

K1 Access Control Management System User's Manual

Aug 2010

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Chapter 1 System Installation and Configuration

1.1 System Operation Flow Chart

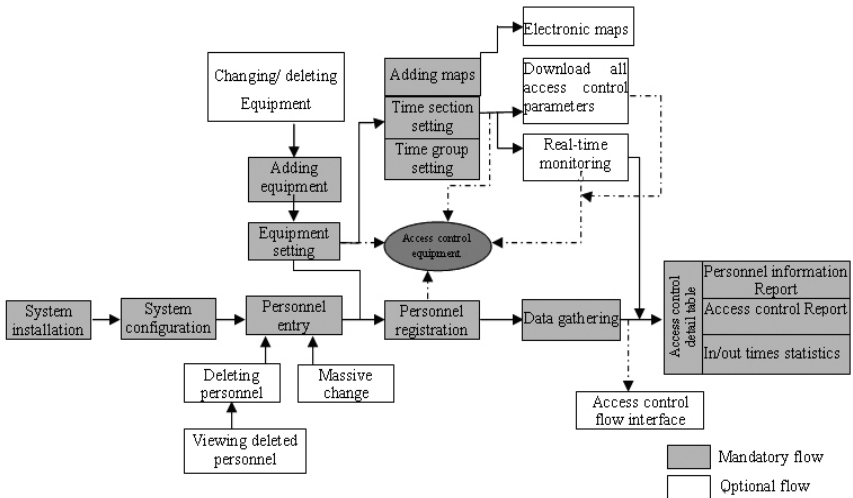


Figure 1.1 System Operation Flow Chart (Access Control)

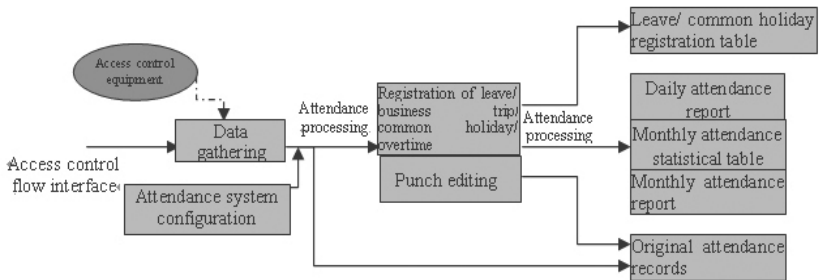


Figure 1.2 System Operation Flow Chart (Attendance)

1.2 System Installation

Click the installation program to install the "K1 Access Control Management System" to the specified path on your computer according to the setup wizard. After the installation is complete, the system automatically runs the software.



Figure 1.3

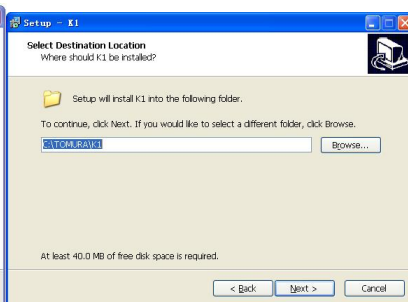


Figure 1.4



Figure 1.5



Figure 1.6

1.3 System Configuration

For initial running of the system, the initial running wizard will pop up automatically. Configure the following items of the system based on the wizard: Company name, system type, equipment type, employee ID length and password.

Steps:

1. Input company name and select system type (Access control or access control attendance system). In addition to all functions of the access control system, the functions of the attendance system also include functions related to attendance. (Figure 1.6)
2. Select the equipment type (Figure 1.8).
3. Set personnel ID length (the default length is 5 digits, and you can enter a maximum of 99,999 persons).

Set the log-in password (To successfully set this password, you must ensure that the new password is the same as the password you confirm. The password can be English letters (case sensitive) and numbers. Do not forget the password after the setting (Figure 1.9).



Figure 1.8



Figure 1.9

4. A system login window will pop up automatically after system configuration. Enter the password, and then click “OK” to log in the K1 Access Control Management System. Figure 1.11 shows the main interface of the access control management.



Figure 1.10

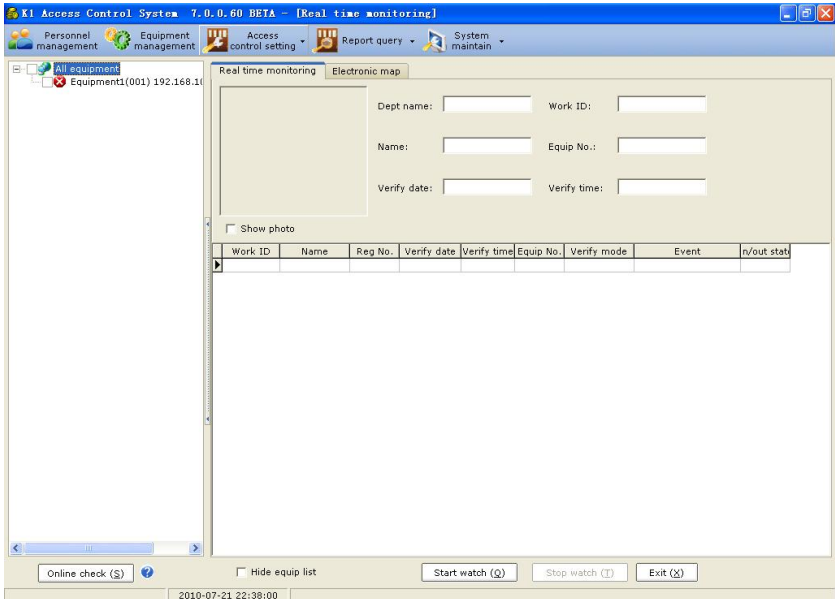


Figure 1.11

Chapter 2 System Operation Flow (Access Control)

2.1 Personnel Management

2.1.1 Personnel entry/ importing

You can enter personnel information by entering or importing.

Personnel entry means personal information is entered to the system. Before entering personal information, you need to enter the department name. Personnel import means an Excel form in which information on all personnel and their departments has been entered is imported to the system. You may use any of the ways.

(1) Personnel entry

Steps:

1. Before personnel entry, enter department information. Click “Personnel Management”, and then click “Set department>Add new department” in the department setting window to enter all department information.
2. Click “Personnel entry” to enter all personnel information (Figure 2.4) (including name, registration/ entry dates, user type and department name). Items with a blue mark must be filled. You can also manually enter the personnel ID and registration No. generated automatically by default.)



Figure 2.1

Figure 2.2

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Figure 2.3

Note: 1. The department ID is generated automatically by default. You can also manually enter the ID, but you may not repeat. So, we recommend that auto numbering be used.

2. To change/ delete a department, select the department and carry out the corresponding operation. You can not delete the department that has sub-departments.

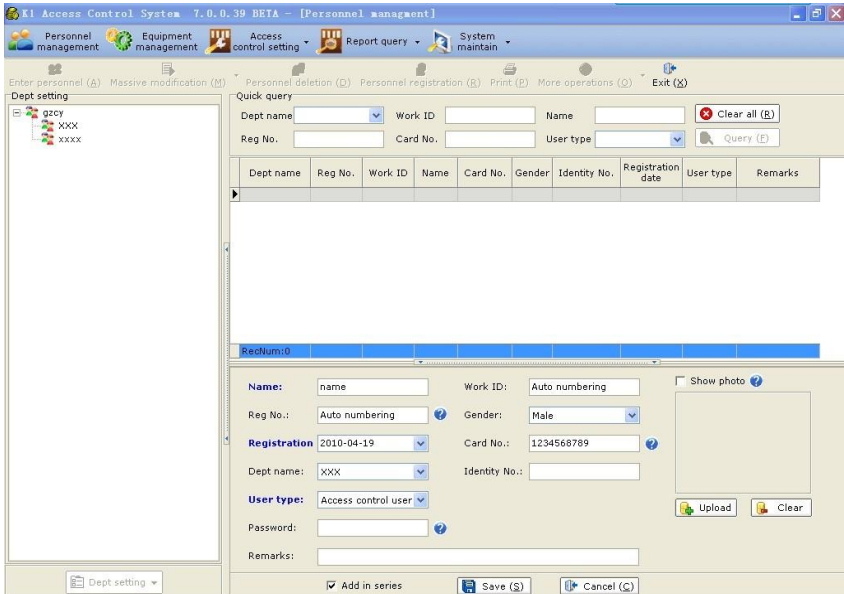


Figure 2.4

Note: 1. We recommend that auto numbering be used for personnel ID and registration No.. The registration No. must be the same as the ID registered on the access control. If the access control has registered a person, you need to enter the

registration No. that is the same as the ID recorded in the system.

2. For a card user, he or she can input card number in the card number frame. For a user who uses password, he or she can input the password into the frame. For a user who uses fingerprint, he or she does not need to input any card number or password.



Figure 2.5

(2) Personnel import

Steps:

1. Click “Personnel Management > More operations > Import personnel form”.
View the template in the displayed dialog box. Save the template and import relevant information about the personnel into the Excel (You must import in the specified format to avoid failure).
2. Select the personnel from the Excel, and click “Next” as guided, until the importing is complete.

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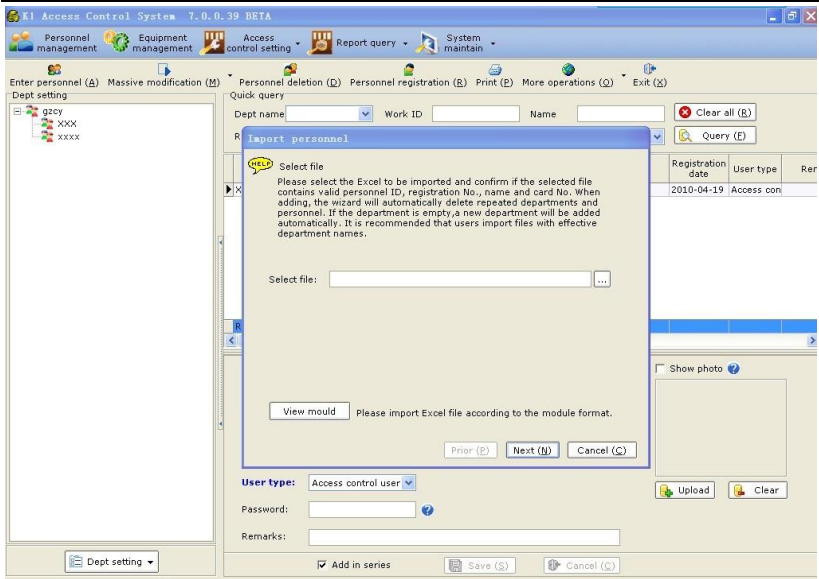


Figure 2.6

	A	B	C	D	E	F	G	H	I	J
1	Dept name	Work ID	Name	Reg No.	Card No.	Gender	Identity No.	Leave/Entry date	User type	Remarks
2	Production Dept	000034	Lily	00034		Female		2007-07-20	Access control user	
3	Financial Dept	000035	Rachel	00035		Male		2008-05-26	Access control user	
4	Financial Dept	000046	Maichel	00033		Male		2007-08-15	Access control user	
5	Sales Dept	000400	Angel	00400		Female		2007-10-12	Attendance user	
6	HR Dept	000411	Mikey	00099		Male		2009-01-12	Attendance user	
7										
8										
9										
10	Dept name:	Work ID:	Name:	Reg No.:	Card No.:	Gender:	Identity No.:	Leave/Entry date:	User type:	Remarks:
11	Must fill in.	Must fill in.	Must fill in.	Must fill in. Please	If use	Must fill in.	Must fill in. Please	Must fill in. Please	Must fill in. Please	Must fill in. Please
12	input	And No. can	fill in.	fill in five digit No.,	proximity	in male or	fill in. Please	note date format is	one is access	control another is
13	effective	not repeat.		and No. can not	card ,need	female.		eg: 2009-01-01	control another is	time attendance
14	department.			repeat. it should	fill in ,if for			Remarks:if access	.Please input user	type before import
15				be consistent with	fill in ,if for			control system this	.Please input user	file. system is
16				registration No. of	fingerpint			Rem means	type before import	access control by
17				the terminal. If	no need fill			registration date ,if	file. system is	default.
18				No. is smaller than 5				access control ,time	access control by	
19				digits , system				attendance system	default.	
20				will add 0 by default				this item is for		
21				after import file.				employment entry		
22				eg:123,after import				date.		
23				file , registration No.						
24				will change into						
25				00123.						
26										
27										
28										
29										
30										
31										

Figure 2.7

- Cells under the four columns of "Department name/Name/ Gender/ User type" are of regular format, while cells under the six columns in "Personnel ID/ Registration No./ Card No./ Identity ID/ Enroll (entry) date/ Remarks" are in text format.
- The personnel ID is set by the user. We recommend that the number of personnel ID is the same as the number set in "System maintenance > System

configuration: ID rules". For example, if the length of a personnel ID is 5, you should enter numbers like 00001,00002,00003, and 00004.

- We recommend that the registration No. consist of 5 digits. If an registration No. is less than 5 digits, add "0" at the front. The registration No. must be the same as that of the person recorded in the access control. If the access control has enrolled a person, you must enter the number same as that on the equipment when enrolling.

	A	B	C	D	E	F	G	H	I	J
1	Dept name	Work ID	Name	Reg No.	Card No.	Gender	Identity No.	Leave/Entry date	User type	Remarks
2	Production Dept	000034	Lily	00034		Female		2007-07-20	Access control user	
3	Financial Dept	000035	Rachel	00035		Male		2008-05-26	Access control user	
4	Financial Dept	000046	Maichel	00033		Male		2007-08-15	Access control user	
5	Sales Dept	000400	Angel	00400		Female		2007-10-12	Attendance user	
6	HR Dept	000411	Mikey	00099		Male		2009-01-12	Attendance user	

Figure 2.8



Figure 2.9

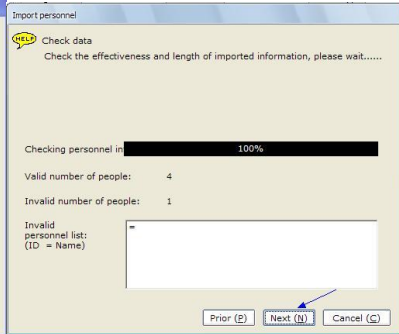


Figure 2.10

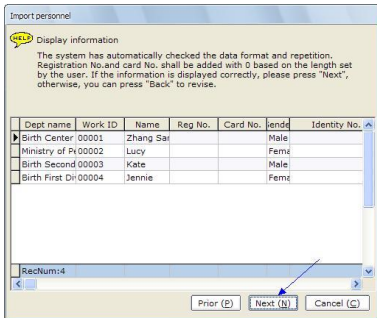


Figure 2.11

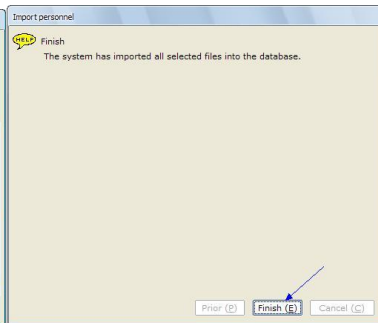


Figure 2.12

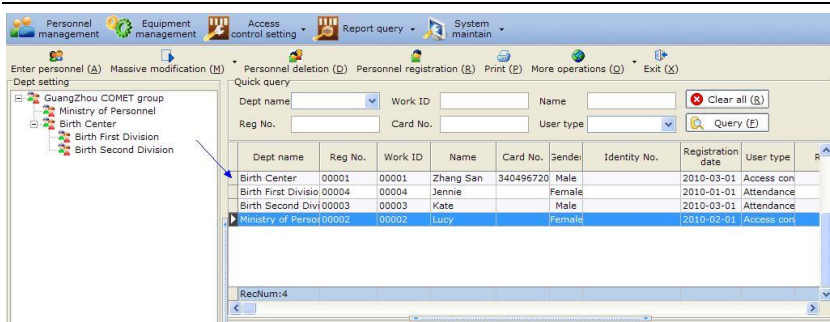


Figure 2.13

2.1.2 Personnel query

You can query a person through the department name, personnel ID, name, registration No., card No. and user type.



Figure 2.14

2.1.3 (Massive) personnel change

(1) Personnel change

If you have found the person's information, you can change and save to change his/her information.

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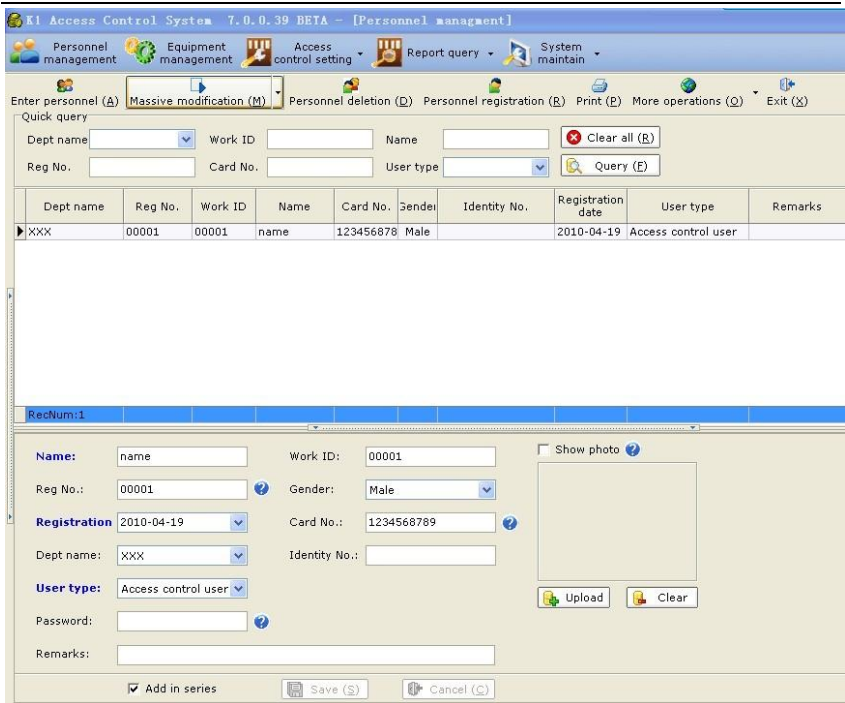


Figure 2.15

(2) (Massive) personnel change

This function allows you to massively call out personnel, change enroll/ entry date, and switch user type.

Select the personnel (you can select more than one person), and then click “Massive changing”. Select the desired operation (Personnel transfer/ Change enroll date/ Switch user type), and then carry out the massive changing as guided.

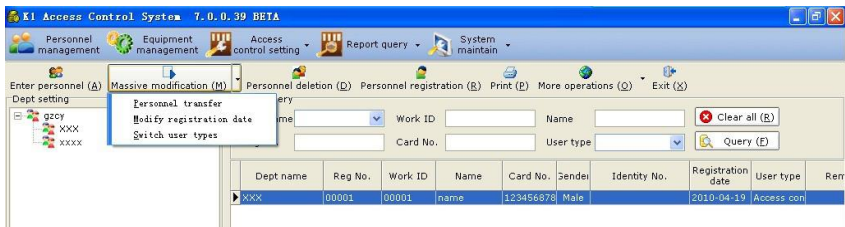


Figure 2.16

2.1.4 Deleting personnel

Personnel management: Select the person to be deleted, and click “Delete personnel” to delete the person.



Figure 2.17

2.1.5 Viewing/ restoring deleted personnel

To view deleted personnel, you can access “Personnel management >More operations > View deleted personnel”.

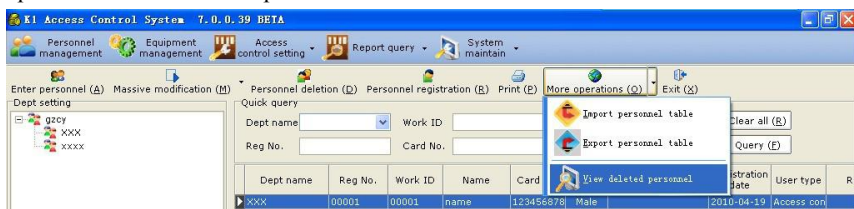


Figure 2.18

If you have deleted the personnel by mis-operation, click “Restore deleted personnel” to restore the deleted personnel.



Figure 2.19

Note: 1. To change the deletion date/ deleted personnel, select the personnel and perform relevant operations.

2. Click "Print"/ "More operations> Export deleted personnel list" to print/ export the list of deleted personnel.

2.1.6 Export/ printing personnel list

You can print/ export personnel list by clicking "Personnel management > Print"/ "Personnel management > More operations > Export personnel list".

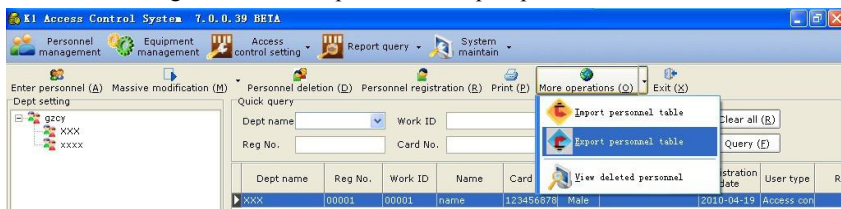


Figure 2.20


2.2 Equipment Management

2.2.1 Adding equipment

An access control has been added in the system by default. You can also change the equipment or add the equipment again after removing the default equipment.

Steps

Equipment management > Edit equipment > Add equipment: Enter or select equipment information in the displayed window, and save the information (The information includes equipment name, equipment ID, equipment purpose, and communication method and so on.

Note: To ensure normal communication, you must enter correct equipment No. (the same as the serial No. of the equipment), select the corresponding equipment type, purpose and communication method. You can select a proper communication method by clicking  to view help items.

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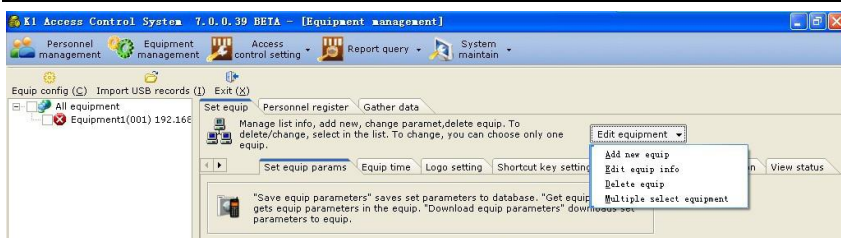


Figure 2.21



Figure 2.22



Figure 2.23

2.2.2 Changing/ deleting equipment

1. Changing equipment information: Select the equipment information to be changed (unique option). Then, click “Edit equipment > Change equipment information”, and change relevant information at the displayed window.

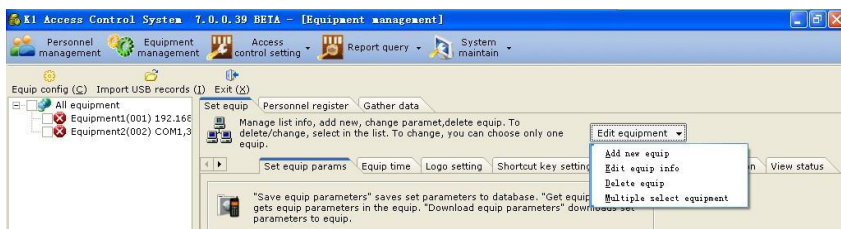


Figure 2.24

2. Deleting equipment: Select the equipment to be deleted (multiple options), and click “Edit equipment > Delete equipment”.

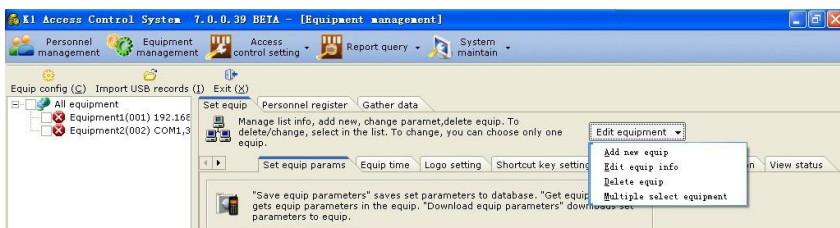


Figure 2.25

2.2.3 Configuring equipment

For new equipment used for the first time, you must set the new equipment after it is added. The configuration items include clearing invalid data, calibrating time, setting equipment parameters, Logo, shortcut keys, electronic bell, connection between the MF850 and MF10.

1. Initializing equipment

If no valid data is entered to the new equipment that is used for the first time, you need to initialize the equipment at first. Equipment initialization will synchronically set the equipment time to the current time shown on the computer.

Attention: This operation only applies to new equipment without valid data. You must exercise care when initializing equipment in other situations as this operation will result in loss of all in/ out records and personnel enroll information.

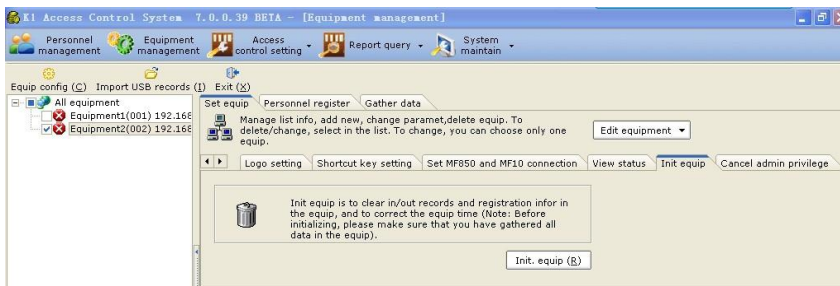


Figure 2.26

2. Setting equipment parameters

This section describes how to set access control parameters to the equipment.

Steps

1. Equipment setting > Equipment parameters: Select the equipment, and click “Obtain access control parameters of equipment” to obtain the access control parameters of the equipment (Figure 2.27. You can obtain parameters of only one piece of equipment each time).
2. After setting parameters for the access control, click “Save access control parameters” to save the parameters to the database.
3. Set access control parameters of the equipment one by one through steps 1 and 2 and save the parameters to the database.
4. Select the equipment for which you will set access control parameters (multiple options). Then, click “Download access control parameters for equipment” to send the saved parameters to online equipment.

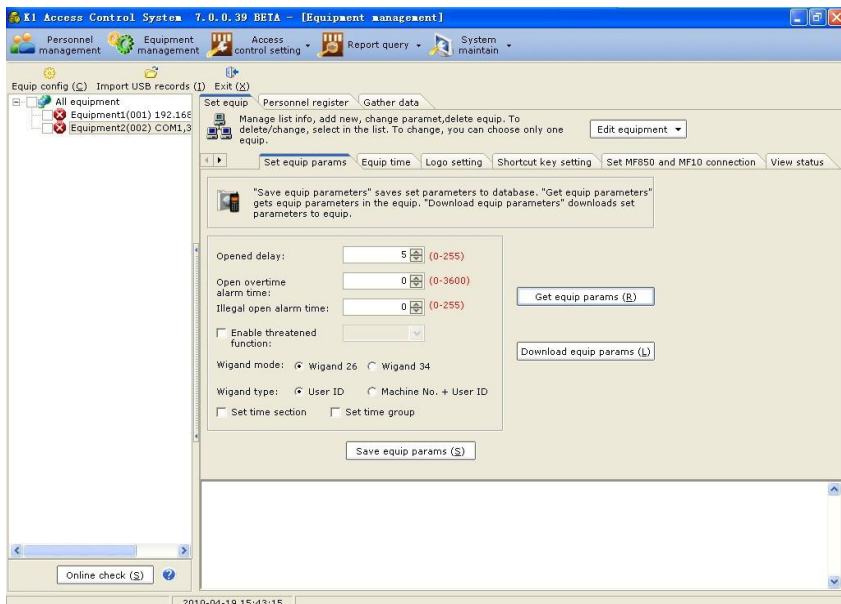


Figure 2.27

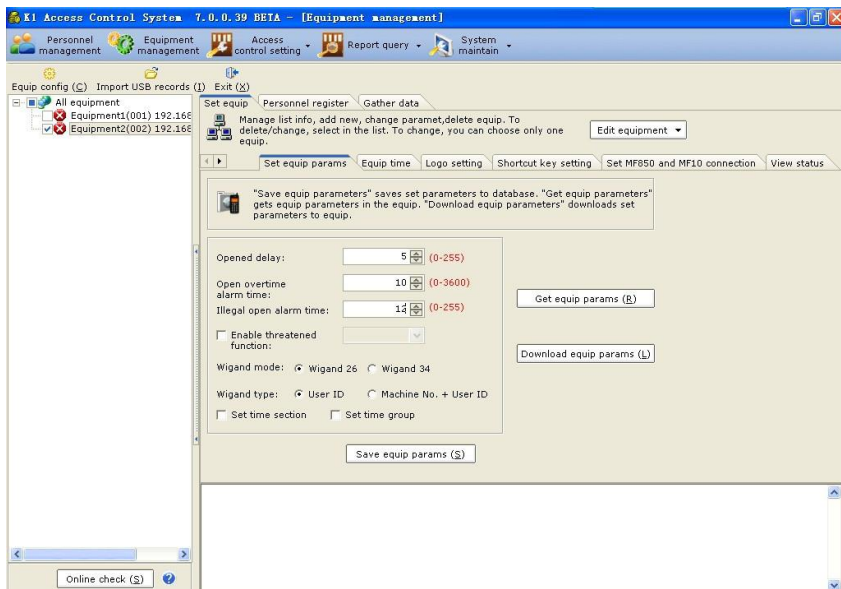


Figure 2.28

Note: To view access control parameters saved in the database, select the parameters with high brightness to view (You can get parameters of only one piece of equipment each time).

3. Equipment time

You can only read the time of single equipment each time. To synchronize equipment time, you can synchronize the time to the current time of the computer (You can operate multiple sets of equipment).

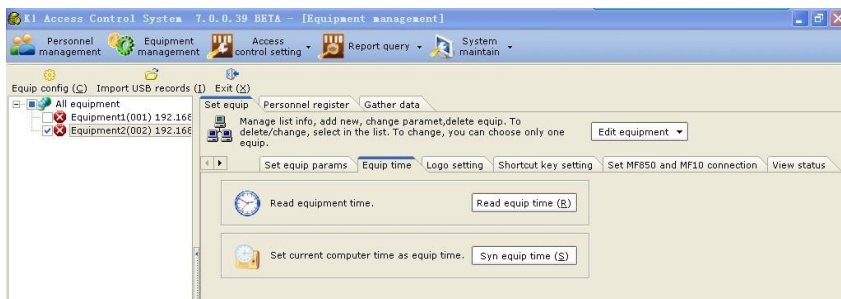


Figure 2.29

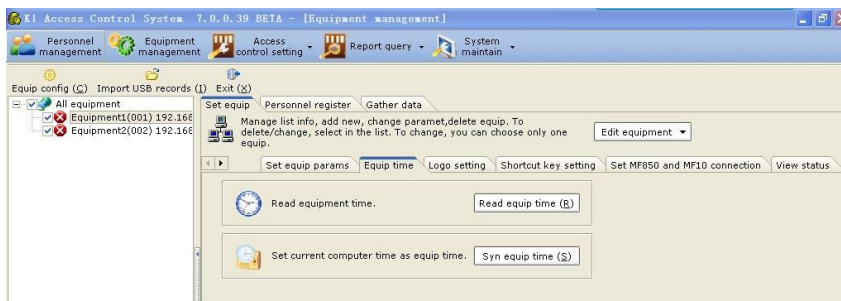


Figure 2.30

4. Setting Logo

You can set Logos for multiple pieces of equipment each time. To set the logo, you need to firstly run the Logo.

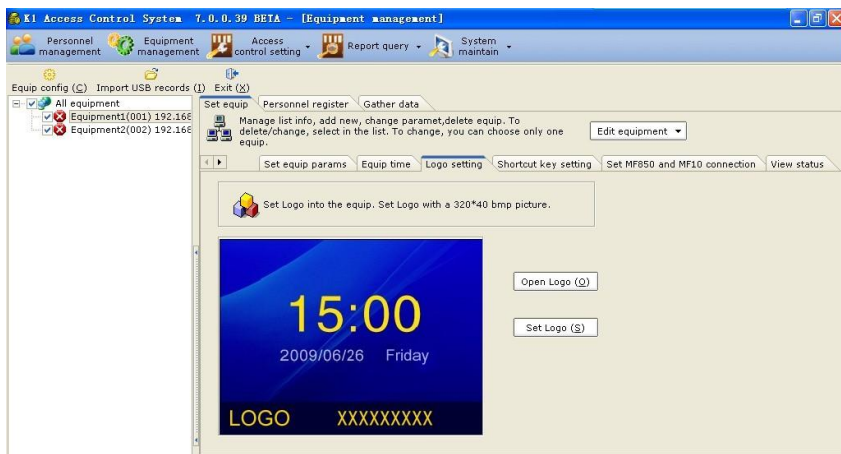


Figure 2.31

5. Setting shortcut keys

You can set shortcut keys for equipment when necessary. You can obtain shortcut keys for only a single piece of equipment. But you can set shortcut keys for multiple equipment.



Figure 2.32

6. Setting connections between the MF850 and MF10

You must decide proper installation locations of the MF850 and MF10. By default, the MF850 is installed outdoor, while the MF10 is outdoor. You should set installation locations as needed. Such setting will affect the “In/ out” status of personnel in the access control report. If MF850 is located indoor while the MF10 outdoor, the status will be “entry” when a person opens the door. If the MF850 is located outdoor while the MF10 indoor, the status will be “exit” when a person opens the door.

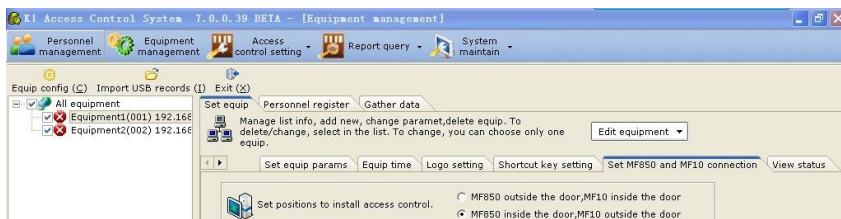


Figure 2.33

7. Setting electronic bell

This function allows you to set ringing time of the equipment. Reading of electronic bell can only be done for single equipment; while setting of electronic bell can be done for multiple equipment.

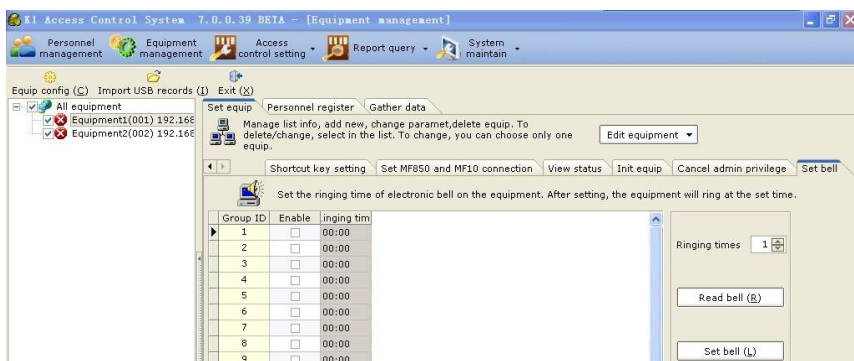


Figure 2.34

8. Reading equipment status

Sometimes it is necessary to read the equipment status to get equipment information such as the number of registered users, administrators, fingerprint, cards, passwords, "In/ out" records and management records. The reading of equipment information can be done for one piece of equipment each time.

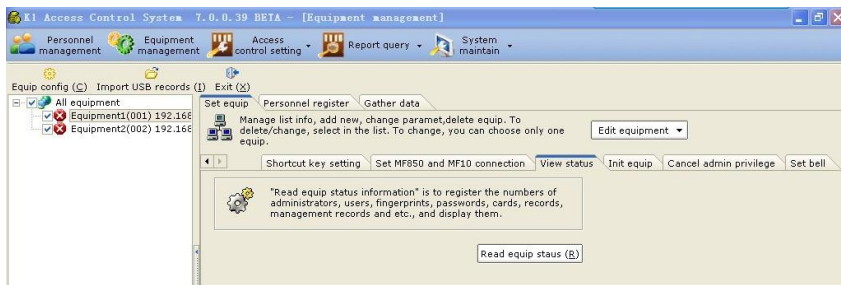


Figure 2.35

9. Cancelling administrator's privilege

In normal situations, you can execute this operation to cancel the administrator's privilege if you have forgotten the administrator's password. You can perform this operation for multiple equipment.



Figure 2.36

2.2.4 Data gathering

After the personnel have opened the door and recorded their time attendance through the access control, the records about door opening and time attendance must be gathered into K1 system to get statistic results about the entry/ exit of the personnel.

[Operation Steps]

1. Equipment management > Gather data: Select the equipment (multiple options), and click “Online inspection” to verify that the equipment is online.
2. Select “Gather new data”/ “Gather all data”, and click “Gather data” to gather data into K1.

Note: 1. Option “Gather new data” is intended to gather new records in the equipment into the computer.

2. Option “Gather all data” is intended to gather all records, including records that have been or have not been gathered, into the computer. You can set the gathering scope by selecting a proper date.

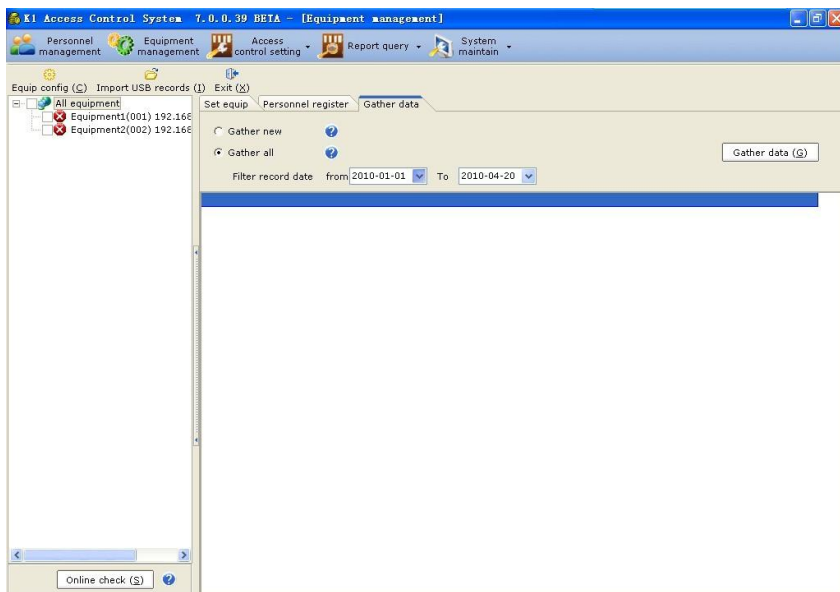


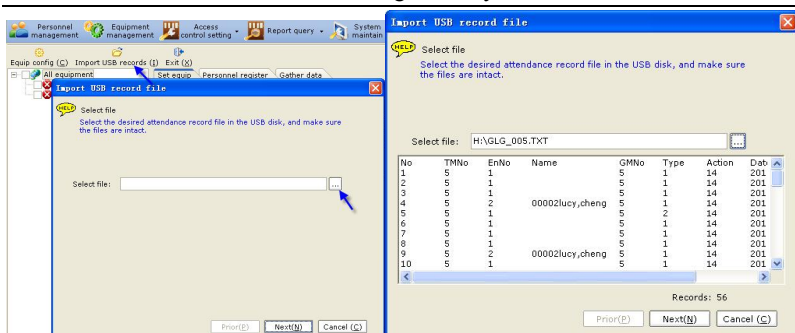
Figure 2.38

2.2.5 Import USB records

In order to get statistic results about the entry/ exit of the personnel, you could also import USB records besides data gathering (2.2.4 Data gathering).

[Operation Steps]

1. Select the USB records file.
2. According the guide, Click „Next“ to finish the import.



2.3 Access Control Setting

After the equipment is added and set as required, you must set the time section, time group and personnel information registered in the equipment (including setting parameters for user control). The registered personnel can normally open the door and record their time attendance only after these settings have been made. To remotely control or monitor door status through a computer, you must add the access control to the corresponding map.

2.3.1 Managing maps

1. Add maps

The system has set a map by default. Please add maps you need based on actual conditions, and install the equipment on the door.

[Operation Steps]

1. “Configure access control > Manage maps”: Add maps.
2. Click “Set the map”, and select the map document to be added (bmp format).
3. Select the equipment to be added, and move the equipment to desired position.

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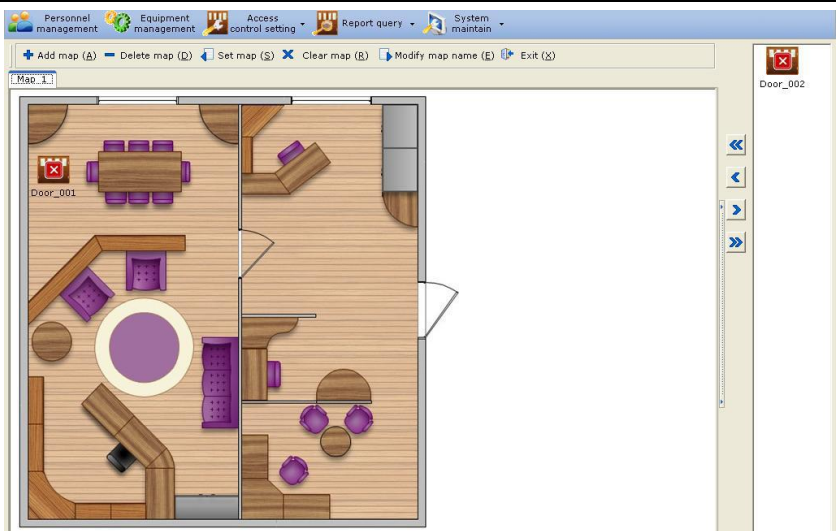


Figure 2.39

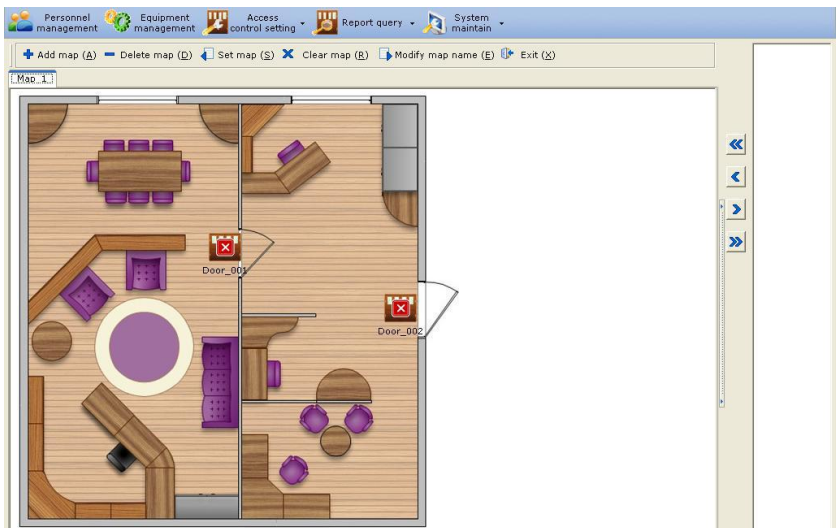


Figure 2.40

2. Clear map/ Change map name.

“Clear map” allows you to remove the current map document. And “Change map name” allows you to change the current name of the map.

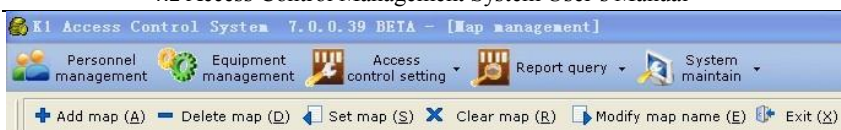


Figure 2.41

2.3.2 Setting time section

1. Setting time section

Before setting the time section for the equipment, you can read the time section for the equipment first, and then download the set time section to the access control equipment.

Steps:

1. Setting access control > Setting time section: select one equipment, obtain the time section (The time section of the equipment will be displayed on the time section list. You can obtain the time section for only one piece of equipment each time.)(Figure 2.42).
2. Set the time section on the time section list (Figure 2.43).
3. Select single/multi equipment > Confirm the equipment is online by “Online inspection” > Download the time section. (All time sections in the time section list are downloaded to the corresponding equipment) (Figure 2.43).

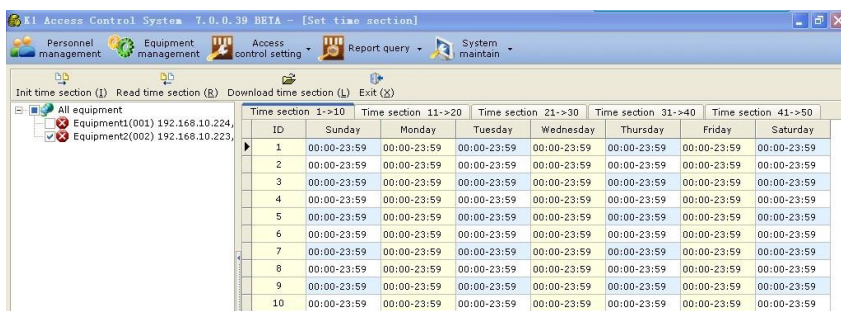


Figure 2.42

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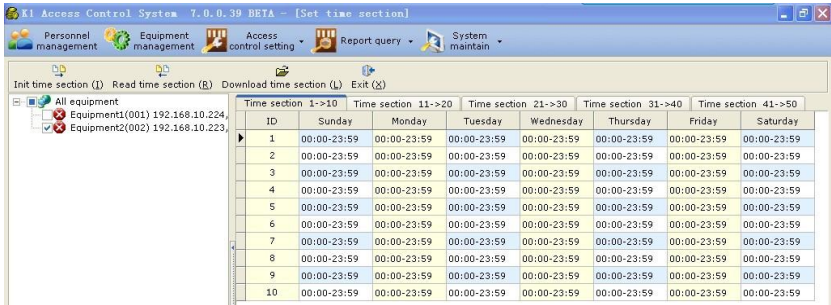


Figure 2.43

2. Initializing time section

Initializing time section is to restore the time section in the database to the default time section value and is not to initialize the time section in the equipment.

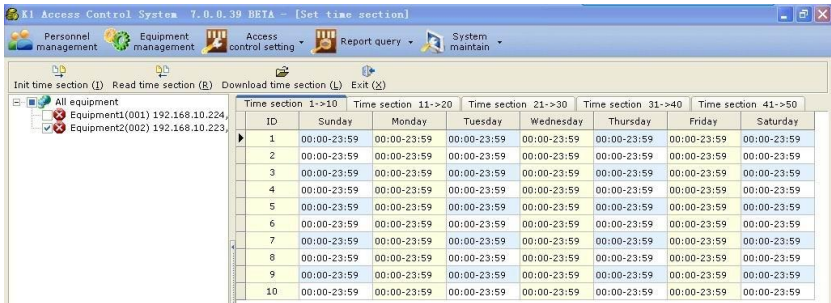


Figure 2.44

2.3.3 Setting time group

1. Setting time group

Before setting the time group for the equipment, you can read the time group for the equipment first, and then download the set time group to the access control equipment.

Steps:

1. Setting access control > Setting time group: select one equipment, obtain the time group (The time group of the equipment will be displayed on the time group list. You can obtain the time group for only one piece of equipment each time.) (Figure 2.46).
2. Set the time group in the list.

3. Select single/multi equipment > Confirm the equipment is online by “Online Inspection” > Download the time group.(All time groups are downloaded to the corresponding equipment) (Figure 2.47).

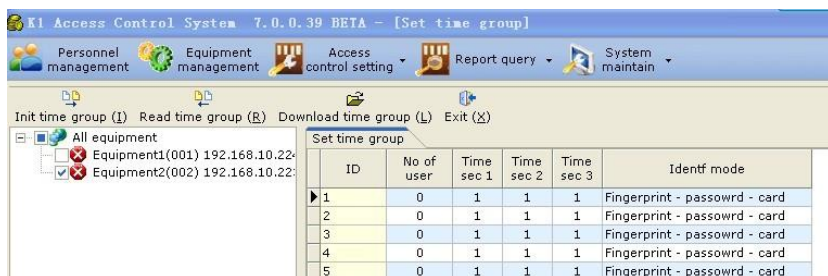


图 2.46

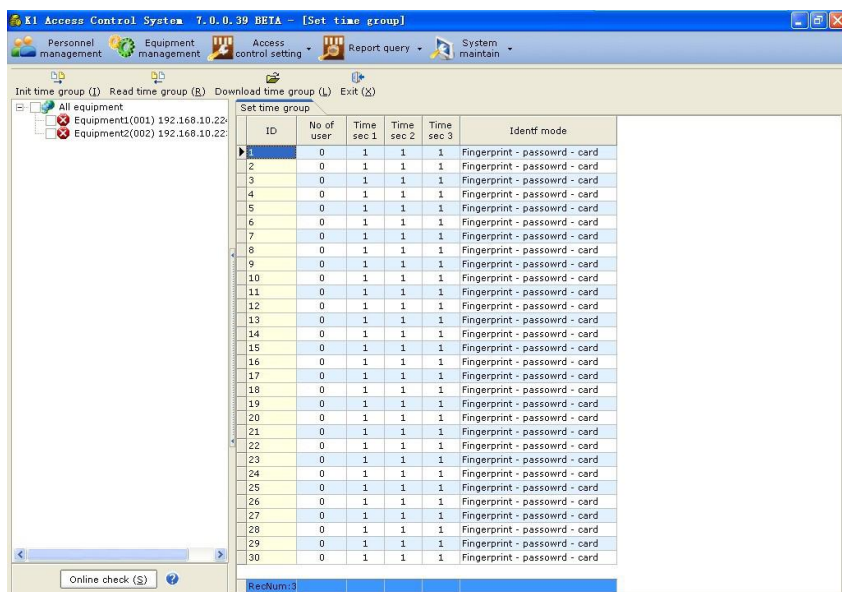


图 2.47

2. Initializing time group

Initializing time group is to recover the time group in the database to the default time group value and is not to initialize the time group in the equipment (Figure 2.48).

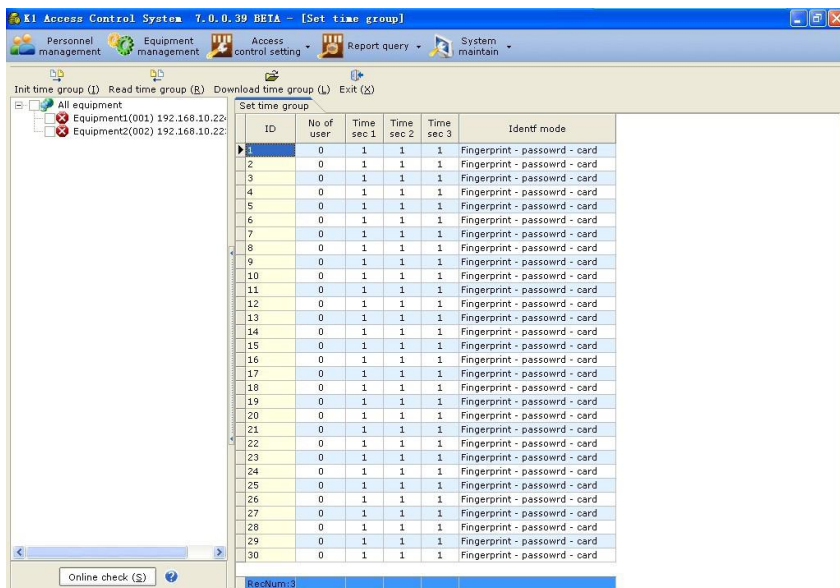


Figure 2.48

2.3.4 Personnel registration

The registration method for fingerprint user is a little different from that for password/card user. The registration method for ordinary user is a little different from that for administrator. Please refer to the corresponding personnel registration steps.

1. Registering ordinary fingerprint user

Steps:

1. According to the register numbers of personnel in “Personnel Management”, let the corresponding personnel to register their fingerprints one by one (The register numbers in the equipment must be the same as that in the software, as shown in Figure 2.49, Wangwu must register No. 00050 fingerprint in the equipment.)

Note: If no personnel is enrolled in the K1 system, please enroll personnel first.

2. Access control setting > Personnel registration > Unregistered personnel: Select the equipment with registered fingerprints > Confirm it is online by “Online inspection (Figure 2.50).

3. Select personnel > Click “Obtain registered information”, take the fingerprint information in the equipment of selected personnel to the computer (Figure 2.50) (Obtaining operation can be done in one equipment only. After obtaining is successful, the corresponding personnel is changed to registered personnel).
4. Personnel registration > Registered personnel: Set control parameters of users one by one.
5. Select the equipment to be downloaded (multiple options) > Select personnel and then click “Write in registration information/parameter” to write personnel registration information and user control parameter in the equipment (Figure 2.51).



Figure 2.49

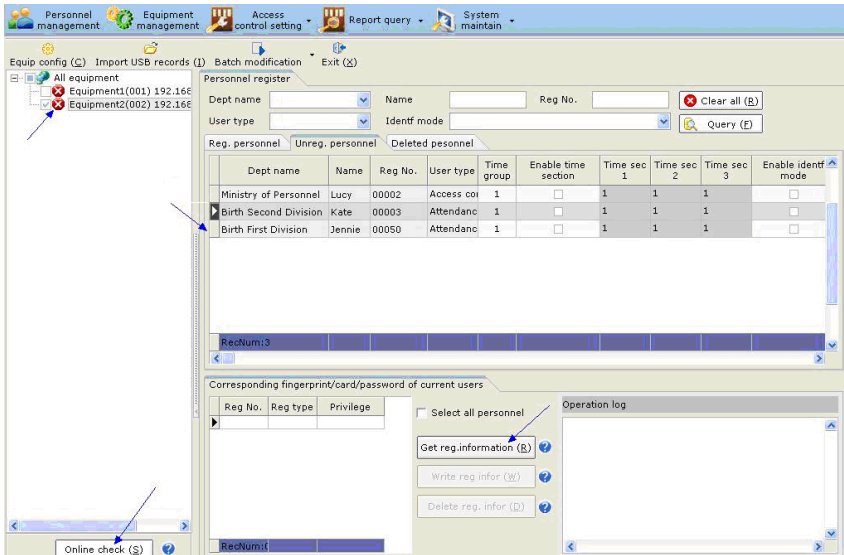


Figure 2.50

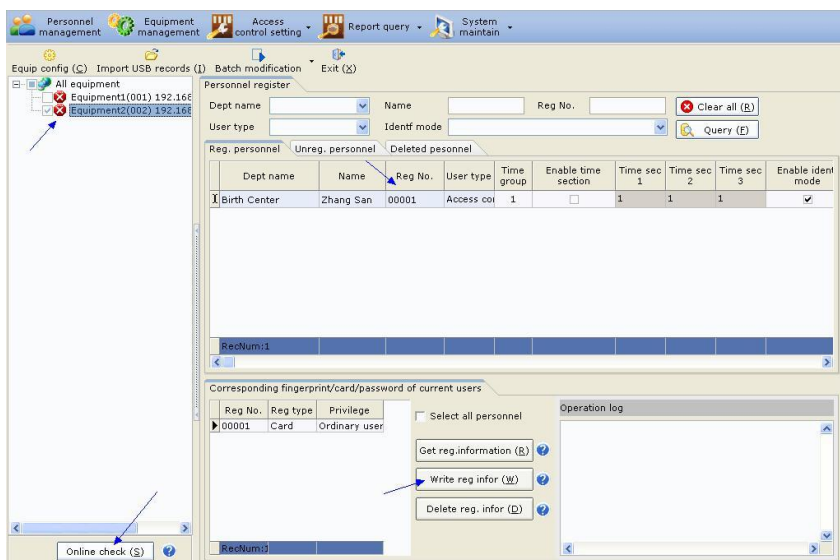


Figure 2.51

2. Registering password/card ordinary user

For registering password/card user, please refer to the relevant registration steps in “1. Registering fingerprint ordinary user”, in addition, you can refer to the following steps.

Steps:

1. Personnel management: Enter personnel one by one, please enter password/card number when entering. (Figure 2.52, take the card as an example) (If entry has been done, this step can be omitted).
2. Setting access control > Registering personnel > Registered personnel: Set control parameters of users one by one.
3. Select the equipment to be distributed with registered information (multiple options) > Confirm it is online by “Online inspection”.
4. Select personnel and then click “Write in registration information/parameter” to write the registered personnel information and user control parameters in the selected equipment.

K1 Access Control Management System User's Manual

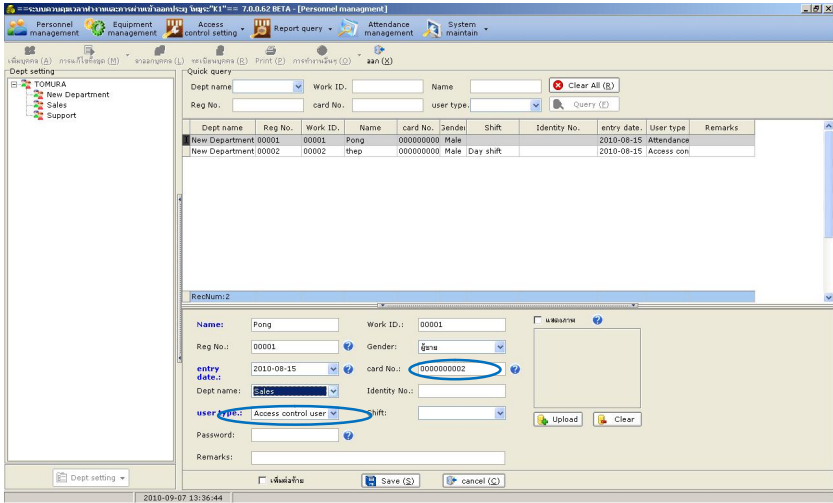


Figure 2.52

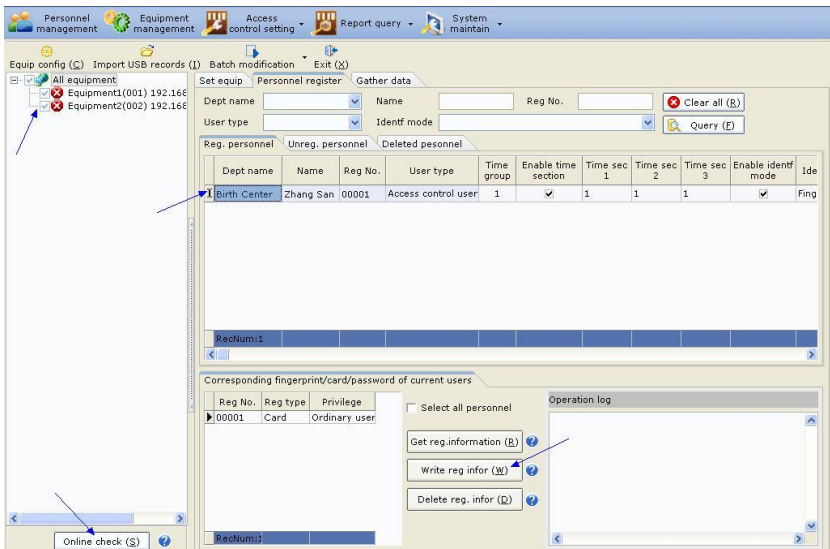


Figure 2.53

Note: 1. “Deleting registered information” is to delete the registered information of selected personnel from the equipment (multiple options) only, the registered information is still saved in the database. After selecting equipment, select the

personnel to be deleted and carry out “Deleting registered information” (Figure 2.54).

- The registered information of deleted/resigned personnel in the equipment can be deleted by “Registering personnel > Deleted/resigned personnel”.(Figure 2.55)

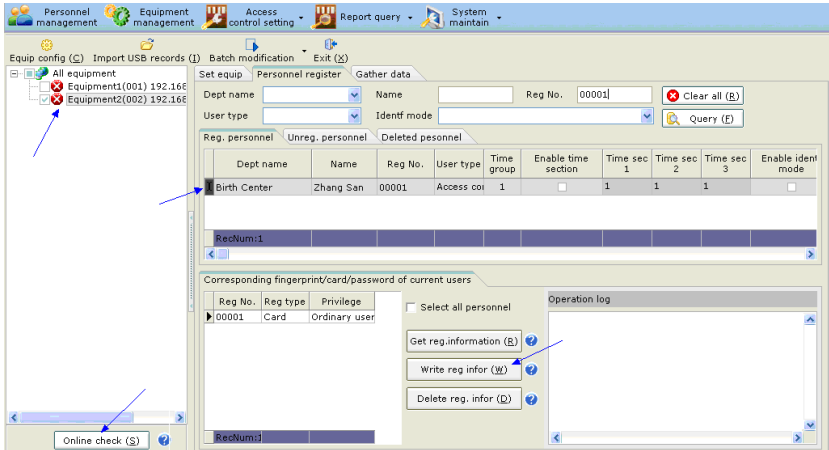


Figure 2.54

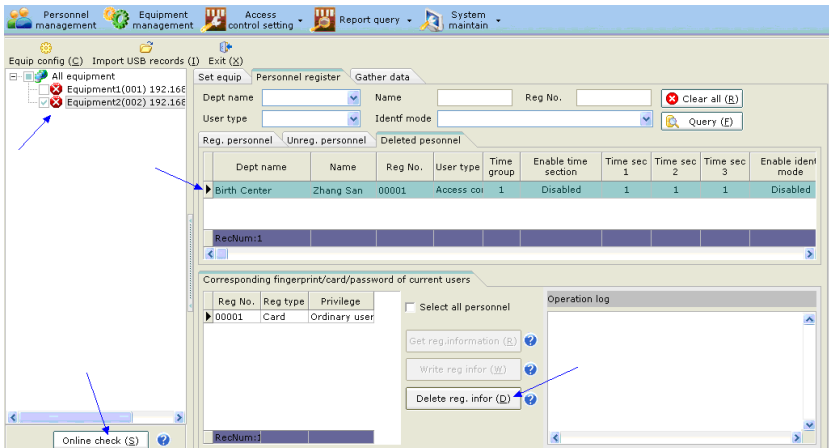


Figure 2.55

3. Registering administrator

The steps is the same as the steps in “1. Registering ordinary fingerprint user”.

2.3.5. Real-time monitoring

Enable real-time monitoring function to real-time monitor the state of the access control equipment, personnel attendance and exit/entry state of the selected online equipment. More than one piece of equipment can be monitored simultaneously.

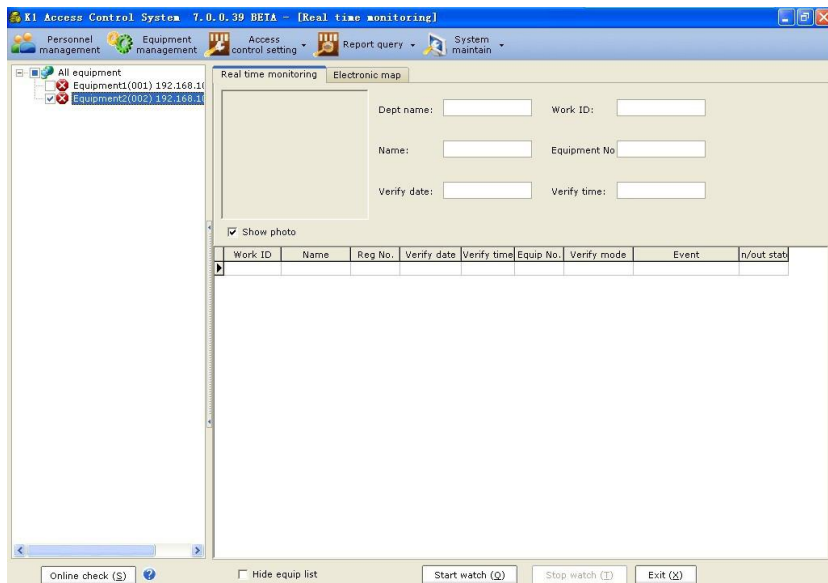


Figure 2.56

2.3.6 Electronic map

During real-time monitoring, you can view the door state directly on the electronic map. In addition, you can carry out computer remote operation on the access control equipment from the electronic map (including Forcedly Unlock, Forcedly Lock, Remote Unlock and Restore Auto Control).

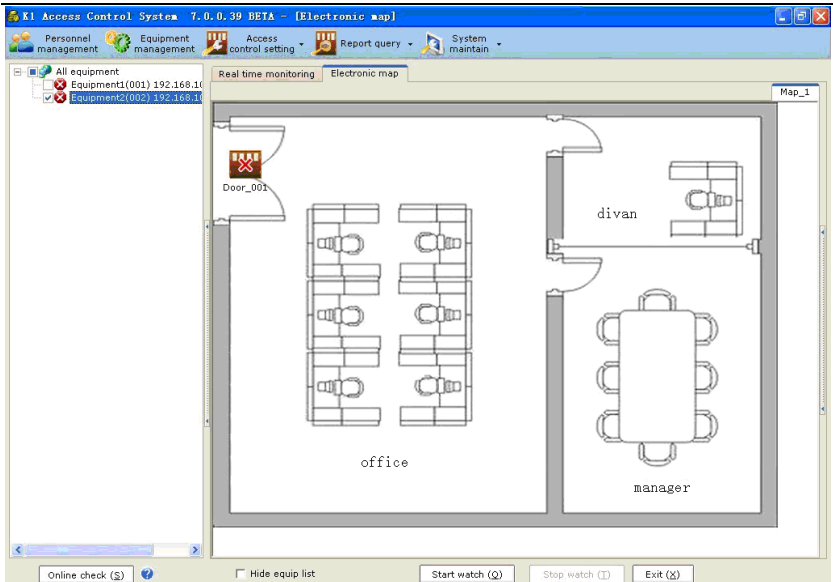


Figure 2.57

2.3.7 Downloading all access control parameters

Download the parameter of the access control in the database to selected equipment (multiple options). The parameters to be downloaded include: Open Delay, Open Overtime Alarm Time, Illegal Open alarm Time, Threatened Function, Wigand Mode, Wigand Type, Time Section, Time Group.

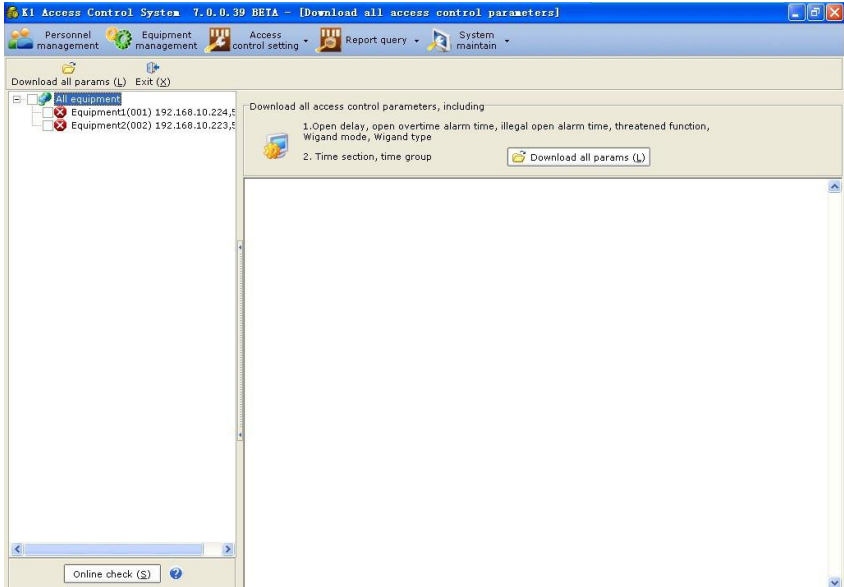


Figure 2.58

2.4 Access Control Report Query

2.4.1 Personnel information query

This report indicates undeleted/in-service employees' information. You can query employees through Department, Personnel ID, Name, Registration No., Card No., User type and so on. Tick “All employees” to query, and the report displays all employees including deleted/dismissed employees.

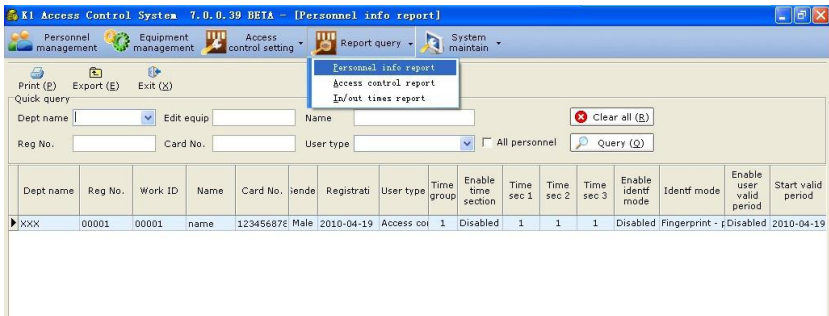


Figure 2.59

2.4.2 Access control detail report

This report indicates event records such as employees' passing-in-and-out records, remote operating doors and alarms. You can query for access control details within corresponding time segments through Department, Personnel ID, Name, Registration No., Event and so on. Tick "All employees" to query, and the report displays access control details of all employees including deleted/dismissed employees.

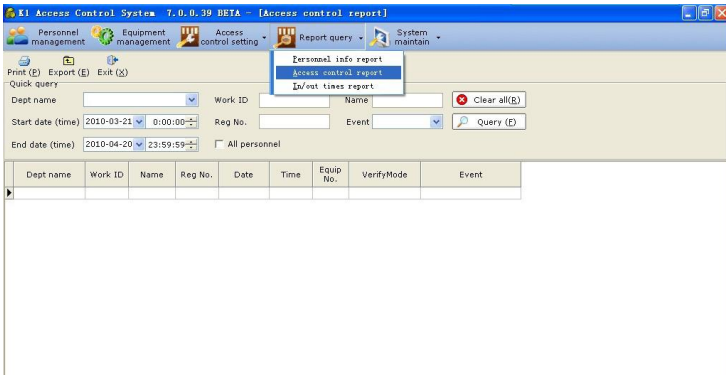


Figure 2.60

2.4.3 Statistical report on the number of times of passing in and out

This report indicates the number of times of the access control type users' entry into and exit from a door. If "MF850 outdoor, MF10 indoor" is set, then the user(s) opening the door is regarded as entry into a door after data collection/real-time monitoring. If "MF850 indoor, MF10 outdoor" is set, then the user(s) opening the door is regarded as exit from a door.



Figure 2.61

2.5 System Maintenance

2.5.1 Modifying passwords

When modifying a password, you must input the old password. Modification can be successful only when the confirmation password is consistent with the new password. After the password is modified, please remember the new password.



Figure 2.62

2.5.2 Re-login

Click “Re-login”, and the system exits and returns to the login interface.



Figure 2.63

2.5.3 System configuration

System configuration includes the configuration of system types, user information

and number regulations. Among them, system types are divided into the access control system and the access control attendance system. User information includes the configuration of the company name and so on. Number regulations include the setting of the personnel ID length.



Figure 2.64

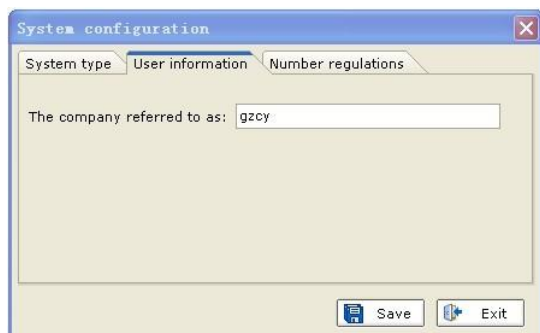


Figure 2.65

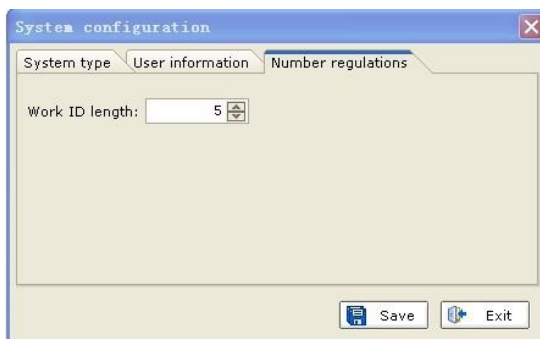


Figure 2.66

2.5.4 Database maintenance

1. Database backup

You can back up databases manually or by enabling the automatic backup function. You are recommended to regularly back up database to avoid data damage resulting from abnormalities.

(1) Manual database backup

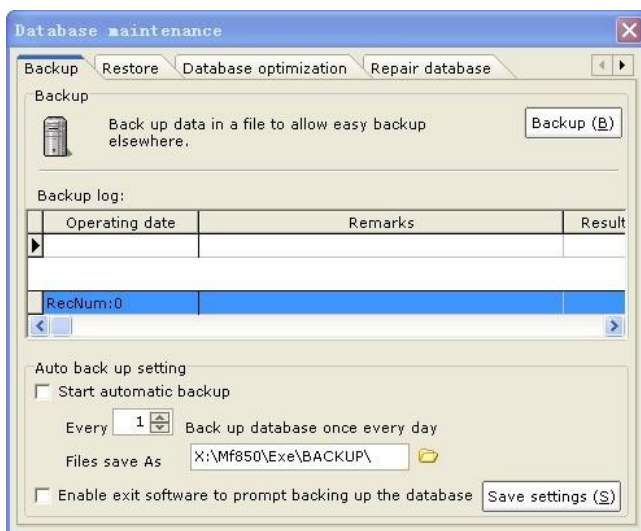


Figure 2.67

(2) Automatic database backup

Please set the automatic backup options as requested, and click “Save settings”.

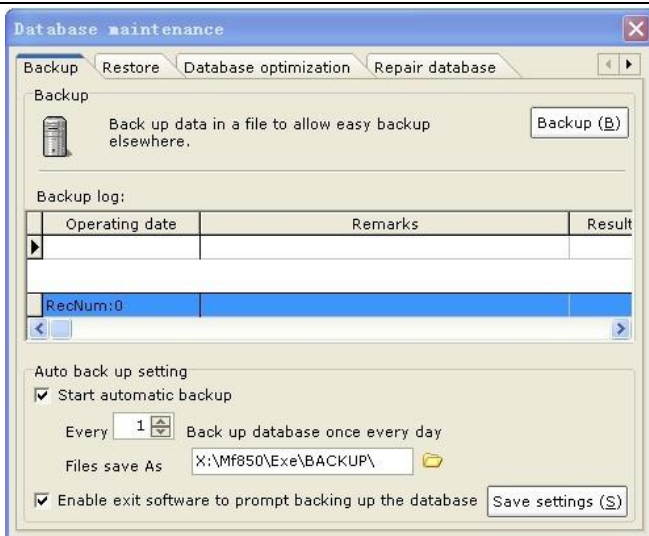


Figure 2.68

2. Database restoration

Click “Restore”, and select backup databases to restore.



Figure 2.69

3. Database optimization

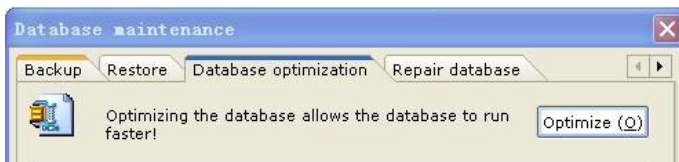


Figure 2.70

4. Database repair

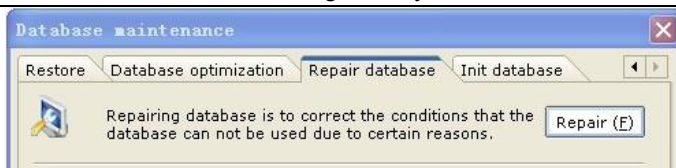


Figure 2.71

5. Database initialization

Database initialization restores the system to the new installation state. Please perform this operation cautiously.

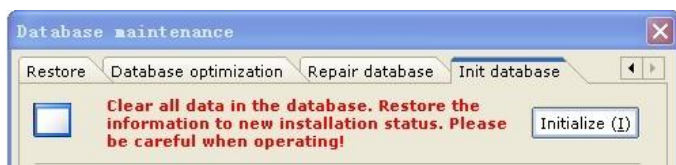


Figure 2.72

2.5.5 Software update

If a new version is available, you can update the software to the new version by clicking "Online update".

2.5.6 About

This interface indicates the software version, program installation address, database address and other information.

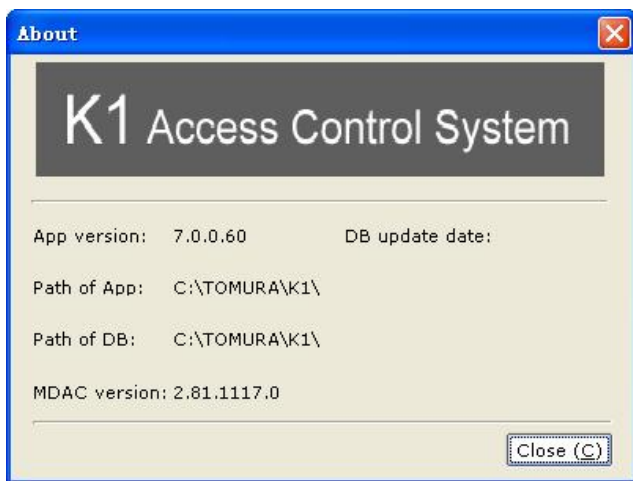



Figure 2.73

Chapter 3 System Operation Flow – Attendance

When the system type configured for the system is “Access control attendance system”, the system is provided with added functions related to attendance management besides all the functions of the access control system. To obtain correct attendance statistical reports, please set the attendance system first.

3.1 Attendance System Settings

Attendance system settings includes the settings of shifts, holidays, weekends, leaving early, arriving late, absence, overtime, business trip, going out and attendance item unit. Please set them according to the actual attendance system. If

you have any questions during the setting process, drag the mouse to the icon  to obtain relevant help.

3.1.1 Shift settings

If you access the attendance management module for the first time without setting shifts, the shift setting window is displayed. You can set shifts according to the shift guide.

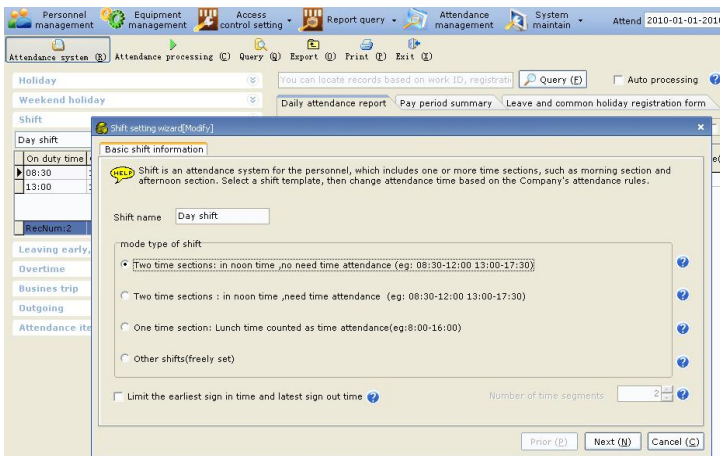


Figure 3.1

If the working time is 09:00-12:30 and 13:00-18:00 and attendance is not required

at noon, shifts can be set as follows:

[Steps]

1. Select “Shift template type”, and click “Next”.
2. Modify working time (time in and time out) as the company’s working time, and click “Finish”, as shown in Figure 3.3.

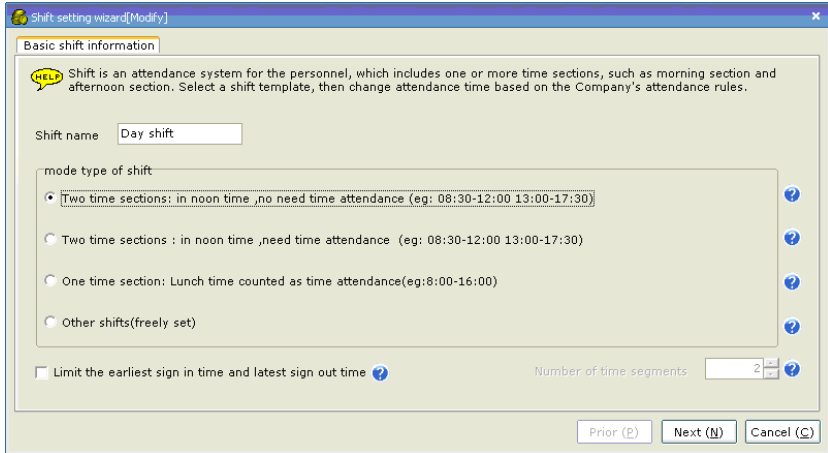


Figure 3.2

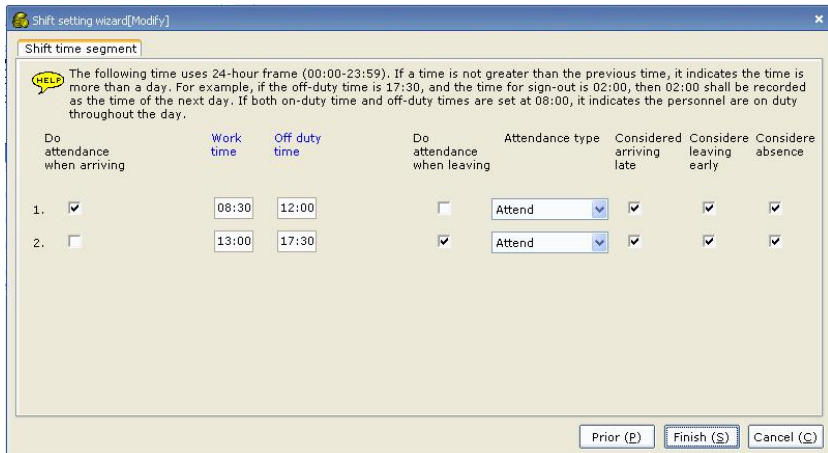


Figure 3.3

Note: After shift settings are finished, you can view set shifts by choosing “Attendance management> Attendance system> Shift”.

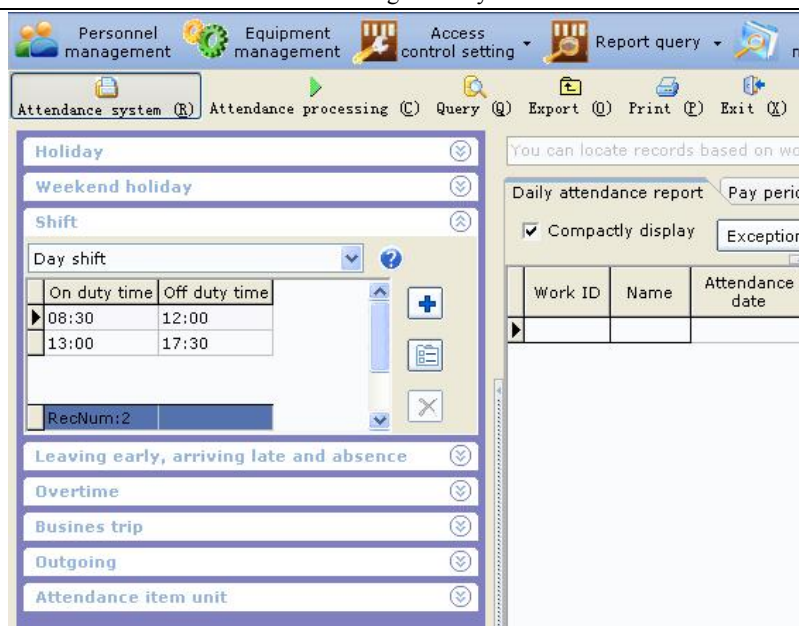


Figure 3.4

If you want to limit the earliest sign-in time and the latest sign-out time for work, please tick Limit the earliest sign in time and latest sign out time and perform next detailed settings after selecting the shift module during shift setting.

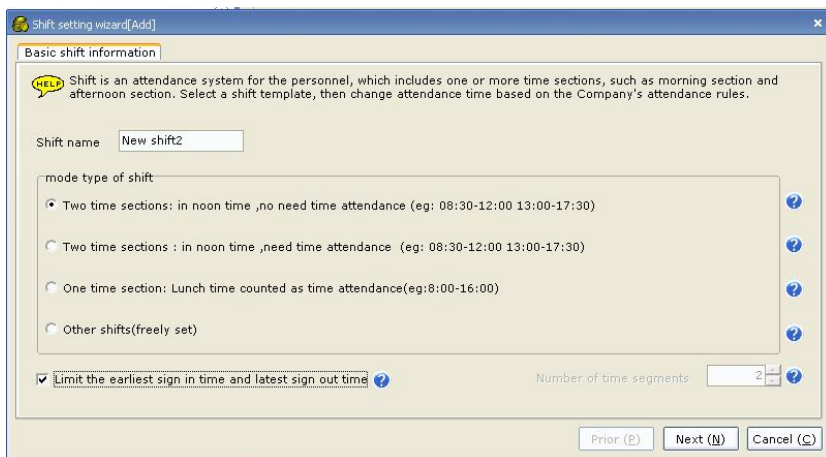


Figure 3.5

Fill in “Start sign-in time” and “End sign-out time”, and click “Finish”.

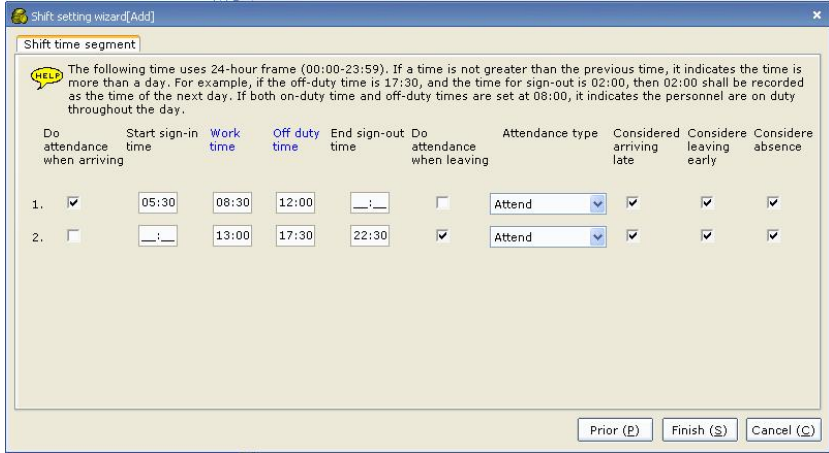








Figure 3.6

Note: If you want to add multiple shifts, please click  to add them. If you want to modify shifts, please select shifts to be modified, and click  to modify them.

If you want to delete shifts, please select shifts to be deleted, and click  to delete them. At least one shift shall be available in the system. Therefore, when only one shift is available, the shift cannot be deleted.

3.1.2 Holiday settings

Holidays with fixed dates can be set. If you want to add holidays, please click  to set them. If you want to modify holidays, please select holidays to be modified such as Labor Day, and click  to modify them. If you want to delete holidays, please select holidays to be deleted, and click .

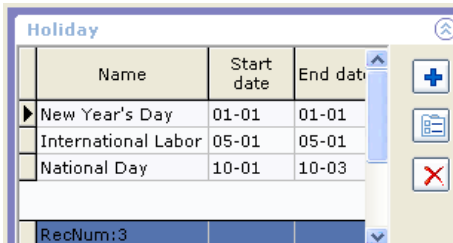



Figure 3.7

3.1.3 Weekend settings

Ticking indicates rest, and no ticking indicates working. Please set them according to actual weekend situations. For example, the two-day weekend is set as shown in the figure below.

Weekend holiday 


Ticking a check mark indicates rest

Monday	Wednesday	Friday	Sunday
<input type="checkbox"/> am	<input type="checkbox"/> am	<input type="checkbox"/> am	<input checked="" type="checkbox"/> am
<input type="checkbox"/> pm	<input type="checkbox"/> pm	<input type="checkbox"/> pm	<input checked="" type="checkbox"/> pm
Tuesday	Thursday	Saturday	
<input type="checkbox"/> am	<input type="checkbox"/> am	<input checked="" type="checkbox"/> am	
<input type="checkbox"/> pm	<input type="checkbox"/> pm	<input checked="" type="checkbox"/> pm	

Figure 3.8

3.1.4 Setting of leaving early, arriving late and absence

The systems about leaving early, arriving late and absence can be set. If the normal working time is 09:00 and it is considered late from 09:11, you shall set “Arriving 11 minutes later is considered late”. Similarly, you can set the systems about leaving early and absence.

Leaving early, arriving late and absence 





Late	<input type="text" value="11"/>	Minutes considered as arriving late	
Leaving early	<input type="text" value="1"/>	Minutes considered as leaving early	
<input checked="" type="checkbox"/>	Attendance time is not deducted due to arriving late and leaving early		
Absence	<input type="text" value="30"/>	Minutes considered as absence	

Figure 3.9

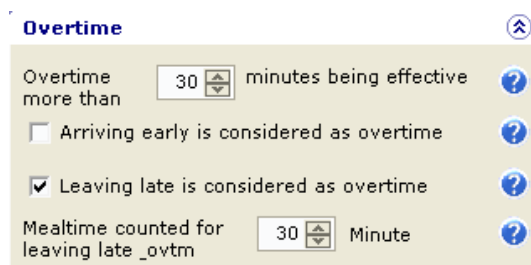
As shown in the figure above, if the shift is 09:00-12:30 and 13:30-18:00 and attendance is not required at noon, time segments for leaving early, arriving late and absence are as follows:

09:11-09:30 is considered late. 09: 31 and later is considered absence. 17:31-17:59 is considered leaving early.

3.1.5 Overtime system settings

Overtime is effective only after it is registered and checked. Please set the overtime

system according to actual situations.

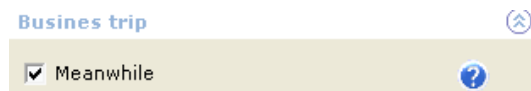


The screenshot shows the 'Overtime' settings panel. At the top, the title 'Overtime' is in blue with an upward arrow icon. Below it, the text 'Overtime more than' is followed by a numeric input field containing '30' and a spinner control, and the text 'minutes being effective'. To the right of this line is a blue question mark icon. Below this, there are two checkboxes: the first is unchecked and labeled 'Arriving early is considered as overtime'; the second is checked and labeled 'Leaving late is considered as overtime'. Both checkboxes have blue question mark icons to their right. At the bottom, the text 'Mealtime counted for leaving late _ovtm' is followed by another numeric input field with '30' and a spinner control, and the text 'Minute'. A blue question mark icon is to the right of this line.

Figure 3.10

3.1.6 Business trip system settings

Ticking the option indicates business trip that is recorded as attendance.



The screenshot shows the 'Business trip' settings panel. The title 'Business trip' is in blue with an upward arrow icon. Below it, there is a single checked checkbox labeled 'Meanwhile'. To the right of this checkbox is a blue question mark icon.

Figure 3.11

3.1.7 Outgoing system settings

Ticking the option indicates outgoing that is recorded as attendance.




The screenshot shows the 'Outgoing' settings panel. The title 'Outgoing' is in blue with an upward arrow icon. Below it, there is a single unchecked checkbox labeled 'Meanwhile'. To the right of this checkbox is a blue question mark icon.


Figure 3.12


3.1.8 Attendance item unit settings


Attendance item units are the units indicated on the attendance reports (the daily attendance report and the pay period summary). Please set attendance item units required.


Attendance item unit


Attendance and common holiday
 Unit: Minimum: 

Leave
 Unit: Minimum: 

Business trip
 Unit: Minimum: 

Out
 Unit: Minimum: 

Arriving late and leaving early
 Unit: 

Absence
 Unit: Minimum: 


Overtime
 Unit: Minimum: 

Figure 3.13

Daily attendance report | Pay period summary | Leave and common holiday registration form | Original records | Monthly attendance report

Compactly display | Exception processing | Late | Leaving early | Absence | Leave | Filter

Work ID	Name	Attendance date	On duty	Off duty	On duty	Off duty	Expect attend(Day)	Actual attend(Day)	Late(Times)	Leave early(Times)	Absence(Hour)	Others
00050	Jennie	2010-01-01	08:30Pun			17:30Pun						Ovrm (festv):1Day;
00050	Jennie	2010-01-02										Ovrm (weekd):1Day;
00050	Jennie	2010-01-03										Ovrm (weekd):1Day;
00050	Jennie	2010-01-04	08:30Pun			17:30Pun	1	1				
00050	Jennie	2010-01-05	08:30Pun			17:30Pun	1	1				

Figure 3.14

Daily attendance report | Pay period summary | Leave and common holiday registration form | Original records | Monthly attendance report

Compactly display | Exception processing | Late | Leaving early | Absence | Leave | Filter

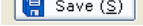
Work ID	Name	Attendance date	On duty	Off duty	On duty	Off duty	Expect tend(Day)	Actual tend(Day)	Rate(Time)	Leave rly(Time)	ence(Ho)	om(m(Ho)	Ovtrm (H)	Ovtrm (H)	omr id(D)	Ovtrm (C)	Ovtrm (D)	id(C)	Ovtrm (H)	Priv v(Ho)	Sik v(Ho)	
00050	Jennie	2010-01-01	08:30Pun			17:30Pun															1	
00050	Jennie	2010-01-02																				1
00050	Jennie	2010-01-03																				1
00050	Jennie	2010-01-04	08:30Pun			17:30Pun	1	1														
00050	Jennie	2010-01-05	08:30Pun			17:30Pun	1	1														

Figure 3.15

Daily attendance report | Pay period summary | Leave and common holiday registration form | Original records | Monthly attendance report

Work ID	Name	Expect and(C)	Actual and(C)	(Time)	Leav (Time)	ence (Time)	Commo (Hou)	Ovtrm (Hou)	Ovtrm (Hou)	omr id(C)	Ovtrm (Hou)	Ovtrm (Hou)	Ovtrm (Hou)	id(C)	Priv v(Ho)	Sick v(Ho)	Year v(Ho)	arral v(Ho)	later v(Ho)	breast v(Ho)	Patrn v(Ho)	Home v(Ho)	er(Ho)	usne v(Ho)	ing
00050	Jennie	20	2								10	1													

Figure 3.16

Note: After attendance systems are set, please click  to save settings.

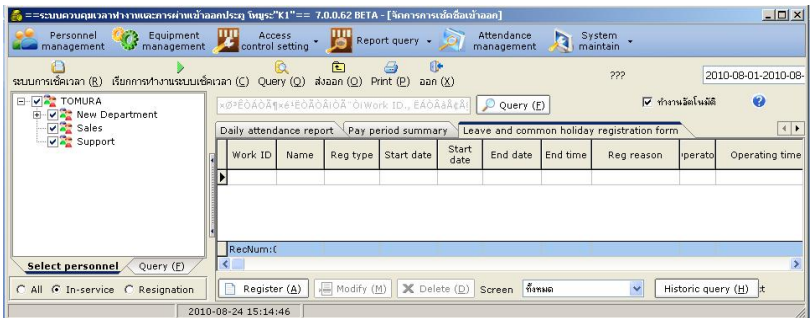
3.2 Registration of Leaves, Business Trips, Overtime and Common Holidays

3.2.1 Registering leaves, business trips, common holidays and overtime

The system provides two modes to register leaves, business trips, common holidays, overtime and so on.

1. Registering leaves, business trips, common holidays and overtime [Steps]

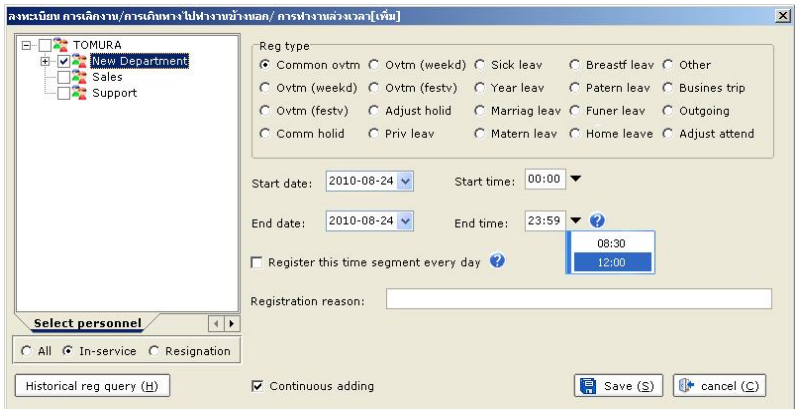
1. Choose Attendance management > Leave and common holiday registration form, and click “Register” to display the registration window.
2. Select personnel to be registered, select the registration type and the registration date/time, and click “Save” to finish registration. For example, the employee Li Xiaoyan took a private affair leave on July 9, 2009. This is registered as shown in the figure below.



3.

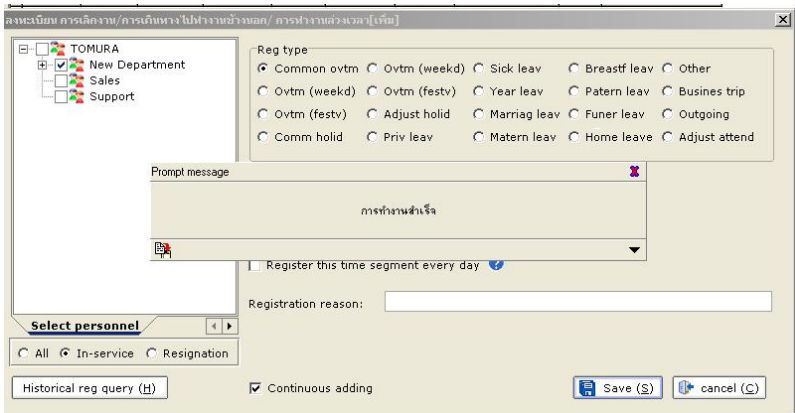
4. Figure 3.17

K1 Access Control Management System User's Manual



5.

6. Figure 3.18



7.

8. Figure 3.19

Daily attendance report		Pay period summary		Leave and common holiday registration form				Original records	
Work ID	Name	Reg type	Start date	Start date	End date	End time	Reg reason	perato	Operating time
00001	Zhang San	Priv leav	2010-04-01	08:30	2010-04-01	17:30	Leav oneday	sa	2010-04-03 09:06

Figure 3.20

Note: After registration is successful, the system pops up a success prompt. After registration is finished, the registration window is kept for continuation of registration. If you do not hope that the registration window is kept after the next registration, you can cancel ticking Continuous adding. If you want to exit the registration window, please click “Cancel” or directly turn it off.

2. Registering according to the absence time segment

Before registering according to the absence time segment, you must perform attendance processing to obtain the latest data. You can manually perform attendance processing. After selecting the attendance date range and the personnel, just click “Attendance processing”.

Note: When attendance-related data is changed, starting up automatic processing can update relevant data such as attendance reports. If you want to modify a lot of attendance-related data, you can stop automatic process, modify them, and perform attendance processing manually.

(1) Registering leaves, business trips and common holidays according to absence time

[Steps]

1. Attendance management > Daily attendance report > Attendance processing

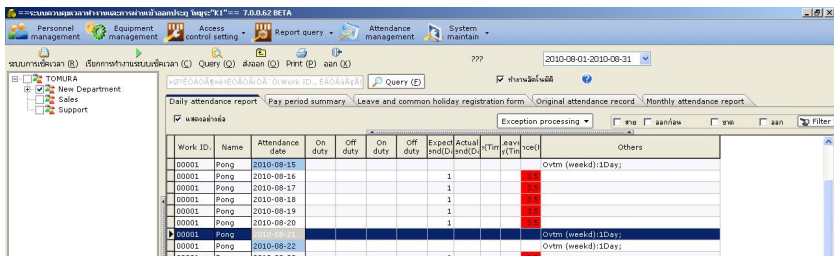


Figure 3.21

2. Right click “Daily attendance report”, and click “Register leaves, business trips and common holidays according to absence time” in the right click menu.

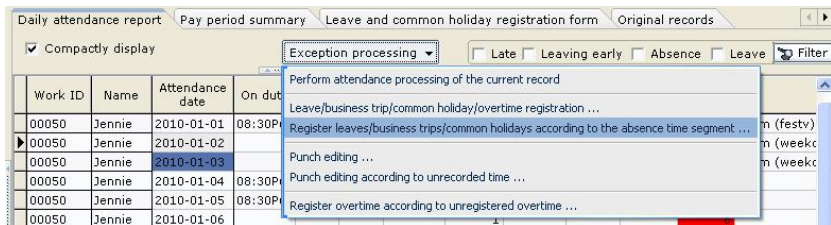


Figure 3.22

3. Select records to be registered, selected a registration type, and "click “Register”.

For example, Li Xiaoyan in the HR department was on business trip on July 1, 2009.

The registration is shown in the figure below.

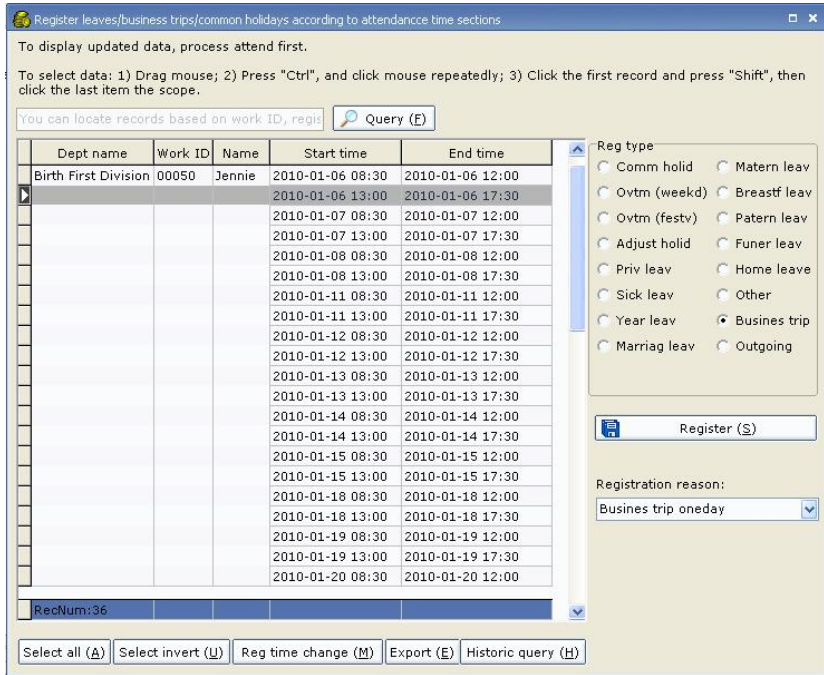


Figure 3.23

After registration is finished and attendance processing is performed, attendance results can be found in the daily attendance report (in compact or incompact display mode).

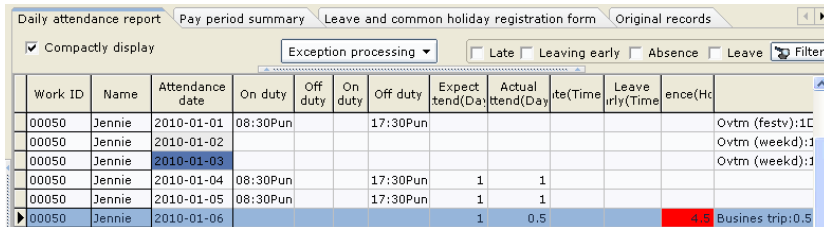


Figure 3.24

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Work ID	Name	Attendance date	On duty	Off duty	On duty	Off duty	Expect tend	Actual tend	etc	Leave	enceHo	ommo	Ovrm	Ovrm	omr	Ovrm	Ovrm	idjus	Priv	Sick	
00050	Jennie	2010-01-01	08:30Pun				17:30Pun														
00050	Jennie	2010-01-02																			
00050	Jennie	2010-01-04	08:30Pun				17:30Pun	1	1												
00050	Jennie	2010-01-05	08:30Pun				17:30Pun	1	1												
00050	Jennie	2010-01-06						1	0.5												

Figure 3.25

(2) Registering overtime according to the absence time segment

[Steps]

1. Choose Attendance management > Daily attendance report, and right click “Daily attendance report”. Click “Register overtime according to the absence time segment” in the right click menu.

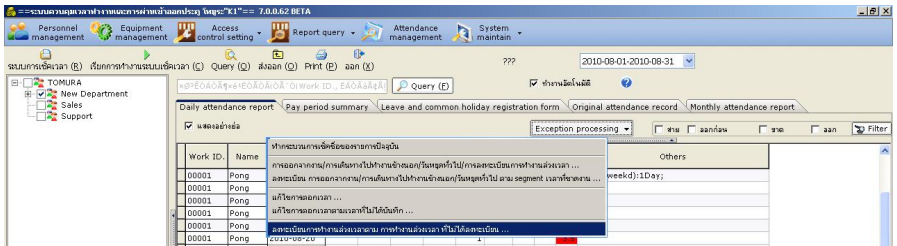


Figure 3.26

2. Select records to be registered (multiple options are allowed), and click “Register”.

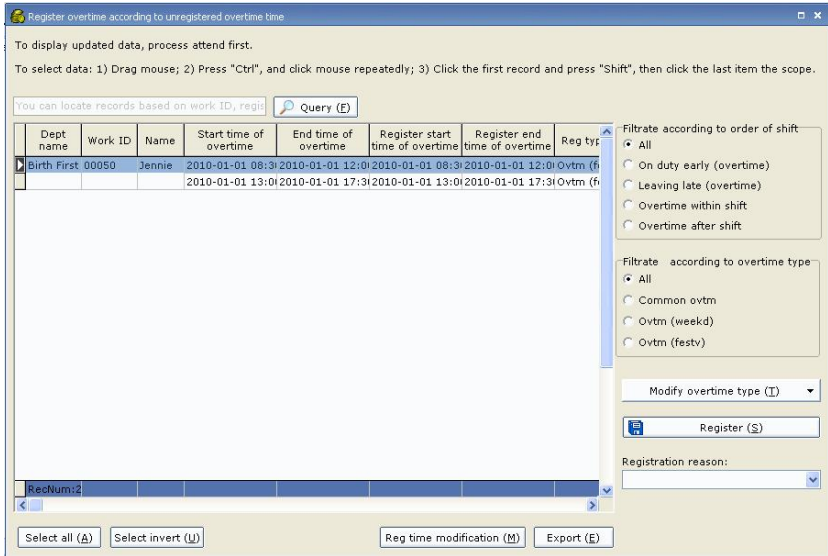


Figure 3.27

Work ID	Name	Attendance date	On duty	Off duty	On duty	Off duty	Expect tend(Day)	Actual tend(Day)	ts(Time)	Leave rly(Time)	ence(H)	Others
00050	Jennie	2010-01-01	08:30Pun									Common ovtm:3.5Hour;Ovtm (festv):4.5Hour;
00050	Jennie	2010-01-02										Ovtm (weekd):8Hour;
00050	Jennie	2010-01-03										Ovtm (weekd):1Day;
00050	Jennie	2010-01-04	08:30Pun				1	1				
00050	Jennie	2010-01-05	08:30Pun				1	1				
00050	Jennie	2010-01-06					1	0.5				Busines trip:0.5Day;

Figure 3.28

Note: If overtime time is in error before registration, select records, click

Reg time modification (M), modify time and re-register.

3.2.2 Modifying registration time

1. Modifying leave/business trip/common holiday registration time

If displayed time deviates, you can modify registration time and re-register.

[Steps]

1. Select records to be modified, and click **Reg time modification (M)** to modify them.
2. Modify registration time > Save > Register

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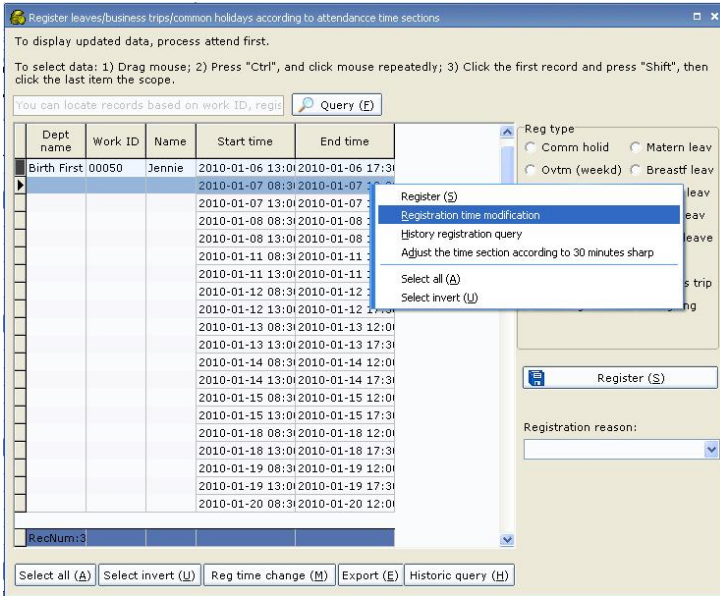


Figure 3.29

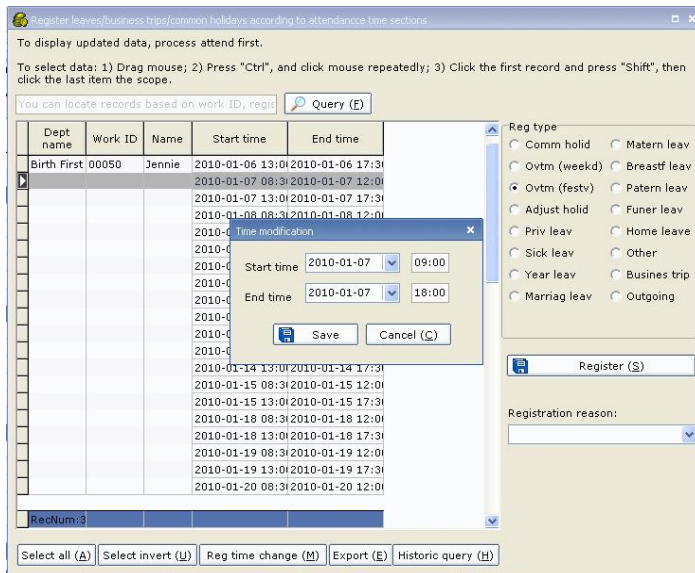


Figure 3.30

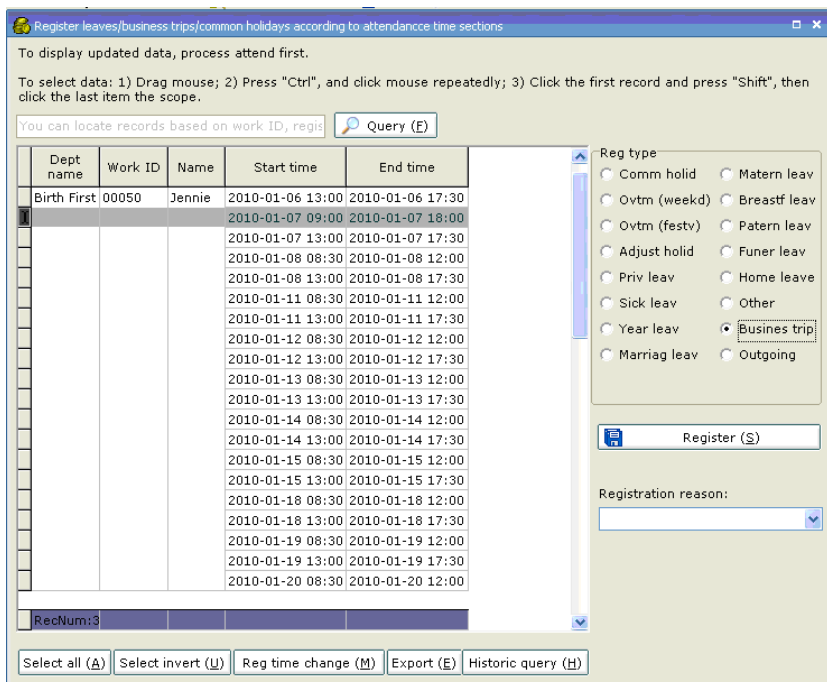


Figure 3.31

2. Time segment adjusted according to 30 minutes sharp

If the absence time segment is 16:06 -18:00 for an employee and adjusted according to 30 minutes sharp, it is changed to 16:00-18: 00.

If the absence time segment is 09:00-09:56 for an employee and adjusted according to 30 minutes sharp, it is changed to 09:00-10:00.

Please check the necessity of adjustment according to actual situations.

[Steps]

1. Select records to be modified, right click the right click menu displayed, and click "Time segment adjusted according to 30 minutes sharp".
2. Select records to be registered, select a registration type, and Click "Register".

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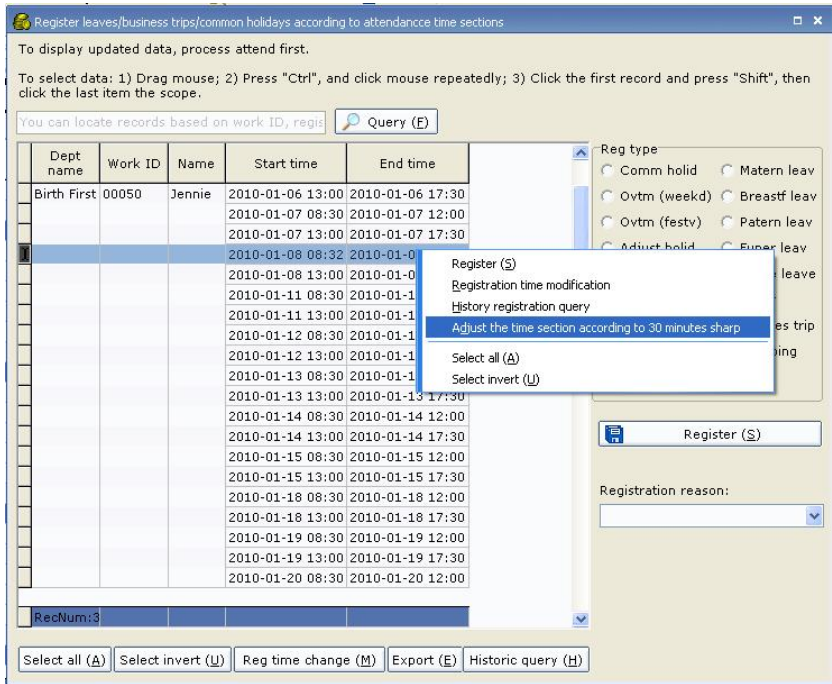


Figure 3.32

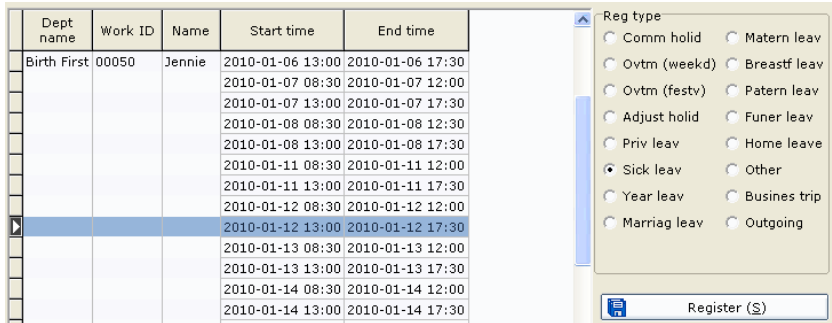


Figure 3.33

3. Modifying leave/business trip/common holiday/overtime registration

[Steps]

1. Select records to be modified, and click "Modify" to modify them.
2. Modify registration contents (For example, modify private affair leave as sick leave), and click "Save" to finish modification.

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Daily attendance report										
Pay period summary										
Leave and common holiday registration form										
Original records										
Monthly										
Work ID	Name	Reg type	Start date	Start date	End date	End time	Reg reason	Operato	Operating time	
00050	Jennie	Common o	2010-01-01	08:30	2010-01-01	12:00		sa	2010-04-21	13:29:58
00050	Jennie	Ovtm (fest	2010-01-01	13:00	2010-01-01	17:30		sa	2010-04-21	13:29:58
00050	Jennie	Ovtm (wee	2010-01-02	00:00	2010-01-02	23:59		sa	2010-04-21	13:36:36
00050	Jennie	Ovtm (wee	2010-01-02	08:30	2010-01-02	17:30		sa	2010-04-21	13:36:36
00050	Jennie	Priv leav	2010-01-06	08:30	2010-01-06	12:00	PrivLeavOneDay	sa	2010-04-21	13:54:27
00050	Jennie	Busines tri	2010-01-07	09:00	2010-01-07	18:00		sa	2010-04-21	13:44:44
00050	Jennie	Sick leav	2010-01-12	13:00	2010-01-12	17:30	SickLeav	sa	2010-04-21	13:49:18

RecNum: ;

Register (A) Modify (M) Delete (D) Screen All Historic query (H)

Figure 3.34

Register leaves/business trips/overtime[Modify]

Reg type

Common ovtm
 Ovtm (weekd)
 Sick leav
 Breastf leav
 Other

Ovtm (weekd)
 Ovtm (festv)
 Year leav
 Patern leav
 Busines trip

Ovtm (festv)
 Adjust holid
 Marriag leav
 Funer leav
 Outgoing

Comm holid
 Priv leav
 Matern leav
 Home leav
 Adjust attend

Start date: 2010-01-06 Start time: 08:30

End date: 2010-01-06 End time: 12:00

Register this time segment every day

Registration reason: SickLeavOneDay

Historical reg query (H) Save (S) Cancel (C)

Figure 3.35

3.2.3 Deleting leave/business trip/common holiday/overtime registration

[Steps]

1. Select records to be deleted (multiple options are allowed).
2. Right click to display the right click menu, and click “Delete” to delete records. (Or after selecting records, directly click “Delete”).

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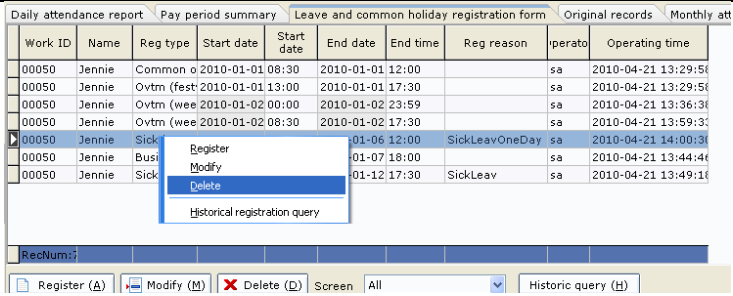


Figure 3.36

3.2.4 History record query

Before querying history records, please perform attendance processing to obtain the latest data.

[Steps]

1. Choose Attendance management > Leave and common holiday registration form, and select the personnel.
2. Click “History record query” to display the query window.

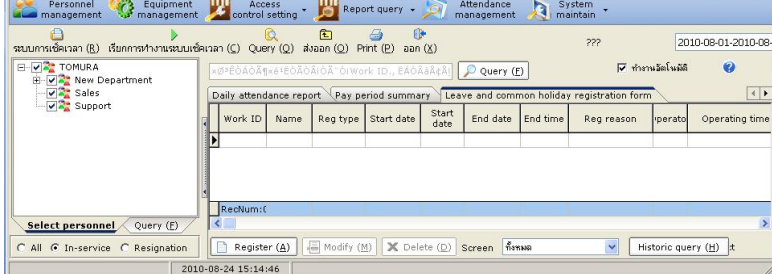


Figure 3.37

3. Input a query date range, select a registration type, and query.

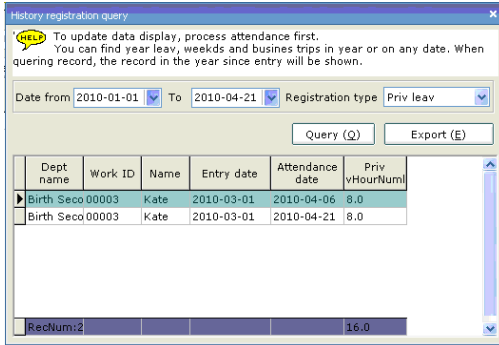


Figure 3.38

3.3 Punch Editing

3.3.1 Punch editing

The system provides two modes for punch editing: punch editing; punch editing according to unrecorded time.

1 Punch editing

[Steps]

1. Choose Attendance management > Original attendance record > Display by the number of times, and click “Punch editing”.

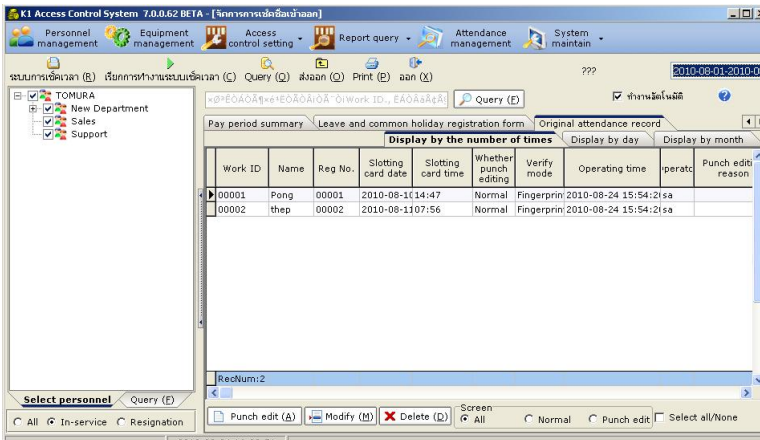


Figure 3.39

2. At the punch editing window: Select the personnel to be punch edited, input the

card signing date, punch editing time and so on, and click “Save”.



Figure 3.40

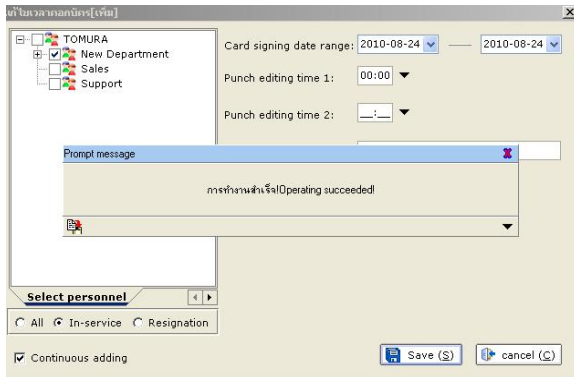


Figure 3.41

Daily attendance report | Pay period summary | Leave and common holiday registration form | Original records

Display by times | Display by day | Display by month

Work ID	Name	Reg No.	Slotting card date	Slotting card time	Whether punch editing	Verify mode	Operating time	peratrc	Punch editing reason
00050	Jennie	00050	2010-01-01	08:30	Punch ec	Punch edit	2010-04-21 11:50:1!sa		
00050	Jennie	00050	2010-01-01	17:30	Punch ec	Punch edit	2010-04-21 11:50:1!sa		
00050	Jennie	00050	2010-01-04	08:30	Punch ec	Punch edit	2010-04-21 11:50:3!sa		
00050	Jennie	00050	2010-01-04	17:30	Punch ec	Punch edit	2010-04-21 11:50:3!sa		
00050	Jennie	00050	2010-01-05	08:30	Punch ec	Punch edit	2010-04-21 11:50:5!sa		
00050	Jennie	00050	2010-01-05	17:30	Punch ec	Punch edit	2010-04-21 11:50:5!sa		

RecNum:6

Punch edit (A) | Modify (M) | Delete (D) | Screen: All | Normal | Punch edit | Select all/None

Figure 3.42

Note: After punch editing is successful, the system pops up a success prompt. After

registration is finished, the punch editing window is kept for continuation of registration. If you do not hope that the punch editing window is kept after the next punch editing, you can cancel ticking Continuous adding.

2. Punch editing according to unrecorded time

Before punch editing according to unrecorded time, you must perform attendance processing to obtain the latest data.

[Steps]

1. Choose Attendance management > Daily attendance report, and right click “Daily attendance report”. Click “Punch editing according to unrecorded time” in the right click menu.

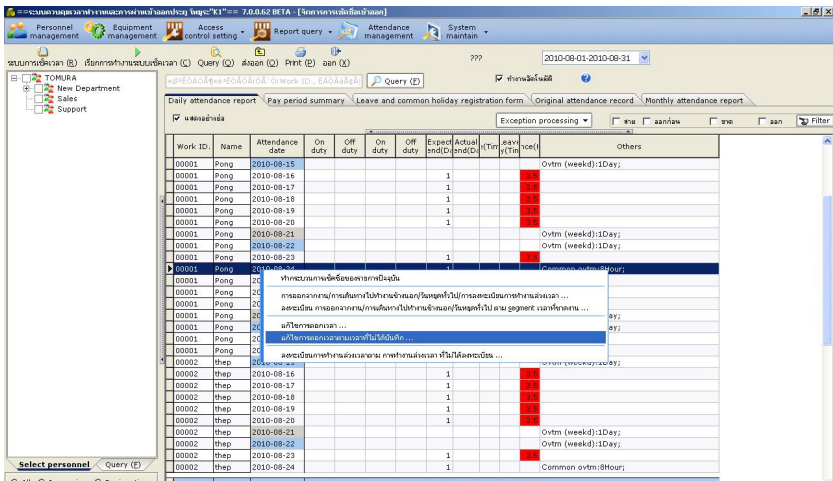


Figure 3.43

2. Select recorded to be punch edited, and click “Punch editing”.

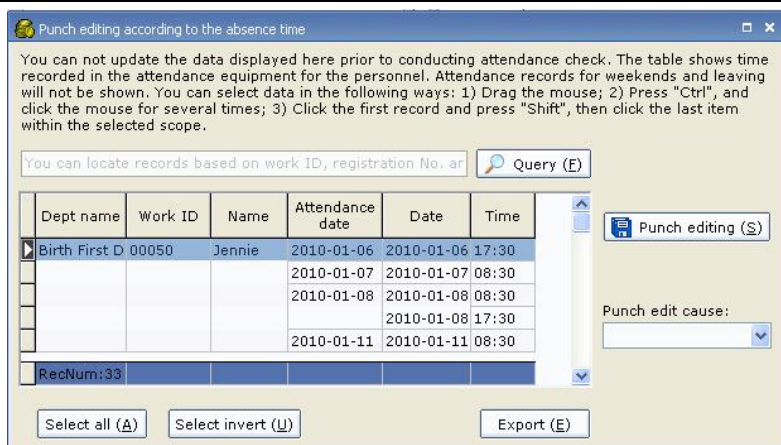


Figure 3.44

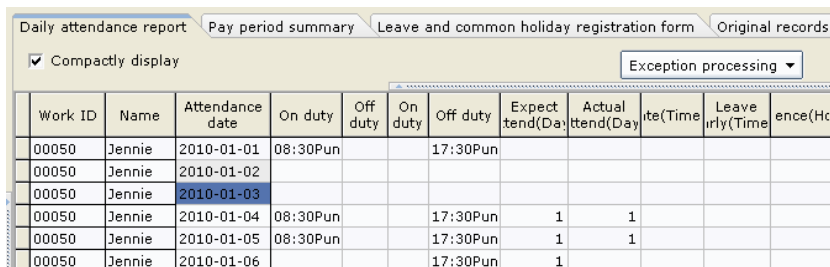


Figure 3.45

3.3.2 Modifying punch editing

[Steps]

1. Choose Attendance management > Original attendance record > Display by the number of times. Select records to be modified, right click to display the right click menu, and click “Modify” to display the modification window.

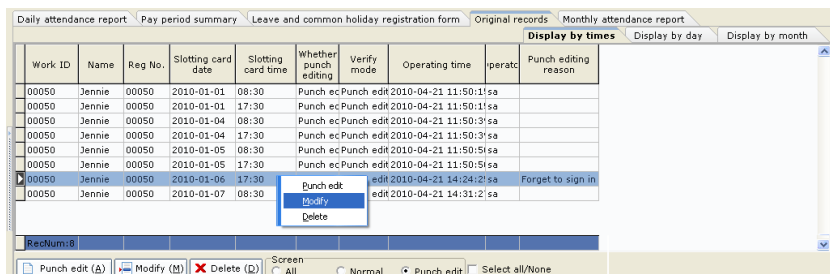


Figure 3.46

2. After modifying records, click “Save” to finish modification.

Punch edit[Modify]

Punch editing date: 2010-01-06

Punch editing time : 17:30

Punch edit cause:

Save (S) Cancel (C)

Figure 3.47

3.3.3 Deleting punch editing

[Steps]

1. Choose Attendance management > Original attendance record > Display by the number of times. Select records to be deleted, right click to display the right click menu, and click “Delete” to delete records. (You can also perform deletion by selecting records to be deleted and directly clicking “Delete”).

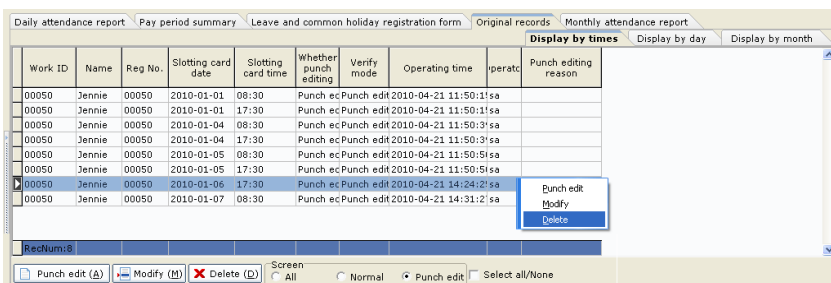


Figure 3.48

2. Click “Yes” to finish deletion.



Figure 3.49

3.4 Attendance Reports

Attendance reports include the original attendance record (displayed by the number of times, day and month), leave and common holiday registration form, daily attendance report (displayed in compact or incompact mode), pay period summary and monthly attendance report.

3.4.1 Original attendance record

Original attendance record indicates sign-in records including normal sign-in and punch editing records, and is displayed by the number of times, day and month.

1. Original attendance record > Display by the number of times

Work ID	Name	Reg No.	Slotting card date	Slotting card time	Whether punch editing	Verify mode	Operating time	Operatc	Punch editing reason
00050	Jennie	00050	2010-01-01	08:30	Punch edit	Punch edit	2010-04-21 11:50:15	sa	
00050	Jennie	00050	2010-01-01	17:30	Punch edit	Punch edit	2010-04-21 11:50:15	sa	
00050	Jennie	00050	2010-01-04	08:30	Punch edit	Punch edit	2010-04-21 11:50:39	sa	
00050	Jennie	00050	2010-01-04	17:30	Punch edit	Punch edit	2010-04-21 11:50:39	sa	
00050	Jennie	00050	2010-01-05	08:30	Punch edit	Punch edit	2010-04-21 11:50:50	sa	
00050	Jennie	00050	2010-01-05	17:30	Punch edit	Punch edit	2010-04-21 11:50:50	sa	
00050	Jennie	00050	2010-01-06	17:30	Punch edit	Punch edit	2010-04-21 14:24:25	sa	Forget to sign in
00050	Jennie	00050	2010-01-07	08:30	Punch edit	Punch edit	2010-04-21 14:31:27	sa	

Figure 3.50

2. Original attendance record > Display by the day

If Hide not sign-in date is ticked, the record displays signed-in date records within the attendance date range. If Hide not sign-in date is not ticked, the record displays all date records within the attendance date range (including signed-in and unsigned-in dates).

Dept name	Work ID	Name	Date	Time
Birth First	00050	Jennie	2010-01-01	08:30Punch edit 17:30Punch edit
Birth First	00050	Jennie	2010-01-04	08:30Punch edit 17:30Punch edit
Birth First	00050	Jennie	2010-01-05	08:30Punch edit 17:30Punch edit
Birth First	00050	Jennie	2010-01-06	17:30Punch edit
Birth First	00050	Jennie	2010-01-07	08:30Punch edit

RecNum:5

Hide not sign-in date

Figure 3.51

3. Original attendance record > Display by the month

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		am	1Fri	2Sat	3Sun	4Mon	5Tue	6Wed	7Thu	8Fri	9Sat	0Sun	1Mon	2Tue	3Wed	4Thu	5Fri	6Sat	7Sun	8Mon	9Tue	0Wed	1Thu	2Fri
Jer	08:30 17:30					08:30 17:30	08:30 17:30	08:30 17:30	08:30															

Figure 3.52

3.4.2 Leave and common holiday registration form

Leave and common holiday registration form indicates registered records about leaves, business trips, common holidays, outgoing and overtime.

Work ID	Name	Reg type	Start date	Start date	End date	End time	Reg reason	Operato	Operating time
00050	Jennie	Common o	2010-01-01	08:30	2010-01-01	12:00		sa	2010-04-21 13:29:58
00050	Jennie	Ovtrn (fest)	2010-01-01	13:00	2010-01-01	17:30		sa	2010-04-21 13:29:58
00050	Jennie	Ovtrn (wee)	2010-01-02	00:00	2010-01-02	23:59		sa	2010-04-21 13:36:38
00050	Jennie	Ovtrn (wee)	2010-01-02	08:30	2010-01-02	17:30		sa	2010-04-21 13:59:38
00050	Jennie	Adjust atte	2010-01-06	00:00	2010-01-06	23:59		sa	2010-04-21 14:27:24
00050	Jennie	Common o	2010-01-06	00:00	2010-01-06	23:59		sa	2010-04-21 14:25:16
00050	Jennie	Adjust atte	2010-01-06	08:30	2010-01-06	17:30		sa	2010-04-21 14:27:56
00050	Jennie	Sick leav	2010-01-06	08:30	2010-01-06	12:00	SickLeavOneDay	sa	2010-04-21 14:00:38

Figure 3.53

3.4.3 Daily attendance report

Daily attendance report indicates employees' attendance situations within the attendance date range, including working time, leaves, business trips, common holidays, overtime and so on. Daily attendance report is displayed in compact and incompact modes. You can select a display mode as requested. For records about arriving late, leaving early and absence, the report identifies and differentiates them in different colors.

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The screenshot shows a software interface with a menu bar (Personnel management, Equipment management, Access control setting, Report query, Attendance management, System maintain) and a toolbar. The main window displays a 'Daily attendance report' for employee 'Pong' from 2010-08-19 to 2010-08-24. The table includes columns for Work ID, Name, Attendance date, On duty, Off duty, Expect tend, Actual tend, and Leave. Red cells indicate absence or leave. A sidebar on the left shows a tree view for 'TOMURA' with sub-items like 'New Department', 'Sales', and 'Support'. A 'Select personnel' dialog is open, showing 'Pong' selected.

Work ID	Name	Attendance date	On duty	Off duty	Expect tend	Actual tend	Leave	Others
00001	Pong	2010-08-19						Ovtm (week:d):1Day;
00001	Pong	2010-08-19						
00001	Pong	2010-08-19						
00001	Pong	2010-08-19						
00001	Pong	2010-08-20						
00001	Pong	2010-08-21						Ovtm (week:d):1Day;
00001	Pong	2010-08-22						Ovtm (week:d):1Day;
00001	Pong	2010-08-23						
00001	Pong	2010-08-24						Common ovtm:8Hour;
00001	Pong	2010-08-25						
00001	Pong	2010-08-26						
00001	Pong	2010-08-27						
00001	Pong	2010-08-28						Ovtm (week:d):1Day;
00001	Pong	2010-08-29						Ovtm (week:d):1Day;
00001	Pong	2010-08-30						
00002	thep	2010-08-28						Ovtm (week:d):1Day;
00002	thep	2010-08-16						
00002	thep	2010-08-17						
00002	thep	2010-08-18						
00002	thep	2010-08-19						
00002	thep	2010-08-20						Ovtm (week:d):1Day;
00002	thep	2010-08-21						Ovtm (week:d):1Day;
00002	thep	2010-08-23						Common ovtm:8Hour;
00002	thep	2010-08-24						

Figure 3.54

1. Daily attendance report > Compact display

The screenshot shows the 'Daily attendance report' for employee 'Jennie' from 2010-01-01 to 2010-01-12. The 'Compact display' checkbox is checked. The table includes columns for Work ID, Name, Attendance date, On duty, Off duty, Expect tend, Actual tend, and Leave. Red cells indicate absence or leave. A sidebar on the left shows a tree view for 'TOMURA' with sub-items like 'New Department', 'Sales', and 'Support'. A 'Select personnel' dialog is open, showing 'Jennie' selected.

Work ID	Name	Attendance date	On duty	Off duty	Expect tend	Actual tend	Leave	Others
00050	Jennie	2010-01-01	08:30Pun		17:30Pun			Common ovtm:
00050	Jennie	2010-01-02						Ovtm (week:d):1
00050	Jennie	2010-01-03						Ovtm (week:d):1
00050	Jennie	2010-01-04	08:30Pun		17:30Pun	1	1	
00050	Jennie	2010-01-05	08:30Pun		17:30Pun	1	1	
00050	Jennie	2010-01-06						Common ovtm:
00050	Jennie	2010-01-07	08:30Pun			1	1	Business trip:1D:
00050	Jennie	2010-01-08						
00050	Jennie	2010-01-09						Ovtm (week:d):1
00050	Jennie	2010-01-10						Ovtm (week:d):1
00050	Jennie	2010-01-11				1		
00050	Jennie	2010-01-12				1	3.5	Sick leave:4.5Ho

Figure 3.55

2. Daily attendance report > Incompact display

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Work ID	Name	Attendance date	On duty	Off duty	On duty	Off duty	Expect tend(Day)	Actual tend(Day)	late(Time)	Leave early(Time)	absence(Ho)	om(mo)	Ovtrm(Ho)	Ovtrm(Ho)	omr(id(D))	Ovtrm(stv)(D)	Ovtrm(stv)(D)	ld(Stv)(D)	Priv id(C)	Sick v(Ho)	
00050	Jennie	2010-01-01	08:30	Pun			17:30	Pun				3.5		4.5							
00050	Jennie	2010-01-02																			
00050	Jennie	2010-01-03																			
00050	Jennie	2010-01-04	08:30	Pun			17:30	Pun	1	1											
00050	Jennie	2010-01-05	08:30	Pun			17:30	Pun	1	1											
00050	Jennie	2010-01-06					17:30	Pun	1					4.5							3.5
00050	Jennie	2010-01-07	08:30	Pun					1	1											
00050	Jennie	2010-01-08							1												
00050	Jennie	2010-01-09																			
00050	Jennie	2010-01-10																			
00050	Jennie	2010-01-11							1												
00050	Jennie	2010-01-12																			
00050	Jennie	2010-01-13																			
00050	Jennie	2010-01-14																			
00050	Jennie	2010-01-15																			
00050	Jennie	2010-01-16																			
00050	Jennie	2010-01-17																			
00050	Jennie	2010-01-18																			

Figure 3.56

3. Abnormal record query (arriving late, leaving early, absence and leaves)

Tick the abnormal screening. If you want to query for records about arriving late, leaving early, absence and leaves, perform ticking and click . The report will display corresponding personnel's records about arriving late, leaving early, absence and leaves. Please tick abnormal types as requested to perform screening to obtain corresponding abnormal records.

Work ID	Name	Attendance date	On duty	Off duty	On duty	Off duty	Expect tend(Day)	Actual tend(Day)	late(Time)	Leave early(Time)	absence(Ho)	Others									
00050	Jennie	2010-01-06					17:30	Pun	1			Common ovtrm:4.5Hour; Sick leave:3.5Hour;									
00050	Jennie	2010-01-12										3.5	Sick leave:4.5Hour;								

Figure 3.57

3.4.4 Pay period summary

Pay period summary indicates the summary of employees' attendance results within the attendance date range.

Work ID	Name	Expect end(D)	Actual end(D)	(T)	leav (Tim)	Commor ytm(Hou)	Ovtrm (Hou)	Ovtrm (Hou)	omr id(D)	Ovtrm id(D)	Ovtrm id(D)	ld(Stv)(D)	Priv id(C)	Sick v(Ho)	Year arri v(Ho)	later v(Ho)	3reast v(Ho)	Patern v(Ho)	unel v(Ho)	Home ve(Ho)	er(Ho)	usind a(D)	ing
00050	Jennie	20	3		3.5	8	4.5	10					8									1	

Figure 3.58

3.4.5 Monthly attendance report

Each row of Monthly attendance report indicates employees' attendance records for

the current attendance month, and identifies information about arriving late, leaving early, absence, leaves, business trips and outgoing.

The screenshot shows a software interface with several tabs: "Daily attendance report", "Pay period summary", "Leave and common holiday registration form", "Original records", and "Monthly attendance report". The "Daily attendance report" tab is active, displaying a grid with columns for days of the week (Fri, Sat, Sun, Mon, Tue, Wed, Thu, Fri, Sat, Sun, Mon, Tue, Wed, Thu, Fri, Sat, Sun, Mon, Tue, Wed, Thu) and rows for personnel (Pund, edit, Or). The data shows various attendance statuses like "Co", "Unsig", and "edit".

Figure 3.59

3.4.6 Exporting and printing attendance reports

The system provides the functions of exporting and printing attendance reports. All reports are provided with the function of printing standard reports. Among them, “Daily attendance report” and “Display-by-the-month report of Original attendance record” are provided with the function of printing group reports in a paging manner. (Daily attendance report is grouped in terms of the personnel. Original attendance record is grouped in terms of monthly display report and department.

The screenshot shows the same attendance report interface as Figure 3.59, but with a "Print" dialog box open over the data table. The dialog box contains the following text: "Print: Carry out operation according to set parameters: print, print preview." and "Print settings: Set print parameters: Print, print preview, page setup, grouping, column settings and etc." There are buttons for "OK(O)", "Print setup(S)", and "cancel(C)". The background table shows columns for "Work ID", "Name", "Attendance date", "On date", "Off date", "Expected end(D)", "Actual end(D)", "TIm", "eav", "ioe(i)", and "Others".

Figure 3.60

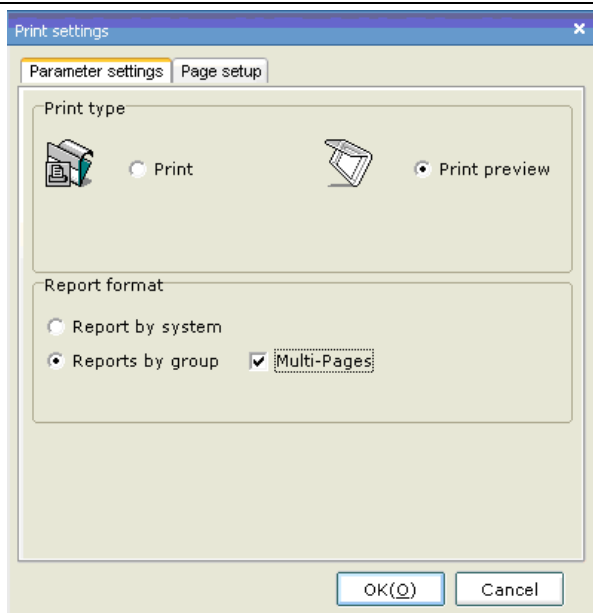


Figure 3.61