RosslareBio 8000

Biometric Recognition Management Software Software Manual

> ROSSLARE BI® 8000





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Brief Introduction

Main Functions and Applications of Bio8000 Software

Complete user authority management including user operation authority, department management authority and device management authority.

Managing fingerprint, face, iris and other biometric recognition devices and communicating with those devices to transfer data including uploading & downloading user information, recognizing records and setting operation parameter, etc.

Common attendance management function with flexible setting: different shifts (routine shift, changing shift, intelligent shift, etc.), exact records for late, early leave, overtime, not coming, ask for leave and work time, etc.

Different access control group and time zones to manage users.

Application Situation

Complying with our self-developed fingerprint, facial, iris, etc. devices, Bio8000 integrates intelligent management of time attendance and relevant functions of access control. It has been widely used in many office buildings and factories across the world, continuously serving access control and management requests from many companies with stable performance, accurate calculation, safe management and high intelligence.

Performance Parameter

Fingerprint Recognition Speed: 1:1000 < 1 second

Low CPU, RAM<10MB, Disk<100MB

Applicable to conference call, biometric fingerprint/facial/ iris consumption, ID recognition etc.

Complete and flexible user management, easy setting of different shifts and accurate calculation of daily and monthly attendance of all staff.



Key Technology and Specialties

Using physiological characters like fingerprint, face, iris to identify personnel; safe, secure and accurate performance to avoid forgetting or stealing.

Supporting intelligent updates of fingerprint, face, iris and other physiological characters, increasing recognition safety and accuracy, and providing flexible setting about shifts and time zones to meet time attendance and access control requests from most companies.



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1.Software Installation and Uninstallation

1.1 Software Installation

Please insert the Bio8000 CD into the computer CD-ROM drive. If you turn on the computer automatically run a CD, the installation program will run automatically; otherwise, open the CD and run their own "setup.exe".

1. Enter the software installation wizard, click "Next"





2. Read the license terms, after the reading is complete, choose I accept the terms of this agreement.

"Next".



3. Click "Browse" to select a local path as a software installation directory, if the software default path, click

"Next".

🚺 Rosslare	Bio8000 Setup				×
	Choose a file locatio	n			
	To install in this folder, dick "Next".	To install to a different folder, en	iter it below or click	"Browse".	
	C:\Program Files (x86)\ROSSLARE	RosslareBio8000\		Browse	
	Total space required on drive: Space available on drive: Remaining free space on drive:	25 MB 60 GB 60 GB			
			< Back	Next >	



4. Click "Install"

RosslareBio8000 Setup	
Begin installation of RosslareBio8000	
Click Install to begin the installation. If you want to review or change any of your installation settings, dick Back. Close the window to exit the wizard.	
< Back Install	

5. Installation is in progress, please be patient, depending on the computer configuration takes about 1-5 minutes.

6. When the installation is complete, click on the "Run Bio8000" or "close" button.

📕 RosslareBio8000 Setup		×
	RosslareBio8000 has been successfully installed.	
	Rossial ebiodoo has been successfully installed.	
	Run RosslareBio8000	
	Close	



2. Software Initialization

2.1 Operation Software

Double-click desk icon or click the software "Bio8000" from menu directory "Start"- "All" – "Rosslare"- "Bio8000".

2.2 User Guide

The guide will start on its own when software first run, to help you quickly setup and get to know operation.

1、Software Registration

Bio8000 version is free and applies to Rosslare devices. To assure you can get better software service and support, please fill in the registration which under encryption on transmission, Please feel free to fill out. This information is only used in our technical services

			Software Guide			
Register						
Registrater Information	* Mandatory Field					
*Contact				Tel		
*Company				Website		_
_						
*Country				Address		
*Email						
		register at first in orde		tter service		
-		crypted so it is safe to				
		vice support provided				
4 the information	will be saved in Id	caland it will be regis	tered automatic:	ally when network co	onnect.	
					Back	Next Step



2, Configuration Database

The system default database is ACCESS, SQL Server supported. Can be optional changed.

			Software Guide			
	-0					
Register	Database	Department	Staff	Attendance	Scheduling	Device
ACCESS						
Access File:	C:\Program	Files (x86)\ROSSL	ARE\RosslareBi	o8000\DB\Cros	s View	
SQL SERVER						
		Microsoft (DLE DB Provider	r for SQL Server	•	
Se	rver IP:					
User	Name	sa				
Pas	sword:					
Database	Name	Select	Database		🔘 Creat New Data	base
Database	Mode:			-	Start New	
				Back		Next Step



2 Dept. Setting

		Sof	tware Guide		
Register	Database	Department			
Department List	:	Add	Modify	Del	Gave Cancel
ACME			Selected Departmen ACME New Department:	nt:	
			/hen adding a new dep /hen deleting a dept, a		with the existing one transferred to head office
			Back		Next Step

3、 Employee Information

			Software Gui	de			
 Register	Database	Department	 Staff				
1.Please	click the first but	ton to get standard	l staff templa	te			
2.Please	fill staff informat	ion in standard sta	ff template				
3.Click th	ne second button	and choose the fi	nished staff ir	nformation and the	en upload it to sof	tware	
4.If you d	lon't need to fill :	staff information n	ow, you can	click 'next step' and	d then add this in	software	
1.Get standa	ard staff template			load finished staff mation			
				Back		Next Step	



3、 Attendance Setting

Please refer to details in "Attendance Parameter Settings".

			Software Gu	uide			
Register	Database	Department	Staff	Attendance			
	Stat. Rule				Stat. Iter	ns	
A workday count a	35	480		Shift covers two Ocunt as th		Count	as the 2nd day
The shortest work	ing time	10	minute	-Overtime Calcu	lation	Weeken	d
The longest worki	-	720 (Normal	1	📃 Ma	onday esday
Not clock in co		60		Weekend	2		dnesday ursday
deduct the 'On	duty X minutes e	arlier'		Festival	3	🔽 Sat	urday
deduct the 'Off	duty X minutes la					V Su	nday
🔲 On duty			er clock-in c	ount as overtime			
Off duty	60	minutes later	clock-out c	ount as overtime			
				Back			Next Step

4、 Shift Setting

Please refer to the detail in "Shift Setting"

			Software Guid	le		
					_	
Register	Database	Department	Staff	Attendance	Schedulin	g Device
Timetable	Setting		Shift Setting		U	ser Scheduling
Timetable List:			-Timetable Ir	nformation		
Timetable Nam C	On Duty Time Of	f Duty Time		Timetable Name	2	
				On Duty Ti	ime _:_	Must C-In
				Off Duty Ti	ime _:	📝 Must C-Out
				Begin Clock-In Ti		Free Time
				-		🔲 OT Time
				End Clock-In Ti	ime _:	
			Be	egin Clock-Out Ti	ime _:_	
			1	End Clock-Out Ti	ime 💷	
				Late e	rror 5	Minutes
				Early e	rror 5	Minutes
				Count As Work		
				Count As Work		Minutes
Add	Modify	Del		Count As Work I	ime 700	Minutes
				Back		Next Step



5、 Unit Management

Bio8000 software can be one button setup with Rosslare device match agreement. No additional device nor configuration. Please refer to details in "Device management"

				Software Gui	de		
							_
	Register	Database	Department	Staff	Attendance	Scheduling	Device
	Search De	evice	Se	tting Device		Add Devi	ice
	Sea	arch		Setting		Ac	ld
No	Device ty	Device ID	Serial number	IP	Mask	Gate	MAC
•			111				4
•			III		Back		Next Step

3.. Software Operation

3.1 Login

Double-click desk icon or click the software "Bio8000" from menu directory "Start"- "All" – "Rosslare"- "Bio8000". Once loading over, it will show a window below:





Default User name: ADMIN. Empty password. Press "confirm" to entry. Press "Cancel" to close.

3.2 Host interface

Rosslare Biometric management software interface divide to 3 parts:

👩 â W 🗢		RosslareBio8000	- = X
Settings User Device	Record Attendance Data		
Database Basic Attendance Setting Parameter Parameter	Dept. Status Leave Work Holiday	Shift Access Administrators Change Scree Loc Man	een Switch Exit
Attendance Parameter	Leave Class	Holiday List	Add Access User Settings
			Fast Entrance
Dept. Settings	User Management	Shift Management	Business Append Late Leave Record Early
			Real-Time Access statistics Management Control analysis
Add Device	Management	Downloading record	System Help
		Ļ	Help Asked Submit Documentation Questions Question
		Attendance Report	Backup database Last backup time:
Login User [ADMIN]	Software Version [1.0.0.0]	ROSSLARE	2018-09-12 Wednesday 11:49:17



1、 Window setup 🗥 🕅 🛡

Picture	Name	Function
ô	Home page	Click on the icon, the software will be returned directly to the main interface.
612	Skin	System supply 3 skin color: blue, black and silver.
II	Language	Click on the icon can switch software language

2 System Function

	Settings	Employee Mana	igement	Unit Man	agement	Rec	ord Manage	ement	Attendance	e Manageme	nt Data	Managemer	it Hi	elp
	â	T		Ö	Ċ		8			2.	ر چ	2	%	
Databa Settin		Attendance Parameter	Dept. Setting	Status Setting	Leave Class	Work Code	Holiday List	Shift Setting	Access Setting	User Setting	Modify Password	Lock Manager	Log Out	Exit System
	System Parameter Setting									Manager Op	eration			

Name	Function
Settings	Set all the system parameters, such as attendance, access control, system parameters , etc.
Employee Management	User information to add, modify, upload, download and so on.
Unit Management	Communication with device, uploads and downloads from device.
Record Management	Screening and searching records according to the attendance record.
Attendance Management	Searching attendance records and generate report.
Data Management	Import and export of data, backup database, operation log, etc.
Help	Software version information, online upgrade, etc.



3、 Quick interface



On the left is based on the normal operating procedures of the menu, more convenient and familiar software attendance processes; the right side is common functions as an icon is placed in the main interface, convenient for system administrators to quickly operate.

3.3 System Setting

System setting include database setting, basic parameter, attendance parameter; dept. setting, status setting, leave class, work code, holiday list; shift setting, access setting, user setting, modify password, lock manager etc.



3.3.1 Database Setting

Rosslare Biometric management software, with default Access database, SQL Server data supported. Can be optional changed by the admin.

Access		
Access File	C:\Program Files (x86)\ROSSLARE\RosslareBio8000\DB\Cro	
Sql Server		
	Microsoft OLE DB Provider for SQL Server	
Server IP	(local)	
User Name		
Password		
Database Name		

Access Database:

Display database file storage path, press "....", choose other mdb data files.

🧱 Open			×	
Look in:	🕌 RosslareBio8000 👻	G 🤌 📂 🛄 -		
A	Name	Date modified	Type 🔺	
~	\mu ACMode	9/12/2018 11:37 AM	File fol	
Recent Places	퉬 Backup	9/12/2018 11:37 AM	File fol	
	DB DB	9/12/2018 11:47 AM	File fol	
2	DBMove	9/12/2018 11:37 AM	File fol	
Desktop	퉬 Help	9/12/2018 11:37 AM	File fol =	
<u> </u>	퉬 Images	9/12/2018 11:37 AM	File fol File fol	
	퉬 Languages	9/12/2018 11:37 AM		
Libraries	퉬 Log	9/12/2018 11:37 AM	File fol	
	퉬 Reports	9/12/2018 11:37 AM	File fol	
	\mu sql	9/12/2018 11:37 AM	File fol	
Computer	퉬 Terms	9/12/2018 11:37 AM	File fol	
(鷆 Text	9/12/2018 11:47 AM	File fol	
	TrainDir	9/12/2018 11:39 AM	File fol 🔻	
Network	•		•	
	File name:		Open	
	Files of type: Access file (*.mdb)	•	Cancel	

SQL Server Database:

(Installed MS-SQL Server software is a plus before SQL Server operation)

Server IP: Please enter the Server IP address of MS-SQL Server database.

User name: Setting when MS-SQL Server database installation.

Password: Setting when MS-SQL Server database installation.

Database name: Default as "Att2012"

Press "Apply". Rosslare Biometric management software will generate related database in MS-SQL Server database.



3.3.2 Basic Parameter

Basic Parameter include 4 parts, "Employee field content editing", "Custom field setting", "Communication parameters" and "Downloading record".

Custom field setting	Communication parameter	-
-	Com Port Communication delay time Seconds	3 🔻
Field List	Network Communication delay time Seconds	10 🔻
	RS485 Communication delay time Milliseconds	300 -
New Field	IP Port	5010
	FacePass Port	33302
	Enable Timezone	Apply
Add Field		
	Downloading record	
	Downloading Time — ⁱ — — ⁱ — — ⁱ —	
	Exported to text files after downloading	
Del Field	Export Path	
	Export Field and Format	
Clear Fields	User ID Length 0	
	Time Format yyyy-mm-dd h	h:mm:ss 🔻
	✓ Status Length	
Minimized to the system tray when close the software	Terminal No. Length 0	
Automatically backup the database when exiting the program.	Space symbol 🖉 💌	Apply

Employee Field content editing:

Add in "Position", "Education", "Specially", "nationality" and "political status"

Field Value: Entering the content.

Example, when you selected "political status" and entered in "League member", press "Add Field Value".

Then "League member" will be shown in "political status" field.

Employe	e field content editing			
Field		-	Field Value	
				Add Field Value
				Del Field Value
				Clear Field Value

Del Field Value: Select the field in the list, and press "Del Field Value". Then the selected field will be deleted.

Clear Field Value: Click "Clear Field Value", all fields in the list will be cleared.



Custom field setting:

Field List	New Field
Birthday	Add Field
	Del Field
	Clear Fields

Convenient admin to add in fields with more employee information. The field can be affected in "Employee Management" – "Add employee".

New Field: Add in new field name.

Press "Add field" to add the field into the page "Employment Management"- "Add Employee"

For example, entering the field "Marital status" into the list. Then it will be shown in the "Employee Management"-"Add Employee".

	Add/Modify Employee Info		Х
Basic Info Custom Fields			
Field Name	Field Value		
Birthday			
Note: the red item	s are required !	<u>S</u> ave	<u>C</u> ancel

-í

Communication parameters:

Set up communication between Rosslare biometric management software and device parameters.

Communication parameters	
Com Port Communication delay time Seconds	3 •
Network Communication delay time Seconds	10 🔹
RS485 Communication delay time Milliseconds	300 🔻
IP Port	5010
	Apply

Serial communication timeout: When using a serial connection and communication hardware, software and hardware to allow communication delay, when the software and hardware devices are not creating a connection, the communication system within the allowed time delay will prompt communications failure, or the device is not connected. Timeout range that can be set: 1-5 seconds, Default: 3 seconds

Network Communication delay time:

Setting software/hardware delay time when communicate with devices by network. Once connection failed in setting delay time, system will notice the failure or not of connection. Setting range: 1-10 sec, default, 10 sec.

RS485 Communication delay time:

Setting software/hardware delay time when communicate with devices by RS485. Once connection failed in setting delay time, system will notice the failure or not of connection. Setting range: 200-500 millisecond, default, 300 millisecond.

IP Port:

The port IP for software/hardware data transmission when communicate with network and hard device.

(Remark: The port IP must be uniformed on software and hardware network communication port.

Or the communication will be failed. To setting the port IP, please refer to the instruction for the hardware setting.)

Press "Apply". The setting will be kept and applied.



Timing Downloading Record:

Rosslare biometric management software supports five times Point Timing download attendance records, and can be exported to a text file. Facilitate customer attendance record will be imported into ERP and other third-party software.

_Downlo	ading record								
Dow	nloading Time	11:30		_	15:31	12:3	3	_:	
E	xported to tex	t files after	download	ding					
	Export Path								
	-Export Field	and Forma	at						
	🗸 Employ	ee ID	L	.ength	0	•			
	🗸 Time		F	ormat	<u> </u>	dd hh:mm	:88	•	
	📝 Status		L	.ength	0	•			
	🔲 Termina	al No.	L	.ength	0	•			
			Space s	ymbol		•			Apply

Downloading record:

5 downloading time supported. Auto-download attendance record.

Remark: Rosslare biometric management software cannot be closed when downloading working.

Once downloaded automatically exported to a text file: for the convenience of customers attendance records into the ERP and other third-party software, select "After the download is completed automatically exported to a text file," the timing of the text and attendance software, save to the designated storage path, and you can select the software provided under content, customers can compile the required attendance record text file based data format required third-party software.

Press "Apply". The setting will be kept and applied.

Automatically backup the database when exiting the program.

Automatically backup the database when exiting the program.

Effected this function, when exiting the program, the database will be backup into the folder "Backup" under installation directory.



3.3.3 Attendance Parameter

Attendance Parameter includes two parts of "Stat. Rule" and "Stat. Items"

Stat. Rule				Stat. Items		
A workday count as	10 720 60	90 90 M	linute linute linute	Stat. Items: Normal Late Early Business Leave Leave Absence Stay away Overtime Free Overtime	Stat. Rule Unit Set Unit: Minimum Round-off control	Day 0.5
Weekend Shift covers two days Overtime Calculation Normal I.00 Weekend 2.00 Festival 3.00					Indicating Symbol:	/

Stat. Rule:

Setup the role of attendance statistics

A work day count as: This value will be used as a constant value of late / early to leave / free overtime / statistical project which calculate work hours of constant value. The Parameter range: 60-1200 min (default 480 min)

The shortest working time: In the statistical report, the minimum effective time intervals for constantly punch card records, lower than this time interval will be ignored for participating statistics.

Parameter range:1-480 min(default 10 min)

The longest working time: In the statistical report, the maximum effective time intervals for constantly punch card records, longer than this time interval will be ignored for participating statistics.

Parameter range:60-1440 min(default 720 min)

Not clock in count as late: Forget work attendance, attendance recognized by the system for the day how many minutes late, as the punishment for forget to go to work

Parameter Range.:1-480 min(default 60 min)

Not clock out as early: No attendance record for being late to work: forget work attendance, identified by the system for the day and leave early attendance how many minutes, as a sign of punishment for forget work

Parameter range:1-480 min (default 60 min)



On duty X minutes earlier clock-in count as overtime: A statistics way for overtime, will be recorded as record in this time range before the normal clock-in time

Parameter Range: 0-480 min (default 30 min)

Deduct the on duty X minutes earlier: Deduct the above recorded time as the over work time.

Off duty X minutes later clock-out count as overtime: A statistics way for overtime, will be recorded

as record in this time range before the normal clock-out time

Parameter range: 0-480 min (default 30 min)

Deduct the off duty X minutes later: Deduct the above recorded time as the over work time.

Weekend: setup the fixed weekend, default is Saturday and Sunday.

Shift over two days: When the time over 00:00 AM, choose this record for the 1st day or 2nd day.

Overtime calculation: Setup the overtime rate for normal, weekend and festival

Hit "Apply" and all the setup would be updated into the system.

Stat. Items:

In this item we can setup normal, late, early, business leave, leave, absence, stay away, overtime, free overtime (overtime means the staff not registered in the system), can setup by the unit of day, hour, and minute.

Definition of Round-off control part:

Round down: give up the last digit after the minimum unit, for example, if the minimum unit is 1 day, so whatever it's 1.1 day or 1.9 days, would be calculated as 1 day.

Round up: Round up one digit after the minimum unit, for example, if the minimum unit is 1 day, so whatever it's 1.1 day or 1.9 days, would be calculated as 2 day.

Round off: Give up when the last digit lower than 0.5, otherwise round up.

Round at total: when you choose it, all the data would be calculated firstly, and then would be processed based on your setup rule.

Accumulate by times: only accumulate times, also show on report.

Notice: The stat. Rule setup effect the result directly, please setup by the real condition of your company to ensure the accuracy.

Indicating symbol: use for marked the attendance record. (2 bytes, 1 Chinese character)



Hit "Apply" and all the setup would be updated into the system.

3.3.4 Dept. Setting

Setup company name, department and organization structure.

Department List:

Anviz	Add Modify Del Save Cancel
	Selected Department:
	New Department:
	Choose the device from below
	2s When deleting a dept, all staff under it will be transferred to head office

Add department:

Select a department need to add sub-dept. Hit add, and input the department name at the blank, and choose save.

Notice: if you need do any operation for the new added department, please firstly go to "Admin setup"

to add the operation rights (choose the department at "operational Dept.

Modify Department:

Choose the department, hit: "Modify", input the name in the blank and press save.

Delete department:

Choose the department, hit [DEL], Press confirm at the blow window.

	Please make sure	Х
1	Are you sure you want to delete this department?	
	Yes No	

*Notice:*1, *The department name could not be repeated.*

2, if there has staff at deleted dept., they would be added to headquarter automatically.



3.3.5 Status Setting

The fingerprint devices provided by Rosslare Global support 16 attendance status, and all the clients could customized setup the attendance status.

	All Groups Group1 Group2 Group3 Group4 Group5				
	Status value	Sj	ymbol	Status Description	
Þ		0		In	
	1			Out	
		2		2	
		3		3	Upload to the selected terminal
		4		4	
		5		5	
		6		6	
		7		7	
		8		8	
		9		9	
		10		10	
		11		11	
		12		12	
		13		13	
		14		14	
	15	15		15	

Status value: value for 16 different modes.

Symbol: this symbol is matching with hardware setup, not suggest to modify.

Status description: Customers can describe the required attendance status, write in here. This description can be synchronized to the device (different models have different character bits wide limit)

Choose the above device and hit: "upload to the selected terminal" to update the devices.

Notice: Attendance must be completed in accordance with the state of the state number order.



3.3.6 Leave Class

Setup the leave type, use different colors, like annual leave, marriage leave

Leave Class List:

Name Leave 1	Leave Class Information Name Color	Leave 1
	Stat. Rule Unit Set Unit Minimum Round-off Control Round down Round up Round up Round off Indicating Symbol Count as leave	Round at total Accumulate by times
1	Add	Del Modify

Leave class information:

Name: input name, like annual leave

Color: Choose one color

Stat. Rule: Setup the time unit

unit: Day, hour, minutes

Minimum: support minimum or 0.5 hour and 1 minutes.

Round-off control: refer to round-off control in the Attendance Parameter.

Indicating symbol: the symbol would be used to mark leave in the report.

Count as leave: Count such data into the leave field in the report

Press **[**ADD **]** to add the name and color into leave class list.

Choose item in "Leave class list", hit [Modify] to save changes;

Choose item in "Leave class list", hit [DEL] to Delete the item.



3.3.7 Work Code

Rosslare global provide fingerprint devices which supports multiple types of settings. An employee may work in a different identity attendance, for easy to calculate attendance statistics with appropriate time and payroll. Click page [Leave class], following shows

Control

Work code information:

Number: input number e.g.:9527

Name: input name . e.g. Financial, IT, etc.

Stat. rule:

unit: Day, hour, minutes

Minimum: support minimum or 0.5 hour and 1 minutes.

Round-off control: refer to round-off control in the Attendance Parameter.

Press **[**ADD**]** to add the name and color into work code list.

Choose item in "work code list", hit [Modify] to save changes;

Choose item in "work code list", hit [DEL] to Delete the item.



3.3.8 Holiday List

Setup holiday list and will automatically shown on report

Holiday List

Trollday List			Hall Anna Information
Name	Start Date	Days	Holiday Information Name Start Date 2015/ 5/18 💌
			Days 1
			Add Del Modify
Holiday information			
Name: input na	me		
Start date: choo	ose start date		
dates: add date	S		
Press 【ADD】 to	add the name	and color in	to holiday list.
Choose item in	"holiday list",	hit 【Mod	ify to save changes;
Choose item in	"holiday list",	hit 【 DEL 】	to Delete the item.

3.3.9 Shift Settings

The key function, and realize shift setting by three steps.

Timetable Name On Duty Time Off Duty Time	Timetable Information		
	Timetable Name		
	On Duty Time	_:	
	Off Duty Time	_:_	
	Begin Clock-In Time	_:_	
	End Clock-In Time	_:_	
	Begin Clock-Out Time	_:_	
	End Clock-Out Time	_:_	
	Late error allowance	5	Minutes
	Early error allowance	5	Minutes
	Count As Workday	1	
	Count As WorkTime	480	Minutes



Time table setting:

Setup working time period, means the time from start work till off work, e.g. Working time:08:00-12:00AM and 13:00-17:00PM, then we have two time table, if you need add a shift, should have these two time table, and refer to below two parts for details. Here we just know something about relationship with shift and time table.

[Time table name] category of the shift, e.g.: Day work
[on duty time] start working time, e.g.: 09:00
[Off duty time] off work time, e.g.: 17:00
[Begin Clock-In time] effect record after this time. e.g.: 07:00
[End-clock in time] ineffective record after this time e.g.: 13:00
[Begin Clock-Out time] effective work out record after this time e.g.: 16:00
[End Clock-Out time] ineffective work out record after this time e.g.: 02:00
[Late error allowance] e.g.:5; then the record before 9:05 would not be treated as late.
[Early error allowance] e.g.:5; record after 16:55 would not be treated as early
[Count As Work Day] statistics unit for the report. e.g.:1;
[Count As Work Time] e.g.:480 (Work time is auto setup by time table);

choose[Must C-In] and [Must C-Out], hit [Save] button to add the table.

Notice: each item should be setup and empty item is not permitted. On duty time and Off duty time could cross date, but could not have a different over 24 hours.

[Count As Working day] and [Count As Work Time] should be used on work leave, over work, etc. Should be setup accurately.

If you choose [must C-In] and [Must C-Out] will affect the result, If some staff has this time table in his shift, and he is not clock-in and applied for leave, then will be treated as absence, if not choose these two item, then if this staff only clock out and no clock in, will still be treated as normal.

[Free time]:match the clock zone in system, only calculate time, not mark early or late.

[OT-time]:marked whether this item used as over work.

Modify timetable:

Choose name, input new content, press [Modify] to change.



Delete timetab	le:
----------------	-----

Choose the timetable, Press [DEL] and confirm at following window to delete.,

Note: Begin Clock Time and End Clock Time makes the valid time range, the record not in the time period deemed invalid records; check-out time is set as well; please set according to your own situation.

Shift setting:

Relationship between shift and timetable: 2 steps for shift, firstly need time table, and then set shift, can choose multi-timetable, but less than 4.

TimeTable Setting S	hift Setting	Employee Scheduling	3				
Shift List:		Shift Information Shift Name Add Timetable	e Del Tim		Cycles 1 🕃 ear Timetable	Cycle	Unit
		Date	Timetable 1	Timetable 2	TimeTable 3	TimeTable 4	

Shift name: input name, e.g.: normal shift

circle: setup range:1-100, default value: 1

Circle unit: day、week、month;

Add timetable: hit add timetable: choose timetable name and date to confirm.

Go back to [Shift setting]. Hit 【Add】 to add



Add Shift Time	table	x
Choice a timetable:	table Choice the date: ✓ Sunday ✓ Monday ✓ Tuesday ✓ Wednesday ✓ Wednesday ✓ Thursday Friday Saturday	
		icel

Delete timetable: choose the timetable, hit **[**Del timetable**]** to delete. **Clear timetable: Clear all timetable in this shift.**

Modify shift:

Choose the shift, and input new name, press [Modify] to change

Delete shift:

Choose the shift, hit [DEL] and confirm to delete

As Default Class :

Choose this item and the shift will add to new staff automatically.



Employee Scheduling:

Arrange the shift to according staff, support one or multi staff, and also support to temporally staff

Employee Employee Na		Search		Select All	Select N	lone	Arrange	
Anviz	eting g employee	Employee ID	Name	Department		Shift	Employ	ee Number
Time Range								
Time Range From 2015/5.	18							
		、 Del. Temporary	Add Temporary	الع Save	X Cancel	-\$- Add	Del	× Clear

Through "Employee No." and "Employee name" could find the staff and also could find by the list of department at the left side, all the info will show at right blank of this list.

Notice: "Left staff could not be chosen.

Use mouse or **shift or ctrl** key to choose multi staff, hit 【select all】 or 【select none】 to fix the staff。

Hit 【Arrange】 to start arrange shift and go time range

Employee Scheduling X							
Not scheduled							
Normal scheduling			Intelligent scheduling				
Shift name		•	Timetable name	•			
Beginning	2012/ 1/ 1						
Ending	2016/12/31						
	Add	Delete	Add	Delete			
The current shift sched	ule:		The current timetable:				
Shift name	Beginning	Ending	Timetable On time Off	time			
			Save	Close			



Not Scheduled: Suit the company with random attendance.

If choose this, there will be not late and early status, attendance time will be the first record out deduct first record in, and constantly. If choose this, just press, [save] to finish arrange.

Normal Scheduling: Suit the company with confirmed work time.

Choose" Normal Scheduling" and choose "shift list" at list, then choose "beginning" and "ending",

hit **(**add**)** and will list at "the current shift schedule" Then hit **(**save**)** to finish.

Then the staff must follow this timetable and shift, the report will also follow this record.

Intelligent scheduling :when the staff need different timetable in one time period, then use this intelligent scheduling function to make the setup simple

Intelligent scheduling							
Timetable name		•					
	Add	Delete					
The current timetable:							
Timetable	On time	Off time					
	Save	Close					

Choose timetables from "timetable name", hit **(**add **)**, the timetable will show at "**The current timetable**" then to realize the current record.

Temporary: when a staff need to add a temporary, then hit "add temporary"

	Please make sure					
1	Are you sure to make temporary shift schedule to the selected Employees from 2015-05-18 to 2015-05-18?					
	Yes No					



到 2013-01-	-24 🔲 🛩 -24 🗍 🛩	日 撤消临时排班	」) 临时排班	·····································	¥ 取消	中 増加	一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一一	▲ 清除	
日期	上班时段一	上班时段二	上班时段三	上班时期	受四 🗌				
31-24 星期四	Day								

Hit 【yes】,then hit 【Add】 to open [Add a temporary timetable

			Add a tempo	rary tim	etable	х		
Ş	Select the timetable to a	add			Select the dates			
	Timetable name	On time	Off time		☑ 05-19 Tuesday			
	OK Cancel							

Choose "Select timetable to add", and confirm "**select the dates**" Press **[**OK**]** and press **[**Save**]** to finish.

Press 【Cancel】 to delete.

Press 【Clear】 to clear all timetable chosen.

Del Temporary: Delete Temporary list.



3.3.10 Access Setting

Group management for door open timetable support access control function support devices (VF30,





Rosslare Bio8000 software support 32 access control timetable and 16 access control group, one group support 4 timetables, the target is to setup access timetable to staff, and connect all timetable to a access rule, and give rights to the according staff.

Steps to setup:

1、 Setup time zone list:

In the list, show first timetable:1-Day,



门禁时段信息

禁时段信息			
Time Zone Name:	Day		
Monday begin/end time	07:00	19:00	
Tuesday begin/end time	07:00	19:00	
Wednesday begin/end time	07:00	19:00	
Thursday begin/end time	07:00	19:00	
Friday begin/end time	07:00	19:00	
Saturday begin/end time	07:00	19:00	
Sunday begin/end time	00:00	00:00	Apply




The time list show Monday to Friday, 7:00—19:00, in this period, the staff could accessed. You can change and set the according 32 time zone and Apply to the system.

2、Setup access list:

In the list has "0-NC group" and "1-NO group" could not be modified.

0-NC group: all the staff in this group could not be accessed anytime.

1-NO group: all the staff in this group could be accessed anytime.

Group List:		
0-NC Group 1-NO Group 2- 3	门禁组信息 Group Name Normal	
4 5 6 7	Time Zone 1 🛛 🔽 👻	
8 9 10	Time Zone 2	
11 12 13 14	Time Zone 3	
14 15 16	Time Zone 4	

The Administrator could define the other groups

"Group information" :

Group name: input name

Time zone: Choose according number

Press [Apply] to realize the update.

3、 Employee list

	组成员列表				Employee List
Name Dash		Dept.	Group I 🛆	Name	Employee ID 🛆
Name Dept.	Employee ID 🛆 Name				
					E Group ID : 1
		Anviz	1	Jacob	0000
				Jiang	

Update Access Setting to Device

Choose the staff at employee list, hit "-->" to move to right part or press "-->>" move all staff to "employee in group" And also realize staff by "<--" or "<<--", Hit **[Update access setting to device]** upload the group to the device.





3.3.11 User Setting

Allocate rights for administrator and users

Function module for system authorized management

User Group List:	User Rights:					
Admin User	System Parameters					•
000	Database Settings	🔽 Base Parameters	V Attendance Parameters	📝 Dept. Settings	🔽 Status Settings	
	🔽 Leave Class	📝 Work Code	📝 Holiday List	📝 Access Settings	🔽 User Settings	=
	📝 Shift Management					
	🔽 Timetable Setting	📝 Shift Setting	📝 Employee Scheduling			
	🛛 🖾 Employee Management					
		Modify	🔽 Del	🔽 Transfer Dept	🔽 Set Privilege	
	Copy Privilege	🔽 Search	📝 Leave Management			
	Employee Communicatio			—		
	Download Employee	📝 Download Template	📝 Upload Employee	📝 Upload Template	📝 Delete from Unit	
	Record Management	Tuport				-
Add Del				Select Al	I Invert Apply	
User List:	Department List:		Unit List:			
Admin						
	□·■ 制造中心 □·■ 制程部					
	▲ 维修部		29[2l Showro		32[3F(Archives)]	
					-	
	SMT					-
Add Del	Changed the default passwor	d(888888) Select All	Invert	Select Al	I Invert Apply	

Two parts in User management:

User group list: could device multi groups, realize multi-level management.

User Group List:	User Rights:					
Admin User	🛙 System Parameters					^
	📝 Database Settings	📝 Base Parameters	📝 Attendance Parameters	📝 Dept. Settings	📝 Status Settings	
	🔽 Leave Class	Vork Code	🔽 Holiday List	🔽 Access Settings	🔽 User Settings	Ξ
	📝 Shift Management					
	📝 Timetable Setting	📝 Shift Setting	📝 Employee Scheduling			
	📝 Employee Management					
	🔽 Add	🔽 Modify	🔽 Del	📝 Transfer Dept	📝 Set Privilege	
	🔽 Copy Privilege	🔽 Search	📝 Leave Management			
	🛛 Employee Communication	n				
	📝 Download Employee	📝 Download Template	📝 Upload Employee	🔽 Upload Template	📝 Delete from Unit	
	📝 Record Management					
	Cosrob	Euport				
Add Del				Select All	Invert Apply	

There are two default group in user management, "Admin" group and "User" group, Admin has the operation right for the system. And user could be setup by request. Suggest to have one administrator to operate all rights.

Press Add to input new group (First input name, and hit add), and choose User rights at right side. Press Apply to add according group. This is easily for clients to realize multi-level management.

User list: we have three list here: "user list", "department list" and "unit list", this means the rights of administrator could diversified into department management and unit management (can only operate the staff in this terminal unit).



User List:	Department List:		Unit List:			
Admin	□ □ □ 采购部 □ □ ■ 仓储部 □ □ ■ 制造中心	•				
	■ 制程部 ■ 维修部 ■ 计划部		29[2F(Showroom)]	31[3F Manager]	32[3F(Archives)]	
	」	•				▼
Add Del	Changed the default password(888888)	Select All Invert		Select All	Invert Apply	

After create User group, choose (admin, user,) in the group list, and add at "user list" to create an account, and choose in "department list" to choose department and finally choose terminal in "unit list"

New account default password:888888 ;

If a password is forgotten, then could let an administrator to hit [changed the default password (888888)] to reset the password to:8888888.

Press 【Apply】 to realize the updated of the system.

3.3.12 Modify Password



Modify the password, input old password and two times new password, hit "apply" to setup.

Notice: If not input in the new password, then the system would be no password.

3.3.13 Lock Manager

Hit this button, the screen would be locked and need user name and password to restart.

3.3.14 Log Out

Hit this button, the screen would be locked and need user name and password to restart.

3.3.15 Exit System

Close the system safely.



3.4 Employee Management

Employee management includes employee information for the add, edit, import, export and so on the operation.

		С	rossChex Standard						X
Settings Employee Mar	nagement Unit Manag	jement Record Manage	ment Attendance Ma	anagement	Data Manag	gement Help			
Employee No. Name Unit No. Employee Search	Search Employee		Export Employee Import Employee Transfer Dept oyee Managment	Set Privile	ae	👺 Upload Emplo	Centro Ce		
⊡-All Groups Group1 Group2 Group3 Group4 Group5	I I I F Manager	[7] [33(3F (Finance Office)]						
∋- <mark>III</mark> Anviz	Employee No	. Employee ID 🛆 🛛 Ca	ard No. Name	Sex	Position	Birthday	Employment Da	Phone	
President_Office	▶ 1	1 1194	3714						
Management_Center	2	2 1							
Finance_Dept	3	3							
Administration Dept	4	4 4030	340						
	5	5 1194	3714						
	6	6 1491:	379						
	8	8							
	29	29							
	87	87							
	123	123							
	257	257 1144	352						
	258	258 1310	2						
	848	848							
	8000	8000 39743	84						
	8001	8001 1207	192						
	8002	8002							
	8028	8028							
	8101	8101							
	8104	8104							
	8109	8109							
	8113	8113							
	8121	8121							
Login User (ADMIN)	Software Versio	n [1.0.0 beta]	ANVIZ Glob	al, Inc			2015-05-19星期二	14:44:58	

In the upper left corner of the employee management menu, you can search employee by clicking 【search employee】 button through entering employee number and employee name. And you can click the other menus to modify, delete, upload, download and other operations for the employee you selected.



3.4.1 Add Employee

		Add/Modify E	mployee Info		Х
Basic Info	Custom Fi	elds			
Er	mployee ID				
Em	ployee No.				
	Name				
	Card No.				
	Password				
	Sex	•			
	Dept.	Anviz 💌			
Gro	up number	1 •			
	User type	Normal User 👻			
Id	entification	Sept 💌			
					×
	ID No.		Birthday	1980/ 1/ 1	
	Language	•	Employ Date	2015/ 5/19	
	Position	-	Marital Status		•
	Education	•	Speciality		•
	Phone		Mobile		
Na	ative Place				
	Address				
	ttendance s	tatistics related		Rest On Holiday	
D	efault work	schedule of the new employee		-	ng
No	ote: the i	red items are required !		Save	<u>C</u> ancel

Click menu 【Add employee】,pops up "add / modify employee info" form:

- 1. You can enter Employee information According to the field of this information form, the red field is a required field
- 2 Employee ID support 8 digit number, Employee No. support 20 digit number.
- 3. The employee ID and the employee No is the unique identification of an employee, they, cannot repeat and the first number cannot be 0!
- 4. Application of the employee ID and the employee No is mainly convenient the data format which client exported to be flexible meet the third-party software import.
- 5. Group number: refers to the access control group. We can set the employees which access group they belong to.
- 6、 User type: you can choose normal user or administrator.
- 7. Identification: Rosslare intelligent attendance device supports multiple identification verification. Employees can choose which identification verification to use in hardware
- 8. Software support employee to add photo from the local computer, or directly through the camera to take photos.
- 9. Select the photos on the local computer. Click [] button to open the [Edit picture] window:

		E dit F	Picture	Х
View	P <u>R</u> estore	Close	Zoom in/out	



Click the button [view], "pops up open dialog box to Select employee photo, click [open] button to open, Use the mouse to select the area as a photo also can use your mouse to drag the picture to their new size:

Zoom in out:



After Set is finished, firstly click the [cut down] button and then click [save] button to save the employee photo and return to the [add / modify info] window.





2, Take photos.

Click [I] button to open[take photo] window, as the picture shows below:



Adjust the image, Click [take pic] button to take photos for employees. The photo took by you will be displayed under the window, use the mouse to select the area for cut down click [cut down]button to cut down photo. The same photo process method with the previous one.

Click **Solution** to delete employee photo.

Attendance statistics related: new employee attendance rules set up directly.

Default work schedule of the new employee: set the default work schedule of the new employee Custom fields: please refer to the basic parameters of chapter 1.3.2. In order to enrich the information .

3.4.2 Modify Employee

Modify employee is to modify employee information in the data sheet.

Select the record that need to modify from the list of employees information, click the button

[modify employee] or simply double-click the employee records can open [add / modify employee

info] window to modify employee information .

Modify is finished click [save] button to save. Specific operation may refer to add employee step.



3.4.3 Delete Employee

Delete employee is to delete employee information form the data sheet

from the list of employees you can select the record that need to delete by using [shift] or [ctrl] button. click [delete employee] button pops up confirmation dialog box:.



Click [yes] button to confirm and start to delete the selected information; click [no] button to cancel this operation.

Choose "delete employees from the selected device" to delete the employees in the database at the same time will also delete employee information that saved on the hardware equipment .

Note: when the employee information was deleted from the hardware, it will be deleted completely. Please select this for necessary action.

3.4.4 Export Employees

Export selected employee information from the list of employees, in the format of excel export the staff Information form.

Recent Places Backup 5/28/2015 12:38 PM File DB 5/28/2015 12:40 PM File Desktop Backup 5/28/2015 12:39 PM File Desktop Help 5/28/2015 12:39 PM File Libraries Languages 5/28/2015 12:39 PM File Libraries Log 5/28/2015 12:39 PM File SQL 5/28/2015 12:38 PM File SQL 5/28/2015 12:39 PM File SQL 5/28/2015 12:39 PM File Terms 5/28/2015 12:39 PM File	×
Recent Places	
Recent Places Backup 5/28/2015 12:38 PM File DB 5/28/2015 12:40 PM File Desktop Help 5/28/2015 12:39 PM File Libraries Images 5/28/2015 12:39 PM File Libraries Log 5/28/2015 12:39 PM File SQL 5/28/2015 12:38 PM File SQL 5/28/2015 12:38 PM File SQL 5/28/2015 12:39 PM File Terms 5/28/2015 12:39 PM File Text 5/28/2015 12:39 PM File Network Images 5/28/2015 12:39 PM File	e
Backup 5/28/2015 12:38 PM File DB 5/28/2015 12:40 PM File Desktop Help 5/28/2015 12:39 PM File Libraries Images 5/28/2015 12:39 PM File Log 5/28/2015 12:39 PM File SQL 5/28/2015 12:38 PM File SQL 5/28/2015 12:39 PM File Terms 5/28/2015 12:39 PM File Text 5/28/2015 12:39 PM File Images 5/28/2015 12:39 PM File Images 5/28/2015 12:38 PM File Images 5/28/2015 12:39 PM File Images 5/28/2015 12:40 PM File <td>folder</td>	folder
Desktop 5/28/2015 12:39 PM File Desktop Images 5/28/2015 12:39 PM File Libraries Languages 5/28/2015 12:39 PM File Log 5/28/2015 12:39 PM File Reports 5/28/2015 12:39 PM File SQL 5/28/2015 12:39 PM File Terms 5/28/2015 12:39 PM File Text 5/28/2015 12:39 PM File Text 5/28/2015 12:39 PM File	folder
Desktop Help 5/28/2015 12:39 PM File Images 5/28/2015 12:39 PM File Languages 5/28/2015 12:39 PM File Log 5/28/2015 12:39 PM File Reports 5/28/2015 12:38 PM File SQL 5/28/2015 12:39 PM File Terms 5/28/2015 12:39 PM File Text 5/28/2015 12:39 PM File	folder
Images 5/28/2015 12:39 PM File Libraries Languages 5/28/2015 12:39 PM File Reports 5/28/2015 12:38 PM File SQL 5/28/2015 12:39 PM File SQL 5/28/2015 12:39 PM File Terms 5/28/2015 12:39 PM File Text 5/28/2015 12:39 PM File Network Images 5/28/2015 12:39 PM	folder
Libraries Languages 5/28/2015 12:39 PM File Log 5/28/2015 12:38 PM File Reports 5/28/2015 12:38 PM File SQL 5/28/2015 12:39 PM File Terms 5/28/2015 12:39 PM File Text 5/28/2015 12:39 PM File Network III III	folder
Libraries Log S/28/2015 12:38 PM File SQL Computer Terms SQL Terms S/28/2015 12:39 PM File SQL SQL S/28/2015 12:39 PM File S/28/2015 12:39 PM File Terms S/28/2015 12:39 PM File	folder
Image: Computer Image: Computer SQL 5/28/2015 12:38 PM File Image: Computer Image: Computer SQL 5/28/2015 12:39 PM File Image: Computer Image: Computer Image: Computer SQL 5/28/2015 12:39 PM File Image: Computer Image: Computer Image: Computer SQL S/28/2015 12:39 PM File Image: Computer Image: Computer Image: Computer S/28/2015 12:39 PM File Image: Computer Image: Computer Image: Computer S/28/2015 12:39 PM File Image: Computer Image: Computer Image: Computer S/28/2015 12:40 PM File Image: Computer Image: Computer Image: Computer Image: Computer Image: Computer Image: Computer Image: Computer Image: Computer Image: Computer Image: Computer Image: Computer Image: Computer Image: Computer Image: Computer Image: Computer Image: Computer Image: Computer Image: Computer Image: Computer Image: Computer Image: Computer Image: Computer Image: Computer	folder
Image: SQL 5/28/2015 12:39 PM File Computer Image: SQL 5/28/2015 12:39 PM File Image: Text 5/28/2015 12:40 PM File Image: Network Image: Text 5/28/2015 12:40 PM File	folder
Computer Vetwork Computer Computer Computer Computer Computer Computer Computer Computer Computer Computer Computer Computer Computer Computer Computer	folder
Network	
	4
The fighter and the second sec	/e
Save as type: Excel file (*.xls)	
Save as type: Excel file (*.xls)	Jei j

Click "export employee" button the following dialog box pops up:



Select the path to export Excel file.

Export employees		
Operation is complete.	<u>S</u> top	Close
[16:18:15]Export employees [16:18:18]Operation is complete.		*
4		

After operation is finished click "close" to complete the export.

3.4.5 Import Employee

Through the prescribed format of EXCEL To import the employee information

Click "import employee" button, pops up EXCEL file path select dialog box :

😇 Save As				— ×
Save in:	🔒 CrossChex St	andard 👻	g 🌶 🖻 🛄 -	
(Ca)	Name	*	Date modified	Туре
] ACMode		5/28/2015 12:39 PM	File folder
Recent Places	鷆 Backup		5/28/2015 12:38 PM	File folder
	鷆 DB		5/28/2015 12:40 PM	File folder
	퉬 DBMove		5/28/2015 12:39 PM	File folder
Desktop	퉲 Help		5/28/2015 12:39 PM	File folder
re-	퉬 Images		5/28/2015 12:39 PM	File folder
1	퉬 Languages		5/28/2015 12:39 PM	File folder
Libraries	퉬 Log		5/28/2015 12:38 PM	File folder
	퉬 Reports		5/28/2015 12:38 PM	File folder
	鷆 SQL		5/28/2015 12:39 PM	File folder
Computer	鷆 Terms		5/28/2015 12:39 PM	File folder
	鷆 Text		5/28/2015 12:40 PM	File folder
Network	•	III		- F
Network	File name:		•	Save
	Save as type:	Excel file (*.xls)	•	Cancel

select the Excel file you need, click "open" button the following dialog box pops up:

	Please make sure	х
1	Before import the employees,you need to create a department information. Are you sure to continue?	
	Yes	





Click "yes" to confirm "no" to give up. After Import is finished click "close" to complete the import.

Import employees	
Import employees	
0%	<u>C</u> lose
[16:19:37]Import employees Cannot open the Excel file, maybe the file is being used by another program?	*
	-
	F

3.4.6 Transfer Department

When HR adjustment come, Need to replace the employee department, "transfer dept" function: can transfer employees between different departments

from the list of employees you can select the employee who need to transfer department by using shift or ctrl button. click [transfer dept] button open the [employee transfer] window as the picture shows below:

User Transfer	х
Please select the department:	
Anviz Marketing	
<u>O</u> K <u>C</u> ancel	

Select the department click [ok] button to save the information; click [cancel] button to give up this operation



3.4.7 Employee Separation

Employee separation this operation will put employee to the separating employee column not to delete information directly and the information will be Saved and backup for HR department select the employee who is going to separate from the list of employees, click [employee separation], pops up the following window:

	Please make sure	Х
1	Are you sure you want to leave job processing with selected users?	
	Yes No	

Select "delete employees from the selected device" the employee information will be deleted from the device. Also put this employee to the separating employee

The employee who is in the "separating employee", can return to the company by transfer department.

3.4.8 Set Privilege

Set privilege means to set storage privileges for employees on the device.

From the list of employees, you can select the record that need to set privilege by using [Shift] or [Ctrl] button click [set privilege] button open the [set privilege] window :



Tick what you need, click [OK] button to save the privilege.

Look at the staff list [Unit No] and you can see selected employee machine number has been updated to the selected number.

3.4.9 Copy Privilege

Copy privilege is to copy the storage privilege and administrative privileges of employees, and then copy to the other employees, they will be unified set with storage and management authority.

From the list of employees you can select the record that need to copy privilege by using [Shift] or [Ctrl] button click [copy privilege] button to open the [copy function and privilege] window:

	Copy Function and Privilege	х
Copied Employee ID		<u>A</u>
	0%	
	<u> </u>	<u>C</u> ancel

Input the number of who is going to be copied If you don't know the privilege of him, click [] button to open the [set privilege] window to view his settings:



At this moment, is not able to modify privilege.

after viewing the employee's settings Click [Cancel] button return to the [copy function and privilege] window, click [OK] button pops up the confirmation dialog box:

	Please make sure	х
1	Are you sure to copy the selected employee's privileges?	
	Yes No	

Click [yes] button to confirm and start copying the employee privilege click [cancelled] button to cancel

this operation.



48



After copy is finished pops up prompt information window



Click [OK] button to confirm the completion

3.4.10 Download Employee

Download employee refers to download the employee information and information which was saved in

the attendance machine to local computer for backup

Click [download employee] button pops up confirmation dialog box:

Backup employees		
Current terminal:33[3F (Finance Office)]		
0% <u>S</u> top	Close	
 [16:28:48]Backup employees 31[3F Manager] [16:28:49]31[3F Manager]Backup employee information completed,Records:9,Read succes [16:28:49]31[3F Manager]Backup employees to database [16:28:49]31[3F Manager]Backup employees completed! [16:28:49]32[3F (Archives)] [16:28:49]32[3F (Archives)]Backup employee information completed,Records:17,Read st [16:28:49]32[3F (Archives)]Backup employees completed! [16:28:49]33[3F (Finance Office)]Backup employees information completed,Records:22,R [16:28:50]33[3F (Finance Office)]Save employees to database 	ucces:	•
<	•	

While downloading employee firstly backup employee data then backup Fingerprint information . after

download is finished, you can see all the employee information in the list of employees. Also you can know

the registration information in the device, Such as "password" "fingerprint" etc.

Employee No.	Employee ID 🗠	Card No.	Name	Sex	Position	Birthday	Employment Da	Phone	Address	Unit	Password	FP 1	FP 2	Face	Iris
▶ 1	1	11948714								1					
2	2	1								1					
3	3									1					
4	4	4030840								1					
5	5	11948714								1					
6	6	14912379								1					
7	7	2646683792								1					
8	8														





3.4.11 Upload Employee

Upload employee: refers to through software upload the employee information that was saved in the data sheet to attendance machine

From the list of employees you can select the record that need to upload fingerprint to attendance machine by using [shift] button and [ctrl] button. click [upload employee] button pops up confirmation window

	olete.		Char	Class
	100%		Stop	Close
[16:29:32]31[3F] [16:29:32]Upload [16:29:32]32[3F [16:29:32]Upload	d employees 31[3F Manag Manager]Upload employee al employees 32[3F (Archi (Archives)]Upload emp d employees 33[3F (Finar (Finance Office)]Uploar	e completed ves)] oyee completed ice Office)]		

on the process of uploading the status bar shows uploading employee information. After the progress bar shows 100% the upload is finished, the status bar prompt upload employee is finished ".

3.4.12 Download Template

Download template refers to download the employee Fingerprint information that was saved in the attendance machine to local computer for backup. You need to select the employee who is going to download template from the list of employees, click [download template] button pops up confirmation dialog box:



After download template is finished, you can see the column of download template fill color. That means the fingerprint has been downloaded.



3.4.13 Upload template

Upload template mainly refers to upload the fingerprint information that was saved in the database to corresponding Attendance device, this function mainly used for sharing employee information between two devices. or by using fingerprint collection device U-BIO to collect fingerprint template, then upload to the device you are going to use..

select the employee who is going to upload template from the list of employees. click [upload template] button:



when upload template is finished, the employee can do fingerprint identification with the device that uploaded the fingerprint

3.4.14 Delete from Unit

Delete from unit refers to delete employee information in the attendance machine through software.

From the list of employees you can select the record that need to delete by using [Shift] or [Ctrl] button

click [delete from unit] button The following dialog box pops up:



To delete the employee information in attendance machine.



3.5 Unit Management

3.5.1 Add Unit

Click 【Add Unit】 button, as the following window:

- All Groups - Group1 - Group2 - Group3 - Group4 - Group5 - Group		2[3F (Archives)]	33[3F (Financ Office)]	e				
Device Type evice Type Fingerprint/Card/Iris Verify	Add	Search	Settin	g				
Device Info	No	Device type	Device ID	Serial number	IP	Mask	Gate	MAC
 USB(driver) 								
C LAN								
© RS485 COM1	-							
O USB(no driver)								
LAN(Client)								
Communication Parameter								
Device No.								
Device ID								
Device Name								
Device Group Group1	•							
T&A Status Real status	-							

Bio8000 software it has developed its own device discovery protocol defined between the software and the device, it can be remove the trouble from the device deployment configuration,, realize A key installation for device configuration. Through the right side of the device can be found all LAN support discovery protocol.

Search: You can re-search the contents of all LAN device discovery protocol support.

Settings: Select from the search to the device, click on the "Settings" can be configured on the IP address of the device and other information.

Add: filling device information found in the form to the left, click "Save" to save the device to the software.

Terminal ID: users increased attendance custom number

• Machine Serial number : PC management software is the unique identifier to identify the machine, so please pay special attention to the uniqueness of the set when the networking. Setting range: 1-99999999;

• Machine Name: Alias attendance from the users themselves to a different location, easy to distinguish;

• Group: used to manage the terminal machine;



• Attendance status: divide into three kinds of situations : the actual state, clock in, clock out.

Attendance is based on the actual state of the state machine on the subject terminal; Attendance status set at work or off duty attendance is not considered state of the terminal machine, attendance management program to add terminal prevail.

Communication Mode:

USB: Using a USB data cable connection;

Network: Select a network connection, the input terminal of the machine's IP address. Please be modified according to the actual situation (for network module with attendance);

Network (Client): device-side clients need to select the network mode, and set the server IP.

COM: Serial communication port

RS485:By default, COM1 port connection.

After editing is complete, click [Save] button to save the terminal information.

3.5.2 Modify Unit

Select Modify terminal (tick ' \vee ' in the corresponding ' \Box ' in), click [Modify terminal] button to open the [Terminal Management] interface:

	Termir	nal Management	х
Device Type Device Type	Fingerprint/Card/Iris Verify	▼	
Terminal Info Terminal No. Device ID Device Name Device Group T&A status	31 31 3F Manager Group3 Real status	Communication Method USB(no driver) LAN RS485 USB(driver) LAN(Client)	192.168.17.31 СОМ1 т
			<u>O</u> K <u>Cancel</u>

Modified according to the actual situation of the terminal information, and click [OK (O)] button to confirm the changes; click [Cancel] button to discard the changes.



Tip: When the terminal number or machine number and the existing terminal will be provided with the

same message box pops up:



Click [OK] button to reset the machine ID or machine number.

3.5.3 Delete Unit

Select the terminal to be deleted (tick the corresponding ' \Box ' in 'V'), click Delete Terminal] button, a confirmation dialog box:



Click [OK] button to confirm to delete the selected terminal; Click [Cancel] button to cancel the deletion.

3.5.4 Synchronize Time

Synchronization time attendance machine connection time on the computer is synchronized with that.

Click [synchronize time] button shows confirmation dialog box:

	Please make sure	Х
1	This operation will deal with the selected machine: 31[3F Manager] 32[3F (Archives)] Are you sure to continue?	
	Yes No	

Click [OK] button to confirm the time synchronization; Click [Cancel] button to cancel synchronization

time.



3.5.5 Unit Parameter

Click [Unit Parameter] button open the [Unit Device Parameter Settings] window:

Terminal parameter settings X						
Not restore the operating						
Clear the Attendance Records	Initialize Terminal Device					
Terminal Parameter						
Sleep time(0-250 minute)	10					
Volume(0-5)	3					
Date format	yy-mm-dd 🔹					
Time format	12 Hour 🔹					
Matching precision	Good 👻					
Record alarm threshold value(0-5000)	1000					
Time period between repeated clocking(0-250 minute)	0					
Workcode prompt	Disable 🔹					
Realtime monitor function	Disable 🔻					
Ring function	Disable 🔹					
Intelligently update the fingerprint template	Disable 🔹					
Wiegand mode	Wiegand26 🔹					
Fixed wiegand area code(0-254)						
Relay time(0-15 second)	5					
Display Default setting	<u>O</u> K <u>C</u> ancel					

[Sleep Time]: Attendance from unattended to go to sleep interval, 0 means not hibernate, maximum sleep time was 250 minutes;

[Volume]: Attendance voice prompt volume level, 0 represents the mute, the maximum volume of 5;

[Date Display Format]: Attendance in the date format, there are about several formats:

yy-mm-dd (year-month-day) mm/dd/yy (month -day-year) dd/mm/yy (day-month-year)

[Time Display Format]: Attendance, the time display format minute 24-hour and 12-hour two kinds;

[Alignment accuracy]: Sub-normal, good, accurate three levels, the default is good. The higher accuracy of fingerprint requirements are also higher.

[Record alarm threshold]: When the attendance record set record number is greater than the alarm threshold value, the machine will prompt the user to make the appropriate alarm processing. 0 means no alarm, you can set the maximum number of records in 5000.





[Attendance repeat interval]: The interval between the same user twice attendance, 0 indicates no interval, the maximum interval is 250 minutes. Attendance during the interval times, the system records only one record.

[Workcode prompts]: Work code function is enabled and disabled.

[Intelligent fingerprint template update]:Fingerprint comparison on the process, it can automatically replaces the previous low-quality storage of fingerprint data for the new high-quality fingerprint data acquisition, thereby maintaining the latest fingerprint data, to avoid duplication of authentication of users. The default is disabled.

[Bell function]: It is disabled by default, according to the actual needs of their own settings (This feature applies to support a bell function of the model).

[Wiegand Mode]: There are two modes: Encrypted Wiegand and Wiegand 26. Default Wiegand 26 (for supported Wiegand outputs of attendance).

[Fixed Wiegand code]: If you upload the same fingerprint ID number to two different machines than by WG signal output after the number will be different. Wiegand code set at this time if these two machines of the same words, WG signal output on the same number.

[Relay Delay]: Delay means connected with the lock to open the door after attendance. The maximum delay of 15 seconds (for support electric lock signal output attendance). After setting, click [OK (O)] button to save the settings.

3.5.6 Ring Settings

Bell used to set the time, this feature is available for support functions attendance bell.

Click [Setup] button to open the bell rang the bell time [set] window:

		Set ring time		х
Ring time list 08:00 12:00 02:00	Detailed inform Ring time I Monday I Friday	ation 00:00 Tuesday Saturday	♥ Wednesday	✓ Thursday
	<mark> </mark>	<u> </u>	<u>0</u> K	<u>C</u> ancel



Set the desired time bell rang the bell at the time of the entry box. Click [+ Increases (A)] button to add time to time list. When the time list for invalid bell time, you can delete the invalid time. Select delete bell time, click - [Delete (D)] button to bring up the dialog box to confirm the deletion:

	Please make sure	х
1	This operation will deal with the selected machine: 31[3F Manager] 32[3F (Archives)] Are you sure to continue? Yes No	

Click [OK] button to delete the selected bell time; Click [Cancel] button to cancel the deletion

3.5.7 Download New Records

New attendance record is to

read the new record in attendance after the last collection record read out, save it to your computer.

Click [Download new record] button message box pops up:



Click on [OK] button to start reading the record; click [Cancel] button to abandon the operation.

3.5.8 Download All Records

Download all attendance records is to save all the attendance records to the computer table.

Click [Download all records] button message box pops up:

	Please make sure	Х
1	This operation will deal with the selected machine: 31[3F Manager] 32[3F (Archives)] Are you sure to continue? Yes No	

Click on [OK] button to start reading the record; click [Cancel] button to abandon the operation.



3.5.9 Backup Employee

Backup employee refers to staff information and fingerprint information stored in attendance download and save to your local computer for backup.

Click [Backup Employee] button message box pops up:

	Please make sure	Х
1	This operation will deal with the selected machine: 31[3F Manager] 32[3F (Archives)] Are you sure to continue? Yes No	

Click on [OK] button to confirm and start downloading personnel data, click [Cancel] button to abandon the operation.

3.5.10 Resume Employee

Resume Employee refers to the use of all personnel software registration information and fingerprint

information uploaded to the attendance of local computer database.

Click [Resume Employee] button message box pops up:

	Please make sure	Х
1	This operation will deal with the selected machine: 31[3F Manager] 32[3F (Archives)] Are you sure to continue? Yes No	

Click [Yes] button to confirm and start the upload personnel information; Click [No] button to abandon the operation.

3.5.11 Activate Realtime

Real-time monitoring means that the function within open time on attendance records to verify information can be displayed in real time in the recording list.



3.5.12 U Disk Function

U Disk management program the main data processing U disk, databases, and between management.

Read data from the U disk, it must ensure that the read data exists in the U disk G: \ 00000001 folder. [G] represents the letter of the name of U disk in the computer is displayed; [00000001] represents attendance machine number.

Reading records from U disk: First select U disk drive letter where the refresh, click [read records from U disk], the system automatically read U disk attendance records imported into a local database Att2003.mdb of Checking out table.

Tip: Before you read attendance record from the U disk, must guarantee the existence of personnel information database.

Click [Read from U disk personnel information], the personnel data into the local database Att2003.mdb of Userinfo table, the fingerprint template into the Template file directory folder under the program: from U disk read personnel information.

Tip: If the record already exists in the local database, you are prompted to "duplicate records."

Backup personnel information to the U disk: the presence in the database of employee information and fingerprint template, backup to U disk.

3.6 Record Management

The main check on attendance records and backup.

	₹						CrossChex Star	ndard					- = x
Setting	s User	Device	Record	Attendance	Data	Help							
- Department	Anviz	-	😰 Begin	Date Fri 5/1/2015	5 -		Export Format	xcel file(*.xls) Iser ID;Date/Time;D	• evice No (Stati •	User ID Length Space Symbo			
User	<all></all>	*	🔽 End	Date Thu 5/28/2	015 🔹	Search Record		yyy-mm-dd hh:mn		Space Symbol Length		Export Record	
		Reco	rd Search		Export Record				ord				
User No.	User ID 🛛 🔶	Name		Date/Time	Status	Status	Description Device	No. Device S/N	Device Name	Department	Position	Work Code	Identificatio



3.6.1 Record Search

Records Search is the records that meet the search criteria is retrieved.

🔽 Begin Date	Fri 5/1/2015	-	
🔽 End Date	Thu 5/28/2015	-	Search Record

Drop-down button to set the record you want to check the start date and end date, you can click the input box after selecting date

					_	_	12
◀		Ma	y 21	015			۲
S	М	Т	W	Т	F	S	
26	27	28	29	30	1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
			20				
24	25	26	27	28	29	30	
31	1	2	3	4	5	б	
		Т	oda	y			

After setting the record date Click [Record Search] button, verify records that meet the criteria will appear in

the record list:

Employee No.	Employee ID	Name	Date/Time	Status	Status Description	Unit No.	Unit S/N	Unit Name	△ Department	Position	1.
8795	8795	Brain	2015/5/19 12:56:29	1	-	25	25 ;	2F;	America		

3.6.2 Export Record

Make the attendance record for backup.

Set export the contents of the record export format:

Export Format	Excel file(*.xls)	Ŧ
Export Field	Employee ID;Date/Time;Unit No.;Statu	Ŧ
Time Format	yyyy-mm-dd hh:mm:ss	Ŧ

Export Formats: There are three formats optional: text file (.txt), CSV file (.csv), Excel file (.xls).

Text file(*.txt)	
CSV file(*.csv)	
Excel file(*.xls)	

Export field: Users can choose their own needs important fields to export, or select all.



	_
Employee ID;Date/Time;Unit No.;Statu	~
🔽 Employee ID	
Name 📃	
🔽 Date/Time	
🔽 Unit No.	
🔲 Unit Name	
🔽 Status	
🔲 Status Name	
Department	
Position	
C Work Code	

Time Format: There are four kinds of time formats to choose from.

yyyy-mm-dd hh:mm:ss	•
yyyy-mm-dd hh:mm:ss yyyy-m-d hh:mm:ss yy-mm-dd hh:mm:ss	
yyyymmddhhmmss	

Staffer No. length: Length is set in the exported file in staff numbers, the default is 4.

Symbol interval: Delimiter between fields and field.

Space symbol length: Space symbol digits.

Set up an export conditions, click [Export record] button, open the "Save As" dialog. Choose to save the

file, enter the file name, as shown below:

🐺 Save As			×
Save in:	🐌 CrossChex Standard 🔹 👻	G 🤌 📂 🖽 -	
œ	Name	Date modified	Туре
	\mu ACMode	5/28/2015 12:39 PM	File folder
Recent Places	📙 Backup	5/28/2015 12:38 PM	File folder
	\mu DB	5/28/2015 12:40 PM	File folder
	DBMove	5/28/2015 12:39 PM	File folder
Desktop	\mu Help	5/28/2015 12:39 PM	File folder
F	🐌 Images	5/28/2015 12:39 PM	File folder
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	퉬 Languages	5/28/2015 12:39 PM	File folder
Libraries	퉬 Log	5/28/2015 12:38 PM	File folder
	길 Reports	5/28/2015 12:38 PM	File folder
	길 SQL	5/28/2015 12:39 PM	File folder
Computer	길 Terms	5/28/2015 12:39 PM	File folder
	Jext	5/28/2015 12:40 PM	File folder
Network	<		4
	File name:	- [Save
	Save as type: Text file (*.txt)	•	Cancel

Click [Save (S)] button to save the file, you will be prompted to save the completed information system:





3.7 Attendance Management

3.7.1 Statistical Analysis

🤓 🕅 🗢 Settings User Record Attendance Data Device 💽 Department 📕 Anviz - Egin Date Fri 5/1/2015 ĘĢ 10 **[1]** 1 - End Date Thu 5/28/2015 User <ALL> Search Report Export Current Save Results Preview * Records Result Analysis of attendance records Scheduling record analysis Analysis of away / leave Attendance statistics Department / User No. User ID Na Anviz 999999 999999 999999 Exception Description Timetable Iden Name Date/Time Status Operation Filter 2015-05-28 08:00:00 In Please make sure . Are you sure you want to continue? 6 Revision Yes No Managemen Login User [ADMIN] Software Version [1.0.0.0] ANVIZ Global, In . 1015-05-28 Thursday 13:14:24

Click [Statistical Analysis] in [Attendance Management] menu, the following window pops up:

Click [Yes] button to continue the operation; Click [No] button to discontinue the operation;

3.7.2 Search Results

On the basis of saving the result of Statistical Analysis or the above operation is invalid.

Click [Search Results] in [Attendance Management] menu, the following window pops up:



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🔿 A M 🗢		CrossChex Standar			_ = X
Settings User Device	Record Attendance	Data Help			
🕒 Department 📕 Anviz 🔹	😰 Begin Date Fri 5/1/2015	- <u>ul</u> 18 59			
User <all></all>	End Date Thu 5/28/2015		Export Current Save Records Results		
	Calculate Attendance		Records Results		
Analysis of attendance records Schedulir	ng record analysis Analysis of a	way / leave Attendance statistics			
	r ID Name	Date/Time Status Ope	ation Exception Description Timetab	le Ider	Filter
Anviz 999999	2999	Please make sure	x		
					Revision
4				Þ	Management
•				-	

Click 【Yes】 button to continue the operation; Click 【No】 button to discontinue the operation;

3.7.3 Record Management

Click [Record Management], the following window pops up:

Analysis of attendance records	Scheduling record analysis	Analysis of away / leave	Attendance statistic	s			
Department 🛆 Employe	ee No. Employee ID	Name Da	ate/Time	Status	Operation	Exception Description T	Filter
							🔽 On duty
							Off duty
							📝 Other status
							Normal
							Abnormal
							Revision
							Change status
							Delete selected
							Cancel operation selected
							Save exception
							Management
							Columns
							Show all columns
							Export data
							Preview the report
•						Þ	

Select the appropriate conditions are shown on the right.

3.7.3 Scheduling Record Analysis

Click [Scheduling Record Analysis], the following window pops up:





Select the appropriate conditions are shown on the right.

3.7.4 Analysis of Away/Leave

Click [Analysis of Away/Leave], the following window pops up:

Analysis of attendance records Scheduling record analysis Analysis of away / leave Attendance statistics		
Department / Employee No. Employee ID Name Begin Time End Time Exception Description	i 👘 Total Worl	Management
		Columns
		Show all columns
		Export data
		Preview the report
•	•	

Select the appropriate conditions are shown on the right.



3.7.5 Attendance Statistics

Click [Attendance Statistics] menu, the following window pops up:

alysis of attendance recor	ds Scheduling record analysis	Analysis of away / leave	Attendance statistics		
					Management
					Columns
					Show all columns
					Export data
					Preview the report

Select the appropriate conditions are shown on the right.

3.7.6 Report Preview

Click [Report Preview] menu, the following window pops up:



Select the report you need accordingly.





3.8 Data Management

3.8.1 Away On Business/Leave

Click [Away On Business/Leave] in [Data Management] menu, the following window pops up:

	ŝ 🛛 :						C	rossChex St	andard							□ X
	Settings	Emplo	iyee Manager	ient L	Jnit Managem	ient Rec	ord Manager	nent Atten	idance Manag	ement	Data Mana	agement	Help			
Awa	ay On ss/Leave Attendan	Append Record ce Exceptio	Group Late/Early	Export Record	Import Record	Export Employee	Import Employee	Backup Database Data Man	Restore Database agement	Cle Obsole		peration Log	Change Log Records			
Em	artment An nployee 84 e Class Aw	58 Chris	ness	• •		e ime 2015/ 5 ime 2015/ 5		8:00:00								
в	Reason								Δ	dd	Del		Modify	Search	Report	
De	epartment	Emplo	yee ID	Name	B	eginning Time		Ending Time	Lea	ve Class			Reaso	n		
R De																

Select Department, Employee, Leave Class, Reason and Time accordingly to complete setting.

3.8.2 Append Record

Click [Append Record] in [Data Management] menu, the following window pops up:

Department	Anviz		-	
Employee	1		-	
Status	In		•	
Work Code	0		-	
Clock Time	2015/ 5/19	8:00:00	×	Add



3.8.3 Group Late/Early

Click [Group Late/Early] in [Data Management] menu, the following window pops up:

Deal with	Employee List	
Coming Late <a>Coming Late <a>Coming Early	Employee II 🛆 🛛 Na	ame 🔺
	▶ 1	
gnore clock in record	2	
From 2015/ 5/19 🔲 🔻 8:00:00 🚔	3	
	4	
To 2015/ 5/19 🔲 👻 10:00:00 🚔	5	
	6	
Modified clock in time	7	
	8	
2015/ 5/19 🛛 🖉 7:50:00 🚔	29	
	87	
Search Employee	123	
Oppartment Anviz	257	
	258	•
Shift ▼	All	
0%		

Select the appropriate condition, and click [OK].

3.8.4 Export Record

Click [Export Record] in [Data Management] menu, the following window pops up:

Condition	
Records have not been exported	
0%	Export

Choose export conditions, click export, select the path, the following window pops up, click "Save :



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Away On Append Group Export Import Export Import Backup Restore Clear Operation Change Log	Setting		evice Record	Attendance	Data	Help	CrossChex :	Standard	
• Re	Away On usiness/Leave	Append Gr Record Late	oup	Import Expo	. 2.	Backup Database	Restore Database	Clear Obsolete Da	Change Log
Look in: CrossChex Standard Name Date modified Vype ACMode S/28/2015 12:39 PM File folder S/28/2015 12:39 PM File folder DBMove S/28/2015 12:39 PM File folder DBMove S/28/2015 12:39 PM File folder DBMove S/28/2015 12:39 PM File folder Janges S/28/2015 12:39 PM File folder Janges S/28/2015 12:39 PM File folder S/28/2015 12:39 PM File folder Janguages S/28/2015 12:39 PM File folder File rame:	í í								
Name Date modified Type ACMode 5/28/2015 12:39 PM File folder Backup 5/28/2015 12:38 PM File folder Desktop DB 5/28/2015 12:39 PM File folder Desktop Help 5/28/2015 12:39 PM File folder Libraries Images 5/28/2015 12:39 PM File folder Libraries Reports 5/28/2015 12:39 PM File folder SQL 5/28/2015 12:39 PM File folder SQL 5/28/2015 12:39 PM File folder SQL 5/28/2015 12:39 PM File folder Terms 5/28/2015 12:39 PM File folder Text 5/28/2015 12:40 PM File folder Text 5/28/2	_		🌗 CrossChex S	tandard		- G 🕫 I	≫		
Network File name: Open		Recent Places	ACMode Backup DB DBMove Help Images Languages Log Reports SQL Terms	~		5/28/2013 5/28/2013 5/28/2013 5/28/2013 5/28/2013 5/28/2013 5/28/2013 5/28/2013 5/28/2013 5/28/2013	5 12:39 PM 5 12:38 PM 5 12:40 PM 5 12:39 PM 5 12:39 PM 5 12:39 PM 5 12:39 PM 5 12:38 PM 5 12:38 PM 5 12:38 PM 5 12:39 PM	File folder File folder	
Files of type: Text file (*.txt) Cancel		Network					- -		
			Files of type:	Text file (*.txt)			•	Cancel	

3.8.5 Import Record

Click [Import Record] in [Data Management] menu, the following window pops up:

Settings User Device Record Attendance Data Help Away On Append Group Late/Early Export Import Export Import Backup Restore Databass Otesa Operation Change Log Records Attendance Exception Export Import Export Import Backup Restore Databass Otesa Operation Change Log Records Condition Condition Cost in Cost Cost Res Standard Import	Avay On we Apend Group Business/Leav/Early Attendance Exception Condition C	🔊 🏠 🛛	•						CrossChex	Standard		
Away On Append Group husiness/Leave Record Late/Early Attendance Exception Condition	Away On Append Group husiness/Leave Record Late/Early Attendance Exception Condition	Settings	User De	evice Record	Attenda	nce	Data	Help				
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			Network	•						•		
Files of type: Text file (".txt) Cancel	Files of type: Text file (".txt) Cancel			File name:	1				-	Open		
				Files of type:	Text file (*)	xt)			-	Cancel		
					(six no ()	ang						

Select the relative import attendance record file according to the prompts, click [Open] button to start

importing.



Note:' Attendance record file format 'must be original record (*.txt).

Number+ Tab key +Attendance Time (time format yyyy-MM-dd HH:mm:ss)+Tab key+ Device Number + Tab key+ Attendance Status + Tab key+ Work Code + Tab key+ Verification Mode

3.8.6 Export Employee

Click [Export Employee] in [Data Management] menu, the following window pops up:

🐺 Save As			×
Save in:	📙 CrossChex Standard 🔹 👻	G 🌶 🖻 🛄 -	
An	Name	Date modified	Туре
24	\mu ACMode	5/28/2015 12:39 PM	File folder
Recent Places	🐌 Backup	5/28/2015 12:38 PM	File folder
	🐌 DB	5/28/2015 12:40 PM	File folder
	DBMove	5/28/2015 12:39 PM	File folder
Desktop	\mu Help	5/28/2015 12:39 PM	File folder
<u></u>	퉬 Images	5/28/2015 12:39 PM	File folder
1	🍌 Languages	5/28/2015 12:39 PM	File folder
Libraries	🍌 Log	5/28/2015 12:38 PM	File folder
	la Reports	5/28/2015 12:38 PM	File folder
	📕 SQL	5/28/2015 12:39 PM	File folder
Computer	📕 Terms	5/28/2015 12:39 PM	File folder
	U Text	5/28/2015 12:40 PM	File folder
Network	•		÷.
HEIWOIK	File name:	-	Save
	Save as type: Excel file (*.xls)	-	Cancel

Select "Export EXCEL file" export path.

Export employees		
Operation is complete.		
100%	<u>S</u> top	<u>C</u> lose
[16:55:21]Export employees [16:55:23]Operation is complete.		
•		

After a successful export, click **[Close]** to complete the export.



3.8.7 Import Employee

To import employee information to the system according to EXCEL prescribed format.

The import employee information EXCEL format is in the software installation directory folder

"ACMode".

Click [Import Employee] in [Data Management] menu, the following window pops up:



Select the EXCEL file you want to import, click [Open] to popup a dialogue box:

	Please make sure	Х
1	Before import the employees,you need to create a department information. Are you sure to continue?	
	Yes No	

Click **[Yes]** to confirm, **[No]** to quite. After a successful import, click **[Close]** to complete the export.

3.8.8 Backup Database

For ensuring the safety of data and recoverability, we advise to back up the database regularly. Click [Backup Database] in [Data Management] menu, then select the relative route to back up the database, click [Save]:





3.8.9 Restore Database

Click [Restore Database] in [Data Management] menu, the following window pops up:

	Cross	Chex Standard			- = X
Settings User Device Record	Attendance Data Help				
Away On Append Group Business/Leave Record Late/Early Attendance Exception	: Import Export Import Backup Res	tore Clear Obsolete Data Clear Cleаr Clear	Log		
😨 Open			1000 M. S.		
Look in:	🐌 DB 👻	G 👂 🖻 🛄 •	Add User		Access Settings
Para 💱	Name	Date modified Type			
Recent Places	CrossChex.mdb	5/28/2015 1:13 PM MDB File	Shortcut Fu	nction	
Desktop			Ê	<u>.</u>	₽
			Business Leave	Append Record	Late Early
Computer			S		
Network	File name:	Open	Real-Time Management	Access Control	statistics analysis
	Files of type: Microsoft Office Access Database (System H	elp	_
			Ŷ	P	
		ļ	Help Documentatior	Asked Questions	Submit Question
Login User [ADMIN] Softwa	re Version [1.0.0.0]	ANVIZ Global, Inc		2015-05-28 Thurs	sday 13:17:28 🗾 🔐



Select the path to the database you want to restore, click [Open], the following window pops up:



Click **[Confirm]** to restart the software.

3.8.10 Clear Obsolete Date

Click [Clear Obsolete Date] in [Data Management] menu, the following window pops up:

	CrossChex Standard	x
Settings Employee Managem	ant Unit Management Record Management Attendance Management Data Management Help	
Away On Append Group	Export Import Export Import Backup Restore	
Business/Leave Record Late/Early Attendance Exception	Record Record Employee Employee Database Database Description Description Records Data Management	
Condition		
Select the end date	2015/ 4/18	

Select the deadline of relative Obsolete Date, click **[Clear]** to complete the operation.

3.8.11 Operation Log

Click [Operation Log] in [Data Management] menu, the following window pops up:

	₹)		Cros	ssChex Standard			
Settings	Employee Manaj	jement Unit Manageme	ent Record Management	t Attendance Manage	ement Data Management	Help	
Ê	• •		2. 2.	H Ô	- 前 🛛 🛃		
Away On Business/Leave	Append Group Record Late/Earl	Export Import Record Record	Export Import Employee Employee	Backup Restore Database Database	Clear Operation Obsolete Data Log	Change Log Records	
Attendar	nce Exception			Data Management			
Condition							
Admin	<all></all>	Time Range	2015/ 4/18 🔍 🗸 201	5/ 5/19 🔲 🔻			
ID	Admin	Date Time		Re	emark		

The log records all the Operation Logs in this management program, select [Admin] and the corresponding time period, click [Search] button, then you can see what operations and what settings the administrator has managed in this time period, which is more convenient for multiple administrators using simultaneously.



3.8.12 Change Log Records

Click [Change Log Records] in [Data Management] menu, the following window pops up:

<u>(≂ 11 ĉ (</u>			CrossChex Standard			
	oyee Management l	Jnit Management Record	Management Attendance Ma	nagement 👘 Data Mana	gement Help	
Away On Business/Leave Attendance Except	Group Late/Early	Import Record Employee E	Import mployee Database Data Management	Clear Op	beration Log	
Condition Department Employee ID	• •	From 2015/ 4, To 2015/ 5,				
Department Empl	oyee ID Name	Clocking Time	Status Modify type	Reasons	Administrator	Date

Select Department, Employee ID and Time, click [Search] button, then matching records will be displayed in the list below.

Note: Change Log Records show all the modified attendance record; if wrongly modify the record in the process of operating the system, you can select the record, and then click [Restore] button to correct the record.

Click **[Close]** button to exit this window.





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