

Attendance Management System

User Manual

Version 2.0

Last Revise Date: 2009.08.26

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Introduction

This manual is to teach you how to install and use the Attendance Management system (AMS). The system is for attendance management and communication with fingerprint or proximity card device.

It will teach you how to install the software and show you step by step how to input critical data into the software. Lastly, it will show you some troubleshooting techniques in solving problems for the software.

AMS system is a multi-lingual interface system. User can choose the interface language in login screen. The software can be run in Windows 98, Windows 2000, Windows XP and Windows Vista. But, it cannot be used in Linux or Unix platform.

Software Platform

This software can be run in Windows 2000, Windows XP and Windows Vista. For Windows Vista, the software need authority to access the Microsoft Access Database. You either need to switch on the authority for accessing it or copy the whole directory (ams) to “document and setting\all users”.

For hardware, the software requires 100M free hard disk space for installation. The computer speed should be Pentium 133 or above.

Software Installation

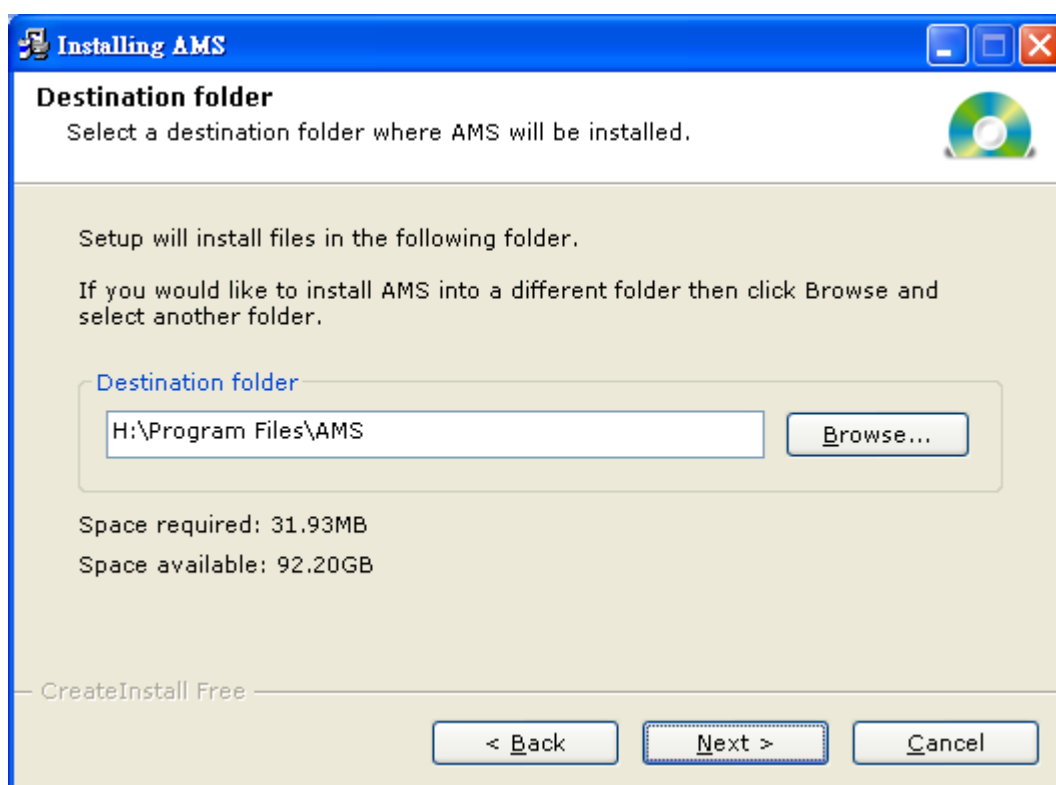
Put the Installation CD into CD-ROM drive.

Browse the CD, and double click on file “setup.exe” which is located in a date code directory such as 20090129.

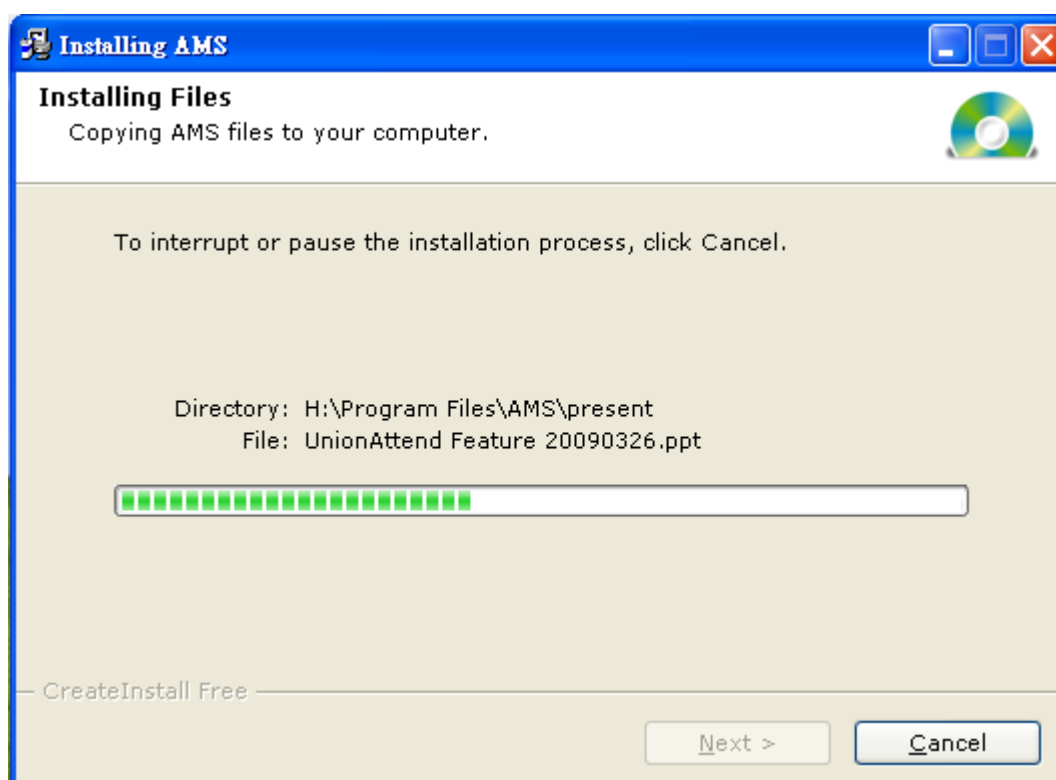
The installation wizard will start, click “Next” to proceed.



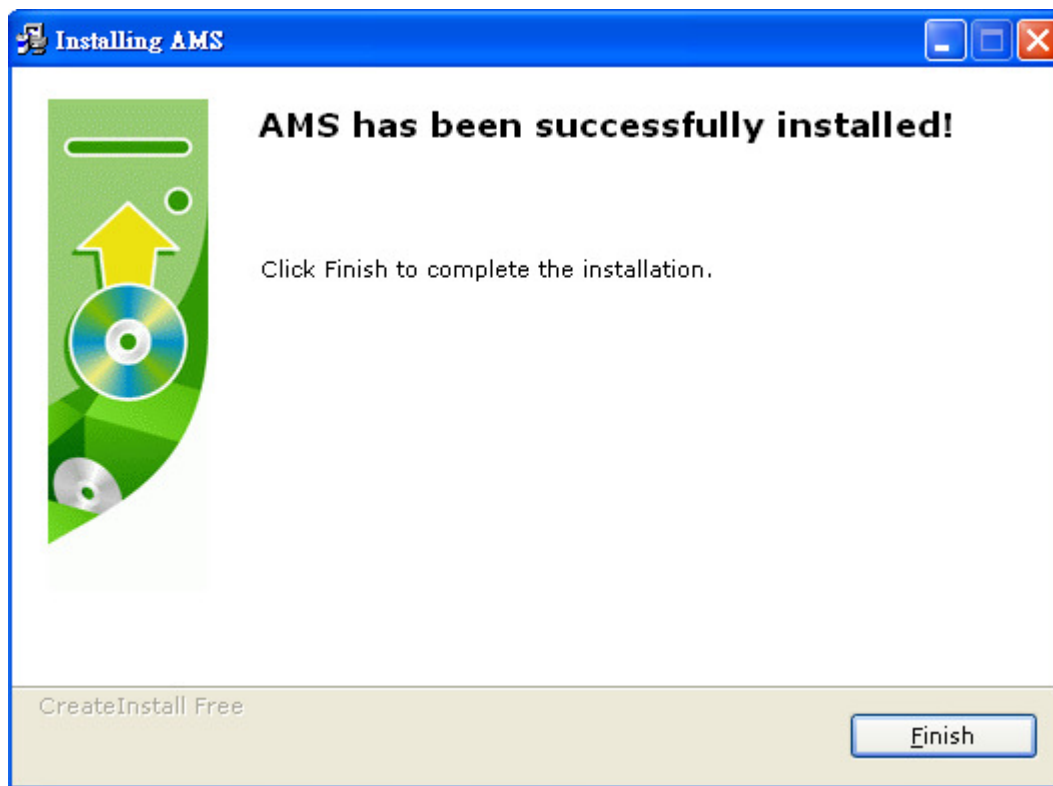
Select installation path and then click “Next”.



The system will begin to install the program.



Click “Finish” to complete the installation.

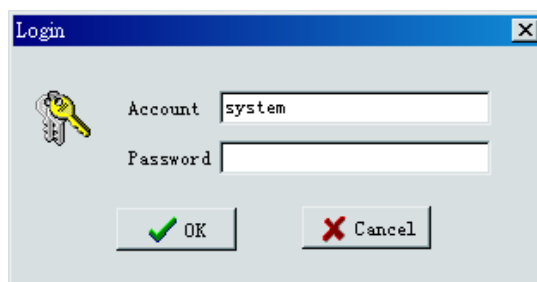


Login

Run the shortcut “Attendance Management System” on the desktop



The default login account is “system”, and the password is blank (no password).



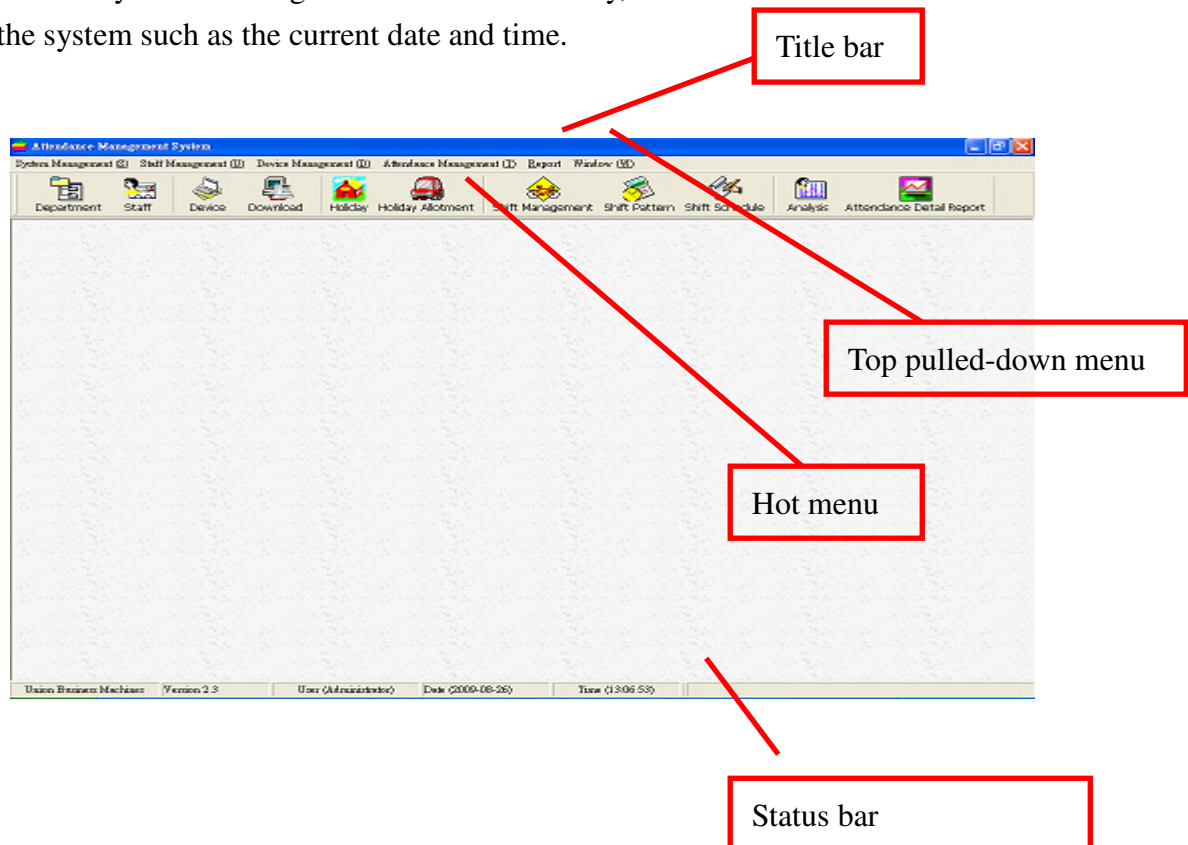
Interface Preview

The software is window based. The interface between the software and user is through each window. After authentication, it will show you the main window. For each item, it will show the child window. The child window must locate inside the main window.

Main Window

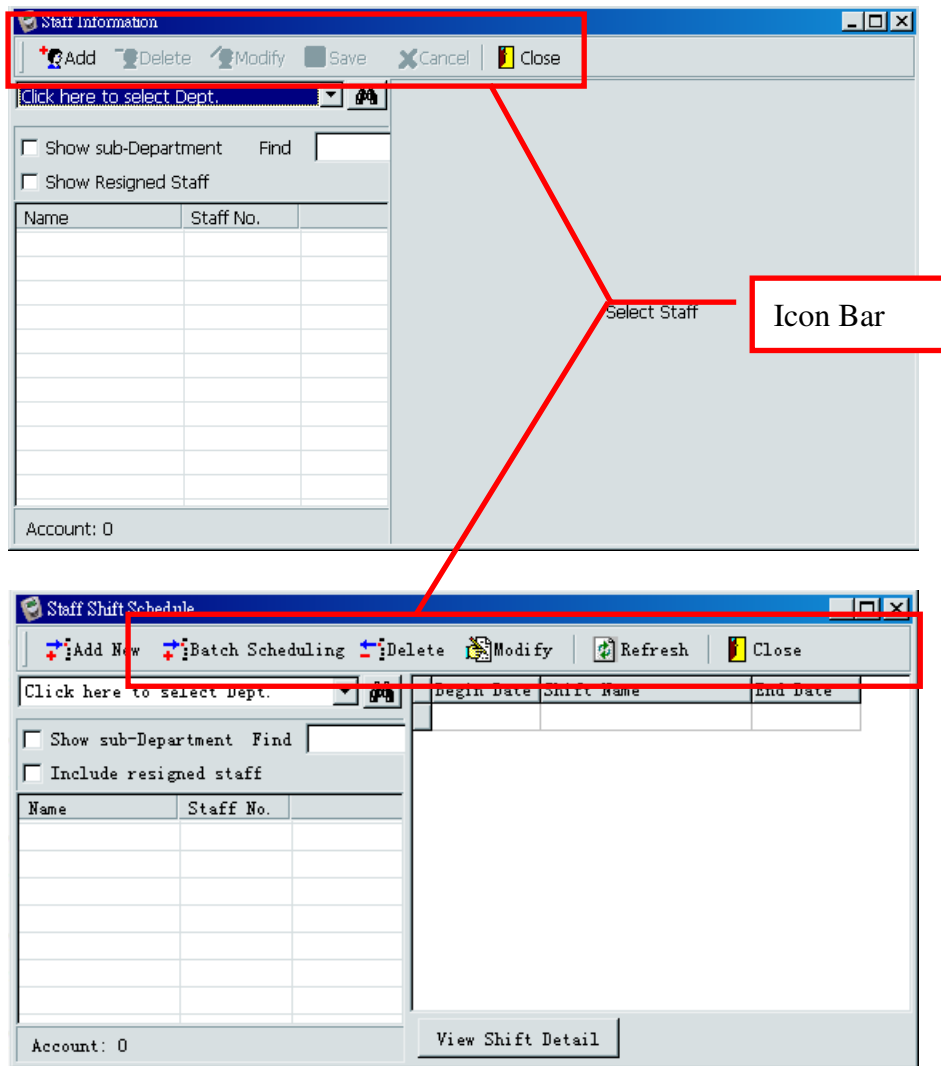
The main window consists of the title bar, top pulled-down menu, hot menu, the content area and the status bar. The title bar shows the software name. The top pulled-down menu covers all the items in the software. The hot menu provides the

quickest way for accessing the critical item. Finally, the status bar shows the status of the system such as the current date and time.



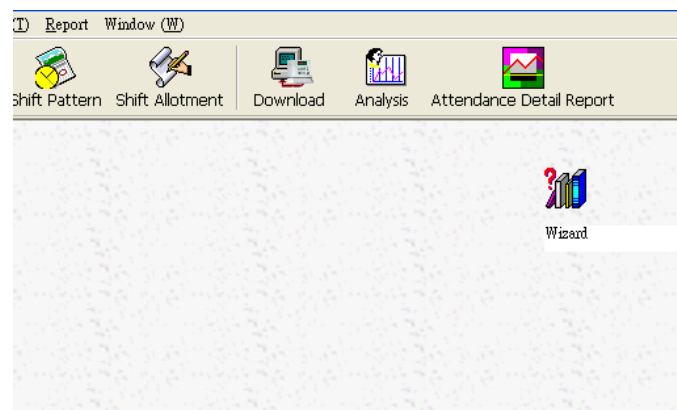
Child Window

The child window is invoked when you select a menu item. Each child window has its layout. Some are similar and some are different. Most of child windows have the icon bar located at the top for choosing different actions.

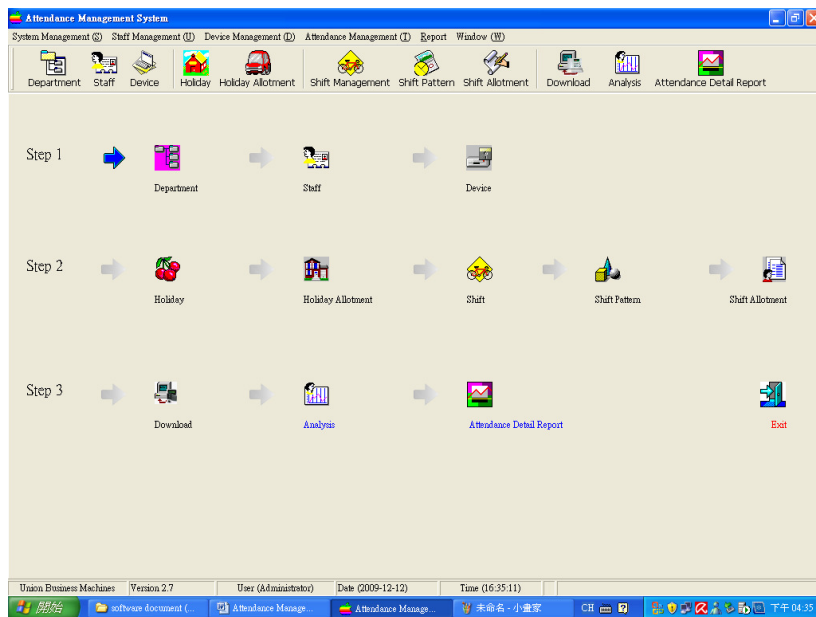


Wizard

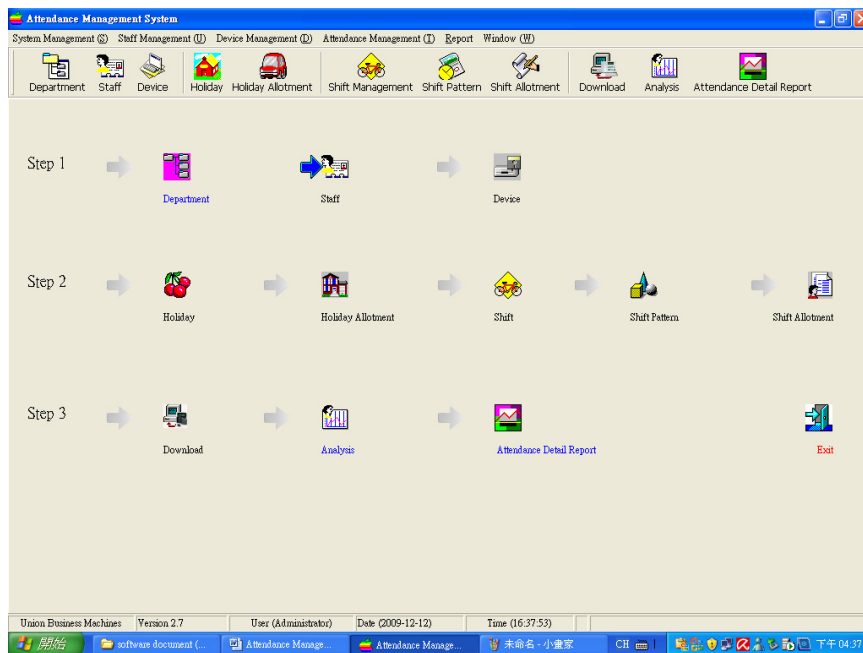
The system has a wizard icon which teaches the user how to use the system.



When you click the wizard, 3 steps of processing is displayed.



A blue arrow is moving telling you that you need to input the module first. Clicking the right image or word can invoke the corresponding module. When you have finished input of one module, the word becomes blue.

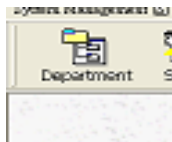


Then, the blue arrow will moving in next module showing that you need to input the other module.

Whenever you want to leave the wizard, just click the exit image or word in the right bottom corner.

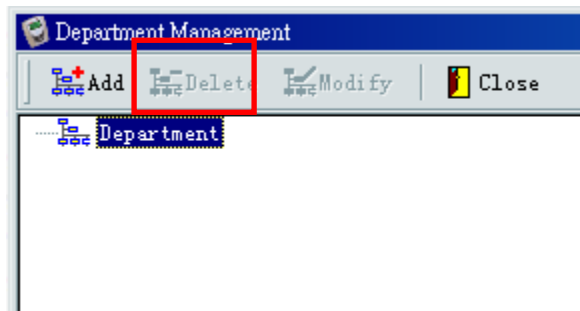
Department Management

Department management is to maintain the department used in the system. User can add/modify/delete department here. There should be at least ONE department in the system, as department must be assigned during the adding of new staff record.



Add New Department

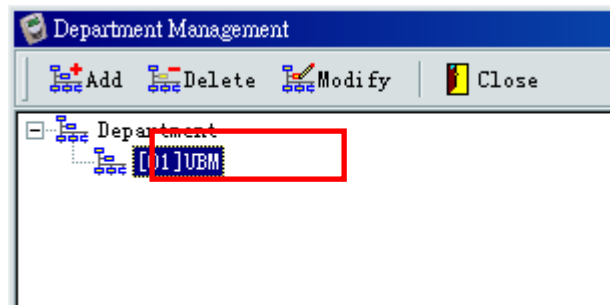
To add a department, click the icon bar “add”.



Input Department Number and Department Name. Click “OK” to save and exit.

A screenshot of the 'New Department Info' dialog box. The title bar is blue with the text 'New Department Info'. The dialog box contains several input fields: 'Dept. No.' with the value '01', 'Dept. Name' with the value 'UBM', 'Under' with a dropdown arrow, 'Dept. Type' with a dropdown arrow, 'Telephone', 'Fax', 'Address', and 'Postal Code'. A red rectangle highlights the 'Dept. No.' and 'Dept. Name' fields.

New Department will be shown.

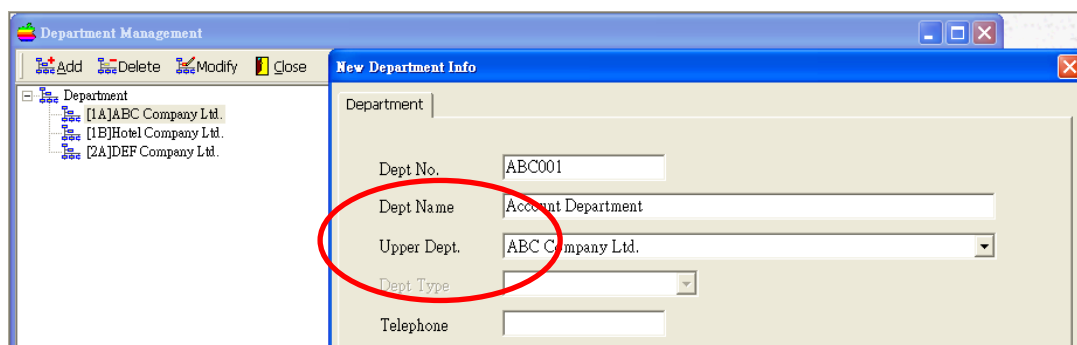


Adding Subsidiary Department

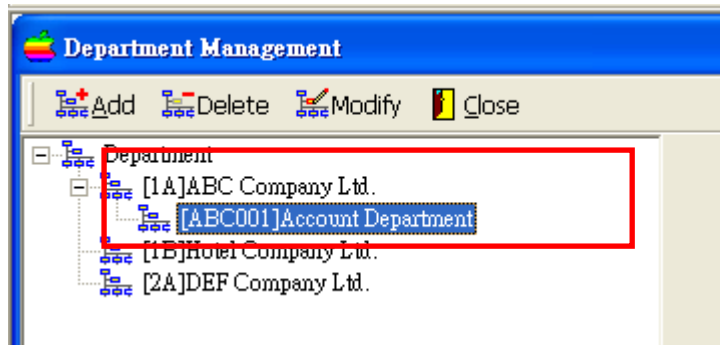
You can add a sub department under another department. It creates a hierarchy between departments. For example, Administration section consists of Account Department and Shipping Department.

Or, you can setup multi-organization. Each organization has its own departments. For example, you can setup 2 organizations. One is ABC Company Ltd. and the other is DEF Company Ltd. Each company has its own sales department and account department.

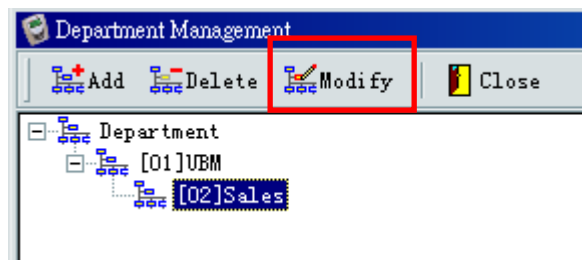
To form the hierarchy, you need to input an upper department during the adding of department.



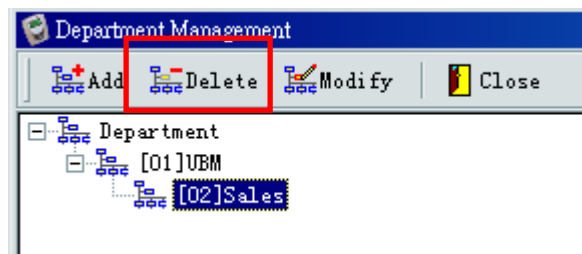
The new department (Account Department) will be added under ABC Company Ltd.



To modify a department, we use mouse to point to the department and click the icon “Modify”. Then, we can change the content.

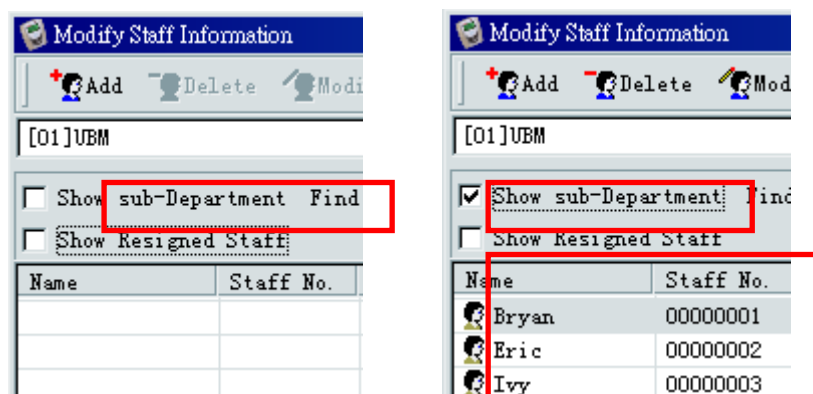


To delete a department, we use mouse to point to the department and then click the icon “Delete” to delete the department.



In the other staff selection screen, you may need to show Subsidiary Department staff. You need to tick the check box “Show Subsidiary Department” if you want to do so.

No staff will be listed if there is no staff belongs to selected department. Once “Show Sub-Department” is selected, all staffs in subsidiary department will be listed.

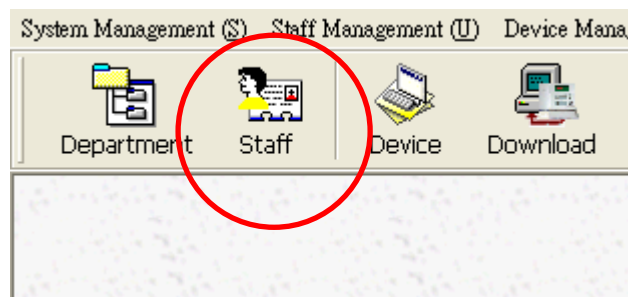


Staff Management

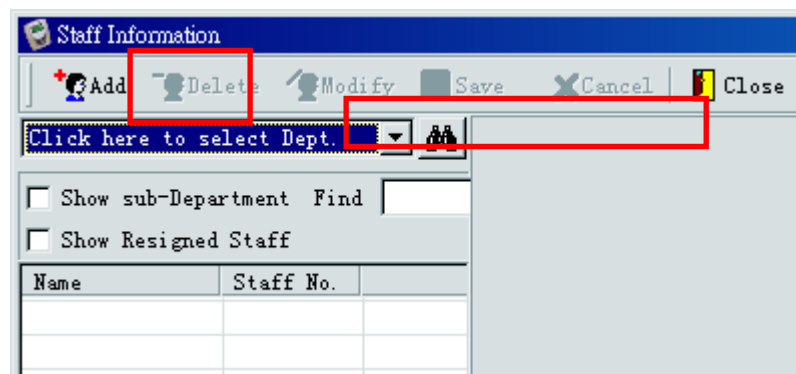
“Staff Management” handles all staff settings, including adding/deleting/ modifying staff information. User can also handle staff resignation here. One of the attributes in staff management is User ID. It is the identifier used in fingerprint device or proximity card device.

For example, staff number is “MIS001” and its user ID is 7. It means the fingerprint or card information in device belong to user id 7 will be match to staff “MIS001”.

To invoke the staff management item, just click the “Staff” in hot menu.



When you see the Staff window, click the icon “Add” to add a staff to the system.



In the input screen, you can input the related information for each staff. Some fields are necessary to input while others are optional.

The fields “Name”, “Staff Number”, “Dept” and “User ID” are necessary for input whenever you add a staff record. The other fields are optional.

The screenshot shows a software window titled "el" with a "Close" button. It features three tabs: "Base Info", "Other Info", and "Remark". A red rectangular box highlights the top portion of the form, which includes the following fields:

- Name**: A text input field.
- NickName**: A text input field.
- Staff No.**: A text input field containing "MIS011", followed by an "=>" symbol.
- User ID**: A text input field containing "11", with "(Device User_ID)" written below it.
- Dept**: A dropdown menu.

Below the highlighted area, there are several more fields: "ID_Card No.", "Gender", "Birthday" (with a "(yyyy-mm-dd)" hint), "Marital Status", "Nationality", "Residence", and "Wage Type" (set to "1-Quantity Scale"). To the right of these fields is a large, empty rectangular area. At the bottom of the highlighted section, there are four small icons: a person, a red 'X', a blue plus, and a blue square with a plus.

In the input screen, you can see there are 3 pages. They are “base info”, “other info” and “remark”. In each page, you can input the related information of each staff. You can click the page title to let the system showing the page content.

This close-up screenshot focuses on the tabbed interface at the top of the form. It shows the "Cancel" and "Close" buttons on the left. The tabs are "Base Info", "Other Info", and "Remark". The "Base Info" tab is selected and highlighted with a red oval. Below the tabs, the "Name" and "Staff No." fields are visible, with "MIS011" entered in the "Staff No." field.

The page “other info” consist of the less important information of each staff. You are free to choose to input or not.

Base Info	Other Info	Remark	
Position		Title	
Join Date	(yyyy-mm-dd)	Pass Probation	(yyyy-mm-dd)
Contract Type		Political Status	
Education		Profession	
Graduate Time	(yyyy-mm-dd)	School	
Mobile No.		Telephone	
Address			
Address1			
Address2			
Postal Code			
Local Citizen	☐	Guarantee	

The third page “Remark” allow you to input the remark of the staff and also to see the number of fingerprint template, the password information and the proximity card number if it has.

Base Info	Other Info	Remark	
Fingerprint		Admin	false
Password		Card	

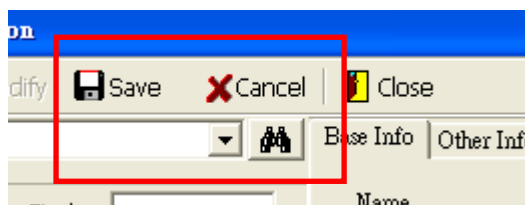
If the user has enrolled 2 fingerprints in the device, the fingerprint field will display “1,2” which means that first and second fingerprint has been enrolled. The sequence in here is not the same as the fingerprint sequence in user’s hand.

The field “Admin” shows you whether the user is supervisor in the fingerprint or proximity card device. If it is supervisor, you will see “true” or you will see “false”.

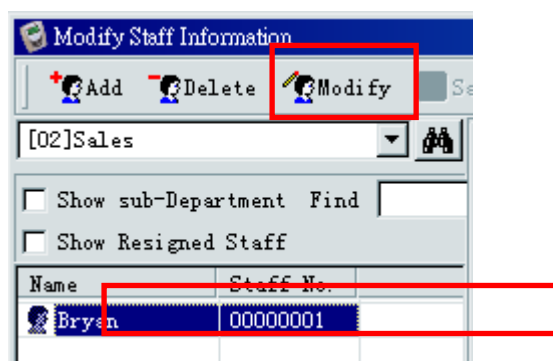
The field “password” shows the password in the fingerprint or proximity card device. It will not display the exact content of the password. Instead, it will show a number of star “*” to represent the password.

Finally, the card field will show the card number in hexadecimal in the device.

When you have input all the necessary information of the staff, you can click the icon button “Save” to save the staff information into the software database. If you do not click “Save”, the input data will be lost.



To modify a staff’s information, you can use mouse to select the staff and click the icon “Modify”. After that, edit the same thing in the input screen and save it afterwards.



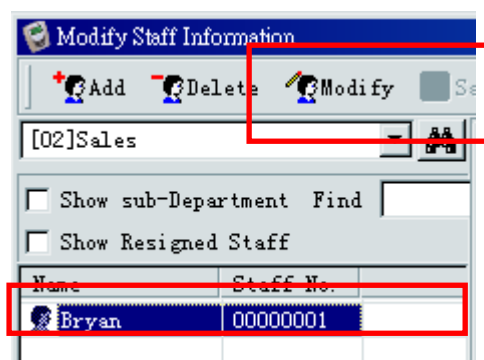
To delete a staff’s information, you can use mouse to select the staff and click the icon “Delete”. When you choose to delete a staff, you are asked to confirm your action. Click “confirm” to proceed or “cancel “ to abort the action.

Please be noted that the *process is NOT RECOVERABLE.*

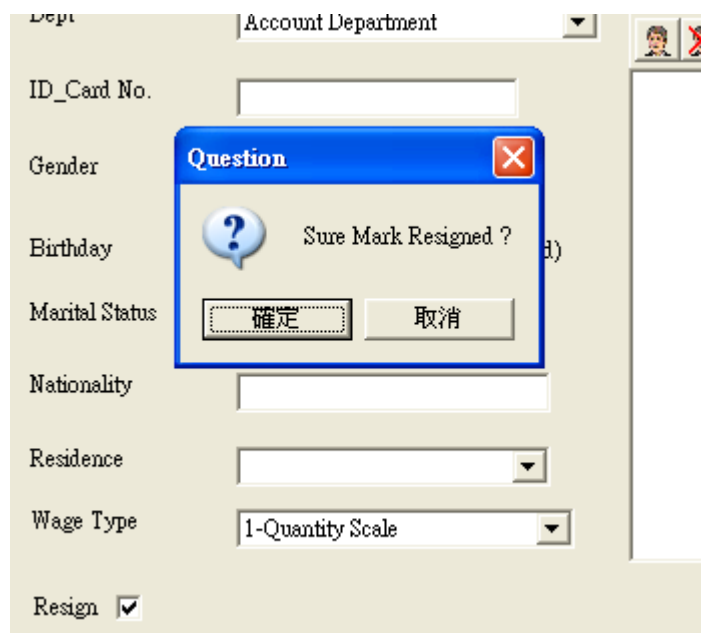


Normally, we will set the staff to the “resigned” state rather than deleting the staff directly. The resigned staff will be not shown in the staff listing, unless user enables “Show Resigned Staff” option. The resigned staffs will also be excluded in reports unless specified. However, all records of resigned staff are still preserved in the system.

To set the staff to the “resigned” state, select the staff and click the icon “Modify”.



Then, tick the check box “resigned”. After that, you are asked to confirm the action.



Select “Confirm” to confirm staff resignation or “Cancel” to abort the action. When you confirm the setting of resignation, you can see more fields displayed for input of resignation date, type and reason.

Resign ☒ Leave Date 2009-08-26 Type Resigned

Reason

Resigned
Escaped
Fired

Except the resign date and type, you are free to choose whether to input the reason of resignation.

The resigned staff will not be listed in other selection windows unless the check box “Show Resigned Staff” is selected.

Modify Staff Information

+ Add - Delete Modify

[02]Sales

☐ Show sub-Department Find

☐ Show Resigned Staff

Name	Staff No.
------	-----------

Modify Staff Information

+ Add - Delete Modify

[02]Sales

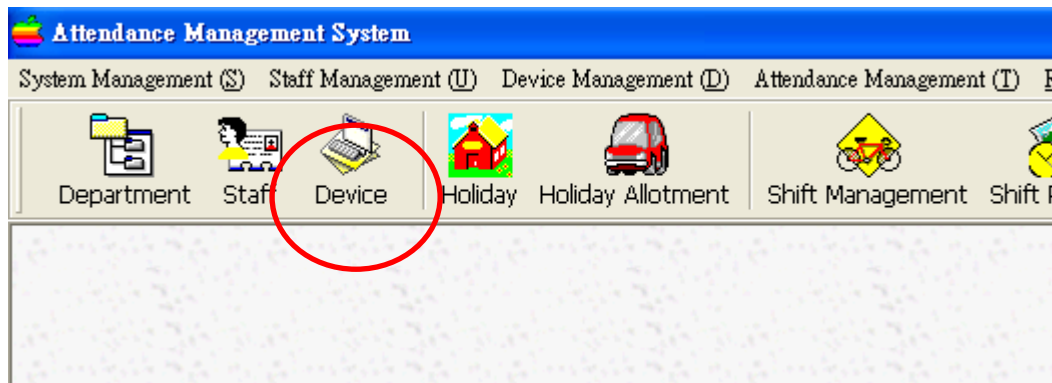
☐ Show sub-Department Find

☒ Show Resigned Staff

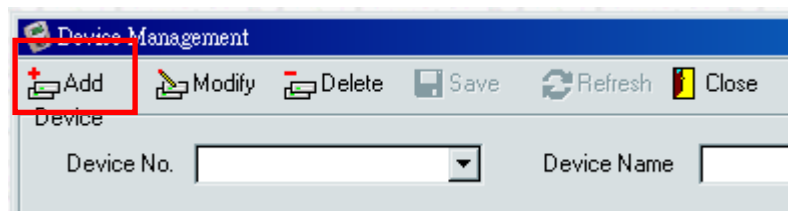
Name	Staff No.
Bryan	00000001

Device Management

Device management is to keep record of each device in an environment. You can add/modify/delete a device in this module. To invoke this module, click the icon “device management”.



To add a new device, press “add”.



Each device has a device number which identifies the device. Select an unique device number and input the device name. Normally, we will give a meaningful device name for easy remembering.

Device Management

+ Add ➔ Modify - Delete 💾 Save ↻ Refresh 🚪 Close

Device

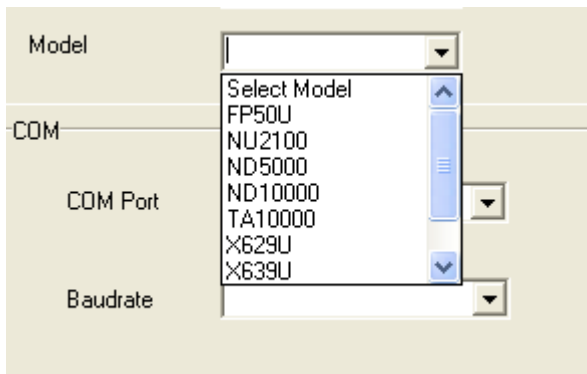
Device No.	1	Device Name	X629U
COM	1		
Port	2		
	3		
	4		
	5		
	6		
	7		
	8		

Ethernet

IP Address

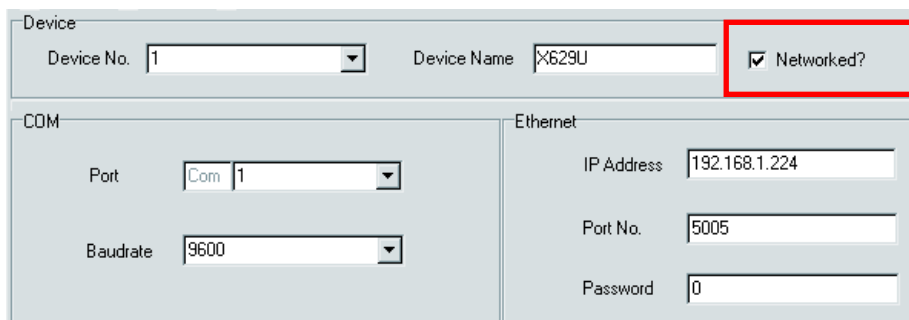
Port No.

For each device, we need to select a model belonging to the device.



The model will affect the communication between computer and the device. So, please check the device model before input this item.

Finally, you need to input the communication mode for successful communication. Tick the check box “networked” if you decide to communicate with the device by TCP/IP. If the communication mode is by COM port or USB port, please uncheck the “networked” check box.



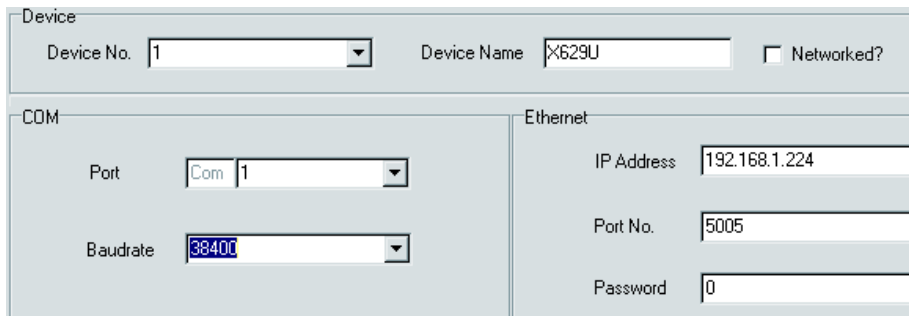
For TCP/IP connection, you need to input the IP address, port number and communication password. The IP address should be equal to the one stored in the device.

The port number also needs to be the same. The default port number is 5005. If you have changed the one in device, you need to change the item in here for successful communication.

Finally, the communication password should also be the same with that of the device. The default communication password is 0. If you change the communication password in the device, you also need to change the item in this input screen. The communication password is to protect the device from communicating from other unauthorized software.

For COM / USB connection, uncheck the check box “Networked?”. Then,

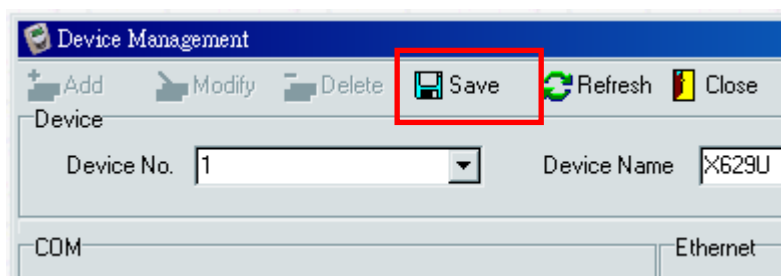
input the com port number and the communication baud rate. When you plug the RS232 cable to the computer, the OS will assign a com port number for the communication. You can check the com port number from the OS. For Windows XP, right click “my computer” and select “computer management”. Then, select device management and find “com or lpt”. Using mouse to click the left “+” sign to see the available com port for the computer. After knowing the com port, you can input back to the software for communication by COM port.



The screenshot shows a dialog box titled "Device Management". At the top, there is a "Device" section with "Device No." set to 1, "Device Name" set to X629U, and an unchecked "Networked?" checkbox. Below this, the dialog is split into two panes. The left pane, labeled "COM", contains "Port" set to Com 1 and "Baudrate" set to 38400. The right pane, labeled "Ethernet", contains "IP Address" set to 192.168.1.224, "Port No." set to 5005, and "Password" set to 0.

If the device has USB communication, you just uncheck the check box “networked” and input any com port or baud rate. The software will judge the communication is by COM port or USB port automatically.

Once you have input correct all fields, click the button “save” to save the device into the software.



This screenshot shows the same "Device Management" dialog box as before, but with a red rectangle highlighting the "Save" button in the top toolbar. The toolbar also includes "Add", "Modify", "Delete", "Refresh", and "Close" buttons. The settings for Device No. (1), Device Name (X629U), Port (Com 1), Baudrate (38400), IP Address (192.168.1.224), Port No. (5005), and Password (0) are visible below the toolbar.

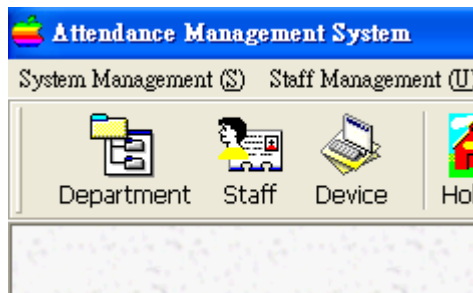
The saved new device will be shown in the device list in the lower part of the device window.

	Device No.	Device Name	Port	Baudrate	IP Address	Port No.	Password
*	1	TA10000			192.168.1.224	5005	

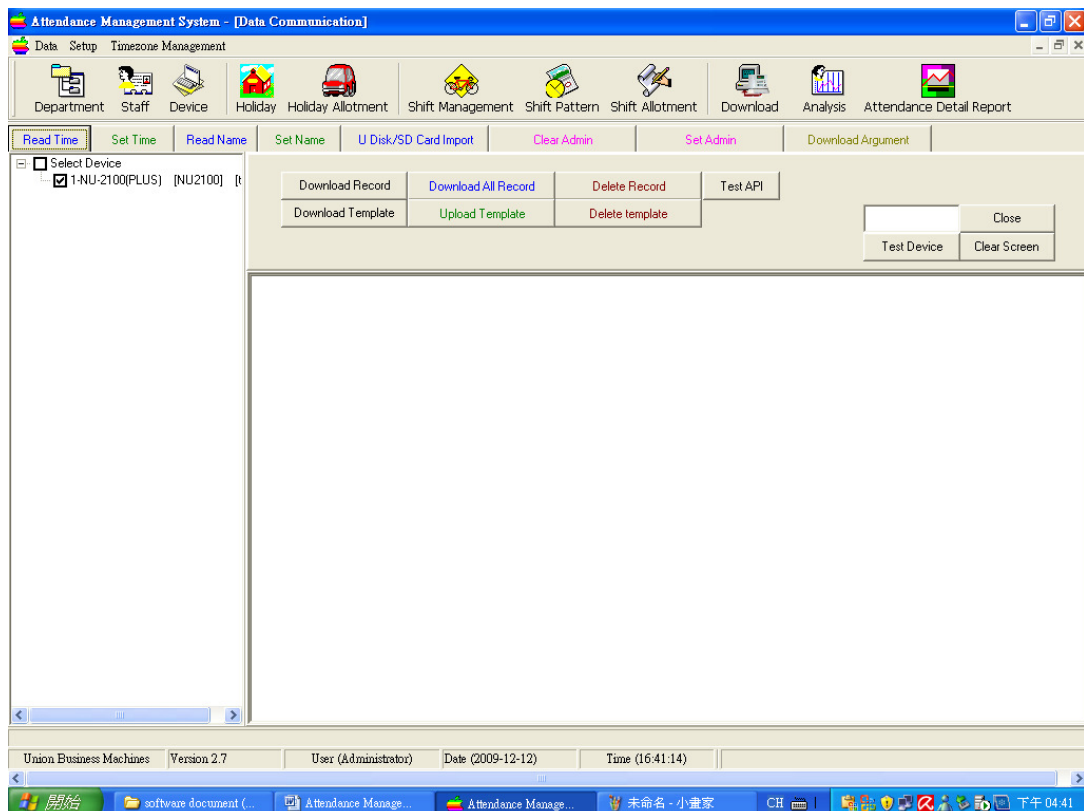
Device Communication

Device communication is a list of items for communication with the fingerprint or proximity card device.

To invoke it, click the icon “Download”.



The download window will be shown after invoking.

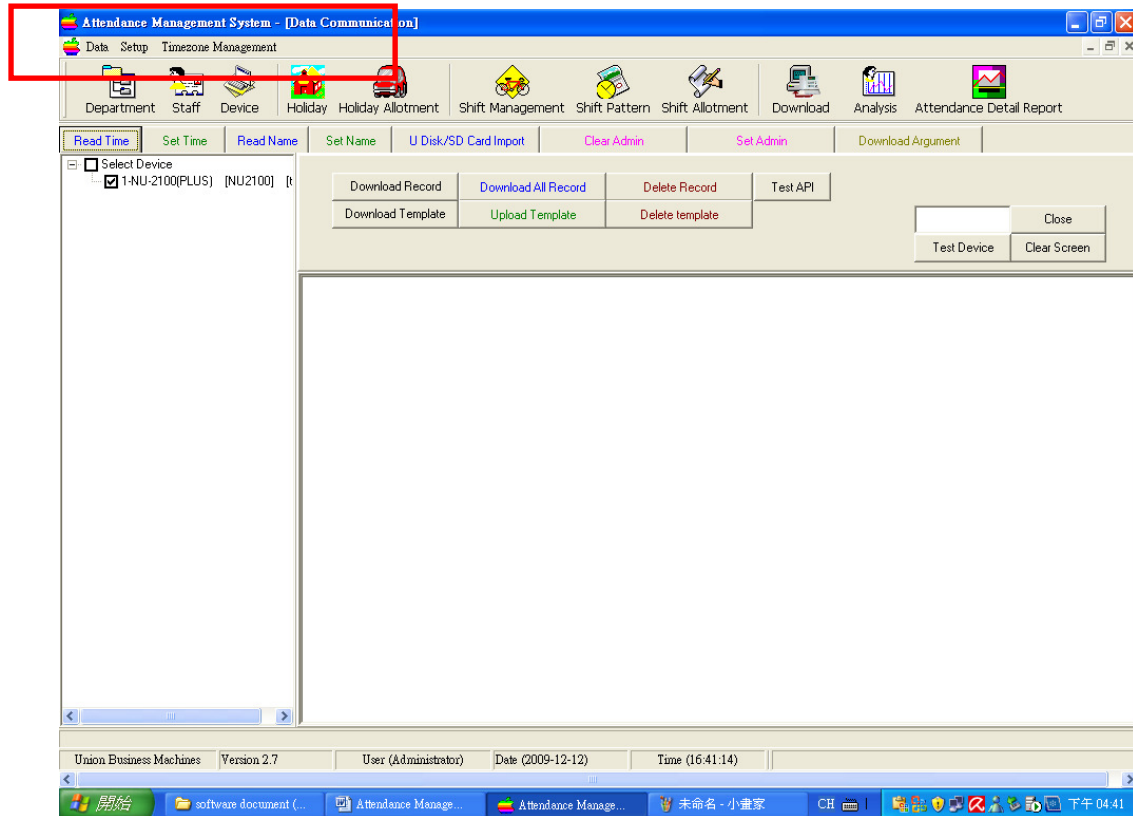


In the left side, you can see a tree list of devices that you input in Device Management. Each item has a square box in left hand side. Click the square box means you want to communicate with the device.

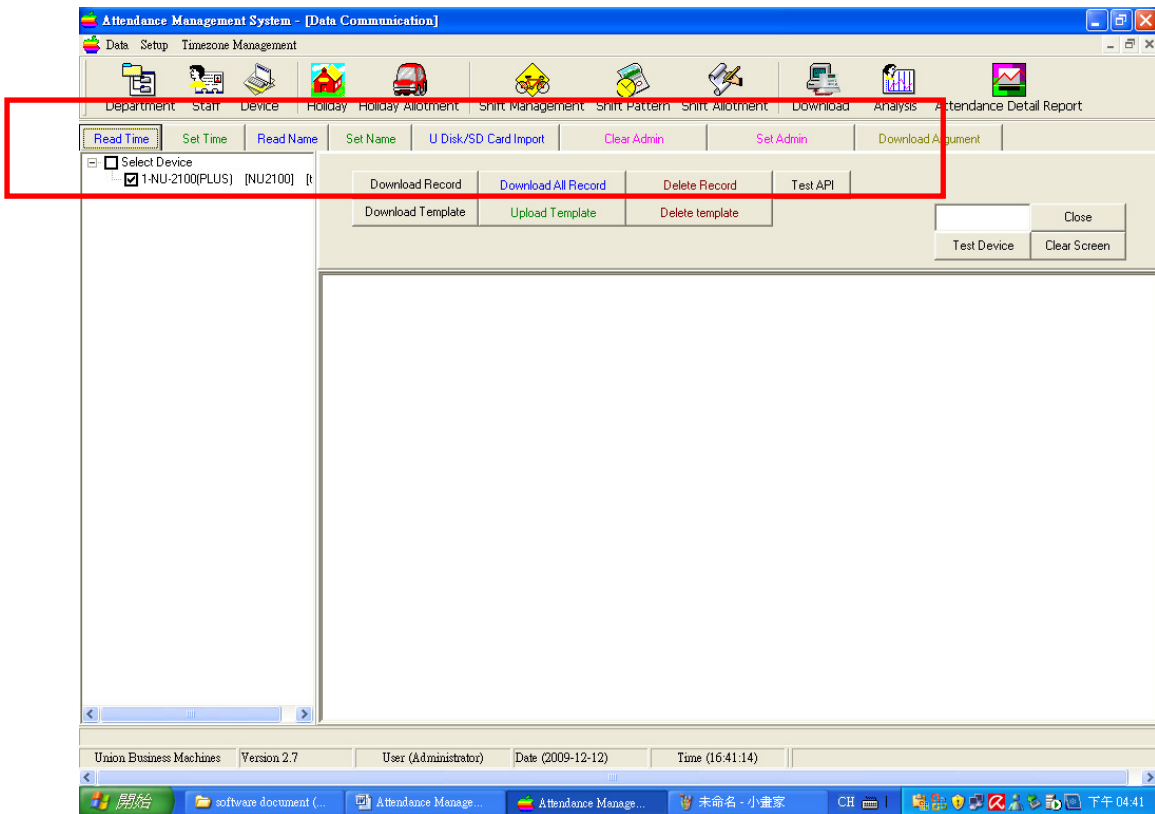
The root of the tree is a tip showing “Select Device”. Check it means you want to select all devices. Uncheck it means all devices will be unchecked.

In this window, you can select multi-devices for communication.

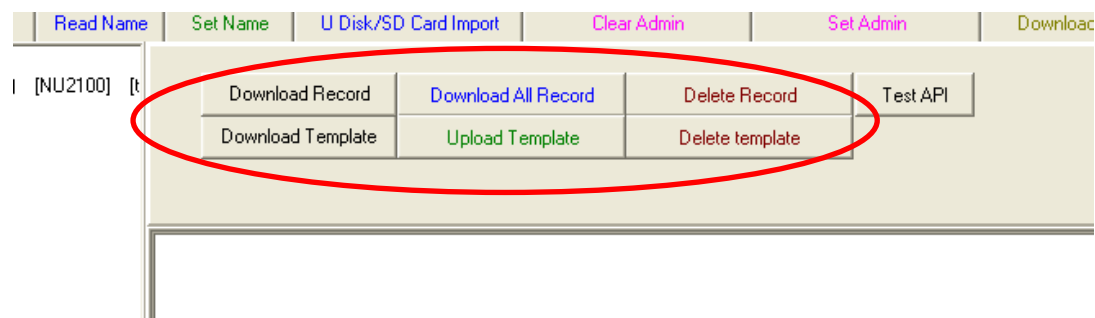
In this window, you can see the top menu has been changed to that belonging to data communication.



In the middle part, you can see a list of items in a toolbar for reading and setting time, reading and setting name, USB import, clearing and setting admin.



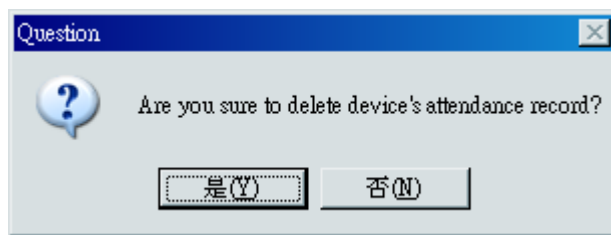
The common button is located in right middle part. They are used much more frequently by user. They are mainly for download/upload/delete transaction data and download/upload/delete fingerprint or password or card template



To download transaction data, just click the button “Download Record”. Transaction data means the in out records punched by user. This “Download record” is by marker. That is, when you download the data from the device, you cannot download again using this button. The marker has already been moved to the end.

If your computer has done reinstallation and you want to download back the previous record, you can choose “Download all record”. This button is to download all the records in the device flash memory. **Unless you do the action of delete record, you can always click the “download all record” to get back the previous data.**

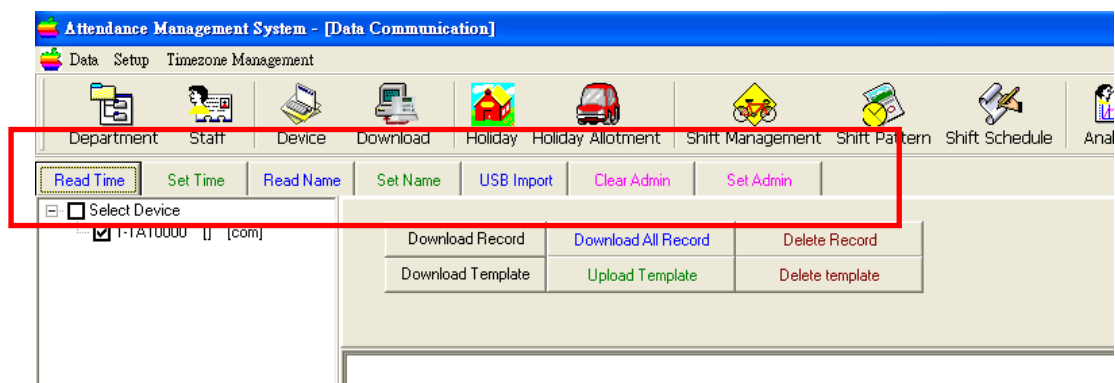
Be careful in clicking the “delete record” as **the *deleted records are UNRECOVERABLE*. When you click the button, the system will ask your confirmation before deleting.**



We may have more than one device in a network. In such case, we used to download fingerprint template or password or card information from one device to the computer and upload back to the other devices. The button “download template” will download all fingerprint template to the software database. Besides, if the user has enrolled proximity card or password, they will also be downloaded into the software. But, you can see the card number but you cannot see the exact content of password. The system will show star (*) to represent the content of the password.

The button “delete template” will delete the fingerprint template, card and password in the device. But, it only delete those user ID found in the software. It will not affect those fingerprint by the other user ID.

We then come to the buttons in the toolbar.



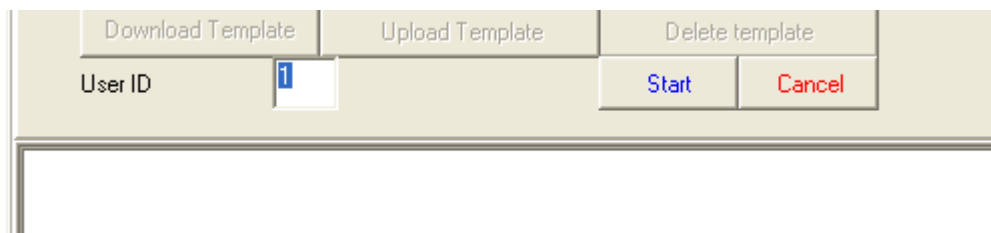
In this toolbar, we use the button to do less frequent job. The first two buttons are “Read Time” and “Set Time”. “Read Time” is to read the clock time of the device selected. “Set time” is to set the time of selected device. When you download data from device, the system will set the device time automatically for the first time of download in entry to the window.

“Read Name” is to read the user name from the device. When you install the device the first time, it will not have name. It only has user ID. So, you need to do the “set name” once for a device.

“USB Import” is to import the in out transaction through the USB disk. Some customers do not use TCP/IP nor COM port to do the communication due the difficulty in cabling. They will then choose the use of USB disk.

The button “clear admin” is used to clear any supervisor in the device. When the supervisor in the device has left, user may not get into the menu again. They can use this button to clear any supervisor in the device so that they can access the device menu again.

Finally, the button “set admin” will do the opposite of “clear admin”. It will get the input of user ID and change this user id from normal user to supervisor.



Just input the user ID that you want to raise it to supervisor and click button “start”.

At last, we come to the rarely used top menu. Normally, user seldom use it but it is very useful.

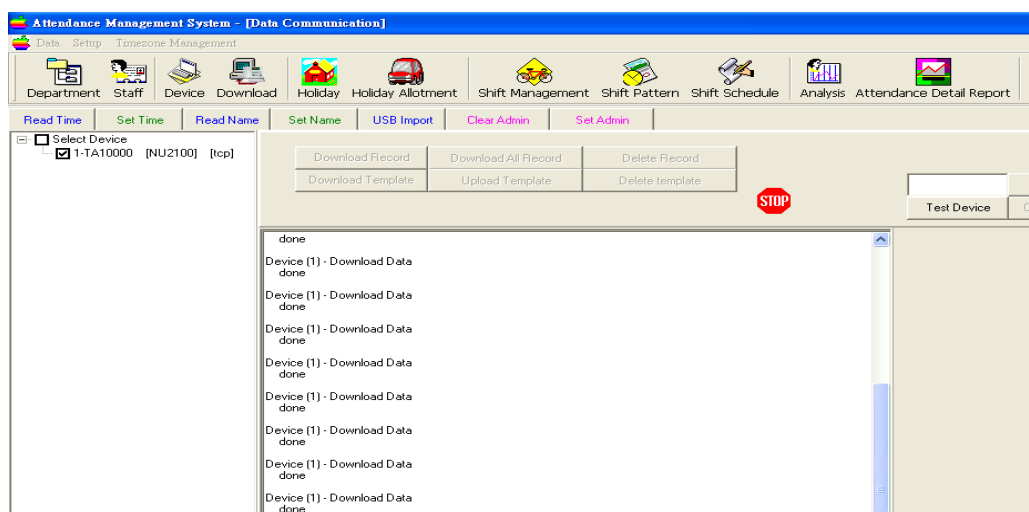


The top menu is in format of pulled-down menu. When you click the item, a pop-up menu will be displayed such as the “1. Download online”.

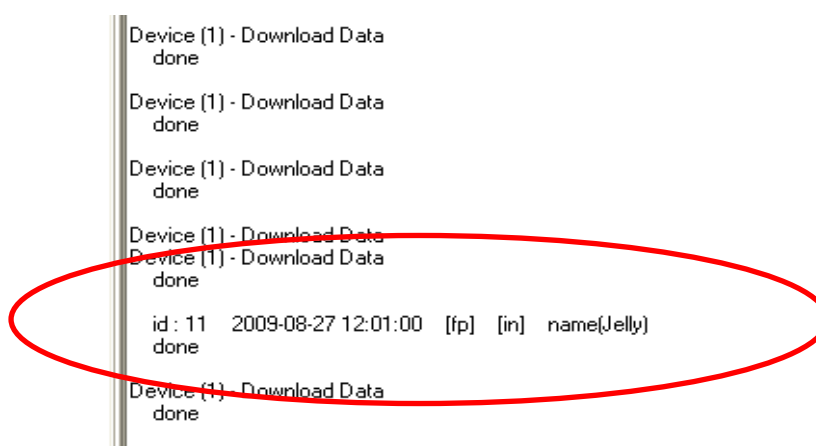
In Data Item, you can see only one item pop-up menu. It is “Download online”. It is to monitor all selected device and download the in out transaction immediately

when user punch its finger. When you select this item, it will ask you the time interval in seconds. It is the time between each monitoring. The default interval is one second.

The check box “display” is an option for choosing whether to show the connection message in the message area. The default is to display. When you confirm the interval, you can click the button “start” to download data in online mode.



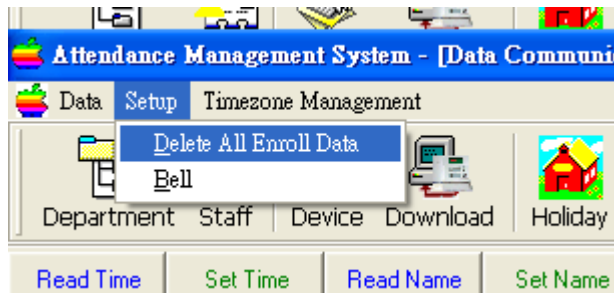
The system will check all selected device by the input time interval in seconds.



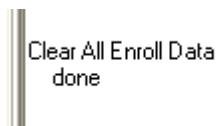
When any user punches its fingerprint, the data will be collected immediately. Should you want to stop the download online, you can click the icon “stop” to stop the process.



The next menu item is “setup”. It is a pop-up menu for setting the device.



The first item is “delete all enroll data”. It is to delete all enroll data in the device no matter whether the user ID is found in the software. It is different from “delete template”. “delete template” will only delete template of those users that is found in the software. So, this item is suitable for clearing device.



The second item in the menu is “bell”. It is to set the time of the bell to sound.

Enable	Hour	Minute
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		

In the setting of bell time, you can input the hour and minute for the bell of the

device to sound. When you start to input the hour, the “enable” check box will be checked automatically.

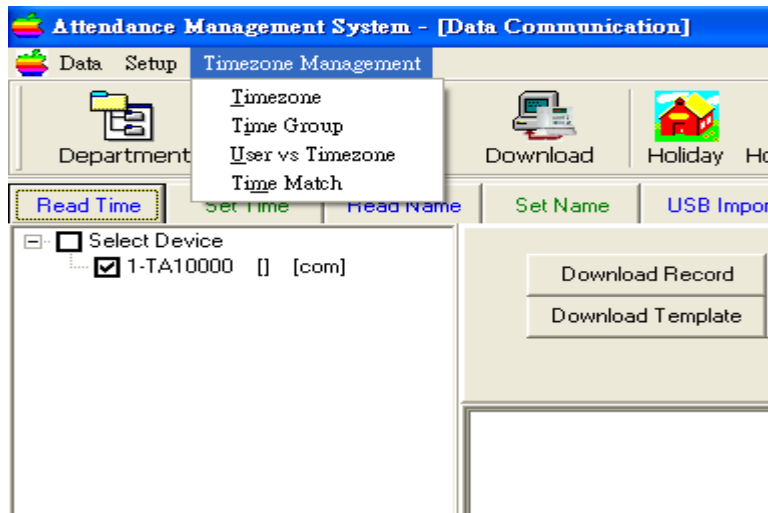
The screenshot shows a web-based interface titled "Set Bell". It features a table with three columns: "Enable" (with checkboxes), "Hour" (with input fields), and "Minute" (with input fields). The first four rows have the "Enable" checkbox checked and contain the times 08:30, 12:30, 13:30, and 18:00. To the right of the table are three buttons: "Read" (blue), "Write" (green), and "Exit" (red). Above the table, there is a "Bell Count" label and a text input field containing the number "1".

Enable	Hour	Minute
☒	08	30
☒	12	30
☒	13	30
☒	18	0
☐		
☐		
☐		
☐		
☐		
☐		

When you finish the input, you can press the button “write” to set the time to the device. Also, you can click the button “read” to read back the current bell time of the device.

```
Device (1) - Connect tcpip [192.168.1.224] [5005]
succeeded
Read Bell
on 08:30
on 12:30
on 13:30
on 18:00
off 00:00
off 00:00
off 00:00
off 00:00
off 00:00
off 00:00
off 00:00
off 00:00
done
```

The third popup menu is for timezone management. Timezone management is to control the time that staff can punch fingerprint or card or password.



In the pop-up menu, you can see 4 items. They are Timezone, Time group, User vs Timezone and Time Match. Timezone is the allowed time per day of week. Time group is the group that have maximum of 3 timezones. “User vs Timezone” is to allocate timezone and group to a user. Finally, Time Match is to allow a combination of group for opening door.

Timezone

When you select the “timezone”, you will see a timezone window. In the window, you can see the device number. If you have selected more than one device, you can swap to different device. The timezone number is the number of timezone for setting. It allows maximum of 50 timezones to be set. For each timezone, you can set the range of access time from Sunday to Saturday.

Device: 1

Timezone No.: 1 (1..50)

Timezone Name: One

	From	To	
Sunday	08:00	23:59	(Open Time)
Monday	00:00	23:59	
Tuesday	00:00	23:59	
Wednesday	00:00	23:59	
Thursday	00:00	23:59	
Friday	00:00	23:59	
Saturday	00:00	23:59	

Buttons: Read Current Timezone, Write Current Timezone, Read All Timezone, Write All Timezone

Status bar: TA10000 fp50u tcp/ip [192.168.1.224] [5005]

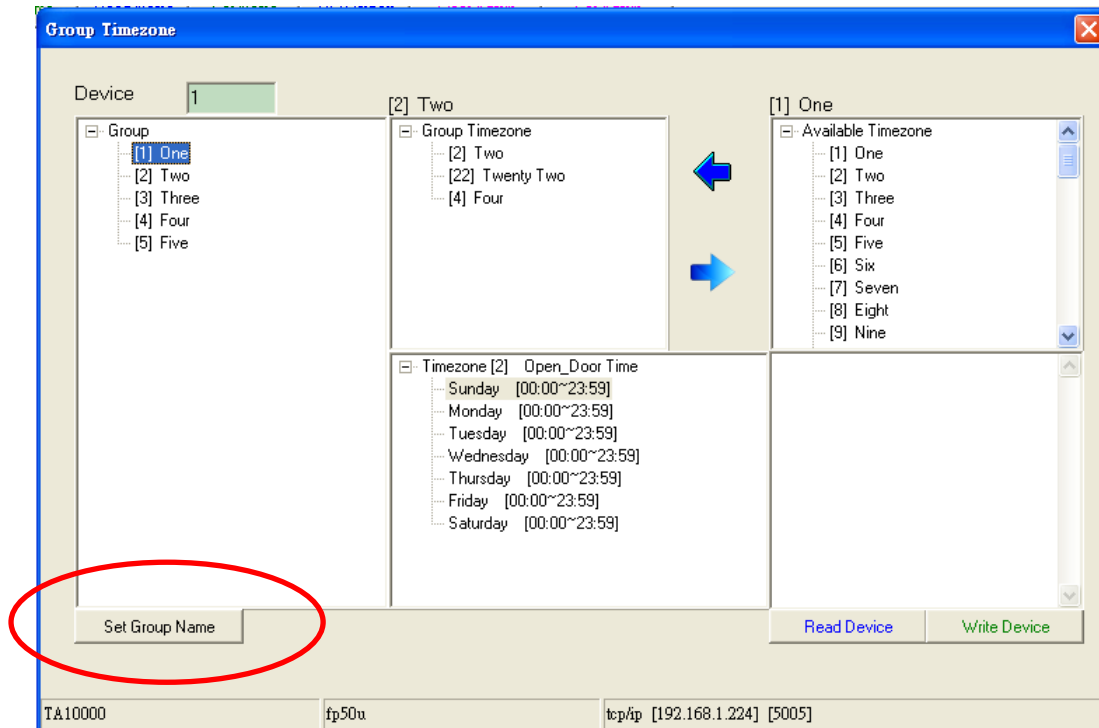
For example, you can set the access time on Sunday from 08:00 to 23:59. It means that user can only do the punch within this range of time, inclusive. If the user punch at 07:01 on Sunday, he will fail to do so.

When you have changed the setting, you need to write the data back to the device. The buttons “Write Current Timezone” and “Write All Timezone” will write back the data into the device. The first one will write only the current screen timezone number. The last one will write all 50 timezones back to the device.

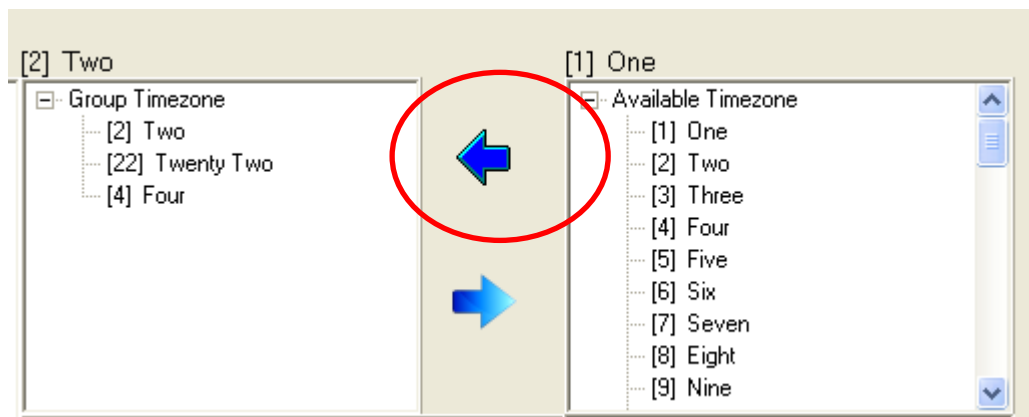
In the contrary, you can read back the device setting by the 2 buttons of “Read current timezone” and “Read all timezone”.

Time group

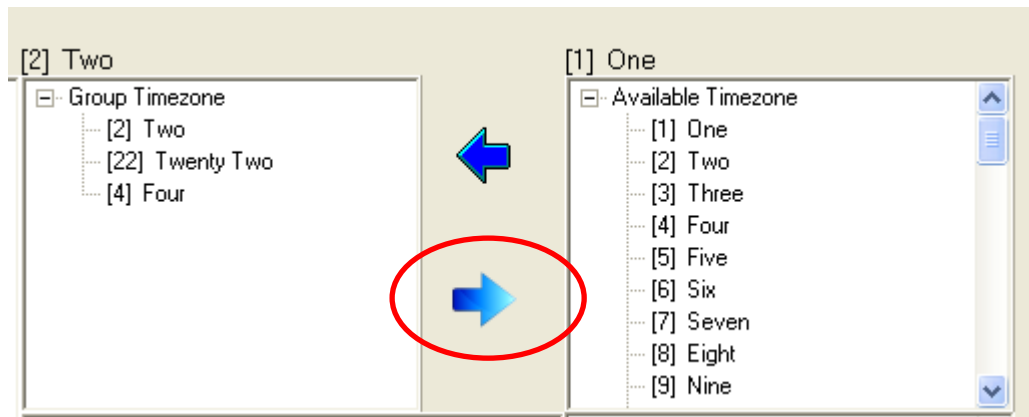
When we finish the setting of time zone, we can also set time group to include different time zones. You can have a maximum of 5 time groups. Each Time Group can have a maximum of 3 time zones. The system will generate 5 time groups for you automatically and will assign a default group name. The group name is the English of the number. You can change the group name by clicking the button “Set group name”.



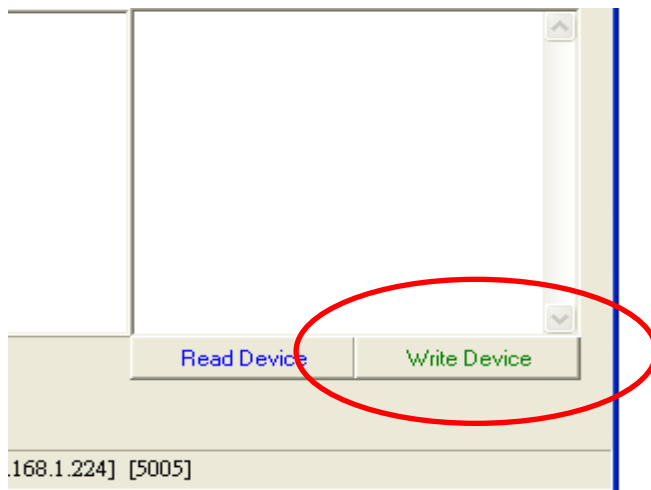
To add a time zone into the highlight group, highlight an available time zone and click the left arrow icon.



In the contrary, if you want to remove a time zone from a group, you can click the icon of right arrow.



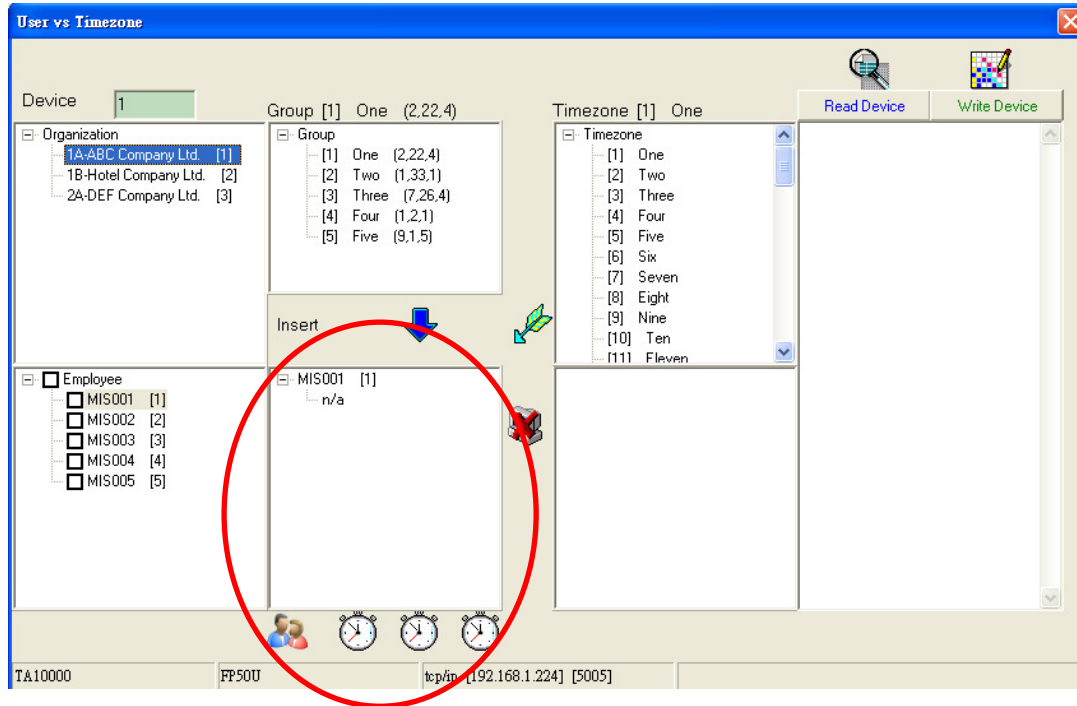
Finally, you need to write the data back to the device for effectiveness. Click the button “Write device” will do the job.



Besides, you can check the setting of the device by clicking the button “Read Device”.

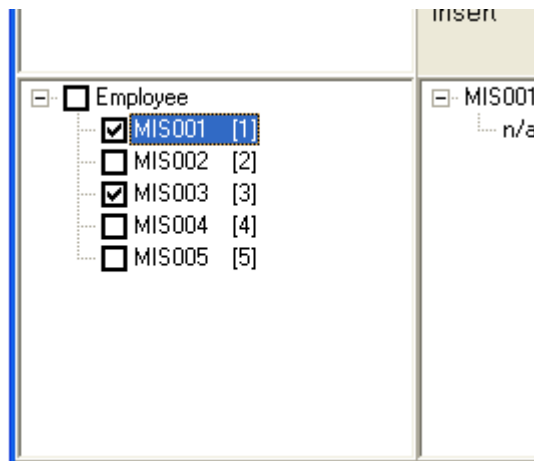
User vs Timezone

When we have time zone and time group, we need to assign them to each staff. Each staff can be assigned 1 time group and 3 time zones. If a staff has been assigned for time zone 1 and time zone 2, it can open door at any time of the two time zones. **Their relation is "or"**. Another example, if a user has been assigned to group 2 and time zone 3, 4 and 5, she can open door in any time under time zone of group 2 and time zones 3, 4 and 5.



The blue down arrow is used for assigning group to the staff while the green down arrow is used for assigning time zone. The icon of computer with cross is to remove any thing from the staff.

Basically, you need to tick the staff first before doing assignment or removal. The system allows you to have multi selection. Any assignment or removal will be effective for selected staff.



When you tick the tree root “Employee”, you can select or unselect all staff.

Similarly, you need to write the change back to the device. Click the button “Write device” or the above diagram can do the job.

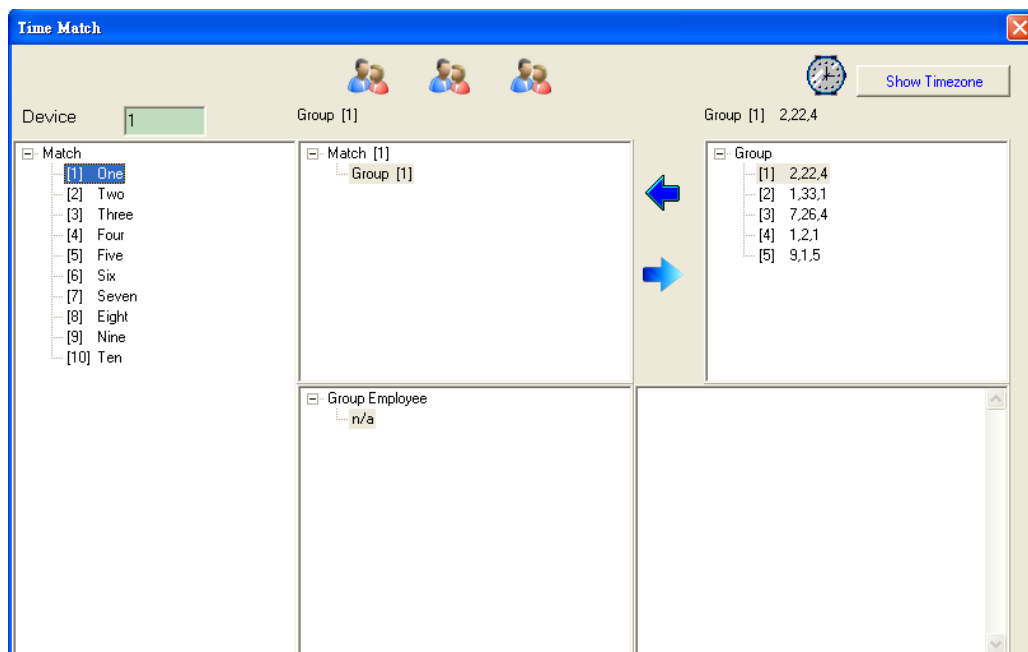


If you want to check the configuration of the device, you can click the button “Read Device” or the above picture. The configuration data will be shown in the message area.

Time Match

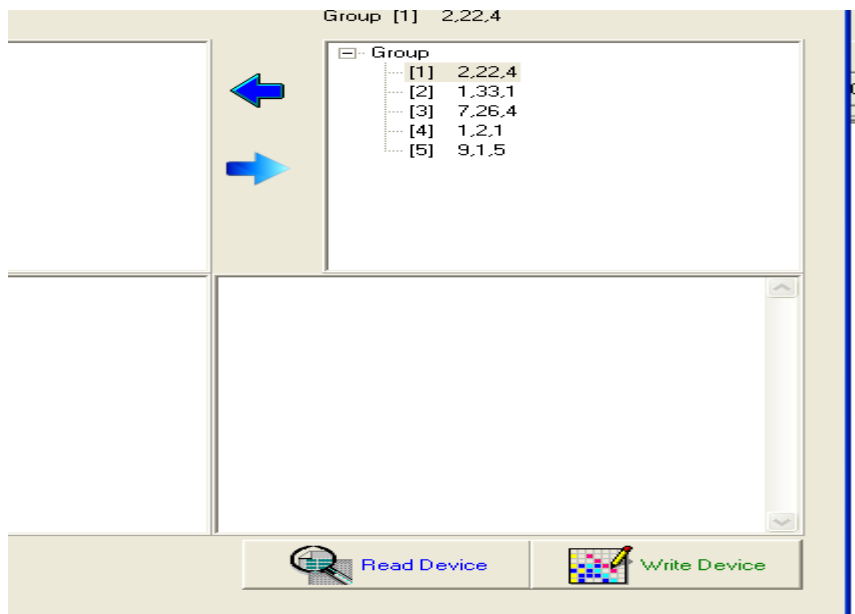
Totally, you can set 10 time matches. Each Time match can have a maximum of 3 Time groups. When a time match has 2 time groups, it means that any one member from each group must punch together for access. If a time match has 3 time groups, it means that 3 staff from the 3 time groups must punch for access.

Each Match can open door based on the time zone under each user.



Again, use the left arrow icon to insert group while using the right arrow to remove group for the match.

Similarly, you can click the button “Write Device” to write the change to the device and click the button “Read Device” to read the current setting in the device.



For the time match to work, we must note the open door time of each member. For example, we take the example of user 2 and user 3.

User	Group	Group Time zone
User 2	2	Group 2 time zone (2) time (sun to sat, 09:00 to 12:00)
User 3	3	Group 3 time zone (3) time (sun to sat, 13:00 to 23:59)

Then, we set the time match of Group 2 and 3.

For the time from **09:00 to 12:00**, user 2 can access independently. User 3 needs to have user 2 punches for access. For the time of **13:00 to 23:59**, the opposite happens. User 3 can access independently but user 2 need the presence of user 3. For the time of 12:30, none of them can access even they punch together.

Normally, we will use the time match to combine the administrator and the normal user. User 2 can only access in normal office time.

User	Time zone
Administrator	All time
User 2	Mon – Fri 07:00 to 22:00

In this case, user 2 can only access in Monday to Friday, from 07:00 to 22:00. Out of this time, he can only access with the presence of administrator while the administrator can access all the time.

For the model of FP50U, you will not find the group 4 for selection. It is the design of the device.

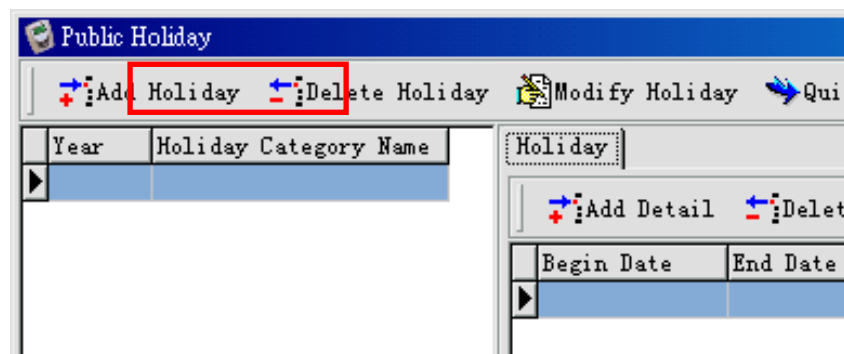
Holiday Management

Holiday is to identify the date for public holiday. In public holiday, staff need not be on duty.

To invoke the holiday management, just click the icon “Holiday Management”.



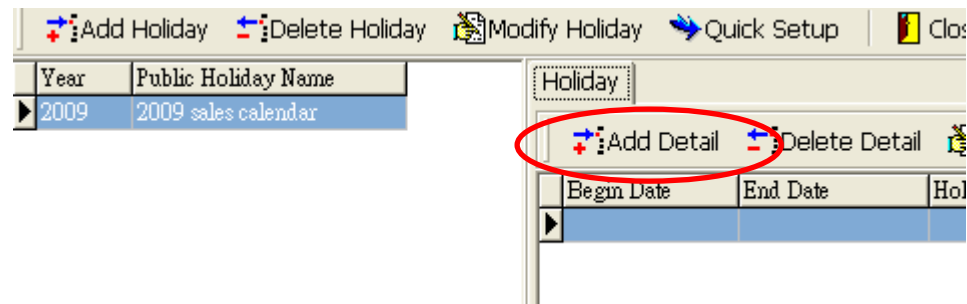
To add a holiday calendar per year, click the button “Add Holiday”.



Input “Year” and “Category Name”. Click “OK” to proceed.



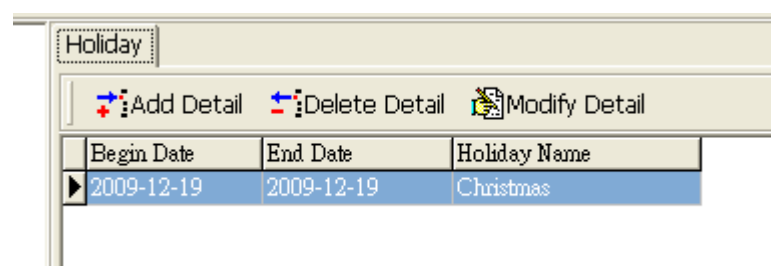
After the input of holiday calendar, you can add detail date for the public holiday.



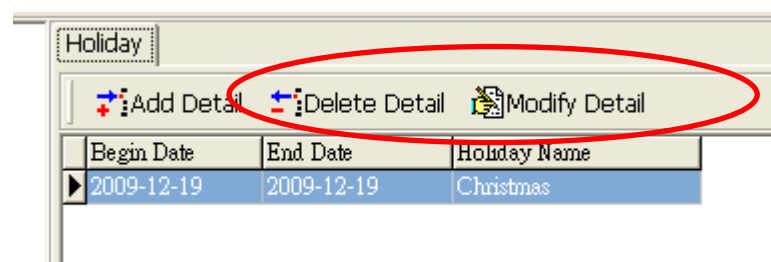
Then, you will see an input window for the date range and the holiday name.

The screenshot shows a dialog box titled 'Edit Holiday Detail'. It contains three input fields: 'Begin Date' with the value '2010年 1月19日', 'End Date' with the value '2009年12月19日', and 'Holiday Name' with the value 'Christmas'. At the bottom of the dialog are two buttons: 'OK' (with a green checkmark icon) and 'Cancel' (with a red X icon).

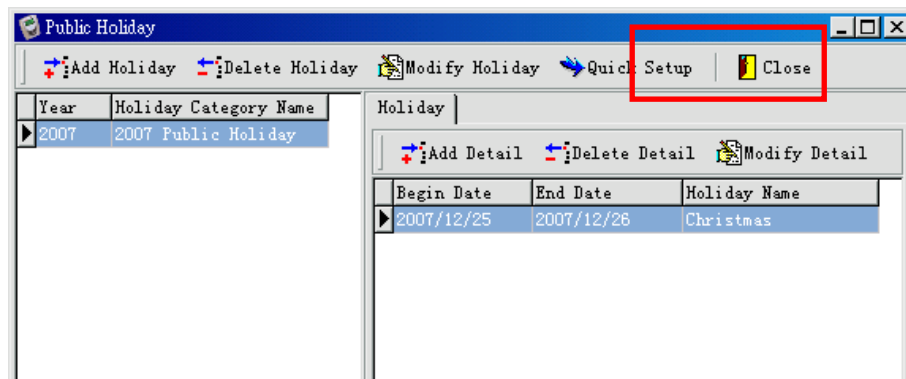
Input the “Begin Date”, “End Date” and “Holiday Name”. Click “OK” to confirm. New holiday will be added. Repeat the adding till public holidays have been added.



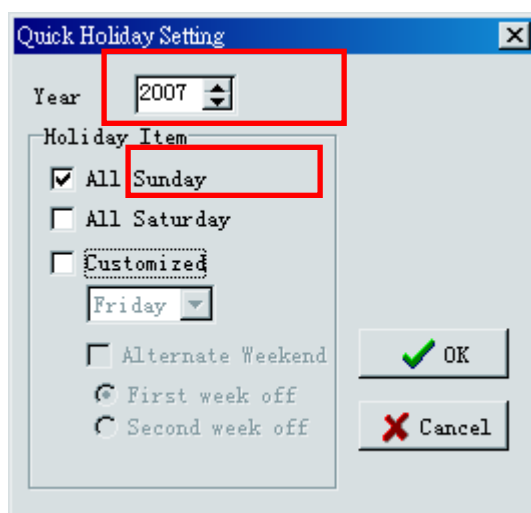
When you find some error in adding, you are free to choose to modify or delete the public holiday.



There is a quick setup that you can set up all Sunday as public holidays. So, you do not need to set them one by one. To do so, click the button “Quick setup”.

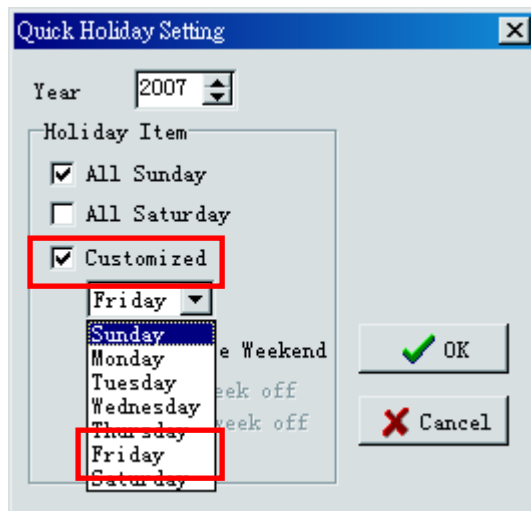


You will see an input window with several check boxes.

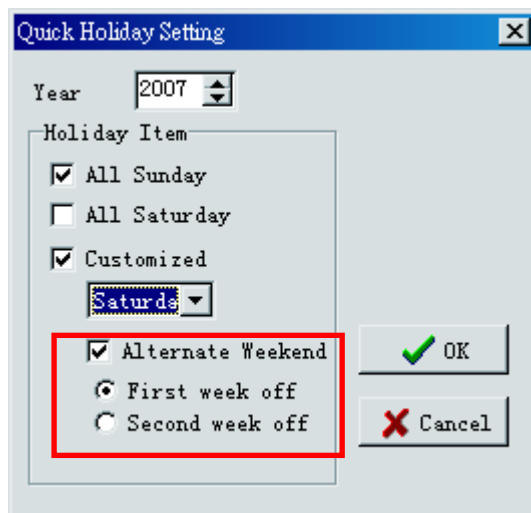


Check the check box “all Sunday” to assign all Sundays as public holiday.

Besides, you can select “Customize” to define a customized day off.



Click “Alternate Weekend” for alternate long week and short week.



Click “OK” to proceed. The system will generate a new holiday category with selected day in whole year.

Public Holiday

Add Holiday
 Delete Holiday
 Modify Holiday
 Quick Setup
 Close

Year	Holiday Category Name
2007	2007 Public Holiday
▶ 2007	2007 Sunday

Holiday

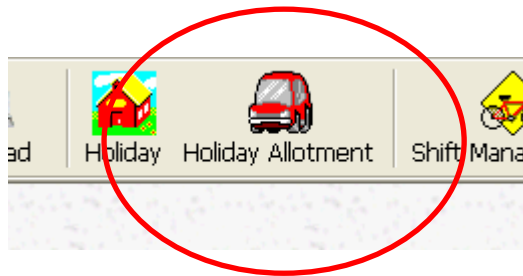
Add Detail
 Delete Detail
 Modify Det

Begin Date	End Date	Holiday Name
▶ 2007/01/01	2007/01/01	Sunday
2007/01/14	2007/01/14	Sunday
2007/01/21	2007/01/21	Sunday
2007/01/28	2007/01/28	Sunday
2007/02/04	2007/02/04	Sunday
2007/02/11	2007/02/11	Sunday
2007/02/18	2007/02/18	Sunday
2007/02/25	2007/02/25	Sunday
2007/03/04	2007/03/04	Sunday
2007/03/11	2007/03/11	Sunday
2007/03/18	2007/03/18	Sunday
2007/03/25	2007/03/25	Sunday
2007/04/01	2007/04/01	Sunday
2007/04/08	2007/04/08	Sunday
2007/04/15	2007/04/15	Sunday
2007/04/22	2007/04/22	Sunday
2007/04/29	2007/04/29	Sunday

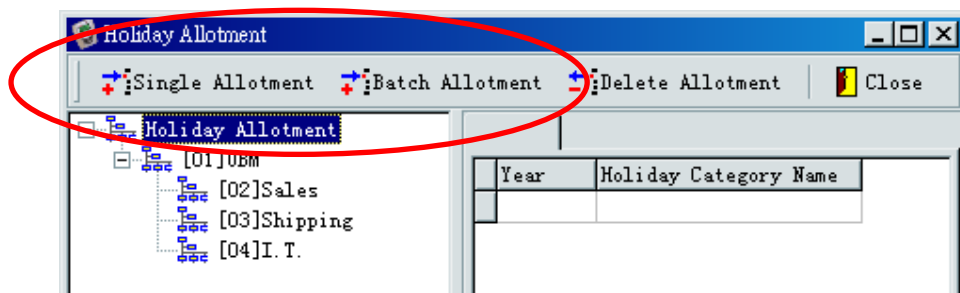
Holiday Allotment

After defining Public Holidays, the holiday must be allotted to staff before they are taking effect.

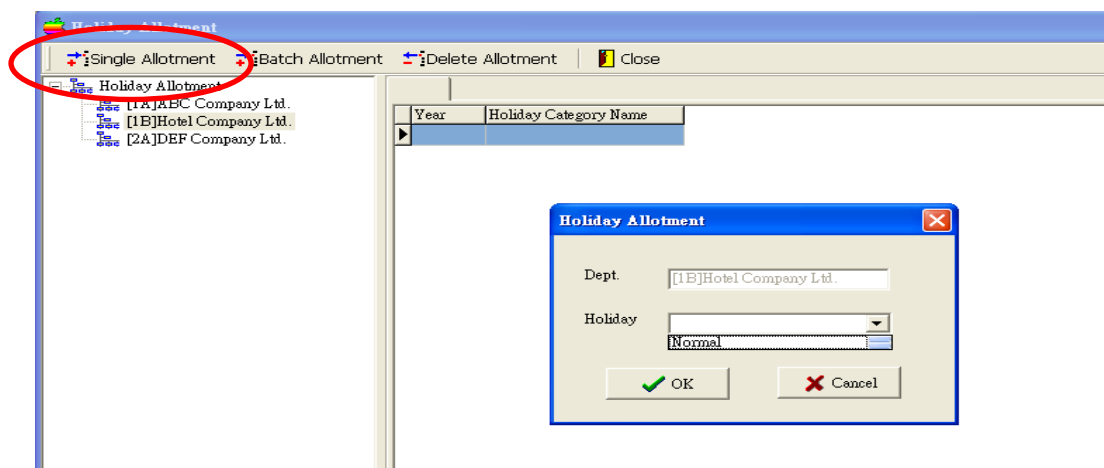
To invoke the “Holiday Allotment”, click the icon “Holiday Allotment”.



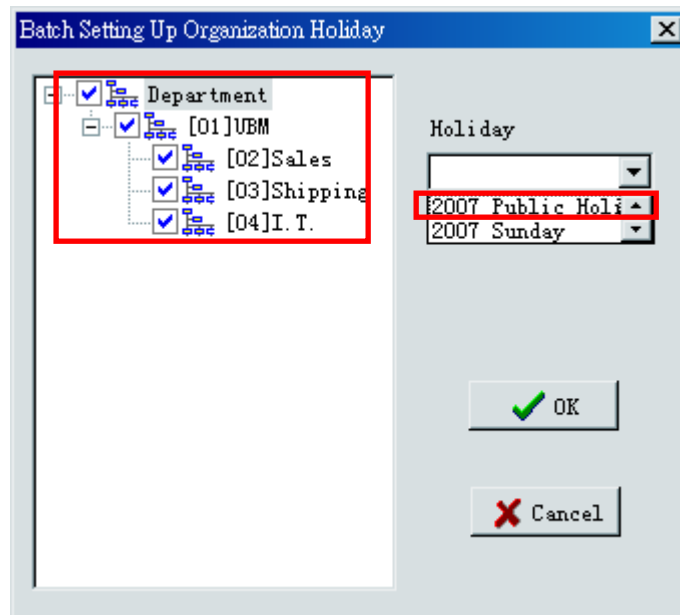
In the holiday allotment window, you can allot holiday calendar to one department or a list of departments. Single Allotment is to allot holiday calendar to the highlighted department. Batch Allotment is for multi departments.



For single allotment, highlight the department and click “Single Allotment”.



For batch allotment, just click the button “batch allotment” and a multi-selection window will be seen. Tick any departments that you want to allot and select the appropriate holiday. Click button “ok” after the input.



The Holiday will be allotted to selected departments.



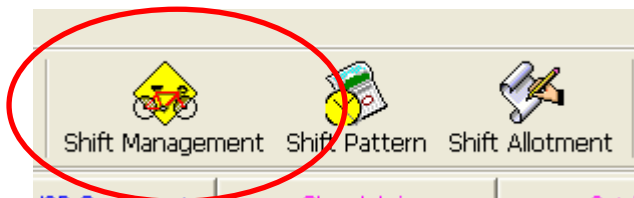
Continue the above process till all allotment has been done.

Shift Management

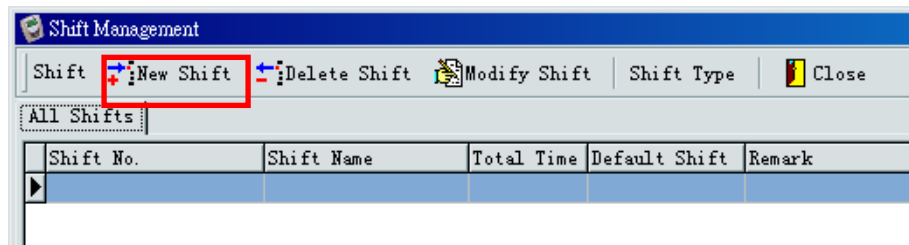
Shift refers to the preset in and out time in a date. For example, you can input the in and out time as 09:00 and 18:00 correspondingly in a day. Or, you can input 09:00 and 13:00 for a shift to represent half day in Saturday.

It consists of header and detail (time zones). You need to input both the header and detail to finish the setup of shift management.

To invoke the shift management module, click the icon “Shift Management”.



Click the top button “New Shift” to add a new header.



The image shows a 'New Shift' dialog box with the following fields and controls:

- Order No. (Text input field)
- Shift No. (Text input field)
- Name (Text input field)
- ☐ Default Shift (Checkbox)
- Remark (Text input field)
- OK (Button with green checkmark icon)
- Cancel (Button with red X icon)

You will see an edit window for input of Shift header. The first field is order number. It is to control the arrangement of the shift. Input “Shift No.” and provide a “Name” for the new shift. If it is the default shift, click the check box “default shift”. If a staff does not have any shift arrangement, the system will get the default shift automatically. Lastly, input any remark that you may want the system to keep. Finally, click “OK” to save the shift header.

To add a detail information (time zone) for a shift, select the new shift and then click “Add Detail”.

Shift No.	Shift Name	Total Time	Default Shift	Remark
001	0900-1800	00:00	☐	

Period	In Time	In Swipe	Out Time	Out Swipe	Calculate	Calculate Out-Early	OverTime	Absent

Shift Name: K001 Period: 2

In

Earliest In: (hh:mm) In Time: (hh:mm) Allow Late_In: 00:15 (minute)

(Default = -5 min) ☒ Need Swipe ☒ Count Late_Arrival

☐ Early In = Overtime (after = late in)

Out

Allow Early_out: 00:15 (minute) Out Time: (hh:mm) Latest Out: (hh:mm)

☒ Count Early_Out ☒ Need Swipe (Default = +5 min)

(before = early out) ☐ Late Out = Overtime

Argument

☐ OT Shift Work Time: 00:00

Mid Time: (Intelligent Report) Break Time: Actual Work_Time:

OK Cancel

Then, you will see a popup edit window. In this window, you need to input the in time and out time.

Need Swipe

The in time and out time can be chosen for swiping or not. If the check box “need swipe” is not checked, it means that staff does not need to punch. The system will assign the time for the staff automatically and disregard any swipe time. For example, if the in time is 08:00, the system will assign the in time to the attendance record.

Earliest In

For in time, you need to input also the earliest in time as a limit. The system will start to count the in time from the earliest in time onwards. Time before this time will be ignored. For example, the time is set to be 07:00. That means for staff swiping card on/after 07:00, the swipe records will be considered as a valid clock in record. If staff swipe at 6:59 or before, the system will ignore those records, and they will be taking into account during attendance analysis. However, those times will also be seen in raw swipe record.

Latest Out

The possible latest clock out time. The idea is same as the “Earliest In”, but this is for clock out time. Similarly, the system will ignore the time after latest out time.

*(For “Earliest In” and “Latest Out” to take effect, a analysis parameter must be set, refer to **Section 14.1** for details)*

Count Late Arrival

This check box is to select whether to count late arrival. If you choose not to count late arrival, you will not get any figure about the late in time. For example, the preset in time is 09:00. If the actual in time is 09:17, the system will show the actual time as usual but the late in column will be blank.

Count Early Out

This check box is to select whether to count early out. If you choose not to check this, the system will not calculate the early out time. You will see the column blank in attendance report.

Allow Late In

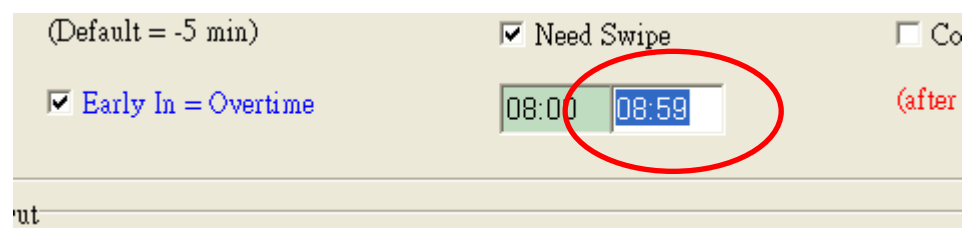
A buffering time zone for late arrival. In this example, the setting is 00:15, which means 15 minutes buffering time is provided. For staff arriving at 09:15 or before, the system will not count the staff as late arrival. However, if staff arrives at 09:16, then the staff is late, and the late time will be 16 minutes, instead of 1 minute.

Allow Early Out

A buffering time zone for early off. The concept is same as “Allow Late In”.

Early In = Overtime

Count the work time before “In Time” as overtime. The default cut off time is “in time” less one minute. But, you can choose to change the cut off time. For example, you can change the cutoff time to 08:29. If the staff arrives at 08:10, the overtime calculated is 20 minutes instead of 50 minutes.



The screenshot shows a configuration window with a light beige background. At the top left, it says "(Default = -5 min)". To its right is a checkbox labeled "Need Swipe" which is checked. Further right is a checkbox labeled "Co" which is unchecked. Below the "(Default = -5 min)" text is a checkbox labeled "Early In = Overtime" which is checked. In the center, there are two time input fields: the first is labeled "08:00" and the second is labeled "08:59". A red circle is drawn around the "08:59" field. To the right of the "08:59" field, the word "(after)" is written in red. At the bottom left, the word "ut" is partially visible.

Late Out = Overtime

Count the work time after “Out Time” as overtime.

OT Shift

It defines whether the shift is an Overtime Shift. If it is overtime shift, the working time will be counted in the overtime column.

Mid Time

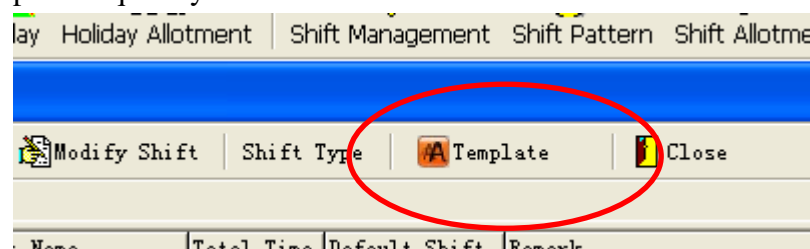
Mid Time is the middle time between in and out for finding the lunch time automatically in the attendance intelligent report. The report will find out the lunch out and in time by looking for the time near the mid time, left and right. The default mid time is the middle time between in and out. You can change it to the time that you want.

Work Time

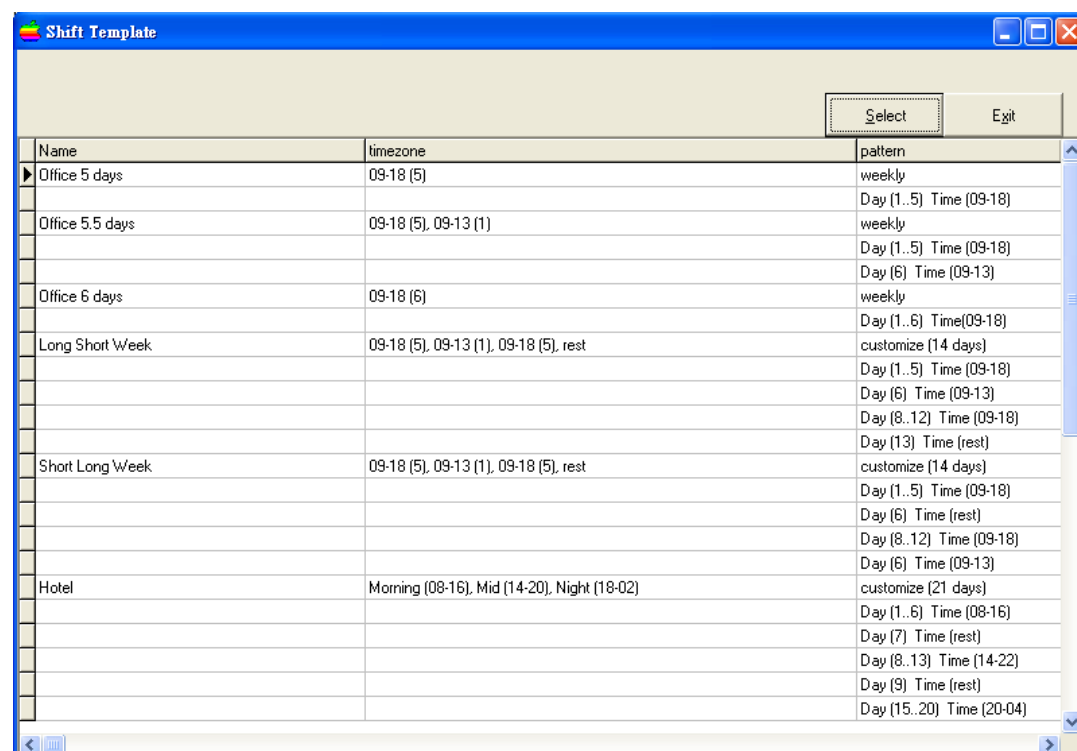
Work time is the calculated working time by the difference of out and in time. Some customers need to less the work time from the lunch time. Then, you can input the break time to have the actual work time. The actual work time is the calculated work time less the break time. Attendance report will show the actual work time rather than the calculated work time.

Shift Template

There is a button of template that can help you to generate both the shift and shift pattern quickly.



Just click it and you can see a few examples for selection.



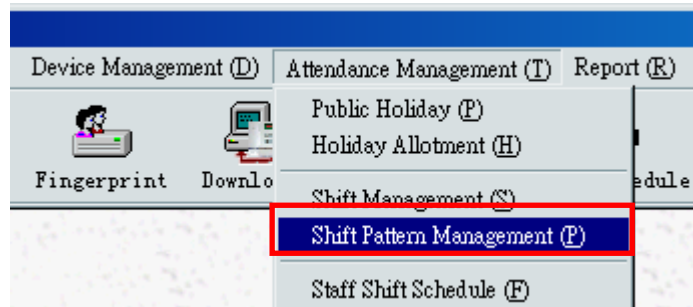
Just click the button “select” to select the sample and the system will automatically generate the shift and shift pattern record for you. Then, you just need to adjust the in out time or any argument that you want.

Shift Pattern Management

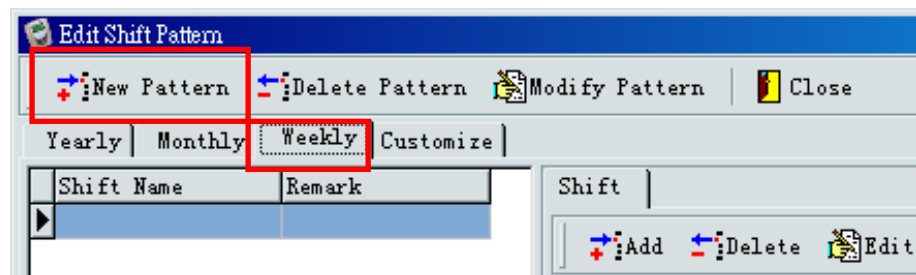
After setting the “Shifts”, user has to define the shift pattern. Shift pattern describes work hour in each day on a yearly/monthly/weekly base.

Add Weekly-based Shift Pattern

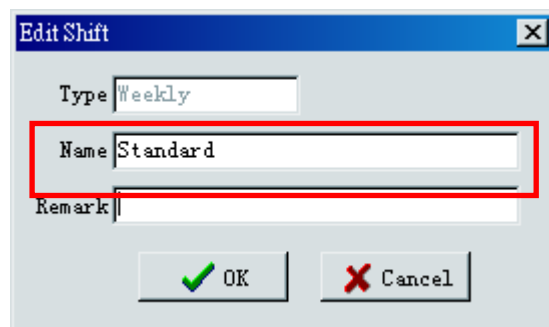
Go to “Attendance Management” and then “Shift Pattern Management”.



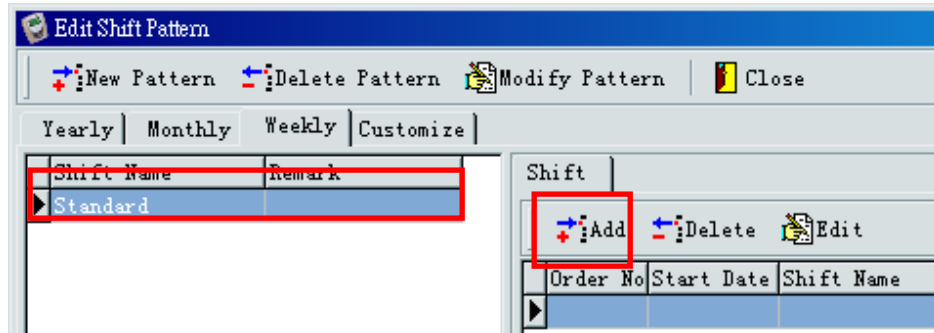
Select “Weekly” and then click “New Pattern”.



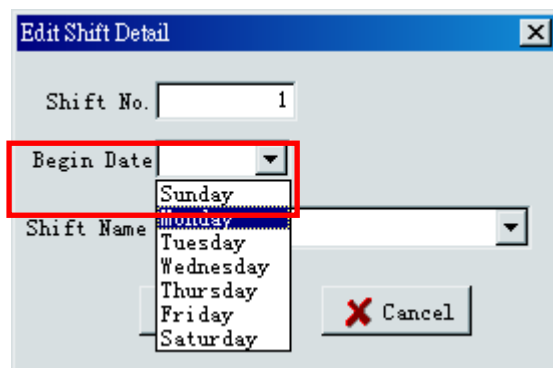
Input “Name” for new shift pattern.



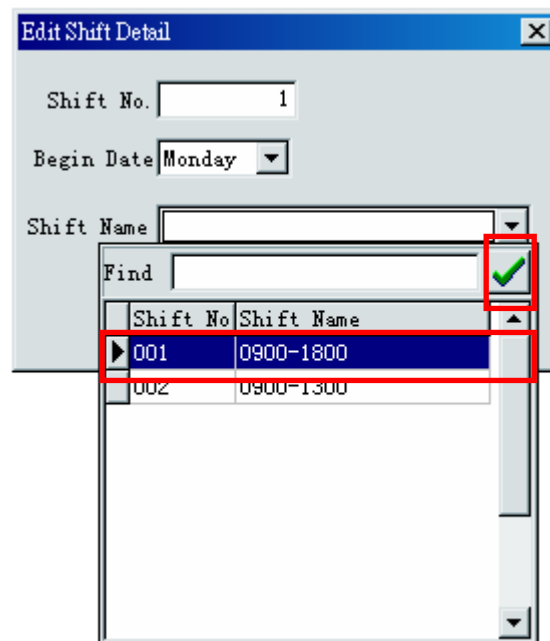
Select the new shift pattern and then click “Add”.



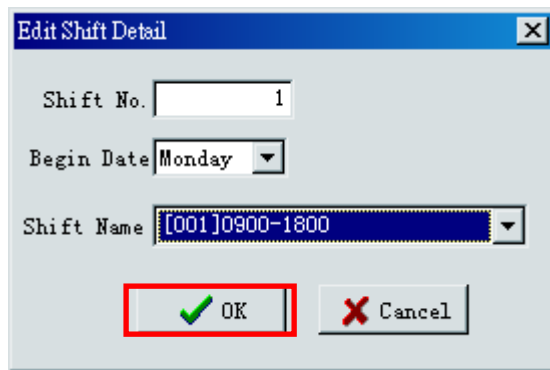
Select “Begin Date”.



Select “Shift Name” to assign to specified day, and then click .



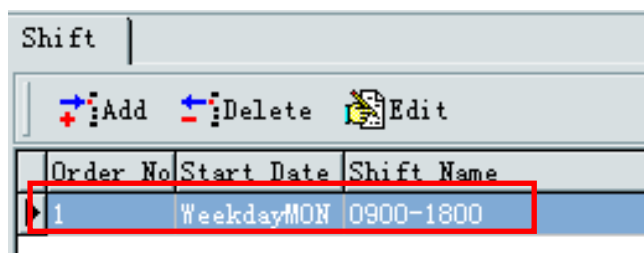
Click “OK” to proceed.



The 'Edit Shift Detail' dialog box contains the following fields and controls:

- Shift No.:** A text input field containing the value '1'.
- Begin Date:** A dropdown menu currently showing 'Monday'.
- Shift Name:** A dropdown menu currently showing '[001]0900-1800'.
- Buttons:** At the bottom, there are two buttons: 'OK' (with a green checkmark icon) and 'Cancel' (with a red X icon). The 'OK' button is highlighted with a red rectangular border.

Shift will be assigned to selected day.



The 'Shift' table shows the following data:

	Order No	Start Date	Shift Name
	1	WeekdayMON	0900-1800

The first row of the table is highlighted with a red rectangular border.

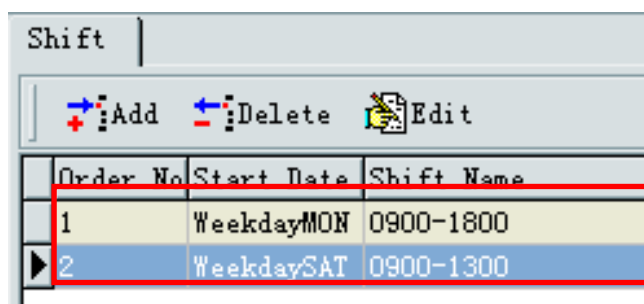
Repeat Step 12.1.4 to 12.1.7 until all work days have been assigned with a shift.
(Notes: If shift in next work day is same as the one in previous day, no shift assignment is required, as the system will automatically use the shift in previous for days without shift assignment.)

In the following example, the shift pattern will be:

Mon – Fri: Shift 0900-1800

Sat: Shift 0900-1300

Sun: Ignored as it is set to be public holiday (Refer to **Section 7** for details)



The 'Shift' table shows the following data:

	Order No	Start Date	Shift Name
	1	WeekdayMON	0900-1800
	2	WeekdaySAT	0900-1300

The first two rows of the table are highlighted with a red rectangular border.

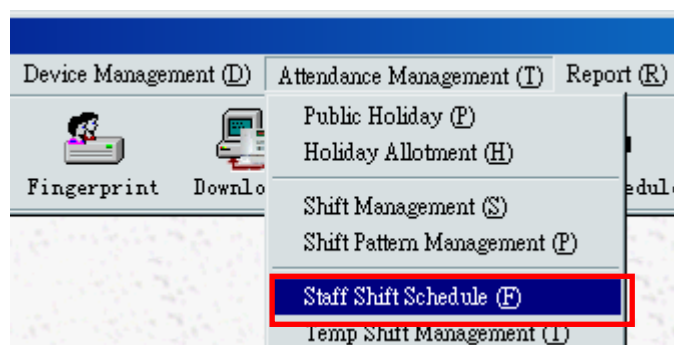
Click “Close” to exit.

Staff Shift Schedule

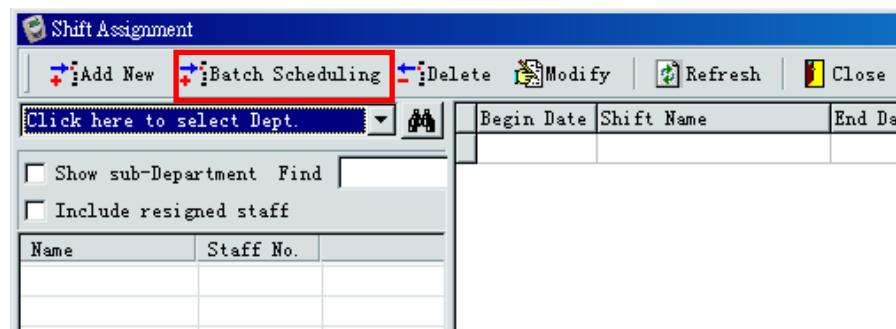
After setting shift pattern, user has to assign the shift pattern to staffs. For staffs without any assigned shift, no attendance records will be shown in attendance reports.

Add New Schedule

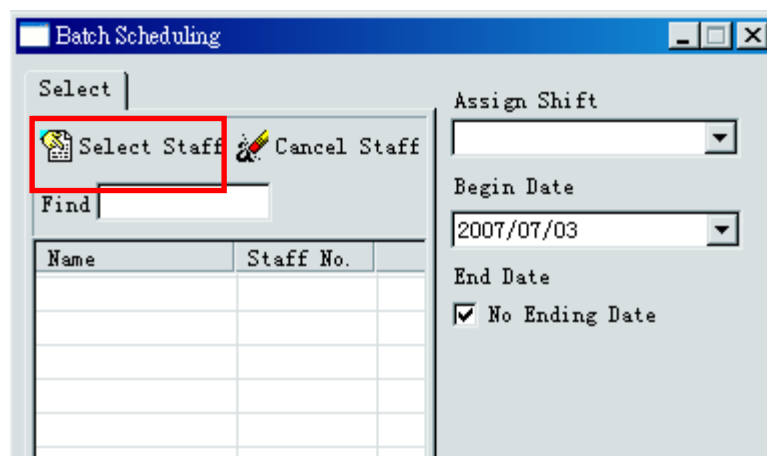
Go to “Attendance Management” and then “Staff Shift Schedule”.



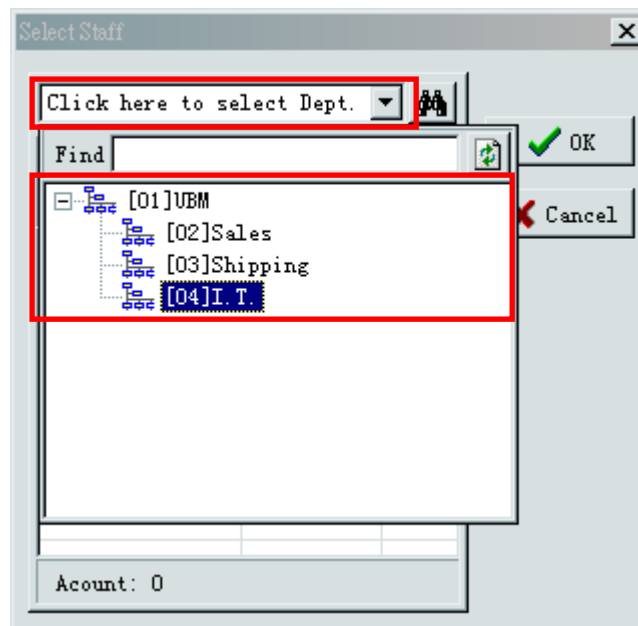
Click “Batch Scheduling”.



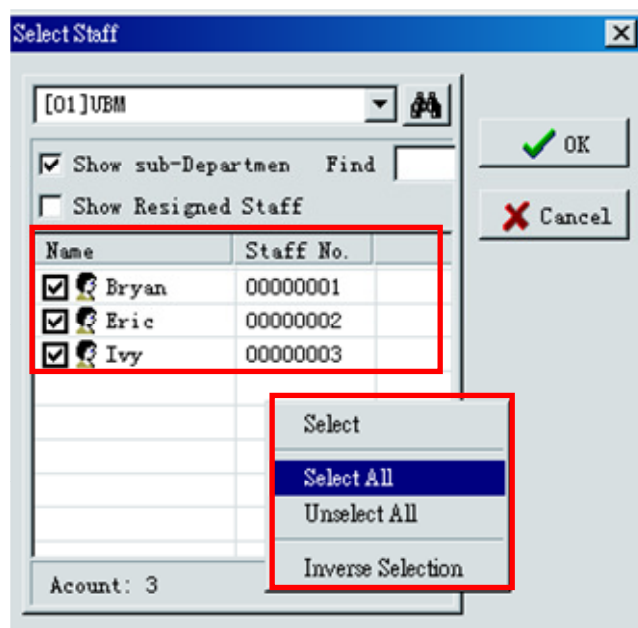
Click “Select staff”.



Click “Click here to select Dept.”, and then select the target department.



Put a tick in the box for all target staff. Or, right-click on the blank area, click “Select All” on the popup menu to select all listed staffs. Click “OK” to proceed.



Select shift pattern in “Assign Shift”, and then set the “Begin Date” and “End Date”.
The system default setting is no end date.

Batch Scheduling

Select |

Select Staff Cancel Staff

Find

Name	Staff No.
Bryan	00000001
Eric	00000002
Ivy	00000003

Count: 3

Assign Shift
Standard

Begin Date
2007/07/03

End Date
☒ No Ending Date

OK

Cancel

Un-tick the “No Ending Date” if there is a specify end date for the assigned shift pattern. Click “OK” to proceed.

Batch Scheduling

Select |

Select Staff Cancel Staff

Find

Name	Staff No.
Bryan	00000001
Eric	00000002
Ivy	00000003

Count: 3

Assign Shift
Standard

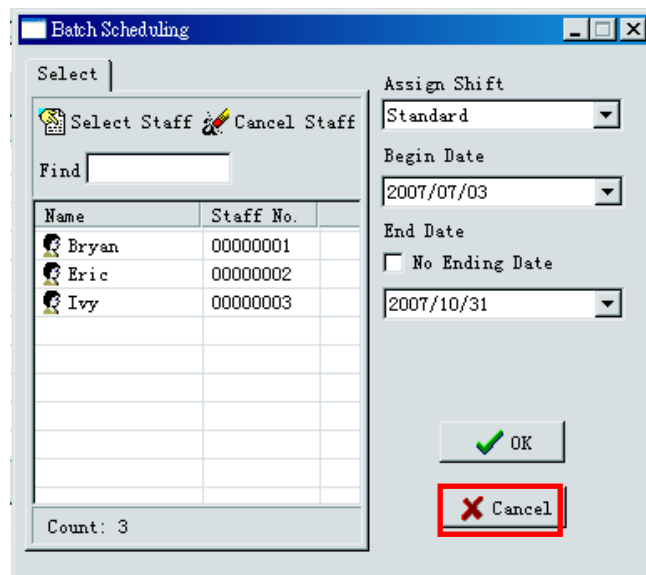
Begin Date
2007/07/03

End Date
☐ No Ending Date
2007/10/31

OK

Cancel

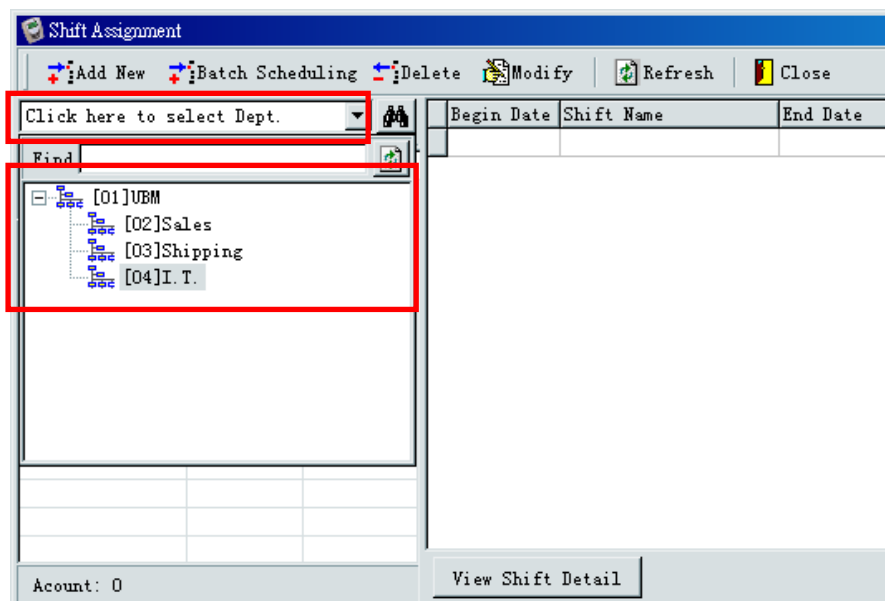
The selected shift pattern will then be assigned to the staffs in the specified period.
Click “Cancel” to close the Batch Scheduling Window.



Modify/Delete A Shift Schedule

Go to “Attendance Management” and then “Staff Shift Schedule”.

Click on “Click here to select Dept.” and then select the department.



Click on “Click here to select Dept.” and then select the department.

Select particular staff, corresponding shift schedule will be shown. Select the shift schedule which required being deleted/modified.

The screenshot shows the 'Shift Assignment' window. On the left, there is a dropdown menu set to '[02]Sales'. Below it are two checkboxes: 'Show sub-Department Find' and 'Include resigned staff'. A table lists staff members with columns 'Name' and 'Staff No.'. The entry 'Bryan' with 'Staff No.' '00000001' is highlighted with a red box. On the right, a table shows shift schedules with columns 'Begin Date', 'Shift Name', and 'End Date'. The entry '2007/07/03', 'Standard', '2007/10/31' is highlighted with a red box.

Name	Staff No.
Bryan	00000001

Begin Date	Shift Name	End Date
2007/07/03	Standard	2007/10/31

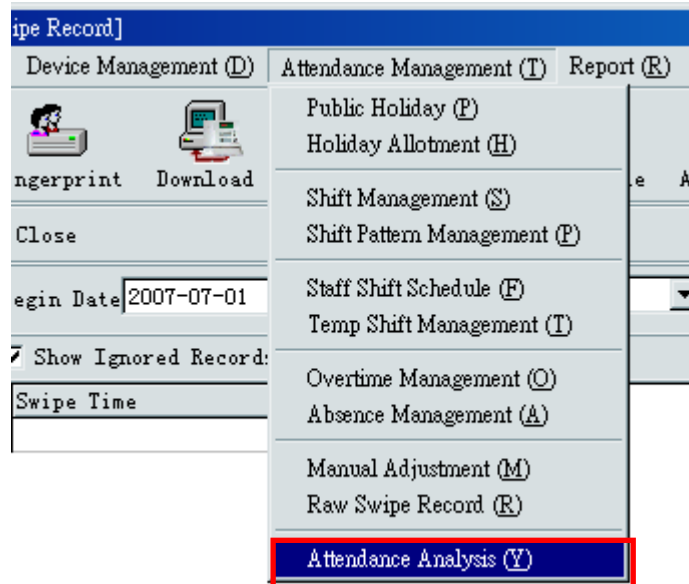
Click “Delete”/”Modify” to delete/modify a shift schedules.

This screenshot is identical to the previous one, but with the 'Delete' and 'Modify' buttons in the top toolbar highlighted with red boxes. The 'Delete' button has a trash can icon, and the 'Modify' button has a document icon.

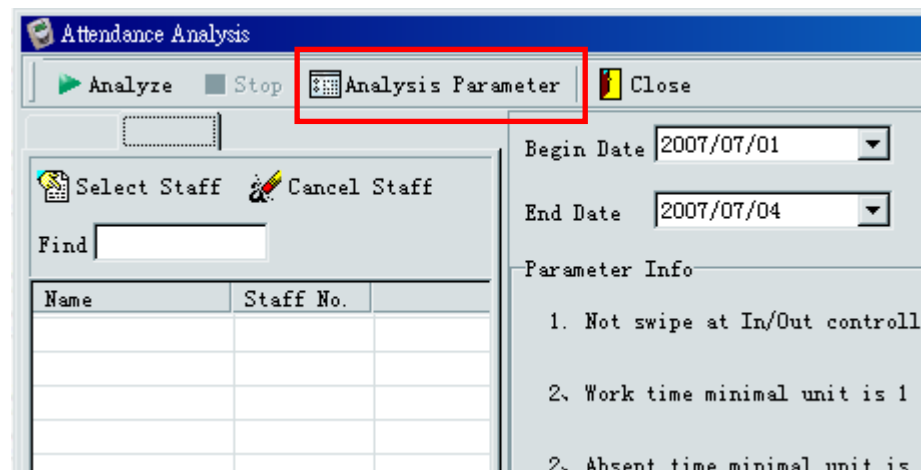
Attendance Analysis

Analysis Configuration

Go to “Attendance Management” and then “Attendance Analysis”.



Click “Analysis Parameter” to configure the analysis rules.



In/Out Attendance Rule: The default setting is “Ignore In/Out”. This one should not be changed.

Work Time Unit (min): Minimum step unit of work time.

Absent Time Unit (min): Minimum step unit of absent time.

Treat invalid Swipes as Absence: If either clock-in or clock-out record is missing, the system will treat it as absence.

Match I/O record according to Shift def.: Once this option is enabled, system will search for valid attendance records according to the “Earliest In” and “Latest Out” settings (Refer to **Section 8.1.5** for details)

Click “Save” to save and exit.

Configure Parameter

In/Out Attendance Rule

☐ Check In Out ☒ Ignore In Out

☒ Match In Out record according to Shift definition

☐ Invalid Swipe as Absence

Work Time Minimum Unit (min) (truncate) (work_time, early_in, late_out)

Absent Time Minimum Unit (min) (fill up) (late_in, early_out)

Overtime Minimum Unit (min) (truncate) (overtime)

☒ Actual Work Time = Work Time - Late_in Time

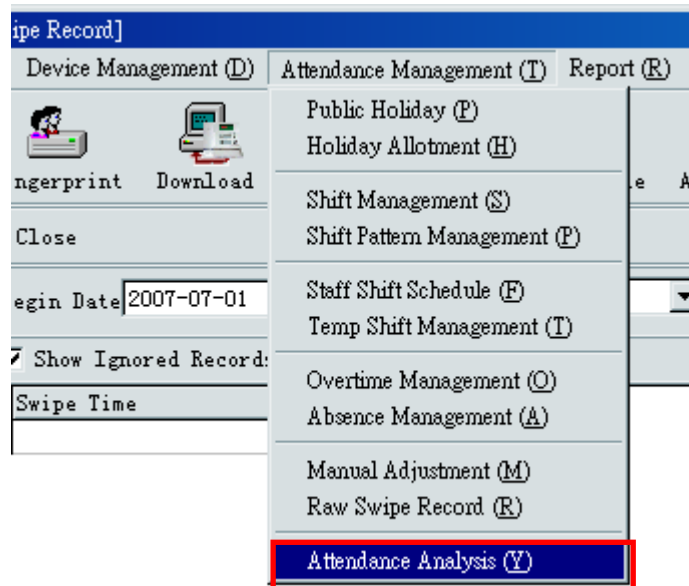
☒ Actual Work Time = Work Time - Early_out Time

Save

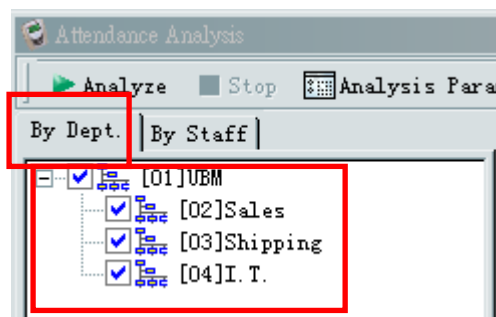
Exit

Analysis

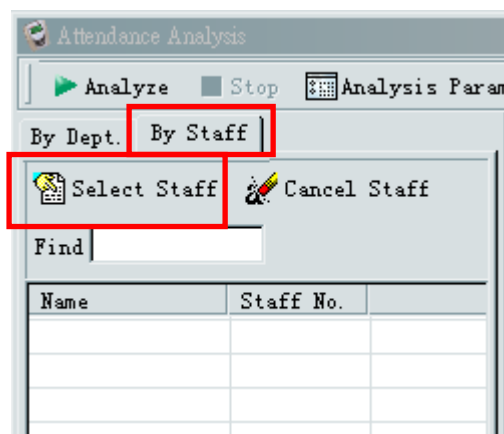
Go to “Attendance Management” and then “Attendance Analysis”.



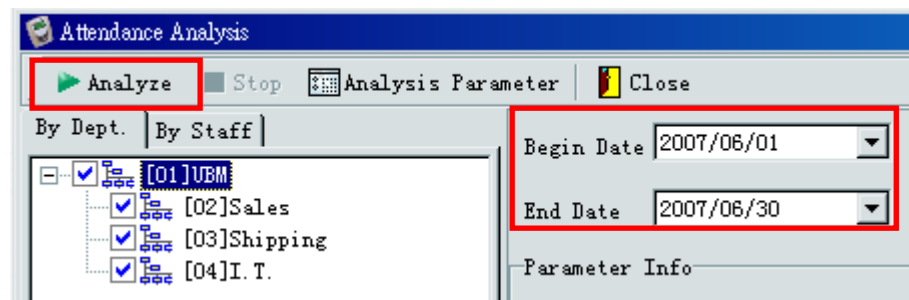
Click “By Dept.” and then select departments for analysis.



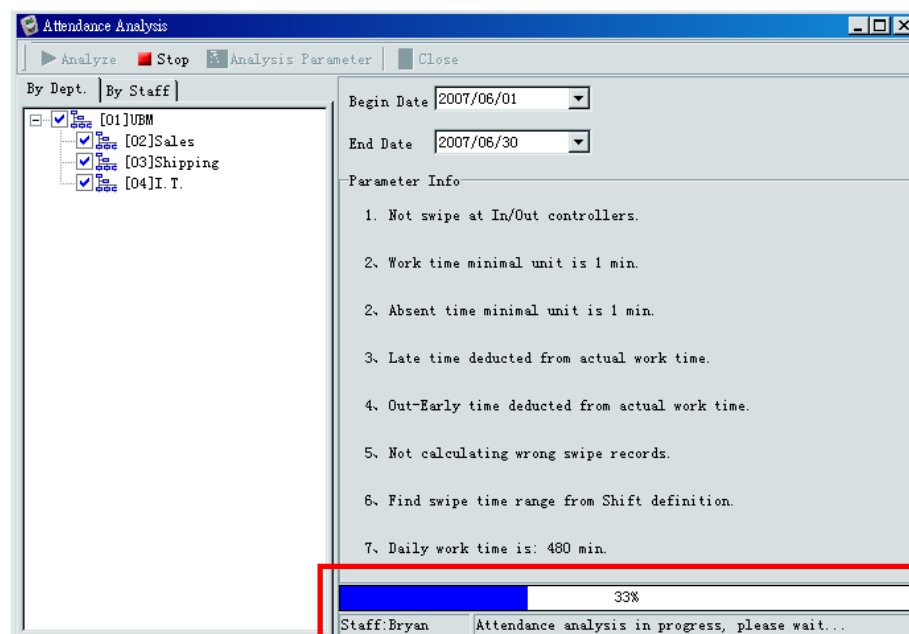
Or, click “By Staff” and then “Select Staff”.



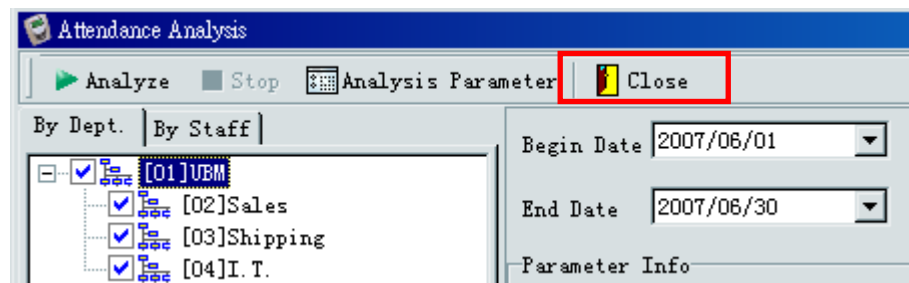
Specify the “Begin Date” and “End Date”, and then click “Analyze” to start the analysis.



Wait until the progress bar reach 100%.



Click “Close” to exit.

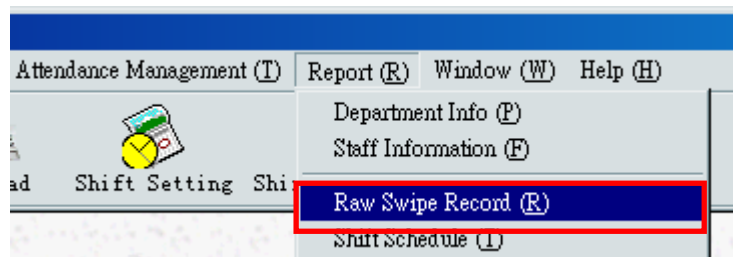


Generate Reports

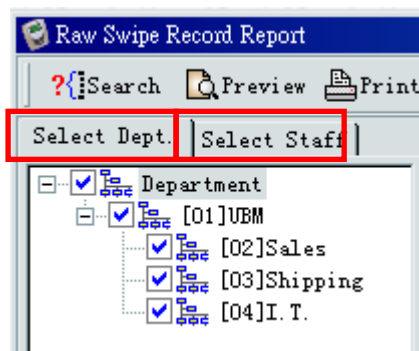
Raw Swipe Record Report

Show all swipe record for selected staffs.

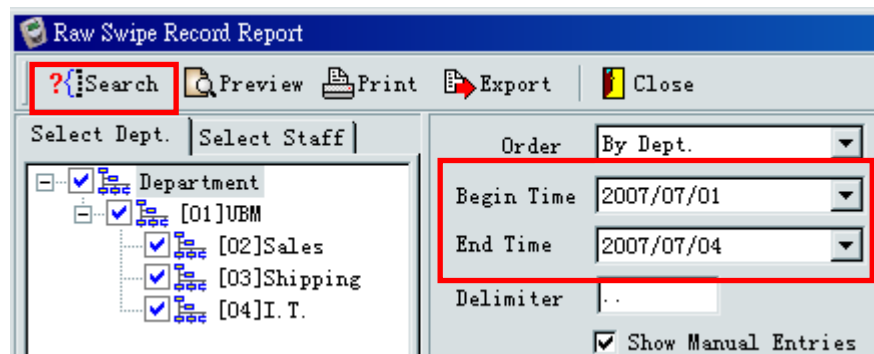
Go to “Report” and then “Raw Swipe Record”.



Click “Select Dept.” or “Select Staff” to select department or staff.



Specify the “Begin Time” and “End Time” and then click “Search”.



Raw swipe records will be listed.

Dept.	Staff No.	Name	Date	Swipe Record
Sales	00000001	Bryan	2007-07-01 (SUN)	
..	..	..	2007-07-02 (MON)	
..	..	..	2007-07-03 (TUE)	
..	..	..	2007-07-04 (WED)	09:00 18:00
Shipping	00000003	Ivy	2007-07-01 (SUN)	
..	..	..	2007-07-02 (MON)	
..	..	..	2007-07-03 (TUE)	
..	..	..	2007-07-04 (WED)	
I. T.	00000002	Eric	2007-07-01 (SUN)	
..	..	..	2007-07-02 (MON)	
..	..	..	2007-07-03 (TUE)	19:56 19:56 21:54
..	..	..	2007-07-04 (WED)	

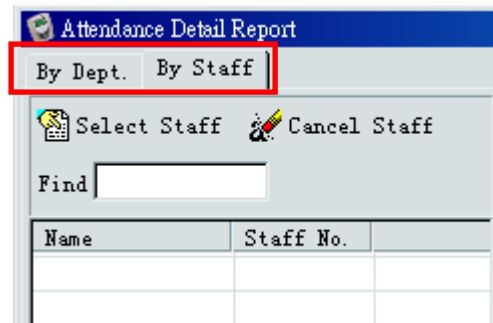
Click “Preview” to preview print layout; click “Print” to print the report; click “Export” to export the report to excel file.

(Notes: To export the report to excel file, Microsoft Excel must be installed on the computer)

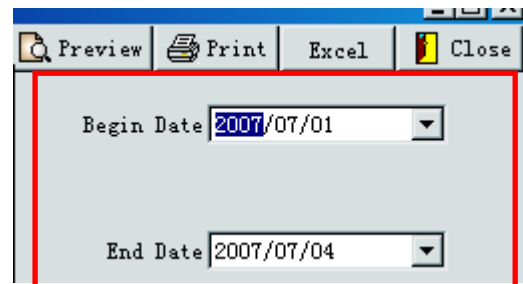
Attendance Detail Report

Go to “Report” and then “Attendance Detail Report”.

Click “Select Dept.” or “Select Staff” to select department or staff.

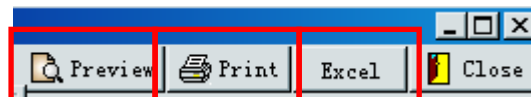


Specify the “Begin Date” and “End Date”.



Click “Preview” to preview print layout; click “Print” to print the report; click “Excel” to export the report to excel file.

(Notes: To export the report to excel file, **Microsoft Excel** must be installed on the computer)

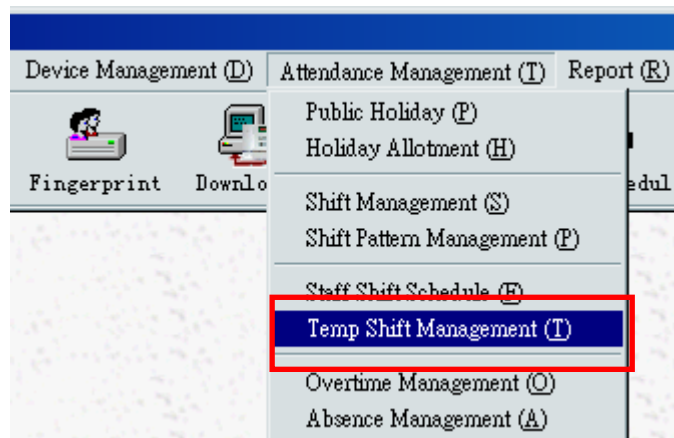


Temp Shift Management

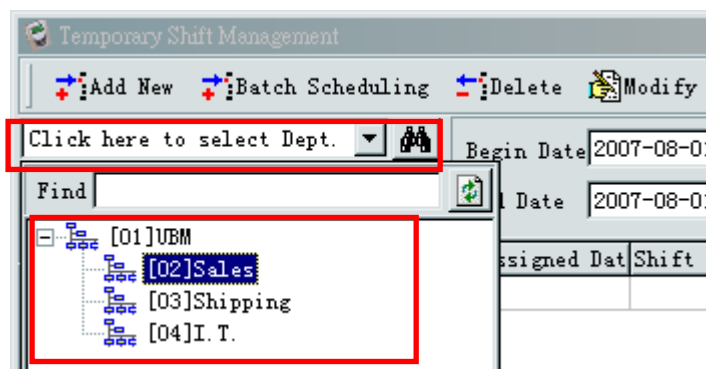
Instead of assigning shift to staff by shift pattern, user can assign the shift directly to staff on particular dates, which is called “Temp Shift”. Temp Shift has highest priority in the system. Once temp shift is assigned on particular date, it will override all Holiday or Shift Schedule settings.

Add Temp Shift

Go to “Attendance Management” and then “Temp Shift Management”.



Click on “Click here to select Dept.” and then select the department.



Select staff and then click “Add New”.

Temporary Shift Management

Add New Batch Scheduling

[02]Sales

☐ Show sub-Department Find ☐ Show Resigned Staff

Name	Staff No.
Bryan	00000001

Select “Shift Name”, and then click to confirm.

New Temp Shift Assignment

Shift Name [01]0900-1800

Begin Date Find

End Date

Shift No	Shift Name
01	0900-1800
02	0900-1600
03	OT

Specify the “Begin Date” and “End Date”, and then click “OK” to save.

New Temp Shift Assignment

Shift Name [01]0900-1800

Begin Date 2007-08-06

End Date 2007-08-06

OK Cancel

The assigned Temp Shift will be displayed.

[02]Sales

☐ Show sub-Department Find ☐ Show Resigned Staff

Name	Staff No.
Bryan	00000001

Begin Date 2007-08-01

End Date 2007-08-06

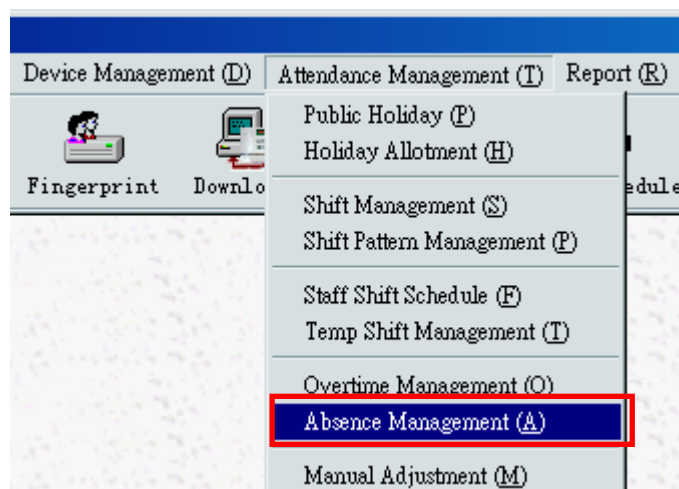
Assigned Dat	Shift No.	Shift Name
2007-08-06	01	0900-1800

Absence Management

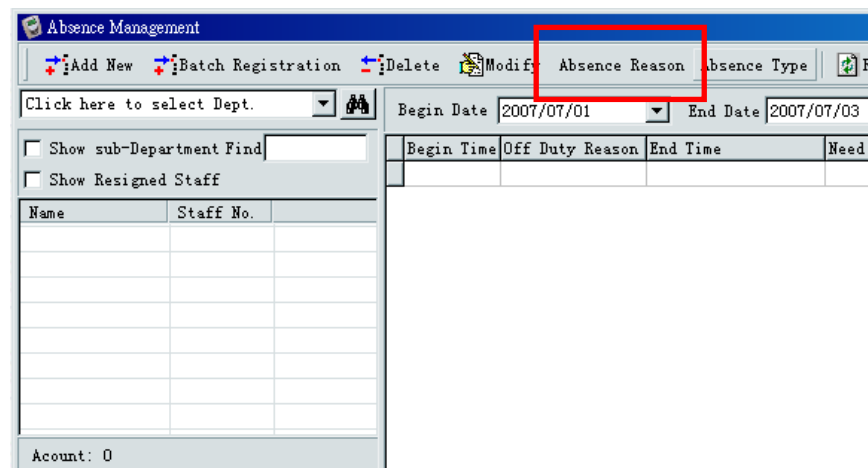
“Absence Management” handles all absence records of staffs. The records might be annual leave, sick leave, etc. User can also add special records such as “Meeting with customer”, “Business trip”, etc.

Define Absence Reason

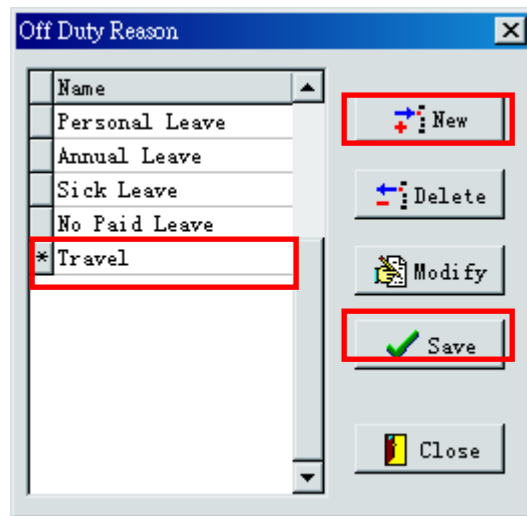
Go to “Attendance Management” and then “Absence Management”.



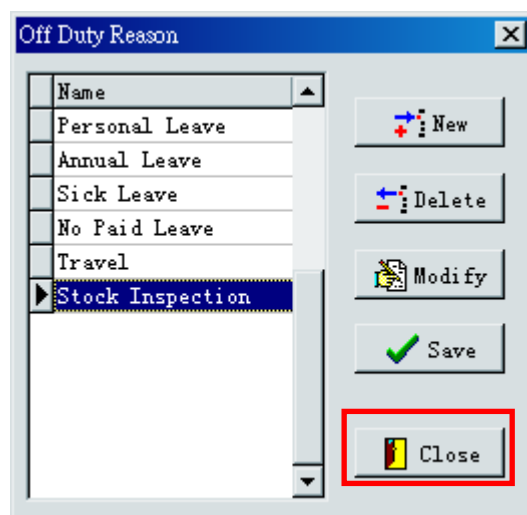
Click “Absence Reason”.



Click “New” to add new absence reason. Input all the absence reasons and then click “Save”.



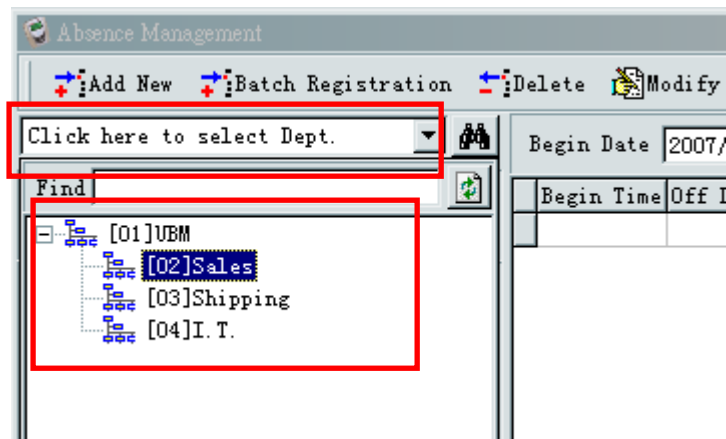
Click “Close” to exit.



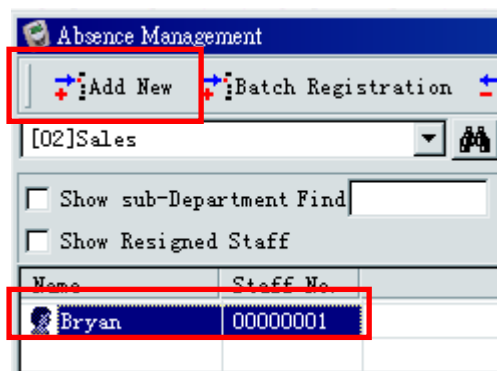
Add Single Absence/Leave Record

Go to “Attendance Management” and then “Absence Management”.

Click on “Click here to select Dept.” and then select the department.



Select staff and then click “Add New”.



Select “Off Duty Reason”, and then specify the “Begin Date”, “Begin Time”, “End Date” and “End Time”.

Add Absence Registration

Off Duty Reason: Personal Leave

Begin Date: 03 July, 200

Begin Time: 09:00

End Date: 03 July, 200

End Time: 18:00

Clock-in Required ☒

Clock-out Required ☒

OK Cancel

If staff is absence for half-day or a couple hours, user has to specify whether the staff still need to swipe card or not. If no swiping card are required, the system regard the “Begin Time” and “End Time” as clock-in time and clock out time accordingly.

Clock-in Required: Staff has to swipe card during on duty.

Clock-out Required: Staff has to swipe card during off duty.

Add Absence Registration

Off Duty Reason: Personal Leave

Begin Date: 03 July, 200

Begin Time: 09:00

End Date: 03 July, 200

End Time: 18:00

Clock-in Required ☒

Clock-out Required ☒

Off Duty type:

Days: 0

Include OT ☐

OK Cancel

Specify the number of “Days” that the leave/absence taken. User can input “0.1”, “0.5” or “1”, etc.

Add Absence Registration

Off Duty Reason: **Personal Leave**

Begin Date: **03 July, 200**

Begin Time: **09:00**

End Date: **03 July, 200**

End Time: **18:00**

Clock-in Required: ☒

Clock-out Required: ☒

Off Duty type: **Days** **0**

Include OT: ☐

OK **Cancel**

Click “OK” to save. The new absence record will be shown.

Begin Date 2007/07/01 End Date 2007/07/03

Begin Time	Off Duty Reason	End Time	Need Clock-in	Need Clock-out
2007/07/03 9:00:00	Personal Leave	2007/07/03 18:00:00	☒	☒

Batch Absence/Leave Record Registration

Go to “Attendance Management” and then “Absence Management”.

Click “Batch Registration”.

Absence Management

Batch Registration

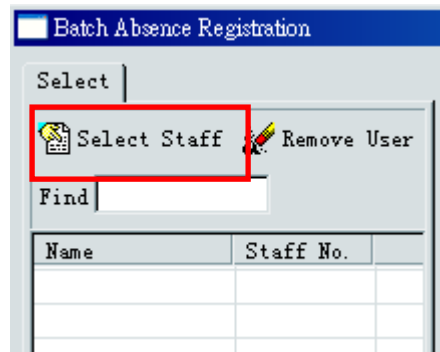
Click here to select Dept. **2007/**

☐ Show sub-Department Find

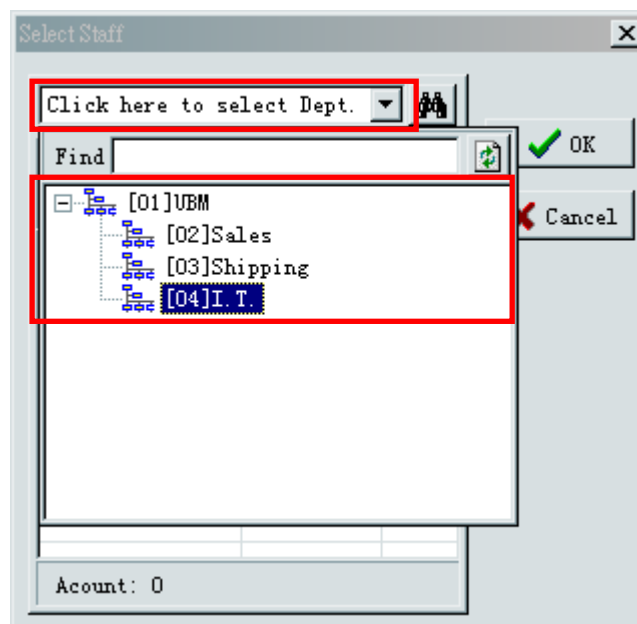
☐ Show Resigned Staff

Name	Staff No.	Begin Time	Off D

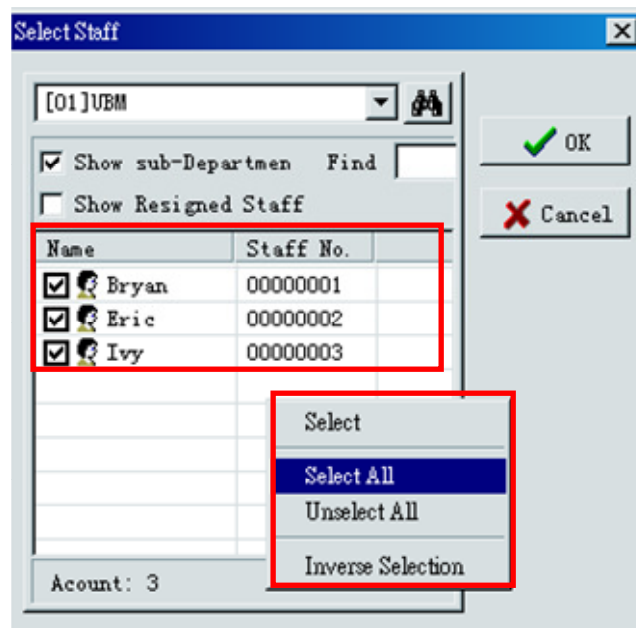
Click “Select staff”.



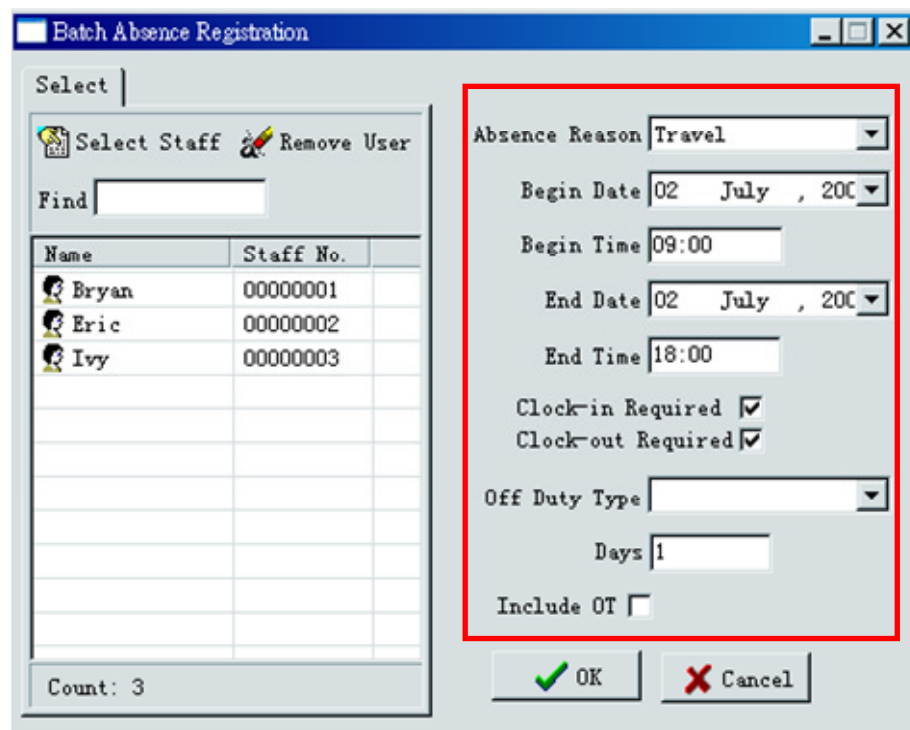
Click “Click here to select Dept.”, and then select the target department.



Put a tick in the box for all target staff. Or, right-click on the blank area, click “Select All” on the popup menu to select all listed staffs. Click “OK” to proceed.



After selecting staffs, input all necessary information. (Refer to Step 11.2.4 to 11.2.7 for details)



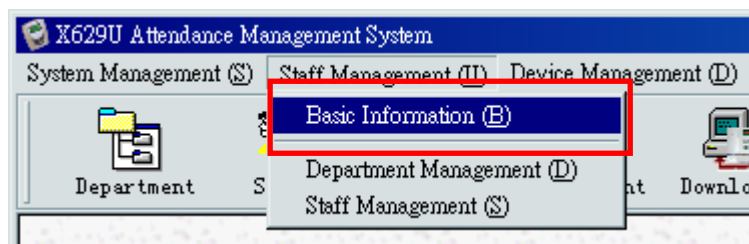
Click “OK” to save and then click “Cancel” to exit.

Manual Adjustment

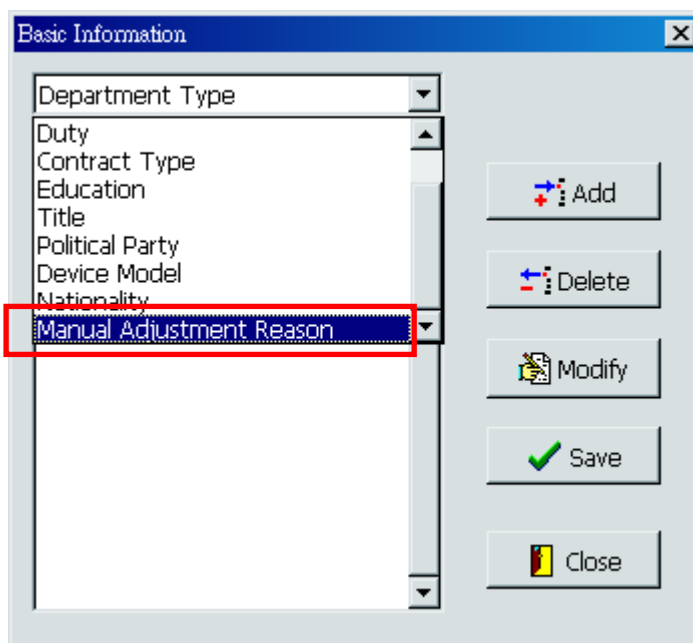
If staff does not have either clock-in or clock-out record, the system will not be able to generate an accurate attendance report. User must add the record manually.

Add Swipe Record

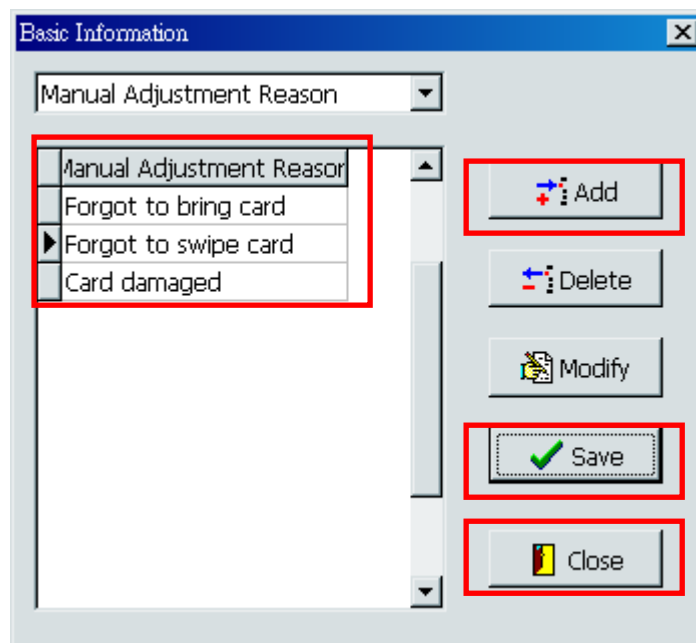
Before adding swipe record, “Adjustment Reason” has to be defined first. Go to “Staff Information” and then “Basic Information”.



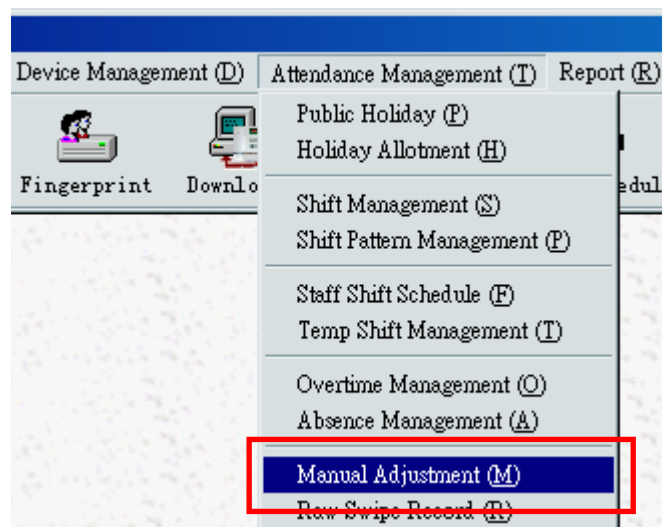
Select “Manual Adjustment Reason”



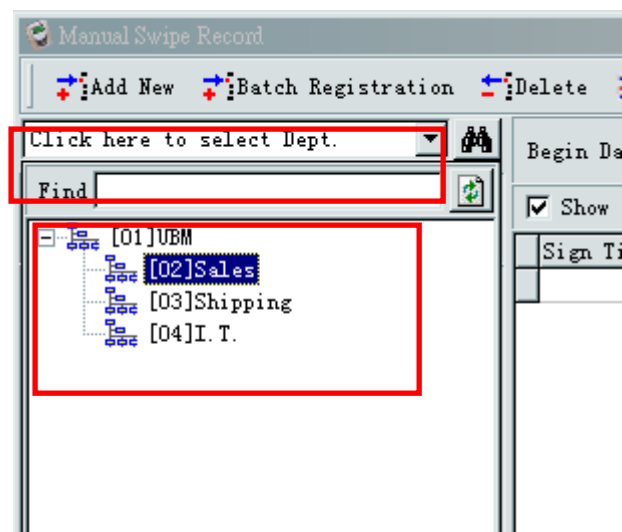
Click “Add” to add new reason and then click “Save”. Click “Close” to exit.



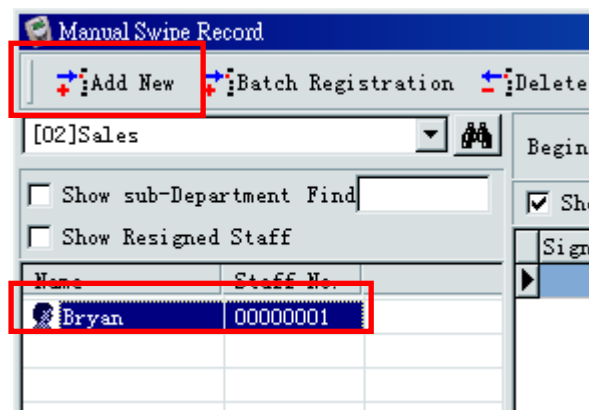
Go to “Attendance Management” and then “Manual Adjustment”.



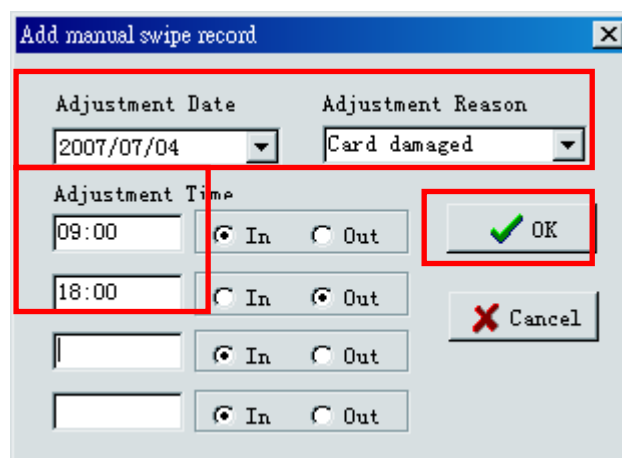
Click on “Click here to select Dept.” and then select the department.



Select staff and then click “Add New”.

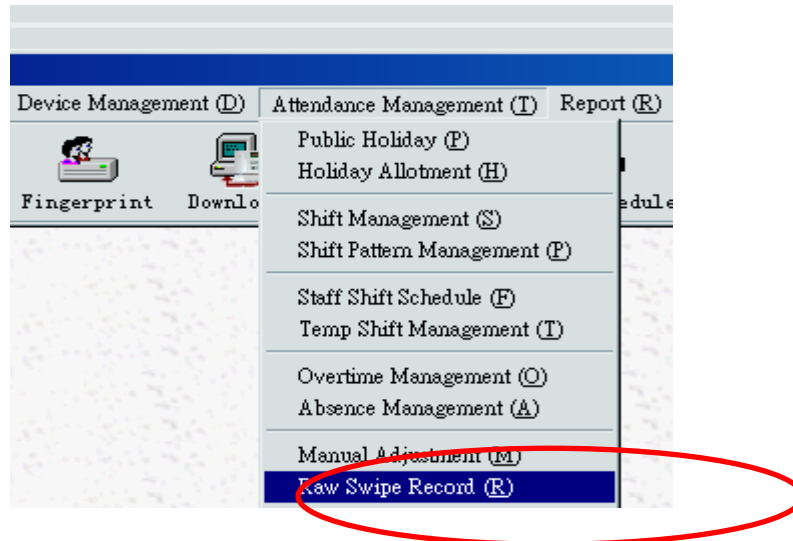


Specify “Adjustment Date”, “Adjustment Time” and select “Adjustment Reason”.
Click “OK” to add new record.

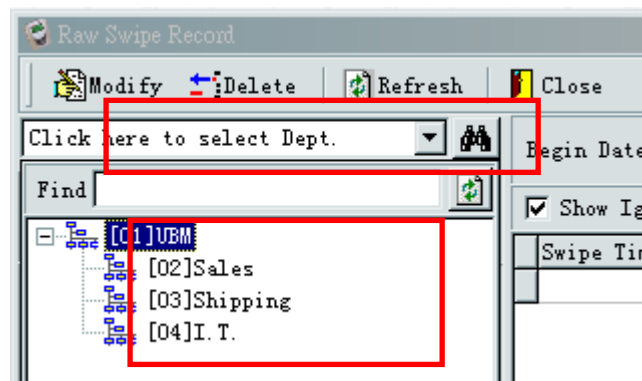


Raw Swipe Record

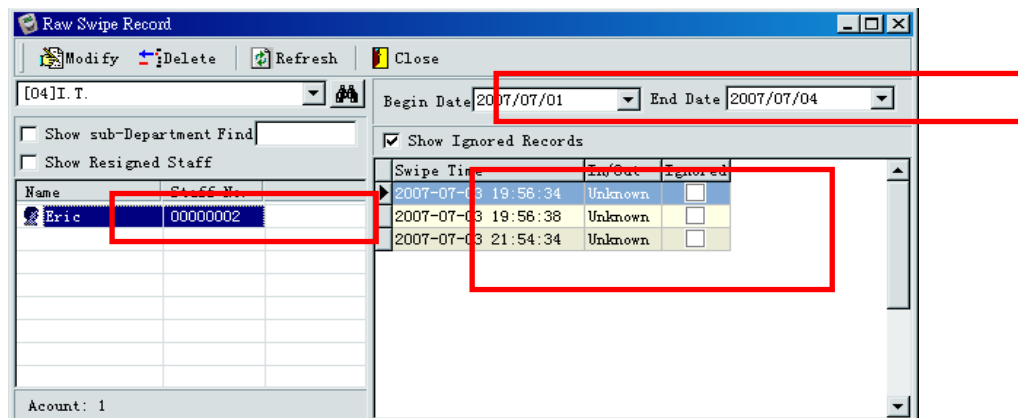
Go to “Attendance Management” and then “Raw Swipe Record”



Click on “Click here to select Dept.” and then select the department.

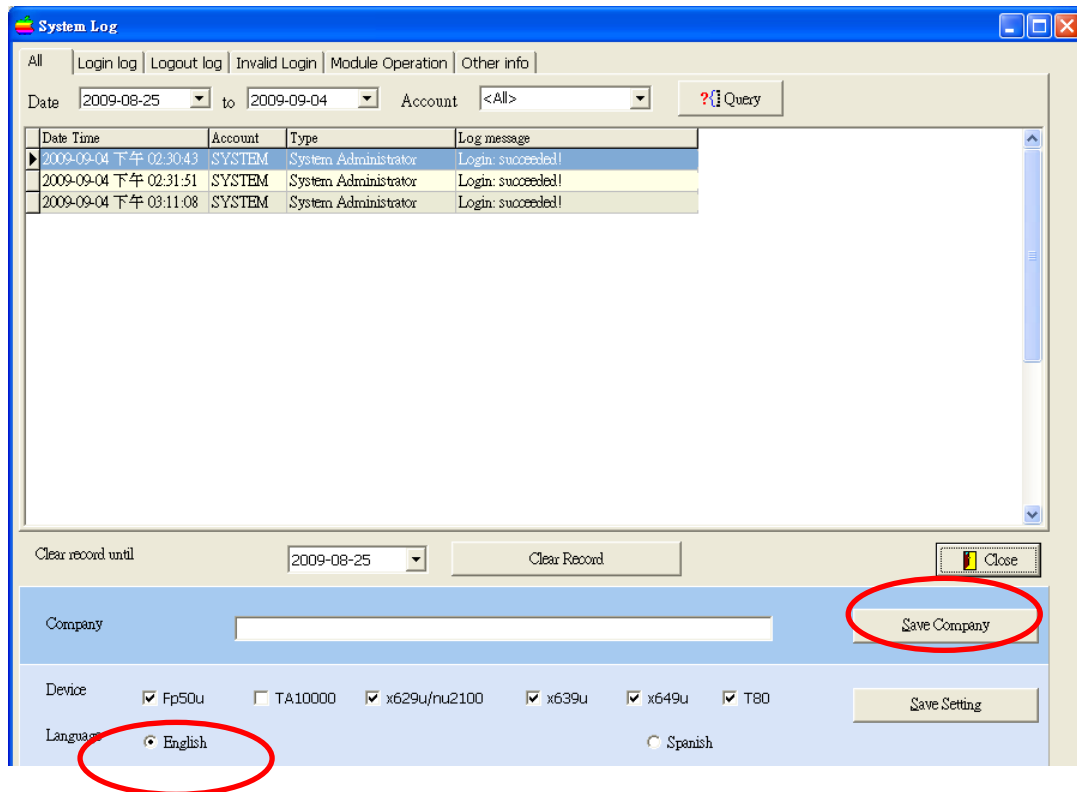


Select target staff and the then specify “Begin Date” and “End Date”. All swipe records in the specified time period will be listed.



System Log

System log is to check the login and logout status. Besides, it allows you to set the system company name. And, you can select the default interface language in this window.

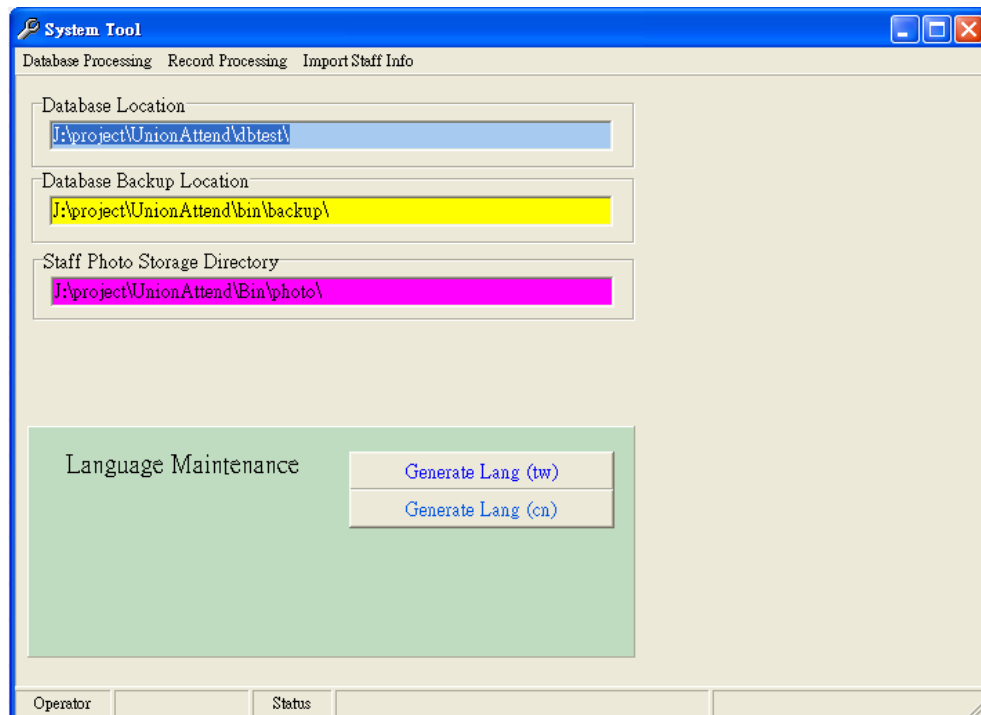


When you have input of the company name, remember to click the button “Save Company” to save the name. Then, the company name will be shown in all reports of the system.

Similarly, when you have selected the interface language, you need to click the button “Save Setting” to save the selection.

System Tool

System tool is mainly for doing housekeeping job of the system.

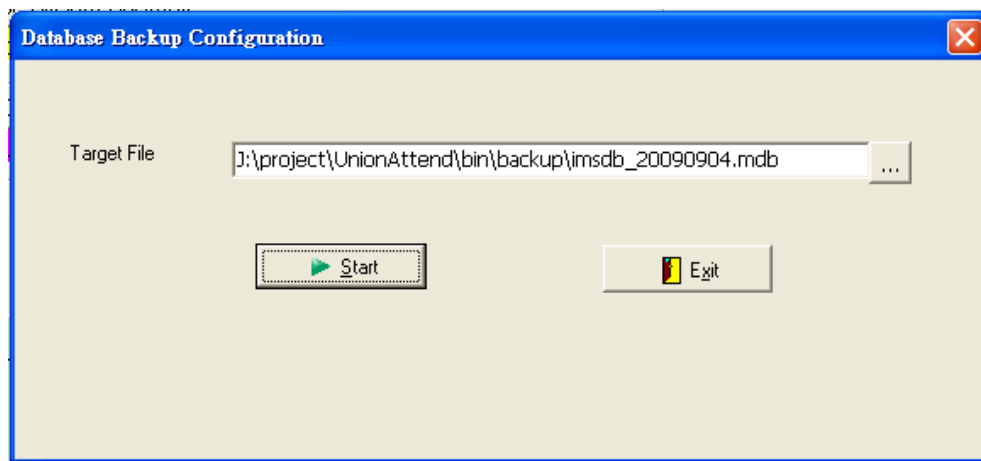
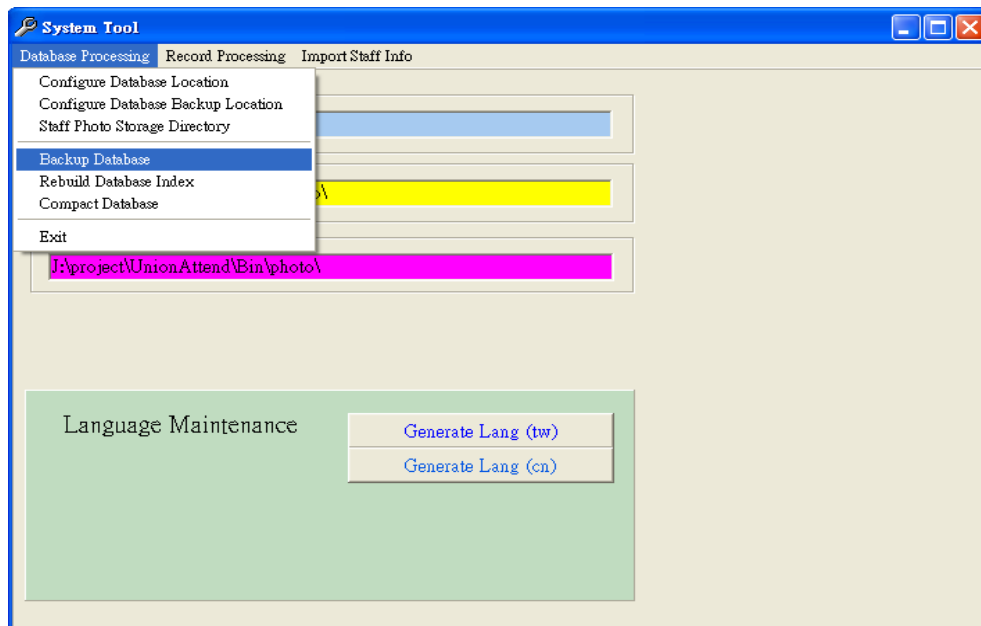


Path Setting

It is for setting the location of different items such as database location, backup location and photo location. Photo location is to put the file of image for each staff. Backup location is the path for storing backup data. Database location is the path for storing the access database (imsds.mdb) and the corresponding system database (system.mdw).

Database Backup

It is to backup the whole database into other area. Then, you may copy the backup to other removable media for off-site backup.



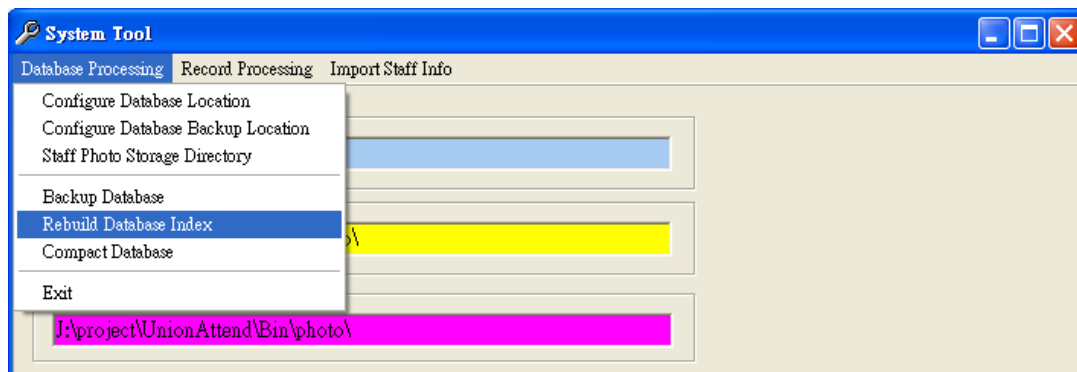
The default backup file name will be displayed. If you accept the name, you just click the button “Start” or you can change it. The default path is the backup location stored in the system. Once you finish the backup process, you can copy the backup file to other removable media for off-site backup.

To restore the database, you do not need the system interface. You just copy the imsd_b_yyyymmdd.mdb back to the database directory and rename to imsd_b.mdb. Please be reminded that the authentication database “system.mdw” must be present in the same directory as that of imsd_b.mdb. Otherwise, you cannot access to the database.

Rebuild Database Index

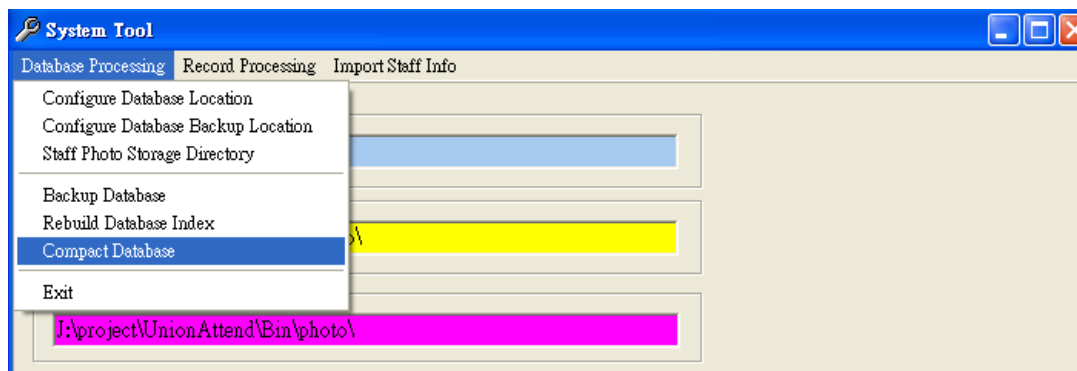
Database use index to search records so that you can get a list of records quickly. Without index, the searching will take more time. Rebuild database index is to

reorganize the index structure so that the speed of searching will be increased.



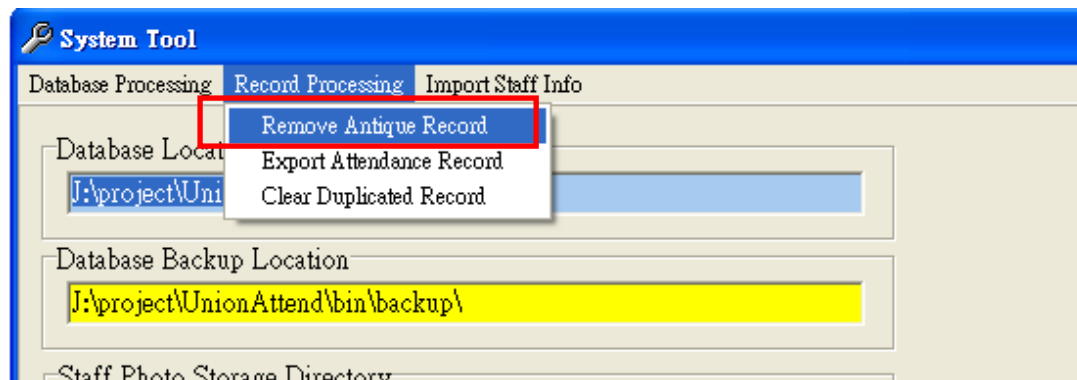
Compact Database

Database operation will cause the fragmentation in the blocks of the database. Block is the basic component of database. Compact database will do the de-fragmentation of these blocks which will increase the speed of performance of operation.

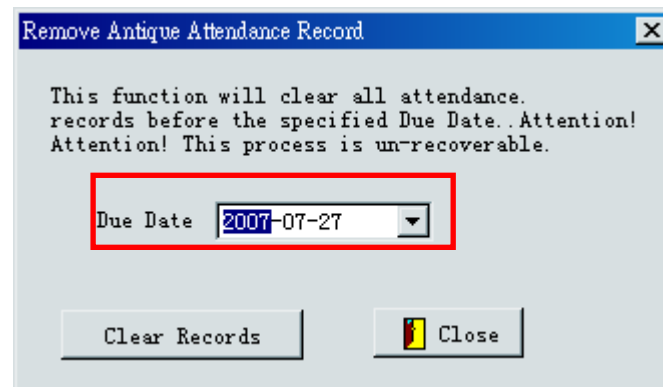


Remove Antique Record

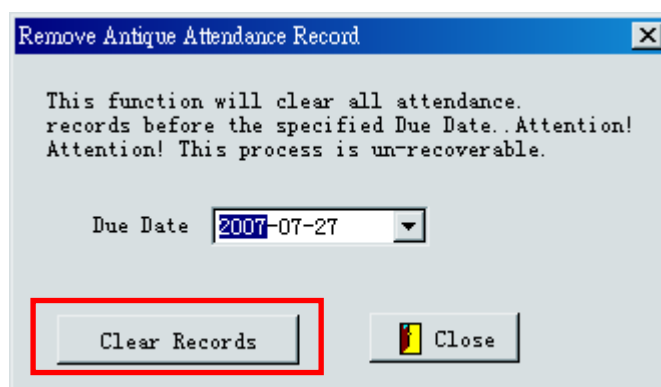
Day by day, the records in the system will be accumulated and the database size will be very large. This item can be used to remove the old records so that the database size will be cut down.



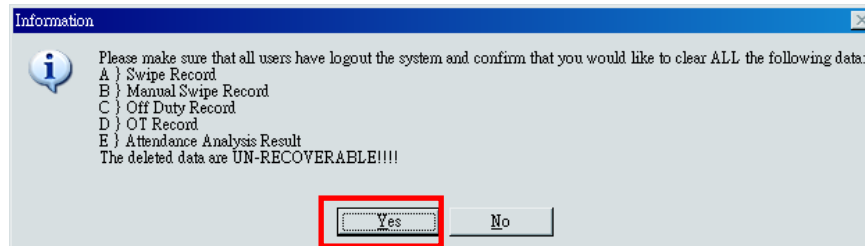
When you invoke the item, a window will be displayed for asking the “Due Date”.
(Notes: the “Due Date” CANNOT be the date within the nearest 120 days.)



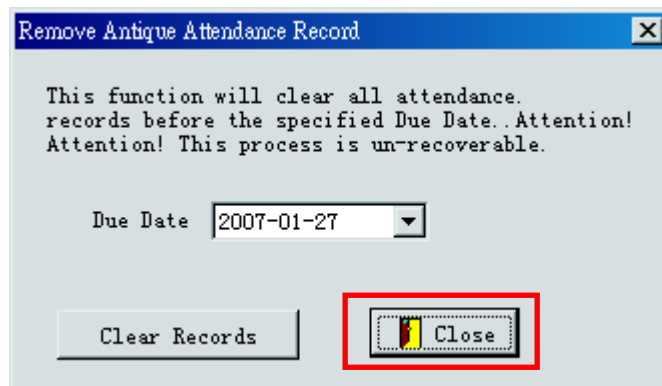
Click the button “Clear Record” to remove all attendance record before the “Due Date”.



Click “Yes” to confirm the removal.

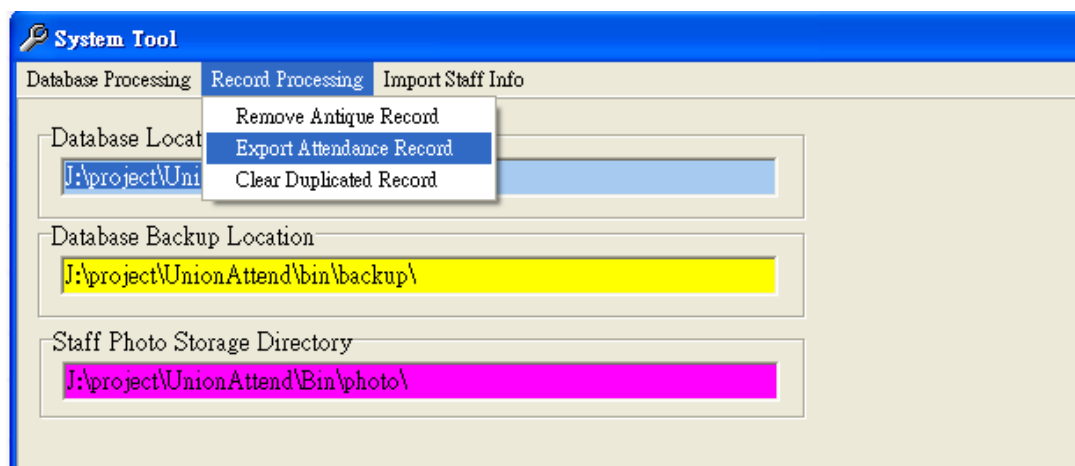


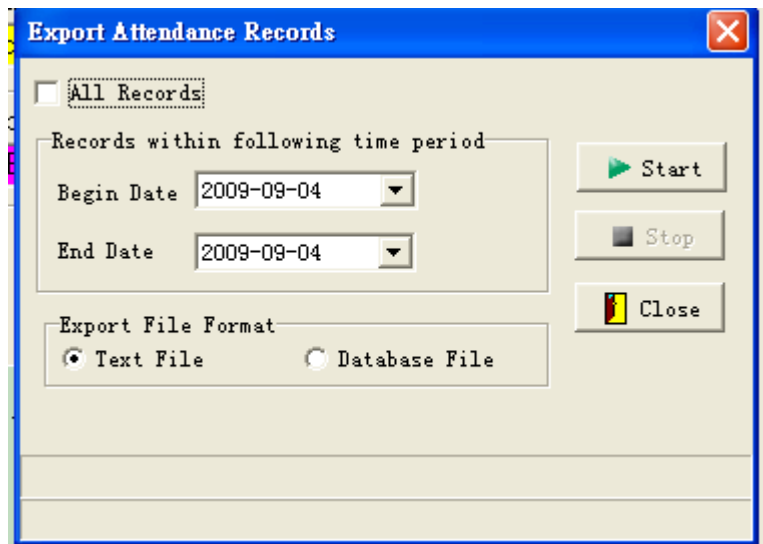
Click “Close” to exit.



Export Attendance Record

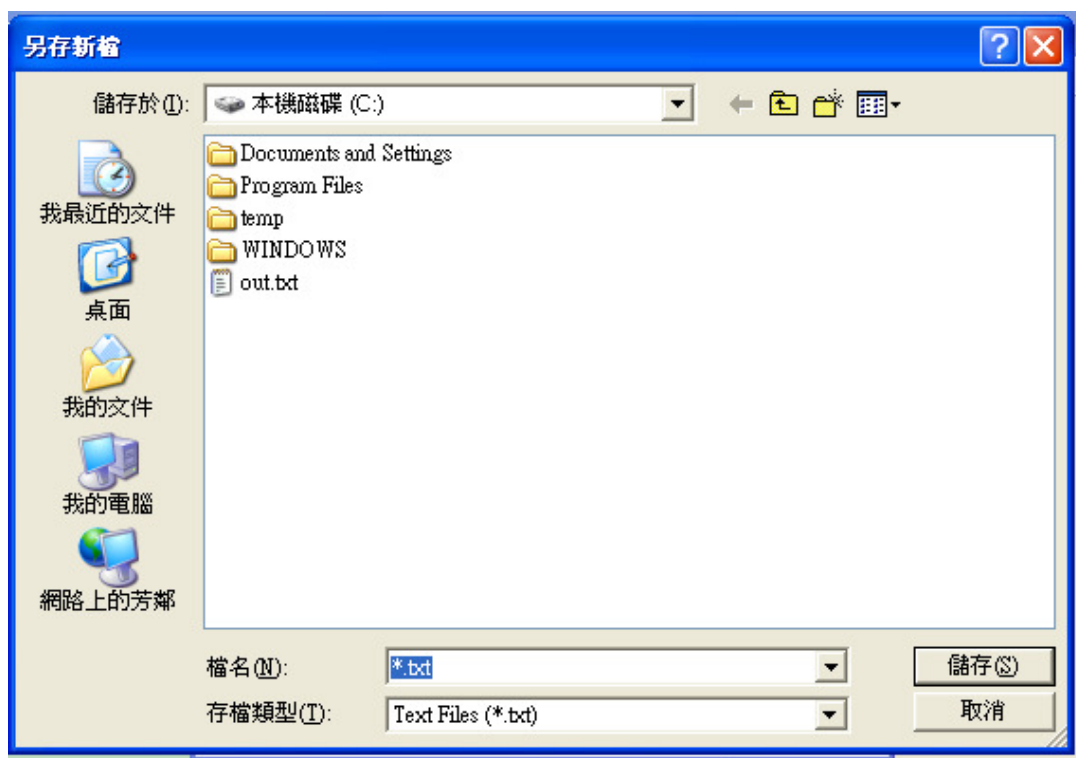
This item is to export the raw swipe record out to text file or database file. This is for other system to get the data and do processing. For example, you may have a payroll system which can import the raw swipe record from text file. Then, you can use this item to do the job.





You are asked to select all records or input a data range for output. And, you need to choose the target is text file or database file. Once you confirm the input, you can click the button “Start” to start the process.

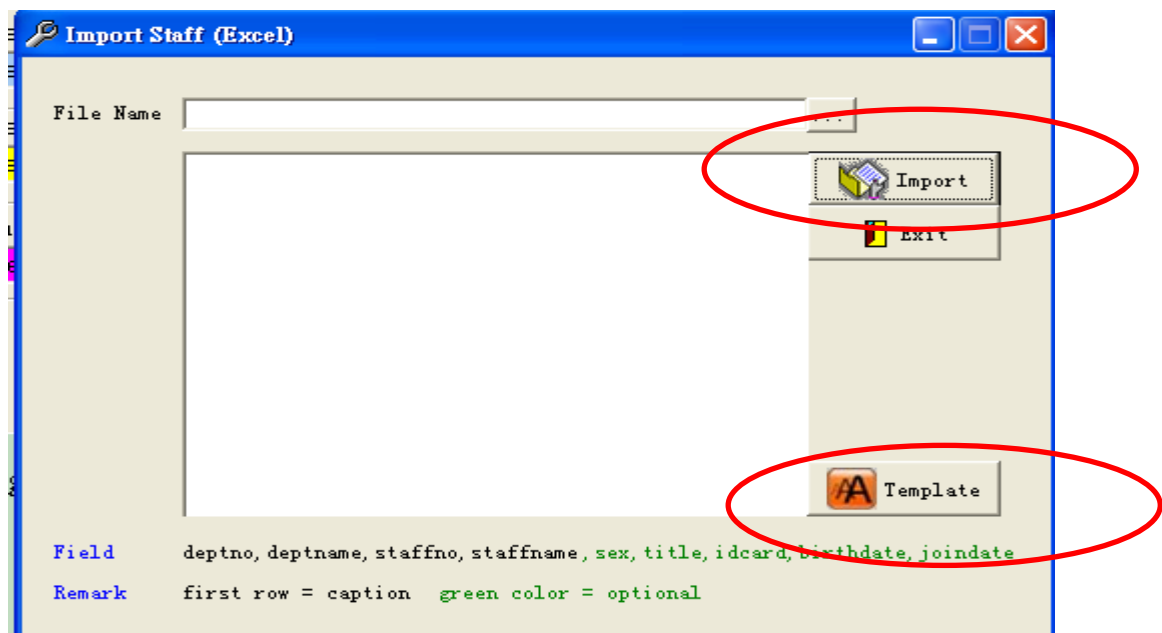
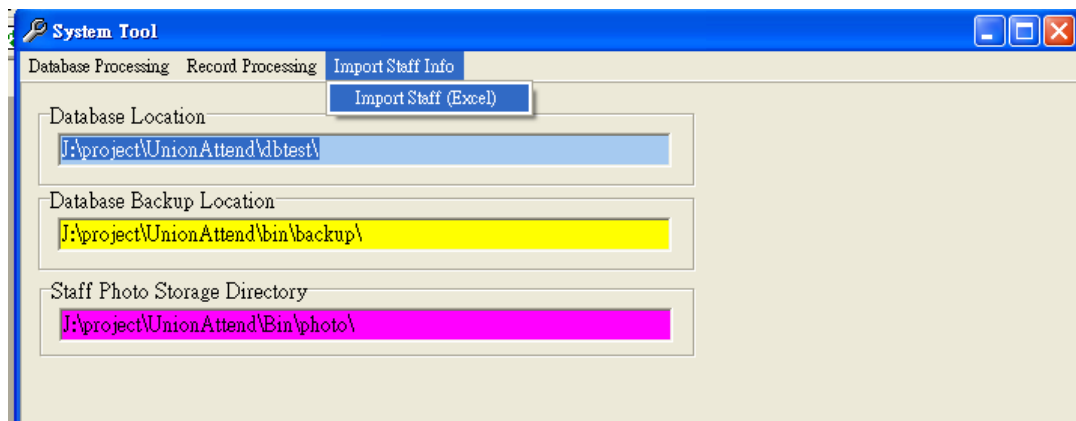
Then you need to choose the output path and filename for storing the data.



Import Staff

This item is for importing staff information from an excel file. Many customers have a legacy system or an excel sheet to keep the staff information. They then can

use this item to import the staff information instead of retyping them one by one.

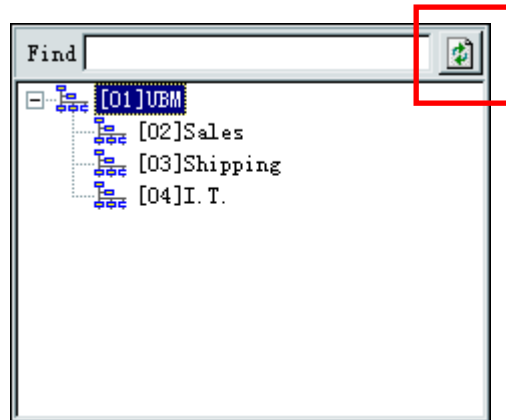


In the input window, you can see the format of the excel file by clicking the button “Template”. After you prepare the excel file, you can input the path and file name in the file name box and click the button “Import” to proceed.

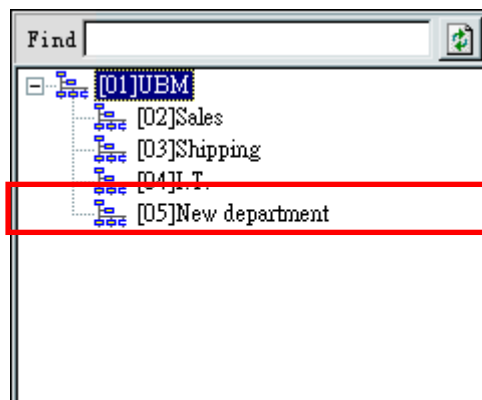
Trouble-shooting

1. Cannot see new department after adding the department.

Click the “update” button in the Department List.



After clicking the button, new department will be shown.



2. Cannot execute download module

If you click the download icon with error message of “class not registered”, the device API may be disconnected from windows. You can register back the API. If your program is installed in \program files\ams, you will see 3 directories in the path. They are api, apinew, apinu3100. Just go the three directories and execute the batch file reg.bat to restore the registration of API.

--- The End ---