

# Time Clock V1.2

## User Manual

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## 1. TIME CLOCK

This software is designed exclusively for using with AVEA's RFID proximity products from AVEA International Company Limited for time recording and attendance.

While presenting an AVEA's ID card to the reader connecting to the computer with Time clock (Windows), the system will

- Stamp the date, time and card ID number into the computer database
- Show up the associated picture with the specific ID on the computer screen
- Capture the photo of the scene to avoid trick clocking

There are standard reports for attendance or you may export data to MSEXCEL or TEXT format for further data processing like payroll, appraisal, etc.

The system can manage up to 8 readers. Moreover, system for more readers can be ordered separately.

Minimum System Requirements:

- Windows 98, Windows ME, Windows 2000, Windows XP
- Pentium II 300MHz or faster
- 128 MB RAM or more
- 200 MB free hard drive space or more
- CDROM drive
- Direct X version 8 or above

## 2. SOFTWARE INSTALLATION

To install the Time Clock software, please follow the steps:

- Insert the Time clock CD into your computer's CD-ROM drive.
- The Installer will be started automatically. If the Installer doesn't start automatically, you can run the setup.exe program to install the software.
- Just follow the installation instruction to finish the installation.

## 3. SETTING UP THE TIME CLOCK SYSTEM

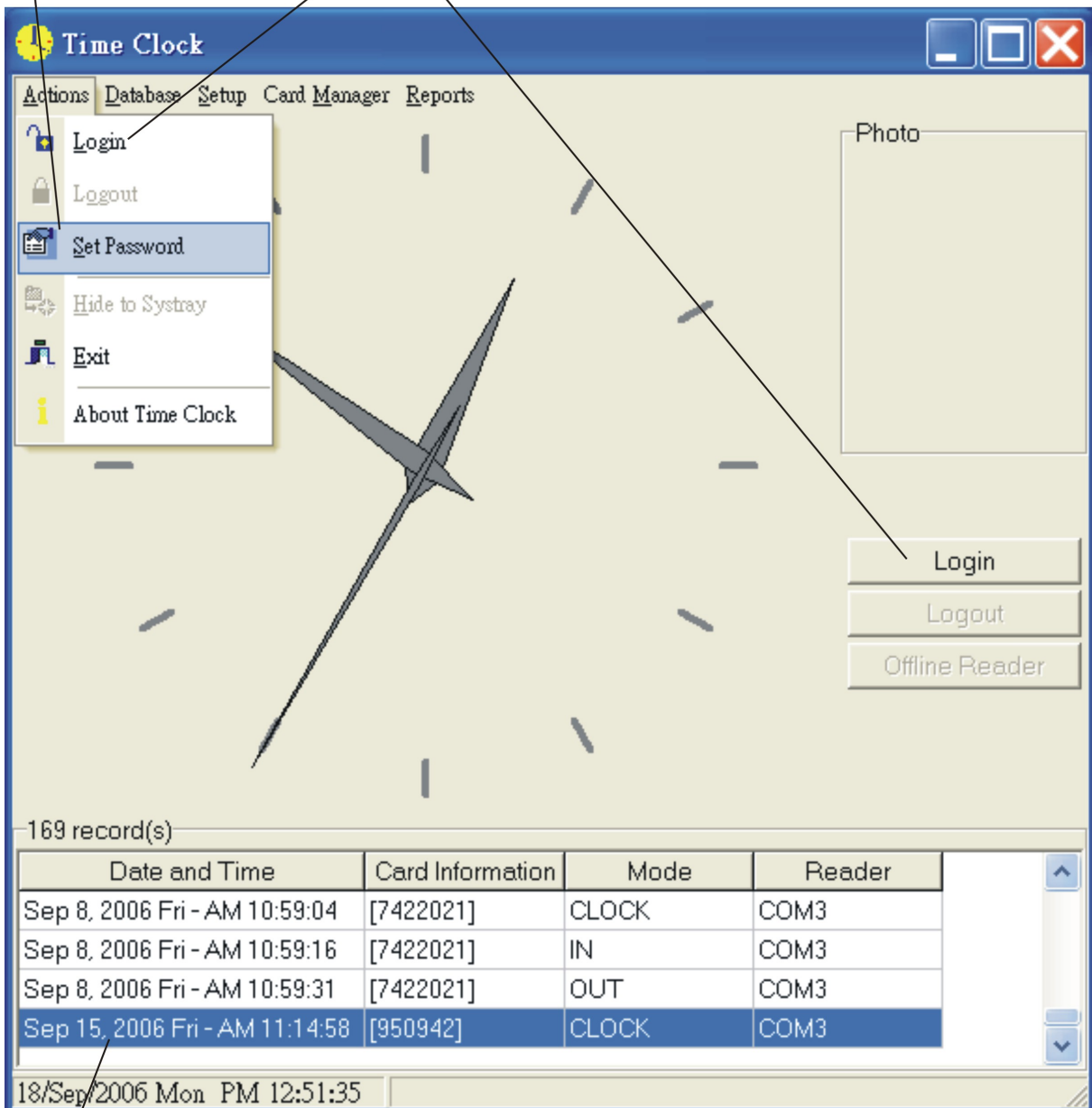
The state of most windows of Time clock will be memorized. You may resize the windows according to your specific needs.

To setup the system correctly, you need to connect the AVEA's reader to the USB or serial ports of the PC. For serial port, it can be standard RS232 serial port (i.e. COM1, COM2) or extended serial ports by USB to serial cables or add-on cards. But the COM port must be 1 to 8. **In case the COM port is mapped to higher than COM8 for USB reader, you need to modify it manually to COM8 or below.**

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3.2 Setup the password for LOGIN first

3.1 Login the Time Clock to start SETUP



**Clocked Data :** date and time while user presenting his/her ID card on the reader.

**For PC based reader :** Date & time = PC's clock

**For Offline reader :** Date & time = reader's clock

## 3.1 SET PASSWORD

The password is used to protect the system from illegal access to the system. Please set a password for the system. If the password is forgotten, there is no way to recover it. And you need to reinstall the software again meanwhile all data and setup will be overwritten.

## 3.2 LOGIN

---

In order to setup the software and use the features of the software, you need to login. If password is set, you need to enter the correct password to login successfully.

## 3.3 SETUP - AUTO IN/OUT TIME (FOR PC BASED “CLOCK” READER ONLY)

Auto IN/OUT Time is a powerful feature for PC based readers that are setup as TIME CLOCK in “mode of operation” of Reader’s setup (see section 3.6). With this feature, a single PC based reader can be used to collect data for clock IN and clock OUT. Hence, more accurate data can be collected for reporting. (\*This feature will not affect the data collected from IN/OUT and offline reader.)

The screenshot shows the 'Auto IN/OUT Timer' window with the following components and annotations:

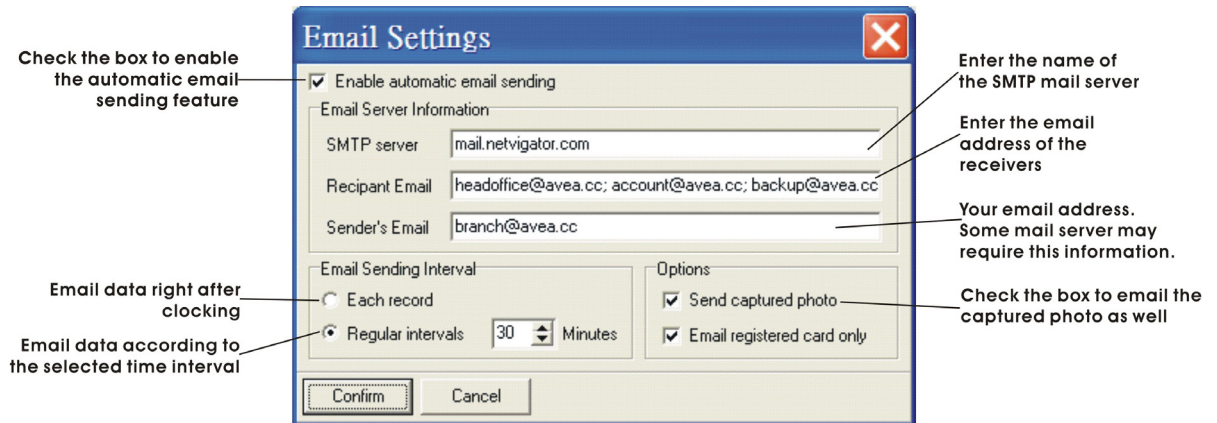
- Options:** Two checked checkboxes: 'Enable Auto IN/OUT' and 'Allow User Override'.
  - Annotation: 'Check the box to enable the auto IN/OUT time function' points to 'Enable Auto IN/OUT'.
  - Annotation: 'Check the box to allow user to change from IN mode to OUT mode in the Time Clock Window' points to 'Allow User Override'.
- IN Time List:** A table with columns 'From' and 'To'.

From	To
AM 08:30	PM 12:59
PM 01:30	PM 04:59

  - Annotation: 'Time interval for CLOCKING IN (Time out of this range would be for CLOCKING OUT).' points to the first row.
  - Annotation: 'Set the time interval for clock IN' points to the 'IN Time Period' section.
- IN Time Period:** Fields for 'From' (08:30) and 'To' (12:59).
  - Annotation: 'Set the time interval for clock IN' points to these fields.
- Buttons:** 'Add Record' and 'Delete Record'.
  - Annotation: 'Add the IN Time Period to your record for Auto IN/OUT Time' points to 'Add Record'.
  - Annotation: 'Delete it first before adding another IN time period.' points to 'Delete Record'.
- Footer:** 'Close' button.

## 3.4 SETUP - EMAIL

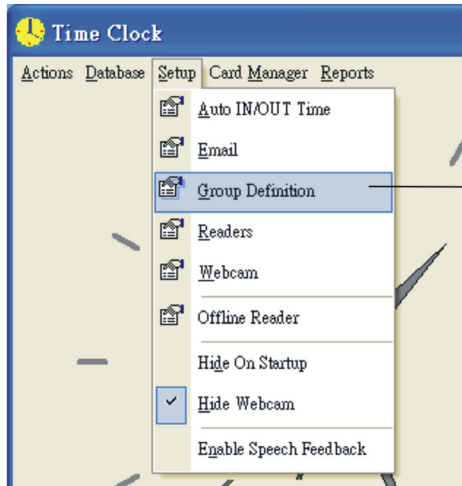
If the system is Internet connected, the attendance record can be email out by SMTP protocol. If the email settings are set correctly, an email will be sent for each attendance record. Therefore, attendance records can be gathered from different geographical locations.



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## 3.5 SETUP - GROUP DEFINITION

Group is used to classify the members. So define the groups before entering the information for Card Information. Each group may have different working hours for report generation.



Define different groups for different departments of the company with different working hours

DEFAULT Workgroup - cannot be deleted

Workgroup	From	To	From	To	Sat1	From	To	Sat2	From	To	OT Min.	OT Multi.
DEFAULT	AM09:00	PM01:00	PM02:00	PM05:00	<input checked="" type="checkbox"/>	AM09:00	PM01:00	<input checked="" type="checkbox"/>	PM01:00	PM05:00	30	15
FACTORY	AM09:00	PM01:00	PM02:00	PM05:00	<input checked="" type="checkbox"/>	AM09:00	PM01:00	<input type="checkbox"/>	PM01:00	PM05:00	60	15
OFFICE	AM08:00	PM12:30	PM01:30	PM04:00	<input type="checkbox"/>	AM09:00	PM01:00	<input type="checkbox"/>	PM01:00	PM05:00	15	15

Add NEW Workgroup

Different working hours for Saturdays

Double click the Workgroup or select **EDIT** to go to the Work Group Information window for editing

Enter Office Hour for Saturdays if it is not the same as the Standard Time

Set up the overtime policy

OT will be calculated if the preset minimum OT reached

OT will be calculated in the Multiple of the preset minutes (set to zero if you want to include every second)

For example, under this set up, OT will only be calculated if the employee clock out after 17:15pm on Monday. And the reported OT will be in the multiple of 15 minutes.

e.g. Clock out at 17:14:59, OT = 0 minutes

e.g. Clock out at 17:29:59, OT = 15 minutes

e.g. Clock out at 17:30:00, OT = 30 minutes

The second session's standard time interval must later than the first session

## 3.6 SETUP - READERS

Setup communication ports that are connected with AVEA's readers.

**Time Clock**

Actions Database Setup Card Manager Reports

- Auto IN/OUT Time
- Email
- Group Definition
- Readers**

Double click to enter reader setup

If Enable is checked, Time Clock will read from this COM port

Reader On	Enable	Description	Mode
	<input type="checkbox"/>	COM1	IN
	<input checked="" type="checkbox"/>	COM2	IN
	<input checked="" type="checkbox"/>	COM3	CLOCK
	<input type="checkbox"/>	COM4	CLOCK
	<input type="checkbox"/>	COM5	CLOCK
	<input type="checkbox"/>	COM6	CLOCK
	<input type="checkbox"/>	COM7	CLOCK
	<input type="checkbox"/>	COM8	CLOCK

Buttons: Edit, Confirm, Enable All

"Enable All" if you do not know which com port is correct. The Time Clock will enable it if it is exist.

**RFID Reader**

COM2

AVEA's Reader Options

- Reader is connected

Photo Capture Options

- Capture on card read

IF checked, PC camera will capture the photo while user presenting the ID card to the reader.

Communication port for set up

Check the box to enable the RFID reader

Name the communication port

Description of the reader: COM2

Mode of operation: IN

CLOCK - Auto IN/OUT time can be used (See sec 3.3 or 3.8)  
 IN - all clocked data will be treated as "IN"  
 OUT - all clocked data will be treated as "OUT"

Buttons: Confirm, Cancel

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## 3.7 WEBCAM SETUP

---

A PC webcam can be used with the system to capture the clocking scene. The system can be set to capture a photo while an ID card is presented to the AVEA's reader (with PC "ON"). It is stored for future reference.

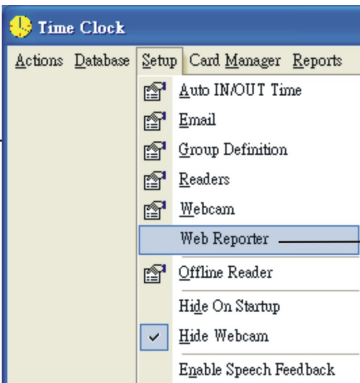
Be sure to upgrade to DirectX version 8 or above in order to have it work properly.



**\*\*\* MUST use DirectX version 8 or above**

## 3.8 WEB REPORTER

Using Internet Explorer to browse your attendance logs. Various commands are supported to show different types of report.



**Select "Web Reporter" to enable the WEB Reports**

Type **http://localhost** in Internet Explorer of PC installed with Time Clock software to view the WEB Report

Type "**http://localhost/today?25**"  
- today's records with optional number of records (e.g. 25)

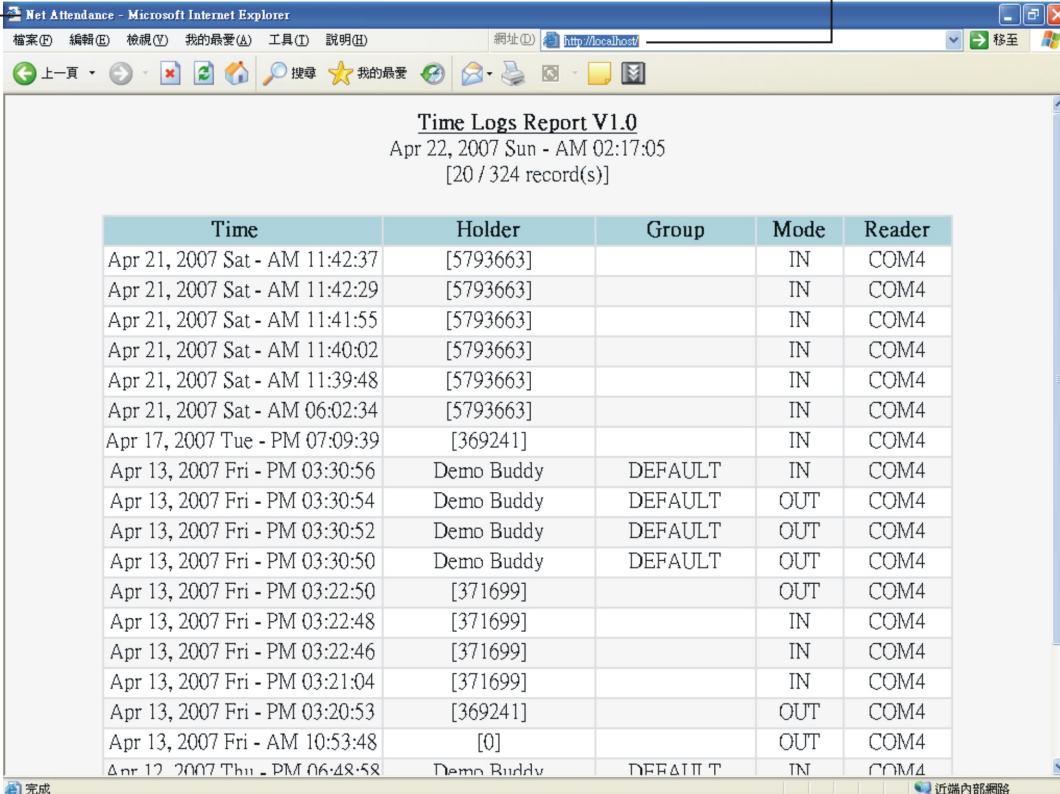
Type "**http://localhost/monitor?30&25**" (list today's record only)  
- records continuously with optional interval time (e.g. 30 seconds) and optional number of records (e.g. 25)

Type "**http://localhost/logs?25**"  
- records with optional number of records (e.g. 25)

Type "**http://localhost/person?5793663&25**"  
- display card no. **5793663**  
- and display optional number of records (e.g. 25)

Type "**http://localhost/person?demo&25**"  
- display user name = **demo**  
- and display optional number of records (e.g. 25)

**View WEB Reports in other PCs of your network**  
- open the internet explorer  
- Type "**http://IP address**" - IP address of the PC running NET Attendance



**Time Logs Report V1.0**  
Apr 22, 2007 Sun - AM 02:17:05  
[20 / 324 record(s)]

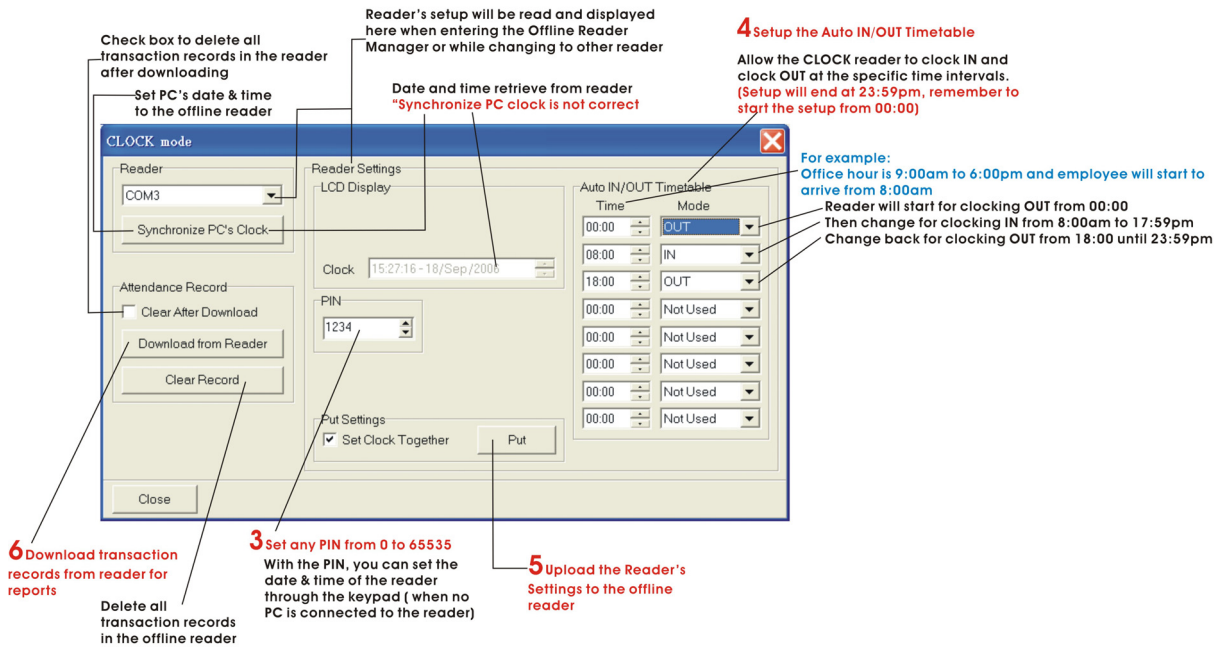
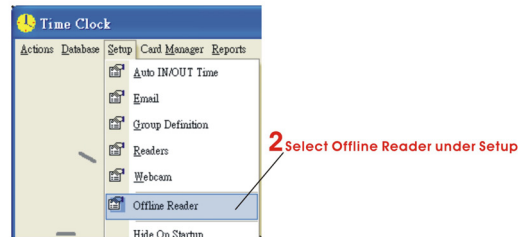
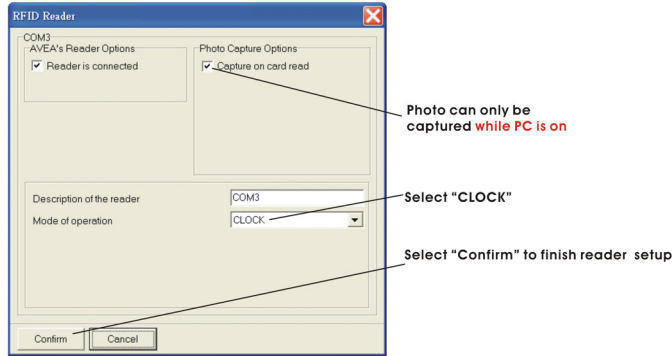
Time	Holder	Group	Mode	Reader
Apr 21, 2007 Sat - AM 11:42:37	[5793663]		IN	COM4
Apr 21, 2007 Sat - AM 11:42:29	[5793663]		IN	COM4
Apr 21, 2007 Sat - AM 11:41:55	[5793663]		IN	COM4
Apr 21, 2007 Sat - AM 11:40:02	[5793663]		IN	COM4
Apr 21, 2007 Sat - AM 11:39:48	[5793663]		IN	COM4
Apr 21, 2007 Sat - AM 06:02:34	[5793663]		IN	COM4
Apr 17, 2007 Tue - PM 07:09:39	[369241]		IN	COM4
Apr 13, 2007 Fri - PM 03:30:56	Demo Buddy	DEFAULT	IN	COM4
Apr 13, 2007 Fri - PM 03:30:54	Demo Buddy	DEFAULT	OUT	COM4
Apr 13, 2007 Fri - PM 03:30:52	Demo Buddy	DEFAULT	OUT	COM4
Apr 13, 2007 Fri - PM 03:30:50	Demo Buddy	DEFAULT	OUT	COM4
Apr 13, 2007 Fri - PM 03:22:50	[371699]		OUT	COM4
Apr 13, 2007 Fri - PM 03:22:48	[371699]		IN	COM4
Apr 13, 2007 Fri - PM 03:22:46	[371699]		IN	COM4
Apr 13, 2007 Fri - PM 03:21:04	[371699]		IN	COM4
Apr 13, 2007 Fri - PM 03:20:53	[369241]		OUT	COM4
Apr 13, 2007 Fri - AM 10:53:48	[0]		OUT	COM4
Apr 12, 2007 Thu - PM 06:48:58	Demo Buddy	DEFAULT	IN	COM4

## 3.9 OFFLINE READER

For offline readers with storing capacity only:

### 3.9.1 CLOCK mode: use offline reader as Standalone TIME CLOCK for time attendance

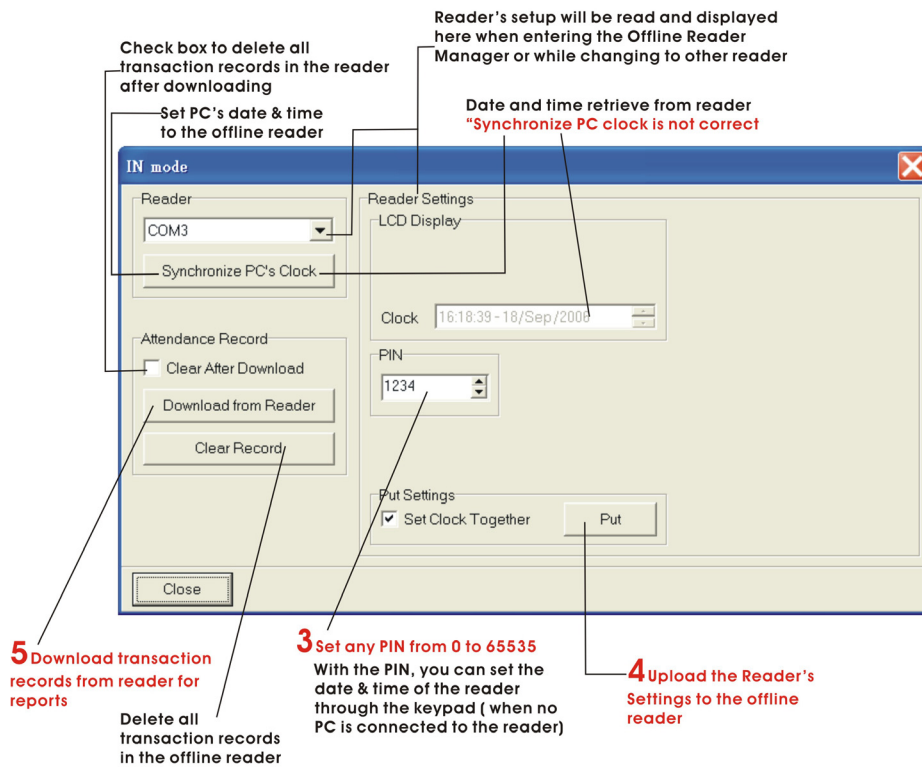
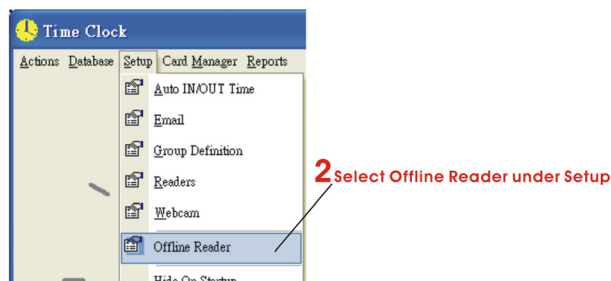
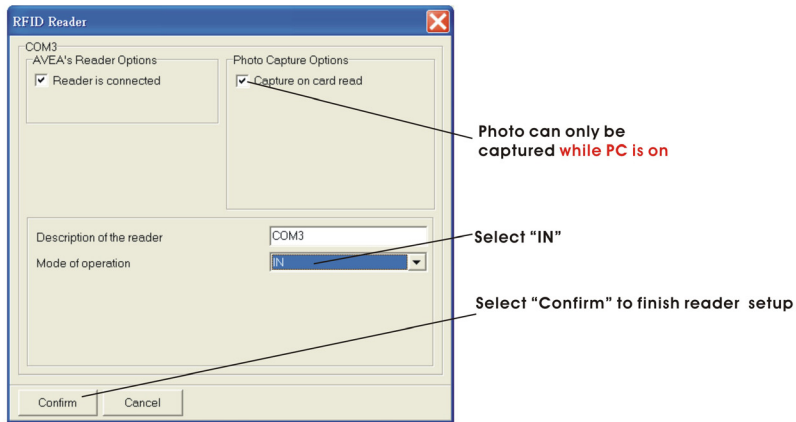
**1** Setup the RFID Reader's com port first (see sec 3.6)



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## 3.9.2 IN mode : use offline reader for clocking "IN" only

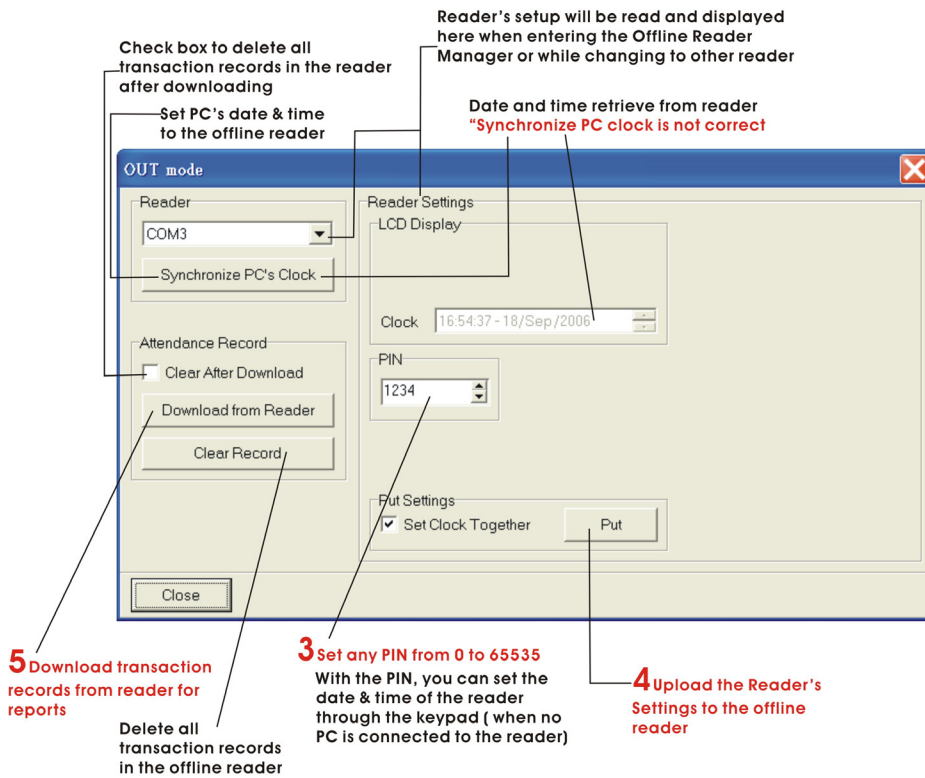
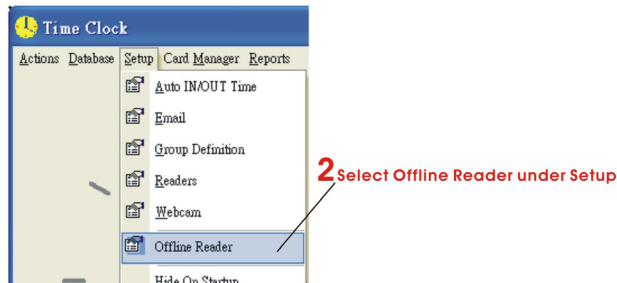
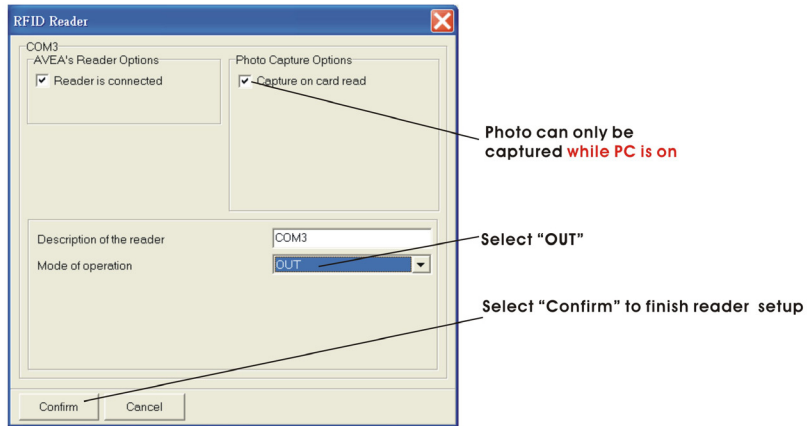
**1** Setup the RFID Reader's com port first (see sec 3.6)



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## 3.9.3 OUT mode : use offline reader for clocking "OUT" only

**1** Setup the RFID Reader first (see sec 3.6)

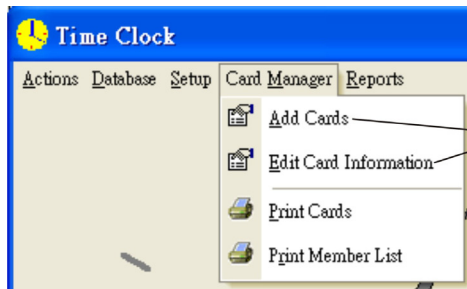


## 4. CARD MANAGER

The card manager is a utility to help the user to create printed member cards for the pictured identification.

### 4.1 ADD CARDS

---



Select **Add Cards** or **Add Card** under **Edit Card Information** to build up your card database  
- download ADD CARD file from <http://www.avea.cc/serialno.html>  
- select the serial number of the ID card and follow the instruction to complete the procedure

## 4.2 EDIT CARD INFORMATION

Number of ID Cards in Card Information List

Number of ID Cards not in Card Information List

1. Double click the card number or click the card number then select "REGISTER" to enter new Card Information

Remove the selected blank card number

Add new cards from file

Remove all blank card number from the list

CARDNO	NAME	WORKGROUP
374099	Albert Willy	OFFICE
365735	Martin Luthur	DEFAULT
363683	May Lai	SALES
367759	Philip Wayne	OFFICE

2. Double click the record or select the record then click EDIT to edit existing ID Card Information

RFID Time Clock

Load Photo

Rotate Clear

Confirm Delete Cancel

Photo

Details

Card Number 374099

Name Albert Willy

Member of OFFICE

Remarks Engineer  
October 3, 2003

Rotate the photo to the right direction

Click to cancel the photo selection

Name cannot be changed after "Confirm" (use "Delete" to delete the card information than re-ente the card information

Click to associate a photo to the card number


## 4.3 PRINT CARDS


Design and print your own employee cards to use with the ID card.

**Print Member Card**

Persons of interest  
 All  
 Group: DEFAULT  
 List: Pick List

Options  
 Title Line: AVEA Int'l Co. Ltd.  
 Remark Line 1: Position  
 Remark Line 2: Date Join  
 Remark Line 3:   
 Remark Line 4:   
 Transparent Background  
 Print Preview

Card Logo  
  
 Print Logo

Card Background  
  
 Print Frame

Style

Buttons: Confirm, Cancel, Save

**Pick List**

Allowed Member (2 records)

CARDNO	NAME	WORKGROUP
374099	Albert Willy	OFFICE
365735	Martin Luthur	DEFAULT

Buttons: UP arrow, DOWN arrow, Remove All

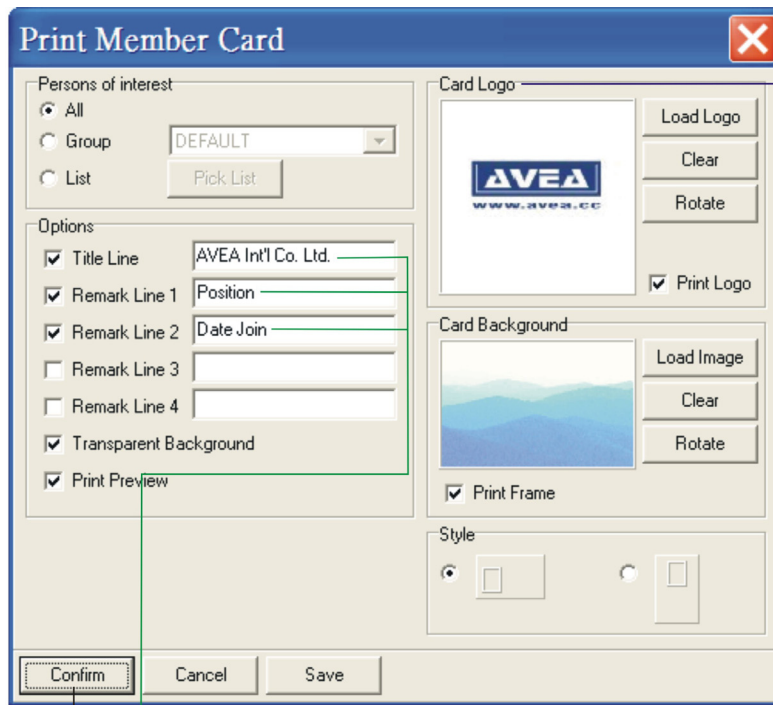
Denied Member (2 records)

CARDNO	NAME	WORKGROU
363683	May Lai	SALES
367759	Philip Wayne	OFFICE

Button: Close

Member Card will be printed according to the information from Print Member Card and the individual Card Information.

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**Print Member Card**

Persons of interest  
 All  
 Group: DEFAULT  
 List: Pick List

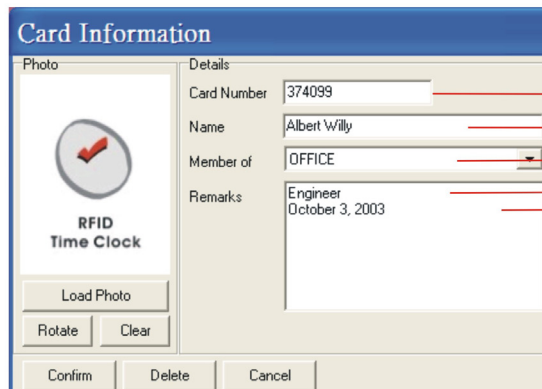
Options  
 Title Line: AVEA Int'l Co. Ltd.  
 Remark Line 1: Position  
 Remark Line 2: Date Join  
 Remark Line 3  
 Remark Line 4  
 Transparent Background  
 Print Preview

Card Logo  
Load Logo  
Clear  
Rotate  
 Print Logo

Card Background  
Load Image  
Clear  
Rotate  
 Print Frame

Style

Confirm Cancel Save

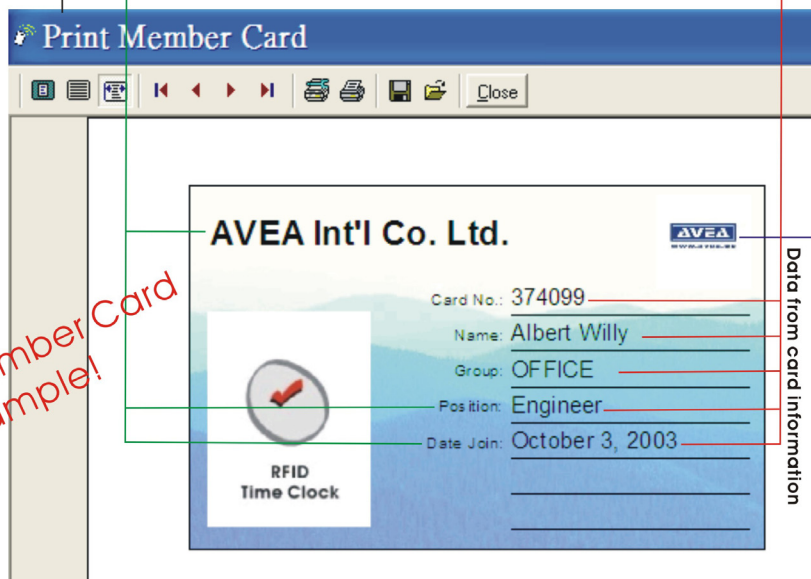


**Card Information**

Photo: [RFID Time Clock icon]  
Load Photo  
Rotate Clear

Details  
Card Number: 374099  
Name: Albert Willy  
Member of: OFFICE  
Remarks: Engineer  
October 3, 2003

Confirm Delete Cancel



**Print Member Card**

Member Card Sample!

AVEA Int'l Co. Ltd.

Card No.: 374099  
Name: Albert Willy  
Group: OFFICE  
Position: Engineer  
Date Join: October 3, 2003

RFID Time Clock

Data from card information

Select confirm to print the member card

## 4.4 PRINT MEMBER LIST

Print all in Card Information

Print by GROUP

Print from PICK LIST

Persons of interest

All

Group

List

Preview

Confirm

Cancel

Pick List

Allowed Member (1 records)

CARDNO	NAME	WORKGROUP
374099	Albert Willy	OFFICE

Remove All

Deryed Member (3 records)

CARDNO	NAME	WORKGROUP
365735	Martin Luthur	DEFAULT
363683	May Lai	SALES
367759	Philip Wayne	OFFICE

Close

Use the UP arrow to select the card for card printing

Use the DOWN arrow to remove the selected card from card printing

Member List

Time Attendance

Card No.	Name	Group	Remark
374099	Albert Willy	OFFICE	Engineer
367759	Philip Wayne	OFFICE	
363683	May Lai	SALES	
365735	Martin Luthur	DEFAULT	

## 5. DATABASE MANAGEMENT

The attendance record database and the system database can be backup and restored in your system. The attendance record database can also be exported to EXCEL or text file for future use.

### 5.1 BACKUP LOG DATABASE

---

Backup all ID card / attendance records to your hard disk for future use. Use this feature as a routine for increasing your data security.

### 5.2 BACKUP SYSTEM DATABASE

---

Backup all system information in Setup (including card information) to your hard disk for future use.

### 5.3 RESTORE LOG DATABASE

---

Restore the log records from the file of “Backup Log Database”. It will replace and erase all existing log records in Time Clock. Remember to use “Backup Log Database” to backup the log data before “Restore”.

### 5.4 RESTORE SYSTEM DATABASE

---

Restore all card and system information in setup from the file of “Backup System Database”. The restored file will replace all staff records in card information and system setup. Remember to use “Backup System Database” to backup the data before “Restore”.

### 5.5 EXPORT TO EXCEL FILE

---

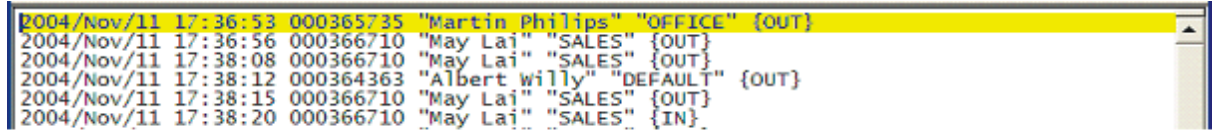
It exports all data from the database to a MSEXCEL file for further use or payroll calculation.

	A	B	C	D	E	F	G	H	I
1	DATE	TIME	CARDNO	NAME	GROUP	MODE	READER	LOCK	
2	11/11/2004	17:36:53	365735	Martin Philips	OFFICE	OUT	Time Clock	DENIED	
3	11/11/2004	17:36:57	366710	May Lai	SALES	OUT	Time Clock	DENIED	
4	11/11/2004	17:38:09	366710	May Lai	SALES	OUT	Time Clock	DENIED	
5	11/11/2004	17:38:12	364363	Albert Willy	DEFAULT	OUT	Time Clock	DENIED	
6	11/11/2004	17:38:15	366710	May Lai	SALES	OUT	Time Clock	DENIED	
7	11/11/2004	17:38:21	366710	May Lai	SALES	IN	Time Clock	DENIED	

## 5.6 EXPORT TO TEXT FILE

---

Export all attendance records to a text file in chronological order.



```
2004/Nov/11 17:36:53 000365735 "Martin Philips" "OFFICE" {OUT}
2004/Nov/11 17:36:56 000366710 "May Lai" "SALES" {OUT}
2004/Nov/11 17:38:08 000366710 "May Lai" "SALES" {OUT}
2004/Nov/11 17:38:12 000364363 "Albert willy" "DEFAULT" {OUT}
2004/Nov/11 17:38:15 000366710 "May Lai" "SALES" {OUT}
2004/Nov/11 17:38:20 000366710 "May Lai" "SALES" {IN}
```

## 5.7 ERASE LOG DATABASE

---

Erase all attendance /log records. Remember to use “Backup Log Database” to backup the log data before “Erase”.

## 5.8 ERASE STAFF RECORDS

---

Erase all staff records in card information. Remember to use “Backup System Database” to backup the data before “Erase”.

## 5.9 FORMAT DATABASE

---

Clean up the database. Erase all attendance records and card information. Remember to “Backup Log Database” and “Backup System Database” before “Format Database”.

## 5.10 IMPORT LOG RECORDS

---

It imports the attendance / log records from the backup file of “Log Database” and merges the log database into the local database for reporting. Existing data in Time Clock will not be affected. For example, staffs can clock their time at different locations for attendance control. The head office collects the log databases from branch offices, and then imports / merges them into the head office’s database for reporting.

## 5.11 IMPORT STAFF RECORDS

---

It imports / merges the card information from the backup file of “System Database”. The existing card information will not be affected. And, system settings will not be imported in this mode.

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## 6. REPORTS – ATTENDANCE

The attendance report is generated based on the working hours defined by the user. The attendance records are comparing to the working hours and calculate the late and early leave information.

### 6.1 FIRST IN / LAST OUT ATTENDANCE REPORT

This report would be great for those who use the readers for access control or time recording. It extracts the **first and last data (or first IN last OUT data)** in a day to calculate the Late, Early Leave and Overtime for selected employees according to the Standard Working Hours and Overtime policy for a specific period of date range.

The screenshot shows the 'First In / Last Out' dialog box with the following settings and annotations:

- Persons of interest:**
  - All (Annotation: Select from card information list)
  - Group (Annotation: Report for data of all employees in card information)
  - List (Annotation: Report for data of selected group)
- Dates of interest:**
  - This Week
  - Last Week
  - This Month
  - Last Month
  - All
  - Range (Annotation: Report for data from all readers, including CLOCK, IN and OUT readers)
- From:** June 16, 2004 Wednesday
- To:** July 31, 2004 Saturday
- Options:**
  - Print blank lines
  - New page on each person
  - Enhanced Printing
  - Preview Only
- Records of interest:**
  - ALL
  - CLOCK
  - IN/OUT (Annotation: Report for data from readers that set up as CLOCK Only (Not for data collected from auto IN/OUT timer in clock mode))
- Record format:**
  - AM/PMhh:mm:ss (Annotation: Report for data from readers that set up as IN/OUT mode and by auto IN/OUT timer in clock mode)
  - HH:mm:ss
  - AM/PMhh:mm
  - HH:mm
- Working Hours:**
  - Standard Time:** 09:00 to 17:00 (Annotation: Enter the Standard Working Hours)
  - Saturday:**  09:00 to 13:00 (Annotation: Enter Office Hour for Saturday if it is not the same as the Standard Time)
- Overtime Options:**
  - Min. O.T.: 15 Minutes (Annotation: OT will be calculated if the preset minimum OT reached)
  - O.T. Multiple: 15 Minutes (Annotation: OT will be calculated in the Multiple of the preset minutes (set to zero if you want to include every second))
  - No pay O.T.: 0 Minutes (Annotation: No pay overtime for the preset minutes in a working day)
- Annotations:**
  - Time format for print out (hh:mm:ss = hour:minute:second)
  - Report will be printed according to the following setup for all the selected Person of Interest.
  - Set up the overtime policy
  - Check box to print with highlighted lines
  - Check box to print those days that do not have clocked data

# Time Clock V1.2 User Manual

**Records need special attention**

**E = Early Leave**

**L = Late**

**OT = Overtime**

**Attendance (All)**

Time Recorder  
Standard: 09:00 to 17:00  
Saturday: 09:00 to 13:00

From: 16/Jun/2004 To: 31/Jul/2004

[1488265] May Lai

Jun 16, 2004 Wed - AM08:16:15 [CLOCK] PM07:16:19 [CLOCK] [OT(02:15:00)]

Jun 17, 2004 Thu - AM08:16:20 [CLOCK] PM04:16:23 [CLOCK] [E(00:43:37)]

Jun 18, 2004 Fri - AM09:16:24 [CLOCK] PM06:16:27 [CLOCK] [L(00:16:24),OT(01:15:00)]

Jun 19, 2004 Sat - AM08:56:28 [CLOCK] No OUT Incorrect

Jun 20, 2004 Sun - No record

Jun 21, 2004 Mon - AM09:16:30 [CLOCK] PM05:16:33 [CLOCK] [L(00:16:30),OT(00:15:00)]

Jun 22, 2004 Tue - No record

Jun 23, 2004 Wed - AM01:16:35 [CLOCK] PM06:16:36 [CLOCK] [L(04:16:35),OT(01:15:00)]

Jun 24, 2004 Thu - AM08:56:37 [CLOCK] PM01:16:38 [CLOCK] [E(03:43:22)]

Jun 25, 2004 Fri - No record

Jun 26, 2004 Sat - No record

Jun 27, 2004 Sun - No record

Jun 28, 2004 Mon - AM08:56:39 [CLOCK] PM05:16:42 [CLOCK] [OT(00:15:00)]

Jun 29, 2004 Tue - AM08:16:43 [CLOCK] PM06:16:46 [CLOCK] [OT(01:15:00)]

Jun 30, 2004 Wed - AM08:48:47 [CLOCK] PM05:16:50 [CLOCK] [OT(00:15:00)]

Clocked day=10, Error day=1, Late day=3(04:49:29), Early Leave day=2(04:26:59), Overtime day=7(06:45:00)

0% Page 1 of 1

## OT printed on the Attendance Report

(1)	(2)	(3)	(4)	(5)	
Work Hour	Punch Time	Exact OT (2)-(1)	OT Minimum adjustment (15 min)	OT Multiple adjustment (5 min)	Actual OT (no pay OT = 30 min) (4)-30min
17:00:00	17:13:35	0:13:35	0:00:00	0:00:00	0:00:00
17:00:00	17:27:22	0:27:22	0:27:22	0:25:00	0:00:00
17:00:00	17:43:11	0:43:11	0:43:11	0:40:00	0:10:00
17:00:00	18:02:55	1:02:55	1:02:55	1:00:00	0:30:00

### Examples of Overtime Options' Calculation

## 6.2 TWO SESSIONS ATTENDANCE REPORT

It extracts the **first four data** in a day (or first two data - depend on the working hours' setup) to calculate the Late, Early Leave and Overtime for selected employees according to the Standard Working Hours and Overtime policy for two sessions. Daily records that less than four times / two times or more than four times / two times in a day may not be included in the calculation. Reminder will be printed on the report.

The screenshot shows the '2-session' dialog box with the following sections and annotations:

- Persons of interest:**
  - All
  - Group (DEFAULT)
  - List (Pick List)
- Dates of interest:**
  - This Week
  - Last Week
  - This Month
  - Last Month
  - Range
  - From: June 16, 2004 Wednesday
  - To: June 30, 2004 Wednesday
- Records of interest:**
  - ALL
  - CLOCK
  - IN/OUT
- Record format:**
  - AM/PMhh:mm:ss
  - AM/PMhh:mm
  - HH:mm:ss
  - HH:mm
- Options:**
  - Print blank lines
  - New page on each person
  - Enhanced Printing
  - Preview Only
- Working Hours:**
  - Standard Time:** 09:00 to 13:00, 14:00 to 17:30
  - Saturday:**  09:00 to 13:00,  14:00 to 15:30
- Overtime Options:**
  - Min. O.T.: 15 Minutes
  - O.T. Multiple: 15 Minutes
  - No pay O.T.: 0 Minutes

**Annotations:**

- Select from card information list
- Report for data of all employees in card information
- Report for data of selected group
- Report for data from all readers, including CLOCK, IN and OUT readers
- Report for data from readers that set up as CLOCK Only (Not for data collected from auto IN/OUT timer in clock mode)
- Report for data from readers that set up as IN/OUT mode and by auto IN/OUT timer in clock mode
- Time format for print out (hh:mm:ss = hour:minute:second)
- Print those days that do not have clocked data
- Printing with highlighted lines
- Set up the overtime policy
- OT will be calculated if the preset minimum OT reached
- OT will be calculated in the Multiple of the preset minutes (set to zero if you want to include every second)
- No pay overtime for the preset minutes in a working day
- Enter the Standard Working Hours
- Enter Office Hour for Saturday if it is not the same as the Standard Time
- Report will be printed according to the Working Hours' setup for all the selected Person of Interest.

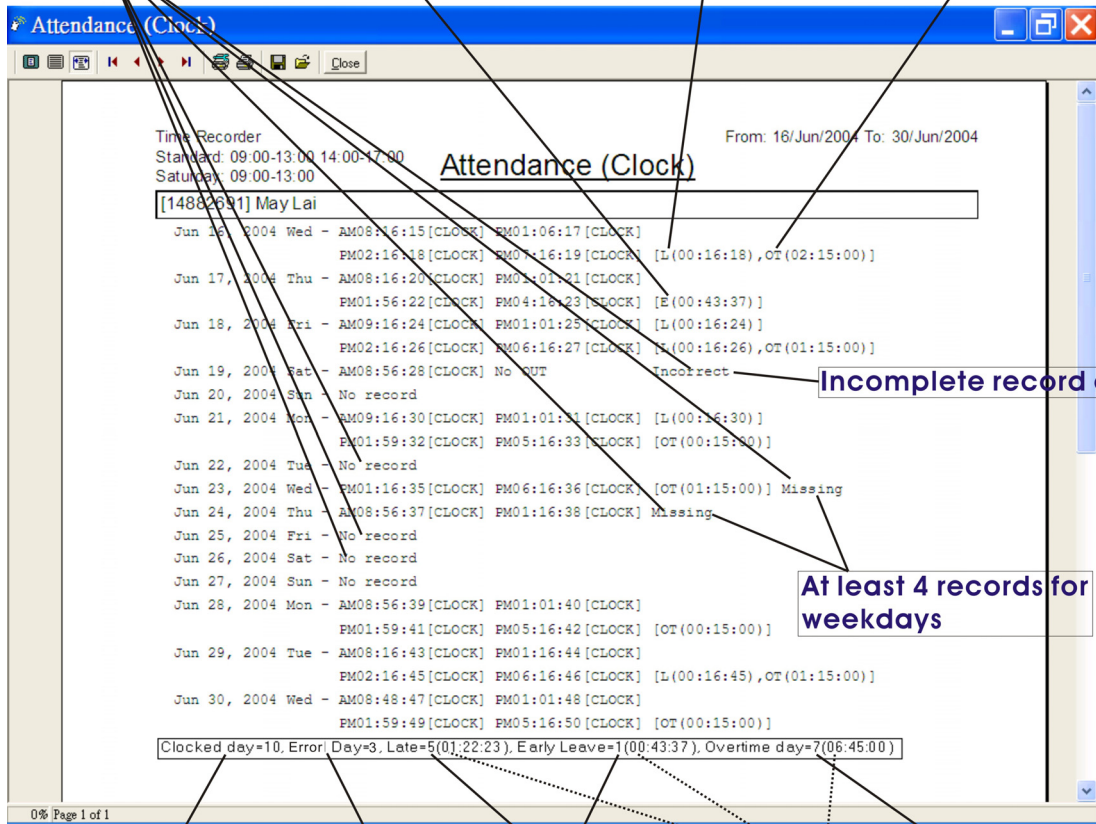
# Time Clock V1.2 User Manual

Records need special attention

E = Early Leave

L = Late

OT = Overtime



Number of clocked days

Number of error days

Total Number of LATE / Early Leave

Total Hours

Total Number of Overtime Day

## OT printed on the Attendance Report

(1)	(2)	(3)	(4)	(5)	
Work Hour	Punch Time	Exact OT (2)-(1)	OT Minimum adjustment (15 min)	OT Multiple adjustment (5 min)	Actual OT (no pay OT = 30 min) (4)-30min
17:00:00	17:13:35	0:13:35	0:00:00	0:00:00	0:00:00
17:00:00	17:27:22	0:27:22	0:27:22	0:25:00	0:00:00
17:00:00	17:43:11	0:43:11	0:43:11	0:40:00	0:10:00
17:00:00	18:02:55	1:02:55	1:02:55	1:00:00	0:30:00

## Examples of Overtime Options' Calculation

## 7. REPORTS – PRINTOUTS

The reports are generated from the attendance records according to the user selected options.

**Scope of Report**

Persons of interest

- All
- Group
- List

Report for data of all employees in card information list

Report for the data of selected group

Select from card information list

Options

- Print blank lines
- New page on each person
- Enhanced Printing
- Preview Only

Print those days that do not have clock data

Printing with highlighted lines

Dates of interest

- This Week
- Last Week
- This Month
- Last Month
- All
- Range

Time format for print out (hh:mm:ss = hour:minute:second)

Record format

- AM/PMhh:mm:ss
- HH:mm:ss
- AM/PMhh:mm
- HH:mm

Records of interest

- ALL
- CLOCK
- IN/OUT

Report for data from all readers, including CLOCK, IN and OUT readers

Report for data from readers that set up as CLOCK Only (Not include data collected from auto IN/OUT timer)

Report for data collected from readers that set up as IN/OUT or from auto IN/OUT timer

Confirm Cancel

**Who's Status**

Persons of interest

- All
- Group
- List

Report for data of all employees in card information

Report for data of selected group

Select from card information list

Report for data of selected date

Date of interest

Record format

- AM/PMhh:mm:ss
- HH:mm:ss
- AM/PMhh:mm
- HH:mm

Time format for print out (hh:mm:ss = hour:minute:second)

Options

- New page on new category
- Enhanced Printing
- Preview Only

Printing with highlighted lines

Confirm Cancel

## 7.1 DAILY INDIVIDUAL REPORT

Report for individual employee status at a specific date.

**Daily Individual**

Persons of interest  
 All  
 Group   
 List

Record format  
 AM/PMhh:mm:ss  
 HH:mm:ss  
 AM/PMhh:mm  
 HH:mm

Date of interest

Records per line  
 2  4  6  8

Options  
 New page on new category  
 Enhanced Printing  
 Preview Only

Time Attendance 9/Nov/2004

### Daily Individual Report

[374099] Albert Willy (7 record(s))

CLOCK -  
IN - AM08:34:41 AM08:39:41 AM08:49:06  
OUT - AM05:35:45 PM01:01:51 PM02:02:17 PM06:15:07

[365735] Martin Luthur (0 record(s))

CLOCK -  
IN -  
OUT -

[363683] May Lai (4 record(s))

CLOCK -  
IN - AM08:39:52 PM02:05:29  
OUT - PM01:01:54 PM06:27:18

[367759] Philip Wayne (4 record(s))

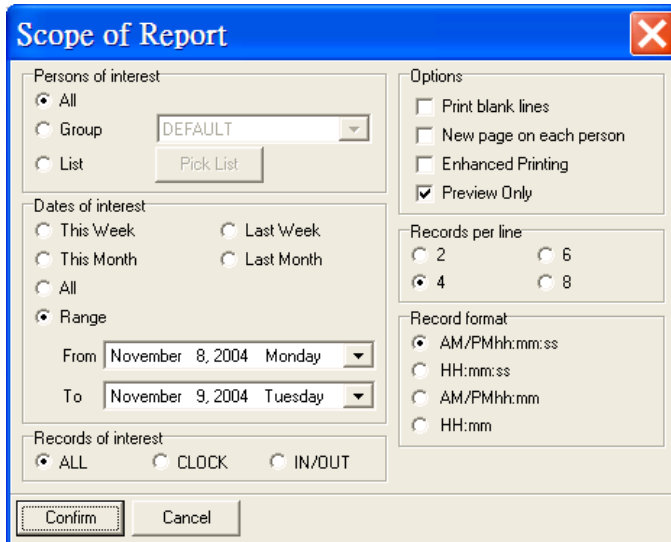
CLOCK -  
IN - AM08:39:56 PM02:40:09  
OUT - PM01:02:18 PM06:27:43

0% Page 1 of 1

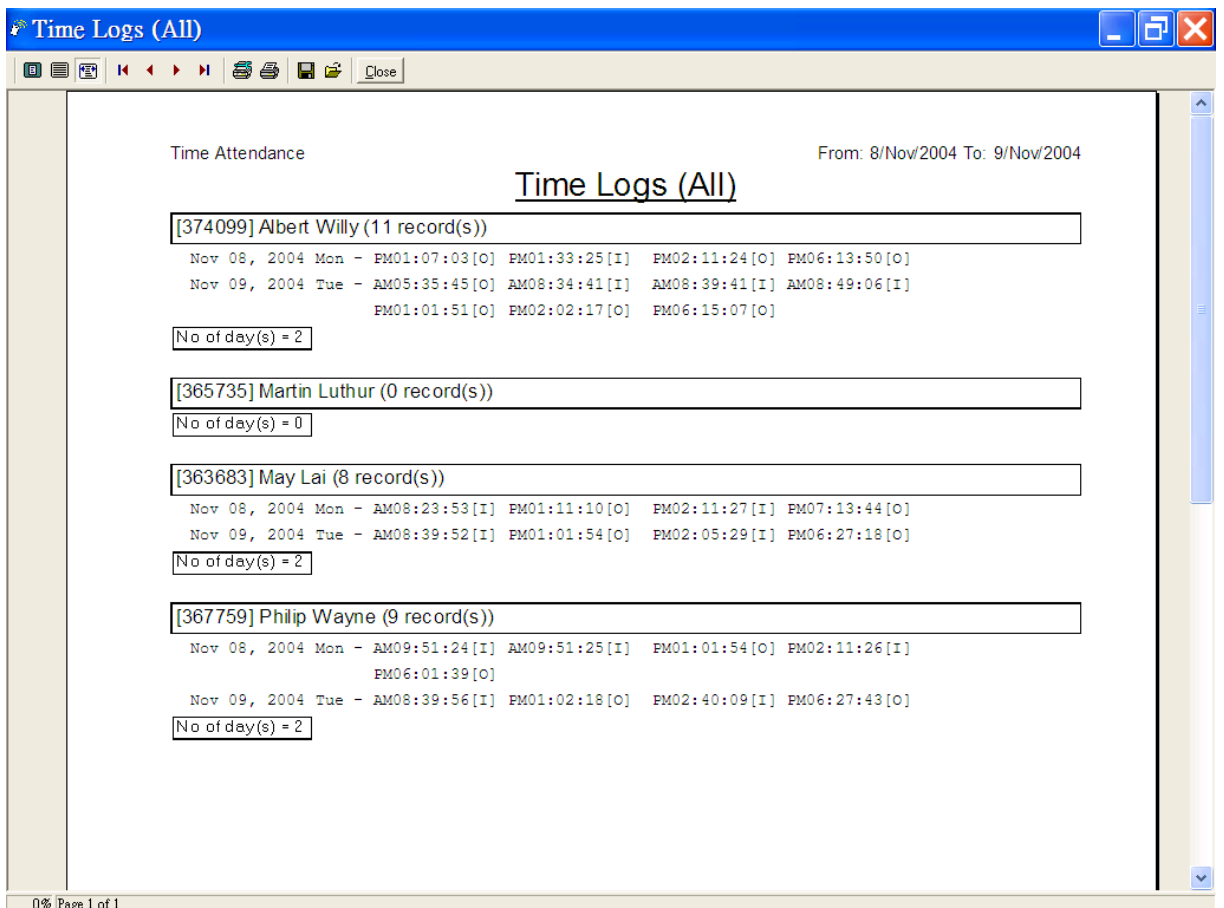
# Time Clock V1.2 User Manual

## 7.2 TIME LOGS REPORT

Report for all data sorted by name according to selected readers at a specific date range. Number of records and clocked days for that employee will be reported.



The 'Scope of Report' dialog box is used to configure the report parameters. It includes sections for 'Persons of interest' (All, Group, List), 'Dates of interest' (This Week, This Month, All, Range), 'Records of interest' (ALL, CLOCK, IN/OUT), 'Options' (Print blank lines, New page on each person, Enhanced Printing, Preview Only), 'Records per line' (2, 4, 6, 8), and 'Record format' (AM/PMhh:mm:ss, HH:mm:ss, AM/PMhh:mm, HH:mm). Buttons for 'Confirm' and 'Cancel' are at the bottom.



The 'Time Logs (All)' report window displays the following information:

Time Attendance From: 8/Nov/2004 To: 9/Nov/2004

### Time Logs (All)

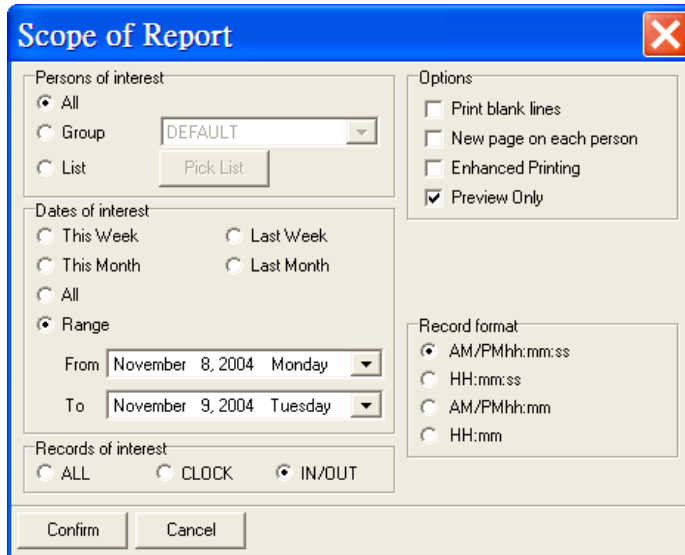
<b>[374099] Albert Willy (11 record(s))</b>	
Nov 08, 2004 Mon	FM01:07:03 [O] FM01:33:25 [I] FM02:11:24 [O] FM06:13:50 [O]
Nov 09, 2004 Tue	AM05:35:45 [O] AM08:34:41 [I] AM08:39:41 [I] AM08:49:06 [I]
	FM01:01:51 [O] FM02:02:17 [O] FM06:15:07 [O]
No of day(s) = 2	
<b>[365735] Martin Luthur (0 record(s))</b>	
No of day(s) = 0	
<b>[363683] May Lai (8 record(s))</b>	
Nov 08, 2004 Mon	AM08:23:53 [I] FM01:11:10 [O] FM02:11:27 [I] FM07:13:44 [O]
Nov 09, 2004 Tue	AM08:39:52 [I] FM01:01:54 [O] FM02:05:29 [I] FM06:27:18 [O]
No of day(s) = 2	
<b>[367759] Philip Wayne (9 record(s))</b>	
Nov 08, 2004 Mon	AM09:51:24 [I] AM09:51:25 [I] FM01:01:54 [O] FM02:11:26 [I]
	FM06:01:39 [O]
Nov 09, 2004 Tue	AM08:39:56 [I] FM01:02:18 [O] FM02:40:09 [I] FM06:27:43 [O]
No of day(s) = 2	

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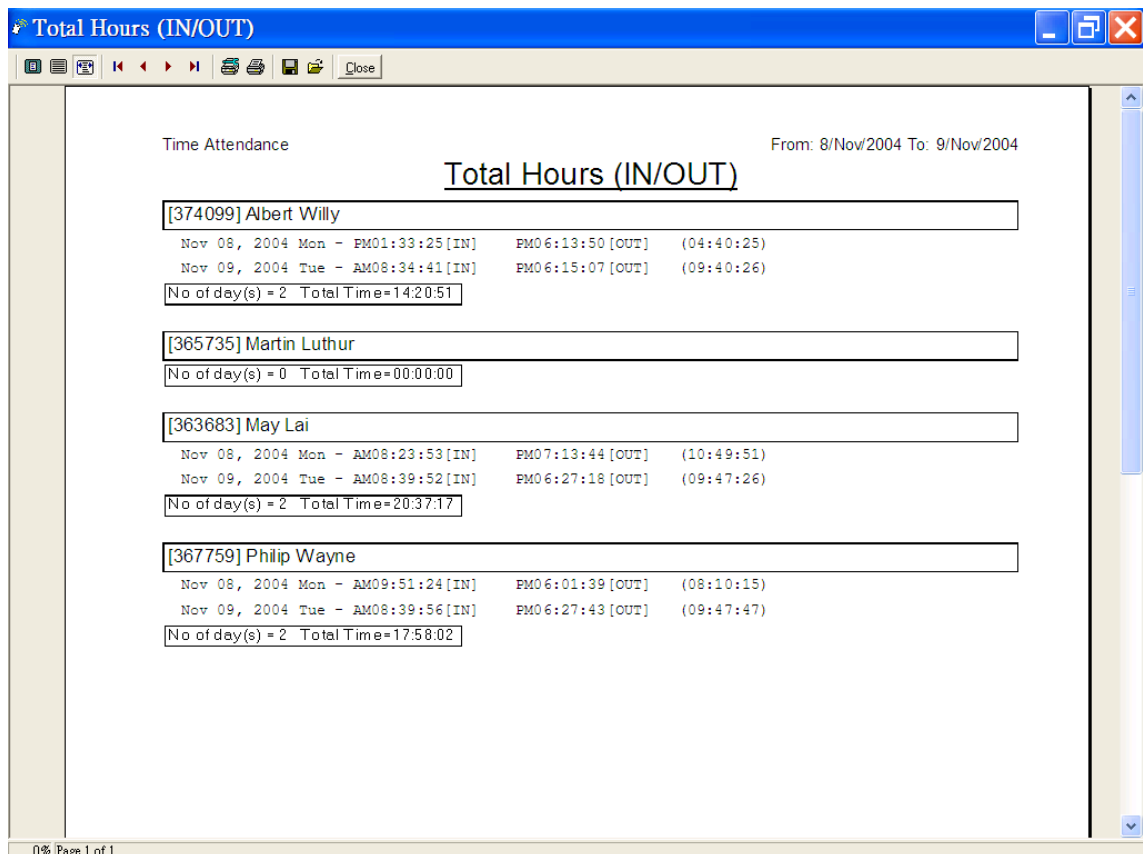
# Time Clock V1.2 User Manual

## 7.3 TOTAL HOURS REPORT

It is a detailed Total Working Hours Report for employees of selected readers according to First in Last out basis for a specific date range. The first data will be used as the IN time and the last data will be used as the OUT time for calculation.



The 'Scope of Report' dialog box is used to configure the report parameters. It includes sections for 'Persons of interest', 'Dates of interest', 'Records of interest', 'Options', and 'Record format'. The 'Persons of interest' section has radio buttons for 'All', 'Group' (with a dropdown menu set to 'DEFAULT'), and 'List' (with a 'Pick List' button). The 'Dates of interest' section has radio buttons for 'This Week', 'This Month', 'All', 'Last Week', and 'Last Month', and a 'Range' option with 'From' and 'To' date pickers. The 'Records of interest' section has radio buttons for 'ALL', 'CLOCK', and 'IN/OUT'. The 'Options' section has checkboxes for 'Print blank lines', 'New page on each person', 'Enhanced Printing', and 'Preview Only'. The 'Record format' section has radio buttons for 'AM/PMhh:mm:ss', 'HH:mm:ss', 'AM/PMhh:mm', and 'HH:mm'. 'Confirm' and 'Cancel' buttons are at the bottom.



The 'Total Hours (IN/OUT)' report window displays the results for the date range 'From: 8/Nov/2004 To: 9/Nov/2004'. The report is titled 'Total Hours (IN/OUT)' and shows data for four employees: Albert Willy, Martin Luthur, May Lai, and Philip Wayne. Each employee's record includes their ID, name, and a table of IN/OUT times for each day, along with a summary of the total time.

Employee ID	Employee Name	Date	Day	IN Time	OUT Time	Duration
[374099]	Albert Willy	Nov 08, 2004	Mon	PM01:33:25 [IN]	PM06:13:50 [OUT]	(04:40:25)
		Nov 09, 2004	Tue	AM08:34:41 [IN]	PM06:15:07 [OUT]	(09:40:26)
No of day(s) = 2 Total Time=14:20:51						
[365735]	Martin Luthur	No of day(s) = 0 Total Time=00:00:00				
[363683]	May Lai	Nov 08, 2004	Mon	AM08:23:53 [IN]	PM07:13:44 [OUT]	(10:49:51)
		Nov 09, 2004	Tue	AM08:39:52 [IN]	PM06:27:18 [OUT]	(09:47:26)
No of day(s) = 2 Total Time=20:37:17						
[367759]	Philip Wayne	Nov 08, 2004	Mon	AM09:51:24 [IN]	PM06:01:39 [OUT]	(08:10:15)
		Nov 09, 2004	Tue	AM08:39:56 [IN]	PM06:27:43 [OUT]	(09:47:47)
No of day(s) = 2 Total Time=17:58:02						

\*\* For IN / OUT readers' report, IN and OUT records must be matched in pair.

## 7.4 TOTAL HOURS DETAIL REPORT

Total Hours Detail Report calculates all the time difference between two consecutive records in a day for employees.

**Scope of Report**

Persons of interest  
 All  
 Group (DEFAULT)  
 List (Pick List)

Dates of interest  
 This Week  
 This Month  
 All  
 Range  
 From: November 8, 2004 Monday  
 To: November 9, 2004 Tuesday

Records of interest  
 ALL  
 CLOCK  
 IN/OUT

Options  
 Print blank lines  
 New page on each person  
 Enhanced Printing  
 Preview Only

Record format  
 AM/PMhh:mm:ss  
 HH:mm:ss  
 AM/PMhh:mm  
 HH:mm

Buttons: Confirm, Cancel

Time Attendance From: 8/Nov/2004 To: 9/Nov/2004

### Total Hours Detail (IN/OUT)

<b>[374099] Albert Willy</b>		
Nov 08, 2004 Mon	FM01:33:25 [IN]	FM06:13:50 [OUT] (04:40:25)
Nov 09, 2004 Tue	AM08:34:41 [IN]	PM06:15:07 [OUT] (09:40:26)
No of day(s) = 2 Total Time=14:20:51		
<b>[365735] Martin Luthur</b>		
No of day(s) = 0 Total Time=00:00:00		
<b>[363683] May Lai</b>		
Nov 08, 2004 Mon	AM08:23:53 [IN]	FM01:11:10 [OUT] (04:47:17)
	FM02:11:27 [IN]	FM07:13:44 [OUT] (05:02:17)
Nov 09, 2004 Tue	AM08:39:52 [IN]	PM01:01:54 [OUT] (04:22:02)
	FM02:05:29 [IN]	FM06:27:18 [OUT] (04:21:49)
No of day(s) = 2 Total Time=18:33:25		
<b>[367759] Philip Wayne</b>		
Nov 08, 2004 Mon	AM09:51:24 [IN]	FM01:01:54 [OUT] (03:10:30)
	FM02:11:26 [IN]	FM06:01:39 [OUT] (03:50:13)
Nov 09, 2004 Tue	AM08:39:56 [IN]	PM01:02:18 [OUT] (04:22:22)
	FM02:40:09 [IN]	FM06:27:43 [OUT] (03:47:34)
No of day(s) = 2 Total Time=15:10:39		

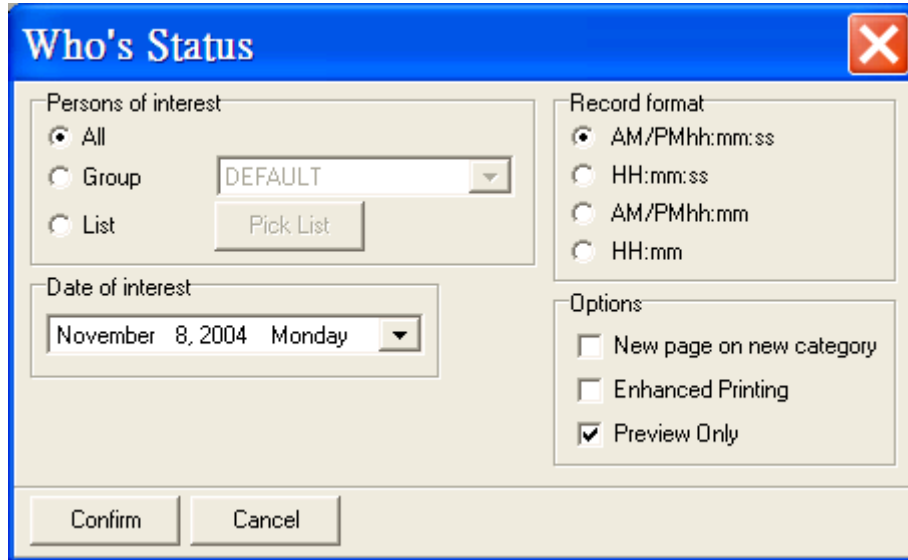
0% Page 1 of 1

\*\* For IN / OUT readers' report, IN and OUT records must be matched in pair.

# Time Clock V1.2 User Manual

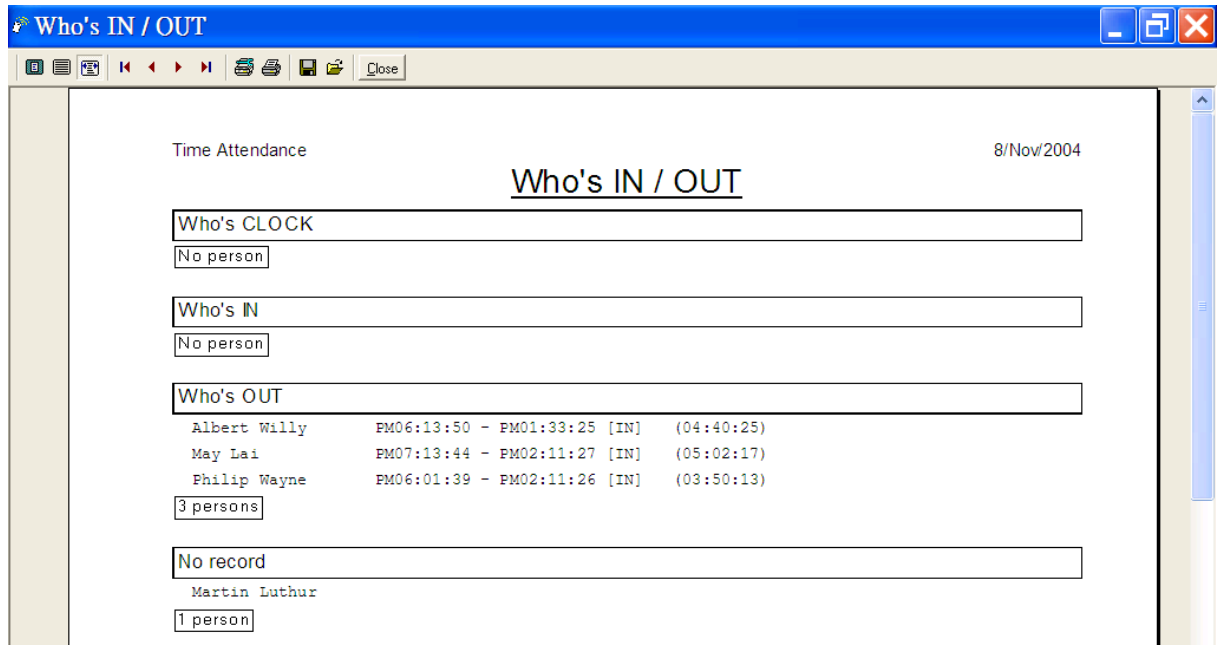
## 7.5 WHO'S IN / OUT REPORT

Report for finding out WHO is IN the office and WHO is NOT IN (OUT) the office at a specific date.



The 'Who's Status' dialog box is used to configure the report. It includes the following sections:

- Persons of interest:** Radio buttons for 'All' (selected), 'Group', and 'List'. A 'Pick List' button is next to the 'List' option. A dropdown menu shows 'DEFAULT'.
- Date of interest:** A date and day selector showing 'November 8, 2004 Monday'.
- Record format:** Radio buttons for 'AM/PMhh:mm:ss' (selected), 'HH:mm:ss', 'AM/PMhh:mm', and 'HH:mm'.
- Options:** Checkboxes for 'New page on new category', 'Enhanced Printing', and 'Preview Only' (checked).
- Buttons:** 'Confirm' and 'Cancel' buttons at the bottom.



The 'Who's IN / OUT' report window displays the following information for the date 8/Nov/2004:

Time Attendance 8/Nov/2004

### Who's IN / OUT

Who's CLOCK			
No person			
Who's IN			
No person			
Who's OUT			
Albert Willy	PM06:13:50	- PM01:33:25 [IN]	(04:40:25)
May Lai	PM07:13:44	- PM02:11:27 [IN]	(05:02:17)
Philip Wayne	PM06:01:39	- PM02:11:26 [IN]	(03:50:13)
3 persons			
No record			
Martin Luthur			
1 person			

## 8. SPREADSHEET

The attendance records can be processed according to the working hours and output to an EXCEL file to further processing like payroll, appraisal, etc.

### 8.1 FIRST IN / LAST OUT SPREADSHEET

It extracts the first clocked data (First) and the last clocked data (Last) from selected readers.

	A	B	C	D	E	F
1	NAME	GROUP	DATE	IN	OUT	STATUS
2	Albert Willy	DEFAULT	8/11/2004	13:33:25	18:13:50	OK
3			9/11/2004	08:34:41	18:15:07	OK
4	May Lai	SALES	8/11/2004	08:23:53	19:13:44	OK
5			9/11/2004	08:39:52	18:27:18	OK
6	Philip Wayne	OFFICE	8/11/2004	09:51:24	18:01:39	OK
7			9/11/2004	08:39:56	18:27:43	OK

## 8.2 IN / OUT PAIRS SPREADSHEET

Data are grouped into pairs which must be clock IN and clock OUT data.

**Scope of Report**
✕

**Persons of interest**  
 All  
 Group DEFAULT  
 List Pick List

**Dates of interest**  
 This Week       Last Week  
 This Month       Last Month  
 All  
 Range  

From November 8, 2004 Monday  
To November 9, 2004 Tuesday

**Options**  
 Print blank lines  
 New page on each person

**Records per line**  
 2       6  
 4       8

Confirm
Cancel

	A	B	C	D	E	F	G	H
1	NAME	GROUP	DATE	IN1	OUT1	IN2	OUT2	STATUS
2	Albert Willy	DEFAULT	8/11/2004	13:33:25	18:13:50			Incomplete
3			9/11/2004	08:34:41	18:15:07			Incomplete
4	May Lai	SALES	8/11/2004	08:23:53	13:11:10	14:11:27	19:13:44	Incomplete
5			9/11/2004	08:39:52	13:01:54	14:05:29	18:27:18	OK
6	Philip Wayne	OFFICE	8/11/2004	09:51:24	13:01:54	14:11:26	18:01:39	Incomplete
7			9/11/2004	08:39:56	13:02:18	14:40:09	18:27:43	OK

# Time Clock V1.2 User Manual

## 8.3 TIME LOGS SPREADSHEET

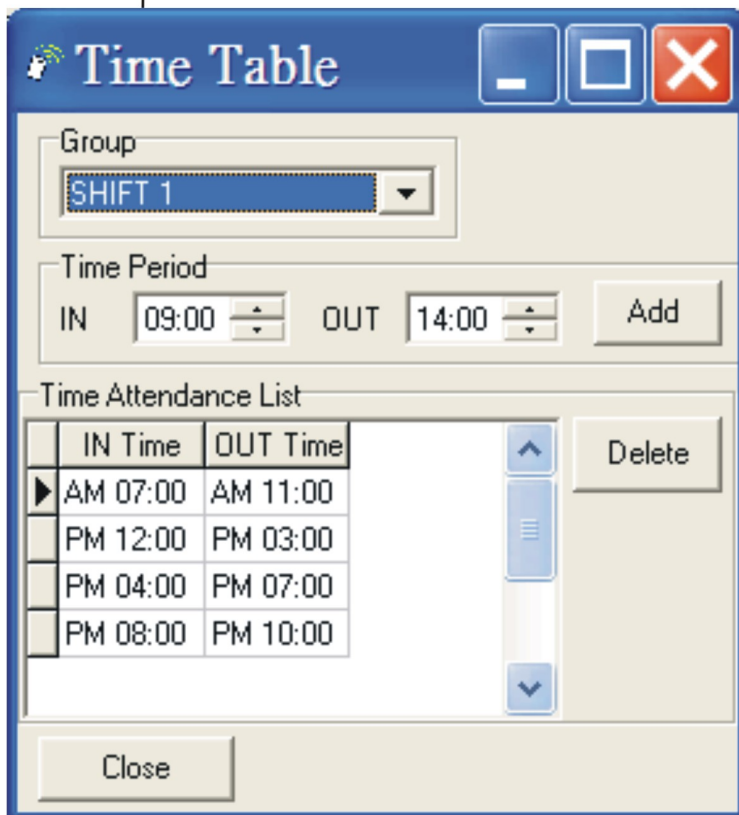
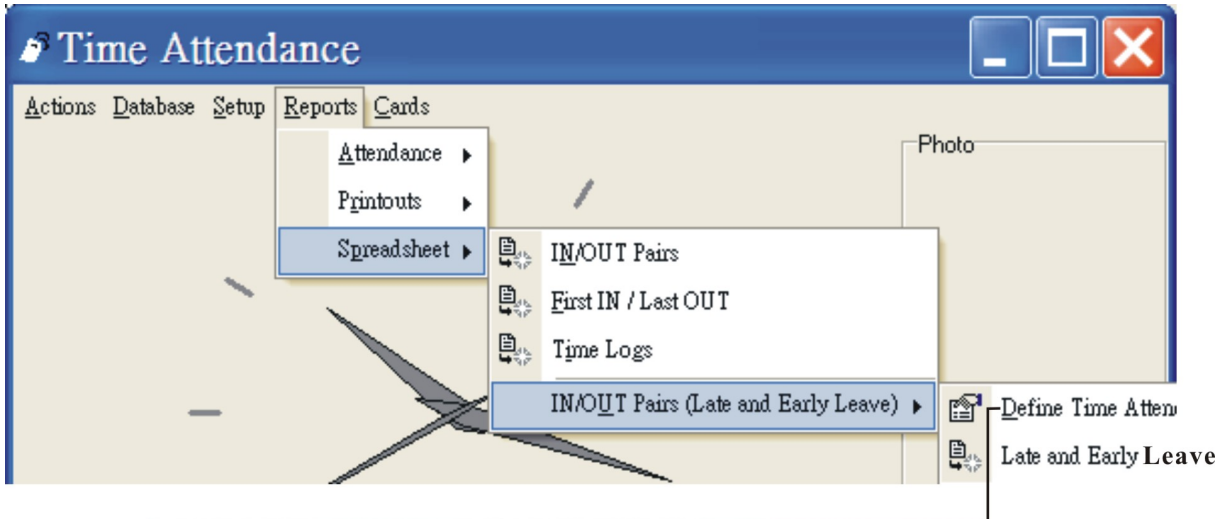
It sorts out all the data by employees according to the selected readers for the selected date range.

	A	B	C	D	E	F	G
1	NAME	GROUP	DATE	TIME1	TIME2	TIME3	TIME4
2	Albert Will	DEFAULT	8/11/2004	13:07:03	13:33:25	14:11:24	18:13:50
3			9/11/2004	05:35:45	08:34:41	08:39:41	08:49:06
4				13:01:51	14:02:17	18:15:07	
5	May Lai	SALES	8/11/2004	08:23:53	13:11:10	14:11:27	19:13:44
6			9/11/2004	08:39:52	13:01:54	14:05:29	18:27:18
7	Philip Way	OFFICE	8/11/2004	09:51:24	09:51:25	13:01:54	14:11:26
8				18:01:39			
9			9/11/2004	08:39:56	13:02:18	14:40:09	18:27:43

## 8.4 IN OUT PAIRS LATE & EARLY LEAVE SPREADSHEET

Powerful spreadsheet report for your factory's four sessions time attendance needs. It calculates the Late & Early Leave attendance records for at most four sessions in a day and generates the spreadsheet according to the defined Time Attendance Table.

Since it is an independent report, you have to define your work time for different group of workers for report generation.



# Time Clock V1.2 User Manual

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	NAME	GROUP	DATE	IN1	LT1	OUT1	EL1	IN2	LT2	OUT2	EL2	IN3	LT3	OUT3	EL3	IN4	LT4
2	May Lai	SHIFT 1	20/10/2004														
3			21/10/2004					14:51:13	02:51:13	19:34:50	00:00:00						
4	Martin Chan	SHIFT 1	20/10/2004														
5			21/10/2004	10:48:08	03:48:08	10:49:00	00:11:00										
6			22/10/2004	09:44:22	02:44:22	16:53:33	00:00:00					16:55:00	00:55:00	19:44:59	00:00:00		
7			23/10/2004														
8	Photo Wayne	SHIFT 1	20/10/2004									18:32:58	02:32:58	18:33:05	00:26:55		
9			21/10/2004									16:08:01	00:08:01	18:29:16	00:30:44		
10			22/10/2004					11:13:18	00:00:00	17:20:54	00:00:00						
11	Time Clock	SHIFT 1	20/10/2004														
12			21/10/2004					14:04:22	02:04:22	19:34:47	00:00:00						
13	AVEA	SHIFT 1	20/10/2004														
14			21/10/2004														
15			22/10/2004					11:12:37	00:00:00	17:10:24	00:00:00	17:15:44	01:15:44	17:16:06	01:43:54		

First clock IN time

Late (first IN time - the first expected clock IN time)

First clock OUT time

Early Leave (first OUT time - the first expected clock OUT time)

Third clock IN time

Late (third IN time - the third expected clock IN time)

Third clock OUT time

Early Leave (third OUT time - the third Expected clock OUT time)