

Time Logger V1.1

User Manual

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1. TIME LOGGER

This software is designed exclusively for using with TL series standalone RFID proximity products from AVEA International Company Limited. Authorization table of ID card users can be uploaded from the Time Logger to the TL series' readers.

While presenting an AVEA's ID card to the reader connecting to the computer with Time Logger (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

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 TL series readers + 8 slave readers. System for more readers can be ordered separately.

Minimum System Requirements:

- ☐ Windows 98, Windows ME, Windows 2000, Windows XP
- ☐ Pentium II 300MHz or faster
- ☐ 128 MB RAM or more
- ☐ 200 MB free hard drive space or more
- ☐ CDROM drive

2. SOFTWARE INSTALLATION

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

- Insert the Time logger CD into your computer's CD-ROM drive.
- The Installer will be started automatically. If the Installer doesn't start automatically, you can run the setup.exe program to install the software.
- Just follow the installation instruction to finish the installation.

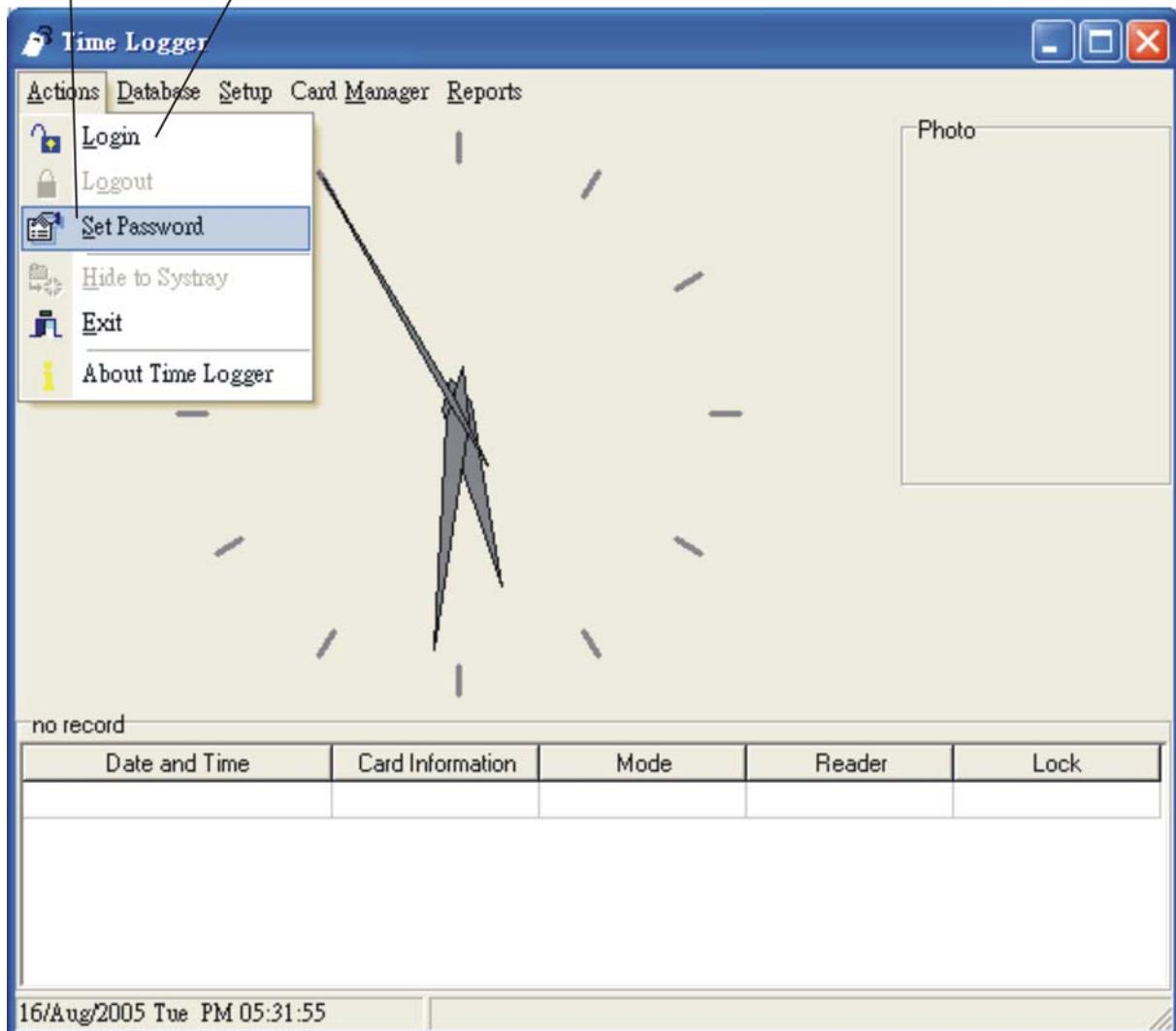
3. SETTING UP THE TIME LOGGER SYSTEM

The state of most windows of Time logger 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

3.2 Login the Time Logger 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 be 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 - 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 Logger menu: Actions, Database, Setup, Card Manager, Reports. The 'Setup' menu is open, showing 'Group Definition', 'Readers', 'Offline Reader Manager', and 'Hide On Startup'.

Group List window:

Workgroup	From	To	Sat	From	To	OT Min.	OT Multi.
DEFAULT	AM09:00	PM01:00	<input checked="" type="checkbox"/>	AM09:00	PM01:00	30	15
OFFICE	AM09:00	PM05:00	<input checked="" type="checkbox"/>	AM09:00	PM01:00	15	15

Buttons: New, Edit, Delete, Close.

Work Group Information dialog box:

Group name: OFFICE

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

Buttons: Confirm, Cancel

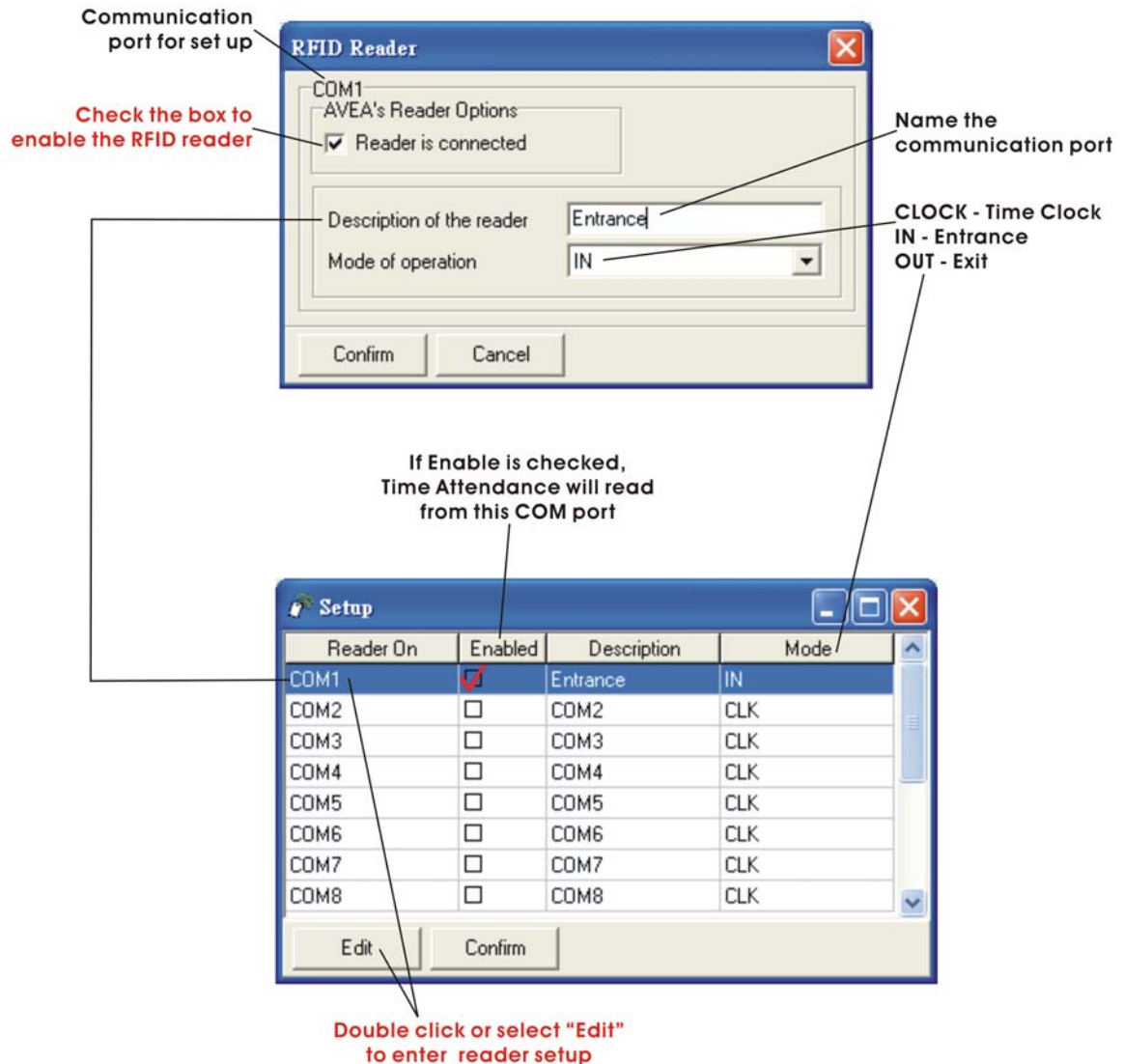
Annotations:

- Define different groups for different departments of the company with different working hours
- DEFAULT Workgroup - cannot be deleted
- Add NEW Workgroup
- Double click the Workgroup or select EDIT to go to the Work Group Information window for editing
- Different working hours for Saturdays
- 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

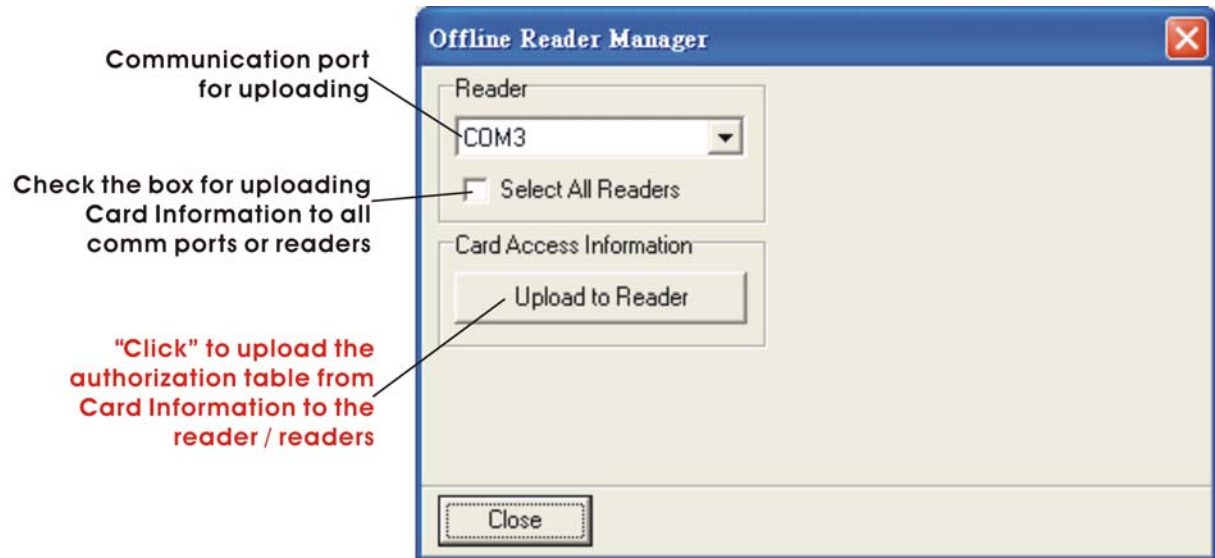
3.4 SETUP - READERS

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



3.5 OFFLINE READER MANAGER

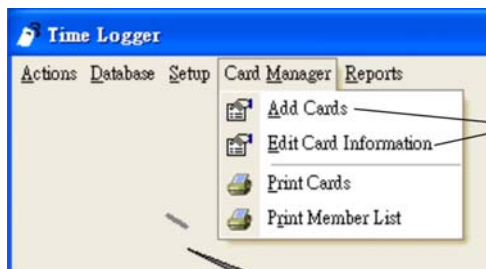
Offline Reader Manager is specially for uploading the authorization table from Time Logger to the readers. After uploading, the original authorization table in the readers will be replaced.



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 lists: 'Used (4 cards)' and 'Blank (37 cards)'. The 'Used' list contains the following data:

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

The 'Blank' list contains the following card numbers: 359364, 359812, 361545, 362551, 363296, 363871, 363936, 364177. Buttons at the bottom include 'Register', 'Remove', 'Clear All', and 'Add Card'. An 'RFID Time Clock' icon is also present.

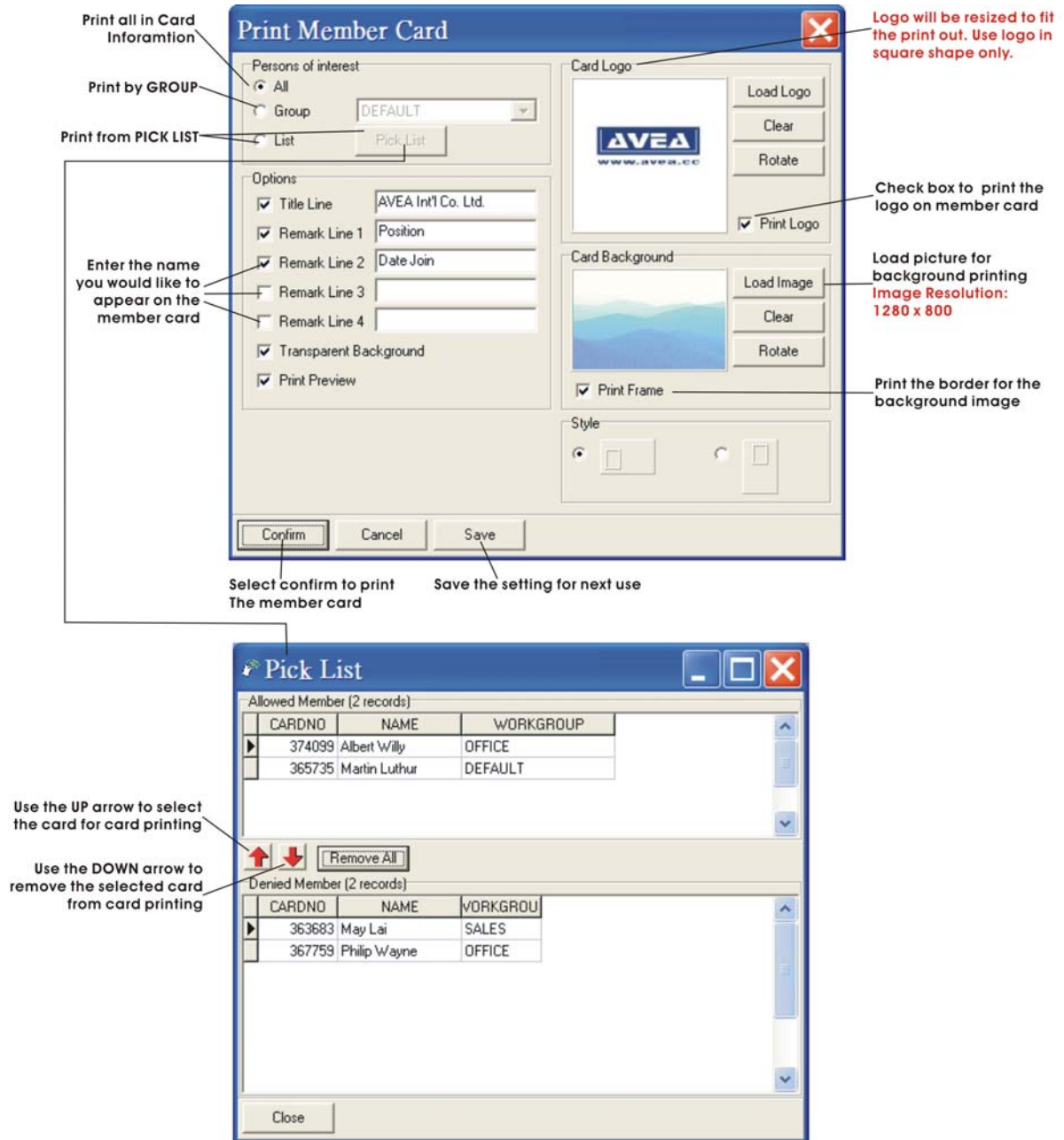
The 'Card Information' window shows details for card number 374099. The 'Details' section includes:

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

The 'Access Allowed' section has checkboxes for COM1, COM2, Time Clock, COM4, COM5, COM6, COM7, and COM8. Buttons at the bottom include 'Load Photo', 'Rotate', 'Clear', 'Confirm', 'Delete', and 'Cancel'. An 'RFID Time Clock' icon is also present.

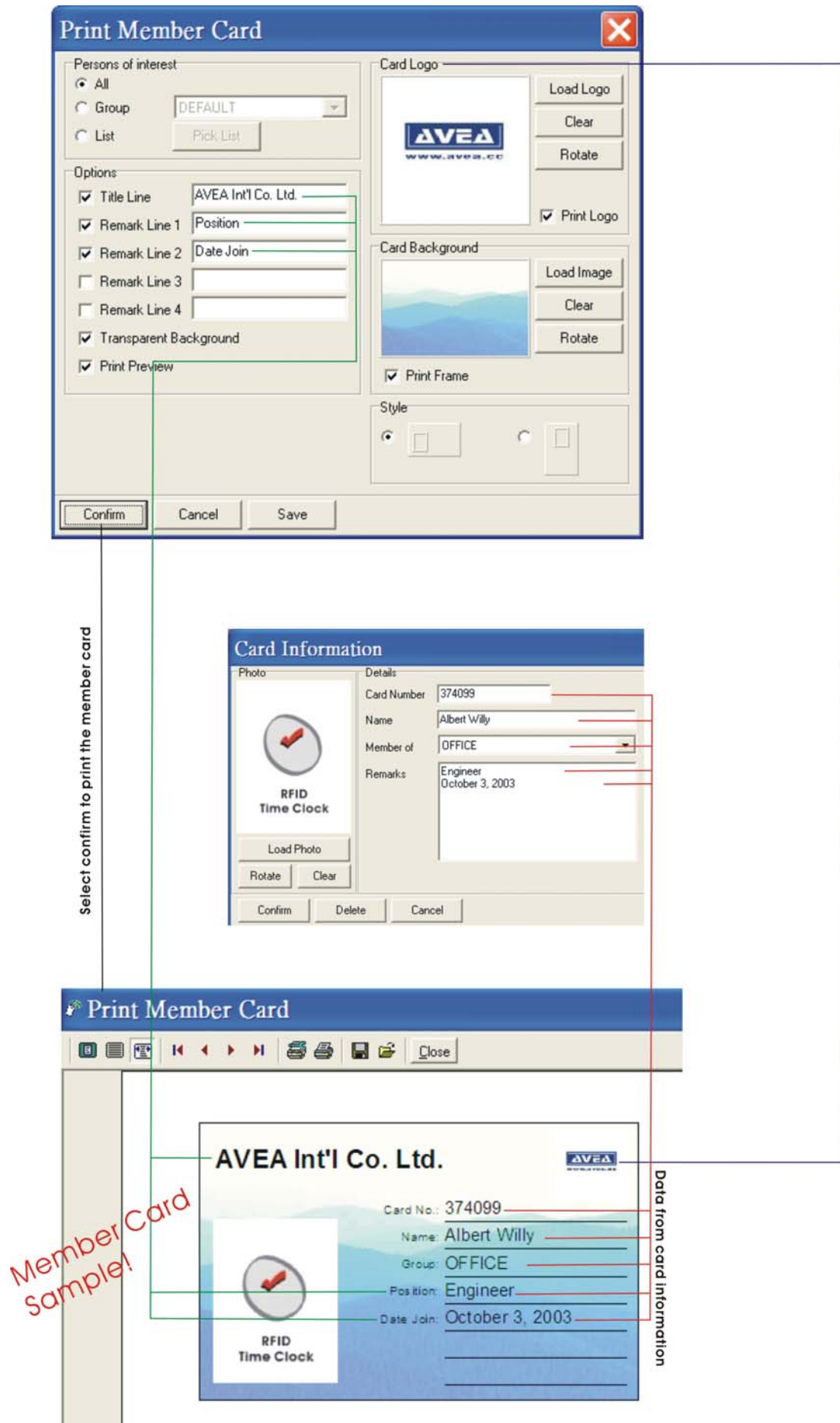
4.3 PRINT CARDS

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

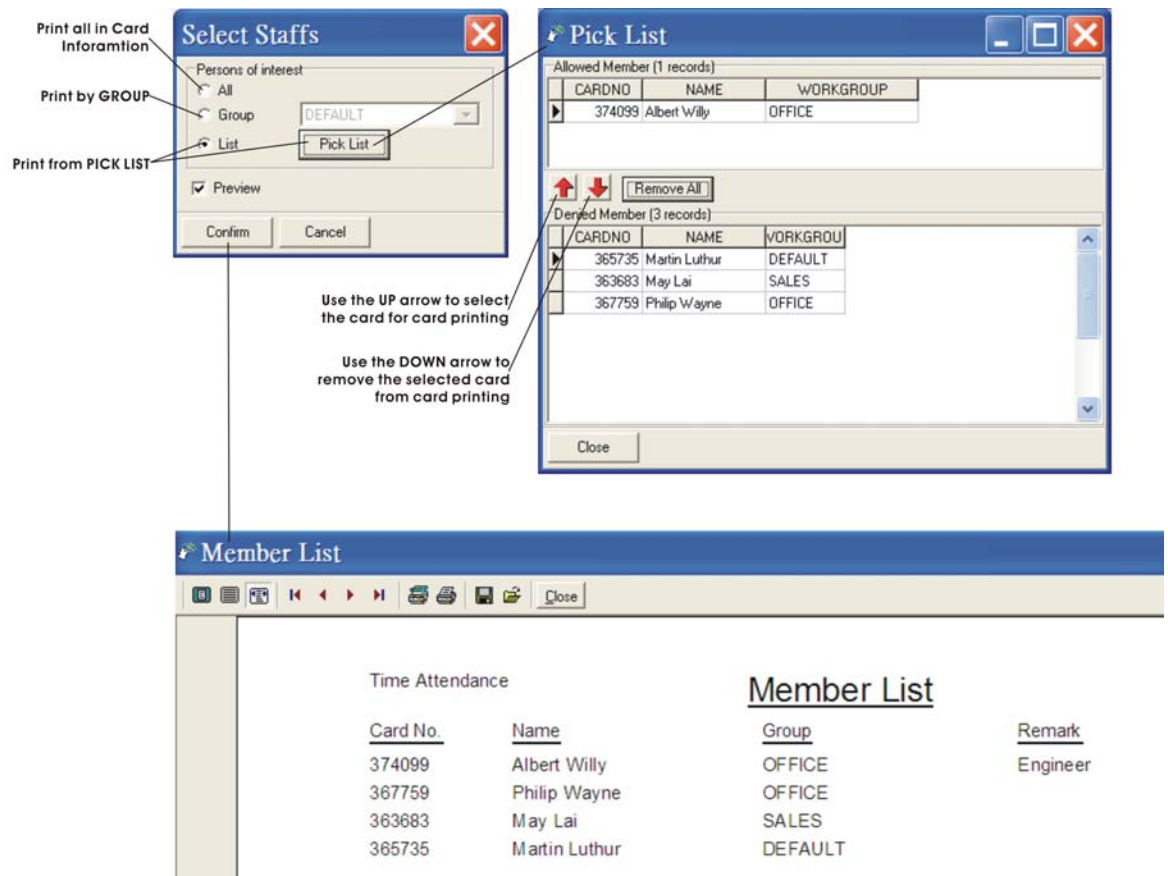


Member Card will be printed according to the information from Print Member Card and the individual Card Information.

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4.4 PRINT MEMBER LIST



5. DATABASE MANAGEMENT

The log database (attendance records) and the system database (system setup and card information) can be backup, restored and merged 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 and ID card records in card information to your hard disk for future use.

5.3 RESTORE LOG DATABASE

Restore all attendance records from backup file. The local log database will be replaced.

5.4 RESTORE SYSTEM DATABASE

Restore all system information from backup. The local system setup and card information will be replaced.

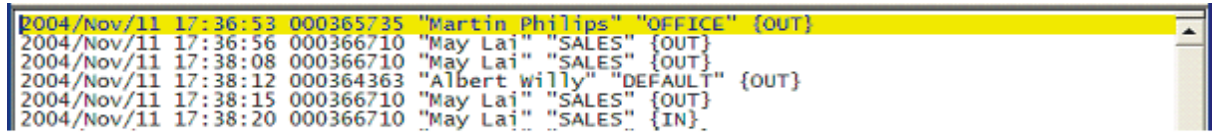
5.5 EXPORT TO EXCEL FILE

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, with each line representing a single entry. The first line is highlighted in yellow. The records include date, time, ID number, name, location, and status.

Date	Time	ID	Name	Location	Status
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 and merges the card information from the backup file of "System Database". 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.

Scope of Report

Persons of interest

- ☒ All
- ☐ Group:
- ☐ List

Dates of interest

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

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: to

Saturday: ☒ to

Overtime Options

Min. O.T.: Minutes

O.T. Multiple: Minutes

Annotations:

- Report for data of all employees in card information
- Report for data of selected group
- Select from card information list
- 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)
- 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
- Printing with highlighted lines
- 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

[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)]

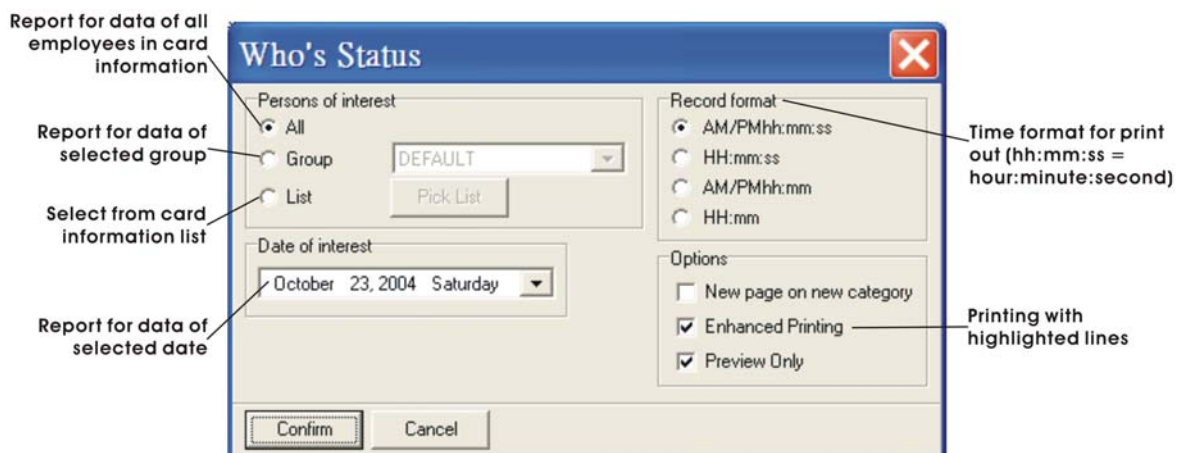
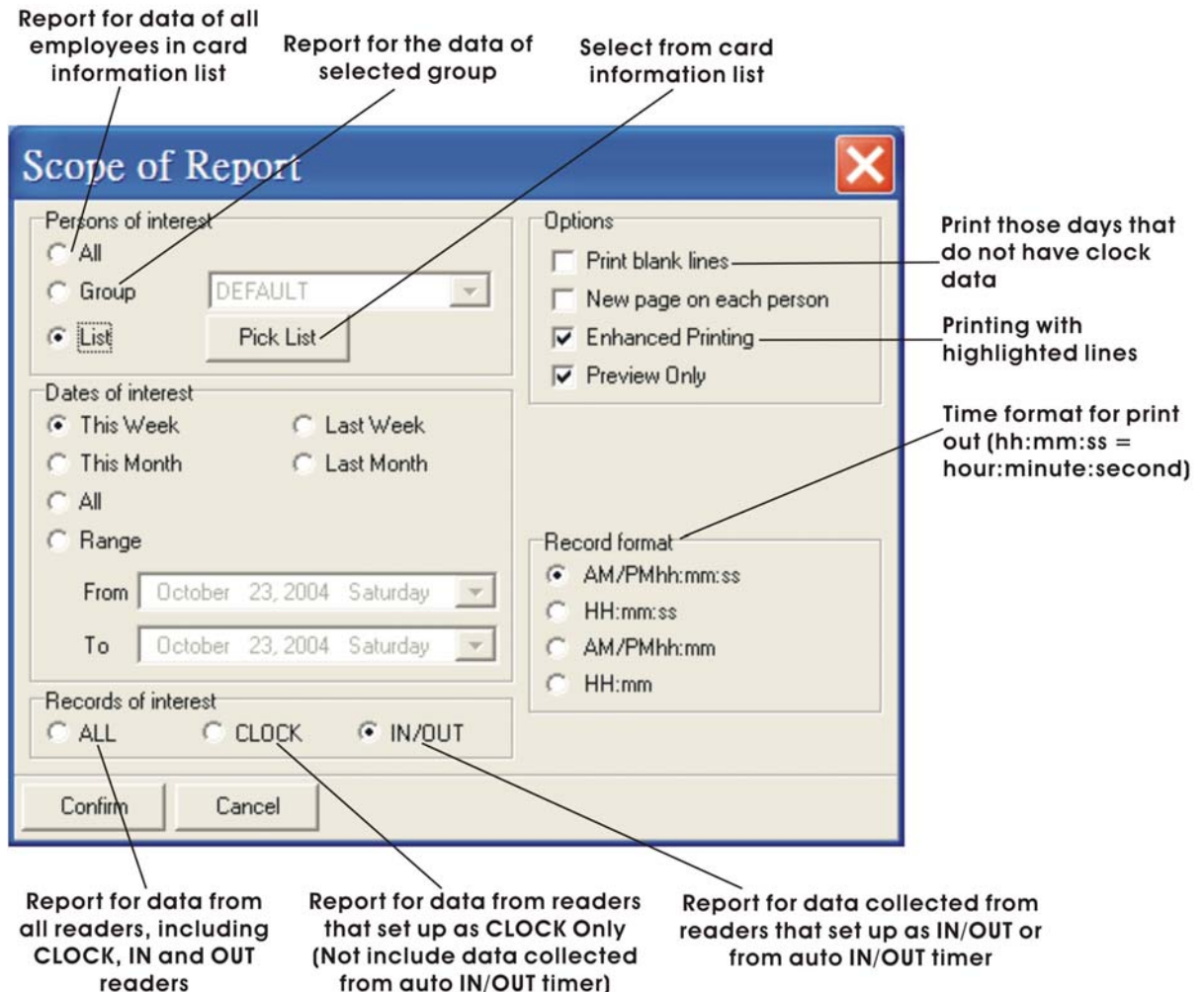
Clocked day=10, Error day=1, Late day=3(04:49:29), Early Leave day=2(04:26:59), Overtime day=7(06:45:00)

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

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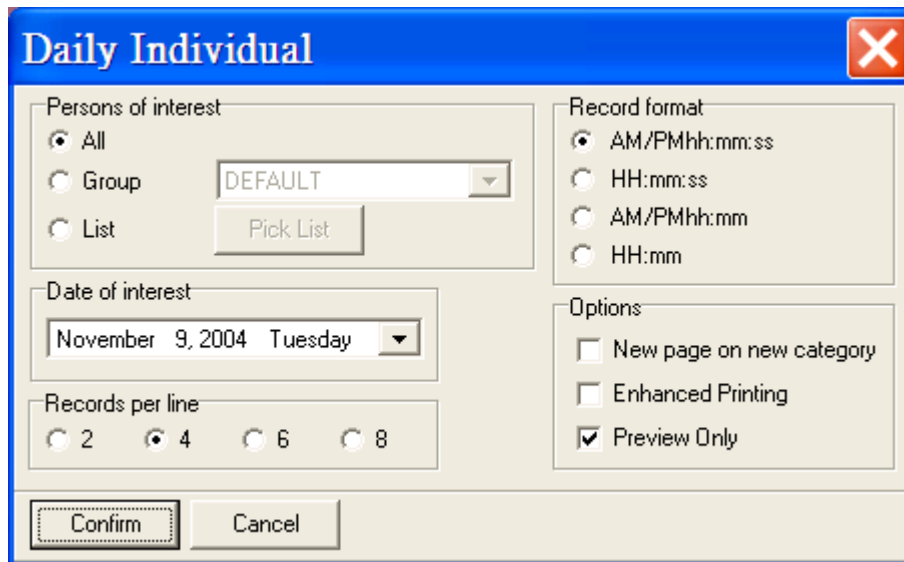
7. REPORTS – PRINTOUTS

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

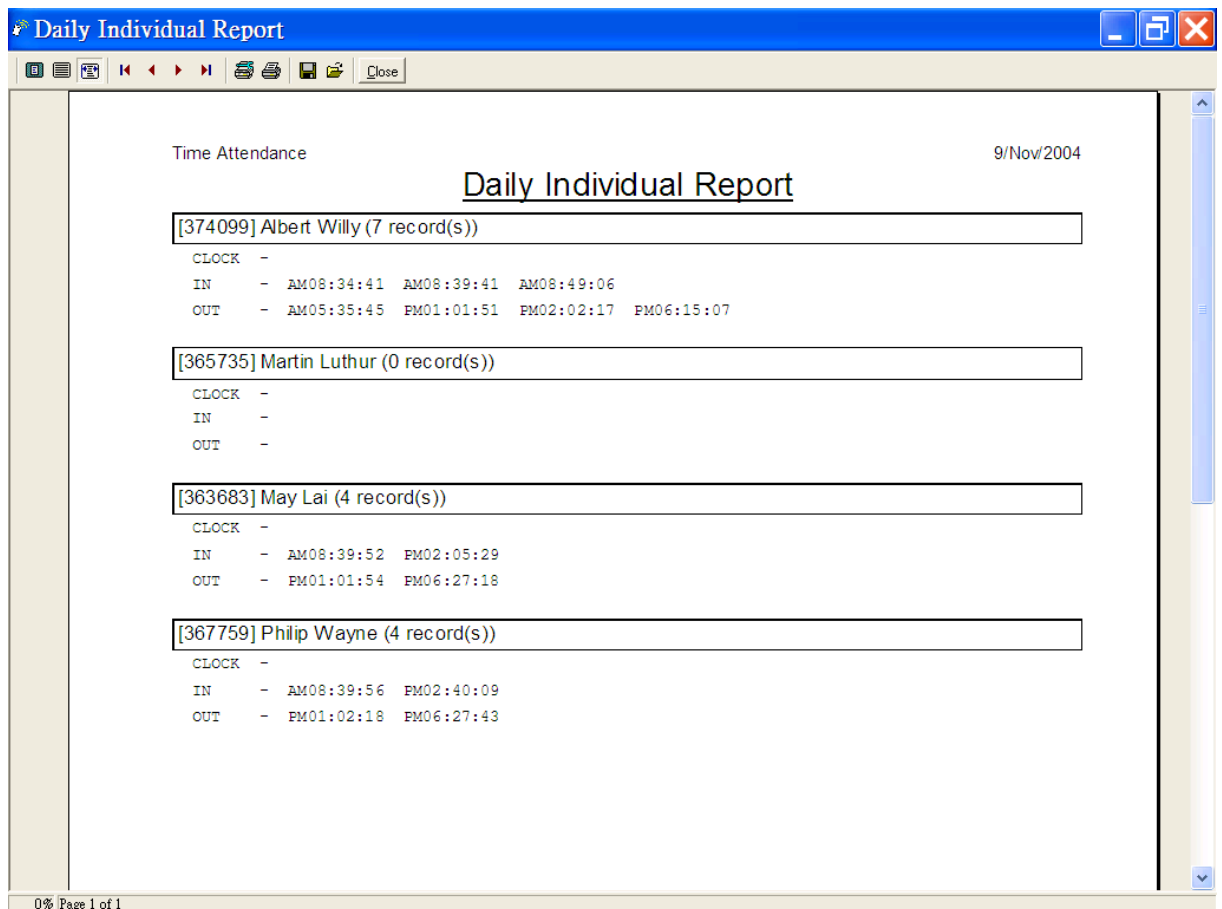


7.1 DAILY INDIVIDUAL REPORT

Report for individual employee status at a specific date.



The 'Daily Individual' 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 9, 2004 Tuesday), 'Records per line' (2, 4, 6, 8), and 'Options' (New page on new category, Enhanced Printing, Preview Only). Buttons for 'Confirm' and 'Cancel' are at the bottom.



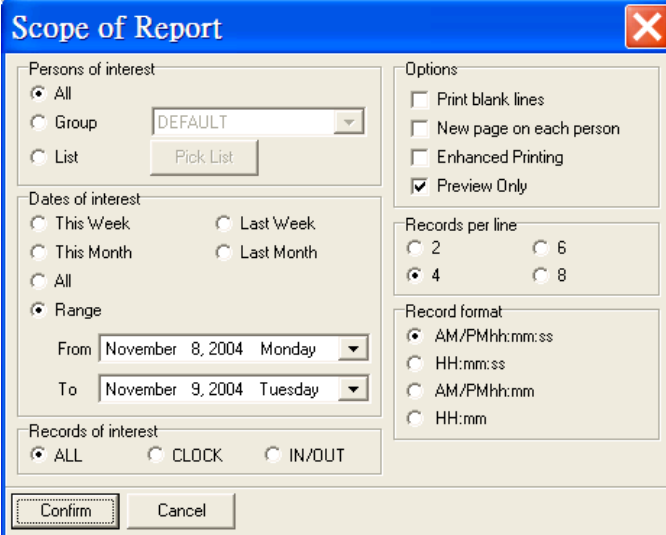
The 'Daily Individual Report' window displays the report for 9/Nov/2004. It shows the following data:

Employee ID	Name	Records
[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:
- ☐ List:

Dates of interest

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

From:

To:

Records of interest

- ☒ ALL
- ☐ CLOCK
- ☐ IN/OUT

Options

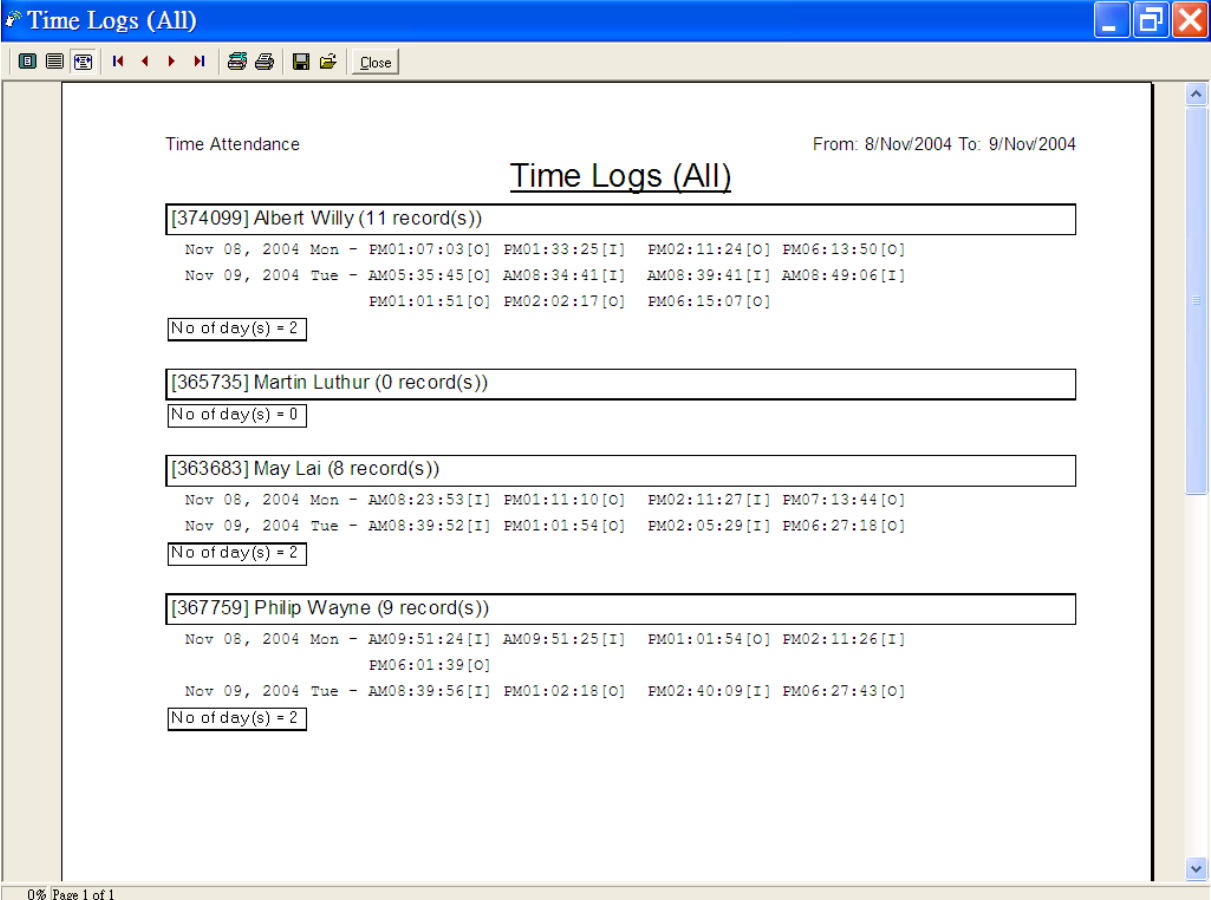
- ☐ Print blank lines
- ☐ New page on each person
- ☐ Enhanced Printing
- ☒ Preview Only

Records per line

- ☐ 2
- ☐ 4
- ☐ 6
- ☐ 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 - PM01:07:03[O] PM01:33:25[I] PM02:11:24[O] PM06:13:50[O]

Nov 09, 2004 Tue - AM05:35:45[O] AM08:34:41[I] AM08:39:41[I] AM08:49:06[I]

PM01:01:51[O] PM02:02:17[O] PM06:15:07[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] PM01:11:10[O] PM02:11:27[I] PM07:13:44[O]

Nov 09, 2004 Tue - AM08:39:52[I] PM01:01:54[O] PM02:05:29[I] PM06:27:18[O]

No of day(s) = 2

[367759] Philip Wayne (9 record(s))

Nov 08, 2004 Mon - AM09:51:24[I] AM09:51:25[I] PM01:01:54[O] PM02:11:26[I]

PM06:01:39[O]

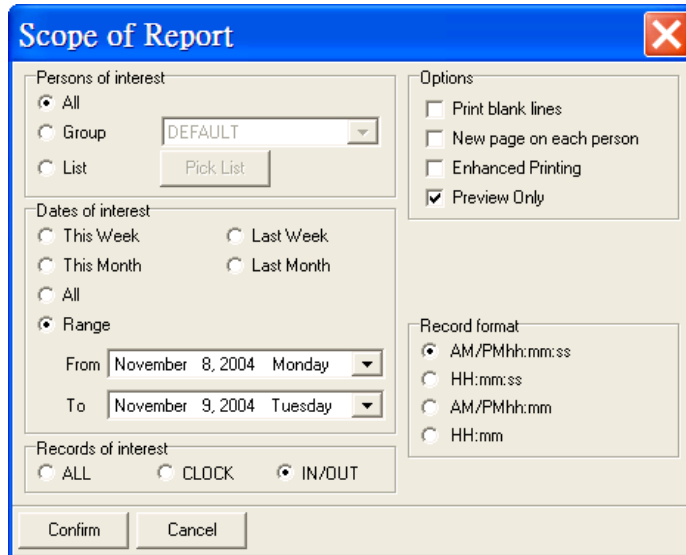
Nov 09, 2004 Tue - AM08:39:56[I] PM01:02:18[O] PM02:40:09[I] PM06:27:43[O]

No of day(s) = 2

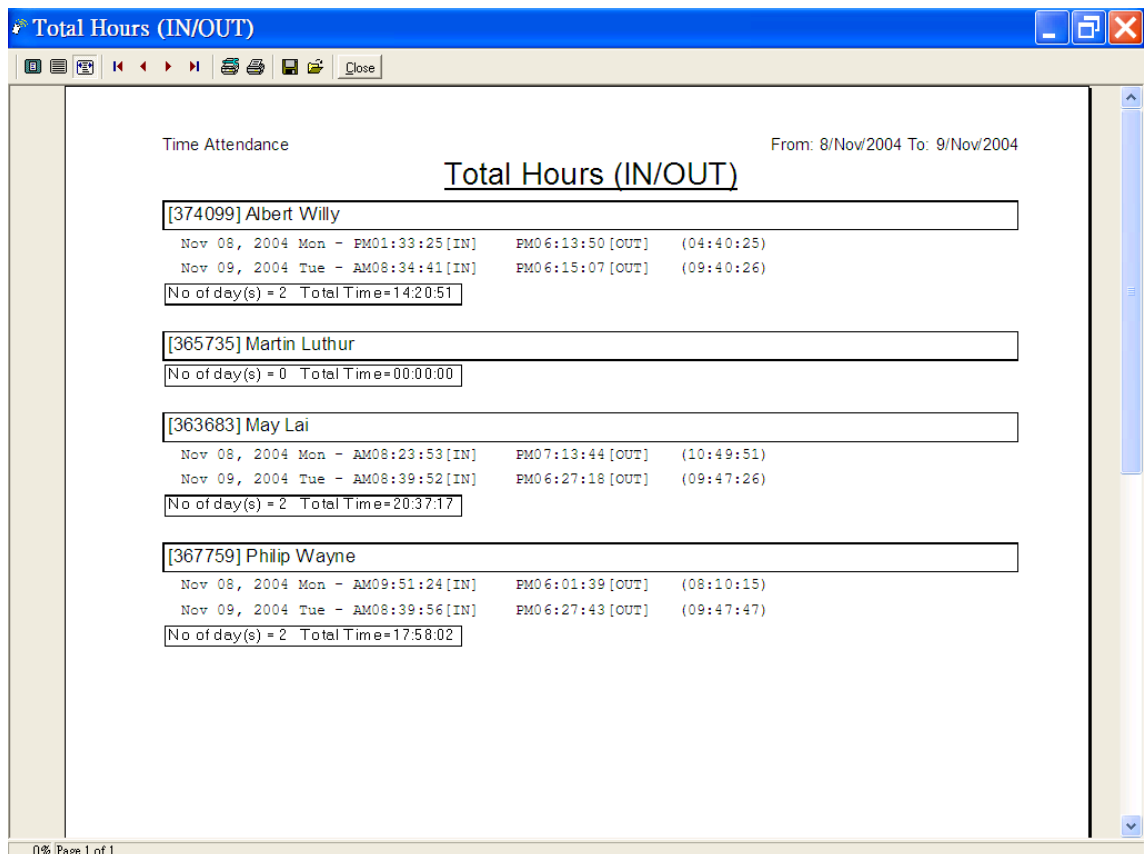
0% Page 1 of 1

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.



The 'Scope of Report' dialog box is used to configure the report parameters. It includes sections for 'Persons of interest' (All, Group, List), 'Dates of interest' (This Week, Last Week, This Month, Last Month, All, Range), 'Records of interest' (ALL, CLOCK, IN/OUT), 'Options' (Print blank lines, New page on each person, Enhanced Printing, Preview Only), and 'Record format' (AM/PMhh:mm:ss, HH:mm:ss, AM/PMhh:mm, HH:mm). The 'Range' option is selected for dates, and 'IN/OUT' is selected for records. The date range is set from November 8, 2004 to November 9, 2004.



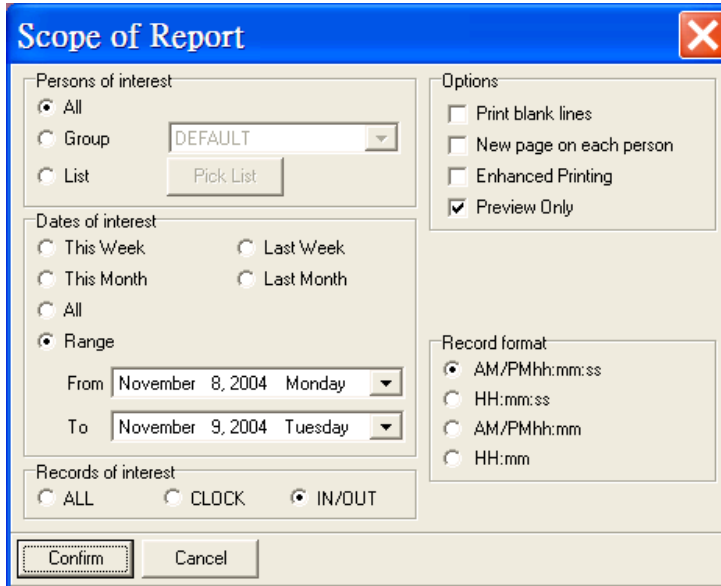
The 'Total Hours (IN/OUT)' report window displays the results for the selected date range. It shows the total hours for each employee, including the date, day, and time for each record. The report is titled 'Total Hours (IN/OUT)' and includes the date range 'From: 8/Nov/2004 To: 9/Nov/2004'.

Employee ID	Employee Name	Date	Day	IN Time	OUT Time	Duration
[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						

** 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:
☐ List:

Dates of interest

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

Options

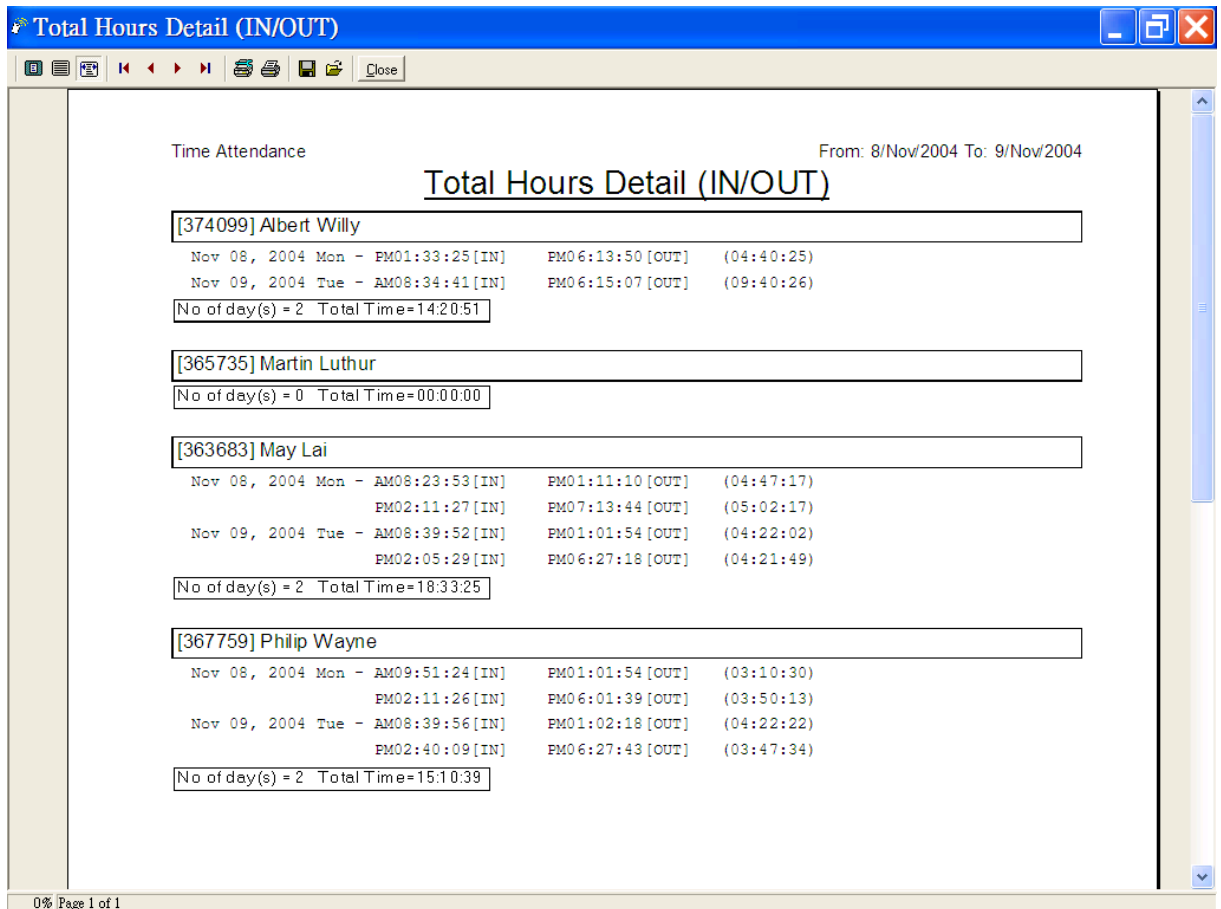
☐ Print blank lines
☐ New page on each person
☐ Enhanced Printing
☒ Preview Only

Record format

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

Records of interest

☐ ALL ☐ CLOCK ☒ IN/OUT



Total Hours 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			
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[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

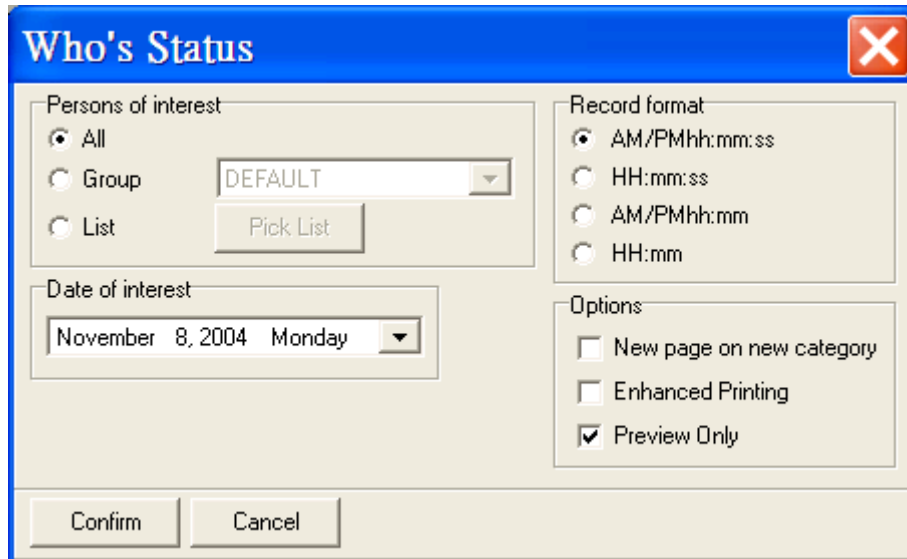
Nov 08, 2004 Mon -	AM09:51:24 [IN]	FM01:01:54 [OUT]	(03:10:30)
	FM02:11:26 [IN]	FM06:01:39 [OUT]	(03:50:13)
Nov 09, 2004 Tue -	AM08:39:56 [IN]	FM01:02:18 [OUT]	(04:22:22)
	FM02:40:09 [IN]	FM06:27:43 [OUT]	(03:47:34)
No of day(s) = 2 Total Time=15:10:39			

0% Page 1 of 1

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

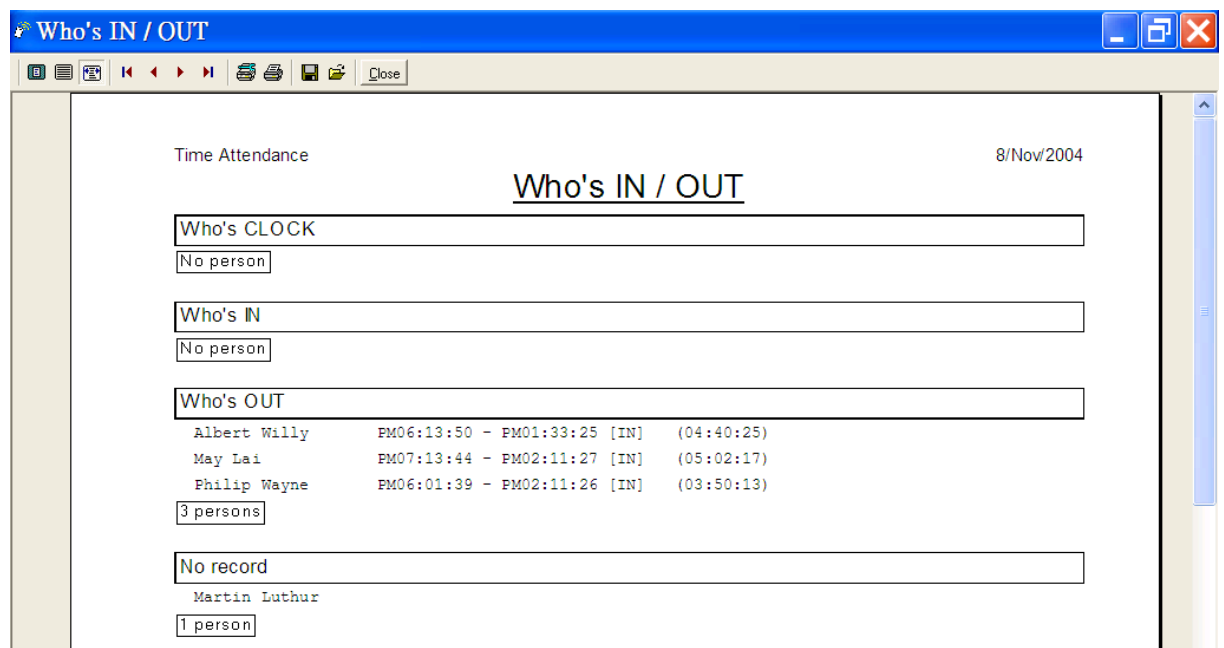
7.5 WHO'S IN / OUT REPORT

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



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			

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.

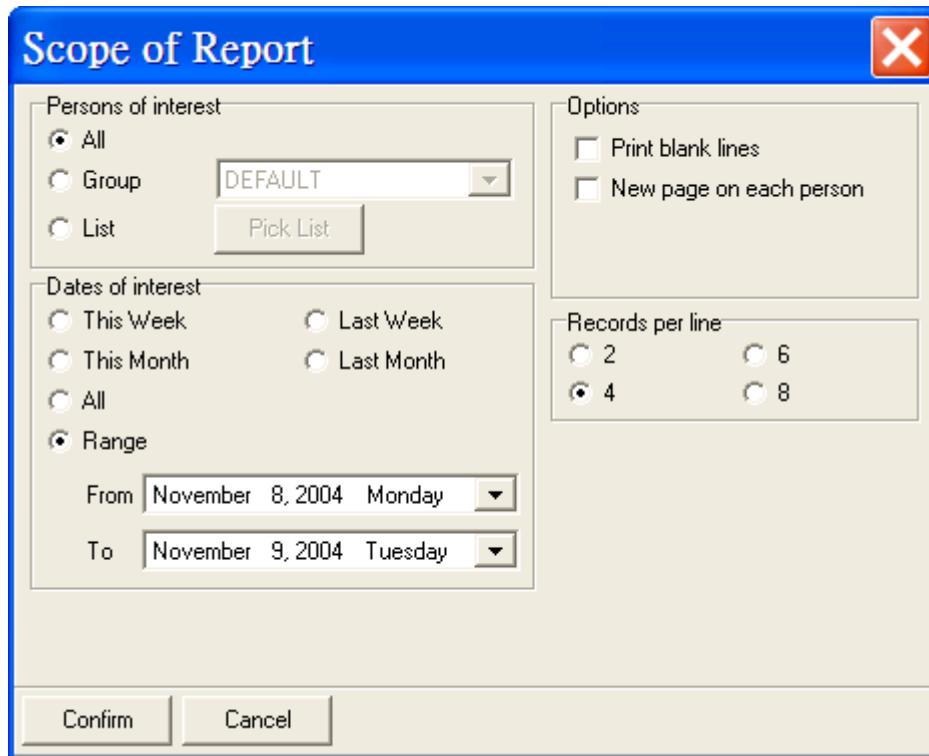
8.1 FIRST IN / LAST OUT SPREADSHEET

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.



The 'Scope of Report' dialog box is used to configure the data range and display options for the IN/OUT Pairs Spreadsheet. It features three main sections: 'Persons of interest', 'Dates of interest', and 'Options'.

- Persons of interest:** Includes radio buttons for 'All' (selected), 'Group', and 'List'. The 'Group' option is accompanied by a dropdown menu showing 'DEFAULT' and a 'Pick List' button.
- Dates of interest:** Includes radio buttons for 'This Week', 'Last Week', 'This Month', 'Last Month', 'All', and 'Range' (selected). The 'Range' option includes 'From' and 'To' date pickers. The 'From' date is 'November 8, 2004 Monday' and the 'To' date is 'November 9, 2004 Tuesday'.
- Options:** Includes checkboxes for 'Print blank lines' and 'New page on each person', both of which are currently unchecked.
- Records per line:** Includes radio buttons for '2', '4' (selected), '6', and '8'.

At the bottom of the dialog are 'Confirm' and 'Cancel' buttons.

	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