

Preface

Honorable customers,

Thanks for choosing products of this company. OA200, with world cutting edge technologies—fingerprint recognition, computer communication, as well as microelectronics, is considered to be combination of three technologies: electronics, optics and computer communication. It is no doubt that it has become the first choice of standalone time & attendance for enterprises with its strong function and veracity. Please read this user manual carefully to have an initial understanding of functions and basic knowledge of installation, debugging, maintenance, application and management to better use this product.

Utilizing the state-of-the-art biometric tech, this product will bring unprecedented reliability, convenience and benefits to the top management of enterprise in HR.

Fingerprint T&A Advantages

Veracity

Record and reflect staffs' attendance conditions equally, correctly and promptly.

Checking on work attendance by passwords and cards (paper card, magnetic card, IC card, etc), it is hard to avoid buddy-punching and cannot reflect the actual attendance condition. With the help of fingerprint recognition attendance, it is easy to solve all the problems like buddy punching, card loss or stolen and password forgetting. Thus, HR dispute is avoided and the justness of time attendance is materialized.

Convenience

It is more convenient to use fingerprint standalone units with no card reader or attendance cards needed, no worrying about cards loss or damage, no need to do system maintenance, and saving time and money.

Only placing enrolled finger on the sensor surface, system will check users automatically and record the correct time and checking status.

Full Function

The system can realize different functions such as attendance remark, calculation and report printing. The remark can be made for reasons such as business leave, absence, marriage holiday and etc.; the checking and calculation can be made in accordance with different time periods, departments, individual or combination due to various reasons for absence; the report generation and printing function can be realized perfectly.

Flexible Shift Maintenance

The software supports shift on week basis, rotation shifts etc. Various shifts, public holidays, individual leave and overtime are available to meet the

complicated needs of every enterprise.

Standalone

The machine can work without connecting to PC, convenient in operation and no need to occupy any extra resource.

Network management

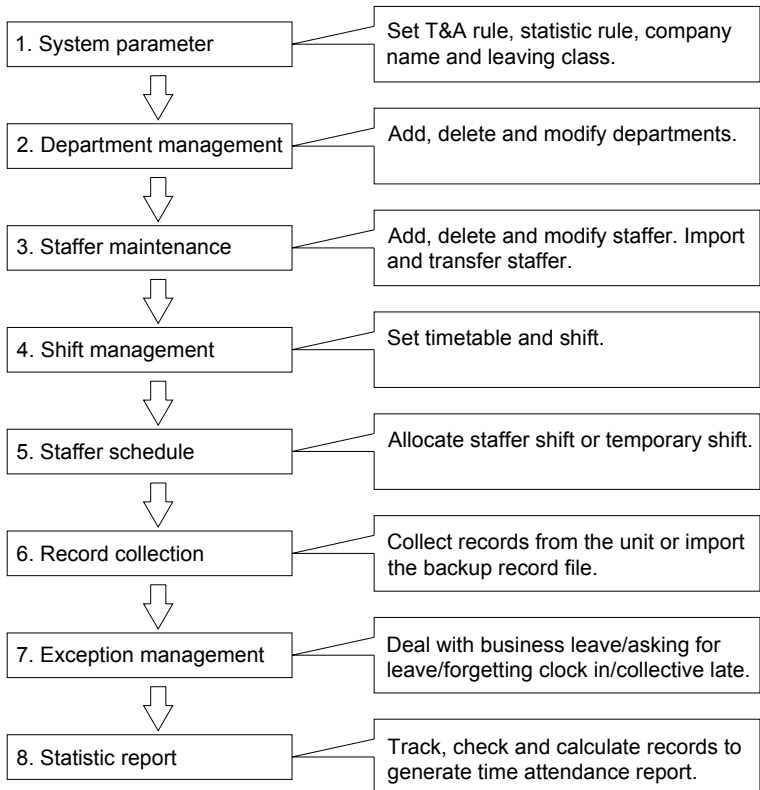
Many units can be connected through network via TCP/IP for easy management in central software.

Software operation flowchart

(Important chapter. Please read carefully.)

This software includes: System parameter, department management, staffer maintenance, shift management, staffer leave and statistic report etc. Then how to use this system in a right way? It is far from enough to understand only the function of each module but to know the connections between them and the system operation flowchart. Thus, a correct report can be generated.

Software operation flowchart can be described in brief as follows:



1. When the software is run for the first time, please set parameters including company name, time attendance rule, statistic rule for early, late and overtime etc. , leave class. When the setting is completed, it is usually not needed to be modified unless the management rule of this company changes.

2. Normally there are many departments in one company and all departments need to be entered manually unlike the directly import of staffer. Department setting should be completed before staffer maintenance.

3. When the software is used for the first time, please make a Text file (*.txt) or MS Excel file (*.xls) for company staffer in accordance with certain format. For the format, please refer to **【import staffer list】** so that all staffer can be import to the system at one time. Staffer can be added, deleted, modified and transferred to new department during future use.

4. First add the proper timetable (from on-duty time to off-duty time) according to the company rule and then set shifts.

5. After the shift setting is completed, it will work until shift is allocated to staffer. Each staffer can only have one shift. Please note the starting date of the shift. After the allocation of the shift, the arranged working date and time can be seen clearly for each staffer.

6. Transaction records are stored in the time attendance unit. Please download the records from the unit before report calculation. In addition, staff information and fingerprint templates can be uploaded and downloaded between the unit and the computer. Please refer to “Background management” for detailed information.

7. There is always staff away for business, asking for leave and forgetting clock happening in a company. Once it occurs, please deal with it in time in the software to ensure the correctness of the statistic report.

8. After all the above mentioned operation is done, the calculation of report can be operated. The report can calculate the time attendance status of all staffer or a certain staffer from a certain department in a certain time period.

In **【Attendance Calculating and report】** , first please select the starting and ending date of the staffer, click “Calculate” and the system will calculate automatically and check the validity of the records. (There are some invalid records during the use of the unit. For instance, if one staffer presses the finger twice during a very short time period, one of the records will be regarded as invalid.) If there is any error in the software calculation, admin can also modify manually to ensure the correctness of the result

Please note: From the above flowchart, we can see that if there is an error in calculation report for one staff, the possible reasons are as follows:

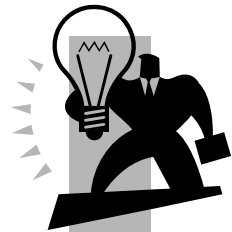
Staffer shift or temporary shift is incorrect.

Exceptions such as staffer away for business/ask for leave/forgetting clock in/out is incorrect.

Checking and calculation of transaction records is incorrect.

Chapter 1 Introduction

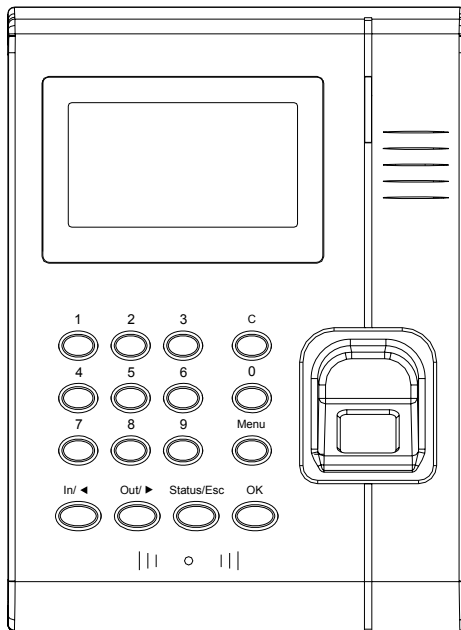
The main theme of this chapter is the feature of this T & A, as well as function introduction.



1 Product introduction

Bio-office series OA200 is the multifunctional standalone T&A and access control system newly launched in 2007. With the use of optical fingerprint sensor and new fingerprint recognition algorithm, OA200 can identify all difficult fingerprints and has solved the long-lasting problem in fingerprint recognition field.

OA200 is a wall mounted fingerprint T&A and access control system with 128*64 blue LCD. This model can be used stand-alone or connected via TCP/IP. OA200 can control door lock for access control. Fingerprint identification provides high security level. The original time attendance records can also be kept in the units.



OA200

Standalone model, compact design, easy installation and user-friendly interface

Blue 128 x 64 dotted LCD

Philips industrial CMOS chip, reliable performance

Optical sensor, durable and maintenance free

Excellent identification speed: less than 1 second

Several verification modes: fingerprint only, ID Card only, fingerprint + ID card and password

Optional EM card reader

Relay for simple access control and Wiegand output to work with standard access controller

16 customizable checking status for easy payroll software integration

Voice prompt, three-color LED indicator

Communication method: RS232 and TCP/IP

User capacity: 2000

Fingerprint capacity: 1760

Card capacity: 2000

Record capacity: 50000

Size: 190 x 140 x 30 (mm)

Chapter 2

Operation guide

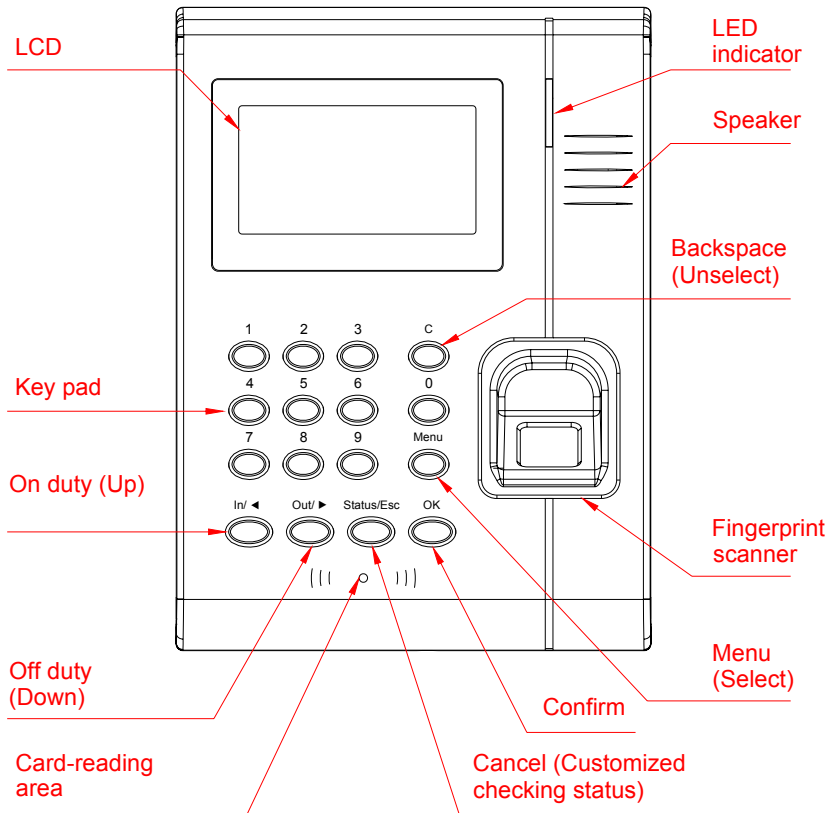
This chapter is mainly about appearance illustration and relevant system settings such as how to add and delete users etc.



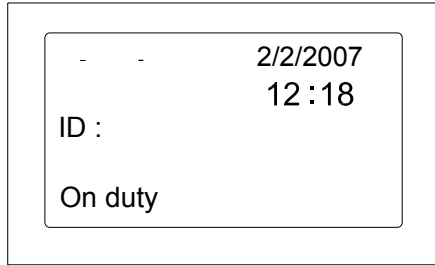
2 Operation guide

2.1 OA200 operation guide

2.1.1 OA200 main interface

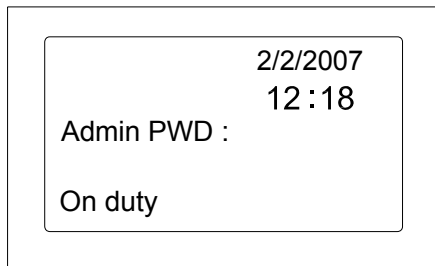


2.1.2 Default LCD

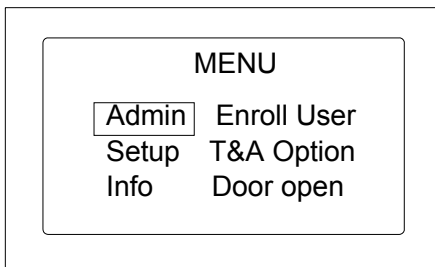


2.2 System management

Press **【Menu】** to enter management password interface as follows:

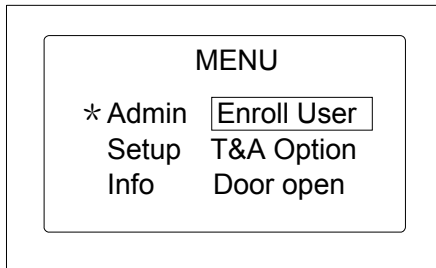


Enter default password 8888, press **【OK】** to confirm and the system will enter menu management interface as follows:



Please note: Pressing **【In】** or **【Out】** can shift the menus. **【In】** : Up. **【Out】** Down.

Select **【Admin】** menu and press **【OK】** to select **【User enroll】** menu as follows:

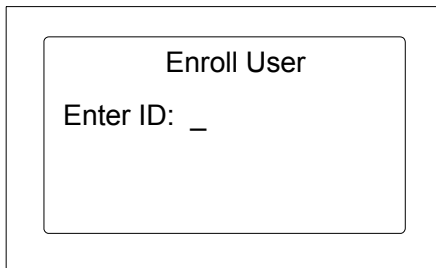


Same as above, **【In】** and **【Out】** can be used to move up or down.

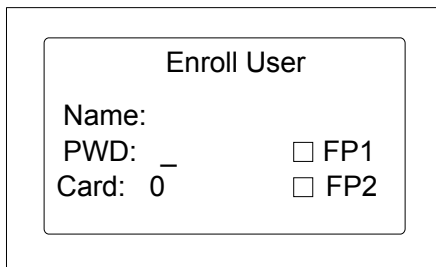
2.2.1 User enrollment

Select **【Enroll user】** menu, press **【OK】** to enter user enrollment interface as follows:

For instance, enter ID: 118



Enter ID and press **【OK】** to enter user enrollment interface as follows:



Please note: If the name of staffer ID 118 has been uploaded to the unit already in the software, his name will be displayed instead of his ID as follows:

Enroll User

Name: _____

PWD: _ FP1

Card: 0 FP2

At this time, either password or fingerprint can be enrolled. Press the finger twice on the scanner and the voice prompt will come along. The box on the left of FP 1 will turn to black and highlighted part will move to FP2 to start the enrollment of the second fingerprint. After the fingerprints are successfully enrolled, press **【OK】** to save and enter enrollment status for the next staffer. Press **【Start/Esc】** will exit the menu without saving the enrolled fingerprints.

2.2.2 Identification method

Select **【T&A option】** and press **【OK】** to enter identification method interface. Enter ID and press **【OK】** to enter setting interface as follows:

T&A Option

Name: _____

<input checked="" type="checkbox"/> FP	<input type="checkbox"/> FP
<input checked="" type="checkbox"/> ID+PW	<input checked="" type="checkbox"/> ID+PW
<input checked="" type="checkbox"/> ID+FP	<input checked="" type="checkbox"/> ID+FP

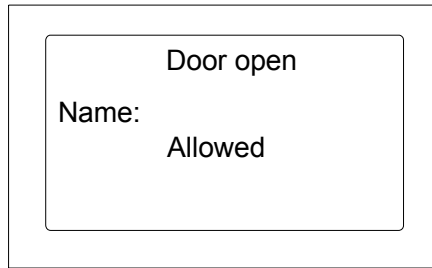
Please note: Press **【C】** and **【Menu】** to select or unselect. After setting is completed, press **【OK】** to confirm.

FP: Fingerprint only ID+PW: ID+Password ID+FP: ID+Fingerprint
 CARD: Card only CARD+PW: Card+Password CARD+FP: Card + Fingerprint

2.2.3 Access permission

Select **【Door open】** menu, press **【OK】** to enter access permission interface as

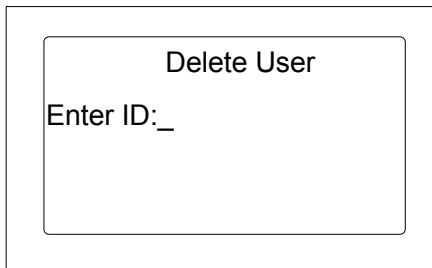
follows:



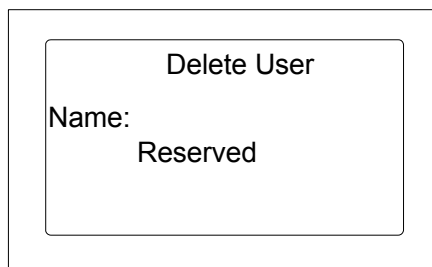
Please note: Press **【C】** or **【Menu】** to allow or prohibit door opening for certain staffer. Complete the setting and press **【OK】** to confirm.

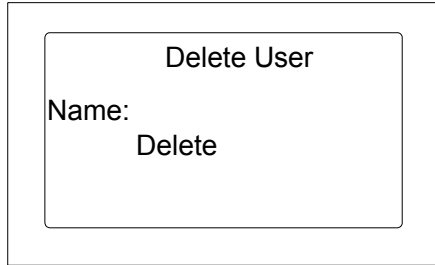
2.2.4 User deletion

Select **【Delete user】** menu, press **【OK】** to enter user deletion interface as follows:



Enter ID and press **【OK】** to enter deletion setting. User deletion or reservation can be set as follows:

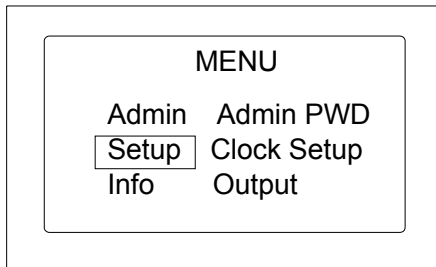




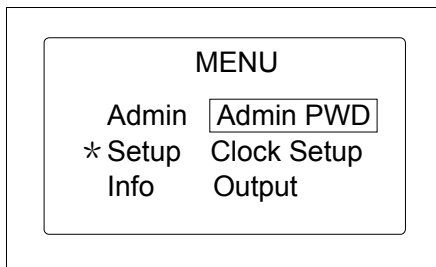
Please note: **【C】** and **【Menu】** can be used to shift between reservation and deletion. After the setting is completed, press **【OK】** to confirm.

2.3 System setting

Select **【Setup】** as follows:



Press **【OK】** to select from sub-menu as follows:



2.3.1 Admin password

Select **【Admin PWD】**, press **【OK】** to enter admin password interface as follows:

Admin PWD
Old PWD: 8888
New PWD: _

Enter new password, press **【OK】** to confirm and exit admin password interface.

2.3.2 Clock setting

Select **【Clock setup】** and press **【OK】** to enter clock setting interface as follows:

Clock Setup
Enter date: 02/02/07
Enter Time: 13:01:19

Set date and time, press **【OK】** to confirm and exit admin password interface.

2.3.3 Output for access control

Select **【Output】** and press **【OK】** to enter access control output interface as follows:

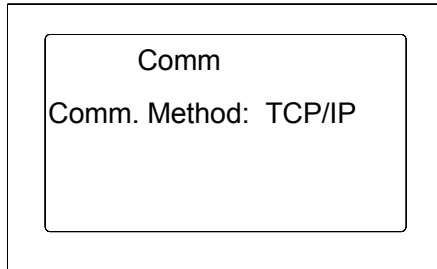
Output
Lock Delay 01 Sec

Please note: **【In】** and **【Out】** can be used to set time.

Press **【OK】** to confirm and exit access control output interface.

2.3.4 Communication

Select **【Comm】** menu and press **【OK】** to enter communication method interface as follows:



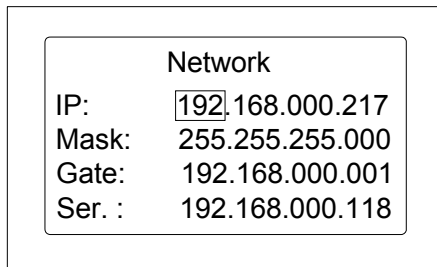
The screenshot shows a rectangular window with a double border. The inner rectangle contains the text 'Comm' at the top center, followed by 'Comm. Method: TCP/IP' below it.

Please note: There are two communication methods: TCP/IP and RS232. **【In】** and **【Out】** can be used to select.

Press **【OK】** to confirm and exit communication method interface.

2.3.5 Network setting

Select **【Network】** menu and press **【OK】** to enter into network setting interface as follows:



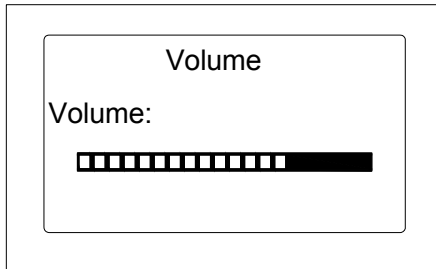
The screenshot shows a rectangular window with a double border. The inner rectangle contains the text 'Network' at the top center. Below it, there are four lines of text: 'IP: 192.168.000.217', 'Mask: 255.255.255.000', 'Gate: 192.168.000.001', and 'Ser. : 192.168.000.118'. The number '192' in the IP address is highlighted with a small box.

Please note: **【In】** and **【Out】** can be used to select different fields.

Press **【OK】** to confirm and exit network setting interface.

2.3.6 Volume

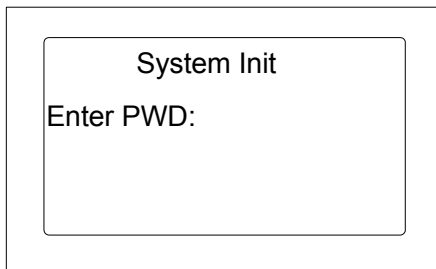
Select **【Volume】** menu and press **【OK】** to enter volume setting interface as follows:



Please note: **【In】** or **【Out】** can be used to increase or decrease volume.
Press **【OK】** to confirm and exit volume setting interface.

2.3.7 System initialization

Select **【Init】** menu, press **【OK】** to enter system initialization interface as follows:

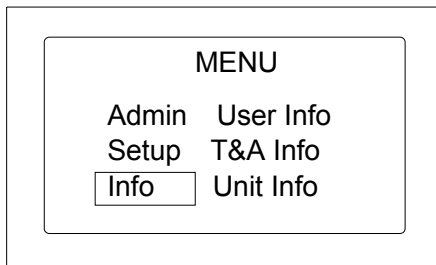


Enter password (Admin password) and press **【OK】** to confirm the system initialization.

Please note: The data can't be recovered after initialization. Please be cautious!

2.4 System information

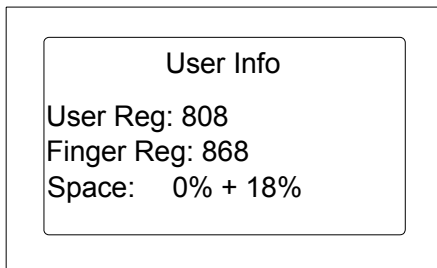
Select **【Info】** menu as follows:



Press **【OK】** to enter sub-menu.

2.4.1 User information

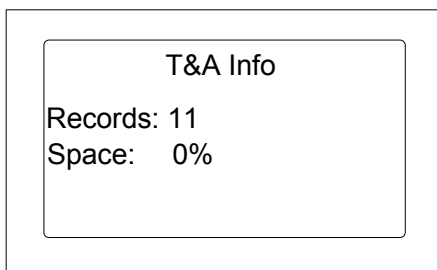
Select **【User info】** menu and press **【OK】** to enter user information interface as follows:



User information includes: enrolled user, enrolled fingerprint and used space information.

2.4.2 Time attendance information

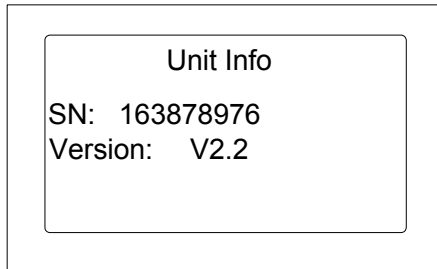
Select **【T&A info】** menu and press **【OK】** to enter time attendance information interface as follows:



Time attendance information includes record and used space information.

2.4.3 Unit information

Select **【Unit info】** menu, press **【OK】** to enter unit information interface as follows:



Unit information includes: product serial number and firmware version.

Please note: **【Start/Esc】** or **【OK】** can be used to exit.

Chapter 3 System installation

This chapter mainly discusses the installation and un-installation of T&A software as well as the hardware and operation system requirement.



3 System installation

First we should install background management software on the computer.
Please refer to the following steps:

3.1 Operation environment

Hardware requirement:

Pentium II 266 and above; Pentium III 500 and above is recommended

128 Memory and above; Minimum 100M hardware space

COM (USB Port)

CD-ROM (CD-ROM needed in installation)

VGA support 800*600 resolution and above

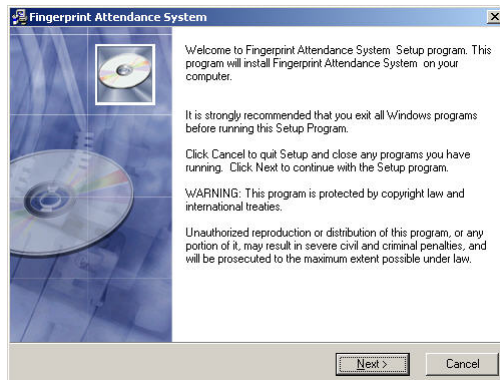
Operation system

Microsoft Windows 2000(recommended)

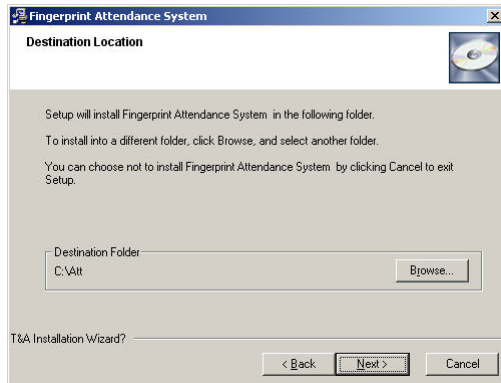
Microsoft Windows XP

3.2 System installation

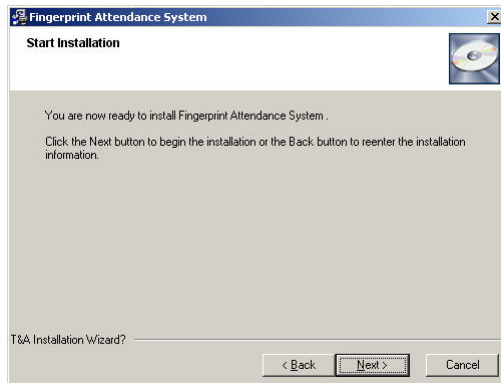
Please insert T&A disc into CD-ROM and the disc will automatically run the installation program. If not, please run setup.exe in the root directory of the disc.
The following window will pop up:



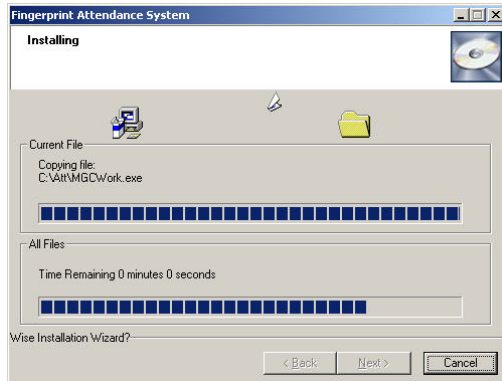
Click "Next" to continue installation (see the picture below:)



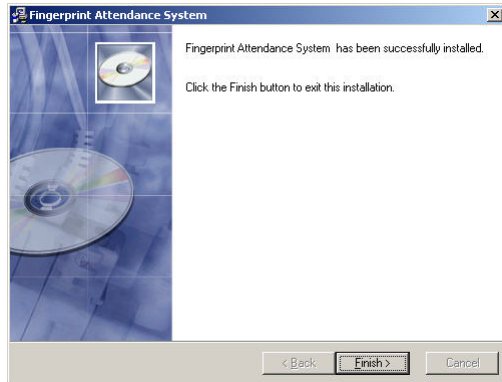
Select the target directory to install the program and the default is “C:\Att”. Click “Next” to continue installation (see the picture below:)




Click “Back” and installation will return to the previous screen and re-select target directory; Click “Next” and the installation will start as the following picture shows:



The installation will be done after seconds (see the picture below:)



Click "Finish" to close the installation program and an icon  will be added to the desktop. Double click it and the T&A management system will be started. In addition, "Time and Attendance System" has been added to "All Programs". Please see the picture below:



The shortcut of “Time and Attendance System” is included in “All Programs”

3.3 Uninstall the program

Click “Uninstall Time and Attendance System” in the above picture, click “Next” and the program will be uninstalled automatically.

Please note: All the files and data will be deleted after uninstalling the program so please make sure before operation.

Chapter 4 Communication

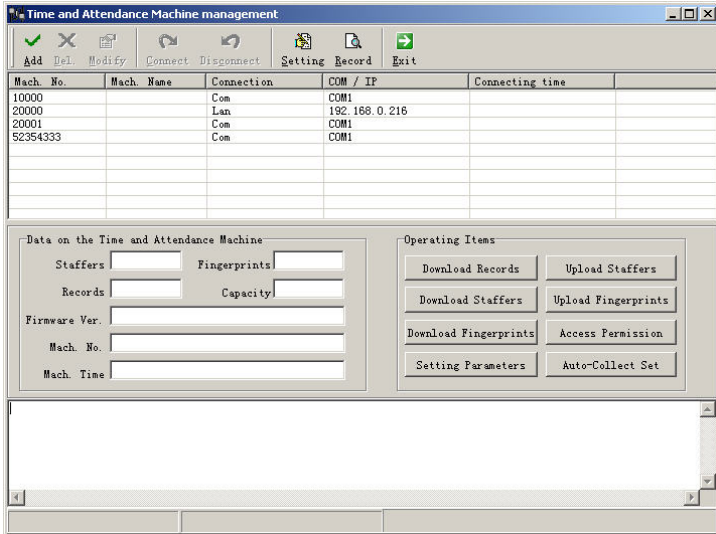
The chapter is mainly about how to add, delete and set communication between PC and terminal.



4 Data communication

4.1 Terminal management & communication

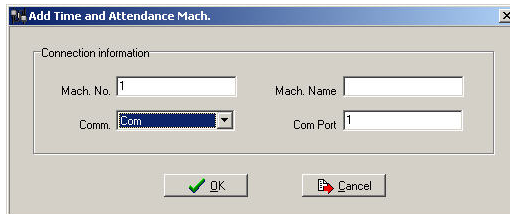
Click **【External】** on the management menu and choose **【Connect To Time and Attendance Machine】**, the following window will pop up :



After successful connection via com port or network, date upload and download between terminal and software, parameters setting of the terminal can be realized very easily. Please do in accordance with follows:

4.1.1 Add Time Attendance terminal

Click **【Add】**, the following window will pop up:



Remark:

Serial Number: Serial number is used to identify every time attendance terminal (this number is on back label as “Serial No”);

Connecting methods: Set communication method between terminal and PC (COM, network, RS485)

IP address: the default IP address of the attendance machine is 192.168.0.218

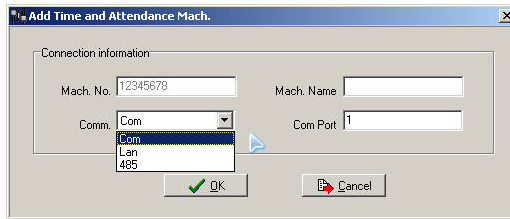
Com port number: Normally it is COM 1 but if COM 2 is used, COM port number should be set as 2.

Notice: the defaulting IP address of the attendance machine is: 192.168.0.218. If this IP address does not belong to your company network section, terminal IP address should be revised accordingly. Please refer to 4.1.8 for how to change IP address.

After entering terminal information, click **【OK】** to finish and return to main window.

4.1.2 Modify Time Attendance terminal

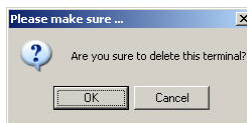
Choose the terminal and click **【Modify】**, the following window will pop up:



Choose the communication method and click **【OK】** to finish modification.

4.1.3 Delete Time Attendance terminal

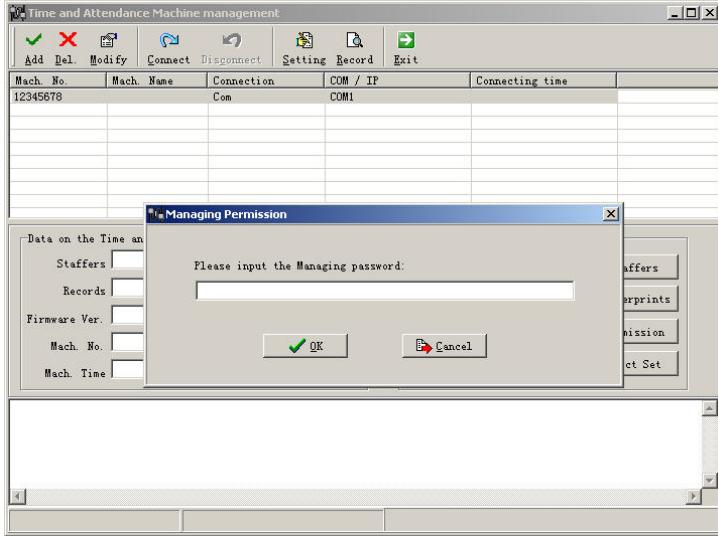
Choose the terminal and click **【Delete】**, the following window will pop up:



click **【OK】** to finish deletion of the chosen terminal.

4.1.4 Connecting Time Attendance terminal

Choose the time attendance terminal and click **【Connect】**, the following window will pop up:



Notice: If the selected communication is LAN, computer IP should be set as 192. 168. 0. 7 and subnet mask as 255. 255. 255. 0.

Enter correct password: Original password is 8888. After successful connecting, terminal information (staff, firmware version, fingerprint capacity ...) can show up in the main window. Meanwhile, we can do some operation accordingly.

4.1.5 Download records

Click **【Download Records】** in **【Operating Items】** and the window prompts:



Click **【OK】** to download records to management software.

4.1.6 Download Staff

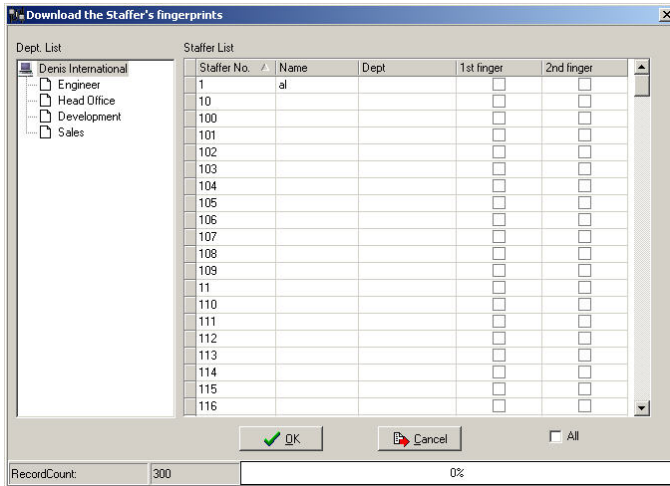
Click **【Download Staffs】** in **【Operating Items】** and the window prompts:



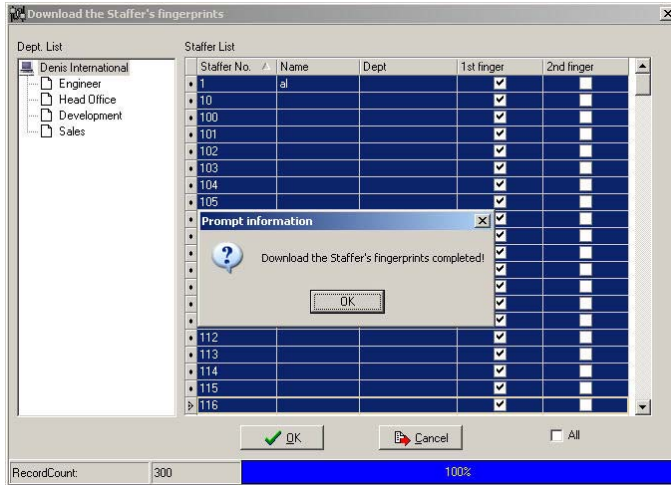
Click **【OK】** to download staffs to management software.

4.1.7 Download Staff Fingerprint

Click **【Download Fingerprints】** in **【Operating Items】** and following window will pop up:



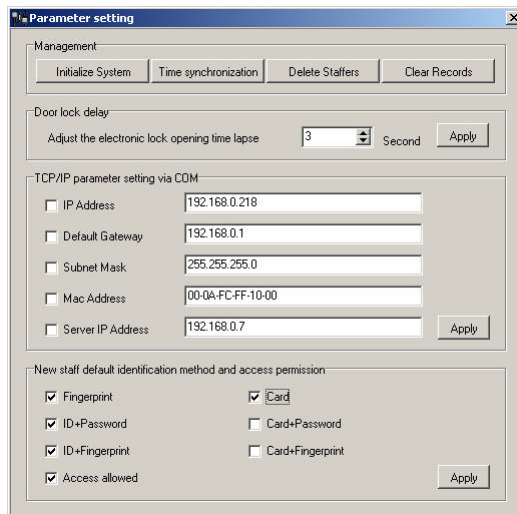
Click the staff(Tip: With Ctrl choose individual and shift choose many) and if click choose all, all staffs will be chosen, then click **【OK】** to download fingerprints. The following window will pop up:



After downloading, we can see which staffs have downloaded fingerprint and which staffs have not (operation can be down in accordance with actual need)

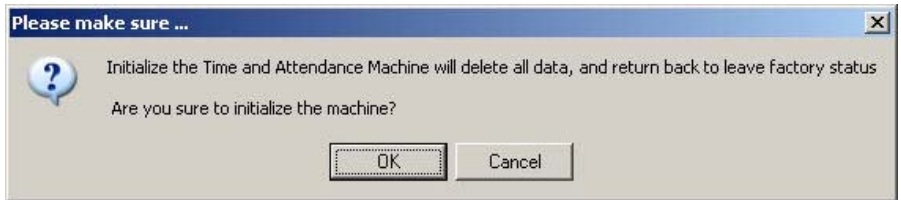
4.1.8 Set parameters for Time and Attendance Terminal

Click **【setting parameters】** in **【Operating Items】** setting parameters, the following shows:



1. Initialize the attendance machine

Click **【Initialize System】** in **【Data Management】** , the following shows:



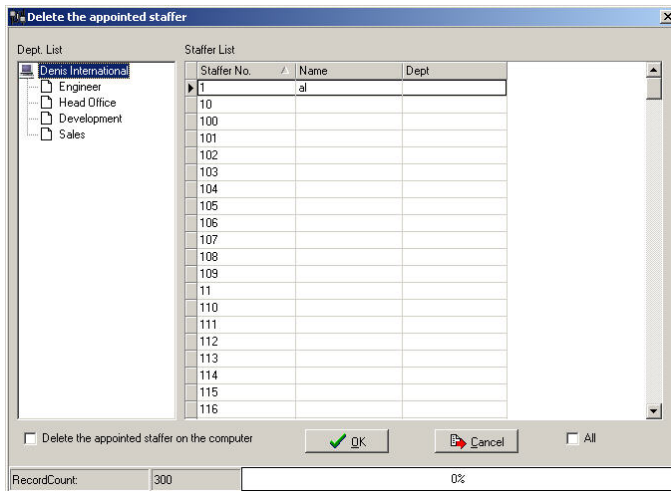
Click **【OK】** to start initialization. The machine system will resume to factory settings. All data will be cleaned up. Attention should be taken for this operation.

2. Synchronizes the attendance machine time with computer

This function is to adjust time of the attendance machine automatically according to the computer.

3. Delete staff information

Click **【 delete staffers】** , the following shows:

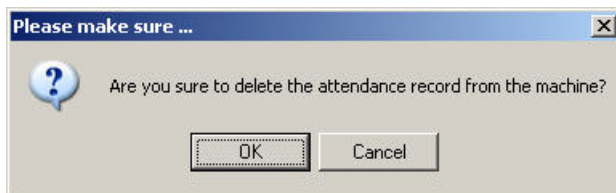


Click the staff (Use Ctrl or Shift key to multi-select) and if the staff has to be deleted at the same time, please choose **【Delete the selected staffs on**

computer】. Click 【OK】 to delete staffs.

4. Delete attendance records

After operation “download records” is done, click 【Delete attendance records】 to delete the out of date records in the attendance machine. As following shows, click 【OK】 to delete records.



Note: Please be carefully to do it, do it after successfully downloaded all records.

5. Time Attendance machine parameters setting

- Control the delay time length after the lock opened.

The delay time range is between 0~15 seconds. It means how many seconds later to close the door after it is opened. The default is 1 second.

6. Set Time Attendance machine network parameters with COM port communication

Default Gateway: Gateway IP while connecting to internet

Subnet Mask: Enter relevant subnet mask in accordance with actual network type

MAC Address: Advanced administrator has power for this choice (factory defaulted is ok)

Server IP: Enter the management PC IP address

7. The default identification method and open door privilege

New staff default identification method and access permission

<input checked="" type="checkbox"/> Fingerprint	<input checked="" type="checkbox"/> Card
<input checked="" type="checkbox"/> ID+Password	<input type="checkbox"/> Card+Password
<input checked="" type="checkbox"/> ID+Fingerprint	<input type="checkbox"/> Card+Fingerprint
<input checked="" type="checkbox"/> Access allowed	

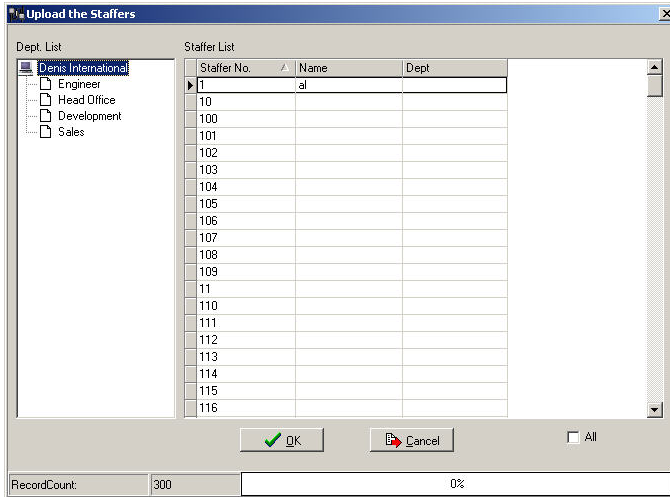
Please select the identification method according to actual management need.
E.g If set as below, it mean all user can only use Card + Fingerprint for identification.

New staff default identification method and access permission

<input type="checkbox"/> Fingerprint	<input type="checkbox"/> Card
<input type="checkbox"/> ID+Password	<input type="checkbox"/> Card+Password
<input type="checkbox"/> ID+Fingerprint	<input checked="" type="checkbox"/> Card+Fingerprint
<input type="checkbox"/> Access allowed	

4.1.9 Upload Staffs

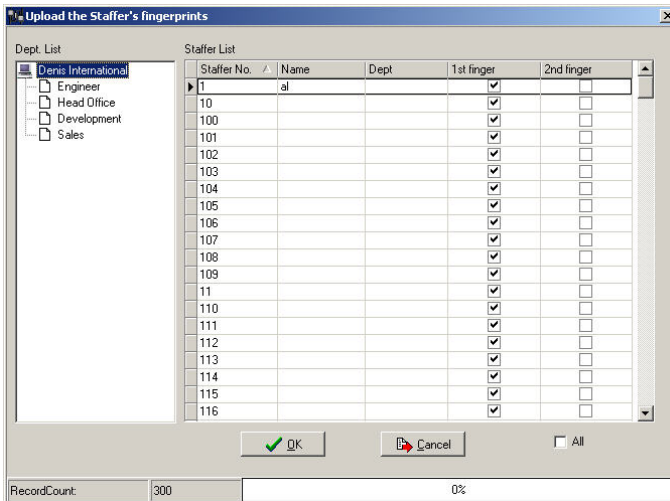
Click **【Upload Staffs】** in **【Operating Items】** and the window prompts:



Choose the staffs (Use Ctrl or Shift key to multi-select) and click **【OK】** to upload staff information.

4.1.10 Upload Fingerprints

Click **【Upload Fingerprints】** in **【Operating Items】** and the window prompts:

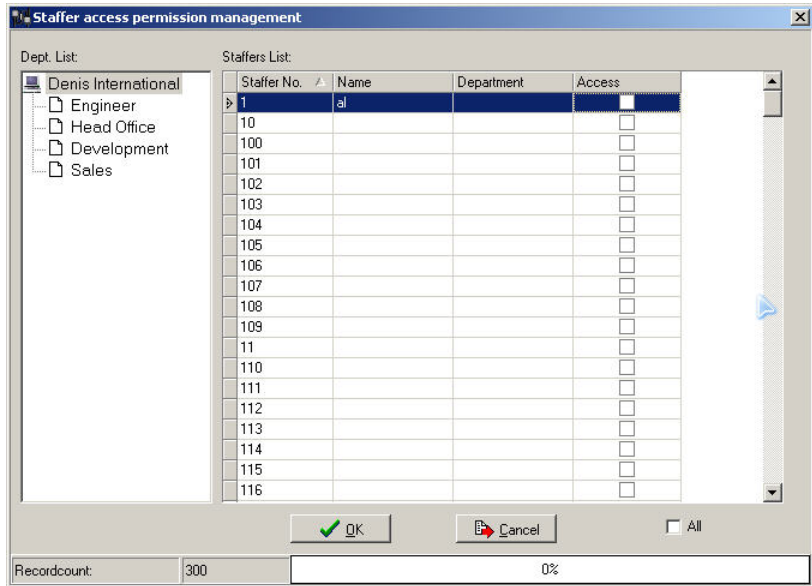


Choose fingerprints of the staff (Use Ctrl or Shift key to multi-select) and click **【OK】** to upload staff fingerprints.

4.1.11 Access Permission

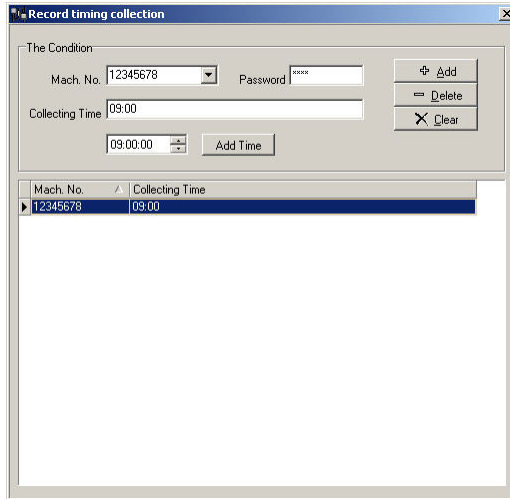
Click **【Access Permission】** in **【Operating Items】**

You can give the staffer access permission by “√”, and no access permission by “x”. As the following:



4.1.12 Timing Record Collection

Click **【Timing Record Collection】** in **【Operating Items】** and window prompts:



This function enable collecting attendance records from the attendance machine automatically for timing; each machine can have 5 timings.

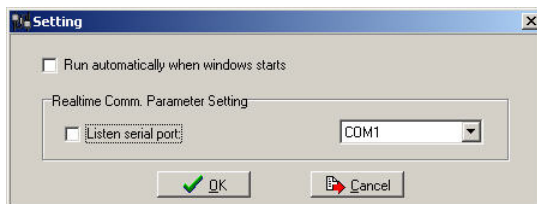
Mach. No.: Please select the correct machine

Password: Input password of the selected machine

Collecting time: Input the time in the input field before clicking **【Add Time】**, on which you would like the system to auto-collect the record and click **【Add】** to finish adding the first timing. Do the same operation do add more timing. (Note: the maximum is 5 timings).

4.1.13 System settings

Click **【Setting】** in tool menu, following shows:



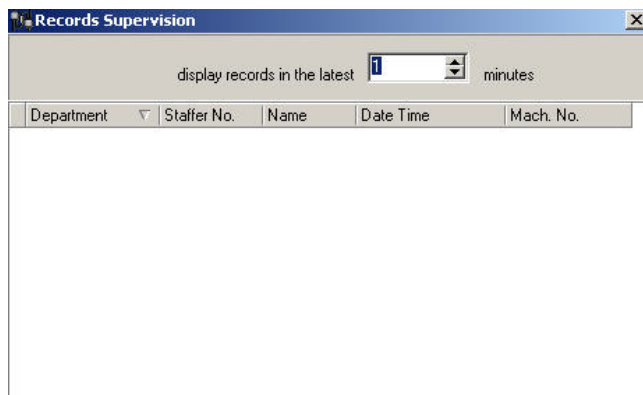
Run automatically when system starts

Listen to Serial port (Whether listen to it or not according to real need)

Listen to LAN port (Default)

4.1.14 Real time control

Click **【Setting】** in tool menu, following shows:



This window displays records immediately of those that get verified, real time control time range can be adjusted from 1 to 120minutes.

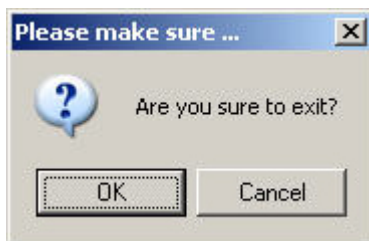
Note: Only when you select “Listen to serial port” or “Listen to LAN port” in **【Setting】 so that you can get real time data.**

4.1.15 Disconnect the attendance machine

Click  **Disconnect** to disconnect.

4.1.16 Exit System

Click  **Exit** and following prompts:



Click **【OK】** to exit from system.

Chapter 5 Background management

The main theme of this chapter is how to collect attendance records from different terminals with management software and generate different reports. The background software can manage staff information, set rules of attendance etc.



5 Background management

Management software can collect attendance records from different terminals, calculate according to shift setting and finally generate different reports. The background software can manage staff information, set rules of attendance etc.

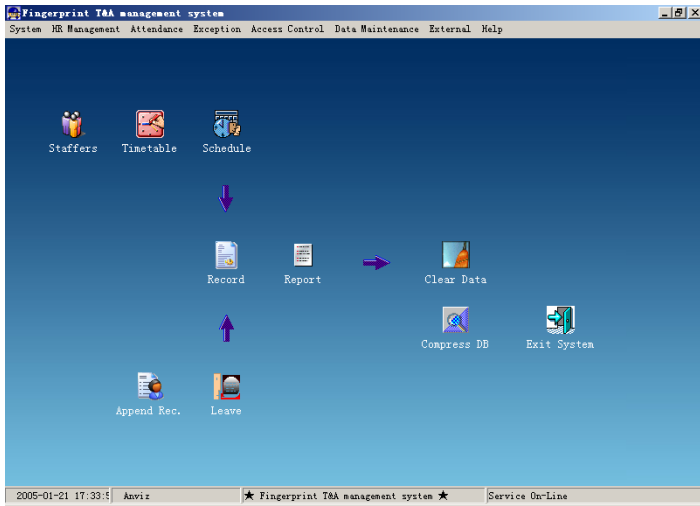
5.1 Log in system



Double click the icon on the desktop to start the attendance background management program. The log-in interface will pop up as follows:



The default administrator's name is "Admin" and password is empty. Log in system and the following interface will be displayed:



The main interface includes three parts:

1. System menu: Include the whole function module& information
2. Shortcut button: Shortcut button of common function module, array in working order, easy to work on
3. Status column: Show the current time, logged-in administrator and system information.

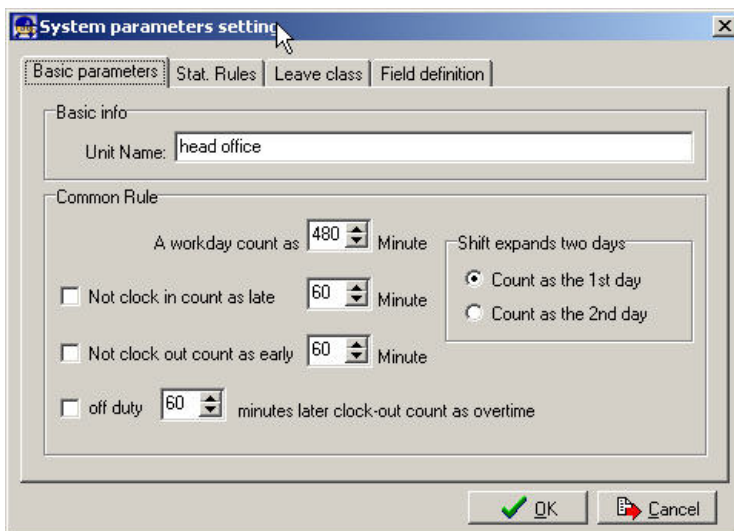
5.2 System settings

Click **【System】** on the main menu, following springs:



5.2.1 Parameters Setting

Click **【Parameters setting】** in system menu. The following window will prompt:



Basic parameters:

Set your company name, the default is “Head office”

Input your company name that will be deemed as the head of departments list.

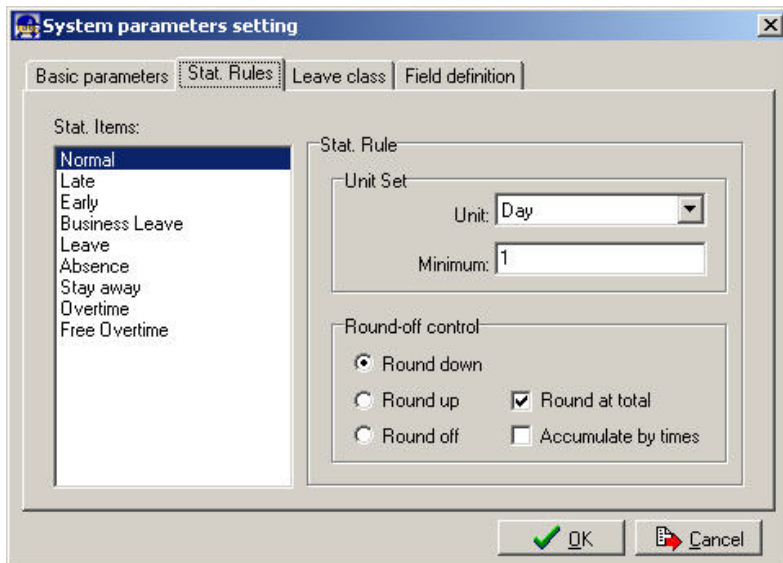
A working day count as how many minutes is the base for time attendance calculation which will be the transition standard to calculate the late to work/early to leave /free overtime items, minute is the good transition standard of hours and working day.

“Late for work as how many minutes” can be set when no clock-in on duty, “early to leave as how many minutes” when no clock out for off duty. Free overtime work can also be calculated on the base that how many minutes working after off duty time.

“Shift expand two days” is set under real condition.

Stat. Rules:

Click page **【Stat. Rules】** , following shows:



This page describes the stat. rules of items: normal, late, early, business leave, leave, absence, overtime, free overtime.

Accumulate by times: Only calculate the total times, display the accumulated times in report.

Round at total: Add up the total time and then round according to corresponding unit.

Round down: Abandon the decimal regardless it is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 1 day.

Round up: Add one unit regardless the decimal is. For example, if the minimum calculation unit is 1 day, if the accumulated time is 1.1 days or 1.9 days, the result of calculation is 2 day.

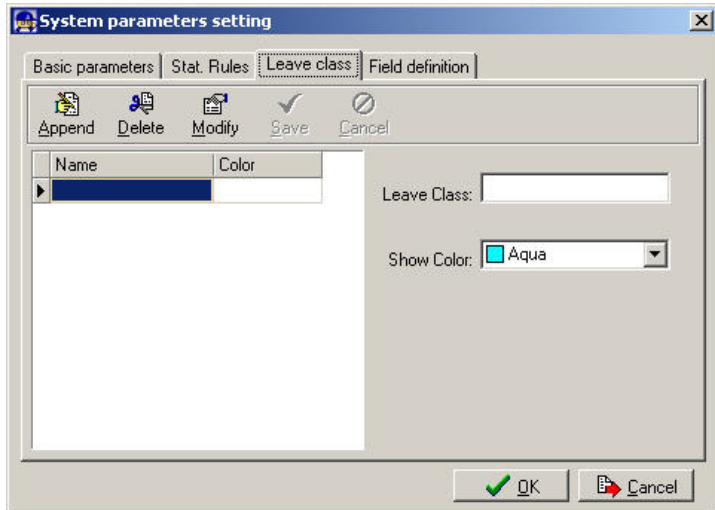
Round off: If the decimal is equal to or over 0.5, add one unit, or else, abandon it.

(Note: the setting of stat. Rules above will directly affect the statistical result

Please make above setting according to the true status of your company to ensure the accuracy of reports.)

Leave class:

Click **Leave class** ,following shows:



Add new leave class:

Click **Append** , input the name of leave class and choose color and click **save** to finish.

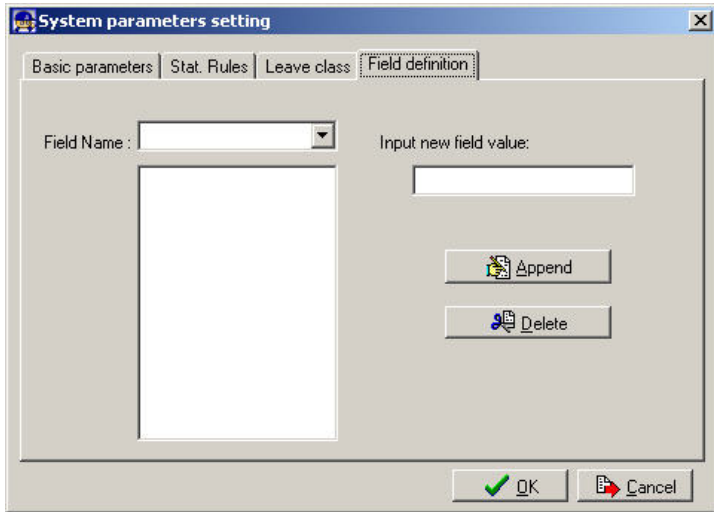
Revise leave class:

Select the name of leave class which one need to be revised, click **Modify** ,input new name of leave class and color, click **Save** to finish.

Delete leave class:

Select the name of leave class which one need to be deleted, click **Delete** ,click **OK** to finish.

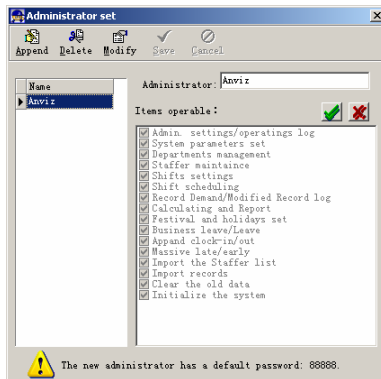
Field definition:



This page add the corresponding value for **【Nation】.【Specialty】.【Position】.【Education】** in menu **【Staffer maintenance】** .

5.2.2 Administrator management

Click **【System】 - 【Administrators】** , following window shows:



Append new administrator:

Click **【Append】** —input the name of new administrator within input field of **【Administrator】** , select corresponding privileges below and click **【Save】**

to finish adding of new administrator. The default password of new administrator is 888888. Please log in as the new registered administrator and click menu **【System】 -- 【Administrator's password set】** to set new password of administrator for system security.

(Note: When many administrators operate the software, it is necessary to set the access right for each administrator. That is to say: when an administrator log in, the functions he can operate are limited.)

Modify administrator:

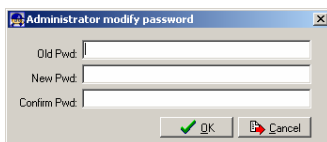
Select the name of administrator, click **【Modify】** , input new name of administrator and corresponding rights in **【Administrator】** and click **【Save】** to finish.

Delete administrator:

Select the name of administrator who will be deleted and click **【Delete】** to finish deleting according to the prompt.

Revise administrator password:

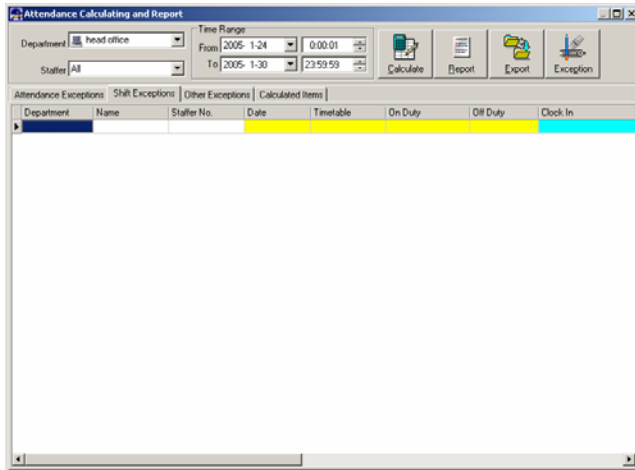
Click menu **【System】 -- 【Administrator's password set】** , following springs:



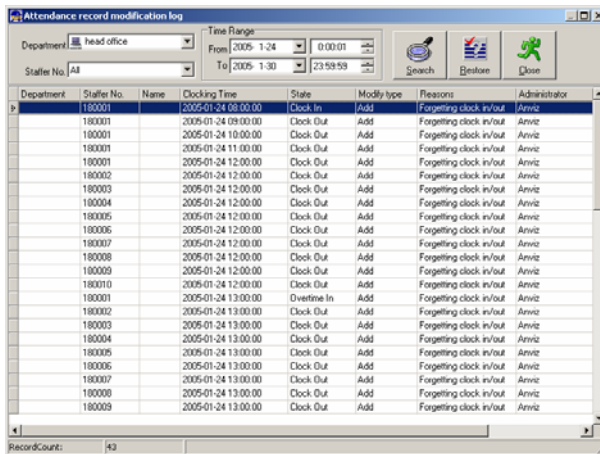
Input the original password in **【Old Pwd】** , enter the new password in **【New Pwd】** , enter again in **【Confirm Pwd】** and click **【OK】** to finish.

5.2.3 Modified record log

Click menu **【System】 -- 【Modified record log】** , following springs:



Select department, staffer ID and time range and click **Search** and those records which match the above condition will be displayed as follows:

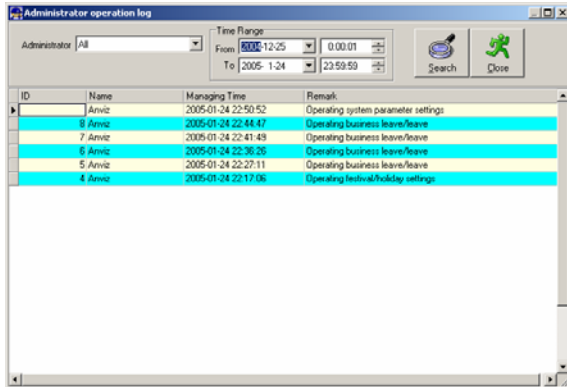


Note: Modified record log shows all the time attendance record modifications; if there's record that has been revised incorrectly before, it can be recovered by selecting this record and clicking **Restore**

Click **Close** to exit.

5.2.4 Managing Log

Click menu **System** -- **Managing log** , following springs:

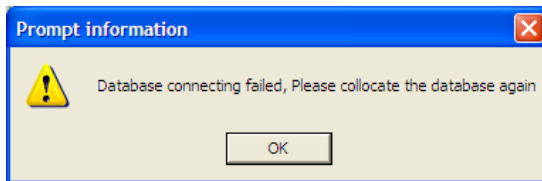


This log records all the operations of every administrator. Select **Administrator** and the time range then click **Search** to see what operations have been done by this administrator within the selected time range, which makes it possible that the multi-administrators can use the software at the same time.

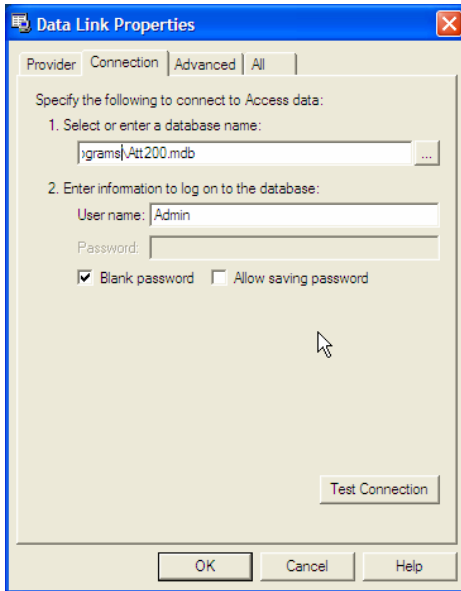
5.2.5 Database Link


This system adopts the database interface of Microsoft ADO. The acquiescence database is Access2000. The defaulted is att2003.mdb under the main setup directory. You can set up the database linking again according to the actual conditions.

When the following mistake appears, you should link database again:



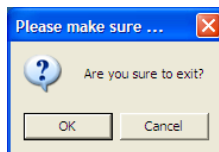
Click **Database linking** in system menu, the following springs.



Input the database name or click the  button to select the correct database file. . (Note: you can click **Test connection** to test the connection correctness of the database.)

5.2.6 Exit System

Click **Exit system** in System menu. The following menu springs.



Click ok to exit management software and return to Windows system.

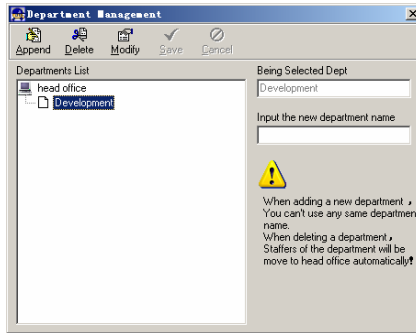
5.3 HR management

Click **HR Management** on the main menu, Following springs:



5.3.1 Department management

Click **【Department Management】** in the **【HR Management】** menu, springs the following window:



Add a new department

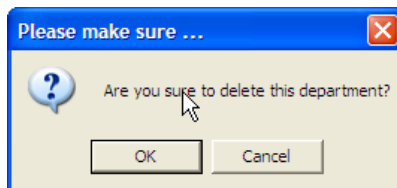
Click **【Append】**, input the new department name and click **【Save】** to add a sub department for the chosen department.

Department modification

Choose the department, click **【Modify】** and input the new department name, then click **【Save】**.

Delete the department

Choose the department, click **【Delete】** and then click **OK** to complete.

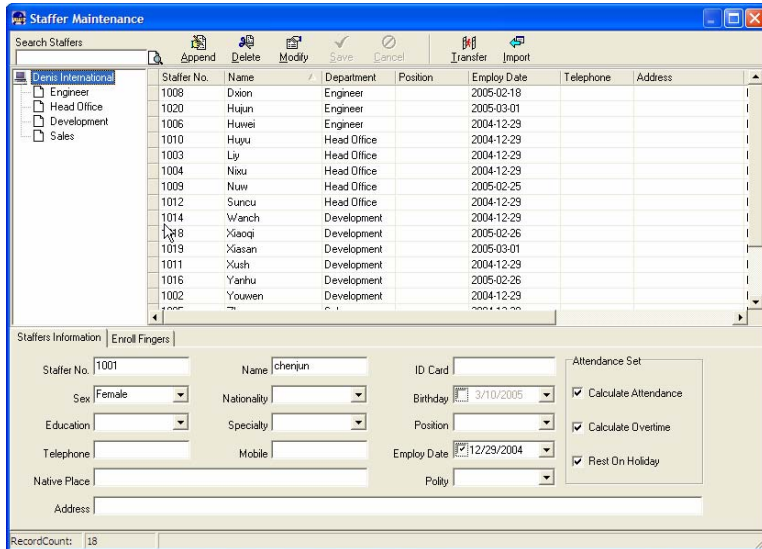


(Note: repetition of department name is not allowed; if there are staffers existing in the deleted department, those staffers will be automatically transferred to

department of head office.)

5.3.2 Staffer maintenance

Click **【Staffer Maintenance】** in **【HR Management】** menu, the following window appears:



Append staff

Choose the department that the staffs belong to, clicks **【Append】**, and input staff's information, then click **【Save】** to complete.

(Note: The items of "Calculate attendance", "Calculate overtime", "Rest on holiday" below "Attendance Set" is correlated with report, please set it correctly. If the checkbox of "Calculate Attendance" of this staffer is not checked, there will be no statistical result for this staffer in the report. If checkbox "Calculate Overtime" is not checked, the statistical result of overtime of this staffer will be 0, unless he had **【Temporary Shifts】** which defines as overtime working; If the checkbox of "Rest On Holiday" is not checked, holidays will make no effect on the shifts for this staffer; if the checkbox of "Rest On Holiday" is checked, thus for those holidays, even there are shifts on those days for the staffer, those shifts will be invalid. And if

there are time attendance records of this staffer, those records will be deemed as free overtime.

Staff's modification

Choose the staff, click **【Modify】** and input the new information, then click **【Save】** .

(Note: Staffer ID is the exclusive identity of staffer, which can only be added or deleted, but not revised!)

Staff's deletion

Choose the staff, click **【Delete】** and then click **【OK】** to complete.

Please be cautious when delete the staff since all this staffer's time attendance records, shift arrangement will be deleted at the same time.

Import staffers:

Click **【Import】** , staffer importation window springs for importing staffers.

Staff's department shifting

Choose the staff you want to shift the department, click **【Transfer】** and following window will pop up:



Select the new department and click **【OK】** to complete.

Export Staff:

Right-click on staff list and the following window pops:

Staffer ... ▲	Name	Department	Position	Employ Date	Telephone	Address
1004		Denis International				
1005		Denis International				
1006		Denis International				
1007		Denis International				
1008		Denis International				
1009		Denis International				
101		Denis International				
1010		Denis International				
102		Denis International				
103		Denis International				
104		Denis International				
105		Denis International				
106		Denis International				
107		Denis International				
108		Denis International				

Export Data

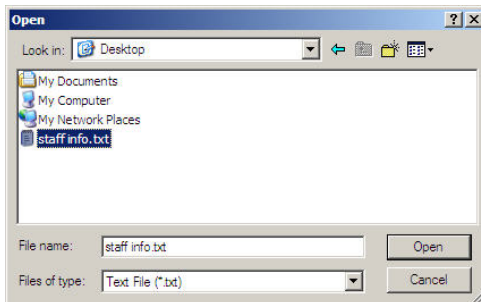
- Columns
- Show all columns

- ✓ Staffer No.
- ✓ Name
- ✓ Department
- ✓ Position
- ✓ Employ Date
- ✓ Telephone
- ✓ Address
- ✓ Sex
- ✓ Nationality
- ✓ Native Place

All displayed fields in staff info list can be defined through submenu of “Column”.
Meanwhile, the modification will take effect and be saved.

Click **【Show all columns】** to display all fields in the list.

Click **【Export Data】** and following window will prompt:



Please select your target directory of your export, file format (txt or xls) and the file name. Click **【Save】** to confirm the operation.

Notice: Exported Excel file can be used as backup information and can be imported again.

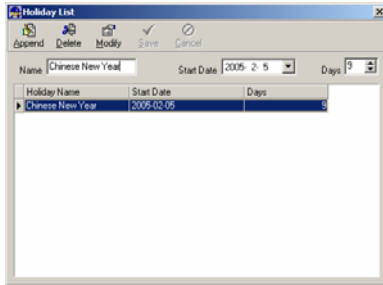
5.4 Attendance management

Click **【Attendance】** in the main menu, following springs:

Holiday List	
TimeTable and Shift	Ctrl+B
<input checked="" type="checkbox"/> Staffer Scheduling	Ctrl+F
Attendance Record	
<input type="checkbox"/> Attendance Calculating and Report	Ctrl+R

5.4.1 Festivals and holidays setting

Click **【Holiday List】** in attendance menu. The following appears.



Add festivals or holidays

Click **【Append】** then input the festival or holiday name and the rules. Click **【Save】** when ready.

Modification of festivals or holidays

Select the festivals or holidays you want to revise, then click **【Modify】** and input the new information. Click **【Save】** when ready.

Deletion of festivals or holidays

Select the festivals or holidays you want to delete, then click **【Delete】** to perform Deletion of festivals or holidays.

5.4.2 Shift management

The relationship between shift and timetables:

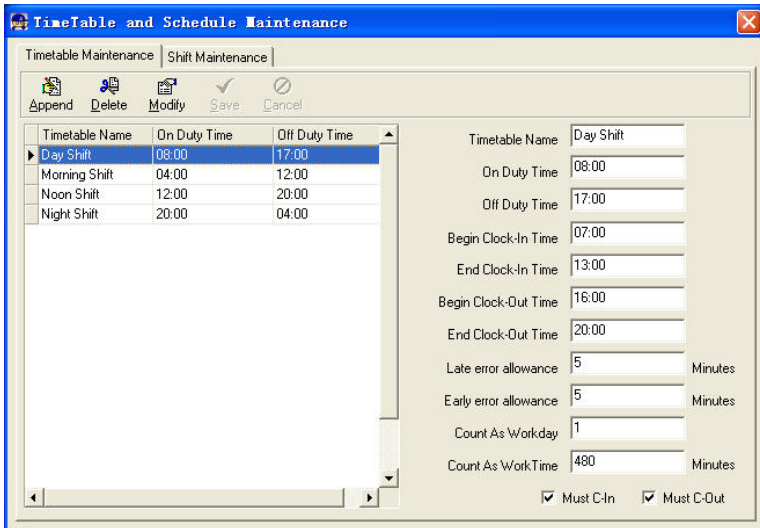
Shift setup should be done in two steps: First, setup necessary timetables. Second, setup shifts. One or more timetables can be included in one shift.

Timetable is the time period between On-duty and Off-duty required in the company rule. For instance, the company rule requires the working hours be 08:00-12:00 and 13:00-17:00; so 08:00-12:00 and 13:00-17:00 are two timetables. If such a shift needs to be setup, these two timetables should be setup first. Here, we use time table “morning” to indicate “08:00-12:00” and time table “afternoon” to indicate “13:00-17:00”; so two timetables have been setup. (Please refer to the following chapter for details of how to add time tables) and then we can add a shift such as “Normal shift” in which “shift cycle” and “cycle unit” will be setup. Then we should add two timetables - “morning” and “afternoon” so that a shift setup is completed. Brief introduction is mentioned here for you to get a general picture of the relationship between timetable and shift. The details of shift setup will be found

in the next two sections.

Timetable maintenance:

Click **【Timetable and Shift】** in attendance menu. The following window appears.



Picture A Timetable Maintenance

Add a new timetable

Click **【Append】** and enter the corresponding information: **【Timetable Name】** For instance: Day Shift **【On duty Time】** (08:00) **【Off duty Time】** (17:00) **【Begin Clock-in Time】** (07:00) **【End Clock-in Time】** (13:00) **【Begin Clock-out Time】** (16:00) **【End Clock-out Time】** (20:00), **【Late error allowance】** (5) **【early error allowance】** (5) **【Count as work day】** (1) **【Count as work time XXX minutes】** (480). Check **【Must C-In】** and **【Must C-out】** , Finally click **【Save】** to confirm.

(Please note: Every item should be setup in timetables with no blank left. **【Begin Clock-in Time】** and **【End Clock-in Time】** setup the valid time period for clock-in. Records out of this time range will be treated as invalid ones. For instance **【Begin Clock-in Time】** is 07:00 and **【End Clock-in Time】** is 13:00. If clock-in record is 07:01 or 12:59, they are valid records but if clock-in record is 06:59, it is invalid. Besides, **【Begin Clock-in Time】** and **【End Clock-in Time】** can be more than

one day (meaning **【End Clock-in Time】** can be before **【Begin Clock-in Time】**) but it can't be longer than 24 hours.

【Late error allowance】 means how many minutes after **【On duty】** are treated as "late"; **【Early error allowance】** means how many minutes before **【End Clock-in Time】** are treated as "early"; **【Count as work day】** and **【Count as work time XXX minutes】** are used in calculating business leave, leave, absence and overtime.

Checking **【Must C-In】** and **【Must C-out】** or not will affect the result of calculation. If **【Must C-In】** is checked and the timetable is included of Staff A's shift, he will be either considered absence or treated according to **【Not clock in count as late XXX minutes】** in **【Parameter Settings】** if he didn't clock in or ask for leave. Otherwise, even if there is Off duty record for him only, his attendance will be treated as normal.

The timetable Modification

Select the timetable name you want to revise, and click **【Modify】**, then input the new information, click **【Save】** when finished.

The timetable Deletion

Select the timetable you want to delete, click **【Delete】**, and click **【OK】** to make sure.

(Please note: Begin Clock-in Time and End Clock-in Time makes the valid time range for Clock in. Clock in out of this time range will be treated as invalid records. It is the same with Clock-out time. Please setup in accordance with practical situations.)

Example——Add a timetable:

Complete process for adding four timetables:

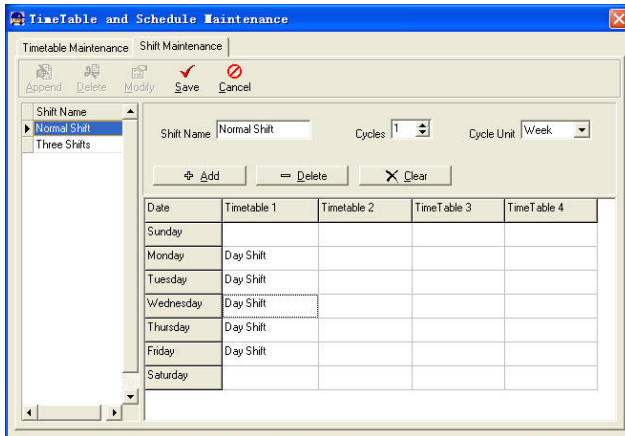
Day shift 08:00 - 17:00 Morning shift 04:00 - 12:00

Noon shift 12:00 - 20:00 Night shift 20:00 - 04:00

(Other information can be setup according to practical situations. Please refer to Picture A on Page 50. Please note there should be no blank left.)

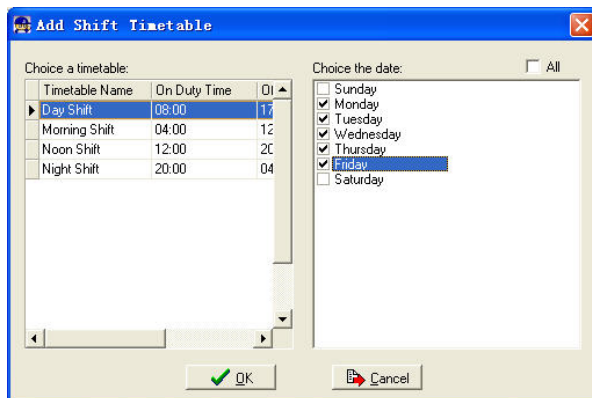
Shift Maintenance:

Click **Shift Maintenance** in Picture A on Page 50 and the following window pops up:



Add a shift:

Click **Append** and enter corresponding shift information in **Shift Name** such as : normal shift **Cycle** (1), **Cycle Unit** (week), and click **Add** ,select the timetables and time range required in this shift in the springing window (see the Picture B below) For instance, select the timetable – Day shift and select from Monday to Friday and then click **OK** , back to this window and click **Save** to complete. (Please refer to the example for details.)



Picture B Add a timetable

Modify a shift:

Select the shift to be modified and click **【Modify】** , and enter new information in **【Shift Name】** etc., click **【Save】** to complete.

Delete a shift:

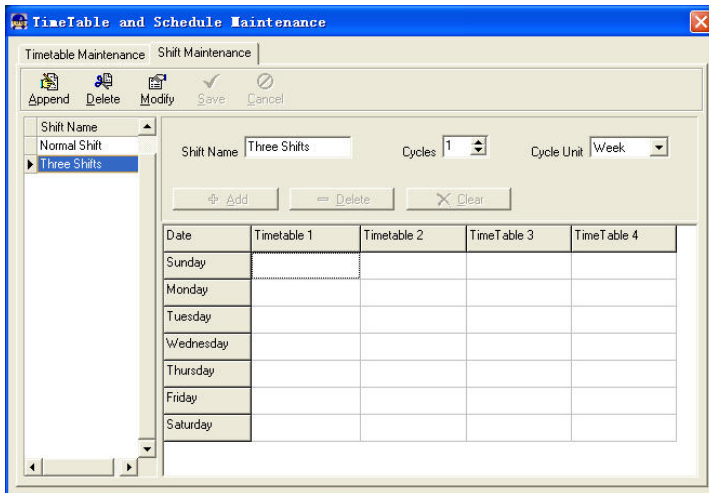
Select the shift to be deleted and click **【Delete】** .

Example——Three shifts:

Add “Three shifts” Shift (Please note: It is assumed that the shift goes around every week, cycle every three weeks and staff are on holiday every Saturday and Sunday.)

Step 1:

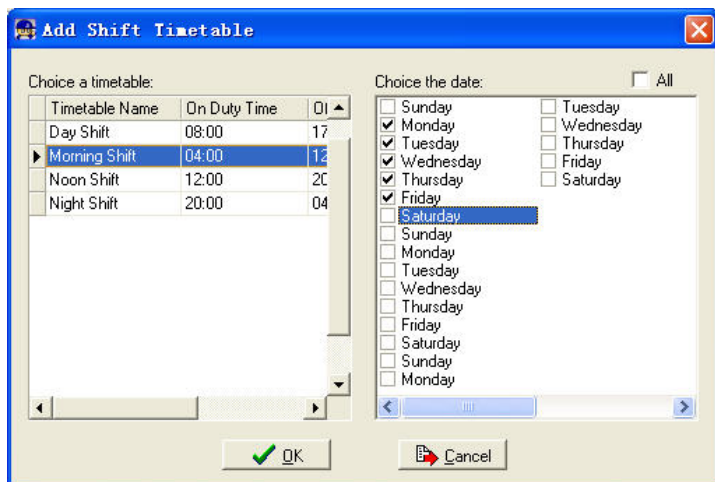
Click **【Append】** ,enter “Three shifts” in **【Shift Name】** ,set **【Cycle】** to “3” and **【Cycle Unit】** to “week”. Please see the picture below:



Step2

Add corresponding working hour timetable in accordance with “Cycle”: first week (morning shift, from Monday to Friday)

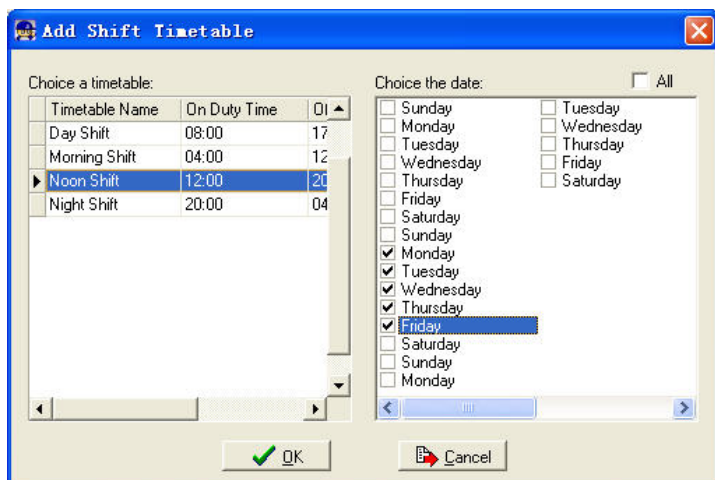
Click **【Add】** and the following window pops up:



Select the timetable “Morning shift” to be added and select the time range to apply to this timetable “from Monday to Friday of the first week” and click **【Ok】** to complete the setting of the first week.

The second week (noon shift, from Monday to Friday)

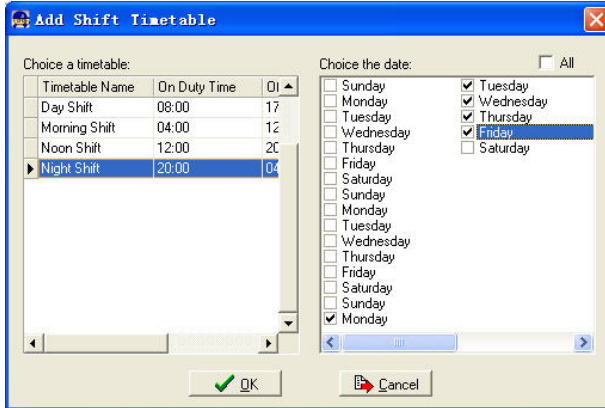
Click **【Add】** , make corresponding operation in the springing window(see the result below):



Click **【ok】** to complete the working hour setting for the second week.

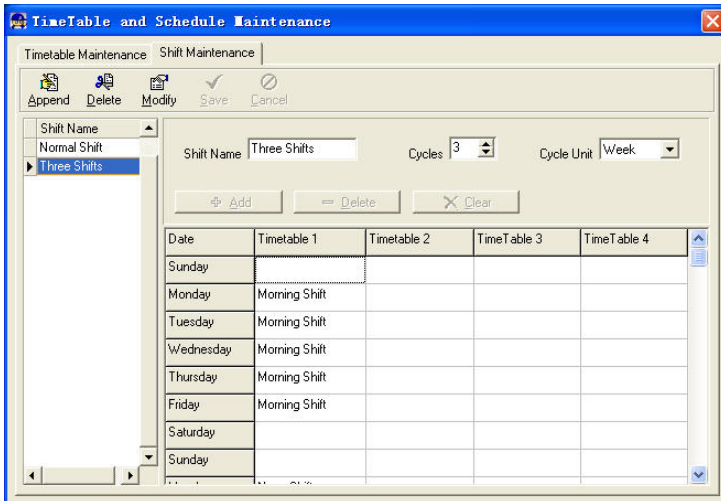
The third week (night shift, from Monday to Friday)

Click **【Add】**, make corresponding operation in the springing window(see the result below):



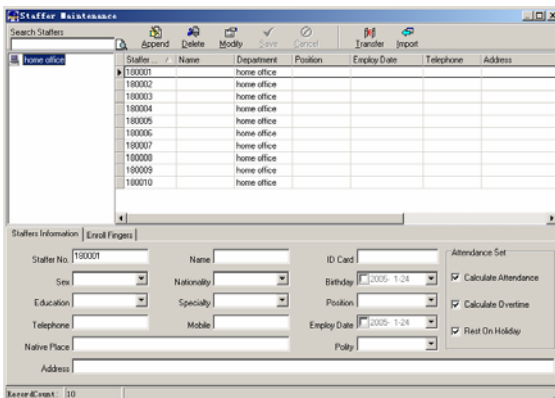
Click **【ok】** to complete the working hour setting for the third week.

After the completion of above steps, please don't forget to click **【Save】** and the setup of "three shifts" will be done(see the picture below):



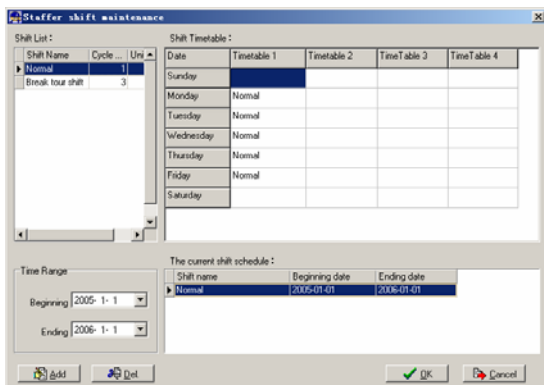
Arrange staff' shift

Click **staffer scheduling** in **attendance** menu. The following window appears:



Picture C Staff scheduling

Choose the department or several personnel that need to arrange shifts, click Arrange, the following window appears:



Add a new shift

Select the corresponding shifts, for instance: The commencement date and deadline of this shift of “normal class”, click Add button, click ok on the pop up dialog box to finish the adding of new shifts.

Please note:

If the cycle unit of scheduling is “week” and the amount of cycle is more than 2,

the starting date should setup as “Sunday”.

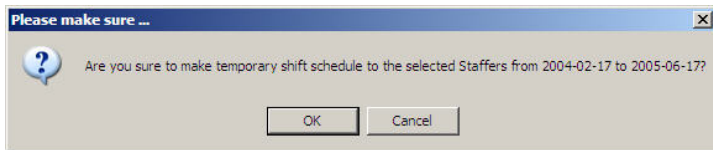
If the cycle unit of scheduling is “month” and the amount of cycle is more than 2, the starting date should setup as “1st day of a month”.

Deletion of the shifts

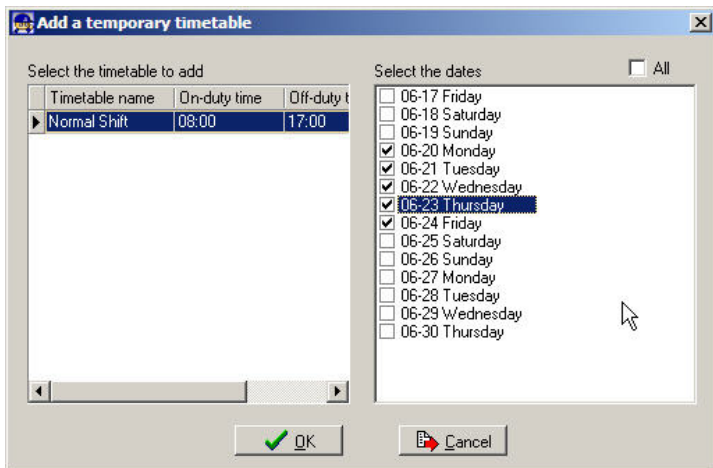
Select the shifts in the shifts form which you want to delete, click Delete button, click ok on the pop up dialog box to finish the deletion.

5.4.3 Arrange a temporary shift

When one or many staff's working time needs to be changed temporarily, you can arrange a temporary shift. Click add **【temporary】** the following window appears:



Click **【OK】** and the temporary scheduling can be operated. Then click **【Add】** and the following window will pop up:



Click **【OK】** and the timetables will be saved. Click **【Save】** and the temporary scheduling will be saved.

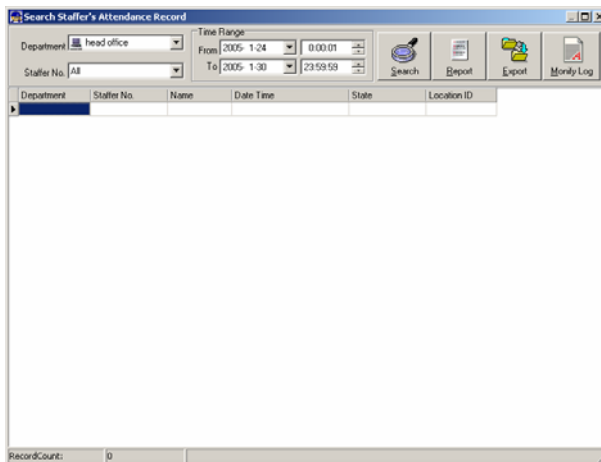
【Delete】 :Delete the selected timetable;

【Clear】 :Delete all the timetables in the current time range;

【Cancel】 :Delete the existing temporary scheduling in the selected time range;

5.4.4 Attendance records

Click **【Attendance Records】** in **【Attendance】** menu, the following appears:



Inquiry of attendance record

Select the department, staff, the beginning and ending time that need to inquire about, then click search, you can get the corresponding attendance record.

Attendance record report form preview

Click **【Report】** when the window displays the attendance inquiry records, you can get the report form automatically.

Attendance records exporting

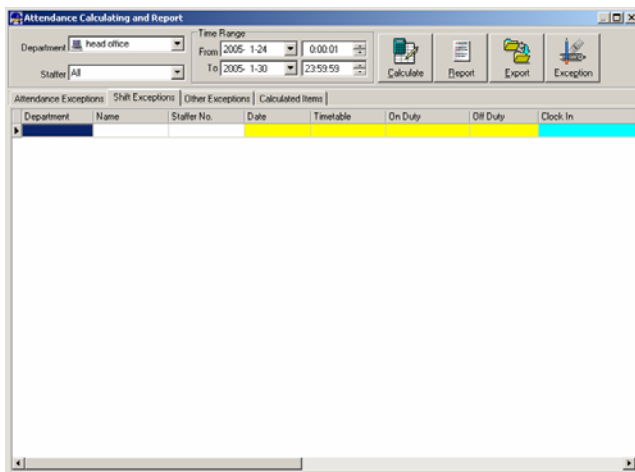
If need to lead out the attendance record , only need to click export, you can lead out the data inquired . (File format: txt, xls)

Click**【Modify Log】**and the log-modifying window will be called for reviewing the modification log of time and attendance records.

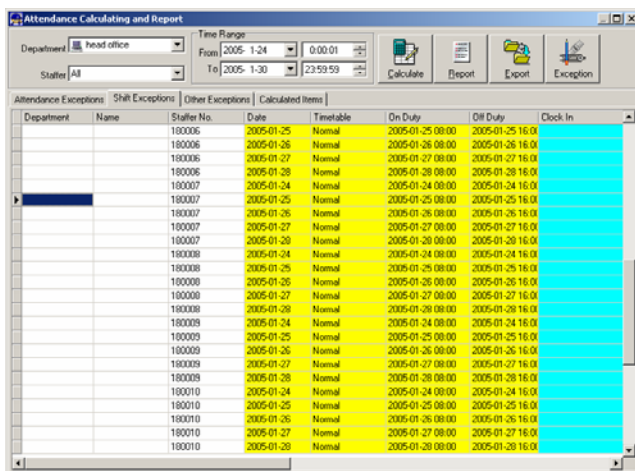
5.4.5 Attendance statistical report forms

Inquiry of report form:

Click **Calculating and report** in **Attendance** menu, the following window appears:



Select the beginning, the ending date and the department and staff that need to be calculated, then click calculate, the following window appears:



There are four Tabs of information after search and calculation which can be viewed respectively:

Attendance Exceptions :Display the dealt result of the original attendance

【Export Data】 :Export the data in the current attendance record list to a file in txt or xls format;

【Create report for current grid】 :Generate report based on the data in the current attendance record list for preview and print;

【Change state】 :Change the selected attendance record to a new state. Manually deal with the attendance record according to the practical situation;

【Delete selected】 : mark the record as manual deleting, deleting when save it;

【Cancel operation for selected】 :Cancel revision to this record;

【Deal with and save】 :You can save the records that have been treated. If you want to see the changed records, you can click **【modified record log】** in system menu;

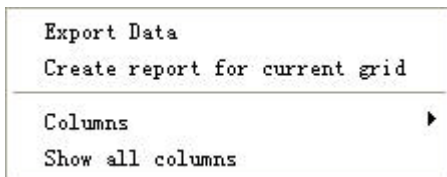
【Filter the record】 :If there are too many records, you can filter them, and keep down the corresponding record you want;

【Columns】 :Define the fields displayed. Meanwhile, the modification will take effect and be saved;

【Show all columns】 :Display all fields in **【Columns】** ;

Please note: We can manually modify the record as stated above to assure the veracity of the report according to the practical situation. If there is misoperation, the records can be recovered through **【Modified Record Log】** in **【System】** .

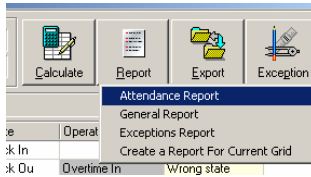
Right Click in **【Shift Exceptions】** , **【Other Exceptions】** , **【Calculated Items】** the following shortcut menu will pop up:



The operation is the same as stated above.

Report:

Click **【Report】** and the following menu will pop up:



Picture D

【 Attendance Report 】 :Calculate staff’s attendance record;

【 Daily Report 】 :Calculate staff’s daily attendance record;

【 General Report 】 :Calculate all staff’s attendance items such as “normal”, “actual”, “late”, “early”, “absent”, “overtime” etc;

【 Exceptions Report 】 :Calculate staff’s “out”, “overtime”, business leave/personal leave” etc;

【 Create a Report For Current Grid 】 :Print preview of the current displayed grid.

See reports respectively:

head office attendance record report		2005-01-24 To 2005-01-30	
180001		Count : 4	
2005-01-24 08:00:00	Clock In	2005-01-24 12:00:00	Clock Ou
2005-01-24 09:00:00	Clock Ou	2005-01-24 13:00:00	Clock Ou
2005-01-24 10:00:00	Clock Ou	2005-01-24 15:00:00	Clock Ou
2005-01-24 11:00:00	Clock Ou	2005-01-24 16:00:00	Clock Ou
2005-01-24 12:00:00	Clock Ou	Count : 4	
2005-01-24 13:00:00	Overtime	180009	
2005-01-24 15:00:00	Clock Ou	2005-01-24 12:00:00	Clock Ou
2005-01-24 16:00:00	Clock Ou	2005-01-24 13:00:00	Clock Ou
Count : 0		Count : 3	
180002		180010	
2005-01-24 12:00:00	Clock Ou	2005-01-24 12:00:00	Clock Ou
2005-01-24 13:00:00	Clock Ou	2005-01-24 13:00:00	Clock Ou
2005-01-24 15:00:00	Clock Ou	2005-01-24 15:00:00	Clock Ou
2005-01-24 16:00:00	Clock Ou	2005-01-24 16:00:00	Clock Ou
Count : 4		Count : 4	
180003			
2005-01-24 12:00:00	Clock Ou		
2005-01-24 13:00:00	Clock Ou		

Denis International attendance stat. total report
2005-02-01 To 2005-03-10

Name	Staffer No.	Duty Day	Actual Day	Absent Day	Late Minute	Early Minute	OT Hour	Free OT Minute	Out Hour	BL Day	Leave Hour	Ntn Times	N/Out Times	WTime Hour	ASRate %
Development															
Youwen	1002		24		24										0%
Wush	1011		28		28										0%
Wanch	1014		28	1	27	15								7.7	4%
Fanhu	1016		10		10										0%
Shang	1018		10		10										0%
Shikan	1019		10		10										0%
Subtotal 6	110		110	1	109	15								7.7	3%
Total 6	110		110	1	109	15								7.7	1%

Denis International attendance exceptions report
2005-02-01 To 2005-03-10

Name	No.	Date & Time	Exception type	Work long	Remark
Development					
Wanch	1014	2005-02-01 09:25	Free overtime	03:25:30	
Wanch	1014	2005-02-01 12:05:32	Free overtime	04:37:41	

Other Report:

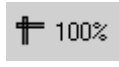
head office exceptions of attendance record report


Department	Staffer No.	Name	Date Time	State	Operation	Exception Description	Tixactable
	180001		2005-01-24 08:00:00	Clock In		Normal record	Normal
	180001		2005-01-24 09:00:00	Clock Ou	Overtime In	Wrong state	
	180001		2005-01-24 10:00:00	Clock Ou	Overtime Out	Wrong state	
	180001		2005-01-24 11:00:00	Clock Ou	Overtime In	Wrong state	
	180001		2005-01-24 12:00:00	Clock Ou	Overtime Out	Wrong state	
	180001		2005-01-24 13:00:00	Overtime	Overtime In	Wrong state	
	180001		2005-01-24 15:00:00	Clock Ou	Overtime Out	Wrong state	
	180001		2005-01-24 16:00:00	Clock Ou		Normal record	Normal
	180002		2005-01-24 12:00:00	Clock Ou	Overtime In	Wrong state	
	180002		2005-01-24 13:00:00	Clock Ou	Overtime Out	Wrong state	
	180002		2005-01-24 15:00:00	Clock Ou	Delete	Invalid record	
	180002		2005-01-24 16:00:00	Clock Ou		Normal record	Normal
	180003		2005-01-24 12:00:00	Clock Ou	Overtime In	Wrong state	
	180003		2005-01-24 13:00:00	Clock Ou	Overtime Out	Wrong state	
	180003		2005-01-24 16:00:00	Clock Ou	Delete	Invalid record	
	180003		2005-01-24 16:00:00	Clock Ou		Normal record	Normal
	180004		2005-01-24 12:00:00	Clock Ou	Overtime In	Wrong state	
	180004		2005-01-24 13:00:00	Clock Ou	Overtime Out	Wrong state	
	180004		2005-01-24 15:00:00	Clock Ou	Delete	Invalid record	
	180004		2005-01-24 16:00:00	Clock Ou		Normal record	Normal
	180005		2005-01-24 12:00:00	Clock Ou	Overtime In	Wrong state	
	180005		2005-01-24 13:00:00	Clock Ou	Overtime Out	Wrong state	
	180005		2005-01-24 15:00:00	Clock Ou	Delete	Invalid record	

Print Report:


Toolbar of report preview is as the following picture:



 100% Adjust the ratio of preview content ;


 Open the existing report file;

Find the report file (*.frp) to be opened, select it and click **【Open】** to see the report.

 Save report to file;

Select the directory to save the report to, enter the file name and click **【Save】** to complete the backup of the report for future check or copying to another computer for printing; extension file name is “*.frp”.

 Print Report;

 Close Preview

Data Export:

In picture D on page 62, click **【Export】** and the displayed data of grid in the current window will be exported to a file(*.txt or *.xls). It has the same function as **【Export Data】** when right clicking in each grid.

Exceptions dealt with:

In picture D on page 62, click **【Exception】** and the following menu will pop up:



Click options one by one in the menu and the following modules will pop up respectively: **Append record** , **Late/Early Collectively** , **Business Leave/leave** and **Modified Record Log** .If the calculation result is incorrect for some staff, first, please check whether there is leave or forgetting Clock in or Clock out for this staff. If there is, please deal with the records through above menu. Please refer to the next chapter for more details.

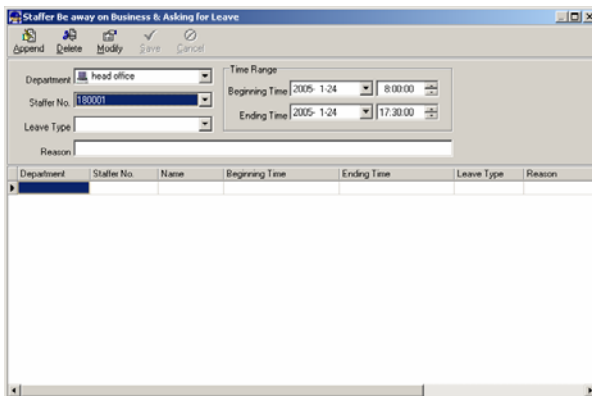
5.5 Deal with exceptions

Click **Exception** on the main menu, following springs:

Away On Business/Leave	Ctrl+L
Append Record	Ctrl+W
Append Record Collectively	
Dealing With Collectively Late/Early	

5.5.1 Away on business/ask for leave

When the staff can't punch in/out because of going out on business or asking for leave, in order to guarantee the exactness of the final statistics, we should make these settings through this function. Click **away on business/leave** in **exception** menu, the following interface springs:



Deal with staff away on business / leave:

Click **append** , then select the proper department, staffer ID, beginning time,

ending time, leave type, and click save when ready.

Modification of staff away on business or leave:

Select the appointed staffer whom you want to make this modification to, and click **【modify】**. Then you can modify the relative information, click **【save】** when ready.

Deletion of staff away on business or leave

Select the appointed staff and the relative information you want to make this deletion, and click **【delete】** .

5.5.2 Deal with forgetting punching in/out

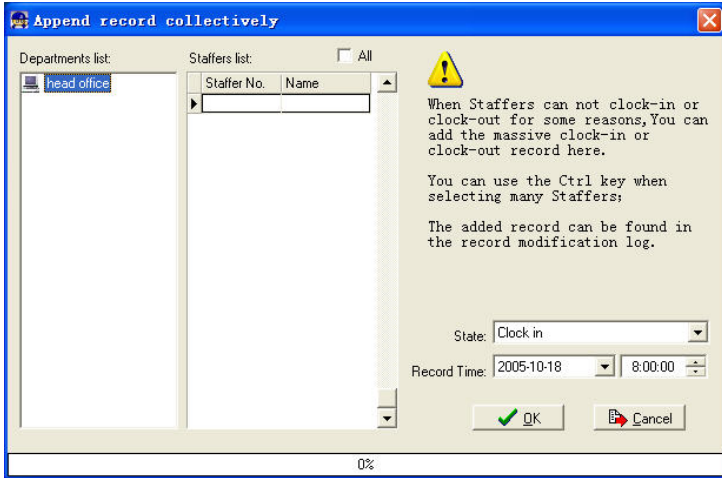
If a staffer didn't punch in because of special reason, you can use this function to append the forgetting attendance record. Click **【append record】** in **【exception】** menu, the following window Springs:



Select the relative items and click **【append】** when ready.

5.5.3 Punching in/out collectively

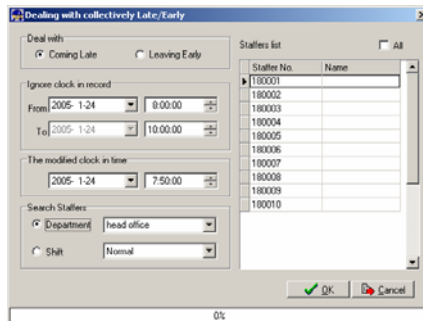
When part or all of the staffers in a department did not punch in/out because of some reasons, please you can use this function to add punching in/out collectively, click **【Exception】** -- **【Punching in/out collectively】** ,following springs:



Select the department, thus the staffers in the department will be listed in the staffer list, select the staffers whom you want to add records on to, then select punching in or out and the time, click **OK** to finish.

5.5.4 Deal with coming late / leaving early collectively

When collectively coming late / leaving early takes place for some allowable reasons, you can use this function. Click **append record collectively** in exception menu. The following springs:



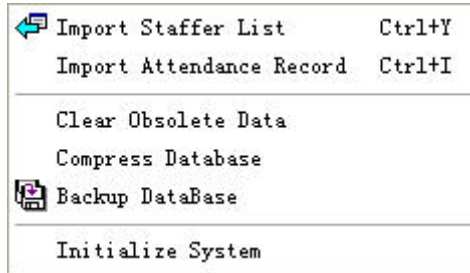
Steps as follows;

1. Click "Dealing with Collectively Late/Early";
2. Select time range for "ignore clock in record";
3. Select the "modified clock in time"

4. Search staff through department or shift;
5. Select staff;
6. Click **【OK】** to confirm.

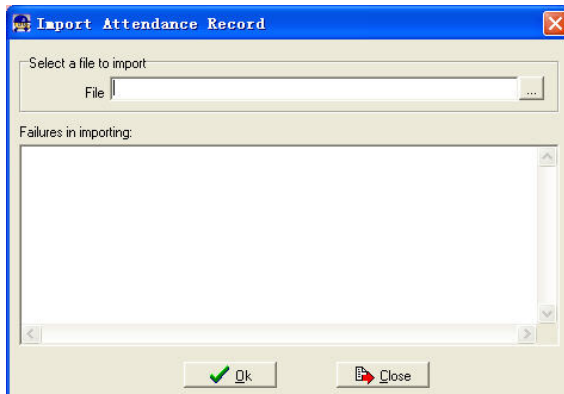
5.6 Data maintenance

Click **【data maintenance】** on the main menu, following springs:

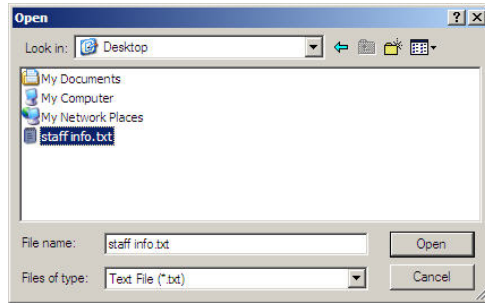


5.7 Personnel lists importing

Click **【import staffer list】** in **【data maintenance】** menu. Pop up the following window:



Click  to select the personnel list file for importing.



Select the right file which can be in *.txt or MS Excel (*.xls) formats, then click **open** to get back to above window, click **ok** to start!

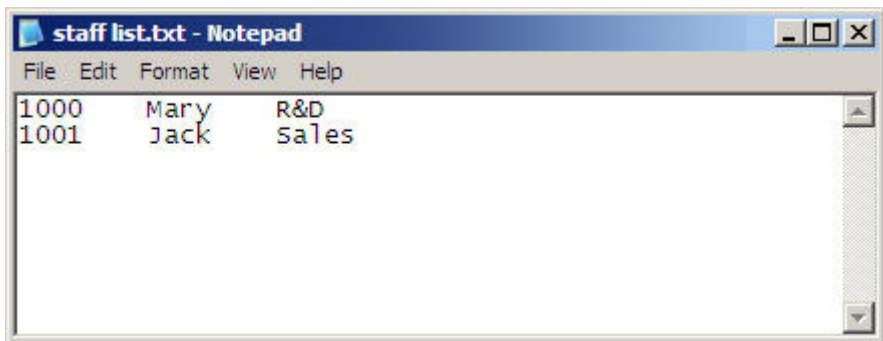
The definition of (*.txt) data format as follows:

This format of file only can import the staffer info of “ID, Name, department”;

The format of data must follows: Staffer ID+Tab+Name+Tab+Department;

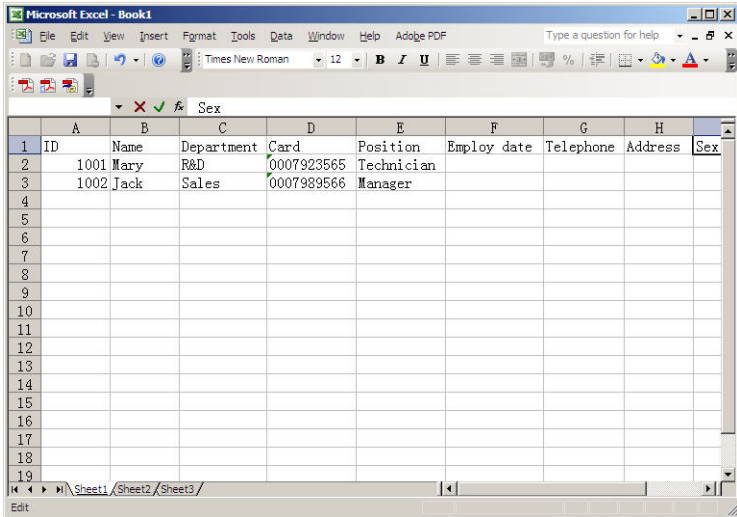
Each staffer information takes one line, no blank line between one another.

See following:



The definition of MS Excel (*.xls) data format as follows:

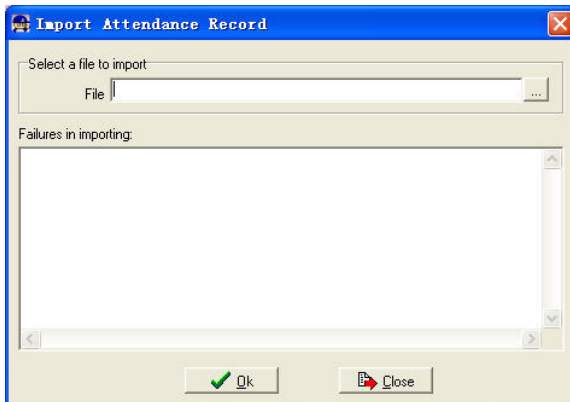
This format of file can import the staffer info includes: "ID, Name, Department, card, position, employ date, telephone, address, sex, nation, birthday, native place, ID card, mobile, education, SIN, specialty"; put those items on the head line and input the items by order, the order can not be changed.



	A	B	C	D	E	F	G	H	
1	ID	Name	Department	Card	Position	Employ date	Telephone	Address	Sex
2	1001	Mary	R&D	0007923565	Technician				
3	1002	Jack	Sales	0007989566	Manager				
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									

5.7.1 Attendance records importing

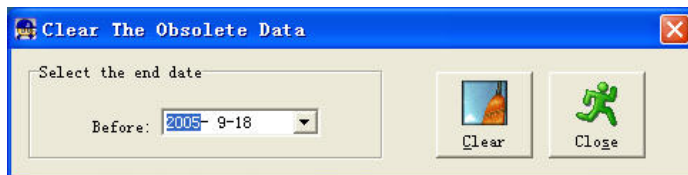
Click **import attendance record** in **data maintenance** menu, Springs the following window:



Click **...** to select the attendance record file for importing, and click **ok** to start.

5.7.2 Clear the obsolete data

Click **clear obsolete data** in **data maintenance** menu, springs the following window:



After your system is used for a long time, you will get a large number of obsolete data in the database. It ties up the hard disk space and influence your system operation speed. At this moment you can use this function to clear these useless data.

Select the ending date for your data clearing. And click **clear** to complete this operation, after the clearance, the system will prompt asking you to compress the database as following shows, select **ok** to finish. (Note: you can only clear the data of one month ago)

5.7.3 Compress and repair database

Click **compress database** in **data maintenance** menu to compress and repair the database

5.7.4 Back up the database

For ensuring the safety of data and recoverability, we advise you to back up the database regularly. Click **backup database** in **data maintenance** menu, then select the route to backup the database. Click **save** when ready.

Back up the database manually: Copy the Att2003.mdb from the installation directory to the route you want to backup the database, so if the system collapses, you just copy Att2003.mdb to installation directory over again after re-installation.

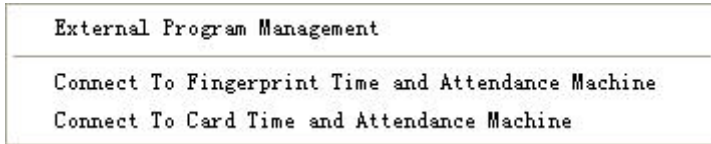
5.7.5 Initialize system

Click **Initialize system** in **data maintenance** to initialize the system. (Note: After the system is initialized, all information will be lost, the system will get back to the state when just installed. Please make sure that you want to initialize the

system.)

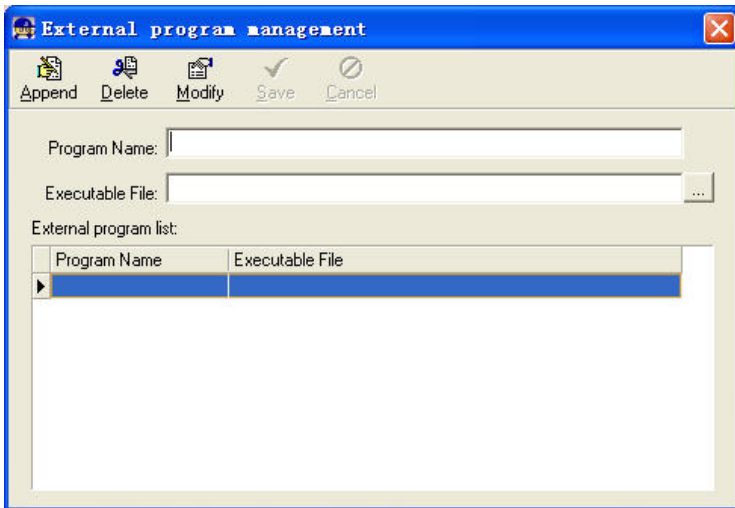
5.8 External program management


Click External on the main menu, following springs:



5.8.1 External program

We can append external program into time attendance program for convenient operation, for example, we need “calculator” when we are operating, we can click **【External】** -- **【External program management】** , following springs:



Click **【Append】**, Input “calculator” into the input field of **【Program name】**, input “c:\winnt\System32\calc.exe ” into the input field of Executable file or browse  to find the calculator program, click **【Save】** to finish.

You will see **【Calculator program】** when you open **【External program management】** over again.

5.8.2 Connect to time attendance machine

Click **【External】** -- **【Connect to time attendance machine】** springs the communication interface between the software and the machine which can control the current machine connected with the computer, it can collect the records from the machine, upload and download staffer info & clear the old data & modify the time on the machine. Find detail on clause 《Time and attendance management & communication》 .

Chapter 6 **FAQ**

Frequently asked questions and answers



6 FAQ

1. My fingerprint has been enrolled but I often get failure in identification.

Reason	Solution
1. The fingerprint was not captured properly	Enroll the finger again. Please refer to illustration of pressing finger.
2. Direct sun light or too bright light	Avoid direct sun light or other bright light
3. Too dry finger	Touch the forehead to increase oily level of the finger.
4. Too wet finger with oil or cosmetics	Clean fingers with towel
5. Low fingerprint quality with callus or peeling	Enroll other fingers with better quality
6. Wrong way in placing fingers when punching in/out	Please refer to illustration of pressing finger.
7. Latent fingerprint on the surface of sensor	Clean sensor surface (adhesive tapes recommended)
8. Not enough finger pressure	Place the finger evenly on the sensor with moderate pressure
9. Influence by fingerprint image change	Enroll fingerprint again. Please refer to illustration of pressing finger.
10. Fingerprint not enrolled yet	Place enrolled finger.

2. T&A system can't be connected with PC

Reason	Solution
1. Communication method not set correctly	Select the correct communication method
2. Cable not plugged firmly or cable hardware problem	Plug the cable firmly or change another cable
3. Not able to connect COM (wrong CON No)	Please enter the right COM No
4. Not able to connect COM (wrong setting)	Please refer to 4.1.4 Connecting Time Attendance terminal

3. Why no records found though staff have clocked in/out?

Reason	Solution
1. Unit power break for a long time (time turn to zero as default)	Please refer to 4.1.8 for time synchronization
2. Minority staff fingerprint false accepted	1. Please refer to 5.5.2 to add records manually 2. Please refer to 4.1.8 to adjust fingerprint matching precision 3. Change another finger and enroll again.

Please note: OA200 fingerprint time & attendance system utilizes double layer capacitors in clock circuits of main boards to avoid the inconvenience of changing

button cells regularly like traditional clock circuits. If OA200 time & attendance system has a power break for a long time (more than 5-7 days), this will lead to the reset of the clock. Please set the date and time again before use.

4. Why staff can't clock in/out when the light of the fingerprint scanner is off and clock time is working fine?

Reason	Solution
1. Unit in dormancy status	Press any key to activate.
2. Fingerprint scanner abnormal	Restart unit or change the fingerprint module

5. Why can't ID + fingerprint get verified?

Reason	Solution
1. Wrong ID entered	Enter the right ID
2. This user has no right to use 1:1 identification method	Please refer to 2.2.2 to activate this option.

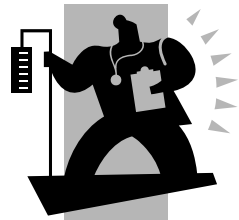
6. Why does the unit beep automatically when no one punches in/out?

Reason	Solution
1. Direct sun light or too bright light	Avoid direct sun light or other bright light
2. Latent fingerprint on the surface of sensor	Clean sensor surface (adhesive tapes recommended)

Please note: Should you have any other problems, please kindly email us the log files in zip or rar (The log files are in Log directory in the installation directory of the software)!

Chapter 7 Appendix

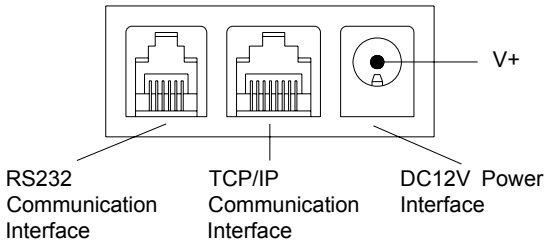
The main theme of this chapter is the additional information of this T & A including access control cable connection and way of pressing finger.



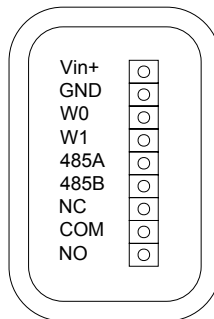
7 Appendix

7.1 Appendix

7.1.1 Communication and power interface illustration



7.1.2 OA200 access control connector illustration



Vin+	12V Power in
GND	Ground
W0	Wiegand Signal D0
W1	Wiegand Signal D1
485A	RS485 Positive
485B	RS485 Negative
NC	Dry contact signal connector (normal close)
COM	Dry contact signal public connector
NO	Dry contact signal connector (normal open)

Illustration of pressing finger



Correct



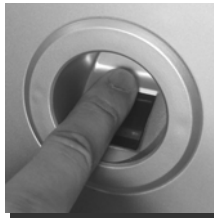
Make the center of the
finger on the center of scanner

NOTICE

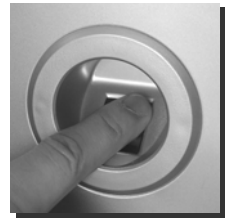
1. Please register and punch by thumb or index finger if possible
2. Press any key to activate the sleeping unit
3. Please stand in a line and don't punch with finger not registered.
4. Please avoid direct sunlight, water, collision and use in extreme environment.



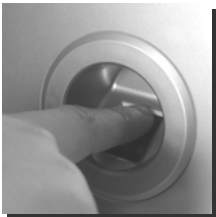
Wrong A



Wrong B



Wrong C



Wrong D



Wrong E



Wrong F



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