

## Attendance Sheet

**Attendance Sheets [ 1 ]**

Date		User ID
No.	User ID	Name
1	1	Will Gates
2	2	Tony Stone
3	3	Felicia Dickson
4	4	Gilbert Kazt
5	5	Sheena Jazz

Show Tardiness:-

 Late-In  
 Early-Out  
 Extended Break  
 Miss Punch

Overtime  
 Work/OT Totals  
 On Leave  
 Absent

Drag\_drop clocking

Select Schedule:-  Select Department:-

Date	Weekday	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Total Hr	Total OT	Short	Leave Taken
01/02/2009	Sunday	RESTDAY	1													
02/02/2009	Monday	WORKDAY	1	08:59	12:34	13:15	19:51			8.00	1.51		-	-	-	
03/02/2009	Tuesday	WORKDAY	1	09:02	12:15	13:40	19:04			7.33	1.04	0.27	-	-	-	
04/02/2009	Wednesday	WORKDAY	1	08:35	12:24	13:23	18:22			7.54		0.06	-	-	-	
05/02/2009	Thursday	WORKDAY	1	08:58	12:35	13:23	19:33			8.00	1.33		-	-	-	
06/02/2009	Friday	WORKDAY	1	08:54	12:33	13:30	17:54			7.54		0.06	-	-	-	
07/02/2009	Saturday	RESTDAY	1										40.00	3.49		

Total

Download
To History
Edit
Multi-Shifts
Generate
Export
Cancel

## User Management Screen

**User Management**

List of fingerprint templates stored in PC database for the each users, indicating no. of fingerprints and password.

Click the buttons below to download users from terminal, update users to terminal, delete users from terminal, etc.

No.	User ID	Name
1	1	Elise Johnson
2	2	Tony Stone
3	3	Felicia Dickson
4	4	Gilbert Kazt
5	5	Sheena Jazz

**Update Users to Terminal**

Use this function to update all or selected user(s) data from PC to selected terminal. You can either choose to update fingerprints, username + privilege + password, or both data set.

Tick checker below to select the data terminal:-

Select	ID	Group	Description	Status
<input checked="" type="checkbox"/>	1		IN terminal	
<input checked="" type="checkbox"/>	2		OUT terminal	

Select Terminal Group

Okay Cancel

Select Terminal ID

Cancel

Card ID  
 Username + Privilege + Password

Enroll User
Download User
Update User
Delete User (Terminal)
Delete User (PC)
Save User
Close

## Clocking Schedule

**Clocking Schedule**

Specify the clocking schedules and its settings as indicated below. Fixed clocking schedule is not applicable to flexi-work schedule.

Clocking | Range | Settings | Schedule  Description

Allow a grace period in minutes for late-in ...

Allow a grace period in minutes for early-out ...

Minimum minutes must worked to qualify for overtime ...

Maximum no. of hours allowed to claim for overtime ...

Work hours is either round-up or round-down (-ve) in minutes of ...

Overtime hours is either round-up or round-down (-ve) in minutes of ...

Lunch/Dinner time duration for flexi-lunch/flexi-dinner range in minutes ...  /

Do you want to exclude the lunch/dinner hour from working hour ? ...  Yes /  No

Do you want to provide overtime for work before in time (earlytime) ? ...  Yes

## Staff Extended Leave

**Staff Extended Leave**

Use the table below to enter the extended leave taken by an individual staff during certain period. These leave records will be automatically be included in the current attendance sheet to reflect the leave taken. And it will be excluded from the attendance sheet if you remove the leave record from the table.

User ID	Name	Leave Taken	From	To
1	Elise Johnson	SICK	27/02/2009	27/02/2009


To add a new record, press the down-arrow key when it is at the bottom of the list.  
To remove a record, just erase the user id.

## Enroll User Screen

No.	User ID	Name	Emp No.	Department	Section	Group	Rate/Hr	Suspend
1	1	Elise Johnson	AD1582	Administration	Local	1		<input type="checkbox"/>
2	2	Tony Stone	ENG5584	Engineering	Oversea	1		<input type="checkbox"/>
3	3	Felicia Dickson	IT7568	Information Technology	Oversea	8		<input type="checkbox"/>
4	4	Gilbert Kazt	PD5933	Production	Team A	8		<input type="checkbox"/>
5	5	Sheena Jazz	Q1895	QA & QC	Team B	8		<input type="checkbox"/>

**FingerTec**

 <b>1</b>	<table style="width: 100%;"> <tr><td style="border-bottom: 1px solid gray;">Elise Johnson</td><td style="border-bottom: 1px solid gray;">A7396854SS857</td></tr> <tr><td style="font-size: small;">Name</td><td style="font-size: small;">Social Security No.</td></tr> <tr><td style="border-bottom: 1px solid gray;">Administration</td><td style="border-bottom: 1px solid gray;">CNS589361258</td></tr> <tr><td style="font-size: small;">Department</td><td style="font-size: small;">ID No.</td></tr> <tr><td style="border-bottom: 1px solid gray;">Local</td><td style="border-bottom: 1px solid gray;">60122081118</td></tr> <tr><td style="font-size: small;">Section</td><td style="font-size: small;">Phone No.</td></tr> <tr><td style="border-bottom: 1px solid gray;">01/02/2009</td><td style="border-bottom: 1px solid gray;">elise@fingertec.com</td></tr> <tr><td style="font-size: small;">Issued</td><td style="font-size: small;">Email</td></tr> <tr><td style="border-bottom: 1px solid gray;">/ /</td><td style="border-bottom: 1px solid gray;">20/12/2009</td></tr> <tr><td style="font-size: small;">Expired</td><td style="font-size: small;">Vacation</td></tr> <tr><td></td><td style="border-bottom: 1px solid gray;">31/12/2009</td></tr> <tr><td></td><td style="font-size: small;">Until</td></tr> </table>	Elise Johnson	A7396854SS857	Name	Social Security No.	Administration	CNS589361258	Department	ID No.	Local	60122081118	Section	Phone No.	01/02/2009	elise@fingertec.com	Issued	Email	/ /	20/12/2009	Expired	Vacation		31/12/2009		Until	<table style="width: 100%;"> <tr><td style="border-bottom: 1px solid gray;">No 6, 8 &amp; 10, Jalan BK 3/2, Bandar Kinrara 3, 47100 Puchong Selangor</td></tr> <tr><td style="font-size: small;">Address</td></tr> </table>	No 6, 8 & 10, Jalan BK 3/2, Bandar Kinrara 3, 47100 Puchong Selangor	Address	<input type="button" value="↑"/> <input type="button" value="↓"/> <input type="button" value="🗑️"/>
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## Print Reports Screen

**Fingerprint Terminal**

The following terminal control functions are available:

- Setup FingerTec terminals
- User management**
- User access codes
- Terminal users control
- Terminal last update status
- Configure access zones
- Set terminal date and time
- Set automatic download interval
- Download data from terminal
- Clear all data in terminal
- Terminal data audit list

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- Monitor terminal activities
- USB flash disk management
- Instant message display
- FRIS database server management

Use this setting to download enrolled users from reader into local database, and to distribute stored users to other reader.