

Standalone Facial Recognition System Instruction Manual

(★mark for special model function)

Specific function subject to actual attendance

Subject to change without notice

Preface

Honorable customers,

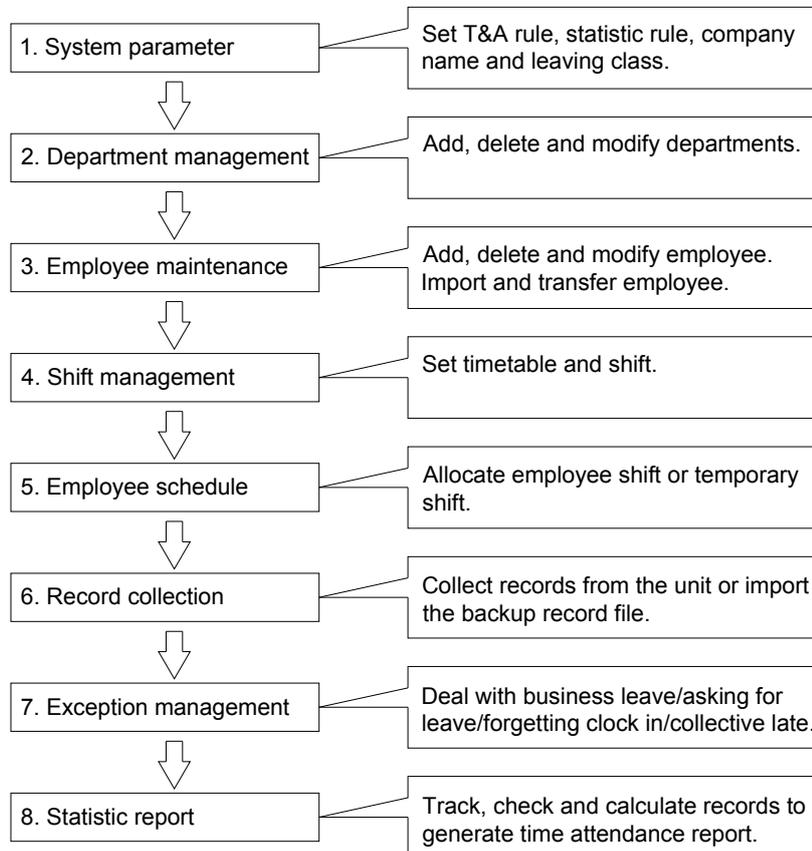
Thanks for choosing products of our company. The product with world cutting edge technologies—fingerprint/card recognition, computer communication, as well as microelectronics, is considered to be combination of three technologies: electronics, optics and computer communication. It is no doubt that it has become the first choice of standalone time & attendance for enterprises with its strong function and veracity. Please read this user manual carefully to have an initial understanding of functions and basic knowledge of installation, debugging, maintenance, application and management to better use this product.

Utilizing the state-of-the-art biometric tech, this product will bring unprecedented reliability, convenience and benefits to the top management of enterprise in HR.

Software Operation Flowchart

This software includes: System parameter, department management, Employee maintenance, shift management, Employee leave and statistic report etc. Then how to use this system in a right way? It is far from enough to understand only the function of each module but to know the connections between them and the system operation flowchart. Thus, a correct report can be generated.

Software operation flowchart can be described in brief as follows:



1. When the software is run for the first time, please set parameters including company name, time attendance rule, statistic rule for early, late and overtime etc. , leave class. When the setting is completed, it is usually not needed to be modified unless the management rules of this company changes.

2. Normally there are many departments in one company and all departments need to be entered manually unlike the directly import of Employee. Department setting should be completed before Employee maintenance.

3. When the software is used for the first time, please make a Text file (*.txt) or MS Excel file (*.xls) for company Employee in accordance with certain format. For the format, please refer to **【import Employee list】** so that all Employee can be imported to the system at one time. Employee can be added, deleted, modified and transferred to new department during future use.

4. First add the proper timetable (from on-duty time to off-duty time) according to the company rule and then set shifts.

5. After the shift setting is completed, it will work until shift is allocated to Employee. Each Employee can only have one shift. Please note the starting date of the shift. After the allocation of the shift, the arranged working date and time can be seen clearly for each Employee.

6. Attendance records are stored in the time attendance unit. Please download the records from the unit before report calculation. In addition, staff information and fingerprint templates can be uploaded and downloaded between the unit and the computer. Please refer to “Background management” for detailed information.

7. There is always staff away for business, asking for leave and forgetting clock happening in a company. Once it occurs, please deal with it in time in the software to ensure the correctness of the statistic report.

8. After all the above mentioned operation is done, the calculation of report can be operated. The report can calculate the time attendance status of all Employee or a certain Employee from a certain department in a certain time period.

In **【Attendance Calculating and report】**, first please select the starting and ending date of the Employee, click “Calculate” and the system will calculate automatically and check the validity of the records. (There are some invalid records during the use of the unit. For instance, if one Employee presses the finger twice during a very short time period, one of the records will be regarded as invalid.) If there is any error in the software calculation, admin can also modify manually to ensure the correctness of the result.

Please note: From the above flowchart, we can see that if there is an error in calculation report for one staff, the possible reasons are as follows:

Employee shift or temporary shift is incorrect.

Exceptions such as Employee away for business/ask for leave/forgetting clock in/out is incorrect. Checking and calculation of transaction records is incorrect.

Catalogue

1. Product Overview	8
1.1. Product Description	8
1.2. Product Features	8
1.3. Packing List	9
1.4. Terminal parameters	10
1.5. Installation Environment Requirements	11
1.6. How to Use Enterprise Face Access System	12
2. Terminal Operation	13
2.1 Main manage interface	13
2.2 User management	14
2.2.1 User Enroll	14
2.2.2 Modify User	15
2.2.3 Delete User	15
2.2.4 Search User	16
2.3 Communication Setting	16
2.3.1 Network Setting	16
2.3.2 USB Manage Setting	17
2.4 System setting	20
2.4.1 Option	20
2.4.2 Admin	21
2.4.3 Time	22
2.4.4 Sound	22
2.4.5 Attendance	22
2.4.6 Advanced	23
2.4.7 Info	25
3. Webserver Software Instruction	27
3.1. Home Page	27
3.2. Network Setting	28
3.3. Function Keys	28
3.4. User Management	29
3.5. Time Attendance Setting	31
3.6. Personal Attendance Record	31
3.7. Daily Attendance Record	33
3.8. Monthly Attendance Record	34
3.9. Identification Record	35
3.10. Touch Screen Calibration	38
3.11. Software Upgrade	38
3.12. Reboot	39
3.13. Change Password	40
3.14. Data Maintenance	41
4. Background Management	42
4.1. Log in System	42
4.2. System	42
4.2.1 Parameters Settings	43

4.2.2	Administrators.....	45
4.2.3	Administrator's Password Set.....	45
4.2.4	Modified Record Log	46
4.2.5	Managing Log.....	46
4.2.6	Set Database Link.....	47
4.2.7	Exit System.....	47
4.3	HR Management	47
4.3.1	Department Management.....	48
4.3.2	Employees Maintenance	48
4.4	Attendance Management	50
4.4.1	Holiday List	51
4.4.2	Timetable and Shift.....	51
4.4.3	Employee Scheduling.....	56
4.4.4	Attendance Records.....	58
4.4.5	Attendance Calculating and Report	59
4.5	Deal with Exceptions	65
4.5.1	Away on Business/ Leave.....	65
4.5.2	Append Record	66
4.5.3	Append Record Collectively	66
4.5.4	Dealing with Collectively Late / Leaving.....	67
4.6	Data Maintenance	67
4.6.1	Import Employee List.....	67
4.6.2	Import Attendance Record.....	68
4.6.3	Clear Obsolete Data	69
4.6.4	Compress Database.....	69
4.6.5	Backup Database.....	69
4.6.6	Initialize System.....	69
4.7	Device Management	69
4.7.1	Connect to Communication management software.....	70
5.1	T&A Machine Management.....	71
5.1.1	Add Unit★	71
5.1.2	Modify Unit.....	72
5.1.3	Delete Unit	73
5.1.4	Right Key Menu.....	73
5.1.5	Synchronize Time	76
5.1.6	Terminal Parameter Settings.....	76
5.1.7	Ring Settings ★	78
5.1.8	Time zone/Group settings ★	78
5.1.9	Download new record.....	79
5.1.10	Download all Record	79
5.1.11	Backup Employee	80
5.1.12	Resume Employee	80
5.2	Record Supervision.....	81
5.2.1	Activate Real-time.....	81
5.2.2	Prohibit real-time	81
5.3	Employees Management	82
5.3.1	Add Employee	82
5.3.2	Modify Employee	84

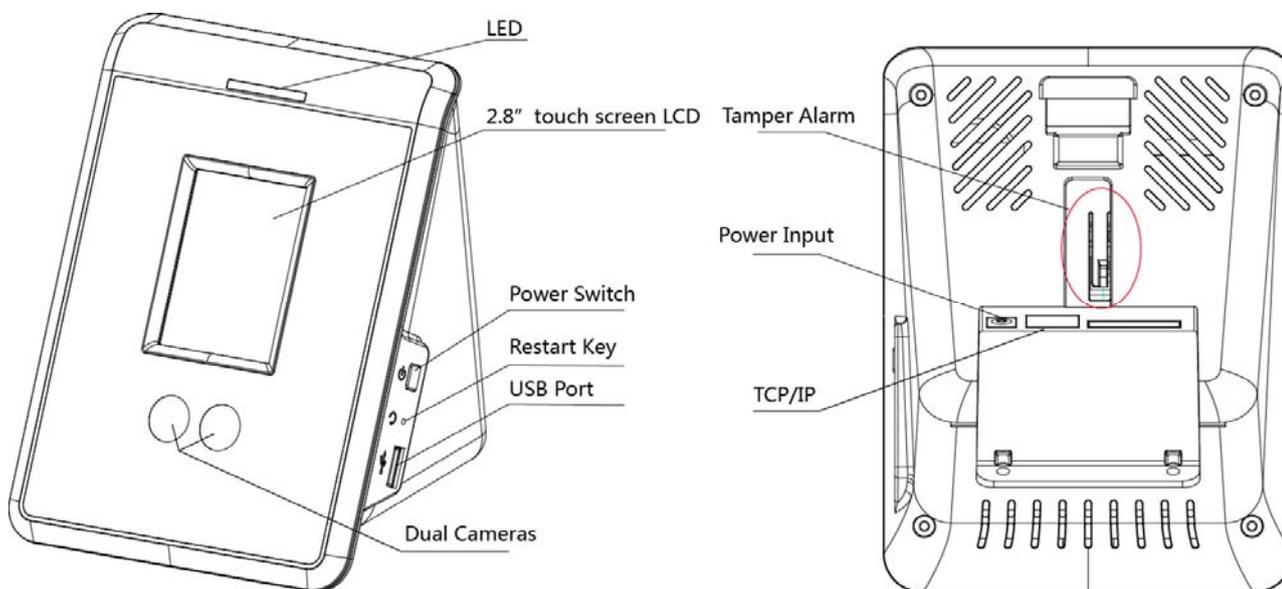
5.3.3	Delete Employee.....	84
5.3.4	Transfer Department	84
5.3.5	Set Privilege.....	84
5.3.6	Copy Privilege	85
5.3.7	Download Template ★	86
5.3.8	Upload User Template.....	86
5.3.9	Delete from Unit	87
5.3.10	Checking Employee	87
5.3.11	Department Management.....	87
5.4	Record Management.....	88
5.4.1	Record Search	89
5.4.2	Export Record.....	89
5.5	U disk management program ★	89
5.6	System settings.....	90
5.6.1	Basic parameter settings	90
5.6.2	T&A Status setting	91
5.6.3	Timing Downloading Record	91
5.6.4	Management PWD Setting.....	92
5.6.5	Database linking setting.....	92
5.6.6	Exit system.....	93
5.7	User interface configuration	93
5.7.1	Interface skin color.....	93
5.7.2	Change the software language.....	93
5.7.3	Set quick access button.....	93

1. Product Overview

1.1. Product Description

FacePass is a breakthrough innovative product with 5 years effort. Its highly improved algorithm, powerful hardware platform and abundant interface port ensures it provides rapid and accurate recognition, stable and convenient upgrade process, perfect system integration performance. The multi-point infrared light source and dual infrared cameras can achieve fast identification in different environments. What's more, the elegant appearance also adds much beauty to this device.

FacePass attendance system with friendly user GUI interface, voice prompt, touch screen operation, convenient WEB server management software as well as 7*24 working endurance, is the best partner for enterprise users. Furthermore, active auxiliary illumination technologies make the systems strongly robust against light-changing environments, USB import/export, face recognition mode, and built-in powerful attendance management software; it provides a "Convenient and Effective" attendance management solution.



Terminal Structure

1.2. Product Features

Anviz Latest face recognition algorithm:

Multi-level gray-scale can be better performance contours of the face, prominent features point for face recognition. Even if in the strong light also can capture and identify the face immediately.

Multi-point processing no only multi-point acquisition facial feature points but also convert feature point to data directly, to ensure the face recognition speed and accuracy, which reduces the recognition false accept rate.

Advanced infrared light source design

The advanced infrared light source design makes the terminal with superb adaptability for changing illumination, suitable for different complexion, gender, facial expression and beard, hair style.

7*24 continuous working

Human-harmless non-visible auxiliary light technologies, good performance regardless of day or night environment,

7*24 continuous working

Stable performance, low power and energy conservation

High performance, low power ARM processors, sheer standalone operation, keep stable after long time working, auto-standby mode supported, energy saving and environment friendly

Easy to use, friendly user interface

TFT touch screen, user friendly GUI and WEB management software, local operation supported, real-time display and vivid voice provided

Terminal intelligence updates

Automatically synchronize time, capture face images. Template self-studying also built in that makes face template database keep updating along with dynamic changes of hair style, complexion, and age and so on. Always store the most updated version of user information to make correct recognition.

1.3. Packing List

<p>TERMINAL</p> 	<p>FIXING FRAME</p> 
<p>CAT. 5 UTP CABLE</p> 	<p>POWER SUPPLY (12V1A)</p> 
<p>OPERATION MANUAL</p> 	

1.4. Terminal parameters

Item	FacePass
Camera	Dual-Cameras
Recognition Mode	Face, ID+Password
Maximum User	300
Recognition Speed	<=1s
Recognition Rate	>=99%
Failure Rate	<=0.1%
Anger Range	Horizontal: $\pm 20^\circ$, Vertical: $\pm 20^\circ$
Fitting Height	145-195CM
Recognition Distance	30-80CM
Records Supported	200,000 records
Relay	1 relay supported simple switch signal output
USB Flash Drive	Supported
Offline User Profile Edit	Supported
Network	Support TCP/IP (RJ45 Interface with signal light)
Built-in Web server	Supported
Tamper Alarm	Supported
RTC	Built-in RTC, Network time synchronization(SNTP)
LCD	TFT, 2.8 Touch Screen LCD 320*240
Function Key	Up to 10 function keys are supported
Signal Light	Red (Alarm/Failed) ;Green (Running/Successful)
Prompt	Supported (Voice, LED)
Environment Requirement	Illumination: 0-20000LUX;
Working Temperature	20%~80%
Working Humidity	-20~45°C
Dimension	175*110*145mm
Installation	Desktop and Wall Mounting

1.5. Installation Environment Requirements

The recognition distance of the FacePass is about 30-80cm. So the terminal mounting or put at proper height is very important. The recommend installation height is about 57" (110cm). Please refer to the Figure 1.1.

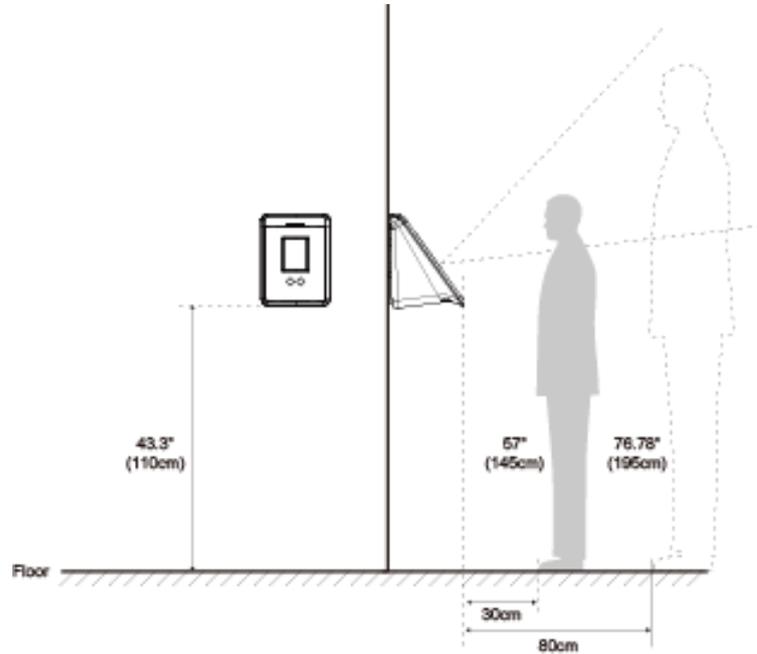
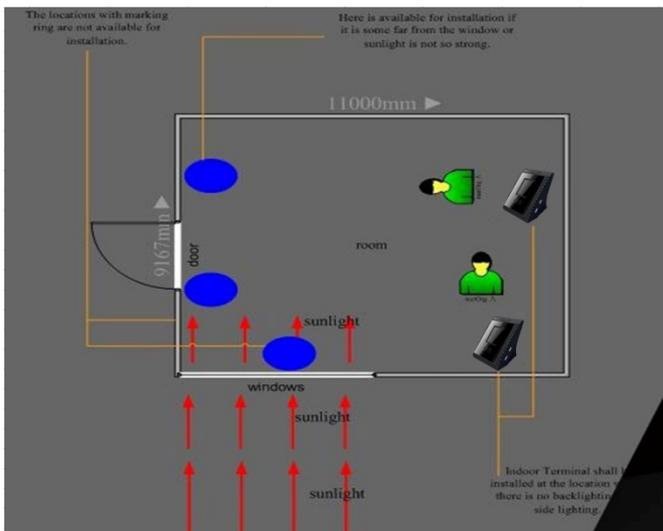


Figure 1.1 Installation Heights

Notice: The direct sunlight would cause great impact on the face recognition performance, so both terminal and user's face are not allowed to be under direct sunlight.

Environment 1: Sunlight shines into the room.

As the picture shows, locations with marked blue ring are not good for terminal installation. It shall be installed at the places where there is no sunlight interference.

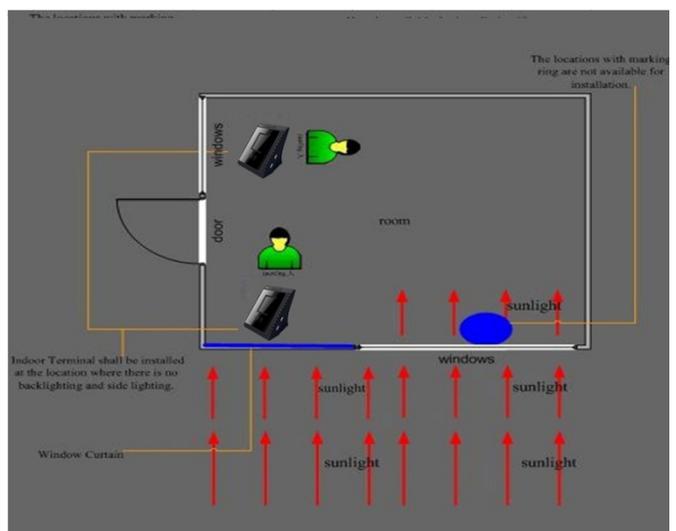


Environment 3: Sunlight shines into the room from the door.

Install the terminal at the place where there is no sunlight interference.

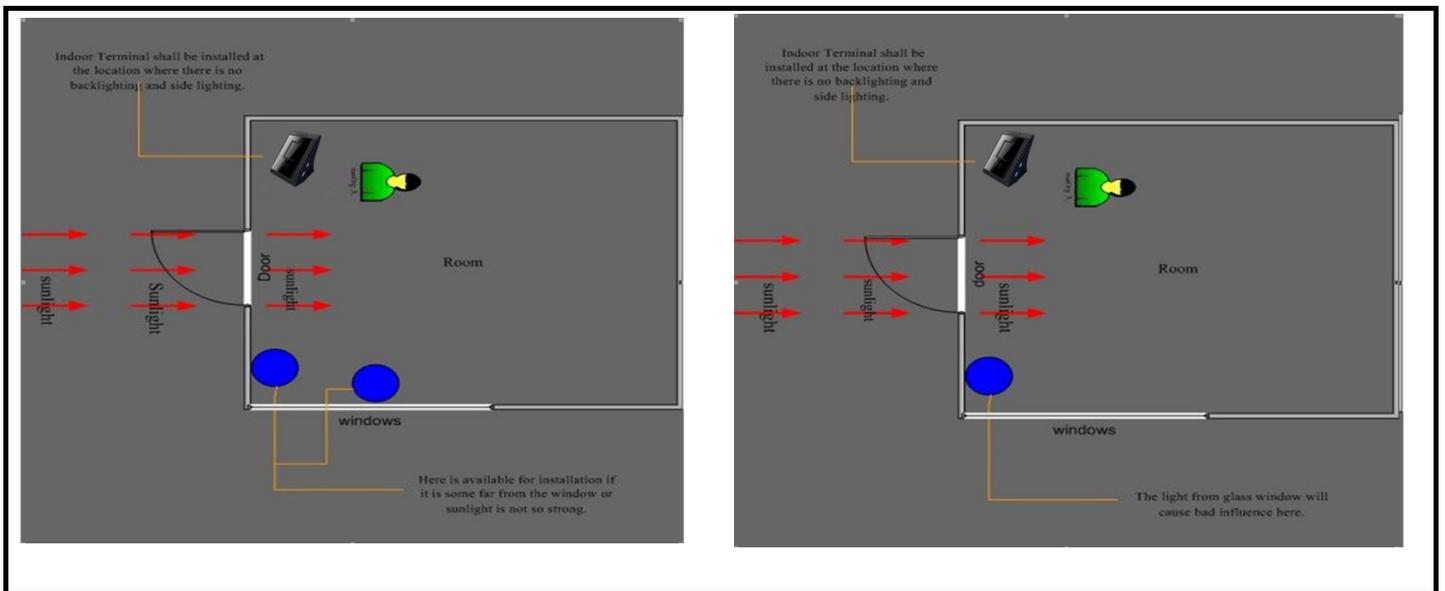
Environment 2: The room is surrounded by glass wall.

Window curtain is necessary to shelter from sunlight. The terminal shall be installed at the place where sunlight is sheltered.



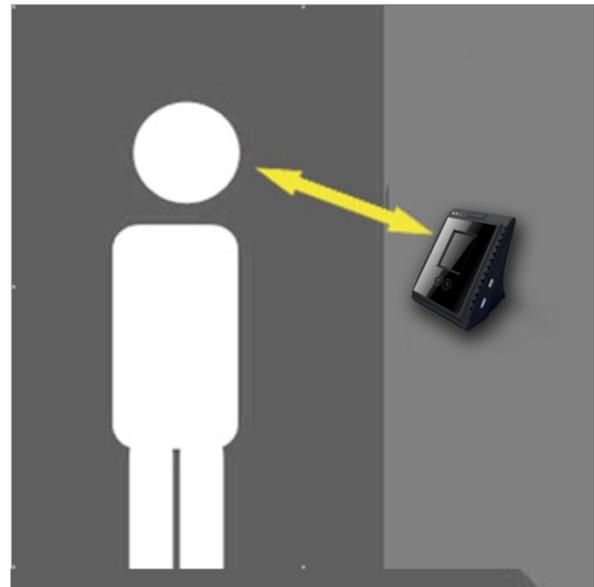
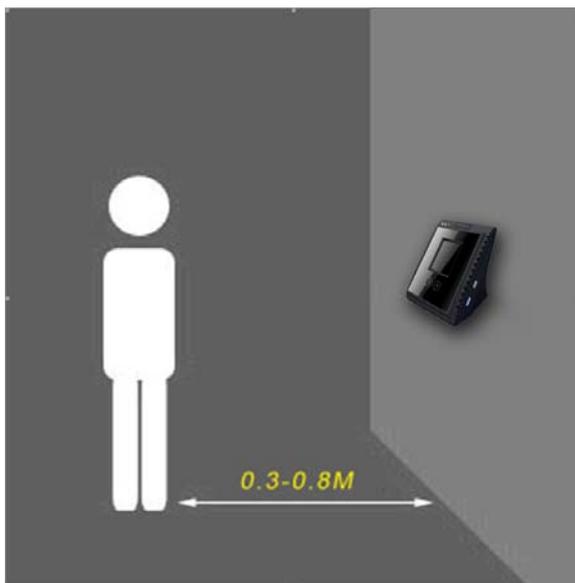
Environment 4: Sunlight shines into the room from the door and there is glass window on one side.

Do not install the terminal at the side with glass window.



1.6. How to Use Enterprise Face Access System

Step1. Register Face Template. As the picture shows, stand in front of Terminal, the best distance between terminal and user is 0.3-0.8 meter (depending on the height of user).



Step2. Look at the camera and move the face as per the instruction mentioned above, the system will capture the face image and save them into database automatically.

Step3. Stand in front of the device and input your user ID, then look at the camera. the system will make face verification automatically.

Step4. If verification succeeds, green lights and buzzer sounds. "Verification is successful" will be shown on screen. System will send a command to access controller and open the door.

2. Terminal Operation

Power on the FacePass, the terminal will enter Input Page and with voice prompt "Welcome". Keep 10sec without any operation at Input Page the terminal will enter standby Page. Please touch screen back to Input Page.



Input Page



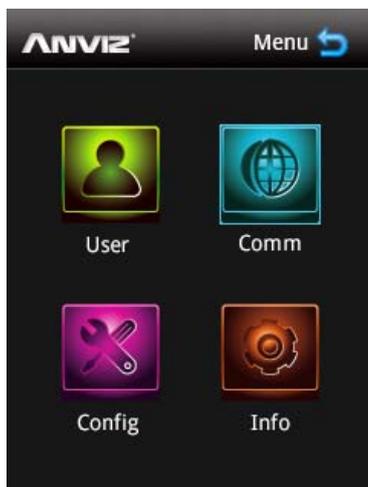
Standby Page



Administrator Verify Page

2.1 Main manage interface

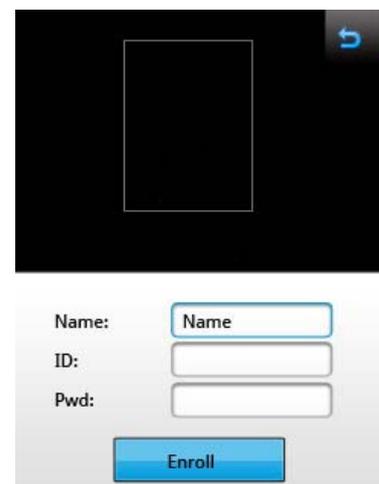
In the Input Page press three ***/C** or click **0/gear** enter to Administrator Verify Page then input the default admin password "88888888" and then click **#/left arrow** to enter Main Menu Page



Main Menu Page



User Manage Page



User Enroll Page

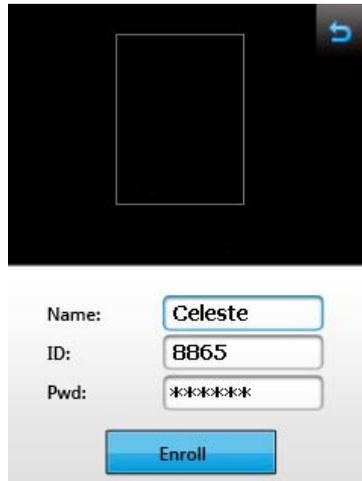
2.2 User management

2.2.1 User Enroll

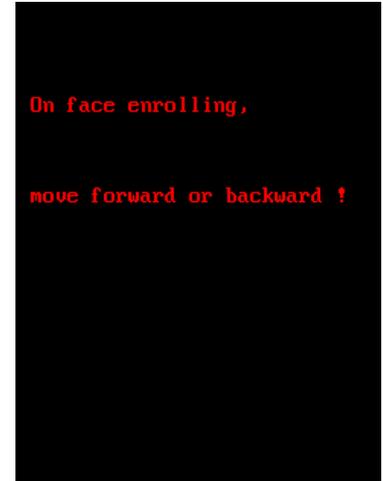
In the Main Menu click the “User” option to enter User Manage Page. Click “New” to enter User Enroll Page to register new user. Via the touch screen input user name directly press “#” back to User Enroll Page. Press “Enroll” to register user face. Before starting register user face the terminal will prompt on the screen.



Text Entry Page

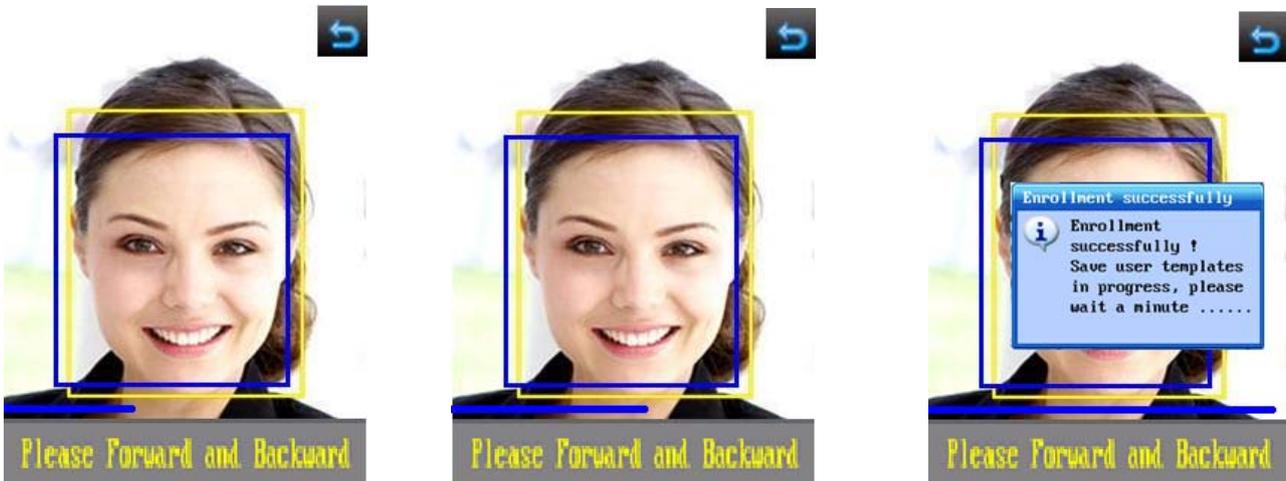


User Enroll Page.



Register Prompt Screen

Note: During face template capturing process, please keep face in the yellow frame and move face forward and backward slightly.(Yellow frame: the valid recognition area; Blue frame: the valid pictures captured area; Red frame: the invalid pictures captured area)

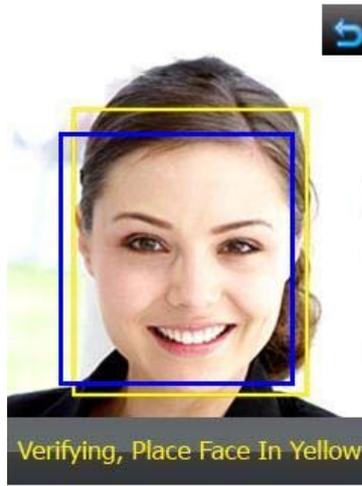


User Face Template Capturing Process

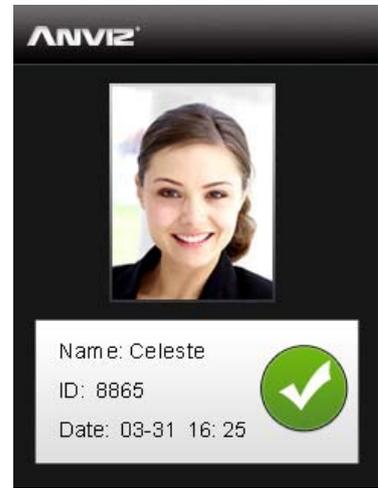
When face is registered successfully, click “Back ” and return to Input Page. Click  to enter the face verification Page. Then you can verify the registered face on the terminal.



Registered Successfully



Face Verify



Face Verify Successfully

2.2.2 Modify User

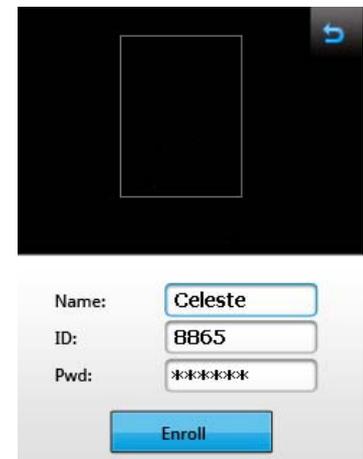
In the User Manage Page please click "Edit" to modify registered user information and re-registration user face. The detail operations please refer to 2.2.1 User Enroll.



User Manage Page



User Edit Page



2.2.3 Delete User

In the User Manage Page select the user to be deleted in users list and click "Delete".



Delete User

2.2.4 Search User

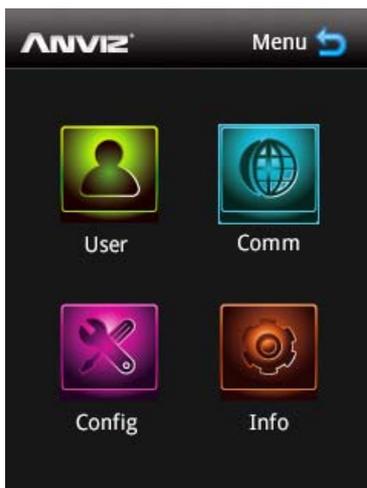
In the User Manage Page click “Search” to search specific user based on user ID.



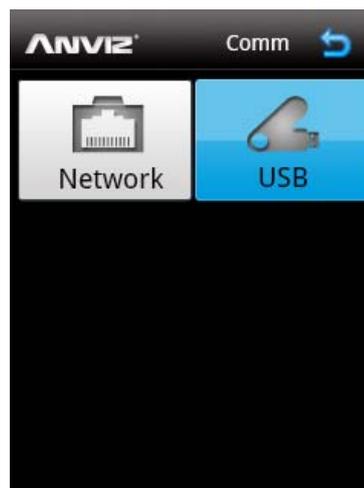
Search User

2.3 Communication Setting

In the FacePass main menu please press “Comm” to enter Communication Setting Page.



Main Menu



Communication Setting Page

2.3.1 Network Setting

Click “Network” option to setting IP address, Mask, Gateway and Port (Communication Port).



Networking Setting Page



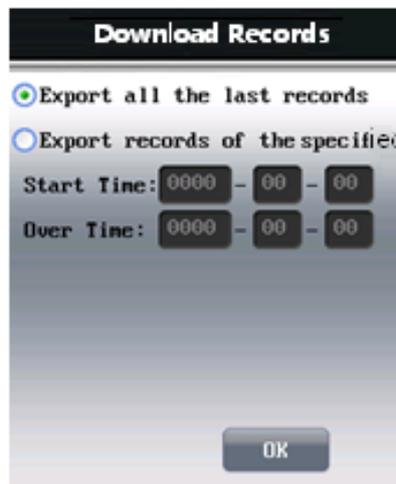
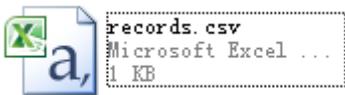
USB Management Page

2.3.2 USB Manage Setting

The USB Manage is for USB Flash Drive import/export data to terminal. Please plugging in USB Flash Drive to the terminal then click “USB Manage” option enter USB Manage Page

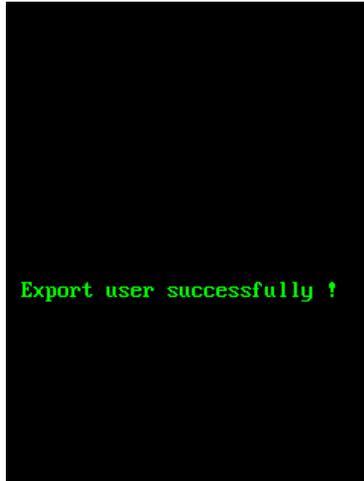
Download Records:

Download time attendance records (data encryption is available). After download record you can find a “record.csv” in the USB Flash Drive.

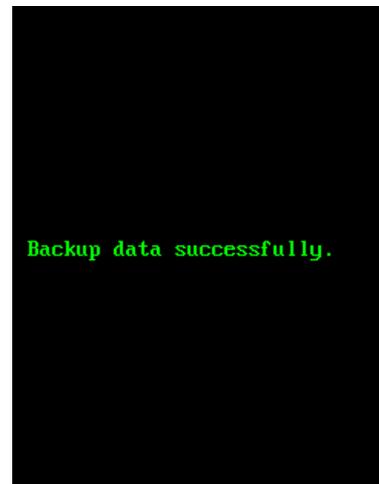




Download User: Export user information including face features data. After download there is a “USER” folder in the USB Flash Drive. The USER folder including users face features data.



Data Backup: Backup data and saved information into the USB storage device. Please input storage password is necessary for this operation. The default storage password is “8”.

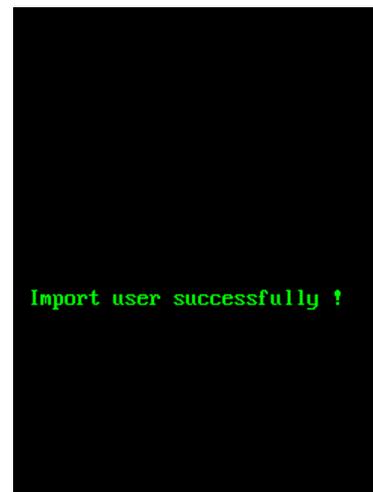


Upgrade Firmware: When there is a system firmware file in USB storage device. The terminal will reboot

automatically after successful upgrade, system upgrade pop up window will be shown



Upload User: Upload user information including face features data from the USB Flash Drive to terminal.



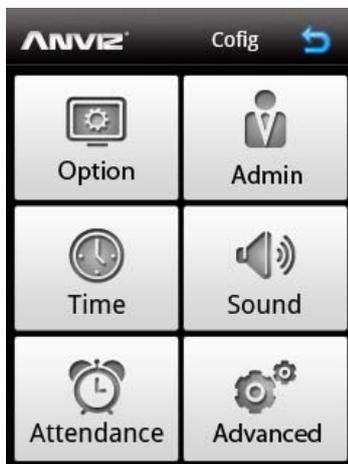
Data Recovery: When there is backup data in USB storage device, data recovery operation could be performed to retrieve all related data. The default storage password is "8".



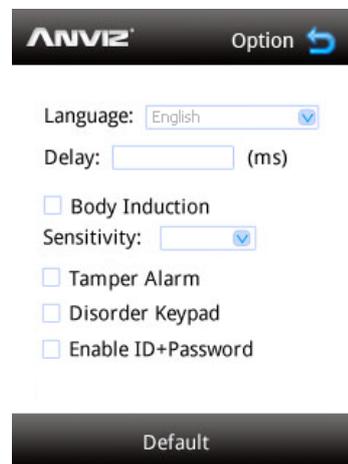
Recover data successfully.

2.4 System setting

In the FacePass main menu please press “Config” enter Configuration Page.



Configuration Page



Option Page

2.4.1 Option

Click “Option” can setting terminal language, relay delay and body induction functions for the terminal

Language: Click combo box to choice system language. The default language include English, Chinese

Delay: It is relay response time.

Body Induction: This function use to automatically activated terminal into face recognition mode when some body comes close the FacePass terminal.

Sensitivity: It is the sensitivity adjuster for Body Induction. Value: 0-5; Slow---Fast

Tamper Alarm: This function use to triggered alarm when the FacePass terminal is dismantled without proper right.

Disorder keypad: Select this option to make keyboard figures positions switchable

Enable ID password: Enable this function that when verify face failed in the terminal you can input ID and Password to verify pass the terminal. And the FacePass will capture current user facial image.

Default: Click “Default” the terminal will prompt the terminal will back to default mode. Press “Yes” to continue. “No” to cancel.

2.4.2 Admin

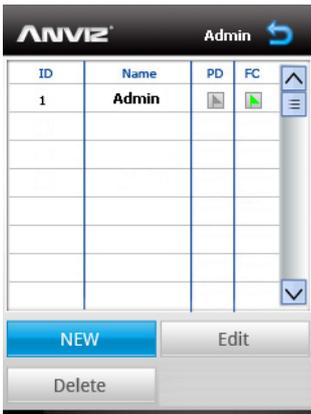
Click “Admin” can setting terminal Administrator. The terminal has a default Administrator and the default password is “88888888”. The default Administrator cannot be deleting in the terminal. You can modify the password and enroll face via the “Edit” option. The FacePass device can enroll 10 administrators.

Click “New” to add a new Administrator. The “Name” and “ID” are fixed fields in the terminal. You can input password and enroll your face.

Click “Edit” option to modify the Administrator password and enroll face.

Click “Delete” option to delete Administrator.

The details enroll operation step please refer to the “2.2.1 User Enroll” chapter.



Admin Management



Input Page

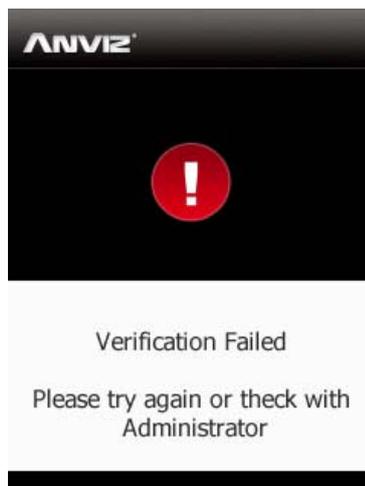


Administrator Verify Page

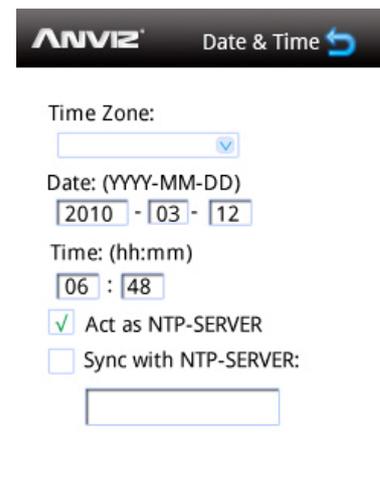
After enroll administrator when input three “*” or click  at Input page to enter Administrator Verify Page. Need input new Administrator ID, Face Recognition Page will be shown. If the captured face matched with the specific template, the verification process will succeed. After input administrator password or face verification is successful, Main Menu Page will be shown. If failed, system pop-up will be given.



Main Menu Page



Verification Failed Page



Time Page

2.4.3 Time

Click “Time” option can setting terminal’s time and date.

Time Zone: Time Zone setting. Please select local time zone in the terminal.

Data: The data format is fixed: YYYY-MM-DD

Time: Setting the hour for the time. Time format is: hh:mm

Act as NTP-SERVER: Active Network Time Protocol Server use to synchronize the terminal time via network server.

Sync with NTP-SERVER: Input NTP Server IP address.

2.4.4 Sound

Click “Sound” option enters “Sound Setting” Page.

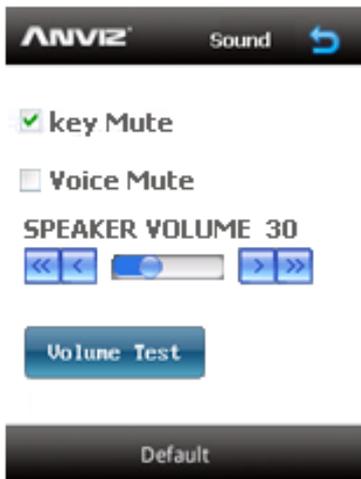
Key Mute: Enable/Disable the key sound.

Voice Mute: Enable/Disable terminal prompt tone.

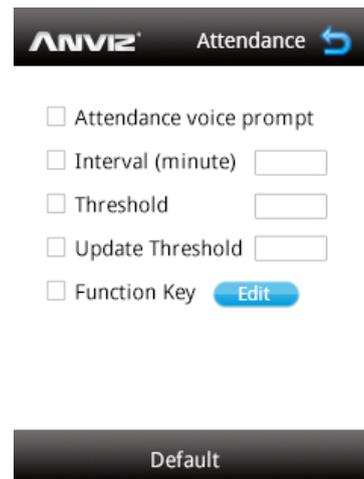
Speaker Volume: 0-100 grade. 0 is mute.

Volume Test: Test terminal current setting speaker volume.

Default: Click “Default” the terminal will prompt the terminal will back to default mode. Press “Yes” to continue. “No” to cancel.



Sound Setting Page



Attendance Setting Page

2.4.5 Attendance

“Attendance” option is for terminal time attendance setting.

Attendance Voice Prompt: Active time attendance voice prompt function. The terminal will prompt whether access the time attendance.

Interval (Time): This is the repeated attendance interval time. In interval time range only record one attendance record.

Threshold: The higher the threshold value is the better the accuracy of verification will be however the verification speed will be slower. Default recommendation setting is 60-70.

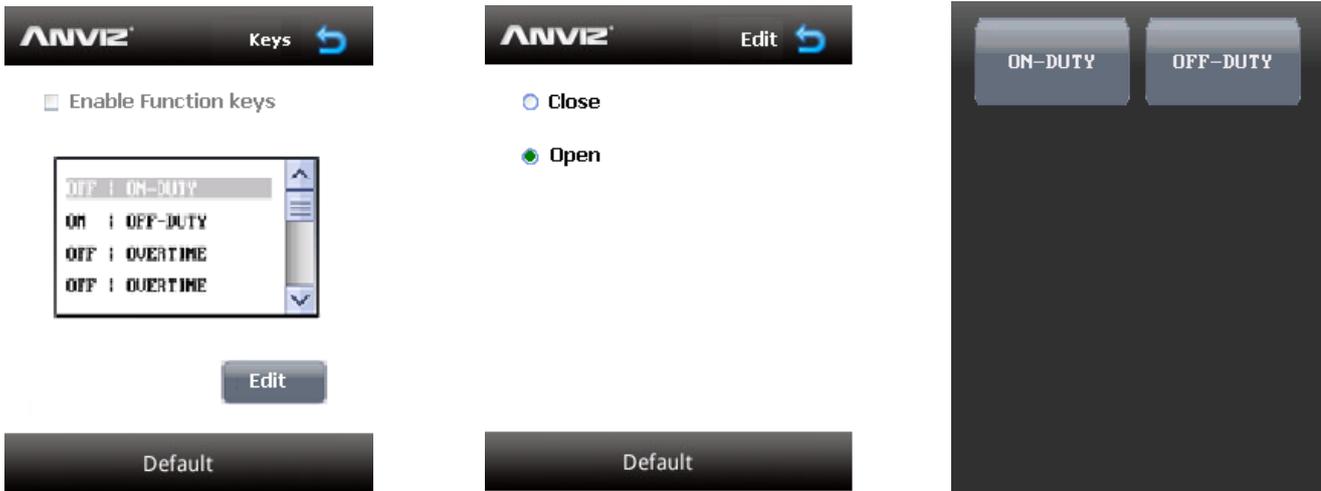
Update threshold: System will replace the template in database automatically with current face image if its likeness is higher than this threshold value. Default setting is suggested (70).

Function key: Setting the attendance status options in the terminal.

Choice “Function Keys” enter “Keys” Page. Select “Enable Function Key” to active function keys list. There are 10

keys (Default 6 keys “On-duty”, “Off-duty”, “Overtime On-duty”, “Overtime Off-duty”, “Out” and “Back” and four user defined keys) in the terminal. Select the status key which you need and click “Edit” to “Close” or “Open” the function key.

After active the function ley the “Function Key Select Page” would be displayed before face recognition in the terminal.



Function key Page

Default: Click “Default” the terminal will prompt the terminal will back to default mode. Press “Yes” to continue. “No” to cancel.

2.4.6 Advanced

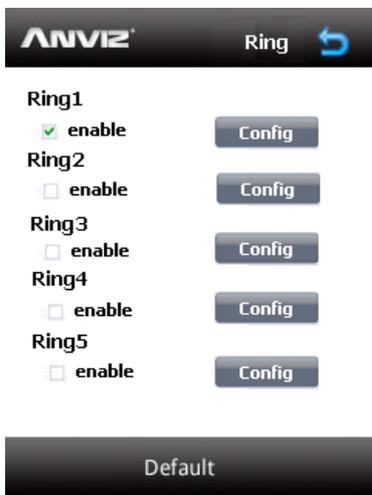
There are “Timing Ring”, “Power Saving”, “Touch Panel Calibration” and “Reset” functions in the “Advanced” Page.



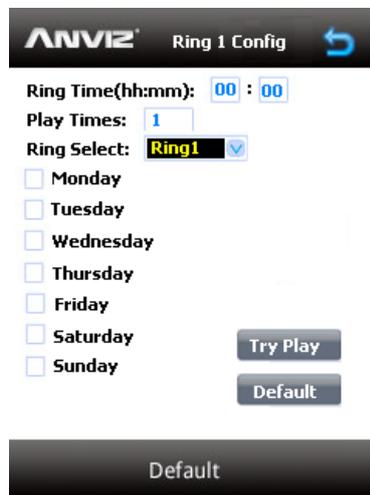
Advanced

2.4.6.1 Timing Ring

Timing Ring: The terminal support 5 groups ring time. Select “Enable” and click “Config” to setting the “Ring Time”.



Timing Ring Page



Ring1 Config Page

Ring Time(hh:mm): Setting Ring Time

Play Times: Ring replay times

Ring Select: There are five ringtone types in the terminal.

Week: This is week can be selected which you need to schedule the ring.

Try Play: Play the ring voice.

Default: Click “Default” the terminal will prompt the terminal will back to default mode. Press “Yes” to continue. “No” to cancel.

2.4.6.2 Power Saving

Power Saving is for automatically turn on/off the terminal on time to save power.

“Power Saving Time Set”: Select option to enable the power saving function

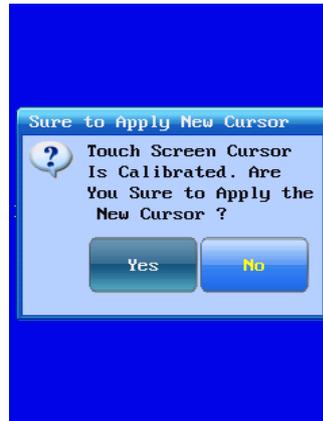
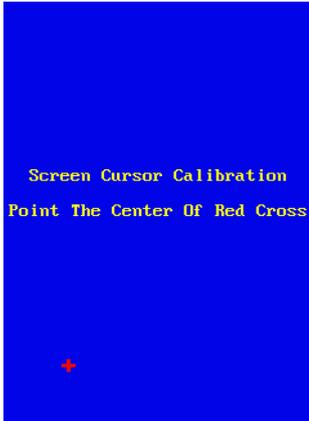
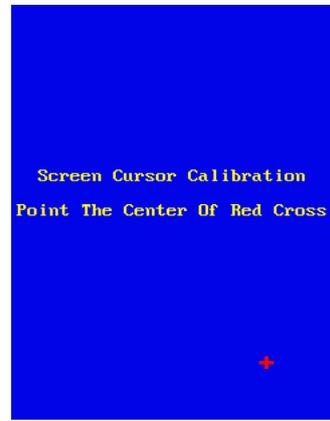
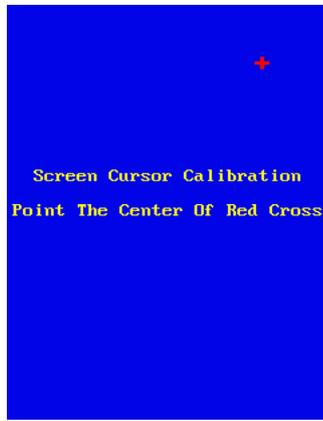
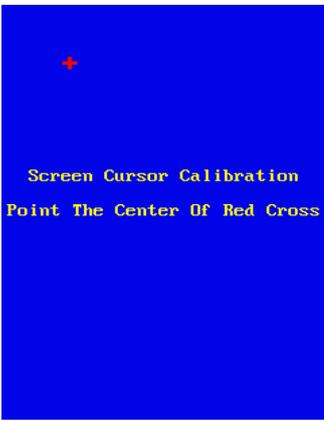
“Time” is setting the “Start Time” and “End Time”. You can set four times in the terminal.



Power Saving Page

2.4.6.3 Touch Panel Calibration

When the touch screen pinpoint deviates from actual position to a certain extent, screen calibration could be performed “Touch Panel Calibration”. Follow the instruction shown and click the Red Cross on the screen repeatedly to calibrate the touch screen.



2.4.6.4 Reset

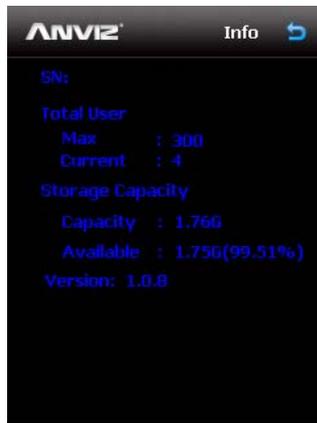
Click "Reset" will initialize the terminal to factory mode. This function will empty all the setting and user information in the terminal. Please be carefully to reset the terminal.



Reset Page

2.4.7 Info

The "Info" option will display terminal information. Such as "SN", "Total user" capacity, "Storage Capacity" and Firmware Version.



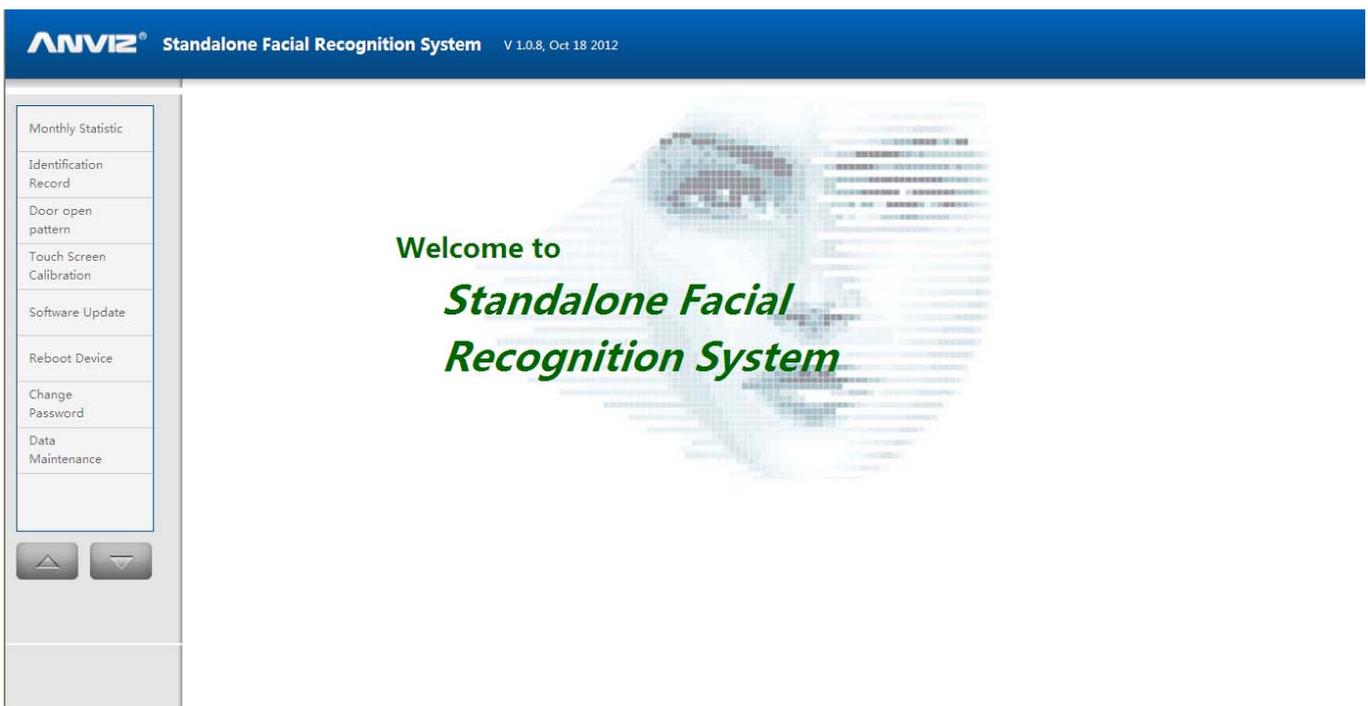
Info Page

3. Webserver Software Instruction

Please ensure IP address of terminal is in the same LAN as client-end PC before you run the software. Note: The default IP of terminal is 192.168.0.218.

Please enter the IP address of terminal from IE, for example, the terminal IP is 192.168.0.218, please input `Http:// 192.168.0.218` and click Enter, then login Client-end software by User name and Password. Note: The default user name is **admin** and password is **88888888**

3.1. Home Page



The administrator can make the setting of Network, Time Attendance, records of attendance, attendance statistic, access records, etc. Through webserver software, the administrator can also perform software upgrade, gateway reboot, password change, etc.

3.2. Network Setting

Check and change the network, IP address, Subnet Mask and Gateway.

The screenshot shows the 'Network' configuration page in the ANVIZ Standalone Facial Recognition System. The page has a blue header with the logo and version information 'V 1.0.8, Oct 18 2012'. On the left is a navigation menu with 'Home', 'Network', 'Function Keys', 'User', 'Time Attendance', 'Personal Record', and 'Daily Record'. The 'Network' page contains the following fields: 'Network Type' (static IP), 'IP' (192.168.0.71), 'Mask' (255.255.255.0), 'MAC Address' (00-40-8C-26-0A-5B), and 'Gateway' (192.168.0.1). There are 'Save' and 'Cancel' buttons at the bottom.

3.3. Function Keys

Check and change the setting of different function keys

The screenshot shows the 'Function Keys' configuration page in the ANVIZ Standalone Facial Recognition System. The page has a blue header with the logo and version information 'V 1.0.8, Oct 18 2012'. On the left is a navigation menu with 'Home', 'Network', 'Function Keys', 'User', 'Time Attendance', 'Personal Record', and 'Daily Record'. The 'Function Keys' page contains a checkbox for 'Enable Function Keys' and a list of function keys with checkboxes: 'On-duty', 'Off-duty', 'Overtime On-duty', 'Overtime Off-duty', 'Out', 'Back', 'Undefined 7', 'Undefined 8', 'Undefined 9', and 'Undefined 10'. The 'Undefined 10' checkbox is checked. There are 'Save' and 'Cancel' buttons at the bottom.

- Home
- Network
- Function Keys
- User
- Time Attendance
- Personal Record
- Daily Record

Function Keys

Enable Function Keys

- On-duty
- Off-duty
- Overtime On-duty
- Overtime Off-duty
- Out
- Back
- Undefined 7
- Undefined 8
- Undefined 9
- Undefined 10

3.4. User Management

Create new user, browse, edit and delete existing user

- Home
- Network
- Function Keys
- User
- Time Attendance
- Personal Record
- Daily Record

User

No	Name	ID	Dept	Photo	Edit	Delete
1	USER1	1	Default			
2	USER2	2	Default			
3	USER3	3	Default			
4	USER4	4	Default			
5	USER5	5	Default			
6	USER6	6	Default			

Current Page: 1 Total Pages: 2 Total records: 7 Page: 1

- Home
- Network
- Function Keys
- User**
- Time Attendance
- Personal Record
- Daily Record

User [New User](#)

No	Name	ID	Dept	Photo	Edit	Delete
1	USER1	1	Default			
2	USER2	2	Default			
3	USER3	3	Default			
4	USER4	4	Default			
5	USER5	5	Default			
6	USER6	6	Default			

来自网页的消息

Are you sure to delete user USER2 ?

Current Page: 1 Total Pages: 2 Total records: 7 Page

- Home
- Network
- Function Keys
- User**
- Time Attendance
- Personal Record
- Daily Record



Username:

ID:

Dept:

Upload Photo: (Limit 32 KB)

- Home
- Network
- Function Keys
- User**
- Time Attendance
- Personal Record
- Daily Record



Username: You can use voice of name after saving user !

ID:

Dept:

Upload Photo: (Limit 32 KB)

3.5. Time Attendance Setting

Set attendance time.

The screenshot shows the 'Time Attendance' configuration page in the ANVIZ Standalone Facial Recognition System. The interface includes a sidebar with navigation options: Home, Network, Function Keys, User, Time Attendance (selected), Personal Record, and Daily Record. The main content area is titled 'Time Attendance' and contains various time-related settings. On the left, there are input fields for On-Duty AM (9:00), Off-Duty AM (12:00), Noon Division (12:30), On-Duty PM (13:00), Off-Duty PM (18:00), Evening Division (18:30), On-Duty Night (19:00), Off-Duty Night (22:00), Late grace (5), Early-leave grace (10), Overtime Time (23:00), Date Division (3:00), Late Interval (2:00), and Early-leave (1:00). On the right, there are four text boxes explaining the 'Late Interval', 'Early-leave', 'Noon Division', and 'Date Division' settings. At the bottom, there are 'Save' and 'Cancel' buttons.

On-Duty AM:	<input type="text" value="9:00"/> (hh:mm)
Off-Duty AM:	<input type="text" value="12:00"/> (hh:mm)
Noon Division:	<input type="text" value="12:30"/> (hh:mm)
On-Duty PM:	<input type="text" value="13:00"/> (hh:mm)
Off-Duty PM:	<input type="text" value="18:00"/> (hh:mm)
Evening Division:	<input type="text" value="18:30"/> (hh:mm)
On-Duty Night:	<input type="text" value="19:00"/> (hh:mm)
Off-Duty Night:	<input type="text" value="22:00"/> (hh:mm)
Late grace:	<input type="text" value="5"/> (minutes)
Early-leave grace:	<input type="text" value="10"/> (minutes)
Overtime Time:	<input type="text" value="23:00"/> (hh:mm)
Date Division:	<input type="text" value="3:00"/> (hh:mm)
Late Interval:	<input type="text" value="2:00"/> (hh:mm)
Early-leave:	<input type="text" value="1:00"/> (hh:mm)

Late Interval:	Attendance within the late grace time will be treated as on-duty late, otherwise, will be treated as no on-duty attendance.
Early-leave:	Attendance within the early-leave grace time will be treated as early-leave. Otherwise, will be treated as no off-duty attendance.
Noon Division:	TA before this time is regarded as off-duty AM, and TA after that will be regarded as on-duty PM.
Evening Division:	TA before this time is regarded as off-duty PM, and TA after that will be regarded as on-duty Night.
Date Division:	TA before this time is regarded as overtime work of previous day, and TA after that will be regarded as on-duty of today.

3.6. Personal Attendance Record

Inquire the records of attendance as per Time, Name and ID No.

The screenshot shows the 'Personal TA Record Inquiry' page in the ANVIZ Standalone Facial Recognition System. The interface includes a sidebar with navigation options: Home, Network, Function Keys, User, Time Attendance, Personal Record (selected), and Daily Record. The main content area is titled 'Personal TA Record Inquiry' and contains a form for searching attendance records. The form includes fields for 'Starting Date' (2012-10-25) and 'Ending Date' (2012-10-25), and a 'Name' field. There is also an 'ID' field. An 'Inquiry' button is located to the right of the 'Name' field. At the bottom, there are up and down arrow buttons.

Starting Date: Ending Date:

Name: ID:

- Home
- Network
- Function Keys
- User
- Time Attendance
- Personal Record**
- Daily Record

Personal TA Record Inquiry

Starting Date: Ending Date:
 Name: ID:

No	Date	Name	ID	Dept	On-Duty AM			Off-Duty AM			On-Duty PM			Off-Duty PM			On-Duty Night			Off-Duty Night		
					Time	Status	Photo	Time	Status	Photo	Time	Status	Photo	Time	Status	Photo	Time	Status	Photo	Time	Status	Photo
1	2012-10-25	USER6	6	Default	05:39	Normal		---	NR		13:30	Serious Late		---	NR		---	NR		---	NR	

Current Page: 1 Total Pages: 1 Total records: 1 Page: 1

- Home
- Network
- Function Keys
- User
- Time Attendance
- Personal Record**
- Daily Record

Personal TA Record Inquiry

Starting Date: Ending Date:
 Name: ID:

No	Date	Name	ID	Dept	On-Duty AM			Off-D
					Time	Status	Photo	Time
1	2012-10-25	USER6	6	Default	05:39	Normal		---

File Download

Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.

File name: sd_somebody780520083.csv
 File type: Microsoft Excel Worksheet
 From: 192.168.3.47

! This type of file could harm your computer if it contains malicious code.

Would you like to open the file or save it to your computer?

Always ask before opening this type of file

Off-Duty Night	Time	Status	Photo
---	NR		

Current Page: 1 Total Pages: 1 Total records: 1

- Home
- Network
- Function Keys
- User
- Time Attendance
- Personal Record**
- Daily Record

Personal TA Record Inquiry

Starting Date: Ending Date:
 Name: ID:

No	Date	Name	ID	Dept	On-Duty AM			Off-D
					Time	Status	Photo	Time
1	2012-10-25	USER6	6	Default	05:39	Normal		---

Save As

Save in: Local Disk (C:)

- My Recent Documents
- Desktop
- My Documents
- My Computer
- My Network

Documents and Settings
 New Folder
 Program Files
 WINDOWS

File name:
 Save as type: Microsoft Excel Worksheet

Off-Duty Night	Time	Status	Photo
---	NR		

Current Page: 1 Total Pages: 1 Total records: 1

sd_somebody1469279759.csv - Microsoft Excel

开始 插入 页面布局 公式 数据 审阅 视图

宋体 11 A A 常规

条件格式 套用 单元格 格式 插入 删除 格式 排序和 查找和 筛选 选择 编辑

No	Date	Name	ID	Dept	On-Duty	#On-Duty	#Off-Duty	Off-Duty	PM	Status
1	2011-3-10	USER13		13 Default	--:--	NR	--:--	NR		
2	2011-3-11	USER13		13 Default	--:--	NR	--:--	NR		
3	2011-3-14	USER13		13 Default	--:--	NR	--:--	NR		
4	2011-3-15	USER13		13 Default	--:--	NR	--:--	NR		
5	2011-3-16	USER13		13 Default	--:--	NR	--:--	NR		

sd_somebody1469279759

就绪 100%

3.7. Daily Attendance Record

Inquire the daily attendance records of all employees

ANVIZ® Standalone Facial Recognition System V 1.0.8, Oct 18 2012

Home
Network
Function Keys
User
Time Attendance
Personal Record
Daily Record

Daily TA Record Inquiry

Date :

- Home
- Network
- Function Keys
- User
- Time Attendance
- Personal Record
- Daily Record

Daily TA Record Inquiry

Date:

No	Date	Name	ID	Dept	On-Duty AM			Off-Duty AM			On-Duty PM			Off-Duty PM			On-Duty Night			Off-Duty Night		
					Time	Status	Photo	Time	Status	Photo	Time	Status	Photo	Time	Status	Photo	Time	Status	Photo	Time	Status	Photo
1	2012-10-25	USER1	1	Default	--:--	NR		--:--	NR		--:--	NR		--:--	NR		--:--	NR		--:--	NR	
2	2012-10-25	USER3	3	Default	--:--	NR		--:--	NR		--:--	NR		--:--	NR		--:--	NR		--:--	NR	
3	2012-10-25	USER4	4	Default	--:--	NR		--:--	NR		--:--	NR		--:--	NR		--:--	NR		--:--	NR	
4	2012-10-25	USER5	5	Default	--:--	NR		--:--	NR		--:--	NR		--:--	NR		--:--	NR		--:--	NR	
5	2012-10-25	USER6	6	Default	05:39	Normal		--:--	NR		13:30	Serious Late		--:--	NR		--:--	NR		--:--	NR	

Current Page: 1 Total Pages: 2 Total records: 6 Page:

3.8. Monthly Attendance Record

Inquire the monthly attendance records of all employees. Support the inquiry of personal monthly attendance statistic as per Name or ID No.

- Monthly Statistic
- Identification Record
- Door open pattern
- Touch Screen Calibration
- Software Update
- Reboot Device
- Change Password
- Data Maintenance

Monthly Statistic

Name: ID:
 Select Month:

- Monthly Statistic
- Identification Record
- Door open pattern
- Touch Screen Calibration
- Software Update
- Reboot Device
- Change Password
- Data Maintenance

Monthly Statistic

Name: ID:

Select Month :

- 2011-1
- 2011-2
- 2011-3
- 2011-4
- 2011-5
- 2011-6
- 2011-7
- 2011-8
- 2011-9
- 2011-10
- 2011-11
- 2011-12
- 2012-1
- 2012-2
- 2012-3
- 2012-4
- 2012-5
- 2012-6
- 2012-7
- 2012-8
- 2012-9
- 2012-10

- Monthly Statistic
- Identification Record
- Door open pattern
- Touch Screen Calibration
- Software Update
- Reboot Device
- Change Password
- Data Maintenance

Monthly Statistic

Name: ID:

Select Month :

No	Name	ID	Dept	NR	Late	Serious Late	Early Leave	Serious Early Leave	Private Affair Leave	Sick Leave	Compensatory Leave	Other
1	USER1	1	Default	186	0	0	0	0	0	0	0	0
2	USER3	3	Default	186	0	0	0	0	0	0	0	0
3	USER4	4	Default	186	0	0	0	0	0	0	0	0
4	USER5	5	Default	186	0	0	0	0	0	0	0	0
5	USER6	6	Default	183	1	1	0	0	0	0	0	0
6	USER7	7	Default	186	0	0	0	0	0	0	0	0

Current Page: 1 Total Pages: 1 Total records: 6 Page:

3.9. Identification Record

Inquire all identification records as per time and date. Support conditional inquiry as per Name, ID, Card No, and status.

Monthly Statistic

- Identification Record
- Door open pattern
- Touch Screen Calibration
- Software Update
- Reboot Device
- Change Password
- Data Maintenance

▲ ▼

Remove Identification Record

All records before this date will be removed:

Name:

ID:

Identification Record Inquiry

Starting Date: Ending Date:

Name: ID:

Verification Status:

Monthly Statistic

- Identification Record
- Door open pattern
- Touch Screen Calibration
- Software Update
- Reboot Device
- Change Password
- Data Maintenance

▲ ▼

Remove Identification Record

All records before this date will be removed:

Name:

ID:

Identification Record Inquiry

Starting Date: Ending Date:

Name: ID:

Verification Status:

Monthly Statistic

- Identification Record
- Door open pattern
- Touch Screen Calibration
- Software Update
- Reboot Device
- Change Password
- Data Maintenance

▲ ▼

Remove Identification Record

All records before this date will be removed:

Name:

ID:

Identification Record Inquiry

Starting Date: Ending Date:

Name: ID:

Verification Status:

Microsoft Internet Explorer

Are you sure to remove all record before this day ?
2011-03-20 (YYYY-MM-DD)

If you delete the record more, the process takes a few minutes, please wait !

Monthly Statistic

- Identification Record
- Door open pattern
- Touch Screen Calibration
- Software Update
- Reboot Device
- Change Password
- Data Maintenance

▲ ▼

Remove Identification Record

All records before this date will be removed:

Name:

ID:

Identification Record Inquiry

Starting Date: Ending Date:

Name: ID:

Verification Status: ▼

Monthly Statistic

- Identification Record
- Door open pattern
- Touch Screen Calibration
- Software Update
- Reboot Device
- Change Password
- Data Maintenance

▲ ▼

Successfully removed all records meeting the following conditions:
ID: 1
Before this date: 2012-09-01

Monthly Statistic

- Identification Record
- Door open pattern
- Touch Screen Calibration
- Software Update
- Reboot Device
- Change Password
- Data Maintenance

▲ ▼

Remove Identification Record

All records before this date will be removed:

Name:

ID:

Identification Record Inquiry

Starting Date: Ending Date:

Name: ID:

Verification Status: ▼

- Success
- Fail
- All

Monthly Statistic

Identification Record

Door open pattern

Touch Screen Calibration

Software Update

Reboot Device

Change Password

Data Maintenance

Remove Identification Record

All records before this date will be removed:

Name:

ID:

Identification Record Inquiry

Starting Date: Ending Date:

Name: ID:

Verification Status:

No	Name	ID	Dept	Date	Time	Verification Scores	Status	Photo
1	USER6	6	Default	2012-10-25	05:39:32	66	Successful	
2	USER6	6	Default	2012-10-25	13:30:33	60	Successful	
3	USER6	6	Default	2012-10-25	13:53:54	62	Successful	

Current Page: 1 Total Pages: 1 Total records: 3 Page:

3.10.Touch Screen Calibration

Activated the screen calibration mode

Monthly Statistic

Identification Record

Door open pattern

Touch Screen Calibration

Software Update

Reboot Device

Change Password

Data Maintenance

Touch Screen Calibration

The terminal will enter the TOUCH SCREEN CALIBRATION mode after clicking the CONFIRM button

3.11.Software Upgrade

Start TFTP server and put the software to be upgraded into the TFTP folder. Then enter the IP address and the name of the software as Picture blow, click “upgrade”.

- Monthly Statistic
- Identification Record
- Door open pattern
- Touch Screen Calibration
- Software Update**
- Reboot Device
- Change Password
- Data Maintenance

▲ ▼

Software Update

Software Filename:

Note: Do not make any operation until update finished. The device will reboot automatically after update.

3.12.Reboot

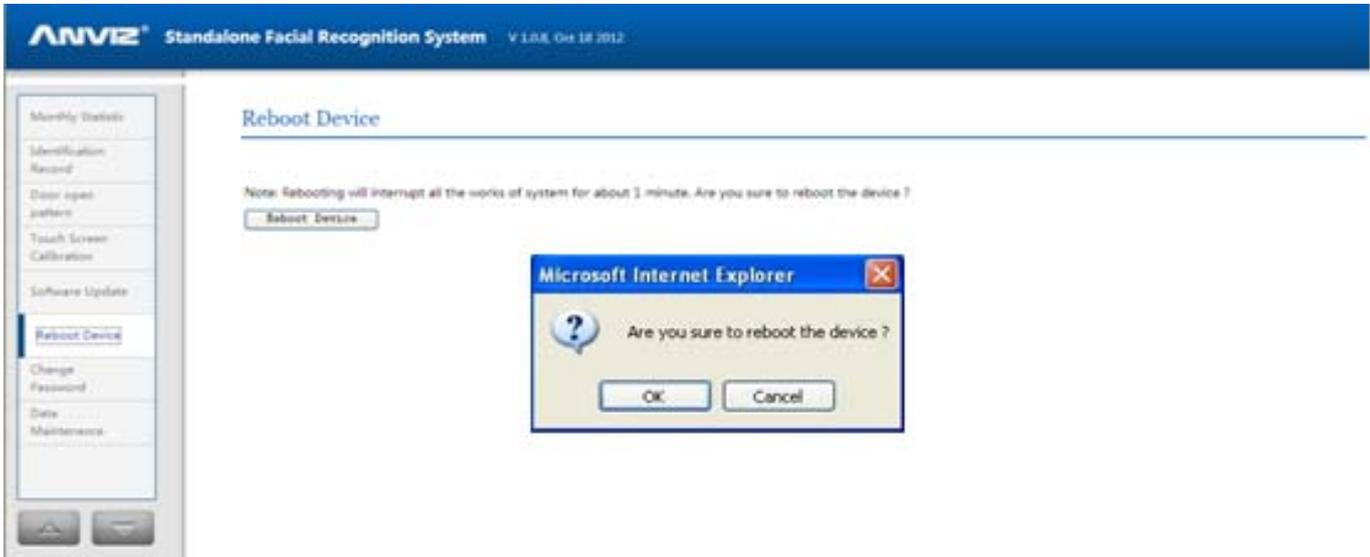
Reboot the terminal.

- Monthly Statistic
- Identification Record
- Door open pattern
- Touch Screen Calibration
- Software Update
- Reboot Device**
- Change Password
- Data Maintenance

▲ ▼

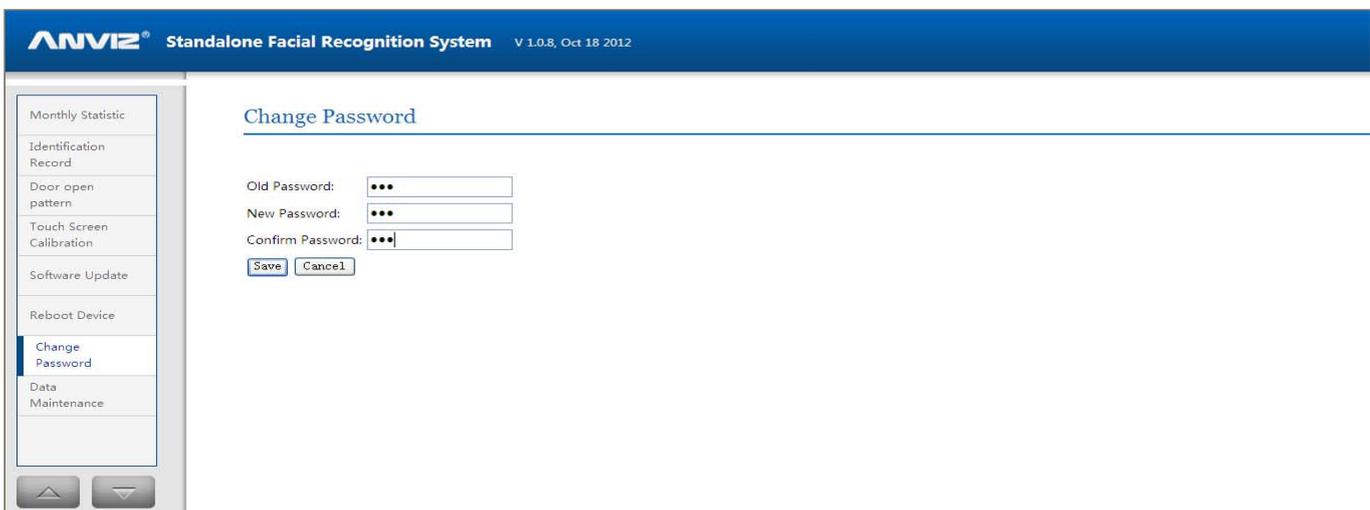
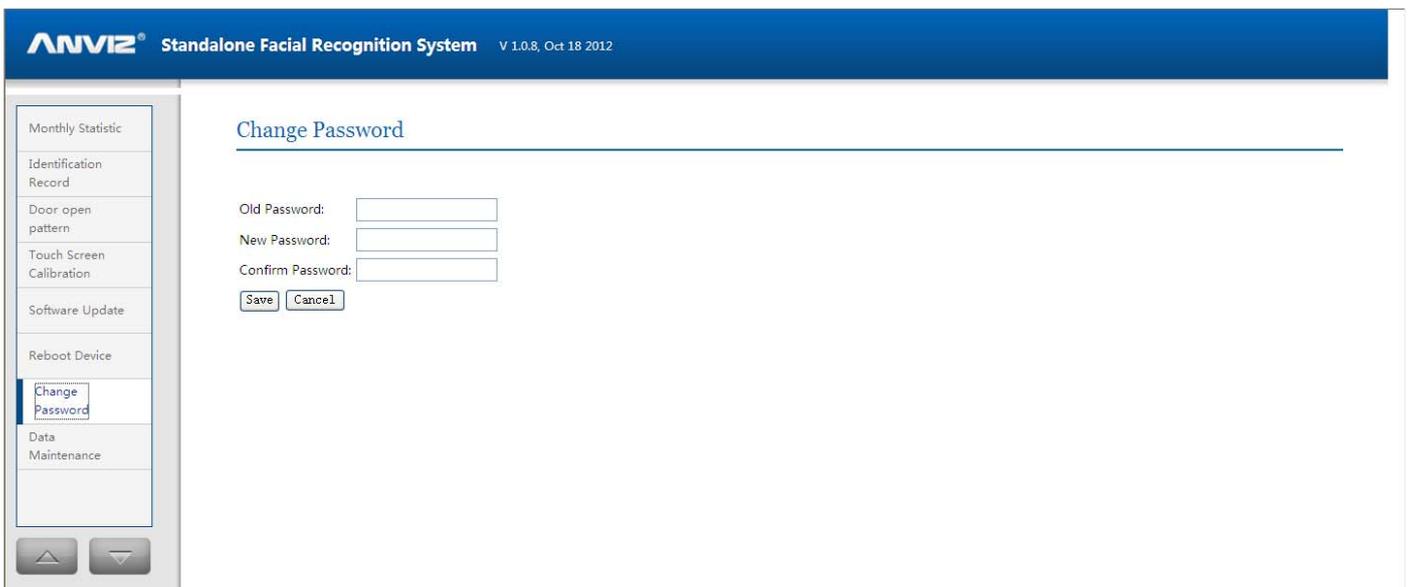
Reboot Device

Note: Rebooting will interrupt all the works of system for about 1 minute. Are you sure to reboot the device ?



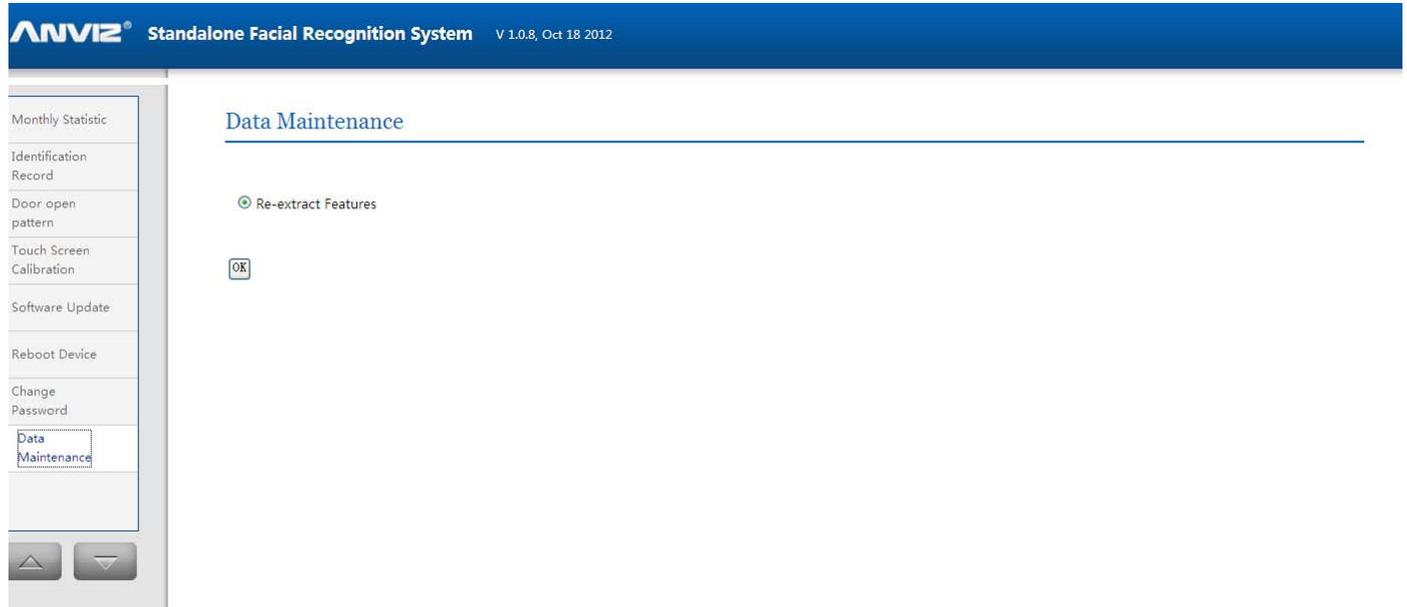
3.13. Change Password

Change the login password of the software.



3.14.Data Maintenance

The face feature templates of the same person created by different version system are somehow different; it will put an impact on actual recognition performance. Regarding switch of different system version, “Data Maintenance” function is provided. After software upgrade task, we recommend user to activate “Re-extract Features” manually so that optimized performance is ensured.

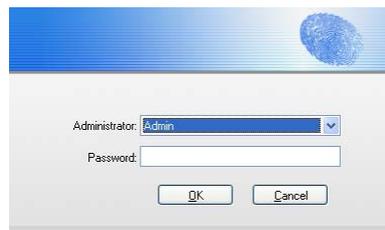


4. Background Management

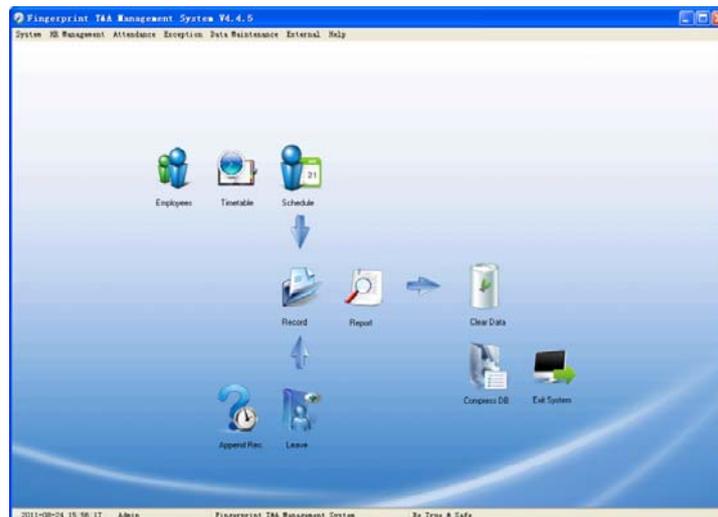
Management software can collect attendance records from different terminals, calculate according to shift setting and finally generate different reports. The background software can manage employee information, set rules of attendance etc.

4.1. Log in System

Double click the icon [] on the desktop to start the attendance background management program. The log-in interface will pop up as follows:



The default administrator's name is "Admin" and password is empty. Log in system and the following interface will be displayed:

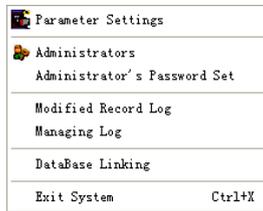


The main interface includes three parts:

1. System menu: Include the whole function module & information
2. Shortcut button: Shortcut button of common function module, array in working order, easy to work on
3. Status column: Show the current time, logged-in administrator and system information.

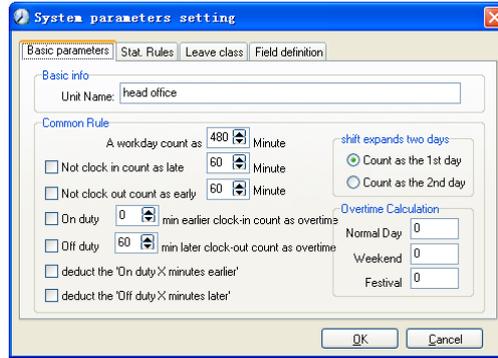
4.2 System

Click [System] on the main menu, following springs:



4.2.1 Parameters Settings

Click [Parameters Settings] in system menu. The following window will prompt:



Pic4.1

Basic parameters:

Set your company name, the default is “Head office”

Input your company name that will be deemed as the head of departments list.

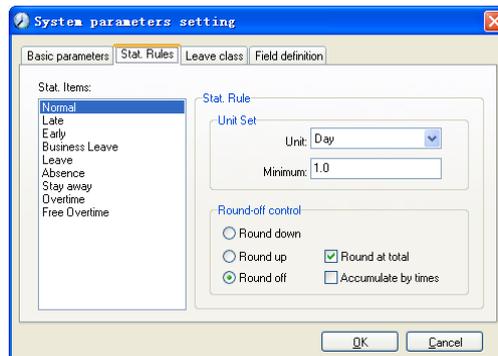
A working day count as how many minutes is the base for time attendance calculation which will be the transition standard to calculate the late to work/early to leave /free overtime items, minute is the good transition standard of hours and working day.

“Late for work as how many minutes” can be set when no clock-in on duty, “early to leave as how many minutes” when no clock out for off duty. Free overtime work can also be calculated on the base that how many minutes working after off duty time.

“Shift expand two days” is set under real condition.

Stat. Rules:

Click page [Stat. Rules] in pic4.1, following shows:



This page describes the stat. rules of items: normal, late, early, business leave, leave, absence, overtime, free

overtime.

Accumulate by times: Only calculate the total times, display the accumulated times in report.

Round at total: Add up the total time and then round according to corresponding unit.

Round down: Abandon the decimal regardless it is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 1 day.

Round up: Add one unit regardless the decimal is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 2 day.

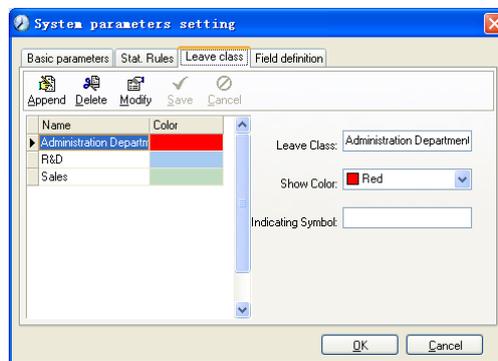
Round off: If the decimal is equal to or over 0.5, add one unit, or else, abandon it.

Notice: the setting of stat. Rules above will directly affect the statistical result

Please make above setting according to the true status of your company to ensure the accuracy of reports.

Leave class:

Click page [Leave class] in pic4.1, following shows:



Add new leave class:

Click [Append], input the name of leave class and choose color and click [save] to finish.

Revise leave class:

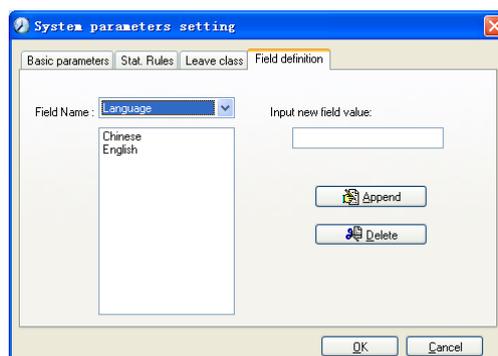
Select the name of leave class which one need to be revised, click [Modify], input new name of leave class and color, and click [Save] to finish.

Delete leave class:

Select the name of leave class which one need to be deleted, click [Delete], and click [OK] to finish.

Field definition:

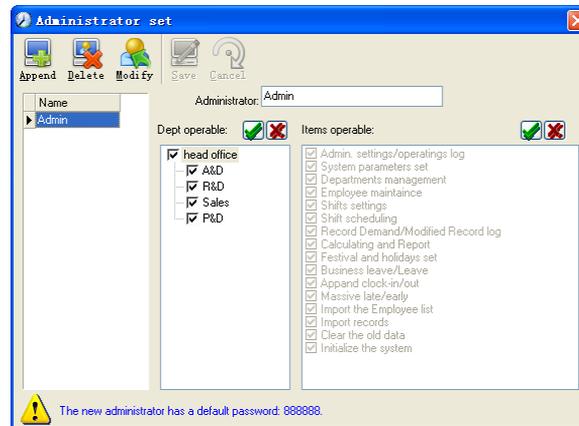
Click page [Field definition] in pic4.1, following shows:



This page add the corresponding value for [Nation], [Specialty], [Position] [Education] in menu [Employee maintenance].

4.2.2 Administrators

Click [System]-[Administrators], following window shows:



Append new administrator:

Click [Append]—input the name of new administrator within input field.

Of [Administrators], select corresponding privileges below and click [Save] to finish adding of new administrator. The default password of new administrator is 888888. Please log in as the new registered administrator and click menu [System] -- [Administrator's password set] to set new password of administrator for system security.

Note:

1. Before you using the administrator mode, you need to set the privileges for every administrator with which the administrator can modify the operation items after he log in the software; there are all the items in the “Items operable” list in above picture, such as “Employee maintenance, Shifts settings, Calculating and Report”; we can set different privileges for different administrators so as to divide and manage the task systematically.

2. After you add a new department, you must modify the privileges of the “Department operable” for the administrators (select the new department in the “Department operable” list and save), who will have the privileges to modify the new department, and then you may do other operations.

Modify administrator:

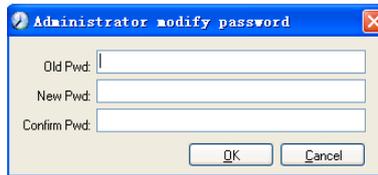
Select the name of administrator, click [Modify], input new name of administrator and corresponding rights in [Administrator] and click [Save] to finish.

Delete administrator:

Select the name of administrator who will be deleted and click [Delete] to finish deleting according to the prompt.

4.2.3 Administrator's Password Set

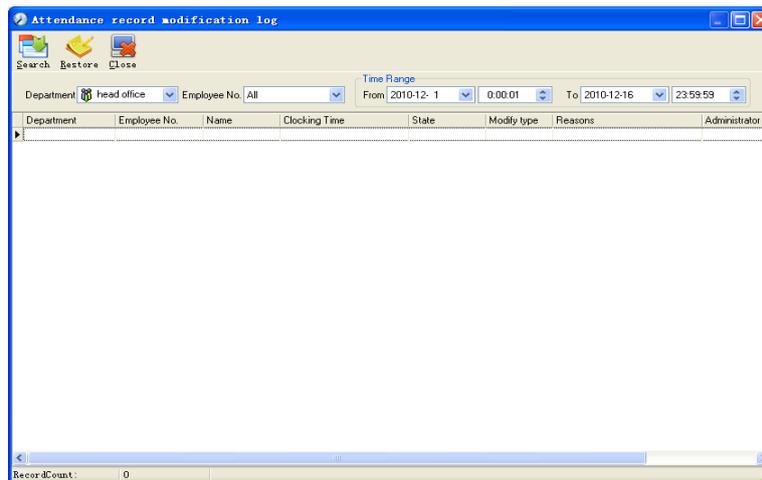
Click menu [System]-[Administrator's Password Set], following springs:



Input the original password in [Old Pwd], enter the new password in [New Pwd], enter again in [Confirm Pwd] and click [OK] to finish.

4.2.4 Modified Record Log

Click menu [System]--[Modified Record Log], following springs:



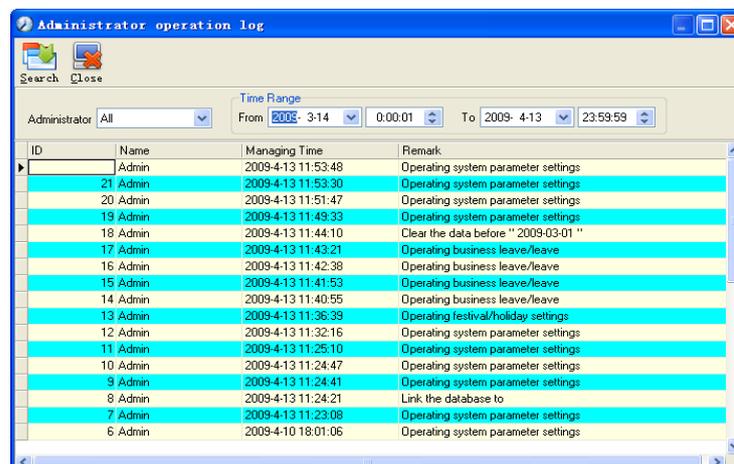
Select department, employee No. and time range and click [Search] and those records which match the above condition will be displayed.

Notice: Modified record log shows all the time attendance record modifications; If there's record that has been revised incorrectly before, it can be recovered by selecting this record and clicking [Restore].

Click [Close] to exit.

4.2.5 Managing Log

Click menu [System]--[Managing Log], following springs:

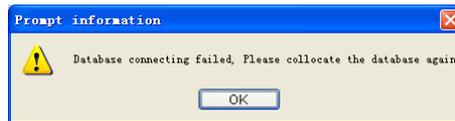


This log records all the operations of every administrator. Select [Administrator] and the time range then click [Search] to see what operations have been done by this administrator within the selected time range, which makes it possible that the multi-administrators can use the software at the same time.

4.2.6 Set Database Link

This system adopts the database interface of Microsoft ADO. The acquiescence database is Access2000. The defaulted is att2003.mdb under the main setup directory. You can set up the database linking again according to the actual conditions.

When the following mistake appears, you should link database again:



Click [Database linking] in system menu, the following springs.



Input the database name or click the  button to select the correct database file.

Notice: You can click [Test connection] to test the connection correctness of the database.

4.2.7 Exit System

Click [Exit System] in System menu. The following menu springs:



Click [OK] to exit management software and return to Windows system.

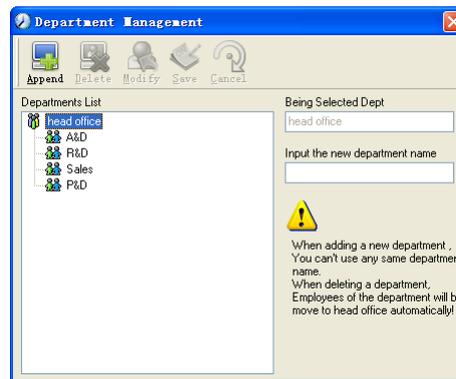
4.3 HR Management

Click [HR Management] on the main menu, following springs:



4.3.1 Department Management

Click [Department Management] in the [HR Management] menu, springs the following window:



Add a new department:

Click [Append], input the new department name and click [Save] to add a sub department for the chosen department.

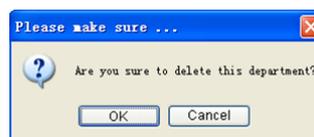
Note: when you want to do some other operations to the new department, you need to set the privilege of modifying the new department for the administrator in the [administrator set] first (choose the new department you just added in the “Department operable”).

Department modification:

Choose the department, click [Modify] and input the new department name, then click [Save].

Delete the department:

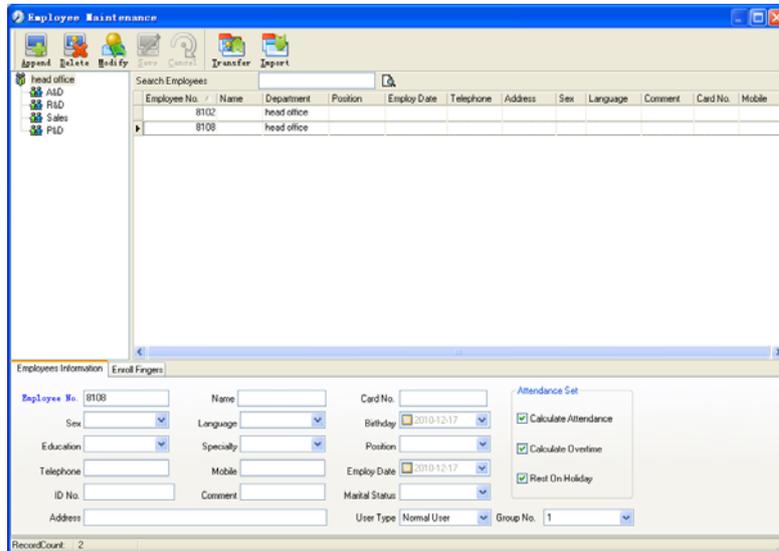
Choose the department, click [Delete] and then click [OK] to complete.



Notice: repetition of department name is not allowed; if there are employees existing in the deleted department, those employees will be automatically transferred to department of head office.

4.3.2 Employees Maintenance

Click [Employees Maintenance] in [HR Management] menu, the following window appears:



Employee's adding:

Choose the department that the employees belong to, clicks [Append], and input employee's information, then click [Save] to complete.

Note: 1. The items of "Calculate attendance", "Calculate overtime", "Rest on holiday" below "Attendance Set" is correlated with report, please set it correctly. If the checkbox of "Calculate Attendance" of this employee is not checked, there will be no statistical result for this employee in the report. If checkbox "Calculate Overtime" is not checked, the statistical result of overtime of this employee will be 0, unless he had [Temporary Shifts] which defines as overtime working; If the checkbox of "Rest On Holiday" is not checked, holidays will make no effect on the shifts for this employee; if the checkbox of "Rest On Holiday" is checked, thus for those holidays, even there are shifts on those days for the employee, those shifts will be invalid. And if there are time attendance records of this employee, those records will be deemed as free overtime.

2. Employee No. is exclusive as well as the first digit cannot be 0!

Employee's modification:

Choose the employee, click [Modify] and input the new information, then click [Save].

Employee's deletion:

Choose the employee; click [Delete] and then click [OK] to complete.

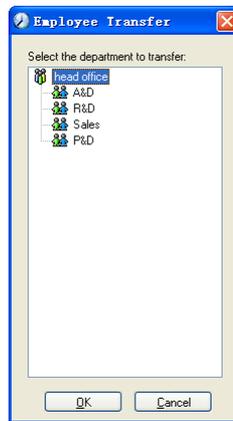
Please be cautious when delete the employee since all this employee's time attendance records, shift arrangement will be deleted at the same time.

Import employees:

Click [Import], employee importation window springs for importing employees.

Employee's department shifting:

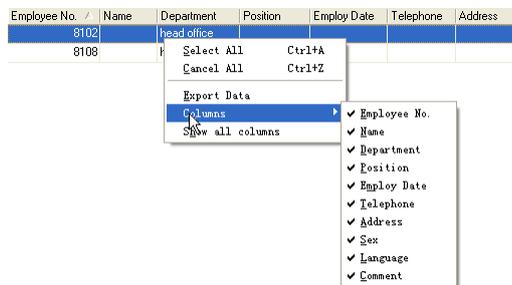
Choose the employee you want to shift the department click [Transfer] and following window will pop up:



Select the new department and click [OK] to complete.

Export Employee:

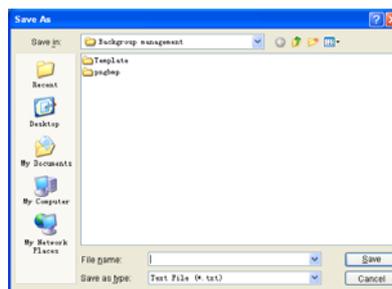
Right-click on employee list and the following window pops:



All displayed fields in employee info list can be defined through submenu of “Column”. Meanwhile, the modification will take effect and be saved.

Click [Show all columns] to display all fields in the list.

Click [Export Data] and following window will prompt:



Please select your target directory of your export, file format (txt or xls) and the file name. Click [Save] to confirm the operation.

Notice: Exported Excel file can be used as backup information and can be imported again.

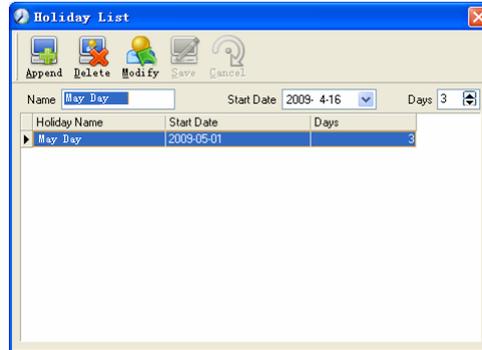
4.4 Attendance Management

Click [Attendance] in the main menu, following springs:

Holiday List	
TimeTable and Shift	Ctrl+B
Staffer Scheduling	Ctrl+P
Attendance Record	
Attendance Calculating and Report	Ctrl+R

4.4.1 Holiday List

Click [Holiday List] in [Attendance] menu. The following appears.



Add festivals or holidays:

Click [Append] then input the festival or holiday name and the rules. Click [Save] when ready.

Modification of festivals or holidays:

Select the festivals or holidays you want to revise, then click [Modify] and input the new information. Click [Save] when ready.

Deletion of festivals or holidays:

Select the festivals or holidays you want to delete, and then click [Delete] to perform Deletion of festivals or holidays.

4.4.2 Timetable and Shift

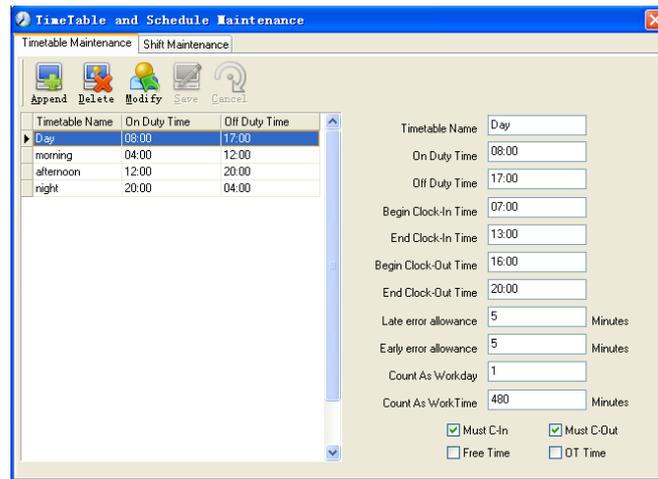
The relationship between shift and timetables:

Shift setup should be done in two steps: First, setup necessary timetables. Second, setup shifts. One or more timetables can be included in one shift.

Timetable is the time period between On-duty and Off-duty required in the company rule. For instance, the company rule requires the working hours be 08:00-12:00 and 13:00-17:00; so 08:00-12:00 and 13:00-17:00 are two timetables. If such a shift needs to be setup, these two timetables should be setup first. Here, we use time table “morning” to indicate “08:00-12:00” and time table “afternoon” to indicate “13:00-17:00”; so two timetables have been setup. (Please refer to the following chapter for details of how to add time tables) and then we can add a shift such as “Normal shift” in which “shift cycle” and “cycle unit” will be setup. Then we should add two timetables - “morning” and “afternoon” so that a shift setup is completed. Brief introduction is mentioned here for you to get a general picture of the relationship between timetable and shift. The details of shift setup will be found in the next two sections.

Timetable maintenance:

Click [Timetable and Shift] in [Attendance] menu. The following window appears.



Pic4.2

Add a new timetable:

Click [Append] and enter the corresponding information:

[Timetable Name] For instance: Day Shift

[On duty Time] (08:00)

[Off duty Time] (17:00)

[Begin Clock-in Time] (07:00)

[End Clock-in Time] (13:00)

[Begin Clock-out Time] (16:00)

[End Clock-out Time] (20:00),

[Late error allowance] (5)

[Early error allowance] (5)

[Count as work day] (1)

[Count as work time XXX minutes] (480).

Tick [Must C-In] and [Must C-out],

Finally click [Save] to confirm.

(Please note: Every item should be setup in timetables with no blank left. [Begin Clock-in Time] and [End Clock-in Time] setup the valid time period for clock-in. Records out of this time range will be treated as invalid ones. For instance [Begin Clock-in Time] is 07:00 and [End Clock-in Time] is 13:00. If clock-in record is 07:01 or 12:59, they are valid records but if clock-in record is 06:59, it is invalid. Besides, [Begin Clock-in Time] and [End Clock-in Time] can be more than one day (meaning [End Clock-in Time] can be before [Begin Clock-in Time]) but it can't be longer than 24 hours.

[Late error allowance] means how many minutes after [On duty] are treated as "late", [Early error allowance] means how many minutes before [End Clock-in Time] are treated as "early"; [Count as work day] and [Count as work time XXX minutes] are used in calculating business leave, leave, absence and overtime.

Checking [Must C-In] and [Must C-out] or not will affect the result of calculation. If [Must C-In] is checked and the timetable is included of Employee A's shift, he will be either considered absence or treated according to [Not clock in count as late XXX minutes] in [Parameter Settings] If he didn't clock in or ask for leave. Otherwise, even if there is off duty record for him only, his attendance will be treated as normal.

The timetable Modification

Select the timetable name you want to revise, and click [Modify], then input the new information, clicks [Save] when finished.

The timetable Deletion

Select the timetable you want to delete, click [Delete], and click [OK] to make sure.

(Please note: Begin Clock-in Time and End Clock-in Time makes the valid time range for Clock in. Clock in out of this time range will be treated as invalid records. It is the same with Clock-out time. Please setup in accordance with practical situations.)

Example——Add a timetable:

Complete process for adding four timetables:

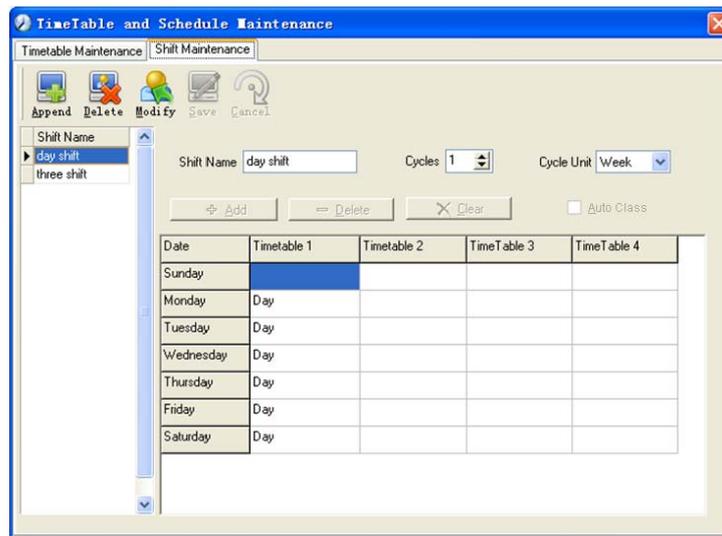
Day shift 08:00 - 17:00 Morning shift 04:00 - 12:00

Noon shift 12:00 - 20:00 Night shift 20:00 - 04:00

(Other information can be setup according to practical situations. Please refer to Pic4.2. Please note there should be no blank left.)

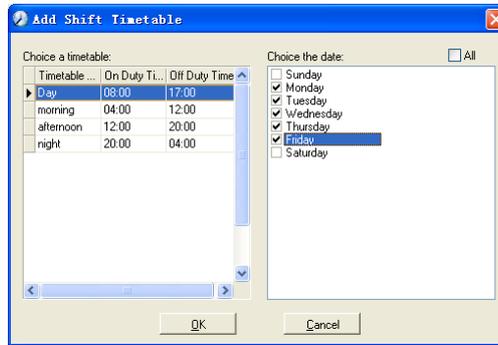
Shift Maintenance

Click [Shift Maintenance] in Pic4.2 and the following window pops up:



Add a shift:

Click [Append] and enter corresponding shift information in [Shift Name] such as: normal shift [Cycle] (1), [Cycle Unit] (week), and click [Add], select the timetables and time range required in this shift in the springing window (see the Pic4.3 below) For instance, select the timetable – Day shift and select from Monday to Friday and then click [OK], back to this window and click [Save] to complete. (Please refer to the example for details.).



Pic4.3

Delete the timetable: Select the timetable you want to delete and click [Delete].

Clear the timetable: Clear all the timetables of the shift.

Arrange the shift automatically: when an employee has several shifts during one period, he need to finish all the shifts if it is not arranged the shifts automatically otherwise he will be regarded as absence; if you select the [Arrange the shift automatically], just finishing one shift of the period is reared as normal attendance.

Modify a shift:

Select the shift to be modified and click [Modify], and enter new information in [Shift Name] etc., click [Save] to complete.

Delete a shift:

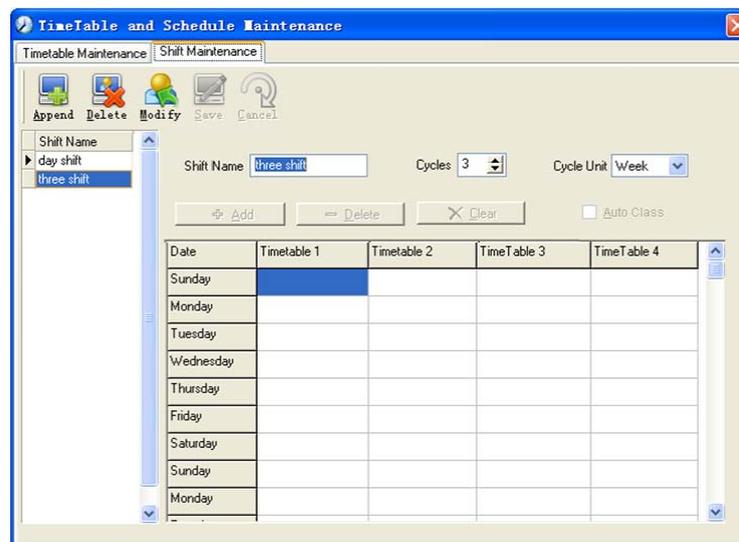
Select the shift to be deleted and click [Delete].

Example---Three shifts:

Add “Three shifts” Shift (Please note: It is assumed that the shift goes around every week, cycle every three weeks and employee is on holiday every Saturday and Sunday.)

Step 1:

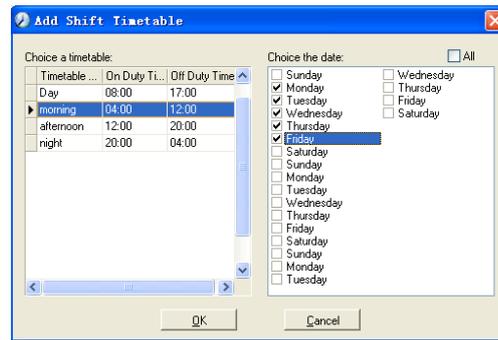
Click [Append], enter “Three shifts” in [Shift Name], set [Cycle] to “3” and [Cycle Unit] to “Week”. Please see the picture below:



Step2

Add corresponding working hour timetable in accordance with “Cycle”: first week (morning shift, from Monday to Friday)

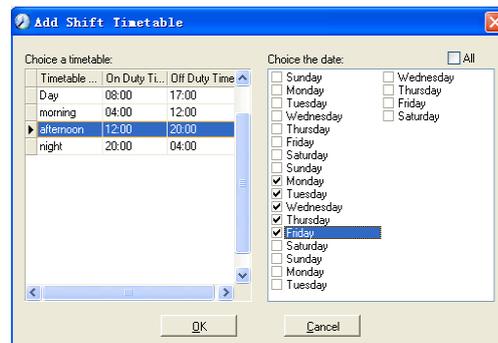
Click [Add] and the following window pops up:



Select the timetable “Morning shift” to be added and select the time range to apply to this timetable “from Monday to Friday of the first week” and click [OK] to complete the setting of the first week.

The second week (afternoon shift, from Monday to Friday)

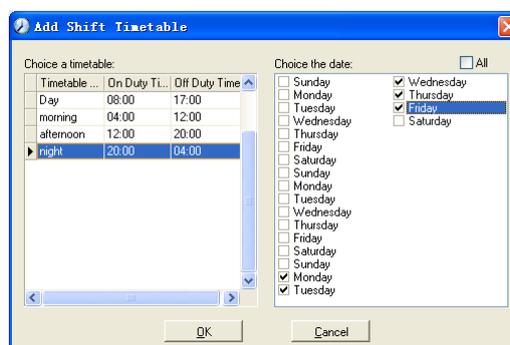
Click [Add], make corresponding operation in the springing window (see the result below):



Click [OK] to complete the working hour setting for the second week.

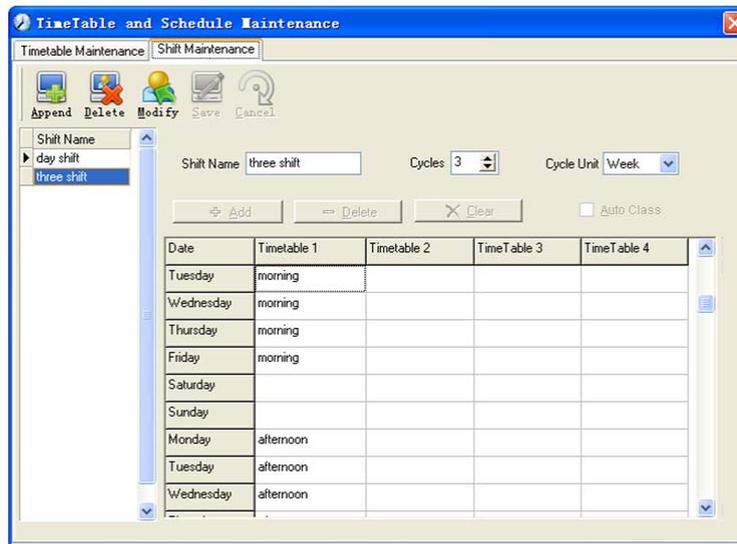
The third week (night shift, from Monday to Friday)

Click [Add], make corresponding operation in the springing window (see the result below):



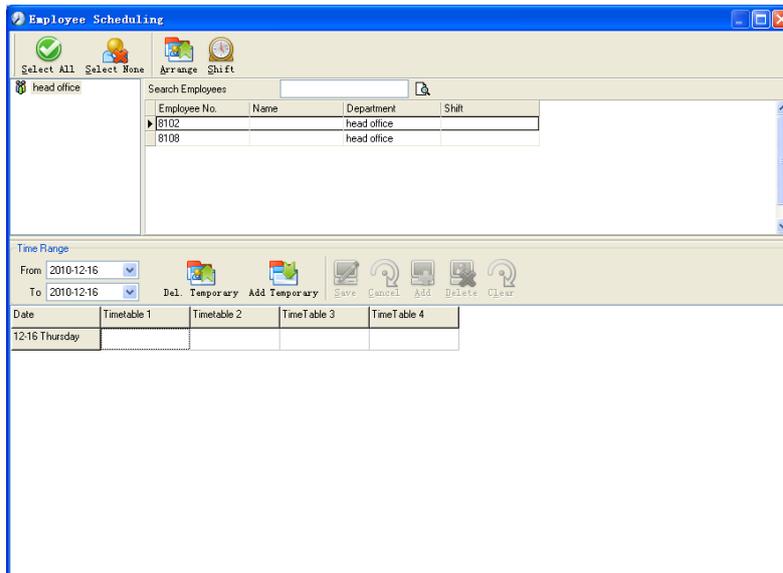
Click [OK] to complete the working hour setting for the third week.

After the completion of above steps, please don't forget to click [Save] and the setup of “three shifts” will be done (see the picture below):



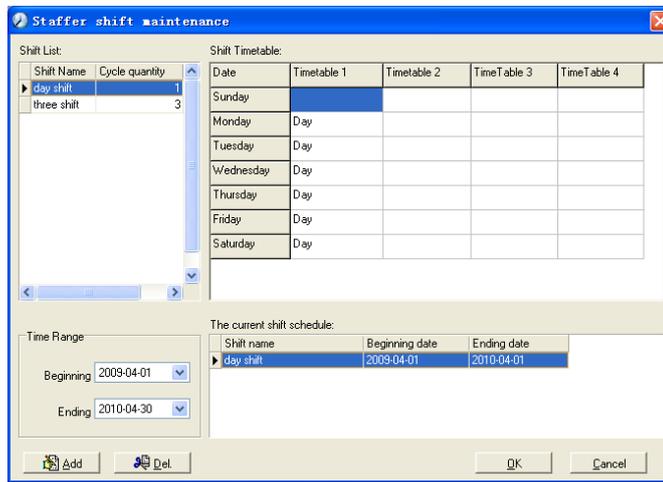
4.4.3 Employee Scheduling

Click [Employee Scheduling] in [Attendance] menu. The following window appears:



Pic4.4

Choose the department or several personnel that need to arrange shifts, click [Arrange], the following window appears:



Pic4.5

Add a new shift:

Select the corresponding shifts, for instance: The commencement date and deadline of this shift of “normal class”, click [Add] button and then click [OK] in Pic4.5 to finish the adding of new shifts.

Please note:

If the cycle unit of scheduling is “week” and the amount of cycle is more than 2, the starting date should setup as “Sunday”.

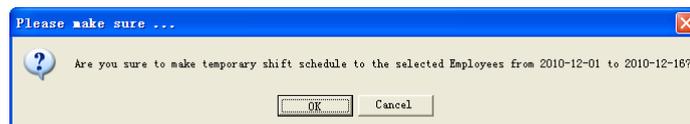
If the cycle unit of scheduling is “month” and the amount of cycle is more than 2, the starting date should setup as “1st day of a month”.

Deletion of the shifts:

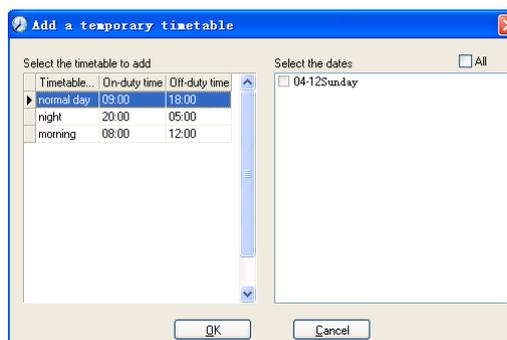
Select the shifts in the shifts form which you want to delete, click Delete button, and click ok on the pop up dialog box to finish the deletion.

Arrange a Temporary Shift:

When one or many employee's working time needs to be changed temporarily, you can arrange a temporary shift. Click [Add Temporary] the following window appears:



Click [OK] and the temporary scheduling can be operated. Then click [Add] and the following window will pop up:



Click [OK] and the timetables will be saved. Click [Save] and the temporary scheduling will be saved.

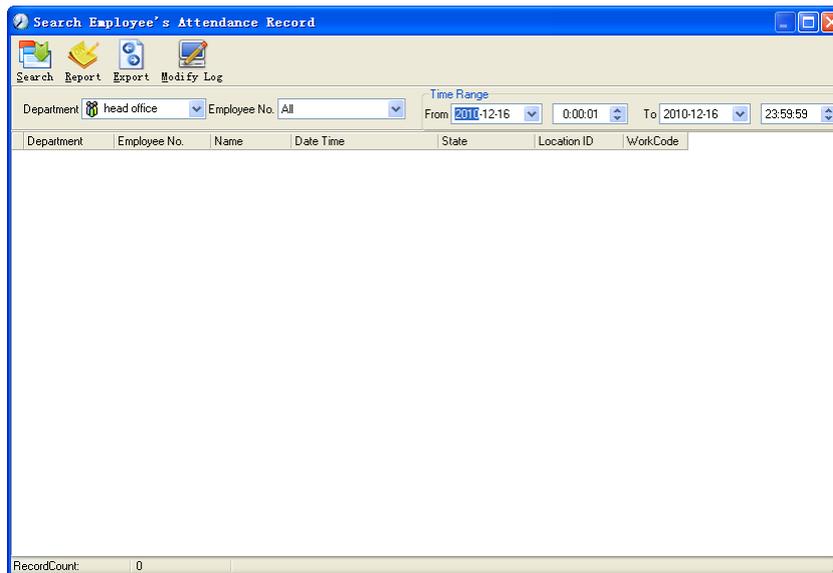
[Delete]: Delete the selected timetable;

[Clear]: Delete all the timetables in the current time range;

[Cancel]: Delete the existing temporary scheduling in the selected time range;

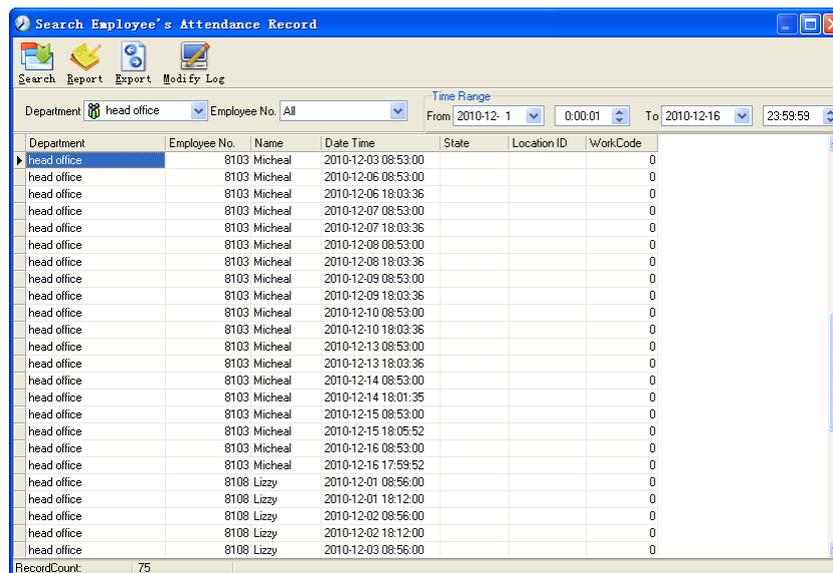
4.4.4 Attendance Records

Click [Attendance Records] in [Attendance] menu, the following appears:



Inquiry of attendance record:

Select the department, employee, the beginning and ending time that need to inquire about, then click search, you can get the corresponding attendance record.



Attendance record report form preview:

Click [Report] when the window displays the attendance inquiry records, you can get the report form automatically.

click [Calculate].

There are four Tabs of information after search and calculation which can be viewed respectively:

[Attendance Exceptions]: Display the dealt result of the original attendance records;

[Shift Exceptions]: Display Employee's attendance result in the scheduled time period;

[Other Exceptions]: Display Employee's leave, out and overtime etc.;

[Calculated Items]: Display all Employee's calculated items such as "normal", "actual", "late", "early", "absent", "overtime" etc.

Please note: When dealing with "Out" calculation, there should be "Out back" and only "Out" and "Out back" in one shift can be calculated.

Working hours in the report="Actual" -"Late"- "Early"- "Out"

Exceptions of attendance records dealt with:

Open the attendance exceptions option card to deal with the records:

Department	Employee No.	Name	Date Time	State	Operation	Exception Desc...	Timetable	Check	WorkCode
head office	8108		2010-12-01 08:56:00	Clock In		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-01 18:12:00	Clock Out		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-02 08:56:00	Clock In		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-02 18:12:00	Clock Out		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-03 08:56:00	Clock In		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-03 18:12:00	Clock Out		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-06 08:56:00	Clock In		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-06 18:12:00	Clock Out		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-07 08:56:00	Clock In		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-07 18:12:00	Clock Out		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-08 08:56:00	Clock In		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-08 18:12:00	Clock Out		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-09 08:56:00	Clock In		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-09 18:24:00	Clock Out		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-10 08:56:00	Clock In		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-10 18:24:00	Clock Out		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-13 08:56:00	Clock In		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-13 18:28:00	Clock Out		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-14 08:56:00	Clock In		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-14 18:32:00	Clock Out		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-15 08:56:00	Clock In		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-15 18:56:00	Clock Out		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-16 08:56:00	Clock In		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-16 18:56:00	Clock Out		Normal record	Day	<input type="checkbox"/>	0
head office	8102		2010-12-01 09:00:00	Clock In		Normal record	Day	<input type="checkbox"/>	0

We will see such mistakes as "state mistake", "invalid record", "repeated record", etc. are described. (If we will revise to write down, click the right key and springs the following menu):

Department	Employee No.	Name	Date Time	State	Operation	Exception Desc...	Timetable	Check	WorkCode
head office	8108		2010-12-01 08:56:00	Clock In		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-01 18:12:00	Clock Out		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-02 08:56:00	Clock In		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-02 18:12:00	Clock Out		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-03 08:56:00	Clock In		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-03 18:12:00	Clock Out		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-06 08:56:00	Clock In		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-06 18:12:00	Clock Out		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-07 08:56:00	Clock In		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-07 18:12:00	Clock Out		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-08 08:56:00	Clock In		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-08 18:12:00	Clock Out		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-09 08:56:00	Clock In		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-09 18:24:00	Clock Out		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-10 08:56:00	Clock In		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-10 18:24:00	Clock Out		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-13 08:56:00	Clock In		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-13 18:28:00	Clock Out		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-14 08:56:00	Clock In		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-14 18:32:00	Clock Out		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-15 08:56:00	Clock In		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-15 18:56:00	Clock Out		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-16 08:56:00	Clock In		Normal record	Day	<input type="checkbox"/>	0
head office	8108		2010-12-16 18:56:00	Clock Out		Normal record	Day	<input type="checkbox"/>	0
head office	8102		2010-12-01 09:00:00	Clock In		Normal record	Day	<input type="checkbox"/>	0

The definition of each option as follows:

[Export Data]: Export the data in the current attendance record list to a file in txt or xls format;

[Create report for current grid]: Generate report based on the data in the current attendance record list for preview and print;

[Change state]: Change the selected attendance record to a new state. Manually deal with the attendance record according to the practical situation;

[Delete selected]: Mark the record as manual deleting, deleting when save it;

[Cancel operation for selected]: Cancel revision to this record;

[Deal with and save]: You can save the records that have been treated. If you want to see the changed records, you can click [modified record log] in system menu;

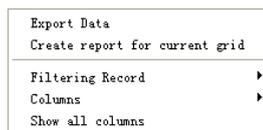
[Filter the record]: If there are too many records, you can filter them, and keep down the corresponding record you want;

[Columns]: Define the fields displayed. Meanwhile, the modification will take effect and be saved;

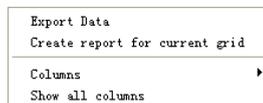
[Show all columns]: Display all fields in [Columns];

Please note: We can manually modify the record as stated above to assure the veracity of the report according to the practical situation. If there is disoperation, the records can be recovered through [Modified Record Log] in [System].

Right Click in [Shift Exceptions] the following shortcut menu will pop up:



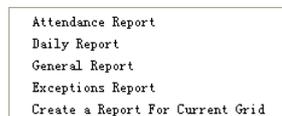
[Other Exceptions], [Calculated Items] the following shortcut menu will pop up:



The operation is the same as stated above.

Report:

Click [Report] in pic4.6 and the following menu will pop up:



Pic4.7 Exception menu

[Attendance Report]: Calculate employee's attendance record;

Preview

100%

head office attendance stat. total report 2010-12-01 To 2010-12-16

Name	Emplo No.	Duty Day	Actual Day	Absent Day	Late Minute	Earl Minute	OT Hour	Free OT Hour	Out Minute	IL Day	Leave Day	N/In Times	N/Out Times	W/Time Hour	AffRate %
head office															
Judy	8102		12	12				15						96	95%
Michael	8103		12	11	1									88	92%
Lutz	8106		12	12										96	100%
Subtotal	3		36	35	1			15						280	95%
Total	3		36	29	1			15						280	95%

TablingAdmin 2010-12-17 15:20:25 1

Page 1/1

[Exceptions Report]: Calculate employee's "out", "overtime", business leave/ personal leave" etc;

Preview

100%

head office attendance exceptions report 2010-12-01 To 2010-12-16

Name	No.	Date & Time		Exception type	Work long	Remark
head office						
Judy	8102	2010-12-04 18:00:00	2010-12-05 09:00:00	Free overtime	15:00:00	
Judy	8102	2010-12-07 10:23:00	2010-12-07 13:56:00	Business leave	03:33:00	ltr

Page 1/1

[Create a Report for Current Grid]: Print preview of the current displayed grid. For example: Attendance Report

Preview

100%

head office exceptions of shifts report

Department	Name	Employee No.	Date	Timetable	On Duty
head office	Judy	8102	2010-12-01	Day	2010-12-01 09:00
head office	Judy	8102	2010-12-02	Day	2010-12-02 09:00
head office	Judy	8102	2010-12-03	Day	2010-12-03 09:00
head office	Judy	8102	2010-12-06	Day	2010-12-06 09:00
head office	Judy	8102	2010-12-07	Day	2010-12-07 09:00
head office	Judy	8102	2010-12-08	Day	2010-12-08 09:00
head office	Judy	8102	2010-12-09	Day	2010-12-09 09:00
head office	Judy	8102	2010-12-10	Day	2010-12-10 09:00
head office	Judy	8102	2010-12-13	Day	2010-12-13 09:00
head office	Judy	8102	2010-12-14	Day	2010-12-14 09:00
head office	Judy	8102	2010-12-15	Day	2010-12-15 09:00
head office	Judy	8102	2010-12-16	Day	2010-12-16 09:00
head office	Michael	8103	2010-12-01	Day	2010-12-01 09:00
head office	Michael	8103	2010-12-02	Day	2010-12-02 09:00
head office	Michael	8103	2010-12-03	Day	2010-12-03 09:00
head office	Michael	8103	2010-12-06	Day	2010-12-06 09:00
head office	Michael	8103	2010-12-07	Day	2010-12-07 09:00
head office	Michael	8103	2010-12-08	Day	2010-12-08 09:00
head office	Michael	8103	2010-12-09	Day	2010-12-09 09:00
head office	Michael	8103	2010-12-10	Day	2010-12-10 09:00
head office	Michael	8103	2010-12-13	Day	2010-12-13 09:00
head office	Michael	8103	2010-12-14	Day	2010-12-14 09:00
head office	Michael	8103	2010-12-15	Day	2010-12-15 09:00
head office	Michael	8103	2010-12-16	Day	2010-12-16 09:00
head office	Lizzy	8108	2010-12-01	Day	2010-12-01 09:00
head office	Lizzy	8108	2010-12-02	Day	2010-12-02 09:00
head office	Lizzy	8108	2010-12-03	Day	2010-12-03 09:00

Page 1/3

Preview

100%

Off Duty	Clock In	Clock Out	Late	Early	OverTime
2010-12-01 17:30	2010-12-01 09:00:00	2010-12-01 18:00:00			
2010-12-02 17:30	2010-12-02 09:00:00	2010-12-02 18:00:00			
2010-12-03 17:30	2010-12-03 09:00:00	2010-12-03 18:00:00			
2010-12-06 17:30	2010-12-06 09:00:00	2010-12-06 18:00:00			
2010-12-07 17:30	2010-12-07 08:00:00	2010-12-07 18:00:00			
2010-12-08 17:30	2010-12-08 09:00:00	2010-12-08 18:00:00			
2010-12-09 17:30	2010-12-09 09:00:00	2010-12-09 18:00:00			
2010-12-10 17:30	2010-12-10 09:00:00	2010-12-10 18:00:00			
2010-12-13 17:30	2010-12-13 09:00:00	2010-12-13 18:00:00			
2010-12-14 17:30	2010-12-14 09:00:00	2010-12-14 18:00:00			
2010-12-15 17:30	2010-12-15 09:00:00	2010-12-15 18:00:00			
2010-12-16 17:30	2010-12-16 09:00:00	2010-12-16 18:00:00			
2010-12-01 17:30	2010-12-01 08:53:00	2010-12-01 18:03:36			
2010-12-02 17:30	2010-12-02 08:53:00	2010-12-02 18:03:36			
2010-12-03 17:30	2010-12-03 08:53:00	2010-12-03 18:03:36			
2010-12-06 17:30	2010-12-06 08:53:00	2010-12-06 18:03:36			
2010-12-07 17:30	2010-12-07 08:53:00	2010-12-07 18:03:36			
2010-12-08 17:30	2010-12-08 08:53:00	2010-12-08 18:03:36			
2010-12-09 17:30	2010-12-09 08:53:00	2010-12-09 18:03:36			
2010-12-10 17:30	2010-12-10 08:53:00	2010-12-10 18:03:36			
2010-12-13 17:30	2010-12-13 08:53:00	2010-12-13 18:03:36			
2010-12-14 17:30	2010-12-14 08:53:00	2010-12-14 18:01:36			
2010-12-15 17:30	2010-12-15 08:53:00	2010-12-15 18:05:52			
2010-12-16 17:30	2010-12-16 08:53:00	2010-12-16 17:59:52			
2010-12-01 17:30	2010-12-01 08:56:00	2010-12-01 18:12:00			
2010-12-02 17:30	2010-12-02 08:56:00	2010-12-02 18:12:00			
2010-12-03 17:30	2010-12-03 08:56:00	2010-12-03 18:12:00			
2010-12-06 17:30	2010-12-06 08:56:00	2010-12-06 18:12:00			
2010-12-07 17:30	2010-12-07 08:56:00	2010-12-07 18:12:00			
2010-12-08 17:30	2010-12-08 08:56:00	2010-12-08 18:12:00			
2010-12-09 17:30	2010-12-09 08:56:00	2010-12-09 18:12:00			

Page 2/3

Print Report:

Toolbar of report preview is as the following picture:



100% Adjust the ratio of preview content;

Open the existing report file;

Find the report file (*.frp) to be opened, select it and click [Open] to see the report.

Save report to file;

Select the directory to save the report to, enter the file name and click [Save] to complete the backup of the report for future check or copying to another computer for printing; extension file name is "*.frp".

 Print Report;

 Close Preview

Data Export:

In picture 4.6, click [Export] and the displayed data of grid in the current window will be exported to a file (*.txt or *.xls). It has the same function as [Export Data] when right clicking in each grid.

Exceptions dealt with:

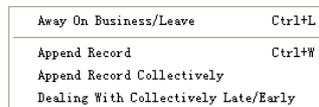
In pic4.6, click [Exception] and the following menu will pop up:



Click options one by one in the menu and the following modules will pop up respectively: [Append record], [Late/Early Collectively], [Business Leave/leave] and [Modified Record Log]. If the calculation result is incorrect for some employee, first, please check whether there is leave or forgetting Clock in or Clock out for this employee. If there is, please deal with the records through above menu. Please refer to the next chapter for more details.

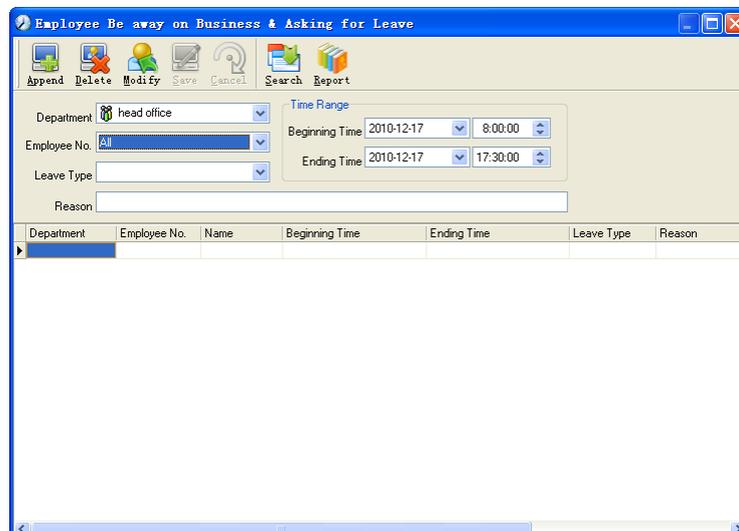
4.5 Deal with Exceptions

Click [Exception] on the main menu, following springs:



4.5.1 Away on Business/ Leave

When the employee can't punch in/out because of going out on business or asking for leave, in order to guarantee the exactness of the final statistics, we should make these settings through this function. Click [Away on Business/ Leave] in [Exception] menu, the following interface springs:



Deal with employee away on business / leave:

Click [Append], then select the proper department, employee ID, beginning time, ending time, leave type, and click save when ready.

Modification of employee away on business or leave:

Select the appointed employee whom you want to make this modification to, and click [Modify]. Then you can modify the relative information; click [Save] when ready.

Deletion of employee away on business or leave

Select the appointed employee and the relative information you want to make this deletion, and click [Delete].

4.5.2 Append Record

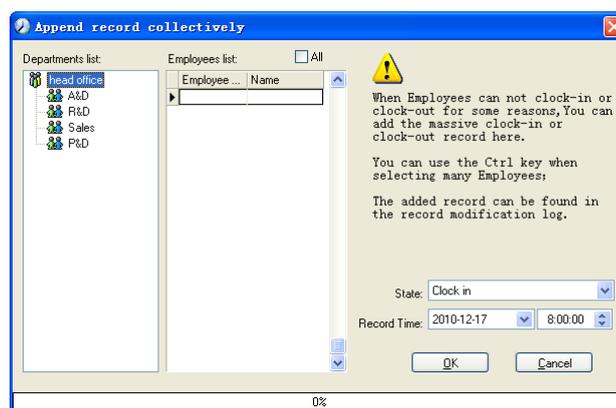
If a employee didn't punch in because of special reason, you can use this function to append the forgetting attendance record. Click [Append Record] in [Exception] menu, the following window Springs:



Select the relative items and click [Append] when ready.

4.5.3 Append Record Collectively

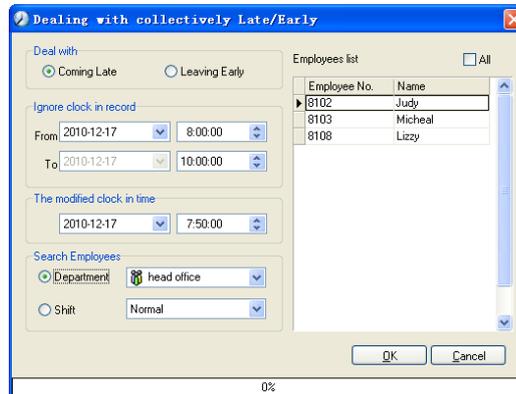
When part or all of the employees in a department did not punch in/out because of some reasons, please you can use this function to add punching in/out collectively, click [Exception]--[Append Record Collectively], following springs:



Select the department, thus the employees in the department will be listed in the employee list, select the employees whom you want to add records on to, then select record's state and time, then click [OK] to finish.

4.5.4 Dealing with Collectively Late / Leaving

When collectively coming late / leaving early takes place for some allowable reasons, you can use this function. Click [Dealing with Collectively Late / Leaving] in [Exception] menu. The following springs:



Steps as follows;

1. Click “Dealing with Collectively Late/Early”;
2. Select time range for “Ignore clock in record”;
3. Select the “The modified clock in time”
4. Search employee through department or shift;
5. Select employee;
6. Click [OK] to confirm.

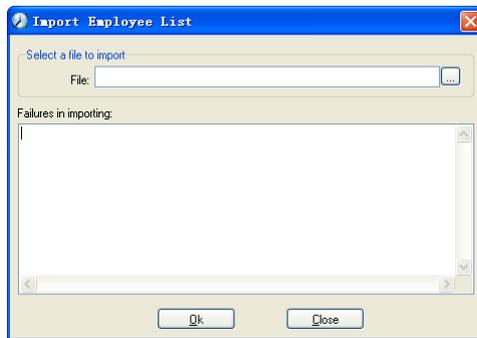
4.6 Data Maintenance

Click [Data Maintenance] on the main menu, following springs:

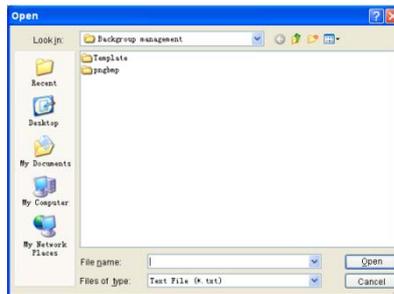


4.6.1 Import Employee List

Click [Import Employee List] in [Data Maintenance] menu. Pop up the following window:



Click  to select the personnel list file for importing.



Select the right file which can be in *.txt or MS Excel (*.xls) formats, then click [open]to get back to above window, click [OK] to start!

The definition of (*.txt) data format as follows:

This format of file only can import the employee info of “ID, Name, and department”;

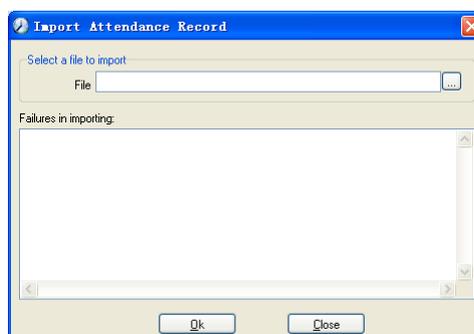
The format of data must follow: Employee ID + Tab + Name + Tab + Department;

The information each employee takes one line, no blank line between one another.

This format of file can import the employee info includes: “Employee No., Name, Department, position, Employ Date, Telephone, Address, Sex, Language, Comment”; put those items on the head line and input the items by order, the order can not be changed.

4.6.2 Import Attendance Record

Click [Import Attendance Record] in [Data Maintenance] menu, Springs the following window:



Click  to select the attendance record file for importing, and click [OK] to start.

4.6.3 Clear Obsolete Data

Click [Clear Obsolete Data] in [Data Maintenance] menu, springs the following window:



After your system is used for a long time, you will get a large number of obsolete data in the database. It ties up the hard disk space and influences your system operation speed. At this moment you can use this function to clear these useless data.

Select the ending date for your data clearing. And click [clear] to complete this operation, after the clearance, the system will prompt asking you to compress the database as following shows; select [OK] to finish. (Note: you can only clear the data of one month ago).

4.6.4 Compress Database

Click [Compress Database] in [Data Maintenance] menu to compress and repair the database

4.6.5 Backup Database

For ensuring the safety of data and recoverability, we advise you to back up the database regularly. Click [Backup Database] in [Data Maintenance] menu, then select the route to backup the database. Click [Save] when ready.

Back up the database manually: Copy the Att2003.mdb from the installation directory to the route you want to backup the database, so if the system collapses, you just copy Att2003.mdb to installation directory over again after re-installation.

4.6.6 Initialize System

Click [Initialize System] in [Data Maintenance] to initialize the system. (Note: After the system is initialized, all information will be lost; the system will get back to the state when just installed. Please make sure that you want to initialize the system.)

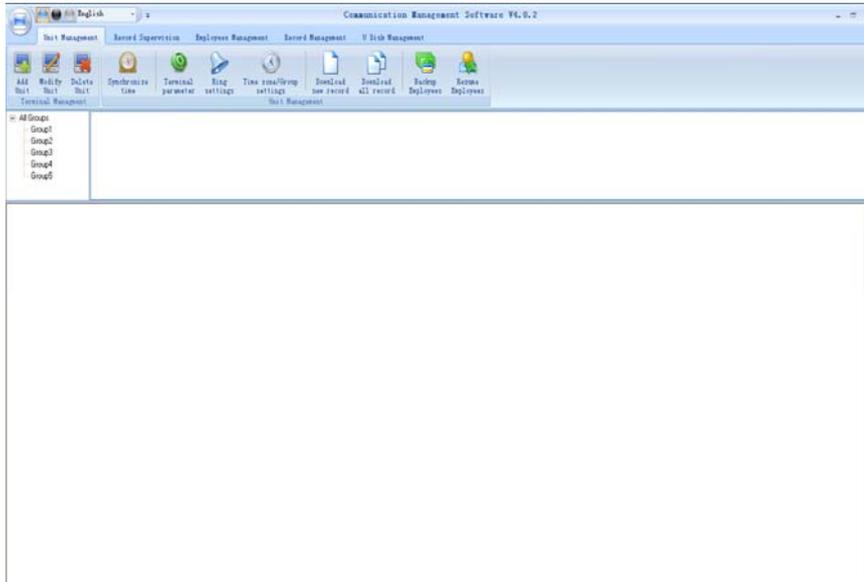
4.7 Device Management

Click [Device Management] on the main menu, following springs:



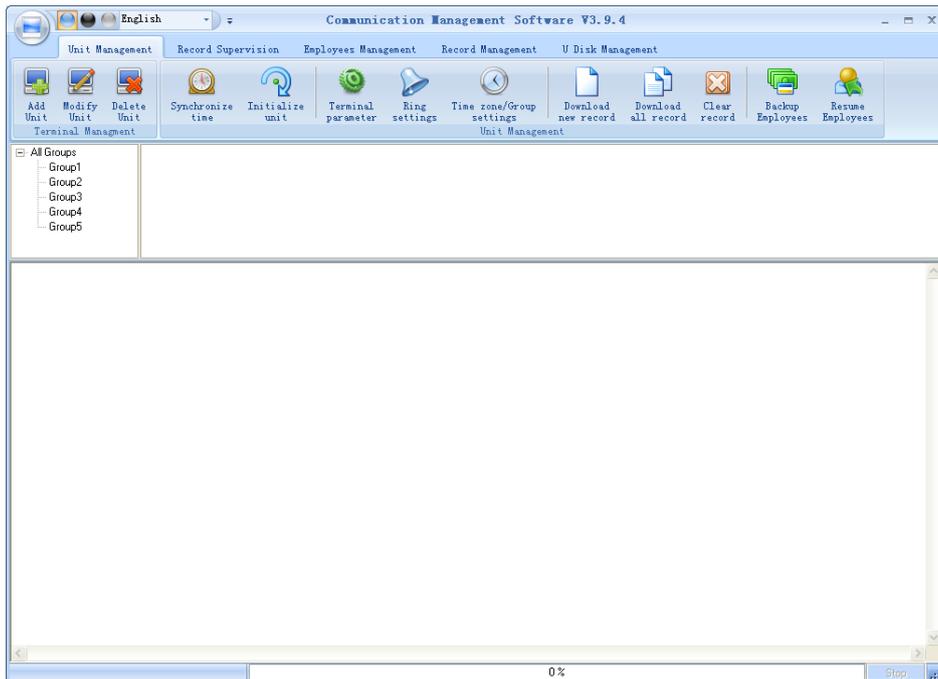
4.7.1 Connect to Communication management software

Click [Device Management]-[Connect to Time Attendance Machine], the system will prompt the communication interface between the software and the time attendance machine, control the current machine which connected with the computer, also can collect the records from the machine, upload and download employee information and fingerprint templates, or clear the old data on the attendance machine, modify the time on the machine. More details please reference the [Communication] chapter.



5 Data Communication

Select [Start] - [All programs] - [Intelligent Management System] - [Communication Management Software], the main interface will show as following (default password is empty):



If the time attendance software's login password is not empty, you should enter the password firstly.



Enter the password and click the button [OK] to login.

If you enter the wrong password 3 times, the software will automatically close.

When you enter a wrong password, a message box pops up as follows:

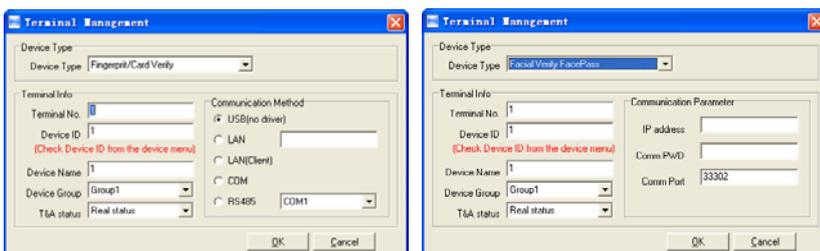


Click the button [OK]. And then try to enter the correct password

5.1 T&A Machine Management

5.1.1 Add Unit★

Click the button [Add Unit]. Following windows pops up:



Remark:

Device Type: There are two device types one is Fingerprint/Card Verify, the other is Facial Verify FacePass. Please according to the actual device type to select.

Terminal No: This number can be set as you like.

Device ID: Device ID is the uniquely identification for management software. Please set it differently.

Device Name: You can set it as you like.

Device Group: This group is used to manage the terminal machine.

T&A Status: There are three options: Actual Status, on duty and off duty. When we set it as “Actual Status” the attendance records’ status in the software are as same they are in the device. If you set it as “ON Duty”, all the records’ status which is from this machine will be “On duty”.

USB: Connect the terminal via USB cable;

LAN: Input the terminal’s IP address. The default IP address is 192.168.0.218.

LAN (client): Only communication with the PC which has server IP.

RS485: The default COM value is COM1;

IP address: The FacePass terminal’s IP address.

Comm PWD: It is the FacePass terminal’s management password.(Default is :88888888)

Comm Port: The FacePass terminal’s TCP/IP communication port. Please check the port number in the terminal.

Prompt: Create FacePass terminal must input correct IP address, terminal management password and Communication port.

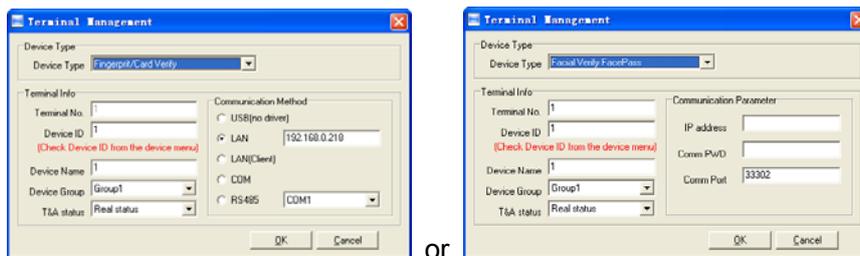
Click the button [OK] to save the information. Can see a saffron yellow terminal icon (). Please move the cursor to the terminal icon it displays as follows:

Terminal Number: 1
Device Name: 2
Device ID: 2
Communication Method: USB
Connection State: Abnormal

The connection state should be normal. So please do communication operation with machine (i.e. Synchronize time). When connection state is normal, terminal icon will become blue ().

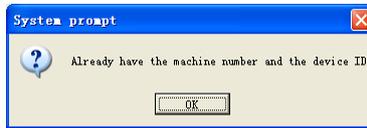
5.1.2 Modify Unit

Choose the terminal and then click [Modify Unit], the following window pops up:



Modify the information and then click the button [OK] to save the modification. Click the button [Cancel] to cancel the modification.

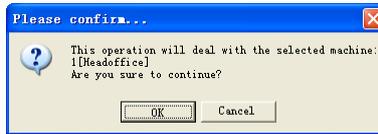
Notice: If the “No” is already exist in the software, following message box pops up:



Click the button [OK] to set the Unit information again.

5.1.3 Delete Unit

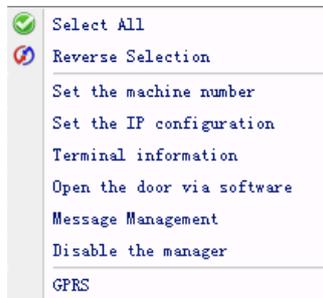
Choose the T&A unit and then click the button [Delete Unit]. Following message box pops up:



Click the button [OK] to delete or click the button [Cancel] to cancel.

5.1.4 Right Key Menu★ (The FacePass don't have this function)

Select terminal icon , right click and perform the menu:



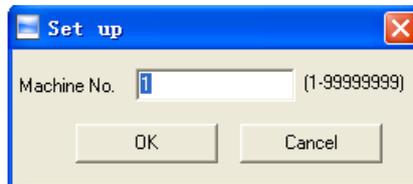
Pic 5.1.4 right key menu

[Select All]: Select all the terminals.

[Reverse Selection]: Select the terminals which are not selected. Cancel the terminals which are selected.

5.1.4.1 Set device ID

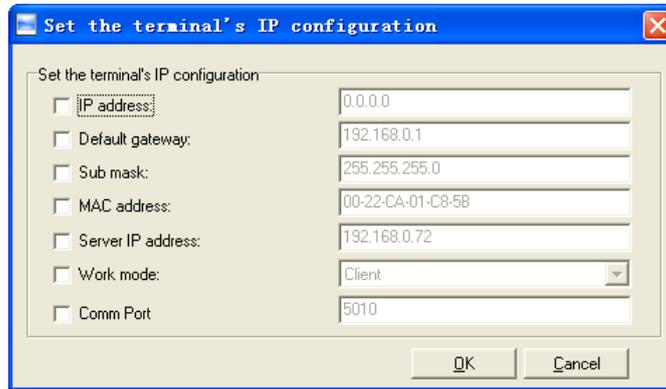
In Pic 5.1.4 select **Set the machine number** and open **Set up** interface:



Modify device ID and click **OK** to save, you can check the device ID in the setting menu of the terminal.

5.1.4.2 Set the IP Configuration★

Click [Set the IP configuration] and open the window:

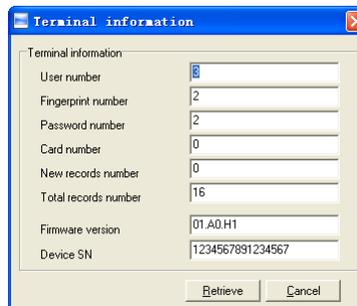


Select the check box and then modify the parameters. Click the button [OK] to save

[2009-03-18 13:26:14]1[Head office] Set the network parameters successfully

5.1.4.3 Terminal Information

Display terminal information as follows:



Click the button [Retrieve] to retrieve the terminal information. Click the button [Cancel] to close the window.

5.1.4.4 Open the door via software

Open the door via software

If you click the item [Open the door via software], you can see the information in the main interface as follows:

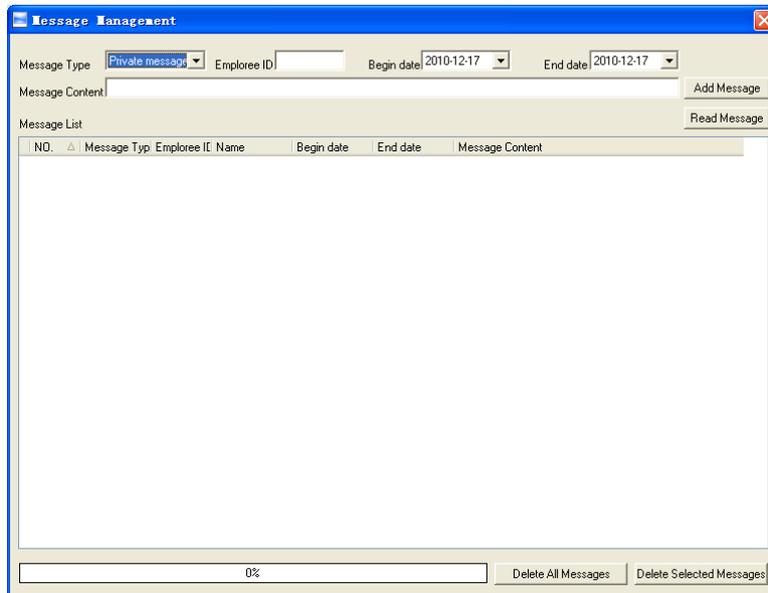
[2009-03-18 13:35:58]1[Head office] Open the door via software successfully!

And meanwhile you can hear the sound from the relay.

5.1.4.5 Message Management

Send the message to the user when he clock in.

Click the item, a window pops up as follows:



There are two kind of message type: Private message and public message

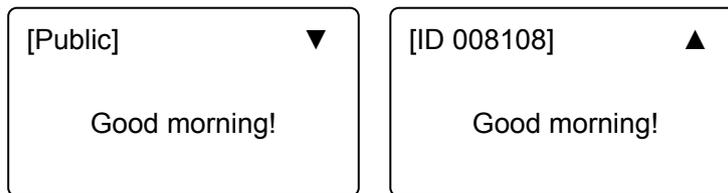
Private message need the employee ID. If you do not input the employee ID, the system prompts message: Input message not complete!

Click [Add Message] button to add the message.

Click [Read message], you will see the message in the [Message List]. And you can select one message and click [Delete Selected Messages] to delete the message.

Click [Delete All Messages] to delete all messages on the terminal.

The message displays on the terminal's LCD as follows:



Public message

Private message

Message length: 27 Chinese letters or 54 English letters.

Notice: You can shift the messages by pressing [←], [→] key.

5.1.4.6 Disable the manager

Clear the device manager.

Choice [Disable the manager] menu, the system will prompt as follow:

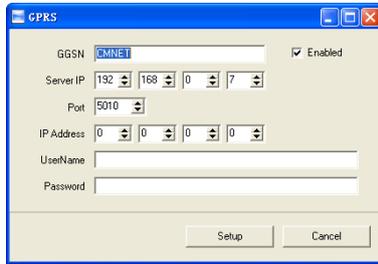


Click the [OK] button to delete manager, Click [Cancel] to cancel the delete operation.

[2010-11-22 14:10:00]1[Head Office] Clear the manager succeed.

5.1.4.7 GPRS

Create GPRS communication.



GGSN: Gateway GPRS Support Node

Server IP: The public IP address of the server connect with Internet

Port: software communication port.

IP address: The PC's IP address which installed the management software in the LAN.

User Name: GPRS account name.

Password: GPRS account password.

Click the [Setup] to setting the GPRS in the software. Click [Cancel] to cancel.

5.1.5 Synchronize Time

Synchronize the terminal's time with the computer time. Click the button [Synchronize Time]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

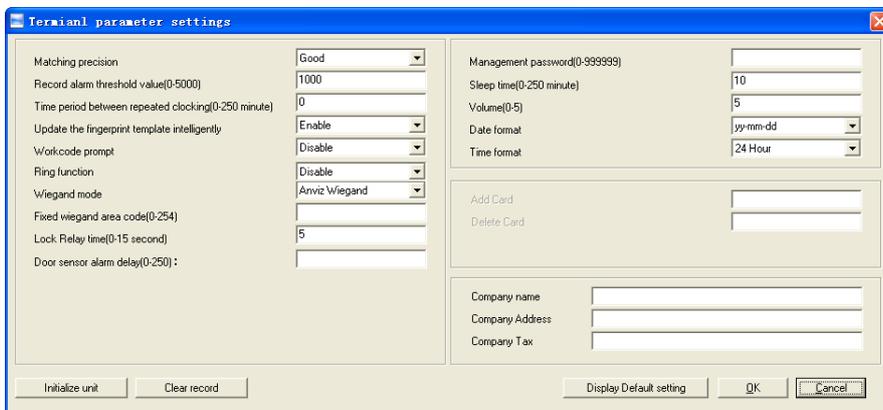
Some operation information displays in the main interface as follows:

```
[2009-03-18 13:49:24]Synchronizing time...
[2009-03-18 13:49:25]1[Head office] Synchronization successful!
```

5.1.6 Terminal Parameter Settings

Click the button [Terminal Parameter]. The [Terminal parameter settings] interface pops up:

The “Initialize unit” and “Clear record” function suit for the FacePass terminal.



[Matching precision]: There are three kinds: ‘Normal’, ‘Good’ and ‘Exact’. The default value is ‘Good’.

[Record alarm threshold value (0-5000)]: If the rest memory space for the record is less than the threshold

value, the machine will alarm.

[Time period between repeated chocking (0~250 minute)]: The maximum value is 250 minutes. And the default value is 30s.

[Update the fingerprint template intelligently]: During fingerprint sensor identification process, the sensor replaces the lowest-quality data with new, higher-quality data that it acquired in the matching process. This enables the sensor to maintain high quality data at all times, saving the user from repeated authentication attempts. Default status is limited.

[Ring function]: Enable is function before using the Ring time settings.

[Wiegand Mode]: Wiegand26, Anviz Wiegand (Encrypted wiegand.) and Fixed Wiegand area code.

[Fixed Wiegand area code (0~254)]: If you upload one fingerprint to two terminals, the same fingerprint's wiegand outputs are different in the different terminals. If the two terminals' wiegand area codes are same, the same fingerprint's wiegand outputs are same in these two terminals.

[Lock Relay time (0~15 second)]: The door open delay.

[Door sensor alarm delay(0-250)]:The Door sensor alarm delay time range setting.

[Management password(0-999999)]: Setting device management password.(Suit for: C2, C2C, C3, OA1000 and OA3000 device)

[Sleep time (0~250 minute)]: How long does the terminal turn to the sleep mode if there is no one operating the terminal.

[Volume (0~5)]: The volume of the prompt sound in the terminal. The default value is 3.

[Date format]: There are three kinds date format: yy-mm-dd, mm/dd/yy, dd/mm/yy.

[Time format]: There are two kinds time format: 24 hour and 12 hour.

Click the button [OK] to confirm.

[Add Card]: Suit for T5 device to register Add Card.

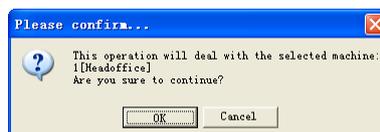
[Delete Card]: Suit for T5 device to register Delete Card.

[Company name]: Uses for print to display the company name on the ticket.

[Company Address]: Uses for print to display the company Address on the ticket.

[Company Tax]: Uses for print to display the company tax number on the ticket.

Click the button [OK] to save the settings. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation information in the main interface is as follows:

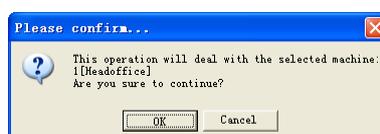
```
[2009-03-18 15:05:08]Set Advanced Parameter...  
[2009-03-18 15:05:10]1[Head office] Parameter setting successfully!
```

Click the button [Display Default setting] to setting the terminal as recommendation default settings.

[Initialize unit]:

The device will resume to factory settings. All data will be cleaned up. Attention should be taken for this operation!

Click the button [Initialize Unit]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

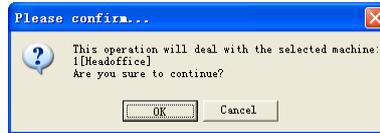
Some operation information displays in the main interface as follows:

[2009-03-18 13:52:59]Initializing...

[2009-03-18 13:53:01]1[Head office] Initialization successful!

[Clear Record]

Click the button [Clear Record]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

Following information shows on the main interface:

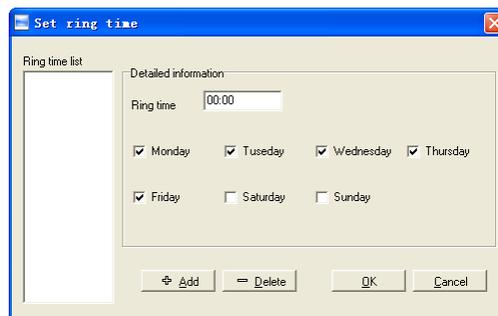
[2009-03-18 15:14:15]Clearing time attendance records...

[2009-03-18 15:14:16]1[Head office] Clear time attendance records successfully

5.1.7 Ring Settings ★

Set the ring time. Please enable the Ring function in the parameter settings first of all.

Click the button [Ring settings]. [Set ring time] window pops up as follows:



Input the ring time and then click the button [+ Add] to add the ring time to the “Ring time list”.

You can also click the button [-Delete] to delete the ring time from the “Ring time list”.

Click the button [OK] to save the settings. Following operation information displays in the main interface:

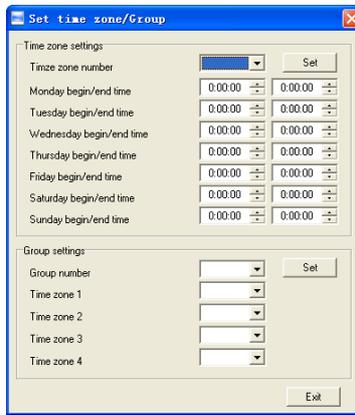
[2009-03-18 13:57:32]Setting ring time...

[2009-03-18 13:57:33]1[Head office] Set the ring time successfully!

5.1.8 Time zone/Group settings ★

This function is only for the terminals which have the access control output.

Click the button [Time zone/Group settings]. The [Set time zone/Group] window pops up:



[Time zone settings]:

Select the time zone number. And then you will see the time zone settings.

If you want to modify the time zone, you can just set the parameters again and click the button [Set] to save.

[2009-03-18 15:06:31]Setting the time zone...

[2009-03-18 15:06:32]1[Head office] Set the time zone successfully!

[Group settings]:

Select the group number and then you can see which time zones are arranged in this group.

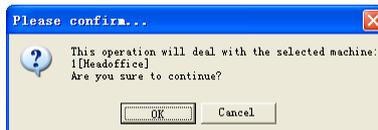
If you want to modify the group settings, you can just change the time zone number and then click the button [Set] to save.

[2009-03-18 15:06:42]Setting the group...

[2009-03-18 15:06:43]1[Head office] Set the group successfully!

5.1.9 Download new record

Click the button [Download new record]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

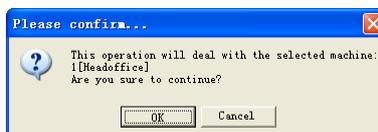
Following information shows on the main interface:

[2009-03-18 15:12:11]1[Head office] Reading attendance records...

[2009-03-18 15:12:12]1[Head office] Read the records completed, Records: 4
Read successfully: 4

5.1.10 Download all Record

Click the button [Download all record]. Following message records pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

Following information shows on the main interface:

```
[2009-03-18 15:13:23]1[Head office] Reading attendance records...
[2009-03-18 15:13:24]1[Head office] Read the records completed, Records: 6
Read successfully: 6
```

5.1.11 Backup Employee

Download the employee information and employee’s fingerprint templates from the machine to the computer. You can edit the employee information in the database Att2003.mdb. The user information is saved in the table “User Info” of the database. And the fingerprint templates information is saved in the folder “Template” in the installation directory.

Click the button [Backup Employee]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation information displays on the main interface as follows:

```
[2009-03-18 15:15:07]Back upping employees...
[2009-03-18 15:15:07]Backup employee: 1[Head office]
[2009-03-18 15:15:08]1[Head office] Backup employee information completed,
Records: 1, Read successfully: 1
[2009-03-18 15:15:08]1[Head office] Backeping fingerprints...
[2009-03-18 15:15:08]1[Head office] Backup employees and fingerprints
```

Notice: You can stop back upping the employee by click the button on the right bottom corner. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

5.1.12 Resume Employee

Upload the employee information and employee’s templates from the computer to the terminal.

Click the button [Resume Employee]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

Some operation information displays as follows:

```
[2009-03-18 15:16:37]Get back employees...
[2009-03-18 15:16:37]Get back employees: 1[Head office]
[2009-03-18 15:16:38]1[Head office] Get back employees completed
```

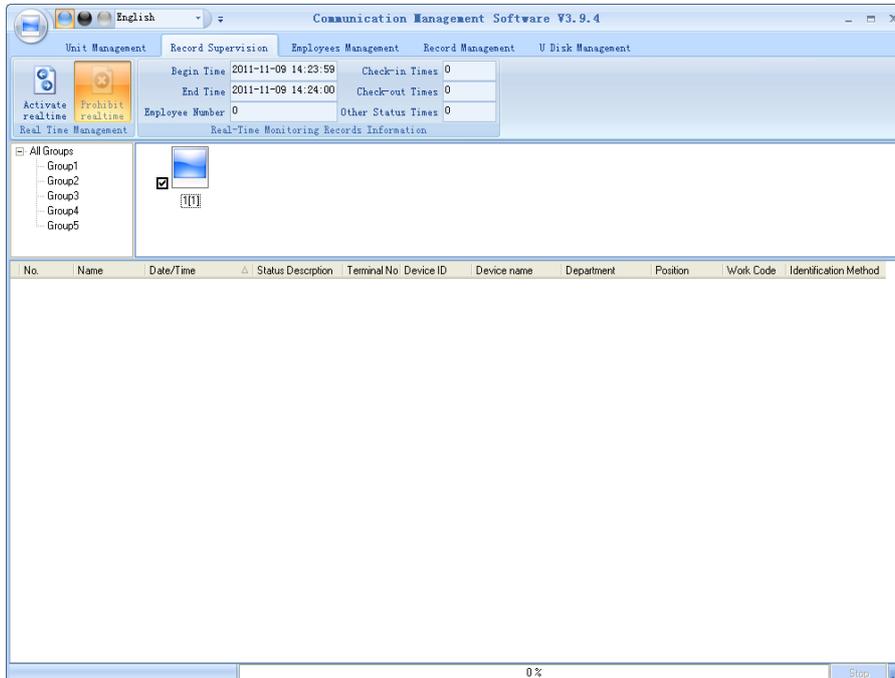
Notice: 1. please make sure that the User ID is existent in the terminal.

19 15:08:07] Get back employees...
 [2009-03-19 15:08:07]Get back employees: 1[Head office]
 1[Head office] No such ID existed, recovery failed!

2. You can stop recovering the employee by click the button [Stop] on the right bottom corner.

5.2 Record Supervision

Get the records from the terminal real-time.



5.2.1 Activate Real-time

Click the [Activate real-time] button, the status bar shows message: Reading attendance records...

Now the software is beginning to supervise the terminal, and then collect the records every 5 seconds. You can review the record information in the [Real-Time Monitoring Records Information] as follows:



When the employee clock in or out, the [Check-in Times] or the [Check-out times] increases one. And the real time record shows.

And the following window which includes the employee ID, Name, Department and Position pops up:



5.2.2 Prohibit real-time

Click the button [Prohibit real-time] to stop the real-time monitoring. You can see the begin time and end time

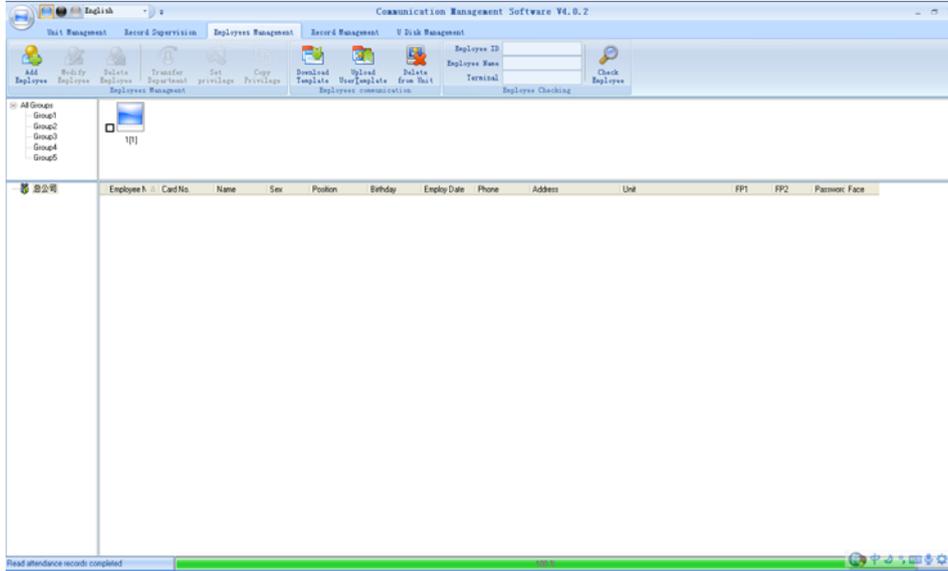
of the real-time monitoring in the [Real-Time Monitoring Records Information] as follows:

Begin Time	2010-12-20 15:32:14	Check-in Times	0
End Time	2010-12-20 15:32:53	Check-out Times	0
Employee Number	3	Other Status Times	0

Real-Time Monitoring Records Information

5.3 Employees Management

Employees' management interface is as following:



5.3.1 Add Employee

Click [Add Employee] button, open [Add/modify employee info] window which includes 2 pages: Basic info and fingerprint registration as follows:

Basic Info

No.

Card No.

Name

Password

Sex

Dept.

Group number

User type

Identification Method

ID No.

Nation

Position

Education

Phone

Native Place

Address

Birthday

Employ Date

Political Feature

Specialty

Mobile

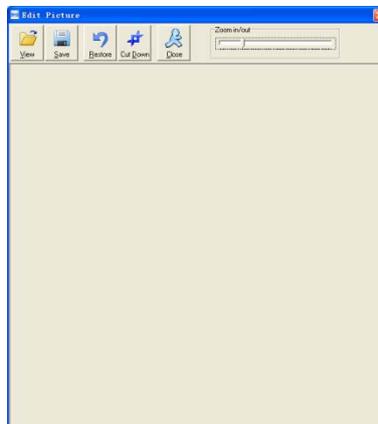
Save Cancel

[Basic info]: Edit employee's basic information.

Notice: The No. is exclusive as well as the first digit cannot be 0!

You can also add pictures for employee. There are two ways to add pictures:

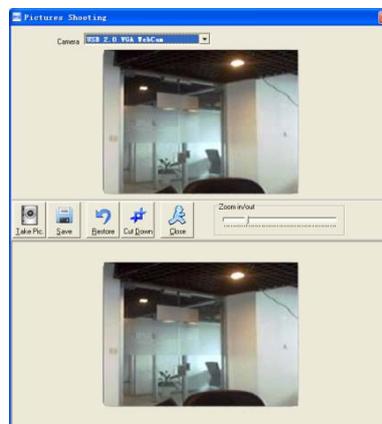
1st way: Click [View] button, choose employee's picture stored in PC and open [Edit picture] window as following,



Click the button [View] to choose one photo. And Crop the photo by the [Cut-down] button and then click the button [Save]

2nd way: You can install camera to take pictures and edit then save. Make sure there is camera equipment installed in your PC.

Click [Camera] button, open [Pictures shooting] window as following,



Choose camera equipment, and click the button [Take Pic] to take a photo.

Edit the photo by [Cut-down] function and then click the button [Save] to save.

Click the button [Delete] to delete the employee photo.

5.3.2 Modify Employee

Modify employee operation is to modify the employee information in the window [Add/Modify employee Info]

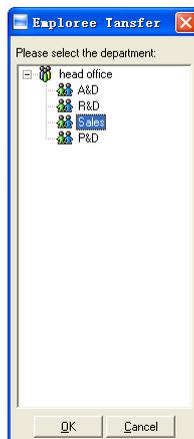
5.3.3 Delete Employee

Delete the employee from the database.

Choose employee from employee info list (you can choose some or all the employee by using the button [Shift] or [Ctrl] on your computer's keypad). Click [Delete Employee] to delete the selected employee.

5.3.4 Transfer Department

Choose the employee and then click the button [Transfer Department]. The window [Employee Transfer] pops up:

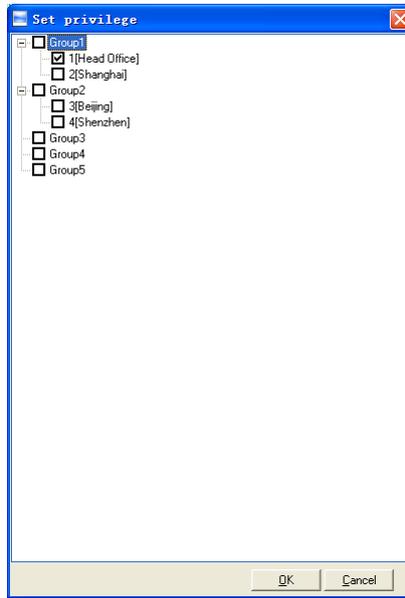


Select the department and then click the button [OK] to confirm or click the button [Cancel] to cancel.

5.3.5 Set Privilege

We can only upload the employee to the authorized terminal.

Choose the employee from employee info list (you can choose some or all the employee by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Set privilege]. The [Set privilege] window pops up:



Choose the terminal and then click the button [OK] to save.

You can find the employee's authorized terminal in the column [Unit] as follows:

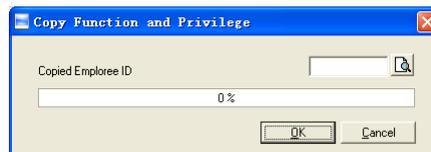
Employee No.	Card No.	Name	Sex	Position	Birthday	Employ Date	Phone	Address	1st FP	2nd FP	Unit
8102		Judy							<input type="checkbox"/>	<input type="checkbox"/>	1
8103		Micheal				2010-12-17			<input type="checkbox"/>	<input type="checkbox"/>	1,2
8108		Lizzy							<input type="checkbox"/>	<input type="checkbox"/>	2

Judy's fingerprint is in the unit1.
Micheal's fingerprint is in the unit 1 and unit2.
Lizzy's fingerprint is in the unit2.

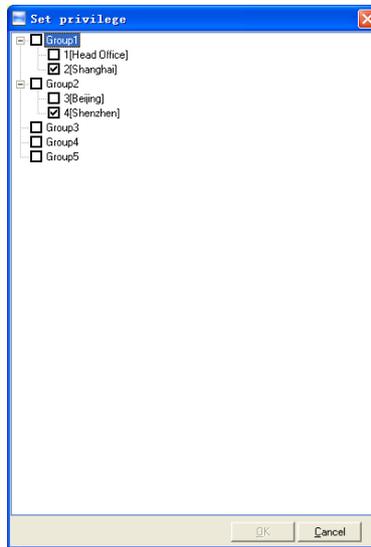
5.3.6 Copy Privilege

Copy the privilege from employee A to the employee B. And then the employee B's privilege will be as same as the employee A.

Choose the employees from employee info list (you can choose some or all the employees by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Copy Privilege]. The [Copy Function and Privilege] window pops up:



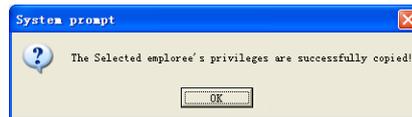
Input the one employee's ID. And then you can click the button [Browse] to browse the employee's privilege in the [Set privilege] as follows:



Click the button [Cancel] to exit the [Set privilege]. And then click the button [OK] to confirm or click the button [Cancel] to cancel.



Click the button [OK] to confirm or click the button [Cancel] to cancel.



5.3.7 Download Template ★

Download user template (face or fingerprint) from the terminal to the software.

Choose the employees from employee info list (You can choose some or all the employees by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Download Template]. Following message box pops up:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

The operation nformation shows on the main interface as follows:

```
[2009-03-18 16:18:44]Download fingerprint...
[2009-03-18 16:18:44]Download fingerprint: 1[Head office]
[2009-03-18 16:18:44]1[Head office] Can not connect to the T&A machine
```

5.3.8 Upload User Template

Upload the employee information and face or fingerprint template to the terminal.

Choose the employees from employee info list (you can choose some or all the employees by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Upload User Template]. Following message box pops up:



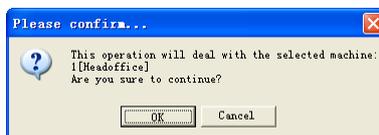
Click the button [OK] to confirm or click the button [Cancel] to cancel.
The operation information shows on the main interface as follows:

[2009-03-19 15:10:18]Upload User and User Template...
[2009-03-19 15:10:18]Upload User and user Template: 1[Head office]
[2009-03-19 15:10:19]1[Head office] Upload employee and template completed

5.3.9 Delete from Unit

Delete the employees from the terminal via the software.

Choose the employees from employee info list (you can choose some or all the employees by using the button [Shift] or [Ctrl] on your computer's keypad). Click the button [Delete from Unit]. Following message box pops up:

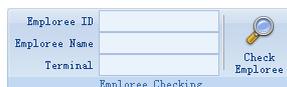


Click the button [OK] to confirm or click the button [Cancel] to cancel.
The operation information shows on the main interface as follows:

[2009-03-19 15:11:21]Delete the employee from the device...
[2009-03-19 15:11:21]Delete the employee from the deviece: 1[Head office]
[2009-03-19 15:11:22]1[Head office] Delete the employee from the device

5.3.10 Checking Employee

Search the employee information.



Search the employee information by the employee ID, Employee Name and Terminal. Click [Check Employee] button to check the employee's information.

5.3.11 Department Management

Move the cursor to the department list and then click the right button of your mouse. The menu pops up as follows:



[Add dept.]

Click [Add dept.]. The [Input Department Name] window pops up:



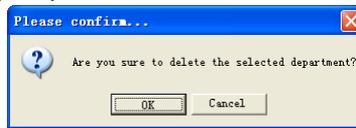
Input the department name. Click the button [OK] to confirm or click the button [Cancel] to cancel.
[Modify dept.]

Choose the department which is going to be modified. Click [Modify dept.]. The [Input Department Name] window pops up:



Input the department name. Click the button [OK] to confirm or click the button [Cancel] to cancel.
[Delete dept.]

Choose the department which is going to be deleted. Click the right button of your mouse and then click the [Delete dept.]. Following message box pops up:

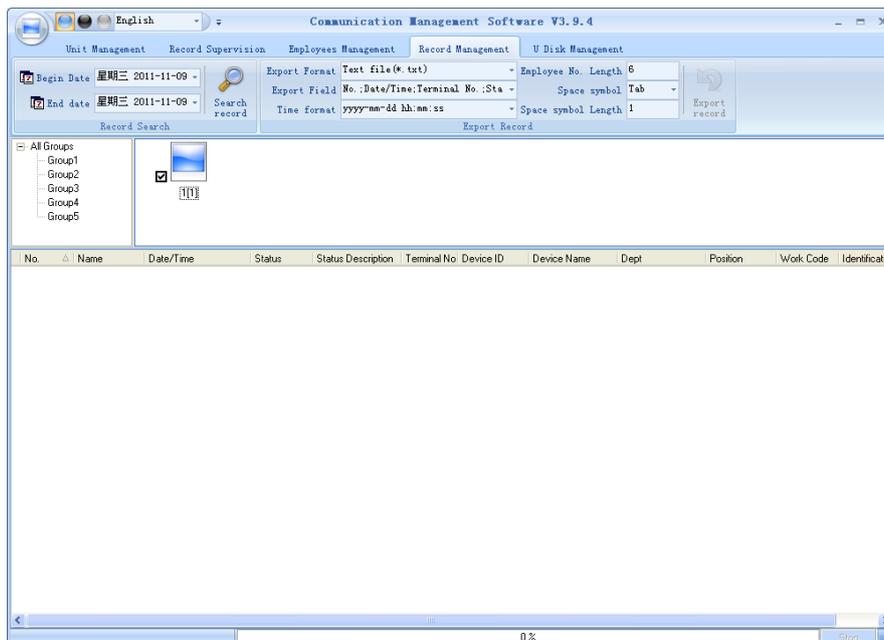


Click the button [OK] to confirm or click the button [Cancel] to cancel.

Remark: Right button menu:



5.4 Record Management



5.4.1 Record Search

Set the Begin Date and End Date as follows:

Click the button [Search record] to search the record.

No.	Name	Date/Time	Status	Status Description	Unit No.	Unit S/N
379	Peter	3/20/2009 10:28:10 AM	I	In	1	300
386	Jack	3/20/2009 10:28:31 AM	I	In	1	300
387	May	3/20/2009 10:28:34 AM	I	In	1	300

5.4.2 Export Record

Set the export format, export file and time format.

Export format: 3 formats optional: text file (.txt), CSV file (.csv), Excel files (.xls).

Export field: Choose the fields which are useful for you.

Time format: 4 optional formats

Employee No. length: Set employee No. length, the default is 6 digits.

Space symbol: Space symbol to separate fields

Space symbol length: Space symbol bit

After setting completed, click [Export record] button, open [Save as] window, choose save file directory, input file name, click [Save] button. The system prompts as follow:

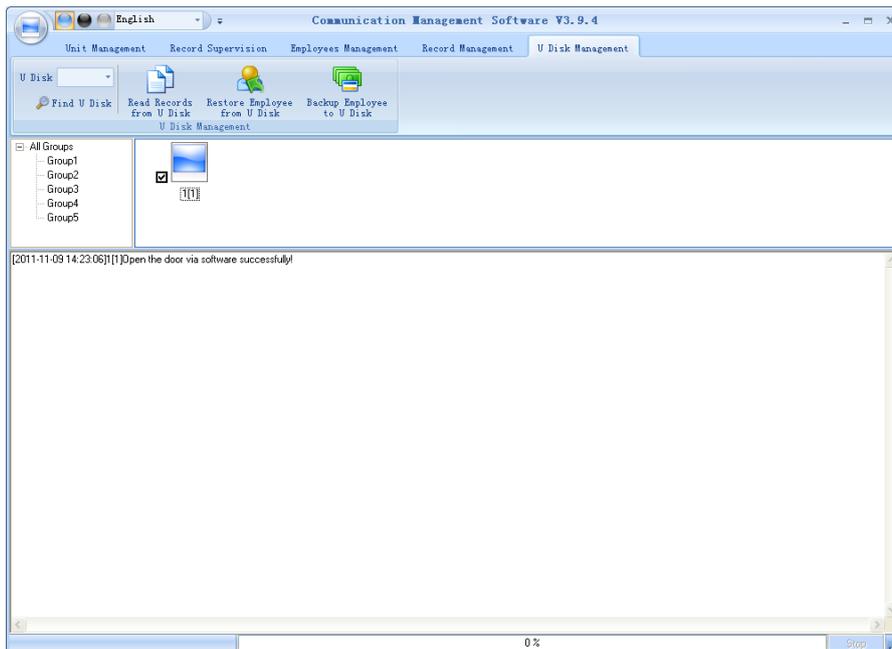
Click the button [OK] to confirm.

5.5 U disk management program ★

U disk management program use for load the data from USB flash disk to database.

Read the attendance record from USB flash driver, must make sure all data store under G:\00000001 folder in the USB flash driver first. [G]: The driver letter of the USB flash driver; [00000001]: is the terminal device ID.

The shows as following:



Read Records from the U flash disk: First click [Find U Disk] to fine the path of the USB flash disk, click [Read Records from the U disk] the system will auto read the data from U disk and export to local database.

The facepass terminal only with “Read Records from the U flash disk” function.

Restore Employee from U Disk: click [Restore Employee from U Disk] button, the system will export the employee information data to local database and fingerprint template to root index “Template” folder.

Prompt: If the local database has had this record already, the system will prompt “record repeated”.

Backup Employee to U Disk: The database of the existing employee information and fingerprint template, backup to U plate

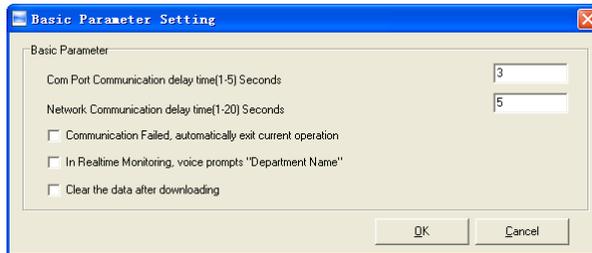
5.6 System settings

Click the icon [🔧] on the top left corner, the menu pops up as follows:



5.6.1 Basic parameter settings

Click the [Basic Parameter Setting]. The [Basic Parameter Setting] pops up:



Com port Communication delay time (1-5) sec.: The default time is 3s.

Network Communication delay time (1-20) sec.: The default time is 5s.

Communication failed, automatically exit current operation: If timeout is larger than 'Communication delay time', software will automatically exit.

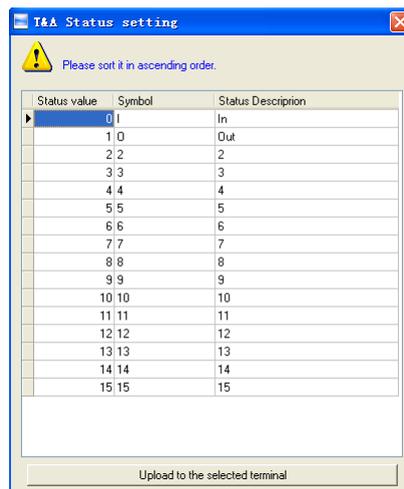
In Real-time Monitoring, voice prompts "Department name": During real-time monitor, if employee is access granted, the software will voice prompt employee department and name.

Clear the data after downloading: After downloading records completed, delete the record downloaded from machine automatically.

Click the button [OK] to save the setting.

5.6.2 T&A Status setting

Click the [T&A Status setting] option, and the [T&A status setting] window pops up:



Click the state which is going to be modified. Input the status description.

[Upload to the selected terminal]: Upload the T&A status from the selected terminal.

5.6.3 Timing Downloading Record

Click the [Timing Downloading Record]. The [Timing Downloading Record] window pops up:



Enable this function by choosing the [Run Timing Download Record]. You can set 5 time point.

Please use the button [Time] to set a time. And then click the button [Add] to add the time to the [Downloading Time].

Click the button [OK] to save the setting.

5.6.4 Management PWD Setting

Click the [Management PW Setting]. The [Modify management password] window pops up:



[Old password]: Default password is empty.

If user has modified password, please input this password which is used to log on system. If it's wrong, system will prompt,



Click [OK] and input old password again.

[New Pwd]: the password user wants to set.

[Confirm Pwd]: Input new password again to confirm.

If confirm Pwd is different from new one, system will prompt:



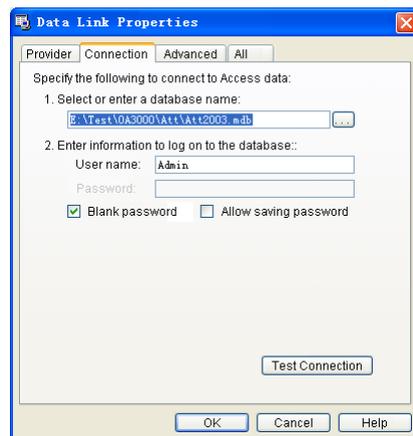
Click [OK] button to input confirm password again.

After modifying completed, click [OK] button to save new password and it prompts:



5.6.5 Database linking setting

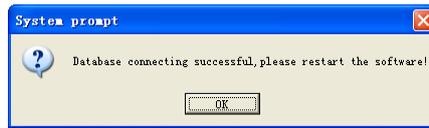
Click the [Database linking setting]. The [Data Link Properties] window pops up:



Click [Browse] button beside [1. Select or enter a database name:] to choose the linking database directory. And then choose database name, click [Open] button to confirm database linking and exit to [Data link properties] interface. If the database has set [User name] and [password] already, we must input [User name] and [password] in [2. Enter information to log on to the database]. After completed, click [Test connection] to test the connection correctness of the database and system prompts:



Click [OK] button and it goes back to [Data link properties] interface. Click [OK] button and system prompts,



5.6.6 Exit system

Click [Exit system]. It prompts:



Click the button [OK] to confirm or click the button [Cancel] to cancel.

5.7 User interface configuration

5.7.1 Interface skin color

Shift the skin color by press the button [🌈]. The style is Windows XP system style.

5.7.2 Change the software language

Choose the language in the option [Chinese].

5.7.3 Set quick access button

Move the cursor to the icon [Synchronize time]. Click the mouse's right button. It prompts:



Click the item [Add to Quick Access Toolbar]. And then you can see the quick access button on the toolbar as follows:



Move the cursor to the quick access button. And then click the mouse's right button. It prompts:



Click the item "Remove from the Quick Access Toolbar".