STANDARD TIME ATTENDANCE CONFIGURATION GUIDE

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Table of Contents

Before You Begin	3
Platform1 Server Time Attendance System	4
Configure Normal Shift Setting	5
Configure Roster Shift setting	14
Day Shift Setting	16
Schedule Setting	26
Assign Normal Shift or Roster Shift to Card Holder	36
Edit Personal Staff Roster	45
Holiday Setting	55
Leave Setting	62
Time Attendance Setting	71
Manually Posting	78
Reason Setting	83
View Time Attendance Record	88
Time Attendance Report	96
Export Time Attendance Data	105
Export Time Attendance Data	105



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 <u>support@entrypass.net</u>



Platform1 Server Time Attendance System

Platform1 Server Time Attendance System is divided into the following 2 module:

- (i) Standard TA module, which bundled together with free edition of Platform1 Server software, and
- (ii) Advanced TA module, which user have to pay for the software license key (dongle key).

Standard TA Module

Standard TA module also known as pre-defined time attendance system, which user have to clearly define all the time attendance related fields such as normal shift time, roster shift time, calendar holidays, first in offset, last out offset and etc.

TA calculation will based on the system setting and raw data. By default, only raw data with valid events will use to process the time attendance records.

Advanced TA Module

Advanced TA module give user more flexible to configure the TA setting. User can configure TA setting based on normal shift time or flexible shift time. For flexible shift, user can calculate working hour based on pairing type, which each complete pair of 'Valid Card Entry' and 'Valid Card Exit' events will calculate as time attendance records.

Advanced TA module also support multiple shift in same day for same staff, multiple break time in same day, multiple OT rate on same working day and etc.

* This document cover standard TA module.



Configure Normal Shift Setting







June Wiew Shift	IN ADDRESS OF	ARE Diseased in the									
Add (F2)	Edit (F4) Delete	e (F6) Refresh (F5)	Print (F	7) Cla	se						
Name	Description	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Holiday		
			<u> </u>		1						
		Click '	Add' k	outton							
				5011011							
Total: 0											



Shift - Add	_	_			_	_		
Name Work	ing Hour							
Description	ing Hour				1. Ente	er shift na descriptio	ime and on	
Week Dav	Wa	ork		Break		Deduct	Min. Work	Τ
	From	To	Allowed	From	То	(mins)	Hour	
Sunday	00:00	00:00	No No	00:00	00-00	ln 🛋	00-00	
Monday	09:00	17:59	🔲 No	00: 2	2. Define	e shift star	t time and	d
Tuesday	09:00	17:59	No No			end time	е	
Wednesday	09:00	17:59	🔲 No	00:00	00:00	0 ᅌ	00:00	Т
Thursday	09:00	17:59	🔲 No	00:00	00:00	0 🚖	00:00	
Friday	09:00	17:59	🔲 No	00:00	00:00	0 🚖	00:00	
Saturday	00:00	00:00	No No	00:00	00:00	0 🚖	00:00	
Holiday	00:00	00:00	📃 No	00:00	00:00	0 🚖	00:00	
OverTime Setting			J					
OT Claims		No						
OT out grace	e (mins) 15	5						
NOTE: Set Work	From and Wo	rk To to OC):00 to indicat	e not worki	ng			
		Save and	Close	Save a	nd New	Ca	incel	



s	Shift	- Add Name Worki Description Worki	ng Hour ng Hour						
	L	Week Day	W From	/ork To	Allowed	Break From	To	Deduct (mins)	Min. Work Hour
		Sunday	00:00	00:00	No No	00:00	00:00	0 🚖	00:00
		Monday	09:00	17:59	🔽 Yes	13:00	13:59	0 🜲	00:00
Ticletter				7:59	📝 Yes	13:00	13:59	0 🚖	00:00
and de	∂`⁄ ⊖fii	Allowed' che ne break star	CKDOX t and	.59	🔽 Yes	13:00	13:59	0 🗢	00:00
	CIII	end time	rana	7:59	🔽 Yes	13:00	13:59	0 🗢	00:00
	-			7:59	🔽 Yes	13:00	13:59	0 🚖	00:00
		Saturday	09:00	00:00	📃 No	00:00	00:00	0 🚖	00:00
		Holiday	00:00	00:00	📃 No	00:00	00:00	0 🚖	00:00
		OverTime Setting							
		OT Claims		No					
		OT out grace	(mins)	15					
		NOTE: Set Work F	From and W	ork To to OC):00 to indica	te not worki	ng		
				Save and	Close	Save a	and New	Ca	ancel



Shift - Add	_		_	_		
Name Workir Description Workir	ng Hour ng Hour					
Week Day	Work From To	Allowed	Break From	То	Deduct (mins)	Min. Work Hour
Sunday	00:00 00:00	No	00:00	00:00	0 🗘	00:00
Monday	09:00 17:59	Ves	13:00	13:59	60 🗢	00:00
Tuesday	09:00 17:59	Ves	13:00	13:59	60 🗢	00:00
Wednesda				3:59	60 🚖	00:00
Thursday	Define brea	k deduct	time	3:59	60 🚖	00:00
Friday	09:00 17:59	Ves 🗸	13:00	13:59	60 🚖	00:00
Saturday	09:00 00:00	🔲 No	00:00	00:00	0 🚖	00:00
Holiday	00:00 00:00	No No	00:00	00:00	0 🚖	00:00
OverTime Setting						
OT Claims	📃 No					
OT out grace	(mins) 15					
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	Save ar	nd Close	Save a	and New	C	ancel



Shift - Add				_		
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Week Day	Work From To	Allowed	Break From	То	Deduct (mins)	Min. Work Hour
Sunday	00:00 00:00	No.	00:00	00:00	0 🗢	00:00
Monday	09:00 17:59	Ves	13:00	13:59	60 🗢	08:00
Tuesday	09:00 17:59	🔽 Yes	13:00	13:59	60 🚖	08:00
Wednesday	09:00 17:59	📝 Yes	13:00	13:59	-	08:00
Thursday	09-00 117-50		le le	1.50	60 🚖	08:00
Friday	Define mi	nimum v	vorking	hour	60 🗢	08:00
Saturday	0 <mark>3.00 00.00</mark>	NO NO	100.00	100.00	0 🚖	00:00
Holiday	00:00 00:00	No 📃	00:00	00:00	0 🚖	00:00
OverTime Setting						
OT Claims	🔲 No					
OT out grace	(mins) 15					
NOTE: Set Work F	rom and Work To to 0	0:00 to indica	te not worki	ng		
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Monday	09:00	17:59	🔽 Yes	13:00	13:59	60 🚖	08:00	
Tuesday	09:00	17:59	🔽 Yes	13:00	13:59	60 🚖	08:00	
Wednesday	09:00	17:59	🔽 Yes	13:00	13:59	60 🚖	08:00	
Thursday	09:00	17:59	🔽 Yes	13:00	13:59	60 🚖	08:00	
Friday	09:00	17:59	🔽 Yes	13:0	1 Tick	the chee	kboy for OT	
Saturday	09:00	00:00	📃 No	00:0	I. IICK	claim		
Holiday	00:00	00:00	📃 No	00:0			,	
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OT out gr	ace (mins)	15			z. Delli		r gruce lime	
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		Save and	Close	_		butto	on	



🗐 View Shift		X
Add (F2) Edit (F4) Delete (F6)	Refresh (F5) Print (F7) Close	
Name Description	Monday Tuesday Wednesday Thursday Friday Saturday Sunday Holiday	
Working Hour Working Hour	09:00 - 17:59 09:00 - 17:59 09:00 - 17:59 09:00 - 17:59 17:59 09:00 - 00:00 00:00 - 00:00 00:00 - 00:00	
	Click 'Close' button	
Total: 1		

Notes: You can create unlimited normal shift.



Configure Roster Shift Setting



Roster Shift Setting

Roster Shift consist of 2 components:

- (i) Day Shift : allow user to create individual shift setting to be applied to roster schedule. Daily shift defines all the planned daily working hour which to be applied to yearly roster schedule. This is particularly flexible when a working changes his / her shift in a daily, weekly or monthly basis.
- (ii) Schedule : allow user to plan a yearly shift roster for a staff or a group of staff. Individual day can be configure to fit to staff's shift.



Day Shift Setting







d (F2) Edit (F4) Delete (F6) Refresh (F5) Print (F7) Close
Colour Time Break Break Time Deduct (mins) Min WH OT Claims Out Grace (mins)
Click 'Add' button



Name Description	MS01 Morning Shift 01			1. Enter s de	hift name and scription
Colour Work	Red Silver Red	•	Deduct	Min. Work	
From 00:00 0	Lime Yellow Blue Fuchsia		0	2. Select sh	ift colour pattern
OverTime : OT CL	Aqua White	-			
NOTE: Set \	Work From and Work To	to 00:00 to indicat	te not workin	g	



Name MSD Description Morn	1 ing Shift 01]		
Colour Work	Red	Defin	e shift	start time time	and end
From To 06:00 13:59 OverTime Setting	No 00:00	To	(mins) O	Hour	
OT out grace NOTE: Set Work F	(mins) 15):00 to indic.	ate not wo	rkina	
Save and (Close Save a	and New		Cancel	



Day Shift - Add		
Name MSC	501 Proing Shift 01	
Tick the 'Allowed' checkbox and define break start and	Red	
end time	Break Deduct Min. V Allowed From To ^{(mins}) Hour	Work
06:00 13:59 OverTime Setting OT Claims OT out grad NOTE: Set Work P Save and	Yes 10:00 10:59 0 文 00:00 ng ace (mins) 15 c From and Work To to 00:00 to indicate not working d Close Save and New Cancel	



ľ	Name	MS01					
	Description	Mornin	ig Shift 01				
	Colour		Red		•		
	Wo	rk		Break		Deduct	Min. Work
	From	То	Allowed	From	То	(mins)	Hour
	06:00	13:59	🔽 Yes	10:00	10:59	60 🚖	00:00
	- OverTime	Setting					
[Define b	reak c	deduct	time			
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	NOTE: Set	Work Fro	m and Work	k To to 00:1	00 to indica	te not working]
		1.01					
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)ay Shift - Ad	d					_
Name	MS01					
Description	n Mornin	ig Shift 01				
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From	To	Allowed	From	To	(mins)	Hour
06:00	13:59	🔽 Yes	10:00	10:59	60	87:00
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Description	Mornir	ng Shift 01					
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From 06:00	To 13:59	Allowed	From 10:00	To 10:59	60	cl	aims
OverTime	Setting						
OT C OT 0	ilaims iut grace l	(mins) 15	Yes			2. Define O	l out grace time
NOTE: Set	Work Fro	m and Work	. To to 00	3.	Click 'S	ave and Close	e'
Sav	ve and Cl	ose	Court			outton	



📒 View Day Shift	N.ATTORNEY	STREET TON	-	-								
Add (F2)	Edit (F4) D	elete (F6) R	efresh (FS	5) Prin	t (F7)	Close						
			•	-,,	•••••							
Name 🛆	Description	(Colour Ti	îme	Break	Break Time	Deduct (mins)	Min WH	OT Claims	Out Grace (mins)		
MS01	Morning Shift	t 01	0	6:00 - 13:59	Yes	10:00 - 10:59		07:00	Yes	15		
AS01	Afternoon Sl	hift 01	14	4:00 - 21:59	Yes	18:00 - 18:59	60	07:00	Yes	15		
NS01	Night Shift 01	1	2	2:00 - 05:59	Yes	02:00 - 02:59	60		Yes	15		
OD	Off Day		0	0:00 - 00:00	No	00:00 - 00:00	0		10	15		
								Clie	ck 'Clo	se' butto		
								.				
Total: 4				_								

Notes: Repeat steps from page 19 to 24 for all the day shift setting. You can create unlimited day shift.



Schedule Setting







Uiew Shift Roster	1				-																													Į			x
Add (F2) Edit (F4	l)	Del	ete (F	6)	Ref	resh (I	F5)	Pri	int (F7	ŋ	Du	plical	e	Ca	alenda	ar		Close																			
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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																																													
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February	1	2	3	4	5	6	7	8	9	10	11	12	2 1	13	14	1	51	6	17	18	19	92	20	21	22	22	32	24	25	28	32	72	28	29											
March		1	2	3	4	5	6	7	8	9	10	11	1	12	13	1	41	5	16	17	11	81	9	20	21	12	22	23	24	25	52	62	27	28	29	30	Dз	1							
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Day Shift Info:	201	1670	097:	29 ·	-						-	/	/																	Cle	ar	Se	elec	otic	n			_	Cle	ear	r A]	
Day Shift Holi	day	A	\ssi:	star	nce		Sele	ectio	on (Styl	e	С	ole	or	Se	tti	ng	1																											
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																																						C	an	ice	:I				



A	ssistance	
	From date: To date:	January 1 1 December 31 1 1. Define shift calendar date
	Day shift pat	tern:
	Day Shift:	2. Click 'Day Shift' option



🔄 View Day Shift	NAMES AND ADDRESS OF	-							_ 0 X
Add (F2)	Edit (F4) Delete (F6)	Refresh (F5)	Print (F7)	Close	Select				
Name 🛆	Description	Colour Time	e Break	Break Time	Deduct (mins) Min	WH OT Claims	Out Grace (mins)		
AS01	Afternoon Shift 01	14:0	00 - 21:59 Yes	18:00 - 18:59	60 07:	:00 Ye	15		
MS01	Morning Shift 01	06:0	0 - 13:59 Yes	10:00 - 10:59	60 07:	:00 Yes	a c		
NS01	Night Shift 01	22:0	00 - 05:59 Yes	02:00 - 02:59	60 07:	00 Yes			
OD	Off Day	00	No No	00:00 - 00:00	0 00:	:00 No	15		
			1. Select	' 'Day Sł	nift' from t	he list		2. Click 'Select' button	
Total: 4									



To date: December	 1 31 	Click '+' button to add t selected 'Day Shift' into t	he he
Day shift pattern:			
MS01 - Morning Shift 01 MS01 - Morning Shift 01		+	
MS01 - Morning Shift 01		+	
MS01 - Morning Shift 01 MS01 - Morning Shift 01		×	
1			
Day Shift: <u>MS01 - Mo</u>	<u>rning Shift 01</u>		

Notes: Repeat steps from page 31 to 32 for all the day shift setting.



Assistance	
From date: January 1 🔹 To date: December 🔹 31 🔹 Day shift pattern:	
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	Click 'Assign' button to assign day shift pattern into selected date
Day Shift: <u>OD - Off Day</u> Assign	Close



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January		Г		1	2	3	4	5	6	7	8	9	10	11	12	13	3 1	4 1!	51	61	71	81	92	20 2	21	22	23	24	25	526	27	7 28	32	93	03	n	Т	٦
February	1 2	3	4	5	6	7	8	9	10	11	12	13	14	15	516	17	7 18	3 1	92	02	12	222	23 2	24 2	25	26	27	28	29	9							$^{+}$	
March	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	6 1	7 1	81	92	02	21 2	22 2	23 2	24	25	26	27	28	3 29	30	33	1	T	t	T	$^{+}$	
April				1	2	3	4	5	6	7	8	9	10	11	12	213	3 1	4 1	51	61	71	81	92	20 2	21	22	23	24	25	526	27	728	32	93	o	T	T	
May						1	2	3	4	5	6	7	8	9	10	11	1 1:	2 1:	31	41	51	61	71	8	19	20	21	22	23	324	1 25	526	32	72	82	93	03	1
June		1	2	3	4	5	6	7	8	9	10	11	12	13	3 1 4	15	5 1	51	71	81	92	20 2	21 2	22	23	24	25	26	27	28	329	9 30						
July				1	2	3	4	5	6	7	8	9	10	11	12	13	31.	4 1	51	61	71	81	92	20 2	21 (22	23	24	25	526	27	7 28	32	93	03	1		
August	1 2	3	4	5	6	7	8	9	10	11	12	13	14	15	516	17	7 18	31	92	02	12	22	23 2	24 2	25	26	27	28	29	30	31							
September			1	2	3	4	5	6	7	8	9	10	11	12	213	14	4 1!	5 1	61	71	81	92	20 2	21/2	22	23	24	25	26	27	728	329	93	0				
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December			1	2	3	4	5	6	7	8	9	10	11	12	13	14	4 1	5 1	6	7 1	8	92	202	21 2	22	23	24	25	26	27	28	3 29	<mark>9</mark> 3	0 3	1			
Day Shift Info: 2	2016/	12/	03 -	· Sł	nift =	= [M	ISO	1]	Mor	nin	g S	hift	: 01												С	lea	ar S	ele	ecti	on			0	Clea	ar A	AII.		
Day Shift Holio	lav /	Assi	star	nce		Sele	ectio	on (Style	el	Со	lor	Se	ttin	al																							
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		3									.																				Ş	Sa\	/e ·	and	IN	ew		
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Notes: System will auto insert day shift pattern into calendar according to your selection.



Uiew Shift Rost	er			-		-	-	-																													0	x
Add (F2)	Edit (F4)		Del	lete (F	6)	Refi	resh (I	F5)	Pr	int (F	7)	D	uplica	te	C	alend	ar		Close																			
Name	Description																																					
Shift A	Shift A	_	1.																																			
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lanua						1	2	2		5		7	0	Ğ	10	11	12	12	1.4	15	16	17	10	10	20	21	22	22	24	25	26	27	. 20	29	20	21		-
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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		
Augus	st	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						
Septem	ber				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				
Octob	er						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	
Novem	ber		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						
Decem	ber				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: 2	016/02/24 - Sh	iift = [C	DD] Off	Day																																		
Total: 1																																						

Notes: You can create unlimited shift schedule.



Assign Normal Shift or Roster Shift to Card Holder






Filter View

Add (F2) Edit (F4) Delete (F6) Refresh (F5) Print (F7) Find (F3) I Staff No. Image: Control of	Sa View Staff		
File Vere File File Vere File Vere File	Add (F2) Edit (F4) Delete (F6) Refresh (F5) Print (F7	7) Find (F3)	on and onter
Filter Value 10001 NTE: When filter by card's condition: it card/adder holds more than one card, card which meet the filter will be shown in red row.	Filter View Filter By Staff No.	filter val	
NOTE: When ther by card's condition: if card/older holds more than one card, card which meet the tilter will be shown in ed tows - "Alack color. The shock color. Take Department 200 Shift 2. Click 'Filter' button Card 4 Card 5 TO0001 Take 3. Select staff data and double click left mouse button to edit	Filter Value T00001	Filter	
Image: New Precoded to 1 of 1 Staff No. Name Department Job Shift 2. Click 'Filter' button Card 4 Card 5 T00001 TAN 3. Select staff data and double click left mouse button to edit 3. Select staff data and double click left mouse button to edit 3. Select staff data and double click left mouse button to edit	NUTE: When filter by card's condition: if cardholder holds more than one card, card which mee	et the filter will be shown in red cores, and black color.	
Identity Ident	Image:	2. Click 'Filter	r' button
3. Select staff data and double click left mouse button to edit	TODOD1 TAN		
• • • • • • • • • • • • • • • • • • •		3. Select staff o double click left m to edi	data and house button it
Total Staff on screen: 1	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	Summary of Staff: Total Staff: 3 Total card: 3 Total Command	al Department: 0 Total Job: 0 Total Shift: 2 To	otal Access Level: 2 Total Access Group: 1
Selection List	Selection List		



Classic View

🔄 View Staff	- Distance	ar senses	Providence of the	-							
Add (F2)	Edit (F4)	Delete (F6)	Refresh (I	F5) Print	(F7) Find (F	3) Close					
				-,		.,					
Filter View	γ		_			Classic V	ew				
Filter By	Staff No.		•	_		This view sh display.	ow all stan	ger time to			
Filter Value	T00001				Filter						
NOTE: When filte	er by card's condition	n: if cardholder holds	more than one (card, card which i	meet the filter will be sh	own in red color, oth	erwise black color.				
	B	ecord 1 to 3 of 3						1. Select	'Classic Vie	ew ' option	
Staff No	Name			Department	loh	Shift	Card 1	Card 2	Card 3	Card 4	Card 5
H00001	HING			Department	505	Shine	1011821724 (1) [more]	Card 2	Card 5	Caru 4	Card 5
H00002	HAZIM						1495109924 (1) [more]				
T00001	TAN						1013534812 (1) [more]				
1						dou	2. Select sto uble click let to e	aff data a ft mouse k edit	nd button		
Total Staff on sci	reen: 3										
Summary of Staf	ff: Total	Staff: 3	Total card: 3	B T	otal Department: 0	Total Job: 0	Total Shift: 2	Total Acce	ss Level: 2 Total Acce	ss Group: 1	
Command											•
Selection List	_	_	_	_	_	_					Ŧ



Staff No.	T00001	Photo
Name	TAN	
IC No.		No shoto
Gender	💿 Male 🛛 💿 Female	
Date of Birth	Friday , 6 May , 2016 💌	
Date of Join	Friday , 6 May , 2016 💌	
Department		Select shift type
Job		2
Shift Type	Normal	
Shift	▼ 🛛	2
Resign	No No	
Date of Resign	Friday , 6 May , 2016 🔽	



Normal Shift

Staff No.	T00001	Photo
Name	TAN	
IC No.		Na photo
Gender	💿 Male 🛛 💿 Female	
Date of Birth	Friday , 6 May , 2016 💌	
Date of Join	Friday , 6 May , 2016 💌	Load Clear
Department		(Best fit: 150 * 150)
Job		
Shift Type	Normal	1 Select normal shift
Shift		
Resign	Working Hour Working Hour	
Date of Resign	2. Click 'Accept' button	





Normal Shift

🔄 View Staff	- Distance	-	-	-							
Add (F2)	Edit (F4)	Delete (F6)	Refresh (f	5) Print	(F7) Find (F	3) Close					
Filter Viev	v					Classic Vi	ew -				
Filter By	Staff No.			_		This view sho display.	ow all staff and will the staff	time to			
Filter Value					Filter						
NOTE: When filt	er by card's conditio	n: if cardholder holds	more than one (card, card which i	meet the filter will be sh	own in red color, oth	erwise black color.				
	B	ecord 1 to 3 of 3						Click 'Clo	se' button		
Staff No.	Name			Department	Job	Shift	Card 1				Card 5
H00001	HING						1011821724 (1) [more]				
H00002	HAZIM						1495109924 (1) [more]				
T00001	TAN					Working Hour	1013534812 (1) [more]				
Total Staff on sc	reen: 3										r
Summary of Stat	ff: Total	Staff: 3	Total card: 3	B T	otal Department: 0	Total Job: 0	Total Shift: 2	Total Access Level: 2	Total Access Group: 1		
Command	,			,			,	,			•
Selection List		_	_	_	_	_				_	•



Roster Shift

Staff No.	T00001	Photo
Name	TAN	
IC No.		No photo
Gender	💿 Male 🛛 💿 Female	NO PROCO
Date of Birth	Friday , 6 May , 2016 💌	
Date of Join	Friday , 6 May , 2016 💌	
Department		(Bert ft: 150 * 150)
Job	Image: Second	(1960), 1970 1999
Shift Type	💿 Normal 💿 Roster	
Shift		
Resign	Shift A Shift A	1. Select roster shift
Date of Resign		
	2. Click 'Accept' button	



Roster Shift

🔄 View Staff	ALC: NO	-	Summer 1 all	-							_ 0 <u>×</u>
Add (F2)	Edit (F4)	Delete (F6)	Refresh (F	5) Print (F7) Find (F	3) Close					
				,		, , , , , , , , , , , , , , , , , , , ,					
Filter View		1				Classic Vi	BW				
Filler By	Staff No.					l his view shi display.	ow all staff and will take				
Filter Value	T00001				Filter						
NOTE: When filte	er by card's conditio	n: if cardholder holds r	more than one c	ard, card which r	neet the filter will be sh	iown in red color, oth	erwise black col	CIICK CIOSE	DUTTON		
	► ► B	ecord 1 to 3 of 3									
Staff No.	Name		C	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					Shift A	1013534812 (1) [more]				
Total Staff on scr Summary of Staf	reen: 3 f: Total	Staff: 3	Total card: 3		otal Department: 0	Total Job: 0	Total Shift: 2	Total Access Level: 2	2 Total Access Group: 1		
Command Selection List											• •



Edit Personal Staff Roster







View Staff Add (F2) Edit (F4) Delete (F6) Refresh (F5) Print (F7) Find (F3) Filter View Filter By Staff No.	1. Select filter option and enter filter value
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 the second secon	
Image:	2. Click 'Filter' button
T00001 TAN	1013534812 (1) [more]
	3. Select staff data and double click left mouse button to edit
Total Staff on screen: 1	
Summary of Staff: Total Staff: 3 Total card: 3 Total Department: 0 Total Staff: 3 Command Selection List	otal Job: 0 Total Shift: 2 Total Access Level: 2 Total Access Group: 1



Staff No. Name IC No. Gender Date of Birth Date of Join Department Job Shift Type Shift Resign Date of Resign	TAN TAN Image: Shift A Shift A Shift A Shift A Shift A	Add Shift Edit Staff Roster Refresh
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Staff Roster	_	_		_	_	_	_	_	_	_	_				-	_			_	_	_	_	_	_			_	_	_			_	_	
Name	Shif	tΑ																																
Description	Shif	tΑ																																
																																		_
 ₹ 2016 	► N	4 T	W	T	F	S	SM	1 T	W	ΤI	F (S S	М	T	W	T	F	S	S I	М	τv	V 1	F	S	S	М	T	W	T	F	S	S	M 1	r
January	_				1	2	3 4	5	6	7	8 9	9 10	1		1		Sel	e	t t	the	e o	do	ite	e th	าต	t v	0	IJ		29	30	31		
February	_ 1	2	3	4	5	6	78	9	10	11 1	21	314	1		W	ar	nt t	0	ch	na	nç	je	th	e	da	, , ay	sh	nift		Н		_	_	
March	- -	1	2	3	4	5	6 7	' 8	9	101	11	213	314			-	_									, I						_	+	
April	- -	+	-	-	1	2	3 4	1 5	6		8	9 10				10		16			92	02	12	2 2.	3 24	125 122	26	27	28	29	30	201		
May		+	-	2	2	4	5 6		•	0 1	01	/ 8 1 1/	3	11	15	12	13	14	191	2012	1 2	81	3 2 2 2	4 26	5 26	223	24	20	26	27	28	23	50 3	4
		+		2	1	2	3 4	15	6	7	8 0	9 10	111	12	13	14	15 15	16	171	181	92	22 012	3 2 1 2	4 Z. 2 2'	3 24	1 25	26	23	28	29	30	21	+	
August	- 1	2	3	4	5	6	7 8	3 9	10	11 1	21	314	4 15	16	17	18	19	20	21 2	22 2	32	42	52	6 27	7 28	3 29	30	31					+	
Septembe	r F			1	2	3	4 5	5 6	7	8	9 1	0 11	1 12	2 13	14	15	16	17	18 1	192	20 2	12	22	3 24	4 25	5 26	27	28	29	30		1	+	
October		+				1	2 3	3 4	5	6	7 8	8 9	10) 11	12	13	14	15	161	171	81	92	02	1 22	2 23	3 24	25	26	27	28	29	30	31	
Novembe		1	2	З	4	5	6 7	' 8	9	101	11	213	3 1 4	15	16	17	18	19	20 2	21 2	22	32	42	5 28	3 27	7 28	29	30						
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Day Shift In	fo:														2	2. (Clic	ck	'D)a	y S	Shi	ft'	0	pt	ior	n t	0		Cle	ear.	All		
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Day Shift	electi	ion (Style	•	Cole	or S	ettin								<		_	_	_	_							_	_	_					
		_												-										_										
Day Shift:			<u>MS</u>	01	<u>- M</u>	orni	ing S	hift	01												Se	t						ſ	_		Ok			
																														_				' I
																														Ca	anc	el		J

Makk (F2) Edit (F4) Delete (F6) Refeash (F5) Print (F7) Disc Select e* Description Galor Time Break	View Day Shift	A DESIGNATION OF TAXABLE PARTY.	the second s											- 0
e	Add (E2)	Edit (E4) Delete (E5)	Patrack (EE) Print	(E7)	Class	Coloot	i							
e / Decrypton Color Time Reak Break Time Da Intro Ver Ver 15 Ver No 1 Afferroom Sthf 0.1 1 2000-125.99 Ver 1500-185.9 00 700 Ver 15 Ver No 1 Norms Sthf 0.1 2000-05.99 Ver 1000-05.99 00 700 Ver 15 Ver No 1 Norms Sthf 0.1 2000-05.99 Ver 1000-05.99 00 700 Ver 15 Ver No 0000-05.00 Ver 155 Ver No 0000-05.00 Ver 155 Ver No 0000-05.00 Ver 155 Ver No 1. Select 'Day Shift' from the list 2. Click 'Select' button	Add (F2)	E dit (F4) Delete (F6)	Refresh (FS)	(F7)	Liose	Select								
1 Aftermos Shift 01 1 1400-11:99 Yes 15:00-18:59 60 07:00 Yes 15 Yes No 1 Mayning Shift 01 0:000-10:59 700 Yes 15 Yes No No 1 Mayning Shift 01 0:000-10:59 Yes 15 Yes No No 1 Mayning Shift 01 0:000-00:00 No 0:000-00:00 0 Yes 15 Yes No No 1 Mayning Shift 01 0:000-00:00 No 0:000-00:00 0 Yes 15 No No 1 Select 'Day Shift' from the list 0:000-00:00 No No No No No	Name 🛆	Description	Colour Time	Break	Break Time	De	(mins)	Min WH	OT Claims	Out Grace (mins)	Inc Early OT	Use Pairing		
1 Morrison 06:00-13:99 Yes 10:00-10:99 60 70:00 Yes 15 Yes No 1 Mayht Srift 01 22:00-05:99 Yes 00 Yes 15 Yes No 0 00:00-00:00 No 00:00-00:00 0 Yes 15 Yes No 1. Select 'Day Shift' from the list 2. Click 'Select' button 2. Click 'Select' button 1. Select 'Day Shift' from the list 1. Select 'Day Shift' from the list 2. Click 'Select' button 1. Select 'Day Shift' from the list 1. Select 'Day Shift' fr	AF01	Afternoon Shift 01	14:00 - 21:59	Yes	18:00 - 18:59	60		07:00	Yes	15	Yes	No		
Image: Shift 0 2200-05:59 Yes No 0000-00:00 No 00:00-00:00 0 No No 1. Select 'Day Shift' from the list 2. Click 'Select' button 2. Click 'Select' button	MS01	Morning Shift 01	06:00 - 13:59	Yes	10:00 - 10:59	60		7:00	Yes	15	Yes	No	-	
1. Select 'Day Shift' from the list 2. Click 'Select' button	IS01	Night Shift 01	22:00 - 05:59	Yes	02:00 - 02:59	60			Yes	15	Yes	No	J	
1. Select 'Day Shift' from the list 2. Click 'Select' button	D	One	00:00 - 00:00	No	00:00 - 00:00	0		\mathbf{X}	NO	15	No	No		
1. Select 'Day Shift' from the list 2. Click 'Select' button														
2. Click 'Select' button		1 Selec	t 'Day Shift'	from	the list									
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Name	Shift	A																																			
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January		Γ	Τ	Γ	1	2	3	4	5	6	7 8	3 9	10	11	12	13	14	15	16	17	18	192	20 2	1 2	2 23	24	25	26	27	28	29	30	31				
February	_ 1	2	3	4	5	6	7	8	9	10	11	2 1:	314	15	16	17	18	19	20	21	22	23 <mark>2</mark>	24 2	<mark>5</mark> 26	5 27	28	29										
March	_	1	2	3	4	5	6	7	8	9	101	11:	2 13	314	15	16	17	18	19	20	21 2	22 2	23 2	4 2!	5 26	27	28	29	30	31							
April	- 📙				1	2	3	4	5	6	7 8	3 9	10	11	12	13	14	15	16	17	18	192	20 2	1 23	2 23	24	25	26	27	28	29	30					
May	- _						1	2	3	4	5 6	5 7	8	9	10	11	12	13	14	151	16	17	181	9 2(21	22	23	24	25	26	27	28	29	30	31		
June	-	╞	1	2	3	4	5	6	7	8	9 1	01	1 12	213	14	15	16	17	18	192	20 2	21 2	22 2	324	4 25	26	27	28	29	30							
July	- _				1	2	3	4	5	6	7 8	3 9	10	11	12	13	14	15	16	171	181	192	20 2	1 23	2 23	24	25	26	27	28	29	30	31				
August	_ 1	2	3	4	5	6	7	8	9	10	111	21:	314	15	16	17	18	19	20	21 2	22 2	23 2	24 2	5 2	5 27	28	29	30	31				<u> </u>				
September	- -	╞	+	1	2	3	4	5	6	7	8 3	9 10	11	12	13	14	15	16	17	181	192	20 2	21 2	22	3 24	25	26	27	28	29	30						
Uctober	- -					1	2	3	4	5	6	8	9	10	11	12	13	14	15	161	17		192	02	1 22	23	24	25	26	27	28	29	30	31			
November	- -	μ	2	3	4	5	6	<u> </u>	8	9			213	14	15	16	17	18	19	202	21 2	22 2	23 2	4													
			1	ין 200	2	3	4		• •	4	8 3	n n	 	Z	113	14	115	16	тq	18	1912	2012	<u> </u>	4				C	Cli	Ck	< '	Se	†'	bı	Jţţ	on	J
Day Shift Ini	io: 201	167	127	09	- 5ř	nift	= [/4	ιFU	IJΑ	Iter	nool	151	nift (Л										Che	ara	DEIE					0	iear	80		J		Π
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Day Shift S	electio	on S	Style	e	Col	or S	Sett	ing	1																	/											
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Staff Roster		_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_			_	_	_			_	_	_
Name	SI	hift.	A																																			
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Janua	ary					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		
Febru	lary	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								
Marc	ch		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					
Apri	il					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	у							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	e			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	<u>y</u>					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		_
Augu	ust	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						_
Septen	nber					2	3	4	5	6	4	8	9	10		12	13	14	15	16	17	18	19	10	21	22	23	24	25	26	27	28	29	30	20	20	21	_
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Staff No.	T00001	Photo
Name	TAN	
IC No.		No photo
Gender	🖲 Male 💿 Female	
Date of Birth	Friday , 6 May , 2016 💌	
Date of Join	Friday , 6 May , 2016 💌	
Department		(Bert fit: 150 * 150)
Job		(Dour)n. 190 1909
Shift Type	💿 Normal 🛛 💿 Roster	
Shift	Shift A Shift A 💽	
Resign	No No	
Date of Resign	Friday . Click 'Accept' button	



🔄 View Staff	and strength	-		C. Minut							
Add (F2)	Edit (F4)	Delete (F6)	Refresh (F5) Print (F	F7) Find (F3	3) Close					
						Clausia) (ia					_
Filter By	Staff No.					This view sho	w all staff a	r time to			
Filter Value	T00001			-	Filter	display.					
							Clic	k 'Close' butt	on		
NOTE: When filter	r by card's condition	n: if cardholder holds	more than one	card, card which m	eet the filter will be sh	own in red color, othe					
	Be Be	ecord 1 to 1 of 1									
Staff No.	Name			Department	Job	Shift	Card 1	Card 2	Card 3	Card 4	Card 5
T00001	TAN					Shift A	1013534812(1) <u> more </u>				
Total Staff an arr											4
Summary of Staff	f: Total	Staff: 3	Total card:	3 Tot	tal Department: 1	Total Job: 1	Total Shift: 2	Total Access Level: 2	Total Access Group: 1		
Command	,					,		,			•
Selection List											•



Holiday Setting







ng View Holiday	o x
Add (F2) Edit (F4) Delete (F6) Refresh (F5) Print (F7) Close	
Date (differe) Versite Manage	
Date (dd/mm) Sar Yearly Name	
Click 'Add' button	
Total: 0	
Command	*















iew Holiday	ALC: NO.	an annual	Dispersion of A Minute	
Add (F2)	Edit (F4)	Delete (F6)	Refresh (F5) Print (F7)	
te (dd/mm) 🛆 👘	Year	Yearly	Name	
01		Y	NEW YEAR	
)1	2016	N	THAIPUSAM	
2	2016	N	CHINESE NEW YEAR DAY 1	
2	2016	N	CHINESE NEW YEAR DAY 2	Click 'Close' button
5		Y	LABOUR DAY	
5	2016	N	WESAK DAY	
7	2016	N	HARI RAYA DAY 1	
7	2016	N	HARI RAYA DAY 2	
в		Y	MALAYSIA NATIONAL DAY	
9	2016	N	HARI HAJI	
.0	2016	N	DEEPAVALI	
2		Y	CHRISTMAS	
al: 12				

Notes: System will only update the holiday setting to controller if the holiday date is fall on current year. If the holiday setting is belong to next year, then this holiday setting won't be auto send to controller. When the year is coming, user have to manually send it to controller.



Leave Setting





🗐 View Leave	N. ATTRON	P BERNER I	Contract of the local						_ 0 <u>_</u> ×
Add (F2)	Edit (F4)	Delete (F6)	Refresh (F5)	Print (F7)	Close				
Application Date St	afr	Name	Dept	Job	Shift	Leave From	Leave To	Reason	
			1048	67					
			Click 'A	dd' butt	h				
					511				
_									
Total: 0									



		1. Select application date
Le	eave - Add	
	Application Date	Friday , 6 May , 2016 💌
	Staff No	Undefined
	Name	
	Department	2. Click 'Undefined' option
	Job	
	Shift	
	From	Friday , 6 May , 2016 💌
	То	Friday , 6 May , 2016 💌
	Reason	Undefined
	Save and Clo	se Save and New Cancel



5	g View Staff	and the second s	-									
	Add (E2)	Edit (Ed)	lata (EC) Bafrar	h (EE) Drint	(E7) Eind (E	2) Class	Colorit					
	Add (F2)	Edit (F4) De				5) Close	Select					
	Filter View					Classic V	ew					
	Filter By	Staff No.	-			This view sh	ow all staff and will take a lon	time to				
					Filter	display.						
	1. Se	elect 'Class	ic View'									
_				ard which	meet the filter will be sh	own in red color, oth	erwise black color.					
T		🕨 🕨 Record 1 t	to 3 of 3									
	Staff No.	Name		Department	Job	Shift	Card 1	Card 2	0	Card 3	Card 4	Card 5
	H00001	HING		TECH	TS	Working Hour	1011821724 (1) [more]					
	H00002	HAZIM		TECH	TS	Working Hour	1495109924 (1) [more]					
	T00001	TAN		TECH	TS	Working Hour	1013534812 (1) [more]					
				2	Select st	aff						
					00100101	Citt						
									3	3. Click 'Sele	ect' button	
	•											Þ
	Total Staff on scre	een: 3										
	Summary of Staff	: Total Staff: 3	Total ca	rd: 3	otal Department: 1	Total Job: 1	Total Shift: 2	Total A	ccess Level: 2	Total Access Group: 1		
	Selection List											+
	Solootion List											



Leave - Add	
Application Date	Friday , 6 May , 2016 💌
Staff No	1. Select start date and end
Name	TAN date of leave
Department	TECH
Job	TS
Shift	Working Hour
From	Wednesdag, 18 May , 2016 🗨
То	Thursday , 19 May , 2016 🗨
Reason	Undefined
Save and Clo	ose Save and New Cancel
	2. Click 'Undefined' option







eave - Add	
Application Date	Friday , 6 May , 2016 💌
Staff No	<u>T00001</u>
Name	TAN
Department	TECH
Job	TS
Shift	Working Hour
From	Wednesday, 18 May 2016
То	Thursday , 19 Click 'Save and Close' button
Reason	AnnualLy
Save and Clo	se Save and New Cancel



J View Leave	N. ACTION	SCHOOL SERVICE	Control 1 March	_		
Add (F2)	Edit (F4)	Delete (F6)	Refresh (F5)	Print (F7)	Close	
Application Date	Staff No	Name	Dept	Job	Shift	re_From Leave To Reason
2016/05/06	T00001	TAN	TECH	TS	Working Hour	2010, 2016/05/19 AnnualLv
		-				
						Click (Close) button



Time Attendance Setting



Time Attendance Setting

Time Attendance Setting divided into 3 tabs:

- I. General : to define input for posting of raw data, working hour calculation's method, OT alignment for working day and OT rate for holiday.
- II. Range : to define working hour and break hour capturing range, working hour and break hour offset range
- III. Posting : to enable or disable auto posting, auto export, auto purging, authorize record and posting event types.






General

Time Attendance Setting	
<u>Time Attendance mode</u>	1. Select input for posting of raw transaction
Posting Include month processing when posting Process transactions from In Reader only In and Out Reader	
Working Hour Calculation	2. Select working hour calculation method
 Last Uut 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 If day is holiday, please assign the OT to OT 2.0 OT 3.0	3. Select 'OT Alignment' and holiday OT rate
	Ok Cancel

Notes: OT Alignment: The smallest block of time to be calculated as over time. OT Rate Factor: Select OT rate factor for holiday.



Range

<u>Time Attendance mode</u> Standard Adv	vance						
General Range Posting Working Time	1. Define capturing range for working hour						
Offset	Utfset						
First In Offset 180 📥 minutes	First Out Offset 60 🜩 minutes						
Last Out Offset 360 🔿 minutes	Last In Offset 60 🚖 minutes						
Grace Time	Grace Time						
Early In 🚺 💼 minutes	Early Out 🚺 💼 minutes						
Late In 10 🖨 minutes	Late Out 10 🚖 minutes						
Early Out 10 🔹 minutes Late Out 10 🜩 minutes	2. Define allowance range for working hour						
Note: Maximum minutes that you can set is 1439 i.e. 23:59 hours							
	Ok Cancel						



Range

<u>Time Attendance mode</u> Image Image General Range 1. Define capturing range Working Time Working Time	e for ak Time						
First In Offset 180 🜩 minutes	First co. Offset 60 🚖 minutes						
Last Out Offset 360 🚖 minutes	Last In Offset 60 🚖 minutes						
Grace Time	Grace Time						
Early In 🚺 🚔 minutes	Early Out 10 🚖 minutes						
Late In 10 🌩 minutes	Late Out 10 🚖 minutes						
Early Out 10 🜩 minutes	Early In 10 🚖 minutes						
Late Out 2. Define allowance range for break hour							
Note: Maximum minutes that you can set is 1439 i.e. 23:59 ho							
	Ok Cancel						



Posting

Time Attendance Setting	
Time Attendance mode Standard Advance General Range Posting Posting	
 Enable Auto Export Time: 20:00 Last Updated (yyyy/mm/dd): 2016/05/05 	1. To define auto posting time (only), to enable auto export, to enable or
Image: Second	A Clocking (Entry & Exit) /rong Time Zone (Exit) Intipassback Violation (Exit)
Purging Enable Auto Purging Month(s) to keep 1 (max 120 months)	2. To enable auto purging and how many months to keep
3. Click 'Ok' button	Ok Cancel



Manually Posting







Posting	1. Select start date and end date for posting
Date From: Thursday , 5 May , 2016 To: Thursday , 5 May , 2016 Ok Cancel	
	2. Click 'Ok' button











Reason Setting







🔄 View Reason		X
Add (F2)	Edit (F4) Delete (F6) Refresh (F5) Print (F7) Close	
Name /	Туре	
AnnualLv	Annual Leave	
CompLv	Compassiona Annual Leave	
HLLV	Hospital Leave	
MaternityLv		
MedicalLv		
Total: 5		





Notes: For reason that related to leave application, please don't leave 'Type' as 'None'



		Constant Constant Constant					
Add (F2)	Edit (F4) Delete	e (F6) Befresh (F5)	Print (F7)	Close			
ame /	Desc	Туре					
nualLv	Annual Leave	Annual Leave					
mpLv	Compassionate Leave	Annual Leave					
Lv	Hospital Leave	Medical Leave					
aternityLv	Maternity Leave	Annual Leave					
edicalLv	Medical Leave	Medical Leave			Click 'Close' bu	itton	
te Meeting	Site Meeting	None					



View Time Attendance Records







View Time Att	endance	Mar SCHOOL ST	Constant's Manual						
Post	Benort	Clear	Authorize	Befresh		nse			
1 031	Порок			Ticitosii					
		Record 1 to 1 of 3							
Date	Staff No	Name	Dept	Job	Shift	Work Hour	от		
2016/05/06	H00001	HING	TECH	TS	Working Hour	10:01	01:46		
2016/05/06	H00002	HAZIM	TECH	TS	Working Hour	10:01	01:46		
2016/05/06	T00001	TAN	TECH	TS	Working Hour	10:01	01:46		
								Double click this bar to extract	
								the hidden menu	
TYPE									
Imore									

Notes: View Time Attendance window will always show the up to date posted data. For other posted data, user have to select the date from the filter option



View Time Atte	indance	Mar SCROOT Down	and in the local diversion of					
Post	Report	Clear Au	uthorize	Refresh		ose		
		Record 1 to 1 of 3						
Date	Staff No	Name	Dept	Job S	hift	Work Hour	ОТ	
2016/05/06	H00001	HING	TECH	TS V	Vorking Hour	10:01	01:46	
2016/05/06	H00002	HAZIM	TECH	TS V	Vorking Hour	10:01	01:46	
2016/05/06	T00001	TAN	TECH	TS V	Vorking Hour	10:01	01:46	
								sk 'Filter' tab
							1. Circ	
More								
Attendance	Data Break Data	Extra Data Filter Sort						
Filter								
From:	Thursday	, May 05, 2016 🔻 to	D Friday	, 0 may	,			2 Select start date and end
BuEv	rent Late In		, .	-				2. Select start date and cha
Cy Li	"							date to view the records
By St								
By De	ept:							
By Jo	b:				💌 🗹 AI			
By Sh	ift:				👻 🗹 Al			3. Click 'Apply' button
							Apply	



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Old Select and double click the record that you want to modify 016/05/05 T0001 TAN TECH TS Working Hour 10:01 01:46 016/05/05 T0001 TAN TECH TS Working Hour 10:01 01:46 016/05/05 T0001 TAN TECH TS Working Hour 10:01 01:46 Teccord that you want to modify 016/05/05 T0001 TAN TECH TS Working Hour 10:01 01:46 016/05/05 T0001 TAN TECH TS Working Hour 10:01 01:46	2016/05/05	H00001	HING	TECH		Varbian Llaur	10:01	01-46				
Option TAN TECH TS Working Hour 10:01 01:46 016/05/06 H00001 HINS TECH TS Working Hour 10:01 01:46 016/05/06 H00002 HAZIM TECH TS Working Hour 10:01 01:46 016/05/06 H00001 TAN TECH TS Working Hour 10:01 01:46 016/05/06 T00001 TAN TECH TS Working Hour 10:01 01:46 016/05/06 T00001 TAN TECH TS Working Hour 10:01 01:46	2016/05/05	H00002	HAZIM	TECH	TS V	Vorking Hour	10:01	V 21 10	 Select ar	nd double	click the	
Operation HTMG TECH TS Working Hour 10:01 01:46 Modeling Modeling </td <td>2016/05/05</td> <td>T00001</td> <td>TAN</td> <td>TECH</td> <td>TS V</td> <td>Vorking Hour</td> <td>10:01</td> <td>01:46</td> <td>record</td> <td>l that you v</td> <td>vant to</td> <td></td>	2016/05/05	T00001	TAN	TECH	TS V	Vorking Hour	10:01	01:46	record	l that you v	vant to	
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ore Attendance Data Break Data Extra Data Filter Sort Filter From Thursday , May 05, 2016 v o Friday , 6 May , 2016 v By Staft v All By Staft v All	016/05/06	T00001	TAN	TECH	TS V	Vorking Hour	10:01	01:46				
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Finer From: Thursday , May 05, 2016 • to By Event Late In • All By Staff: By Dept: By Job: By Shift: All	Attendance L	Jara Dieak Dara										
By Event Late In V All By Staff: By Dept: By Shift: By Shift: All All Apply	Filter	Thursday	May 05 2016	Eridau	6 Mari	2016 -						
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By Staff: By Dept: By Job: By Shift: By Shift	By Ev	ent Late In										
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	By Sh	ift:				👻 🗹 All						
		,						Apply				



Authorize			
Record of st Date: Staff No.: Name:	aff to be authorized 2016/05/05 T00001 TAN		
 Authorize N Attendance In In ✓ Ha Date In Time In 	Jormal Attendance Break s In °. Thursday , 5 May , 2016 ▼ °. 8 € 20 €	Modify time i (by author	n and time out ize personal)
Reason: Remarks.:	s Out ut: Thursday , 5 May , 2016 ut: 19 \$ 21 \$ (None) (None)	Cancel	



Authorize	
Record of staff to be authorized Date: 2016/05/05 Staff No.: T00001 Name: TAN	
Authorize Normal Attendance	
In Has In Date In: Thursday , 5 May , 2016 Time In: 08 Out	
✓ Has Out Date Out: Time Out: 19 21	1. Select reason and enter remarks for record purposes
Reason: Site Meeting Site Meeting	
Authorize' button	el



Pet Report Clear Authorize Relearth Clear If elevel 1 to 6 a 6 If elevel 1 to 6 a 6 TECH TS Working How 0.01 0.146 160,050 H00001 H446 TECH TS Working How 0.01 0.146 160,050 H00001 H446 TECH TS Working How 0.01 0.146 160,050 H00001 H446 TECH TS Working How 0.01 Click 'Close' button 160,050 H00001 H446 TECH TS Working How 0.01 0.146 160,050 H00001 TECH TS Working How 0.01 0.146 160,050 H00011 TECH TS Working How 0.01 0.146 160,050 H00011 TECH TS Working How 0.01 0.146 160,050 How May So 15 To Tico 11	w Time Atte	ndance	Hart Street Doorto	of the local						
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Time Attendance Report







Report		
Report Type: General	-	1. Select report type
Date From: Friday Options	• , 6 May ,2016 🚽	To: Friday , 6 May , 2016 -
Staff: Dept:		2. Select date to view
Job:		
Day Shift: Sort: Staff	No.	 ✓ AII ✓ Page Break
More Options — Early In Early Out	 Break Early In Break Early Out 	Absent 3. Click 'Generate' button
Late In	 Break Late In Break Late Out 	Overtime Not Working
		Generate Cancel



General Report

Report Preview : Time Attendance Report	t and the second se									
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	Entrypass Corporation Time Attendance Report From: 2016/05/05 To: 2016/	Sdn Bhd - General /05/06							Platform1 Server 3.13.16.02	
Attendance Flag	:- (EI-Early In, EO-Early Out, LI-Late In NW-Off Day, IC-InComplete, MC-Med	n, LO-Late Out, BEI-Bre dical Lv, LV-OnLeave, P	ak Early In, BLI-Bro IC-Pairing InComp	eak Late Ir lete)	n, BEO-Break Early	Out, BLO-Bre	ak Late Ou	it, Ab-Absent, OT-	OverTime,	
Date Staff#	t Name	Shift Job	Reco In	rd Out	Break Out In	Work Hour OT	FIII	EO LO BET BLT	TENDARCE Flag	
Departmen	t: TECH	500	211	out	000 111	noar or				
2016/05/05 H00002	I HING	Working Hour TS	08:20	19:21		10:01 01:4	16 X	x	x	
2016/05/06 H0000?	L HING	Working Hour TS	08:21	19:22		10:01 01:4	ю х	х	x	
2016/05/05 H00007	2 HAZIM	Working Hour TS	08:20	19:21		10:01 01:4	16 X	x	x	
2016/05/06 H00007	2 HAZIM	Working Hour TS	08:21	19:22		10:01 01:4	16 X	x	x	
2016/05/05 T00001	TAN	Working Hour TS	08:20	19:21		10:01 01:4	16 X	x	x	
2016/05/06 T00001	TAN	Working Hour TS	08:21	19:22		10:01 01:4	16 X	х	x	
Page 1 of 1 Time Attenda	nce Report									



Time Card Report

ort Preview : Time		
	-> -> => => => => ==> Export to PDF	_
	Entrypass Corporation Sdn Bhd Platform1 Server 3.13.16.02	
	Time Attendance Report - Time Card	
	From: 2016/05/05 To: 2016/05/06	
	Staff#: H00001 Name: HING Shift: Working Hour Ish Title: TS Department: TECH	
	Record Break EI EO BEI BEO IC OT DW MC Total (Hours) Over Time OT Work Diff	
	Date In Out Out In LI LO BLI BLO AB NW LV EI LI EO LO BEI BLO BEO BLO 1.5 2.0 3.0 Hour Hour Hour 05 THU 08:20 19:21 X X X 00:40 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 11:46 00:00 00:00 11:46 10:01 +02:02	
	06 FRI 08:21 19:22 X X X 00:39 00:00 01:23 00:00 00:00 01:46 00:00 01:46 10:01 +02:02 Summary 2 dav(s) 2 0 0 0 0 0 0 0 0 00:0	
	(EI-Early In, EO-Early Out, LI-Late In, BEI-Break Early In, BEO-Break Early Out, BLI-Break Late In, BLO-Break Last Out, DW-Day Worked, LO-Late Out, LV-On-Leave, MC-Medical Lv,, IC-InComplete, PIC-Pair InComplete, Ab-Absent, NW-Off Day, O	DT-
		-



Early In Report

Report Preview : 1	Time Attendance Report	And I died							
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	Entrypa	ss Corporation Sdn Bhd				Platf	orm1 Server 3.13.	16.02	<u> </u>
	Time Att From: 201	endance Report - Early In .6/05/05 To: 2016/05/06							
	* - Holiday Indication					Defined	Record	Work	
	Date Day Staff#	Name	Job Title	Department	Shift	In Out	In Out	Hour OT	
	2016/05/05 THU H00001	HING	TS	TECH	Working Hour	09:00 17:59	08:20 19:21	10:01 01:46	
	2016/05/06 FRI H00001	HING	TS	TECH	Working Hour	09:00 17:59	08:21 19:22	10:01 01:46	
	2016/05/05 THU H00002	HAZIM	TS	TECH	Working Hour	09:00 17:59	08:20 19:21	10:01 01:46	
	2016/05/06 FRI H00002	HAZIM	TS	TECH	Working Hour	09:00 17:59	08:21 19:22	10:01 01:46	
	2016/05/05 THU T00001	TAN	TS	TECH	Working Hour	09:00 17:59	08:20 19:21	10:01 01:46	
	2016/05/06 FRI T00001	TAN	TS	TECH	Working Hour	09:00 17:59	08:21 19:22	10:01 01:46	
Page 1 of 1	Time Attendance Report							1	



Late Out Report

Report Preview : Tim	e Attendance Report	and I died							
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	Entrypas	ss Corporation Sdn Bhd				Platf	orm1 Server 3.13.	16.02	<u> </u>
	Time Attu From: 201	endance Report - Late Out 6/05/05 To: 2016/05/06							
	" - Holiday Indication					Defined	Record	Work	
	Date Day Staff#	Name	Job Title	Department	Shift	In Out	In Out	Hour OT	
	2016/05/05 THU H00001	HING	TS	TECH	Working Hour	09:00 17:59	08:20 19:21	10:01 01:46	
	2016/05/06 FRI H00001	HING	TS	TECH	Working Hour	09:00 17:59	08:21 19:22	10:01 01:46	
	2016/05/05 THU H00002	HAZIM	TS	TECH	Working Hour	09:00 17:59	08:20 19:21	10:01 01:46	
	2016/05/06 FRI H00002	HAZIM	TS	TECH	Working Hour	09:00 17:59	08:21 19:22	10:01 01:46	
	2016/05/05 THU T00001	TAN	TS	TECH	Working Hour	09:00 17:59	08:20 19:21	10:01 01:46	
	2016/05/06 FRI T00001	TAN	TS	TECH	Working Hour	09:00 17:59	08:21 19:22	10:01 01:46	
Page 1 of 1	Time Attendance Report							1	





Overtime Report

Report Preview : Tin	ne Attendance Report	B Disented Bird							
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									<u> </u>
	E	ntrypass Corporation Sdn Bhd				Platfo	rm1 Server 3.13.	16.02	
	Ti	me Attendance Report - Overtime	e						
	Fr	om: 2016/05/05 To: 2016/05/06							
	* - Holiday Indication					D-6	Desert	101-de	
	Date Day Staff:	# Name	Job Title	Department	Shift	In Out	Record In Out	Work Hour OT	
	2016/05/05 THU H0000	1 HING	TS	TECH	Working Hour	09:00 17:59	08:20 19:21	10:01 01:46	
	2016/05/06 FRI H0000	1 HING	TS	TECH	Working Hour	09:00 17:59	08:21 19:22	10:01 01:46	
	2016/05/05 THU H0000	12 HAZIM	TS	TECH	Working Hour	09:00 17:59	08:20 19:21	10:01 01:46	
	2016/05/06 FRI H0000	A TAN	15	TECH	Working Hour	09:00 17:59	08:21 19:22	10:01 01:46	
	2016/05/05 THU T0000		TC	TECH	Working Hour	09:00 17:59	08:20 19:21	10:01 01:46	
	2010/05/06 PRI 10000		15	TECH	Working Hour	05:00 17:55	06:21 19:22	10:01 01:46	
									-
Page 1 of 1	Time Attendance Re	port							



Export PDF Report





Export Time Attendance Data



ENTRYPASS PLATFO	RM1 SE	RVER [Standard	Edition]									📟 🔛 🚝
										NOTIFICA		ALARM
Online Transaction Device List	1/O List	Guard Tour Floor Pla	n Roll Call Loc	ation Advanced TA	Dynamic Trigge	ering Control Panel						
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ССТУ	۲											
Posting (Manual) activated at 2016/0	05/06 19:34	(Status: Done at 2016.	/05/06 19:34)					······				Hide
Host Name: Tan-PC		IP Address: 192.10	58.1.254	System Us	er: EntryPass	D	ate/Time: Fri, 06 M	May 2016 19:39:26	j			



TMS Export Date Staff Department Job TA Start Date Friday Friday Friday	Shift DayShift May ,2016 ▼ May ,2016 ▼11	
Field Selection Output ✓ Date In ✓ Time In ✓ Time Out ✓ Staff No. ✓ Staff No. ✓ Name ✓ Shift ✓ Department ✓ Department ✓ Work Hours ✓ Job Date Out Break In Break Out Is Holiday Is Holiday	2. Select fields the to export	at you want out
	Save	Export Cancel



TMS Export
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 Date In Time In Time Out Staff No. Name Shift Department Work Hours Job Date Out Break In Break In Break Out Is Holiday
Save Export Cancel


TMS Export
Date Staff Department Job Shift Day Shift TA Start Date Friday 6 1. Click 'Output' tab TA End Date Friday 6 may
Field Selection Output
Export Path: C:\Users\UserManual\Desktop
File Format Text File MS Excel File File Name
File Name Prefix: Export Image: Single 2. Select export path Image: Multiple Image: Staff suffix Image: Staff suffix Staff No.
File Content Date Format DD/MM/YYYY Time Format HH:MM Include summary Conly export those who has In or Out Include Title Yes
Overwrite Existing Export File



TMS Export
Date Staff Department Job Shift Day Shift
TA Start Date Friday , 6 May , 2016 💌
TA End Date Friday , 6 May , 2016 💌
Field Selection Output
Export Path: C:\Users\UserManual\Desktop 🙆
File Format 💿 Text File 💿 MS Excel File
File Name
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Select file format
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Only export those who has In or Out
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Save Export Cancel



TMS Export
Date Staff Department Job Shift Day Shift TA Start Date Friday 6 May 2016 ✓ TA End Date Friday 6 May 2016 ✓
Field Selection Output
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File Name Prefix: Export
Single Multiple Date suffix Staff No.
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TMS Export
Date Staff Department Job Shift Day Shift
TA Start Date Friday , 6 May , 2016 💌
TA End Date Friday , 6 May , 2016 💌
Field Selection Output
Export Path: C:\Users\UserManual\Desktop 🙆
File Format 💿 Text File 💿 MS Excel File
File Name
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File Content
Date Format DD/MM/YYYY Time Format HH:MM
Include summary Accumulated all Day Shift value for each Attendance date
Only export those who has In or Out
Include Title Ves 2. Click 'Save' button
✓ Overwrite Existing Export File
Save Export Cancel



THANK YOU

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