

User Manual of self-service Time Attendance Series E

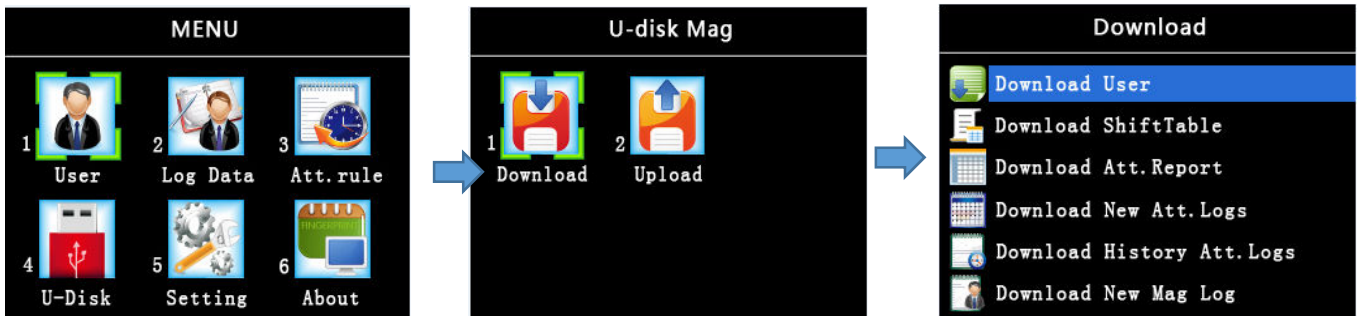
Part I: Flow of quick registration

Option 1: Log in users' information and set attendance time for users by terminal directly.

Option 2: Upload the data into terminal, you can download the excel report from terminal by U flash drive, edit users' information and time attendance by PC, after finishing, upload the data onto the terminal, then register fingerprints for users accordingly. Please refer to below flows, you could skip step1 to step 4 if you log in user information by PC directly.

Step 1: Connect power to the terminal, press turn on/off button to power on and insert U disk into terminal.

Step 2: Press [Menu] button → [U-Disk Mag] → [Download] → [Download User] → [Download ShiftTable](see below screens)



Step 3: Plug the U disk into PC, check those download reports and edit the User report and ShiftTable report.

See below folder of the reports:

Attendance File_00001

This folder save all reports downloaded from terminal(00001 is identification number)

User info	Can edit user and dept. information directly then upload onto terminal
Scheduling	Can edit users' clock in/out and rule directly then upload onto terminal
Personnel Attendance Report	User's daily attendance details like late and early
Attendance Report	Contains attendance details report, attendance record report, attendance summary report and abnormal attendance report

Open [User] report, edit users' information. There are below reminders for editing the report.

1. IDNO.(compulsory), max is 6 digits.
2. Name(compulsory), max is 16 digits
3. Need set all the dept. names into dept. info. report first, then select the dept. for the user.
4. Card No. is ID card number, terminal read the first 10 digits of the ID card. No need to input if the terminal has not card function.
5. The number of fingerprints are generated by reports auto., so no need input anything.
6. PIN, max is 6 digits (optional, administrator is compulsory)

7. Notes (optional), max. character is 8 digits.

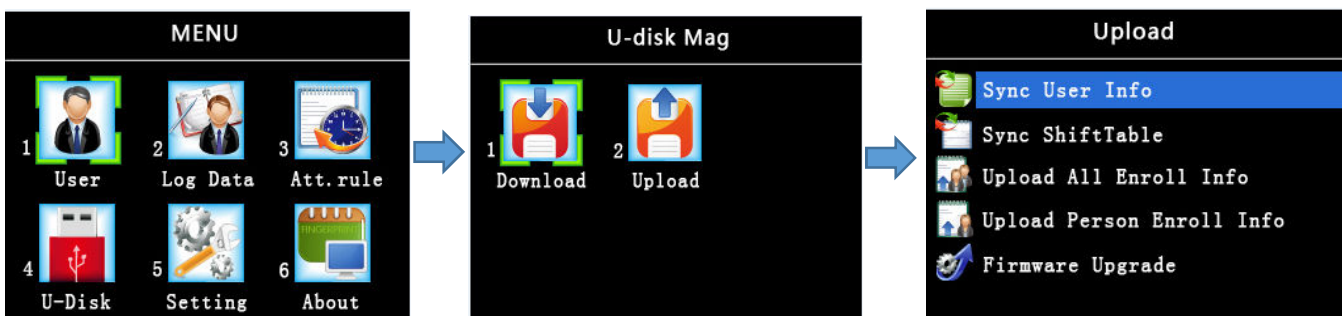
User Sheet										Dept. Sheet	
No.	ID	Name	Dept	Card NO.	FP Count	PIN	S-Grp	Priv	Note	Dept.NO	Dept.Name
1	1	JACKYFENG	Sales	0	1	0	1	User		1	总部
2	2	LILY	Purchase	0	1	0	1	User		2	Sales
3	3	JANEHUANG	Workshop	0	1	0	1	User		3	Fin
4	4	CHRISTINEZHANG	ADM	0	1	0	1	User		4	Purchase
5	5	ANGELCHEN	Sales	0	1	0	1	User		5	Workshop
6	6	MANDYLU	Fin	0	1	0	1	User		6	ADM
7	7	PAULLI	Sales	0	1	0	1	User		7	
8	8	DAVIDZHOU	Workshop	0	1	0	1	User		8	
9	9	TIMLIANG	Fin	0	1	0	1	User		9	
10	10	ERICSHI	Workshop	0	1	0	1	User		10	
11										11	

Open [Scheduling] report, edit time shift and group. There are following reminders for editing the report.

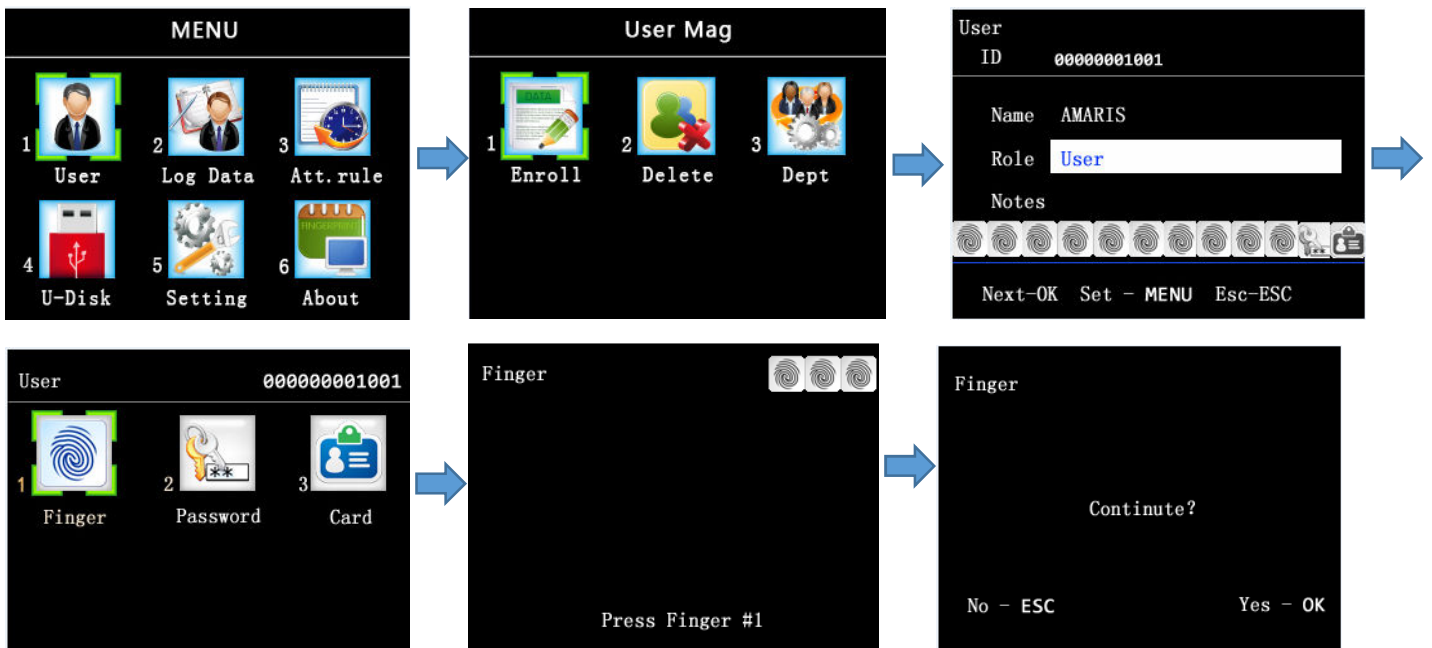
- Shift, a shift is the specific attending period for one week, you can set 1 to 3 time segments for one day. Time format is HH:MM, 4 types for the shift are Normal, Overtime, Holiday and Stop.
- Set time for shift, when your company's business time is 9:00~17:00 which is a shift of one time segment, then edit 09:00 for "On" and 17:00 for "Off" for "DutyTm1". When your company's business time is 08-12/14-18 which have two time segments, you can edit 08:00 for "On" and 12:00 for "Off" for "DutyTm1", and edit 14:00 for "On" and 18:00 for "Off" for "DutyTm2."
- If the company's rule or it's shifts have different attendance rules, you can set different S-Group based on actual situation.
- S-Group support 10 different shifts setting,. If the company have a fixed time for time attendance, you can set one shift only.
- S-GroupSheet, which can be set 8 different S-Groups, one S-Group is corresponding five weeks of one month, after setting shift, you can enter the code for the shift into S-GroupSheet.

ShiftSheet										S-GroupSheet									
Shift	1	Late After (Mins)			5	Early Leave (Mins)			5										
DutyTm1										DutyTm2					DutyTm3				
	On	Off	Type	On	Off	Type	On	Off	Type										
Mon	08:30	12:00	Std	13:00	17:00	Std	18:00	21:00	OT										
Tue	08:30	12:00	Std	13:00	17:00	Std	18:00	21:00	OT										
Wed	08:30	12:00	Std	13:00	17:00	Std	18:00	21:00	OT										
Thu	08:30	12:00	Std	13:00	17:00	Std	18:00	21:00	OT										
Fri	08:30	12:00	Std	13:00	17:00	Std	18:00	21:00	OT										
Sat	08:30	12:00	OT			Holi			Holi										
Sun			Holi			Holi			Holi										

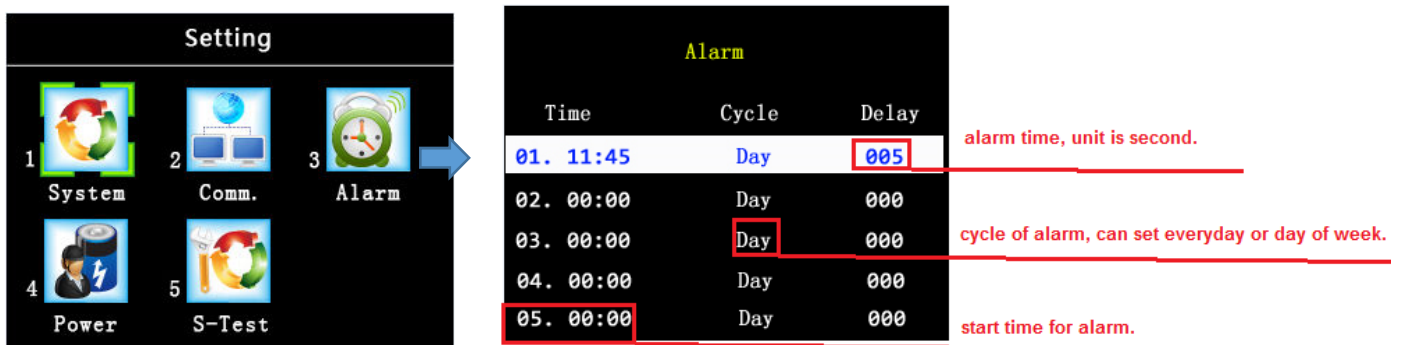
Step 4: After editing all users' information and shift table by PC, you can upload them into terminal. Insert the U disk into terminal and press [Menu] → [U Disk] → [Upload] → [Sync User Info], [Sync ShiftTable]. Refer to below screens.



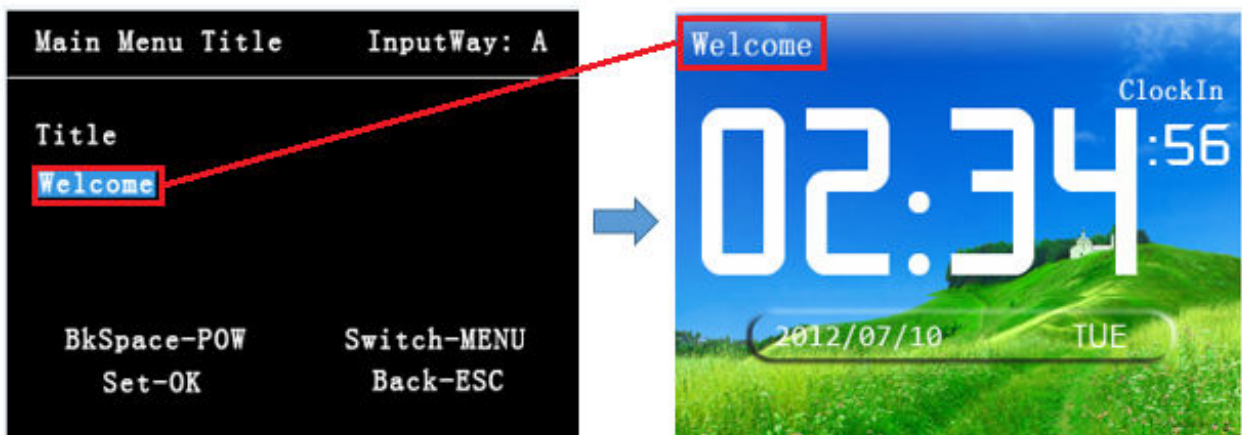
Step 5: Enroll fingerprint to terminal, press [Menu] → [User] → [Enroll] → enter ID No. or press OK to confirm the ID No., press [Menu] key to enroll Name and Privilege. Flows as follows.



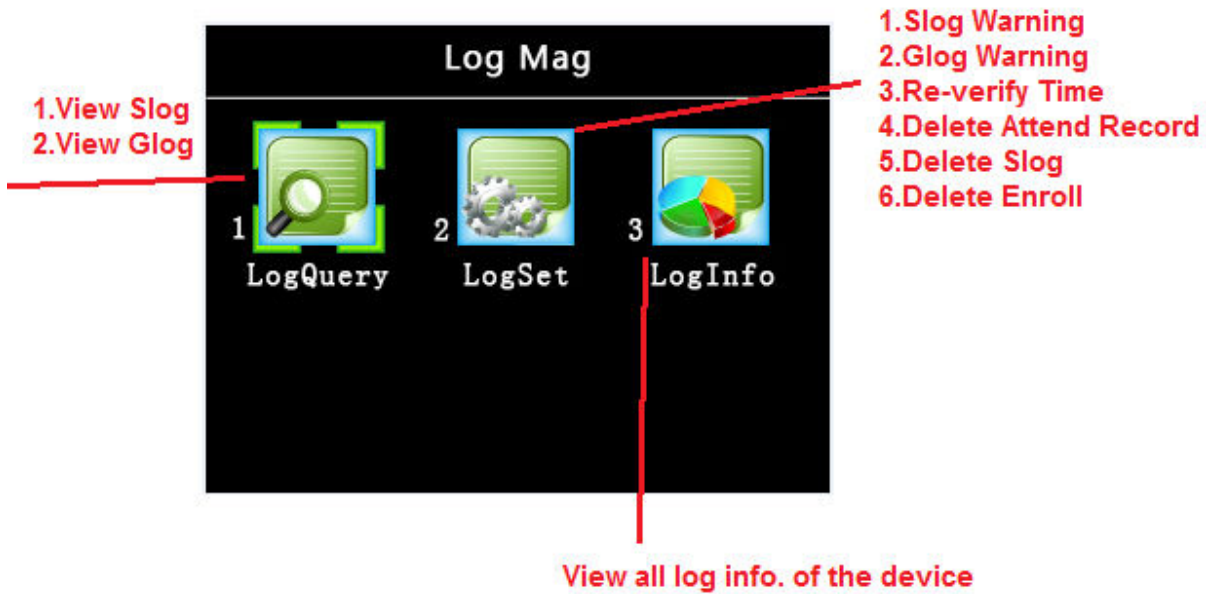
Part II. Other setting



- Main Menu Title, press [Menu] → [Setting] → [System] → [UI-Themes] → [Main Menu Tile], then you can edit the Main Menu Title accordingly. Screens as follows.



- Data Management, press [Menu] → [Log Mag] like below



4. Attendance Rule, press [Menu] → [Att.rule], see below for explanation.
 (If you edit the attendance by PC and upload onto terminal directly, you need not set in the terminal)



[DutyTime]:

You can have 10 shifts setting, a shift can set for 7 days a week, there is duty times setting for each day as well.
 Contains:

1. Late After(Mins)
2. Early Leave(Mins)
3. Shift Setting

[Shift]:

You can set up to 8 shifts, one S-Group can be allocated 5 shifts. (Note: one week is one shift. The 5 shifts setting of S-Group is for the 5 weeks corresponding one month.) You can just edit shift 1 with one week's actual attendance time for the fixed shift, then default S-Grop 1.

[S-Group]:

Query the scheduled shifts information, un-editable.

[UserSet]:

Allocate corresponding S-Group to Users.

5. Illustration for scheduling report as follows.

Flows: [U disk] → [Download] → [Download ShiftTable] → open “scheduling report” by PC → Edit ShiftSheet → [U disk] → [Upload] → [Sync ShiftTable]

Note: The following shifts are normal single time segment, two time segments and two time segments with overtime, and daily duty time scheduling, fixed shift scheduling, weekly duty time and so on.

Shift with single time segment like below one, when you use one segment 09 ~17 for daily duty time, users should not do time attendance in the middle of the duty time. You need not set DutyTm2 or DutyTm3, just select Stop for them.

ShiftSheet										
Shift	1	Late After(Mins)			5	Early Leave(Mins)			5	
	DutyTm1			DutyTm2			DutyTm3			
	On	Off	Type	On	Off	Type	On	Off	Type	
Mon	09:00	17:00	Std			Stop			Stop	
Tue	09:00	17:00	Std			Stop			Stop	
Wed	09:00	17:00	Std			Stop			Stop	
Thu	09:00	17:00	Std			Stop			Stop	
Fri	09:00	17:00	Std			Stop			Stop	
Sat	09:00	17:00	OT			Stop			Stop	
Sun			Holi			Stop			Stop	

Shift with two time segments like below one, when you use two segments 08:30~11:30, 13:30 ~ 17:30 for daily duty time. You need not set DutyTm3, just select Stop for it.

Shift	2	Late After(Mins)			5	Early Leave(Mins)			5	
	DutyTm1			DutyTm2			DutyTm3			
	On	Off	Type	On	Off	Type	On	Off	Type	
Mon	08:30	11:30	Std	13:30	17:30	Std			Stop	
Tue	08:30	11:30	Std	13:30	17:30	Std			Stop	
Wed	08:30	11:30	Std	13:30	17:30	Std			Stop	
Thu	08:30	11:30	Std	13:30	17:30	Std			Stop	
Fri	08:30	11:30	Std	13:30	17:30	Std			Stop	
Sat	08:30	11:30	OT			Holi			Stop	
Sun			Holi			Holi			Stop	

Shift with two time segments and overtime like below one, duty time are 08:30~11:30, 13:30 ~ 17:30 and over time is 18:30~20:30 total 3 time segments. Select “Std” for two DutyTm1 and DutyTm2, select “OT” for DutyTm3.

Shift	3	Late After(Mins)			5	Early Leave(Mins)			5	
	DutyTm1			DutyTm2			DutyTm3			
	On	Off	Type	On	Off	Type	On	Off	Type	
Mon	08:30	11:30	Std	13:30	17:30	Std	18:30	20:30	OT	
Tue	08:30	11:30	Std	13:30	17:30	Std	18:30	20:30	OT	
Wed	08:30	11:30	Std	13:30	17:30	Std	18:30	20:30	OT	
Thu	08:30	11:30	Std	13:30	17:30	Std	18:30	20:30	OT	
Fri	08:30	11:30	Std	13:30	17:30	Std	18:30	20:30	OT	
Sat	08:30	11:30	OT			Holi			Holi	
Sun			Holi			Holi			Holi	

Daily duty time scheduling like below one, means two shifts for one department, e.g. duty times of 08:00~20:00, 20:00~08:00 and need rotate a shift every day. The period of below scheduling is one week, it requires to schedule the shift directly. Like below report, if there is holiday between shifts, you can set the rule in the table directly.

Shift	4			5	Early Leave (Mins)			5			
	DutyTm1				DutyTm2				DutyTm3		
	On	Off	Type	On	Off	Type	On	Off	Type		
Mon	08:00	20:00	Std			Holi			Holi		
Tue	20:00	08:00	Std			Holi			Holi		
Wed	08:00	20:00	Std			Holi			Holi		
Thu			Holi			Holi			Holi		
Fri	08:00	20:00	Std			Holi			Holi		
Sat	20:00	08:00	Std			Holi			Holi		
Sun	08:00	20:00	Std			Holi			Holi		

Explanation for S-GroupSheet:

After scheduling shifts, go to S-Group to select required shift for scheduling, finally choose actual S-Group in the "User Info" report.

S-GroupSheet could be set fixed shift, weekly duty by shift, multi shifts rotation and different shift combination.

It also can be defaulted one shift scheduling for one month, if it's fixed shift, you need not re-scheduling after the first edition.

S-GroupSheet							
Fixed shift, set duty time for this shift and select it.	Shift	Shift	Shift	Shift	Shift	Shift	Attendance with 2 shifts by rotation, set duty times for the shifts, select required 2 shifts in the S-GroupSheet, go to "User Info" and select the S-Group finally.
	S-Grp1	1					
Attendance with 3 shifts, select required shifts accordingly, go to "User Info" and select the shift as well finally.	S-Grp2	1	2				Multi shifts, set duty times for the shifts and select required shifts in the S-Group which are according to actual scheduling, finally go to "User Info" and select the S-Group.
	S-Grp3	1	2	3			
	S-Grp4	4	5	6	5	4	
	S-Grp5	7	8	9	10		
	S-Grp6	1					
	S-Grp7	2					
S-Grp8	3						

Part III. Notice

1. Manager

If need manager setting for the terminal, the manager should log in valid registration like fingerprint, password in advance, then to set manager for the terminal and set privilege by attendance report.

When register manager with password, you need remember the manager's registered ID No. and password clearly.

Steps for manger entering the menu as below two methods:

A. Fingerprint Registration: Press [Menu] → press fingerprint → enter [Menu]

B. Password Registration: Press [Menu] → input ID No. → press [OK] → input password → press [OK] → enter [Menu]

2. Fingerprint Scanner

Soft version FTRAC v6.0186 and above is the most advanced fingerprint algorithm. The sensitivity of sensor is defaulted to auto-adjustable, the sensor will adjust according to the existing condition and brightness when power on the terminal.

3. Trouble shooting

1). Setting rule of the duty time

Defaulted maximum duty time is within 24 hours. If some company's duty time is today 8:00AM to tomorrow 8:00AM, then should set duty time as 08:00~07:59, invalid duty time if the time is longer than 24 hours.

2). U flash drive download fails or does not exist

Please change another U flash drive below 8G memory and format is FAT32.

3). Can not sync reports

Normally is shift table report, reasons are the edit setting is not according to the format of report generation, the time setting for the shift is not reasonable, incorrect type selection for clock-in. Corrective action: need use download report format from U flash drive for any setting.

4). Can not validate the fingerprint or prompt re-press fingerprint

Firstly to confirm whether the fingerprint sensor is normal or not, return to factory for repair if fingerprint sensor is abnormal or breakdown. If the fingerprint sensor is normal, put the terminal at normal working condition, re-start the terminal, then the terminal will auto-adjust the sensitivity based on the existing environment.

Fingerprint identification is changeable according to the change of human temperature, humidity, brightness ect environment.

Please clean the hand when user's skin of fingerprint area are oily, and keep normal skin temperature and humidity when press fingerprint.

5). If some people movement like manger resigns, new manager should have a handover and re-register new manager accordingly.

In case you could not use the terminal due to people movement, please contact our technician to resolve it.

