ATTENDANCE ACCESS SYSTEM MANUAL

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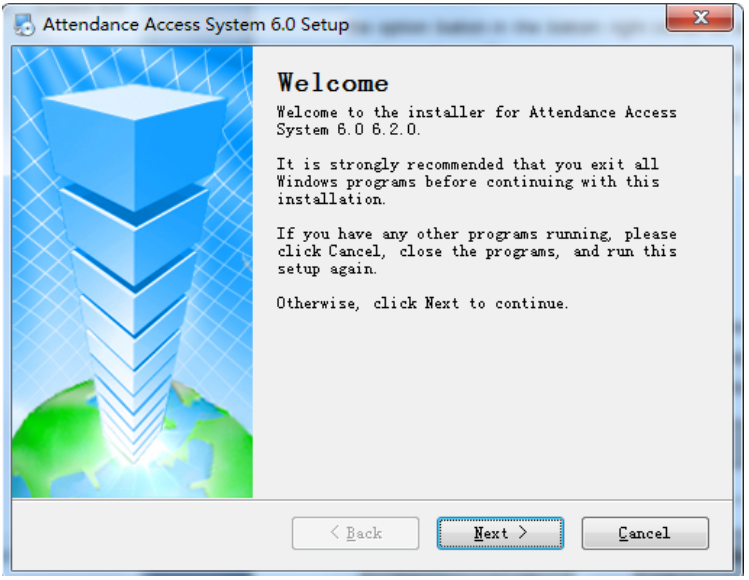
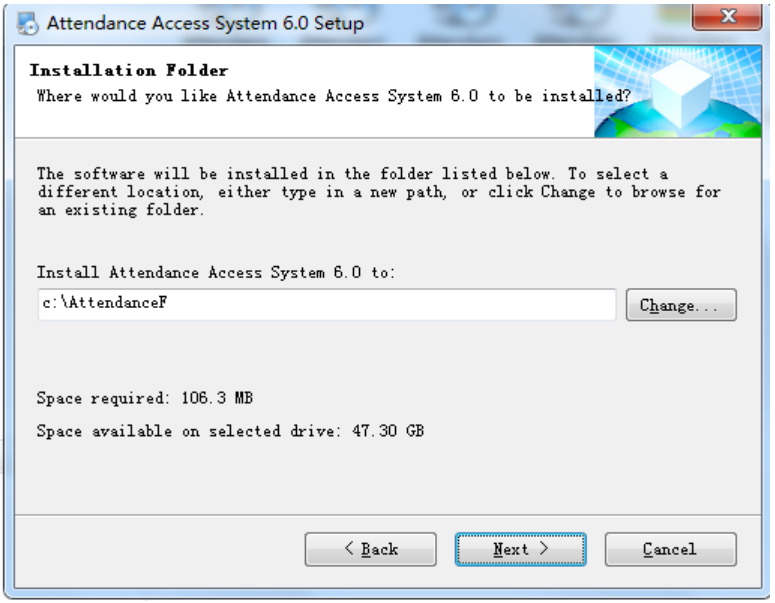
Chapter 1 Software Setup

1.AAS installation

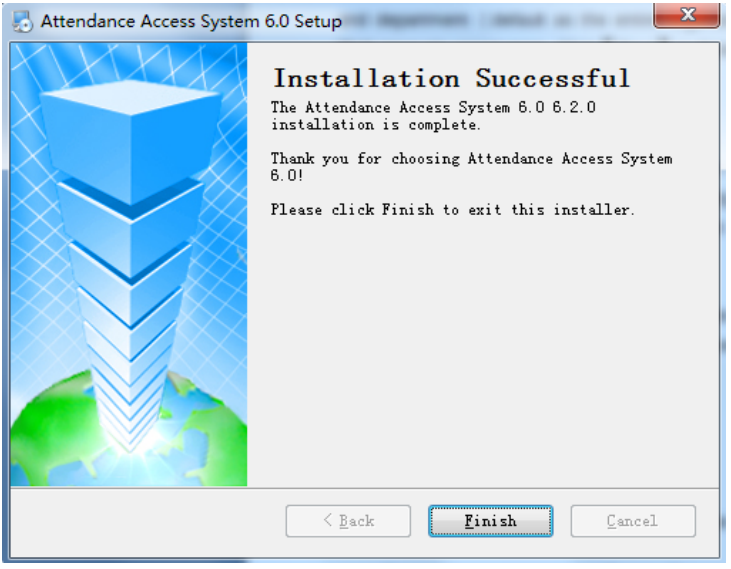
1. Click on the .exe installation file to begin



2. Click “Next”to continue, “Cancel”to exit setup.

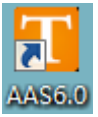


3. The default setup directory is C:\AttendanceF, you may change to another directory by clicking "Change". Click "Next" to continue.

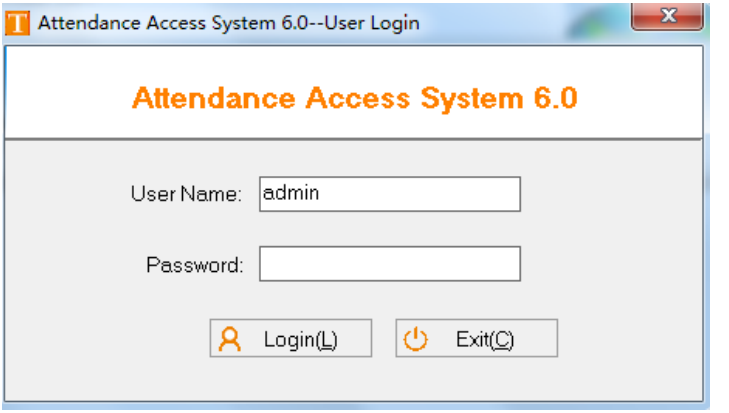


4. Click "Finish" to complete the installation, and create shortcuts on Desktop and startup menu.

Open the program by clicking the desktop shortcut



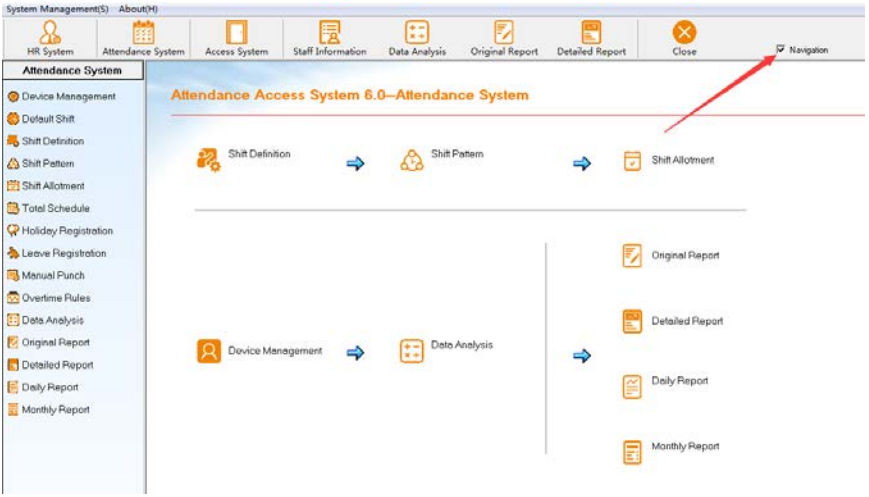
This brings up the Login Prompt.



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

Then enter the main page, select 

to show operation guide. Otherwise, it is blank.



Chapter 2 Operation Flow

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

2.1 Modules

Our software comes with 4 modules: 【HR System】、【Attendance System】、【Access System】、【System Management】

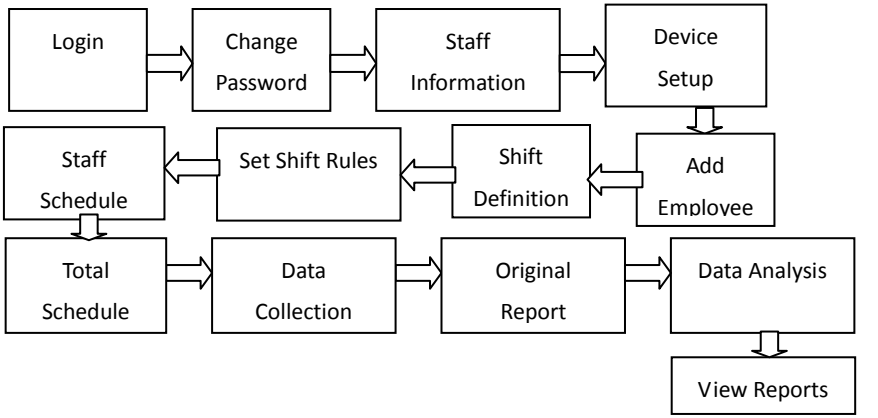
1、【HR System】Here you may find company information, department, and view/edit staff information

2、【Attendance System】Manage the shift, define shift patterns, holidays and assign shifts to the registered staffs. Here, you may generate reports monthly, daily reports that could be printed/exported.

3、【Access System】Access System includes time zone, lock combination, rights allotment, device management, real-time monitoring, rights report,

access details, button event report and alarm event report.
4、【System Management】Change password、User Management、System Initialization、Duplicated original date processing、Compact Database、Backup Database、Restore Database、Clear System

2.2 Software Setup Flow



2.2 Software Initial Setup

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

2.3.1 Set up Administrator

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

2.3.2 Create personnel files

A. Set the company information，note that the **company** name is the head office of the whole system；
B. Department information：the department is classification of employees.

If there are multiple work schedules within a department, it may be helpful to create sub-departments.

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

Important Notice:

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

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

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

2.3.3 Pulling fingerprint records and Registering staff name to terminal

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

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

Connect to the terminal through【Device management】:

A. You may view device information of the terminal such as number of users, remaining fingerprint capacity, and also set certain parameters.
B. Download fingerprint information from the terminal to the software;
C. Upload Staff Name to the fingerprint terminal. (Prerequisite of existing fingerprint records and Staff Names on the AAS)

Important Notice:

For select models that connects to the computers via RS232, the baud

rates of the software AND the terminal must be adjusted to match for proper operations. The default baud rate is 38400 bps for most models and can be changed in the "RS232/RS485 download" sub-menu on the terminal.

Important Notice:

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

Important Notice:

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

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

2.3.4 Shift Definition

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

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

2.3.5 Shift Pattern

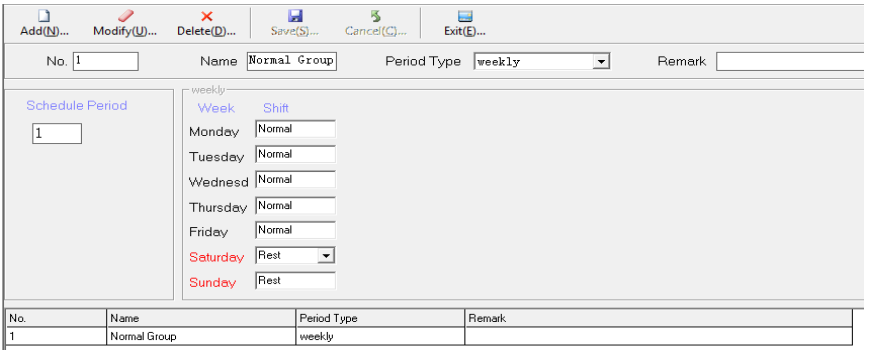
This section allows you group a pattern of work shifts (using the shifts defines in "Shift Definition" over a certain amount of period whether it

is by day(s), week(s), or month.

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

A. Shift Rules:

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

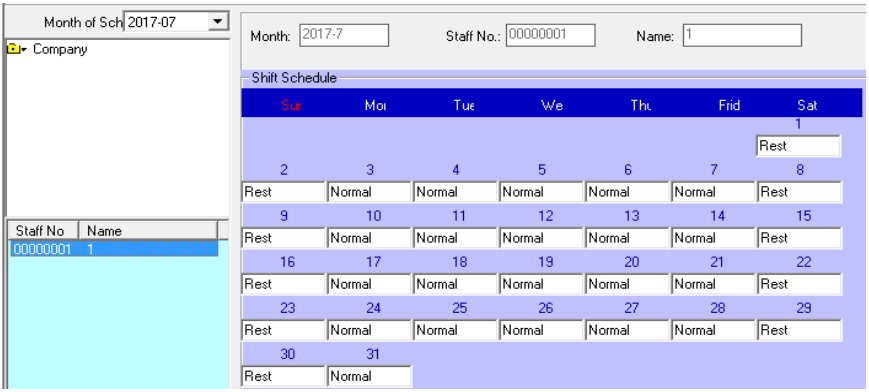


B. Shift Allotment:

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

C. Total Schedule

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



2.3.6 Device Management

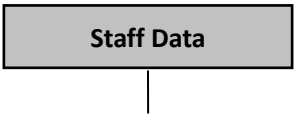
After downloading the fingerprint templates from the terminal into AAS and uploading the staff names to the terminals, employees may begin to clock in. The AAS administrator is responsible for downloading the data from the terminal to the AAS, then perform the built-in data analysis. To download logs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

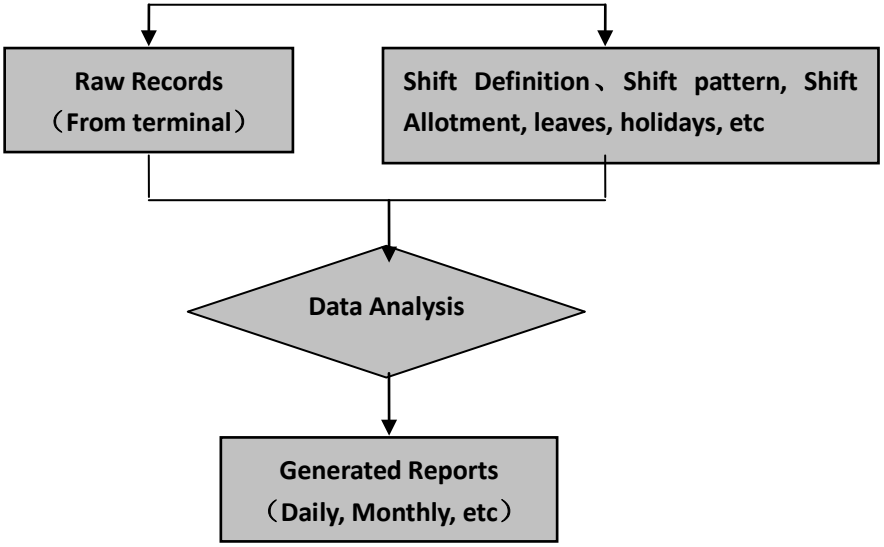
The "New Record" option downloads only new records since last download. "All Record" option will download all records on the terminal and may create duplicate logs.

2.3.7 Data Analysis

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

Below is the logic flow chart of the attendance system





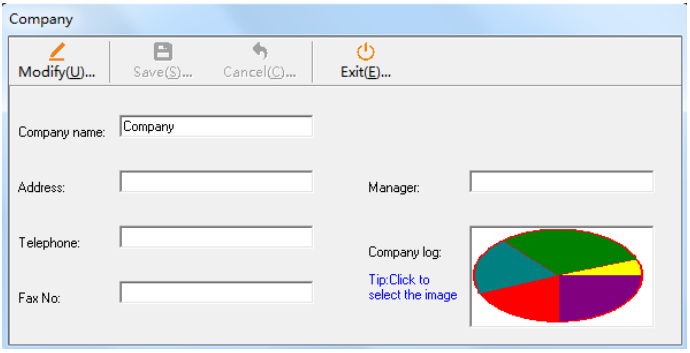
2.3.8 View Reports

After data analysis，you may view reports.

Chapter 3 HR System

3.1 Company

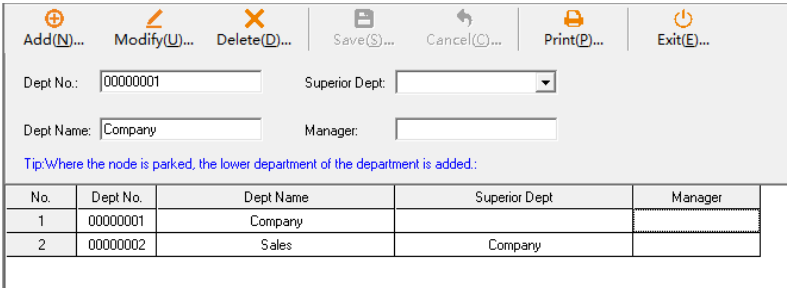
Click【Company】 to edit the fields （see figure below）:



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

3.2 Department

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



Company is the superior department of the main（first tier）departments within the organization structure. Furthermore, new departments can be created as a sub-departments by choosing the proper Superior Department in the dropdown menu.

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

Steps

1) Add Department

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

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

2) Modify Department

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

3) Delete Department

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

4) Print

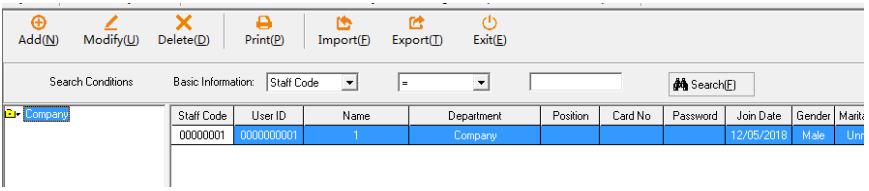
Click【Print】to print out a list of the departments.

5) Exit

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

3.3 Staff Information

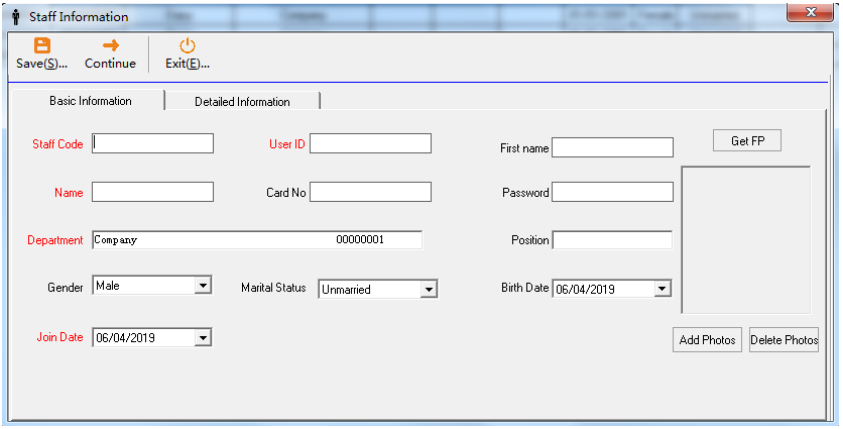
Click【Staff Information】to begin editing staff information.



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

3.3.1 Add Staff Information

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



To ensure proper operation, the Staff Code, User ID, Name, Dept, and Join Date fields must be filled in. Click 【Save】 to finish.

【Staff Code】: This is the number assigned to a staff within the AAS, not the attendance terminal.

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

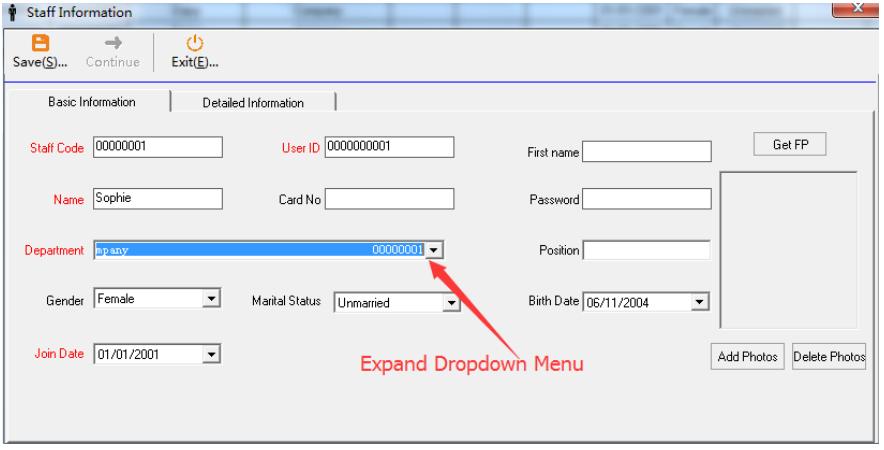
【User ID】: The User ID set on the attendance terminal. They must match for normal operation.

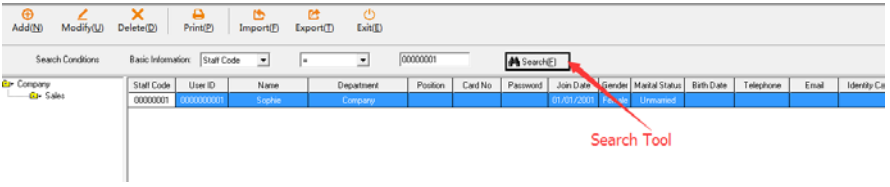
【Join Date】: The AAS only process data starting from the Start Date, so for certain scenarios, you might want to intentionally adjust the Start Date.

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

3.3.2 Modify Staff Information

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

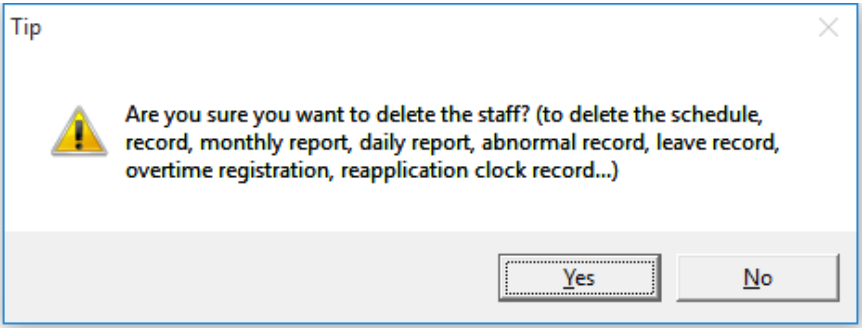




You may also use the Search Tool to filter the staff list based on the mandatory fields of staff information and gender. Select the field with the left dropdown menu, then select the logic comparator(=,>=,<=,etc). Finally enter the desired value in the rightmost textbox. Click 【Search】. With the filtered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

3.3.3 Delete Staff Information

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



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

3.3.4 Print Staff Information

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

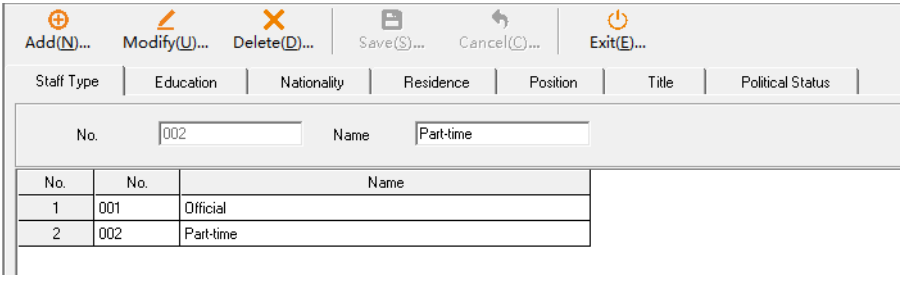
Staff Personal Information

Date: 2019-06-04

Staff Code 00000001	Name Sophie	User ID 0000000001
Department Company	Identity Card	Card No
Staff Type	Join Date 2001-01-01	Gender Female
Title	Nationality	Position
Residence	Birth Date	Political
Staff Type	Telephone	Education
Graduate	Marital Status Unmarried	Postal Code
Email		
Address		
School	Profession	
Remark		

3.4 Parameter Settings

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



Steps

1）Add Parameter Setting

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

2）Modify Parameter Setting

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

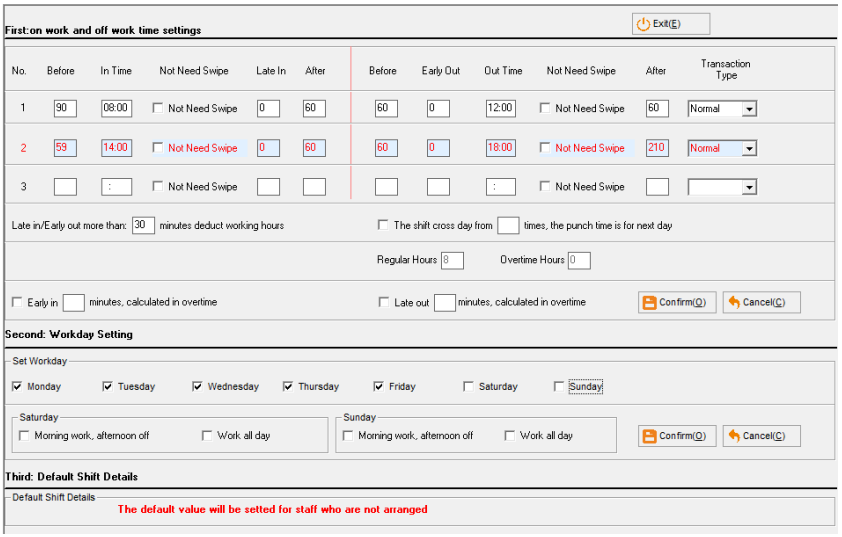
3）Delete Parameter Setting

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

Chapter 4. Attendance System

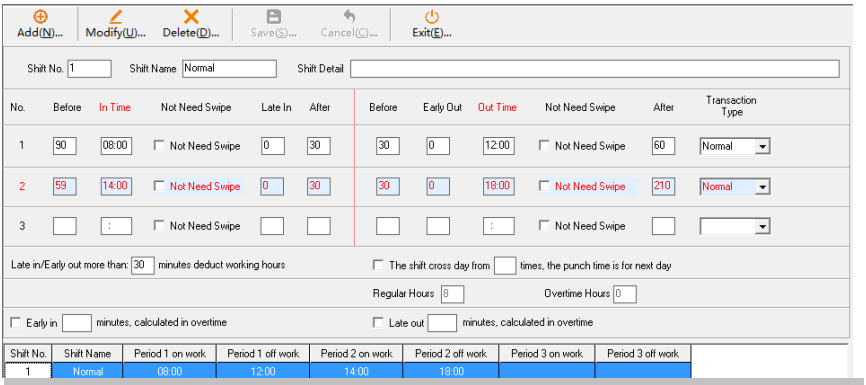
4.1 Default Shift

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



4.2 Shift Definition

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



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

and so on.

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

Lexicon

【Shift Interval】:

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

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

Not Need Swipe:

Not Need Swipe

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

2) If the checkbox is unchecked, the software will count employees as absent if they haven't punched in

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

【Transaction Type】:

This is a property of a shift interval, for the convenience of calculating

the overtime pay. It can be either "Normal" or "Overtime".

【Before】:

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

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

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

【After】:

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

Continuing from the example above, an "After" value of 30 will cause clock ins between 08:00 and 08:30 to count. After 08:30 the interval will count as absent. (Late time is defined in **【Late In】**, see below)

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

【Late In】:

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

【Early Out】:

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

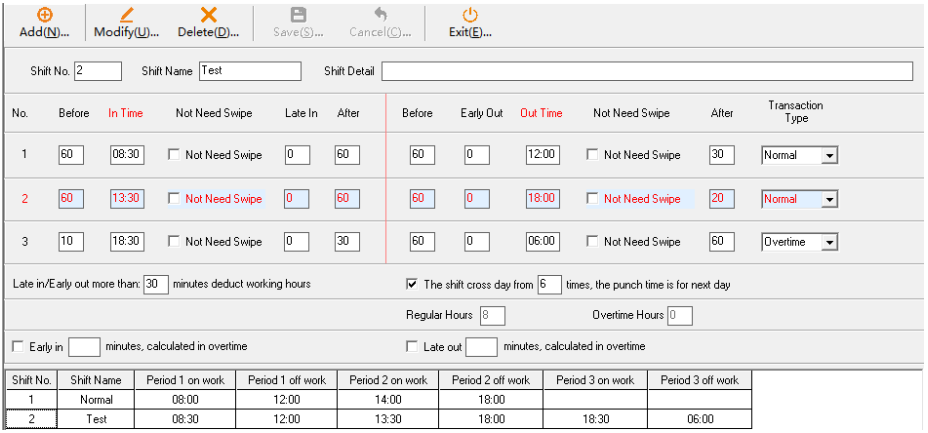
For example:【Out Time】is 12:00,【**Early Out**】set as 0,【Prior】as 30. If a staff clock in at 11:59, they will be marked as early leave by one minute.

【Work Hour Penalty】:

This field defines when the software deducts working hours based on the total of Early and Late punch in times of a staff across all shift intervals within a shift definition. So if this value is set to 10, and staffs are required to show up between 08:00 to 18:00 and if a staff has a total of 11 minutes (including late and early), the software reports will deduct work hours. Otherwise, the total work hour will be counted as 10 hours in the software.

【Day Crossover】:

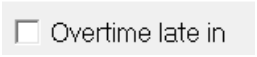
If the shift crosses over to the next day, use this field to indicate which clock in is on the next day. (for example if shift interval 2 "Out Time" occurs on the next day, the field should be 4)



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

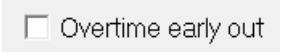
Using the same shift as above, if a staff punches for the "Out Time" of shift interval 3 at 23:00, the software will count an overtime of 4.5 hours. At 00:30, 6 hours, 06:15, 11.5 hours, and then at 07:01, absent.

【Overtime late in】:



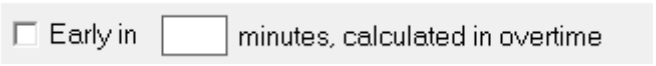
Toggles whether you count staffs as late even for overtime.

【Overtime early out】:

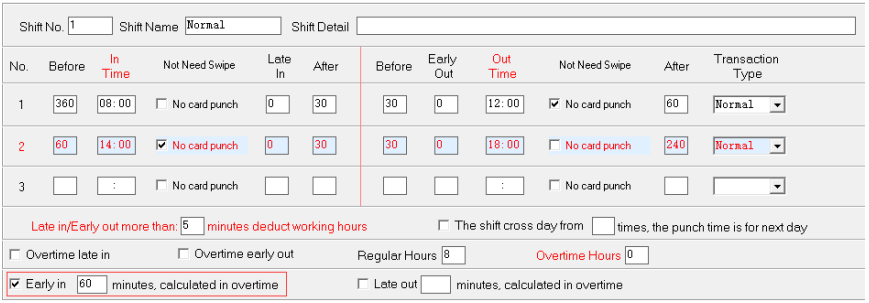


Toggles whether you count staffs' early leave during overtime.

【Early Arrival overtime】:



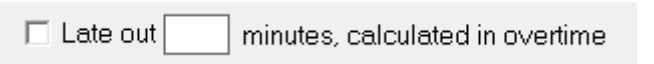
Define how much earlier than the Shift interval 1 "In Time" will an employee count as overtime.

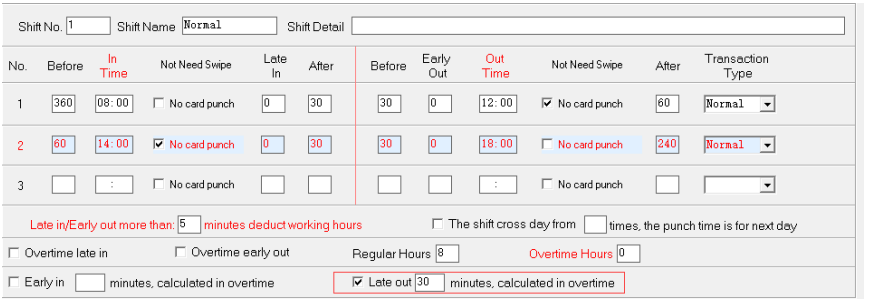


For the example above, an employee can punch in starting from 360 minutes before 08:00, that is, 02:00. The value for "Early Arrival Overtime" is 60 so an early arrival of any amount of time exceeding 60 minutes will count as overtime. For example, if an employee clocks in at 06:00, it will count as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

【Off work Delay overtime】:

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





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

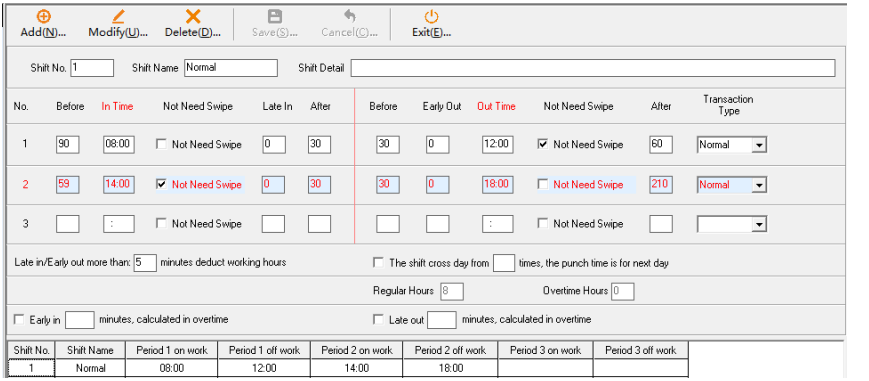
【Default Shift】:

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

2. Common Shifts Examples

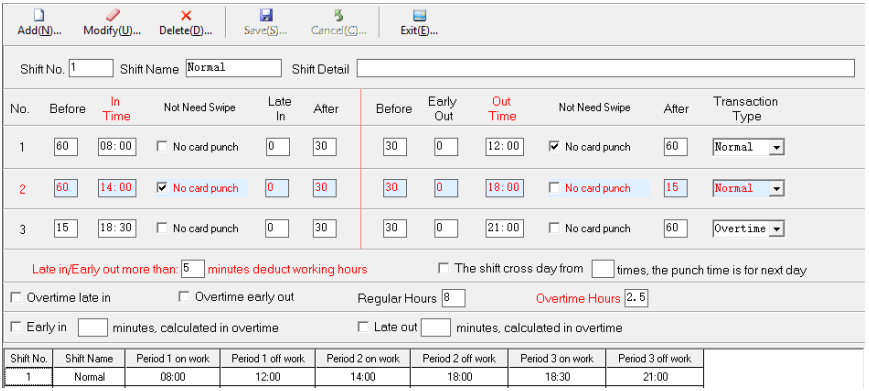
Example 1:

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



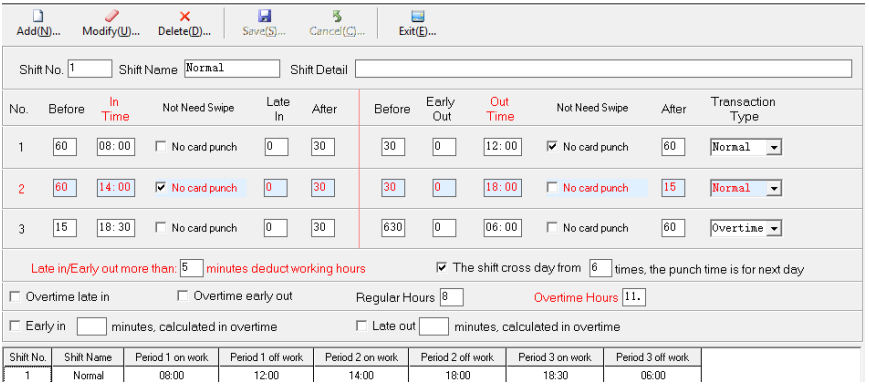
Example 2:

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



Example 3:

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

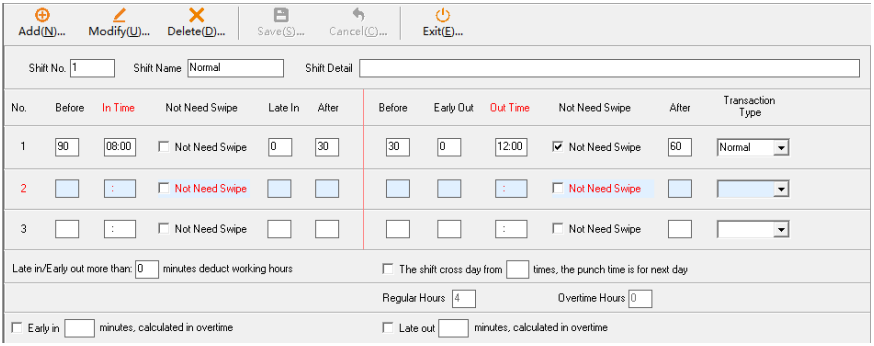


Example 4:

Half work days (typically Saturday)

Working day starts at 08:00 and ends at 12:00. If you want to include parameters that define overtime, check the boxes for "Early Arrival Overtime" and/or "Off Work Delay Overtime" and enter a value.

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



Steps

1) Add Shift Definition

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

2) Modify Shift Definition

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

3) Delete Shift Definition

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

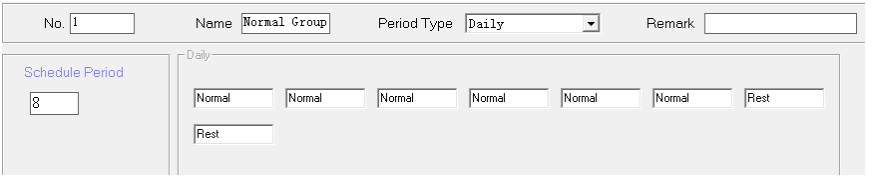
4.3 Shift Pattern

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

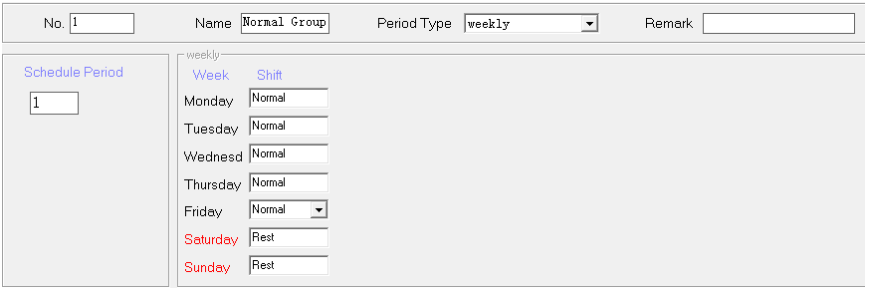
Click【**Attendance Management**】then【**Shift Pattern**】**>**

【Period Type: Daily】

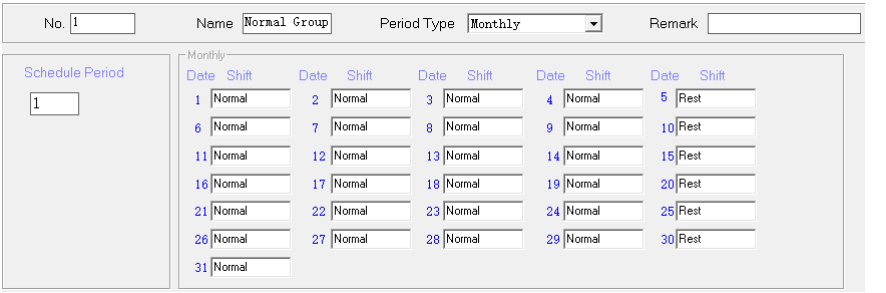
Use this Period Type for cycles that aren't multiples of weeks or months. This Period Type will allow for a highly customized shift pattern.



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



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



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

Steps:

1) Add Shift Pattern

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

drop down menu). Click【**Save**】to finish.

2) Modify Shift Pattern

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

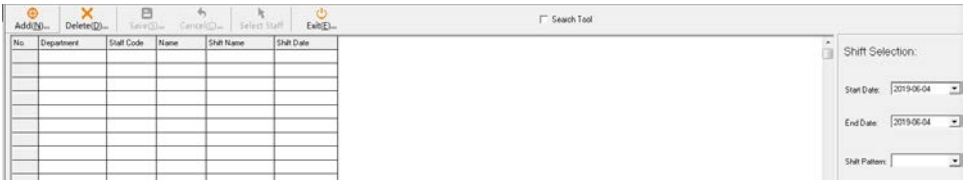
3) Delete Shift Pattern

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

4.4 Shift Allotment

Now that you have created Shift and Shift Patterns, you must assign them to staff(s). Shift allotment is an essential procedure to generate proper and meaningful report apart from Shift Definition and Shift Patterns.

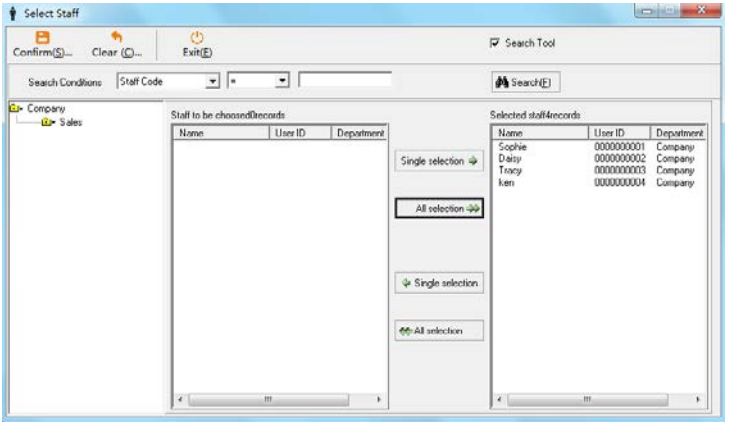
A staff must be assigned a "Shift Pattern" for the system to properly determine if he is late or leaves early often, or if he does overtime often.



Steps:

1) Add Shift Allotments

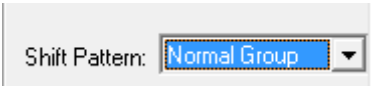
Within【**Shift Allotment**】, click "Add". Then click "Select Staff". A new window will pop up (see figure below), allowing to select the staff(s) that will work according these shift patterns.



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

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

Then select the "Shift Pattern"



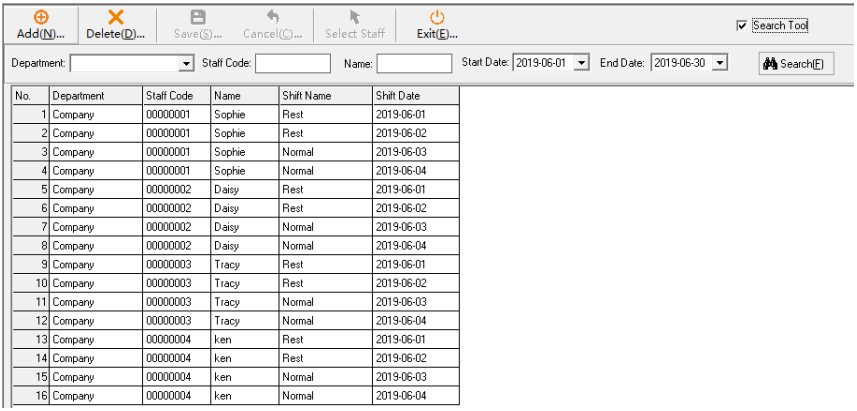
Click【**Save**】to finish.

2) Delete Shift Allotment

Within【**Shift Allotment**】, select the item on the list which you wish to delete. Click "Delete".

3) View Shift Allotment Details

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

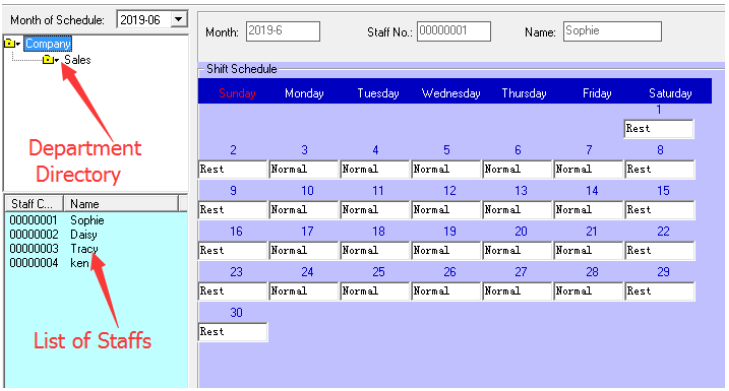


No.	Department	Staff Code	Name	Shift Name	Shift Date
1	Company	00000001	Sophie	Rest	2019-06-01
2	Company	00000001	Sophie	Rest	2019-06-02
3	Company	00000001	Sophie	Normal	2019-06-03
4	Company	00000001	Sophie	Normal	2019-06-04
5	Company	00000002	Daisy	Rest	2019-06-01
6	Company	00000002	Daisy	Rest	2019-06-02
7	Company	00000002	Daisy	Normal	2019-06-03
8	Company	00000002	Daisy	Normal	2019-06-04
9	Company	00000003	Tracy	Rest	2019-06-01
10	Company	00000003	Tracy	Rest	2019-06-02
11	Company	00000003	Tracy	Normal	2019-06-03
12	Company	00000003	Tracy	Normal	2019-06-04
13	Company	00000004	ken	Rest	2019-06-01
14	Company	00000004	ken	Rest	2019-06-02
15	Company	00000004	ken	Normal	2019-06-03
16	Company	00000004	ken	Normal	2019-06-04

4.5 Total Schedule

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

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



Steps:

1) View Total Schedule

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

2) Modify Total Schedule

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

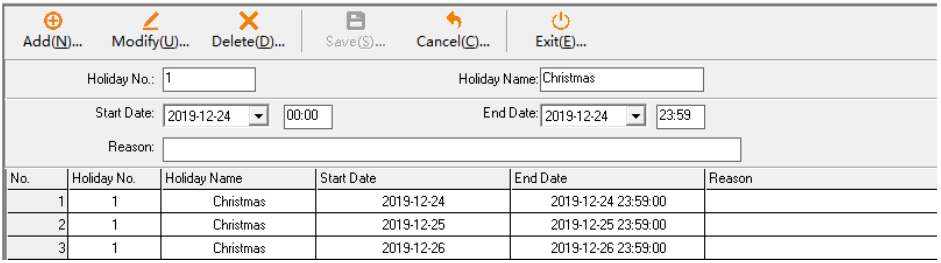
3) Delete Total Schedule

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

4.6 Holiday Registration

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

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



Steps:

1) Add Holiday

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

2)Modify Holiday

Select the row corresponding to the Holiday you would like to edit, click

"Modify". Edit the fields, then click "Save" to finish.

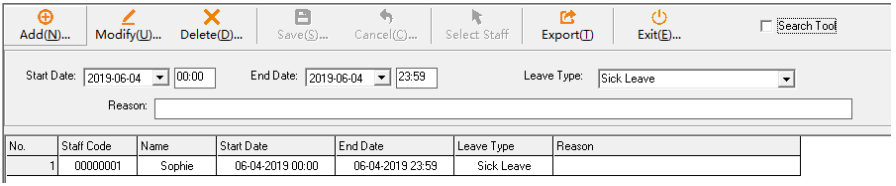
3)Delete Holiday

Select the row corresponding to the Holiday you would like to delete. Click "Delete" to finish the operation.

4.7 Leave Registration

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

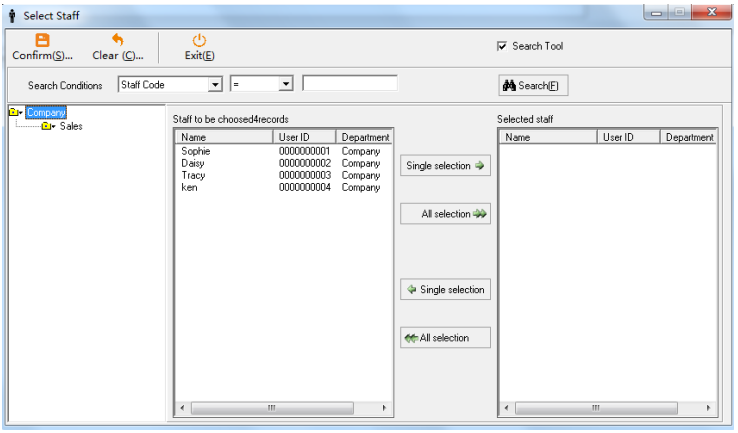
Click into 【Attendance System】 then click on 【Leave Registration】 on the left panel.1



Steps:

1) Add Leave Registration

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



Select the appropriate company/ department in the left most panel to see the employee list. Then move individual staff onto the selected staff list on the right or click "All selection" to move all staff. Once you are done, click "Confirm." Now you are back in the Leave Registration main window, input the correct start and end's date and time, Leave Type and Reason if any. Click "Save" to finish.

Lexicon

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

2)Modify Leave Registration

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

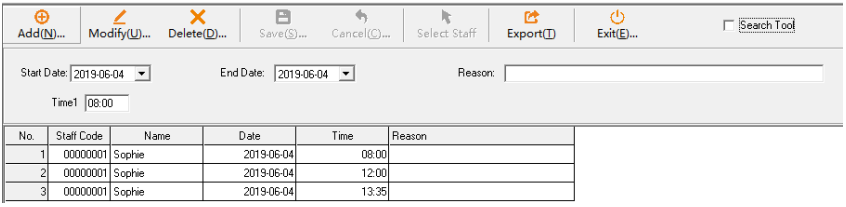
3)Delete Leave Registration

Select a leave record, then click "Delete".

4.8 Manual Punch

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

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



Steps:

1) Add Manual Punch

Within Manual Punch, click "Add". Click "Select Staff" to bring out a new window. Use the directory tree to find the employees, then click

"Single Selection" or "All Select" to move staff into the Selected Staff list. Click "Confirm". Now fill in the "Start Date", "End Date" and input the clock-in times 1 through 6 (if applicable). Be sure to record the reason for future reference. Click "Save" to finish.

2) Modify Manual Punch

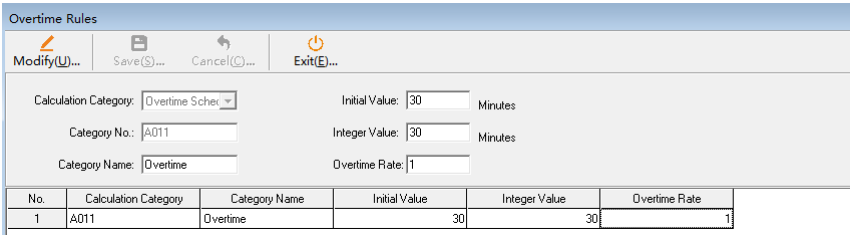
Within Manual punch, click on a manual punch record. Click "Modify" and change the field. Click "Save" to finish.

3)Delete Manual Punch

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

4.9 Overtime Rules

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



Lexicon

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

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

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

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

converts the 60 minutes into a final effective work time of 90 minutes.

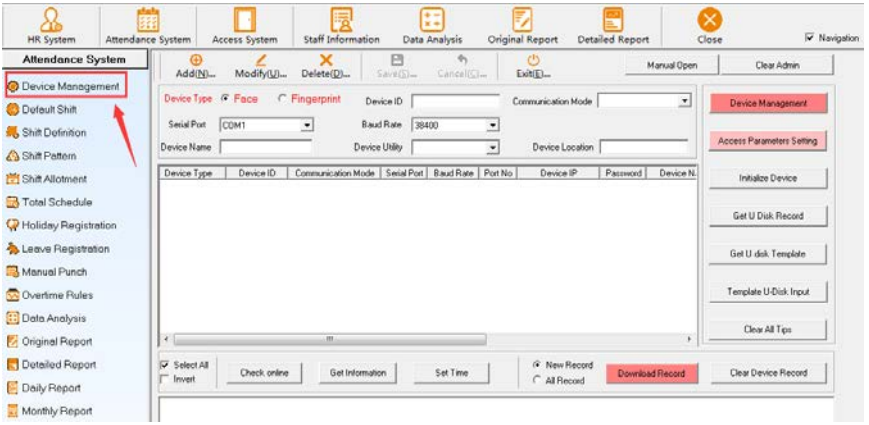
Steps:

1) Modify Overtime Rules

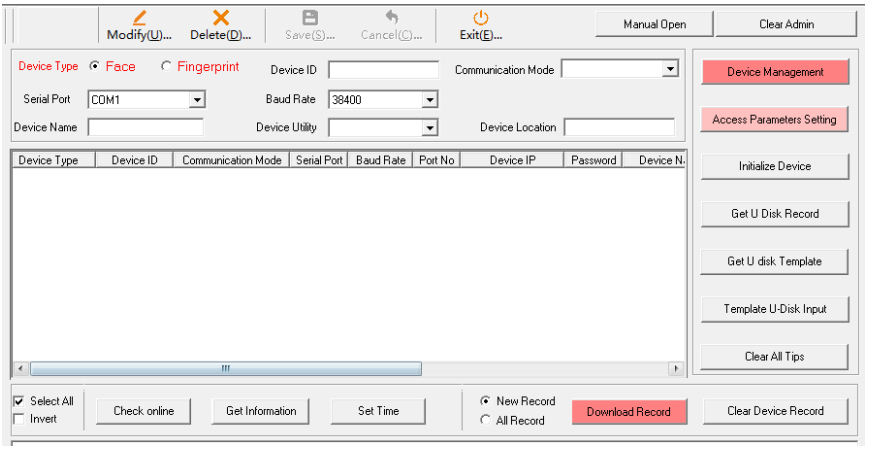
Within "Overtime Rules", click "Modify" to change the fields. Click "Save" to finish.

4.10 Device Management

Select "Attendance System>Device Management" at the L sidebar.



The Device Management is shown below.



4.10.1 Add Device

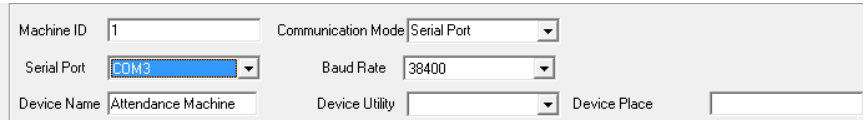
Click "Add", and select corresponding device type

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

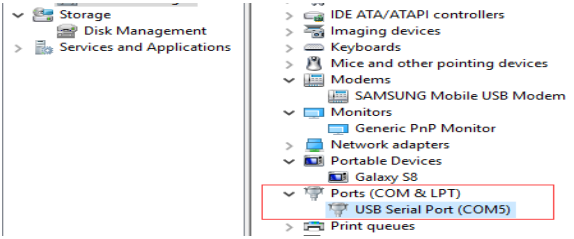
1)USB Communication

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

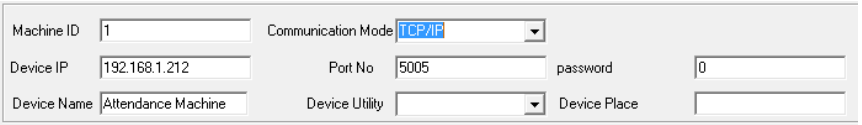
2) Serial Port



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

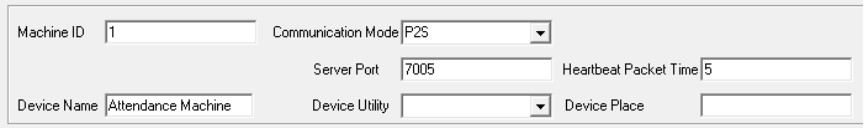


3) TCP/IP



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

4) P2S



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

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

4.10.2 Modify Device

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

4.10.3 Check Status

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

4.10.4 Get Information

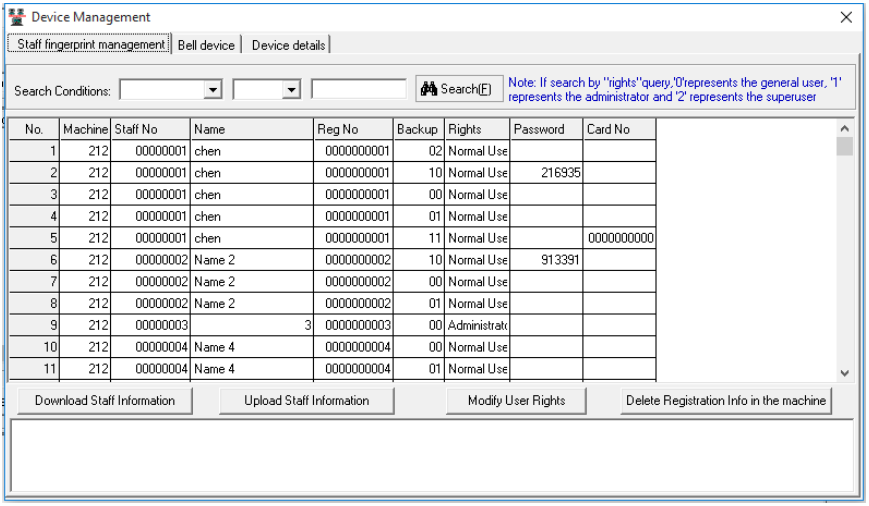
Select a device and Click "Get Information" to acquire device information such as registered users, used fingerprint capacity, etc.

4.10.5 Set Time

Select a device and click "Set Time". The software will change the device's time based on the PC's time.

4.10.6 Device Management

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



1) Staff Fingerprint Management

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

Lexicon

【Backup】: The column identifies what verifications are registered.
00—First fingerprint
01—Second fingerprint
02—Third fingerprint
09—Duress fingerprint
10—PIN
11—ID Card
17—Face

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

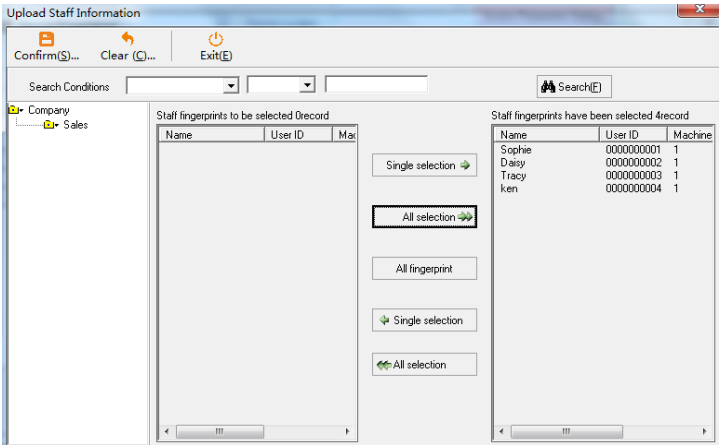
Administrator—The administrator can access the terminal's menu and therefore its parameters.

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

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

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

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



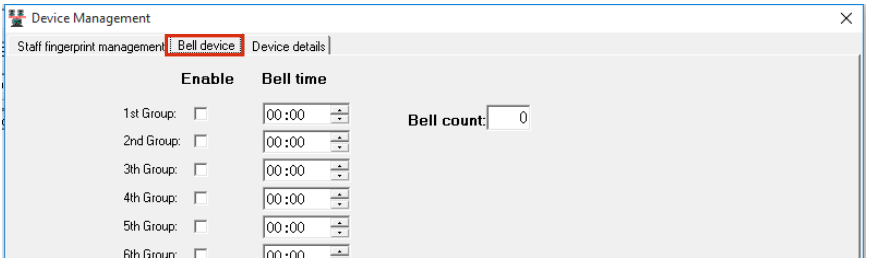
【Modify User Rights 】: Change the permission of users. Select a user in the list and click "Modify User Rights",

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

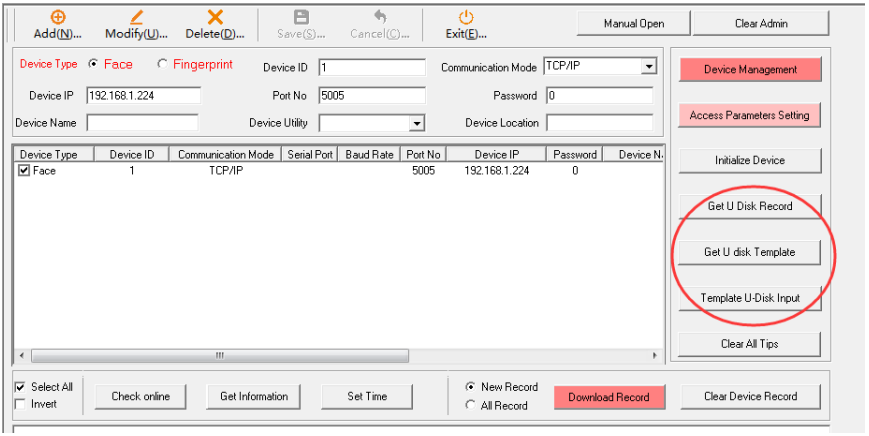
2)Bell device

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

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



4.10.7 Data Import/Export Using USB Flash Drive



1) Time logs download

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

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

2) Registration Data Download

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

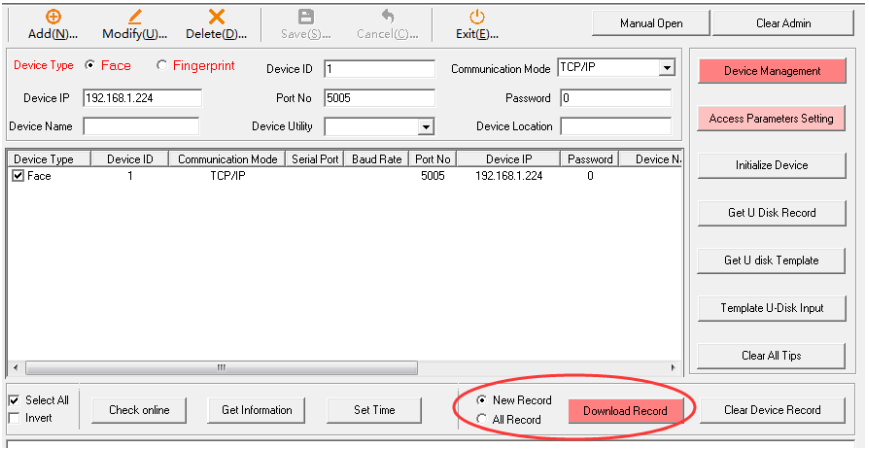
Now insert the USB flash drive to the PC, click "Get U Disk FP Template" and navigate to the .DATA file to import data.

3) Registration Data Upload

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

4.10.8 Download Record

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



New Record: Download only new records since last download.

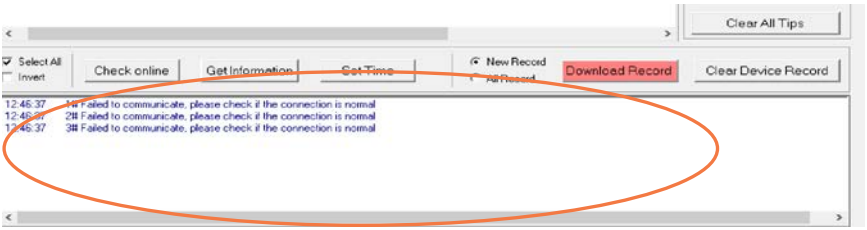
All Record: Download all records, may contain duplicate time logs.

4.10.9 Initialize Device

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

4.10.10 Clear All Tips

Removes all status messages. (See image below)



4.10.11 Clear Admin

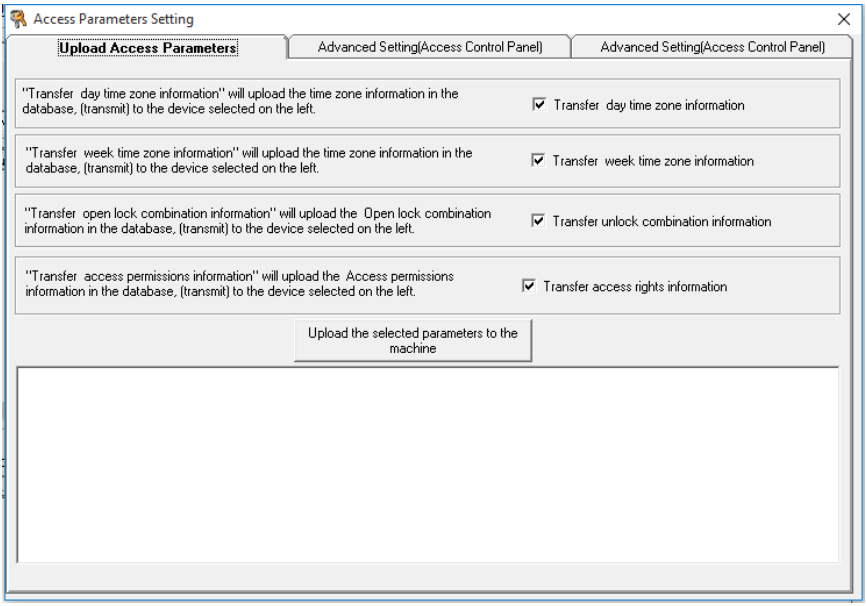
Removes all administrators from the terminal.

4.10.12 Manual Open

Manually unlock doors with this function.

4.10.13 Set Access Parameters

Select which parameters to upload onto the terminals.



4.11 Data Analysis

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

4.11.1 Original Record

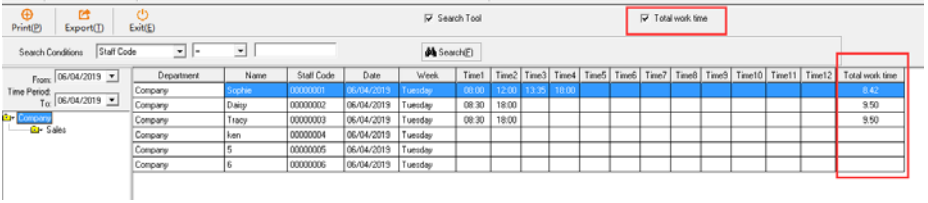
【Original Record】: Raw time logs from the attendance terminal;

4.11.2 Detailed Report

【Detailed Report】: It shows all records of a day.

Select 

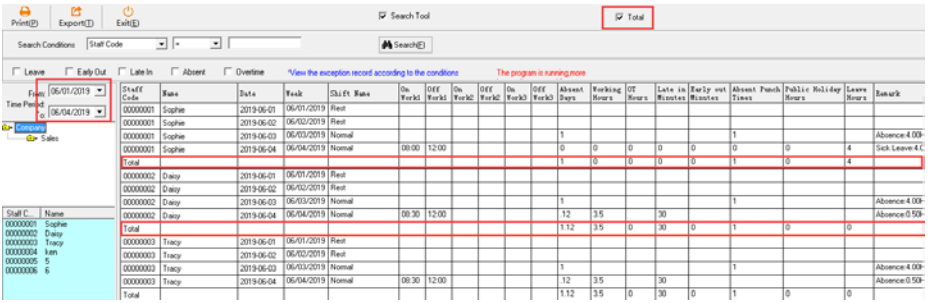
to count total work time



4.11.3 Daily Report

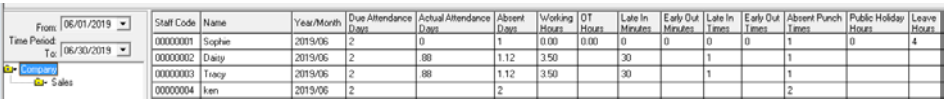
【Daily Report】: The data generated from the time logs of employees by day. The rules are according to different shift settings in "Attendance System" module. Select 

to count total data of selected date



4.11.4 Monthly Report

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



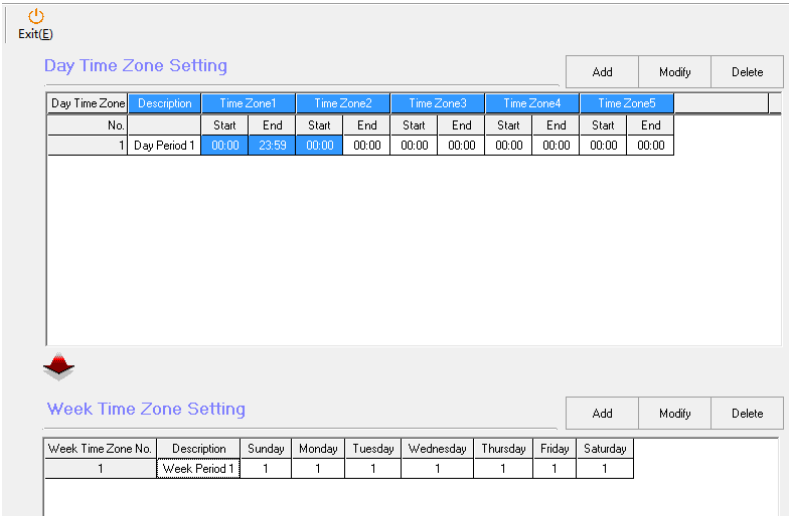
Chapter 5 Access System

5.1 Access System Fingerprint

Click "Access System(at the top bar)>Access System Fingerprint(at the L sidebar)"

5.1.1 Time Zone

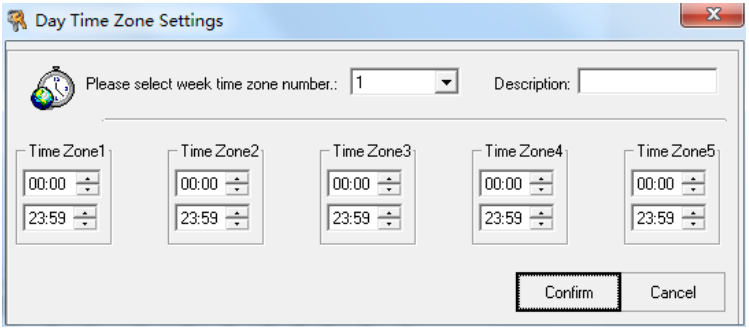
The top section contains daily templates specifying the times at which access is granted. The bottom contains weekly templates that uses the daily templates. (Max 8 each)



5.1.1.1 Add/Modify/Delete Day Time Zone

1) Add Day Time Zone

Within "Access System" > "Time Zone", click "Add" to bring up the prompt (see image below). The default time zones allow access at any time throughout the day. The system allows 5 Time Zones within a Day Time Zone template up to a maximum of 8 templates.



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

2) Modify Day Time Zone

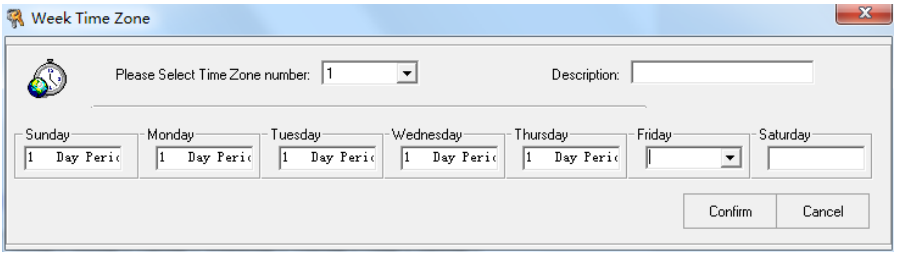
Within "Access System">"Time Zone", select a "Day Time Zone" and click "Modify". Change the fields then click "Confirm" to finish.

3)Delete Day Time Zone

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

5.1.1.2 Add/Modify/Delete Week Time Zone

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



1)Add Week Time Zone

Select a time zone number from the dropdown menu, then change the

"Description" and the fields for the days of the week. The Number you enter will correspond to the "Day Time Zone" template number, click "Confirm" to finish.

2) Modify Week Time Zone

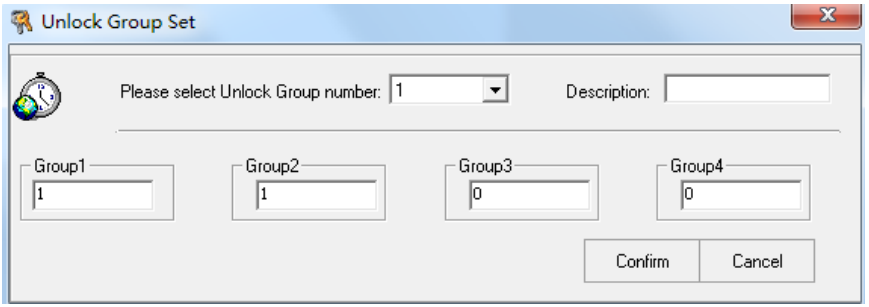
Within "Access System">"Time Zone", select a "Week Time Zone" and click "Modify". Change the fields then click "Confirm" to finish.

3)Delete Week Time Zone

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

5.1.2 Unlock Group

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



1)Add Unlock Group

Within "Access System"> "Unlock **Group**", click "Add". Select an "Unlock Combination number" from the dropdown menu, then change the "Description" and group fields.

2) Modify Unlock Combination

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

3)Delete Unlock Group

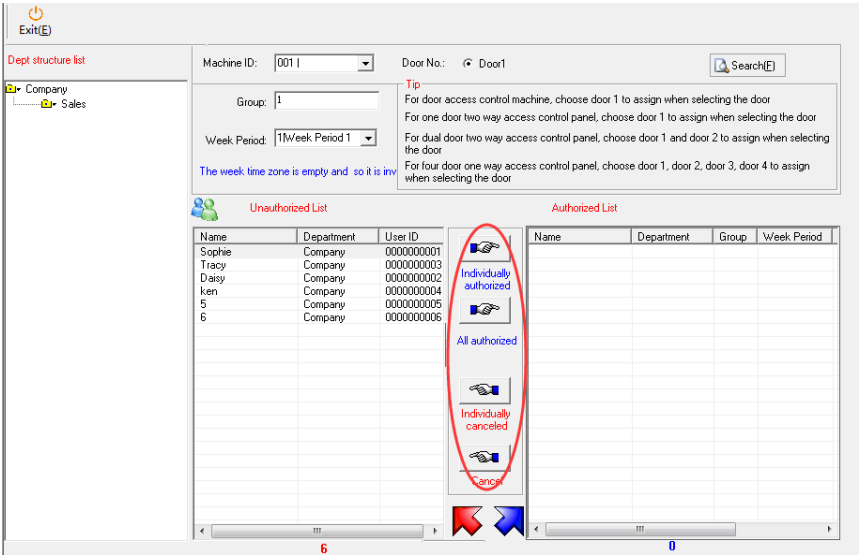
Within “Access System”>”Unlock **Group**”, select an item and click “Delete”.

5.1.3 User Time Zone

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

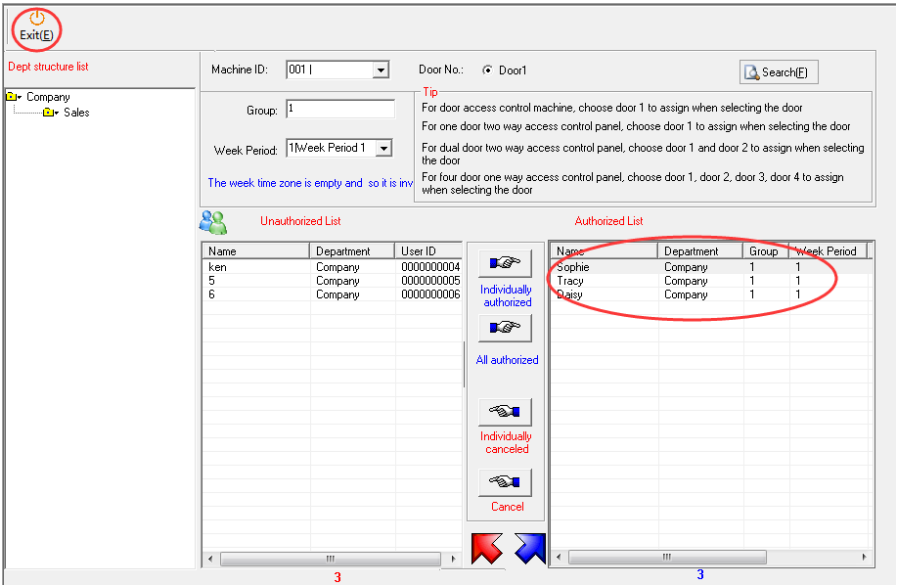
Steps:

Begin by selecting the device in the “Machine ID” dropdown menu. Change the Group（Unlock Combination Group Number）and week period（ Week Time Zone） fields.



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

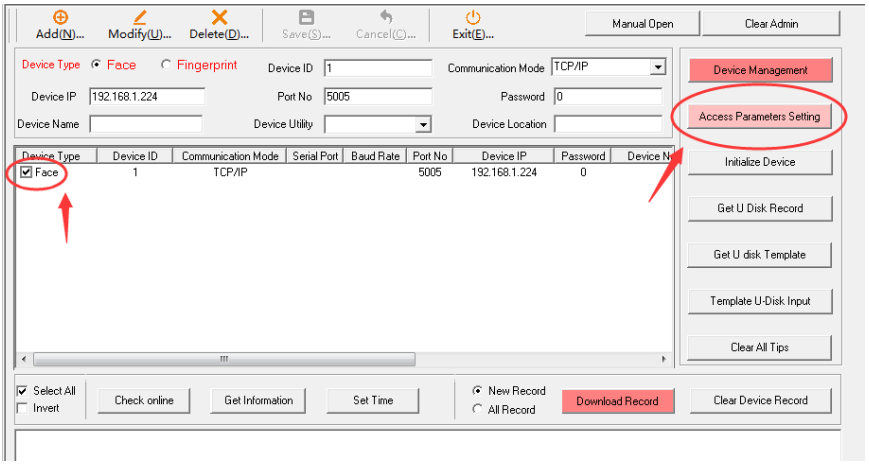
Click “Exit” to finish.



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

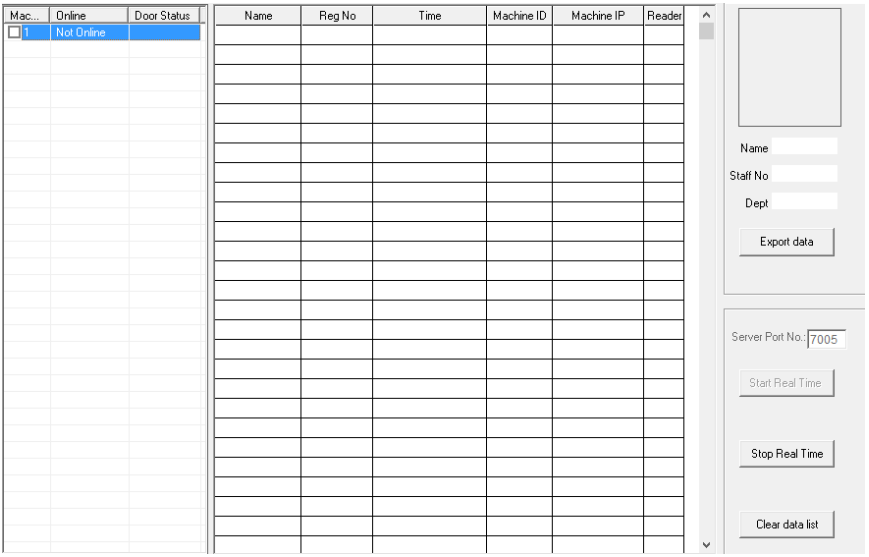
5.1.4 Device Mnagement

Once you have configured the settings throughout section 4.10, you may upload these access parameters within “Device Management”. Select the devices with the check box on the left, then click the “Access Parameters Setting” within “Device Management” to upload these settings.（see image below）



5.1.5 Realtime Monitoring

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



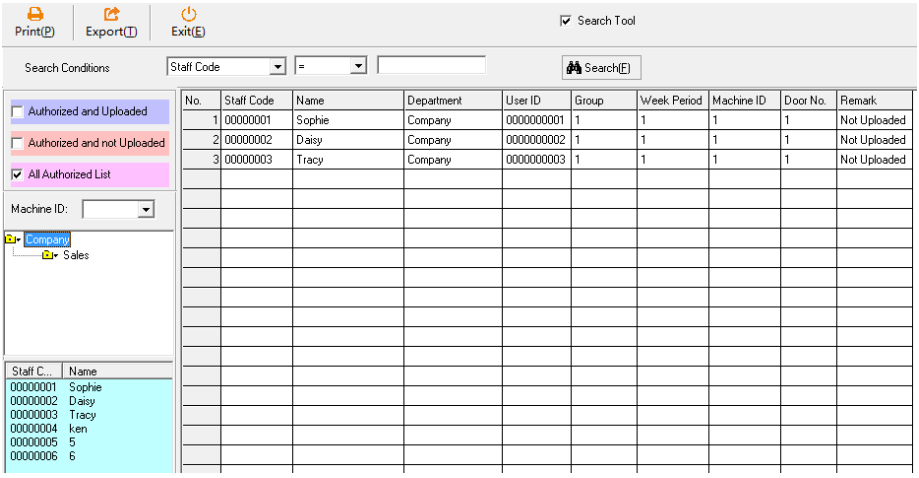
The left panel will show the devices and their connection status. The right panel allows data export.

To begin real-time monitoring, enter the proper "Server Port No." at the bottom right panel then click "Start Real Time". To stop, click "Stop Real Time"

The "Clear Data List" clears up the displayed data in the center of the window for viewing purposes. (The actual data is already saved into the database).

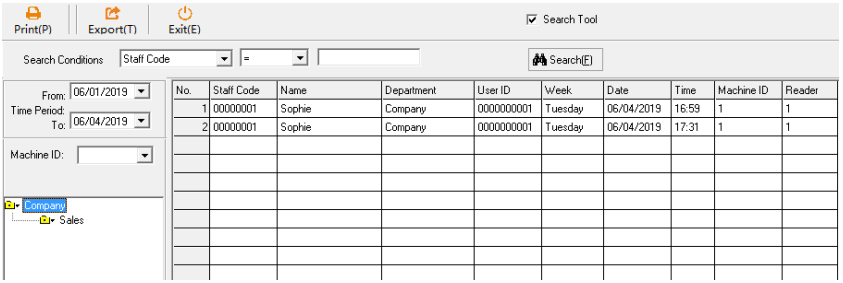
5.1.6 User Time Zone Report

This function allows you to look up assigned access permissions.



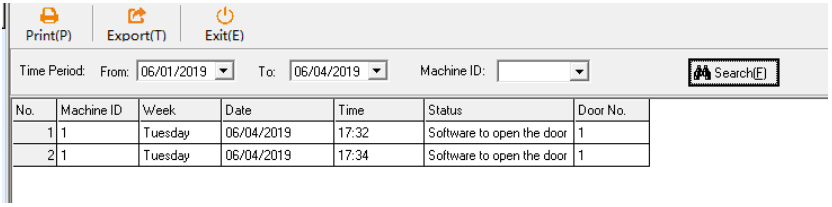
5.1.7 Access Detailed Report

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



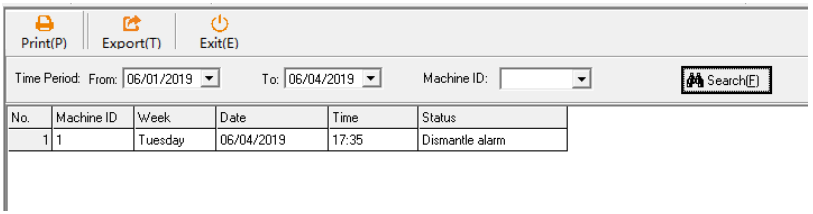
5.1.8 Button Event

Keeps track of button click event within the software that unlocks the door.



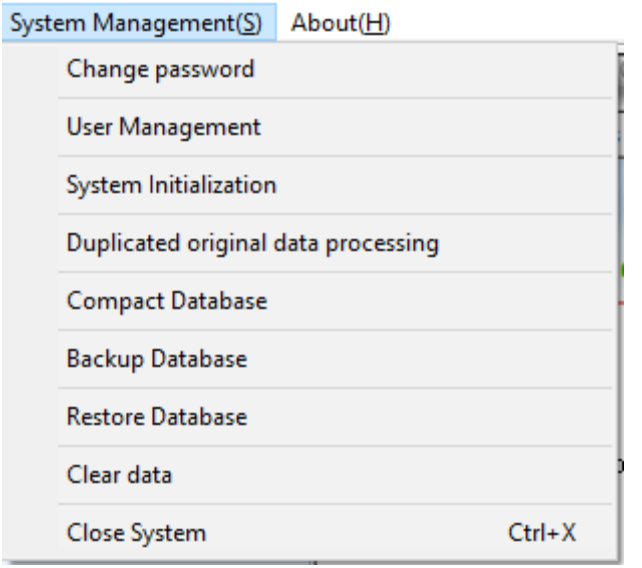
5.1.9 Alarm Event

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



Chapter 6. System Management

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



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

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

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

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

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

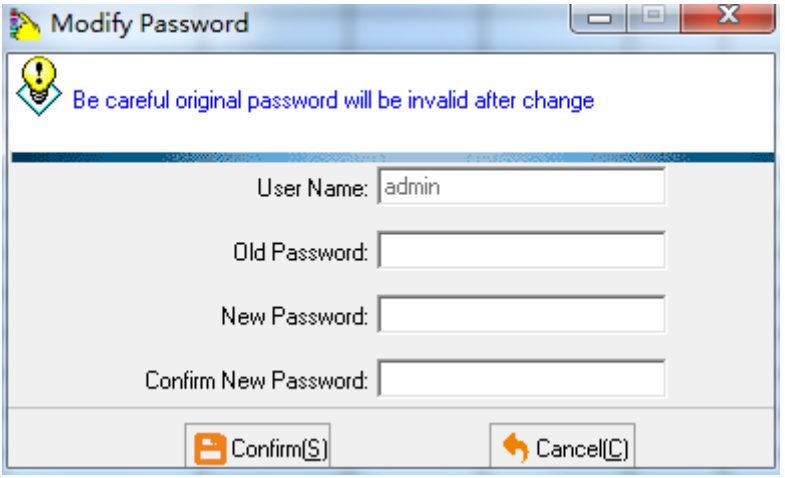
【Backup Database】: Creates a copy of the database.

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

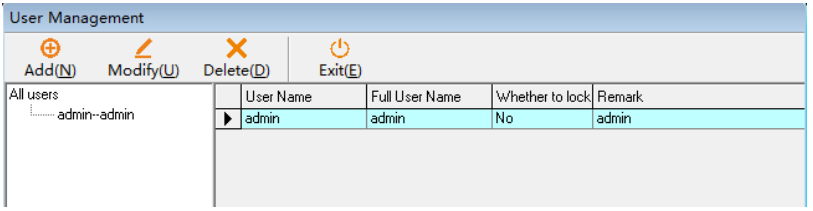
【Clear Data】:Delete expired data from the database.

6.1 Change Password

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



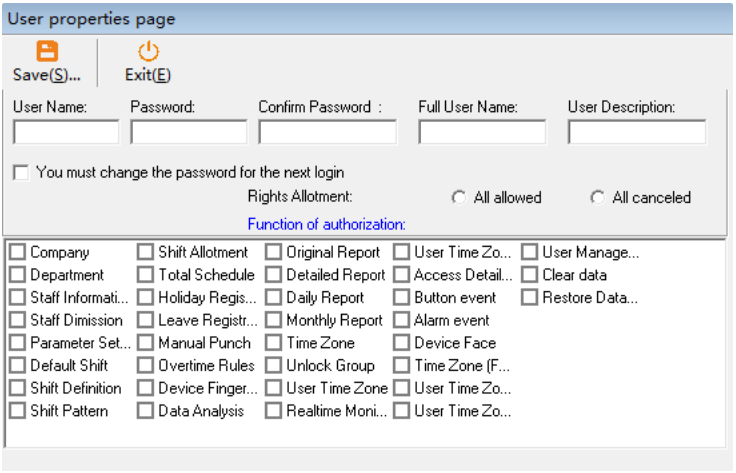
6.2 User Management



Steps:

1) Add AAS User

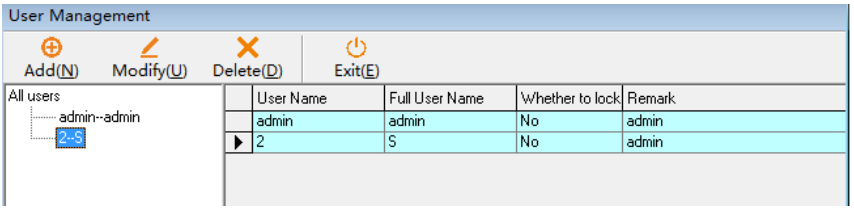
Within "User Management", click "Add" to bring up the "User Properties Page". (See image below)



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

2) Modify AAS User

Select a user from the list and click "Modify".



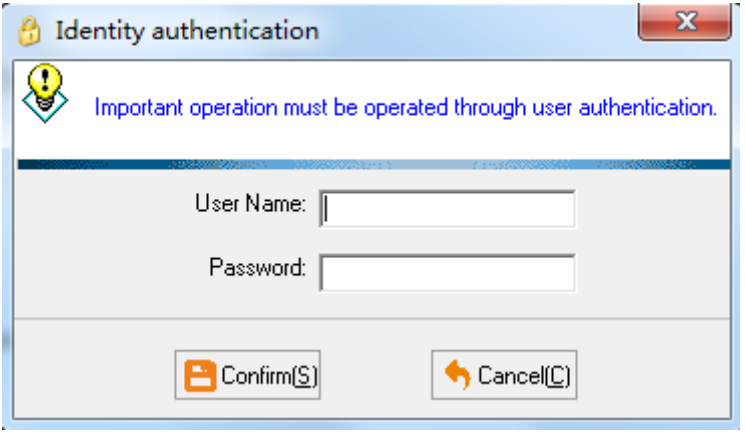
The "User properties page" will appear for you to modify the fields. Once finished, click "Save".

3)Delete AAS User

Select a user from the list and click "Delete".

6.3 System Initialization

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



6.4 Duplicated original data processing

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

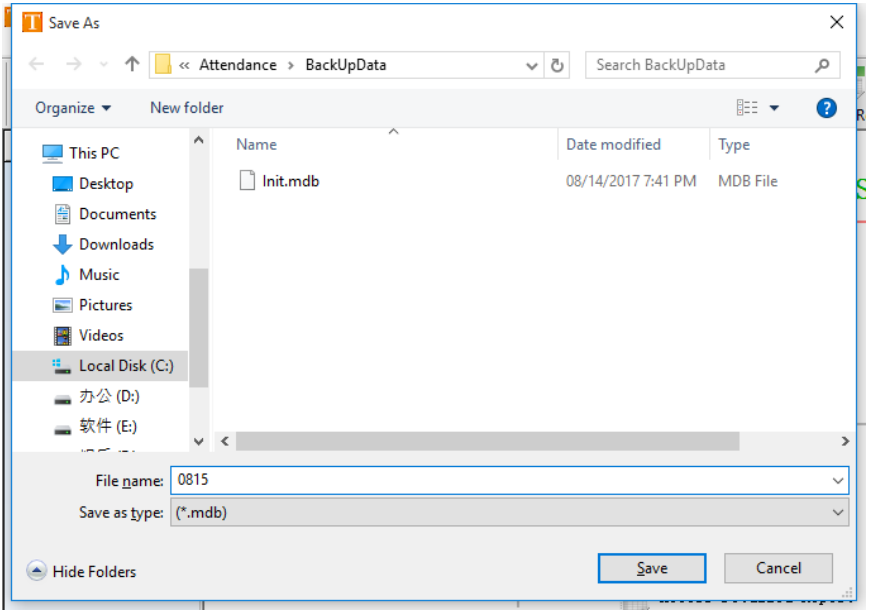
6.5 Compact Database

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

6.6 Backup Database

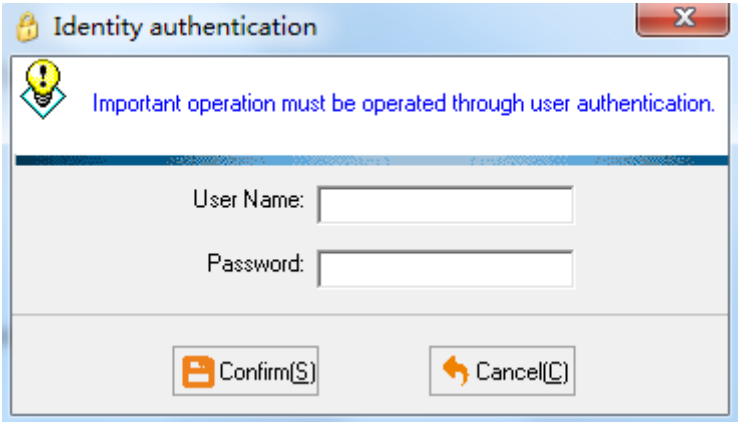
This operation creates a backup file within the directory you specified. In the event of system failure or corrupt files, this file can be used on a fresh installation to restore the settings.

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

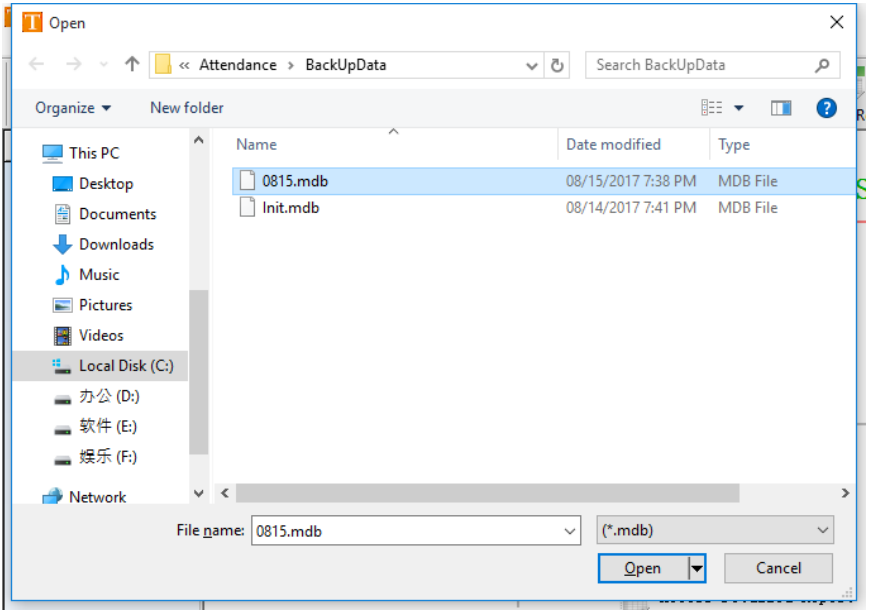


6.7 Restore Database

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

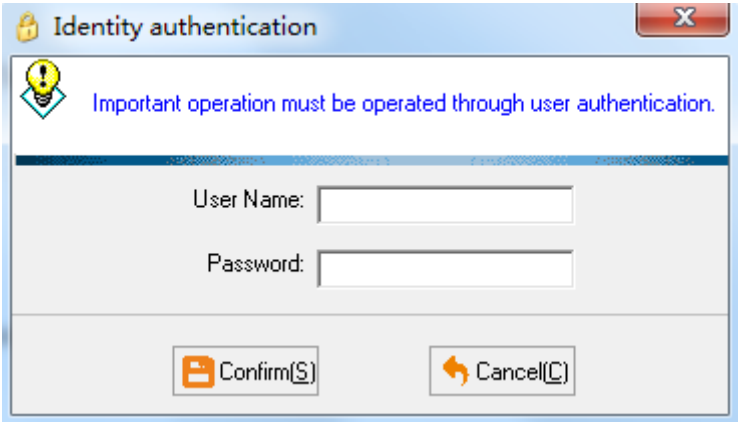


With the windows prompt, navigate the directory to find the backup file with .mdb extension. Click "open" to finish.



6.8 Clear Data

Within "System Management", click "Clear Data". Then enter your credentials.



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