

T&A Control System Quick View of Software

Ver. 2.1.5

(Modified on 5th May 2011, E-Focus)

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(Manual & Software will be updated to give new features, you can visit: http://www.epordo.com/support/downloads.html and download related files to updates or reinstall)

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Install requirements

Operating System	Vindows XP, Windows Vista, Windows 7(32bit OS and 64 bit OS)	
Microsoft .net framework	Version 2.0 or above	
The 3 rd Part Software	Microsoft Officce Excel(for Excel report Output)	
Database	rosoft SQL 2000(must install SP4 package), MSSQL2005, or MSSQL2005Express(Free Verion)	
CPU	Pentium 4 or Above	
Memory Bank	126 M above	
HardDisk	1 GB	

2. Installation of Environments:

This software can support Windows XP, Windows Vista, Windows 7

Please make sure you have following things ready in Operating System

1. Microsoft .Net Framework 2.o

2. Microsoft SQL 2000 with SP4, or 2005, also you can use Free Version: 2005 SQL Express in CD

Notice: 64 bit Windows OS, please download Microsoft .Net Framework 2.0 and Microsoft 2005 SQL Express for 64 bit from website: www.microsoft.com and install them instead of CD same files.

If you are using Vista, Or Windows 7, please use administrator role when you install Software.

After you install software, please find the install folder in PC, please open the folder perpetrates via right mouse key, and assign full Access rights to trust installer via security option card.

If you can not register the software successfully or you can not Use Excelprint function, it may be the problem, the software don't have full rights to operate the files in installed folder.

	nistrators (Sophia-PCVA	dministrators)	
-	(Sophia-PC\Users)		
	edInstaller		
•	III		-
To change	permissions, click Edit		
			🕐 <u>E</u> dit
<u>P</u> ermission	s for TrustedInstaller	Allow	Deny
Full con	trol	~	
Modify		~	
	evecute	~	=
Read &	execute		
	er contents	~	
		1	
List fold		1717	





3, Install Software:



Notes:

If you don't have TimeSystem Database, please select Initial Database when you install software.

				÷.
Take MSSQL2000 for	example cli	ick SOL	Server 🕨	Ð
	example, or			

	TimeSystem Setup	3
	Database Setup Information	
	Server EF0-94515622150\KQSERVER	
🔂 SQL Server Service Manager 📃 🗖 🔀	UserName sa	
Server: EFO-94515622150\KQSERVER Services: SQL Server	Password **	
Refres <u>h</u> services	Database epordotime	
Start/Continue Pause	✓ Initial DataBase Test Connection	Info
Pause Stop		
Auto-start service when OS starts Running - \\EFO-94515622150\KQSERVER - MSSQLServ	< Back Next > Cancel Finish	Click Test Connection:

If you don't have any MS SQL server, you can install MSSQLEXPRESS in CD instead or download these files from Microsoft.com it's free. MSSQLEXPRESS Install : Hint: Please make sure you first instal SQLEXPR.EXE, then Install SQLEXPRESS2005_SMSEE.msi

First Install

Install setting as following : Please Select Mixed Mode (Windows Authertication and SQL Server Authentication) Password enter more than 2 digit like 123







⊯ Microsoft SQL Server 2005 Express Edition Setup		Hicrosoft SQL Server 2005 Express Edition Setup	Microsoft SQL Server 2005 Setup	
Feature Selection Select the program features you want installed.		Authentication Mode The authentication mode specifies the security used when connecting to SQL Server.	Setup Progress The selected components are being conf	
Click an icon in the following list to change how a featu	re is installed.	Select the authentication mode to use for this installation.		
Database Services Clent Components Connectivity Components Software Development Kit	Feature description Installs components for communication between clients and servers, including network libraries for ODBC and OLE DB.	<u>W</u> indows Authentication Mode <u>Mixed Mode (Windows Authentication and SQL Server Authentication) </u>	Product MSXML6 SQL Setup Support Files SQL Native Client SQL VSS Writer	Status Setup finished Setup finished Setup finished Setup finished
	This feature requires 21 MB on your hard drive.	Specify the sa logon password below: Enter password: **	SQL Server Database Services Workstation Components, Books Onlin.	Setup finished
Installation path	Browse Disk Cost	Confirm password: **		
<u>H</u> elp <u>< B</u> ack	Next > Cancel	Help < Back Next > Cancel	Help	<< <u>B</u> ack Next >> Cancel

If you don't install, MSXML6, please install it by run "msxml6.msi"

If you want to manage SQLExpress, Please intall



3.2 After you finish the install above , you can select SQL Server Management Studio Express to manage the database



3.3 When you finish the installation of Database software, please install

Setup Link of Database: please select Initial Database if you don't database ready





Time Attendance and Access Control Software Manual

TimeSystem Setup	×	
	Database Setup Information	
	Server PC-200710020026\SQLEXPRESS	Input Server Name: generally, it's yourPCname\SQLEXPR If you don't know ,you can run MS SQL Server Studio Expre
	UserName sa	sa is a fault user name for database created when you inst
	Password epordotime	Password is what you input when you install server like:
J.	Database epordotime ✓ Initial DataBase Test Connection	Click this button, if show success, you can click next button, if fail, you should check with MS SQL Server Studio Express, or see problem solution
	< Back Next > Cancel Finish	

SQL Se	Windows Server System
Server <u>typ</u> e.	Database Engine
Server name:	PC-200710020026\SQLEXPRESS
<u>A</u> uthentication:	SQL Server Authentication 🗸 🗸
<u>L</u> ogin:	
<u>P</u> assword:	
	Remember password

If fail in connection, you check your password and user here with MS SQL Server Studio Express, if you can not connect also,please select windows authorization to connect, and see problem solution







3.4 Please run Database ICON



Epordo Dataset E-Focus Industria to run SetData window

🖶 Epordo TA Software	Set 📃 🗖 🔀	
Database SQL SERVER SQL SERVER Server Name	EF0-94515622150\KQSERVER	
Server User	Sa	
Server Password	XX	Input box is the same as what you input
Database Name	epordotime	in installation
	Confirm Cancel	

Database Setup window

Tips:

There is two option for database, Access & MS SQL

Database Server Name : this is to link Database Server, make sure the database can be connected successfully

Database Server User and Password: this is used to link Database Server, make sure the User have right to operate the database you installed Database Name: input the basebase name you installed when you install the Epordo T&A system





4、 Register Software and Device

Hint: when you register Software or device, please check your PC's Internet link is available. If not you can not get the register code; if you want to copy&Save the Reg Code in a TXT file. If you Reinstall/update the software from us in the same OS and Same PC, you can use the same Reg Code.

4.1 Software Registration:

One S/N only can be registered 2 times

And registration is only available when Internet is linked ok.



Please click

Registry icon run Registry program: hint please don't make mistake on I and one(1) for S/N

Dev. No. : it will Show in Register Window automatically, this is different from Hardware terminal SN.

Epordo Software Register	Cop	nese to GetRegCode Windo	<u></u>			
			📕 Register From	Internet!		
S/N 3EDI9Y232QFTK1	Сору	these to GetRegCode Win	You Only have t Software S/N	wo times to register 3EDI9Y232QFTK1		^
Dev.No. AFE9FBFF000006D8	- NT9AT6B2CMBT		Dev. No	AFE9FBFF000006D8	NT9AT6B2CMBT	
Get Reg Code	Input S/N on the	label of CD			GetRegCode	
RegCode TQW2DW9E5FPE	- 95TI69HG9		TQW2DW9E5FI	Cod	95TI69HG9	
			8DIH2IEII3333		WNYLO2B56	=
8DIH2IEII333339G	- WNYL02B56		Now You have u			
		Copy the code fi		ode		
	Register	Window. And paste	inem nere			
						~
			<			>
_						



New PC you need to register again, you can register 2 PC with one Software Copy, exit program, please run program again

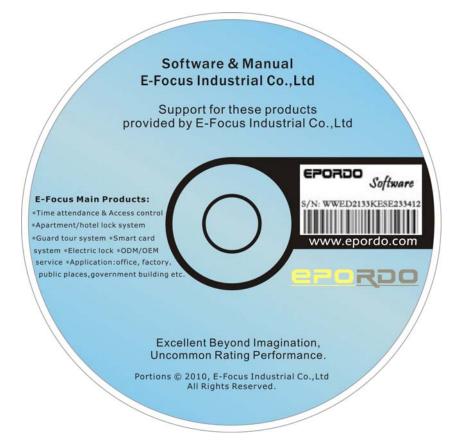
Then you can use the registered terminal.

If success, it will show

Tips: you can find the S/N on the CD. hint please don't make mistake on I and one(1) for S/N











5. Device Registration



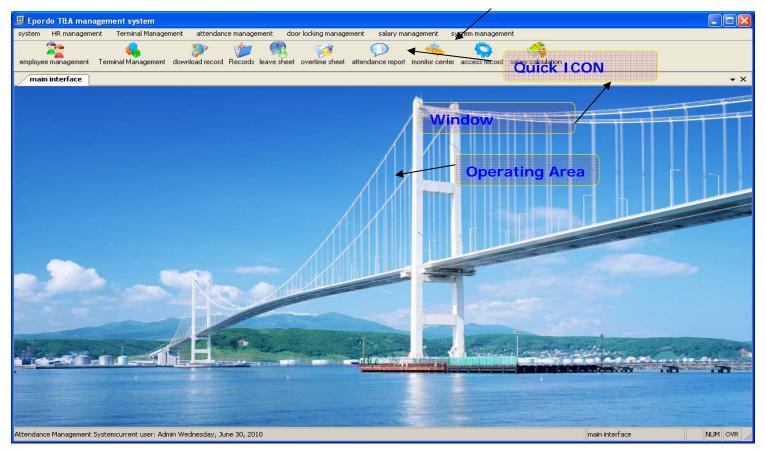
5.1 Log In System

😵 Epordo T&A System 🛛 🛛 🔀				
User				
Password [
	Log in exit			

Initial User &Password: ss & ss

Main interface

Menu







5.2 Registration of Device:

a. System management \rightarrow Parameter Setting \rightarrow Register Terminal Option Card

B	parmeter setting			obtain register code	×
HB	Parameter register terminal registration	Input	the S/N of Label	You Only have two times to register Device S/N FZQH1DCX24N4CBF51 On Device GetRegCode	^
D	evice S/N AFZQH1DCX24N4CBF51		GetRegCod	Code TDICTK4GFA57Q7FEI8 Now You have used 2 times	
	eg Code TDICTK4GFA57Q7FEI8 Device S/N	Reg Time	Register	Input code from GetRegCode	
Þ	3386958381433HKI9K	8/2/2010 6:			=
	3306944358433HKI9K	8/2/2010 6:			
	3386948303433HKI9K	8/12/2010 1			
	3326944358433HKI9K	8/12/2010 1			
					~

Hint: you got registered failed with correct information, please try to go to control pannel to revise your date formate as yyyy-M-d, and try again. b. Click Register if success, it will show in the window

🔜 parmeter	setting									
HR Parameter	register terminal									
reterminal regist	- terminal registration									
Device S/N	AFZQH1DCX24N4CBF5T		GetRegCod							
Reg Code	Reg Code TDICTK4GFA57Q7FEI8									
Devic	e S/N	Reg Time								
33869	58381433HKI9K	8/2/2010 6:								
33069	44358433HKI9K	8/2/2010 6:								
33869	48303433HKI9K	8/12/2010 1								
33269	44358433HKI9K	8/12/2010 1								
AFZQI	H1DCX24N4CBF5T	8/30/2010								





Tips: you can find the Device S/N in the back of device.







6. Employee Management

Epordo T&A management system system HR management Terminal M.		e management d	oor locking managen	ient salary manag	jement system m	anagement	
employee management Terminal Manage	ment download record	Records leave shee	et overtime sheet .	D attendance report ad	ccess record salary	calculation	
main interface employee man	agement						• ×
Epord Sales&Marketing	add modify delete	import EXCEL	oort EXCEL export	 Empl_No./nam 	ne	search	
	No.	Empl_No. 🔺	name	gender	dept. No	dept.	
	1	0000000001	Jack	male	0	Epordo	
India dsa India dsa	2	000000002	Luke	male	0	Epordo	
JAKES	3	000000003	Sophie	female	0	Epordo	
	4	0000000004	Carrei	male	0	Epordo	
Depart Manage:	5	000000005	Jaosen	male	0	Epordo	
1.Select Depart. And	6	000000006	1324	female	2010721175852	JAKES	
click right mouse key to open the Menu to add/Delete/Modify Department 2. double click depart name, right list will show all employee of this depart.			open the v and also o 2.Also you XML, Exc from Exce	epart. And c window to a lelete the se can export el and imp l file search emp	dd/ Modify lected empl employee l port emplo	Employee oyee ist at TXT, yee info	
Epordo Leading Security&It Provider http	o://www.epordo.com	Mono	lay, August 02, 201	0	main i	nterface	NUM OVR

6.1 Click HR Management Menu, select employee Management to open the window of Employee management page window

6.2 The Window of Modify/Add Department



6.3 The window of Modify/Add Employee





🔡 employee	info.			
basic info. —				
Empl_No.	00000000000			
name	Luiese Smith			
gender	female			
Dept.	Sales .	. browse photos		
extension inf	o.			
Address		Nation		
Tel		Cellphone		
Work Exp.		Title		
BirthDay	Wednesday,	🗙 Work Start Wednesday, 💌		
SpeDay	Wednesday,	🗙 Work End Wednesday, 💌		
		confirm cancel		
The Window	v of Import	Employed info from Eyecol fil		
		Employee info from Excel fil		
🗟 import t	ernimal from	EXCEL		
	import into a	system from EXCEL file		
				Select the excel file
	r			you want to import
1, choos	se import file		rowse file	
2, import	start location(exc	clude title bar)		Select the excel file row
	· ·			range and column range
	row	row A 💌 Column Z	Columr	for import
		N Deb Feld (C)		
3, tie Coli	umn from EXCEL	to Data Field of System		
EXC Colu	CEL	database Column(Field)	<u>^</u>	
A Co	olumn	name		
B Co	olumn	Gender		
	olumn	Dept.		Select right Field according
	olumn			column for import
	olumn			
F Co	olumn		~	
<		111		
		confirm	cancel	
			Cancer	





7、Terminal Management

7.1 Terminal Management

Click Menu Terminal Management, then Click Terminal Management to Open

Epordo T&A	management	system								
•	nagement Ter	rminal Managemen	it attendance manage	ment da	or locking mana	agement sa	lary management	system management		
employee manage	ement Terminal	Segundation → Segundation	winload record Records	Reave shee	t overtime shee	et attendance	ereport access rec	cord salary calculation		
Terminal Management X Add/Modify/Delete terminal button X X 										
add modify de			iu/woully/Delete te							
ternimal Name	terminal No. 🥿	Comm Type	IP addr	Port No.	COM addr	Baut Rate	Verify Password	Terminal refresh time		
mainF	2	LAN	192.168.1.224	5005	0	0	0	7/21/2010 11:41:15 Pt	4	
			The terminal List							
Epordo Leading Sec	urity&It Provider	http://www.e	epordo.com	Mond	ay, August 02,	2010	main interface	N		





7.2 Add/Modify Window:

Basic info Option Card

🗄 Terminal In				
Basic Info Termi	inal Status Manipulation			Terminal No. Should be unique
Name	mainF	Terminal NO.	2	
CommPassw	or	Comm Type		Comm Type,has LAN COM, USB, Internet
IP Addr	192 . 168 . 1 . 224	Port No.	5005	Connection, internet connection also is for WAN
Domain Addı	r			
			Test Link	
			Confirm Cancel	

Tips: For WAN, if you don't have Static IP, you can use DDNS, we offer Domain Link type to link the device.

Terminal Status Option Card





🔜 Terminal Info		
Basic Info Terminal Status Manipulation		
Admin	▲ Admin Cap.	Status of the device
Employee	Fingerprint	
PIN	Card	Alert Setting of Record store in Device, if space for new is less
NRecord	MRecord	than settled, the device will give alert
NRecord Alert	SRecord Alert	
Interval	Verify Mode	Interval is for setting repeated press same finger, for example, 1, means within 1min,
	Read Terminal Set Te	same finger press on the scanner only get
	Confirm	Cancel

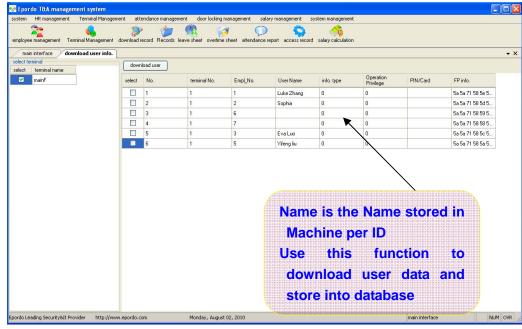
Manipulation Option Card

😬 Terminal Info	
Basic Info Terminal Status Manipulation	
C Terminal Info	
Manu.	
Model	
Time	
Website	Read
 Initialization 	
synchronize time Shutoff Terminal	Poweron Terminal
Terminal Valid Terminal invalid	Del All Data
Del Management Del Management	Del Records
	Confirm Cancel





7.3 Download User Info.



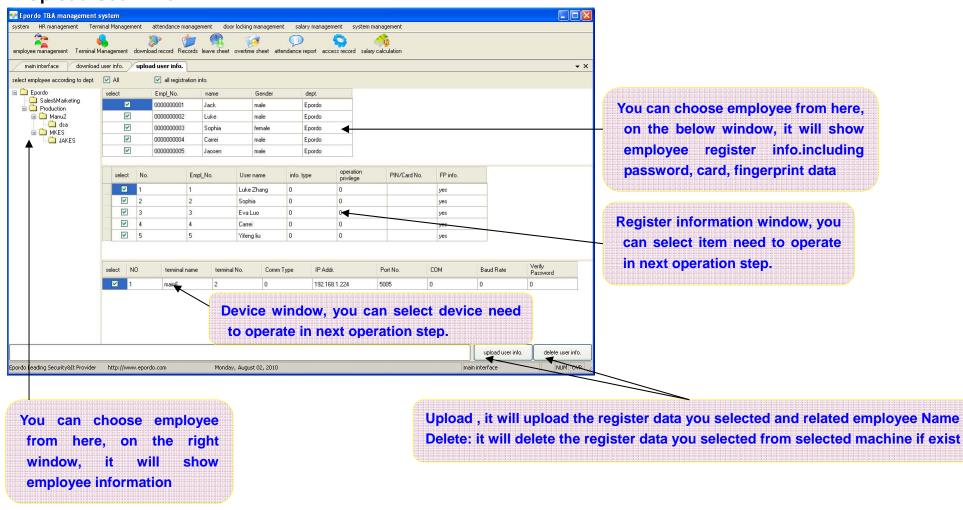
7.4 Upload User info.

Hint: You should first register users in Devices, each Users has an ID, we combine User ID with Employee ID, so it should be unique in system, especially you have many devices in a system; download user info. You can download all the user register info. From device, including name, user ID, and Fingperprint data, password/Card; these user info. Willnot Update to HR automatically(because the name in device is limited, it will mixed the name of HR). How to upload the Employee to machine?

You should first download the employee ID(same as User ID in device) info from machine, then you add this employee ID person via Employee management, You can give him or her a name. then go th upload user info. Windows, to select this employee's info to upload to the machine, it will update the name of user id (Employee ID) to devices, next time you download the user info, it will shows the name of it.

Why design like this?

Because sometimes you will don't know which name is displayed for each ID, if you add new Employee, it will help you very easy to find his or her information via download user info.







7.5 Download Records(Atte	endance Records)		
		d Option: All data/ New o	data
			I Record, Management Record
	Del	ete Option: Yes/ No	
🌺 Epordo T&A management system			
	nce management door locking management salary n	anagement system management	
employee management Terminal Management download record	d Records leave sheet overtime sheet attendance repo	t access record salary calculation	
download record			- ×
Terminal Selection Read All Read All Record	Record Type Records - No - Delete R	ecord 🔩 download record 🐲 Set Auto Do	wnload
Mo. Empl_No.	Verify Mode In/Out Mode T	ime	
1			
Device List			
	Auto Download Function,	is to set the autor	natically
	download data from devic	e, when you run the s	oftware,
	time is up to the point you :	-	
			at your
	setting		
<			

7.6 USB pen Management

system HR system mana	-	inal Management	attendance manage	ment door locking) management sala	ry management	
employee mai main inte	nagement Terminal M	anagement downlo	oad record Records	leave sheet overtim	🤌 💭 ie sheet attendance ri	eport access record	salary calculation
Record Typ		input attendan			Record	type to in	nport
No.	terminal No.	Empl_No.	Name	Verify Mode			-
00001	2	00000001	Luke Zhang	1	0	2010/07/21 12:	
00002	2	0000002	Sophia	1	0	2010/07/21 12:	
00003	2	0000003	Eva Luo	1	0	2010/07/21 12:	
00004	2	00000005	Yifeng liu	1	0	2010/07/21 12:	
00005	2	00000001	Luke Zhang	1	0	2010/07/21 12:	
00006	2	00000001	Luke Zhang	1	0	2010/07/21 12:	
00007	2	00000001	Luke Zhang	1	0	2010/07/21 12:	
00008	2	00000001	Luke Zhang	1	0	2010/07/21 12:	
00009	2	00000001	Luke Zhang	1	0	2010/07/21 12:	
00010	2	00000001	Luke Zhang	1	0	2010/07/21 12:	
00011	2	00000001	Luke Zhang	1	0	2010/07/21 12:	
		00000002	Conhin		0	2010/07/21 12	1





8、Attendance Management

How to Make Attendance Report, calculate work hours: Define Attandance Shift → Define Shift Scheme → Assign Shift Scheme to Employee → Calculate Daily Attendance report

8.1 Records Management

Here you can manage all the attendance records

Add New Records manually: Hint, IN/OUT Mode for record is no use, it's only useful in Flexible Shift(0=In, 1=Out,2=OverIn, 3=OverOut, for ET series Device, Four types available)

nployee		Ferminal Mana		cord Records leave	sheet overtime sheet	attendance report	cord salary ca	iculation			Select type you want export : EXCEL, XML,TX
	interface I as Follow	Records Mana								• ×	EXPOIL . EACEL, AIVIL, IA
	t Employee		Record Search								
	Name	Dept.	Date Period sday	July 💌	iesday, August	Search EX	KCEL 🗸	Output	1		
0000	Jack	Epordo	Date reliou suay	July	iesuay, August				,		
0000	Luke	Epordo	Add Records		1999						
1.0000	Sophia	Epordo	Date Period Wedr	iesday, Au 🚩		INOUT Mod IN	Reason			Add De	Select date
0000	Carrei	Epordo	Name	Terminal	A Record Type	Attendance Time	Verify Mode	INOUT Mode	Operator	Add Time	period you want
0000	Jaosen	Epordo	Luke	mainF	terminal	7/22/2010 9:58:38 AM	PF	IN		1/1/1900 12:00:0	to search
	1		Jaosen	mainF	terminal	7/22/2010 9:58:35 AM	PF	IN		1/1/1900 12:00:0	
	1		Jack	mainF	terminal	7/22/2010 9:58:36 AM	PF	N		1/1/1900 12:00:0	
50	elect		Jack	mainF	terminal	7/22/2010 9:56:04 AM	PF	IN		1/1/1900 12:00:0	
			Sophia	mainF	terminal	7/22/2010 9:58:34 AM	PF	IN		1/1/1900 12:00:0	
En	nploy	ee	Jack	mainF	terminal	7/22/2010 9:53:13 AM	PF	IN		1/1/1900 12:09:0	Here is for Manual Add
			Luke	mainF	terminal	7/22/2010 9:53:17 AM	PF	IN		1/1/1900 12:00:0	
yc	,u	are	Jack	mainF	terminal	7/22/2010 9:41:36 AM	PF	IN		1/1/1900 12:00:0	Attendance Records
tr	ying	to	Jack	mainF	terminal	7/22/2010 9:41:38 AM	PF	IN		1/1/1900 12:00:0	
			Luke	mainF	terminal	7/21/2010 11:58:14 PM	PF	IN		1/1/1900 12:00:0	
op	perate	· /	Sophia	mainF	terminal	7/21/2010 11:58:16 PM	PF	IN		1/1/1900 12:00:0	
			Sophia	mainF	terminal	7/21/2010 11:55:41 PM	PF	IN		1/1/1900 12:00:0	
			Jack	mainE	terminal	7/21/2010 11:58:12 PM	PF	IN		1/1/1900 12:00:0 💙	

8.2 Attendance Rule Management

8.2.1 Attendance Shift setting:

Sample solution alert: if there is more than 1 times on-duty/off duty, it's ok to add more shift section in 1 day, it's ok to use OverstepDay setting, if it's required to have one shift section as overtime work, it's ok to Belong to OvertimeWork setting.

Normal Shift: this type of shift is for normal work, if the day is assigned by Normal Shift, then the day work time can be calculated as Normal Work Time, Normal OverTime Work Weekend Shift: this type of shift is for weekend work, if the day is assigned by weekend Shift, then the day work time can be calculated as weekend Work Time, weekend OverTime Work Festival Shift: this type of shift is for Festival work, if the day is assigned by Festival Shift, then the day work time can be calculated as Festival Work Time, Festival OverTime Work Flexible Shift: this type of shift is for flexible work time calculation, the time of begin work, and time of end work are not fixed. In another words, you can start work and end work any time. In this shift, IN(0), OUT(1), OverIN(2), OverOut(3) is valid by your setting

On-Duty: the time for start work. Start Break(On-Duty Break): the time for On-Duty Attendance Record begin to be valid, if beyond this time, the record will be no use. Off-Duty: the time for End work. End Break(Off-Duty Break): the time for Off-Duty Attendance Record begin to be invalid, if beyond this time, the record will be no use.

Overs: if this option is seleted, the start break or end break will overstep current day(On-duty/Off-duty), the break time will be the Yesterday or tomorrow time compared with On-Duty time or Off-Duty Time At Former: if this Option is selected, System will select the ealiest attendance record as on-duty records between Start Break and Absent time of on-duty, or ealiest record between Absent time of Off-duty and End Break . If not, System will select the Latest attendance record as on-duty records, and the Latest attendance record as off-duty records.

Record: if this Option is not selected, then On-Duty or Off-Duty will not need attendance record, it will calculate on-duty or off-duty on time.

Belong to Overtime Work: if this option is selected, then the work of this time section will be considered as Overtime Work.

Overstep Day Former: if this is selected, the time of on-duty is Yesterday time.

No Overstep Day: If this is selected, then the time of on-duty or off-duty is not yesterday time and tomorrow time.





Overtstep Day later: If this is selected, then the time of off-duty will be tomorrow time.

One shift can include serveral time sections.

system HR management Ten		management		
Shift management	anagement download record Records leave sheet overtime sheet attendance report access record salar	y calculation		
☐ Shift Setting ☐ Normal Shift	ve type Setting Overtime Type Setting On-duty Time Off-Duty Time Work Time On-Duty Off-Duty Late Break Break Rule	e Absent Overstep Day Record e(Min) Rule(Min)		
Office ProductionWork Greater Shift	8:00:00 AM 12:00:00 PM 240 7:00:00 AM 1:00:00 PM 10 2:00:00 PM 6:00:00 PM 240 1:05:00 PM 9:00:00 PM 10	20 V 20 V		
OvertimeWeekend Festival Shift OvertimeFestival	Basic Parameter Attendance Setting	Please select item click		
E Flexible Shift	On-Duty : StartBreak : Overs At Former Record	right mouse key to		
lease select item cli ght mouse key	Off-Duty End Break Overs At Former Record	operate: Delete section		
perate: dd, Modify, Delete Shift	Work Time Min Hours Belong to Overtime Work	Double click to modify section		
et Flexible Shift	Overstep Day Former Overstep Day Overstep Day Overstep Day Later			
dd Section	On-Duty Min later as Late Min later as Absent			
	Off-Duty Min earlier as EarlyLeave Min earlier as Absent			
	Late/EarlyLeave Calculation Overtime Setting			
	On-Duty Min before the Time calculate as Overtime No Image: Yes Off-Duty Min later the Time calculate as Overtime No Image: Yes			
Epordo Leading Security&It Provider	http://www.epordo.com Wednesday, August 04, 2010	main interface NUM OVR		

There are Four Shift types, Three Shift type is Normal Type, and the other is Flexible Type.

(Only 16 different shifts is supported, One shifts can combine 24 hours)

Each Shift can define different color, then you can see them easy in Shift Scheme.

Three Normal Shifts

Normal Shift: it's for general working day, for example from Monday to Friday, with this shift, you can calculate Normal Work Time, Normal Overtime Work. Weekend Shift: it's for general working day, for example from Saturday, Sunday, with this shift, you can calculate Weekend Work Time, Weekend Overtime Work. Festival Shift: it's for general working day, for example from Saturday, Sunday, with this shift, you can calculate Festival Work Time, Festival Overtime Work. Flexible Shift: it's for some case, there is no fixed time to start work, and End Work. For example, R&D department, the employee can start work in the evening, or anytime in daytime, and End Work

at anytime when he or she want.

8.2.2 Section Setting:





🔜 shift info.		
Basic Parameter		
Attendance setting]
On-Duty 8 : 0	On-Duty Break 7 : 0 Overs	AtFormer 🔽 Record
Off-Duty 12 : 0	Off-Duty Break 13 : 0 Overs	AtFormer 🗹 Record
Work Time Setting		
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Overstep Day Setting		
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On-Duty 10	Min Later As Late 20	Min Later As Absent
Off-Duty 10	Min ealier As EarlyLeave 20	Min Earlier AsAbsent
Later/EarlyLeave Calculate	Oividually	s Late
Overtime Setting		
On-Duty 0	Min Earlier calculate as Overtime	💿 No i 🔿 Yes
Off-Duty 0	Min later calculate as Overtime	💿 No i 🔘 Yes
		confirm Cancel

Attendance Setting:

On-Duty : the Standard Time to Start Work

Off-Duty : the Standard Time to End Work

On-Duty Break: the Time you can start work, for example as above, before 13:00, you press finger, it's ok, if after 13:00, the attendance record will not be considered. On-Duty Break: the Time you can start work, for example as above, after 7:00, you press finger, it's ok, if before 7:00, the attendance record will not be considered.

Overs: if you select this box, that's means, if on-duty break, it's yesterday time. If off-duty break, it's tomorrow time.

AtFormer: this is for attendance records selection, for example as above, if you have several attendance records between 7:00-8:20, if this box is checked, it will choose the earliest records, if not, it will choose the latest records.

Record: if this box is checked, this section will calculate Late/Absent , Or EarlyLeave/Absent for on-duty or Off-duty.

Work Time Setting:

Work time : it's for setting up how much time it will be calculated for this section.





Belong to Overtime Work: If this is checked, all this section will considered as overtime work, if it's in Normal Shift, then the overtime is Normal Overtime.

Overstep day Setting

Overstep Day Former: On-Duty Time is yesterday time. No Overstep Day: On-Duty, Off-Duty Time will not override yesterday or tomorrow. Overstep Day Later: Off-Duty Time is Tomorrow time.

Late/EarlyLeave:

This is the rule for Late/EarlyLeave calculation.

Take above for example:

If employee's latest attendance record between 7:00 to 8:20 is later than 8:10, it will calculate one time Late, Late time equal the latest attendance record deduct 8:00. If there is no attendance record between 7:00 and 8:20, the employee will be calculated as Absent, the total section time will be calculated as Absent time.

If employee's latest attendance record between 11:40 to 13:00 is Earlier than 11:50, it will calculate one time EarlyLeave, EarlyLeave time equal the latest attendance record deduct 12:00. If there is no attendance record between 11:40 to 13:00, the employee will be calculated as Absent, the total section time will be calculated as Absent time.

Also here you choose Late/EarlyLeave calculation ways.

Overtime Setting

Calculation rule for work before On-Duty or Off-Duty, Yes, No, Option, is for activating Overtime Work Calculation.

8.2.3 Flexible Shift Setting

🔡 Flexible	Shift			
⊂RDPlexibleWo	ork			
StartMark		*	End Mark	0 💌
Max Time		Hour	Min Time	Hour
Work Type	NormaWork	*	Omission Til	Minute
			Add Co	onfirm Delete
StartMark	End Mark	Max Time	Min Time	Work Type
StartMark	End Mark	Max Time	Min Time	Work Type
StartMark	End Mark	Max Time	Min Time	Work Type
StartMark.	End Mark	Max Time	Min Time	Work Type
StartMark	End Mark	Max Time	Min Time	Work Type
StartMark	End Mark	Max Time	Min Time	Work Type
StartMark	End Mark	Max Time	Min Time	Work Type
StartMark	End Mark	Max Time	Min Time	Work Type





StartMark: if the attendance record has this mark(0,1,2,3..), it will calculate as work start.

EndMark: if the attendance record has this mark(0,1,2,3..), it will calculate as work end.

Max Time: this is for controlling the work time not beyond settled time.

Min Time: this is for controlling the work time not less than settled time. If it's less than this time, it will not calculate as Work Time.

Work Type: this is for calculate different type work

Omission Time: when calculate time, if time is less than settled time, time will be omitted.

8.2.4 Festival Day Setting

Select row, and click right mouse key, to operate : Add, Modify, or Delete Festival : these Festival Day only shows in shift scheme calendar, it will not affect the attendance report.

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main interface Shift manageme	attendance report			▼ ×
Shift Setting Festival Setting Leave type	Setting Overtime Type Setting			
Festival Name	Festival Start date	Festival End Date	Remark	
ThanksGiving	7/29/2010	7/30/2010		
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8.2.5 Leave Type Setting

This is for setting No_Salary or Salary Parameter of Leave Type

Double Click Salary Option, then change it, this will affect No-Salary Leave and Salary Leave time calculation in the attendance report.



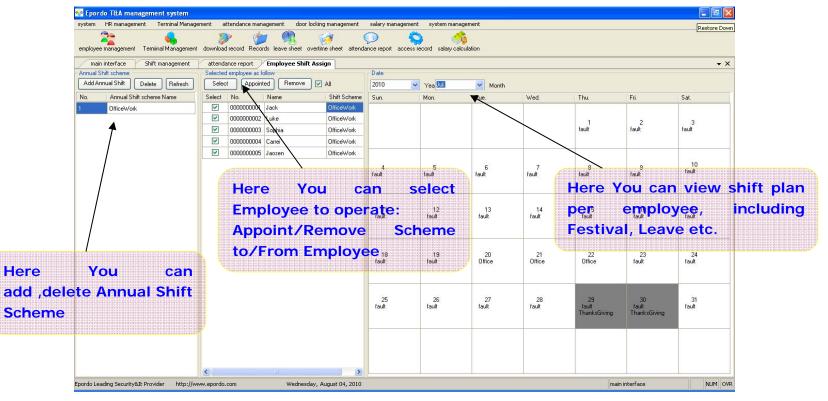


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SickLeave	Salary				
BusinessLeave	No Salary				
InjuryLeave	No Salary				
HomeLeave	No Salary				
MarriageLeave	No Salary				
MaternityLeave	No Salary				
BereavementLeave	No Salary				
AnnualLeave	No Salary				
OfficialLeave	No Salary				
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8.3 Shift Scheme Management

8.3.1 Shift Scheme Management

It is possible to create different shift scheme, but one employee only have one shift scheme, one shift scheme is with 2 years days, you can assign each day a different work shift, so it's very flexible.







8.3.2 Shift Scheme Setting

Fault Shift is empty Shift, if the day don't need to work, you can leave it as empty shift, you can select any day to assign different shift.

How to Select days: You can press Mouse left button to select one day, when it is selected, the background will be changed, then go to the Shift type option box to selet the shift you want to assign to the selected day, if you want to select continuous days, you can press Mouse left button and daggle from begin to end day, then this period will be selected, assign shift operation is the same.

1 2010	5-b	Marsh 2010	A-vil 2010	
January 2010	February 2010	March 2010	April 2010	
SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	
12 3456789	1 2 3 4 5 6 7 8 9 10 11 12 13	1 2 3 4 5 6 7 8 9 10 11 12 13	1 2 3 4 5 6 7 8 9 10	
10 11 12 13 14 15 16	14 15 16 17 18 19 20	14 15 16 17 18 19 20	11 12 13 14 15 16 17	
17 18 19 20 21 22 23	21 22 23 24 25 26 27	21 22 23 24 25 26 27	18 19 20 21 22 23 24	
24 25 26 27 28 29 30	28	28 29 30 31	25 26 27 28 29 30	
31	- 60			
May 2010	June 2010	July 2010	August 2010	
SMTWTFS	SMTWTFS	SMTWTFS	SMTWTFS	
1	1 2 3 4 5	1 2 3	1 2 3 4 5 6 7	
2 3 4 5 6 7 8	6 7 8 9 10 11 12	4 5 6 7 8 9 10	8 9 10 11 12 13 14	
9 10 11 12 13 14 15	13 <mark>14 15 16 17 18</mark> 19	11 12 13 14 15 16 17	15 16 17 18 19 20 21	
6 17 18 19 20 21 22	20 21 22 23 24 25 26	18 19 20 21 22 23 24	22 23 24 25 26 27 28	
23 24 25 26 27 28 29	27 28 29 30	25 26 27 28 29 30 31	29 30 31	
30 31		5 C		
September 2010	October 2010	November 2010	December 2010	
SMTWTFS	SMTWTFS	<u>S M T W T F S</u>	SMTWTFS	
1 2 3 4	1 2	1 2 3 4 5 6	1 2 3 4	
5 6 7 8 9 10 11 12 13 14 15 16 17 18	3 4 5 6 7 8 9 10 11 12 13 14 15 16	7 8 9 10 11 12 13 14 15 16 17 18 19 20	5 6 7 8 9 10 11 12 13 14 15 16 17 18	
19 20 21 22 23 24 25	17 18 19 20 21 22 23	21 22 23 24 25 26 27	19 20 21 22 23 24 25	
26 27 28 29 30	24 25 26 27 28 29 30	28 29 30	26 27 28 29 30 31	
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8.4 Leave Management

8.4.1 Leave Records Management

The Real Leave time calculation depend on Shift Scheme.





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	000000 Luke Epordo	Date Period Wednesday, Au 💙	
/	000000 Sophia Epordo		
	000000 Carrei Epordo	Time Period	
/	000000 Jaosen Epordo	Empl No. Name Leave Date Start Time End Time Leave Type Operator Time	
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: Searcl	h Leave Record	filo	
Add Lea	ve records	Add Leave record	S
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8.4.2 Leave Sum Management

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000000	Luke	Epordo									
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Leave sum management, the software will use the leave records to compare with work shift setting, to calculate the real leave time. For example, the employee have sick leave records from 8:00-11:00, his work shift in this day is 9:00-12:00, and 14:00-18:00, then he will not have late in section 9:00-12:00, but he may have earlyleave in section 9:00-12:00, and his real leave time is 11:00-9:00, 2 hours. If the leave time is in free days, then no leave time for this leave records.





8.5 OverTime management (Work Time Manual Add)

8.5.1 OverTime Record Management(Work Time Add)

Here is for add Work Time Records, it can be done manually, it does not require shift or attendance record. Only Manually Add. It is for some case, for example, Someone or some team do work without any record.

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Selected Employee as follow	Overtime Rec	ord Input Overtime SUMM	
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000000 Luke E	Epordo Overtime Re		
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8.5.2 OverTime Sum Management (WorkTime Manual Sum)

This is for the sum of the work time which is manually added.

employee management Terminal Management download record Records leave sheet overtime sheet attendance report access record salay calculation Vertime Management Vertime Record Input Overtime SUMM Please reselect Empl_No. Name Leave Month Date Period Wednesday, Au Search Former Overtime SUMM No. Empl_No. Name Leave Month Start Time End Time NormalWork WeekendWork Festiva 000000 Carei Epordo 00000 Jacien Epordo	Epordo T&A man	nagement sys	tem								
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8.6 Attendance Report

8.6.1 Daily Report

The attendance report is based on Daily Report, it can calculate any day here, also you can see the day's Attendance Records

	main	interface	Terminal Managemen	t atten	dance report									▼ ×
	Selected	Employee as fol	llow	Daily Repo	ort Monthly Report									
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	000000	Luke	Epordo				Date				(h)		Time	
	000000	Sophia	Epordo	1	000000001	Jack	7/19/2010	Monday	fault	0	0	0	0	0
	000000	arrei	Epordo	2	0000000001	Jack	7/20/2010	Tuesday	Office	8	0	0	0	0
	000000	Jaosen	Epordo	3	000000001	Jack	7/21/2010	Wednesday	Office	4	6	6	0	0
				4	000000001	Jack	7/22/2010	Thursday	Office	1	0	0	0	0
				5	000000001	Jack	7/23/2010	Friday	fault	N	0	0	0	0
				6	000000002	Luke	7/19/2010	Monday	fault	U	U	U	U	0
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Regarding Export Report to Excel, you should make sure you have installed Microsoft Excel.

8.6.2 Monthly Report/Selected Period Attendance Report

Please select the month first, each month per employee have a month report, one month report can be settled as any date period. For example, you can select May 5th – June 28th as June Month report. the date period you can change any time, it's not fixed. For Output report, if you select Excelprint, it will output an excel file per employee listed here, file will be stored in report folder, and named as the employee name.





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If you select Excelprint, to Export the report, it will create an xls file for each employee listed here to your selected folder.





9、Door Locking Management

9.1 Door Lock Section Management(Time Zone)

Download: download section(Time Zone) data from Device Upload Section: Upload Section(Time Zone) data from here to Device Save to: Save data here into Database Select Section: select section to delete

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			7	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0
			8	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0
			9	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0
			10	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0
- 1			11	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0
-+ F	Vaulaa ta		12	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0
CL L	Device to		13	0:0	0:0	0:0	0:0	0:0	T 0:0	0:0	0:0	0:0	0:0	0:0	0:0
ate			14	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0
ale			15	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0
			16	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0
			17	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0
			18	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0
			19	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0
			20	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0
			21	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0
			22	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0
			23	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0	0:0
		<					1			1					
200	eading Security&It Provider	http://www.e	10			y, August 05, 21							main interfa	-	1

50 Section(Time Zone) Per device List here, you can change setting here

9.2 Access Group Management

Here you all the operation is done by right mouse key or double click





😪 Epordo T&A management system	
system HR management Terminal Management attendance management doc	or locking management salary management system management
employee management Terminal Management download record Records leave sheet Access Group Management Terminal anne Terminal name macrif group1 group2 group4 group5	vertime sheet attendance report access record is along acculation vector info vector
elect Device to operate:	Group list: double click group item, it will, show all me group setting for double group User in the right wind with the body have body
se Right Mouse Key ownload Group: Download all roup data from device	5 00000. Jacen male Epodo 6 00000. 1324 temale JAKES Ulso right mouse kou to onen Menu for enerating
pload Group: Upload all group Exercise Levels SecurityEE Provider Inter/Inverse exercises Inter- ata from PC	Use right mouse key to open Menu for operating Select employee: you can select employee and assign them to group Revise its group: here you can revise the employee's group Delete employee from the group delete the employee from recent
9.3 User Authority	Delete employee from the group: delete the employee from recent group

9.3 User Authority

Here you can search employee's rights on different devices, and get all her or his access control right

1992 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 200 - 20		ment Terminal M	lanagement attendance n	nanagement door locking	g management sa	lary management	system mana	agement					
	nanagement	: Terminal Manag	ement download record Re		🤌 💭 ne sheet attendance		· · · · · · · · · · · · · · · · · · ·	iculation					
	uthority												
please		yee as follow	terminal choose terminal name	group1 section	name Sun. S	Sun. E	Mon. S	Mon. E	Tue. S	Tue. E	Wed. S	Wed. E	Thu. S
			mainF	section		11:00 AM	7:00 AM	11:00 AM	4:00 PM	4:00 PM	12:00 AM	12:00 AM	4:00 PM
pl_No.		Dept.	mani	section		3:00 AM	5:00 AM	1:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
	Jack	Epordo		section		12:00 AM	12:00 AM	5:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM	12:00 AM
	Luke	Epordo							10.00 Part	10.00 Part		10.00 Part	10.00 Part
1001000-00	Sophia	Epordo											
	Carrei Jaosen	Epordo Epordo											
				<)			
				Additional								1.001 F	
				Additional	Section name Sun, S	Sun. E	Mon: S	Mon. E	Tue. S	Tue. E	Wed. S	Wed. E	Thu. S
				Additional		Sun. E		Mon. E	Tue. S	Tue. E	Wed. S	Wed. E	Thu S





9.4 Unlock Set

😵 Epordo T&A managemen	nt system						
system HR management Te	erminal Management	attendance managem	ent door lockir	ng management :	salary management	system management	
	al Management downlo	od record Records la		🧭 🔍	D 😜	cord salary calculation	
	an Management downlo		ave sneet overti	ine sneet attenuari		cord salary calculation	
Unlock Set	Unlock Set						• X
terminal name	No.	name	group 1	group 2	group 3	group 4	group 5
mainF	1	Unlock Set1	group1				
	2	Unlock Set2	group2				
	3	Unlock Set3					
	4	Unlock Set4					
	5	Unlock Set5	group1	group2	group3	group5	
	6	Unleck Set6 Se	lect Dev	ice to ope	erate:		
	7	Unlock Set7 Us	e Right	M <mark>ouse Ke</mark>	v		
	8	Unlock Set8	-		- et: Downlo	oad	
	9	OTHOCK JELD		data from			
	10						
					: Upload	all	
		Ur	nlock set	from PC			
<							
pordo Leading Security&It Provide	er http://www.epord	lo.com	Thursday, Au	gust 05, 2010	mai	in interface	NUM OVR

9.5 Access Records Search/Access Control Report

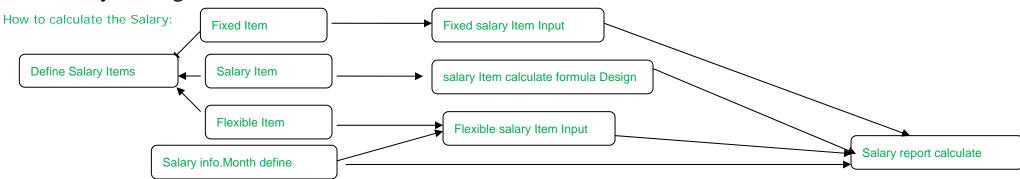
Here you can get access control report by date period

system employe	HR managemen e management	4	inal Managemer anagement do	nt attendance manag	<u></u>	or locking managemer	\mathcal{O}	\$	- •		
acc	ess record sear	ch									
	choose	select en			access rec	ord search					
select	terminal name	plea	se select		data perio	d sday, July	🕙 🛛 Thurs	:day , Au 💌 🛛	search		
	mainF	No.	Name	Dept.				K			
▲	.	000000	Jack	Epordo	No.	Empl_No.	Name	terminal risine	attendance time	verify mode	in/out mode
		000000	Luke	Epordo	0	000000001	Jack	mainF	Z/21/2010 11:54:30 PM	FP verify	in
		000000	Sophia	Epordo	1	000000001	Jack	mainF	7/21/2010 11:54:31 PM	FP verify	in
		000000	Carrei	Epordo	2	000000002	Luke	mainF	7/21/2010 11:54:32 PM	FP verify	in
		000000	Jaosen	Epoido	3	000000001	Jack	mainF	7/21/2010 11:55:38 PM	FP verify	in
					4	000000002	Luke	mainF	7/21/2010 11:55:40 PM	FP verify	in
					5	000000003	Sophia S	elect da	terpersiod	to ope	Ina
					6	0000000001		mainF	7/21/2010 11:58:12 PM	FP verify	in
		3	elect	Employ	ee to			mainF	7/21/2010 11:58:14 PM	FP verify	in
					8	000000003	Sophia	mainF	7/21/2010 11:58:16 PM	FP verify	in
					9	000000001	Jack	mainF	7/22/2010 9:41:36 AM	FP verify	in
ct Dev	vice to	o op	erate		10	000000001	Jack	mainF	7/22/2010 9:41:38 AM	FP verify	in
					11	000000001	Jack	mainF	7/22/2010 9:53:13 AM	FP verify	in
					12	000000002	Luke	mainF	7/22/2010 9:53:17 AM	FP verify	in
					13	000000001	Jack	mainF	7/22/2010 9:56:04 AM	FP verify	in
					14	000000003	Sophia	mainF	7/22/2010 9:58:34 AM	FP verify	in
					15	000000005	Jaosen	mainF	7/22/2010 9:58:35 AM	FP verify	in
					16	000000001	Jack	mainF	7/22/2010 9:58:36 AM	FP verify	in
		<			<						





10, Salary Management



Sample Soluton:

A: if salary is fixed for each employee per a fixed period(month), it is enough to use Fixed Item and Salary info.Month define

B: if salary is not related to attendance report, but it changed per a fixed period(month), it is enough to use Fixed Item, Flexible Item ,Salary info.Month define

C: if salary is related to attendance report, and changed per a fixed period(month), it is enough to use Fixed Item, Flexible Item, Salary Item, and formula design, Salary info.Month define

D: if A and C is exist at the same time, use all, define a fixed item as a tag value, give A as 1, give D as 0, use If(,,) in Salary Item Formula design.

Before calculate the salary, Salary Info.monthly should be added. Fixed salary Item should be inputed, Flexible Salary Item should be inputed for the period/Month you want to calculate. The above is done, then Salary calculation is available.

10.1 Salary Item Definition

This is basic setting for salary system, all the item name please don't use number, space, and +,-.*,/ etc.

Fixed Item: when it's settled for employee, you can not change it, that means different Salary Period, its value is fixed, don't need input value for each salary period Flexible Item: you need input value for each period per employee, so you can change its value from time to time.

Salary Item: this is the item for Salary Calculation, you can define formula for them, it will calculate its value by your settled formula. you don't need to input value for them.

	y item definition	1	
fixed	item flexible item	salary item tax rate setting	
	L		
	No.	item name	
	1	MonthBasic	
	2	BusinessPay	
			add new
			save
			delete

Tax Rate Setting:





This is for setting Tax (value/formula) function, take value 7000 as example as following, $Tax(7000) = (4000 - 3000) \times 0.05 + (6000 - 4000) \times 0.10 + (7000 - 6000) \times 0.15 = 400$

salar	ary item definition										
fixed i	d item flexible item salary item tax rate setting										
_											
	No.	start amount	end amount	tax rate%	Deduct						
_	1	3000	4000	5	50						
	2	4000	6000	10	200						
	3	6000	8000	15	300						
	4	8000	10000	20	400						
							add new				
							save				
							delete				

10.2 Fixed Salary Maintenance (input&modify)

You can find employee fixed salary item record here, and add, modify, delete the fixed salary item here. Right mouse key to open save function, or Press Ctrl+S





system HR manag	omont Tormin	<mark>stem</mark> al Management atti	endance management	door locking manage	ment salary mar	agement (system management	
employee manageme		- 🦻	• 🍅 🤇	sheet overtime sheet	\bigcirc	0	<u></u>	
fixed salary ite	m							• ×
batch Ei	mpl_N	quick res						
Empl_No.	name	dept.	MonthBasic	BusinessPay				
0000000001	Jack	Epordo	3500	500				
000000002	Luke	Epordo	4000	1000				
000000003	Sophia	Epordo	6000	500				
000000004	Carrei	Epordo	7000	600				
000000005	Jaosen	Epordo	8000	1000				

10.3 Flexible Salary Maintenance(input&modify)

You can find employee Flexible salary item record here, and add, modify, delete the Flexible salary item per salary time period. Right mouse key to open save function, or Press Ctrl+S

playee management Terminal Management download record Records leave sheet overtime sheet attendance report access record salavy calculation fexible salary term tht/period 2010-07 ■ batch search; :mpLN month/period all Quick EmpLNo. name dept month/period OvertimeRate Bonus 0000000002 Luke Epordo 2010-07 300 600 0000000003 Sophia Epordo 2010-07 300 1500 0000000004 Carrei Epordo 2010-07 300 2000 000000005 Jaosen Epordo 2010-07 300 2500	tem HR manage		lanagement atte	endance management	door locking mana		anagement	system management	
th/period 2010-07 ▼ batch search; EmpLN month/period all quick pmpLNo. name dept. month/period OvertimeRate Bonus 0000000001 Jack Epordo 2010-07 300 600 000000002 Luke Epordo 2010-07 350 1000 000000003 Sophia Epordo 2010-07 300 1500 000000004 Carrei Epordo 2010-07 300 2000	ployee managemer	nt Terminal Manag	ement download re	ecord Records leave	😁 💛	et attendance report	access reci	ord salary calculation	
Nth/period 2010-07 ▶ batch search; EmpLN month/period all quick EmpLNo. name dept. month/period 0vertimeRate Bonus 0000000001 Jack Epordo 2010-07 300 600 000000002 Luke Epordo 2010-07 350 1000 000000003 Sophia Epordo 2010-07 300 1500 000000004 Carrei Epordo 2010-07 300 2000	flexible salary il	em							
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000000003 Sophia Epordo 2010-07 300 1500 000000004 Carrei Epordo 2010-07 300 2000			· ·				-		
000000004 Carrei Epordo 2010-07 300 2000							-		
000000005 Jaosen Epordo 2010-07 300 2500				2010-07	300	2000	-		
				0010.07	200	2500	-		
	000000005	Jaosen	Epordo	2010-07	300	2300			

10.4 salary info. Monthly(input&modify)[Salary Report Period]

Here you define salary period as you want: you can define many period which you want to make salary report, the start time(start date), and end time(end date) are must, the other parameters here,





you can set, is for salary formula(in the formula design, you will see this data field), take application as example, workdays in this period will affect the salary, then you can input work days as 20 or other data, in the salary formual design, you can use the Workdays field in your formula design, if you don't want to use this data, you can leave it as zero.

🐏 Epordo T&A man	agement system)						
system HR managem	ent Terminal Ma	-	ance management	door locking manag	ement salary ma	nagement system	n management	
employee management		nent download recor	d Records leave s	kheet overtime sheet	ottendance report	access record sal	ary calculation	
salary month info	•							- ×
month/period	start time	end time	TotalDays	WorkDays	RestDays	TotalTime	WorkTime	RestTime
2010-07	7/1/2010	7/30/2010	0	20	5	500	500	100
Epordo Leading Security&	It Provider http	://www.epordo.com	т	hursday, August 05,	2010	ma	ain interface	NUM OVR

10.5 Calculation formula definition

salary formula definition	1										
salary item	formula editor	4									
item name	Totalbefo	oreTa =									
TotalbeforeTax	{Leave.Busin	essLeave(h)}+{FixedIte NormalOvertime(h)}+{/	em.MonthBasic}	+{Fixe	ditem.BusinessF Overtime(b)}+{A	Pay}+{FlexibleIt	tem. OvertimeR tivelOvertime(k	ate}*			
TotalAfterTax	{{Attendance.NormalDvertime{h}}+{Attendance.WeekendDvertime{h}}+{Attendance.FestivalOvertime{h}}+ {FlexibleItem.Bonus}										
	start	clear	cance	el]	test] [save		exit			
	Definition include item				function keybo	pard					
	item name	item type	test value	^	IF		nd (or			
	Attendance	e DueTime(h)	0		ROUND			ABS			
	Attendance	ActualTime(h)	0		HUUND			ABS			
	Attendance	ActualAbsence(h)	0		+	-	*				
	Attendance	Late(m)	0								
	Attendance	LateTimes	0		(<	<=			
	Attendance	EarlyLeave(m)	0								
	Attendance	EarlyLeaveTimes	0		7	8	9	>			
	Attendance	NormalWorkTime	0								
	Attendance	WeekendWorkTi	0		4	5	6	>=			
	Attendance	FestivaWorkTim	0		1	2	3				
	Attendance	NormalOvertime(h)	0								
	Attendance	Weekend0vertim	0		0		00	=			
	Attendance	FestivalOvertime(h)	0	•			L				





Salary Item:

The salary item, you also can take it as a item which require calculation. There is a rule: you can not use the new salary item in old salary item, take above as example, you can not use TotalAfterTax in TotalbeforeTax's calculation formula, but you can use TotolbeforeTax in TotalAfterTax's calculation formula.

What I can use in calculation formula:

You can use definition include item list ,and buttons on the definition pannel, Definition Include Item list, include the attendance report data field, fixed/flexible salary item, salary month(salary period) data field, you can double click the item type name to input them into the formula, input formate is like {Attendance.DueTime(h)}, the formate is not changeable, if you change it , it will make error. Regarding calculation precedence in formula, you can control it with" ()", "+,-,*,/" button on the pannel is for numeric operator, "<,<=,>,>=,!=,=,and,or" button is for logical operator, which is only used in IF formula, Round,INT,ABS is function.

Also, the definition include item's value is not visible here, so the software give test value which you can input, when the formula is finished, you can click test to see the formula is work as you want, when you click test, the software use the test value as the definition include item's value, then you can get a result.

Select Item name, then Click Start Button to define the Formula, Clear button is for clear the formula you writed, Cancel Button is for Exit Definition, Test Formula is for Test the formula writed is valid or invalid and try to calculate the formala value with test value. Save button is for save the formula.

when you define the formula, you can use all the data from attendance report, Leave report, Salary Period setting, all the item you defined (including fixed salary item, flexible salary item, and salary item).

if you use salary item in the formula, please be sure that you can not use salary item which is later defined than what you are defining.

There are three types value in formula: Function, Constant, field from Attendance report, leave report, selfdefined fixed salary item, etc. Field is write like this {Attendance.DueTime(h)}, Constant write as normal, like, 1, 3, etc. Function write like this Tax({Attendance.DueTime(h)}).

You can input value for your test of formula with test value for the item you used in formula.

Function introduction:

Round(), INT(), Abs(), Tax()(this for calculate the Salary Tax)

IF introduction: If(,,)

If(formula1/Value1, formula2/Value2, formula3/Value3)

In Formula1, you can use And, or;

If formula1/Value1 is true, the function value will be Formula2/Value2, If false, it will be Formula3/Value3)

If(({Attendance.LateTimes}+{Attendance.EarlyLeaveTimes})>=3,({Attendance.LateTimes}+{Attendance.EarlyLeaveTimes})*200,({Attendance.LateTimes}+{Attendance.EarlyLeaveTimes})*100) You can take above as an example.

10.6 calculation formula search

Here you can find all the formula





Epordo T&/	A management s	ystem						
	anagement Term	inal Management attendance ma	nagement door locking management	salary management	system management			
iployee manag	gement Terminal M	🖻 🧭 V	ords leave sheet overtime sheet attend	Ance report access re	cord salary calculation			
calculation	formula search				1810			→ ×
ary item	calculation formu	la						
albeforeT ax	{Leave.Business	Leave(h)}+{FixedItem.MonthBasic}+{	FixedItem.BusinessPay}+{FlexibleItem.Ove	rtimeRate}*({Attendance	NormalOvertime(h)}+{Attend	ance.Weekend0vertime(h)}+{Atte	ndance.FestivalOvertime(h)})+{FlexibleItem.E	Ionus}
alAfterTax	{SalaryItem.Total	beforeTax}-Tax({SalaryItem.Totalbef	preTax})					
do Leading Se	ecurity&It Provider	http://www.epordo.com	Thursday, August 05, 2010				main interface	NUM O

10.7 Salary Calculation

Warning: before you calculate the salary for selected employee, please first define the Month/Period, and also input value of the fixed salary item, and Input value of flexible salary Item for each monty/Period you have defined.

The Option of calculate daily report, you select it, it will calculate the all the day attendance report again in you selected month/Period, if not, it will use The ready daily attendance report records to calculate the salary. For Output report, if you select Excelprint, it will output an excel file per employee listed here, file will be stored in report folder, and named as the employee name.





-	employee	e as follow		riod 2010-97	 time range 7/1. 	1/2010 7/30/2010	🔲 calculte daily n	eport sear	ch calculate	delete	EXCEL	Output
Empl_No.		Dept.					7					
000000	Jack	Epordo	smityLeave	BereavementLe	KE AnnualLeave	OfficialLeave	MonthBasic	BusinessPay	OvertimeRate	Bonus	TotalbeforeTax	TotalAfterTax
000000	Luke	Epordo		0	0	0	3500	500	300	600	5800	5570
000000	Sophia	Epordo		0	0	0	4000	1000	350	1000	7400	6940
000000	Carrei	Epordo		0	0		6000	500	300	1500	9200	8410
000000	Jaosen	Epordo	5	0	0	$\langle \mathbf{v} \rangle$	7000	600	300	2000	10800	9850
				0	0		8000	1000	300	2500	12700	11750
Empl	oyee 1	to Operat	te		calcula	ite ate dail ite the la it will u	atest d	aily atte	ndance	repor	t	

- 4	A	В
1		Sa
2	Name:	\$Name
3	Department	
4	Attendance Month	\$attendance month
5		
6		N
7	Due Work Time	\$DueTime(h)
8	Actual Work	\$ActualTime(h)
9	Normal Work Time	\$NormalWorkTime
10	Weekend Work Time	\$WeekendWorkTime
11	Festival work Time	\$FestivalWorkTime
12	Absent Time	\$ActualAbsence(h)
13	Late Times	\$LateTimes
14	Late Time Total	\$Late(m)
15	EarlyLeave Times	\$EarlyLeaveTimes
16	EarlyLeave Time Total	\$EarlyLeave(m)
17	Normal Overtime	\$NormalOvertime(h)
18	Weekend Overtime	\$WeekendOvertime(h)
19	Festival Overtime	\$FestivalOvertime(h)
20	Salary Leave	\$SalaryLeave(h)
21	No Salary Leave	\$NoSalaryLeave(h)
22		
23		S
24	you can define which ce	Il you want to input, pleas
25	Then you can delete or a	add data into report as you
26		
27		
28		

Salary report output ,you can design the formate by yourself , please open the excel file, salarytemplate.xls you can design your own report formate

	С	D	E
Salary Report			
	Employee No.	\$Empl_No.	
\$Dept.	Stard Date	\$StartTime	
	End Date	\$EndTime	
Working Time			
Salary Report			
	ma of coffwore i	nte coll co chovo	
se write \$+coi na ou want	ame of software i	nto cell as above.	
ou want			





11, System Management

11.1 system User Management:

System U	System User Management						
- user info				user	password		
user	password			ss	*****		
			_				
Rights	select	module name	^				
🔲 All		employee management					
	Terminal Management						
		download user info.					
		upload user info.					
		download record					
		USB Pen management					
		Records Management					
		attendance rules managemnet					
		Shift Scheme Management					
		Leave Management	-				
	<		_				
		add new confirm delete					

11.2 database backup/Recover

🔜 Epordo Data Backup/Recover	
Database Backup / Recover	
⊙ backup Path	Backup
O Recover Path	Recover





11. 3 Change Backgroud Picture

_ _ ×
Epordo TA software
Version: V2.1.5
All rights Reserved by E-Focus Industrial
website:www.epordo.com
Change BackgroundPic





12, Problem solution:

1. SQL Server Link Problem Solution

(if you find the SQL install files is not compatile with your Operating system , please go to microsoft.com to find the suitable SQL Express for you) When you install the Epordo Time Attedance /Access Control Software

TimeSystem Setup	\mathbf{X}
	Database Setup Information
╶╲╺┝╴	Server EF0-94515622150\SQLEXPRESS
	UserName sa
	Password XXX
	Database epordotime
-D	✓ Initial DataBase
	<pre>< Back Next > Cancel Finish</pre>
	Infomtion 🔀 Fail OK

If you test connection is fail . , This is problem from Database server connection.

You can check as following

a. Run Microsoft SQL Server Management Studio Express





SQL Serv	ver.2005	Windows Server	System	
Server type:	Database Engin	2	Ŷ	
<u>S</u> erver name:	EFO-945156221	50\SQLEXPRESS	~	
Authentication:	SQL Server Auth	Server Authentication		
Login:	sa			
Password:	***			
	Re <u>m</u> ember	password		

Here you use SQL Server Authentication to login sever with your password & Login Name

Click connect to test, if it's fail. It will give you some error message, you can use this error message to find related solution for it.

b. Use Windows Authentication way to login database management

SQLSer	Ver. 2005	
Server type:	Database Engine	-
<u>S</u> erver name:	EF0-94515622150\SQLEXPRESS	~
Authentication:	Windows Authentication	~
User name: Password:	EFO-94515622150\barry	Y
	Remember password	

b-1 Then go to check sa's password, rights etc information





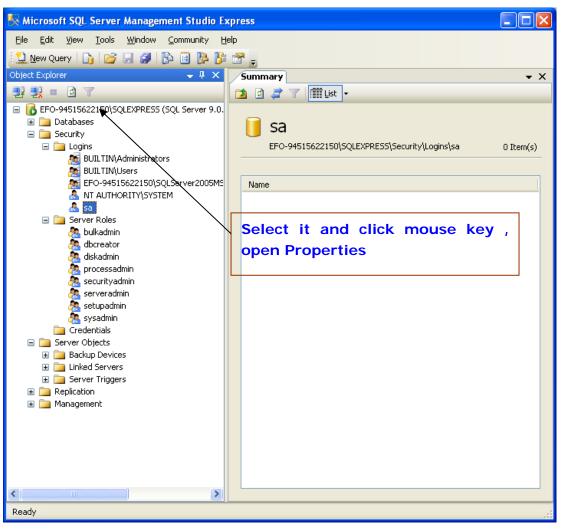
🝢 Microsoft SQL Server Management Studio Express		E		
<u>File E</u> dit <u>Vi</u> ew <u>T</u> ools <u>Wi</u> ndow <u>C</u> ommunity <u>H</u> elp		Login Properties - sa		
😫 New Query 🕞 😅 🚽 🚱 🗒 🎉 🎬 🖉		Select a page	🔄 🔄 Script 👻 📑 Help	
Object Explorer	- ×	Server Roles		
	• •	🔄 User Mapping	Login <u>n</u> ame:	sa
E FO-94515622150\SQLEXPRESS (SQL Server 9.0.		🚰 Status	○ <u>W</u> indows authentication	
🖃 🦢 Security			SQL Server authentication	
EFO-94515622150\SQLEXPRESS\Security\Logins\sa	0 Item(s)		Password:	•••••
BUILTIN/Administrators BUILTIN/Users			Confirm password:	•••••
Mame EFO-94515622150\SQLServer2005MS Name				
A Server Roles			Enforce password policy	
			Enforce password expiratio	
Belect it and click mouse key , open			User must change passwor	d at next login
Replication Properties Management			 Mapped to certificate 	
			Cer <u>t</u> ificate name:	
		Connection	 Mapped to asymmetric key 	
		Server:	<u>K</u> ey name:	
		EFO-94515622150\SQLEXPRES		
		Connection:	Default <u>d</u> atabase:	master
		EFO-94515622150\barry	Default l <u>a</u> nguage:	English
		View connection properties		
		Progress		
		Ready		
		We and the second secon		
Ready				

Please check Server Roles, whether sa has Sysadmin, and check Status, and check sa's setting, Permission to connect to the database engine and Login status. b-2 check the authorization of database server

	1		_
		S <u>e</u> arch	·
			_
			~
OK		Cancel	
	_	54110-01	







To make sure you have selected SQL Server and Windows Authorization mode.



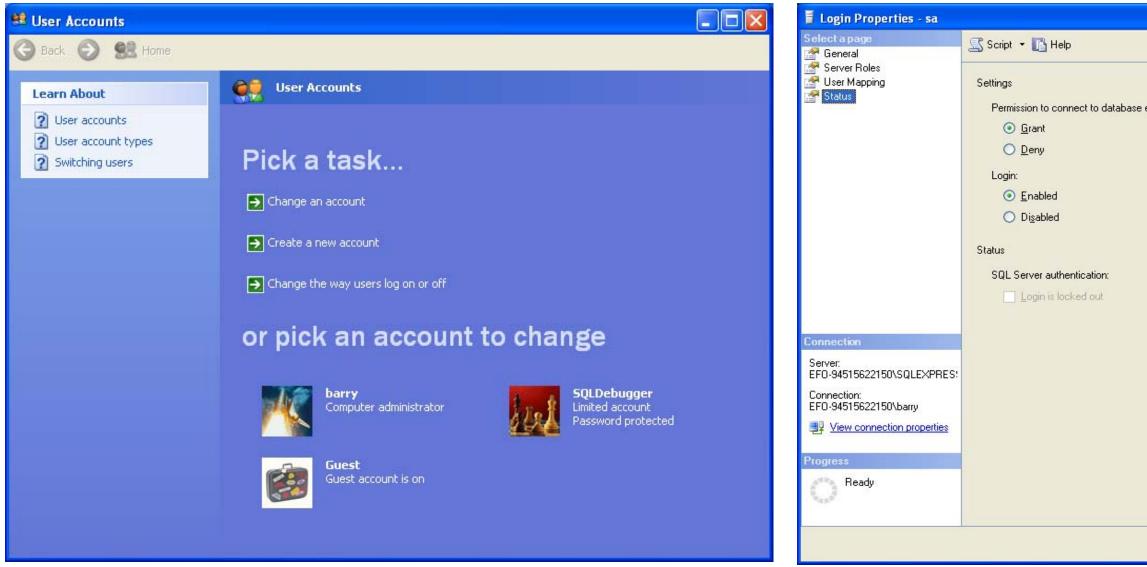


📱 Server Properties - EFO-94515622150\SQLEXPRESS			
Select a page General	🕵 Script 🝷 🚺 Help		
Memory Processors Connections Database Settings Advanced Permissions	Server authentication Windows Authentication mode Image: SQL Server and Windows Authentication mode Login auditing None Eailed logins only Successful logins only Both failed and successful logins Server proxy account Proxy account:		
Connection	Password:		
Server: EFO-94515622150\SQLEXPRES: Connection:	Options		
EF0-94515622150\barry	Enable C2 audit tracing		
View connection properties	Cross database ownership chaining		
Progress			
Ready			
	OK Cancel		

- c. check your firewall setting, windows firewall setting and anti-virsus setting
- d. check windows user setting, switch Guest user on







2. Device Communication Fail :



Fail Error Window for example Please use this code to find why:

engine:		
	ОК	Cancel





Error Code Table

Value Symbol Description

1 RUN_SUCCESS Message informing of the successful execution of

commands

0 RUNERR_NOSUPPORT Error that the device does not support the relevant command

-1 RUNERR_UNKNOWNERROR Unknown error

-2 RUNERR_NO_OPEN_COMM Error that the device has been not connected to

-3 RUNERR_WRITE_FAIL Error that the data has not been transmitted to the device

-4 RUNERR_READ_FAIL Error that the data has not been read from the device

-5 RUNERR_INVALID_PARAM Error that the input parameters are not correct

-6 RUNERR_NON_CARRYOUT Error that the command has not been executed correctly

-7 RUNERR_DATAARRAY_END Message telling that there is no more data to get

-8 RUNERR_DATAARRAY_NONE Error that the data do not exist

-9 RUNERR_MEMORY Error that the memory of the PC is not enough

-10 RUNERR_MIS_PASSWORD Error that the input license does not accord when connecting with the device

-11 RUNERR_MEMORYOVER Error that the memory has no space where more enrollment data can be registered in the device

-12 RUNERR_DATADOUBLE Error that the registration number to be enrolled is already stored in the database of the device

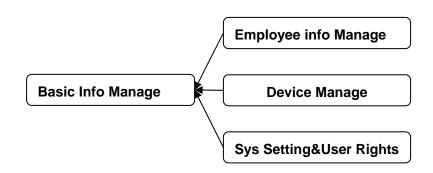
-14 RUNERR_MANAGEROVER Error that the memory has no space where more data of

the manager can be registered in the device

-15 RUNERR_FPDATAVERSION Error that the version of the fingerprint data to be used is not correct

Brief Instroduction of Software

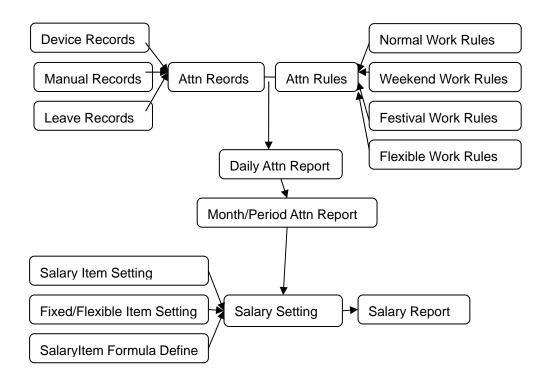
A. Basic Information Management



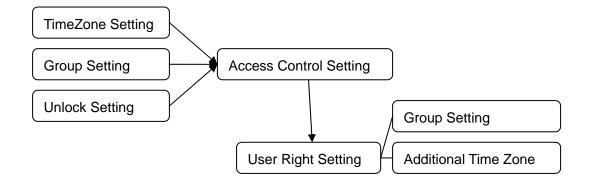




B Attendance&Salary Management



C Access Control Management



You can click http://www.epordo.com to know more information!!!



