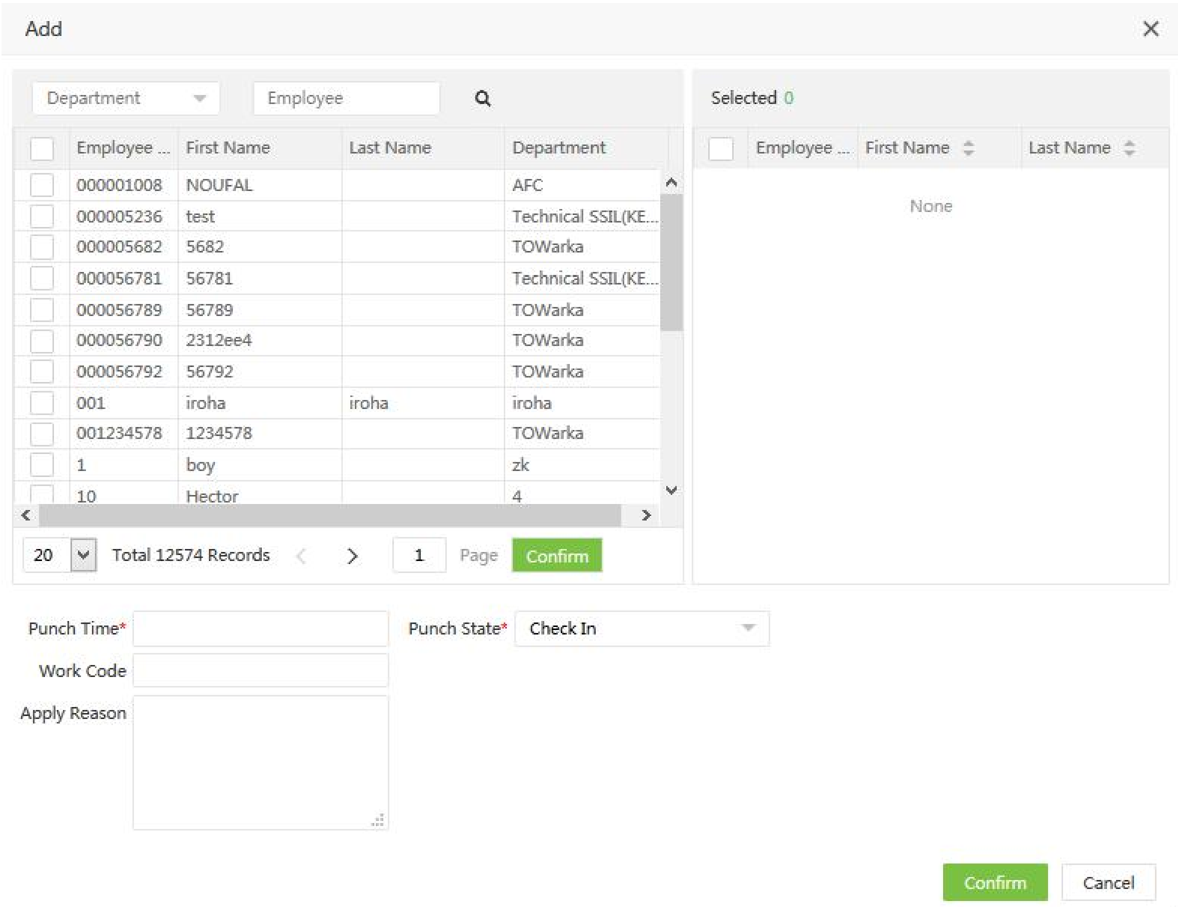
Daily maintenance includes viewing the transaction logs and performing various operations on appended logs, leave and overtime.

5.9.1 Manual Log

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

➢ **Add a Manual Log**

1. Select **[Attendance]** > **[Approvals]** > **[Manual log]** > **[Add]** to add a manual log.



2. Select the employees. The list on the right displays the selected employees. Set Punch Time, Status (check-in, check-out, out, back, overtime check-in, and overtime check-out) and reason for manual punch.

3. Click **[Confirm]** to save the settings.

✍**Note:**

1. Adding a manual log will simultaneously add an identical entry in the log table, and modifying it will

simultaneously modify the same entry in the log table.

2. The start time of the manual log must be after the entry time and before the current date.

➢ Edit a Manual Log

Click the name of the person who needs to edit the record or click  icon to edit the manual log. Click **[Confirm]** after modifications.

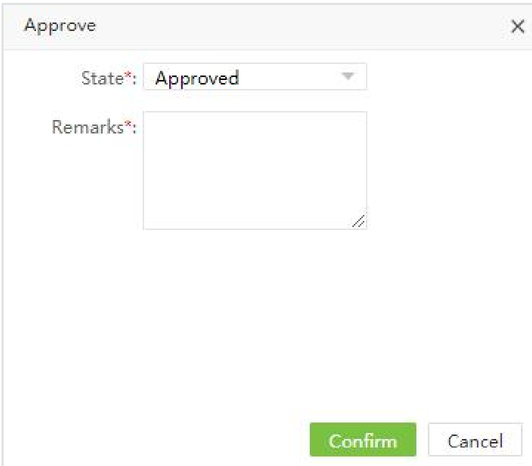
✍**Note:** The approved record cannot be modified.

➢ Delete a Manual Log

In the list of the manual log, select the manual log to be deleted and click **[Delete]** at the top left of the list. Click **[Confirm]** or click  icon to delete the selected manual log.

➢ Approve a Manual Log

Select the applied log and click on **[Approve]**. The approval window pops up as shown in the figure:



The state has two options: **"Approved"** & **"Rejected"**.

Selecting Approved and clicking **[Confirm]** will approve the manual log.

Selecting Reject and clicking **[Confirm]** will reject the manual log.

After the approval, the approval personnel will be displayed in each record, as shown in the figure.

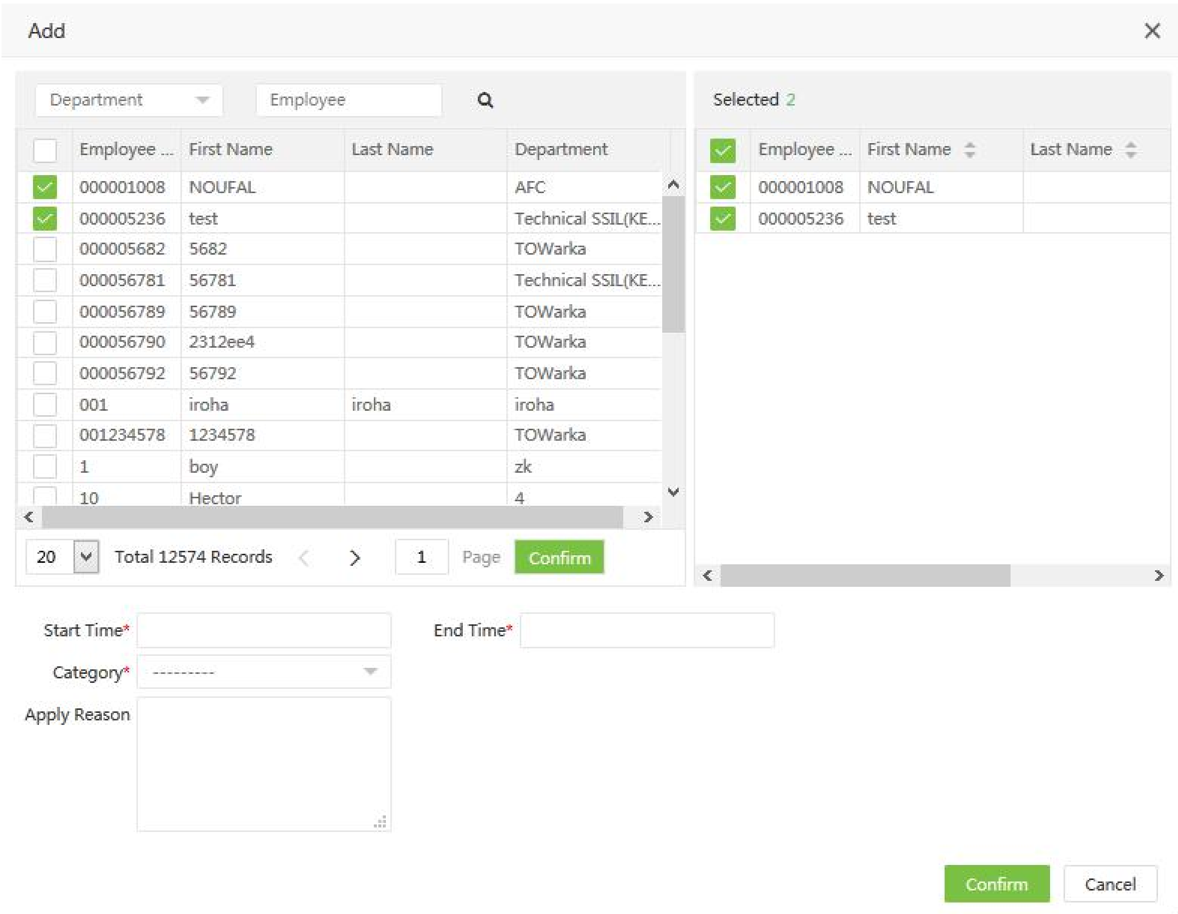
Add | Delete | Approve

Employee ID	First Name	Department	Position	Punch Time	Punch State	Apply Reason	Apply Time	Approval Stat...	Remarks	Approval Time	Last approver
315	315test data	ZKTeco	-	2019-01-22 17:22:...	Check Out		2019-02-22 16:35:...	Approved	a	2019-02-22 16:35:...	admin
315	315test data	ZKTeco	-	2019-01-22 09:00:...	Check In		2019-02-22 16:35:...	Approved	a	2019-02-22 16:35:...	admin
315	315test data	ZKTeco	-	2019-01-12 08:00:...	Check Out		2019-02-22 14:58:...	Approved	A	2019-02-22 14:58:...	admin
315	315test data	ZKTeco	-	2019-01-12 00:00:...	Check In		2019-02-22 14:58:...	Approved	A	2019-02-22 14:58:...	admin

5.9.2 Leave

➢ **Apply for Leave**

1. Select **[Attendance]** > **[Approvals]** > **[Leave]** > **[Add]** to apply for leave.



2. Select the employee, the list on the right side shows the selected employee. Select the start and end time of leave, leave category and reason.

3. Click **[Confirm]** to save the details.

➢ **Edit Leave Application**

Click the name of the person whose application is to be edited, or click icon. Click **[Confirm]** after modifications.

✍**Note:** The approved record cannot be modified.

➢ **Delete Leave Application**

In the list of leave applications, Select the leave application to be deleted and click **[Delete]** at the top left of the list. Click **[Confirm]** to delete the selected record or click icon.

➢ Approve Leave Application

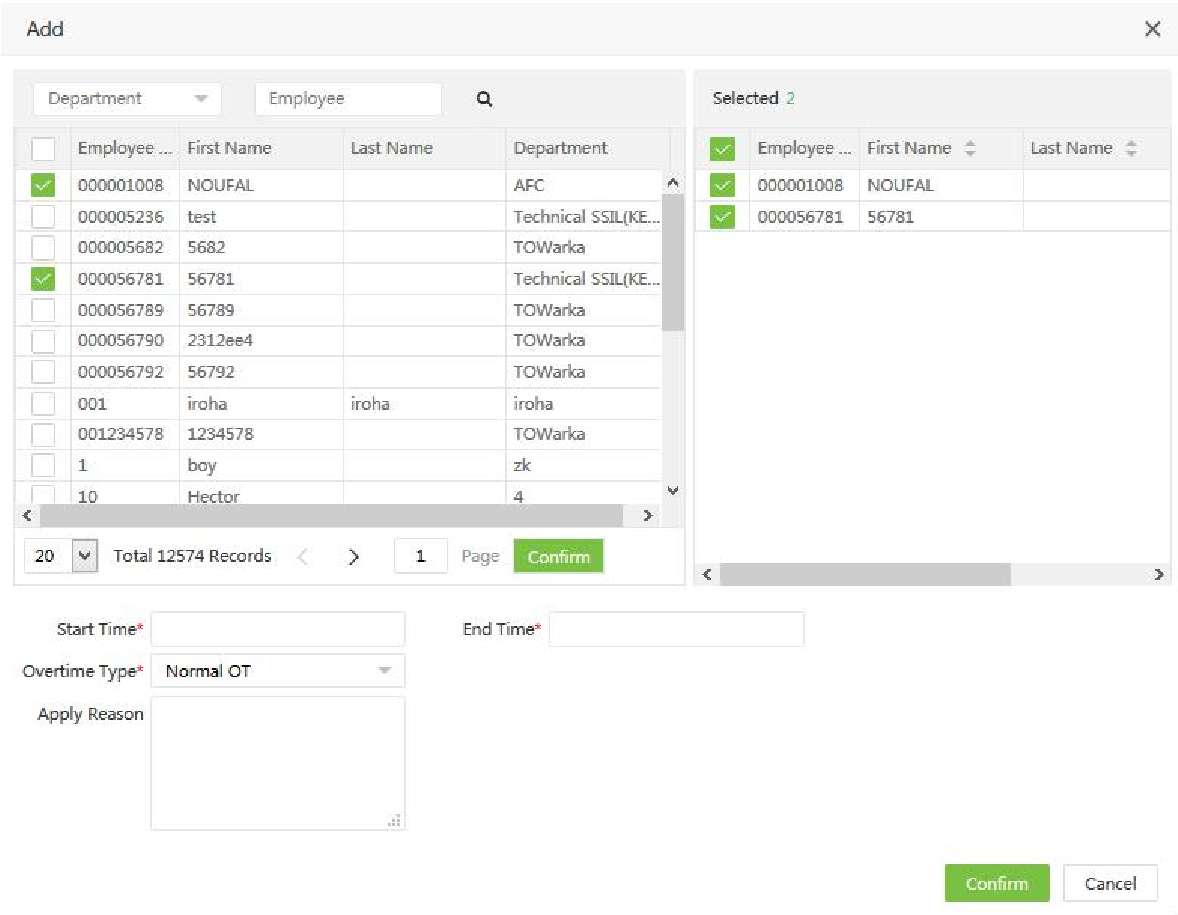
The approval process is the same as approval of the Manual log.

5.9.3 Overtime

Overtime can be added in two ways. One is through the administrator login, the administrator can add overtime for each employee (automatic approval), another is through the employee login, the employee can apply for overtime (need approval).

➢ Apply for Overtime

1. Select **[Attendance]** > **[Approvals]** > **[Overtime]** > **[Add]** to apply for overtime.



2. Select the employee, and the list on the right will show the selected employee. Select the start and end time, overtime type (normal overtime, weekend overtime, holiday overtime) and overtime description.

3. Click **[Confirm]** to save the settings.

✍**Note:** The time of the new overtime application is not included in the working hours of the staff.

➢ Edit an Overtime Application

The editing procedure for overtime is the same as the manual log.

➢ Delete an Overtime Application

The deleting procedure for overtime is the same as the manual log.

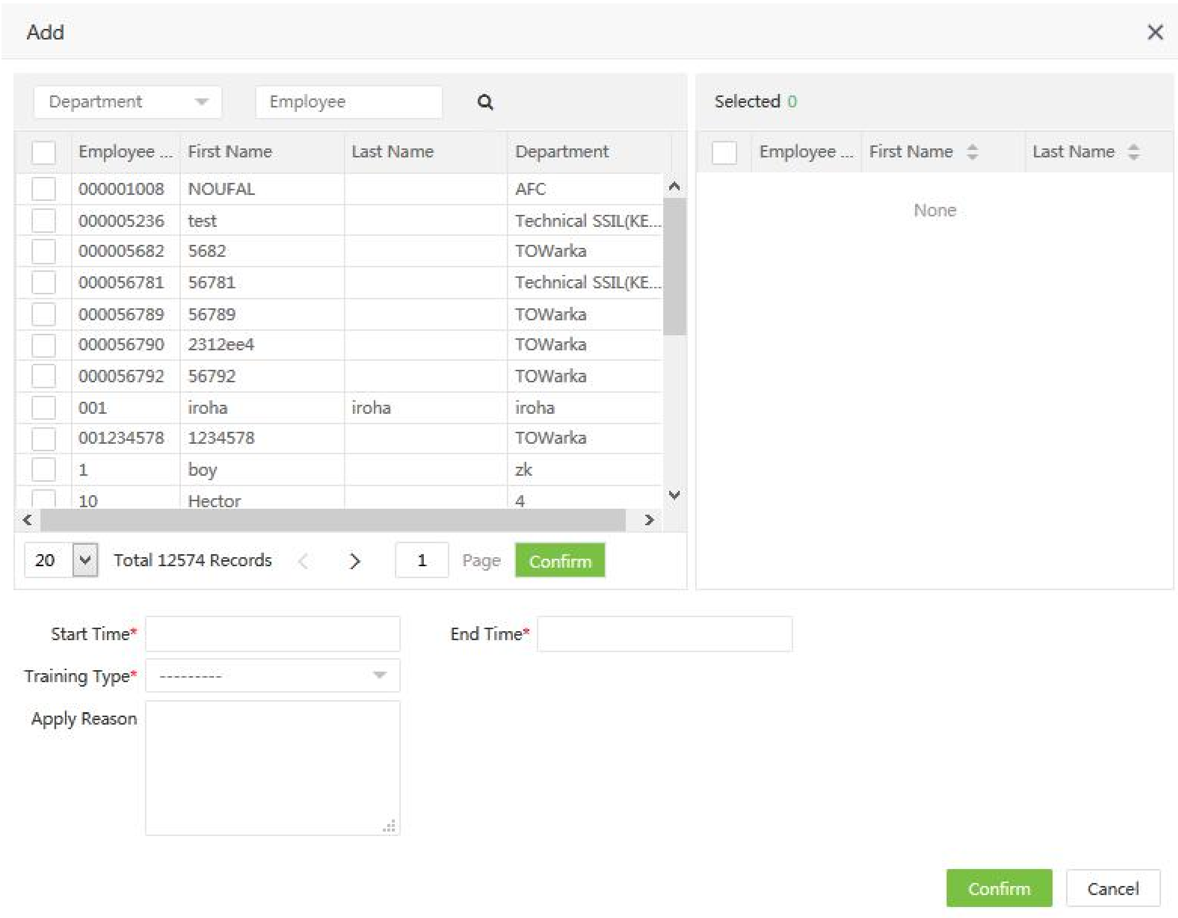
➢ Approve an Overtime Application

The approval procedure for overtime is the same as the manual log.

5.9.4 Training

➢ Apply for Training

1. Select **[Attendance]** > **[Approvals]** > **[Training]** > **[Add]** to apply for training.



2. Select the employee(s), the list on the right side shows the selected employee(s). Select the start and end time of training, training category and reason.

3. Click **[Confirm]** to save the training details.

➢ Edit Training Application

Click the name of the person whose training application is to be edited and click  icon. Click **[Confirm]** after modifications.

✍**Note:** The approved application cannot be modified.

➢ **Delete Training Application**

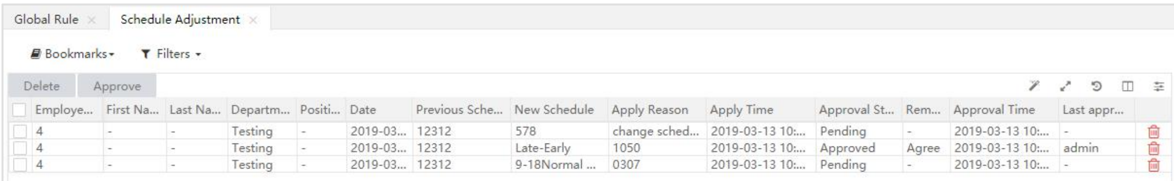
In the list of training application, click the selected training application to be deleted, and then click **[Delete]** at the top left of the list to enter the delete confirmation interface, and click **[Confirm]** to delete the selected record. Or click icon after the record.

➢ **Approve Training Application**

The operation method is the same as the manual log.

5.9.5 Schedule Adjustment

After the user applies for changing the shift on the APP, the administrator can approve it on the Web application.



➢ **Approve Schedule Adjustment Records**

The approval procedure of shift adjustment is the same as the manual log.

➢ **Delete Shift Adjustment Records**

The deleting procedure of shift adjustment is the same as the manual log.

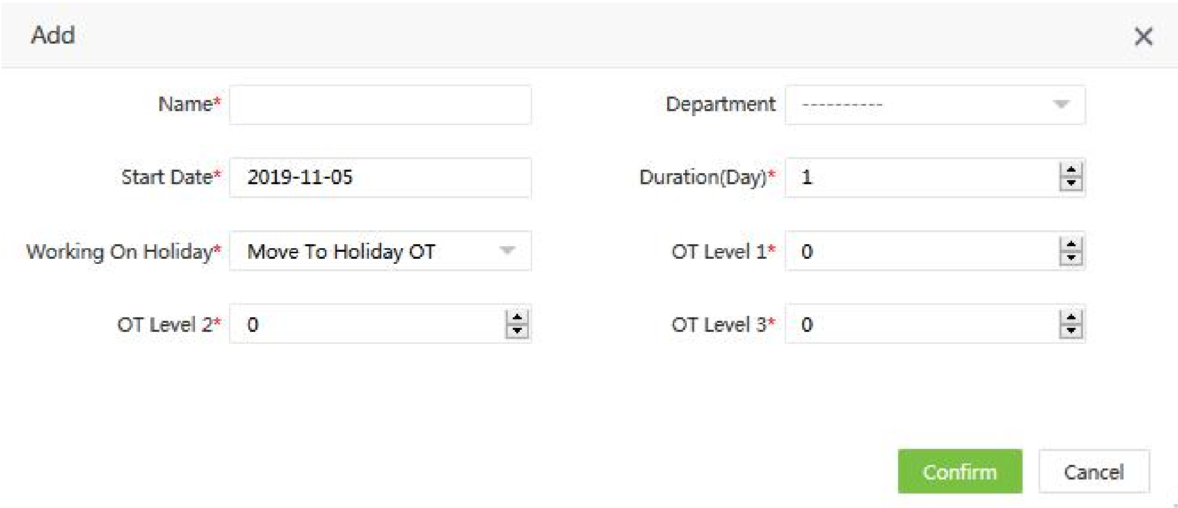
✍ **Note:** After deleting the shift adjustment record of the employee, the shift of the employee is still the adjusted shift.

5.10 Holidays

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

5.10.1 Add a Holiday for Attendance

1. Select **[Attendance]** > **[Holiday]** > **[Holiday]** > **[Add]** to add a holiday.



Name: Enter the name of a holiday, with maximum of 50 characters.

Department: Enter Department holidays. When the Department is not selected, the holiday is valid for all the Departments.

Start Date: Set the start date of the holiday.

Duration (Day): Set the duration of the holiday.

Work On Holiday: Set the type of holiday work, can choose Normal Work, Normal OT, Weekend OT, and Holiday OT.

2. Click **[Confirm]** to save the settings.

5.10.2 Edit a Holiday for Attendance

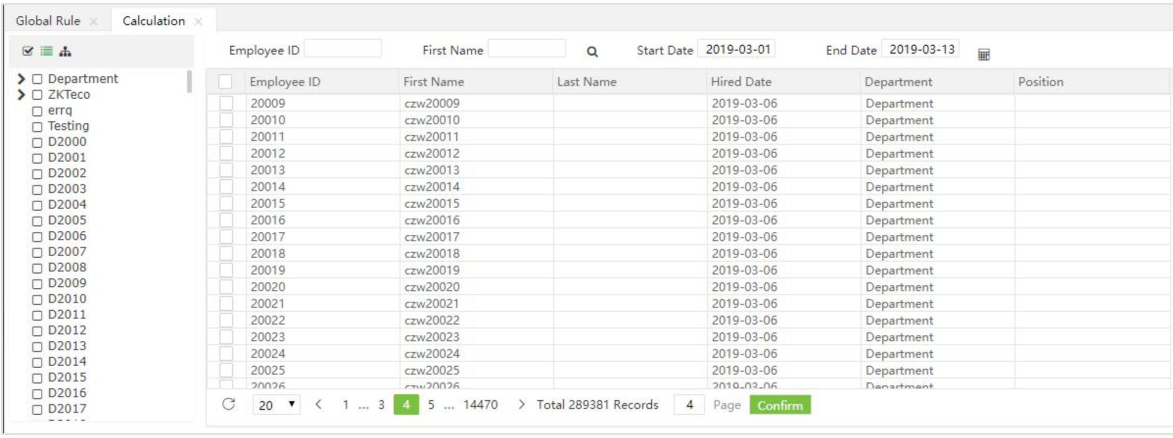
In the holiday list, click the name of a holiday, or click icon in the same row of the holiday. Modify the parameters as needed and click **[Confirm]** to save the modifications.

5.10.3 Delete a Holiday for Attendance

In the holiday list, select the holiday and click **[Delete]** on the upper left of the holiday list or click icon in the same row of the holiday to be deleted. Click **[Confirm]** to delete the holiday.

5.11 Calculation

Select **[Attendance]** > **[Calculation]** > **[Calculation]** to calculate the attendance. It shows all the employees by default. You can select the Department on the right side to display the employees in the specified Department. Fill the time range to be calculated. Click to calculate. The message **"Calculation Finished"** indicates the end of the calculation.



➢ Rules to select Check-in/out Time

The check-in time is the time that is earliest within the check-in time range. For example, when you check-in at 8:50, 9:00 and 9:10, it is considered that you check-in at 8:50. The check-out time is the time that is the latest within the check-out time range. For example, the due check-out time is 18:00, if you check out at 17:50, 18:00 and 18:20, it is taken that you check out at 18:20.

➢ Calculation Process

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

➢ Calculation Prerequisites

The attendance calculation date should be later than the entry date and calculation is only made when Enable Attendance Function is set to Yes. If the attendance calculation is not required for an employee, only the actual attendance value and the total time are shown in the report after the attendance calculation.

➢ Work Type Consideration Rules

1. If Auto OT is selected, the overtime is calculated based on the settings of the attendance parameters. The calculation result is rounded based on the rounding rules. If the work time of the timetable is set to zero, it is considered that the timetable is overtime, which will be calculated as the daily overtime.

2. If there is a temporary schedule, it is calculated by the work type of the temporary schedule.

3. The work type on weekends and day-offs is considered as normal work or overtime work according to the value set in the shift.

4. The work type of holiday is determined as normal work or overtime work according to the value set on holiday.

➢ Rounding Rules

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

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

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

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

- **Scheduling Principle**

1. When there is a normal schedule, the system considers the day as a workday. However, if there is a temporary schedule, the timetable of the additional temporary schedule is considered as work or overtime based on the preset value.

2. If there is no existing schedule or temporary schedule, the system will not calculate the attendance for employees who comes to work.

3. If there is no existing schedule but a temporary schedule is arranged, it is considered as work or overtime based on the preset value in the temporary schedule.

4. Determine whether there is an existing schedule:

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

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

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

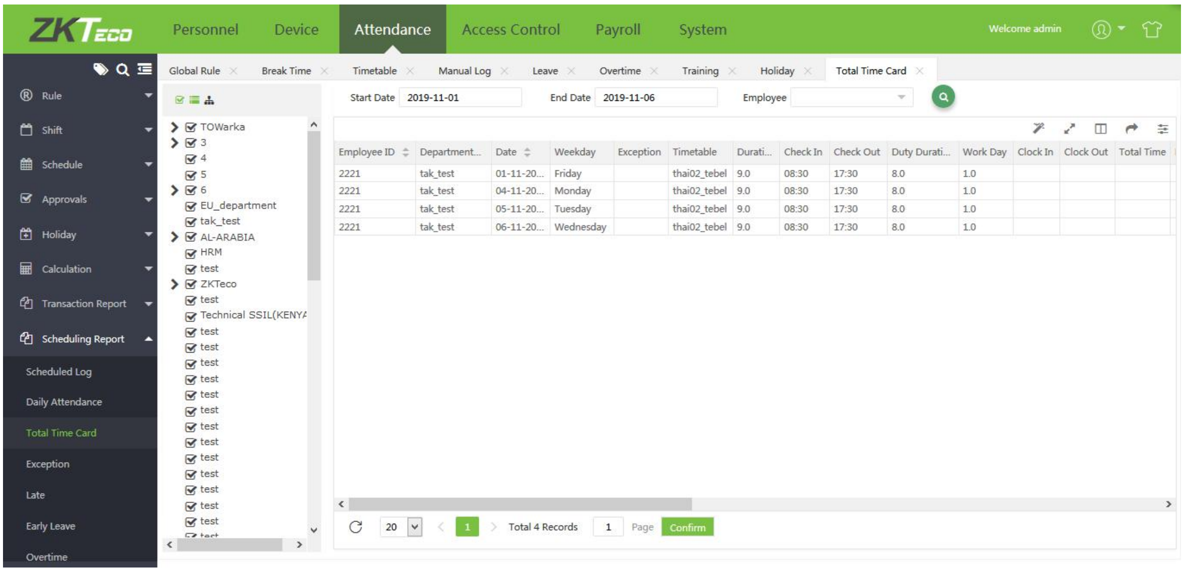
5. The attendance is not calculated when there is no schedule.

5.12 Attendance Report

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

Here attendance report is split into three types: Transaction Report, Scheduling Report, and Summary Report.

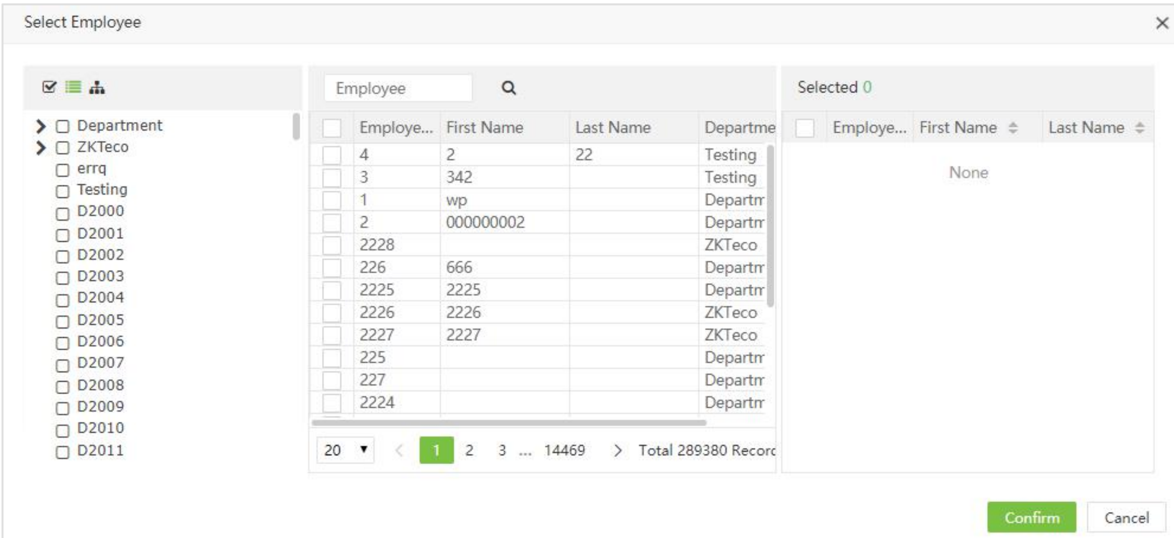
Select **[Attendance]** > **[Scheduling Report]** to view the scheduling report.



The following describes how to view an attendance report.

1. Select the report in the left menu bar and enter the report interface.

2. Select Department on the left side to view the attendance data of employees in that department, or click the Employee selection box to select the employee(multiple or all) whose attendance report is to be viewed.



3. Set the Start Date and End Date. Please refer to [2. "Date Selection"](#) in Appendix 1 to set the date.

4. Click , and view the attendance report of the selected employees between the start date and end date.

- **Transaction Report**

1. Transaction

It provides all transaction information of the selected employee.

2. Time Card

It provides detailed punching information of the selected employee.

3. First & Last

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

First Punch: The earliest punch record of the day.

Last Punch: The last punch record of the day.

4. First In Last Out

It provides statistics on the earliest check-in and last check-out data of each employee for each day.

First Check-in: The earliest check-in record within the day's check-in time range.

Last Check-out: The last check-out record within the day's check-in time range.

➢ **Scheduling Report**

1. Scheduled Log

This table calculates the valid schedules of attendance records.

Users can export an attendance report to a .xls, PDF, CSV or txt file based on requirements. Please refer to 5. "Export" in Appendix 1 to export the report.

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

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

2. Daily Attendance Report

The daily attendance interface displays the daily attendance status, attendance statistics, overtime statistics, leave records, and leave summary within a designated period. It uses symbols or digits or the combination of symbols and digits to represent different items. The meaning of each report symbol can vary in daily attendance.

3. Total Time Card

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

Total Time: Interval between the check-in time and the check-out time.

Actual Break time: Actual rest time (Break time-out/in).

Break Time: Break time.

Total Worked Time: Total working hours.

Actual Worked: Actual working hours.

Short: Duration of absence (required working hours - vacation/training hours - total working hours).

Duty Duration: Required working hours (timetable duration – Break time).

Overtime: Total overtime hours.

4. Exception

It provides all attendance exceptions.

5. Late

The list shows the late arrival time of the selected person.

6. Early Leave

The list shows the early leave time of the selected person.

7. Overtime

The list shows the overtime of the selected person.

8. Absent

The list shows the late arrival, early leave and absent of the selected person.

9. Multiple Transaction

When multiple transaction function is enabled, the duration of each period and the total working time are counted.

10. Break Time

After the Break time is enabled, the break time duration and total break time duration of each break period are counted.

- **Summary Report**

1. Employee Summary

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

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

2. Leave Summary

The leave summary interface displays the leave time for each leave type in the selected date range.

3. Department Summary

Displays all data for a particular Department. It is the statistics of all the employees' attendance in a Department.

5.13 Configurations

5.13.1 Leave Type

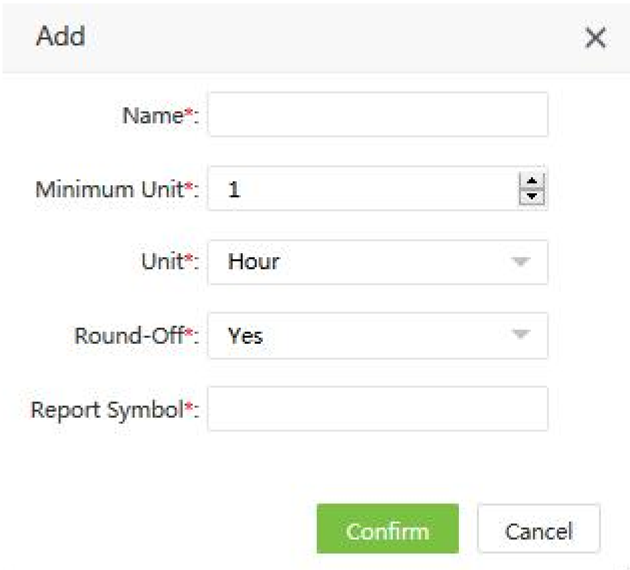
Select **[Attendance]** > **[Configurations]** > **[Leave Type]** to view the leave type.

Name	Minimum Unit	Unit	Round-Off	Report Symbol
Casual Leave	0.5	Minute	Yes	CAL
Maternity Leave	0.5	Hour	Yes	ML
Compassionate Leave	1.0	Hour	Yes	COL
Annual Leave	1.0	Hour	Yes	AL
Business Trip	1.0	Hour	Yes	BT
Sick Leave	1.0	Hour	Yes	SL

There are six default leave types in the system: Sick leave, Casual leave, Maternity leave, Compassionate leave, Annual leave, and Business trip.

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

1. Click **[Add]** to add a new leave type.



Set the parameters as shown below:

Leave Name: Enter the name maximum of 50 characters.

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

Round Off: Set whether the values are rounded off or not.

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

2. Click **[Confirm]** to save the settings.

➢ **Editing Leave Type**

Click the name of the leave type or click icon to edit the leave type. Click **[Confirm]** after modifications.

➢ **Deleting Leave Type**

In the list of leave types, select the leave type and click **[Delete]** at the top left of the list or click icon to delete the leave type.

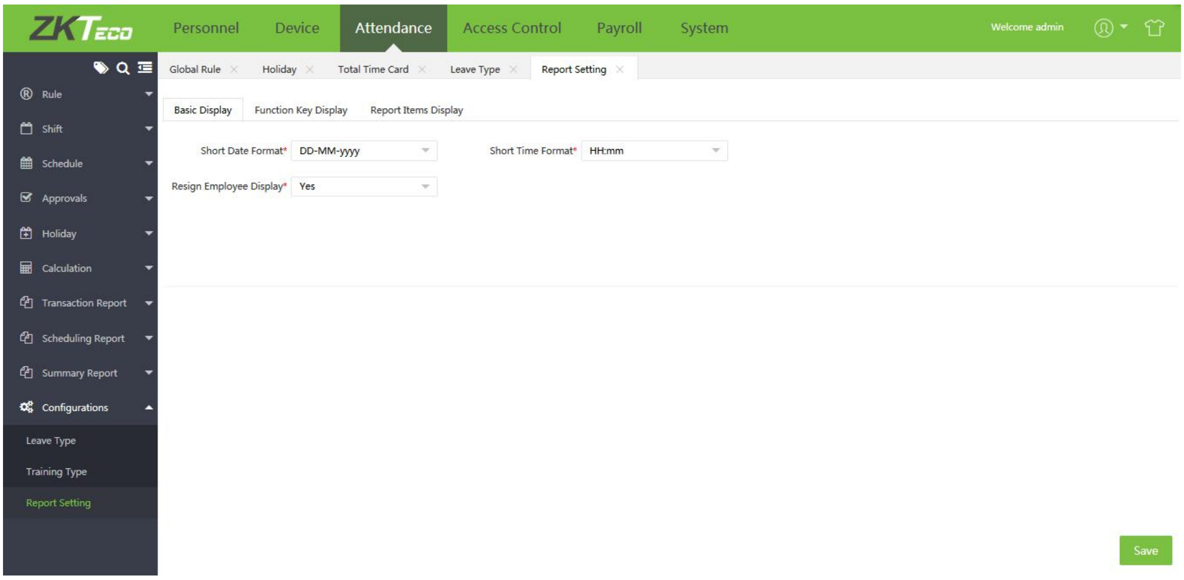
Note: The default leave type cannot be deleted.

5.13.2 Training Type

The operation procedure is the same as the leave type.

5.13.3 Report Parameter Setting

1. Select **[Attendance]** > **[Configurations]** > **[Report Setting]** to set the report parameters.



➢ **Basic Display**

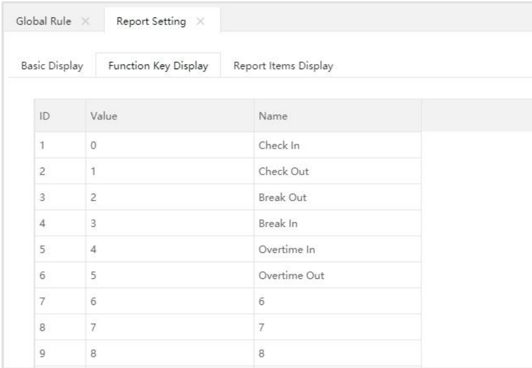
Short Date Format: Set the date format of the report display.

Short Time Format: Set the time format of the report display.

Resign Employee Display: Select whether to filter the resigned employees or not. When it is set as Yes, the resigned employees will not be shown in the attendance calculation and reports. When it is set as No, the resigned employees will be shown.

➢ **Function Key Display**

Set the status displayed by the status value.



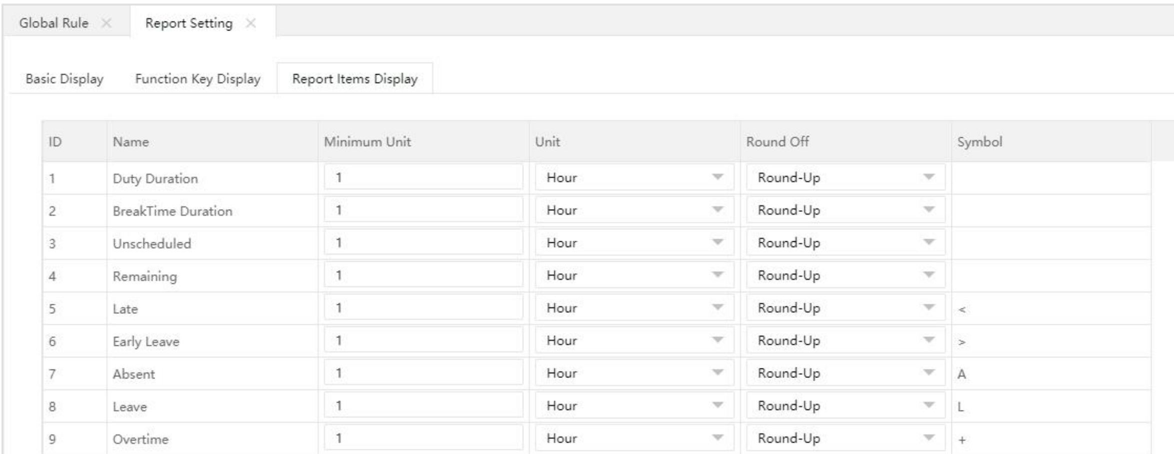
Global Rule | Report Setting

Basic Display | Function Key Display | Report Items Display

ID	Value	Name
1	0	Check In
2	1	Check Out
3	2	Break Out
4	3	Break In
5	4	Overtime In
6	5	Overtime Out
7	6	6
8	7	7
9	8	8

- **Report Items Display:**

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



Global Rule | Report Setting

Basic Display | Function Key Display | Report Items Display

ID	Name	Minimum Unit	Unit	Round Off	Symbol
1	Duty Duration	1	Hour	Round-Up	
2	BreakTime Duration	1	Hour	Round-Up	
3	Unscheduled	1	Hour	Round-Up	
4	Remaining	1	Hour	Round-Up	
5	Late	1	Hour	Round-Up	<
6	Early Leave	1	Hour	Round-Up	>
7	Absent	1	Hour	Round-Up	A
8	Leave	1	Hour	Round-Up	L
9	Overtime	1	Hour	Round-Up	+

Min. Unit: Set the minimum unit. It can be minutes/hours/days/hour: minute.

Round-off Control:

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

Symbol In Report: The symbol for each event.

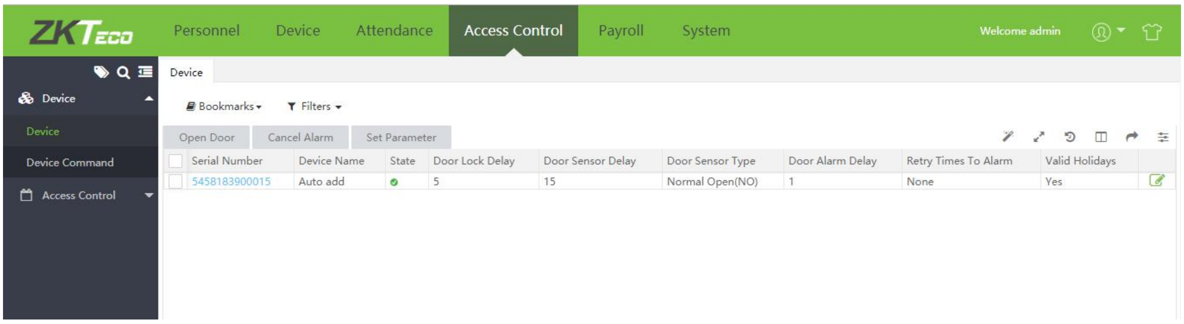
2. Click **[OK]** to save the settings.

Chapter 6 Access Control

The Access control module enables the user to perform various operations such as door settings, device commands, setting holidays in devices, assigning user groups, access combinations, and other access related privileges.

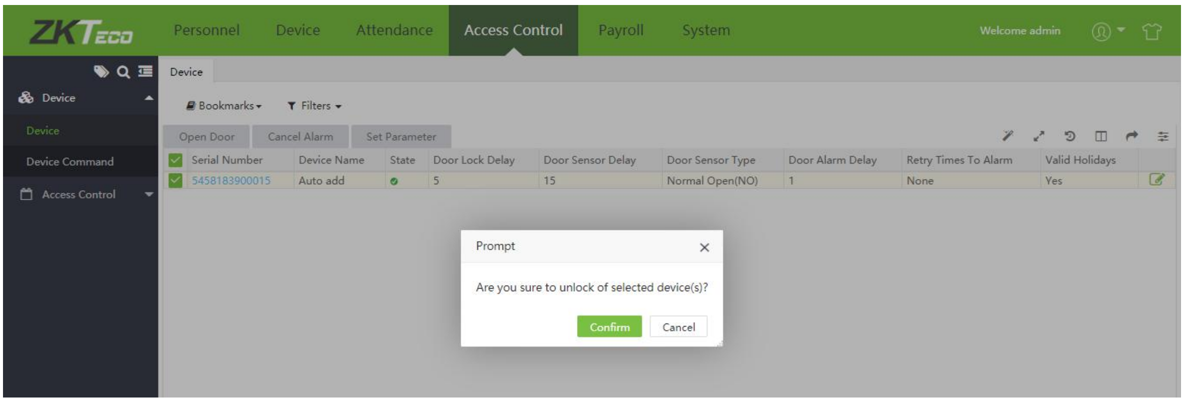
6.1 Device

Select **[Access Control]** > **[Device]** > **[Device]** to view the device list.



6.1.1 Open Door

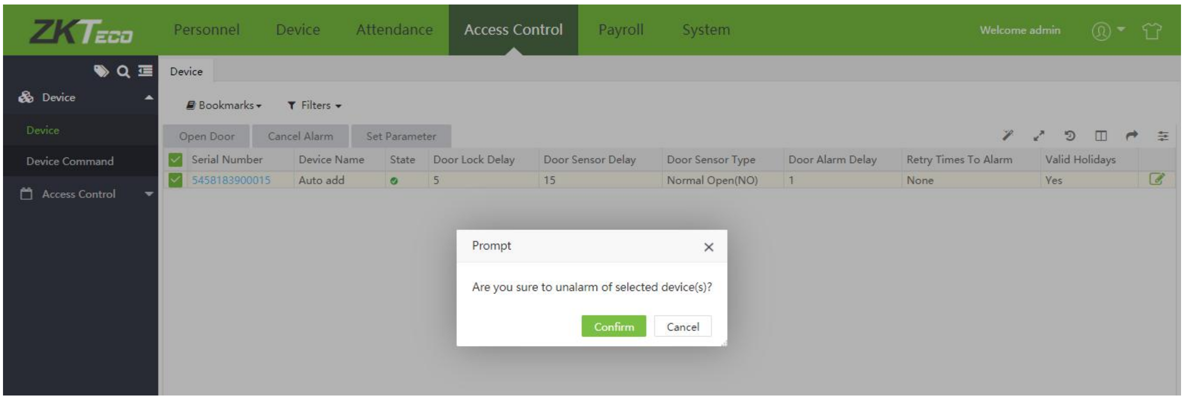
Select the corresponding device in the device list and click **[Open Door]**.



Click **[Confirm]** to unlock the selected devices.

6.1.2 Cancel Alarm

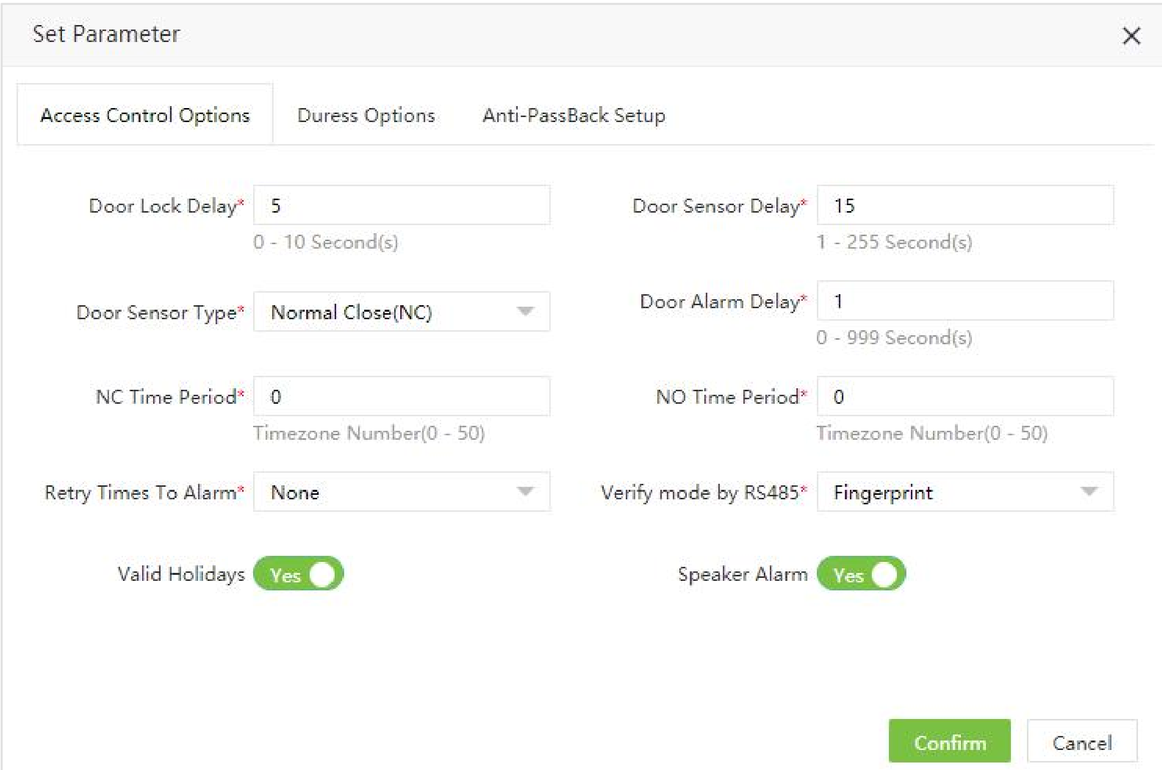
To cancel an existing alarm, select the corresponding device and click **[Cancel Alarm]**



Click **[Confirm]** to cancel the alarm of the selected device.

6.1.3 Set Parameter

1. Select the respective device in the device list and click **[Set Parameter]**.



Set the parameters as shown below:

➢ **Access Control Options**

Door Lock Delay: Set the door lock delay for the device. The range is 0-10 second(s).

Door Sensor Delay: Set the door sensor delay for the device. The range is 1-255 second(s).

Door Sensor Type: Select the door sensor type for the device. The types are Normal Open(NO), Normal Close(NC) and None.

Door Alarm Delay: Set the door alarm delay for the device. The range is 0-999 second(s).

NC Time Period: Set the normal close time period number. The range is 0-50.

NO Time Period: Set the normal open time period number. The range is 0-50.

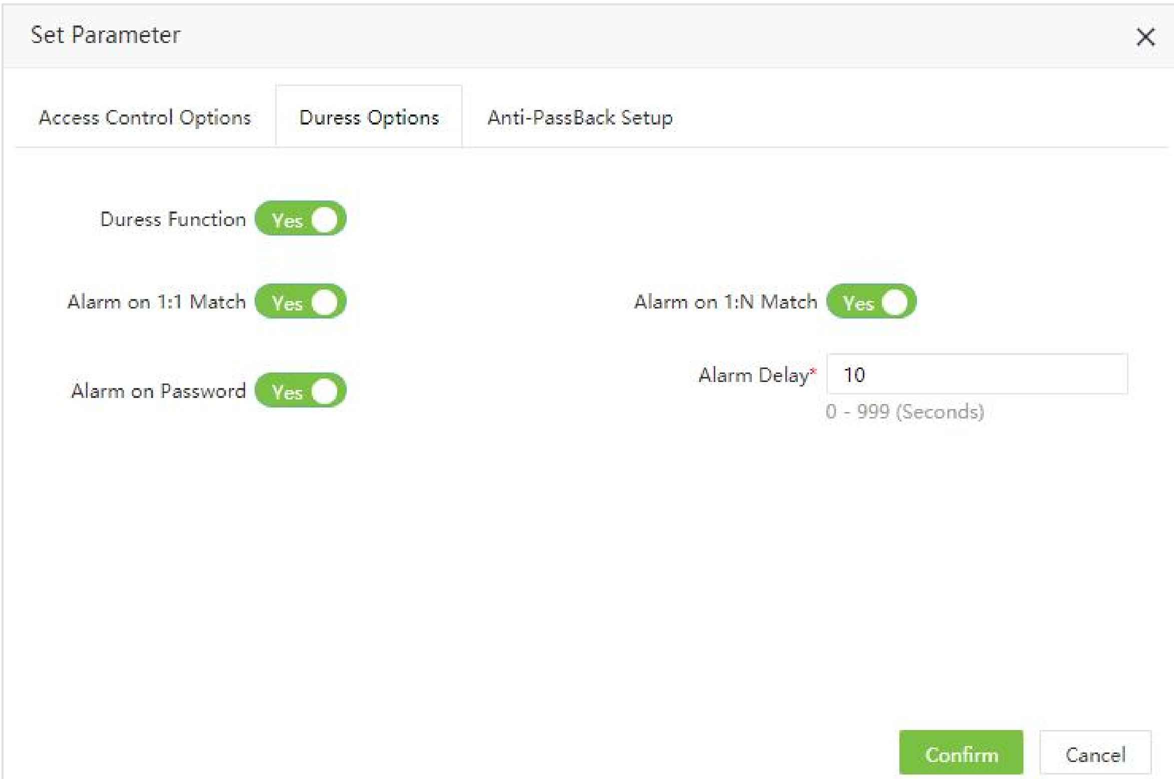
Retry Times To Alarm: When the number of failed verifications reaches the preset value (the value range is 1-9 times), an alarm will be triggered. If there is no preset value, an alarm will be triggered after a failed verification.

Verify mode by RS485: Select the verification mode by RS485.

Valid Holiday: Select whether the NC Time Period or NO Time Period settings are valid in the preset holiday time period. Select NO to enable the NC or NO time period in the holiday.

Speaker Alarm: When it's enabled, the buzzer will raise an alarm when the device is dismantled.

- **Duress Options**



Duress Function: Select whether to enable the duress function for the device or not.

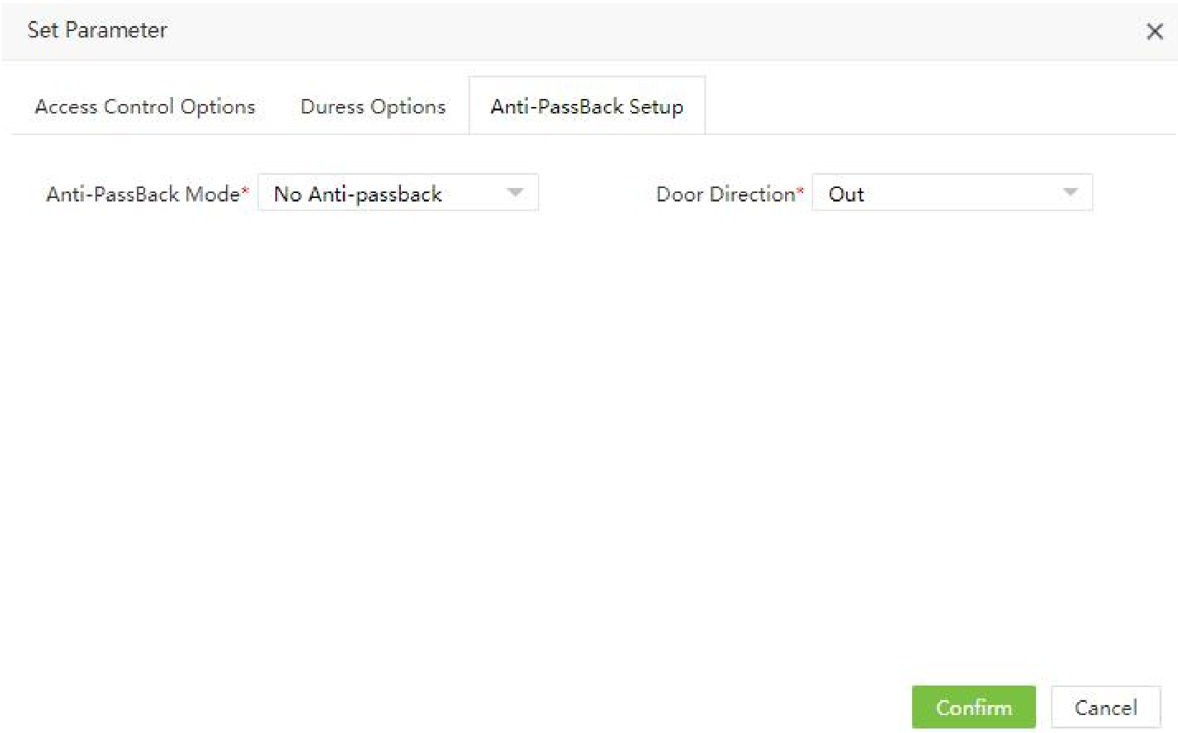
Alarm on 1:1 Match: If it's enabled and a user performs 1:1 verification method to verify any registered fingerprint, then the alarm will be triggered.

Alarm on 1:N Match: If it's enabled and a user performs 1:N verification method to verify any registered fingerprint, the alarm will be triggered.

Alarm on Password: If it's enabled and the user uses the password verification method, the alarm will be triggered.

Alarm Delay: Set the alarm delay for the device. The range is 1-999 second(s).

➢ **Anti-Passback Setup**



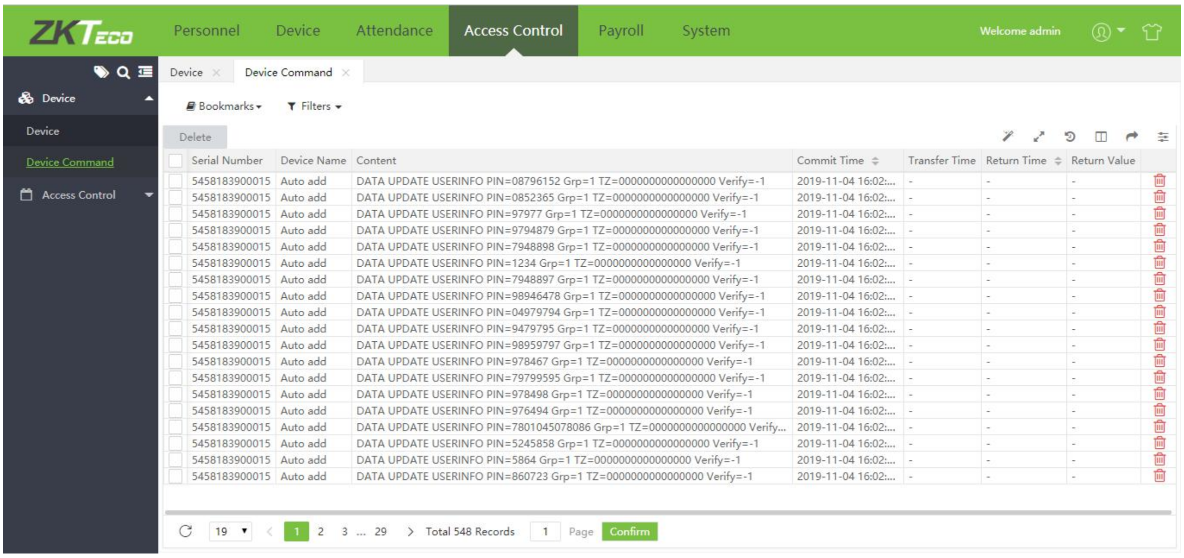
Anti-PassBack Type: Select the type of anti-passback.

Door Direction: Set the door direction. It can be none, in or out.

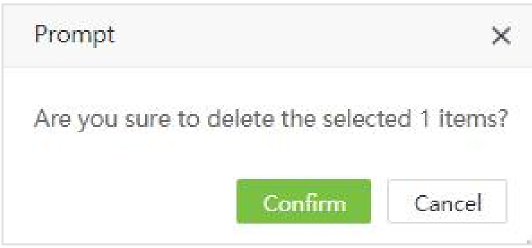
2. After setting the details, click **Confirm** to save the anti-passback parameters.

6.2 Device Command

Select **[Access Control] > [Device] > [Device Command]**. Check the commands issued by the software to a device during communication.



Clear the commands issued by the software to a device during communication. Select the corresponding device commands, and click **[Delete]** or click icon the same row of the command.

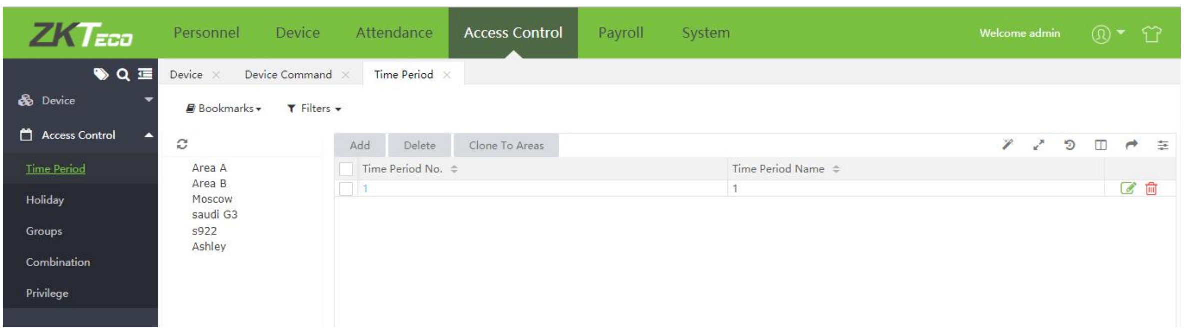


Click **[Confirm]** to delete the command.

6.3 Time Period

For an area, 50-time periods can be set by default. The time format is HH: MM: SS – HH: MM: SS.

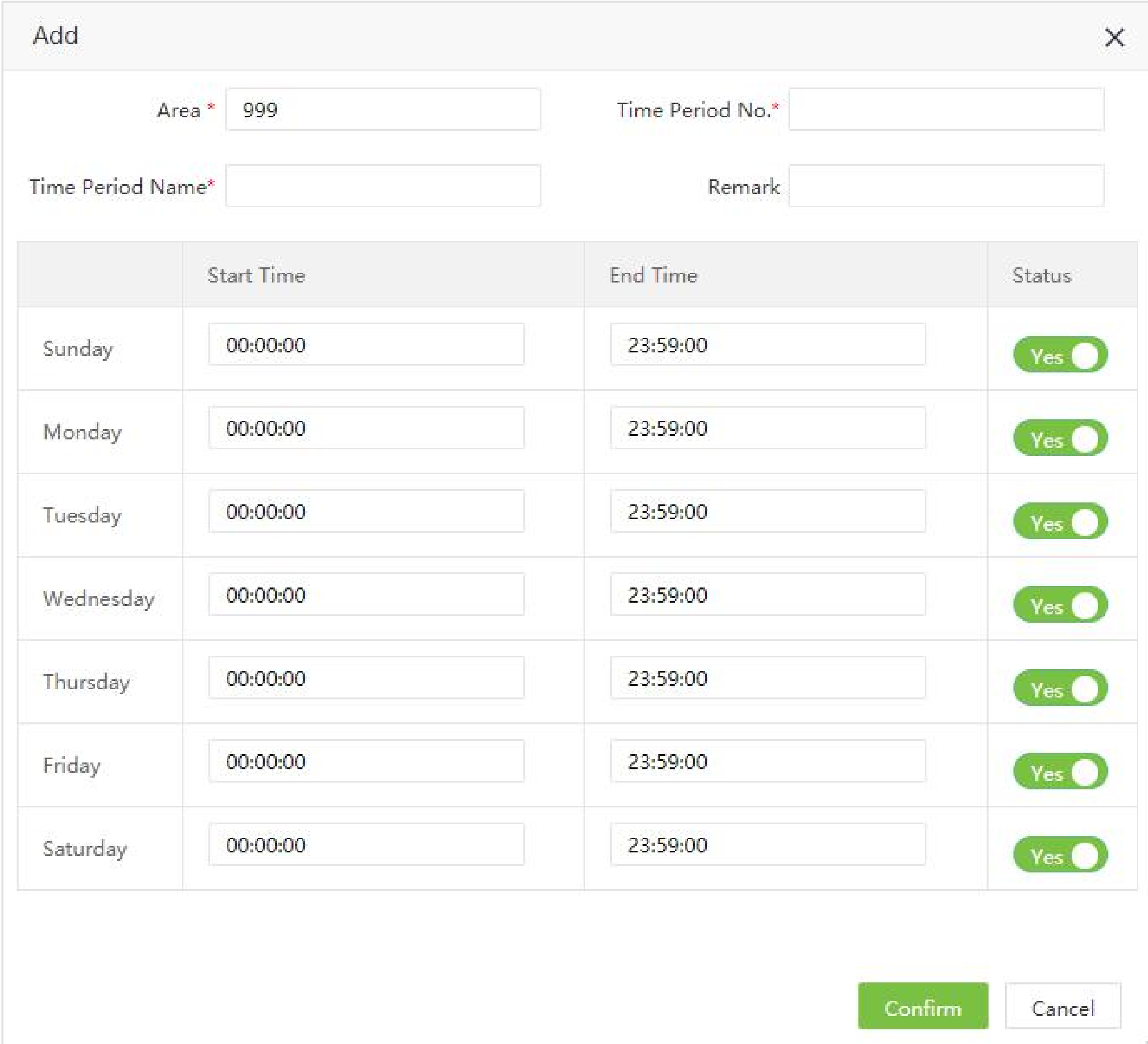
Select **[Access Control]** > **[Access Control]** > **[Time Period]**. By default, the interface will display the time period list of the area with code 2.



6.3.1 Add a New Time Period

The time period can be defined for every week. It can be assigned at different time durations.

1. Click **[Access Control]** > **[Access Control]** > **[Time Period]** > **[Add]**



Set the following details:

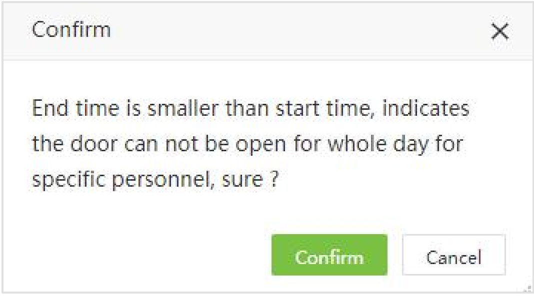
Area: Select the area name from the areas list. It can’t be modified in the interface.

Time Period No.: Enter the time period number. The time period number is unique for each area.

Time Period Name: Enter the time period name.

Start Time/End time: Set the start and end time for each time period within a week.

✍**Note:** When the start time is greater than the end time, the following prompt will pop-up.



If you click **[Confirm]**, the door will not open for the specified employee for the entire day.

ON/OFF: The default is ON. Click OFF to disable the time period, the door can not be open for the whole day for a specific employee.

2. Click **[Confirm]** to save the time period.

6.3.2 Edit Time Period

If you want to edit the time period, perform the following steps:

1. Click the corresponding area on the left of the interface. The time period list of the corresponding area will be displayed.

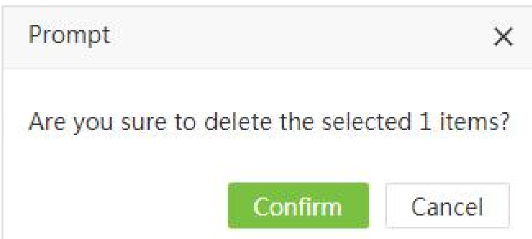
2. In the time period list, click the time period number or click icon in the same row of the time period to be edited.

3. Modify the parameter settings based on the requirements (refer to the parameter setting method in "Add a Time Period"). Click **[Confirm]** to save the modified time period information.

6.3.3 Delete Time Period

1. Click the corresponding area on the left of the interface. The time period list of the corresponding area will be displayed.

2. In the time period list, select the time period and click **[Delete]** on the upper part of the interface or click icon in the same row of the time period to be deleted.



3. Click **[Confirm]** to delete the selected time period.

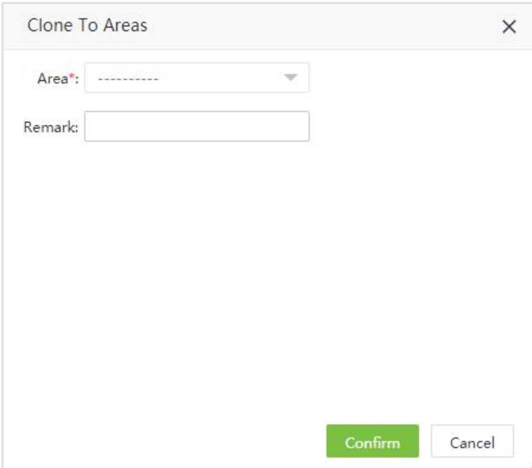
✍**Note:**

(1) The default time period can not be deleted.

(2) The time period which is in use can not be deleted.

6.3.4 Clone to Areas

1. Select the time period to be cloned. Click **[Clone To Areas]** at the top left of the time period list to open the following interface.



Enter the parameters as shown below:

Area: Select the area (multiple choices are available).

Remark: Enter the remarks.

2. Click **[Confirm]** to save the clone details.

6.4 Holiday

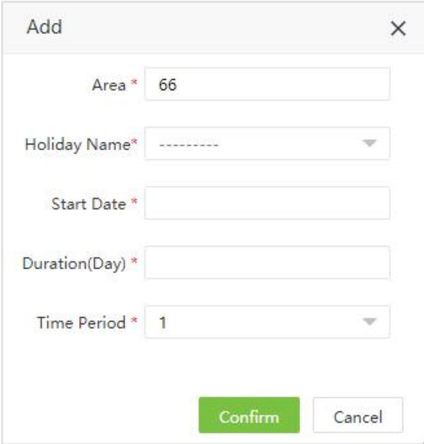
The holiday settings can be configured to control the door access on holidays.

On holidays, special access control may be required. To facilitate this requirement, the access control time on holidays can be set which applies to all the employees of the corresponding area.

For each area, 24 holidays can be set by default.

6.4.1 Add a Holiday

Select **[Access Control] > [Access Control] > [Holiday]**. Select the corresponding area from the area tree list on the left. Click **[Add]** to add a holiday.



Enter the parameters as shown below:

Area: Select the area from the area list.

Holiday Name: Select the holiday name from the drop-down list. These holidays are those added in the Attendance Module.

Start Date: It will be automatically filled after selecting the holiday name and cannot be modified.

Duration: It will be automatically filled after selecting the holiday name and cannot be modified.

Time Period Name: Enter the time period applicable to the holiday. The door opening time period depends on this parameter.

Click **[Confirm]** to save the holiday details.

6.4.2 Edit Holiday

If you want to change the holiday details in the corresponding area, perform the following steps:

1. Click the corresponding area on the left side of the interface. It displays the holidays of the corresponding area on the right side of the interface.

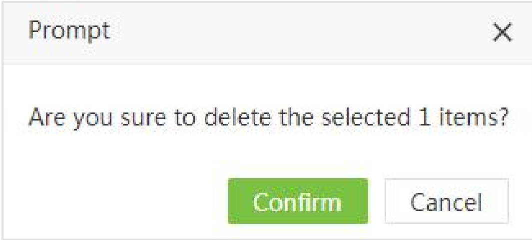
2. In the holiday list, click the holiday name or click icon in the same row of the holiday to be edited.

3. Modify the parameter settings as per your requirements (refer to the parameter setting method in "Add a Holiday"). Click **[Confirm]** to save the modified holiday information.

6.4.3 Delete Holiday

1. Click the corresponding area on the left side of the interface. It displays the holidays of the corresponding area on the right side of the interface.

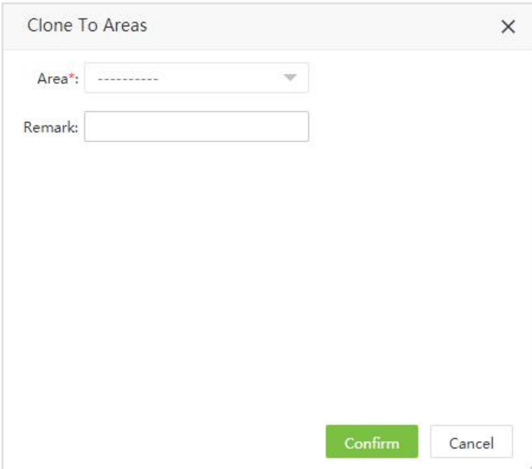
2. Select the holiday and click **[Delete]** on the upper part of the interface or click icon in the same row of the holiday to be deleted.



3. Click **[Confirm]** to delete the selected holiday.

6.4.4 Clone to Areas

1. Select the areas to be cloned, and click **[Clone To Areas]** at the top left of the holiday list.



Enter the details as shown below:

Area: Select the area (multiple choices are available).

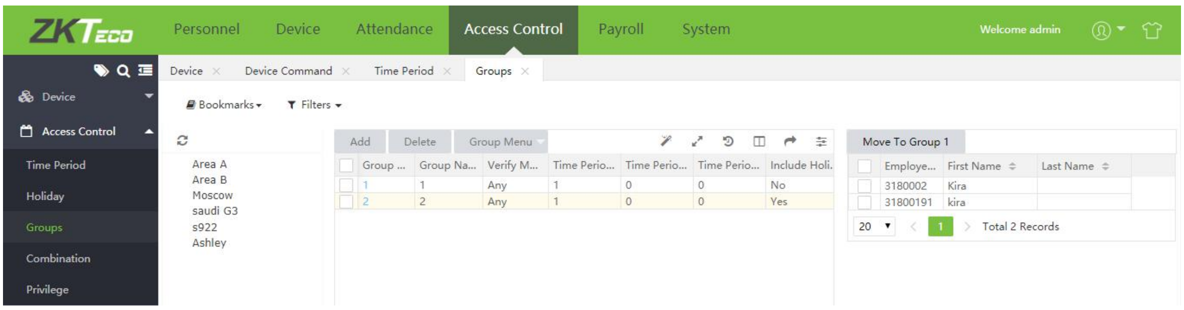
Remark: Enter the remarks.

2. Click **[Confirm]** to save the details.

6.5 Group

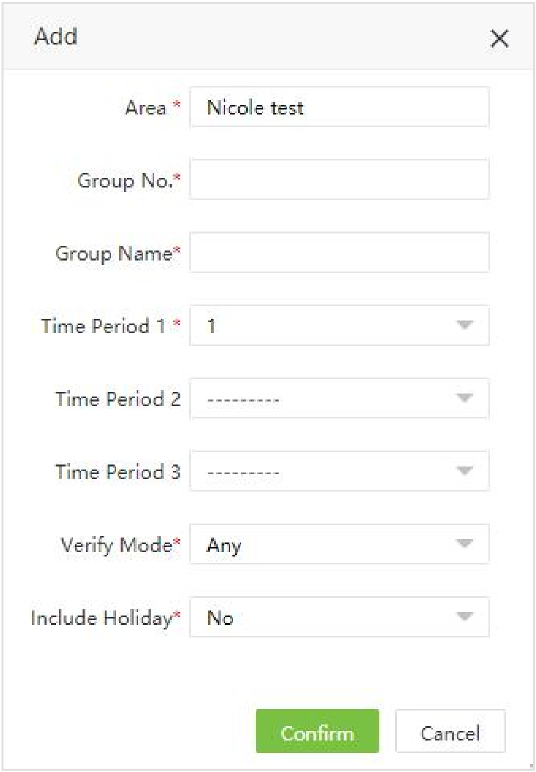
The Group option enables you to manage the employees in groups.

The maximum number of groups in each area is 99. Group 1 is automatically created by default when the area is created, and it cannot be deleted. The newly added employees belong to group 1 by default.



6.5.1 Add New Group

1. Select **[Access Control] > [Access Control] > [Groups]** and the select corresponding area from the area tree list on the left side of the interface. Then click **[Add]** to add a new access group.



Enter the parameters as shown below:

Area: Select the area name.

Group No.: Enter a unique group number.

Group Name: Enter the name of the group.

Time Period: Set the time period of the group. Each group can have a maximum of 3 time periods. As long as one of them is valid, the group can be verified successfully.

Verify Mode: Set the verification mode of the group. When the group verification mode overlaps the user verification mode, then the user verification mode prevails.

Include Holiday: If it is set as [Yes], the door opening time period on holiday subjects to the time period set in holidays.

2. Click **[Confirm]** to save the settings.

➢ **Edit Group**

If you want to modify a group in the corresponding area, perform the following steps:

1. Click the corresponding area on the left side of the interface. The list of all the groups in the corresponding area will be displayed on the right side of the interface.

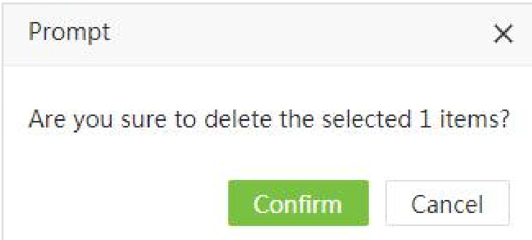
2. In the group list, click the group name or click  icon in the same row of the group to be edited.

3. Modify the parameters as per your requirements(refer to the parameter setting method in "Add New Group"). Click **[Confirm]** to save the modified group information.

➢ **Delete Group**

1. Click the corresponding area on the left side of the interface. The list of all the groups in the corresponding area will be displayed on the right side of the interface.

2. Select the group to be deleted and click **[Delete]** on the upper part of the interface or click  icon in the same row of the group to be deleted.



3. Click **[Confirm]** to delete the selected group.

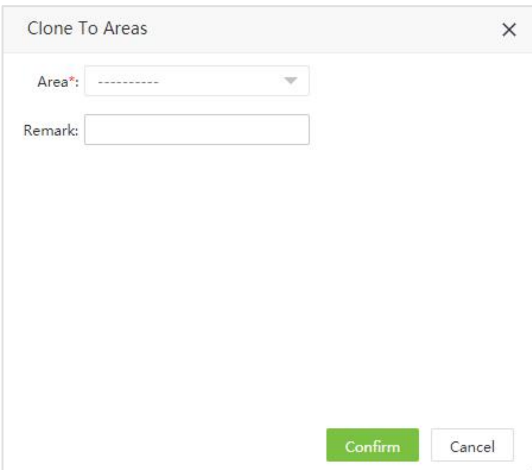
✍**Note:**

(1) The default group can not be deleted.

(2) The group which is in use can not be deleted.

6.5.2 Clone To Areas

1. Select the group to be cloned and click **[Group Menu]** > **[Clone To Areas]** at the top left of the group list.



Enter the details as shown below:

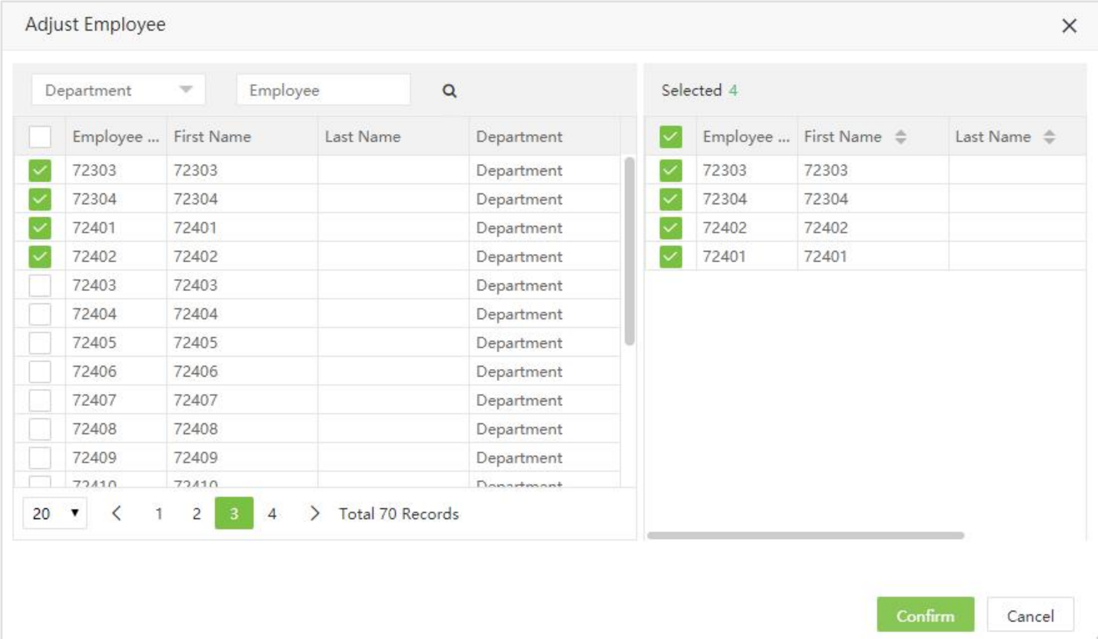
Area: Select the area (multiple choices are available).

Remark: Enter the remarks.

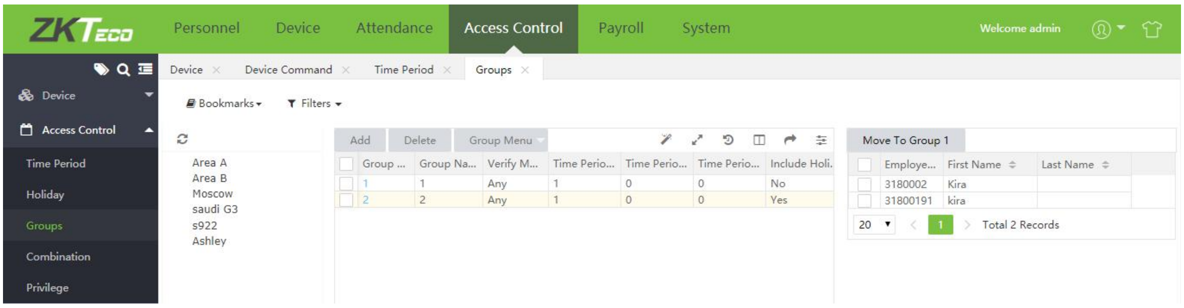
2. After entering the details, click **[Confirm]**.

6.5.3 Personnel Transfer

1. Select the group and click **[Group Menu]** > **[Personnel Transfer]** at the top left of the group list.



2. Select the corresponding employee and click **[Confirm]** to add the selected person to the group. In the group list, click the corresponding group. The employees belonging to the group will be displayed on the right side of the employee's list.



6.5.4 Move To Group 1

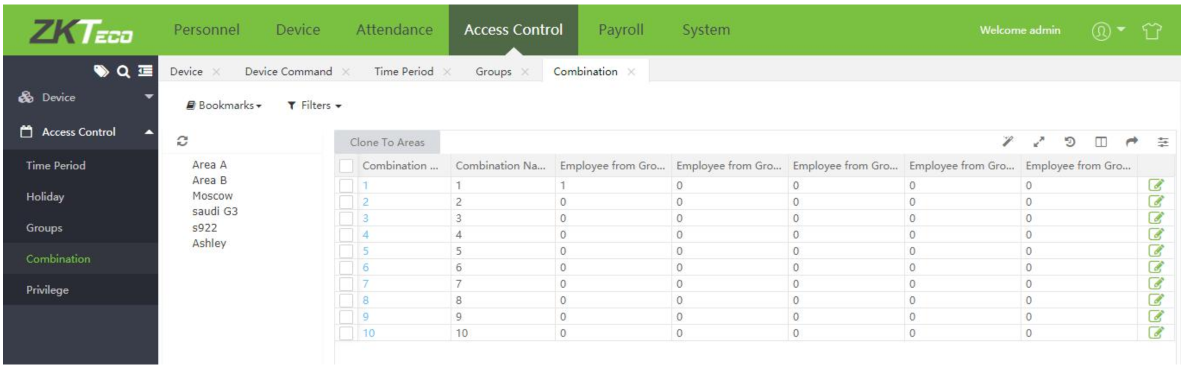
This function is mainly used when you wish to delete the employee from other groups except Group 1.

Select the corresponding employee from the employee's list and then click **[Move To Group 1]**.

6.6 Unlock Combination

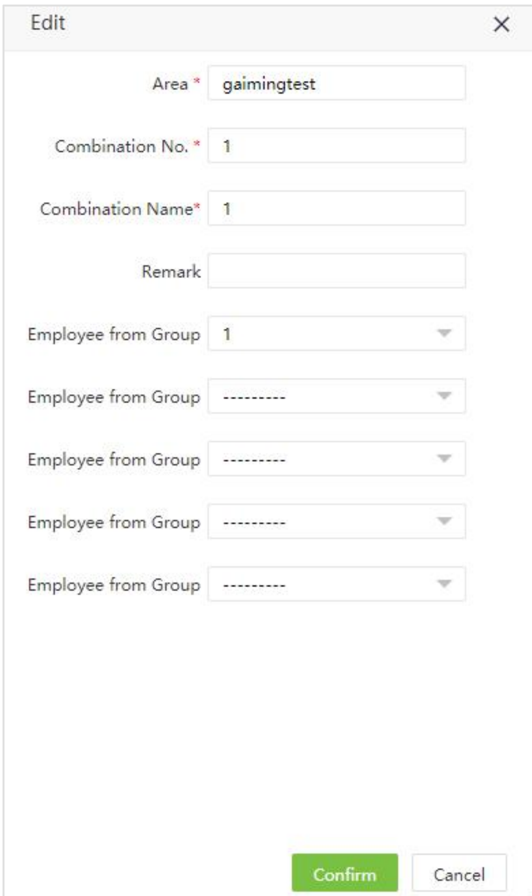
Access groups can be used with different unlock combinations to enable multiple authentications and to improve security.

For each area, the maximum number of unlocking combinations is 10. When an area is created, 10 unlock combinations are automatically created. The unlock combination with combination NO. 1 will be set in a way that one employee from access-group 1 can open the door by default. Other unlock combinations do not include any employee from the access group.



6.6.1 Edit Unlock Combination

1. Select **[Access Control]** > **[Access Control]** > **[Combination]** to access the combination interface. Click the corresponding area on the left side of the interface. The combinations belonging to this area will be displayed on the right side of the interface. Click the corresponding combination number to edit the combination.



Enter the parameters as shown below:

Area: Select the area name.

Combination No.: The number of combination. It cannot be edited.

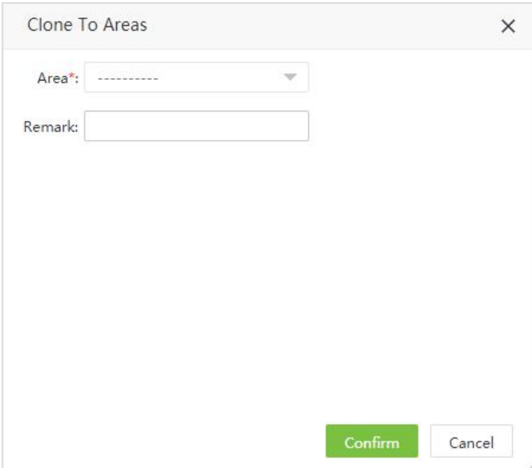
Combination Name: Set the name of the combination.

Employee from Group: Select the group which the employee belongs to. For example, If the selected group is Group 1, one of the employees from Group 1 can open the door in the specified area. In a combined verification, the range of **user number is** 0≤N≤5. You can combine two or more employees' to achieve multi-verification and security advancement.

2. Click **[Confirm]** to save the settings.

6.6.2 Clone To Area

1. Select the unlock combination to be cloned and click **[Clone To Areas]** at the top left of the combination list.



Enter the parameter as shown below:

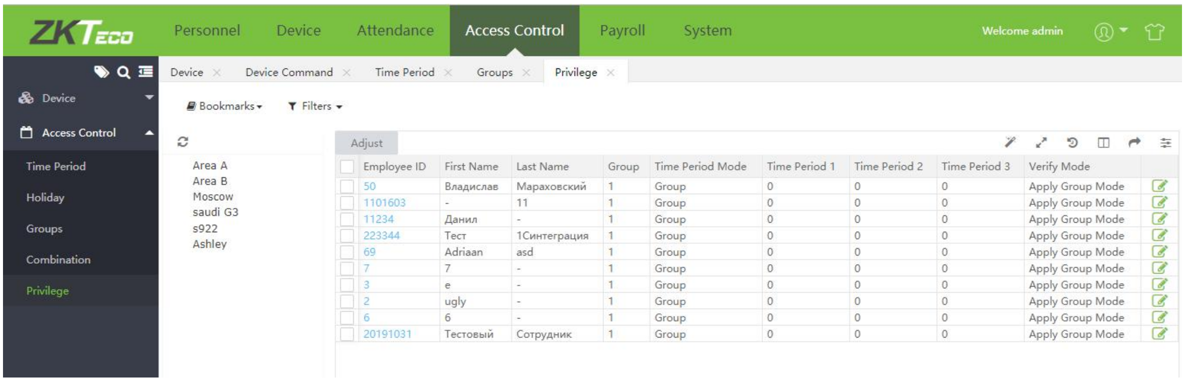
Area: Select the area (multiple choices are available).

Remark: Enter the remarks.

2. Click **[Confirm]** to save the settings.

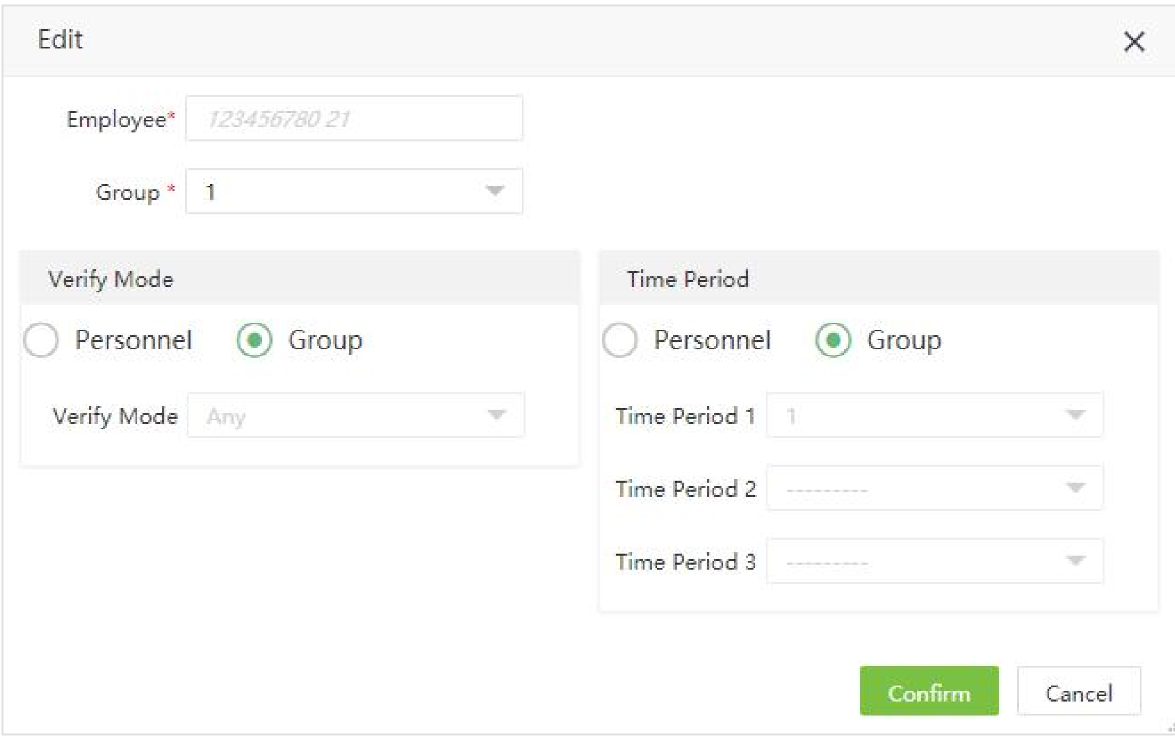
6.7 Privilege

Here you can check or edit employee’s access privilege.



6.7.1 Edit Employee's Access Privilege

1. Select **[Access Control]** > **[Access Control]** > **[Privilege]** to access the interface. Click the corresponding area on the left side of the interface. The privilege information of employees who are belonging to this area will be shown on the right side of the interface. Click the corresponding employee ID or icon in the same row of employee privilege to be edited.



Enter the details as shown below:

Employee: Select the employee.

Group: Adjust the access group for the employee from the drop-down list. The corresponding verification mode and time period will be updated automatically.

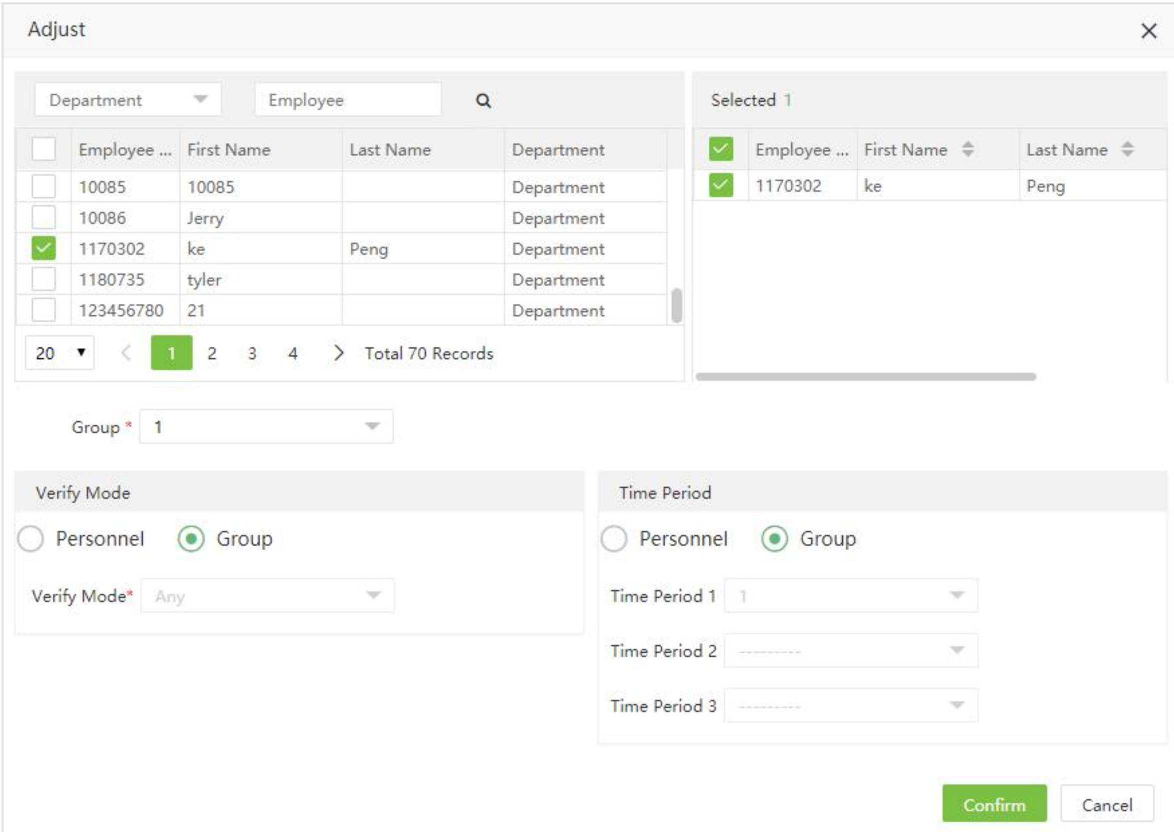
Verify Mode: If Group is selected, the employee can be verified by using the verification mode of the group to which this employee belongs. If Personnel is selected, you can customize the verification mode for this employee from the drop-down list of verifying mode.

Time Period: If Group is selected, the time period of the group will be applicable to the employee. If Personnel is selected, then set the unlocking time period for this employee. The time period of this employee does not affect the time period of any other employee in this group.

2. Click **[Confirm]** to save the details.

6.7.2 Adjust Employee's Access Privilege

1. Click the corresponding area on the left side of the interface. The privilege information of employees who are belonging to this area will be displayed on the right side of the interface. Click **[Adjust]** to access the adjust privilege interface:



Enter the parameters as shown below:

Employee: Select the employee from the list to whom the privilege must be adjusted.

Group: Select the access group for the employee from the drop-down list. The corresponding verification mode and time period will be updated automatically.

Verify Mode: If Group is selected, the employee can be verified by using the verification mode of the group to which this employee belongs. If Personnel is selected, you can customize the verification mode for this employee for the drop-down list of verifying mode.

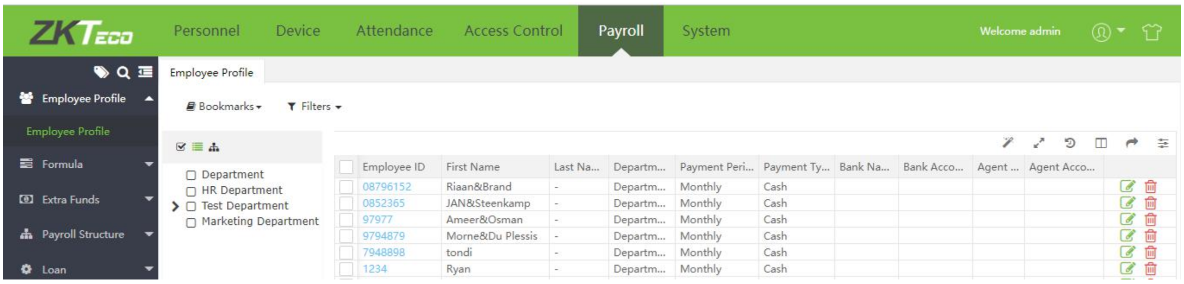
Time Period: If Group is selected, the time period of the group will be applicable to the employee. If Personnel is selected, then set the unlocking time period for this employee. The time period of this employee does not affect the time period of any other employee in this group.

2. Click **[Confirm]** to save the details.

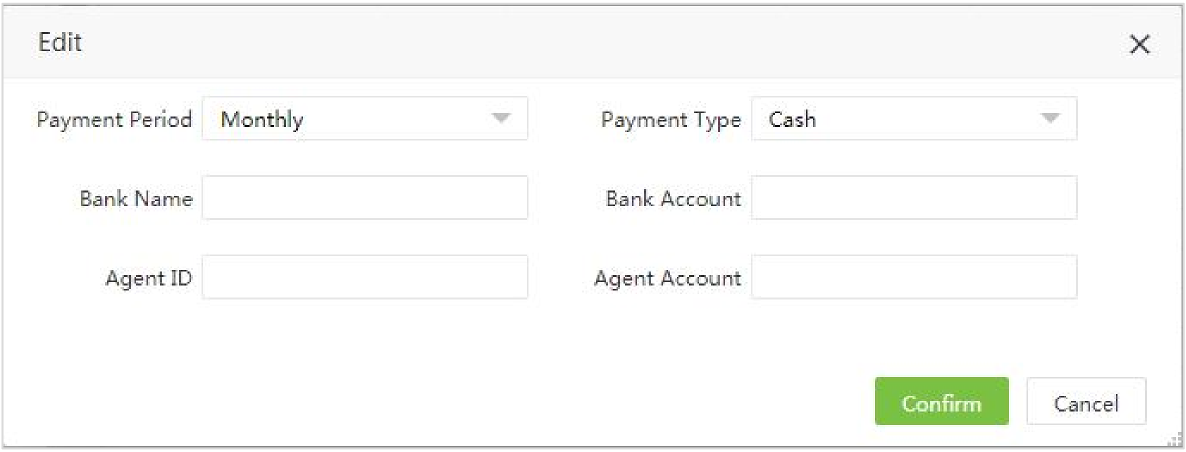
Chapter 7 Payroll Module

The Payroll Management system efficiently manages the financial records of the employees. It keeps track of all the payroll related details such as Salary, Bonus, Deduction, Loan, Reimbursement, etc.

7.1 Employee Profile



Click the **Employee ID** to edit the employee profile. After editing the relevant information, click **Confirm** to save.

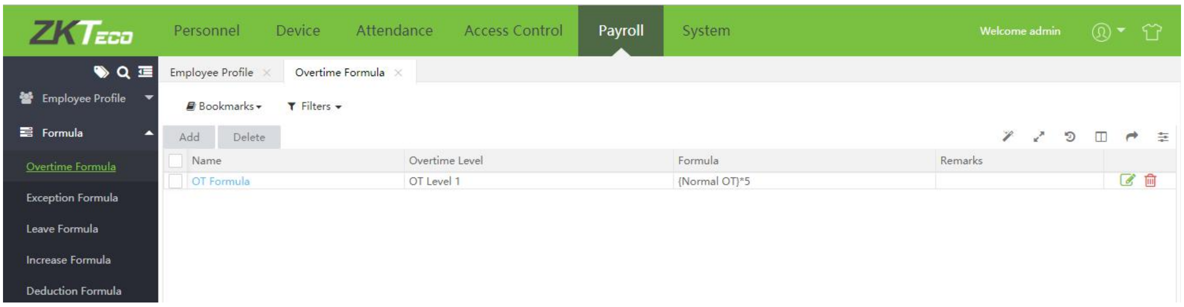


7.2 Formula

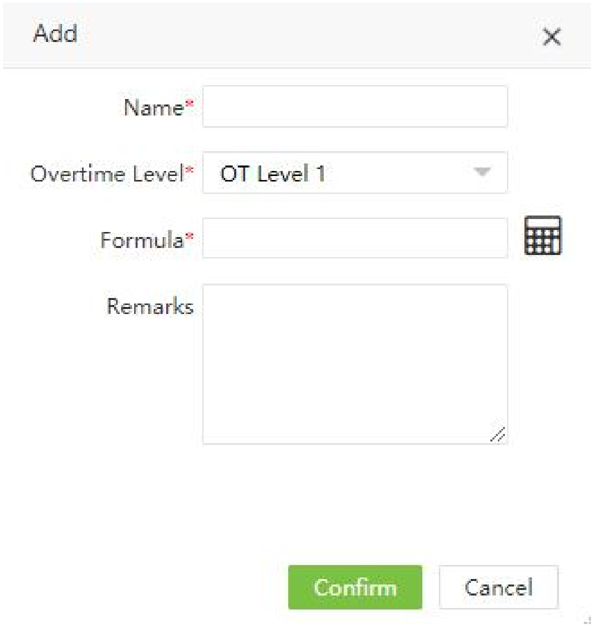
Set the formulas for calculating Overtime, Exceptions (late in, early leave and absence), Leave. These formulas are set for the terms which are the fixed calculation items in the employee's monthly salary structure.

7.2.1 Overtime Formula

The formula for different types of OT can be defined according to the organizational rules.



1. Select **[Payroll] > [Formula] > [Overtime Formula] > [Add]**

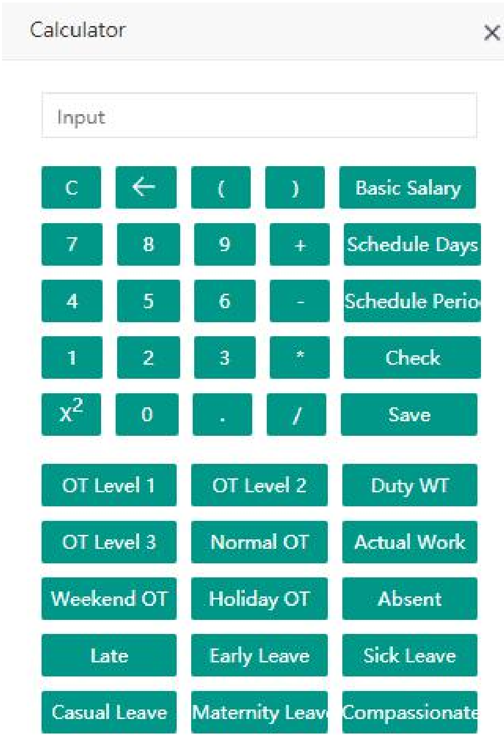


Enter the parameters as shown below:

Name: Enter the name of the formula.

Overtime Type: Select the overtime type from the drop-down list.

Formula: Set the formula for the corresponding overtime type. Click the  icon to open the calculator and set the formula.

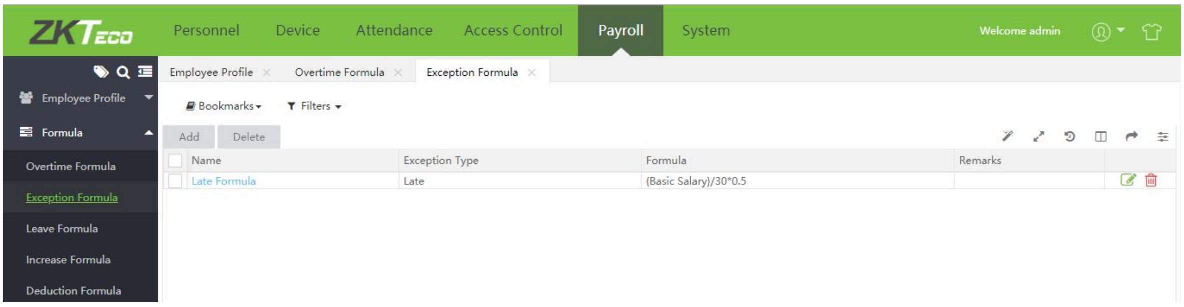


Remark: Enter the remarks for the formula.

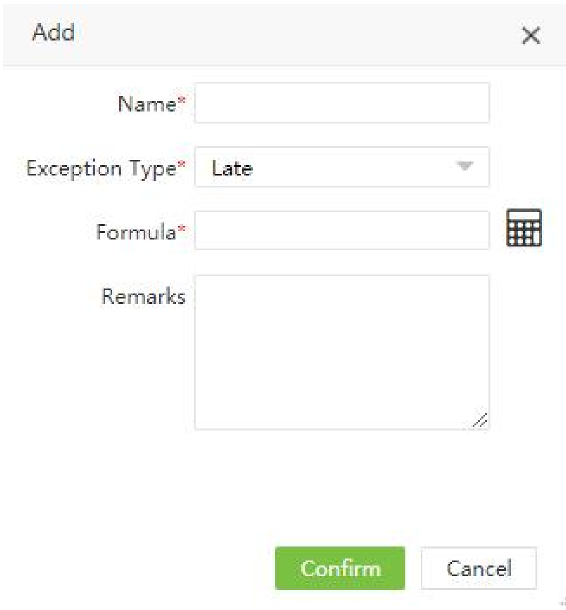
2. Click **[Confirm]** to save the formula.

7.2.2 Exception Formula

The formula for exceptions including late in, early leave and absence, can be defined according to the organizational rules.



1. Select **[Payroll] > [Formula] > [Exception Formula] > [Add]**.



Enter the parameters as shown below:

Name: Enter the name of the formula.

Exception Type: Select the exception type from the drop-down list.

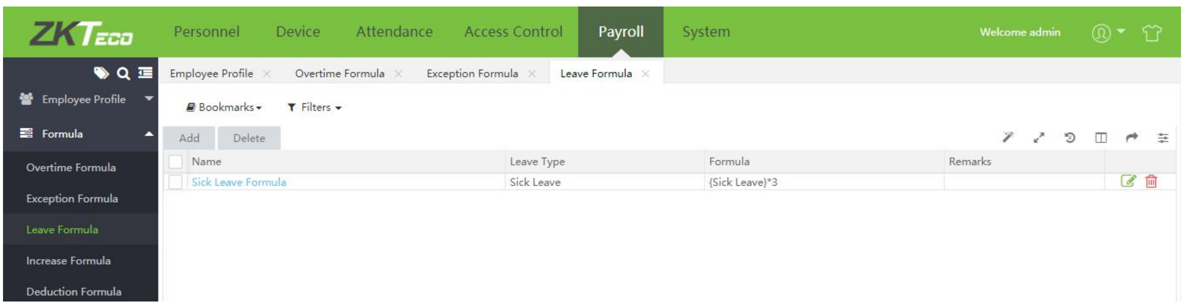
Formula: Set the formula of the corresponding exception type. Click the icon to open the calculator and set the formula.

Remarks: Enter the remarks for the formula.

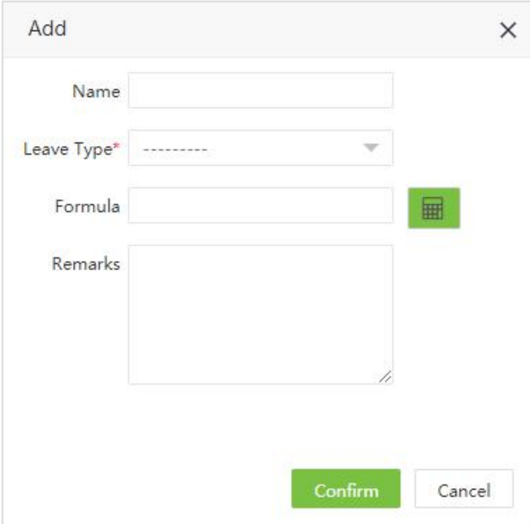
2. Click **[Confirm]** to save the formula.

7.2.3 Leave Formula

The formula for leave can be defined according to the organizational rules.



1. Select **[Payroll] > [Formula] > [Leave Formula] > [Add].**



Enter the parameters as shown below:

Name: Enter the name of the formula.

Leave Type: Select the leave type from the drop-down list. The leave types are the ones that are added in the Attendance module.

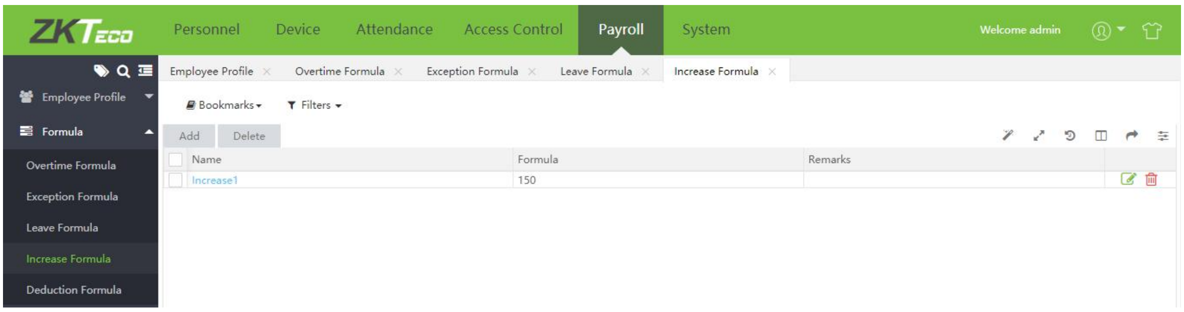
Formula: Set the formula of the corresponding leave type. Click to open the calculator and set the formula.

Remarks: Enter the remarks for the formula.

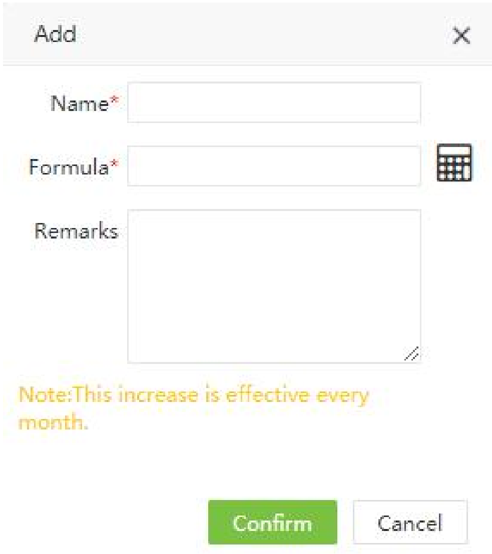
2. Click **[Confirm]** to save the formula.

7.2.4 Increase Formula

The formula for monthly fixed increments can be defined according to the organizational rules.

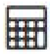


1. Click **[Payroll]** > **[Formula]** > **[Increase Formula]** >**[Add]**.



Enter the parameters as shown below:

Name: Enter the name of the formula.

Formula: Set the formula of the corresponding increment. Click  to open the calculator and set the formula.

Remarks: Enter the remarks for the formula.

2. Click **[Confirm]** to save the formula.

7.2.5 Deduction Formula

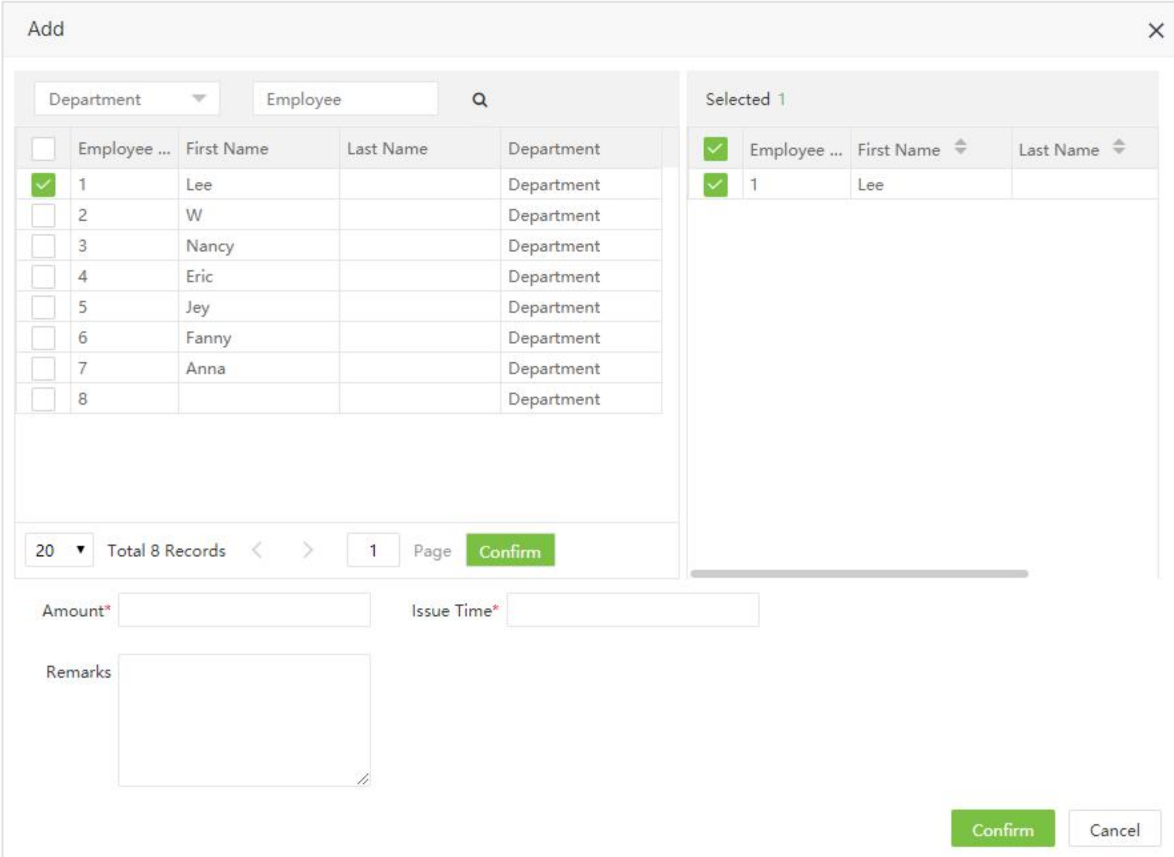
The functionality will be the same as the increase formula. Please refer to 7.2.4 Increase Formula.

7.3 Extra Fund

It's for the extra increment or deduction which is to be adjusted in employee's salary temporarily.

7.3.1 Extra Increase

1. Select **[Payroll] > [Extra Fund] > [Extra Increase] > [Add]**.



Enter the parameters as shown below:

Employee: Select the employee to whom the salary is to be adjusted temporarily.

Amount: Set the amount to be adjusted.

Issue Time: Enter the issued time.

Remarks: Enter the remarks.

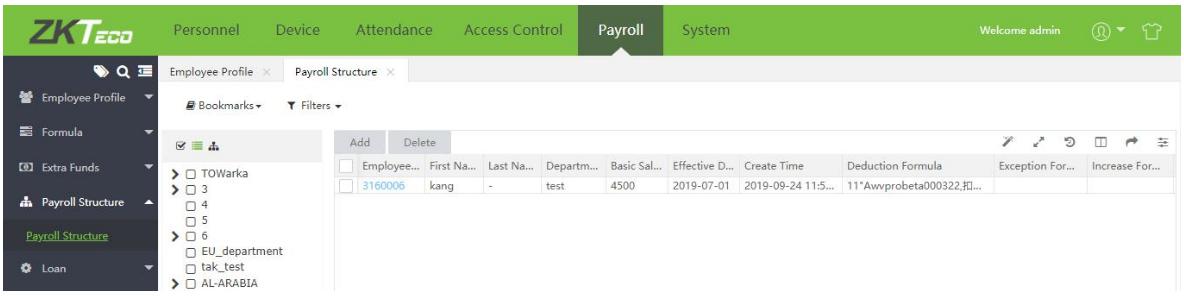
2. Click **[Confirm]** to save the details.

7.3.2 Extra Deduction

The functionality will be the same as Extra Increase. Please refer to 7.3.1 Extra Increase.

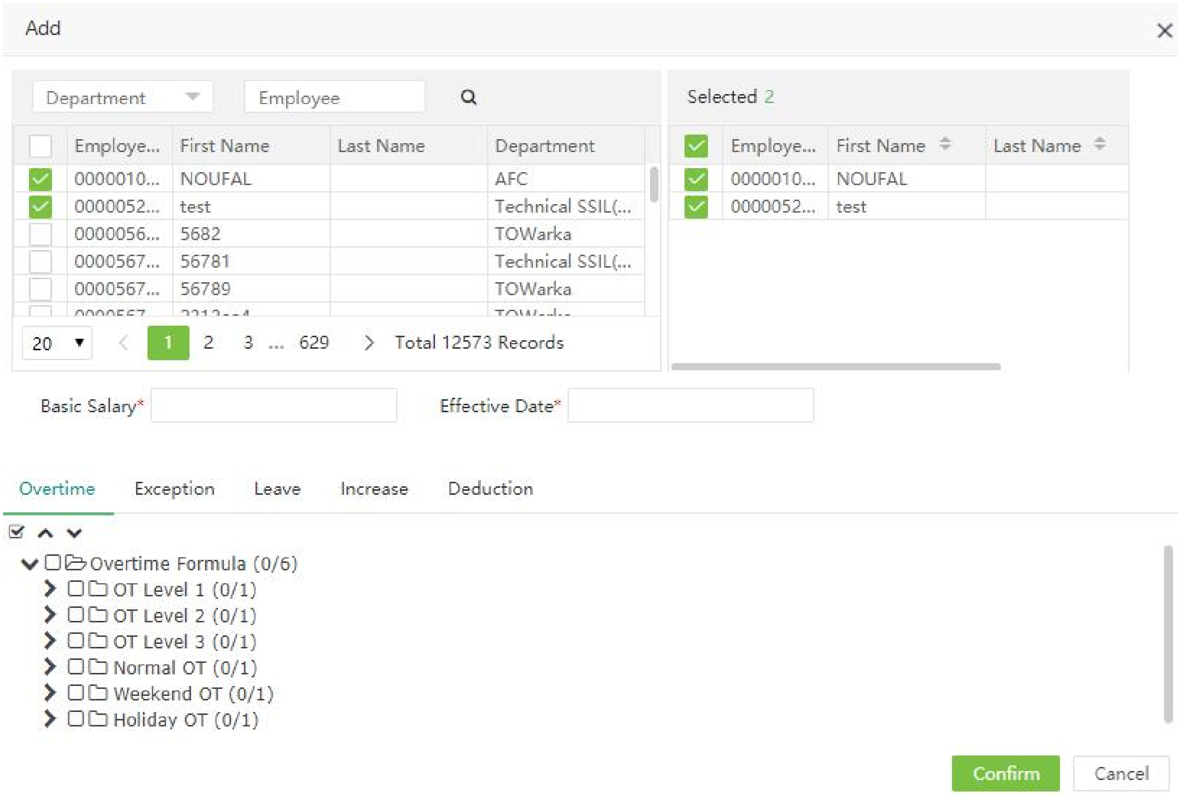
7.4 Payroll Structure

Select **[Payroll]** > **[Payroll Structure]** > **[Payroll Structure]**. Select the corresponding Department name on the left side of the interface. The list of employees with a defined salary structure will be displayed on the right side of the interface.



7.4.1 Add New Payroll Structure

1. Click **[Add]** to add a new payroll structure:



Enter the parameters as shown below:

Employee: Select the employee to define the salary structure.

Basic Salary: Set the basic salary for the selected employee(s).

Effective Date: Set the effective date of the payroll structure.

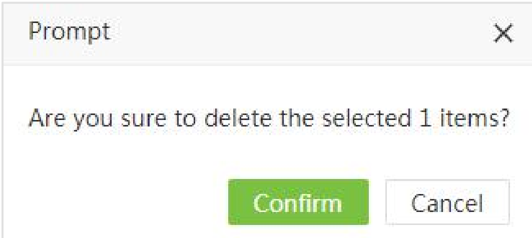
Formula: Set the formulas, including the formula for Overtime, Exception, Leave, Increase and Deduction for the payroll structure.

2. Click **[Confirm]** to save the settings.

7.4.2 Delete Payroll Structure

Select the department name on the left side of the interface. The employee payroll structure list will be displayed on the right side of the interface.

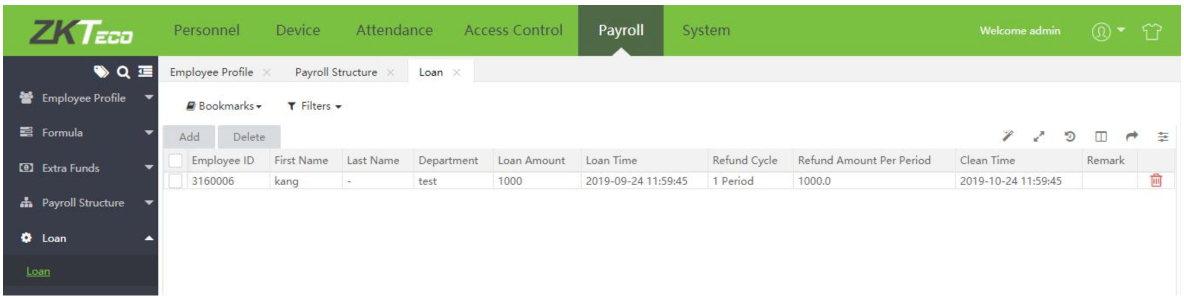
1. In the employee payroll structure list, select the payroll structure to be deleted. Click **[Delete]** on the upper part of the interface or click icon in the same row of the payroll structure to be deleted.



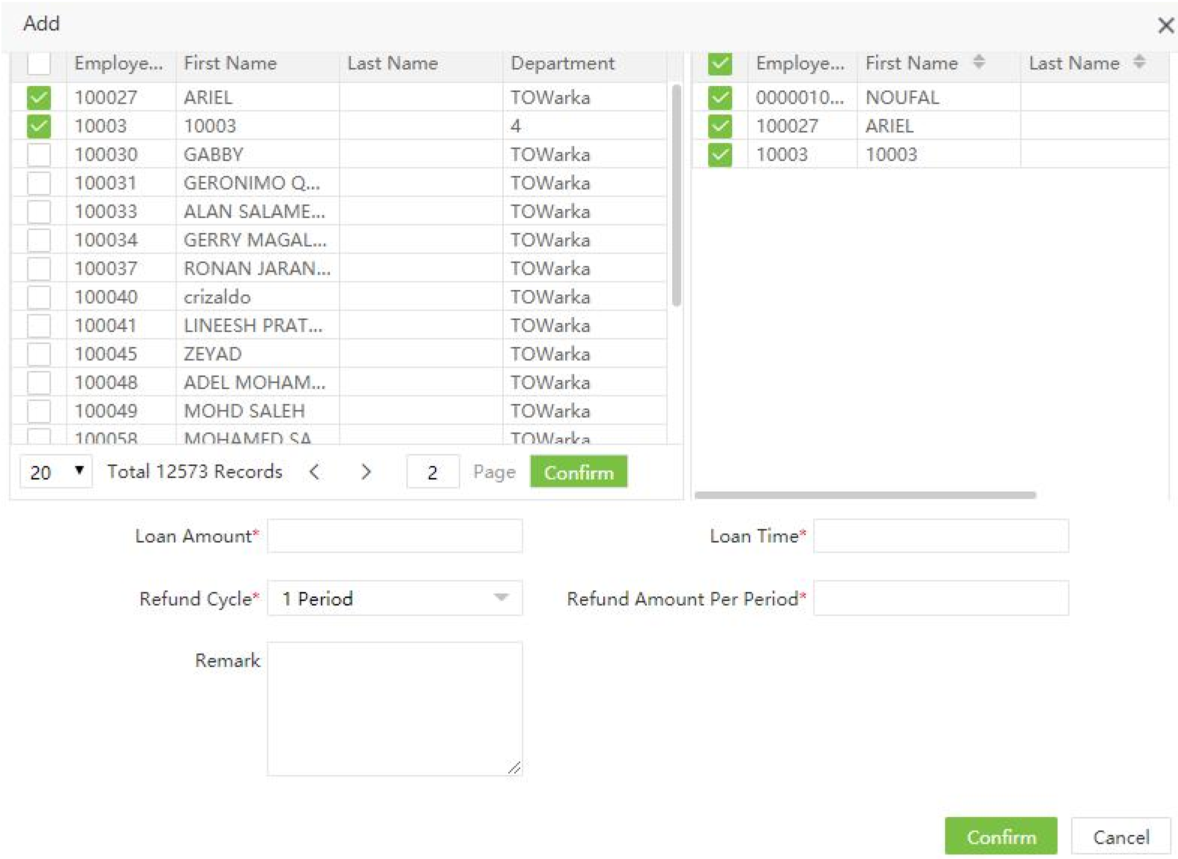
2. Click **[Confirm]** to delete the payroll structure.

7.5 Loan

The loan interface displays the loan details of the employees.



Select **[Payroll] > [Loan] > [Loan] > [Add]** to access the interface of adding loan record of an employee.



Enter the parameters as shown below:

Employee: Select the employee to whom the loan details to be added.

Loan Amount: Enter the loan amount of the employee.

Loan Time: Set the loan credit time for the employee. According to the month set here, the loan amount will be added to the salary of the current month while calculating the employee's salary.

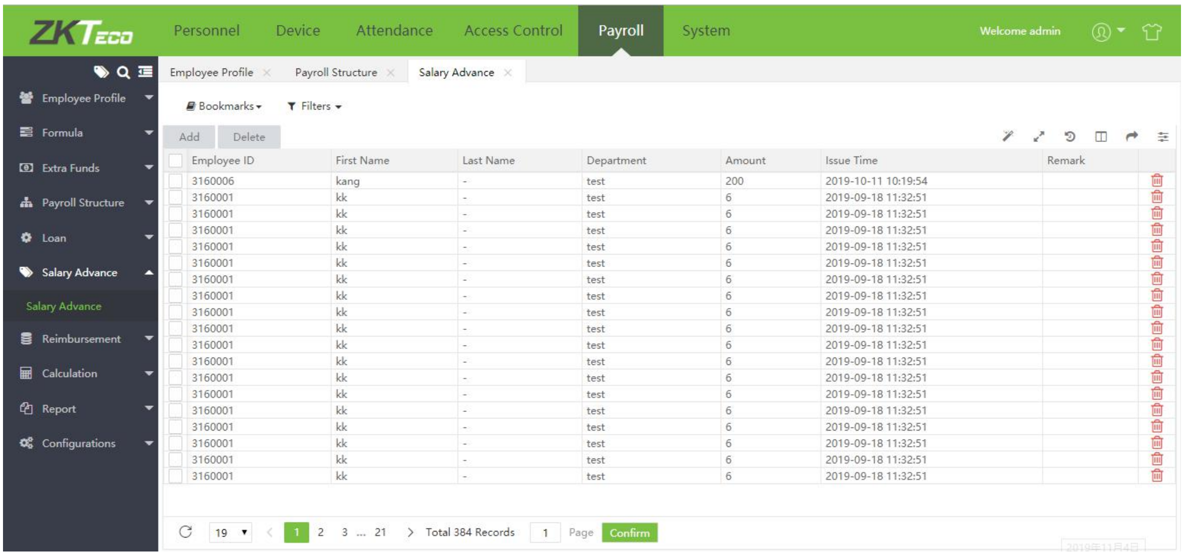
Refund Cycle: Select the refund cycle of the loan.

Refund Amount Per Period: After setting the loan amount and the refund cycle, the refund amount per period will be filled in automatically. And this amount will be automatically deducted from the employee's monthly salary.

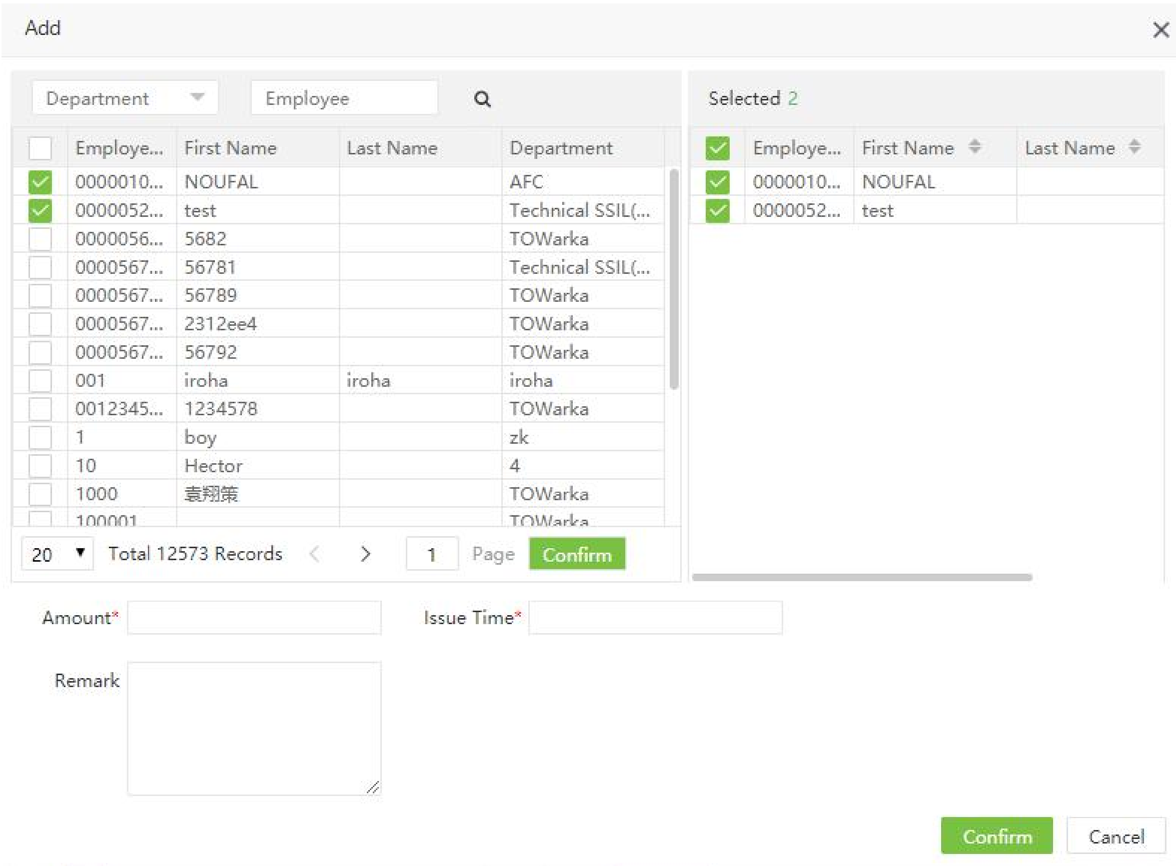
Click **[Confirm]** to save the settings.

7.6 Salary Advance

In this section, the salary advance details of the employees will be displayed.



Select **[Payroll]** > **[Salary Advance]** > **[Salary Advance]** > **[Add]** to add salary advance details for an employee.



Enter the parameters as shown below:

Employee: Select the employee who needs an advance salary.

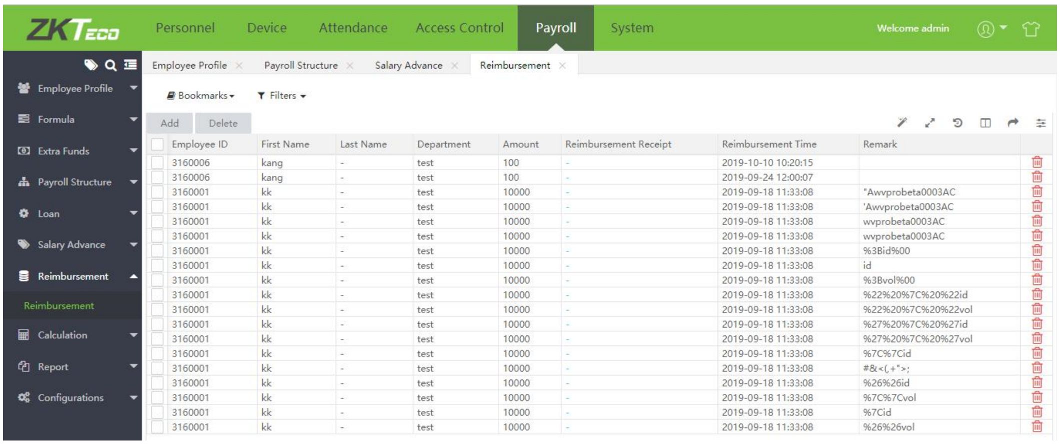
Amount: Enter the advance amount.

Issue Time: Set the issue time for a salary advance. According to the month set here, the amount will be added to the employee salary of the current month while calculating the employee salary. And this amount will be deducted from the employee's next month's salary.

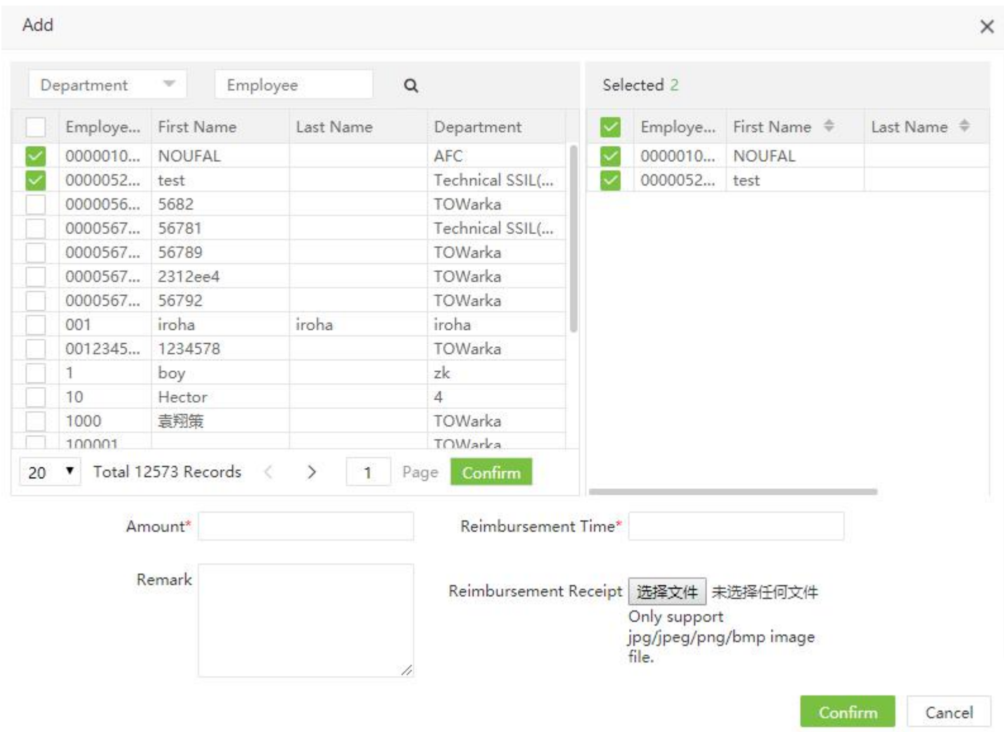
Click **[Confirm]** to save the settings.

7.7 Reimbursement

In this interface, the reimbursement is listed along with the employee details.



Select **[Payroll]** > **[Reimbursement]** > **[Reimbursement]** > **[Add]** to add reimbursement details for employee.



Enter the parameters as shown below:

Employee: Select the employee who requests reimbursement.

Amount: Set the reimbursement amount.

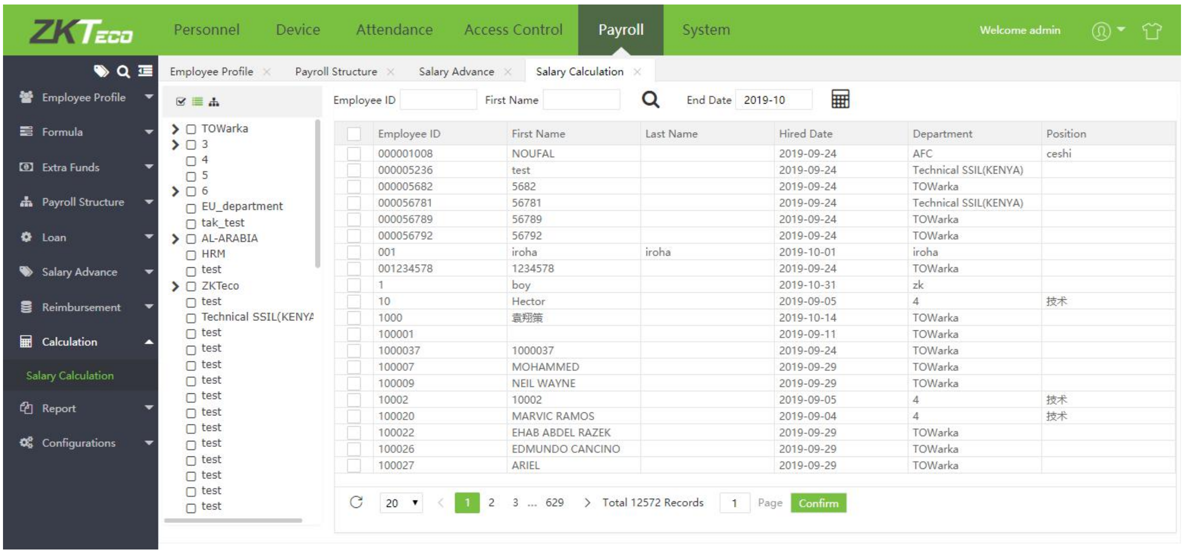
Reimbursement Receipt: Upload the reimbursement receipt. The software supports only JPG/JPEG/PNG/BMP file format.

Reimbursement Time: Set the reimbursement time for the employee. According to the month set here, the amount will be added to the employee salary of the month while calculating the employee's salary.

Click **[Confirm]** to save the settings.

7.8 Salary Calculation

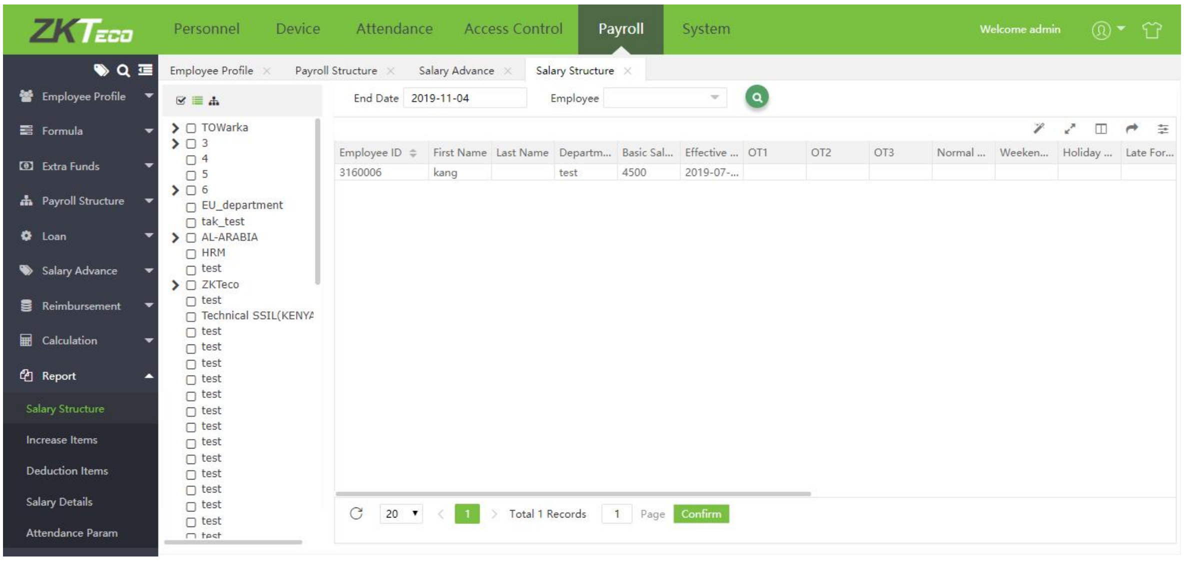
Select **[Payroll]** > **[Calculation]** > **[Salary Calculation]** to calculate the salary of the employee.. It shows all the employees by default. You can select the Department to display the respective employees. Click to calculate the salary. When "Calculation Finished" message appears, it indicates the end of the calculation.



7.9 Salary Report

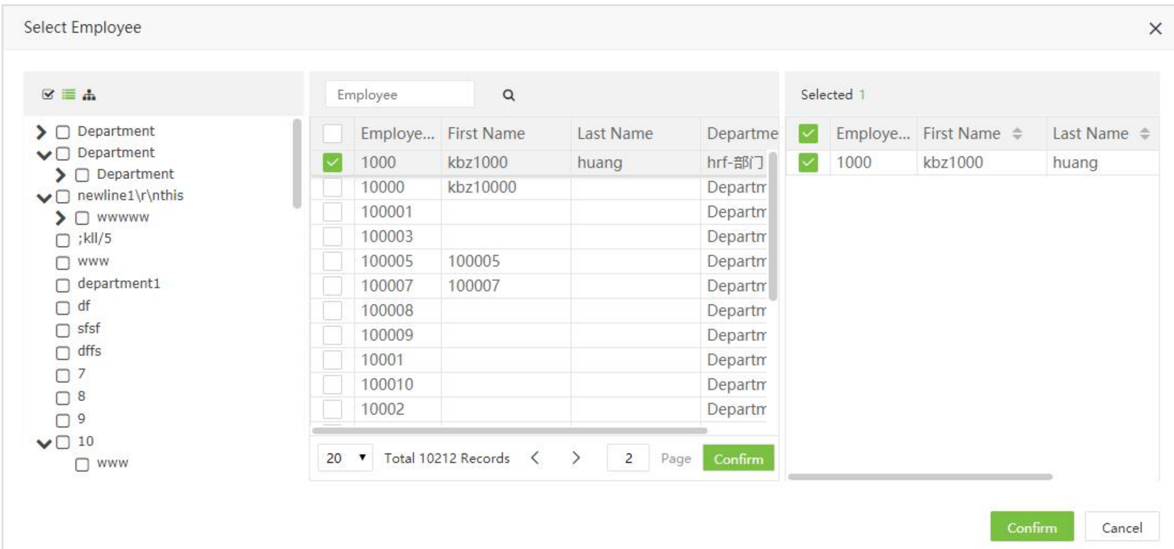
The salary reports section displays various reports such as Salary Structure, Increment Details, Deduction Details, Salary Details, and Attendance Parameters. The reports can be exported in PDF, XLS, TXT or CSV formats.

Select **[Payroll]** > **[Report]** to view the salary report. The salary report will be displayed as shown below:



Perform the following steps to view the salary report:

1. Select the Department on the left side of the interface to view the salary details of employees. Enter the employees' name in the text box to view the salary report of the particular employee.



2. Set Start Date and End Date. Please refer to 2. "Date Selection" in Appendix 1 to set the date.

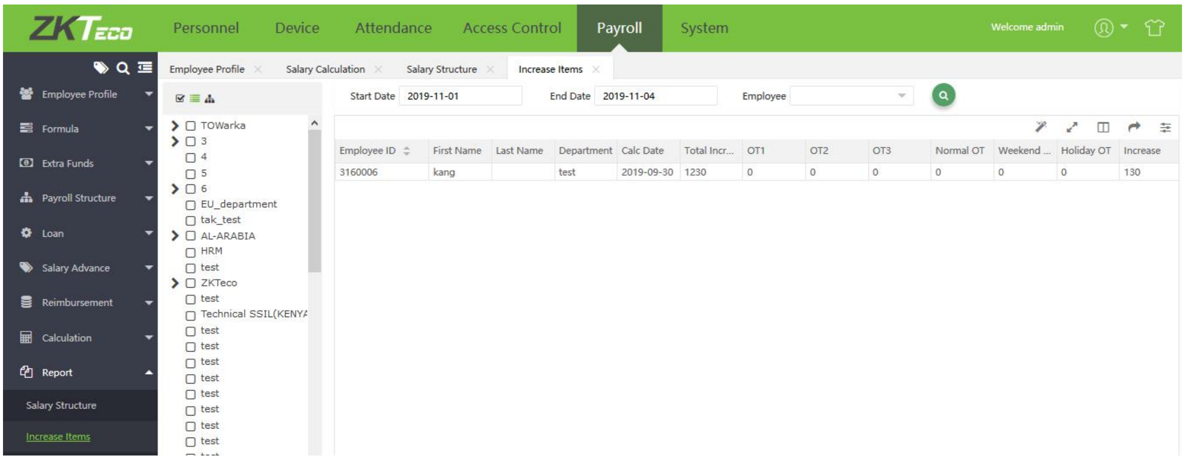
3. Click  icon and view the salary report information of the selected employees between the set start date and the end date.

➢ **Salary Structure**

Displays the employee's detailed salary structure.

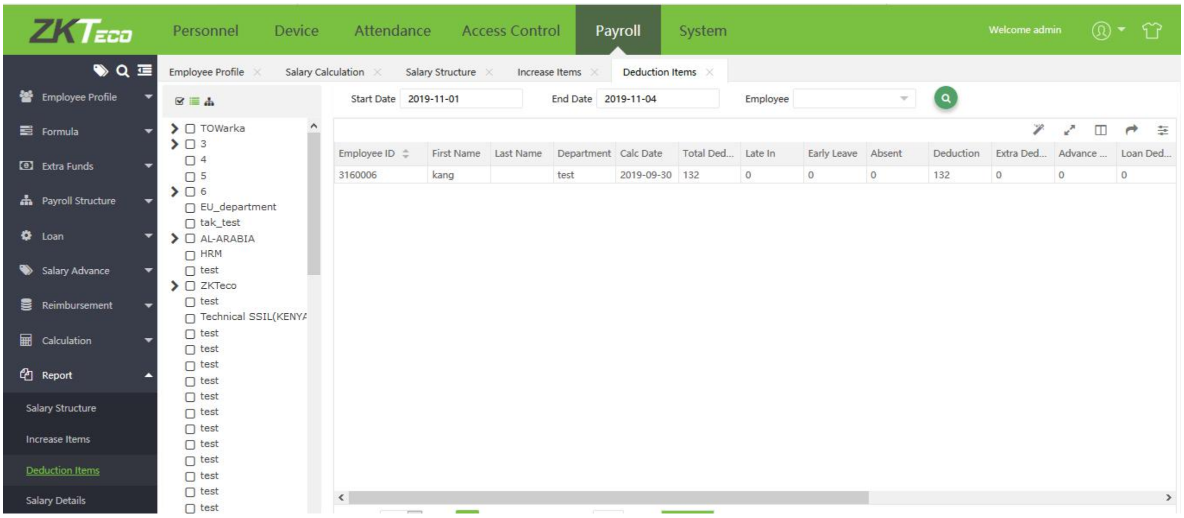
➢ **Increase Items**

Displays all the increment details of the employee's salary.



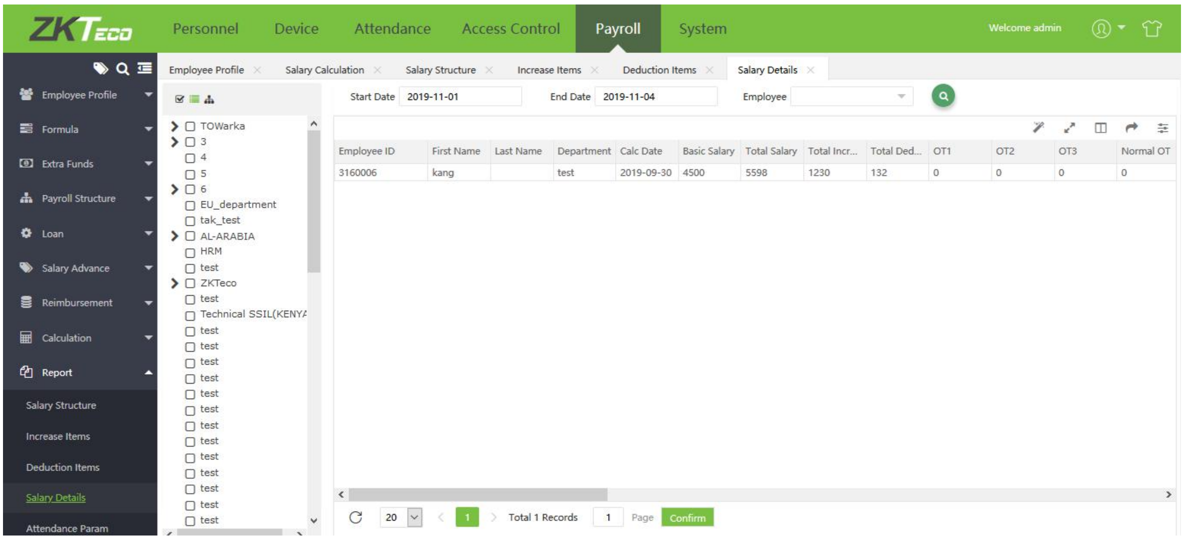
➢ Deduction Items

Displays all the deductions details of the employee's salary.



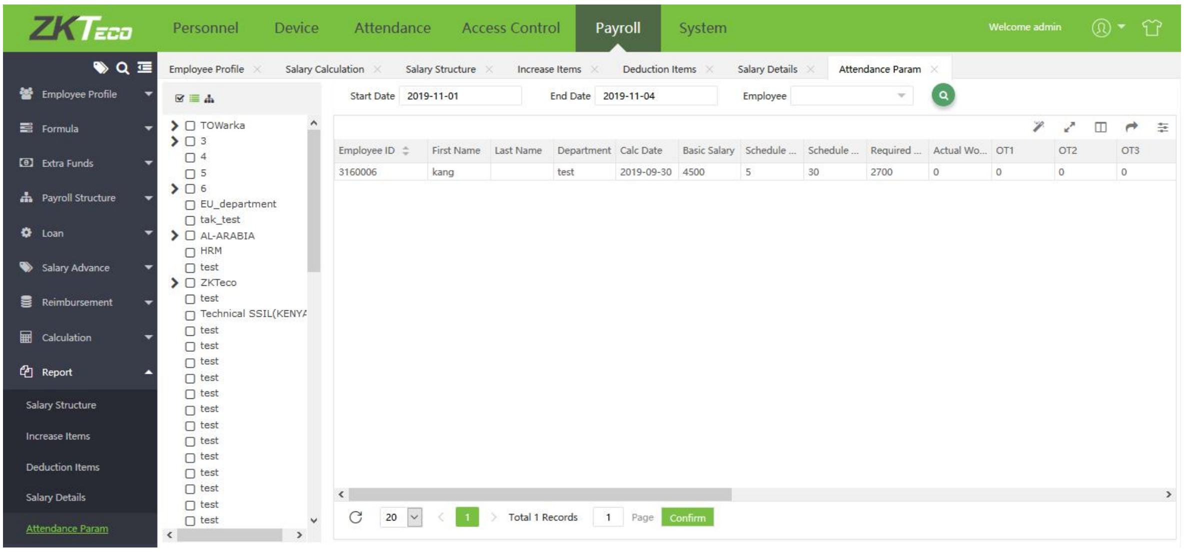
➢ Salary Detail

Displays the employee's monthly salary detail.



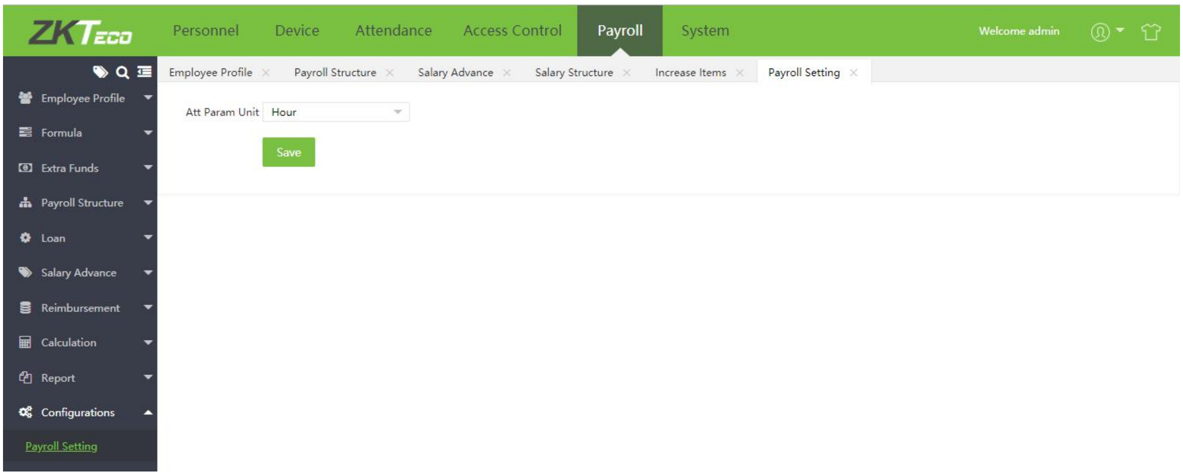
➢ Attendance Parameter

Displays the employee's salary information together with attendance information.



7.10 Payroll Setting

Select **[Payroll]** > **[Configurations]** > **[Payroll Setting]** to set the attendance parameters.


Personnel
Device
Attendance
Access Control
Payroll
System
Welcome admin
Employee Profile
Payroll Structure
Salary Advance
Salary Structure
Increase Items
Payroll Setting
Employee Profile
Formula
Extra Funds
Payroll Structure
Loan
Salary Advance
Reimbursement
Calculation
Report
Configurations
Payroll Setting
Att Param Unit
Hour
Save

Chapter 8 System Settings

The system setting facilitates you to assign system users (such as Company Management Personnel, Registrars, and Statistics Clerk), configure roles for each user, and set mailbox function, automatic export, backup, data migration, operation logs, etc.

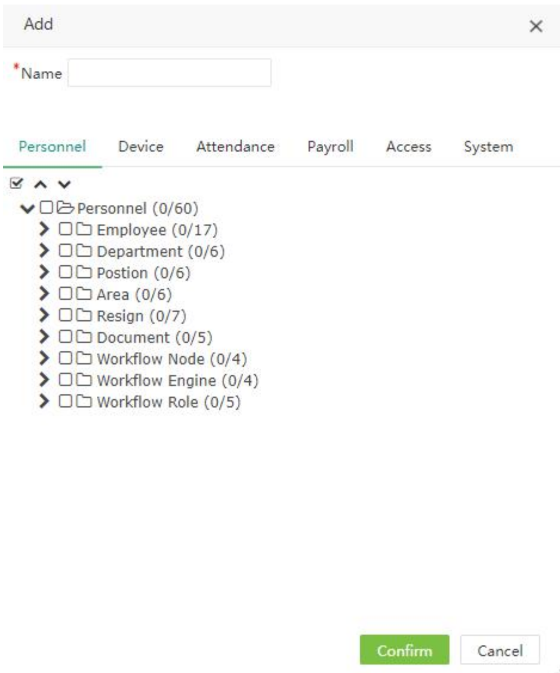
8.1 System User Management

8.1.1 Privilege Group Management

While using the system, the superuser needs to assign different levels to new users. To avoid assigning one by one, you can set roles with specific levels in role management. You can also assign appropriate roles to users while adding users. The permissions are configured for all the functional modules namely Personnel, Device, Attendance, Payroll, Access, and System. The default super users of the system have all the privileges and can assign new users based on the requirements and they can set the corresponding permissions.

➢ **Add a Privilege Group**

1. Select **[System]** > **[User]** > **[Group].**



✍**Note:** Select the corresponding permissions based on the selected functional module.

Name: Enter the name of the role(Eg: Employee, Device Administrator, etc).

Permissions: In the permission list under each functional module, select the checkboxes of the required permissions. If you want to select all the permissions under a module, select the Master check box.

2. Click **[Confirm]** to save the settings.

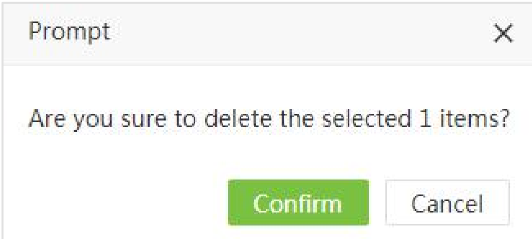
➢ Edit a Privilege Group

1. In the privilege group list, click the role name or click icon in the same row of the role to be edited.

2. Modify the parameters as per your requirements (refer to the parameter setting method in "Adding a role"). After modifications, click **[Confirm]** to save the parameters.

➢ Delete a Privilege Group

1. In the privilege group list, select the privileged group and click **[Delete]** on the upper part of the interface or click icon in the same row of the role to be deleted.



2. Click **[Confirm]** to delete the selected privilege group.

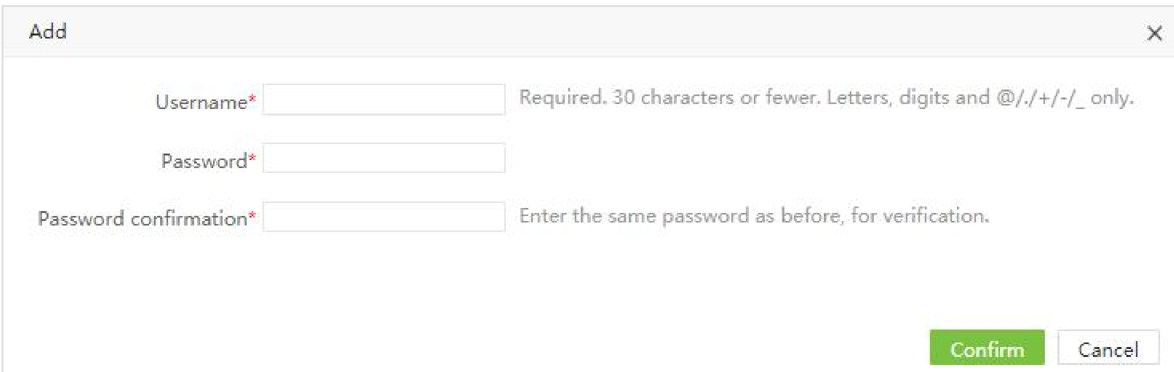
✍**Note:** The group which is currently being used cannot be deleted.

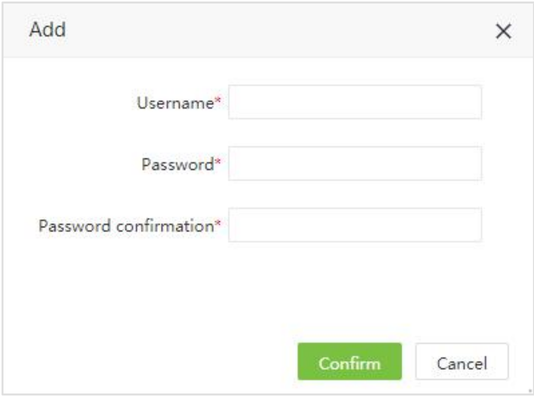
8.1.2 User Management

Adds new users to the system and assigns the role (permissions) to users.

➢ Add a User

1. Select **[System]** > **[User]** > **[Add]** to access the Add User interface:





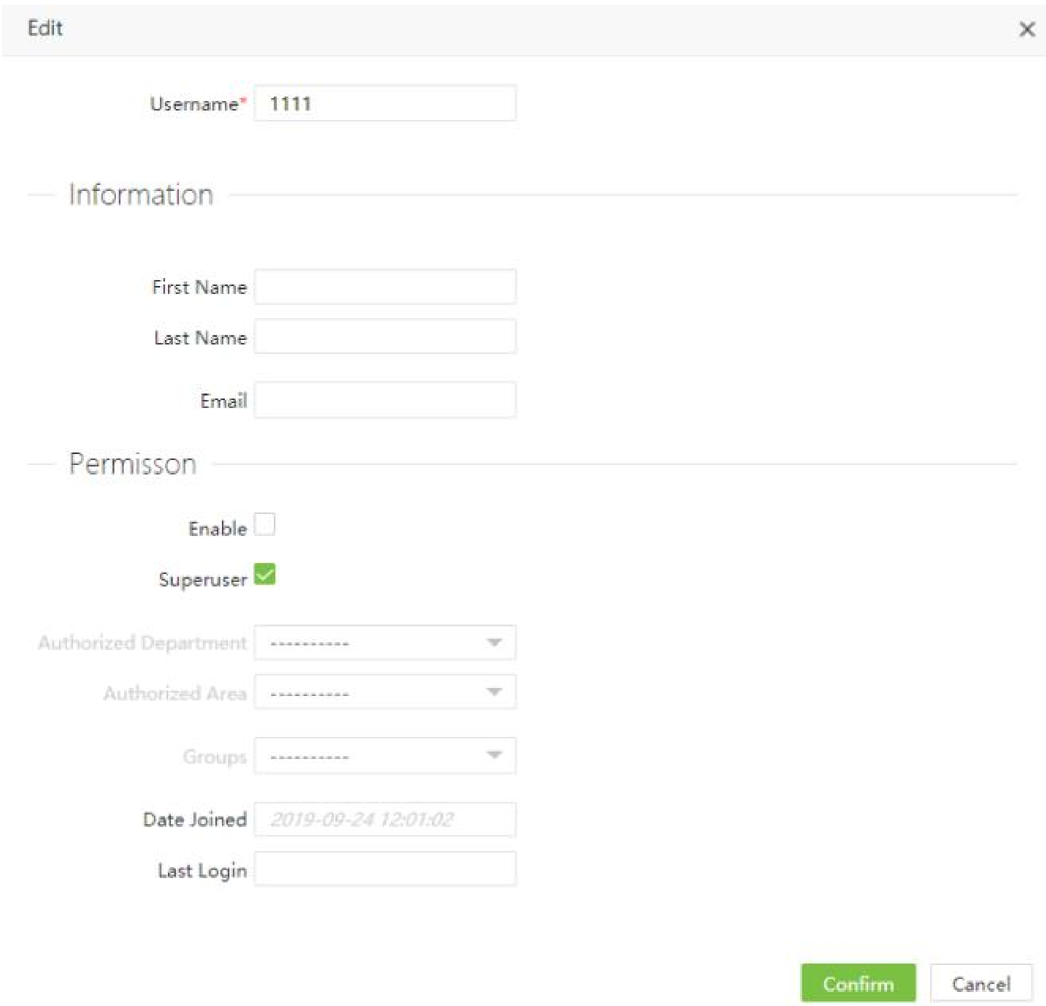
2. Enter the parameters as shown below:

Username: Enter the Username of maximum 30 alphanumeric characters.Supports letters, digits and @/./+/-/_ only.

Password/ Password Confirmation: Enter the Password. Re-enter the password to confirm the same.

➢ **Edit a User**

1. Click the user name or click icon in the same row of the user to edit the user details.



Username: Enter the Username maximum of 30 alphanumeric characters.

First Name/Last Name: Enter the First Name and the Last Name of the user.

Email: Enter the user's Email address.

Enable: If selected, the user can log into this admin site.

Superuser: If selected, the user has all the rights and there is no need to assign permissions.

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

Authorize Department: Click and select a Department from the Department drop-down list. (If the Department is not selected, the user possesses rights for all the Departments)

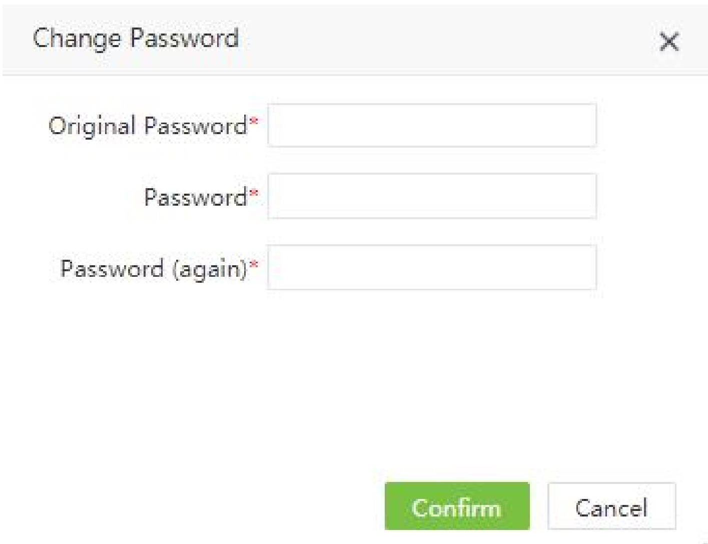
Authorize Area: Click and select an area from the area drop-down list. (If you select no area, you will possess all area rights by default.)

2. After editing the user details, click **[Confirm]** to save them.

✍**Note:** You can delete the existing users. Click the **[Delete]** at the top of the user list. The detailed operations are the same as those in "Deleting a permission group."

➢ **Change Password**

1. Select **[System]** > **[User]** > **[Change Password]** to change the password.

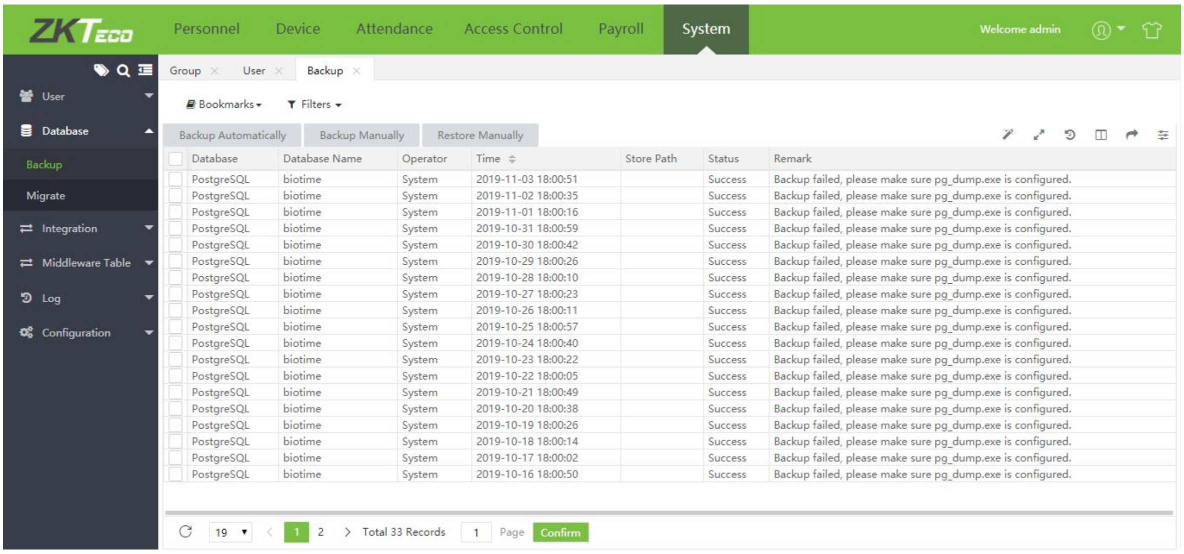


2. Enter the Original Password, New Password and Confirm the New Password. Click **[Confirm]** to change the Password.

8.2 Data Management

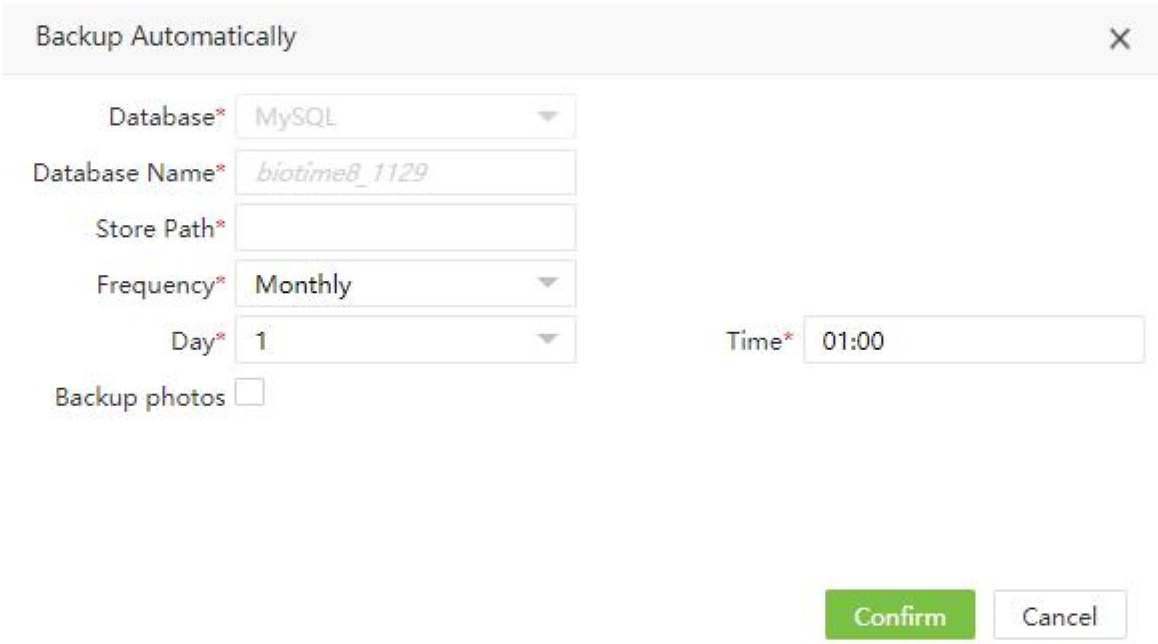
8.2.1 Database Backup

You can backup the data to prevent data loss. The software can be set to back up the database automatically or manually. And it also supports to restore the PostgreSQL database.



➢ **Backup Automatically**

1. Select **[System]** > **[Database]** > **[Backup Automatically]** to back up the data manually.



Database: Database type cannot be modified.

Database Name: Database name cannot be modified.

Store Path: Set the storage path. A corresponding folder will be created to store the original backup files.

Frequency: Enter the repetition interval for the backup files.

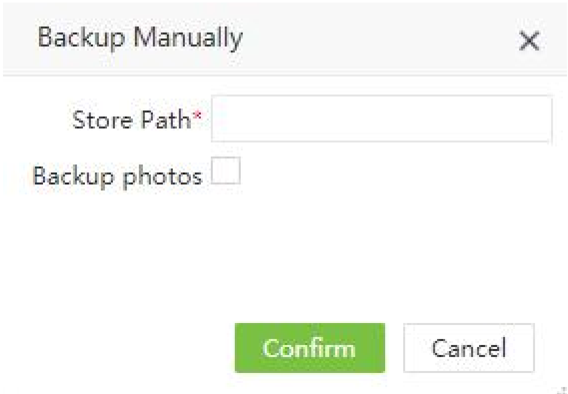
Day and Time: Enter the Day and Time for backup.

Backup photos: Select whether to backup photos (including personnel photos, bio-photos and attendance photos).

2. After setting the backup parameters, click **[Confirm]**.

➢ **Backup Manually**

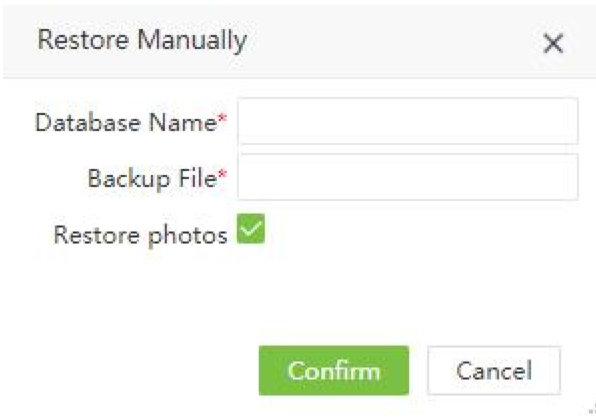
1. Select **[System]** > **[Database]** > **[Backup Manually]** to back up the database manually. Enter the Storage path and select whether to backup photos (including user photo, bio-photo and attendance photo).



2. After setting the storage path, click **[Confirm]**.

➢ **Restore Manually (Only PostgreSQL)**

1. Select **[System]** > **[Database]** > **[Restore Manually]** to restore the Database.



Database Name: Enter the database name.

Backup File: Enter the backup file which has to be restored.

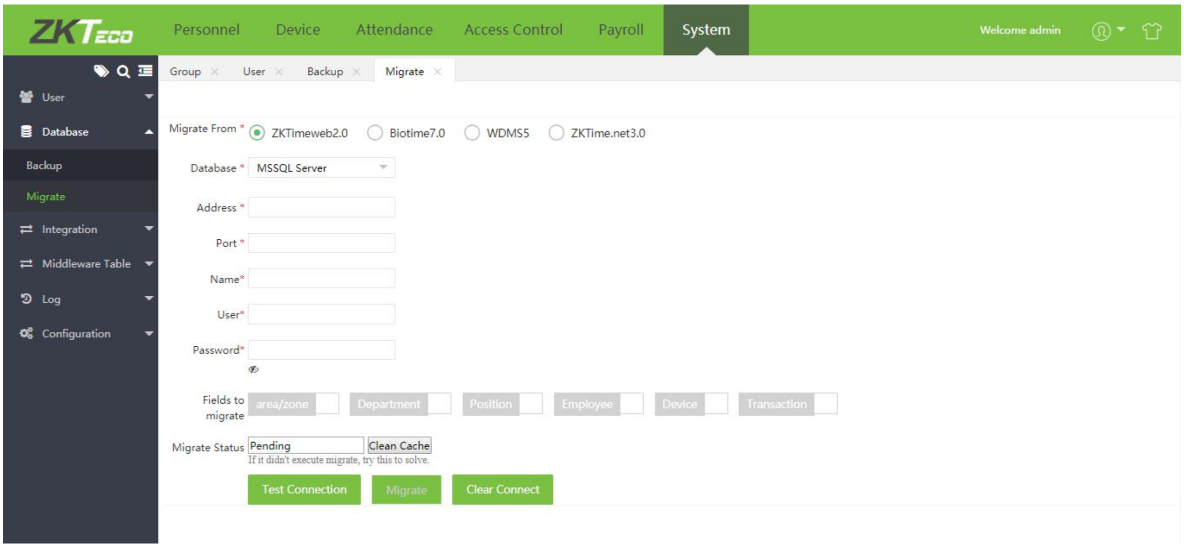
Restore photos: Check it to restore the photos already backup.

2. After setting the details, click **[Confirm]** to restore the file manually.

8.2.2 Data Migration

When restoring Biotime8.0, the original data will be migrated to avoid data loss.

1. Select **[System]** > **[Database]** > **[Migrate]** to migrate the data.



Migrate From: Select the software from which you want to migrate(currently supported)

Database: Select the database type used by the original software.

Address: Enter the IP address of the Database.

Port: Enter the port number to connect to the Database

Name: Enter the Database name.

User: Enter the Username.

Password: Enter the Password.

2. Select the fields to be migrated and click **[Test Connection]**. if it is successful, then click **[Migrate]**.

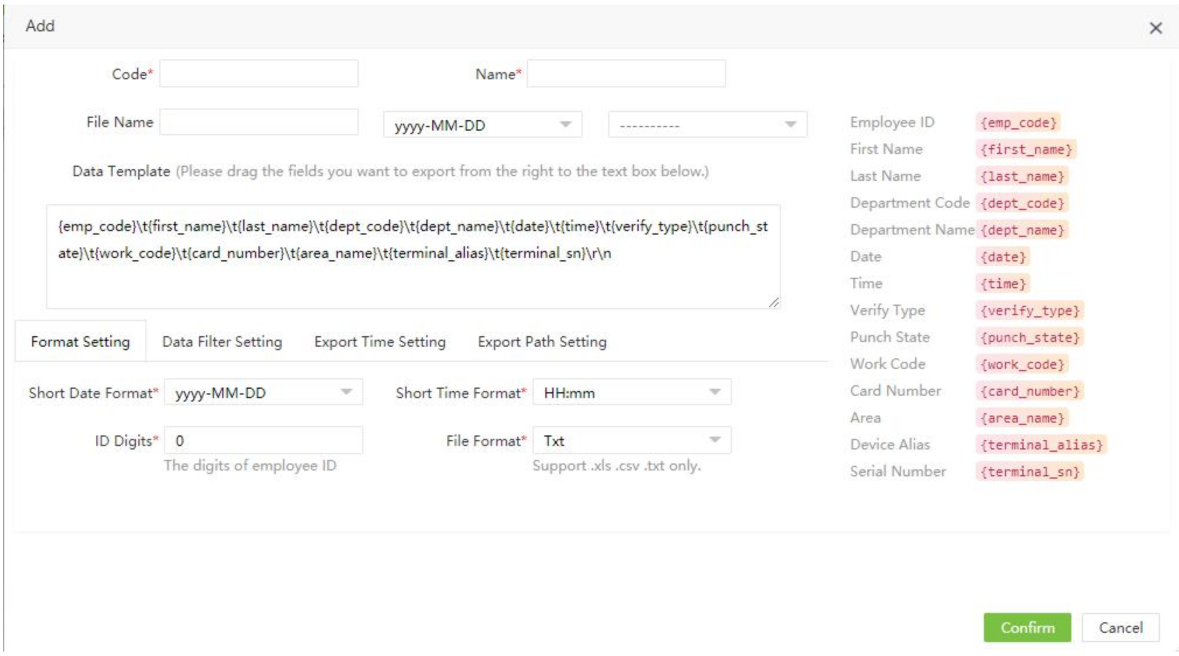
8.3 Integration

8.3.1 Auto Export

Based on the time period and repetition frequency, the attendance data will be exported automatically.

➢ **Add Auto Export Template**

1. Select **[System]** > **[Integration]** > **[Auto Export]** > **[Add]** to set the auto export details.



Name: Enter the name of auto export.

Code: Enter the serial number of the automatic export.

File Name: Enter the file name to be exported. Set the Date and Time format.

Data Template: Select the data to export from the menu on the right side of the interface. By default, all the data will be auto exported.

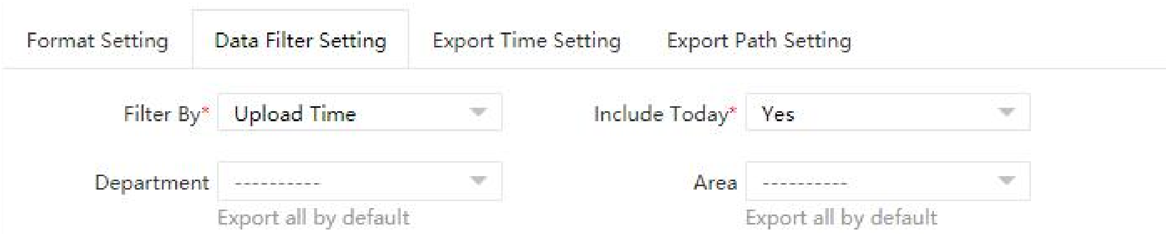
(1) Format Setting

Short Data/Time: Set the time format in the export content.

ID Digits: Set the length of the Employee ID when exporting. If the length is insufficient, 0 will be appended to the Employee ID.

File Format: Set the file format of the exported file (Excel, CSV, Txt).

(2) Data Filter Setting



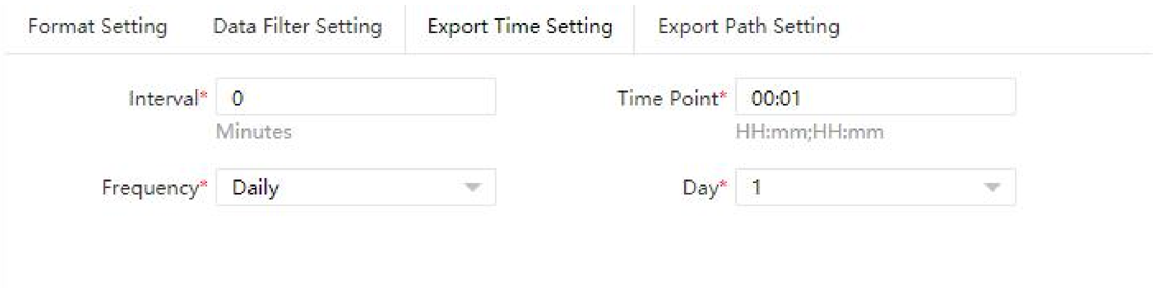
Filter By: Select Upload time to represent the time when the attendance data is uploaded to the software, and select Punch time to represent the time when the user punches.

Include Today: When exporting a file, select **Yes** to indicate that the data exported is included the data of today and select **No** to indicate that the data exported is not included the data of today.

Department: Click to select the Department to export. If the Department is not selected, the attendance data of all the departments will be auto exported.

Area: Click to select the area to export. If the area is not selected, the attendance data of all the areas will be exported.

(3) Export Time Setting:

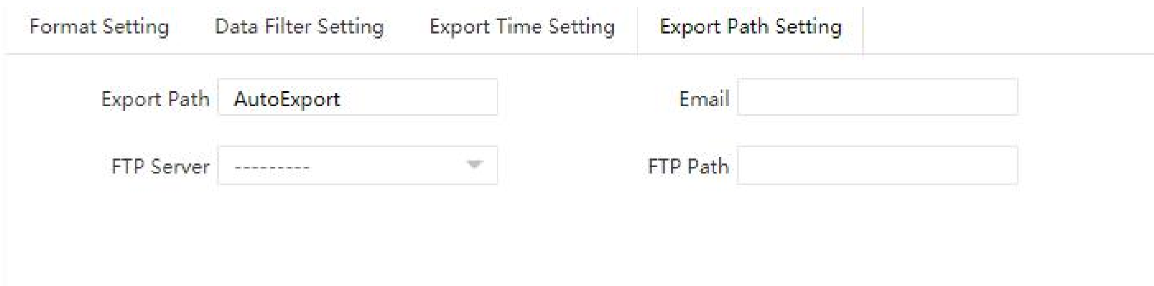


Interval： Set the export interval.

Frequency: Set the export frequency. The export time-frequency can be set on a monthly/weekly/daily basis. According to the selected frequency, set the date and time.

Time Point: Set the export time.

(4) Export Path Setting:



Export Path: After entering the file name, a new folder will be created in **\files\temp** of the installation directory of the local computer to store all the exported files.

Email: When an Email is set, it receives the exported file when it is exported.

FTP Path: Set the name of the folder, which is the existing folder on the FTP server. The exported files will be saved in the corresponding folder under the FTP server in the file format of "/ABC/" (ABC is the existing folder on the FTP server).

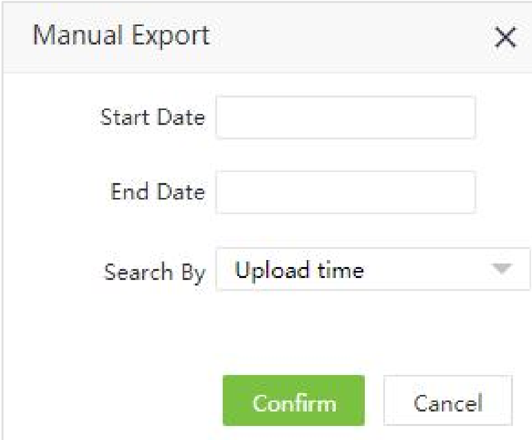
FTP Server: Click to select the FTP server. When the attendance record is exported, the exported file will be saved on the FTP server.

2. After setting the export details, click **[Save].**

➢ **Manual Export**

After the automatic export settings are saved, you can export the attendance records in real-time by clicking **[Manual Export]** at the top of the list.

1. Select the set automatic export and click **[Manual Export]** to export the data manually.



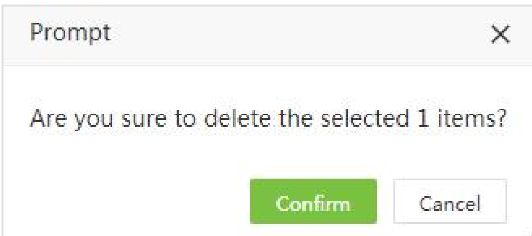
Start Date/End Date: Set the export period.

Search By: Select **Upload time** if you want to search by the time when the attendance data is uploaded to the software. Select **Punch time** if you want to search by the time when the user punches.

2. After entering the details, click **[Confirm]** to export the attendance records.

➢ **Delete Auto Export Template**

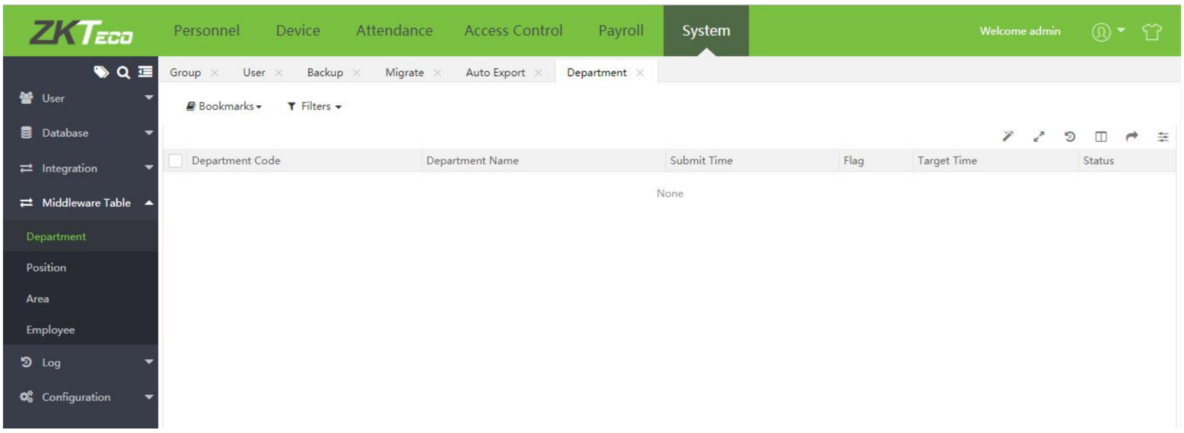
In the auto export template, select the template and click **[Delete]** at the top of the template list, or click  icon in the same row of the template.



Click **[Confirm]** to delete the selected template.

8.4 Middle Table

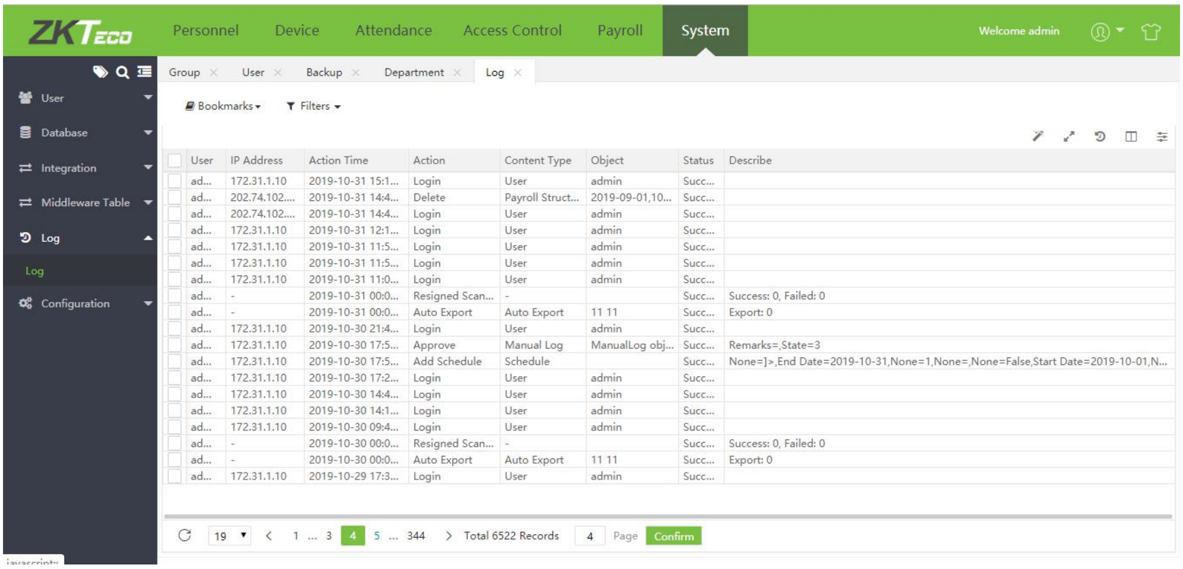
It is to show the execution of the middle table including the Department, Position, Area, and employee. It is usually used to connect the software components with the middleware table.



8.5 Log Record

The log displays all the operational log records in the system.

Select **[System]** > **[Log]** > **[Log]** to access the Log interface.



The following are the main contents of the log:

User: The user who performed the operation.

IP Address: The IP address of the computer which is used by the user.

Action Time: The actual time in which the user performed some operation.

Action: The operation performed by the user.

Content-Type: The content type of the operation.

Object: The object of the operation.

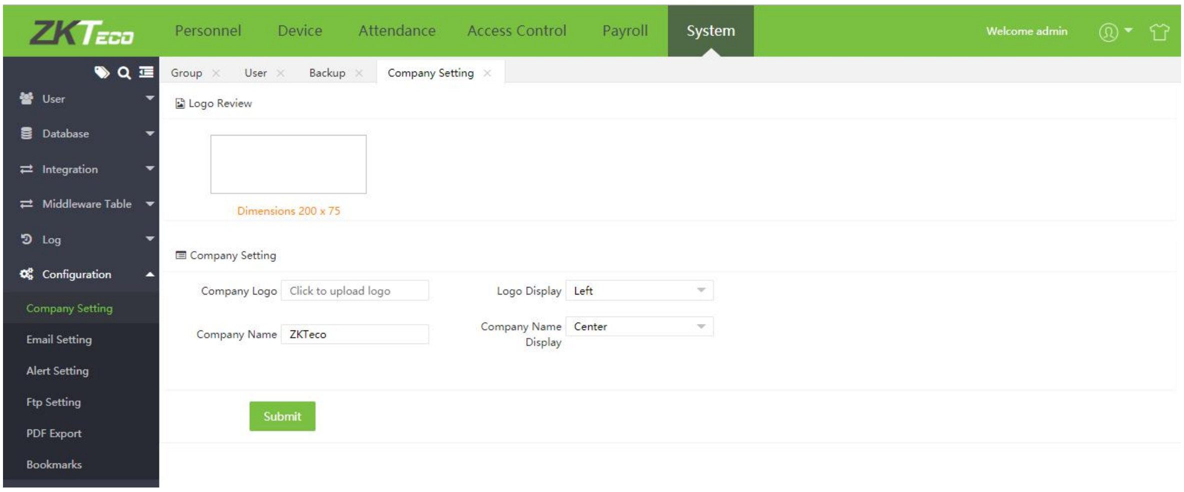
Describe: The description of the operation.

8.6 Configuration Settings

8.6.1 Company Setting

The Company settings include the options to upload the company logo and the company name. This company logo can be displayed in the exported report.

1. Select **[System]** > **[Configuration]** > **[Company Setting]** to access to the Company Setting page.



2. Upload the Company logo and name. Set the corresponding display position. Click **[Submit]** to save the settings.

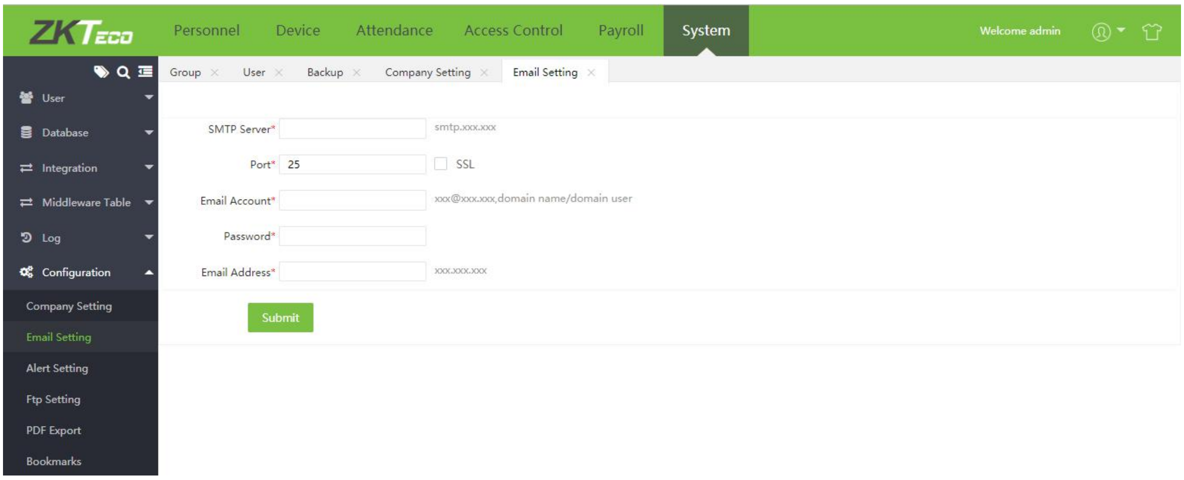
8.6.2 Email Setting

Select **[System]** > **[Configuration]** > **[Email Settings]**.

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

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

Obtain the mail server details and fill it accordingly. An example is shown below.



✍ **Note:** The password is a one-time random authorization password provided by the email service provider.

SMTP Server: Enter the Email sending Server address.

Port: Port of the email sending server.

Email Account: Enter the email account.

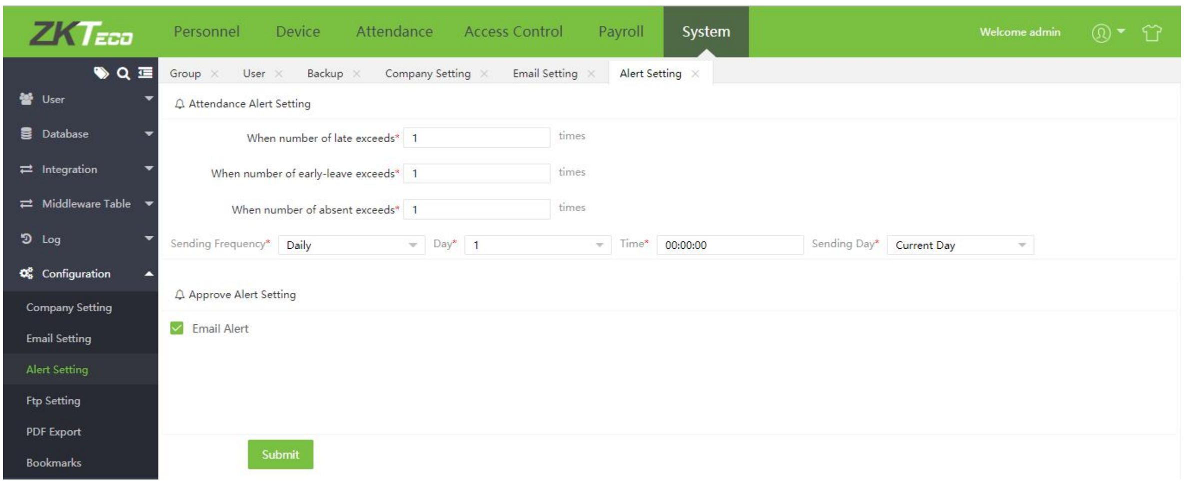
Password: Enter the One-time random authorization password from the mailbox provider.

Email Address: Enter the Email address.

8.6.3 Alert Settings

Select **[System]** > **[Configuration]** > [**Alert Settings]** .

Through the Alert settings, the user can set the values for alerts. As per the above example, when an employee's late check-in exceeds a certain value, an email alert will be sent. The administrator can set the other values as per requirements.



Attendance Alert Setting: Set specific values for late/early/absence alerts.

Sending Frequency: Set the time and frequency of the alert.

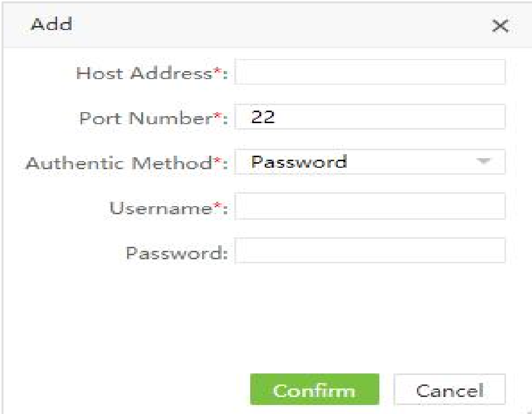
Approve Alert Setting: Set the alarm mode.

Click **[Submit]** to save the alert settings.

8.6.4 FTP Settings

➢ **Add FTP Server**

Select **[System]** > **[Configuration]** > **[FTP Settings]** > **[Add]**.



Host Address: Enter the FTP Server address.

Port Number: Enter the FTP server port number.

Authentic Method: Enter the authentication method to access the FTP server.

Username: Enter FTP Server's Username.

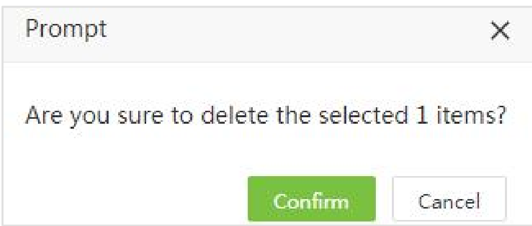
Password: Enter the FTP server's Password.

The FTP Settings can be used to transfer the files exported by the software to the specified FTP server for data transfer.

✍**Note:** Click the FTP server or the icon in the same row of the FTP server.

➢ **Delete FTP Server**

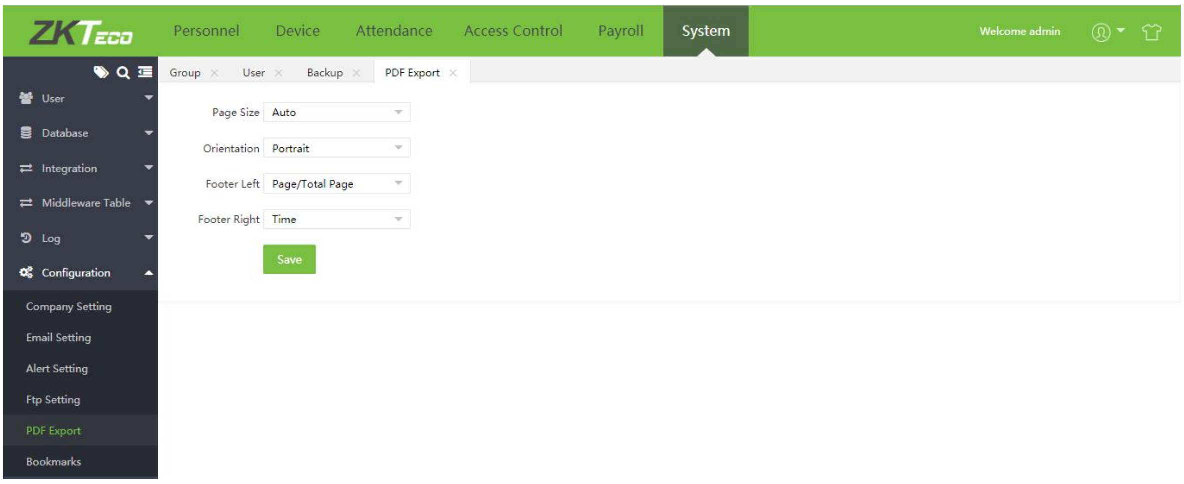
In the FTP list, select the FTP server and click **[Delete]** at the top of the FTP server list, or click icon in the same row of the FTP server.



Click **[Confirm]** to delete the selected FTP server.

8.6.5 PDF Export

Select **[System]** > **[Configuration]** > **[PDF Export]**.



Page Size: Sets the page size for exported PDF.
Direction: Set the direction of the exported PDF. It can be “Portrait” or “Landscape”.

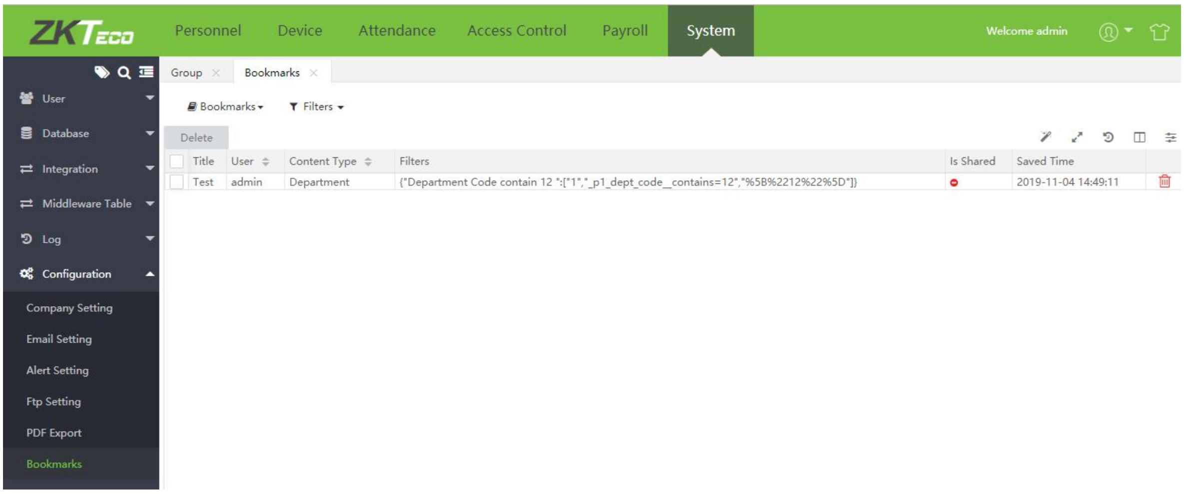
Footer Left: Set the content to be displayed in the lower-left corner of the exported PDF page. It can be "Blank", "current page number / total number of pages", "author", "time", "author + time".
Footer Right: Set the content to be displayed in the lower right corner of the exported PDF page. It can be “Blank”, "current page number / total number of pages", "author", "time", "author + time".
Click **[Save]** to save the PDF export settings.

8.6.6 Bookmarks

➢ **Add a Bookmark**

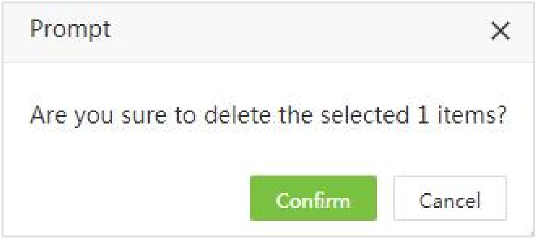
You can save the filtered query as a bookmark to simplify the search operation next time. See 11. “Custom bookmark” in Appendix 1 for a custom bookmark.

After saving successfully, you can view the saved filter under the bookmarks list.



➢ **Delete Bookmark**

In the bookmarks list, select the bookmark and click **[Delete]** at the top of the bookmarks list, or click  icon in the same row of the bookmark.



Click **[Confirm]** to delete the selected bookmark.

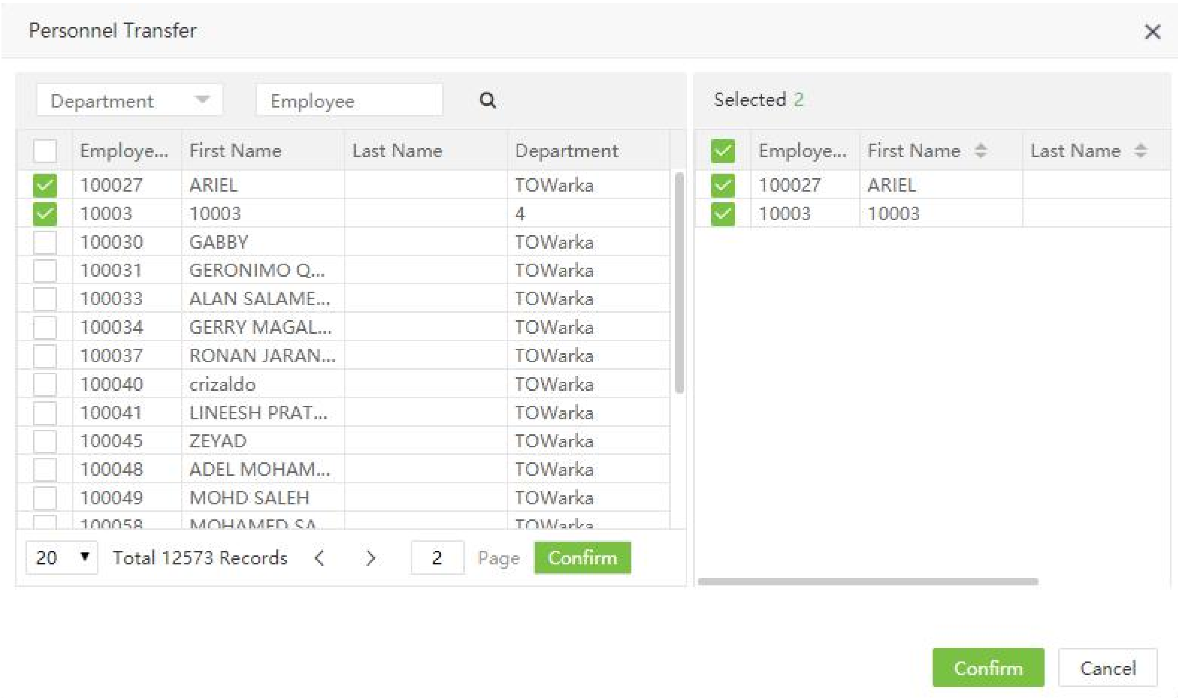
Chapter 9 Appendices

Appendix 1

1. Personnel Selection

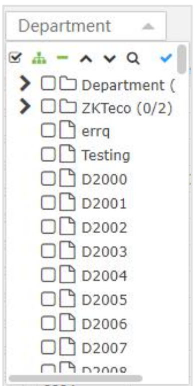
An example to adjust an employee to an area is shown below:

Select **[Personnel]** > **[Organization]** > **[Area]** > **[Personnel Transfer].**

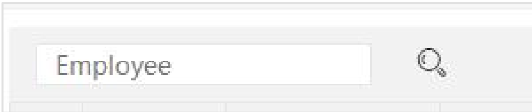


You can search for employees in two ways:

(1) Search By Department: Click the Department search box to search the corresponding Department. Click the Master to view all the employees in all the Departments. If only one of the departments is selected, all the employees in that Department will be displayed.



(2) Search By ID/Name: Enter the Employee ID or Name to be searched in the textbox and Click  . Then the related employee details will be displayed.

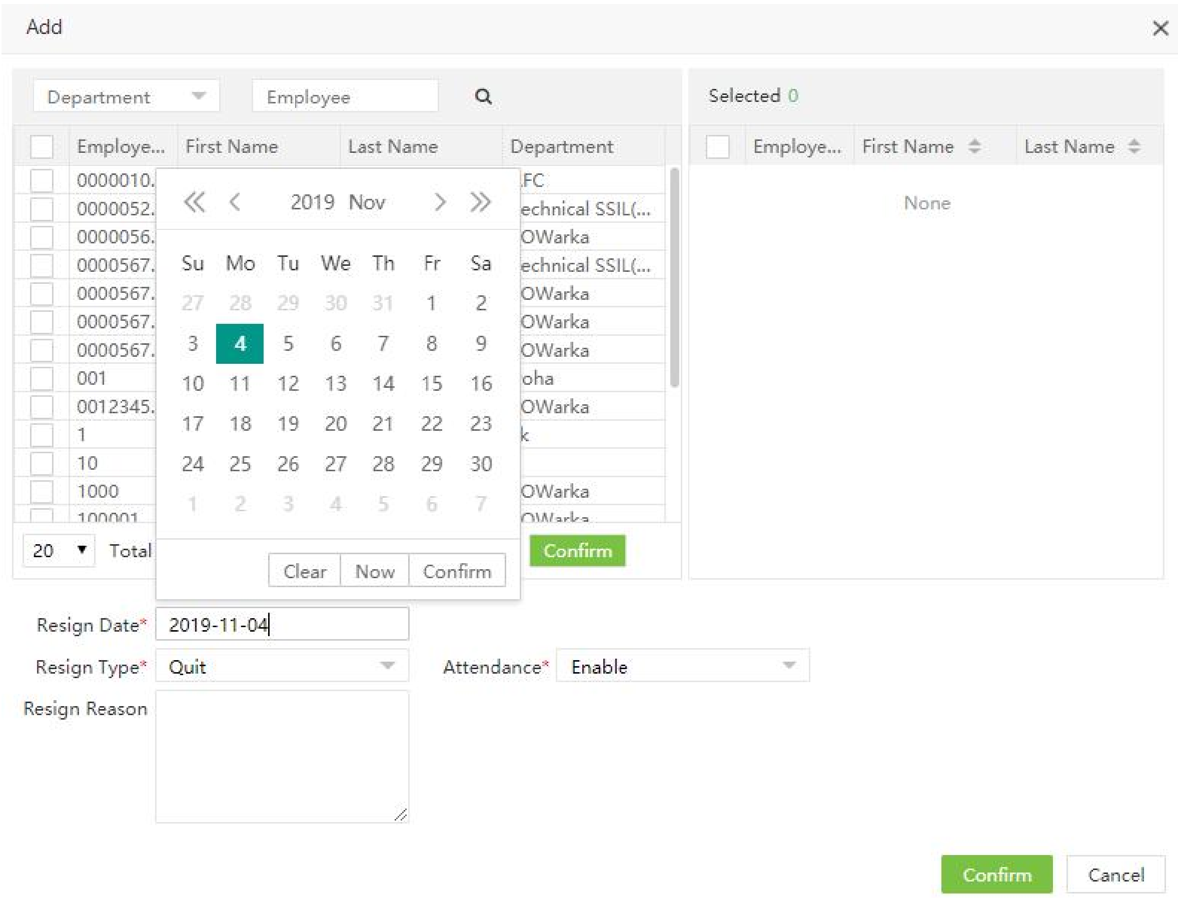


If the required employee is displayed in the Selected employee's list and you need to delete one or more employees, deselect the checkboxes.

2. Date Selection

An example to select the date is shown below:

The system automatically displays the date selection window when you click the Date textbox as shown in the figure below.

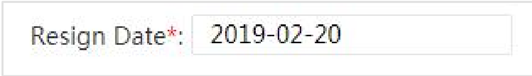


(1) Click the year on the top and select a year from the year list (by default, the system displays the current year).

(2) Click the month and select a month from the month list (by default, the system displays the current month).

(3) Select the required date in the date selection box.

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



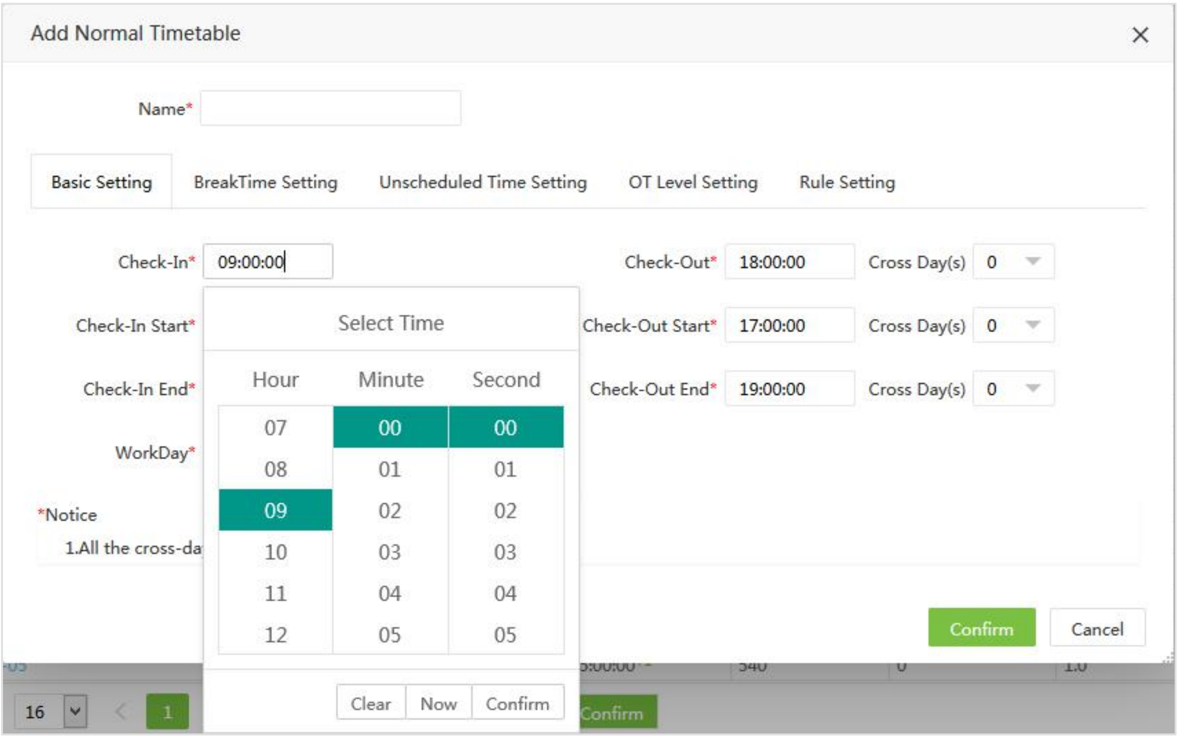
Now: Click Now to set the current date.

Clear: Click Clear to clear the selected date if you want to re-select the date.

3. Time Selection

An example to add a normal timetable is shown below:

(1) The system automatically displays the time selection window when you click the Time textbox as shown in the figure below.



(2) Click the hour's box. Select the "hour" by scrolling up and down in the corresponding "hour" selection box.

(3) Click the minute's box. Select the "minute" by scrolling up and down in the corresponding "minute" selection box.

(4) Click the second's box. Select the "seconds" by scrolling up and down in the corresponding "second" selection box.

(5) After setting the hour, minute and second, click **[Confirm]** to save the time.

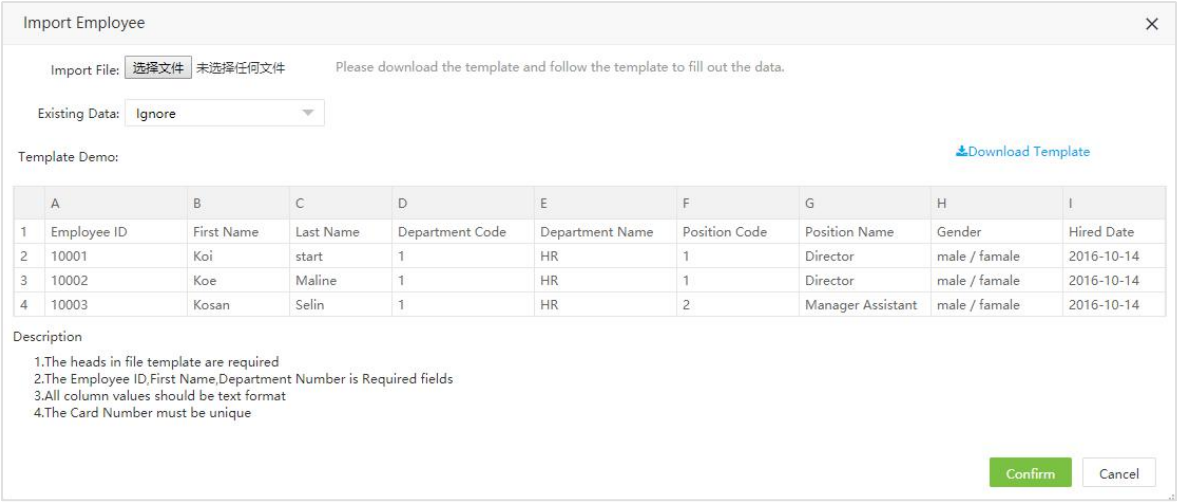
Now: Click **[Now]** to set the time to the current time.

Clear: Click **[Clear]** to clear the selected time if you want to re-select the time.

4. Import

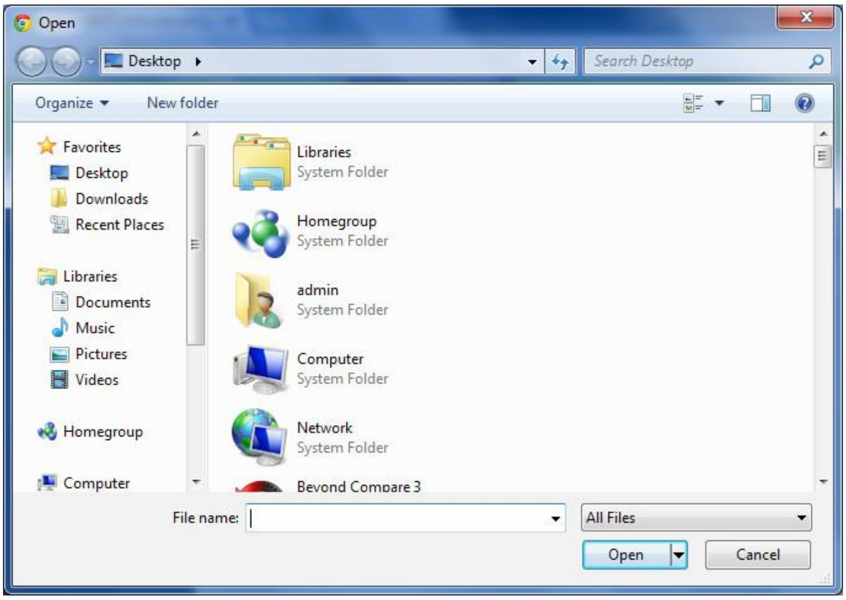
An example to import an employee is shown below:

(1) Select **[Personnel]** > **[Employee]** > **[Import]** > **[Import Employee].**

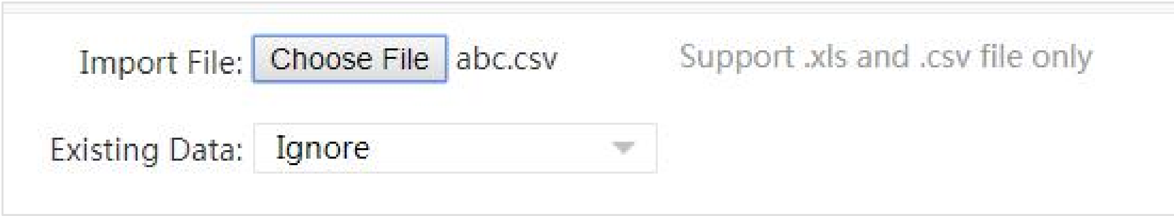


✍**Note:** Click **[Download Template]** to download the template. Fill the template and save the corresponding employee's information. You can use the employee import function to import the file (.xls file) to the system.

(2) Click **[Choose File]**. A dialog box will open as shown in the figure below.



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



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

(4) **Existing Data:** When **[Ignore]** is selected, records with the identical Employee ID are not imported. When **[Overwrite]** is selected, records with the identical Employee ID replace the earlier records.

(5) Click **[Confirm]** to import the records.

✍**Notes:**

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

(2) Employee ID, First Name, and Department No. are mandatory. Other fields are optional.

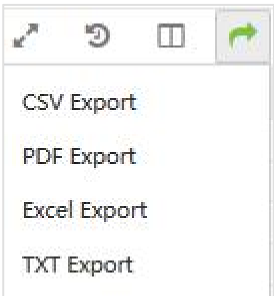
(3) The card number must be unique.

(4) All the values should be in text format.

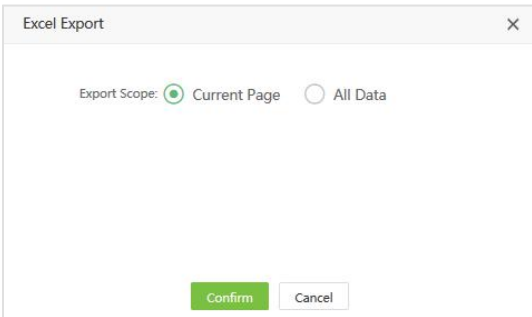
5. Export

An example to export employee's list is shown below:

(1) Select **[Personnel]** > **[Employee]** and click  on the top right corner of the screen. The exporting options are shown below:



(2) File Type: if you want to export the file in Excel format, select **Excel Export**.



Select "Current Page" to export the data for the current page.

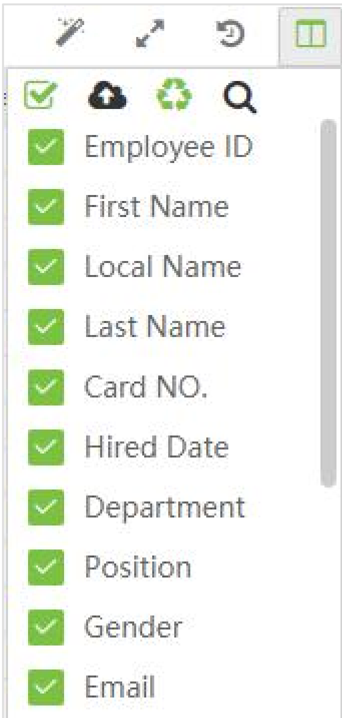
Select "All Data" to export all the data.

(3) Click **[Confirm]** to set the export path. Under the corresponding path, the file will be successfully exported, as shown in the figure below:

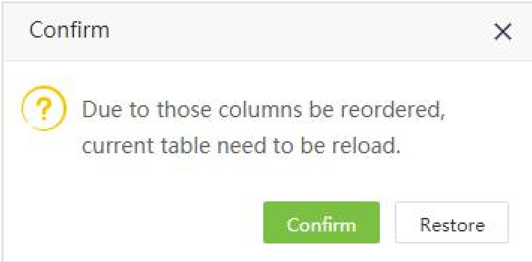
6. Custom Display Fields

Take the Employee's list as an example:

Select **[Personnel]** > **[Employee]** and click icon on the top right corner of the screen, the field selection window will pop-up as shown below:



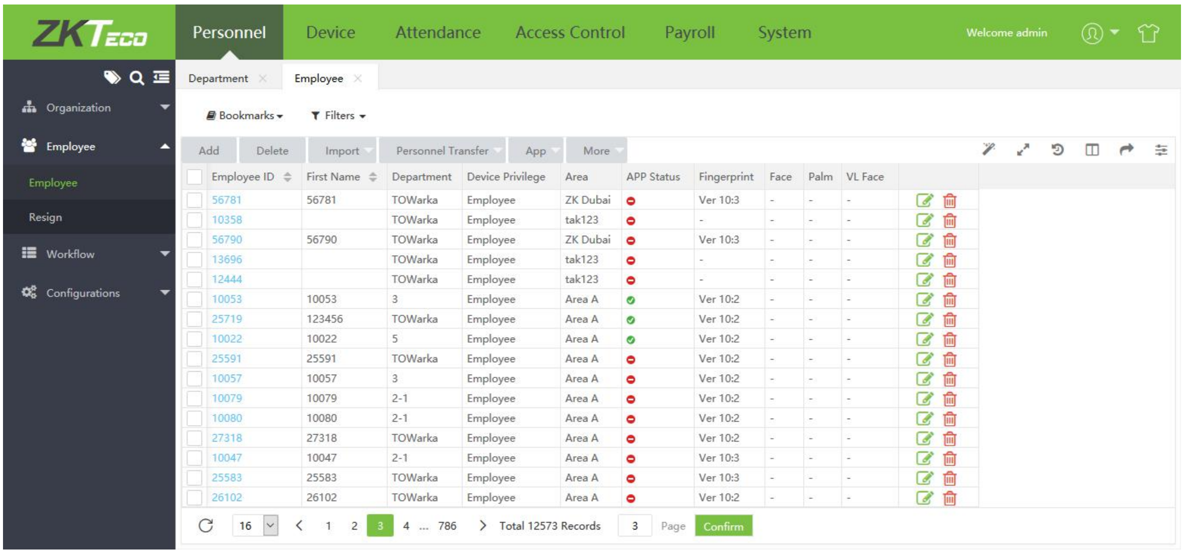
You can adjust the display order and decide whether the fields need to be displayed or not (checked means it will be displayed, un-checked means it will not be displayed). When adjusting the order, simply move the cursor to the field to be moved, and then drag the field to move the order when the icon appears after the field. After adjusting the order, click **Confirm** to reorder the fields.



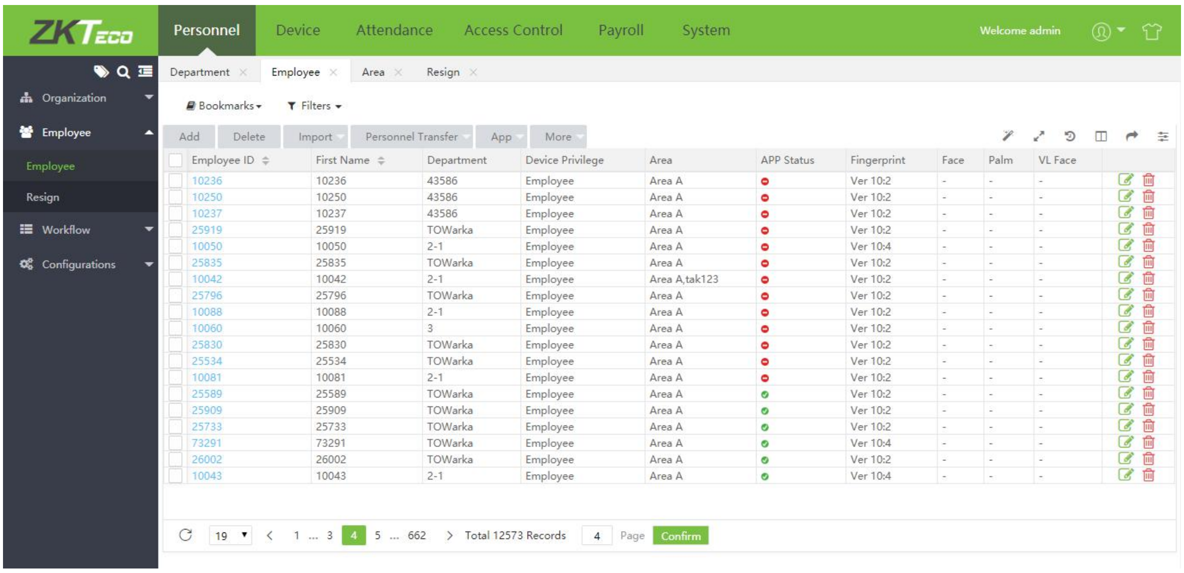
7. Adaptive Column Width

The column width can be set to the optimal width.

1. After setting the number of fields to be displayed, click  and choose **[Best Fit]** to adjust the column width, as shown in the figure below:



2. Click **[Best Fit With Scale]** to adjust the columns with the best ratio, as shown in the figure below:

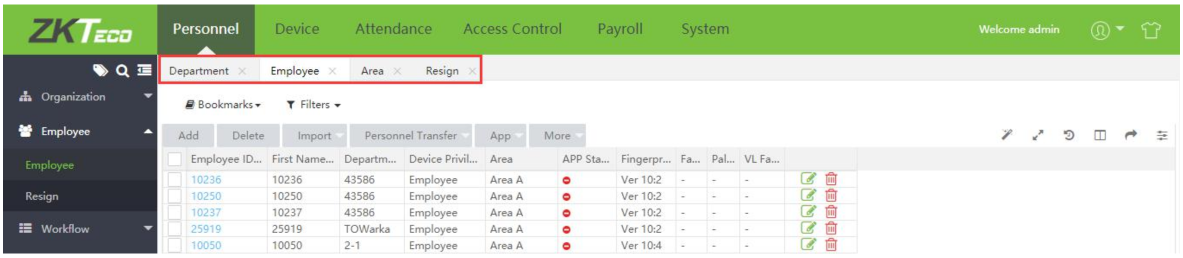


8. Multi-Label Function

You can navigate to any module by clicking the opened labels. There is no need to go back or refresh the page. With this multi-label function, the data loss can be prevented even if navigating to other pages.

Take the Personnel module as an example:

1. Click **[Personnel]** to open the Personnel module. When you open any menu, you can see the opened menu label at the top of the page, as shown in the below image:

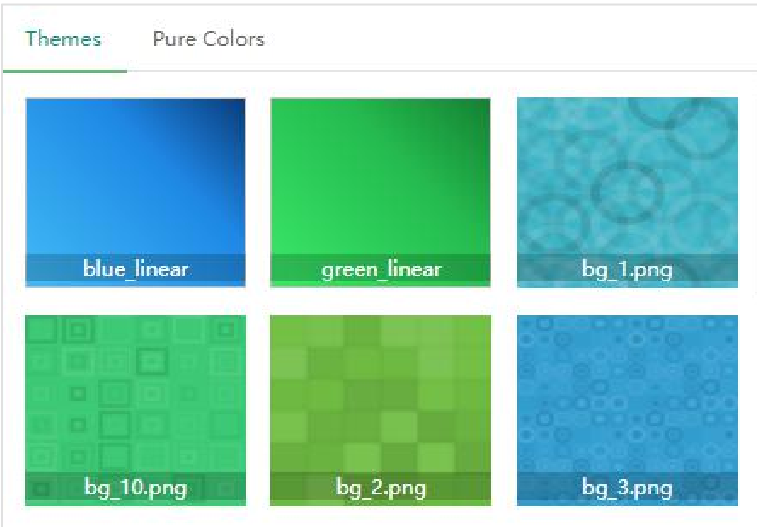


2. The menu can be switched randomly. When switching, the data which is entered will not be refreshed.

9. Custom Theme

You can change the theme color and background pattern.

1. Click the  button at the top right of the page to set the theme color.

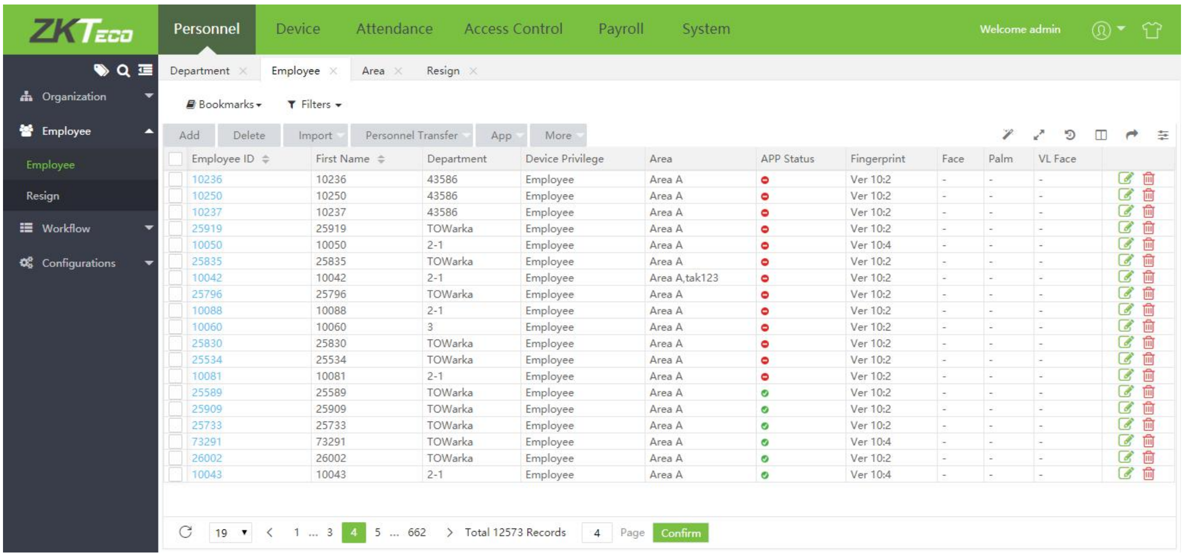


2. Click **[Themes]** to select the background of the menu. Then click **[Pure Colors]** to customize the theme color. Then click **Change** to apply the color effects.

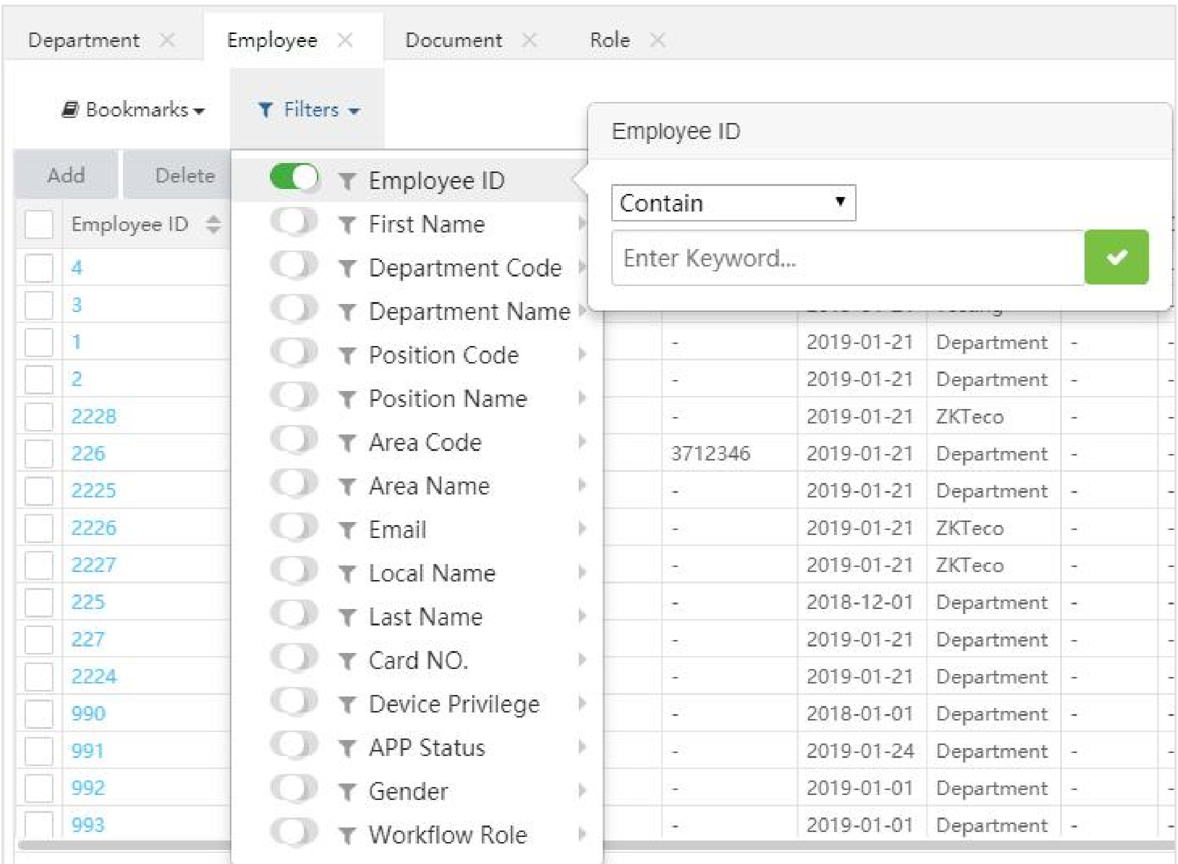
10. Filter Search Function

You can filter and search all the results in this software.

Take the Employee list as an example. Click **[Personnel]** > **[Employee]** > **[Employee]** to view the Employee's list.

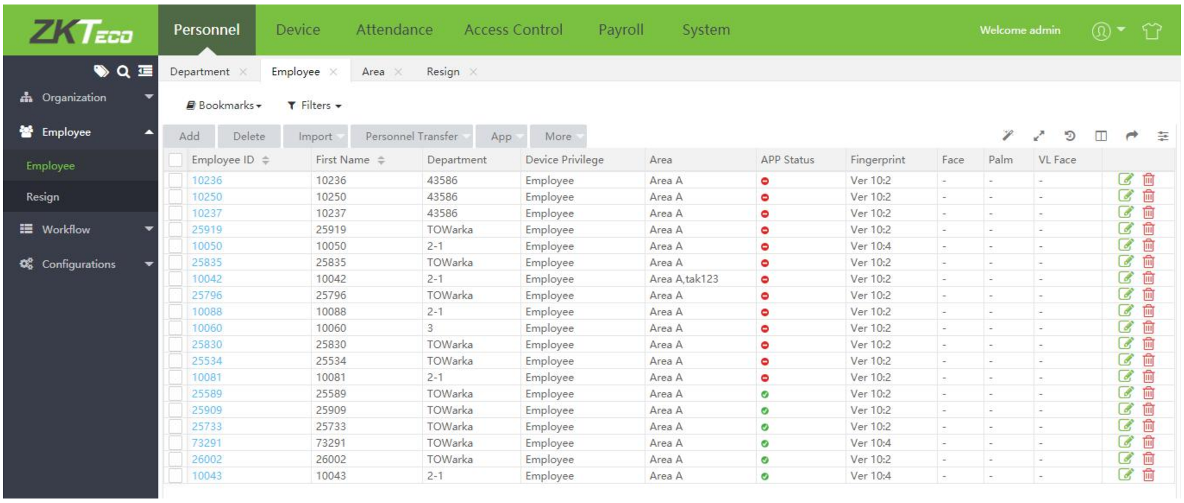


(1) In the Filters section, enter the keyword such as Employee ID (The toggle button moves to the right to indicate that the search has been filtered, and to the left to indicate that the search has been excluded).

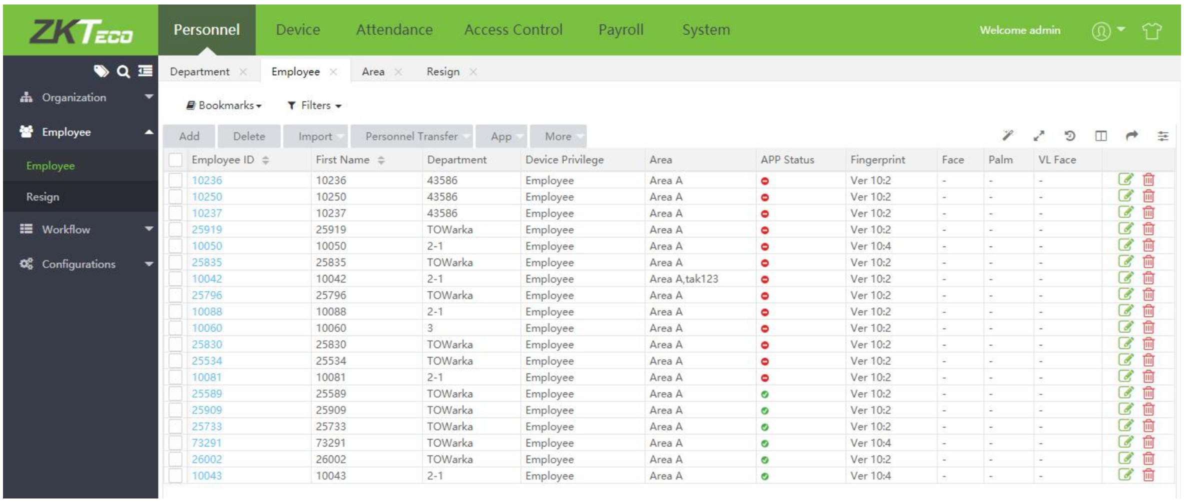


(2) Select from the search criteria: Exact search, Start field, End field, Include, One of or Regular expression.

In this example, an employee with Employee ID as 3 is being searched. Enter "3" and click . The filtered result will be displayed as shown below:



Click to get the following results:



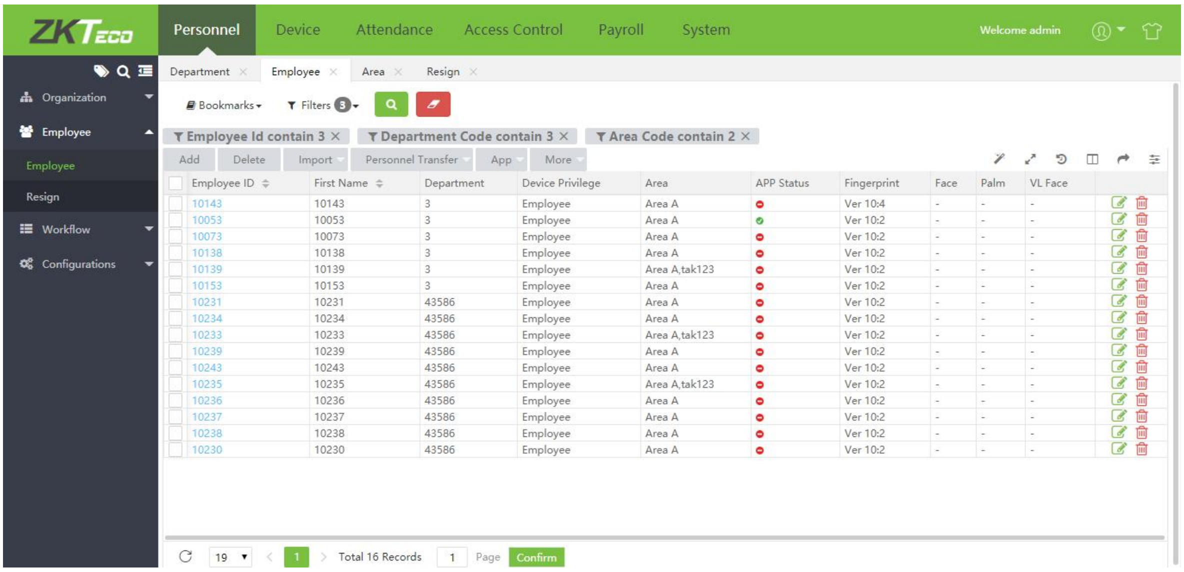
✍**Notes:**

(1) Multiple search criteria can also be selected, but the same field and the same criteria can only be selected once.

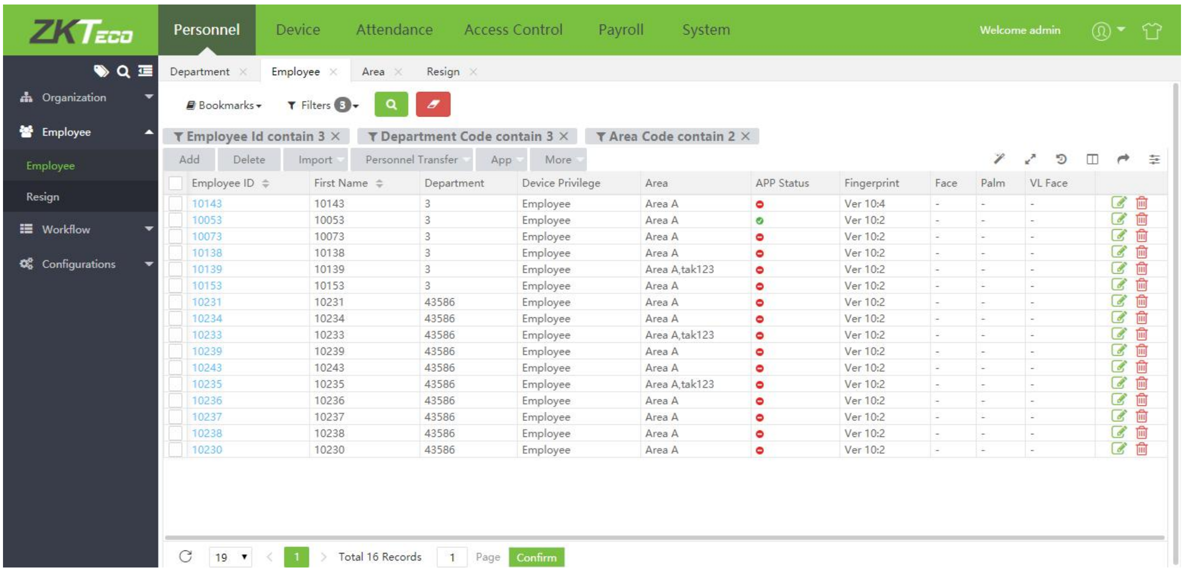
(2) Click **Clear Filter** to clear the search criteria.

(3) In the search term that appears at the top of the employee's list, click to toggle whether the search term is filtered or excluded.

For example, set multiple query conditions as follows:



Click to display the filtered results.

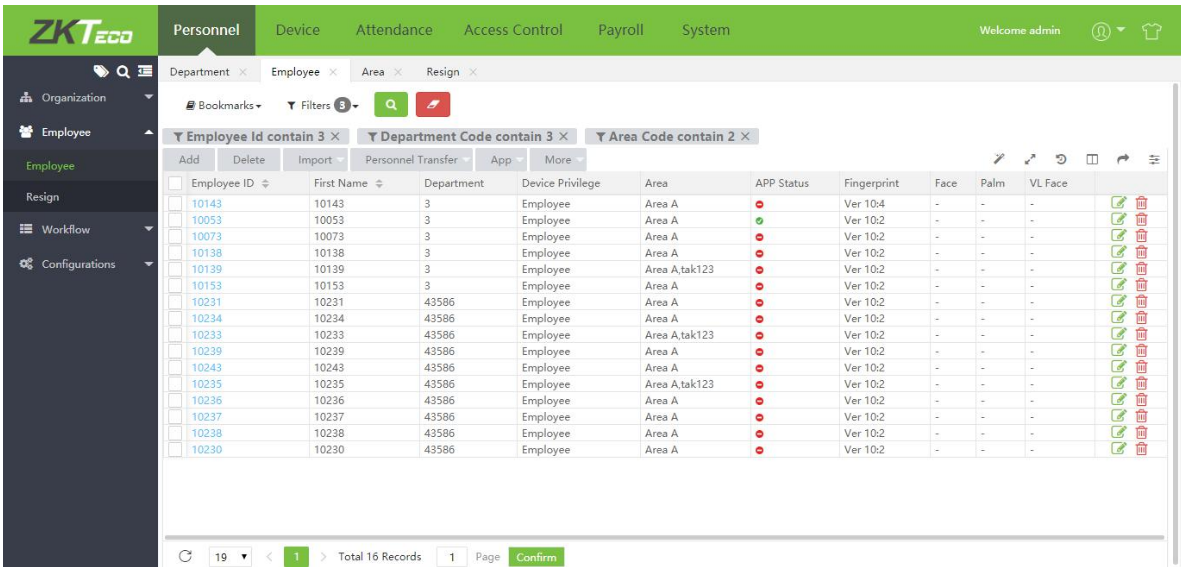


✍**Notes:** The filter function under each menu in the system is basically similar. But the difference lies in the field settings.

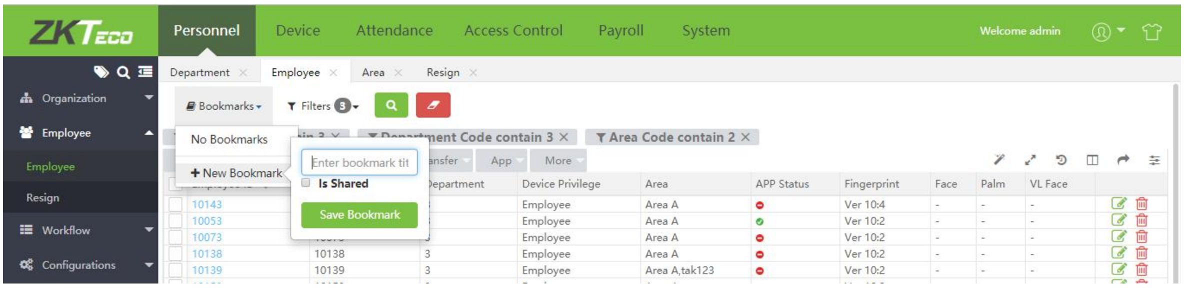
11. Custom Bookmark

You can customize a variety of filter combinations, and save them as bookmarks. By the next time, you can open the existing bookmarks to filter the data.

1. When multiple filters are set, the page will be displayed as shown below:



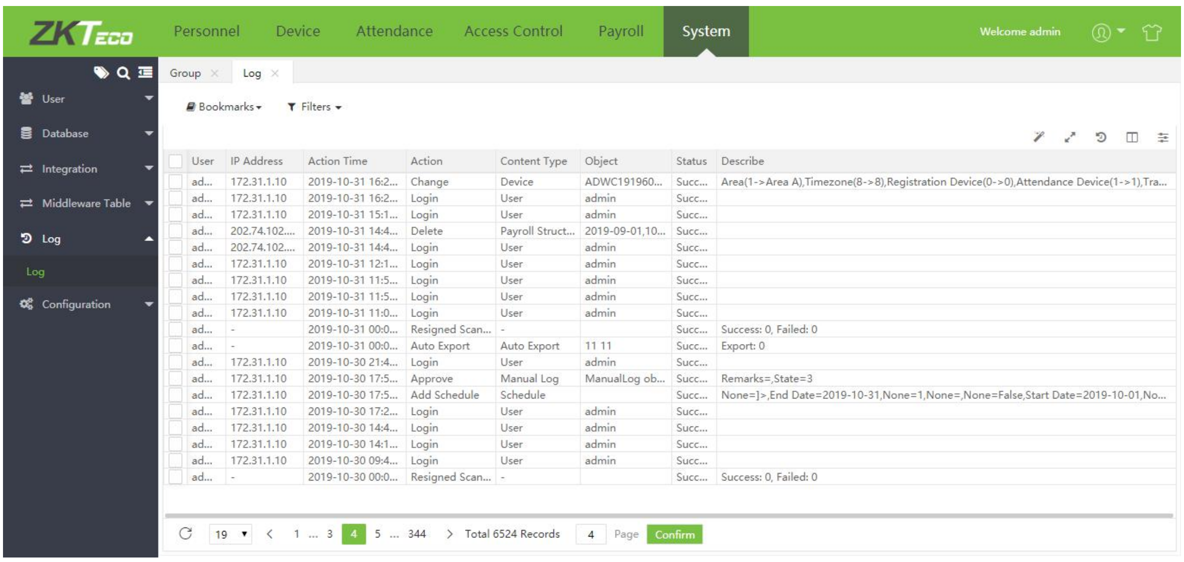
2. Click Bookmarks, select **[New Bookmark]**. Enter the bookmark name and click **[Save]**. The saved bookmarks can be seen under the Bookmarks menu.



12. Log View

An example to view operational logs is shown below:

Select **[System]** > **[Log]** > **[Log]**. click on the top right corner to access the Logs as shown in the figure below.



✍**Notes:**

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

(2) You can view all log records in Log under System module.

Appendix 2 END-USER LICENSE AGREEMENT

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