### RIMS

# Access Control & Time Attendance Management System

User Manual Rev: E1.0.3

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# **Software Installation Wizard**

- If your computer's system is the Windows XP system, then it must be installed the Microsoft .NET Framework 2.0. The Check.exe, below the Framework Folder in the Operation and Installation Disk, can automatically check the installation of the Framework.
- If there is no Microsoft Windows Installer 3.1 version suggested in the process of the install, Please find the upgrading patch corresponding to the system in the Folder of "Windows Installer", install it and try again.
- 3) Directly delete the RIMS folder after installation if it needs to unload the RIMS.
- 4) The installation folder of the RIMS System is the Folder Setup.exe that below the RIMS directory in the Installation Disk.

# **Chapter One System Functional Properties**

The RIMS Access Control & Time Attendance Management System, with the comprehensive performances such as the User Management, device management, attendance management access-control management and others, have been being continuously improved and updated.

System Functional Properties

- 1) The personnel and device management possess intelligent interaction.
- 2) The device management possesses asynchronously operational processing capacities.
- 3) The access control management possesses the intelligently real-time operating capacities.
- 4) The attendance management can assess, suggest and feedback intelligently.
- 5) The system maintenance possesses the functions of abnormal catch-up, break-down protection and intelligent backup DB.

The RIMS system contains five sub-systems, which are **User Management**, **attendance management**, **access control management**, **device management** and **system maintenance**.

# **Chapter Two System Requirements**

## 2.1 Hardware Requirements

- > CPU: above 1 GHz
- ➢ Memory: above 256MB
- Hard disk: The available data space of the hard disk must above 2 GB (require larger storage space as the increase in the attendance recorded data)
- Communication Port:
  - A. **RS232/485**: one COM port (if there is no COM port, it needs USB/COM converter cable)
  - B. **TCP/IP**: the port that connect the Local network and the ether-net one.
  - C. **USB**: Support the computer with USB port.

### 2.2 **Operation Environments**

Operation system: Windows XP, Windows Vista, Windows Server 2003/2008, Windows 7. *The RIMS software only works under the 32bit Operating System by <u>now.</u>* 

#### Attention:

The Microsoft .NET Framework 2.0 needs the support of the Windows XP, Windows 2003 (it is contained in the software installation Disk)

# **Chapter Three Software Installation**

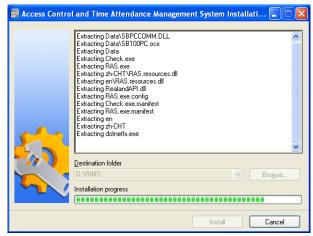
## 3.1 Software installation

 Get the installation process in the Folder Setup.exe of the RIMS directory in the Operation and Installation Disk. Click **Browse** in the popup installation wizard, and select the installation path. It is advised to select the non-system disk (default C Disc) to install, whose default installation directory is D:\RIMS. Click Install and start the installation system.

🗟 Access Control	🗟 Access Control and Time Attendance Management System Installati 🔳 🗖 🔀					
<u> </u>	and Time Attendance Management System Installati					

3.1-1

2. The installation process automatically inspects the system configuration and conducts the installation.



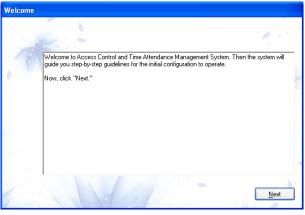
3.1-2

- 3. In the process of installation, sometimes the system automatically inspects Microsoft.NET Framework. If this program has not been installed, the system will automatically install it. The span time of this installation may be a little longer, please wait patiently.
- 4. Installation completed. The desktop and the start menu will set up the "RIMS" shortcut automatically after the installation.

## 3.2 Software Primary Service

The users, first register the personnel's fingerprints and record the registered number on the fingerprint attendance machine, and conduct soft-ware operation.

> Double click the **RIMS** shortcut icon on the desktop. Enter the welcome interface.



3.2-1

According to the TIP, click Next and set the administrator password. Actually, this step can be skipped. Please set the password if it is necessary, and re-enter and confirm it.

🔜 Set administrator password		
Step by step:	Admin User	Administrator 🖌
Now, Please set up an administrator	Password	
password, the password used to log system to use, possess all the operating system permissions.	Re-enter	
You can change the password in system maintenance.		
		The <b>Skip</b> will skip this step.
		S <u>kip</u> Next



According to the TIP, Click Next, set up company's information, including the short & full for it as well as its LOGO representing its image.

🍲 Set Company information		
Step by step:	Company abbreviation	RIMS
Now, Please enter your company's name and	Company full name	RIMS
select the company's LOGO.	🗹 LOGO	
1		
	lOG	0
		N
		Previous <u>N</u> ext
		140

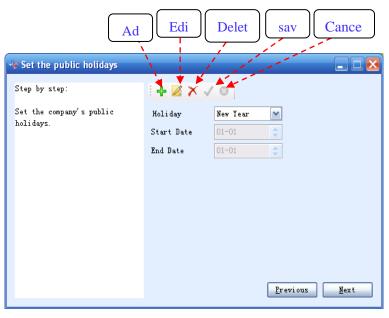


Click Next to enter Set the Rule of Attendance that can be established according to company's appraisal system. In the BOX, before the corresponding item, make the 【√】 to set the rules of attendance, then click Next. If click Next directly without settings, the system will conduct attendance according to the default attendance rules

Step by step: Now, Please according to your company's performance appraisal system of the specific circumstances of the attendance rules setting the right parameters, can also be used in future to adjust the relevant parameters.	Attendance Options Normal Late/Early/Absence Overtime One workday as Effective attendance Vecords at intervals of not less than Access control records dealing with attendance Strict attendance
	<u>P</u> revious <u>N</u> ext

3.2-4

Click Next to enter Set the Public Holidays that can be added, edited and deleted. This default the New Year's Day, Labor Day and China's National Day as public holidays. Click Add for new holidays, click Edit to edit the current holidays, and click Delete to remove the current one selected.



3.2-5

- Click Next to enter Set Weekend, where you can add, edit and delete Weekend item. The system has defaulted the Saturday and
- Sunday and Sunday as weekend break.

📌 Set weekend				_ 🗆 🔀
Step by step:	+ 🛛 🕻	X V O		
Set up the company's public rest days. Different kinds of	Weekend	Weekend Rest 💌		
employees can have different 'weekend'.	Time	Monday 🗌 AM	PM	
		Tuesday 📃 AM	PM	
		Wednesday 🗌 AM	PM	
		Thursday 🗌 AM	PM	
		Friday 🗌 AM	PM	
		Saturday 🗹 AM	M PM	
		Sunday 🗹 📈	V PM	
			Previous	Next

3.2-6

Click Next to enter Set Company's Duty Time, and set up duty time according to company's working system.

4	e Set company's duty time		
	Step by step:	+ 🛛 🗙 🗸	8
	In this step, you can add company's duty time. 'Duty time' can be set as the	Duty Time Att. Type	Morning M Actual Att.
	default time of attendance to the staff. If you need to set more complex shift time, you can find it in	On duty time Off duty time V Must clock-in	09:00 \$ 12:00 \$
	the rule settings of attendance.		
			<u>F</u> revious <u>N</u> ext

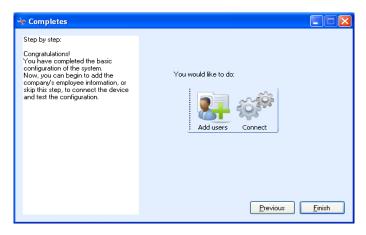
3.2-7

Click Next to enter the Create Company's Department to set up the company's departments according to the departmental composition of the company.

😽 Create company's Departmen	t		_ 0 🛛
ptep by step:			
Now, Please create the departmental	Corporate HQ	Super dept.	~
composition of your company.		Dept.	Corporate HQ
		_	
		<u>P</u> r	evious <u>N</u> ext

3.2-8

Click Next to connect to User Management window for the import of personnel information, or to the Device Management window for operation setup, such as device link, or directly click Finish to skip to the software main interface



3.2-9

# **Chapter Four Instruction of the Software Performance**

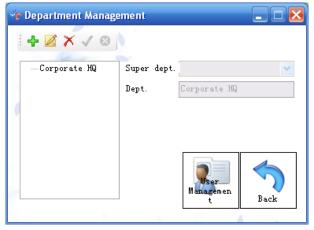
## 4.1 User Management

**The User Management** possesses the functions of Department Management, User Management, device connection and others.

### 4.1.1 Department Management

On the main menu, please click **User Management**  $\rightarrow$  **Department Management** to add and edit departments in accordance with the structure of property and performance of the company. It is advised to arrange the departmental structure of the company before applying this operation. Before adding a department, click the above one first, then click Add to import the name of the department, finally click **Save**.

Click **Add** for adding more departments. As to adding the sub-department, click **the department** selected, **re-click Add** and choose it as the super department, then import the name of the sub-department and click Save. This method is also available to add multi-level ones.



4.1-1



It is not allowed to delete the department with sub-department or personnel information. But it is allowed to do so by deleting the sub-department first or move the personnel information to other departments.

### 4.1.2 User Management

The **User Management** aims to import & modify the basic information of the staff, including his department, enroll ID, user ID, name, gender, password, certificate number, date of entry, attendance rules and so on.

#### 4.1.2.1 Personnel Registration

Click **User Management** on the main menu or **User Management** in next menu to enter the User Management window, and then click **New** for the establishment of the window of Personnel Information

Please prepare the personnel information including their departments, user ID, enroll ID that in accordance with the number of the attendance machine, name, gender, time of entry, shift, weekend and others.

First of all, import personnel basic information into the optional card of Basic Information. Select current department enrolling personnel on the left column, successively import the enroll ID ( $1 \le x \le 65535$ ), name, user ID such as NO.001, finally select the option of Default Attendance.

🕂 User Information				
Basic Info Extend Info F	Rule Options	+ 🛛 🗙 🗸 😣		
<ul> <li>Corporate HQ</li> <li>SoftWare</li> <li>HardWare</li> </ul>	Dept. Enroll ID Name User ID	Corporate HQ		
	Gender Default Att. Device Access — Card No.	Male v StGroup v Auto.StGroup v	Shift: Regular Shift 09:00 - 12:00 13:00 - 18:00 Shift: Evening Shift 13:00 - 18:00	
	Password		19.00 - 23.00	

4.1-2

#### Default attendance instruction:

1. Duty Time

This is only available to the company with simple off-on-duty working time (two time points). *For example: on-duty time at 9:00, off-duty time at 18:00, then we only need to set one duty time simply.* 

#### 2. Shift

This is available to various-duty-time attendance. Its shift is consisted of non-overlapping duty times. For example: one company's on-duty time is 9:00-12:00 (set as Forenoon working time) and 13:00-18:00 (set as Afternoon working time), which can be combined into one shift for attendance.

#### 3. S-Group

It is available to the attendance of various and unfixed shifts or rotating shifts. The group is consisted of different shifts. For the group attendance, the system will automatically select the best shift for attendance statistic according to clock-in records. *For example:* one company's duty time are: morning class (6:00-10:00), forenoon class (10:30-13:30), afternoon class(14:00-18:00), evening class(19:00-22:00). Then we can combine the morning class and the forenoon one into Shift 1, forenoon class and afternoon one into Shift 2, afternoon class and evening one into Shift3. Employees can clock-in by the Shift 1, Shift 2 and shift 3 consisted of them. What we only need to do is to set group for attendance instead of tedious re-schedule, because the system will automatically collate the Shift 1 and Shift 2 for attendance statistics according to the actual attendance record.

Second, click **Extend Info** optional card, import personnel's entry date, position, date of birth, ID number, or leave blank space if un-necessary. Then click **Rule Options** and select the default weekend and others in optional card.

🔆 User Information	
Basic Info Extend Info Rule Options	$+ \boxtimes \times \checkmark \otimes$
Register Date 07-02-2010 💌	Title
Birthday 24-02-1985 💌	ID No.
Phone	
Email:	
Address	
	<b>~</b>

4.1-3

User Infor	mation		
Basic Info E	xtend Info Rule Options	÷ 🛛 🗙 🗸 😮	
Default Wee	ken(Weekend Rest	~	
Att Rule	Default Att Rule	<b>v</b>	

4.1-4

After the import, click Save to preserve personnel's information.

Corporate HQ	Dept.	Corporate H		
SoftWare HardWare	Enroll ID	1	0	
	Name	Caiqing Huang	<u> </u>	
	User ID	HQ0001		
	Gender	Male 🗸		
	Default Att.	S-Group 👻 Auto.S-Group 👻	Shift: Regular Shift 09:00 - 12:00	
	Device Access		13:00 - 18:00	
	Card No.		Shift: Evening Shift 13:00 - 18:00 19:00 - 23:00	
	Password		13.00 - 23.00	
				1

4.1-5

Click **Add** for adding more information on the Personnel Information, **Edit** for modifying current personnel's information, **Delete** for removing current personnel's registration and attendance record.

de User Management	
	🔛 Wew + 🕏 Refresh 🗾 Batch Edit 🔐 Import 🖳 Export + 🎯 Device +
D - Gi Corporate HQ - Hardware Dept. - Software Dept. - Friancial Dept.	Amaria Song Control Dep.
Current Date 09-08-2010 💌	
	[Douries: Dept.   18m(0)

4.1-6

## Y Attentions:

While registering Personnel Information, the Enroll ID in the Basic Information must remain the same with the one in the terminal. Otherwise, that will be different between the fingerprint & password and Personnel Information, leading to mistakes or failure on attendance.

### 4.1.2.2 User Management

After adding the Personnel Information, the User Management window will automatically add a little information card for the registration personnel. Click **Edit** on this card or right-click it, then we can conduct the operation of New, Edit, Delete, Get Enroll, Upload Username, Get Newly Log, Upload Enroll, Delete Enroll, Demission and others.



4.1-7

#### 1) New

Click **New** to set new personnel information. Please refer to 4.1.2.1 Personnel Registration for more details.

### 2) Edit

Click **Edit** to re-edit, set the personnel information registered. Then Click **Save** to preserve re-edited information.

### 3) delete

Click **Delete** to delete the registered information of the current person. **(This function works only under the Demission. It should first make the person to Demission** 

#### User, and then it can delete the person under the Demission condition.)

### 4) Get Enroll

Click **Get Enroll** to get the current personnel information of fingerprint data, password and card number preserved. And preserve this information in the data base. If there are fingerprint, password and card number of the current personnel on the Fingerprint terminal, there will display the icon of fingerprint [ ], password [], and card number []] on the top right corner. One icon displayed demonstrates only one identification mode that the current personnel has registered, while no icon suggests no registration on the fingerprint terminal or the Enroll ID is different from the one preserved on the terminal. The latter situation requires modifying the personnel's **Enroll ID** and re-obtains registered information.

#### 5) Upload Username

Click the **Upload Username** to input current personnel's name on the fingerprint terminal. This information will be displayed on the screen of the terminal during the attendance.

#### 6) Get Newly Log

Click Get Newly Log to get newly attendance record on the terminal.

### 7) Upload Enroll

Click **Upload Enroll**, and upload the fingerprint data, password, and card number of the personnel into the fingerprint terminal. (PLEASE CONFIRM THAT THERE IS NO DIFFERENCE BETWEEN CURRENT PERSONNEL'S ENROLL ID ON THE RIMS AND THE USER ID ON THE TERMINAL. *That's to say Amaris Song's enroll id on the RIMS software is 0001, then her user id on the terminal should be 0001 too.*).

### 8) Delete Enroll

Click **Delete Enroll** to remove all report of the personnel in terminal, including fingerprint data, attendance records and so on.

### 9) Demission

Click **Demission** to remove the person to the **Demission User**. The information of the very person still exists. The information can be viewed under the Demission User view, and it also allows doing more operation under this view.

### 4.1.2.3 Device Connection

Click the **Device** icon on the menu to connect and operate the devices (refer to the <u>Device Connection</u> for details) Right click the light blue blank area to get all enroll, get newly log, and upload enroll and others.

) - 🚱 Mew 🏂 Depl	:. 🔢 View + 🤣 Refresh 📝 Batch E	DIN 00001	Export + 🞯 Device +	
Corporate HQ - Mardware Dept. - Software Dept. - B-business Dept. - Financial Dept.	Peter Z IB 002 Dept.Corporate HQ	Amar ID	ris Song 💋 201 8-business Bept.	
wrrent Date 18-08-2010 🗸	1	2.1	New Get All Enroll Get Newly Log	
			Upload All Usernames Upload All Enroll	

4.1-8

#### 1) New

Please refer to <u>4.1.2.1</u> Personnel Registration for more details.

#### 2) Get all Enroll

Click **Get all Enroll** to get all information of fingerprint data, password, and card number on the fingerprint terminal and preserve this data into the database.

### 3) Get Newly Log

Get the new and un-collected attendance records on the device.

#### 4) Upload All Usernames

Click **Upload All Usernames** to import the names of the personnel information in the RIMS software into the terminal, which will be displayed on the screen of terminal.

### 5) Upload All Enroll

Click **Upload All Enroll** to input all fingerprint data preserved in the database into the terminal.

### Attentions:

- 1) The weekend break is designed for the fixed weekend for the staff every week. Manipulate weekend registration while the weekend is unavailable nor unfixed
- 2) The personnel information requires the exact <u>entry date</u> because the attendance begins from the day of entry. If the <u>inputting date</u> is later than the <u>entry date</u>, it will display nothing, while the earlier one displays the redundant attendance record.

#### 4.1.2.4 View

The appearance form of personnel information can be switched among three views; they are **User Cards**, **User List** and **Demission Users** according to the user's requirements. The User Cards, User List view display the in-service persons' information. The Demission Users view displays the demission users' information. The User Card is optional to show & hide attendance report and shifts

😵 User Management 🚱 🕑 - 🔛 <u>N</u> ew 🎇 Dept.	🛐 View 🔹 🌫 Befresh 🖉 Betch Edit 🔐 Import 🔍 Export + 🎯 Device 🔸	_ 0 🛛
<ul> <li>P -</li> <li>Corporate H0</li> <li>- Mardsare Dept.</li> <li>- Software Dept.</li> <li>- Probusiness Dept.</li> <li>- Financial Dept.</li> </ul>	User Code  V Show Act. Records User List Show User Shift marris Song M Devision users I use Compared to M Dept R-business Dept	
Current Date 16-08-2010		
1	Carp	rate HQ 2 Item(s)

4.1-9

#### 4.1.2.5 Refresh

The **Refresh** can reload personnel information.

#### 4.1.2.6 Batch Edit

The **Batch Edit** can modify personnel information to a large extent, such as department, entry date, attendance system, default attendance, default weekend and others.

First: select the item of personnel on the left column that needs to be modified.

		۹ - و	Dept.	Register Date	Att Rule	Default Att	Def
Name E-busi	User ID ness Dep	Enrol		Corporate HQ Hardware Dept			
Peter Amari Wiko	002 001 003	2 1 3		Software Dept E-business De Financial Dep	pt.		
14 4	1 of 1	▶ ÞI -					Apply

4.1-10

Second: select the item that needs modification, such as entry date, and then click **Apply**.

batch E	dit Inform	RECTOR	
30.		۵ - 🔐	Dept. Register Date Att Rule Default Att. Def
Name	Vser ID	Enrol	Register Date: 17-08-2010
<b>E-busi</b> Peter Amari Miko	002 001 003	2 1 3	
i 14 - 4	1 of 1	▶ N	Apply

4.1-11

#### 4.1.2.7 Import

The **import** can add batch personnel information through the self-defined column Excel file or the following path: first establish one personnel item on the User

Management window, then export this personnel's information, and then add others' information according to the export format. The save format of the Excel file must be the compatible version of 97-2003, whose postfix is.xls

	A	B	C	D	E	F	G	Н		J	K L	M
1	Dept	Name	User ID	Enroll ID	Card No	Att Rule	Default Att	Default Weekend	Gender	Register Date	Title Birthday	ID No
2	E-business Dept.	Amaris Song	001	1		Default Att Rule	Normal		Female	16/08/2010	24/02/1985	
3	E-business Dept.	Peter	002	2		Default Att Rule	Normal		Male	16/08/2010	24/02/1985	
4	E-business Dept.	Miko	003	3		Default Att Rule	Normal		Female	16/08/2010	24/02/1985	
5	Software Dept.	Edmond	004	4		Default Att Rule	Normal		Male	16/08/2010	24/02/1985	
6	Hardware Dept.	Edward	005	5		Default Att Rule	Normal		Male	16/08/2010	24/02/1985	
7	Financial Dept.	Marry	006	6		Default Att Rule	Normal		Female	16/08/2010	24/02/1985	
8												



First: select the designed Microsoft Excel file.

User data impo	rt wizard		
1. Choos	se data source		
Specify the Excel o	ata source		
File name:	C:\Documents and Settings\alph	a\Desktop\User Information_201008161!	Browse
		Previous	Cancel
No and			

4.1-13

Second: Click **Next**, and select the matched column and field. (This step is generally automatic and you don't need to choose the field yourself, click **Next** directly.)

			and the first row se	t as Header.		
Dept.	Dept	*	Gender	Gender	*	
Name	Dept Email	-	Register Date	Register Date	~	
User ID	Gender	_	Title	Title	~	
Enroll ID	Name		Birthday	Birthday	~	
Card No.	Phone Register Date	~	ID No.	ID No	~	
Att Rule	Att Rule	~	Phone	Phone	~	
Default Att.	Default Att	*	Email	Email	*	
	Default Weeker		Address	Address	~	
	lect the match field Dept. Name User ID Enroll ID	ect the match fields, the blue one c Dept. Dept Name Email Erroll ID Gender ID No Erroll ID No Erroll ID No Card No. Register Date Att Rule Att Rule	ect the match fields, the blue one can not be blank. Dept. Dept Pert Pert Pert Pert Pert Pert Pert Per	ect the match fields, the blue one can not be blank. Dept. Dept Cand No. Dept Cand No. Cand No. Card No. Att Rule Phone	Dept.         Dept         Gender         Gender           Name         Ernall D Ernall ID Bender         Register Date         Register Date           User ID         Gender         Title         Title           Di No         Bitthday         Bitthday         Bitthday           Card No.         Att Rule         Phone         Phone	ect the match fields, the blue one can not be blank. Dept. Dept  Bernal  Bernal  Bernal  Bernal  Diser ID No Bithday  Bithday  Card No.  Att Rule  Att Rule  Phone  Phone

4.1-14

Third: Data Check, check the imported data. If there is something wrong with this data, double click to edit the very data. Or open the file directly to edit the data and then re-import it.

There are two colors prompt:

Red: it means that there already exists the info. of the very enroll id in the RIMS software. If you don't edit the importing data, it would fail to import the info. of that enroll id. For example: because my RIMS software has already had the id (1-8) enroll info. So when I import another id (1-8), then it shows red as the following.

Green: It means that the AttRule, Default AttType or Default Weekend of the enroll id do not exist in the RIMS database. The software will match it to a default one or make it nothing. If you don't need to set a Default AttType to it, so you can leave it null. If you want to edit it, please right click the very cell and select the item. For example: the id=8's Default AttType is HR-Shift, but there's no HR-Shift on my RIMS software, so the software make it null, that's to say there's no Default AttType for id=8 now.

	PIN	DIN	CardNumber	AttRule	DefaultAttTypeValu	Default
1	008	8		Default Att Rule		Weeke
2	001	1		Default Att Rule		Weeke
3	002	2		Default Att Rule	Normal	Weeke
4	007	7		Default Att Rule	Normal	Weeke
5	003	3		Default Att Rule	Normal	Weeke
6	004	4		Default Att Rule	Normal	Weeke
7	005	5		Default Att Rule	Normal	Weeke
8	006	6		Default Att Rule	Normal	Weeke
* 9						



After editing the data, there's no Red Prompt, then click NEXT to import the user info.

2         010         10         Default Att Rule         Evening         Wee           3         011         11         Default Att Rule         Normal         Wee           4         012         12         Default Att Rule         Normal         Wee           5         013         13         Default Att Rule         Normal         Wee           6         014         14         Default Att Rule         Normal         Wee           7         015         15         Default Att Rule         Normal         Wee		PIN	DIN	CardNumber	AttRule	DefaultAttTypeValu	DefaultW
3         011         11         Default Att Rule         Normal         Wee           4         012         12         Default Att Rule         Normal         Wee           5         013         13         Default Att Rule         Normal         Wee           6         014         14         Default Att Rule         Normal         Wee           7         015         15         Default Att Rule         Normal         Wee	1	017	17		Default Att Rule	Evening	Weekend
4         012         12         Default Att Rule         Normal         Wee           5         013         13         Default Att Rule         Normal         Wee           6         014         14         Default Att Rule         Normal         Wee           7         015         15         Default Att Rule         Normal         Wee	2	010	10		Default Att Rule	Evening	Weekend
5         013         13         Default Att Rule         Normal         Wee           6         014         14         Default Att Rule         Normal         Wee           7         015         15         Default Att Rule         Normal         Wee	3	011	11		Default Att Rule	Normal	Weekend
6     014     14     Default Att Rule     Normal     Wee       7     015     15     Default Att Rule     Normal     Wee	4	012	12		Default Att Rule	Normal	Weekend
7 015 15 Default Att Rule Normal Wee	5	013	13		Default Att Rule	Normal	Weekend
	6	014	14		Default Att Rule	Normal	Weekend
8 016 16 Default Att Rule Normal Wee	7	015	15		Default Att Rule	Normal	Weekend
	8	016	16		Default Att Rule	Normal	Weekend
• • •	▶* 9						

4.1-16

Fourth: Click Next to import data if there is nothing wrong with the data.

🛃 4.Process import data	
Processed: 8 Succes: 8 Failure: 0	
Completion of the data to import, click the "Cancel" to return	
	Previous Next Cancel

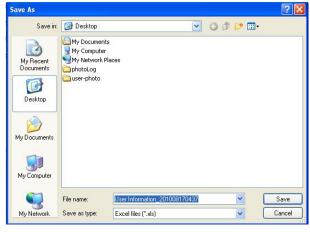
4.1-17

Fifth: Click **Cancel** and reverse back User Management interface after finishing the data import.

### 4.1.2.8 Export

Export personnel information from the Excel file for preservation or query

First: Select the Save Path.



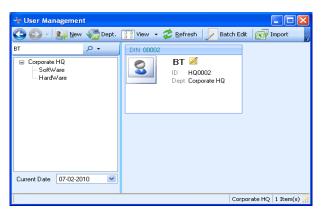
4.1-18

Second: click **Save** to conduct information export that will show a success, then click **OK** to open the current export data.



#### 4.1.2.9 Query

If there is too much personnel information and you need someone's information now, please input his name; enroll ID, user ID to query his information quickly.



4.1-20

As the following:

👍 Repor	it		🔶 Report	t				
Miko		پې <del>،</del> م	E		P - 34	😽 Repor	rt	
Name	User ID	Enroll ID	Name	User ID	Enroll ID	2		
and the second s		CHIONID	Hardwa	are Dept.				- COL
E-DUSI	ness Dept.		Edward	005	5	Name	User ID	Enroll ID
Miko	003	3	Lawara	000	0	E-busi	ness Dept.	
4.57.35			Softwa	re Dept.			10.1003	
			Edmond	004	4	Peter	002	2



**Complete spelling query**: input the complete spelling of the user's name, and then search for his/her information. *Let's take "Miko" as an example: input "Miko", then* 

click the **query** *licon, then Miko's information will come to the result.* 

1iko	<mark>ه -</mark> ۹	
Name	User ID	Enroll ID
E-busi	ness Dept.	
Miko	003	3

4.1-22

**Initial query**: input the first letter of the name then search. For example: we want to search "Edmond", then we input "E", all the person those name start with "E" will come to the result.

Example: let's query "Edmond", input "E" and click the query icon, then it comes out:- Edmond, Edward.

:		P - 3
Name	User ID	Enroll ID
Hardwa	ire Dept.	
Edward	005	5
Softwa	re Dept.	
Edmond	004	4



**Search the whole department**: it allows searching the information of the whole department. It supports "complete spelling query" and "initial query" with the wildcard. Please first input the query condition, wildcard "@" stands for querying the whole department.

As the following:

🝖 Report			📌 Repor	į	
@E-busines	sl	р <del>-</del> 84	@H		p - 2
Name	User ID	Enroll ID		Parma	
F-husin	ess Dept.		Name	User ID	Enroll ID
L Duvin			Hardwa	are Dept.	
Amaris S	001	1			
Peter	002	2	Edward	005	5
Miko	003	2 3			

**Query user information according to gender**: query the female or male information in the company. We can count the gender ratio of the company easily. We can input "#m" or "#M" to query the entire male's information, and "#f" or "#F" for all the female's information.

As the following:

#f		🗛 - ۹	#F	#F		
Name	User ID	Enroll ID	Name	User ID	Enroll ID	
E-busin	ess Dept.		E-busin	ess Dept.		
Amaris S		1	Amaris S	001	1	
Miko	003	3	Miko	003	3	
Financi	al Dept.		Financi	al Dept.		
Marry	006	6	Marry	006	6	
<b>Report</b>		🛃 - م	<mark>⊰e Repor</mark> [#m]	t	<u>ا</u> + ۹	
M	User ID	چ ج م Enroll ID		t User ID	Enroll IC	
	and the second se		#m  Name			
M Name Hardwar Edward	<b>e Dept</b> . 005		#m  Name	User ID		
M Name Hardwar	<b>e Dept</b> . 005	Enroll ID	#m Name Hardw Edward	User ID are Dept.	Enroll IC	
M Name Hardwar Edward	<b>e Dept</b> . 005	Enroll ID	#m Name Hardw Edward	User ID are Dept. 005	Enroll IC	
M Name Hardwar Edward Software Edmond	e Dept. 005 e Dept.	Enroll ID 5	#m  Name Hardw Edward Softwa Edmond	User ID are Dept. 005 are Dept.	Enroll IC 5 4	

4.1-25

### 4.1.2.10 Advanced for selecting person

On the Report window, there's an "Advanced" option for selecting person. As the following:

🕆 Report	i				
		<del>،</del> م	8	From	18-
Name	User ID		Nam	е	
HR			User	ID	
Zoe	008		Enro	ll ID	
Momoco	009		Adva	anced	
Becky	010	10			
	4.1	-26			

Click the user selection to a pull-down menu, and select the "Advance" to pop-up the Advanced window.

👻 Advanced									
G 🜍 -									
Dept.			User				854N		
Candidate department		Selected department	Candidate	Users			Selected U	sers	
- م		<mark>- م</mark>			<del>،</del> م				· P +
😑 Corporate HQ		🖃 🕨 Corporate HQ	Name	Us	Enroll ID		Name	U\$	Enroll ID
		Development dept. (i) Hardware Dept.	Hardw	are Dep	Ł		Hardw	are Dept	
E-commerce Dept. Sales Dept.		Software Dept.     HB	Peter Peter	003 003	3 3		Amy	013	13
After-sales Service Dept.	_	After-sales Service Dep		are Dept.			HB		
	$\Rightarrow$						Momoco	009	9
			Franky Adam Vicky	002 007 011	2 7 11	$\langle \neg$	Zoe	008	8
			Alice	012	12				
	ur>		HB						
			Becky Suki	010 017	10 17				
	¢m		After-s	ales Ser	vice Dept.	<ul><li>a</li></ul>			
			Marry Dennis	006 016	6 16				
		<							
				K.			Cano	el	Apply

4.1-27

#### Advanced Instruction:

*Candidate department* is the department list that can be selected.

*Selected department* is the departments selected from the Candidate departments list. *Candidate Users* is the users from the Selected department. They can be selected to the Selected Users list.

Selected Users is the users selected from the Candidate Users list.

When you select the department from the Candidate department list to the Selected department list, the users from the Selected department will show on the Candidate Users list.

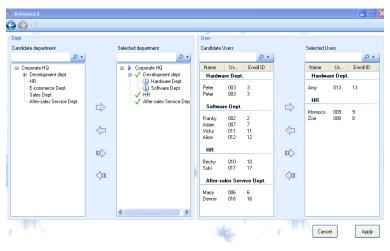
If you want to select someone to the Selected Users, *let's say <u>Amy</u> (from Hardware dept.)*. You should first select the <u>"Hardware dept"</u> from the Candidate department list to the Selected department. Then "Amy" will show on the Candidate Users list. You could select "Amy" from the Candidate Users list to the Selected Users list then.

Icon instruction:

- It means Super department of the Selected department.
- ♦ It means department selected from the Candidate department list.
- (1) It means the super department of the very department has been selected. So it's the selected department too.

**Operation instruction:** Search, Double-click, button, drag.

- Search: please refer to the 4.1.2.9. Each column has its own search scope. For example: from the Selected department list, you can select the persons whose department is on the Selected deparement list. As pic 4.1-25, we can search the person that from the Development dept, Hardware dept, Software dept, HR dept, or After-sales dervice dept. If you want to select the person whose enroll id is 013, please first search 013 on the Candidate department list, then it comes out a department "Hardware Dept.", select it to the Selected department. Then you could select 013 from the Candidate Users to the Selected Users.
- Double-click: double-click the item, it would be selected from the left column to the right column automatically. For example: double-click the "Hardware dept" on the Candidate department list, then it would be selected to the Selected department.
- Button: in the selected department or person from one side to the other side.
   Select all the department or persons from one side to the other side.
- Drag: select the Candidate user or Selected User and drag it directly from one side to the other side.





According the pic above, you could search through "search the whole department", "Complete spelling query", "Initial query" or "Enroll ID".

Selected department	Candidate department
Amaris 🛛 🗙 🗸	@E-commerce Dept 🛛 🗙 🗸
<ul> <li>Corporate HQ</li> <li>E-commerce Dept.</li> </ul>	Corporate HQ E-commerce Dept.
Candidate Users K X -	Selected Users
Name Us Enroll ID	Name Us Enroll ID
Sales Dept.	After-sales Service Dept.
Kathy 014 14	Marry 006 6

4.1-30

On the Candidate or Selected department list, it shows only the department no matter you search the department name or the user name. When you search someon, let's say Amaris in the Selected department, it shows her department – E-commerce Dept. More details for the query function, please refer to the <u>4.1.2.9</u>. Click  $\times$  or clear the query box to turn back.

### 4.2 Attendance Management

On the main menu, focus the mouse on the icon of **Att. Manage** icon, where will display four sub-menus: Append User's Forgotten Clock-in/out, **Leave Registration**, **Attendance Rule Management**, **Report Query** and **Scheduling**.

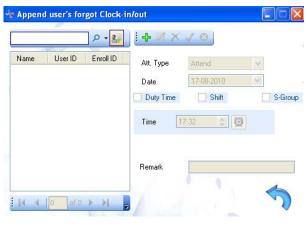


4.2-1

## 4.2.1 Manual IN/OUT

This item is mainly designed for those staff who had forgotten clock-in/out for the re-attendance.

Please click **Att. Manage**  $\rightarrow$  **Manual IN/OUT**, and enter the Append User's Forgotten Clock-in/out window.



4.2-2

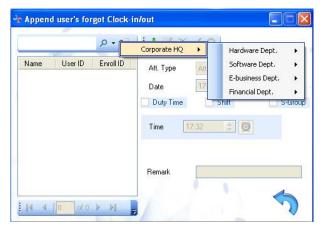
		P - 👫	+ X X	V 😢	
Name	User ID	Enroll ID	Att. Type	Attend	~
Hardwa	are Dept.		Date	15-08-2010	
Edward	005	5	Date	Shift	S-Grou
			Shift	Regular Shift Morning(09:0 Afternoon(13)	
			Remark		



#### **Operating Steps:**

 Select the personnel who needs re-clock-in in this way: click the name of the personnel and select the little icon <u>select</u>, or right-click personnel information window on the left column to popup the right-click menu; or input the personnel's user ID, name, enroll ID for query and adding.

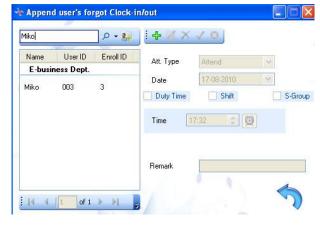
As the following:



4.2-4

Name User ID Enroll ID			-
	Att. Type	Attend	~
	Date	17-08-2010	~
	Dutu Time	Shift	S-Gro
Corporate HQ 🕨	Hardware Dept.	•	
	Software Dept.	•	8
	E-business Dept.	•	
	Financial Dept.	•	
	Remark		







Click the icon Add, and select the corresponding attendance type for re-clock-in. There's the same option type on the terminal: *Duty On, Duty Off, Overtime On, Overtime Off, Go out on and Go Out Off.*

Att. Type	Attend 🔽	
Date	Attend Clock-in	
📃 By SH	Clock-in Clock-out Overtime Work Overtime Off	
Time	Overtime Off Out In	
	4 2-7	

3) Set the clock-in date and time for the personnel in the item of **Date** and **Time**.

		🚚 - ۹		V 🙁	
Name	User ID	Enroll ID 📩	Att. Type	Attend	~
Hardwar	e Dept.		PAC Type	Attend	
Edward	005	5	Date	18-08-2010	~
Edward	005		Duty Time	Shift	S-Grou
Software	e Dept.				
Edmond	004	4	Time C	10:07 😒 🚰	09:00
E-busine	ess Dept.				12:00
Amaris S	001	1			13:00
Peter	002	2	Remark		18:00
<	000			9 9	19:00
14 4 1	1 of 1	F FL			23:00

- 4.2-8
- 4) It is also available to re-attend by Duty time, shift and S-Group. If you manual IN/OUT as 09:00am-12:00pm, then it will conduct two records: clock in at 09:00am and clock out at 12:00pm. And it will match the Duty on and Duty off type automatically.





5) Click **Save** to preserve the Manual Clock-in settings.

### 4.2.2 Leave Registration

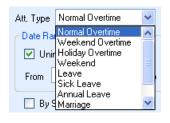
The **leave registration** is available to record personnel's overtime, leave, weekend, outgoing, business trip and others. Click **Att. Manage**  $\rightarrow$ **For Leave**, and enter the **Leave Registration (Ask for Leave/Over/Out/Travel)** window.

@E		P - 8	+ 3 × 1 8
Name E-busir	User ID ness Dept.	Enroll ID	Att. Type Normal Overtime  Date Range
Amaris S Peter Miko	Second Contractor	1 2 3	✓ Uninterrupted         From       18-08-2010         ✓ To       18-08-2010         ✓ Duty Time       Shift         Time Range         From       17:32
14 4	1 of 1	► H	Remark

4.2-10

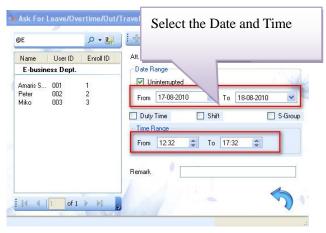
#### **Operating Steps:**

- Select the personnel. Refer to <u>personnel option</u> on the Manual IN/OUT for detailed operating steps.
- 2) Click Add to select attendance type in the Att. Type item. There're 13 kinds of types now: Normal Overtime, Weekend Overtime, Holiday Overtime, Weekend, Leave, Sick Leave, Annual Leave, Wedding Leave, Maternity Leaving, Injury Leave, Funeral Leave, On Business, and Outgoing.



4.2-11

3) Set the date and time range for the Leave Registration.



4.2-12

4) It is also available to register according to Duty Time, Shift and S-Group.

@E		🛃 - ۹	Register according to Shift.
Name E-busin	User ID ess Dept.	Enroll ID	Att.
Amaris S Peter Miko	001 002 003	1 2 3	✓ Uninter     From 17-08-201     ✓ To 18-08-2010     ✓     To 18-08-2010

4.2-13

5) Click **Save** to preserve current leave registration.

# **Attentions**:

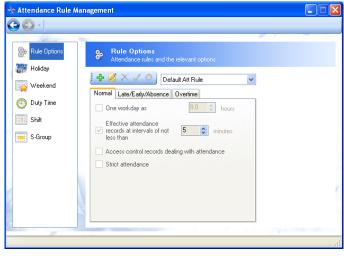
- Select the Uninterrupted there is only one attendance record even if the span time excesses 24 hours. Cancel the Uninterrupted, there will be one attendance record daily.
- 2) **Time Range** The system usually defaults the current time of the system as the time range. It is necessary to input other time and date range in reality. The

beginning date cannot be later than the ending date. When **Un-interrupted** is selected, and the date range within the same day, the beginning time can not be later than the ending time. If the time span excesses 24 hours, the beginning time can be later than the ending time. But the beginning time can be later than the ending time. But the beginning time can be later than the ending time regardless of 24-hour excess or not if the **Un-interrupted** is cancelled.

# 4.2.3 Attendance Rule Management

**The attendance rule management** is designed to manage the company and standardize its attendance rule & regulation system.

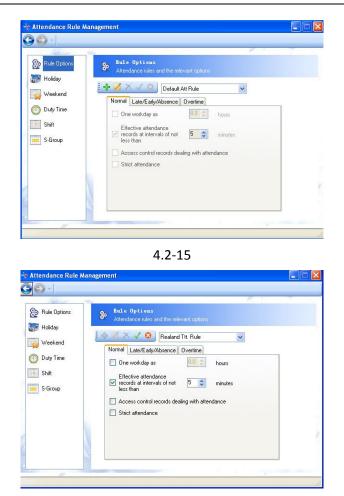
Click the **Att. Manage**  $\rightarrow$  **Att. Rule** and enter the **Attendance Rule Management** window.



4.2-14

# 4.2.3.1 Rule Options

- Add New Attendance Rule
  - 1) Normal settings



4.2-16

# Specification:

- A: For the setting: one work day defaults 8 hours as work time, which means 8-hours or more work time is regarded as one work day.
- B: For the Setting: the recorded at interval of no less than 5 minutes count as effective attendance. In 5 minutes after the attendance, it is ineffective for other attendance of the same person.
- C: the record of the access control terminal is connected with the attendance stat. (it's available to the access control terminal.)

D: Strict Attendance: the attendance record will be only these two statuses: Duty on and Duty off.

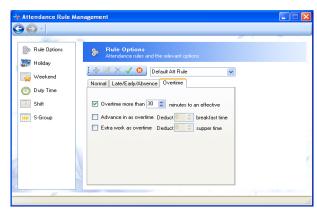
# 2) Late/ Early /Absence settings

💮 Rule Options	Rule Options     Attendance rules and the relevant options	1
	Normal Late/Early/Absence Overtime	
Duty Time	Clock-in over 10 📚 minutes count as late	
Shift	Late exceed     60      minutes count as absent	
S-Group	✓ Clock-out over     5           minutes count as early Minutes count as absent          minutes count as absent	
	If no clock in, count as late V 0 0 mins	
	☐ If no clock out, count as leave e    0	
	×	

4.2-17

#### Specification:

- a) **Clock-in over 10minutes Count as Late** This rule can be just taken as a standard to who is late or not.
- b) Late Exceed 30 Minutes Count as Absent. For example, if it is regulated 9:00 am as clock-in time, the personnel who clock-ins later than 9:30 am can be recorded as absent.
- c) Clock-out over 10 Minutes Count as Early. For example: the normal clock-out time is set as 17:00, anybody who leaves before 16:50 can be regarded as early.
- d) Clock –out over 30 minutes count as absent. For example, if it is regulated 17:00 as the clock-out time, the personnel who clock-outs before 16:30 can be recorded absent.
- e) If no clock-in, count as late/absent. For example, one personnel who forgets to clock-in, can be regarded as late and set the lagged time, or as one-day absent.
- f) If no clock-out, count as early/absent. For example, one personnel who forgets to clock-out, which can be regarded as early and set the early minutes, or as one-day absent.
  - 3) Overtime Rule Settings



4.2-18

### Specification:

It is available to set the overtime that which is more than certain minutes to an effective one.

## 4.2.3.2 Holiday

Usually, the holiday is nationally official holidays, such as New Year's Day, Labor Day and China's National Day. The holiday can also be flexibly set according to the company's requirements.

Click Holiday on the left column of Attendance Rule Management to add/edit holiday

🔶 Attendance Rule /	Management		
🕞 🕘 -			
a leve		P. C.	7
B Rule Options	Holiday Usually set to the statutory National Holiday		
Holiday	: 🕂 🔀 🗙 🗸 🙁		
Outy Time	Nions Holiday Holiday Usualy set to the statutory National Holiday Holiday New Year Start Date 01-01 C End Date 01-01 C		
Shift	End Date 01-01		
5 droup			
1			
-			
			.::

4.2-19

1) Click **Add**; input the name of holiday and its Starting and Ending date. As followings:

🔶 Attendance Rule Management	
Image: Sint Sint Sint Sint Sint Sint Sint Sint	
	.:!



- 2) Click **Save** icon to complete the setting.
- 3) Edit Holiday
- Select the name of holiday that needs modification on the column of Holiday's Names, then click <a href="mailto:Mathieutricality.com">Mathieutricality.com</a>
- Modify holiday's name within the Holiday's Name box corresponding and modify its beginning and ending time holiday.
- After clicking Save icon, the information of the holiday will be updated automatically.

### 4.2.3.3 Weekend Settings

The weekend can be set according to the company's requirement.

						-
Rule Options		e <b>kend</b> ally set to the p	ublic rest d	lay.		
Holiday Weekend Oty Time	i 🕂 🗾 🕽	🗙 🗹 🙁 Weekend F	iest 🗸			
🕙 DutyTime	Time	Monday	AM	PM		
S-Group		Tuesday Wednesda	MA 🗌	PM		
		Thursday	AM	PM		
		Friday Saturday	AM	PM		
	2	Sunday	MA 💟	M PM		

4.2-21

Click content on the left column of Attendance Rule Management, and turn to the Weekend window. Click Add; input the name of the weekend and its time that can be differently set according to company's actual rules and shifts, as the following:

÷ 🛛 🤉	< 🗸 😣		
Weekend		*	
Time	Monday	AM	PM
	Tuesday	🔲 АМ	🔲 PM
	Wednesda	y 🔲 AM	🔲 РМ
	Thursday	🔲 AM	PM
	Friday	🔲 AM	PM
	Saturday	🔲 AM	PM
	Sunday	🔲 АМ	PM
	,		

4.2-22

- 2) Click **Save** after setting.
- 3) Modify Weekend settings
  - Select the name of the weekend on the pull-down menu below the Weekend, and click <a href="mailto:executive">Weekend</a>, and click <a href="mailto:executive">Edit</a>
  - Modify the name of the weekend within the box Weekend and input the weekend time before the corresponding weekend time.
  - Click **Save** to finish.

# Y Attentions:

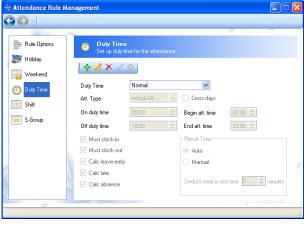
- > The Weekend that has been applied to the personnel cannot be deleted.
- > It is not allowed to repeat name and time of the fixed weekend.

# 4.2.3.4 Duty Time

This is only suitable to the simple on-off-duty company that needs two simple time points. For example: on-duty time at 9:00, off-duty time at 18:00. The various on-off-time companies require setting up several time and shifts. Please refer to 4.2.3.5. Shift for details.

Setting steps of on-duty time following:

Click **Duty Time** on the left column of the Attendance Rule Management; enter the setting window of Duty Time.



4.2-23

Click Add, set the name of the shift within the box of **Duty Time**, and set **Att.** Type and **On/off-Duty Time**. Such as:

and the second second	6			R. 1. 7.
Rule Options	Outy Time Set up duty-tir	ne for the attendance		
💦 Holiday	+ X X V			
y Weekend		<b>~</b>		
🕥 Duty Time	Duty Time	Normal	~	
	Att. Type	Actual Att. 🗸 🗸	Cross-days	
	On duty time	09:00	Begin att. time	07:00 🛟
S-Group	Off duty time	18:00	End att. time	23:00 😂
	Must clock-in		Result Time	
	Must clock-out		<ul> <li>Auto</li> </ul>	
	🔽 Calc leave early		🔘 Manual	
	Calc late			-
	💟 🗹 Calc absence		Deduct meal or re	est time 0 🔅 minutes

4.2-24

- Click Save after finish. The pull-down menu of Duty Time will display Normal duty time.
- 3) Click **Edit** to modify and set the optional shifts.

## Attentions:

The attendance type of Actual in, Normal Overtime, Holiday Overtime, and Weekend Holiday will be shown as the Must Clock-in or Must clock-out in the stat. report.

# 4.2.3.5 Shift

This is available to the company of various on-off-duty-time attendances. The shift is consisted of non-overlapping duty time. For example: a company's on-duty time is 9:00-12:00 and 13:00-18:00, which can be set as Morning Class duty time and Evening Class one respectively. The morning-class and the evening-class can be combined into one shift for attendance. The un-regular/rotating shift can be set as shifts and S-groups. Please refer to <u>4.2.3.6</u> S-Group for details.

* Attendance Rule	Management			
Rule Options Rule Options Holiday Weekend Outy Time Shift Shift S-Group	ji -∰ 📈 Shift Select duty IV Morning	rent duty-time arrange in Shifts.	~	
			£ _	

4.2-25

# Attentions:

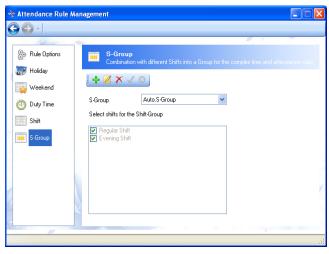
When creating a new Shift including two or three duty time, the End att. Time of the previous duty time can not be latter than the Begin att. Time of the latter one. For example: i am creating a new shift now, including two duty time: morning: 08:30-12:00, and afternoon: 14:00-18:00. When i creat these two new duty time, i should make sure that the End att. Time of the duty time "Morning" cannot be latter the Begin att. Time of the duty time of the duty time of the Begin att. Time of the duty time "Afternoon". Let's say when the Begin att. Time of the "Afternoon" is set to 13:00, then the End att. Time of "Morning" could not latter than 13:00. We could set it to 12:30, 12:50, or 12:59 etc.

Duty Time	Morning	~
Att. Type	Actual Att. 🛛 👻	Cross-days
On duty time	08:30	Begin att. time 🛛 06:30 😂
Off duty time	12:00	End att. time 12:50 🜲
	4.2-26	
Duty Time	Afternoon	~
Att. Type	Actual Att. 🛛 👻	Cross-days
On duty time	14:00	Begin att. time 13:00 🛟
Off duty time	18:00	End att. time 20:00 😂

According to the two duty time and shift above, when someone let's say Peter clocks out at 13:10 for lunch, then it will be recorded as Peter's clock-in time for the duty time <u>Afternoon</u>, and no clock-out record for the duty time <u>Morning</u>, and it count as "Forgotten clock-out" for the duty time <u>Morning</u>.

### 4.2.3.6 S-Group

This is available to the company with un-regular shifts. The group is consisted of shifts. As to the group attendance, the system will automatically select the best shift for attendance statistics according to the records. For example: a company: morning class is 6:00-10:00, noon class 10:30-13:30, afternoon class 14:00-18:00 and evening class 19:00-22:00, then we can combine the morning+noon classes into Shift 1 and noon+afternoon ones into Shift 2 respectively, which can be combined in a group. Then we only need to set up the S-group for the attendance instead of tedious shifts, the system will automatically select Shift 1 or Shift 2 for attendance according to actual attendance records.



4.2-28

# Attentions:

S-Group is for the regular attendance. When one company doesn't have a regular working time, such as for Monday, Wednesday, Friday in one working time, and Tuesday, Thursday, and Saturday in another working time, please schedule their working time in the "Scheduling" window. Please refer to the **4.2.5 Shift Scheduling** for more details.

# 4.2.4 Attendance Report

The **attendance report** offers query and print of the personnel attendance.

 $\mathsf{Click} \blacksquare \mathsf{Att.} \ \mathsf{Management} \to \mathsf{Report} \ \mathsf{to} \ \mathsf{enter} \ \mathsf{the} \ \mathsf{Report} \ \mathsf{window}, \ \mathsf{as} \ \mathsf{following}.$ 

		۶ - 🔐	From 17-08-20		Q	Jery	tat. 🛹 Prin	t 😽 Imp	ort 🦣 Expo	rt 🔹 🥎 Ba	ick
Name	User ID	Enroll ID	To 17-08-20	10 💌		100	259	and a		4	
Hardwar	e Dept.		Raw Clock-In/Ou	It Log Access (	Control Log	Leave Begistr	ation Daily Log	Daily Att.	Monthly Att. S	cheduling	
Edward	005	5	i 🛄   Type: A		• Place:		-			a	
Software	e Dept.		Dept.	User ID	Name	Enroll ID	Device ID	Place	Clock Time	Att. Type	Rema
Edmond	004	4									
E-busine	ess Dept.										
Amaris S	001	1									
Peter	002	2									
Miko	003	1 2 3									
Financia	il Dept.										
Marry	006	6									

4.2-29

## 4.2.4.1 Clock-in/out Log

Select the optional card of **Clock-in/out Log** for the personnel information (please refer to <u>personnel option</u>).Input the beginning and ending time then click Query for one's detailed clock-in/out attendance records.

Name Uzez	r TD	P - 🔐	To	-	01-07-2010 21-08-2010		Query Query	Stat. 🥪	Print 📝 Impo	rt  Expo	rt 🔹 🥎 Bac	k	
Hardware De													
Edward 005		5			ock-In/Out Log J Type: All		rol Log   Leave face: Temp Plac		m   Daily Log	Daily Att.	Monthly Att.	Scheduling	
Software De	ent.				Dept	User ID	Nane	Enroll ID	Device ID	Place	Clock Time	Att. Type	0
Relation of OD4	-	4		1	E-business Dept.	003	Miko	3	1	Temp Place	21-08 09:41	Clock-in	
idmond UU4		*		2	E-business Dept.	003	Miko	3	1	Temp Place	21-08 10:17	Clockin	
E-business	Dept.			3	E-business Dept.	001	Amaris Song	1	1	Temp Place	21-08 10:17	Clockin	
Amari 001			4	E-business Dept.	002	Peter	2	1	Temp Place	21-08 10:17	Clock-in		
Peter 002 Miko 003		2		5	E-business Dept.	001	Amaris Song	1	1	Temp Place	21-08 09:41	Clock-in	
	'inancial Dept.		6	E-business Dept.	002	Peter	2	1	Temp Place	21-08 09:41	Clockin		
and the second se		7	E-business Dept.	001	Amaris Song	1	1	Temp Place	18-08 11:46	Clock-in	T		
Marry 006		6 8	8	E-business Dept.	003	Miko	3	1	Temp Place	18-08 17:43	Clock-in		
				9	E-business Dept.	002	Peter	2	1	Temp Place	18-08 17:43	Clockin	
				10	E-business Dept.	001	Amaris Song	1	1	Temp Place	18-08 17:43	Clockin	
				11	E-business Dept.	001	Amaris Song	1	1	Temp Place	18-08 14:27	Attend	
			-	12	Financial Dept.	006	Marry	6	1	Temp Place	18-08 17:43	Clock-in	
			-	13	Financial Dept.	006	Marry	6	1	Temp Place	21-08 09:41	Clock-in	1
			F	14	Financial Dept.	006	Marry	6	1	Tenp Place	21-08 10:17	Clock-in	ľ
				15	Software Dept.	004	Edmond	4	1	Temp Place	18-08 17:43	Clock-in	



Edit the selected record that displays blue, right click or double-click the very record and edit the attendance type and clock-in time.

₽ Edit Att.	record		
Enroll ID	2	Name BT	
Date	07-02-2010	Time 18:00	*
Att. Type	Clock-out	Remark	
		Update Ba	o ack
			.::

4.2-31

If the terminal is with the camera function, it will display this interface with the Enroll photo and the immediate photo, as the following:

Enroll ID	3	Name	Miko	
EIG OIL ID				
Date	18-08-2010	🖌 Time	17:43	
Att. Type	Clock-in	🖌 Remark		
Enrol phot	o Immediate pho			
-00-			Update	Back

4.2-32

Delete the selected record. Select this record; right click the delete below to delete it. And it's available to delete several records at one time. It's unavailable to cancel the records downloaded from the terminal that haven't been edited yet.

For Example: (HOW TO DELETE A NEW RECORD?)

		P - 8₽	From	01-07-2010			an IT	Print 🙀 Impo				
Nane	User ID	Enrol	Τo	21-08-2010		Const della	- J.J	Fink By anpo	V VI CAPO	ac · · · · · · · · · · · · · · · · · · ·	ĸ	
Har dwa	are Dept.		Raw Cl	ock-In/Out Log /	iccess Cont	rol Log Leave	Registratio	n Daily Log	Daily Att.	Monthly Att.	Scheduling	
Edward	005	5		Type: Al		Nace: Temp Plac						
Softwa	are Dept.			Dept.	User ID	Name	Enroll ID	Device ID	Place	Clock Time	Att. Type	3
			1	E-business Dept.	003	Miko	3	1	Temp Place	21-08 09:41	Clock-in	
Edmond	004	4	2	E-business Dept.	003	Miko	3	1	Temp Place	21-08 10:17	Clock-in	
E-busi	ness Dep	t	3	E-business Dept.	001	Amaris Song	1	1	Temp Place	21-08 10:17	Clock-in	
Amari		1	4	E-business Dept.	002	Peter	2	1	Temp Place	21-08 10:17	Clock-in	
Peter Miko	002	2	5	E-business Dept.	001	Amaris Song	1	1	Temp Place	21-08 09:41	Clock-in	
	ial Dept.		6	E-business Dept.	002	Peter	2	1	Tenp Place	21-08 09:41	Clock-in	
			7	E-business Dept.	001	Amaris Song	1	1	Tenp Place	18-08 11:46	Clock-in	
Marry	006	6	8	E-business Dept.	003	Miko	3	1	Temp Place	18-08 17:43	Clock-in	
			9	E-business Dept.	002	Peter	2	1	Temp Place	18-08 17:43	Clock-in	
			10	E-business Dept.	001	Amaris Song	1	1	Temp Place	18-08 17:43	Clock-in	
			11	E-business Dept.	001	Amaris Song	1	1	Temp Place	18-08 14:27	Attend	
			12	Financial Dept.	006	Marry	6	1	Temp Place	18-08 17:43	Clock-in	1
			13	Financial Dept.	006	Marry	6	1	Temp Place	21-08 09:41	Clock-in	
			▶ 14	Financial Dept.	006	Marry	6	1	Tenp Place	21-08 10:17	Clock-in	
			15	Software Dept.	004	Edmond	4	1	Temp Place	18-08 17:43	Clock-in	

4.2-33

I haven't edited the new logs downloaded from the terminal, as the Pic\_4.2-31, I cannot delete these records. When I edit one record, as the following:

I edit one of Amaris Song's record, such as the Time, change 10:17 to 10:30, and click update. Then the background color of the very record turns from white to this

one



4.2-34

	lock-In/Out Log / Type: All	1001	rol Log Leave Place: Temp Plac		on Daily Log	Daily Att.	Monthly Att.	Schedulin
	Dept.	User ID	Name	Enroll ID	Device ID	Place	Clock Time	Att. Typ
1	Software Dept.	004	Edmond	4	1	Temp Place	18-08 17:43	Clock-in
2	E-business Dept.	001	Amaris Song	1	1	Temp Place	18-08 11:46	Clockin
3	E-business Dept.	001	Amaris Song	1	1	Temp Place	18-08 14:27	Attend
4	E-business Dept.	001	Amaris Song	1	1	Temp Place	18-08 17:43	Clockin
5	E-business Dept.	001	Amaris Song	1	1	Temp Place	21-08 09:41	Clock-in
6	E-business Dept.	001	Amaris Song	1	1	Temp Place	21-08 10:30	Clockin
7	K-business Dept.	002	Feter	2	1	Temp Flace	18-08 17:43	Ulock-1n
8	E-business Dept.	002	Peter	2	1	Temp Place	21-08 09:41	Clock-in
0	R-husiness Dent	002	Patar	2	1	Tomp Place	21-08 10-17	Clashein

4.2-35

Then click to select the edited record, and it can be delete it now! as the following:

		P - 2	From	01-07-2010								
Name	User ID	Enrol	То	21-08-2010		Query	Stat. 🤝	Print 🚮 Impo	rt 🤯 Expo	rt • 🏹 Bac	k	
Har dw	are Dept.		Baw Cl	.ock-In/Out Log /	anne Conte		Preintwetie	n Deiler Lea	Deile Att	Handhlar Add	Sabadulina	
Edward	005	5	and the second second	Type: All		Place: Temp Plac		I DELLY LOK	Daily Acc.	montenity Acc.	Scheduling	
e.c	are Dept.			Dept.	User ID	Name	Enroll ID	Device ID	Place	Clock Time	Att. Type	i.
			1	Software Dept.	004	Edmond	4	1	Temp Place	18-08 17:43	Clock-in	T
Edmond	004	4	2	E-business Dept.	001	Amaris Song	1	1	Temp Place	18-08 11:46	Clock-in	-
E-busi	iness Dept		3	E-business Dept.	001	Amaris Song	1	1	Temp Place	18-08 14:27	Attend	
Amari	001	1	4	E-business Dept.	001	Amaris Song	1	1	Temp Place	18-08 17:43	Clock-in	
Peter Miko	002	2	- 102	B-business Dept.	100000	Amoris Song	1	1	100 1000	21-08 09:41	Clock	
	10000	3		E-business Dept.	001	Amaris Song		1		21-08 10:30	Clock-in	
Financ	cial Dept.		1	E-husiness Dent	002	Peter	2	1		18-08 17:43	Clecktin	
Marry	006	6		E-business Dept.	002	Peter	2	1		21-08 09:41	Clockin	
				E-business Dept.	002	Peter	2	1		21-08 10:17	Clock	-
				E-business Dept.	003	Miko	3	1		21-08 09:41	Clock-in	-
				E-business Dept.	003	Miko	3	1	100000000000000000000000000000000000000	21-08 10:17	Clock-in	-
				Financial Dept.	006	Marry	6	1		18-08 17:43	Clock-in	-
			92.58	Financial Dept.	006	Marry	6	1		21-08 09:41	Clock-in	-
				Financial Dept.	006	Marry	6	1	the Manne	21-08 10:17	Clock-in	-
			14	Financial Dept.	000	marry	0	1	Temp Trace	21 00 10.11	CIUCK III	_



Show/hide the column wanted, click Button, select the Show/Hide Column wanted to be shown or hidden, and click to save it.

	۵ - ۳	From 01-07			Query 1	Stat.	Print 🙀 Impo	ort 🛄 Ex	oport 🖌 🥎 Bao	:k	
User ID	Enrol	To 21-08	-2010	<b>*</b>	~	10 35	(100)	<b>AK</b>			
e Dept.		Raw Clock-In	√Out L	og Access Con	trol Log L	.eave Registratio	on Daily Log	Daily Att.	Monthly Att.	Scheduling	
005	5	Туре:	All	•	Place: Temp	Place •					
e Dent.		Dept.	1	🔺 User ID	Name	Enroll ID	Device ID	Place	Clock Time	Att. Type	]]
2008 C		Show / H	Tide co	lumns					18-08 17:43	Clock-in	
004	4		-						≥ 18-08 11:46	Clock-in	
ess Dept		Dept.							18-08 14:27	Attend	1
001	1	V User ID							18-08 17:43	Clock-in	3
002									21-08 09:41	Clock-in	
			ID						21-08 10:30	Clock-in	
al Dept.			ime						18-08 17:43	Clock-in	
006	6		pe						21-08 09:41	Clock-in	
		Vewar.K							21-08 10:17	Clock-in	
		Select All	Se	elect Invert					21-08 09:41	Clock-in	
		100							21-08 10:17	Clock-in	
								4	18-08 17:43	Clock-in	1
		1017						5	21-08 09:41	Clock-in	
		12					Apply	Back	21-08 10:17	Clock-in	
	<ul> <li>Pept.</li> <li>005</li> <li>Pept.</li> <li>004</li> <li>ess Dept</li> <li>001</li> <li>002</li> <li>003</li> <li>al Dept.</li> </ul>	bept.     boyt.     cost of the set of	Outer ID         Enroll         Rer [] ock In           a Dept.         Ber flock In         Type:           0005         5         Image: Control International Internatinternatine International Internatinterea International Internati	User ID Errol a Dept. 2005 5 a Dept. 2004 4 errol II for the constraints of the c	User ID     Enrol     18     21:00:2010     ::::::::::::::::::::::::::::::::::::	User ID Enrol a Dept. Bept. Bept. Bept. Bept. Bept. Dot 4 ass Dept. Dot 4 Constrained for the formation of the f	User ID Enrol 10 ZI-GO-ZOID	User ID Enrol 18 21-00-2010  a Dept.  005 5 bept.  004 4 bept.  005 4 bept.  006 6  0 bert  10 bert 10 bert 10 bert 10 bert 10 bert 10 bert 10 bert 10 bert 10 bert 10 bert 10 bert 10 bert 10 bert 10 bert 10 bert 10 bert 10 be	User ID Enrol  a Pept.  a Pept.  bergt.  bergt.  c Show/Filde columns  c Show/Filde c	User ID         Enroll         18         21'00-2010         Image: Control Log         Leave Registration         Daily Log         Daily Att.         Monthly Att.           005         5         Bept.         Type: All         Place: TempPlace         Image: Clock Time         Image: Clock	<pre>Ser J Errol Papet. Out 4 sss Dept. Out 1 Out 4 Ser J Dept. O</pre>

4.2-37

### 4.2.4.2 Access Control Log

Select Access Control Log, input the date and click Query for all the detailed clock-in/out information on these days. The detailed and selected record of clock-in/out information will show its owner's name. If the name is null, it will show the record without name. It is also available to set the show/hide column. (Please refer to Show/Hide Column for details)

		P - 8-	From	01-07-2010	× (	a site		J.			
lame	User ID	Enrol	То	21-08-2010		Query	Stat.	Print Impo	rt was Expo	rt 🔹 🥎 Back	
Har dwa	re Dept.	1	Rem Cl	ock-In/Out Log	ccess Cont	rol Log Learn	Preistustia		Deiler Att	Monthly Att. S	م م العام م
dward	005	5	-	Type: All		Place: Temp Plac	per Celandrico al 2004040	I DAILY LOE	Daily Att.	monthly Act. 5	cheddring
				Dept.	liser ID	Name	Enroll ID	Device ID	Place	Clock Time	Att. Type
Softwa	ure Dept.	48	▶ 1	E-business Dept.	001	Amaris Song	N.	1		18-08 11:46:09	1
dmond	004	4	20 000	E-business Dept.	001	Amaris Song	8.	1	Temp Place	18-08 14:27:24	Attend
E-busi	ness Dept		- 335	E-business Dept.	001	Amaris Song		1	100000000000000000000000000000000000000	18-08 17:43:23	
mari	001	1		E-business Dept.	002		2	1	100000000000000000000000000000000000000	18-08 17:43:33	
eter liko	002	2		Software Dept.	004	2000	4	1	these therease of	18-08 17:43:38	1000 00 00
	100.00	0.50		Financial Dept.	006	-	6	1		18-08 17:43:40	2 7.00 - 107 - 100
Financ	ial Dept.	:		E-business Dept.	001	Amaris Song	1	1		21-08 09:41:30	
larry	006	6		•	002		2	1	•	21-08 09:41:34	
					003		3	1		21-08 09:41:36	
				Financial Dept.	006		6	1	5000 B 31775 2076	21-08 09:41:43	1 (AR V 2008) (100 #2
				E-business Dept.	002	1288305	2	1	100100000000000	21-08 10:17:13	100 X 0100 800 80
					003	0.002000	3	1	1000	21-08 10:17:16	
			62036	Financial Dept.	006	Marry	6	1	100 1000	21-08 10:17:22	1000 00 00
							111				

4.2-38

### 4.2.4.3 Leave Registration Log

Click **Leave Registration**, select the department and personnel item that you want to query, input the beginning and ending date, then click **Query** for their leave records.

		P - 8	From	01-07-2010		Query 4	stat DP	rint 🙀 Import	Export	• Sack
Name	User ID	Enrol	Τo	21-08-2010		for all		The line inport	WE Export	Duck
Har dw	are Dept.		Raw Cl	ock-In/Out Log	Access Conti	rol Log Leave	Registration	Daily Log I	aily Att. Mos	athly Att. Sche
Edward	005	5	1	Type: All	-					
Softw	are Dept.			Dept.	User ID	Name	Enroll ID	Begin Date	End Date	Att. Type
Edmond	004	4	1	Hardware Dept.	005	Edward	5	21-08 17:32	21-08 17:32	Normal Overtime
ramona	004	4	2	Software Dept.	004	Edmond	4	21-08 17:32	21-08 17:32	Normal Overtime
E-bus	iness Dep		3	E-business Dept.	001	Amaris Song	1	21-08 17:32	21-08 17:32	Normal Overtime
Amari	100000	1	4	E-business Dept.	002	Peter	2	21-08 17:32	21-08 17:32	Normal Overtime
Peter Miko	002 003	2	5	E-business Dept.	003	Miko	3	21-08 17:32	21-08 17:32	Normal Overtime

4.2-39

It is allowed to delete, edit and append clock-in and register leave and so on for the leave Registration. Please refer to (Delete, Edit, <u>Manual IN/OUT</u>, <u>leave registration</u>, <u>show /hide column</u>) for more details.

# 4.2.4.4 Daily Log Report

Select **Daily Log Report** and the personnel item that you want to queried (please refer to <u>personnel option</u>), set the querying date, and click Query to query personnel's daily logs. It will show his detailed daily attendance information after statistics.

From the **Daily Log Report**, we can have a very clear known about personnel's attendance record.

		P - 34	From	01-07-2010		Query	7	a.	. =		6.		
Name	User ID	Enrol	To	21-08-2010		Query and	56ac. 🥪	Print imp	orc 🐨	Export +	Baci	к	
Har dwa	are Dept.	Logical sector sector	Rev Cl	ock-In/Out Log	Access Cont	rol Log Leave	Registratio	n Daily Log	Dailw At	tt Monti	b]w à++ ∬	Scheduling	
Edward	005	5		och ing out not	cccul cont	LOL DOL DOL			Durity R.	in the second	ar nee	Denedaring	
e	are Dept.			Dept.	User ID	Name	Enroll ID	Date	1	2	3	4	
100 20		28	1	Hardware Dept.	005	Edward	5	01-08-2010	09:00:00	18:00:00	1		- î
Edmond	004	4	2	Hardware Dept.	005	Edward	5	02-08-2010	09:00:00	12:00:00	13:00:00	18:00:00	
E-busi	ness Dept		3	Hardware Dept.	005	Edward	5	17-08-2010	09:00:00	12:00:00	13:00:00	18:00:00	
Amari	001	1	4	Hardware Dept.	005	Edward	5	19-08-2010	09:00:00	12:00:00	13:00:00	18:00:00	
Peter liko	002	2	5	Hardware Dept.	005	Edward	5	20-08-2010	09:00:00	12:00:00			
				100000 10000 CC	Person .	26 19		01 00 0010	09:00:00	18.00.00			
			6	Software Dept.	004	Edmond	4	01-08-2010					
	z <b>ial Dept</b> . 006	6	, Le	Software Bant	dward	Rdmond as an e)	ample:	02-08-2010	00.00.60	12-00-00		18:00:00 18:00:00	
<b>Financ</b> Marry			Le 19 B)	Software Nent	dward is in or we ca	as an ex ne record n have a	ample: d.	all his I	ogs o	12:00:00 n	0:00		, .
			Le 19 By th	et's take E -08-2010 i / this way,	dward is in or we ca nce rec	as an ex ne record n have a	ample: d.	all his I	ogs o ogs o own al	bout	0:00	18:00:00	
			Le 19 By th	et's take E -08-2010 i / this way, e attendar	dward is in or we ca nce rec	as an e) ne record n have a cord.	kample: d. a very cl	all his l	ogs o	bout	):00 ):00	18:00:00	,
			-7 Le 19 By th 13	ofference new -08-2010 i / this way, e attendar	dward s in or we ca nce rec	as an e) ne record in have a cord.	ample: d. a very cl	all his l	ogs o ogs o own al	12:00:00	):00 ):00 13:00:00	18:00:00	,
			7 Le 19 By th 13 14	Software Bant et's take E -08-2010 i / this way, e attendar B- Dusiness Dept. E-business Dept.	dward s in or we ca nce red	Rdmond as an e) ne record n have a cord. Amaris song Amaris Song	a very c	all his I lear knc	ogs oo ogs oo own al os:00:00 09:00:00	12:00:00 DOUL 12:00:00 12:00:00	0:00 0:00 13:00:00 13:00:00	18:00:00	
			7 Le 19 By th 13 14	Software Bant et's take E -08-2010 i / this way, e attendar souscess bept E-business Dept. E-business Dept.	dward s in or we ca nce rec 001 001 001	Pdmond as an e) ne record n have a cord. Amaris Song Amaris Song	a very c	02-08-2010 all his I lear kno 01-08-2010 02-08-2010 17-08-2010	og on on ogs o own al os oc o 09:00:00 09:00:00 11:46:09	12:00:00 0 0 0 10:00 12:00:00 12:00:00 14:27:24	13:00:00 13:00:00 13:00:00 17:43:23	18:00:00 18:00:00 18:00:00 18:00:00	
			7 Lee 19 By th 12 13 14 15 16	Software Nant t's take E -08-2010 i this way, e attendar s ousness pept E-business Dept E-business Dept E-business Dept	on4 dward s in or we ca nce rec oo1 oo1 oo1 oo1 oo1	Edmond as an e) ne record n have a cord. Amaris Song Amaris Song Amaris Song Amaris Song	a very cl	02-08-2010 all his I lear kno 02-08-2010 17-08-2010 18-08-2010	09:00:00 09:00:00 09:00:00 09:00:00 11:46:09 09:00:00	12:00:00 0 0 0 12:00:00 12:00:00 14:27:24 12:00:00	13:00:00 13:00:00 13:00:00 17:43:23	18:00:00 18:00:00 18:00:00 18:00:00	
			7 Lee 19 By th 12 13 14 15 16 17	Software Bant t's take E -08-2010 i this way, e attendar s ousiness Dept. E-business Dept. E-business Dept. E-business Dept.	001           001           001           001           001           001           001           001	Edmond as an e) ne record n have a cord. Amaris Song Amaris Song Amaris Song Amaris Song Amaris Song Amaris Song	a very cl	02-08-2010 all his I lear kno 02-08-2010 17-08-2010 18-08-2010 19-08-2010	09:00:00 09:00:00 09:00:00 09:00:00 11:46:09 09:00:00 09:00:00	12:00:00 DOULT 10:00:00 12:00:00 14:27:24 12:00:00 12:00:00	13:00:00 13:00:00 13:00:00 17:43:23	18:00:00 18:00:00 18:00:00 18:00:00	

Let's take Edward as an example: all of his logs on 109-08-2010 are in one record.

4.2-40

# 4.2.4.5 Daily Attendance Report

Select **Daily Attendance Report** and the personnel item that you want to queried (please refer to <u>personnel option</u>), set the querying date, and click **Query** to query personnel's daily attendance. It will show his detailed daily attendance information after statistics.

Name	User ID			01-08-2010 21-08-2010	~ <	Query	🔯 Stat.	Rrint	Import	Export 🔹	Sack	
	ure Dept.	bid of	B	.ock-In/Out Log	( <b>1</b>		Turnin Burlin		Deile Tre Doil	v à++ II	L III CALL	144.4
Edward	005	5		Rounding 0.1		Type All	Leave Aegist	tration	Jaily Log Dall	y Act. Month	.v Att. Scheau	
Softwa	are Dept.			Dept.	User ID	Name	Enroll ID	Date	Planned T1	Actual T1	Planned T2	Actual
Edmond	004	4	1	Hardware Dept.	005	Edward	5	01-08	09:00	09:00	12:00	
E-husi	ness Dept		2	Hardware Dept.	005	Edward	5	02-08	09:00	09:00	12:00	12:00
	1000	32	3	Hardware Dept.	005	Edward	5	03-08				
Amari Peter	001 002	1 2	4	Hardware Dept.	005	Edward	5	04-08				
liko	003	3	5	Hardware Dept.	005	Edward	5	05-08				
Financ	ial Dept.		6	Hardware Dept.	005	Edward	5	06-08				
larry	006	6	7	Hardware Dept.	005	Edward	5	07-08				
		10F0	8	Hardware Dept.	005	Edward	5	08-08				
			9	Hardware Dept.	005	Edward	5	09-08				
			10	Hardware Dept.	005	Edward	5	10-08				
			11	Hardware Dept.	005	Edward	5	11-08				
			12	Hardware Dept.	005	Edward	5	12-08				
			13	Hardware Dept.	005	Edward	5	13-08				
			14	Hardware Dept.	005	Edward	5	14-08				
			15	Hardware Dept.	005	Edward	5	15-08				
			16	Hardware Dept.	005	Edward	5	16-08				
			17	Hardware Dept.	005	Edward	5	17-08	09:00	09:00	12:00	12:00
			► 18 <	Hardwara Nant	005	Edward	5	18-08				

4.2-41

# Attentions:

#### Colors in the Report mean different situations.

: It means that the record is normal.



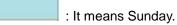
: It means Late Arrival, and it counts the Late Arrival frequency of the

person.



: It means that there's no attendance record, append clock-in nor leave registration, or the Absence.

: It means Saturday.



#### **Specification of Daily Attendance Report:**

Actual Attendance (hours): the actual attendance hours is the total time difference of

clock-in and clock-out. For example, the clock-in/out time of a day is, respectively, time1:- 9:00, time2:- 12:00, then the actually attendance hours is 3 hours.

Actual attendance days: it can be reckoned as one day if there is actual attendance minute or second.

Late Clock-in (times): It can be regarded as one time if there is late clock-in on the very day.

Early Clock-out (times): It can be taken as one time if there is early clock-out on the very day.

# 4.2.4.6 Statistical Analysis

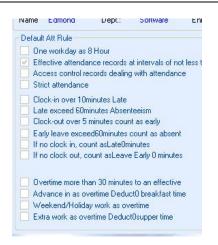
Double click the **stat.** record in the **Daily Att. Report**. It will pop up a Statistical Analysis interface, as the following:

lame Edmond	Dept.:	Software	Enroll ID:	4	User ID:	004
Default Att Rule One workday a Effective attend Access control Strict attendard	dance records records dealin			Default Att.	ormal ) 09:00-18:00	
If no clock in, c If no clock out,	Iminutes Abser 5 minutes cour eed60minutes count asLate0n count asLaeav than 30 minute overtime Dedu day work as ov	nt as early count as absen ninutes e Early 0 minute es to an effective ict0 breakfast tir vertime	e	Result Time Auto Manual	3:00 💌 Calc lea	e sence
Extra work as o nned T: 09:00: 18: ual T: 09:00: 18:00 endance 2010-08-11 09:00:1	00	st0supper time		Deduct meal	or rest time:0 min	utes

4.2-42

Statistical Analysis for the **Daily Att**. Can realize the following functions:

a. Check or modify the Att. Rule of the selected record, as following:



4.2-43

The picture above displays the Default Att Rule. It takes effect when it is selected. When it needs to modify the setting or modify other attendance rule, click icon it to enter the Attendance Rule Management window. Attention: Once you modify the attendance rule, it would re-statistics the attendance data during the very duty time.

check or modify the Attendance records and Leave Registration for the very day. (As the following)



4.2-44

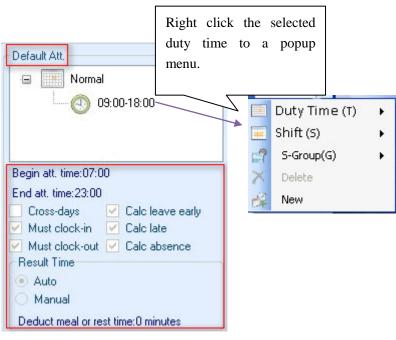
As the pic\_4.2-43 above, it could query the attendance rule and att. Shift for the user on the very day.

It can also check the planned time and actual time and other detail information of the users.

It allows double clicking to edit the record. It allows right clicking to add or delete the record and append the record.

It allows right clicking the blank area for a popup menu to Append clock-in/out or ask for leave/overtime/out/travel. And it allows clicking the icon erection append click IN/OUT or leave registration.

b. Check or modify the Att. Shift or the User. (Defaulted Shift & Scheduling)



4.2-45

It allows checking the attendance rule of the very user. Right click the selected duty time to a popup menu. It allows to modify the attendance rule of the very day. if you want to modify the attendance rule of the users, please click the icon to enter the attendance rule management window, and do the operation.

# Sttentions: (what causes statistics exception?)

- 1) Lack of clock-in/out record.
- 2) The clock-in/out time is not during the begin att. Time and end att. Time.
- 3) The clock-in/out are not corresponding.
- 4) The Late Arrival or Leave early time exceeds the setting time.

### 4.2.4.7 Monthly Attendance Report

Select **Monthly Attendance Report**, add new personnel item through the import of name, enroll ID and user ID or click Optional Personnel and right click optional personnel on user list to add personnel item needs to be queried. Set up the query date, and click Query for monthly attendance report, click Statistics for monthly attendance statistics if there is no data. There will be detailed information of the

monthly attendance after the statistics.

# Attentions:

On **Monthly Attendance Report**, the colors must be in accordance with the ones in the daily attendance report, please refer to Attention in daily attendance for details.

## 4.2.4.8 Import attendance record

The import can add batch attendance information through the self-defined column Excel file or the following path: first establish attendance item on the Raw Clock-In/Out Log, then export this information, and add other's information according to the export format. The save path of the Excel file must be the compatible version of 97-2003, whose postfix is.xls

Sample for Manual Clock-in/out:

A	В	С	D	E	F	G	Н	I
Dept	User ID	Name	Enroll ID	Device ID	Place	Clock Time	Att Type	Remark
A	RLA01	Lily	1	0	Unknown	12-03 09:00	Clock-in	
A	RLA01	Lily	1	0	Unknown	12-03 12:00	Clock-out	
A	RLA01	Lily	1	0	Unknown	12-03 13:00	Clock-in	
A	RLA01	Lily	1	0	Unknown	12-03 18:00	Clock-out	
В	RLB02	Kate	2	0	Unknown	12-03 09:00	Clock-in	
В	RLB02	Kate	2	0	Unknown	12-03 12:00	Clock-out	
В	RLB02	Kate	2	0	Unknown	12-03 13:00	Clock-in	
В	RLB02	Kate	2	0	Unknown	12-03 18:00	Clock-out	

4.2-46

First: select the designed Microsoft Excel file.

📌 Attendance da	ata import wizard				
1. Cho	ose data				
Specify the					
File name:	C:\Documents and Sett	ings\Raw Clock-InOut I	Log (20100312_190	1).xls Brow	se
	$\sim$				
	R		Previous	<u>N</u> ext	Cancel

4.2-47

Second: Click **Next**, and select the matched column and field. (This step is generally automatic and you don't need to choose the field yourself, click **Next** directly.)

🐐 Attendance data i	import wizard		×	3
🧟 2. Match	field			1 1
	utomatically analyzes the match fields, the blue or		el, and the first row set as Header	
Dept.	Dept 💉	Att. Type	Att Type	
. Name	Name 🖍	Clock Time	Clock Time 💌	
Vser ID	User ID 💌	Device ID	Device ID 💌	
Enroll ID	Enroll ID	Remark	Remark 💌	
Place	Place 💌			
	R	Prev Prev	vious Next Cancel	

4.2-48

Third: Data Check, check the imported data. If there is something wrong with this data, click Previous to justify or Cancel to cancel the current import. (if there's red or green color cells in the importing data, please modify the red data. It would fail to import the file when there's red data.)

	Dept	Username	PIN	DIN	Place	AttType
• 1	A	Lily	RLA01		Unknown	
2	A	Lily	RLA01	1	Unknown	
3	A	Lily	RLA01	1	Unknown	
4	A	Lily	RLA01	1	Unknown	
5	В	Kate	RLB02	2	Unknown	
6	В	Kate	RLB02	2	Unknown	
7	В	Kate	RLB02	2	Unknown	
8	В	Kate	RLB02	2	Unknown	
¥ 9						
	В	Kate	RLB02	2	Unknown	

4.2-49

Fourth: Click Next to import data if there is nothing wrong with the data.

4	c Attendance data import wizard	×
	4.Process import data	
	Frocessed: 8 Succes:8 Failur:0	_
	Completion of the data to import, click the "Cancel" to return	
1		
	Previous Next Cancel	ĵ

4.2-50

Fifth: Click **Cancel** and reverse back Raw **Clock-In/Out Log** interface after the finish of data import.

### 4.2.4.9 Import Leave Log

The import can add batch attendance information through the self-defined column Excel file or the following path: first establish a leave item on the **Leave Registration**,

then export this information, and add other's information according to the export format. The save path of the Excel file must be the compatible version of 97-2003, whose postfix is.xls

A	В	С	D	E	F	G	Н
Dept	User ID	Name	Enroll ID	Begin Date	End Date	Att Type	Remark
Corporate I	ŀ1	lily	1	14-03 09:00	14-03 17:00	Normal Ove	ertime
Corporate I	F1	lily	1	14-03 13:00	14-03 18:00	Normal Ove	ertime
Corporate I	ŀ1	lily	1	14-03 19:00	14-03 23:00	Normal Ove	ertime



First: select the designed Microsoft Excel

👻 Leave data im	port wizard				×
😰 1. Choo	ose data				/ 4
Specify the					
File name:	dministrator. REALAND	-ALPHA\Leave Registrati	on (20100314_235	5).xls	
l de la constante de					
	R		Previous	<u>N</u> ext C	Cancel

4.2-52

Second: Click Next, and select the matched column and words.

🐨 Leave data import	wizard		×
😰 2.Match f	ield		
The system will aut Please select the m	omatically analyzes the f atch fields, the blue one	first table of the Exce can not be blank.	d, and the first row set as Header
Dept.	Dept 🗸	Att. Type	Att Type
Name	Name 🖍	Begin Date	Begin Date 🔽
User ID	Vser ID 💌	End Date	End Date 💉
Enroll ID	Enroll ID 💌	Rem ar k	Remark 💉
		Prev	vious Next Cancel

4.2-53

Third: Watch Field, check the imported data. If there is something wrong with this data, click **Previous** to justify or **Cancel** to cancel the current import.

r Le	ave	e data import v	wizard			2.7	
G	3	3.Data ch	eck				
	-0	Dept	Username	PIN	DIN	AttType	FromTime
F	1	sale	lily	1	1	Normal Overtime	2010-03-15 0
	2	sale	lily	1	1	Normal Overtime	2010-03-15 1
	3	sale	alpha	2	2	Normal Overtime	2010-03-15 0
	4	sale	alpha	2	2	Normal Overtime	2010-03-15 1
*	5						
<							>
	_						
		5			Prev	ious <u>N</u> ext	Cancel

4.2-54

Fourth: Click Next to import data if there is nothing wrong with the data.

୍କ	Leave data	import	wizard			×
	💣 4. P	rocess	; import data	1		
ł	Processed:	4	Succes: 4	Failure: 0		
	Completion of t	he data to	import, click the "C	ancel" to return.		
2						
			1		<u>Previous</u>	Next Cancel

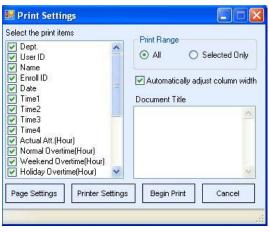
4.2-55

Fifth: Click **Cancel** and reverse back Leave Registration interface after finishing the data import.

## 4.2.4.10 Export and Print of Report

 Click Print to enter related settings. Select the print item or import the titles into the input box of the box, for example name of the company. Click Page Settings and Printer Settings for the settings of page and printer. Click Begin Print to popup printing preview window that can be closed for re-settings, or click Printer directly for printing.

Attentions: The printer only print the contains of the current displaying page.





2) Click Export to popup the dialog box of save and select the save path, then click Save. Then there will be a Prompt Box suggesting to open it or not if it is a successsful save. If you want to check the exported report, please click OK otherwise Cancel.

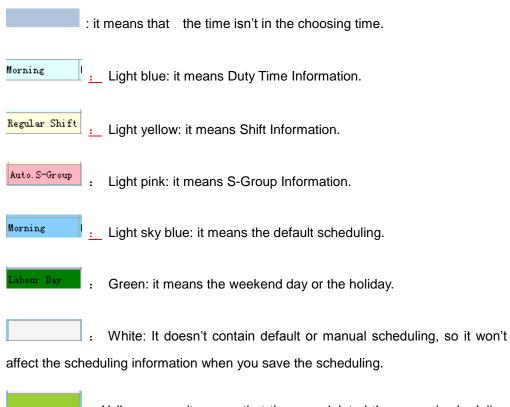


4.2-57

# 4.2.5 Shift Scheduling

**Shift Scheduling** provides the function of setting particular working time for particular employees, and the function of querying and printing.

Pressing menu Att Manage - > Scheduling into Report and choose Scheduling. Following is the description of the chart in different color,



. Yellow green: it means that the user deleted the manual scheduling information. (Click "Save" to affect it.)

# 4.2.5.1 Query for the scheduling information

Select the personnel item that needs to be queried. (Please refer to <u>personnel option</u> for details).Input the beginning and ending date, then click **Query** for the scheduling record of the first personnel of these selected ones. It displays various modes of arrangement on the optional column, such as: week show mode, month show mode, Name shift mode, ID shift mode, display all the attendance information, display scheduling shift information, as following.

		🔢 Show mode:	Week •	🖲 Shift Mod	e Name	🕶 📝 Edit Mo	de Multi-edit	🗕 🔍 Туре	Single Shi
		Start Date	Monday	Tuesday	Wednesday	Thur s day	Friday	Saturday	Sunday
	1	2010-04-26						Labour Day	Labour Day
	2	2010-05-03	Labour Day	Morning	Morning	Morning	Morning		Sunday Rest
	3	2010-05-10	Afternoon	Afternoon	Afternoon	Afternoon	Afternoon		Sunday Rest
	4	2010-05-17	Regular Shift		Sunday Rest				
•	5	2010-05-24	Auto. S-Group		Sunday Rest				
	6	2010-05-31	Morning						

The chart above is the week show mode, displaying the name of shift; the querying result is single shift information. It's available to click the button before the listing or select different options on the pull-down menu to present different show modes.

## 4.2.5.2 Query for all the scheduling information

Select the personnel item that needs to be queried under the Month show mode. (Please refer to <u>personnel option</u> for details). Input the beginning and ending date, then click Query for the personnel scheduling record, as following.

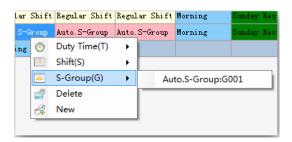
		Name	Start Date	1	2	3	4	5	6	7	8	ę
۲	1		2010-05-01	Labour Day	Labour Day	Labour Day	Morning	Morning	Morning	Morning	Morning	S
	2	li li	2010-06-01	Morning	Morning							
	3	sunny	2010-05-01	Labour Day	Labour Day	Labour Day	Morning	Morning	Morning	Morning	Weekend Rest	w.
	4	sunny	2010-06-01	Regular Shift	Regular Shift							
	5	Tom	2010-05-01	Labour Day	Labour Day	Labour Day	Morning	Morning	Morning	Morning	Auto. S-Group	A
	6	Tom	2010-06-01	Auto.S-Group	Auto. S-Group							

4.2-59
--------

Each row stands for a month, displaying the selected personnel's scheduling information in the time respectively. It's unavailable to neither edit nor preserve when checking all the scheduling information.

### 4.2.5.3 Edit the scheduling information

Edit the selected record. The background-color of the selected scheduling information turns to deep blue. (Right-click or) Double-click the very record to edit it. There're two edit types, one is modifying one cell at one time, and the other one is dragging to edit various cells. It's available to select the pull-down menu via the edit icon at the top of the window, or click the edit mode icon to switch.



4.2-60

The popup menu is as the picture above. Each time the operation of selecting the menu only works for the selected cells when double-clicking the edit mode. The selected shift information at one time can be dragged to set up various cells or click to set up various sheets when dragging edit mode. Click the blank area out of the sheet to release the selected shift information.

Delete the scheduling of selected date. Select the cell and double-click or right-click to select delete on the popup menu. Select the corresponding edit mode to single-delete or multi-delete.

	Start Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2010-04-26						Labour Day	Labour Day
2	2010-05-03	Labour Day	Morning	Morning	Morning	Morning	Morning	Sunday Rest
з	2010-05-10	Afternoon					Morning	Sunday Rest
4	2010-05-17	Regular Shift					Morning	Sunday Rest
▶ 5	2010-05-24	Auto. S-Group					Morn 22-05-	2010 ay Rest
6	2010-05-31	Morning	Morning	Morning				

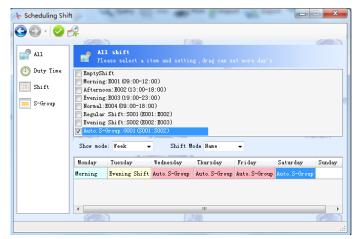
4.2-61

It's available to click the save button below the status bar  $\frac{1}{2}$   $\times$   $\checkmark$  to save the current scheduling result when completing the edit..

Attention: save operation is to save the scheduling setting-up in a selected time of the selected personnel on the left.

# 4.2.5.4 Template Scheduling

Click the button the View, or right-click to select the Template, then enter template setting interface, as the follow picture:



4.2-62

Select the corresponding scheduling setting template, which supports dragging to set various sheets.

- $\diamond$  Week template: set up the scheduling in pattern of the week in a selected time.
- ♦ Month template: set up the scheduling in pattern of the month in a selected time.
- Day template: set up the scheduling by taking time interval as template in a selected time.
   Such as the following picture.



4.2-63

It means that it counts from the first day in a selected time, noon class for the first day, and evening class for the second day, day off for the third day; repeat the noon class of the first day for the fourth day, etc.

If the existing shift information cannot meet your request, it's available to click the icon  $\stackrel{\text{def}}{\longrightarrow}$  on the menu bar to set up new shift information. (Please refer to Attendance Rule setting for details)

Click the icon solution of the template. It makes the template set up to the corresponding time and cell, and set up the scheduling of the personnel selected from the personnel option on the left of the scheduling report according to the template.

# 4.2.5.5 Import scheduling information

The import can first query the scheduling information from the personnel scheduling report on the attendance management then export the information. And add others' information according to the export format. The save format of the Excel file must be the compatible version of 97-2003, whose postfix is .xls.

A	В	С	D	E	F					
Name	Start Date	1	2	3	4					
li li	2010-05	Afternoon	Morning	Sunday Rest	Regular Shift I					
2	2010-05	Afternoon	Morning	Sunday Rest	Regular Shift					
PF	2010-05	Afternoon	Morning	Sunday Rest	Regular Shift					
	4.2-64									

The imported data and shift information can be automatically identified the name or ID num.

If the name or ID num is personal one, the imported scheduling information is the corresponding personal one.

If the name of ID num is departmental, then the imported scheduling information is the departmental personnel ones.

First: select the designed Microsoft Excel

he Import Scheduling D	ata	
1. Choose	data	100
Specify the Excel d	ata source	
File name:	C:\Users\alpha\Desktop\Scheduling(20100513_1911).xls	
	Previous Next Cancel	1 4 4

4.2-65

Second: [Data Check], check the imported data. If there's something wrong with this data, it's available to modify it directly, or add new record in this very step or it won't be edited succeed. Click **Previous** to justify or **Cannel** to cancel the current import.

	UserName	StartDate	1	2	3	4
•	1	2010-05	Afternoon	Morning	Sunday Rest	Regular S
-	2 2	2010-05	Afternoon	Morning	Sunday Rest	Regular S
*	3				-	-
		_				

4.2-66

Fourth: click **Next** to import data if there's nothing wrong with the data.

*	Import Sche	duling	Data		-	-	and the first	×
	🛃 3. D	ata cl	neck					
	Processed:	24	Succes:23	Failur (1				
	Completion o	f the d	ata to import,	click the "Car	cel" to retu	rn.		-
			~					
			R			Previous	<u>N</u> ext	Cancel

4.2-67

Fifth: click Cancel and reverse back to the user management interface after the finish of data import.



Exported data after modification needs to be copied to a new file and saved as the version of Excel 97-2003, and then the file can be imported successfully.

# 4.3 Device Management

The device management possesses performance of data connection and download and others.



4.3-1

# 4.3.1 Device Connection

### 4.3.1.1 Device Added

Connect the device to the computer (select the suitable communications: RS232/RS485, TCP/IP or USB) If there are several networking-apply devices, these devices must be set to different numbers to avoid repeating, for example: 001,002

# 1) RS232/RS485 Communication

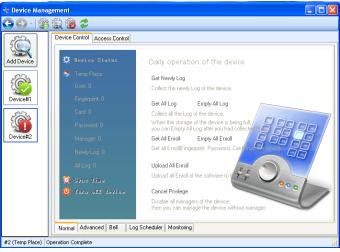
Click Device Management on the menu  $\rightarrow$  Connect $\rightarrow$  click 3 or Add Device on the left column to popup Connect to the Device window.

Select RS232/RS485 communication, the settings of Device ID and date remain the same with the ones on the terminal, select the COM Port. Then click Search, as the following.

Device Control Access Control	🐨 Device Mana	gement
Add Device	Add Davice	Device Control Access Control  Connect to the device  Belongs Temp Place  Communication R5232/R5485  Device ID 1  COM Port Baudrole 38400  Back  Disable all managers of the device, then you can manager.

4.3-2

It will display Successful Connect Prompt Box, corresponding to the data searched. Click OK and there will be the icon of Add Device on the left of the window, as the following.



4.3-3

Click Add Device for more devices.

# 2) TCP/IP Communication

Click Device Management on the menu  $\rightarrow$  Connect  $\rightarrow$  click 3 or Add Device on the left column to popup Connect to Device window.

Select TCP/IP communication, the Device ID, IP Address and Password must remain

the same with the ones on the terminal. No communication password defaults as 0.

Connect to the device				
	Belongs Communication Device ID IP Address Port No. Password	Temp Place TCP/IP 192.168.1.224 5005 0		

4.3-4

### 3) USB Communication

Click Device Management on the menu  $\rightarrow$  Connect $\rightarrow$  click is or Add Device on the left column to popup Connect to the Device window.

Select USB communication, the Device ID must remain the same with the ones on the terminal. Device ID defaults as 1.



4.3-5

## 4.3.1.2 Edit Device Property

Select the device connected, such as Device #1, and click Edit on the menu or right-click Device  $#1 \rightarrow$  connect to option, and there will be a corresponding window of device property. Then you can set the device's communication, device ID, IP address and others.

### 4.3.1.3 Delete Device

Click Delete on the menu or right click the connected device  $\rightarrow$  delete. That will delete current selected devices. You need to re-add device if you want to re-connect this device.

### 4.3.1.4 Refresh Device

Click Refresh on the menu or right click the selected device  $\rightarrow$  refresh. That will refresh the current device.

## 4.3.1.5 Device Property - Normal

Device Property  $\rightarrow$ Normal, Advanced or right click the connected device $\rightarrow$  Operate, in this way, you can read or delete the data on the terminal.

🐨 Device Management	\		L L 🖄
Device Contr	ol Access	: Control	
Device Tamp J	6 print: 6 0	Get B Colle Get A Colle	operation of the device every Log et the newly Log of the device. Il Log Empty All Log et all the Log of the device. the storage of the device is being full CO COC
 ✓ Ø Tyrn Off Ø Tyrn Off Ø Tyrn	Get O Can Emp	All Enroll Newly Log c Time cel Privilege ty All Log ty Device Data	Empty All Log after you had collected these Encoll Empty All Encoll Encoll Gingerprint, Passon a Card) from the device. All Encoll all Encoll of the software to the device. Privilege all amagers of the device, without manager.
#1 (Temp Place) Operation Complet	anced Bel	Log Schedul	er Monitoring Message

4.3-6

1) Get Newly Log

Get the new and un-collected attendance records on the device.

## 2) Get All Log

Get all data on the terminal, including the downloaded and uncollected one.

## 3) Empty All Log

Empty the attendance data after collection if there is too much data on the device.

## 4) Get All Enroll

Get all enroll on the device, including fingerprints, password, inductive card and others.

## 5) Empty All Enroll

Empty all enroll on the device for re-enrolling all information.

## 6) Upload All Enroll

Upload all enroll data on the software onto the device, such as name, fingerprint data.

## 7) Cancel Privilege

Delete the administrator's privilege of device through RIMS software.

# 8) Synchronous Time Device

Synchronize device time with the one on the computer.

## 9) Close device

Close device through software.

# 4.3.1.6 Device Property- Advanced

🐨 Device Manag	ement 💶 🗖
\$ - 3 3	Q 🕲 🗢
Ad Device#1	Device Control Access Control Advanced property settings Empty Device Data Will clear all the data(Enroll and Log) in the device. Warning: Cannot restore! Adjust device's screen brightness to 30 Apply Set the Text of the device's screen. Get Set
#1 (Temp Place)	Reboot the device
#1 (Temp Place) O	peration Complete



	Set message for the color screen Perice Control Access Control Terminal
d ice	Message settings Get from device Upload to device Target Begin Date 持续时间 Content
	1 🗌 Everyone 2010-08-21 15:11 💽 Unlimited
2641	2 🔲 Everyone 2010-08-21 15:11 💽 Unlimited
	3 🔲 Everyone 2010-08-21 15:11 💽 Unlimited
	4 🗌 Everyone 2010-08-21 15:11 💽 Unlimited
	5 🔲 Everyone 2010-08-21 15:11 💽 Unlimited
	6 🔲 Everyone 2010-08-21 15:11 💽 Unlimited
	7 🗌 Everyone 2010-08-21 15:11 💽 Unlimited
	8 🔲 Everyone 2010-08-21 15:11 💽 Unlimited
	Normal Advanced Bell Log Scheduler Monitoring Message

4.3-8

# 1) Empty Device Data

Empty all enroll and clock-IN/OUT records and attendance report simultaneously. (Attentions: this operation cannot resume)

## 2) Adjust Device's Screen Brightness

Draw the scrollbar and set up the brightness value of the screen, click Apply to apply the brightness value to the device.

## 3) Set the Text or Message of the Device's Screen

Click Get to get the current text of the device's screen and import the words onto the device by clicking Set.

If I set the message1: Institute training on the job. And message2: Pure attitude, pure power. And upload them to the device, and then they will be rolling on the screen of the color screen terminal dynamically. It can be set to someone, such as Amaris Song, or everyone. As the following:





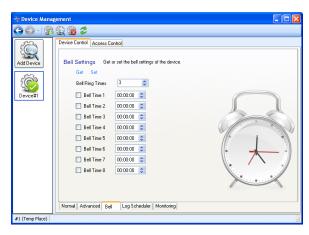


4.3-10

## 4) Reboot the Device

Click Reboot the Device to restart current connected device.

## 4.3.1.7 Device Property- Bell





Click Get to obtain the Bell Ring Times and Time established on the device. Click Set to upload the newly edited bell onto the device after the settings of Bell Ring Time and times. The color screen terminal can set at most 10 groups of bell.

## 4.3.1.8 Device Log- Scheduler

Select Enabled LOG Scheduler then set the timing, and then click Apply to get it work, or Sync Time when get log.

Let's take an example:

🐨 Device Management	
G 🖸 - 🛞 🚊 🎯 🗢	
	Select devices
#1 (Temp Place) Operation Complete	

4.3-12

# 4.3.1.9 Device Property- Monitoring

🕸 Device Management - RIMS 📃 🗖 🗙
G 🕗 -   🎕 🎕 🕸 🌫
Image: Control Access Control         Image: Control Control Access Control         Image: Control Control Control Control         Image: Control Contrecter         Image: Contrec
#1 (临时点) Operation Complete

4.3-13

Click Real-time Monitoring. If select the Show User Picture in the options item, then in the process of monitoring, the screen will show the user's picture in real-time. If select the Automatic Monitoring after Running the Program, he system will upload attendance data in real-time in the process of monitoring.

# 4.3.1.10 Access Control Operation

If the device supports the access control property, the contents of the access control operation options can be edited. Otherwise, it cannot.

# 1) Access Control

📌 Device Mana	gement 🗧 🗖 🗙
🕞 🕑 - 🗐	) 🔍 🍓 🜮
Add Device	Device Control         Access Control           Normal operation of the device         Open Keep-Open Keep-Close           Through software to open the door or keep the door Open/Close regulate/ When the door is in a fixed state, click Automatic Mode + torrective the status           Cancel Alarm         Shook datus           Cancel Alarm         Shook datus           Cancel Current dam. (At the same time to restore the door in automatic mode.)         Yiew the current status of the door
	Normal Settings Pass-time Group-time Pass-set Unlock-group User access control
#1 (Temp Place)	

4.3-14

- 1. Click **Open** and conduct remote control to open the door through the software.
- 2. Click **Keep-open** and set to keep the door open normally.
- Click Keep-Close and set to keep the door closed normally. It is in-effective to open by card stamping but effective when restoring to *Automatic Mode*.
- 4. When the door is in a fixed state, click **Automatic Control** to restore the open status. Set the state of the door to **Automatic Control Mode**.
- 5. Click **Cancel Alarm** to cancel the current alarm and restore the open status of automatic control mode.
- 6. Click **Show Status** to see the controlling mode of the current door.
- 2) The Settings of the Access Control Device

0-19	S 🕱 🖉				
523	Device Control Access Control				
dd Device	The settings of the Access C Open door delay (0-255) S	ontrol dev	ice	Verify Mode	FP or Pwd or Ca
2025	Open door overtime alarm (0-3600) S	0	\$	User valid settings	Disabled
Device#1	Illegal open door delay (0-255) S	0	\$	Wiegand type	26-Bit
	Signal input alarm	Disabled	~	Unlock-group	Enabled 💊
	Threat Alarm	Disabled	~	Anti-passback	Disable
	Threat alarm action	Open and Ala	rm 💌		
	Get from device Upload to devi	ice			
	Normal Settings Pass-time Group-time	Pass-set Uni	ock-group	User access control	

4.3-15

- 1. Click **Get** to obtain current property settings of the access control.
- Set the door keep open for 0-255 second(s). If it excesses this time, the door automatically restore close status.
- 3. Set the door keeping alarming for 0-3600 second(s). If it excesses the this time, there will be alarm. If we set the alarm time as 0, there won't be alarm even if it excesses Open Door Time.
- 4. Set the door keep alarming for 0-255 second(s) when the door is regaled to Open. If the door is forced to open, there will be alarm. If the alarm time is set as 0 and the door is forced to open, there won't be alarm.
- 5. The Signal input alarm, Threat Alarm, Threat Alarm Action can also be set according to actual situations.
  - 3) Pass-time Setting

😽 Device Mana	agement	
🕞 💽 -   🎕	3 🔍 🎯 🗢 🦳	
200	Device Control Acces	s Control
Add Device	Pass-time Access cont	Settings rol device can be set 32 Pass-times, these will being used in the 'Group-time'.
Ś	<b>  +</b> ⊠ × √	8
Device#1	Pass-time:	Allow
	Begin time:	00:00
	End time:	23:59
	Get from device	Upload to device
#1 (Temp Place)	Normal Settings Pa	ss-time] Group-time    Pass-set    Unlock-group    User access control
#1 (remp Place)	operation complete	

4.3-16

- 1. Every access control device can be set 32 pass-times that can be added and deleted according to actual requirements.
- 2. Click **Get from the Device** to obtain information of pass-time to the current device
- 3. Click **Upload to Device** to upload the current time settings to access control device.
  - 4) Goup Time Settings

🔆 Device Mana	igement	×
🕞 🕒 -   🄅	) 🛱 🎯 🗢	
8	Device Control Access Control	
Add Device	Group-time Settings Each Group-time may include 10 pass-times, Can be set 32 group times.	
Ś		
Device#1	Group-time: Allow	1
	Select the pass-time to include:	
	✓ Allow(00:00-23:59)	1
		1
	Get from device Upload to device	
	Normal Settings Pass-time Group-time Pass-set Unlock-group User access control	
#1 (Temp Place)	Operation Complete	.;

4.3-17

 Every access control device can be set 32 group time, each of which contains 10 pass-times. The time group can be added, edited and deleted according to actual situations.

- 2. Click Get from device to obtain information of time group to the current device.
- 3. Click **Upload to device** to upload current new-added time group to the access control device.

## 5) Pass-set settings

 The pass-set setting contains seven days a week. Each can select time groups to collocate and combine according to users' requirements.

🕂 Device Mana	gement	
🕞 🕑 - 😨	Q 🛞 😂 🧼	
22	Device Control Access	Control
Add Device	Pass-set Si Pass-set con	ettings tains seven days a week, every day can choose a different Group-lime.
Ś	i ♣ ⊠ X √	8
Device#1	Pass-set	Allow
	Sunday	Allow
	Monday	Allow
	Tuesday	Allow
	Wednesday	Allow 🗸
	Thursday	Allow volta
	Friday	Allow
	Saturday	Allow
	Get from device	Upload to device
	Normal Settings Pa	ss-time Group-time Pass-set Unlock-group User access control
#1 (Temp Place)		

4.3-18

- 2. Click **Get from Device** to obtain pass-set information of current device.
- 3. Click **Upload to Device** to upload the new-added pass-set to the access control device.

# 6) Unlock-group

It can be set that the door can be opened only when both of the different persons get through the authentication. The setting is as the following:

First, click Access Control – Settings – Enabled the unlock-group. (As the pic\_4.3-18)

5	Device Control Access Control				
I Device	The settings of the Access C Open door delay (0-255) S	ontrol d 5 0 Disabled Disabled Open and		Verify Mode User valid settings Wiegand type Unlock-group Anti-passback	FP or Pwd or Ce v Disabled v 26-Bit v Enabled v Disabled Enabled
	Get from device Upload to devi	ce	Lan.		

4.3-19

Then click Access Control - User Access Control, then set the user access control.

😽 Device Mana	gement	all the persons are defaulted to
G 🖸 -   🏟	© 🖗 ≉	group 0 before setting the group.
Add Device Device#1		It allows to setting the persons to 1-9 groups. passet: allow valid setting 1 2 3 1 5 5 7 8 2 valid Jate valid Date valid Date valid Jate User valid settings' set to Enabled. stoad to device
	Normal Settings Pass-time Group-time Pass-set	Unlock-group User access control
#1 (Temp Place) C	peration Complete	

4.3-20

Attentions: the Apply pass set is defaulted as "Allow". Set the persons to 1-9 group according to the requirements. It is defaulted to group 0 without setting, and the persons in group 0 cannot be set to the unlock-group. Let's say, we can set Peter to group 1, Miko to group 2 and Edmond to group 3.

Third, click Access Control – Unlock-group, and define the unlock-groups.

😽 Device Mana	gement
😋 🕑 - I 🎕	🔍 🕲 🕏
82	Device Control Access Control
Add Device	Unlock-group Settings Set Unlock-group.
Device#1	Unlock-group 0 12 🗢 Unlock-group 1 13 📚 Unlock-group 2 23 🗢 Unlock-group 3 22 📚
Device#1	Unlock-group 4 0 🗢 Unlock-group 5 0 💠
	Unlock-group 6 0 🗢 Unlock-group 7 0 🗘
	Unlock-group 8 0 🗢 Unlock-group 9 0 🗢
	Get from device Upload to device
#1 (Temp Place)	

4.3-21

Here are the instructions of the four unlock-groups above:

Unlock-group 0: it means that only when both of the two persons: one of the people from group1 and one of the people from group2 authenticate from the Access Control Terminal, can the door be opened.

Unlock-group 1: it means that only when both of the two persons: one of the people from group1 and one of the people from group3 authenticate from the Access Control Terminal, can the door be opened.

Unlock-group 2: it means that only when both of the two persons: one of the people from group2 and one of the people from group3 authenticate from the Access Control Terminal, can the door be opened.

Unlock-group 3: it means that only when two persons from group2 authenticate from the Access Control Terminal can the door be opened.

If there's a unlock-group4: 123, then it means only when both of these three persons: one of the people from group1, one from group2 and one from group3 authenticate from the Access Control Terminal, can the door be opened.

7) User Access Control

This can be set various pass-sets and valid date for different users

😽 Device Mana	gement 📃 🗖 🗙
🕞 🕑 - І	) 🔍 🍓 🜮
Add Device	Device Control         Access Control           The Settings of User Access Control         Set the user's privilege in access control           P • • • • • • • • • • • • • • • • • • •
Device#1	Name       User ID       Enroll ID         User group       0         User valid settings         Valid Date       01-01-2000         Invalid Date       01-01-2000         Invalid Date       01-01-2000         Note:       Need the 'User valid settings' set to Enabled.         Upload to device       Upload to device         Normal       Settings       Pass-time
#1 (Temp Place)	Dperation Complete

4.3-22

Click Upload to device to set valid time for different users. All the valid time of the registered users are available without setting. But with the user's access-control settings, it is only available to the users whose information has been set during the regulated time.

## 8) Anti-Passback

Anti-passback is a function for Access Control Terminal that prevents the tailgating. In some conditions, the security system demands the personnel authenticate legally from the outside door to come inside, and authenticate legally from the inside door to go outside. The authentication record must be one inside record and one outside record. When anti-passback is used, people must first authenticate from the designated "In" reader, then from a designated "Out" reader, and tried to read out of an area, an anti-passback violation would occur.

3	Device Control Access Control			
d Device	The settings of the Access C	ontrol device		
8	Open door delay (0-255) S	5	Verify Mode	FP or Pwd or Ca
S	Open door overtime alarm (0-3600) S	0	User valid settings	Disabled
evice#1	Illegal open door delay (0-255) S	0	Wiegand type	26-Bit
	Signal input alarm	Disabled 💉	Unlock-group	Enabled
	Threat Alarm	Disabled 💌	Anti-passback	Disable
	Threat alarm action	Open and Alarm		Disable Enable(Out)
	Get from device Upload to dev	ice		
	Normal Settings Pass-time Group-time	Pass-set Unlock-group	User access control	



#### Instructions:

- 1) **Disabled**: the anti-passback is ineffective.
- Enable (OUT): it makes the ZD2F20 Access Control Reader as the "In" Reader, and the record in the ZD2F20 is the "IN" one. The authentication record in the Sensor is the "OUT" one.
- Enable (IN): it makes the ZD2F20 Access Control Reader as the "OUT" Reader, and the record in the ZD2F20 is the "OUT" one. The authentication record in the Sensor is the "IN" one.
- 4.3.2 Device and Data Download

Click **Download**→**Device#1** to popup next menu, as followings:





Please refer to the : Get Newly Log, Get All Log, Get All Enroll for more details of the submenue.

# 1) Get Newly Log

Obtain the newly report on the fingerprint attendance machine.

# 2) Get all Log

Obtain all attendance data on the fingerprint attendance machine, including the downloaded and un-collected data.

# 3) Get All Enroll

Get all fingerprints and password data on the fingerprint attendance machine and preserve them into the data base.

# 4.3.2.1 U-Disk / SD Card Data Import

Download the attendance data with the U-disk. First, download the data from the fingerprint attendance Terminal to the U-Disk, connect the U-Disk to the USB port of the computer, then steps following:

Click Download  $\rightarrow$  U-Disk/SD Card to popup the dialogue box Download data from U-disk/SD card,

mport Data	Maintenance	
Import Data	Import	Browse
Data Import:Please s	select hie mannes like talta_".TXT AGL_*.TXT	s s
Immediate photo	51	Browse(L)
Image Import:Please	select the folder names photo-log	vs6;
Enrol photo		Browse(U)
	Yease select the folder names user-photo	
	Please select the folder names user-photo	

4.3-25

It allows importing data, immediate photo and Enroll photo from the u-disk / SD card.

The Immediate photo data importing is optional according to different models. Select

the path (stay blank if unnecessary), and then click the icon $\checkmark$ .

# 4.4 System Maintenance

The data maintenance arms to maintain the data base of the system routinely, which includes backup DB, restore DB.

On the main menu, move mouse to the icon Maintenance, popup three sub-menus that are **Backup DB** and **Restore DB**.

📌 Access (	Control and Time	Attendanc	e Management Sy	rstem 📃 🗖 🔀
7	2		10100	Maintenar
0.197	User Management	Att Manage	Device Managemen	t Maintenance
			5 5	
			Backup DB Restore	DB
F.,				
			Administrator	24/08/2010 23:12:18 👷

4.4-1

# 4.4.1 Backup DB

Backup DB means the backup the database of the RIMS, including the personnel information and attendance records.

### A. Backup database (Access version)

Click the submenu of Maintenance-Backup DB, select the save path of data, and click Save to popup the dialog box of Successful Save. Click OK, then there will be formation of backup file in the corresponding path. For example the file likes 'RIMS\_20100824.rdb'.

## B. Backup database (SQL Server version)

It makes difference between the connection to the local server and the remote

server.

**Backup to the Local Server:** the same operating steps with the Access version backup.

Backup to a Remote Server:



a. It prompts that whether backup to a remote server or not. It requires the read and write permissions to the shared folder on the Remote PC or it would be fail to backup the database. (It is suggested that using the SQL Manager to backup the database on the remote server while backup to the Remote Server.)

It pop ups the following window when it's the first time to backup the database. It requires inputting the backup path (required to read and write permissions) on the remote PC.

Backup path (required to	read and write permissions)
D:\SONG	a"
Save Path	
	Apply

Click "Apply" to backup the database. When there's no read and write permissions to the input path, it fails to backup.

# Attentions:

- When it's the first time to input the data and operate other settings, it is recommended to backup the database at once. It is recommended to backup the database before modifying the data to avoid data loss.
- > Once the administrator makes some mistake or wrong operating steps, it

allows restoring to the relevant database.

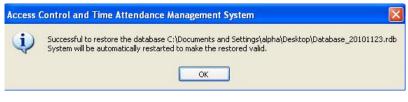
The defaulted name to the file is "RIMS\_+current date.rdb". The administrator can decide his own backup path and file name.

# 4.4.2 Restore DB

The **Restore DB** subjects to restore the database, including all the personnel information and attendance reports.

### A. Restore database (Access Version)

Click the Restore DB on the sub-menu of Maintenance, open the path of the database preservation, and select the restore DB that needs revert, and click Open to popup the dialog box of Successful Restore Database, then click OK. It needs restart the RIMS software to make the restored valid.



4.4-4

## B. Restore database (SQL Server Version)

It would popup the following window when clicking "**Restore DB**" if the current database of your RIMS software is the SQL Server version.

Гуре	Content	Result Time	Result	User
LD04	D:\SONG\SONG201011230 SONG201011231735.bak	23/11/2010 01:11:56 23/11/2010 17:35:44	0	-1:Administr
J LD04	50NG201011251755.Dak	23/11/2010 17.33.44	U	-T.Auminisu
		A		



It allows restoring by backup log or other database file. (It only supports the backup log when backup to the Remoter Server.)

# 4.4.3 Detailed settings for Maintenance

Click **Maintenance** icon to enter the system maintenance window.



4.4-6

The main setting options: Normal, Company Info., Administrator, Data Maintenance, Image Management, Data Migration.

# 4.4.3.1 Normal:

**User Management:** Set the appearance form of user management and user information, including Show User Cards and Show User List. The User Cards is designed to show & hide the attendance records and the shift, as well as a page to show the quantity of the card.

**Image Management:** it fixs the size of the user picture. The size is recommended not bigger than 10kb for the fast displaying. It allows selecting filling or replacing the image when importing. <u>"Filling images when importing"</u>, let's take an example : 001 Amaris Song's information in the user information of the RIMS is without any picture, but there's a picture for the num 001 in the importing data, then the RIMS will fill the picture from the importing data to Amaris Song in the RIMS database automatically. Or there's a picture for Amaris Song 001 in the RIMS, but there's no picture for the num 001 in the IMS, but there's no picture for the num 001 in the RIMS.

#### automatically.

**Data Maintenance**: It allows setting to delete the data before a few months, it's defaulted to 3 months. Let's take an example, if I set the "Allow to remove the data -3 month", and it is 2010-08-25 now, then it allows removing the data before 2010-05-25.

Normal	8 Hornal Normal settings of the program	
Company Info.	User Management	
Administrator	Show User Cards User Cards	O Show User List
Data Maintenance	Show Att. Records	O Show User Shift
) Image Managemei	Quantity per page	🗹 Auto
	Image Management	
	Max size of user picture 10 📚 KB	Filling images when importing
	Card image replace software image	Software image replace Card image
	Data Maintenance	
	Allow to remove the data	3 😂 Month

4.4-7

Default Setting: default the setting of the RIMS software. When click the "Default setting" button, the setting ot the RIMS will restore to the default status including the following prompt window.



4.4-8

# 4.4.3.2 Company's Information

You can change the LOGO and name of the company.

Normal	Company Ind Set the name o	to. If the company, LOGO and othe	er information	
Company Info. Administrator Data Maintenance Image Managemei Data Migration	Company abbreviation Company full name I LOGO	Realand		
			Cancel	Apply

4.4-9

### 4.4.3.3 Administrator

Set the administrator's password. If there is previous password, you can conduct the re-setting after input the original password and the new one then re-enter the new one.

If there is no previous one, you just need to input and confirm the new one then click Apply, which make administrator settings a success.

😽 Maintenance		
G 🕥 -		
Normal	Administrator     Set up an administrator log in information	
Administrator     Data Maintenance     Image Managemen     Data Migration	Original Password New Password Re-enter Cancel Apply	
< 3	User Authority Settings	
A second s		

4.4-10

"User Authority Settings", set the privilege for using the RIMS.

Password Pas



Different people, different privileges to operate the RIMS software. *For example: Amaris Song is from the E-commerce Dept, we are going to set her a privilege to query the attendance report of the E-commerce dept from the RIMS software.* 

Assing Authority Role Settings		
Role Report query	Assign resources	
General Operator 1 Report query	User Management  Department Management  Attendance Stat.  Ask for leave  Append Clock-in/out  Attendance Rule  Device Management  Collect Data  User Authority	System Maintenance

4.4-12

		D - 84	Password •••	Re-entr	er ••••	Apply
Name	User ID	Enroll ID	Assign roles	New Role	Assign departments	
Amaris	001	ssword	General Op			ment dept. rrce Dept.
Ama		enter th			٢	

4.4-13

So, when we are in the name of Amaris to enter the RIMS software, we can only check the data of Amaris's, even entering the User Management window, we can find that there's Amaris's information only.

<u>SQL Server version</u>: it allows different people, those have privilege to enter the SQL, connect the SQL Server on their own Computer. And different people, different privilege to operate the RIMS.

## 4.4.3.4 Data Maintenance



4.4-14

### A. Compact Database:

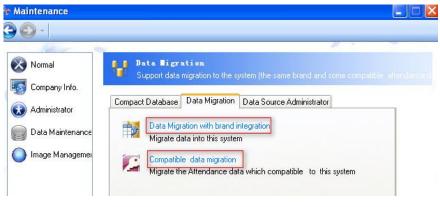
1. Backup the database; please refer to (4.4.1. Backup DB for details).

- 2. Restore DB, please refer to (4.4.2. Restore DB for details).
- 3. Maintenance subjects to conduct regular maintenance for the data base for assuring the integrity of the data.
- 4. Initialize the data base. Be cautious to this operation because the initialization will empty all the current data.
- 5. Remove historical data. Remove a period of time's historical data.
- 6. It defaults that it can only remove the data 3months ago. If you want to change this time, please return to "Normal" to set it.

Remove historical data		Compact	Database	Data Migration	Data Source Adm	inistrator
Delete the access control records, attenda	nce records and leave		Backup D	atabase		
Remove historical data			Regularly	backup the data	base to prevent dat	a loss.
Delete Access control records			Restore D	atabase		
Delete attendance record			Restore the	ne database, the	backup file must be	valid.
			Compact	Database		
Delete leave records		<b>E</b>	To carry o	out regular mainte	nance on the datab	iase to er
Oelete the data before			Initialize D	atabase		
Delete the data before 24-08-2010	×		Once the	database is initial	lized, there are all d	ata will be
O Delete the data Within			Remove	nistorical data		
Delete the data Within 24-08-2010	- 24-08-20	8	Remove a	a period of time's l	historical data.	

4.4-15

### **B. Data Migration:**



4.4-16

# • Data Migration with brand integration

Data Migration: Migrate data from another RIMS software to the current RIMS software. It supports data migration between two Access databases, two SQL Server databases, and it also supports data migration between the Access database and the SQL Server. The Access database file is postfixed by ".mdb" or ".rdb". If it's the SQL database, it must be on the Server, and it cannot be the backup file even though the backup file is on the Server. For the backup file on the

Server, you could first add the backup file data to the Microsoft SQL Server on the Local or Remote Server. Then migrate it to the RIMS software.

Integrate uncrossing user info. : it allows integrate user data from different branches to one RIMS software database. For example: there are three attendance system databases, Guangzhou HQ, Shanghai Branch and Beijng Branch. We could integrate all the data into the Attendance System of Guangzhou. But all the people should be with different Enroll ID. The subordinate relationship of the people remains the same.

Integrate crossing user info. : it allows integrating one person's info from different attendance system to the RIMS software database. (Attentions: the Enroll ID of this person should be the same in different attendance system.) For example: Peter's Enroll ID in Guangzhou's attendance system is 005, so his enroll id in Shanghai's attendance system must be 005 too. Let's say Peter works in the Guangzhou office in the first half of the month, and the second half of the month in Shanghai. We can integrate all of Peter's atendance record to Guangzhou's atteandance system.

Normal	Data Digration with brand	integration
Company Info.	Migration Options	
) Administrator	User Info Record Info Deploy Info Ot	her
Data Maintenance	<ul> <li>Migration Users</li> <li>Migration Departments</li> </ul>	the source database we migrate data from
) Image Managemei	Migration Shifts	
	System Database	Source Database SQL Server
	Database file	Browse
	Please enter or browse to connect to SQL !	Conver detablace

4.4-17

## **Migration Options**:

Migration 0	Options		_	1		
User Info	Record Info	Deploy Info	Others			
Data Co	llision Up	date Collision D	late		<b>v</b>	

4.4-18

We can set the default setting here to dealing with the data collision.

Update Collision Date: when coming accross the data collision during migration, it will

update the data in the system. For example: Amaris (Enroll ID is 001) in the current system(System A), there's Peter (Enroll ID is also 001) in the Souce database(System B). When migrating data from System B to System A, Peter's infoformation will cover Amaris's in the System A directly. But the attendance records of Amairs still exist in the System A. But the old attendance records of Amaris's will belongs to Peter.

**Ignore Collision Date:** when coming accross the data collision during migration, it will ignore the collision data. As the example above, if select the "Ignore Collision Date", it will not migrate Peter's information to the current system(System A).

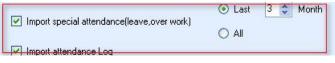
## • <u>Compatible Data Migration</u>

It supports migrating the Access database from other kind of attendance software to the RIMS software, including the following information: department, user information, attendance records, and leave records.

		P
Normal	Compatible data migration Migrate the Attendance data which compatible	
Company Info.	Clear up the database of RIMS before datebase	e migration
Data Maintenance	Include staff demission	💿 Last 🛛 🤤 Month
) Image Managemei	Import special attendance(leave,over work)	
	Import attendance Log	
	Database file	Browse
	Please select Access file	
N		

4.4-19

- a. It allows migrating the data including the demission staff, leave records and attendance log.
- b. It allows migrating the leave and attendance record in the last 3(1,2,3,or...)months.



4.4-20

- c. After migrating the data, please set the atteance rule according to the record, then it allows processing data in the RIMS software.
- **d.** It takes time for the data migration. It allows doing other process at the same time. Please re-run the RIMS software when finishing the migration to enable the new database.

#### C. Data Source Administrator:

Normal	Data Source Administrator     Database management (Support SQL Server and Access )
Company Info.	Compact Database Data Migration Data Source Administrator
Data Maintenance	Access
Image Managemei	O SQL Server

4.4-21

### Set the database of the RIMS to the Access database or the SQL Server one.

It's defaulted to the Access datase here. If you need to affect the SQL Server database, please set the Data Source Administrator to the SQL Server first.

Step 1: Select "SQL Server", then click "OK" on the popup window.

🐙 Maintenance	
Company Info. Administrator Data Maintenance	Data Source Administrator     Database management (Support SGL Server and Access )  Compact Database Data Migration Data Source Administrator  Access Access Control and Time Attendance Management System  Data SGL Source Administrator  Data SGL Source Administrator
Image Managemer	SQL Server     Deploy SQL Server database connection information     Yes     No



Step 2: then enter the Sql Server configuration window, as the following:

ider Mode	Nomal Mod	e				
his opera		ation: ist of typical user operation button	. Please in	stall SQL databas	e first.	

4.4-23

-	by step operation: ion suit for most of typical user . Please install SQL database
irst.	
tep by ste	o through the operation button
	FCOUNTER-IN\COTEVEDERCS Authorities Windows Authorities
	ECOMMERCE-U1\SQLEXPRESS Authentication:Windows Authentication e:RIMS_Attendance

#### 4.4-24

*Guider Mode:* it is available for almost all users. Click "Next" to check whethere there's any SQL Server on the current computer. It connects the attendance dabase on the local server by the Windows Authentication method. If there's no SQL server on the current computer, it will create a RIMS\_Attendance database automatically. After finishing the Guider Mode operation, click "Apply" to affect it. Then It allows configure the SQL database now.

### Normal Mode:

Guider Mode Noma	l Mode		
Log on to the serve	r		
Server name			~
Authentication	Windows A	Authentication	~
User			
Password			
	Save m	y password	
Connect to a databa	ter a database name		· · · · · · · · · · · · · · · · · · ·
	Test Connection	Cancel	Apply

- 4.4-25
- a. It allows clicking the pull-down menu to select the Server name or you could input the name of the Server directly. (it's recommended to select the Server on the pull-down menu.) Select the SQL Server you.(if you select the Server name from the pull-down menu, it shows the Server names from the whole LAN. It takes about 15 seconds to search all the server names.)

Guider Mode Nomal	Mode		
Log on to the ser-	ver		
Server name		ECOMMERCE-V1\SQLEXPRESS	-
Authentication		DEVHW-U1 DEVHW-U3 DEVSOFT-U1\SQLEXPRESS	
User		ECOMMERCE-U1\SQLEXPRESS	
Password		LAMC-01 SALES-U1 SALES-U2 W2K3-V-S1 W2K8R2-V-MOSS W2K8R2-V-WSUS	
Connect to a datab	ase	WAREHOUSE-U1	
) Select or er O Create Datab		tabase name	~
<u>.</u>	_	Test	cel Apply



b. Select the database name from the pull-down menu or input the database name directly. As the following:

uider Mode Nomal Mode			
Log on to the server			
Server name	ECOMMERCE-U1\SQLEXPRESS Windows Authentication		Ŧ
Authentication			•
Vser			
Password			
Connect to a database	V Save my	password	
Connect to a database © Select or enter a dat		password	
		master tempdb model msdb	•



If it's the first use of the SQL Server database, please create a database, as the following:

uider Mode Nome	al Mode			
Log on to the s	erver			
Server name Authentication		ECOMMERCE-U1\SQLEXPRESS		
		Windows Authentication		
User		6		
Password				
		Save my password		
		Jave my password		
🕝 Select or	tabase enter a da	atabase name		
Select or © Create Dat reate Database	enter a da tabase	atabase name		
🖱 Select or	enter a da tabase			
<ul> <li>Select or</li> <li>Create Database</li> <li>Create a new</li> </ul>	enter a da tabase database RIMS_Att			
<ul> <li>Select or</li> <li>Create Database</li> <li>Create a new</li> <li>Name</li> </ul>	enter a da tabase database RIMS_Att			

4.4-28

You could create the database in the following two ways:

Create a new attendance database. Please input the database name and then click
 "Create" to create the database.

Attentions: the dabase name cannot start with the Arabic numerals. The name cannot contains any of the special characters except the underline "\_". It is recommended to start with "RIMS".

Create the database through the MDF database file in the system. Browser to get the MDF file path, as the following, then click "Create" to create a database.

 $\diamond$  Create the storage path of the database

If it's connecting to the local server, the database is in the "database" folder under the RIMS installation directory.

If it's connecting to the remote server, the database is in the Microsoft SQL Server\MSSQL.1\MSSQL\Data folder under the SQL server installation directory.

) Create a new	database	
latabase Name	RIMS_NEW	Cancel
) Attach a data	abase file	
Browse	SQL Server\MSSQL.1\MSSQL\Data\RIMS_NEW.mdf	Create



After creating the new databse, you could select the database you just created in the pull-down menu. Click "ok" to configure the new databse. As the following:

	RIMS_Attendance
	master tempdb model msdb amaris_rimsO1 RIMS_Attendence
	RIMS_test
	4.4-30
ess Control and	Time Attendance Management System
Data source	settingOperation SuccessfulSoftware will restart to to make the database take efi
	ок

4.4-31

After confugring the new database, the RIMS software will restart to affect the database to the RIMS software.

Attentions: the SQL version supports the version above SQL2005 only.

ect

# 4.4.3.5 Image Management (Optional)

Maintenance	
<ul> <li>Normal</li> <li>Company Info.</li> <li>Administrator</li> <li>Data Maintenance</li> <li>Image Management</li> </ul>	Delete Image         Oelete Image         O Delete image before         28-08-2010         Delete span time's image         28-08-2010         Delete all image which corresponding DIN         Enroll ID
	Арру

4.4-32

Image Management: it allows removing the attendance image in the spanning time optionally. And it also allows removing the attendance image corresponding to the enroll id.

# Chapter Five Operation of the SQL version

1. Installation and configuration of SQL database.

Open the SQL2005express under the SQLexpress directory in the CD. (it allows downloading other version but above 2005.)

You could use the SQL Server database after the installation. Please refer to the *database source administrator* for the details of the SQL Server connection.

# **Chapter Six QA**

- 1. It cannot connect the device to the computer, what can I do?
- A. Check if the serial port cable is damage or not. If it's damage, please change another serial port cable.
- B. Check whether the COM port of the computer has normal communication or not. If the communication is abnormal, please change to another PC communication way.
- C. Check the Device ID and Port no. of the RIMS software are the same with the ones in the device.
- D. If the communication way is USB communication, please check if the USB driver has been installed.
- E. If it's the connection exception:



There's a conflict between the RIMS software and one another software. Close the RIMS software first, then click and run the Check.exe under the RIMS installation directory, and rerun the RIMS again.

F. If it's none of the problems above, please check the communication chip of the device. If there's any exception, please change another communication chip.

# 2. When running the RIMS, it prompts the dialog box "The application cannot start".

It's because you haven't installed the .NET Framework completely, which leads to the initialization failure.

# 3. How to set the working shift and affect it to the staff in the RIMS software?

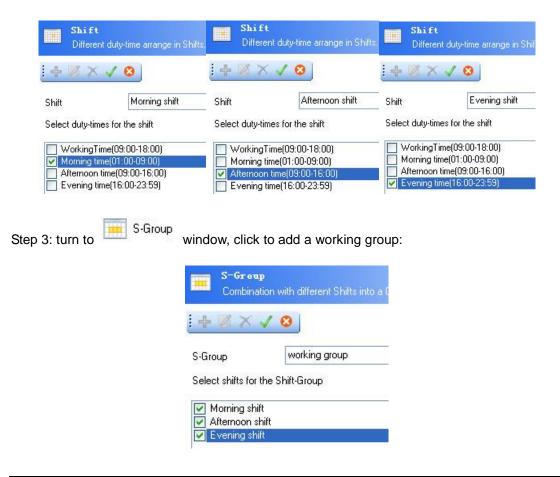
let's suppose Company A has three working shift, and people take one of them every day. RIMS set the shift to the staff automatically according to their attendance record. Step1: go to the Outy Time window, click to add three working shift, as the following:

Morning time: 01:00-09:00 Afternoon time: 09:00 – 16:00 Evening time: 16:00 – 23:59



Step 2: turn to the

Shift window, click to add three working shift, as the following:



Step 4: User Management window, click to add the new user info. Suppose

there is user info in the software already. Then click **better** to the popup window. Right click to choose the persons on the left column, then click "Default Att" to select "S-Group" and working group, then click "Apply" to affect the setting.

		۶ - و	Dept. Register Date Att Rule Default Att. Default Weekend
Name	Liser ID	Enroll	Default Att.:
Hardw	are Dept.		
Peter	003	3	working group
Amy	013	13	Shift: Morning shift 01:00 - 09:00
Softwa	ire Dept.		Shift: Atternoon shift
Franky	002	2	09:00 - 16:00
Adam	007	2 7	Shift: Evening shift
Vicky	011	11 🗸	16:00 - 23:59
A C	010	12	

- 4. What is the data downloaded by the USB flash driver?
- A. GLG\_001.TXT: is the new attendance record.
- B. AGL\_001.TXT: is all the attendance record.
- C. SLG\_001.TXT: is the super administrator operation record.
- D. AFP\_001.TXT and AFP\_001.DAT: are the files when you download all the enroll info.

# 5. How to reset the administrator password of the RIMS software.

Enter the "Maintenance" window, click Administrator , then input the "original password", "New password" and "Re-enter password".

If there's no any password before, then leave the "original password" as blank.

# 6. How to empty all the data on the RIMS software?

Enter the "Maintenance" window, click <sup>Data Maintenance</sup>, then click

Remove historical data, click "OK" in the prompt window.

# Attention: all the data (including the attendance record and the user info) in the RIMS will be empty.

7. Why can't I install the Framework?

You're not the system administrator of the windows;

(2) The installation has been estimated threatening and been stopped (you should close the anti-virus software first, restart the computer when the installation is finished).

# 8. Why the Device fails to connect with PC?

1) Check if the data cable of the machine is correct;

2 Check if the power line is working and start up the machine;

③Check if the communication mode and parameter are correct;

④If using the USB communication, check out whether the USB driver is set up or not;

⑤If none of the above reasons, please open and run the Check.exe under the Rims installation directory.

# 9. How to install the driver for the USB communication device? (The installation is no need for serial interface, TCP/IP devices)

The prompt box will display Successful Connect after the connection, insert CD and click Next step.

# 10. The time of the machine is not correct, what should I do?

Device Management  $\rightarrow$  Normal  $\rightarrow$  Synchronous Time Device (Synchronize device time and the current computer time.)

# 11. How to display the username on the screen of the machine? (Follow this method to copy fingerprint data when there're 2 or more machines.)

Get the Device connected; User Management  $\rightarrow$  choose the Device ID (Device); right-click the chosen user  $\rightarrow$  Get all Enroll  $\rightarrow$  Upload Enroll  $\rightarrow$  Upload Username.

# 12. Why there's no data in the report?

1) Check if the data has been acquired;

2 Check if the personnel information is written;

③Check whether the Enroll ID is in accordance with the number of the attendance machine or not;

(4) Check if the personnel's date of entry is correct;

⑤Check whether the default shift is correct or not;

6 Check if the machine time, report query time is correct;

⑦Check if the data statistics has been done.

# 13. There are too many columns in the report, what should I do to delete some of them?

Right-click the column of the report  $\rightarrow$  display/hidden columns  $\rightarrow$  select the wanted/unwanted ones  $\rightarrow$  save.

# 14. What can I set in the Attendance Rule Setting?

Attendance management → Attendance Rule: Late/Early/Absence rules, Duty time, Shift, Weekend, Holiday, Overtime Rules.

# 15. What can I do with the data after reinstalling operating system?

System Maintenance  $\rightarrow$  Restore DB; re-input the personnel name, enroll ID (which will display in the screen of the machine when punching the card) and other information, acquire all the data again, then process the data.

# 16. The device cannot be entered when the administrator is changed, what should I do?

Device management  $\rightarrow$  Normal  $\rightarrow$  Cancel Administrative Authority; Re-enroll the administrator.

# 17. Is there any electronic document for help?

Right-click the blank area of the software  $\rightarrow$  Help  $\rightarrow$  Online User Manual

# 18. What operations should be handed over when the administrator's resigning?

Fingerprint enroll, backup enroll, administrator enroll, cancel administrative enrollment.

Please refer to the website: http:// <u>www.realandbio.com</u> for more information.

Or you could contact us:

E-Mail: realand.biz@gmail.com; realand@realandbio.com