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.
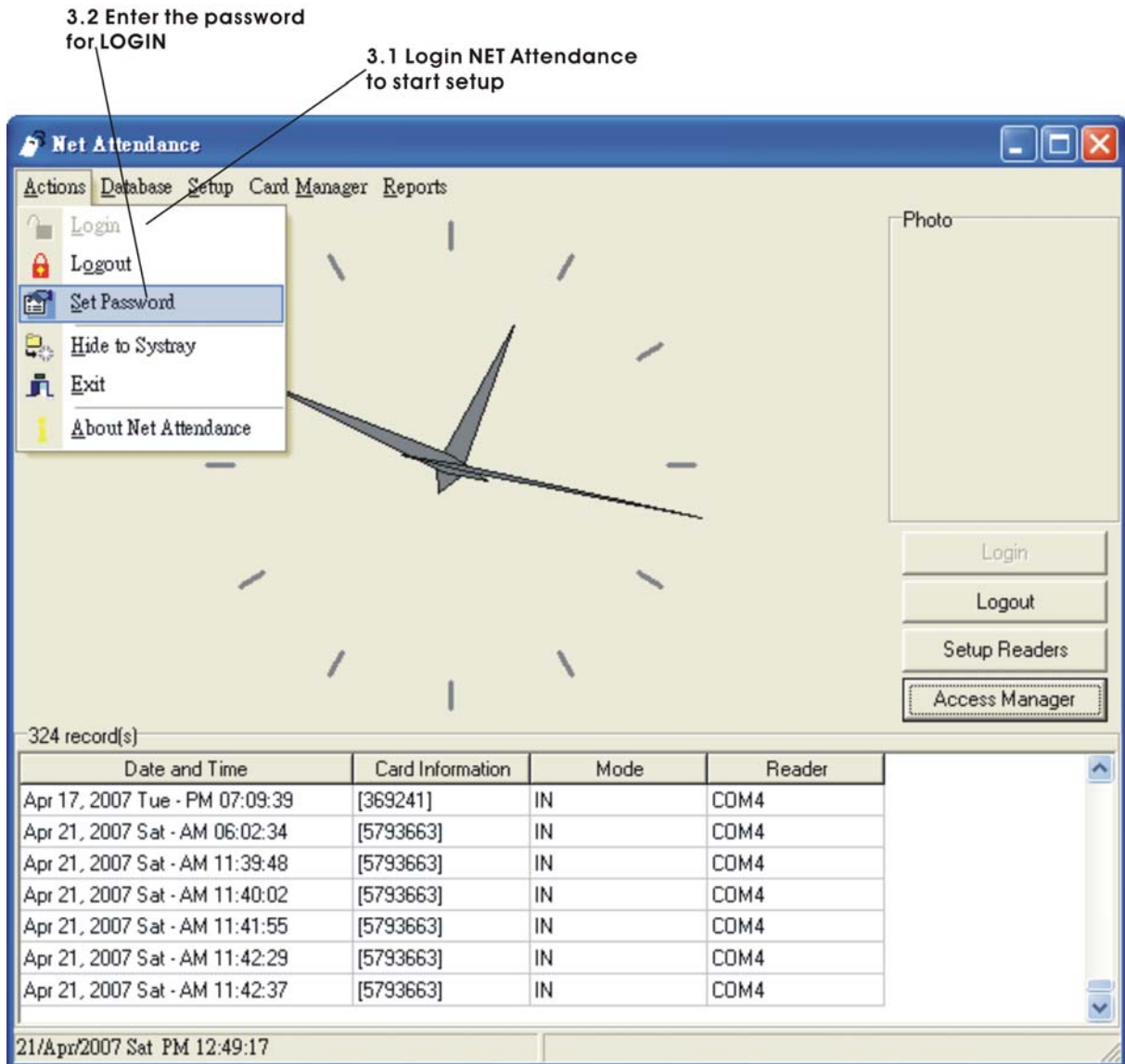
3.1 LOGIN

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.
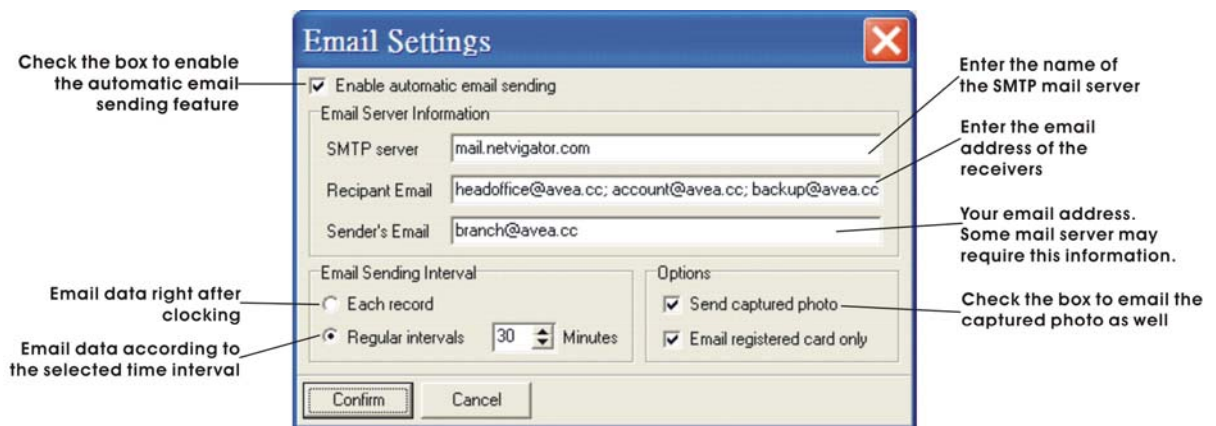
3.4 SETUP - GROUP DEFINITION

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.

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.

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.

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

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.

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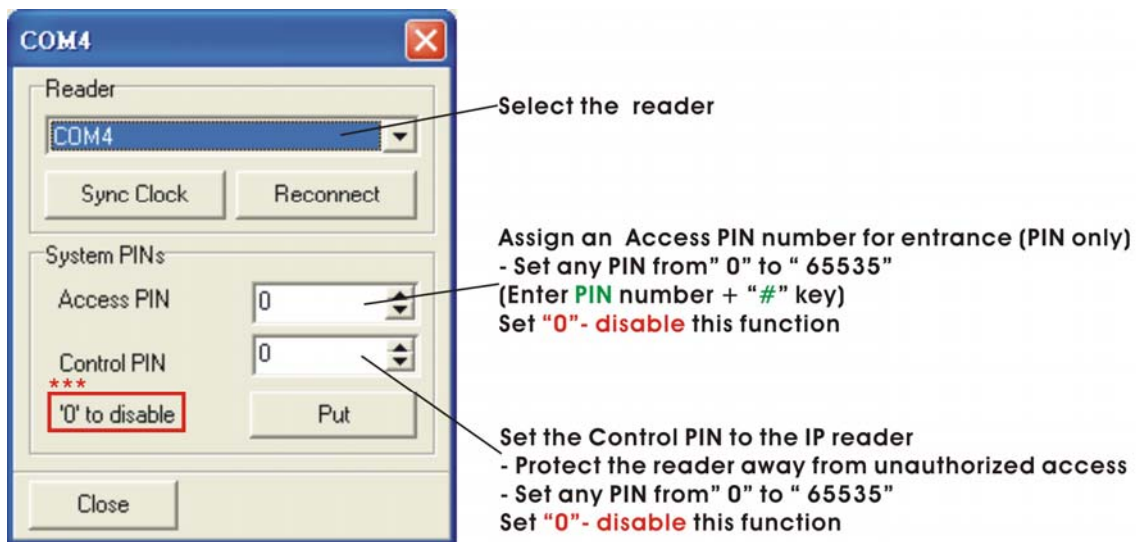
Please remember click on the 'PUT' button after changed in order to make the settings effective.

3.8 WEB REPORTER

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

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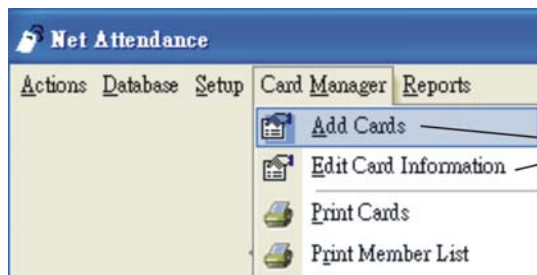
You must use Add Cards feature in order to add those ID cards purchased appears in the Blank card box in the Card Information List in 4.2. If the ID cards are not added, those cards will not be shown on the reports.

4.2 EDIT CARD INFORMATION

Number of ID Cards in Card Information List

Number of ID Cards not in Card Information List

Card Information List

Used (4 cards)

RFID Time Clock

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

Edit   Close

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

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

Card Information

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 cancel the photo selection

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

Click to associate a photo to the card number

4.3 PRINT CARDS

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

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

4.4 PRINT MEMBER LIST

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.
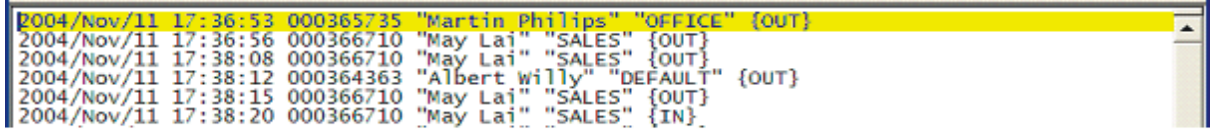
5.5 EXPORT TO EXCEL FILE

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.

Records need special attention
E = Early Leave
L = Late
OT = Overtime

Attendance (All)

```
Time Recorder                                          From: 16/Jun/2004  To: 31/Jul/2004
Standard  09:00 to 17:00
Saturday  09:00 to 13:00                     Attendance (All)

[1488269] 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

OT printed on the Attendance Report

(1) Work Hour	(2) Punch Time	(3) Exact OT (2)-(1)	(4) OT Minimum adjustment (15 min)	OT Multiple adjustment (5 min)	(5) 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.

Records need special attention

E = Early Leave   **L = Late**   **OT = Overtime**

Time Recorder
Standard: 09:00-13:00 14:00-17:00
Saturday: 09:00-13:00

From: 16/Jun/2004 To: 30/Jun/2004

Attendance (Clock)

[14882691] May Lai

Jun 16, 2004 Wed - AM08:16:15[CLOCK] PM01:06:17[CLOCK]
PM02:16:18[CLOCK] PM07:16:19[CLOCK] [L(00:16:18),OT(02:15:00)]
Jun 17, 2004 Thu - AM08:16:20[CLOCK] PM01:01:21[CLOCK]
PM01:56:22[CLOCK] PM04:16:23[CLOCK] [E(00:43:37)]
Jun 18, 2004 Fri - AM09:16:24[CLOCK] PM01:01:25[CLOCK] [L(00:16:24)]
PM02:16:26[CLOCK] PM06:16:27[CLOCK] [L(00:16:26),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] PM01:01:31[CLOCK] [L(00:16:30)]
PM01:59:32[CLOCK] PM05:16:33[CLOCK] [OT(00:15:00)]
Jun 22, 2004 Tue - No record
Jun 23, 2004 Wed - PM01:16:35[CLOCK] PM06:16:36[CLOCK] [OT(01:15:00)] Missing
Jun 24, 2004 Thu - AM08:56:37[CLOCK] PM01:16:38[CLOCK] Missing
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] PM01:01:40[CLOCK]
PM01:59:41[CLOCK] PM05:16:42[CLOCK] [OT(00:15:00)]
Jun 29, 2004 Tue - AM08:16:43[CLOCK] PM01:16:44[CLOCK]
PM02:16:45[CLOCK] PM06:16:46[CLOCK] [L(00:16:45),OT(01:15:00)]
Jun 30, 2004 Wed - AM08:48:47[CLOCK] PM01:01:48[CLOCK]
PM01:59:49[CLOCK] PM05:16:50[CLOCK] [OT(00:15:00)]

Clocked day=10, Error Day=3, Late=5(01:22:23), Early Leave=1(00:43:37), Overtime day=7(06:45:00)

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	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

7. REPORTS – PRINTOUTS

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

7.1 DAILY INDIVIDUAL REPORT

Report for individual employee status at a specific date.

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.

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.

** 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.

** 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.

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.

8.2 IN / OUT PAIRS SPREADSHEET

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

	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.

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.

- END -