

ADVANCED TIME ATTENDANCE CONFIGURATION GUIDE

Version: 1.02

Last Updated: 27-06-2016



Notes:

Please refer to 'EP Platform1 Server Time Attendance Guide' for standard time attendance configuration.

This manual will only cover the components in the 'Advanced Time Attendance' module

Please go through the 'EP Platform1 Server Time Attendance Guide' for basic understanding on EP Time Attendance system.

Only EP.NMINI2 controller support 'Advanced Time Attendance' system



BEFORE YOU BEGIN

Technical Support

If you cannot find the answer to your question in this manual or in the Help files, we recommend you contact your system installer. Your installer is familiar with your system configuration and should be able to answer any of your questions.

Should you need additional information, please call our Technical Support Help desk, Monday to Friday 9:00 AM to 6:00 PM (GMT +8:00)

Method Details

Phone + 60 (3) - 8068 1929

Fax + 60 (3) - 8068 1922

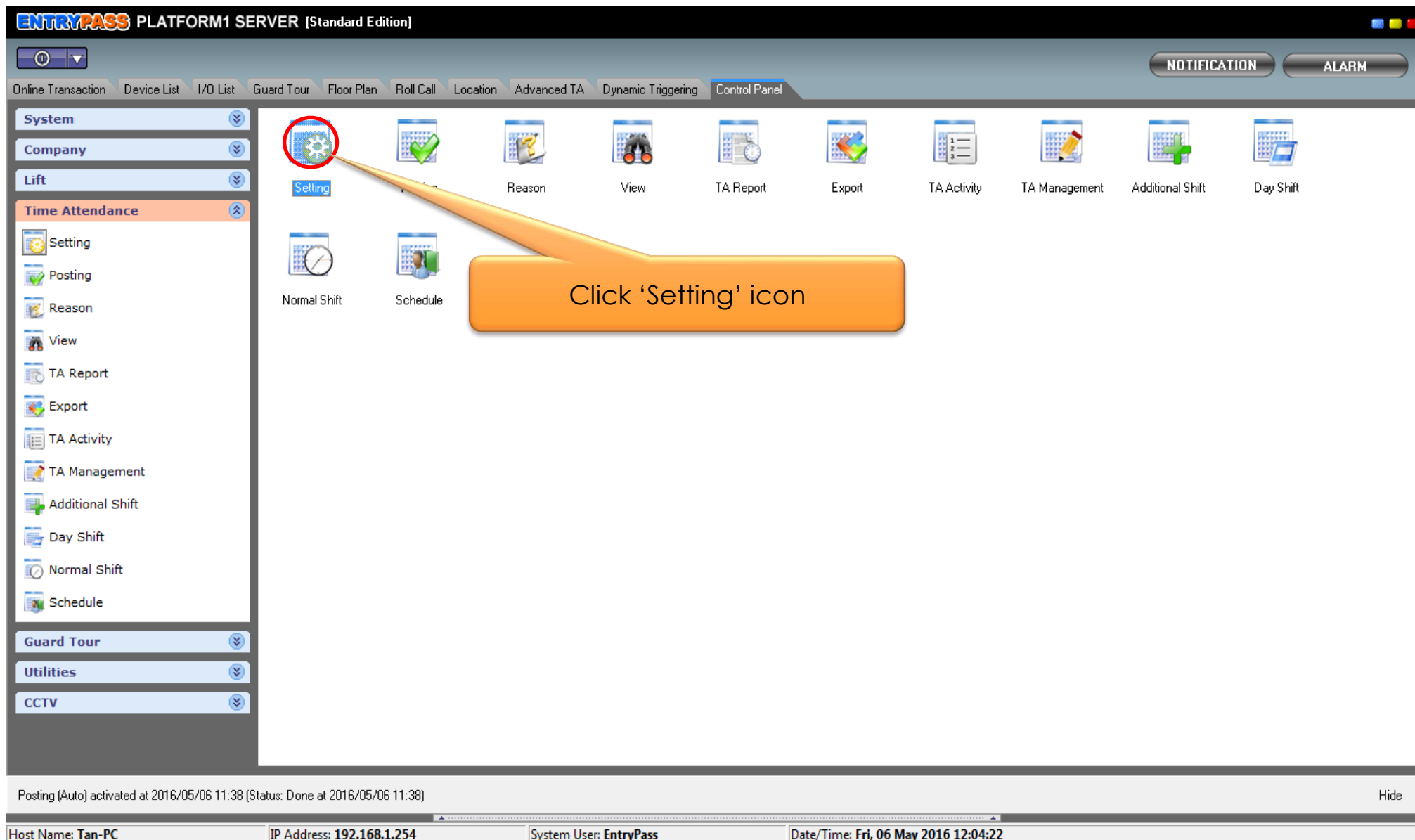
Internet www.entrypass.net

Email support@entrypass.net



Time Attendance Setting





Time Attendance Setting

Time Attendance mode ☐ Standard ☒ **Advance**

General | Range | Posting

Posting

☒ Include month processing when posting

Process transactions from ☐ In Reader only ☒ In and Out Reader

Working Hour Calculation

☒ Last Out Minus First In

☐ Last Out Minus Start Working Time (if staff is Early In) or First In (if staff is Late In)

Overtime

OT Alignment None

Non Work Rate Rate 1

Holiday Rate Rate 1

General OT Rates

Rate 1	Rate 2	Rate 3	Rate 4	Rate 5
1.0	1.5	2.0	2.5	3.0

Ok Cancel



Select 'Advance' option



Time Attendance Setting

Time Attendance mode ☐ Standard ☒ Advance

General | Range | Posting

Posting

☒ Include month processing when posting

Process transactions from ☐ In Reader only ☒ In and Out Reader

Working Hour Calculation

☒ Last Out Minus First In

☐ Last Out Minus Start Working Time (if staff is Early In) or First In (if staff is Late In)

Overtime

OT Alignment: None

Non Work Rate: Rate 1

Holiday Rate: Rate 1

General OT Rates

Rate 1	Rate 2	Rate 3	Rate 4	Rate 5
1.0	1.5	2.0	2.5	3.0

1. Select 'OT Alignment', non working day OT rate and holiday OT rate

2. Click 'Ok' button

Ok Cancel



TA Activity



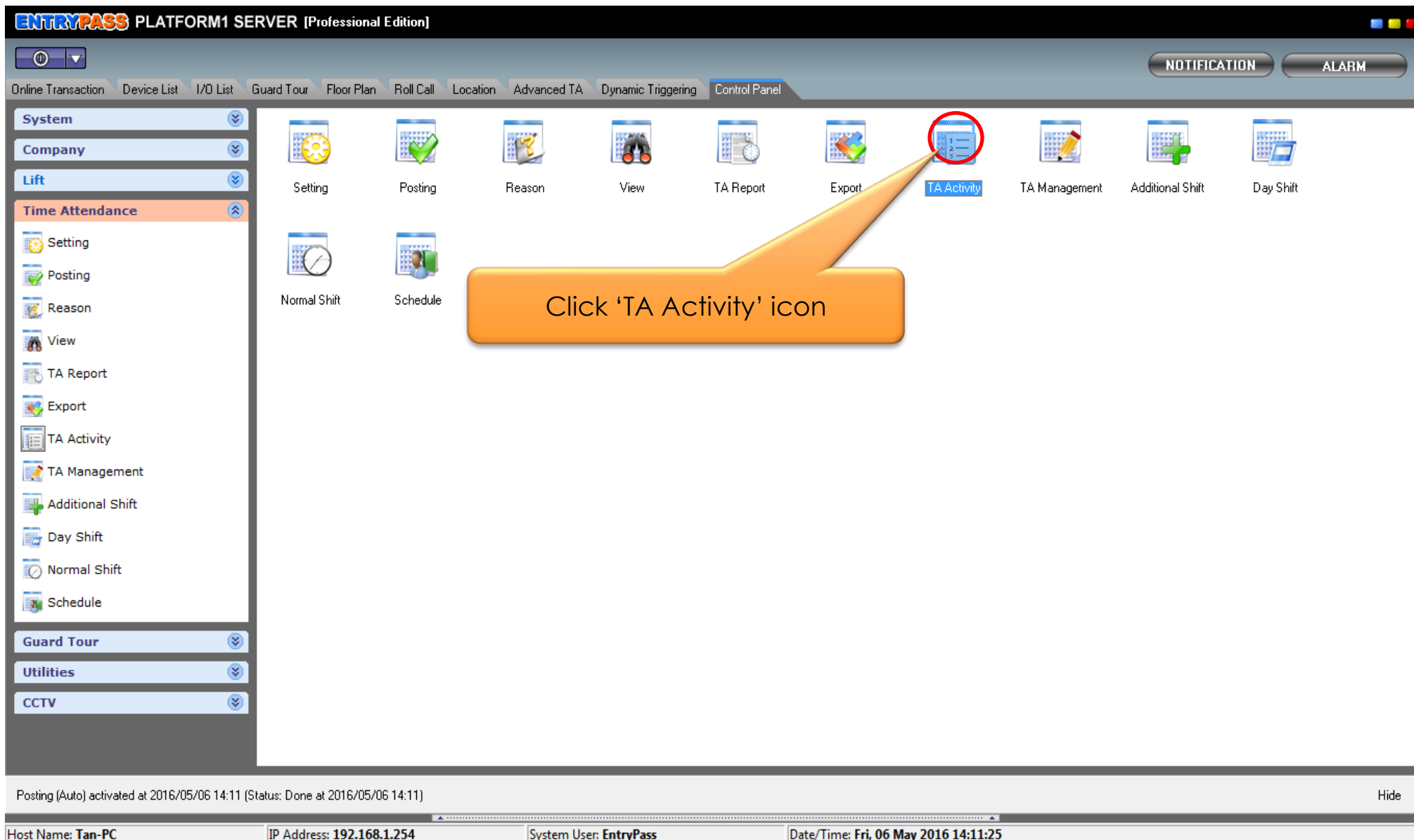
TA Activity Setting

This section allow administrator configure accessible Time Attendance Activities. These Time Attendance Activities will be upload to Controller, whereas user capable to select correct activities to perform clocking.

There are 4 types of activities for user to configure:

- (i) Shift – User needs to select this activity for normal clock in and clock out
- (ii) Break – User need to select this activity for normal break in and break out
- (iii) Ad Hoc – User need to select this activity for special case such as emergency callback and there are no additional shift being assign for his or her
- (iv) Track – User need to select this activity for special case such as late in or early out with reasonable excuse or for simply tracking purposes





TA Activities Listing

Act.No	Name	Description	Type	Day Shift	Activate	Allow AdHoc OT	Rate	Inc As TA
1			Track		0 - Not Active	☐ No	1	☐ No
2			Track		0 - Not Active	☐ No	1	☐ No
3			Track		0 - Not Active	☐ No	1	☐ No
4			Track		0 - Not Active	☐ No	1	☐ No
5			Track		0 - Not Active	☐ No	1	☐ No
6			Track		0 - Not Active	☐ No	1	☐ No
7			Track		0 - Not Active	☐ No	1	☐ No
8			Track		0 - Not Active	☐ No	1	☐ No
9			Track		0 - Not Active	☐ No	1	☐ No
10			Track		0 - Not Active	☐ No	1	☐ No
11			Track		0 - Not Active	☐ No	1	☐ No
12			Track		0 - Not Active	☐ No	1	☐ No
13			Track		0 - Not Active	☐ No	1	☐ No
14			Track		0 - Not Active	☐ No	1	☐ No
15			Track		0 - Not Active	☐ No	1	☐ No
16			Track		0 - Not Active	☐ No	1	☐ No
17			Track		0 - Not Active	☐ No	1	☐ No
18			Track		0 - Not Active	☐ No	1	☐ No
19			Track		0 - Not Active	☐ No	1	☐ No
20			Track		0 - Not Active	☐ No	1	☐ No

Click 'Edit' button

Send

Retrieve

Edit

Close



TA Activities Listing

Act.No	Name	Description	Type	Day Shift	Activate	Allow AdHoc OT	Rate	Inc As TA
1			Shift		0 - Not Active	☐ No	1	☐ No
2			Shift		0 - Not Active	☐ No	1	☐ No
3			Break		0 - Not Active	☐ No	1	☐ No
4			Ad Hoc		0 - Not Active	☐ No	1	☐ No
5			Track		0 - Not Active	☐ No	1	☐ No
6			Track		0 - Not Active	☐ No	1	☐ No
7			Track		0 - Not Active	☐ No	1	☐ No
8			Track		0 - Not Active	☐ No	1	☐ No
9			Track		0 - Not Active	☐ No	1	☐ No
10			Track		0 - Not Active	☐ No	1	☐ No
11			Track		0 - Not Active	☐ No	1	☐ No
12			Track		0 - Not Active	☐ No	1	☐ No
13			Track		0 - Not Active	☐ No	1	☐ No
14			Track		0 - Not Active	☐ No	1	☐ No
15			Track		0 - Not Active	☐ No	1	☐ No
16			Track		0 - Not Active	☐ No	1	☐ No
17			Track		0 - Not Active	☐ No	1	☐ No
18			Track		0 - Not Active	☐ No	1	☐ No
19			Track		0 - Not Active	☐ No	1	☐ No
20			Track		0 - Not Active	☐ No	1	☐ No

Accept
Cancel

Select 'Shift' as type



TA Activities Listing

Act.No	Name	Description	Type	Day Shift	Activate	Allow AdHoc OT	Rate	Inc As TA
1			Shift	MS01	0 - Not Active	☐ No	1	☒ No
2			Track	OD	0 - Not Active	☐ No	1	☐ No
3			Track	MS01	0 - Not Active	☐ No	1	☐ No
4				NS01	0 - Not Active	☐ No	1	☐ No
5				AS01	0 - Not Active	☐ No	1	☐ No
6					0 - Not Active	☐ No	1	☐ No
7			Track		0 - Not Active	☐ No	1	☐ No
8			Track		0 - Not Active	☐ No	1	☐ No
9			Track		0 - Not Active	☐ No	1	☐ No
10			Track		0 - Not Active	☐ No	1	☐ No
11			Track		0 - Not Active	☐ No	1	☐ No
12			Track		0 - Not Active	☐ No	1	☐ No
13			Track		0 - Not Active	☐ No	1	☐ No
14			Track		0 - Not Active	☐ No	1	☐ No
15			Track		0 - Not Active	☐ No	1	☐ No
16			Track		0 - Not Active	☐ No	1	☐ No
17			Track		0 - Not Active	☐ No	1	☐ No
18			Track		0 - Not Active	☐ No	1	☐ No
19			Track		0 - Not Active	☐ No	1	☐ No
20			Track		0 - Not Active	☐ No	1	☐ No

Select day shift

Accept

Cancel



TA Activities Listing

Act.No	Name	Description	Type	Day Shift	Activate	Allow AdHoc OT	Rate	Inc As TA
1			Shift	MS01	0 - Not Active	☐ No	1	☐ No
2			Track		0 - Not Active	☐ No	1	☐ No
3			Track		0 - Not Active	☐ No	1	☐ No
4			Track		0 - Not Active	☐ No	1	☐ No
5					0 - Not Active	☐ No	1	☐ No
6					0 - Not Active	☐ No	1	☐ No
7					0 - Not Active	☐ No	1	☐ No
8			Track		0 - Not Active	☐ No	1	☐ No
9			Track		0 - Not Active	☐ No	1	☐ No
10			Track		0 - Not Active	☐ No	1	☐ No
11			Track		0 - Not Active	☐ No	1	☐ No
12			Track		0 - Not Active	☐ No	1	☐ No
13			Track		0 - Not Active	☐ No	1	☐ No
14			Track		0 - Not Active	☐ No	1	☐ No
15			Track		0 - Not Active	☐ No	1	☐ No
16			Track		0 - Not Active	☐ No	1	☐ No
17			Track		0 - Not Active	☐ No	1	☐ No
18			Track		0 - Not Active	☐ No	1	☐ No
19			Track		0 - Not Active	☐ No	1	☐ No
20			Track		0 - Not Active	☐ No	1	☐ No

Accept
Cancel

Click '0-Not Active' option



View Time Zone

Add (F2) Edit (F4) Delete (F6) Refresh (F5) Print (F7) Close Select

Name ^	Description	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Holiday
0	Not Active	0	0	0	0	0	0		0
1	24 Hours Active	1	1	1	1	1	1	1	1

1. Select time zone

2. Click 'Select' button

Total: 2
Command



TA Activities Listing

Act.No	Name	Description	Type	Day Shift	Activate	Allow AdHoc OT	Rate	Inc As TA
1	Morning Shift	Morning Shift	Shift	MS01	1 - 24 Hours	☐ No	1	☐ No
2			Track		0 - Not Active	☐ No	1	☐ No
3			Track				1	☐ No
4			Track				1	☐ No
5			Track				1	☐ No
6			Track		0 - Not Active	☐ No	1	☐ No
7			Track		0 - Not Active	☐ No	1	☐ No
8			Track		0 - Not Active	☐ No	1	☐ No
9			Track		0 - Not Active	☐ No	1	☐ No
10			Track		0 - Not Active	☐ No	1	☐ No
11			Track		0 - Not Active	☐ No	1	☐ No
12			Track		0 - Not Active	☐ No	1	☐ No
13			Track		0 - Not Active	☐ No	1	☐ No
14			Track		0 - Not Active	☐ No	1	☐ No
15			Track		0 - Not Active	☐ No	1	☐ No
16			Track		0 - Not Active	☐ No	1	☐ No
17			Track		0 - Not Active	☐ No	1	☐ No
18			Track		0 - Not Active	☐ No	1	☐ No
19			Track		0 - Not Active	☐ No	1	☐ No
20			Track		0 - Not Active	☐ No	1	☐ No

Enter activity name and description

Accept Cancel

Notes: Repeat steps from page 11 to 15 for all the day shift assignment.



TA Activities Listing

Act.No	Name	Description	Type	Day Shift	Activate	Allow AdHoc OT	Rate	Inc As TA
1	Morning Shift	Morning Shift	Shift	MS01	1 - 24 Hours	☐ No	1	☐ No
2	Afternoon Shift	Afternoon Shift	Shift	AS01	1 - 24 Hours	☐ No	1	☐ No
3	Night Shift	Night Shift	Shift	NS01	1 - 24 Hours	☐ No	1	☐ No
4			Break		0 - Not Active	☐ No	1	☐ No
5			Shift		0 - Not Active	☐ No	1	☐ No
6			Break		0 - Not Active	☐ No	1	☐ No
7			Ad Hoc		0 - Not Active	☐ No	1	☐ No
8			Track		0 - Not Active	☐ No	1	☐ No
9			Track		0 - Not Active	☐ No	1	☐ No
10			Track		0 - Not Active	☐ No	1	☐ No
11			Track		0 - Not Active	☐ No	1	☐ No
12			Track		0 - Not Active	☐ No	1	☐ No
13			Track		0 - Not Active	☐ No	1	☐ No
14			Track		0 - Not Active	☐ No	1	☐ No
15			Track		0 - Not Active	☐ No	1	☐ No
16			Track		0 - Not Active	☐ No	1	☐ No
17			Track		0 - Not Active	☐ No	1	☐ No
18			Track		0 - Not Active	☐ No	1	☐ No
19			Track		0 - Not Active	☐ No	1	☐ No
20			Track		0 - Not Active	☐ No	1	☐ No

Select 'Break' as type

Accept
Cancel



TA Activities Listing

Act.No	Name	Description	Type	Day Shift	Activate	Allow AdHoc OT	Rate	Inc As TA
1	Morning Shift	Morning Shift	Shift	MS01	1 - 24 Hours	☐ No	1	☐ No
2	Afternoon Shift	Afternoon Shift	Shift	AS01	1 - 24 Hours	☐ No	1	☐ No
3	Night Shift	Night Shift	Shift	NS01	1 - 24 Hours	☐ No	1	☐ No
4			Break		0 - Not Active	☐ No	1	☐ No
5			Track		0 - Not Active	☐ No	1	☐ No
6			Track		0 - Not Active	☐ No	1	☐ No
7			Track		0 - Not Active	☐ No	1	☐ No
8					0 - Not Active	☐ No	1	☐ No
9					0 - Not Active	☐ No	1	☐ No
10					0 - Not Active	☐ No	1	☐ No
11			Track		0 - Not Active	☐ No	1	☐ No
12			Track		0 - Not Active	☐ No	1	☐ No
13			Track		0 - Not Active	☐ No	1	☐ No
14			Track		0 - Not Active	☐ No	1	☐ No
15			Track		0 - Not Active	☐ No	1	☐ No
16			Track		0 - Not Active	☐ No	1	☐ No
17			Track		0 - Not Active	☐ No	1	☐ No
18			Track		0 - Not Active	☐ No	1	☐ No
19			Track		0 - Not Active	☐ No	1	☐ No
20			Track		0 - Not Active	☐ No	1	☐ No

Click '0-Not Active' option

Accept
Cancel



View Time Zone

Add (F2) Edit (F4) Delete (F6) Refresh (F5) Print (F7) Close Select

Name ^	Description	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Holiday
0	Not Active	0	0	0	0	0	0		0
1	24 Hours Active	1	1	1	1	1	1	1	1

1. Select time zone

2. Click 'Select' button

Total: 2
Command



TA Activities Listing

Act.No	Name	Description	Type	Day Shift	Activate	Allow AdHoc OT	Rate	Inc As TA
1	Morning Shift	Morning Shift	Shift	MS01	1 - 24 Hours	☐ No	1	☐ No
2	Afternoon Shift	Afternoon Shift	Shift	AS01	1 - 24 Hours	☐ No	1	☐ No
3	Night Shift	Night Shift	Shift	NS01	1 - 24 Hours	☐ No	1	☐ No
4	Break Time	Break Time	Break		1 - 24 Hours	☐ No	1	☐ No
5			Track		0 - Not Active	☐ No	1	☐ No
6			Track		0 - Not Active	☐ No	1	☐ No
7			Track				1	☐ No
8			Track				1	☐ No
9			Track				1	☐ No
10			Track		0 - Not Active	☐ No	1	☐ No
11			Track		0 - Not Active	☐ No	1	☐ No
12			Track		0 - Not Active	☐ No	1	☐ No
13			Track		0 - Not Active	☐ No	1	☐ No
14			Track		0 - Not Active	☐ No	1	☐ No
15			Track		0 - Not Active	☐ No	1	☐ No
16			Track		0 - Not Active	☐ No	1	☐ No
17			Track		0 - Not Active	☐ No	1	☐ No
18			Track		0 - Not Active	☐ No	1	☐ No
19			Track		0 - Not Active	☐ No	1	☐ No
20			Track		0 - Not Active	☐ No	1	☐ No

Enter activity name and description

Accept
Cancel



TA Activities Listing

Act.No	Name	Description	Type	Day Shift	Activate	Allow AdHoc OT	Rate	Inc As TA
1	Morning Shift	Morning Shift	Shift	MS01	1 - 24 Hours	☐ No	1	☐ No
2	Afternoon Shift	Afternoon Shift	Shift	AS01	1 - 24 Hours	☐ No	1	☐ No
3	Night Shift	Night Shift	Shift	NS01	1 - 24 Hours	☐ No	1	☐ No
4	Break Time	Break Time	Break		1 - 24 Hours	☐ No	1	☐ No
5			Track		0 - Not Active	☐ No	1	☐ No
6			Shift		0 - Not Active	☐ No	1	☐ No
7			Break		0 - Not Active	☐ No	1	☐ No
8			Ad Hoc		0 - Not Active	☐ No	1	☐ No
9			Track		0 - Not Active	☐ No	1	☐ No
10			Track					☐ No
11			Track					☐ No
12			Track					☐ No
13			Track		0 - Not Active	☐ No	1	☐ No
14			Track		0 - Not Active	☐ No	1	☐ No
15			Track		0 - Not Active	☐ No	1	☐ No
16			Track		0 - Not Active	☐ No	1	☐ No
17			Track		0 - Not Active	☐ No	1	☐ No
18			Track		0 - Not Active	☐ No	1	☐ No
19			Track		0 - Not Active	☐ No	1	☐ No
20			Track		0 - Not Active	☐ No	1	☐ No

Accept
Cancel

Select 'Ad Hoc' as type



TA Activities Listing

Act.No	Name	Description	Type	Day Shift	Activate	Allow AdHoc OT	Rate	Inc As TA
1	Morning Shift	Morning Shift	Shift	MS01	1 - 24 Hours	☐ No	1	☐ No
2	Afternoon Shift	Afternoon Shift	Shift	AS01	1 - 24 Hours	☐ No	1	☐ No
3	Night Shift	Night Shift	Shift	NS01	1 - 24 Hours	☐ No	1	☐ No
4	Break Time	Break Time	Break		1 - 24 Hours	☐ No	1	☐ No
5			Ad Hoc		0 - Not Active	☐ No	1	☐ No
6			Track		0 - Not Active	☐ No	1	☐ No
7			Track		0 - Not Active	☐ No	1	☐ No
8			Track		0 - Not Active	☐ No	1	☐ No
9					0 - Not Active	☐ No	1	☐ No
10					0 - Not Active	☐ No	1	☐ No
11					0 - Not Active	☐ No	1	☐ No
12			Track		0 - Not Active	☐ No	1	☐ No
13			Track		0 - Not Active	☐ No	1	☐ No
14			Track		0 - Not Active	☐ No	1	☐ No
15			Track		0 - Not Active	☐ No	1	☐ No
16			Track		0 - Not Active	☐ No	1	☐ No
17			Track		0 - Not Active	☐ No	1	☐ No
18			Track		0 - Not Active	☐ No	1	☐ No
19			Track		0 - Not Active	☐ No	1	☐ No
20			Track		0 - Not Active	☐ No	1	☐ No

Accept
Cancel

Click '0-Not Active' option



View Time Zone

Add (F2) Edit (F4) Delete (F6) Refresh (F5) Print (F7) Close Select

Name ^	Description	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Holiday
0	Not Active	0	0	0	0	0	0		0
1	24 Hours Active	1	1	1	1	1	1	1	1

1. Select time zone

2. Click 'Select' button

Total: 2
Command



TA Activities Listing

Act.No	Name	Description	Type	Day Shift	Activate	Allow AdHoc OT	Rate	Inc As TA
1	Morning Shift	Morning Shift	Shift	MS01	1 - 24 Hours	☐ No	1	☐ No
2	Afternoon Shift	Afternoon Shift	Shift	AS01	1 - 24 Hours	☐ No	1	☐ No
3	Night Shift	Night Shift	Shift	NS01	1 - 24 Hours	☐ No	1	☐ No
4	Break Time	Break Time	Break		1 - 24 Hours	☐ No	1	☐ No
5	Ad Hoc	Ad Hoc	Ad Hoc		1 - 24 Hours	☐ No	1.00	☐ No
6					0 - Not Active	☐ No	1	☐ No
7			Track				1	☐ No
8			Track				1	☐ No
9			Track				1	☐ No
10			Track		0 - Not Active	☐ No	1	☐ No
11			Track		0 - Not Active	☐ No	1	☐ No
12			Track		0 - Not Active	☐ No	1	☐ No
13			Track		0 - Not Active	☐ No	1	☐ No
14			Track		0 - Not Active	☐ No	1	☐ No
15			Track		0 - Not Active	☐ No	1	☐ No
16			Track		0 - Not Active	☐ No	1	☐ No
17			Track		0 - Not Active	☐ No	1	☐ No
18			Track		0 - Not Active	☐ No	1	☐ No
19			Track		0 - Not Active	☐ No	1	☐ No
20			Track		0 - Not Active	☐ No	1	☐ No

Enter activity name and description

Accept
Cancel



TA Activities Listing

Act.No	Name	Description	Type	Day Shift	Activate	Allow AdHoc OT	Rate	Inc As TA
1	Morning Shift	Morning Shift	Shift	MS01	1 - 24 Hours	☐ No	1	☐ No
2	Afternoon Shift	Afternoon Shift	Shift	AS01	1 - 24 Hours	☐ No	1	☐ No
3	Night Shift	Night Shift	Shift	NS01	1 - 24 Hours	☐ No	1	☐ No
4	Break Time	Break Time	Break		1 - 24 Hours	☐ No	1	☐ No
5	Ad Hoc	Ad Hoc	Ad Hoc		1 - 24 Hours	☒ Yes	1.00	☐ No
6			Track		0 - Not Active	☐ No	1	☐ No
7			Track		0 - Not Active	☐ No	1	☐ No
8			Track		0 - Not Active	☐ No	1	☐ No
9					0 - Not Active	☐ No	1	☐ No
10					0 - Not Active	☐ No	1	☐ No
11					0 - Not Active	☐ No	1	☐ No
12			Track		0 - Not Active	☐ No	1	☐ No
13			Track		0 - Not Active	☐ No	1	☐ No
14			Track		0 - Not Active	☐ No	1	☐ No
15			Track		0 - Not Active	☐ No	1	☐ No
16			Track		0 - Not Active	☐ No	1	☐ No
17			Track		0 - Not Active	☐ No	1	☐ No
18			Track		0 - Not Active	☐ No	1	☐ No
19			Track		0 - Not Active	☐ No	1	☐ No
20			Track		0 - Not Active	☐ No	1	☐ No

Click 'Yes' option for 'Ad Hoc' OT

Accept

Cancel



TA Activities Listing

Act.No	Name	Description	Type	Day Shift	Activate	Allow AdHoc OT	Rate	Inc As TA
1	Morning Shift	Morning Shift	Shift	MS01	1 - 24 Hours	☐ No	1	☐ No
2	Afternoon Shift	Afternoon Shift	Shift	AS01	1 - 24 Hours	☐ No	1	☐ No
3	Night Shift	Night Shift	Shift	NS01	1 - 24 Hours	☐ No	1	☐ No
4	Break Time	Break Time	Break		1 - 24 Hours	☐ No	1	☐ No
5	Ad Hoc	Ad Hoc	Ad Hoc		1 - 24 Hours	☒ Yes	1.00	☐ No
6			Track		0 - Not Active	☐ No	1.00	☐ No
7			Track		0 - Not Active	☐ No	1.50	☐ No
8			Track		0 - Not Active	☐ No	2.00	☐ No
9			Track		0 - Not Active	☐ No	2.50	☐ No
10			Track		0 - Not Active	☐ No	1	☐ No
11			Track		0 - Not Active	☐ No	1	☐ No
12			Track		0 - Not Active	☐ No	1	☐ No
13			Track		0 - Not Active	☐ No	1	☐ No
14			Track		0 - Not Active	☐ No	1	☐ No
15			Track		0 - Not Active	☐ No	1	☐ No
16			Track		0 - Not Active	☐ No	1	☐ No
17			Track		0 - Not Active	☐ No	1	☐ No
18			Track		0 - Not Active	☐ No	1	☐ No
19			Track		0 - Not Active	☐ No	1	☐ No
20			Track		0 - Not Active	☐ No	1	☐ No

Select 'Ad Hoc' OT rate

Accept
Cancel



TA Activities Listing

Act.No	Name	Description	Type	Day Shift	Activate	Allow AdHoc OT	Rate	Inc As TA
1	Morning Shift	Morning Shift	Shift	MS01	1 - 24 Hours	☐ No	1	☐ No
2	Afternoon Shift	Afternoon Shift	Shift	AS01	1 - 24 Hours	☐ No	1	☐ No
3	Night Shift	Night Shift	Shift	NS01	1 - 24 Hours	☐ No	1	☐ No
4	Break Time	Break Time	Break		1 - 24 Hours	☐ No	1	☐ No
5	Ad Hoc	Ad Hoc	Ad Hoc		1 - 24 Hours	☒ Yes	1.00	☐ No
6			Track		0 - Not Active	☐ No	1	☐ No
7			Shift		0 - Not Active	☐ No	1	☐ No
8			Break		0 - Not Active	☐ No	1	☐ No
9			Ad Hoc		0 - Not Active	☐ No	1	☐ No
10			Track		0 - Not Active	☐ No	1	☐ No
11			Track		0 - Not Active	☐ No	1	☐ No
12			Track		0 - Not Active	☐ No	1	☐ No
13			Track		0 - Not Active	☐ No	1	☐ No
14			Track		0 - Not Active	☐ No	1	☐ No
15			Track		0 - Not Active	☐ No	1	☐ No
16			Track		0 - Not Active	☐ No	1	☐ No
17			Track		0 - Not Active	☐ No	1	☐ No
18			Track		0 - Not Active	☐ No	1	☐ No
19			Track		0 - Not Active	☐ No	1	☐ No
20			Track		0 - Not Active	☐ No	1	☐ No

Accept
Cancel

Select 'Track' as type



TA Activities Listing

Act.No	Name	Description	Type	Day Shift	Activate	Allow AdHoc OT	Rate	Inc As TA
1	Morning Shift	Morning Shift	Shift	MS01	1 - 24 Hours	☐ No	1	☐ No
2	Afternoon Shift	Afternoon Shift	Shift	AS01	1 - 24 Hours	☐ No	1	☐ No
3	Night Shift	Night Shift	Shift	NS01	1 - 24 Hours	☐ No	1	☐ No
4	Break Time	Break Time	Break		1 - 24 Hours	☐ No	1	☐ No
5	Ad Hoc	Ad Hoc	Ad Hoc		1 - 24 Hours	☒ Yes	1.00	☐ No
6			Track		0 - Not Active	☐ No	1	☐ No
7			Track		0 - Not Active	☐ No	1	☐ No
8			Track		0 - Not Active	☐ No	1	☐ No
9			Track		0 - Not Active	☐ No	1	☐ No
10			Track		0 - Not Active	☐ No	1	☐ No
11			Track		0 - Not Active	☐ No	1	☐ No
12			Track		0 - Not Active	☐ No	1	☐ No
13			Track		0 - Not Active	☐ No	1	☐ No
14			Track		0 - Not Active	☐ No	1	☐ No
15			Track		0 - Not Active	☐ No	1	☐ No
16			Track		0 - Not Active	☐ No	1	☐ No
17			Track		0 - Not Active	☐ No	1	☐ No
18			Track		0 - Not Active	☐ No	1	☐ No
19			Track		0 - Not Active	☐ No	1	☐ No
20			Track		0 - Not Active	☐ No	1	☐ No

Click '0-Not Active' option

Accept

Cancel



View Time Zone

Add (F2) Edit (F4) Delete (F6) Refresh (F5) Print (F7) Close Select

Name ^	Description	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Holiday
0	Not Active	0	0	0	0	0	0		0
1	24 Hours Active	1	1	1	1	1	1	1	1

1. Select time zone

2. Click 'Select' button

Total: 2
Command



TA Activities Listing

Act.No	Name	Description	Type	Day Shift	Activate	Allow AdHoc OT	Rate	Inc As TA
1	Morning Shift	Morning Shift	Shift	MS01	1 - 24 Hours	☐ No	1	☐ No
2	Afternoon Shift	Afternoon Shift	Shift	AS01	1 - 24 Hours	☐ No	1	☐ No
3	Night Shift	Night Shift	Shift	NS01	1 - 24 Hours	☐ No	1	☐ No
4	Break Time	Break Time	Break		1 - 24 Hours	☐ No	1	☐ No
5	Ad Hoc	Ad Hoc	Ad Hoc		1 - 24 Hours	☒ Yes	1.00	☐ No
6	Site Meeting	Site Meeting	Track		1 - 24 Hours	☐ No	1	☐ No
7			Track		0 - Not Active	☐ No	1	☐ No
8			Track				1	☐ No
9			Track				1	☐ No
10			Track				1	☐ No
11			Track		0 - Not Active	☐ No	1	☐ No
12			Track		0 - Not Active	☐ No	1	☐ No
13			Track		0 - Not Active	☐ No	1	☐ No
14			Track		0 - Not Active	☐ No	1	☐ No
15			Track		0 - Not Active	☐ No	1	☐ No
16			Track		0 - Not Active	☐ No	1	☐ No
17			Track		0 - Not Active	☐ No	1	☐ No
18			Track		0 - Not Active	☐ No	1	☐ No
19			Track		0 - Not Active	☐ No	1	☐ No
20			Track		0 - Not Active	☐ No	1	☐ No

Enter activity name and description

Accept
Cancel



TA Activities Listing

Act.No	Name	Description	Type	Day Shift	Activate	Allow AdHoc OT	Rate	Inc As TA
1	Morning Shift	Morning Shift	Shift	MS01	1 - 24 Hours	☐ No	1	☐ No
2	Afternoon Shift	Afternoon Shift	Shift	AS01	1 - 24 Hours	☐ No	1	☐ No
3	Night Shift	Night Shift	Shift	NS01	1 - 24 Hours	☐ No	1	☐ No
4	Break Time	Break Time	Break		1 - 24 Hours	☐ No	1	☐ No
5	Ad Hoc	Ad Hoc	Ad Hoc		1 - 24 Hours	☒ Yes	1.00	☐ No
6	Site Meeting	Site Meeting	Track		1 - 24 Hours	☐ No	1	☒ Yes
7			Track		0 - Not Active	☐ No		☐ No
8			Track		0 - Not Active	☐ No	1	☐ No
9			Track		0 - Not Active	☐ No	1	☐ No
10			Track		0 - Not Active	☐ No	1	☐ No
11			Track		0 - Not Active	☐ No	1	☐ No
12			Track		0 - Not Active	☐ No	1	☐ No
13			Track		0 - Not Active	☐ No	1	☐ No
14			Track		0 - Not Active	☐ No	1	☐ No
15			Track		0 - Not Active	☐ No	1	☐ No
16			Track		0 - Not Active	☐ No	1	☐ No
17			Track		0 - Not Active	☐ No	1	☐ No
18			Track		0 - Not Active	☐ No	1	☐ No
19			Track		0 - Not Active	☐ No	1	☐ No
20			Track		0 - Not Active	☐ No	1	☐ No

1. Select 'Yes' option to include type as TA records

2. Click 'Accept' button

Accept

Cancel



TA Activities Listing

Act.No	Name	Description	Type	Day Shift	Activate	Allow AdHoc OT	Rate	Inc As TA
1	Morning Shift	Morning Shift	Shift	MS01	1 - 24 Hours	☐ No	1	☐ No
2	Afternoon Shift	Afternoon Shift	Shift	AS01	1 - 24			
3	Night Shift	Night Shift	Shift	NS01	1 - 24			
4	Break Time	Break Time	Break		1 - 24 Hours			
5	Ad Hoc	Ad Hoc	Ad Hoc		1 - 24 Hours		1.00	☐ No
6	Site Meeting	Site Meeting	Track		1 - 24 Ho	☐ No	1	☒ Yes
7						☐ No	1	☐ No
8						☐ No	1	☐ No
9						☐ No	1	☐ No
10						☐ No	1	☐ No
11						☐ No	1	☐ No
12						☐ No	1	☐ No
13						☐ No	1	☐ No
14						☐ No	1	☐ No
15			Track		0 - Not Active	☐ No	1	☐ No
16			Track		0 - Not Active	☐ No	1	☐ No
17			Track		0 - Not Active	☐ No	1	☐ No
18			Track		0 - Not Active	☐ No	1	☐ No
19			Track		0 - Not Active	☐ No	1	☐ No
20			Track		0 - Not Active	☐ No	1	☐ No

Set Activity to [Main Door]: 7

Cancel

Sending in progress

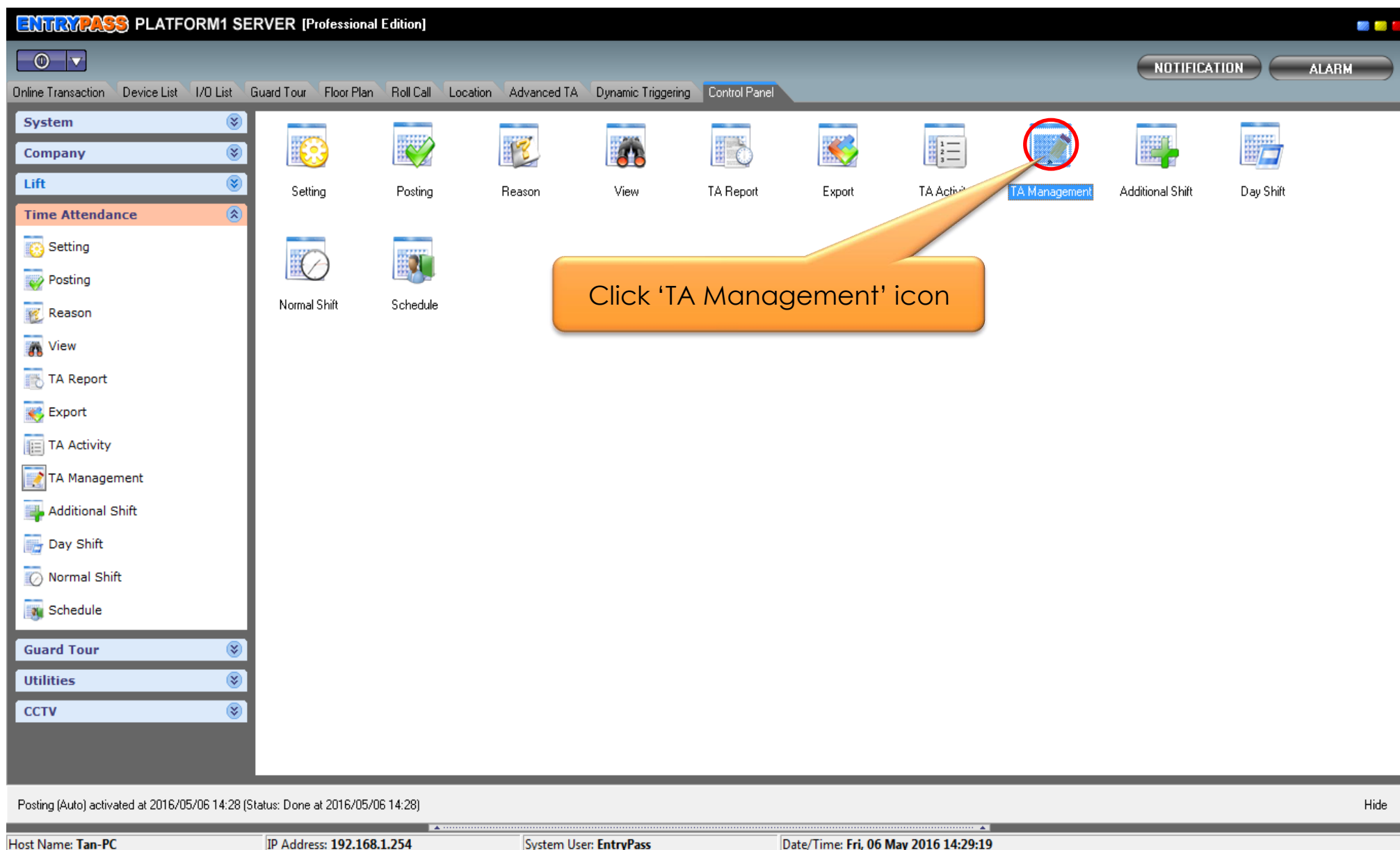
Accept

Cancel



TA Management





TA Management

Add (F2)
Edit (F4)
Delete (F6)
Refresh (F5)
Close

Date ▲	Time	Transaction	Controller	Door/Input	Card No	Staff No	Name	Department	Job	Shift
2016/05/06	05:10:05	[In] Clock In	Main Door	Main Door	1495109924	H00002	HAZIM	TECH	TS	Shift
2016/05/06	05:10:07	[In] Clock In	Main Door	Main Door	1013534812	T00001	TAN	TECH	TS	Shift
2016/05/06	05:10:10	[In] Clock In	Main Door	Main Door	1011821724	H00001	HING	TECH	TS	Shift
2016/05/06	14:10:57	[In] Clock Out	Main Door	Main Door	1495109924	H00002	HAZIM	TECH	TS	Shift
2016/05/06	14:10:59	[In] Clock Out	Main Door	Main Door	1011821724	H00001	HING	TECH	TS	Shift

Filter

5 transactions retrieved

Double click this bar to extract the menu



TA Management

Add (F2) Edit (F4) Delete (F6) Refresh (F5) Close

Date ▲	Time	Transaction	Controller	Door/Input	Card No	Staff No	Name	Department	Job	Shift
2016/05/06	05:10:05	[In] Clock In	Main Door	Main Door	1495109924	H00002	HAZIM	TECH	TS	Shift
2016/05/06	05:10:07	[In] Clock In	Main Door	Main Door	1013534812	T00001	TAN	TECH	TS	Shift
2016/05/06	05:10:10	[In] Clock In	Main Door	Main Door	1011821724	H00001	HING	TECH	TS	Shift
2016/05/06	14:10:57	[In] Clock Out	Main Door	Main Door	1495109924	H00002	HAZIM	TECH	TS	Shift
2016/05/06	14:10:59	[In] Clock Out	Main Door	Main Door	1011821724	H00001	HING	TECH	TS	Shift

Select date to filter

Filter

Date/Time Card Holder Others Event Type Sort

Date: Friday, 6 May, 2016 To: Friday, 6 May, 2016

Time From: 00:00
 Time To: 23:59

Apply

5 transactions retrieved



TA Management

Date ▲	Time	Transaction	Controller	Door/Input	Card No	Staff No	Name	Department	Job	Shift
2016/05/06	05:10:05	[In] Clock In	Main Door	Main Door	1495109924	H00002	HAZIM	TECH	TS	Shift
2016/05/06	05:10:07	[In] Clock In	Main Door	Main Door	1013534812	T00001	TAN	TECH	TS	Shift
2016/05/06	05:10:10	[In] Clock In	Main Door	Main Door	1011821724	H00001	HING	TECH	TS	Shift
2016/05/06	14:10:57	[In] Clock Out	Main Door	Main Door	1495109924	H00002	HAZIM	TECH	TS	Shift
2016/05/06	14:10:59	[In] Clock Out	Main Door	Main Door	1011821724	H00001	HING	TECH	TS	Shift

Filter

☒ Staff No

☐ Card No

☐ Name

5 transactions retrieved

Apply

Select staff no. to filter



TA Management

Add (F2) Edit (F4) Delete (F6) Refresh (F5) Close

Date ▲	Time	Transaction	Controller	Door/Input	Card No	Staff No	Name	Department	Job	Shift
2016/05/06	05:10:05	[In] Clock In	Main Door	Main Door	1495109924	H00002	HAZIM	TECH	TS	Shift
2016/05/06	05:10:07	[In] Clock In	Main Door	Main Door	1013534812	T00001	TAN	TECH	TS	Shift
2016/05/06	05:10:10	[In] Clock In	Main Door	Main Door	1011821724	H00001	HING	TECH	TS	Shift
2016/05/06	14:10:57	[In] Clock Out	Main Door	Main Door	1495109924	H00002	HAZIM	TECH	TS	Shift
2016/05/06	14:10:59	[In] Clock Out	Main Door	Main Door	1011821724	H00001	HING	TECH	TS	Shift

Filter

Date/Time Card Holder Others Event Type Sort

☒ Staff No ☐ All
☐ Card No ☒ All
☐ Name ☒ All

5 transactions retrieved

Click 'Apply' button

Apply



TA Management

Date	Time	Transaction	Controller	Door/Input	Card No	Staff No	Name	Department	Job	Shift
2016/05/06	05:10	[m] Clock In	Main Door	Main Door	1013534812	T00001	TAN	TECH	TS	Shift

Click 'Add' button

Filter

☒ Staff No

☐ Card No ☒ All

☐ Name ☒ All

1 transactions retrieved



Authorize Transaction

Staff: H00001 HING

Card No.: H00001 HING
H00002 HAZIM

Department: T00001 TAN

Job: TS

Shift: Shift A

Activity No.: 01 Morning Shift

Date: Friday, 6 May, 2016

Time: 00:00

Trans Type: ☒ Clock In ☐ Clock Out

Reason:

Save and Close Save and New Cancel

Select staff to manage



Authorize Transaction

Staff: T00001 TAN

Card No.: 1013534812

Department: TECH

Job: TS

Shift: Shift A

Activity No.:

01	Morning Shift
02	Afternoon Shift
03	Night Shift
04	Break Time
05	Ad Hoc
06	Site Meeting
07	
08	
09	
10	
11	
12	

Date:

Time:

Transaction:

Reason:

Save and Close Save and New Cancel

Select activity no. for this add-on event



Authorize Transaction

Staff: T00001 TAN

Card No.: 1013534812

Department: TECH

Job: TS

Shift: Shift A

Activity No.: 01 Morning Shift

Date: Friday, 6 May, 2016

Time:

Trans Type:

Reason:

Save and Close Save and New Cancel

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Today: 6/5/2016

Select date for this add-on event



Authorize Transaction

Staff: T00001 TAN

Card No.: 1013534812

Department: TECH

Job: TS

Shift: Shift A

Activity No.: 01 Morning Shift

Date: Friday, 6 May, 2016

Time: 14:00

Trans Type: ☒ Clock In ☐ Clock Out

Reason:

Save and Close Save and New Cancel

Enter time for this add-on event



Authorize Transaction

Staff: T00001 TAN

Card No.: 1013534812

Department: TECH

Job: TS

Shift: Shift A

Activity No.: 01 Morning Shift

Date: Friday, 6 May, 2016

Time: 14:00

Trans Type: ☐ Clock In ☒ Clock Out

Reason:

Save and Close Save and New Cancel

Select transaction type for this add-on event



Authorize Transaction

Staff: T00001 TAN

Card No.: 1013534812

Department: TECH

Job: TS

Shift: Shift A

Activity No.: 01 Morning Shift

Date: Friday, 6 May, 2016

Time: 14:00

Trans Type: ☐ Clock In ☒ Clock Out

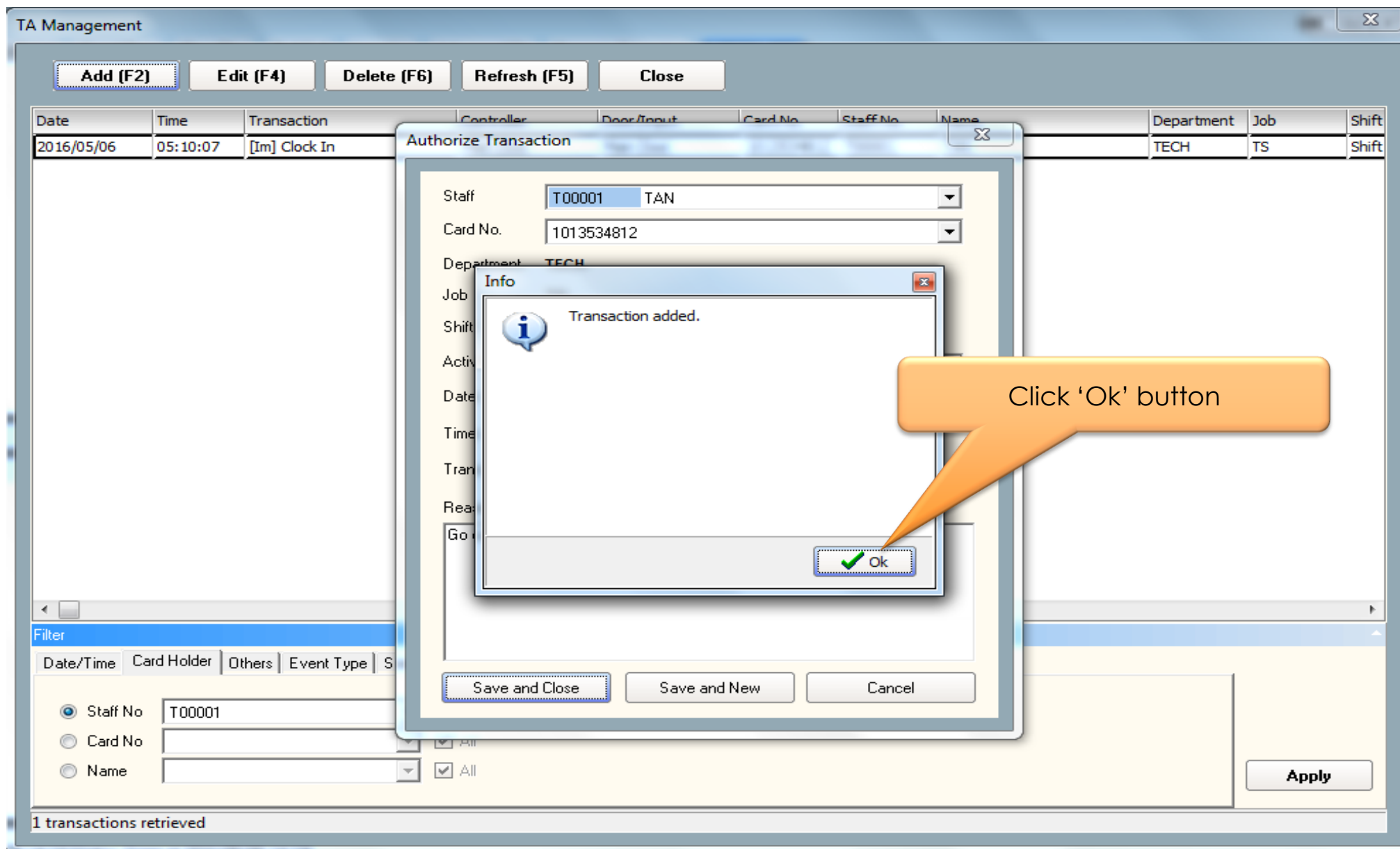
Reason: Go out for site meeting

Buttons: Save and Close, Save and New, Cancel

1. Enter reason for this add-on event

2. Click 'Save and Close' button





TA Management

Add (F2)
Edit (F4)
Delete (F6)
Refresh (F5)
Close

Date ^	Time	Transaction	Controller	Door/Input	Card No	Staff No	Name	Department	Job	Shift
2016/05/06	05:10:07	[Im] Clock In	Main Door	Main Door	1013534812	T00001	TAN	TECH	TS	Shift
2016/05/06	14:00:00	[EA] Authorised Clock Out			1013534812	T00001	TAN	TECH	TS	Shift

New added event

Filter

Date/Time
Card Holder
Others
Event Type
Sort

☒ Staff No
☐ All

☐ Card No
☒ All

☐ Name
☒ All

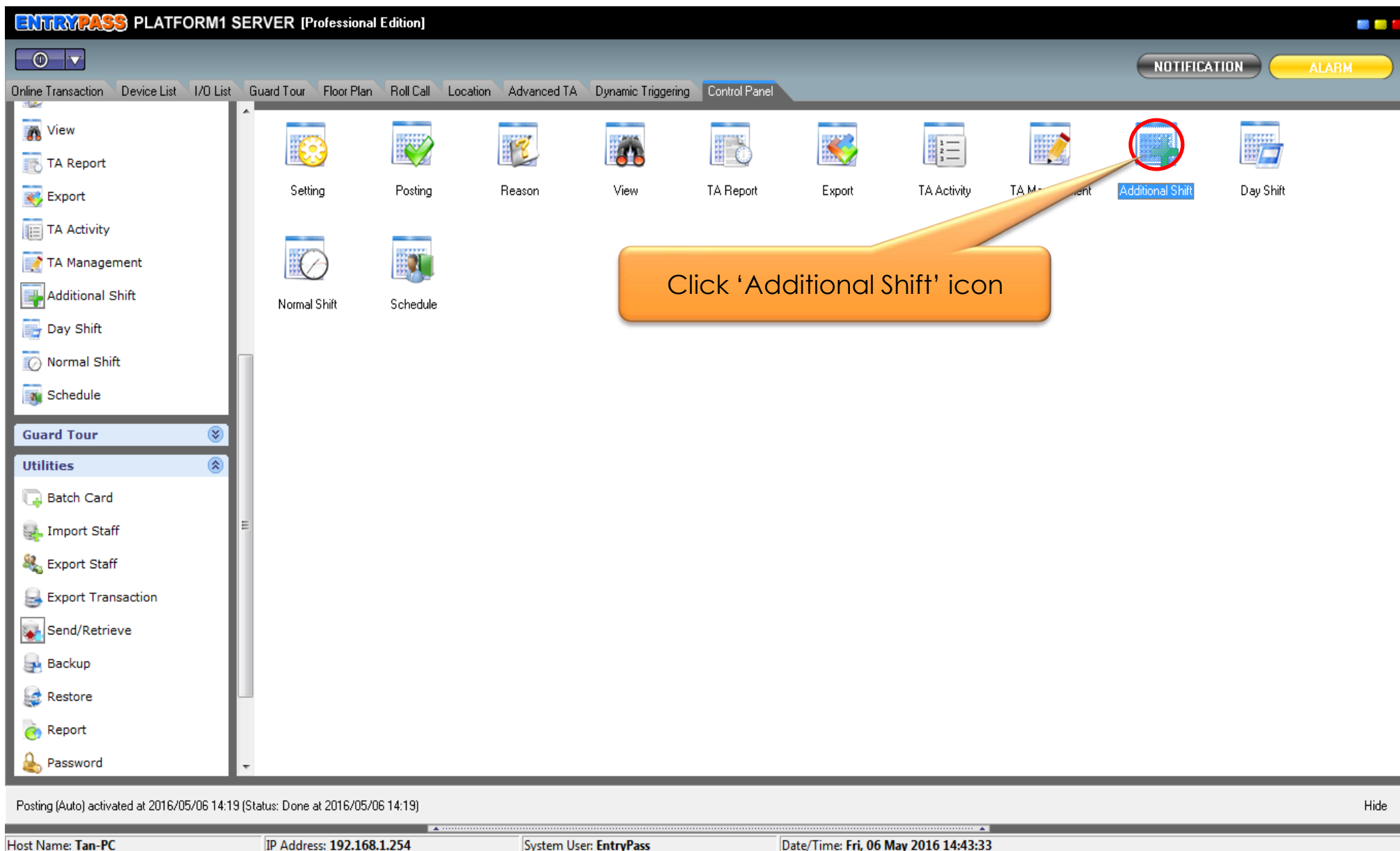
Apply

2 transactions retrieved



Additional Shift





Additional Shift

Add (F2) **Edit (F4)** **Delete (F6)** **Refresh (F5)** **Print (F7)** **Close**

Filter Value Filter To **Filter**

Filter By Filter Value

Click 'Add' button

Date	Shift

Total: 0



Batch Additional Shift - Add

Date: 7/5/2016

Day Shift:

Select staff(s) from below:

Staff No.	1	2	3	4	5	6	7
H00001	24	25	26	27	28	29	30
H00002	1	2	3	4	5	6	7
T00001	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3	4

Today: 6/5/2016

Save and Close Save and New Cancel

Select date for additional shift



Batch Additional Shift - Add

Date: 7/5/2016

Day Shift: AS01

Select staff(s) from below

Staff No. ▲	Name
H00001	HING
H00002	HAZIM
T00001	TAN

Save and Close Save and New Cancel

Select day shift for additional shift



Batch Additional Shift - Add

Date: 7/5/2016

Day Shift: NS01

Select staff[s] from below list:

Staff No. ▲	Name
H00001	HING
H00002	HAZIM
T00001	TAN

Save and Close Save and New Cancel

Select staff for additional shift



Additional Shift

Add (F2) **Edit (F4)** **Delete (F6)** **Refresh (F5)** **Print (F7)** **Close**

Filter Value: 6/ 5 /2016 Filter To: 13/ 5 /2016 Filter

Filter By: Staff Filter Value:

Date	Staff No.	Name	Shift
2016/05/07	T00001	TAN	NS01

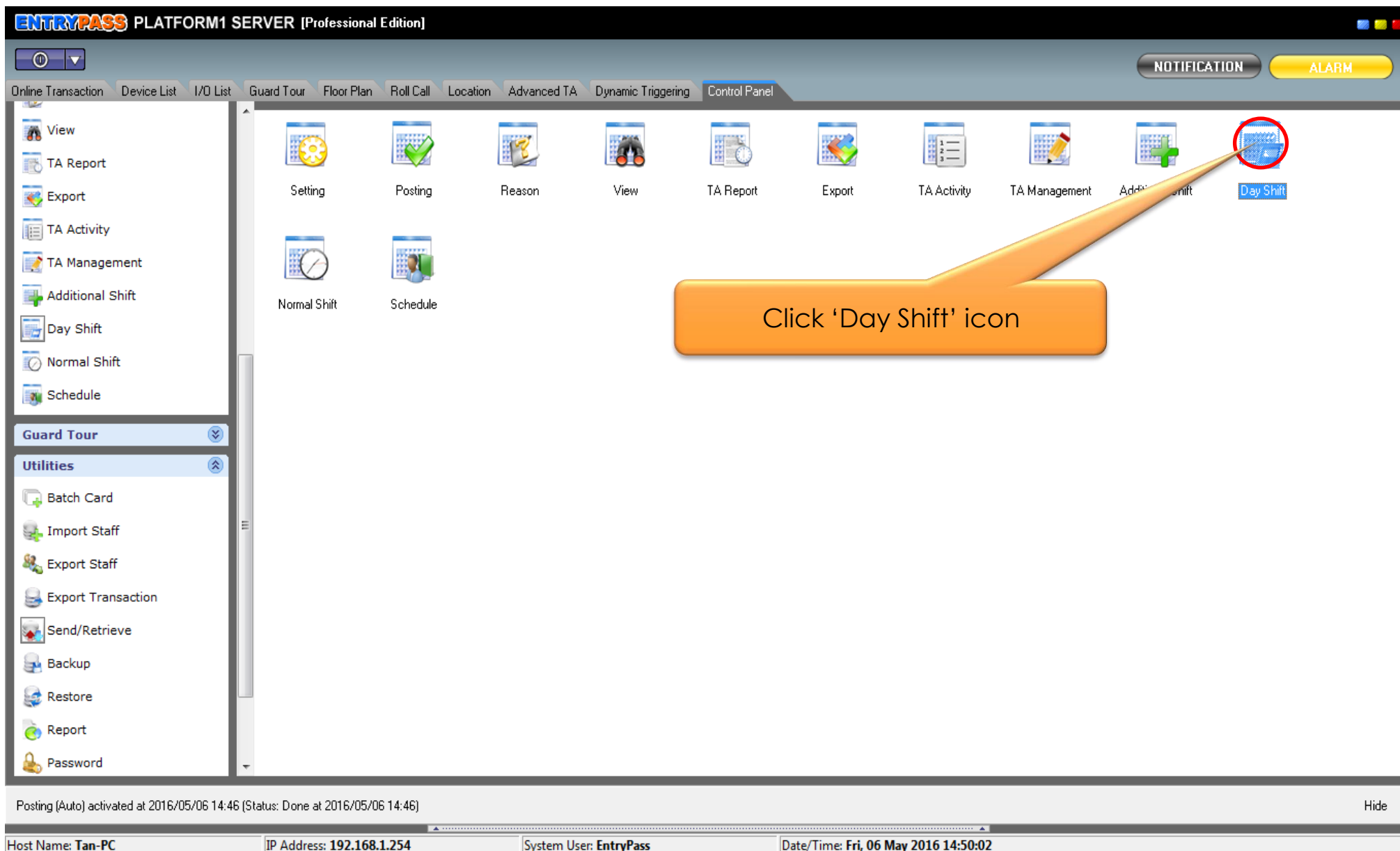
Total: 1

Additional shift is added to this staff



Day Shift Setting





View Day Shift

Add (F2) Edit (F4) Delete (F6) Refresh (F5) Print (F7) Close

Name	Description	Colour	Time	Break	Break Time	Deduct (mins)	Min WH	OT Claims	Out Grace (mins)	Inc Early OT	Use Pairing

Click 'Add' button

Total: 0



Day Shift - Add

Name

MS01

Description

Morning Shift 01

Colour

☐ White

Work

From	To	Deduct (mins)	Min. Work Hour
00:00	00:00	0	00:00

Work Hour Calculation

Last Out minus First In

☐ Allow Break
 Break

From	To	Deduct
00:00	00:00	No

Overtime

[0 = Remaining OT hours]

	Factor 1	Factor 2	Factor 3	Factor 4	Factor 5
Normal	First (hrs) 0	Seq (hrs) 0	Seq (hrs) 0	Seq (hrs) 0	Seq (hrs) 0
	Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00
Non-Working Day	First (hrs) 0	Seq (hrs) 0	Seq (hrs) 0	Seq (hrs) 0	Seq (hrs) 0
	Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00
Holiday	First (hrs) 0	Seq (hrs) 0	Seq (hrs) 0	Seq (hrs) 0	Seq (hrs) 0
	Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00

☐ OT Claims
 ☐ Allow Early In OT
 OT Out Grace (mins) 15

NOTE: Set Work From and Work To to 00:00, Min. Work Hour to 00:00 to indicate not working

Save and Close

Save and New

Cancel

Enter day shift name and description



Day Shift - Add

Name

MS01

Description

Morning Shift 01

Colour

Red

Red

Work		Deduct (mins)	Min. Work Hour
From	To		
00:00	00:00	0	00:00

Work Hour Calculation

Last Out minus First In

Allow Break

Break

From	To	Deduct
00:00	00:00	No

Overtime

[0 = Remaining OT hours]

Factor 1	Factor 2	Factor 3	Factor 4	Factor 5
0	0	0	0	0
Seq (hrs)	Seq (hrs)	Seq (hrs)	Seq (hrs)	Seq (hrs)
1.00	Rate	1.00	Rate	1.00
Rate	1.00	Rate	1.00	Rate
1.00	Rate	1.00	Rate	1.00

Non-Working Day

First (hrs)	0	Seq (hrs)	0	Seq (hrs)	0	Seq (hrs)	0	Seq (hrs)	0
Rate	1.00	Rate	1.00	Rate	1.00	Rate	1.00	Rate	1.00

Holiday

First (hrs)	0	Seq (hrs)	0	Seq (hrs)	0	Seq (hrs)	0	Seq (hrs)	0
Rate	1.00	Rate	1.00	Rate	1.00	Rate	1.00	Rate	1.00

OT Claims

Allow Early In OT

OT Out Grace (mins)

15

NOTE: Set Work From and Work To to 00:00, Min. Work Hour to 00:00 to indicate not working

Save and Close

Save and New

Cancel

Select colour code for day shift



Day Shift - Add

NameMS01

DescriptionMorning Shift 01

Colour

Red

Red

Work

Deduct

Min. Work Hour

From

To

(mins)

06:00

13:59

60

07:00

Work Hour Calculation

Last Out minus First In

Allow Break

Break

From

To

Deduct

00:00

00:00

No

Overtime

[0 = Remaining OT hours]

Factor 1

Factor 2

Factor 3

Factor 4

Factor 5

Normal

First (hrs)

Seq (hrs)

Seq (hrs)

Seq (hrs)

Seq (hrs)

Rate

1.00

Rate

1.00

Rate

1.00

Rate

1.00

Rate

1.00

Non-Working Day

First (hrs)

Seq (hrs)

Seq (hrs)

Seq (hrs)

Seq (hrs)

Rate

1.00

Rate

1.00

Rate

1.00

Rate

1.00

Rate

1.00

Holiday

First (hrs)

Seq (hrs)

Seq (hrs)

Seq (hrs)

Seq (hrs)

Rate

1.00

Rate

1.00

Rate

1.00

Rate

1.00

Rate

1.00

OT Claims

Allow Early In OT

OT Out Grace (mins)

15

NOTE: Set Work From and Work To to 00:00, Min. Work Hour to 00:00 to indicate not working

Save and Close

Save and New

Cancel

Define shift start time and end time, break deduct time and minimum working hour



Day Shift - Add

Name: MS01

Description: Morning Shift 01

Colour: ■ Red

Work		Deduct (mins)	Min. Work Hour	Normal		Factor 1		Factor 2		Factor 3		Factor 4		Factor 5	
From	To			First (hrs)	Rate	First (hrs)	Rate	First (hrs)	Rate	First (hrs)	Rate	First (hrs)	Rate	First (hrs)	Rate
06:00	13:59	60	07:00	0	1.00	0	1.00	0	1.00	0	1.00	0	1.00	0	1.00
Work Hour Calculation			Last Out minus First In Last Out minus First In Last Out Minus Start Working Time (if staff is Early In) or First In (if staff is Late In) Use Pairing												
☐ Allow Break															
From	To														
00:00	00:00	No													
Holiday				First (hrs)	Rate	First (hrs)	Rate	First (hrs)	Rate	First (hrs)	Rate	First (hrs)	Rate	First (hrs)	Rate
				0	1.00	0	1.00	0	1.00	0	1.00	0	1.00	0	1.00

☐ OT Claims
 ☐ Allow Early In OT
 OT Out Grace (mins) 15

NOTE: Set Work From and Work To to 00:00, Min. Work Hour to 00:00 to indicate not working

Save and Close
 Save and New
 Cancel

Select work hour calculation method



Day Shift - Add

Name

MS01

Description

Morning Shift 01

Colour

Red

Red

Work		Deduct	Min. Work Hour
From	To	(mins)	
06:00	13:59	60	07:00
Work Hour Calculation		Last Out minus First In	

☒ Allow Break

Break		
From	To	Deduct
10:00	10:59	☒ Yes

	Overtime [0 = Remaining OT hours]				
	Factor 1	Factor 2	Factor 3	Factor 4	Factor 5
Normal	First (hrs) 0	Seq (hrs) 0	Seq (hrs) 0	Seq (hrs) 0	Seq (hrs) 0
	Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00
Non-Working Day	First (hrs) 0	Seq (hrs) 0	Seq (hrs) 0	Seq (hrs) 0	Seq (hrs) 0
	Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00
Holiday	First (hrs) 0	Seq (hrs) 0	Seq (hrs) 0	Seq (hrs) 0	Seq (hrs) 0
	Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00

Out Grace (mins)

15

NOTE: Set Work From and Work To to 00:00, Min. Work Hour to 00:00 to indicate not working

Save and Close

Save and New

Cancel

Tick the checkbox to deduct break time



Day Shift - Add

Name
MS01

Description
Morning Shift 01

Colour
Red

Work		Deduct (mins)	Min. Work Hour
From	To		
06:00	13:59	60	07:00
10:00	10:59	☒ Yes	

1. Tick the checkbox for OT claims

	Overtime [0 = Remaining OT hours]				
	Factor 1	Factor 2	Factor 3	Factor 4	Factor 5
Normal	First (hrs) 0 Seq (hrs) 0	Seq (hrs) 0	Seq (hrs) 0	Seq (hrs) 0	Seq (hrs) 0
	Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00
Non-Working Day	First (hrs) 0	Seq (hrs) 0	Seq (hrs) 0	Seq (hrs) 0	Seq (hrs) 0
	Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00
Holiday	First (hrs) 0	Seq (hrs) 0	Seq (hrs) 0	Seq (hrs) 0	Seq (hrs) 0
	Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00

2. Tick the checkbox for 'Early In' OT claims

☒ OT Claims
☒ Allow Early In OT
OT Out Grace (mins) 15

NOTE: Set Work From and Work To to 00:00, Min. Work Hour to 00:00 to indicate not working

Save and Close
Save and New
Cancel



Day Shift - Add

Name: MS01

Description: Morning Shift 01

Colour: ■ Red

Work		Deduct (mins)	Min. Work Hour	Overtime [0 = Remaining OT hours]										
From	To			Factor 1	Factor 2	Factor 3	Factor 4	Factor 5						
06:00	13:59	60	07:00	Normal	First (hrs) 0	Seq (hrs) 0	Seq (hrs) 0	Seq (hrs) 0	Seq (hrs) 0					
Work Hour Calculation: Last Out minus First In				Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00						
☒ Allow Break Break: <table border="1"> <thead> <tr> <th>From</th> <th>To</th> <th>Deduct</th> </tr> </thead> <tbody> <tr> <td>10:00</td> <td>10:59</td> <td>☒ Yes</td> </tr> </tbody> </table>				From	To	Deduct	10:00	10:59	☒ Yes	Seq (hrs) 0	Seq (hrs) 0	Seq (hrs) 0	Seq (hrs) 0	Seq (hrs) 0
From	To	Deduct												
10:00	10:59	☒ Yes												
				Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00						
				Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00						
				Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00						
				Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00	Rate 1.00						

NOTE: Set Work From and Work To to

1. Define OT out grace time

2. Click 'Save and Close' button

OT Out Grace (mins) 15

Save and Close Save and New Cancel



View Day Shift

Add (F2) Edit (F4) Delete (F6) Refresh (F5) Print (F7) Close

Name ^	Description	Colour	Time	Break	Break Time	Deduct (mins)	Min WH	OT Claims	Out Grace (mins)	Inc Early OT	Use Pairing
MS01	Morning Shift 01	Red	06:00 - 13:59	Yes	10:00 - 10:59		07:00	Yes	15	Yes	No
AF01	Afternoon Shift 01	Green	14:00 - 21:59	Yes	18:00 - 18:59		07:00	Yes	15	Yes	No
NS01	Night Shift 01	Yellow	22:00 - 05:59	Yes	02:00 - 02:59		07:00	Yes	15	Yes	No
OD	Off Day	Purple	00:00 - 00:00	No	00:00 - 00:00						No

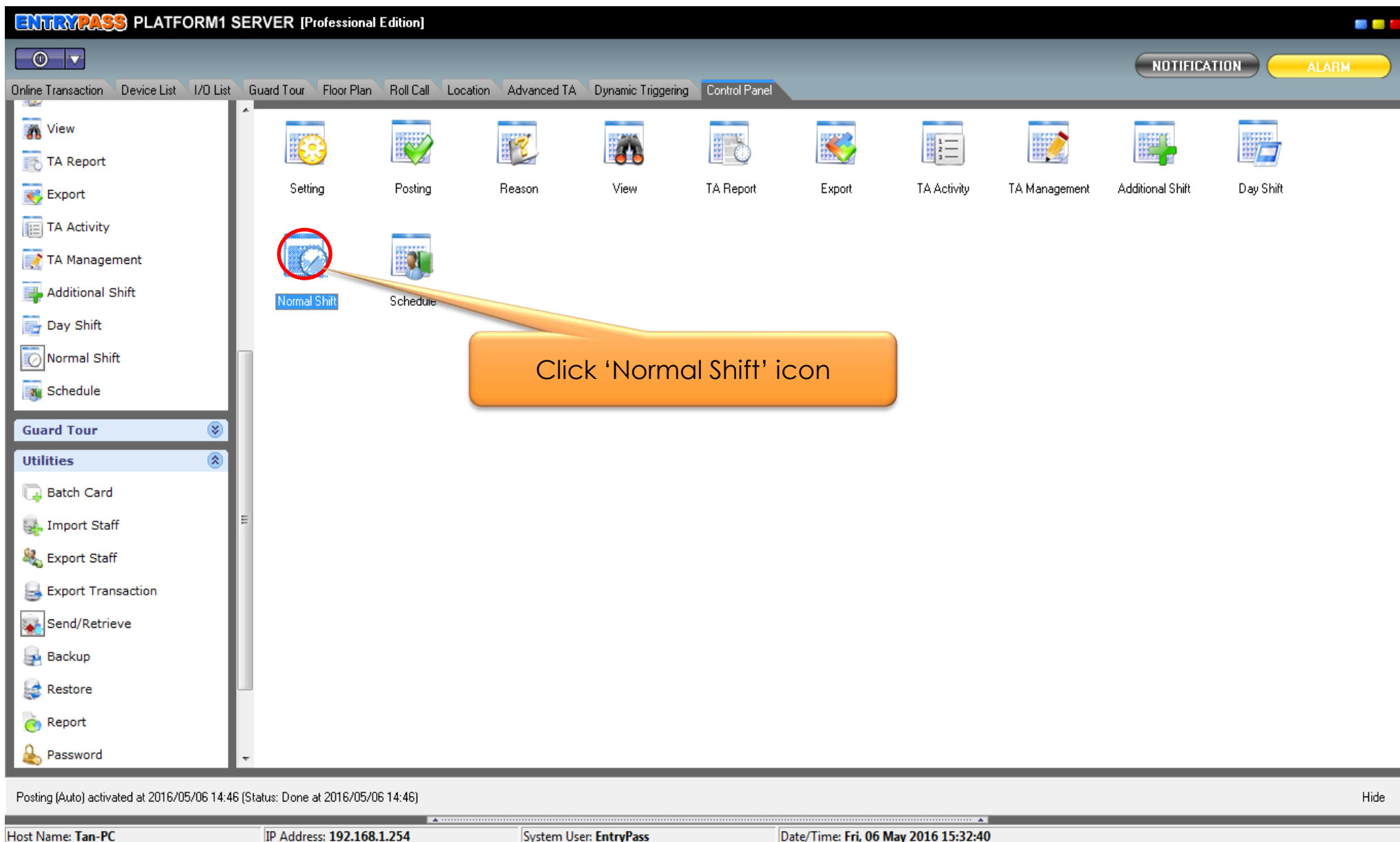
Click 'Close' button

Total: 4



Normal Shift Setting





View Shift

Add (F2) Edit (F4) Delete (F6) Refresh (F5) Print (F7) Close

Name	Description	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Holiday

Click 'Add' button

Total: 0



Shift - Add

Name

Description

1. Enter shift name and description

Week Day	Day Shift
Sunday	Undefined
Monday	Undefined
Tuesday	Undefined
Wednesday	Undefined
Thursday	Undefined
Friday	Undefined
Saturday	Undefined
Holiday	Undefined

2. Click 'Undefined' option

OverTime Setting

OT Claims ☐ No

OT out grace (mins)

NOTES: Set Day Shift to Undefined to indicate not working



View Day Shift

Add (F2) Edit (F4) Delete (F6) Refresh (F5) Print (F7) Close **Select**

Name ^	Description	Colour	Time	Break	Break Time	Deduct (mins)	Min WH	OT Claims	Out Grace (mins)	Inc Early OT	Use Pairing
AF01	Afternoon Shift 01		14:00 - 21:59	Yes	18:00 - 18:59	60	07:00	Yes	15	Yes	No
MS01	Morning Shift 01		06:00 - 13:59	Yes	10:00 - 10:59	60		Yes	15	Yes	No
NS01	Night Shift 01		22:00 - 05:59	Yes	02:00 - 02:59	60	00:00	Yes	15	Yes	No
OD	Off Day		00:00 - 00:00	No	00:00 - 00:00	0	00:00		15	No	No

1. Select day shift

2. Click 'Select' button

Total: 4



Shift - Add

Name

Description

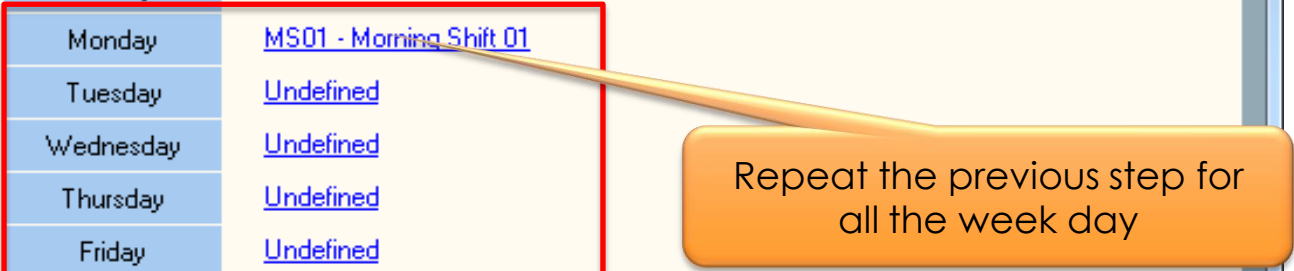
Week Day	Day Shift
Sunday	Undefined
Monday	MS01 - Morning Shift 01
Tuesday	Undefined
Wednesday	Undefined
Thursday	Undefined
Friday	Undefined
Saturday	Undefined
Holiday	Undefined

OverTime Setting

OT Claims ☐ No

OT out grace (mins)

NOTES: Set Day Shift to Undefined to indicate not working



Shift - Add

Name

Description

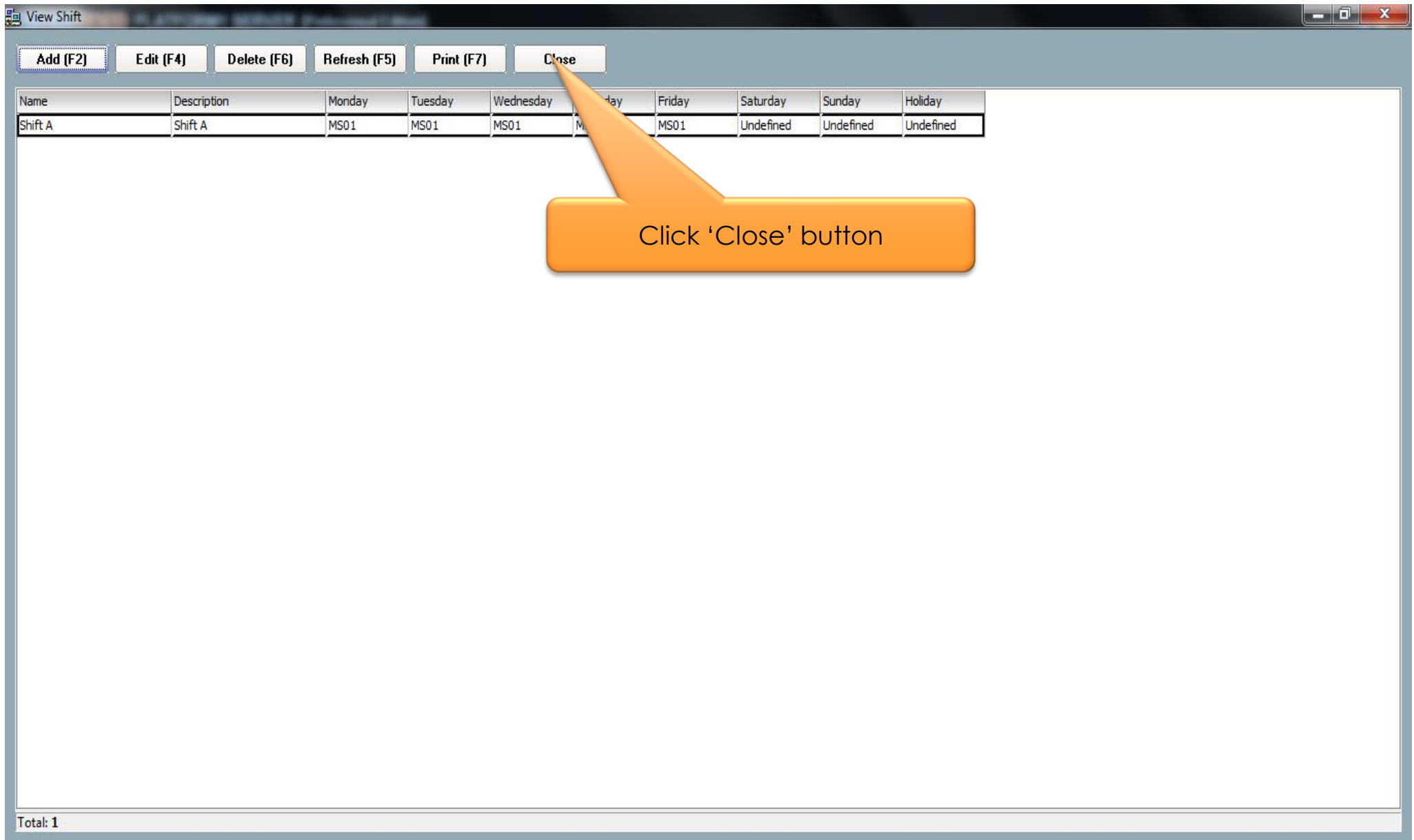
Week Day	Day Shift
Sunday	Undefined
Monday	MS01 - Morning Shift 01
Tuesday	MS01 - Morning Shift 01
Wednesday	MS01 - Morning Shift 01
Thursday	MS01 - Morning Shift 01
Friday	MS01 - Morning Shift 01
Saturday	Undefined
Holiday	Undefined

Overtime Setting

NOTES: Set Day Shift Undefined to indicate not working

Click 'Save and Close' button





Schedule Setting



ENTRYPASS PLATFORM1 SERVER [Professional Edition]

Online Transaction Device List I/O List Guard Tour Floor Plan Roll Call Location Advanced TA Dynamic Triggering **Control Panel**

System
Company
Lift
Time Attendance
Setting
Posting
Reason
View
TA Report
Export
TA Activity
TA Management
Additional Shift
Day Shift
Normal Shift
Schedule

Setting Posting Reason View TA Report Export TA Activity TA Management Additional Shift Day Shift

Normal Shift **Schedule**

Click 'Schedule' icon

Posting (Auto) activated at 2016/05/06 14:46 (Status: Done at 2016/05/06 14:46) Hide

Host Name: Tan-PC IP Address: 192.168.1.254 System User: EntryPass Date/Time: Fri, 06 May 2016 15:55:59



View Shift Roster

Add (F2)

Edit (F4)

Delete (F6)

Refresh (F5)

Print (F7)

Duplicate

Calendar

Close

Name

Description

Click 'Add' button

2016	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
January					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
February	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29								
March		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
April					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
May							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
June			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
July					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
August	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
September				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
October						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
November		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
December				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			

Day Shift Info:

Total: 0



Shift Roster - Add

Name:

Description:

1. Enter schedule name and description

	2016	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T					
January						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
February		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29						
March			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
April						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
May							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
June				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
July						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
August		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
September					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
October						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
November			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
December				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		

2. Click 'Assistance' tab

Day Shift Info: 2016/12/04 -

Clear Selection Clear All

Day Shift | Holiday | **Assistance** | Selection Style | Color Setting

Assistance

3. Click 'Assistance' button

Save and Close

Save and New

Cancel



Assistance

From date: January 1

To date: December 31

Day shift pattern:

Day Shift: ■ [MS01 - Morning Shift 01](#)

Assign Close

Define shift calendar date



Assistance

From date: January 1

To date: December 31

Day shift pattern:



Day Shift:  [MS01 - Morning Shift 01](#)

Assign Close

Click 'Day Shift' option



View Day Shift

Add (F2) Edit (F4) Delete (F6) Refresh (F5) Print (F7) Close **Select**

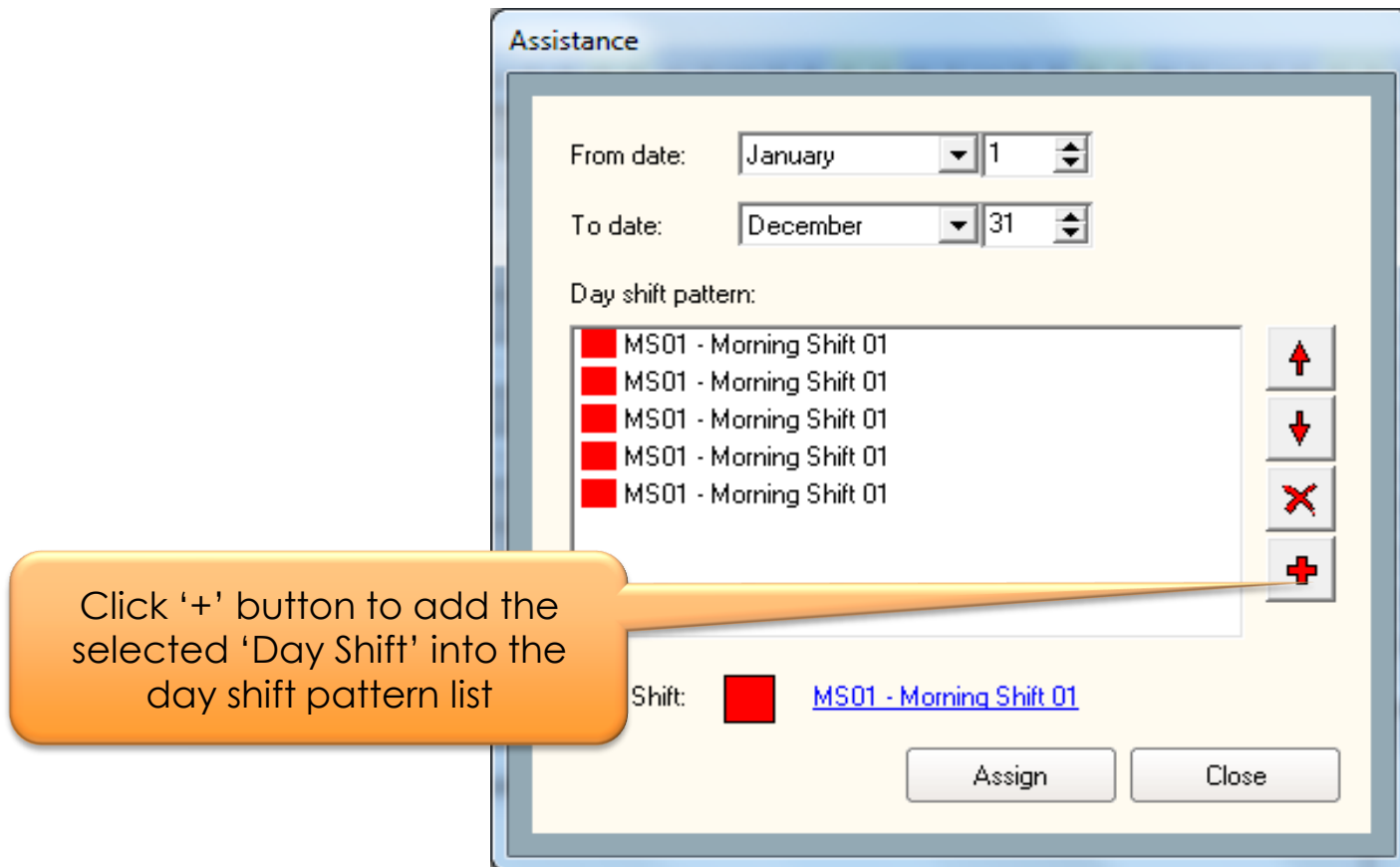
Name ^	Description	Colour	Time	Break	Break Time	Deduct (mins)	Min WH	OT Claims	Out Grace (mins)	Inc Early OT	Use Pairing
AF01	Afternoon Shift 01		14:00 - 21:59	Yes	18:00 - 18:59	60	17:00	Yes	15	Yes	No
MS01	Morning Shift 01		06:00 - 13:59	Yes	10:00 - 10:59	60	07:00	Yes	15	Yes	No
NS01	Night Shift 01		22:00 - 05:59	Yes	02:00 - 02:59	60	07:00	Yes	15	Yes	No
OD	Off Day		00:00 - 00:00	No	00:00 - 00:00	0	00:00		15	No	No

1. Select 'Day Shift' from the list

2. Click 'Select' button

Total: 4





Notes: Repeat steps from page 80 to 82 for all the day shift setting.



Assistance

From date: January 1

To date: December 31

Day shift pattern:

- OD - Off Day
- NS01 - Night Shift 01
- NS01 - Night Shift 01
- NS01 - Night Shift 01
- NS01 - Night Shift 01
- NS01 - Night Shift 01
- OD - Off Day
- OD - Off Day

Day Shift: OD - Off Day

Assign Close

Click 'Assign' button to assign the day shift pattern into selected date



Shift Roster - Add

Name
Shift A

Description
Shift A

2016
M T W T F S S M T W T F S S M T W T F S S M T W T F S S M T

	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T					
January					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
February	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29						
March		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
April					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
May						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
June			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
July					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
August	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
September				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
October					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
November	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
December				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		

Day Shift Info: 2016/12/03 - Shift = [MS01] Morning Shift 01
Clear Selection
Clear All

Day Shift
Holiday
Assistance
Selection Style
Color Setting

Assistance

Click 'Save and Close' button

Save and Close
Save and New
Cancel

Notes: System will auto insert day shift pattern into calendar according to your selection.



View Shift Roster

Add (F2) Edit (F4) Delete (F6) Refresh (F5) Print (F7) Duplicate Calendar Close

Name	Description
Shift A	Shift A

Click 'Close' button

2016	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
January					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
February	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29								
March		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
April					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
May						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
June			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
July					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
August	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
September				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
October					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
November		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
December				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			

Day Shift Info: 2016/02/24 - Shift = [OD] Off Day

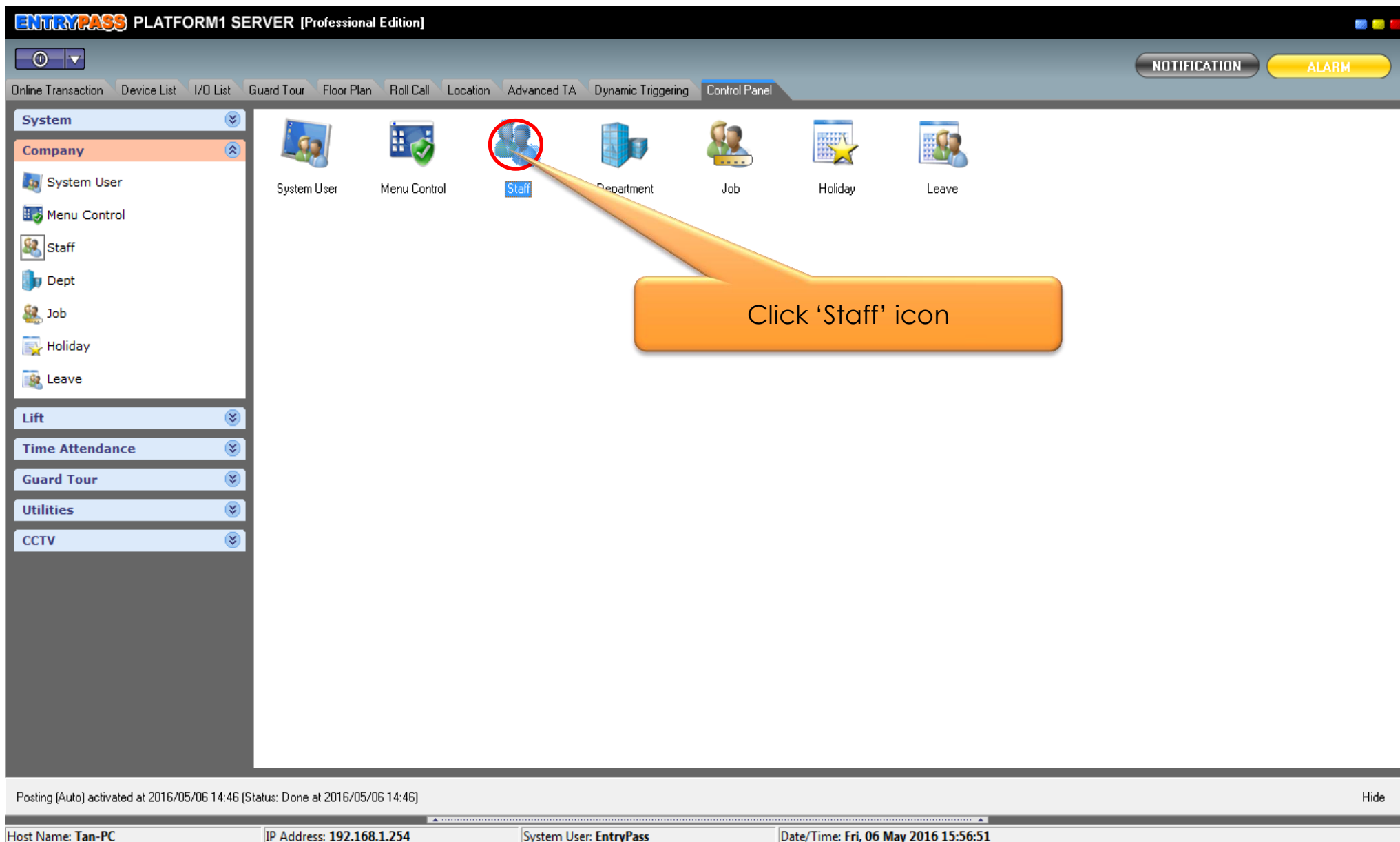
Total: 1

Notes: You can create unlimited shift schedule.



Assign Normal Shift or Schedule Shift to Card Holder





Filter View

View Staff

Add (F2) Edit (F4) Delete (F6) Refresh (F5) Print (F7) Find (F3)

Filter View

Filter By: Staff No. Filter Value: T00001 Filter

NOTE: When filter by card's condition: if cardholder holds more than one card, card which meet the filter will be shown in red color, other...

Record 1 to 1 of 1

Staff No.	Name	Department	Job	Shift	Card 1	Card 2	Card 3	Card 4	Card 5
T00001	TAN				1013534812 (1) [more]				

Total Staff on screen: 1

Summary of Staff: Total Staff: 3 Total card: 3 Total Department: 0 Total Job: 0 Total Shift: 2 Total Access Level: 2 Total Access Group: 1

Command Selection List



Classic View

View Staff

☐ Filter View
 ☒ Classic View

Filter By: Filter Value:

NOTE: When filter by card's condition: if cardholder holds more than one card, card which meet the filter will be shown in red color, otherwise black color.

Record 1 to 3 of 3

Staff No.	Name	Department	Job	Shift	Card 1	Card 2	Card 3	Card 4	Card 5
H00001	HING				1011821724 (1) [more]				
H00002	HAZIM				1495109924 (1) [more]				
T00001	TAN				1013534812 (1) [more]				

Total Staff on screen: 3

Summary of Staff:
 Total Staff: 3
 Total card: 3
 Total Department: 0
 Total Job: 0
 Total Shift: 2
 Total Access Level: 2
 Total Access Group: 1

Command
Selection List



Staff - Edit

Personal Data | Card Data | User Defined Field | TA User Login | Fingerprint

Staff No. T00001

Name TAN

IC No.

Gender ☒ Male ☐ Female

Date of Birth Friday , 6 May , 2016

Date of Join Friday , 6 May , 2016

Department

Job

Shift Type ☒ Normal ☐ Roster

Shift

Resign ☐ No

Date of Resign Friday , 6 May , 2016

Photo

No photo

(Best fit: 150 * 150)

Select shift type

Last Modified Date: 06/05/2016 11:23

☐ Export staff's record

Accept Cancel



Normal Shift

Staff - Edit

Personal Data | Card Data | User Defined Field | TA User Login | Fingerprint

Staff No. T00001

Name TAN

IC No.

Gender ☒ Male ☐ Female

Date of Birth Friday , 6 May , 2016

Date of Join Friday , 6 May , 2016

Department TECH TECHNICAL DEPARTMENT

Job TS TECHNICAL SUP...

Shift Type ☒ Normal ☐ Roster

Shift

Resign Shift A Shift A

Date of Resign

Photo

No photo

Load Clear

(Best fit: 150 * 150)

1. Select normal shift

2. Click 'Accept' button

Last Modified Date: 06/05/2016 11:38

☐ Export staff's record

Accept Cancel



Normal Shift

View Staff

☐ Filter View
 ☒ Classic View

Filter By: Staff No.
 Filter Value: T00001

NOTE: When filter by card's condition: if cardholder holds more than one card, card which meet the filter will be shown in red color, otherwise black color.

Record 1 to 3 of 3

Staff No.	Name	Department	Job	Shift				Card 4	Card 5
H00001	HING	TECH	TS		1011821724 (1) [more]				
H00002	HAZIM	TECH	TS		1495109924 (1) [more]				
T00001	TAN	TECH	TS	Shift A	1013534812 (1) [more]				

Total Staff on screen: 3

Summary of Staff:
 Total Staff: 3
 Total card: 3
 Total Department: 1
 Total Job: 1
 Total Shift: 2
 Total Access Level: 2
 Total Access Group: 1

Command

Selection List

Click 'Close' button

Schedule Shift

Staff - Edit

Personal Data | Card Data | User Defined Field | TA User Login | Fingerprint

Staff No. T00001

Name TAN

IC No.

Gender ☒ Male ☐ Female

Date of Birth Friday, 6 May, 2016

Date of Join Friday, 6 May, 2016

Department TECH TECHNICAL DEPARTMENT

Job TS TECHNICAL SUP...

Shift Type ☐ Normal ☒ Roster

Shift

Resign Group A Group A

Date of Resign

Photo

No photo

Load Clear

(Best fit: 150 * 150)

1. Select roster shift

2. Click 'Accept' button

Last Modified Date: 06/05/2016 16:01

☐ Export staff's record

Accept Cancel



Schedule Shift

View Staff

☐ Filter View
 ☒ Classic View

Filter By:
 Filter Value:

NOTE: When filter by card's condition: if cardholder holds more than one card, card which meet the filter will be shown in red color, otherwise black color.

Record 1 to 3 of 3

Staff No.	Name	Department	Job	Shift				Card 4	Card 5
H00001	HING	TECH	TS		1011821724 (1) [more]				
H00002	HAZIM	TECH	TS		1495109924 (1) [more]				
T00001	TAN	TECH	TS	Group A	1013534812 (1) [more]				

Total Staff on screen: 3

Summary of Staff:
 Total Staff: 3
 Total card: 3
 Total Department: 1
 Total Job: 1
 Total Shift: 2
 Total Access Level: 2
 Total Access Group: 1

Command

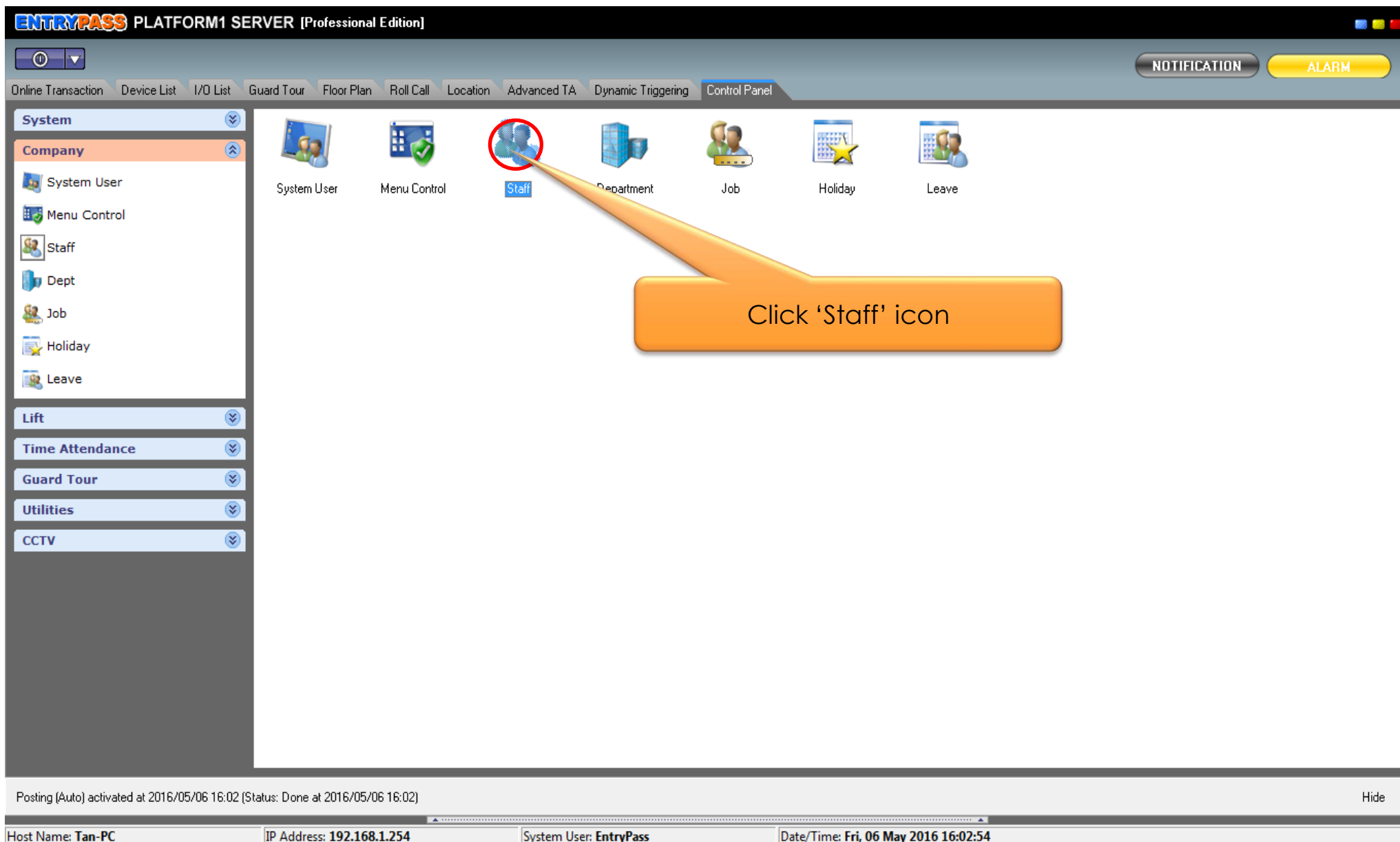
Selection List

Click 'Close' button



Edit Personal Staff Roster





The screenshot shows the 'View Staff' application window. At the top, there are buttons for 'Add (F2)', 'Edit (F4)', 'Delete (F6)', 'Refresh (F5)', 'Print (F7)', and 'Find (F3)'. Below these is a 'Filter View' section. A red box highlights the 'Filter By' dropdown (set to 'Staff No.') and the 'Filter Value' text box (containing 'T00001'). An orange callout points to this section with the text: '1. Select filter option and enter filter value'. To the right of the text box is a 'Filter' button, with another orange callout pointing to it: '2. Click 'Filter' button'. Below the filter section is a table of staff data. An orange callout points to the first row of the table with the text: '3. Select staff data and double click left mouse button to edit'.

NOTE: When filter by card's condition: if cardholder holds more than one card, card which meet the filter will be shown in red color, otherwise...

Record 1 to 1 of 1

Staff No.	Name	Department	Job	Shift	Card 1	Card 2	Card 3	Card 4	Card 5
T00001	TAN	TECH	TS	Group A	1013534812 (1) [more]				

Total Staff on screen: 1

Summary of Staff: Total Staff: 3 Total card: 3 Total Department: 1 Total Job: 1 Total Shift: 2 Total Access Level: 2 Total Access Group: 1

Command Selection List



Staff - Edit

Personal Data | Card Data | User Defined Field | TA User Login | Fingerprint

Staff No. T00001

Name TAN

IC No.

Gender ☒ Male ☐ Female

Date of Birth Friday , 6 May , 2016

Date of Join Friday , 6 May , 2016

Department TECH TECHNICAL DEPARTMENT

Job TS TECHNICAL SUP...

Shift Type ☐ Normal ☒ Roster

Shift Group A Group A

Resign ☐ No

Date of Resign

Photo

No photo

Load Clear

1. Click option button

2. Select 'Edit Staff Roster'

Add Shift

Edit Staff Roster

Refresh

Last Modified Date: 06/05/2016 16:02

☐ Export staff's record

Accept Cancel



Staff Roster

Name

Group A

Description

Group A

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2016

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January					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
February	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15																						
March		1	2	3	4	5	6	7	8	9	10	11	12	13	14																						
April					1	2	3	4	5	6	7	8	9	10	11																						
May						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
June			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
July					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
August	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
September				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
October						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
November		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
December				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			

Day Shift Info:

Day Shift

Selection Style

Color Setting

Day Shift:

MS01 - Morning Shift 01

Set

Clear All

Ok

Cancel

1. Select the date that you want to change the day shift

2. Click 'Day Shift' option to select day shift

ENTRYPASS TECHNICAL – CONFIGURATION GUIDE

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View Day Shift

Add (F2) Edit (F4) Delete (F6) Refresh (F5) Print (F7) Close **Select**

Name ^	Description	Colour	Time	Break	Break Time	Deduct (mins)	Min WH	OT Claims	Out Grace (mins)	Inc Early OT	Use Pairing
AF01	Afternoon Shift 01		14:00 - 21:59	Yes	18:00 - 18:59	60	17:00	Yes	15	Yes	No
MS01	Morning Shift 01		06:00 - 13:59	Yes	10:00 - 10:59	60	07:00	Yes	15	Yes	No
NS01	Night Shift 01		22:00 - 05:59	Yes	02:00 - 02:59	60	07:00	Yes	15	Yes	No
OD	Off Day		00:00 - 00:00	No	00:00 - 00:00	0	00:00		15	No	No

1. Select 'Day Shift' from the list

2. Click 'Select' button

Total: 4



Staff Roster

Name

Group A

Description

Group A

◀ 2016 ▶

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January					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
February	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29								
March		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
April					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
May						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
June			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
July					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
August	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
September				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
October						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
November		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
December				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			

Day Shift Info: 2016/12/20 - Shift = [NS01] Night Shift 01

Day Shift

Selection Style

Color Setting

Day Shift:

NS01 - Night Shift 01

Set

Ok

Cancel

Click 'Set' button



Staff Roster

Name

Group A

Description

Group A

◀ 2016 ▶

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January					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
February	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29								
March		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
April					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
May						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
June			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
July					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
August	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
September				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				
October					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
November		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
December				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			

Day Shift Info: 2016/12/09 - Shift = [AF01] Afternoon Shift 01

Clear Selection

Clear All

Day Shift

Selection Style

Color Setting

Day Shift:

NS01 - Night Shift 01

Set

Ok

Cancel

Click 'Ok' button



Staff - Edit

Personal Data | Card Data | User Defined Field | TA User Login | Fingerprint

Staff No. T00001

Name TAN

IC No.

Gender ☒ Male ☐ Female

Date of Birth Friday, 6 May, 2016

Date of Join Friday, 6 May, 2016

Department TECH TECHNICAL DEPARTMENT

Job TS TECHNICAL SUP...

Shift Type ☐ Normal ☒ Roster

Shift Group A Group A

Resign ☐ No

Date of Resign Friday, 6

Photo

No photo

Load Clear

(Best fit: 150 * 150)

Last Modified Date: 06/05/2016 16:02

☐ Export staff's record

Accept Cancel

Click 'Accept' button



View Staff

Add (F2) Edit (F4) Delete (F6) Refresh (F5) Print (F7) Find (F3) Close

☒ Filter View
 ☐ Classic View

Filter By: Staff No.
 Filter Value: T00001
 Filter

NOTE: When filter by card's condition: if cardholder holds more than one card, card which meet the filter will be shown in red color.

Record 1 to 1 of 1

Staff No.	Name	Department	Job	Shift	Card 1	Card 2	Card 3	Card 4	Card 5
T00001	TAN	TECH	TS	Group A	1013534812 (1) [more]				

Total Staff on screen: 1

Summary of Staff:	Total Staff: 3	Total card: 3	Total Department: 1	Total Job: 1	Total Shift: 2	Total Access Level: 2	Total Access Group: 1
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Command
 Selection List

Click 'Close' button



THANK YOU

