

# Time Attendance V1.4

## Installation Manual

May 11, 2011

## TABLE OF CONTENTS

1.	TIME ATTENDANCE .....	5
2.	SOFTWARE INSTALLATION .....	6
3.	SETTING UP THE TIME ATTENDANCE SYSTEM.....	7
3.1	Set Password .....	7
3.2	Login.....	8
3.3	Setup - Auto IN/OUT Time (For PC Based “CLOCK” Reader Only).....	8
3.4	Setup – Door Open Control .....	9
3.5	Setup - Email.....	10
3.6	Setup - Group Definition.....	11
3.7	Setup - Readers .....	12
3.8	Webcam Setup .....	13
3.9	Web Reporter.....	14
3.10	Offline Reader Manager .....	15
4.	CARD MANAGER .....	18
4.1	Add Cards .....	18
4.2	Edit Card Information.....	19
4.3	Print Cards.....	20
4.4	Print Member List .....	22
5.	DATABASE MANAGEMENT .....	23
5.1	Backup Log Database .....	23
5.2	Backup System Database .....	23
5.3	Restore Log Database.....	23

# Time Attendance V1.4 User Manual

5.4	Restore System Database .....	23
5.5	Export To EXCEL File .....	23
5.6	Export To Text File .....	24
5.7	Erase Log Database .....	24
5.8	Erase Staff Records.....	24
5.9	Format Database .....	24
5.10	Import Log Records .....	24
5.11	Import Staff Records .....	24
6.	LED AND BUZZER .....	25
7.	EXAMPLES FOR PC BASED READER'S SETUP .....	26
7.1	Setup One Time Clock Reader With PC Camera .....	26
7.2	Setup One Access Control Reader With PC Camera And Bypass Switch.....	27
7.3	Setup For Eight Readers .....	28
8.	REPORTS – ATTENDANCE .....	29
8.1	First In / Last Out Attendance Report .....	29
8.2	Two Sessions Attendance Report.....	31
9.	REPORTS – PRINTOUTS .....	33
9.1	Daily Individual Report.....	34
9.2	Time Logs Report .....	35
9.3	Total Hours Report.....	36
9.4	Total Hours Detail Report.....	37
9.5	Who's IN / OUT Report.....	38
10.	SPREADSHEET .....	39

**T i m e   A t t e n d a n c e   V 1 . 4   U s e r   M a n u a l**

10.1      First IN / Last OUT Spreadsheet .....39

10.2      IN / OUT Pairs Spreadsheet .....40

10.3      Time Logs Spreadsheet .....41

10.4      IN OUT Pairs Late & Early Leave Spreadsheet .....42

# 1. TIME 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 Time 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
- ☐ Capture the photo of the scene to avoid trick clocking
- ☐ 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 II 600MHz or faster
- ☐ 256 MB RAM or more
- ☐ 500 MB free hard drive space or more
- ☐ CDROM drive
- ☐ Direct X version 8 or above

## 2. SOFTWARE INSTALLATION

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

- ☐ Download and install the Time Attendance software from <http://avea.cc/sw/TA.zip>
- ☐ Save and unzip the file
- ☐ Execute the setup.exe program
- ☐ Follow the installation instruction to finish the installation.

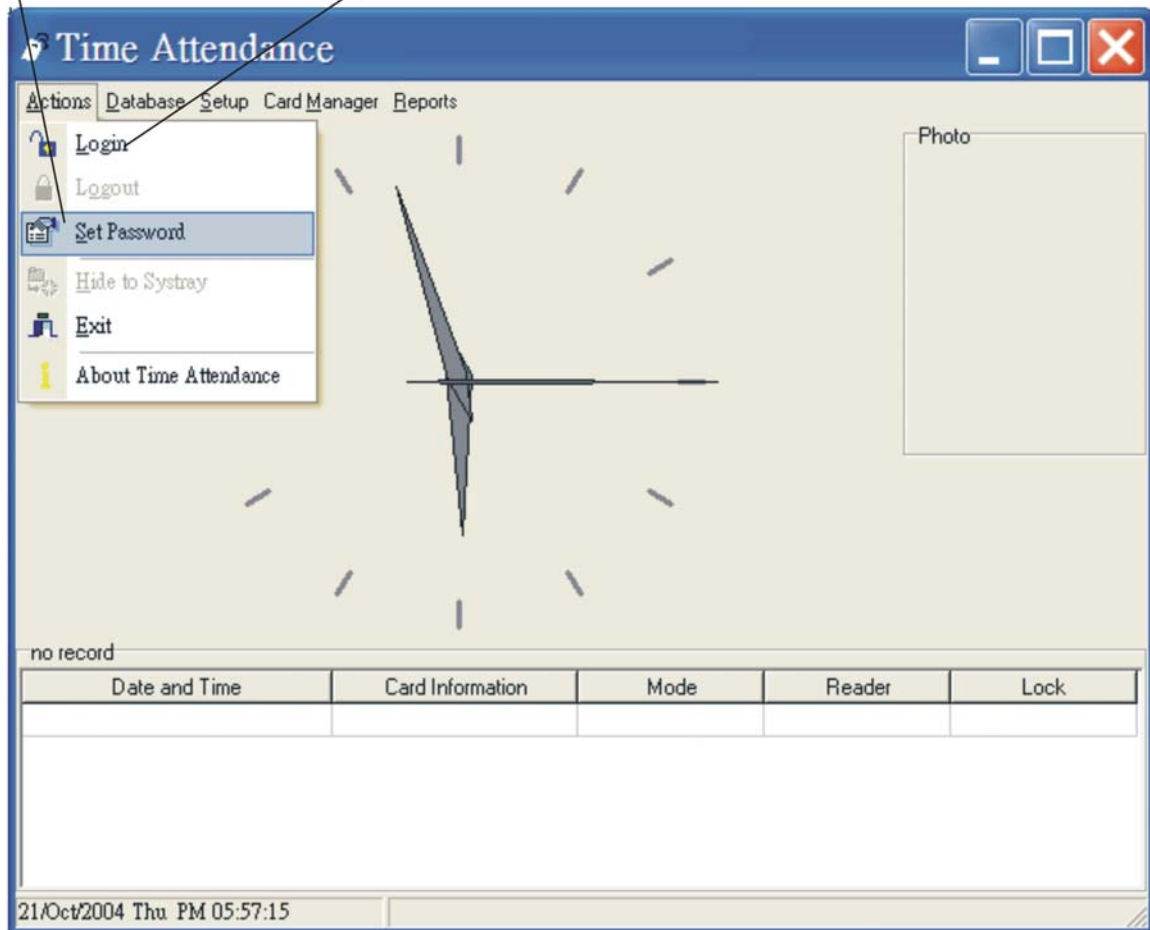
## 3. SETTING UP THE TIME ATTENDANCE SYSTEM

The state of most windows of Time 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 serial ports of the PC. It can be standard RS232 serial port (i.e. COM1, COM2) or extended serial ports by USB to serial cables or add-on cards. But the COM port must be 1 to 8.

3.1 Setup the password for LOGIN first

3.2 Login the Time Attendance to start SETUP



### 3.1 SET PASSWORD

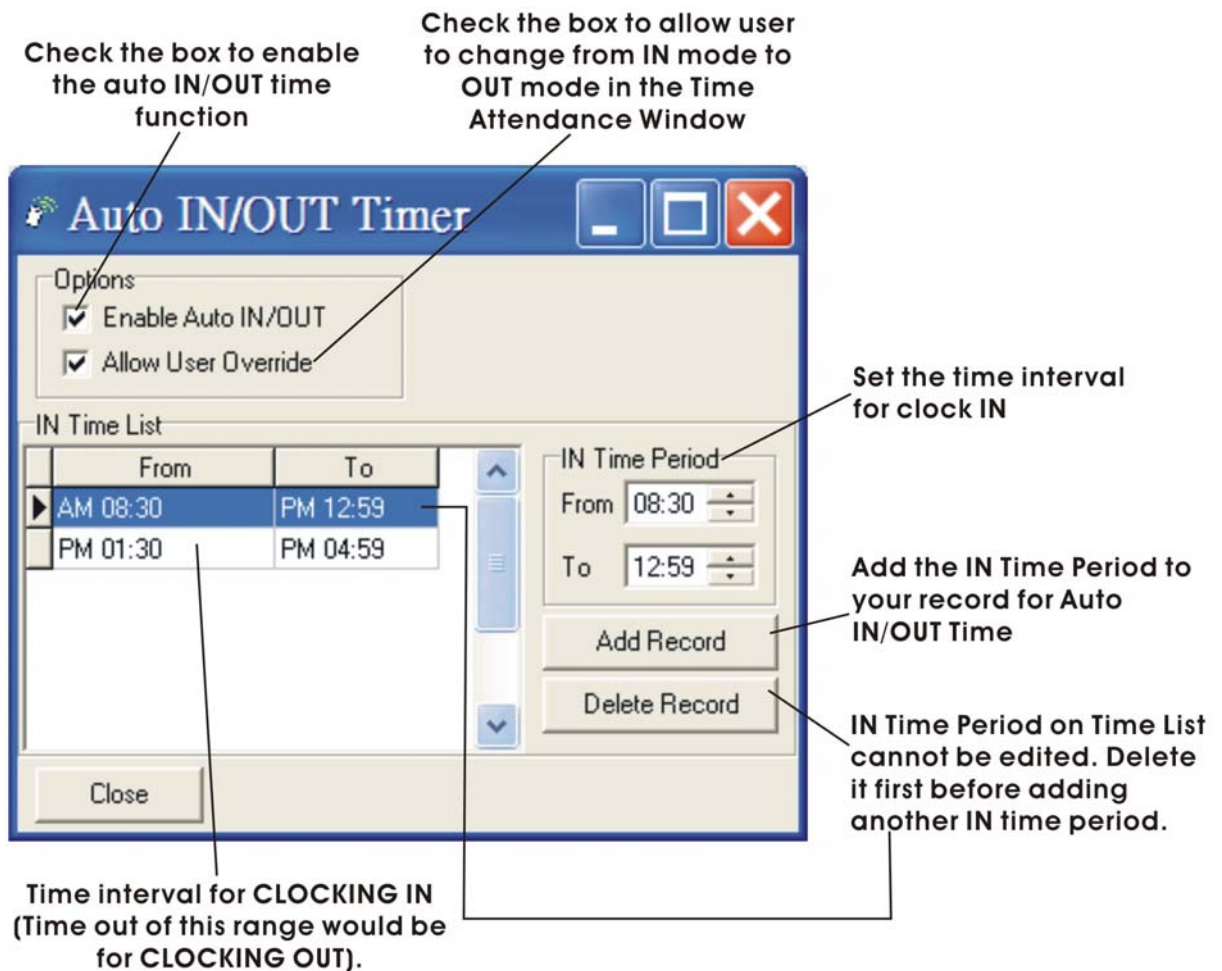
The password is used to protect the system from illegal access to the system. Please set a password for the system. If the password is forgotten, there is no way to recover it. And you need to reinstall the software again meanwhile all data and setup will be overwritten. Please sure to remember the password.

## 3.2 LOGIN

In order to setup the software and use the features of the software, you need to login. If password is set, you need to enter the correct password to login successfully.

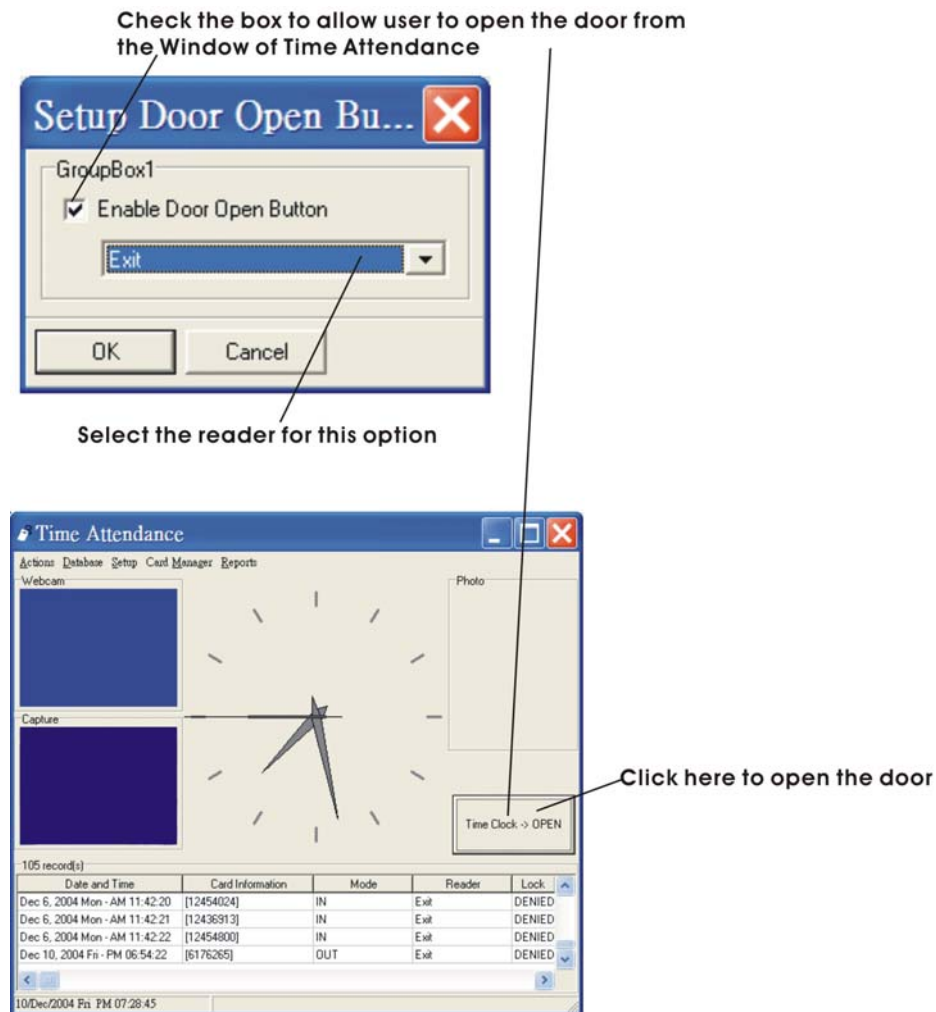
## 3.3 SETUP - AUTO IN/OUT TIME (FOR PC BASED “CLOCK” READER ONLY)

Auto IN/OUT Time is a powerful feature for readers that are setup as TIME CLOCK in “mode of operation” of Reader’s setup (see section 3.6). With this feature, a single PC based reader can be used to collect data for clock IN and clock OUT. Hence, more accurate data can be collected for reporting. (\*This feature will not affect the data collected from IN/OUT and offline reader.)



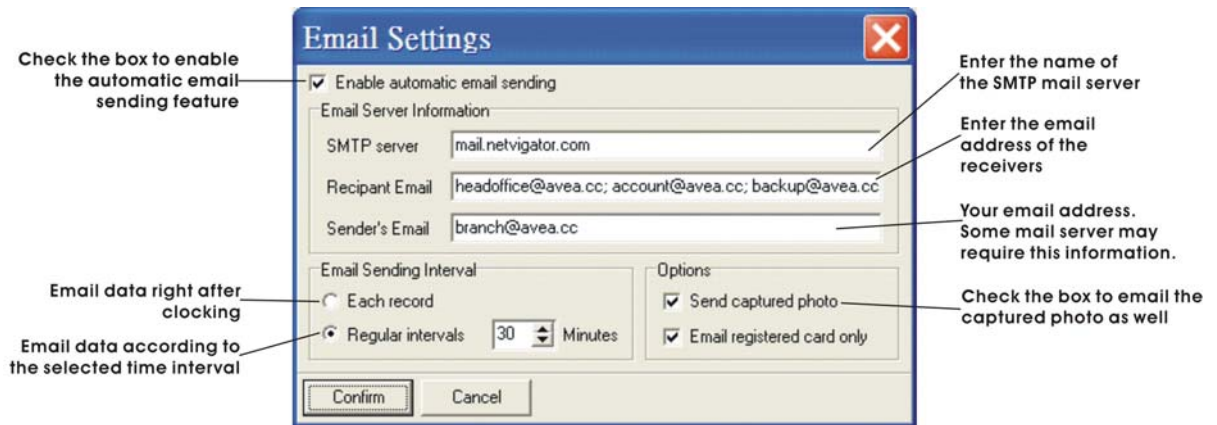
## 3.4 SETUP – DOOR OPEN CONTROL

Use this function to open the door with just a click on the Time Attendance window.



## 3.5 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.



## 3.6 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.

**Time Attendance**

Actions Database Setup Reports Cards

- Add Cards
- Edit Card Information
- Group Definition
- Print Cards
- Print Member List
- Offline Access Table

Define different groups for different departments of the company with different working hours

DEFAULT Workgroup - cannot be deleted

**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

New Edit Delete Close

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

**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

Confirm Cancel

The second session's standard time interval must later than the first session

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

## 3.7 SETUP - READERS

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

**RFID reader**

Communication port for set up

Check the box to enable the RFID reader

Check the box to enable the Anti Passback Feature of this reader (Cannot clock IN if you have no OUT record, or vice versa)

Record created by motion sensor will be represented by Card number = 0

Check the box to capture a photo while user presenting the ID card to the reader of this communication port

Check the box to capture the photo if the bypass switch is pressed. If a motion detector is connected as a bypass switch, motion will trigger the system to capture photo in single shot or multiple shot.

Shot intervals

Single Shot

Multiple Shot

Every 5 seconds

Name the communication port

CLOCK - Time Clock

IN - Entrance

OUT - Exit

For security purpose, you may use the OUT reader to release the lock instead of connecting the electric lock to the IN reader. Please refer to 6.2.

For releasing door lock. DENIED if the bypass switch is not in use. Select the related com port if it is in used.

When presenting the authorised ID card to the reader, it will release the lock connected to this communication port.

When pressing the bypass switch of the reader, it will release the lock connected to this communication port.

Enable the Anti Passback feature to enforce the user to clock out after clock IN. Authorised user cannot release the lock of the IN reader if he forgot to clock OUT or vice versa. In this case, the reader will also record the IN /OUT time.

Double click to enter reader setup

**Setup**

Reader On	Enabled	Description	Mode	Card Action	Bypass Action	Release Time	Anti Passback	Capture	Motion
COM1	<input checked="" type="checkbox"/>	Entrance	IN	EXIT	DENIED	1 SEC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COM2	<input checked="" type="checkbox"/>	EXIT	OUT	EXIT	EXIT	1 SEC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COM3	<input type="checkbox"/>	COM3	CLOCK	DENIED	DENIED	1 SEC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COM4	<input type="checkbox"/>	COM4	CLOCK	DENIED	DENIED	1 SEC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COM5	<input type="checkbox"/>	COM5	CLOCK	DENIED	DENIED	1 SEC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COM6	<input type="checkbox"/>	COM6	CLOCK	DENIED	DENIED	1 SEC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COM7	<input type="checkbox"/>	COM7	CLOCK	DENIED	DENIED	1 SEC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COM8	<input type="checkbox"/>	COM8	CLOCK	DENIED	DENIED	1 SEC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Edit Confirm

If Enable is checked, Time Attendance will read from this COM port

MODE = Mode of Operation  
CLOCK - Time Clock  
IN - Entrance  
OUT - Exit

Duration for releasing electric lock

If checked, PC camera will capture the photo while user presenting the ID card to the reader.

If bypass switch connects to a motion detector, motion will trigger the system to take photos.

## 3.8 WEBCAM SETUP

---

A PC webcam be used with the system to capture the clocking scene. The system can be set to capture a photo while an ID card is presented to the AVEA's reader. It is stored for future reference.

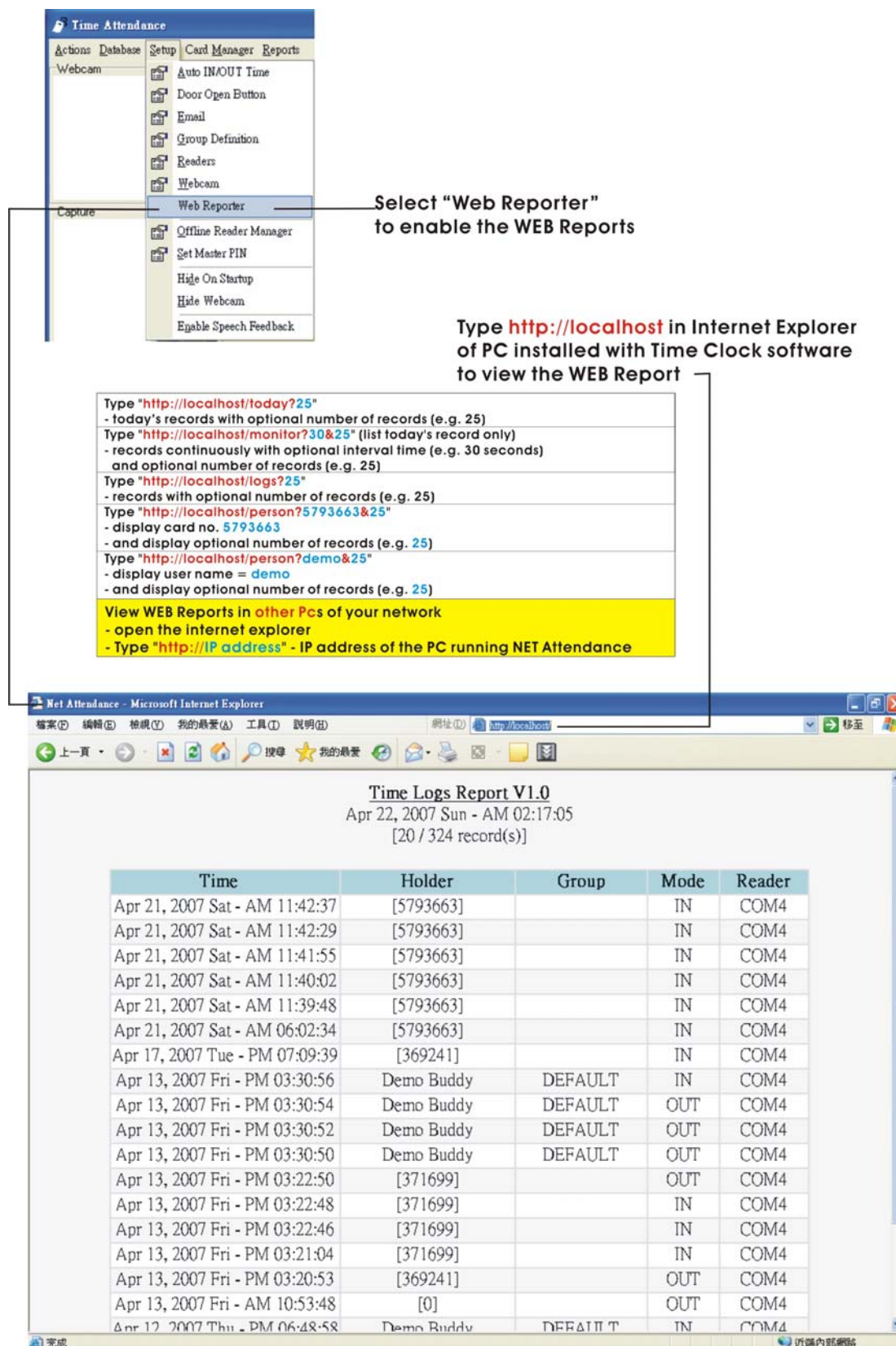
Be sure to upgrade to DirectX version 8 or above in order to have it work properly.



***\*\*\* MUST use DirectX version 8 or above***

## 3.9 WEB REPORTER

Use Internet Explorer to browse your attendance logs. Various commands are supported to show different types of report



**Select "Web Reporter" to enable the WEB Reports**

**Type <http://localhost> in Internet Explorer of PC installed with Time Clock software 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 of your network**  
- open the internet explorer  
- Type "<http://IP address>" - IP address of the PC running NET Attendance

**Time Logs Report V1.0**  
Apr 22, 2007 Sun - AM 02:17:05  
[20 / 324 record(s)]

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

## 3.10 OFFLINE READER MANAGER

For 'TA series' offline readers with keypads only:

3.10.1 IN mode : use offline reader for entrance only or

Offline reader as **MASTER** for entrance with or without PIN + **SLAVE** reader for exit :

**1 Setup the RFID Reader first**

Not applicable for offline reader

Photo can only be captured while PC is on

**2 Select Offline Reader Manager under Setup**

Setup Card Manager Reports

Auto IN/OUT Time

Door Open Button

Email

Group Definition

Readers

Webcam

Offline Reader Manager

Hide On Startup

Hide Webcam

Must be setup as "DENIED"

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

Error

No communication port enabled.

**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

Set any PIN from 0 to 65535 - for model with keypad only

Setup the LCD display - for model with display only

**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 password from 8:00am to 6:00pm only

Time will start to use password from 00:00

Then no password from 8:00am to 17:59pm

Use password from 18:00 again until 23:59pm

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

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.

Check the box if the door magnet is connected

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.

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

**5 Download transaction records from reader for reports**

Send and replace all card information to the reader

Delete all transaction records in the offline reader

LCD back light always on

Check the box if use the bypass switch of the IN reader (not suggest to use for IN reader)

Offline Reader Manager

Reader

Front-Entrance

Synchronize PC's Clock

Attendance Record

Clear After Download

Download from Reader

Clear Record

Card Information

Upload to Reader

Close

Reader Settings

LCD Display

Line 1 AVEA INTL CO LTD

Line 2 http://avea.cc

Clock 00:00:00 - 01/Jan/2004

PIN 1234

Options

Back Light On

Bypass Switch

Any Card Bypass

Door Magnet

Lock Reverse

Put Settings

Set Clock Together

Put

PIN Timetable

Time	Mode
00:00	PIN
08:00	No PIN
18:00	PIN
00:00	Not Used
00:00	Not Used
00:00	Not Used
00:00	Not Used
00:00	Not Used
00:00	Not Used

# Time Attendance V1.4 User Manual

3.10.2 OUT mode : use offline reader as **MASTER** for exit + KS232U/F as **SLAVE** for entrance:

**1 Setup the RFID Reader first**

*Not applicable for offline reader*

Photo can only be captured while PC is on

**2 Select Offline Reader Manager under Setup**

Setup Card Manager Reports

Auto IN/OUT Time

Door Open Button

Email

Group Definition

Readers

Webcam

**Offline Reader Manager**

Hide On Startup

Hide Webcam

**RFID Reader**

COM1

AVEA's Reader Options

☒ Reader is connected

☐ Enable Anti Passback

Photo Capture Options

☒ Capture on card read

☐ Capture on bypass pressed

Shot intervals

☒ Single Shot

☐ Multiple Shot

Every 5 seconds

Description of the reader

Front-Exit

Mode of operation

OUT

Present the authorised card, release lock on

DENIED

Press the bypass switch, release lock on

DENIED

Lock release time (in second)

2

Confirm Cancel

**Must be setup as "DENIED"**

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

**Error**

No communication port enabled.

**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

Setup the LCD display - for model with display only

**Offline Reader Manager**

Reader

Front-Exit

Synchronize PC's Clock

Attendance Record

☒ Clear After Download

Download from Reader

Clear Record

Card Information

Upload to Reader

Close

Reader Settings

LCD Display

Line 1 AVEA INTL CO LTD

Line 2 http://avea.cc

Clock 13:54:13 - 13/Dec/2004

Options

☒ Back Light On

☐ Keypad Bypass

☐ Any Card Bypass

☐ Door Magnet

☐ Lock Reverse

Put Settings

☒ Set Clock Together

Put

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.

Check the box if the door magnet is connected

**5 Download transaction records from reader for reports**

Send and replace all card information to the reader

Delete all transaction records in the offline reader

LCD back light always on

Check the box if allow the user to use the 1 - 9 keys on the OUT reader (model with keypad only) to exit

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

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.

# Time Attendance V1.4 User Manual

## 3.10.3 CLOCK mode : use offline reader as Standalone TIME CLOCK for time attendance

**1 Setup the RFID Reader first**

Not applicable for offline reader

Photo can only be captured while PC is on

**RFID Reader**

COM1

AVEA's Reader Options

☒ Reader is connected

☐ Enable Anti Passback

Photo Capture Options

☒ Capture on card read

☐ Capture on bypass pressed

Shot intervals

☒ Single Shot

☐ Multiple Shot

Every 5 seconds

Description of the reader: Time Clock

Mode of operation: CLOCK

Present the authorised card, release lock on: DENIED

Press the bypass switch, release lock on: DENIED

Lock release time (in second): 2

Confirm Cancel

**2 Select Offline Reader Manager under Setup**

Setup Card Manager Reports

Auto IN/OUT Time

Door Open Button

Email

Group Definition

Readers

Webcam

Offline Reader Manager

Hide On Startup

Hide Webcam

Must be setup as "DENIED"

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

**Error**

No communication port enabled.

OK

**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

Setup the LCD display - for model with display only

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)

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

**Offline Reader Manager**

Reader: Time Clock

Synchronize PC's Clock

Attendance Record

☐ Clear After Download

Download from Reader

Clear Record

Card Information

Upload to Reader

Close

Reader Settings

LCD Display

Line 1: AVEA INTL CO LTD

Line 2: http://avea.cc

Clock: 00:00:00 - 01/Jan/2006

Options

☐ Back Light On

Put Settings

☒ Set Clock Together

Put

Auto IN/OUT Timetable

Time	Mode
00:00	OUT
08:00	IN
18:00	OUT
13:00	Not Used
17:00	Not Used
00:00	Not Used
00:00	Not Used
00:00	Not Used

5 Download transaction records from reader for reports

4 Upload the Reader's Settings to the offline reader

Send and replace all card information to the reader

Delete all transaction records in the offline reader

"Check" the box if clear all records in reader after download

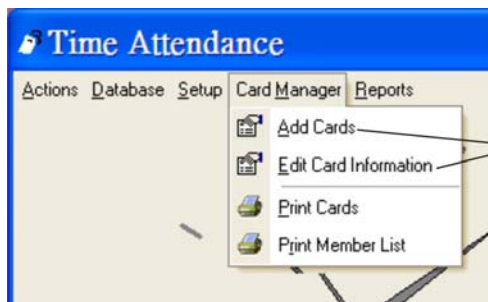
LCD back light always on

## 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

- download ADD CARD file from <http://www.avea.cc/serialno.html>
- select the serial number of the ID card and follow the instruction to complete the procedure

## 4.2 EDIT CARD INFORMATION

Number of ID Cards in Card Information List

Number of ID Cards not in Card Information List

1. Double click the card number of select REGISTER to enter a new Card Information

Remove the selected blank card number

Add new cards from file

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

Rotate the photo to the right direction

Click to cancel the photo selection

Click to associate a photo to the card number

The 'Card Information List' window displays two panes. The left pane, titled 'Used (4 cards)', contains a table with the following data:

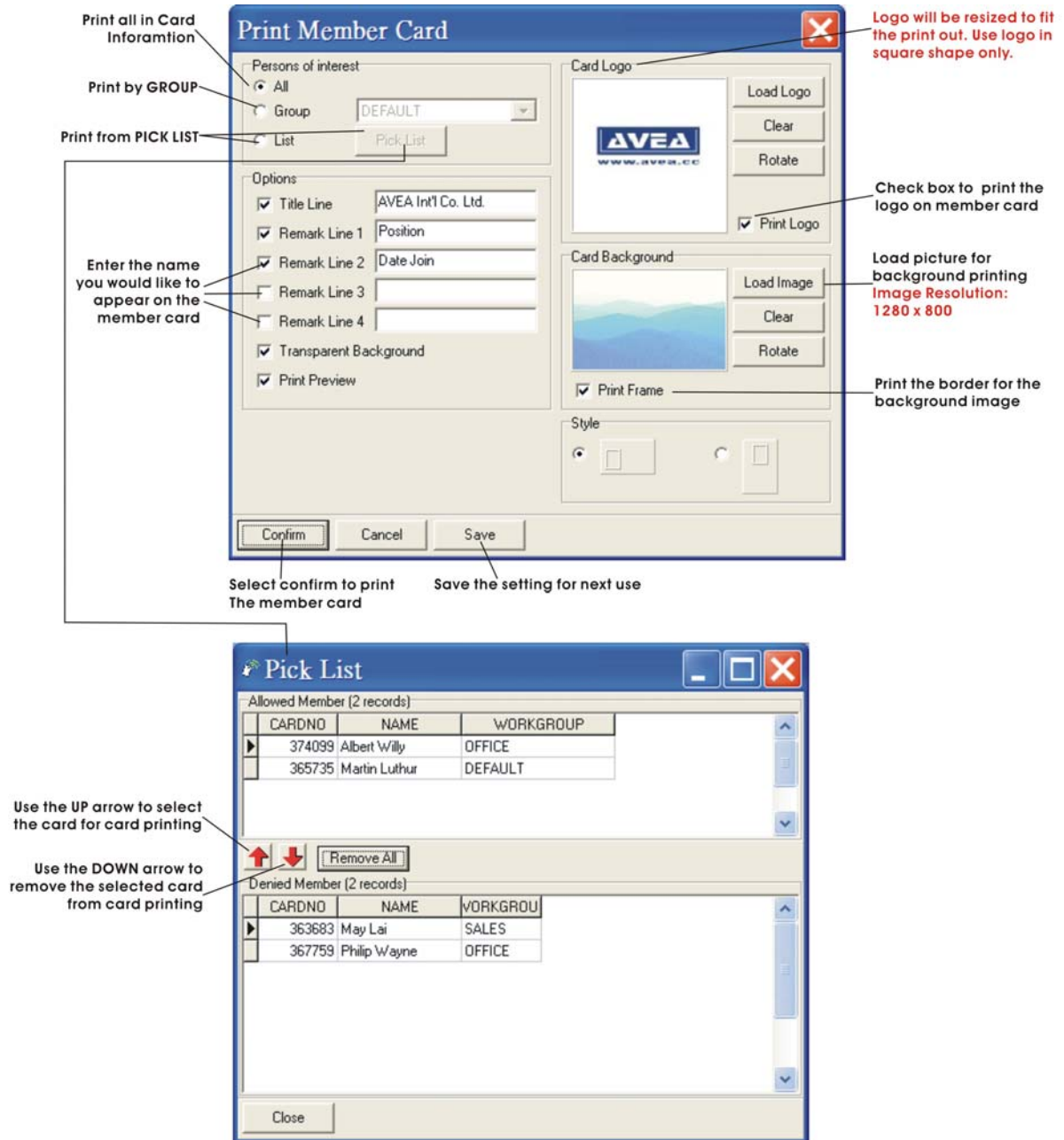
CARDNO	NAME	WORKGROUP
374099	Albert Willy	OFFICE
365735	Martin Luthur	DEFAULT
363683	May Lai	SALES
367759	Philip Wayne	OFFICE

The right pane, titled 'Blank (37 cards)', shows a list of blank card numbers, with 359364 selected. Below the list are buttons: 'Register', 'Remove', 'Clear All', and 'Add Card'. The bottom of the window has 'Edit' and 'Close' buttons.

The 'Card Information' window shows details for the selected card. It includes a 'Photo' section with 'Load Photo', 'Rotate', and 'Clear' buttons. The 'Details' section contains fields for 'Card Number' (374099), 'Name' (Albert Willy), 'Member of' (OFFICE), and 'Remarks' (Engineer, October 3, 2003). The 'Access Allowed' section has checkboxes for COM1 through COM8 and 'Time Clock'. At the bottom are 'Confirm', 'Delete', and 'Cancel' buttons.

## 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.



**Print Member Card**

Persons of interest  
☒ All  
☐ Group: DEFAULT  
☐ List: Pick List

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  
  
 Load Logo  
 Clear  
 Rotate  
☒ Print Logo

Card Background  
  
 Load Image  
 Clear  
 Rotate  
☒ Print Frame

Style  
☐   
☐ 

Confirm Cancel Save

**Card Information**

Photo  
  
 Load Photo  
 Rotate  
 Clear

Details  
 Card Number: 374099  
 Name: Albert Willy  
 Member of: OFFICE  
 Remarks: Engineer  
 October 3, 2003

Confirm Delete Cancel

**Print Member Card**

Member Card Sample!

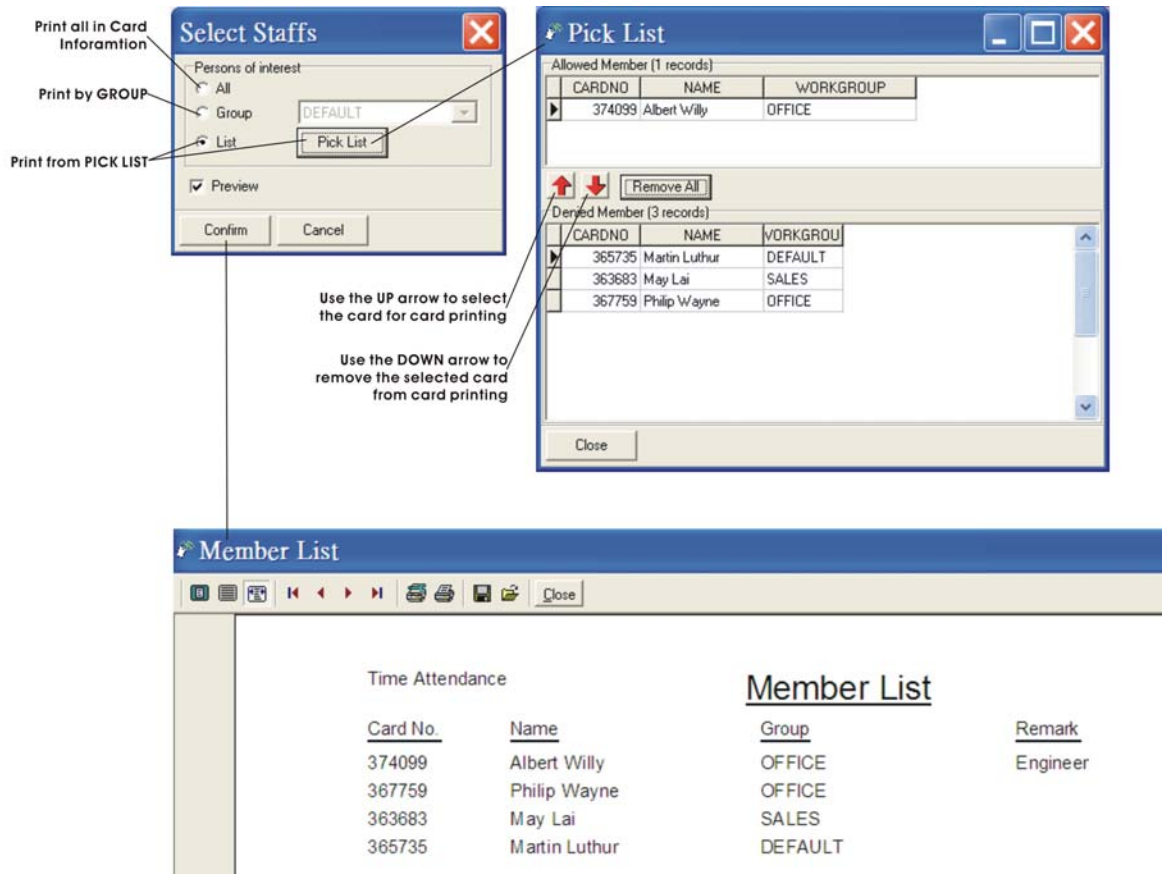
AVEA Int'l Co. Ltd.

Card No.: 374099  
 Name: Albert Willy  
 Group: OFFICE  
 Position: Engineer  
 Date Join: October 3, 2003

RFID Time Clock

Data from 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

---

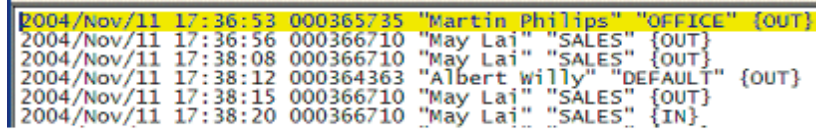
It exports all data from the database to a MSEXCEL file for further use or payroll calculation.

	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.



A screenshot of a text file containing attendance records. The records are listed in chronological order, showing date, time, employee ID, name, location, and status. The first record is highlighted in yellow.

```
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. LED AND BUZZER

The followings are the summary of the responses of the LED and BUZZER from the AVEA's PC based reader.

INDICATION	RED LED	GREEN LED	BUZZER	LOCK
Stand by mode – waiting for instruction	Blink			
<b><i>Action: Present a card to the IN / OUT reader – computer online</i></b>				
Access Denied		ON	One Long Beep	
Access Allowed		ON	One Short Beep	Release
<b><i>Action: Present a card to the CLOCK reader – computer online</i></b>				
Access Denied		ON	One Long Beep	
ID card registered in Card Information		ON	One Long Beep	
<b><i>Action: Present a card to the AC reader</i></b>  <b><i>– Computer offline</i></b>	ON			

## 7. EXAMPLES FOR PC BASED READER'S SETUP

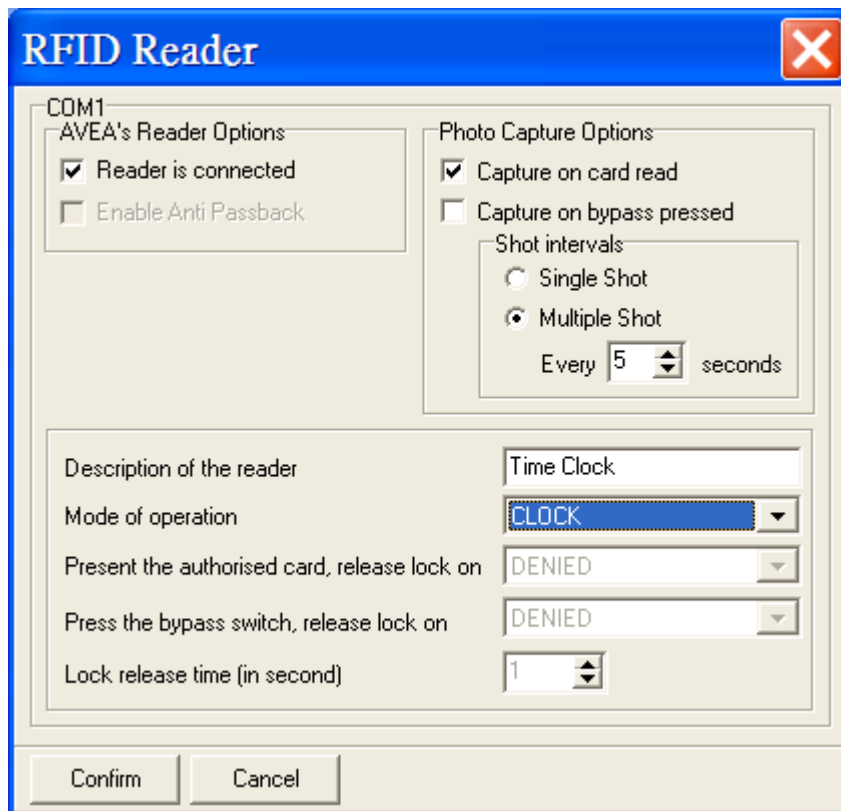
In order to allow the user to understand the system usage, the followings are examples to setup the system for PC based readers.

### 7.1 SETUP ONE TIME CLOCK READER WITH PC CAMERA

---

A reader is installed and connected to COM1 for time recording.

A PC camera is connected to the computer for photo capture while ID card user presenting the card to the reader.



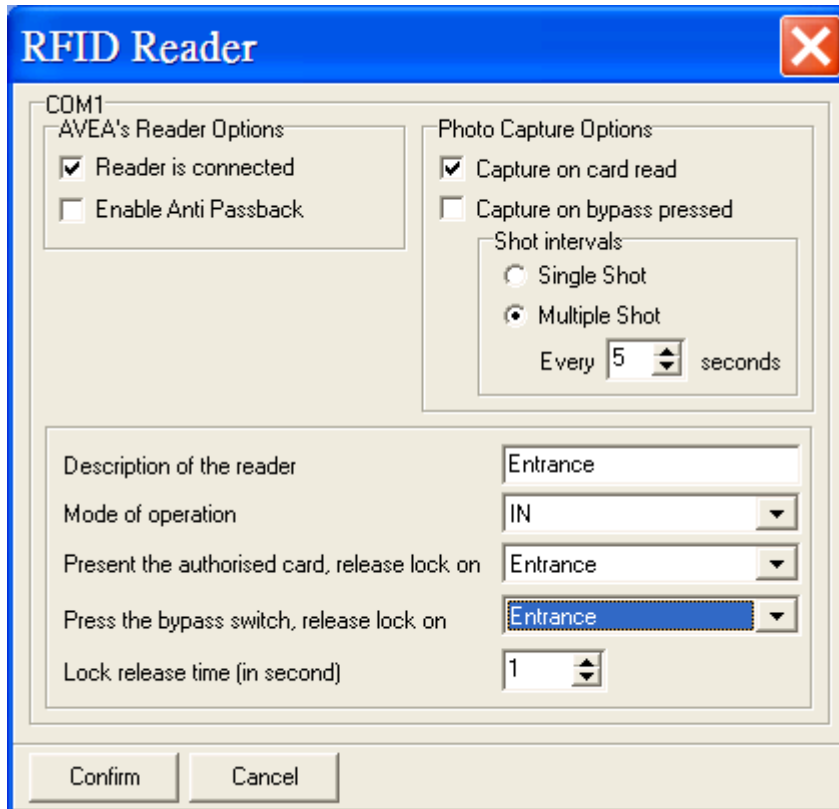
## 7.2 SETUP ONE ACCESS CONTROL READER WITH PC CAMERA AND BYPASS SWITCH

---

A reader is installed outside the door and connected to COM1 for entrance and exit.

A Bypass Switch is connected to the reader and installed inside the door for exit.

A PC camera is connected to the computer and installed in the entrance for photo capture while the ID card users presenting the card to the reader.



The image shows a software window titled "RFID Reader" with a blue header bar and a red close button. The window is divided into several sections. At the top left, it says "COM1". Below this, there are two main sections: "AVEA's Reader Options" and "Photo Capture Options". In "AVEA's Reader Options", there are two checkboxes: "Reader is connected" (checked) and "Enable Anti Passback" (unchecked). In "Photo Capture Options", there are two checkboxes: "Capture on card read" (checked) and "Capture on bypass pressed" (unchecked). Below these, there is a "Shot intervals" section with two radio buttons: "Single Shot" (unchecked) and "Multiple Shot" (checked). Below the radio buttons, there is a text field "Every" followed by a spinner box set to "5" and the word "seconds". At the bottom of the window, there are five rows of configuration options, each with a label and a text field or spinner box: "Description of the reader" (text field: "Entrance"), "Mode of operation" (dropdown: "IN"), "Present the authorised card, release lock on" (dropdown: "Entrance"), "Press the bypass switch, release lock on" (dropdown: "Entrance"), and "Lock release time (in second)" (spinner box: "1"). At the very bottom, there are two buttons: "Confirm" and "Cancel".

## 7.3 SETUP FOR EIGHT READERS

Just for an example:

COM1, Front Door Entrance (IN) – PC camera connect to the computer and bypass switch connect to the motion sensor

COM2, Front Door Exit (OUT) – bypass switch connect to the electric lock of front door

COM3, Time Clock (CLOCK)

COM4, Store Room Entrance (IN)

COM5, Store Room Exit (OUT)

COM6, Back Door Entrance (IN)

COM7, Back Door Exit (OUT)

COM8, Director Room - bypass switch connect to the electric lock of director room for exit

For security purpose, connect the electric lock and bypass switch for exit to the OUT reader. While presenting the ID card to the Front Door - IN Reader on COM1, it will instruct the Front Door - OUT Reader on COM2 to release the electric lock.

Connect the motion sensor to the bypass switch of the com1 reader to capture the photos that are triggered by the motion sensor.

Reader on COM3 is for time recording only so do not need to instruct any reader to release the lock.

The reader is connected to the computer

Reader On	Enabled	Description	Mode	Card Action	Bypass Action	Release Time	Anti Passback	Capture	Motion
COM1	<input checked="" type="checkbox"/>	Entrance	IN	EXIT	DENIED	1 SEC	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
COM2	<input checked="" type="checkbox"/>	EXIT	OUT	EXIT	EXIT	1 SEC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COM3	<input checked="" type="checkbox"/>	Time Clock	CLOCK	DENIED	DENIED	1 SEC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COM4	<input checked="" type="checkbox"/>	Store Room - IN	IN	Store Room - OUT	DENIED	1 SEC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COM5	<input checked="" type="checkbox"/>	Store Room - OUT	OUT	Store Room - OUT	DENIED	1 SEC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COM6	<input checked="" type="checkbox"/>	Back Door - IN	IN	Back Door - OUT	DENIED	1 SEC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COM7	<input checked="" type="checkbox"/>	Back Door - OUT	OUT	Back Door - OUT	DENIED	1 SEC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
COM8	<input checked="" type="checkbox"/>	Director Room	IN	Director Room	Director Room	1 SEC	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Manager can use the same ID card for entering the company and his room.

For security purpose, bypass switch is not allowed on the Back Door for exit.

IN and OUT time to the Store Room should be recorded. No bypass switch should be used.

Install the PC camera in the Front Door Entrance

## 8. 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.

### 8.1 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 annotations:

- Select from card information list**: Points to the 'Persons of interest' section.
- Report for data of all employees in card information**: Points to the 'All' radio button under 'Persons of interest'.
- Report for data of selected group**: Points to the 'Group' radio button and the 'DEFAULT' dropdown menu.
- Report for data from all readers, including CLOCK, IN and OUT readers**: Points to the 'ALL' radio button under 'Records of interest'.
- Report for data from readers that set up as CLOCK Only (Not for data collected from auto IN/OUT timer in clock mode)**: Points to the 'CLOCK' radio button.
- Report for data from readers that set up as IN/OUT mode and by auto IN/OUT timer in clock mode**: Points to the 'IN/OUT' radio button.
- Time format for print out (hh:mm:ss = hour:minute:second)**: Points to the 'Record format' section.
- Report will be printed according to the following setup for all the selected Person of Interest.**: Points to the 'Record format' section.
- Enter the Standard Working Hours**: Points to the 'Standard Time' section.
- Enter Office Hour for Saturday if it is not the same as the Standard Time**: Points to the 'Saturday' section.
- Set up the overtime policy**: Points to the 'Overtime Options' section.
- OT will be calculated if the preset minimum OT reached**: Points to the 'Min. O.T.' field.
- OT will be calculated in the Multiple of the preset minutes (set to zero if you want to include every second)**: Points to the 'O.T. Multiple' field.
- No pay overtime for the preset minutes in a working day**: Points to the 'No pay O.T.' field.
- Check box to print with highlighted lines**: Points to the 'Print blank lines' checkbox.
- Check box to print those days that do not have clocked data**: Points to the 'Enhanced Printing' checkbox.

# Time Attendance V1.4 User Manual

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

[1488269] May Lai

Date	Day	Record	Clock In	Clock Out	Notes
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

## 8.2 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.

**2-session**

**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.**

**Persons of interest**

- ☒ All
- ☐ Group
- ☐ List

**Dates of interest**

- ☐ This Week
- ☐ This Month
- ☐ All
- ☒ Range

**Record format**

- ☒ ALL
- ☐ CLOCK
- ☐ IN/OUT

**Record format**

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

Confirm Cancel

# Time Attendance V1.4 User Manual

Records need special attention

E = Early Leave

L = Late

OT = Overtime

Attendance (Clock)

Time Recorder  
Standard: 09:00-13:00 14:00-17:30  
Saturday: 09:00-13:00

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

[14882691] May Lai

Jun 16, 2004 Wed	-	AM08:16:15 [CLOCK]	PM01:06:17 [CLOCK]	
Jun 17, 2004 Thu	-	AM08:16:20 [CLOCK]	PM01:01:21 [CLOCK]	
Jun 18, 2004 Fri	-	AM09:16:24 [CLOCK]	PM01:01:25 [CLOCK]	
Jun 19, 2004 Sat	-	AM08:56:28 [CLOCK]	No OUT	
Jun 20, 2004 Sun	-	No record		
Jun 21, 2004 Mon	-	AM09:16:30 [CLOCK]	PM01:01:31 [CLOCK]	
Jun 22, 2004 Tue	-	No record		
Jun 23, 2004 Wed	-	AM01:16:35 [CLOCK]	PM06:16:36 [CLOCK]	
Jun 24, 2004 Thu	-	AM08:56:37 [CLOCK]	PM01:16:38 [CLOCK]	
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]	
Jun 29, 2004 Tue	-	AM08:16:43 [CLOCK]	PM01:16:44 [CLOCK]	
Jun 30, 2004 Wed	-	AM08:48:47 [CLOCK]	PM01:01:48 [CLOCK]	

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

At least 4 records for weekdays

Incomplete record entry

Number of clocked days

Number of error days

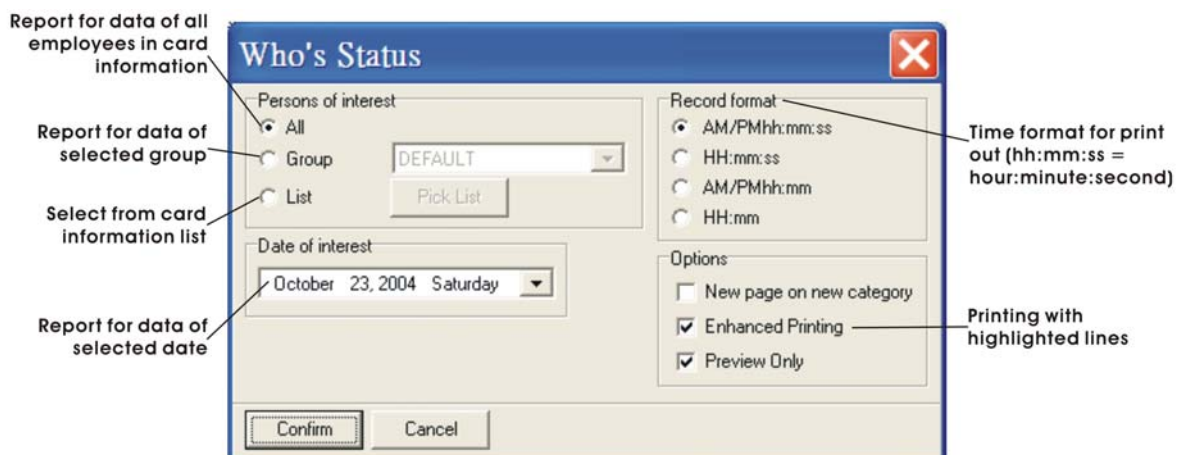
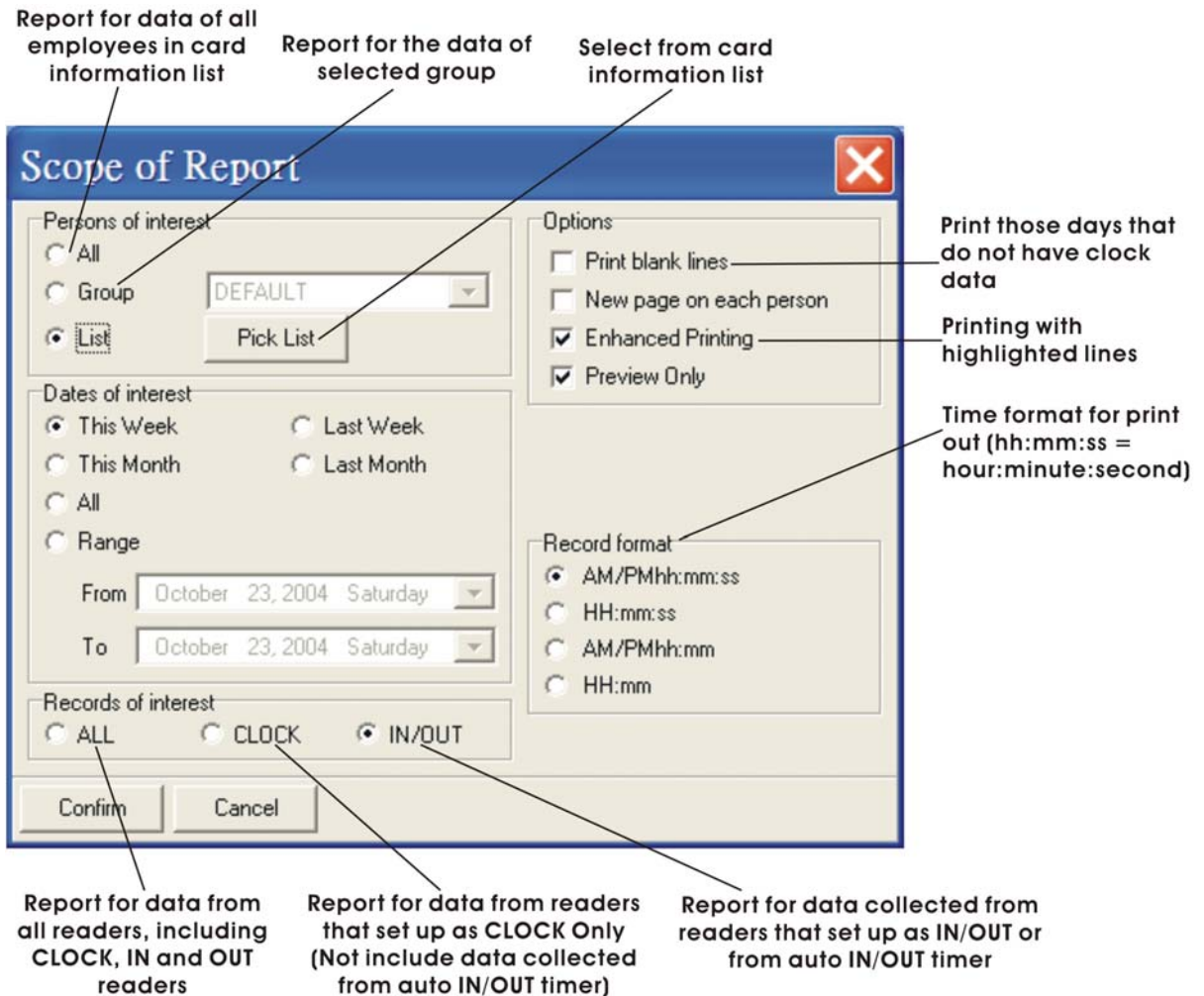
Total Number of LATE / Early Leave

Total Hours

Total Number of Overtime Day

## 9. REPORTS – PRINTOUTS

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



## 9.1 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

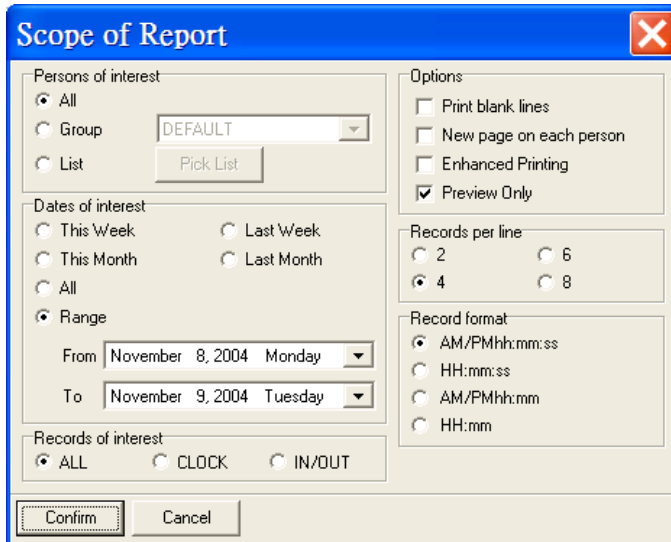
[367759] Philip Wayne (4 record(s))

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

0% Page 1 of 1

## 9.2 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:   
☐ List:

**Dates of interest**

☐ This Week ☐ Last Week  
☐ This Month ☐ Last Month  
☐ All  
☒ Range  
 From:    
 To:

**Records of interest**

☒ ALL ☐ CLOCK ☐ IN/OUT

**Options**

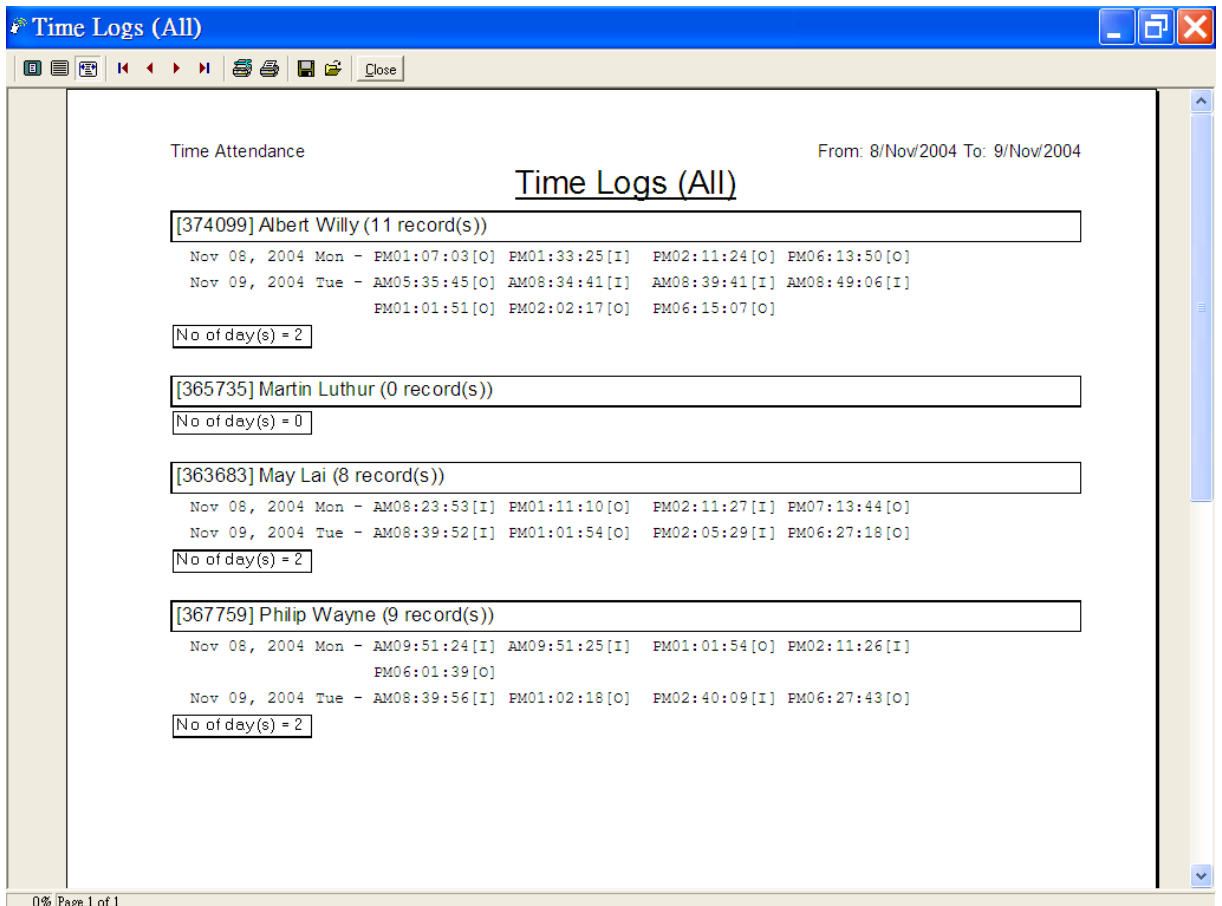
☐ Print blank lines  
☐ New page on each person  
☐ Enhanced Printing  
☒ Preview Only

**Records per line**

☐ 2 ☐ 6  
☒ 4 ☐ 8

**Record format**

☒ AM/PMhh:mm:ss  
☐ HH:mm:ss  
☐ AM/PMhh:mm  
☐ HH:mm



**Time Logs (All)**

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))**

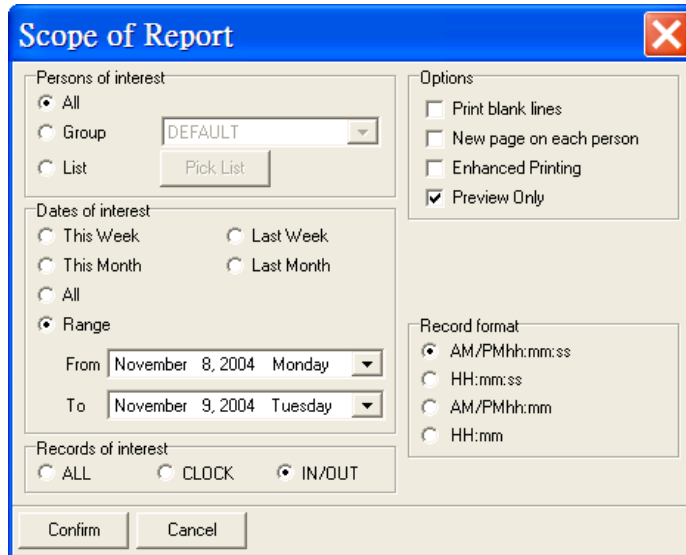
Nov 08, 2004 Mon - AM09:51:24[I] AM09:51:25[I] FM01:01:54[O] FM02:11:26[I]  
 FM06:01:39[O]  
 Nov 09, 2004 Tue - AM08:39:56[I] FM01:02:18[O] FM02:40:09[I] FM06:27:43[O]

No of day(s) = 2

0% Page 1 of 1

## 9.3 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:
- ☐ List

**Dates of interest**

- ☐ This Week
- ☐ This Month
- ☐ All
- ☒ Range
  - From:
  - To:
- ☐ Last Week
- ☐ Last Month

**Options**

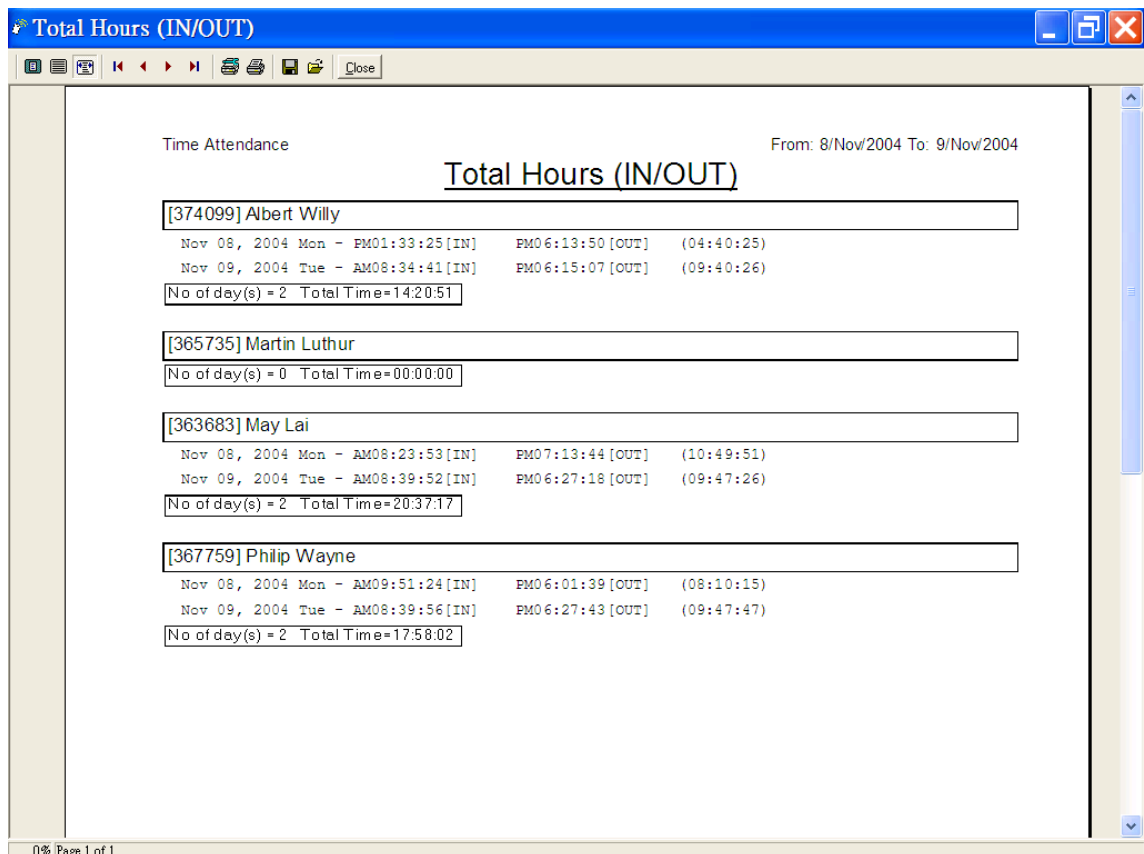
- ☐ Print blank lines
- ☐ New page on each person
- ☐ Enhanced Printing
- ☒ Preview Only

**Record format**

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

**Records of interest**

- ☐ ALL
- ☐ CLOCK
- ☒ IN/OUT



**Total Hours (IN/OUT)**

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

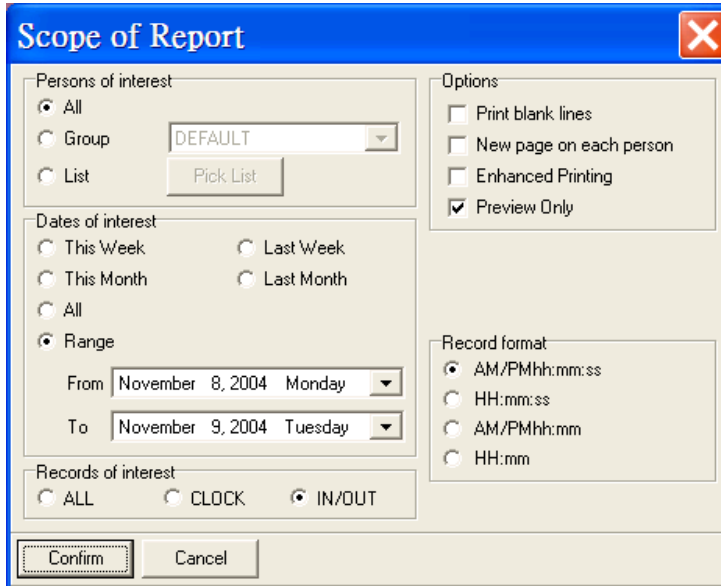
Total Hours (IN/OUT)			
<b>[374099] Albert Willy</b>			
Nov 08, 2004 Mon	- PM01:33:25 [IN]	PM06:13:50 [OUT]	(04:40:25)
Nov 09, 2004 Tue	- AM08:34:41 [IN]	PM06:15:07 [OUT]	(09:40:26)
No of day(s) = 2 Total Time=14:20:51			
<b>[365735] Martin Luthur</b>			
No of day(s) = 0 Total Time=00:00:00			
<b>[363683] May Lai</b>			
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			
<b>[367759] Philip Wayne</b>			
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			

0% Page 1 of 1

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

## 9.4 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   
☐ List

**Dates of interest**

☐ This Week ☐ Last Week  
☐ This Month ☐ Last Month  
☐ All  
☒ Range  
From:    
To:

**Records of interest**

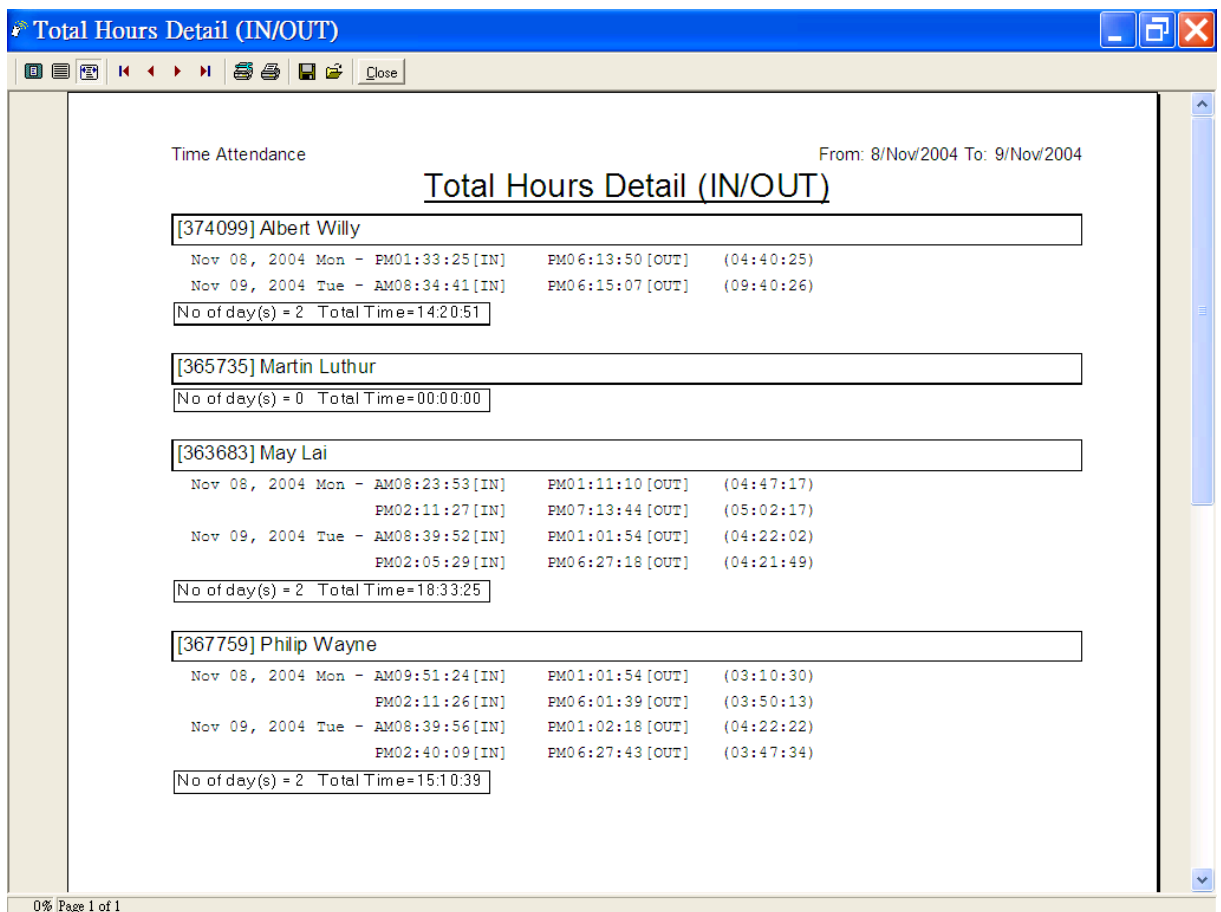
☐ ALL ☐ CLOCK ☒ IN/OUT

**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



**Total Hours Detail (IN/OUT)**

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

**[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]	FM06:15:07 [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]	FM01:01:54 [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**

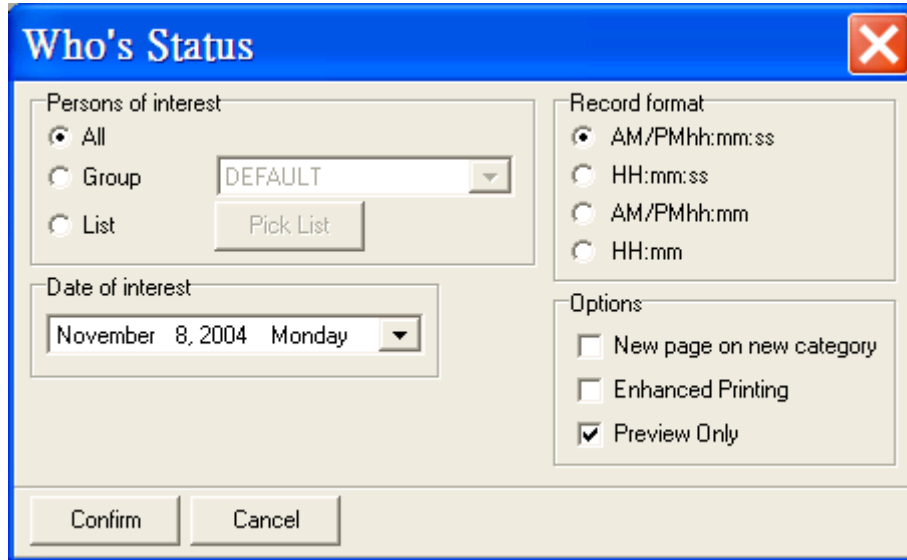
Nov 08, 2004 Mon -	AM09:51:24 [IN]	FM01:01:54 [OUT]	(03:10:30)
	FM02:11:26 [IN]	FM06:01:39 [OUT]	(03:50:13)
Nov 09, 2004 Tue -	AM08:39:56 [IN]	FM01:02:18 [OUT]	(04:22:22)
	FM02:40:09 [IN]	FM06:27:43 [OUT]	(03:47:34)
No of day(s) = 2 Total Time=15:10:39			

0% Page 1 of 1

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

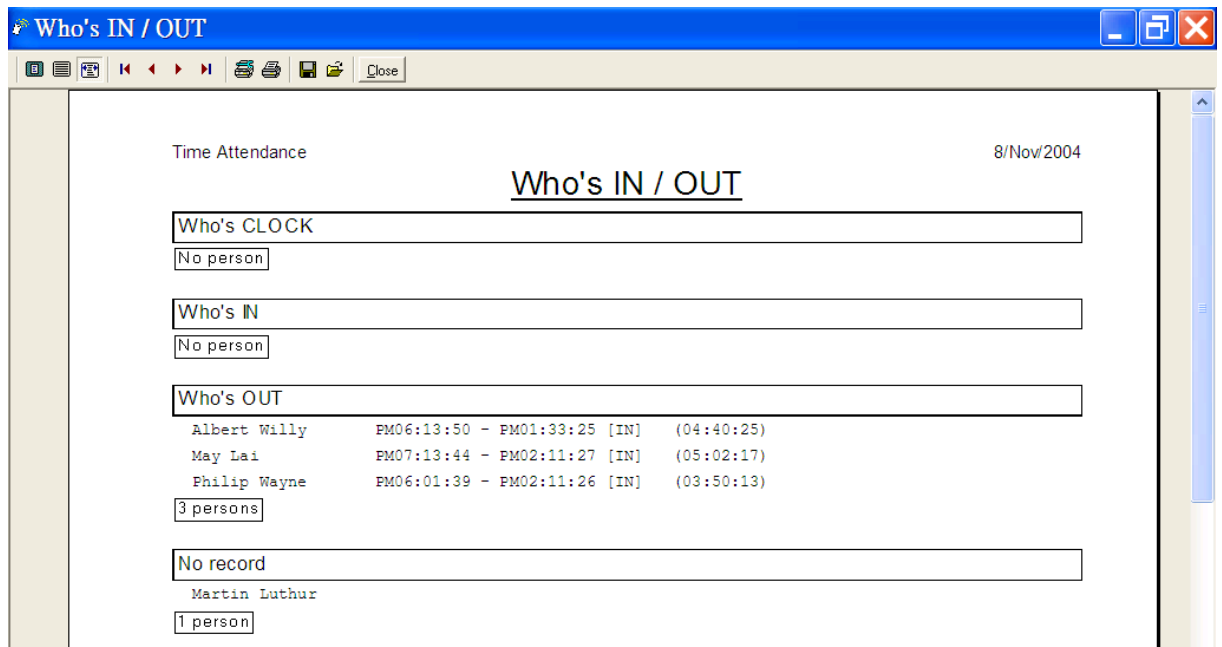
## 9.5 WHO'S IN / OUT REPORT

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



The 'Who's Status' dialog box is used to configure the report. It includes sections for 'Persons of interest' (All, Group, List), 'Record format' (AM/PMhh:mm:ss, HH:mm:ss, AM/PMhh:mm, HH:mm), 'Date of interest' (November 8, 2004 Monday), and 'Options' (New page on new category, Enhanced Printing, Preview Only). Confirm and Cancel buttons are at the bottom.

Section	Option	Value
Persons of interest	All	<input checked="" type="radio"/>
	Group	<input type="radio"/> DEFAULT
	List	<input type="radio"/> Pick List
Record format	AM/PMhh:mm:ss	<input checked="" type="radio"/>
	HH:mm:ss	<input type="radio"/>
	AM/PMhh:mm	<input type="radio"/>
	HH:mm	<input type="radio"/>
Options	New page on new category	<input type="checkbox"/>
	Enhanced Printing	<input type="checkbox"/>
	Preview Only	<input checked="" type="checkbox"/>



The 'Who's IN / OUT' report window displays attendance data for 8/Nov/2004. It includes sections for 'Who's CLOCK', 'Who's IN', 'Who's OUT', and 'No record'.

Section	Person	Time	Status	Duration
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)
No record	Martin Luthur			

## 10. 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.

### 10.1 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

## 10.2 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

☐ List

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

From

To

Options
☐ Print blank lines
☐ New page on each person

Records per line
☐ 2
☐ 6
☒ 4
☐ 8

	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

## 10.3 TIME LOGS SPREADSHEET

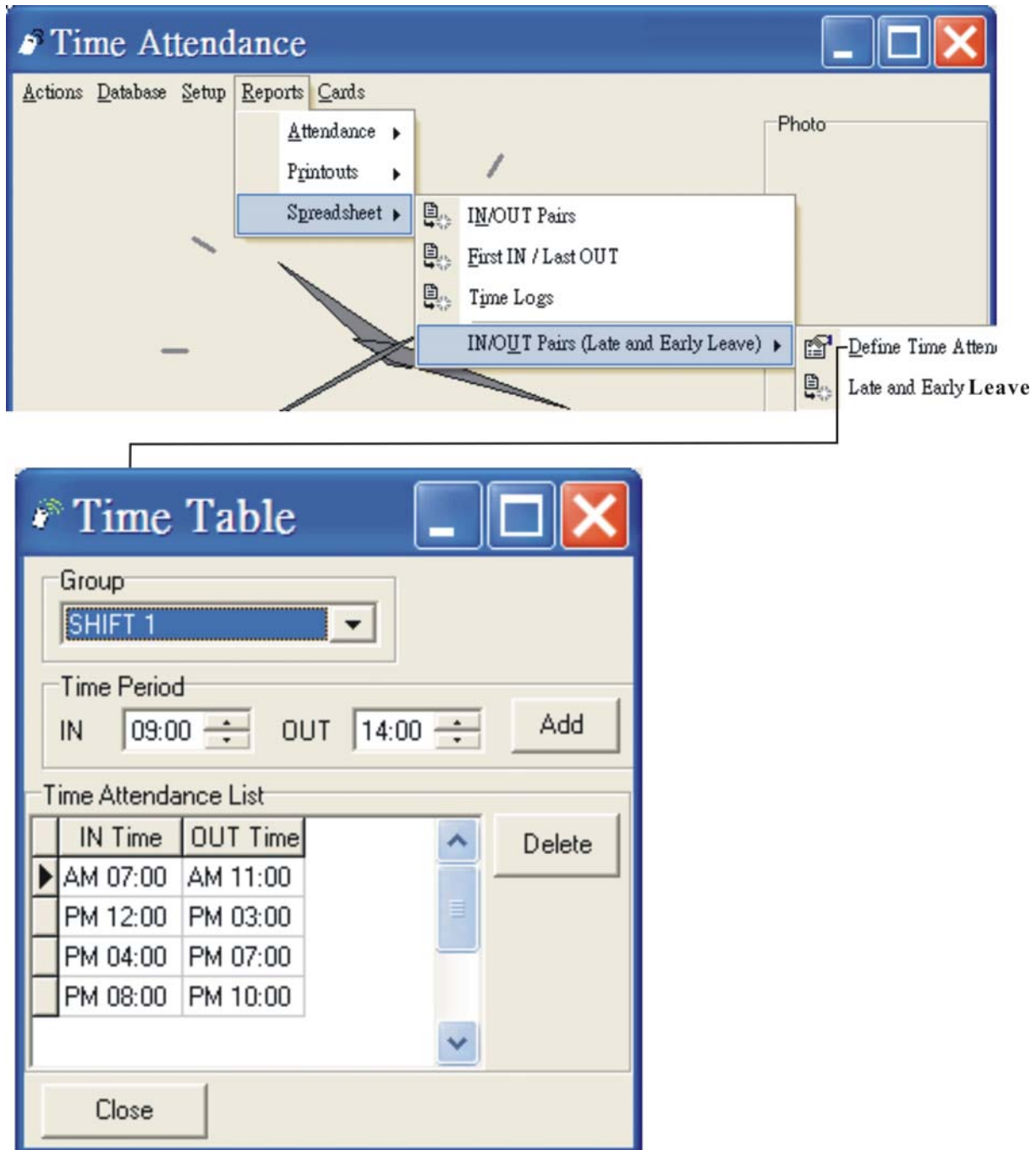
It sorts out all the data by employees according to the selected readers for the selected date range.

	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

## 10.4 IN OUT PAIRS LATE & EARLY LEAVE SPREADSHEET

Powerful spreadsheet report for your factory's four sessions time 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 Time Attendance Table.

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



# Time Attendance V1.4 User Manual

	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		

First clock IN time

Late (first IN time - the first expected clock IN time)

First clock OUT time

Early Leave (first OUT time - the first expected clock OUT time)

Third clock IN time

Late (third IN time - the third expected clock IN time)

Third clock OUT time

Early Leave (third OUT time - the third Expected clock OUT time)