USER MANUAL

BioTime 9.5

Version: **9.5**
Date: **August 2024**

Contents

Glossary

Absence: Based on attendance parameter settings, the case of no check-in or check-out in attendance statistics can be counted as absence, or late arrival/early leaving for more than N minutes in attendance parameter settings can be counted as absence.

Actual Attendance Time: It refers to the actual attendance time of an employee on which statistics are collected based on the check-in/out record in due attendance time during the start and end time. The default unit is workday, and the statistical rule can be changed in Attendance > Calculation Item > Expected/Actual.

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

Attendance Status: It refers to what type of the attendance for punching will be counted in the attendance result. By default, the system has eight statuses: Check-In, Check-Out, Dinner-Start, Dinner End, OT-In, OT-Out, Break-Out, and Break-In.

Attendance Timetable: It refers to the timetables possibly used during attendance settings and configuration all parameters such as work start/end time, permissible time for late arrival/early leaving, whether check-in/out is mandatory, permissible check-in/out time range, break time, and overtime. This is the minimum unit in attendance time settings.

Auto Overtime: When the punching time is later than work end time, this parameter determines whether the excessive time is counted as overtime.

Correction of Status: It refers to determine whether an employee checks in or out by following the attendance calculation rule according to the shift timetable and attendance time of this employee. The calculation is based on this status during statistics.

Due Attendance Time: It refers to the duration when an employee should be at work from the start time to the end time based on staff schedule. The default unit is workday, and the statistical rule can be changed in Attendance > Calculation Item > Expected/Actual. Specifically, the value is determined based on the unit (workday, hour and minute) as well as counted workdays and work minutes in the shift timetable.

Due Check-in/Due Check-out: Due Check-in/Due Check-out refers to mandatory check–in/out time in timetable setting. Yes means check-in/check-out is mandatory, and No means check-in/check-out is optional.

Early Leaving: Early leaving includes the time setting for corresponding timetable and the setting of starting calculation of early leaving, and whether actual check-out time is earlier than due check-out time in the timetable. On the other hand, if Mandatory Check-out in the timetable is set to Yes and the attendance parameter is Ending Work Without Check-out is Counted as Early Leaving for N Minutes, the actual time without check-out is counted as early leaving for N minutes. The time of early leaving does not affect the work minutes for attendance calculation.

Exception: It refers to the leave time during this timetable.

Flexible Shift: It refers to a default attendance shift set in the system. It is a cycle of flexible timetable within a week. If an employee works in a flexible schedule and attendance checking is required, a flexible shift can be arranged. If an employee has a punching record without a shift arranged, the attendance is calculated based on flexible shifts and classified as some overtime such as overtime on days off or on holidays. The flexible shift is applicable to business owners, business personnel, service staff and order-oriented production people.

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

Late Arrival: Late arrival includes the time setting for corresponding timetable and the setting of starting calculation of late arrival, and whether actual check-in time is later than due check-in time in the timetable. On the other hand, if Must Check-in in the timetable is set to Yes and the attendance parameter is No Check-in, Count as Late 60 Minutes,

the actual time without check-in is counted as late arrival for N minutes. The time of late arrival does not affect the work minutes for attendance calculation.

Must Check-in/Check-out: In some companies, only check-in or check-out is carried out. If check-in or check-out is set to be mandatory, corresponding items are included in the range of attendance.

No Check-in/No Check-out: No Check-in/No Check-out refers to the times of no actual implementation in the times of due check-in/due Check-out.

Permissible Late Arrival/Early Leaving: It refers to the permissible time for late arrival/early leaving before the designation of late arrival/early leaving starts during specified work time.

Role: When using the system, a super user needs to assign different levels to new users. To avoid settin g users one by one, you can set roles with specific levels in role management, and assign appropriate r oles to users when adding users.

Schedule: It refers to what kind of shift will be used in a timetable for employee attendance. It is a main basis for calculating attendance results. If an employee works in a flexible schedule and attendance checking is required, a flexible shift can be arranged. If an employee has a punching record without a shift arranged, the attendance results are calculated as overtime based on flexible shifts.

Shift: It refers to a preset work schedule for the personnel and is composed of one or more preset attendance timetables based on certain order and cycle period. For employee attendance, the employee shifts to be used must be set first.

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

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

Super user: It refers to a user with all operation permissions of the system. A super user is able to assign new users (such as company management personnel, registrars or attendance administrators) and configure corresponding user roles.

Temporary Schedule: If the shifts on some dates are adjusted due to temporary changes of employee work time after scheduling, the temporary schedule can be used. Temporary schedule can be set as only temporarily valid or appending to an employee shift (two schedule records in the attendance statistics in this case). This mode of schedule is very applicable to the posts without fixed schedules.

Time in a Timetable: It refers to the work time of an attendance timetable in the shift setting on that day.

Unit/Minimum Unit: The unit covers day, hour and minute and the minimum unit is a numeric value. The combination of these two is used to set the minimum computing unit of a parameter in statistics such as one day, one hour or one minute. For example, the minimum unit of leave is set to one hour. When rounding-off is enabled, the value 1.5 is counted as two hours and the value 1.4 is counted as one hour after rounding-off.

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

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

Chapter 1 System Introduction

1.1 System Function Introduction

This system implements unified management for customers in terms of time and operation safety and helps the customers continuously improve safety management efficiency, so as for simpler and more reasonable time management as well as more value.

➢ **System Features**

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

2. The visual and reasonable operation procedure integrates years of attendance management experience.

3. The automatic user list management makes management more scientific and efficient.

4. The permission management based on multiple-level management roles guarantees user data security.

5. The real-time data collection system ensures that administrators can acquire attendance data in time.

➢ **Requirements of Server Hardware Configuration**

CPU: basic frequency more than 2.0 GHz;

Memory: 4 GB and above;

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

➢ **Software Operating Environment**

Supported operating system: Windows 8/8.1/10, Windows Server 2003/2008/2012

Supported database: MS SQL Server2005/2008, Oracle 11g, MySQL 5.0.45

Supported mainstream browser: IE 11+, Google Chrome 33+, Firefox 27+

➢ **Functions**

This system mainly consists of the following functional modules:

Personnel System: The personnel system includes three parts: department management settings for setting the company's main architecture; employee management settings for entering employee information into system, allocating employees to departments and then conducting employee maintenance; card issuing to employees in the system so that the employees swipe cards for attendance.

Device System: Set the communication parameters for connecting to devices. The communication with devices is successful only after communication parameters are set correctly, including the settings in both the system and devices. After the communication is successful, you can view the information on the connected devices and perform operations on them such as remote monitoring, uploading, and downloading.

Attendance System: Achieve the collection and statistics of employee attendance data, data query, improve personnel management, facilitate employee check-in, facilitate the statistics and assessment of employee attendance conducted by management staff, facilitate the query and assessment of attendance rate in each department conducted by management staff, well understand employee attendance and effectively manage and understand employee turnover.

Access Control: Assign time periods, holidays, and access groups, unlock combinations etc. to employee or devices. Also the related access control parameters, such as Door Lock Delay, Door Sensor, Anti-Passback, Duress options etc. can be set for device to control the lock and other devices.

Payroll: In this function, salary of each employee can be defined along with the allowances, deduction, expenses, loan and cash advance. Payroll formulas can be assigned also such as OT formula, Exception formula, and Leave

formula and can set to deduct from employee's salary. It can also export payroll reports in different formats.

System setting: Mainly to assign system users and configure user roles, set the system parameters and manage the system operation logs.

1.2 Basic System Use Procedure

The following takes a super user as an example to introduce how to use the system. Different users have different operation permissions, so corresponding operation procedures are different. Users need to only follow the procedure below to operate the items displayed on the interface.

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

Step 2: Assign accounts and roles for the personnel using the system (such as company management personnel, registrars and attendance administrators).

Step 3: Set common system information such as system parameters, announcements and alerts.

Step 4: Set the department organization architecture according to the company structure and set corresponding position information.

Step 5: Enter employee information, and conduct daily maintenance.

Step 6: Set the regional structure of the company, add a T&A device for the system, and configure basic information about the device.

Step 7: Set the attendance parameters. You can use the default settings or modify the settings as required.

Step 8: Set the attendance timetables which may be used during attendance, and set relevant parameters.

Step 9: Set the shifts frequently used in attendance system, that is, the cycle combination modes of attendance timetables within the time interval.

Step 10: Schedule the shifts for employees and set which employees are in which shifts. For an employee with the shift arranged, if a temporary change occurs, the temporary schedule can be used for setting.

Step 11: Conduct attendance maintenance. During daily attendance, because of abnormalities, the settings of leave, holiday, and compensatory leave are required.

Step 12: Enable the system to output an attendance report. The system collects statistics and outputs attendance reports on the basis of attendance period.

Chapter 2 System Management

2.1 Login

➢ **User Login**

(1) After the program is installed on the server, a user can double-click the program icon on the desktop to access the system login interface.

(2) As soon as the user completes program installation on the server, other computers can access this server through network to user this system.

(3) Open the browser, enter the server IP address and port number in the address bar and click Enter to access the system login interface.

To use the system on a server, choose Program > BioTime > BioTime Server Controller and start the service, and then double-click the shortcut icon of BioTime Home Page on the desktop. The system login interface pops up.
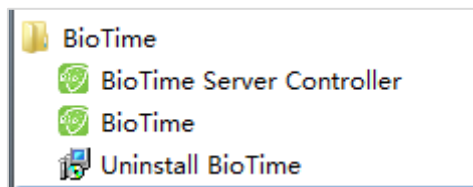
 (4) When you enter the system, authentication is required to guarantee system security. A super user (with all operation permissions) is provided for a user using this system for the first time. Enter the username and password, and click Login to access the system home interface.

✍ **Note**: The username and password of the super user are both admin. After the user logs in to the system for the first time, in order to guarantee system security, use the change password function to change this password.

This super user is able to assign new users (such as company management personnel, registrars and statistics clerks) for the employees inside the company and configure corresponding user roles. For specific operations, please refer to 6.1.2 "User Management."

(5) After the user logs in, the system displays the main interface, as shown in the figure below.
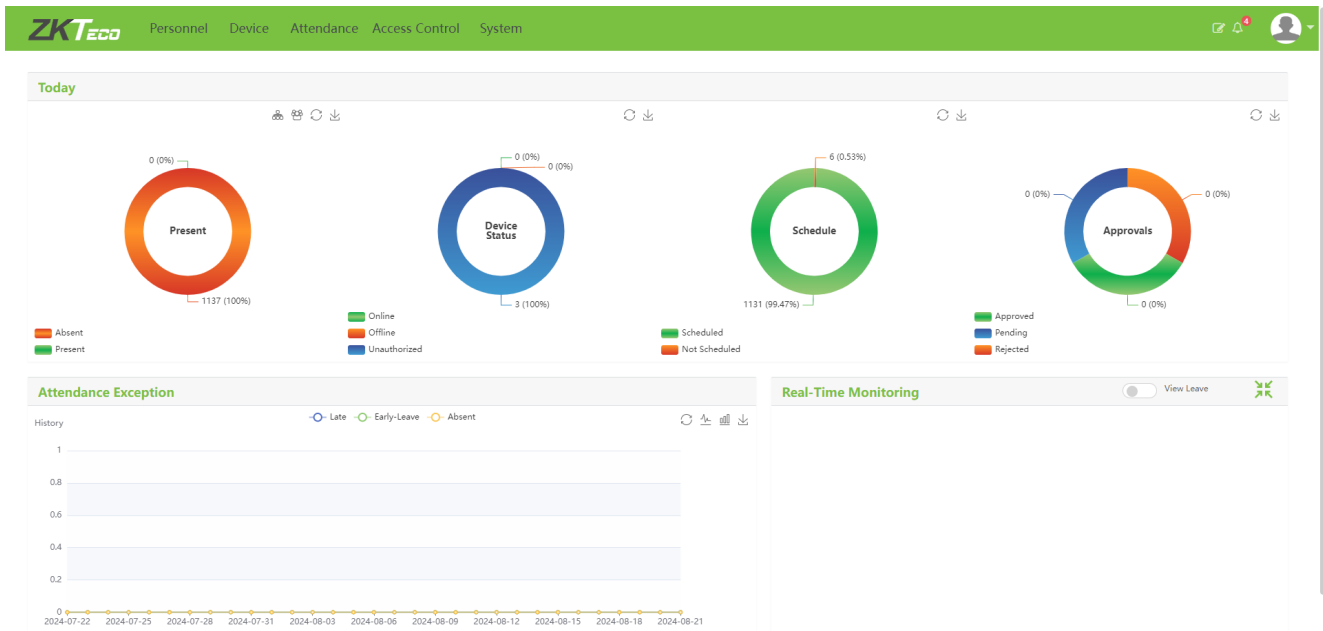
On the main interface, six menu panels are displayed: Personnel, Device, Attendance, Access Control, Payroll and System. Click a related following function below any panel to quickly access the corresponding interface.

2.2 Logout

Click the **menu button** on top-right of the interface, select Logout and click [**Confirm**] to return to the system login interface, or close the browser directly to log out of the system completely.

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

2.3 Change Password

A super user or new users created by the super user change their passwords (the default password of new users is 123456) to guarantee safe system operation. Click the **menu button** on top-right and select [**Password**]. Enter the old password, new password, enter the new password again, and click [**Confirm**] to complete change.

Chapter 3 Personnel Management

Before using the attendance function of the system, enter the personnel system for setting first: department settings for setting the main architecture of the company, and personnel settings for entering employees into system, allocating employees to departments and then conducting employee maintenance.

3.1 Department Management

Choose [**Personnel**] > [**Department**] to access the department management interface, as shown in the figure below.
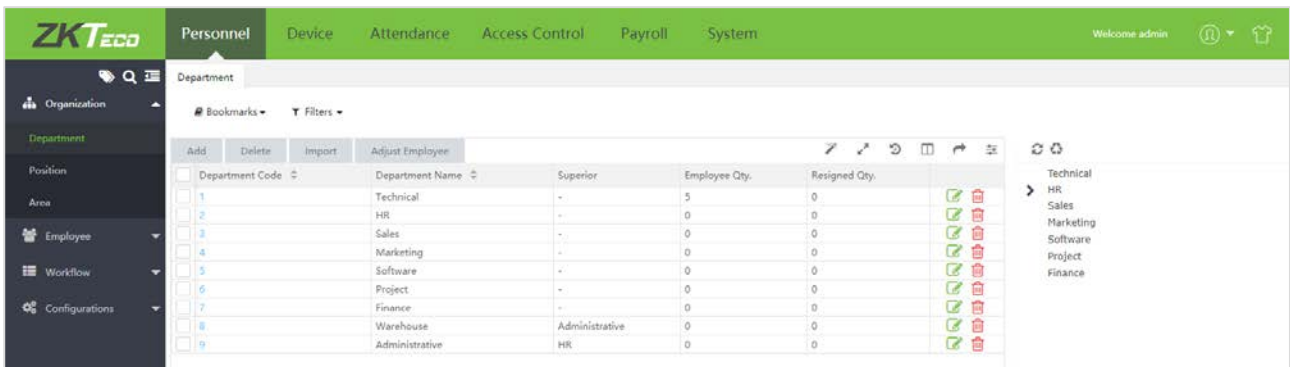
Before managing company personnel, set the department organization structure of the company. When this system is used for the first time, a level 1 department named Department and numbered 1 already exists in the system by default. This department can be edited (modified) but cannot be deleted.

3.1.1 Add a Department

1. Choose [**Personnel**] > [**Department**] > [**Add**] to access the department adding interface, as shown in the figure below.

Set the parameters as required based on the following steps:

Department Code: The value cannot be the same as any other department number, with a length limit of 50 digits.

Department Name: Enter the department name which can be composed of any character (a combination of 100 characters at most).

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

2. After the completion of setting, click [**Confirm**] to save the settings and return to the Department interface, and the information on the new department is displayed in department list. The company's department structure chart

is displayed on the right side of the interface in the form of department tree. Click to refresh the department tree.
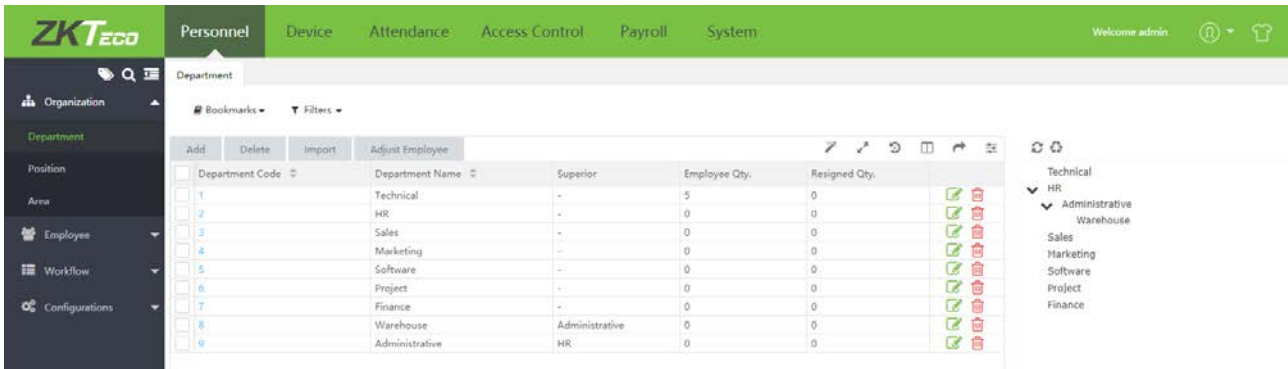

Notes:

1. You can click **Import** to import the department information in other software or data into this system. For specific operations, please refer to 4."Import" in Appendix 1.

2. You can click to export the department data in software locally. For specific operations, please refer to 5. "Export" in Appendix 1.

3.1.2 Edit a Department

If a department change or organization structure change occurs in the company, you can modify the department name, number and parent department. Click Department Code of the department to be modified directly or click in the line of the department to be modified to access the editing interface. After modification, click [**Confirm**] to save the modified department information.

3.1.3 Delete a Department

Select the department to be deleted, and then click [**Delete**] on upper left of the department list. Or directly click in the line of the department to be deleted to access the confirmation interface for department canceling. Click [**Confirm**] for confirmation of canceling the selected department.

 Notes:

Departments cannot be deleted or modified at will. Deleting or modifying a department causes the personnel belonging to this department to belong to no department. This also causes the failure to query for some historical data. If deletion or modification is indeed required, transfer the personnel in this department to other departments, and then delete the department. That is, the department being used cannot be deleted.

3.1.4 Adjust Employee

You can adjust employees to selected department in batches.

1. Choose [**Personnel**] > [**Department**], select corresponding department, click [**Adjust Employee**].

2. In the personnel list, select the personnel requiring adjusting to selected department in batches (you can search personnel by department, name or personnel No.).

3. Select the personnel (mandatory), and click [**Confirm**]. The departments of selected personnel will all change.

3.2 Position Management

Before setting company personnel, you need to add corresponding position information for the company.

Choose [**Personnel**] > [**Position**] to access the Position interface, as shown in the figure below.
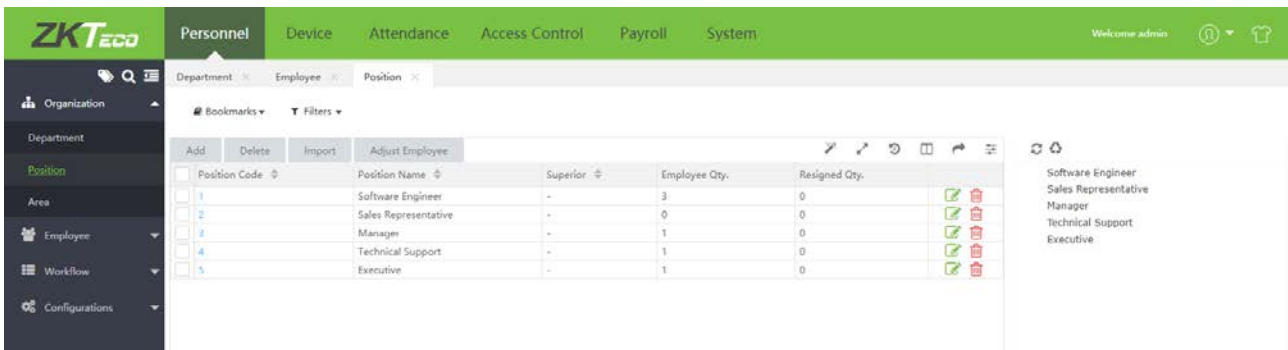
3.2.1 Add a Position

1. Choose [**Personnel**] > [**Position**] > [**Add**] to access the position adding interface.

Set the parameters as required based on the following steps:

Position Code: Enter the position number (exclusive).

Position Name: Enter the position title.

Superior: Select the parent position.

2. After the completion setting, click [**Confirm**] to save the settings and return to the Position interface. The information on the new position is displayed in the Position list.

3.2.2 Edit a Position

If the related position information changes in the company, you can use the position editing function to modify the position name, number and department. Directly click Position or in the line of the position to be edited to access the editing interface for modification. After modification, click [Confirm] to save the modification.

3.2.3 Delete a Position

Select the position to be deleted, and then click Delete on upper left of the position list. Or directly click in the line of position to be deleted to access the confirmation interface for position deletion. Click [**Confirm**] for confirmation of deleting the selected position.

3.2.4 Adjust Employee

You can adjust personnel position in batches.

1. Choose [**Personnel**] > [**Position**], select corresponding position, click [**Adjust Employee**].

2. In the personnel list, select the personnel requiring position setting in batches (you can screen personnel by department, name or personnel No.).

3. Select the personnel (mandatory), and click [**Confirm**]. The positions of selected personnel will all change.

Notes:

1. You can click Import to import the position information in other software or data into this system. For specific operations, please refer to 4."Import" in Appendix 1.

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

3.3 Area Management

Perform area division on devices to make sure various devices and personnel information are set in a designated area. (One device can belong to only one area.) The system will automatically issue the personnel information to the devices in real time and it is unnecessary for users to manually manage personnel information on devices each time.

Choose [**Personnel**] > [**Area**] to access the area setting interface.
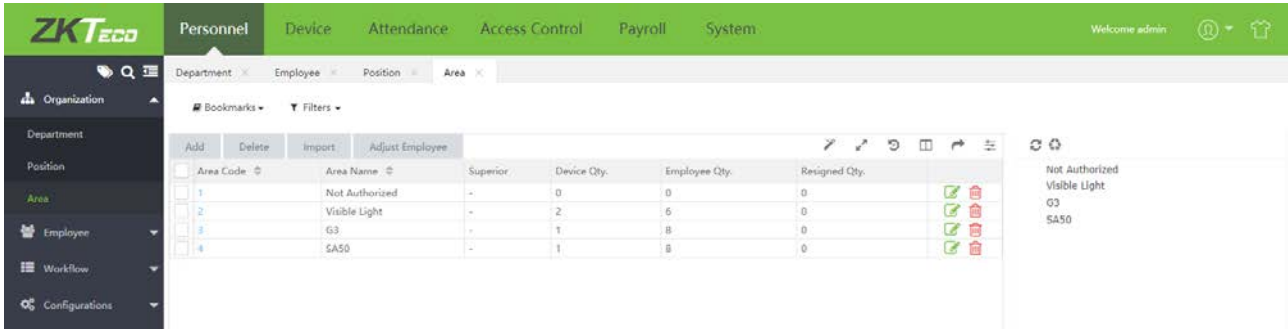
The system will set a default area, with the name of Area Name and number of 1.

3.3.1 Add an Area

1. Choose [**Personnel**] > [**Area**] > [**Add**] to access the area addition interface.

Set the parameters as required based on the following steps:

Area Code: Enter a unique area code.

Area: Enter an area name.

Superior: Select the parent area of this area from the drop-down list. (Optional)

2. After the completion of the settings, click [**Confirm**] to save the settings and return to the Area Settings interface.

The Area list displays the added area. An area tree will appear on the right of the interface. Click to update the interface.
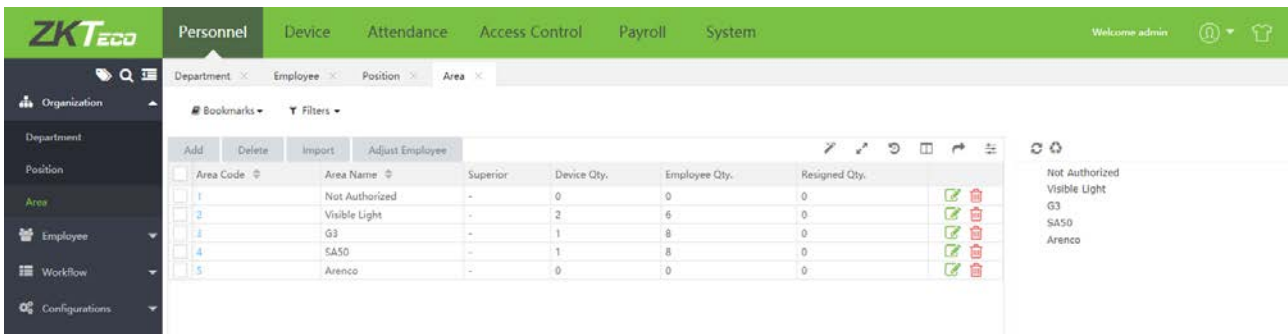
3.3.2 Edit an Area

1. In the area list, click an area code, or click in the line of the area to be edited to access the area editing interface.

2. Modify various parameters as needed. (The modification method is the same as the method of setting parameters in the area adding section.) After modification is completed, click [**Confirm**] to save the area information modified.

3.3.3 Delete an Area

In the area list, select the area to be deleted and then click [**Delete**] on the upper of the area list or directly click in the line of the area to be deleted to access the area deleting confirmation interface.

Click [**Confirm**] to delete the selected area and return to the area setting interface. The area list no longer displays the deleted area.

✐ Notes:

1. The default area cannot be deleted.

2. Areas that have been used by personnel or equipment cannot be deleted.

3. Areas with subordinates cannot be deleted.

3.3.4 Adjust Employee

You can adjust personnel area in batches.

1. Choose [**Personnel**] > [**Area**], select corresponding area, click [**Adjust Employee**].

2. In the personnel list, select the personnel requiring area setting in batches (you can screen personnel by department, name or personnel No.).

3. Select the personnel (mandatory), and click [**Confirm**]. The area of selected personnel will all change.

Notes:

1. You can click Import to import the position information in other software or data into this system. For specific operations, please refer to 4."Import" in Appendix 1.

2. You can click [icon] to export the position data in software locally. For specific operations, please refer to 5. "Export" in Appendix 1.

3.4 Personnel Management

1. When starting to use this management system, you need to register personnel in the system or import the personnel information in other software or data to this system. For specific operations, please refer to 4. Import in Appendix 1.

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

3.4.1 Add an Employee

1. Choose [**Personnel**] > [**Employee**] > [**Employee**] > [**Add**] to access the personnel adding interface.

Set the parameters as required based on the following steps:

➢ **Profile**

Employee ID: User ID, no more than 20 digits in length, no duplicate numbers.

First Name: User's first name.

Last Name: User's last name.

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

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

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

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

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

Employee Photo:

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

Photo

Click [**OK**] to save the settings and return to the Personnel interface.

➢ Private Information

Click tab [**Private Information**] to expand Personnel Details.

Set each parameter as needed.

SSN: Set personnel social security number.

Local Name: User's local name.

Gender: Select the gender of the user.

Passport No. : Set personnel passport number.

Automobile License: Set personnel automobile license.

Motorcycle License: Set personnel motorcycle license.

Contact Tel: Set personnel contact telephone number.

Office Tel: Set office telephone number.

Mobile: Set personnel mobile phone number.

National: Set personnel national.

Religion: Set personnel religion.

City: Set Personnel city.

Address: Set personnel address.

Postcode: Set personnel postcode.

Email: Set personnel email address.

Birthday: Set the user's birthday.

➢ **Device Setting**

Click [**Device Setting**] to expand the setting interface.

Verify Mode: Set the verify mode when the user punches.

Device Privilege: Set the permission of a user in the device, with the options including the following four types.

Card NO.: Assign card numbers to personnel for attendance checking. Enter the card No. manually or use a card enroller for issuing cards.

PIN: Set the personnel password. The black-and-white T&A device supports passwords with only five digits. The color-screen T&A device supports passwords with only eight digits. Passwords with digits exceeding the specified length are cut out by the system automatically. When you change a password, clear the old password in the text box and then enter the new password.

Enroll Device: Personnel enroll device.

FP Register (v10): Register the user's fingerprints.

Bio-Photo: The bio-photo of personnel.

➢ **Attendance Settings**

Click [**Attendance Setting**] to expand the setting interface.

Enable Attendance: (the default value is Yes and No means this employee is not included in the result of attendance statistics). For some top management personnel and temporary personnel requiring no attendance checking, it can be set to No.

Enable Holiday: Whether to enable holiday function. The default value is Yes. No means while there is holiday, does not calculate this employee's attendance.

Self Password: Personnel self-login password.

Workflow Role: Set personnel workflow role.

➢ **App Settings**

Click [**App Settings**] to expand setting interface.

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

APP Role: Set personnel role.

➢ **Payroll Settings**

Click [**Payroll Settings**] to expand setting interface.

Payment Period: Set the payment period of personnel. Now only support monthly.

Payment Type: Set the payment type for employee. With the options including the following three types.

Bank Name: Set the bank name corresponding to the bank card held by personnel.

Bank Account: Set the bank account of personnel.

Agent ID: Set the agent ID of personnel.

Agent Account: Set the agent account of personnel

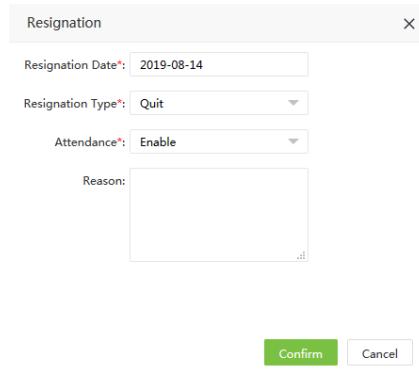2. After the completion setting, click [**Confirm**] to save the settings and return to the Personnel interface. The newly updated personnel information is displayed in the Personnel list.

Note: No matter whether the personnel is resigned or employed, the uniqueness of the number must be guaranteed, and the system will automatically go to the resignation database for number query when verifying.

3.4.2 Edit an Employee

1. In the personnel list, click a personnel number, or click in the line of the personnel to be edited to access the personnel editing interface.

2. Modify various parameters as needed. (The modification method is the same as the method of setting parameters in the area adding section.) After modification is completed, click Confirm to save the personnel information modified.

3.4.3 Delete an Employee

On the Personnel interface, select the employee (or employees) to be deleted, and click [**Delete**] on upper left of the personnel list or directly click 🗑 in the line of the personnel to be deleted to access the confirmation interface for deletion.

Click [**Confirm**] to complete the deletion operation.

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

3.4.4 Adjustment
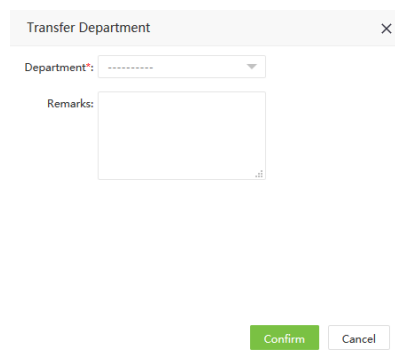
Personnel adjustment covers personnel transfer (transfer department, transfer position, transfer area, pass probation) and resignation.

1. Personnel Transfer

This includes adjust department, adjust position, adjust adjustment, pass probation.

The following uses department adjustment as an example to describe the specific operations.

(A) In the personnel list, select an employee (or employees), and click [**Adjustment**] > [**Transfer Departmen**t] to access the department adjustment interface, as shown in the figure below.

(B) In the Department drop-down list, select the department to which the employee is to be adjusted and enter the information in Transfer Reason and Remark as required.

(C) After the completion of the setting, click [**Confirm**] to save the settings and return to the Personnel interface.

Note: The operations of adjust position, adjust adjustment, pass probation are the same as the operation of department adjustment and are not described here.

2. Personnel Resignation

The operations of personnel resignation cover personnel resignation and disabling attendance.

(A) In the personnel list, select the employee (or employees), and click [**Adjustment**] > [**Resignation**] to access the

resignation setting interface.

The following shows how to perform the operation.

Resign Date: Select the date of resign.

Resignation Type: Choose the types of leave such as suspension, dismissal, resignation, transfer, unpaid retention.
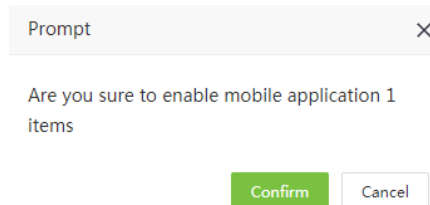
Attendance: Check if attendance needs to be closed. (If checked, personnel details will be deleted from the attendance device)

Reason: Enter the reason for resignation as required. It can be left blank.

(B) After the completion of setting, click [**Confirm**] to save the settings and return to the Resignation interface, and the just added employee for resignation will be displayed in the resigned personnel list.

3.4.5 App Enable/Disable Settings

1. In the personnel list, select the employee (or employees), and click [**App**] > [**Enable/Disable**] to access the App enable/disable confirmation interface.
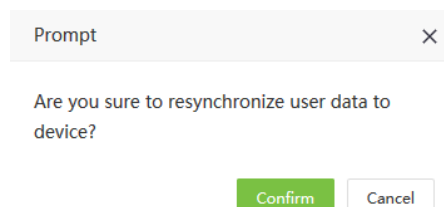
2. Click [**Confirm**] to enable/disable the user's access to the APP.

3.4.6 Re-synchronize to Device

Synchronize personnel on the software to devices in the corresponding area.

1. In the personnel list, select an employee (or employees) and click [**More**] > [**Synchronize to Device**] to access the confirmation interface for synchronizing.
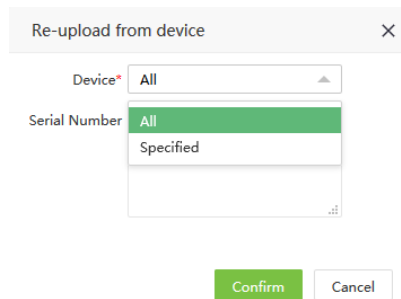
2. Click [**Confirm**], personnel are synchronized to the device.

3.4.7 Re-upload from Device

Re-upload personnel from device to the software.

1. In the personnel list, select an employee (or employees) and click [**More**] > [**Re-upload from Device**] to access the confirmation interface for re-uploading. Here you can re-upload personnel from all device or specified device.
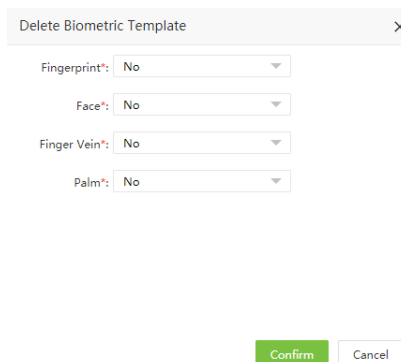
2. Click [**Confirm**], personnel are synchronized to the device.

3.4.8 Delete Biometric Template

In the personnel list, select an employee (or employees) and click [**More**] > [**Delete Biometric Template**] to access the confirmation interface for deleting biometric template.

Select the type of biometric template to delete. Click [**Confirm**], and the biometric template of the selected employee is deleted, and the biometric template of this employee in the devices is also deleted.

3.5 Personnel Resignation

3.5.1 Add a Resignation

1. Choose [**Personnel**] > [**Employee**] > [**Resign**] > [**Add**] to access the new resignation adding interface.

The following shows how to perform the operation.

Employee: Select the employee for resignation. (You can screen personnel by department, name or personnel No).

Resign Date: Select the date of resignation.

Resign Type: Choose the types of leave such as Quit, Dismissed, Resign, Transfer, Retain Job Without Salary.

Resign Reason: Enter the reason for resignation as required. It can be left blank.

Attendance: Check if attendance needs to be closed. (If checked, personnel details will be deleted from the attendance device)

2. After the completion of setting, click [**Confirm**] to save the settings and return to the Resignation interface, and the just added employee for resignation will be displayed in the resigned personnel list.

3.5.2 Delete Resignation

On the Resignation interface, select the employee (or employees) to be deleted, and click [**Delete**] on upper left of the personnel list or directly click 🗑 in the line of the personnel to be deleted to access the confirmation interface for deletion.

Click [**Confirm**] to complete the deletion.

3.5.3 Reinstate

Reinstate a resigned employee from the resigned personnel list to the personnel list, delete this employee from the resigned personnel list and recover his/her file.

1. In the resigned personnel list on the Resignation interface, click to select the resigned employee who needs to be reinstated from resignation, and then click [**Reinstate**] above the resigned personnel list to access the confirmation interface for reinstatement from resignation, as shown in the figure below.
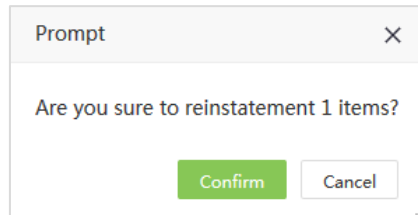
2. Click [**Confirm**] for confirmation and reinstating the information of this resigned employee to the (on-the-job) personnel list.

3.5.4 Disable Attendance

For an employee newly added for resignation with attendance not disabled immediately, follow the following method to disable attendance.

In the resigned personnel list on the Resignation interface, click to select the resigned employee whose attendance needs to be disabled, and then click [**Disable Attendance**] above the resigned personnel list to access the confirmation interface for disabling attendance, as shown in the figure below.
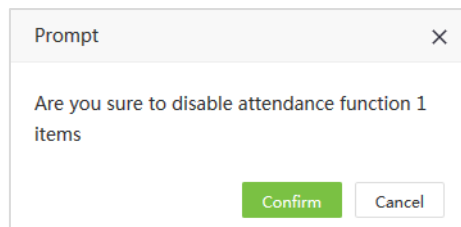
2. Click [**Confirm**] for confirmation and disabling the attendance of the selected resigned employee.

Notes:

1. You can click Import to import the personnel resignation information in other software or data into this system. For specific operations, please refer to 4."Import" in Appendix 1.
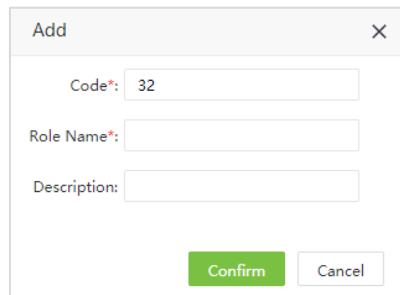
2. You can click mark ↱ to export the personnel resignation data in software locally. For specific operations, please refer to 5. "Export" in Appendix 1.

3.6 Workflow

3.6.1 Role

➢ Add a Role

1. Choose [Personnel] > [Workflow] > [Workflow Role] > [Add] to access the Add role interface.

The specific operation method is as follows:

Code: Set the serial number of the role (cannot be repeated).
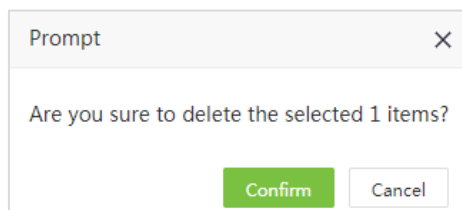
Role Name: Set the name of the role (cannot be repeated).

Description: Job description (optional).

2. After the completion of setting, click [**Confirm**] to save the settings and return to the Role interface, and the just added role will be displayed in the role list.

➢ **Delete a Role**

On the role interface, select the role (or roles) to be deleted, and click [**Delete**] on upper left of the list or directly click 🗑 in the line of the role to be deleted to access the confirmation interface for deletion.

Click [**Confirm**] to complete the deletion.

Note: A role cannot be deleted when it is already used by personnel or workflow.

➢ **Assign Employee**

1. On the role interface, click to select corresponding workflow role, and then click [**Assign Employee**] to enter the employee assignment interface:

2. Select personnel in the personnel list who need to set up roles in batches (you can filter by searching for departments, names, job numbers, etc.)

3. Click **[Confirm]**, and all the roles of the selected personnel will be changed.

3.9.2 Workflow Builder

➢ **Add a Workflow Builder**

1. Choose [**Personnel**] > [**Workflow**] > [**Workflow Builder**] > [**Add**] to access the Add workflow interface.

The specific operation method is as follows:
Start Date/End Date: Duration of workflow usage.
Code: Number of workflows (cannot be repeated).
Name: Naming of workflows.
Content Type: Select the type of workflow (including leave, overtime, change shift, training, and retroactive)

Employee: Click _____ to select "yes", then enter the personnel selection interface, and directly select the personnel executing the workflow; Select "No" to select departments and positions.

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

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

2. After the completion of setting, click the edit button ✏ on the interface to enter the interface of adding approval node.

Node Number ⇕	Node Name	operation
1		🗑

Confirm Cancel

3. Set the number of approval nodes, and after setting the node name, click [Confirm] to complete the setting of workflow node.

Notes:

1. When Employee is selected as "Yes", it goes directly to the selection of personnel, and the Position and Department functions are blocked, indicating that the executor of this workflow is the selected personnel.

2. When Employee is selected as "No" and neither Position nor Department is selected, the execution object of this workflow is the user with department but no position (provided that the department corresponding to this person has no special approval flow).

3.6.3 Workflow Node

When the workflow is set up, the workflow of the newly added successful node is displayed under Node, as shown in the figure:

Workflow Name ⇕	Code ⇕	Name ⇕	Approver	Approver Scope	Notifier	Notifier Scope	
12	1	1	main	Own Department	leader,boss,main	Own Department	✏
11	1	1	main	Own Department	leader,boss,main	Own Department	✏
9	1	1		Own Department		Own Department	✏
8	2	b		Own Department		Own Department	✏
8	1	a		Own Department		Own Department	✏
7	1	mainb	main	Own Department		All	✏
6	2	b	boss	All	leader,boss	All	✏
6	1	a	leader	All	leader,boss	All	✏
5	3	E		Own Department		Own Department	✏
5	2	D		Own Department		Own Department	✏

1. Click the workflow name corresponding to the node or click the edit button ✏ after the node to enter the node editing:

The specific operation method is as follows:

Node Number: The node number cannot be modified.

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

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

Approver Scope: Select "Own Department" means that only personnel in the selected role can approve the application from own department. Select "All" means that personnel in the selected role can approve the application from all department.

Notifier: Click ▼ to select the role to notify.

Notifier Scope: Select "Own Department" means that only the personnel in the selected role can receive the notification of application from own department. Select "All" means that the personnel in the selected role can receive the notification of application from all departments.

2. After the completion of setting, click [**Confirm**]. When the corresponding personnel applies, the application must be approved by the auditor. Only after the workflow is completed can the application be successful.

For example:

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

The user with ID 2 belongs to HR Department and the position is HR, the role is manager;

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

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

The application for overtime work of the staff should go through two nodes, one of which is the Manager and the other is the Boss. After setting up, the workflow of the two nodes will appear in the interface of the Node. The diagram below:

Click edit to enter the following interface:

Select the role and scope of the approver, the notifier, and the notification scope. The scope of this approval is selected as Own Department. The first node selects the person whose role is Manager for approval, and the notifier is also Manager. The second node selects the person whose role is Boss for approval, and the notifier is also the Boss. Click [Confirm] and the interface of node list is as follows:

	Workflow Name	Code	Name	Approver	Approver Scope	Notifier	Notifier Scope	
☐	12	1	1	main	Own Department	leader,boss,main	Own Department	✎
☐	11	1	1	main	Own Department	leader,boss,main	Own Department	✎
☐	9	1	1		Own Department		Own Department	✎
☐	8	2	b		Own Department		Own Department	✎
☐	8	1	a		Own Department		Own Department	✎
☐	7	1	mainb	main	Own Department		All	✎
☐	6	2	b	boss	All	leader,boss	All	✎
☐	6	1	a	leader	All	leader,boss	All	✎
☐	5	3	E		Own Department		Own Department	✎
☐	5	2	D		Own Department		Own Department	✎

When user No. 1 issues the application for overtime work, at this time, user no. 2 will receive the approval notice, and when user No. 2 passes the approval, user No. 3 will receive the approval notice. When every node passes the approval, user No. 1 will receive the email notice. (The application for overtime work and approval by ordinary users are all completed within the self-service of employees)

3.6.4 Delete Workflow

On the workflow interface, select the workflow (or workflows) to be deleted, and click **[Delete]** selected record on upper left of the list or directly click 🗑 in the line of the workflow to be deleted to access the confirmation interface for deletion.

Click **[Confirm]** to complete the deletion.

Note:

Cannot delete and edit while the workflow is being use.
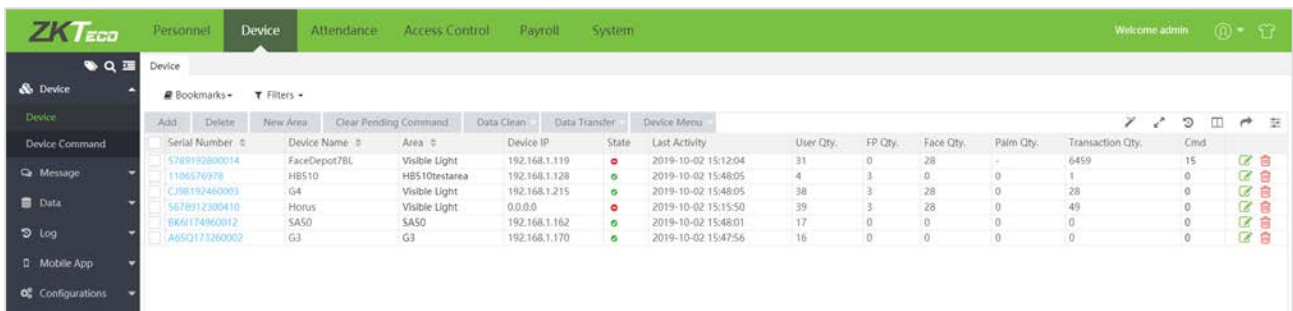
3.7 Document Management

3.7.1 Add Document Type

1. Choose [**Personnel**] > [**Configurations**] > [**Document**] > [**Add**] to access the adding document interface.

The specific operation method is as follows:

Cert Code: Set the serial number of the certificate (cannot be repeated).
Cert Name: Set the name of the certificate.

2. After the completion of setting, click [**Confirm**] to save the settings and return to the Document interface, and the just added document type will be displayed in the document list.

Notes:

1. You can click [Import] to import the document type in other software or data into this system. For specific operations, please refer to 4."Import" in Appendix 1.

2. You can click to export the certificate type in software locally. For specific operations, please refer to 5. "Export" in Appendix 1.

3.6.2 Delete Certificate Type

On the Document interface, select the certificate type (or types) to be deleted, and click [**Delete**] selected record on upper left of the list or directly click in the line of the personnel to be deleted to access the confirmation interface for deletion.
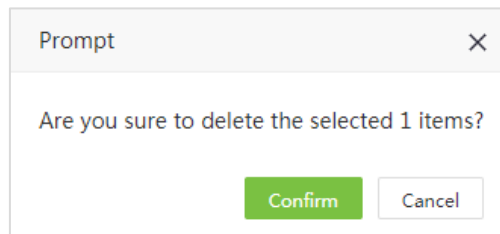
Click [**Confirm**] to complete the deletion.

Note: The type of document used cannot be deleted.

Chapter 4 Device Management

To use the attendance function, a user must install devices and connect them to the Internet first; then, the user needs to set the corresponding parameters in the system so as to manage connected devices from the system, thereby implementing digital management, including uploading user attendance data, downloading the configuration information, and exporting various reports.

4.1 Device Management

Set communications parameters for connecting to devices. The communication with the devices is successful only after parameters on the system and the devices are set correctly. After the communication is successful, you can view the information on the connected devices and perform operations on them such as remote monitoring, uploading, and downloading.

Click [**Device**] > [**Device**] to access the T&A device management main interface. All connected T&A devices are displayed in a list.

The above interface displays as follows:

Serial Number: - It shows the device serial number.

Device Name: - It shows the name of the device. For automatically connected devices, it shows Auto_add.

Area: It shows that the device is added in which area as defined in the software.

Device IP: The IP address of the device.

Device Model: - The model of device.

Firmware/Push Version: - It shows the build firmware/push version.

State: - ✅ shows connected, ⛔ shows not connected, ⚠️ means need to assign area except the default area to device

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

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

FP Qty: It shows the number of Fingerprints registered.

Face Qty: It shows the number of Faces registered.

Palm Qty: It shows the number of Palms registered.

Transaction Qty: It shows the total number of attendance records.
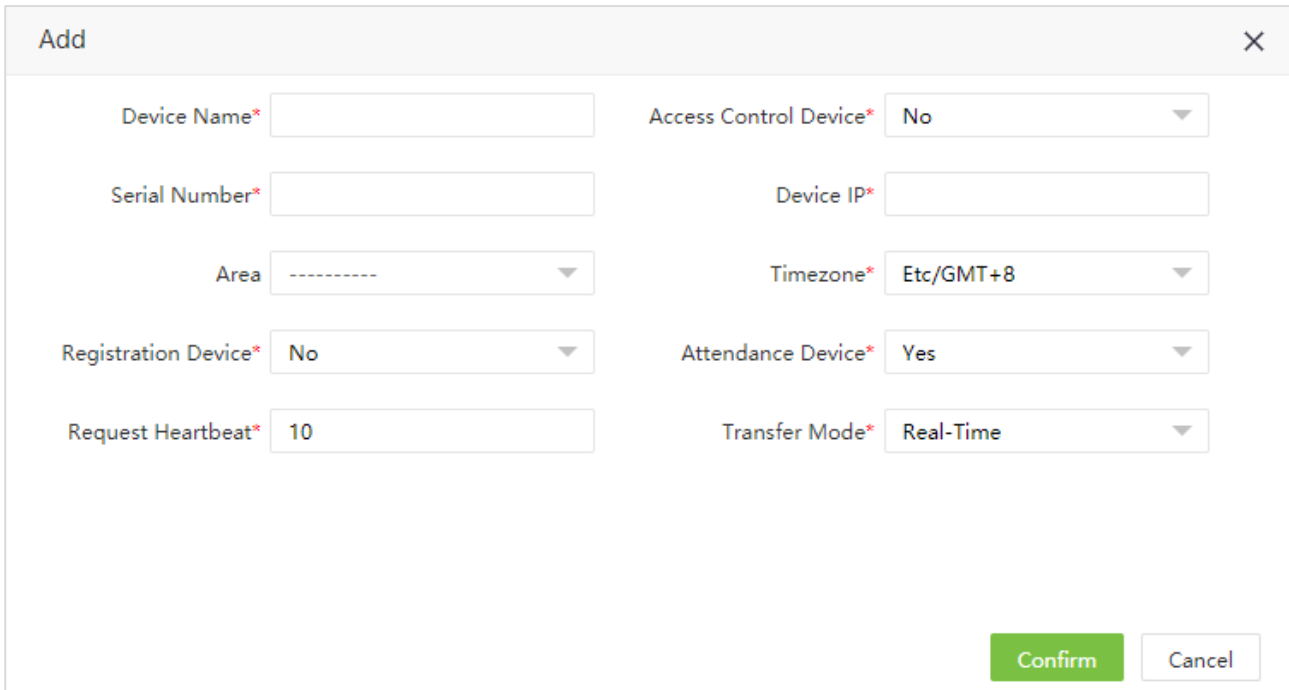
Last Sync: It shows the time that the system issues data to the device last time.

4.1.1 Add a T&A Device

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

➢ **Manually Add a T&A Device**

1. Choose [**Device**] > [**Device**] > [**Add**] to access the device addition interface.

Set the parameters as required based on the following steps:

Device Name: Enter any characters, with 50 characters at most.

Access Control Device: Set whether this device as an access control device, if yes, then this device will be added to Access Control Module automatically.

Serial Number: Enter the serial number of the device.

Device IP: Enter the IP address of the device.

Area: In the drop-down list, select the area to which the T&A device belongs.
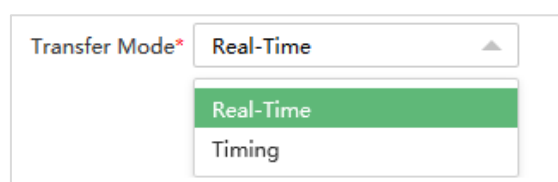
Time Zone: When a time zone is selected, the time on the T&A device will be automatically synchronized to the standard time in this time zone.

Registration Device: Set the device as a registration device or not. If yes, then the personnel registered from device will be uploaded to the software automatically.

Attendance Device: Set the device as an attendance device or not.

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

Transfer Mode: Set the data transfer mode between software and devices. Here are two kinds as following:

2. After the setting is completed, click [**Confirm**] to add the device and return to the Device interface. The device list displays the T&A device.

✎ **Note**: If an employee is added to a device, when the employee information is uploaded to the server, the information will be automatically synchronized to other devices in the same area as the employee on the server.
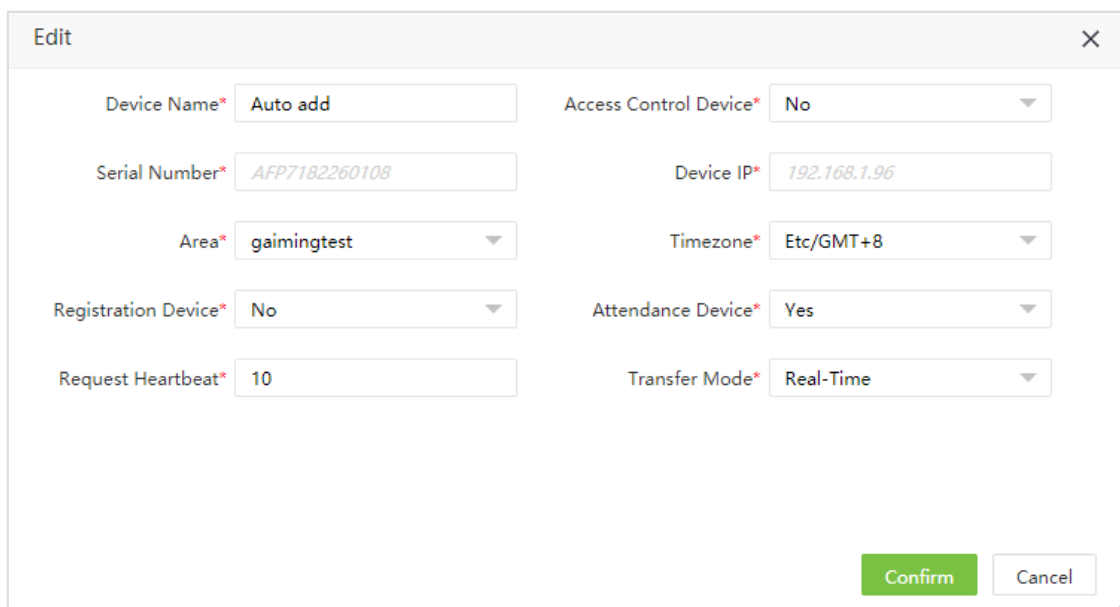
➢ **Automatically Add a T&A device**

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

Note: Automatically added devices need to be assigned to custom areas to communicate with the software.

4.1.2 Edit a Device

Click a device name, or click [edit icon] in the line of the device to be edited to access the device editing interface.
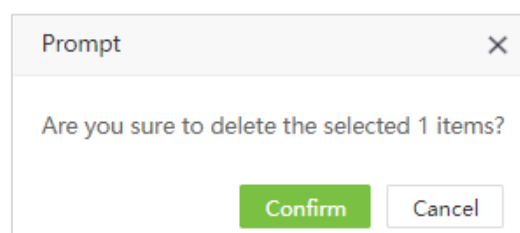
Note: Grey items cannot be edited. The device name cannot be the same as the name of another device.

4.1.3 Delete a Device

Detailed operations are described as follows:

1. Click to select the device to be deleted, and then click [**Delete**] above the device list, or directly click [delete icon] in the line of the device to be deleted to access the device deletion confirmation interface, as shown in the following figure.

2. Click **[Confirm]** to delete the device selected and return to the Device interface. The device list no longer displays the device deleted.
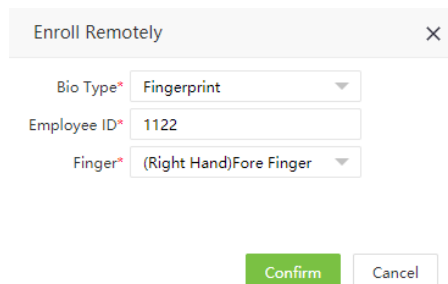
4.1.4 New Area

Click [**Device**] > [**Device**] > [**New Area**] to create a new area conveniently. For the detail operation, please refer to 3.3.1 Add an Area

4.1.5 Enroll Remotely

This function is suitable for the case while having set device administrator for device, and administrator is not available to operate device and enroll fingerprint for personnel.

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

Set the parameters as required based on the following steps:

Bio Type: Select the biometric type, now only support fingerprint.

Employee ID: Input the employee ID.

Finger: Select corresponding finger which need to enroll remotely.
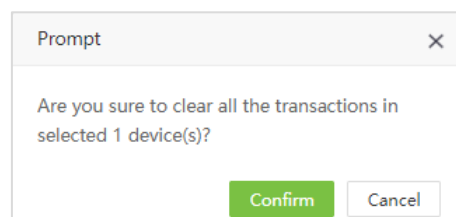
2. Click **[Confirm],** the software will issue command to device, and the device will open the enroll fingerprint menu, then the personnel just need to press the finger and finish the enrollment:
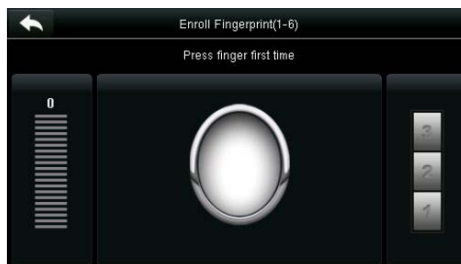
4.1.6 Data Clean

➢ **Clear Attendance Data**

1. Click to select a device and click **[Data Clean]** > **[Clear Attendance Data]** to access the Clear data interface:

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

➢ **Clear Capture Photo**

Users can choose to clear attendance photo on a T&A device.

1. Click to select a device and click [**Data Clean**] > [**Clear Capture Photo**] to access the Clear Capture Photo interface (Mainly delete attendance photos and blacklist photos):
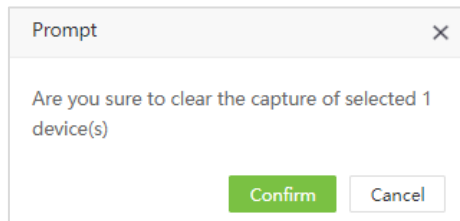
2. Click [**Confirm**] to delete the capture.

➢ **Clear All Data**

Users can choose to clear all data on a T&A device.

1. Click to select a device and click [**Data Clean**] > [**Clear All Data**] to access the Clear All Data interface:
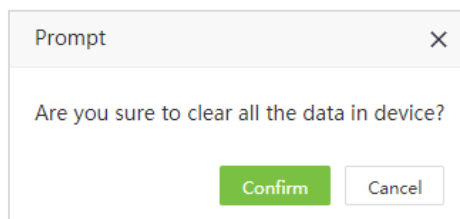
2. Click [**Confirm**] to delete all data.

4.1.5 Data Transfer

➢ **Upload User Data**

Upload user data from the device to the software.

1. Click to select a device and click [**Data Transfer**] > [**Upload User Data**] to access the Upload User Data interface:
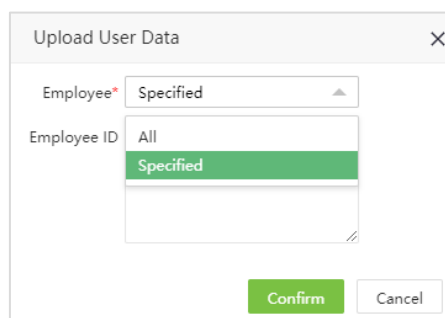
Here you can select to upload all or specified user to software.
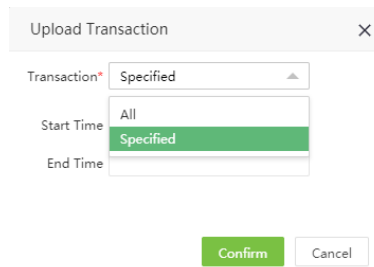
2. Click [**Confirm**] to upload user data.

✎ **Note**: You can upload personal information on a T&A device to the server in batches by using the function of uploading data again. If timeout occurs, the uploading is interrupted and you need to perform the operation again.

➢ Upload Transaction

Upload attendance data from the device to the software.

1. Click to select a device and click **[Data Transfer]** > **[Upload Transaction]** to access the Upload Transaction interface:
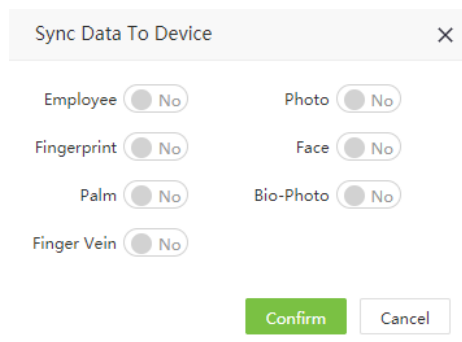
Here you can select to upload all transactions or set the Start Time and End Time to upload specified time period transaction.

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

➢ **Sync Data to Device**

Synchronize data in the server to all devices. (Generally, this operation needs to be performed only when the data in devices are inconsistent with those in the server due to objective factors, such as the Internet abnormality or other conditions.)

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

Click **[Confirm]** to confirm the synchronization.

✍ Note: The operation of synchronizing the software data to the devices will delete existing data (excluding event records) in the devices at first and then re-download all setting information. It is essential to ensure a smooth Internet connection and avoid power failure during this operation.

4.1.6 Device Menu

➢ Reboot

Remotely reboot a device via the system.

In the device list, select a device to be rebooted, and then click **[Device Menu]** > **[Reboot]** to access the device rebooting confirmation interface.
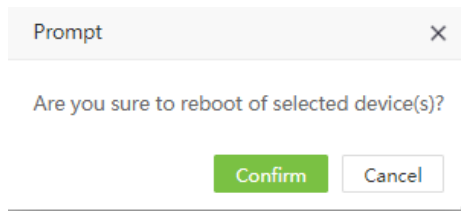
Click [**Confirm**] to reboot the device.

➤ **Read Information**

Read the number of persons, attendance records, and the firmware version on a device.
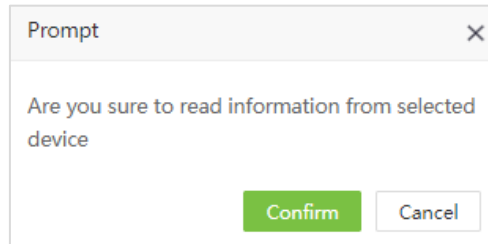
Select a device and click [**Device Menu**] > [**Read Information**] to access the confirmation interface of reading device information. Click [**Confirm**] to download the information or click [Cancel] to abort this operation.

➤ **Clear Pending Command**

Select device and click [**Device Menu**] > [**Read Clear Pending Command**] to access the confirmation interface. Click [**Confirm**] to clear all pending command.
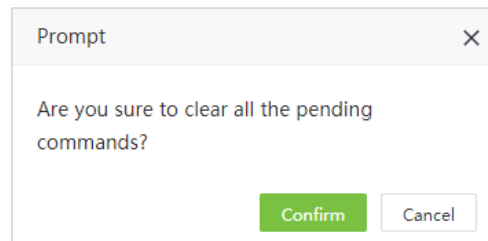
➤ **Duplicate Punch Period**

Set the duplicate punch period on the device.

1. Select a device and click [**Device Menu**] > [**Duplicate Punch Period**] to access the duplicate punch period setting interface, set the time:
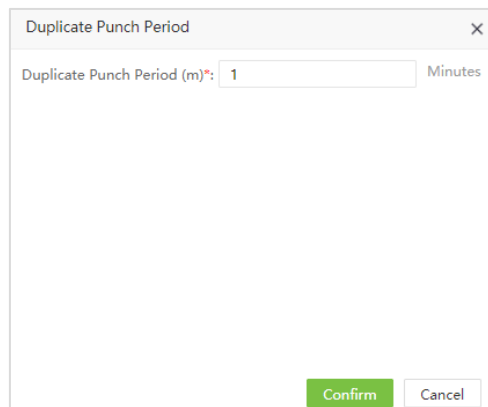
2. Click [**Confirm**] to successfully set the duplicate punch period.

➤ **Capture Setting**

Set the capture mode of attendance photos during verification.

1. Select a device and click [**Device Menu**] > [**Capture Setting**] to access the capture mode setting interface, select the mode:
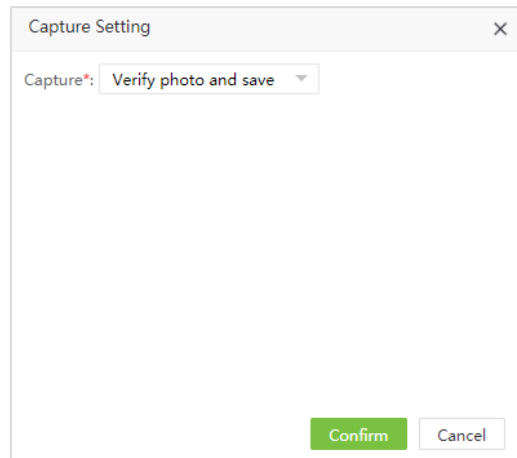
2. Click [**Confirm**] to successfully set the capture mode.

➢   **Upgrade Firmware**

Upgrade the firmware for corresponding device.
1. Select a device and click [**Device Menu**] > [**Upgrade Firmware**] to access the upgrade interface:
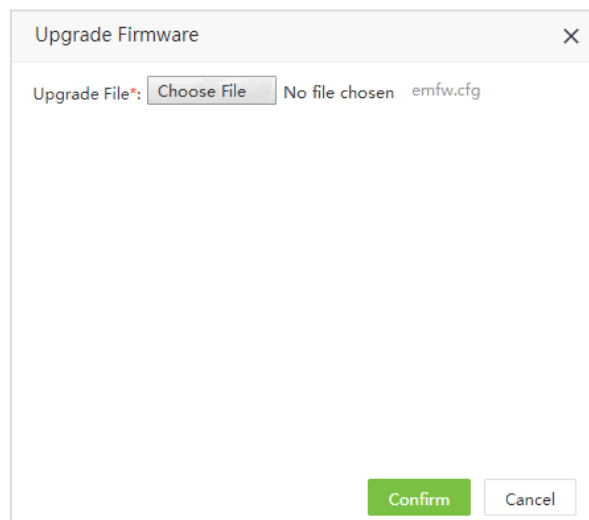
2. Click [**Choose File**] to select corresponding emfw.cfg file, click [**Confirm**] to successfully upgrade firmware for device.

4.2 Device Command

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

Clear the command issued by the software to a device during communication. Click 🗑 to access the device command clearing interface:

✍ **Important tip**: Attendance data collation operation, need attendance device firmware protocol supports.

4.3 Device Short Message Management

The software supports adding short messages in the system and issuing them to a designated device.

4.3.1 Add a Public Message

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

Set the parameters as required based on the following steps:

Device: Select a device to which a message needs to be issued from the drop-down list.

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

Duration: Enter the message display duration.

Content: Enter the short message content to be issued.

2. After the completion of the settings, click **[Confirm]** to save the settings and return to the short message setting

interface. The short message list displays the added short message.

4.3.2 Add a Private Message

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

Set the parameters as required based on the following steps:

Employee: Select the personnel receiving a short message.

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

Duration: Enter the message display duration.

Content: Enter the short message content to be issued.

2. After the completion of the settings, click [**Confirm**] to save the settings and return to the short message setting interface. The short message list displays the added short message.

4.3.3 Send Message

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

2. Click **[Confirm]** to issue public messages to designated devices and private messages to devices to which designated personnel are added.

4.3.4 Delete Short Message

When a short message is deleted on the software side, it is deleted on the device.

1. Select the short message to be deleted in the short message list, and click **[Delete]** to access the deleting short message interface.
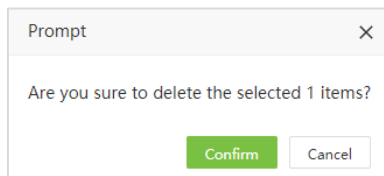
2. Click **[Confirm]** and the message will be deleted from the list and the device.

4.4 Work Code

Add different work code and upload them to a single device or devices.

Choose [**Device**] > [**Data**] > [**Work Code**] to access the work code interface.
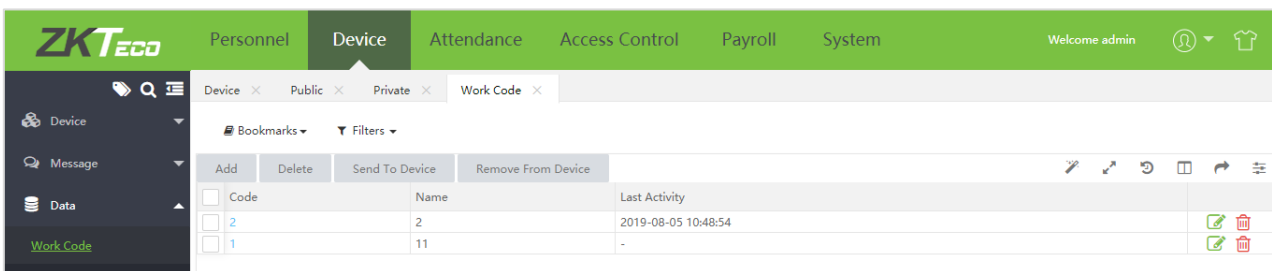
4.4.1 Add Work Code

1. Click [**Device**] > [**Work Code**] > [**Add**] to access the adding work code interface:
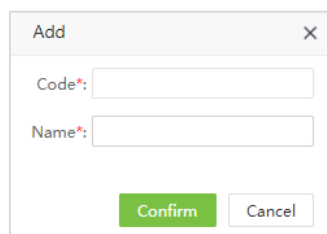
Set each parameter, the specific method is as follows:

Code: Enter the work order number.
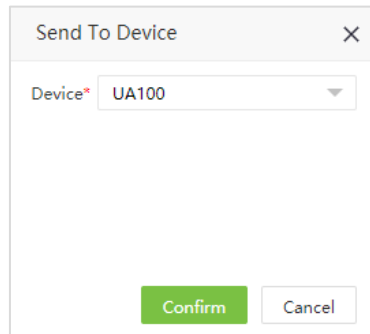
Name: Enter the name of the work code.

2. After the completion of the settings, click **[Confirm]** to save the settings and return to the work code setting interface. The work code list displays the added work code.

4.4.2 Issue Work Code to Device

Issue work code to the device.

1. Click **[Device]** > **[Work Code]** > **[Send to Device]** to access the issuing work code interface, select the device in the pull-down list:
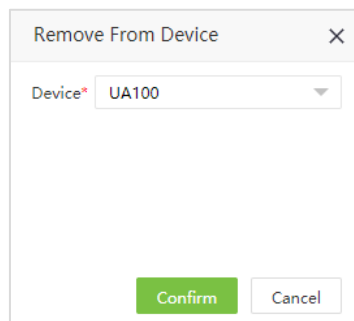
2. Click **[Confirm]** to send the work code to the device.

4.4.3 Remove Work Code

1. Click **[Device]** > **[Work Code]** > **[Remove From Device]** to access the removing work code interface, select the device in the pull-down list:
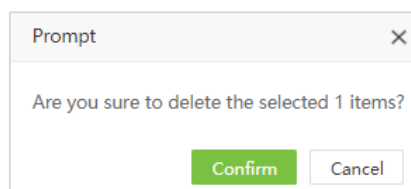
2. Click **[Confirm]** to remove the work code from the device.

4.4.4 Delete Work Code

Delete work code on the software side.

1. Select the work code to be deleted in the work code list, and click **[Delete]** to access the deleting work code interface.

2. Click **[Confirm]** and the work code will be deleted from the list.

4.5 Bio-Template

Check the detail information of employee's biometric template.

4.6 Bio-Photo

4.6.1 Register Bio-Photo

Register visible light comparison photos to verify and punch on the visible light device.

1. Choose **[Device] > [Data] > [Bio-photo] > [QR Code]** to access the QR Code getting interface.
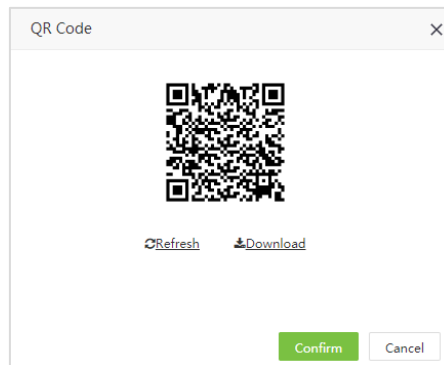
2. Scan the QR code and register the comparison photo of the user on the mobile phone (the user must be stored in the software), the following interface is entered after successful scanning:
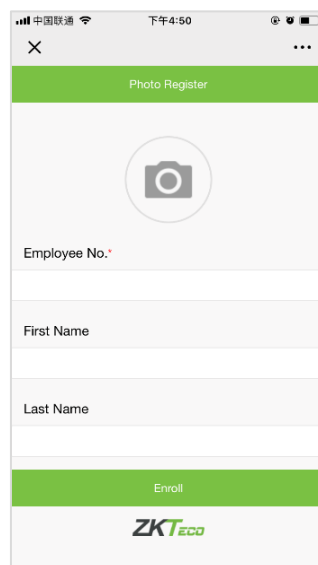
3. Take the photo, enter the employee's ID number, First Name and Last Name are not required. Click **[Enroll]**, complete registration, and return to the Bio-photo page as below:
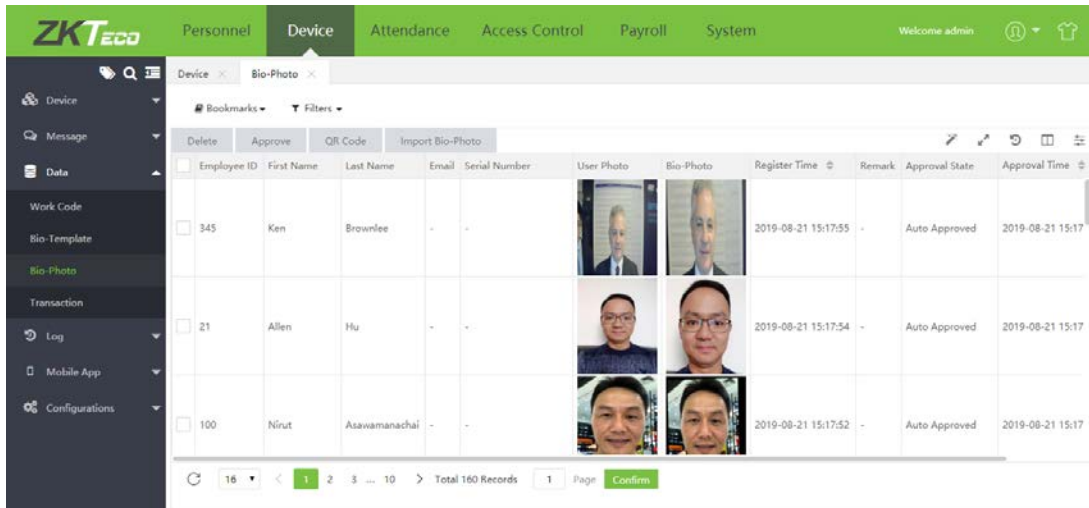
4. At this point, check the person for approval (more than one can be selected), click Approve, and enter the approval interface:
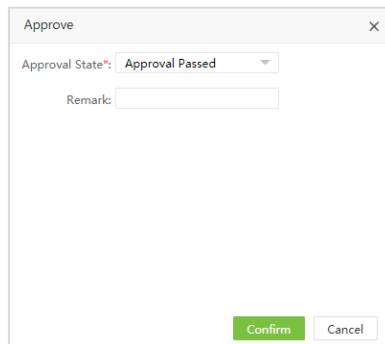
After selecting Approve State, click **[Confirm]** to complete the approval process and return to the approval list, which shows the approval result of the person. If yes, the user can use the face to verify on the visible light device. If not, it cannot be verified.

4.6.2 Import Bio-Photo

1. Click [**Device**] > [**Data**] > [**Bio-Photo**] > [**Import Bio-Photo**] to access to the batch import Bio-Photo interface.
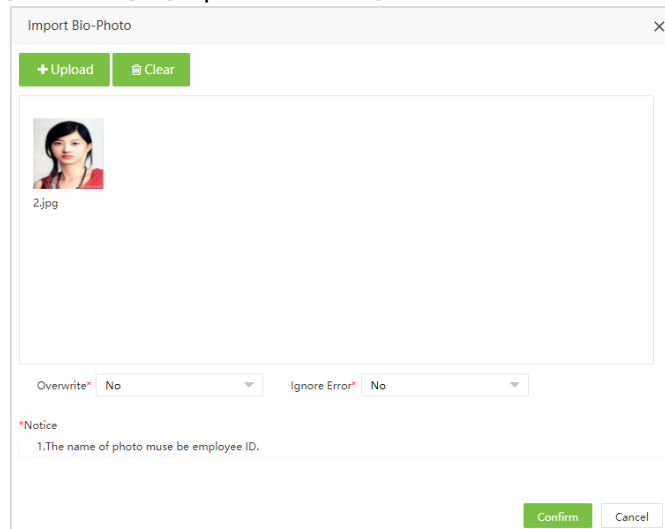
2. Click [**Upload**] to select the photos in batch.

Overwrite: if set as Yes, then the existed bio photo will be overwritten.

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

3. Click [**Confirm**] to finish the importation.

✎ Note

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

(2) The size of photo maximum is 25kb.

4.6.3 Delete Bio-Photo Application

On the application interface, select the application (or applications) to be deleted, and click **[Delete]** on upper left of the list or directly click 🗑 in the line of the personnel to be deleted to access the confirmation interface for deletion.
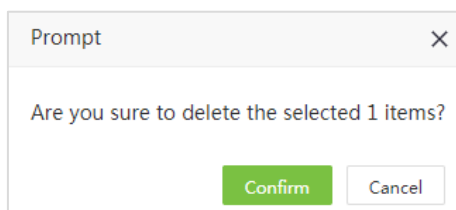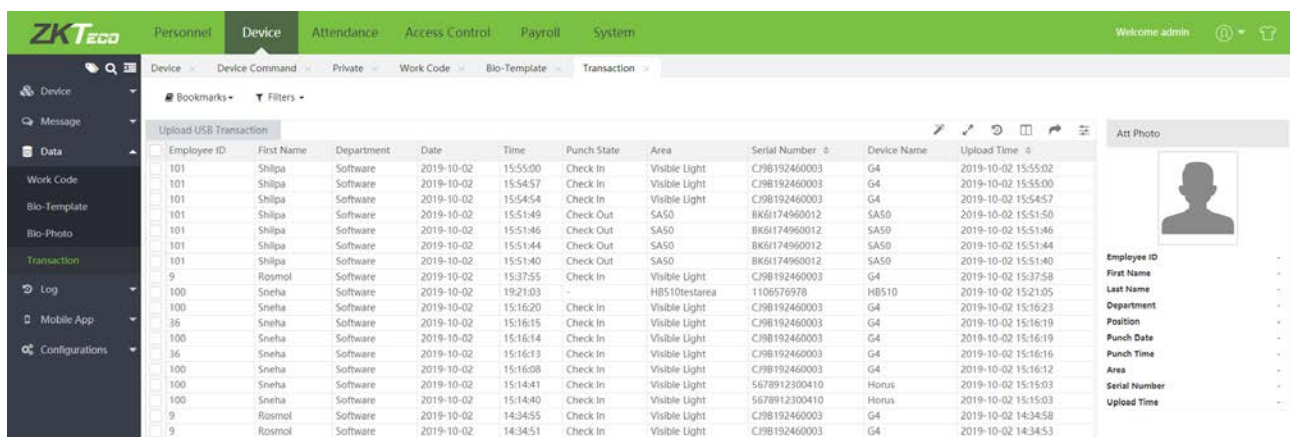
Click [**Confirm**] to complete the deletion.

4.7 Transaction

4.7.1 Transaction Table

An AC log table displays the attendance records of all employees, including appended log, those uploaded by the T&A device and APP.

Choose [**Device**] > [**Data**] > [**Transaction**] to access the Transaction interface, and the main interface lists the attendance records of all employees by default.

(1) Users can export an AC log table to an .xls, pdf, csv or txt file based on requirements. Please refer to 5. Export Appendix 1 for the specific method of exporting the AC log table.

(2) Users can select the fields to be displayed in the AC log table based on requirements (the fields are displayed after being checked in columns).

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

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

(5) Click the line where an attendance record is located, and view the corresponding photo and personal information in the Att Photo box on the right.

4.7.2 Upload USB Transaction

Import the attendance records downloaded from a device to the USB disk to the attendance system.

1. Click **[Upload USB Transaction]** on the Transaction interface. An interface as shown in the following is displayed.
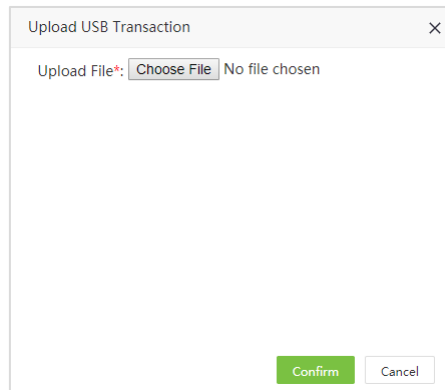
Upload File: Click **[Choose File]**, and select an attendance record file to be uploaded.

2. After completion of the setting, click **[Confirm]** to upload the attendance records in the attendance record file to the software.

4.8 Device Log

Display device operation logs, such as power on, device administrator enters menu, registers personnel, and deletes personnel and so on.

4.9 Upload Log

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

4.8 Mobile App

4.8.1 GPS For Employee

Set the punch range for employee while make attendance punch on Mobile APP.

1. Click [**Device**] > [**Mobile APP**] > [**GPS For Employee**] > [**Add**] to access the setting interface:

Set the parameters as required based on the following steps:

Employee: Select the personnel who need to punch within specified range.
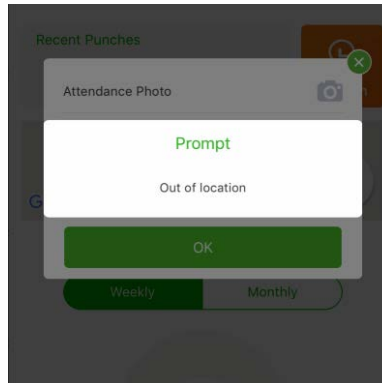
Location: Input the name of the location.

Distance: Set the range for the APP punches.

Longitude: Set the longitude of the location.

Latitude: Set the latitude of the location.

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

2. Click [**Confirm**] to save the setting. While the personnel punch out of range on APP, it will show the following prompt on APP:

4.8.2 GPS For Department

Set the punch range for department, that means for all employee from specified department should punch within the range while make attendance punch on Mobile APP.

1. Click [**Device**] > [**Mobile APP**] > [**GPS For Department**] > [**Add**] to access the setting interface:

Set the parameters as required based on the following steps:

Department: Select the department.

Location: Input the name of the location.

Distance: Set the range for the APP punches.

Longitude: Set the longitude of the location.

Latitude: Set the latitude of the location.

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

2. Click [**Confirm**] to save the setting. While the personnel belonging to the specified department punch out of range on APP, it will show the following prompt on APP:
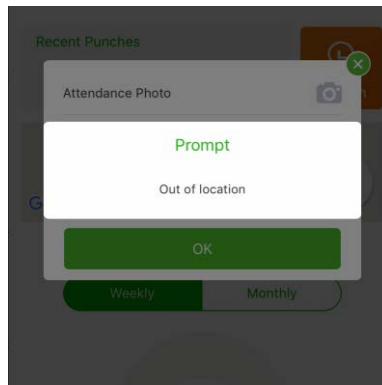

4.8.3 APP Account

Display all APP accounts (personnel who have enabled the mobile APP function under the Personnel module. On the APP side, the personnel login to the APP by entering the personnel ID and self-service login password). The main information includes the user name, login time, last active time, client ID, device token, client category, run status(whether the user is online), APP status(whether the APP is disabled).

➢ **Push Notification**

1. Click [**Device**] > [**Mobile APP**] > [**Account**], select corresponding account, click [**Push Notification**].
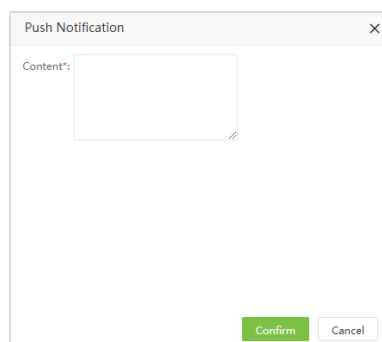
2. Fill in the notification content, click [**Confirm**] and push the notification.

✍ Note

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

➢ **Force Offline**

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

1. Click [**Device**] > [**Mobile APP**] > [**Account**], select corresponding account, click [**Force Offline**].
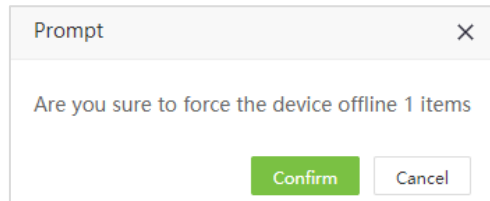
2. Click [**Confirm**], to turn the mobile phone inactive.

➢ **Disable**

1. Click [**Device**] > [**Mobile APP**] > [**Account**], select corresponding account, click [**Disable**].
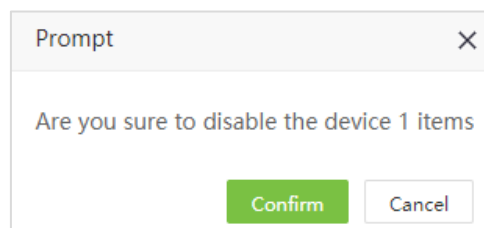
2. Click [**Confirm**] to disable corresponding account.

✍ Note：

A disabled account cannot login to the App unless the account is enabled.

➢ **Enable**

1. Click [**Device**] > [**Mobile APP**] > [**Account**], select corresponding account, click [**Enable**].
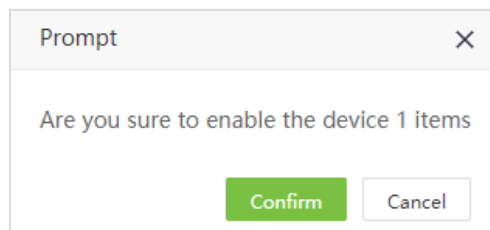
2. Click [**Confirm**] to enable corresponding account.

➢ **Delete Account**

1. Click [**Device**] > [**Mobile APP**] > [**Account**], select corresponding account, click [**Delete**].
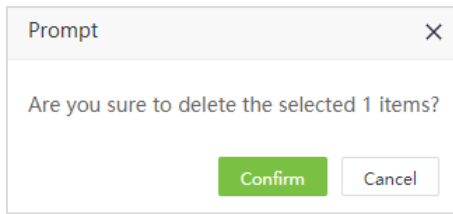
2. Click [**Confirm**] to enable corresponding account.

4.8.4 Announcement

The software supports adding announcement and pushing them to the App.

➢   **Push Public Notice**

1. Click [**Device**] > [**Mobile APP**] > [**Announcement**] > [**Push Public Notice**].
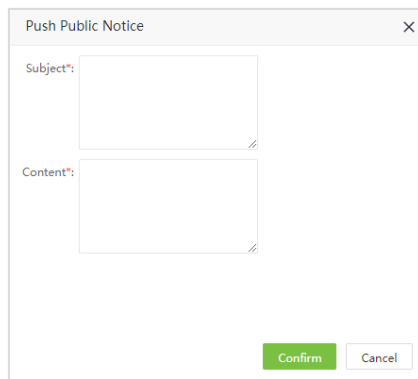
Set each parameter as needed. The specific setting method is as follows:

Subject：Notice subject.
Content：Notice content.

3. After the completion of setting the parameter, click [**Confirm**], to push the push notice to all mobile clients.

➢   **Push Private Notice**

1. Click [**Device**] > [**Mobile APP**] > [**Announcement**] > [**Push Private Notice**].
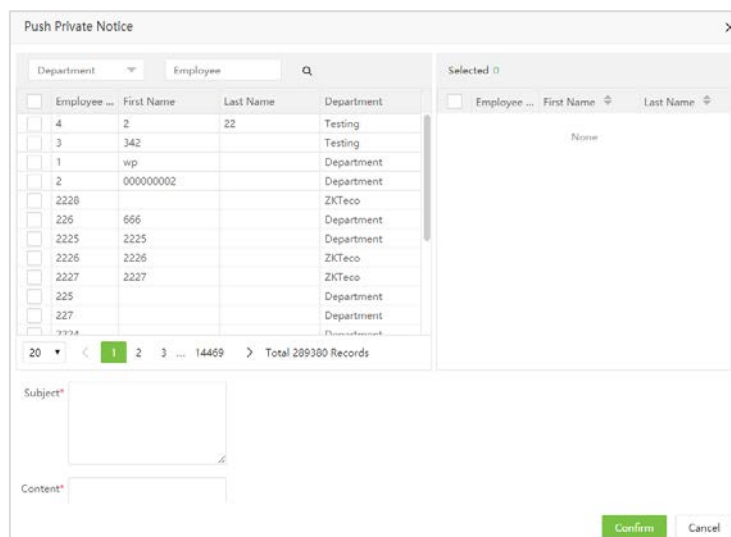
2. In the personnel list, select the personnel in batches (you can filter by searching department, name and job number);

3. Fill in the notification subject and content, click **[Confirm]**, and push the notification to the corresponding mobile client.

➢ **Delete Announcement**

1. Click **[Device] > [Mobile APP] > [Announcement]** , selected the announcement that need to be deleted, and the click [Delete] or mark 🗑 in the announcement list.
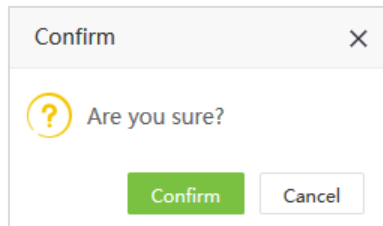
2. Click **[Confirm]** to delete selected announcement, and back to the announcement interface. The deleted announcement will no longer appear in the announcement list.

4.8.5 Notice

Display all the announcements pushed to the APP, approval (leave, overtime, and manual log), and abnormal reminder message.

4.8.6 Operation Log

Display the all operation records of all APP clients.

4.9 Configuration

➢ **Device Communication Setting**

1. Registration Device: Set whether the device communication works like registration device.

2. Resigned Filter: Set when a resigned employee uploaded from device, the system will resend delete command to remove from device.

3. Allow Auto Add: Set whether allow to add device automatically to device.

4. Allow Upload Name: Set whether allow to upload personnel's name from device.

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

➢ **Bio-Photo Approval Policy**

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

➢ **Data Retention Setting**

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

Chapter 5 Attendance Management

The system can exchange data with the T&A devices and collect attendance records kept in it. Primary functions implemented by the attendance system include regional user management and management of attendance parameters, shift timetables, scheduling, daily maintenance, attendance calculation, attendance reports, and attendance devices.

5.1 Attendance Parameters

As attendance systems set up by different companies vary, it is necessary to manually set attendance parameters to ensure the accuracy of the final attendance calculation.
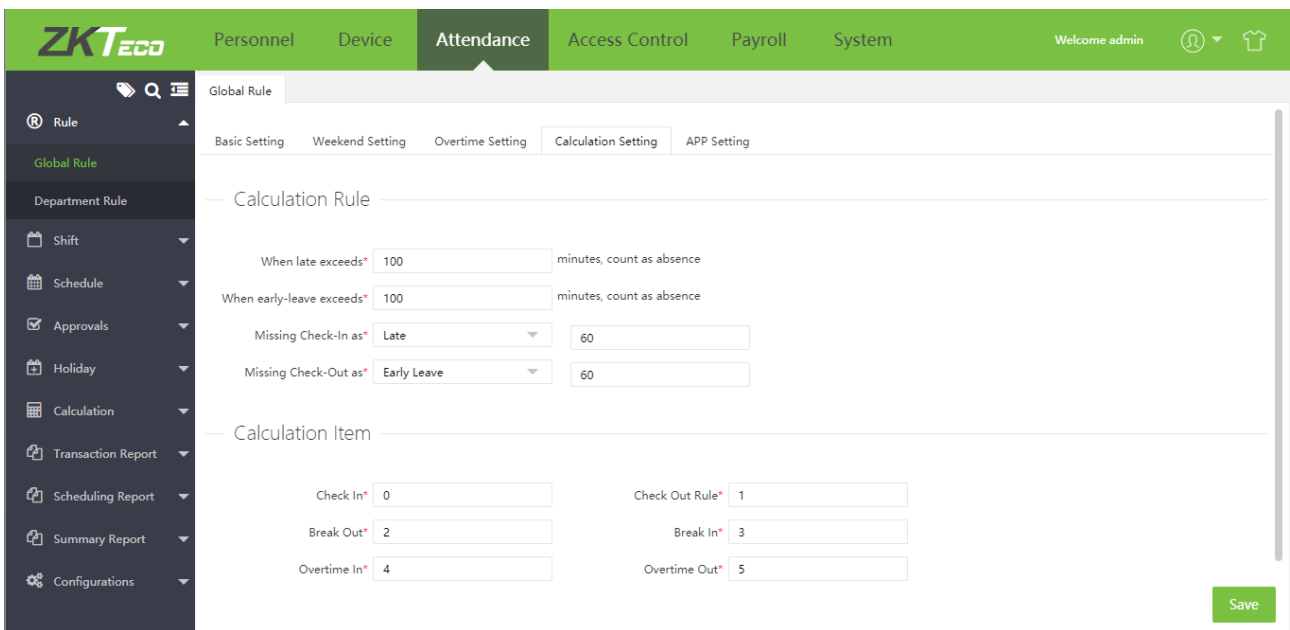
5.1.1 General Rule

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

➢ Basic Setting
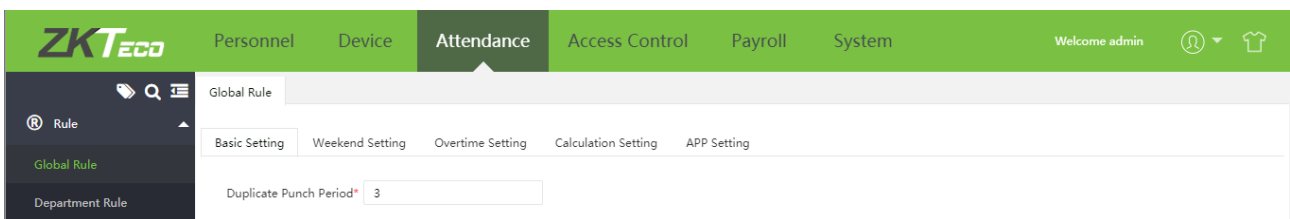
Duplicate Punch Period: Set the time period (in minutes) for duplicate punch. If set to 1 minute, then the user tries to punch several times within a minute, the system will only accept the first punch.

➢ Weekend Setting

Set the weekend. You set working on weekend as Ignore, Normal Work, Normal OT, Weekend OT and Holiday OT, also you can set the OT level for weekend.

✎ **Notes:**

The hours set for OT Level should be OT Level 3 > OT Level 2 > OT Level 1.

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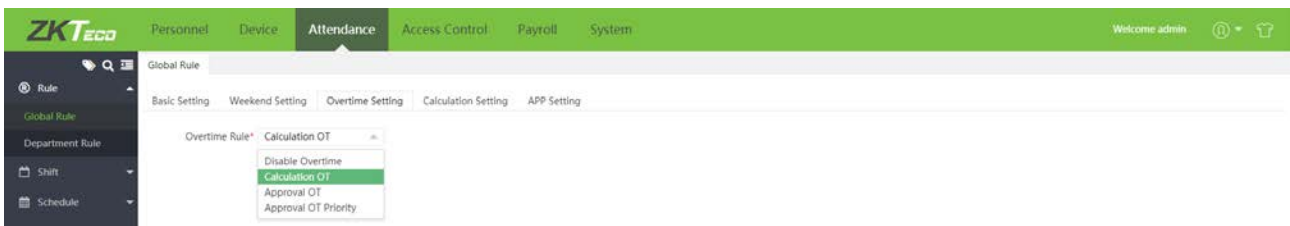
Overtime Rule: It can be set to "Disable Overtime" to disable the overtime function. "Calculation OT" calculates the overtime based on the punch time, "Approval OT" calculates the overtime based on the overtime application, and "Approval OT Priority" preferentially calculates the overtime on the overtime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

➢ **Calculation Setting**
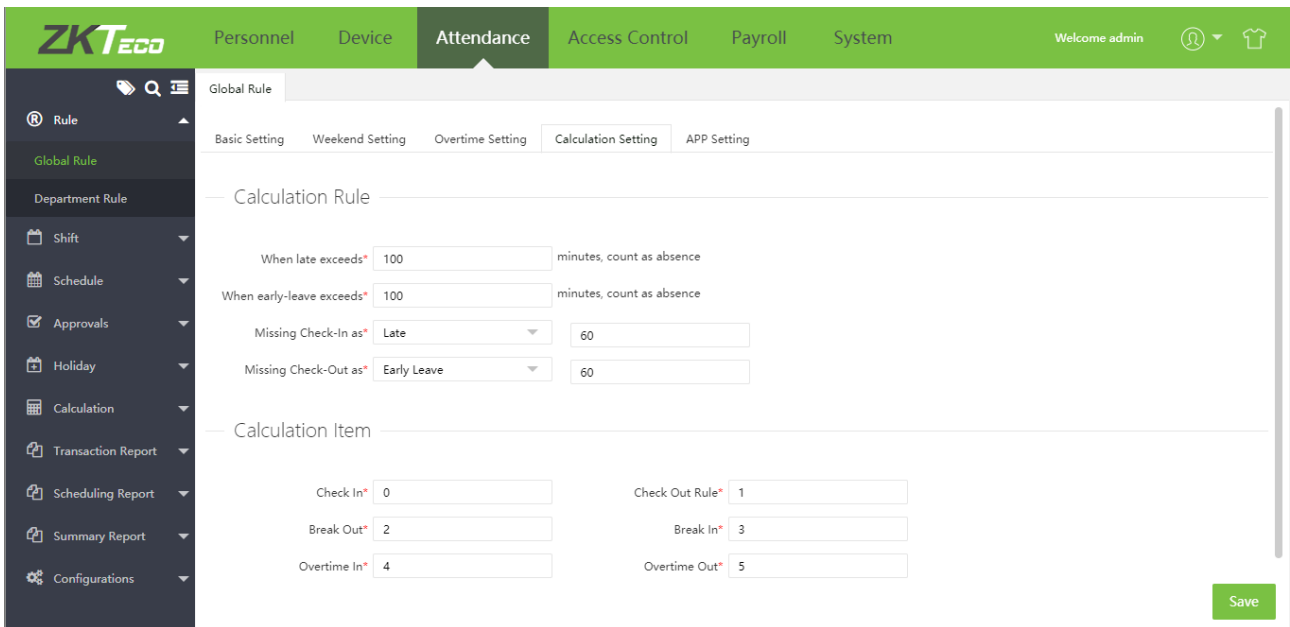
Calculation Rule

The following check-in and check-out settings are valid only when mandatory check-in and check-out items are set to Yes in shift timetable settings.

Late exceed N minutes or early leave exceed N minutes is counted as absence.

On-duty without check-in entry is counted as late arrival (absence/no complete) for N minutes.

On-duty without check-out entry is counted as early leaving (absence/no complete) for N minutes.

Calculation Item

You can set the value corresponding to the attendance status.

➤ **App Setting**

Capture: Whether attendance photos must be uploaded.

Work Code: Whether work code must be selected.

Function Key: Whether attendance status must be selected.

2. After completion of the setting, click [**Save**] for saving.
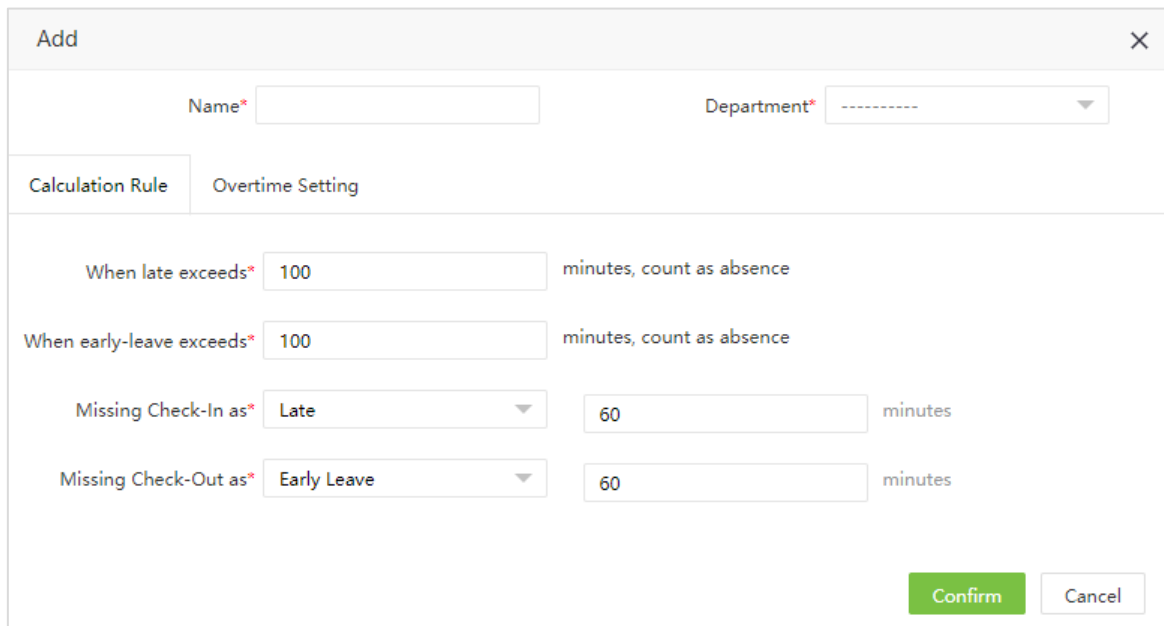
5.1.2 Department Rule

You can add rules for individual departments.

➤ **Add New Department Rule**
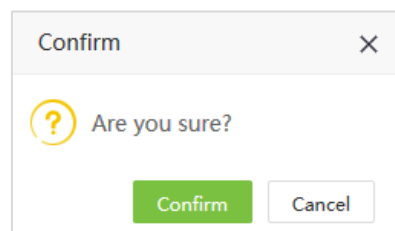
Click [**Attendance**] > [**Rule**]> [**Department Rule**] > [**Add**], add special rules for departments here.

For Calculation Rule and Overtime Setting, please refer to Global Rule Setting.

Select the department rule to be deleted in the department rule list, and click [**Delete**], or directly click 🗑 in the line of the department rule to be deleted to access the department rule deletion confirmation interface.

Click [**Confirm**] and the work code will be deleted from the list and the device.

5.2 Break Time

When setting the shift timetable, the break time can be selected, and more than one break time can be added in one shift timetable.

5.2.1 Add a Break Time

1. Click [**Attendance**] > [**Shift**] > [**Break Time**] > [**Add**] to enter the adding break time interface.

Set each parameter as required, the specific setting method is as follows:

Name: Any character, up to 50 character combinations.
Calculate Type: Calculation types for break time.
- Select Auto deduct. Whether the user will punch or not, Breaktime will be the allowable rest time in the calculation of attendance.
- Select Required Punch, you must punch during the break time. When staff doesn't punch, Start time/End time will be taken as the start/end time of the rest in the attendance calculation.

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

When the Calculate Type is Required Punch, early back and late back should be considered as shown in the figure below:

➢ **Basic Setting**

Start Time: Set the start time of the break time. Time Settings are shown in "3. Time Selection" in Appendix 1.
Duration: The amount of time allowed for rest during the break time.

End Time Margin: Set the margin of end time.

If you start and end rest out of this range, they will be invalid records.

Base on Punch State: Whether to use the function key during the break time. When "yes" is selected, the attendance will be calculated according to the punch status. When "no" is selected, the attendance status will be automatically corrected when calculates the attendance.

Duplicate Punch Period: The time interval of punch can be set as Relate to Rule or user customize. When users customize it, they need to set the Duplicate Punch Period (m).

Duplicate Punch Period (m): Punch interval.

➢ **Require Punch Setting**

Early In: Whether to calculate the time of early in. Ignore: Do not calculate the time of early in.
Move To Normal Work/Normal OT/Weekend OT/Holiday OT: When the time of early in (the difference between the time you break in and the end time of the break time) is not less than Minimum Early In, then the time of Normal Work/Normal OT/Weekend OT/Holiday OT is the time of early in.

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

Late In: Whether to calculate the time of late in. Ignore: Do not calculate the time of late in.
Move To Normal Work/Normal OT/Weekend OT/Holiday OT: When the time of late in (the difference between the time you break out and the start time of the break time) is not less than Minimum Late In, then the time of Normal Work/Normal OT/Weekend OT/Holiday OT is the time of late in.

Minimum Late In: Set the minimum late in minute of starting to calculate the time of normal work/normal OT/weekend OT/holiday OT.

✍ **Notes:**

1) Duration cannot exceed the time range for punch in break time.

5.2.2 Edit a Break Time

1. Click the name of the break time or the mark ✏ after the corresponding period to enter the period editing interface.
2. According to the need to modify the relevant settings, the specific operation is consistent with the add break time. After the modification is completed, click **[Confirm]** to save.

5.2.3 Delete a Break Time

1. Select corresponding break time, click **[Delete]** at the top left of the rest period list or directly click the mark 🗑 after the corresponding break time to enter the confirmation interface of deleting break time.
2. Click **[Confirm]** to delete the break time, and return to the break time interface.

5.3 Timetable

Set the time periods that may be used during attendance and set various parameters. The timetable is the minimum unit in personnel attendance time settings. For example: These settings include work start/end time, allowed late arrival/early leaving duration, whether check-in/check-out is mandatory, allowed time period for check-in/out, rest time, and overtime.

Before scheduling the shift, you must set all shift timetables possibly used. Only in this way can various parameters set be valid.

5.3.1 Add a Timetable

➢ Add New Normal Timetable

1. Click **[Attendance]** > **[Shift]** > **[Timetable]** > **[Add Normal Timetable]** on the Timetable interface to access the Add interface:

Set the parameters as required based on the following steps:

→Basic Setting

Name: Enter any characters with 50 characters at most.

Check-In Start Time/ End Time, Check-Out Start Time/ End Time: Valid range for checking in/out in this time period. Check-in/out records out of this range are invalid. Set Cross Day for them, at most 3 days.

Check-In, Check-Out: Set the check-in time and check-out time. Set cross day for check-out, at most 3 days.

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

→Break Time Setting

Break Time: Add a break time to the timetable. Multiple break times can be added within a timetable, but the break time must be within a timetable. (See 5.2.1 Add a Break Time for the setting of break time)

→Unscheduled Time Setting

Early In: Whether to calculate the time of early in. Ignore: Do not calculate the time of early in.
Move To Normal Work/Normal OT/Weekend OT/Holiday OT: When the time of early arrive (the difference between the time you check in and the start time of the timetable) is not less than Minimum Early In, then the time of Normal Work/Normal OT/Weekend OT/Holiday OT is the time of early arrive.

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

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

Minimum Late Out: Set the minimum late out minute of starting to calculate the time of Normal Work/Normal OT/Weekend OT/Holiday OT.

→OT Level

OT Level: Set the OT level rule. Ignore: will not calculate the overtime of corresponding OT level. Depend On Work Time: Calculate the overtime of corresponding OT Level based on work time. Depend On OT: Calculate the overtime of corresponding OT level based on calculation or approval overtime.

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

Method of Overtime Level Calculation: (Calculated in subparagraph)
Assume that the values of T1 to T3 are the hours of OT Level1 to 3. T represents the work time or overtime (calculation or approval overtime).
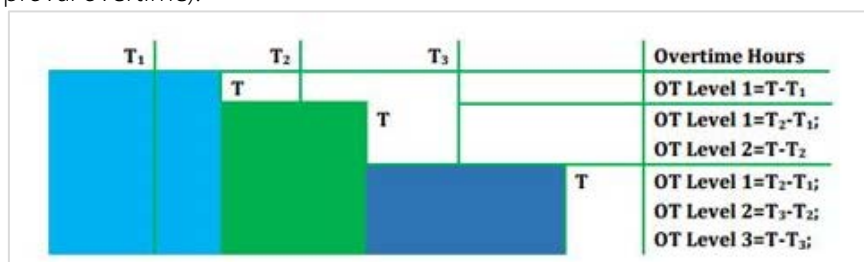
- If an employee's daily work time or overtime (calculation or approval overtime) is greater than Time 1 but less than Time 2; then the overtime at OT Level 1 is the daily work time minus Time 1.

- If an employee's daily work time or overtime (calculation or approval overtime) is greater than Time 2 but less than Time 3; then the overtime at OT Level 1 is the Time 2 minus Time 1; the overtime at OT Level 2 is the daily work time minus Time 2.

- If an employee's daily work time or overtime (calculation or approval overtime) is greater than Time 3; then the overtime at OT Level 1 is the Time 2 minus Time 1; then overtime at OT Level 2 is Time 3 minus Time 2; the overtime of OT Level 3 is the daily work time minus Time 3.

The following example is used to explain how overtime is calculated by using the values which is specified in the preceding figure. Suppose employee work time is 8 hours, OT Level 1 is 9 hours, OT Level 2 is 11 hours, OT Level 3 is 14 hours.

- If an employee works 9 hours a day, he/she has 1-hour overtime (9 minus 8) at OT Level 1.

- If the employee works 12 hours a day, he/she has a total of 4-hour overtime, 3-hour overtime (11 minus 8) at OT Level 1 and 1-hour overtime (12-11) at OT Level 2.

- If the employee works 15 hours one day, he/she has a total of 7-hour overtime, 3-hour overtime (11 minus 8) at OT Level 1, 3-hour overtime (14-11) at OT Level 2, and 1-hour overtime (15-14) at OT Level 3.

→Rule Setting

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

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

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

Punch Interval Type: The time interval of punch can be set as Relate to Rule or user customize. When users customize it, they need to set the Duplicate Punch Period (m).

Duplicate Punch Period (m): Punch interval.

Base on Punch State: Whether to use the function key. When "yes" is selected, the attendance will be calculated according to the punch status. When "no" is selected, the attendance status will be automatically corrected when calculates the attendance.

For example: The work time is 9:00-18:00, and the time range for punch is 8:00-10:00, 17:00-19:00 respectively. A

checks in at 9:00 and 18:00. When Base on Punch State is selected as Yes, there is only one valid check in at 9:00 for attendance calculation, and when Base on Punch State is selected as No, there are two valid records, check in at 9:00 and check out at18:00 for attendance calculation.

2. After the completion of the settings, click [**Confirm**] to save the settings and return to the Timetable interface. The timetable list displays the added timetable.

✎ Notes:

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

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

5.3.2 Add Flexible Timetable

Flexible Timetable: Work delay is not counted as overtime, and late arrival or early out is not calculated.

1. Click [**Attendance**] > [**Shift**] > [**Timetable**] > [**Add Flexible Timetable**] on the Timetable interface to access the Add interface.

Set the parameters as required based on the following steps:

Name: Enter any characters with 50 characters at most.

→Basic Setting

Check In: Set the check in time of flexible timetable.
Work Time: Custom working hours.
Work Type: Define flexible timetable for different types of work. Such as normal work, day off and weekend.
Workday: It refers to how many workdays are calculated for each shift.

→Unscheduled Time Setting

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

Minimum Late Out: Set the minimum late out minute of starting to calculate the time of Normal Work/Normal OT/Weekend OT/Holiday OT.

→OT Level Setting

Refer to "OT Level Setting" on "Add Normal Timetable".

→Rule Setting

Necessary Clock-In, Necessary Clock-out: Decide whether check-in and check-out are mandatory in the time range. If an employee needs to check in/out, select Yes; otherwise, select No.
Punch Interval Type: Can be set Relate to Rule or user-defined.
Duplicate Punch Period (m): Punch interval.
Base on Punch State: Decide whether to use function keys.
Multiple In/Out: Multiple in/out function. When Multiple in/out is selected as Yes, this function is enabled, and users can check in and check out for multiple times. In the calculation of attendance, the time of checking out in each period minus the time of checking in is taken as the attendance time in that period. In the attendance detail report of the day, the check-in of the first period shall be taken as the check-in of the day, and the check-out of the last period shall be taken as the check-out of the day.

2. After the completion of the settings, click [**Confirm**] to save the settings and return to the Timetable interface. The timetable list displays the added timetable.
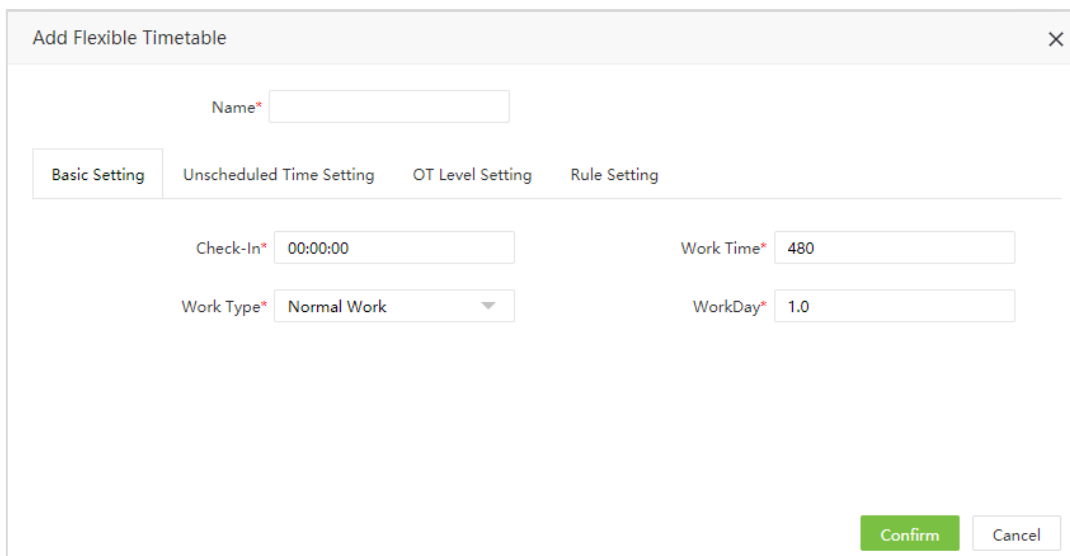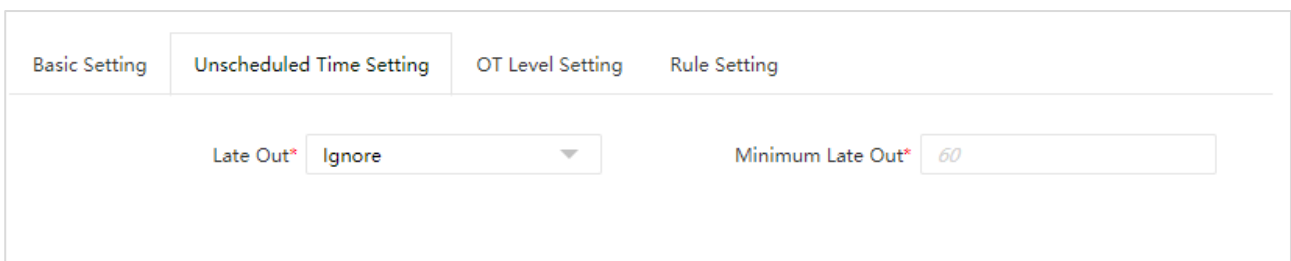
5.3.3 Edit a Timetable

1. Click Timetable Name or the mark ✐ after the corresponding period to access the timetable edit interface.

2. Modify relevant settings as needed. The detailed modification method is the same as the operation of adding a timetable. Click [**Confirm**] for saving after completing the modification.

5.3.4 Delete a Timetable

1. Select a timetable, click [Delete] on the upper left of the timetable list or directly click the mark 🗑 after the corresponding period to access the timetable deletion confirmation interface.

2. Click [**Confirm**] to delete this timetable and return to the Timetable interface.

5.4 Shift Management

Shift is composed of one or more preset attendance timetable based on certain order and cycle period. It is a preset work schedule for the personnel. It is essential to set shift if you want to perform check on work attendance for employees.

Choose [**Attendance**] > [**Shift**] > [**Shift**] to access the shift management main interface that displays the shift list and shift timetable details. All shifts in the current system are displayed in the list. Click the line where the shift is and the timetable details list on the right will display the timetable details of this shift in a chart.
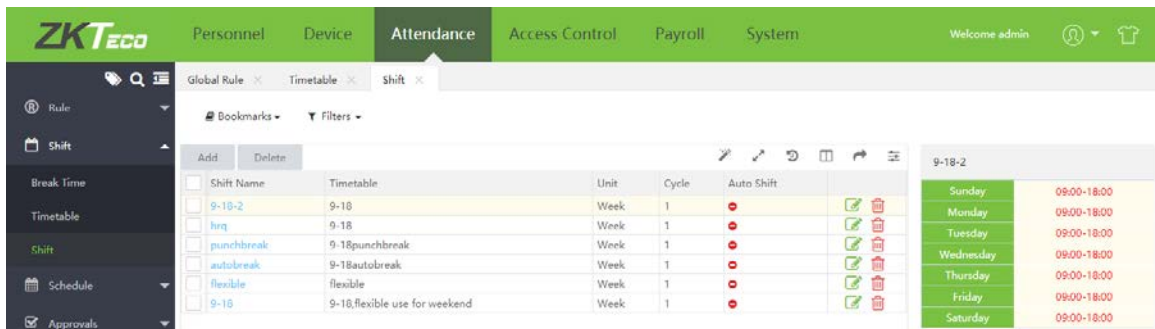
5.4.1 Add a Shift

1. Click [**Add**] on the Shift interface to access the shift addition interface:
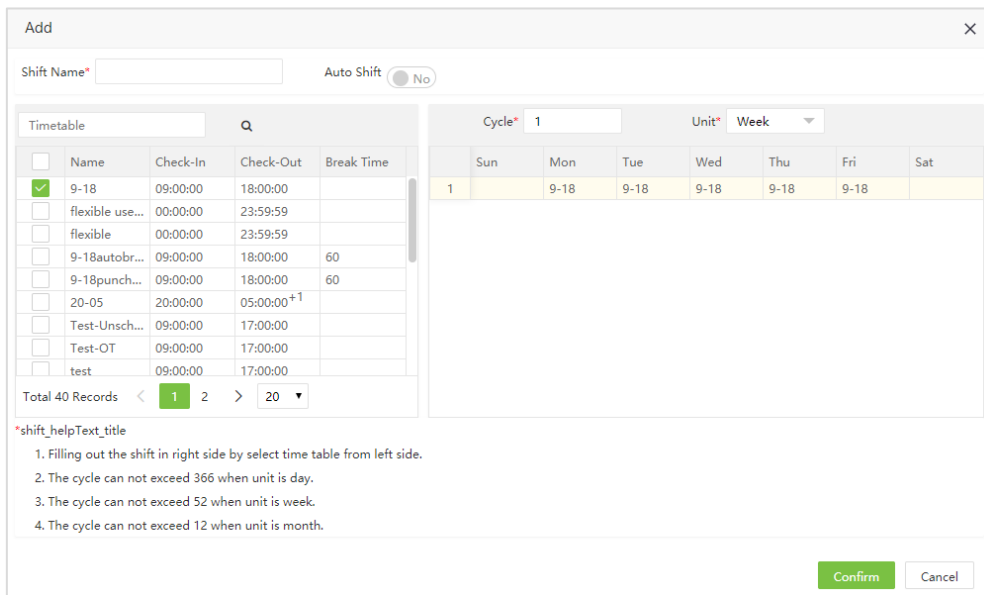
Set the parameters as required based on the following steps:

Shift Name: Enter any characters, with 50 characters at most. A shift name must be unique.

Auto shift: Intelligent scheduling function. When there are multiple time periods in the shift, the Auto shift is enabled, and the shift that conforms to the attendance rules will be selected in the attendance calculation. If you disable the Auto shift, the shift cannot add interleaved periods.

Select Timetable: Select timetable for the shift. It needs to be preset in the Timetable. Please refer to "5.3.1 Add a Timetable" for the detailed operation method.

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

Unit: including day, week, and month.

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

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

2. After the completion of the settings, click [**Confirm**] to save the settings and return to the Shift interface. The shift list displays the added shift details.

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

5.4.2 Edit a Shift

1. Click Shift Name or the mark [edit icon] after the corresponding shift to access the shift edit interface.

2. Modify relevant settings as needed. The detailed modification method is the same as the operation of adding a shift. Click [**Confirm**] for saving after completing the modification.
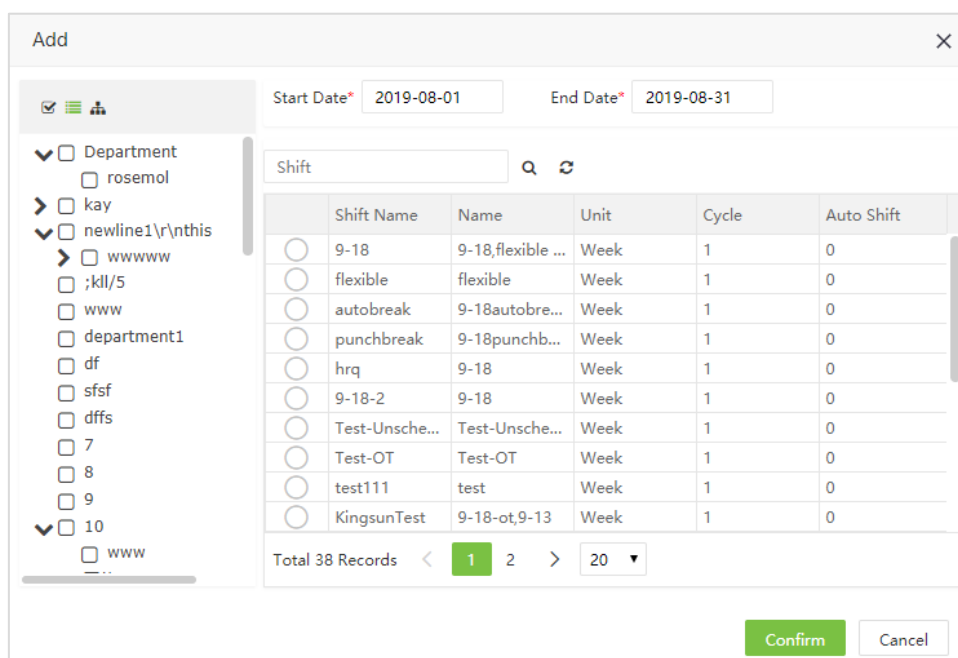
5.4.3 Delete a Shift

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

2. Click [**Confirm**] to delete this shift and return to the Shift interface.

5.5 Department Schedule

You can arrange shifts for departments after setting the attendance timetables and shifts.
Choose [Attendance] > [Schedule] > [Department Schedule] to access the department scheduling main interface that displays the department scheduling list and department scheduling details. Click the line where department scheduling is and the scheduling list on the right will display the scheduling details of the selected timetable in a chart.

5.5.1 Add Department Schedule

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

The following describes the specific setting method.

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

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

Shift: Select shift from the shift list.

2. After the completion of the settings, click [**Confirm**] to save the settings and return to the Department Schedule interface.

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

5.5.2 Delete Schedule Records

Users can select the schedule record to be deleted and click [**Delete**] to delete it, or click 🗑 in the line of the department schedule.

5.6 Employee Schedule

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

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

5.6.1 Employee Schedule

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

The following describes the specific setting method.

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

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

Shift: Select shift from the shift list.
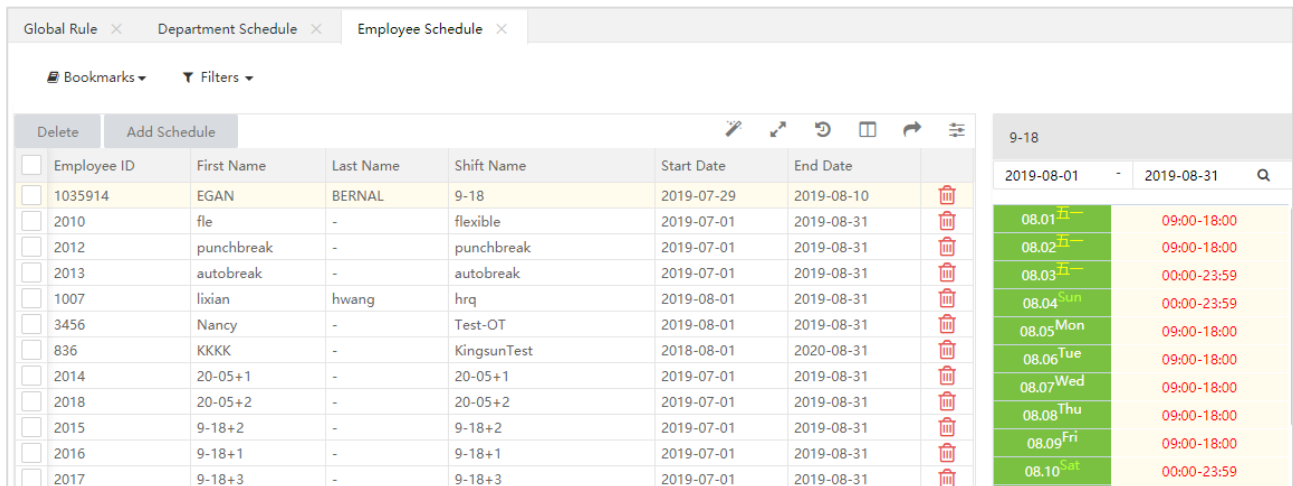
Overwrite Shift: Users use this function, if set in advance, the existing shift will be replaced. (Cannot replace shift in use)

2. After the completion of the settings, click [**Confirm**] to save the settings and return to the Schedule interface.

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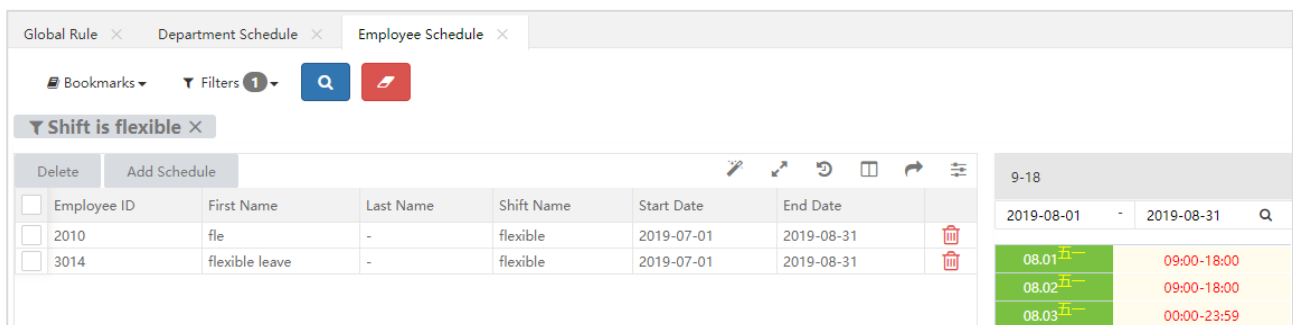
5.6.2 Querying Schedule Details

(1) Choose [**Attendance**] > [**Schedule**]> [**Employee Schedule**] to access the Employee Schedule interface. The interface displays personnel schedule records in a list by default.

(2) Click the drop-down box next to Filters, Select the personnel or shift (see 10. Filter Search Function in Appendix 1.) To view the schedule records of employee. In Personnel Schedule Table, click the line where the schedule records are to view the schedule timetable details in Schedule details on the right of the interface.

5.6.3 Delete Schedule Records

Users can select the schedule record to be deleted and click [**Delete**] to delete it, or click 🗑 in the line of the
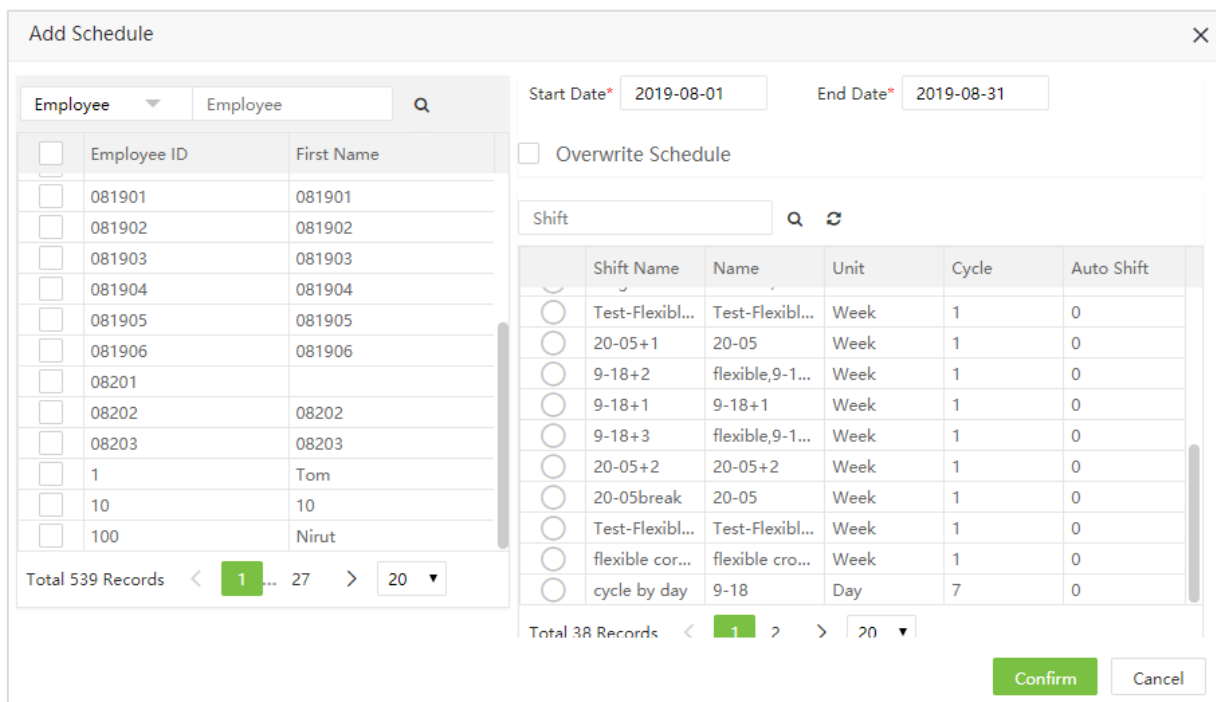
personnel schedule.

5.7 Temporary Schedule

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

5.6.1 Add a Temporary Schedule

1. Click [**Attendance**]> [**Schedule**] > [**Temporary Schedule**] > [**Add Temporary Schedule**] to access the Add temporary schedule interface.

The following describes the specific setting method.

Employee: Select employee needing temporary schedules. (Multiple choices are allowed). Please refer to <u>1. Personnel Selection</u> in Appendix 1 for personnel selection.

Date: Click to select the date for temporary schedule. (Multiple choices are allowed.)

Temp Schedule Rule: Select Active Temporary Schedule or Add Additional Schedule when arranging shifts for employees working in the company in the current day.

- Active Temporary Schedule: Whether an employee is scheduled a shift, only temporary scheduling is effective when work attendance is checked.

- Add Additional Schedule: It is complementary to schedule for employees. The attendance data includes shift arrangement and temporary shift arrangement. It will be displayed with two shift assignment records in calculation.

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

Timetable: Select a timetable used by a temporary schedule. (Multiple choices are allowed.) Please refer to<u>5.3.1 Add a Timetable</u> for timetable setting.
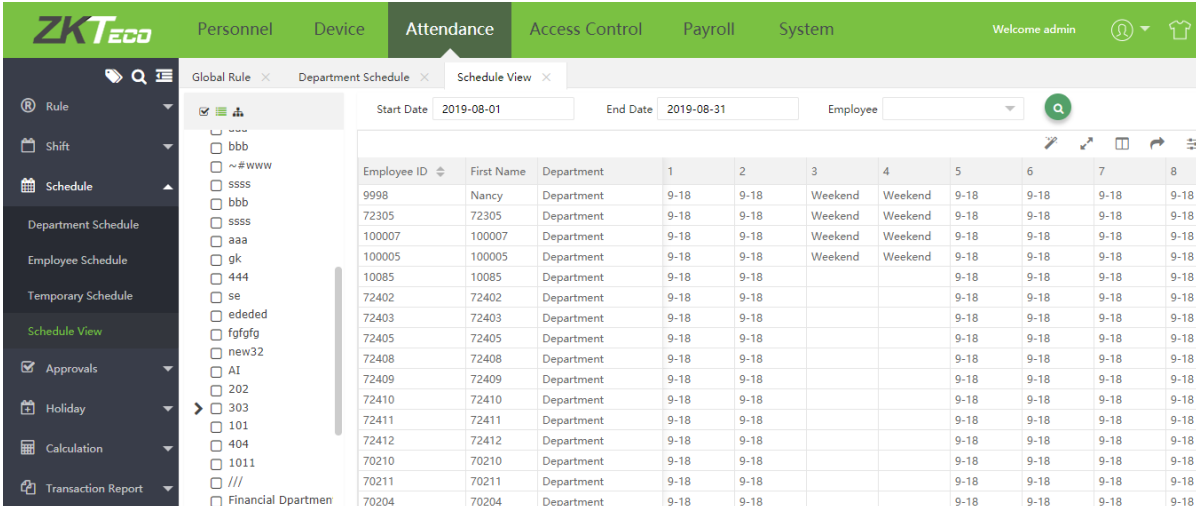
✎ Note:

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

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

3. Temp Schedule Rule, Work Type and Timetable are the contents of a component whose setting requires the selection of three items before the date; otherwise, the modification will not take effect if the Timetable is selected and the Temp Schedule Rule and Work Type are modified after the date is selected.

5.6.2 Delete Temporary Schedule

Users can select the schedule record to be deleted and click **[Delete]** to delete it, or click 🗑 in the line of the personnel temporary schedule.

5.7 Employee Schedule

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

5.8 Attendance Approval

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

5.8.1 Manual Log

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

➢ **Add a Manual Log**

1. Choose [**Attendance**] > [**Approvals**] > [**Manual log**] > [**Add**] to access the Add Appended Log interface.
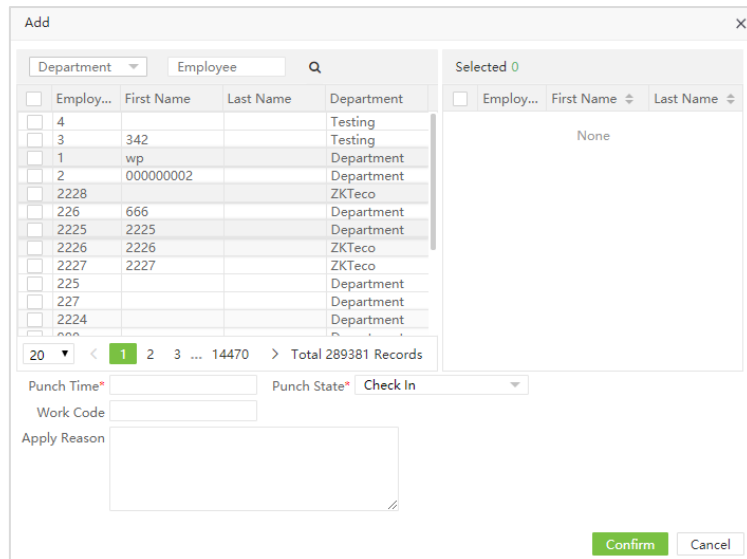
2. Select employees. The list on the right displays the selected employees. Set Punch Time, Status (check-in, check-out, out, back, overtime check-in, and overtime check-out) and Reason of Punching.

3. After the completion of the setting, click [**Confirm**] to save the settings and return to the Add Appended Log interface. The list of appended logs will display the new appended log.

✎ Note:

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

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

➢ **Edit a Manual Log**

Click the name of the personnel who needs to edit the record or click to enter the editing interface. Modify relevant settings as required. The specific operation is consistent with adding manual log. Click [**Confirm**] after modification.

✎ Note: The approved record cannot be modified.

➢ **Delete a Manual Log**

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

➢ **Approve a Manual Log**

Select the applied log and click on [**Approve**]. The approval window pops up as shown in the figure:
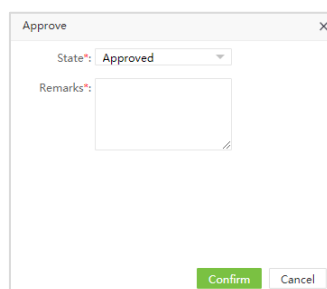
State has two options: "**Approved**" & "**Rejected**".

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

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

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

5.8.2 Leave

➢ **Apply for Leave**

1. Choose [**Attendance**] > [**Approvals**] > [**Leave**] > [**Add**] to enter the leave application interface.

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

3. After the editing is completed, click **[Confirm]** to save and return, and the new items will be displayed in the leave application list.

➢ **Edit Leave Application**

Click the name of the person who needs to edit the record or click to enter the editing interface. Modify the relevant settings as required. The specific operation is the same as the application for manual log. Click **[Confirm]** after modification.

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

➢ **Delete** Leave Application

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

➢ **Approve Leave Application**

The operation method is consistent with the manual log.

5.8.3 Overtime

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

➢ **Apply for Overtime**

1. Choose [**Attendance**] > [**Approvals**] > [**Overtime**] > [**Add**] to access the adding overtime sheet interface.

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

3. After the completion of the setting, click [**Confirm**] to save the settings and return to the Overtime interface. The overtime list will display the new overtime application list.

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

➢ **Edit an Overtime Application**

The edit method of overtime is the same as the manual log.

➢ **Delete an Overtime Application**

The delete method of overtime is the same as manual log.

➢ **Approve an Overtime Application**

The approval method of overtime is the same as manual log.

5.8.4 Training

➢ **Apply for Training**

1. Choose [**Attendance**] > [**Approvals**] > [**Training**] > [**Add**] to enter the training application interface.

2. Select the personnel, the list on the right side shows the selected personnel, select the start and end time of training, training category and reason.

3. After the editing is completed, click **[Confirm]** to save and return, and the new items will be displayed in the training application list.

➢ **Edit Training Application**

Click the name of the person who needs to edit the record or click to enter the editing interface. Modify the relevant settings as required. The specific operation is the same as the application for manual log. Click **[Confirm]** after modification.

Note: The approved record cannot be modified.

➢ **Delete Training Application**

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

➢ **Approve Training Application**

The operation method is consistent with the manual log.

5.8.5 Schedule Adjustment

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

➢ **Approve Schedule Adjustment Records**

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

➢ **Delete Shift Adjustment Records**

The delete method of shift adjustment is the same as manual log.

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

5.9 Holidays

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

5.9.1 Add a Holiday for Attendance

1. Choose [**Attendance**] > [**Holiday**] > [**Holiday**] > [**Add**] to access the holiday addition interface.

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

Department: Set up department holidays. When the department is not selected, the holiday is valid for all departments and only for that department when a department is selected.

Start Date: Set the start date of the holiday.

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

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

2. After the completion of the settings, click [**Confirm**] to save the settings and return to the Holiday interface. The holiday list displays the added holiday.

5.9.2 Edit a Holiday for Attendance

In the holiday list, click the name of a holiday, or click 🖉 after the holiday to access the edit interface. Modify parameters as needed and click [**Confirm**] to save the modifications.
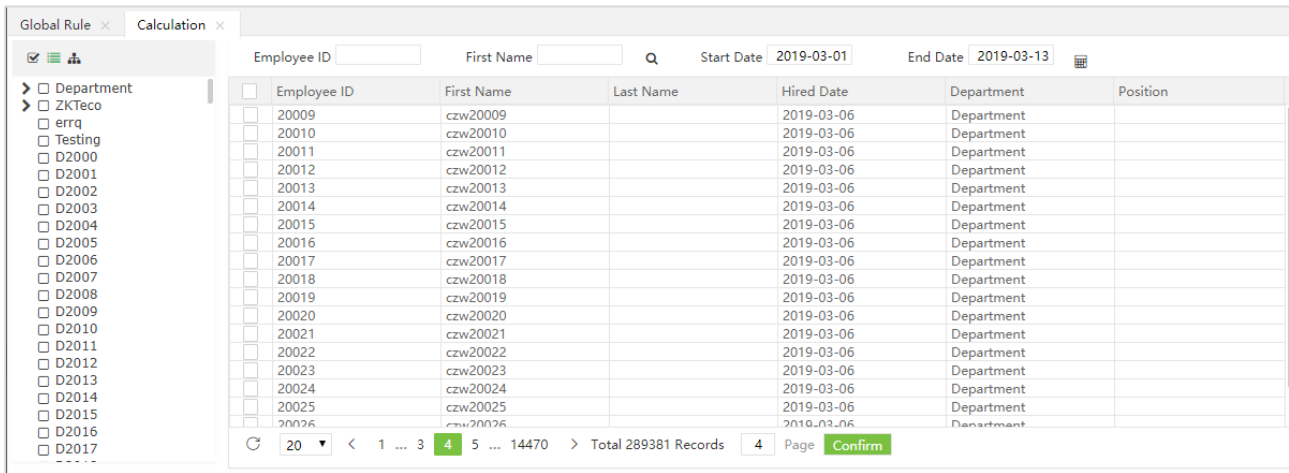
5.9.3 Delete a Holiday for Attendance

In the holiday list, select the holiday to be deleted, and then click [**Delete**] on the upper left of the holiday list, or directly click 🗑 in the line of the holiday to be deleted to access the deletion confirmation interface. Click [**Confirm**] to delete the holiday and return to the Holiday interface.

5.10 Calculation

Click [**Attendance**] > [**Calculation**] > [**Calculation**] to access the Attendance Calculation interface. It shows all the

personnel by default. You can select the department on the right side to display the personnel in the specified department. Select the person and fill in the time range to be calculated. Click ⊞ to calculate. "Calculation Finished" indicates the end of calculation when it pops up.

➢ **Rules for Selecting the Check-in/out Time**

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

➢ **Calculation Process**

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

➢ **Calculation Prerequisites**

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

➢ **Work Type Judgment Rules**

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

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

3. The work type on weekends and rest days is judged as normal work or overtime work according to the set value in the shift.

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

➢ **Rounding Rules**

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

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

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

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

➢ **Scheduling Principle**

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

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

3. If there is no existing schedule but a temporary schedule is arranged, it is recorded as work or overtime according to the setting value in the temporary schedule.

4. Determining whether there is existing scheduling first:

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

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

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

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

5.11 Attendance Report

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

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

Choose [Attendance] > [Scheduling Report] to access corresponding Scheduling Report interface. The following figure is the Total Time Card report.


The following describes how to view an attendance report.

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

2. Select department on the left side to view the attendance data of employees in that department, or click the Employee input box to select the personnel (multiple or all) who need to view the attendance report information in the pop-up window. As shown in figure:
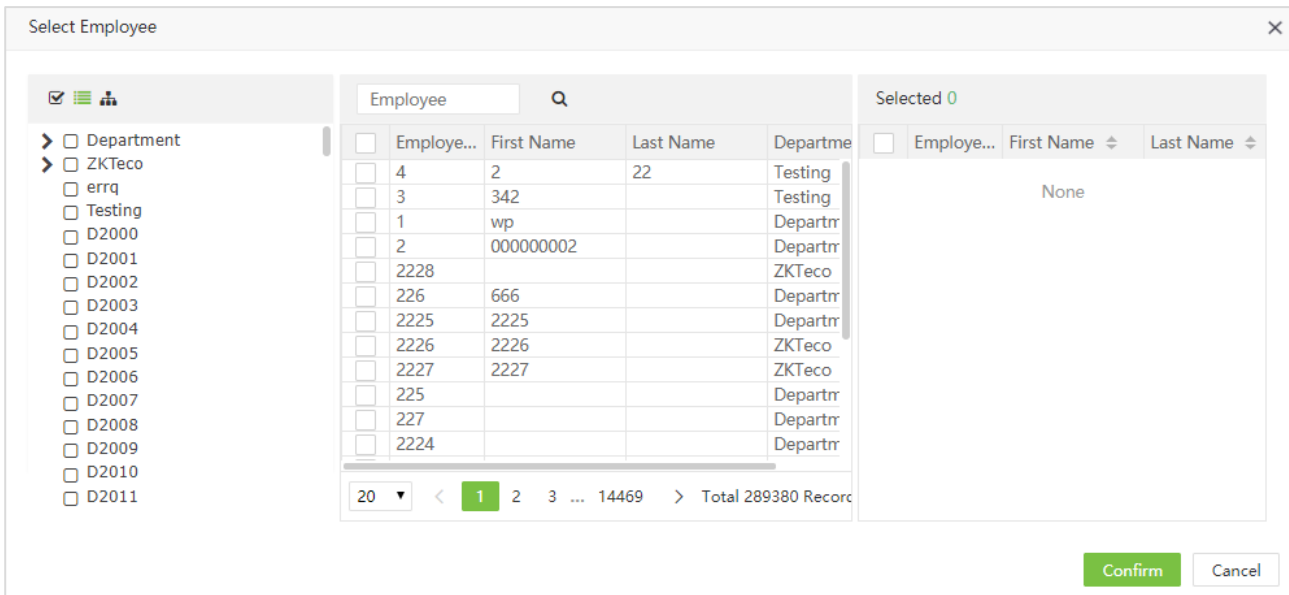
3. Set Start Date and End Date. Please refer to 2. Date Selection in Appendix 1 for the method of setting the date.

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

➢ Transaction Report

1. Transaction

It provides all transaction information of the selected personnel.

2. Time Card

It provides the detailed punching information of the selected personnel.

3. First & Last

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

First Punch: The earliest punch record of the day.

Last Punch: The latest punch record of the day.

4. First In Last Out

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

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

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

➢ Scheduling Report

1. Scheduled Log

This table calculates the valid values of attendance records.

Users can export an attendance report to an .xls, pdf, csv or txt file based on requirements. Please refer to Appendix 5. Export for the specific method of exporting the report.

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

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

2. Daily Attendance Report

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

3. Total Time Card

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

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

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

Break Time: break time

Total Worked Time: Total working hours

Actual Worked: Actual working hours

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

Duty Duration: required working hours (timetable duration - rest period)

Overtime: Total overtime hours.

4. Exception

It provides all attendance exceptions.

5. Late

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

6. Early Leave

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

7. Overtime

The list shows the check time and overtime of the selected person.

8. Absent

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

9. Multiple Transaction

After Multiple Transaction function is enabled, the check status of each period is displayed, and the duration of each period and the total working time are counted.

10. Break Time

After the Break time is enabled, the check status of each rest period is displayed, and the rest duration and total rest duration of each rest period are counted.

➢ Summary Report

1. Employee Summary

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

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

2. Leave Summary

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

3. Department Summary

Displays all data for a particular department. It is the statistics of all personnel in a department.

5.12 Configurations

5.12.1 Leave Type

Choose [**Attendance**] > [**Configurations**] > [**Leave Type**] to access the Leave Type interface.

There are six default leave types in the system: sick leave, casual leave, maternal leave, compassionate leave, annual leave and business trip.

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

1. Click [**Add**] on the Leave Type interface to access the leave type addition interface.

Set the parameters as required based on the following steps:

Leave Name: Enter the name of a leave type, with 50 characters at most.

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

Round Off: Set whether the values are rounded off.

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

2. After the completion of the setting, click [Confirm] to save the settings and return to the Leave Type interface. The leave type list will display the new leave type.

➢ **Editing Leave Type**

Click the name of the leave type to be edited or click to enter the editing interface. Modify relevant settings as required. The specific operation is the same as the adding leave type. Click [**Confirm**] after modification.

➢ Deleting Leave Type

In the list of leave type, click the selected leave type to be deleted, and then click Delete at the top left of the list to enter the delete confirmation interface, and click **[Confirm]** to delete the selected leave type. Or click 🗑 after the leave type.
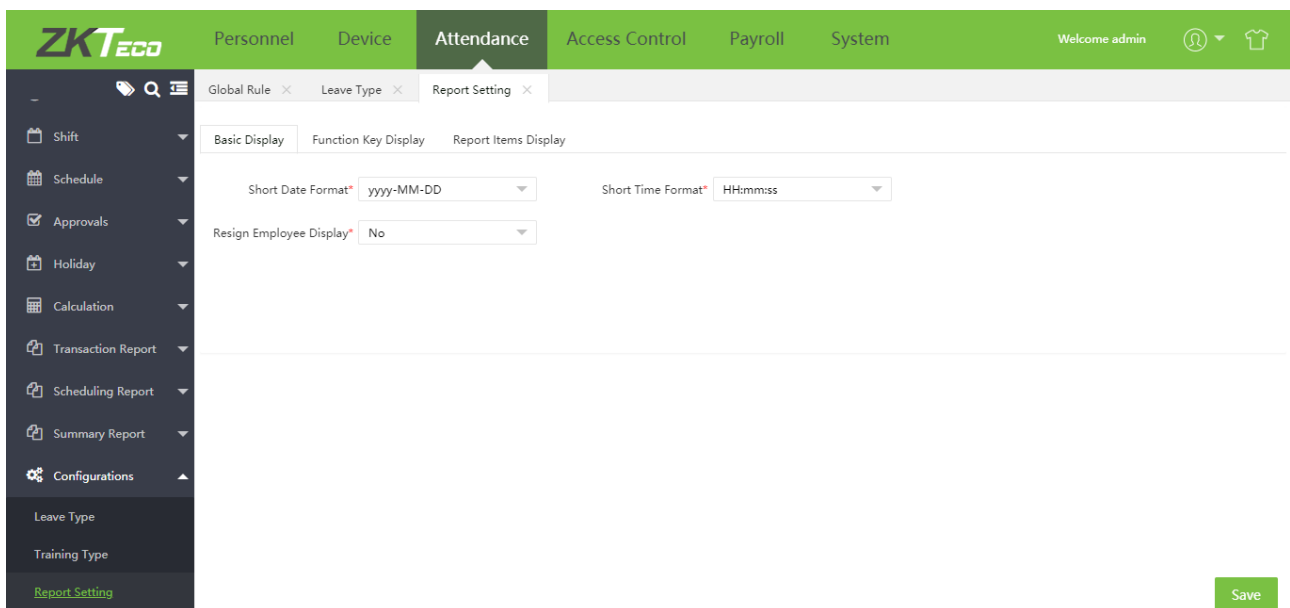
✎**Note**: The default leave type cannot be deleted.

5.12.2 Training Type

The operation method is the same as the leave type.

5.12.3 Report Parameter Setting

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

➢ Basic Display

Short Date Format: Set the date format of report display.
Short Time Format: Set the time format of report display.
Resign Employee Display: Whether to filter the separating employee. When it is selected Yes, the resigned employees will not be shown in the attendance calculation personnel list and report. When Filter Employee is selected No, the resigned employees will be shown.

➢ Function Key Display

Set the status displayed by the status value.

Report Items Display

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

Min. Unit: The minimum unit, N minutes/hours/days/hour:minute.

Round-off Control:

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

Symbol In Report: The symbol for each event.

✍ **Note**: When the Unit is hour: minute, the minimum value and Round-off Control cannot be set.

2. After completion of the setting, click [**OK**] for saving.

Chapter 6 Access Control

Access control option is to set user's open door time period, control lock and related device's parameters. The current unlock time should be in the effective time of user time period or group time period. The group in which the user belongs to must be in an unlock combination (or in the same unlock combination with other groups, but the door can be unlocked only when all groups in this combination pass verification).

6.1 Device

Click **[Access Control]** > **[Device]** > **[Device]** to access the device list interface. Here will show all the devices which has been set as access control device in Device Module.
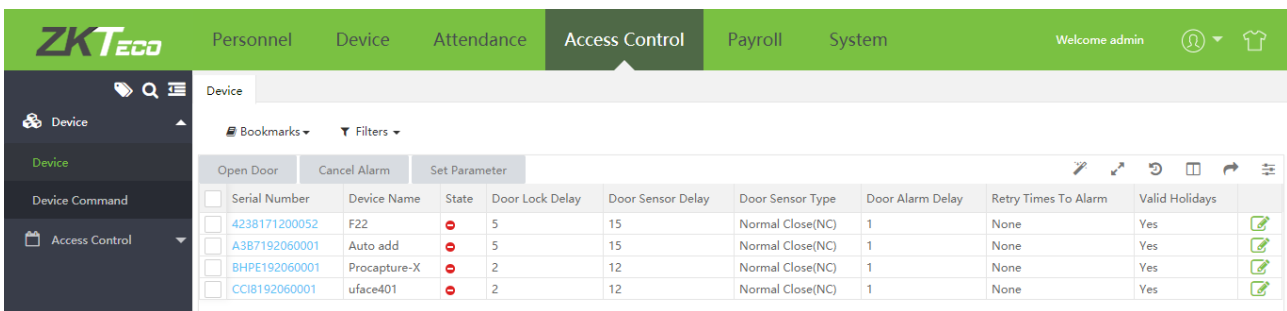
6.1.1 Open Door

Select corresponding device in the device list, click **[Open Door]**, and enter the open door confirmation interface:
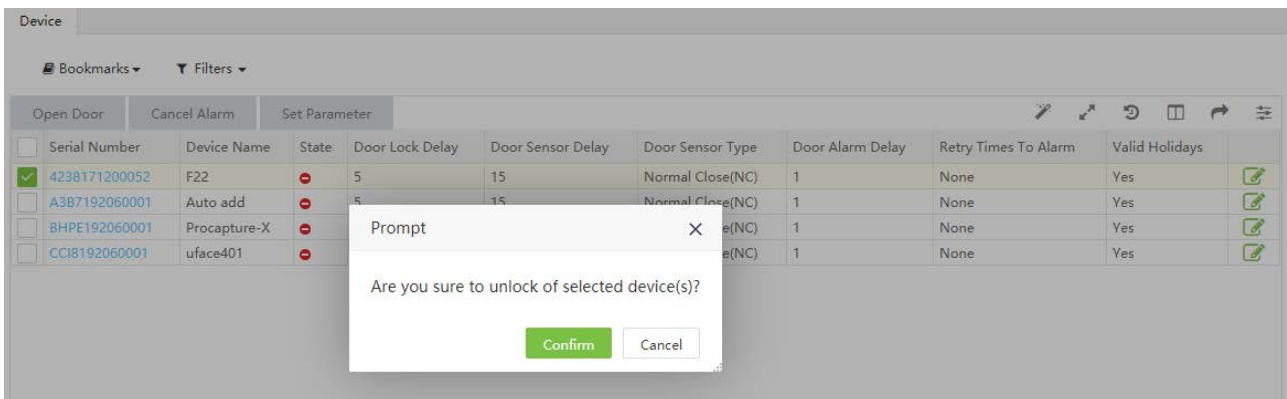
Click **[Confirm]** to unlock selected devices.

6.1.2 Cancel Alarm

When there is an alarm, enter the device interface, select corresponding device, click **[Cancel Alarm],** and enter the cancel alarm confirmation interface:
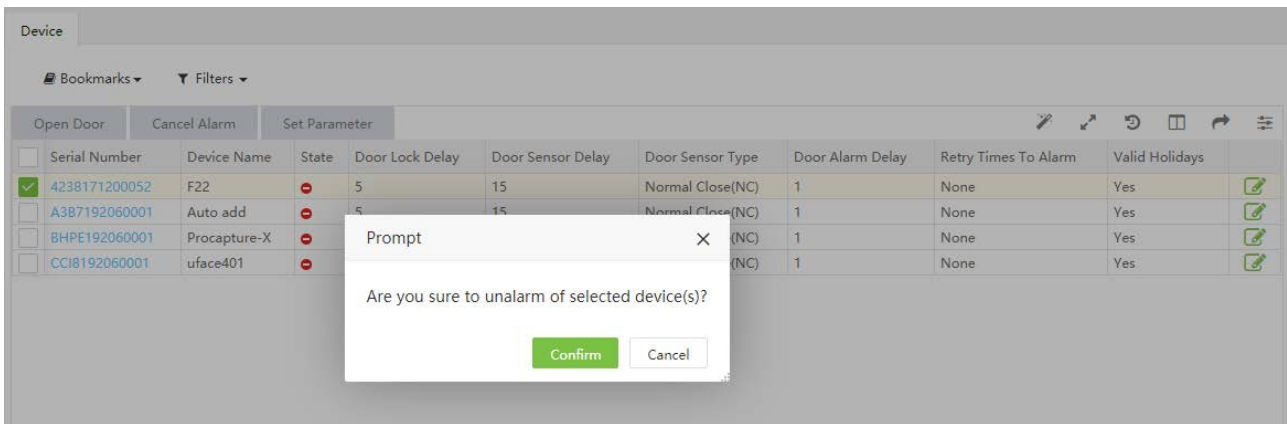
Click **[Confirm]** to cancel the alarm of selected device.

6.1.3 Set Parameter

Select corresponding device in the device list, click **[Set Parameter]**, and enter the interface of setting parameter:

➢ **Access Control Options**

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

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

Door Sensor Type: Set the door sensor type of device, there are three types of door sensor type: Normal Open (NO), Normal Close (NC) and None.

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

NC Time Period: Set the normal close time period, enter the time period No., the range is 0-50.

NO Time Period: Set the normal open time period, enter the time period No., the range is 0-50.

Retry Times To Alarm: When the number of failed verification reaches the set value (value range is 1-9 times), the alarm will be triggered. If the set value is None, the alarm will be triggered after failed verification.

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

Valid Holiday: To set if NC Time Period or NO Time Period settings are valid in set holiday time period. Choose NO to enable the set NC or NO time period in holiday.

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

➢ Duress Options

Duress Function: Whether to enable the duress function for the device.

Alarm on 1:1 Match: If it's enable, when a user uses 1:1 verification method to verify any registered fingerprint, alarm will be triggered.

Alarm on 1:N Match: If it's enable, when a user uses 1:N verification method to verify any registered fingerprint, alarm will be triggered.

Alarm on Password: If it's enable, when a user uses password verification method, alarm will be triggered.

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

➢ Anti-Passback Setup
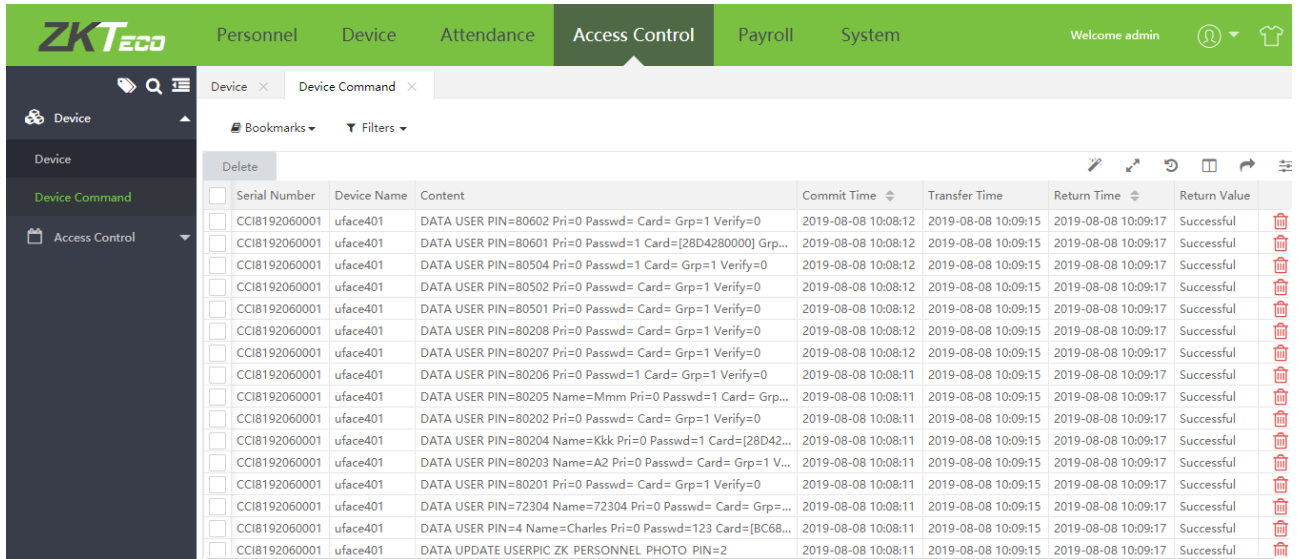
Anti-PassBack Type: Set the type of anti-passback.

Door Direction: Set the door direction. It can be None, In and Out.

6.2 Device Command

Click [**Access Control**] > [**Device**] > [**Device Command**], the command list will be displayed. Check the command issued by the software to a device during communication.

Clear the command issued by the software to a device during communication. Select corresponding device commands, and click [**Delete**] or click 🗑 on the line of command to access the device command clearing interface:
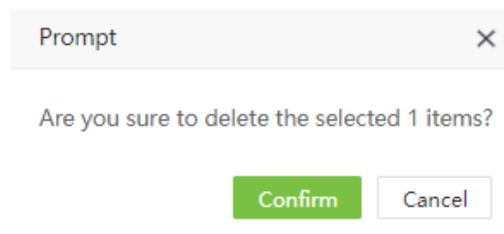
Click [**Confirm**] to delete the command.

6.3 Time Period

The whole system can define 50 time zones. Every time section is the effective time zone within 24 hours every week. Every time section format is HH:MM:SS - HH:MM:SS, namely, accurate to second.

Click [**Access Control**] > [**Access Control**] > [**Time Period**].
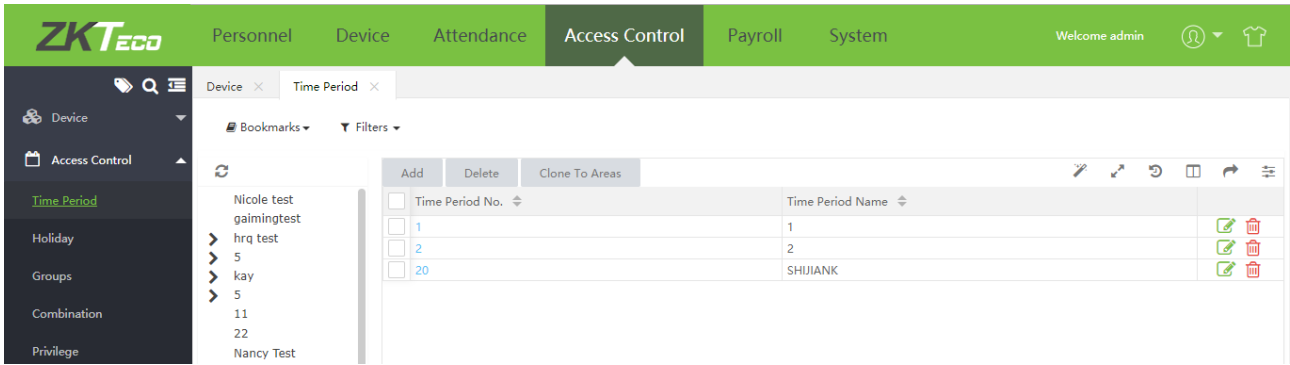
6.3.1 Add a New Time Period

The time period can be defined per week and assign different time.

Click [**Access Control**] > [**Access Control**] > [**Time Period**], select corresponding area from the area tree list on the left, the click [**Add**] to add different time intervals for the access.

Set the parameters as required based on the following steps:

Area: The area name selected on area tree list. Can't be modified in this adding a new time period interface.
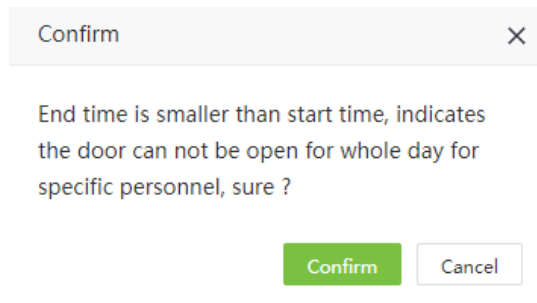
Time Period No.: Enter the time period number. The time period number is unique in one area.

Time Period Name: Enter the time period name.

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

✍ **Note:** When start time is greater than the end time, there will be a prompt:

If you click [**Confirm**], the button will be set to the OFF state.

ON/OFF: The default is ON. Click OFF to disable the time period, the door cannot be open for whole day for specific personnel.

2. After setting, click [**Confirm**] to save and return to the time period list. The time period list will display the newly added time period information.

6.3.2 Edit Time Period

If there are changes for time period of corresponding area, users can follow the steps to make the changes.

1. Click corresponding area on the left area tree list, it will show the time period list of corresponding area on the right time period list.
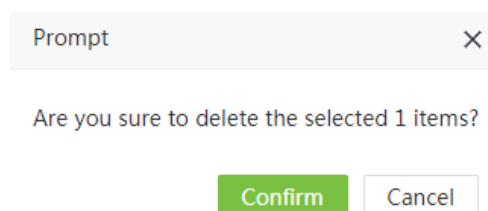
2.   In the time period list, click time period number or click in the line of the time period to be edited to access the interface for editing time period.

2. Modify the parameter settings based on requirements (refer to the parameter setting method in "Add a Time Period"). After the completion of the modification, click [**Confirm**] to save the modified time period information.

6.3.3 Delete Time Period

1. Click corresponding area on the left area tree list, it will show the time period list of corresponding area on the right time period list.

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

click in the line of the time period to be deleted to access the time period deletion interface.

2. Click [**Confirm**] to confirm the deletion of the selected time period.

6.3.4 Clone to Areas

Click to select the time period to be cloned, and then click [**Clone To Areas**] at the top left of the time period list to open the following interface.

Set each parameter as required:

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

Remark: Enter the corresponding comment information.

2. After setting, click [**Confirm**] to save and return to the time period list. The cloned time period will be displayed in the time period list of corresponding area.

6.4 Holiday

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

On holidays, special access control time may be required, but changing everyone's access control time is very tedious. Therefore, the access control time on holidays, which applies to all personnel, can be set.

6.4.1 Add a Holiday

Click [**Access Control**] > [**Access Control**] > [**Holiday**], select corresponding area from the area tree list on the left, the click [**Add**] to add different holiday for the access.

Set the parameters as required based on the following steps:

Area: The area name selected on area tree list. Can't be modified in this adding a new time period interface.

Holiday Name: Select the holidays from the drop-down list. These holidays are synchronized from Attendance module.

Start Date: Set the start date of the holiday.

Duration: Set the duration of the holiday.

Time Period Name: Enter the time period applied to holiday. The opening time period on holiday subjects to the time period set here.

After the completion of the setting, click **[Confirm]** to save the settings and return to the holiday interface. The holiday list will display the new holiday.

6.4.2 Edit Holiday

If there are changes for holidays of corresponding area, users can follow the steps to make the changes.

1. Click corresponding area on the left area tree list, it will show the holidays of corresponding area on the right holiday list.

2. In the holiday list, click the holiday name or click ![edit icon] in the line of the holiday to be edited to access the interface for editing holiday.

3. Modify the parameter settings based on requirements (refer to the parameter setting method in "Add a Holiday"). After the completion of the modification, click **[Confirm]** to save the modified holiday information.

6.4.3 Delete Holiday

1. Click corresponding area on the left area tree list, it will show the time holidays of corresponding area on the right holiday list.

2. In the holiday list, select a holiday to be deleted, and click **[Delete]** on the upper part of the interface or click ![delete icon] in the line of the holiday to be deleted to access the holiday deletion interface.
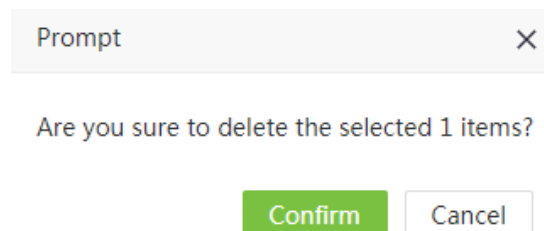
2. Click **[Confirm]** to confirm the deletion of the selected holiday.

6.4.4 Clone to Areas

Click to select the holiday to be cloned, and then click **[Clone To Areas]** at the top left of the holiday list to open the following interface.

Set each parameter as required:

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

Remark: Enter the corresponding comment information.

2. After setting, click [**Confirm**] to save and return to the time period list. The cloned time period will be displayed in the time period list of corresponding area.

6.5 Group

Grouping is to manage users in the groups.

Each area's maximum number of groups is 99. Group 1 is automatically created when the area is created, and group 1 cannot be deleted. Group 1 is the default group. The default new person belongs to group 1

6.5.1 Add New Group

1. Click [**Access Control**] > [**Access Control**] > [**Groups**], select corresponding area from the area tree list on the left, the click [**Add**] to add different access group.

Set the parameters as required based on the following steps:

Area: The area name selected on area tree list. Can't be modified in this adding a new time period interface.

Group No.: Enter the number of the group.
Group Name: Enter the name of the group.

Time Period: Set the time period of the group. Each group can set 3 time periods at most, as long as one of them is valid, the group can be verified successfully.

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

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

2. After the completion of the setting, click **[Confirm]** to save the settings and return to the group interface. The group list will display the new group.

➢ **Edit Group**

If there are changes for groups of corresponding area, users can follow the steps to make the changes.

1. Click corresponding area on the left area tree list, it will show the groups of corresponding area on the right group list.

2. In the group list, click the group name or click in the line of the group to be edited to access the interface for editing group.

3. Modify the parameter settings based on requirements (refer to the parameter setting method in "Add New Group"). After the completion of the modification, click [**Confirm**] to save the modified group information.

➢ **Delete Group**

1. Click corresponding area on the left area tree list, it will show the time groups of corresponding area on the right group list.

2. In the group list, select a group to be deleted, and click **[Delete]** on the upper part of the interface or click in the line of the group to be deleted to access the group deletion interface.

2. Click [**Confirm**] to confirm the deletion of the selected group.

6.5.2 Clone To Areas

1. Click to select the group to be cloned, and then click [**Group Menu**] > [**Clone To Areas**] at the top left of the group list to open the following interface.

Set each parameter as required:

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

Remark: Enter the corresponding comment information.

2. After setting, click [**Confirm**] to save and return to the group list. The cloned group will be displayed in the group list of corresponding area.

6.5.3 Adjust Employee

1. Click to select the group, and then click [**Group Menu**] > [**Clone To Areas**] at the top left of the group list to open the following interface.
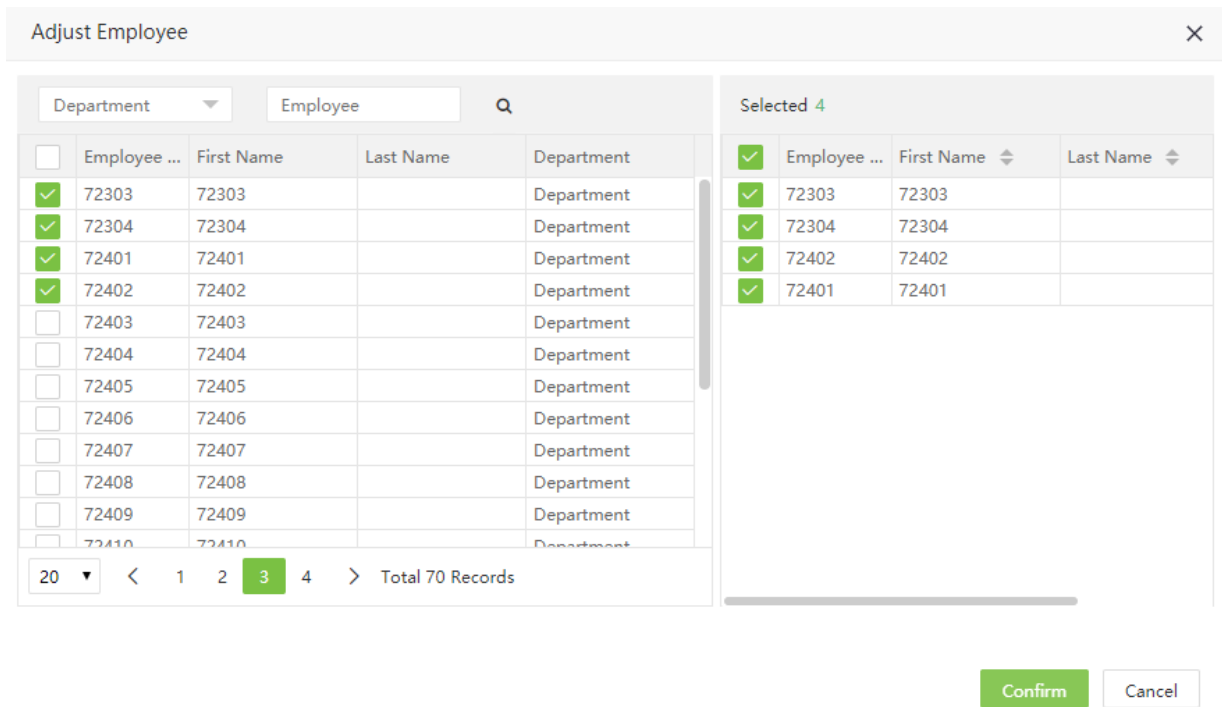
2. Click to select corresponding personnel, then click [Confirm] to add the selected personnel to the group. In the group list, click corresponding group, the personnel belongs to the group will display on the right personnel list.
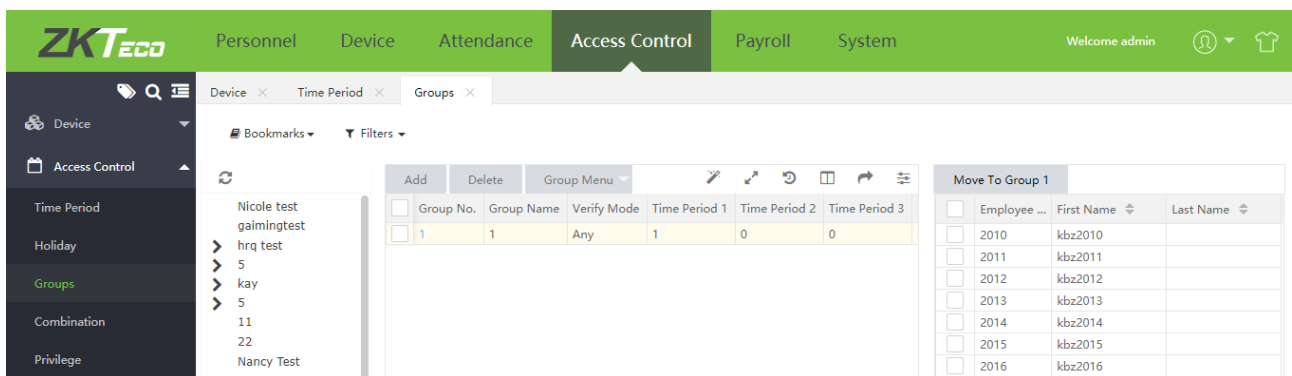
6.5.4 Move To Group 1

This function is mainly used for the case while you want to delete the personnel form the group except Group1. Click to select corresponding personnel on the right personnel list of the group, then click [Move To Group 1].

6.5 Unlock Combination

Each area's maximum number of unlock combinations is 10. When the area is created, 10 unlock combinations are automatically created. The unlock combination whose combination NO. is 1 has been set as one employee from access group 1 can open the door by default. Other unlock combinations do not include any personnel from access group.
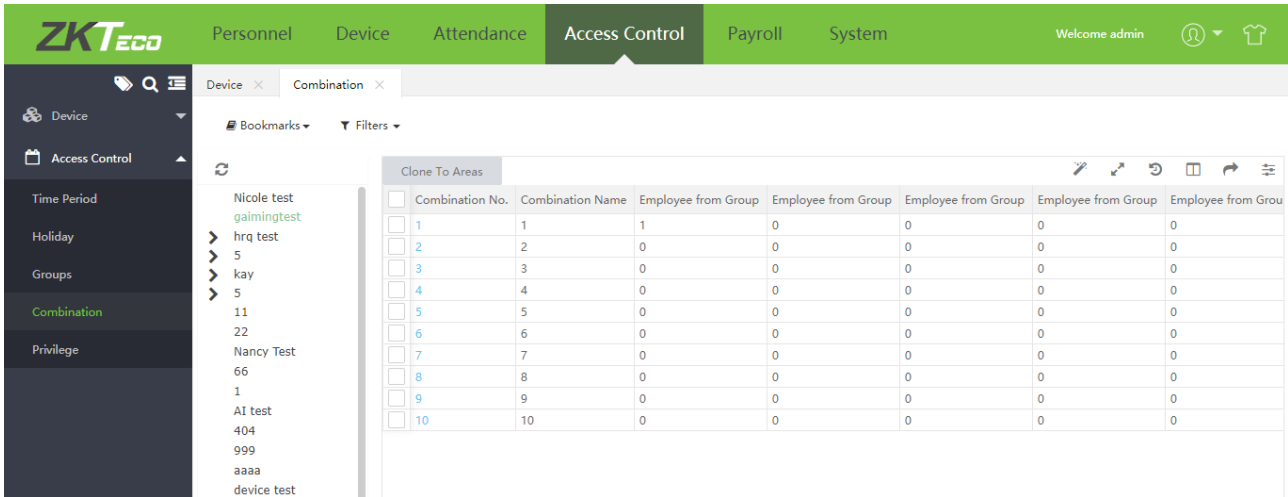
6.5.1 Edit Unlock Combination

1. Click **[Access Control]** > **[Access Control]** > **[Combination]** to access the combination interface, click corresponding area on the left area tree list, then the combinations belong to this area will be shown on the right combination list. Click corresponding combination No. to access the combination edition interface.

Set each parameter as required:

Area: The area name selected before entering this edition interface. Cannot be edited.

Combination No.: The number of combination. Cannot be edited.

Combination Name: Set the name of the combination.

Employee from Group: Select the group employee is from. Such as select the group named 1 that means one of the employee from group 1 can open the door from the area. In a combined verification, the range of user number is: $0 \leqslant N \leqslant 5$. You can combine two or more personnel to achieve multi-verification and improve security.

2. Click [**Confirm**] to save the changes, return to the unlock combination list, the list will display the unlock combination information just edited.

6.5.1 Clone To Area

1. Click to select the unlock combination to be cloned, and then click [**Clone To Areas**] at the top left of the combination list to open the following interface.

Set each parameter as required:

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

Remark: Enter the corresponding comment information.

2. After setting, click [**Confirm**] to save and return to the unlock combination list. The cloned unlock combination will be displayed in the unlock combination list of corresponding area.
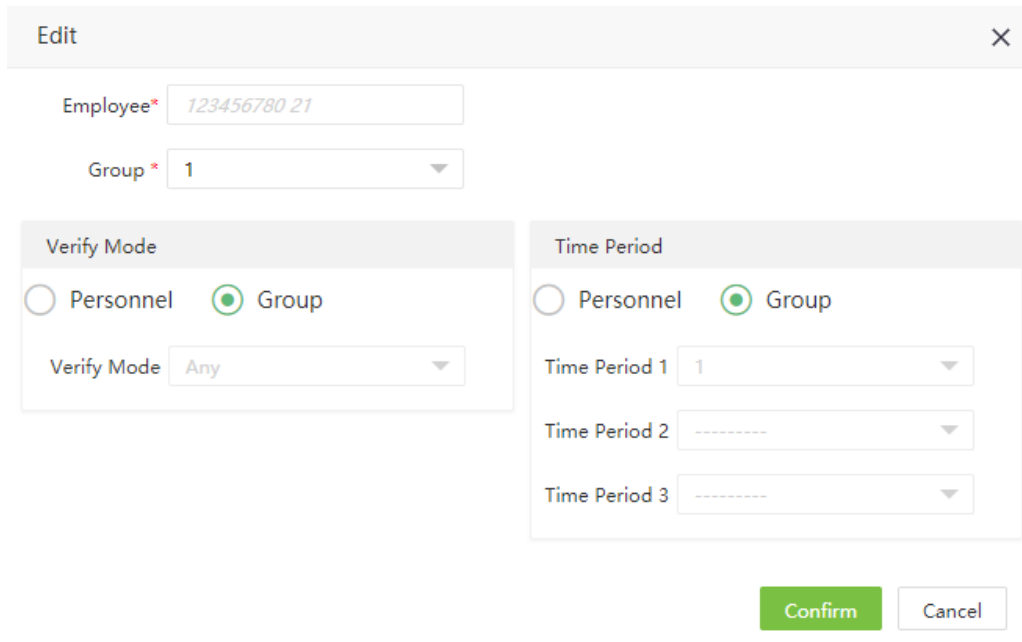
6.6 Privilege

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

6.6.1 Edit Employee's Access Privilege

1. Click **[Access Control] > [Access Control] > [Privilege]** to access the privilege interface, click corresponding area on the left area tree list, then the privilege information of employee who are belonging to this area will be shown on the right privilege list. Click corresponding employee ID or ![edit icon] in the line of employee privilege to be edited to access the edition interface.

Set each parameter as required:

Employee: The selected employee No. before entering the interface, cannot be edited.

Group: Adjust access group for employee through the drop-down box, and the corresponding verification mode and time period will be updated automatically.

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

Time Period: Choose whether to apply the group time period for this employee. If not, set the unlocking time period for this employee, and at the same time, the time period of this employee does not affect the time period of any other employee in this group.

2. After setting, click [**Confirm**] to save and return to the privilege list. The privilege list will display the information just edited.

6.6.1 Adjust Employee's Access Privilege

1. Click corresponding area on the left area tree list, then the privilege information of employee who are belonging to this area will be shown on the right privilege list. Click [**Adjust**] to access the adjust privilege interface:

Set each parameter as required:

Employee: Select the employee from the list who need to be adjusted the privilege.

Group: Adjust access group for employee through the drop-down box, and the corresponding verification mode and time period will be updated automatically.

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

Time Period: Choose whether to apply the group time period for this employee. If not, set the unlocking time period for this employee, and at the same time, the time period of this employee does not affect the time period of any other employee in this group.

2. After setting, click [**Confirm**] to save and return to the privilege list. The privilege list will display the information just edited.

Chapter 7 Payroll Module

Basic payroll function can eliminate errors in the payroll process and reduce excessive effort in calculating employee hours, wages and tax withholding.

7.1 Employee Profile
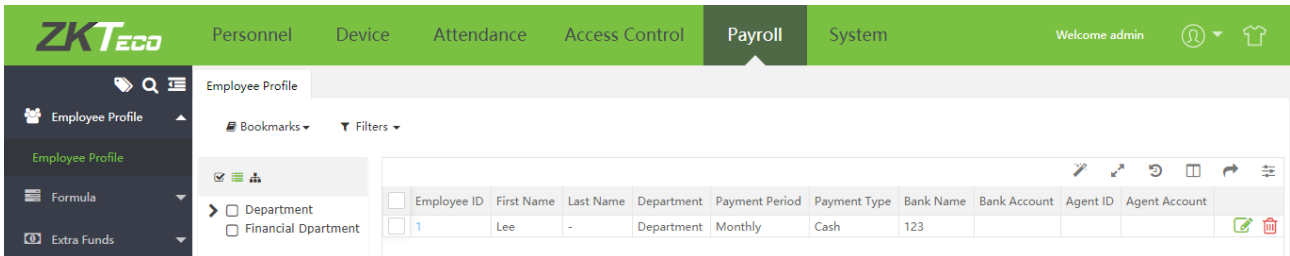
7.2 Formula

Set the formulas for payroll calculation of overtime, exceptions (including late in, early leave and absence), leave and the other kind of increase and deduction. These formulas are set for the items which are fixed calculation items in employee's monthly salary structure.

7.2.1 Overtime Formula

The formula for different types of OT can be defined according to the organizational rules.
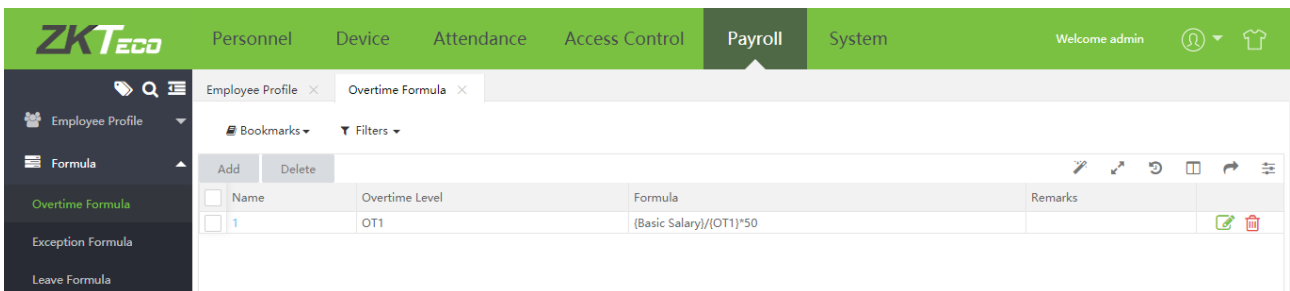
1. Click **[Payroll]** > **[Formula]** > **[Overtime Formula]** to access the Overtime formula interface. And then click **[Add]** to access the overtime formula addition interface:

Set each parameter as required:

Name: Enter the name of the formula.

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

Formula: Set the formula of corresponding overtime type. Click to open the calculator interface as following, you can set the formula as you need with the calculator which is more convenient and flexible.
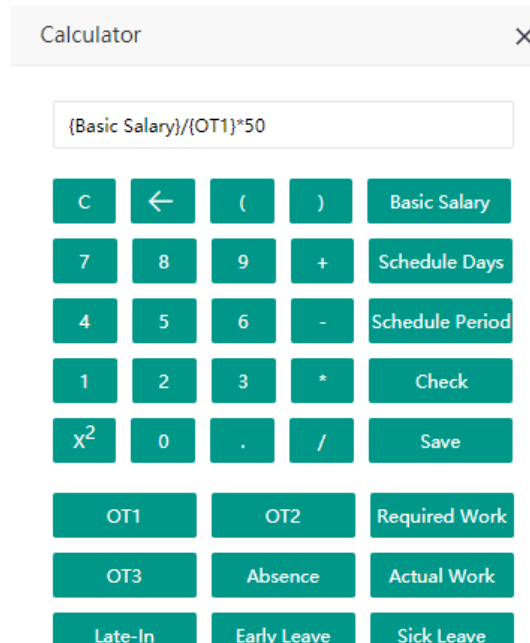
Remarks: Enter the remarks for the formula.

2. Click **[Confirm]** to save the formula and return back to the overtime formula interface and the new added formula information will display in the interface.

7.2.2 Exception Formula

The formula for exceptions, including late in, early leave and absence, can be defined according to the organizational rules.
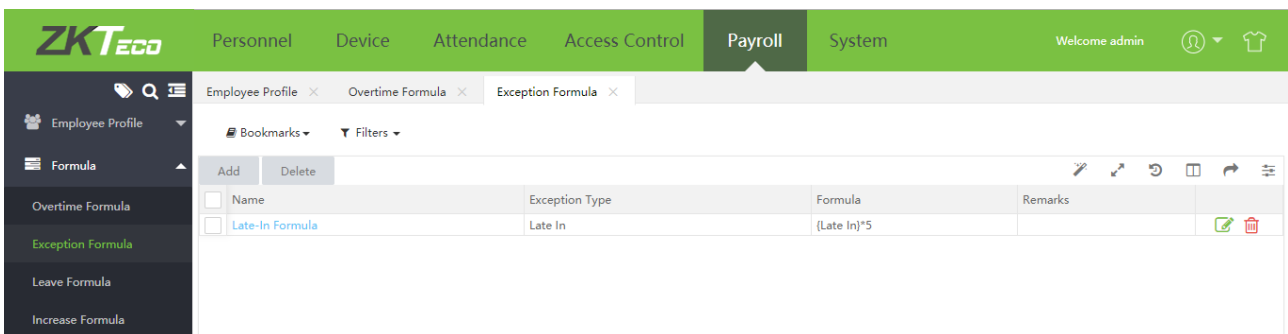
1. Click **[Payroll]** > **[Formula]** > **[Exception Formula]** to access the exception formula interface. And then click **[Add]** to access the exception formula addition interface:

Set each parameter as required:

Name: Enter the name of the formula.

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

Formula: Set the formula of corresponding exception type. Click to open the calculator interface to set the formula as you need with the calculator.

Remarks: Enter the remarks for the formula.

2. Click **[Confirm]** to save the formula and return back to the exception formula interface and the new added formula information will display in the interface.

7.2.3 Leave Formula

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

1. Click **[Payroll]** > **[Formula]** > **[Leave Formula]** to access the leave formula interface. And then click **[Add]** to access the leave formula addition interface:

Set each parameter as required:

Name: Enter the name of the formula.

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

Formula: Set the formula of corresponding leave type. Click to open the calculator interface to set the formula as you need with the calculator.

Remarks: Enter the remarks for the formula.

2. Click **[Confirm]** to save the formula and return back to the leave formula interface and the new added formula information will display in the interface.

7.2.4 Increase Formula

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

1. Click **[Payroll]** > **[Formula]** > **[Increase Formula]** to access the increase formula interface. And then click **[Add]** to access the increase formula addition interface:

Set each parameter as required:

Name: Enter the name of the formula.

Formula: Set the formula of corresponding increase. Click to open the calculator interface to set the formula as you need with the calculator.

Remarks: Enter the remarks for the formula.

2. Click **[Confirm]** to save the formula and return back to the increase formula interface and the new added formula information will display in the interface.

7.2.4 Deduction Formula

The settings, please refer to 7.2.3 Increase Formula.

7.3 Extra Fund

It's for the extra increase or deduction which need to be adjusted in employee's salary temporarily.

7.3.1 Extra Increase

1. Click **[Payroll]** > **[Extra Fund]** > **[Extra Increase]** to access the extra increase interface. And then click **[Add]** to access the extra increase addition interface:

Set each parameter as required:

Employee: Select the employee which need to adjust the salary temporarily.

Amount: Set the amount needed to adjust.

Issue Time: Set the issue time of the amount.

Remarks: Enter the remarks for the extra increase.

2. Click [**Confirm**] to save and return back to extra increase interface and the new added increase information will display in the interface.

7.3.2 Extra Deduction

The settings, please refer to 7.3.2 Extra Increase.

7.4 Payroll Structure

Click [**Payroll**] > [**Payroll Structure**] > [**Payroll Structure**]. Click to select corresponding department name on the left department list, you can see the list of employees who are having a defined salary structure.

7.4.1 Add New Payroll Structure

1. Click [**Add**] to access the interface of adding a new payroll structure:

Set the parameter as required:

Employee: Select the employee who need to be defined the salary structure.

Basic Salary: Set the basic salary for selected employee.

Effective Date: Set the effective date of the payroll structure.

Formula: Set the formulas, including formula of Overtime, Exception Leave, Increase and Deduction, for the payroll structure.

2. Click [**Confirm**] to save the settings and return to payroll structure interface. The payroll structure list will display the new payroll structures.

7.4.2 Delete Payroll Structure

Click to select corresponding department name on the left department list, the employee payroll structure of the department will show on the right list.
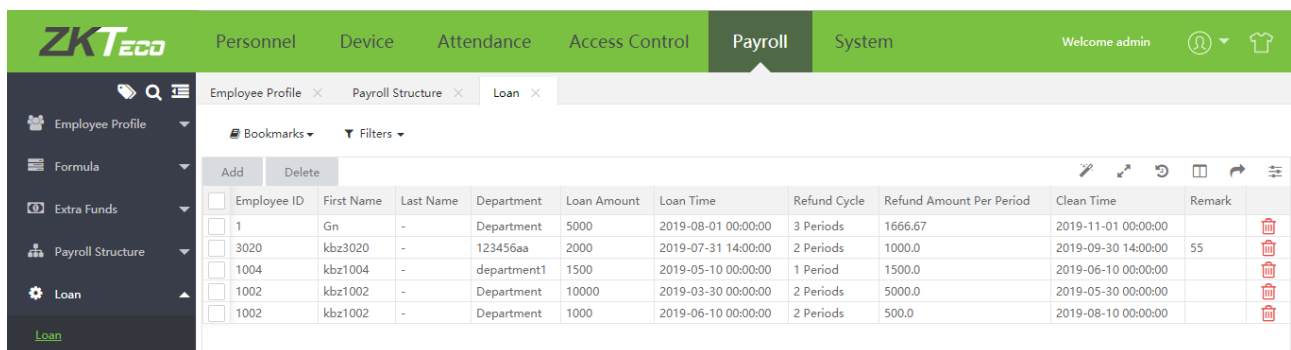
1. In the employee payroll structure list, select a payroll structure to be deleted, and click [**Delete**] on the upper part of the interface or click 🗑 in the line of the payroll structure to be deleted to access the deletion interface.
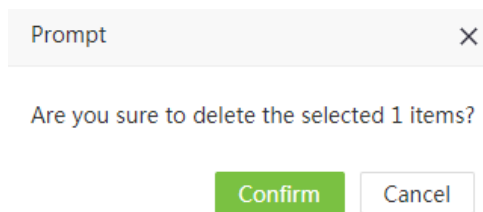
2. Click [**Confirm**] to confirm the deletion of the selected payroll structure.

7.5 Loan

Loan interface displays the records of employee loans.

Click [**Payroll**] > [**Loan**] > [**Loan**] > [**Add**] to access the interface of adding loan record for employee.

Set the parameters as required:

Employee: Select the employee who need to loan.

**Loan Amount:** Set the loan amount for employee.

Loan Time: Set the loan time for employee. According to the month set here, the loan amount will be added to the salary of this month while calculating the employee salary.

Refund Cycle: Set the refund cycle of the loan.

Refund Amount Per Period: After setting the loan amount and refund cycle, the refund amount per period will be filled in automatically. And this amount will be automatically deducted from the employee's monthly salary.

Click [**Confirm**] to save the settings and return back to the loan list interface, the new added loan information will display here.

7.6 Salary Advance

In this interface, the salary advance is listed along with the employee details.

Click [Payroll] > [Salary Advance] > [Salary Advance] > [Add] to access the interface of adding salary advance record for employee.
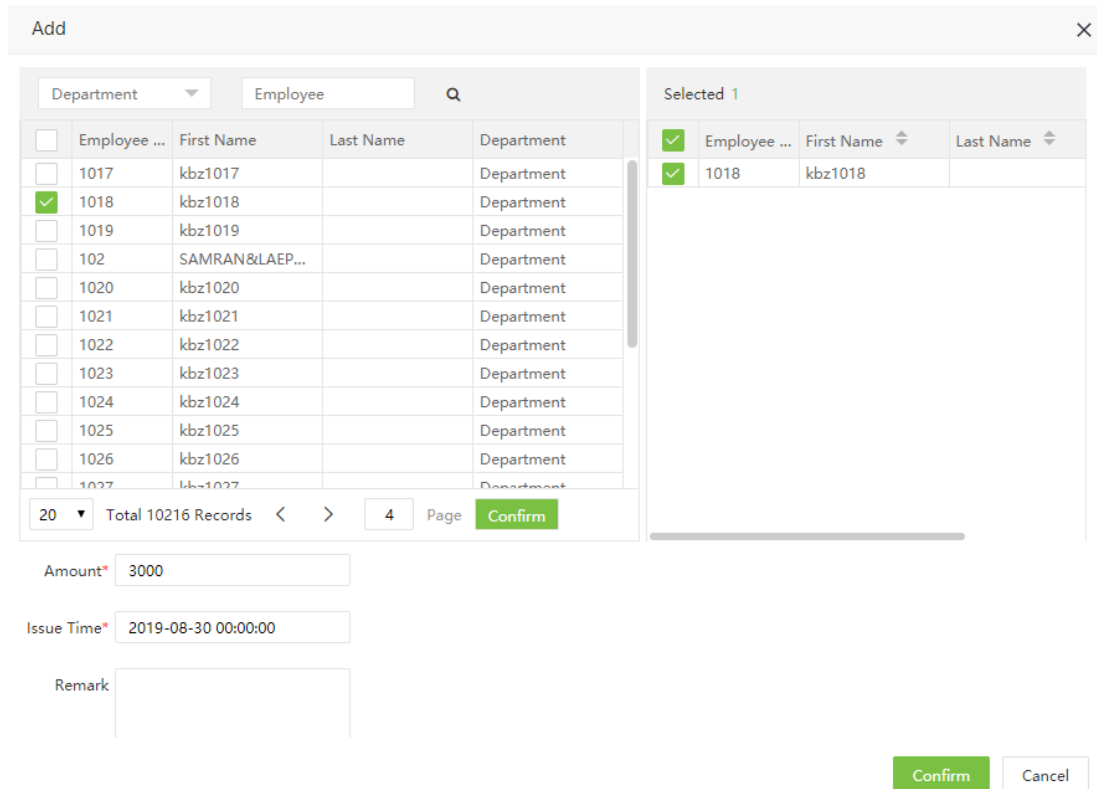
Set the parameters as required:

Employee: Select the employee who need to advance their salary.

Amount: Set the advance amount.

Issue Time: Set the issue time for salary advance. According to the month set here, the amount will be added to the employee salary of this month while calculating the employee salary. And this amount will be deducted from employee's next month salary.

Click [**Confirm**] to save the settings and return back to the salary advance list interface, the new added salary advance information will display here.

7.6 Reimbursement

In this interface, the reimbursement is listed along with the employee details.
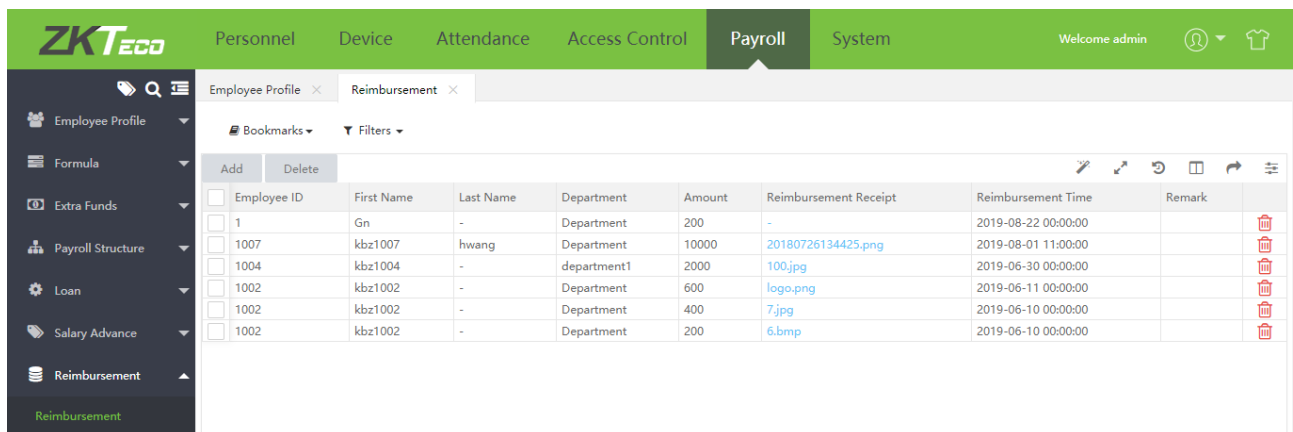
Click [Payroll] > [Reimbursement] > [Reimbursement] > [Add] to access the interface of adding reimbursement record for employee.

Set the parameters as required:

Employee: Select the employee who need to make reimbursement.

Amount: Set the reimbursement amount.

Reimbursement Receipt: Upload the reimbursement receipt, only support jpg/jpeg/png/bmp image file.

Reimbursement Time: Set the reimbursement time for employee. According to the month set here, the amount will be added to the employee salary of this month while calculating the employee salary.

Click [**Confirm**] to save the settings and return back to the reimbursement list interface, the new added reimbursement information will display here.

7.6 Salary Calculation

Click [**Payroll**] > [**Calculation**] > [**Salary Calculation**] to access the Salary Calculation interface. It shows all the personnel by default. You can select the department on the right side to display the personnel in the specified department. Select the person and fill in the time range to be calculated. Click ▦ to calculate. "Calculation Finished" indicates the end of calculation when it pops up.
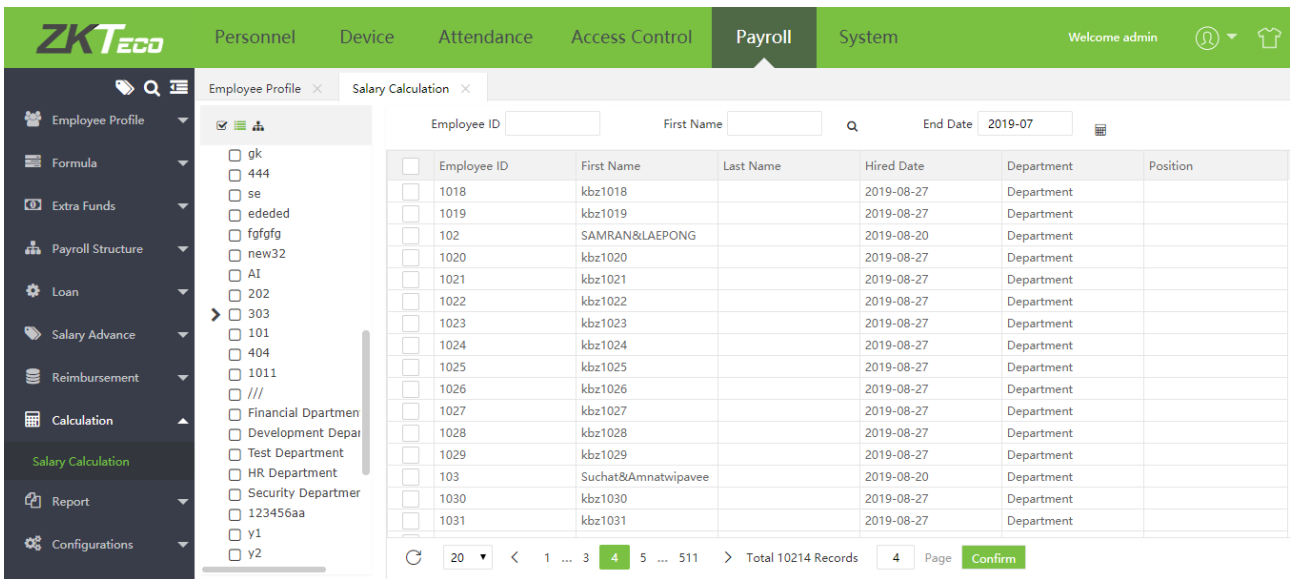
7.6 Salary Report

The salary reports are available in different formats: Salary Structure, Increase Items, Deduction Items, Salary Details and Att Param. The reports can be exported in PDF, XLS, TXT or CSV format.

Choose [**Payrol**l] > [**Report**] access corresponding Salary Report interface. The following figure is the Salary Structure report.
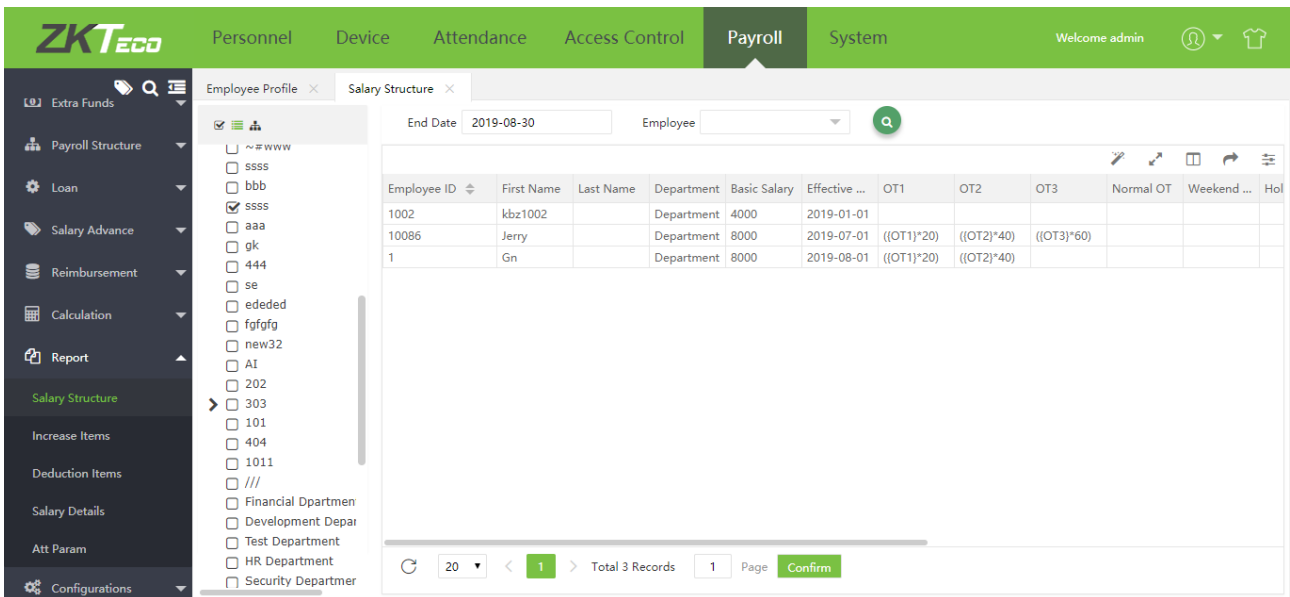
The following describes how to view a salary report.

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

2. Select department on the left side to view the salary data of employees in that department, or click the Employee input box to select the personnel (multiple or all) who need to view the salary report information in the pop-up window. As shown in figure:
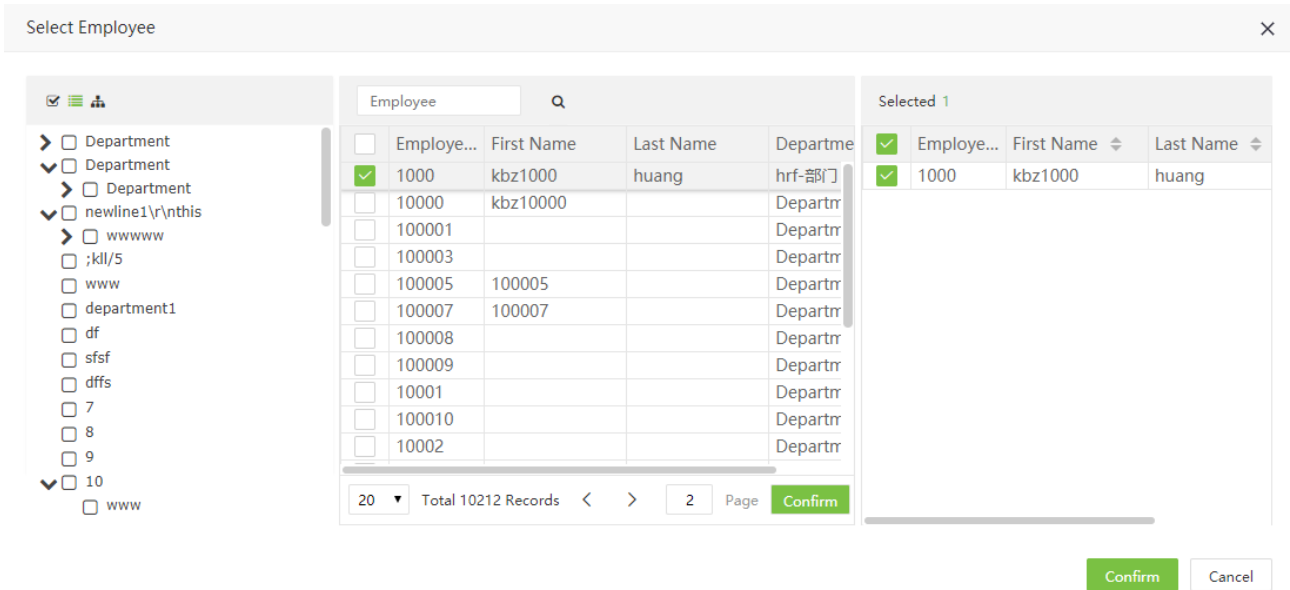
3. Set Start Date and End Date. Please refer to 2. Date Selection in Appendix 1 for the method of setting the date.

4. Click , and view the salary report information of the selected employees between the set start date and the end date.

➢ **Salary Structure**

Display every employee's detail salary structure.

➢ **Increase Items**

Display all increase items in employee monthly salary.
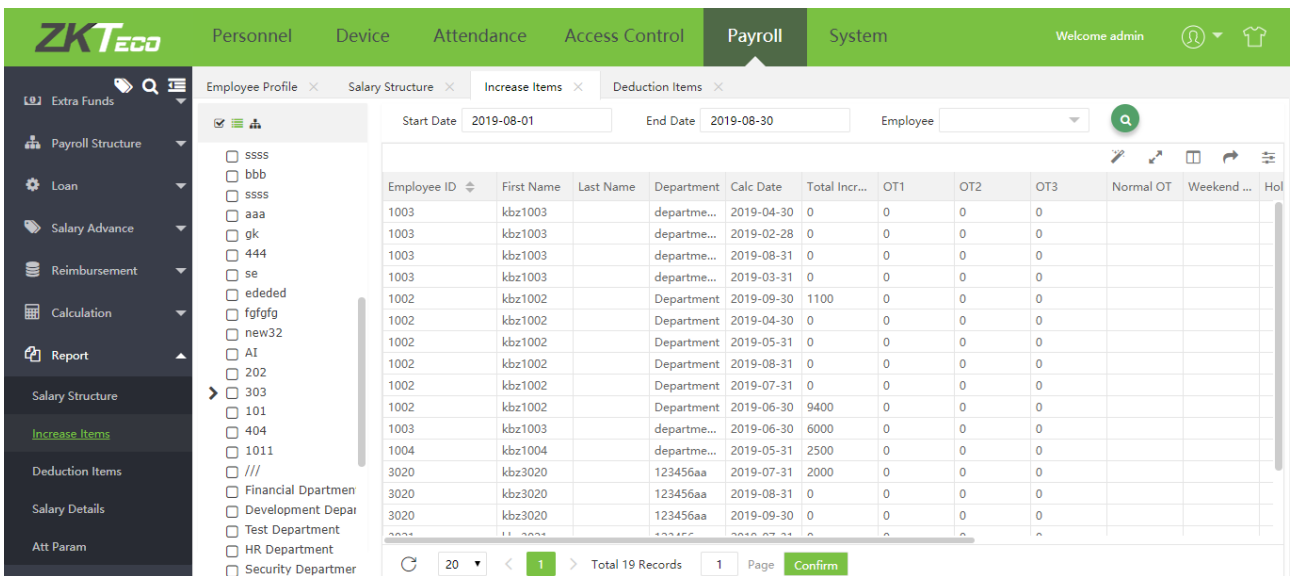
➢ **Deduction Items**

Display all Deduction items in employee monthly salary.

➢ Salary Detail

Display employee's monthly salary detail.

➢ Att Param

Display employee's salary information together with attendance information.

7.7 Payroll Setting

Click **[Payroll]** > **[Configurations]** > **[Payroll Setting]** to access to the payroll setting interface. Here you can set the Att Param Unit.

Chapter 8 System Settings

The system setting is to assign system users (such as company management personnel, registrars, and statistics clerk), configure roles for corresponding users, and set mailbox function, automatic export, backup, data migration, operation logs, etc.

8.1 System User Management

8.1.1 Privilege Group Management

When using the system, a super user needs to assign different levels to new users. To avoid setting users one by one, you can set roles with specific levels in role management, and assign appropriate roles to users when adding users. The permissions of four functional modules are included: personnel, device, attendance and system. The default super users of the system have all privileges permissions and can assign new users based on requirements and set corresponding permission for them.

➢ **Add a Privilege Group**

1. Choose [**System**] > [**User**] > [**Group**] to access the Add Role interface.

✎**Note**: Select corresponding permissions based on the selected permission type.

Name: Enter the object type, namely the role name (such as the personnel staff and device administrator).

Check the permissions: The permissions of four categories are included: Personnel, Device, Attendance and System. In the operation permission list under each permission type tab, tick the check box in front of the operation permission to select the permission, or click the highest permission in the list to select all the sub-permissions under it. For example, click Personnel with the highest permission. Then, all sub-permissions under it such as Department, Position, Personnel, Resignation, and Area will be selected.

2. After the completion of the setting, click [**Confirm**] to save the settings and return to the privilege group interface. The privilege group list will display the new roles.

> ➤ **Edit a Privilege Group**

1. In the privilege group list, click the role name or click [icon] in the line of the role to be edited to access the interface for editing roles.

2. Modify the parameter settings based on requirements (refer to the parameter setting method in "Adding a role"). After the completion of the modification, click [**Confirm**] to save the modified role information.

> ➤ **Delete a Privilege Group**

1. In the privilege group list, select a privilege group to be deleted, and click [**Delete**] on the upper part of the interface or click [icon] in the line of the role to be deleted to access the role deletion interface.

Prompt	×
Are you sure to delete the selected 1 items?	
[Confirm] [Cancel]	

2. Click [**Confirm**] to confirm the deletion of the selected privilege group.

✎ **Note**: The used permission group cannot be deleted.

8.1.2 User Management

Add new users to the system and assign roles (permissions) to users.

> ➤ **Add a User**

1. Choose [**System**] > [**User**] > [**Add**] to access the Add User interface:

Add	×
Username* [____]	Required. 30 characters or fewer. Letters, digits and @/./+/-/_ only.
Password* [____]	
Password confirmation* [____]	Enter the same password as before, for verification.
	[Confirm] [Cancel]

Add	×
Username* [____]	
Password* [____]	
Password confirmation* [____]	
[Confirm] [Cancel]	

Set the parameters as required based on the following steps (Parameters marked with * are mandatory):

Username: 30 characters or fewer. Only letters or numbers are allowed.

Password/ Password confirmation: There is no limit to the length.

➢ **Edit a User**

1. Click the user name or in the line of the user to enter the edit user interface.

Username: Characters within a length of 30.

First Name/Last Name: Type your initials.

Email: User's email address.

Enable: Designates whether the user can log into this admin site.

Super: Designates that this user has all permissions without explicitly assigning them.

Groups: Roles need to be selected for non-super users. Select a preset role, and the user has all operation permissions of this role.

Authorize Department: Click and select a department from the popped up department drop-down list. (If you select no department, you will possess all department rights by default.)

Authorize Area: Click and select an area in the popped up area drop-down list. (If you select no area, you will possess all area rights by default.)

2. After the completion of the setting, click **[Confirm]** to save the settings and return to the User interface. The user list will display the new user.

Note: You can delete existing users. Click the **[Delete]** at the top of the user list or [🗑] in the corresponding column of the user to perform corresponding operations. The detailed operations are the same as those in "Deleting a permission group."

➢ **Change Password**

1. Click **[System]** > **[User]** > **[Change Password]** to access the change password interface:

2. Enter the Original Password, Password and Confirm Password and click **[Confirm]** to complete the modification.

8.3 Data Management

8.3.1 Database Backup

Backup data to prevent data loss, the software can be set up to automatically or manually backup database. And it is supported to restore PostgreSQL database.

➢ **Backup Automatically**

1. Click **[System]** > **[Database]** > **[Backup Automatically]** to enter the Backup Automatically interface and set the backup path and automatic backup time.

Database: Database type, cannot be modified.

Database Name: Database name, cannot be modified.

Store Path: Set the name of the folder, a corresponding folder will be created to store the original backup under apache.

Frequency: The time and frequency of database backup.

2. After setting, click **[Confirm]**. According to the set frequency and time, you can view the backup files in the corresponding path.

➢ **Backup Manually**

1. Click **[System]** > **[Database]** > **[Backup Manually]** to enter the Backup Manually interface and set the backup path.

2. After setting, click **[Confirm]**, then the database will be backup in the corresponding path.

➢ **Restore Manually**

1. Click **[System]** > **[Database]** > **[Restore Manually]** to enter the Restore Manually interface.

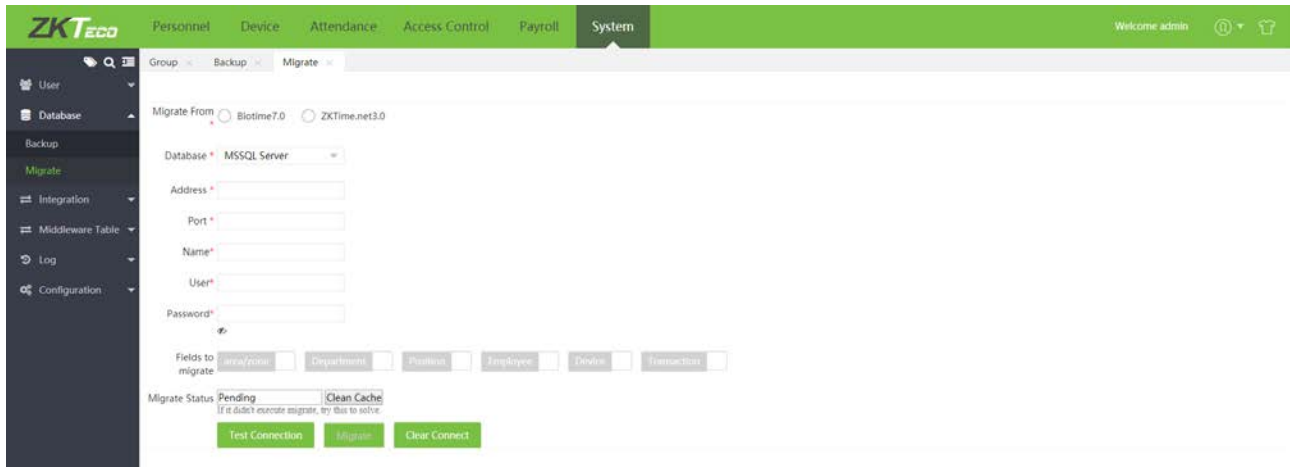**Database Name:** Input the database file name.
Backup File: Input the path of the database file.

2. After setting, click [**Confirm**], and wait for the restore process finish.

8.3.2 Data Migration

When replacing Biotime8.0, the original data will be migrated to BioTime8.0 from other software to facilitate user management.

1. Click [**System**] > [**Database**] > [**Migrate**] to enter the migration settings interface.

Migrate From: Select the software you want to migrate, which is currently supported.
Database: Select the database type used by the original software.
Address: Set the IP address of the database.
Port: Fill in the database port.
Name: Fill in the database name.
User: Fill in the database user.
Password: Fill in the correct password.

2. Select the fields to be migrated, the time period for attendance data, and click [**Test Connection**], if it's successful, then click [**Migrate**].

8.3.3 Auto Export

According to the set format, time period, frequency automatically export attendance data.

➢   **Add Auto Export Template**

1. Click [**System**] > [**Integration**] > [**Auto Export**] > [**Add**] to enter the new automatic export settings interface:

Name: Set the name.

Code: Set the serial number of the automatic export.

File Name: Set the exported file name and the time format above the file name.

Department: Click ▼ to select the department to export. If not, export all departments.

Area: Click ▼ to select the area to export. If not, export all areas.

Data Template: Select the menu item to export from the menu on the right. By default, export all menu items.

Short Data/Time: Set the time format in the export content.

Frequency: Set the export frequency. The export time frequency can be set monthly, weekly and daily. According to the selected frequency, the specific time can be set in Day and Time Point.

Search By: Select Upload time to represent the time when the attendance data is uploaded to the software, and select Punch time to represent the time when the user punches.

Format: Set the format of the exported file (Excel, Csv, Txt).

Time Point: Set the export time.

Deadline: When exporting a folder by setting the frequency of export, select Current to indicate that the data exported is after 0 o 'clock of the day and select Previous to indicate that the data exported is before 0 o 'clock of the day.

Export Path: After setting the file name, a new folder will be added in \files\temp of the installation directory of the local computer to store the exported files.

FTP Path: Set the name of the folder, which is the existing folder on the FTP server. The exported files will be in the corresponding folder under the FTP server, and fill in the format of "/abc/" (abc is the existing folder on the FTP server).

FTP Server: Click ▼ to select the FTP server, and when the attendance record is exported, the exported file can be received on the FTP server.

Email: When a mailbox is set, it receives the exported file when it is exported.
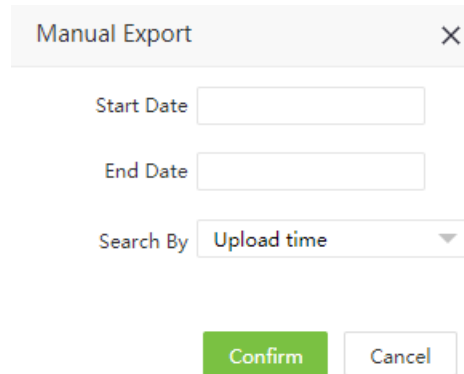
Employee ID: Set the length of the ID when exporting. If the length is insufficient, the ID will be added zero.

2. After the setting, click **[Confirm]** to save it.

➢ Manual Export

After the automatic export settings are saved, you can export the attendance records in real time by clicking [Manual Export] at the top of the list. The specific operations are as following:
1. Select the set automatic export, click [**Manual Expor**t] to enter the following interface.
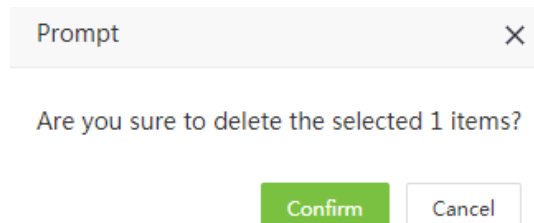

Start Data/End Data: Set the export period.
Search By: Select Upload time to represent the time when the attendance data is uploaded to the software, and select Punch time to represent the time when the user punches.
2. After the setting, click [Confirm], corresponding attendance records will be exported.

➢ Delete Auto Export Template

In the auto export template, click the selected template to be deleted, then click **[Delete]** at the top of the template

list, or directly click 🗑 in the line of template to enter the interface of deleting template.

Click [**Confirm**] and delete the selected template.

8.4 Log Record

The default main interface of Log displays all operation log records in the system.

Choose [**System**] > [**Log**] > [**Log**] to access the Log interface.

The following are the main contents of the log:

User: User of the operation

IP Address: The IP address of the computer the user is using.

Action Time: The implementation time of the operation.

Action: the behavior of the action

Content Type: The content type of the operation

Object: the object of the operation

Describe: Operation description.

8.5 Configuration Settings

8.5.1 Company Setting

The company setting interface includes the options to upload the company logo and company name. This company logo can be displayed in exported report.
1. Click [**System**] > [**Configuration**] > [**Company Setting**] to access to the Company Setting page.

2. Upload company logo and name, set corresponding display position. Click [**Submit**] to save the setting.
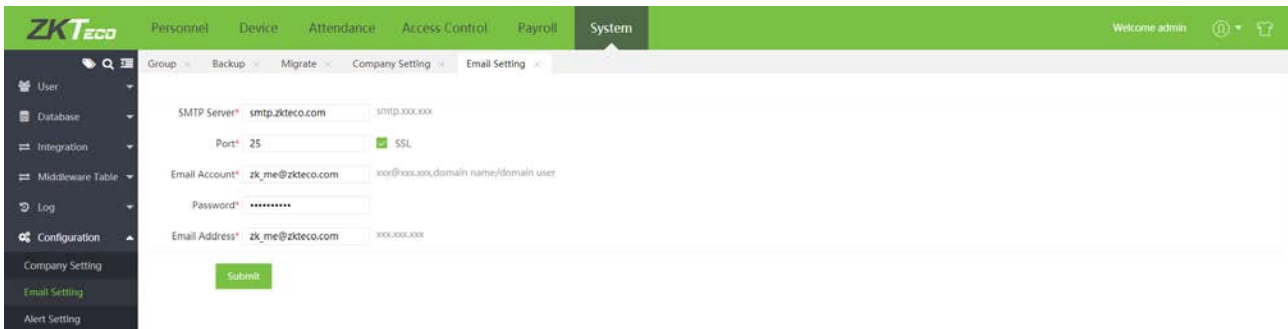
8.5.2 Email Setting

Click [**System**] > [**Configuration**] > [**Email Settings**].

Email setting is used to trigger alert when the specific value set by the administrator has crossed the limit.

Set the email sending server information.

Note: The domain name of E-mail address and E-mail sending sever (outgoing server) must be same. For example, the Email address is test@yahoo.com, and the E-mail sending server must be smtp.mail.yahoo.com.

Obtain your mail server details and fill accordingly. Below form is for example only.

✍ **Note**: The password is a one-time random authorization password provided by the email service provider.

SMTP Server: Email sending server address.

Port: Port of email sending server.

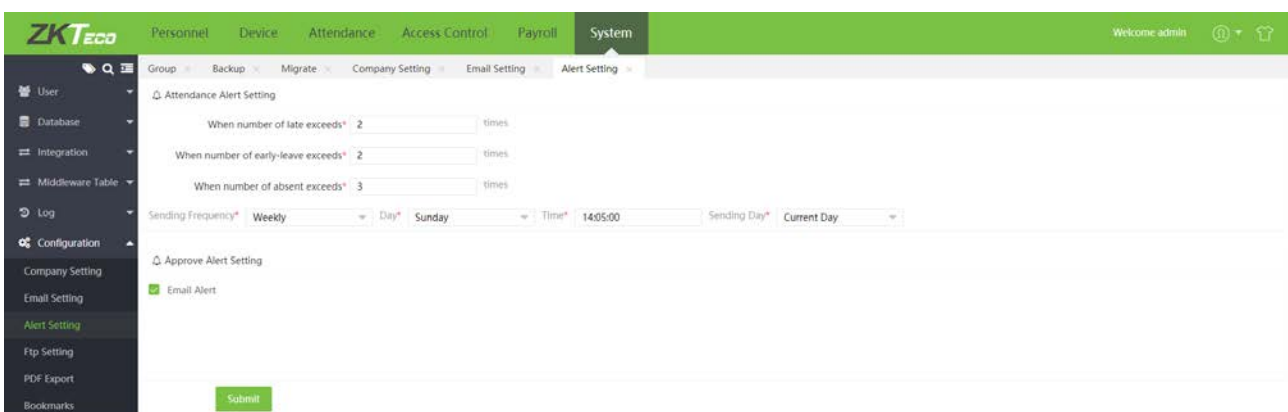**Email Account:** Email account.

Password: One-time random authorization password from the mailbox provider.

Email Address: Email address.

8.5.3 Alert Settings

Click [**System**] > [**Configuration**] > [**Alert Settings**]

Through Alert setting, user can set the values for alerts. As per above example, when an employee is late check in exceeds a certain value, an email alert will be sent. Administrator can set the other values as per requirements.

Attendance Alert Setting: Set specific alert values for late/early/absence.

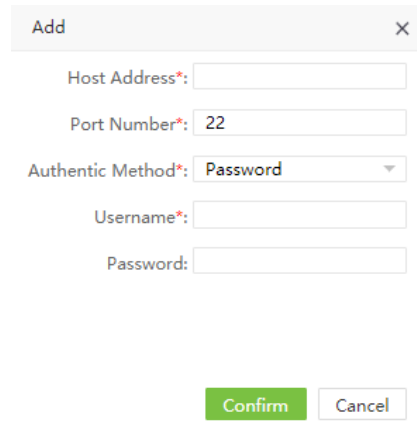**Sending Frequency:** Set the time and frequency of the alert.

Approve Alert Setting: Set the alarm mode.

After setting, click **[Submit]** to save the alert settings.

8.5.4 FTP Settings

➢ **Add FTP Server**

Click **[System] > [Configuration] > [FTP Settings] > [Add]** to enter the adding FTP interface. Enter IP address, port number, user name, password, etc.

Host Name: FTP server address.

Port Number: FTP server port number.

Authentic Method: Authentic method to access to the FTP server.
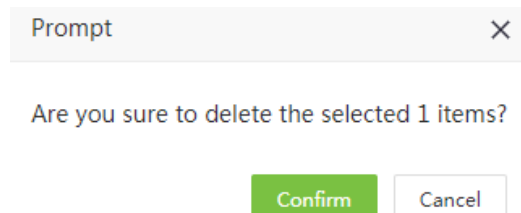
Username: FTP server's username.

Password: FTP server's password.

The FTP Settings can be used to transfer files exported by the software to the specified FTP server for data transfer.

✍ **Note**: Click the FTP server or 📝 in the line of the FTP server to enter the edit FTP server information interface.

➢ **Delete FTP Server**

In the FTP list, click the selected FTP server to delete, and then click **[Delete]** at the top of the FTP server list, or directly click 🗑 in the line of the FTP server to enter the interface of deleting FTP server.


Click **[Confirm]** to delete the selected FTP server.

8.5.6 Bookmarks

➢ **Add a Bookmark**

To get what you want by adding a condition to filter the query, you can save this condition and use it next time without having to select another condition. See 11. Custom bookmark in Appendix 1 for a custom bookmark.

After saving successfully, you can view the saved filter under the bookmark list.
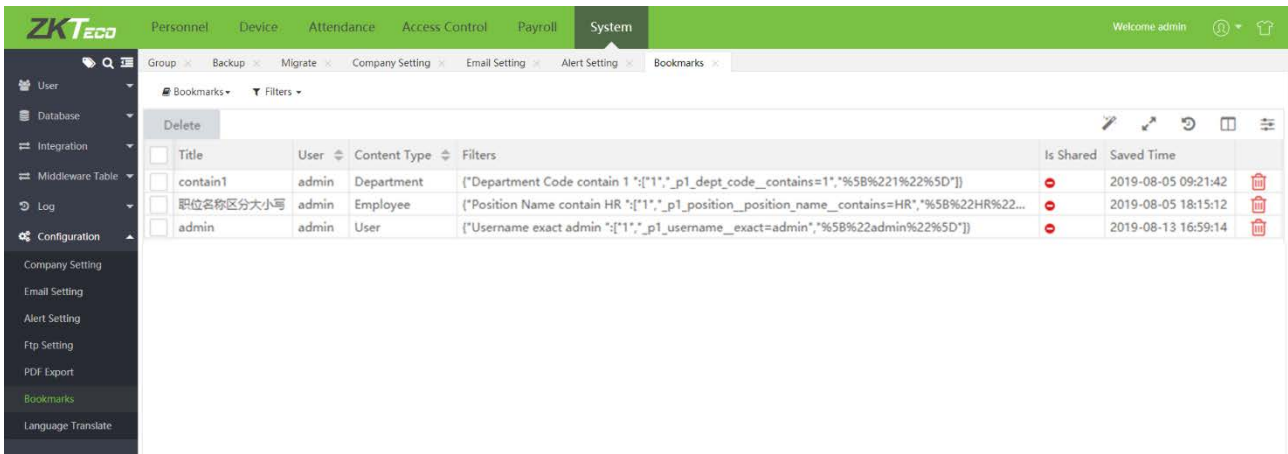
➢ **Delete Bookmark**

In the bookmark list, click the selected bookmark to be deleted, then click [**Delete**] at the top of the bookmark list, or

directly click ⬚ in the line of bookmark to enter the interface of deleting bookmark.
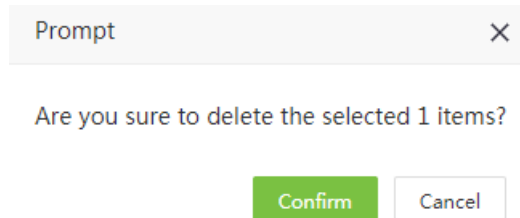
Click [**Confirm**] and delete the selected bookmark.

Chapter 9 Appendices

Appendix 1

1. Personnel Selection

(The following uses the operation of adding a person to an area as an example.) Choose **[Personnel]** > **[Organization]** > **[Area]** > **[Adjust Employee]** to access a interface as shown in the figure below.
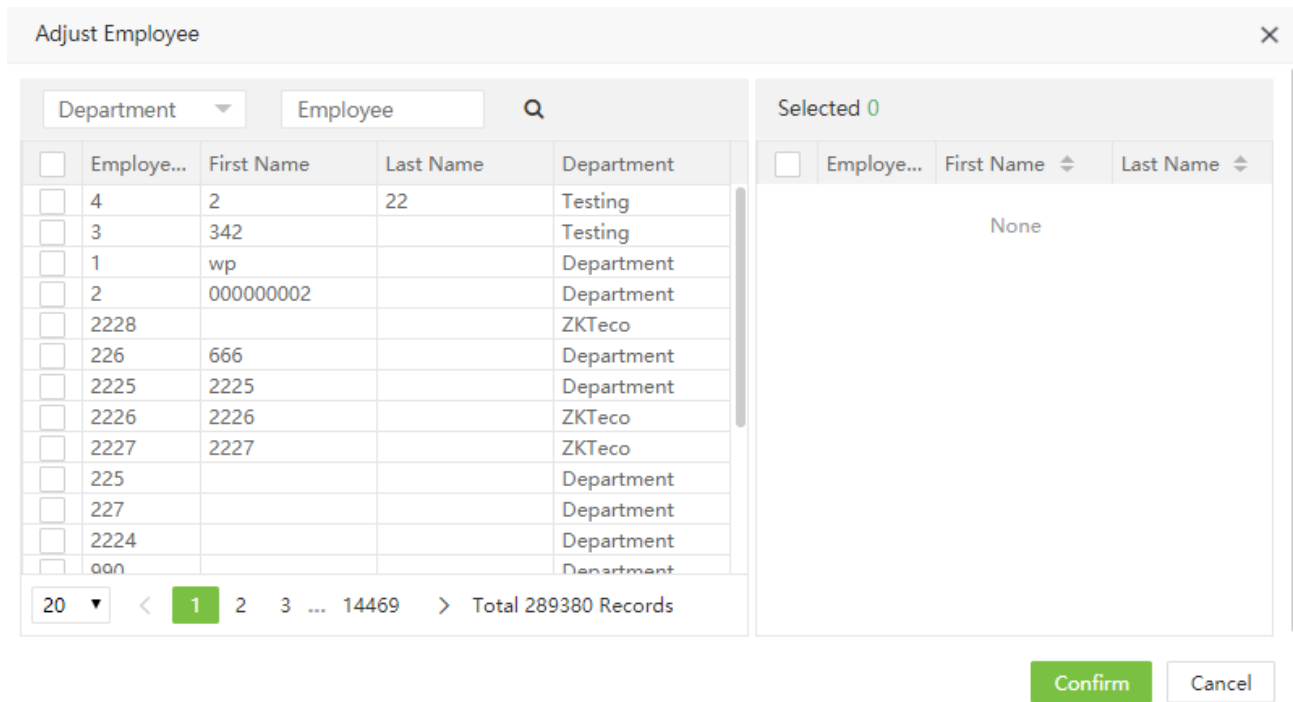

You can search for personnel in two ways:

(1) Search By Department: Click the department search box to search and select the corresponding department. There is a check box [✓] on the left side of the page, and when selected, all the staff in all departments will be displayed under the intermediate staff list. If only one of the departments below is checked, all the staff in that department will be displayed under the staff list. Click the select box [ ] in front of the person, check the selected person, and display in the selected person box.
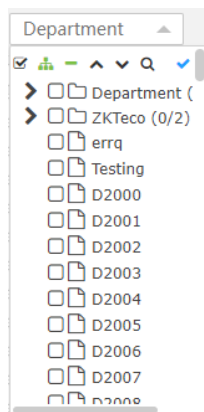
(2) Search By ID/Name: Enter the name and number of the employee to be queried in the query box, click 🔍 . Then,
information on the employee who meets the search criteria is displayed in the personnel list box. Click the check box

in front of the employee so that information about the employee is displayed in the Selected Personnel list.
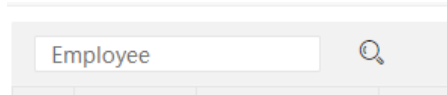
If the selected personnel are displayed in the Selected Personnel list and you need to delete one or more employees, deselect the check box in front of the employees.

2. Date Selection

(The following uses the operation of setting resignation date on the Add Resignation interface as an example.) Click the input box to the right of Resignation Date. The system automatically displays a date selection box as shown in the figure below.

(1) Click the number of year, and select a year from the popped up year list (by default, the system displays the year of the current date).

(2) Click the number of month and select a month from the popped up month list (by default, the system displays the month of the current date).

(3) Click to select a required date in the date selection box.

(4) Click Confirm. The selected date is displayed to the right of Resignation Date, as shown in the figure below.
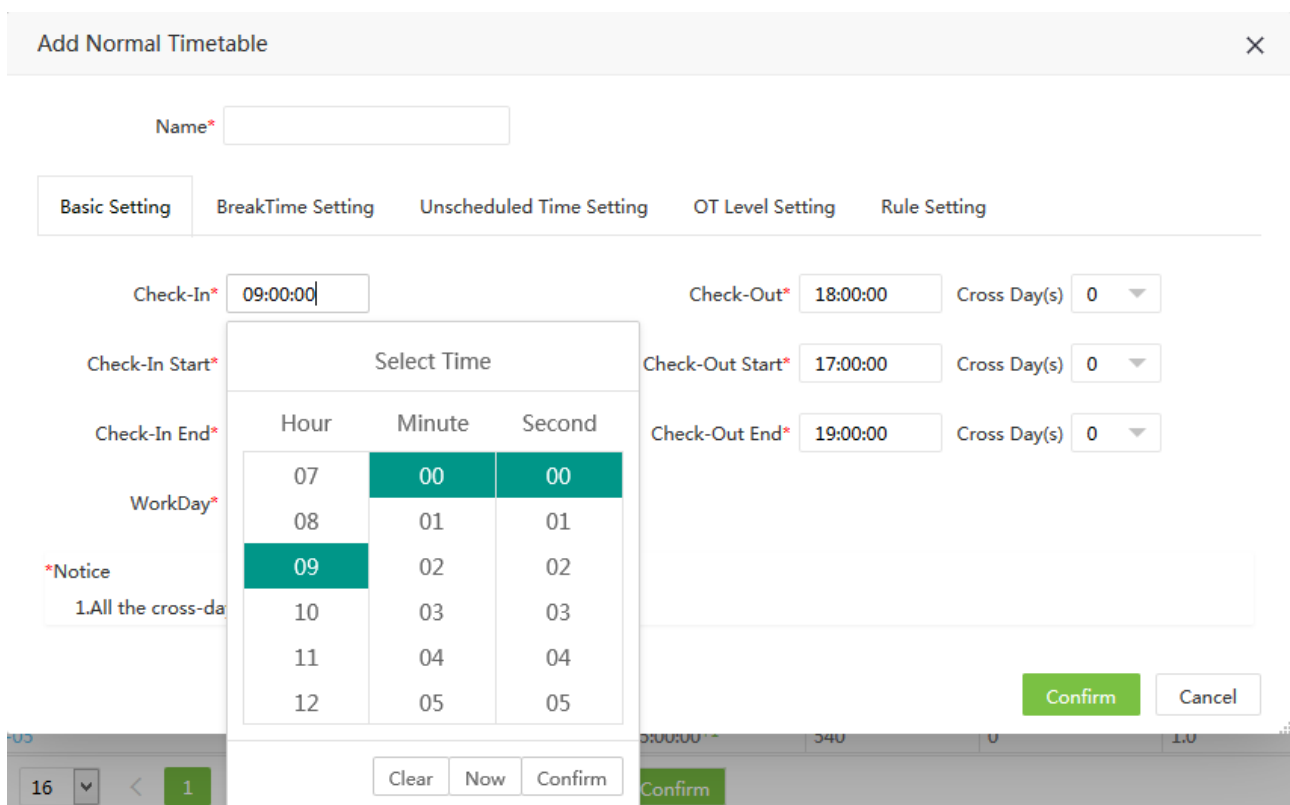
Resign Date*:   2019-02-20

Now: Click Now to set the date to the current date.

Clear: Click Clear to clear the selected date if you want to re-select the date.

3. Time Selection

(The following uses the operation of setting the check-in start time on the Add Normal Timetable interface as an example.)

(1) Click the setup box to the right of Check-In. Then, a time setup box as shown in the figure below is displayed.

(2) Click the hour box. Select "hour" by scrolling up and down in the corresponding "hour" selection box.

(3) Click the minute box. Select "minute" by scrolling up and down in the corresponding "minute" selection box.

(4) Click the second box. Select "second" by scrolling up and down in the corresponding "second" selection box.

(5) After the completion of setting the hour, minute and second, click [**Confirm**] to save the settings.

Now: Click [**Now**] to set the time to the current time.

Clear: Click [**Clear**] to clear the selected time if you want to re-select the time.

4. Import

The following uses the operation of importing personnel information as an example.

If there are electronic personnel or department records available, which may be information about the personnel, department or human resource system in other software or devices, you can import the information to the system through the Import function.

(1) Choose [**Personnel**] > [**Employee**] > [**Import**] > [**Import Employee**] to access the Import Personnel interface.

Import Employee ✕

Import File: 选择文件 未选择任何文件 Please download the template and follow the template to fill out the data.

Existing Data: Ignore ▾

Template Demo: ⬇Download Template

	A	B	C	D	E	F	G	H	I
1	Employee ID	First Name	Last Name	Department Code	Department Name	Position Code	Position Name	Gender	Hired Date
2	10001	Koi	start	1	HR	1	Director	male / famale	2016-10-14
3	10002	Koe	Maline	1	HR	1	Director	male / famale	2016-10-14
4	10003	Kosan	Selin	1	HR	2	Manager Assistant	male / famale	2016-10-14

Description

1.The heads in file template are required
2.The Employee ID,First Name,Department Number is Required fields
3.All column values should be text format
4.The Card Number must be unique

Confirm   Cancel

Note: Users can click [**Download Template**] to obtain and save the personnel importing template, and fill in and save corresponding personnel information. Users can use the personnel import function to import the personnel information of the file (. xls file) to the system.

(2) Click [**Choose File**]. The Open dialog box is displayed, as shown in the figure below.
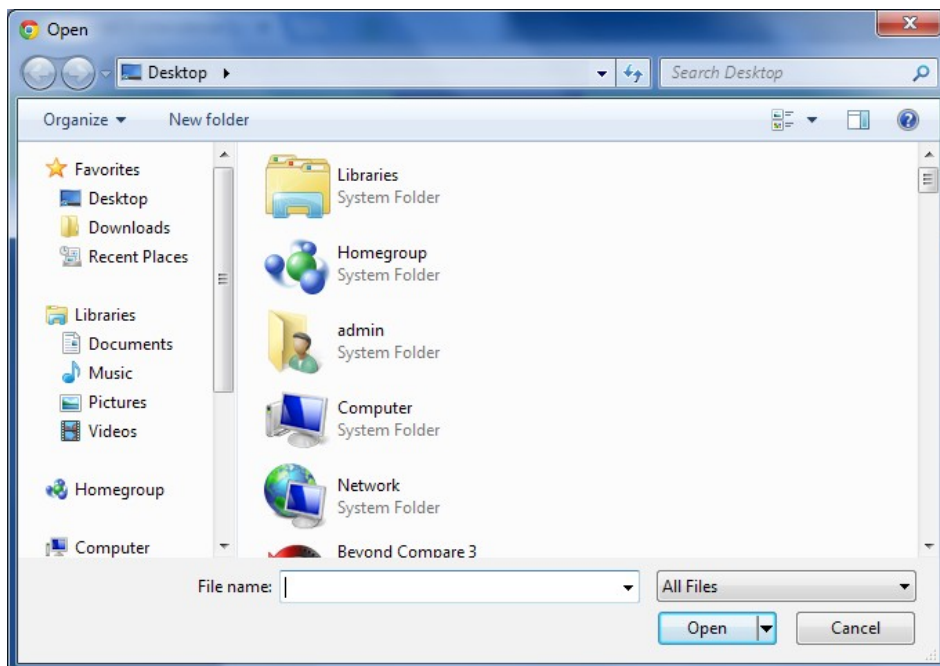
(3) Select the file to be imported and click [**Open**] or directly double-click the file to be imported. After file selection, the address of the selected file is displayed next to Choose File, as shown in the figure below.

✍ Note: Only .xls and .csv files can be imported.

(4) Existing Data: When **[Ignore]** is selected, records with the identical personnel number with the system personnel number are not imported. When [**Overwrite**] is selected, records with the identical personnel number with the system personnel number directly replace the records with the identical personnel number in the system.

(5) After completion of the setting, click **[Confirm]** to start importing the records. After the importing success, the system automatically returns to the Personnel interface, which will display the imported personnel information.

✍ Notes:

(1) A table header is required for importing templates.

(2) Personnel No., First Name, and Department No. are mandatory, and other fields are optional.

(3) The card number must be unique.

(4) All column values should be in text format.

5. Export

The following uses the operation of exporting personnel list as an example.

(1) Choose **[Personnel]** > **[Employee]** and click ➜ on the top right corner of the screen, displays the selecting format interface.
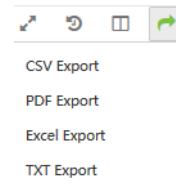
(2) File Type: if you select Excel file for exporting, click [Excel Export] to display the selected exported content.

Select "Current Page" to export the data for the current page.

Select "All Data" to export all data.

(3) After the selection is completed, click [**Confirm**] to set the export path. Under the corresponding path, the file was successfully exported, as shown in the figure below:
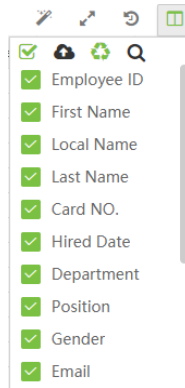

✎ Notes: The exported table is the currently displayed list, namely, the list of queried or displayed results.

6. Custom Display Fields

Take the personnel list as an example:

Choose [**Personnel**] > [**Employee**] and click ⬚ on the top right corner of the screen, the field selection window shown below pops up:

You can adjust the display order and whether the list field needs to be displayed (check means display, not checked means not display). When adjusting the order, simply move the cursor to the field to be moved, and then drag the field to move the order when the following ☰ appears after the field. After adjusting the order, click Columns to enter the reordering confirmation interface.
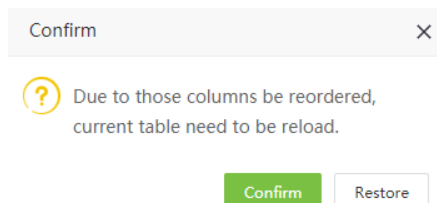
Click [**Confirm**] to move the order.

7. Adaptive Column Width

After adjusting the display number of list fields, the column width can be set to the optimal width.

1. After setting the number of fields to be displayed, click ✐ and choose [**Best Fit**] to adjust the Best column width, as shown in the figure below:

2. Click **[Best Fit With Scale]** to adjust the Best ratio, as shown in the figure below:

8. Multi-Label Function

No need to refresh the page, each menu under the same module can be switched by opened labels. Avoid losing the data you are typing due to page refresh when you view other menus.

Take the personnel module as an example:

1. Click **[Personnel]** to enter the Personnel module. When you open a menu, you can see the opened menu label at the top of the page, as shown in the following figure:
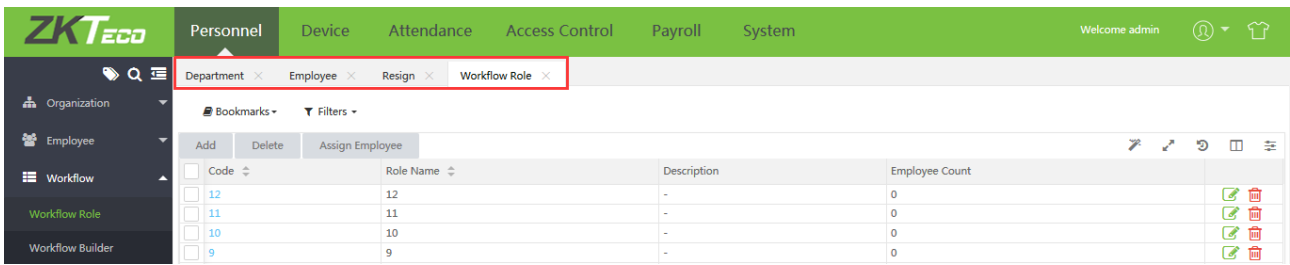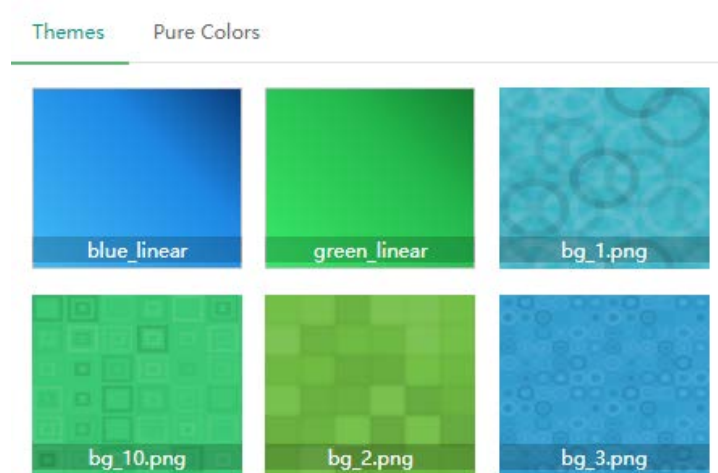
2. The menu can be switched randomly. When switching, the data being entered will not be refreshed.

9. Custom Skin

Customize skin function, change skin color and menu background pattern.

1. Click [skin icon] button at the top right of the page to enter the skin color setting interface:
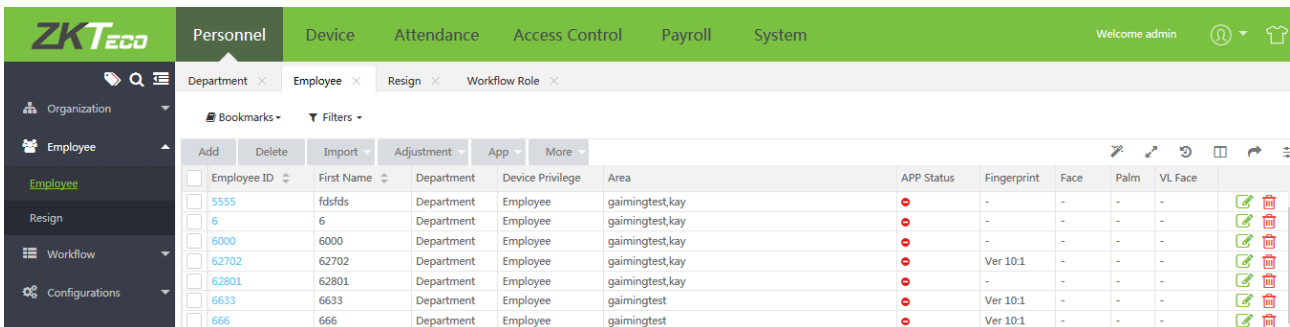

2. Click [Themes] to select the background of the menu, then click [Pure Colors] to customize the skin color, and then click to change.

10. Filter Search Function

In this software, all the query functions are filtered through Filters or exclusion results.

Take the query personnel as an example (click **[Personnel] > [Employee] > [Employee]** to enter the Personnel list page):


(1) In the Filters drop-down menu, select the query field, such as Employee ID (The button moves to the right to indicate that the search has been filtered, and to the left to indicate that the search has been excluded).
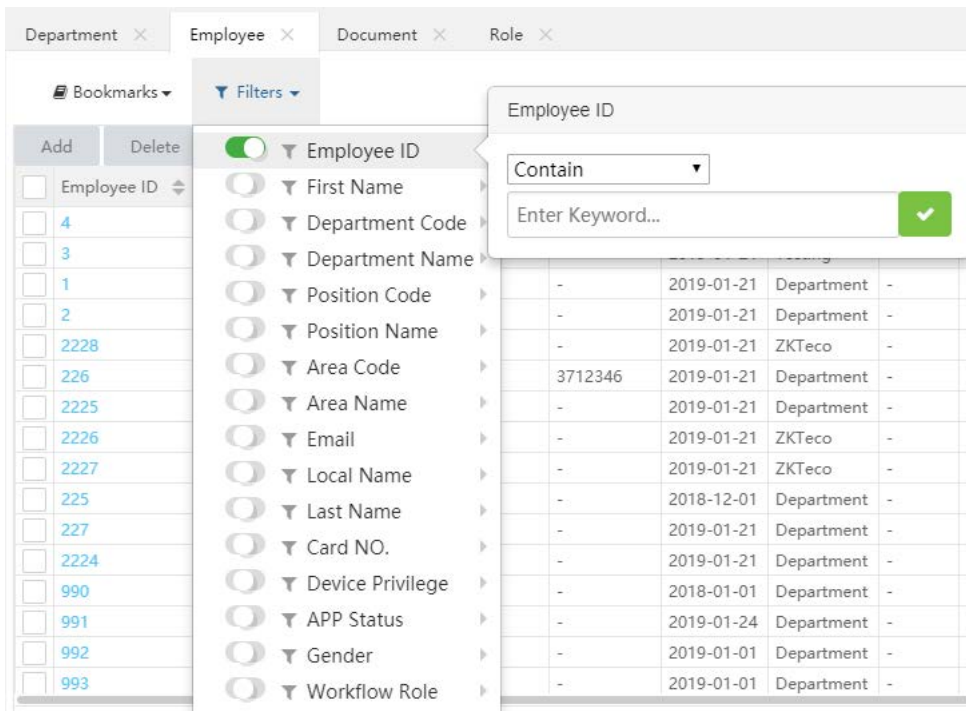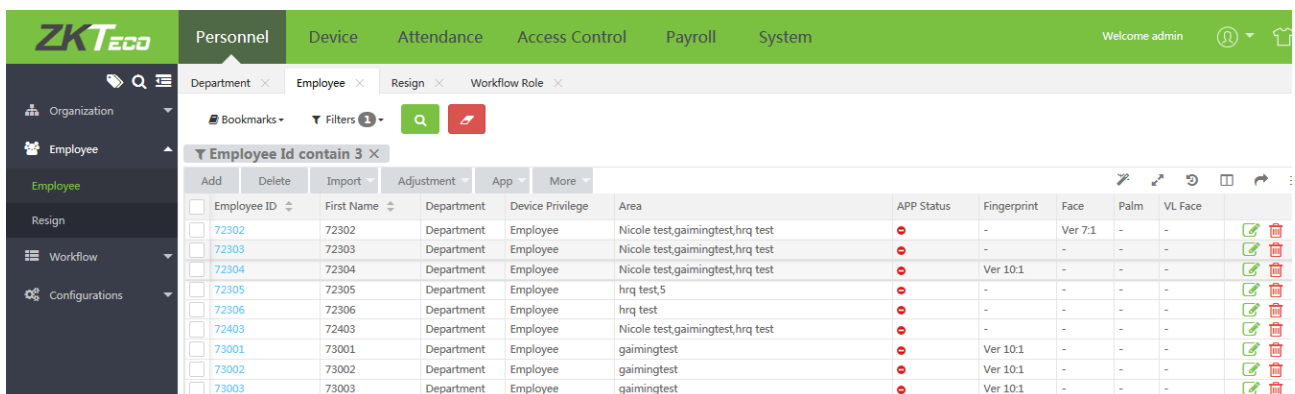
(2) Select from the search criteria: exact search, start field, end field, include, etc.

In this example, we select the user whose ID number is 3. After selecting Search, enter "3" and click . The figure below is displayed at the top of the personnel list:
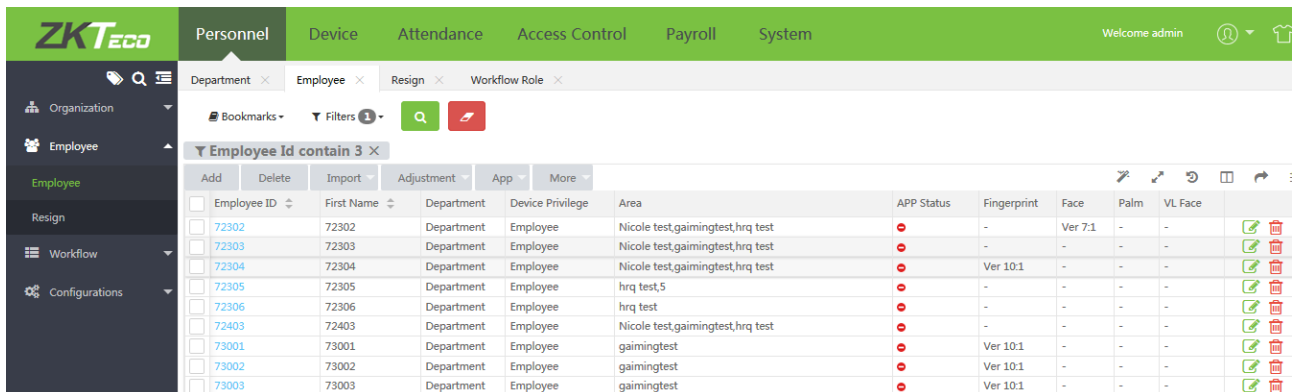

Click to get the following results:

This is a simple search process.

Notes:

(1) Multiple search criteria can also be selected, but the same field and the same criteria can only be selected once.
(2) Click Clear Filter to clear the search criteria.

(3) In the search term that appears at the top of the personnel list, click [icon] to toggle whether the search term is filtered or excluded.

For example: set multiple query conditions as follows:
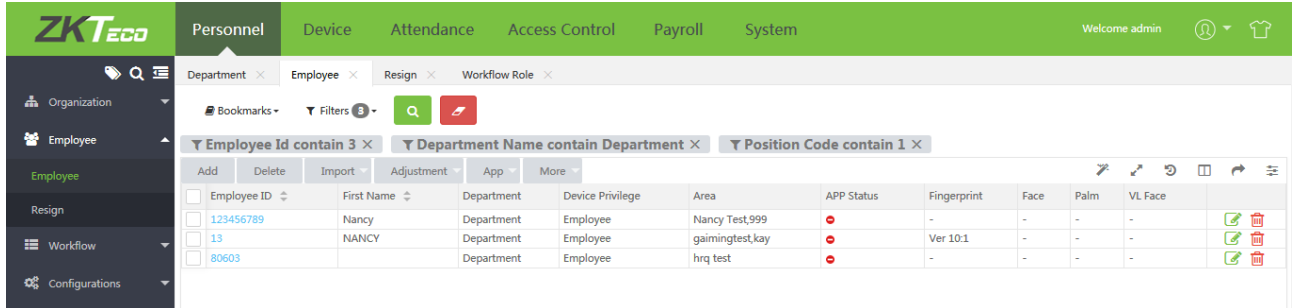
Click [icon] to display the query results in the return list as follows:

Note: The query function under each operation menu in the system is basically similar, the difference lies in the query field setting is different, and users can follow the prompts to enter.

11. Custom bookmark

Customize a variety of filter combination, save as a bookmark, the next time you open can directly use existing bookmarks for data filtering.

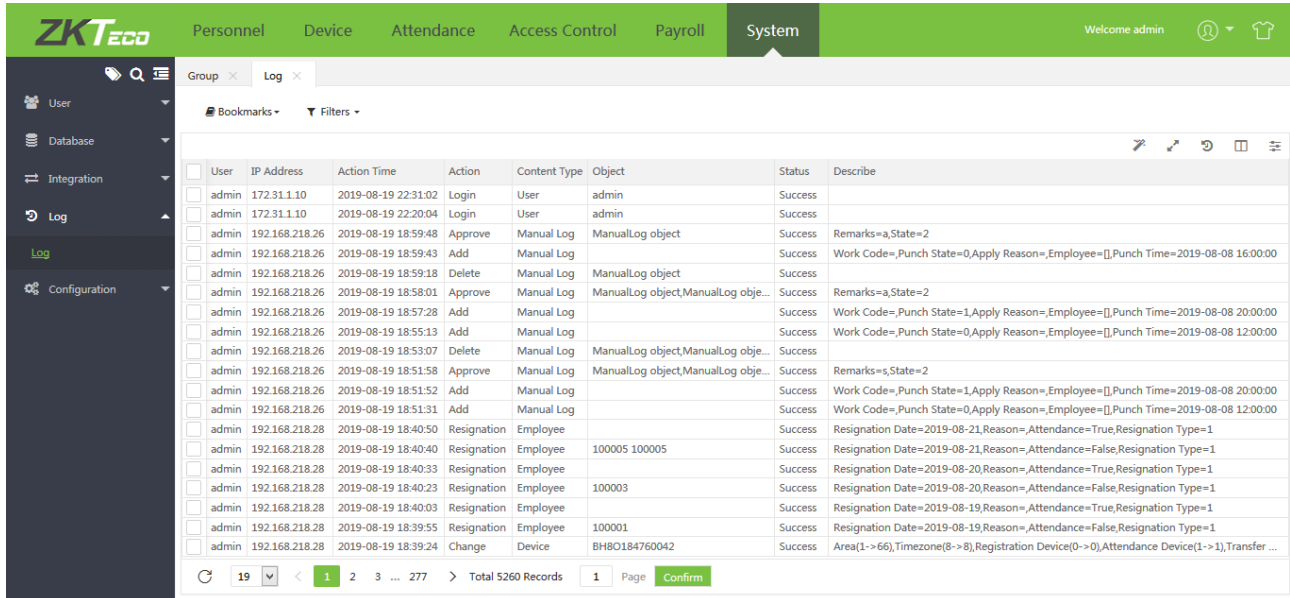1. When multiple filters are set, the page looks like this:
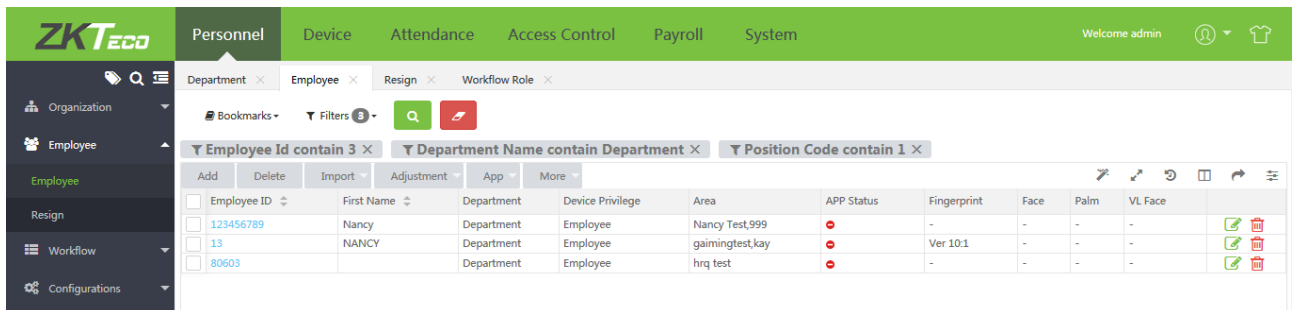
3. Click Bookmarks, select **[New Bookmark]**, enter the saved name, click [Save], and the condition combination would be saved. The saved bookmarks can be seen under the Bookmarks menu of the page on the day, and in the Bookmarks menu of the System, the bookmark can be easily opened next time and the existing bookmarks can be directly used for data filtering.
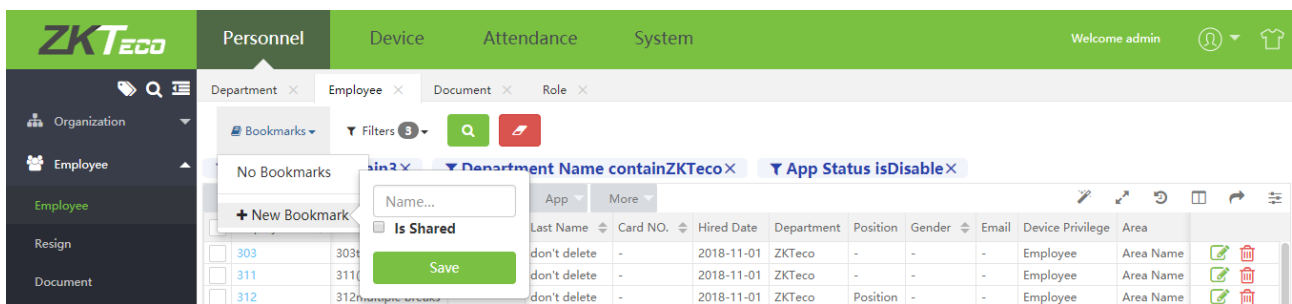
12. Log View

The following uses the operation of viewing administrator operation logs as an example.

Choose **[System]> [Log] > [Log]**, click ⟲ on the top right corner to access the Logs interface, as shown in the figure below.

✎ Notes:

(1) The Logs interface displays only the operation logs of the current operation module.

(2) You can view all log records in Log under System.

Appendix 2 END-USER LICENSE AGREEMENT

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