

Software Tutorial For Fingerprint Model

Our philosophy: We sell product, but the most valuable thing is our service to you.

Date	Author	Version	Status	Description

Part 1: Basic operation of Software(How to set user, upload user name, download time records, export time records to excel file), most users just need to read this part.

Part 2: There is a simple example on how to do the time records analysis and get the Final Report, You can follow this example and will understand clearly how to use the attendance function of this software system. This is advanced part.

1. ENROLL THE STAFF FINGERPRINT

Assume there is a manufacture company, the name is “BeSeen Control CO.LTD.”, there is a sale department and it has three staffs: Tom,Jack and Jim.

1.1. Enroll the fingerprint on the machine

Ask Tom to enroll the fingerprint, the machine will generate a unique ID for Tom(from 1 to start by default), The ID is very important, it will be used as relation between the time attendance record and the software for further analysis. Tom(also including the boss) will remember that ID “1 “ stands for Tom.

Then, ask jack to enroll the fingerprint, another unique ID 2 will be allocated to Jack.

Ask Jim to register his fingerprint, the unique ID 3 will be allocated to Jim.

One by one, enroll each staff in the company and every one must remember his/her fingerprint ID.

Enter the Software:

The account is: **system**

And **there is no password.**

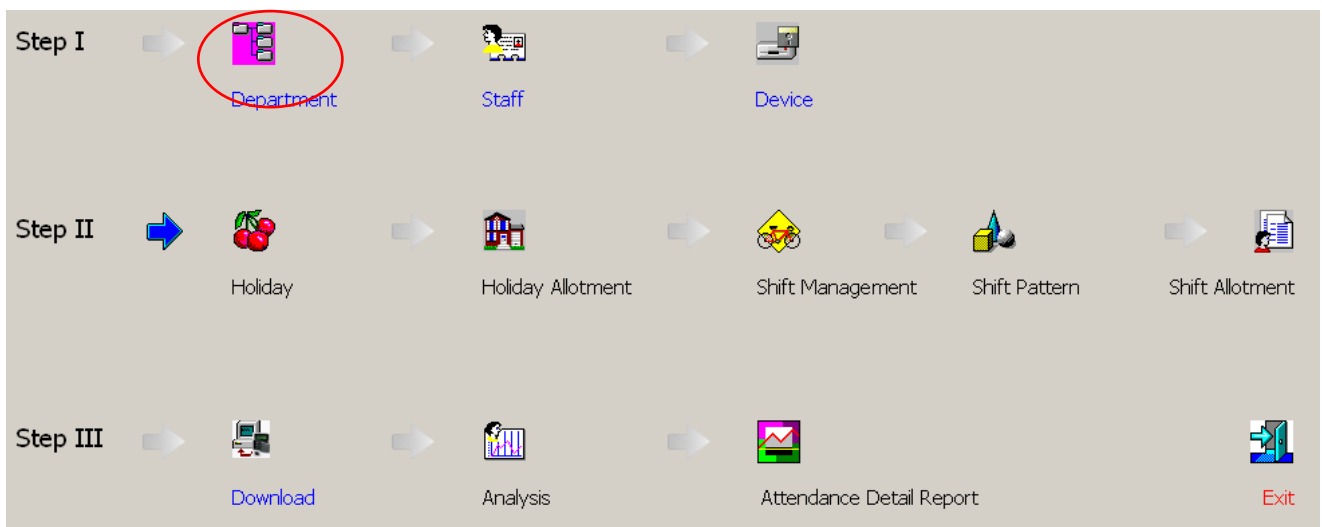
Enter the wizard interface:



1.2. Enroll the Staff info on the software

- ✓ Step1: Create Depart firstly. In the menu bar, click “Department” or in the wizard diagram, click “Department”





- ✓ Step2: Click to create a new department, a unique department ID will be assigned automatically. Input the dept name and other information, then click “Save”.

You can create multiple depts. Here to stand for your organization hierarchy.

Department Management

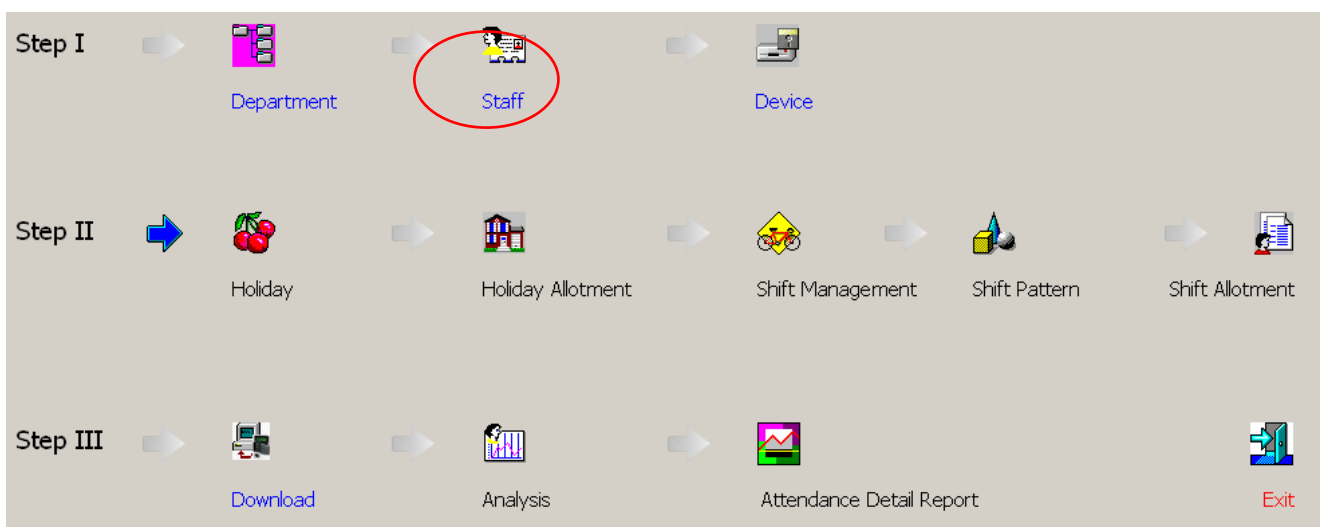
Buttons: Add, Delete, Modify, Close

Left Pane: Department, [01]Sales Dept.

Right Pane:

Dept No.	01
Dept Name	Sales Dept.
Upper Dept	[NO]
Dept Type	

- ✓ Step3: Add staff



Below fields are important:

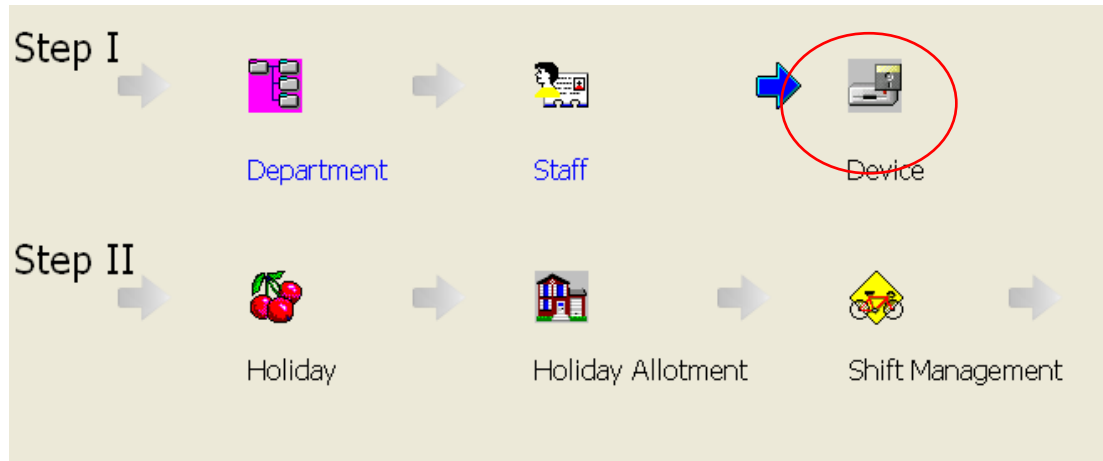
- Name: Input “Tom” for example
- Staff No. system auto generated(don't change)

- User ID, It **must match** the one registered on device.
- Dept, Please select appropriate dept for the staff.
- **Last Name**(here Last name can be uploaded to fingerprint device, Suggest put the actual full name in the field)

Base Info Other Info Remark			
First Name	Tom	Last Name	Tom *
			(used in Device)
Other Name		ID Card No.	
			e.g. D486636(7)
Staff No.	00001 *	User ID	1 *
			(Device User ID)
Dept	Sales Dept. ▼	Join Date	
			(yyyy-mm-dd)
Title	▼	Grade	▼
	(IR56B)		(related to Annual Leave)
Gender	Male ▼	Marital Status	▼
			(IR56B)
Wage Type	1-Quantity Scale ▼		
☐ Resign			

2. SETUP TCP/IP CONNECTION

✓ Step1: Click “Device”



✓ Take care of below parameters:

Device Management

Device

Device No.
 Device Name
☒ Network

Model
 Direction ☒ unknown ☐ in ☐ out

COM

COM Port
 Baud rate

Ethernet

IP Address

(IP Address or Domain Name)

Port No.

Password

Device No.	Device Name	Model	COM Port	Baud rate	IP Address	Port No.	Password	directic
1	<new>	BS13xx			192.168.1.224	5005	0	

- Model, choose “BS13xx”
- Check the box besides “Network”
- IP address, keep same with the one on device.(For how to set IP address on device, Please check the hardware manual)
- Port no: 5005(keep the default value)
- Device No. Keep 1 as default
- Don't forget the network cable to connect the device with computer.

✓ For the IP address setting on device, please refer to the hardware manual. Note:

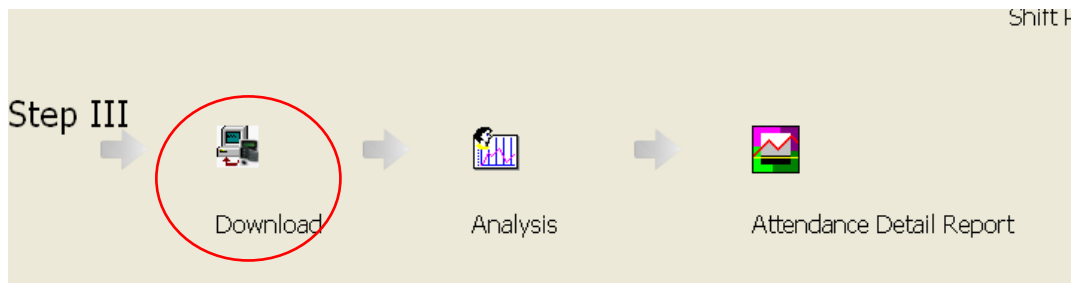
configure from your device:

- IP address: SET one IP within the same area with your computer
- subnet mask 255.255.255.0 normally, (Same with your computer)
- Default gateway: same with your computer gateway address.

✓

3. THE OPERATIONS WITH DEVICE BY SOFTWARE

Click “Download” To enter the main diagram



3.1. Download Time Records by TCPIP connection

In the left pane, Check the device you want to operate.

✓ click “download records” to download the new generated records from last time, click “Download All Record” to download all record, click “Delete Record” to clean up the records on device.

Menu Bar: Read Time | Set Time | Read Name | Set Name | U Disk/SD Card Import | Clear Admin | Set Admin | Download Argument

Left Pane: Select Device
☒ 1-finger-1 [T58] [com]
☐ 2-finger-2 [T58] [com]

Main Area Buttons: Download Record (highlighted), Download All Record (highlighted), Delete Record, Download Template, Upload Template, Delete template, Close, Clear Screen

Device (1) - Connect USB [115200]
 Device (1) - Connect USB
 success

Device (1) - Lock
 success

Device (1) - Download Data
 no data

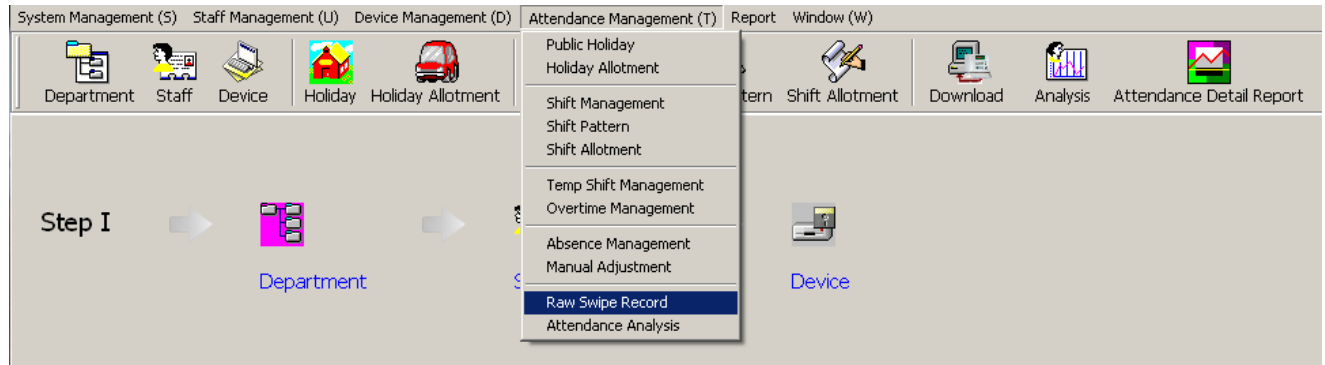
Device (1) - Lock
 success

Device (1) - Download Data

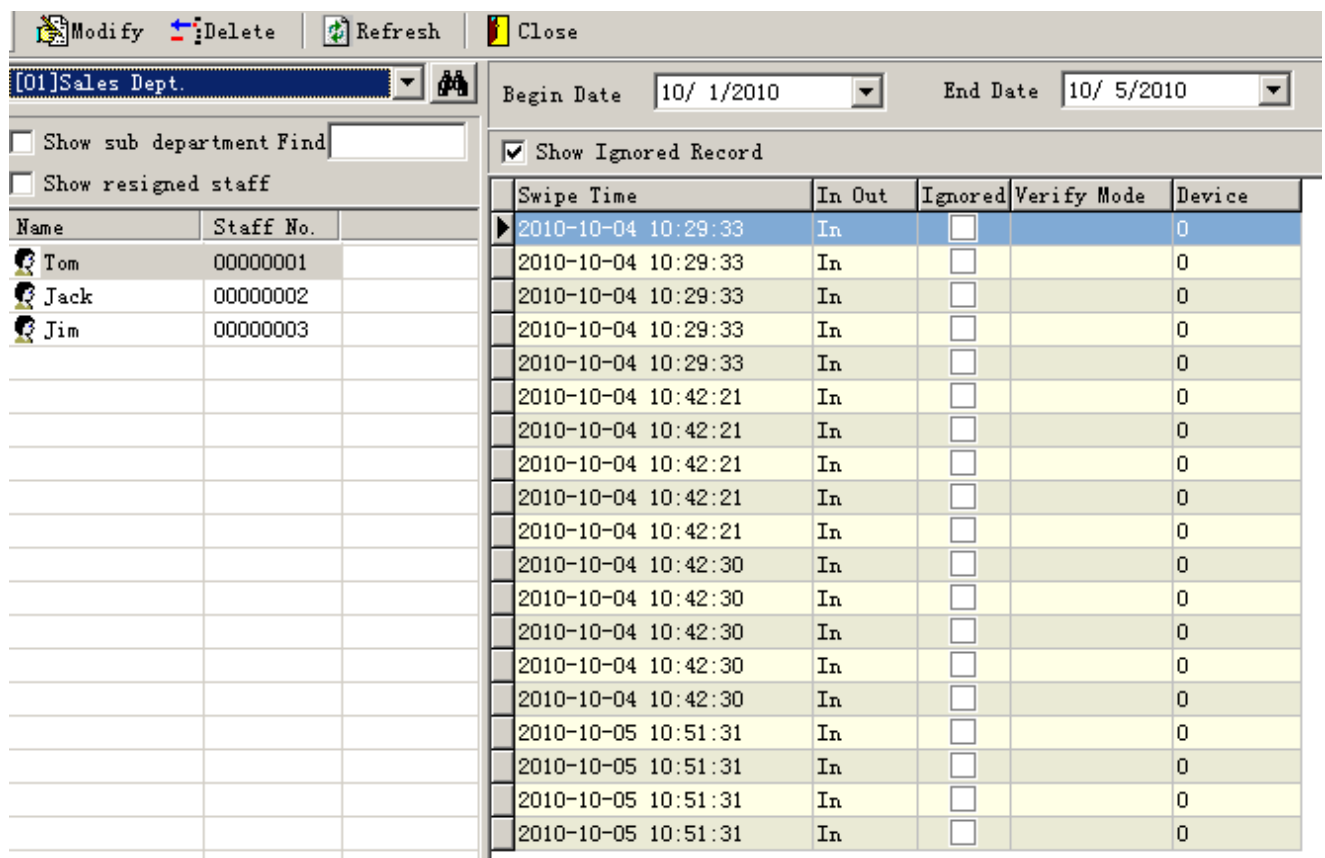
id : 1	2010-10-04 10:29:33	[in]	Name(Tom)
id : 2	2010-10-04 10:29:37	[in]	Name(Jack)
id : 3	2010-10-04 10:29:39	[in]	Name(Jim)
id : 1	2010-10-04 10:42:21	[in]	Name(Tom)
id : 2	2010-10-04 10:42:23	[in]	Name(Jack)
id : 3	2010-10-04 10:42:25	[in]	Name(Jim)
id : 1	2010-10-04 10:42:30	[in]	Name(Tom)
id : 1	2010-10-05 10:51:31	[in]	Name(Tom)
id : 2	2010-10-05 10:51:33	[in]	Name(Jack)

✓ Check the raw record method 1

- Click menu “Raw Swipe Record” from menu “Attendance Management”

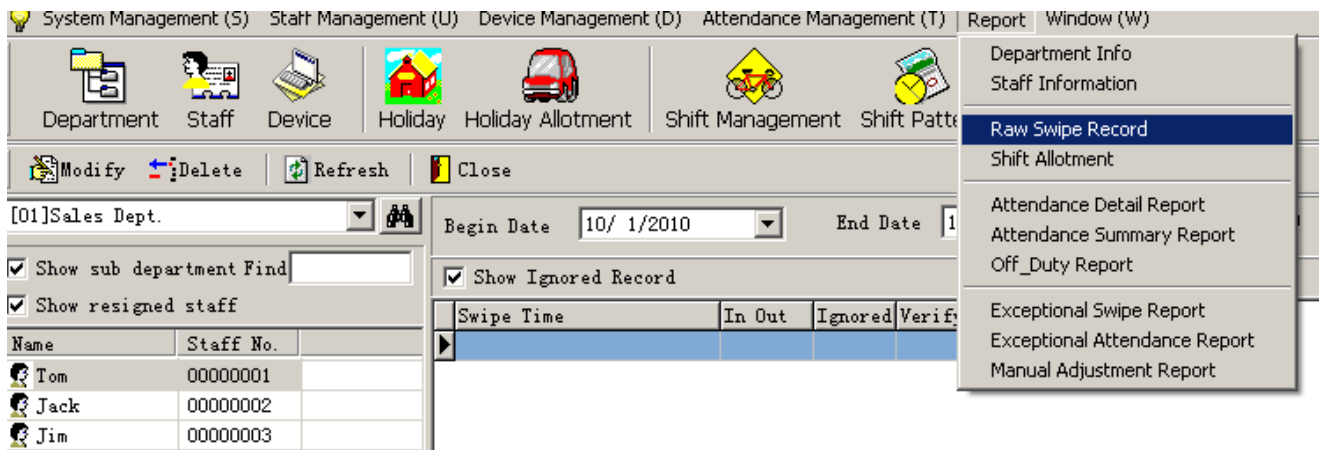


- Select the department on the left and begin Data/End Date, the original records for each staff will display, you can also modify the record here.

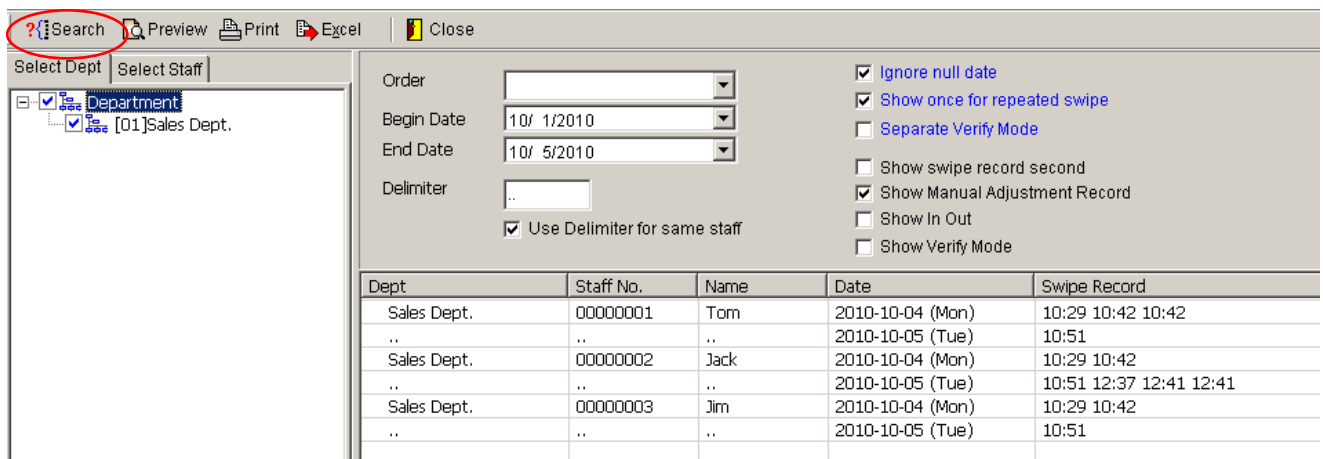


3.2. Check the raw record reports and export to excel file

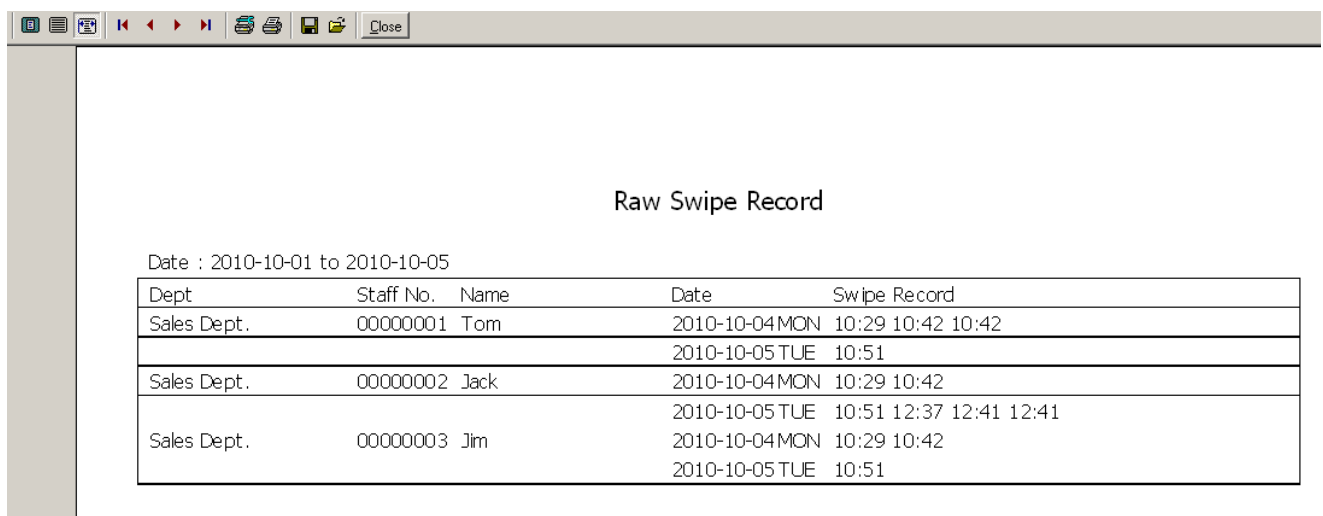
- Click menu “Raw Swipe Record” from menu “Report”



- Select dept from left side, then click “Search”, the related records will display.



- Click “Preview”, will display below view diagram.



- Click “Excel”, will dump to data to an excel file

Dept	Staff No.	Name	Date	Swipe Record
Sales Dept.	00000001	Tom	2010-10-04 (Mon)	10:29 10:42 10:42
..	..	..	2010-10-05 (Tue)	10:51
Sales Dept.	00000002	Jack	2010-10-04 (Mon)	10:29 10:42
..	..	..	2010-10-05 (Tue)	10:51 12:37 12:41 12:41
Sales Dept.	00000003	Jim	2010-10-04 (Mon)	10:29 10:42
..	..	..	2010-10-05 (Tue)	10:51

3.3. Upload User Name

Click “Set Name”, will upload user name you set to device

3.4. Read/Set Time

Click “Read Time”, will read the device time to computer, Click “Set time” will sync the device time with the same as your computer time.

4. GET THE WORKING TIME REPORT(**ADVANCE PART**)

There are two levels to get the time detail report.

Level 1:

Many customers (especially small company) just want to get an excel file which have all the raw time records (Employee name+time stamp), then they can check and calculate their expected result based on the excel file.

This process is simple, no need to understand the time rule setting of the software. You can refer to Chapter 3.2 to complete this.

Level 2:

This is the process to set time checking rule in the software according to your company attendance policy. Including:

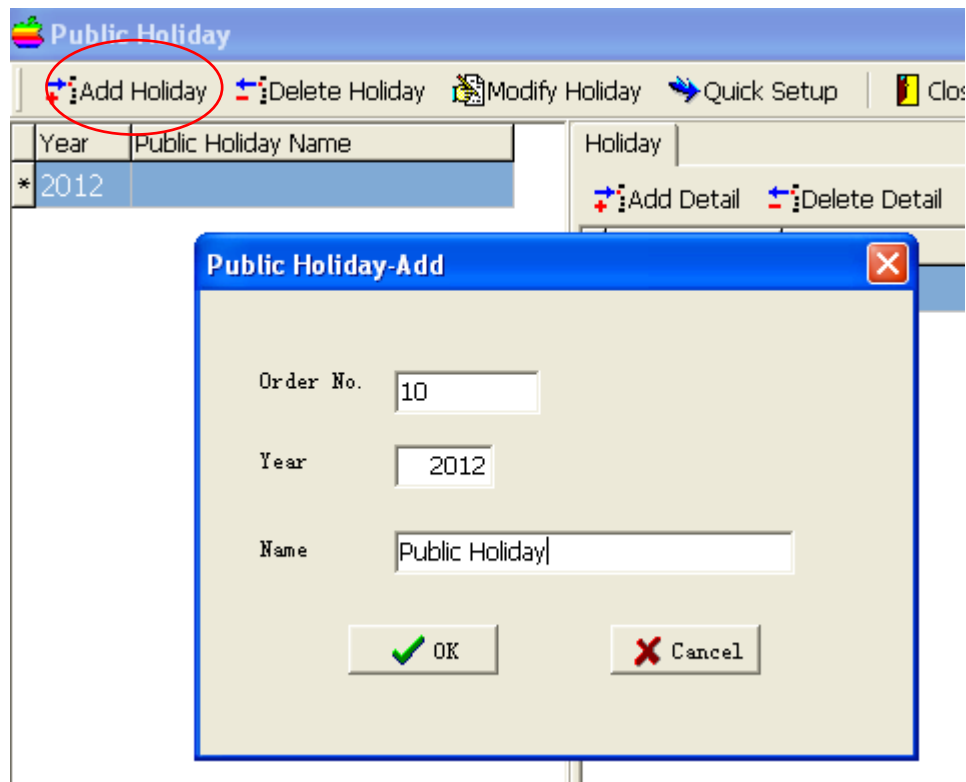
- Holiday setting
- Holiday allocated to employee.(possibly different employee has different holiday)
- Work time shift setting (**shift** means the on/off duty time each day. For example, the staff should go to work on 8:00AM and go off at 6:00PM, the 9:00AM and 6:00PM should be set as a shift, only with the shift, the software can know how to do the analysis)
- Shift pattern(that means how a work time shift repeat, weekly or monthly .etc.)
- Shift pattern assigned to employee
- Then based on the raw time records, software do the analysis and generate final time report.

4.1. Holiday setting and Allotment

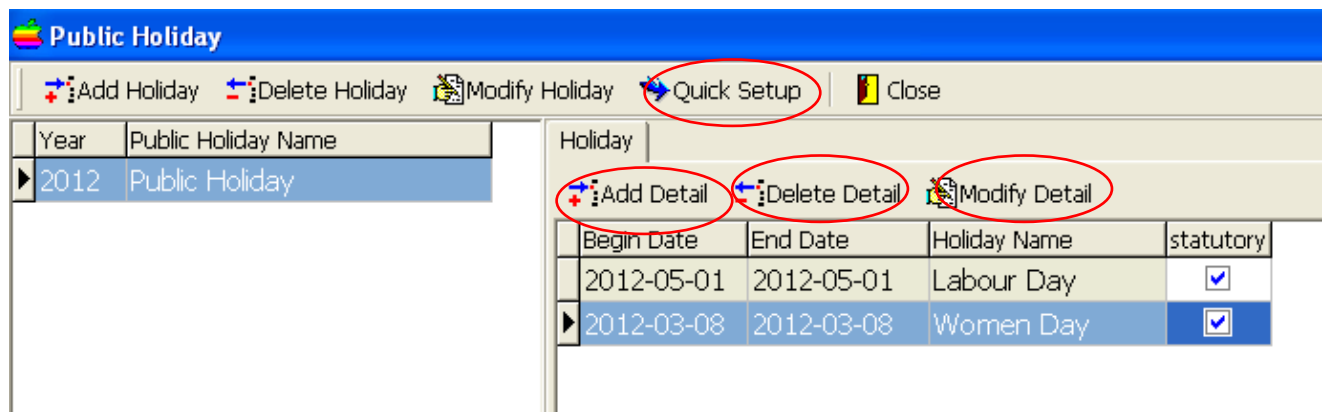
Click “Holiday”, you can create all holiday.



For example, you can create a holiday name “Public Holiday” for whole 2012 year

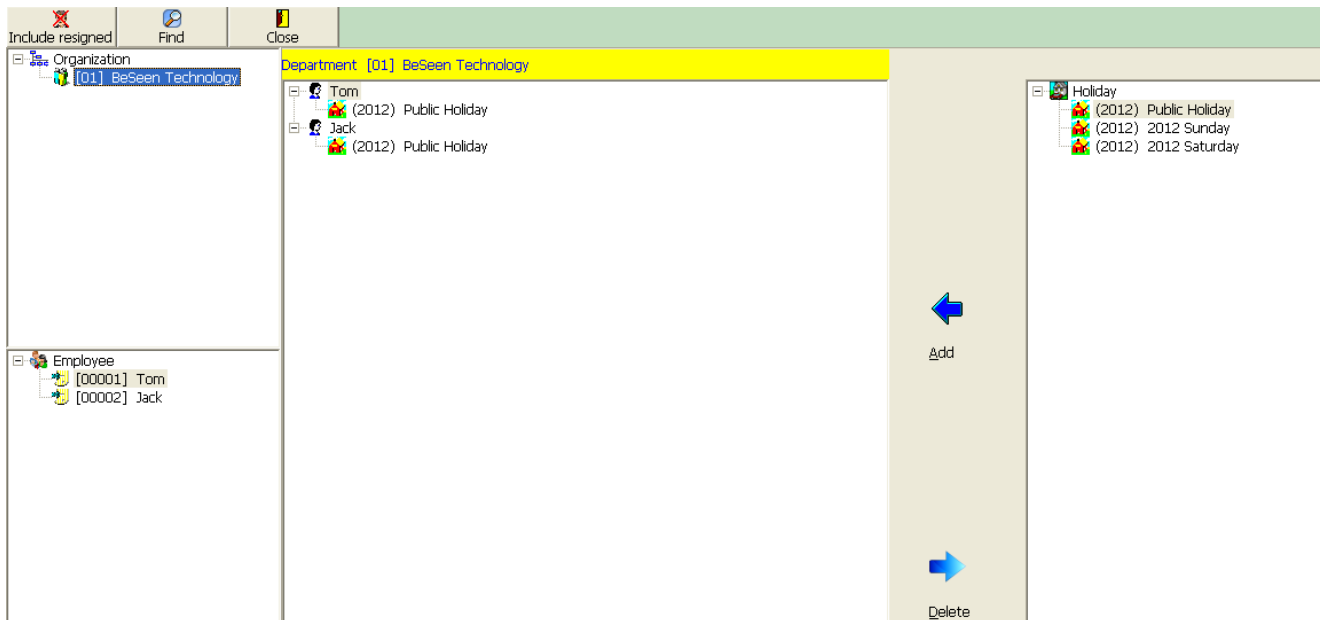


Then, you can add multiple specific holiday details under the “Public holiday”



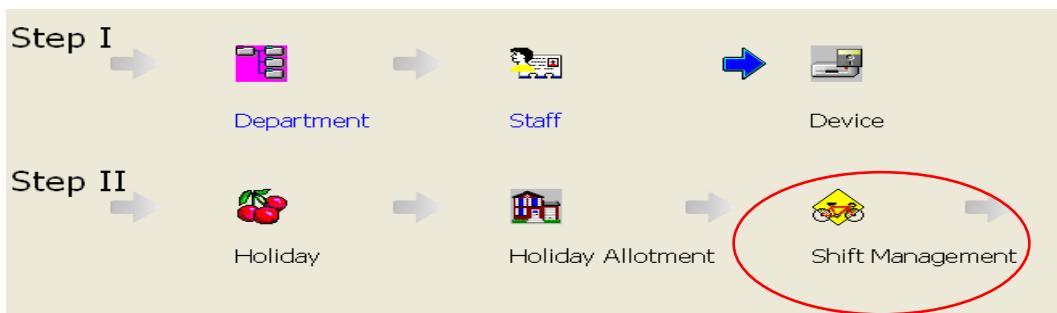
Also you can quickly set up all Sunday/Saturday as holiday by click “Quick Setup”.

Holiday Allotment: here at left side, choose department or person, at right side, choose the holiday name, then click add or delete to set holiday to different department or employee.



4.2. Shift Management

Create a shift firstly by click “Shift management”



Here we assume the employee work begin 9:00AM and duty off at 18:00PM from Monday to Friday(no working at Saturday and Sunday).

- ✓ Click “New Shift”

Order no: can be a number to register this shift ID

Shift no: a simple string to identify this shift

Name: A simple string to describe this shift

The screenshot shows the 'Shift Management' application window. A 'Modify Shift' dialog box is open, displaying the following fields:

- Order No.: 1
- Shift No.: 9-18 (e.g. 9-18)
- Name: Office 9-18 (e.g. Office 9-18)
- ☐ Default Shift
- Remark: 9:00 on duty
18:00 off duty

Buttons for 'OK' and 'Cancel' are located at the bottom right of the dialog box.

✓ Then under that shift, you can Add shift details.

The screenshot shows the 'Shift Detail' table with the following columns and data for period 1:

period	In Time	In Swipe	Out Time	Out Swipe	Calculate Late in	Calculate Early out	Late Out=OT	Early In=OT	Allowed Late in	Allowed Early Out	Work Time
1	09:00	☒	18:00	☒	☒	☒	☐	☐	00:15	00:15	09:00

Add Shift Detail

Shift Name Period ☐ Flexible Time

In

Earliest In (hh:mm) (Default = -5 min)

In Time (hh:mm) ☒ Need Swipe

Allow Late In (minute) ☒ Count Late Arrival (after = late in)

☒ Early In = OT from 8:00 to 9:00 you will be counted overtime. If not choose, then the time will be regarded on time in work.

☐ Get Earliest this is not suggested to choose until your staff work time is not fixed everyday

Out

Allow Early out (minute)

Out Time (hh:mm) ☒ Need Swipe

Latest Out (hh:mm) (Default = +5 min)

☒ Count Early Out (before = early out)

☐ Get Latest

☒ Late Out = OT

Argument

Break Time e.g. 13:00 14:00

Mid Time (13:30) (Intelligent Report)

Work Time

Break Time

Actual Work Time

OT Shift ☒

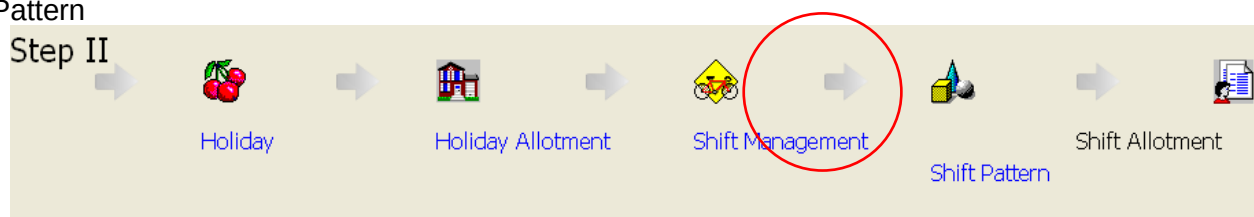
Range

Work Time

OK Cancel

4.3. Shift Pattern

Step II



Shift pattern mainly set how the shift repeat with time. For example, here we set it to weekly.

Firstly, select "Weekly" page, then click "New Pattern"

Shift Pattern

Yearly Monthly **Weekly** Customize Auto

Pattern Name	Remark
office-5-days	office-5-days

Shift

Order	Start Date	Shift Name

After at the shift part, click “Add” to add the associated shift.

The screenshot shows a 'Shift' management window with a table containing one row: Order 10, Start Date Monday, Shift Name Office 9-18. An 'Edit Shift Detail' dialog box is open, displaying the same information in form fields: Order No. 10, Begin Date Monday, and Shift Name [1] (9-18) Office 9-18. The dialog has 'OK' and 'Cancel' buttons.

Order	Start Date	Shift Name
10	Monday	Office 9-18

Edit Shift Detail
Order No.
Begin Date
Shift Name

4.4. Shift Pattern Allotment

Here select the department or staff firstly, then click “add” or “Batch Allotment” to assign the shift pattern to the employee.

The screenshot shows a 'Shift Allotment' window. The 'Add' button in the toolbar is circled in red. Below the toolbar, a dropdown menu is also circled in red, showing 'BeSeen Technology'. A table lists staff members: Tom (00001) and Jack (00002). A 'Shift Allotment-Add' dialog box is open, showing 'Assign Shift' as 'office-5-days', 'Begin Date' as '2012/03/01', and 'End Date' as '2012/03/31'. The 'No End Date' checkbox is checked. The dialog has 'OK' and 'Cancel' buttons.

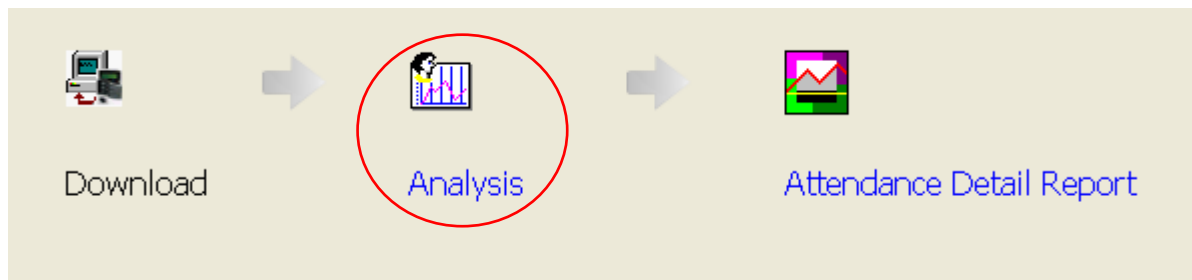
Shift Allotment

BeSeen Technology
☐ Show sub department Find
☐ Show resigned staff

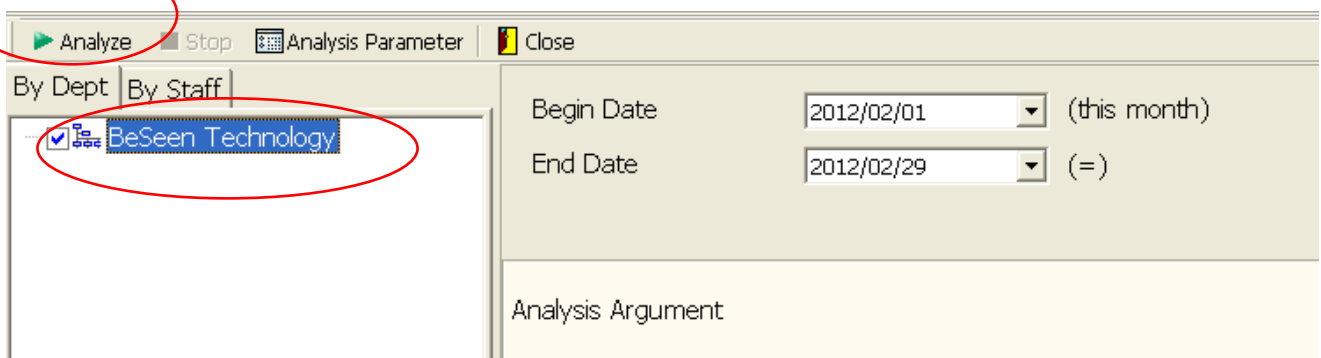
Name	Staff No.
Tom	00001
Jack	00002

Shift Allotment-Add
Assign Shift
Begin Date
End Date
☒ No End Date

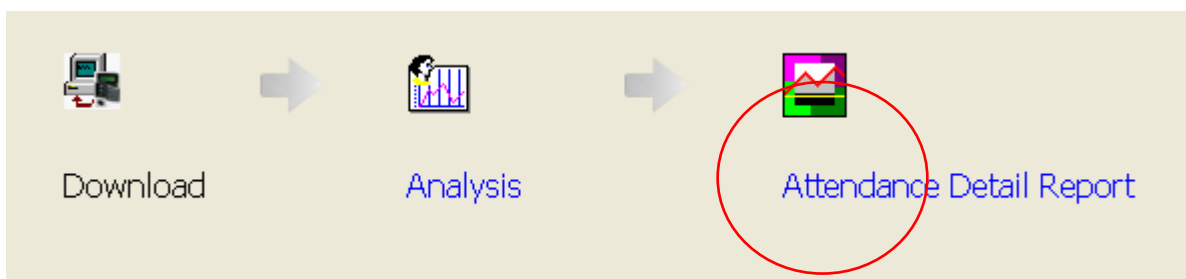
4.5. Analysis



Select the department of one stuff, click “Analyze” to do the time records analysis(**Please download the time records from fingerprint device firstly**)



4.6. Attendance Details Report



Then, select the department or stuff, time range.

Click “Preview” to view the report, click “Excel” to save a excel file.

