

IDTECK TIMEPRO

SOFTWARE USER MANUAL

ManualRevisionInformation

RevisionNumber	Date	Description
Rev-20140630	February 05, 2009	Initial Manual
Rev-20140708	July 8, 2014	Add Multi selection on batch transmit by device Add mealtime and breaktime setting

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1. INTRODUCTION AND INSTALLATION

This chapter explains the main functions and installation environments of IDTECK STANDARD TIMEPRO. Several steps to be taken before the using e.g. Database installation, and IDTECK STANDARD TIMEPRO installation.

1.1 IDTECK STANDARD TIMEPRO

1.1.1 IDTECK STANDARD TIMEPRO MAIN FUNCTIONS

This chapter explains main functions and installation environment of the program

- Main Function

IDTECK STANDARD TIMEPRO connects the controller and PC via Serial and TCP/IP communication to send and receive data. It performs several tasks based on data received. The device and program are mutually connected to provide higher security level through access control. It can also perform variety of additional functions.

- 1) Multi Site Support

- Multi Site Support can be operated by connecting to several sites at once or to a specific site after installing IDTECK Communication Server on each site. Also when several controllers are installed on a single site disperse/discrete servers in order to increase the performance and lower the load. In this case user can send and receive data concurrently using multi site support while connected to several sites.

- 2) Multi Language Support

- Multi Language Support provides multilingual service based on Unicode. Two main languages set as default (Korean, English) in addition, 10 other languages are supported. Using a separate multi language definition program, the user can convert English characters into their own language.

- 3) Card Holder Management and Multi ID Management Support

- Card Holder Management function saves numerous user information, additionally images of person and car can be saved. Multi ID Management makes it able to issue multiple ID according to uses.

- 4) Map Function

- Map (floor plan) can be arranged using entire building and floor as basis of corresponding floor. User can locate door, reader and input/output and depending on user options, graphic map will be shown automatically on the map at the occurrence of an event. Also various figures and images illustrated on map provide finer visibility.

- 5) Alarm Event Acknowledgement

- Alarm Event Acknowledgement should be used when an event occurs, the manager can input detail of information to acknowledge the alarm. All alarm events must be acknowledged by the manager to have the alarm event cancelled. The acknowledged result is stored in database for later retrieval as a report.
- 6) Alarm Event Type Color Indication
- Color differentiated alarm event type gives easy monitoring view in one screen.
- 7) Selection of Access Control Report
- Selections of Access Control Report can be issued by User Information Report, User/Visitor Alarm Status Report, Visitor Access Status Report, User by Door Report, Accessible User Report, User/Visitor Event Status Report and Etc.
- 8) Selection of Export and Convert Function
- All query/output of controller is supported with Export and Convert function. Export function is carried by Text or Excel file type. This is serviceable when synchronize the IDTECK STANDARD TIMEPRO with other programs and transmitting data. Convert function converts all reports into TEXT, PDF, RTF, XLS, HTML, and TIF. This is serviceable when sending reports via e-mail.
- 9) Selection of Options
- Varieties of Option are available to fulfil various circumstances and preferences. User can select different monitoring types by events, various color indication is provided, option for saving database, customized alarm Sounds and changing or adding font types and icons.
- 10) Setting Wizard Function
- Setting Wizard Function supports the convenience of beginner user. Retrieving the initial setting for each phase is supported by Setting Wizard. Easy and convenient setting of Initial setting by using Controller Auto-Browsing function.
- 11) Ample Balloon Tool Tip
- All screen is provided with Balloon Tool Tip for each insert/select items and provides user of details.
- 12) Integrated Monitoring capable of customization
- User can separate or integrate monitoring types upto one's preference. Also screen layout is customized for user preference. Alarm and warning information can be customized. In case of using multi-monitors, screen layout can be arranged.
- 13) Robust User History Management

- User History Management is supported for several actions, e.g. log on/out information, modification on system information, and change on database information (addition, modification or deletion). User history can be issued by report in occurrence of problem.

14) Distributed Processing Structure

- Separate installation of IDTECK STANDARD TIMEPRO (Main Access Control Program), STARWATCHCommunicationServer and Database server are supported. When Distributed Processing Structure is adopted, each server became exclusive hence provide reliable management.

15) Mass Storage Database Support

- Microsoft SQL 2005 Database is supported.

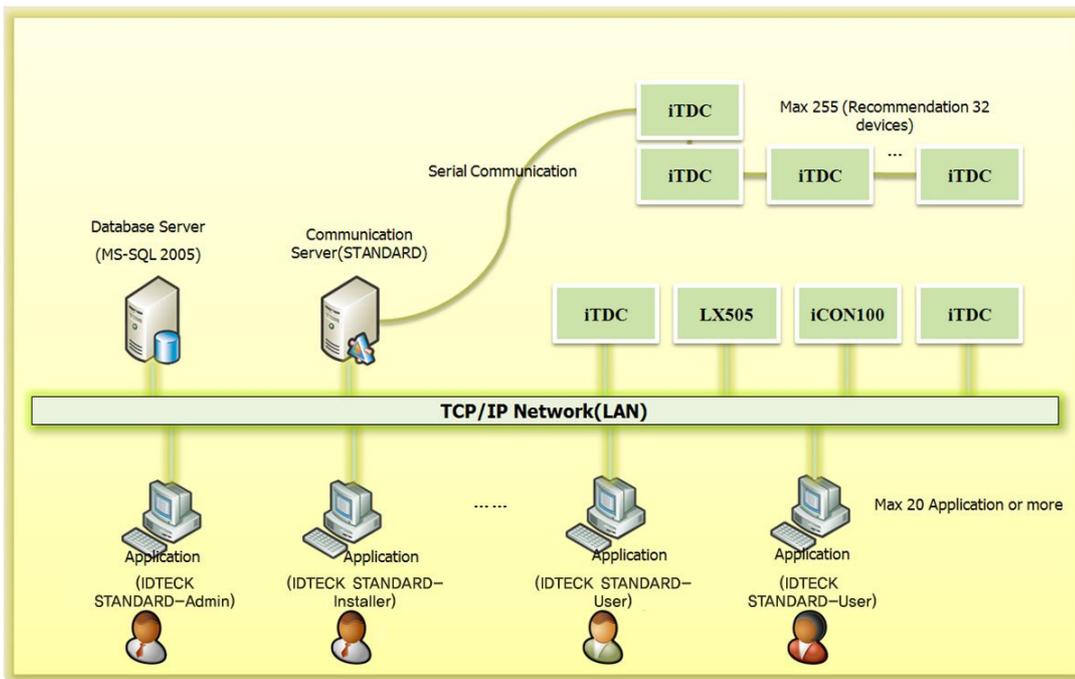
16) The Latest UI Support

- Standard Window Interface and the latest UI are adopted hence IDTECK STANDARD TIMEPRO provides perceptive and unified interface.

● System Layout

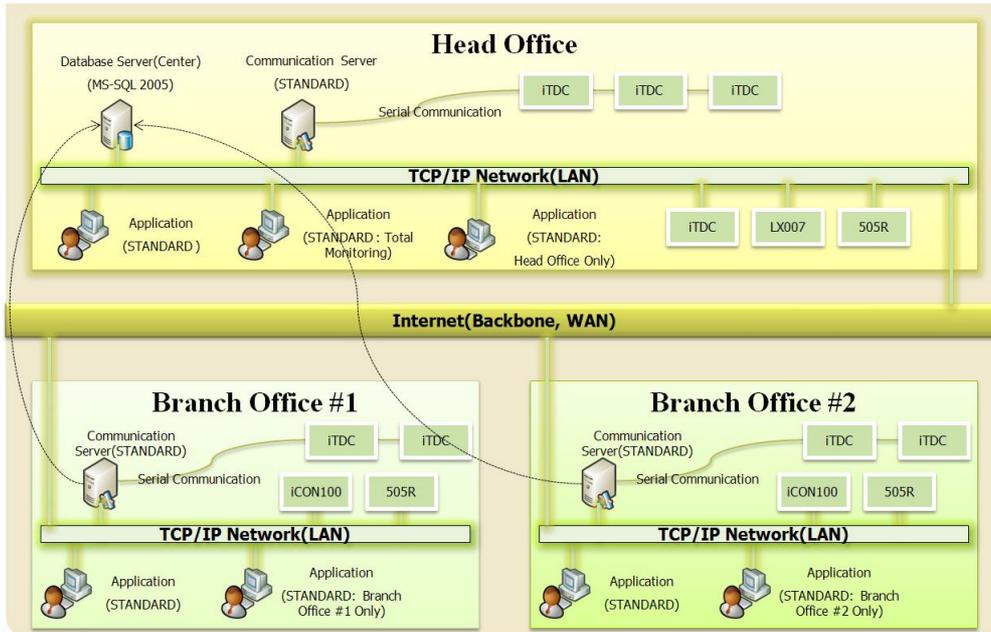
1) Uni-site/Single site Layout

- Below image represents uni-site layout when the program is installed on single building or single company. Here each of IDTECK STANDARD TIMEPRO, STARWATCHCommunicationServer and Database Server (MS-SQL) is installed on exclusive PC and recommended for large size site. All of three programs can be installed onto single PC and this is acceptable for middle or small size site.



2) Multi-site Layout

- Belowimage represents multi-site layout. Assuming 3 different sites exist, 1 head office and 2 branch offices which constructed with an access control system in the each site respectively.It is permitted to operate the STANDARDfor 2 Branch Offices fromthe Head Office. Managing STANDARD from each site is also available.Case like below represents middle/large scale of site we recommend to hold individual PC for IDTECK STANDARD TIMEPRO, STARWATCHCommunicationServerand Database Server (MS-SQL).



● Installation Environment

Classification	Requirement	Remark
Operating System	<u>General Operating System</u> Windows XP Home/Professional Windows Vista Windows 7 32/64 bit <u>Server Operating System</u> Windows 2003 Server Windows 2008 Server	Each Operating System requires to be installed with up to date service pack and security patch.
Processor(CPU)	Pentium IV or Higher	
Memory(RAM)	2GB or Higher	
Hard(HDD)	More than 20GB space	
Display(VGA)	65,536 Color(16bit color) viewed at 1024 x 768 resolution	

Drive(CD-ROM)	Over 8 Double Speed Drive Recommended	
Database(DB)	MS-SQL2008 Express Edition(Free) MS-SQL2008 Server(Separate Purchase Required)	Each Database requires to be installed with up to date service pack and security patch.

1.2 Installation

1.2.1 Installation Flow Chart

Below is the flow of Installing IDTECK STANDARD TIMEPRO. Please proceed the installing process as follows.

1. Install IDTECK STANDARD TIMEPRO Program.	Install IDTECK STANDARD TIMEPRO Program.
2. Install Keylock Driver.	<p>In case of trying on Demo, installing Keylock Driver is not necessary, user registration is restricted up to 10.</p> <p>Installation of Keylock Driver is required for proper use.</p>

1.2.2 Program Installation

This chapter explains installation of STANDARD program.

- Installation Precautions
 - 1) The default database included in IDTECK STANDARD TIMEPRO is Microsoft SQL Server 2008 Express Edition. IDTECK STANDARD TIMEPRO can be installed only on an operating system with the latest service pack applied. Especially for the Windows XP environment, the OS should have been upgraded with SP3. If you install Microsoft SQL Server 2008 Express Edition on Windows XP SP2 or lower, this can cause system malfunction or blue screen due to an abnormal operation.
 - 2) During the installation of Microsoft SQL Server 2008 Express Edition, you are prompted to install MSXML6 if it has not been installed. Installing MSXML6 on Windows XP SP3 will cause an error during the process. If this is the case, refer to the troubleshooting section in this manual.
 - 3) The setup process of Microsoft SQL Server 2008 Express is not included on IDTECK STANDARD TIMEPRO Client.

- Program Installation
 - 1) From the installation CD, run the IDTECK STANDARD TIMEPRO executable, "Std_Timepro_Server_vx.xx.xx_yyyymmdd.exe".
 - 2) Select a language for the installation process and click [OK].



- 3) The Setup guide screen appears. If you want to continue, click [Next].

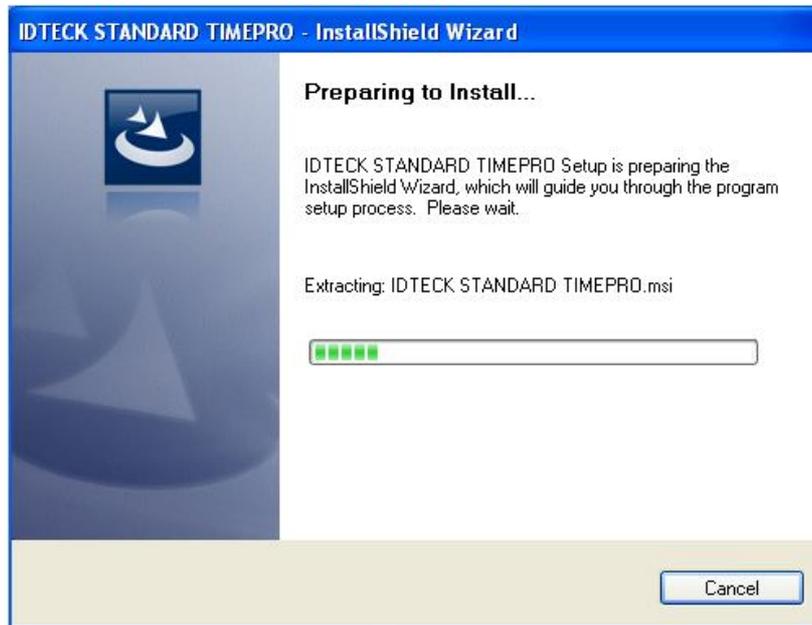


- 4) IDTECK STANDARD TIMEPRO requires Microsoft .NET Framework 2.0. for normal operation. Click [Yes] to start installing Microsoft .NET Framework 2.0.

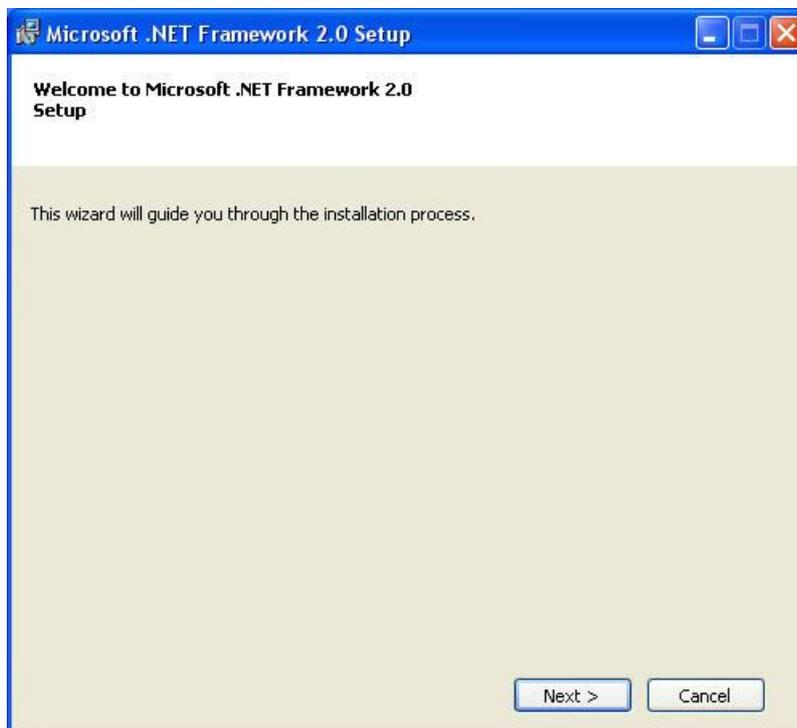


- *If Microsoft .NET Framework 2.0 is already installed on the PC where you will install IDTECK STANDARD TIMEPRO, this step can be skipped. Move to step 10.*

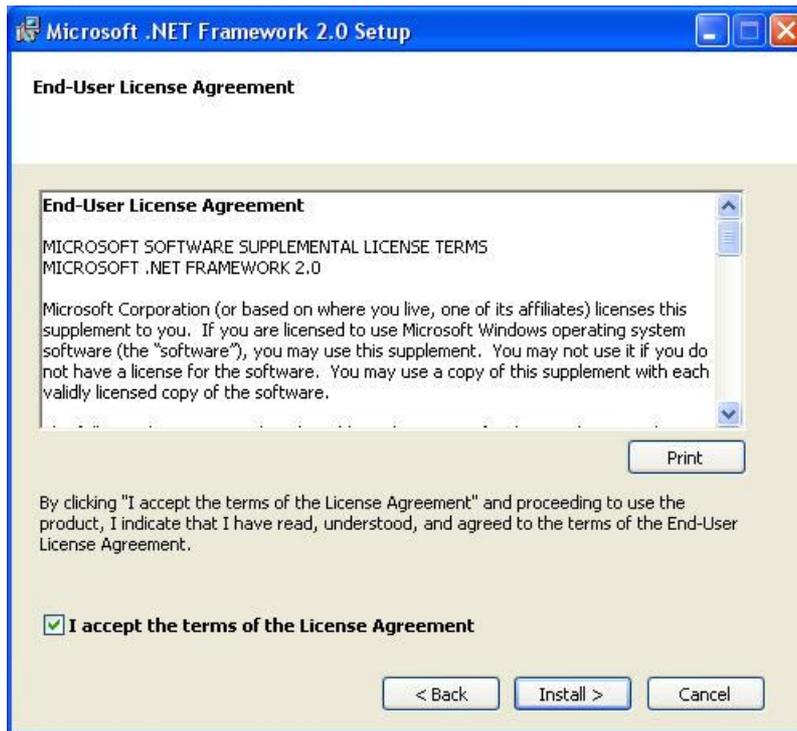
5) Please wait until Setup is ready to install Microsoft .NET Framework 2.0.



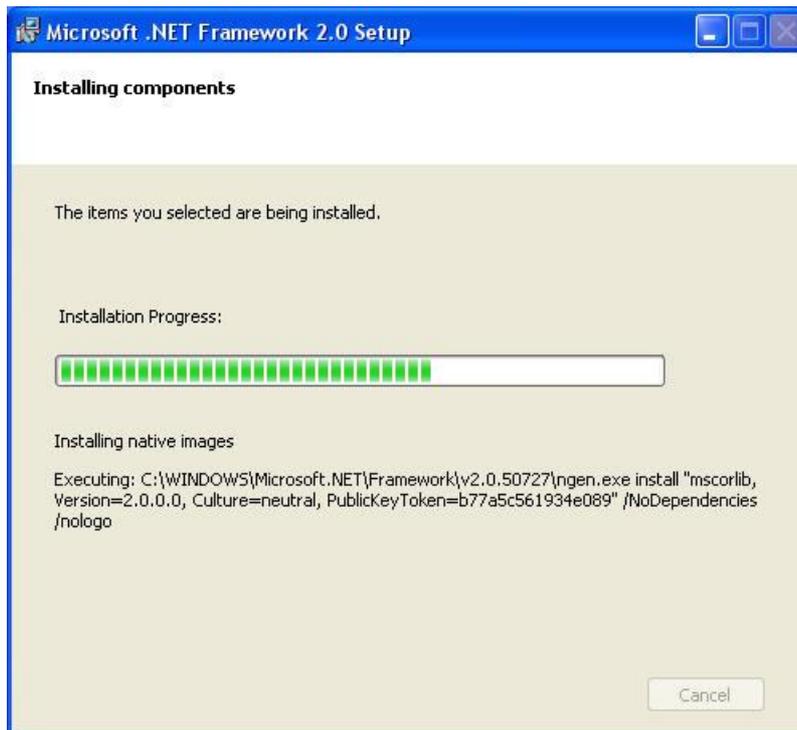
6) Now the system is ready to install Microsoft .NET Framework 2.0. Click [Next] to continue.



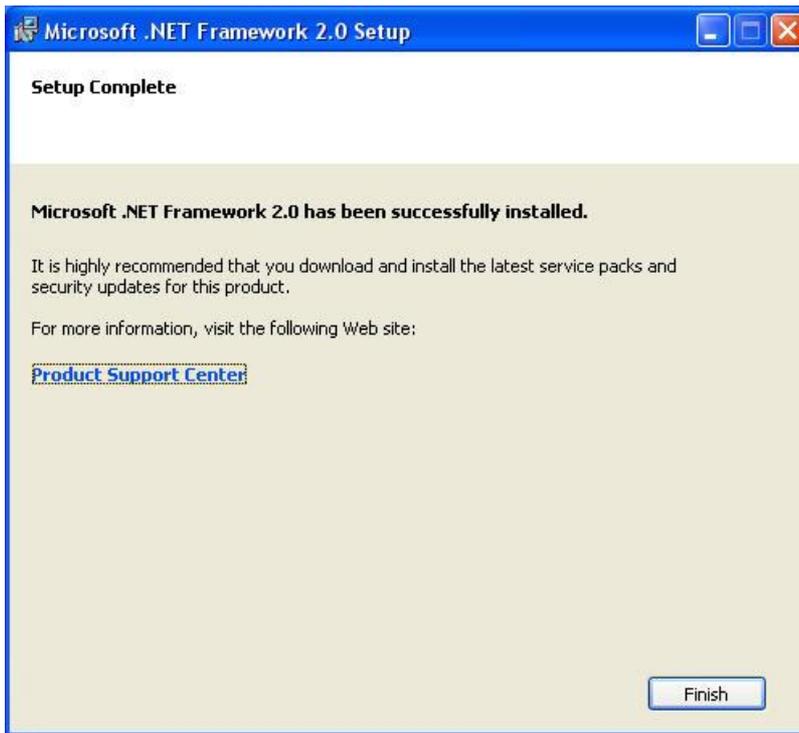
7) Check [I agreed] on the terms of the License Agreement and click [Install].



- 8) Setup will start installing Microsoft .NET Framework 2.0. Wait until the installation process is completed.

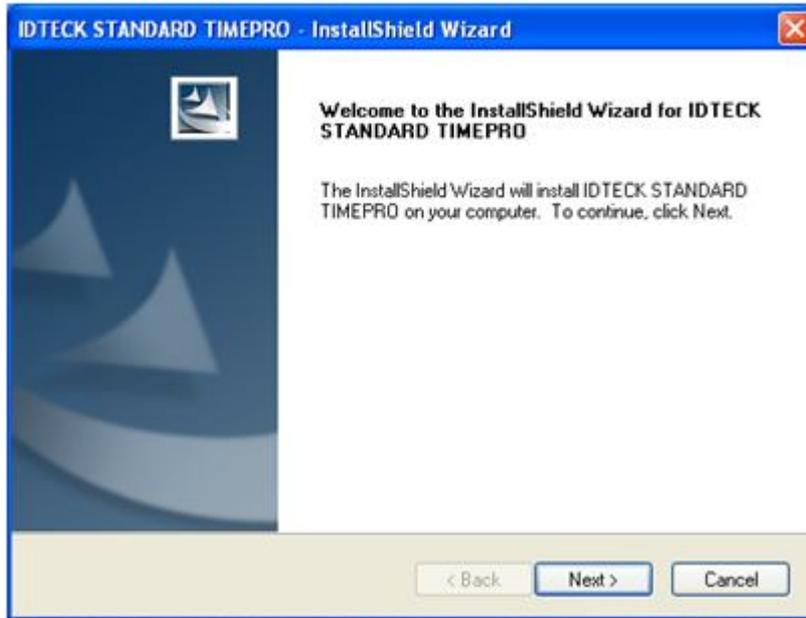


- 9) When Microsoft .NET Framework 2.0. is installed completely, click [Finish].



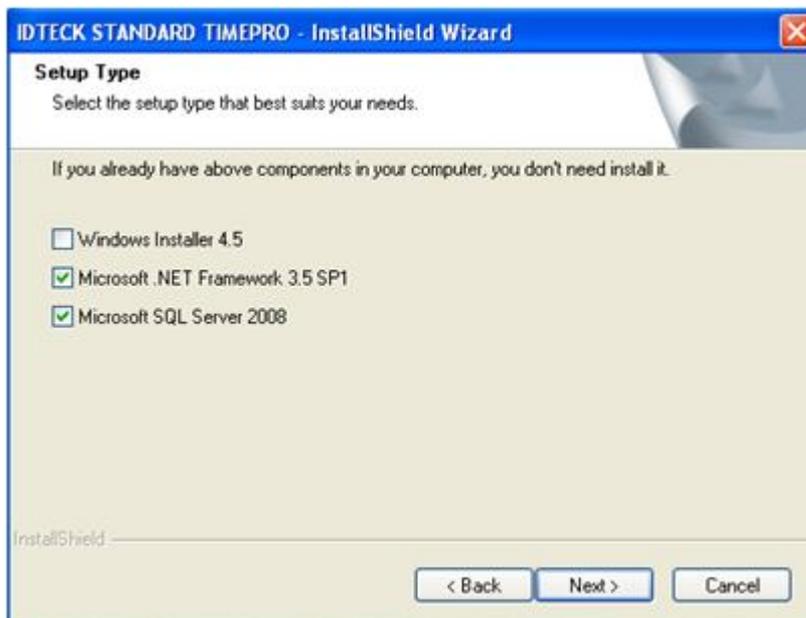
- 10) You will see the Setup screen of IDTECK STANDARD TIMEPRO when IDTECK STANDARD TIMEPRO is ready for installation. Click [Next].



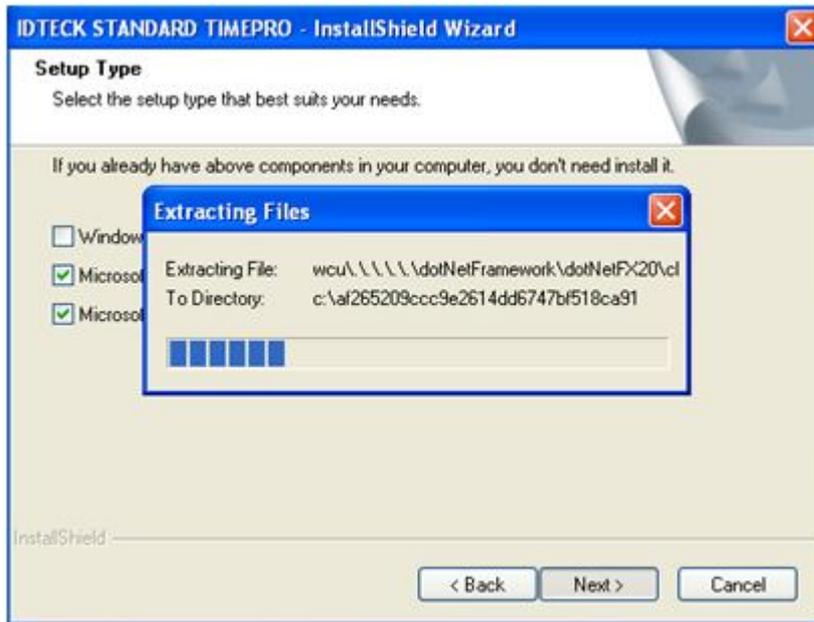


11) The next screen will show you a list of components of Microsoft SQL Server 2008 Express required by IDTECK STANDARD TIMEPRO. Select a component(s) and click [Next].

- *IDTECK STANDARD TIMEPRO Client does not show you this screen. Skip to step 19 for your reference.*
- *If any of these component is already installed with Microsoft SQL Server 2008 or Microsoft SQL Server2008Express, it will be unchecked accordingly.*



12) The selected component(s) will be installed. Wait until the component(s) is installed completely.



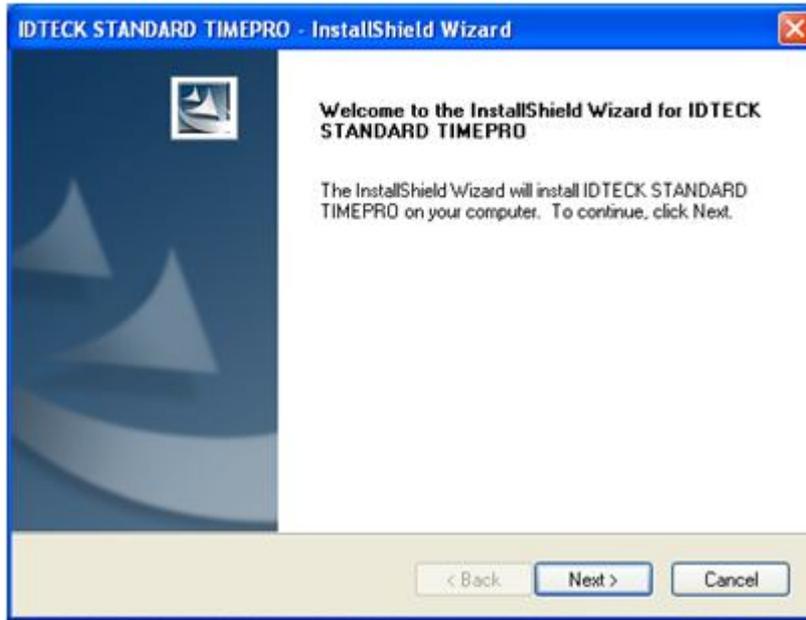
- 13) When it is done, the system will restart Windows. Select [Restart the system] and click [OK] to restart the system.



- 14) When the system restarts, run the IDTECK STANDARD TIMEPRO executable, "IDTECK STANDARD TIMEPRO Server_vx.xx.xx_yyyymmdd.exe(IDTECK STANDARD TIMEPRO Client_vx.xx.xx_yyyymmdd.exe)" again.
- 15) Select a language for the installation process and click [OK].



- 16) The Setup Wizard screen appears. If you want to continue, click [Next].



- 17) When the components are installed completely, you will see the Setup screen of Microsoft SQL Server 2008 Express as shown. Select "Microsoft SQL Server 2008 Express" and click [Next].



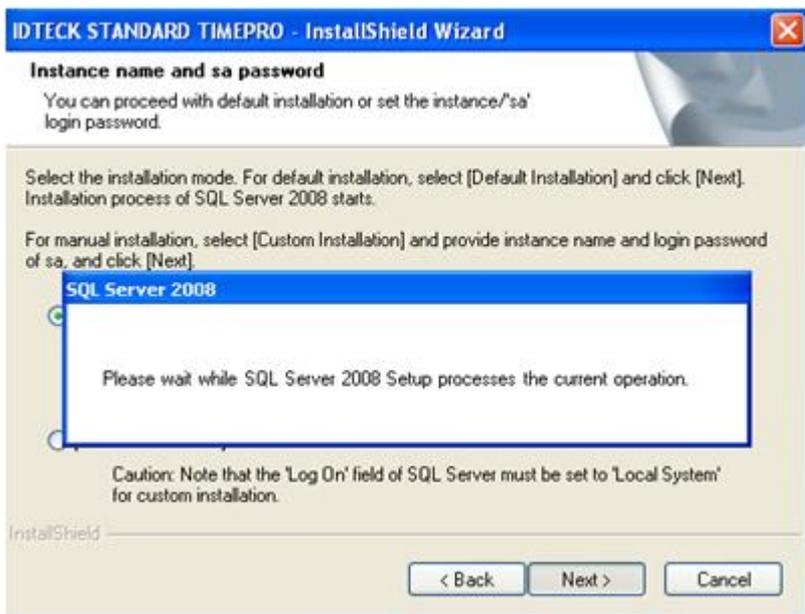
- 18) Select an installation method of Microsoft SQL Server 2008 Express Edition. To perform auto installation, select [Default Installation] and click [Next]. If you want to install Microsoft SQL Server 2008 Express manually, select [Custom Installation] and click [Next].

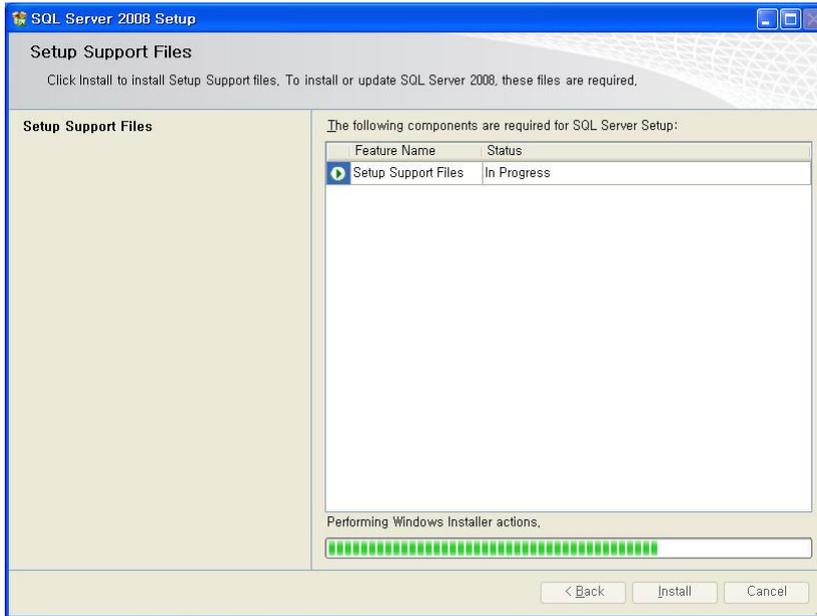
Basic Setting

- In [Default Installation], the instance name is "IDTECK" and the "sa" logon password is "1234" by default. Remember the instance name and "sa" logon password in case you might want to change the information. This information will be required for the database setting of IDTECK STANDARD TIMEPRO.



- Please wait until [Default Installation] is completed. It may take a while to complete the installation, depending on the PC specifications.

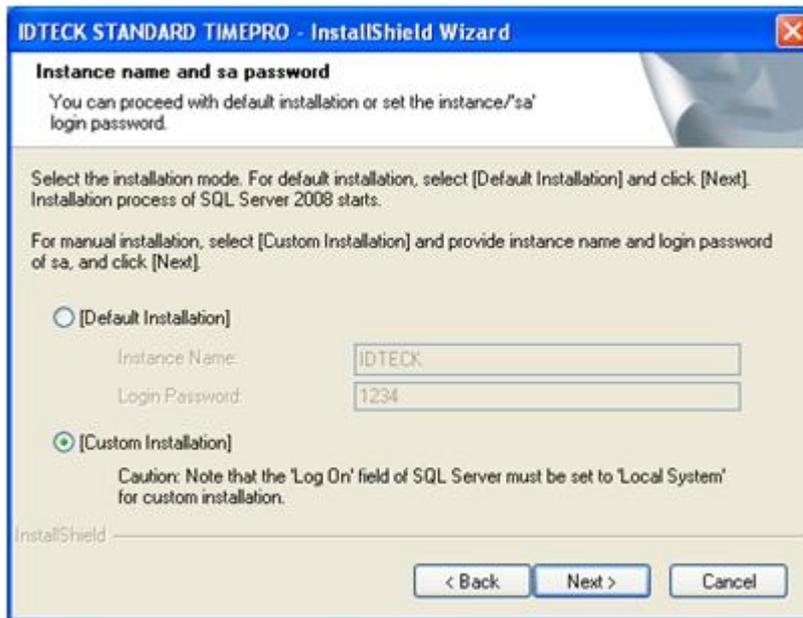




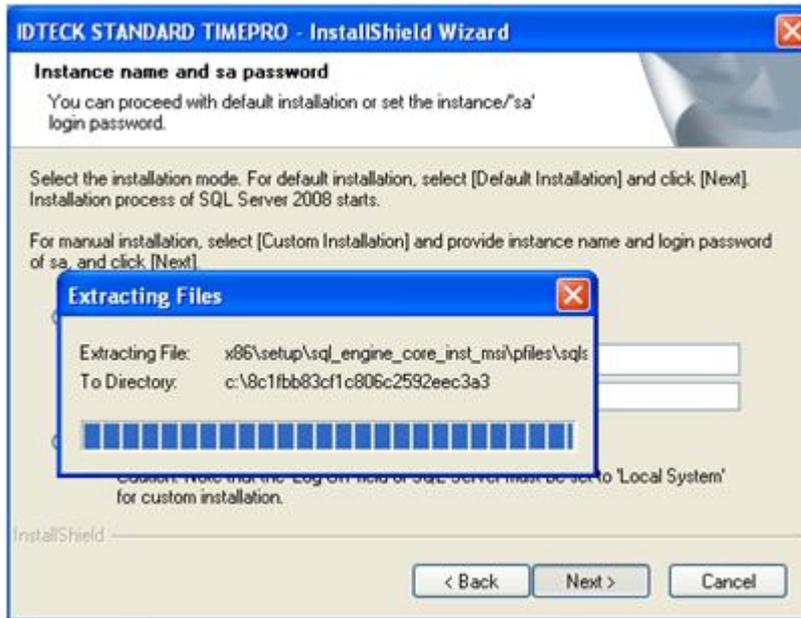
- When [Default Installation] for Microsoft SQL Server 2008 Express is completed, you will see the Setup screen of STARWATCH STANDARD.

User-defined Installation

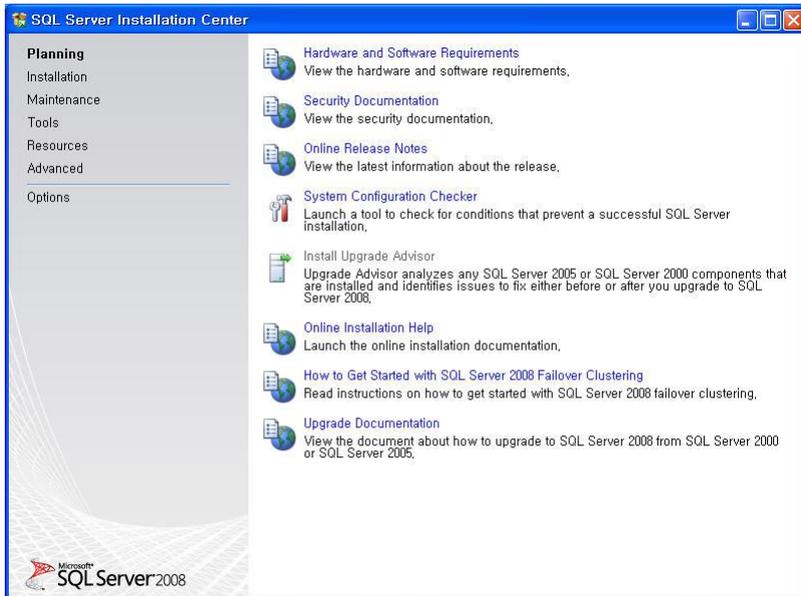
- If you select [Custom Installation], make sure to set the "Log On" information for Microsoft SQL Server 2008 Express to "Local System".



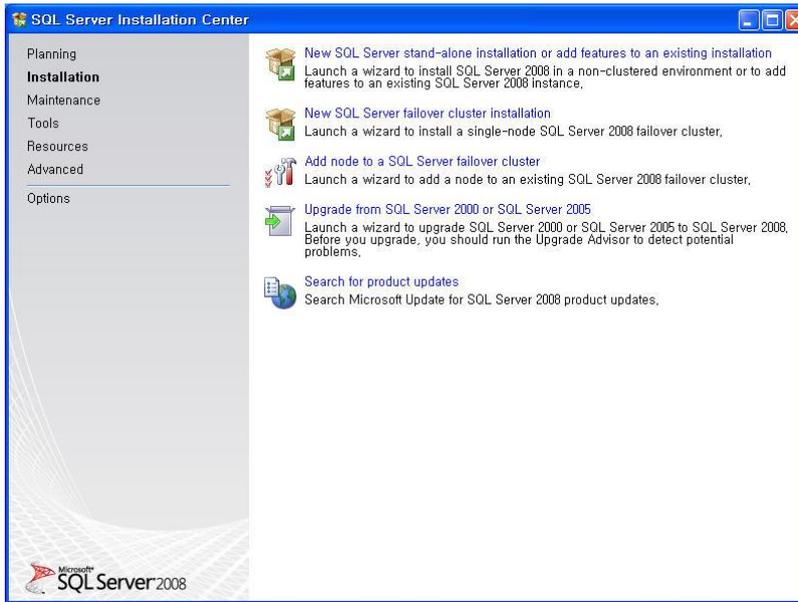
- 19) The user-defined settings will begin. Please wait. It may take a while to complete the installation, depending on the PC specifications.



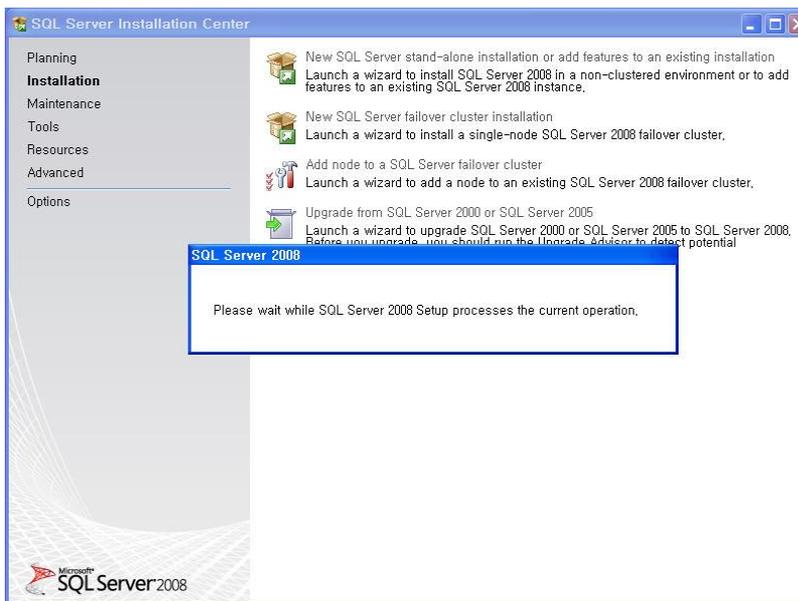
- The Setup screen of Microsoft SQL Server 2008 Express Edition appears.



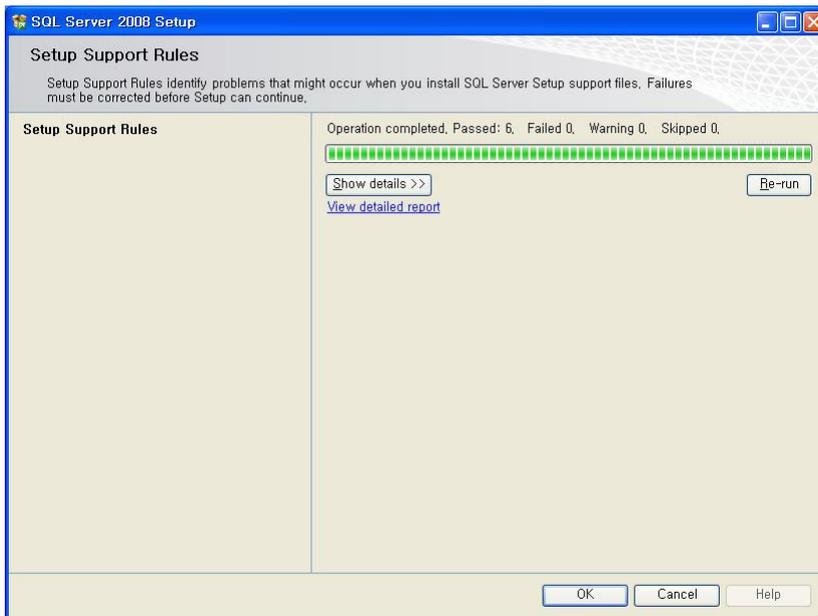
- From the left menu pane, select "Installation".



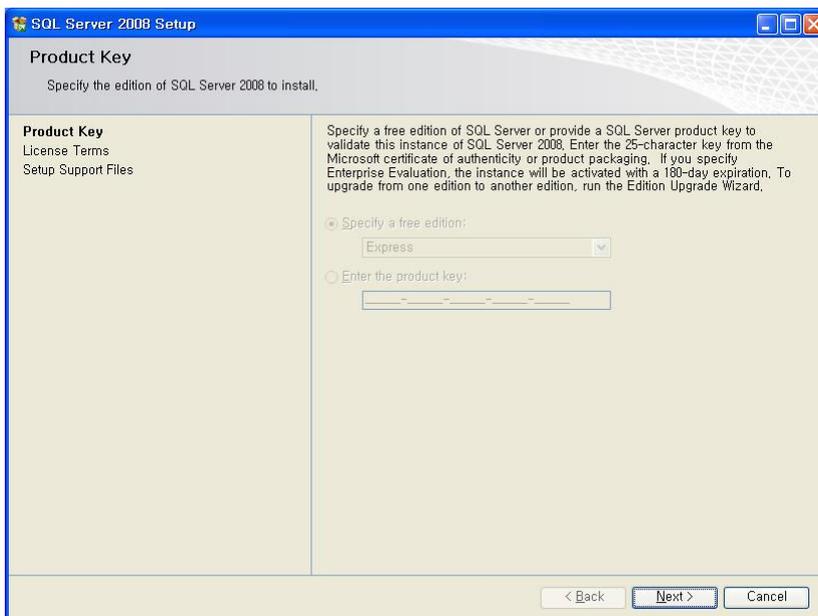
- From the context menu in the right pane, select "New SQL Server stand-alone installation or add features to an existing installation" to proceed.



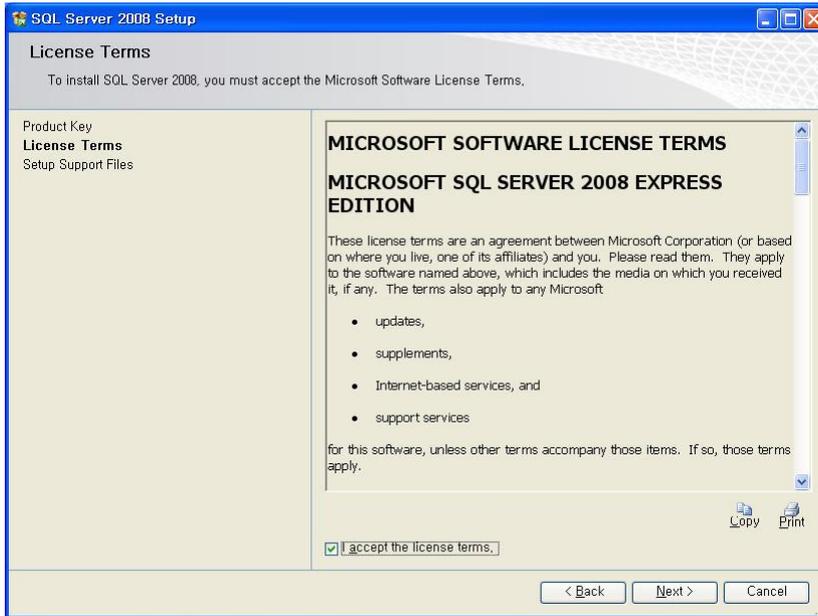
- When the "Setup Support Rules" checking process is completed, click [OK].



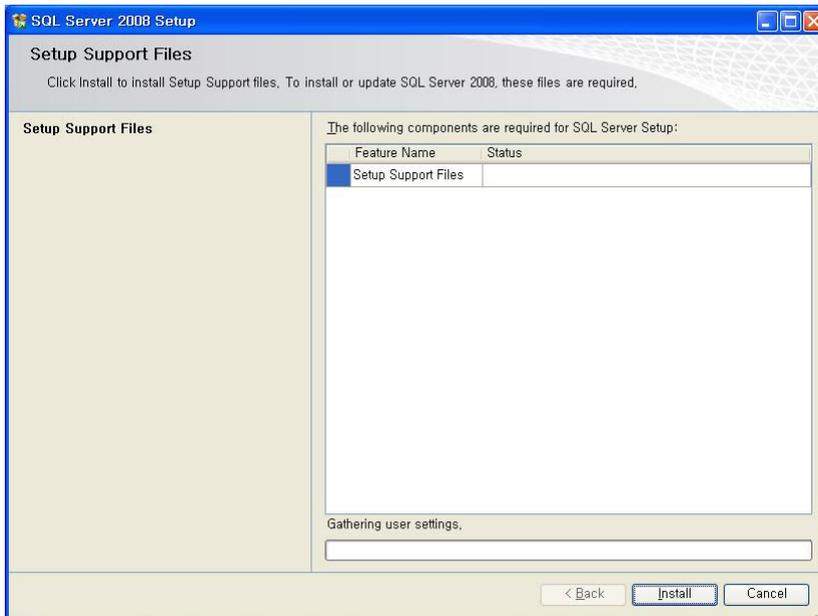
- You don't need to provide the product key for Microsoft SQL Server 2008 Express. Click "Next".



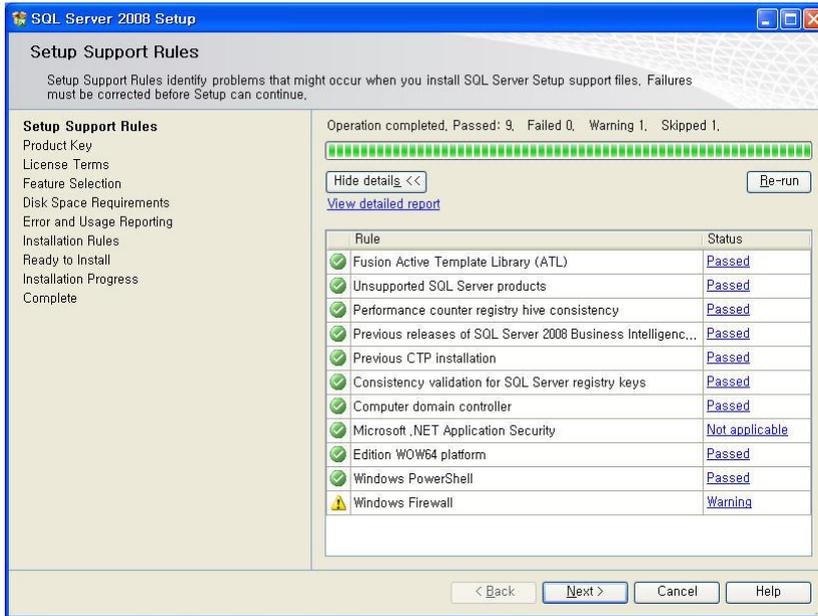
- If you agree on the license agreement, check "I accept the license terms" and click [Next].



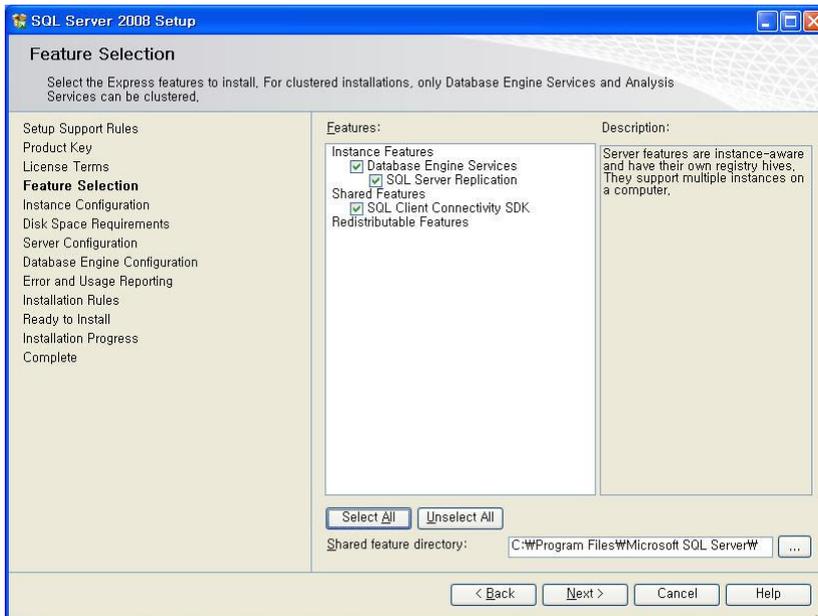
- When the "Setup Support Files" checking process is completed, click "Install".



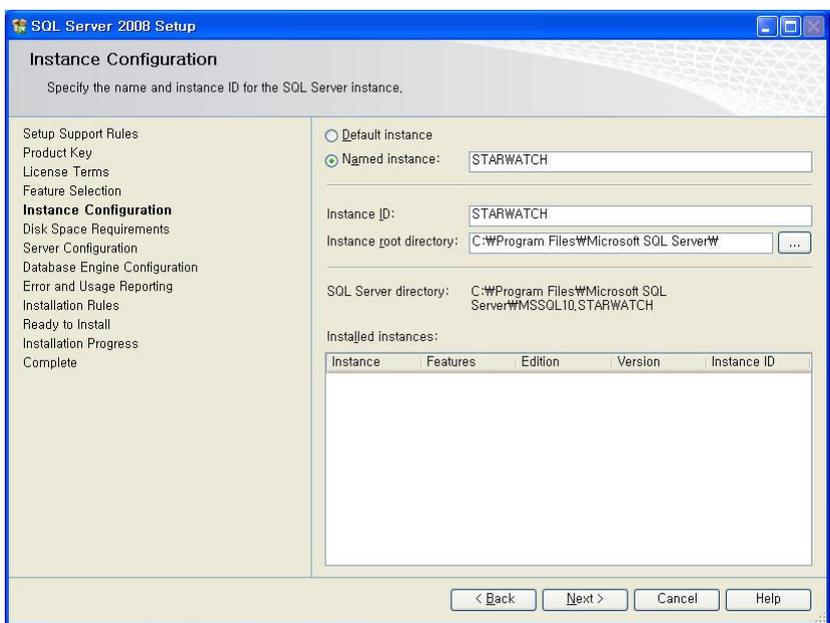
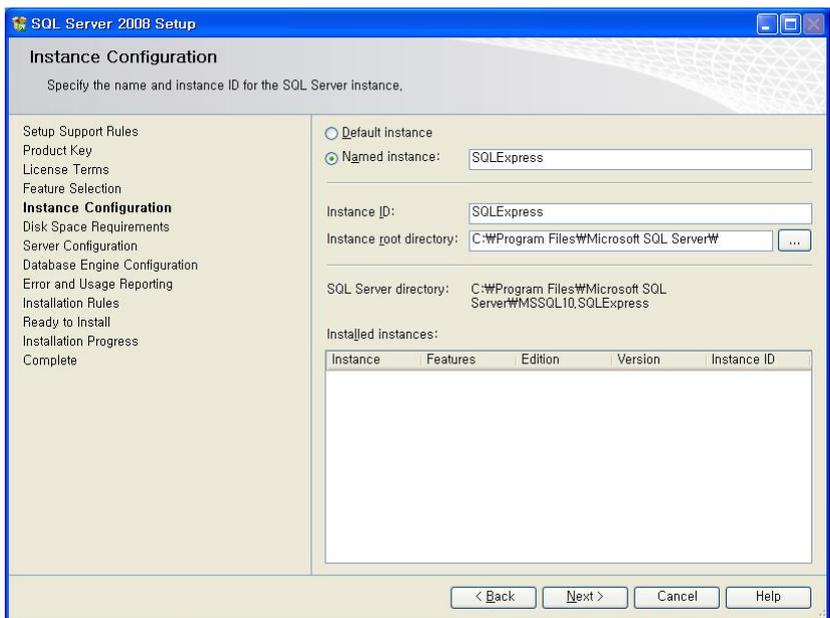
- In the "Setup Support Rules" screen, check if Microsoft SQL Server 2008 Express can be installed in the current environment. If all items are displayed as "Success" or "Warning" in the Status field, you can proceed with installation of SQL Server 2008. Check the Status field and click [Next].
- If "Status" is displayed as "Warning", this is a recommendation. If "Status" is displayed as "Error", this indicates that a required file or setting is not installed, consult with a SQL server expert or contact Microsoft for technical help. When the problem is solved, click "Re-run" and check "Setup Support rules" again.



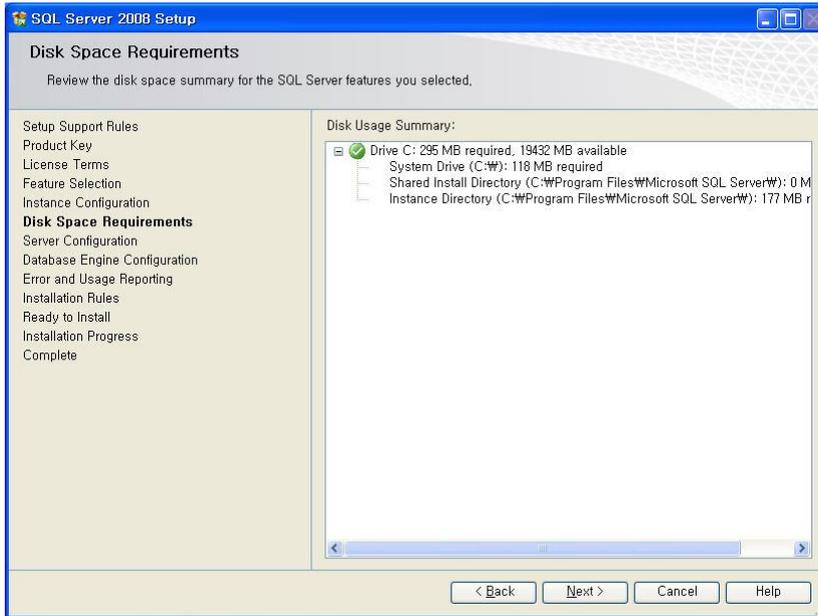
- ⦿ Select all feature items in "Feature Selection" and check the path. Then, click [Next].



- ⦿ From "Installation Configuration", select "Named Instance". The default instance name is "SQLEXPRESS". Rename it as "IDTECK". Click [Next].

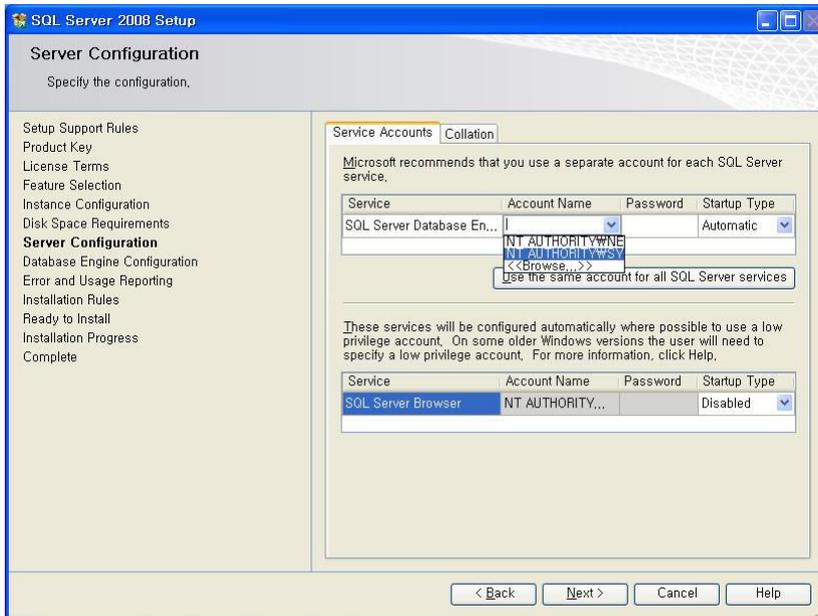


- ⦿ In "Disk Space Requirements", check the free space for installation. In case of an insufficient free space, return to the previous step, "Instance Configuration", and change the location of the instance root directory.



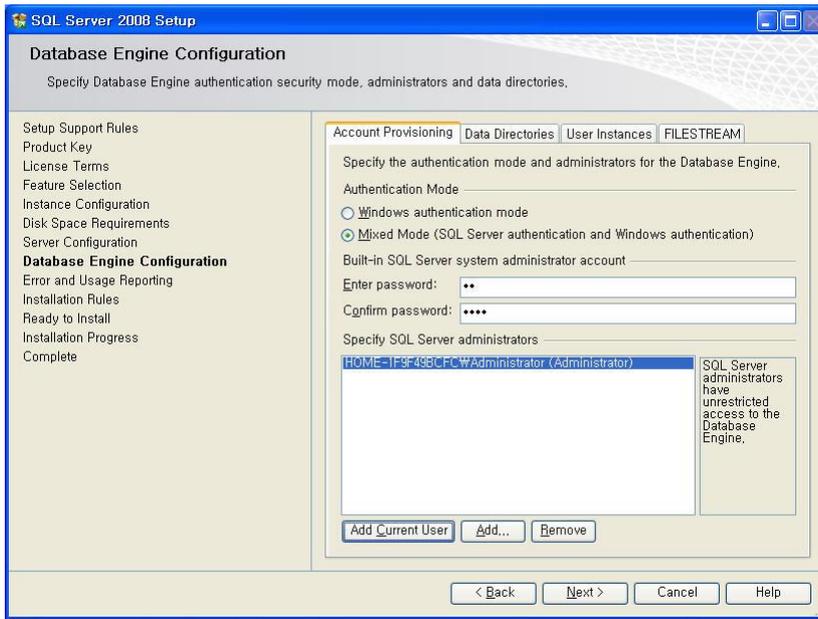
- The "Server Configuration" window appears. In the "Service Accounts" tab, select "Local System" or "System" for the "Account Name" of both "SQL Server Database Engine" and "SQL Server Browser".

■ *If the account name is other than "Local System" or "System", Microsoft SQL Server 2008 Express will not be run automatically.*

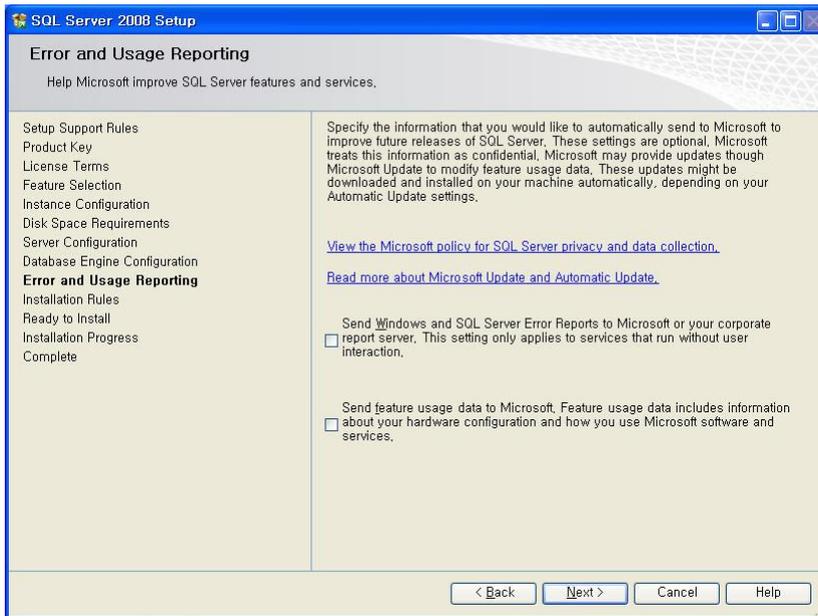


- From the "Database Engine Configuration" window, move to the "Account Provisioning" tab. From the "Authentication Mode" area, select "Mixed Mode (SQL Server authentication and Windows authentication)". In "Enter Password" and "Confirm Password", provide the "sa" login information required to access Microsoft SQL Server 2008 Express. Don't forget the password. Memorize or keep it recorded.
- The password is required for access to the IDTECK STANDARD TIMEPRO database.
- In the "Specify SQL Server administrators" area, add as many users as you want to grant the "Windows authentication" account. Click [Add Current User] to add the current user account. If you

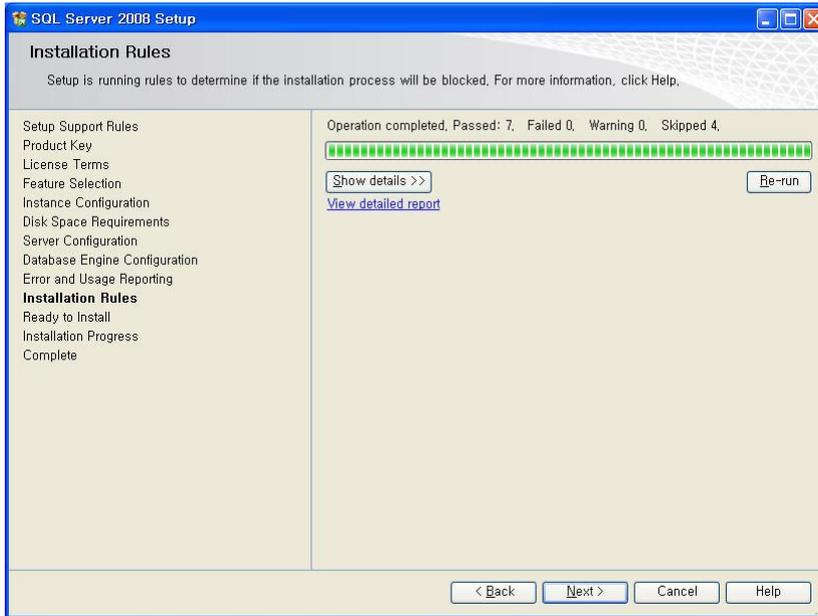
want to add otheruser, click [Add] and select a different user. Click [Next].



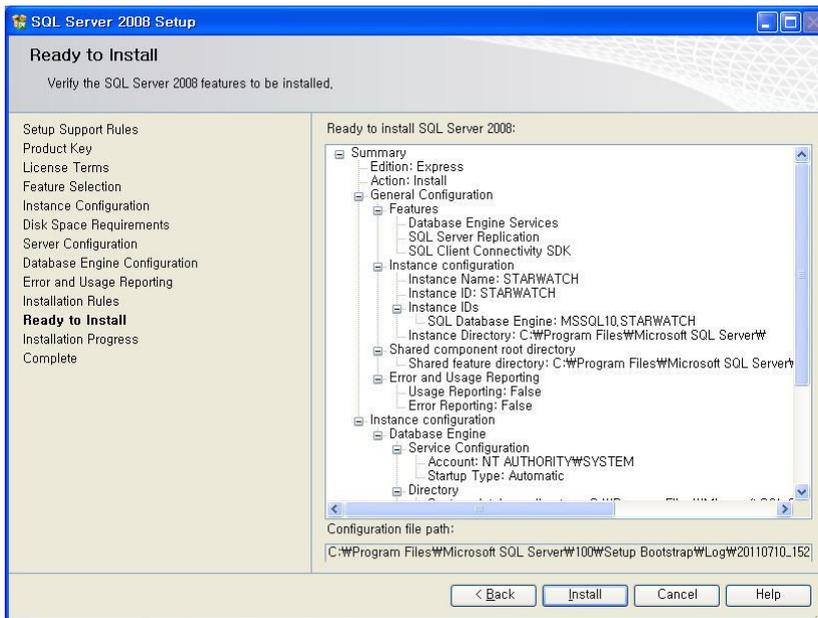
- From the "Error and Usage Reporting" window, decide if you report a problem to Microsoft, which may occur while using Microsoft SQL Server 2008 Express. Click [Next].



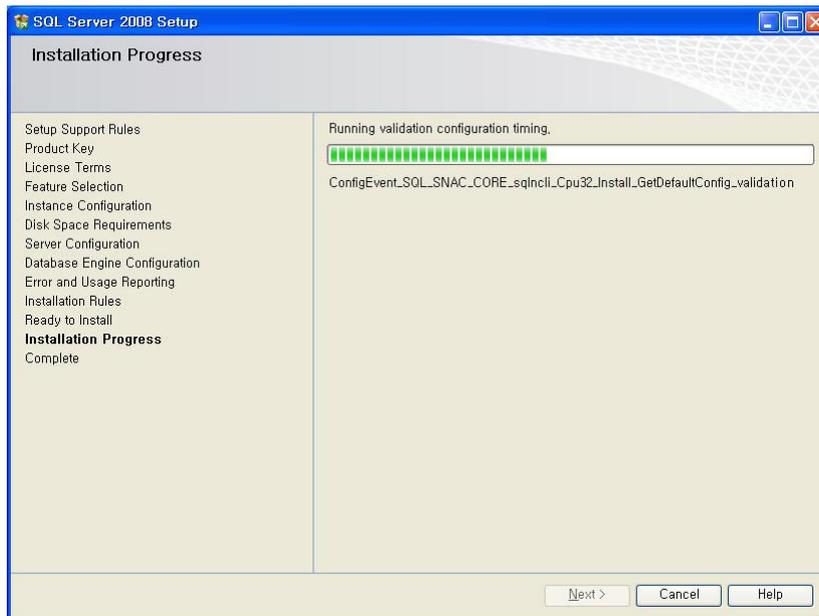
- "Installation Rules" checks the necessary items for installation.
- If you have a problem with installation, consult with a SQL server expert or contact Microsoft for technical help, and click "Re-run" to check the "Setup Support Rules".



- "Ready to Install" confirms the installation related settings. When done, click "Install" to start the installation process.

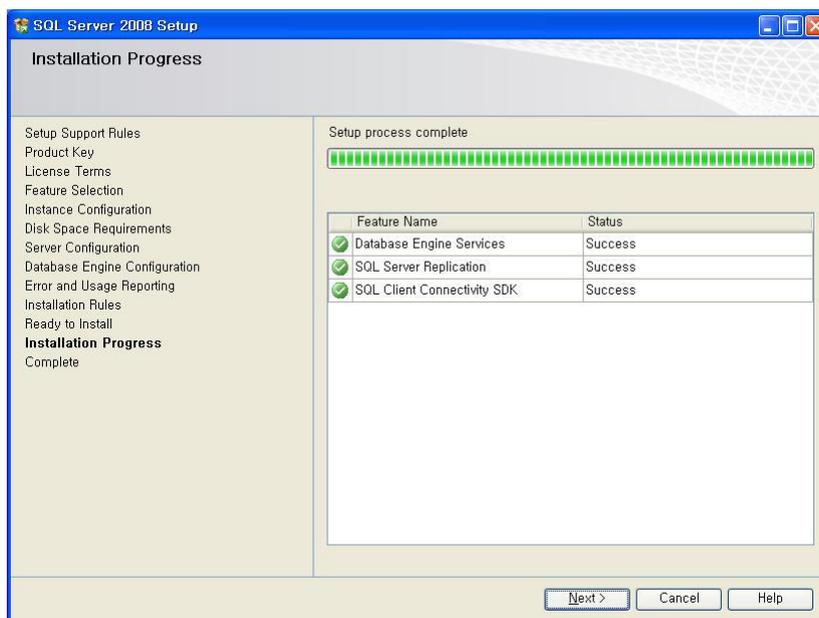


- Microsoft SQL Server 2008 Express Edition will be installed.

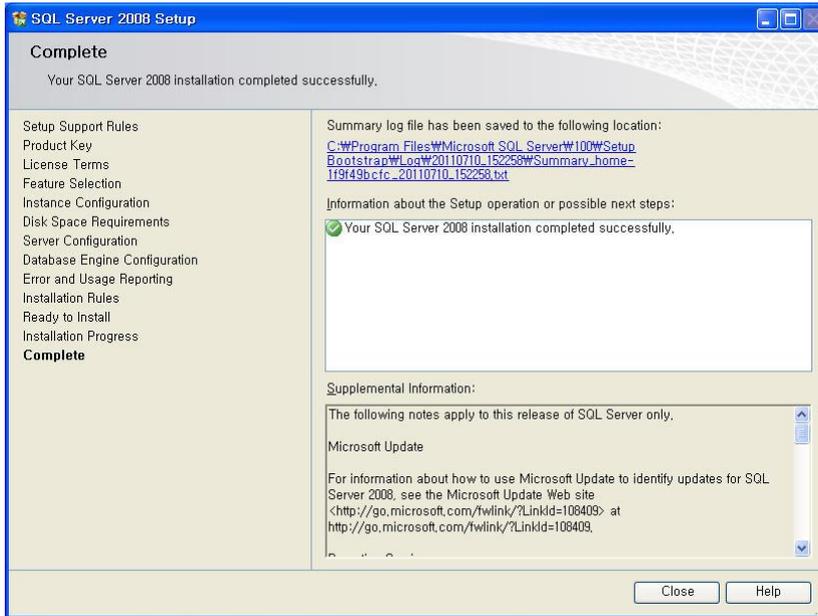


- During the installation, the completion message for each installed item will appear. When all items are installed completely, click [Next].

■ *If you have a problem with installation, consult with a SQL server expert or contact Microsoft for technical help, and click "Re-run" to check the "Setup Support Rules".*

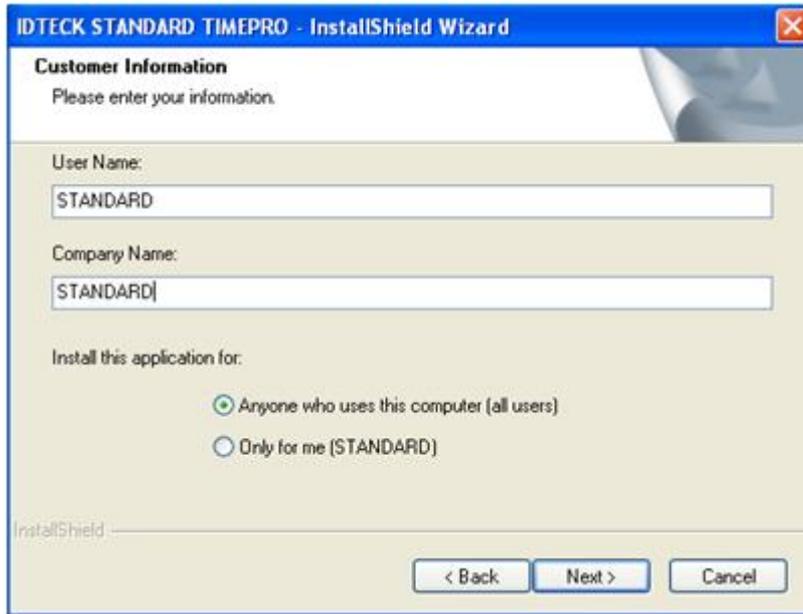


- Click [Close] to exit the installation.

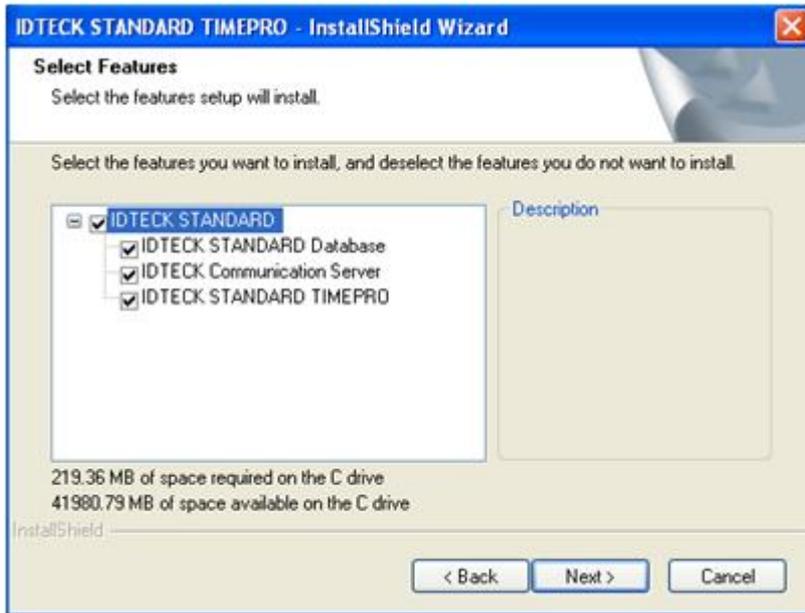


- Exit "SQL Server Installation Center" and proceed with installation of IDTECK STANDARD TIMEPRO.
- When the [User-defined] installation of Microsoft SQL Server 2008 Express is completed, you will see the Setup screen of IDTECK STANDARD TIMEPRO.

20) Provide the user information and click [Next].



- 21) Select one or more that you want to install from 3 components of IDTECK STANDARD TIMEPRO and click [Next].
- 22) *In case that the file is IDTECK STANDARD TIMEPRO Client, you can select only one IDTECK STANDARD TIMEPRO Client.*



23) You will see the installation screen of a database used by IDTECK STANDARD TIMEPRO. In the [Server to install(D:)] input box, provide the information of the server that has been installed with the Microsoft SQL Server 2008 Express Edition. The server information consists of: "server name or server IP address\instance name". If you have installed Microsoft SQL Server 2008 Express (included in IDTECK STANDARD TIMEPRO installation CD) as the default instance name, enter "(local)\MIDTECK". If Microsoft SQL Server 2008 (Express) is installed on a remote computer, provide the name of the remote server or enter the server IP address with the instance name.

- Check the [Authenticate the server using the following login ID and password] option. You must enter "sa" in the [Login ID(L):] input box. In [Password (P):], provide the password for "sa" that you specified when installing Microsoft SQL Server 2008 (Express).
- Click [Next].



24) From the [Browser] dialog, specify the installation folder of IDTECK STANDARD TIMEPRO and click [Next].

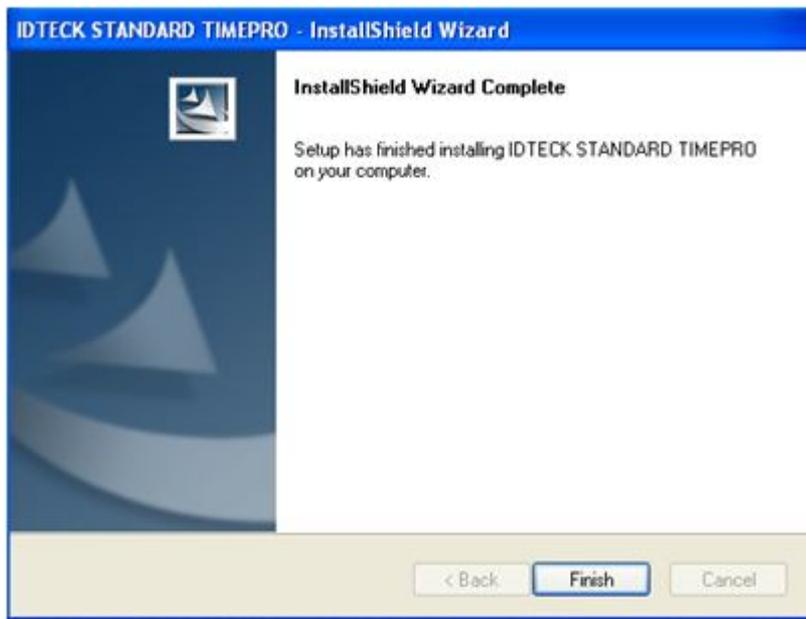


25) Check the IDTECK STANDARD TIMEPRO components to install, and click [Next].

- IDTECK STANDARD TIMEPRO Server



26) Click [Finish] to finish the installation.



1.2.3 License Keylock Driver Installation

After the installation, Fetian(Blue) keylock is required if the user wishes to process to 'official version'. If the user doesn't have keylock, TIME PRO program's some functions are restricted as well as number of maximum registration for personnel is 200.

In order to install keylock driver you need to use driver file. Driver can be found in providedProgram CD, within 'Keylock Driver' folder. Also you can find the detail installation guide file. Please refer to the Keylock Drive_Install Guide_English(Rev-yyyymmdd).pdf file.

2. CONFIGURATION

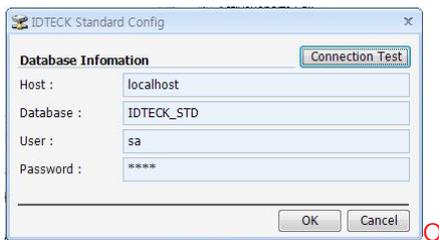
2.1 Initial Configuration

2.1.1 Connection Environment Setting (STANDARD Program)

If using IDTECK STANDARD TIMEPRO Program for the first time after installation, Server connection environment is required to be arranged by 'IDTECK Config Program'. (For Window7 x64, Select compatibility in config attributes when starting IDTECK STANDARD TIMEPRO server. Check authority level [Play this program with Administrator authority] and click apply button then select compatibility in server attributes. Check authority level [Play this program with Administrator authority] and click apply button.)

- Operation Flow

- Start->Programs->IDTECK->IDTECK STANDARD TIMEPRO->IDTECK STANDARD Config



- Setting Method

- Enter IP address of Database or name of Database. If Database server is installed on same PC, enter (local)\IDTECK. If there is instance name of SQL server should input '(local)\Instance name' format.
- Enter name of Database that STANDARD use. **Generally named 'IDTECK_STD'**.
- Enter User ID and Password which give access to Database server.
- Click 'Connection Test' to test the connection. Please refer to below check list, in case of failing connection to Database.
- Insert the entire set up process and click 'OK'.

CHECK LIST(OONLY IF FAIL TO CONNECT TO DATABASE)

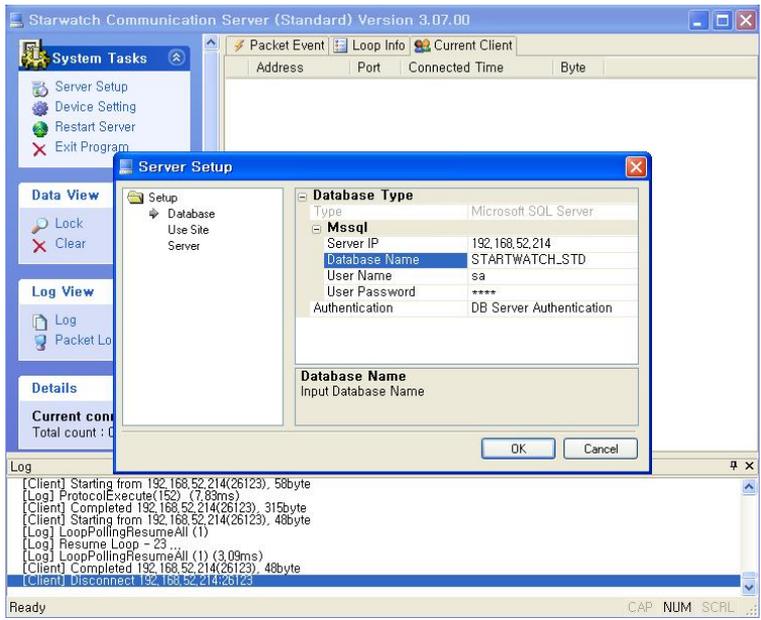
- Check Database Server has been installed and work properly
- Check Database Server address (Host) has been entered correctly.
- Check instance name of database.
- Check Database Name is 'IDTECK_STD'.
- Check User ID and Password match to information on Database Server.

Check Port setting or Connection environment setting is properly arranged. Check Firewall status
Support the connection to corresponding port.

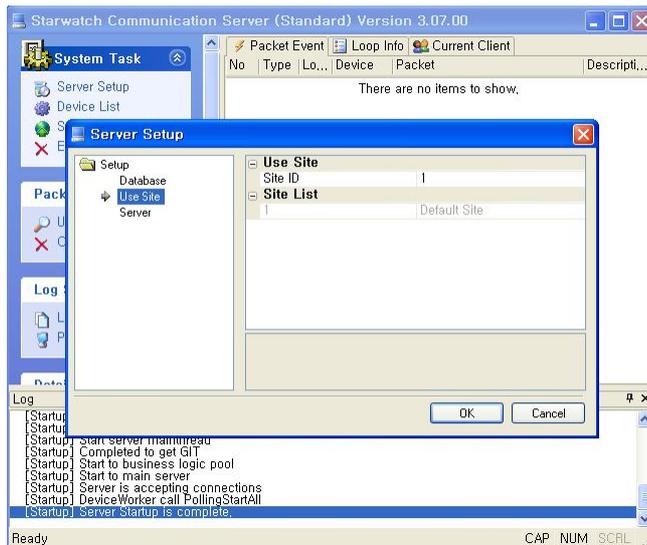
2.1.2 Connection Environment Setting (Communication Server)

If STARWATCHCommunicationServer is installed for the first time, configuring database server connection environment is priority. After configure database connection environment, do not terminate communication server program but stay operating. Then confirm the connection test with communication server and whether program is operating or not.

- Operation Flow
 - Start->Programs->IDTECK->Communication Server
- Setting Method



- Select 'Server Setup' from Main screen.
- Select 'Database' from Server setup screen.
- Fill out IP Address of Database or Name of Database Server on Server IP box. If Database server is installed on same PC, enter (local)\WIDTECK. If database has instance name should input '(local)\Instance nsme' format.
- Enter name of Database that STANDARD use. **Generally named 'IDTECK_STD'**.
- Enter User ID and Password which give access to Database server.
- Select authentication method. Select to DB server authentication.
- Click 'OK' and save setting information.
- Click 'Restart Server' on Main screen to check the connection status.



- Select Server Setup again on main screen.
- Select Use Site on the screen of server setup. There are registered site list displayed.
- In Site ID input section, input sites ID refer to the site list.
- Press OK button then, save setting information.
- Check database server connection by pressing restart server on main screen.
- Select authentication method. Select to DB server authentication.
- Click 'OK' and save setting information.
- Do not close the communication server. Keep it running.

2.1.3 Log on

- Operation Flow
 - Start->Programs->IDTECK->IDTECK STANDARD TIMEPRO->IDTECK STANDARD TIMEPRO
- Setting Method



- ID+Password mode screen.
- Default User ID and Password is 'admin' respectively.

- Insert Login ID (User ID):'admin'.
- Insert Password:'admin'.
- Click 'Login'.

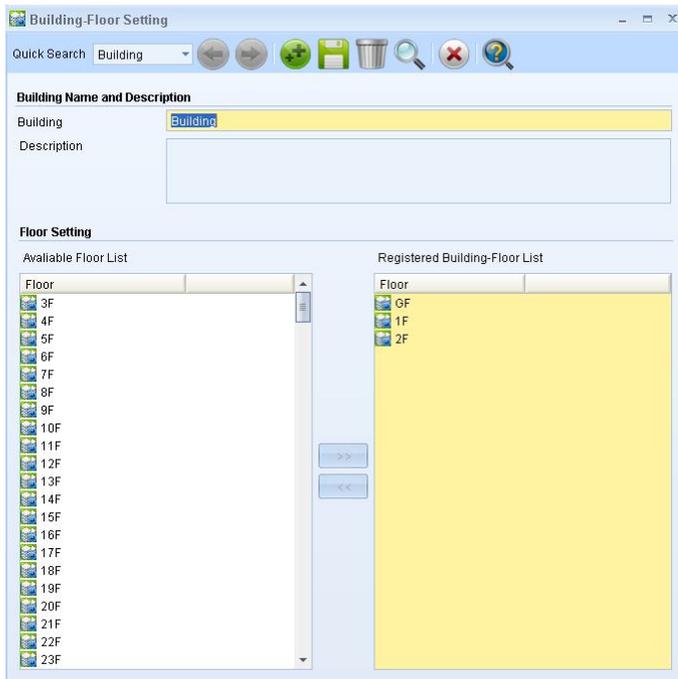
2.1.4 Building-Floor Setting

- Operation Flow



- Go to Main Tool Bar-> Click 'System Management' -> Click 'Building-Floor Setting'

- Setting Method



- Click 'New' <  > button from upper tool bar.
- Insert Building Name.
- Select floors to be included in the building and find floors from left column and click <  > button to move those floors on right column. Otherwise Drag and Drop those floors by mouse.
- Click 'Save' <  > button from tool bar and complete registration.

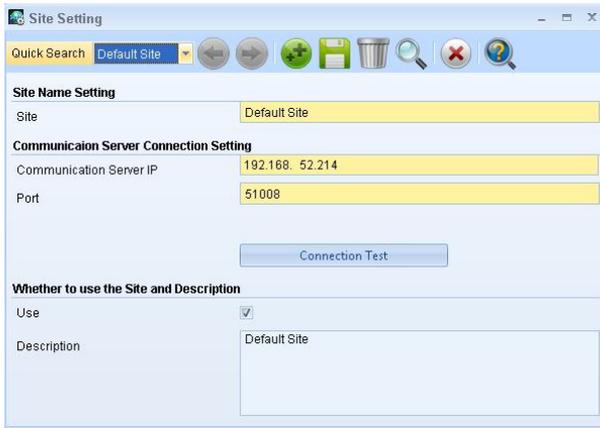
2.1.5 Site Setting

- Operation Flow

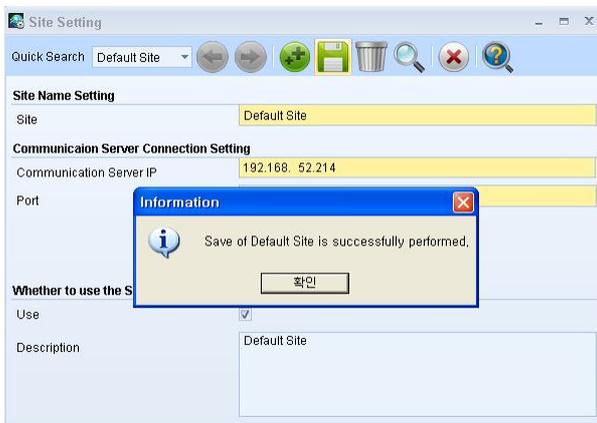


- Go to Main Tool Bar-> Click 'System Management' -> Click 'Site Setting'

- Setting Method

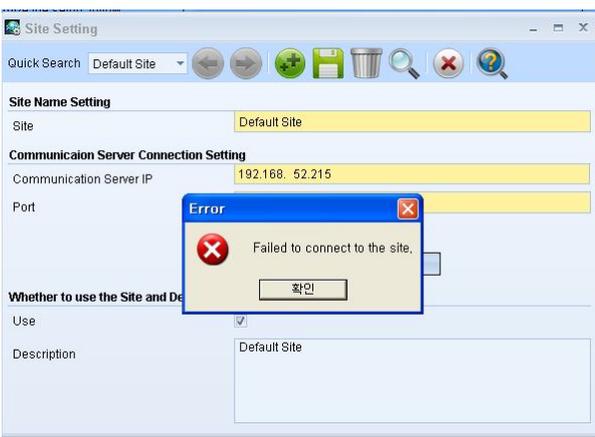


- Click 'New' <  > button from upper tool bar.
- Insert Site Name. Site Name refers to where Communication Server is installed. In the case having different PCs on one location or one PC on one location, either way Name the 'Site Name' as same as the Company name so it is easy to recognize.
- Insert Communication Server IP. i.e. IP address of the PC which Communication Server is installed.
- Insert Port number. The default port value is 51008 which give connection to Communication Server.
- Click 'Connection Test' and Check whether it connects to Communication Server properly.



- Screen above shows 'Site connection was successful' message, which is indicating the Connection Environment Setting is well prepared. Connection between STANDARD Program and Communication Server is successful.
- Check 'whether to use it or not'. Check if one prefers to use Communication Server of currently registering site. If not, undo the check.
- Click 'Save' <  > button from tool bar.

Check List(Only if Site Connection Test fail)



Check Communication Server (STANDARD) is running.
Check IP address of PC with Communication Server Program and IP address inserted on box match.
Check Port number 51008 is blocked by Network Firewall or Window's Firewall.

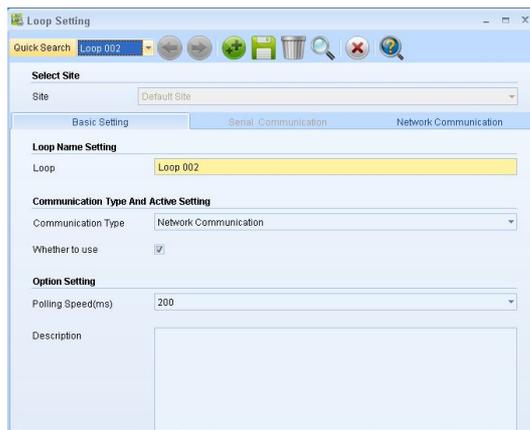
2.1.6 LoopSetting

- Operation Flow



- Go to Main Tool Bar-> Click 'System Management' -> Click 'LoopSetting'

- Setting Method



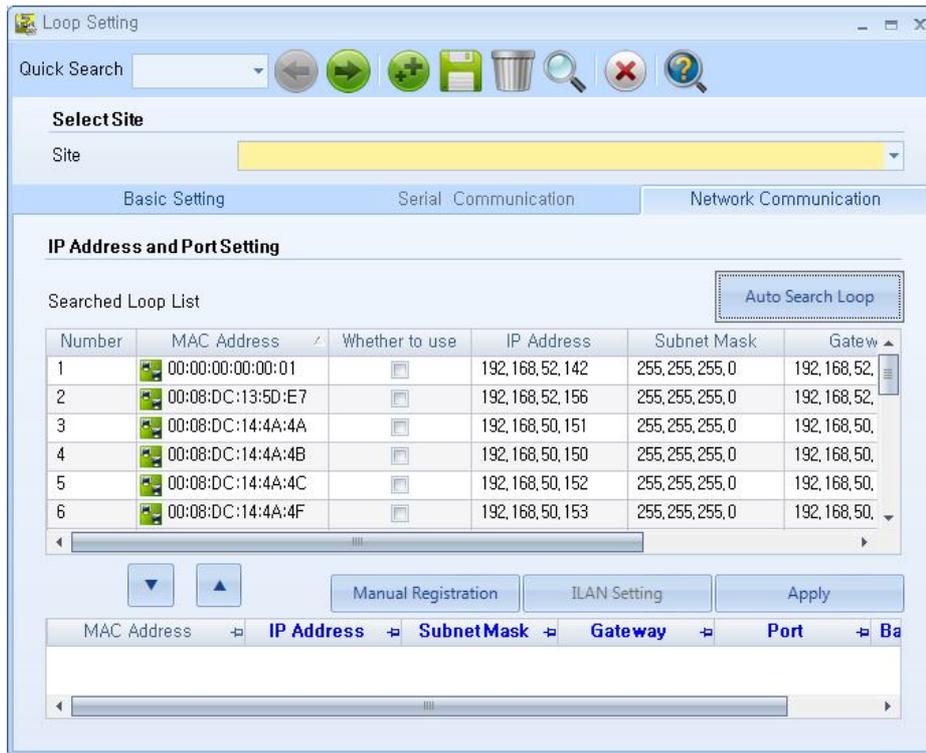
- Click 'New' (🌱) from tool bar. Information will initialize in all boxes.
- Select Site Name for use. Displayed information is same as the one entered while registration.
- Insert Loop Name.
- Select communication type as 'Serial Communication'.
- Check 'whether to use it or not'. If one undoes the check, Loop inactivates.
- Set Polling Speed as default value 50.

2) If select communication type as serial communication, set to options as below.

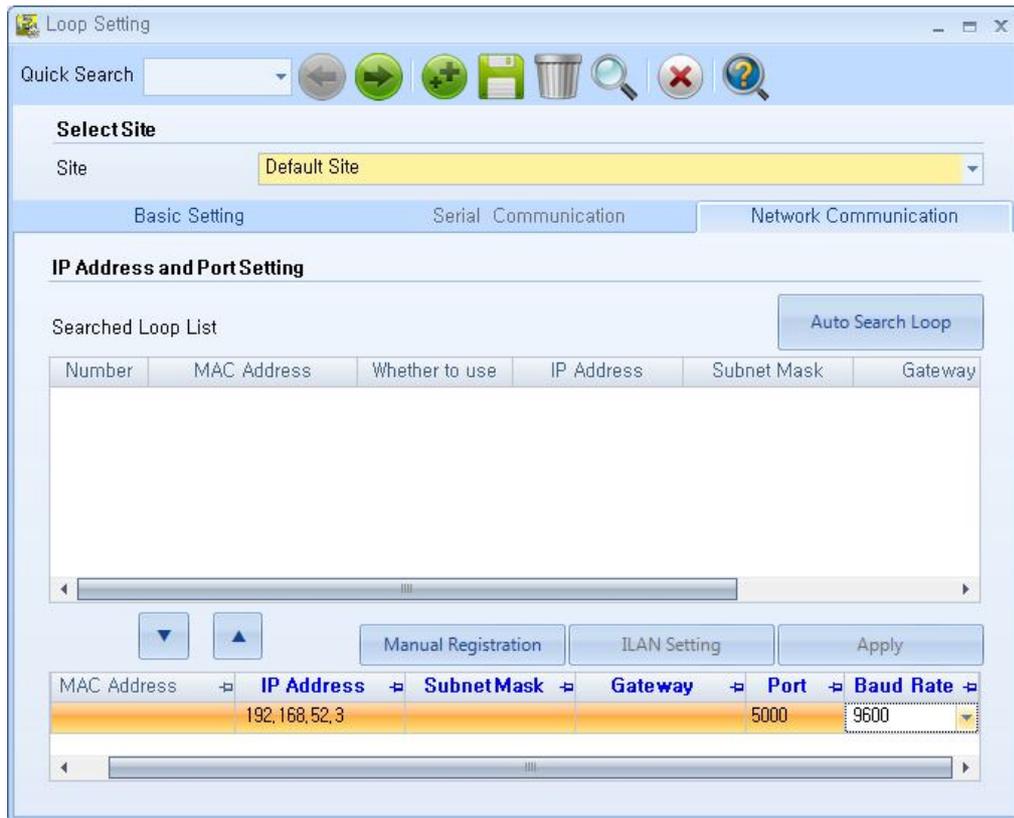


- Select the Serial Communication setting tab.
- Select Communication Port for serial communication.
- Select Communication Speed of communication port. Default of LX device is 57600bps, the others are 9600bps.
- Select 'Save' (💾) button.

3) If select communication type as network communication, set to options as below.



-
- <In case of auto registration>
- Select Network Communication setting tab.
- Click "Auto Search Loop" to search the converter and device on the network.
- Select one from 'Searched loop list' and move down to below grid.
- Set IP Address, Subnet Mask, Gateway, Port, Baud Rate etc and click 'Apply' button to apply set value to the applicable converter and device.
- Click 'Save' (📁) button.
- <In case of manual registration >



1.

- Click Manual Registration button.
- Input IP address, port, baud rate. (The rest of the data is not available for input. In case of manual registration, setting values cannot be applied. You need to set all of information using sperated LAN converter setting software.)
- Click Save (Save icon) button of tool bar on the top of screen.

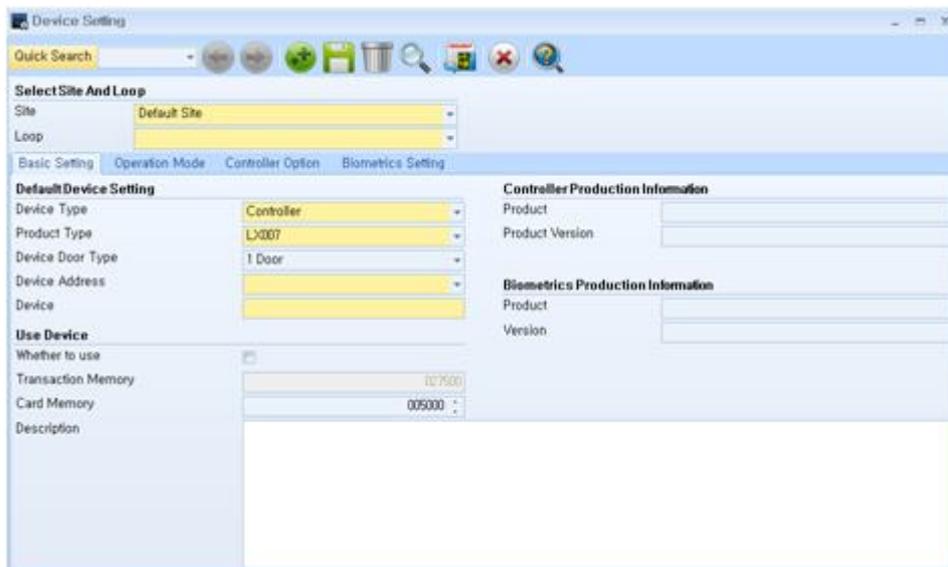
2.1.7 Device Setting

- Operation Flow

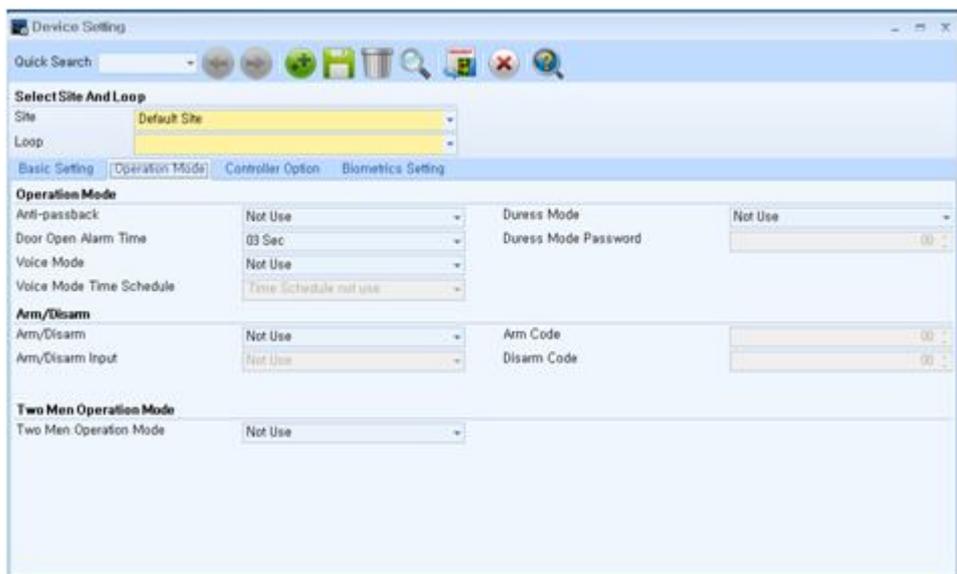


- Go to Main Tool Bar-> Click 'System Management' -> Click 'Device Setting'

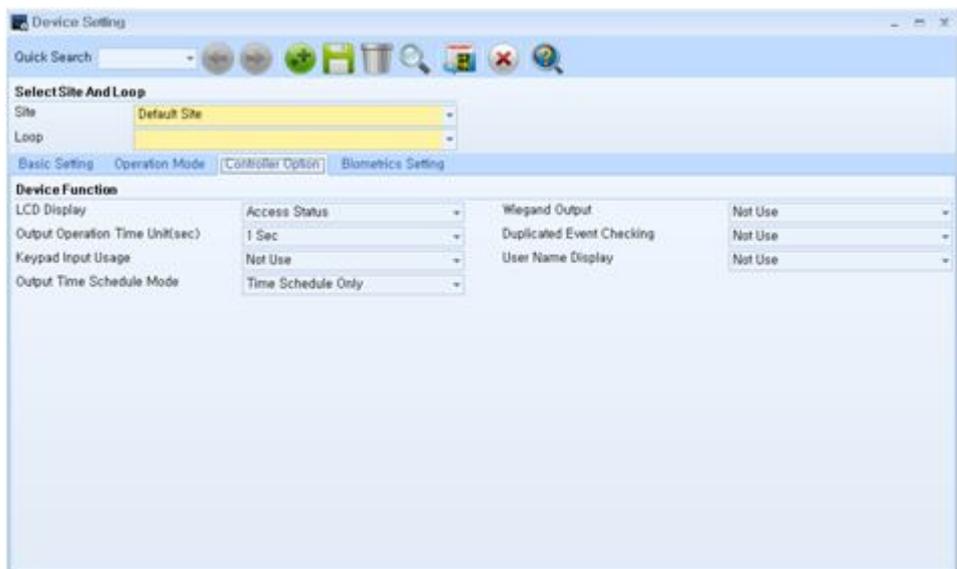
- Setting Method



-
- Click 'New'() from tool bar.
- Information will initialize in all boxes.
- Select 'Site Name'. Select the Site Name which is registered.
- Select 'Loop Name'. Select the Loop Name which is registered.
- Go to 'Basic Setting' tab.
- Select 'Controller' from 'Device Type'.
- Select device type. This manual describes LX007 as standard.
- Select type of door device. LX007 applies '1 Door' by one controller, so select door type you wish to use.
- Select device address. Controller has communication address. For example, if you set to communication address for 2 LX007, address of the first LX007 is '001' and '002' for the second LX007. Select the matching device address as the device address set to the LX007.
- Insert Device Name.
- Check 'whether to use it or not'.
- Go to operation tab. Use as default value here. Check more description in the phase 4.



-
- Go to the controller option tab. Use as default value here.



-
- Click 'Save' (floppy disk icon) from tool bar.

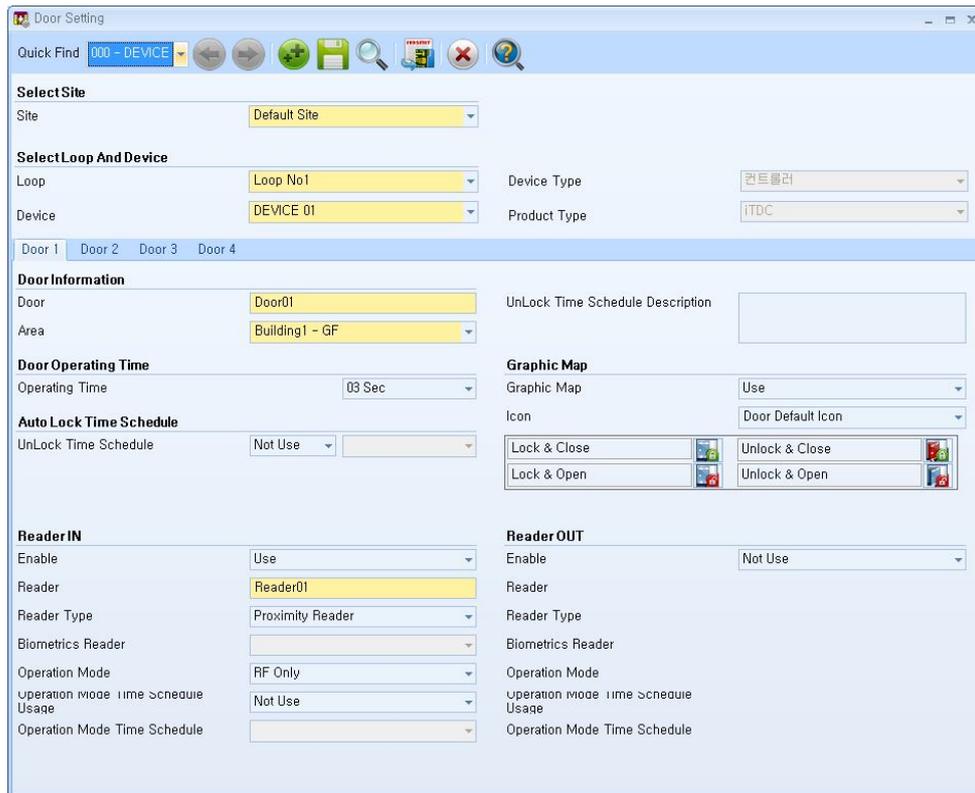
2.1.8 DoorSetting

- Operation Flow



- Go to Main Tool Bar-> Click 'System Management' -> Click 'DoorSetting'

- Setting Method



- Select 'New' () button on toolbar.
- All information is initialized on input space
- Select the Site Name.
- Select The Loop Name.
- Select device name that the device controls the door.
- Depending on selected device, selectable door lists are displayed. In case of iTDC controller is available to set to maximum of 4 doors, the others are only 1 door. Select door information to add or change in tab list.
- Add or change door name.
- Select building-floor to recognize location of door.
- Set to door operating time. That means the time for door lock is unlocked.
- Select Auto Lock Device Operating Time setting. It means the time for door lock is automatically unlocked. Default is 'not in use'.
- If you would like to work to set to door in graphic map, select using of graphic map icon. You can set to graphic map on graphic map setting.
- Next is description of setting the reader which belongs to door. Depending on door type of reader device, set to entrance reader and exit reader.
- Select the Entrance Reader (reader1).
- Select the Entrance Reader to 'use' or 'not in use'.
- Input the Reader Name.

- Select the Reader Type. In case of normal RF Card reader, select 'Proximity reader' and the case of contained keypad, select the 'Proximity reader + Keypad'. If biometric recognition reader is connected to entrance reader (iTDC, iCON100), select the 'Biometric recognition reader'.
- To set what kind of biometric recognition reader is connected to entrance reader, select information about biometric recognition reader.
- Select the 'Reader operating mode'. If you authenticate by only the RF card, select the 'RF Only'. And if you authenticate by RF card with password, select the 'RF+Password'. If you authenticate by RF card with biometric select the 'RF+FINGERPRINT (Password)' or the 'RF+PASSWORD+FINGERPRINT'.
- Select Time Schedule for Reader Operating Mode to 'use' or 'not in use'. During using of reader operating mode, if the mode in the time set to the schedule sector, reader operating mode is automatically changed to 'RF ONLY'. Set to Time Schedule for Reader Operating Mode.
- If there is exit reader of door, select exit reader (Reader 2) to 'use' or 'not in use'. In case of 4 Doors type of iTDC controller, you cannot select exit reader.
- Input the Reader Name.
- Select the Reader Type. In case of normal RF Card reader, select 'Proximity reader' and the case of contained keypad, select the 'Proximity reader + Keypad'. If biometric recognition reader is connected to entrance reader (iTDC, iCON100), select the 'Biometric recognition reader'.
- To set what kind of biometric recognition reader is connected to entrance reader, select information about biometric recognition reader.
- Select the 'Reader operating mode'. If you authenticate by only the RF card, select the 'RF Only'. And if you authenticate by RF card with password, select the 'RF+Password'. If you authenticate by RF card with biometric, select the 'RF+FINGERPRINT (Password)' or the 'RF+PASSWORD+FINGERPRINT'.
- Select the Time Schedule for Reader Operating Mode to 'use' or 'not in use'. During using of reader operating mode, if the mode in the time set to the schedule sector, reader operating mode is automatically changed to 'RF ONLY'. Set to Time Schedule for Reader Operating Mode.
- Set to reader operating mode time schedule.
- If select the Time Schedule for Reader Operating Mode to 'use' or 'not in use', set to time schedule for reader operating mode.
- In case of using of iTDC controller, depending on door type, you can add door 2, 3 and 4. Set to connected door 2, 3 and 4 as before.
- Click the 'Save' () button to save setting information.
- Click the 'Send' () button to send inputted door information. (In case of the sending function, it operates when communication server works as normal and the communication server is communicating with device. When the communication has problem, error message is generated. If the error message comes up, check the communication server or the communication of controller.)

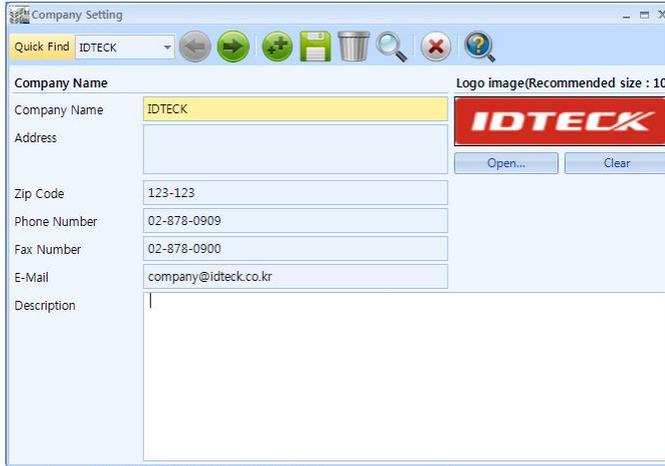
2.1.12 Company Setting

- Operation Flow



- Go to Main Tool Bar-> Click 'Operation Management' -> Click 'Company Setting'

● Setting Method



- Click 'New' (New icon) from tool bar.
- Information will initialize in all boxes.
- Insert Company Name. In case changing the Logo is necessary, register Logo.
- Click 'Save' (Save icon) > button from tool bar.

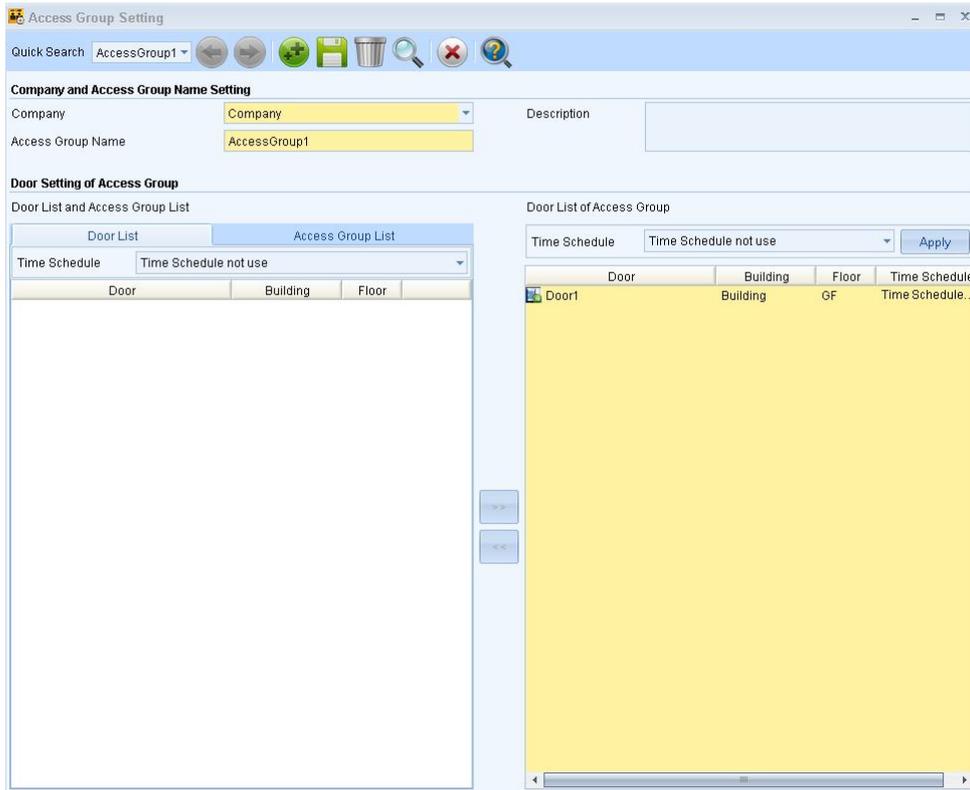
2.1.13 Access Group Setting

● Operation Flow



- Go to Main Tool Bar-> Click 'Access Control' -> Click 'Access Group Setting'

● Setting Method



- Click 'New' (New icon) from tool bar.
- Information will initialize in all boxes.
- Select Company.
- Insert Access Group Name.
- Select Time schedule to be applied and select the Door. Select from list of Door and Access Group. Select 'Time schedule Not use' since time schedule is not set in earlier setting stage.
- Move the selected Door to right side of screen by Drag and Drop.
- Click 'Save' (Save icon) button from tool bar.

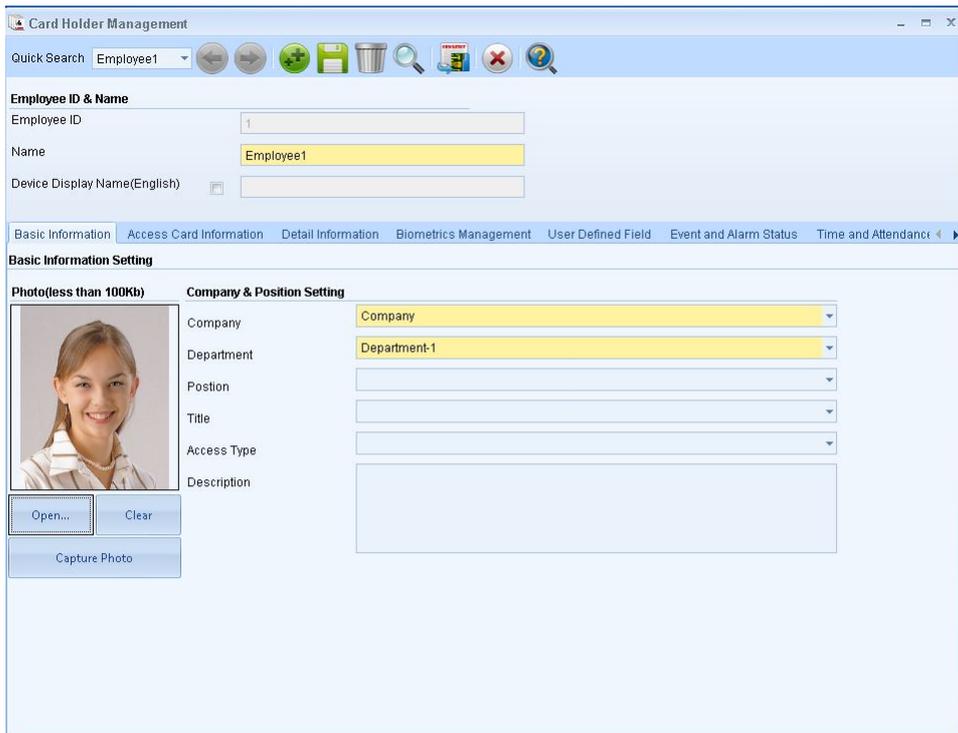
2.1.14 Cardholder Management

- Operation Flow

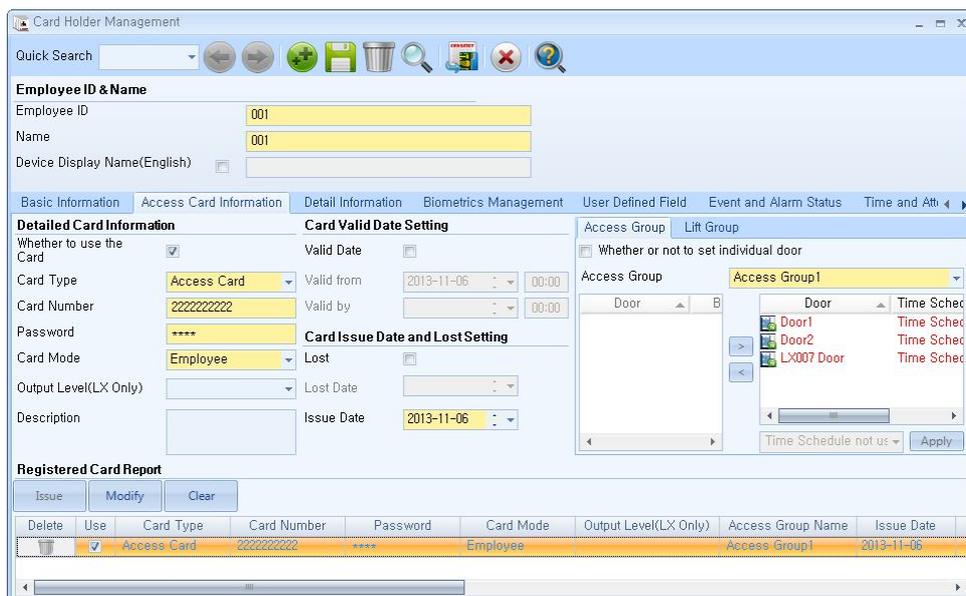


- Go to Main Tool Bar-> Click 'Access Control' -> Click 'Cardholder management'

- Setting Method



- Click 'New'(🌱) from tool bar.
- Information will initialize in all boxes.
- Insert Employee ID.
- Insert User Name.
- Select Company.
- Select Department (Displays mapped department in Company-Department set-up after registering at operation of main tool bar.)
- Go to 'Access Card Information' Tab.



- Check 'whether to use card or not'.

- Select Card Type. Here, select Access Card.
- Insert Card Number. Insert 8 digit number for 125KHZ card, 10 digit number for 13.56MHZ mifare card.
- Insert 4 digit password. This password is needed when Access Authentication Device is Keypad type. Also when the authentication mode is set as Card+Password.
- Select Card Mode.
- Select Output Level (LX Only).
- Access group: Select one of registered access group or check 'whether or not to set individual door' and select individual door if you don't want to use access group. In the list on left side, doors not registered in the access group are displayed if you selected access group. And registrable doors are displayed if you selected individual door option. To move into access door list on right side, select a door you wish to access and double click it or click (>) button or drag and drop.
- Elevator access group: Select one in registered elevator access group. Click issue button at the bottom and register a card to use.
- Save set-up information by clicking save() button in tool bar at the top of the screen. If the save succeeds, transmission message to whether to transmit the information is displayed and entered user information is transmitted to device if you click Yes(Y).
- Click 'Issue' button and register the Card.
- Click 'Save' < > button from tool bar.
- Click 'Send'() button to transmit the saved User Information. (Send function operates when Communication Server properly run and Device is communicating. In case of any communication failure, Error message appears. Then please check Communication Server or Controller.)

2)

3. PROGRAM LAYOUT

This chapter explicates three points. All kinds of button (icon) in IDTECK STANDARD TIMEPRO Program. Detail of setting process for Database connection. Main screen layout of IDTECK STANDARD TIMEPRO.

3.1 Common Screen and Buttons

3.1.1 Icon Description

This chapter includes the description of icons in IDTECK STANDARD TIMEPRO program. All icons are commonly used in IDTECK STANDARD TIMEPRO and those icons operate specific function. Following table shows the Description for each icon.

- Main Tool Bar Icons

Below icons are commonly used for main screen.

Image	Name	Description
	Refresh	To Refresh searched results.
	Add	To Add new data on Registration Screen.
	Modify	To Modify data on Change Screen.
	Delete	To Delete data.
	Batch Transmit	To Transmit searched data to the device.
	Batch Receive	To Receive data from specific device.
	Send	To Transmit data to the selected device.
	Receive	To Receive data from specific device.
	Close	To Close the screen.
	Help	To display Help on each menu.

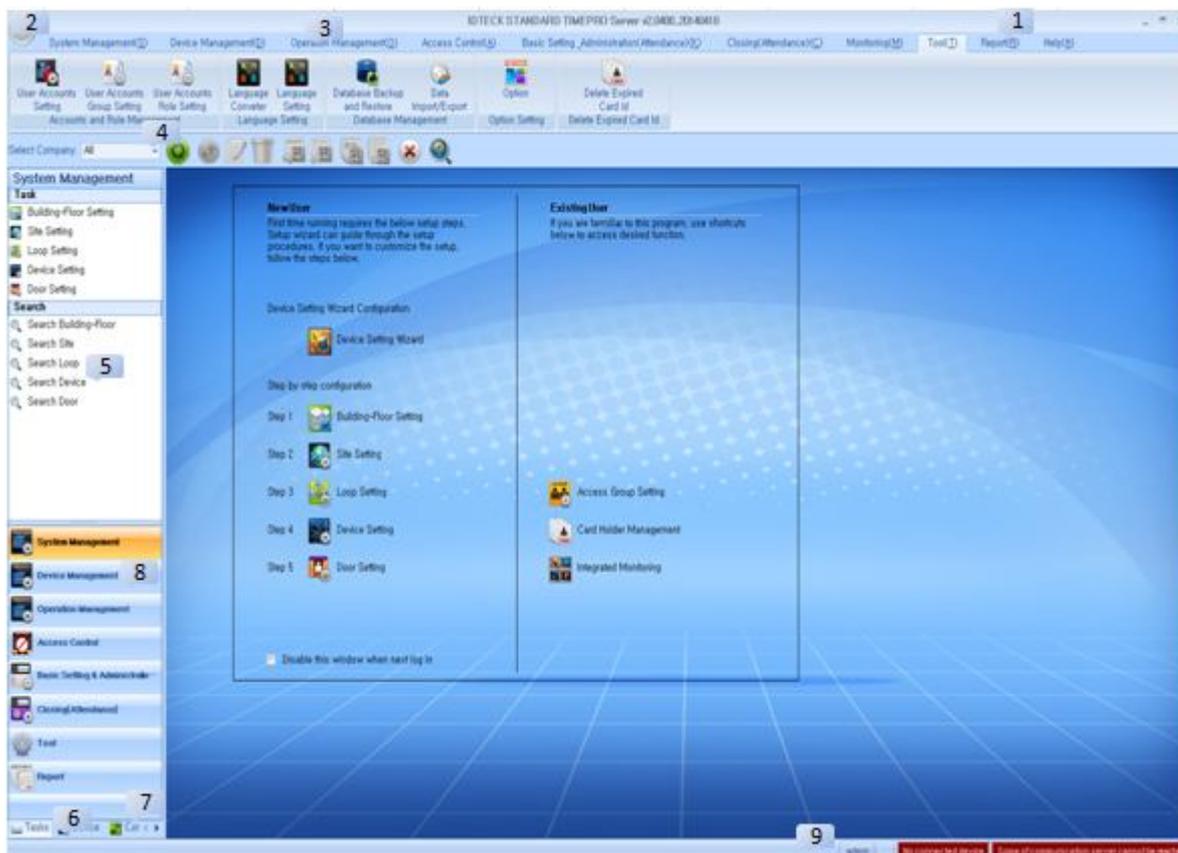
- Other Icons

Below icons are used in New Registration screen or Modification screen.

Image	Name	Description
	Save	Save inserted Data onto the Database.
	Search	To display Searched result or Move to Search screen.
	Cancel	To Cancel the action.
	Next	To display Next Data.
	Previous	To display Previous Data.

3.1.2 Screen Layout

AdoptWindow's standard interface in order to maximize the user conveniences.



Name	Description
------	-------------

①	Title Bar	Displays Program Name, Minimize, Maximize and Close buttons.
②	Program Menu Buttons	Able to select Log off and Program Shut down.
③	Menu Bar	Able to execute Program menus.
④	Tool Box	Able to execute Search menus or functions that affects entire program.
⑤	Taskpad	Able to separate tasks into Work and Search.
⑥	Device Window	Displays all registered devices corresponding to its connection status.
⑦	Connection Status Window	Displays connection status of Site, Loop, and Controller and control them.
⑧	Work Flow Window	Displays tasks according to order and execute them.
⑨	Status Bar	Displays connection status between Account and site.

● Tool Box



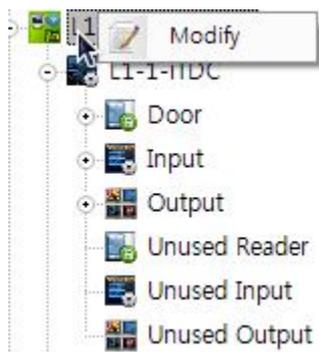
- Company Selection: Select the Company.
 - If user selects 'All', entire company's data will be treated, and if user selects a specific company, selected company's data will be treated. If one's not an Administrator, information will not display.
- Refresh(

● Device Window



- Display all the registered devices.
- Dis-configured Reader, In-Insert or Output will be displayed as Unavailable.

- Select the Device and right click, menu below will appear then modify data for the device.



- Connection Status Window



- Displays connection status of Site, Loop, and Controller.
- If Device is not connected, that device is marked with red colour.
- If Device is connected, connected icon() will be displayed, or if disconnected, disconnected icon() will be displayed on right side.
- In order to change site connection status, select desired Site and right click then below menu will be displayed. Click 'Menu' and modify the connection status. Displayed menu differs depend on current connection status. Select desired Site and click 'Connected'() or 'Disconnected'() to change connection status.
-

4. SYSTEM SETTINGS

4.1 Setting Wizard

4.1.1 Device Setting Wizard

This is Device Setting Wizard.

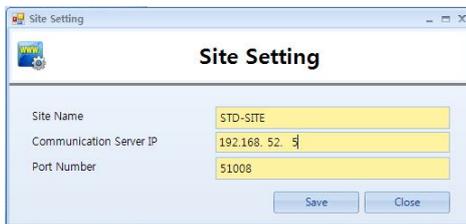
- Screen Setting

- 1) Device Setting Wizard–Site Setting



- Registered Site List: Displays the site list you want to use. Check whether or not to use the site in the check box and try connection test. Move on to next step only when connection is successful.

- Site setting: This is used to register new site.



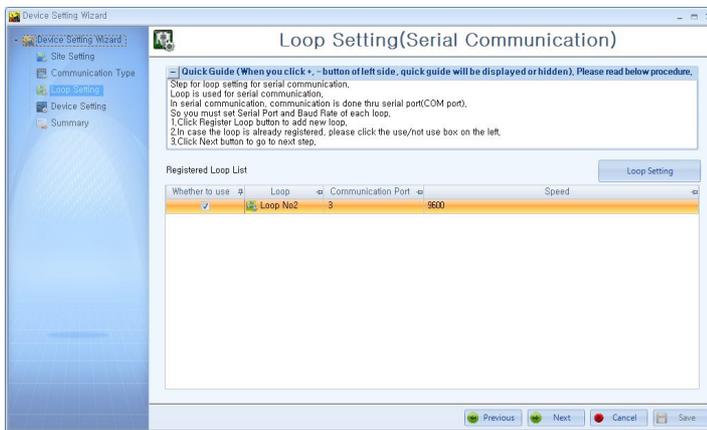
- Connection Test: Test connection status of communication server by using registered site's IP and port number. If connection error occurs, check IP address and port number one more time or check whether communication server is normally operated or not.

- 2) Device Setting Wizard – Communication Type Setting

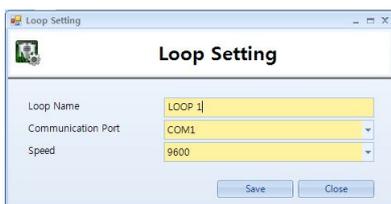


-
- Select Communication Type. Select one between 'Serial Communication' and 'Network Communication'.
- After selecting Communication Type, click 'Next' button.

3) Device Setting Wizard – Loop Setting (Serial Communication)



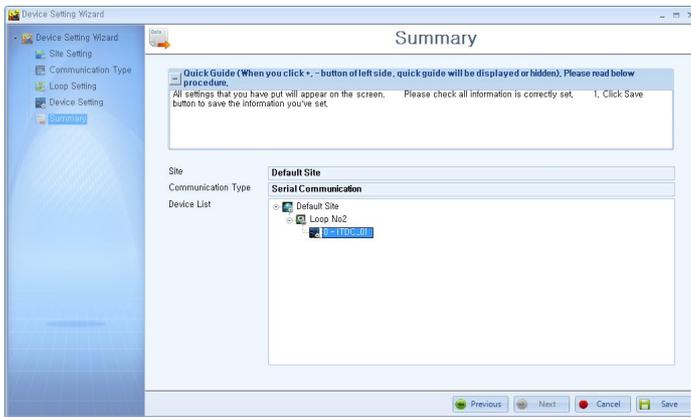
- You can only set serial communication in this section. If you use TCP/IP, please refer to 'TCP/IP Setting' in this manual.



- Click the 'Loop Setting' and input Loop Name. Select the communication port which is connected with communication of the device. Select communication speed of connected device. Depending on device, communication speed is different, so check the device first then select the matched communication speed.
- After loop Setting is finished, select the loop you wish to use then click the 'Next' button.

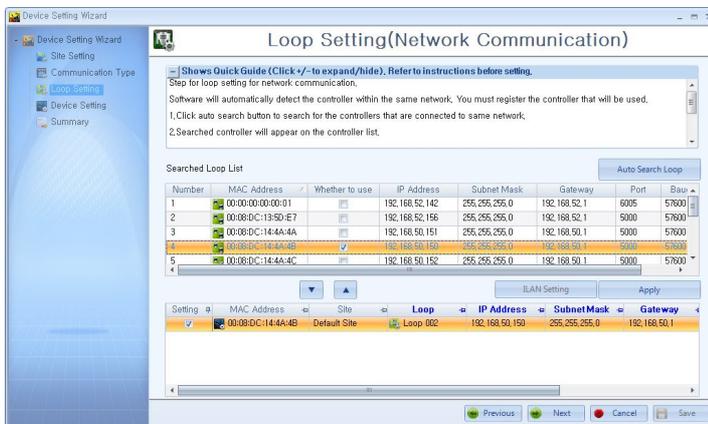


- For searching connected controller on communication line, define controller address to search. Click 'Auto Search Controller'. It automatically searches connected controller. Searched devices are displayed on the list. Select the controller you wish to use then click the 'Down Arrow' to register. If registering is completed, click the 'Next' button to finish setting. (You can update loops that are manually registered from Loop Definition before, by clicking Auto Search Controller button.)



- This step is to check set information. Check the setting is correct and click the 'Save' button to finish all setting.

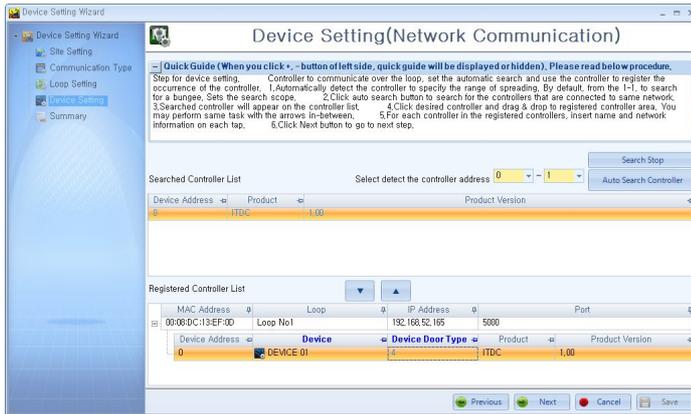
4) Device Setting Wizard – Loop Setting (Network Communication)



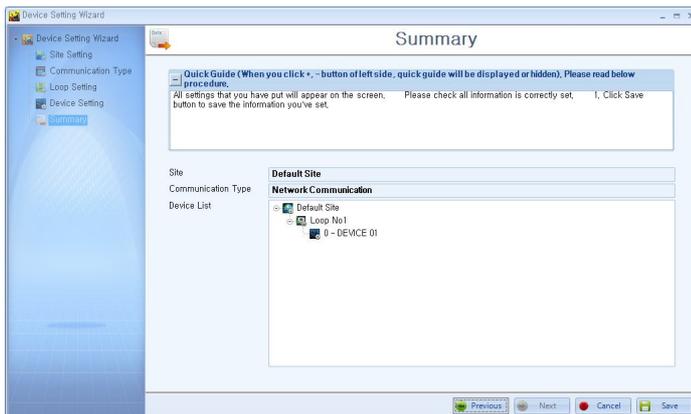
- This display is for Network Communication Setting.
- Automatically search the connected network and controllers in same network and register the controller you want to use among searched controllers.

- Click 'Auto Search Loop' button to search controllers connected in same network. Displays searched controllers on the 'Searched Loop List'. Click the controller you want to use on the 'Searched Controller List' and drag and drop to below grid. You can also use () or () button to register or delete the controller. To each registered controller, change Network Setting information by selecting applicable column to suit for network environment of installed site. Click 'Apply' button to apply changed information to the controller. Click 'Next' button.

5) Device Setting Wizard – Device Setting (Network Communication)



- This step is for Device Setting. Automatically searches the controller for communication by using previously set loop and registers the controller you want to use among searched controllers. Set the range of controller address to be searched. From address '0' to address '1' is searched as the default setting. Click 'Auto Search Controller' button to search the controller in selected range of address. Searched controller is displayed on 'Searched Controller List'. Click the controller you want to use on the 'Searched Controller List' and drag and drop to below 'Registered Controller List'. You can also use () or () button to register or delete the controller. To each registered controller, change the device name by selecting applicable column. Click 'Next' button.



- This Step is to check Setting Information. Check previously set Controller Setting and Click 'Save' button'.

4.2 Building Setting

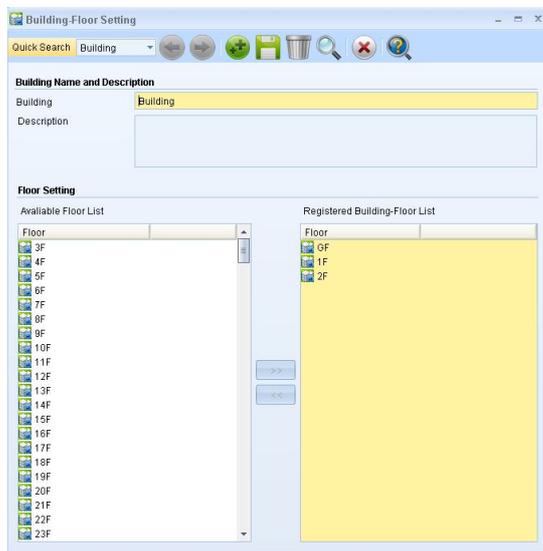
4.2.1 Building-Floor Setting

Register the Building and Floor.

- Screen Setting

- 1) Building-Floor Setting.

Register the Building and Floor.



- Building Name: Insert Building Name (Name of the building that you will install access control system) to register.
- Description: Insert any details on building.
- Floor list to be registered: List of floors which not registered.
- Registered Floor list: List of floors which registered.

- Function Description

- 1) Building-Floor Setting

- Building-Floor Registration
 - ⦿ Click 'New' from Tool Bar.
 - ⦿ Insert the Building Name.(Required step)
 - ⦿ Click 'Right' < >>> > and 'Left' <<< < to move floors to be included in the building.

- Click 'Save' <  > and complete the registration.
- Building-Floor Modification
 - Go to Combo-box on left-top side of screen and select the building to be modified.
 - It is possible to select the building by clicking 'Previous' <  > and 'Next' <  > or directly select from Combo-box.
 - Modify each item and click 'Save'.
- Building-Floor Deletion
 - Go to Combo-box on left-top side of screen and select the floor to be deleted.
 - It is possible to select the floor by clicking 'Previous' <  > and 'Next' <  > or directly select from Combo-box.
 - Click 'Delete' <  > from Tool Bar.
- Building-Floor Search
 - Click 'Building-Floor Search' on system setting tab from main screen or Click 'Search' <  > on tool bar from registration screen. Screen below will be displayed.
 - Set search condition as 'Building Name' and start search.
 - Below search screen enables to select building.
 - Select building and click 'Delete', then selected building will be deleted. Also 'Modify' <  > from tool bar displays building information and on that screen, it's able to modify each building.



4.3 Communication Environment Setting

4.3.1 Site Setting

Register or modify Site (Communication Server).

- Screen Description

- 1) Site Setting



- Tool bar: Display Buttons like; Site Information Search, Add, Modify, Delete, Help and Close.
- Site Name: Insert the Site Name. Select Site name where communication server is installed or direct site name.
- Communication Server IP: Insert IP Address of Communication Server.
- Port: Insert the Network Port Number of that will connect to Communication Server. Default value is 51008. Default value 51008 may not be accessible depend on Network Security setting or Firewall setting. In this case, open the Port through Network advisor.
- Connection Test: Test the connection to Communication Server through inserted IP Address, Port Number, and Password. In case of Connection Error occur, double check the IP Address, Port Number, and Password. Otherwise check whether Communication Server is operating or not.
- Whether Use or Not: Set whether to connect or not to the Site (Communication Server). If one does not mark the check, even if Site information is set, Connection is inaccessible. In order to connect and communicate with desired Site, marking is necessary.
- Description: In case of any additional information on Site, insert the additional information on 'Description Box'

- Function Description

- 1) Search

- Click 'Combo' next to 'Quick find' on top of the window, Site Information will display. Insert data to be searched, then information will display on the screen.
- Click 'Arrow'() on Tool bar, then 'Previous and Next' Site Information will display.
- Click 'Search'() on Tool bar, in case of Advanced Search is required. This case, go to Search screen of Main screen.

Select	Site	Communication Server IP	Port	Use	Description
<input type="checkbox"/>	 Default Site	192.168.52.212	51008	<input checked="" type="checkbox"/>	Default Site
<input type="checkbox"/>	 IDTECK-SITE	192.168.52.222	51008	<input checked="" type="checkbox"/>	

2) Add Site(New Registration)

- Click 'New'() on tool bar.
- Information will initialize in all boxes.
- Fill out information in all boxes. Yellow boxes are requisite fields. You should fill out Yellow boxes.
- Click 'Save'() on tool bar.

3) Site Modification

- Click 'Combo box' next to 'Quick find' on top of the window, then Registered Site's information will display. Click desired data, then information will display on the screen.
- Click 'Arrow'() on Tool bar, then 'Previous and Next' Site Information will display.
- Click 'Save'() , after modify desired item.

4) Site Deletion

- Click 'Combo box' next to 'Quick find' on top of the window, then Registered Site's information will display. Click desired data, then information will display on the screen.
- Click 'Arrow'() on Tool bar, then 'Previous and Next' Site Information will display.
- Click 'Delete'() on Tool bar.

5)

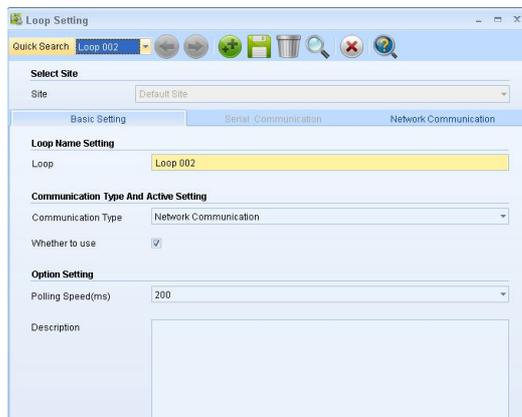
4.3.2 LoopSetting

Register or modify Loop information depend on Communication Type. In case of Send, refer to below.

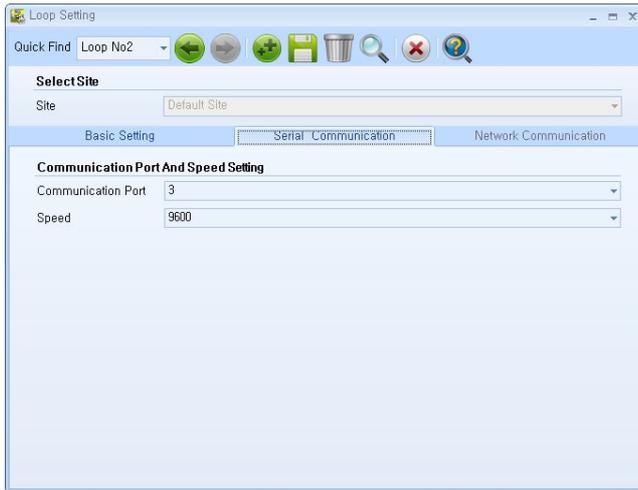
- Screen Description

- 1) LoopSetting(General Information)

Select whether to use Loop or not and Communication type. Then insert Basic information.



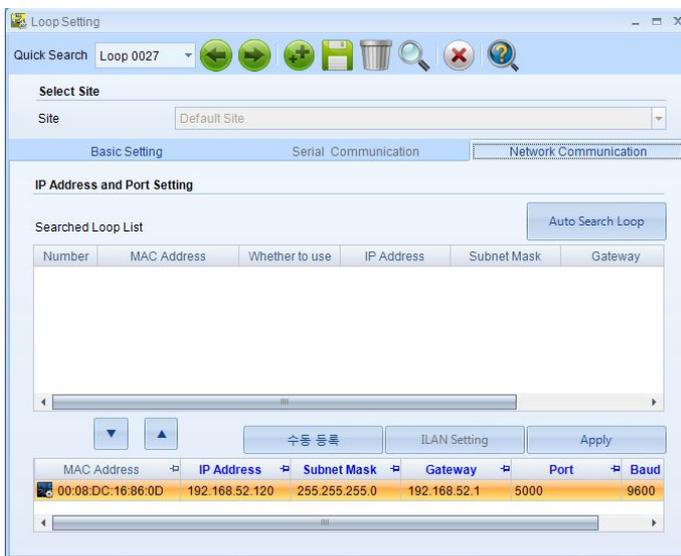
- Site Name: Select the site. Select Site name where communication server is installed or direct site name.
 - Loop Name: Insert the Loop Name.
 - Communication Type: Select Polling or Event type. (Default value: Polling. Polling is recommended.)
 - Whether Use or Not: Set whether to connect or not to Loop. If one does not mark the check, even if Loop information is set, Connection is inaccessible. In order to connect and communicate with desired Loop, marking is necessary.
 - Polling Speed: Select the speed of Polling(Default value:200)
- 2) Loop Setting(Serial Communication)
 - If you select communication type as serial, follow next step;



-
- Select the Serial Communication setting tab.
- Select the Communication Port for Serial Communication.
- Select Communication Speed of communication port. Default of LX device is 57600bps, the others are 9600bps.
- Click the 'Save' (Save icon) button.

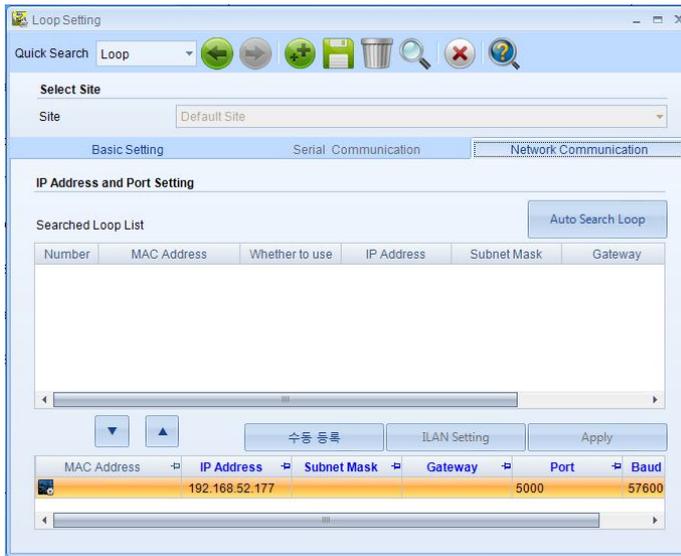
3) Loop Setting(Network Communication)

- If select Communication Type as Network Communication, set to menus as below.



-
- <IN CASE OF AUTO REGISTRATION >
- Select the Network Communication setting tab.
- Click 'Auto Search Loop' button to search the converter or device on the network.
- Select one on the 'Searched Loop List' and move down to the below grid.
- Set IP Subnet Mast, Gateway, Port, Communication Speed and click 'Apply' button to apply set value to applicable converter and device.
- Click the 'Save' (Save icon) button.

■ <IN CASE OF MANUAL REGISTRATION>



- Click Manual Registration button.
- Input IP address, port, baud rate. (The last of the data is not available for input. In case of manual registration, setting values cannot be applied.)
- Click Save (Save icon) button of tool bar on the top of screen.

● Function Description

1) Search

- Click 'Combo' next to 'Quick find' on top of the window, Site Information will display. Insert data to be searched, then information will display on the screen.
- Click 'Arrow' (Left and Right Arrow icons) on Tool bar, then 'Previous and Next' Site Information will display.
- Click 'Search' (Magnifying Glass icon) on Tool bar, in case of Advanced Search is required. This case, go to Search screen of Main screen.

Site	Communication Server IP	Port	Description
Default Site	192.168.52.212	51008	Default Site

Select	Loop	Communication Type	Whether to use	Polling Speed(ms)	Response Waiting Time	No. of Retra
<input type="checkbox"/>	Loop No1	Network Communication	<input checked="" type="checkbox"/>	200	1.0	
<input type="checkbox"/>	Loop No2	Serial Communication	<input checked="" type="checkbox"/>	200	0.5	

2) Loop Addition(New Registration)

- Click 'New' (New icon) on tool bar.
- Information will initialize in all boxes.
- Fill out information in all boxes. Yellow boxes are requisite fields. You should fill out Yellow boxes.
- Selected Communication Type Tab will only become active, and insert information on the tab.

- Click 'Save'() on tool bar.

3) Loop Modification

- Click 'Combo box' next to 'Quick find' on top of the window, then Registered Loop's information will display. Click desired data, then information will display on the screen.
- Click 'Arrow'() on Tool bar, then 'Previous and Next' Site Information will display.
- Click 'Save'() , after modify desired item.

4) Loop Deletion

- Click 'Combo box' next to 'Quick find' on top of the window, then Registered Loop's information will display. Click desired data, then information will display on the screen.
- Click 'Arrow'() on Tool bar, then 'Previous and Next' Site Information will display.
- Click 'Delete'() on Tool bar.

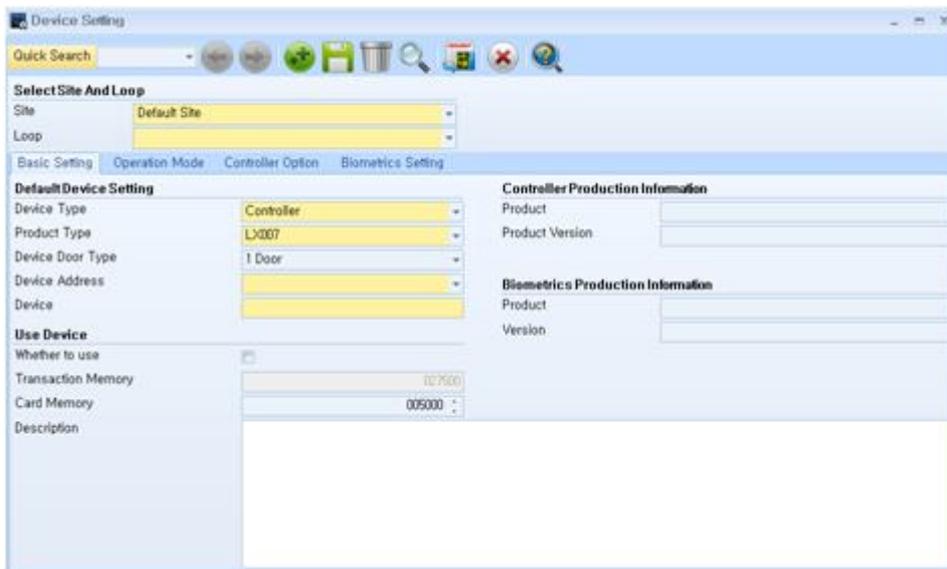
4.4 Device and DoorSetting

4.4.1 Device Setting

- Screen Description

- 1) Device Setting(General Information)

- Select Communication Type of Loop and insert basic setting.



- Site Name: Select the desired Site. Which the device will be installed.
- Loop Name: Select the desired Loop. Which the device will be installed.
- Device Type: Select one, 'Controller' or 'Biometric Reader'

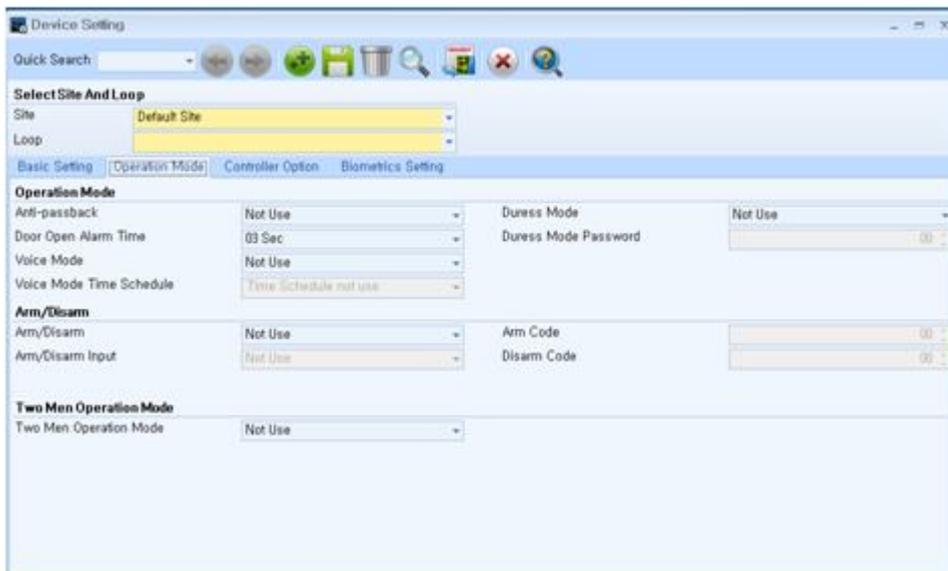
Device	Description
Controller	Select when Controller(LX505, LX505SR, LX007, LX007SR, 505R, SR505, FINGER007, FINGER007SR, FGR007, FGR007SR) is used. Controller possess separate Communication Address(Address). Configure the software information depend on each Address and Communicate with controller. Also it is able to set various options for each controller. Transmit/Receive set options and apply on each device.
Biometric Reader	Select when Biometric Device, i.e. Fingerprint detectors (FGR006, FGR006SR, FINGER006, FINGER006SR, LX006, and LX006SR) is used. Biometric Reader setting is a part where setting biometric reader out of all readers connected to controller. Transmitting/Receiving the fingerprint of user can only be operated under 'Biometric Reader' type. Also managing the reader is available under 'Biometric

	Reader' type.
--	---------------

- Device type: If you select controller and biometric recognition reader, the matching device list is displayed. Select the matching device. This manual describes iTDC as standard.
- Door type: Select device door type. LX007 applies'1 Door' by one controller, select door type you wish to use..
- Device address: Select device address. Controller has communication address. For example, if you set to communication address for 2 LX007, address of the first LX007 is '001' and '002'for the second LX007. Select the matching device address as the device address set to the LX007.
- Registered address is not displayed.
- Device Name: Insert the Device name.
- Usage Setting: Check whether to use selected device or not.
- Product Name: Displays name of the product. (After the registration, receive product information then the Product name will appear.)
- Product Version: Displays version of the product. (After the registration, receive product information then the Product name will appear.)
- Description: Insert description of the Loop.

2) Operating mode.

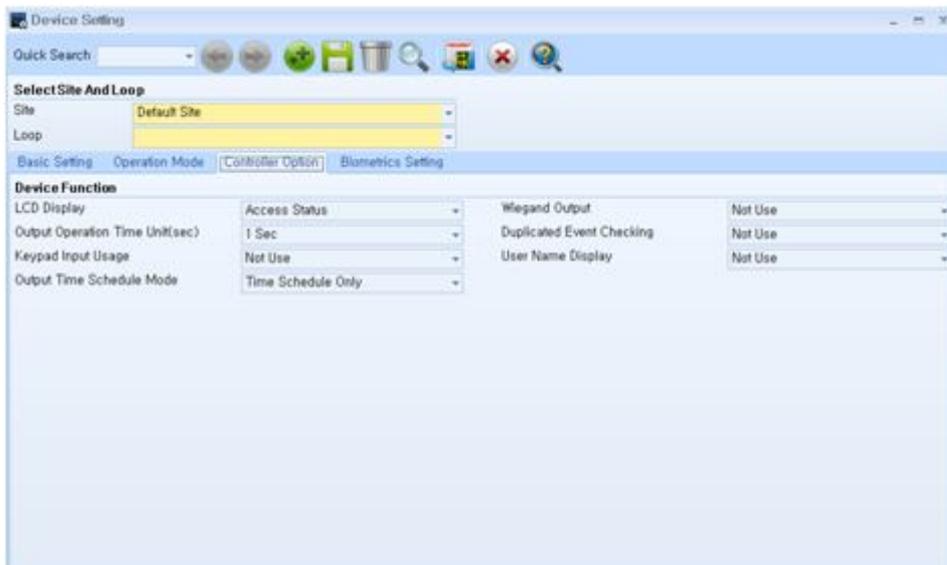
- Set to operating option about set to device. Depending on device, only applicable options can be selected.



-
- Select the matching operating option about set to the device.

- Anti-Passback: Set to Anti-passback to 'use' or 'not in use'. In case of iTDC controller, depending on door setting also available.
- Door Open Alarm Time: Set to the time for alarm. The time means from opening door to generating alarm. (Default: 3 seconds)
- Voice Mode: Set to available controller (LX series) for voice output.
- Voice Mode Time Schedule: Set to time schedule that the voice output is available.
- Duress Alarm Mode: Set to Duress alarm mode to use.
- Duress Alarm Number: Select 2digits number to use duress alarm mode. For keypad reader, if you input duress alarm number, access is granted. After granted access, duress alarm output is generated then it sends to operating program.
- Alarm to use: Set to alarm to use.
- Using Alarm INPUT: using of the independence iTDC. Set to this function when processes by using of input button for alarm setting function. Input button is using in input 7.
- Alarm code: If using of alarm setting or cancellation, set to 2digits code for alarm setting. Code only can be number and 00 code is not able to use. Also the code likes alarm setting code or cancellation code is not able to use as same code, so different code is required to use.
- Alarm cancellation code: If using of alarm setting or cancellation, set to 2digits alarm cancellation code. Code only can be the number and the code '00' is not able to use. Also the code likes alarm setting code or cancellation code is not able to use as same code, so different code is required to use.
- 2 men operation mode to use: Set to 2 men operation mode to use.

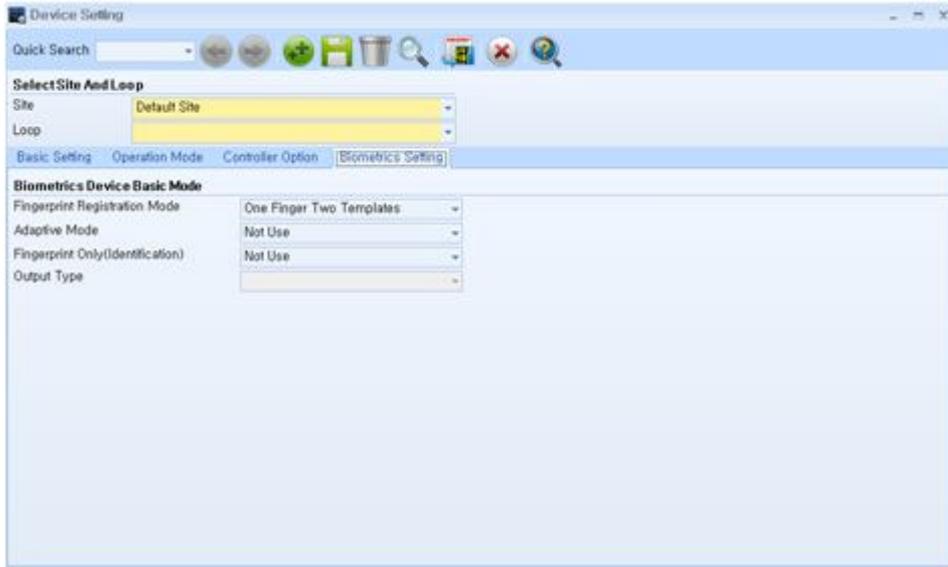
3) Option Setting Device Function



- LCD display: Set to option whether authentication status is displayed or card number is displayed.
- Output Operation Time Unit (sec): Select the operating time for output point of contact as 1 second or 0.1 second of interval.
- To use keypad: Set to use device contained keypad.

- Wiegand Output: If you set to this function, separate authentication success number is generating by WIEGAND output when granted access.
- Duplicate event check: Set to perception function for duplication event.
- User name display: Set to the function that displays name of person who granted access. (LX series independence function)
- Language Setting : Select language you want to use. .(화면에 없음.확인필요)

4) Biometric Property



-
- Reader Mode: It is used when biometric reader is used.

Identification Process	Description
Identified by only Card	When the card is presented to biometric reader, recorded card number is transferred to the controller by WIEGAND communication and the controller grants access only when card number is registered.
Identified by Card + Fingerprint	Use card and fingerprint to grant access. When the card is presented to the biometric reader, if the scanner doesn't turn red, it means the card holder doesn't register fingerprint When the fingerprint identification is successful, recorded card number is transferred to the controller by WIEGAND communication and the controller grants access only when card number registered.
Identified by Card + Fingerprint + Password	Use card, fingerprint and password to grant access.

- Fingerprint registration Mode: You can set fingerprint registration mode. You can register same fingerprint twice or register one fingerprint and another fingerprint once again.

Fingerprint	Description

registration Mode	
One Finger Two Templates	Register same finger twice for two templates. If you use this mode performance of fingerprint identification can be higher.
Two Finger Two Templates	Register one finger and another finger once again for two templates. This mode If you use this mode performance of fingerprint identification can be lower. But this mode is useful when one fingerprint is damaged because you can use another finger. Caution: You beware to put your finger in Two Finger Two Templates mode. If you put your same finger on reader then error will be occurred.

- Remaining fingerprint use : Select remaining fingerprint correction setting. Generally it called "Adaptive" function, and average of fingerprint authentication is increased by the function, but speed for processing it may be decreased. The function also corrects dry or wet fingerprint.If you set this function, red light is lit on fingerprint scanner when you identify your fingerprint. If you wish to increase the speed of processing authentication, don't use this function. If you don't use this function, red light on fingerprint scanner is turned off.
- Identification byonly fingerprint: Select between 'Use' or 'Not in use'
- Output Type: Select between 'Normal' or 'Extended'

● Function Description

1) Search

- Click 'Combo' next to 'Quick find' on top of the window, registered Device information will display. Insert data to be searched, then information will display on the screen.
- Click 'Arrow' (← →) on Tool bar, then 'Previous and Next' Site Information will display.
- Click 'Search' (🔍) on Tool bar, in case of Advanced Search is required. This case, go to Search screen of Main screen.



2) Device Addition(New Registration)

- Click 'New' (➕) on tool bar.
- Information will initialize in all boxes.

- Fill out information in all boxes. Yellow boxes are requisite fields. You should fill out Yellow boxes.
- Go to 'Device Type', select Controller and Biometric Reader.
- In case of controller, basic setting, operation mode and controller option tabs are activated.
- In case of elevator, basic setting and lift option tabs are activated.
- In case of Biometric Reader, general information and biometric setting tabs will activate. Default value is set for each Biometric device. Default value is for user convenience, it is also adjustable.
- Click 'Save'() on tool bar.

3) Device Modification

- Click 'Combo box' next to 'Quick find' on top of the window, then Registered device's information will display. Click desired data, then information will display on the screen.
- Click 'Arrow'() on Tool bar, then 'Previous and Next' Site Information will display.
- Click 'Save'(), after modify the desired item.

4) Device Deletion

- Click 'Combo box' next to 'Quick find' on top of the window, then Registered device's information will display. Click desired data, then information will display on the screen.
- Click 'Arrow'() on Tool bar, then 'Previous and Next' Site Information will display.
- Click 'Delete'() on Tool bar.

5) Transition

- Click 'Send'(), then information will be transmitted.

6) Auto transmission

- Click New() button of tool bar on the top of screen and input each items[check whether to use a device] and then click Save() button on the top of screen. Or select a registered device from combo on the upper left of screen and click Save() button.
- Either "Successfully saved by whether to use the device and whether to activate. Do you want to transfer it?" message appears directly or "Do you want to transfer after a message appears??" message appears after "Do you want to restart the communication server?" message. In case of the former, click "YES" button. In case of the latter, click "Ok" button and click "Yes" button when "Do you want to transfer it after restarting communication server?" message appears.

4.4.2 DoorSetting

Configure the point of contact of controller. Each controller is connected to reader. Hence in order to manage controller, it is necessary to set controller information on software.

- Screen Description

- 1) General Information

- Click the 'New' () button.
- All information in input space is initialized.
- Select the Site Name.
- Select the Loop Name. .
- Select the Device Name which controls the door. Select registered device.
- Depending on selected device, selectable door lists are displayed. In case of iTDC controller is able to set to maximum of 4 doors, the others are only 1 door. Select door information to add or change in tab list.
- Add name of door or change it.
- Select building-floor. Select building-floor to recognize location of door.
- Set to door operating time. The time means lock device of door is canceled.

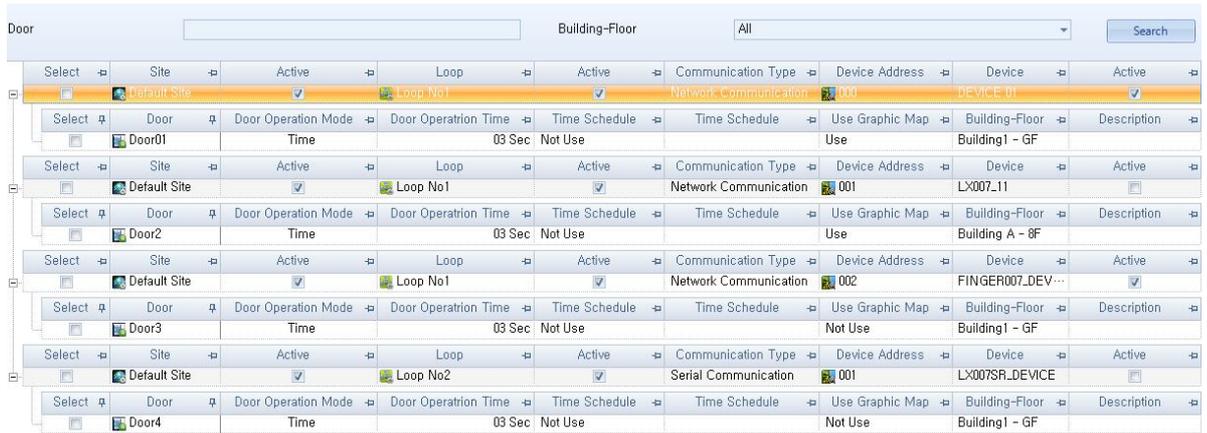
- Select the Auto Lock Device Operating Time setting. It means set to time for cancellation of door lock. Default is 'not in use'.
- If you would like to use setting door in graphic map, select icon for using of graphic map. You can set to graphic map on graphic map setting.
- Next is description of setting for the reader on door. Depending on door type of device, available to set to entrance reader and exit reader.
- Select the Entrance Reader (reader1).
- Select the Entrance Reader to 'use' or 'not in use'.
- Input the Reader Name.
- Select the Reader Type. In case of normal RF Card reader, select 'Proximity reader' and the case of contained keypad, select the 'Proximity reader + Keypad'. If biometric recognition reader is connected to entrance reader (iTDC, iCON100), select the 'Biometric recognition reader'.
- To set what kind of biometric recognition reader is connected to entrance reader, select information about biometric recognition reader.
- Select the 'Reader operating mode'. If you authenticate by only the RF card, select the 'RF Only'. And if you authenticate by RF card with password, select the 'RF+Password'. If you authenticate by RF card with biometric select the 'RF+FINGERPRINT (Password)' or the 'RF+PASSWORD+FINGERPRINT'.
- Select Time Schedule for Reader Operating Mode to 'use' or 'not in use'. During using of reader operating mode, if the mode in the time set to the schedule sector, reader operating mode is automatically changed to 'RF ONLY'. Set to Time Schedule for Reader Operating Mode.
- If there is exit reader of door, select exit reader (Reader 2) to 'use' or 'not in use'. In case of 4 Doors type of iTDC controller, you cannot select exit reader.
- Input the Reader Name.
- Select the Reader Type. In case of normal RF Card reader, select 'Proximity reader' and the case of contained keypad, select the 'Proximity reader + Keypad'. If biometric recognition reader is connected to entrance reader (iTDC, iCON100), select the 'Biometric recognition reader'.
- To set what kind of biometric recognition reader is connected to entrance reader, select information about biometric recognition reader.
- Select the 'Reader operating mode'. If you authenticate by only the RF card, select the 'RF Only'. And if you authenticate by RF card with password, select the 'RF+Password'. If you authenticate by RF card with biometric, select the 'RF+FINGERPRINT (Password)' or the 'RF+PASSWORD+FINGERPRINT'.
- Select the Time Schedule for Reader Operating Mode to 'use' or 'not in use'. During using of reader operating mode, if the mode in the time set to the schedule sector, reader operating mode is automatically changed to 'RF ONLY'. Set to Time Schedule for Reader Operating Mode.
- Set to reader operating mode time schedule.
- If select the Time Schedule for Reader Operating Mode to 'use' or 'not in use', set to time schedule for reader operating mode.
- In case of using of iTDC controller, depending on door type, you can add door 2, 3 and 4. Set to connected door 2, 3 and 4 as before.

- Click the 'Save' () button to save setting information.
- Click the 'Send' () button to send inputted door information. (In case of the sending function, it operates when communication server works as normal and the communication server is communicating with device. When the communication has problem, error message is generated. If the error message comes up, check the communication server or the communication of controller.)

- Function Description

- 1) Search

- Click 'Combo' next to 'Quick find' on top of the window, Door information will display. Insert data to be searched, then information will display on the screen.
- Click 'Arrow' () on Tool bar, then 'Previous and Next' Site Information will display.
- Click 'Search' () on Tool bar, in case of Advanced Search is required. This case, go to Search screen of Main screen.



Select	Site	Active	Loop	Active	Communication Type	Device Address	Device	Active
	Default Site	<input checked="" type="checkbox"/>	Loop No1	<input checked="" type="checkbox"/>	Network Communication	000	DEVICE 01	<input checked="" type="checkbox"/>
	Door01	Time	03 Sec	Not Use	Time Schedule	Use Graphic Map	Building-Floor	Description
	Default Site	<input checked="" type="checkbox"/>	Loop No1	<input checked="" type="checkbox"/>	Network Communication	001	LX007_11	<input type="checkbox"/>
	Door2	Time	03 Sec	Not Use	Time Schedule	Use Graphic Map	Building-Floor	Description
	Default Site	<input checked="" type="checkbox"/>	Loop No1	<input checked="" type="checkbox"/>	Network Communication	002	FINGER007_DEV...	<input checked="" type="checkbox"/>
	Door3	Time	03 Sec	Not Use	Time Schedule	Use Graphic Map	Building-Floor	Description
	Default Site	<input checked="" type="checkbox"/>	Loop No2	<input checked="" type="checkbox"/>	Serial Communication	001	LX007SR_DEVICE	<input type="checkbox"/>
	Door4	Time	03 Sec	Not Use	Time Schedule	Use Graphic Map	Building-Floor	Description

- 2) Door Addition(New Registration)

- Click 'New' () on tool bar.
- Information will initialize in all boxes.
- Fill out information in all boxes. Yellow boxes are requisite fields. You should fill out Yellow boxes.
- Click 'Save' () on tool bar.

- 3) Door Modification

- Click 'Combo' next to 'Quick find' on top of the window, Door information will display. Insert data to be searched, then information will display on the screen.
- Click 'Arrow' () on Tool bar, then 'Previous and Next' Site Information will display.
- Click 'Save' () , after modify the desired item.

- 4) Door Deletion

- Click 'Combo' next to 'Quick find' on top of the window, Door information will display. Insert data to be searched, then information will display on the screen.
 - Click 'Arrow'() on Tool bar, then 'Previous and Next' Site Information will display.
 - Click 'Delete'() on Tool bar.
- 5) Door Setting Send
- Transmit Door Setting information of device.
 - Click 'Transmit'() then, Door setting information will be transmitted.
- 6) Auto transmission of door setting.
- Transmit door setting information of a device to the device.
 - Click New() button of tool bar on the top of screen and input each items and then click Save() button of tool bar on the top of screen. Or Select registered door information from combo on the upper left of screen and click Save() button.
 - "Successfully saved. Do you want to transfer it??"message appears.
 - Once you click"Yes", inputted reader information is transmitted.

5. SYSTEM MANAGEMENT

5.1 Device Management

5.1.1 Initialize Device

This menu enable user to Initialize, configure, file transmit/receive Controller and Biometric device. Update Firmware.

- Screen Description

1) Controller

Initialize information of controller.



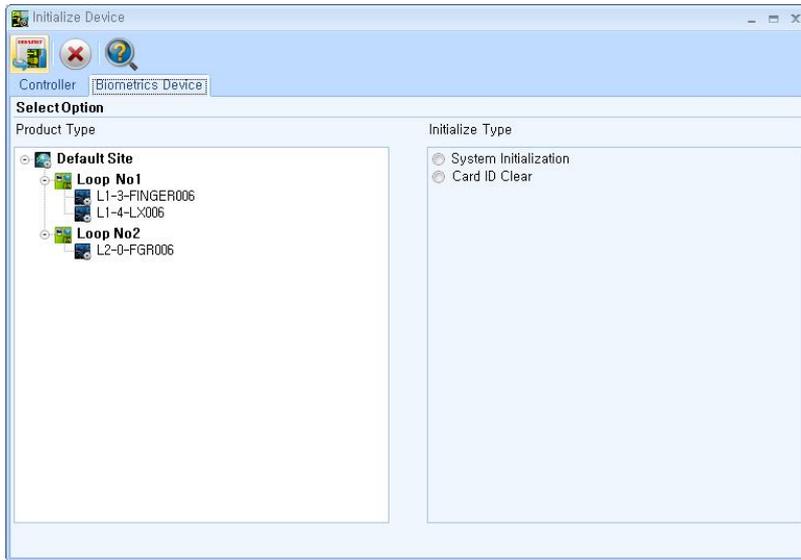
- Device Selection (Tab: Controller/Biometric): Select Controller and Biometric device.
- Device List: Select desired device from the list.
- Initialization Type: Select initialization type.(Unable to select more than one)

Initialization Type	Description
Initialize System	Initialize all information of controller and set to default value. Re-setting is required.
Initialize ID	Initialize ID information saved on controller. Access permit is limited through corresponding controller, since ID initialization. Transmitting User information is required.
Initialize Event and Alarm	Initialize Event information saved on controller. Event information may be lost if entire event information is not transmitted onto Host PC. Please be cautious,

	Information cannot be restored once it is initialized.
Initialize Timeschedule and Holiday	Initialize time schedule and Holiday information saved on controller. Time schedule and Holiday information may not apply properly once it is initialized. Re-setting is required.
System setting value initialization	Initializes system information except card ID. (Only LX is available)

2) Biometric Device

Initialize information of Biometric device.



- Device Selection (Tab: Controller/Biometric): Select Controller and Biometric device.
- Device List: Select desired device from the List.
- Initialization Type: Select initialization type.(Unable to select more than one)

Initialize Type	Description
Initialize System	Initialize all information of controller and set to default value. Re-setting is required.
Initialize ID and Fingerprint	Initialize ID information and Fingerprint data saved on Biometric device. Transmitting User information is required.

● Function Description

1) Controller/Biometrics device

- Device Initialization(Commonly applied to Controller, Biometric device)
 - Select device from the list.

- ⦿ Select Initialization type. Only individual selection is available.
- ⦿ Click 'Transmit' () from tool bar.
- ⦿ Check whether information transmitted properly or not. If not, re-transmit or check communication status.

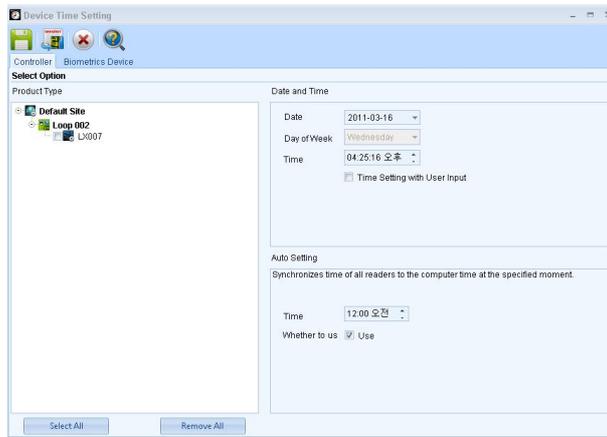
5.1.2 Device Time Setting

Set up the Time of Controller and Biometric device.

- Screen Description

- 1) Controller

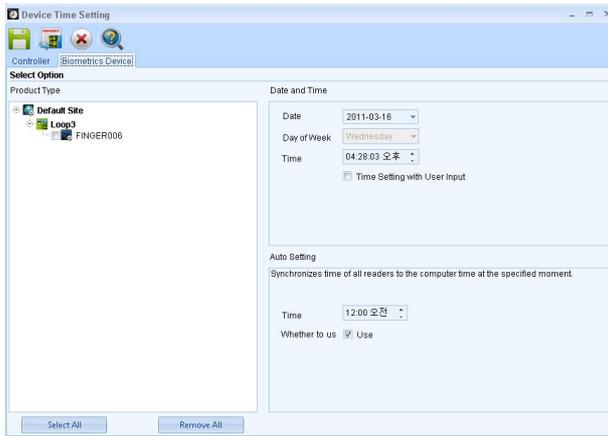
Set up the Time of Controller.



- Device List: Select desired device from the List.(Able to select more than one)
- Date and Time: Select desired Date and Time.
 - ⊙ Date: Select desired Date.
 - ⊙ Day of week: Day will be set Corresponding to date.(Able to modify manually)
 - ⊙ Time: PC time will be sync.
- Select All: Able to select all devices at once.
- Remove All: Able to cancel all devices at once.

- 2) Biometric device

Set up the Time of Biometric device.



- Device Selection (Tab): Select Controller and Biometric device.
- Device List: Select desired device from the List.(Able to select more than one)
- Date and Time: Select desired Date and Time.
 - Date: Select desired Date.
 - Day of week: Day will be set Corresponding to date.(Able to modify manually)
 - Time: PC time will be sync.
- Select All: Able to select all devices at once.
- Remove All: Able to cancel all devices at once.

3) Time Synchronization Setting

This page allow user to select automatic synchronization the time information of Controller and Biometric device.

- Automatic Synchronization Time and Set whether use or not: Automatically synchronize time information if user mark 'use'.
 - Synchronization Time: Insert Time.
 - 'Whether use or not': Automatically synchronize time information if user mark 'use'.

● Function Description

1) Controller/Biometric device

- Time setting(Apply on both Controller and Biometric device)
 - Select the device, and insert Date and Time, click 'Transmit'() to send Time information of PC time.
- Auto interval setting(Apply on both Controller and Biometric device)
 - At every set interval, synchronize the time of device with PC.
 - Mark the tick box, in order to apply auto interval and click 'Save'(). (In case of cancel the function, unmark the tick box and save.)

- ⦿ In order to utilize auto interval function, IDTECK STANDARD TIMEPRO program needs to be operating.

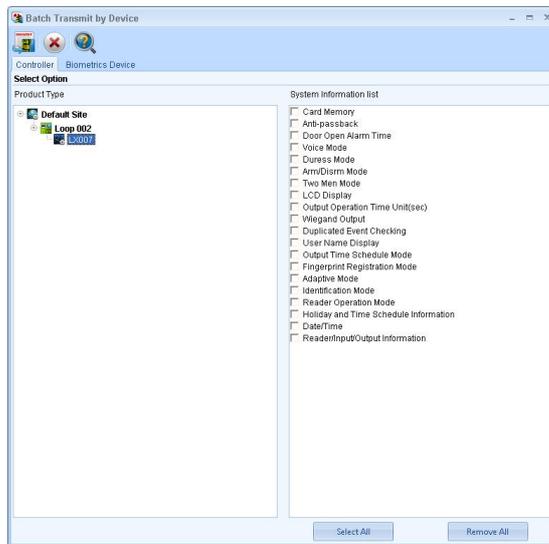
5.1.3 Batch Transmit by Device

Transmit information to Controller and Biometric device.

- Screen Description

- 1) Controller

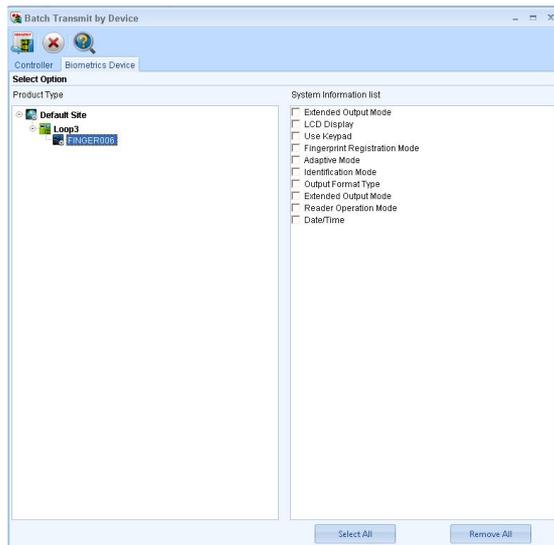
This screen explains BatchSend of those information of PC to Controller.



- Device Selection (Tab): Select Controller, Biometric device and User.
- Device List: Select desired device from the List.
- Select Information: Select list to be transmitted.(Able to select more than one)
- Select All: Able to select all system list at once.
- Remove All: Able to cancel all system list at once.

- 2) Biometric device

This page explainsBatchSend of those information of PC to Biometric device.



- Device Selection (Tab): Select Controller, Biometric device and User.
- Device List: Select desired device from the List.
- Select Information: Select list to be transmitted.(Able to select more than one)

- Function Description

- 1) Controller

- System Information Transmission
 - Select desired device from list. Select desired item from system information list. (Able to select more than one.)
 - Click 'Send' () , then information will be transmitted to selected device.
 - If system setting information is transmitted, selected device will re-boot.

- 2) Biometric device

- System Information Transmission
 - Select desired device from list. Select desired item from system information list. (Able to select more than one.)
 - Click 'Send' () , then information will be transmitted to selected device.

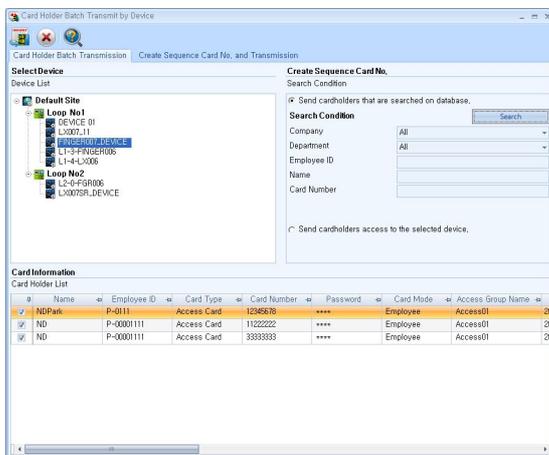
5.1.4 Card Holder Batch Transmission by Device

This page explains transmitting User information to controller and biometric device. Also creating and transmitting Access card to controller and biometric device.

- Screen Description

- 1) Card Holder Batch Transmission

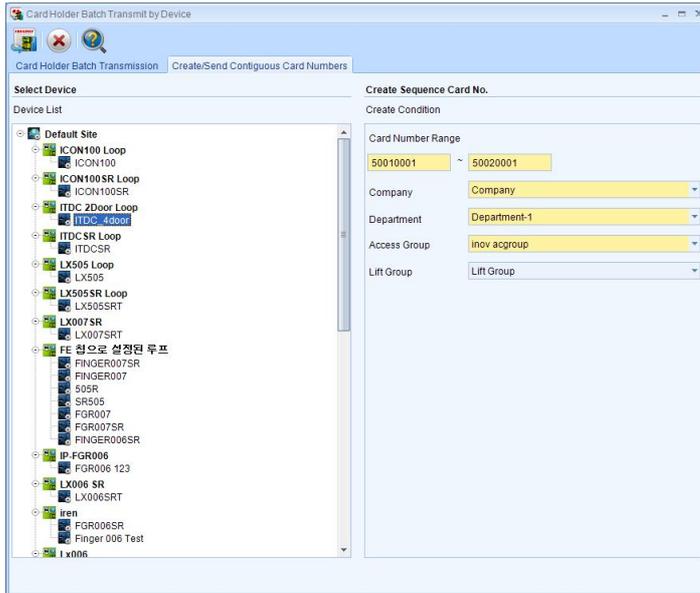
This screen explains BatchSend of those user information of PC to Controller and Biometric device.



- Device List: Select desired device from list.
- Selection: Select method of transmitting user information.
- Transmit searched user information to the selected device. Below is the search condition.
 - Company: Select company
 - Department: Insert department name.
 - Employee ID: Insert employee ID.
 - Name: Insert user name.
 - Card number: Insert card number.
- Send cardholders access to the selected device: Selected device sends batch passers belong to access group to applicable device.
- Card Holder List: Transmit the selected user within the searched user to the device.

- 2) Create Sequence Card No. and Transmission

This page explains process of creating card number as much as range and transmitting to database.



- Device List: Select desired device from list.
- Create Condition: Select conditions in order to create card numbers.
 - Company: Select company, which will be included in card number.
 - Department: Select department, which will be included in card number.
 - Access Group: Select access group, which will be included in card number.
 - Lift group : Select a lift group, which will be included in card number.

● Function Description

1) Card Holder Batch Transmission

- Searched user information Send
 - Click 'Send' (📄), then searched card holder information displaying on grid will be transmitted to selected device.
- Send cardholders access to the selected device
 - Click the 'Send' (📄) button then the selected device is sending batch passer which belongs to the applicable passer group to the applicable device.

2) Create Sequence Card No. and Transmission

- Transmit card number
 - When 'Send' (📄) button is clicked, range of inserted card numbers will be created in database and those created information will be transmitted to selected device.
 - If inserted range of card number already exists, it is unable to create information.

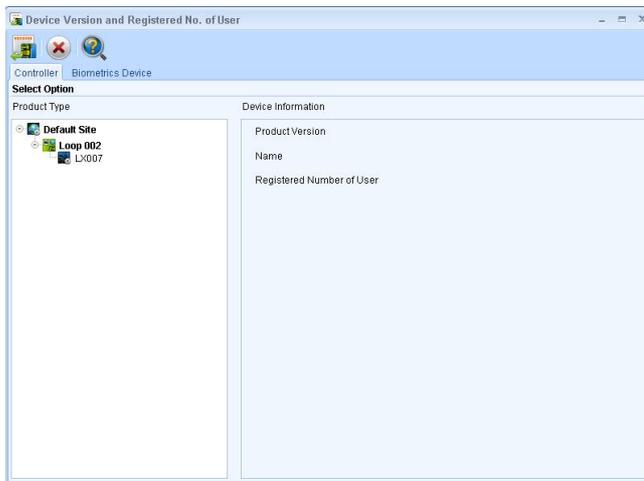
5.1.5 Information Receive from Device

This screen display received information of Controller and Biometric device.

- Screen Description

- 1) Controller

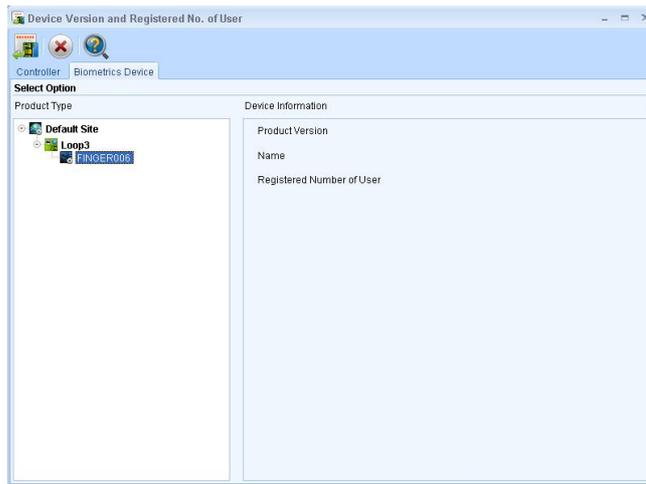
This screen displays received information of Controller.



- Device List: Select desired controller from the list.
- ReceiveStatus: Displays information of selected controller.
 - ⦿ Product Version: Displays version of the device.
 - ⦿ Product Name: Displays name of the device.
 - ⦿ Registered number: Displays number of user registered on device.

- 2) Biometric device

This screen displays received information of Controller.



- Device List: Select desired biometric device from the list.(Able to select more than one)
 - Receive Status: Displays information of selected device.
 - Product Version: Displays version of the device.
 - Product Name: Displays name of the device.
 - Registered number: Displays number of user registered on device.
- Function Description
 - 1) Controller
 - Receive Device information
 - Click 'Receive'() then start receiving information of selected device, information includes; reception status, version, name, and number of user. Display those information on screen.
 - 2) Biometric device
 - Receive Device information
 - Click 'Receive'() then start receiving information of selected device, information includes; reception status, version, name, and number of user. Display those information on screen.

6. OPERATIONS MANAGEMENT

6.1 Basic Setting

6.1.1 Company Setting

Insert companies those uses the system.

- Screen Description

- 1) Company Setting

- Company Name: Insert name of the company.
- Address: Insert address of the company.
- Zip code: Insert zip code of the company.
- Phone Number: Insert Phone Number of the company.
- Fax number: Insert fax number of the company.
- E-mail: Insert e-mail of the company.
- Description: Insert description of the company.
- Open: Appoint image file of company logo.(Image size 100 X 32)
- Clear: Delete image file of company logo.

- Function Description

- 1) Company Registration

- Register Company

- Click 'New' then window changes into insert mode.
- Insert Company name.(Required field)
- Insert each field and click 'Save'()
- **Modify Company**
 - Select the company to modify from company list.
 - Select directly from combo-box or user can select by clicking 'Previous'() or 'Next'()
 - Modify each field and click 'Save'()
- **Delete Company**
 - Select the company to delete from company list.
 - Select directly from combo-box or user can select by clicking 'Previous'() or 'Next'()
 - Click 'Delete'()
- **Search Company**
 - Go to Main screen and Operation management Tab and click 'Search'. Or go to registration screen and click 'Search'() , then screen below will appear.
 - Set company name as search condition.
 - 'Select' column enables to select the company. Select desired company to delete and click 'Delete'() , then selected companies will be deleted. Also click 'Modify'() then, company information displays on screen and now able to modify.

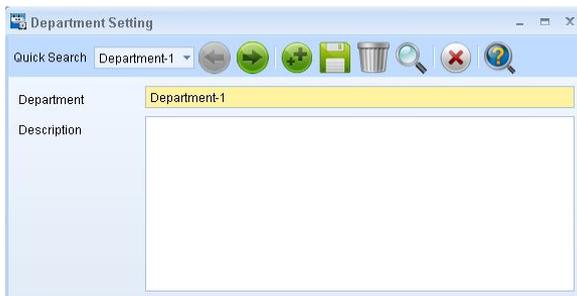
Company	<input type="text"/>	Address	<input type="text"/>	<input type="button" value="Search"/>			
Phone Number	<input type="text"/>						
Select	Company	Address	Zip Code	Phone Number	Fax Number	E-Mail	Description
<input type="checkbox"/>	Inovteck	Seoul		02-222-4444	02-711-3088	inovtech@inovtec	
<input type="checkbox"/>	IDTECK	Seoul		02-222-3333		idteck@idteck.co	
<input type="checkbox"/>	Test	Busan	123-444	051-222-2222			

6.1.2 Department Setting

Register department of company.

- Screen Description

- 1) Department Setting



- Department : Insert name of the department.
- Description: Insert additional information of the department.

- Function Description

- 1) Department registration

- Register department
 - Click 'New' then window changes into insert mode.
 - Insert Department name.(Required field)
 - Insert each field and click 'Save'(.
- Modify department
 - Select the department to modify from department list.
 - Select directly from combo-box or user can select by clicking 'Previous'() or 'Next'(.
 - Modify each field and click 'Save'(.
- Delete department
 - Select the department to delete from department list.
 - Select directly from combo-box or user can select by clicking 'Previous'() or 'Next'(.
 - Click 'Delete'(.
- Search department
 - Go to Main screen and Operation management Tab and click 'Department Search'. Or go to

registration screen and click 'Search' (), then screen below will appear.

Department		
Select	Department	Description
<input checked="" type="checkbox"/>	Marketing	
<input type="checkbox"/>	Sales	

6.1.3 Title Setting

Register title.

- Screen Description

- 1) Title Setting



- Title : Insert name of the title.
- Description: Insert additional description of the title.

- Function Description

- 1) Title registration

- Register title

- Click 'New' then window changes into insert mode.
- Insert title name.(Required field)
- Insert each field and click 'Save'(.

- Modify title

- Select the title to modify from title list.
- Select directly from combo-box or user can select by clicking 'Previous'() or 'Next'(.
- Modify each field and click 'Save'(.

- Delete title

- Select the title to delete from title list.
- Select directly from combo-box or user can select by clicking 'Previous'() or 'Next'(.
- Click 'Delete'(.

- Search title

- Go to Main screen and Operation management Tab and click 'Title Search'. Or go to registration

screen and click 'Search' () , then screen below will appear.

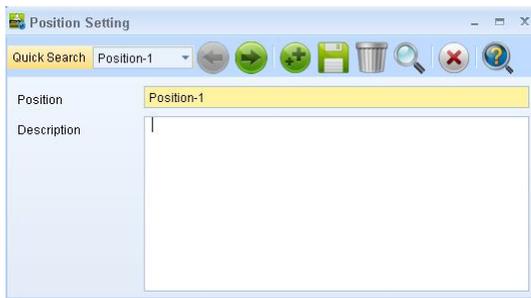
Title		
Select	Title	Description
<input type="checkbox"/>	Department Mana	
<input checked="" type="checkbox"/>	Project Manager	
<input checked="" type="checkbox"/>	Area Manager	

6.1.4 Position Registration

Register the position.

- Screen Description

- 1) Register Position



- Position Name: Insert name of the position.
- Description: Insert additional description of the position.

- Function Description

- 1) Position Registration

- Register Position

- Click 'New' then window changes into insert mode.
- Insert position name.(Required field)
- Insert each field and click 'Save'().

- Modify Position

- Select the position to modify from position list.
- Select directly from combo-box or user can select by clicking 'Previous'() or 'Next'().
- Modify each field and click 'Save'().

- Delete position

- Select the position to delete from position list.
- Select directly from combo-box or user can select by clicking 'Previous'() or 'Next'().
- Click 'Delete'().

- Search position

- Go to Main screen and Operation management Tab and click 'Position Search'. Or go to registration

screen and click 'Search' () , then screen below will appear.

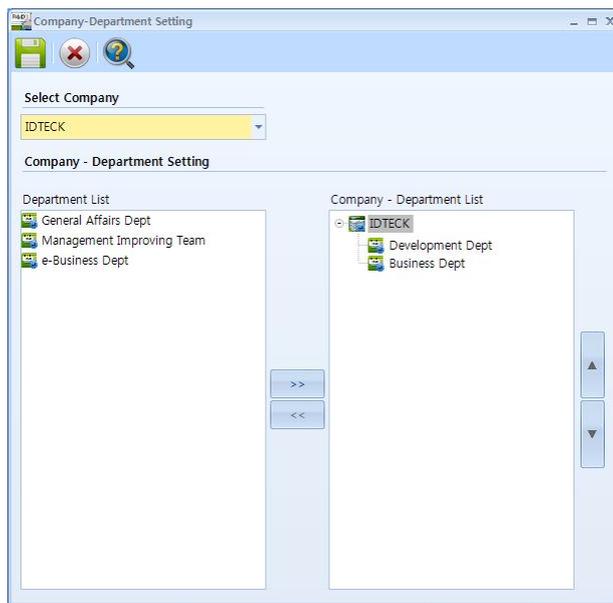
Select	Position	Description
<input checked="" type="checkbox"/>	General Manager	
<input checked="" type="checkbox"/>	Manager	
<input type="checkbox"/>	Chairman	
<input type="checkbox"/>	Chief	

6.1.5 Company-Department Setting

Register departments on company. This stage is available after completing the 'Department Registration'.

- Screen Description

- 1) Company-Department Setting



- Department List: List of departments.
- Company-Department List: Department list registered on company.

- Function Description

- 1) Company-Department Setting

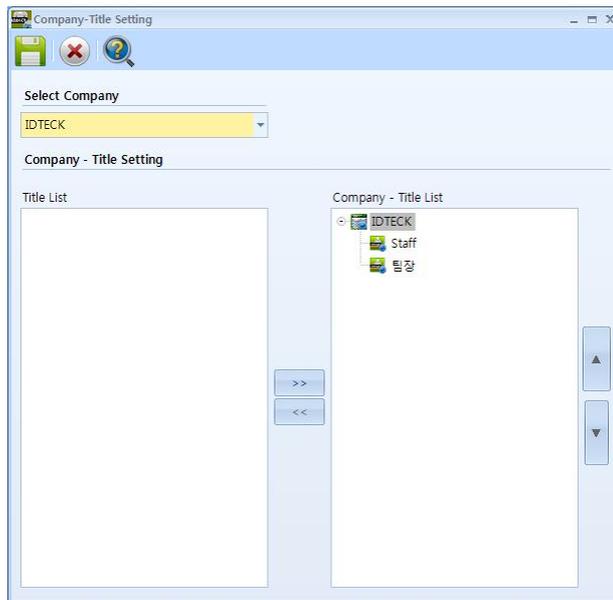
- Company-Department registration
 - Select desired department from the list.
 - Move the selected department to 'Company-Department list' by clicking 'Move' ,  or drag and drop otherwise double click.
 - Click 'Save'() and complete Company-Department setting.
- Modify Company-Department
 - Move department to be modified.
 - Click 'Save'() and complete Company-Department setting.

6.1.6 Company-Title Setting

Register title on company. This stage is available after completing the 'Title Registration'.

- Screen Description

- 1) Company-Title Setting



- Title List: List of the duties.
- Company-Title List: Title list registered on company.

- Function Description

- 1) Company-Title Setting

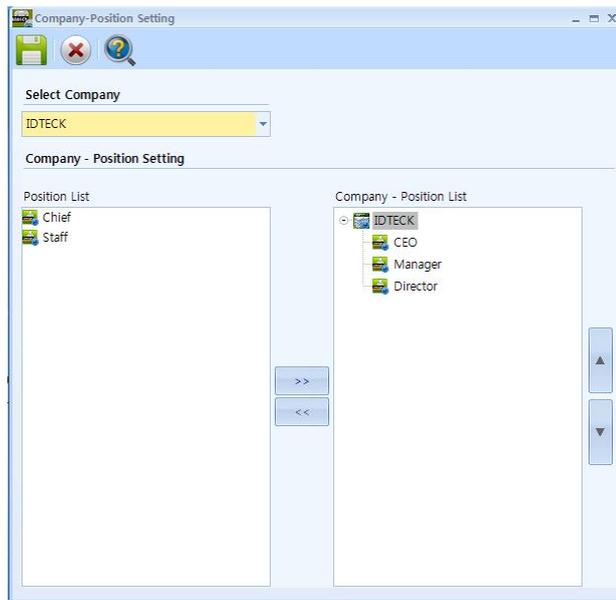
- Company-Title registration
 - Select desired title from the list.
 - Move the selected title to 'Company-Title list' by clicking 'Move'   or drag and drop otherwise double click.
 - Click 'Save'() and complete Company-Titlesetting.
- Modify Company-Title
 - Move title to be modified.
 - Click 'Save'() and complete Company-Titlesetting.

6.1.7 Company-Position Setting

Register position on company. This stage is available after completing the 'Position Registration'.

- Screen Description

- 1) Company-Position Setting



- Position List: List of the positions.
- Company-Position List: Position list registered on company.

- Function Description

- 1) Company-Position Setting

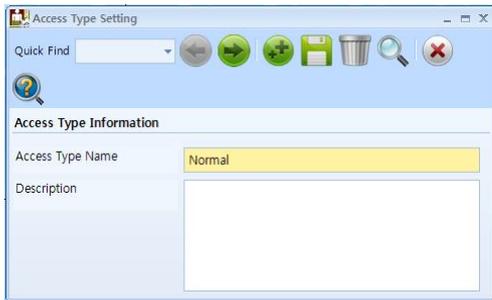
- Company-Position registration
 - Select desired Position from the list.
 - Move the selected Position to 'Company-Position list' by clicking 'Move' ,  or drag and drop otherwise double click.
 - Click 'Save' () and complete Company-Position setting.
- Modify Company-Position
 - Move Position to be modified.
 - Click 'Save' () and complete Company-Position setting.

6.1.8 Access Type Setting

This function used to display access type of the user.

- Screen Description

- 1) Access Type Setting



- Access Type Name: Insert name of the Access Type.
- Description: Insert description of the Access Type.

- Function Description

- 1) Access Type Registration

- Register Access Type

- Click 'New' then window changes into insert mode.
- Insert Access Type name. (Required field). Insert each field and click 'Save'()

- Modify Access Type

- Select the Access Type to modify from Access Type list.
- Select directly from combo-box or user can select by clicking 'Previous'() or 'Next'()
- Modify each field and click 'Save'()

- Delete Access Type

- Select the Access Type to delete from Access Type list.
- Select directly from combo-box or user can select by clicking 'Previous'() or 'Next'()
- Click 'Delete'()

- Search Access Type

- Go to Main screen and Operation management Tab and click 'Search'. Or go to registration screen and click 'Search'() , then screen below will appear.

- ⦿ Set Access Type name as search condition.
- ⦿ 'Select' column enables to select the Access Type. Select desired Access Type to delete and click 'Delete' () , then selected companies will be deleted. Also click 'Modify' () then, Access Type information displays on screen and now able to modify.

7. ACCESS CONTROL MANAGEMENT

7.1 Managing time schedule

7.1.1 Access Group Setting

When running with more than one system, 'Access group set up' allows users to integrate or restrict access areas by creating groups per access door that are linked to each system and sending per group when users are registered on user registration screen.

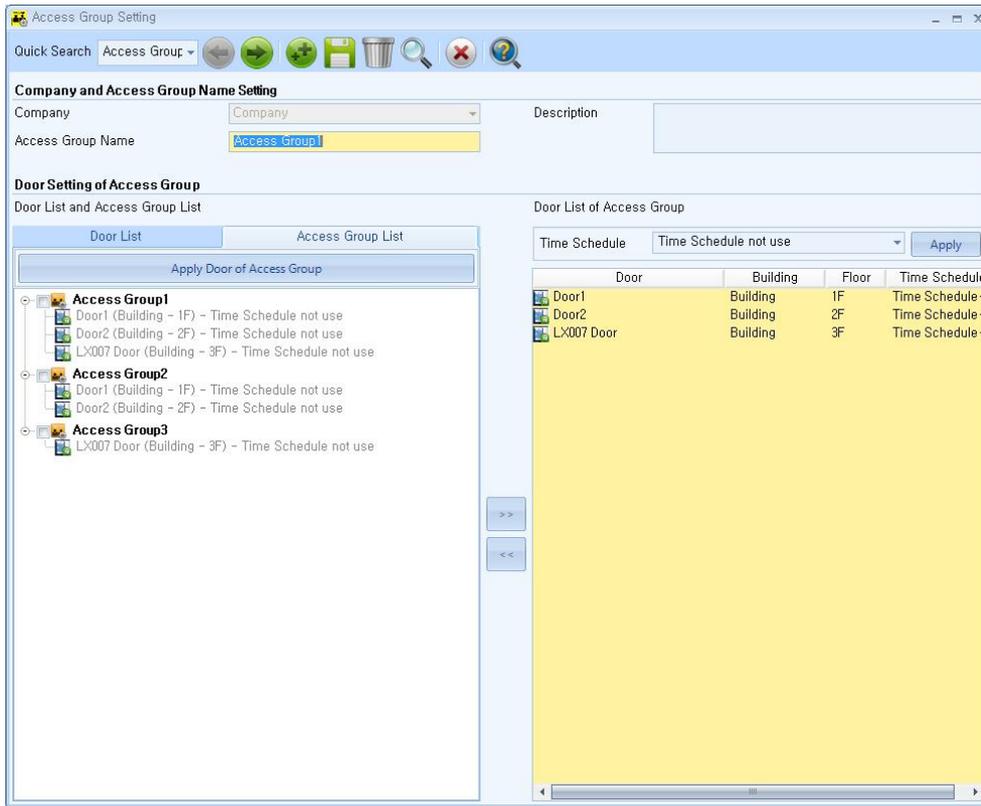
- Screen Description

- 1) Setting up access group

- Company: Select company (Only allowed to Admin authority)
- Access group name: Insert access group name to be set up
- Description: Insert simple Description per access group
- Door List and Access Group List: Access door that have been mapped on company and the currently registered access door list of access group will be shown

- Time schedule: Set up time schedule of the time when sending the selected access age to access door list of the access group(Multiple access doors can be selected)
- Door List of Access Group: Access door list that have been registered on access group will be marked.
- Change Timeschedule: This is button to select time schedule to edit and apply on the selected access door

2) Access group list



- Move() button: Select the already created access group and apply on access door list of access group

● Function Description

1) Search

- Access group information will be shown when Combo on the upper side of the screen is clicked. Click the data to search to have information to be shown onthe 'input screen'.
- Click 'left/right arrow shaped' button() on the tool bar to show 'before and after' information of the access group information that have been registered.
- Click 'search' button() on the tool bar if advanced search is needed. In this case, the screen will move to the search page of the main screen.

Select	Company	Access Group Name	Description
<input type="checkbox"/>	Inovteck	Access01	
Building-Floor Door Time Schedule			
<input type="checkbox"/>	IDTECK	AccessGroup1	
Building-Floor Door Time Schedule			
<input type="checkbox"/>	IDTECK	AccessGroup2	
Building-Floor Door Time Schedule			

2) Add access group(New registration)

- Click 'new' button on the tool bar on the upper side of the screen.
- All information will be changed to default.
- Insert information per input boxed. Yellow boxes are compulsory fields to insert in.

Select company

Select 'company' only when logged in with 'Admin authority'. In case of ordinary log-ins, company may not be chosen but the company where the respective ID belongs to will be automatically be logged in.

- Select access door or access groups from access door list or access group list and move to access door list of access group by clicking 'move' button()

Door list and access group list

Time schedule and access door set as a pair in access group in access door list tab – i.e. access to certain access door is possible only at certain time of time schedule that has been set together with the accessdoor

Access group list tab can conveniently be used when access group to be newly created includes all the contents of the previous access group and have few additional access doors registered.

- In order to edit time schedule in access door list that has been moved, Select access door to edit (multiple selection possible), Select time schedule and click Apply button to apply.
- Click 'save' button() on the tool bar on the upper side of the screen

3) Modify access group

- Select Combo on the upper left hand side to have registered access group information displayed. Click data to search to display information on the 'input screen'
- Click 'left/right arrow shaped' button() on the tool bar to show 'before and after' information of the access group information that have been registered
- After editing, click 'save' button() on the tool bar to save

4) Delete access group

- Select Combo on the upper left hand side to have registered access group information displayed. Click data to search to display information on the 'input screen'
- Click 'left/right arrow shaped' button() on the tool bar to show 'before and after' information of the access group information that have been registered
- Click 'delete' button() on the tool bar of the upper side of the screen.

7.2 Card Holder Setting

7.2.1 Registering employee

Employee registration is registering ID card of employees. Also, employee personal details are Insert– Respective information is shown when verifying ID card and is used for search and printing out later.

- Screen Description

- 1) Employee registration – Basic Information

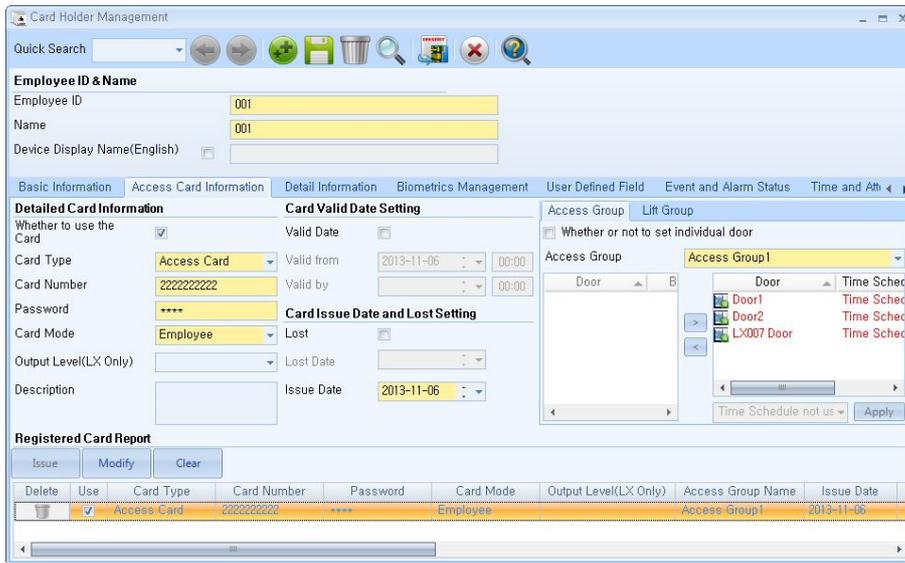
The screenshot shows the 'Card Holder Management' application window. At the top, there is a 'Quick Search' field with 'Employee1' entered. Below this, the 'Employee ID & Name' section contains three input fields: 'Employee ID' (with a small '1' in a box), 'Name' (with 'Employee1'), and 'Device Display Name(English)' (with a checkbox). A tabbed interface below shows 'Basic Information Setting' as the active tab. This section is divided into two columns: 'Photo(less than 100Kb)' on the left, which displays a photo of a woman and has 'Open...', 'Clear', and 'Capture Photo' buttons; and 'Company & Position Setting' on the right, which contains dropdown menus for 'Company', 'Department', 'Position', 'Title', and 'Access Type', and a text area for 'Description'.

- Employee ID: Insert employee ID(Compulsory field to Insert)
- Name: Insert name of employee(Compulsory field to Insert)
- Device Display name(English): check on the check box then input the name to be displayed on LX007(SR), LX505(SR)(you have to input the name if you checked it)
- Company:Select company. If company is chosen on the main tool bar, the field will be fixed so that company may not be Selected later. If company is 'all' on the main tool bar, company may be chosen as the field is activated(Compulsory field to Insert)
- Department:Select department(Compulsory field to Insert)
- Title:Select title
- Access type:Select type of access
- Description: Insert if additional Description is needed.

2) Employee registration – Basic Information– capturing picture

- Capture Photo: Capture face and click the capture photo button
- Set face according to the screen and click the capture button to have the captured picture shown as above and have been window closed and the picture applied to the picture box of the employee registration screen.
- Open: Search image file to register from the local PC
- Delete: Everything will be deleted not only from the respected screen but if saved in the database

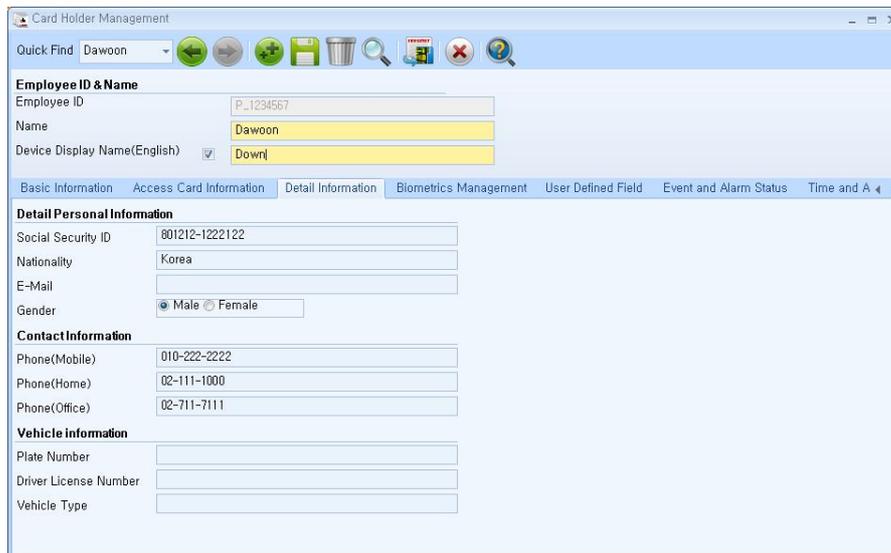
3) Employee registration – Access card information



- Whether use the card: Decide whether or not card is used or not
- Card type: Select type of the respective card (Compulsory item to Insert). There are 3 types – Access card, Parking card, and Others
- Card number: Insert card number. Card number will be formed with 8 or 10 digit numbers according to type (Compulsory field to Insert). PIN numbers that has 4 ~ 7 digits are available for the system that is comprised of '505R, iCON100, LX505 and LX505SR' only, not others.
- Password: Insert password (Compulsory field to Insert). Insert 4 digit number as password when verification mode is used as card+password
- Card mode: Insert card mode (Compulsory item to insert). Card mode includes 'ordinary user, manager, visitor, alarm set up, alarm dismitter, handicapped, free alarm set up, free alarm dismitter, master, security, special 1~8, absence
- Set to output level when LX device uses.
- Absence Code: Select 'absence' for the card mode to activate it to Select Absent code
- Issue date: Insert card issue date and time (Compulsory field to Insert)
- Return date: Insert card return date and time
- Valid date: Decide whether or not to set expiry date

- Valid Start date:Insert expiry beginning date and time to be activated when 'expiry date' is checked.
- Valid End date:Insert expiry end date and time to be activated when 'expiry date' is checked.
- Lost: Decide whether or not lost
- Lost date:Insert lost date and time to be activated when 'lost date' is checked
- Access group:Select among the registered access groups.[Once you select a company of Basic Infromation tab, a list of access group that belongs to the company appears.]
- Description:Insert additional Description of the card is necessary
- Issue : After completing input items, do issue. Once you click Issue button, inputted information is added to grid.
- Modify : Modifies information of issued cards. Select cards to be modified among issued cards and move them to input item and change. Once you click Modify button, modified information is applied to grid.
- Clear : When you want to delete information of newly issued card, not existing one, you can delete the card by clicking clear button.
- Delete : When there are more than two registered cards, you can delete the card that you want to delete. When there is only 1 issued card on grid, the Delete button is deactivated and you cannot use it. But when you have registered cards more than one, the Delete button on the left of each cards on grid is activated and once you click the Delete button on the left of the card that you want to delete, information of the card in database is deleted.
- Overdue cards among registerd cards is displayed in red and you can distinguish them.

4) Employee registration – Detail Information

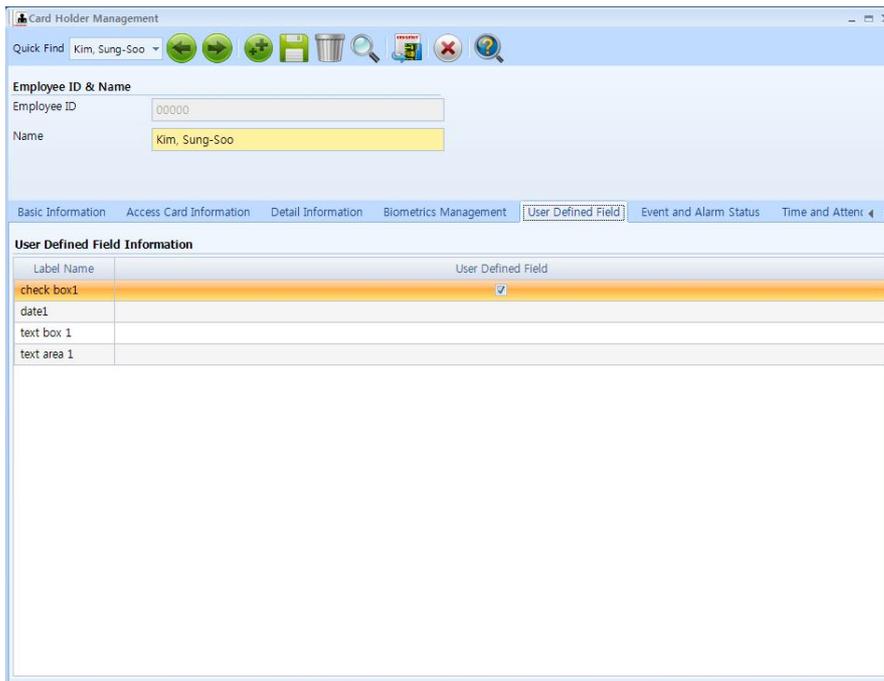


The screenshot shows a software window titled 'Card Holder Management'. At the top, there is a 'Quick Find' dropdown set to 'Dawoon' and a toolbar with various icons. Below this is the 'Employee ID & Name' section with input fields for 'Employee ID' (containing 'P_1234567'), 'Name' (containing 'Dawoon'), and 'Device Display Name(English)' (containing 'Down'). A tabbed interface below shows 'Detail Personal Information' as the active tab. This section contains several sub-sections: 'Detail Personal Information' with fields for Social Security ID (801212-1222122), Nationality (Korea), E-Mail, and Gender (Male selected); 'Contact Information' with fields for Phone(Mobile) (010-222-2222), Phone(Home) (02-111-1000), and Phone(Office) (02-711-7111); and 'Vehicle information' with fields for Plate Number, Driver License Number, and Vehicle Type.

- Social Security ID: Insert the Social Security ID.
- Nationality:Insert nationality
- Email:Insert email address
- Gender: Select gender

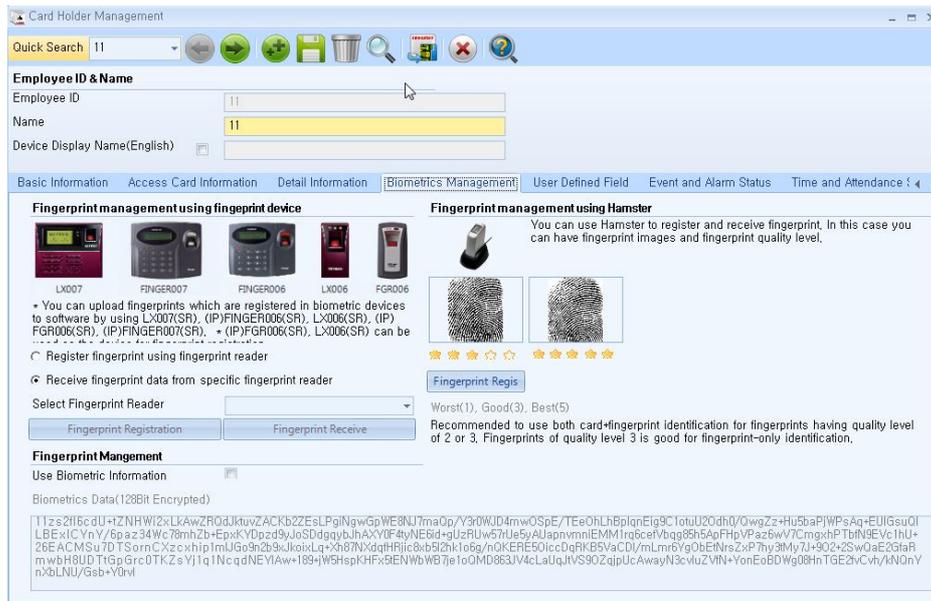
- Mobile phone number: Insert mobile phone number
- Home phone number: Insert home phone number
- Office phone number: Insert office phone number
- Platenumber: Insert Car registration number
- Drivers license number: Insert drivers license number
- Vehicle Type: Insert type of car

5) Employee registration – User defined Field

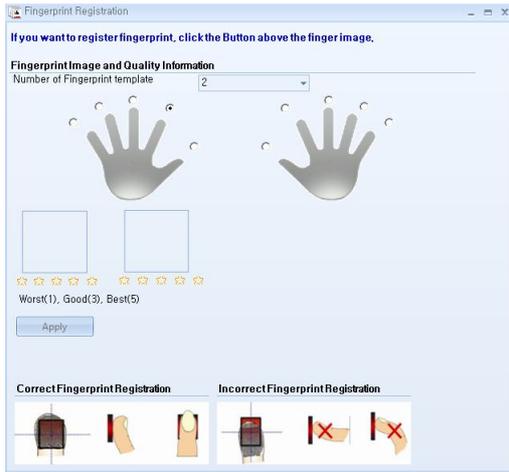


- User Defined Field: Directly Insert field value that user wants
- The fields in this list can be set up in the field menu of the user definition of option menu

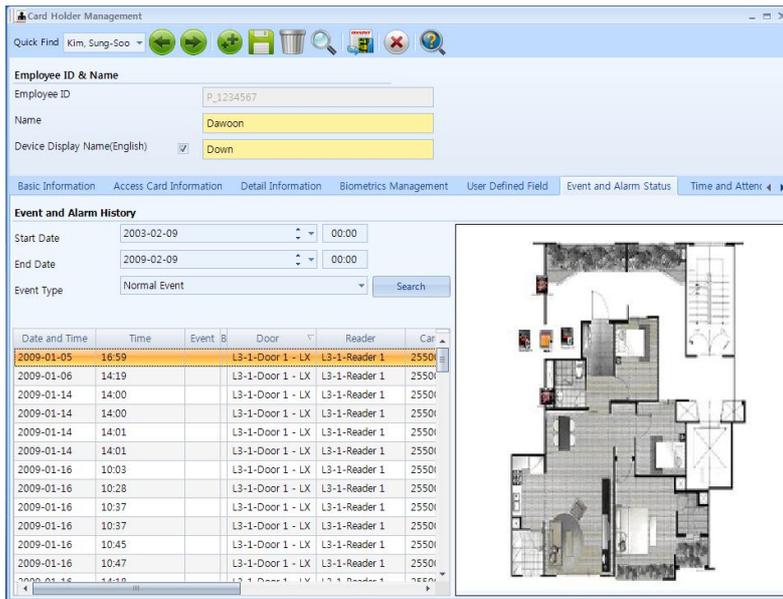
6) Employee registration –Biometric Data management



- Fingerprint Management Using Fingerprint Reader: Register using Hamster, exclusive bio verification data registration device. Click 'finger print registration' button to have finger print window displayed. Capture finger print and apply in the finger print registration window.
 - Register Fingerprint Using Fingerprint Reader: When this option is chosen, finger print recognizer selection list will be activated, and if finger print recognizer is chosen from the list, finger print registration button will be activated so that user can register finger print with the chosen device by clicking 'finger print registration button'
 - Receive Fingerprint Data From Specific Fingerprint Reader: When this option is chosen, finger print recognizer list will be activated so that finger print device to receive information can be chosen. Click finger print receive button to receive it.
 - Select Fingerprint Reader: Select finger print recognizer. By using finger print recognizer, Select finger print registration option(FGR006SR,FINGER006SR) to display device list, and Select finger print receiving option button(FGR006,FINGER006,FGR006SR,FINGER006SR) from finger print recognizer to display device list.
 - Use Biometric information: Decide whether or not to use biological information
 - Fingerprint Management Using Hamster: Display the quality when registration finger print to Hamster
 - Biometric data: Display finger print information value
- 7) Employee registration –Biometrics Data Management– Registering finger prints

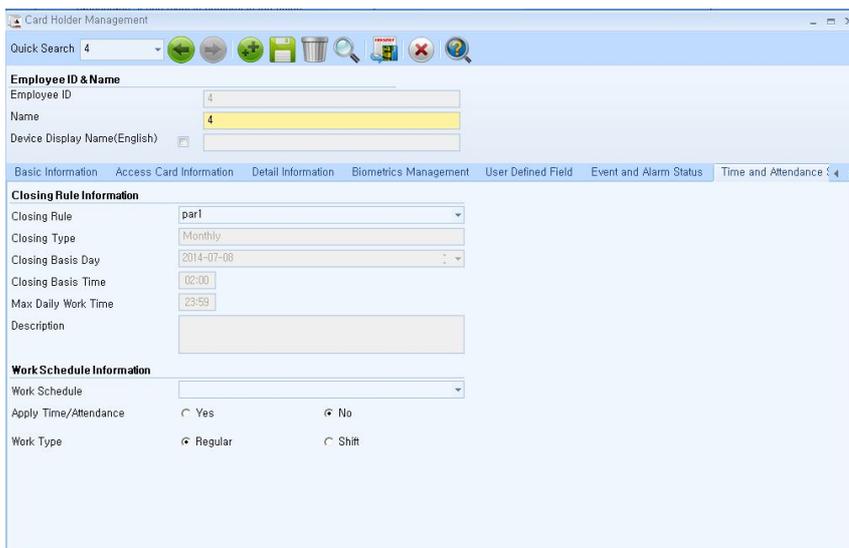


- Picture as above will be displayed if finger print is registered by Hamster
 - Message: Guide for finger print registration
 - Picture box: Finger print read is displayed
 - Quality: Quality of the registered finger print is displayed
 - Select the number of fingerprint template (5 templates to the maximum for MAC device)
 - When trasmitted with more than two templates registered, fingerprints registered first and second will be used
 - Click the button above the finger desired to be scanned.
 - Register the fingerprint when fingerprint registration pop-up is dispalyed and the light of Hamster is on. Once fingerprint is registered, apply button will be activated so you can register your fingerprint.
 - Apply: Apply finger print data
 - Finger print will be registered twice and the pictures above are shown as examples of such case. The last picture shows how message is displayed when the quality of the registered finger print is low and registration is done again. Quality needs to be better than level 3. If failed for 3 or more times, user needs to register again.
 - Viewing moving pictures: User can view moving pictures online how to register finger prints
- 8) Employee registration – Event and Alarm Status



- Start date: Insert starting date and time of the event to search
- End date: Insert end date and time of the event to search
- Event Type: Select type of event to search
- Search: Search event with the respective criteria
- Insert relevant criteria as above and click 'search' to have events displayed on the grid
- Click one on the grid list to have the location of the relevant event displayed on the graphic map on the right hand side

9) Employee registration –Time and Attendance Setting

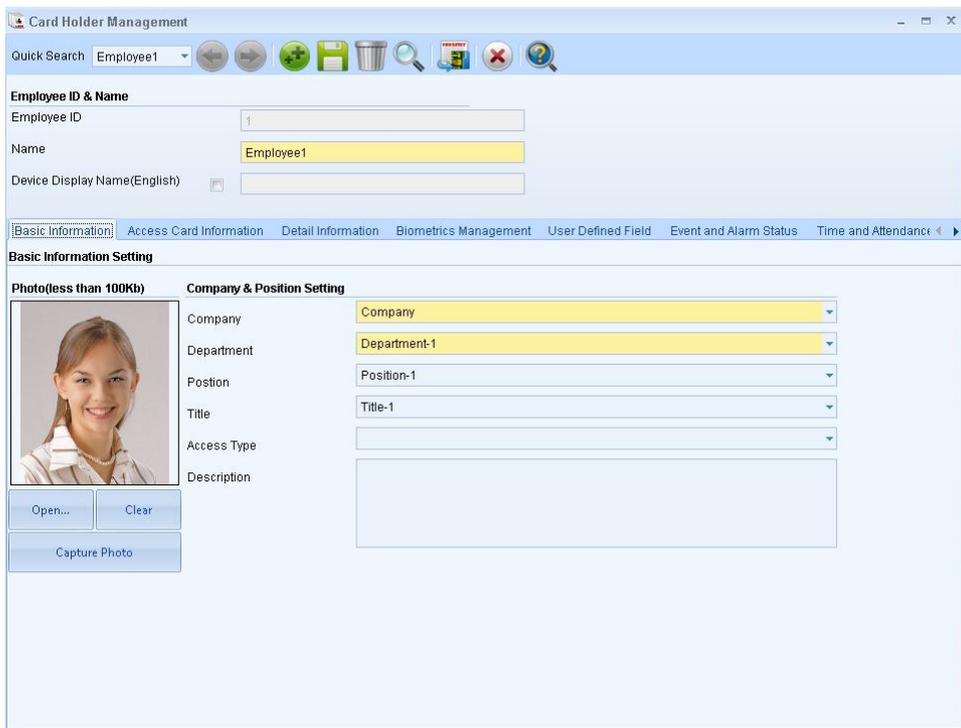


- Closing Rule Name: List set in the attendance closing guideline set up of attendance management will be shown – users select wish-attendance closing guideline
- Closing Type: Attendance will be closed on monthly basis and the result will be summed(Attendance closing type information already Insert before will automatically appear)

- Closing Basis Day: Set the standard date to collect attendance of the month(Attendance closing type information already Insert before will automatically appear)
- Max Working Time: Set the maximum working hour that can be approved as 'working'(Attendance closing type information already Insert before will automatically appear)
- Closing Basis Time: Set the completion time of working of the day. The set time will be the standard for closing data(Attendance closing type information already Insert before will automatically appear)
- Description:Description according to already Insert attendance closing guideline will appear
- Working schedule name: Select working schedule name
- Apply Time/Attendance: Select whether to apply attendance or not
- Work Type: Select work type (Regular / Shift)

● Function Description

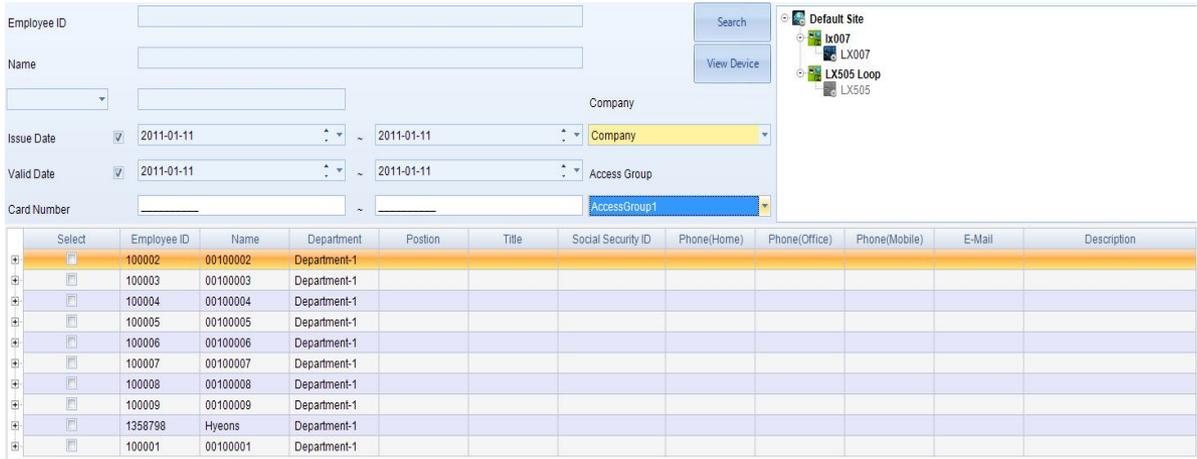
1) Employee registration



- Save employee registration
 - Mode will change to 'Insert mode' when 'new' button() on the toolbar on the upper side of the screen.
 - Insert relevant data per field and click 'save' button() on the tool bar on the upper side of the screen.
- Edit employee registration
 - Select time zone to edit among the time zones that have been registered on the Combo on the upper left hand side.

- It can be chosen directly from Combo box or chosen with 'previous'() or 'next'() button
- Edit relevant fields and save.
- Delete employee registration
 - Select time zone to delete among the time zones that have been registered on the Combo on the upper left hand side.
 - It can be chosen directly from Combo box or chosen with 'previous'() or 'next'() button
 - Click the 'delete' button() on the upper side of the screen.
- Send employee registration(Individual sending on the registration page)
 - Choose time zone to delete among the time zones that have been registered on the Combo on the upper left hand side.
 - It can be chosen directly from Combo box or chosen with 'previous'() or 'next'() button
 - Click 'send' button on the tool bar
 - Click "Yes" button.
 - 'Would you delete existing card data of the device before transmission?' message appears.
 - Once you click 'Yes(Y)', existing card data of the device is deleted first, and then the card data is transmitted. Once you click 'No(N).
 - Individual sending allows to send selected data to device and have the set up function on the device to be activated
 - It will be sent to registered access door according to access group information of the relevant user
- Auto transmission of Employee registration. (Individual transmission from registration window.)
 - Click New() button of tool bar on the top of screen and input each items and then click Save() button of tool bar on the top of screen. Or Select an employee among registered employees from combo on the upper left of screen and click Save() button.
 - "Successfully saved. Do you want to transfer it?" message appears.
 - Click "Yes" button.
 - 'Would you delete existing card data of the device before transmission?' message appears.
 - Once you click 'Yes(Y)', existing card data of the device is deleted first, and then the card data is transmitted. Once you click 'No(N).
 - Individual transmission transmits selected data to a device and makes the set function work from the device.
 - Transmits to the door that is registered by access group information of the corresponding card holder.
- Batch Transmit
 - Batch Transmit is used to transmit all data that you searched.

- Once you click send() button after checking select columns, data of selected employees only is transmitted. In case that you click Batch Transmit() without checking select cloumns, all of searched data is transmitted to the device.
- After clicking 'Transmit'() or 'Batch Transmit'(), once you click 'Yes(Y)' on a message that asks you whether to confirm. 'Would you delete existing card data of the device before transmission?' message appears. Once you click 'Yes(Y)', existing card data of the device is deleted first and then the card data is transmitted. Once you click 'No(N)', the card data is transmitted without deleting existing card data of the device.



The screenshot shows a search interface with the following fields:

- Employee ID: []
- Name: []
- Company: []
- Issue Date: 2011-01-11
- Valid Date: 2011-01-11
- Card Number: []
- Access Group: AccessGroup1

Buttons: Search, View Device

Tree view on the right:

- Default Site
 - LX007
 - LX505 Loop
 - LX505

Select	Employee ID	Name	Department	Position	Title	Social Security ID	Phone(Home)	Phone(Office)	Phone(Mobile)	E-Mail	Description
<input type="checkbox"/>	100002	00100002	Department-1								
<input type="checkbox"/>	100003	00100003	Department-1								
<input type="checkbox"/>	100004	00100004	Department-1								
<input type="checkbox"/>	100005	00100005	Department-1								
<input type="checkbox"/>	100006	00100006	Department-1								
<input type="checkbox"/>	100007	00100007	Department-1								
<input type="checkbox"/>	100008	00100008	Department-1								
<input type="checkbox"/>	100009	00100009	Department-1								
<input type="checkbox"/>	1350798	Hyeons	Department-1								
<input type="checkbox"/>	100001	00100001	Department-1								

■

■ ID Batch receive

- Click the 'View Device' then device lists are displayed on the window.(Only Biometric device are displayed)
- Using by searching condition, selected employee's information is sent to selected device.
- Check the select column then click the () button to send the selected employee's information. If click the () button without checking it, all employee's information will be sent.

■ Search employee registration

- Click 'employee search' in the access control management tab in the menu on the left side of the main screen, or click 'search' button() on the tool bar on the upper side to have screen as below displayed
- Search with criteria including employee number, employee name, department, title, position, issued date, card number etc.
- Registered card information per employee can be viewed according to search results.
- 'Selection row' with check boxes as picture below shows have employees selected. After selecting employee, click 'delete' button() on the tool bar to delete selected employees. Also, click 'modify' button() on the tool bar to have information of the selected employees displayed on the registration page so that user can edit each employee information.
- When it is batch transmission, not transmission of selected employees, the company and access

group should be selected before clicking Batch Transmission() button.

Employee ID

Name

Issue Date 2011-03-16 ~ 2011-03-16

Valid Date 2011-03-16 ~ 2011-03-16

Card Number

Select	Employee ID	Name	Department	Position	Title	Social Security ID	Phone(Home)	Phone(Office)	Phone(Mobile)	E-Mail	Description
<input type="checkbox"/>	1	Employee1	Department-1	Position-1	Title-1						
<input checked="" type="checkbox"/>	2011-03-16	01358798	<input type="checkbox"/>								Access Group1

8. TIME AND ATTENDANCE MANAGEMENT

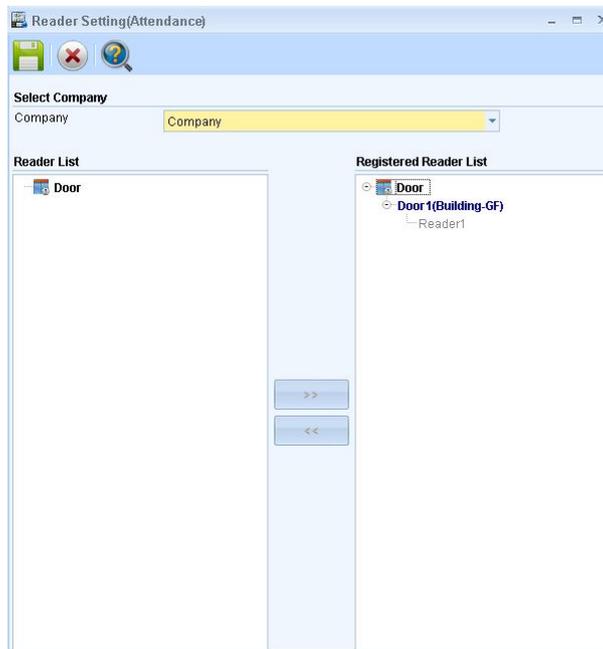
8.1 Basic settings

8.1.1 Reader Setting(Attendance)

This Page is to set up Reader by companies.

- Screen Description

- 1) Registering Reader



- Company: Select company to register the device. If user is Admin authorized, select company. If user is 'company user authorized', it will be fixed as 'user company'.
- Reader list: currently registered access door and Reader will be displayed
- Registered Reader list: Actually registered Readers to company are mapped per field

- Function Description

- 1) Add and edit

- Select company

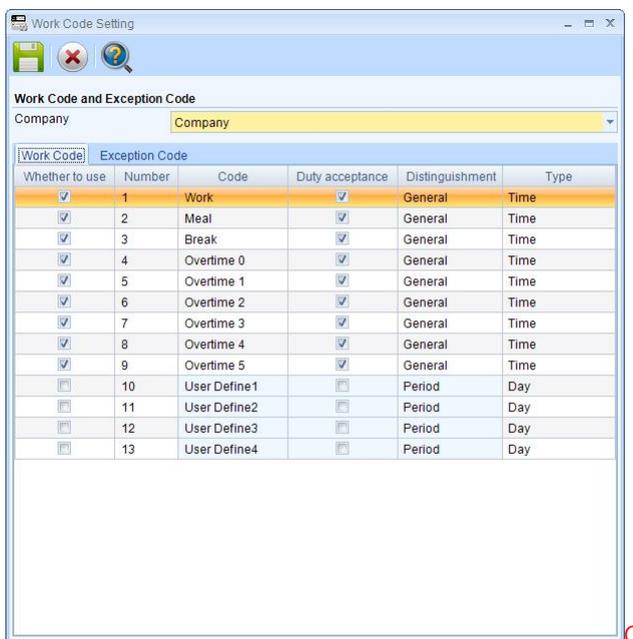
- Select the wanted-Reader from the 'Reader list' on the left and click 'move' button() to move to 'Registered Reader List' on the right.
 - Click 'save' button() above to save.
- 2) Delete
- Select company
 - Select the wanted-Reader from the 'Registered Reader List' on the right and click 'move' button() to move to 'Reader list' on the left
 - Click 'save' button() above to save

8.1.2 Time and Attendance code setting

Set time and attendance code(time and attendance code and exception code) by company. By company, only a single setting is available. The meaning of the code cannot be modified or deleted. [User-define settings\(1~5\)](#) can be named and used depending on the companies' needs

- Screen settings

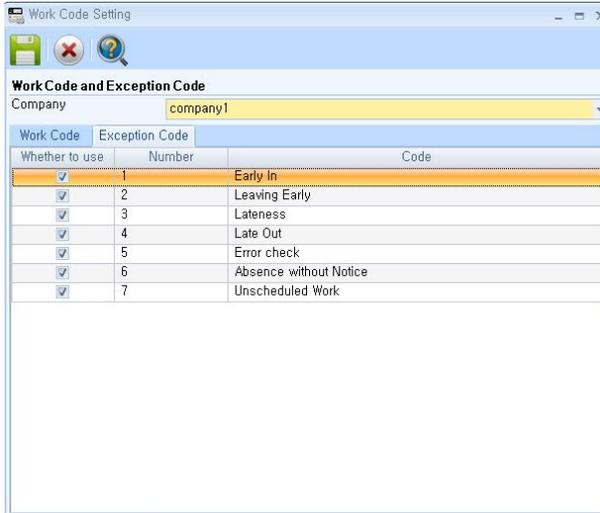
1) Time and Attendance code setting - time and attendance code



- Company : Select a company.
- Whether use or not : Check a code to use.
- Code name : Displays the code name to be displayed on the screen and the report.
- Duty acceptance : Tick off to display whether users acknowledge their work.

- Distinguishment : Select between General and Period. If Period is selected, registration is available at the attendance abnormality reception and if General is selected, registration is available at function key setting.
- Type : Distinguishes between Time and Day. If Distinguishment is Period, it's type becomes Day and if General is selected, it's type is Time.

2) Time and Attendance code setting - exception code



- Code to display status based on the daily closing.
- Whether use or not : Check a code to use.
- Code name : Displays the code name to be displayed on the screen and the report.

● Features description.

1) Time and Attendance code setting - exception code

- Exception code

The type of exception codes

Early In: earlier arrival at work than regular starting hour of the work

Early Leaving: earlier departure from work than regular finishing hour of the work

Lateness: Later arrival at work than regular starting hour of the work

Late out: later departure from work than regular finishing hour of the work

Error Check : When there is no arrival or departure data, when starting data doesn't make a pair with finishing data while function key is used, when starting data is later than finishing data

Absence: When employees missed work on work schedule.

Unscheduled Work : When commute data that isn't included to work code time assigned to work schedule exists.

- Save time and attendance code/exception code
- Select a company.

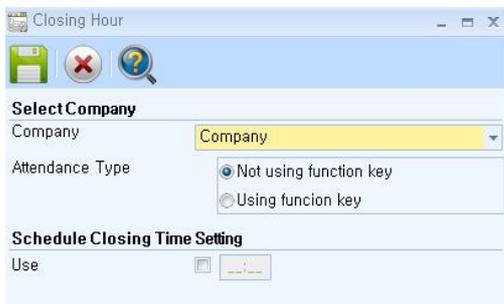
- ⦿ Check a code to use.
- ⦿ Click save () button and complete time and attendance code registration.

8.1.3 Closing Hour

Set up attendance management method, attendance type, automatic closing process time that will be used per company.

- Screen Description

- 1) Option Setting



- Company: Select company.
- Schedule Closing Time Setting: Check whether to use automatic closure processing (Automatic closure processing is run by Agent of MS-SQL Server 2005. MS-SQL 2005 ExpressEdition has no Agent function thus cannot use this function. When using MS-SQL2005 Server version, Agent needs to be run)

- Function Description

- 1) Option Setting

- Saving Option setting
 - ⦿ Select company.
 - ⦿ Select Attendance Type.
 - ⦿ If 'Schedule closing time setting' is checked, automatic closing can be done at certain registered time.
 - ⦿ Click 'save' button() to complete ordinary set up.

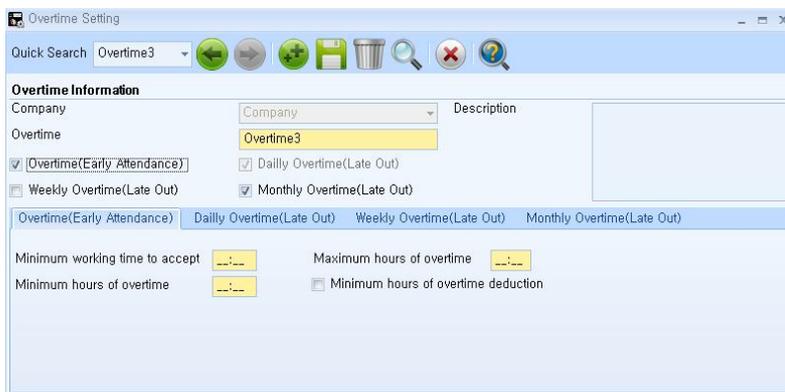
8.2 Attendance Basic Setting

8.2.1 Overtime Setting

Setting up overtime (early arrive at work, over time work per day,weekly,monthly). Overtime work refers to extended working hour of employees that exceeds the certain working time defined by policy of the company.

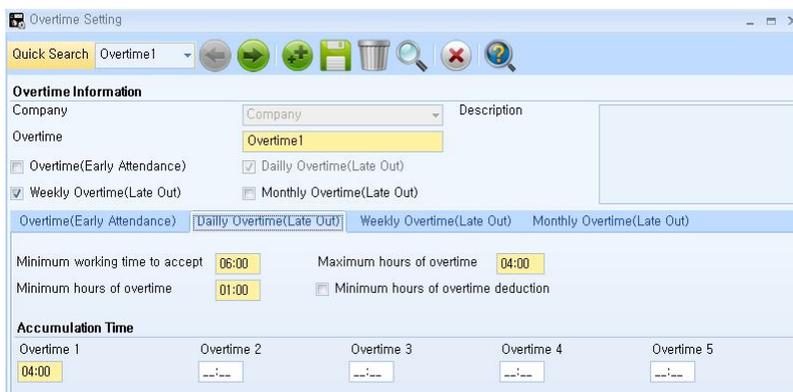
- Screen Description

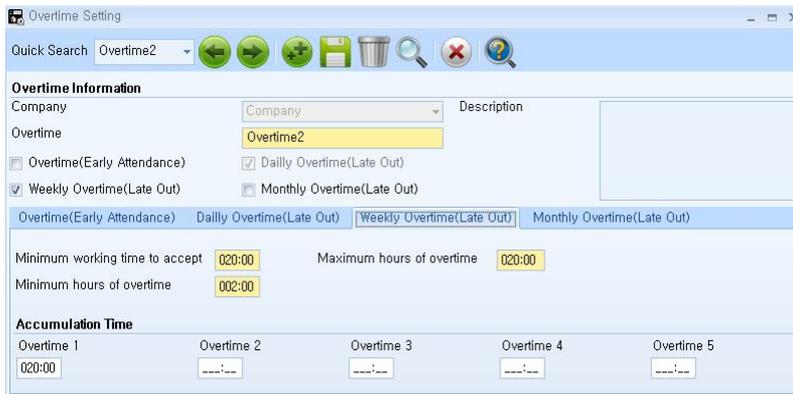
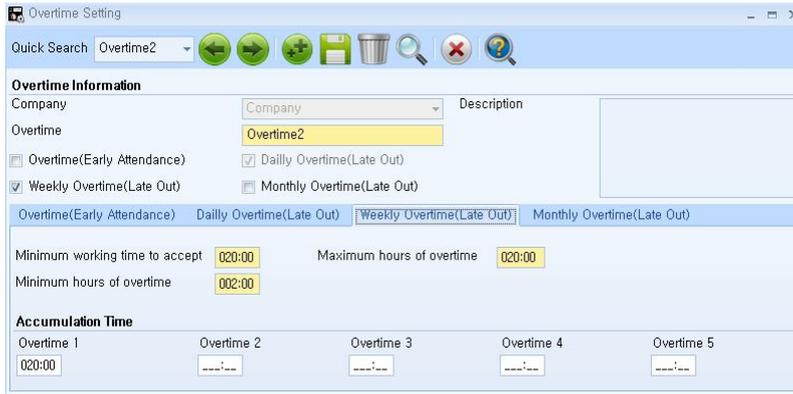
- 1) Overtime Setting– Overtime(Early attendance)



- Calculate the overtime working hour according to Early Attendance
- Allowed minimum work: The total minimum working hour to be approved as overtime work
- Allowed maximum overtime: Maximum time to be approved as overtime work
- Allowed minimum overtime: Minimum time to be approved as overtime work
- Minimum overtime work permissible time deduction: It's to check where you apply the minimum overtime work permissible time deduction or not.

- 2) Setting over time – Overtime(Late out)





- Accumulation Time: Apply level per cumulative unit of the exceeded hour of standard working hour of working schedule
- Daily Overtime(Late Out)

Daily overtime(Late out)is used to calculate overtime work done after working hour on the basis of accumulation time.

If maximum hours of overtime is 5 and extra pay is given in accordance with hours of overtime, input the hours into overtime1~overtime5

If it needs to be divided by two hours at a time, enter 2:00 into overtime 1 and 04:00, which is overtime1+02:00, into overtime 2 and input 05:00 into overtime3, which is overtime2+01:00

Suppose working hour is set as 09:00-18:00,

1-If employee A's starting hour is 09:00 and finishing hour is 19:00, then his daily overtime is overtime1-01:00

2-If employee B's starting hour is 09:00 and finishing hour is 23:00, his daily overtime is overtime1-02:00, overtime2-02:00, overtime3-01:00

Same rules are applied to weekly overtime and monthly overtime work.

- Function Description

- 1) Overtime working set up

- Saving overtime working set up

- Select company(Compulsory field to Insert)
- Overtime work name(Compulsory field to Insert)
- Click 'overtime(Early Attendance) ' check box
- Click 'overtime(Early Attendance)' tab
- Insert minimum working hour to be approved as overtime work, maximum allowance time as overtime work, minimum overtime working hour allowance time
- Click 'Daily Overtime(Late Out)' tab
- Insert minimum working hour to be approved as overtime work, maximum allowance time as overtime work, minimum overtime working hour allowance time
- Input the hours into overtime1~overtime5
- Click 'save' button() to complete overtime work set up registration
- If Early Attendance is not used, just Insert details for overtime work per day.

- Editing overtime work set up

- Choose overtime work set up to delete among the time zones that have been registered on the Combo on the upper left hand side.
- It can be chosen directly from Combo box or chosen with 'previous'() or 'next'() button
- Edit each fields and click 'save' button()

- Deleting overtime work set up

- Choose overtime work set up to delete among the time zones that have been registered on the Combo on the upper left hand side.
- It can be chosen directly from Combo box or chosen with 'previous'() or 'next'() button
- Click the 'delete' button() on the upper side of the screen.

- Searching overtime work set up

- To display the screen as below, click the overtime work search on left main menu or click the () button on top toolbar
- Search the overtime work name as search condition.
- The information for early or late attendance belongs to each overtime work can be displayed.
- On search screen, you can select overtime work on the checkbox. If you click the delete () button after selected overtime work, the selected overtime work is deleted. You can change the registered overtime work in the window by clicking the change () button on top toolbar.

Select	Overtime	Description							
<input checked="" type="checkbox"/>	OverTime1	Allowed minimum work	Allowed minimum Overtime	Allowed maximum Overtime	Allowed minimum Overtime subtraction	Overtime 1	Overtime 2	Overtime 3	Overtime 4
		02:00	00:15	05:00	<input checked="" type="checkbox"/>				
		02:00	00:15	05:00	<input checked="" type="checkbox"/>	01:00			
Select	Overtime	Description							
<input type="checkbox"/>	OverTime2	Allowed minimum work	Allowed minimum Overtime	Allowed maximum Overtime	Allowed minimum Overtime subtraction	Overtime 1	Overtime 2	Overtime 3	Overtime 4
		02:00	00:30	04:00	<input checked="" type="checkbox"/>				
		02:00	00:30	04:00	<input checked="" type="checkbox"/>	01:30			

8.2.2 Mealtime Setting

Depending on function key, there are differences for the break time screen. In case of the Function key, break time for deduction is setting from mealtime data. If you do not use Function key, when employee works more than minimum working time, breaktime is deducted. Set to deduction data is used by Closing process for calculating actual working time. Formula as follows; Actual working time = Total working time – Mealtime deduction – Breaktime deduction.

- Screen Description
 - 1) Set Mealtime – Use Function Key

- Company : Select company.
- Mealtime Name: Insert Mealtime name.
- Description: Insert Description.
- Start Time: Insert starting time for mealtime.
- End Time: Insert ending time for mealtime.
- Time and Attendance Standard Unit: If time and attendance standard unit is registered, those will display on the list, if one of them is selected it will be applied to assigned unit.
- The time except the range of mealtime: When meal event is occurred other than item number 1~8.

- No Data: It is applied when there is no data for Meal event. If user checks 'Deduction' and insert 'Compulsory deduction time' inserted amount of time will be deducted from total working time.
- Deduction: Check whether to deduct or not.
- Compulsory deduction: Two types of deduction exist on list. If user select 'Actual Mealtime deduction' the program deduct the actual mealtime (which is to be received from the device). If user select 'Compulsory deduction' regardless of actual mealtime, program deduct the forced deduction time (which is to be inserted by user).
- Compulsory deduction time: Insert forced deduction time. Activated only when 'Compulsory Deduction' is selected.

2) Set Mealtime – Not use Function Key

- Mealtime Setting screen differs by usage selection of Function key.
- Minimum Worktime: Set minimum worktime to apply deduction time.
- Deduction Time: Set actual deduction time to be deducted from total worktime.

● Function Description

1) Saving Mealtime

- Select company. (Compulsory field to Insert)
- Insert mealtime name. (Compulsory field to Insert)
- Insert start time and end time of mealtime. (Compulsory field to Insert)
- Insert relevant data per field
- Click 'save' button() to complete mealtime set up registration

2) Modify Mealtime

- Choose mealtime set up to modify that have been registered on the Combo on the upper left hand side.
 - It can be chosen directly from Combo box or chosen with 'previous'() or 'next'() button.
 - Edit each fields and click 'save' button()
- 3) Deleting Mealtime
- Choose mealtime to delete that have been registered on the Combo on the upper left hand side.
 - It can be chosen directly from Combo box or chosen with 'previous'() or 'next'() button
 - Click the 'delete' button() on the upper side of the screen.
- 4) Searching Mealtime
- To display the screen as below, click the search mealtime on left main menu or click the () button on top toolbar
 - Search the mealtime name and company as search condition.
 - On search screen, you can select mealtime on the checkbox. If you click the delete () button after selected mealtime, the selected mealtime is deleted. You can change the registered mealtime in the window by clicking the change () button on top toolbar.

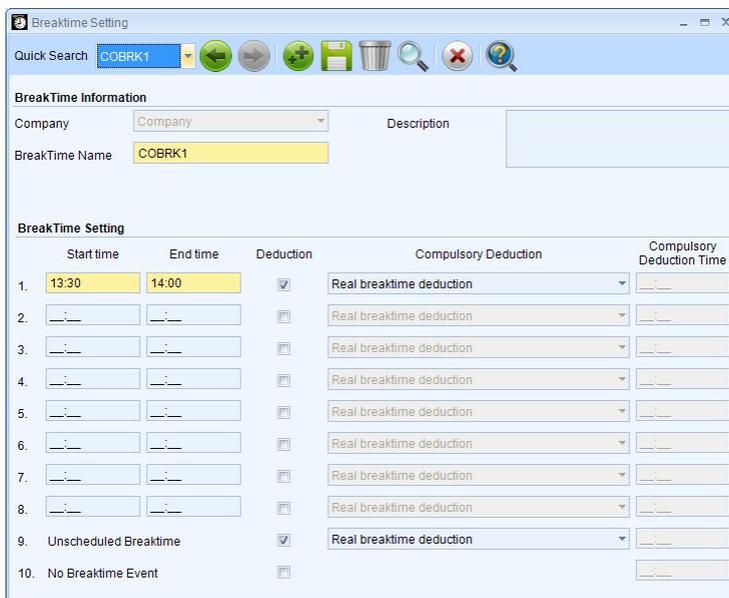
Select	Company	Mealtime Name	Minimum Worktime	Deduction Time	Description
<input type="checkbox"/>	IDTECK	IDMEL1	05:00	01:00	
<input type="checkbox"/>	Company	COMEL1			
Number	Start time	End time	Deduction	Compulsory Deduction	Compulsory Deduction Time
1	12:00	13:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

8.2.3 Breaktime Setting

Depending on function key, there are differences for the break time screen. In case of the Function key, breaktime or deduction is setting from mealtime data. If you do not use Function key, when employee works more than minimum working time, break time is deducted. Set to deduction data is used by Closing process for calculating actual working time. Formula as follows; Actual working time = Total Working time – Mealtime deduction – Breaktime deduction.

- Screen Description

- 1) Set Breaktime – Use Function Key



- Company : Select company.
- Breaktime Name: Insert Breaktime name.
- Description: Insert Description.
- Start time: Insert start time of Breaktime.
- End time: Insert end time of Breaktime.
- Time and Attendance unit: When 'Time and Attendance unit' is registered at appropriate stage, list of units display and if user selects one of them, relevant Time and Attendance unit rule is applied.
- The time except the range of breaktime: Applied when exceptional event occur, which is other than event no.1~8.
- No Data: Applied when there is no event regarding BreakTime. Check to use deduction and insert forced deduction time then inserted hours of deduction time is deducted from the actual work time
- Deduction: Check whether to use or not.
- Compulsory deduction: Two types of deduction exist on list. If user selects 'Actual BreakTime deduction' the program deducts the actual BreakTime (which is to be received from the device). If

user select 'Compulsory deduction' regardless of actual BreakTime, program deduct the forced deduction time (which is to be inserted by user).

- Compulsory deduction time: Insert forced deduction time. Activated only when 'Compulsory Deduction' is selected

2) Breaktime Setting – Not use Function Key

- Mealtime Setting screen differs by usage selection of Function key.
- Minimum Worktime: Set minimum worktime to apply deduction time.
- Deduction Time: Set actual deduction time to be deducted from total worktime.

● Function Description

1) Saving Breaktime

- Select company. (Compulsory field to Insert)
- Insert breaktime name. (Compulsory field to Insert)
- Insert start time and end time of breaktime. (Compulsory field to Insert)
- Insert relevant data per field
- Click 'save' button() to complete breaktime set up registration

2) Modify Breaktime

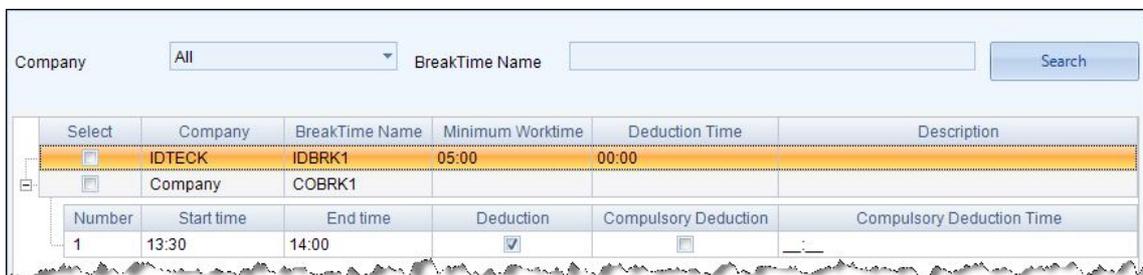
- Choose breaktime set up to modify that have been registered on the Combo on the upper left hand side.
- It can be chosen directly from Combo box or chosen with 'previous'() or 'next'() button.
- Edit each fields and click 'save' button()

3) Deleting Breaktime

- Choose breaktime to delete that have been registered on the Combo on the upper left hand side.
- It can be chosen directly from Combo box or chosen with 'previous'() or 'next'() button
- Click the 'delete' button() on the upper side of the screen.

4) Searching Breaktime

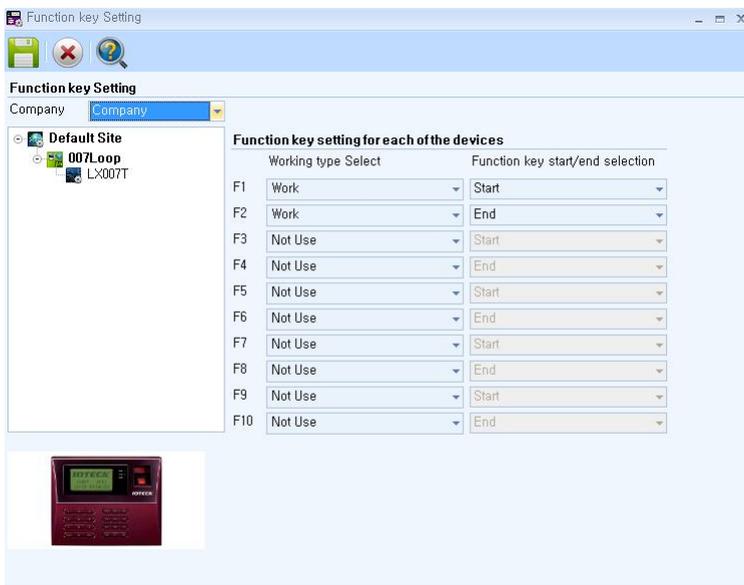
- To display the screen as below, click the search Breaktime on left main menu or click the () button on top toolbar
- Search the Breaktime name and company as search condition.
- On search screen, you can select Breaktime on the checkbox. If you click the delete () button after selected Breaktime, the selected Breaktime is deleted. You can change the registered Breaktime in the window by clicking the change () button on top toolbar.



8.2.4 Function key Setting

Set up function key and working type. Tick off whether to use for working type to be registered to function key on the attendance code tab of attendance code setting menu. The method to check is attendance code not date. Eventhough check method of overtime work is time, it is excluded from that since it isn't calculated by function key. Function key can be set to maximum of 10 depending on the device and is also configurable when LX505,LX007 controllers are used. When FINGER007,505R are in use, the maximum number of function key configurable is 4. Each type of work can only be registered with one start and one end. Therefore, the actual number of available category is 5

- Screen settings
 - 1) Function key Setting



- Company : Select company.
 - Those are able to be registered to Function key; Those are 'Normal' work type on Attendance code of [Attendance and Exception] menu (Excluding OverTime)
 - Settings are needed for each categories' start and end time. Therefore, Actual number of categories available for use is a maximum of 5.
 - If you prefer not to use function key, select 'Not in Use'
- Function Description
 - 1) Function Key Setting
 - Save function key setting
 - Select company

- Set working type as pair
- Click save button() below the tool bar at the top once setting is done
-
- Modify function key setting
 - Select company
 - Change setting information on type of work
 - Click save button() below the tool bar at the top once setting is done.

8.1.6 Work Time Code Setting

Setting up working hour by Inserting in arrival and departure time of work. Regular is used when commute time is normally fixed. When 'Using of the range allows exception' is ticked off, it is configurable to establish extent of allowable range on early attendance, leaving early, lateness, lateout. If commute time is not fixed, Free commute can be used to calculate the amount of working hours.

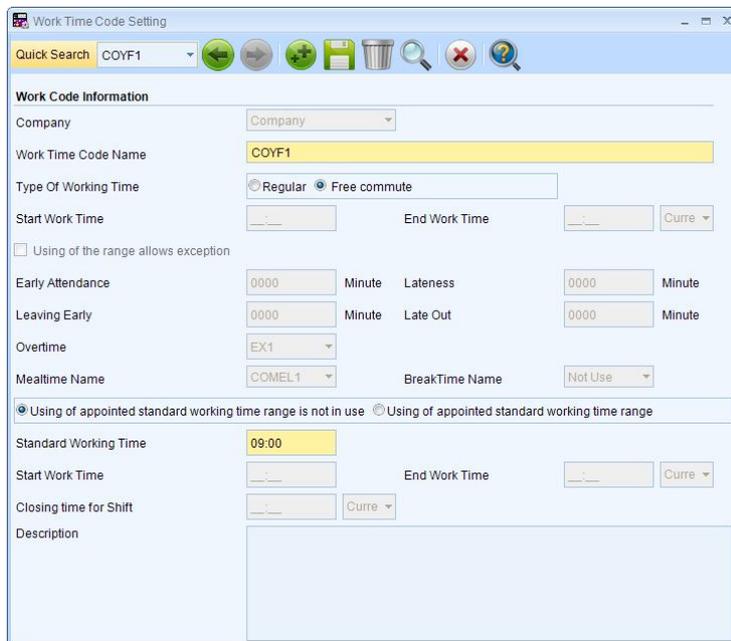
- Screen Description

- 1) Setting up working hour code - Regular

- Company: Select company(Compulsory filed to Insert)
- Working Time name:Insert code name(Compulsory filed to Insert)
- Type of working time : Check applicable box. If plural code of working time needs to be assigned to each weekday on [setting up work schedule], select <Regular>.
- Start Work Time:Insert starting hour at work(Compulsory filed to Insert)
- End Work Time:Insert finishing hour at work(Compulsory filed to Insert)
- Using of the range allows exception: Check the check box when exception code doesn't need to be displayed though employee's arrival or departure time is slightly different from scheduled one.
- Early attendance: Set up the standard on early attendance with allowable range of early attendance. Only if a employee arrives earlier than time which subtracts allowable range of early attendance from start time of work , 'Early attendace' will be displayed. For instance, when arrival time is 09:00 and allowable range of early attendance is 10, work start time which is 08:55 is not considered as "early attendance" while 08:45 will be "early attendance"

- Lateness: Set up the standard on lateness with allowable range of lateness. Only if a employee arrives later than time which adds allowable range of lateness to start time of work, 'Early attendace' will be displayed.
- Late out: Set up the standard on late out with allowable range of late out.
- Only if a employee departs later than the time which adds allowable range of late out to end time of work, 'late out' will be displayed. For instance, when departure time is 18:00 and allowable range of late out is 10, end time of work which is 18:05 is not considered "late out" while 08:15 will be "late out"
- Over time: Select overt time work.
- Mealtime Name : Select mealtime name.
- Breaktime Name : Select breaktime name.
- Closing time for shift: Insert closing time for shift and select the basic date. . In case of shift, every work time code must have closing time since each work has different finishing time. Closing time for shift can be applied only when shift is selected as work time code and in case of regular work(besides shift), "standard closing time"will be applied. It's recommended to allow some extra time when closing time for shift is set considering overtime work. If closing time for shift is set at the same value with finishing time, an error can occur when calculating data regarding overtime work or attendance of shift. For the sake of convenience, the value of closing time for shift is automatically inputted with 18 hours added and it can be changed into desired value.
- Description:InsertDescription for working code

2) Setting up working hour code – Free commute



- Free commute: Check if working type doesn't require appointed start or end time.

- Using of appointed standard working time range is not in use: Employees can work whenever they want as starting and finishing hour are not appointed. Since Working hour of mandatory doesn't exists the actual amount of hours they worked will be counted.
 - Standard working time: if exception attendance is accepted as working hour, "근무인정 시간" will be applied. When employee who inserted 08:00 to Standard working time leaves for vacation, it is considered employee worked for 8hours during the vacation.
 - Using of appointed standard working time range: Starting and finishing hour of work are configurable. Therefore, exception attendance including lateness, early attendance, leaving early, late out can be shown.
 - Start time: Insert starting hour of free commute
 - End time: Insert finishing hour of free commute
 -
- Function Description
 - 1) Setting up working hour code
 - Save working hour code
 - Mode will change to 'Insert mode' when 'new' button() on the toolbar on the upper side of the screen
 - Insert relevant data per field and click 'save' button() on the tool bar on the upper side of the screen.
 - Edit working hour code
 - Select time zone to edit among the time zones that have been registered on the Combo on the upper left hand side.
 - It can be chosen directly from Combo box or chosen with 'previous'() or 'next'() button
 - Edit relevant fields and save.
 - Deleteworking hour code
 - Choose time zone to delete among the time zones that have been registered on the Combo on the upper left hand side.
 - It can be chosen directly from Combo box or chosen with 'previous'() or 'next'() button
 - Click the 'delete' button() on the upper side of the screen.
 - Search working hour code
 - To display the screen as below, click the overtime work search on left main menu or click the() button on top toolbar.
 - Search work time code name as search condition.
 - Each of work time code information can be checked.

- On search screen, you can select overtime work on the checkbox. If you click the delete (🗑️) button after selected overtime work, the selected overtime work is deleted. You can change the registered overtime work in the window by clicking the change (✏️) button on top toolbar.

Work Time Name Search

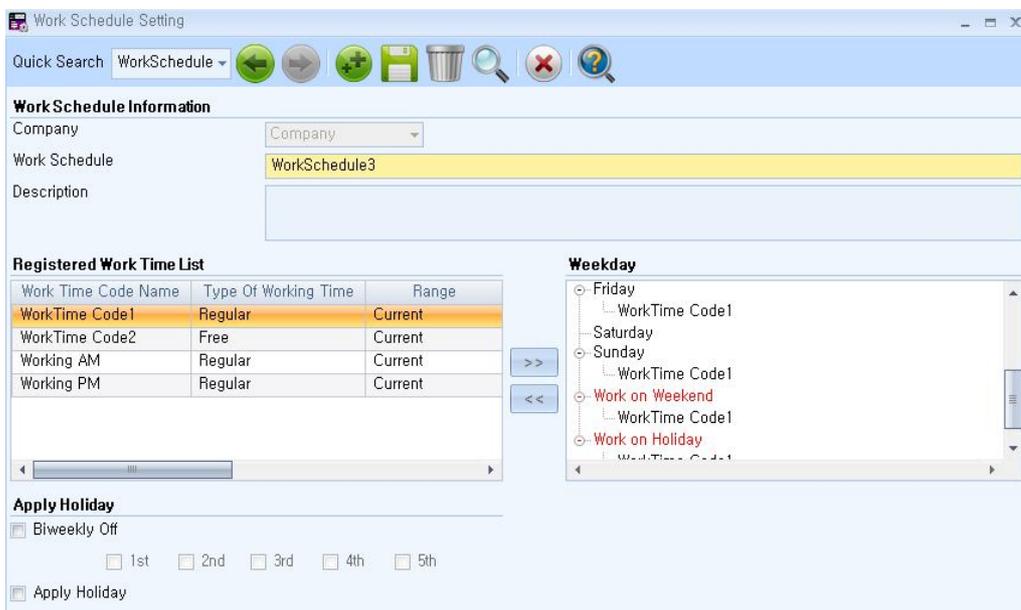
Select	Work Time Name	Start Work Time	Range	End Work Time	Range	Description
<input checked="" type="checkbox"/>	WRC1	08:00	Current	18:00	Current	
<input type="checkbox"/>	WRC2	09:00	Current	18:00	Current	

8.2.6 Work Schedule Setting

Set up working hours on weekly basis to be applied for attendance of employees. Set up work time on a weekly basis, applying to employees with regular work schedule. Work schedule must be set if employee(regular) has regular weekly work time. Work time can also be set at monthly schedule in case of employee(shift crew) who has irregular work schedule

- Screen Description

- 1) Setting up working schedule



- Company: Select company
- Work schedule name: Insert working schedule name
- Description: Insert Description for working schedule
- Registered Work list: Working hour code per selected company will be displayed. Select working hour code to be set up.
- Weekday: Select the day of the week for the selected working hour code to be applied
- Biweekly off: Check the biweekly Saturdays to close
- Apply holiday: Set up whether to apply working hour of the registered holidays

- Function Description

- 1) Setting up working schedule

- Save working schedule

- Mode will change to 'input mode' when 'new' button() on the toolbar on the upper side of the screen
- Insert working schedule name to register(Compulsory field to Insert)
- Select working code after selecting relevant day of the week. Move with the 'move to the right' <>, and 'move to the left' <> button
- Click 'save' button <> on the tool bar to complete registration.
- Edit working schedule
 - Select working schedule to edit among the access groups that have been registered on the Combo on the upper left hand side.
 - It can be chosen directly from Combo box or chosen with 'previous'() or 'next'() button
 - Edit relevant fields and save.
- Delete working schedule
 - Select working schedule to edit among the access groups that have been registered on the Combo on the upper left hand side.
 - It can be chosen directly from Combo box or chosen with 'previous'() or 'next'() button
 - Click the 'delete' button() on the upper side of the screen.
- Search working schedule
 - To display the screen as below, click the overtime work search on left main menu or click the () button on top toolbar.
 - Search work time code name as search condition.
 - Each of work time code information can be checked.
 - On search screen, you can select overtime work on the checkbox. If you click the delete () button after selected overtime work, the selected overtime work is deleted. You can change the registered overtime work in the window by clicking the change () button on top toolbar.

Work Schedule Search

Select	Work Schedule	Biweekly Off	1st	2nd	3rd	4th	5th	Apply Holiday	Description	
<input type="checkbox"/>	WorkSchedule1	<input type="checkbox"/>								
	Weekday	Work Time Code Name	Range	Start Work Time	Range	End Work Time	Overtime			
<input type="checkbox"/>	Sunday	WorkTime1	Current	09:00	Current	18:00				
<input type="checkbox"/>	Monday	WorkTime1	Current	09:00	Current	18:00				
<input type="checkbox"/>	Tuesday	WorkTime1	Current	09:00	Current	18:00				
<input type="checkbox"/>	Wednesday	WorkTime1	Current	09:00	Current	18:00				
<input type="checkbox"/>	Thursday	WorkTime1	Current	09:00	Current	18:00				
<input type="checkbox"/>	Friday	WorkTime1	Current	09:00	Current	18:00				
<input type="checkbox"/>	Saturday	WorkTime1	Current	09:00	Current	18:00				

8.2.7 Closing Rule Setting

Setting up fields related to closing data creation.

- Screen Description

- 1) Setting up attendance closing guideline

- Company: Select company
- Closing Rule: Insert attendance closing guideline name
- Closing Type: Select between Monthly and Weekly
- Closing Basis Day: Set base date for monthly closure
- Closing basis Time: Set time of working completion of the day. The set time becomes the base of the closing data creation. (Closing time is only applied to regular work. In case of shift, setting is available at finishing hour of shift at [work time code setting] since starting hour of each employee is different from each other.)
- Description: Insert Description of Closing Rule
- Apply holiday work: Set up what working code to apply for holiday if decides to apply
- Registered Work Time List: All the registered working code list is displayed
- Work Time List for Holiday: Select working code to apply for holidays

- Function Description

- 1) Setting up Closing Rule

- SaveClosing Rule

- Mode will change to 'Insert mode' when 'new' button() on the toolbar on the upper side of the screen

- InsertClosing Rule to register(Compulsory field to Insert)
- Select on the 'Registered Work Time List'. Move to holiday applied working code with 'move to right' button . Select Work time list for Holiday and move by using 'move to the left' button . Only one can be chosen amongst 'Registered Work Time list'.
- Click'save' button to complete registration
- Edit Closing Rule
 - Select attendance closure guild line among the registered access types on the Combo on the upper left hand side.
 - It can be chosen directly from Combo box or chosen with 'previous'() or 'next'() button
 - Edit relevant fields and save.
- DeleteClosing Rule
 - Select attendance closure guild line among the registered access types on the Combo on the upper left hand side.
 - It can be chosen directly from Combo box or chosen with 'previous'() or 'next'() button
 - Click the 'delete' button() on the upper side of the screen.
- Search Closing Rule
 - To display the screen as below, click the overtime work search on left main menu or click the () button on top toolbar.
 - Search work time code name as search condition.
 - Each of work time code information can be checked.
 - On search screen, you can select overtime work on the checkbox. If you click the delete () button after selected overtime work, the selected overtime work is deleted. You can change the registered overtime work in the window by clicking the change () button on top toolbar.

○

Select	Closing Rule	Closing Basis Day	Range	Closing Basis Time	Max Daily Work Time	Apply Holiday Work	Description
<input type="checkbox"/>	ClosingRule1	2010-01-16	Next	02:00	23:59	<input type="checkbox"/>	

8.2.8 Holiday Setting (Attendance)

Register official holidays other than Sundays in order to calculate the holiday working days. Add holidays.

- Screen Description

- 1) Register holidays

Holiday	Date	Description
Holiday1	2011-03-15	

- Company: Select company
- Holiday name: Insert holiday name
- Date: Insert holiday date to register
- Description: Insert Description for holiday
- Registered Holiday list: List of registered holidays

- Function Description

- 1) Setting up holiday registration

- Save holiday registration
 - Insert relevant data per field and click 'save' button() on the tool bar on the upper side of the screen.
- Edit holiday registration
 - Select holiday names to edit among the access groups that have been registered on the Combo on the upper left hand side.
 - It can be chosen directly from Combo box or chosen with 'previous'() or 'next'() button
 - Edit relevant fields and save.

- Delete holiday registration
 - Select holiday names to edit among the access groups that have been registered on the Combo on the upper left hand side.
 - It can be chosen directly from Combo box or chosen with 'previous'() or 'next'() button
 - Click the 'delete' button() on the upper side of the screen.
- Search holiday registration
 - To display the screen as below, click the overtime work search on left main menu or click the () button on top toolbar.
 - Search date or holiday name as search condition.
 - Each of work time code information can be checked.
 - On search screen, you can select overtime work on the checkbox. If you click the delete () button after selected overtime work, the selected overtime work is deleted. You can change the registered overtime work in the window by clicking the change () button on top toolbar.

Date	2009	Holiday		<input type="button" value="Search"/>
Select	Date	Holiday	Description	
<input type="checkbox"/>	2009-12-18	Holiday1	Test Holiday	
<input type="checkbox"/>	2009-12-28	Holiday2		

8.3 Administration

8.3.1 Register Retire

This screen is used to register suspension employee or retiree. Arrival and departure data of employee who is registered in suspension will not be processed from the day of registration. Insert ID,name and department of an employee who needs to be registerd. Check the employee and select between suspension and retirement from combo box. If suspension is selected, you can input 'start date' and 'finish date'. When you select retirement, you can enter 'retirement date'.

- Screen Description

- 1) Register Retire

- Company: select company name
- Employee ID: Searches with 'employee ID' as search criteria and displays content of employee ID searched
- Name: Searches with 'name' as search criteria and displays content of employee searched.
- Department: Searches with 'department' as search criteria and displays the contents of department searched.
- Suspend/Retire: Select between suspend and retire.
- Retirement date: Activated if retired is selected.
- Start date: Activated if suspended is selected. Set up the start date of suspension
- End date: Activated if suspended is selected. Set up the end date of suspension.
- Description: put detailed explanation if needed

- Function Description

- 1) Set up suspension/retirement registration.

- Save suspension/retirement registration

- Input all data to each field and click save button() in the tool bar on the top of screen

- Modify suspension/retirement registration

- Select the item needs to be revised from suspension/retirement list on the upper left hand corner Combo.

- It can be chosen directly from Combo box or chosen with 'previous'() or 'next'() button

- When editing each item is done, click 'save' button.

- Delete suspension/retirement registration

- From the suspension/retirement list on the upper left hand corner Combo, select item needs to be deleted.

- It can be chosen directly from Combo box or chosen with 'previous'() or 'next'() button

- Click the 'delete' button() on the upper side of the screen.

- Search suspension/retirement registration

- Go to Main screen and Basic setup and Operation management(Attendance) Tab and click 'Suspension/Retirement'. Or go to Registration page and click 'Search'() on the upper hand, then screen below will appear

Select	Type	Employee ID	Name	Department	Start Date	End Date	Description
	Suspended	77	sh-emp3	Department-1	2014-02-17	2014-02-17	

8.3.2 Retirement reservation setting

Reserve retirement of employee. Search employee whose retirement is dued and select retirement date and save then retirement reservation will be registered.

- Screen Description

- 1) Retirement reservation setting

- Company : select company.
- Employee ID: Search with 'employee ID' as search criteria and displays contents of searched employee ID.
- Name: Search with 'name' as search criteria and display contents Of searched name.
- Department: Search with 'department' as search criteria and displayes contents of searched department.

- 2) Set up retirement reservation registration

- Save registration of retirement reservation
 - ⊙ Input all data to each field and click save button () in the tool bar on the top of screen
- Modify registration of retirement reservation
 - ⊙ Select the item needs to be revised from retirement reservation list on the upper left hand corner Combo
 - ⊙ It can be chosen directly from Combo box or chosen with 'previous'() or 'next'() button

- Click save () button once editing each item is done
- Delete registration of retirement reservation
 - Select the item needs to be deleted from the list of retirement reservation from the Combo box on the upper left of screen.
 - It can be chosen directly from Combo box or by 'previous'() or 'next'() button
 - Click delete button() from the tool bar on the top
- Search registration of retirement reservation
 - Clicking retirement reservation of the tool tab of basic setup and operation management(attendance) from the left menu of the main screen or 'Search' () button at the top toolbar displays a screen as follows..

Company	All	Employee ID							
		Name							Search
Select	Company	Name	Employee ID	Card Number	Department	Position	Retirement reservation date	Description	
<input type="checkbox"/>	Company	sh-emp2	66	01122323	Department-1		2012-04-26		

8.3.3 Receive Exception

Receive exception receives and processes the list of exception attendance. If 'user defined 1-4' are classified by period and 'in use' is checked at Work code setting, applicable item can be registered and processed. The name of applicable code can change into item user needs. If 'Working approval' is checked, work hour will be counted as much as registered schedule on that day

Screen Description

3) Receive Exception

- Company: Select company
- Employee ID: Searches with 'employee ID' as search criteria and displays contents of searched employee ID
- Name: Searches with 'name' as search criteria and displays contents of searched name.
- Department: Searches with 'department' as search criteria and displays contents of searched department
- Work code: Can select only among registered codes which are classified as 'period'. Displays applicable exception attendance received.
- Start date: Displays start date of received work code
- End date: Displays end date of received work code
- Description: Input detailed explanation when needed
- Function Description

1) Exception setting

■ Save exception

- Input all data to each field and click 'save' button () in the tool bar on the top of screen

■ Modify exception

- Select the item needs to be revised from exception attendance list on the upper left hand corner Combo

It can be chosen directly from Combo box or by 'previous'() or 'next'() button

- Click save () button once editing is done.

■ Delete exception

- Select the item needs to be deleted from exception attendance list on the upper left hand corner Combo.

- It can be chosen directly from Combo box or by 'previous'() or 'next'() button

- Click delete button() from the tool bar on the top

■ Search exception

- Clicking exception attendance search of the tool tab of basic setup and operation management(attendance) from the left menu of the main screen or 'Search' () button at the top toolbar displays a screen as follows.

Period: 2014-01-22 ~ 2014-01-22

Employee ID: Search

Name:

Department:

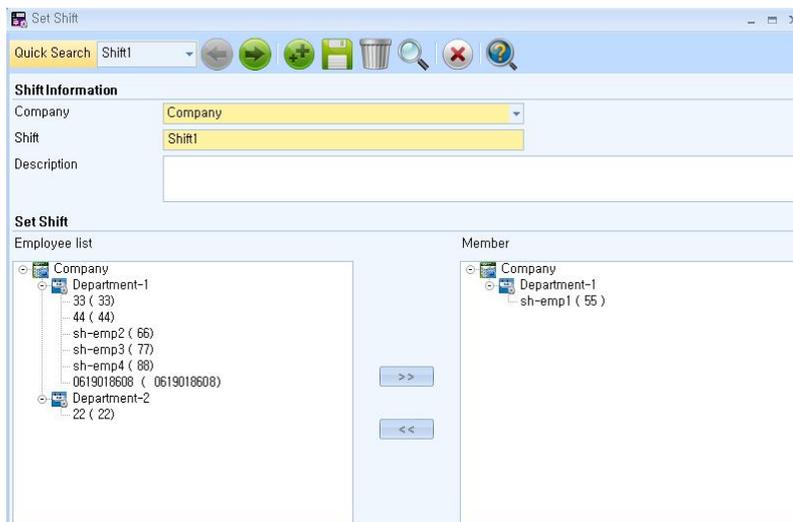
Select	Employee ID	Name	Department	Code	Start Date	End Date	Description
<input type="checkbox"/>	11	11	Department-1	Business out	2013-09-14	2013-09-17	
<input type="checkbox"/>	11	11	Department-1	Business out	2013-09-13	2013-09-13	
<input type="checkbox"/>	11	11	Department-1	Business out	2013-10-10	2013-10-10	

9. SHIFT(ATTENDANCE)

9.1 Shift

9.1.1 Set Shift

- Organize hour shift when operating shift work
- Screen Description
 - 1) Set Shift



- Company: Select company
 - Shift: Input the name of the company to register
 - Description: Input detailed explanation if needed.
 - Employee list: Displays employee registered in company. If an employee has to be registered in shift, select from employee list and click (>>) button. It also can be registered by drag-and-drop.
 - Member: Displays registered employee in current shift. If an employee has to be removed from the list, select the employee and click(<<) button. It also can be removed by drag-and-drop. The employee who has been removed from member will be shown on <employee list>
 - >> : Moves employee selected from <employee list> into <member>
 - << : Deletes selected employee from <member>
- Function Description
 - 1) Set up shift

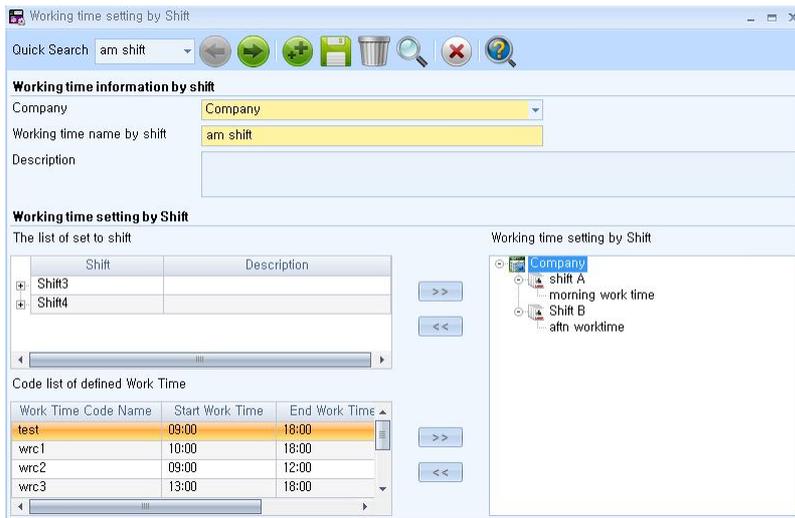
- Save shift setting
 - Input all data to each field and click 'save' button in the tool bar on the top of screen
 - Modify shift setting
 - Select the item needs to be revised from shift list on the upper left hand corner Combo
 - It can be chosen directly from Combo box or by 'previous'() or 'next'() button
 - Click save () button once editing is done
 - Delete shift setting
 - Select the item needs to be deleted from shift list on the upper left hand corner Combo
 - It can be chosen directly from Combo box or by 'previous'() or 'next'() button
 - Click delete button() from the tool bar on the top
 - Search shift setting
 - Clicking shift search of the tool tab of shift management(attendance) from the left menu of the main screen or 'Search' () button at the top toolbar displays a screen as follows.



9.1.2 Working time setting by Shift

Set working time by shift and arrange shift into a group. Registration of shift is available if you register more than two groups. [working time setting by shift]and [working time setting by shift] are used only when shift rotation is repeated consistently. If shift rotation changes often, it is more convenient to register working schedule directly from [monthly schedule setting] not register [working time setting by shift] nor [working time setting by shift].

- Screen Description
 - 1) Working time setting by Shift



- Company: Select company
- Working time name by shift : Input name of working time by shift to register
- Description: Input detailed explanation if needed
- The list of set to shift: Displays the shift registered from [shift setting]. Select shift and click (>>) button and the shift will be registered at <Working time setting by Shift>. It also can be done by drag-and-drop.
- Code list of defined work time: Displays work time code registered in [working time code]
- If you need to allocate working time code to shift, select the registered shift and click (>>) button at <the list of set to shift>
- Working time setting by Shift: Displays each shift and assigned working time code in tree shape
- Shift >> : Assigns selected shift from <the list of set to shift> to <working time setting by shift>
- Shift << : Deletes selected shift from <working time setting by shift>
- Work time >> : Assigns work time selected from <working time setting by shift> to the selected shift. Working time code
- Work time << : Deletes selected working time of shift from <Working time setting by shift>
-
- Function Description

2) Set up working time by shift

3) Save working time setting by shift

- Input all data to each field and click save() button in the tool bar on the top of screen
- Modify working time setting by shift
- Select the item needs to be revised from the list of working time by shift on the upper left hand corner Combo.
- It can be chosen directly from Combo box or by 'previous'() or 'next'() button

- Click save () button once editing is done.
- Delete working time setting by shift
 - Select an item to delete from list of working time by shift on the upper left hand corner Combo
 - It can be chosen directly from Combo box or by 'previous'() or 'next'() button
 - Click delete button from the tool bar on the top
- Search working time setting by shift
 - Clicking working time search of the tool tab of shift management(attendance) from the left menu of the main screen or 'Search' () button at the top toolbar displays a screen as follows

Working time name by shift Search

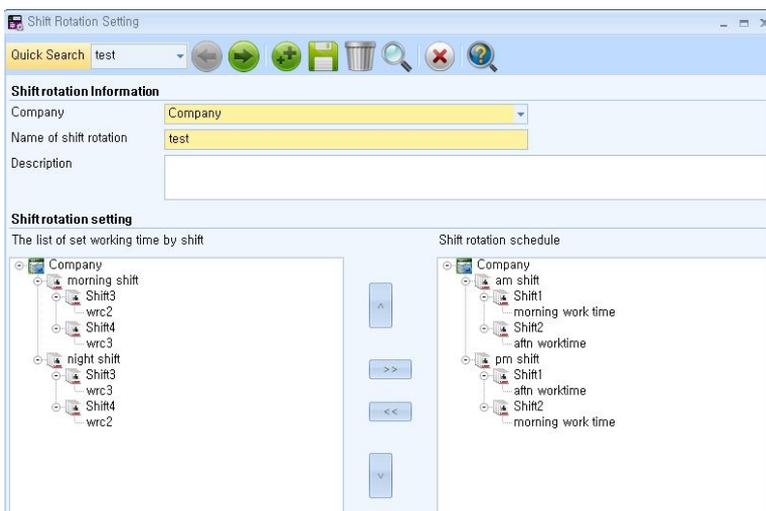
Select	Working time name by shift	Description
<input checked="" type="checkbox"/>	am shift	
<input type="checkbox"/>	pm shift	
<input type="checkbox"/>	morning shift	
<input type="checkbox"/>	night shift	

9.1.3 Shift Rotation Setting

Configure rotation of shift.. Shift group high on the <Shift rotation schedule>list starts work first. [setting working time by shift]and [setting shift rotation] are used when rotation work is repeated constantly. If shift rotation changes often, it is more convenient to register working schedule directly from [monthly schedule setting] not register [working time setting by shift] nor [working time setting by shift].

Screen Description

4) Shift Rotation Setting



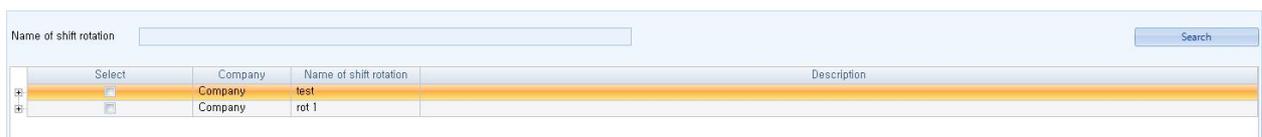
- Company: Select company
- Name of shift rotation: Input number of shift rotation setting

- Description: Input detailed explanation if needed.
- The list of set working time by shift: Displays working schedule by shift registered at [Setting working time by shift]. Click the schedule and (>>) button to register at <Shift rotation schedule>. It also can be done by drag-and drop. If you put mouse pointer on 'Shift' and 'Working time code', related information will appear on tool tip.
- Shift rotation schedule: Displays working time to register as rotation in tree shape. With up and down buttons, you can change it's order.
- >>: Moves selected shift from <Working time list set by shift> to <Shift rotation schedule>
- <<: Deletes shift group selected from <Shift rotation schedule>
- ^: Move up shift group selected from <Shift rotation schedule>
- v: Move down shift group selected from <Shift rotation schedule>

● Function Description

1) Setting up shift rotation

- Save shift rotation setting
 - Input all data to each field and click 'save' button in the tool bar on the top of screen
 - Modify shift rotation setting
 - Select the item to modify from shift rotation list on the upper left hand corner Combo.
 - It can be chosen directly from Combo box or by 'previous' (left arrow) or 'next' (right arrow) button
 - Click save (save icon) button once editing is done.
 - Delete shift rotation setting
 - Select the item to delete from shift rotation list from Combo box
 - It can be chosen directly from Combo box or by 'previous' (left arrow) or 'next' (right arrow) button
 - Click delete button (trash icon) from the tool bar on the top
 - Search shift rotation setting
 - Clicking shift rotation search of the tool tab of shift management(attendance) from the left menu of the main screen or 'Search' (magnifying glass icon) button at the top toolbar displays a screen as follows



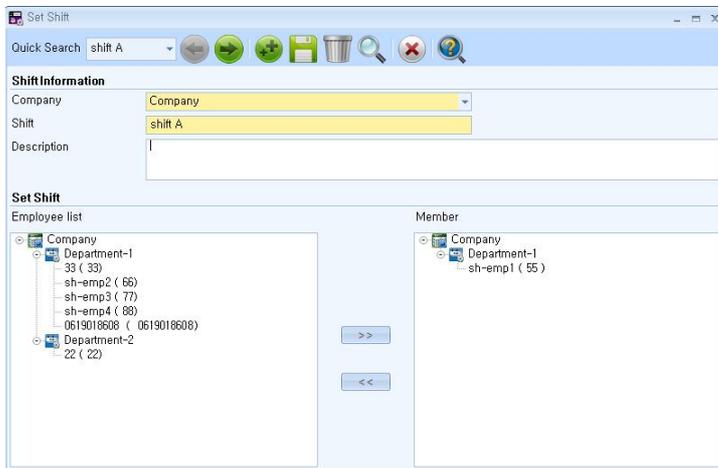
9.1.4 Set Shift Schedule

Set up monthly shift schedule. Select company and search with date then work schedule previously registered will be shown or new registration is available. There are two ways to register monthly schedule. Select 'Name of shift rotation' from <shift rotation list> if rotation of shift is repeated consistently. Also select whether to apply period, appointed holiday, day of week and national holiday then monthly schedule can be registered, which will be automatically repeated. In case of rotation that changes often, you can register schedule individually by selecting desired date from monthly schedule.

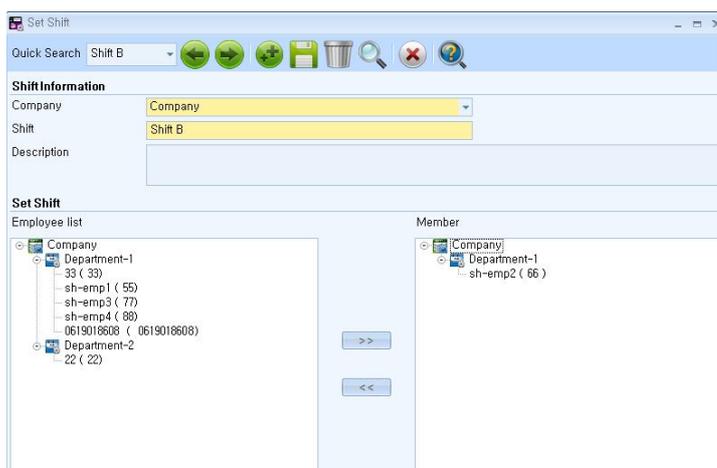
Below is an example of double-shift divided into morning and afternoon shift. Consisted of shift: shift A/ shift B

*Work time: Morning shift(06:00 – 14:00)/ afternoon shift (15:00 – 23:00)

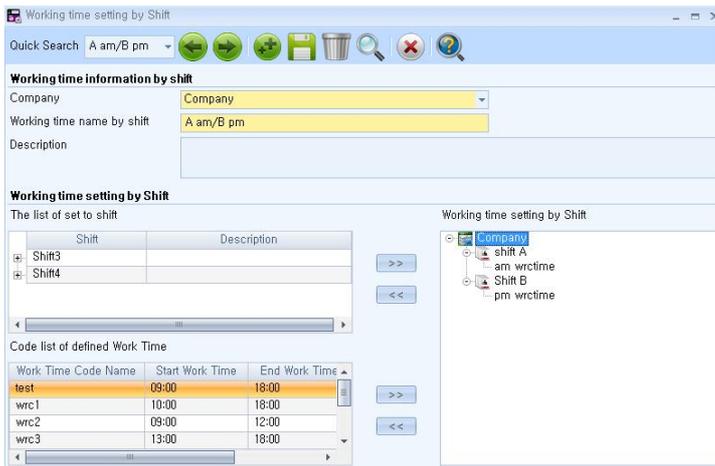
*Work time by shift: Shift A starts with morning shift/ shift B starts with afternoon shift



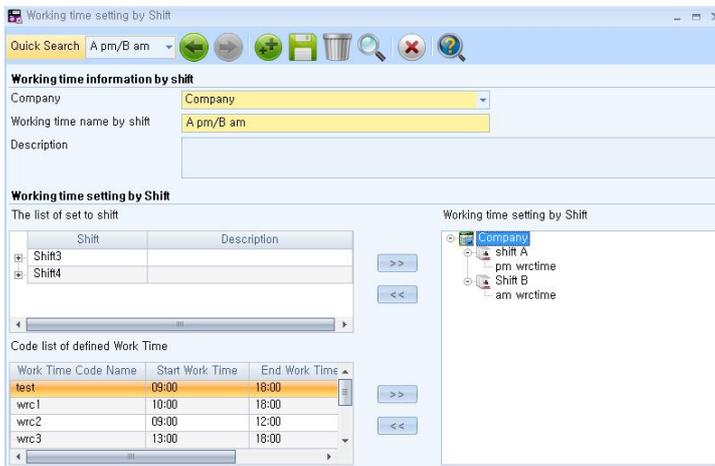
Register shift A at [Set shift]



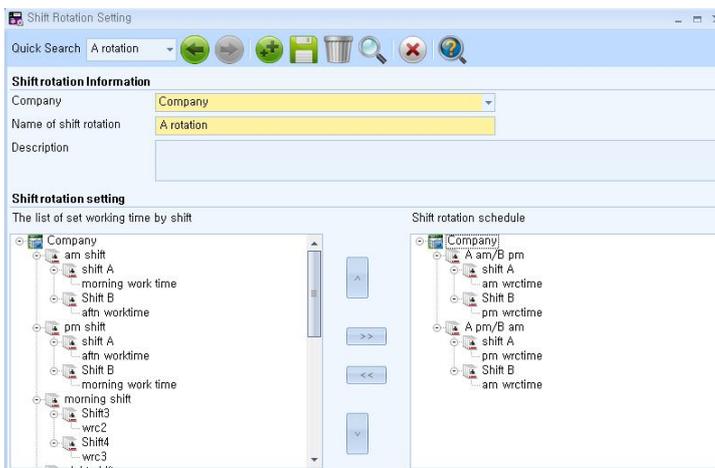
Register shift B at [Set shift]



Assign work time code at [working time setting by shift]. Allocate am wrctime to shift A and pm wrctime to shift B. "Work time code name" is set as 'A am/B pm' so it can be easily distinguished



Assign work time code at [working time setting by shift]. Allocate pm wrctime to shift A and am wrctime to shift B. "Work time code name" is set as 'A pm/B am' so it can be easily distinguished



Set up rotation order at [Shift rotation setting]. The name of shift rotation is set as "A rotation" and 'A am/B pm' group is set to work first. Following is how to register schedule of shift rotation.

Set Shift Schedule Information

Company: Company Year-month: 2014-01 Search:

Shift rotation setting: All Shift: All

Shift rotation list

Name of shift rotation	Description
A rotation	

Apply Shift Rotation Schedule

Period: 30/01/2014 ~ 06/02/2014

Select appointed holiday/week: Saturday 1st 2nd 3rd 4th 5th

Day of week Off: Mon Tue Wed Thu Fri Sat Sun

Whether you apply holiday or not: Apply Holiday

Select whether you use holiday application period excluding or not: Holiday application period is not included

Cycle: 1 Each day(s)

Shift Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec-29	30	31	Jan-1-14	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	Feb-1

Select the company which has information on registered rotation shift . Then also select 2014-01 and click search button

Set Shift Schedule Information

Company: Company Year-month: 2014-01 Search:

Shift rotation setting: All Shift: All

Shift rotation list

Name of shift rotation	Description
A rotation	

Apply Shift Rotation Schedule

Period: 01/01/2014 ~ 31/01/2014

Select appointed holiday/week: Saturday 1st 2nd 3rd 4th 5th

Day of week Off: Mon Tue Wed Thu Fri Sat Sun

Whether you apply holiday or not: Apply Holiday

Select whether you use holiday application period excluding or not: Holiday application period is not included

Cycle: 3 Each day(s)

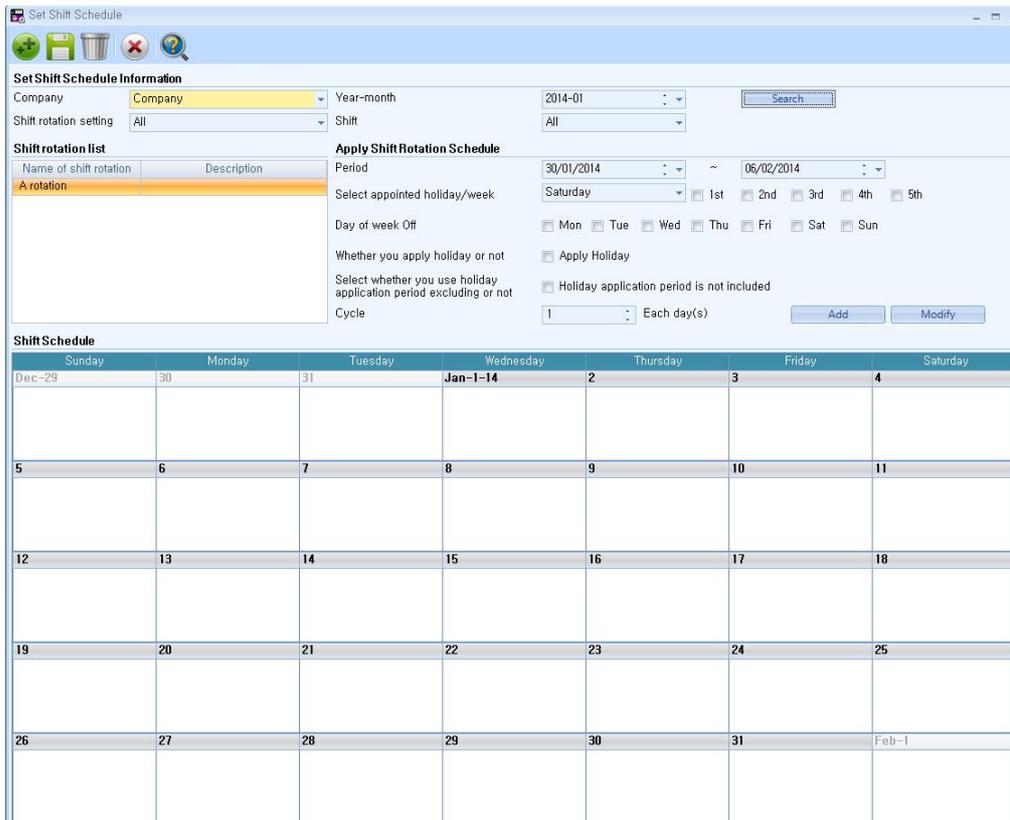
Shift Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec-29	30	31	Jan-1-14	2	3	4
			shiftA :w1 ShiftB :w2	shiftA :w1 ShiftB :w2	shiftA :w1 ShiftB :w2	shiftA :w2 ShiftB :w1
5	6	7	8	9	10	11
shiftA :w2 ShiftB :w1	shiftA :w2 ShiftB :w1	shiftA :w1 ShiftB :w2	shiftA :w1 ShiftB :w2	shiftA :w1 ShiftB :w2	shiftA :w2 ShiftB :w1	shiftA :w2 ShiftB :w1
12	13	14	15	16	17	18
shiftA :w2 ShiftB :w1	shiftA :w1 ShiftB :w2	shiftA :w1 ShiftB :w2	shiftA :w1 ShiftB :w2	shiftA :w2 ShiftB :w1	shiftA :w2 ShiftB :w1	shiftA :w2 ShiftB :w1
19	20	21	22	23	24	25
shiftA :w1 ShiftB :w2	shiftA :w1 ShiftB :w2	shiftA :w1 ShiftB :w2	shiftA :w2 ShiftB :w1	shiftA :w2 ShiftB :w1	shiftA :w2 ShiftB :w1	shiftA :w1 ShiftB :w2
26	27	28	29	30	31	Feb-1
shiftA :w1 ShiftB :w2	shiftA :w1 ShiftB :w2	shiftA :w2 ShiftB :w1	shiftA :w2 ShiftB :w1	shiftA :w2 ShiftB :w1	shiftA :w1 ShiftB :w2	shiftA :w1 ShiftB :w2

Set up schedule where shift A takes turn with shift B at intervals of 3days from 01-01-2014 to 31-01-2014. Select 'Name of shift rotation' and set up period as '2014-01-01 ~ 2014-01-31' with Cycle set as 3 each days. Then click add button. Click save()button once items are added as picture above

- Screen Description

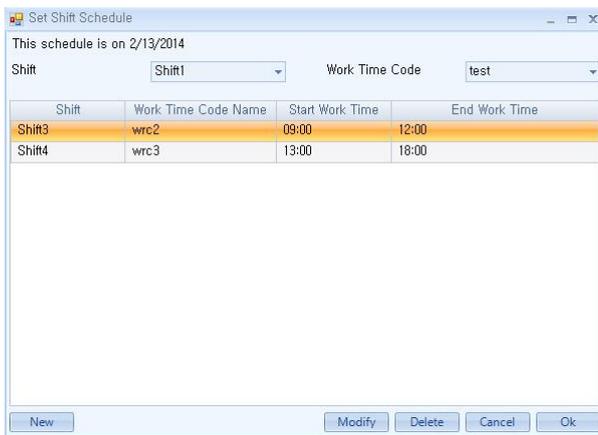
- 1) Set up monthly schedule



- Company: Select company
- Shift rotation list: Shows information on shift rotation registered at [Shift rotation setting]
- Apply shift rotation schedule : Applies shift rotation schedule with period, appointed holiday/week select, day of week off, whether to apply holiday, whether to exclude cycle, cycle ect.
- Period: Select start and end date to set up shift rotation schedule.
- Select appointed holiday/week : Apply appointed holiday/week on rotation shift rotation schedule. Work schedule on holiday will be neglected.
- Day of week off: Fixes specific day of the week as fixed holiday. Work schedule on holiday will be ignored
- Whether you apply holiday or not: Check whether to apply holiday. If there is registered holiday, work schedule will be ignored..

- Select whether you use holiday application period excluding or not : Working period is not applied to holidays. Designated holidays, national holidays will be skipped and changed work schedule will be created.
- For example 2 shifts exist. Shift SetA (Shift1-Daytime duty, Shift2-Nighttime duty), Shift SetB (Shift1-Nighttime duty, Shift2-Daytime duty). Rotate 2 shifts with rotation cycle of 3days. If you want to create work schedule from March1 to March7, here March3 is set as public holiday. Check for holiday use and uncheck holiday application period excluding, then working schedule of Shift Set A is March1 and March2. Assume March3 is public holiday schedule will not be generated though holiday will be included to rotation cycle therefore Shift Set B will have work schedule from March3 to March6. Lastly Shift Set A will start work again on March7. Other case, if you check holiday application and holiday application period excluding is also checked. March3 is holiday and will be excluded from schedule hence Shift Set A will work from March1 to March 4 and Shift Set B will have a work schedule form March5 to March 7..
- Cycle: Set rotation cycle
- Click 'Add'. Work schedule will be created according to condition setting
- Modify: Modifies existing work schedule by set condition.

2) Set up monthly schedule - Individual



- Setting window will be displayed if you double click the date when you set monthly schedule for shift.
- Shift: Select the shift to set up. The list of registered shift name will be shown in the combo box.
- Work time code: Select work time code to set up. The list of registered work time code will be shown in the combo box.
- New: Initializes the list of (Combo box)shift name and (combo box)work time code. To add new shift, click 'new'button then click 'enter'button
- Enter: Select shift and work time code from the list and click enter. It will be add on grid.
- Modify: Changes the value of selected item.
- Cancele: Cancles schedule setting and ends setting window.
- OK: Adds set shift schedule to monthly schedule.

- Function Description

- 1) Set up monthly schedule

- Save monthly schedule setting
- Create shift schedule which meets applicable condition and click 'save ()' button at the top toolbar
- Modify monthly schedule setting
 - ⦿ Select company.
 - ⦿ Select the date to modify and click search button.
 - ⦿ Select shift rotation list .Set up schedule period to change and conditions then click 'Modify' button
 - ⦿ click 'save ()' button at the top toolbar.
- Delete the setting of monthly schedule
 - ⦿ Select company
 - ⦿ Select the date of schedule needs to be deleted and click search button
 - ⦿ Appoint an area to delete from calendar with mouse.
 - ⦿ Click delete button () at the top tool bar.
 - ⦿ Click save button() at the top tool bar
- Search setting of monthly schedule
 - ⦿ Set up conditions in the information of monthly schedule setting
 - ⦿ Click search button

9.1.5 Work on Holiday setting by shift

For calculating work hour on holidays and weekends, you need to register [Work on holiday setting by shift].

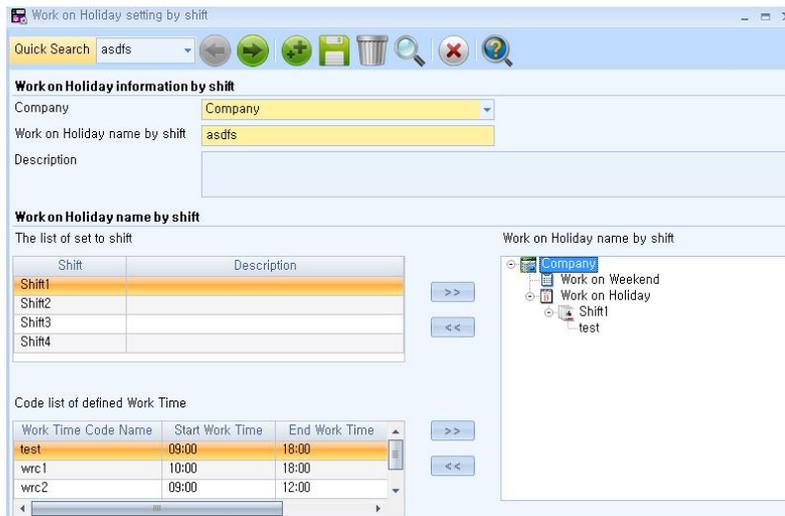
Set up work time of work on weekend, work on holiday by shift registered from [shift setting]

Lateness, absence without notice will not be displayed since 'work on weekends' or 'work on holidays' is not mandatory unlike work schedule registered at [Monthly work schedule setting]

Work time code assigned from 'work on weekend' will be applied to week day for which work schedule hasn't created. Also work time code allocated to 'work on holiday' will be given to national holidays.

- Screen Description

- 1) Work on Holiday setting by shift



- Company: Select company
- Work on Holiday name by shift: Insert name of work on holiday by shift
- Description: Input detailed explanation if needed
- The list of set to shift: Displays shift registered from [shift setting]. Select shift and click (>>)button so you can register shift at <The list of work time on weekends/holidays by shift> . It also can be registered by drag-and-drop
- Code list of defined work time: When work time code needs to be assigned to shift, click shift from <The list of work time on weekends/holidays by shift>and select work time code to be assigned from <Code llist of defined work time>then click (>>)button or drag and drop.
- Working time list by shift on holiday/weekend: Displays each shift and assigned work time code in tree shape
- Shift >>: Assigns selected shift from <The list of set to shift> to <The list of work time on weekends/holidays by shift>
- Shift <<: Deletes selected shift from <The list of work time on weekends/holidays by shift>
- Work time >>: Assigns Selected work time from < Code list of defined work time > to selected shift from <The list of work time on weekends/holidays by shift>
- Work time << : Deletes work time of shift selected from <The list of work time on weekends/holidays by shift>

● Function Description

1) Set up holiday work by shift



- Save holiday work setting by shift

- ⦿ Enter all inputs of items and click save () button at the top tool bar.
- ⦿ Modify holiday work setting by shift
- ⦿ Select an item to change among the list of registered holiday work by shift from combo box on the top left
- ⦿ It can be chosen directly from Combo box or by 'previous'() or 'next'() button
- ⦿ Click save () button once editing each item is done.
- ⦿ Delete holiday work setting by shift
- ⦿ Select an item to delete among the list of registered holiday work by shift from combo box on the top left
- ⦿ It can be chosen directly from Combo box or by 'previous'() or 'next'() button
- ⦿ Click delete button at the top tool bar
- ⦿ Search holiday work setting by shift
- ⦿ Clicking holiday work by shift search of the tool tab of shift management(attendance) from the left menu of the registration screen or 'Search' () button at the top toolbar displays a screen as follows

Select	Company	Work on Holiday name by shift	Description
<input type="checkbox"/>	Company	asdfs	
<input type="checkbox"/>	Company	holy 1	

10. CLOSING(ATTENDANCE)

10.1 Closing process

10.1.1 Daily Closing

Close the data of the respective date.

- Screen Description
 - 1) Daily closing process

- Start date: Select the date to start the closing process
- End date: Select the date to end the closing process
- Closing: Close the data of the respective date. If there is working date per respective date, close and show the list.
- Cancel: Delete the data closed. If the data closed is wrong data, Click 'cancellation' button to delete close data, edit at 'revise & edit of closed work' and do closing again
- Reclosing: If changed based on event data or if there is addition of attendance guideline, create closure again.
- Folder path: Closed list can be saved in text or excel file. Select route to save file.
- Export: Sent out data list on grid as excel or text file
- Search: If there is data closed for the respective date, 'search' button is activated and user can search with search criteria(employee name, department, attendance type etc)

10.1.2 Weekly Closing

- Close data of the appointed date on a weekly basis
- Screen Description
 - 1) Weekly closing process

Number	Card Holder Number	Name	Department	Position	Title	Start Date	End Date	Regular Work Time
1	11	11	Department-1			2013-09-10	2013-09-16	016:00
2	22	22	Department-2			2013-09-10	2013-09-16	018:00
3	33	33	Department-1			2013-09-10	2013-09-16	018:00
4	44	44	Department-1			2013-09-10	2013-09-16	018:00

- Company: Select company
- Closing rule : Shows list of weekly closing rule , connected with closing rule set earlier. If there is no closing rule set as weekly closing type, nothing will be shown on the list so set up closing rule that is weekly type
- Closing: Proceed closing data on assigned date. If work data exist on assigned date, complete closing process and displays the list.
- Cancele: Delete the data closed. If weekly closing process data contains flawed data, click 'Cancel' to clear closing data and go to closing revision and correct inaccuracy and re-do the closing process
- Period: Configured period will be displayed.. This process is done weekly. If closing processed data exists on applicable week, you need to configure another period and close.
- Search: When closed data exists on applicable date, search button will be activated and you can search with search condition(Employee name, dapartment, method of work management) After searching, the search data will be displayed on gird.

10.1.3 Monthly Closing

Close monthly data

- Screen Description
 - 1) Monthly closing process

Monthly Closing

Company: Company

Closing Rule: ClosingRule1 Month: 2011-03 Closing Cancel

Period: 2011-02-17 ~ 2011-03-16 Export

Folder Path: Export

Search Closing Data

Name: Search

Department:

Work Type:

Closing Data

Number	Card Holder Number	Name	Department	Position	Title	Start Date	End Date	Total Work TI
1	1	Employee1	Department-1	Position-1	Title-1	2011-02-17	2011-03-16	009.00

- Closing Rule Name: Shows Closing Rule that has been set as monthly closure process. If there is no attendance closure guideline of Compensation payment type set up as Monthly, list will not show user anything, thus new Monthly type attendance closure guideline needs to be set up.
- Closing: Closes the data of the respective time period. If there is working data for the time period, closing will be done and list will be displayed
- Cancel: Delete the data closed. If the data closed is wrong data, Click 'cancellation' button to delete close data, edit at 'revise & edit of closed work' and do closing again
- Month: Select the month to close
- Period: If compensation calculation base date is set on attendance closure guideline page, monthly closure time will be automatically set according to the base date.
- Search: If there is data closed for the respective date, 'search' button is activated and user can search with search criteria(employee name, department, attendance type etc)

10.1.4 Revise Daily Closing

Editing if there is error or left over data existing after closing. Cancellation of closing of the date to edit needs to be done in advance.

- Screen Description

- 1) Revising & editing closed work

- Search condition
- Company: Select the company you wish to search. You have to select it even in saving or deleting.
- Period: Select the time period to search.
- Employee ID: Input employee's ID from search condition.
- Name: Input employee's name from search condition.
- Department: Select department from search condition.
- Position: Select position from search condition.
- Title: Select Title from search condition.
- Closing Rule: Select closing rule from search condition.
- Search: Search can be done with various criteria including employee number, employee name, department, title, position, attendance closure guideline
- Clear: Click erase button to erase data Insert for the field
- Daily closing correction setting
- Employee's number: It displays employee's number. User cannot input it. On correction data list, double click the data then the information of the selected line is displayed. Otherwise on closing date menu, use the processed closing data as context menu then add it. The selected employee's number is displayed.
- Name: It displays Employee's name. User cannot input on it. On correction data list, if you click the data then information of the row of selected data is displayed. Otherwise on closing date menu, use the processed closing data as context menu then add it. The selected employee's information is displayed.

- Closing date: Set closing date of employee to correct.[Compulsory]
- Work time code: Select work time code of employee to correct. [Compulsory]
- Attendance code: Select attendance code of employee to correct. [Compulsory]
- Start date: Set data of employee's going to work then input the time for going to work.[Compulsory]
- End date: Set date of employee's leaving work then input leave work time. [Compulsory]
- Whether to protect data: Check if data shouldn't be removed during re-closing process.
- Total worktime: Input employee's total worktime to correct. [Compulsory]
- Reason: Input the reason why the employee's information has corrected. [Compulsory]
- Correction Data: By search condition, the lists of data available to correct are displayed.If there are no data by search condition it means no working data or closing processing in the applicable period.If there are working data but it's not displayed, you have to cancel the closing processing about applicable period in closing date menu.

- Function Description

- 1) Edit

- Lists display on searched correction data by search condition.
 - On the list, select the data you wish to change then double click it, so selected data's information in closing correction is displayed.
 - Revise and click 'save' button() on the tool bar on the upper side of the screen.

- 2) Delete

- Lists display on searched correction data by search condition.
 - Double click the data you wish to delete in the list.
 - Click the 'delete' button() on the upper side of the screen.

10.2 Report

10.2.1 Workcode/Exception Setting Report

On this page, data can be searched by workcode/ exception code and report can be printed out

Report consists of checked codes from [Basic setting and operation management(Attendance) – basic setting – work code setting] and it can be printed out. User-define code can be named as needed.

- Screen Description

1) Report Type – WorkCode

- Regular: Shows regular work data which includes arrival and departure data.
- Overtime: Displays overtime data among work data
- User Dfine1-4: modifiable by company. In case of time, you can set functon key and see occurred event data. Aslo if it is a period, you can find data registered at exception receipt.

2) Report Type – Exception Code

- Early Attendance: Shows early attendance data among work data
- Leaving Early: Shows data of leaving early among work data
- Lateness: Shows lateness data among work data
- Late out: Shows data of late out among work data
- Error Check: Shows error check data among work data
- Absence without notice: Shows data of absence without notice among work data
- Unscheduled work: Shows data of uncheduled work among work data
- Type: Type of report is either employee or date.

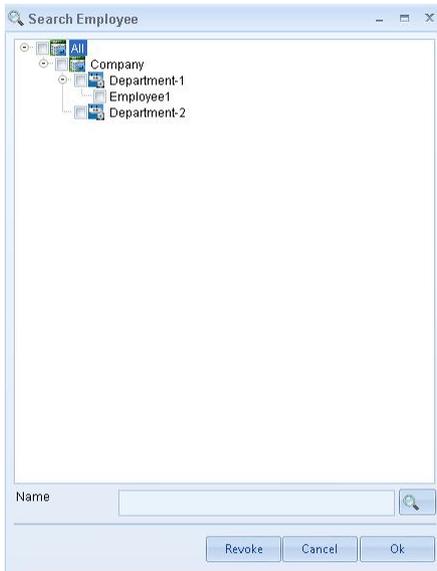
3) Search criteria

- Company: Select company. If it is not selected, the name registered from user define 1-4 will be displayed. If the name hasn't changed, basic name will be shown.
- Period: Set the period to search report
- Name: Searches employee's name of the company
- Sort Type: Set up display order of data when report is printed out.
- Order type : Select the order standard selected above to be in either ascending or descending order

● Function Description

1) Pre-view and printing out of report

- This report is designed to fit A4 size.
- Select company of search criteria
- Search employee by clicking '(🔍)' button



- Click company and items used in workcode setting will be activated among work/exception codes.
- Select an item to see between work code and exception code.
- Select which to use employee or date as an standard
- Set up period.
- Search employee's name of the company
- Select sort type and sort order.
- Click Show report(📄) at the top tool bar. If there is searched result, it will be displayed as below

Regular report by employee

Workcode/Exception Setting Report

Report Type

Work Code

- Regular
- Business Out
- Business Trip
- Overtime
- Education
- Sick

Exception Code

- Early Attendance
- Lateness
- Error check
- Unscheduled Work
- Leaving Early
- Late Out
- Absence without Notice

Type:

Search Condition

Company:

Period: 2013-08-01 ~ 2014-02-05

Name:

Sort Type and Order

Sort Type:

Sort Order:

Date: 2014-02-05 15:47:59

Employee ID	Name	Company	Department	Position	Title
11	11	Company	Department-1		
Date	Schedule	Attendance Time	Leave Time	Total Time	
2013-09-12	10:00-18:00	09:00	21:00	12:32	
2013-09-13	10:00-18:00	09:00	21:00	12:00	

Regular report by date

Workcode/Exception Setting Report

Report Type

Work Code

- Regular
- Business Out
- Business Trip
- Overtime
- Education
- Sick

Exception Code

- Early Attendance
- Lateness
- Error check
- Unscheduled Work
- Leaving Early
- Late Out
- Absence without Notice

Type:

Search Condition

Company:

Period: 2013-08-01 ~ 2014-02-05

Name:

Sort Type and Order

Sort Type:

Sort Order:

Date: 2014-02-05 15:49:01

Employee ID	Name	Company	Department	Position	Title	Schedule	Attendance Time	Leave Time	Total
11	11	Company	Department-1			10:00-18:00	09:00	21:00	12

⦿ Overtime report by employee

Workcode/Exception Setting Report

Report Type

Work Code

- Regular
- Business Out
- Business Trip
- Overtime
- Education
- Sick

Exception Code

- Early Attendance
- Lateness
- Error check
- Unscheduled Work
- Leaving Early
- Late Out
- Absence without Notice

Type: Employee

Search Condition

Company: Company
 Period: 2013-08-01 ~ 2014-02-05
 Name: [Search]

Sort Type and Order

Sort Type: Employee Name
 Sort Order: Ascending

Date: 2014-02-05 15:50:53

Employee ID	Name	Company	Department	Position	Title					
11		Company	Department-1							
Date	Schedule	Attendance Time	Leave Time	Attends	OT1	OT2	OT3	OT4	OT5	Total OverTime
2013-09-12	10:00-18:00	09:00	21:00	01:01	02:02	01:00	00:00	00:00	00:00	04:03
2013-09-13	10:00-18:00	09:00	21:00	01:00	02:00	01:00	00:00	00:00	00:00	04:00

⦿ Overtime report by date

Workcode/Exception Setting Report

Report Type

Work Code

- Regular
- Business Out
- Business Trip
- Overtime
- Education
- Sick

Exception Code

- Early Attendance
- Lateness
- Error check
- Unscheduled Work
- Leaving Early
- Late Out
- Absence without Notice

Type: Date

Search Condition

Company: Company
 Period: 2013-08-01 ~ 2014-02-05
 Name: [Search]

Sort Type and Order

Sort Type: Employee Name
 Sort Order: Ascending

Date: 2014-02-05 15:51:13

Date	Employee ID	Name	Department	Schedule	Attendance Time	Leave Time	Attends	OT1	OT2	OT3	OT4	OT5
2013-09-12	11		Department-1	10:00-18:00	09:00	21:00	01:01	02:02	01:00	00:00	00:00	00:00
2013-09-13	11		Department-1	10:00-18:00	09:00	21:00	01:00	02:00	01:00	00:00	00:00	00:00

⦿ UserDefine1 Report by employee[Name has been changed to Business Out]

Business Out Report

Date : 2014-02-05 15:52:51

Employee ID	Name	Company	Department	Position	Title
11	11	Company	Department-1		
Date	Start time	End time	Total Time		
2013-09-12	12:00	13:00	01:00		
2013-09-12	14:00	16:00	02:00		
2013-09-13	12:00	13:00	01:00		
2013-09-13	14:00	16:00	02:00		

⦿ UserDefine1 Report by date [Name has been changed to Business Out]

Business Out Report

Date : 2014-02-05 15:51:47

Date	Employee ID	Name	Company	Department	Position	Title	Start time	End time	Total Time
2013-09-12	11	11	Company	Department-1			12:00	13:00	01:00
	11	11	Company	Department-1			14:00	16:00	02:00
2013-09-13									

⦿ UserDefine2 Report by employee [Name has been changed to Education]

Workcode/Exception Setting Report

Report Type

Work Code

Regular Overtime Education Business Out Business Trip Sick Unscheduled Work

Exception Code

Early Attendance Leaving Early Lateness Late Out Error check Absence without Notice Unscheduled Work

Type: Employee

Search Condition

Company: Company
 Period: 2013-08-01 ~ 2014-02-05
 Name: [Search]

Sort Type and Order

Sort Type: Employee Name
 Sort Order: Ascending

Date: 2014-02-05 15:53:28

Employee ID	Name	Company	Department	Position	Title
11	11	Company	Department-1		
Date	Start time	End time	Total Time		
2013-09-13	22:00	23:00	01:00		

⦿ UserDefine2 Report by date [Name has been changed to Education]

Workcode/Exception Setting Report

Report Type

Work Code

Regular Overtime Education Business Out Business Trip Sick Unscheduled Work

Exception Code

Early Attendance Leaving Early Lateness Late Out Error check Absence without Notice Unscheduled Work

Type: Date

Search Condition

Company: Company
 Period: 2013-08-01 ~ 2014-02-05
 Name: [Search]

Sort Type and Order

Sort Type: Employee Name
 Sort Order: Ascending

Date: 2014-02-05 15:53:51

Date	Employee ID	Name	Company	Department	Position	Title	Start time	End time	Total Time
2013-09-13	11	11	Company	Department-1			22:00	23:00	01:00

⦿ UserDefine3 Report by employee [Name has been changed to Business Trip]

Workcode/Exception Setting Report

Report Type

Work Code

Regular Overtime Early Attendance Leaving Early

Business Out Education Lateness Late Out

Business Trip Sick Error check Absence without Notice

Unscheduled Work

Search Condition

Company: Sort Type and Order: Sort Type: Sort Order:

Period: 2013-08-08 ~ 2014-02-05

Name:

Print | 100% | 1/1 | Back | Next | Export

Business Trip Report

Date : 2014-02-05 17:05:32

Employee ID	Name	Company	Department	Position	Title	Date
11	11	Company	Department-1			2013-10-10 ~ 2013-10-10
11	11	Company	Department-1			2013-09-13 ~ 2013-09-13
11	11	Company	Department-1			2013-09-14 ~ 2013-09-17

⦿ UserDefine3 Report by date [Name has been changed to Business trip]

Workcode/Exception Setting Report

Report Type

Work Code

Regular Overtime Early Attendance Leaving Early

Business Out Education Lateness Late Out

Business Trip Sick Error check Absence without Notice

Unscheduled Work

Search Condition

Company: Sort Type and Order: Sort Type: Sort Order:

Period: 2013-08-08 ~ 2014-02-05

Name:

Print | 100% | 1/1 | Back | Next | Export

Business Trip Report

Date : 2014-02-05 17:06:01

Date	Employee ID	Name	Company	Department	Position	Title
2013-10-10 ~ 2013-10-10	11	11	Company	Department-1		
2013-09-13 ~ 2013-09-13	11	11	Company	Department-1		
2013-09-14 ~ 2013-09-17	11	11	Company	Department-1		

⦿ UserDefine3 Report by employee [Name has been changed to Sick]

The screenshot shows the 'Workcode/Exception Setting Report' window. Under 'Report Type', 'Sick' is selected. The 'Search Condition' shows 'Company' selected. The 'Sort Type and Order' is set to 'Employee Name' and 'Ascending'. The report title is 'Sick Report' and the date is '2014-02-05 17:07:16'. The table below shows the report data:

Employee ID	Name	Company	Department	Position	Title	Date
11	11	Company	Department-1			2014-01-28 ~ 2014-01-28

⦿ UserDefine3 Report by date [Name has been changed to Sick]

The screenshot shows the 'Workcode/Exception Setting Report' window. Under 'Report Type', 'Sick' is selected. The 'Search Condition' shows 'Company' selected. The 'Sort Type and Order' is set to 'Employee Name' and 'Ascending'. The report title is 'Sick Report' and the date is '2014-02-05 17:07:40'. The table below shows the report data:

Date	Employee ID	Name	Company	Department	Position	Title
2014-01-28 ~ 2014-01-28	11	11	Company	Department-1		

Early Attendance report by employee

Workcode/Exception Setting Report

Report Type

Work Code

Regular Overtime Early Attendance Leaving Early Type

Business Out Education Lateness Late Out Employee

Business Trip Sick Error check Absence without Notice

Unscheduled Work

Search Condition

Company: Company
 Period: 2013-06-08 ~ 2014-02-05
 Name: [Search]

Sort Type and Order

Sort Type: Employee Name
 Sort Order: Ascending

Date: 2014-02-05 17:09:08

Employee ID	Name	Company	Department	Position	Title
11	11	Company	Department-1		
Date	Schedule	Attendance Time	Leave Time	Total Time	Early Attendance
2013-09-12	10:00-18:00	09:00	21:00	12:32	01:00
2013-09-13	10:00-18:00	09:00	21:00	12:00	01:00
2014-01-01	10:00-18:00	09:20	00:00	00:00	00:40
Employee ID	Name	Company	Department	Position	Title
22	22	Company	Department-2		

Early Attendance report by date

Workcode/Exception Setting Report

Report Type

Work Code

Regular Overtime Early Attendance Leaving Early Type

Business Out Education Lateness Late Out Date

Business Trip Sick Error check Absence without Notice

Unscheduled Work

Search Condition

Company: Company
 Period: 2013-06-08 ~ 2014-02-05
 Name: [Search]

Sort Type and Order

Sort Type: Employee Name
 Sort Order: Ascending

Date: 2014-02-05 17:09:30

Date	Employee ID	Name	Company	Department	Position	Schedule	Attendance Time	Leave Time	Total Time	EAU
2013-09-12	11	11	Company	Department-1		10:00-18:00	09:00	21:00	12:32	01:00
Date	Employee ID	Name	Company	Department	Position	Schedule	Attendance Time	Leave Time	Total Time	EAU
2013-09-13	11	11	Company	Department-1		10:00-18:00	09:00	21:00	12:00	01:00

Leaving early report by employee

Workcode/Exception Setting Report

Report Type

Work Code

Regular Overtime Early Attendance Leaving Early

Business Out Education Lateness Late Out

Business Trip Sick Error check Absence without Notice

Unscheduled Work

Search Condition

Company: Sort Type:

Period: 2013-08-08 ~ 2014-02-05 Sort Order:

Name:

Print | 1/1 | Back | Next | Export

Leaving Early Report

Date : 2014-02-05 17:10:05

Employee ID	Name	Company	Department	Position	Title
44	44	Company	Department-1		
Date	Schedule	Attendance Time	Leave Time	Total Time	Leaving Early
2013-09-13	09:00-18:00	07:00	15:00	08:00	03:00

Leaving early report by date

Workcode/Exception Setting Report

Report Type

Work Code

Regular Overtime Early Attendance Leaving Early

Business Out Education Lateness Late Out

Business Trip Sick Error check Absence without Notice

Unscheduled Work

Search Condition

Company: Sort Type:

Period: 2013-08-08 ~ 2014-02-05 Sort Order:

Name:

Print | 1/1 | Back | Next | Export

Leaving Early Report

Date : 2014-02-05 17:10:29

Date	Employee ID	Name	Company	Department	Position	Schedule	Attendance Time	Leave Time	Total Time	Leaving Early
2013-09-13	44	44	Company	Department-1		09:00-18:00	07:00	15:00	08:00	03:00

Lateness report by employee

Workcode/Exception Setting Report

Report Type

Work Code

Regular Overtime Leaving Early Type

Business Out Education Lateness Late Out Employee

Business Trip Sick Error check Absence without Notice

Unscheduled Work

Search Condition

Company: Company
 Period: 2013-08-08 ~ 2014-02-05
 Name: [Search]

Sort Type and Order

Sort Type: Employee Name
 Sort Order: Ascending

Date: 2014-02-05 17:12:20

Employee ID	Name	Company	Department	Position	Title
11	11	Company	Department-1		
Date	Schedule	Attendance Time	Leave Time	Total Time	Lateness
2014-01-02	10:00-18:00	15:20	00:00	00:00	05:20
2014-01-03	10:00-18:00	20:00	23:20	00:00	10:00
2014-01-04	10:00-18:00	19:00	23:20	00:00	09:00
Employee ID	Name	Company	Department	Position	Title
22	22	Company	Department-2		

Lateness report by date

Workcode/Exception Setting Report

Report Type

Work Code

Regular Overtime Leaving Early Type

Business Out Education Lateness Late Out Date

Business Trip Sick Error check Absence without Notice

Unscheduled Work

Search Condition

Company: Company
 Period: 2013-08-08 ~ 2014-02-05
 Name: [Search]

Sort Type and Order

Sort Type: Employee Name
 Sort Order: Ascending

Date: 2014-02-05 17:12:47

Date	Employee ID	Name	Company	Department	Position	Schedule	Attendance Time	Leave Time	Total Time	Lateness
2014-01-02	11	11	Company	Department-1		10:00-18:00	15:20	00:00	00:00	05:20
2014-01-03	11	11	Company	Department-1		10:00-18:00	20:00	23:20	00:00	10:00

⦿ Late out report by employee

Workcode/Exception Setting Report

Report Type

Work Code

Regular Overtime Early Attendance Leaving Early Type

Business Out Education Lateness Late Out Employee

Business Trip Sick Error check Absence without Notice

Unscheduled Work

Search Condition

Company: Company
 Period: 2013-08-08 ~ 2014-02-05
 Name: [Search]

Sort Type and Order

Sort Type: Employee Name
 Sort Order: Ascending

Date: 2014-02-05 17:11:06

Employee ID	Name	Company	Department	Position	Title
11	11	Company	Department-1		
Date	Schedule	Attendance Time	Leave Time	Total Time	Late Out
2013-09-12	10:00-18:00	09:00	21:00	12:32	03:00
2013-09-13	10:00-18:00	09:00	21:00	12:00	03:00
2014-01-03	10:00-18:00	20:00	23:20	00:00	05:20
2014-01-04	10:00-18:00	19:00	23:20	00:00	05:20

⦿ Late out report by date

Workcode/Exception Setting Report

Report Type

Work Code

Regular Overtime Early Attendance Leaving Early Type

Business Out Education Lateness Late Out Date

Business Trip Sick Error check Absence without Notice

Unscheduled Work

Search Condition

Company: Company
 Period: 2013-08-08 ~ 2014-02-05
 Name: [Search]

Sort Type and Order

Sort Type: Employee Name
 Sort Order: Ascending

Date: 2014-02-05 17:11:38

Date	Employee ID	Name	Company	Department	Position	Schedule	Attendance Time	Leave Time	Total Time	Late Out
2013-09-12	11	11	Company	Department-1		10:00-18:00	09:00	21:00	12:32	03:00
2013-09-13	11	11	Company	Department-1		10:00-18:00	09:00	21:00	12:00	03:00

⦿ Error check report by employee

Workcode/Exception Setting Report

Report Type

Work Code

Regular Overtime Early Attendance Leaving Early

Business Out Education Lateness Late Out

Business Trip Sick Error check Absence without Notice

Unscheduled Work

Search Condition

Company: Sort Type:

Period: 2013-08-08 ~ 2014-02-05 Sort Order:

Name:

Print | 1/1 | Back | Next | Export

Error check Report

Date : 2014-02-05 17:13:19

Employee ID	Name	Company	Department	Position	Title
11	11	Company	Department-1		
Date	Schedule	Attendance Time	Leave Time		
2014-01-01	10:00-18:00	09:20			
2014-01-02	10:00-18:00	15:20			

⦿ Error check report by date

Workcode/Exception Setting Report

Report Type

Work Code

Regular Overtime Early Attendance Leaving Early

Business Out Education Lateness Late Out

Business Trip Sick Error check Absence without Notice

Unscheduled Work

Search Condition

Company: Sort Type:

Period: 2013-08-08 ~ 2014-02-05 Sort Order:

Name:

Print | 1/1 | Back | Next | Export

Error check Report

Date : 2014-02-05 17:13:51

Date	Employee ID	Name	Company	Department	Position	Schedule	Attendance Time	Leave Time
2014-01-01	11	11	Company	Department-1		10:00-18:00	09:20	
2014-01-02	11	11	Company	Department-1		10:00-18:00	15:20	

② Absence without notice report by employee

Workcode/Exception Setting Report

Report Type

Work Code

Regular Overtime Early Attendance Leaving Early

Business Out Education Lateness Late Out

Business Trip Sick Error check Absence without Notice

Unscheduled Work

Search Condition

Company: Sort Type:

Period: 2013-08-08 ~ 2014-02-05 Sort Order:

Name:

Print | 1/1 | Back | Next | Export

Absence without Notice Report

Date : 2014-02-05 17:14:31

Employee ID	Name	Company	Department	Position	Title
33	33	Company	Department-1		
Date	Schedule				
2014-01-01	12:00-18:00				
2014-01-02	12:00-18:00				
2014-01-03	18:00-22:00				

② Absence without notice by date

Workcode/Exception Setting Report

Report Type

Work Code

Regular Overtime Early Attendance Leaving Early

Business Out Education Lateness Late Out

Business Trip Sick Error check Absence without Notice

Unscheduled Work

Search Condition

Company: Sort Type:

Period: 2013-08-08 ~ 2014-02-05 Sort Order:

Name:

Print | 1/1 | Back | Next | Export

Absence without Notice Report

Date : 2014-02-05 17:15:04

Date	Employee ID	Name	Company	Department	Position	Schedule
2014-01-01	33	33	Company	Department-1		12:00-18:00
Date						
2014-01-02	33	33	Company	Department-1		12:00-18:00

② Unscheduled work report by employee

Workcode/Exception Setting Report

Report Type

Work Code

Regular Overtime Early Attendance Leaving Early

Business Out Education Lateness Late Out

Business Trip Sick Error check Absence without Notice

Unscheduled Work

Search Condition

Company: Sort Type:

Period: 2013-08-08 ~ 2014-02-05 Sort Order:

Name:

Unscheduled Work Report

Date: 2014-02-05 17:15:32

Employee ID	Name	Company	Department	Position	Title
11	11	Company	Department-1		
Date	Schedule	Attendance Time	Leave Time		
2014-01-03	10:00-18:00	20:00	23:20		
2014-01-04	10:00-18:00	19:00	23:20		

② Unscheduled work by date

Workcode/Exception Setting Report

Report Type

Work Code

Regular Overtime Early Attendance Leaving Early

Business Out Education Lateness Late Out

Business Trip Sick Error check Absence without Notice

Unscheduled Work

Search Condition

Company: Sort Type:

Period: 2013-08-08 ~ 2014-02-05 Sort Order:

Name:

Unscheduled Work Report

Date: 2014-02-05 17:16:01

Date	Employee ID	Name	Company	Department	Position	Schedule	Attendance Time	Leave Time
2014-01-03	11	11	Company	Department-1		10:00-18:00	20:00	23:20
Date	Employee ID	Name	Company	Department	Position	Schedule	Attendance Time	Leave Time
2014-01-04	11	11	Company	Department-1		10:00-18:00	19:00	23:20

10.2.2 Closing report

Function to have closing report, that meets search criteria according to saved closing information data, printed out as output.

- Screen Description

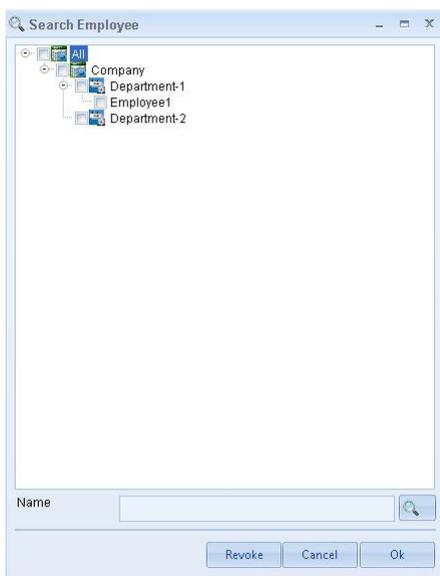
- 1) Search criteria

- Period: Select the time period to search closing report
- Report type: Users can Select daily closing report(individual), person, closing rule, monthly closing report
- Employee name: Relevant when search employee name
 - ⦿ When having employee as search criteria, click the button to have employee list displayed so that the user can select the employee to view
- Report type: Users can Select daily closing report(individual), individual, attendance closure guideline, monthly, weekly closing report
- Sort Type: Set up display order of data when report is printed out
 - ⦿ Select among employee name, department and date
- Sort Order
 - ⦿ Select the order standard selected above to be in either ascending or descending order
- Select work Code: Select working code to select.
 - ⦿ Work Code that are used for Work Code menu will be displayed
 - ⦿ Select the fields to be shown on report.

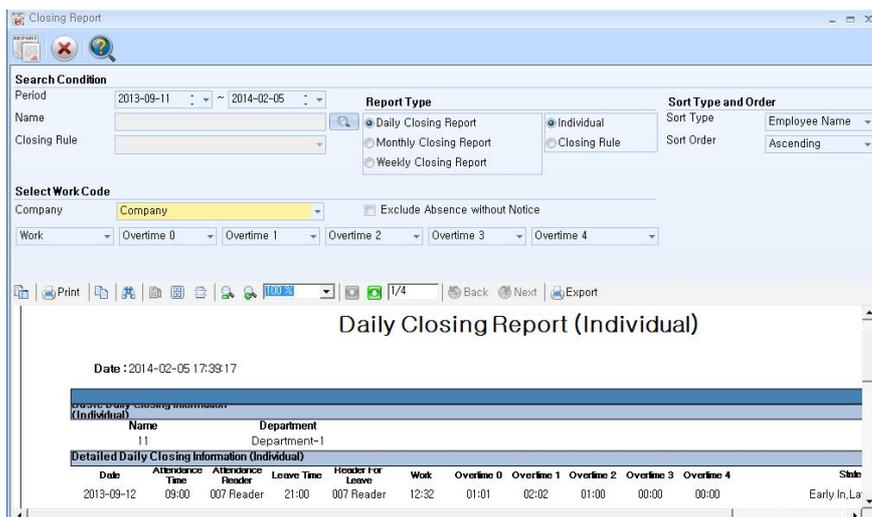
- Function Description

- 1) Pre-view and printing out of report

- Set up time period of search criteria.
- Search employee by clicking '(🔍)' button.



- Closing Rule in search criteria is activated when monthly closure report is selected amount report type. Select the activated button.
- Select report type – either Daily closure report or Monthly closure report.
- User can select option per individualClosing Rule when Daily closure report option is selected for report type.
- Select the order standard for order criteria
- Select order type for order criteria
- Click 'Report Preview' button (REPORT icon) on the upper side of the page. If search result exists, it will be displayed as below.



Closing Report

Search Condition
 Period: 2013-09-11 ~ 2014-02-05
 Name:
 Closing Rule:

Report Type
 Daily Closing Report
 Monthly Closing Report
 Weekly Closing Report

Sort Type and Order
 Sort Type: Closing Rule Nam
 Sort Order: Ascending

Select Work Code
 Company: Company
 Work: Overtime 0 Overtime 1 Overtime 2 Overtime 3 Overtime 4

Date: 2014-02-05 17:39:39

Daily Closing Basic Information(Closing Rule)
 Closing Rule: testpar

Detailed Daily Closing Information (Closing Rule)

Name	Department	Date	Attendance Time	Attendance Reader	Leave Time	Header for Leave	Work	Overtime 0	Overtime 1	Overtime 2	Overtime 3	Overtime 4
11	Department-1	2013-09-12	09:00	007 Reader	21:00	007 Reader	12:32	01:01	02:02	01:00	00:00	00:00

Closing Report

Search Condition
 Period: 2013-09-11
 Name:
 Closing Rule:

Report Type
 Daily Closing Report
 Monthly Closing Report
 Weekly Closing Report

Sort Type and Order
 Sort Type: Closing Rule Nam
 Sort Order: Ascending

Select Work Code
 Company: Company
 Work: Overtime 0 Overtime 1 Overtime 2 Overtime 3 Overtime 4

Date: 2014-02-05 17:22:32

Weekly Closing Basic Information
 Closing Rule: wkake

Weekly Closing Detail Information

Name	ID	Department	Start Date	End Date	Work	Overtime 0	Overtime 1	Overtime 2	Overtime 3	Overtime 4
11	11	Department-1	2013-09-10	2013-09-16	025:32	002:01	004:02	002:00	000	

Closing Report

Search Condition
 Period: 2013-09-11
 Name:
 Closing Rule:

Report Type
 Daily Closing Report
 Monthly Closing Report
 Weekly Closing Report

Sort Type and Order
 Sort Type: Closing Rule Nam
 Sort Order: Ascending

Select Work Code
 Company: Company
 Work: Overtime 0 Overtime 1 Overtime 2 Overtime 3 Overtime 4

Date: 2014-02-05 17:38:31

Monthly Closing Basic Information
 Closing Rule: testpar

Monthly Closing Detail Information

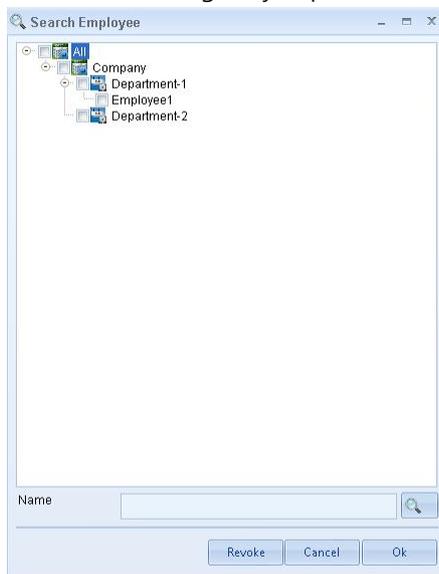
Name	Department	Start Date	End Date	Work	Overtime 0	Overtime 1	Overtime 2	Overtime 3	Overtime 4
11	Department-1	2013-09-08	2013-10-07	025:00	002:00	004:00	002:00	000:00	000

10.2.3 Statistics Report

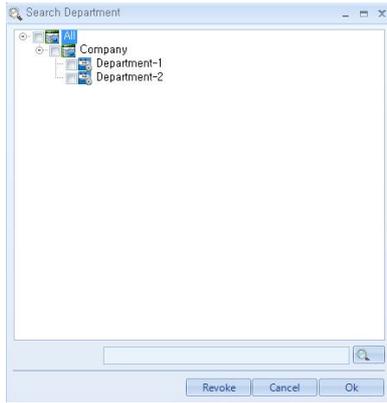
- This screen is for searching and printing out statistic report
- Screen Description
 - 1) Search criteria

- Period: Set up period to search statistic report
- Report type: Choose among daily individual, the sum of individual, daily department, the sum of department statistic report.
 - Daily individual statistic report:: Shows time of the event corresponding to selected work code and the number of occurrence of the event by individual and by date. Then also displays sum
 - The sum of individual statistic report: Displays time of the event corresponding to selected work code and the total number of occurrence of the event by individual
 - Daily department statistic report: Shows time of the event corresponding to selected work code and the total number of occurrence of the event by department and by date
 - The sum of department statistic report: Displays time of the event corresponding to selected work code and the total number of occurrence of the event by department.
- Name: Search name of employee
 - When you search for employee with search condition, click this button so that you can see the list of employees and choose the one you are looking for
 - If you click company and select daily individual, the sum of individual statistic report, search button will be activated.
- Department: Searches department name of the company
 - When you search department with search condition, click corresponding button so you can see department list and select the department you want.
 - If you select company and choose daily department, the sum of department statistic report, search button will be activated

- Sort Type: Configure the order of data on report
 - Sort Order
 - ⦿ Select whether to arrange in ascending/descending order.
 - Select work code: Select work code you want
 - ⦿ Company: Select company then employee search button will be activated.
 - ⦿ Work code used at menu of work code setting will be shown
 - ⦿ Select items to display on report.
- Function Description
 - 1) Report Preview and print out
 - This report is designed to fit A4 size.
 - Set up period to be searched.
 - Select the company of the chosen work code
 - Choose option of daily individual, the sum of individual, daily department, the sum of department statistic report at report type of search condition.
 - Search employee by clicking '(🔍)' button.
 - ⦿ A case of selecting daily department, the sum of department statistic report

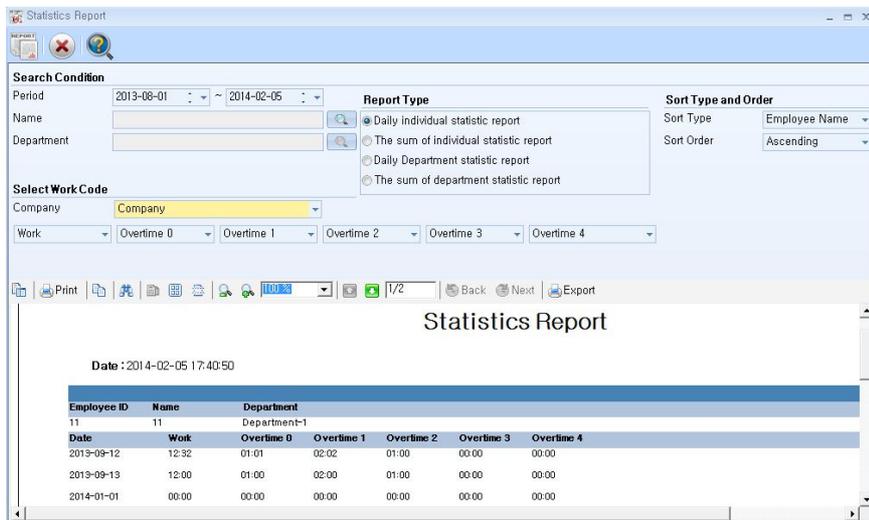


- ⦿
- ⦿ A case of selecting daily department, the sum of department statistic report

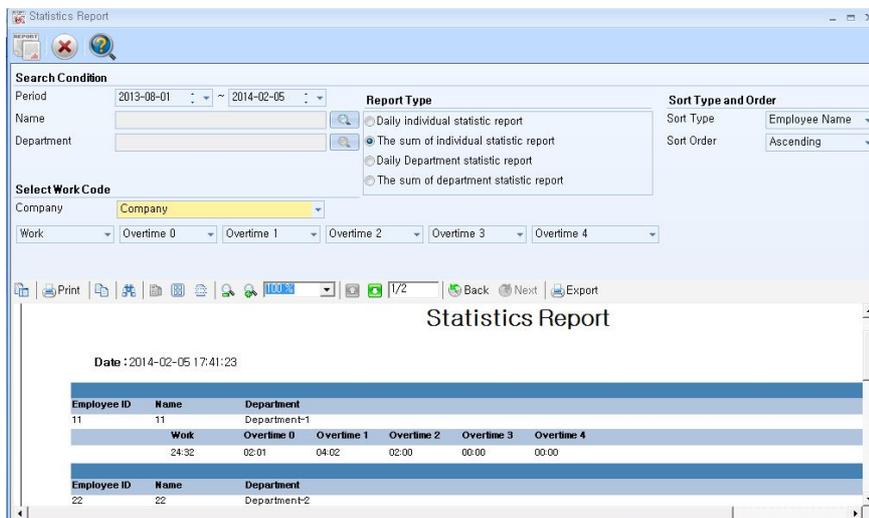


- Select the order standard for order criteria.
- Select order type for order criteria.
- Click 'Report Preview' button (REPORT icon) on the upper side of the page. If search result exists, it will be displayed as below.

-
- Daily individual statistic report



- The sum of individual statistic report



○ Daily department statistic report

Statistics Report

Date : 2014-02-06 09:50:23

Department						
Department-1						
Date	Work	Overtime 0	Overtime 1	Overtime 2	Overtime 3	Overtime 4
2013-09-12	12:32	01:01	02:02	01:00	00:00	00:00
2013-09-13	12:00	01:00	02:00	01:00	00:00	00:00
2013-09-12	09:00	00:00	00:00	00:00	00:00	00:00
2013-09-13	14:00	00:00	01:00	00:00	00:00	00:00
Sub Total	47:32	02:01	05:02	02:00	00:00	00:00

○ The sum of department statistic report

Statistics Report

Date : 2014-02-06 09:51:18

Department						
Department-1						
Work	Overtime 0	Overtime 1	Overtime 2	Overtime 3	Overtime 4	
47:32	02:01	05:02	02:00	00:00	00:00	
Department						
Department-2						
Work	Overtime 0	Overtime 1	Overtime 2	Overtime 3	Overtime 4	
22:00	00:00	01:00	00:00	00:00	00:00	

10.2.4 Suspension/Retire Report

- This screen is for searching and printing out report on suspended/retired worker Screen Description

1) Search criteria

- Company: Select company
 - Date: Select the date to search a report of suspended/retired worker
 - Suspend/Retire: Select between suspend/retire as search condition
 - Sort Type: Set up display order of data when report is printed out
 - Sort Order
 - Select the order standard selected above to be in either ascending or descending order
 - .
- Function Description

1) Pre-view and printing out of report

 - This report is designed to fit A4 size.
 - Select company
 - Select date
 - Select between suspend and retire
 - Select the order standard for order criteria
 - Select order type for order criteria
 - Click 'Report Preview' button() on the upper side of the page. If search result exists, it will be displayed as below.
 - Suspension report

The screenshot shows a software window titled "Suspension/Retire Report". It features a search interface with the following settings:

- Search Condition:** Company: Company, Date: 2014-01-06 to 2014-02-06, Suspend/Retire: Suspended.
- Sort Type and Order:** Sort Type: DATE, Sort Order: Ascending.

Below the search filters is a "Preview Report" section with a toolbar containing icons for Print, Refresh, Back, Next, and Export. The main content area displays the report title "Suspension Report" and the date "Date: 2014-02-06 09:58:09". A table lists the following data:

Employee ID	Name	Company	Department	Position	Title	Start Date	End Date	Description
22	22	Company	Department-2			2014-02-04	2014-02-04	
33	33	Company	Department-1			2014-02-04	2014-02-04	

Retirement report

The screenshot shows a software window titled "Suspension/Retire Report" configured for a retirement report. The search settings are:

- Search Condition:** Company: Company, Date: 2013-12-09 to 2014-02-06, Suspend/Retire: Retired.
- Sort Type and Order:** Sort Type: DATE, Sort Order: Ascending.

The "Preview Report" section shows the report title "Retirement report" and the date "Date: 2014-02-06 09:53:07". The table contains the following data:

Employee ID	Name	Company	Department	Position	Title	Retirement date	Description
44	44	Company	Department-1			2014-02-04	

10.2.5 Mealtime Setting Report

This screen is for searching and printing report on meal time.

- Screen Description

- 1) Search condition

- Company: Select the company.
- Mealtime name: Insert mealtime name as search condition.
- Sort Type: Set up display order of data when report is printed out
- Sort Order
 - Select the order standard selected above to be in either ascending or descending order

- Function Descripton

- 1) Preview Report and Print

- This report is designed to fit A4 size.
- Select the company.
- Insert Mealtime name.
- Select the order standard for order criteria.
- Select order type for order criteria
- Click 'Report Preview' button() on the upper side of the page. If search result exists, it will be displayed as below.

Mealttime Setting Report

Mealttime Information
 Company: All Mealttime Name:

Sort Type and Order
 Sort Type: Mealttime Name
 Sort Order: Ascending

Preview Report

Print | 100% | 1/1 | Back | Next | Export

Mealttime Setting Report

Date: 2014-06-30 17:24:56

Mealttime Setting Basic Information					
Mealttime Name	Company	Minimum Worktime	Deduction Time	Description	
COMEL1	Company				
Mealttime Setting Detail Information					
Number	Start time	End time	Deduction	Compulsory Deduction	Compulsory Deduction Time
1	12:00	13:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Mealttime Setting Basic Information					
Mealttime Name	Company	Minimum Worktime	Deduction Time	Description	
IDMEL1	IDTECK	05:00	01:00		
Mealttime Setting Detail Information					
Number	Start time	End time	Deduction	Compulsory Deduction	Compulsory Deduction Time

10.2.6 Breaktime Setting Report

This screen is for searching and printing report on breaktime

- Screen Description

- 1) Search condition

- Company: Select the company.
- Breaktime name: Insert mealtime name as search condition.
- Sort Type: Set up display order of data when report is printed out
- Sort Order
 - Select the order standard selected above to be in either ascending or descending order

- Function Description

- This report is designed to fit A4 size.
- Select the company.
- Insert Breaktime name.
- Select the order standard for order criteria.
- Select order type for order criteria
- Click 'Report Preview' button() on the upper side of the page. If search result exists, it will be displayed as below..

BreakTime Setting Report

BreakTime Information
Company: All BreakTime Name: Sort Type: Breaktime Name Sort Order: Ascending

Preview Report
Print Back Next Export

Breaktime Setting Report

Date: 2014-06-30 17:26:25

Breaktime Setting Basic Information					
BreakTime Name	Company	Minimum Worktime	Deduction Time	Description	
COBRK1	Company				
Breaktime Setting Detail Information					
Number	Start time	End time	Deduction	Compulsory Deduction	Compulsory Deduction Time
1	13:30	14:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

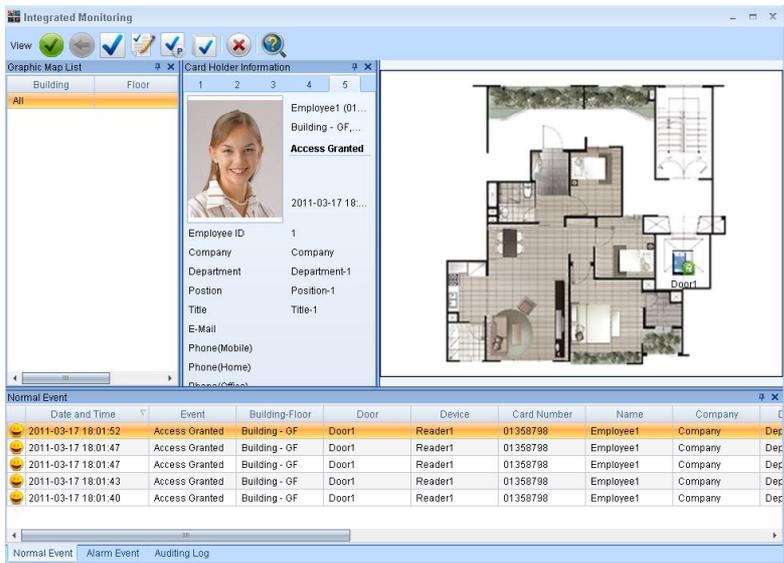
Breaktime Setting Basic Information					
BreakTime Name	Company	Minimum Worktime	Deduction Time	Description	
IDBRK1	IDTECK	05:00	00:00		
Breaktime Setting Detail Information					
Number	Start time	End time	Deduction	Compulsory Deduction	Compulsory Deduction Time

11. MONITORING

11.1 Intergrated Monitoring

11.1.1 Intergrated Monitoring

Check the status of the device and access.



- Screen Description
 - Card Information: Display the user information if it is registered.
 - Graphic Map: Display the graphic map when event occur. Or if graphic map exist for the corresponding floor.
 - If graphic map is displayed, event device will be emphasized for several seconds.
 - If graphic map is not displayed, no changes occur.
 - Display Event
 - Normal Event: Event appears when status of device and access is normal.
 - Alarm Event: Alarm event appears when status of device and access is abnormal.
 - Auditing Log: Display the usage breakdown.

- Function Description
 - Lock Graphic map
 - When 'Lock Graphic map' button is selected, only the single graphic map is displayed.
 - Previous map

- Move to previous map.
- Alarm Confirmation
 - Confirm the selected Alarm event.
- Alarm Confirmation with description
 - Confirm the selected Alarm event and record the contents.
- Alarm Confirmation for All Displayed Data
 - Confirm all of Alarm events on screen.
- Alarm Confirmation for All Data
 - Confirm all of Alarm events on screen and database.
- Modify Card information display
 - Go to 'Card information display' and below image will appear when right clicked.
 - Mark items, which will be displayed.



- Modify Audit Log item
 - Go to 'Item Name' and below image will appear when right clicked.



- Mark items, which will be displayed.
- Modification completes, click any part of the screen except 'menu'
- Output control
 - Go to 'Graphic map' and place cursor on door or output device and below image will appear when right clicked.

- ⦿ Select desired control items.

12. TOOL

12.1 User Account Setting

12.1.1 User Account Registration

Register user who can log on to program.

- Screen Description

- 1) User Registration

- User ID: Insert User ID.(Required field)
- Password: Insert the password.(Required field)
- Password confirm: Insert same password.(Required field)
- Register fingerprint: Verify fingerprint by Hamster.
- Company: Select the company, where the user belongs to.
- Description: Insert description of the user.

- Function Description

- Register User
 - Click 'New' then window changes into insert mode.
 - Insert User name.(Required field)
 - Insert each field and click 'Save' ().
- Modify User
 - Select the User to modify from User list.

- Select directly from combo-box or user can select by clicking 'Previous'() or 'Next'()
- Modify each field and click 'Save'()
- Delete User
 - Select the User to delete from User list.
 - Select directly from combo-box or user can select by clicking 'Previous'() or 'Next'()
 - Click 'Delete'() ('Admin' account is not able to be deleted)
- Search User
 - Go to Main screen and Operation management Tab and click 'Search'. Or go to registration screen and click 'Search'() , then screen below will appear.
 - Set User name as search condition.
 - 'Select' column enables to select the User. Select desired User to delete and click 'Delete'() , then selected users will be deleted. Also click 'Modify'() then, User information displays on screen and now able to modify.

Select	Login ID	User Accounts Group	Description
<input type="checkbox"/>	admin	Admin	System Admins

12.1.2 Accounts Group Setting

Register groups, those users will be a member of.

- Screen Description

- 1) Accounts Group Registration



- Accounts group Name: Insert user group.
- Description: Insert description of the user group.
- Member: Select user ID, those who will be member of the group. (Able to select more than one.)

- Function Description.

- 1) Accounts Group Registration

- Register Accounts Group
 - Click 'New' then window changes into insert mode.
 - Insert Accounts Group name.(Required field)
 - Insert description.
 - Select members to include in the group from the list.
 - Select whether it is Administrator or not.
 - Insert each field and click 'Save'(.
- Modify Accounts Group
 - Select the Accounts Group to modify from User Group list.
 - Select directly from combo-box or Accounts Group can select by clicking 'Previous'() or 'Next'(.

- Modify each field and click 'Save'().
- Delete Accounts Group
 - Select the Accounts Group to delete from Accounts Group list.
 - Select directly from combo-box or Accounts Group can select by clicking 'Previous'() or 'Next'().
 - Click 'Delete'().('Admin'group must not be deleted)
- Search Accounts Group
 - To display the screen as below, click the overtime work search on left main menu or click the () button on top toolbar.
 - Search user account group name from search condition.
 - On search screen, you can select overtime work on the checkbox. If you click the delete () button after selected overtime work, the selected overtime work is deleted. You can change the registered overtime work in the window by clicking the change () button on top toolbar
 - To display the screen as below, click the overtime work search on left main menu or click the () button on top toolbar.

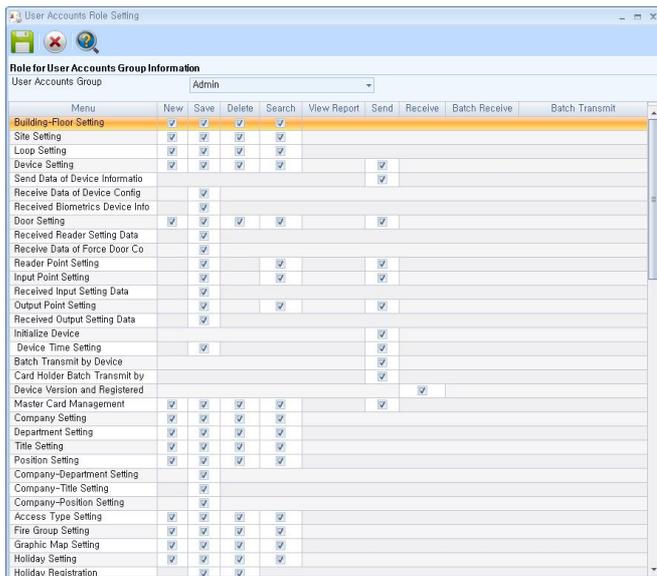
Select	User Accounts Group	Administrator	Description
<input checked="" type="checkbox"/>	Admin	<input checked="" type="checkbox"/>	administrator
<input checked="" type="checkbox"/>	Power User	<input type="checkbox"/>	

12.1.3 Accounts Group Role Setting

Configure what type of authority will be granted to groups.

- Screen Description

- 1) User Accounts Group Role Setting



- User Accounts Group Name: List of Groups appears.

- Function Description

- 1) User Accounts Role Setting

- User Accounts RoleRegistration
 - Select groups to grant authority.
 - Mark the tick boxes, authority will be granted according to the marks.
 - Fields with black background are inactivated. Unable to select.
 - When setting complete, click 'Save'().

Field	Description
Menu Name	Tree-menu name.
Display Menu	Display Menu or not.
New	Display 'New' on toolbar or not.
Save	Display 'Save' on toolbar or not.

Delete	Display 'Delete' on toolbar or not.
Clear	Display 'Clear' on toolbar or not.
Search	Display 'Search Window' on toolbar or not.
Synchronization	Display 'Synchronization' on synchronization menu or not.
Report Preview	Display 'Report Preview' on toolbar or not.
Send	Display 'Send' on toolbar or not.
Receive	Display 'Reception' on toolbar or not.
BatchTransmit	Display 'BatchSend' on toolbar or not.
Batch Receive	Display 'Batch Reception' on toolbar or not.

12.2 Multi-language Setting

12.2.1 Language Convertor

- Screen Description

- 1) Common code language Setting

Configure commonly used fields within registered language.

Field	Korean	English	User Defined Language 1	User Defined Language 2	User Defined Language 3	User Defined Language 4
직용인접	Normal Mode	Normal Mode	Normal Mode	Normal Mode	Normal Mode	Normal Mode
Anti-Passback 직	Anti-Passback En	Anti-Passback Enabled				
Anti-Passback 상	Anti-Passback On	Anti-Passback One Pass C				
출입승인	Access Granted	Access Granted	Access Granted	Access Granted	Access Granted	Access Granted
출입불가	Access Denied	Access Denied	Access Denied	Access Denied	Access Denied	Access Denied
출입승인	Access Granted	Access Granted	Access Granted	Access Granted	Access Granted	Access Granted
카드+카드로 강보	Set arm mode by	Set arm mode by card an				
강보 모드 상태	Arm mode	Arm mode	Arm mode	Arm mode	Arm mode	Arm mode
출입불가	Access Denied	Access Denied	Access Denied	Access Denied	Access Denied	Access Denied
출입시간오류	NULL/Invalid Time	Invalid Timeschedule				
출입시간오류	Invalid Timesched	Invalid Timeschedule				
카드로 강보 모드	Set arm mode by	Set arm mode by card onl				
Anti-passback(입)	Antipassback(In)	Antipassback(In)	Antipassback(In)	Antipassback(In)	Antipassback(In)	Antipassback(In)
강보 모드 동작 지	Set arm delay tim	Set arm delay time				
Anti-passback(입)	Antipassback(In)	Antipassback(In)	Antipassback(In)	Antipassback(In)	Antipassback(In)	Antipassback(In)
Anti-passback(출)	Antipassback(Out)	Antipassback(Out)	Antipassback(Out)	Antipassback(Out)	Antipassback(Out)	Antipassback(Out)
비밀번호 오류	Password Error	Password Error	Password Error	Password Error	Password Error	Password Error
Anti-passback(출)	Antipassback(Out)	Antipassback(Out)	Antipassback(Out)	Antipassback(Out)	Antipassback(Out)	Antipassback(Out)
시간제한 Antipas	Star timed antipa	Star timed antipassback				
강보 모드 동작 지	Start arm delay ti	Start arm delay time				
비밀번호오류	Password Error	Password Error	Password Error	Password Error	Password Error	Password Error
출입부 승인 불가	Access Door Error	Access Door Error	Access Door Error	Access Door Error	Access Door Error	Access Door Error
생체 인식 오류	Biometrics Error	Biometrics Error	Biometrics Error	Biometrics Error	Biometrics Error	Biometrics Error
출입부 승인 불가	Access Door Error	Access Door Error	Access Door Error	Access Door Error	Access Door Error	Access Door Error
미등록 카드 출입	Tried to access u	Tried to access unregist				
분실 카드 인출 시	Tried to use lost	Tried to use lost card				
신변위협신호강보	Duress	Duress	Duress	Duress	Duress	Duress

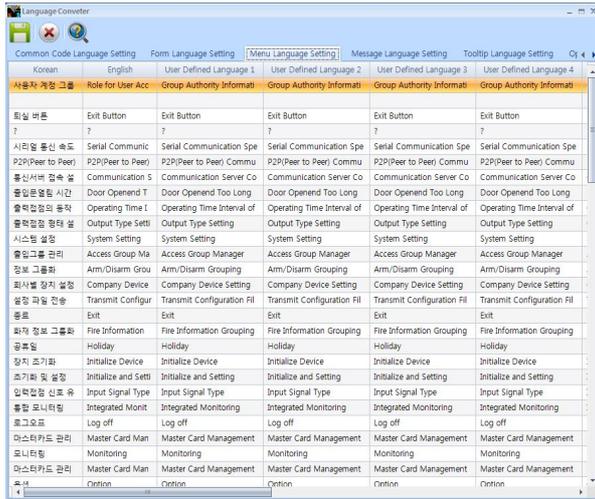
- 2) Form language Setting

Configure texts including; labels and buttons, corresponding to registered language.

Field	Korean	English	User Defined Language 1	User Defined Language 2	User Defined Language 3	User Defined Language 4
로그아웃	Delete logo	Delete logo	Delete logo	Delete logo	Delete logo	Delete logo
연결	Connect	Connect	Connect	Connect	Connect	Connect
파일 열기	Open file	Open file	Open file	Open file	Open file	Open file
첫 번째 행을 열람	First row as colu	First row as column name				
출입 카드 기본 장	Detail Card Infor	Detail Card Information				
연락처 정보	Contact Informati	Contact Information				
출입처 상세 정보	Detail Personal In	Detail Personal Informatio				
사원번호 및 이름	Employee ID & N	Employee ID & Name				
이벤트 및 강보 현	Event and Alarm	Event and Alarm status				
내보내기	Export	Export	Export	Export	Export	Export
내보내기 형식	Select Export file	Select the export file form				
내보내기 형식	Export format	Export format	Export format	Export format	Export format	Export format
내보내기 옵션	Export option	Export option	Export option	Export option	Export option	Export option
생체 인식 사용	Use Biometrics/F	Use Biometrics/Fingerprint				
다음 로그인은 비	Disable this wind	Disable this window when				
새로운 사용자	New User	New User	New User	New User	New User	New User
이 프로그램은 이	If you are the frs	If you are the first user of				
사용자 설정을 이	Step by step conf	Step by step configuratio				
현재 사용자	Current User	Current User	Current User	Current User	Current User	Current User
이 프로그램은 이	If you are the cur	If you are the current user				
기본정보 설정	Basic Information	Basic Information Setting				
로그 이미지 (권장)	Logo Image/Reco	Logo Image/Recommend				
단계 0	Step 0	Step 0	Step 0	Step 0	Step 0	Step 0
단계 1	Step 1	Step 1	Step 1	Step 1	Step 1	Step 1
단계 2	Step 2	Step 2	Step 2	Step 2	Step 2	Step 2
단계 3	Step 3	Step 3	Step 3	Step 3	Step 3	Step 3
단계 4	Step 4	Step 4	Step 4	Step 4	Step 4	Step 4

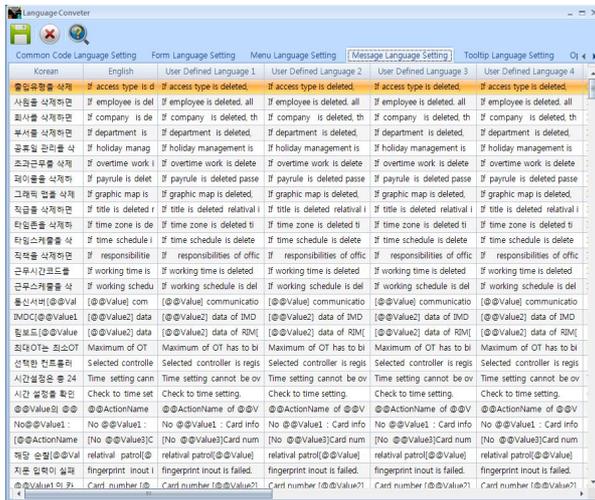
- 3) Menu language Setting

Configure menu language to multi-luggage setting.



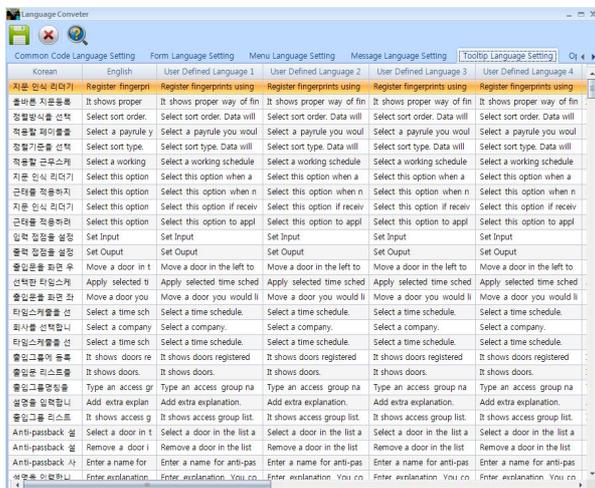
4) Message language Setting

Configure several error message or alert messages to multi-language setting.



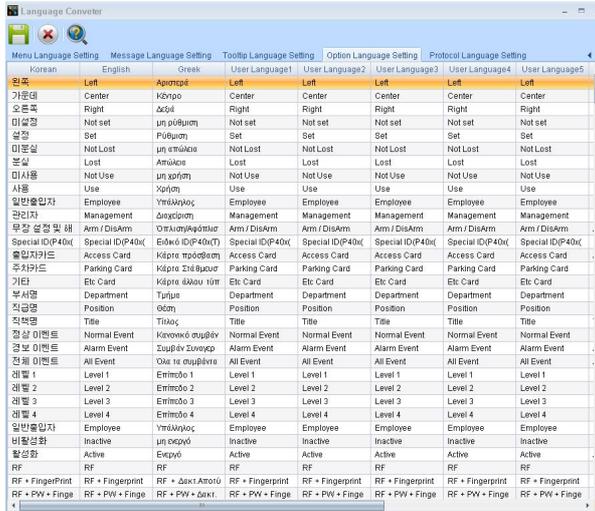
5) Tool tip language Setting

Configure tool tip texts to multi-language setting.



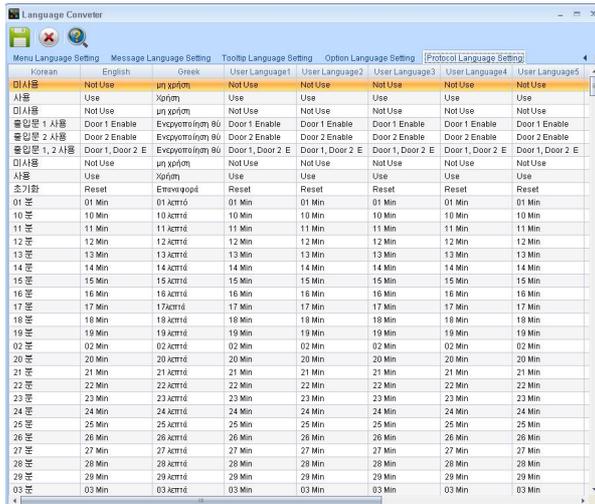
6) Option language Setting

Configure option texts to multi-language setting.



7) Protocol language Setting

Configure protocol language to multi-language setting.



● Function Description

■ Save

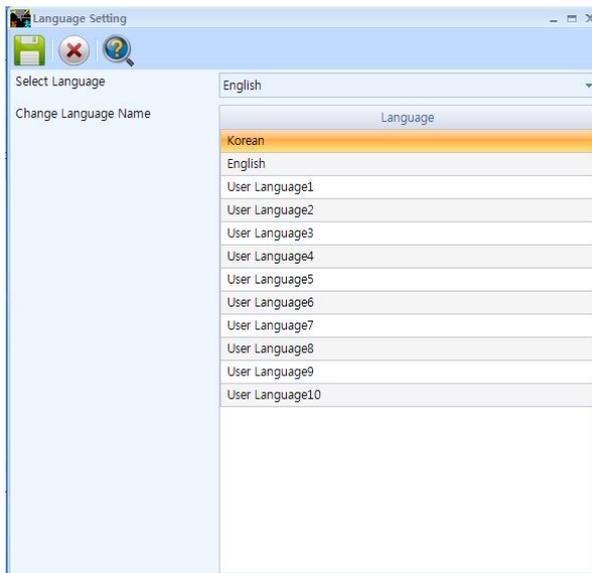
- Insert/Modify each field with Korean, English or other languages according to its Code.
- When modification complete, click 'Save'.

12.2.2 Language Setting

Change language.

- Screen Description

- 1) Multi-language change



- Select Language: Select language which will be used.
- Change Language name: In case any language added, insert name of the language.

- Function Description

- 1) Multi-language change

- Save
 - Select desired language for 'Language' and 'Font'.
 - When process complete, click 'Save'()

12.3 Database Management

12.3.1 Database Backup and Restore

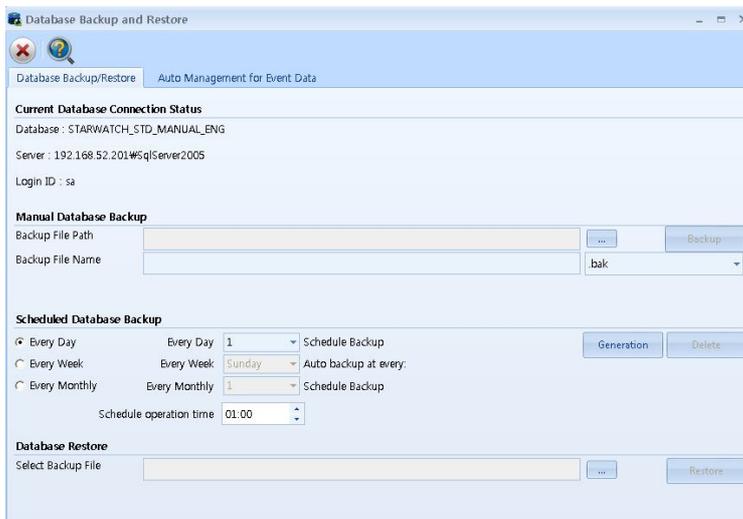
Access Control system data is stored in SQL Server 2005 database. To prevent data loss, you need tool offered with SQL Server 2005 or have to make database backup by this manual. Database backup includes all existed data in the database until completed backup. You can backup data or restore and available to set auto backup schedule. Also it offers deletion function for unnecessary event information in database.

When you perform auto backup, SQL Server agent service has to in operation, because auto backup schedule is controlled by SQL server agent.

If you want to restore database backup file, hard disk needs enough capacity. Also more than half of database drive capacity must be available to use.

- Screen Description

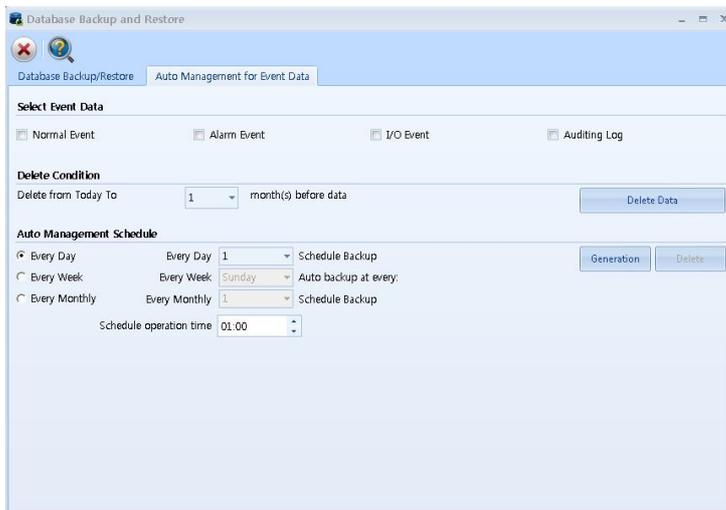
- 1) Backup/Restore



- Current connected database information
 - Database: Connected database is displayed.
 - Server : Connected server instance is displayed.
 - Login ID : The login ID used in connection with database is displayed.
- Database manual backup
 - Backup file route: Not local PC, but route of the server database has installed is displayed.
 - Backup file name : By browser the selected file name to backup is displayed and available to change personally.

- Database auto backup
 - Backup Period: You can create schedule to active backup by daily, weekly and monthly in appointed time. You can set by backup period and available to create maximum of 3 schedules in same time.
 - Schedule Operating Time : Respectively, you are able to set a backup time different at period by.
- Database restore
 - Backup File Selection: As processing backup, backup file and file name display in not local PC but the server database has installed.

2) Auto Management for Event Data



- Select Event Data
 - Normal Event: It's checking whether to delete event when the event generated in normal status of device.
 - Alarm Event : it checks whether to delete generated event when device's status or access is not working properly.
 - In/Output Event : It checks whether to delete the event about in/output of device.
 - Program Event : It checks used history and whether to delete event.
- Delete Condition
 - Select period (one month to Sixty months) to delete event data from the basis on today.
- Auto Management Schedule
 - Delete Period: Event is automatically selected in appointed time by daily, weekly and monthly. You can create schedule to delete the event. It's able to set by delete period and maximum of 3 schedules can be created.
 - Schedule Operating Time : Respectively, you are able to set delete time different at period by

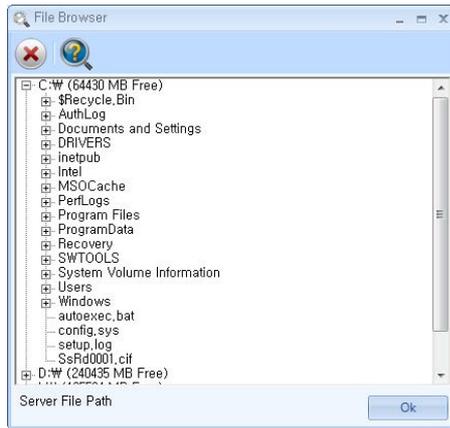
● Function Description

1) Backup/Restore

When database backup or restoring, SQL Server can be slower, so working in timezone where little events exist is recommended.

■ Manual Backup

- To appoint backup file route, click the (📁) file Brower button.
- PC directory structures where the SQL Server is installed are displayed.



- Select the file route to backup then click the 'OK' button.
- Input backup file name then the 'Backup' file is activated.
- Click the 'Backup' button then database backup is started by appointed file name.

■ Auto Backup

○ Everyday Auto Backup

- + Everyday, if you want automatic database backup in appointed time, Select radio button of 'Everyday' and repetition date (1 – 31) then input schedule operating time, click the 'Create' button.
- + Auto backup file name is stored as 'Access_Daily_Full_yyyymmdd.bak' in backup directory where SQL Server is installed.
- +

Additional Information
Backup file of 'SQL Server 2005' is stored in the folder 'systemdrive:\Program Files\Microsoft SQL Server\MSSQL.1\MSSQL\Backup'. Systemdrive is drive letter where SQL Server 2005 is installed. Generally it's 'C' drive.

- +
- + If you select repetition date for '1', backup performs everyday, but '2' and over, backup is performs in the selected date.
- + If you want to cancel the set schedule, click the 'Delete' button.

○ Every Week Auto Backup

- + If you want to database backup automatically in the appointed day of every week, select radio button of 'Every week' and repetition day(Sunday to Monday) then input schedule operating time, click the 'Create' button.
- + Auto backup file is saved as the file name 'Access_Month_Full_yyyymmdd.bak' in backup directory of the folder where SQL server is installed.
- + If you want to cancel the set schedule, click the 'Delete' button.
- ⊙ Every Monthly Auto Backup
 - + If you want to database backup automatically in the appointed date of every monthly, select radio button of 'Every monthly' and repetition date(1 to 31) then input schedule operating time, click the 'Create' button.
 - + Auto backup file is saved as the file name 'Access_Month_Full_yyyymmdd.bak' in backup directory of the folder where SQL server is installed.
 - + If you want to cancel the set schedule, click the 'Delete' button.

■ Restore

- ⊙ If backup file is not appointed to use for restoring, the 'Restore' button cannot be clicked.
- ⊙ To appoint backup file route, click the 'File browser  button.
- ⊙ The PC' composition of directory where SQL Server is installed is displayed.
- ⊙ Select backup file route then click the 'Confirm' button, so 'Restore' button can be activated.
- ⊙ If you click the 'Restore' button, database restore is performed by appointed backup file name.

2) Event Data Auto Management

Data size of Normal status, Alarm, In/output and Program event increase everyday, then the increased data may affect to performance of database. So, manager needs to delete event data periodically then database can be operated in optimal status.

If you delete event data, the data is entirely deleted in database, so you need backup data periodically.

■ Date Auto Delete

- ⊙ Everyday Auto Event Delete
 - + Check all type of event data from Normal status, Alarm, In/Output, Program event.
 - + Select period to delete data from today to before months.
 - + Select radio button of 'Everyday' and repetition date(1 – 31) then input schedule operating time, click the 'Create' button.
 - + If '1' is selected for repetition date, the appointed event is deleted by setting condition everyday, but '2' is selected, it performs in slected date.
 - + If you want to cancel the set schedule, click the 'Delete' button.
- ⊙ Every Week Auto Event Delete
 - + Check all type of event data to delete.
 - + Select the period to delete data from today to before months.

- + Select radio button of 'Every week' and repetition day (Sunday to Monday), input schedule operating time then click the 'Create' button.
- + If you want to cancel the set schedule, click the 'Delete' button.
- ⦿ Every Monthly Auto Backup
 - + Check all type of event data to delete.
 - + Select radio button of 'Everyday' and repetition date (1 – 31) then input schedule operating time, click the 'Create' button.
 - + If you want to cancel the set schedule, click the 'Delete' button.

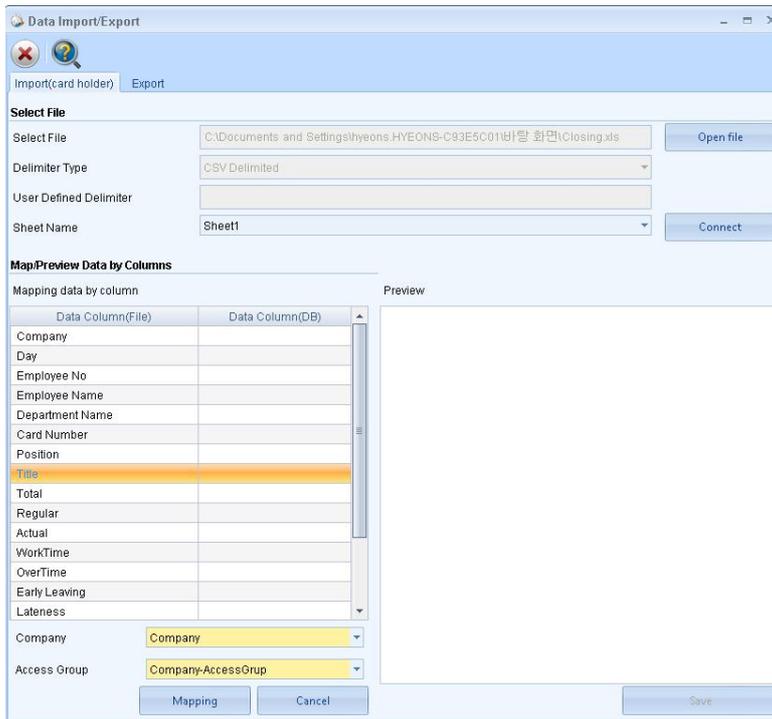
+

12.3.2 Data Import/Export

By data import function,you can store batch cardholder’s information to database.Export function let save information for cardholder, event and time/attendance closing with various type of format.

- Screen Description

- 1) Import(Cardholder Information)



- Select file to import and setting

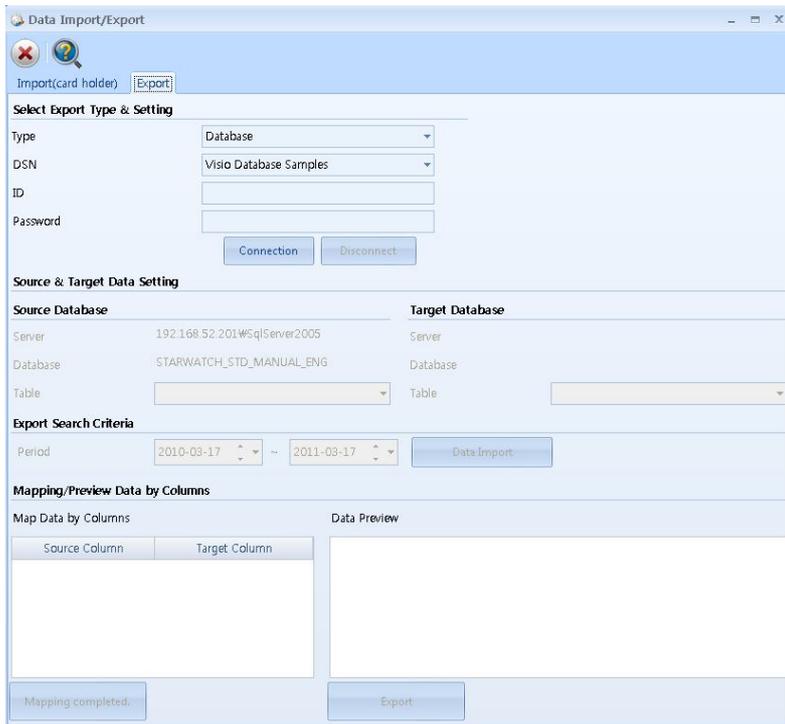
- Select file: Bythe 'Open file' button, the file selected cardholder’s information is stored is displayed.
- Delimiter Type : Select delimiter type between import data.
 - + CSV Delimited : Select it, if between data are separated by (,).
 - + Tab Delimited : Select it, if between data are separated by (Tab).
 - + Custom Delimited : Select it, in another case except (,) and (Tab).
- User Defined Delimiter : If you select delimiter type for 'Custom Delimited' then it is activated then you can input delimiter manually.
- ExcelSheetName : It’s only activated when import file is excel format and input the sheet which includes import data.

- Data Mapping by Column and Preview

- Data Mapping by Column

- + Data Column(File) : Click the 'Connection' button then header name of cardholder's information is displayed.
- + Data Column(DB) : It's column name of database table to input cardholder's information. From combo box, you can select company name, employee number, employee name, card number, department name, position name, title name, gender, email, phone number, office number and mobile number. The data displayed with red color is compulsory mapping column, so you have to set it.
- o Data Preview : it displays selected header, database column and mapping information in import file. The data is performing import to cardholder information table.

2) Select Export Type and Definition



- Table Setting
 - o Type: Select export type from database, excel and text.
 - o DSN : Select it from the applicable database has installed in DSN list.
 - o ID : The field for inputting ID to connect to database.
 - o Password : The field for inputting password to connect to database.
- Destination Setting
- It displays source database and target database.
 - o SourceDatabase
 - + Server: It displays the server instance which is now in use.
 - + Database Name : It displays the database name which is now in use.
 - + Table : Select a table from available to export cardholder, event and time/attendance closing

table.

- + Period : In the selected table data, set the export target period.

- ⊙ Target Database

- + Server:It displays the server instance to perform export.
- + Database Name : It displays the database name which is performing export.
- + Table : Select the table to perform export from selected database.

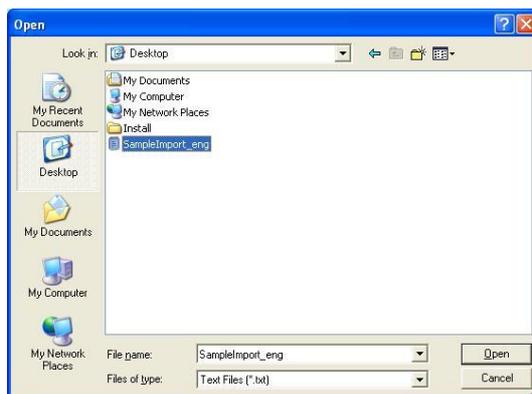
- Data Setting : It maps data.

- Screen Description

- 1) Import(Cardholder Information)

- Import File Connection

- ⊙ To select import file, click the file open button.
- ⊙ Open dialog is displayed which window system offered.



- ⊙ For import file type, select text, CSV and excel file you wish to use.
- ⊙ If data column name is saved in first line of selected file, check the 'use as name of column for first line'.
- ⊙ Select file data and data delimiter.
- ⊙ Click the 'Connection' button then the fixed data with delimiter type is displayed.

- Data Mapping

- ⊙ On displayed data column, map the database table to input cardholder's information by one to one.
- ⊙ If data column has set as blank, when performing import, it is accepted about database save target.
- ⊙ If you click the 'Mapping' button then the save target data is displayed on data preview greed.

- Data Save

- ⊙ The data displayed on preview greed is saved as cardholder's information.
- ⊙ If you click the 'Data Save' button then the displayed data is saved in database.

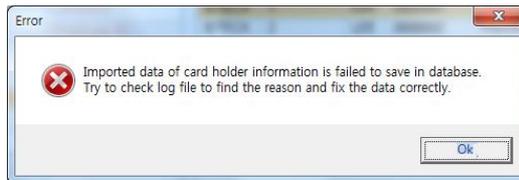
- Example, to make import file

- ⦿ If it's text file and delimiter is '/'



- Import Fail

- ⦿ If import has failed, the error appears as below, and it is recorded in log, so change the import file then tries it again.



- ⦿ Log file is created as file name 'LogImport.txt' in Log directory.

2) Export type Selection and Setting

- Export

- ⦿ Export to Database

- + Select export target type for database.
- + Select 'DSN' then input ID and password, click the connection button.
- + Select table you wish to use in source database.
- + Set period.
- + Click the 'Data Import' button.
- + In mapping data, map 'Source Column' and 'Destination Column' then click the 'Mapping' button.
- + The data mapping to save is displayed.
- + Click the export.

- ⦿ Export as Excel

- + Select the 'Excel' for export target type.
- + Select excel file to export data.
- + Input sheet name.
- + Set period.
- + If you click the 'data import' button, data's information to save is displayed.
- + Click the 'Export' button.

- ⦿ Export as Text

- + Select the 'Text' for export target type.
- + Select the 'Text' file.

- + Select the 'Delimiter' or input manually.
- + Set period.
- + If you click the 'data import' button , data's information to save is displayed.
- + Click the 'Export' button.

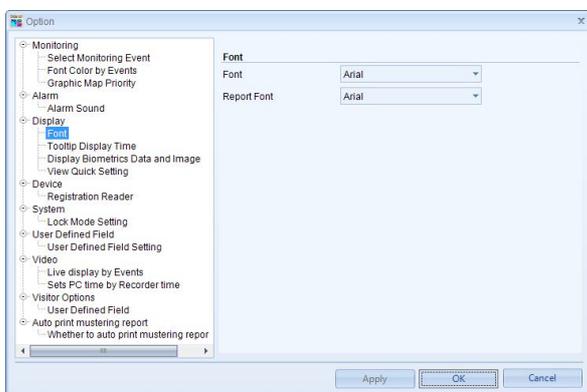
12.4 Options

12.4.1 Options

This screen is to configure items to be monitored, font or color of text, alarm Sound or icons.

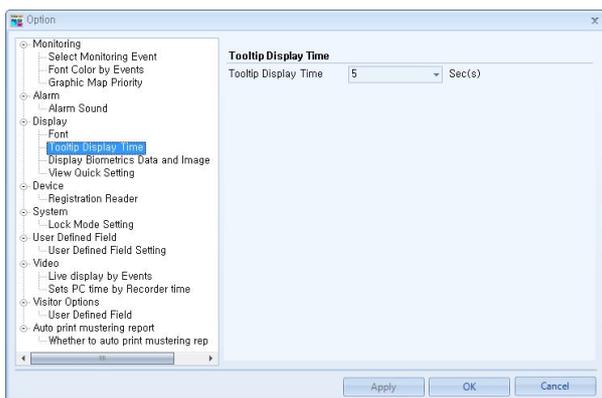
- Screen Description

- 1) Display - Font



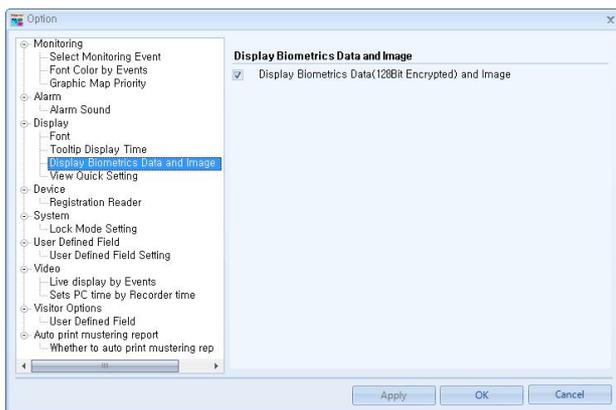
- Configure desired font for screen and report separately.

- 2) Display – Tooltip delay time



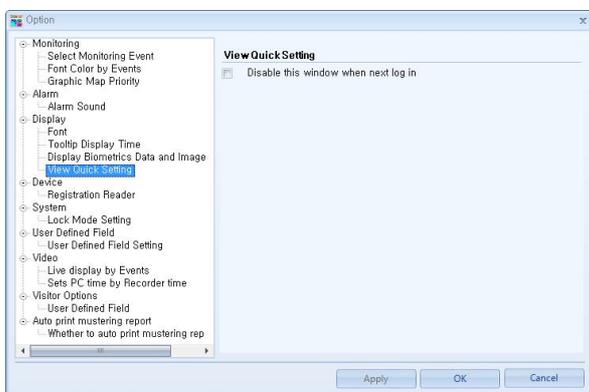
- Set time limit for tooltip to be displayed on screen.

- 3) Display – Display Biometric Data



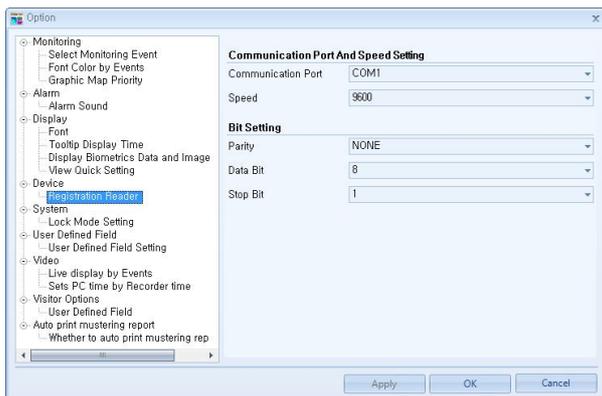
- Configure whether to display biological information or not.

4) Display – Quick view mode setting



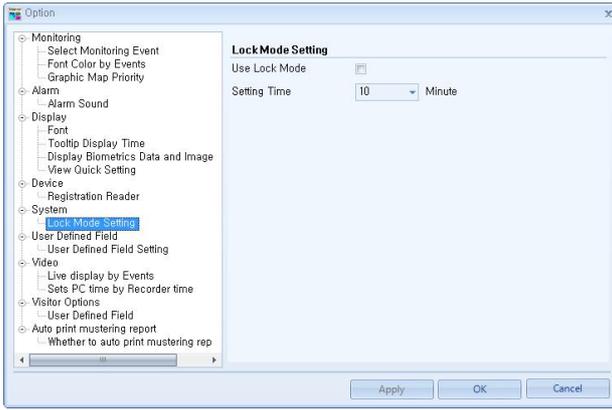
- Configure whether to display quick view mode setting or not.

5) Device – Registration Reader



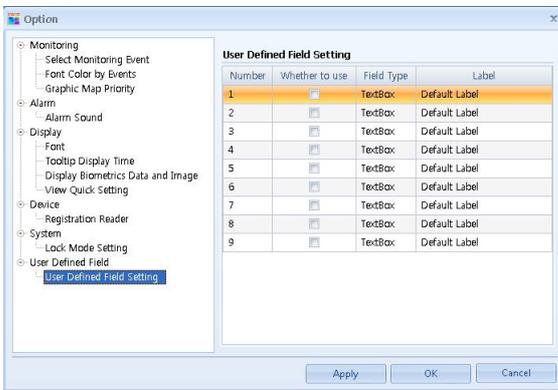
- Set default value of registration reader.

6) System – Lock mode setting



- Set lock/unlock mode.

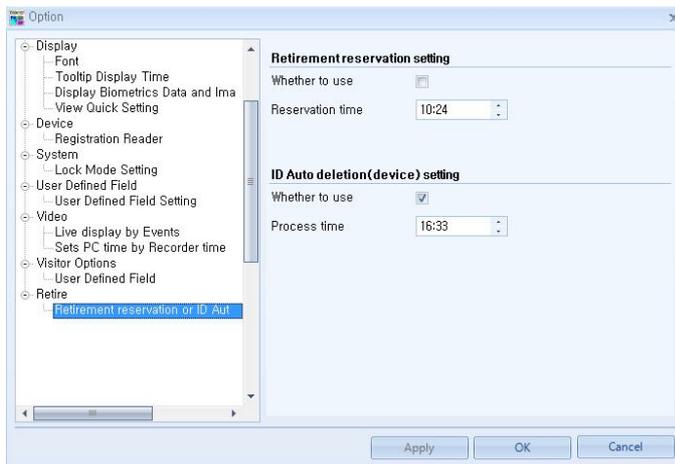
7) User Defined field – Customer property field Setting



- Configure customer property fields.

■

8) Retire – Retirement reservation or ID Auto Deletion setting



- Retirement reservation setting – whether to use : Check whether to use the retirement reservation.
- Retirement reservation setting – reservation time : Set retirement reservation time.
- ID Auto deletion(device) setting – whether to use : Check whether to sue the ID Auto deletion(device).
- ID Auto deletion(device) setting – process time : .Set ID Auto deletion(device) time.

-
-
-

- Function Description

- 1) Font

- Select desired font type and click 'Apply'.

- 2) Tooltip delay time

- Select time of display of tool tip on screen.

- 3) Biometric data display

- If 'biological information display' is marked, then the information is accessible on mastercard and user management stage.

- 4) Quick view mode setting display

- If 'Quick setting display' is marked, then the quick setting is accessible on main screen.

- 5) Registration Reader

- Communication Port: Select Communication Port.
- Speed: Select desired speed.
- Parity: Select parity.
- Data bit: Select data bit
- Stop bit: Select stop bit.

- 6) Lock mode

- If 'Lock mode' is marked and set time, then Lock mode is compatible.

- 7) User Defined field

- Whether Use or Not: Select whether to use customer configured fields or not.
- If marked, customer property creates fields on user management.
- Field type: Select desired type of field; text domain, text box, check box or date.
- Label name: Insert desired name of label.
-

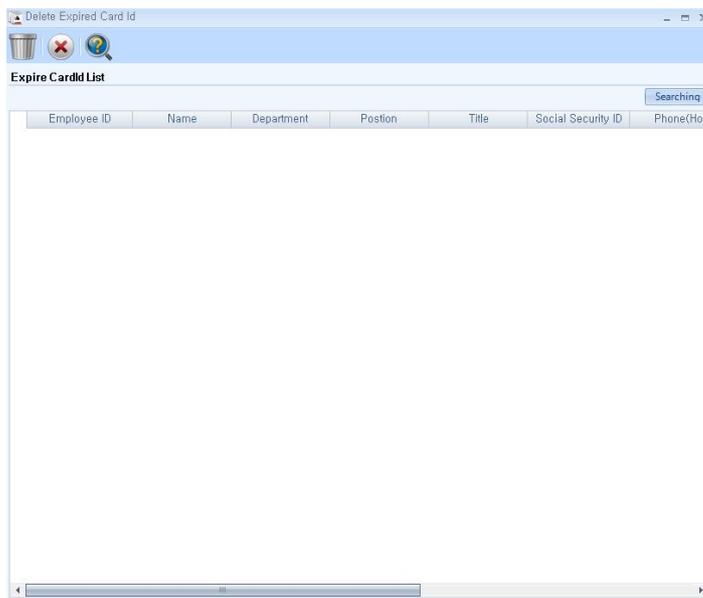
- 8) Retire

- Set up time, whether to use retirement reservation and whether to delete ID device.

12.5 Delete Expired Card Id

12.5.1 Delete Expired Card Id

- Search and delete the list of expired visitor
- Screen Description



- Expire card ID list: shows the list of expired ID
- Function Description
 - Search expired card ID
 - Clicking search button on left-top side of screen displays expired card ID
 - Delete expired card ID
 - Click delete button() at the top tool bar

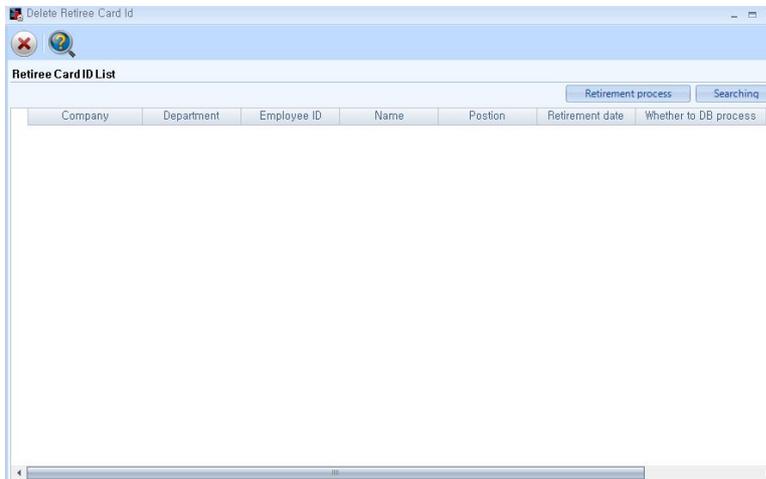
12.6 Delete Retiree Card Id

12.6.1 Delete Retiree Card Id

Retire retiree whose retirement process hasn't been normally processed from database or device

ID registered as master card should not be entered in the register and be used in other device. In this case, if this card number goes through retirement process, failure on retirement process will pop up because of the device registered with master card..

- Screen Description



- Retirement process : Retire retirees listed on the screen.
- Searching : Search list of ID that hasn't gone through retirement process

13. REPORT

13.1 System Setting Report

13.1.1 Access Group Setting Report

This screen is to select conditions to print out the access group status report.

- Screen Description

- 1) Search condition

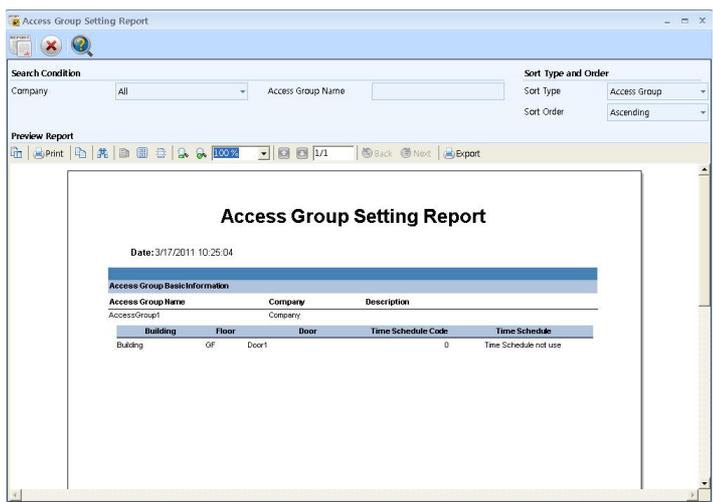
Search Condition		Sort Type and Order	
Company	All	Access Group Name	
Sort Type	Access Group	Sort Order	Ascending

- Company name: Select company name as search condition.
- Access group name: Select access group name as search condition.
- Sort Type: Configure the order of data on report.
 - ⦿ Select between company name and access group name.
- Sort Order
 - ⦿ Select whether to arrange in ascending/descending order.

- Function Description

- 1) Report Preview and print out

- Select company name as search condition for Report Preview and print out.
- Insert access group name for search condition.
- Select criteria for Sort Type and Order.
- Select Sort Order for Sort Type and Order.
- Click 'View'() on toolbar. Below is the image of searched result.



- In order to print preview page, click 'Print' on toolbar. Then the report prints out.
- In order to export preview page, click 'Export' on toolbar. Then the report is sent with desired file type.

13.2 User Information Report

13.2.1 Card Holder Report

This function is to print out the user list report corresponding to the saved user information.

- Screen Description

- 1) Search condition

- Report type

- Card Holder report – Type of the report which illustrates user information.
 - Card Holder report(In detail) – Type of the report which illustrates more detailed user information.

- Employee ID: Insert employee ID.

- Card number: Insert card number.

- Name: Affective when search by employee name.

- In case of searching employee, click corresponding button and then employee list appears like the image above and user can select employees from the employees list.

- Valid Date : Select valid date to be searched.

- Sort Type: Configure the order of data on report.

- Select among employee number, employee name, company and department.

- Sort Order

- Select whether to arrange in ascending/descending order.

- Function Description

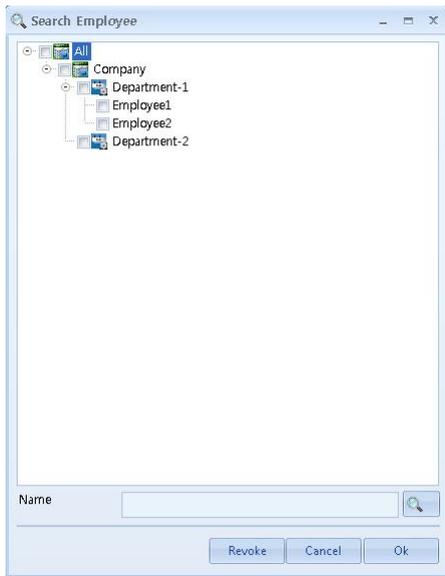
- 1) Report Preview and print out

- Select user list report or user list report(In detail) for the report type.

- Insert employee number for search condition.

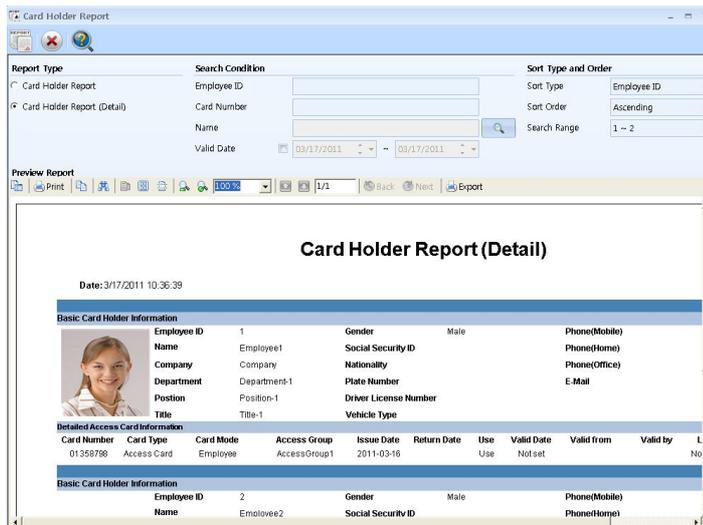
- Insert card number for search condition.

- Click 'Search Employee' and start search employee.

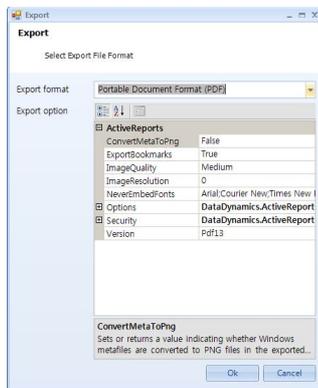


- Select criteria for Sort Type and Order.
- Select Sort Order for Sort Type and Order.
- Click 'View' (REPORT icon) on toolbar. Below is the image of searched result.





- In order to print preview page, click 'Print' on toolbar. Then the report prints out.
- In order to export preview page, click 'Export' on toolbar. Then the report is sent with desired file type.



13.3 Etc Report

13.3.1 Auditing Log Report

This function is to print out the auditing log report corresponding to the saved auditing log information.

- Screen Description

- 1) Search condition

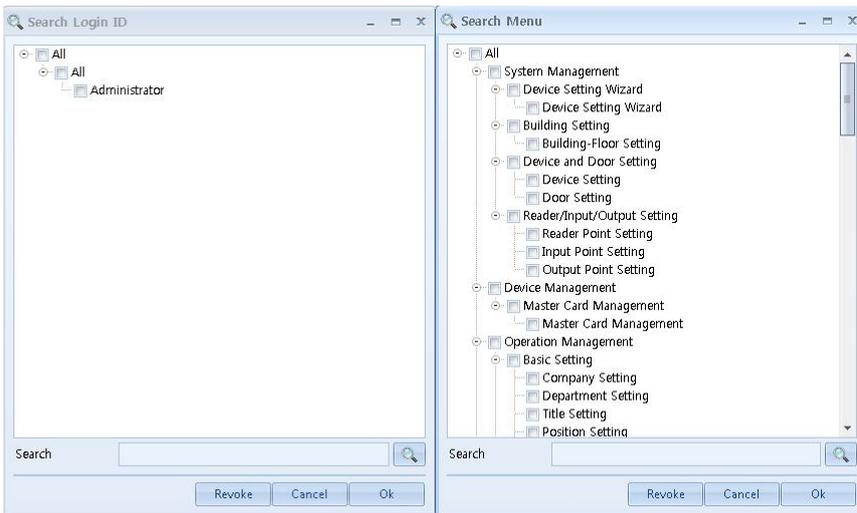
The screenshot shows a configuration window with two main sections: "Search Condition" and "Sort Type and Order".

Search Condition:

- Event Time:** A date range selector showing "03/17/2011 00:00" to "03/17/2011 23:59".
- Login ID:** A text input field with a magnifying glass icon and a "Menu" label.
- Result:** A dropdown menu currently set to "All".

Sort Type and Order:

- Sort Type:** A dropdown menu set to "Event Time".
- Sort Order:** A dropdown menu set to "Ascending".



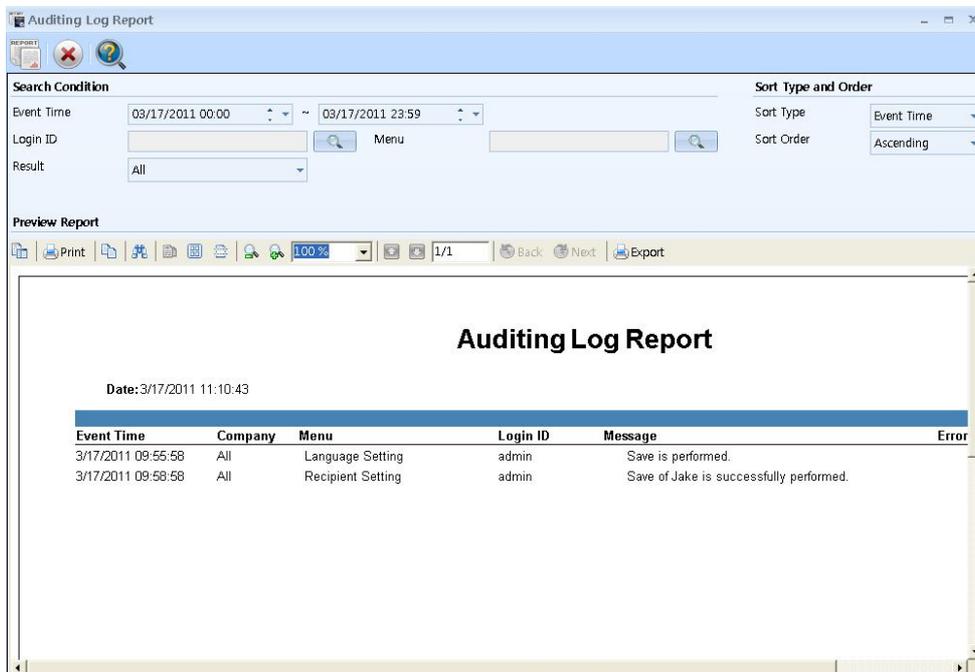
- Event time: Select the range of time to be searched.
 - Log on ID search
 - In case Log on ID information is used as search condition. Click the button then image above appears. User can select the User IDs from the list.
 - Menu search
 - In case menu information is used as search condition. Click the button then image above appears. User can select the menu from the list.
- 2) Sort Type and Order: User can print out in desired order.
 - Sort Type: Configure the order of data on report.
 - Select between Log on ID and event time.
 - Sort Order

- Select whether to arrange in ascending/descending order.

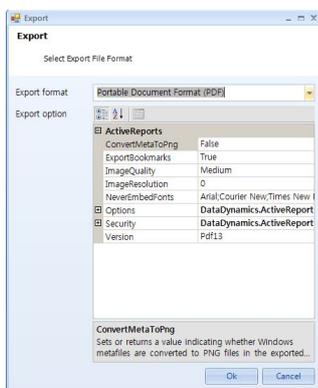
● Function Description

1) Report Preview and print out

- Select event time for search condition.
- Select Log on ID for the search condition.
- Insert menu name for the search condition.
- Select criteria for Sort Type and Order.
- Select Sort Order for Sort Type and Order.
- Click 'View' (📄) on toolbar. Below is the image of searched result.



- In order to print preview page, click 'Print' on toolbar. Then the report prints out.
- In order to export preview page, click 'Export' on toolbar. Then the report is sent with desired file type.



13.3.2 Login/outreport

From saved login/out information, this function prints the matching login/out report as searching condition.

- Screen description

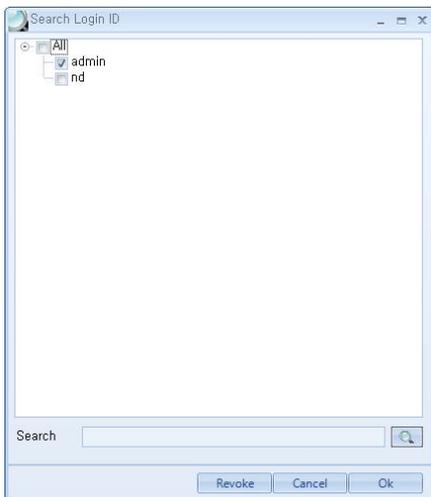
- 1) Search Condition

The screenshot shows a 'Search Condition' dialog box with the following fields:

- Event Time:** 2009-12-18 00:00 ~ 2009-12-18 23:59
- Event Type:** All
- Login ID:** [Empty text box]
- Sort Type and Order:**
 - Sort Type: Login ID
 - Sort Order: Ascending

Below the fields is a 'Preview Report' section.

- Event Time: Select time you wish to search.
- Event Type: Select event type you wish to search.



- Login ID
 - ⊙ If you search login ID from search condition, click the applicable button to appear login ID list as above then available to select login ID you wish to check.

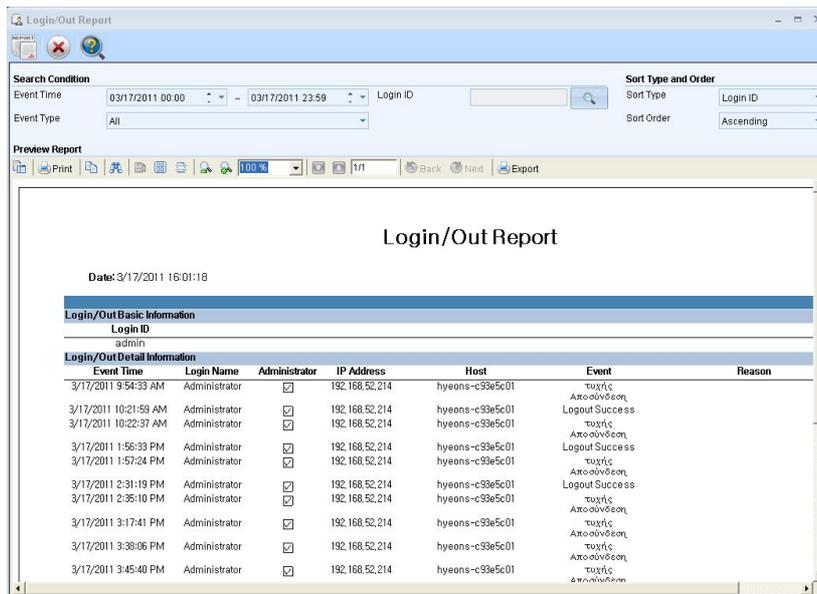
- 2) Arrangement condition : As you want, it can be arranged then printing can allow the arranged order.

- Arrangement Standard : it's setting for order of data display when printing report.
 - ⊙ Select among login ID, event time and login name.
- Arrangement type
 - ⊙ Select descending or display to display the selected arrangement standard.

- Function description

- 1) Report preview and print

- Select event time of search condition blank.
- Select login ID of search condition.
- Select event type of search condition.
- Select arrangement standard form arrangement condition.
- Select arrangement type of arrangement condition.
- Select the view () button on top toolbar.If there is existing searched result then it displays as below.



- If you want to print preview screen, click the print button then the report is printed by printer.
- If you want send preview screen to other file, click the send button then it is sent as the format type you want.

