

STANDARD TIME ATTENDANCE CONFIGURATION GUIDE

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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)

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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



ENTRYPASS PLATFORM1 SERVER [Standard Edition]

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

NOTIFICATION | ALARM

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

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

Normal Shift

Click 'Normal Shift' icon

Host Name: Tan-PC | IP Address: 192.168.1.254 | System User: EntryPass | Date/Time: Fri, 06 May 2016 10:36:36



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: Working Hour

Description: Working Hour

1. Enter shift name and description

Week Day	Work		Allowed	Break		Deduct (mins)	Min. Work Hour
	From	To		From	To		
Sunday	00:00	00:00	<input type="checkbox"/> No	00:00	00:00	0	00:00
Monday	09:00	17:59	<input type="checkbox"/> No	00:00	00:00	0	00:00
Tuesday	09:00	17:59	<input type="checkbox"/> No	00:00	00:00	0	00:00
Wednesday	09:00	17:59	<input type="checkbox"/> No	00:00	00:00	0	00:00
Thursday	09:00	17:59	<input type="checkbox"/> No	00:00	00:00	0	00:00
Friday	09:00	17:59	<input type="checkbox"/> No	00:00	00:00	0	00:00
Saturday	00:00	00:00	<input type="checkbox"/> No	00:00	00:00	0	00:00
Holiday	00:00	00:00	<input type="checkbox"/> No	00:00	00:00	0	00:00

2. Define shift start time and end time

OverTime Setting

OT Claims No

OT out grace (mins) 15

NOTE: Set Work From and Work To to 00:00 to indicate not working

Save and Close Save and New Cancel



Shift - Add

Name: Working Hour

Description: Working Hour

Week Day	Work		Allowed	Break		Deduct (mins)	Min. Work Hour
	From	To		From	To		
Sunday	00:00	00:00	<input type="checkbox"/> No	00:00	00:00	0	00:00
Monday	09:00	17:59	<input checked="" type="checkbox"/> Yes	13:00	13:59	0	00:00
Tuesday	09:00	17:59	<input checked="" type="checkbox"/> Yes	13:00	13:59	0	00:00
Wednesday	09:00	17:59	<input checked="" type="checkbox"/> Yes	13:00	13:59	0	00:00
Thursday	09:00	17:59	<input checked="" type="checkbox"/> Yes	13:00	13:59	0	00:00
Friday	09:00	17:59	<input checked="" type="checkbox"/> Yes	13:00	13:59	0	00:00
Saturday	09:00	00:00	<input type="checkbox"/> No	00:00	00:00	0	00:00
Holiday	00:00	00:00	<input type="checkbox"/> No	00:00	00:00	0	00:00

OverTime Setting

OT Claims: No

OT out grace (mins): 15

NOTE: Set Work From and Work To to 00:00 to indicate not working

Save and Close Save and New Cancel

Tick the 'Allowed' checkbox and define break start and end time



Shift - Add

Name: Working Hour

Description: Working Hour

Week Day	Work		Allowed	Break		Deduct (mins)	Min. Work Hour
	From	To		From	To		
Sunday	00:00	00:00	<input type="checkbox"/> No	00:00	00:00	0	00:00
Monday	09:00	17:59	<input checked="" type="checkbox"/> Yes	13:00	13:59	60	00:00
Tuesday	09:00	17:59	<input checked="" type="checkbox"/> Yes	13:00	13:59	60	00:00
Wednesday	09:00	17:59	<input checked="" type="checkbox"/> Yes	13:00	13:59	60	00:00
Thursday	09:00	17:59	<input checked="" type="checkbox"/> Yes	13:00	13:59	60	00:00
Friday	09:00	17:59	<input checked="" type="checkbox"/> Yes	13:00	13:59	60	00:00
Saturday	09:00	00:00	<input type="checkbox"/> No	00:00	00:00	0	00:00
Holiday	00:00	00:00	<input type="checkbox"/> No	00:00	00:00	0	00:00

Define break deduct time

OverTime Setting

OT Claims No

OT out grace (mins)

NOTE: Set Work From and Work To to 00:00 to indicate not working

Save and Close Save and New Cancel



Shift - Add

Name: Working Hour

Description: Working Hour

Week Day	Work		Allowed	Break		Deduct (mins)	Min. Work Hour
	From	To		From	To		
Sunday	00:00	00:00	<input type="checkbox"/> No	00:00	00:00	0	00:00
Monday	09:00	17:59	<input checked="" type="checkbox"/> Yes	13:00	13:59	60	08:00
Tuesday	09:00	17:59	<input checked="" type="checkbox"/> Yes	13:00	13:59	60	08:00
Wednesday	09:00	17:59	<input checked="" type="checkbox"/> Yes	13:00	13:59	60	08:00
Thursday	09:00	17:59	<input type="checkbox"/> No	13:00	13:59	60	08:00
Friday	09:00	17:59	<input type="checkbox"/> No	13:00	13:59	60	08:00
Saturday	00:00	00:00	<input type="checkbox"/> No	00:00	00:00	0	00:00
Holiday	00:00	00:00	<input type="checkbox"/> No	00:00	00:00	0	00:00

OverTime Setting

OT Claims: No

OT out grace (mins): 15

NOTE: Set Work From and Work To to 00:00 to indicate not working

Save and Close Save and New Cancel

Define minimum working hour



Shift - Add

Name: Working Hour

Description: Working Hour

Week Day	Work		Allowed	Break		Deduct (mins)	Min. Work Hour
	From	To		From	To		
Sunday	00:00	00:00	<input type="checkbox"/> No	00:00	00:00	0	00:00
Monday	09:00	17:59	<input checked="" type="checkbox"/> Yes	13:00	13:59	60	08:00
Tuesday	09:00	17:59	<input checked="" type="checkbox"/> Yes	13:00	13:59	60	08:00
Wednesday	09:00	17:59	<input checked="" type="checkbox"/> Yes	13:00	13:59	60	08:00
Thursday	09:00	17:59	<input checked="" type="checkbox"/> Yes	13:00	13:59	60	08:00
Friday	09:00	17:59	<input checked="" type="checkbox"/> Yes	13:00	13:59	60	08:00
Saturday	09:00	00:00	<input type="checkbox"/> No	00:00	00:00	0	00:00
Holiday	00:00	00:00	<input type="checkbox"/> No	00:00	00:00	0	00:00

OverTime Setting

OT Claims: Yes

OT out grace (mins): 15

NOTE: Set Work From and Work To to 00:00 to indicate not work

Save and Close

1. Tick the checkbox for OT claims

2. Define OT out grace time

3. Click 'Save and Close' button



The screenshot shows a software window titled "View Shift" with a menu bar containing the following buttons: Add (F2), Edit (F4), Delete (F6), Refresh (F5), Print (F7), and Close. Below the menu bar is a table with the following data:

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	09:00 - 17:59	09:00 - 00:00	00:00 - 00:00	00:00 - 00:00

An orange callout box with the text "Click 'Close' button" points to the "Close" button in the menu bar. At the bottom left of the window, the text "Total: 1" is visible.

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



ENTRYPASS PLATFORM1 SERVER [Standard Edition]

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

NOTIFICATION | ALARM

System | **Company** | **Lift** | **Time Attendance** | **Guard Tour** | **Utilities** | **CCTV**

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

Normal Shift | Schedule

Click 'Day Shift' icon

Host Name: Tan-PC | IP Address: 192.168.1.254 | System User: EntryPass | Date/Time: Fri, 06 May 2016 10:41:24



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)

Click 'Add' button

Total: 0



Day Shift - Add

Name: MS01

Description: Morning Shift 01

Colour: Red

Work	Deduct	Min. Work
Red		
Lime		
Yellow		
Blue		
Fuchsia		
Aqua		
White		

From: 00:00 To: 00:00

Overtime S: No

OT out grace (mins): 15

NOTE: Set Work From and Work To to 00:00 to indicate not working

Save and Close Save and New Cancel

1. Enter shift name and description

2. Select shift colour pattern



Day Shift - Add

Name: MS01

Description: Morning Shift 01

Colour: ■ Red

Work		Allowed	From		(mins)	Hour
From	To		From	To		
06:00	13:59	<input type="checkbox"/> No	00:00	00:00	0	00:00

OverTime Setting

OT Claims: No

OT out grace (mins): 15

NOTE: Set Work From and Work To to 00:00 to indicate not working

Save and Close Save and New Cancel

Define shift start time and end time



Tick the 'Allowed' checkbox and define break start and end time

Day Shift - Add

Name: MS01

Shift: Morning Shift 01

Color: Red

		Break		Deduct	Min. Work
From	To	Allowed	From	To	Hour
06:00	13:59	<input checked="" type="checkbox"/> Yes	10:00	10:59	0

OverTime Setting

OT Claims: No

OT out grace (mins): 15

NOTE: Set Work From and Work To to 00:00 to indicate not working

Buttons: Save and Close, Save and New, Cancel



Day Shift - Add

Name: MS01

Description: Morning Shift 01

Colour: Red

Work		Allowed	Break		Deduct (mins)	Min. Work Hour
From	To		From	To		
06:00	13:59	<input checked="" type="checkbox"/> Yes	10:00	10:59	60	00:00

Overtime Setting

Overtime grace (mins): 15

NOTE: Set Work From and Work To to 00:00 to indicate not working

Save and Close Save and New Cancel

Define break deduct time



Day Shift - Add

Name:

Description:

Colour:

Work		Allowed	Break		Deduct (mins)	Min. Work Hour
From	To		From	To		
06:00	13:59	<input checked="" type="checkbox"/> Yes	10:00	10:59	60	07:00

OverTime Setting

NOTE: Set Work From and Work To to 00:00 to indicate not working

Define minimum working hour



Day Shift - Add

Name:

Description:

Colour:

Work		Break			Deduc
From	To	Allowed	From	To	(mins)
06:00	13:59	<input checked="" type="checkbox"/> Yes	10:00	10:59	60

OverTime Setting

OT Claims: Yes

OT out grace (mins):

NOTE: Set Work From and Work To to 00:00

1. Tick the checkbox for OT claims

2. Define OT out grace time

3. Click 'Save and Close' button



View Day Shift

Name ^	Description	Colour	Time	Break	Break Time	Deduct (mins)	Min WH	OT Claims	Out Grace (mins)
MS01	Morning Shift 01	Red	06:00 - 13:59	Yes	10:00 - 10:59		07:00	Yes	15
AS01	Afternoon Shift 01	Green	14:00 - 21:59	Yes	18:00 - 18:59	60	07:00	Yes	15
NS01	Night Shift 01	Yellow	22:00 - 05:59	Yes	02:00 - 02:59	60		Yes	15
OD	Off Day	Purple	00:00 - 00:00	No	00:00 - 00:00	0		No	15

Click 'Close' button

Total: 4

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



Schedule Setting



ENTRYPASS PLATFORM1 SERVER [Standard Edition]

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

NOTIFICATION | ALARM

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

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

Normal Shift | **Schedule**

Click 'Schedule' icon

Host Name: Tan-PC | IP Address: 192.168.1.254 | System User: Entrypass | Date/Time: Fri, 06 May 2016 10:57:08



View Shift Roster

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							
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 shift roster 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	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		

2. Click 'Assistance' tab

Day Shift Info: 2016/09/29 -

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

3. Click 'Assistance' button



Assistance

From date: January 1

To date: December 31

Day shift pattern:

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

Assign Close

1. Define shift calendar date

2. Click 'Day Shift' option



View Day Shift

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

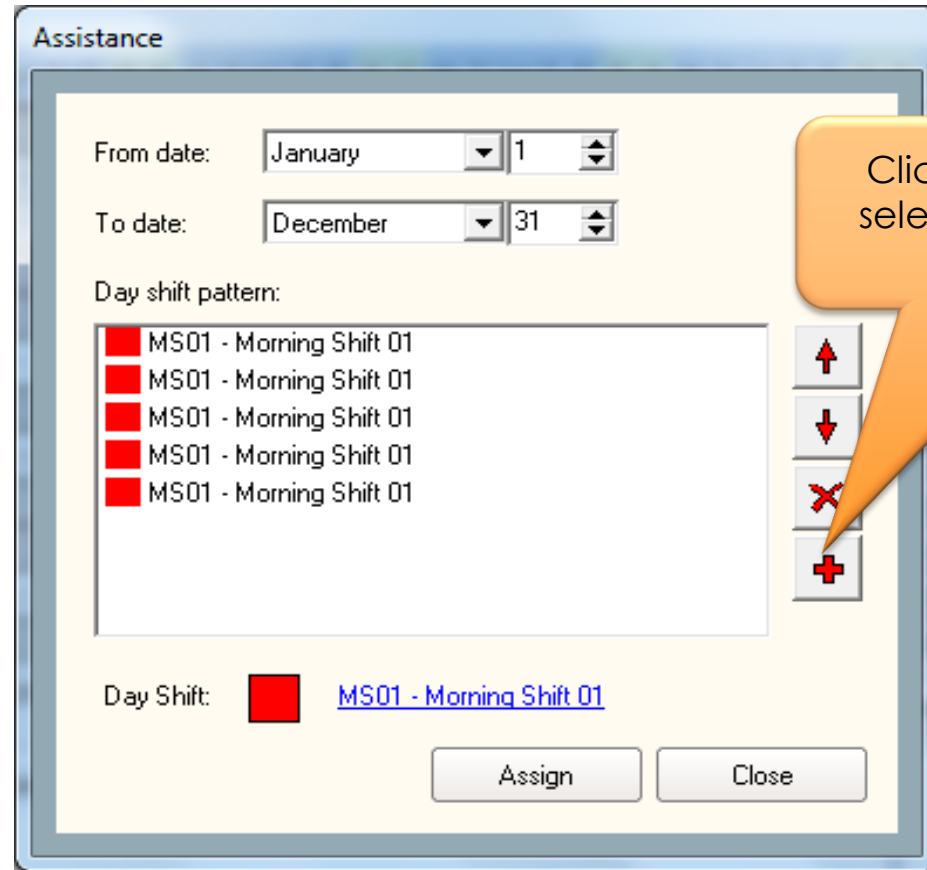
Name ^	Description	Colour	Time	Break	Break Time	Deduct (mins)	Min WH	OT Claims	Out Grace (mins)
AS01	Afternoon Shift 01	Green	14:00 - 21:59	Yes	18:00 - 18:59	60	07:00	Yes	15
MS01	Morning Shift 01	Red	06:00 - 13:59	Yes	10:00 - 10:59	60	07:00	Yes	15
NS01	Night Shift 01	Yellow	22:00 - 05:59	Yes	02:00 - 02:59	60	07:00	Yes	15
OD	Off Day	Purple	00:00 - 00:00	No	00:00 - 00:00	0	00:00	No	15

1. Select 'Day Shift' from the list

2. Click 'Select' button

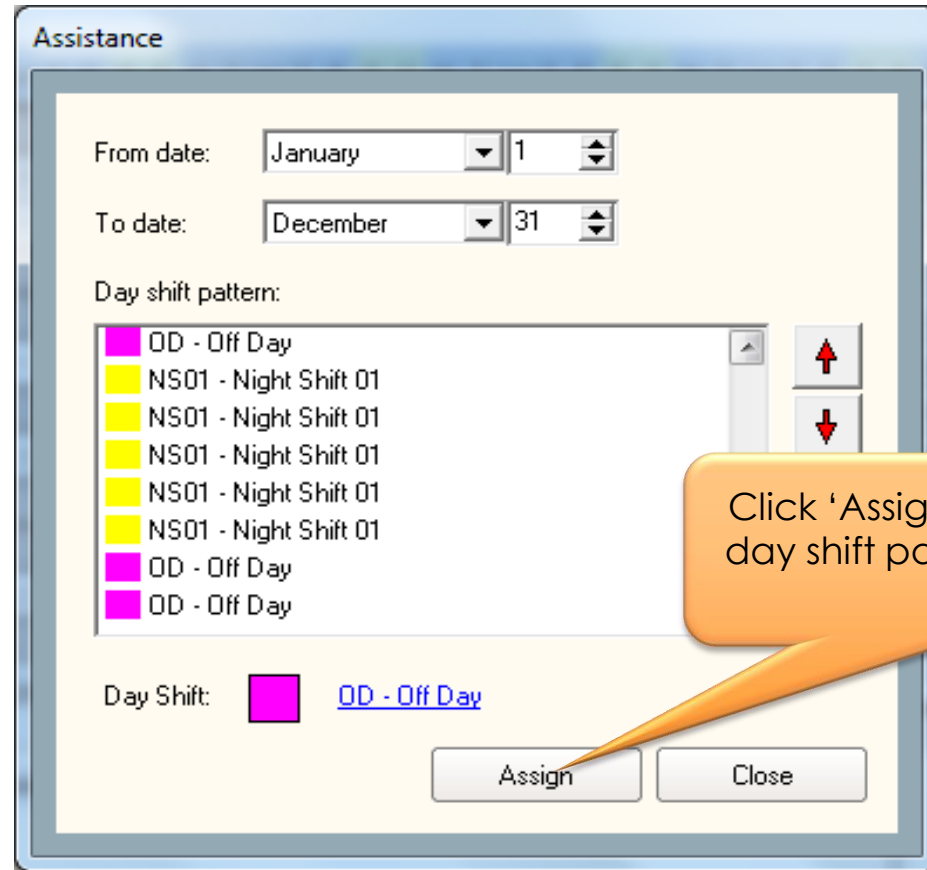
Total: 4





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





Shift Roster - Add

Name

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	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: 2016/12/03 - 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

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

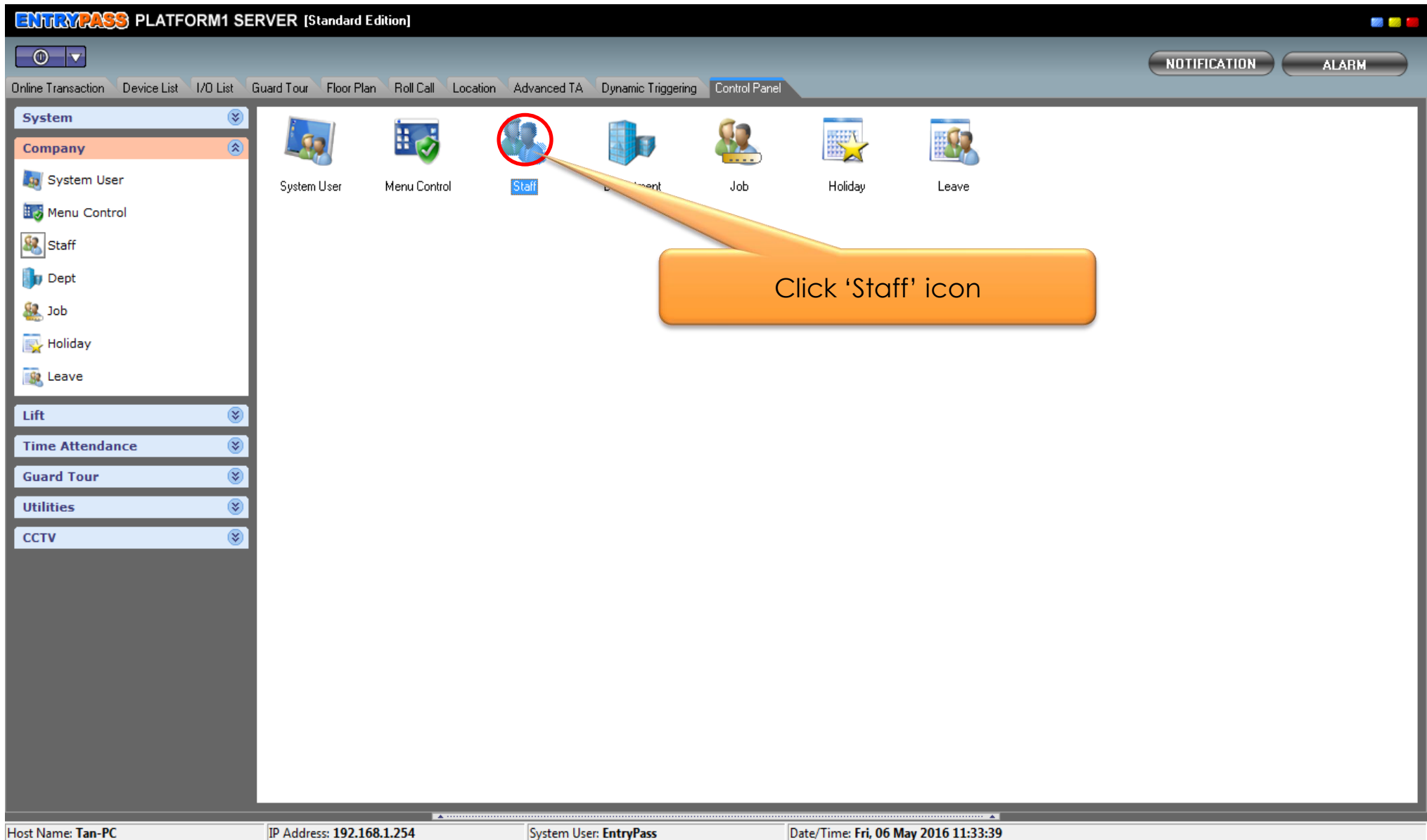
Total: 1

Notes: You can create unlimited shift schedule.



Assign Normal Shift or Roster Shift to Card Holder





Filter View

1. Select filter option and enter filter value

2. Click 'Filter' button

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, card which do not meet the filter will be shown in black color.

Staff No.	Name	Department	Job	Shift	Card 4	Card 5
T00001	TAN					

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

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

Filter View
Filter By: Staff No. [v]
Filter Value: T00001 [v] **Filter**

Classic View
This view show all staff. It will take a longer time to display.

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 [v]
Selection List [v]



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

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

Job

Shift Type Normal Roster

Shift

Resign Working Hour Working Hour

Date of Resign

Photo

No photo

Load Clear

(Best fit: 150 * 150)

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

Export staff's record

Accept Cancel

1. Select normal shift

2. Click 'Accept' button



Normal Shift

The screenshot shows the 'View Staff' application window. At the top, there is a menu bar with buttons: Add (F2), Edit (F4), Delete (F6), Refresh (F5), Print (F7), Find (F3), and Close. Below the menu bar, there are two view options: 'Filter View' and 'Classic View'. The 'Filter View' section includes a 'Filter By' dropdown menu set to 'Staff No.', a 'Filter Value' input field, and a 'Filter' button. The 'Classic View' section has a description: 'This view show all staff and will take longer time to display.' Below these sections is a note: '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.' Under the note are navigation buttons and the text 'Record 1 to 3 of 3'. The main area contains a table with the following data:

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]	

An orange callout box with the text 'Click 'Close' button' points to the 'Close' button in the menu bar. At the bottom of the window, there is a summary section: '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', and a 'Command Selection List' dropdown menu.



Roster 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

Job

Shift Type Normal Roster

Shift

Resign

Shift A	Shift A
---------	---------

Date of Resign

Photo

No photo

(Best fit: 150 * 150)

1. Select roster shift

2. Click 'Accept' button

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

Export staff's record



Roster Shift

The screenshot shows the 'View Staff' application window. At the top, there is a toolbar with buttons for 'Add (F2)', 'Edit (F4)', 'Delete (F6)', 'Refresh (F5)', 'Print (F7)', 'Find (F3)', and 'Close'. Below the toolbar, there are two view options: 'Filter View' and 'Classic View'. The 'Filter View' section includes a 'Filter By' dropdown set to 'Staff No.' and a 'Filter Value' dropdown set to 'T00001', with a 'Filter' button. The 'Classic View' section has a note: 'This view show all staff and will take a long time to display.' Below these sections is a note: '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.' Underneath the note are navigation icons and the text 'Record 1 to 3 of 3'. The main area contains a table with the following data:

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			Shift A	1013534812 (1) .more]				

At the bottom of the window, there is a summary section: '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', and a 'Command Selection List' dropdown.



Edit Personal Staff Roster



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

NOTIFICATION | ALARM

System

- Company
 - System User
 - Menu Control
 - Staff**
 - Dept
 - Job
 - Holiday
 - Leave
- Lift
- Time Attendance
- Guard Tour
- Utilities
- CCTV

System User | Menu Control | **Staff** | Department | Job | Holiday | Leave

Click 'Staff' icon

Posting (Auto) activated at 2016/05/06 16:02 (Status: Done at 2016/05/06 16:02) Hide

Host Name: Tan-PC | IP Address: 192.168.1.254 | System User: EntryPass | Date/Time: Fri, 06 May 2016 16:10:46



1. Select filter option and enter filter value

2. Click 'Filter' button

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.

Staff No.	Name	Department	Job	Shift	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



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 Shift A Shift 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 16:13

Export staff's record

Accept Cancel



Staff Roster

Name:

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	30					
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:

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

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

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



View Day Shift

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

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

1. Select 'Day Shift' from the list

2. Click 'Select' button

Total: 4



Staff Roster

Name:

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	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 Selections Clear All

Day Shift | Selection Style | Color Setting

Day Shift: [NS01 - Night Shift 01](#)

Set Ok Cancel

Click 'Set' button



Staff Roster

Name

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	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

Click 'Ok' button

Day Shift | Selection Style | Color Setting

Day Shift: [NS01 - Night Shift 01](#)



Staff - Edit

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

Staff No.

Name

IC No.

Gender Male Female

Date of Birth

Date of Join

Department

Job

Shift Type Normal Roster

Shift

Resign No

Date of Resign

Photo

No photo

*(Best fit: 150 * 150)*

Click 'Accept' button

Last Modified Date: 06/05/2016 16:13

Export staff's record



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, 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			Shift A	1013534812 (1) [more]				

Total Staff on screen: 1

Summary of Staff:

Command

Selection List



Holiday Setting



ENTRYPASS PLATFORM1 SERVER [Standard Edition]

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

NOTIFICATION | ALARM

System

- Company
 - System User
 - Menu Control
 - Staff
 - Dept
 - Job
 - Holiday**
 - Leave
- Lift
- Time Attendance
- Guard Tour
- Utilities
- CCTV

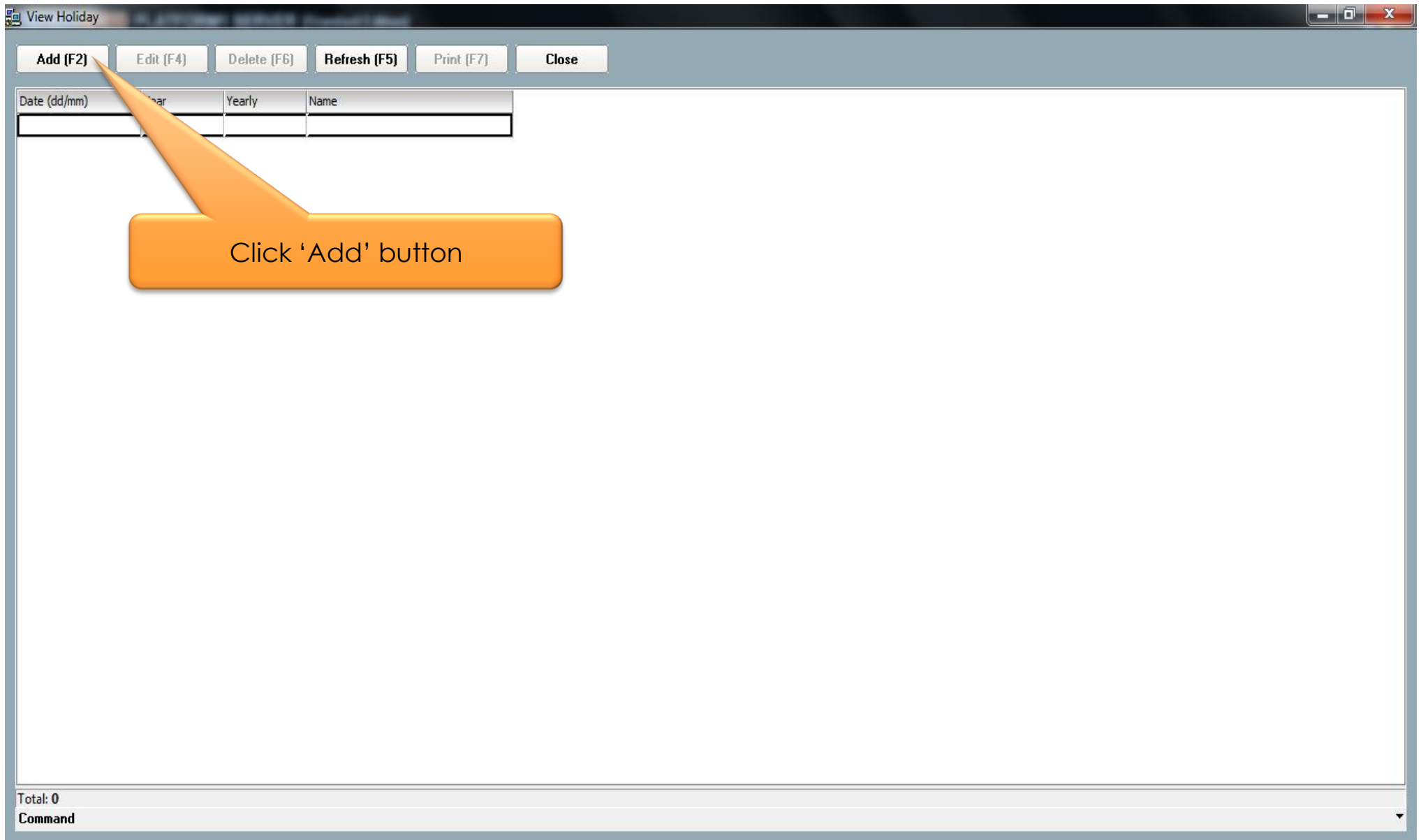
System User | Menu Control | Staff | Department | Job | **Holiday** | Leave

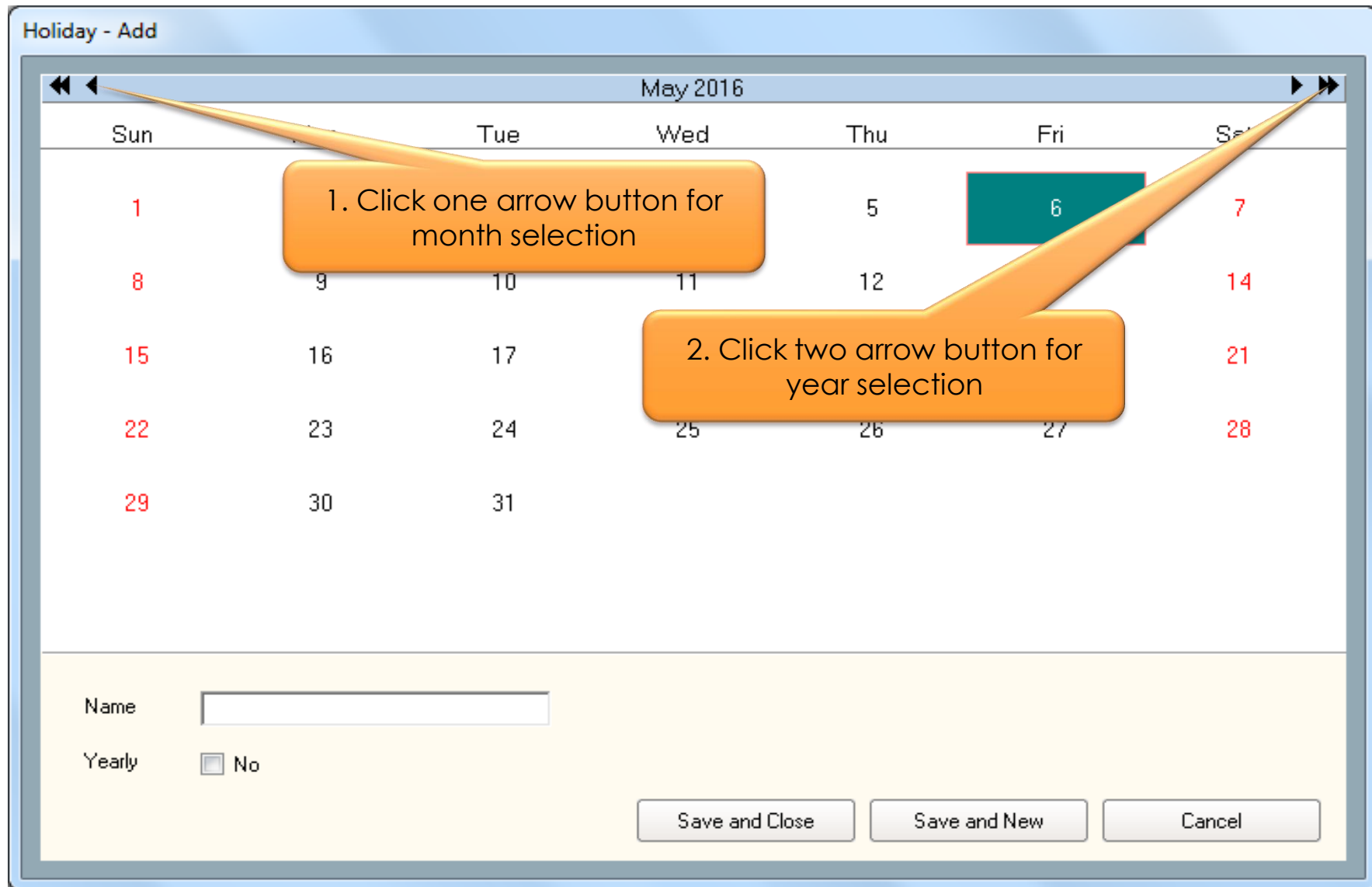
Click 'Holiday' icon

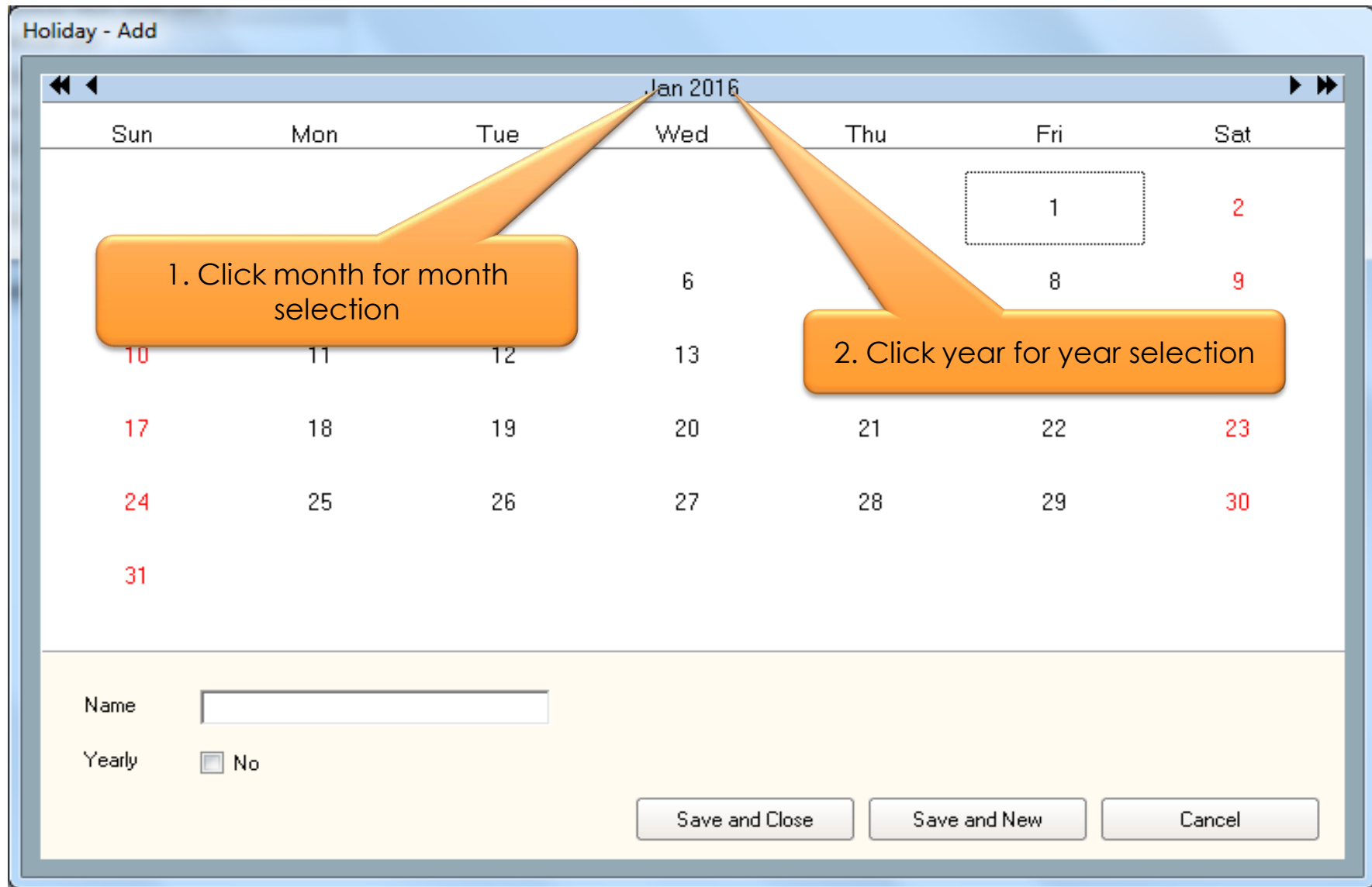
Posting (Auto) activated at 2016/05/06 11:38 (Status: Done at 2016/05/06 11:38) Hide

Host Name: Tan-PC | IP Address: 192.168.1.254 | System User: EntryPass | Date/Time: Fri, 06 May 2016 11:39:13









Holiday - Add

Jan 2016

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

1. Select holiday date

2. Enter holiday name

3. Tick the checkbox for yearly type holiday

4. Click 'Save and Close' button

Name:

Yearly: Yes

Save and Close Save and New Cancel



Date (dd/mm) ^	Year	Yearly	Name
01/01		Y	NEW YEAR
24/01	2016	N	THAIPUSAM
08/02	2016	N	CHINESE NEW YEAR DAY 1
09/02	2016	N	CHINESE NEW YEAR DAY 2
01/05		Y	LABOUR DAY
21/05	2016	N	WESAK DAY
06/07	2016	N	HARI RAYA DAY 1
07/07	2016	N	HARI RAYA DAY 2
31/08		Y	MALAYSIA NATIONAL DAY
12/09	2016	N	HARI HAJI
29/10	2016	N	DEEPAVALI
25/12		Y	CHRISTMAS

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



ENTRYPASS PLATFORM1 SERVER [Standard Edition]

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

System (dropdown)
Company (dropdown)
System User
Menu Control
Staff
Dept
Job
Holiday
Leave

Lift (dropdown)
Time Attendance (dropdown)
Guard Tour (dropdown)
Utilities (dropdown)
CCTV (dropdown)

System User | Menu Control | Staff | Department | Job | Holiday | **Leave**

Click 'Leave' icon

Posting (Auto) activated at 2016/05/06 11:38 (Status: Done at 2016/05/06 11:38) Hide

Host Name: Tan-PC | IP Address: 192.168.1.254 | System User: EntryPass | Date/Time: Fri, 06 May 2016 11:55:30



View Leave

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

Application Date	Staff	Name	Dept	Job	Shift	Leave From	Leave To	Reason

Click 'Add' button

Total: 0



1. Select application date

2. Click 'Undefined' option

Leave - Add

Application Date: Friday, 6 May, 2016

Staff No: Undefined

Name: [Empty text box]

Department: [Empty text box]

Job: [Empty text box]

Shift: [Empty text box]

From: Friday, 6 May, 2016

To: Friday, 6 May, 2016

Reason: Undefined

Buttons: Save and Close, Save and New, Cancel



The screenshot shows the 'View Staff' application window. At the top, there is a menu bar with buttons: Add (F2), Edit (F4), Delete (F6), Refresh (F5), Print (F7), Find (F3), Close, and Select. Below the menu bar, there are two view options: 'Filter View' (unselected) and 'Classic View' (selected). The 'Filter View' section has a 'Filter By' dropdown set to 'Staff No.' and a 'Filter' button. The 'Classic View' section has a note: 'This view show all staff and will take a long time to display.' Below this, there is a table with columns: Staff No., Name, Department, Job, Shift, Card 1, Card 2, Card 3, Card 4, and Card 5. The table contains three rows of staff data. The third row, for staff ID T00001 and name TAN, is highlighted in blue. Below the table, there is a summary section with fields for 'Total Staff on screen: 3', 'Summary of Staff', and various totals. At the bottom, there is a 'Command' section with a 'Selection List'.

1. Select 'Classic View'

2. Select staff

3. Click 'Select' button

Staff No.	Name	Department	Job	Shift	Card 1	Card 2	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]				

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



Leave - Add

Application Date: Friday, 6 May, 2016

Staff No: [T00001](#)

Name: TAN

Department: TECH

Job: TS

Shift: Working Hour

From: Wednesday, 18 May, 2016

To: Thursday, 19 May, 2016

Reason: [Undefined](#)

Save and Close Save and New Cancel

1. Select start date and end date of leave

2. Click 'Undefined' option



View Reason

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

Name /	Desc	Type
AnnualLv	Annual Leave	Annual Leave
ComplLv	Compassionate Leave	Annual Leave
HLLv	Hospital Leave	Medical Leave
MaternityLv	Maternity Leave	Annual Leave
MedicalLv	Medical Leave	Medical Leave

1. Select leave reason

2. Click 'Select' button

Total: 5



Leave - Add

Application Date: Friday, 6 May, 2016

Staff No: [T00001](#)

Name: TAN

Department: TECH

Job: TS

Shift: Working Hour

From: Wednesday, 18 May, 2016

To: Thursday, 19 May, 2016

Reason: [AnnualLy](#)

Buttons: Save and Close, Save and New, Cancel



View Leave

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

Application Date	Staff No	Name	Dept	Job	Shift	Leave From	Leave To	Reason
2016/05/06	T00001	TAN	TECH	TS	Working Hour	2016/05/06	2016/05/19	AnnualLv

Click 'Close' button

Total: 1



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.



ENTRYPASS PLATFORM1 SERVER [Standard Edition]

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

NOTIFICATION | ALARM

System | **Company** | **Lift** | **Time Attendance**

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

Guard Tour | **Utilities** | **CCTV**

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

Normal Shift | Schedule

Click 'Setting' icon

Posting (Auto) activated at 2016/05/06 11:38 (Status: Done at 2016/05/06 11:38) Hide

Host Name: Tan-PC | IP Address: 192.168.1.254 | System User: EntryPass | Date/Time: Fri, 06 May 2016 12:04:22



General

The screenshot shows the 'Time Attendance Setting' dialog box with the 'General' tab selected. The 'Time Attendance mode' is set to 'Standard'. The 'Posting' section has 'Include month processing when posting' checked and 'Process transactions from' set to 'In Reader only'. The 'Working Hour Calculation' section has 'Last Out Minus First In' selected. The 'Overtime' section has 'OT Alignment' set to 'None' and 'If day is holiday, please assign the OT to' set to 'OT 3.0'. Three callout boxes point to these settings: '1. Select input for posting of raw transaction' points to 'In Reader only', '2. Select working hour calculation method' points to 'Last Out Minus First In', and '3. Select 'OT Alignment' and holiday OT rate' points to the 'OT Alignment' dropdown and 'OT 3.0' radio button.

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



Range

Time Attendance Setting

Time Attendance mode Standard Advance

General **Range** Posting

Working Time

Offset

First In Offset minutes

Last Out Offset minutes

Grace Time

Early In minutes

Late In minutes

Early Out minutes

Late Out minutes

Offset

First Out Offset minutes

Last In Offset minutes

Grace Time

Early Out minutes

Late Out minutes

Note: Maximum minutes that you can set is 1439 i.e. 23:59 hours

Ok Cancel

1. Define capturing range for working hour

2. Define allowance range for working hour



Range

Time Attendance Setting

Time Attendance mode Standard Advance

General **Range**

Working Time

Offset

First In Offset 180 minutes

Last Out Offset 360 minutes

Grace Time

Early In 10 minutes

Late In 10 minutes

Early Out 10 minutes

Late Out 10 minutes

Break Time

Offset

First Out Offset 60 minutes

Last In Offset 60 minutes

Grace Time

Early Out 10 minutes

Late Out 10 minutes

Early In 10 minutes

Late In 10 minutes

Note: Maximum minutes that you can set is 1439 i.e. 23:59 hours

Ok Cancel

1. Define capturing range for break hour

2. Define allowance range for break hour



Posting

Time Attendance Setting

Time Attendance mode Standard Advance

General | Range | Posting

Posting

- Enable Auto Export
 - Time: Last Updated (yyyy/mm/dd):
- Never overwrite authorised record
- Include TA Clocking (Entry & Exit)
- Include Wrong Time Zone (Entry)
- Include Wrong Time Zone (Exit)
- Include Antipassback Violation (Entry)
- Include Antipassback Violation (Exit)

Purging

- Enable Auto Purging
 - Month(s) to keep (max 120 months)

3. Click 'Ok' button

Ok Cancel

1. To define auto posting time (only), to enable auto export, to enable or prevent authorize record been overwrite, to include invalid event types

2. To enable auto purging and how many months to keep



Manually Posting



ENTRYPASS PLATFORM1 SERVER [Standard Edition]

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

NOTIFICATION | ALARM

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

Setting | **Posting** | Reason | View | TA Report | Export | TA Activity | TA Management | Additional Shift | Day Shift
Normal Shift | Schedule

Click 'Posting' icon

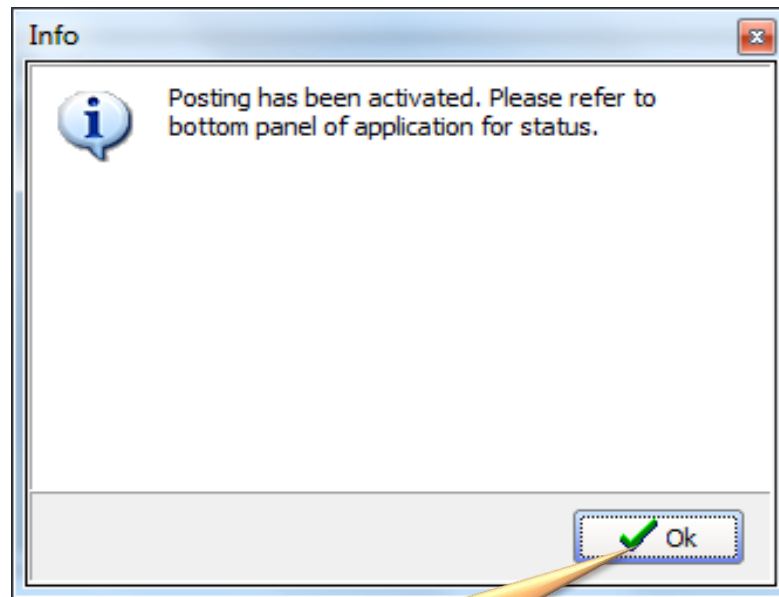
Posting (Auto) activated at 2016/05/06 12:07 (Status: Done at 2016/05/06 12:07) Hide

Host Name: Tan-PC | IP Address: 192.168.1.254 | System User: EntryPass | Date/Time: Fri, 06 May 2016 12:10:48



The image shows a software dialog box titled "Posting". Inside the dialog, there is a section labeled "Date" containing two dropdown menus: "From:" and "To:". Both dropdowns are currently set to "Thursday , 5 May , 2016". A red rectangular box highlights these two dropdown menus. An orange callout bubble with a pointer to the red box contains the text "1. Select start date and end date for posting". Below the "Date" section are two buttons: "Ok" and "Cancel". The "Ok" button is highlighted with a yellow border, and an orange callout bubble with a pointer to it contains the text "2. Click 'Ok' button".





Click 'Ok' button



ENTRYPASS PLATFORM1 SERVER [Standard Edition]

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

NOTIFICATION | ALARM

System | **Company** | **Lift** | **Time Attendance**

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

Guard Tour | **Utilities** | **CCTV**

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

Normal Shift | Schedule

Check here for posting progress

Posting (Manual) activated at 2016/05/06 12:12 (Status: Done at 2016/05/06 12:12) Hide

Host Name: Tan-PC | IP Address: 192.168.1.254 | System User: EntryPass | Date/Time: Fri, 06 May 2016 12:13:07



Reason Setting



ENTRYPASS PLATFORM1 SERVER [Standard Edition]

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

NOTIFICATION | ALARM

System | **Company** | **Lift** | **Time Attendance** | **Guard Tour** | **Utilities** | **CCTV**

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

Normal Shift | Schedule

Click 'Reason' icon

Posting (Manual) activated at 2016/05/06 12:12 (Status: Done at 2016/05/06 12:12) Hide

Host Name: Tan-PC | IP Address: 192.168.1.254 | System User: EntryPass | Date/Time: Fri, 06 May 2016 12:13:23



View Reason

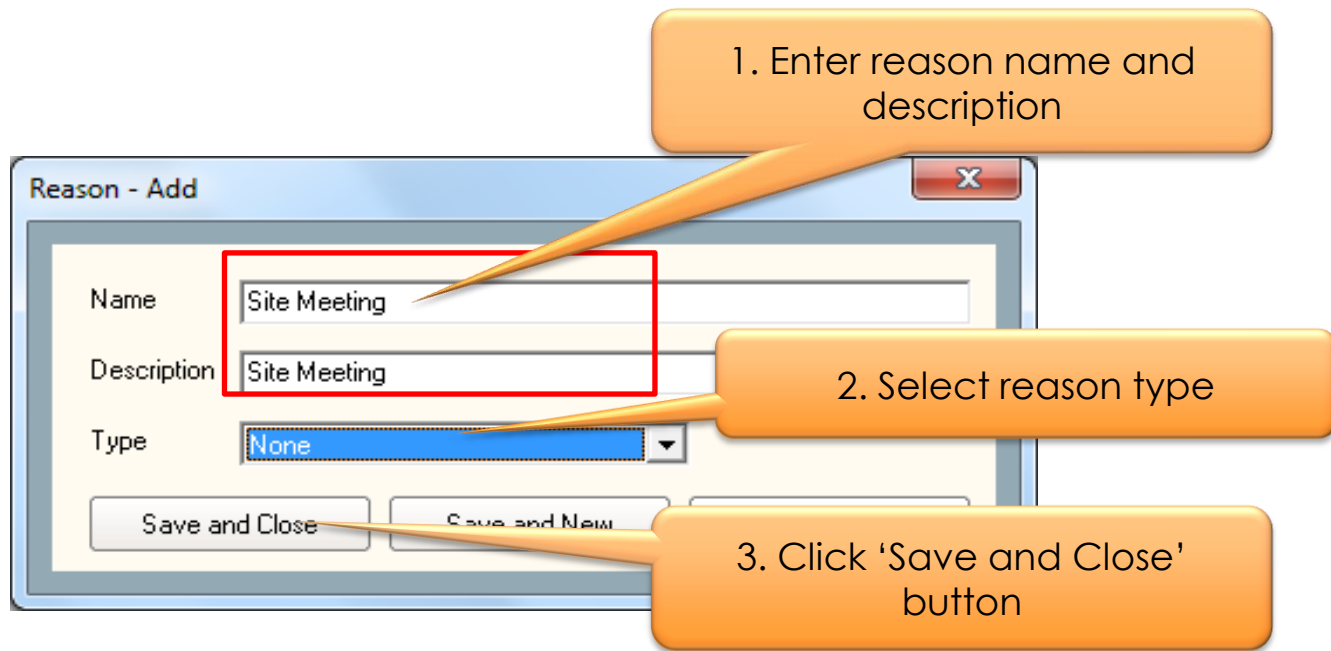
Add (F2) Edit (F4) Delete (F6) Refresh (F5) Print (F7) Close

Name ^	Description	Type
AnnualLv	Annual Leave	Annual Leave
ComplLv	Compassionate Leave	Annual Leave
HLLv	Hospital Leave	Annual Leave
MaternityLv	Maternity Leave	Annual Leave
MedicalLv	Medical Leave	Annual Leave

Click 'Add' button

Total: 5





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



View Reason

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

Name ^	Desc	Type
AnnualLv	Annual Leave	Annual Leave
ComplLv	Compassionate Leave	Annual Leave
HLLv	Hospital Leave	Medical Leave
MaternityLv	Maternity Leave	Annual Leave
MedicalLv	Medical Leave	Medical Leave
Site Meeting	Site Meeting	None

Click 'Close' button

Total: 6



View Time Attendance Records



ENTRYPASS PLATFORM1 SERVER [Standard Edition]

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

NOTIFICATION | ALARM

System | **Company** | **Lift** | **Time Attendance** | **Guard Tour** | **Utilities** | **CCTV**

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

Normal Shift | Schedule

Click 'View' icon

Posting (Manual) activated at 2016/05/06 12:12 (Status: Done at 2016/05/06 12:12) Hide

Host Name: Tan-PC | IP Address: 192.168.1.254 | System User: EntryPass | Date/Time: Fri, 06 May 2016 12:18:34



View Time Attendance

Post Report Clear Authorize Refresh Close

Record 1 to 1 of 3

Date	Staff No	Name	Dept	Job	Shift	Work Hour	OT
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

More

Double click this bar to extract the hidden menu

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 Attendance

Post Report Clear Authorize Refresh Close

Record 1 to 1 of 3

Date	Staff No	Name	Dept	Job	Shift	Work Hour	OT
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

1. Click 'Filter' tab

More

Attendance Data Break Data Extra Data **Filter** Sort

Filter

From: Thursday, May 05, 2016 to Friday, 06 May 2016

By Event: Late In All

By Staff: All

By Dept: All

By Job: All

By Shift: All

Apply

2. Select start date and end date to view the records

3. Click 'Apply' button



View Time Attendance

Post Report Clear Authorize Refresh Close

Record 1 to 6 of 6

Date	Staff No	Name	Dept	Job	Shift	Work Hour	OT
2016/05/05	H00001	HING	TECH	TS	Working Hour	10:01	01:46
2016/05/05	H00002	HAZIM	TECH	TS	Working Hour	10:01	01:46
2016/05/05	T00001	TAN	TECH	TS	Working Hour	10:01	01:46
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

Select and double click the record that you want to modify

More

Attendance Data Break Data Extra Data Filter Sort

Filter

From: Thursday, May 05, 2016 to Friday, 6 May, 2016

By Event: Late In All

By Staff: All

By Dept: All

By Job: All

By Shift: All

Apply



Authorize

Record of staff to be authorized

Date: 2016/05/05

Staff No.: T00001

Name: TAN

Authorize Normal Attendance

Attendance | Break

In

Has In

Date In: Thursday , 5 May , 2016

Time In: 8 20

Out

Has Out

Date Out: Thursday , 5 May , 2016

Time Out: 19 21

Reason: [None] (None)

Remarks:

Authorize Cancel

Modify time in and time out
(by authorize personal)



Authorize

Record of staff to be authorized

Date: 2016/05/05
Staff No.: T00001
Name: TAN

Authorize Normal Attendance

Attendance

In

Has In
Date In: Thursday , 5 May , 2016
Time In: 08 : 20

Out

Has Out
Date Out: Thursday , 5 May , 2016
Time Out: 19 : 21

Reason: Site Meeting Site Meeting
Remarks.: KL site meeting

Authorize Cancel

1. Select reason and enter remarks for record purposes

2. Click 'Authorize' button



View Time Attendance

Post Report Clear Authorize Refresh Close

Record 1 to 6 of 6

Date	Staff No	Name	Dept	Job	Shift	Work Hour	OT
2016/05/05	H00001	HING	TECH	TS	Working Hour	10:01	01:46
2016/05/05	H00002	HAZIM	TECH	TS	Working Hour	10:01	
2016/05/05	T00001	TAN	TECH	TS	Working Hour	10:01	
2016/05/06	H00001	HING	TECH	TS	Working Hour	10:01	
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

Click 'Close' button

More

Attendance Data Break Data Extra Data Filter Sort

Filter

From: Thursday , May 05, 2016 to Friday , 6 May , 2016

By Event: Late In All

By Staff: All

By Dept: All

By Job: All

By Shift: All

Apply



Time Attendance Report



ENTRYPASS PLATFORM1 SERVER [Standard Edition]

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

NOTIFICATION | ALARM

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

Setting | Posting | Reason | View | **TA Report** | | TA Activity | TA Management | Additional Shift | Day Shift
Normal Shift | Schedule

Click 'TA Report' icon

Posting (Manual) activated at 2016/05/06 19:23 (Status: Done at 2016/05/06 19:23) Hide

Host Name: Tan-PC | IP Address: 192.168.1.254 | System User: EntryPass | Date/Time: Fri, 06 May 2016 19:32:16



The image shows a 'Report' dialog box with the following sections and callouts:

- Report Type:** A dropdown menu set to 'General', highlighted by a red box and callout 1.
- Date Range:** 'From' and 'To' dropdowns both set to 'Friday, 6 May, 2016', highlighted by a red box and callout 2.
- Options:** Fields for Staff, Dept, Job, Shift, Day Shift, and Sort (set to 'Staff No.'). Checkboxes for 'All', 'Page Break', and 'Early In' are visible.
- More Options:** A grid of checkboxes for 'Early In', 'Early Out', 'Late In', 'Late Out', 'Break Early In', 'Break Early Out', 'Break Late In', 'Break Late Out', 'Absent', 'Incomplete', 'Overtime', and 'Not Working'.
- Buttons:** 'Generate' and 'Cancel' buttons at the bottom, with callout 3 pointing to 'Generate'.



General Report

Report Preview : Time Attendance Report

Close Export to PDF

Entrypass Corporation Sdn Bhd Platform1 Server 3.13.16.02
 Time Attendance Report - General
 From: 2016/05/05 To: 2016/05/06

Attendance Flag :- (EI-Early In, EO-Early Out, LI-Late In, LO-Late Out, BEI-Break Early In, BLI-Break Late In, BEO-Break Early Out, BLO-Break Late Out, Ab-Absent, OT-OverTime, NW-Off Day, IC-InComplete, MC-Medical Lv, LV-OnLeave, PIC-Pairing InComplete)

Date	Staff#	Name	Shift	Job	Record		Break		Work		Attendance Flag														
					In	Out	Out	In	Hour	OT	EI	LI	EO	LO	BEI	BLI	BEO	BLO	AB	OT	NW	IC	MC	LV	
Department: TECH																									
2016/05/05	H00001	HING	Working Hour	TS	08:20	19:21			10:01	01:46	X			X											X
2016/05/06	H00001	HING	Working Hour	TS	08:21	19:22			10:01	01:46	X			X											X
2016/05/05	H00002	HAZIM	Working Hour	TS	08:20	19:21			10:01	01:46	X			X											X
2016/05/06	H00002	HAZIM	Working Hour	TS	08:21	19:22			10:01	01:46	X			X											X
2016/05/05	T00001	TAN	Working Hour	TS	08:20	19:21			10:01	01:46	X			X											X
2016/05/06	T00001	TAN	Working Hour	TS	08:21	19:22			10:01	01:46	X			X											X

Page 1 of 1 Time Attendance Report



Time Card Report

Report Preview : Time Attendance Report

Platform1 Server 3.13.16.02

Entrypass Corporation Sdn Bhd
 Time Attendance Report - Time Card
 From: 2016/05/05 To: 2016/05/06

Staff#: H00001 Name: HING
 Shift: Working Hour Job Title: TS Department: TECH

Date	Record		Break In	EI	EO	BEI	BEO	IC	OT	DW	MC	Total (Hours)				Over Time			OT Hour	Work Hour	Diff Hour				
	In	Out										LI	LO	BLO	AB	NW	LV	EI				LI	EO	LO	BEI
05 THU	08:20	19:21		X	X				X	X		00:40	00:00	00:00	01:22	00:00	00:00	00:00	00:00	01:46	00:00	00:00	01:46	10:01	+02:02
06 FRI	08:21	19:22		X	X				X	X		00:39	00:00	00:00	01:23	00:00	00:00	00:00	00:00	01:46	00:00	00:00	01:46	10:01	+02:02
Summary 2 day(s)				2	0	0	2	0	0	0	0	001:19	000:00	000:00	002:45	000:00	000:00	000:00	000:00	003:32	000:00	000:00	003:32	020:02	+04:04

(EI-Early In, EO-Early Out, LI-Late In, BEI-Break Early In, BEO-Break Early Out, BLO-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, OT-

Page 1 of 3 Time Attendance Report



Early In Report

Report Preview : Time Attendance Report

Close Export to PDF

Entrypass Corporation Sdn Bhd
 Time Attendance Report - Early In
 From: 2016/05/05 To: 2016/05/06

[Platform1 Server 3.13.16.02](#)

* - Holiday Indication

Date	Day	Staff#	Name	Job Title	Department	Shift	Defined		Record		Work	
							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



Late Out Report

Report Preview : Time Attendance Report

Platform1 Server 3.13.16.02

Entrypass Corporation Sdn Bhd
 Time Attendance Report - Late Out
 From: 2016/05/05 To: 2016/05/06

* - Holiday Indication

Date	Day	Staff#	Name	Job Title	Department	Shift	Defined		Record		Work	
							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



Overtime Report

Report Preview : Time Attendance Report

Close Export to PDF

Entrypass Corporation Sdn Bhd
 Time Attendance Report - Overtime
 From: 2016/05/05 To: 2016/05/06

[Platform1 Server 3.13.16.02](#)

* - Holiday Indication

Date	Day	Staff#	Name	Job Title	Department	Shift	Defined		Record		Work	
							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



Export PDF Report

Report Preview : Time Attendance Report

Entrypass Corporation Sdn Bhd
Time Attendance Report - General
From: 2016/05/05 To: 2016/05/06

Platform 1 Server 3.13.16.02

Attendance Flag :- (E-Early In, EO-Early Out, LI-Late In, LO-Late Out, BE-Break Early In, BLI-Break Late In, BEO-Break Early Out, BLO-Break Late Out, Ab-Absent, O
NW-Off Day, IC-InComplete, MC-Medical Lv, LV-OnLeave, PIC-Raising InComplete)

Date	Staff#	Name	Shift	Job	In	Out	Out	In	Break	Work	Hour	OT	ET	LT	EO	LO	BE	B
Department: TECH																		
2016/05/05	H00001	HING																
2016/05/06	H00001	HING																
2016/05/05	H00002	HAZIM																
2016/05/06	H00002	HAZIM																
2016/05/05	T00001	TA IN																
2016/05/06	T00001	TA IN																

Printed Date : Tue 2016/05/10 11:56:38 AM

Page No : 1

Page 1 of 1

Time Attendance Report

Export To PDF File

Export Path: C:\Users\UserManual\Desktop\Export TA

PDF File Name: General Report

Export To PDF Cancel

1. Click 'Export to PDF' button

2. Select export path and enter file name

3. Click 'Export to PDF' button



Export Time Attendance Data



ENTRYPASS PLATFORM1 SERVER [Standard Edition]

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

NOTIFICATION | ALARM

System | **Company** | **Lift** | **Time Attendance** | **Guard Tour** | **Utilities** | **CCTV**

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

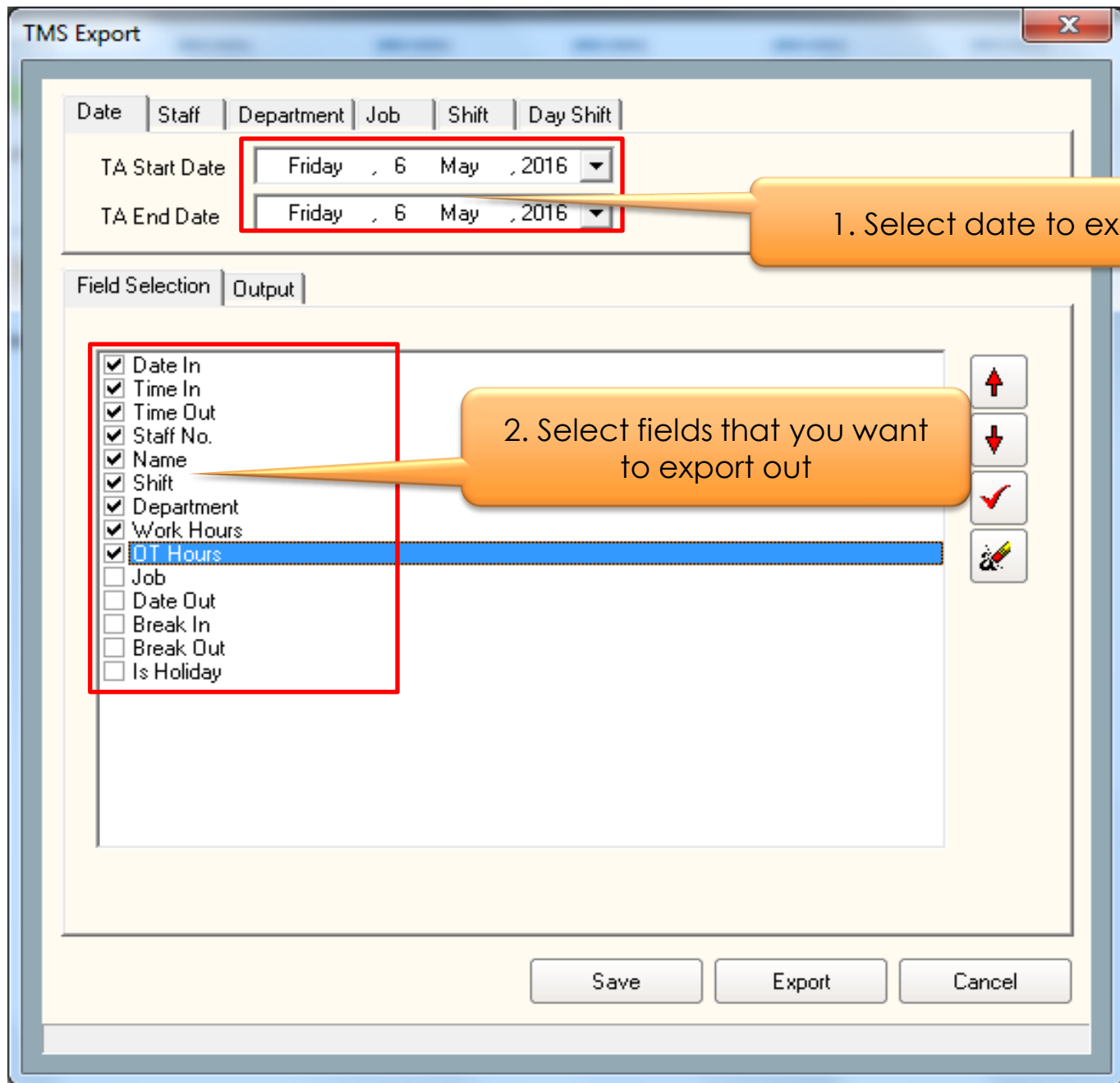
Normal Shift | Schedule

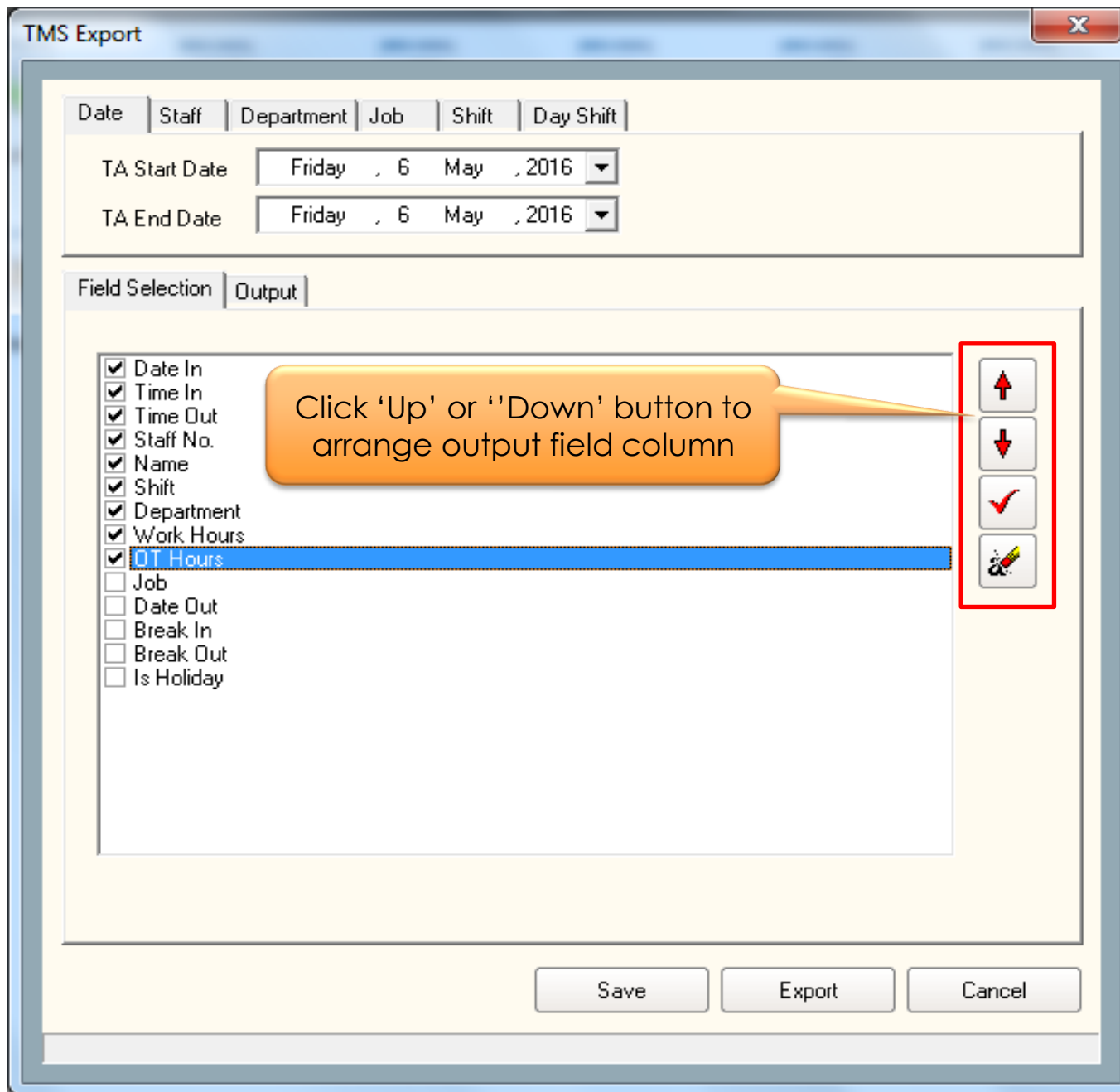
Click 'Export' icon

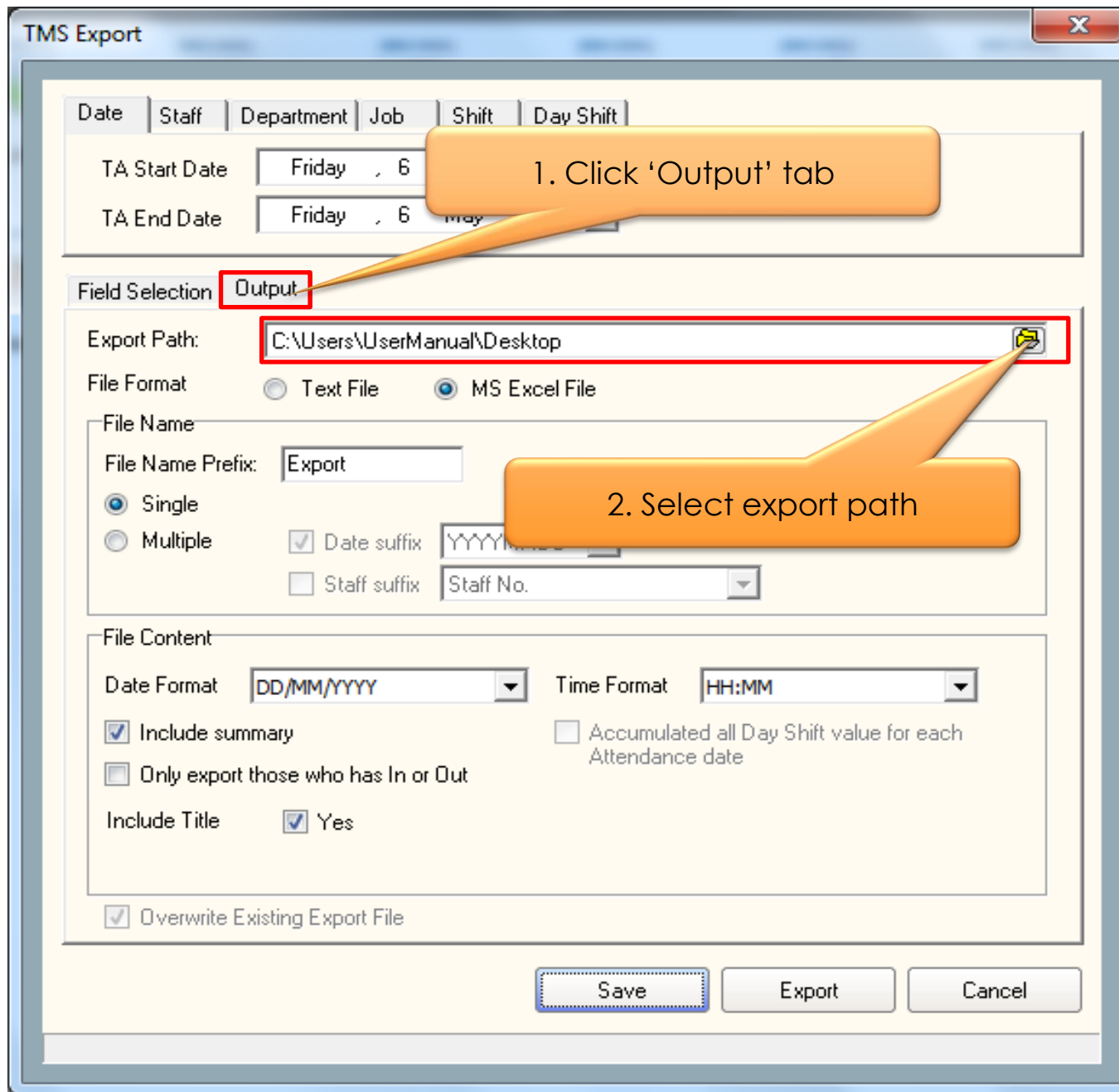
Posting (Manual) activated at 2016/05/06 19:34 (Status: Done at 2016/05/06 19:34) Hide

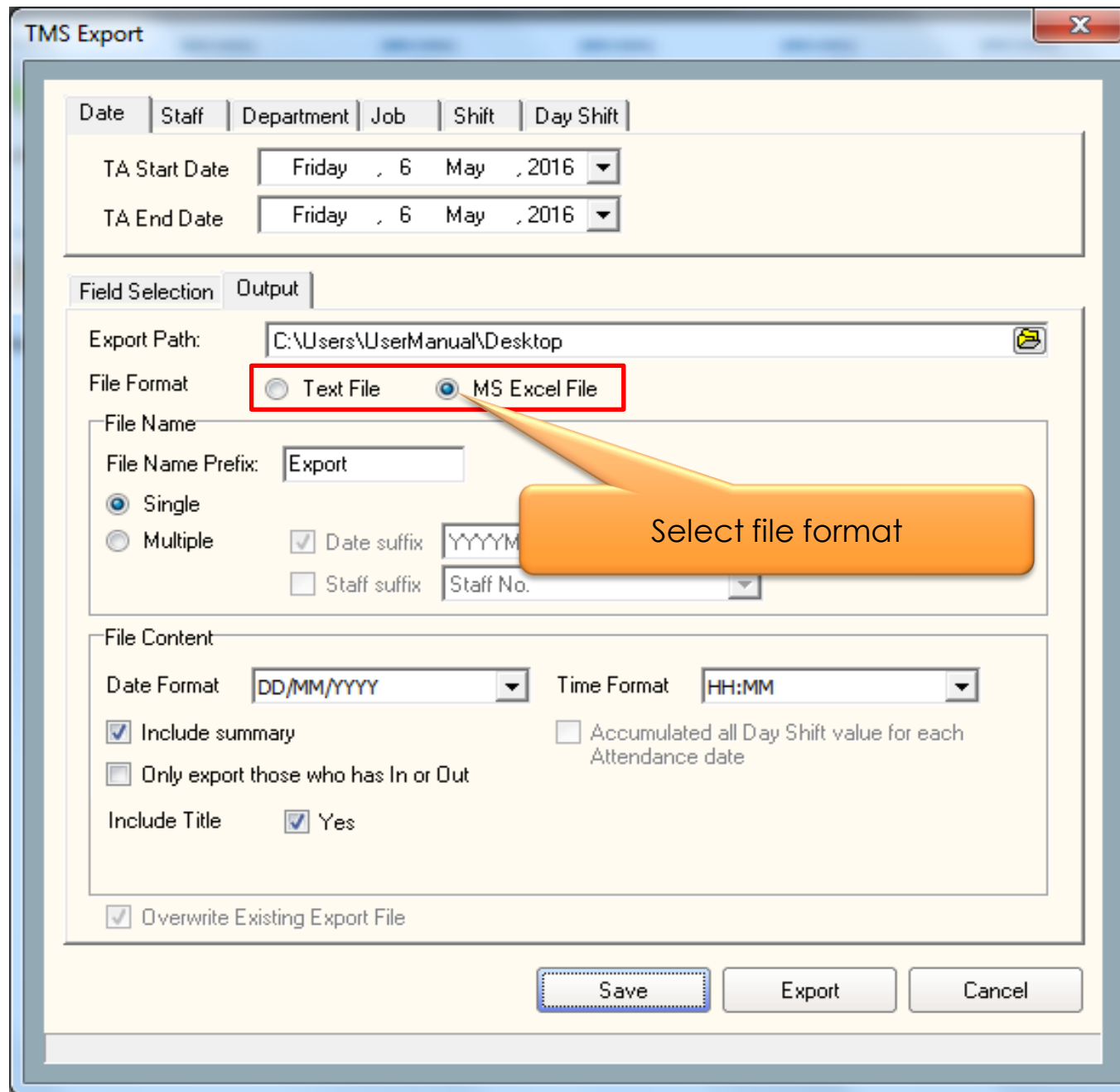
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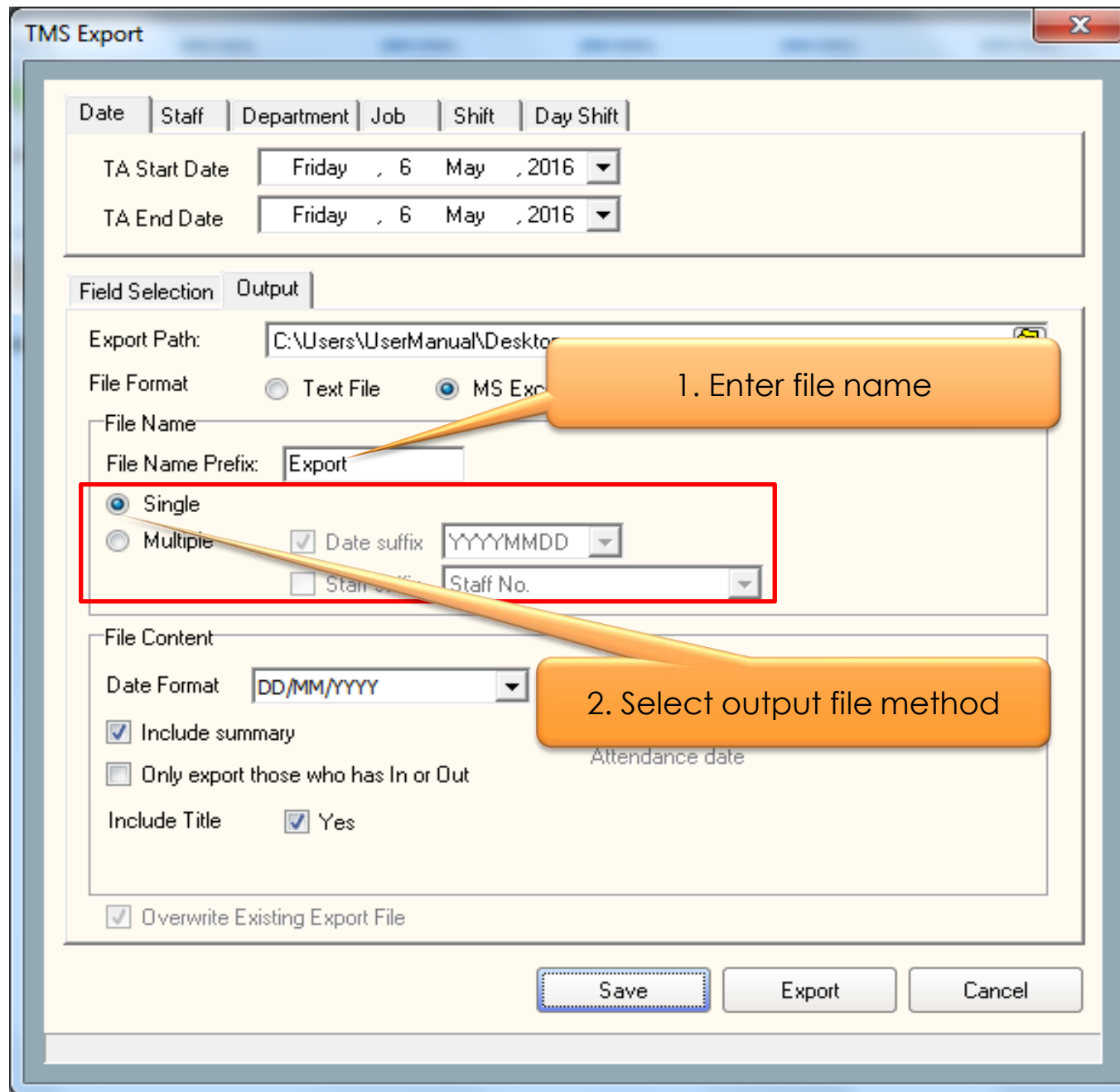


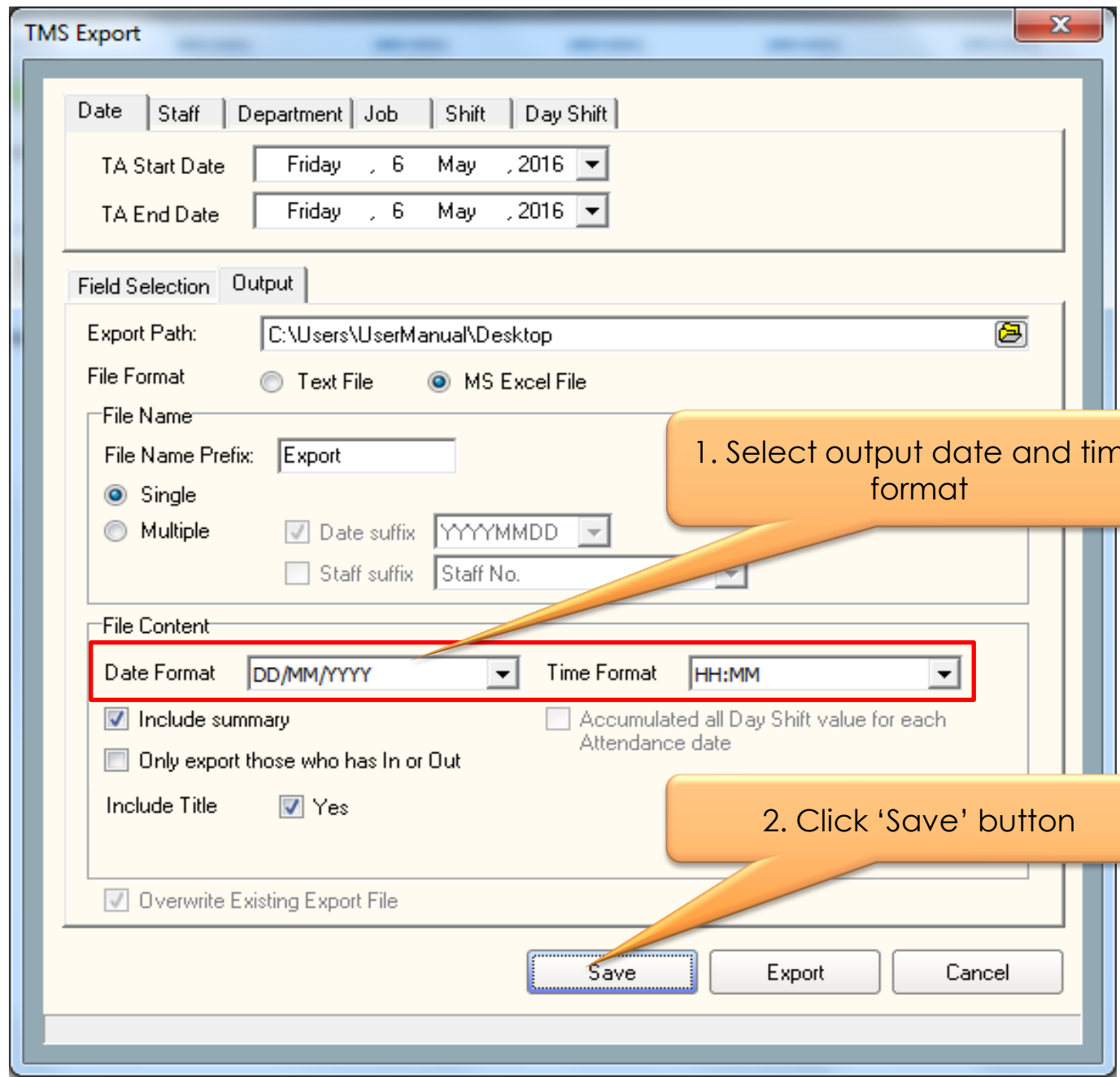












THANK YOU

