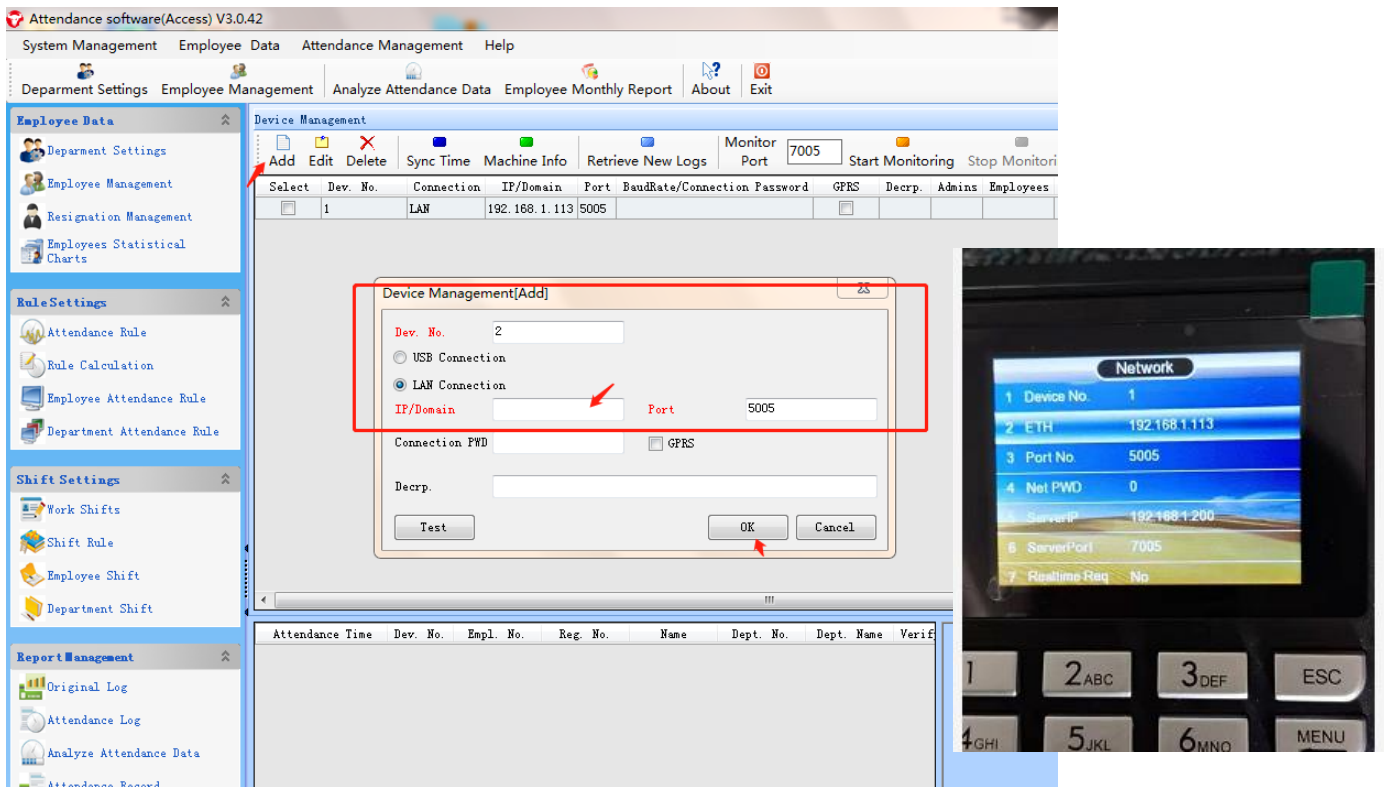


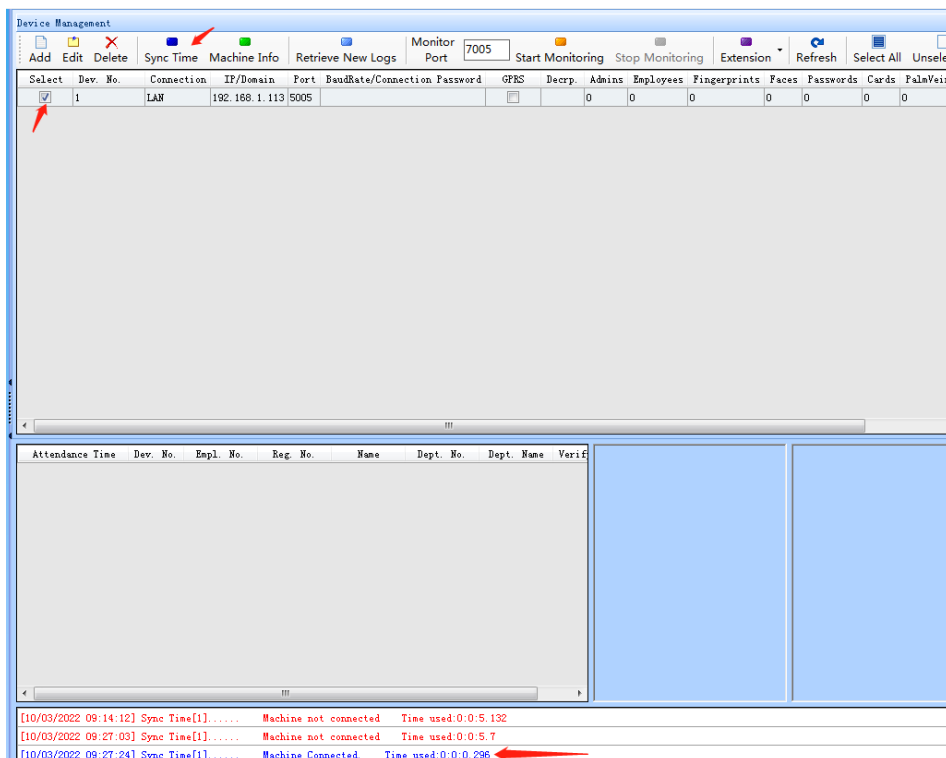
1. Add device

Click "Add", Following is the operation screen.



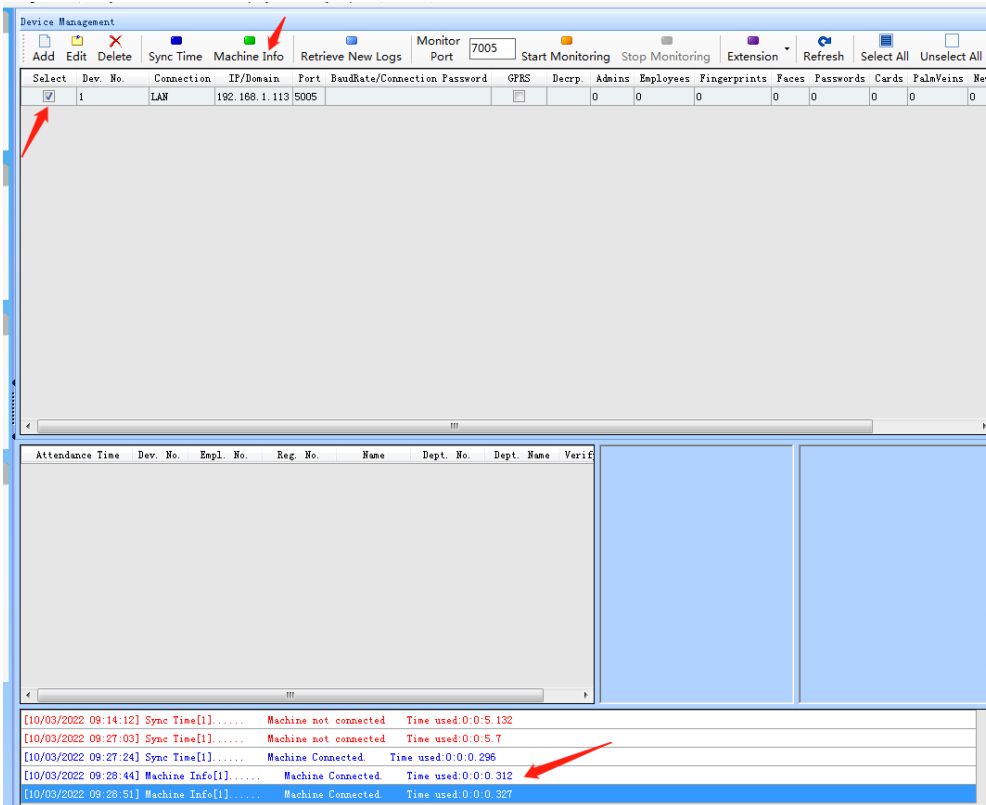
2. synch Time

Select device, Click on the "Synch Time", you can make computer and the device at same time.



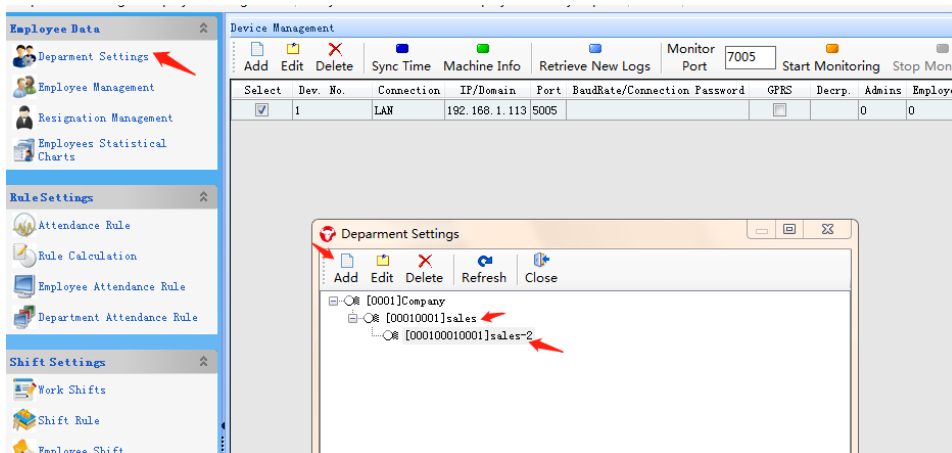
3. Machine Information

Select the device, Click the "Machine Information", you can get the data in machine

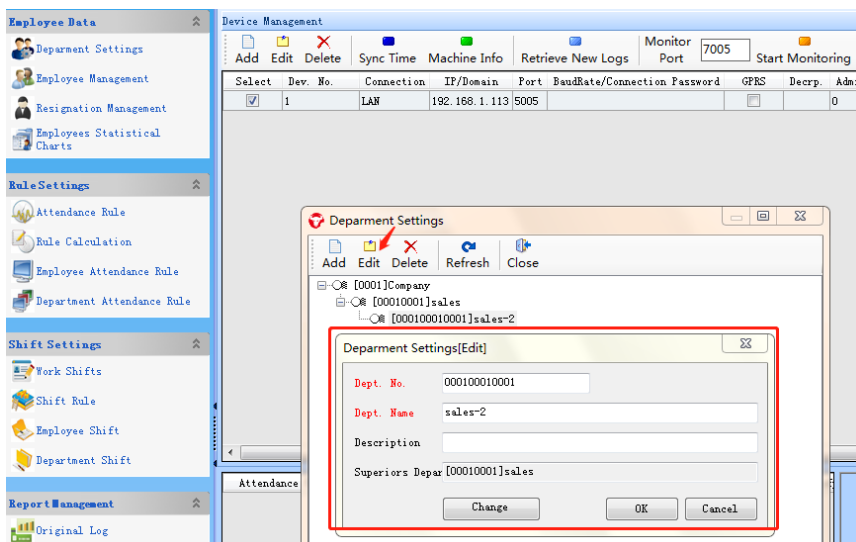


4. Department Setting

Click "Add", you can add a department. The new department is sub-departments, if you select the department.



Edit department



5. Add Employee

Click "Add", Input the details, click "OK" to save employee information.

Notice: Red font is mandatory input

Registration No. : it must be digital and do not start with a number 0

The screenshot displays the 'Employee Management' window. On the left, a sidebar contains menu items like 'Employee Management' (highlighted with a red arrow), 'Resignation Management', and 'Employees Statistical Charts'. The main window shows a table with columns: Select, Dev. No., Connection, IP/Domain, Port, BaudRate/Connection Password, GPRS, Decrp., Admins, Employees, Fingerprints, Faces. Below the table, the 'Employee Management' toolbar includes 'Add', 'Edit', 'Delete', 'Extension', 'Select All', 'Unselect All', 'Refresh', and 'Close'. A red arrow points to the 'Add' button. An 'Employee Management[Add]' dialog box is open, containing the following fields:

- Reg. No. (E0002) - Red font, mandatory
- Name (IRIS) - Red font, mandatory
- Gender (Male) - Red font, mandatory
- Enrolled On (01/01/2021)
- Department (sales-2) - Red font, mandatory
- ID Number () - Red font, mandatory
- Empl. No. (2)
- Card ID ()
- Password ()
- Role (User)
- Att. Rule ()
- Attendance (checked)
- Salary (£0.00)
- Address ()
- Phone ()
- Remark ()
- Buttons: Select, Clear, Read IDCard, Fingerprint, OK, Cancel

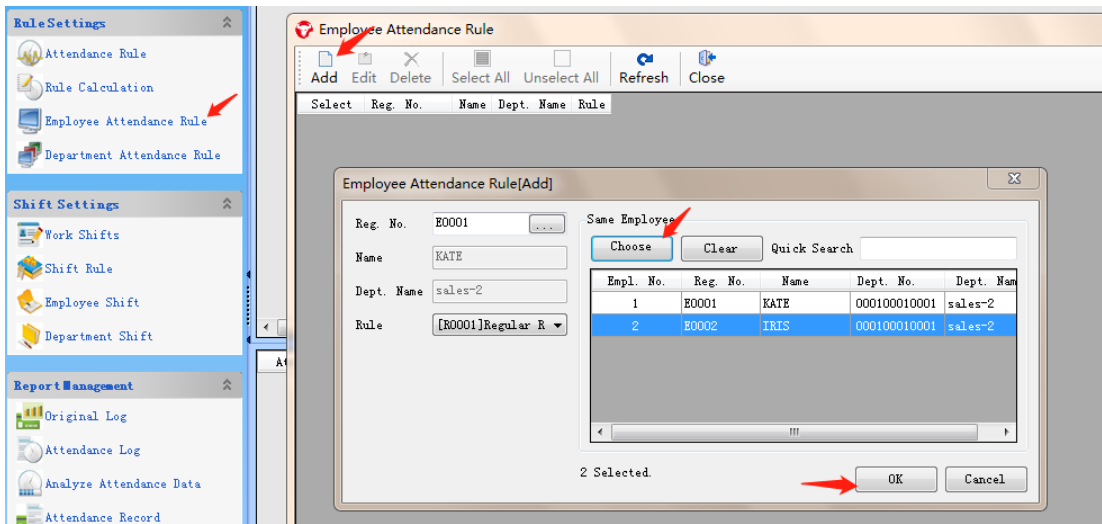
6. Set Attendance Rule

Click "Attendance Rule", Set the Rule, Click "Add" to add a new rule, enter "Rules No." and "Rules name".

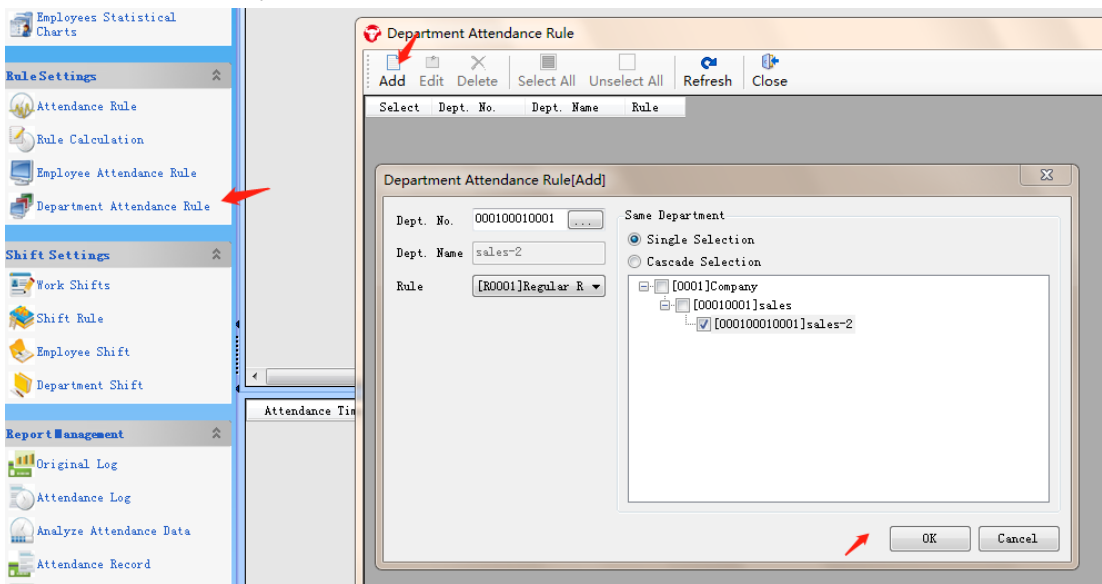
The screenshot displays the 'Attendance Rule' window. On the left, a sidebar contains menu items like 'Attendance Rule' (highlighted with a red arrow), 'Rule Calculation', 'Employee Attendance Rule', and 'Department Attendance Rule'. The main window shows a table with columns: Select, Rules No., Rules Name, Late Allowed, Leave Early Allowed, Rec.Interval, Late or leave early deduct wo. Below the table, the 'Attendance Rule' toolbar includes 'Add', 'Edit', 'Delete', 'Select All', 'Unselect All', 'Refresh', and 'Close'. An 'Attendance Rule[Edit]' dialog box is open, containing the following fields:

- Rules No. (R0001) - Red font, mandatory
- Rules Name (Regular Rules) - Red font, mandatory
- Attendance Time Rule (Unit: Minute):
 - Late for (5) Ignore
 - Later Than (120) Ignore Attendance
 - Leave Early (5) Ignore
 - Leave Earlier Than (120) Ignore Attendance
- Rec.Interval (10) Minutes
- Before (30) Count as OT
- Late or Leave Early (30) Deduct Work Hrs
- Postpone (30) Count as OT
- Overtime Rule:
 - Count as actual OT hrs after sign-in
 - Count as actual OT hrs after sign-out
 - Work hrs calculation: Working Hours (Actual Attendance)
- Working Hours:
 - Sunday (unchecked)
 - Monday (checked)
 - Tuesday (checked)
 - Wednesday (checked)
 - Thursday (checked)
 - Friday (checked)
 - Saturday (unchecked)
 - Unselect Off Day
 - Enable Ruleless Off
 - Ruleless off day: 0
- Buttons: OK, Cancel

Attendance Rule of Employee



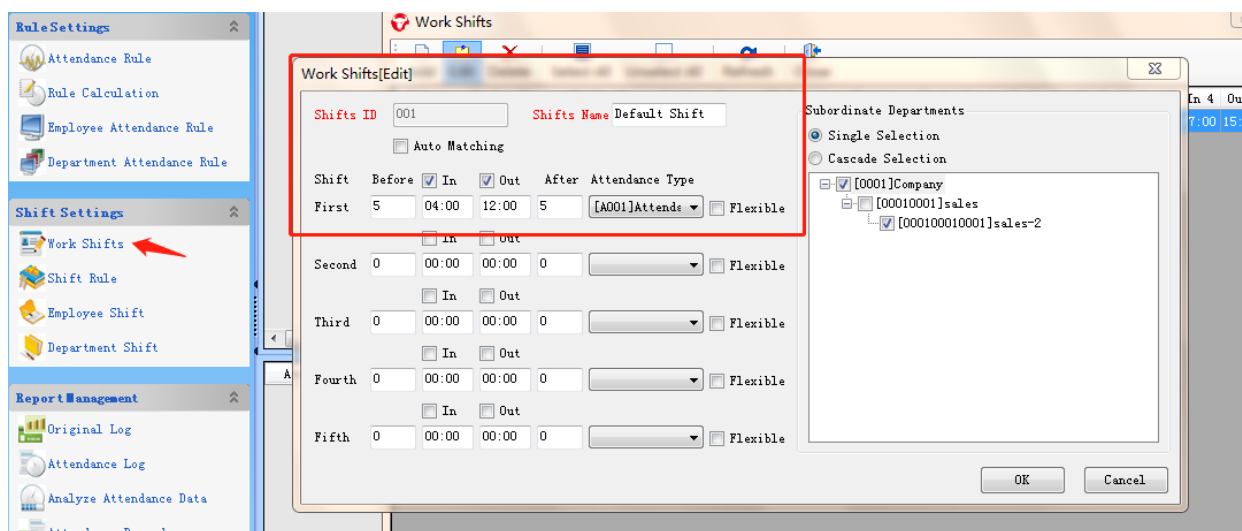
Attendance Rule of Department



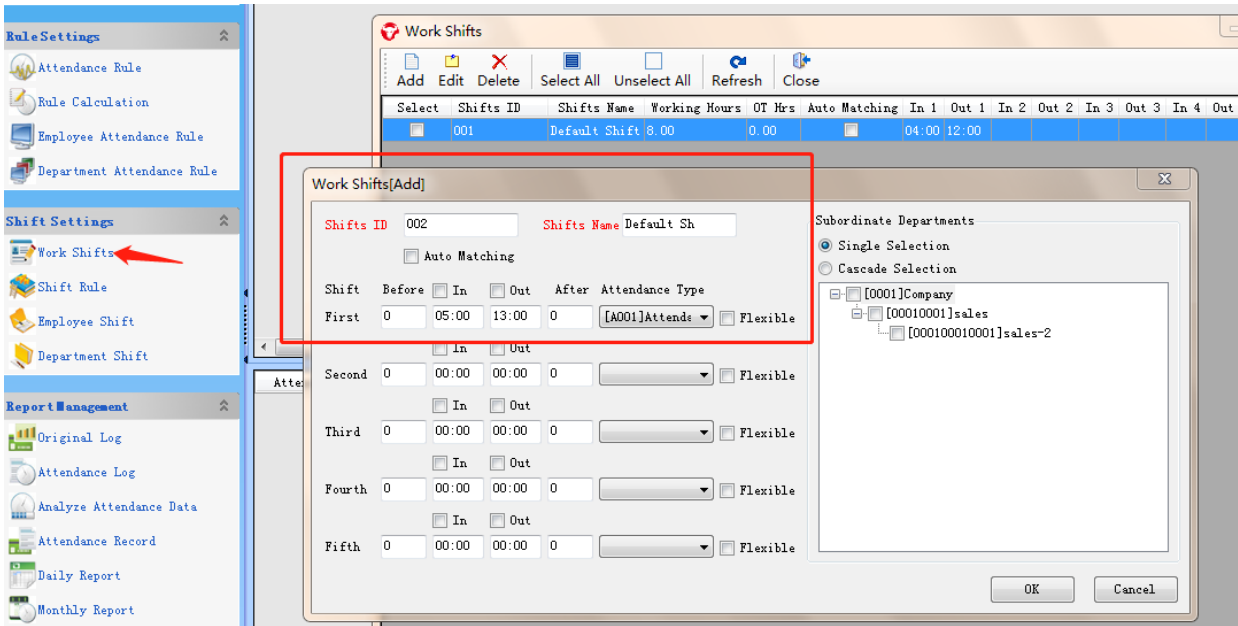
7. Set Work Shifts

Click "Work Shift" of "Shift Setting", Click "Add" to start adding a new shift.

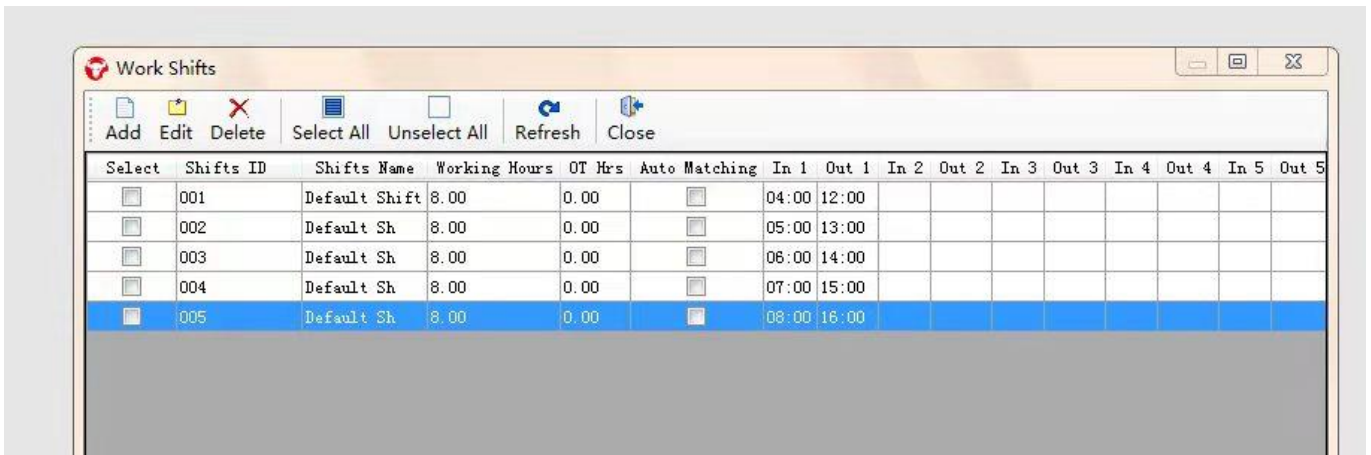
1.



2.

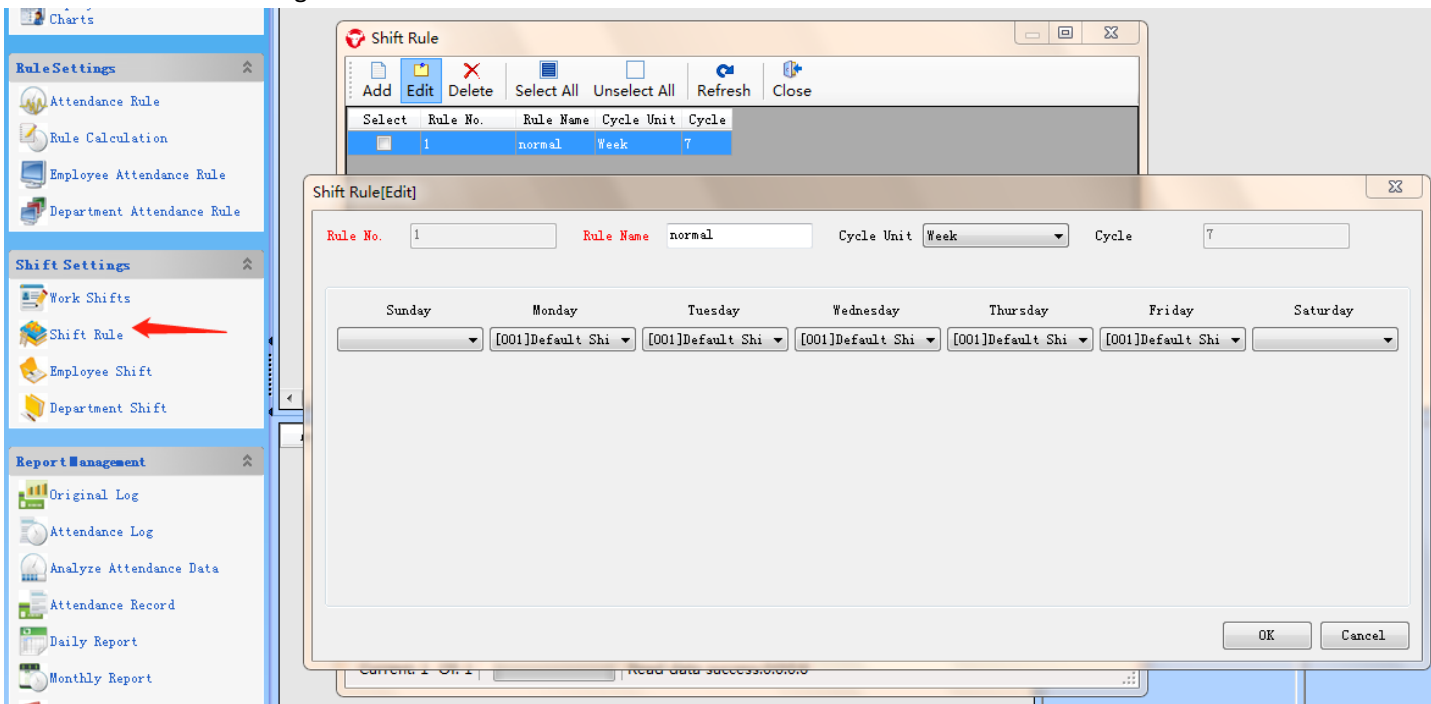


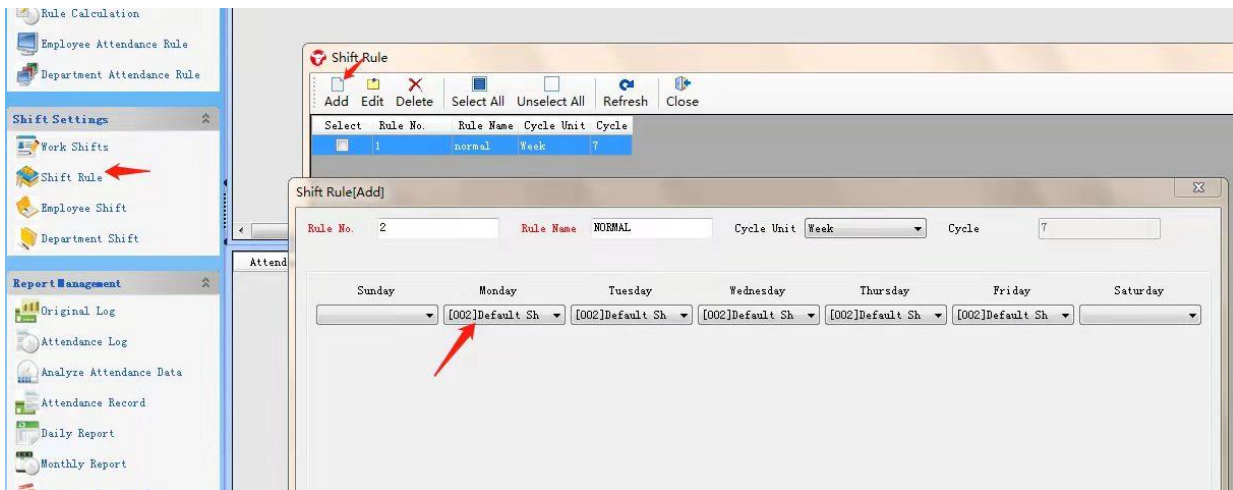
...set 5 times according to requested period



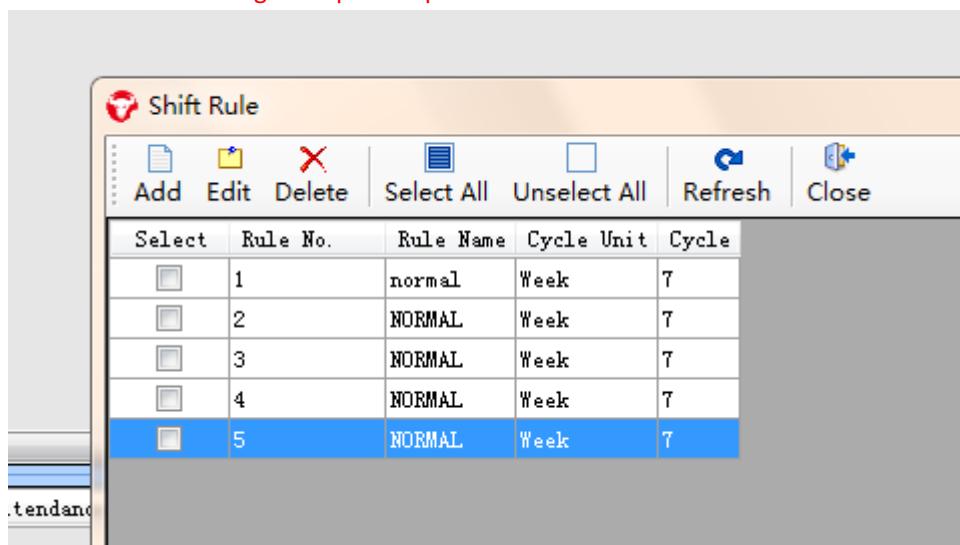
8. Shift Rule

Click "Shift Rule" to manage the rule.





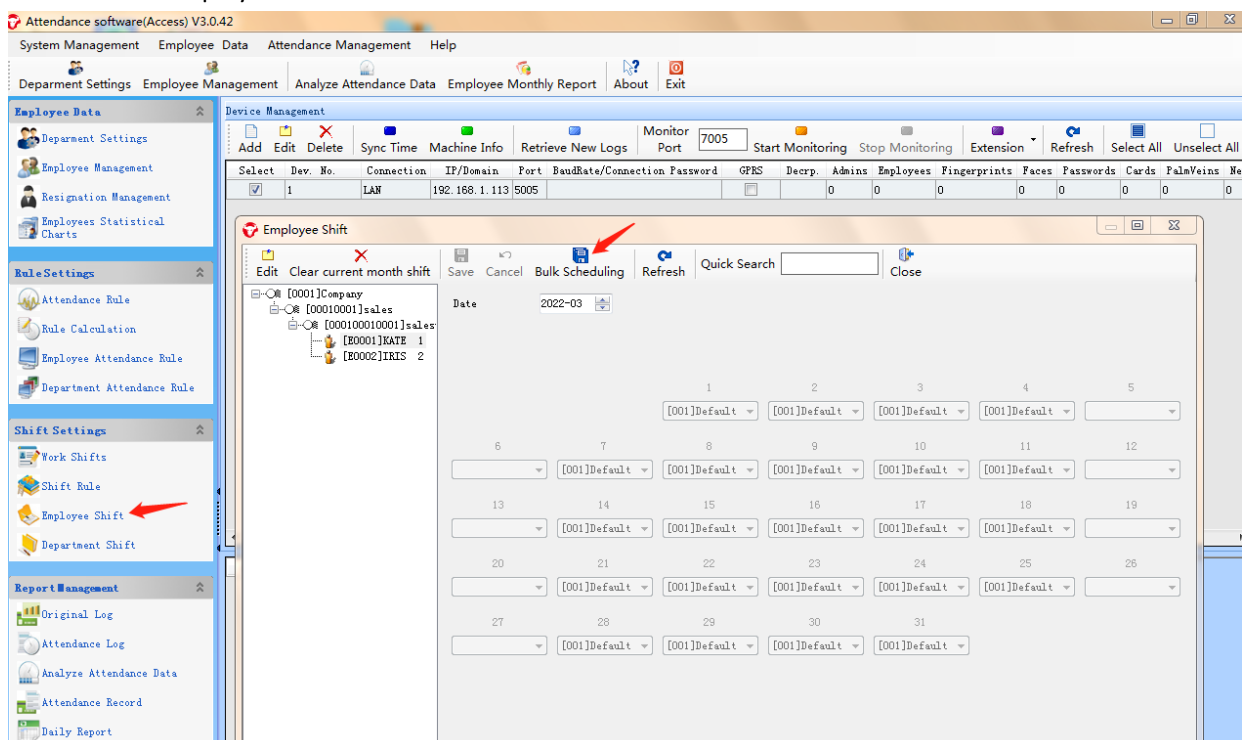
...set 5 times according to requested period

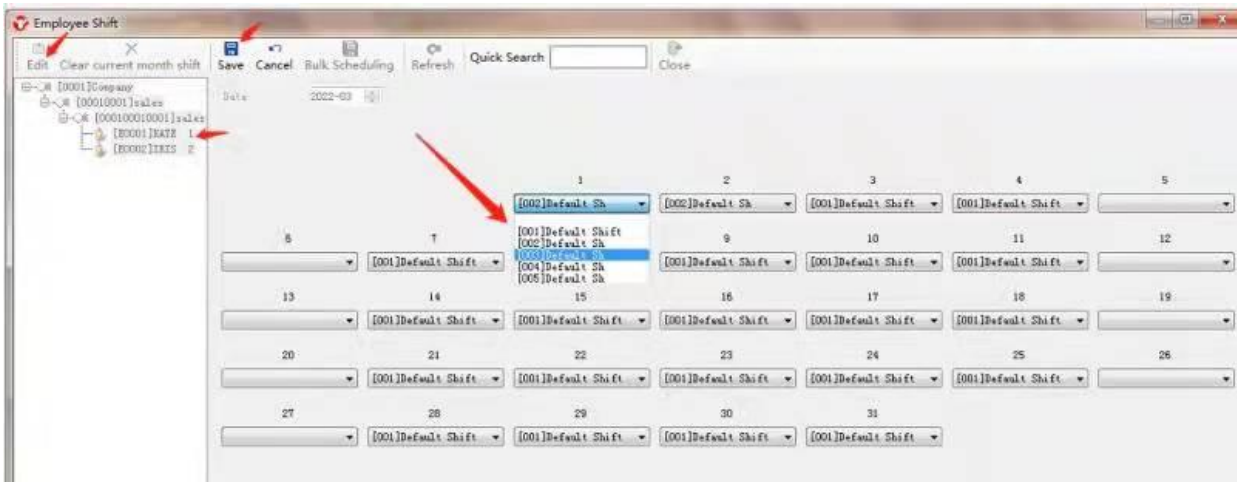


Remark: Item 9 &10, select employee shift or department shift, employee shift rank higher than department shift.

9. Set Employee Shift

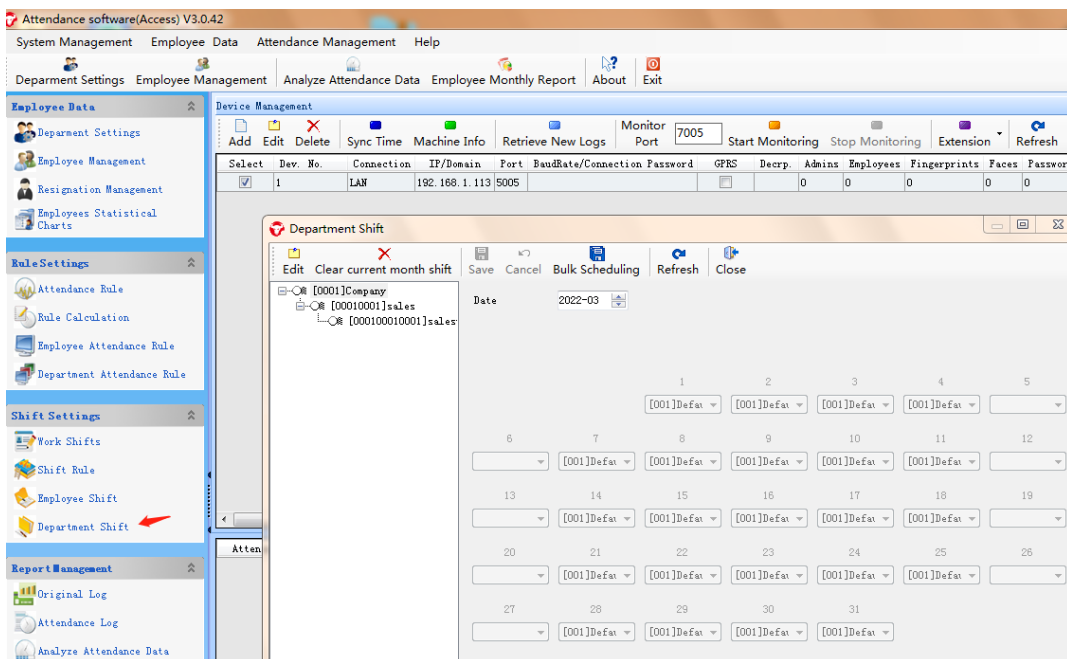
Click "Shift of Employee" into the shift.



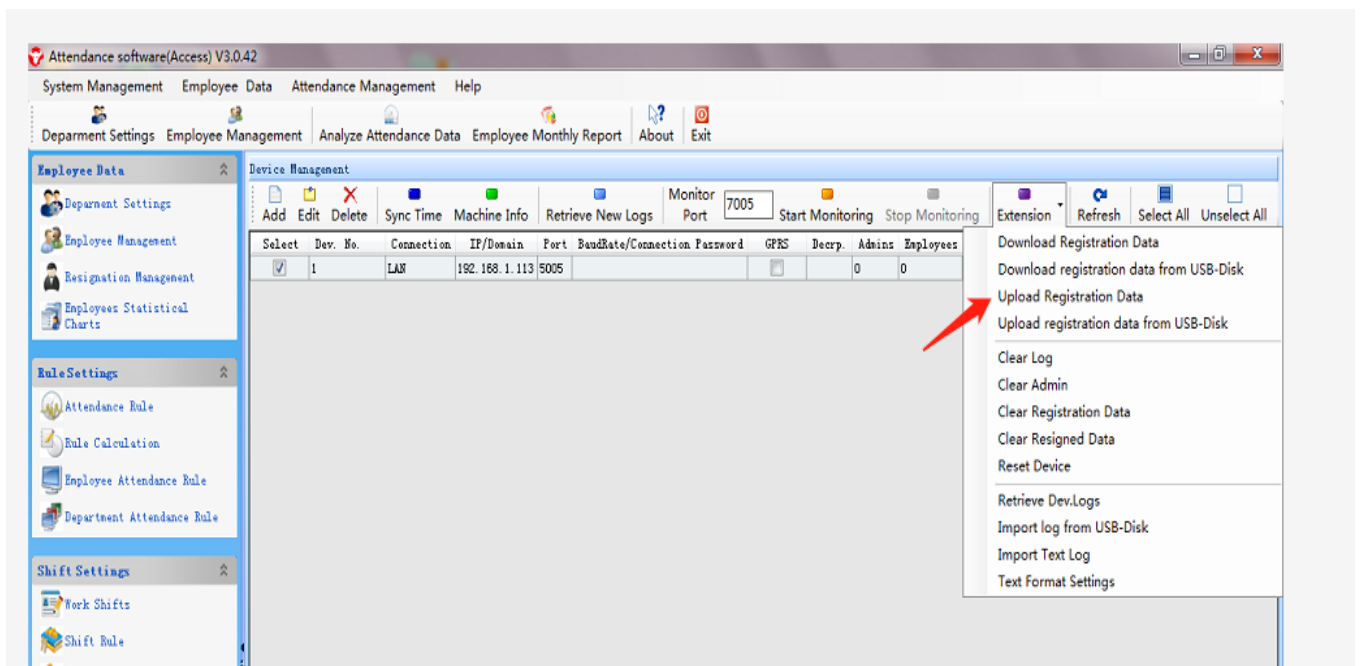


Above picture, according to actual situation to select who in which shift.

10. Set Department Shift



11. Extension (Upload registration data to machine.)





12. Report management

Analyze attendance data first before downloading data

Attendance software(Access) V3.0.42

System Management Employee Data Attendance Management Help

Department Settings Employee Management Analyze Attendance Data Employee Monthly Report About Exit

Employee Data

- Department Settings
- Employee Management
- Resignation Management
- Employees Statistical Charts

Rule Settings

- Attendance Rule
- Rule Calculation
- Employee Attendance Rule
- Department Attendance Rule

Shift Settings

- Work Shifts
- Shift Rule
- Employee Shift
- Department Shift

Report Management

- Original Log
- Attendance Log
- Analyze Attendance Data
- Attendance Record
- Daily Report
- Monthly Report
- Employee Monthly Report

Device Management

Add Edit Delete Sync Time Machine Info Retrieve New Logs Monitor Port 7005 Start Monitoring

Select	Dev. No.	Connection	IP/Domain	Port	BaudRate/Connection	Password	GPMS	Decrp.	Admi
<input checked="" type="checkbox"/>	1	LAN	192.168.0.104	5005			<input type="checkbox"/>		0

Attendance Time Dev. No. Empl. No. Reg. No. Name Dept. No. Dept. Name Verify Moc

[19/03/2021 10:06:03] Sync Time[1]..... Machine Connected. Time used:0:0:0.400

[19/03/2021 10:11:47] Retrieve New Logs[1]..... [0 / 0]Machine Connected. Time used:0:0:0.240

[19/03/2021 10:50:50] Download Registration Data[1]..... [Employees 1, Fingerprints 1, Faces 0, Passwor

[19/03/2021 11:15:04] Retrieve New Logs[1]..... [1 / 1]Machine Connected. Time used:0:0:1.330