User Manual

ZKBio Time.Net

Date: July 2024

Doc Version: 3.4

English

Thank you for choosing our product. Please read the instructions carefully before operation. Follow these instructions to ensure that the product is functioning properly. The images shown in this manual are for illustrative purposes only.

For further details, please visit our Company's website www.zkteco.com.

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If there is any issue related to the product, please contact us.

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About the Company

ZKTeco is one of the world's largest manufacturer of RFID and Biometric (Fingerprint, Facial, Finger-vein) readers. Product offerings include Access Control readers and panels, Near & Far-range Facial Recognition Cameras, Elevator/floor access controllers, Turnstiles, License Plate Recognition (LPR) gate controllers and Consumer products including battery-operated fingerprint and face-reader Door Locks. Our security solutions are multi-lingual and localized in over 18 different languages. At the ZKTeco state-of-the-art 700,000 square foot ISO9001-certified manufacturing facility, we control manufacturing, product design, component assembly, and logistics/shipping, all under one roof.

The founders of ZKTeco have been determined for independent research and development of biometric verification procedures and the productization of biometric verification SDK, which was initially widely applied in PC security and identity authentication fields. With the continuous enhancement of the development and plenty of market applications, the team has gradually constructed an identity authentication ecosystem and smart security ecosystem, which are based on biometric verification techniques. With years of experience in the industrialization of biometric verifications, ZKTeco was officially established in 2007 and now has been one of the globally leading enterprises in the biometric verification industry owning various patents and being selected as the National High-tech Enterprise for 6 consecutive years. Its products are protected by intellectual property rights.

About the Manual

This manual introduces the operations of ZKBio Time.Net 3.3 software.

All figures displayed are for illustration purposes only. Figures in this manual may not be exactly consistent with the actual products.

Note: Function(s) with ★ is/are optional function, it will not be visible in default view. For accessing that functions, please go to System->Config and in functions options, tick the required checkbox and click Save.

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Document Conventions

Conventions used in this manual are listed below:

GUI Conventions

For Software	
Convention	**Description**
Bold font	Used to identify software interface names eg. **OK**, **Confirm**, **Cancel**.
>	Multi-level menus are separated by these brackets. For example, File > Create > Folder.
For Device	
Convention	**Description**
< >	Button or key names for devices. For example, press <OK>.
[ ]	Window names, menu items, data table, and field names are inside square brackets. For example, pop up the [New User] window.
/	Multi-level menus are separated by forwarding slashes. For example, [File/Create/Folder].

Symbols

Convention	Description
	This implies about the notice or pays attention to, in the manual.
	The general information which helps in performing the operations faster.
	The information which is significant.
	Care taken to avoid danger or mistakes.
	The statement or event that warns of something or that serves as a cautionary example.

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1. Overview

1.1 ZKBio Time.Net Function Guide

ZKBio Time.Net is a lite Windows-based desktop time and attendance software for Small and Medium Enterprise. It provides a stable communication for ZKTeco standalone devices through Ethernet/ Wi-Fi/ USB and connects all devices to download transactions, synchronize employee information, calculate attendance records, and generate more than 15 kinds of reports. And it is equipped with a Payroll module which provides corresponding payroll calculation function.

ZKBio Time.Net System Features:

- User-friendly UI provides new operating experience to the user.
- Supports multiple languages and is easy to modify or translate.
- Supports hybrid-biometric templates including Fingerprint, Face, Finger Vein, and Palm.
- Supports auto-scheduling for default department employees.
- Supports cross-day shift, flexible shift, and smart shift scheduling.
- Supports e-mail alert for employee exceptions.
- Supports user-defined leave type and balance setting for leave.
- Fast calculation of time attendance and supports 15 kinds of reports.
- Supports online software upgrades and feedback systems.
- Supports simple access control devices.
- Supports a simple payroll system.

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1.2 Software Installation Requirement

Features	Details
CPU	Dual-core 2.0GHz or above
RAM	4GB or above
Hard Disk	100GB available space or above
Operating System	Windows 7/8/8.1/10 Server: 2003/2008/2012/2016
Database	SQLite (Default)/PostgreSQL/MySQL/SQL Server

1.3 Basic User Guidance

The following steps assume that the management of this software is described by the super user.

Step 1: Register the super user and login. Make sure the e-mail address is correct for receiving an e-mail if you forget the password.

Step 2: Establish a company structure with departments according to the actual situation.

Step 3: Add employees and enroll fingerprint, face, palm, finger vein, password, or card number.

Step 4: Establish the area for device location.

Step 5: Add devices and assign them to a certain area.

Step 6: Create an Attendance Rule; use the default setting, or create new rules required.

Step 7: Create a Timetable which will be used during the attendance procedure. Use default Timetable or Add a new Timetable.

Step 8: Create common shifts for the attendance system, which are cycling combinations of the timetables in the requested work time.

Step 9: Set the employee schedule, that is, specify the shifts of each employee. In case of a temporary shift is changed for scheduled employees, one can use the Temporary Schedule to change the schedule.

Step 10: Calculate Attendance according to employee attendance.

Step 11: Check and export human resource reports and attendance calculation reports.

Step 12★: Set up Employee Pay Period.

Step 13★: Set up Employee Payroll Formula.

Step 14★: Set up Employee Salary Structure.

Step 15★: Calculate Payroll and check the payroll report.

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2. Glossary

Parameters	Description
Overtime	Sets overtime levels 1, 2, and 3 to different lengths of work time.
Work-Type	Weekend, Normal Work, Rest, Holiday, Leave, Overtime.
Statistics-Item	Statistical methods for calculating attendance. It includes Require Work Time, Actual Work Time, Round Work Time, 1st, 2nd, 3rd Overtime level, Late-In, Early-Out, Absent, Leave, etc.
Role	In daily use, the administrator needs to assign some new users with different levels of privileges. To avoid setting up separately for each user, you can create roles with specific privileges on the **Role Management** interface and then assign the appropriate role directly to the user while adding a user.
Timetable	Sets the timetables that might be used during the attendance procedure, configures various parameters such as **Check-In/Check-Out Time** and **(Allow) Late Arrival/Early Out**, and sets the allowable time range for check-in/check-out and the break time. The timetable is the minimum component required for the staff attendance time setting.
Modify-Record	Allows manual recording of the attendance when employees leave for business or forget to punch cards.
Work-State	Defines the type of punch in attendance records. Six work states are used in the system by default, including Check-In, Check-Out, Overtime In, Overtime, Out, and Outback.
Late-In	Sets the late arrival timetable and the start time for counting a punch as Late Arrival, and defines whether the actual check-in is later than the expected check-in. Here, the system conforms to the attendance rule "No check-in, count as Late Arrival". The Late Arrival time will not affect the number of minutes worked in attendance records.
Early-Out	Sets the early out timetable and the start time for counting a punch as Early-Out and defines whether the actual check-out is later than the expected check-out. Here, the system conforms to the attendance rule "No check-out, count as Early Out". The Early Out time will not affect the number of minutes worked in attendance records.

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Absent	According to attendance rules, all punches will count as Absent when there is no check-in or check-out record or when the Late Arrival or Early Leave time exceeds 'N' minutes specified in the attendance rules.
Exception	Defines the time for leave in a timetable.
Shift	Consists of one or more preset timetables according to a certain sequence and cycle. To monitor employee attendance, you must set shifts first.
Schedule	Sets employee shifts in a certain time period to facilitate attendance monitoring. This is a major reference for calculating attendance.
Temporary-Schedule	This is an adjustment to the fixed shift work schedule on specific dates when the work hours of one or more employees change temporarily. This schedule is also applicable to non-regular posts (employees).
(Allow) Late-In/Early-Out	Defines the start time for counting a punch as Late-In/Early-Out after the punch exceeds the allowable time limit in the specified work time.
Require Work Time	The working hours set by the attendance rules, in minutes. It is calculated by deducting the rest time from the schedule interval.
(Default) Timetable	Defines a timetable that is set in default by the system.
(Default) Shift	Defines a shift that is set in default by the system, which is a cycle of the default timetable in one week. You can use the default shift for the employees who have no fixed work schedules but are required to record their attendance. The default shift is applicable to bosses, sales staff, service staff, and make-to-order production personnel.
Break	This is used to deduct the meal and rest time that is inaccurately counted as work time because employees have their cards punched only twice a day. For example, the period 08:00~17:30 contains the time for lunch and rest, which shall be deducted. You need to set a break period from 12:00 to 13:30. This period is not used directly for calculating the time points but only for calculating the attendance time. For example, if an employee works only in the morning, his/her work hours are 4 hours. When the period 12:00~17:30 (5.5 hours) is considered as the employee's absence time, it is obviously greater than the actual absence time (13:30~17:30, 4 hours). Therefore, you need to set the break start and end time between two

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	punches. This setting is not necessary in other cases.
Round Work Time	Based on the attendance rules, the value obtained after increasing/decreasing the actual working time is the final data used for salary calculation. The unit is minute. Allowed late/early leave, early arrival/late departure as effective work time is the influencing conditions of effective working hours.
Shift	Sets the schedule properties, including the dates and shifts of the schedule, and whether there are cycling schedule dates, and then assign the preset schedule to a department or individual employee.
Hired Date	Defines the date when an employee is hired. When adding an employee, you can take the current system date as the date of hire by default, or you can change the date. This information is very important. Enter the correct date.
Pay Mode	Defines the mode of attendance check. **Wage** and **Salary** options are available. If you select the **Wage** option, the result of an attendance check is independent of parameters such as **Shift**, **Overtime**, **Late-In**, **Early-Out**, and **Absent**. If you select the **salary** option, the result of attendance check is related to parameters such as the shift time, rounding details during shifts, break rounding, overtime, check-in late, check-out early, and absence.
Status	Defines the status of the device. If you click **Enable**, the device is enabled and you can perform the following operations on the device: user uploading/downloading, work code uploading, and record downloading. If you click **Disable**, the device will not be able to perform any of the above-mentioned function.
Data Sync	Synchronizes data between the system and the device.

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3. Before Use

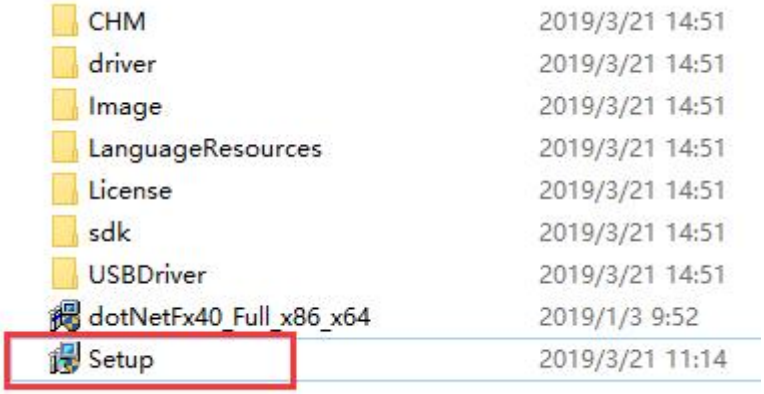
3.1 Installation and Register

3.1.1 Installation

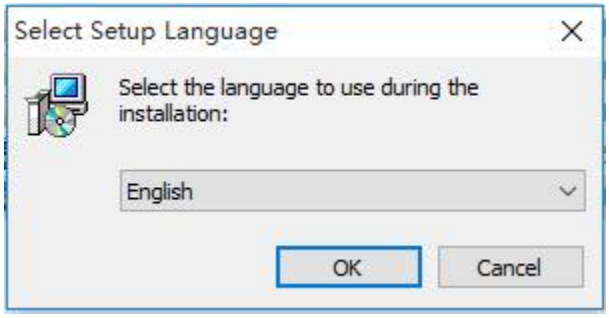
Note:

- The demonstration figure below may be different from your actual installation, but the actual software installation shall prevail.
- You must install the **.Net Framework 4.0** first. Otherwise, you cannot install this program.

  (Tips: The installation CD contents the .Net Framework 4.0 setup file. You can install it as required.)
- If you have installed this program before, please uninstall it first, and restart your computer.
- It is better to turn off all the other applications before installation, to avoid any conflict in installing procedure.
- During the installation, the computer firewall software may prevent the service from this program, please select "Allow all", or temporarily stop the firewall software before installation.



1. Right click **setup.exe** and select **Run as administrator.**



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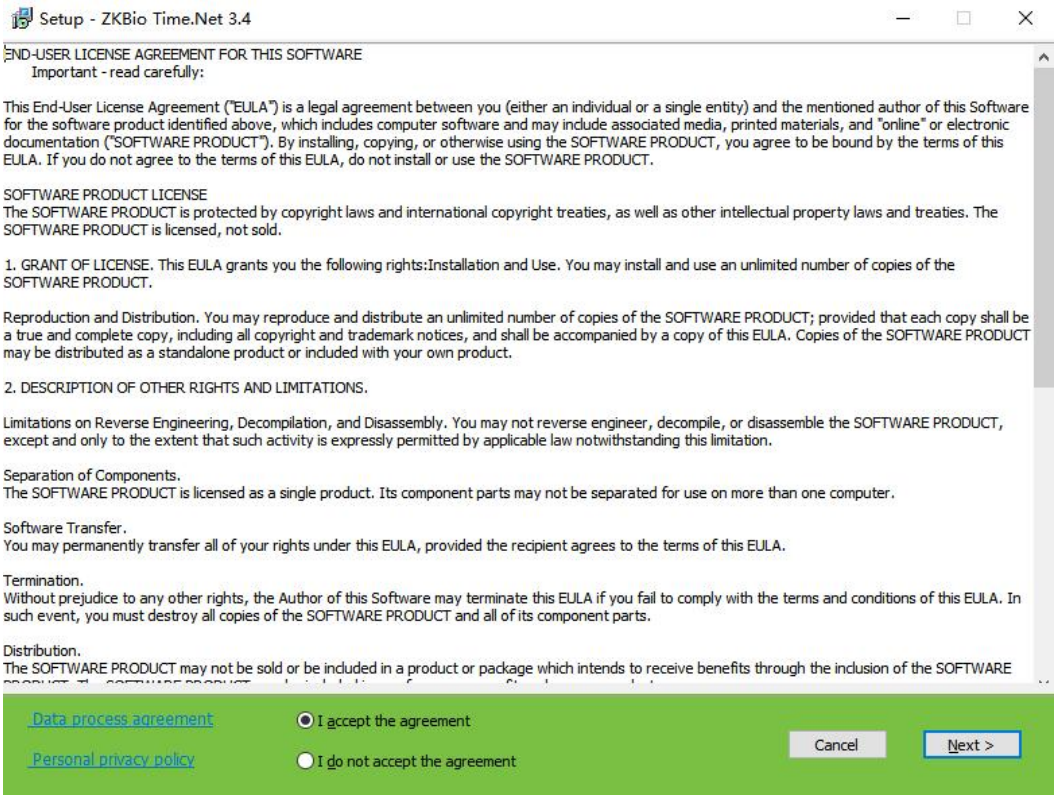
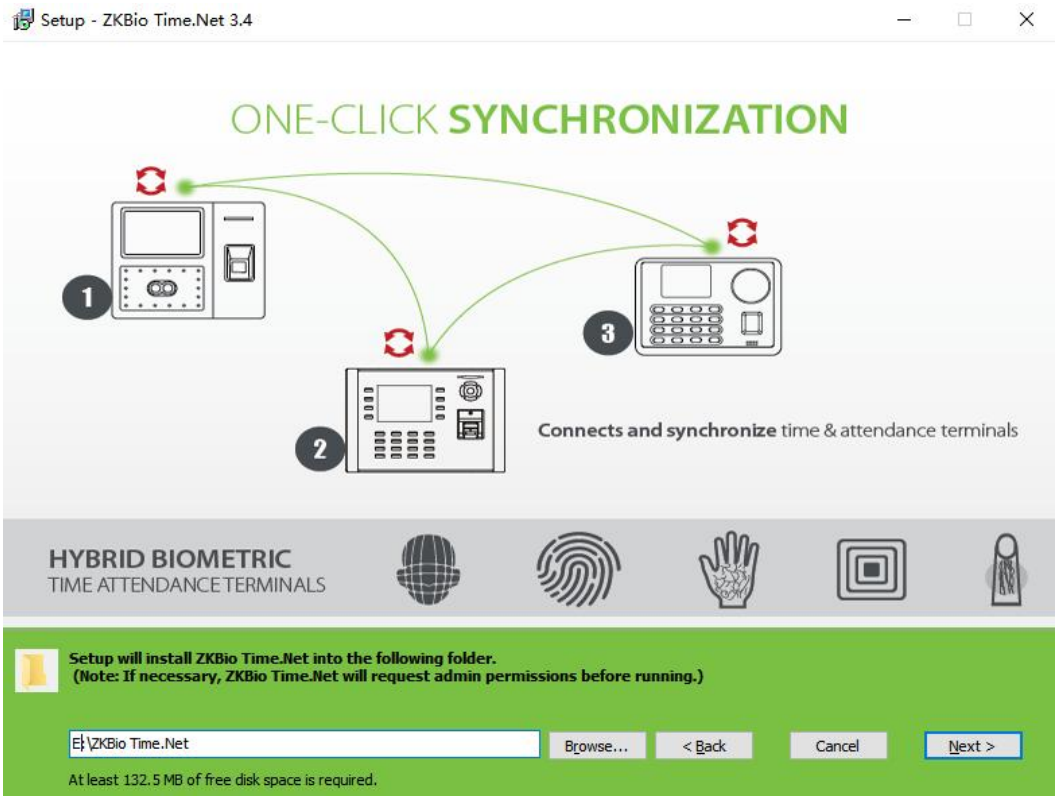
2. Select the language and click **[OK]**.



3. Read the license carefully; select **I accept the agreement** and then click **[Next]** button to enter the **Installation Path Setting** window.

   (**Tips:** Click **[Cancel]** to cancel the installation operation.)



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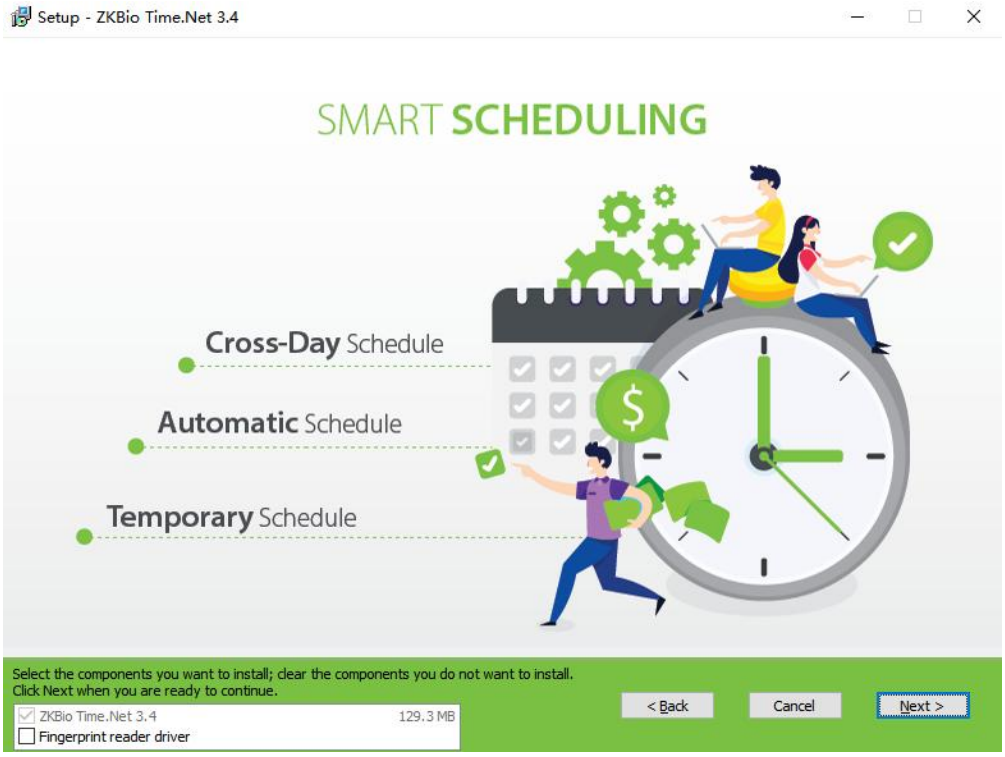
4. Click Browse..., select the installation path in the pop-up window. Click **[Next]** to enter the **Select Components** window.



5. Select the component as required, and then click **[Next]** to continue.
(**Tips:** ☑ means selected.)

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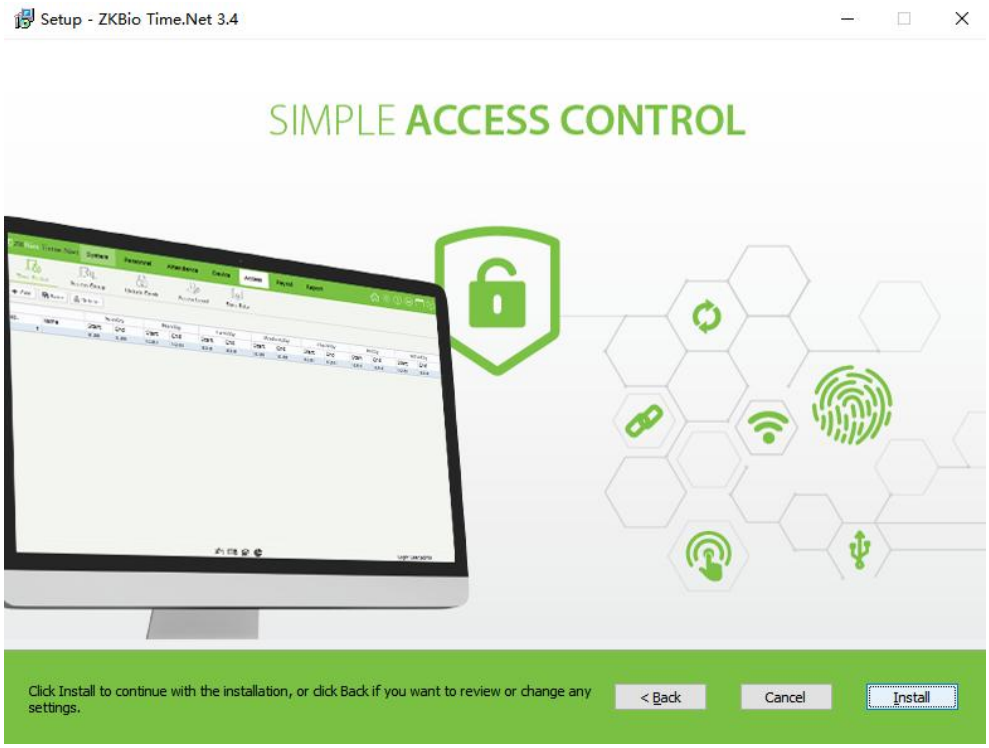
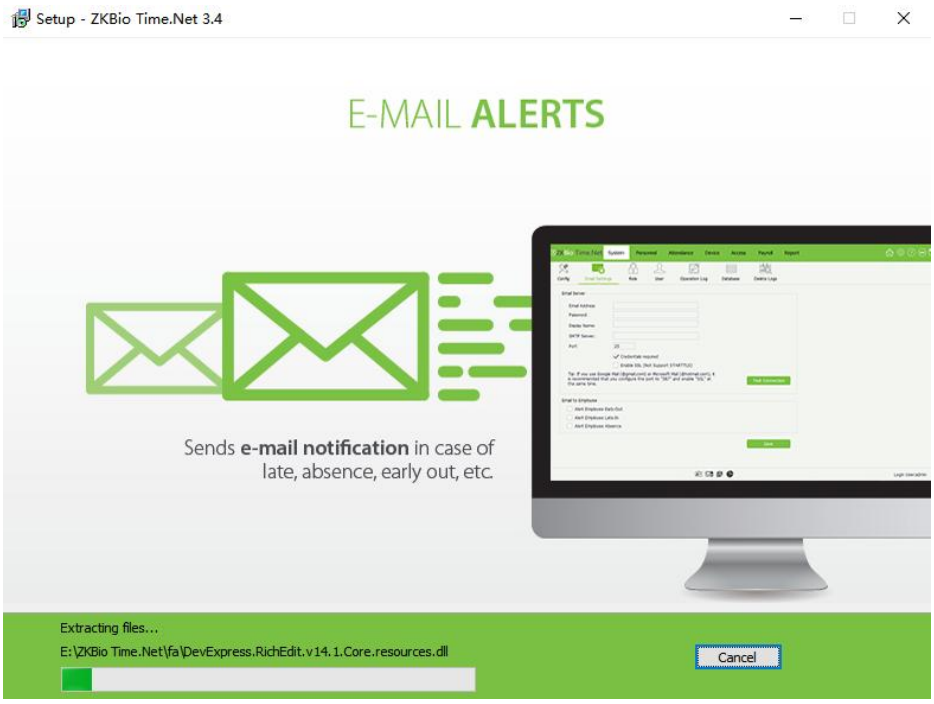
6. Click [Browse...], select the path for creating the program's shortcuts. Click [**Next**] to enter to the Installation Confirmation window:



7. Click [**Install**] to continue with the installation; or click [**Back**], if you want to review the change of any setting.



Note: If you selected the **Fingerprint reader driver** at **step 5**, the following window will pop-up:

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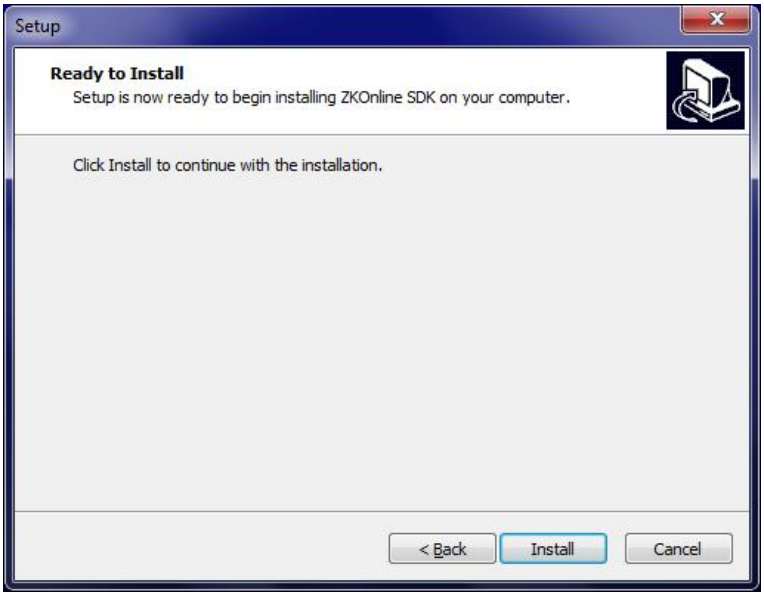
- Click [**Next**] to enter to the **Installation Confirm** window:



- Click [**Install**] button to continue with the installation of the Fingerprint reader driver.
- Click [**Finish**] button to close the setup window.

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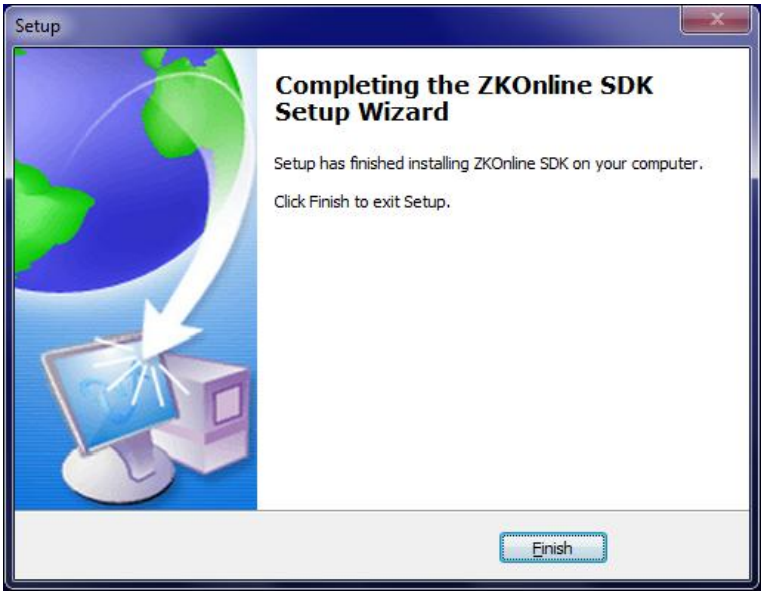

8. After finishing the installation, the following window will pop-up.

Note: After successfully installing the program, this icon will display. Double click this icon to run the ZKBio Time.Net program.

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3.1.2 Register

In order to use the system appropriately, please install the authorized software.

3.1.2.1 Online Registration

- Firstly, the Customer sends his requirements such as user quantity, device quantity, and the life span of the device through the sales executive.
- The sales executive will provide these requirements to the License issuing personnel. Then the License issuing personnel will create the SN and download the SN. XML file according to these requirements on the License server.
- The sales executive sends the SN.XML files back to the customer. In the below License register interface, the customer clicks the **[Register Online]** to select the SN.XML file for the Online activation function.

Note: The icon means the operation needs the administrator permission of the computer.

3.1.2.2 Offline Registration

- If online registration is not convenient for you, you can register offline.

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- In the above License register interface, click the **[Generate UPK]** button to open the SN.XML file, for generating the UPK.XML file.
- After sending UPK.XML file back to our sales executive, our License issuing personnel will create a License. XML file on the License server, then send the License. XML file back to the customer.
- In the License activation interface, click the **[Register Offline]** button to open the License. XML file to complete the activation.

3.2 Uninstall

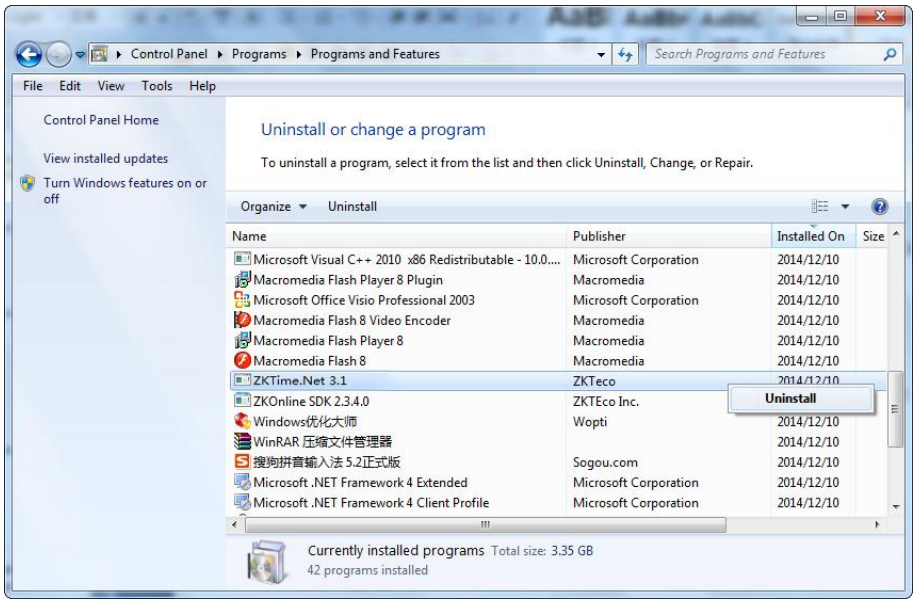
3.2.1 Method 1

If you are no longer using this software and wish to uninstall it, do it as follow:

Click **[Start] > [All Programs] > [ZKBio Time.Net] > [Uninstall ZKBio Time.Net].**

3.2.2 Method 2

- Exit the **ZKBio Time.Net** program.
- Choose [**Start**] > [**Control Panel**] > [**Uninstall a Program**] > right-click [**ZKBio Time.Net**] and click [**Uninstall**].



- Click [**Yes**] to remove the program.

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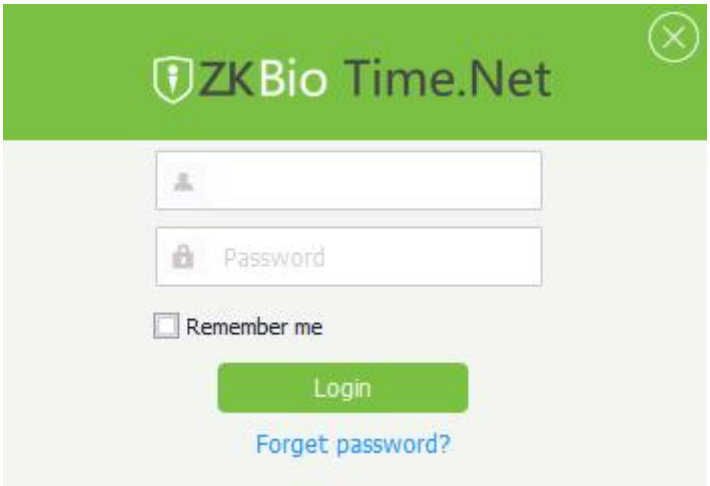
3.3 Login

Double-click the desktop shortcut or choose [**Start**] > [**Programs**] > [**ZKBio Time.Net**] to pop-up the **Login** window.

1. If you log in to the system for the first time (this means the system has no users), the system displays the register administrator interface. Type-in the User Name, Password, Repeat Password and User Email Address as required (Please fill in the correct email address to retrieve your password if you forget it), and then click [**Register**] to register user.

2. If you have previously logged in to the system, enter the correct registered User Name and Password. For more information about setting the User Name, Password, and user privilege (Role), please refer to 4.4 User. Click [**Login**] to log in to the system or click to exit.



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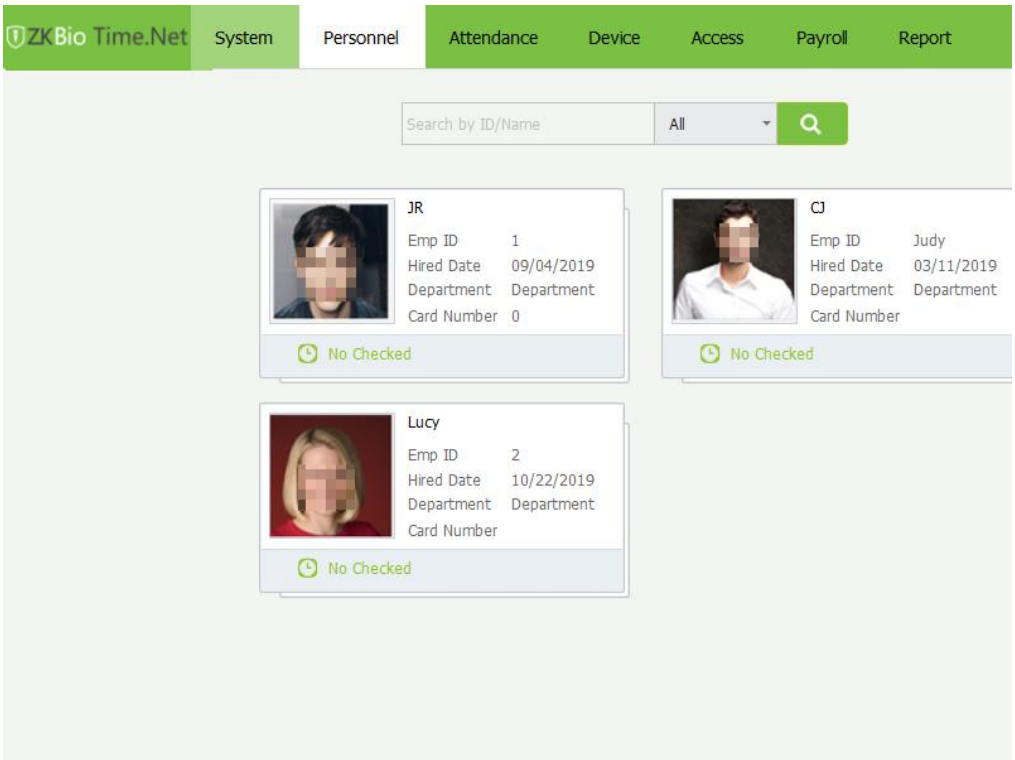
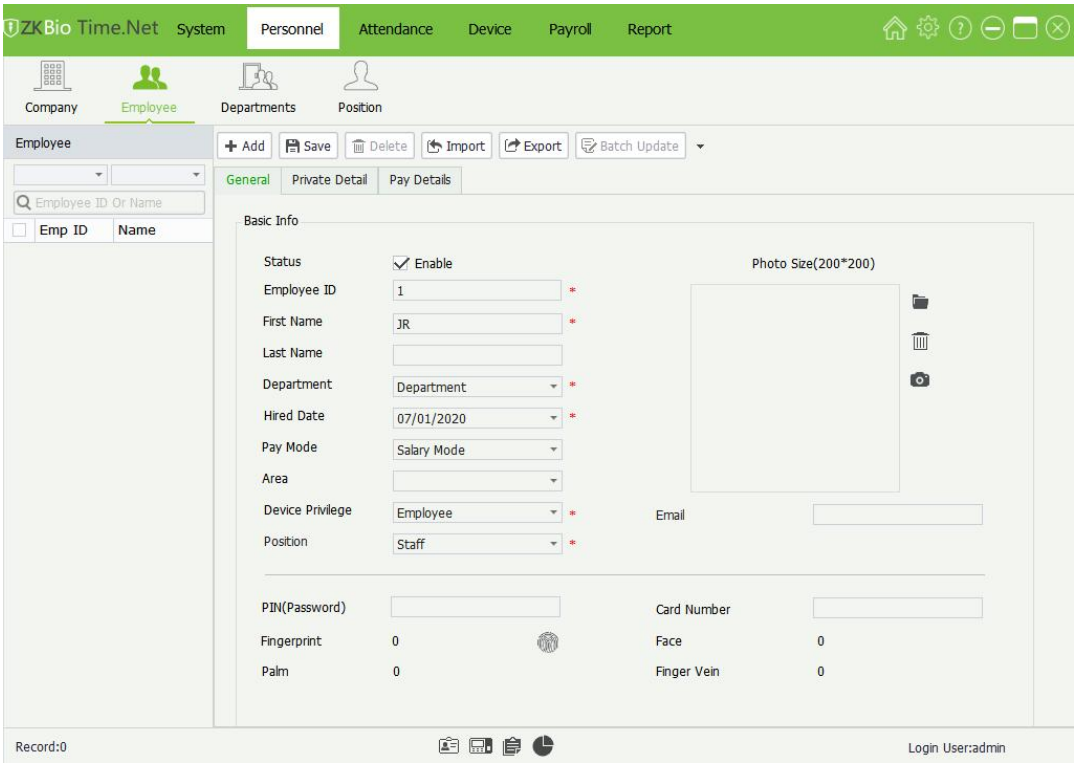
3. You can log in to different system interfaces based on different user privileges (Role). The administrator will enter the **Employee Card** interface by default, shown as the following figure.



Note: Click ⠿ to view as **Grid**, and display the **Employee Management** interface, shown as below.



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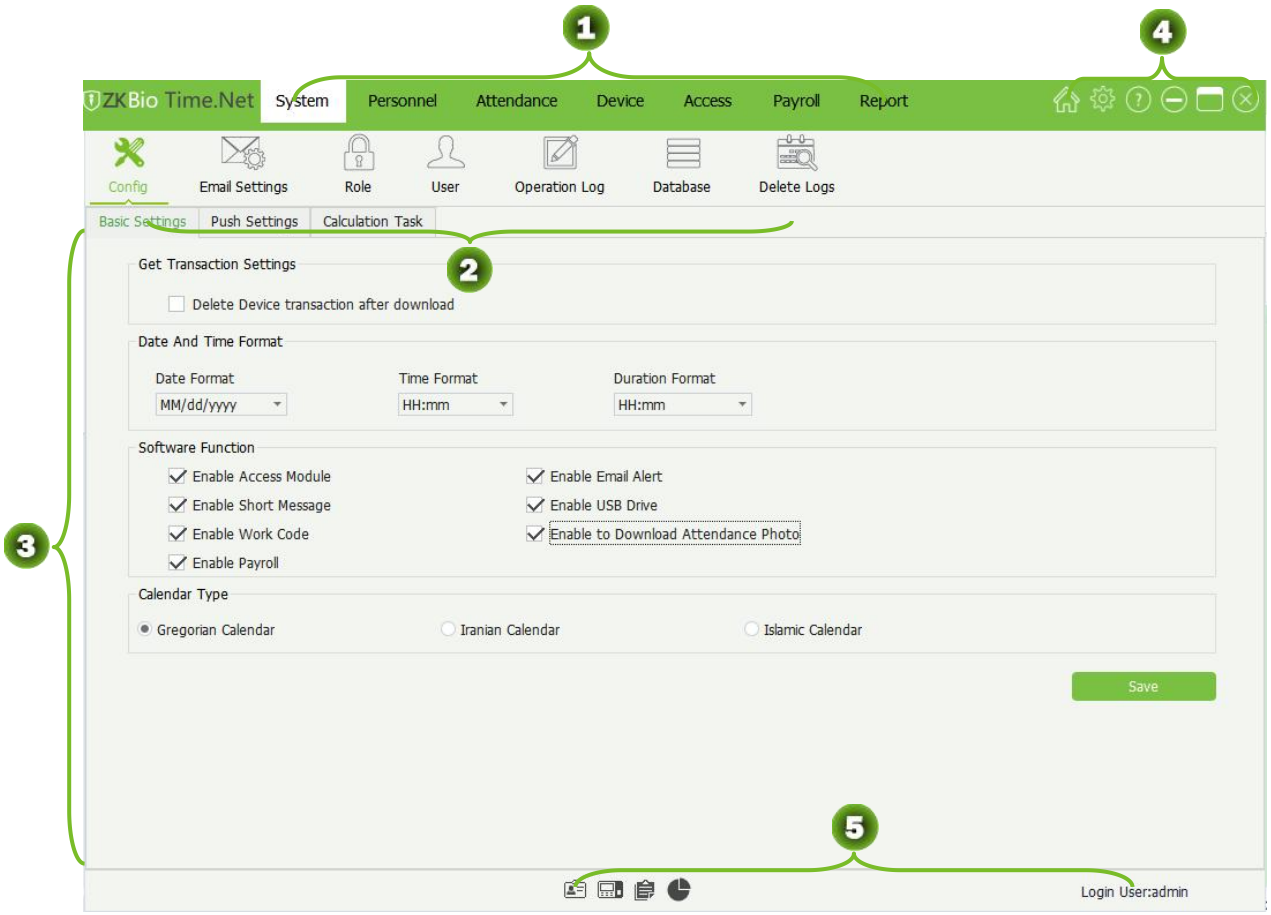
3.4 User Interface and Main Menu



User Interface

	Parameters	Use
1	Main Menu Bar	It provides the main functional menus of the system. The clear classification management and powerful functional structures help you to manage the staff attendance of your company smoothly.
2	The Secondary Menu Bar	Simplifies functions and helps you to perform operations more effectively in each main menu option.
3	Operation Area	Allows you to view and use various functions.
4	Shortcut Icons	Allows you to perform operations conveniently, including fast access to navigation, system registration and checking of the system version.
5	Information Bar	Displays the Employee Card, Device Card, Report Card, and the current Login User.

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3.4.1 Menu and Function Instruction

The system menu bar lists all the operation options. The user can click different menus to select different operations on the bar. If the user clicks one menu, the tiling submenu will display.

Modules	Description
System Management	Allows you to manage the system's configuration, including **Config**, **Email Setting**, **Role** and **User management**, **Database management**, and check the **Operation Log**.
Personnel	Creates **Company** Structure, adds **employees** and their details including **Pay Details,** and **Position.**
Attendance Setting	Sets attendance **Rule**, **Work Type, Statistic Item, Timetable**, **Shift**, **Schedule, Temporary Schedule, Exception Assign** (Statistics Items namely Vacation, Sick Leave, etc).
Device Maintenance	Allows you to manage the attendance check device and the employee information and attendance records on the device; including **Device management**, **Area setting**, **Sync Data**, **USB Drive management**, **Work Code,** and **Short Message.**
Access Control Management	Sets the parameters of the electronic locks and related access devices including **Time Period**, **Access Group**, **Unlock Comb,** and **Access Level** setting and upload access data via **Sync Data**, and so on.
Payroll	Allows you to create **General rules**, **Formulas for salary**, **Salary Structure,** etc. It also provides options like **Reimbursement, Loan, Salary Advance, Payroll, Report,** etc.
Reports Management	Allows you to process and manage reports by two categories: Employee info and Attendance record. You can calculate the attendance records by specifying the scope of employees and time, and output reports. You can import or export the attendance data as required by using a USB Disk.

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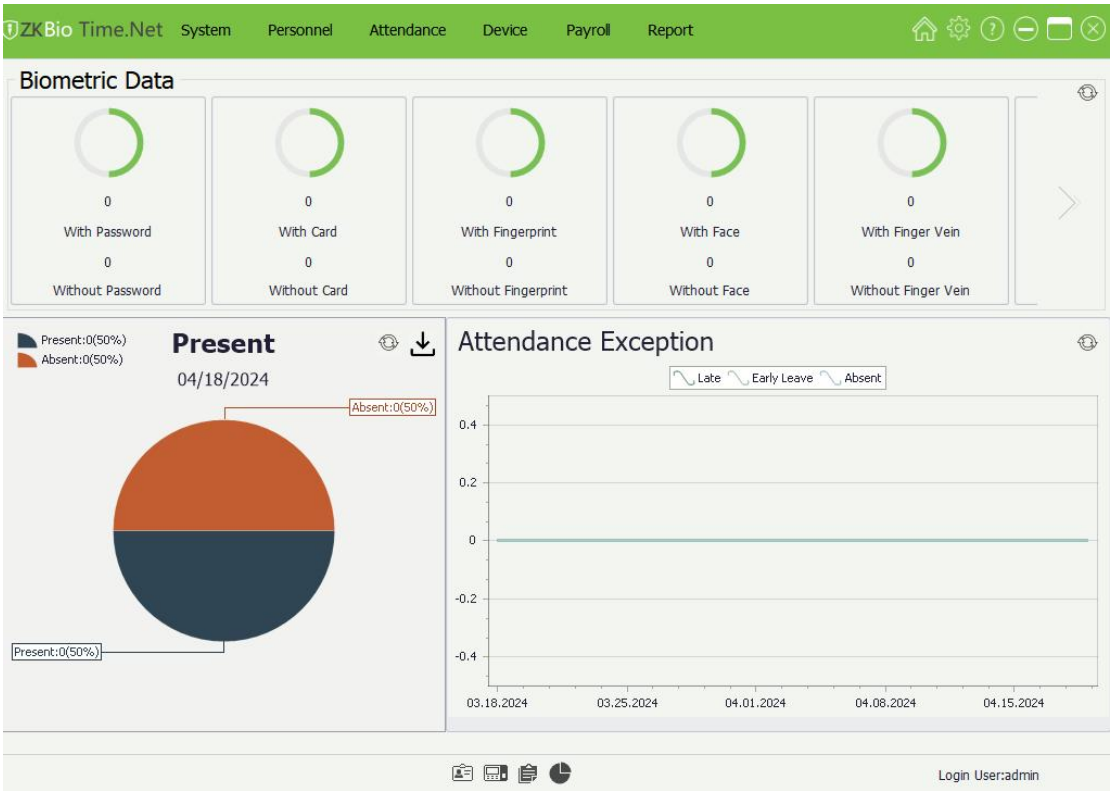
3.4.2 Dashboard

Click on the ZKBio Time.Net logo in the top left corner to enter the dashboard interface.



3.4.3 Instruction of Shortcut Icons

- **Home**

If you encounter any problem when performing operations in the system, you can click to return to the system navigation, which will help you to complete attendance management quickly.

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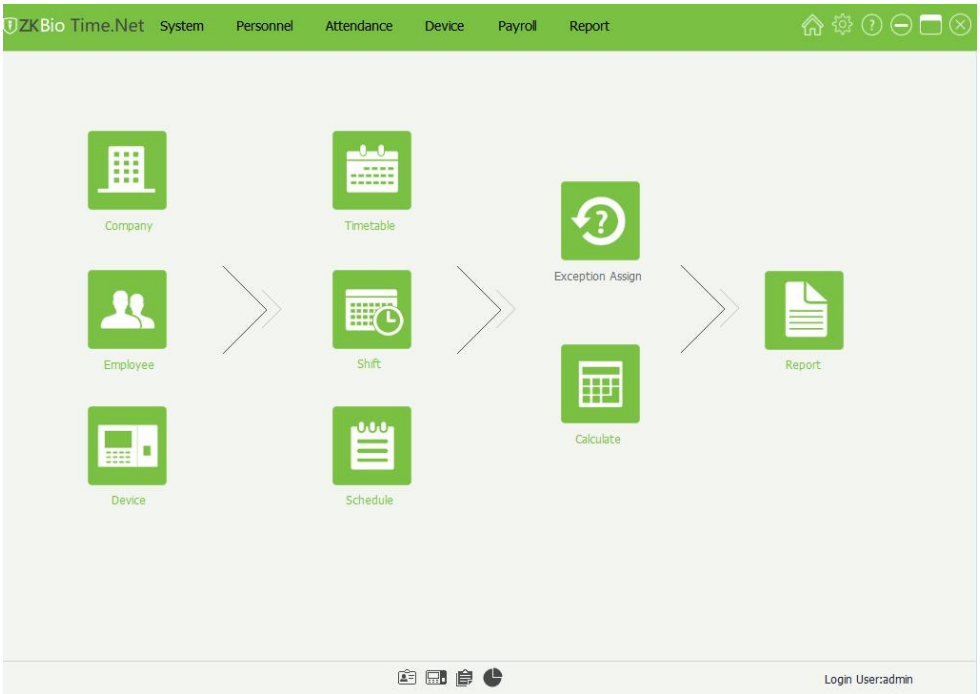

- **License**

For this specific operation method, please refer to 3.1.2 Register.

- **About**

You can click **[About]** to check the system version.

- **Feedback**

It provides feedback function and it can directly send a feedback email to the product manager mailbox.

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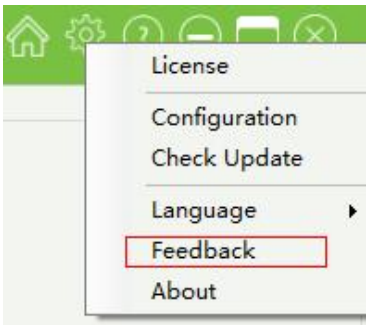
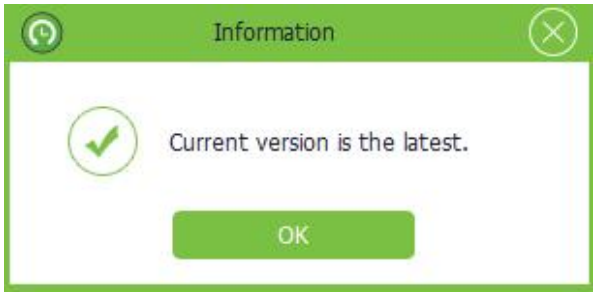


- **Check Update**

Provides optimized online update function to push updates worldwide. Optimized online update, the updated version can be selected by the customer, update description provides multi-language support. You can set the reminder frequency of detection update by yourself. Currently, four options are provided: **Always remind, no remind within 7 days, no remind within 30 days, and never remind**.



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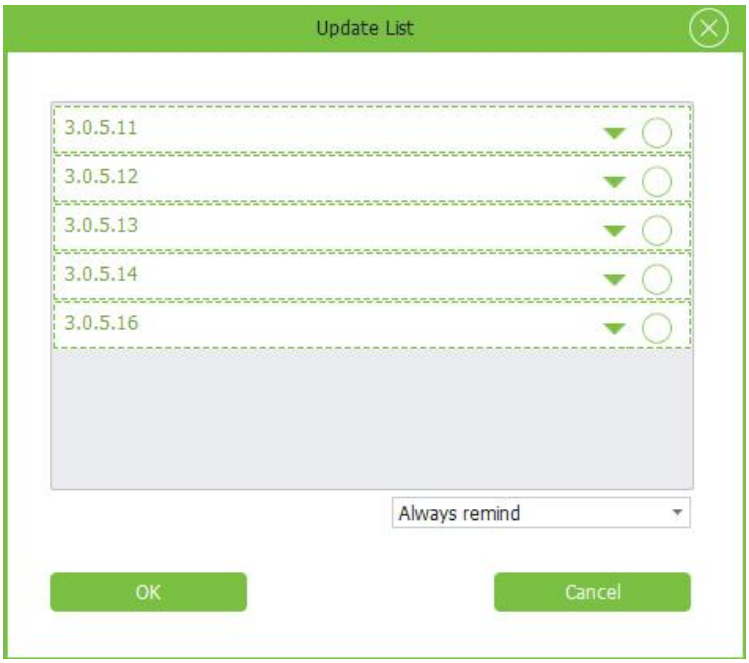

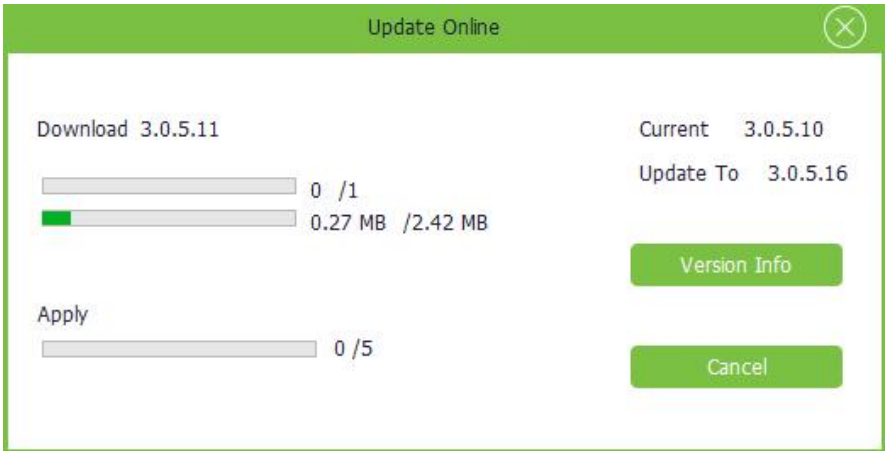

3.4.4 Instruction of Information Bar

3.4.4.1 Device Card

Click , the system will enter the **Device Card** interface automatically. An overview of added devices info and current connection status are shown.

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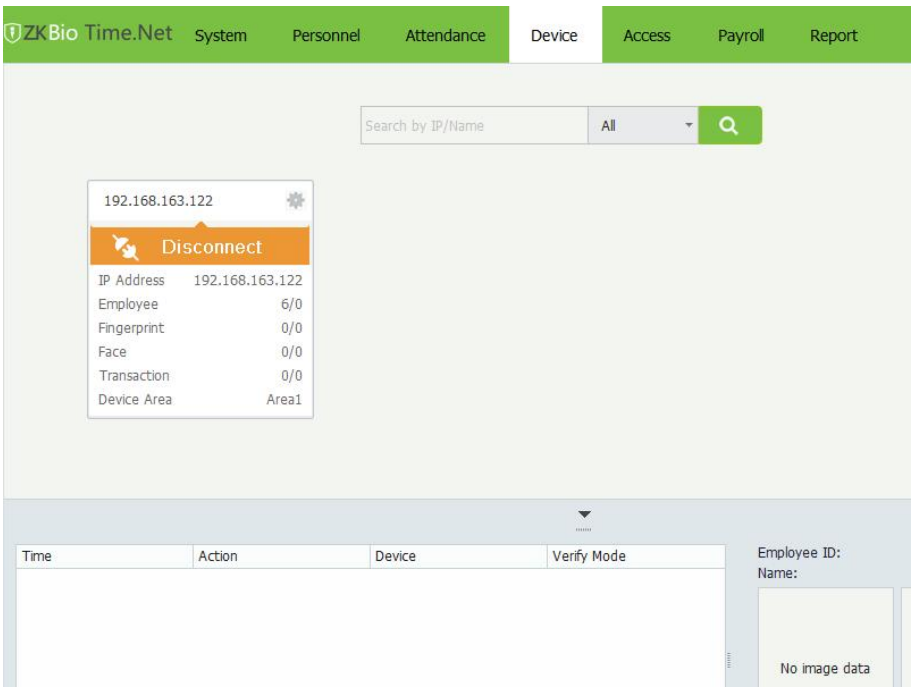
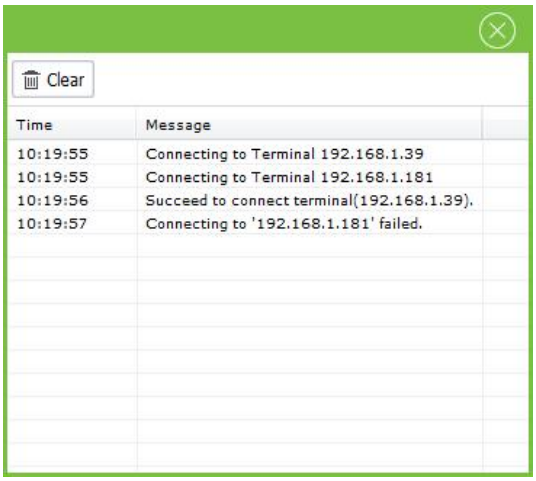


The system will pop-up the prompt box and display the connect procedure and status for all devices at the bottom right corner of the screen.



3.4.4.2 Employee Card

Click , the system will enter the **Employee Card** interface automatically.

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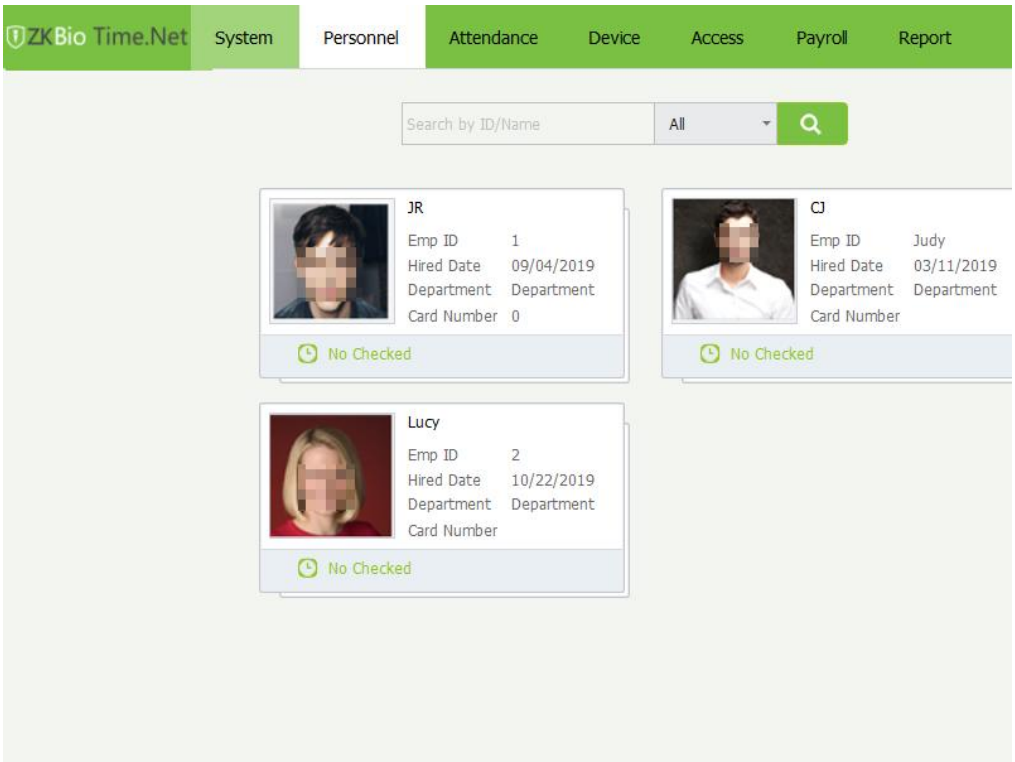
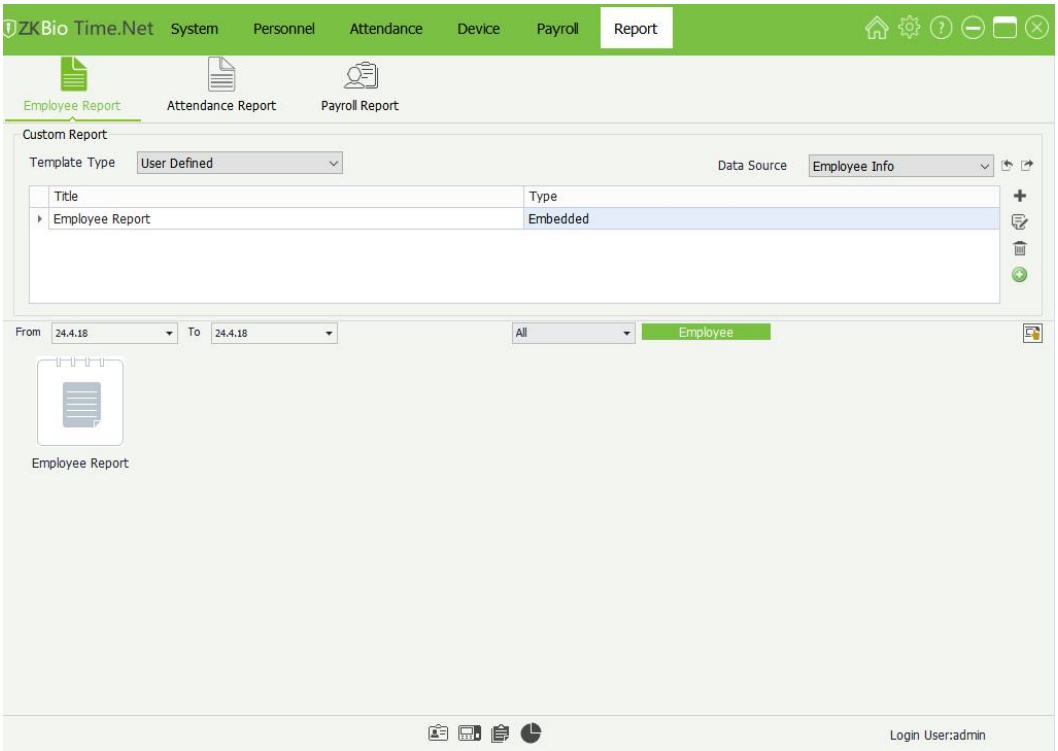


3.4.4.3 Reports Card

Click , the system will enter the **Reports Card** interface automatically.

(**Tips:** For the method of checking report, please refer to 9.3.2 View Reports.)



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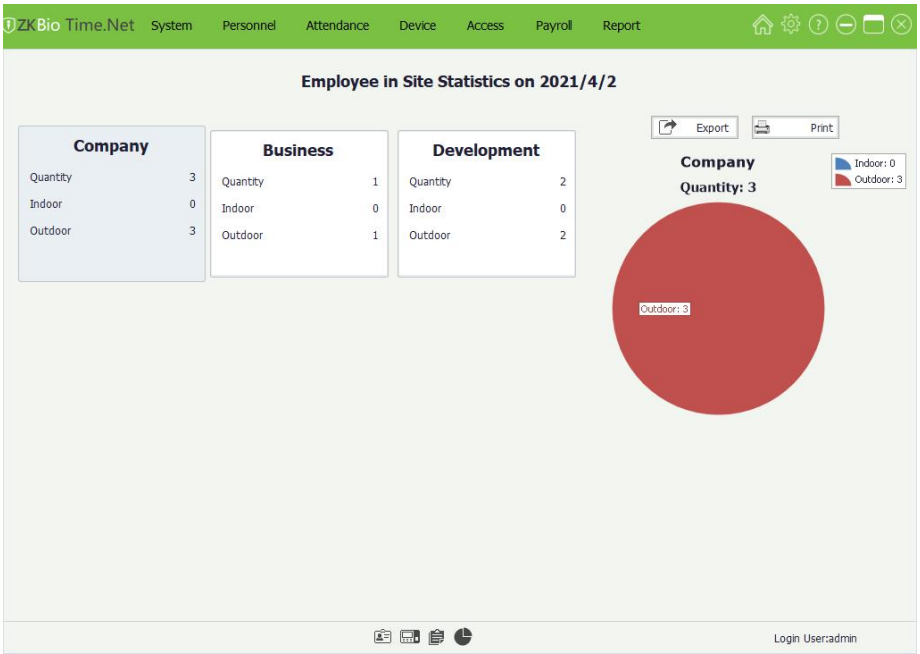
3.4.4.4 Post details

You can view the attendance information of the specified department and it supports export and print of the attendance information.



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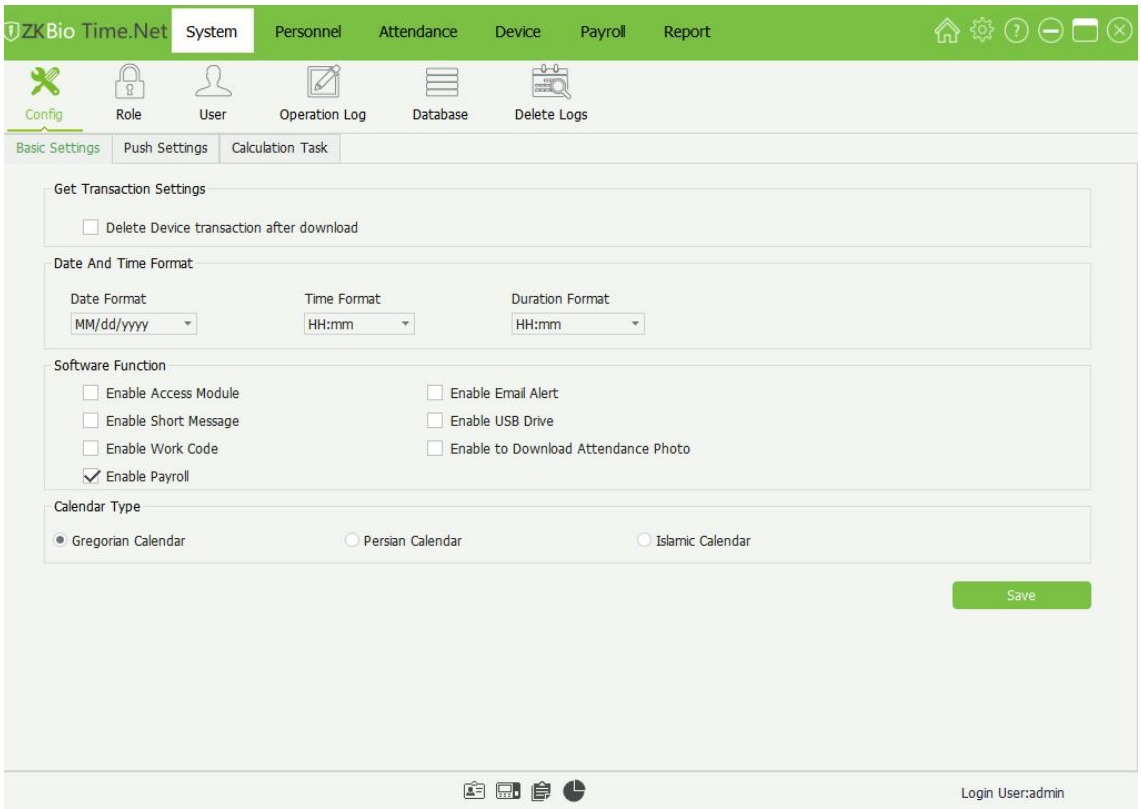
4. System Management

The System Management function contains adding system User (such as Company Manager, Registrar, Attendance Statisticians Allows, and so on); assigning **Role** as required. It also allows (System) **Configuration**, **Email Settings**, check **Operation Logs** and **Database** Management, etc.

4.1 Configuration

Click **[System] > [Config]** to enter to the (System) Configuration interface:



4.1.1 Basic Settings

4.1.1.1 Records Download Options

Delete Device Transaction After Download: If you select (☑) this option, after downloading attendance records by Download Records operation, the system will delete the records in the devices automatically.

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4.1.1.2 Date and Time Format

Set the system's Date and Time format. This format will decide the date and time's display way for the reports and software. You can set them as habits and required.

4.1.1.3 Duration Format

It is used for report to set the time format for all the calculation result.

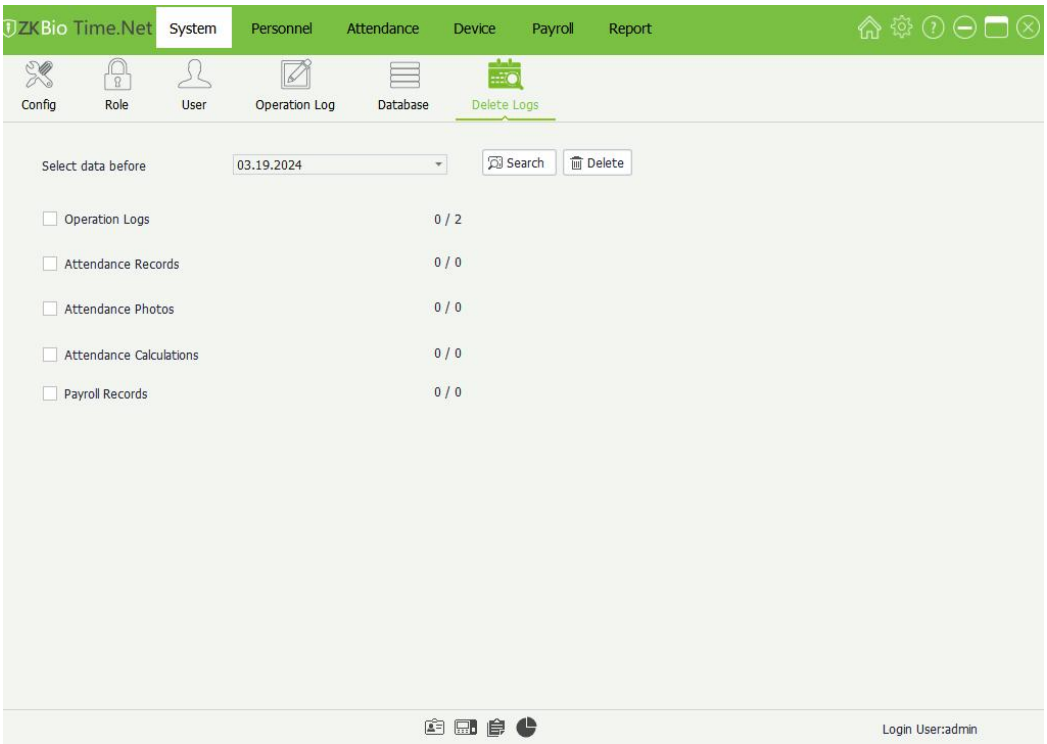
4.1.1.4 Software Function

You can select (☑) the option to enable the function as required.

4.1.1.5 Calendar Type

Set the display type of calendar, the default type is **Normal**. You can select the calendar as required.

4.1.2 PUSH Settings



WDMS Data Sync Setting

Note: If selected (☑), the WDMS Data Sync Setting function is enabled, after setting the following options correctly, the system will automatically synchronize the changed data to WDMS or ZKBio Time.Net.

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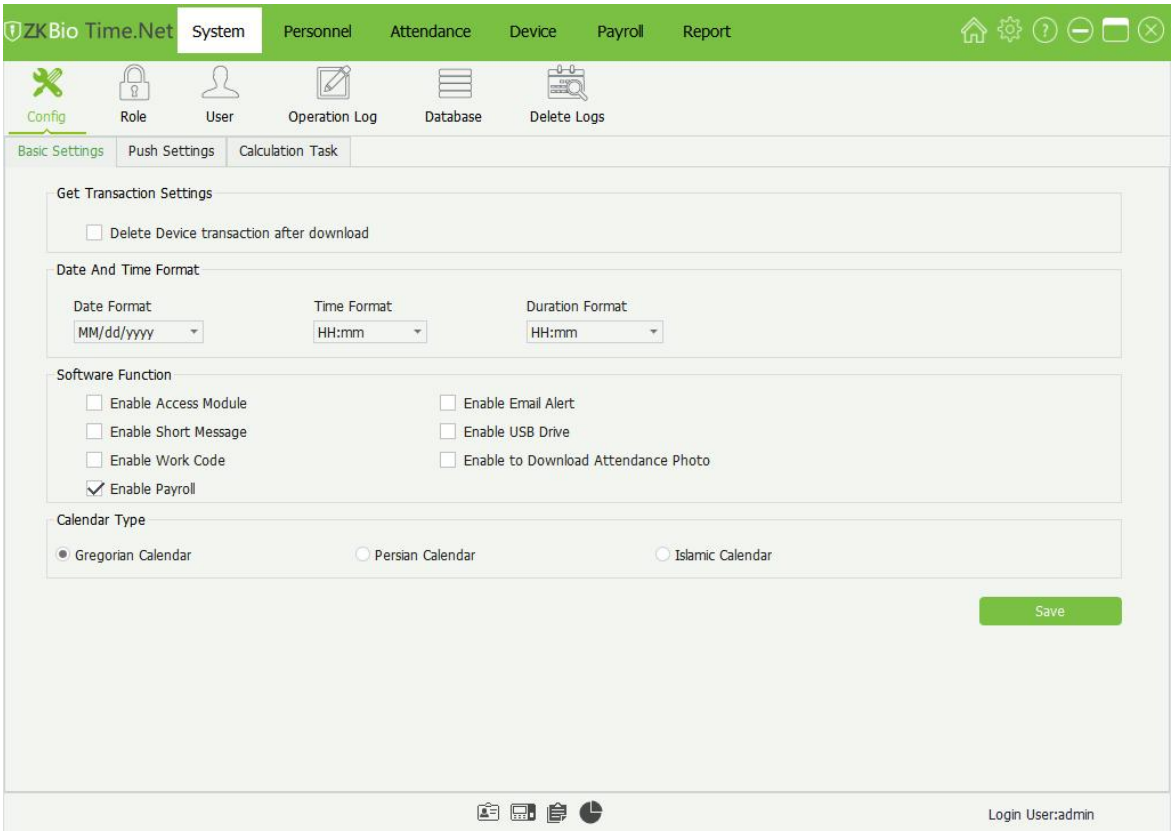
Domain/IP, Port	Enter the WDMS's Domain/IP address, and Port NO.
Client Name	Enter the client's name. After setting, click [**Save**] to save.

4.1.3 Calculation Task

Calculation task is used to set the duration, interval, days, for downloading the data from the device.



Calculation Task Setting can be set as below two models:

4.1.3.1 Mode 1

Set a download start time, then re-download data every fix time, followed By Recycling.

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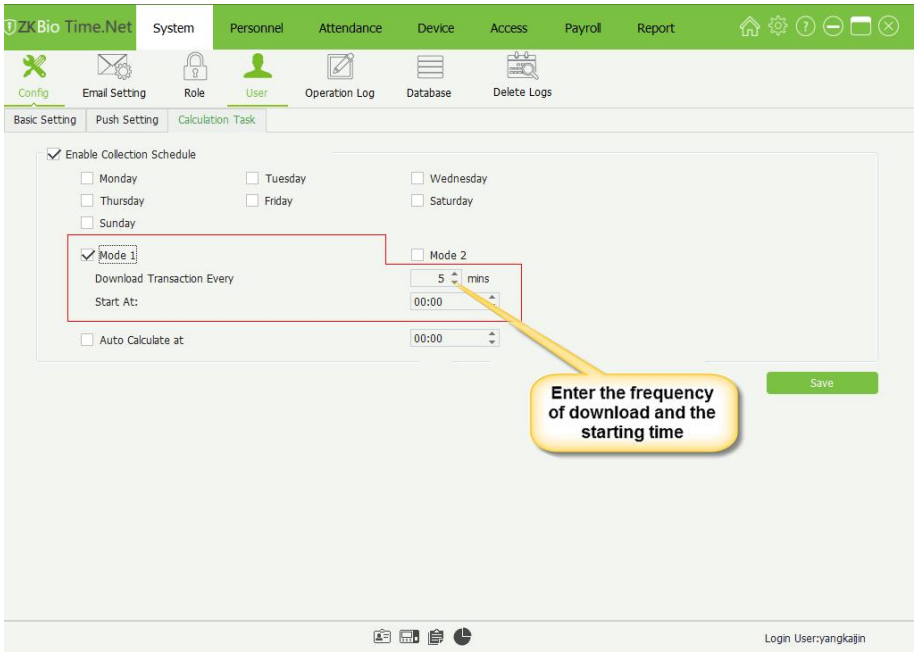
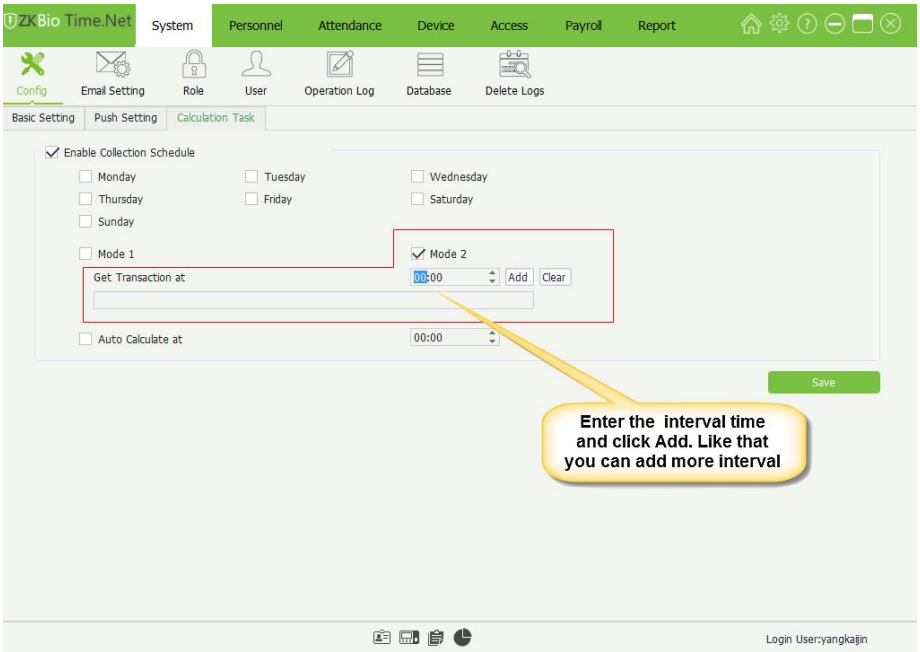


4.1.3.2 Mode 2

Set the fix collection time. You can add several collection times, separating them with comma.



Auto Calculate at: This option is used to calculate the attendance automatically at a specified time point. In the below example, if this feature is enabled, the software starts calculating the attendance automatically at 00:00. When there are large number of users, then the attendance calculations take a bit of time. So, to avoid this waiting time, the feature is enabled for a specific time. This is the main purpose of this feature.

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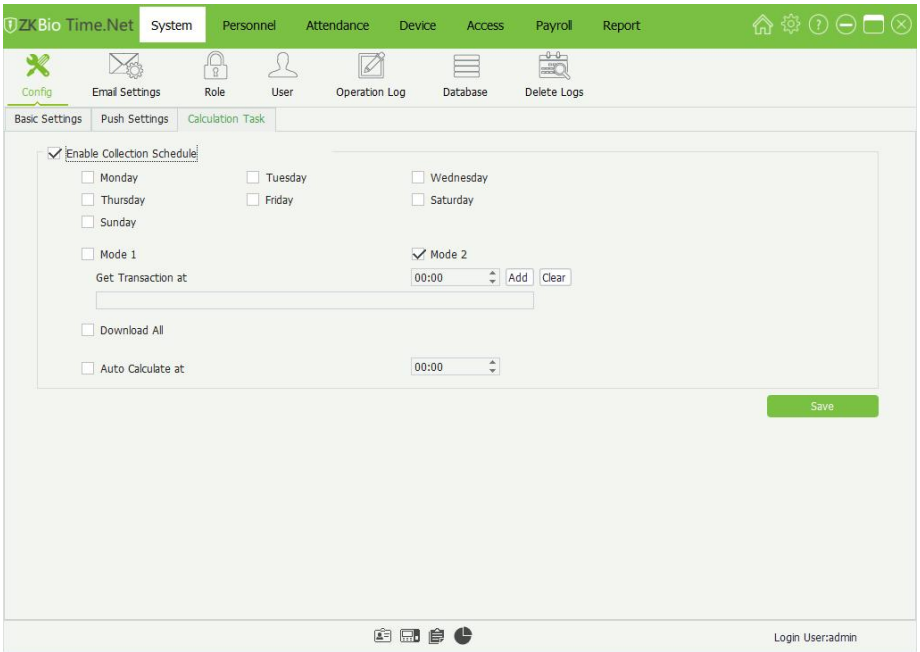
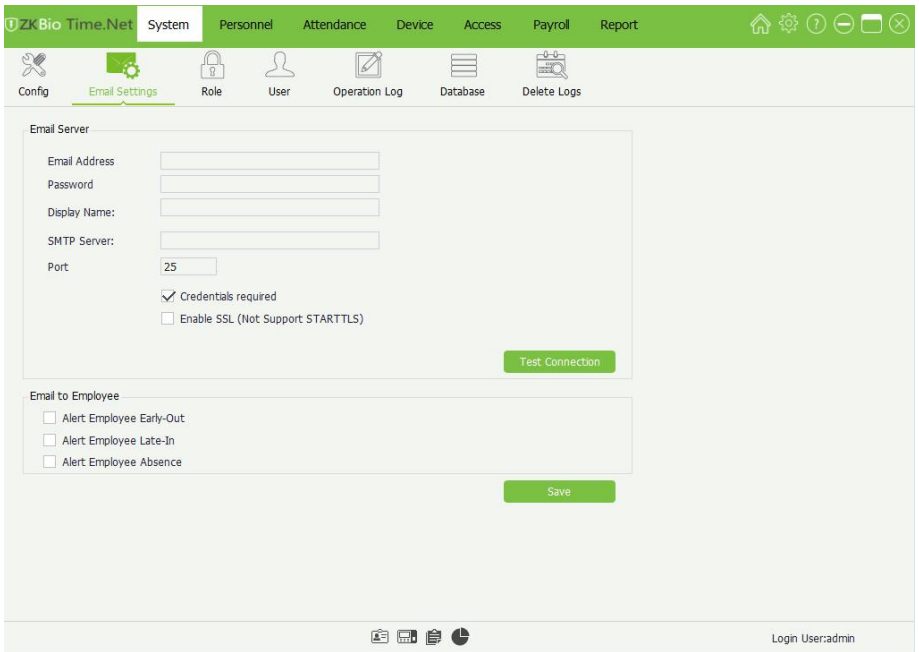


4.2 Email Settings★

After setting the sender, the system will automatically send data to the user-defined email address, according to the selected data type.

1. Click **[System]** > **[Email Setting]** to enter to the **Email Setting** interface.



Email Server

Email Address: Enter the email address for receiving data.

Password: Enter the correct password of the email address and click **[Test Connection]** to check whether connects to the email server successfully.

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Display Name, SMTP Server: Generate automatically via entering an email address.

Port: The default value is 25, modify as required.

Need Credentials, **Enable SSL:** Enable as required, select (☑) means to enable that function.

Email to Employee

Send Employee Early-Out data, Employee Late-In data, Employee Absence data automatically: Select (☑) and select the send data as required, multiple options can be selected.

2. After setting, click **[Save]** to save.

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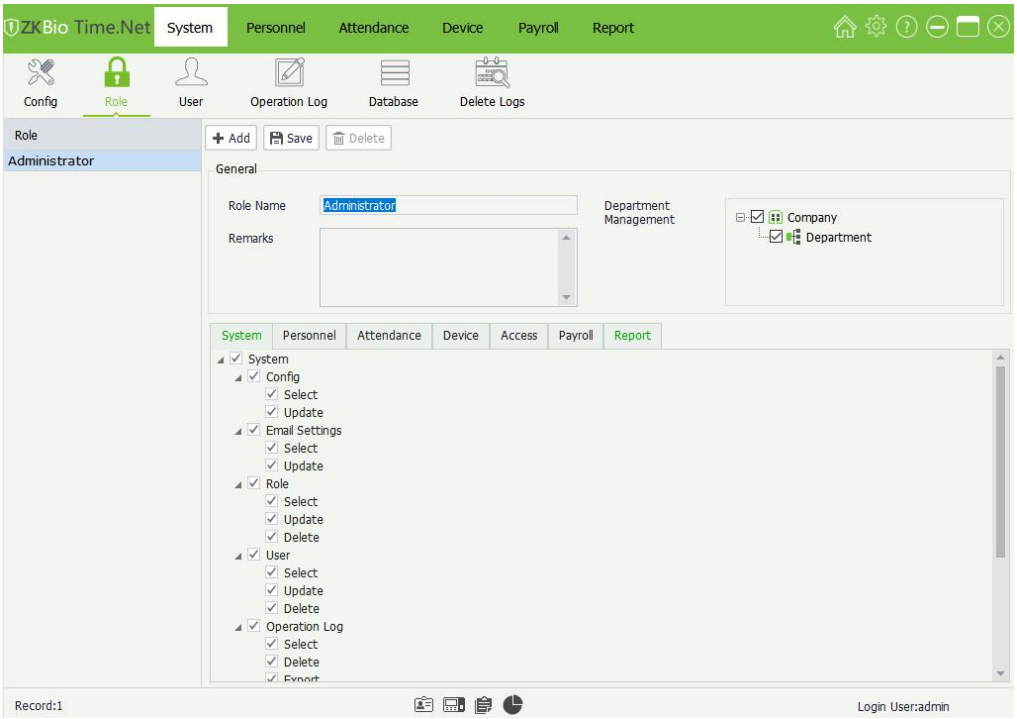
4.3 Role

During the daily use procedure, the administrator needs to assign different kinds of privileges to users. To avoid the repeated configuration for each user, you can assign different kinds of roles. After that, assign an appropriate role directly to the user while adding the user. There are seven privilege modules, namely System, Personnel, Attendance, Device, Access, Payroll, and Report.

Click **[System]** > **[Role]** to enter to the Role management interface. You can add, delete, edit, and query roles as required.

Note: The system has one role (Administrator) by default. This role has all privileges.



4.3.1 Add Role

- Click **[Add]** to enter the **Add Role** interface.

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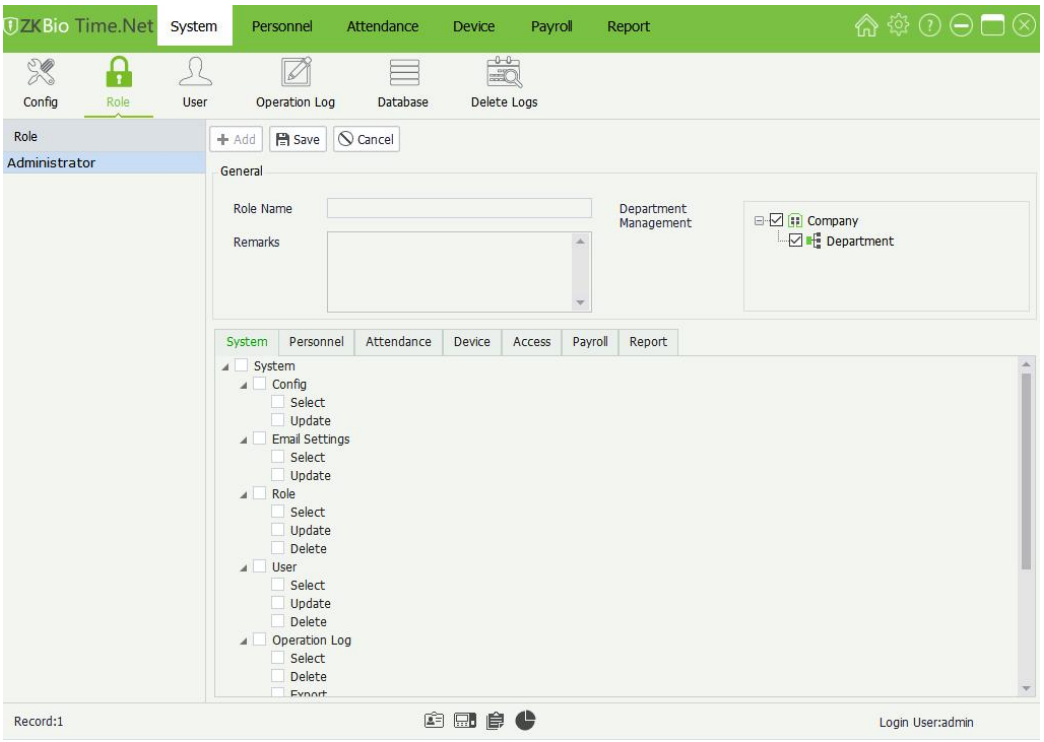

- Set the general information and assign the privilege for the role as required.

  <u>General</u>

  Role Name, Remark: Enter the role name and remark info.

  Department Management: Select the department which the **Role** may access.

  <u>Assign Privilege</u>

  Select (☑) and select privileges in the Privilege Type Tab; or directly select (☑) and select the highest privilege to select all sub-privileges. For example, if you click (☑) and select the highest privilege HRM, then the sub-privileges of HRM, such as Company, Employee, Pay Code, etc. will be selected automatically.
- After setting, click [**Save**] button to save.

4.3.2 Edit Role

- Click and select the role in which you want to edit in the **Role** list on the **Role-Management** interface.

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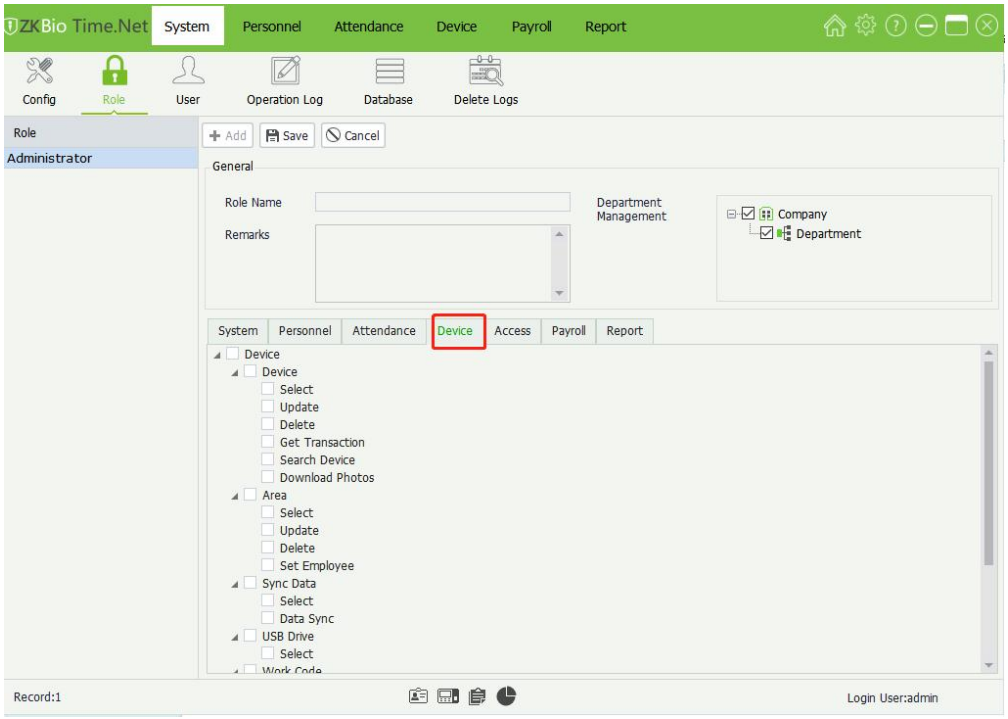
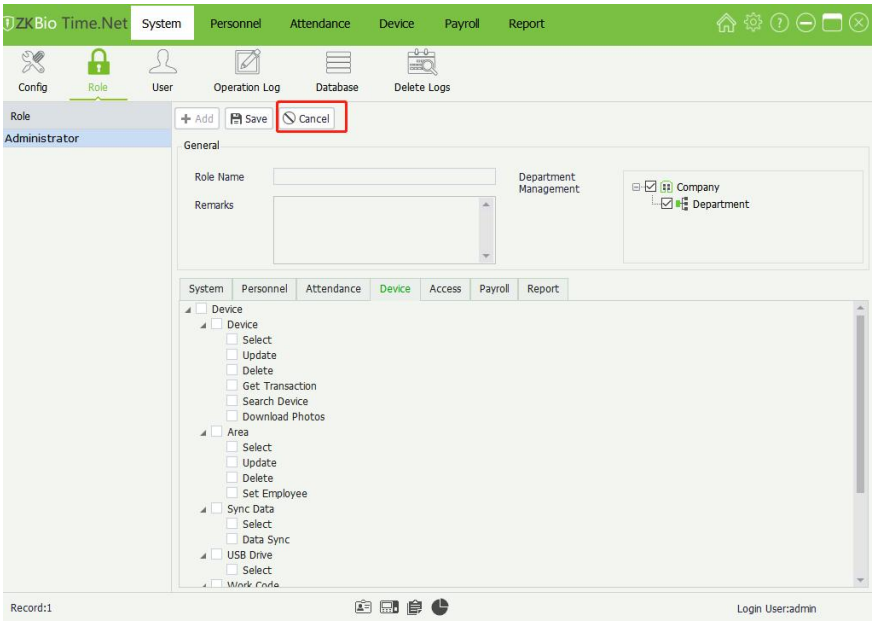


- Modify the role info as required.

  (**Tips:** The specific operation method is the same as **Add Role**.)
- After setting, click **[Save]** to save the role info.

4.3.3 Delete-Role

- Click and select the role in which you want to delete in the Role list.



- Click **[Delete]** and the following **Question** box will pop-up.

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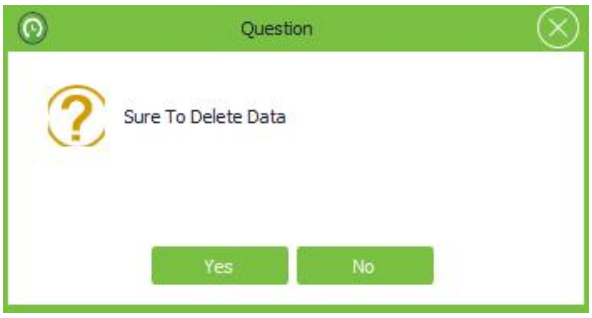


- Click **[Yes]** to delete the selected role.

  Note: The default role (Administrator) of the system cannot be deleted.

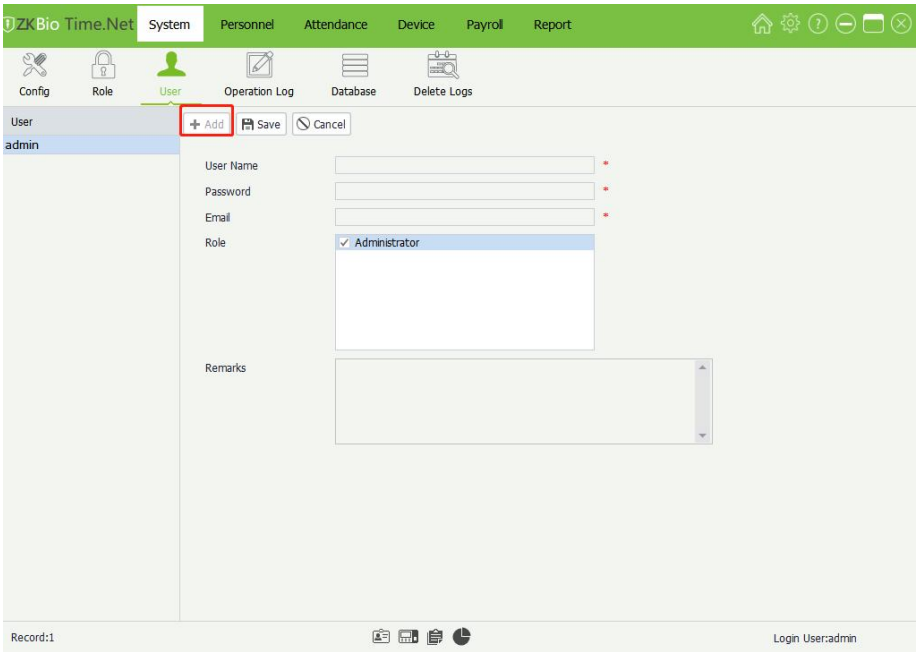
4.4 User

Add the user and assign a role (privilege) for the system.

Click **[System]** > [**User**] to enter to the **User** interface. You can add, delete, edit, and query users as required.

4.4.1 Add User

- Click [**Add**] to enter the **Add User** interface.



User Name, Password, Email: Enter the user name, (login) password and email address for the new user.

Role: By selecting (☑) role in the **Role** list to assign privilege for the user, only one role can be assigned to the User.

Remark: Enter the remark info as required.

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- Then click **[Save]** to save user info.

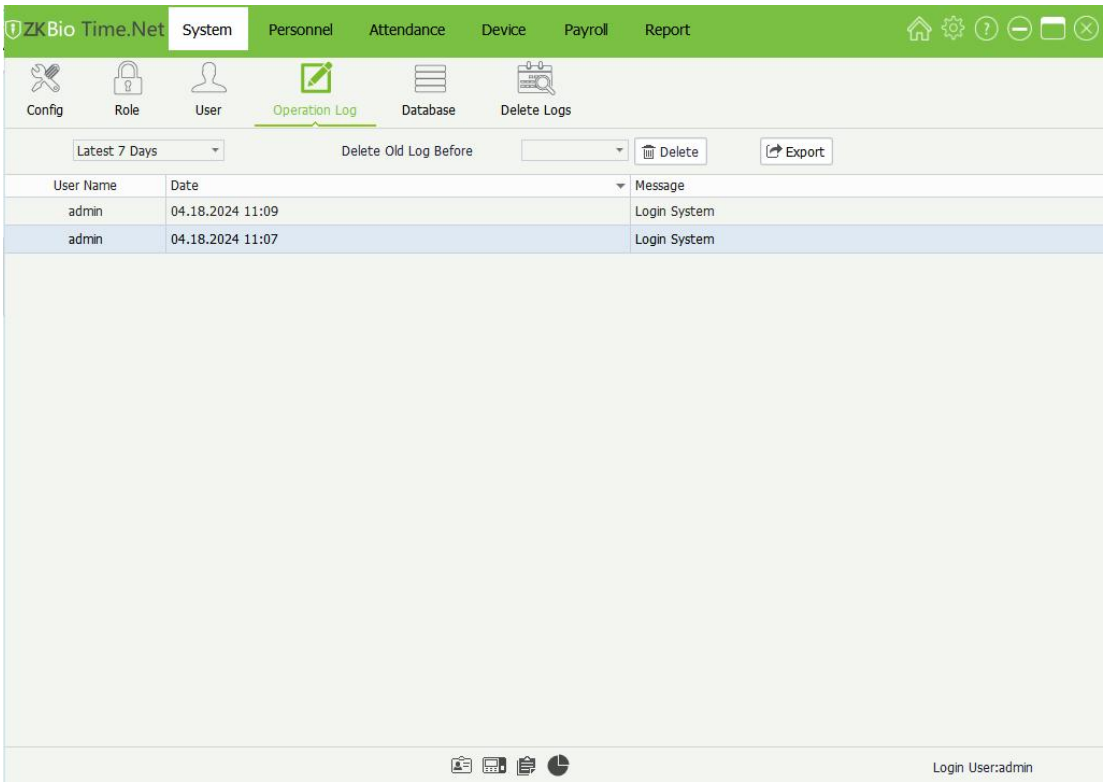
4.4.2 Edit/Delete User

Tips: The operation methods of editing/deleting users are the same as editing/deleting roles. For the specific operation method, please refer to 4.3 Role.

4.5 Operation Log

The program will record all uses' operations logs automatically. You can check the log as required.

Click **[System]** > **[Operation Log]** to enter to the **Operation Log** management interface:



4.5.1 Filter and Check Operation Logs

Select the query option to filter and display the operation logs as required.

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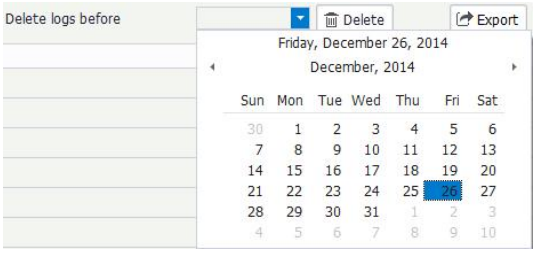
4.5.2 Delete Old Log Before

(1) Click the ▼ icon before **[Delete]** button, the date select box will pop-up.



(2) Select the date.

(**Tips:** For the method of selecting a date, please refer to 1. Select Date in Appendix 1 Common Operations chapter).

(3) Click **[Delete]** to delete all operation logs before the selected date.

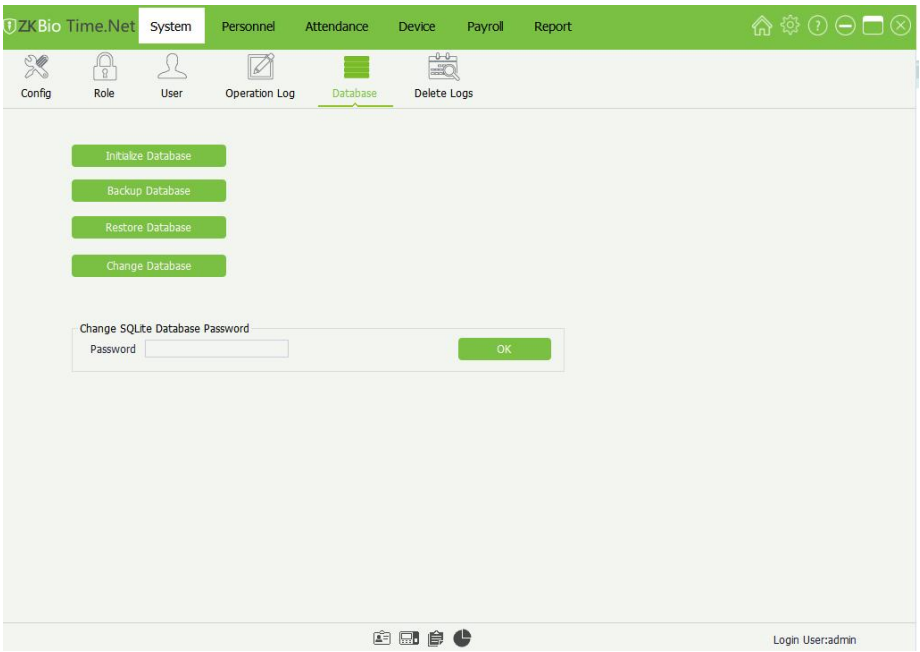
Note: It is irreversible once you have removed the Operation Logs, please operate carefully.

4.5.3 Export Operation Logs

Click **[Export]** to export operation logs. For the specific operation method, please refer to 4. Export in Appendix 1 Common Operations chapter.

4.6 Database

Click **[System]** > **[Database]** to enter to the **Database** interface.



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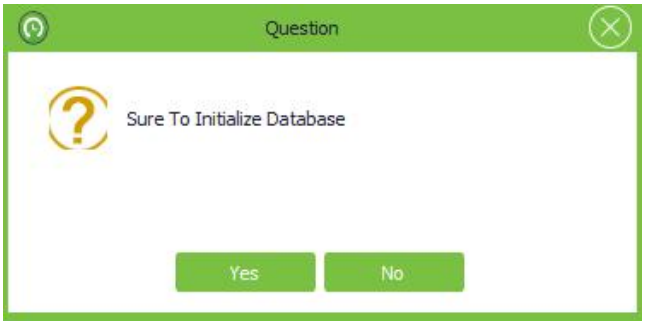
You can **Initialize Database**, **Backup Database**, **Restore Database and Change Database** in Database interface.

4.6.1 Initialize Database

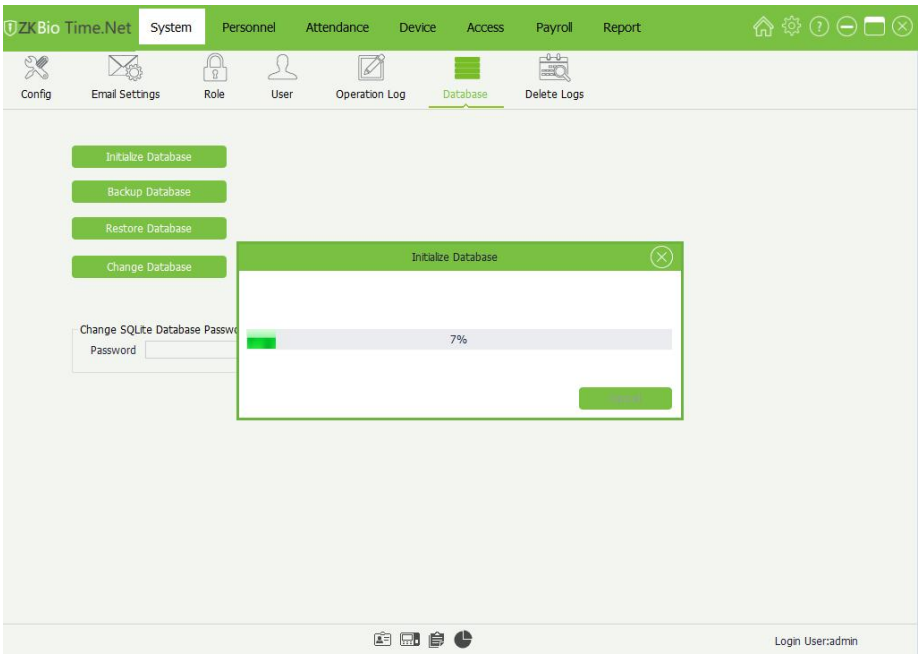
This function can restore the system to the original installment status, please operate carefully.

The specific operation is shown below:

- Click **[Initialize Database]** button, the **Question** prompt box will pop-up.



- Click **[Yes]** to start initializing database operation.



Note: Click **[No]** to cancel the operation.

4.6.2 Backup Database

In order to make sure the data security and to restore the database, we suggest you back up the database in regular time intervals.

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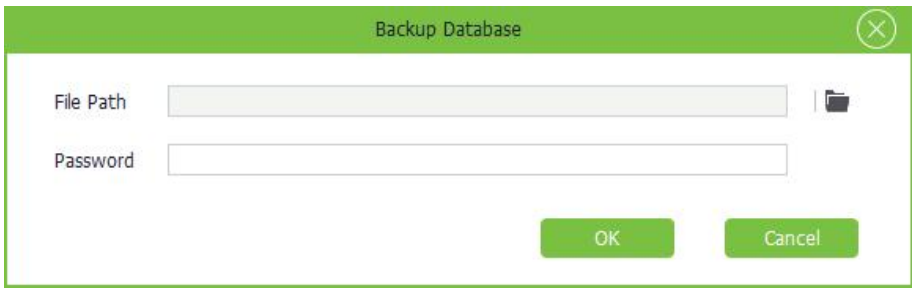
The specific operation is shown below:

- Click **[Backup Database]**.

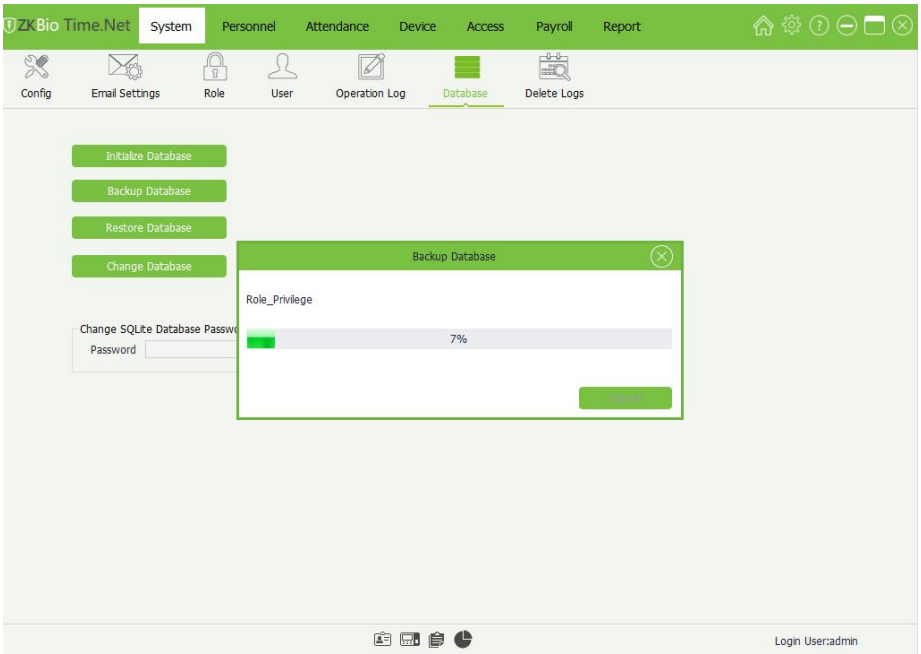


- Choose a backup path and enter the backup file name in the File name bar. Enter the password for data security.

  Notes:

  1. Do not set the database backup path and the system installation path on the same drive.
  2. Do not set the backup path under the root directory of a drive.

- Click [OK] to start backing-up database operation, as shown below:



Note: We suggest you back up the database after building human resource records, adding device info, and accessing control settings.

4.6.3 Restore Database

The specific operation is shown below:

Click **[Restore Database]** on the **Database Management** interface

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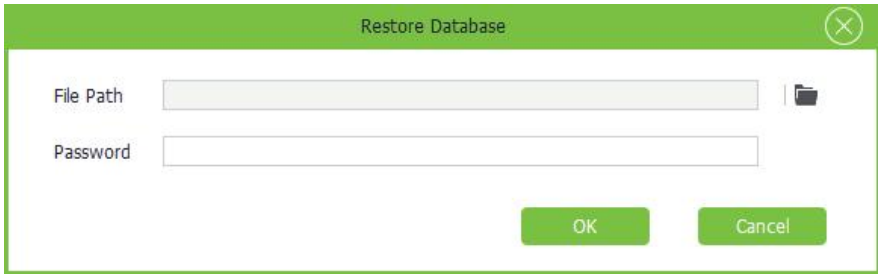
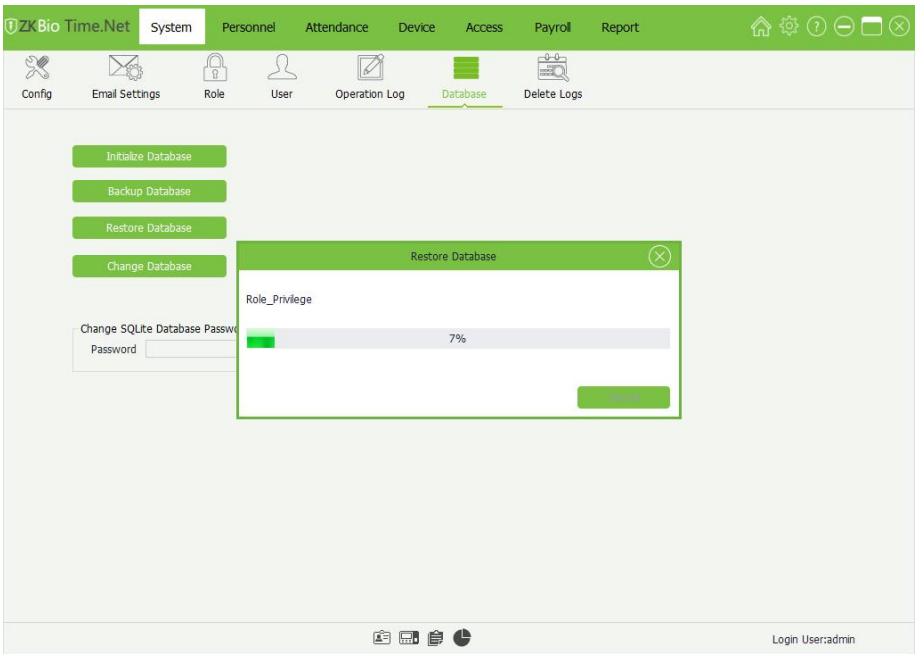


Choose the backup file which you want to restore, enter the database password, and click **[OK]** to start restoring database operation.



4.6.4 Change Database

The specific operation is shown as below: Switching to the target server requires manually creating the database first, and the program automatically initializes the table structure. After switching, the data can be migrated to the new database by restoring the database.

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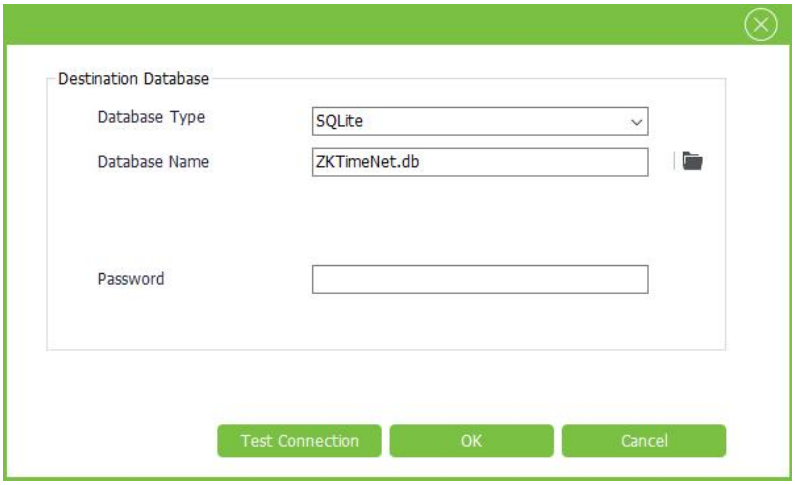
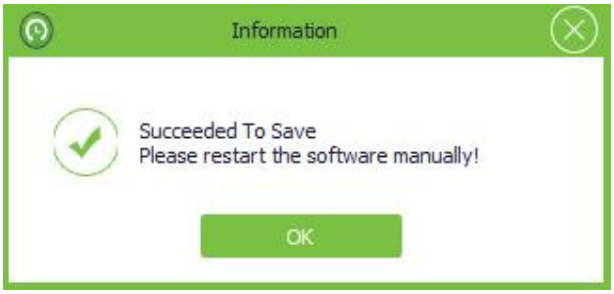


Change SQLite Database Password: You can set a password directly here, which will be asked before any Database operation.



4.7 Delete Log

Users can clean up historical old data, reduce the size of the database to improve the running speed.

Click [**System**] > [**Delete Logs**], users can select the date, click [**Search**] to search the data before the selected date.

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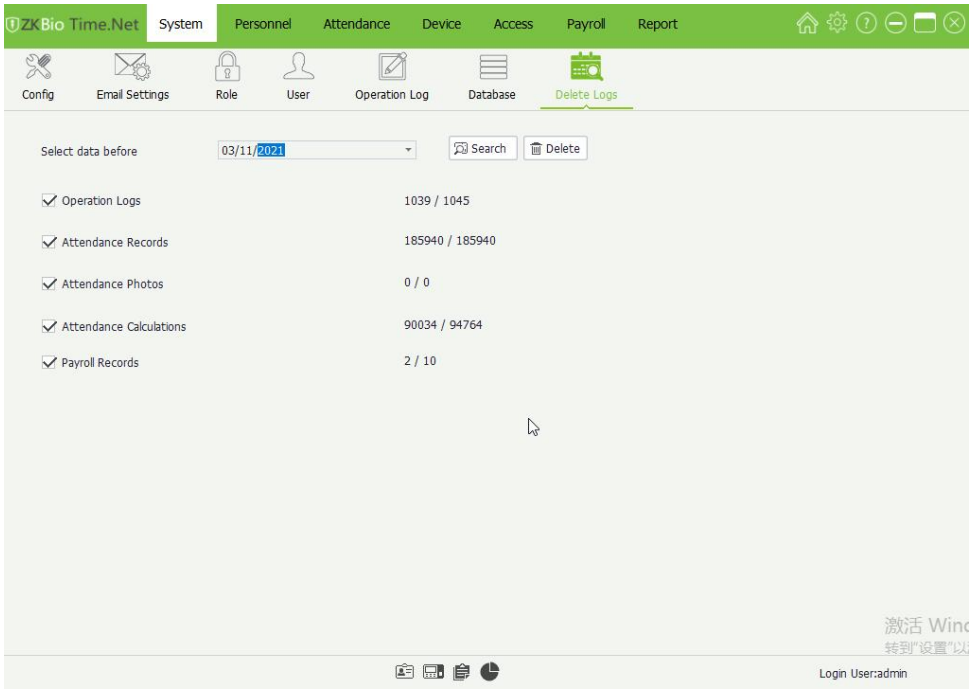
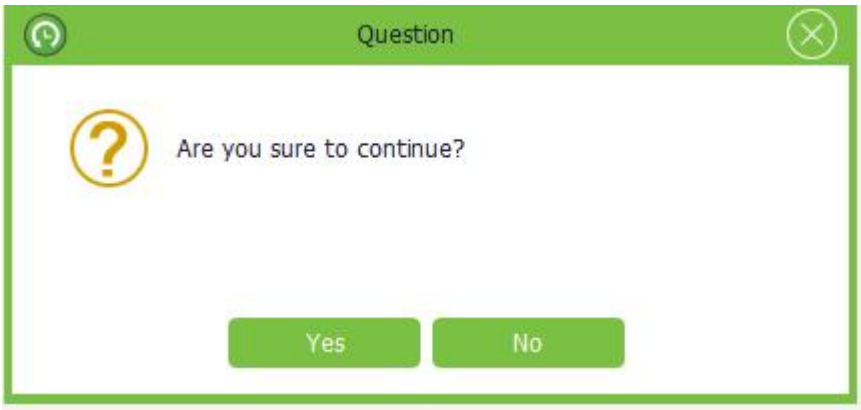


Click [**Delete**] to delete the data.



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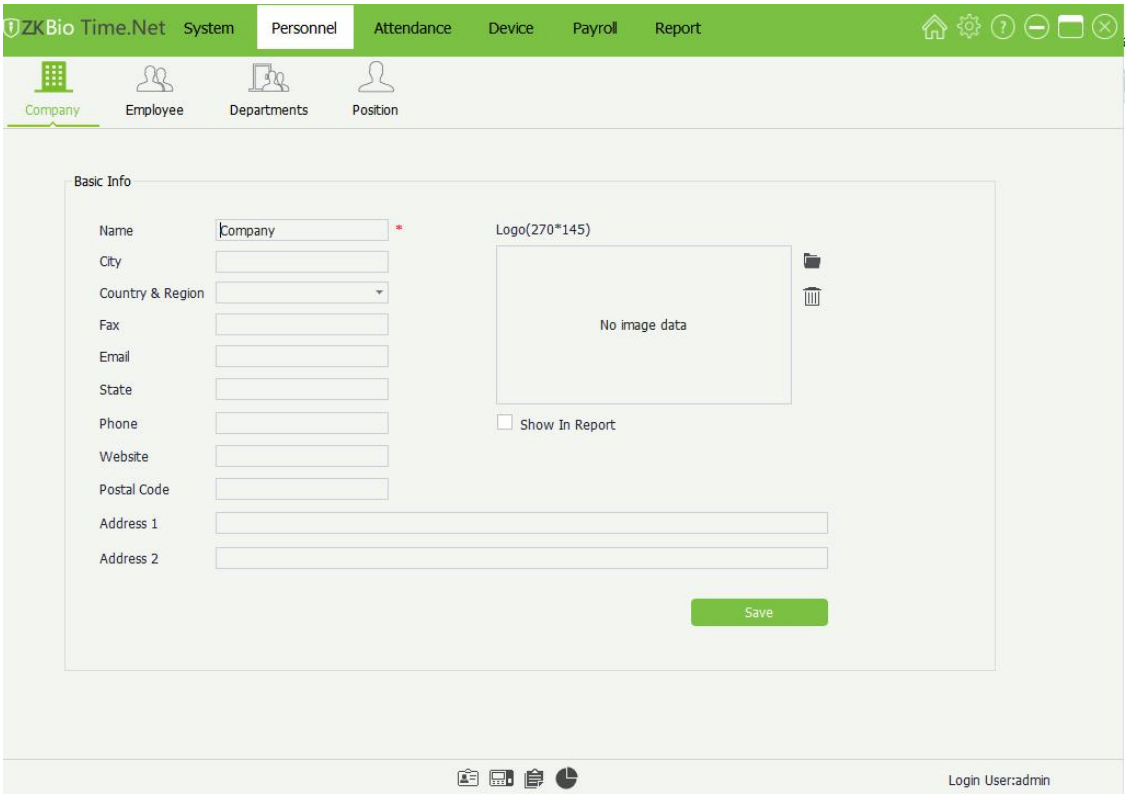
5. Personnel

Initially, you need to set the company's basic info, department structure, and positions. Then add employee, fill employee detail, and assign department from the system. You can also manage the employees as required.

5.1 Company

Click [**Personnel**] > [**Company**] to enter to the Company interface.



Basic Info

The system has a default company named Company. The system supports you to modify the company's basic info. Click **[Save]** to save settings.

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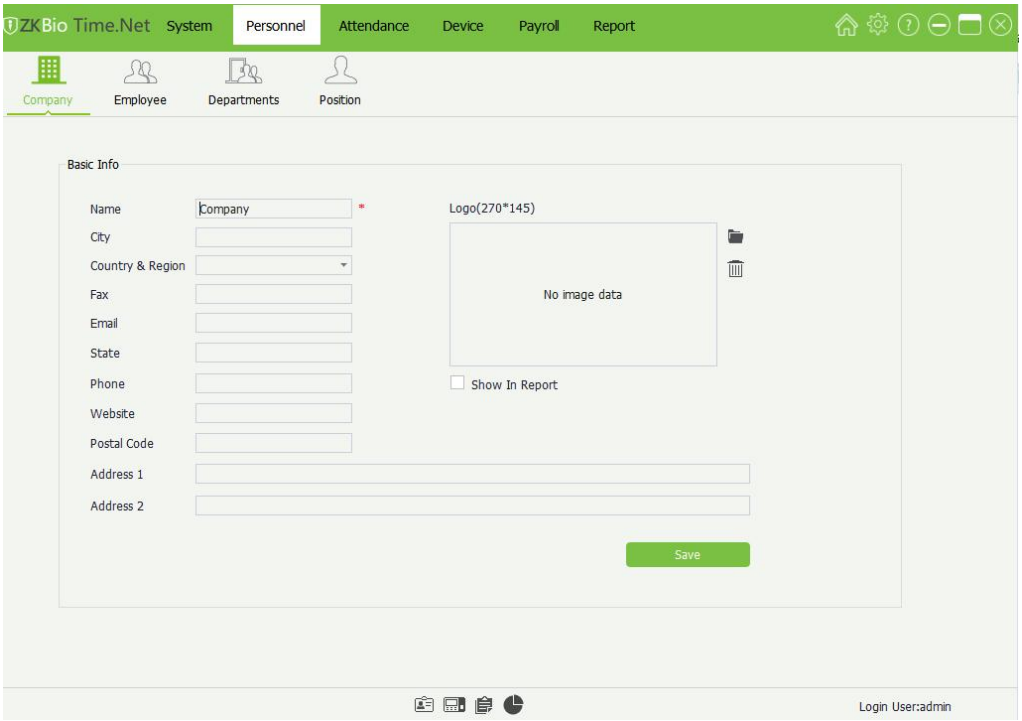

Note: The parameter with * means cannot be empty.

City: Enter the company's name and city.

Country & Region: Click ▼, and then select the country on the drop-down list.

Fax, Email Address, State, Phone, Website, Postal Code, and Address 1/2: Enter the company's Fax, Email Address, State, Phone, Website, Postal Code, and Address as required.

Logo: Click , double-click the **LOGO** file in the pop-up window, and then add LOGO for company.

(Note: The size of the LOGO file must be in the scope of 270*145 pixels. Moreover, you can click to delete the added LOGO.)

Show In Report: Select ( ) and select this option for displaying the company's LOGO in the reports. Otherwise, it will not display.

5.2 Department

Click **[Personnel]** > **[Department]** to enter to the **Department** interface.

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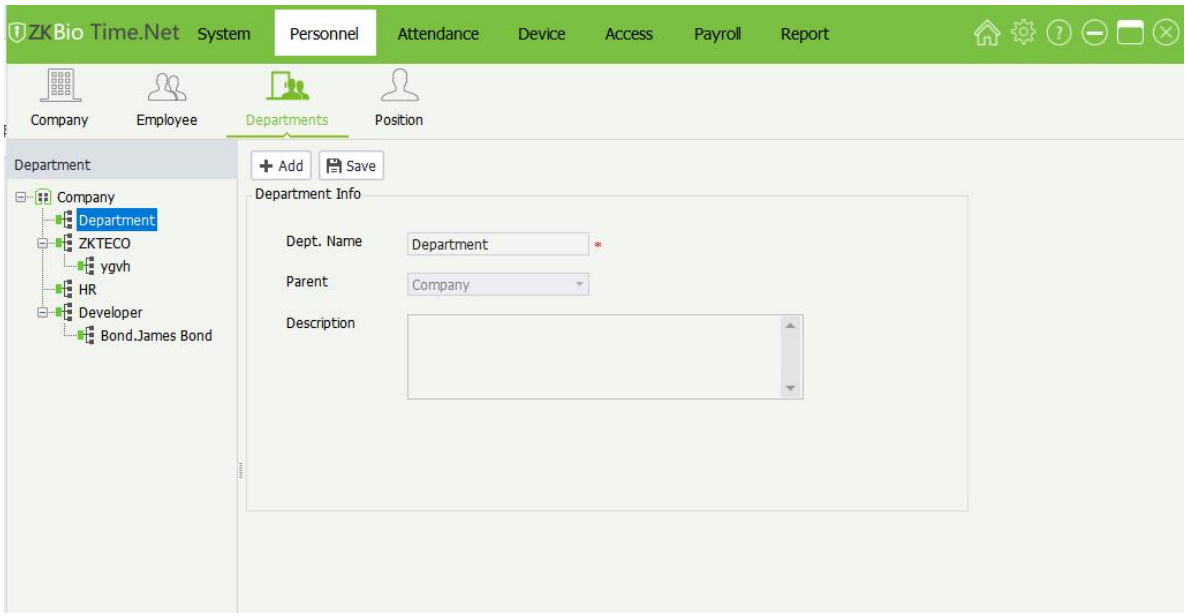
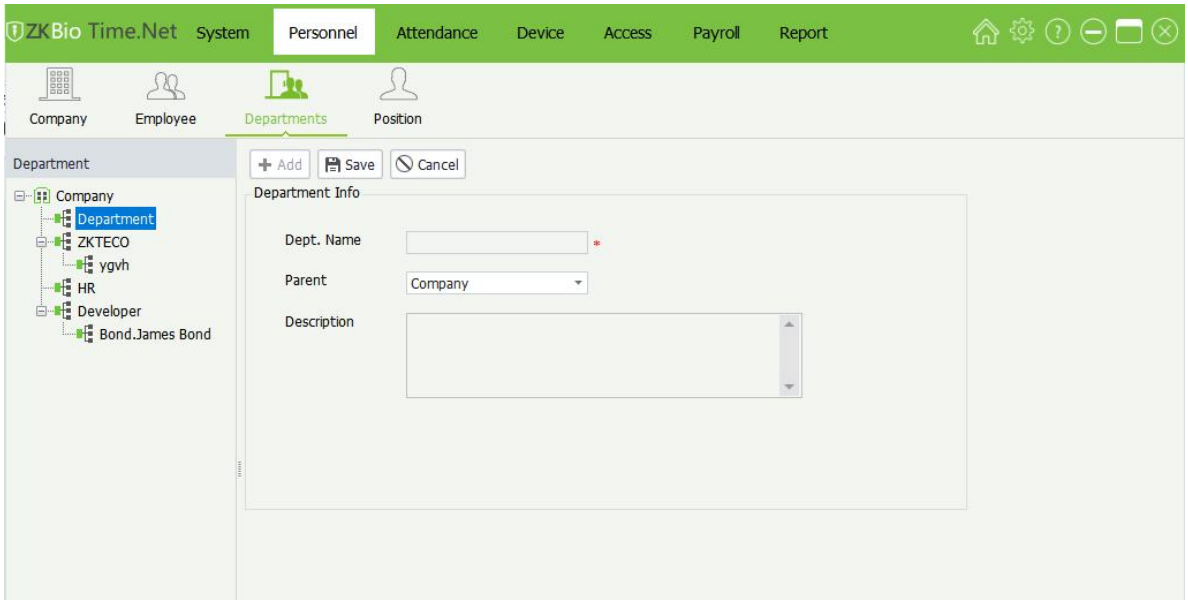


You can add, delete, and edit Departments here, as required.

5.2.1 Add Department

- Click **[Add]** to enter the **Add Department** interface.



Department Name: Enter the new Department's name.

Parent Name: Click ▼ and then select the parent Department for the new Department.

Description: Write a brief description about the department.

- After entering, click **[Save]** to save the Department's info.

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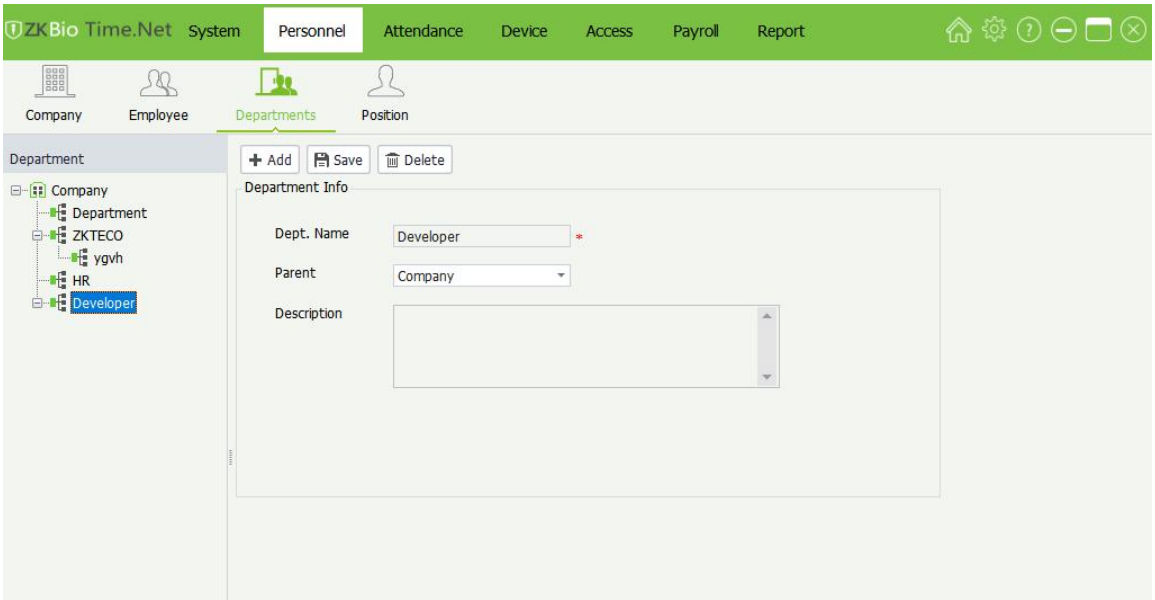
5.2.2 Edit Department

Select the department that needs to be edited from the **Department** structure list in the left.

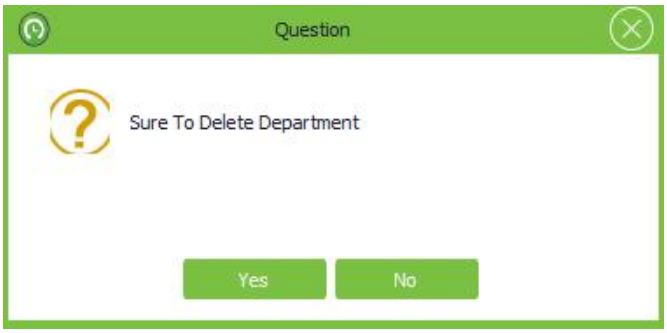


You can modify the Department Name and the parent of the department under the **Department Info** Section.

5.2.3 Delete Department

Click the department which you want to delete from the Department Structure list, and then click 🗑:

- If there are no employees in the selected department, the following **Question** prompt box will pop-up.



Click [**Yes**] to remove the selected department.

Click **[No]** to cancel the delete operation.

- If there are employees in the selected department, the following Alert prompt box will pop-up:

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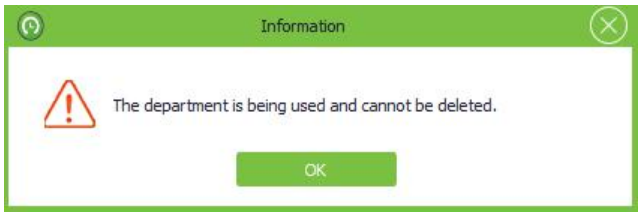


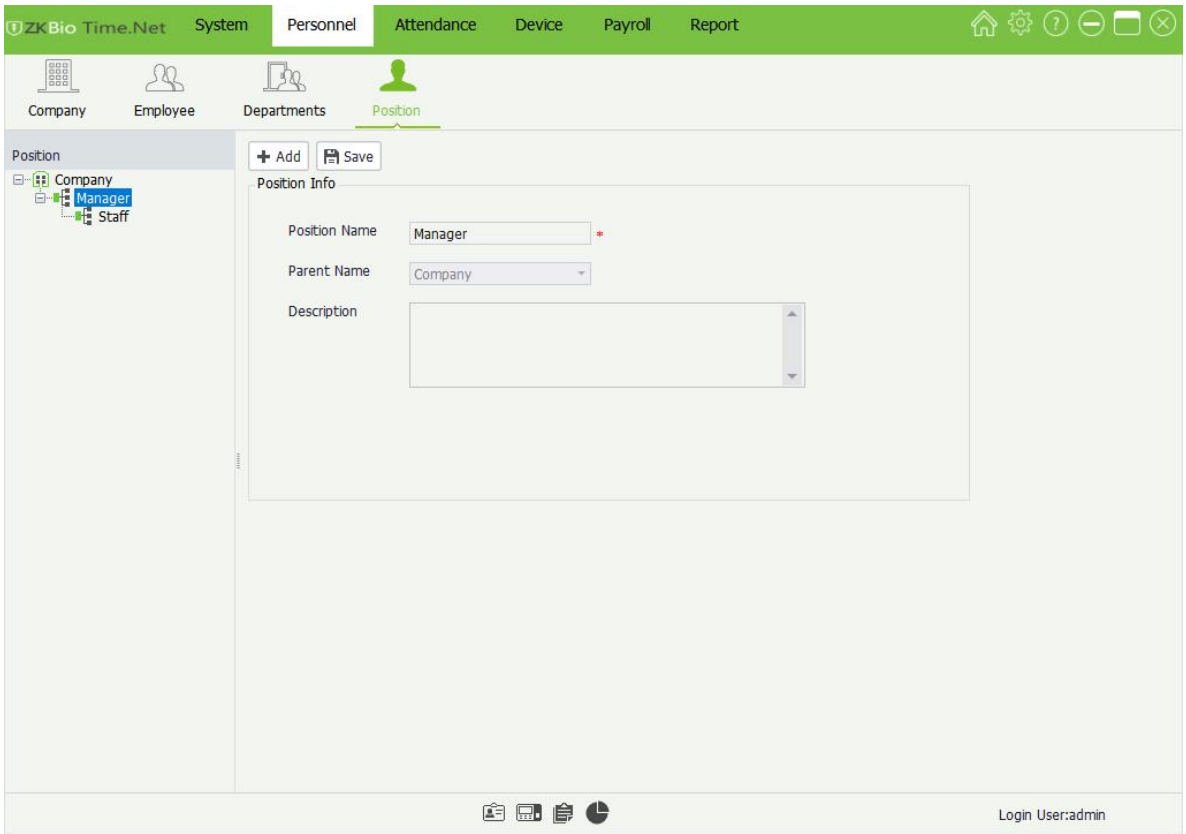
The department cannot be deleted if any employee is assigned in the selected department. For deleting the selected department, you need to remove all the employees assigned in that department first.

Click **[OK]** to get back.

Note: The default company and department cannot be deleted, but you can modify them as required.

5.3 Position

Click **[Personnel]** > **[Position]** to enter to the **Position** interface.



You can add, delete, and edit **Positions** here, as required.

5.3.1 Add Position

- Click **[Add]** to enter the **Add Position** interface.

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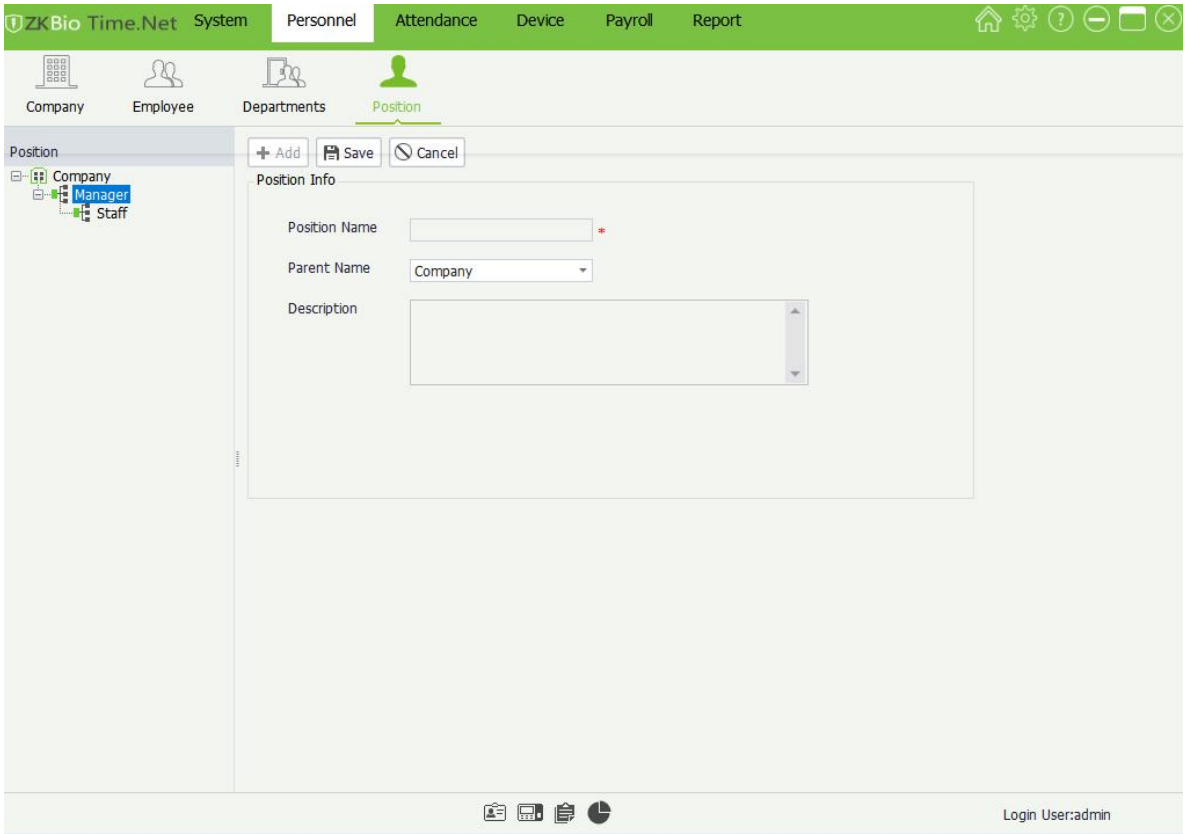

Position Name: Enter the new Position's name.

Parent Name: Click ▼ and then select the parent Department for the new Position.

Description: Write a brief description about the Position.

- After entering, click **[Save]** to save the Department's info.

5.3.2 Edit Position

Select the Position that needs to be edited from the **Position** structure list in the left.

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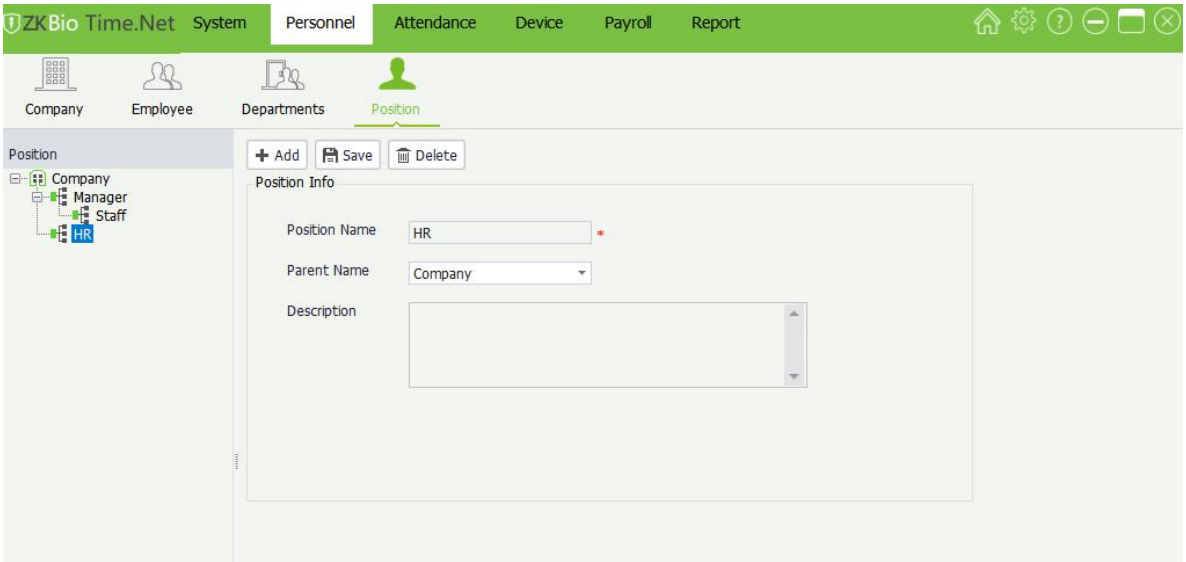
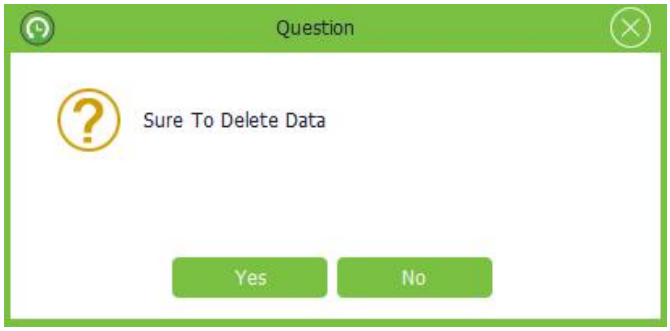


You can modify the Position Name and the parent of the position under the **Position Info** Section.

5.3.3 Delete Position

Click the position which you want to delete from the Position Structure list, and then click 🗑:

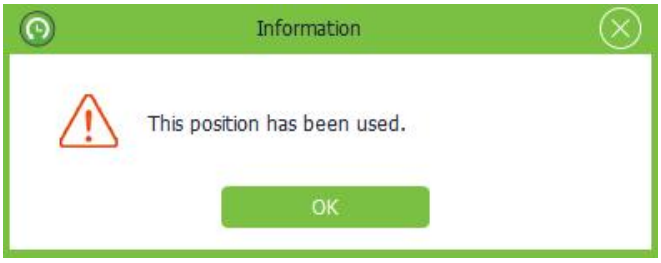
- If there are no employees in the selected position, the following **Question** prompt box will pop-up.



Click [**Yes**] to remove the selected position.

Click **[No]** to cancel the delete operation.

- If there are employees in the selected position, the following Alert prompt box will pop-up:



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The position cannot be deleted if any employee is assigned in the selected position. For deleting the selected position, you need to remove all the employees assigned in that position first.

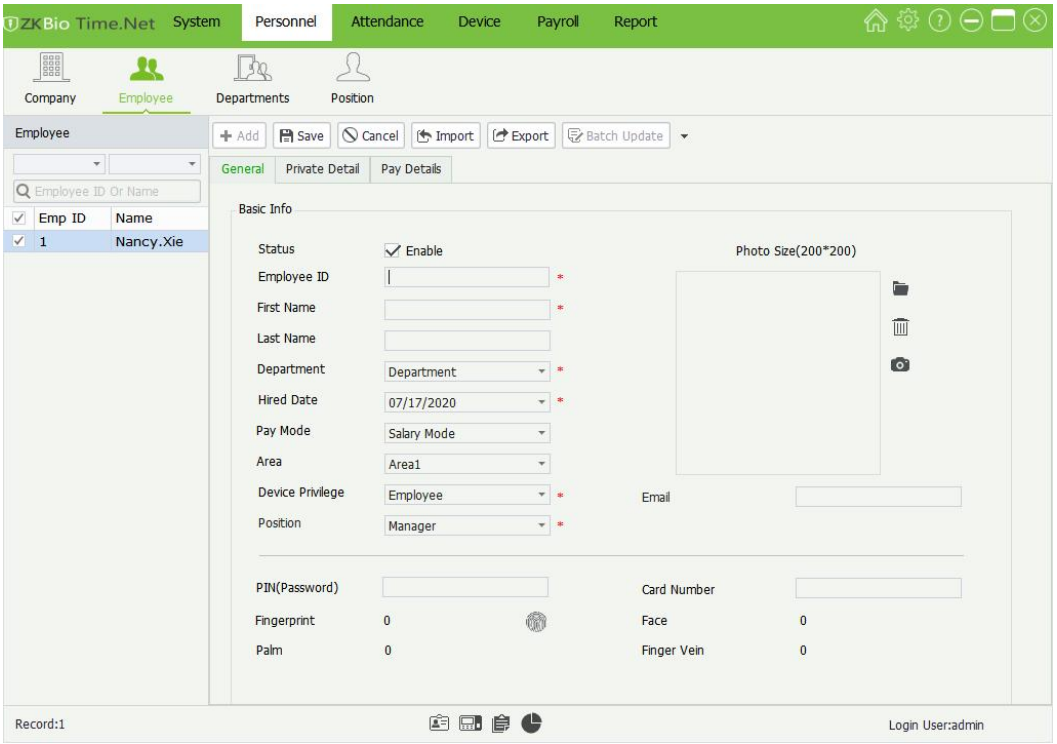
Click **[OK]** to get back.

Note: The default position cannot be deleted, but you can modify them as required.

5.4 Employee

Before using, you should add employees for the system, or import employee info from other programs.

Click **[Personnel]** > **[Employee]** to enter to the **Employee** interface.



You can add, delete, and edit and query employees as required in this interface.

5.4.1 Add Employee

Add employee info and enroll fingerprint and issue card as required. The specific operation is shown below:

Click **[Add]** to enter the **Add Employee** interface.

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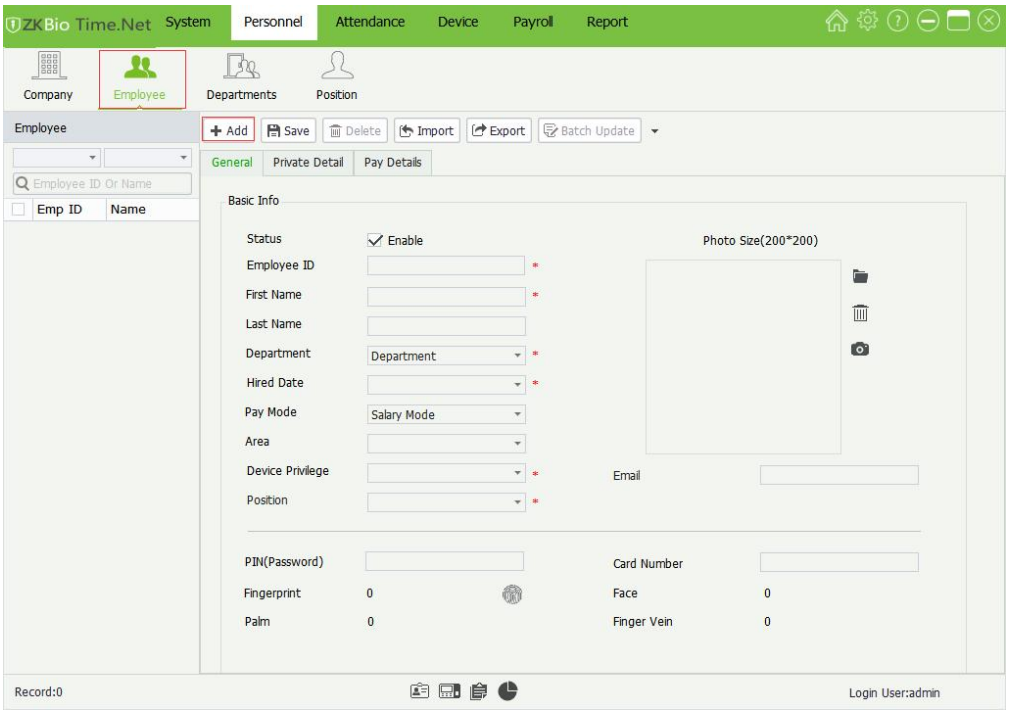

5.4.1.1 General

Note: The parameter with * cannot be empty.

Status: Click (☑) and select Enable which means the employee is in-service, otherwise, it means demission.

Employee ID: Enter the unique employee ID, the setting range is 1 to 999999999. (not repeatable).

First Name, Last Name, Email: Enter the employee's first name, last name and email address as required.

Department: Click ▼ and select the subordinate department in the drop-down department list.

Hire Date: Display the current date in default. Click ▼ and select the hire date in the drop-down date box as required.

Pay Mode: Click ▼ and select the salary mode in the drop-down list, can select as **Wage Mode** or **Salary Mode** as required.

Area: Click ▼ and select the subordinate (attendance) area in the drop-down area list. For the Area setting, please refer to 7.2 Area.

Device Privilege: Click ▼ and select privilege in the drop-down list. You can select as Employee, Enroller, Manager or Administrator as required.

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Photo: Supports two kinds of method to add photo info for the employee:

Method 1: Click , double-click and select the file in the pop-up window, add a photo for the employee.

(**Tips:** The size of the employee photo must be in the scope of 200*200 pixels. You can click to delete the added employee photo.)

Method 2: If the computer is connected with a video camera, you can click , and add a photo for the employee via camera photograph.

Position: Click the ▼ and select the required position for the personnel from the available positions in the drop-down list.

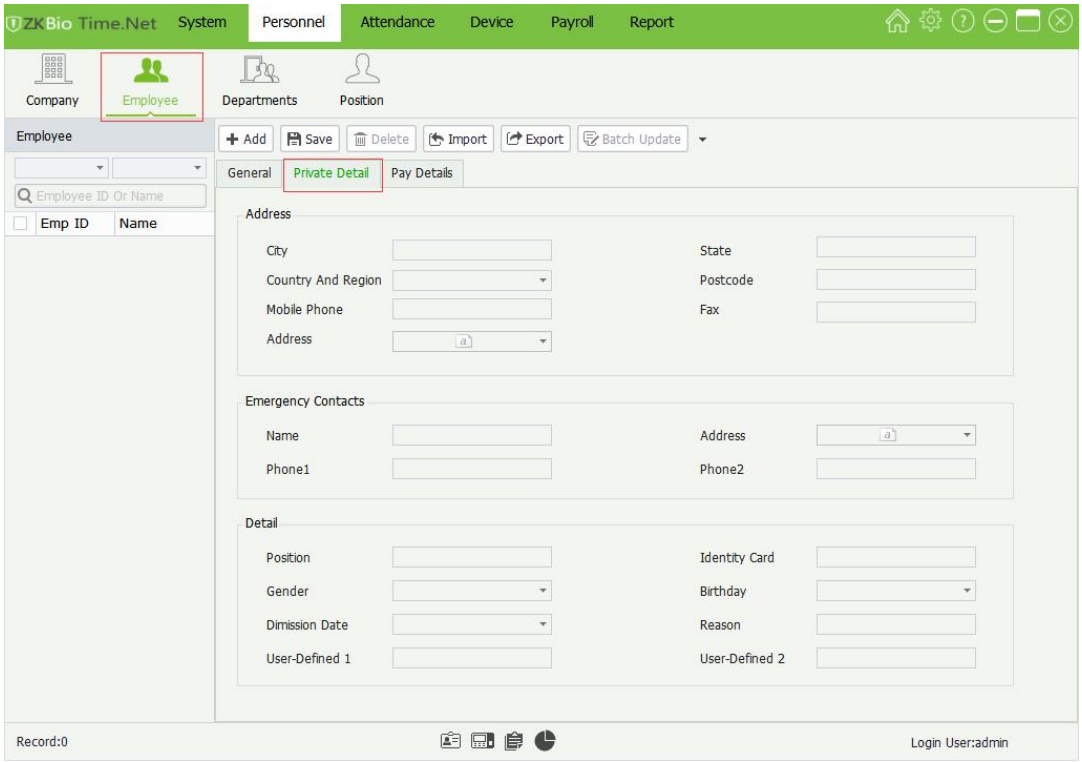
Password: Enter the password as required. When the employee has password verification privilege, then he/ she can punch via password on the device.

Card: Enter the card No. to issue a card for an employee.

Fingerprint, Face, Palm, Finger Vein: Display the enrolled count of fingerprint, face, palm, and finger vein.

5.4.1.2 Private Detail

Click **Private Detail** tag to enter the **Private Detail** setting interface.



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You have Address, Emergency Contact, and other details to fill in. Enter the info as required.

5.4.1.3 Pay Detail ★

This configuration will not be displayed until the payroll module is enabled. It is used to set the salary payment information of the person. For pay details refer to10.2 Profile.

After setting, click **[Save]** to save employee info.

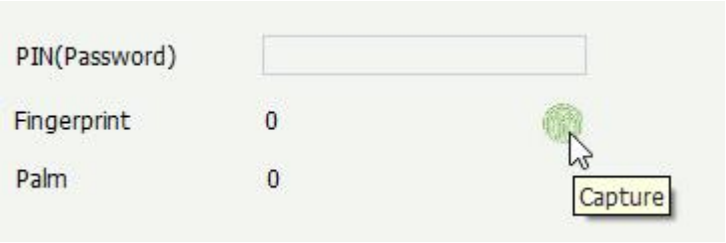
5.4.2 Enroll Fingerprint

The program supports Device or Fingerprint Sensor to enroll fingerprint for the employee.

5.4.2.1 Enroll Fingerprint

Take enrolling fingerprint via the device as an example to describe the specific operation of enrolling fingerprint.

Select an employee from the Employee list in the left side panel and click ›resent against the Fingerprint option to enter the **Enroll Fingerprint** interface.



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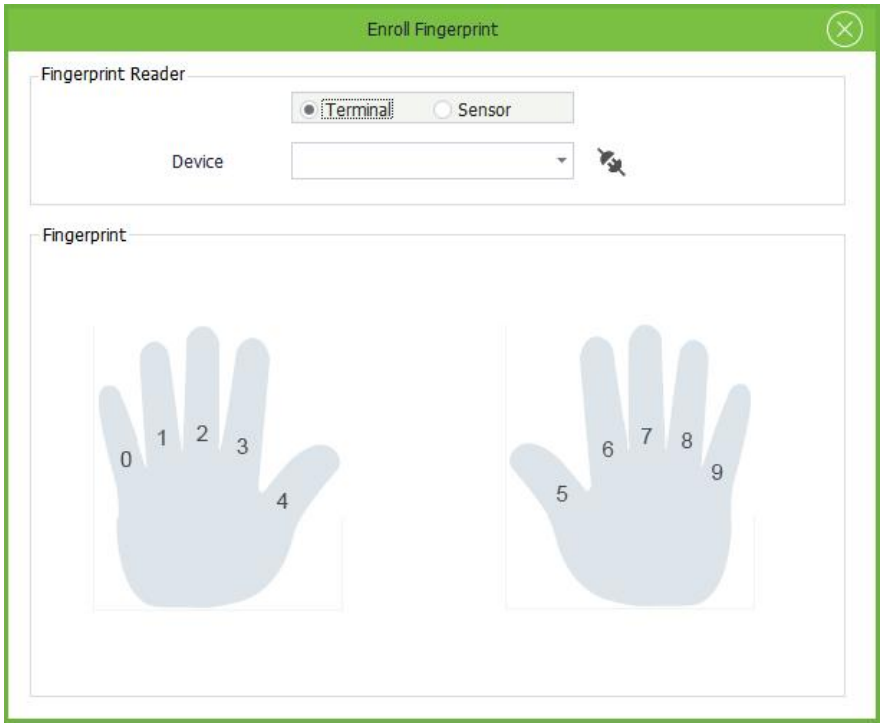

(1) Select the Device Type as **Device**.

(2) Click ▼ in the drop-down option of **Device**, select the device which will be used for enrolling fingerprint in the drop-down device list. Click to connect the device. After a successful connection, the interface will prompt '**Please select the finger**'.

(Tips: means successful connection to the device.)

Note: The selected device must have online enrolling FP function, otherwise, you cannot do the enroll operation.

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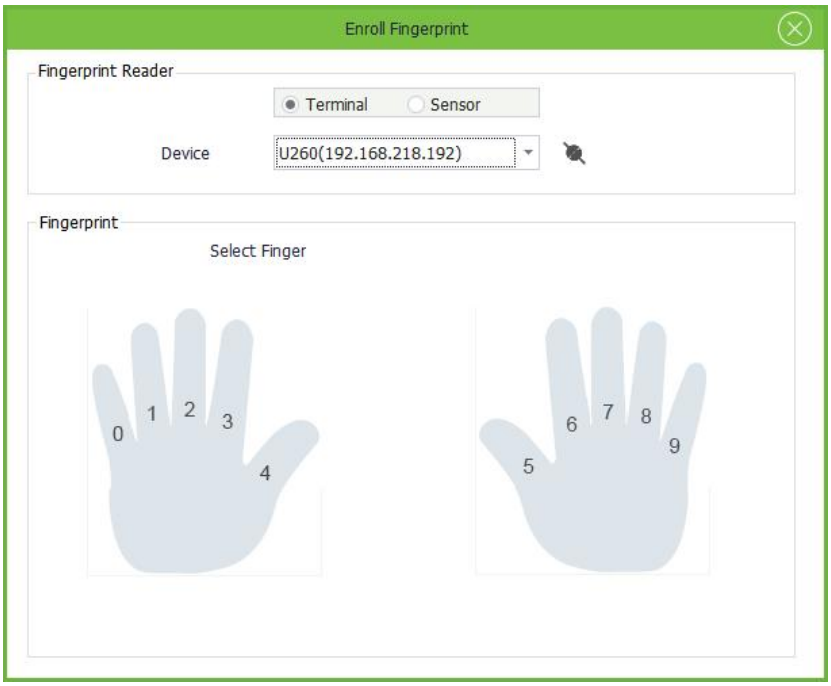

Tips:

- For the specific operation of adding a device, please refer to 7.1.1 Add Device.
- The device being used for enrolling Fingerprint must connect to the network, and make sure the network is unobstructed. Otherwise, you cannot enroll **Fingerprint**.

- Click and select finger, the selected one will display in green.

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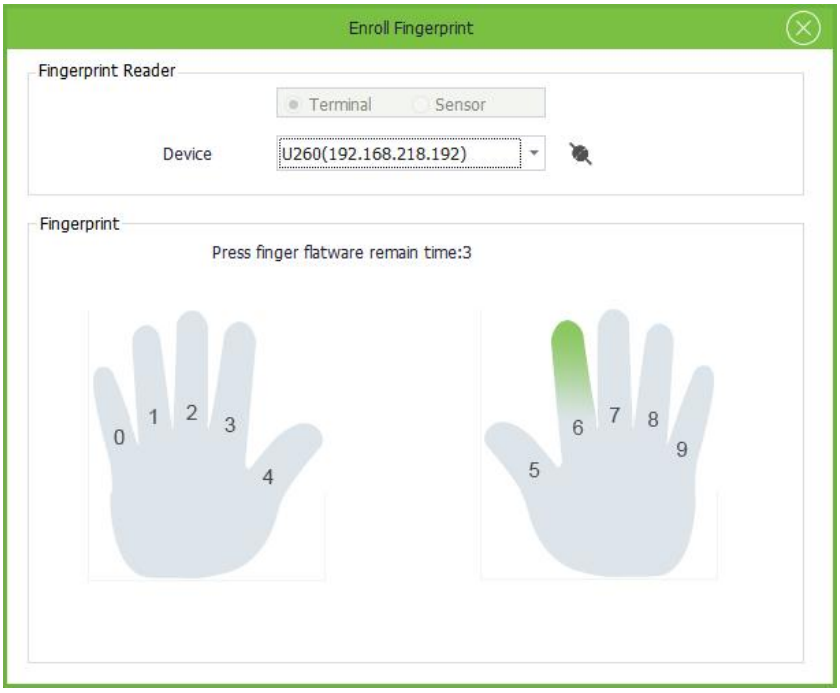
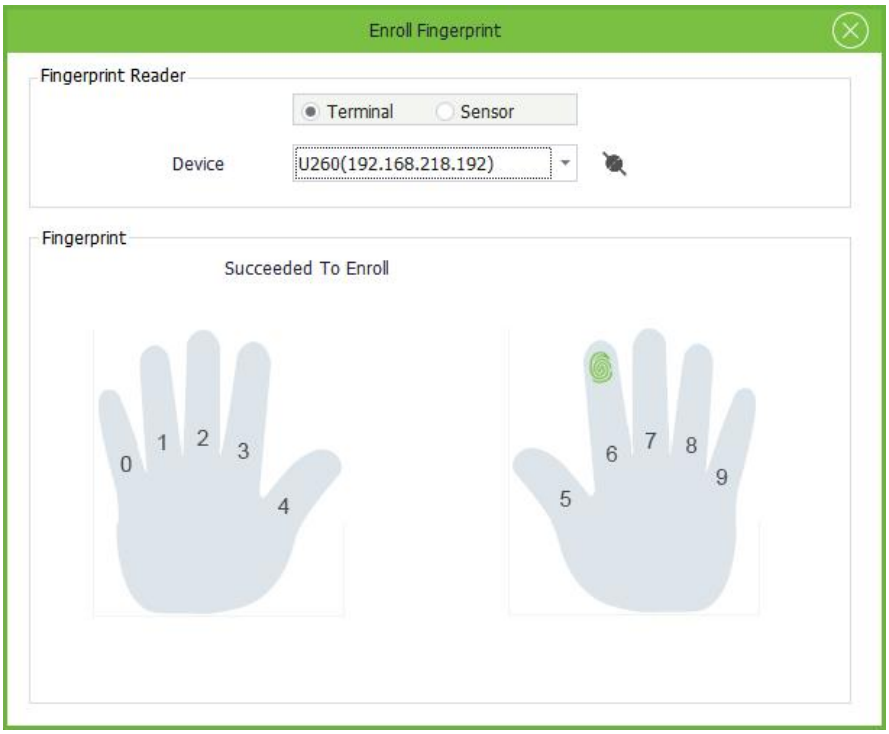


- Press the finger on the fingerprint collector firmly three times. When the fingerprint enrolls successfully, the interface will prompt **Enrolled Successfully**. The enrolled finger will display the green fingerprint pattern.



Notes:

(1) You can repeat step 4 and step 5 to enroll more fingerprints for the employee.

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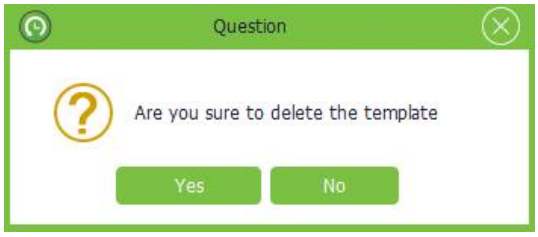
(2) After enrolling successfully, the system will save the enrolled fingerprint info automatically.

(3) You can click **[Cancel enroll]** to cancel enroll fingerprint operation.

5.4.2.2 Delete Fingerprint

- In the **Enroll Fingerprint** interface, click the enrolled finger, the **Question** box will pop-up.



- Click **[Yes]** to delete the selected fingerprint template or click **[No]** to cancel operation.

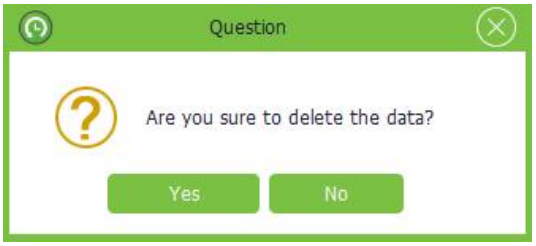
5.4.3 Employee Maintenance

5.4.3.1 Edit Employee

- Click and select the employee in the Employee list.
- Modify the employee info as required and click **[Save]** to save the settings.

5.4.3.2 Delete Employee

- Click and select the employee in the Employee list.
- Click **[Delete]**, the Question prompt box will pop-up.



- Click **[Yes]** to delete the selected employee or click **[No]** to cancel the operation.

5.4.3.3 Import/Export Employee Info

Import: The system supports importing function to import employee info from other programs. For the specific operation, please refer to 3. Import in Appendix 1 Common Operations chapter.

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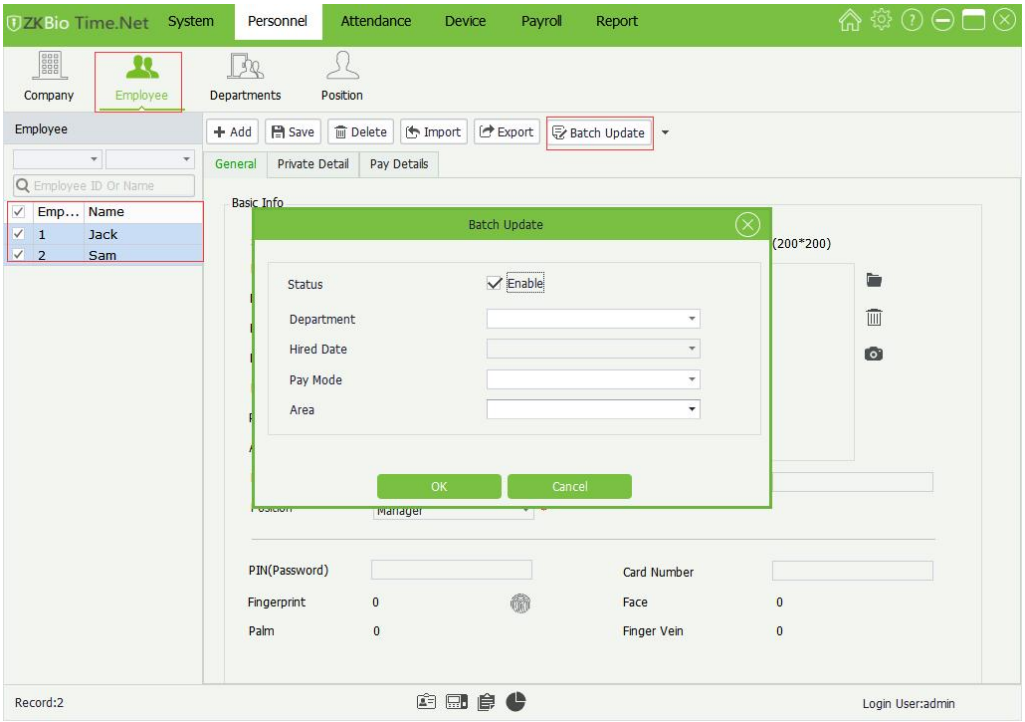
Export: The system supports exporting function to export employee info as Excel, Text, or CSV format file. For the specific operation, please refer to 4. Export in Appendix 1 Common Operations chapter.

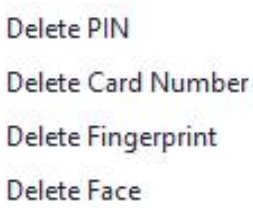
5.4.3.4 Batch Update

- Select (☑) and select multiple employees in the Employee list and click [**Batch Update**] to pop-up the **Batch Update** window.



- Batch update the employees' Department, Hire Date, Pay Mode, and Device Areas required; and click [**Save**] to save settings.

5.4.3.5 Delete PIN/Delete Card Number/Delete Fingerprint/Delete Face



The software supports (batch) to delete PIN, Card Number, Fingerprints, and Face.

Take **Delete Password** as an example to introduce the specific operation method.

- Select **employee** in the Employee list. (Multiple options can be selected)

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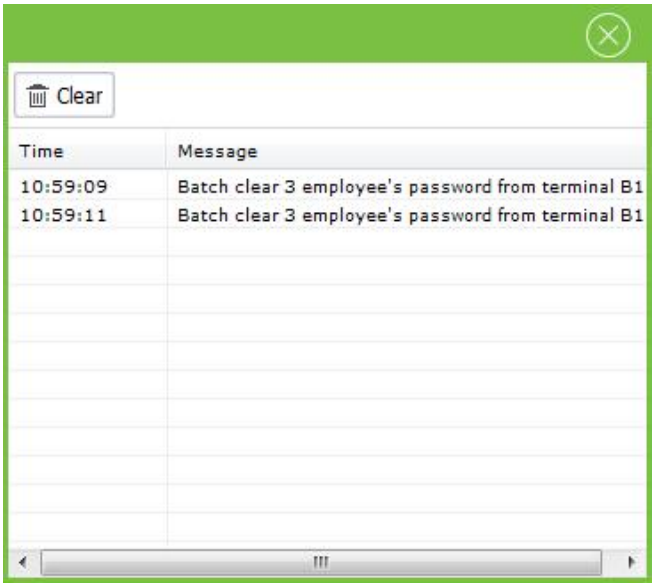
- Click ▼ behind **[Batch Update]** and click and select **Delete Passwords** in the drop-down menu list. The system will delete the selected employees' passwords. The result will display in the pop-up window, which is shown at the bottom right corner of the screen.



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6. Attendance

To help enterprises perform information-based attendance management, this software implements automatic collection, statistics, and query of employee attendance data. This improves the management of human resources and facilitates the check-in of employees. This software enables the management personnel to collect statistics and check the employee attendance and enables the management department to query and appraise the attendance of all departments, thus allowing enterprises to accurately acquire the employee attendance data.

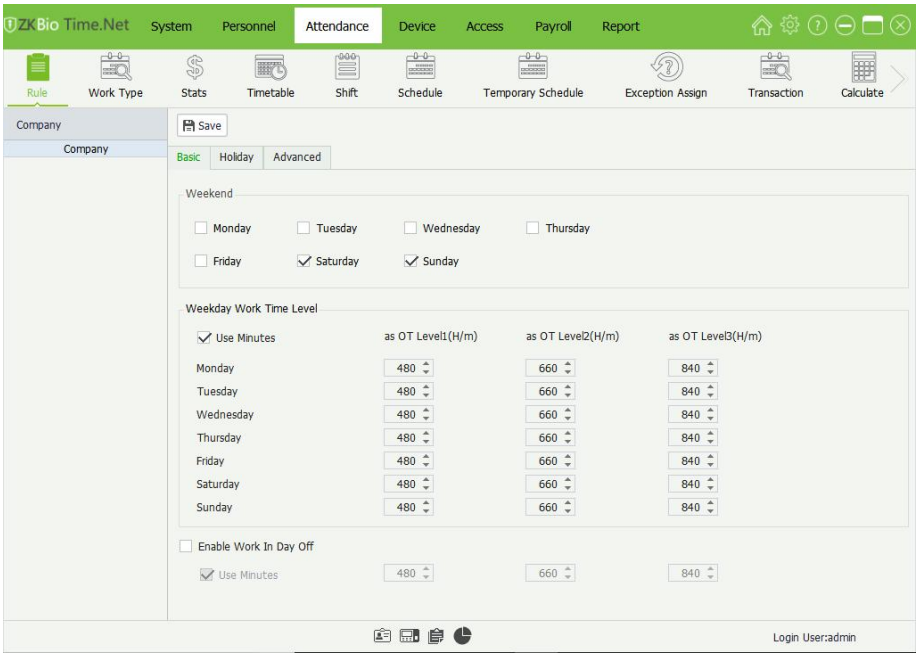
The data exchange between the attendance device and the program has to be performed in advance to execute synchronous management of the attendance device and collect the employee attendance records saved on the attendance device. For the attendance device setting, please refer to 7.1 Device.

The **Attendance** menu mainly achieves the following function: **Attendance Rule setting**, **Work Type**, **Timetable** and **Shift** which are used for common attendance, Schedule, Temporary Schedule, and Exception Assign, etc.

6.1 Rule

6.1.1 Basic

Click [**Attendance**] > [**Rule**] to set the attendance rule for company and click [**Save**] to save the settings.



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Weekend:

Click on the **checkbox** before the day to set it as the weekend (Multiple days can be selected).

Weekday Work Time Level:

Set different Overtime (OT) levels for each working day.

Use Minutes:

The default unit for the OT level is in hours. Enable Use Minutes to change the unit to minutes for the OT Level.

If the Round Work time exceeds OT Level1, OT1 = Round Work time - OT Level1.

Maximum value of OT1 = OT Level2 - OT Level1

If the Round Work time exceeds OT Level2, OT1 = OT Level2 - OT Level1 & OT2 = Round Work time - OT Level2.

Maximum value of OT2 = OT Level3 - OT Level2

If the Round Work time exceeds OT Level3, OT1 = OT Level2 - OT Level1, OT2 = OT Level3 - OT Level2,

OT 3 = Round Work time - OT Level3.

Example:

Set OT Level1 = 8, OT Level2 = 11, OT Level3 = 14

If Round Work time = 10 hours

OT1 = 10 - 8 = 2 hours

If Round Work time = 13 hours

OT1 = 11 - 8 = 3 hours

OT2 = 13 - 11 = 2 hours

If Round Work time = 16 hours

OT1 = 11 - 8 = 3 hours

OT2 = 14 -11 = 3 hours

OT3 = 16 - 14 = 2 hours

Note:

OT Level3 should be equal or larger than OT Level2.

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OT Level2 should be equal or larger than OT Level1.

OT1/2/3 means the actual overtime.

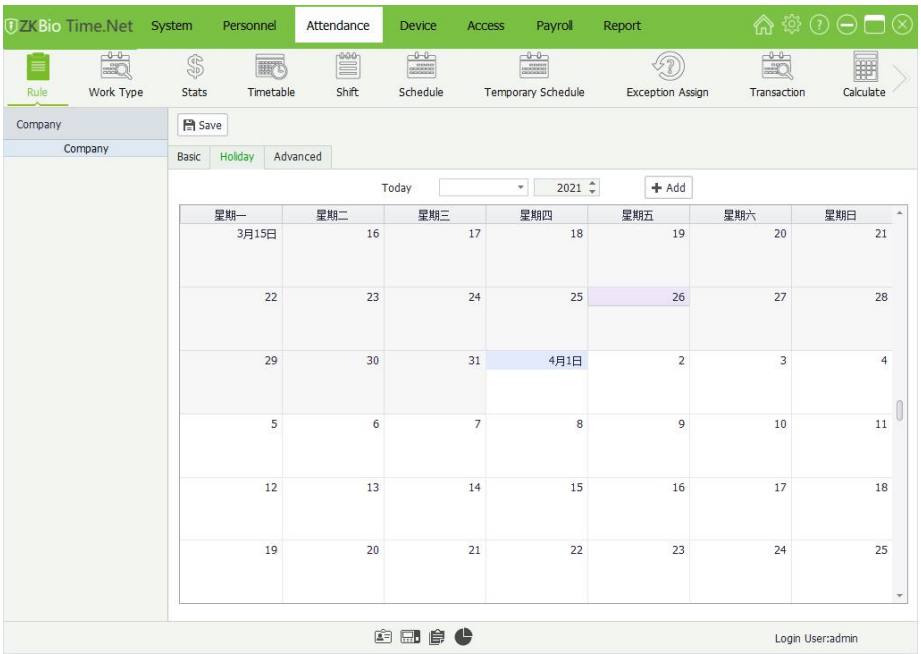
OT Level1/2/3 means the setting level to reach overtime.

Enable Work In Day Off:

If the day is not scheduled, but the employee comes to work, whether to count this work time.

If you click on the **checkbox**, that means to count this work time as Normal Work. And the Normal Work time reach OT Level1/2/3, to calculate as OT1/2/3.

6.1.2 Holiday



Click [**Add**] to manage holidays.

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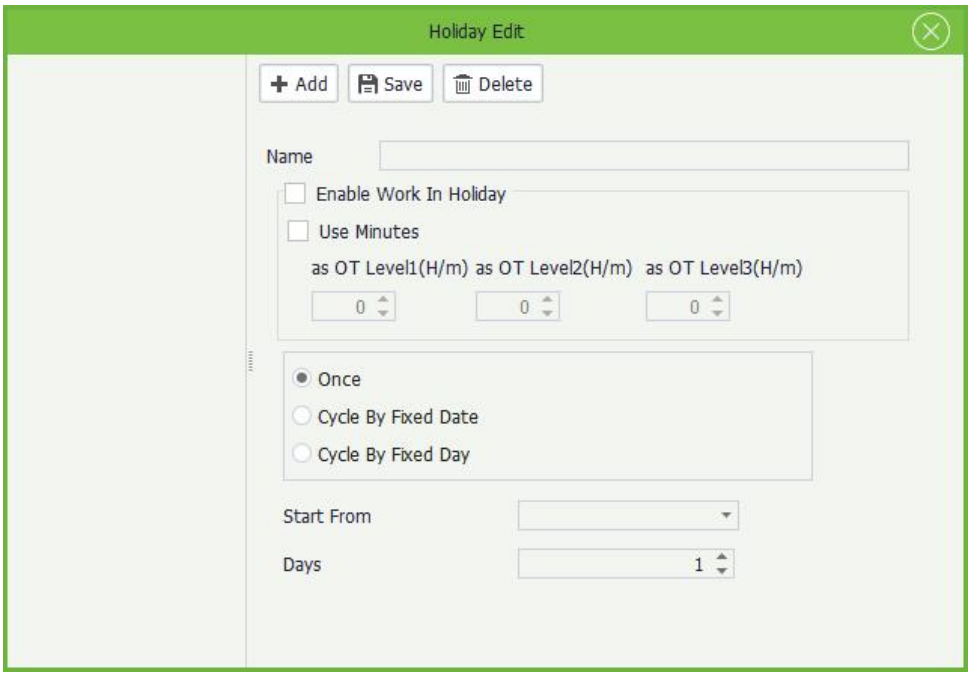

Click [**Add**] to add a holiday.

Name: Enter the Holiday name.

Enable Work In Holiday: Same function as Enable Work In Day Off. When it is a holiday, and the employee comes to work, count it as Normal Work time. This Normal Work time reaches OT Level1/2/3, to calculate as OT1/2/3.

Use Minutes: The default unit for the OT level is in hours. Enable **Use Minutes** to change the unit to minutes for the OT Level. .

Holiday Cycle Rule: You can select as Once, Cycle By Fixed Date or Cycle By Fixed Day.

- **When Once or Cycle by Fixed Date is selected**

  Once: This holiday would affect only the selected date.

  Cycle By Fixed Date: This holiday would affect the selected date this year. And also affect future years by cycle.

  Start From: Click ▼ to select the holiday start date in the drop-down date box.

  Days: Input manually or Click ▲/▼ to increase or decrease days for this holiday.

- **When Cycle by Fixed Day is selected**

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Cycle by Fixed Day: This holiday would affect the selected day but not a fixed date this year. And also affect future years by cycle.

Start From: Click the first drop-down ▼ to select the Month. Click the second dropdown ▼ to select the number (1st–5th). Click Day▼ to select a day. Example: Thanksgiving Day is on the 4th Thursday of November every year.

Days: Input manually or Click ▲/▼ to increase or decrease days for this holiday.

Click **[Save]** to add the new holiday.

1. **Edit Holiday**

Click **[Add]** button to get into **Holiday Edit** Window.

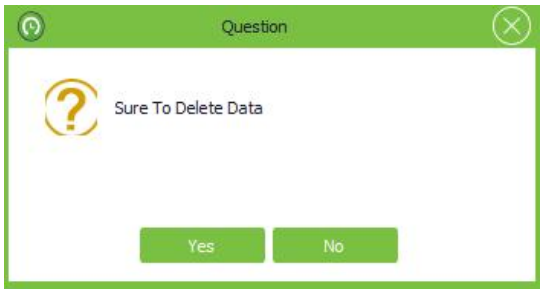
Select a holiday, and you can Edit all the information.

Click **[Save]** to confirm.

2. **Delete Holiday**

Click **[Add]** to get into **Holiday Edit** Window.

Select the holiday you need to delete, click **[Delete]**, the Question prompt box will pop-up.



Click **[Yes]** to confirm and **[No]** to cancel.

6.1.3 Advanced

Click the **Advanced** tag in the **Attendance Rule** setting interface to enter the **Advanced** settings interface.

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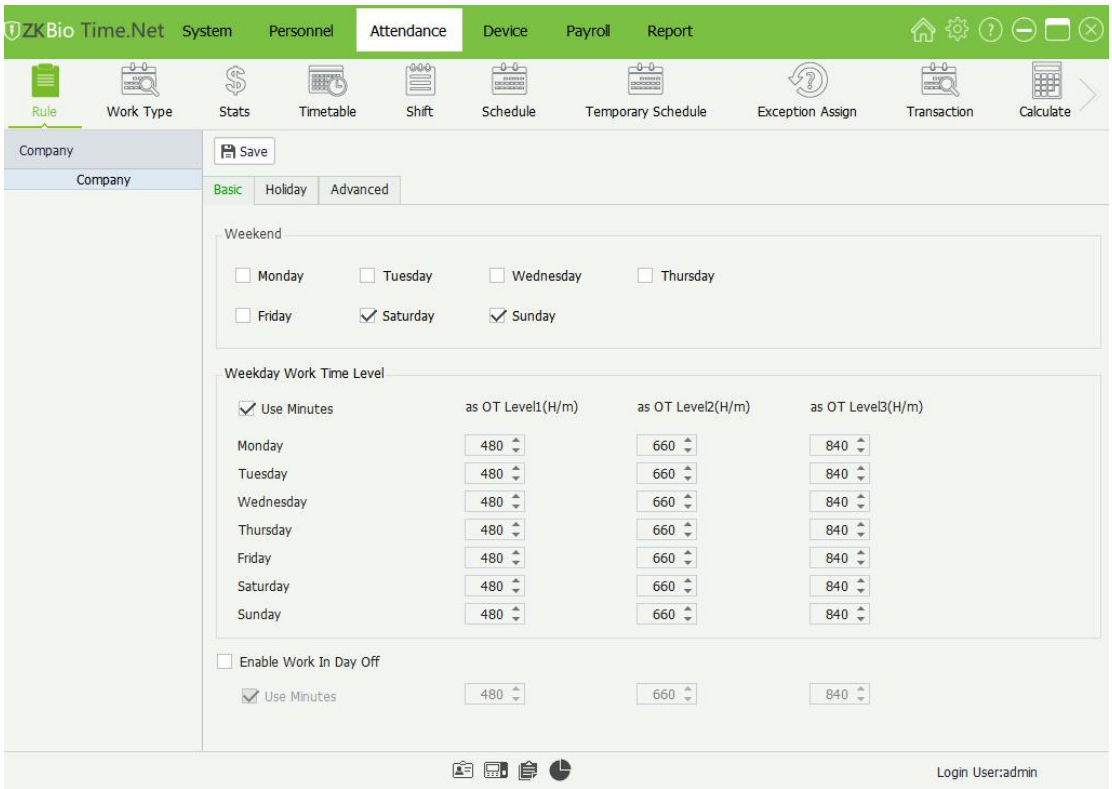

Color for Smart Shift: The display color of the smart shift in the scheduling calendar.

6.1.3.1 Salary Mode

When attendance status is enabled, the minimum record interval should not be applied; after the attendance status is turned off, the minimum recording interval shall be set to 1-30 minutes, the default is 5 minutes. You can set this parameter as required. For example, if an employee punches at 08:30 a.m., his/her punch records in the following 5 minutes (08:30 to 08:35) are invalid. Records within the minimum interval do not participate in attendance calculation and will be filtered out by the filtering rules.

Require punch for leave: If the punch is not required, the system will automatically generate a punch record according to the leave interval during the calculation. And if it is required, the system will record the punch done by the employee while leaving the workplace.

6.1.3.2 Wage Mode

Day change at: The dividing point between two days needs to be set to support cross-day night work. The default time is 0:00.

Use Device Attendance State: When enabled, the entry and exit will be calculated strictly according to the punch status. When not enabled, the entry and exit will be calculated according to the rules.

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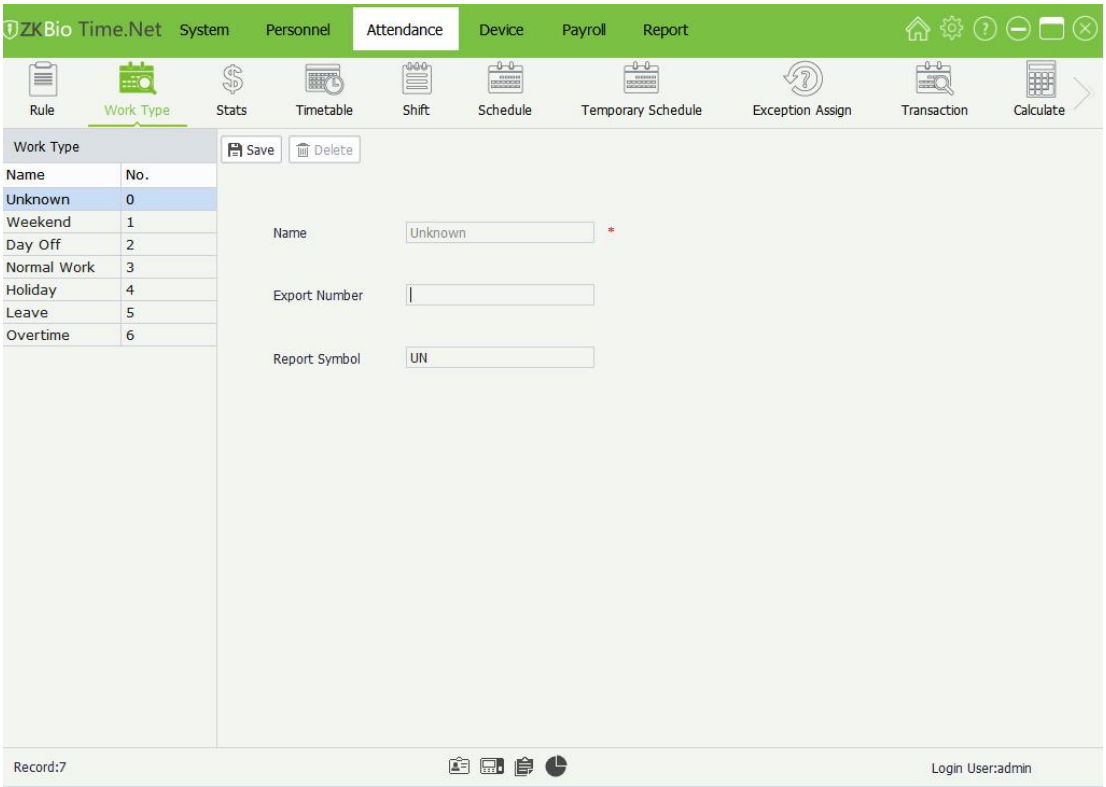
Use First Check-in and Last Check-out Only: When this is checked, all the middle entry and exit records are ignored and only the first and last punch is calculated.

6.2 Work Type

The menu is used to display the working status (weekend, day-off, normal work, holiday, leave, overtime, etc.) in the system, and the status symbol can be edited to export the schedule table and mark the working nature.



6.3 Stats

It includes list of statistical items, including 11 basic statistical items, 5 built-in leave items.

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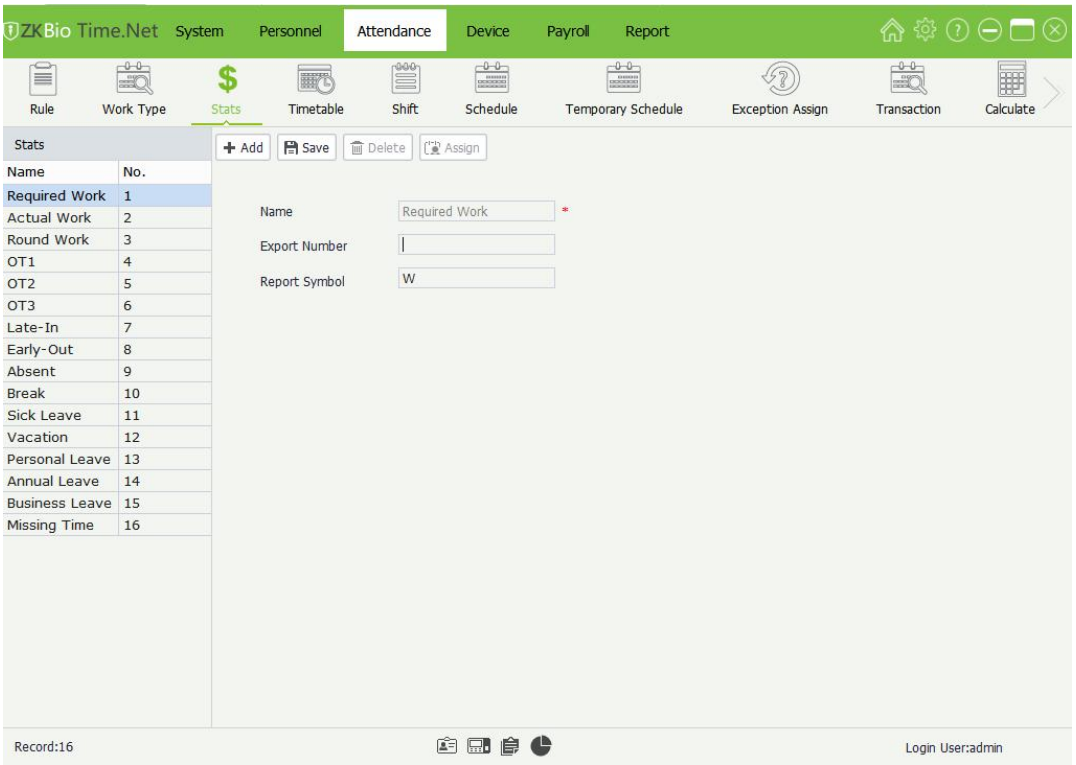
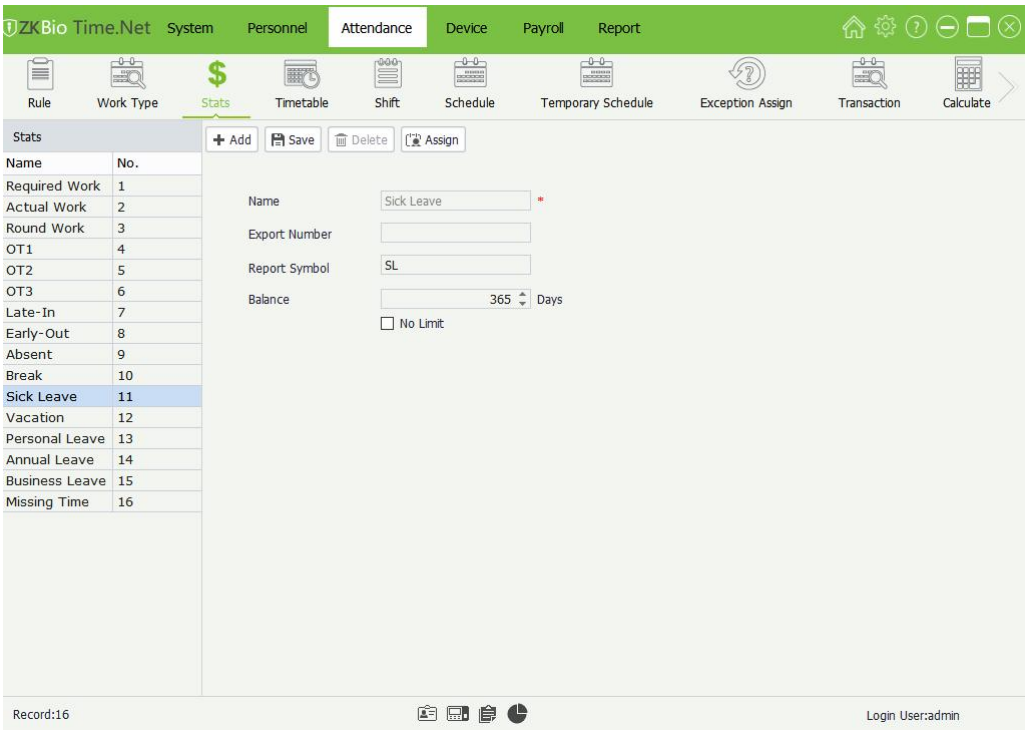


Users can configure export symbols to identify statistical types when a report is exported.



In addition to the five built-in leave items, users can enter other leave items separately and set up for each leave item.

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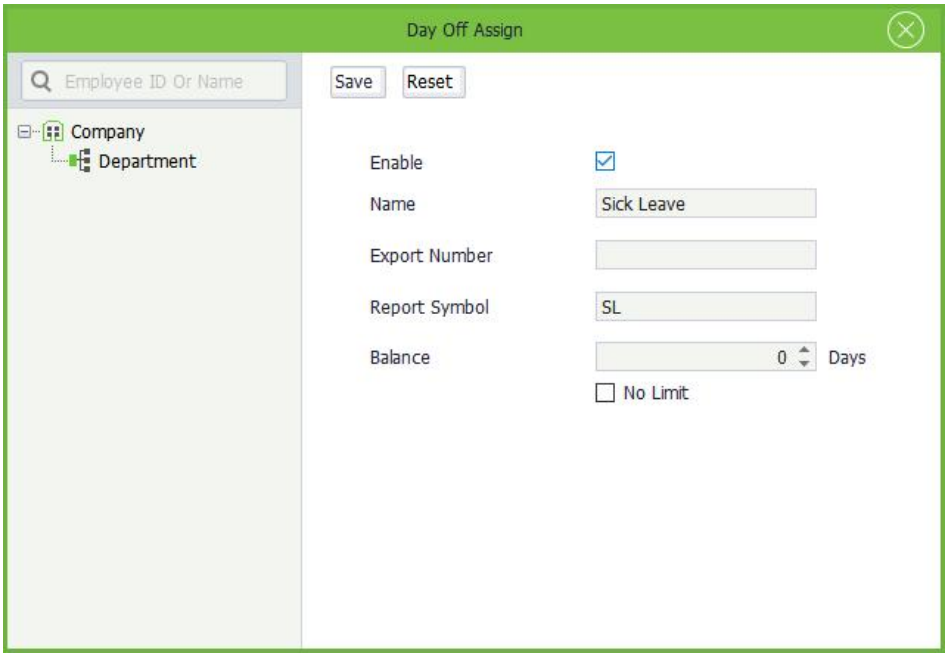

Each leave item can be configured with a quota per person or department, by default 365 days.

6.4 Timetable Setting

You can set all timetables that may be used during the attendance procedure, and then set each option as required. Such as Check-In /Out Time, Late Arrival/Early Out time, Break, etc.

Before the shift setting, you must set all the timetables that might be used. Only after employees are assigned to shifts, you can collect and calculate employee attendance time based on the attendance parameters.

Click **[Attendance]** > **[Timetable]** to enter to the **Timetable** setting interface.

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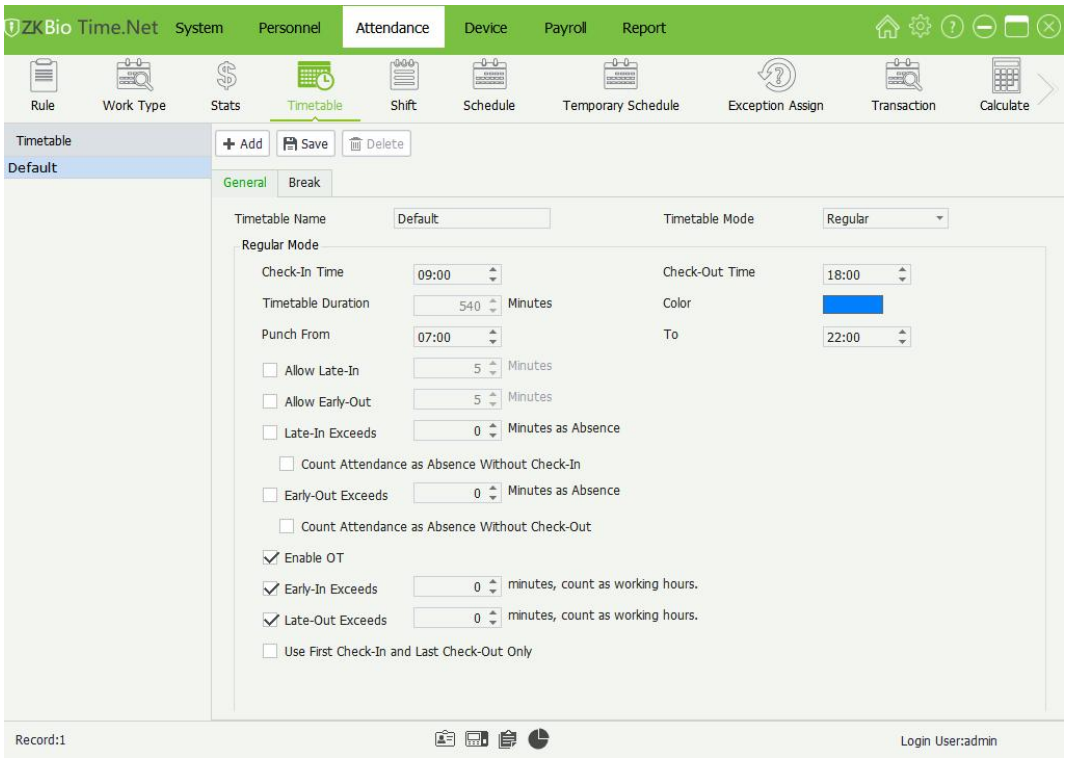


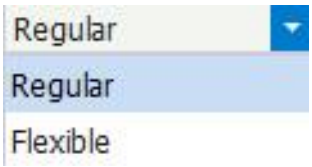
The system has a timetable named **Default** by default. You can modify it as required, but undeletable.

6.4.1 Add Timetable

Click **[Add]** to enter the **Add Timetable** interface.

Timetable Name: Enter the timetable name.

Timetable Mode: Select the Timetable Mode, as needed.



6.4.1.1 Regular

The **Setting** interface is shown as below:

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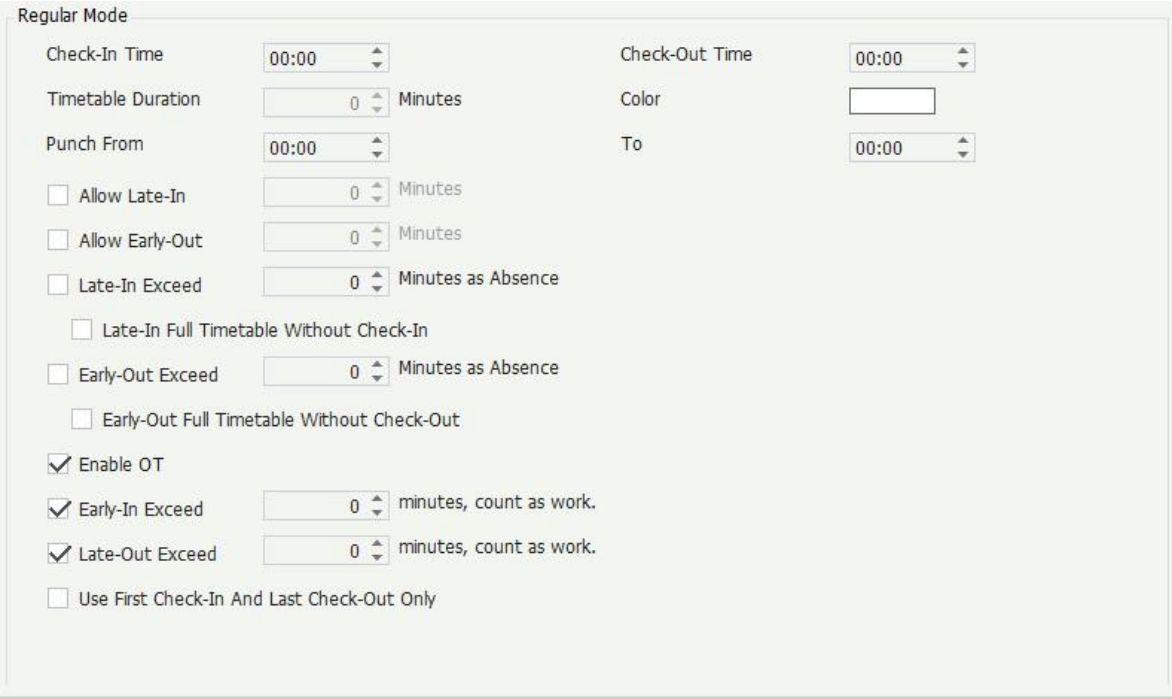

Check-In/Out Time: Set the Check-In and Check-Out time.

Timetable Duration: The system calculates automatically without setting.

Color: Click ☐ and select the display color for this timetable in the pop-up color box.

Punch from: The start time of the valid record range, the default is 2 hours before the check-in start time.

Punch to: The end time of the valid record range, the default is 2 hours after the end of check-out.

Allow Late-In: Allowed Late-In duration, which affects the calculation of round work hours, but does not affect the calculation of actual work hours, the unit is Minute.

Allow Early-Out: Allowed Early-Out duration, which affects the calculation of round work hours, but does not affect the calculation of actual work hours, the unit is Minute.

Late-In Exceed as Absence: When not enabled, no check-in is recorded as late for the whole work schedule. And when it is enabled, an employee is marked as Absent when the set time exceeds.

Early-Out Exceed as Absence: When not enabled, no check-out is recorded as early for the whole work schedule. And when it is enabled, an employee is marked as Absent when check-out is done before set time.

Enable OT: If enabled, overtime will be counted otherwise it will not be counted.

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Early-In Exceed count as work: In order to control in which section is the normal check-in, early in is included in overtime calculation.

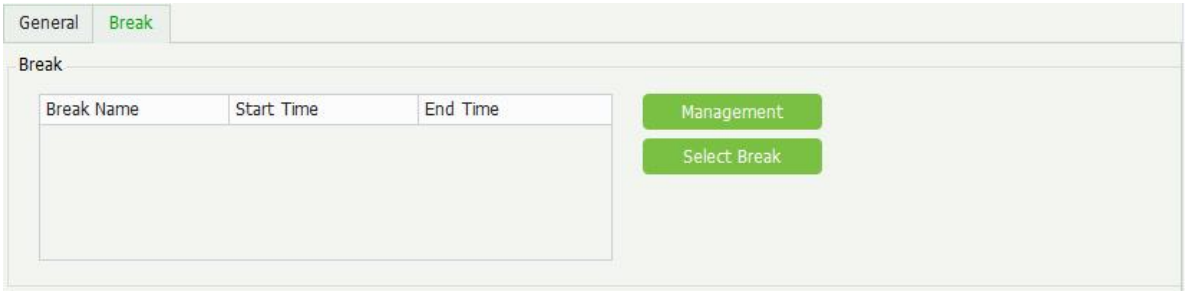
Late-Out Exceed count as work: In order to control in which section is the normal check-out, late leave is included in overtime calculation.

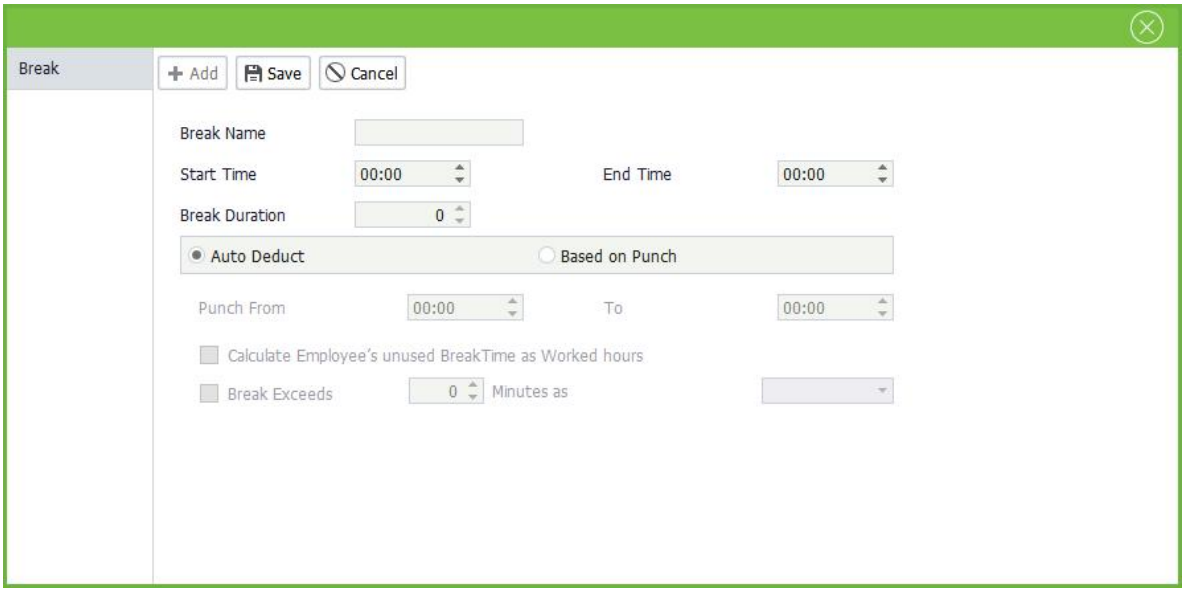
Use First Check-In and Last Check-Out Only: After clicking (☑) and selecting this option, the system will only record the first and last effective punch records; other punch records will be considered as invalid records. The device will only store effective punch records.

Break: It is valid only under normal **Timetable**, while under flexible Timetable, it is invalid.

Add Break

- Click **[Management]** > **[Add]** to enter to the **Add Break** widow.





Break Name: Enter an appropriate name.

Start Time: Set this break's start time.

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End Time: Set this break's end time.

Break Duration: The system calculates automatically, no need to fill in.

Auto Deduct: If you click (☑) and select this option, without punching, the system will deduct the break time from the work time automatically.

Based on punch: If you click (☑) and select this option, you must check before and end break. This option depends on the punch state, so the state must be enabled.

Punch from/to: When relying on the punch record, restrict which range of break punch records are valid.

Calculate Employee's unused Break Time as Worked hours: Whether without break is counted as the effective working time for overtime calculation.

Break exceed as Late-In/Early-Out /Absence: Exceeded break time is counted as Late-In, Early-Out or Absence accordingly.

- After setting, click **[Save]** to save info.

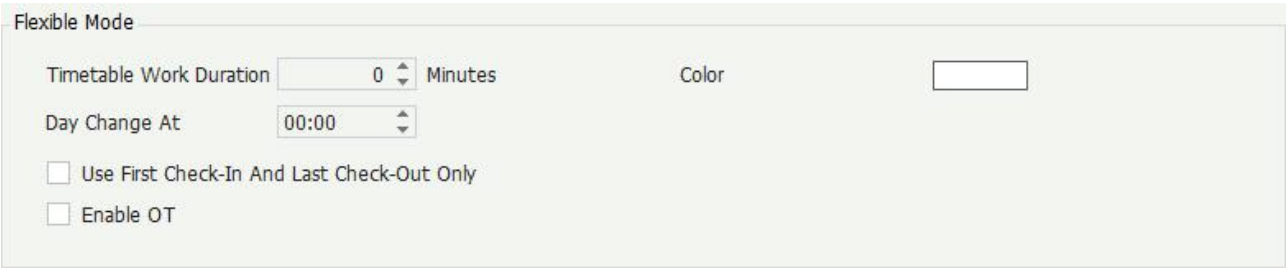
Edit / Delete Break

The corresponding break can be selected and saved after modification on the right side, which means the modification is completed.

Similarly, for the break which is to be removed, select it from the left side, and click **[Delete]** button, the Question prompt box will pop-up. Click **[OK]** to confirm.

6.4.1.2 Flexible

The **General Setting** interface is shown as below:



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(Not to limit the Check-In and Check-Out time, but the time between Check-In and Check-Out needs to be greater than or equal to Daily Work Time.)

Daily Work Time: Enter the daily work time, the minimum time that employees have to work every day.

Color: Click and select the display color for this timetable in the pop-up color box.

Day Change at: Set the day change time, namely, the end time of day's work time statistics. For example, the Day Change time is 23 o'clock; the work time after 23 o'clock, will be counted as the second day's work time.

Use First Check-In and Last-Check-Out Only: After clicking ( ) and selecting this option, the system will only record the first and last effective punch records; other punch records will be considered as invalid records. The device will only store effective punch records.

Enable OT: Whether to enable overtime calculation.

6.4.2 Edit/Delete Timetable

The item to be modified can be selected on the left side and saved after editing on the right side.

(**Tips:** The default timetable cannot be deleted.)

Similarly, for the Timetable which is to be removed, select it from the left side, and click **[Delete]**, the Question prompt box will pop-up. Click **[OK]** to confirm.

6.5 Shift

The Shift consists of one or more preset timetables according to a certain sequence and cycle and is a preset work schedule. To monitor employee's time and attendance, you must set shifts first.

Click **[Attendance]** > **[Shift]** to enter the **Shift** management interface. All shifts will be displayed in the Shift list.

Click and select shift in the Shift list, the detailed timetable of the shift will be shown as the chart on the right.

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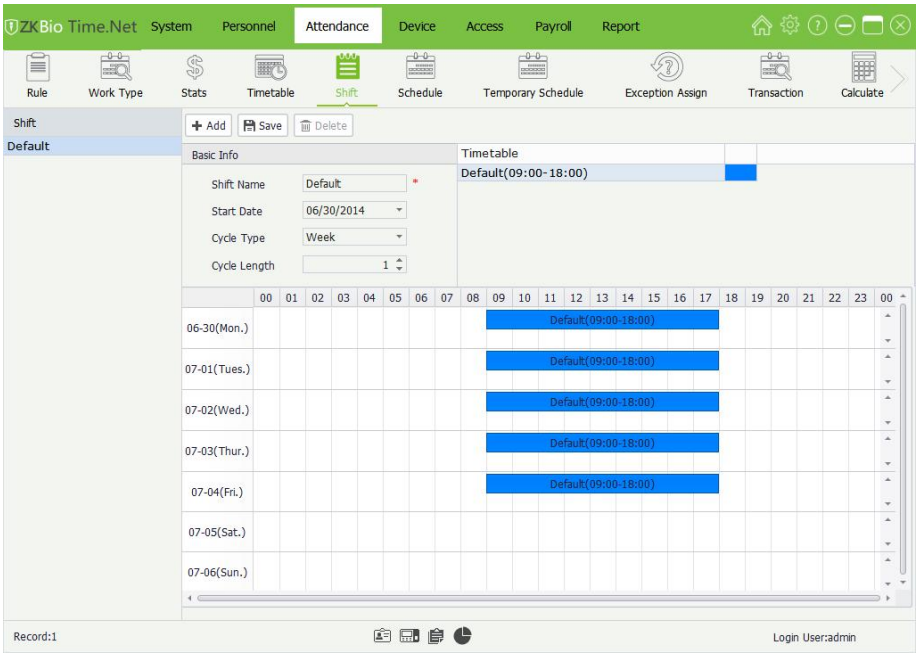
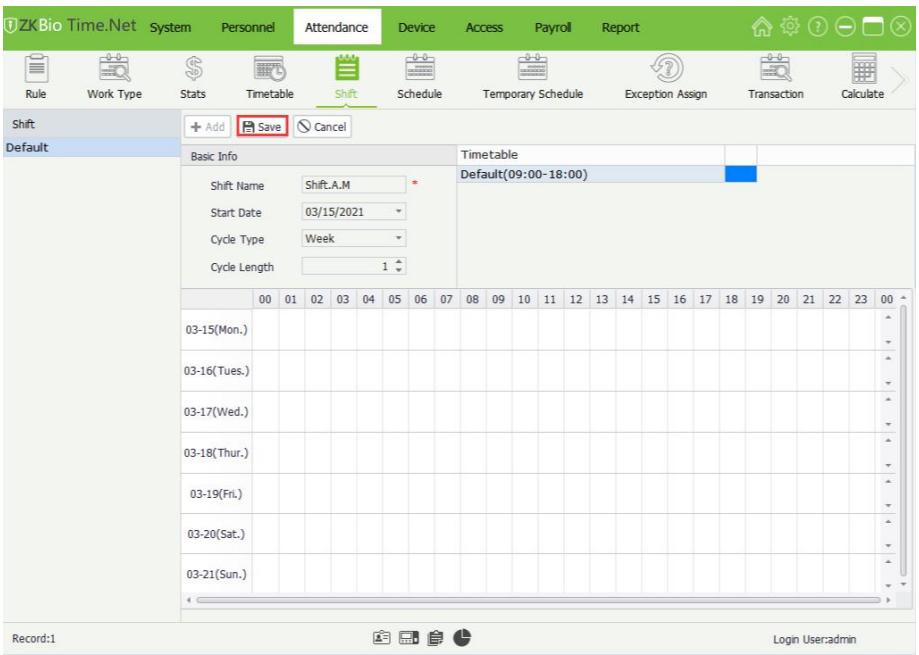


The system has a shift named **Default** by default. You can modify it as required, but undeletable.

6.5.1 Add Shift

- Click **[Add]** to enter the **Add Shift** interface.



Set the parameters as required, the specific operation is shown below.

Note: The parameter with *, means cannot be empty.

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Shift Name: Enter a suitable name.

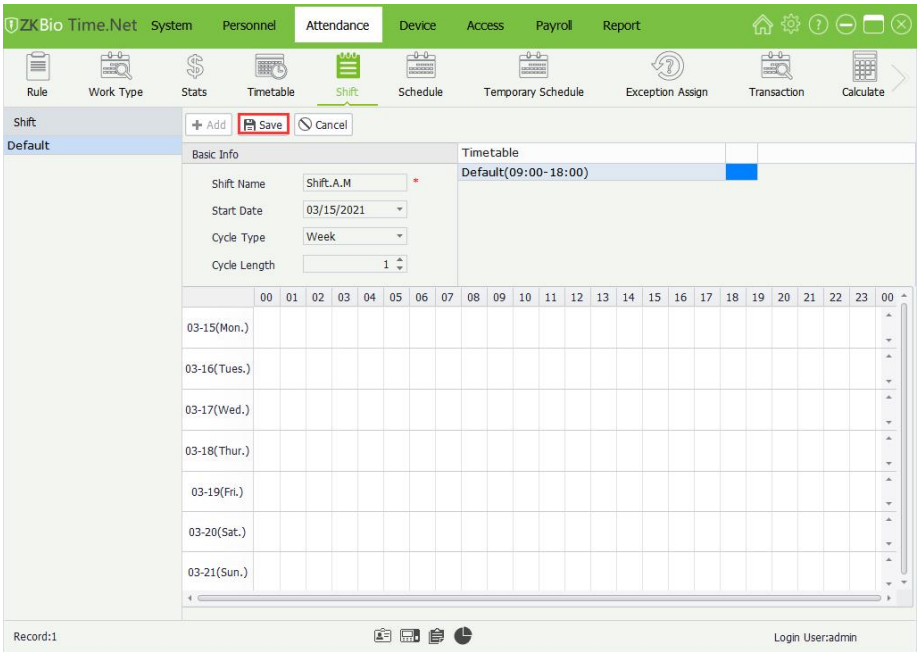
Start Date: Click ▼ and then select start date in the drop-down list.

Cycle Type: Click ▼ and select cycle length in the drop-down list. There are two options, Day, and Week.

Cycle Length: Manually input or by clicking ▲/▼ to increase or decrease the cycle length.

(**Tips:** The Shift Cycle Period = Cycle Length * Cycle Type.)

Timetable: Select the timetable for this shift. Click and select timetable in the **Timetable** list, and drag it onto the corresponding date, as shown in the figure. For the timetable setting, please refer to 6.4 Timetable Setting.



- After setting, click **[Save]** to save. The added shift info will be displayed in the Shift list.

Note: A shift is the cycling of a user-selected timetable in the user-defined cycle. The dates that are without any specified timetable are deemed as holidays. When arranging a schedule for employees, the user only needs to select the start and end time of the shift without specifying the working days or vacations. After selecting a shift, the system will determine which day the employees need to work or taking time off according to the predefined cycle of the shift.

6.5.2 Shift Maintenance

Edit Shift

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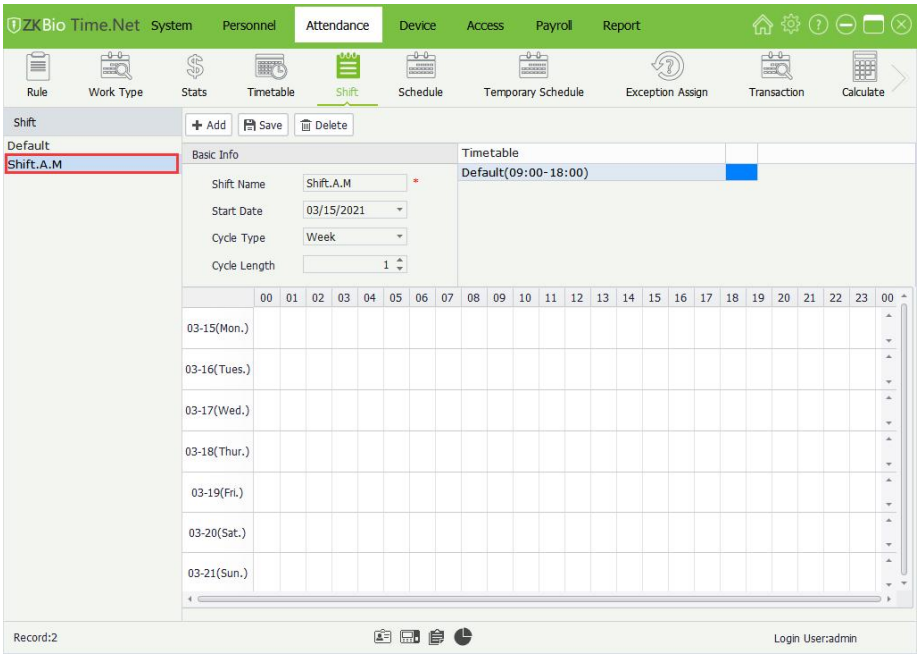
- Click and select a shift in the Shift list to enter the **Edit Shift** interface.

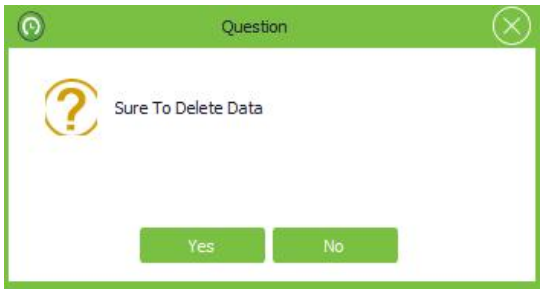


- Modify the parameters as required and click **[Save]** to save the shift info.

Note: If you want to change the timetable used by date, you should select the timetable on the date, and then click **[Delete]** key (on the keyboard) to delete the old timetable. Finally, click and select the timetable in the Timetable list, and drag it onto the corresponding date.

Delete Shift

- Click and select shift in the Shift list, and then click **[Delete]**, the **Question** box will pop-up.



- Click **[Yes]** to delete the selected shift or click **[No]** to cancel the operation.

Note: After deleting the shift info, the system will clear the schedules that are being used in this shift automatically.

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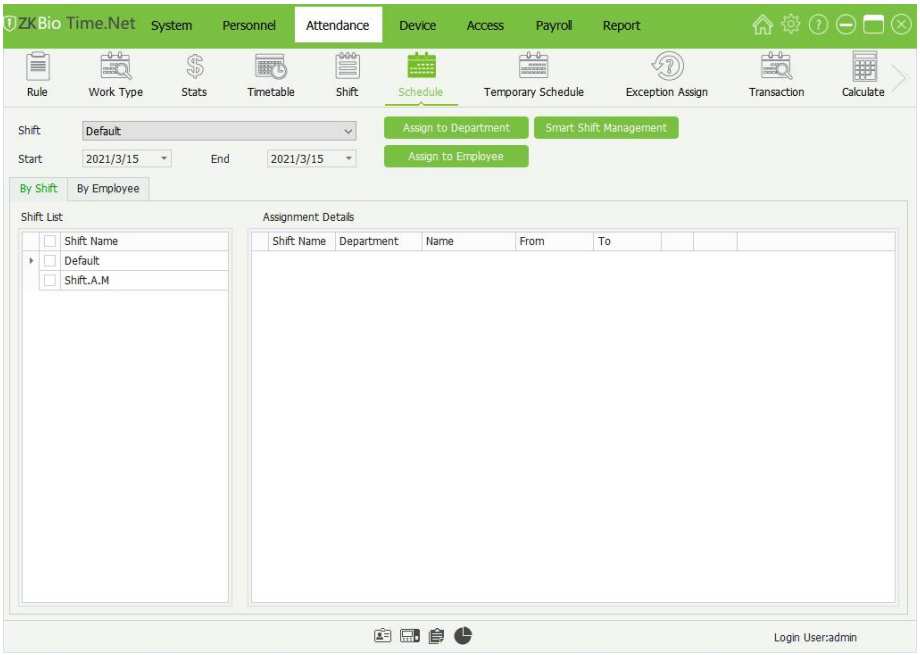
6.6 Schedule

Click **[Attendance]** > **[Schedule]** to enter the Employee **Schedule** interface.



You can query and check department/employee schedule, and assign a shift to department/employee, assign a smart shift.

6.6.1 Query and Check Schedule

Select the type to be viewed on the left side, load the corresponding data in the preview area on the right side, and directly modify the records of the non-gray font. The default schedule has been assigned by the default department of the system. There are two ways to view it:

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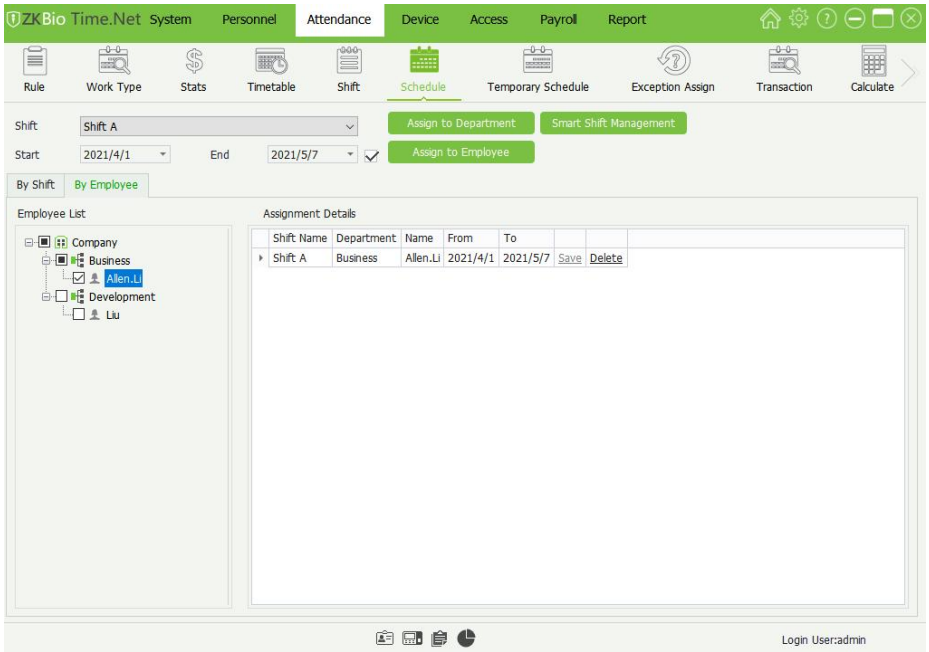
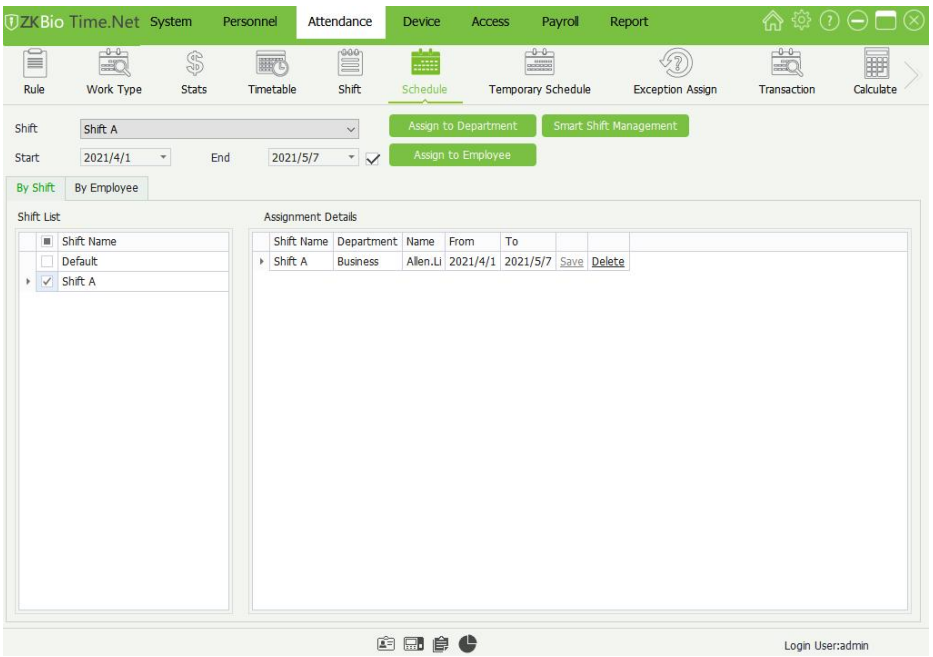
6.6.1.1 By Employee



The green background is the department schedule, and the gray font is the inherited data. The software supports the configuration of the department and applies it to all personnel in the department. Special scheduling can be configured for a single person, and the priority of special configuration is higher than that of inherited configuration.

6.6.1.2 By Shift



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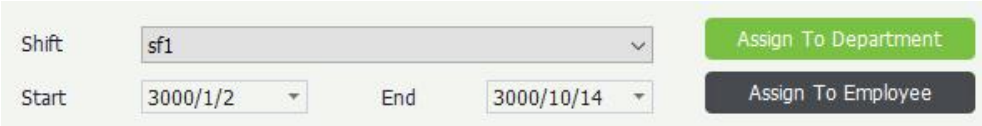
6.6.2 Assign Shifts

Select the shift to be assigned, assign the time interval, and click assign to the department/employee.



When the selected employee confirms, the assignment is completed.

Note: The software does not support cross-time interval misallocation.

6.6.3 Smart Shift Management

Select employee and intelligent computing time period, move to the right side and click **[Save].**

Note: The priority of Smart Shift is higher than the regular shift. If Smart Shift exists, the regular shifts will be invalid.

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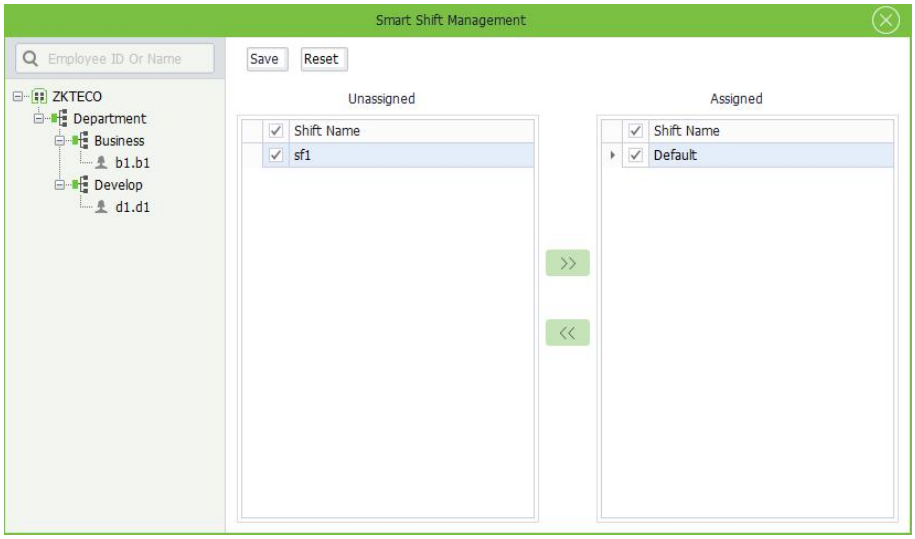
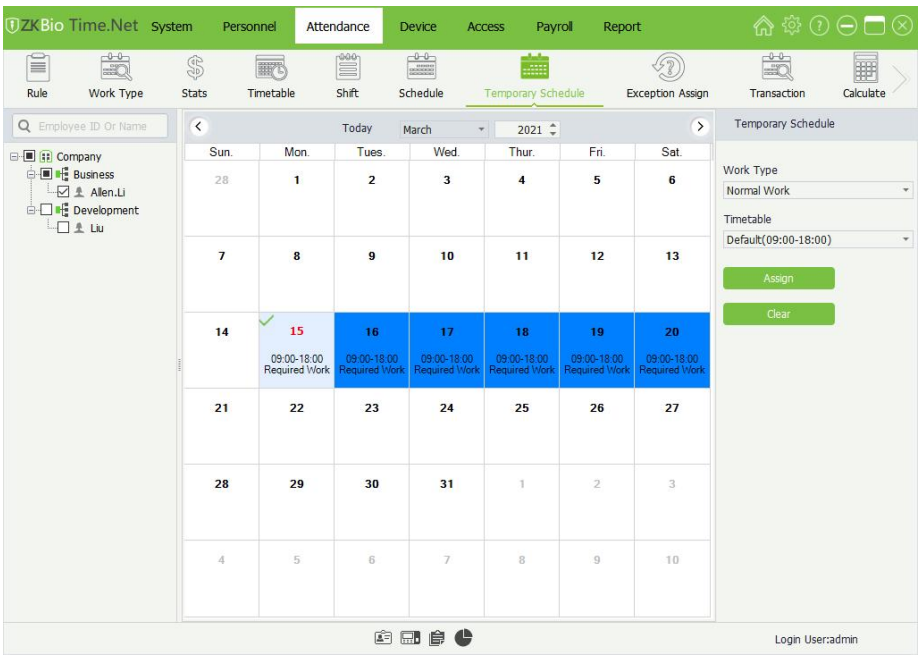


6.7 Temporary Schedule

6.7.1 Add Temporary Schedule/day off

(If one (or several) employees need to change his/her work hours temporarily, his/her shift can be arranged temporarily.)

(1) Click (☑) and select the employee in the Company Structure list.



(2) Select the year and month of the date when the employee needs a temporary schedule and then click and select a date. (Click and hold the **Ctrl** key to select more.)

Note: Click **[Today]**, it will turn to the current month, the red one is the current date.

(3) Select the work type. **(**Day Off, Normal Work, OT 1/2/3**).**

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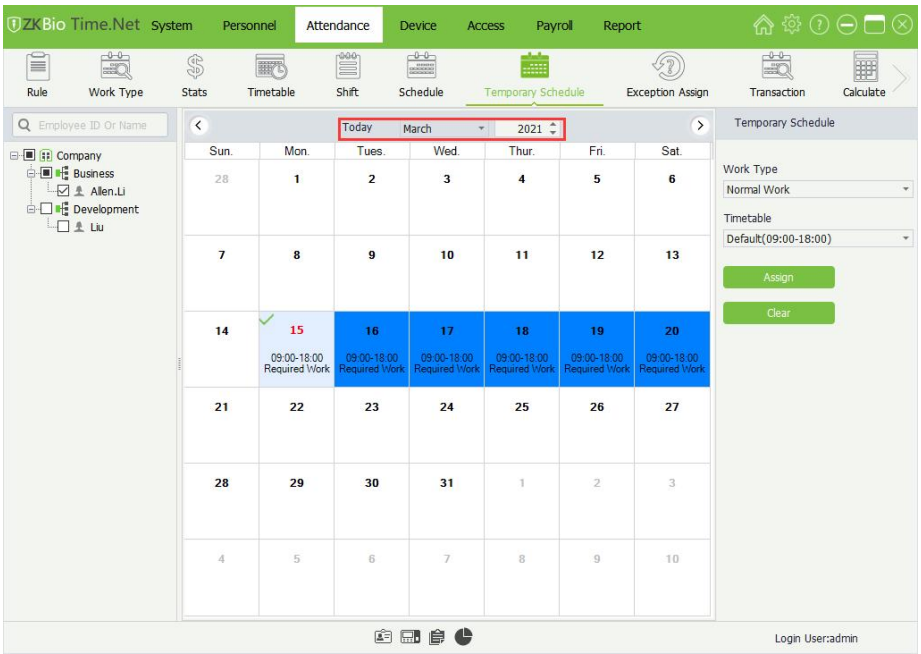
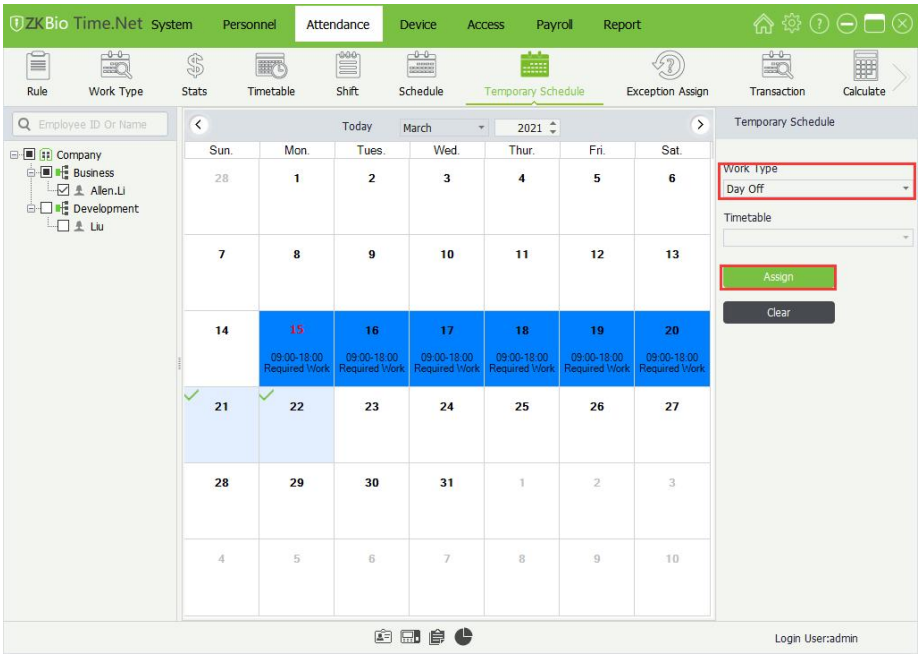
(4) Select the **timetable** for the temporary schedule in the drop-down list.



(5) After setting, click **[Assign]** to add a temporary schedule/day off for the selected employee.



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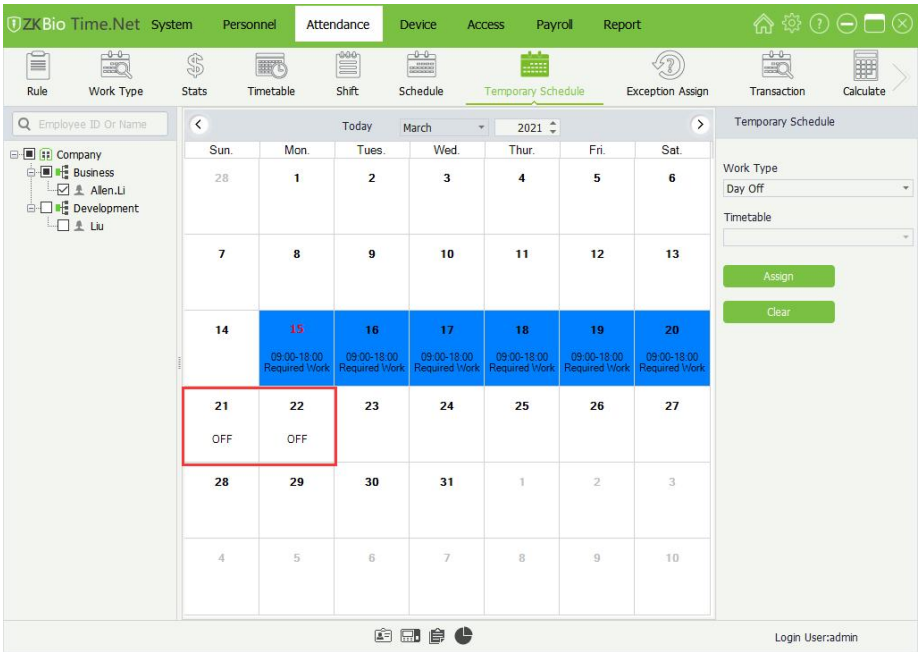


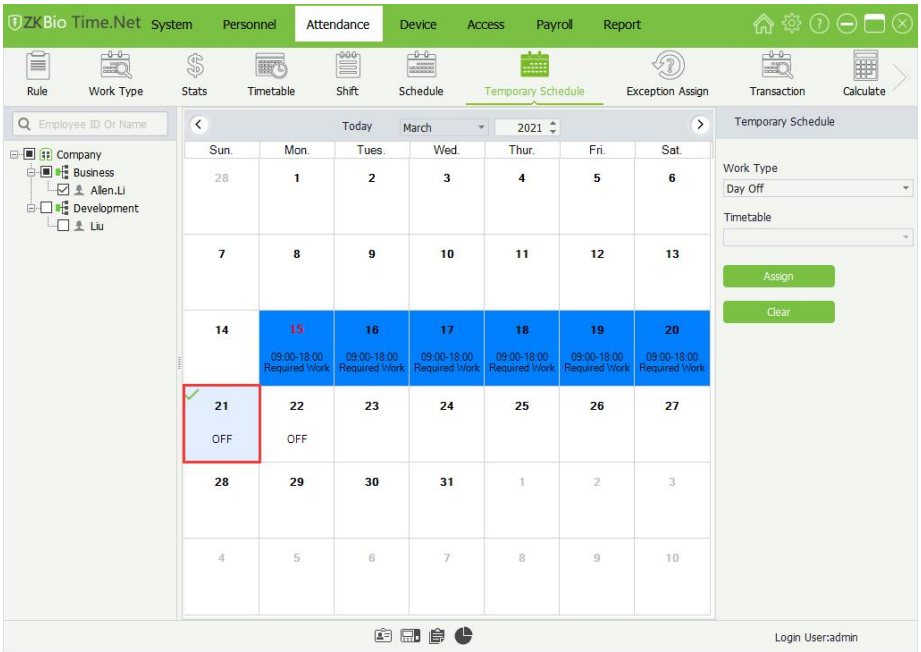
Note: After a temporary schedule is added on the day with a fixed schedule, the system will be subject to the temporary schedule for collecting employee attendance data.

6.7.2 Clear Temporary Schedule

(1) Click and select the employee in the Company Structure list.

(2) Select the year and month of the date when the employee needs to delete the temporary schedule, and then click and select a date. Click and hold the **Ctrl** key to select more.

(**Note:** Click **[Today]** and it will turn to the current month where the red one is the current date.)



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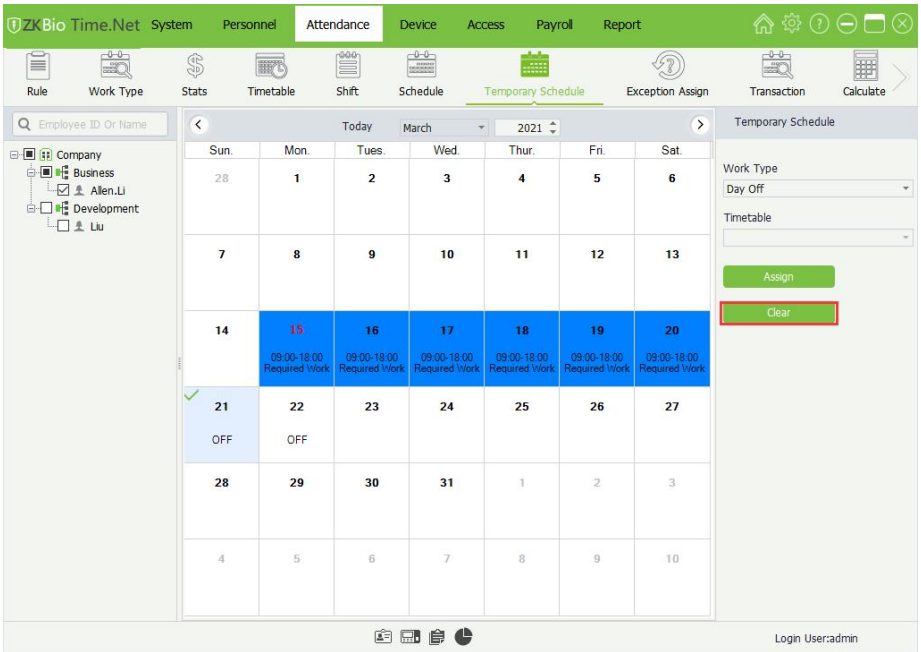
(3) Click **[Clear]** to delete the employee's all temporary schedules within the selected date.



Note: The priority of the temporary schedule is higher than that of Smart Shift and regular shifts. In order to facilitate the statistical time of leave, the current temporary scheduling is prohibited from asking for leave.

6.8 Exception Assign

It is possible for the employee to apply for leave when he/she encounters serious problems. Due to different reasons, applying for leave can be an automatic statistic in the system.

Click **[Attendance]** > **[Exception Assign]** to enter to the **Exception Assign** interface.

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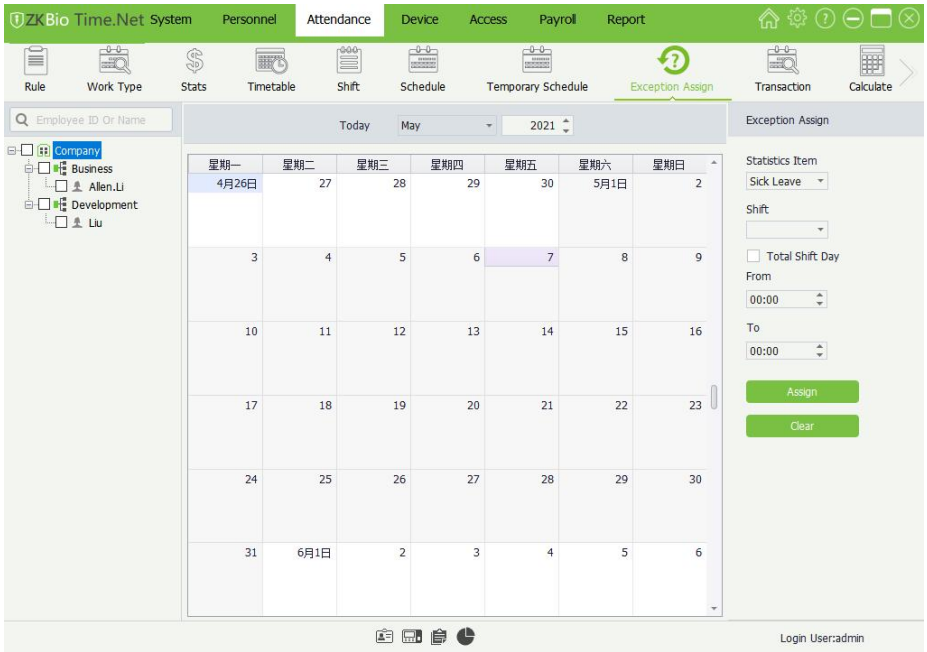

6.8.1 Add Exception

- Click (☑) and select the employee in the Company Structure list.
- Select the type of leave, and shift.
- Select the year and month of the date when the employee needs to assign exception and click and select a date.

  (**Note:** Click **[Today]**, it will turn to the current month, the red one is the current date.)
- Set the exception's start and end time.

  (**Tips: From** indicates start, while **To** indicates the end.)
- Click **[Assign]** to add an exception for the selected employee. After assigning the exception successfully, the interface is shown as in the figure.

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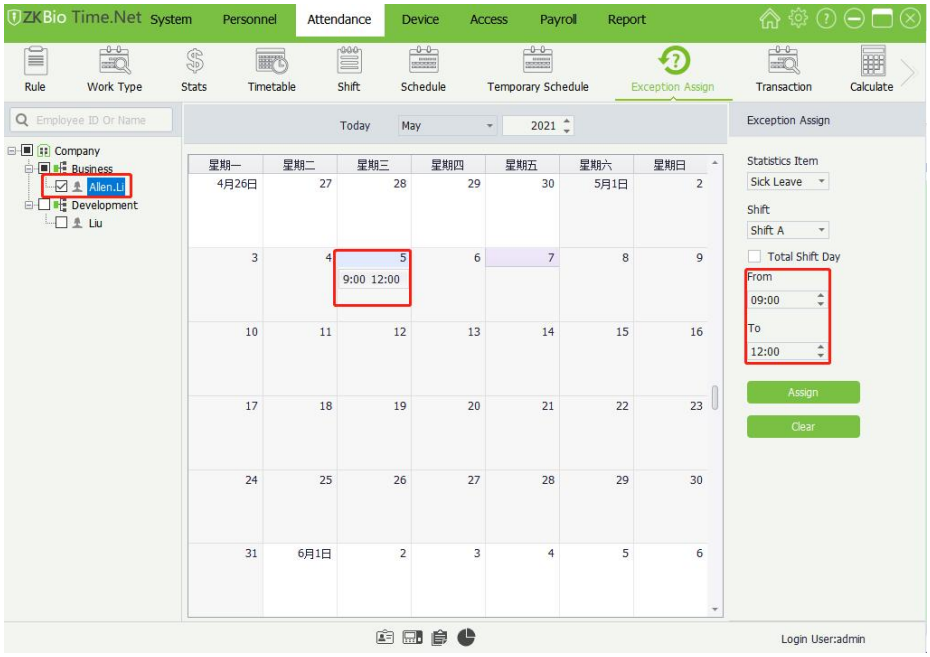
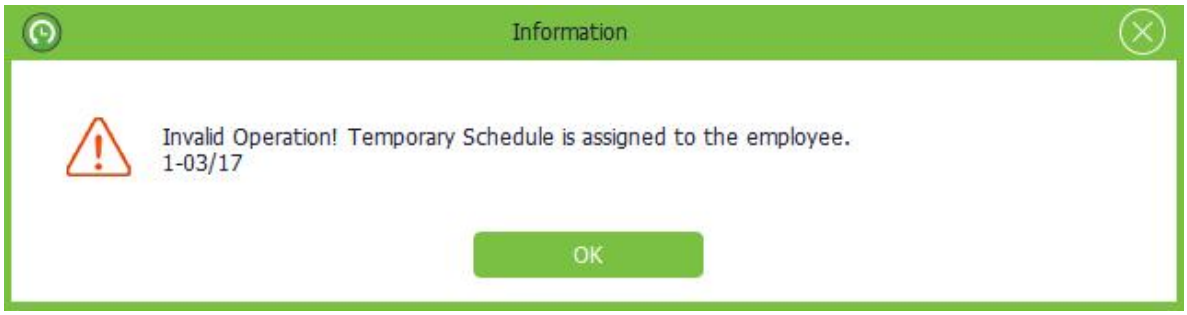


Note: It is forbidden to ask for leave if there is a temporary work schedule.



6.8.2 Delete Exception

- Click (☑) and select employee in the Company Structure list.
- Select the year and month of the date when the employee needs to delete exception and click and select a date.

  (**Note:** Click **[Today]**, it will turn to the current month, the red one is the current date.)

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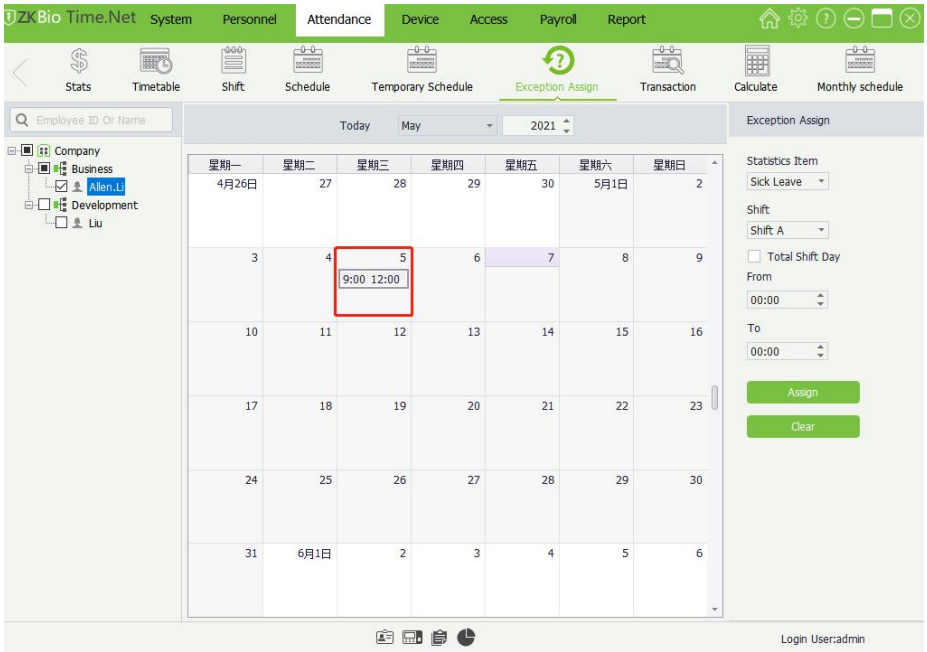
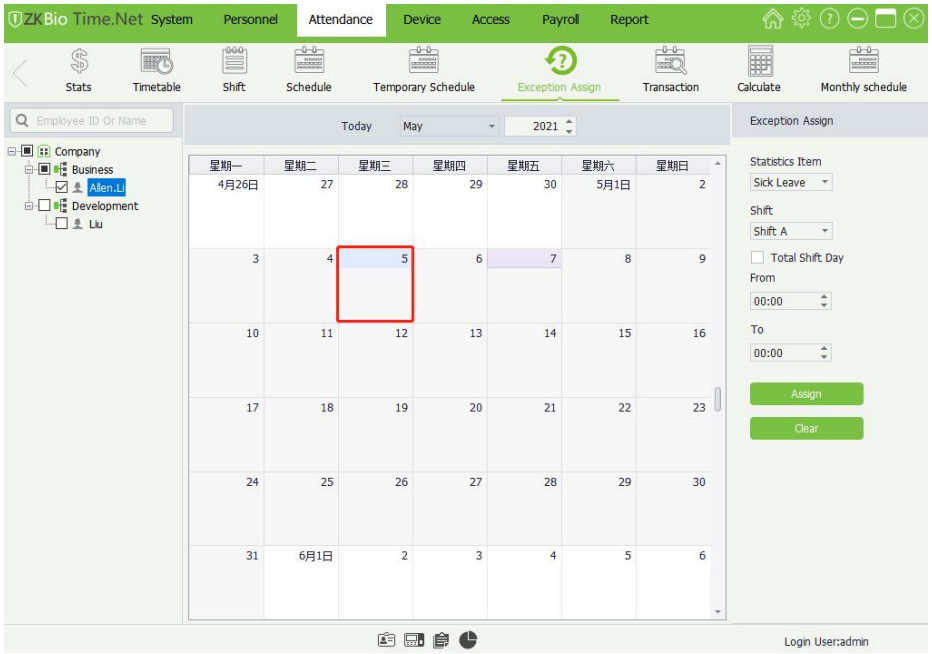


- Click **[Clear]** (on the keyboard) to delete the selected exception.



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6.9 Transaction

Display all employees' attendance records, including the records downloaded from the device and added by the administrator.

Click **[Attendance]** > **[Transaction]** to enter to the **Transaction** interface:

You can search, import, and export attendance records in the menu interface.

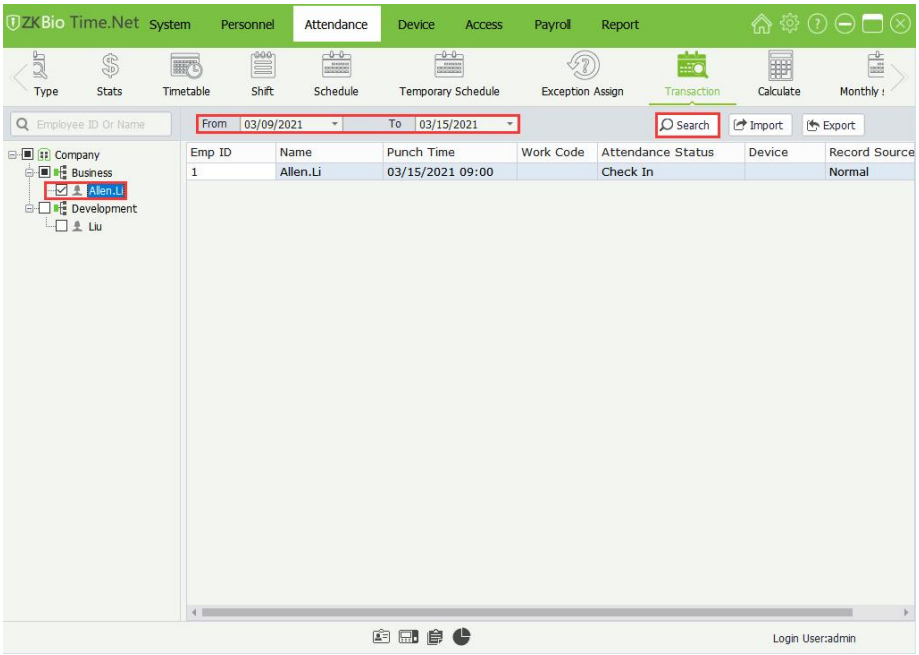
6.9.1 Query and Check Attendance Record

- Click (☑) and select the employee in the Company Structure list, multiple options can be selected.

  (**Tips:** If you click (☑) and select **department**, directly select all employees in this department.)

- Set the start and end time in the **From** and **To** field options, respectively.

- Click **[Search]**, the program will search and display the attendance records conform to the query condition.



6.9.2 Import Attendance Record

The program supports to import attendance records from the file. For the specific operation, please refer to 3. Import in Appendices Appendix 1 Common Operations chapter.

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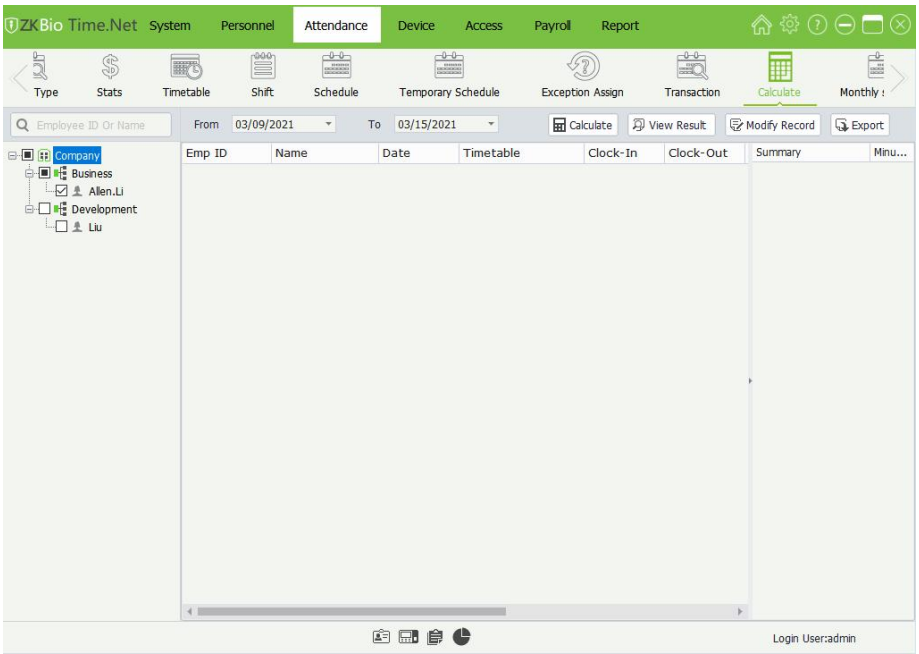
6.9.3 Export Attendance Record

The program supports export attendance records to files that are used for other applications. For the specific operation, please refer to 4. Export in Appendices Appendix 1 Common Operations chapter.

6.10 Calculate

The system will calculate the attendance records according to the Attendance Rule. For the specific operation of the Attendance Rule setting, please refer to 6.1Rule.

Click **[Attendance]** > **[Calculate]** to enter to the **Attendance Calculate** interface:



You can calculate and view results, Modify Record, and export data in this menu interface.

6.10.1 Calculate and View Results

- Click (☑) and select employee in the Company Structure list, multiple options can be selected.

  (**Tips:** If you click (☑) and select **department**, directly select all employees in this department.)

- Set the start and end time in the **From** and **To** field options, respectively.

- Click **[Calculate]** to calculate attendance records. After calculating, the system will display the calculated result (also the break time detail) based on the query condition.

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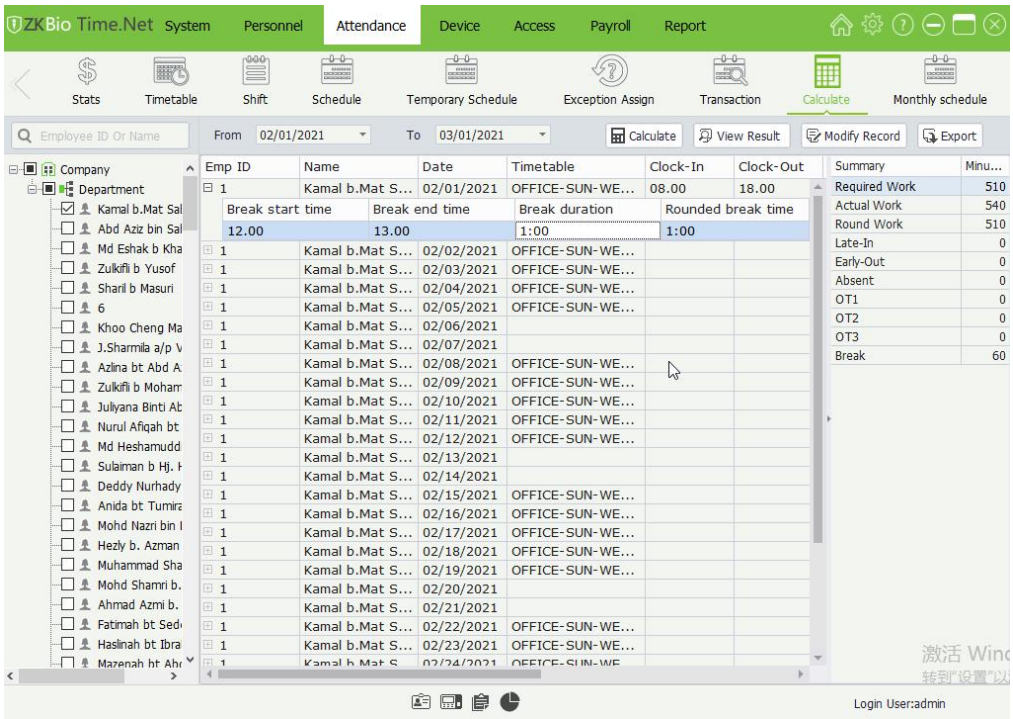

6.10.2 Modify Record

The attendance can be modified manually when employees leave on business or forget to punch cards. Usually, the management personnel shall input the attendance record for missed punches at the end of the attendance cycle according to the attendance records and the company's attendance system.

Click **[Modify Record]**, the following **Modify Record** interface will pop-up:

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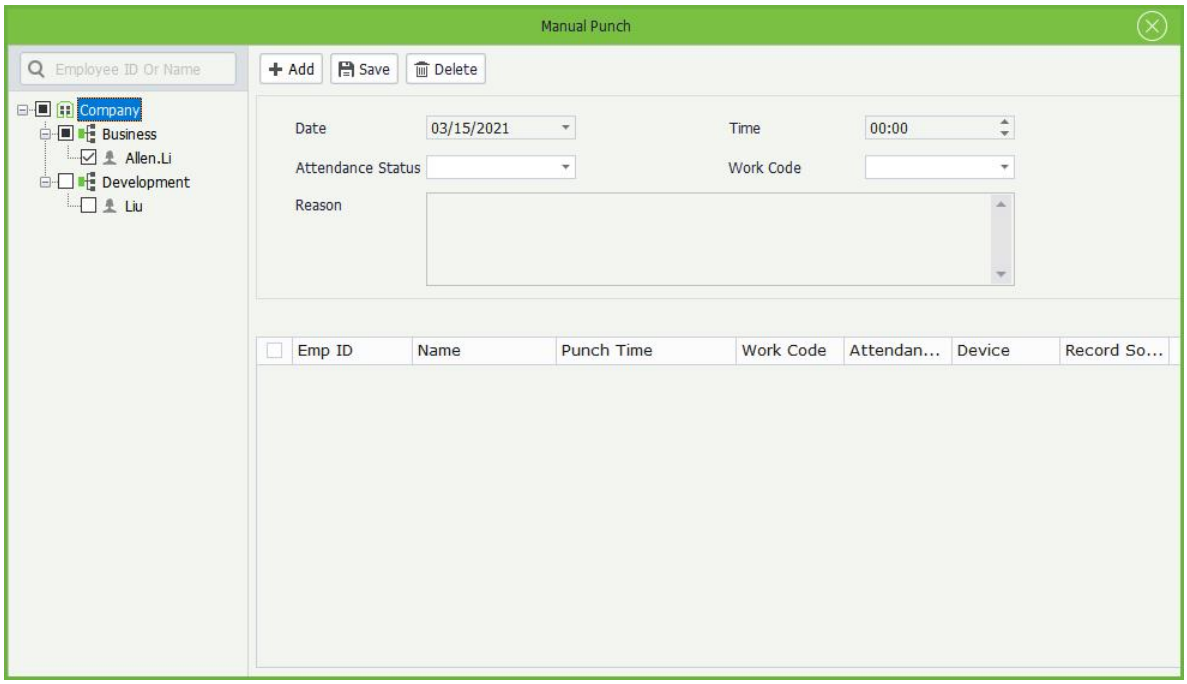
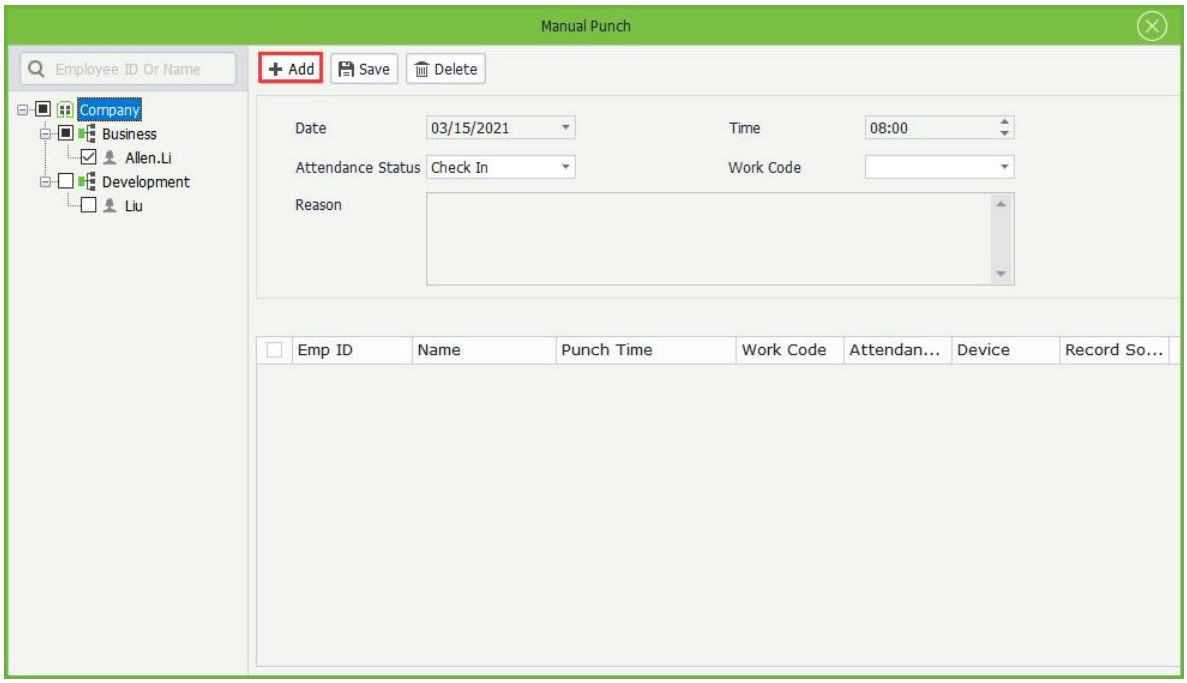


6.10.2.1 Add Punch Record

- Click **[Add]** to enter the **Add Punch Record** interface.



- Click (☑) and select employee in the Company Structure list, multiple options can be selected.

  (**Tips:** If you click (☑) and select **department**, directly select all employees in this department.)

- Set parameters according to the actual condition.

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Date, Time: Set the date and time as required.

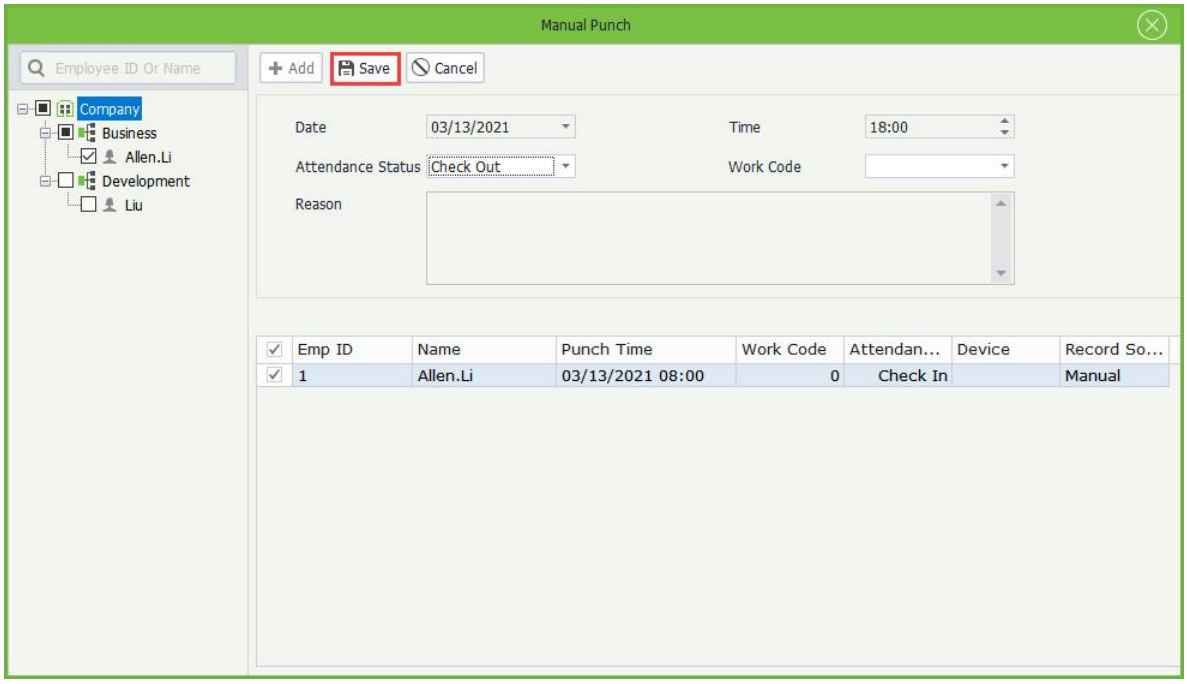
Work Code: Click ▼ and select work code in the drop-down list.

(**Tips:** For the Work Code setting, please refer to 7.5 Work Code)

Attendance Status: Click ▼ and select an appropriate attendance state in the drop-down list.

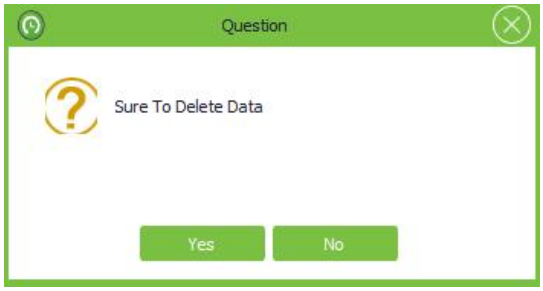
Reason: Enter the reason as required.

- After setting, click **[Save]** to save the punch record.



6.10.2.2 Delete Punch Record (Manually add)

- Click (☑) and select record in the Record list, multiple options can be selected.
- Click **[Delete]**, the **Question** box will pop-up.



- Click **[Yes]** to delete the selected record or click **[No]** to cancel the operation.

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6.10.3 Export Attendance Record

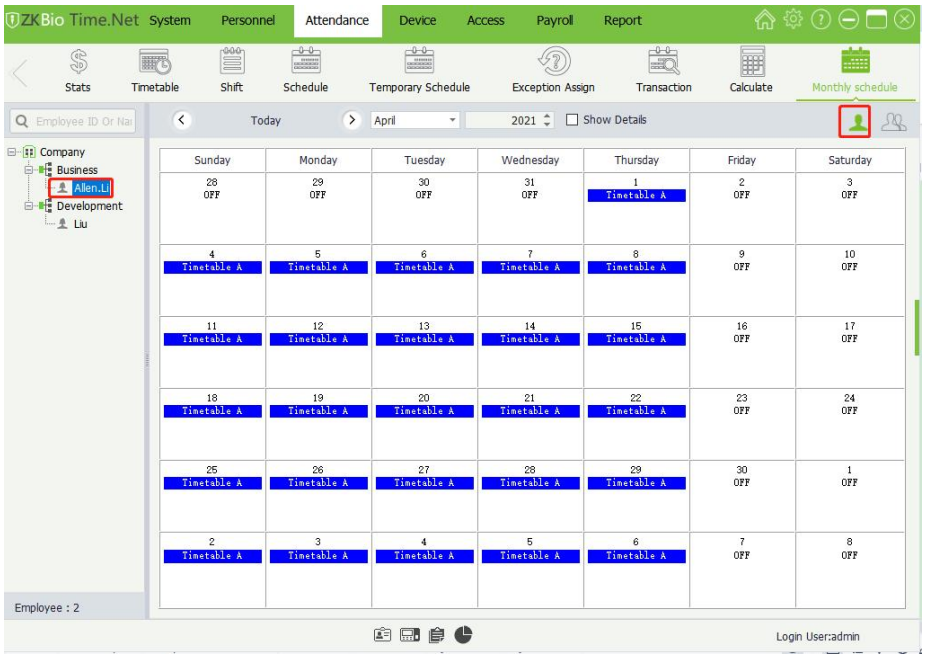
The program supports the export of attendance records to file that is used for other applications. For the specific operation, please refer to 4. Export in Appendices Appendix 1 Common Operations chapter.

6.11 Monthly Schedule

Users can view employee's monthly schedule, leave, holiday detail and so on by calendar.

6.11.1 Single Person Monthly Schedule

1. Click on the upper right corner, select employee in the Company Structure list, multiple options cannot be selected.
2. Set the month and year that you want to view and click **[Search]** to search the schedule.
3. The system will display the employees' monthly schedule, leave, holiday detail and so on based on the query condition.



4. Place the mouse pointer on the green area as the following figure:

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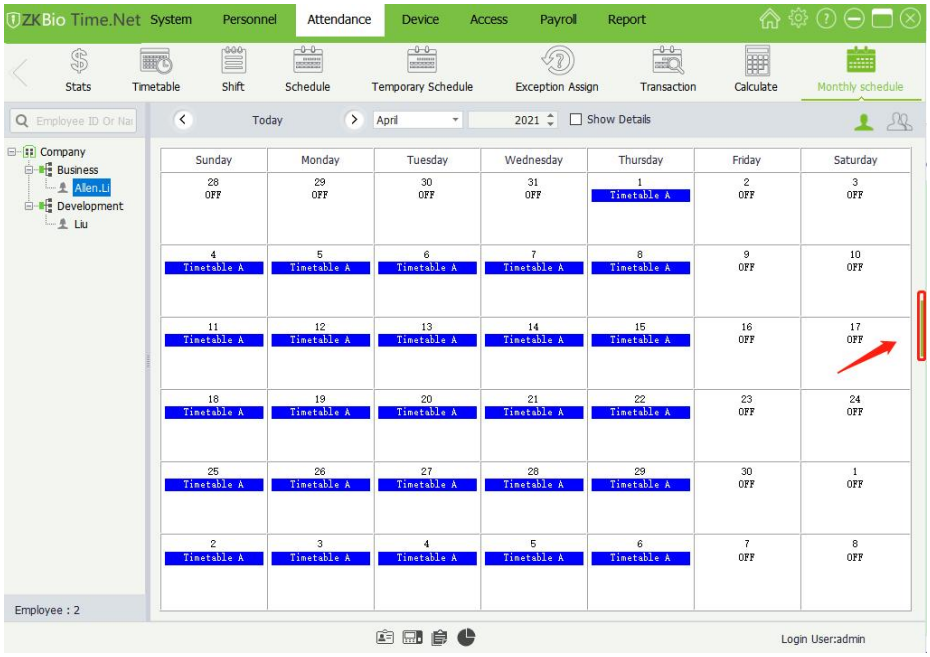
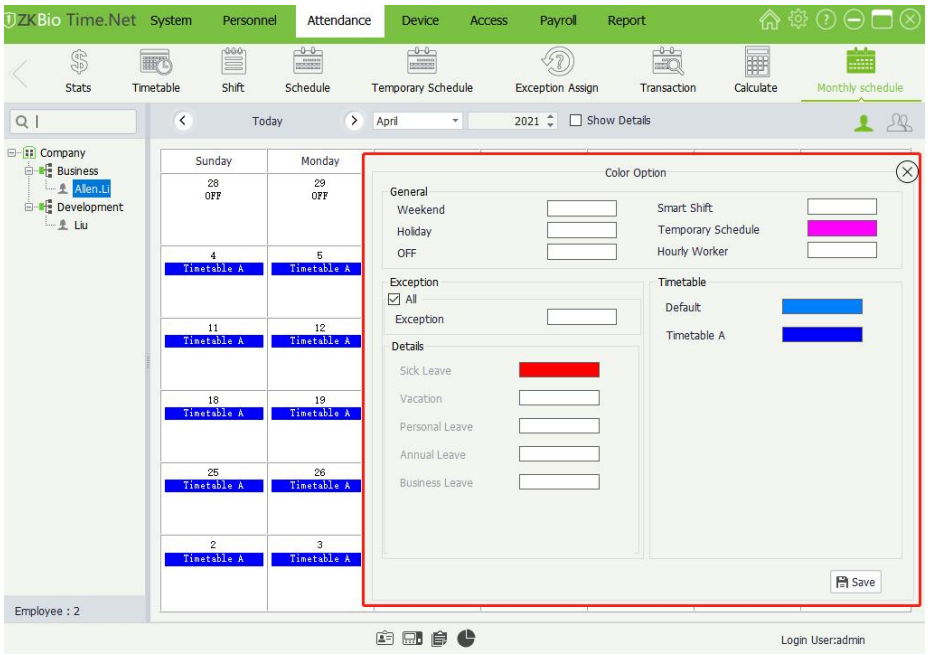


A menu will pop-up. Here, the users can set different colors for timetable, exception, weekend, temporary schedule and so on. So that users can view the schedule details with more clarity.



6.11.2 Multiplayer Monthly Schedule

1. Select on the upper right corner, click (☑) to select employee in the Company Structure list, multiple options can be selected.

2. Set the month and year that you want to view and select **[Search]** to search the schedule.

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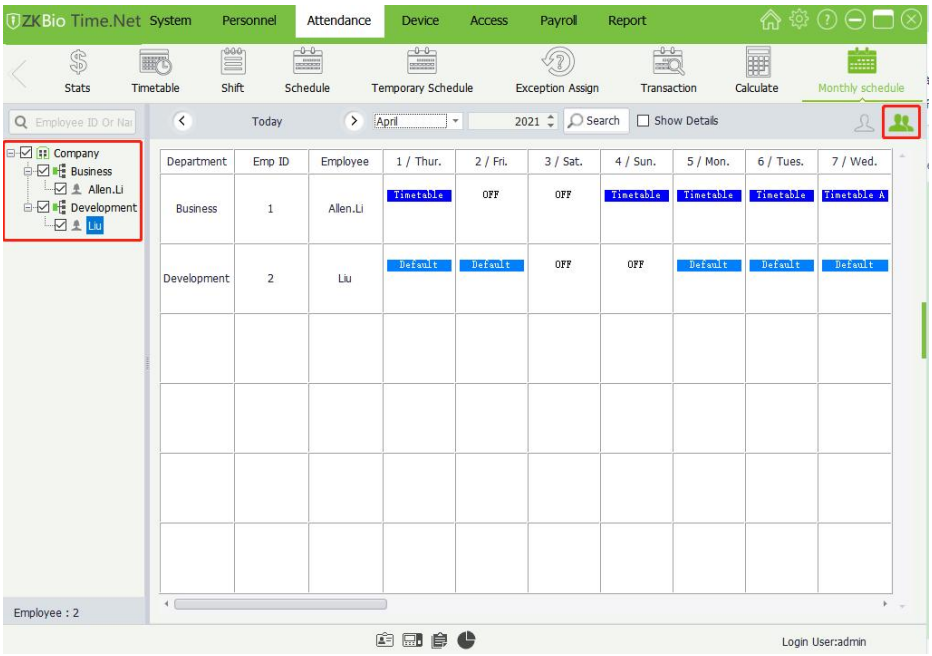
3. The system will display the employees' monthly schedule, leave, holiday detail and so on based on the query condition.



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7. Device

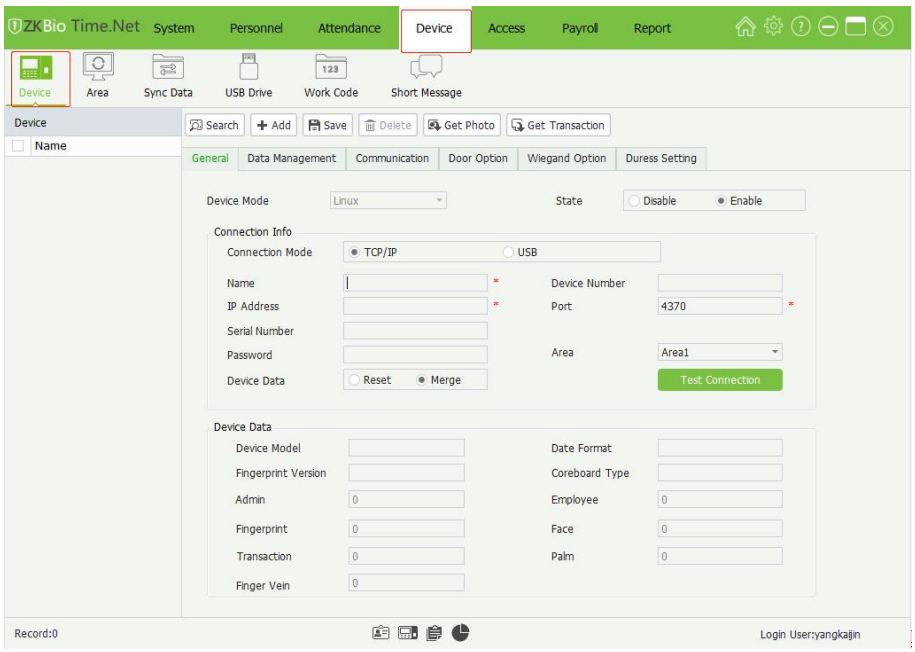
The system needs to add a device to achieve attendance function. Before downloading or uploading data from (to) the Device; you should connect the device to the system firstly, input the related parameter, ensure that the communication between device and PC has established. After creating a connection successfully, uploading or downloading data is available. In addition, you can check all kinds of reports as required.

The **Device** maintenance mainly contents Device Management, Area Setting, Data Sync, USB Disk Management, Work Code Setting, and Short Message.

7.1 Device

Set the communication parameters of the device. The system can communicate with the device properly only when communication parameters are configured correctly, including the parameter settings in the system and the device. After communication succeeds, you can view the information on the connected device and perform remote monitoring of the device and upload and download.

Click **[Device]** > **[Device]** to enter to the **Device** Management interface.



7.1.1 Add Device

There are two methods to add a device, namely, **Manually Add** and **LAN Search Add**.

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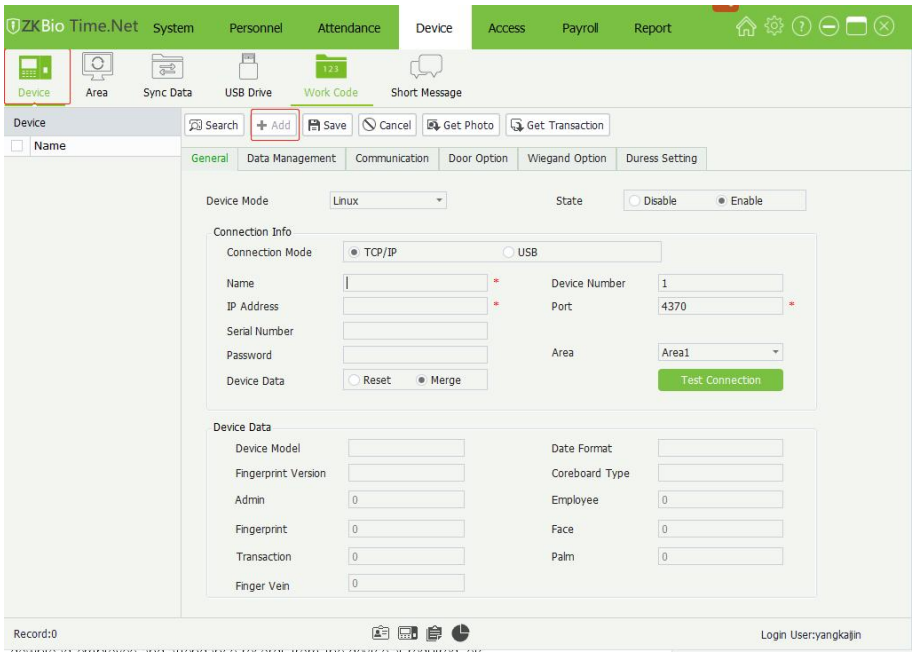
7.1.1.1 Add device Manually

(1) Click **[Add]** to enter the **Add Device** interface.



Set the parameters as required. The parameter with *, means cannot be empty.

Device Mode: Click ▼, and then select the device mode (**Linux or MT100**) in the drop-down list.

Status: Select as **Disable** or **Enable** as required.

When the status is **Enable**, the device is active, you can upload employee and work code to the device, or download employee and attendance records from the device as required, etc. While when it is in disable state, no device related operations could be performed.

Connection Info

Connection Mode: You can select as **TCP/IP** or **USB** as required.

Name: Enter the name for identifying the device.

Serial Number: Generates automatically after connecting the device successfully.

IP Address, Port, Password: Enter the IP Address, Port no. and Password for the device which you want to connect to, accordingly.

Device Data: Select as required.

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- **Reset:** If this option is selected (indicates selected), the data on the device shall prevail and overwrite the corresponding data in the software when the device synchronizes data to the software after their first connection. (For further info, please refer to 7.3 Data Sync.)
- **Merge:** If this option is selected (indicates selected), the data will be merged according to the user-selected data synchronization mode when the device synchronizes data to the software after their first connection. (For further info, please refer to 7.3 Data Sync.)

Area: Click ▼ and select the area in which the device belongs to.

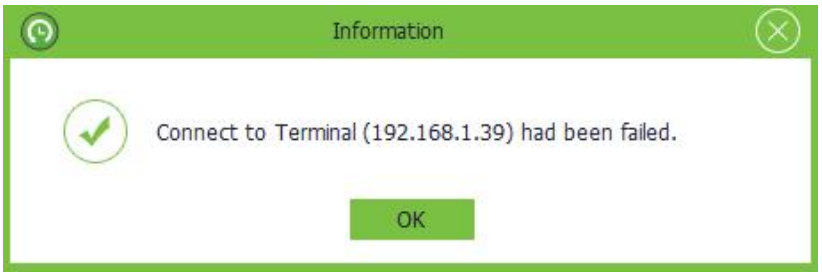
(**Note:** One device can only be set in one area)

(2) After setting, click **[Test Connection]** to check whether the device is connected to the system.

If the connection is successful, the Information box will pop-up.

If the connection fails, please check:

- The connection parameters of the device are consistent with the communication parameters in the menu of the device.
- The communication cable is connected appropriately.



Device Data

When the device is successfully connected to the system, the device information will display automatically, including the Device Model, Date Format, Fingerprint Model, Core board Type, number of admin and employee and count of transactions, fingerprint, Palm, Face, and Finger Vein.

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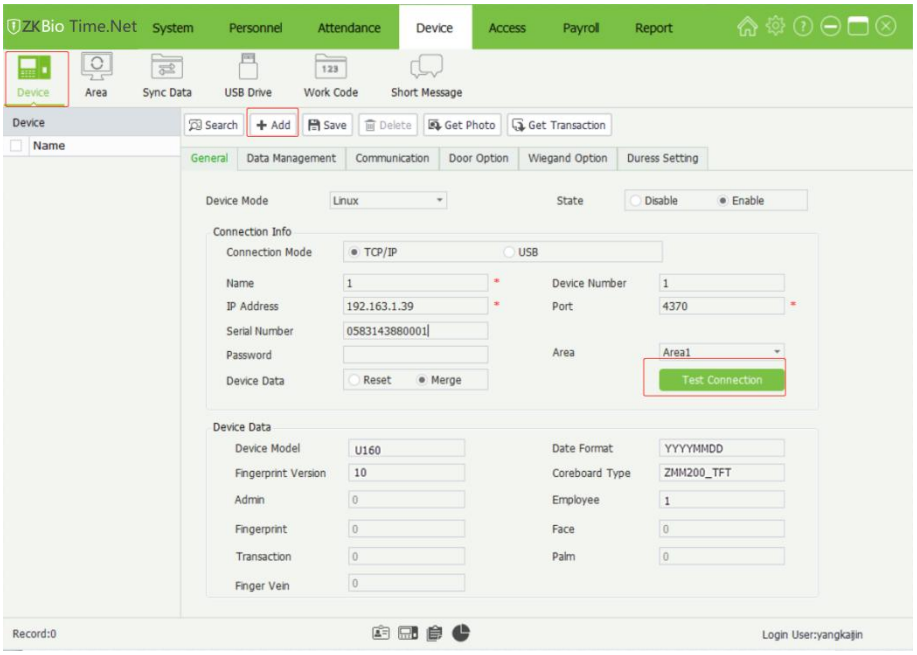
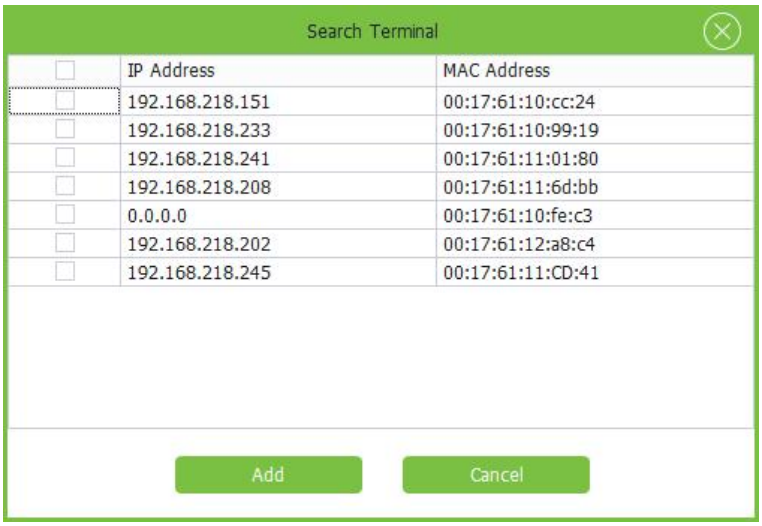


(3) Click **[Save]** to save device info.

7.1.1.2 Search

The software can detect the offline device in LAN by searching, which is convenient for users to add to the software.



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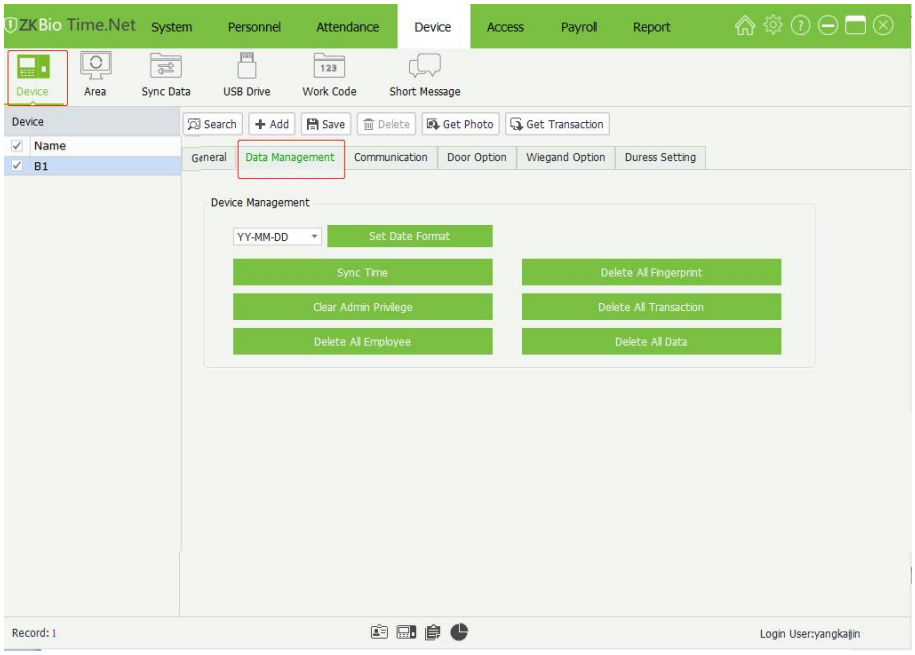
7.1.2 Device Info Maintenance

7.1.2.1 Edit/Delete Device

The list of devices to be operated can be selected on the left side and the corresponding operation can be carried out in the right operating area.

7.1.2.2 Data Management

Click ( ) and select device in the Device list and click Data Management tag to enter the Data Management interface.



Note: You have to connect to the device successfully before doing the Data Management.

Set Date Format: Click ▼ and select date format in the drop-down list. After selecting, click **[Save]** to save.

Sync Time: Click this button to sync the system and the selected device's time.

Clear All Fingerprints: Click this button to clear all fingerprints in the device.

(**Note:** Once deleted, unrecoverable, please operation carefully).

Clear Admin Privilege: Click this button to clear all administrators' settings in the selected device.

Delete All Transaction: Click this button to delete all the records of the actions done. (All the employees and their data remain).

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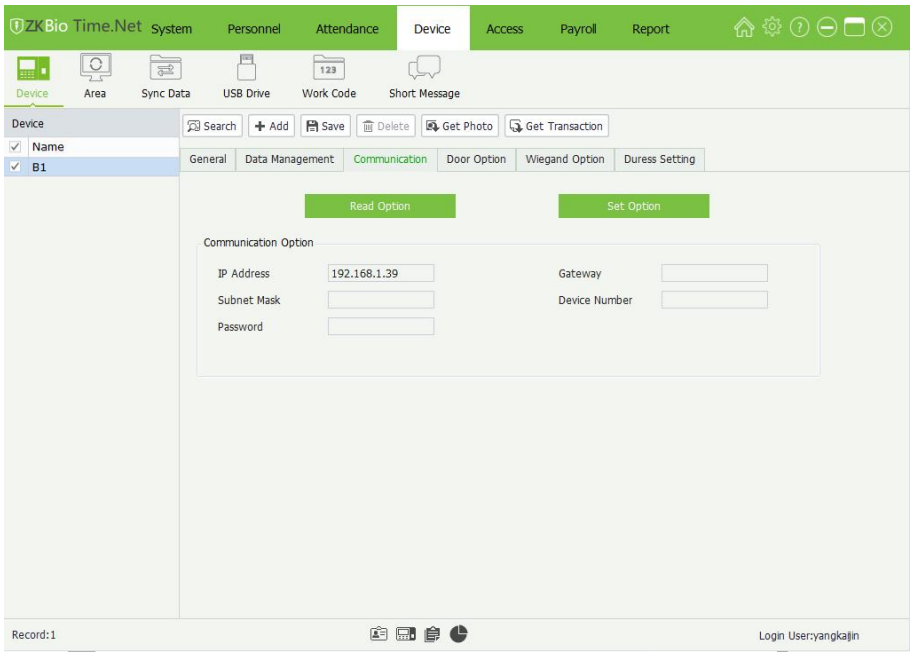
Delete All Employee: Click this button to clear all the employees in the selected device. (The employees' fingerprint, password and card info will be deleted at the same time).

Delete All Data: Click this button to clear all users and attendance records in the selected device.

7.1.2.3 Communication

Note: You must connect to the device successfully before doing the communication setting.

- Click ( ) and select device in the **Device** list, and click **Communication** tag to enter the **Communication** setting interface:



- Click **[Read Option]** to read the communication settings in the selected device. **IP Address, Gateway, Subnet Mask, Device Number, Password:** Set as required.
- After setting, click **[Set Option]** to save communication settings.

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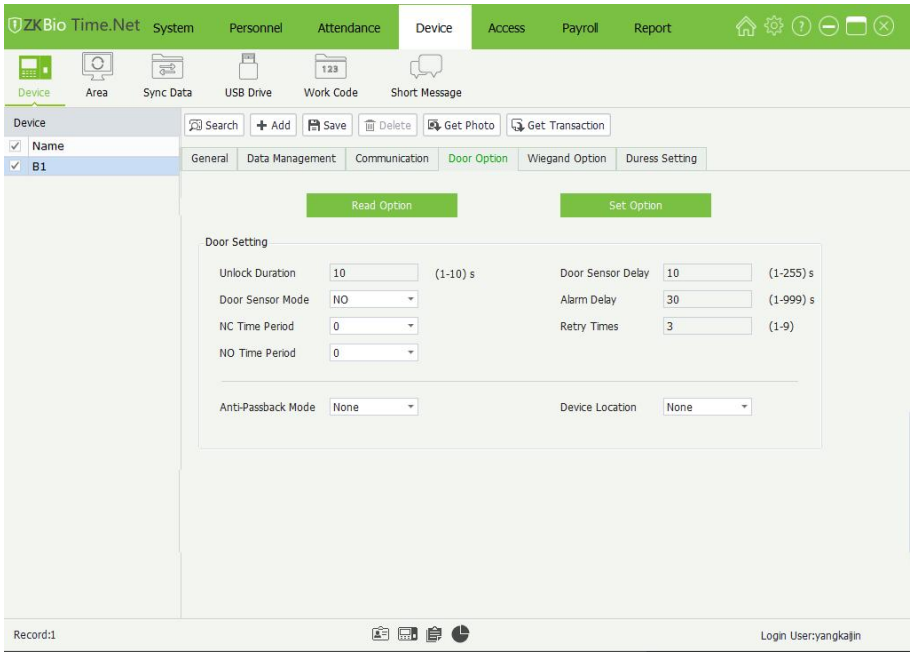
7.1.2.4 Door Option

Note: You must connect to the device successfully before doing the Door Option setting.

- Click (☑) and select device in the Device list and click the **Door Option** tag to enter the **Door Option** setting interface.



- Click **[Read Option]** to read the access parameters setting in the selected device.

  Unlock Duration: The device controls the time to open the electronic lock. (Functioning value for 1 to 10s)

  Door Sensor Delay: After the door is opened, delay the time to check the door sensor. If the door sensor state is different from the normal state of door sensor mode, an alarm will be emitted. This time is called door sensor delay. (Functioning value is 1 to 255s.)

  Door Sensor Mode: There are two options, that are Normal Open (NO) and Normal Close (NC).

  Normal Open means the normal state of the door is Opened, whereas **Normal Close** means the normal state of the door is Closed.

  Alarm Delay [s]: Detection of the abnormal door sensor state, the door sensor will generate an alarm signal after a period of time. This time is the door sensor alarm delay. (Functioning value is 1 to 999s)

  NC Time Period: Normal close time period.

  NO Time Period: Normal open time period.

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Retry Time: When the failed press times reach the set times, an alarm signal will emit. (Functioning value is 1 to 9 times.)

Anti-Passback Mode: Click ▼ and select the anti-pass mode as None, Out, In, or Out/In as required.

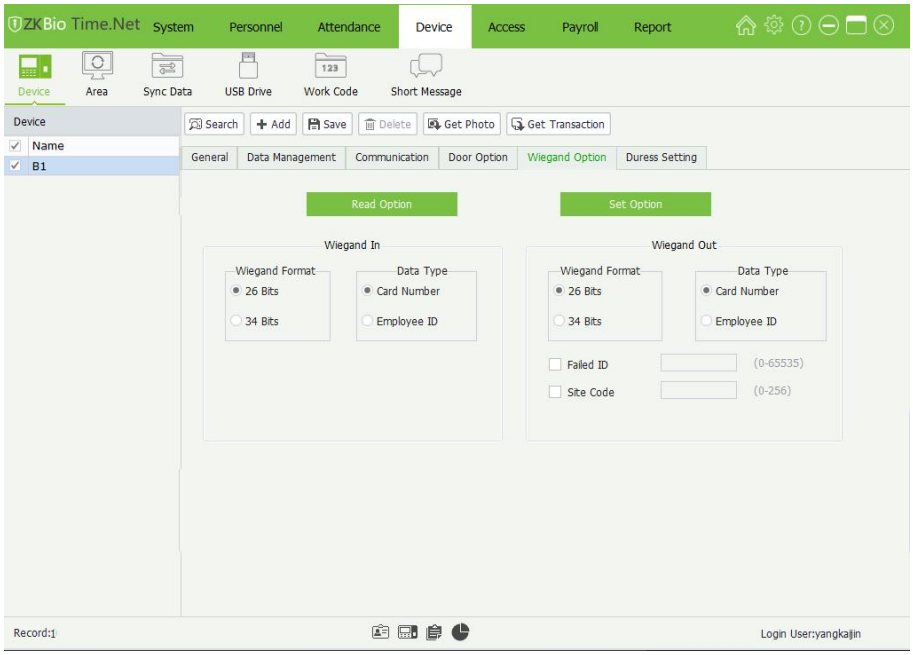
Device Location: Click ▼ and select device location Indoor or Outdoor.

- After setting, click **[Set Option]** to save and modify the door option.

7.1.2.5 Wiegand Option

Note: You must connect to the device successfully before doing the Wiegand Option setting.

- Click ( ) and select device in the **Device** list and click **Wiegand Option** tag to enter to the **Wiegand Option** setting interface.



- Click **[Read Option]** to read the Wiegand setting in the selected device.

Wiegand Format: The system has two built-in formats, Wiegand 26-bits and Wiegand 34-bits.

Data Type: Select the Data Type as Card Number or Employee ID as required.

Failed ID: Defines the output value for user authentication failures. The output format is determined by the setting of Wiegand format. The value ranges from 0 to 65535.

Site Code: Similar to the device ID. But the code is specified by the user. Different devices can be repeated. (With a range of 0 to 255)

- After setting, click **[Set Option]** to save and modify the Wiegand option settings.

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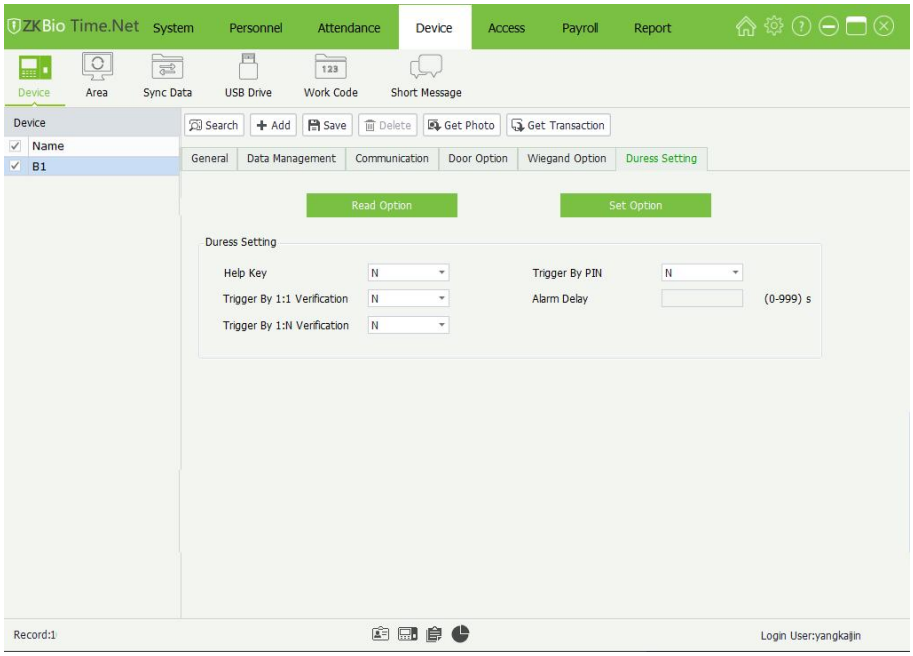
7.1.2.6 Duress Option

Note: You must connect to the device successfully before doing the Duress Option setting.

- Click (☑) and select device in the Device list and click **Duress Option** tag to enter the **Duress Option** setting interface.



- Click **[Read Option]** to read the duress option settings in the selected device.

  Help Key: To enable the help key by selecting "Y", while "N" is disabled. After pressing the help key together with either the verification of fingerprint or the Card number in 3 seconds, the duress alarm will emit. The help key can be set in keyboard definition, for detail, please refer to the corresponding device user manual.

  Trigger by PIN: If select "Y", when the user uses password verification mode, an alarm signal will emit. Or there are no alarm signals if “N” is selected.

  Trigger By 1:1 Verification: If select "Y", when the user uses 1:1 match mode, alarm signal will emit. Or there are no alarm signals if “N” is selected.

  Trigger By 1:N Verification: If select "Y", when the user uses 1:N match mode, alarm signal will emit. Or there are no alarm signals if “N” is selected.

  Alarm Delay(s): Set the alarm delay time, the range is 0 to 999 seconds, you can set as required. After the user triggers the duress alarm, the alarm signal will not output directly. By reaching the alarm delay time, the alarm signal will then be generated automatically.

- After setting, click **[Set Option]** to save and modify the duress option settings.

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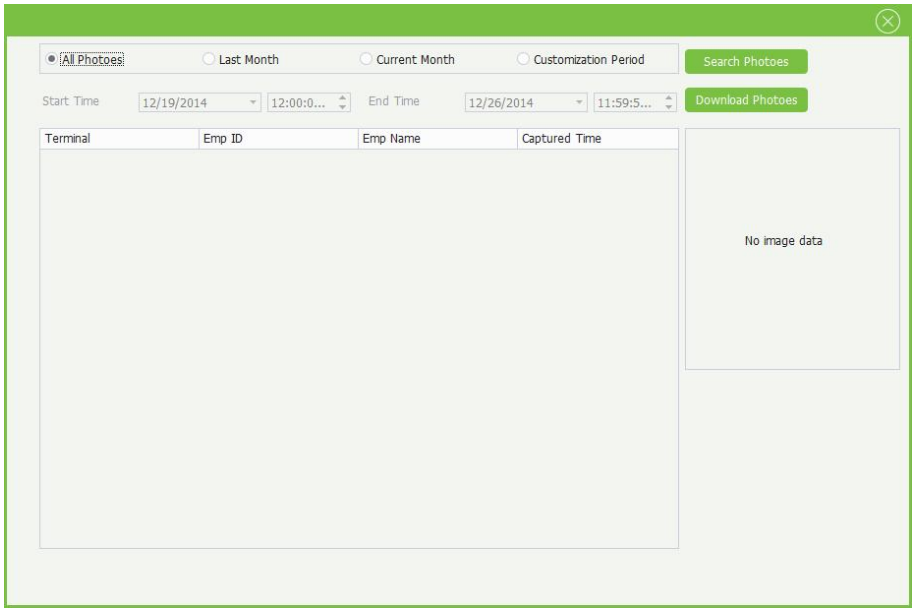
7.1.2.7 Get Photo★

Note: You must connect to the device successfully before downloading photo.

- Click (☑) and select device in the **Device** list, and click **Get Photo** button to pop-up the **Download Photo** window:



All Photos: Download all photos of the device.

Last Month: Download all the photos in the last month.

Current Month: Download all photos in the current month.

Customization Period: Set the **Start** and **End** time as required and click **[Search Photos]** button to search all attendance photos during this period.

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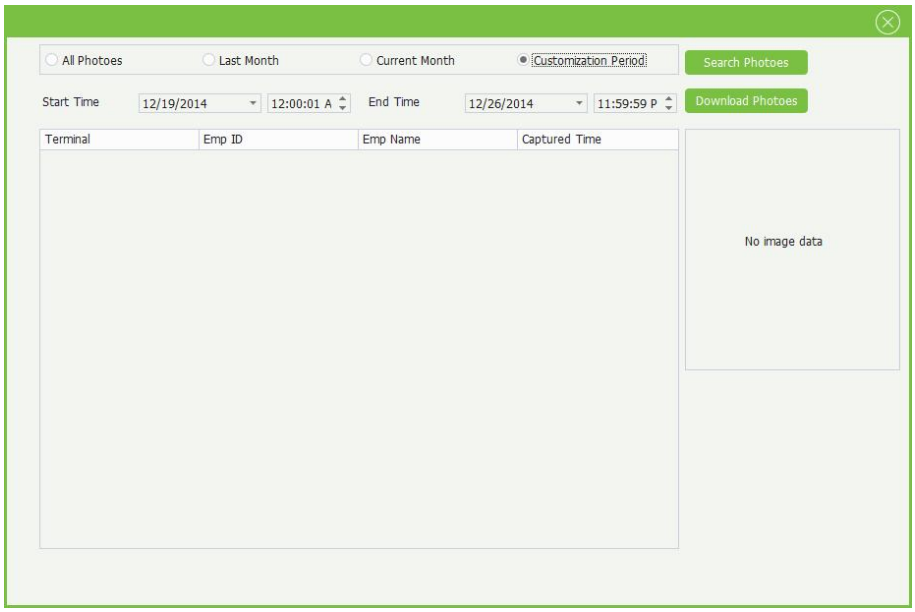
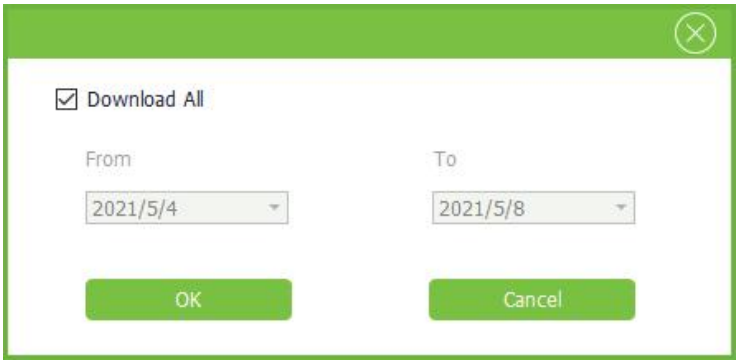


- After setting, click **[Download Photos]** to download attendance photos from the selected device.

7.1.2.8 Get Transactions

Note: You must connect to the device successfully before downloading the record.

Click (☑) and select device in the **Device** list, and click the **Get Transaction** button, users can set the time period of the records.



Then the program will automatically connect to the selected device, and then download records from the selected devices. The bottom right corner of the screen will display the downloading procedure and result in the form of a pop-up window.

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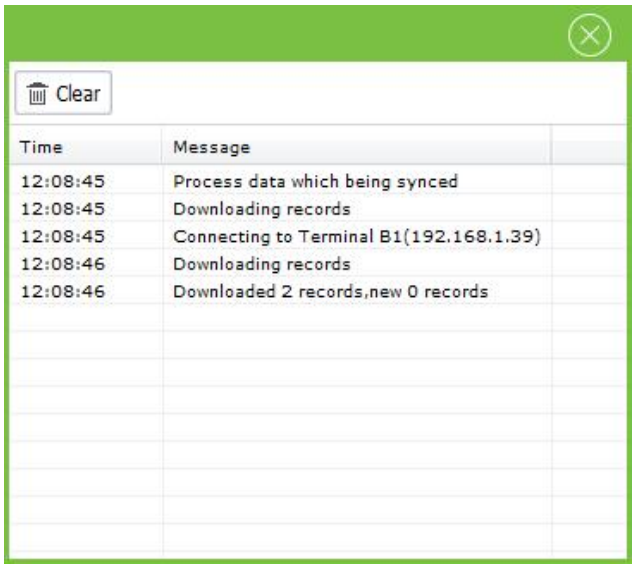
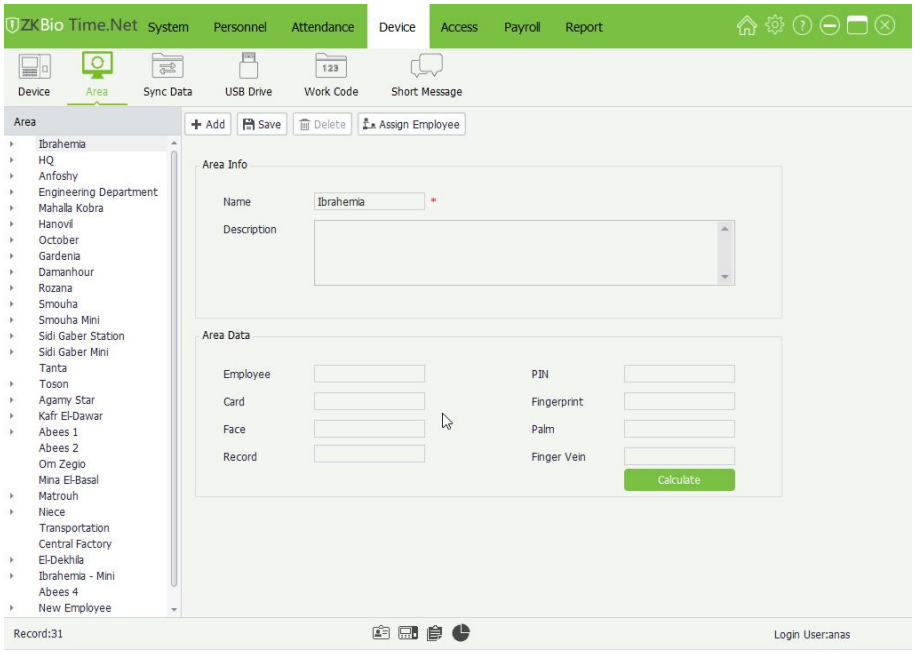


7.2 Area

Area is a concept of space that facilitates the management of devices in a specific place.

In this system, Area setting is a process of dividing devices by area. A prominent feature of "**Area**" is to allow the system to automatically manage the employee information on devices. According to requirements, areas can be allocated to devices (one device can belong to one area only), and employees can be allocated to one or more areas.

Click **[Device]** > **[Area]** to enter to the **Area** setting interface.



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For the first use, the system has an area named **Area1** by default. This default area can be modified as required but cannot be deleted.

Area Info

Name: Enter the area name. It cannot be empty.

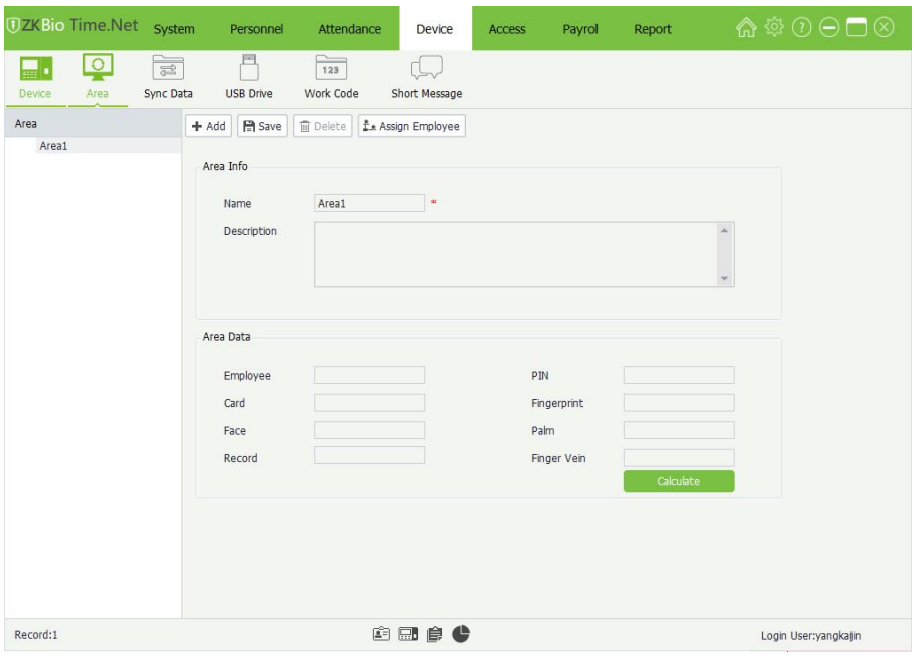
Description: Enter the description for this area as required.

Area Data

Click **[Calculate]**. The system will calculate and take statistics on the total number of Employee, PIN, cards, fingerprints, faces, palms, Finger Veins, and attendance records of all the devices connected to the system in the current area.

7.2.1 Add Area

- Click **[Add]** to enter the **Add Area** interface.



- Enter the area name and description as required and click **[Save]** to save the area info.

(**Note:** The area name cannot be repeated.)

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7.2.2 Area Maintenance

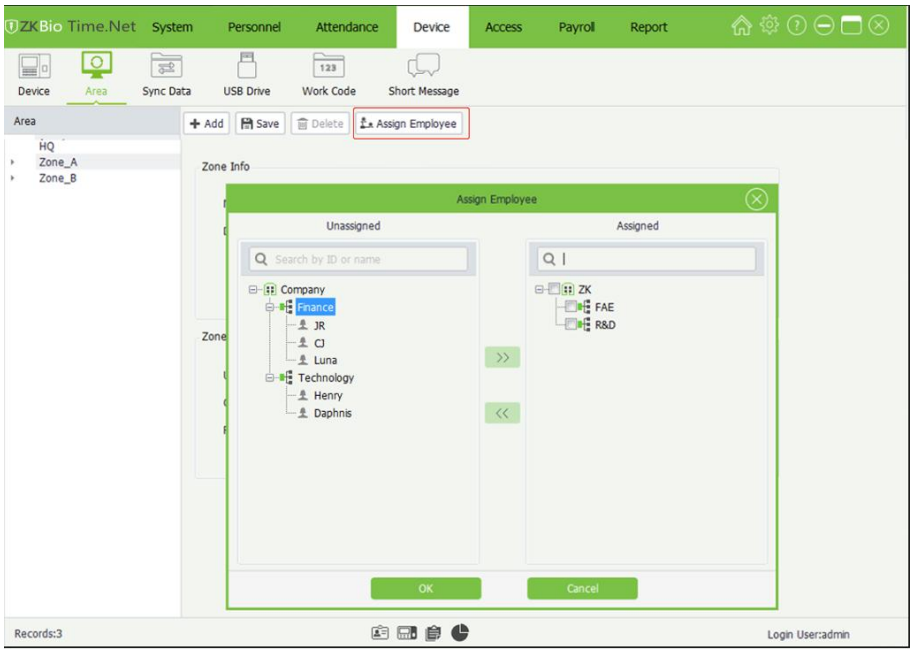
7.2.2.1 Edit/Delete Area

Select the area to be operated on in the left side and operate on the selected area on the right side as required.

7.2.2.2 Assign Employee

Assign Area for the added employees.

(1) Click and select the **area** in the Area list, and click **[Assign Employee]** to pop-up the **Assign Employee** window:



(2) Click (☑) and select **employee** in the Unassigned Employee list.

(3) Click » to move the selected employee to the Assigned Employee list.

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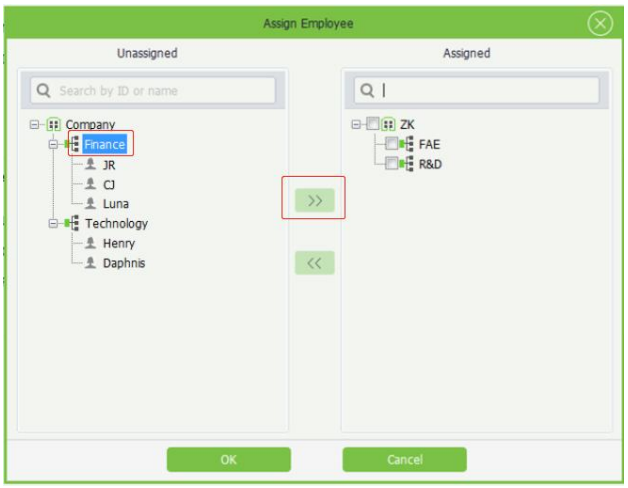

(4) Click **[OK]** to assign the selected employees into the area (which is selected in step 1).

Tips: Click (☑) and select employee in the Assigned Employee list and click « to move the selected employees to the Unassigned Employee list, and then click **[OK]** to move the selected away from the area (which is selected in step 1).

7.3 Data Sync

Synchronize data between the system and the device.

(1) Click **[Device]** > **[Sync Data]** to enter to the **Sync Data** interface.

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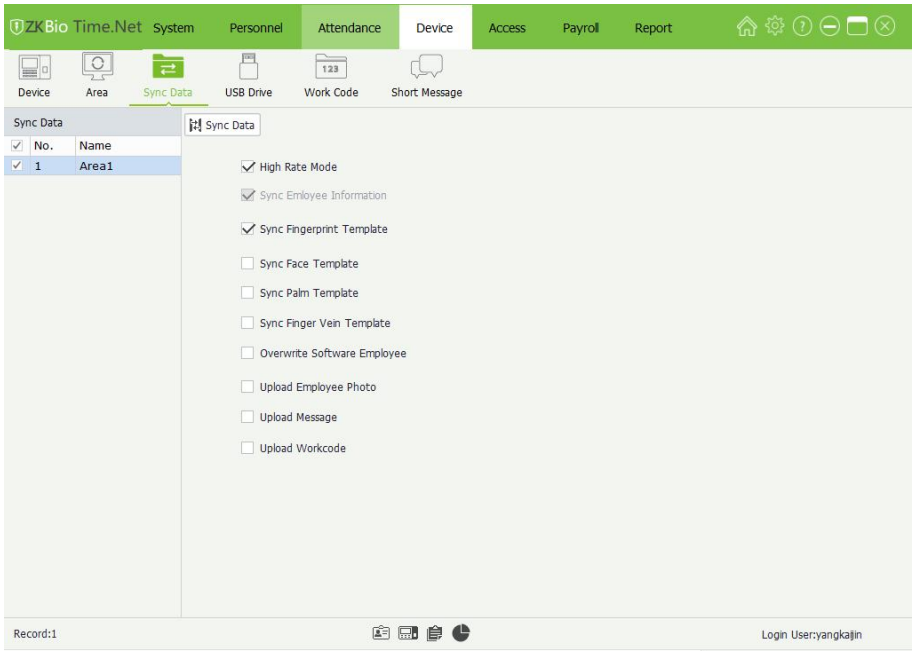

High Rate Mode: It allows the syncing of data faster. It is checked default.

Sync Employee Information: Sync the employee info between the program and the device.

Sync Fingerprint Template: Sync the fingerprint template between the program and the device. ☑ Indicates selected.

Sync Face Template: Sync the face template between the program and the device. ☑ Indicates selected.

Sync Palm Template: Sync the palm template between the program and the device. ☑ Indicates selected.

Overwrite previous information after download: When staff information in the software and device is not the same during data synchronization. If the function is enabled, the employee information in the device will overwrite the information in the software. Vice versa, if the function is disabled, the employee information in the software will overwrite the information in the device.

Upload Work code: Upload the work code settings to the selected device.

Upload Employee Photo: Upload an employee photo to the selected device.

Upload Message: Upload message to the selected device.

(2) Click (☑) and select **area** in the Area list.

(3) Click (☑) and select data type as required and click **[Sync Data]** to sync data.

The system will pop-up the following window to display the procedure and result of data sync:

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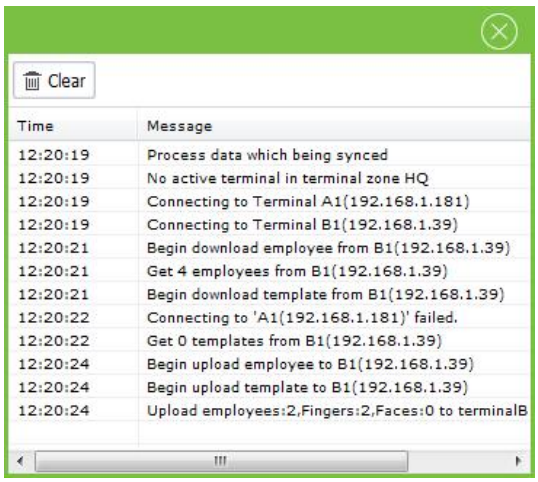
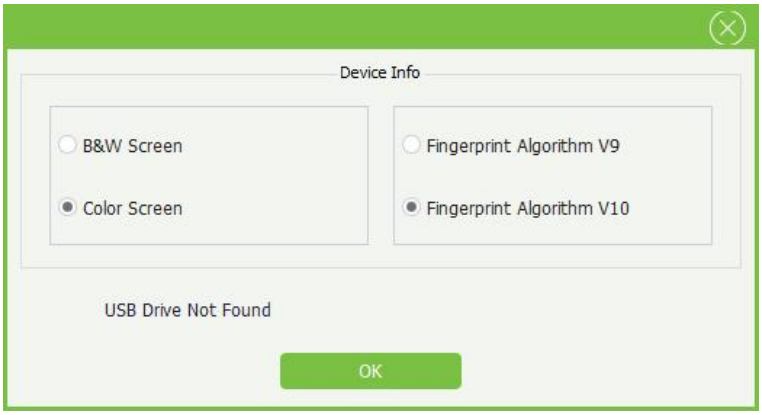


7.4 USB Drive★

Import /export attendance records, employee info, employee photo, and attendance photo via USB Drive.

- Plugin the USB Drive containing data, and click **[Device]** > **[USB Drive]**, the following window will pop-up:



- Select the device type and algorithm version as the actual condition.

Note: Ensure that you have selected the correct device type and algorithm version; otherwise, data cannot be imported, or errors will occur during the importing process.

Tips: Select the USB Drive containing attendance data from a list of USB Drives that will display when the system detects multiple USB Drives.

Delete Disk File: Delete files from the USB Drive.

Refresh File List: Click this button to refresh the file list.

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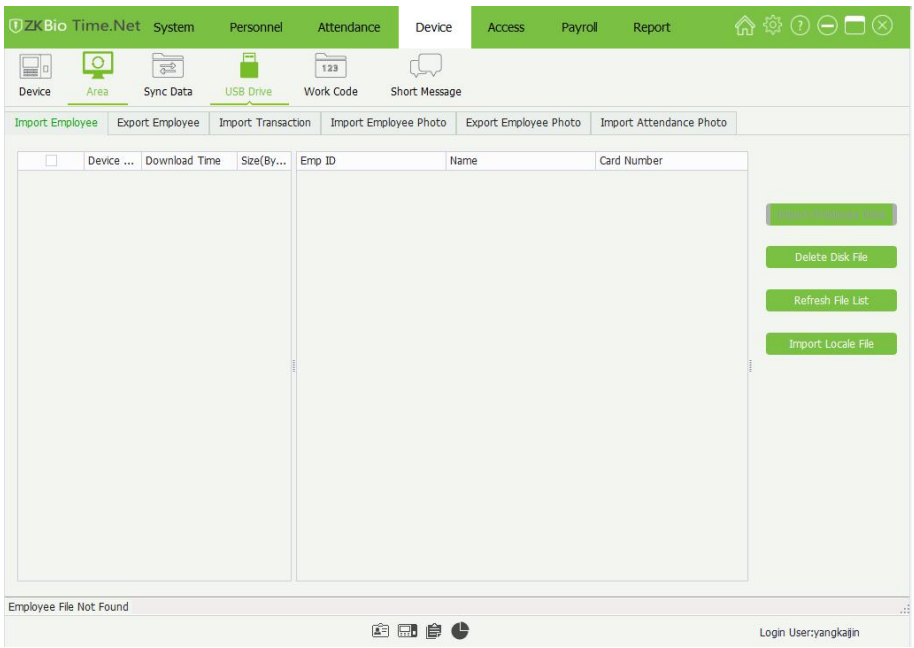
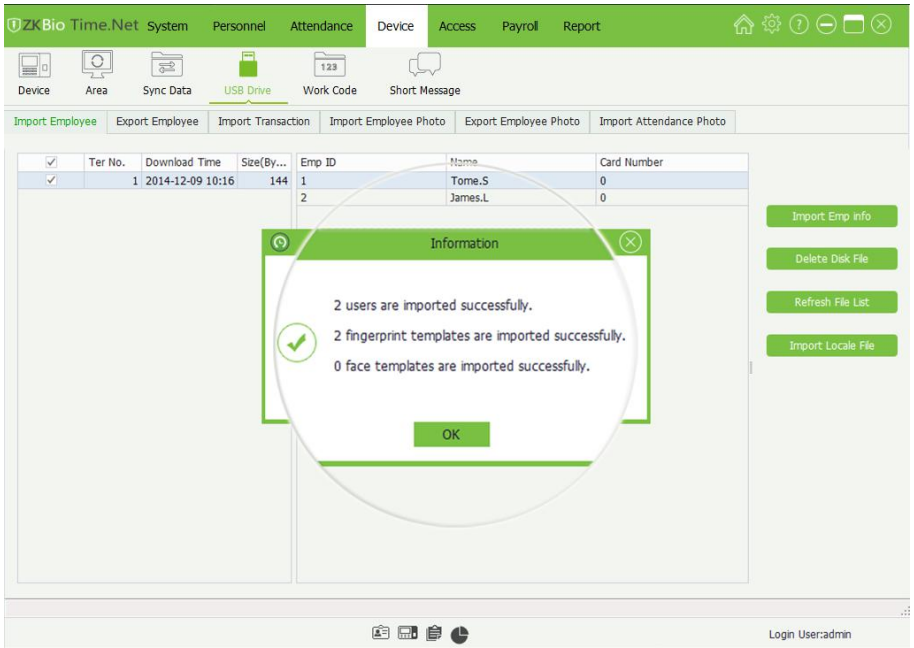
7.4.1 Import Employee

Import employee info from the USB Drive.

- Click (☑) and select a data file in the File list.



- Click **[Import Employee]** to import employee info.



- After importing data successfully, the imported result will display in the pop-up box.

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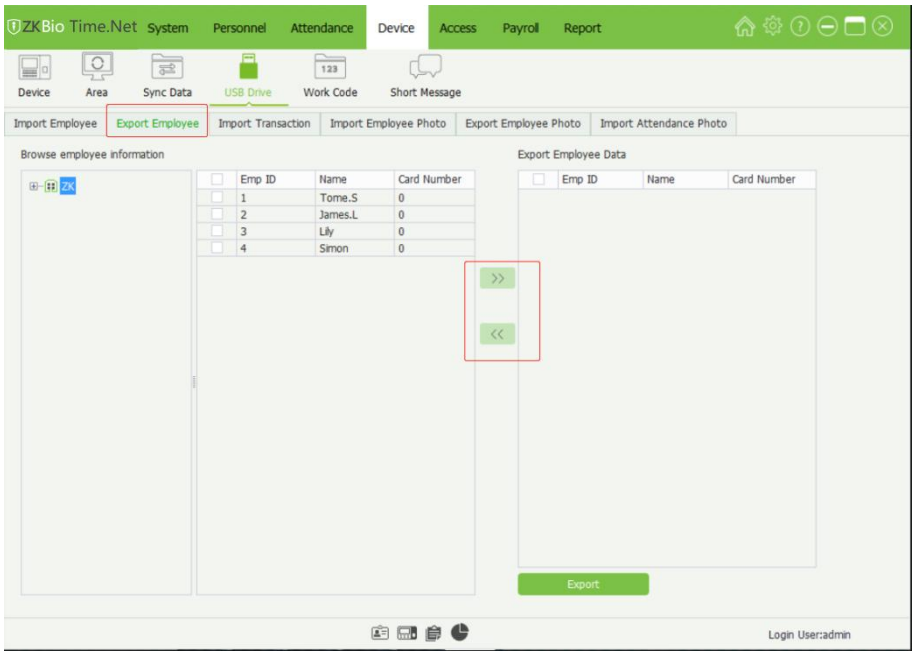
Note: The sum of the imported employees and the existing employees in the system cannot exceed the staff headcount limit of the system. Otherwise, employee information cannot be imported.

7.4.2 Export Employee

Export employee info to the **USB Drive**.

- Click the **Export Employee** tag to enter to the **Export Employee** interface:



- Click (☑) and select employee in the Employee list, multiple options can be selected; and click » to move the selected employees to the Export Employee Data list:

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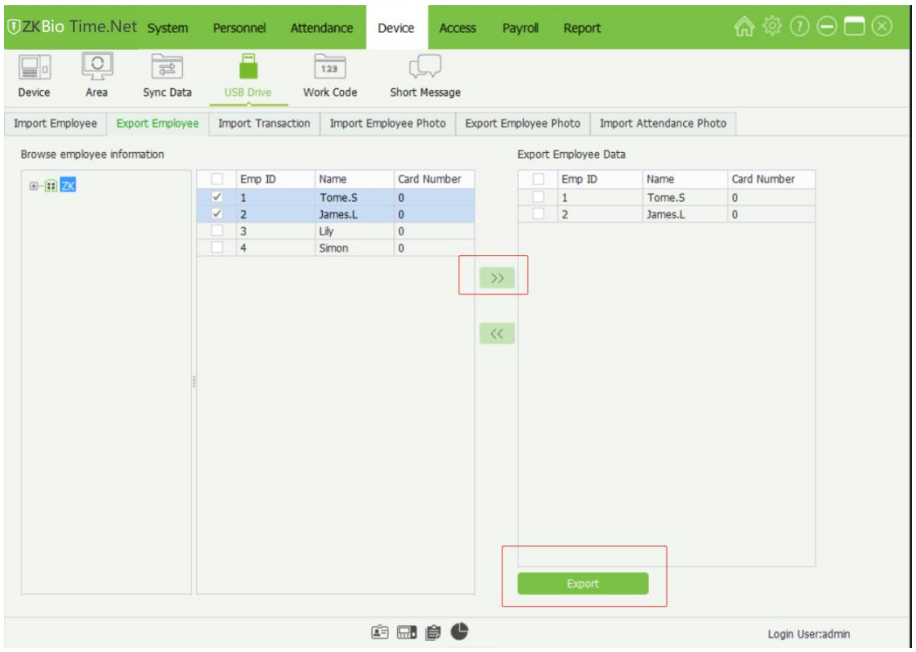

- Click **[Export]** to export the employee selected in step 2 to the **USB Drive**.

7.4.3 Import Transaction

Import attendance records from USB Drive.

- Click **Import Transaction** tag to enter to the **Import Transaction** interface.

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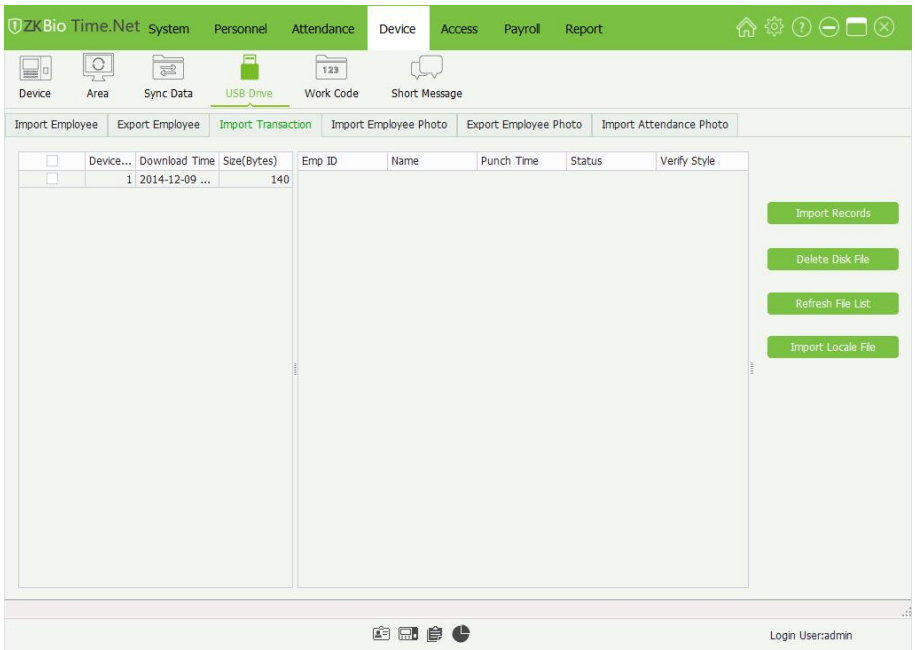
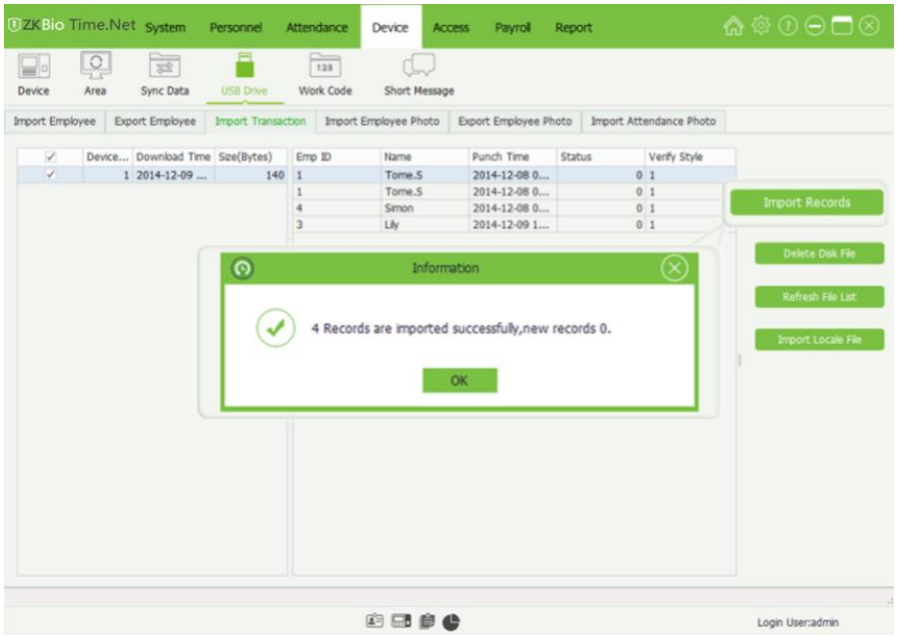


- Click (☑) and select the data file in the File list.
- Click **[Import Transaction]** to import attendance records.



- After importing successfully, the result box will pop-up.

7.4.4 Import Employee Photo

Import employee photo from USB Drive. The specific operation method is the same as the **Import Transaction**.

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7.4.5 Export Employee Photo

Export employee photo to the USB Drive. The specific operation method is the same as **Export Employee**.

7.4.6 Import Attendance Info

Import employee attendance info from USB Drive. The specific operation method is the same as the **Import Employee**.

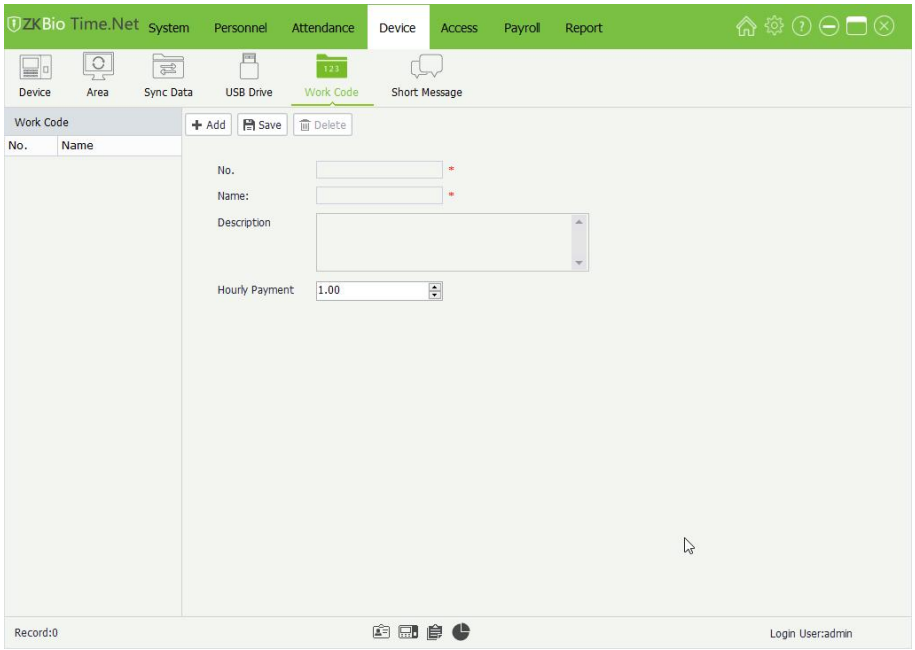
7.4.7 Import Local File

Click **[Import Locale File]**; select the file you want to import in the pop-up window and click **[OK]** to import the file to the system.

7.5 Work Code★

Employees' salaries are subject to their attendance records. Employees may be engaged in different types of work which may vary with time periods. Considering the salaries vary with work types, the software provides a parameter to indicate the corresponding work type for every attendance record to facilitate rapid understanding of different attendance situations during the handling of attendance data.

Click **[Device]** > **[Work Code]** to enter to the **Work Code** setting interface.



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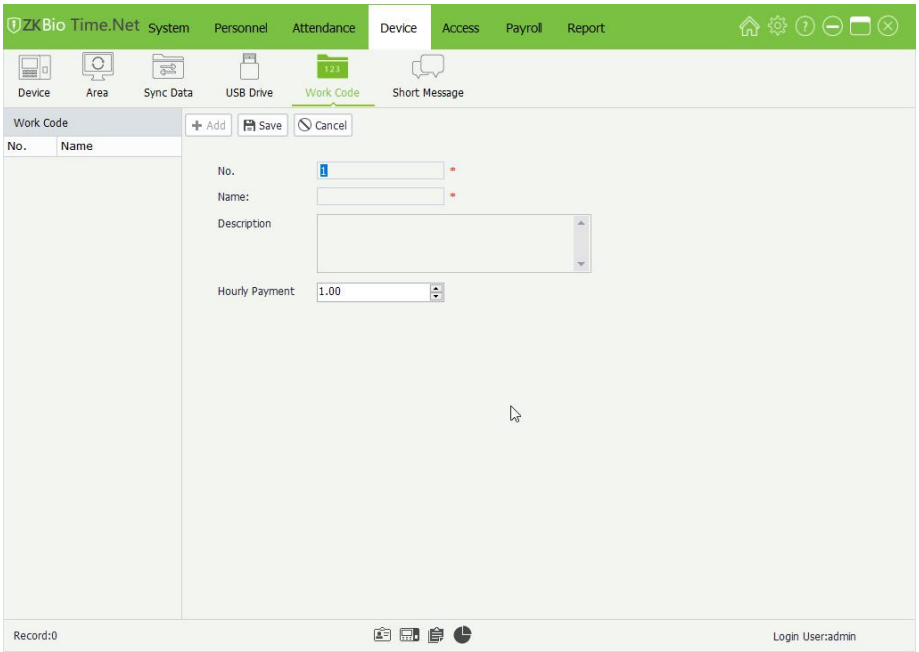
7.5.1 Add Work Code

1. Click **[Add]** to enter to the **Add Work Code** interface:



Note: The parameter with *, means cannot be empty.

Code: The device automatically allocates the code starting from 1 for every user in sequence. Supports manually input, but unrepeatable.

Name, Description: Enter the name and description of this work code.

Hourly Payment: It appears when the payroll module is enabled, used to set the unit payroll for hourly workers.

2. After entering, click **[Save]** to save settings.

7.5.2 Edit/Delete Work Code

The operation methods of editing/deleting work code are the same as editing/deleting role. For the specific operation method, please refer to 4.3 Role. Not repeating the description here.

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7.6 Short Messages★

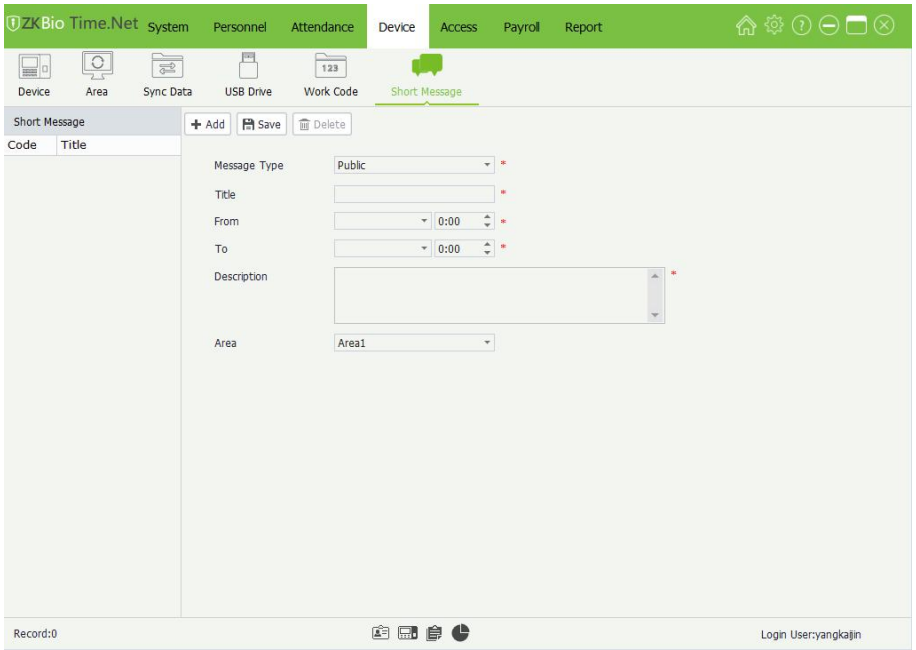
Short Message is similar to notice. The Short Message includes Public Message and Personal Message.

The operator can edit the notice content in advance and make it into Message displayed on the screen. Specify the time range for Message display, selects the device area and employee as required. (**Tips:** Only when the Message Type is Personal, you should select the employee.)

Note:

- You should consider the employees' possible attendance time range before setting the Message start and end time, to ensure that the employee can check the Message.
- The Short Message will be sent out to all device s in the selected area automatically. If Public messages set, then in the effective time, all employees in the device can check the message before/after punching. If the Personal message is set, then in the effective time, the selected employee can check the message after successful attendance.

Click **[Device]** > **[Short Message]** to enter the **Short Message** interface:



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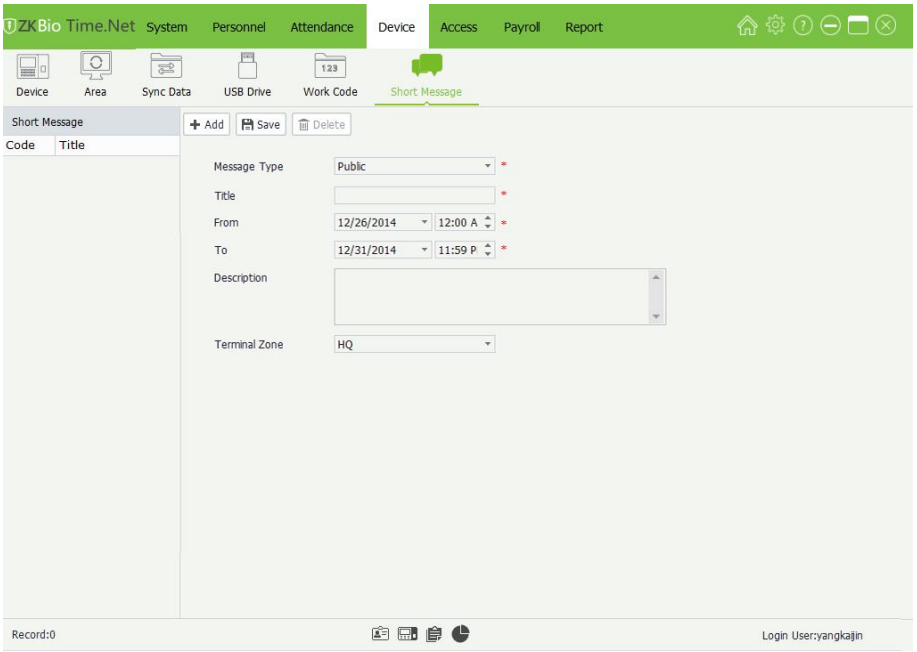
7.6.1 Add Message

- Click **[Add]** to enter to the **Add Message** interface:



The parameter with *, means cannot be empty.

Message Type: Click ▼ and then select message type (Public or Personal) in the drop-down list.

Title: Enter the message's title.

From, To: Set the start/end date and time for the message.

(**Note:** The start time must be earlier than the end time.)

Description: Enter the description of the message.

Device Area: Click ▼, and then select area in the drop-down list. (**Note:** The program will send out the Message to all device s in the selected area.)

When the Message Type is selected as Personal.

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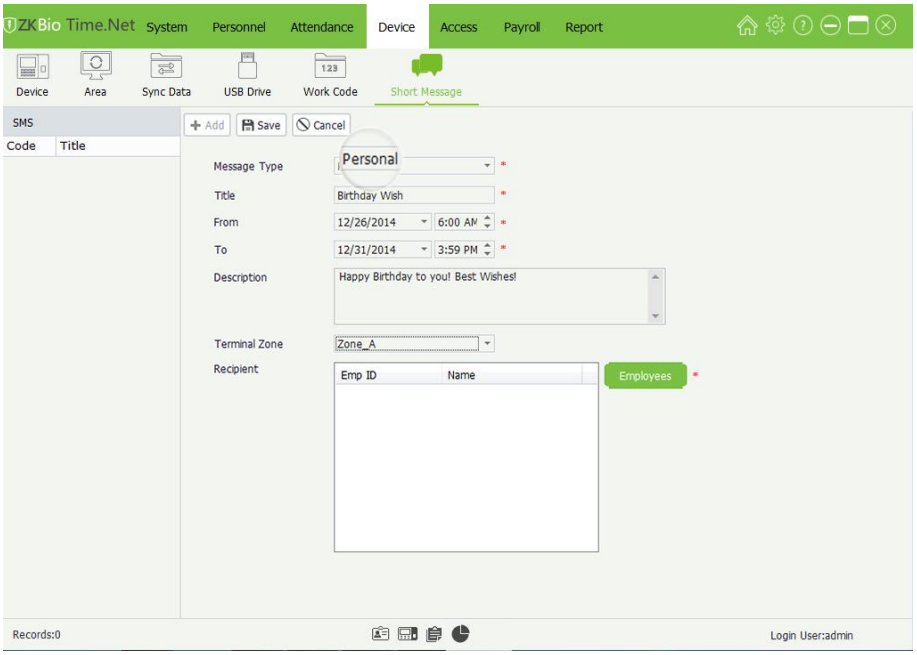
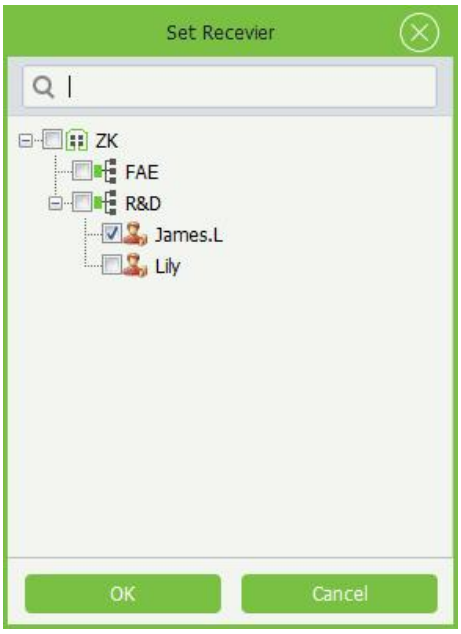


Recipient: Set the recipient for the message.

(1) Click **[Employee]** to pop-up the **Set Receiver** window.



(2) Click (☑) and select employee, multiple options can be selected.

(3) Click **[OK]** to save the receiver settings.

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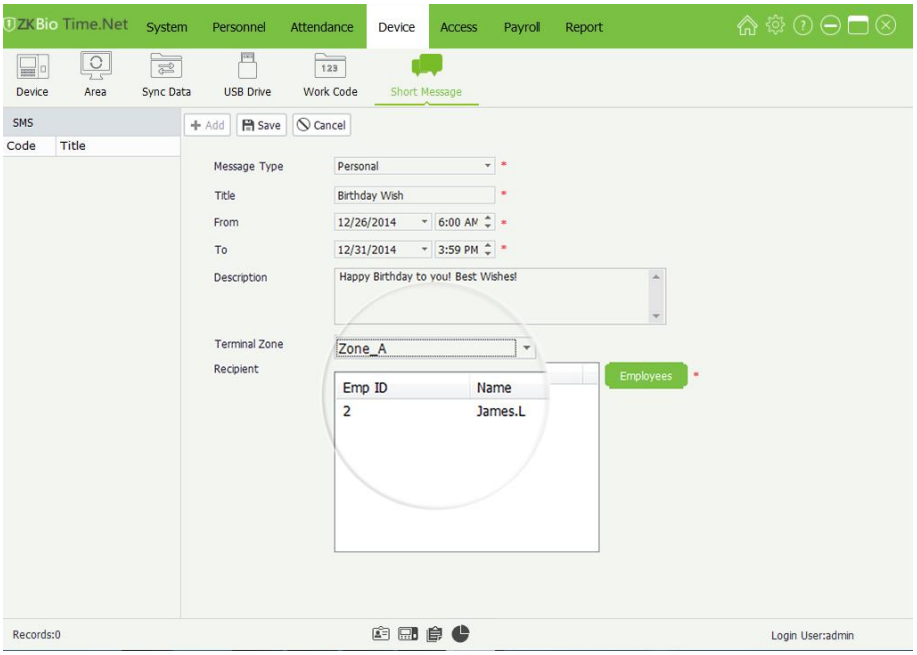

- After setting, click **[Save]** to save the message.

7.6.2 Edit/Delete Message

The operation methods of editing/deleting messages are the same as editing/deleting role. For the specific operation, please refer to 4.3 Role. Not going to repeat the description here.

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8. Access★

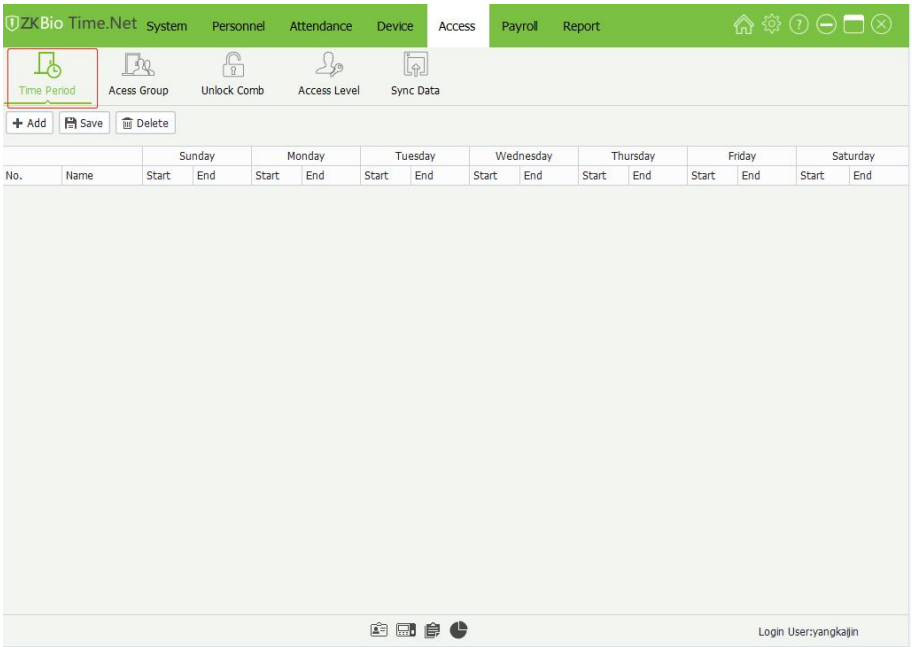
The Access control option is to set the user's open-door time period, control lock, and related device's parameters.

To unlock, the enrolled employee must accord with the following conditions:

- The current unlock time should be in the effective time of the user time period or group period.
- The group in which the user belongs to must be in an unlock combination (or in the same unlock combination with other groups, but the door can be unlocked only when all the groups in this combination pass verification).

8.1 Time Period

Click **[Access Control]** > **[Time Period]** to enter to the **Access Time Period Setting** interface:



Access time period is used to set the effective door open time. You can set the Access reader to be valid in a specified time period only, and you can also set a **Normal Open (NO)** time period of the door. Access time period can be used to set the access control right to allow the user to only access the specified door (including Access group and unlock combination settings) in the specified time period.

The system implements access control according to the Access time period setting.

The whole system can define 50 time periods.

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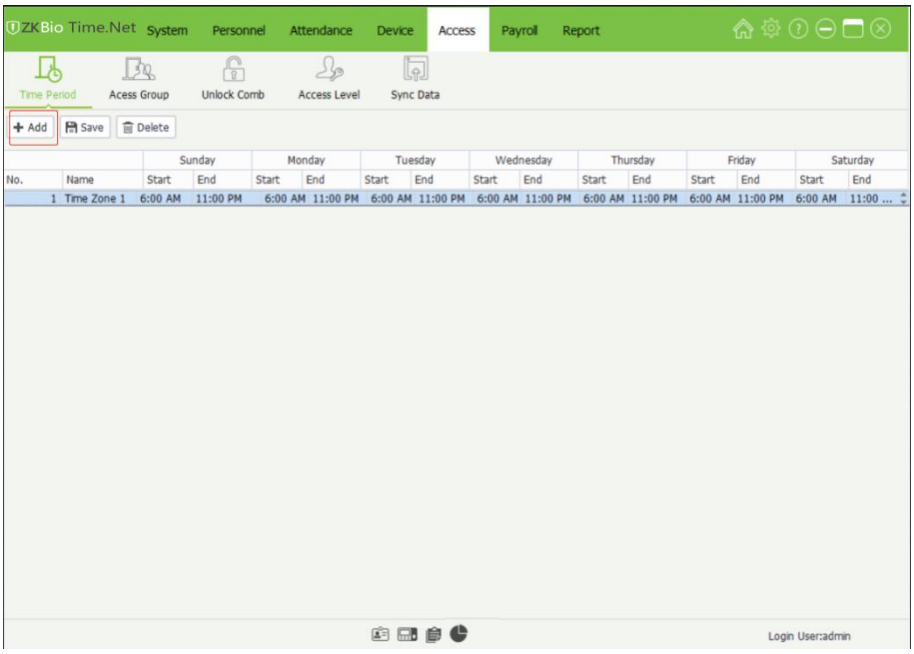
Every time section is an effective time period within 24 hours every week. Every time section format is **HH:MM-HH:MM**, namely, accurate to the minute.

If the End time is smaller than the Start time, such as 23:57 to 23:56, then the whole day is forbidden.

Effective time period for user unlocking: 00:00 to 23:59 (it is effective section) or End time is later than the Start time, eg. 08:00 to 23:59.

8.1.1 Add Access Time Period

1. Click **[Add]** to enter to the **Add Access Time Period** interface:



Name: Enter the Access Time Period's name.

Start and **End Time:** Set the Start and End time for each time interval within a week.

(**Tips:** Select **00**, and then press the numeric key to enter the time. In addition, the Start time must be earlier than the End time.)

2. After setting, click **[Save]** to save the Access Time Period info.

8.1.2 Edit/Delete Access Time Period

The operation methods of editing/deleting Access Time Period is the same as editing/deleting role. For the specific operation method, please refer to 4.3 Role.

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8.2 Access Group

Group function can divide users into groups and combine different groups to different unlock combinations, which makes group management of Access control more convenience.

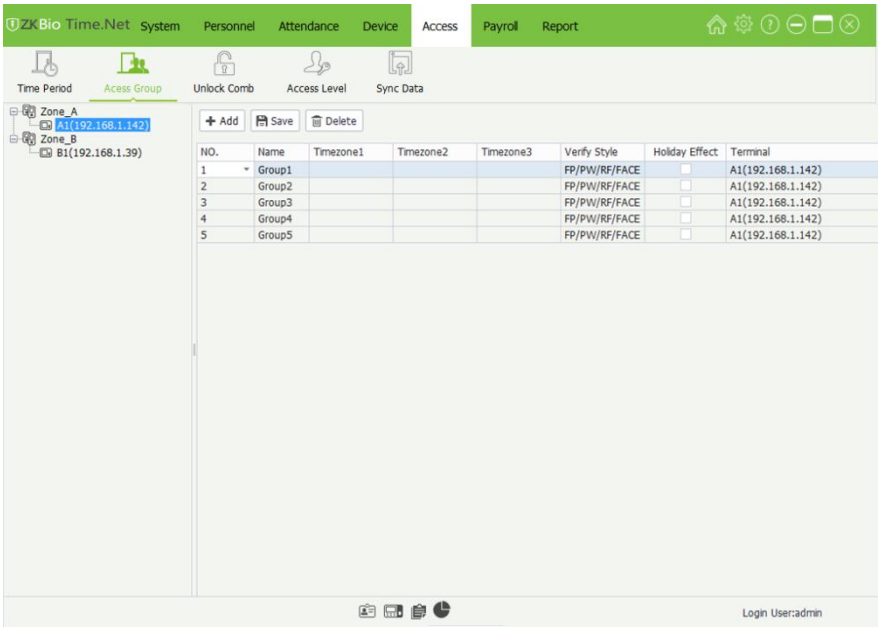
Access group defines which door or door combination can be opened in a specific time period after users pass verification. The system allows you to authorize the members of the specified one or more Access groups to open a door or door combination through the employee Access Privilege setting.

Notes:

- The Access Group name is unrepeatable.
- The system does not allow the existence of two Access groups having the same combination of time period and door.

Click **[Access Control]** > **[Access Group]** to enter the **Access Group** setting interface:

Tips: The system supports to set different Access Group for different devices.



8.2.1 Add Access Group

- Click and select a device in the Device list, and then click **[Add]** to enter to the **Add Access Group** interface:

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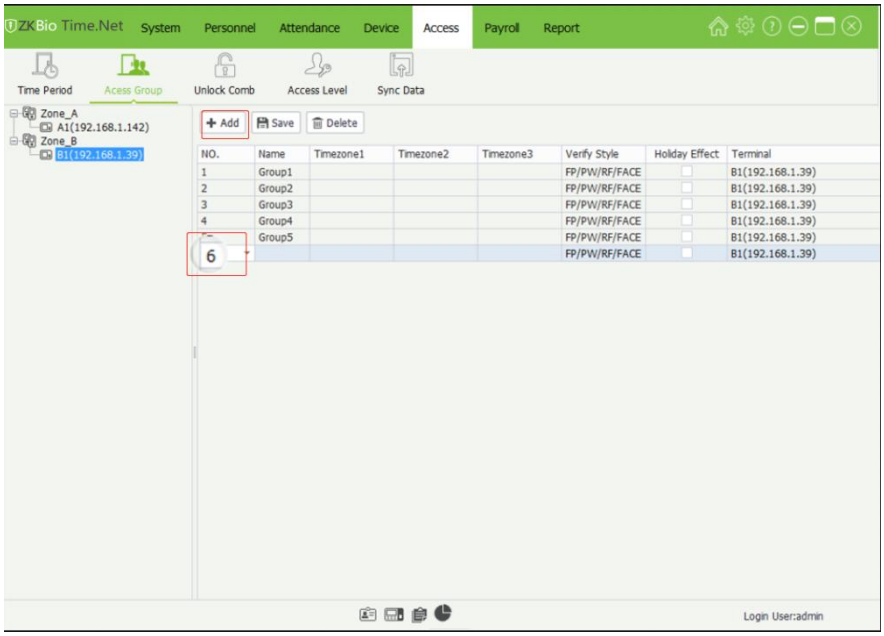

Name: Enter the Access Group's name.

Time Period: Click ▼, and then select the Access Time Period for the Access Group. The effective unlock time is the sum of the Time Periods 1, 2, and 3. (**For example**, Time Period 1 is from 9 to 12 o'clock; Time Period 2 is from 11 to 15 o'clock; Time Period 3 is from 16 to 19 o'clock; then the effective unlock time of this Access Group is from 9 to 15 o'clock and 16 to 19 o'clock.)

Verify Style: Click ▼ and then select the verified style in the drop-down list.

Holiday Effect: Click (☑) and select this option, means the Access Group is effective during the holiday; otherwise, the Access Group is invalid.

- After modifying, click **[Save]** to save the Access Group settings.

8.2.2 Edit/Delete Access Group

The operation methods of editing/deleting Access Group are the same as editing/deleting role. For the specific operation method, please refer to 4.3 Role.

8.3 Unlock Comb

Access groups can be put into different unlock combinations to enable multiple authentications and improve access control security. An unlock combination can consist of a maximum of five Access groups.

Click **[Access Control]** > **[Unlock Comb]** to enter to the Access **Unlock Combination** setting interface.

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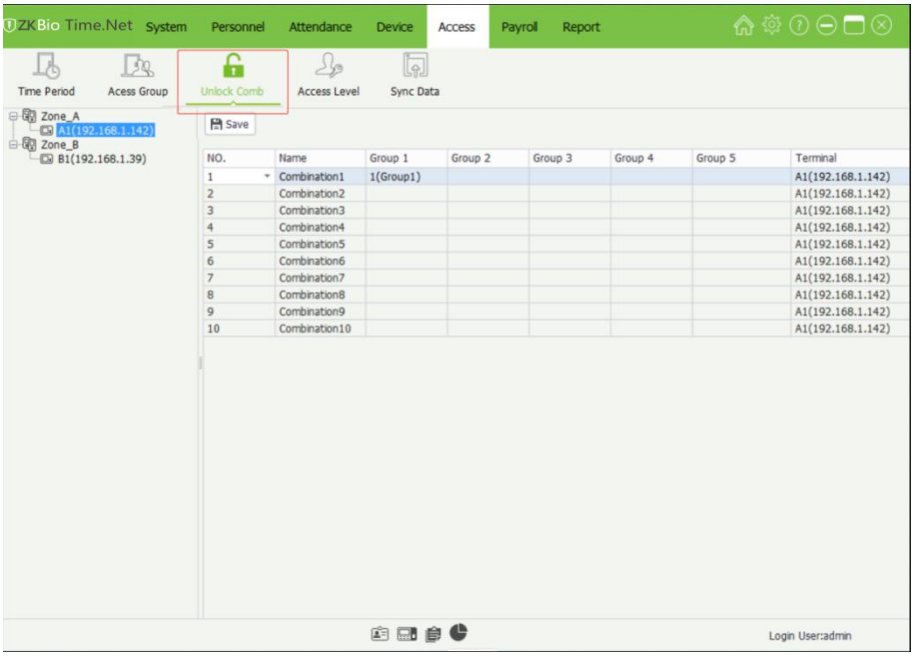
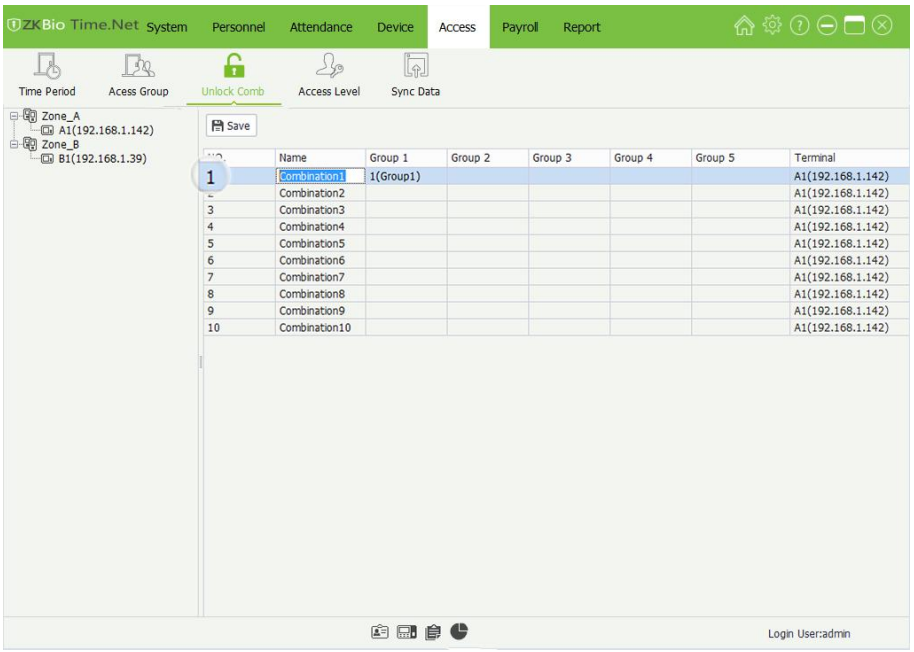
Tips: The system supports to set different Access Unlock Combinations for different devices.



Access Unlock Combination Setting

- Click (☑) and select device in the Device list, the system will automatically filter and display the device's Access Unlock Combination info based on the selected device.
- Click and select **combination** in the Access Unlock Combination list to enter to the edit interface:



- Click the **Group** cell and select **Access Group** in the drop-down list.

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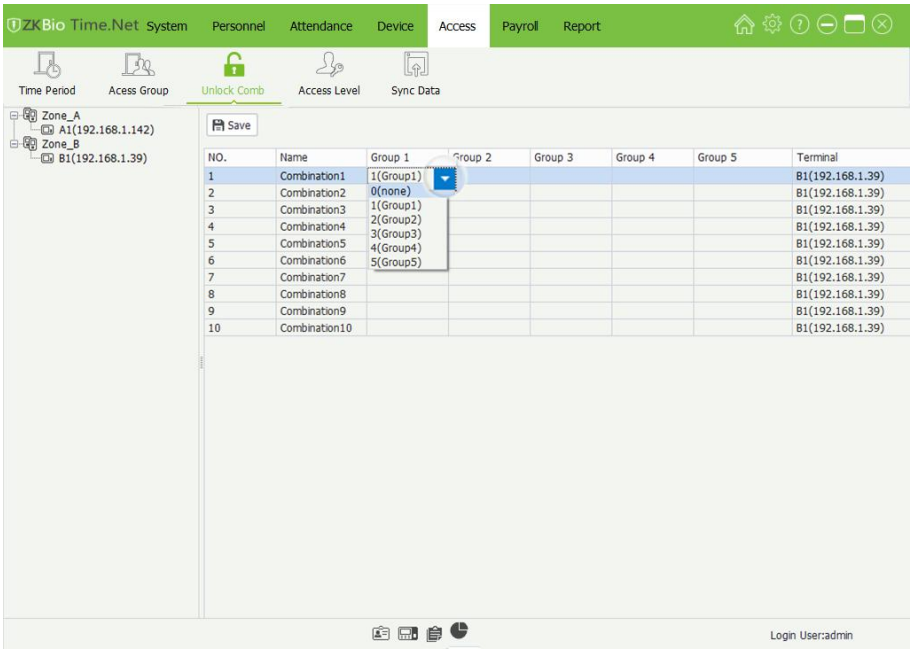


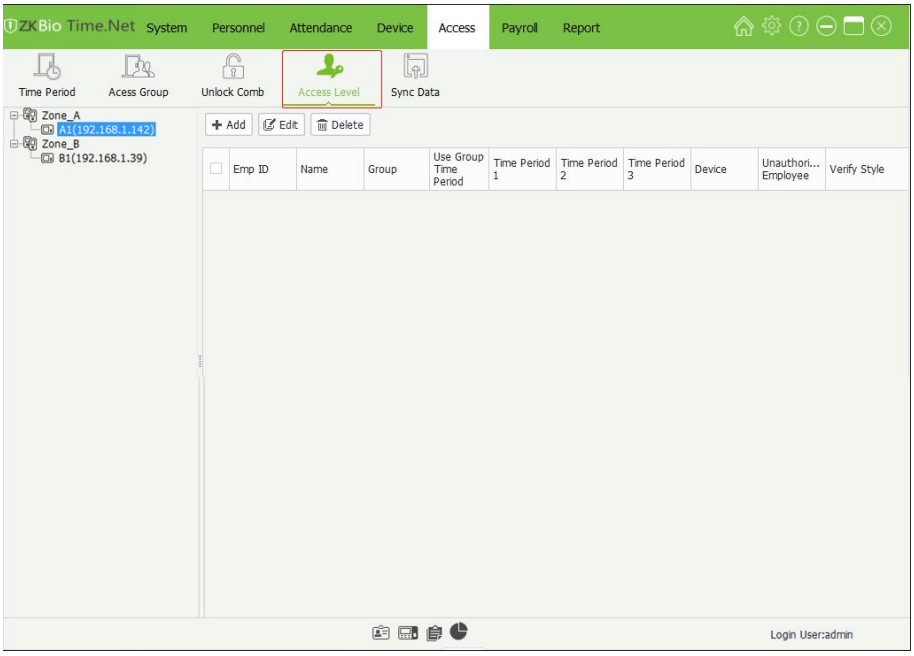
- After setting, click **[Save]** to save info.

8.4 Access Level

The Employee Access Level Setting function supports setting Access Privilege for each employee. It contains the **Access Group**, **Time Period** and **Verify Mode setting**, etc.

If you set the Access Group, you can add unlock person for the Access Group via Employee Access Privilege menu.

Click **[Access Control]** > **[Access Level]** to enter the **Employee Access Level Setting** interface:



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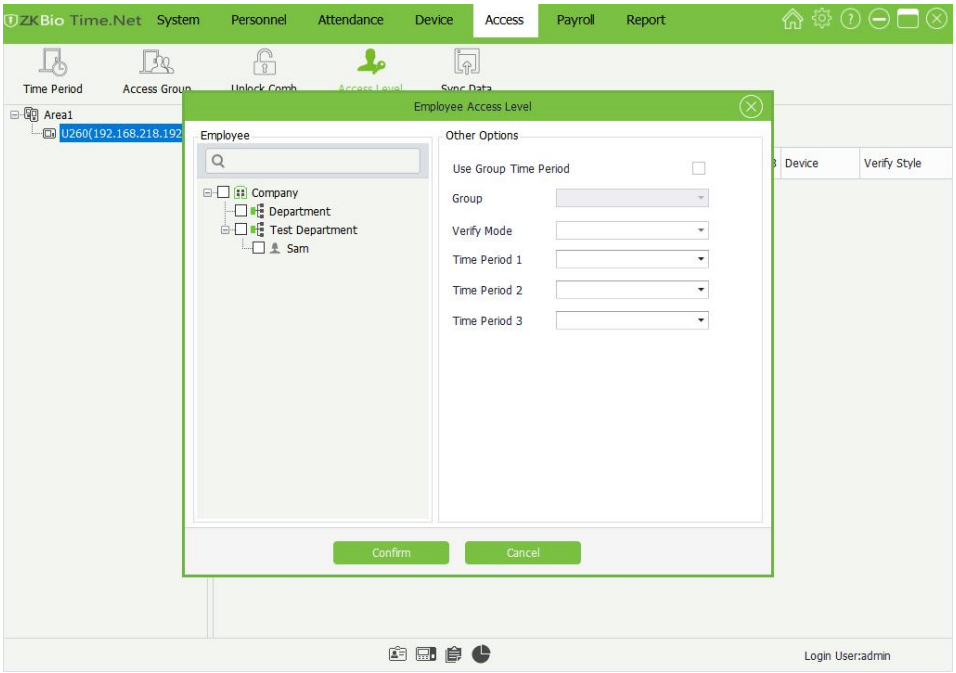
Access Level Setting

- Click and select the device in the Device list, and click **[Add]** to pop-up the **Employee Access Level** window:



- Click (☑) and select employee in the Employee list, multiple options can be selected.
- According to the actual condition to set the parameters in the **Other Options** box.

When the selected employee does not use the Group Privilege

Verify Type: Click ▼ and select verify type in the drop-down list.

Time Period 1, 2, 3: Click ▼ and select the effective unlock time period in the drop-down list. The effective unlock time is sum of time period 1, 2, and 3. (**For example**, Time period 1 is from 9 to 12 o'clock; Time period 2 is from 11 to 15 o'clock; Time period 3 is from 16 to 19 o'clock; then the effective unlock time of this Access Group is from 9 to 15 o'clock and 16 to 19 o'clock.)

When the selected employee uses the Group Privilege

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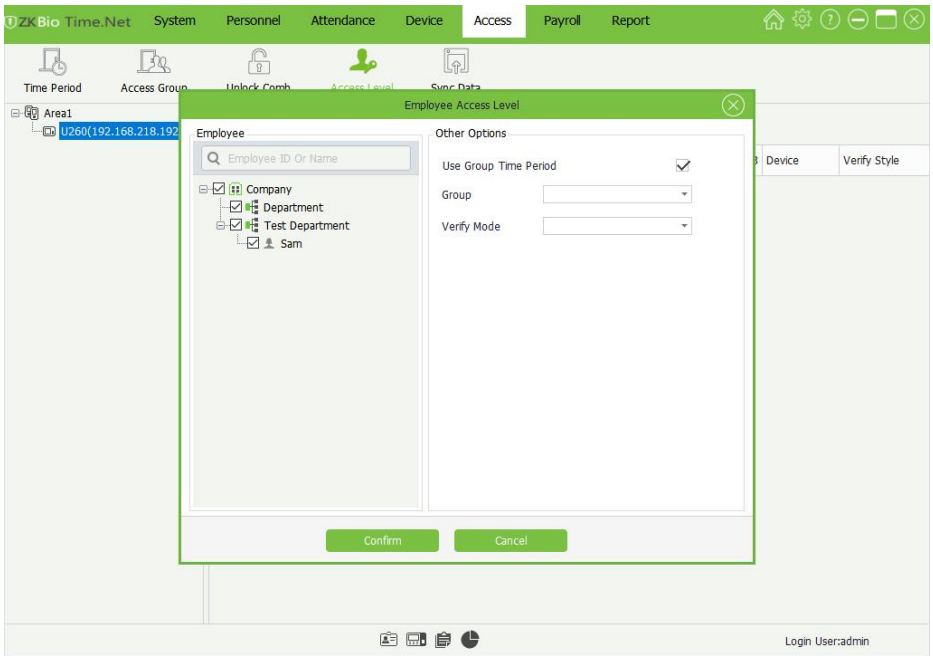
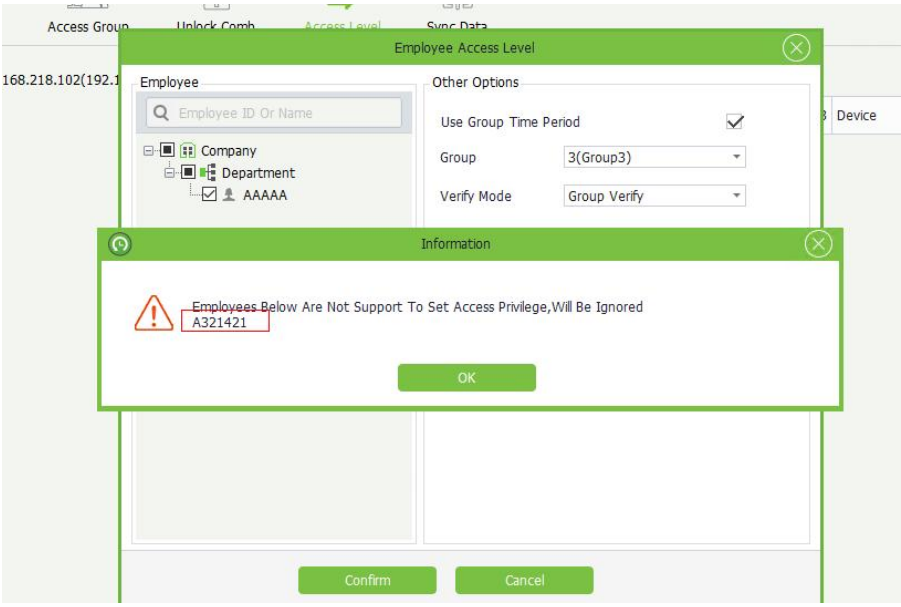


Use Group Time Period: (☑) Indicates selected.

Group: Click ▼ button and select access Group for the selected employee.

Verify Mode: Click ▼ button and select the verified model in the drop-down list.

NOTE: If the employee ID includes letters or starts with 0, the Access function does not permit employee with such Employee ID to get the access. There will be an alert prompt displayed as shown below:



- After setting, click **[Save]** to save.

Tips: When the employee uses the group privilege, then this employee's effective unlock time is the timetable set in the selected access Group.

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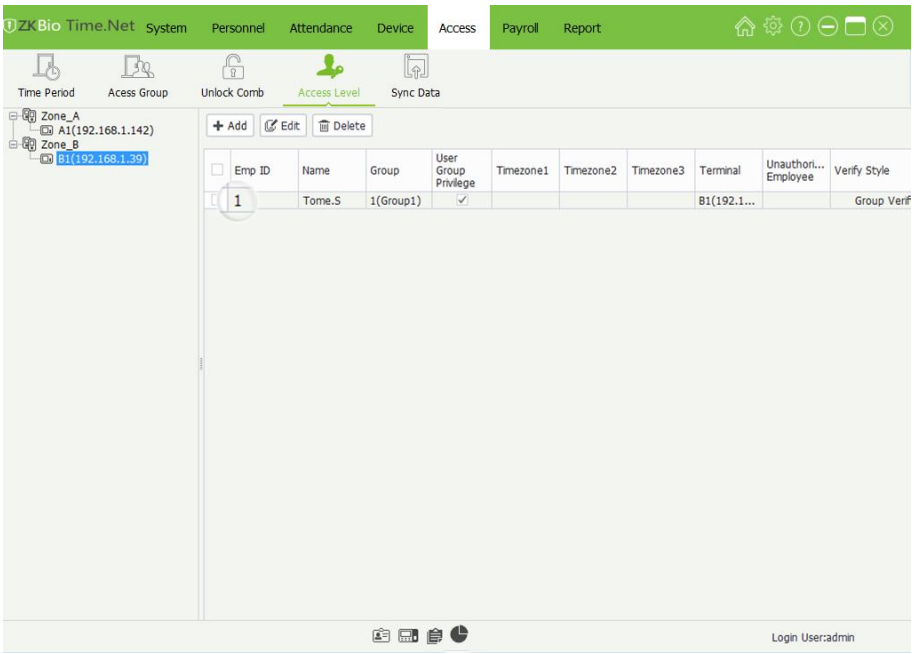
The Quick Guide about Add unlock employee for Access Group.

1. Click (☑) and select employee in the Employee list, multiple options can be selected.
2. Click (☑) and select the User Group Privilege option.
3. Click ▼ behind AC Group option and select AC Group in the drop-down list.
4. Click **[Confirm]** to save the setting. Then unlock employee for the AC Group selected in Step 1 is added successfully.



8.5 Sync Data

Upload employee info and Access Level to the device.

Click **[Access]** > **[Sync Data]** to enter to the **Sync Data** interface:

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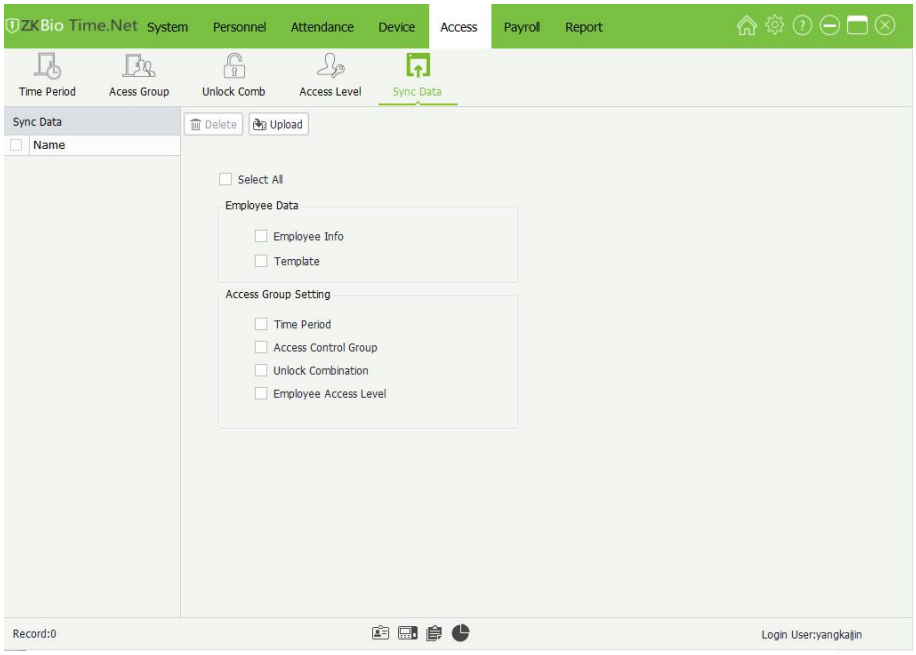

The specific operation of uploading Access Level Data is shown as below:

- Click (☑) and select device in the Device list, multiple options can be selected.
- Click (☑) and select data type as required, multiple options can be selected.

Select All:

If you click (☑) and select this option, the program will upload all Employees and Template (belongs to the device selected in Step 1) and Access Group Setting to the device selected in Step 1.

- After setting, click **[Upload]**, the program will upload the Employee Info and Access Group Setting to the device, based on your settings.

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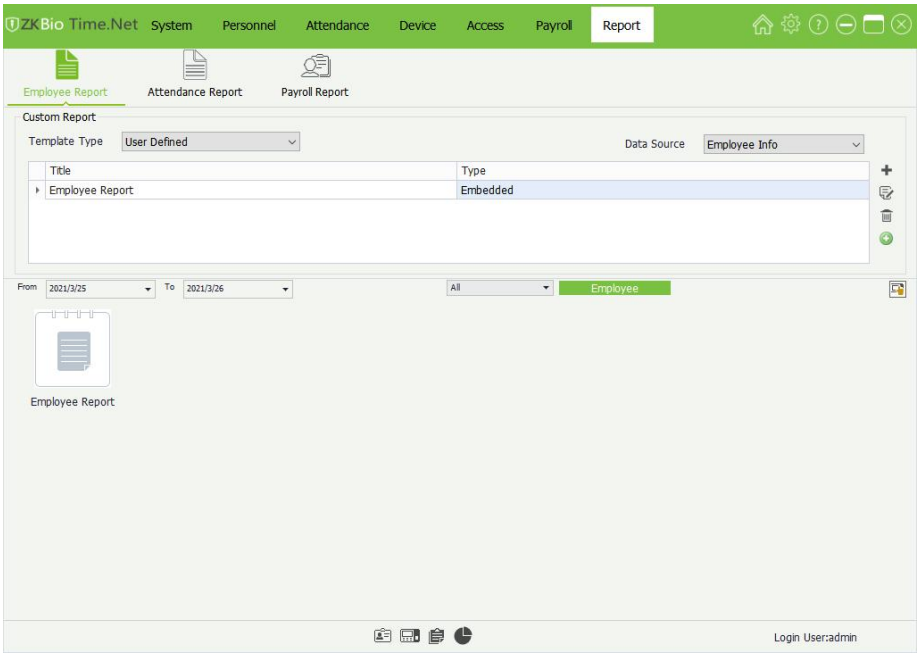
9. Reports Management

An attendance record lists the daily attendance data of a queried employee in a specified period, and collects statistics of the Absent, Late Arrival/Early Out, Overtime, and Leave time, which helps to check the actual attendance against the record. If a record is inconsistent with the actual attendance, you can adjust the shift, modify the record (record the attendance of missed punch), set exception assignment, and directly modify the daily report data.

Click **[Reports]** > **[Report]** to enter to the **Report** interface:



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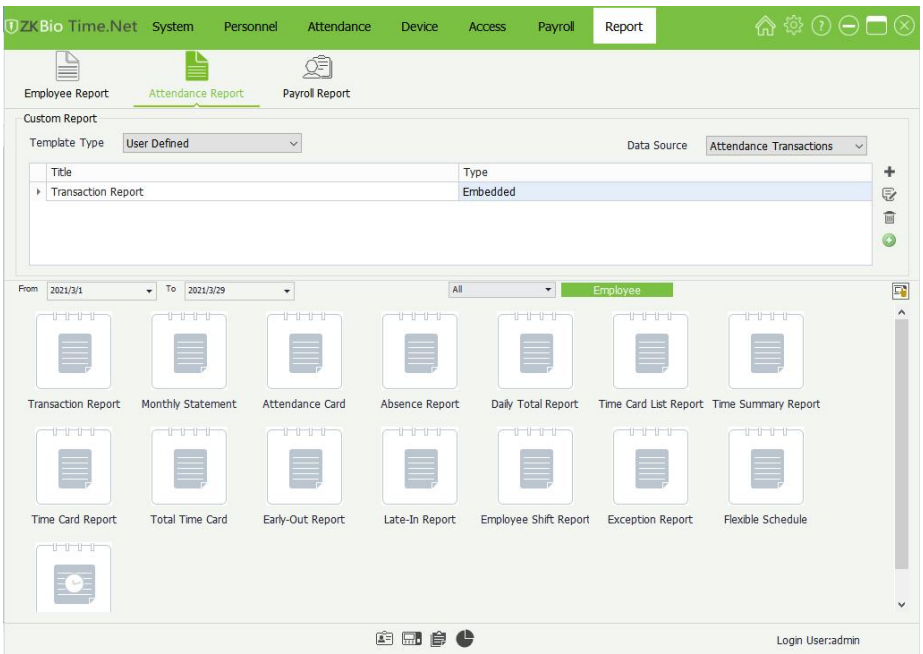
9.1 Attendance Report

9.1.1 Custom Report

In the **Custom Report**, you can customize and structure your report as per your requirement.



9.1.1.1 Add Custom Report Template

1. Set template type and data source.

a) Template Type: Here are two kinds of template types:

- User Define: Users can use the built-in third-party tool to customize the template.
- Dynamic Generated by System: Users just need to simply select and adjust the order of the fields need to show on the report, set the report name and so on, then the report will be generated automatically with the default template the software provided.

b) Data Source: Select the data source that need to bind with the report from the drop-down list.

2. Click + to add a new report template.

<u>Suppose we set [Template Type] as User Defined</u>:

(1) Users can customize the report template as required with the pop-up third party tool.

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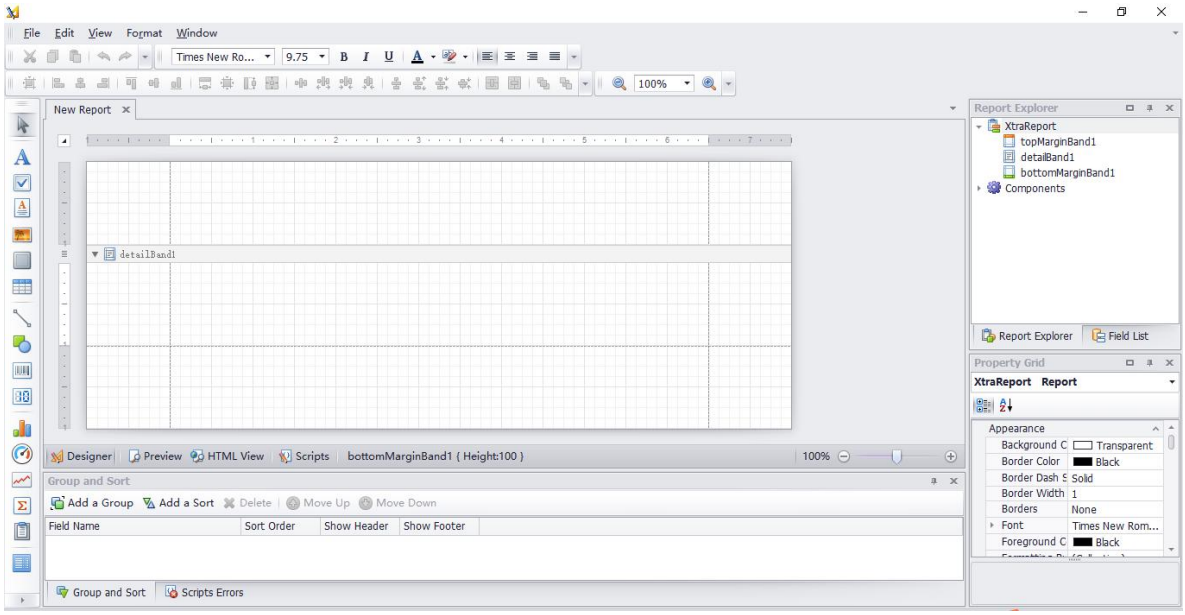
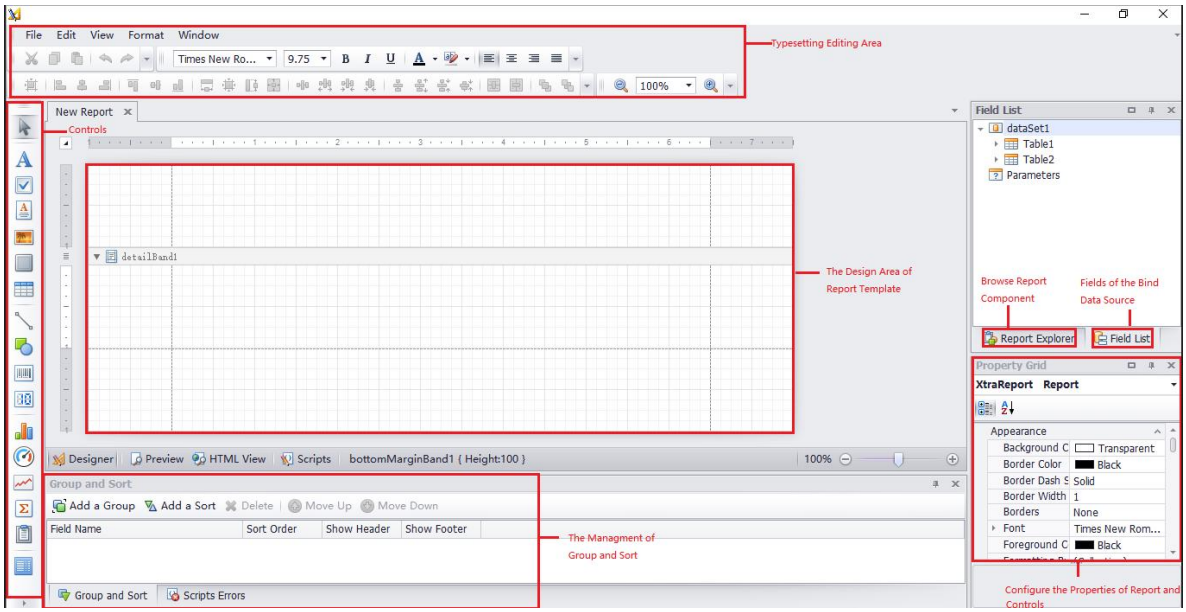


The figure below is a brief description of each part of this tool.



The Field List contains two data tables, table1 and table2. Among them, table2 is the core data, the data that the report really wants to show. Table1 is extended supplementary data, including multi-language translation, company information, report global information, report global configuration such as: date format string. The contents of all data sources can be obtained and applied through scripts.

(2) Edit the "**Display Name**" of the report template.

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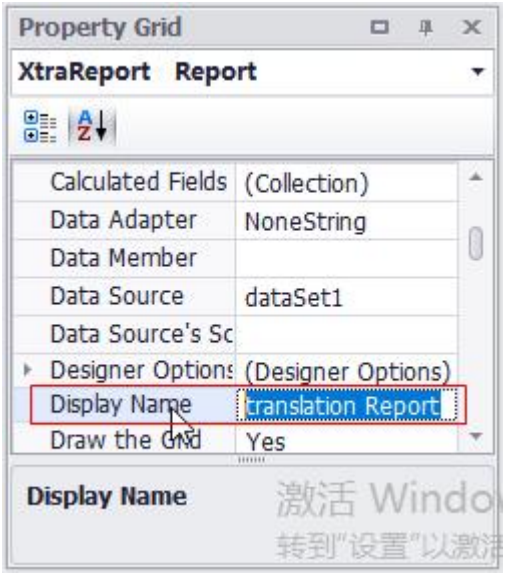
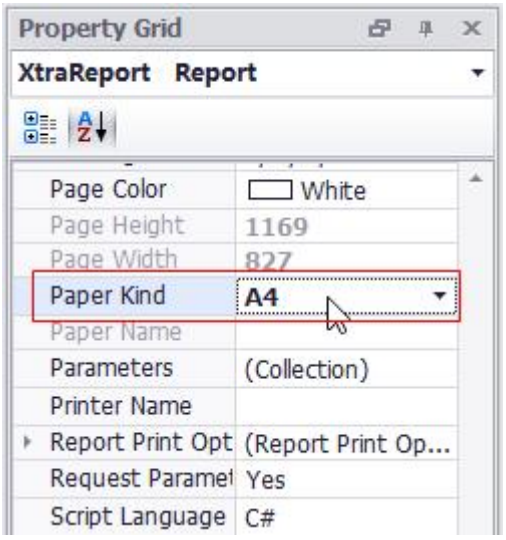


(3) Set the Paper Kind of the report template.



(4) Right click to set the report header or page footer as required.

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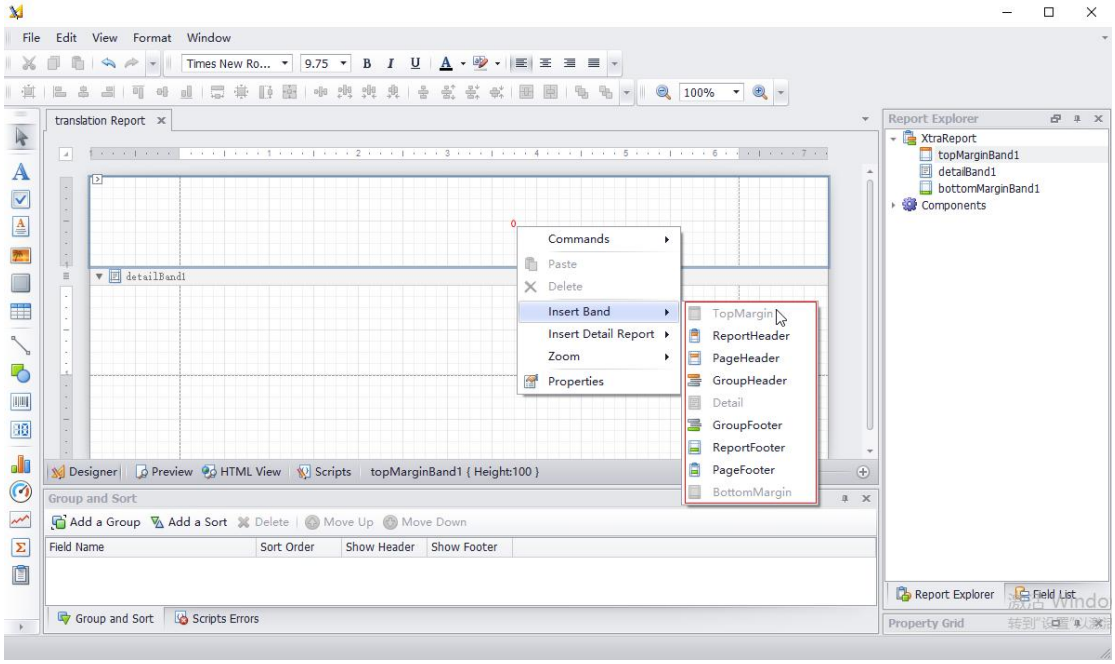
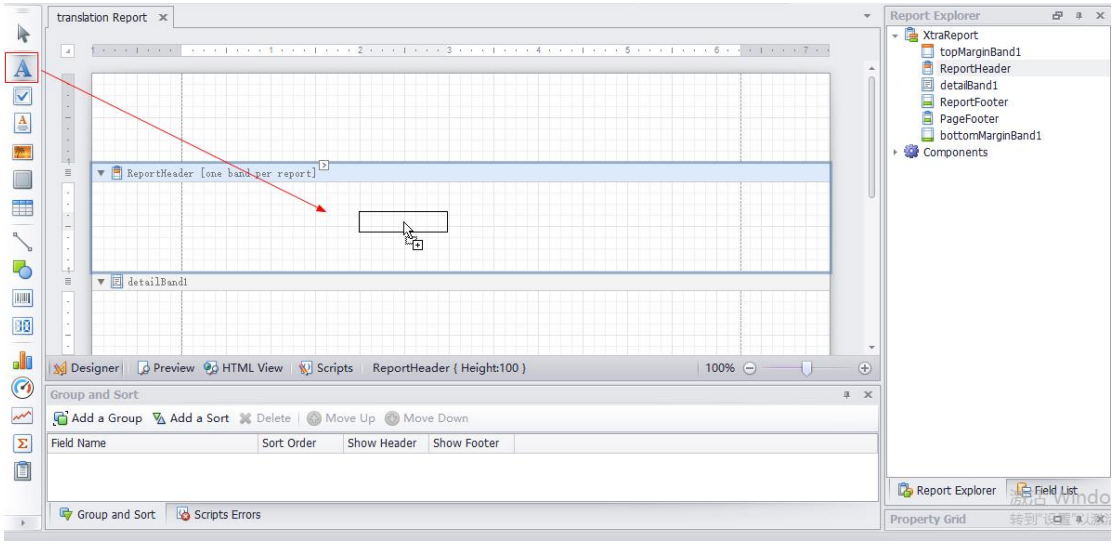
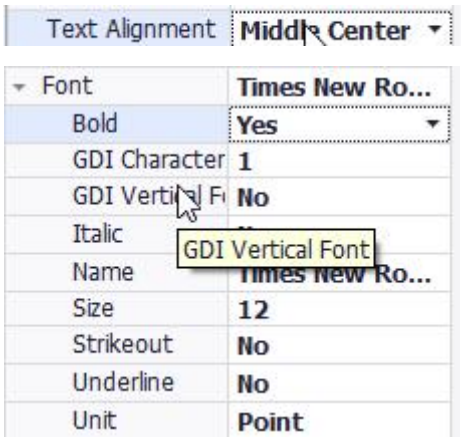


(5) Layout Configuration of Controls

a) Set the title of the report, drag, and drop the text display control to the report header.



Configure the text display style.



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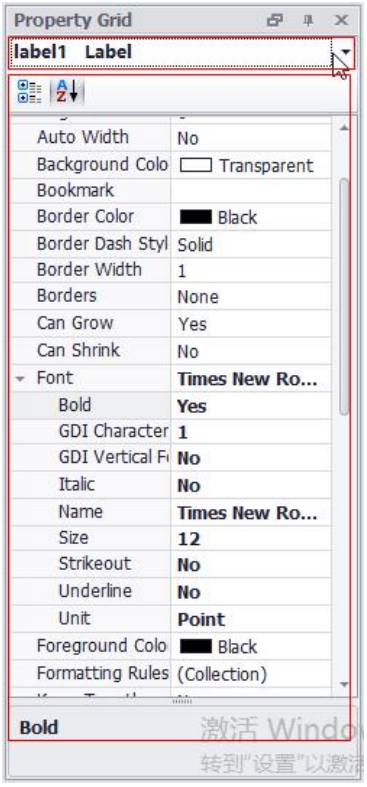
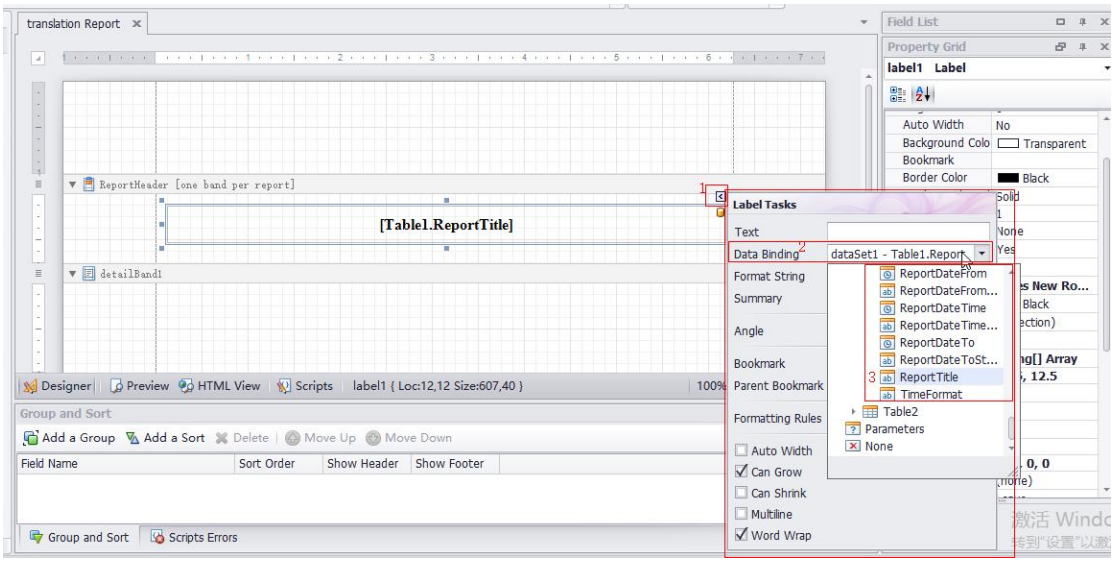


Bind report title.



b) Configure data grouping and sorting.

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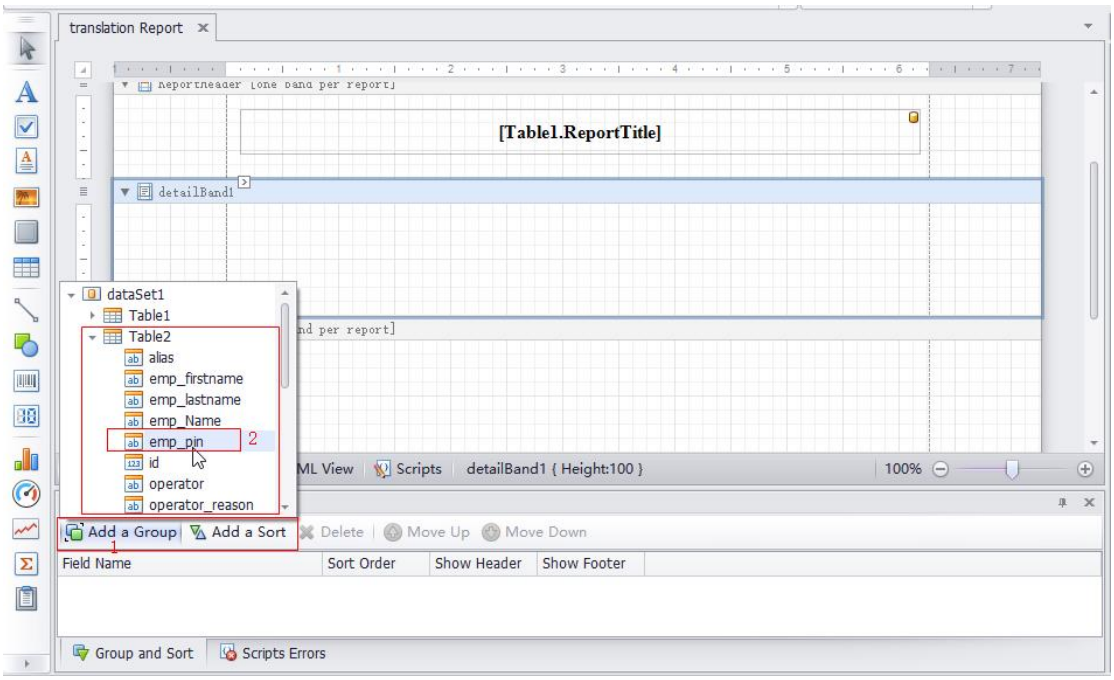
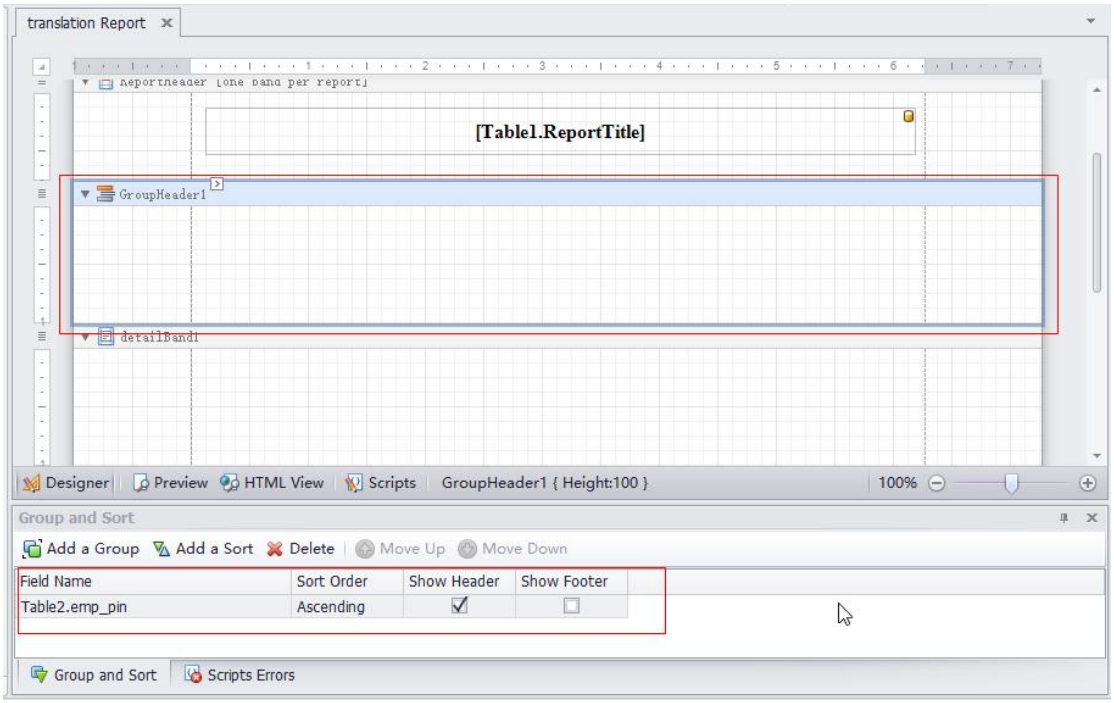


Add a group, group by employee ID.



For control reasons, you need to click again. Only display the field name instead of Table2.[field name]

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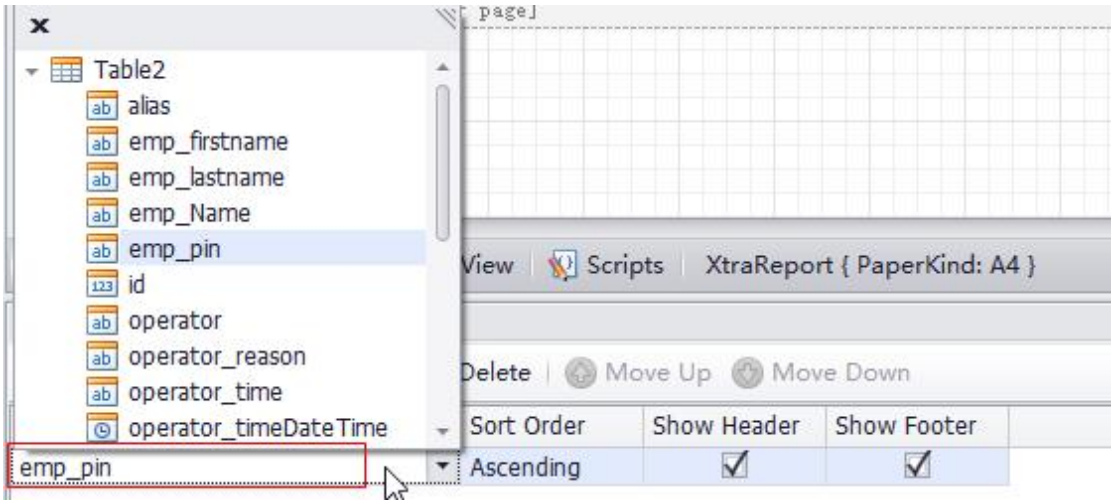
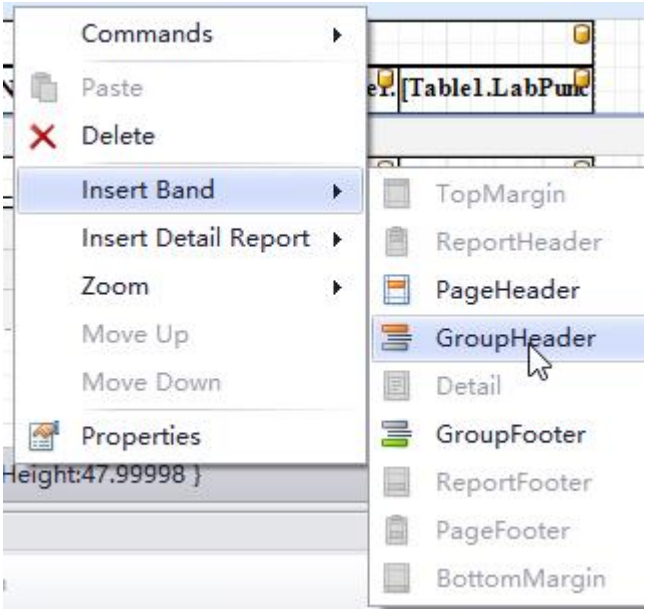
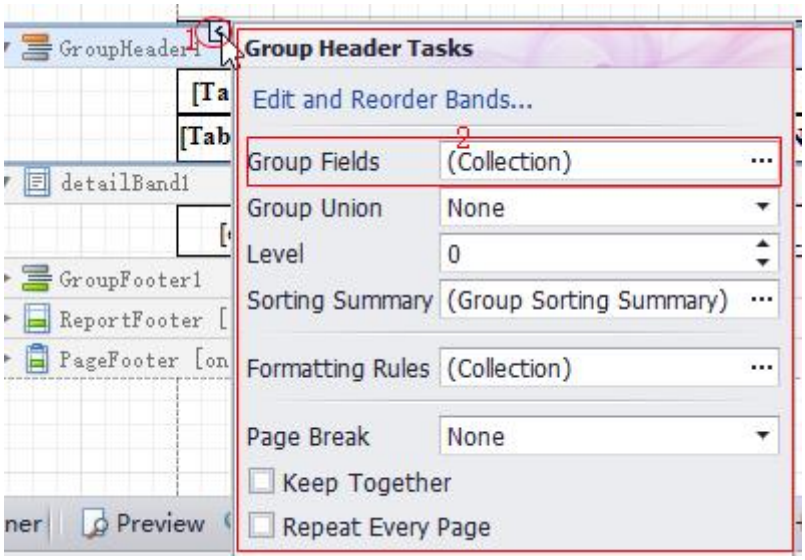


Or you can do the operation below to select fields.





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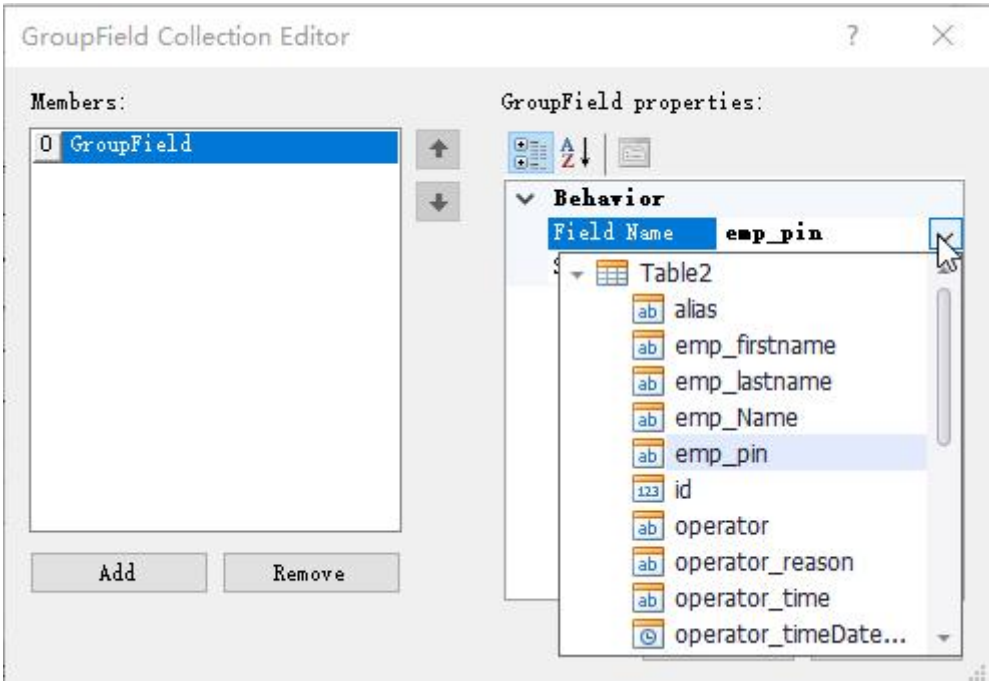
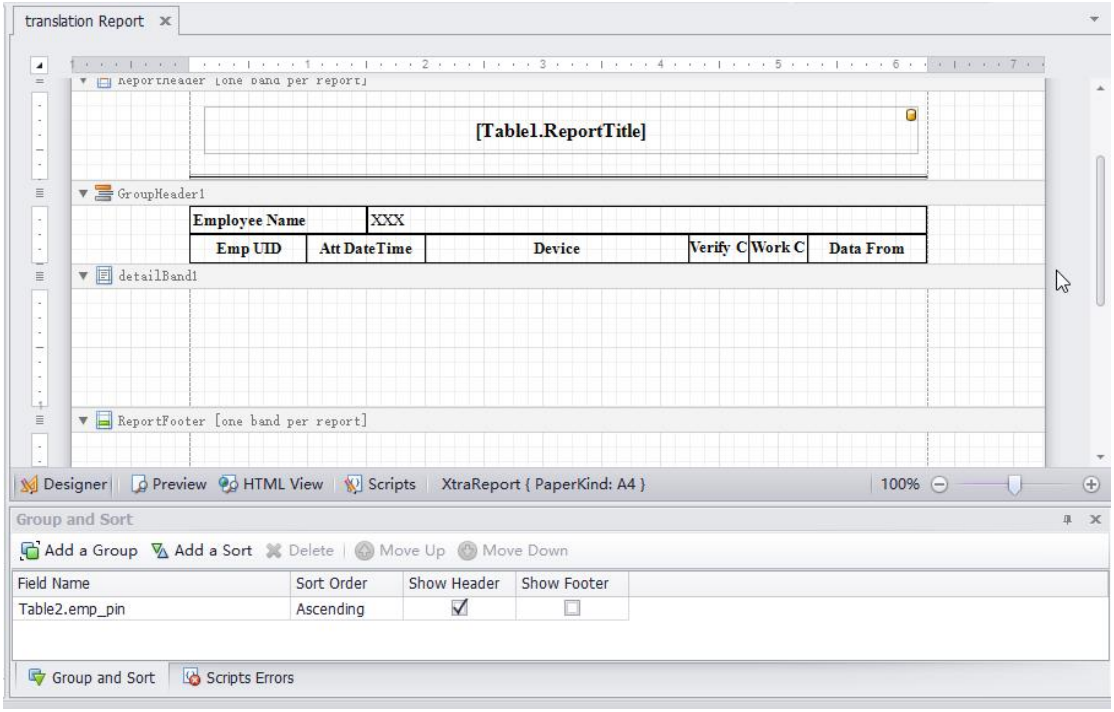
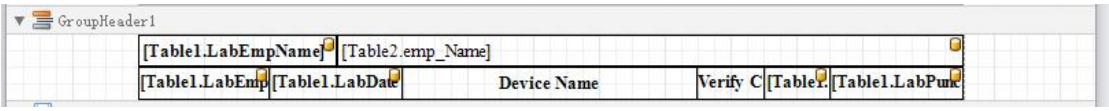


Display content by groups, such as headers, content cells, etc.



Bind data fields separately.



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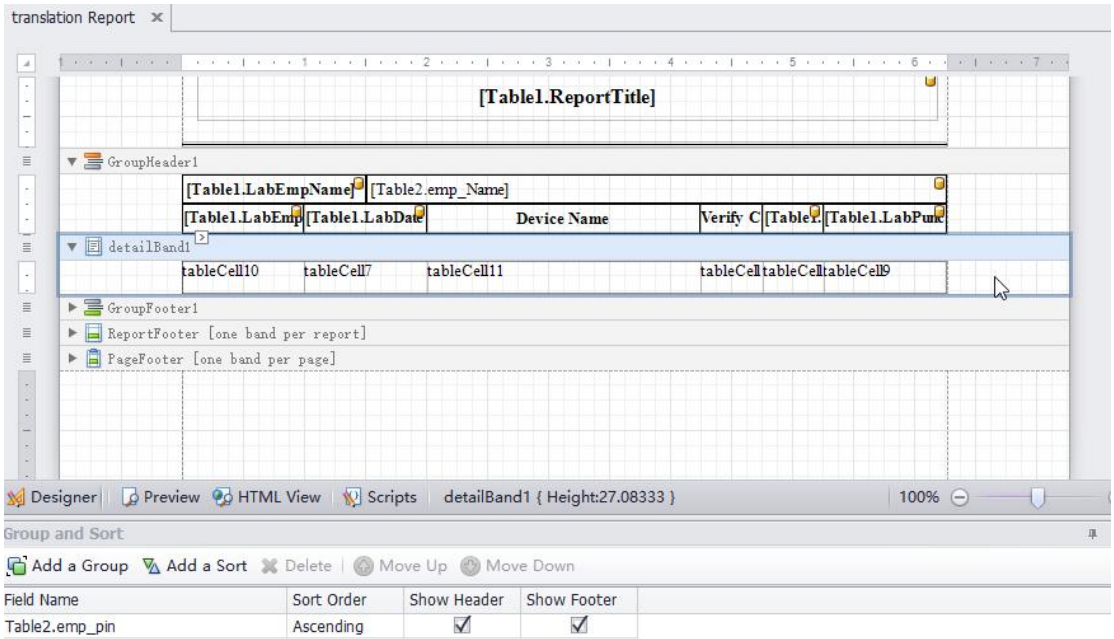
Note:

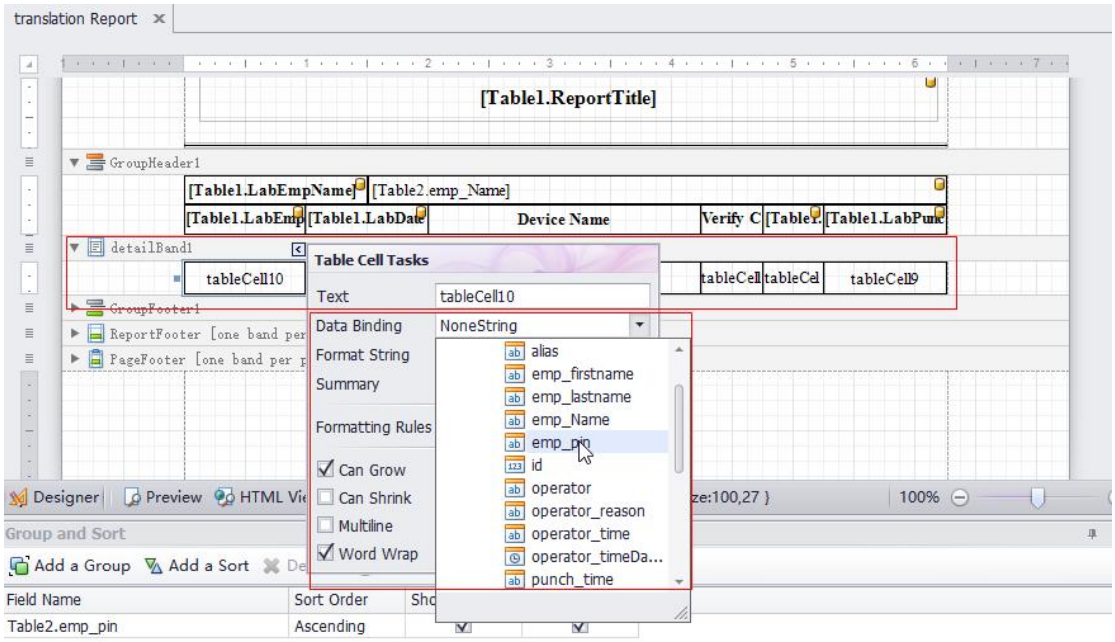
For the table header, it is appropriate to bind the corresponding translation in table1, but the software is not loaded into the data set for part of the translated text. Therefore, the text part of the header part can be modified by the user. It will not have the effect of language switching and will not affect the use.

For the data value part, you need to bind the corresponding field in table2.

- Configure report content details.



Note that it is aligned with the header of the group part.



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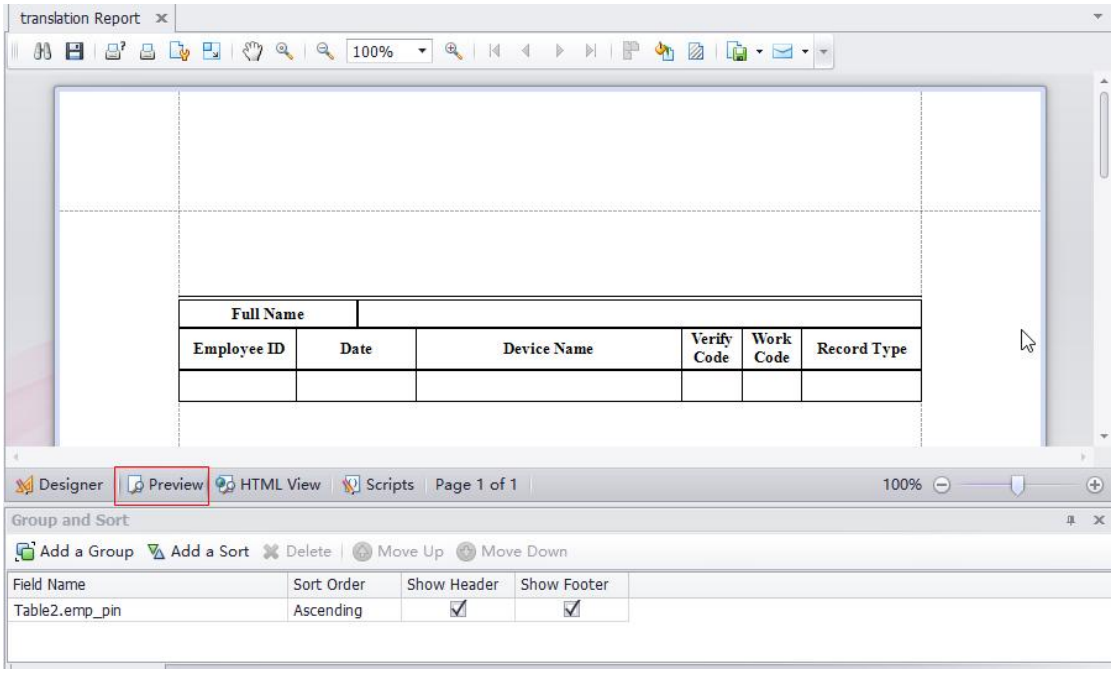
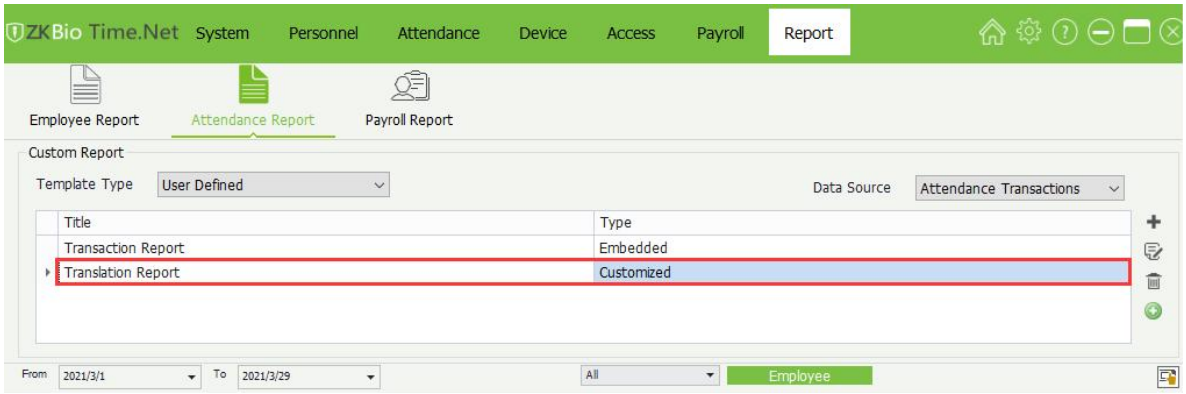
Bind data source fields to each cell.

- Preview



(6) Close the report editor, there will be a prompt as below, click **[Yes]** to save the template.

(7) The new added report template will show on the following list:



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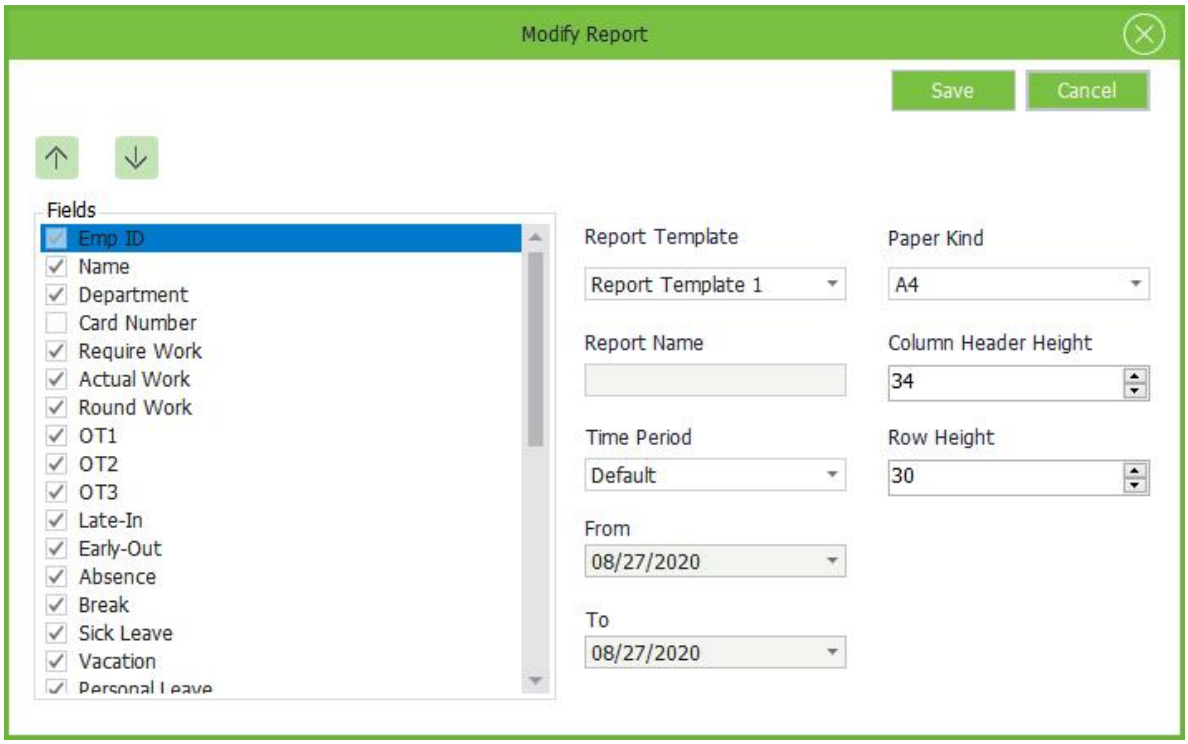
Suppose we set [Template Type] as Dynamic Generated by System, users configure the report template with pop-up page.



Report Name: Select the default report templates from the drop-down list, and the fields of the report will be shown on the left **Fields** list. You can select the fields you want to display by clicking on the checkbox of corresponding fields and click th ↑ and ↓ to adjust the order of the fields to be displayed on the report.

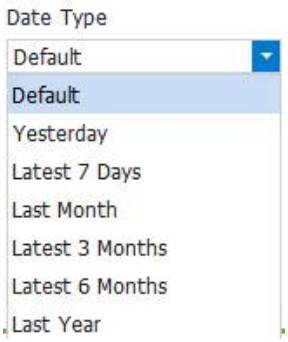
Paper Kind: Select the size of the paper from the various standard page size available in the drop-down list.

Custom Name: Enter the name of the custom report.

Column Header Height: Set the height of the column header.

Row Height: Set the height of the row.

Date Type: Select the date type to generate the report displaying the data of the corresponding period.



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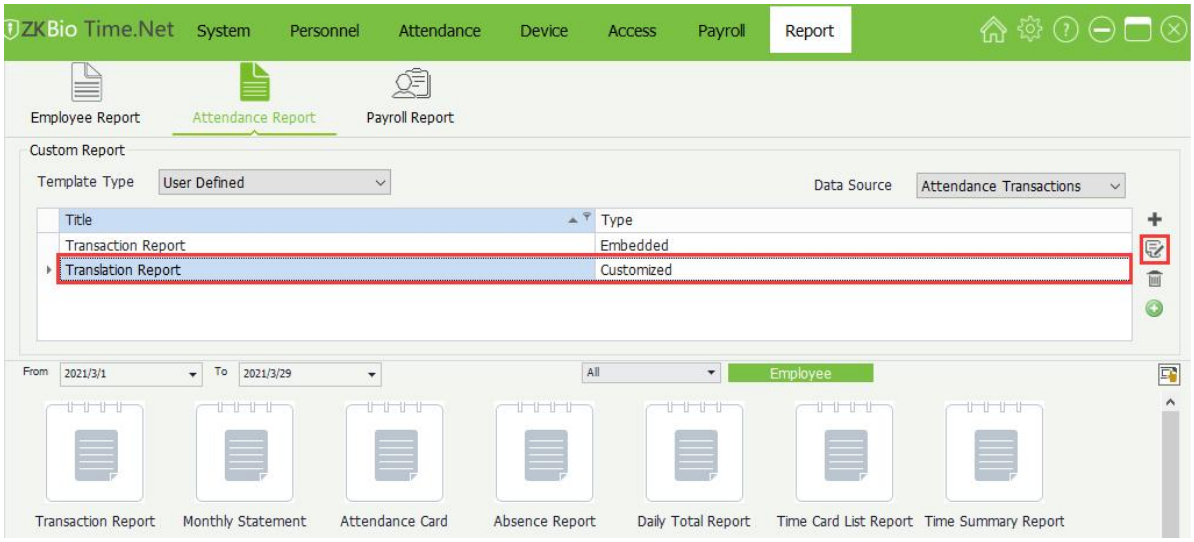
You need to set the **From** and **To** dates manually if the **Date Type** is set to Default.

Click [**Save**] to save the custom template.

9.1.1.2 Edit Custom Report Template

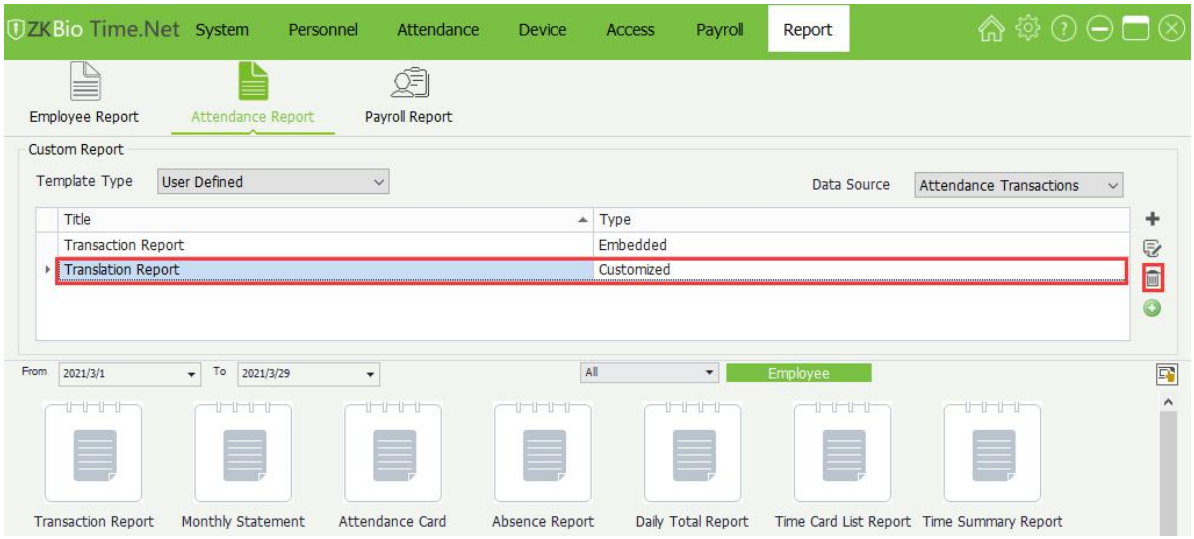
Users can select corresponding template and click to edit template as required.



9.1.1.3 Delete/Reset Custom Report Template

For the template which type is [**Embedded**], users can select corresponding template, click to reset the template to default setting.

For the template which type is [**Customized**], users can select corresponding template, click to delete the template.



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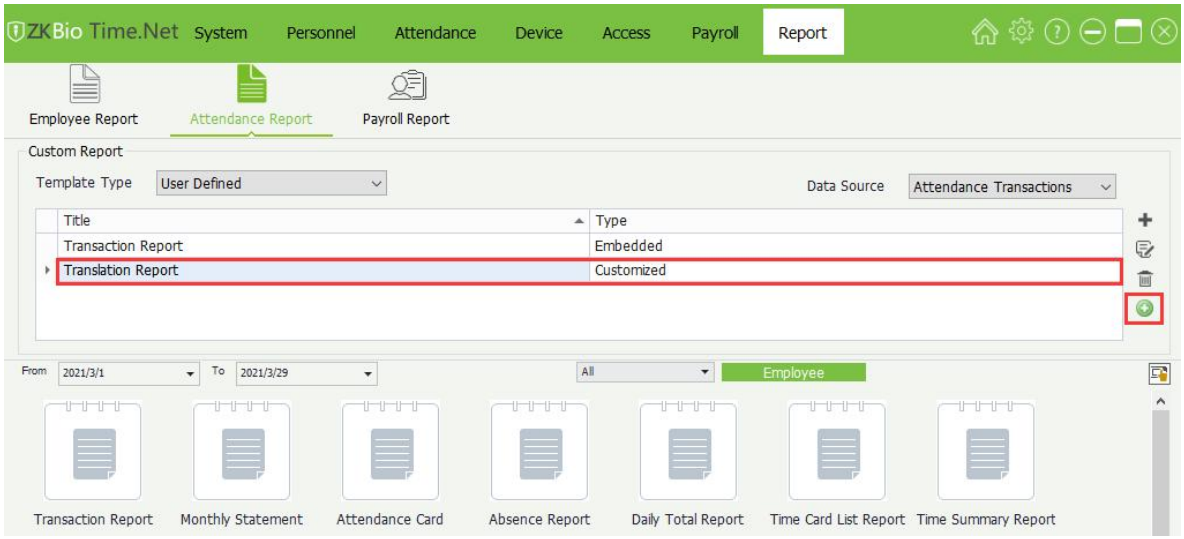
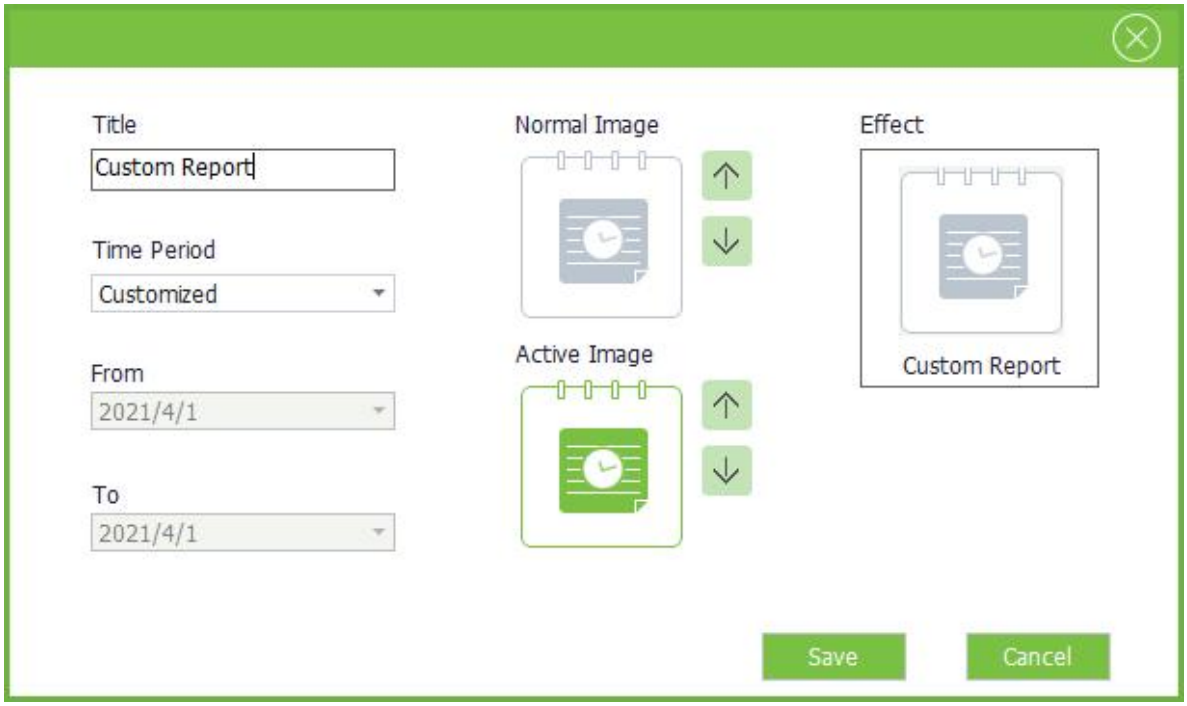
9.1.1.4 Add Custom Report

Users can select corresponding templates and click .



Users can configure the report on the following pop-up page:



Title: Set the name of the report.

Time Period: Select the time period to generate the report displaying the data of the corresponding period.

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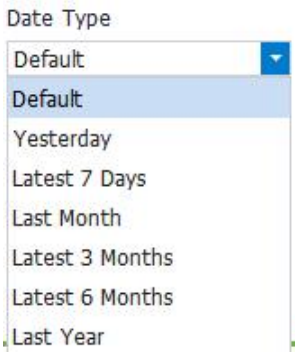
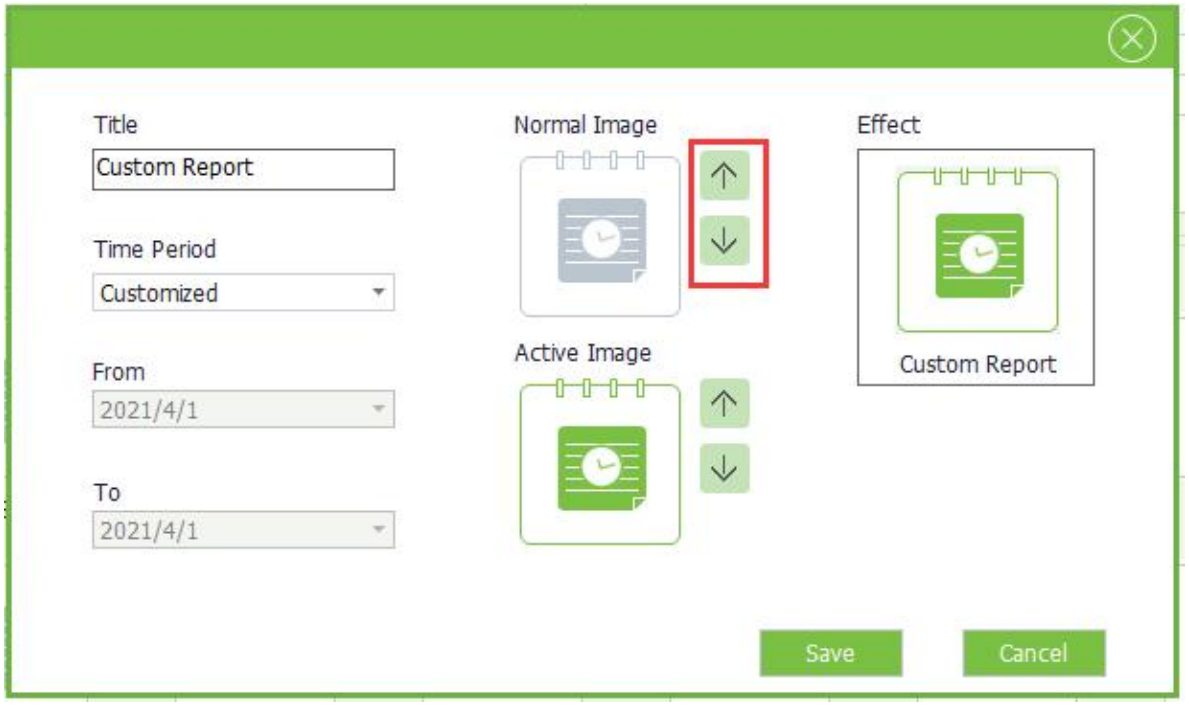


You need to set the **From** and **To** dates manually if the **Time Period** is set to Default.

Normal Image: Set the report image when the mouse is out of the report image. Click or to view and select the image.



Active Image: Set the report image when the mouse is on the report image. Click or to view and select the image.

Effect: Users can move the mouse on or out of the image to view the outcome.

Click [**Save**], then the report will be added to the report list as following figure:

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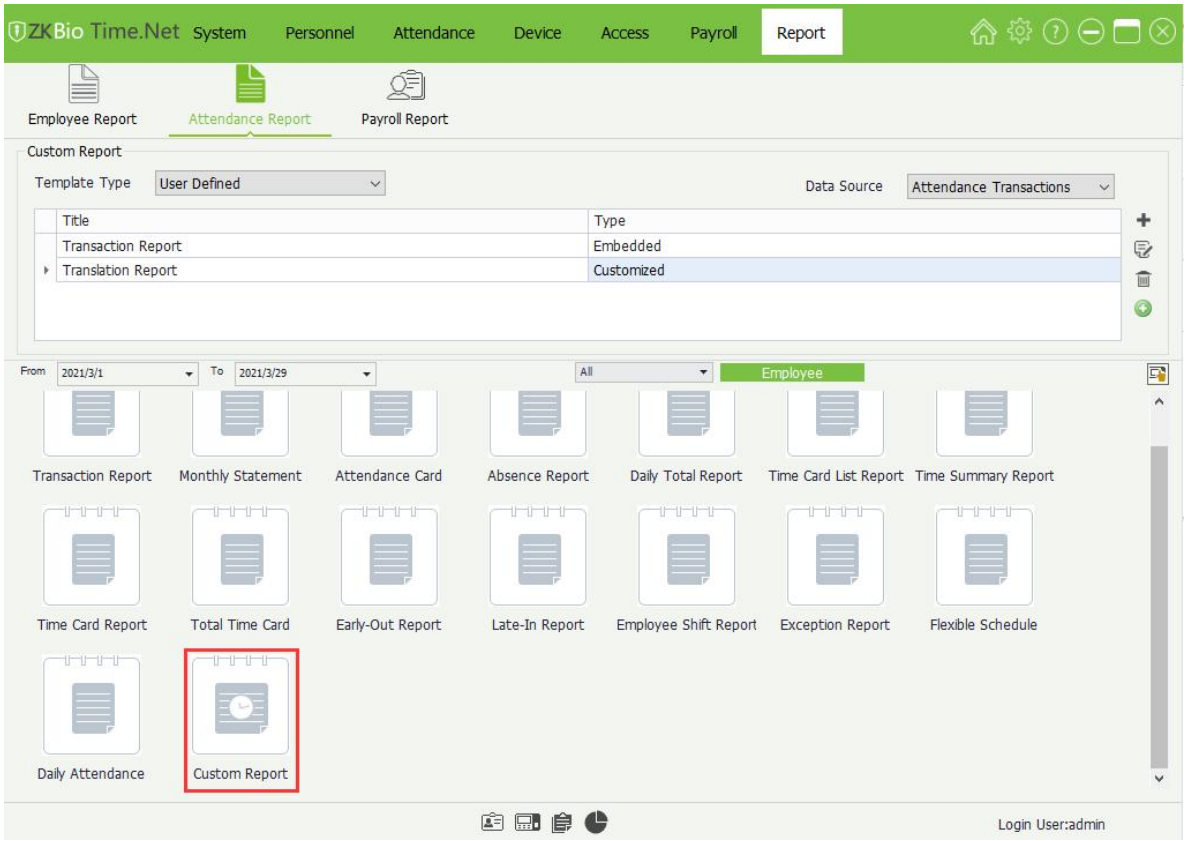

9.1.2 View Report

The specific operation of the viewing report is shown below:

1. Set the start and end time in the From and To field option respectively.
2. Select employee. Click ▼ and select employee group in the drop-down list; or select **Custom** and click **[Employee]**, and then click (☑) and select employee in the pop-up window.

All: If selected as All, then select all employees in the system.

Custom: To enable Custom, click **[Employee]**, and click (☑) and select employee in the pop-up window (multiple options can be selected), are shown as the following figure:

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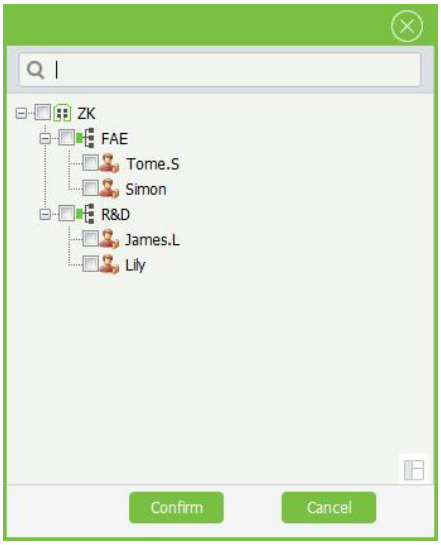


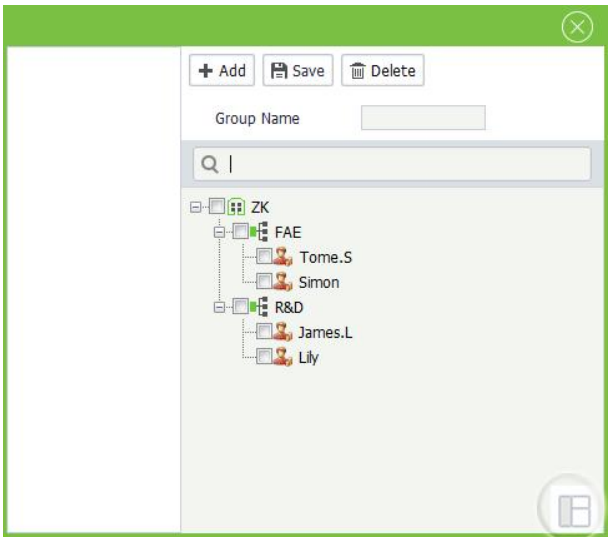
(**Tips:** After selecting, click **[Confirm]** to save settings.)

Employee Group Setting

In order to simplify the employee selection, the system supports grouping for employees as required. The user can directly select the employee group to select all employees within the selected group.

The specific operation is shown below:

- Click , the **Employee Group Setting** window will pop-up.



Group Name: Enter the group name.

Employee: Click ( ) and select employee in the Company Structure list, multiple options can be selected. (**Tips:** If you click ( ) and select department, directly select all employees in this department.)

- Enter the **Group Name** and select employee as required and click **[Save]** to save settings.

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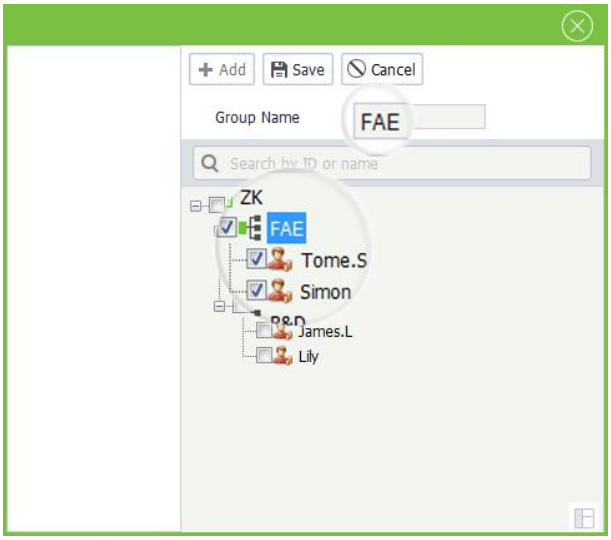
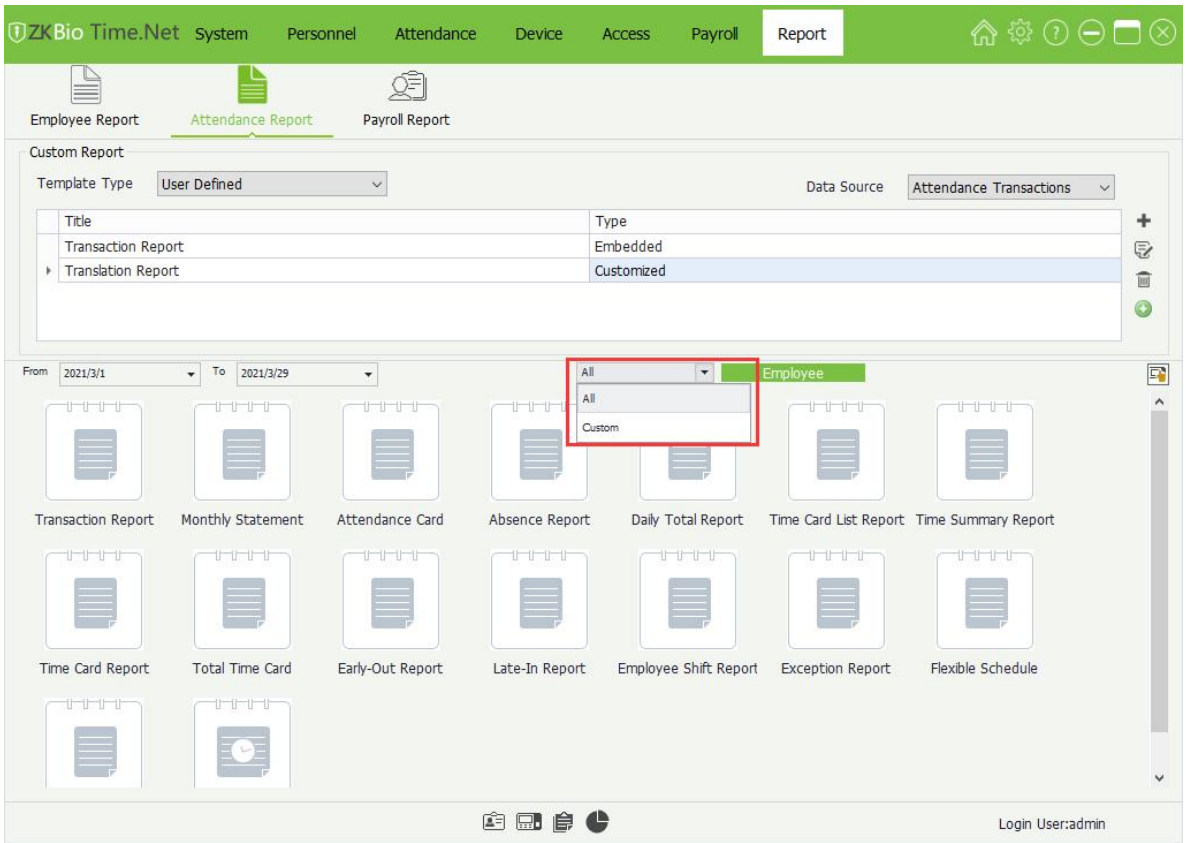


- Click the ▼ before **[Employee]** to view all employee groups in the drop-down list.



3. After setting, click the **report** icon to view the corresponding report info.

9.1.2.1 Transactions Report

Click **Transactions** Report icon to check the **Transactions Report** for the employee selected in Step 2.

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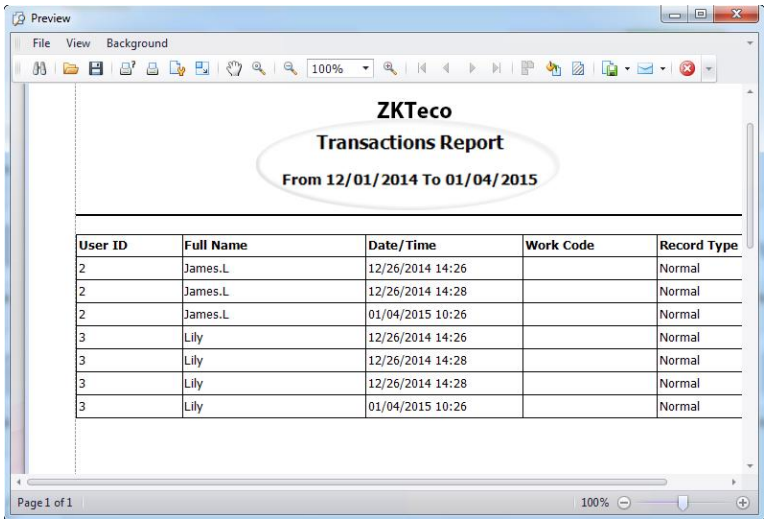


ZKTeco

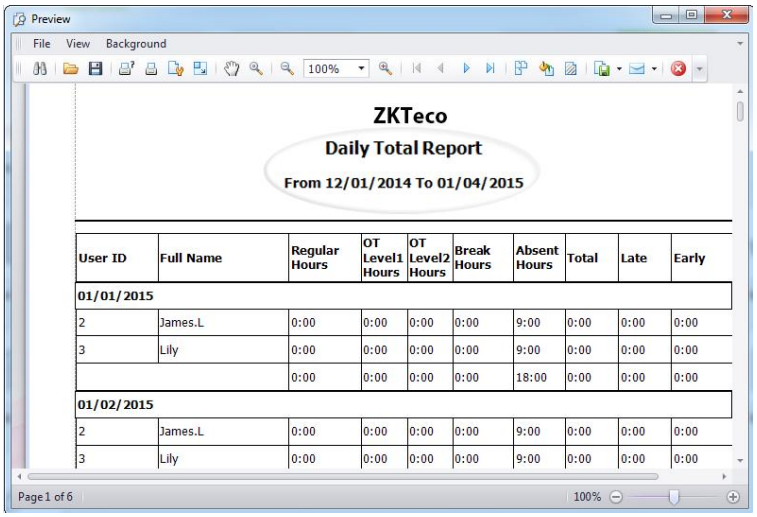
Transactions Report

From 12/01/2014 To 01/04/2015

User ID	Full Name	Date/Time	Work Code	Record Type
2	James.L	12/26/2014 14:26		Normal
2	James.L	12/26/2014 14:28		Normal
2	James.L	01/04/2015 10:26		Normal
3	Lily	12/26/2014 14:26		Normal
3	Lily	12/26/2014 14:28		Normal
3	Lily	12/26/2014 14:28		Normal
3	Lily	01/04/2015 10:26		Normal

9.1.2.2 Daily Total Report

Click the **Daily Total** icon to check the **Daily Total Report** for the employee selected in Step 2.



ZKTeco

Daily Total Report

From 12/01/2014 To 01/04/2015

User ID	Full Name	Regular Hours	OT Level1 Hours	OT Level2 Hours	Break Hours	Absent Hours	Total	Late	Early
01/01/2015									
2	James.L	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00
3	Lily	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00
		0:00	0:00	0:00	0:00	18:00	0:00	0:00	0:00
01/02/2015									
2	James.L	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00
3	Lily	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00

9.1.2.3 Time Card Report

Click the **Time Card** icon to check the **Time Car Report** for the employee selected in Step 2.

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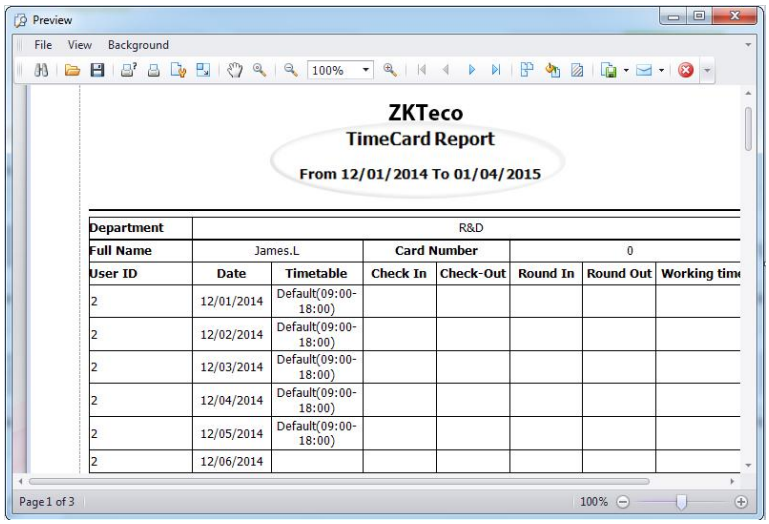


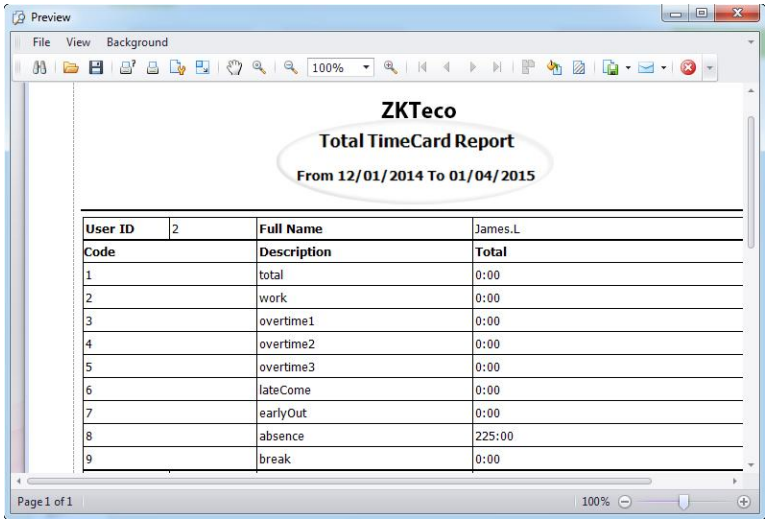
ZKTeco
TimeCard Report
From 12/01/2014 To 01/04/2015

Department	R&D						
Full Name	James.L		Card Number		0		
User ID	Date	Timetable	Check In	Check-Out	Round In	Round Out	Working time
2	12/01/2014	Default(09:00-18:00)					
2	12/02/2014	Default(09:00-18:00)					
2	12/03/2014	Default(09:00-18:00)					
2	12/04/2014	Default(09:00-18:00)					
2	12/05/2014	Default(09:00-18:00)					
2	12/06/2014						

Page 1 of 3

9.1.2.4 Total Time Card Report

Click the **Total Time Card** icon to check the **Total Time Card Report** for the employee got selected in Step 2.



ZKTeco
Total TimeCard Report
From 12/01/2014 To 01/04/2015

User ID	2	Full Name	James.L
Code		Description	Total
1		total	0:00
2		work	0:00
3		overtime1	0:00
4		overtime2	0:00
5		overtime3	0:00
6		lateCome	0:00
7		earlyOut	0:00
8		absence	225:00
9		break	0:00

Page 1 of 1

9.1.2.5 Early Out / Late Arrival Report

Click **Early Out/ Late In** icon to check the **Early Out/ Late In Report** of the employee selected in Step 2.

Note: The system will calculate the attendance records according to the Attendance Rule. For the specific operation of the Attendance Rule setting, please refer to 6.1 Rule.

9.1.2.6 Absence Report

Click **Absence** icon to check the **Absence Report** for the employee selected in Step 2.

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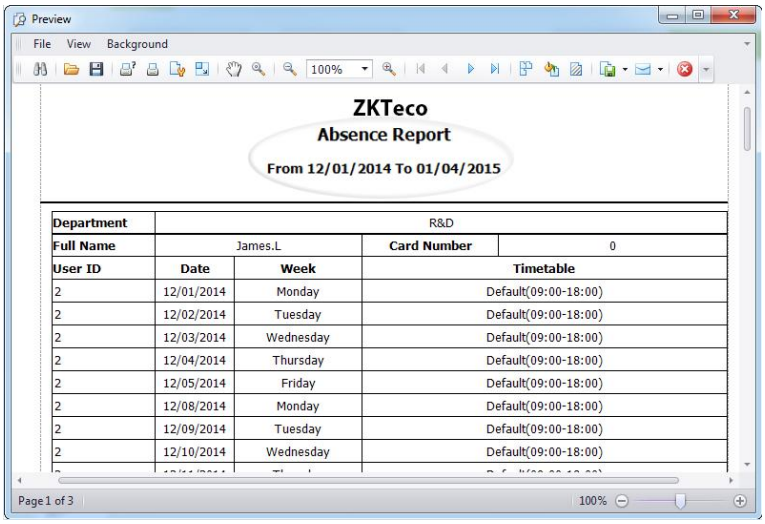
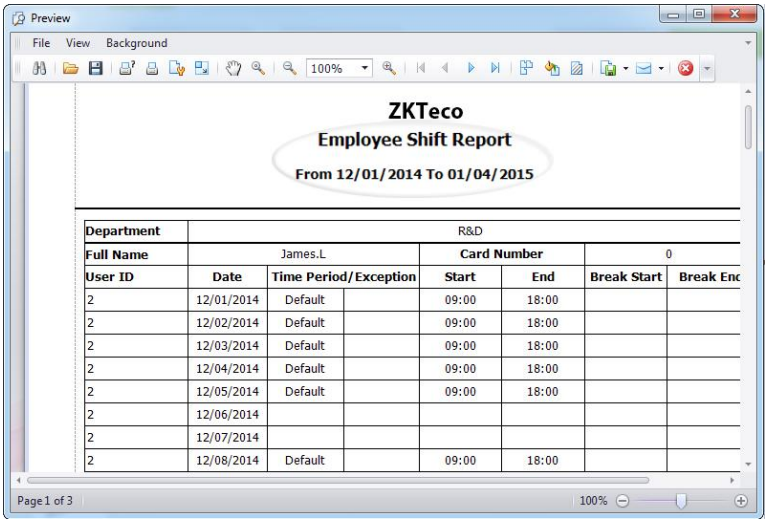


ZKTeco
Absence Report
From 12/01/2014 To 01/04/2015

Department	R&D			
Full Name	James.L		Card Number	0
User ID	Date	Week	Timetable	
2	12/01/2014	Monday	Default(09:00-18:00)	
2	12/02/2014	Tuesday	Default(09:00-18:00)	
2	12/03/2014	Wednesday	Default(09:00-18:00)	
2	12/04/2014	Thursday	Default(09:00-18:00)	
2	12/05/2014	Friday	Default(09:00-18:00)	
2	12/08/2014	Monday	Default(09:00-18:00)	
2	12/09/2014	Tuesday	Default(09:00-18:00)	
2	12/10/2014	Wednesday	Default(09:00-18:00)	

9.1.2.7 Employee Shift Report

Click **Employee Shift** icon to check the **Employee Shift Report** for the employee selected in Step 2.



ZKTeco
Employee Shift Report
From 12/01/2014 To 01/04/2015

Department	R&D					
Full Name	James.L		Card Number		0	
User ID	Date	Time Period/Exception	Start	End	Break Start	Break End
2	12/01/2014	Default	09:00	18:00		
2	12/02/2014	Default	09:00	18:00		
2	12/03/2014	Default	09:00	18:00		
2	12/04/2014	Default	09:00	18:00		
2	12/05/2014	Default	09:00	18:00		
2	12/06/2014					
2	12/07/2014					
2	12/08/2014	Default	09:00	18:00		

9.1.2.8 Exception Report

Click **Exception** icon to check the **Exception Report** for the employee selected in Step 2.

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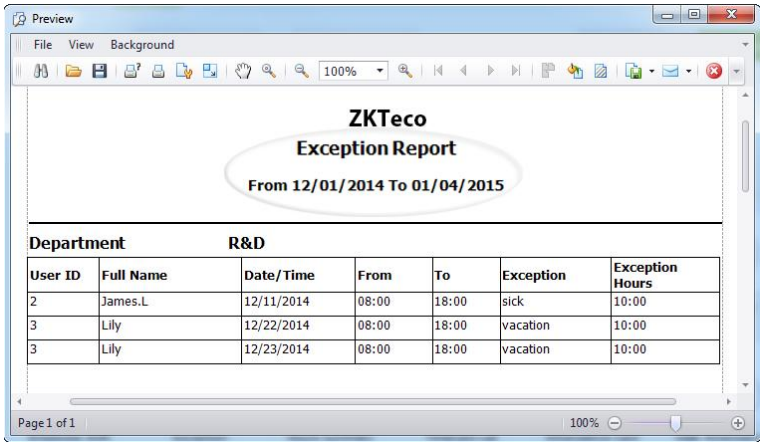


ZKTeco

Exception Report

From 12/01/2014 To 01/04/2015

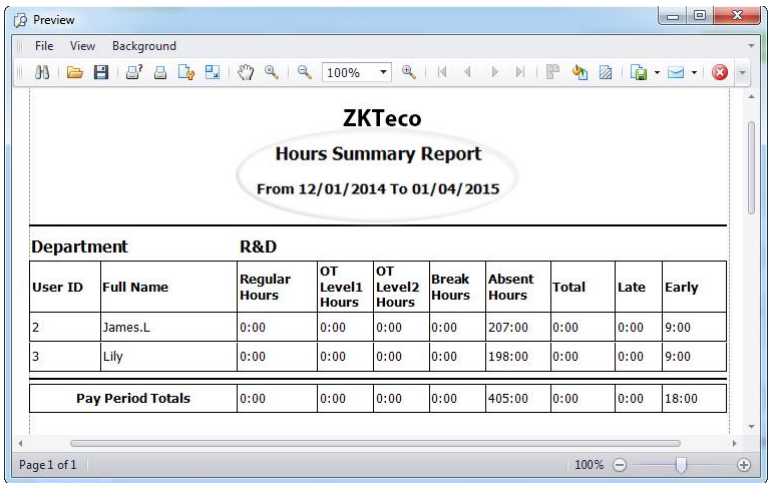
Department R&D

User ID	Full Name	Date/Time	From	To	Exception	Exception Hours
2	James.L	12/11/2014	08:00	18:00	sick	10:00
3	Lily	12/22/2014	08:00	18:00	vacation	10:00
3	Lily	12/23/2014	08:00	18:00	vacation	10:00

Tips: For the Exception setting, please refer to 6.8 Exception Assign.

9.1.2.9 Time Summary Report

Click **Time Summary** icon to check the **Time Summary Report** for the employee selected in Step 2. Calculate the sum of the Work, Absent, and Late Arrival/Early Out time in the time range preset in Step1.



ZKTeco

Hours Summary Report

From 12/01/2014 To 01/04/2015

Department R&D

User ID	Full Name	Regular Hours	OT Level1 Hours	OT Level2 Hours	Break Hours	Absent Hours	Total	Late	Early
2	James.L	0:00	0:00	0:00	0:00	207:00	0:00	0:00	9:00
3	Lily	0:00	0:00	0:00	0:00	198:00	0:00	0:00	9:00
Pay Period Totals		0:00	0:00	0:00	0:00	405:00	0:00	0:00	18:00

9.1.2.10 Time Card List Report

Click **Time Card List** icon to check the **Time Card List Report** for the employee selected in Step 2. Count and show the Regular Hours, OT Level 1, 2, 3 Hours, Early and Absent Hours, etc.

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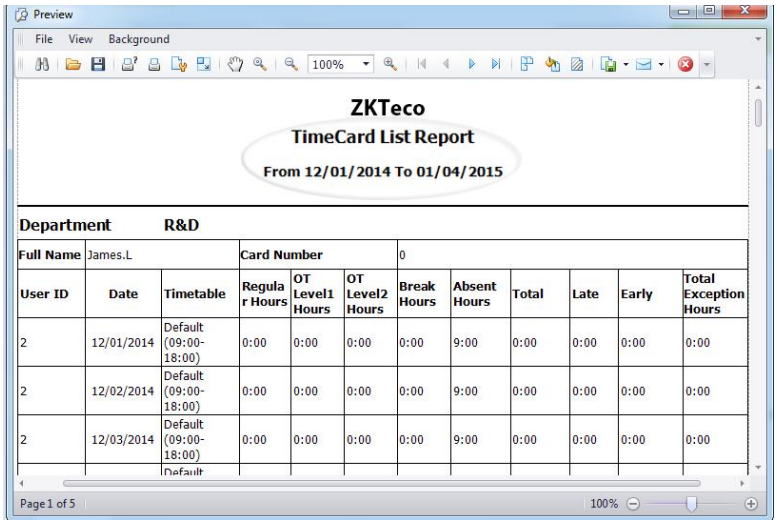


ZKTeco

TimeCard List Report

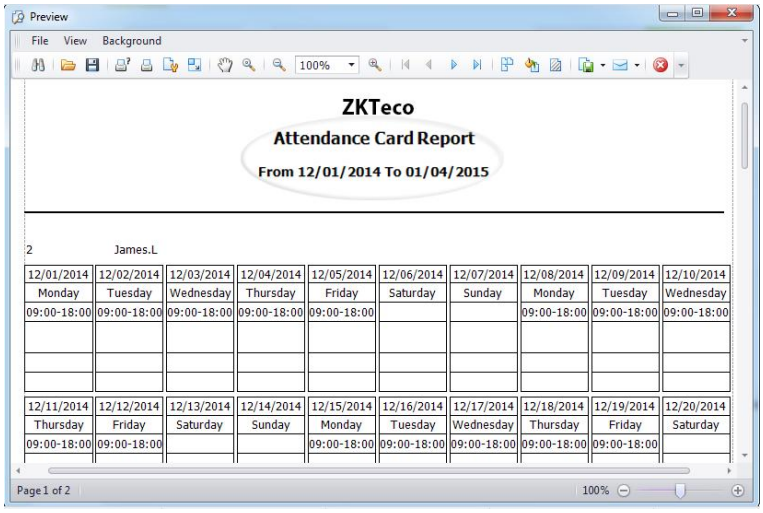
From 12/01/2014 To 01/04/2015

Department R&D

Full Name	James.L		Card Number			0					
User ID	Date	Timetable	Regular Hours	OT Level1 Hours	OT Level2 Hours	Break Hours	Absent Hours	Total	Late	Early	Total Exception Hours
2	12/01/2014	Default (09:00-18:00)	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00	0:00
2	12/02/2014	Default (09:00-18:00)	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00	0:00
2	12/03/2014	Default (09:00-18:00)	0:00	0:00	0:00	0:00	9:00	0:00	0:00	0:00	0:00

9.1.2.11 Attendance Card Report

Click the **Attendance Card** icon to check the **Attendance Card Report** for the employee selected in Step 2. Show all attendance cards in the time range set in Step 1.



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Attendance Card Report

From 12/01/2014 To 01/04/2015

2 James.L

12/01/2014	12/02/2014	12/03/2014	12/04/2014	12/05/2014	12/06/2014	12/07/2014	12/08/2014	12/09/2014	12/10/2014
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00			09:00-18:00	09:00-18:00	09:00-18:00

12/11/2014	12/12/2014	12/13/2014	12/14/2014	12/15/2014	12/16/2014	12/17/2014	12/18/2014	12/19/2014	12/20/2014
Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
09:00-18:00	09:00-18:00			09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00	09:00-18:00	

9.1.2.12 Daily Attendance Report

Click the **Daily Attendance** icon to check the **Daily Attendance Report**.

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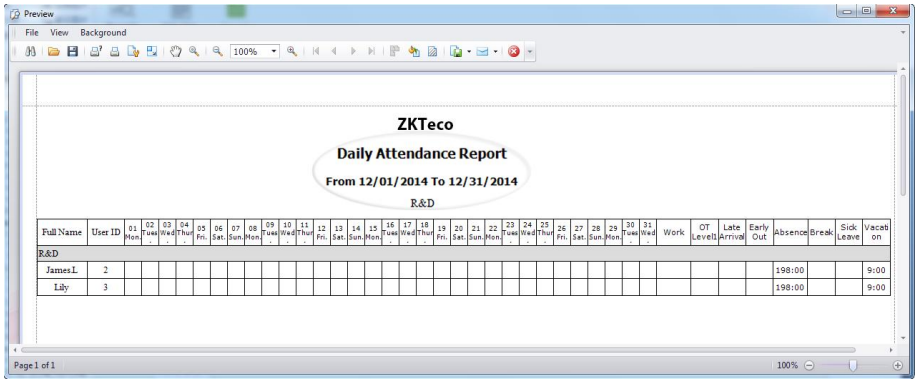
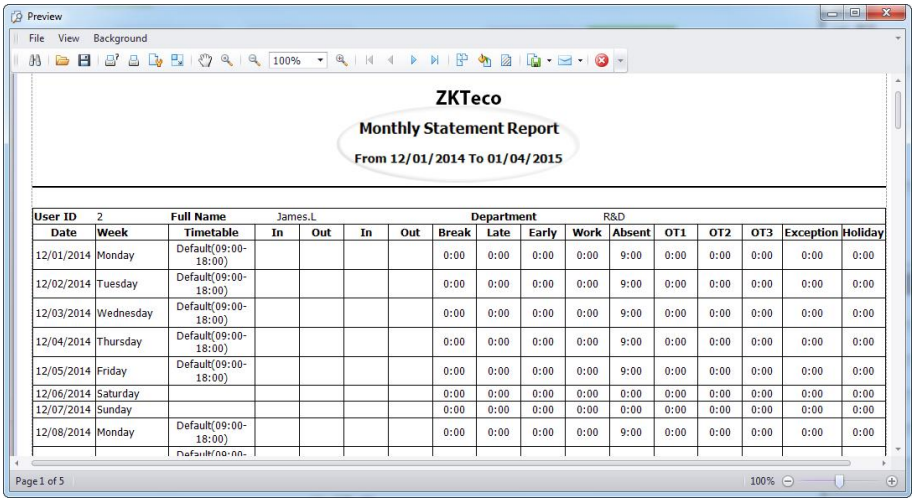


9.1.2.13 Monthly Summary

Click the **Monthly Summary** icon to check the **Monthly Summary Report** for the employee selected in Step 2.



9.1.2.14 Flexible Schedule Report

Click **Flexible Schedule** icon to check the **Flexible Schedule Report** for the employee got selected in Step 2.

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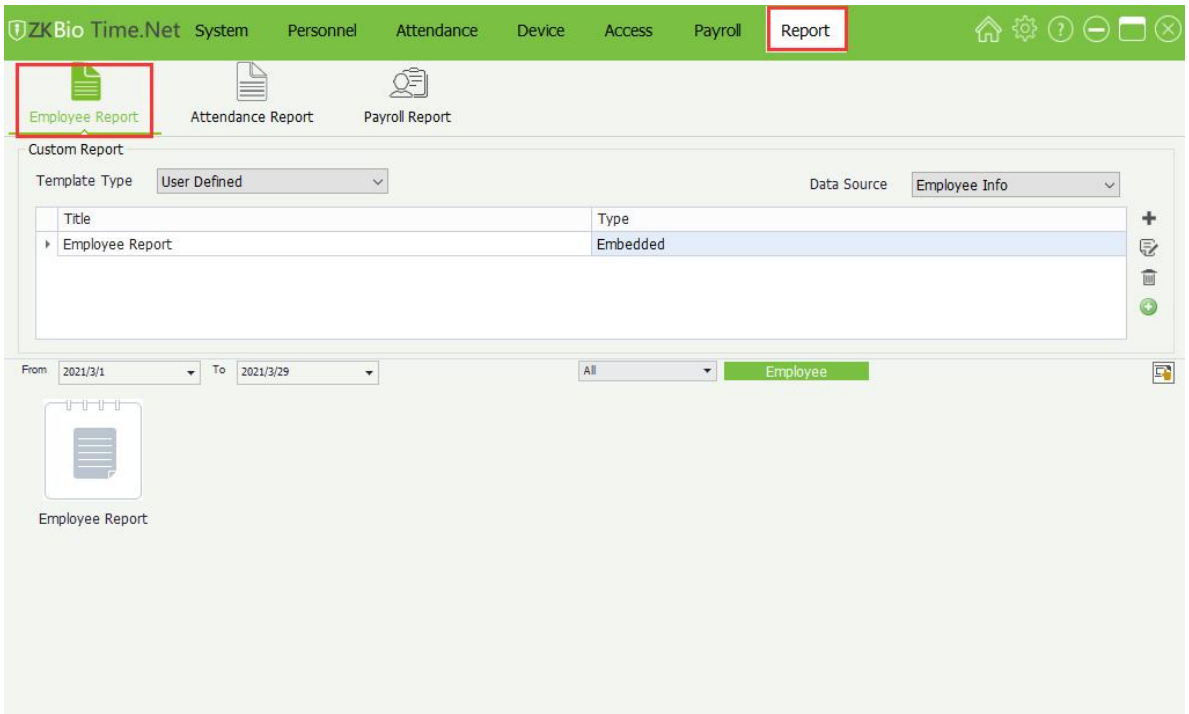
9.2 Employee Reports

Enter the path to create custom employee report and view employee reports.



- **Custom Report**

Please refer to 9.1 Attendance Report.

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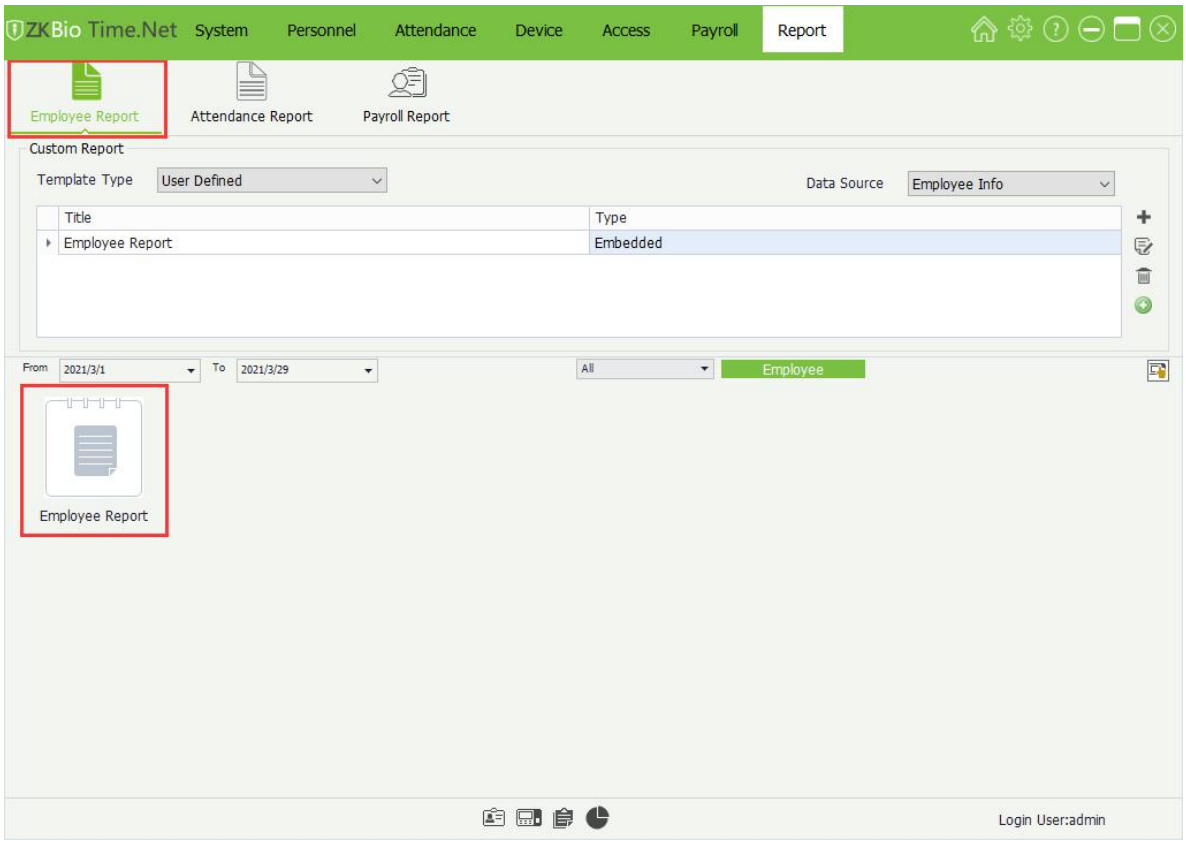
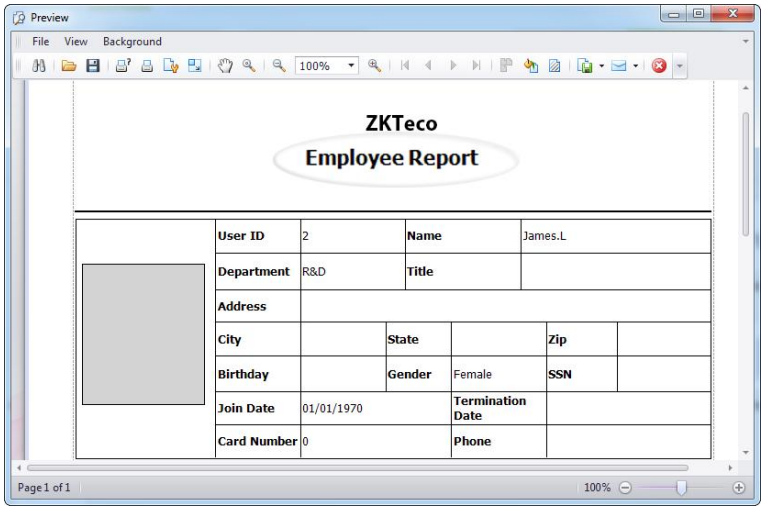
- **View Report**



Click **Employee Report** icon, the system will pop-up the **Employee Report**.



9.3 Payroll Reports

Enter the path to create custom payroll report and view payroll reports.

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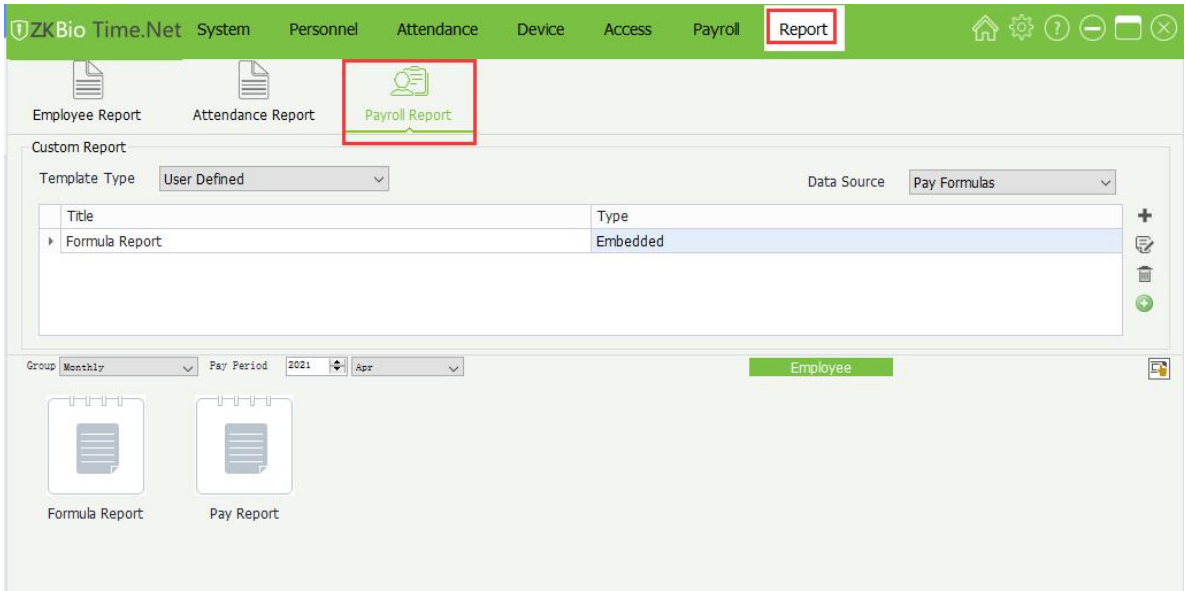
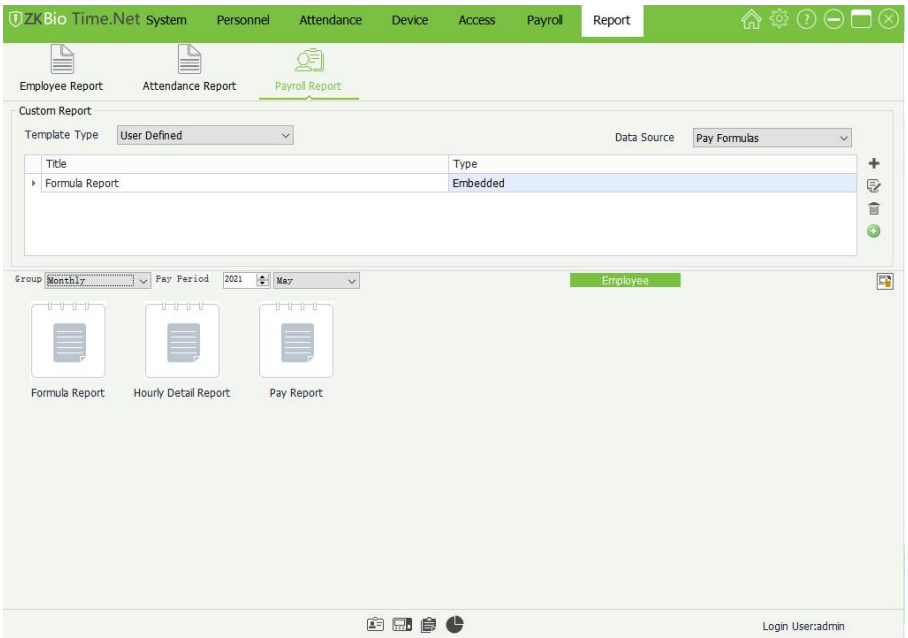


9.3.1 Custom Report

Please refer to 9.1 Attendance Report.

9.3.2 View Report

The payroll report module can select different groups and pay period to export formulas or pay reports.



Group: Hourly, weekly, biweekly, semimonthly, monthly.

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Pay Period: Select the desired time period.

9.3.3 Formula Report

Company

Formula Report

Name	Type	Enabled	Remark
Performance Allowance	Earning	True	
Expression	[Basic Salary]/21.5*[Required Work Days]		
Absence of Deduction	Deduction	True	
Expression	[Actual Work Days]*[Basic Salary]/21.5		

9.3.4 Pay Report

Company

Pay Report

Employee ID	Full Name			Department		
2	Lucy			Department		
Pay Period	**From**	**End**	**Basic Salary**	**Other Earnings**	**Other Deductions**	**Actual Pay**
2019-1	12/31/2018	01/06/2019	0.00	1000.00	0.00	1000.00
Pay Period Totals			0.00	1000.00	0.00	1000.00

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10. Payroll★

The software supports the first version of the **Payroll** module, providing Formula editing, Salary Structure design, Salary Advance, Reimbursement, Loan, etc. As it is the first version of the payroll system, this module will be gradually improved in the future according to customer's feedback. Currently, it includes eight secondary menus, including General, Profile, Formula, Salary Structure, Reimbursement, Loan, Salary Advance, and Payroll.

The user shall install version 3.1.0.0 or above, and tick 'Enable Payroll' in [**System**] > [**Config**] > [**Basic Setting**] > [**Software Function**]. The license shall have a payroll module. After the initial installation, the payroll module is included in the trial section.

10.1 General

In [**Payroll**] > [**General**], select the employee in the left interface for basic salary setting, employees are classified into full-time and hourly workers.

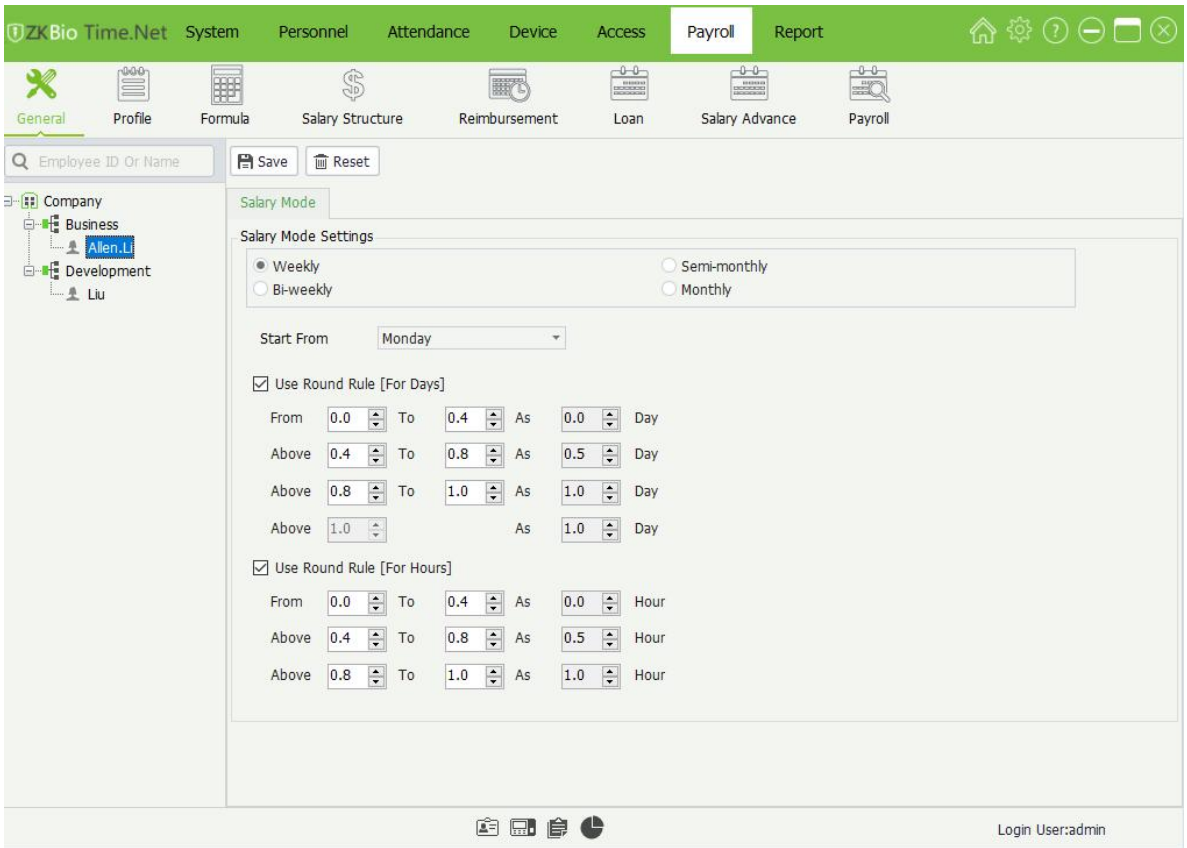

Figure 10.1.1- Payroll module -> General

Employment Mode Setting: [**Personnel**] > [**Employee**] > [**Pay Mode**]

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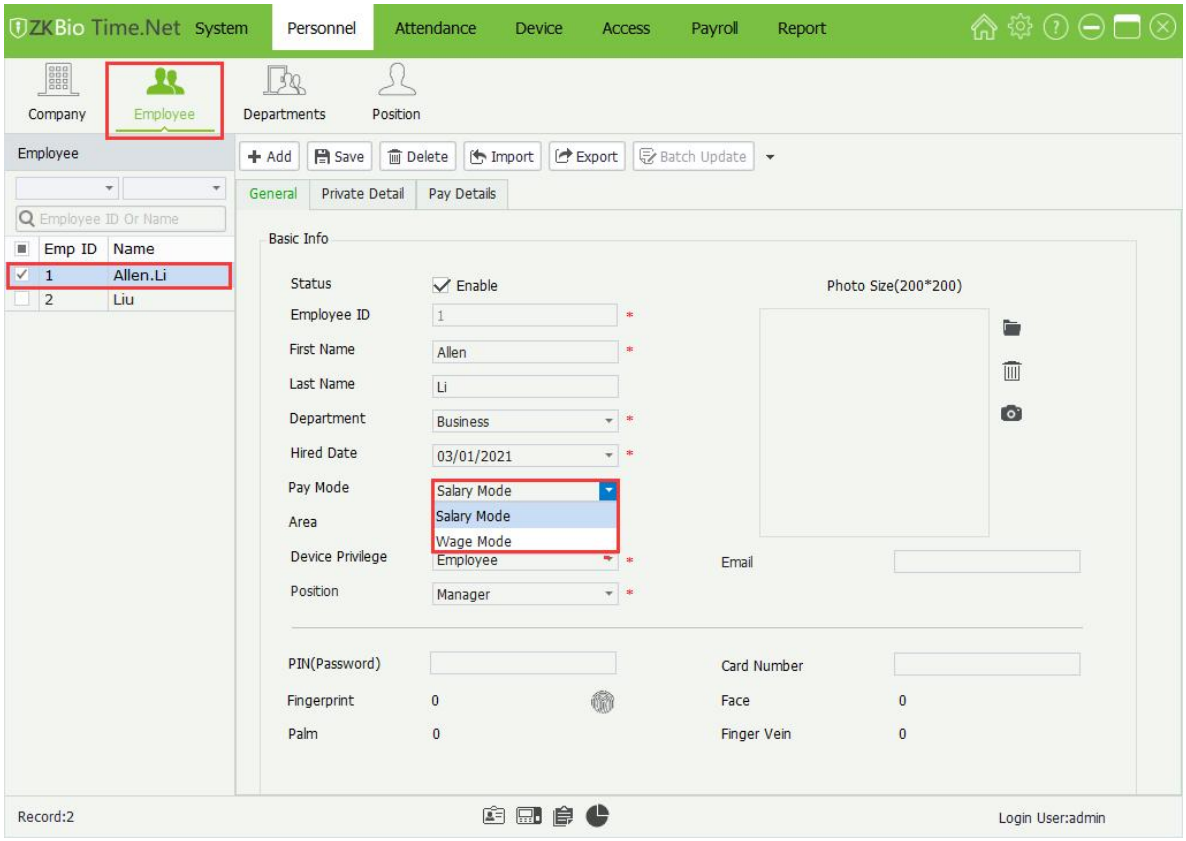

Figure 10.1.2- Personnel -> Employee

Salary Mode Setting: Salary cycle and rounding rules (days or hours) can be set.

[**Salary cycle**]: It is divided into Weekly, Biweekly, Semimonthly, and Monthly. You need to set the start date when setting.

[**Round Rule**]: Only 0, 0.5 and 1.0 are available for selection.

[**Attendance time**]: One check-in and check-out on the device, which is counted as one attendance time. Not found

The following figure takes the Use Round Rule (For Days) as an example:

The attendance time is 0.3 days, and the system takes it as 0 day.

The attendance time is 0.6 days, and the system takes 0.5 days.

The attendance time is 0.9 days, and the system takes it as 1 day.

Take the Use Round Rule (For Hours) as an example:

The attendance time is 1.3 hours, and the system takes 1 hour.

The attendance time is 1.7 hours, and the system takes 1.5 hours.

The attendance time is 1.9 hours, and the system takes 2 hours.

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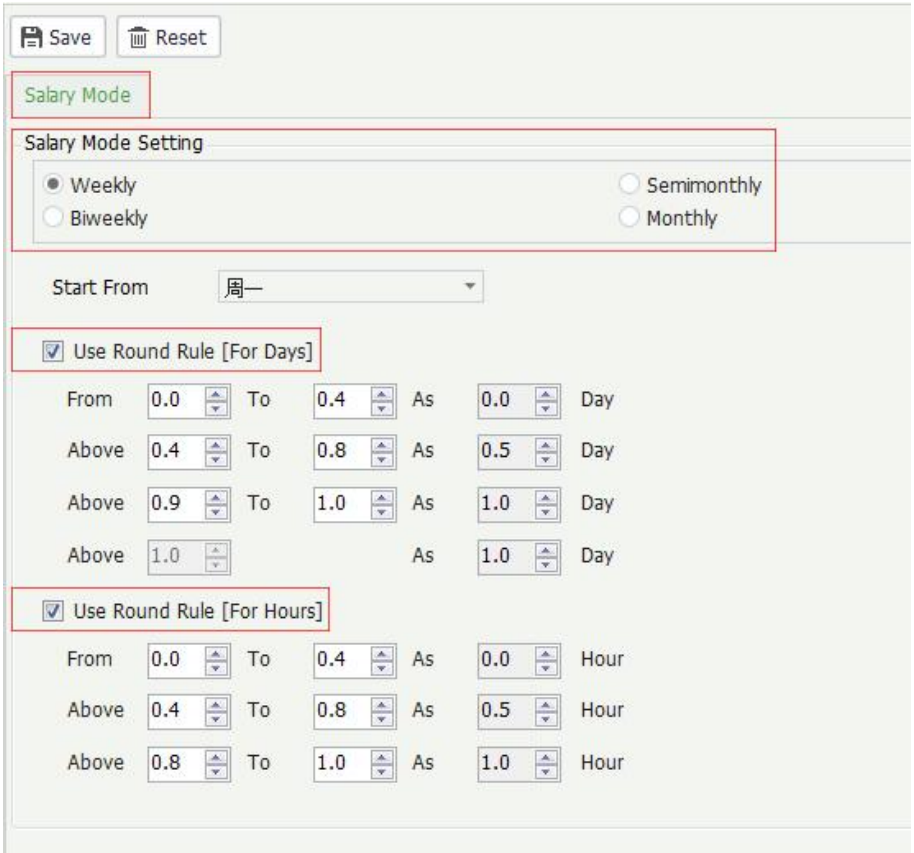

Figure 10.1.3- Payroll Module -> General

Wage Mode Setting: You can set the Use Round Rule (For Hours) and check the Work Code.

[**Round Rule**]: Only 0, 0.5 and 1.0 are available for selection.

[**Attendance time**]: One check-in and check-out on the device, which is counted as one attendance time.

Take the Use Round Rule (For Hours) as an example:

The attendance time is 1.3 hours, and the system takes 1 hour.

The attendance time is 1.7 hours, and the system takes 1.5 hours.

The attendance time is 1.9 hours, and the system takes 2 hours.

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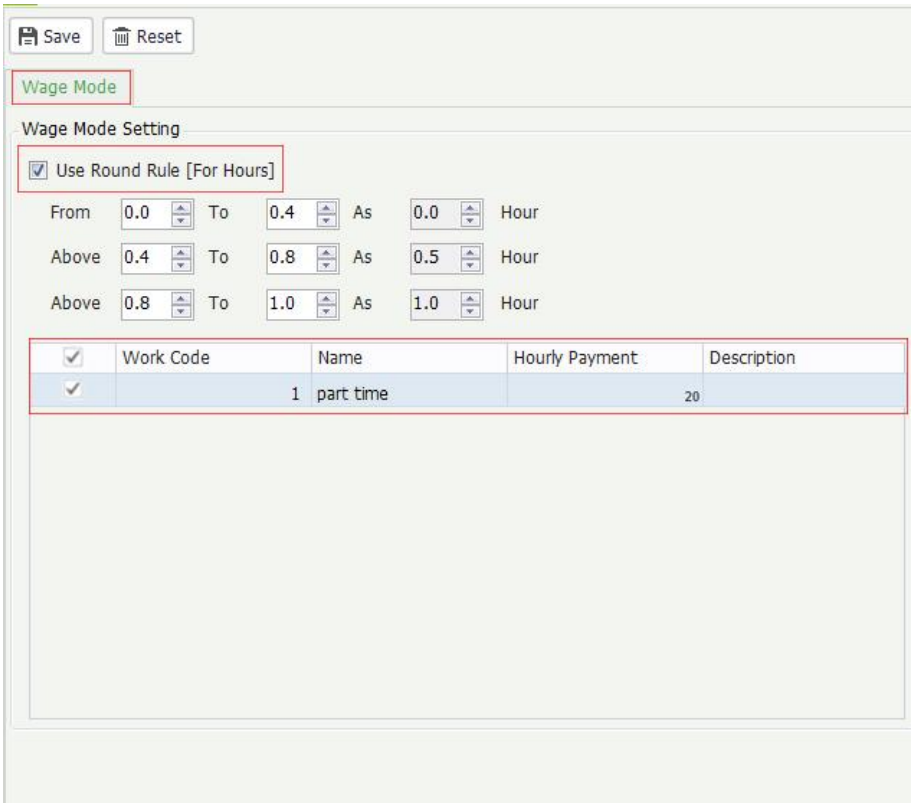

Figure 10.1.4- Payroll Module -> General

Wage salary = Hourly wage of Work code* attendance time.

[**Work Code**]: In the **Device** -> **Work Code** -> **Add**.

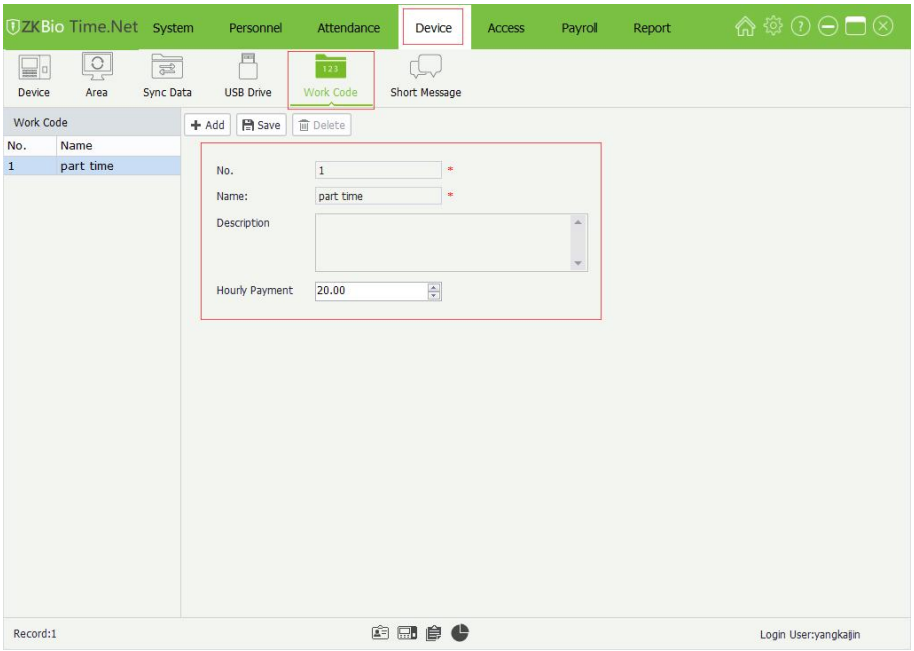

Figure 10.1.5- Device -> Add

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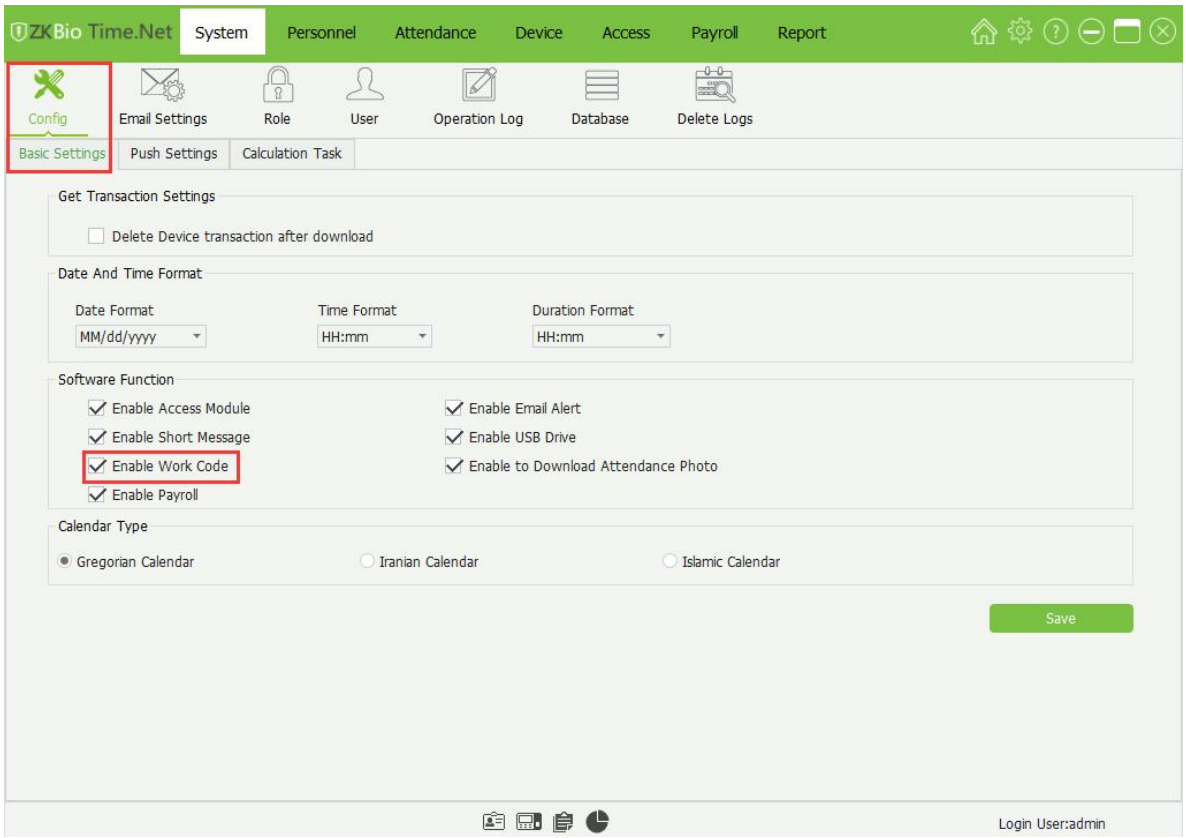
If there is no work code menu, you can check to enable work code function at [**System**] > [**Config**] > [**Basic Settings**].



10.2 Profile

In [**Payroll**] > [**Profile**], select the person to edit on the left side of the screen:

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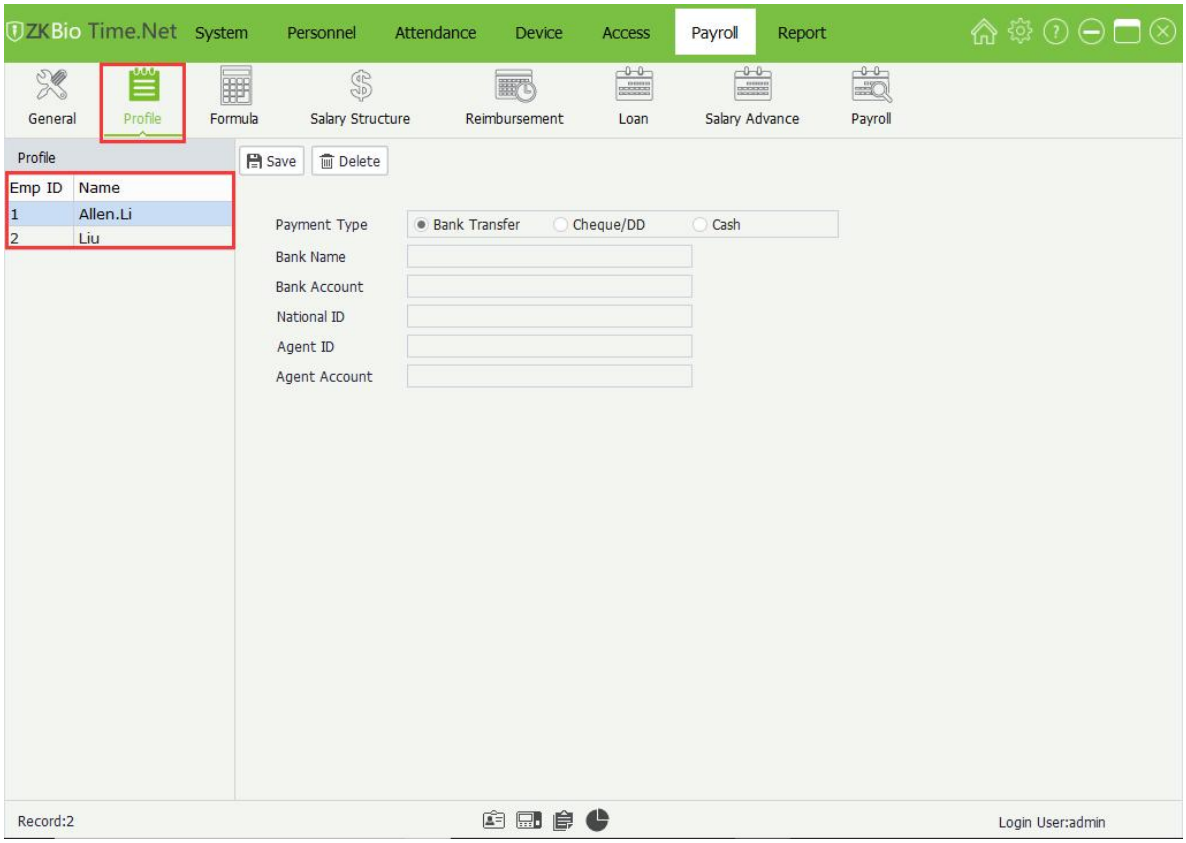

Figure 10.2.1 - Payroll -> Profile

The types of payment are bank transfer, cheque/DD, and cash.

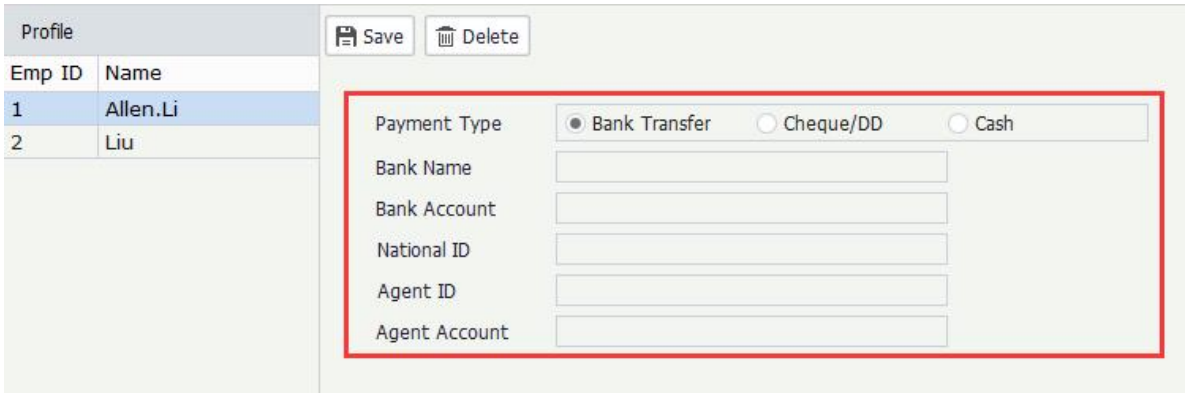

Figure 10.2.2 - Payroll -> Profile

Fill in the Bank Name, Bank Account, National ID, Agent ID, and Agent Account (if there is no agent ID and no agent account, please do not fill in).

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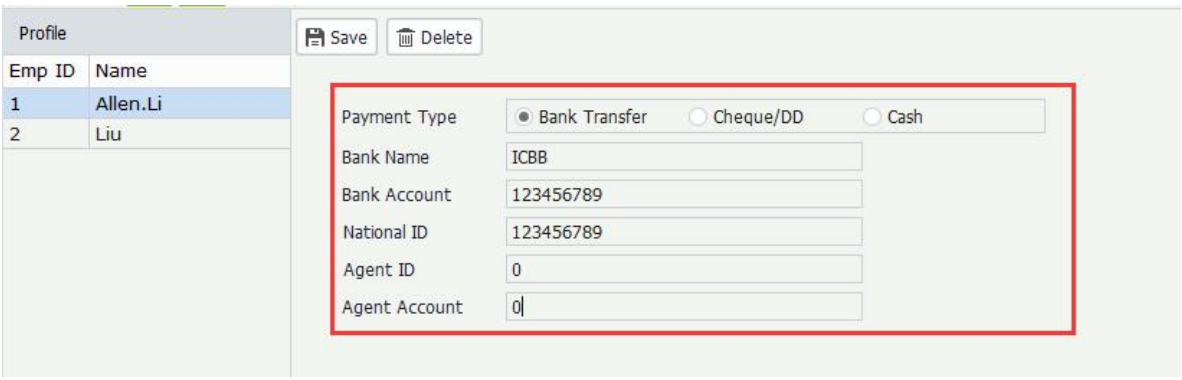

Figure 10.2.3 - Payroll -> Profile

When selecting the type of cash, you can only fill in the national ID or leave it blank.

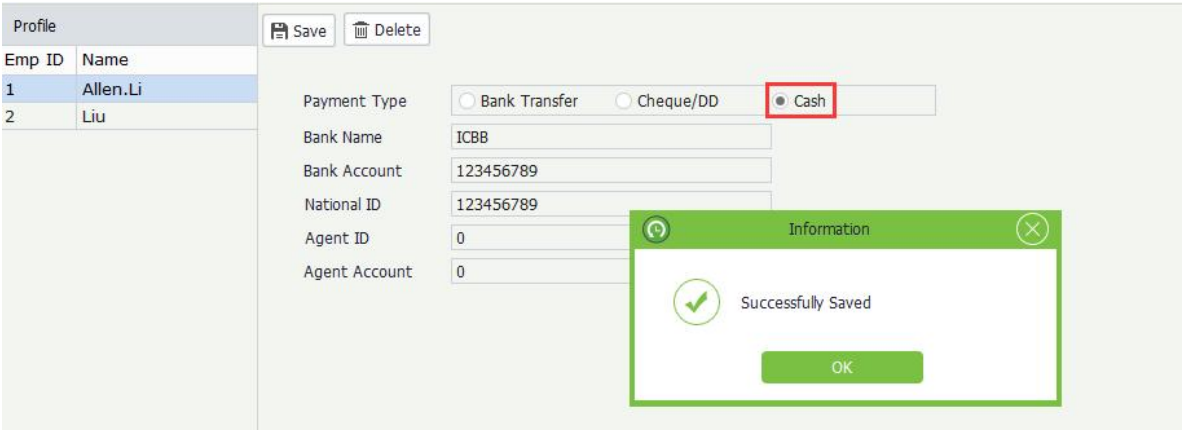

Figure 10.2.4 - Payroll -> Profile

10.3 Formula

In [**Payroll**] > [**Formula**] > [**Add**]:

Add formula, fill in the formula name, payment type (Earning, Deduction), whether to enable, expression and remarks.

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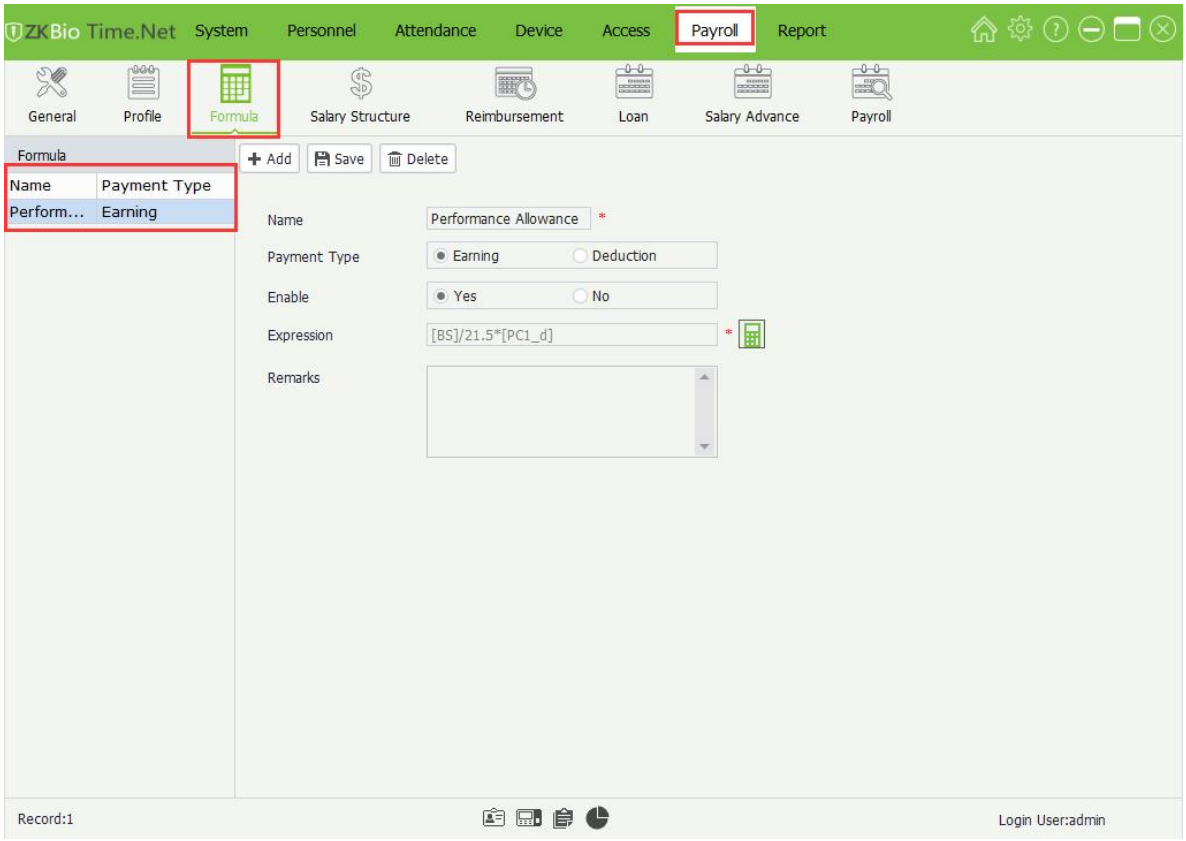

Figure 10.3.1 - Payroll -> Formula

Open the formula calculator and edit the required expression. Take the following figure for example:

Name: Performance allowance

Payment Type: Earning

Enable: Yes

Expression: Basic salary / 21.5 (days) * round work time (days)

Note: The basic salary is set in 10.4 Salary Structure.

The round work time is calculated based on the attendance records uploaded by the device.

For example, if the basic salary is 5,000 yuan, and the round work time is 20 days, the performance allowance is 4651 yuan.

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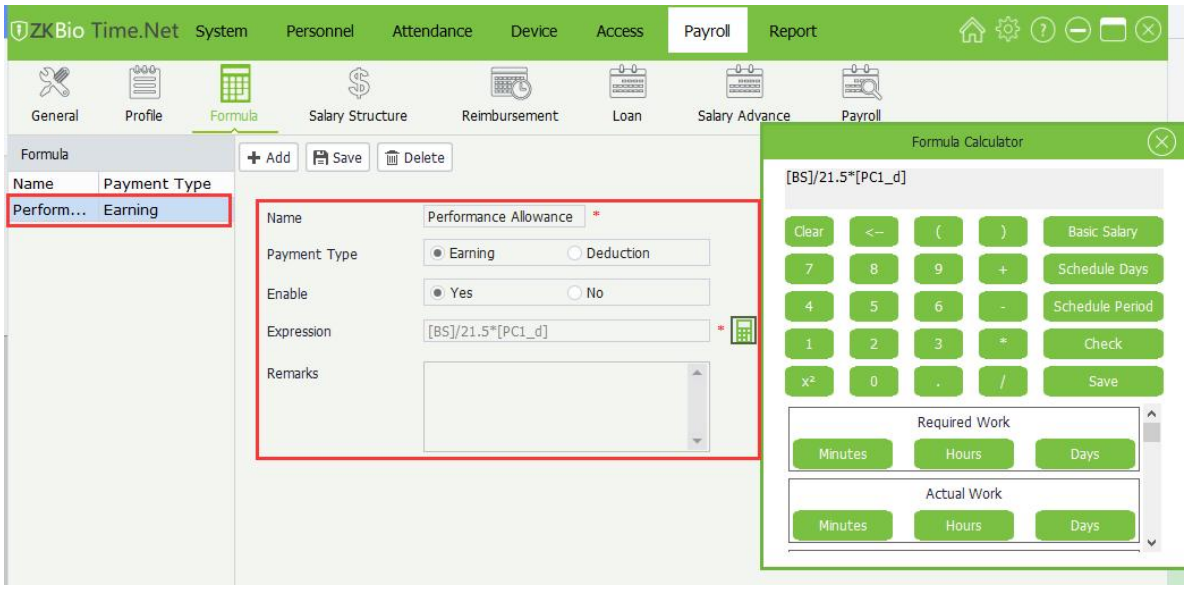

Figure 10.3.2 - Payroll -> Formula

The formula for calculating the salary of the absentee deduction is:

Name: Absence deduction

Payment Type: Deduction

Enable: Yes

Expression: Basic salary / 21.5 (days) * days of absence

For example, if the basic salary is 5,000 yuan, and the days of absence are 3 days, the deduction is 697 yuan.

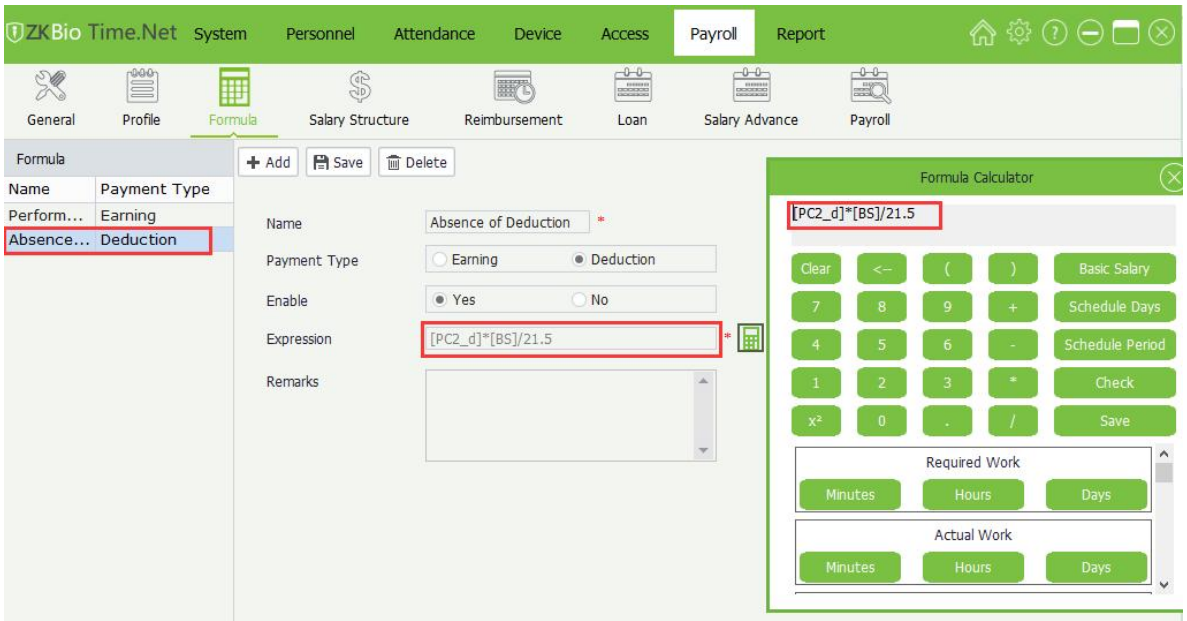

Figure 10.3.3 - Payroll -> Formula

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10.4 Salary Structure

In [**Payroll**] > [**Salary Structure**] > [**Add**], the left interface can select departments and employee, and the right interface can add salary structure:

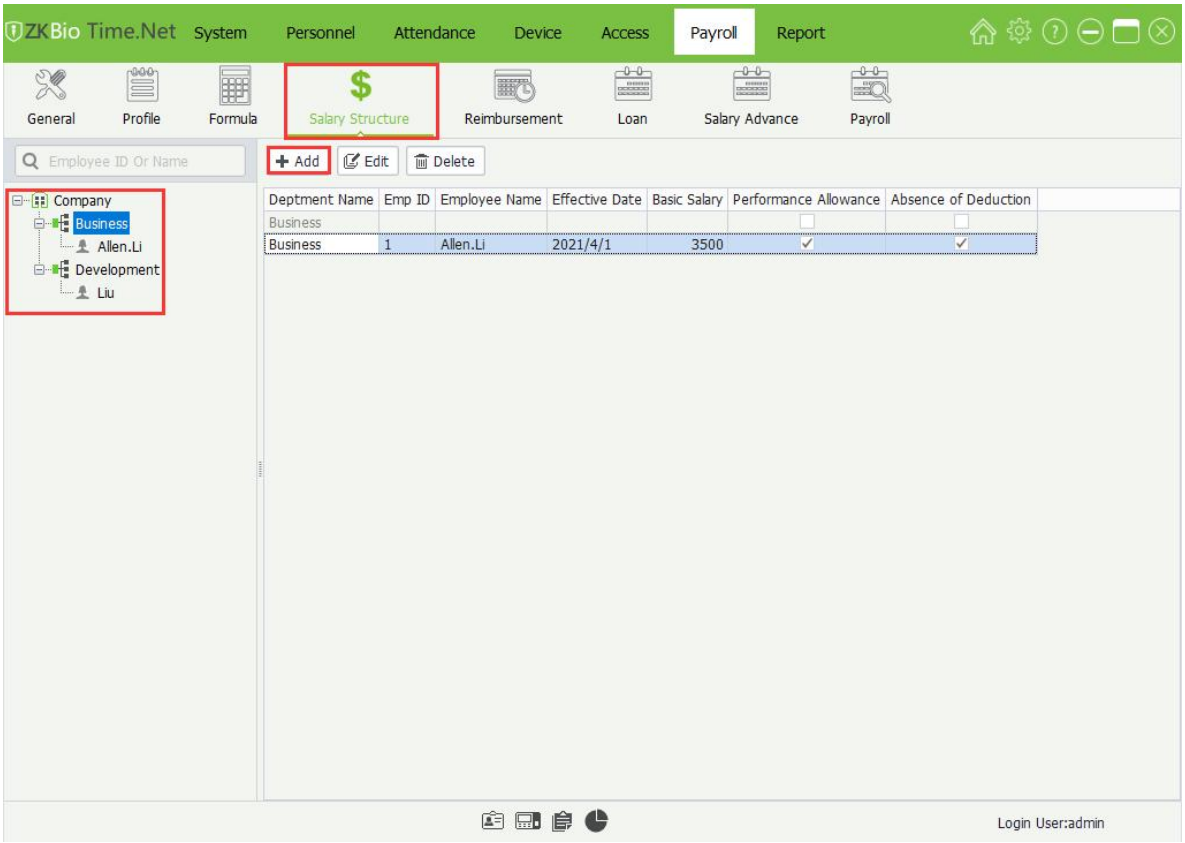

Figure 10.4.1 - Payroll -> Salary Structure

Newly added salary structure can be departmental or personnel.

Select [**Effective Date**], set [**Basic Salary**], check the required formula module (set in 10.2 Profile), and the Formula modules that are not checked will not be counted in the payroll.

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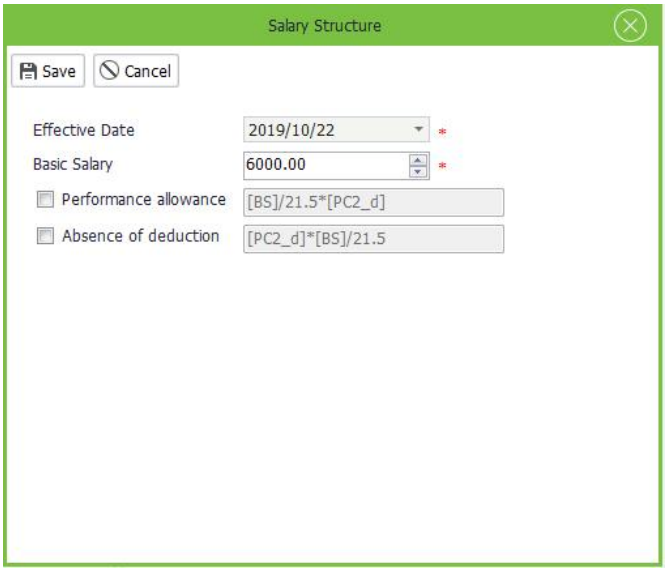

Figure 10.4.2 - Payroll -> Salary Structure

Note: The department salary structure is applicable to all employees under the department, and the employee with a separate salary structure may not follow the department salary structure.

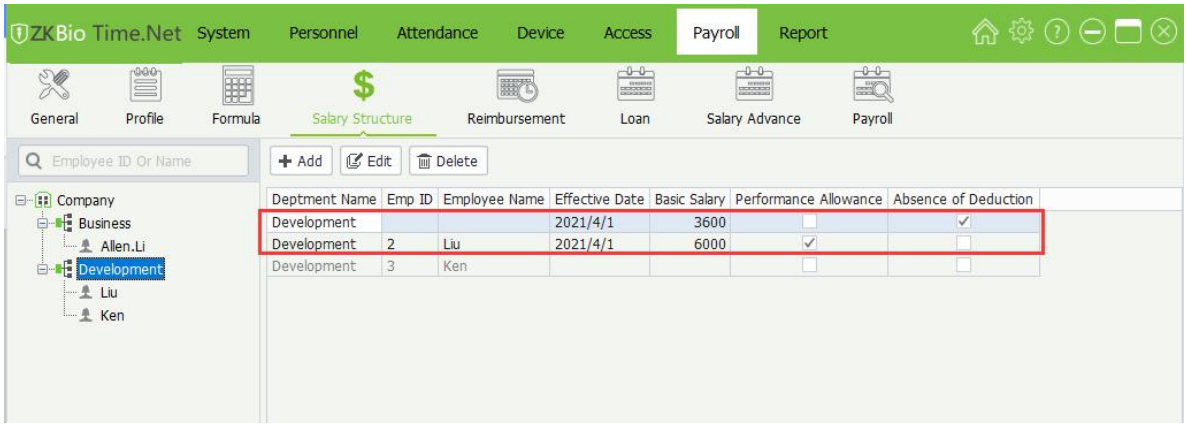

Figure 10.4.3 - Payroll -> Salary Structure

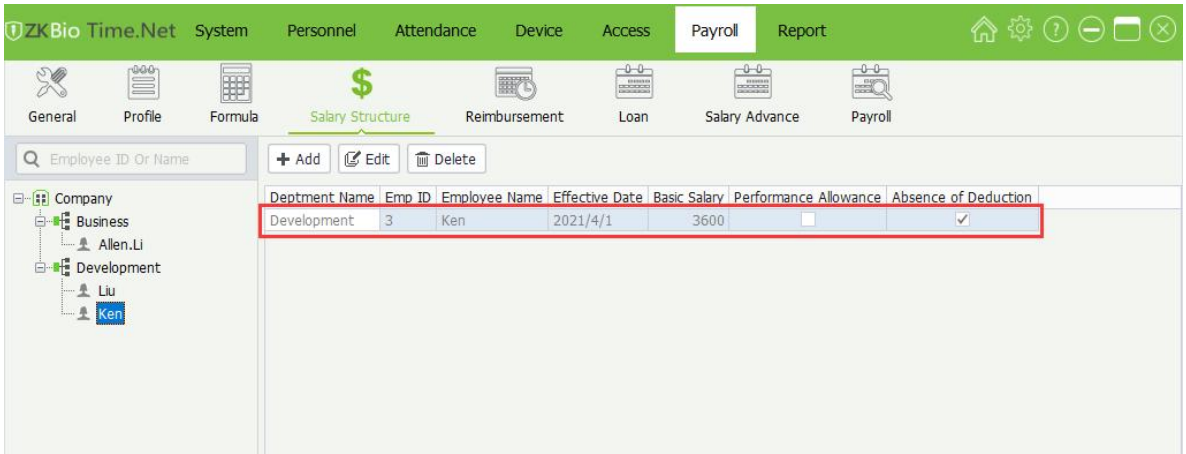

Figure 10.4.4 - Payroll -> Salary Structure

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10.5 Reimbursement

In [**Payroll**] > [**Reimbursement**] > [**Add**], the left interface selects reimbursement employee, and the right interface selects reimbursement content.

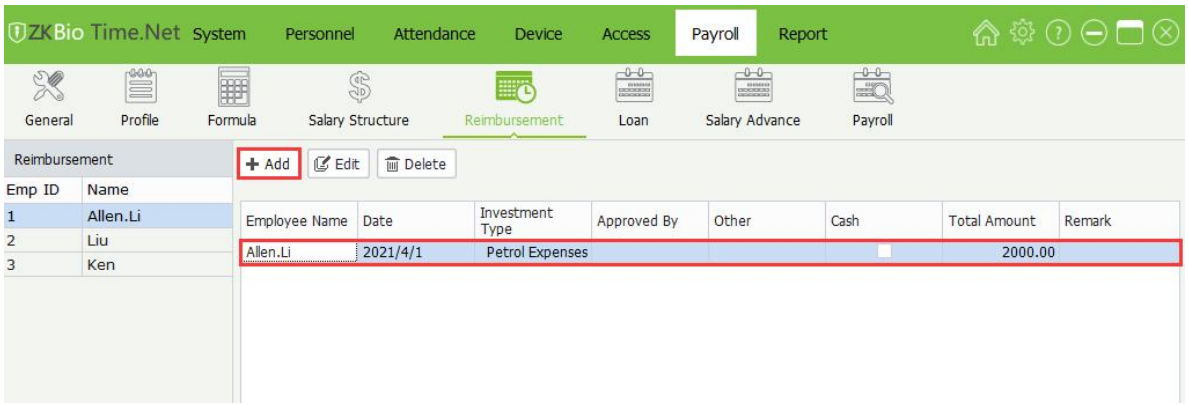

Figure 10.5.1 - Payroll -> Reimbursement

Reimbursement interface: Select the date, whether to use cash, total amount, investment type (other, petrol expenses, travel expenses, mobile expenses). For other expenses, please fill in the details, add the approver and necessary comments.

Approved by: At present, it is similar to note function, and any person can be filled in.

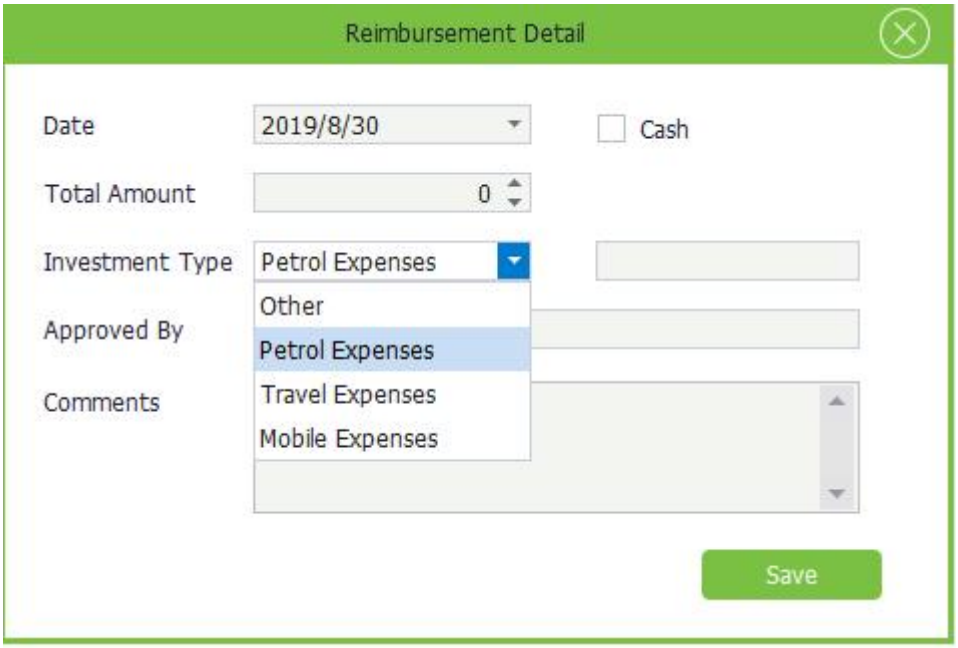

Figure 10.5.2 - Payroll -> Reimbursement

Click save to see the newly added reimbursement information in the interface.

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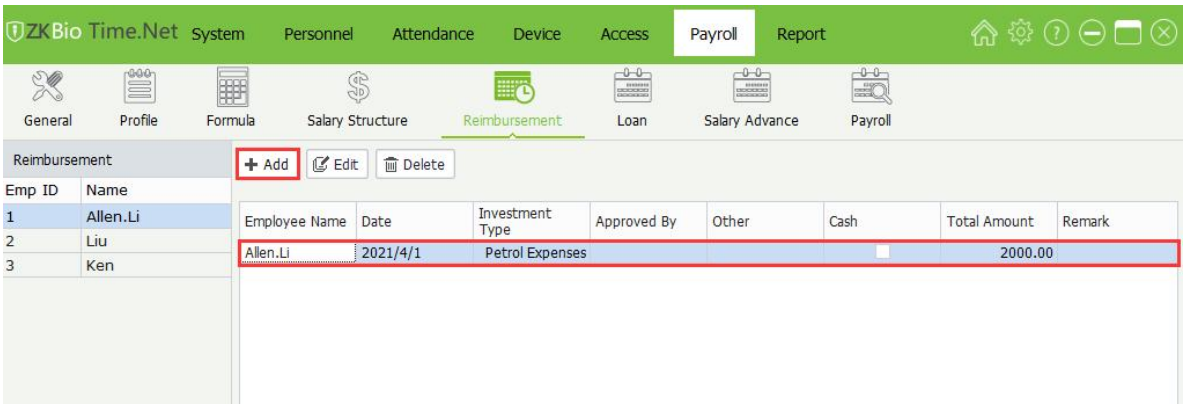

Figure 10.5.3 - Payroll -> Reimbursement

10.6 Loan

In [**Payroll**] > [**Loan**] > [**Add**], select employee on the left interface, and then click the [**Add**] menu.

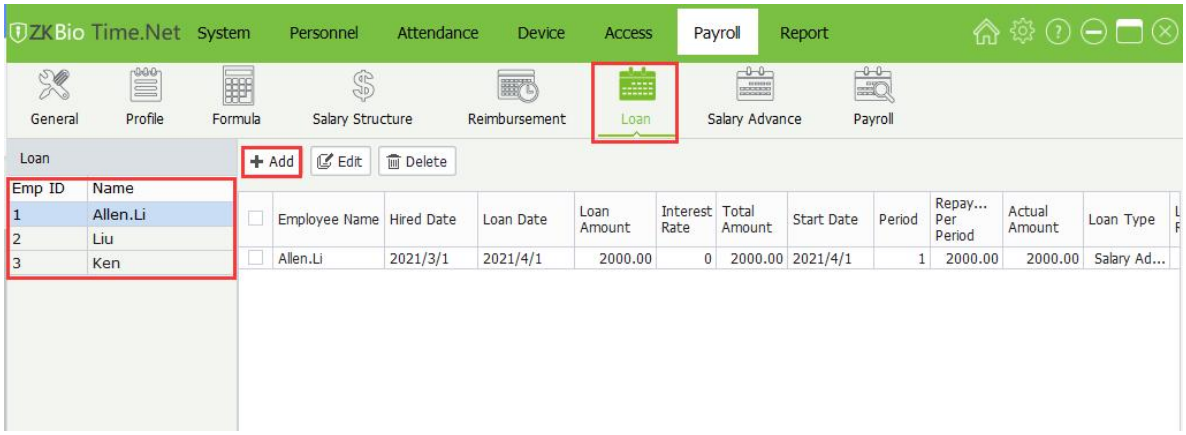

Figure 10.6.1 - Payroll -> Loan

Loan Detail: Including basic salary, hired date, loan date, loan amount, loan type, total amount, repay type, approved by, reason, start date, period, per period, actual amount.

Basic salary: It is set in 10.4 Salary Structure.

Loan Type: Salary advance, personal loan, bike loan, laptop loan, and others. Among them, the interest rate cannot be set for salary advance, while interest rate can be set for other loan types (0% to 1%).

Repay Type: Instalment repayment and full deduction.

Approved by: At present, it is similar to note function, and any person can be filled in.

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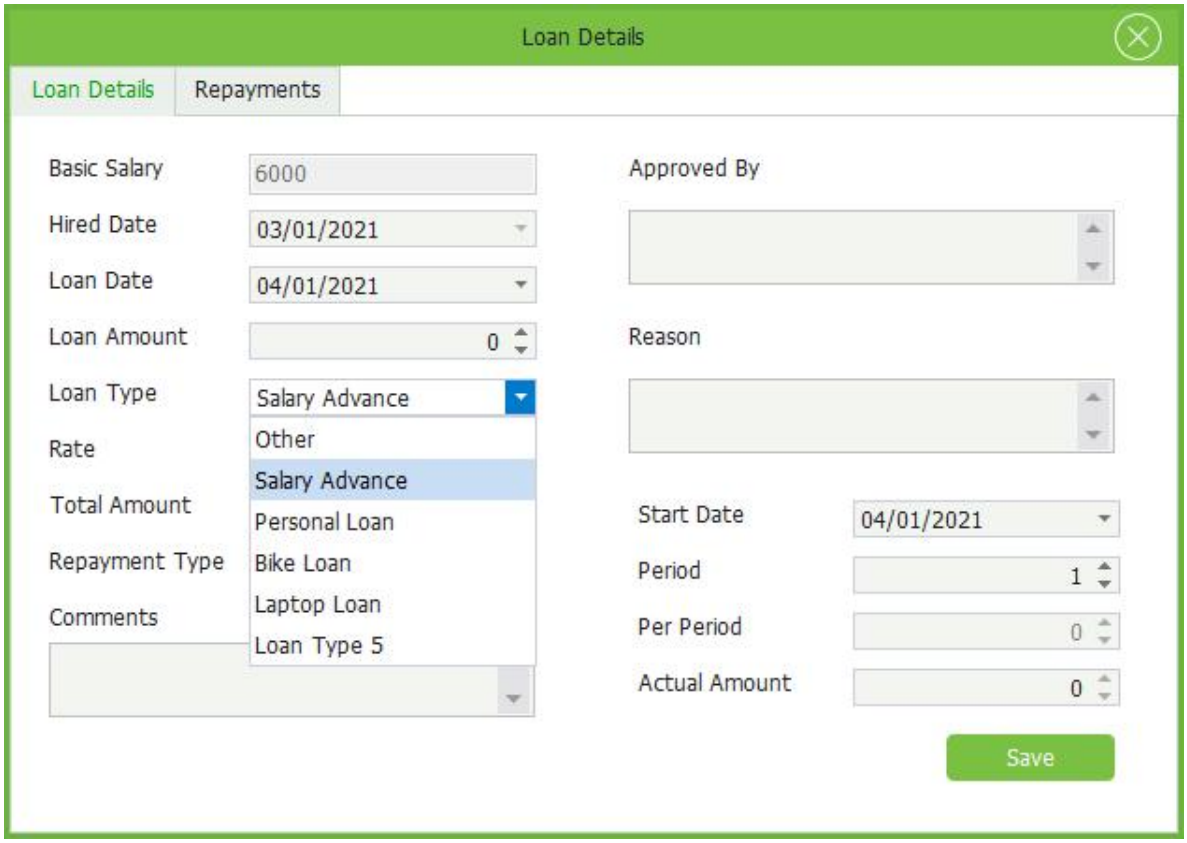

Figure 10.6.2 - Payroll -> Loan

Repayments:

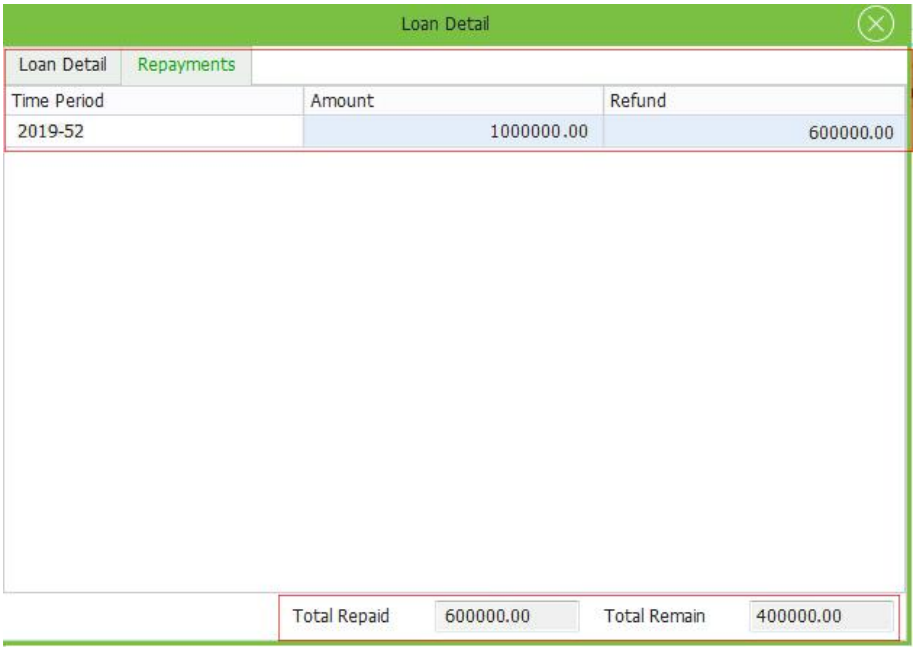

Figure 10.6.3 - Payroll -> Loan

Details of the loan can be viewed in the loan interface:

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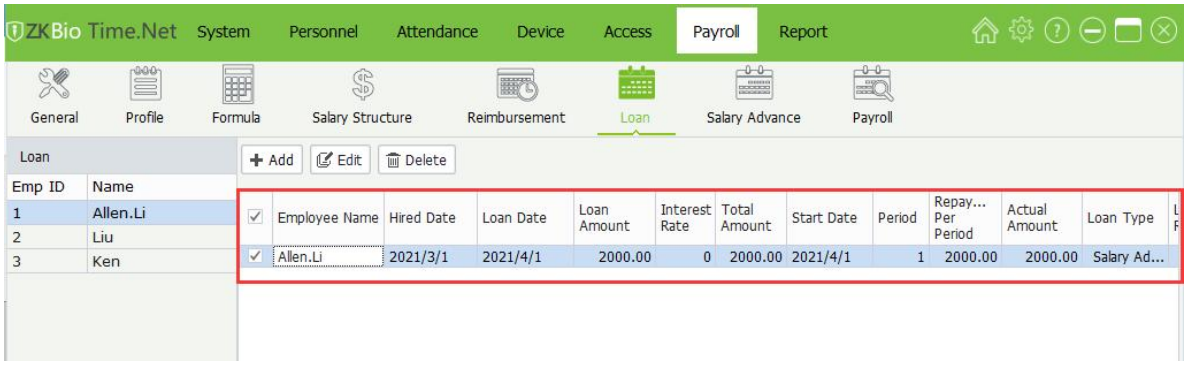

Figure 10.6.4 - Payroll -> Loan

10.7 Salary Advance

In [**Payroll**] > [**Salary Advance**] > [**Add**], on the left interface, select personnel for salary advance operation, and click **[Add]**.

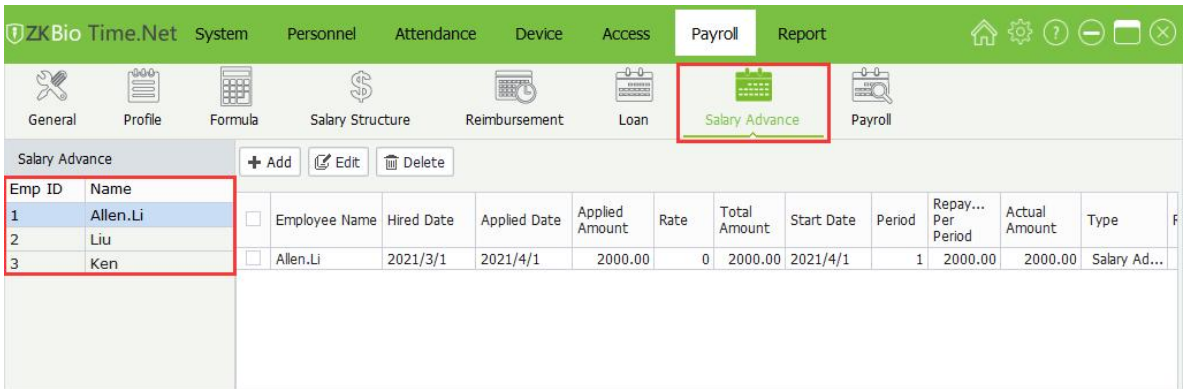

Figure 10.7.1 - Payroll -> Salary Advance

Detail: Including basic salary, hired date, date, amount, type (It has been fixed as salary advance), rate (It has been fixed at 0%), total amount, repay type, approved by, reason, start date, period, per period, actual amount.

Repay Type: Instalment repayment and full deduction.

Approved by: At present, it is similar to note function, and any person can be filled in.

Note: The repay cycle of the salary advance module can only be one period.

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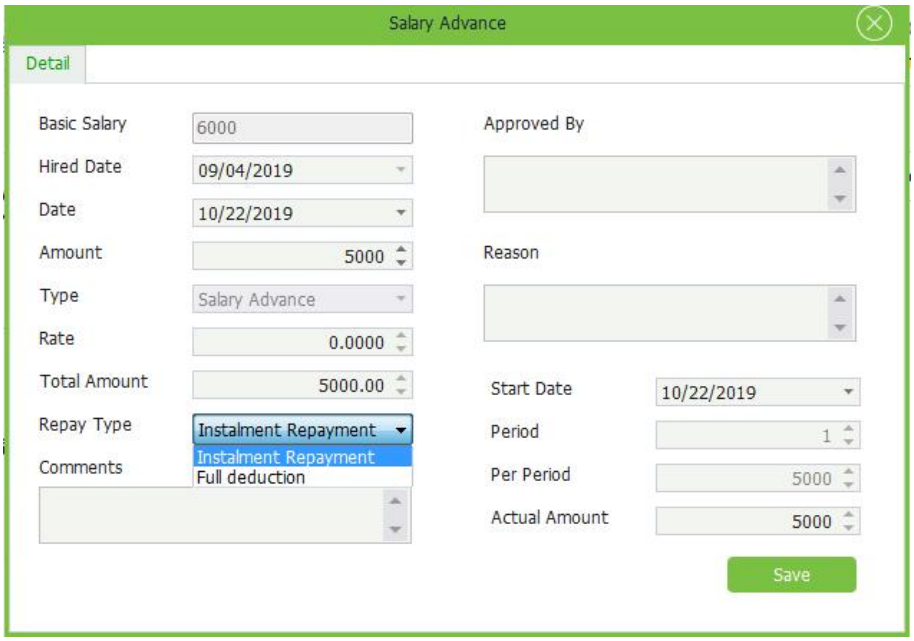

Figure 10.7.2 - Payroll -> Salary Advance

After saving, the salary advance interface can see the advances of each personnel.

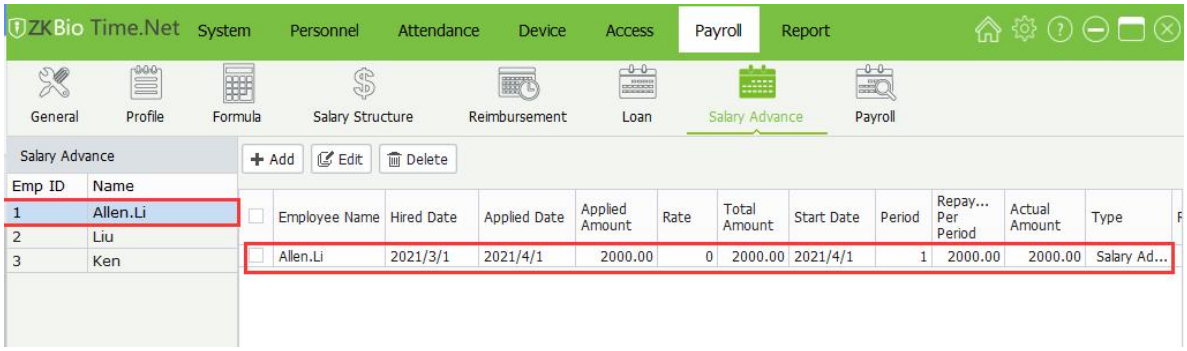

Figure 10.7.3 - Payroll -> Salary Advance

Note: The person who has not paid off the loan cannot carry out a salary advance operation.

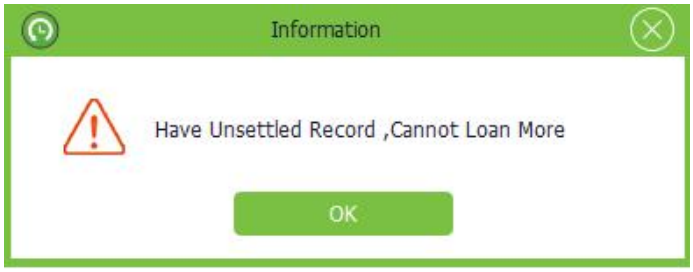

Figure 10.7.4 - Payroll -> Salary Advance

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10.8 Payroll

In [**Payroll**] > [**Payroll**], on the left interface can select [**Group**] (hourly, weekly, biweekly, semimonthly, monthly).

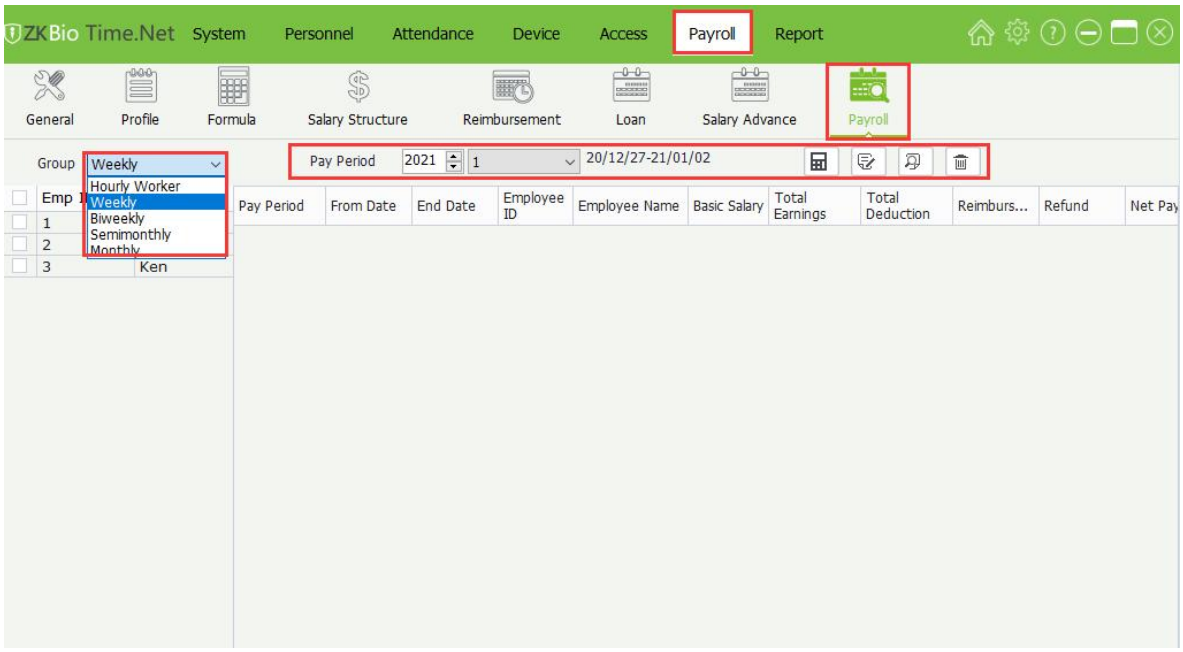

Figure 10.8.1 - Payroll -> Payroll

After selecting the group, the corresponding employee will appear, select the employee to be calculated, the payroll period, click the calculation button on the right to calculate the salary.

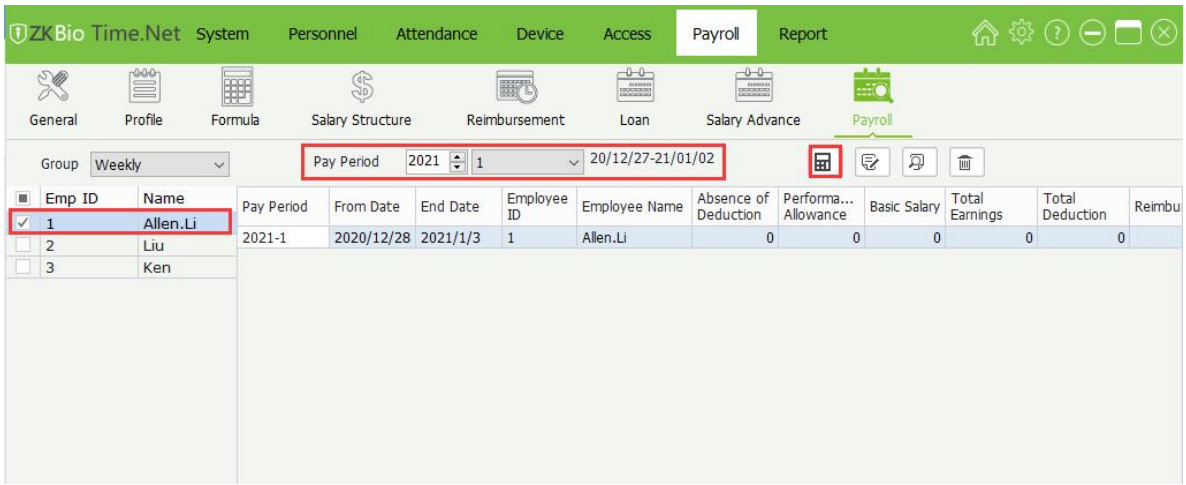

Figure 10.8.2 - Payroll -> Payroll

ZKBio Time.Net will calculate the employee's salary through the data of the attendance report and salary structure.

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Note: When calculating the payroll, you need to perform the attendance calculation first. In the **[Report] > [Attendance Calculation]**, select the employee to perform the attendance calculation and then return to the [Payroll] interface to calculate the payroll of the employee.

For example: Luna's August payroll calculation, through the device attendance calculation, Luna's absence days are 3 days, the attendance days are 19 days, and the basic salary is set to 5000 yuan.

Luna's salary structure: Performance allowance + basic salary - absence deduction.

Net Pay: Performance allowance + basic salary - absentee deduction = 5000 +4651.16-465.11 = 9186.05 yuan

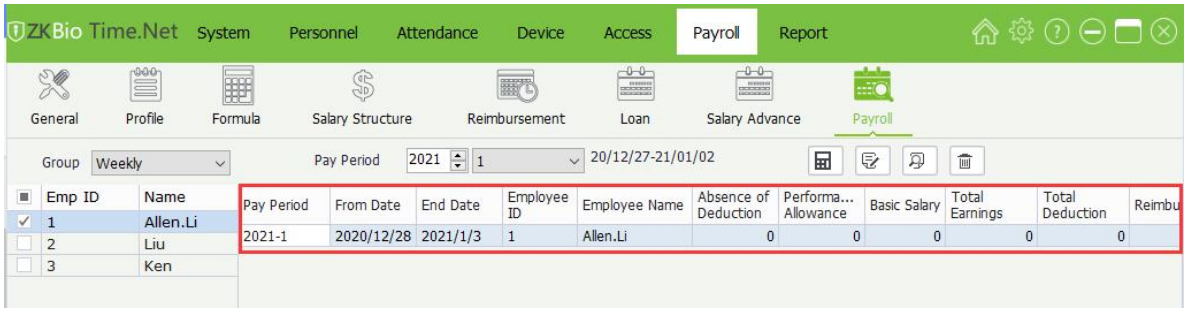
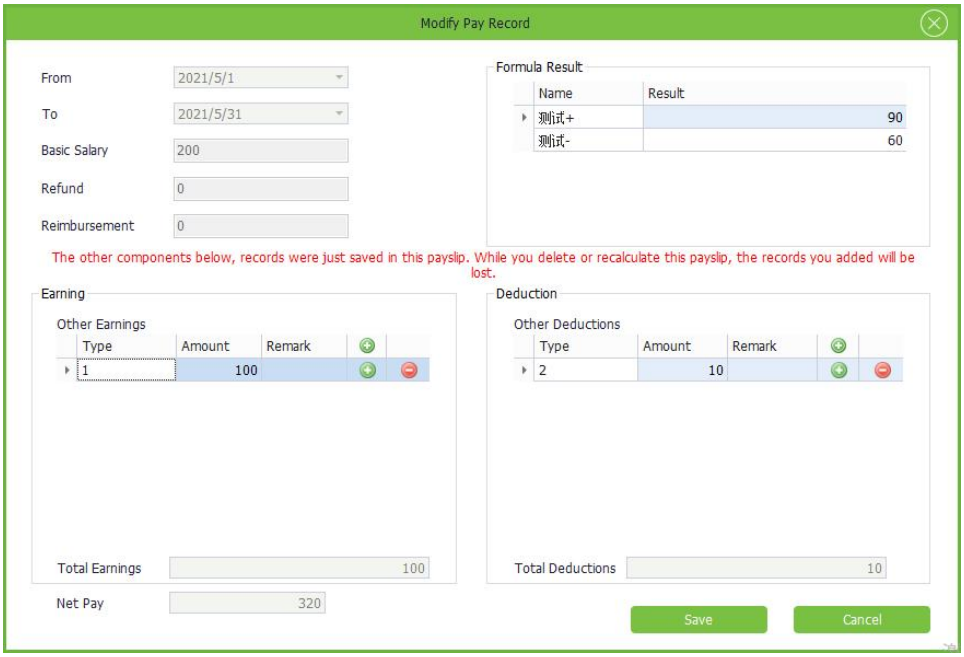


Figure 10.8.3 - Payroll -> Payroll

Calculation result editing:

The software provides a calculation result editing function, which can temporarily adjust the calculated results, and is mainly used for one-time reward and punishment or deduction.



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You can enter compensation for public property damages, special fines, special contribution bonuses, temporary subsidies. This type of reward and punishment data is executed only once in this cycle.

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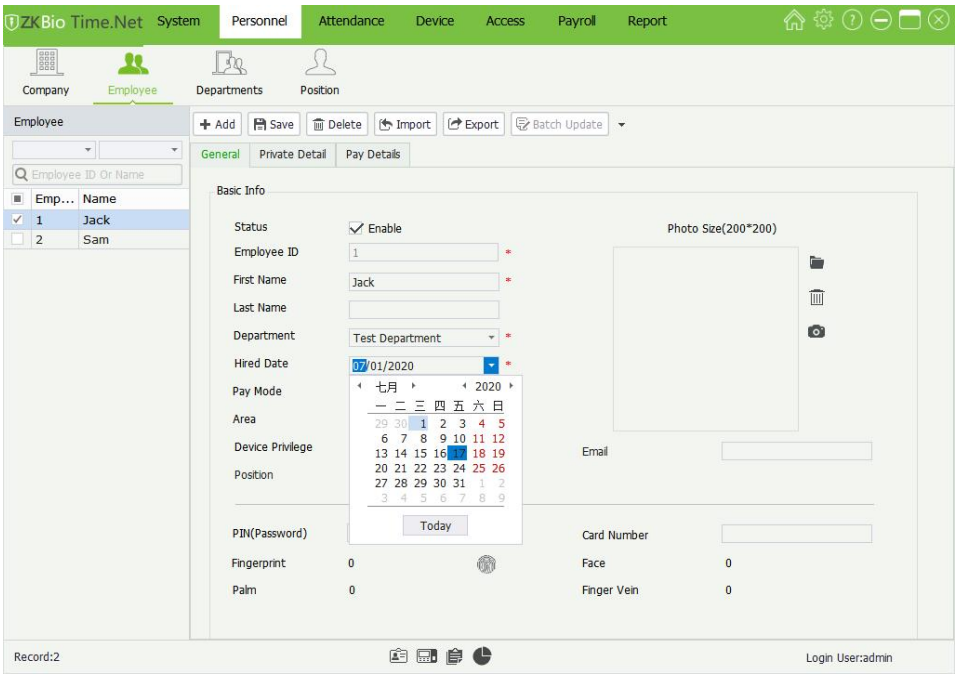
Appendices

Appendix 1- Common Operations

1 Select Date

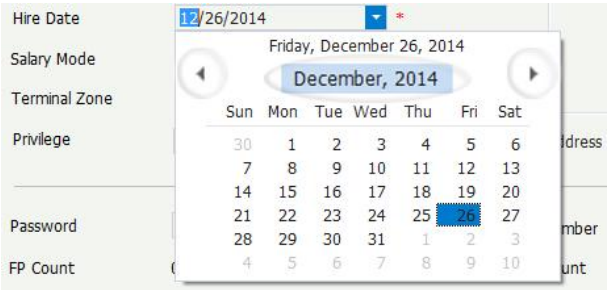
Take setting **Hire Date** in the **Add Employ** interface as an example.

Click ▼ behind **Hire Date** item, the Date Selection box will pop-up.



(**Tips:** The system displays the current month by default.)

Click the ◀/▶ to forward or backward to select month; or double-click the Month Bar to view the Month Selection box, and then click and select month as required.



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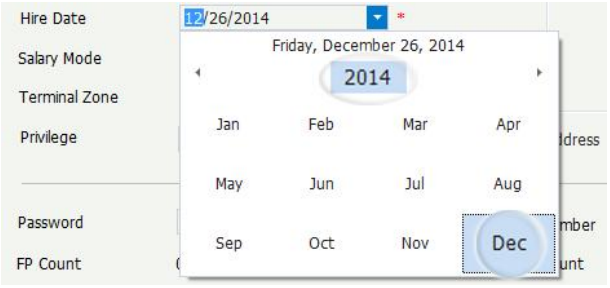
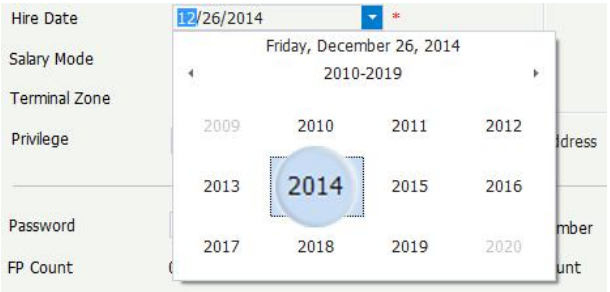


When you double-click the Year Bar, the Year Selection box will pop-up.

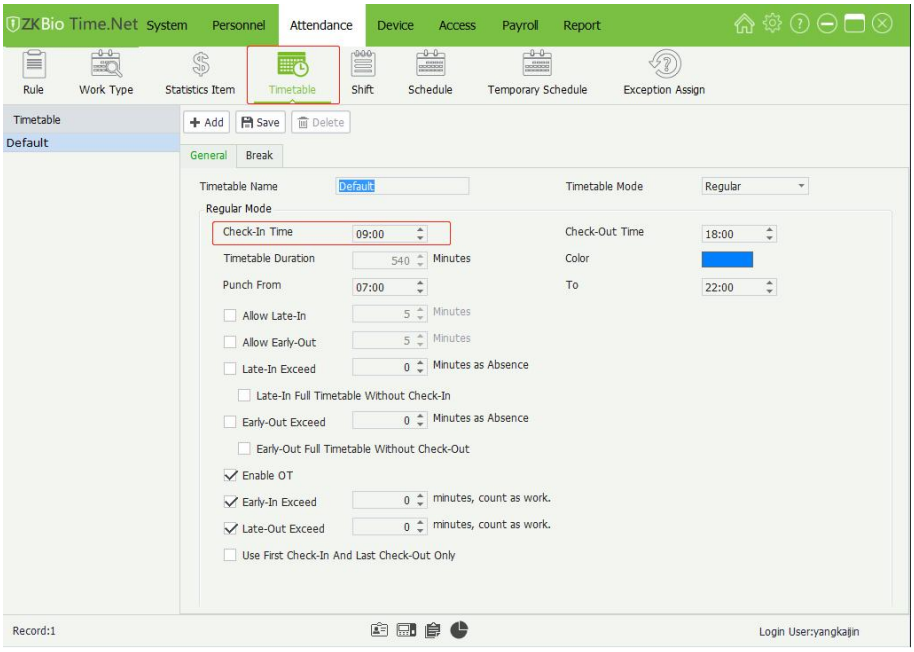


Click and select the **year** as required.

After selecting, the date will be displayed in the **Hire Date box.**

2 Set Time

Take the Check-In Time setting in the **Add Timetable** interface as an example.



The program supports two kinds of method to set time:

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- **Method 1**

  Manually input from the keyboard.

- **Method 2**

Hour setting

(1) Click and select **Hour** (The blue highlighting indicates selected.)

(2) Select **Hour** via click ▲/▼ to increase or decrease.

Minute setting

(3) Click and select **Minute** (The blue highlighting indicates selected.)

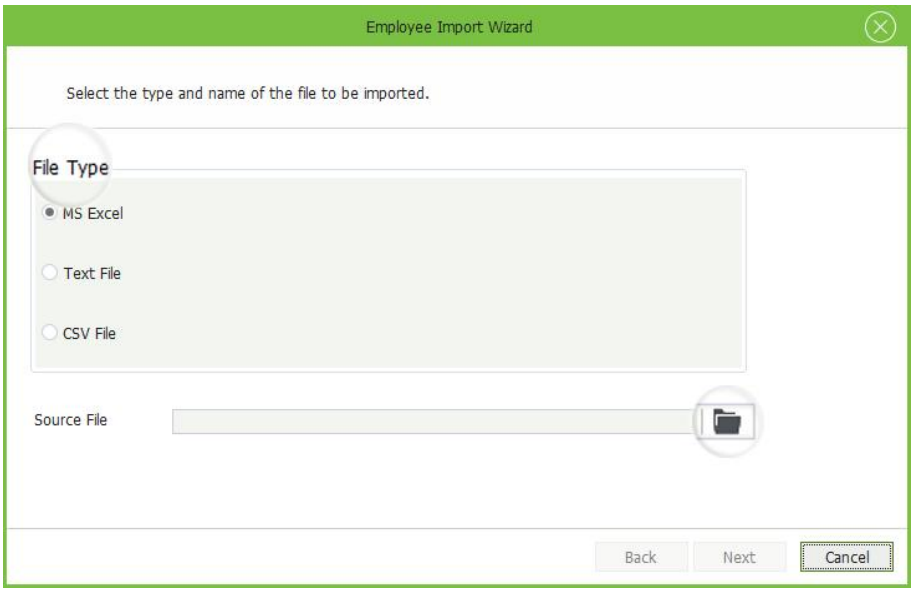
(4) Select **Minute** via click ▲/▼ to increase or decrease.

3 Import

Take import employee as an example:

If there is an existing file for the workforce or HR system, from other software or devices, you can import such information by using the Import function.

- Click **[Import]**, the **Employee Import Wizard** window will pop-up.



File Type: Select the imported file type, MS Excel, Text, or CSV file.

Source File: Click and select file in the pop-up window.

- Click **[Next]** to enter to the next interface.

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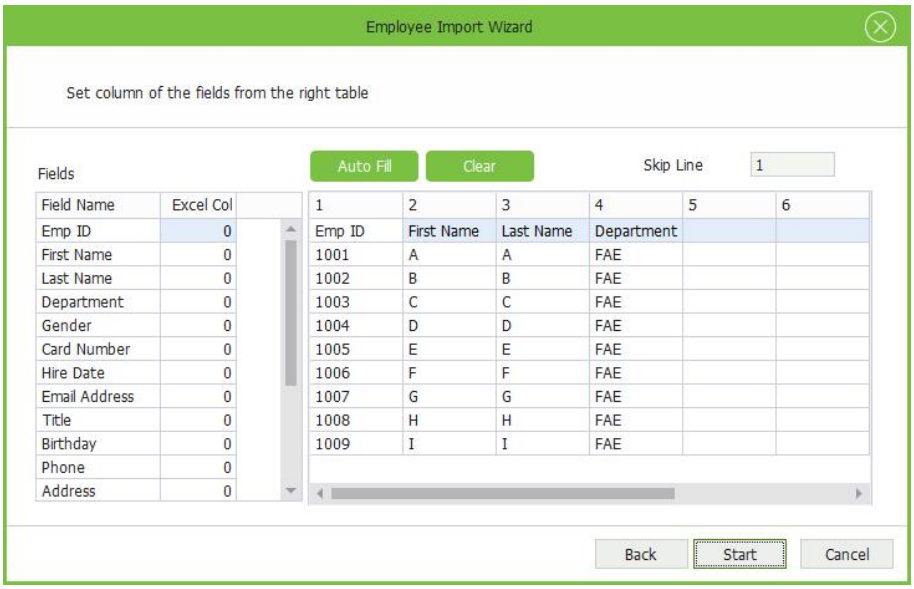
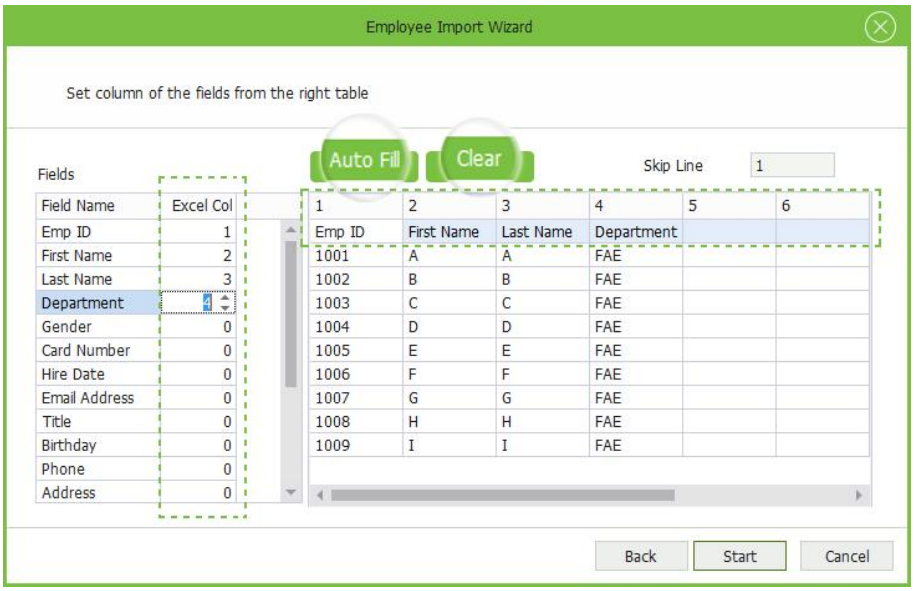


The data in the selected file will display on the right side of the window.

- Set the field excel column No. according to the data in the selected file, as shown on the left side of the window.

For example: The **Emp ID** in the first column; the **First Name** in the second column; the **Last Name** and **Department** in the third and fourth columns.



Auto Fill: Click **[Auto Fill]**, the program will automatically allocate the column No. starting from 1 for every file in the sequence.

Clear: Click **[Clear]** to clear settings.

- Click **[Start]** to import data. After importing successfully, the information box will pop-up.

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- Click **[OK]** to close the prompt box.

Notes:

(1) The importing file must have a header.

(2) The **Emp ID** is a mandatory field, while others are optional.

EXAMPLE:

	A	B	C	D	E
1	Emp ID	First Name	Last Name	Department	
2	1001	A	A	R&D	
3	1002	B	B	R&D	
4	1003	C	C	R&D	
5	1004	D	D	R&D	
6	1005	E	E	R&D	
7	1006	F	F	R&D	
8	1007	G	G	R&D	
9	1008	H	H	R&D	
10					
11					

4 Export

Take exporting employee info as an example:

(1) Click (☑) and select employee in the Company Structure list, multiple options can be selected.

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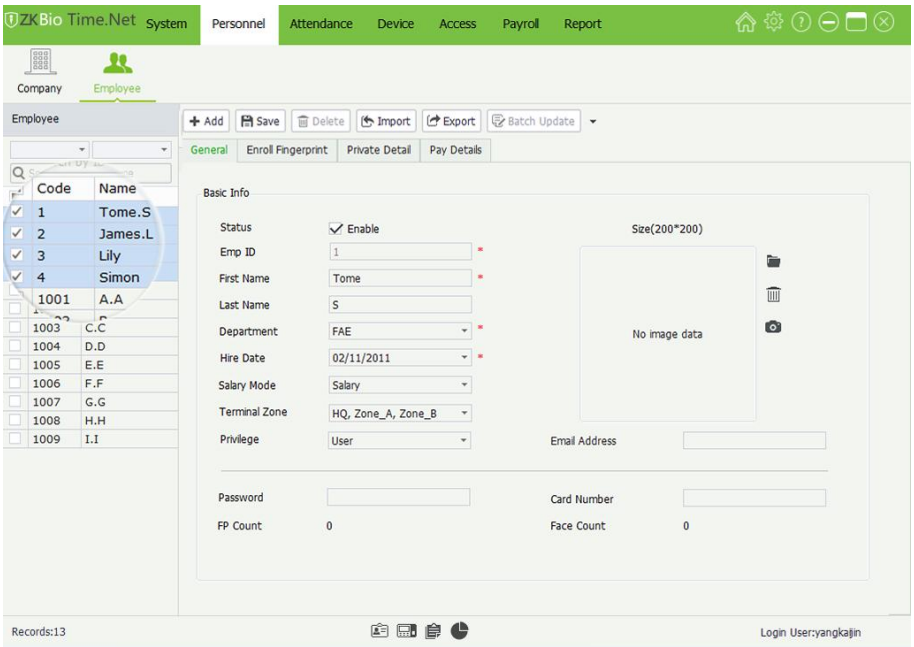
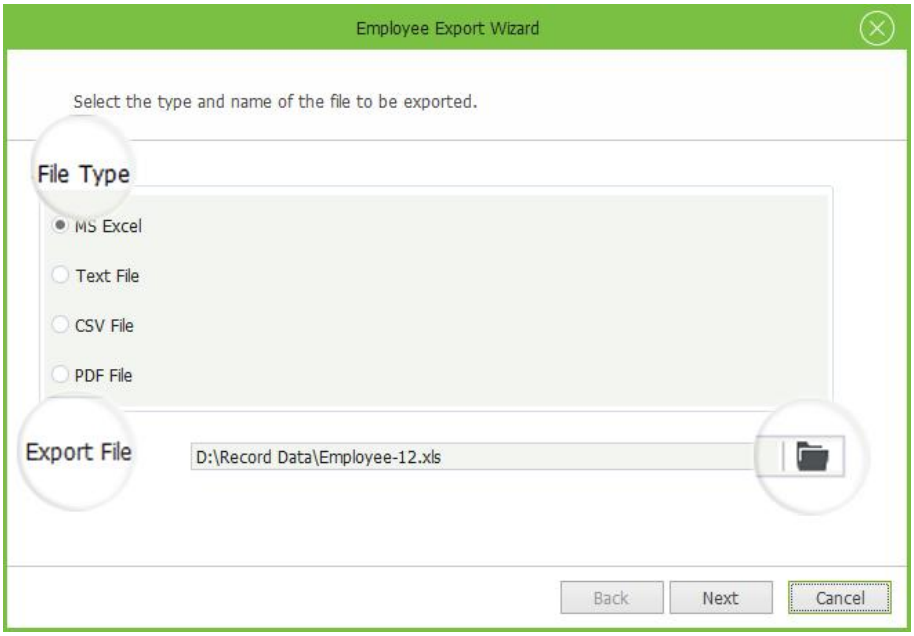


(2) Click **[Export]**, the **Employee Export Wizard** window will pop-up.



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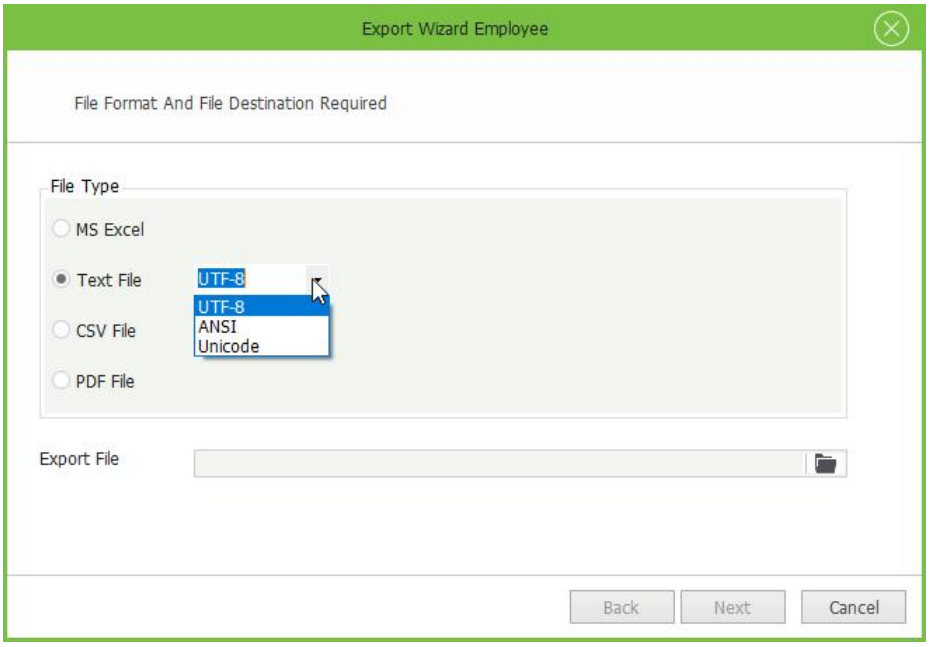
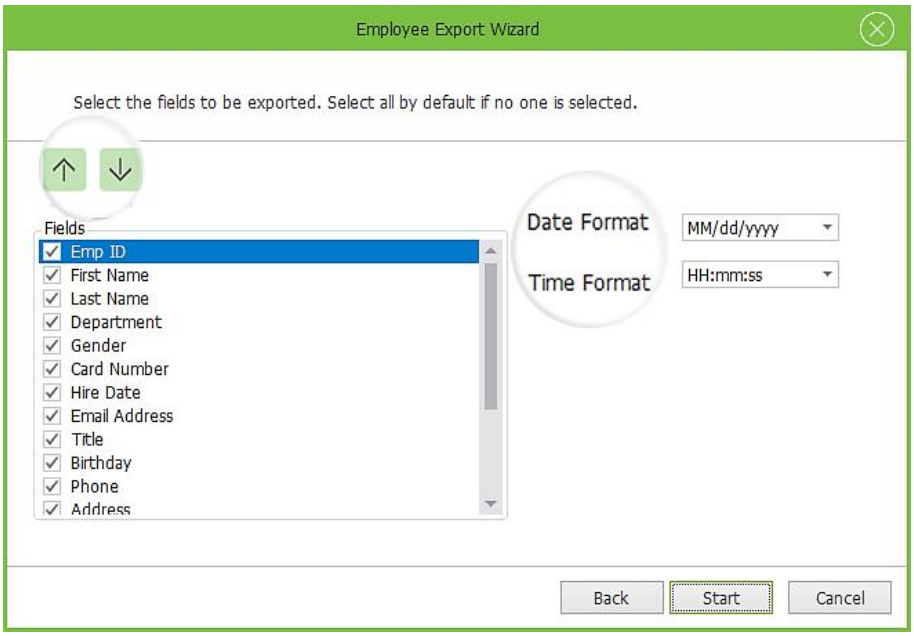


File Type: Select the file type as required. It supports MS Excel, Text, CSV, PDF, and txt. file.

Export File: Click , then select save path in the pop-up window and input the file name in the File Name bar. Click **[Save]** to save settings.

(3) After setting, click **[Next]** to continue.



(4) Click (☑) and select Fields; and set the **Date Format** and **Time Format** according to the actual condition.

(5) After setting, click **[Start]** to export data. The **Information** box will pop-up if the data is exported successfully.

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(6) Click **[OK]** to close the prompt box.

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Appendix 2- End User License Agreement

<END-USER LICENSE AGREEMENT>

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