

NET Attendance V1.02

User Manual

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1. NET ATTENDANCE

This software is designed exclusively for using with AVEA's RFID proximity products from AVEA International Company Limited. It can be used as attendance as well as access control.

While presenting an AVEA's ID card to the reader connecting to the computer with NET Attendance (Windows), the system will

- Stamp the date, time and card ID number into the computer database
- Show up the associated picture with the specific ID on the computer screen
- Release the electric lock if "access allowed"

There are standard reports for attendance or you may export data to MSEXCEL or TEXT format for further data processing like payroll, appraisal, etc.

The system can manage up to 8 readers. Moreover, system for more readers can be ordered separately.

Minimum System Requirements:

- Windows 98, Windows ME, Windows 2000, Windows XP, Windows Vista, Windows 7
- Pentium III 600MHz or faster
- 256 MB RAM or more
- 500 MB free hard drive space or more
- CDROM drive

2. SOFTWARE INSTALLATION

To install the NET Attendance software, please follow the steps:

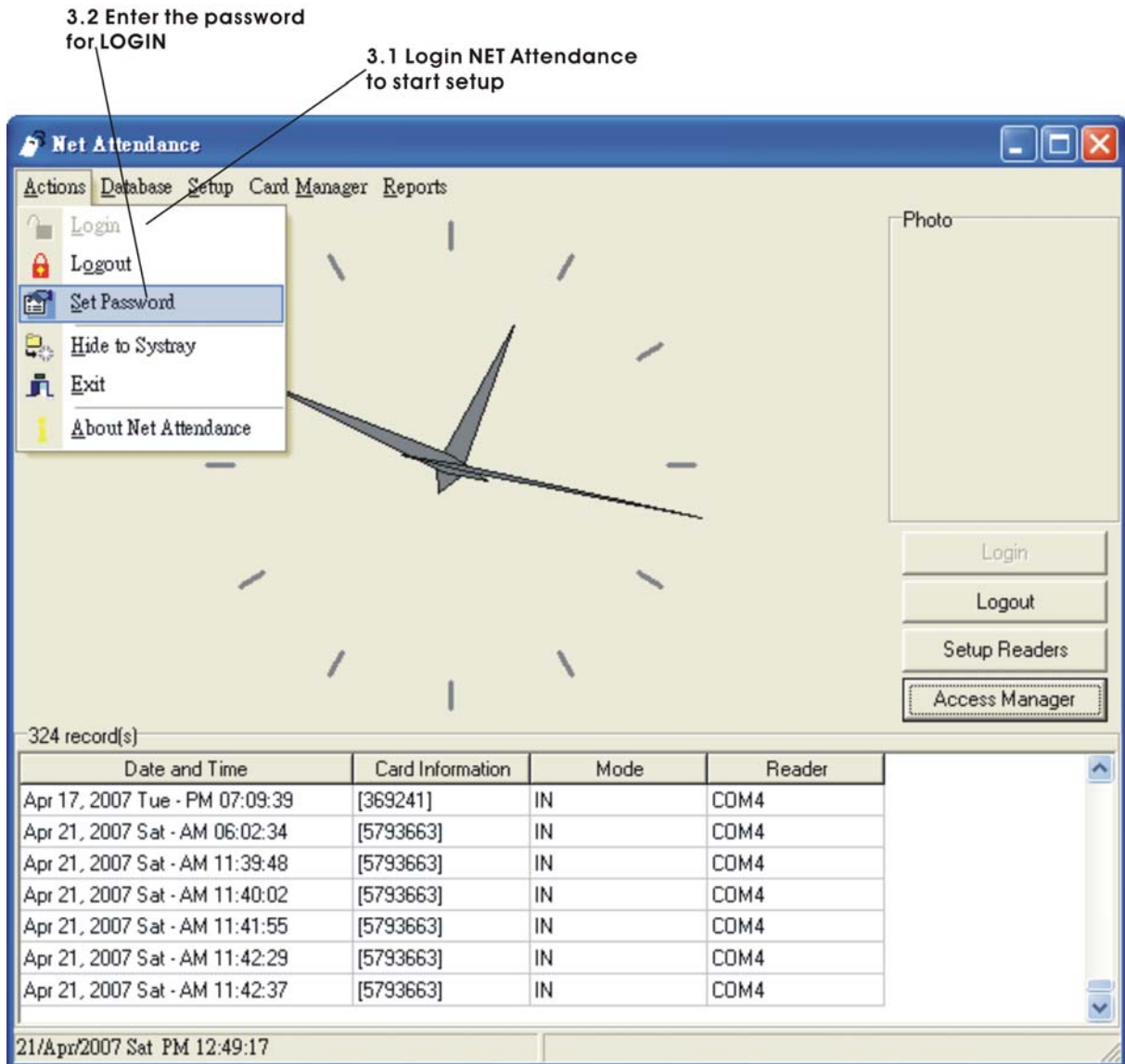
- Download the NET Attendance software from <http://avea.cc/sw/NETTA.zip>
- Unzip the file
- Execute the installer program NETTA.msi
- Just follow the installation instruction to finish the installation.

The detailed installation manual for the NET Attendance will be automatically installed into your computer. You can read it by using the Adobe Reader.

3. SETTING UP THE NET ATTENDANCE SYSTEM

The state of most windows of NET Attendance will be memorized. You may resize the windows according to your specific needs.

To setup the system correctly, you need to connect the AVEA's reader to the network.



3.1 LOGIN

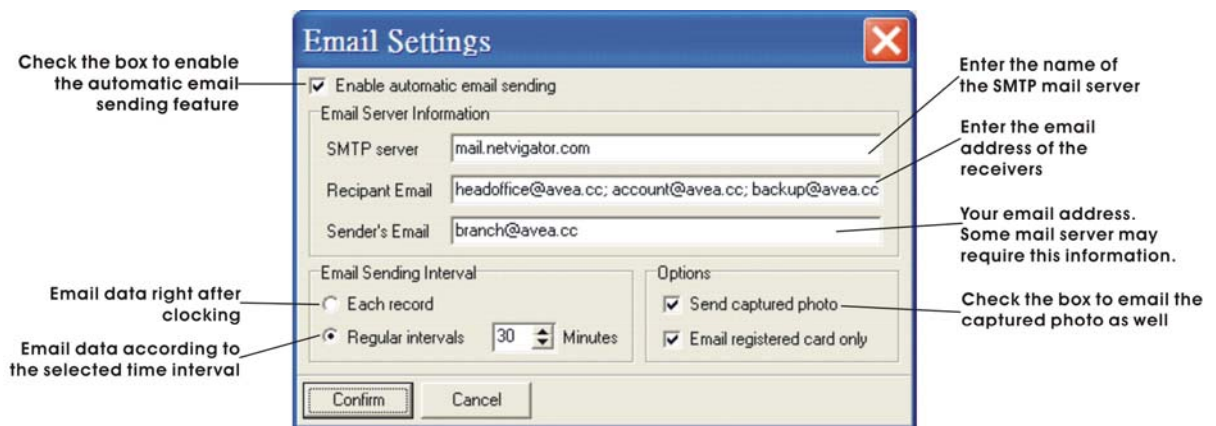
Login NET Attendance to start working. If password is set, you need to enter the correct password to login successfully.

3.2 SET PASSWORD

The password is used to protect the system from illegal access to the system. Please set a password for the system. If the password is forgotten, there is no way to recover it. And you need to reinstall the software again meanwhile all data and setup will be overwritten. Please sure to remember the password.

3.3 SETUP - EMAIL

If the system is Internet connected, the attendance record can be email out by SMTP protocol. If the email settings are set correctly, an email will be sent for each attendance record. Therefore, attendance records can be gathered from different geographical locations.



3.4 SETUP - GROUP DEFINITION

Group is used to classify the members. So define the groups before entering the information for Card Information. Each group may have different working hours for report generation.

Net Attendance

- Actions Database Setup Card Manager Rep
- Email
- Group Definition** (Define different groups for different departments of the company with different working hours)
- Setup Readers
- Access Manager
- System PINs
- Web Reporter
- Hide On Startup

Group List

Workgroup	From	To	From	To	Sat1	From	To	Sat2	From	To	OT Min.	OT Multi.
DEFAULT	AM09:00	PM01:00	PM02:00	PM05:00	<input checked="" type="checkbox"/>	AM09:00	PM01:00	<input checked="" type="checkbox"/>	PM01:00	PM05:00	30	15
FACTORY	AM09:00	PM01:00	PM02:00	PM05:00	<input checked="" type="checkbox"/>	AM09:00	PM01:00	<input type="checkbox"/>	PM01:00	PM05:00	60	15
OFFICE	AM08:00	PM12:30	PM01:30	PM04:00	<input type="checkbox"/>	AM09:00	PM01:00	<input type="checkbox"/>	PM01:00	PM05:00	15	15

Buttons: New, Edit, Delete, Close

Work Group Information

Group name: _____

Working Hours:

Standard Time: 09:00 to 13:00, 14:00 to 17:00

Saturday: 09:00 to 13:00, 14:00 to 17:00

Overtime Options:

Min. O.T. 15 Minutes, O.T. Multiple 15 Minutes

Buttons: Confirm, Cancel

Annotations:

- DEFAULT Workgroup - cannot be deleted
- Add NEW Workgroup
- Different working hours for Saturdays
- Double click the Workgroup or select EDIT to go to the Work Group Information window for editing
- Enter Office Hour for Saturdays if it is not the same as the Standard Time
- Set up the overtime policy
- OT will be calculated if the preset minimum OT reached
- OT will be calculated in the Multiple of the preset minutes (set to zero if you want to include every second)
- For example, under this set up, OT will only be calculated if the employee clock out after 17:15pm on Monday. And the reported OT will be in the multiple of 15 minutes.
 - e.g. Clock out at 17:14:59, OT = 0 minutes
 - e.g. Clock out at 17:29:59, OT = 15 minutes
 - e.g. Clock out at 17:30:00, OT = 30 minutes
- The second session's standard time interval must later than the first session

3.5 SETUP - READERS

Setup communication ports that are connected with AVEA's readers. Instruct the NET Attendance to perform the tasks after getting the card ID from the readers.

Net Attendance

Actions Database **Setup** Card Manager Rep

- Email
- Group Definition
- Setup Readers**
- Access Manager
- System PINs
- Web Reporter
- Hide On Startup

Setup

Connected	Enabled	IP Address	IP Port	Description	Mode	Lock Time
COM4 [192.168.1.234]	<input type="checkbox"/>	192.168.1.231	1668	COM1	IN	1 SEC
	<input type="checkbox"/>	192.168.1.232	1668	COM2	IN	1 SEC
	<input type="checkbox"/>	192.168.1.233	1668	COM3	IN	1 SEC
	<input checked="" type="checkbox"/>	192.168.1.234	1668	COM4	IN	1 SEC
	<input type="checkbox"/>	192.168.1.235	1668	COM5	IN	1 SEC
	<input type="checkbox"/>	192.168.1.236	1668	COM6	IN	1 SEC
	<input type="checkbox"/>	192.168.1.237	1668	COM7	IN	1 SEC
	<input type="checkbox"/>	192.168.1.238	1668	COM8	IN	1 SEC

COM4

Enable

IP Address: 192.168.1.234

Port No.: 1668

Description: COM4

Mode: IN

Lock Time: 1

OK Cancel

Annotations:

- Double click to enter reader / comm port setup
- Check the box to enable the RFID reader
- Enter IP Address of the reader
- Enter the Port No. of the reader
- Name the connection of the reader
- CLOCK - Time Clock
IN - Entrance
OUT - Exit
- Duration for releasing electric lock (in seconds)

After confirm the setup, please enter the Access Manager to put the settings into the reader in order to make the changed effective.

3.6 ACCESS MANAGER

3.6.1 IN mode : use offline reader for entrance only, or

Use an offline reader as **MASTER** for entrance + **SLAVE** reader for exit. In this mode, there are eight time zones for card access **with or without PIN** number.

1 Setup the RFID Reader first

2 Select Setup, Access Manager or

3 Setup Offline Reader

4 Upload the Reader's Settings to the offline reader

5 Download transaction records from reader for reports

Time Zones
 8 Time Zones for access with or without the use of PIN number.
 (Since setup will end at 23:59pm, remember to start the setup from 00:00)

For example:
 No PIN from 8:00am to 6:00pm only
 Time will start to use PIN from 00:00
 Then no PIN from 8:00am to 17:59pm
 Use PIN from 18:00 again until 23:59pm

If PIN is enable, users have to present the card to the reader first then enter the password + "#" key to end the PIN.

Check the box if allow all/any cards to use the OUT reader (KS232U/F) / slave to exit. Otherwise, only cards with access allowed in Card Information can exit.

In normal case for authorized access, power is output from the LOCK terminal to engage the lock) Check the box to reverse the operation of the lock/relay.

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3.6.2 OUT mode : use offline reader as **MASTER** for exit + a **SLAVE** reader for entrance.

1 Setup the RFID Reader first

Check the box to enable the RFID reader

Enter IP Address of the reader

Enter the Port No. of the reader

Name the connection of the reader

OUT - EXIT

Duration for releasing electric lock (in seconds)

2 Select Setup, Access Manager or

Go to step 1, to enable the com port connected to the offline reader if Error occur

3 Setup Offline Reader

Check box to delete all transaction records in the reader after downloading

Set PC's date & time to the offline reader

Reader's setup will be read and displayed here when entering the Access Manager or while changing to other reader

Check the box if allow users to press any key on the reader's keypad to exit.

Check the box if allow all / any cards to use the OUT reader slave to exit. Otherwise, only cards with access allowed in Card Information can exit.

In normal case for authorized access, power is output from the LOCK terminal to engage the lock) Check the box to reverse the operation of the lock/relay.

Send and replace all card information to the reader

Delete all transaction records in the offline reader

5 Download transaction records from reader for reports

***** 4** Upload the Reader's Settings to the offline reader

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3.6.3 CLOCK mode : use offline reader as Standalone TIME CLOCK for NET Attendance

In this mode, there are eight time zones for users to set the Auto IN or OUT time to the reader. Users may use the “#” key to override from IN to OUT or vice versa for clocking. Reader will reset to the preset mode in a few seconds automatically.

1 Setup the RFID Reader first

Check the box to enable the RFID reader

Enter IP Address of the reader

Enter the Port No. of the reader

Name the connection of the reader

CLK -CLOCK

Duration for releasing electric lock (in seconds)

2 Select Setup, Access Manager or

Go to step 1, to enable the com port connected to the offline reader If Error occur

3 Setup Offline Reader

Check box to delete all transaction records in the reader after downloading

Set PC's date & time to the offline reader

Reader's setup will be read and displayed here when entering the Offline Reader Manager or while changing to other reader

Allow the CLOCK reader to clock IN and clock OUT at the specific time intervals. (Setup will end at 23:59pm, remember to start the setup from 00:00)

Time	Mode
00:00	OUT
08:00	IN
18:00	OUT
00:00	Not Used
00:00	Not Used
00:00	Not Used
00:00	Not Used
00:00	Not Used
00:00	Not Used

For example:
Office hour is 9:00am to 6:00pm and employee will start to arrive from 8:00am
Reader will start for clocking OUT from 00:00
Then change for clocking IN from 8:00am to 17:59pm
Change back for clocking OUT from 18:00 until 23:59pm

Send and replace all card information to the reader

Delete all transaction records in the offline reader

5 Download transaction records from reader for reports

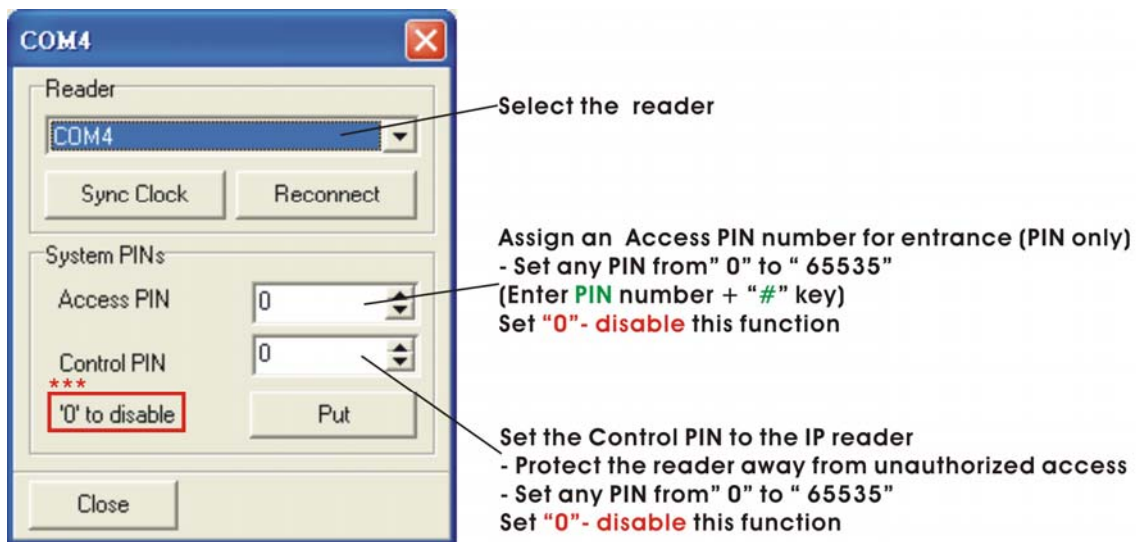
*****4 Upload the Reader's Settings to the offline reader**

3.7 SYSTEM PINS

Access PINS allow users to use a single PIN number to enter the premises. No ID card is needed. Enter "0" if you do not need this feature.

Control PIN is specially designed for protecting the IP reader being accessed by unauthorized users. When access to the IP reader from NET Attendance, the Control PIN must be the same as the one in the IP reader.

Please remember the PIN numbers. If the PIN is forgotten, there is no way to recover it. And you need to reset the card reader.



Please remember click on the 'PUT' button after changed in order to make the settings effective.

3.8 WEB REPORTER

Using Internet Explorer to browse your attendance logs anywhere in the world

"Tick" to enable the WEB Reports

**Enter the Port number of your reader
- Default port number = 80**

**Type `http://localhost` in Internet Explorer
to view the WEB Report**

Type "`http://localhost/today?25`"
- today's records with optional number of records (e.g. 25)

Type "`http://localhost/monitor?30&25`" (list today's record only)
- records continuously with optional interval time (e.g. 30 seconds)
and optional number of records (e.g. 25)

Type "`http://localhost/logs?25`"
- records with optional number of records (e.g. 25)

Type "`http://localhost/person?5793663&25`"
- display card no. 5793663
- and display optional number of records (e.g. 25)

Type "`http://localhost/person?demo&25`"
- display user name = demo
- and display optional number of records (e.g. 25)

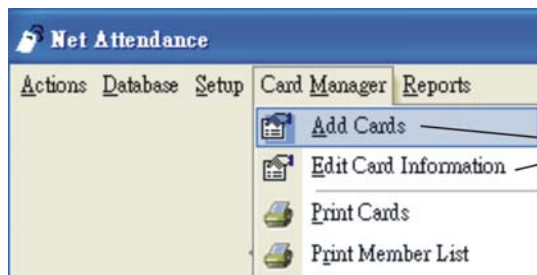
View WEB Reports in other PCs
- open the internet explorer
- Type "`http://IP address`" - IP address of the PC running NET Attendance

Time	Holder	Group	Mode	Reader
Apr 21, 2007 Sat - AM 11:42:37	[5793663]		IN	COM4
Apr 21, 2007 Sat - AM 11:42:29	[5793663]		IN	COM4
Apr 21, 2007 Sat - AM 11:41:55	[5793663]		IN	COM4
Apr 21, 2007 Sat - AM 11:40:02	[5793663]		IN	COM4
Apr 21, 2007 Sat - AM 11:39:48	[5793663]		IN	COM4
Apr 21, 2007 Sat - AM 06:02:34	[5793663]		IN	COM4
Apr 17, 2007 Tue - PM 07:09:39	[369241]		IN	COM4
Apr 13, 2007 Fri - PM 03:30:56	Demo Buddy	DEFAULT	IN	COM4
Apr 13, 2007 Fri - PM 03:30:54	Demo Buddy	DEFAULT	OUT	COM4
Apr 13, 2007 Fri - PM 03:30:52	Demo Buddy	DEFAULT	OUT	COM4
Apr 13, 2007 Fri - PM 03:30:50	Demo Buddy	DEFAULT	OUT	COM4
Apr 13, 2007 Fri - PM 03:22:50	[371699]		OUT	COM4
Apr 13, 2007 Fri - PM 03:22:48	[371699]		IN	COM4
Apr 13, 2007 Fri - PM 03:22:46	[371699]		IN	COM4
Apr 13, 2007 Fri - PM 03:21:04	[371699]		IN	COM4
Apr 13, 2007 Fri - PM 03:20:53	[369241]		OUT	COM4
Apr 13, 2007 Fri - AM 10:53:48	[0]		OUT	COM4
Apr 12, 2007 Thu - PM 06:48:58	Demo Buddy	DEFAULT	IN	COM4

4. CARD MANAGER

The card manager is a utility to help the user to create printed member cards for the pictured identification.

4.1 ADD CARDS



Select **Add Cards** or **Add Card under Edit Card Information** to build up your card database - select the serial number of your ID cards and follow the instruction to complete the procedure

You must use Add Cards feature in order to add those ID cards purchased appears in the Blank card box in the Card Information List in 4.2. If the ID cards are not added, those cards will not be shown on the reports.

4.2 EDIT CARD INFORMATION

Number of ID Cards in Card Information List

Number of ID Cards not in Card Information List

CARDNO	NAME	WORKGROUP
374099	Albert Willy	OFFICE
365735	Martin Luthur	DEFAULT
363683	May Lai	SALES
367759	Philip Wayne	OFFICE

Blank (37 cards)

359364
359812
361545
362551
363296
363871
363936
364177

Register Remove
Clear All Add Card

1. Double click the card number or click the card number then select "REGISTER" to enter new Card Information

Remove the selected blank card number

Add new cards - select the ID card serial number

Remove all blank card number from the list

Edit Close

2. Double click the record or select the record then click EDIT to edit existing ID Card Information

Grant authorization - check the box to select which readers or com ports this user can use for access with electric lock

Photo

RFID Time Clock

Load Photo

Rotate Clear

Confirm Delete Cancel

Details

Card Number 374099

Name Albert Willy

Member of OFFICE

Remarks Engineer
October 3, 2003

Access Allowed

COM1
 COM2
 Time Clock
 COM4
 COM5
 COM6
 COM7
 COM8

Rotate the photo to the right direction

Click to associate a photo to the card number

Click to cancel the photo selection

Name cannot be changed after "Confirm" (use "Delete" to delete the card information than re-ente the card information)

4.3 PRINT CARDS

Design and print your own employee cards to use with the ID card.

Print Member Card dialog box annotations:

- Print all in Card Information:** Points to the 'Persons of interest' section.
- Print by GROUP:** Points to the 'Group' dropdown menu.
- Print from PICK LIST:** Points to the 'List' button.
- Enter the name you would like to appear on the member card:** Points to the 'Remark Line 1' through 'Remark Line 4' text boxes.
- Options:**
 - Title Line: AVEA Int'l Co. Ltd.
 - Remark Line 1: Position
 - Remark Line 2: Date Join
 - Remark Line 3
 - Remark Line 4
 - Transparent Background
 - Print Preview
- Card Logo:**
 - Logo will be resized to fit the print out. Use logo in square shape only.
 - Buttons: Load Logo, Clear, Rotate
 - Print Logo
- Card Background:**
 - Buttons: Load Image, Clear, Rotate
 - Print Frame
 - Print the border for the background image
- Style:**
 - Buttons: [Style 1], [Style 2]
- Buttons:** Confirm, Cancel, Save
- Confirm:** Select confirm to print The member card
- Save:** Save the setting for next use

Pick List dialog box annotations:

- Allowed Member (2 records):**

CARDNO	NAME	WORKGROUP
374099	Albert Willy	OFFICE
365735	Martin Luthur	DEFAULT
- Buttons:** Up arrow, Down arrow, Remove All
- Denied Member (2 records):**

CARDNO	NAME	WORKGROU
363683	May Lai	SALES
367759	Philip Wayne	OFFICE
- Buttons:** Close

Use the UP arrow to select the card for card printing
Use the DOWN arrow to remove the selected card from card printing

Member Card will be printed according to the information from Print Member Card and the individual Card Information.

The image shows a three-step process for printing a member card:

- Print Member Card (Configuration):** A window with sections for:
 - Persons of interest:** Radio buttons for 'All' (selected), 'Group' (with a 'DEFAULT' dropdown), and 'List' (with a 'Pick List' button).
 - Options:** Checkboxes for 'Title Line' (selected, with 'AVEA Int'l Co. Ltd.' in the text box), 'Remark Line 1' (selected, with 'Position' in the text box), 'Remark Line 2' (selected, with 'Date Join' in the text box), 'Remark Line 3', 'Remark Line 4', 'Transparent Background' (selected), and 'Print Preview' (selected).
 - Card Logo:** A preview of the AVEA logo with buttons for 'Load Logo', 'Clear', and 'Rotate', and a checked 'Print Logo' checkbox.
 - Card Background:** A preview of a landscape background with buttons for 'Load Image', 'Clear', and 'Rotate', and a checked 'Print Frame' checkbox.
 - Style:** Two radio button options for card styling.
- Card Information:** A dialog box showing details for a specific member:
 - Photo:** A placeholder for an RFID Time Clock photo with 'Load Photo', 'Rotate', and 'Clear' buttons.
 - Details:** Fields for 'Card Number' (374099), 'Name' (Albert Willy), 'Member of' (OFFICE), and 'Remarks' (Engineer, October 3, 2003).
- Print Member Card (Preview):** The final printed card layout with the following data:
 - Title:** AVEA Int'l Co. Ltd.
 - Logo:** AVEA logo.
 - Card No.:** 374099
 - Name:** Albert Willy
 - Group:** OFFICE
 - Position:** Engineer
 - Date Join:** October 3, 2003
 - Image:** RFID Time Clock photo.

Annotations include a vertical label 'Select confirm to print the member card' pointing to the 'Confirm' button in the first window, and red lines connecting data from the 'Card Information' dialog to the corresponding fields on the printed card. A red stamp 'Member Card Sample!' is overlaid on the card preview.

4.4 PRINT MEMBER LIST

Print all in Card Information

Print by GROUP

Print from PICK LIST

Use the UP arrow to select the card for card printing

Use the DOWN arrow to remove the selected card from card printing

CARDNO	NAME	WORKGROUP
374099	Albert Willy	OFFICE

CARDNO	NAME	WORKGROUP
365735	Martin Luthur	DEFAULT
363683	May Lai	SALES
367759	Philip Wayne	OFFICE

Time Attendance		Member List	
<u>Card No.</u>	<u>Name</u>	<u>Group</u>	<u>Remark</u>
374099	Albert Willy	OFFICE	Engineer
367759	Philip Wayne	OFFICE	
363683	May Lai	SALES	
365735	Martin Luthur	DEFAULT	

5. DATABASE MANAGEMENT

The attendance record database and the system database can be backup and restored in your system. The attendance record database can also be exported to EXCEL or text file for future use.

5.1 BACKUP LOG DATABASE

Backup all attendance records to your hard disk for future use.

5.2 BACKUP SYSTEM DATABASE

Backup all system information in Setup to your hard disk for future use.

5.3 RESTORE LOG DATABASE

Restore all attendance records from backup.

5.4 RESTORE SYSTEM DATABASE

Restore all system information from backup. All staff records in card information and system setup will be replaced by the backup file.

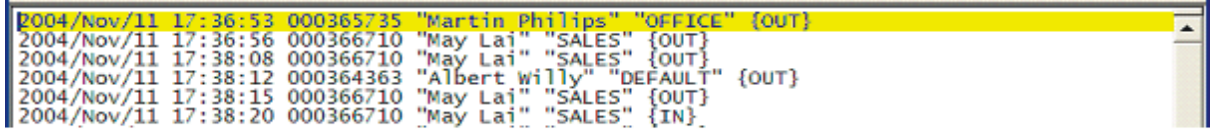
5.5 EXPORT TO EXCEL FILE

It exports all data from the database to a MSEXCEL file for further use or payroll calculation.

	A	B	C	D	E	F	G	H	I
1	DATE	TIME	CARDNO	NAME	GROUP	MODE	READER	LOCK	
2	11/11/2004	17:36:53	365735	Martin Philips	OFFICE	OUT	Time Clock	DENIED	
3	11/11/2004	17:36:57	366710	May Lai	SALES	OUT	Time Clock	DENIED	
4	11/11/2004	17:38:09	366710	May Lai	SALES	OUT	Time Clock	DENIED	
5	11/11/2004	17:38:12	364363	Albert Willy	DEFAULT	OUT	Time Clock	DENIED	
6	11/11/2004	17:38:15	366710	May Lai	SALES	OUT	Time Clock	DENIED	
7	11/11/2004	17:38:21	366710	May Lai	SALES	IN	Time Clock	DENIED	

5.6 EXPORT TO TEXT FILE

Export all attendance records to a text file for data backup in chronological order.



```
2004/Nov/11 17:36:53 000365735 "Martin Philips" "OFFICE" {OUT}
2004/Nov/11 17:36:56 000366710 "May Lai" "SALES" {OUT}
2004/Nov/11 17:38:08 000366710 "May Lai" "SALES" {OUT}
2004/Nov/11 17:38:12 000364363 "Albert willy" "DEFAULT" {OUT}
2004/Nov/11 17:38:15 000366710 "May Lai" "SALES" {OUT}
2004/Nov/11 17:38:20 000366710 "May Lai" "SALES" {IN}
```

5.7 ERASE LOG DATABASE

Erase all attendance /log records.

5.8 ERASE STAFF RECORDS

Erase all staff records in card information.

5.9 FORMAT DATABASE

Clean up the database. Erase all attendance records and card information.

5.10 IMPORT LOG RECORDS

It imports the attendance / log records from the backup file of “Log Database” and merges the log database into the local database for reporting. For example, staffs can clock their time at different locations for attendance control. The head office collects the log databases from branch offices, and then imports / merges them into the head office’s database for reporting.

5.11 IMPORT STAFF RECORDS

It imports / merges the staff records from the backup file of “System Database”, but system settings will not be imported in this mode.

6. REPORTS – ATTENDANCE

The attendance report is generated based on the working hours defined by the user. The attendance records are comparing to the working hours and calculate the late and early leave information.

6.1 FIRST IN / LAST OUT ATTENDANCE REPORT

This report would be great for those who use the readers for access control or time recording. It extracts the **first and last data (or first IN last OUT data)** in a day to calculate the Late, Early Leave and Overtime for selected employees according to the Standard Working Hours and Overtime policy for a specific period of date range.

The screenshot shows the 'First In / Last Out' dialog box with the following settings and annotations:

- Persons of interest:**
 - All
 - Group (DEFAULT)
 - List (Pick List)
- Dates of interest:**
 - This Week
 - Last Week
 - This Month
 - Last Month
 - All
 - Range
- Range:**
 - From: June 16, 2004 Wednesday
 - To: July 31, 2004 Saturday
- Options:**
 - Print blank lines
 - New page on each person
 - Enhanced Printing
 - Preview Only
- Records of interest:**
 - ALL
 - CLOCK
 - IN/OUT
- Record format:**
 - AM/PMhh:mm:ss
 - HH:mm:ss
 - AM/PMhh:mm
 - HH:mm
- Working Hours:**
 - Standard Time: 09:00 to 17:00
 - Saturday: 09:00 to 13:00
- Overtime Options:**
 - Min. O.T.: 15 Minutes
 - O.T. Multiple: 15 Minutes
 - No pay O.T.: 0 Minutes

Annotations:

- Select from card information list
- Report for data of all employees in card information
- Report for data of selected group
- Report for data from all readers, including CLOCK, IN and OUT readers
- Report for data from readers that set up as CLOCK Only (Not for data collected from auto IN/OUT timer in clock mode)
- Report for data from readers that set up as IN/OUT mode and by auto IN/OUT timer in clock mode
- Time format for print out (hh:mm:ss = hour:minute:second)
- Report will be printed according to the following setup for all the selected Person of Interest.
- Enter the Standard Working Hours
- Enter Office Hour for Saturday if it is not the same as the Standard Time
- Set up the overtime policy
- OT will be calculated if the preset minimum OT reached
- OT will be calculated in the Multiple of the preset minutes (set to zero if you want to include every second)
- No pay overtime for the preset minutes in a working day
- Check box to print with highlighted lines
- Check box to print those days that do not have clocked data

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Records need special attention

E = Early Leave

L = Late

OT = Overtime

Attendance (All)

Time Recorder
Standard 09:00 to 17:00
Saturday 09:00 to 13:00

From: 16/Jun/2004 To: 31/Jul/2004

[1488265] May Lai

Jun 16, 2004 Wed - AM08:16:15[CLOCK] PM07:16:19[CLOCK] [OT(02:15:00)]
 Jun 17, 2004 Thu - AM08:16:20[CLOCK] PM04:16:23[CLOCK] [E(00:43:37)]
 Jun 18, 2004 Fri - AM09:16:24[CLOCK] PM06:16:27[CLOCK] [L(00:16:24),OT(01:15:00)]
 Jun 19, 2004 Sat - AM08:56:28[CLOCK] No OUT Incorrect
 Jun 20, 2004 Sun - No record
 Jun 21, 2004 Mon - AM09:16:30[CLOCK] PM05:16:33[CLOCK] [L(00:16:30),OT(00:15:00)]
 Jun 22, 2004 Tue - No record
 Jun 23, 2004 Wed - PM01:16:35[CLOCK] PM06:16:36[CLOCK] [L(04:16:35),OT(01:15:00)]
 Jun 24, 2004 Thu - AM08:56:37[CLOCK] PM01:16:38[CLOCK] [E(03:43:22)]
 Jun 25, 2004 Fri - No record
 Jun 26, 2004 Sat - No record
 Jun 27, 2004 Sun - No record
 Jun 28, 2004 Mon - AM08:56:39[CLOCK] PM05:16:42[CLOCK] [OT(00:15:00)]
 Jun 29, 2004 Tue - AM08:16:43[CLOCK] PM06:16:46[CLOCK] [OT(01:15:00)]
 Jun 30, 2004 Wed - AM08:48:47[CLOCK] PM05:16:50[CLOCK] [OT(00:15:00)]

Clocked day=10, Error day=1, Late day=3(04:49:29), Early Leave day=2(04:26:59), Overtime day=7(06:45:00)

Number of clocked days Number of error days Total Number of days Total Hours

0% Page 1 of 1

OT printed on the Attendance Report

(1)	(2)	(3)	(4)	(5)	
Work Hour	Punch Time	Exact OT (2)-(1)	OT Minimum adjustment (15 min)	OT Multiple adjustment (5 min)	Actual OT (no pay OT = 30 min) (4)-30min
17:00:00	17:13:35	0:13:35	0:00:00	0:00:00	0:00:00
17:00:00	17:27:22	0:27:22	0:27:22	0:25:00	0:00:00
17:00:00	17:43:11	0:43:11	0:43:11	0:40:00	0:10:00
17:00:00	18:02:55	1:02:55	1:02:55	1:00:00	0:30:00

Examples of Overtime Options' Calculation

6.2 TWO SESSIONS ATTENDANCE REPORT

It extracts the **first four data** in a day (or first two data - depend on the working hours' setup) to calculate the Late, Early Leave and Overtime for selected employees according to the Standard Working Hours and Overtime policy for two sessions. Daily records that less than four times / two times or more than four times / two times in a day may not be included in the calculation. Reminder will be printed on the report.

The screenshot shows the '2-session' dialog box with the following sections and annotations:

- Persons of interest:**
 - All
 - Group (DEFAULT)
 - List (Pick List)
- Dates of interest:**
 - This Week
 - Last Week
 - This Month
 - Last Month
 - Range
 - From: June 16, 2004 Wednesday
 - To: June 30, 2004 Wednesday
- Records of interest:**
 - ALL
 - CLOCK
 - IN/OUT
- Record format:**
 - AM/PMhh:mm:ss
 - AM/PMhh:mm
 - HH:mm:ss
 - HH:mm
- Options:**
 - Print blank lines
 - New page on each person
 - Enhanced Printing
 - Preview Only
- Working Hours:**
 - Standard Time:** 09:00 to 13:00, 14:00 to 17:30
 - Saturday:** 09:00 to 13:00, 14:00 to 15:30
- Overtime Options:**
 - Min. O.T.: 15 Minutes
 - O.T. Multiple: 15 Minutes
 - No pay O.T.: 0 Minutes

Annotations:

- Select from card information list
- Report for data of all employees in card information
- Report for data of selected group
- Report for data from all readers, including CLOCK, IN and OUT readers
- Report for data from readers that set up as CLOCK Only (Not for data collected from auto IN/OUT timer in clock mode)
- Report for data from readers that set up as IN/OUT mode and by auto IN/OUT timer in clock mode
- Time format for print out (hh:mm:ss = hour:minute:second)
- Print those days that do not have clocked data
- Printing with highlighted lines
- Set up the overtime policy
- OT will be calculated if the preset minimum OT reached
- OT will be calculated in the Multiple of the preset minutes (set to zero if you want to include every second)
- No pay overtime for the preset minutes in a working day
- Enter the Standard Working Hours
- Enter Office Hour for Saturday if it is not the same as the Standard Time
- Report will be printed according to the Working Hours' setup for all the selected Person of Interest.

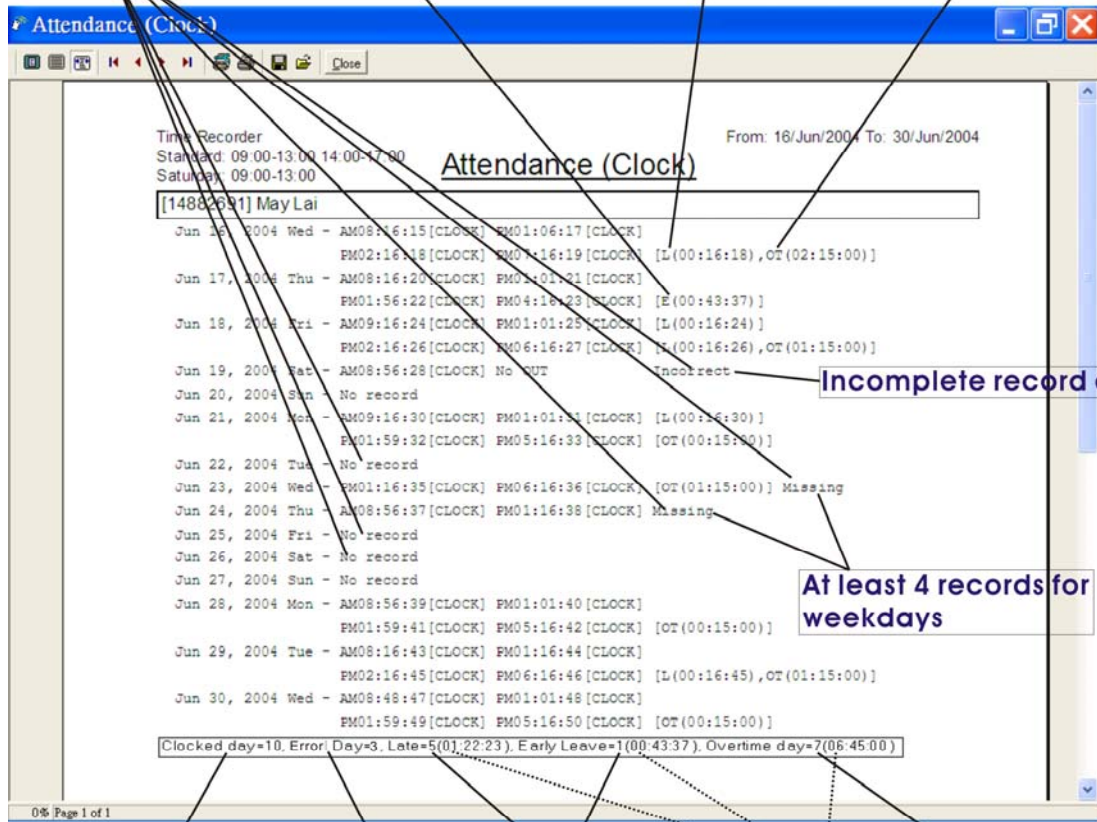
NET Attendance V1.02 User Manual

Records need special attention

E = Early Leave

L = Late

OT = Overtime



Incomplete record entry

At least 4 records for weekdays

Number of clocked days Number of error days Total Number of LATE / Early Leave Total Hours Total Number of Overtime Day

OT printed on the Attendance Report

(1)	(2)	(3)	(4)	(5)
Work Hour	Punch Time	Exact OT (2)-(1)	OT Minimum adjustment (15 min)	OT Multiple adjustment (5 min) Actual OT (no pay OT = 30 min) (4)-30min
17:00:00	17:13:35	0:13:35	0:00:00	0:00:00
17:00:00	17:27:22	0:27:22	0:27:22	0:00:00
17:00:00	17:43:11	0:43:11	0:43:11	0:10:00
17:00:00	18:02:55	1:02:55	1:02:55	0:30:00

Examples of Overtime Options' Calculation

7. REPORTS – PRINTOUTS

The reports are generated from the attendance records according to the user selected options.

Scope of Report

Persons of interest

- All
- Group
- List

Dates of interest

- This Week
- This Month
- All
- Range
- Last Week
- Last Month

Records of interest

- ALL
- CLOCK
- IN/OUT

Options

- Print blank lines
- New page on each person
- Enhanced Printing
- Preview Only

Record format

- AM/PMhh:mm:ss
- HH:mm:ss
- AM/PMhh:mm
- HH:mm

Annotations:

- Report for data of all employees in card information list (points to 'All')
- Report for the data of selected group (points to 'Group')
- Select from card information list (points to 'List')
- Print those days that do not have clock data (points to 'Print blank lines')
- Printing with highlighted lines (points to 'Enhanced Printing')
- Time format for print out (hh:mm:ss = hour:minute:second) (points to 'AM/PMhh:mm:ss')
- Report for data from all readers, including CLOCK, IN and OUT readers (points to 'ALL')
- Report for data from readers that set up as CLOCK Only (Not include data collected from auto IN/OUT timer) (points to 'CLOCK')
- Report for data collected from readers that set up as IN/OUT or from auto IN/OUT timer (points to 'IN/OUT')

Who's Status

Persons of interest

- All
- Group
- List

Date of interest

October 23, 2004 Saturday

Record format

- AM/PMhh:mm:ss
- HH:mm:ss
- AM/PMhh:mm
- HH:mm

Options

- New page on new category
- Enhanced Printing
- Preview Only

Annotations:

- Report for data of all employees in card information (points to 'All')
- Report for data of selected group (points to 'Group')
- Select from card information list (points to 'List')
- Report for data of selected date (points to 'Date of interest')
- Time format for print out (hh:mm:ss = hour:minute:second) (points to 'AM/PMhh:mm:ss')
- Printing with highlighted lines (points to 'Enhanced Printing')

7.1 DAILY INDIVIDUAL REPORT

Report for individual employee status at a specific date.

Daily Individual

Persons of interest
 All
 Group
 List

Record format
 AM/PMhh:mm:ss
 HH:mm:ss
 AM/PMhh:mm
 HH:mm

Date of interest

Records per line
 2 4 6 8

Options
 New page on new category
 Enhanced Printing
 Preview Only

Time Attendance 9/Nov/2004

Daily Individual Report

[374099] Albert Willy (7 record(s))

CLOCK -
 IN - AM08:34:41 AM08:39:41 AM08:49:06
 OUT - AM05:35:45 PM01:01:51 PM02:02:17 PM06:15:07

[365735] Martin Luthur (0 record(s))

CLOCK -
 IN -
 OUT -

[363683] May Lai (4 record(s))

CLOCK -
 IN - AM08:39:52 PM02:05:29
 OUT - PM01:01:54 PM06:27:18

[367759] Philip Wayne (4 record(s))

CLOCK -
 IN - AM08:39:56 PM02:40:09
 OUT - PM01:02:18 PM06:27:43

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7.2 TIME LOGS REPORT

Report for all data sorted by name according to selected readers at a specific date range. Number of records and clocked days for that employee will be reported.

Scope of Report

Persons of interest
 All
 Group: DEFAULT
 List: Pick List

Dates of interest
 This Week Last Week
 This Month Last Month
 All
 Range
 From: November 8, 2004 Monday
 To: November 9, 2004 Tuesday

Records of interest
 ALL CLOCK IN/OUT

Options
 Print blank lines
 New page on each person
 Enhanced Printing
 Preview Only

Records per line
 2 6
 4 8

Record format
 AM/PMhh:mm:ss
 HH:mm:ss
 AM/PMhh:mm
 HH:mm

Confirm Cancel

Time Attendance From: 8/Nov/2004 To: 9/Nov/2004

Time Logs (All)

[374099] Albert Willy (11 record(s))	
Nov 08, 2004 Mon	FM01:07:03 [O] FM01:33:25 [I] FM02:11:24 [O] FM06:13:50 [O]
Nov 09, 2004 Tue	AM05:35:45 [O] AM08:34:41 [I] AM08:39:41 [I] AM08:49:06 [I] FM01:01:51 [O] FM02:02:17 [O] FM06:15:07 [O]
No of day(s) = 2	
[365735] Martin Luthur (0 record(s))	
No of day(s) = 0	
[363683] May Lai (8 record(s))	
Nov 08, 2004 Mon	AM08:23:53 [I] FM01:11:10 [O] FM02:11:27 [I] FM07:13:44 [O]
Nov 09, 2004 Tue	AM08:39:52 [I] FM01:01:54 [O] FM02:05:29 [I] FM06:27:18 [O]
No of day(s) = 2	
[367759] Philip Wayne (9 record(s))	
Nov 08, 2004 Mon	AM09:51:24 [I] AM09:51:25 [I] FM01:01:54 [O] FM02:11:26 [I] FM06:01:39 [O]
Nov 09, 2004 Tue	AM08:39:56 [I] FM01:02:18 [O] FM02:40:09 [I] FM06:27:43 [O]
No of day(s) = 2	

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7.3 TOTAL HOURS REPORT

It is a detailed Total Working Hours Report for employees of selected readers according to First in Last out basis for a specific date range. The first data will be used as the IN time and the last data will be used as the OUT time for calculation.

Scope of Report

Persons of interest
 All
 Group (DEFAULT)
 List (Pick List)

Dates of interest
 This Week
 This Month
 All
 Range
 From: November 8, 2004 Monday
 To: November 9, 2004 Tuesday

Records of interest
 ALL
 CLOCK
 IN/OUT

Options
 Print blank lines
 New page on each person
 Enhanced Printing
 Preview Only

Record format
 AM/PMhh:mm:ss
 HH:mm:ss
 AM/PMhh:mm
 HH:mm

Confirm Cancel

Time Attendance From: 8/Nov/2004 To: 9/Nov/2004

Total Hours (IN/OUT)

[374099] Albert Willy			
Nov 08, 2004 Mon	PM01:33:25 [IN]	PM06:13:50 [OUT]	(04:40:25)
Nov 09, 2004 Tue	AM08:34:41 [IN]	PM06:15:07 [OUT]	(09:40:26)
No of day(s) = 2 Total Time=14:20:51			
[365735] Martin Luthur			
No of day(s) = 0 Total Time=00:00:00			
[363683] May Lai			
Nov 08, 2004 Mon	AM08:23:53 [IN]	PM07:13:44 [OUT]	(10:49:51)
Nov 09, 2004 Tue	AM08:39:52 [IN]	PM06:27:18 [OUT]	(09:47:26)
No of day(s) = 2 Total Time=20:37:17			
[367759] Philip Wayne			
Nov 08, 2004 Mon	AM09:51:24 [IN]	PM06:01:39 [OUT]	(08:10:15)
Nov 09, 2004 Tue	AM08:39:56 [IN]	PM06:27:43 [OUT]	(09:47:47)
No of day(s) = 2 Total Time=17:58:02			

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** For IN / OUT readers' report, IN and OUT records must be matched in pair.

7.4 TOTAL HOURS DETAIL REPORT

Total Hours Detail Report calculates all the time difference between two consecutive records in a day for employees.

Scope of Report

Persons of interest
 All
 Group (DEFAULT)
 List (Pick List)

Dates of interest
 This Week
 This Month
 All
 Range
 From: November 8, 2004 Monday
 To: November 9, 2004 Tuesday

Records of interest
 ALL
 CLOCK
 IN/OUT

Options
 Print blank lines
 New page on each person
 Enhanced Printing
 Preview Only

Record format
 AM/PMhh:mm:ss
 HH:mm:ss
 AM/PMhh:mm
 HH:mm

Confirm Cancel

Time Attendance From: 8/Nov/2004 To: 9/Nov/2004

Total Hours Detail (IN/OUT)

[374099] Albert Willy		
Nov 08, 2004 Mon	FM01:33:25 [IN]	FM06:13:50 [OUT] (04:40:25)
Nov 09, 2004 Tue	AM08:34:41 [IN]	PM06:15:07 [OUT] (09:40:26)
No of day(s) = 2 Total Time=14:20:51		
[365735] Martin Luthur		
No of day(s) = 0 Total Time=00:00:00		
[363683] May Lai		
Nov 08, 2004 Mon	AM08:23:53 [IN]	FM01:11:10 [OUT] (04:47:17)
	FM02:11:27 [IN]	FM07:13:44 [OUT] (05:02:17)
Nov 09, 2004 Tue	AM08:39:52 [IN]	PM01:01:54 [OUT] (04:22:02)
	FM02:05:29 [IN]	FM06:27:18 [OUT] (04:21:49)
No of day(s) = 2 Total Time=18:33:25		
[367759] Philip Wayne		
Nov 08, 2004 Mon	AM09:51:24 [IN]	FM01:01:54 [OUT] (03:10:30)
	FM02:11:26 [IN]	FM06:01:39 [OUT] (03:50:13)
Nov 09, 2004 Tue	AM08:39:56 [IN]	PM01:02:18 [OUT] (04:22:22)
	FM02:40:09 [IN]	FM06:27:43 [OUT] (03:47:34)
No of day(s) = 2 Total Time=15:10:39		

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** For IN / OUT readers' report, IN and OUT records must be matched in pair.

7.5 WHO'S IN / OUT REPORT

Report for finding out WHO is IN the office and WHO is NOT IN (OUT) the office at a specific date.

Who's Status

Persons of interest

- All
- Group DEFAULT
- List Pick List

Date of interest

November 8, 2004 Monday

Record format

- AM/PMhh:mm:ss
- HH:mm:ss
- AM/PMhh:mm
- HH:mm

Options

- New page on new category
- Enhanced Printing
- Preview Only

Confirm Cancel

Who's IN / OUT

Time Attendance 8/Nov/2004

Who's IN / OUT

Who's CLOCK

No person

Who's IN

No person

Who's OUT

Albert Willy	PM06:13:50 - PM01:33:25 [IN]	(04:40:25)
May Lai	PM07:13:44 - PM02:11:27 [IN]	(05:02:17)
Philip Wayne	PM06:01:39 - PM02:11:26 [IN]	(03:50:13)

3 persons

No record

Martin Luthur

1 person

8. SPREADSHEET

The attendance records can be processed according to the working hours and output to an EXCEL file to further processing like payroll, appraisal, etc.

8.1 FIRST IN / LAST OUT SPREADSHEET

It extracts the first clocked data (First) and the last clocked data (Last) from selected readers.

	A	B	C	D	E	F
1	NAME	GROUP	DATE	IN	OUT	STATUS
2	Albert Willy	DEFAULT	8/11/2004	13:33:25	18:13:50	OK
3			9/11/2004	08:34:41	18:15:07	OK
4	May Lai	SALES	8/11/2004	08:23:53	19:13:44	OK
5			9/11/2004	08:39:52	18:27:18	OK
6	Philip Wayne	OFFICE	8/11/2004	09:51:24	18:01:39	OK
7			9/11/2004	08:39:56	18:27:43	OK

8.2 IN / OUT PAIRS SPREADSHEET

Data are grouped into pairs which must be clock IN and clock OUT data.

Scope of Report
✕

Persons of interest
 All
 Group DEFAULT
 List Pick List

Dates of interest
 This Week Last Week
 This Month Last Month
 All
 Range

From November 8, 2004 Monday

To November 9, 2004 Tuesday

Options
 Print blank lines
 New page on each person

Records per line
 2 6
 4 8

Confirm
Cancel

	A	B	C	D	E	F	G	H
1	NAME	GROUP	DATE	IN1	OUT1	IN2	OUT2	STATUS
2	Albert Willy	DEFAULT	8/11/2004	13:33:25	18:13:50			Incomplete
3			9/11/2004	08:34:41	18:15:07			Incomplete
4	May Lai	SALES	8/11/2004	08:23:53	13:11:10	14:11:27	19:13:44	Incomplete
5			9/11/2004	08:39:52	13:01:54	14:05:29	18:27:18	OK
6	Philip Wayne	OFFICE	8/11/2004	09:51:24	13:01:54	14:11:26	18:01:39	Incomplete
7			9/11/2004	08:39:56	13:02:18	14:40:09	18:27:43	OK

8.3 TIME LOGS SPREADSHEET

It sorts out all the data by employees according to the selected readers for the selected date range.

	A	B	C	D	E	F	G
1	NAME	GROUP	DATE	TIME1	TIME2	TIME3	TIME4
2	Albert Will	DEFAULT	8/11/2004	13:07:03	13:33:25	14:11:24	18:13:50
3			9/11/2004	05:35:45	08:34:41	08:39:41	08:49:06
4				13:01:51	14:02:17	18:15:07	
5	May Lai	SALES	8/11/2004	08:23:53	13:11:10	14:11:27	19:13:44
6			9/11/2004	08:39:52	13:01:54	14:05:29	18:27:18
7	Philip Way	OFFICE	8/11/2004	09:51:24	09:51:25	13:01:54	14:11:26
8				18:01:39			
9			9/11/2004	08:39:56	13:02:18	14:40:09	18:27:43

8.4 IN OUT PAIRS LATE & EARLY LEAVE SPREADSHEET

Powerful spreadsheet report for your factory's four sessions NET Attendance needs. It calculates the **Late & Early Leave attendance records** for **at most four sessions** in a day and generates the spreadsheet according to the defined NET Attendance Table.

Since it is an independent report, you have to define your work time for different group of workers for report generation.

The screenshot shows the 'NET Attendance' application window. The 'Reports' menu is open, and the path 'Reports > Spreadsheet > IN/OUT Pairs > IN/OUT Pairs (Late and Early Leave)' is highlighted. A 'Time Table' dialog box is also shown, with 'SHIF1 1' selected in the 'Group' dropdown. The 'Time Period' is set to IN 09:00 and OUT 14:00. The 'Time Attendance List' contains the following entries:

IN Time	OUT Time
AM 07:00	AM 11:00
PM 12:00	PM 03:00
PM 04:00	PM 07:00
PM 08:00	PM 10:00

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	NAME	GROUP	DATE	IN1	LT1	OUT1	EL1	IN2	LT2	OUT2	EL2	IN3	LT3	OUT3	EL3	IN4	LT4
2	May Lai	SHIFT 1	20/10/2004														
3			21/10/2004					14:51:13	02:51:13	19:34:50	00:00:00						
4	Martin Chan	SHIFT 1	20/10/2004														
5			21/10/2004	10:48:08	03:48:08	10:49:00	00:11:00										
6			22/10/2004	09:44:22	02:44:22	16:53:33	00:00:00					16:55:00	00:55:00	19:44:59	00:00:00		
7			23/10/2004														
8	Photo Wayne	SHIFT 1	20/10/2004									18:32:58	02:32:58	18:33:05	00:26:55		
9			21/10/2004									16:08:01	00:08:01	18:29:16	00:30:44		
10			22/10/2004					11:13:18	00:00:00	17:20:54	00:00:00						
11	Time Clock	SHIFT 1	20/10/2004														
12			21/10/2004					14:04:22	02:04:22	19:34:47	00:00:00						
13	AVEA	SHIFT 1	20/10/2004														
14			21/10/2004														
15			22/10/2004					11:12:37	00:00:00	17:10:24	00:00:00	17:15:44	01:15:44	17:16:06	01:43:54		

Annotations for the spreadsheet:

- First clock IN time:** Points to column D (IN1).
- Late (first IN time - the first expected clock IN time):** Points to column E (LT1).
- First clock OUT time:** Points to column F (OUT1).
- Early Leave (first OUT time - the first expected clock OUT time):** Points to column G (EL1).
- Third clock IN time:** Points to column L (IN3).
- Late (third IN time - the third expected clock IN time):** Points to column M (LT3).
- Third clock OUT time:** Points to column N (OUT3).
- Early Leave (third OUT time - the third Expected clock OUT time):** Points to column O (EL3).

- END -