Hanvon Face Logon

User Manual

January 2009

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Contents

⚠️Warning: Hanwang Technology is dedicated to continuous upgrade and optimization of the products. In the event of any discrepancy between the user instructions and real objects, the latter will prevail, without a further notice.

The pictures used in this manual are for your information only and the actually displayed content may vary depending upon its use.

Part I Overview

Chapter I Functions in brief

Fundamental settings

This part includes some fundamental settings which are essential to use Hanwang Access Control & Attendance Management Software. Only when being properly set can this system normally obtain and process the required shift arrangement and records, finally generating proper attendance results and valid reports for printout.

Staff management

Set up the departments, add or modify the employee information and import or export employee information from the device.

Shift settings

Arrange all the shifts in the company to lay a solid foundation for employee's shift management.

Device Management

Add or modify a device, maintain the device that can be connected and device list to ensure the normal running of various operations, such as receiving records and employee information from the device, device backup and recovery, etc.

Attendance rule settings

Set the basic attendance rules for the system, so as to obtain the statistics record about attendance, and generate correct and valid attendance reports.

Modify password

Modify login password;

Help

Check updating; Language; Help; About.

Daily management

This part includes the most commonly used functions in Hanwang Access Control & Attendance Management Software. Almost all the daily access control and attendance management, such as shift arrangement, employee's overtime or ask for a leave settings, record processing and final printout of reports, also including daily maintenance of device, can be completely perform through this part.

Shift adjustment

Assign the working shifts to employees, and set the related shift adjustment, includes overtime, compensation leave, unpaid leave, etc., according to the combination of normal shift and adjustment to work out the employee's attendance schedule. .

Records download

Obtain the records within the specified time periods from device.

Records process & print

After the system processed the records, it will generate the related reports for printing.

Access records searching

Search all the original records and modified history of access control so as to check the procedure of records.

Attendance records searching

Search all the original records and modified history of attendance to check the procedure of records.

Chapter II System setup

Minimum requirements for system

- PentiumIII 500MHz Processor or higher
- 128MB Memory of higher
- 200MB Hard Drive Space or higher
- Network port or series port
- 800*600 resolution or higher
- Windows2000/XP operation system

Software installation

Setup access control & attendance management software

Click setup in the setup interface to start the setup program.
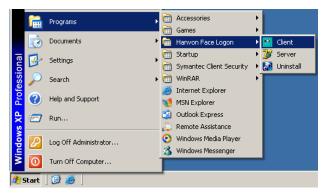
After that, according to the prompts provided by the setup program, click Next to confirm the installation.

You can select the installation location in your computer by clicking Browse… button.
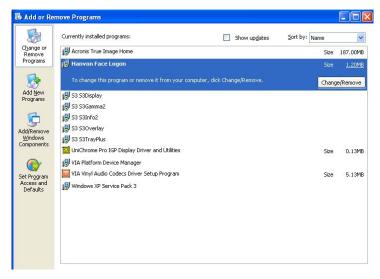
Software uninstall

From Start Menu

Click "Start Menu" to find the program group of Hanvon Face Logon, then select Uninstall, and click Ok in the pop-up window to enter the uninstall status, then perform the uninstall operation.

From Control Panel

Click "Start Menu", enter the "Control Panel", and then select "Add/Remove Programs".

Select Hanvon Face Logon and click Change/Remove, there will be a prompt window pop-up, click Ok to confirm uninstall, the program of uninstall will be performed.

Software running

From Desktop Icons
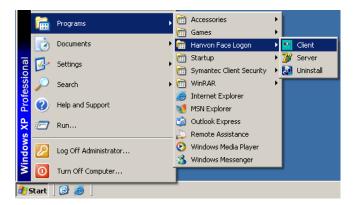
Double click the icon   on the desktop to run Hanvon Face Logon.

From Start Menu

Click Start Menu to find the program group of Hanvon Face Logon.

Click Hanvon Face Logon.

After the program run, a login dialogue will display.

⚠️ Caution: Both of the initialization user name and password are admin.

Chapter III Quick Start

Quick Start can help users know about the basic functions and how to use Hanvon Face Logon as fast as you can.

For example:

- A FK610 device can communicate with the computer by networking;
- The attendance schedule usually is from 9:00 AM. to 5:00 PM. there will be two-day weekend.
- The stuff's shift arrangement and attendance adjustment usually is simple.
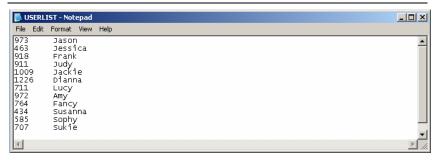
Hint：Current software version supports the following models: FK628, FK605, FK610, F710, FK690, FPA3200t, F168 and F169. For the other new models, the software please refers to the bundled software version.

First use

When you first use this access control & attendance management system, some basic information such as: employee information, the company's attendance rules, the company's shifts and the shift arrangement for employees should be set. Most of them are located in Fundamental Settings under navigation bar, except shift arrangement.

Step I Establish a comparison table of user names

Make a table on the computer using the user's employee names and their job numbers. The table format must be TXT file, the file name must be USERLIST.TXT, and all characters must be capitalized. The content of file is the employee's job numbers and names. They are separated by tabs, and one person in one single line and the line is breaking by the Enter key as the following figure shown:

Step II Receive employee information from device

Link device to computer using network cable and connect to network port on computer.
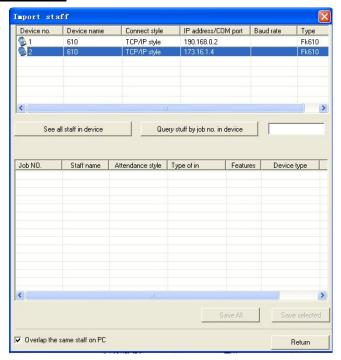
Click Import from device in the Import drop down menu in the navigation bar. Due to there is no device added, an adding device prompt information will display on the screen.

Input the device number "1", the name is "610", and selected device model "FK610", connection method is "network port", IP address setting is "192.168.0.2".

After that, Receive Employee Information window will pop-up. Select
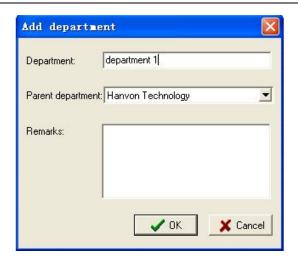
device 1 in this window, click ⎡Lookup all staff in device⎤ and press ⎡Save all⎤ when the employee in device are found; you also can click ⎡Query staff by job no. in device⎤ and then save it.

Step III Set up company structure and register stuff information

Set up company structure;【Refer to Add a Department in Page 28】

Enter , click Headquarters, click ⎡Add⎤ drop-down menu in the toolbar and ⎡Add inferior department⎤, input department name in the pop-up window of Add department, then select OK.

Add department

Department: department 1|

Parent department: Hanvon Technology ▼

Remarks:

✓ OK   ✗ Cancel

Step IV Set attendance rules
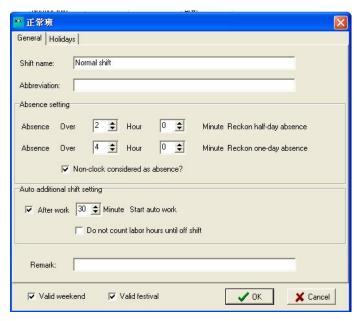
Enter [Set attendance rules] , default settings of attendance rules in the system are applicable to the most companies, and you also can make some adjustment according to your special needs.

Step V Set shift

Add normal shift; 【Refer to Add a Shift in Page 36】

Enter [Set shift] , click Add drop down menu in the toolbar and select Add normal shift.

Input "Normal shift" in the pop-up window of. "Add Normal Shift". The shortened form of this shift (the symbol displayed in the report) will be "Normal", fill in this form and select the other options according to your needs, as the following figure shown. Then click OK to complete the settings of normal shift.

According to time of coming to work, click the left mouse button and drag the mouse from 9:00 am to 5:00 pm in attendance time period. The time period for normal shift will be covered with yellow and detailed settings window of time period will automatically pop up. Fill in this form according to your needs. Please don't forget to mark "Need to clock" for "Start time" and "End time". Click OK to complete the settings of a standard normal shift as the following figure shown.

Step VI   Shift arrangement for employees

Arrange a shift for employee John Smith; 【Refer to Employee's Shift Arrangement in Page 56】

Enter , select Department 1, and then set the start and end time from 2005-11-1 to 2005-11-30, click "Query", the shift information for all employees of the Department 1 will be displayed, John Smith has not been arranged in this month.

Click the name, John Smith, and all the dates of current month are selected. Click right mouse button on any one of the dates and a menu will pop up. Select Normal shift, the normal shift for employee John Smith in November 2005 is finished.

Complete So far the fundamental settings of access control and attendance management system have been completed, so that some daily tasks concerning employee attendance and record processing can be implemented.

Daily operations

The daily use for access control and attendance management system its main function is processing records according to the set attendance rules and shift arrangement after received records from the device, and generate valid attendance results according the shift adjustment you set before. These operations are all located in Daily Operations in the navigation bar.

Step I Attendance adjustment for employees

In , Overtime, ask for a leave, outside working, extra shift and compensatory time-off can be preset so as to process record easily.

For example, employee John Smith overtime working at a weekend on

5th November, and ask for a leave on 22nd November.

You can select "Department 1" and set the start and ending dates from "2005-11-1" to "2005-11-30". Click Query, the normal shifts arrangement for employee John Smith in this month will display.

As you may see, the 5th day is a 2-day weekend; click the right mouse button in on the 5th day box, then select Overtime, a pop-up window of attendance adjustment settings will display. Set the start and ending time for overtime as 9:00am – 5:00pm, click Add and press OK again to complete the overtime adjustment.

The 22nd day of this month is a normal working day. Click right mouse button on the box of 22nd day and drag the mouse to Vacation in right-button menu. Click Private leave, and then this day will be considered as full-day unpaid leave and need no attendance.

Step II Import employee records from device

Import employee records from device;【Refer to Record Downloading in Page 63】

Click Records download to select FK 610 whose device number is 1. Set the start and ending time for data receiving from 2008-6-1 to 2008-6-30. Click OK to transmit the records in Device 1 to the computer.

Step III Record processing

Record processing;【Refer to Record Processing in Page 63】

Enter Generate statement to select Department 1. Set the start and ending time as from "2008-6-1" to "2008-6-30". Click Process records to deal with the records in this month.

The system will display all the results for this department during the whole month with different colors and symbols depending upon normal or abnormal conditions.

As shown above, employee John Smith's overtime on the 5th day and unpaid leave on the 22nd day are marked with the different colors. It seems that absence exists on the 7th day. Click the box of 7th day. Check the detail information from the time period, and you will see the first punched point falls in the interval of 10 o'clock and it is recorded as coming to work late, because of no attendance adjustment in advance.

Step IV Report generating and printout；【**Refer to Report Printout in Page 58**】

Click Generating statement drop down menu in the toolbar and select the report to be generated. The system will display the print preview of report according to the processing results.

Click [printer icon] in the preview window of toolbar to print the report.

Complete So far a daily attendance management operation is completed.

Part II Fundamental settings

Chapter I Device Management

The main function of Hanvon Face Logon is that process the records obtained from device. Therefore you should register the devices purchased from Hanwang to realize the entire access control and attendance management.

This version will support these device models, including: FK610, F710, FK605, FK628 and FK690.

⚠️Warning: For the other new models, please refer to their bundled software Generally, the latest version of software can support all latest models.

Click in the navigation bar to enter the Device Management interface, and the device list will display.

Connection method to device

The connection method between PC and device adopts network port, which include LAN connection and net cable connection.

LAN connection

Connection method　Connect the network port of device to network port of computer through network cable.

Applicable environment　Applicable to LAN environment in which

device and computer can be connected to LAN and more devices can be connected simultaneously.

Usage setting   Set the communication mode as network port connection in the device and software, and also set the same IP address in both of them.

Usage characteristics   Using this method can ensure a high data transfer rate.

Net cable connection

Connection method   Connect the network port of device directly to network port of computer through net cable provided together by the device.

Applicable environment   Applicable to computers with network card (no whether there is internet or not)，which can be connected to a device. that is close to the computers.

Usage setting   Set the communication mode as network port connection in the device and software, and also set the same IP address in both of them. In addition, the device IP and computer IP required to be set must be in the same network segment, which is a little complex.

Usage characteristics Using this method can ensure a high data transfer rate.

Maintenance of device list

Add a device

Click Add in the navigation bar, a window of Add a Device will pop up. Input the required information.

Device number The device number is a number form 1 to 3-digit (the number scope is 0 – 255). The system's defaulting device number is 0, which can be modified.

Device name You may give the device an identifiable name, which includes at most 20 bytes (about 10 Chinese characters).

⚠ Warning: The device number must be filled in; otherwise it will be unable to save.

Device type Select the model of device to be added.

Connection method Network port method is applicable to both LAN connection and net cable connection.

IP address The use of network port communication needs to input the device's IP address. Consult with your network administrator for detailed IP address.

Modify a device

Select a device, click Modify in the toolbar or double click the device to be modified. Enter the modified information in the pop-up window of Modify a Device.

The operation of "Modify a Device" is the same as that of "Add a Device".

Delete a device

Select a device, click Delete in the toolbar. Click OK in the pop-up window to delete the selected device.

Hint: The device does not need to be connected when adding, deleting or modifying a device. The detailed connection method can also be set in accordance with the specific conditions when the device needs to be connected.

Connect a device

Connect a device

All the device operations in the access control and attendance management system are required to ensure reliable connection of device and computer.

1.   Define the connection method between the device and computer;
2.   Ensure that, in the management system, device's IP address is identical with the device settings;
3.   Ensure reliable connection between device and computer in terms of hardware;
4.   Ensure that the device is turned on and in standby mode.

Possible connection failure

In the event of any connection failure between device and computer, maybe one of the following conditions occurs. Please compare and eliminate it.

1.   In the management system, the device information doesn't match the device or the actual connection conditions;
2.   The device and computer are not property connected;
3.   The device is not turned on;
4.   The device is in management mode of device administrator;
5.   Internal network may be blocked and please contact the network

administrator.

Device operations

Prior to device operations, please make sure that the device and computer are reliably connected.

Select a device, click Device operation drop down menu in the toolbar to operate the device if necessary.
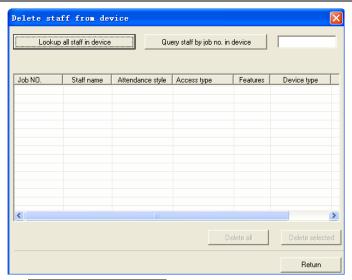
Calibrate device time

Set the device time as the computer's time.

Select a device, click Device operation drop down menu in the toolbar and then click Calibrate device time to pop up a window of calibrating confirmation. Click OK to set the device time as the computer's time.

Delete device employees

Select a device and click Device Operation drop down menu in the toolbar。Then click Delete staff in device to pop up a window of "Delete staff from device".

Click Lookup all staff in device to list all employee information on the device; you can also Query staff by job no. in device and list the employee information you want to find out.

Click Delete all and a pop-up window will appear. Click OK to delete all the employees in the device.

Select one or more employees (using the keys of Shift and Ctrtl for multiple options). Click Delete selected staff, then click OK to delete the selected employees in the device.

Clear records

Select a device and click Device operation drop down menu in the toolbar. Click Clear device record to pop up a window. Click OK to clear the records in the device.

⚠️Warning: The device records will not be able to be recovered if they are cleared. Please make sure that the records have been imported into management software.

Clear staff in device

Select a device and click Device operation drop down menu in the

toolbar. Then click $\boxed{\text{Clear staff in device}}$ to pop up a window. Click $\boxed{\text{OK}}$ to clear the device records.

"Clear staff in device" has the same function as $\boxed{\text{Delete all}}$ in "Delete staff in device". The difference is that if you are not sure whether to definitely clear the employees in the device, you'd better to use the operation of "Delete staff in device", and check the staff in the device firstly.

⚠️ Warning: If you want to recover the employees in the device, please import the employee information into management software prior to Clear Device Employees.

Device initialization

Initializing a device is to clear the employee information and records in the device and as a result, the information of device administrator and its settings will be restored to the default setting.

Select a device and click $\boxed{\text{Device operation}}$ drop down menu in the toolbar. Then click $\boxed{\text{Device initialization}}$ to pop up a window. Click $\boxed{\text{OK}}$ in the window to complete the device's initialization.

If you want to reconnect the initialized device, you must reset the device number and connection method in the device, and modified the related device information in device list.

⚠️ Warning: The initialization operation will completely clear the data in the device, which will not be able to be restored in the future. Please always operate cautiously. In addition, you should import the employee information and records into management software in advance.

Initialization Administrator

The initialization administrator can delete the administrator set by users and restore the device administrator to default setting, provided that the users forget the password of device administrator or are unable to conduct "management" operations in the device because the device administrator is damaged.

Select a device and click $\boxed{\text{Device operation}}$ drop down menu in the

toolbar. Then click Initialization administrator to pop up a window, click Ok in the window to complete the initialization of device administrator.

About the default setting of the device, please refer to the device user manual.

Chapter II Employee management

Click in the navigation bar to enter employee management interface.

Select a department in department list and the employee list will display the employee information of selected department.

Click "Unallocated Stuff" and the employee list will display the employees without department attributes.

Add a department

Add sibling department

Click to choose a certain department and click Add drop down menu. Then click Add sibling department and a pop-up window of Add a Department will appear.

Enter the department name and remark in the pop-up window of Add a Department.

The department name can include not more than 20 bytes (10 Chinese characters).

⚠️Warning: The department name must be filled in; otherwise it will not be saved. Do not add a department at the same level for the first-level department.

Add inferior department

Click to choose a certain department and click $\boxed{\text{Add}}$ drop down menu in the toolbar. Then click $\boxed{\text{Add inferior department}}$ and a pop-up window of Add a Department will appear. This operation is the same as the operation of Add sibling department.

Modify department information

Click to choose a certain department and click $\boxed{\text{Modify}}$ in the toolbar; or double click the department to enter the department name to be modified, its higher-level department and remark in the pop-up window of Modify a Department.

Delete a department

Select a certain department and click $\boxed{\text{Delete}}$ in the toolbar. Then click $\boxed{\text{OK}}$ in the pop-up window to delete this department and all its inferior departments.

When deleting the department, the system will remind if you want to

delete all the employees together with their department or move them all to "Undistributed Stuff". Please choose the options as necessary.
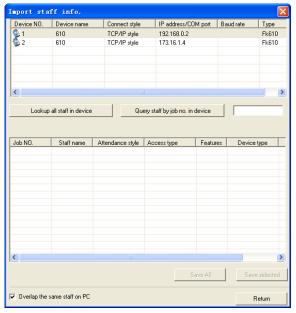
Add an employee

A new employee can be added only through the operation of "import stuff from device.

Import an employee from device

First make sure that the device and computer are properly connected.

Click Import drop down menu in the toolbar. Then click Import from device and you will see the information as the following figure shown.

Select the certain device, click I lookup all staff in device or Query staff by job no. in device and the employee information will be listed in the device.

Click Save all to save all employees in the computer.

Select one or more employees (using the keys of Shift and Ctrl for multiple options) and click Save selected to save the selected employees in

the computer.

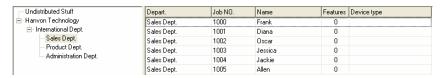**Cover the same employee information on PC**

If the device has some employees with the same employee number as those in the computer, you can select this option to cover the employees with the same job numbers on PC or overleap those employees automatically.

The employees imported from the device will be saved in "Undistributed Stuff".

Modify employee information

Select an employee, click Modify and enter the information to be modified in the pop-up window. You can also double click a certain employee in the employee list and a pop-up window will also display.

The operation of Modify Employee Information is completely the same as that of 【Add an employee】.

If you only want to change the employee's department, you may place left mouse button over the employee, directly drag it in the department, which he was transferred to, in the department list on the left and finally loosen the mouse.

	Depart.	Job NO.	Name	Features	Device type
⁙ Undistributed Stuff	Sales Dept.	1000	Frank	0	
⊟ Hanvon Technology	Sales Dept.	1001	Diana	0	
⊟ International Dept.	Sales Dept.	1002	Oscar	0	
Sales Dept.	Sales Dept.	1003	Jessica	0	
Product Dept.	Sales Dept.	1004	Jackie	0	
Administration Dept.	Sales Dept.	1005	Allen	0	

Delete an employee

Select one or more employees (using the keys of Shift and Ctrtl for multiple options or Ctrl +A for all options) and click Delete in the toolbar. Then click Yes to delete the selected employees.

Search an employee

Click Search in the toolbar and enter one or more pieces of searching information in the pop-up search window. Click Lookup to display the search results.

It is a system default to search the current department. Select the corresponding department in the Search window if you want to change the search scope.
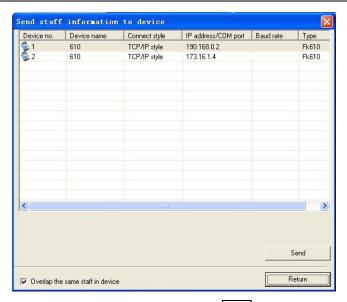

Just click any department on the left if you want to exit this interface.

Send employee information to device

First make sure that the device and computer are properly connected.

Select one or more employees (using the keys of Shift and Ctrtl for multiple options or Ctrl+A for all options) and click Export drop down menu in the toolbar. Then click Export to device and a pop-up window of Send Employee Information to Device will appear.
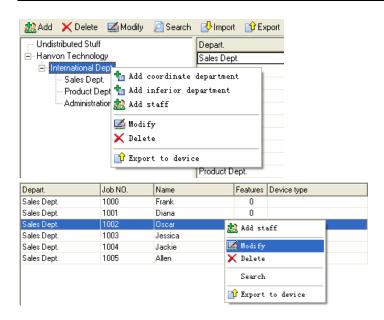
Select the destination device and click Send to send the selected employees to the device.

Cover the same employee information on the device

If the device has some employees with the same employee number as those in the computer, you can select this option to cover the employees with the same job numbers on PC or overleap those employees automatically.

⚠Warning: Please notice that the device type of employees selected in the management system should be same as the actual destination device.

☕Hint: Most operations for departments and employees can be completed through right mouse button menu. Use right mouse button to click the department or employee to be selected and then click the options in the pop-up right-button menu.

Chapter III Shift settings

Click [Set shift] in the navigation bar to enter the shift settings interface and display the list of all shifts added.

Shift types

Since the natures of different industries, the working time and type are also different, relevant shift arrangement will have to change. Different attendance methods often exist within the same company, thus it requires the different settings for various shift arrangement.

The attendance system supports two kinds of shift arrangement: normal shift and signing-in shift.

Normal shift

Normal shift refers to 24-hour cycle shift which can span a natural day, having fixed time of coming to working and leaving and consisting of 5 time periods at a maximum, and include the time period that spans a night, i.e. the time period includes zero o'clock.

The nine-to-five attendance pattern adopted by many companies is a typical normal shift.

Changing shift

Changing shift is a cyclic shift, which comprises several days' normal shift based on a certain rule and has fixed time of coming to work and leaving.

The three-shift attendance pattern adopted in many companies is a typical changing shift.

Sign-in shift

Sign-in shift is a special shift that only requires sign-in once within the designated time period.

The sign-in attendance pattern in many sales industries is a typical sign-in shift.
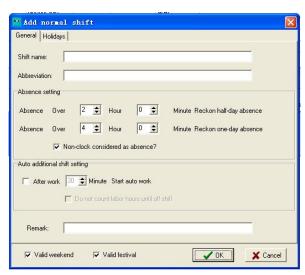
Man-hour shift

Man-hour shift is an irregular shift and has no fixed time of coming to work and leaving. The man-hours will be accumulated in accordance with the time of coming to work and leaving.

Hourly Worker attendance pattern in some industries is a typical man-hour shift.

Add a shift

Add a normal shift

Click Add normal shift in Add drop down menu in the toolbar and a pop-up window of Add Normal Shift will display as the following figure shown.

For normal shift, the shift name and its shortened form need to be entered. The shortened form can be Chinese characters, letters, numerals, symbols, etc., but is limited to 4 bytes (or 2 Chinese characters).

Absenteeism settings

Absence includes coming to work late, leaving early and half-day or full-day absenteeism. The absence within limited time is recorded as coming to work late or leaving early. However, the absence will be recorded as absenteeism if it exceeds the time limit. If you do not take into consideration the time length of coming to work late or leaving early, do not record either of them as absenteeism, just set the absence time $>$ attendance time.

If forgetting to punch the card is not considered as absence, do not select the option of "Non-clock considered as absence?"
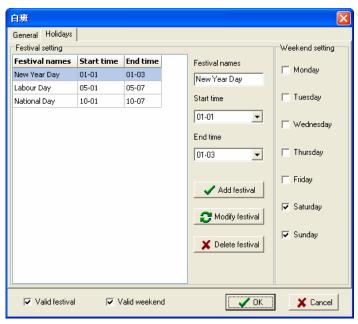
Automatic overtime settings

Automatic overtime will be calculated when an employee exceeds the stated time in the company before he punches the card to leave. If the stated time before automatic overtime is considered as overtime, please mark "Do not count labor hours until off shift".

Settings of public holidays and weekends

Each shift can set its own public holidays and weekends. For public holidays and weekends, no attendance will be calculated except overtime and shift change.

First determine if the public holidays and weekends are valid, and then go to "Public Holidays and Weekends" page to set the shift's public holidays and weekends.

It is a system default that the weekends will be set based on normal five working days. For any change if necessary, click the check box before the day. It will be considered as weekend if you mark it, otherwise as non-weekend.

Some regular public holidays, such as New Year, May Day and National Day, will be preset in the system. You may add or delete the public holidays depending upon the company's holiday system.

The public holidays' settings are divided into left column and right column. On the left is a list of current public holidays and on the right is information concerning public holiday and operating buttons.

Add a public holiday   In the information of public holidays, enter the holiday name and its start and ending time to be added, click Add a public holiday to complete the modification of this public holiday.

Modify a public holiday   In the list, click the public holiday to be modified. Modify the holiday name and its start and ending time, click Modify

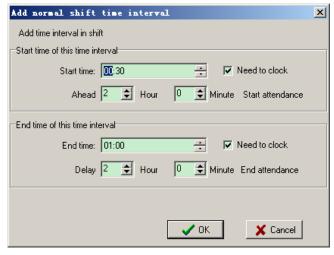a public holiday to add this holiday to the list of public holidays.

   Delete a public holiday   Select the public holiday to be deleted in the list of public holidays, click Delete a public holiday to delete this holiday.

   After all the information is input, click OK to complete the attribute settings of normal shift.

   Time period settings

   The length of time period for the shift is 48 hours, which can support the settings of time periods on the same day, overnight and the following day.

   Select any time period in the time periods for the shift or click Add a time period to pop up a window of Add a Time Period.

   Add the above information to the time period window

   Pick up the selected time from the popup window. You may choose if you want to punch the card at every point time. You also need to set how long the attendance will last before or after your shift. Generally this setting should be made by the user in accordance with the detailed conditions. After you fill in the settings, click "OK" and the detailed shift time period will appear as below.
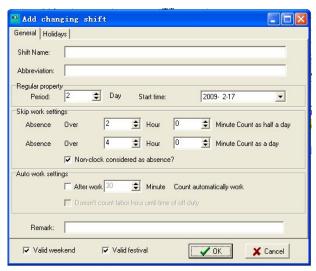
Double click an added time period, or click "Check" and then Edit a time period to edit this time period.

Click to choose an added time period, click Delete a time period to delete this time period.

⚠️Warning: The time period for the shift in use is not allowed to be edited or deleted.

Add a rotary shift

Click Add a rotary shift of Add a shift drop down menu in the toolbar to pop up an "Add a rotary shift" dialogue.

For rotary shift, you need to enter the shift name and its shortened form. The shortened form can be Chinese characters, letters, numerals and symbols, including 4 bytes at a maximum (or 2 Chinese characters).

The settings of absenteeism, automatic overtime and public holidays are

the same as those of normal shift.

Attributes of rotary shift

Cycle of rotary shift refers to the number of days required for a cyclic rotary shift.

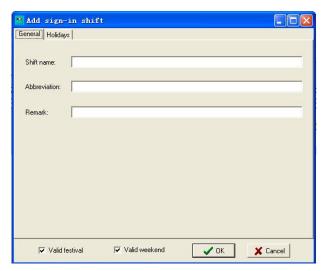Start time of rotary shift refers to the start date of rotary shift cycle.

After all the information is input, click OK to complete the attribute settings of normal shift.

Time period settings

According to the specific conditions of this rotary shift each day, add relevant attendance time period to the settings of time period each day. Imagine that each day is a normal shift and its time period setting is completely the same as that of normal shift. After the normal shift each day revolves, a rotary shift comes into being.

Add a signing-in shift

Click Add a signing-in shift of Add a shift drop down menu in the toolbar to pop up an "Add a signing-in shift" dialogue.

For signing-in shift, you need to enter the shift name and its shortened form. The shortened form can be Chinese characters, letters, numerals and symbols, including 4 bytes at a maximum (or 2 Chinese characters).

The settings of weekends and public holidays are the same as those of normal shift.

After all the information is input, click OK to complete the attribute settings of normal shift.

Time period settings

The editing method is the same as that of normal shift.

Add a man-hour shift

Man-hour shift only supports 680\B600\B700 device. During the attendance, you must use the key combination of "Clock in" and "Clock out" on the device to punch in.

Click Add a man-hour shift of Add a shift drop down menu in the toolbar to pop up an "Add a man-hour shift" dialogue.

For a man-hour shift, you need to enter the shift name and its shortened form. The shortened form can be Chinese characters, letters, numerals and symbols, including 4 bytes at a maximum (or 2 Chinese characters).

The settings of weekends and public holidays are the same as those of normal shift.

Man-hour settings

There are no restrictions on the times of punching cards within a day and accumulated attendance time of a man-hour shift.
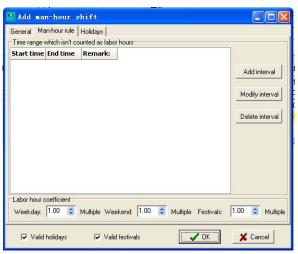
If fixed man hours are needed, you may accumulate the attendance hours as stipulated within a day, otherwise you will be recorded as absence; if fixed man hours are not needed, there is no floor for accumulated attendance time.

Settings of man-hour rules

Man-hour rules include time period not calculated by man hour and man hour coefficient.

Time period not calculated by man hour: during the man-hour shift, some time periods can't be recorded as man hours, such as dining time, lunch break, etc.

Man hour coefficient: different man-hour multiplying factors can be set in accordance with ordinary days, weekends and public holidays.

After all the information is input, click OK to complete the attribute settings of normal shift.

Modify a shift

Modify shift information

Select a shift and click Modify in the toolbar, or double click a shift, to modify the attribute information of this shift and directly drag the point time in time period.

Modify time period of a shift

Add or delete the time period of this shift. Its detailed operations are the same as those of Add a Shift.

Click the existing time period to modify the detailed information of this time period.

⚠ Warning: It is not allowed to modify an allocated shift, otherwise it will cause the processing disorder of attendance adjustment and generate incorrect attendance results.

Delete a shift

Select a shift and click Delete in the toolbar. Click OK in the pop-up window of deleting confirmation to delete the shift.

⚠ Warning: All the shift arrangement and attendance adjustment information applied to this shift will be deleted if you delete an allocated shift. Always operate cautiously.
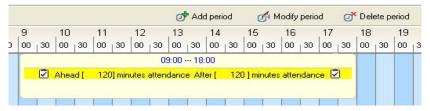
Examples of normal shift

Usual and normal shift

It is the most usual shift, has one time period only and needs attendance records when the staff punch in or punch out. For instance, punch in at 9am
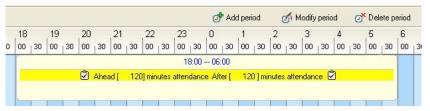
and punch out at 6pm:

1.   First add a normal shift;

2.   Add a time period from 9am to 6pm.

Overnight shift

It is a special normal shift – night shift, etc., has one time period only but spans a natural day and needs attendance records when the staff punch in or punch out. For instance, punch in at 6pm and punch out at 6 am:

1.   First add a normal shift;
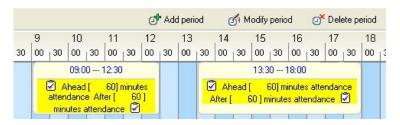
2.   Add a time period from 6pm to 6am.

Normal shift with multiple time periods

It is a normal shift needing multiple attendance records, e.g. attendance records for punching-in and punching-out, even in the lunch break, etc. Several punching-in time periods can be set, but the valid attendance time among time periods can't be overlapped. For instance, punch in at 9am and punch out at 6pm, lunch break is from 12:30 to 1:30 pm and both the start and ending of lunch break need attendance records:

1.   First add a normal shift;

2.   Add a time period from 9am to 12:30. Please note that the attendance ending time should be changed to "in 60minutes";

3.   Add a time period from 1:30pm to 6pm. Please note that the

45

attendance start time should be changed to "60 minutes in advance".

Normal shift with odd card-punching numbers

Many companies only need punching-in attendance records, thus there may be one-time punching-in or three times punching-in within one day, which is difficult for software to realize. This software introduced a setting in time period setup on whether to punch cards at clock-in or clock-out. When you remove clock-in or clock-out, you will meet the requirements of odd attendance times. For instance, punch in at 9am and punch out at 6pm, lunch break is from 12 to 1pm, which needs one attendance:

1. First add a normal shift;
2. Add a time period from 9am to 12. Please note that the attendance ending time should be changed to "in 60minutes";
3. Add a time period from 1:30pm to 6pm and remove the option needing attendance records.

Rotary shift

The phenomenon of rotary shift occurs in many factories and companies. Prior to shift arrangement, please clarify how long the rotary shift cycle is and then set it up according the clock-in and clock-out each day. It is assumed that you need usual three shifts involved in three teams. Their work duration

is 8 hours and their attendance start time is morning, noon and evening respectively, i.e. the rotary shift cycle is three days.

1.   First make a shift arrangement table for three shifts, which contains morning shift, noon shift and evening shift and teams A, B and C;

	Morning	Noon	Evening
1st Day	A	B	C
2nd Day	B	C	A
3rd Day	C	A	B

2.   Transform the shift arrangement table into shift conditions of each team;

	1st Day	2nd Day	3rd Day
A	Morning	Evening	Noon
B	Noon	Morning	Evening
C	Evening	Noon	Morning
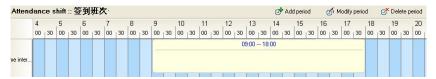
3.   Add a rotary shift with a three-day cycle to the software. Set the start date of three shifts as Dec. 13, 2006 and, at this time, there are three days to be set up in time period;

4.   Add a morning shift from 1am to 2pm in the first day; add a evening shift from 10pm to 6am in the second day; add a noon shift from 2pm to 10 pm in the third day;

5.   After the rotary shift is set and when arranging shifts for teams, Team A's shift should be arranged on start date of rotary shift; Team B should be arranged on the second day after the start date of rotary shift; Team C should be arranged on the third day after the start date of rotary shift, which thus forms rotary shift attendance involved in three shifts;

One-time signing-in shift

Some corporate users request the staff to punch in one time within the stipulated time period, which will be considered as a normal shift for a whole day. For instance, some sales industries request the staff to punch in one time between 9am-6pm each day:
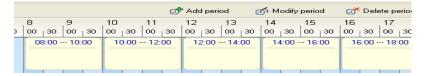
1. First add a signing-in shift;
2. Add a time period from 9am to 6pm;

Signing-in shift for night patrol

Signing-in shift for night patrol is mainly set for the attendance pattern which requires several punching-in records for multiple time periods stipulated within one day. For instance, the security personnel for night patrol must keep on inspection every two hours, from 8 am to 8pm:

1. First add a signing-in shift;
2. Add 6 time periods: 8am to 10am, 10am to 12, 12-2pm, 2pm to4pm; 4pm to 6pm and 6pm -8pm;

Chapter IV Settings of attendance rules

Click in the navigation bar. The settings interface of attendance rules include three parts: on the left is a list of attendance rules, you can click to enter any column to set the details; on the top right are the descriptions for current settings options; on the bottom right are detailed settings for current settings options.
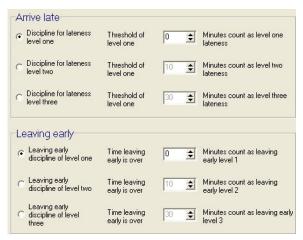
Statistical rules of attendance

Monthly settings of attendance

Set the start and ending dates of each attendance month as the companies require.

Rules for coming to work late and leaving early

Each company has different rules for coming to work late and leaning early, in the management system we can set a three-level system for coming to work late and leaving early based on the company's attendance rules. The settings of rules for coming to work late and leaning early should be adopted throughout the company and applied to all the staff who participates in the attendance.

For example, a company stipulates that less than 5 minutes of coming to work late will be omitted, but the exceeded part above 5 minutes will be calculated. If the punishment is the same for coming to work late, not taking into consideration the time length delayed, please select "one-level system for coming to work late" and set more than 5 minutes as first-level coming to work late;

If a company stipulates that any punching-in later than the start time of normal shift should be considered as coming to work late and severe punishment will be imposed if more than 10 minutes, please select "two-level system for coming to work late" and set more than zero minute of coming to work late as first level of coming to work late and more than 10 minutes as second level of coming to work late;

Similarly, the settings can include three levels of coming to work late and leaving early.
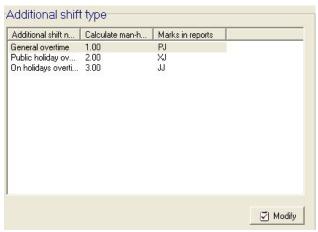
Settings of attendance adjustment

Overtime rules

The system presets three kinds of overtime in accordance with national legal overtime compensation: ordinary overtime, weekends overtime and

public holiday overtime, and their corresponding man-hour multiplying factors are respectively 1.5, 2 and 3;
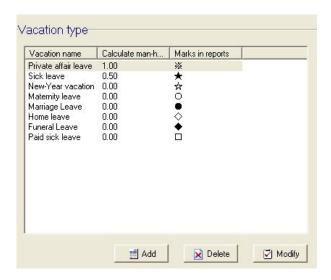
The overtime type is not allowed to be added or deleted. The user can modify the man-hour multiplying factors and their symbols displayed in the report.

Hint: Man-hour multiplying factor means the man-hour coefficient of the compensation obtained from the adjusted attendance pattern, i.e. the compensation obtained = ordinary salary at this time period*man-hour multiplying factor. If the multiplying factor is zero, it means no compensation.
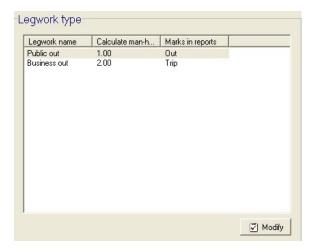
Holiday rules

There are a variety of employee holidays and the system presets some ordinary holiday types, which can be added or deleted as the company requires. You may modify the multiplying factors of holidays and their symbols displayed in the report.

Settings of field operation type

Field operation refers to those who are away on official business during the attendance time. Considering different man-hour multiplying factors and subsidies, the field operation types preset include official business and business trip.

The field operation type can't be added or deleted. You may modify man-hour multiplying factors and their symbols displayed in the report.

Settings of report display

All the settings in reports display are serving the finally generated reports.
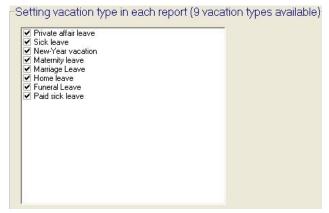
Corporate information

Enter the information of corporate name, which is to be displayed as corporate name in the header of report.

Company information

Company name Hanwang Technology Co,. Ltd.

Settings of holiday types to be displayed in report

Each report can display 9 kinds of holiday types at a maximum, thus you can choose not more than 9 in current holiday types.

Setting vacation type in each report (9 vacation types available)

☑ Private affair leave
☑ Sick leave
☑ New-Year vacation
☑ Maternity leave
☑ Marriage Leave
☑ Home leave
☑ Funeral Leave
☑ Paid sick leave

Settings of symbols to be displayed in report

Each attendance condition needs to have a unique representation symbol in the report, which may be a Chinese character or 1-2 letters or symbols. You can set them according to your own practices.

Settings of saving attendance rules

After you set attendance rules, you must save them to enable the settings to become effective.

Click Save in the toolbar to complete the settings of attendance rules.

Restore defaults of attendance rules

After the access control and attendance management system is installed, there is a default rule applicable to most attendance conditions. If you want to restore this default, click Restore defaults in the toolbar, and then click OK in the pop-up hint window to restore the initial default.

⚠Warning:　If you want to restore defaults of attendance rules, you may delete all the rules you have set. Always operate cautiously.

Part III Daily operations

Chapter I Aadjustment & shift

Check shift adjustment

Click in the navigation bar to enter the settings of shift arrangement and attendance adjustment.

It is a system default that you may check all the employees' shift arrangement and attendance adjustment of current month in your higher-level department. Select a department and month to be examined in the department drop down menu, click Search to display all the employees' shift arrangement and attendance adjustment in the department.

			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	2
Normal shift	Overtime	Add shift	Paid leave			Legwork			Vacation			Rest		◆Adjustments												
Section	Job NO.	Name																									
Jepartment	00001	张三																									
Jepartment	1079	苏荣伟																									

The examination of shift arrangement includes two parts, top and bottom. At the top is the graphic expression of shift arrangement within the time periods set for employees and at the bottom is the detailed information regarding shift arrangement and attendance adjustment. You may select one day or several days. The detailed information can list the shift arrangement and attendance adjustment within the selected days for the selected people.

The colors or symbols in shift arrangement graphics represent:

Blank space   the employee has a break on that day. Perhaps there is no shift arrangement here, or it is a weekend or a public holiday;

Azury-color filling normal shift arrangement and no attendance

adjustment;

  Other colors single attendance adjustment;

  ♦ Sign multiple attendance adjustment on that day.
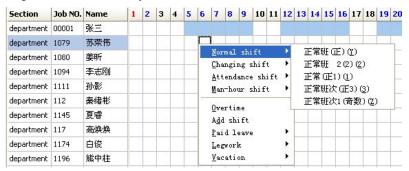
Employee's shift arrangement

There are several methods to be used for employee's shift arrangement:

Short-term shift arrangement

This shift arrangement method shall apply to a small number of employees.

Shift arrangement for one single day

Select a department and its start and ending dates for shift arrangement, and find the target employees in employee list. Left-button select the dates to be arranged (you may drag or use "Shift" key to continue to choose several people or several days). Right-button click one of the selected days and display all current shifts in the pop-up shift arrangement menu. Click to select one shift and arrange this shift for that day.

Shift arrangement for continuous several days
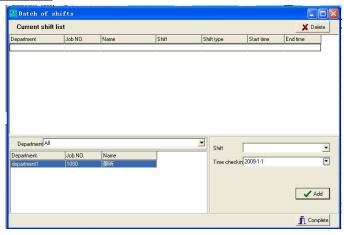
Select a department and its start and ending dates for shift arrangement, and find the target employees in employee list (use "shift" key for continuous options or use "Ctrl+A" key combination for all options). At this time, all the dates in employee list are selected. Right-button click to select one of the selected days and choose a shift in the pop-up shifts menu to arrange this shift for the selected dates.

Batch shift arrangement

This kind of shift arrangement is suitable for long-term stable shift for an employee or the same shift for several employees. It is proven to be fast and convenient to use this method since most shift arrangements will remain and the shift arrangement conditions for most employees of the department are completely the same.

Click to select the employees to be arranged in employee list (use "shift" key for continuous options or use "Ctrl+A" key combination for all options). Click Batch shift arrangement in the toolbar to pop up a window of Batch Shift Arrangement.

In the window of shift arrangement management, at the top displays all the shift arrangement conditions for the selected employees at present.
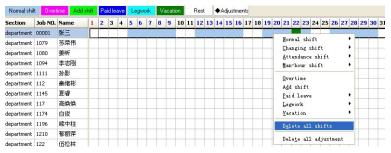
Use the lower part to add a shift. It is a system default that the employee on the left is one of the selected people. If you want to reselect the employee, you need to first select the department and then the list will display all the employees

of the department. Click to select (use the keys of "Shift" and "Ctrtl" for multiple options or use "Ctrl+A" key for app options). Select the shift and shift date to be added on the right. Click Add and the set shift will be added to the above shift list. After the shift to be arranged is added, click Complete to complete the shift settings.

Attendance adjustment

The employee's attendance adjustment conditions, such as overtime, leave and business trip, will disable him from normal presence as the attendance time requires. The final attendance statistical results will not be valid until we set these abnormal attendance conditions.

You may define the types of various adjustments in the attendance rules in accordance with your own regulations.

Short-term adjustment

The operation of attendance adjustment is the same as that of shift arrangement: select the department Select a department and its start and ending dates for attendance adjustment. Find the target employees in employee list. Right-button click the date to be adjusted, display all adjustment options available in the pop-up shift arrangement menu and click to select an adjustment option.
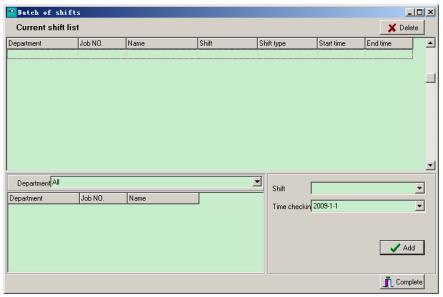
For overtime and shift change, choose directly. Select the type of overtime or shift change in the pop-up adjustment window. Set the time for overtime and shift change. Click Add to add them to the adjustment list and then click Complete to complete the adjustment.

For compensation leave, field operation and leave, if the whole day needs to be adjusted, directly select the adjustment type; if part of the whole day needs to be adjusted, select Detailed settlings to set it in the pop-up adjustment window.

Batch adjustment

This adjustment method is suitable for long-term adjustment for an employee or the same adjustment for several employees.

Click to select the employees to be adjusted in employee list (use the keys of "shift" and "Ctrtl" for multiple options or use "Ctrl+A" key for all options). Click Batch adjustment in the toolbar to pop up a window of employee batch adjustment.

In the window of shift arrangement management, at the top displays all the shift arrangement conditions for the selected employees at present.

Use the lower part to add a shift. It is a system default that the employee on the left is one of the selected people. If you want to reselect the employee, you need to first select the department and then the list will display all the employees of the department. Click to select (use the keys of "Shift" and "Ctrtl" for multiple options or use "Ctrl+A" key for all options). Select the shift and shift date to be added on the right. Click Add and the set shift will be added to the above shift list. After the shift to be arranged is added, click Complete to complete the shift settings.

Delete shift arrangement and adjustment

Delete short-term shift arrangement and adjustment

The attendance adjustment can be cancelled separately, which will not influence the shift arrangement. However, deleting the shift arrangement will also delete the attendance adjustment.

Just like short-term shift arrangement and adjustment, select a department and its start and ending dates for shift arrangement. Find the employees to be arranged in employee list. Select one or several days and right-button click the selected date. Click Cancel all adjustments or Delete all shifts in the pop-up menu. Click OK in the confirmation window to delete the attendance adjustment or shifts on the selected dates.

Delete batch shift arrangement

Just like long-term shift arrangement, click to select one or several employees

to be arranged in employee list (use the keys of "Shift" and "Ctrl" for multiple options or "Ctrl+A" key for all options). Click Batch shift arrangement in the toolbar and then select one or several arranged shifts in the pop-up window of employee shift arrangement (use the keys of "Shift" and "Ctrl" for multiple options or "Ctrl+A" key for all options). Click Delete and then click OK in the confirmation window to delete these shift arrangement.

Delete batch adjustment

The operation of deleting batch adjustment is the same as that of deleting batch shift arrangement. Select an employee and click Batch adjustment in the toolbar to delete the attendance adjustment in the pop-up employee adjustment window.

Delete shift arrangement or adjustment from detailed information

Display all the information concerning shift arrangement and attendance adjustment of the selected employees on the day examined in detailed information. Right-button click a shift arrangement or attendance adjustment. Click Delete in right-button menu to delete the shift arrangement or adjustment.

⚠️Warning: For long-term shift arrangement or adjustment, the deleting operation will not only delete the information on the day examined, but also completely cancel the employee's shift designation or attendance adjustment.

Restrictions on shift arrangement and adjustment

During the attendance adjustment, some conditions are not allowed to be set since the shifts and various adjustment attributes may be incompatible.

After the shift arrangement finished, all the time are divided into two conditions:

Attendance time period   Time period with shift arrangement;

Non-attendance time period The shift arrangement exists on that day but

not for that time period, or there is no shift arrangement on that day;

During different time periods and after other adjustments, the adjustment conditions permitted are as follows:

Conditions allowing adjustment

Allowing adjustment of shift change

- Non-attendance time period

Allowing overtime adjustment

- Compensation leave in attendance time period
- Non-attendance time period

Allowing adjustment of compensation leave

- Attendance time period
- Shift change in non-attendance time period

Allowing adjustment of field operation

- Attendance time period
- Shift change in non-attendance time period

Allowing leave adjustment

- Attendance time period
- Shift change in non-attendance time period
- Overtime in non-attendance time period

Chapter II Record processing and report

The main purpose of access control and attendance management software is to process the disorderly and unsystematic records in accordance with the shift arrangement, analyze normal attendance conditions and abnormal conditions, generate usable reports and facilitate the filing of attendance clerk, the leaders' supervision and salaries settlement of HR department.

Record downloading

First download the records from the device for processing.
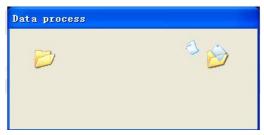
Click [Records download] to download the records.

Select the destination device and the start and ending dates of the records to be received. Click Receive records and connect relevant device to start receiving the records.
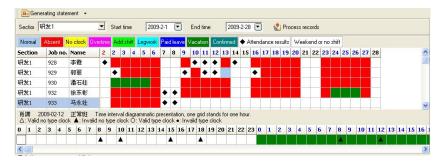
Record processing

Click [Records process & adjust] in the navigation bar to enter the interface of record processing and report.

Select the department and the start and ending sate of records to be processed. Click Record processing to process the data.

In the event of huge data volume, the processing time may be a little longer, thus please wait patiently. After being processed, the system will display the statistical results in different colors and charts.

Use different colors to mark out different attendance results. The content of this interface mainly includes three parts: calendar part, time period's details and attendance results.

Calendar part

Use a small box to represent each employee's conditions each day. Use colors to display each employee's attendance results each day. In the event of any unusual results, we can use left button to click the small box and display the detailed conditions on that day in time period's details.

Time period's details

Display the detailed conditions of the selected date and its previous day and following day. Each small box represents one hour. In this part, right-button click to add a card point Add clocking record .

After adding the record, the processing result will be automatically

updated by the management system.
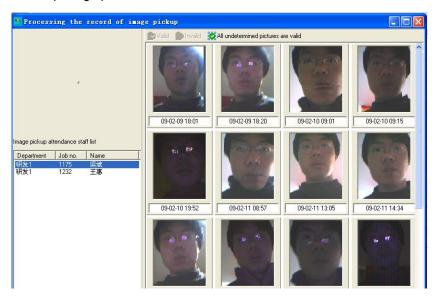
Attendance result

Select a small box in the calendar part and the part of attendance results will display the corresponding attendance results for an employee on that day in the form of text, including the shift for that day, time of coming to work and leaving, attendance records, various attendance adjustments and the attendance results.

Card-swiping comparison

This function is applicable to the photograph records downloaded from the device featured with card-swiping comparison, e.g. FK610\F710 device.

When the processing of photograph records starts, the system will automatically pop up a window of card-swiping comparison to ask the access control and attendance administrator to confirm, if the processed records contain photograph records.

The window for the processing of photograph records are divided into

three parts: on the lower left corner is a list of employees who have records, on the upper left corner are the standard photographs of the selected employees, on the right are the photograph records of the selected employees.

Confirm photograph records

Select an employee in the employee list. Choose a photograph record. If the photograph is valid, click Valid in the toolbar to confirm this photograph; if the access control and attendance administrator confirms that the photograph does not belong to the employee, click Invalid in the toolbar and this photograph will not be considered as a record for processing. If the employee's photograph records are all valid, click All photographs to be determined are valid in the toolbar and the employee's remaining photographs not processed will be considered valid.

Save standard photographs

As the judgment criteria used for confirmation of photograph records, the standard photographs can be set when adding an employee or when processing the photograph records. Select a relatively standard photograph, click Save as a standard photograph to save this photograph as a standard photograph. Only one standard photograph is kept. It the standard photograph is updated in either employee management part or photograph records processing part, the original standard photographs will be deleted.

Tip: In general, most photograph records are valid. In order to simplify the operations, we can first consider invalid records as invalid and then use the function of All photographs to be determined are valid. The access control and attendance administrator will confirm the records other than the determined invalid records at one time.

Report printout

After the data processing, click General a report drop down menu to

choose different reports for generating and printout.

Report filtration

Individual detailed report, individual monthly report for normal shift/rotary shift and individual monthly statistical report for normal shift/rotary shift.

Individual detailed daily report

Individual detailed report displays the detailed daily attendance results for each employee, with each employee's attendance results put in one line, including attendance time, actual attendance records, actual man hours, leave, overtime and field operation, etc.

On the top of report are explanations of symbols, which help examine the report.

Individual detailed report often has dozens of pages, so this report is not suitable for printout or submission to the leaders or relevant departments. However, it really reflects the attendance results in detail. Therefore, its purpose is to search the proof on detailed conditions when any dispute is raised by an employee.

Individual monthly report for normal shift/rotary shift

Individual monthly report for normal shift/rotary shift displays the conditions for a whole day of each employee within the statistical time range in a small box as below.

Here the report indicates how many man hours are absent and which result the attendance belongs to, such as coming to work late, leaving early or absenteeism. In the event of any leave, field operation, etc., the report will also mark it out. Thus the report is mainly used as submission to leaders and relevant departments for salaries statistics announcement.

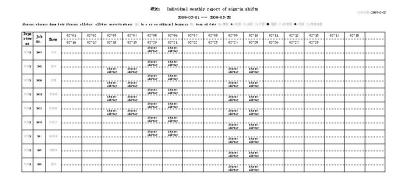## Individual monthly statistical report for normal shift/rotary shift

Individual monthly statistical report makes statistics on all the attendance conditions of each employee within the statistical time range, e.g. how many times or how long does each condition occur? The report includes attendance days, actual attendance records, total absent minutes, total absenteeism days, times of missing card-punching, times of coming to work late or leaving early by levels, length of overtime and accumulation of various attendance adjustments, such as official business, business trip, leave, compensation leave and shift change. See the following figure for details.

The information here is comprehensive and displayed quantitatively according to different conditions, thus the report usually works with individual monthly report as submission to the leaders and relevant department for salaries statistical announcement.

Individual monthly report for signing-in shift

Individual monthly report displays the detailed conditions of each employee in signing–in shift for each day within the statistical time range.

Individual monthly statistical report for man-hour shift

This report can display the employees in this shift, work duration, attendance record, absent time, exceeded time, etc., which is quite convenient.
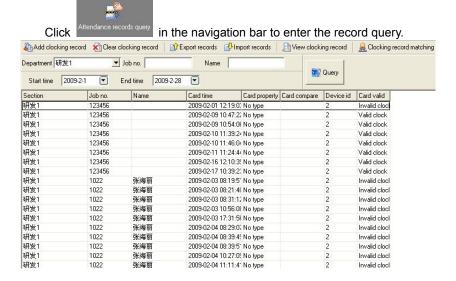
Chapter III Record query

Access control record query

Click ![Door records query] in the navigation bar to enter the record query.

Attendance record query

Click ![Attendance records query] in the navigation bar to enter the record query.

🔧Add clocking record	❌Clear clocking record	🔼Export records	🔽Import records	📄View clocking record	🔍Clocking record matching

Department 研发1 ▼ Job no. [ ] Name [ ]

Start time 2009-2-1 ▼ End time 2009-2-28 ▼ 🔍 Query

Section	Job no.	Name	Card time	Card property	Card compare	Device id	Card valid
研发1	123456		2009-02-01 12:19:0:	No type		2	Invalid clock
研发1	123456		2009-02-09 10:47:2:	No type		2	Valid clock
研发1	123456		2009-02-09 10:54:0(	No type		2	Valid clock
研发1	123456		2009-02-10 11:39:2(	No type		2	Valid clock
研发1	123456		2009-02-10 11:46:0(	No type		2	Valid clock
研发1	123456		2009-02-11 11:24:4(	No type		2	Valid clock
研发1	123456		2009-02-16 12:10:3(	No type		2	Valid clock
研发1	123456		2009-02-17 10:39:2:	No type		2	Valid clock
研发1	1022	张海丽	2009-02-03 08:19:5(	No type		2	Invalid clock
研发1	1022	张海丽	2009-02-03 08:21:4(	No type		2	Invalid clock
研发1	1022	张海丽	2009-02-03 08:31:1:	No type		2	Invalid clock
研发1	1022	张海丽	2009-02-03 10:56:0(	No type		2	Invalid clock
研发1	1022	张海丽	2009-02-03 17:31:5(	No type		2	Invalid clock
研发1	1022	张海丽	2009-02-04 08:29:0;	No type		2	Invalid clock
研发1	1022	张海丽	2009-02-04 08:39:4(	No type		2	Invalid clock
研发1	1022	张海丽	2009-02-04 08:39:5(	No type		2	Invalid clock
研发1	1022	张海丽	2009-02-04 10:27:0(	No type		2	Invalid clock
研发1	1022	张海丽	2009-02-04 11:11:4(	No type		2	Invalid clock

Check records

Select a department and enter the employee (employee number or name). Set the start and ending time of checking records. Click Search and then all the card points within relevant time periods will be displayed, including the original card points received from the device and the card points added from the attendance software.

Tip: Just leave the employee number and name blank if you want to search the records for the whole department.

Attributes of cart points

The attributes of card points mean if the device records have attributes of card points. For the card-punching devices with attributes of card points (F680\B600\B700), their attributes of card points include 7 types: without attributes of card points (ordinary card), punch-in, punch-out, overtime punch-in, overtime punch-out, outside and back. For card-punching devices without attributes of card points, their attribute of card points has only one type – ordinary card.

Card-swiping comparison

For the device featured with card-swiping comparison (FK610\F7100), the card points received from the device may be card points of photographs, which can be marked with "see photograph".

Device number

The device number is used to mark out the device from which the records are received. If the card point is added from the access control and attendance management software, there should be no device number. Therefore, the device number is the symbol that can distinguish the original card pints from the added card points.

Click Check a card point drop down menu in the toolbar or right-button click on record list to choose if you want to check original card points or added card point only.
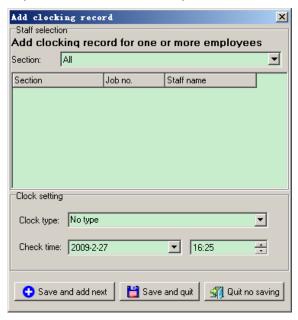
Valid card point

During the record processing, if original card points or added card points can effectively match the shift arrangement or attendance adjustment to generate attendance results, the card point will be considered "Valid", otherwise, it will be considered "Invalid".

Record operations

Add a card point

Click the toolbar to add a card point. Select an employee that wants to add a card point in the pop-up window of Add a Card Point. Choose the type of added card point and set the time of card point.

Export records

The records you are checking now can be exported into XML file or Excel file, which can be used as record backup or viewed with other tools. Click Export records drop down menu and click Export as XML file or Export as Excel file, choosing the save path and document name in the pop-up "Save as" window.

Import records

You can import the records saved in XML file. Click Import records drop down menu in the toolbar, click Import from XML file and select the saved

records file in the pop-up window.

⚠️Warning: The record won't be properly imported unless the importing XML file meets a certain formatting requirement. It is suggested that only the records file exported from the management system as backup be imported.

Clear card points

To release storage space, you may clear useless and old records. However, original card points and added card points can't be deleted.

Click Clear card points in the toolbar and set clearing date in the pop-up window. You may clear all the records before the clearing date.

⚠️Warning: Always operate cautiously because the card points cleared can't be restored.

Card-swiping comparison

Click Card-swiping comparison in the toolbar and display in the confirmation window all photograph records of the department within the query time range.

On the lower left corner is a list of employees in the department who have photograph records. Click to select an employee and display his standard photograph on the upper left corner (standard photograph needs to be added when entering employee information; otherwise just leave it blank if no standard photograph).

Select a photograph for valid or invalid confirmation. If an employee has no standard photograph, he can also use one of the photographs for card-swiping comparison as standard photograph and save it as employee information.

☕Tip: Photograph records should have been confirmed during record processing. Here they are mainly used for query of card points and confirmation of the photographs not determined at that time.