

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)

Install requirements

| | |
|-----------------------------------|---|
| Operating System | Windows 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 Office Excel(for Excel report Output) |
| Database | Microsoft 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

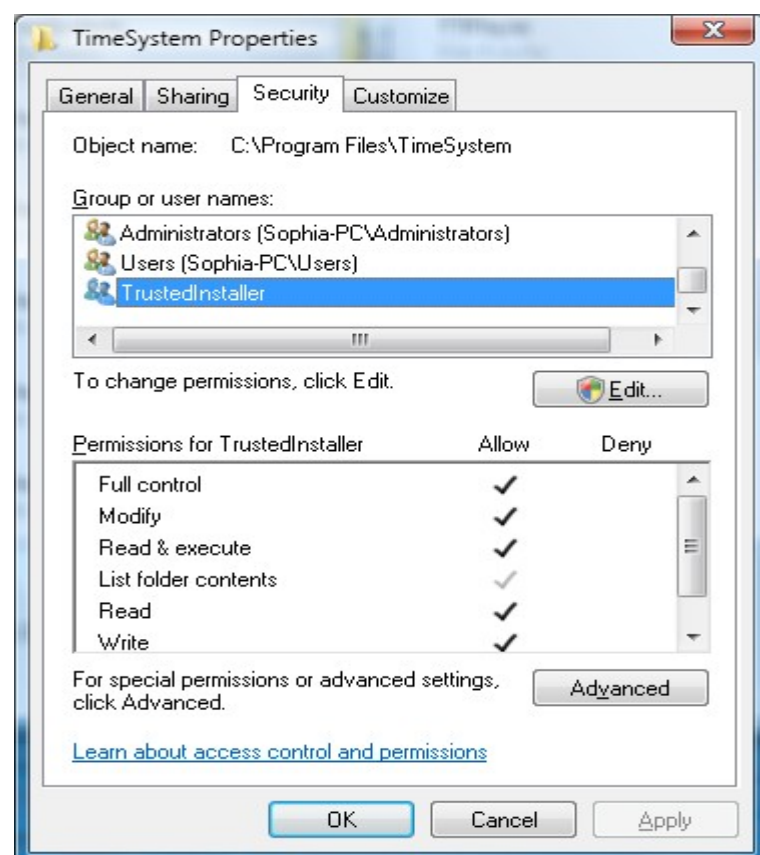
1. Microsoft .Net Framework 2.0
2. Microsoft SQL 2000 with SP4, or 2005, also you can use Free Version: 2005 SQL Express in CD

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.



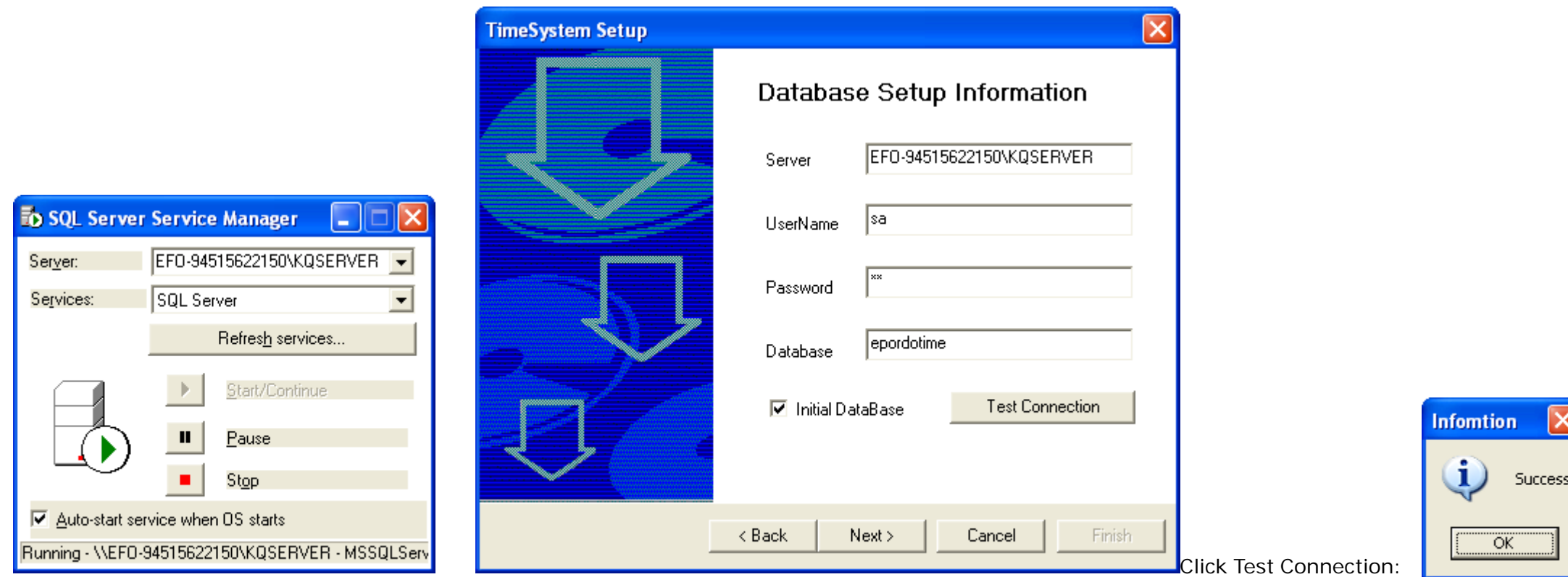
3、 Install Software:

3.1 Run  Installer.exe
Easy Installer target installer ... in CD

Notes:

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

Take MSSQL2000 for example, click SQL Server 



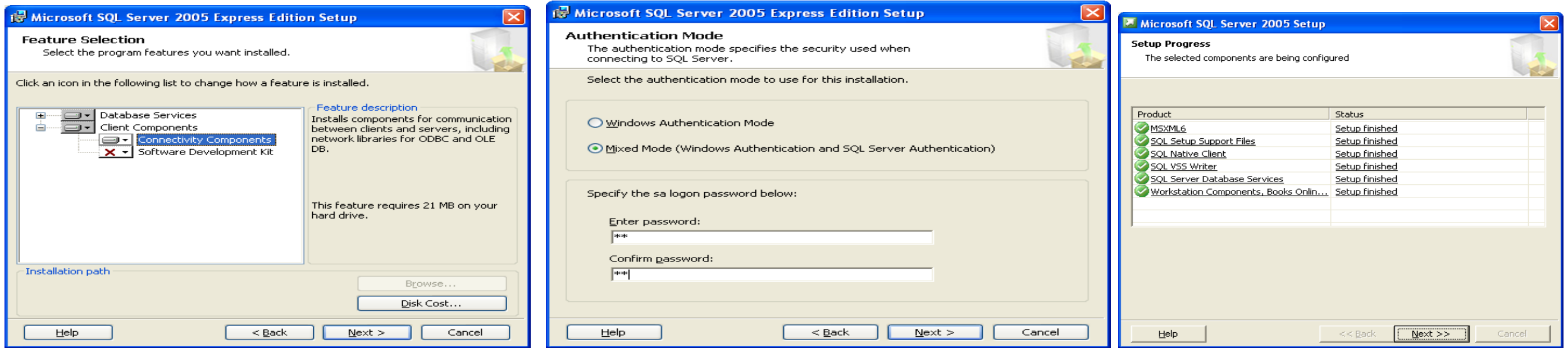
The screenshot shows three windows. On the left is the 'SQL Server Service Manager' window with 'Server: EFO-94515622150\KQSERVER' and 'Services: SQL Server'. In the center is the 'TimeSystem Setup' dialog box, 'Database Setup Information' tab, with fields for 'Server: EFO-94515622150\KQSERVER', 'UserName: sa', 'Password: **', and 'Database: epordotime'. The 'Initial DataBase' checkbox is checked, and the 'Test Connection' button is highlighted. On the right is a small 'Information' dialog box showing 'Success' with an 'OK' button. Below the 'Test Connection' button, the text 'Click Test Connection:' is present.

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 SQLEXPRESS.EXE, then Install SQLEXPRESS2005_SMSEE.msi

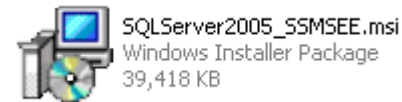
First Install  SQLEXPRESS.EXE
Microsoft SQL 2005 Server Ex...
Microsoft Corporation

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

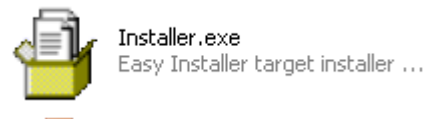


If you don't install, MSXML6, please install it by run "msxml6.msi"

If you want to manage SQLEXPRESS, please install

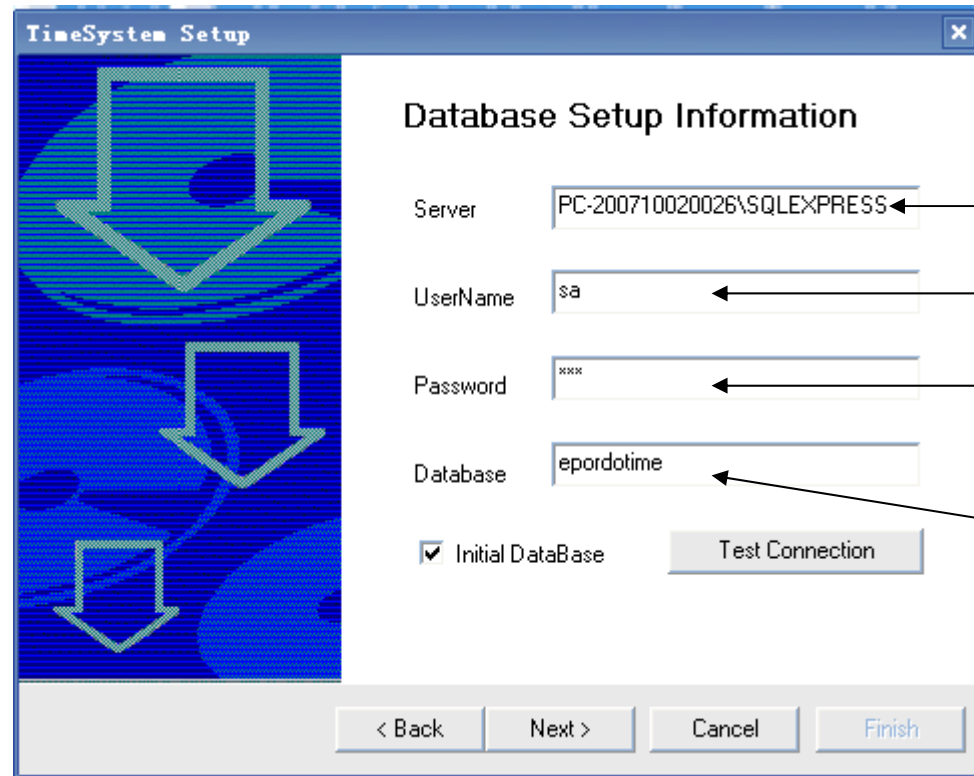


3.2 After you finish the install above, you can select SQL Server Management Studio Express to manage the database



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**



Input Server Name: generally, it's yourPCname\SQLEXPRESS
If you don't know ,you can run MS SQL Server Studio Express to see

sa is a fault user name for database created when you install server

Password is what you input when you install server like:123

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



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



to run SetData window

Input box is the same as what you input in installation

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

S/N: 3EDI9Y232QFTK1

Dev.No.: AFE9FBFF000006D8 - NT9AT6B2CMBT

RegCode: TQW2DW9E5FPE - 95TI69HG9

8DIH2IEII333339G - WNYLO2B56

Register From Internet!

You Only have two times to register

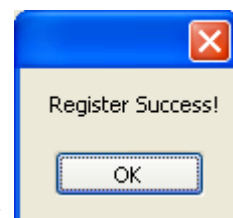
Software S/N: 3EDI9Y232QFTK1

Dev. No.: AFE9FBFF000006D8 - NT9AT6B2CMBT

| Code | |
|------------------|-----------|
| TQW2DW9E5FPE | 95TI69HG9 |
| 8DIH2IEII333339G | WNYLO2B56 |

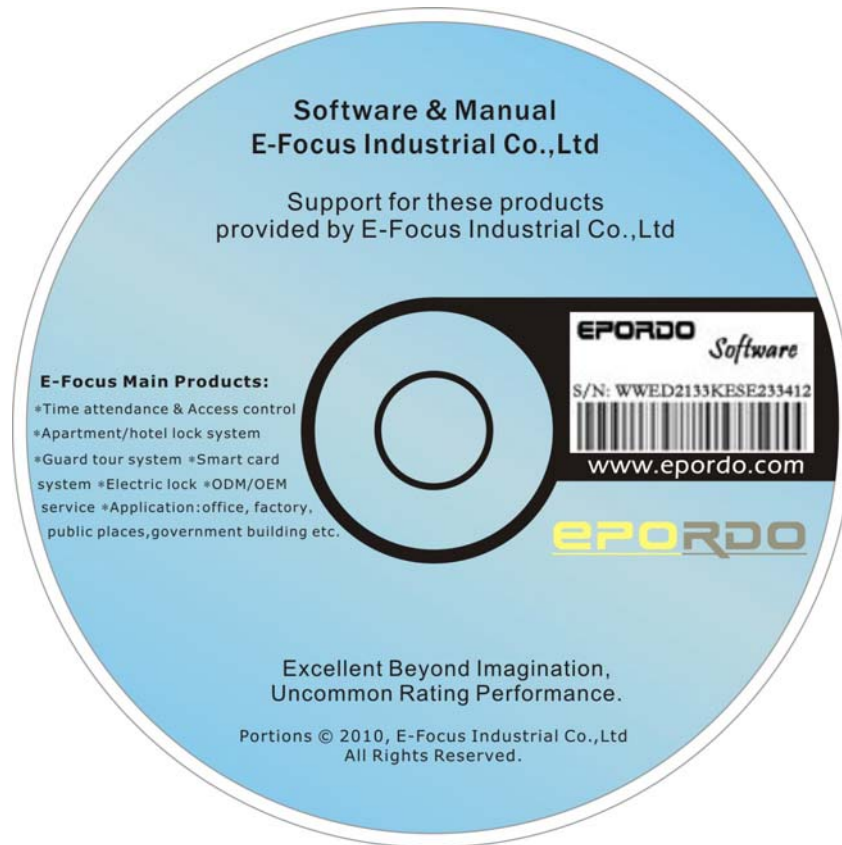
Now You have used 1 times

Annotations: Copy these to GetRegCode Window, Copy these to GetRegCode Window, Input S/N on the label of CD, Copy the code from GetRegCode Window. And paste them here



If success, it will show Register Success!, 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.

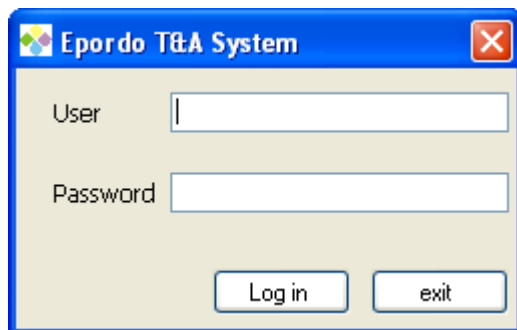
Tips: you can find the S/N on the CD. hint please don't make mistake on I and one(1) for S/N



5、 Device Registration

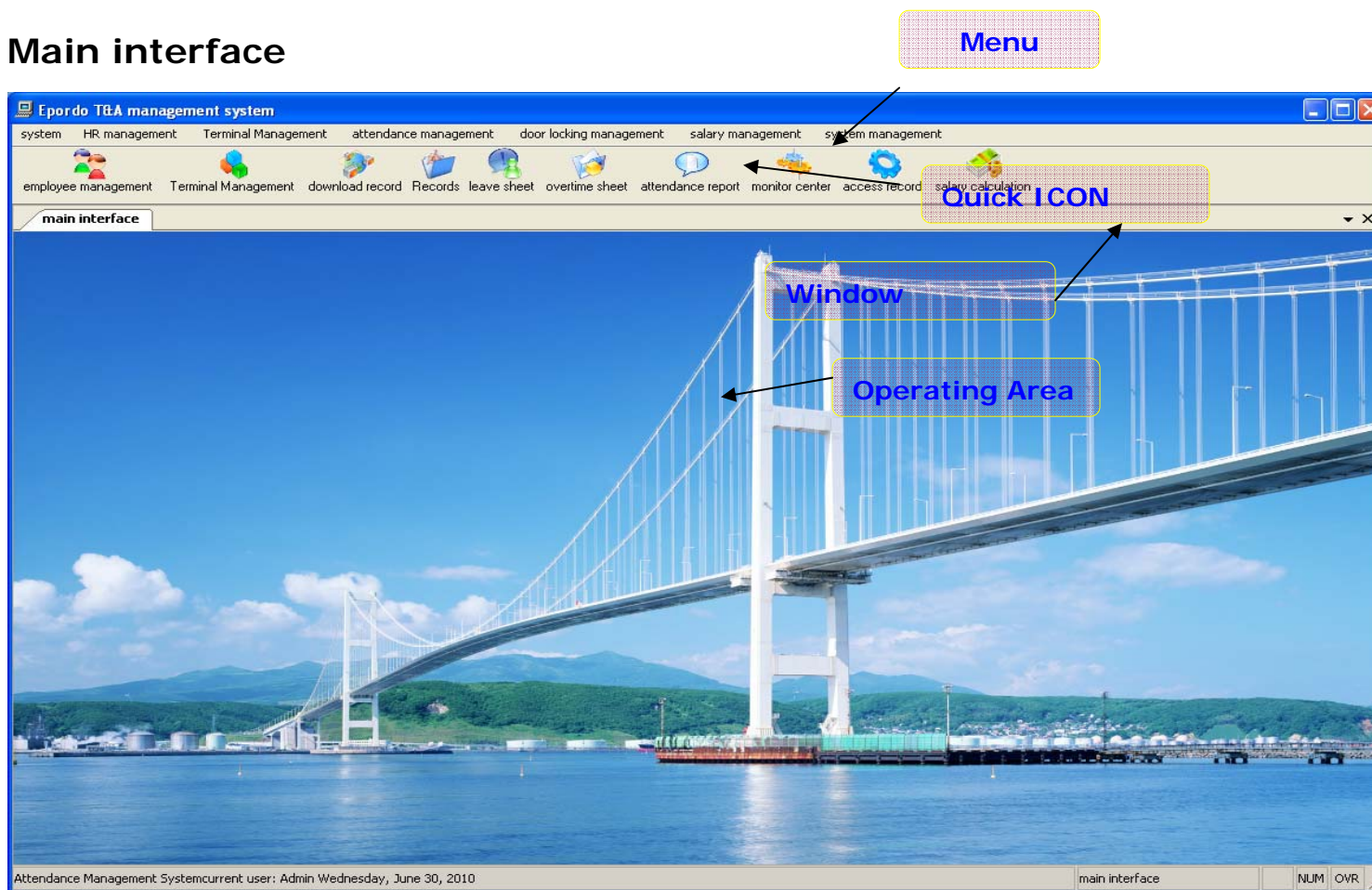
First click timesystem icon  to run Timesystem

5.1 Log In System



Initial User & Password: **ss** & **ss**

Main interface



5.2 Registration of Device:

a. System management → Parameter Setting → Register Terminal Option Card

parameter setting

HR Parameter register terminal

terminal registration

Device S/N AFZQH1DCX24N4CBF51

Reg Code TDICTK4GFA57Q7FEI8

| Device S/N | Reg Time |
|--------------------|----------------|
| 3386958381433HKI9K | 8/2/2010 6:... |
| 3306944358433HKI9K | 8/2/2010 6:... |
| 3386948303433HKI9K | 8/12/2010 1... |
| 3326944358433HKI9K | 8/12/2010 1... |

obtain register code

You Only have two times to register

Device S/N AFZQH1DCX24N4CBF51

Code

TDICTK4GFA57Q7FEI8

Now You have used 2 times

Input the S/N of Label on Device

Input code from GetRegCode

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

parameter setting

HR Parameter register terminal

terminal registration

Device S/N AFZQH1DCX24N4CBF5T

Reg Code TDICTK4GFA57Q7FEI8

| Device S/N | Reg Time |
|--------------------|----------------|
| 3386958381433HKI9K | 8/2/2010 6:... |
| 3306944358433HKI9K | 8/2/2010 6:... |
| 3386948303433HKI9K | 8/12/2010 1... |
| 3326944358433HKI9K | 8/12/2010 1... |
| AFZQH1DCX24N4CBF5T | 8/30/2010 |

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



6、 Employee Management

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

Depart Manage:

1. Select Dept. And 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.

Employee Manage:

1. Select Dept. And click button above to open the window to add/ Modify Employee and also delete the selected employee
2. Also you can export employee list at TXT, XML, Excel and import employee info from Excel file
3. you can search employee via name and Employee No.

| No. | Empl_No. | name | gender | dept. No | dept. |
|-----|------------|--------|--------|---------------|--------|
| 1 | 0000000001 | Jack | male | 0 | Epordo |
| 2 | 0000000002 | Luke | male | 0 | Epordo |
| 3 | 0000000003 | Sophie | female | 0 | Epordo |
| 4 | 0000000004 | Carrei | male | 0 | Epordo |
| 5 | 0000000005 | Jaosen | male | 0 | Epordo |
| 6 | 0000000006 | 1324 | female | 2010721175852 | JAKES |

6.2 The Window of Modify/Add Department

Dept. info

Dept.

Dept. director

6.3 The window of Modify/Add Employee

employee info.

basic info.

Emp_No. 000000000001

name Luiese Smith

gender female

Dept. Sales

browse photos

extension info.

Address

Nation

Tel

Cellphone

Work Exp.

Title

BirthDay Wednesday,

Work Start Wednesday,

SpeDay Wednesday,

Work End Wednesday,

confirm cancel

The Window of Import Employee info from Excel file

import terminal from EXCEL

import into system from EXCEL file

1, choose import file

browse file

2, import start location(exclude title bar)

row-- row A Column-- Z Column

3, tie Column from EXCEL to Data Field of System

| EXCEL Column | database Column(Field) |
|--------------|------------------------|
| A Column | name |
| B Column | Gender |
| C Column | Dept. |
| D Column | |
| E Column | |
| F Column | |

confirm cancel

Select the excel file you want to import

Select the excel file row range and column range for import

Select right Field according column for import

7、 Terminal Management

7.1 Terminal Management

Click Menu Terminal Management, then Click Terminal Management to Open

Epordo T&A management system

system HR management Terminal Management attendance management door locking management salary management system management

employee management Terminal Management download record Records leave sheet overtime sheet attendance report access record salary calculation

Terminal Management Add/Modify/Delete terminal button

add modify delete

| terminal 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 PM |

The terminal List

Epordo Leading Security&It Provider http://www.epordo.com Monday, August 02, 2010 main interface NUM OVR

7.2 Add/Modify Window:
Basic info Option Card

The screenshot shows a 'Terminal Info' dialog box with three tabs: 'Basic Info', 'Terminal Status', and 'Manipulation'. The 'Basic Info' tab is active. It contains the following fields and controls:

- Name: mainF
- Terminal NO.: 2
- CommPassword: 0
- Comm Type: LAN (dropdown menu)
- IP Addr: 192 . 168 . 1 . 224
- Port No.: 5005
- Domain Addr: (empty text box)
- Buttons: Test Link, Confirm, Cancel

Two callout boxes provide additional information:

- A callout pointing to the 'Terminal NO.' field states: "Terminal No. Should be unique".
- A callout pointing to the 'Comm Type' dropdown menu states: "Comm Type, has LAN COM, USB, Internet Connection, internet connection also is for WAN".

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

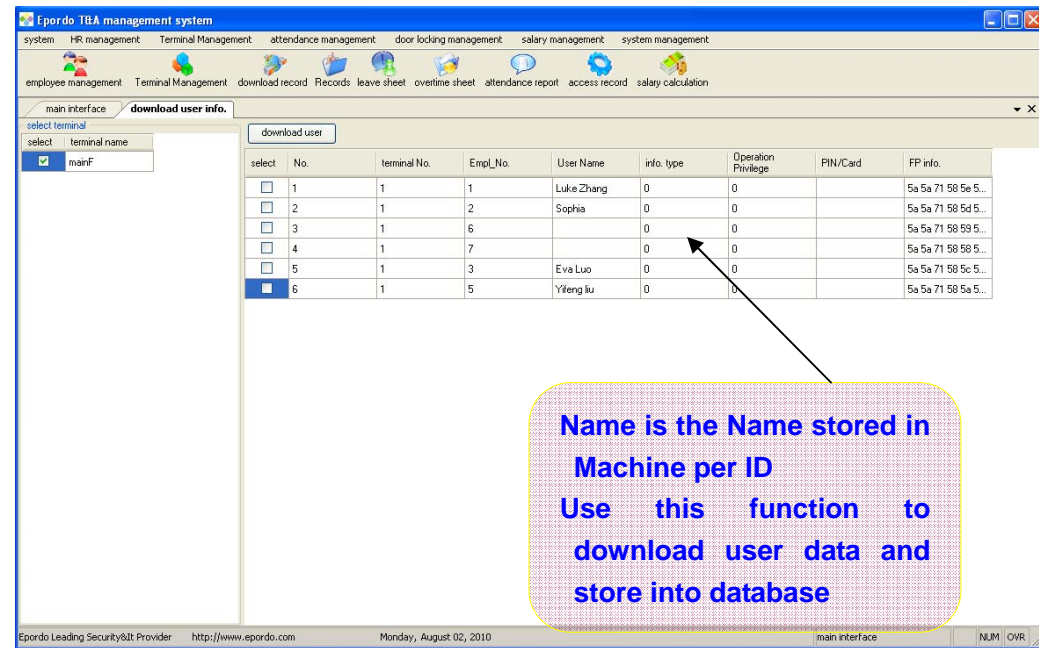
Status of the device

Alert Setting of Record store in Device, if space for new is less than settled, the device will give alert

Interval is for setting repeated press same finger, for example, 1 , means within 1min, same finger press on the scanner, only get one record, Verify

Manipulation Option Card

7.3 Download 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 Fingerprint data, password/Card; these user info. Will not Update to HR automatically (because the name in device is limited, it will mixed the name of HR).

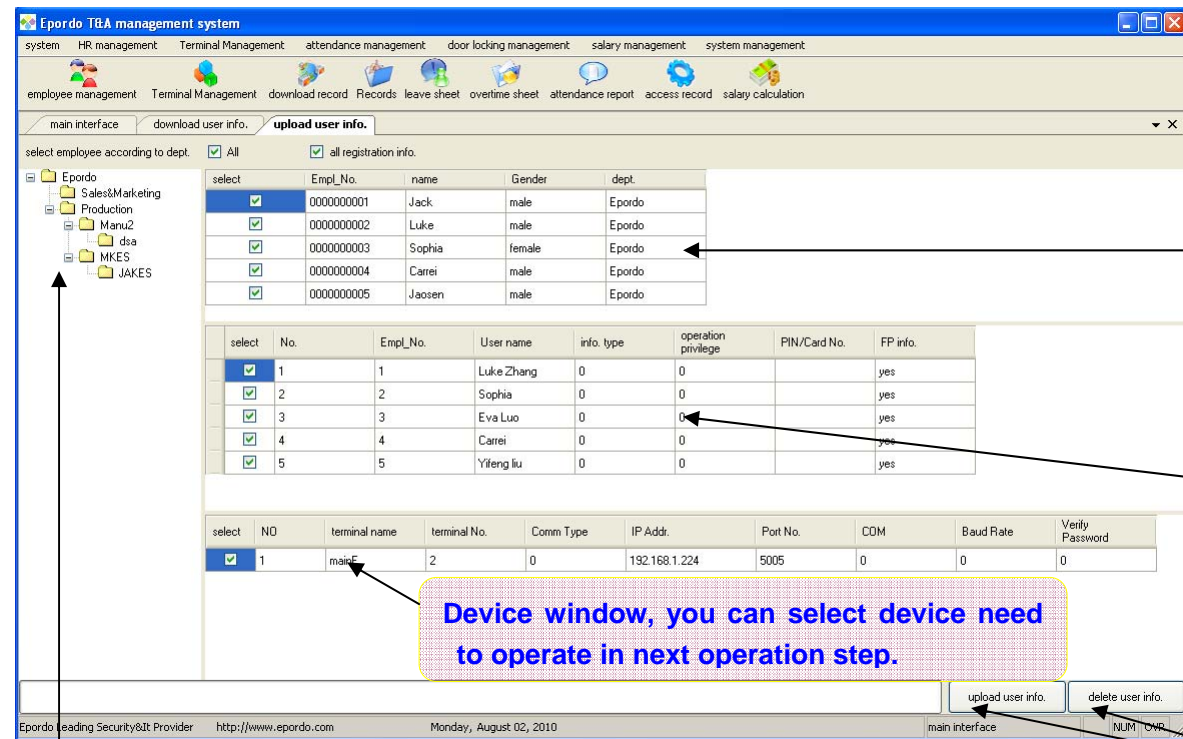
How to upload the Employee to machine?

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.

7.4 Upload User info.



You can choose employee from here, on the below window, it will show employee register info. including password, card, fingerprint data

Register information window, you can select item need to operate in next operation step.

Device window, you can select device need to operate in next operation step.

You can choose employee from here, on the right window, it will show employee information

Upload, it will upload the register data you selected and related employee Name
Delete: it will delete the register data you selected from selected machine if exist

7.5 Download Records(Attendance Records)

Read Option: All data/ New data
Record type option: General Record, Management Record
Delete Option: Yes/ No

Device List

Auto Download Function, is to set the automatically download data from device, when you run the software, time is up to the point you set, it will download data at your setting

7.6 USB pen Management

Record type to import

| No. | terminal No. | Empl.No. | Name | Verify Mode | In/Out Mode | time |
|-------|--------------|----------|------------|-------------|-------------|------------------|
| 00001 | 2 | 00000001 | Luke Zhang | 1 | 0 | 2010/07/21 12... |
| 00002 | 2 | 00000002 | Sophia | 1 | 0 | 2010/07/21 12... |
| 00003 | 2 | 00000003 | 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... |
| 00012 | 2 | 00000002 | Sophia | 1 | 0 | 2010/07/21 12... |

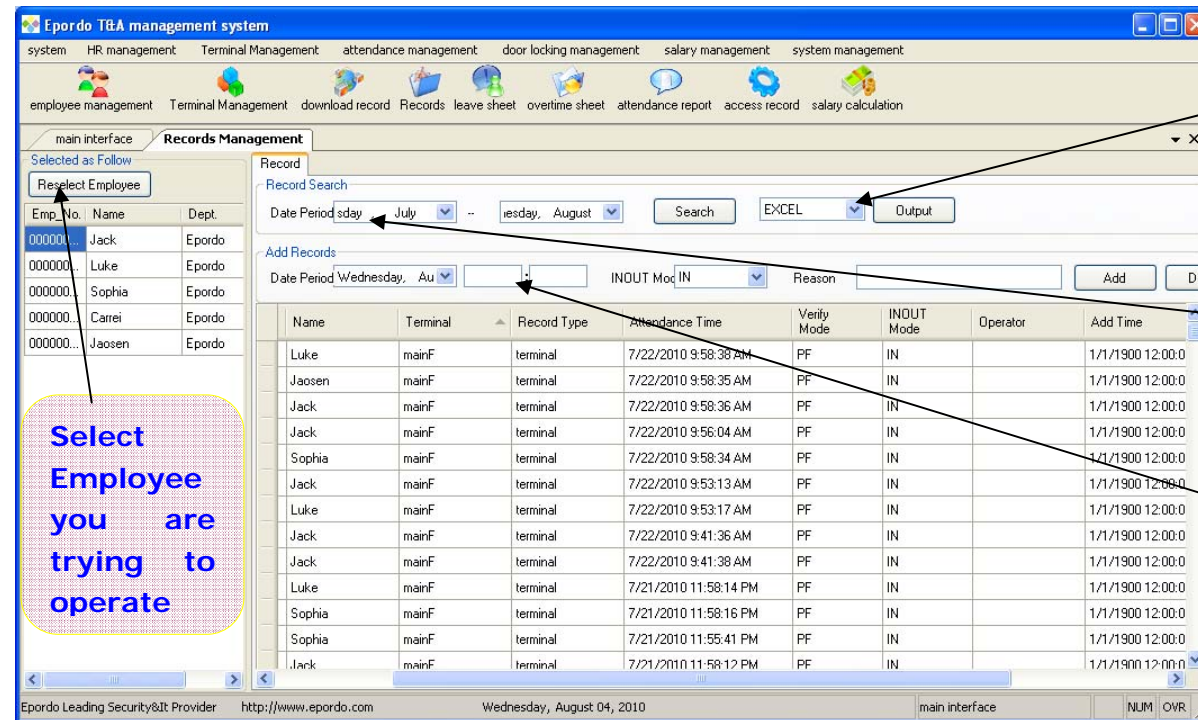
8、 Attendance Management

How to Make Attendance Report, calculate work hours: Define Attendance 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)



Select type you want to export : EXCEL, XML, TXT

Select date period you want to search

Here is for Manual Add Attendance Records

Select Employee you are trying to operate

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, if the shift section time is not 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 selected, 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 earliest attendance record as on-duty records between Start Break and Absent time of on-duty, or earliest 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 several time sections.

Shift management

Shift Setting | Festival Setting | Leave type Setting | Overtime Type Setting

| On-duty Time | Off-Duty Time | Work Time | On-Duty Break | Off-Duty Break | Late Rule(Min) | Absent Rule(Min) | Overtstep Day | Record |
|--------------|---------------|-----------|---------------|----------------|----------------|------------------|---------------|-------------------------------------|
| 8:00:00 AM | 12:00:00 PM | 240 | 7:00:00 AM | 1:00:00 PM | 10 | 20 | | <input checked="" type="checkbox"/> |
| 2:00:00 PM | 6:00:00 PM | 240 | 1:05:00 PM | 9:00:00 PM | 10 | 20 | | <input checked="" type="checkbox"/> |

Basic Parameter

Attendance Setting

On-Duty : Start Break : Overs At Former Record

Off-Duty : End Break : Overs At Former Record

Work Time Setting

Work Time Min Hours Belong to Overtime Work

Overtstep Day Setting

Overtstep Day Former No Overtstep Day Overtstep Day Later

Late/EarlyLeave

On-Duty Min later as Late Min later as Absent

Off-Duty Min earlier as EarlyLeave Min earlier as Absent

Late/EarlyLeave Calculation Dividually SUMM as Late

Overtime Setting

On-Duty Min before the Time calculate as Overtime No Yes

Off-Duty Min later the Time calculate as Overtime No Yes

Callout Box 1 (Left): Please select item click right mouse key to operate: Add, Modify, Delete Shifts Set Flexible Shift Add Section

Callout Box 2 (Right): Please select item click right mouse key to operate: Delete section Double click to modify section

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:

The screenshot shows a software window titled "shift info." with a "Basic Parameter" tab. It contains several sections for configuring shift parameters:

- Attendance setting:** Includes fields for On-Duty (8:00), On-Duty Break (7:00), Off-Duty (12:00), and Off-Duty Break (13:00). Each has checkboxes for "Overs" and "AtFormer", and a "Record" checkbox.
- Work Time Setting:** Includes "Work Time" (240), "Min" (4), and "Hours" with a "Belong to Overtime Work" checkbox.
- Overstep Day Setting:** Includes radio buttons for "Overstep Day Former", "No Overstep Day" (selected), and "Overstep Day Later".
- Late/EarlyLeave:** Includes fields for On-Duty (10), Off-Duty (10), and "Min Later As Late" (20). It also has "Min Later As Absent" and "Min Earlier As Absent" fields, and radio buttons for "Later/EarlyLeave Calculate" set to "Dividually".
- Overtime Setting:** Includes fields for On-Duty (0) and Off-Duty (0), and radio buttons for "Min Earlier calculate as Overtime" and "Min later calculate as Overtime", both set to "No".

Buttons for "confirm" and "Cancel" are at the bottom.

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

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.

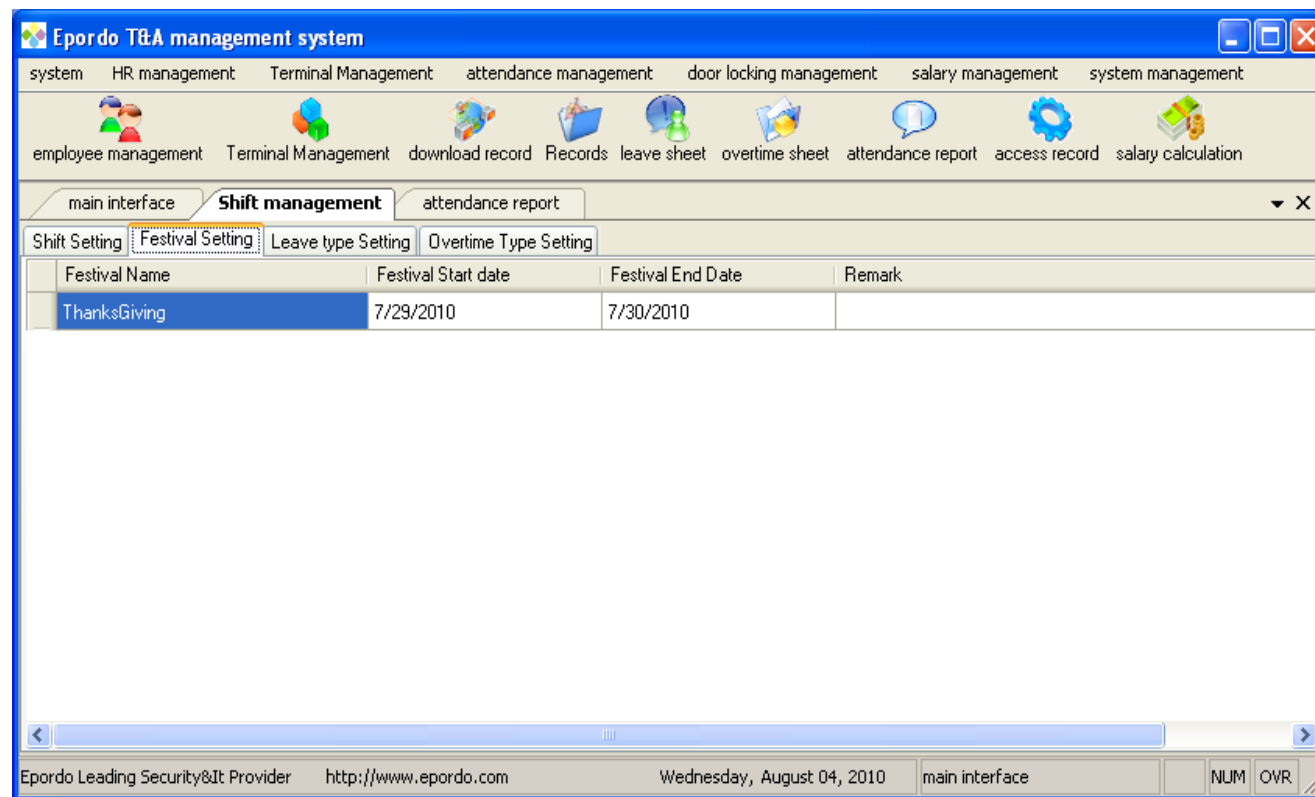
Min Time: this is for controlling the work time not less than settled time. If it's less than this time, it will not calculate as Work Time.

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

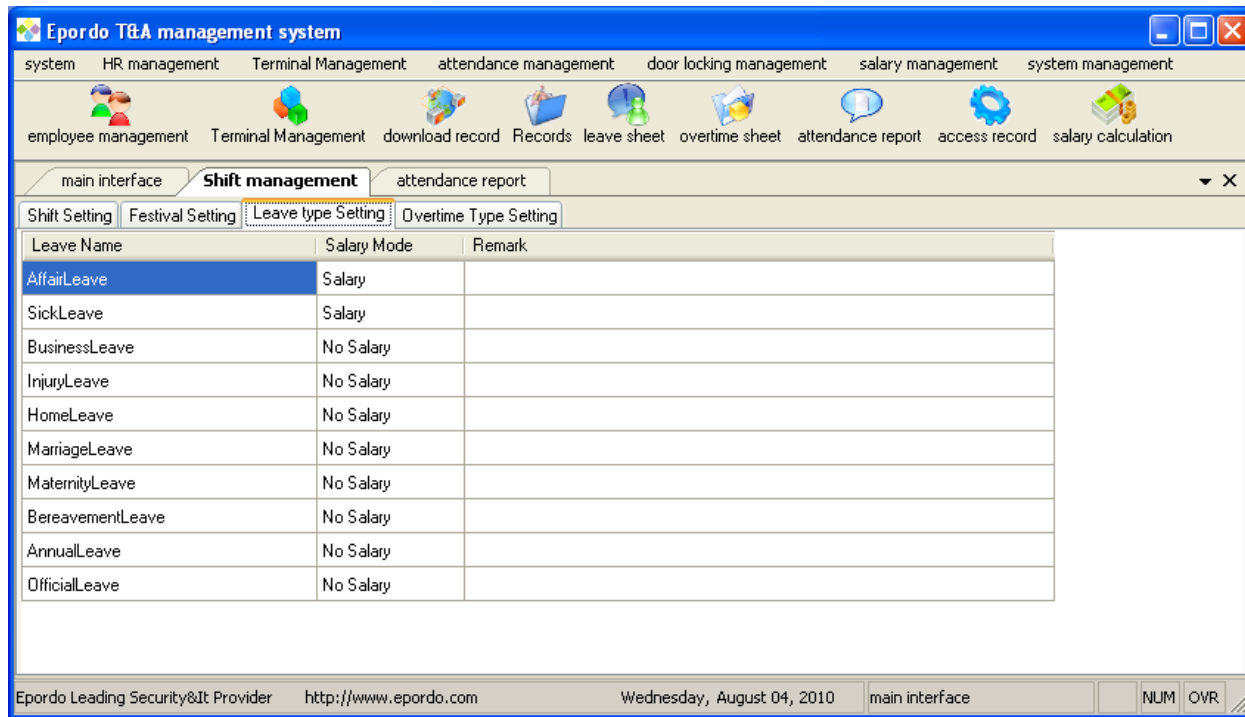
Select row, and click right mouse key, to operate : Add, Modify, or Delete Festival : these Festival Day only shows in shift scheme calendar, it will not affect the attendance report.



8.2.5 Leave Type Setting

This is for setting No_Salary or Salary Parameter of Leave Type

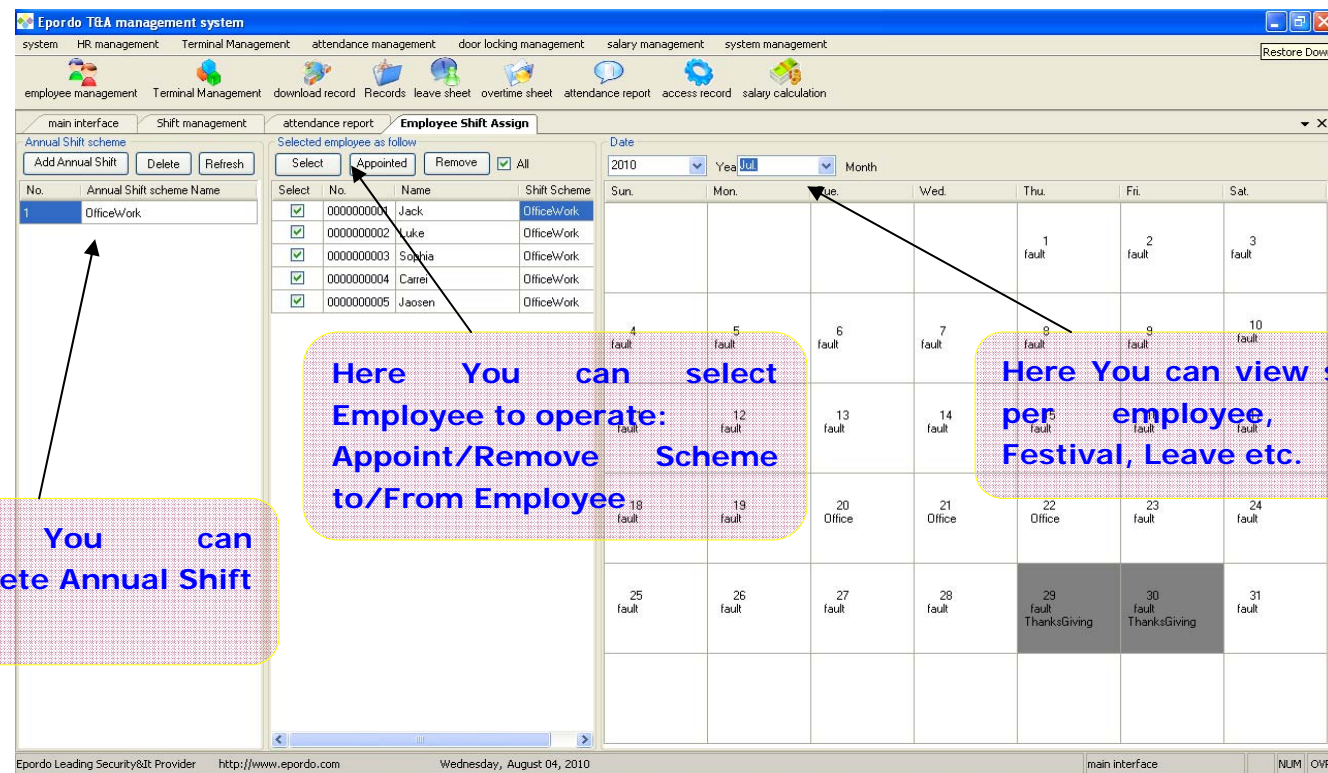
Double Click Salary Option, then change it, this will affect No-Salary Leave and Salary Leave time calculation in the attendance report.



8.3 Shift Scheme Management

8.3.1 Shift Scheme Management

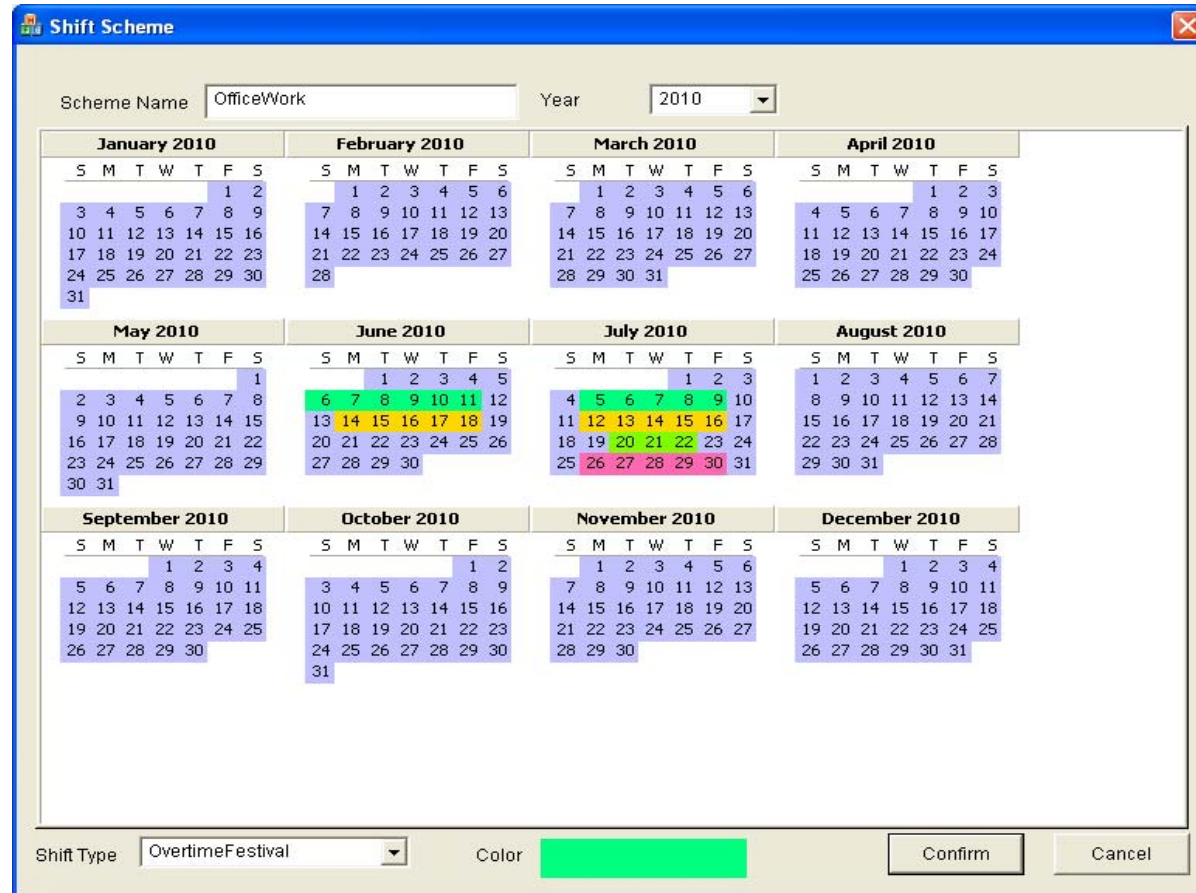
It is possible to create different shift scheme, but one employee only have one shift scheme, one shift scheme is with 2 years days, you can assign each day a different work shift, so it's very flexible.



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.

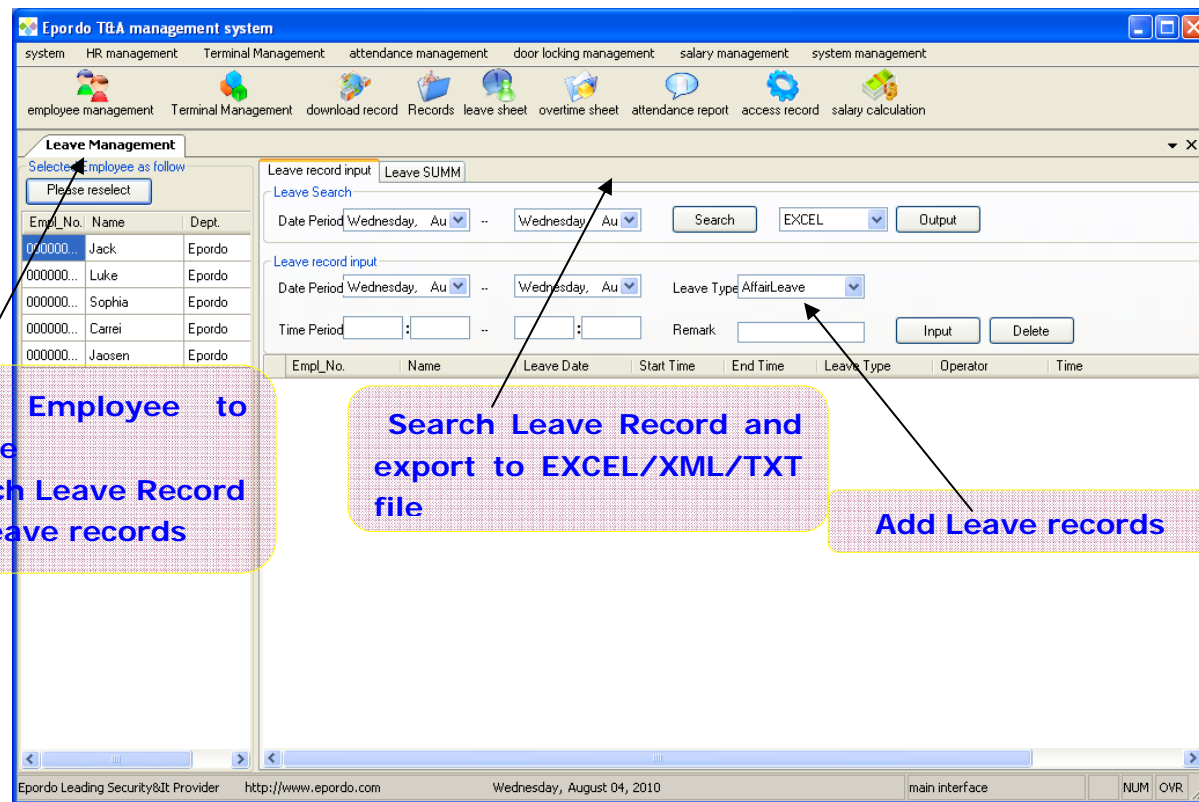
How to Select days: You can press Mouse left button to select one day, when it is selected, the background will be changed, then go to the Shift type option box to select the shift you want to assign to the selected day, if you want to select continuous days, you can press Mouse left button and dagggle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



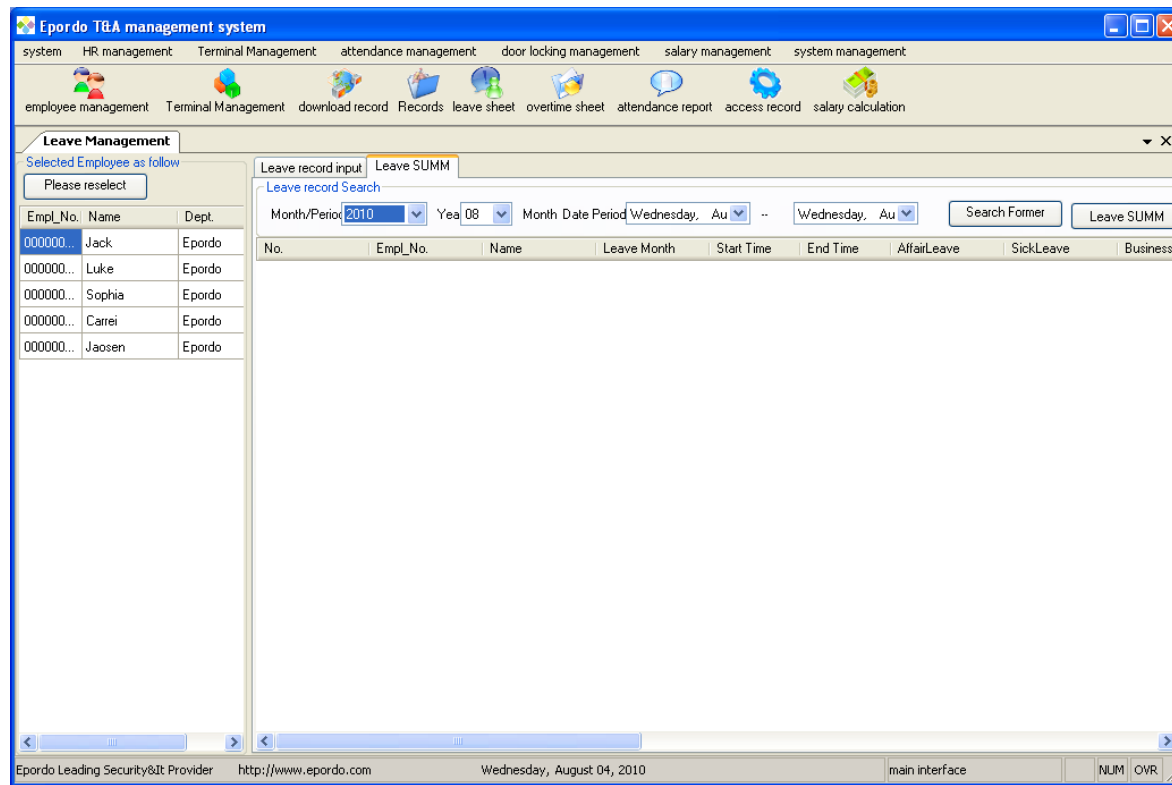
8.4 Leave Management

8.4.1 Leave Records Management

The Real Leave time calculation depend on Shift Scheme.



8.4.2 Leave Sum Management

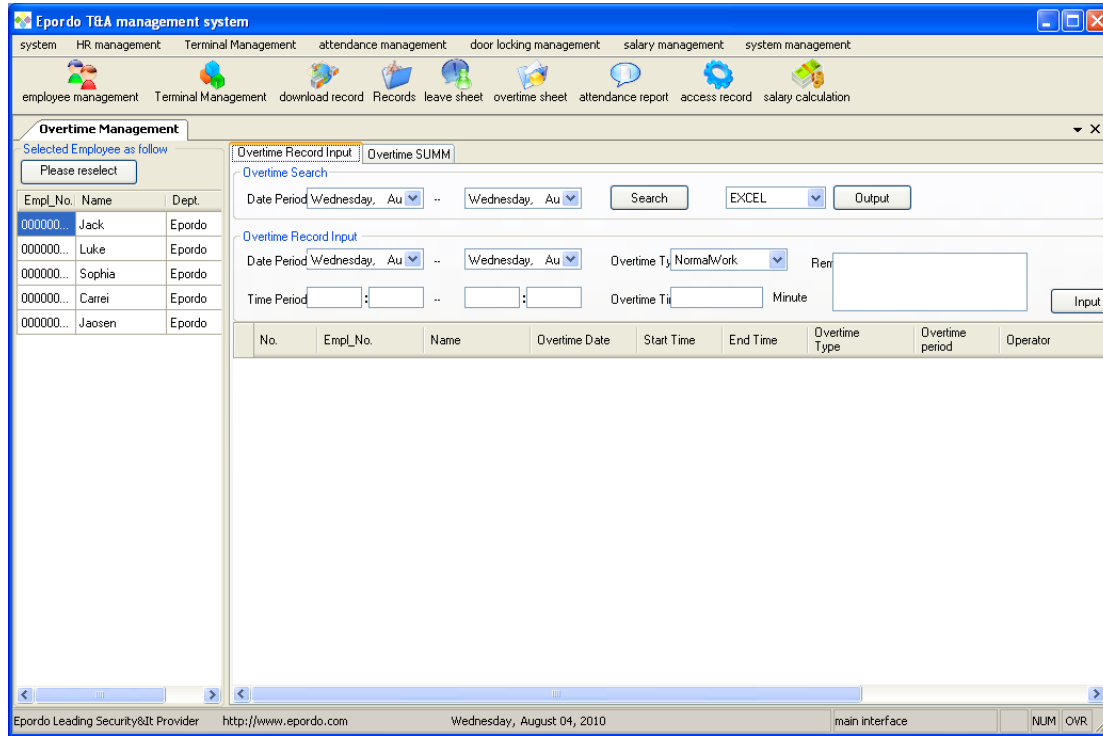


Leave sum management , the software will use the leave records to compare with work shift setting, to calculate the real leave time. For example, the employee have sick leave records from 8:00-11:00, his work shift in this day is 9:00-12:00, and 14:00-18:00, then he will not have late in section 9:00-12:00, but he may have earlyleave in sciton 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)

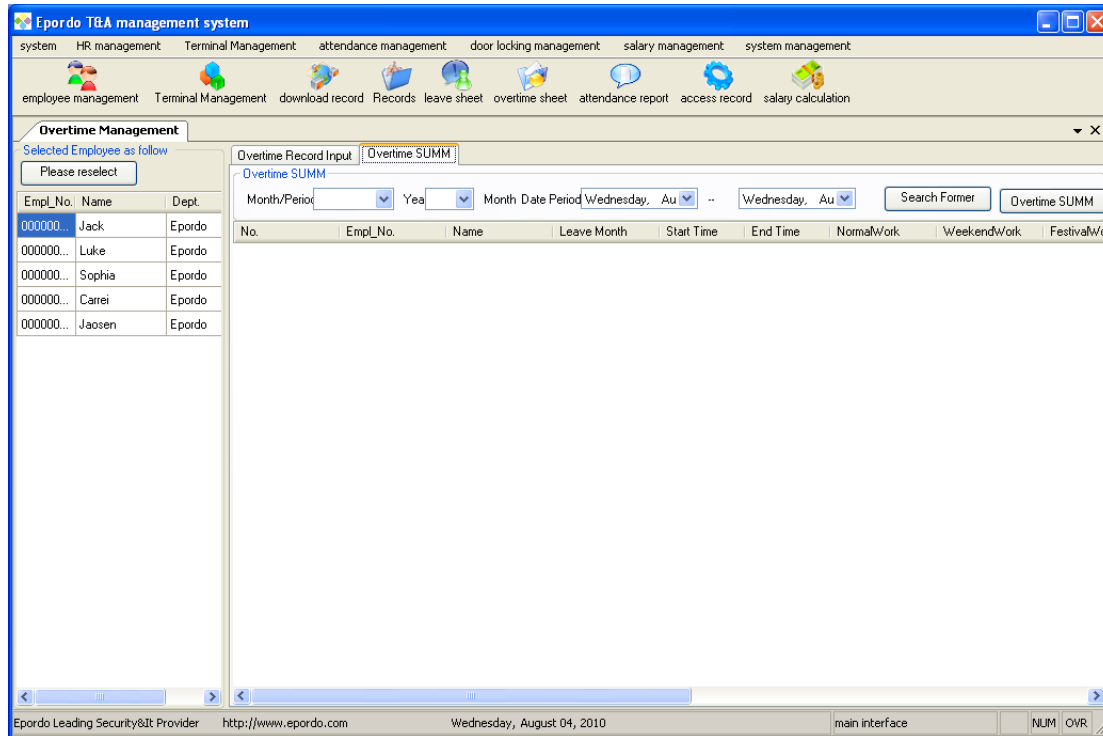
8.5.1 OverTime Record Management(Work Time Add)

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.



8.5.2 OverTime Sum Management(WorkTime Manual Sum)

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



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

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.

Select Employee to operate : Search Attendance Report Calculate Attendance Report

Select Day Period to operate: Search Old Report, Calculate New Report, Delete Report. Export EXCEL/XML/TXT

If you double click Month attendance report you will see all the Daily Report in this date

| No. | Empl.No. | Name | Attendance Month | Start Time | End Time | Due Time(h) | Actual Time(h) | Normal Work Time | Weekend Work Time | Fes |
|-----|------------|--------|------------------|------------|-----------|-------------|----------------|------------------|-------------------|-----|
| 1 | 0000000001 | Jack | 20107 | 7/1/2010 | 8/31/2010 | 24 | 6 | 6 | 0 | 0 |
| 2 | 0000000002 | Luke | 20107 | 7/1/2010 | 8/31/2010 | 24 | 4 | 4 | 0 | 0 |
| 3 | 0000000003 | Sophia | 20107 | 7/1/2010 | 8/31/2010 | 24 | 4 | 4 | 0 | 0 |
| 4 | 0000000004 | Carrei | 20107 | 7/1/2010 | 8/31/2010 | 24 | 0 | 0 | 0 | 0 |
| 5 | 0000000005 | Jaosen | 20107 | 7/1/2010 | 8/31/2010 | 24 | 0 | 0 | 0 | 0 |

| Empl.No. | Name | Attendance Date | Week.day | Shift Name | Due Time(h) | Actual Time(h) | Normal Work Time | Weekend Work Time | Festival |
|----------|------------|-----------------|-----------|------------|-------------|----------------|------------------|-------------------|----------|
| 1 | 0000000001 | Jack | 7/1/2010 | Thursday | fault | 0 | 0 | 0 | 0 |
| 2 | 0000000001 | Jack | 7/2/2010 | Friday | fault | 0 | 0 | 0 | 0 |
| 3 | 0000000001 | Jack | 7/3/2010 | Saturday | fault | 0 | 0 | 0 | 0 |
| 4 | 0000000001 | Jack | 7/4/2010 | Sunday | fault | 0 | 0 | 0 | 0 |
| 5 | 0000000001 | Jack | 7/5/2010 | Monday | fault | 0 | 0 | 0 | 0 |
| 6 | 0000000001 | Jack | 7/6/2010 | Tuesday | fault | 0 | 0 | 0 | 0 |
| 7 | 0000000001 | Jack | 7/7/2010 | Wednesday | fault | 0 | 0 | 0 | 0 |
| 8 | 0000000001 | Jack | 7/8/2010 | Thursday | fault | 0 | 0 | 0 | 0 |
| 9 | 0000000001 | Jack | 7/9/2010 | Friday | fault | 0 | 0 | 0 | 0 |
| 10 | 0000000001 | Jack | 7/10/2010 | Saturday | fault | 0 | 0 | 0 | 0 |

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

Select Device to operate

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

Access Group Management

terminal choice

| terminal name | name | description |
|---------------|--------|-------------|
| mainF | group1 | |
| | group2 | |
| | group3 | |
| | group4 | |
| | group5 | |

section info

| section name | Sun. S | Sun. E | Mon. S | Mon. E | Tue. S | Tue. E | Wed. S | Wed. E | Thu. S |
|--------------|----------|----------|---------|---------|----------|----------|----------|----------|----------|
| section 2 | 12:00 AM | 12:00 AM | 1:00 AM | 1:00 AM | 12:00 AM | 12:00 AM | 12:00 AM | 12:00 AM | 12:00 AM |
| section 1 | 9:00 PM | 9:00 PM | 1:00 AM | 1:00 AM | 4:00 PM | 4:00 PM | 12:00 AM | 12:00 AM | 4:00 PM |
| section 4 | 12:00 AM | 12:00 AM | 3:00 AM | 3:00 AM | 12:00 AM | 12:00 AM | 12:00 AM | 12:00 AM | 12:00 AM |

Group list: double click group item, it will show all the group setting and group User in the right window

| No | Emp No | name | gender | dept |
|----|--------|--------|--------|--------|
| 1 | 000000 | Jack | male | Epordo |
| 2 | 000000 | Luke | male | Epordo |
| 3 | 000000 | Sophia | female | Epordo |
| 4 | 000000 | Carrei | male | Epordo |
| 5 | 000000 | Jaosen | male | Epordo |
| 6 | 000000 | 1324 | female | JAKES |

Select Device to operate:
Use Right Mouse Key
Download Group: Download all group data from device
Upload Group: Upload all group data 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 group

9.3 User Authority

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

user authority

current selected employee as follow

please select

| Empl.No. | name | Dept. |
|-----------|--------|--------|
| 000000... | Jack | Epordo |
| 000000... | Luke | Epordo |
| 000000... | Sophia | Epordo |
| 000000... | Carrei | Epordo |
| 000000... | Jaosen | Epordo |

terminal choice

| terminal name |
|---------------|
| mainF |

group1

| section name | Sun. S | Sun. E | Mon. S | Mon. E | Tue. S | Tue. E | Wed. S | Wed. E | Thu. S |
|--------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| section 1 | 9:00 PM | 11:00 AM | 7:00 AM | 11:00 AM | 4:00 PM | 4:00 PM | 12:00 AM | 12:00 AM | 4:00 PM |
| section 2 | 12:00 AM | 3:00 AM | 5:00 AM | 1:00 AM | 12:00 AM | 12:00 AM | 12:00 AM | 12:00 AM | 12:00 AM |
| section 4 | 12:00 AM | 12:00 AM | 12:00 AM | 5:00 AM | 12:00 AM | 12:00 AM | 12:00 AM | 12:00 AM | 12:00 AM |

Additional Section

| section name | Sun. S | Sun. E | Mon. S | Mon. E | Tue. S | Tue. E | Wed. S | Wed. E | Thu. S |
|--------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
|--------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|

9.4 Unlock Set

Unlock Set

select terminal

| No. | name | group 1 | group 2 | group 3 | group 4 | group 5 |
|-----|--------------|---------|---------|---------|---------|---------|
| 1 | Unlock Set1 | group1 | | | | |
| 2 | Unlock Set2 | group2 | | | | |
| 3 | Unlock Set3 | | | | | |
| 4 | Unlock Set4 | | | | | |
| 5 | Unlock Set5 | group1 | group2 | group3 | group5 | |
| 6 | Unlock Set6 | | | | | |
| 7 | Unlock Set7 | | | | | |
| 8 | Unlock Set8 | | | | | |
| 9 | Unlock Set9 | | | | | |
| 10 | Unlock Set10 | | | | | |

Select Device to operate:
Use Right Mouse Key
Download Unlock Set: Download all Unlock data from device
Upload Unlock Set: Upload all Unlock set from PC

9.5 Access Records Search/Access Control Report

Here you can get access control report by date period

access record search

terminal choose

| No. | Name | Dept. |
|-----------|--------|--------|
| 000000... | Jack | Epordo |
| 000000... | Luke | Epordo |
| 000000... | Sophia | Epordo |
| 000000... | Carrei | Epordo |
| 000000... | Jaosen | Epordo |

Select Employee to operate:

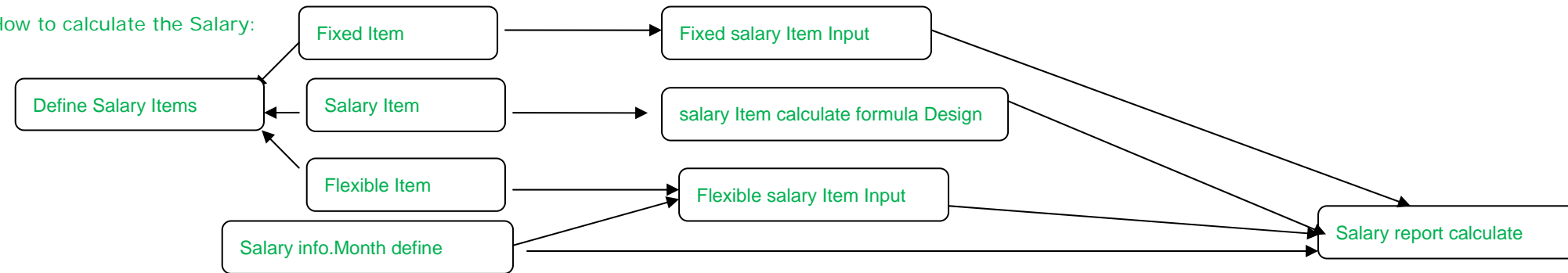
Select Device to operate:

Select date period to operate:

| No. | Empl_No. | Name | terminal name | attendance time | verify mode | in/out mode |
|-----|------------|--------|---------------|-----------------------|-------------|-------------|
| 0 | 0000000001 | Jack | mainF | 7/21/2010 11:54:30 PM | FP verify | in |
| 1 | 0000000001 | Jack | mainF | 7/21/2010 11:54:31 PM | FP verify | in |
| 2 | 0000000002 | Luke | mainF | 7/21/2010 11:54:32 PM | FP verify | in |
| 3 | 0000000001 | Jack | mainF | 7/21/2010 11:55:30 PM | FP verify | in |
| 4 | 0000000002 | Luke | mainF | 7/21/2010 11:55:40 PM | FP verify | in |
| 5 | 0000000003 | Sophia | mainF | 7/21/2010 11:58:12 PM | FP verify | in |
| 6 | 0000000001 | Jack | mainF | 7/21/2010 11:58:14 PM | FP verify | in |
| 7 | 0000000002 | Luke | mainF | 7/21/2010 11:58:16 PM | FP verify | in |
| 8 | 0000000003 | Sophia | mainF | 7/21/2010 11:58:16 PM | FP verify | in |
| 9 | 0000000001 | Jack | mainF | 7/22/2010 9:41:36 AM | FP verify | in |
| 10 | 0000000001 | Jack | mainF | 7/22/2010 9:41:38 AM | FP verify | in |
| 11 | 0000000001 | Jack | mainF | 7/22/2010 9:53:13 AM | FP verify | in |
| 12 | 0000000002 | Luke | mainF | 7/22/2010 9:53:17 AM | FP verify | in |
| 13 | 0000000001 | Jack | mainF | 7/22/2010 9:56:04 AM | FP verify | in |
| 14 | 0000000003 | Sophia | mainF | 7/22/2010 9:58:34 AM | FP verify | in |
| 15 | 0000000005 | Jaosen | mainF | 7/22/2010 9:58:35 AM | FP verify | in |
| 16 | 0000000001 | Jack | mainF | 7/22/2010 9:58:36 AM | FP verify | in |

10、 Salary Management

How to calculate the Salary:



Sample Solution:

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.

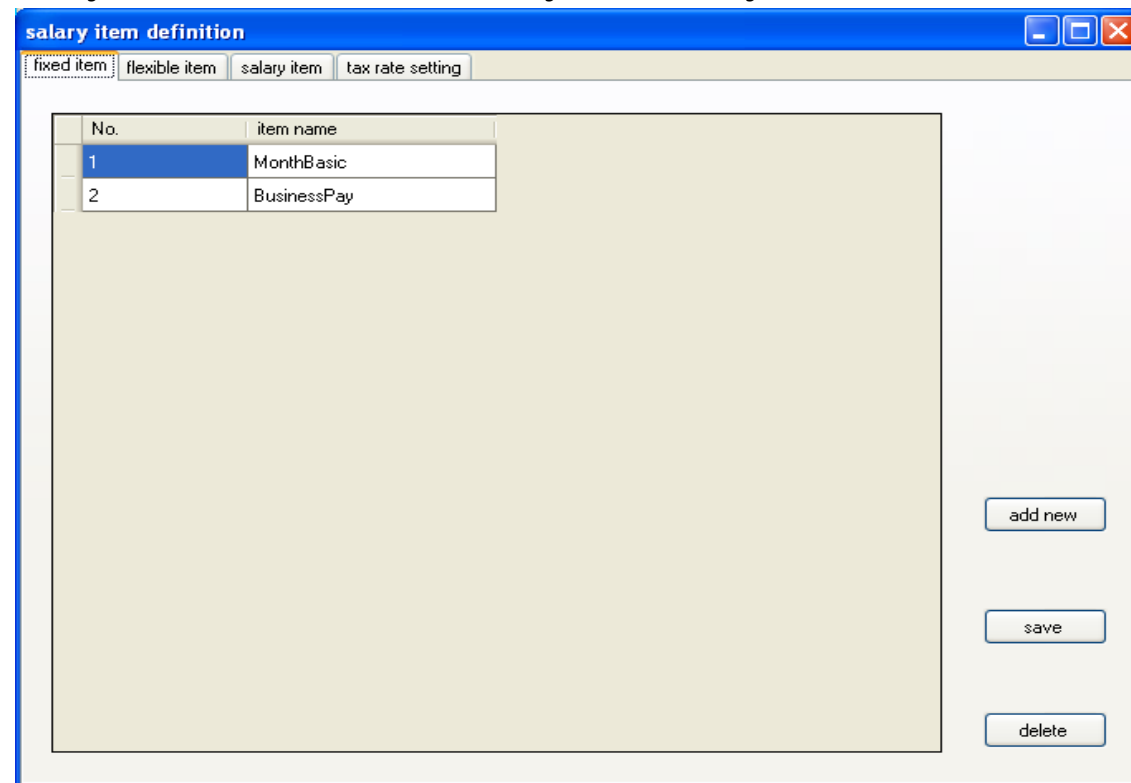
10.1 Salary Item Definition

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

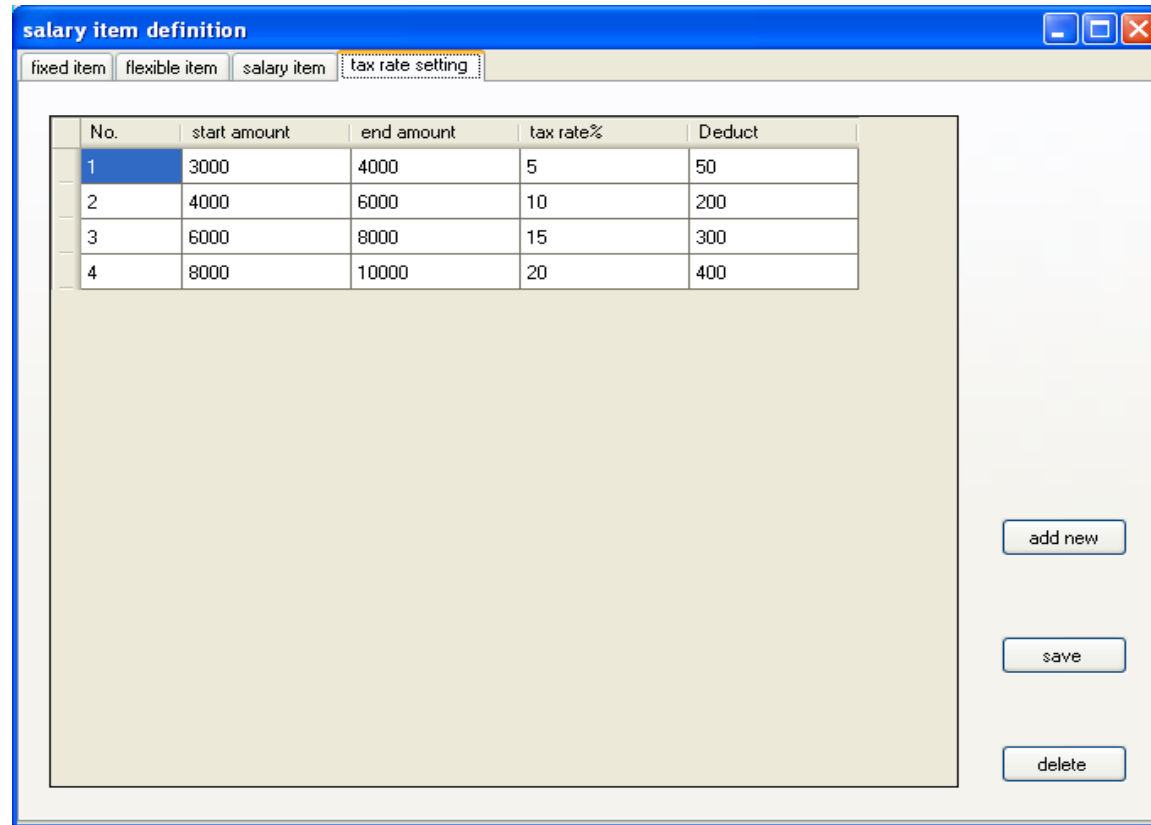
Flexible Item: you need input value for each period per employee, so you can change its value from time to time.

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.



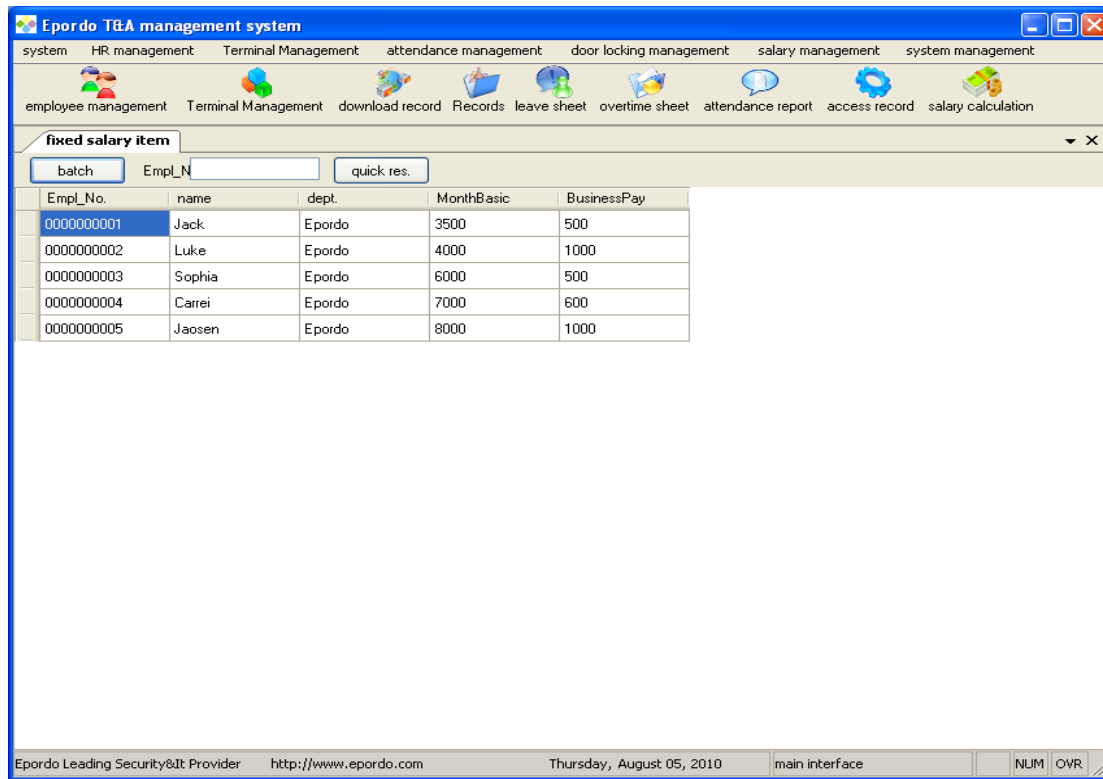
Tax Rate Setting:

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



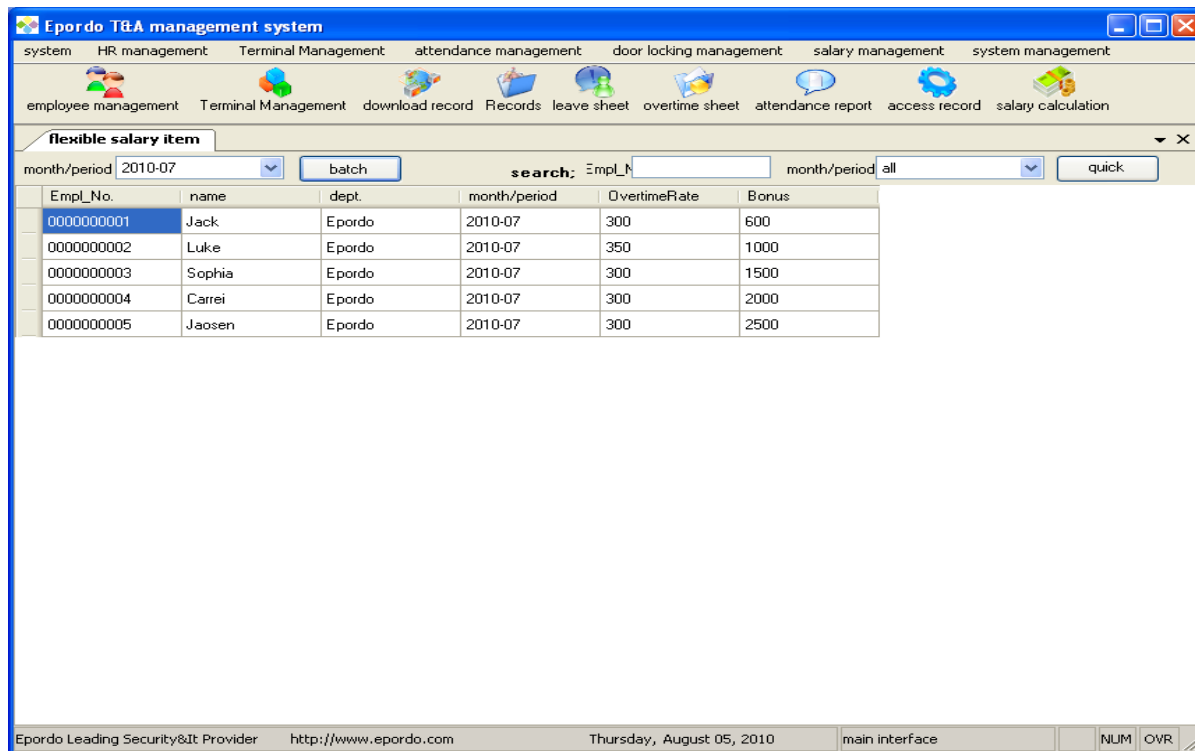
10.2 Fixed Salary Maintenance (input&modify)

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



10.3 Flexible Salary Maintenance(input&modify)

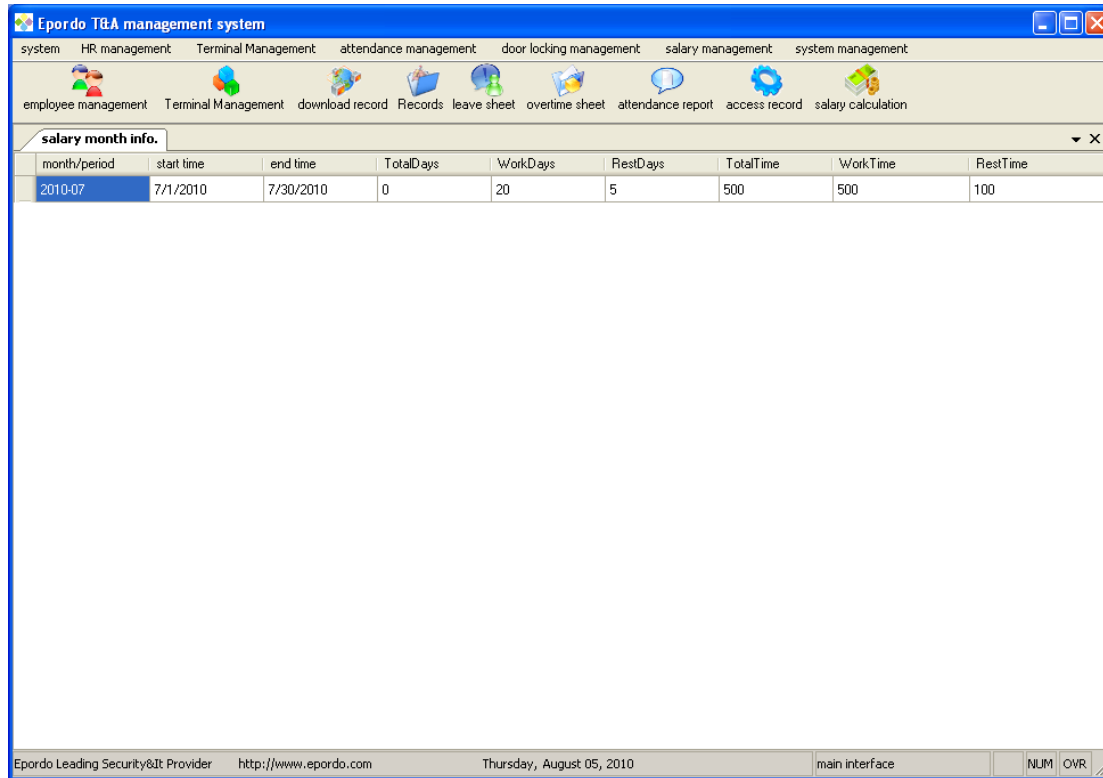
You can find employee Flexible salary item record here, and add, modify, delete the Flexible salary item per salary time period. Right mouse key to open save function, or Press Ctrl+S



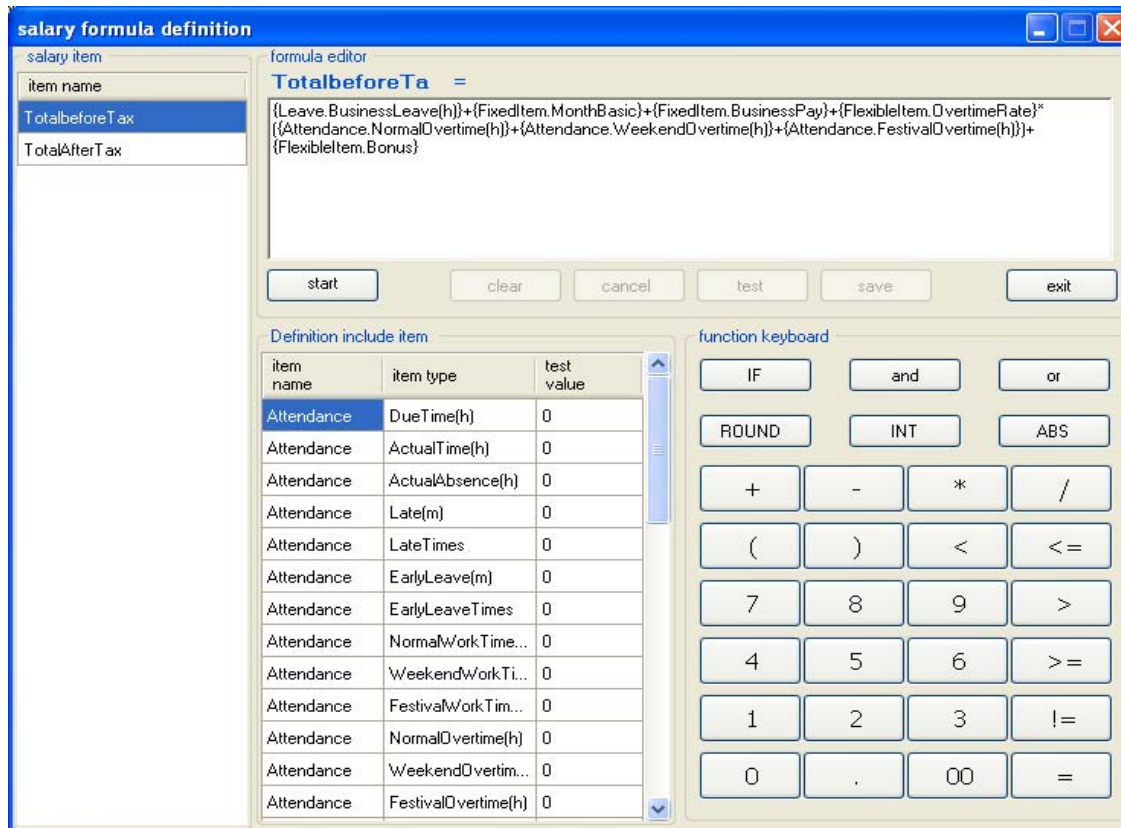
10.4 salary info. Monthly(input&modify)[Salary Report Period]

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.



10.5 Calculation formula definition



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 inTotalAfterTax'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, "<, <=, >, >=, !=, =" 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 formual 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;

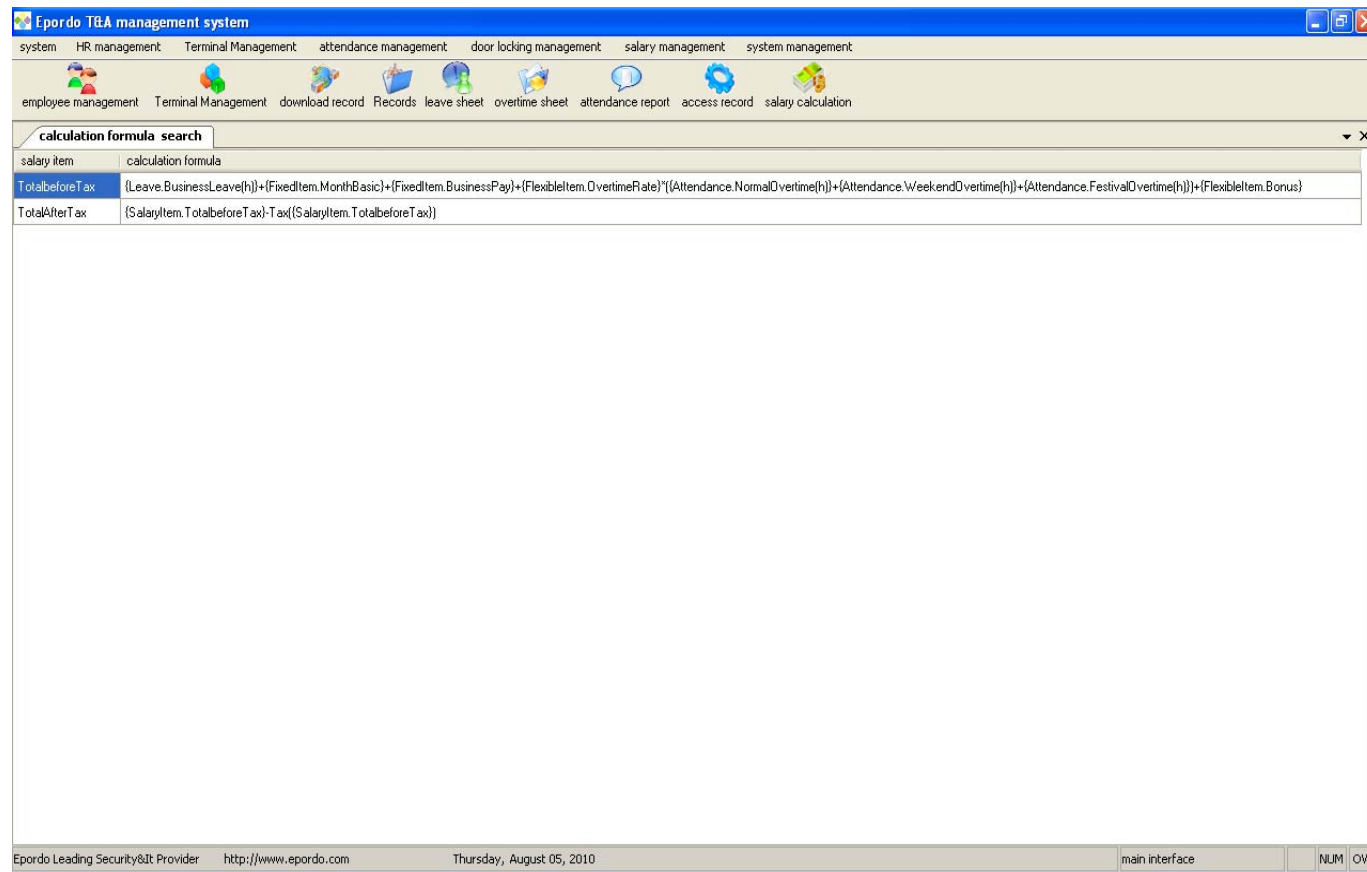
If formula1/Value1 is true, the function value will be Formula2/Value2, If false, it will be Formula3/Value3)

`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



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 month/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.

salary calculation

current selected employee as follow
re-select employee

month/period: 2010/07 time range: 7/1/2010 - 7/30/2010 calculate daily report

| EmpL.No. | Name | Dept. | smityLeave | BereavementLeave | AnnualLeave | OfficialLeave | MonthBasic | BusinessPay | OvertimeRate | Bonus | TotalBeforeTax | TotalAfterTax |
|-----------|--------|--------|------------|------------------|-------------|---------------|------------|-------------|--------------|-------|----------------|---------------|
| 000000... | Jack | Epordo | 0 | 0 | 0 | 0 | 3500 | 500 | 300 | 600 | 5800 | 5570 |
| 000000... | Luke | Epordo | 0 | 0 | 0 | 0 | 4000 | 1000 | 350 | 1000 | 7400 | 6940 |
| 000000... | Sophia | Epordo | 0 | 0 | 0 | 0 | 6000 | 500 | 300 | 1500 | 9200 | 8410 |
| 000000... | Clare | Epordo | 0 | 0 | 0 | 0 | 7000 | 600 | 300 | 2000 | 10800 | 9850 |
| 000000... | Jassen | Epordo | 0 | 0 | 0 | 0 | 8000 | 1000 | 300 | 2500 | 12700 | 11750 |

Epordo Leading Security&It Provider <http://www.epordo.com> Thursday, August 05, 2010 main interface NUM OVR

Select Employee to Operate

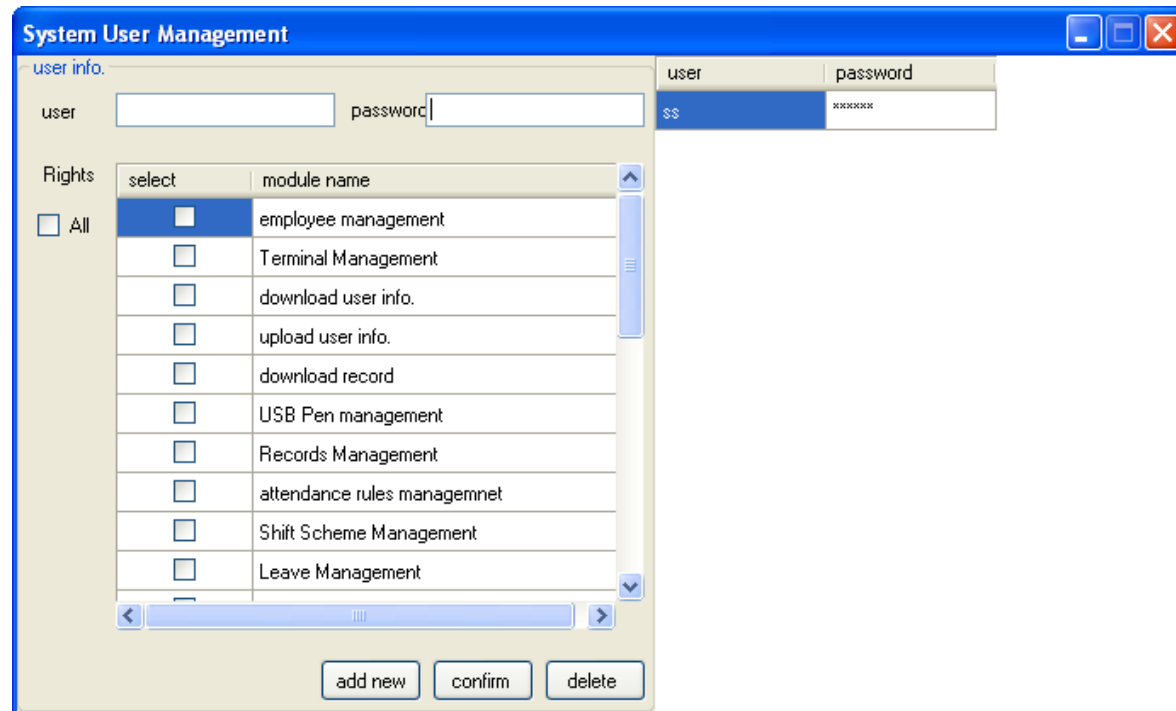
Select which salary period you want to calculate
Calculate daily report: if checked, it will calculate the latest daily attendance report
If not, it will use old daily attendance report

| | A | B | C | D | E |
|----|---|-----------------------|--------------|-------------|---|
| 1 | Salary Report | | | | |
| 2 | Name: | \$Name | Employee No. | \$Empl_No. | |
| 3 | Department | \$Dept | Start Date | \$StartTime | |
| 4 | Attendance Month | \$attendance month | End Date | \$EndTime | |
| 5 | | | | | |
| 6 | Working Time | | | | |
| 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 | Salary Report | | | | |
| 24 | you can define which cell you want to input, please write \$+col name of software into cell as above. | | | | |
| 25 | Then you can delete or add data into report as you want | | | | |
| 26 | | | | | |
| 27 | | | | | |
| 28 | | | | | |

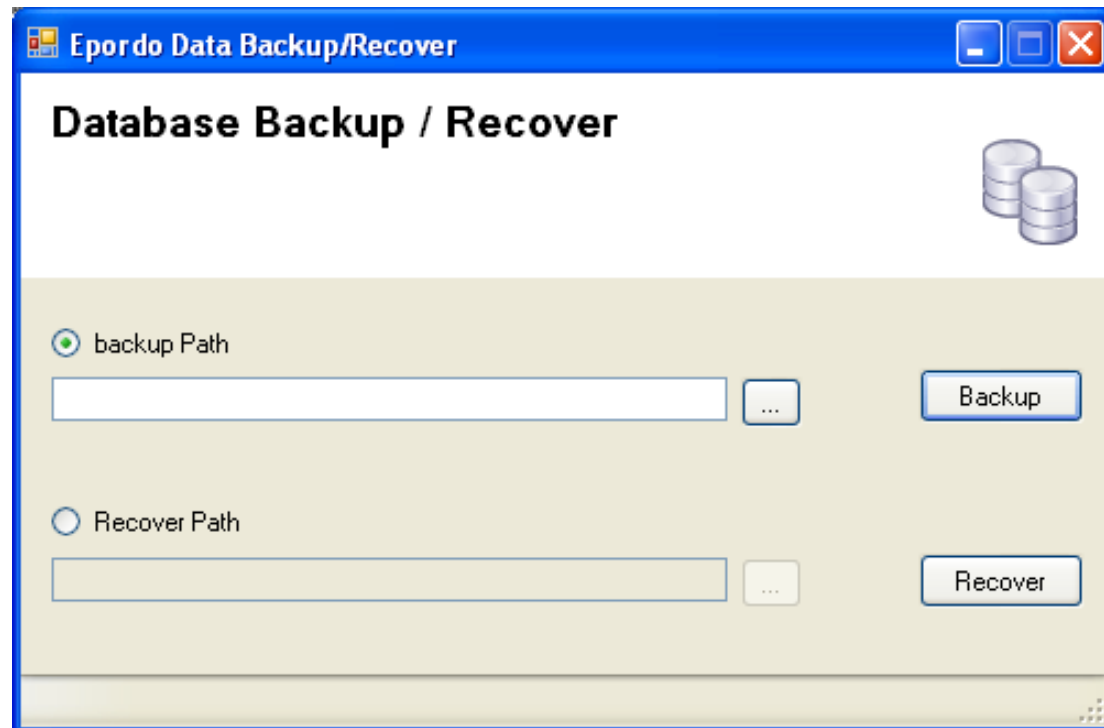
Salary report output ,you can design the formate by yourself , please open the excel file, salarytemplate.xls you can design your own report formate

11、 System Management

11.1 system User Management:



11.2 database backup/Recover



11. 3 Change Background Picture

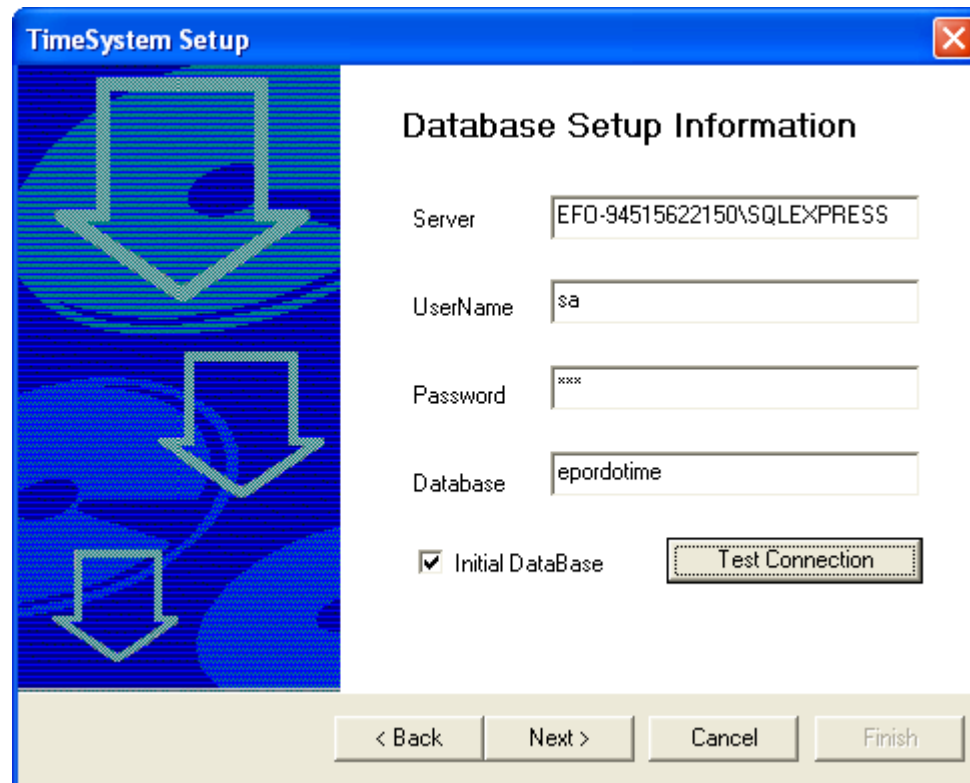


12、 Problem solution:

1. SQL Server Link Problem Solution

(if you find the SQL install files is not compatible 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



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

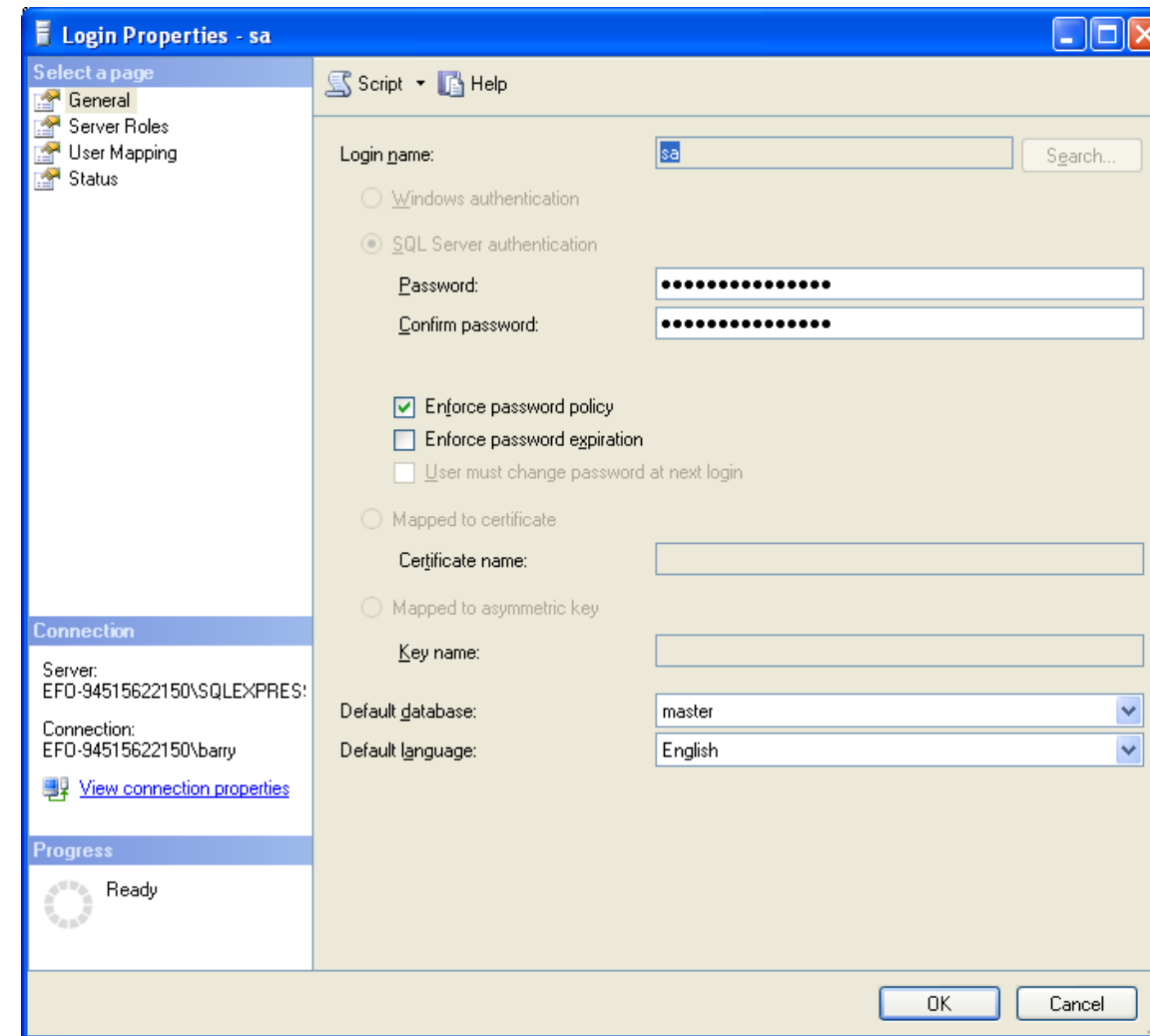
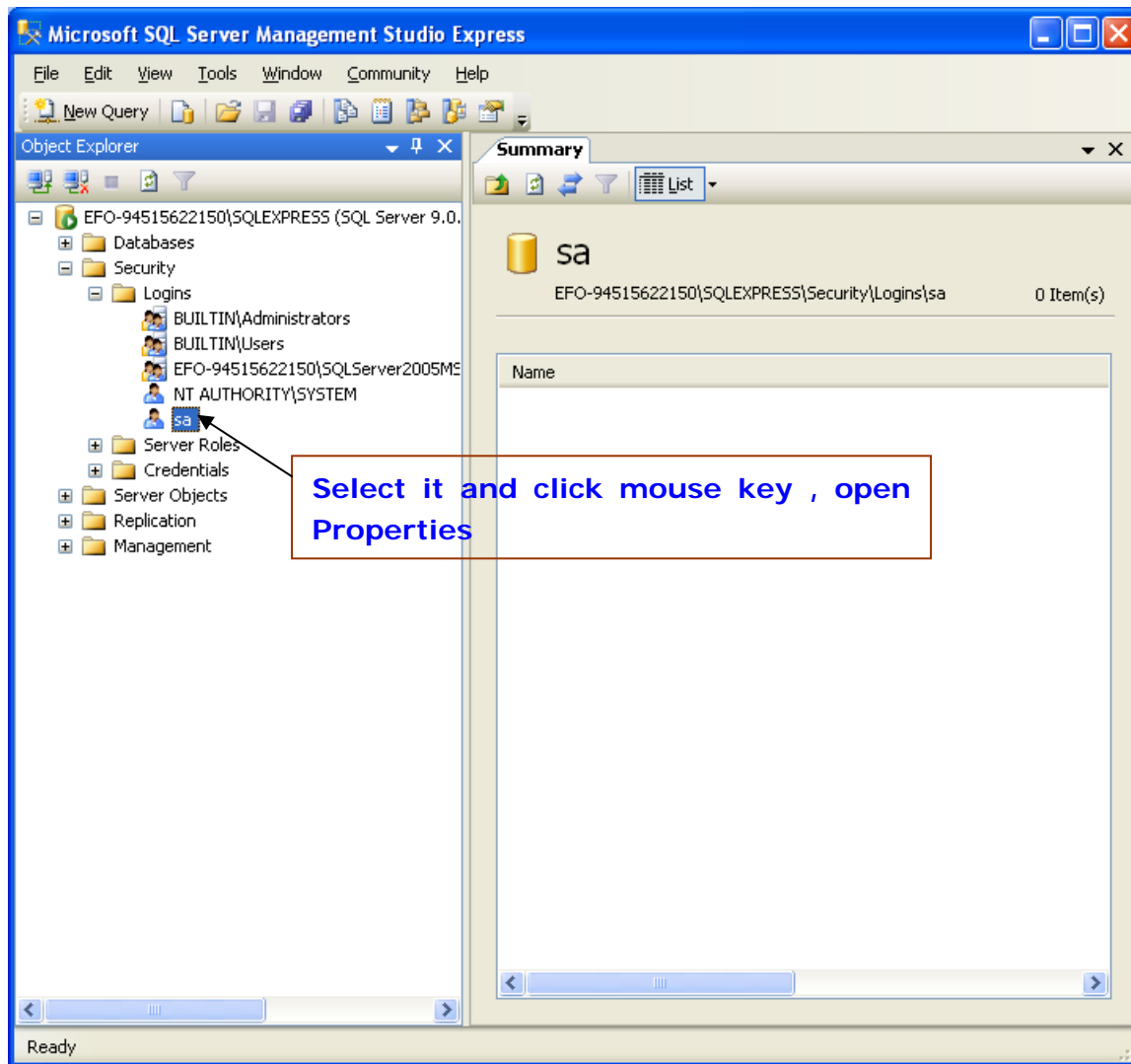


Here you use SQL Server Authentication to login sever with your password & Login Name
Click connect to test, if it's fail. It will give you some error message, you can use this error message to find related solution for it.

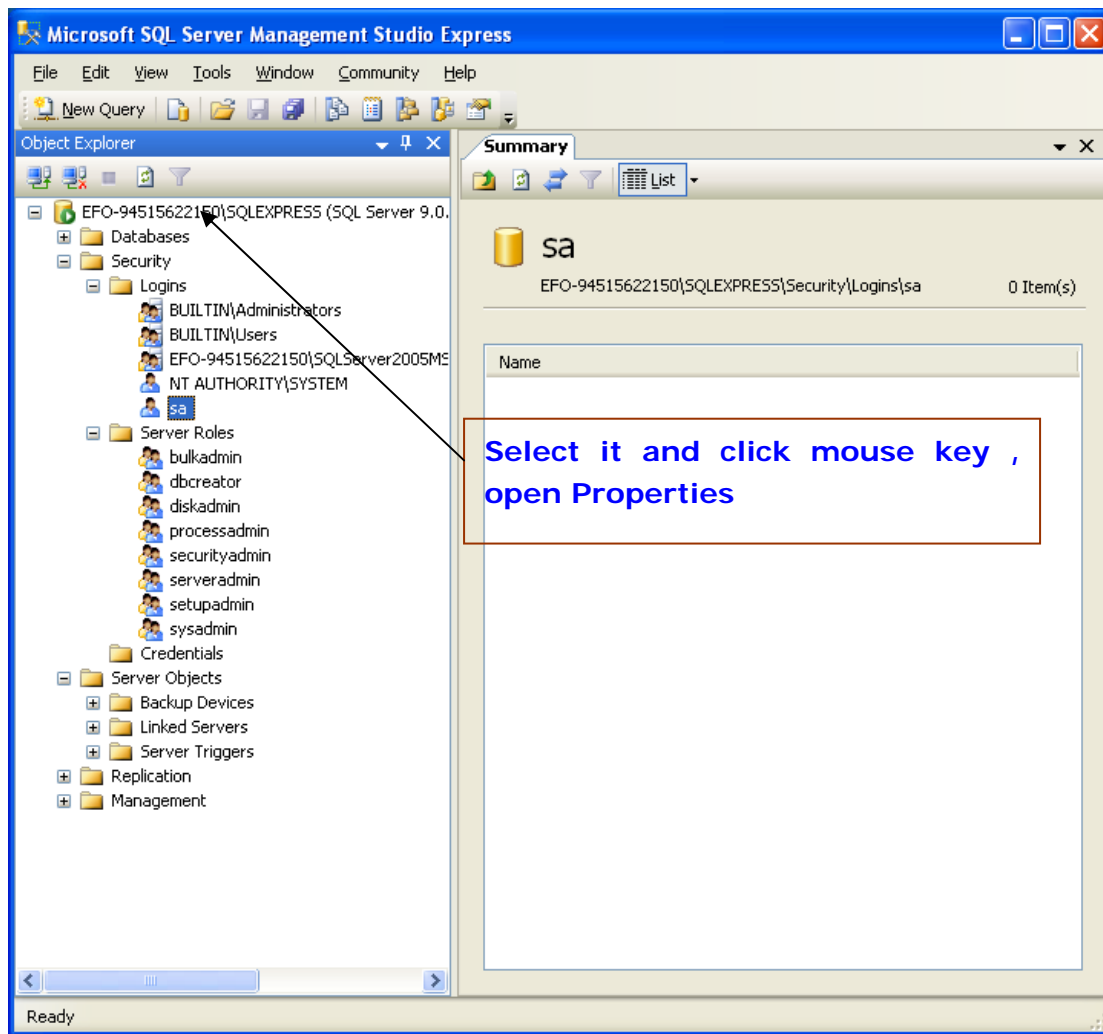
b. Use Windows Authentication way to login database management



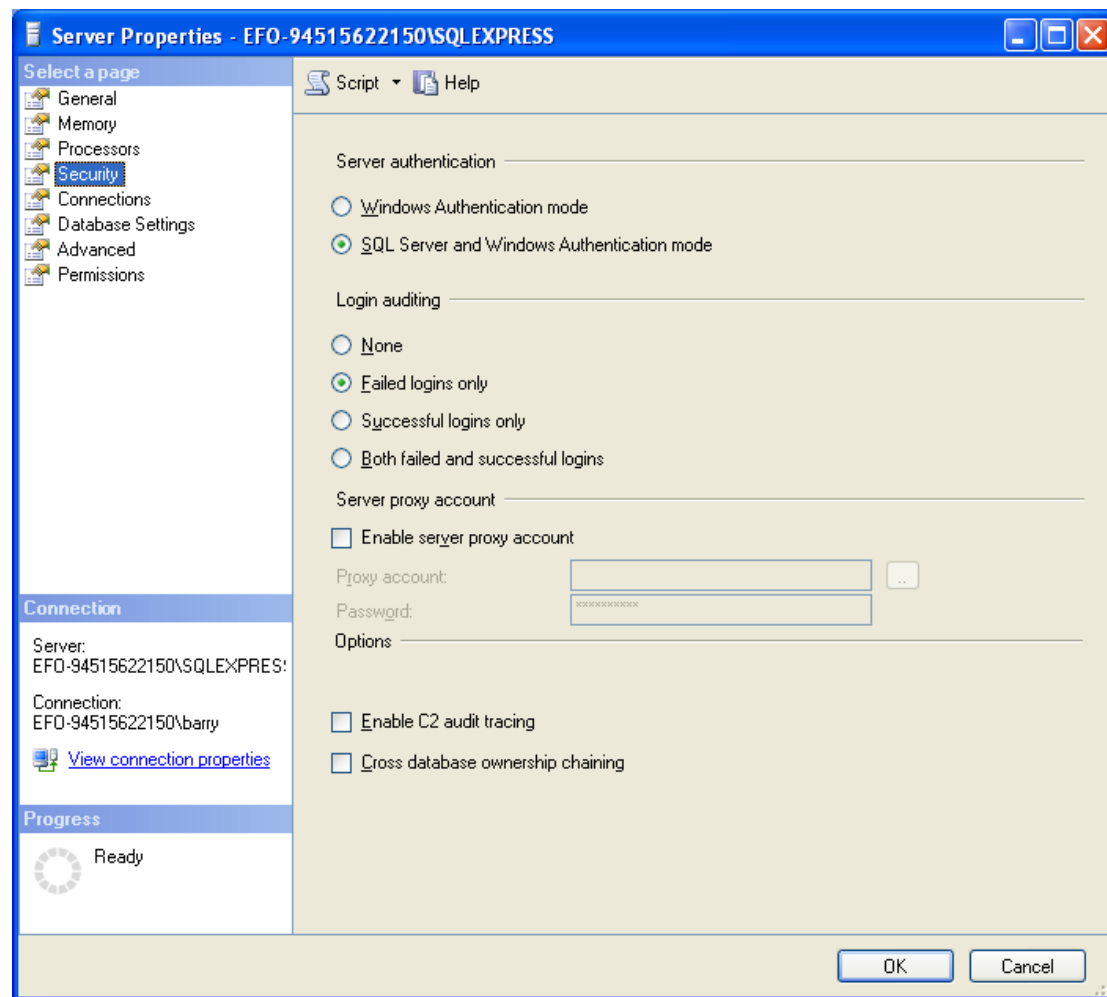
b-1 Then go to check sa's password, rights etc information



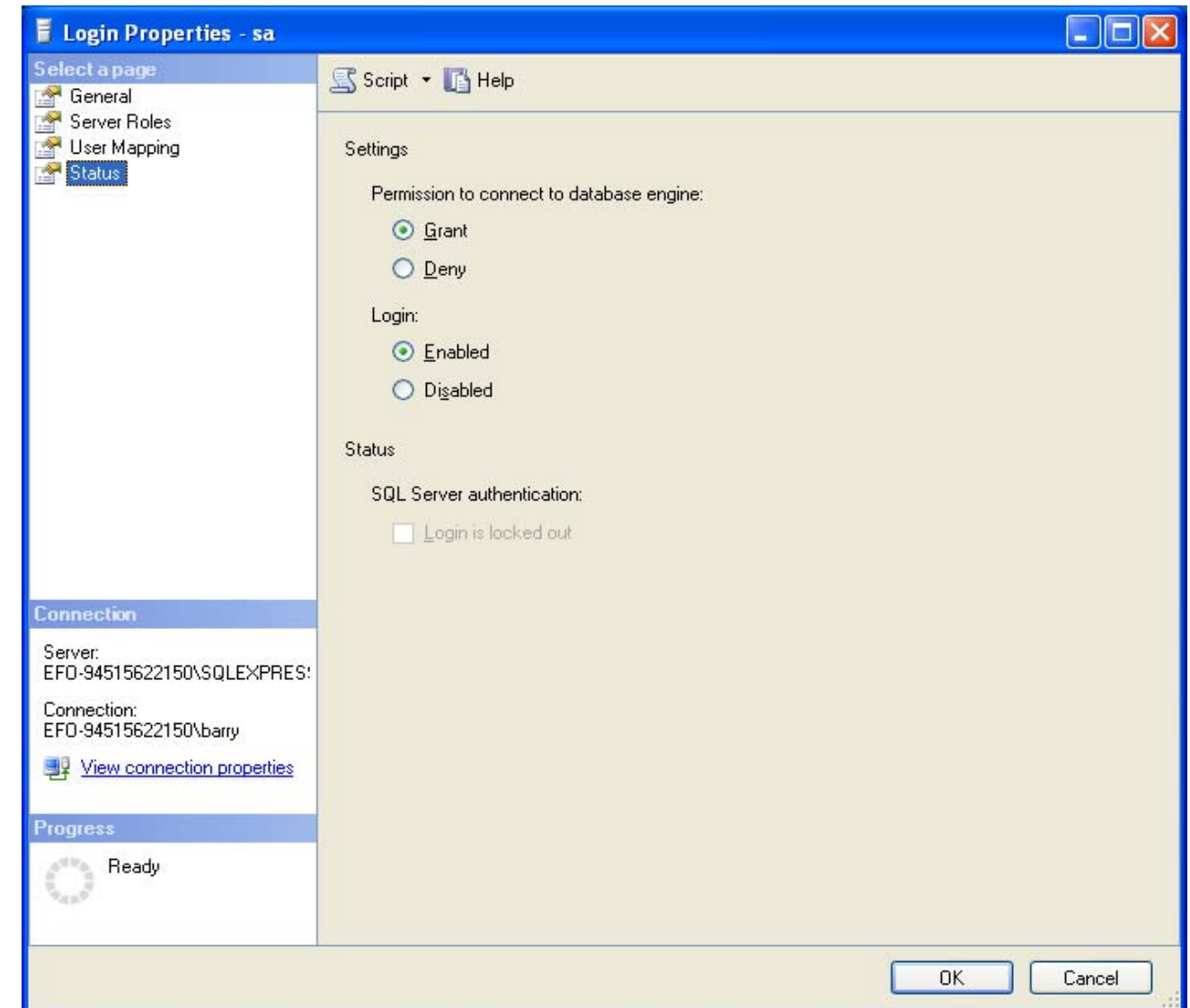
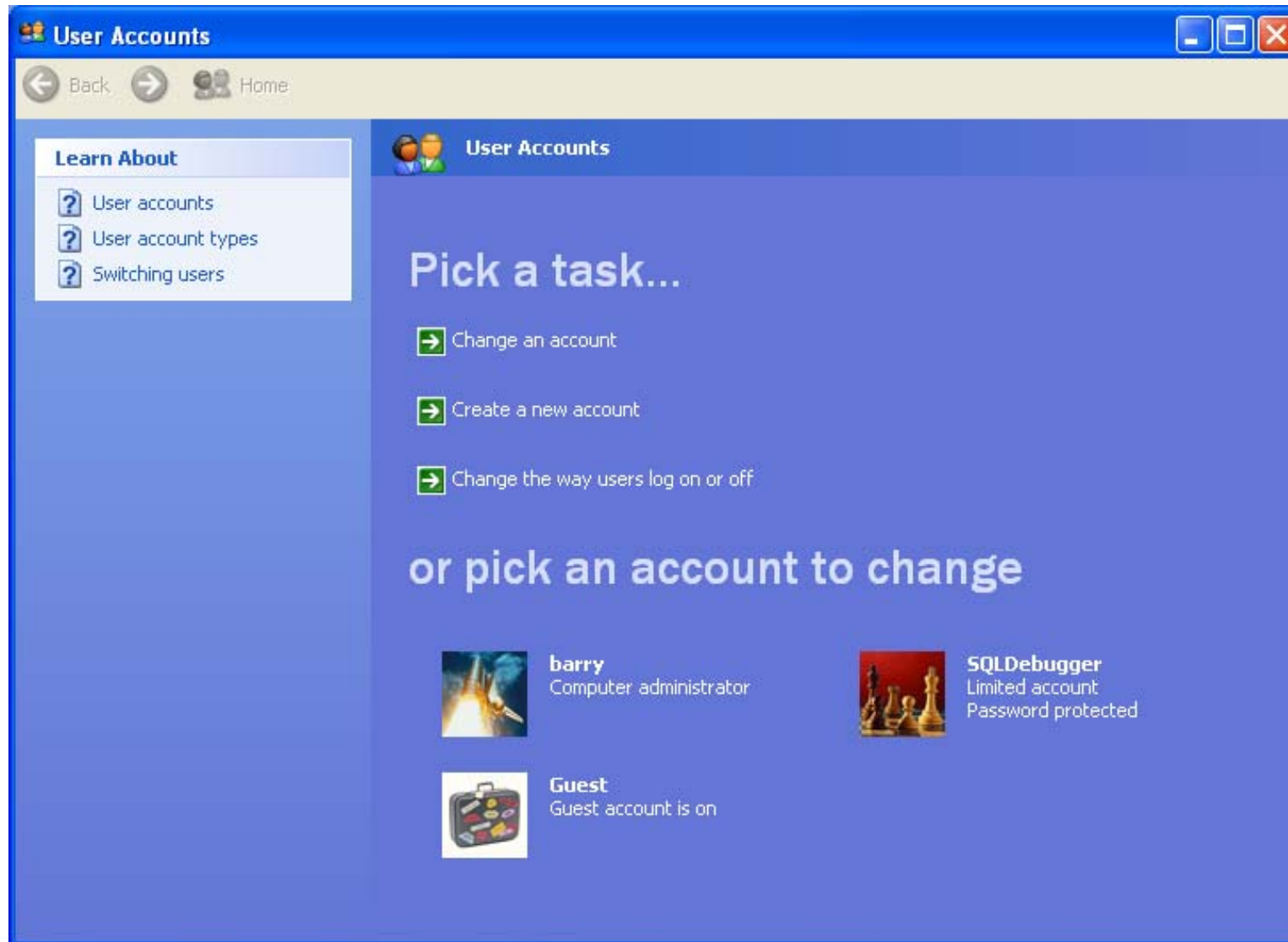
Please check Server Roles, whether sa has Sysadmin, and check Status, and check sa's setting , Permission to connect to the database engine and Login status.
b-2 check the authorization of database server



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



- c. check your firewall setting, windows firewall setting and anti-virus 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:

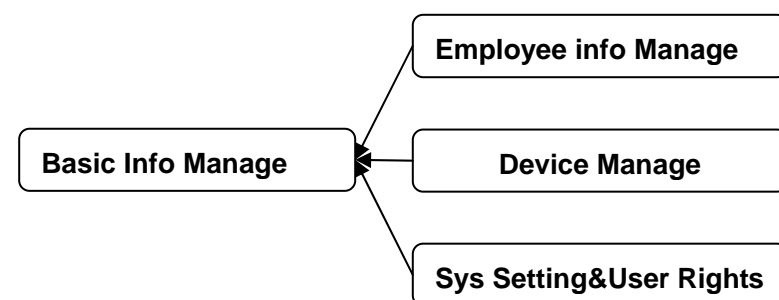
Error Code Table

Value Symbol Description

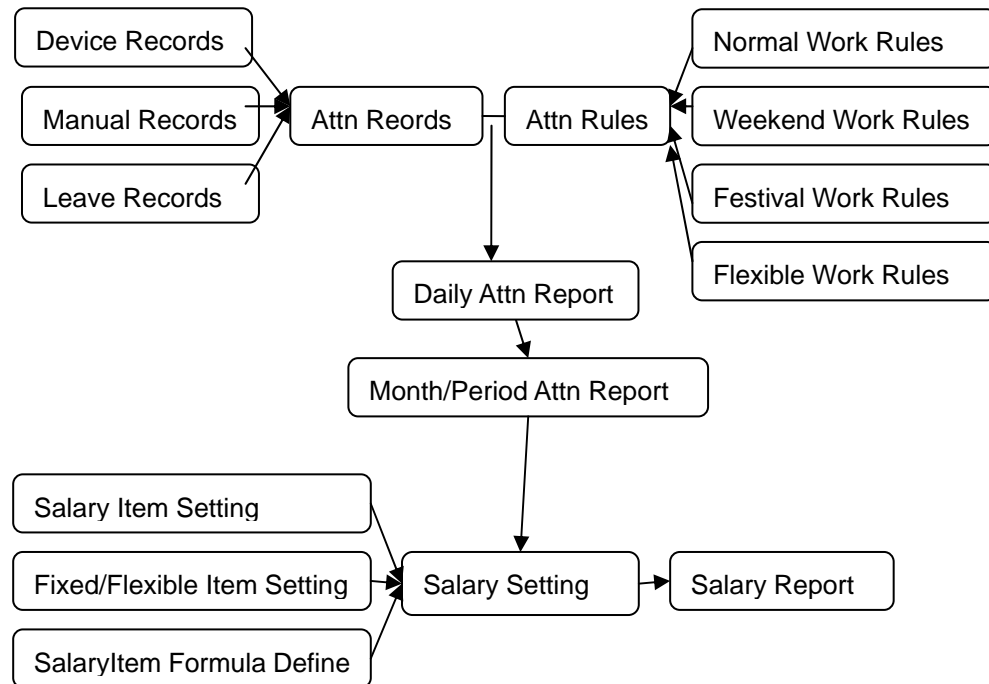
- 1 RUN_SUCCESS Message informing of the successful execution of commands
- 0 RUNERR_NOSUPPORT Error that the device does not support the relevant command
- 1 RUNERR_UNKNOWNERROR Unknown error
- 2 RUNERR_NO_OPEN_COMM Error that the device has been not connected to
- 3 RUNERR_WRITE_FAIL Error that the 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 Introduction of Software

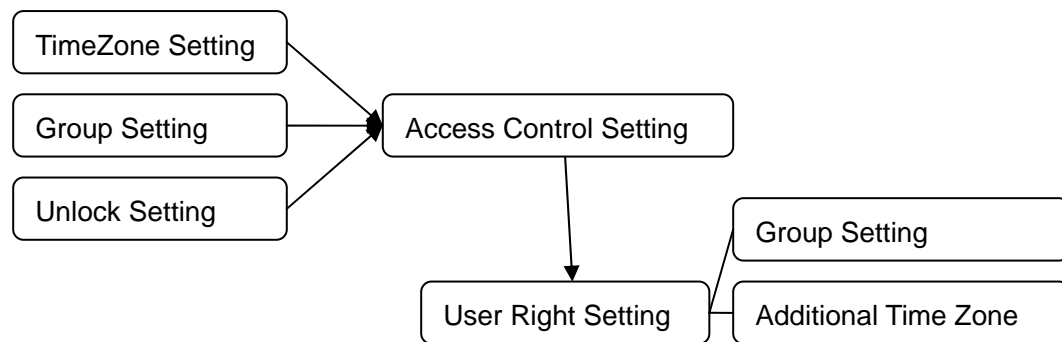
A. Basic Information Management



B Attendance & Salary Management



C Access Control Management



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