



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



1. HARDWARE :

1.1. How to turn on the machine

- ✓ power supply to connect
- ✓ turn on the power switch at the bottom
- ✓ press the key at the bottom left corner

1	2	3	ESC
4	5	6	MENU
7	8	9	▲
⊙	0	OK	▼

1.2. How to enroll fingerprint

- ✓ Press “Menu”, there is a “Register” sub-menu, go on with that.

1.3. How to download data with usb

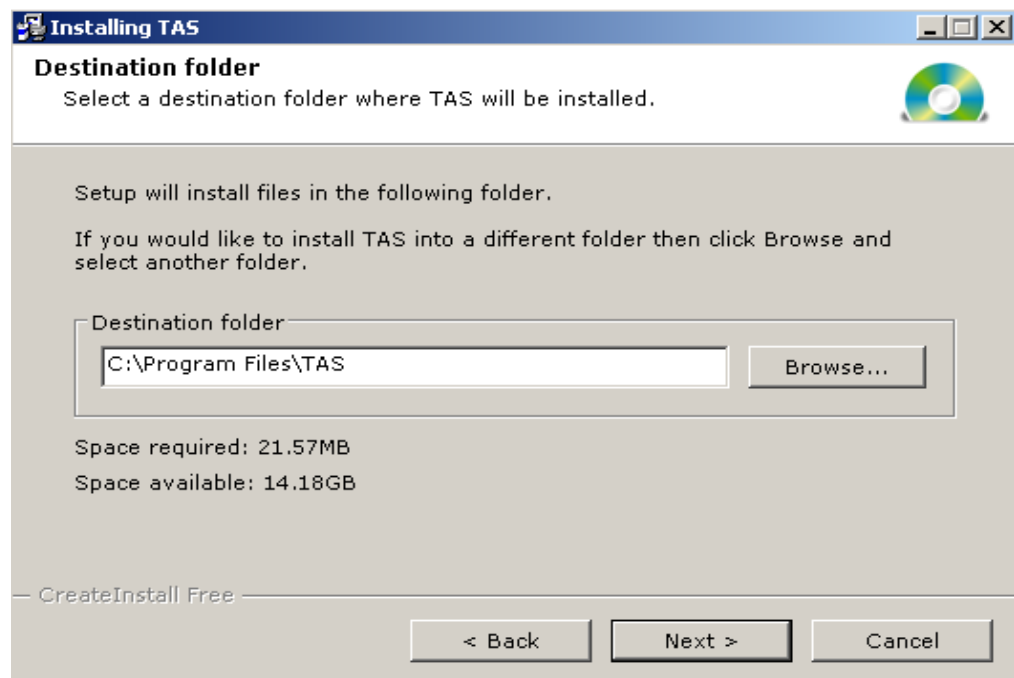
- ✓ Press “Menu”, there is a “set comm” sub-menu, go on with that, then press “U-down”

2. HOW TO INSTALL THE MANAGEMENT SOFTWARE

2.1. Install the software

There is a soft copy of the software sent to you by the seller, if you don't get it, Please ask it from the seller.

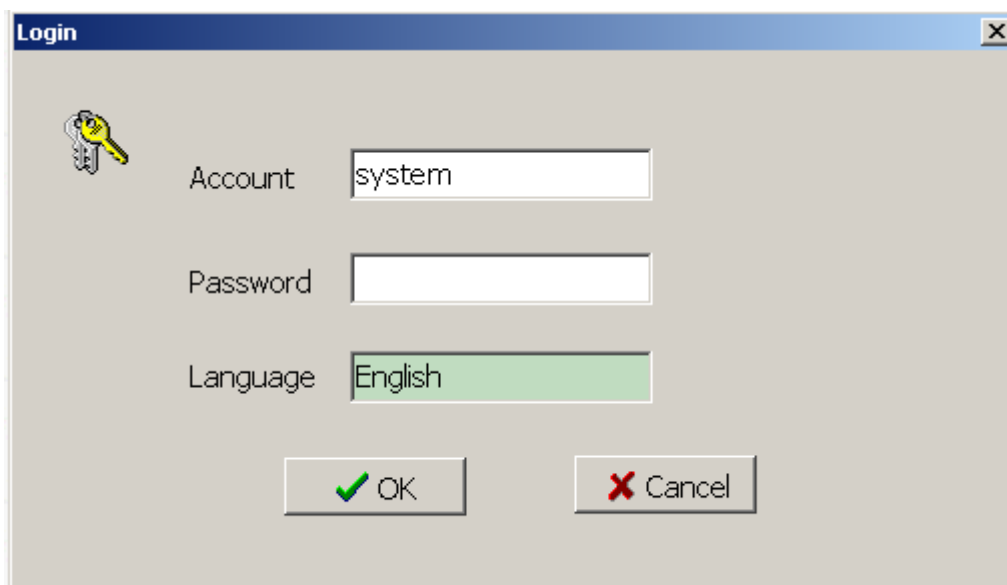
Launch “setup.exe” to install the software, it's easy and quick.





2.2. Login

Run “Attendance Management System”, the default login account is “**system**” and the password is **blank(no password)**.



3. ENROLL THE STAFF FINGERPRINT

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

3.1. 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 in/out 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.

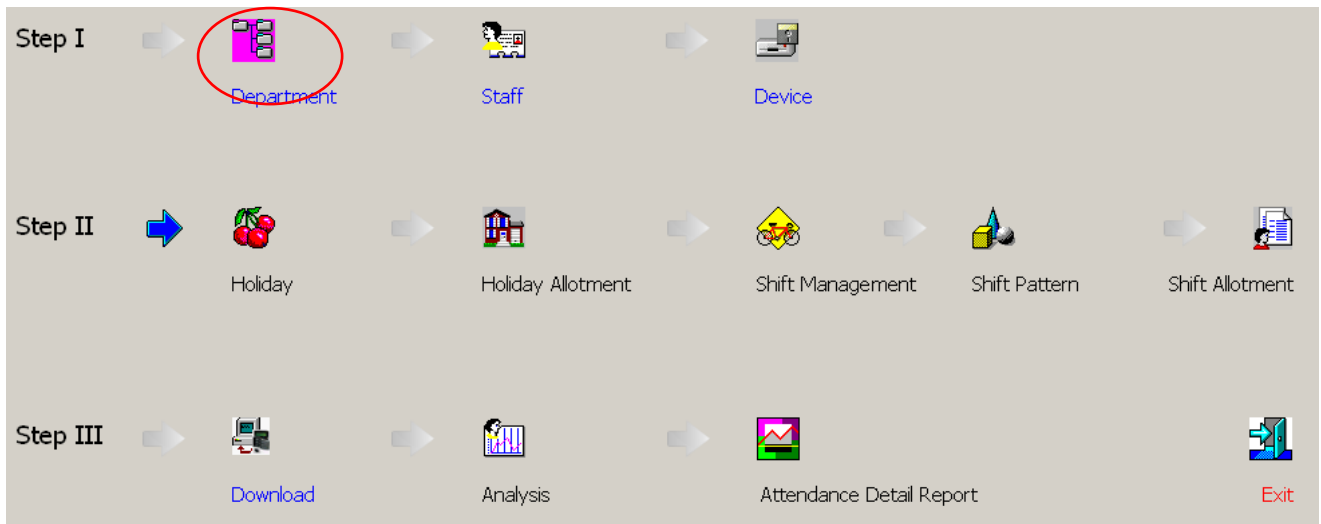
Ask Jim to register his fingerprint, the unique ID 3 will be allocated to Jim.

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

3.2. 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

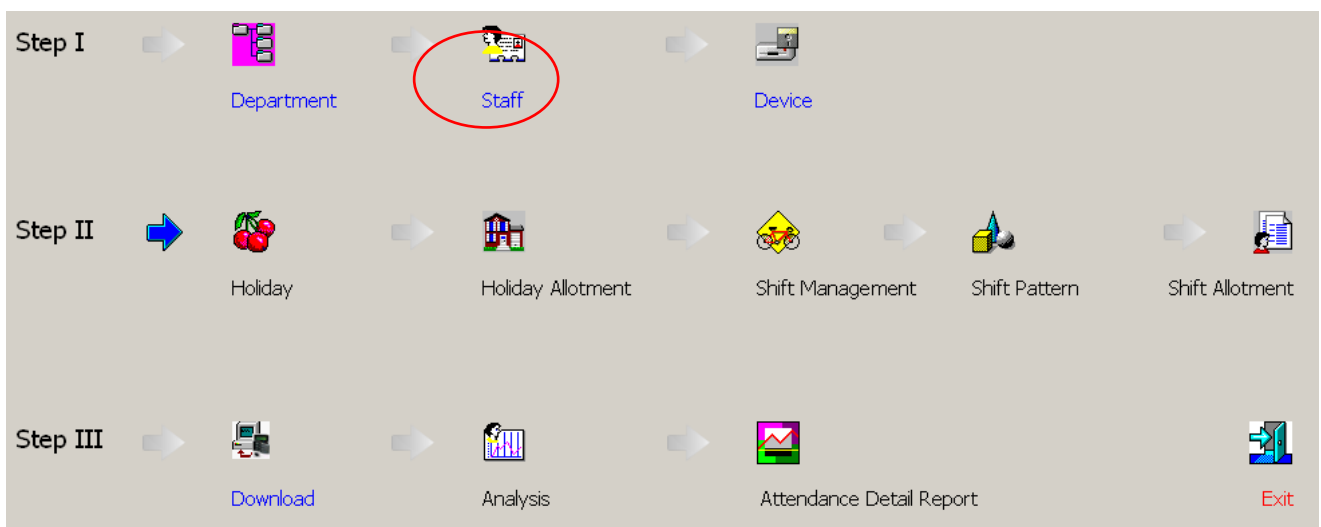
Menu: Add, Delete, Modify, Close

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:

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



- o User ID, It must match the one registered on device.
- o Dept, Please select appropriate dept for the staff.

Base Info		Other Info		Remark	
Name	Tom	NickName	Tom		
Staff No.	00000001 =>*	User ID	1 (Device User_ID)		
Dept	Sales Dept. *				
ID_Card No.					
Gender					
Birthday	(yyyy-mm-dd)				
Marital Status					
Nationality					
Residence					
Wage Type	1-Quantity Scale				

4. SOFTWARE: TO IMPOR THE ORIGINAL DATA

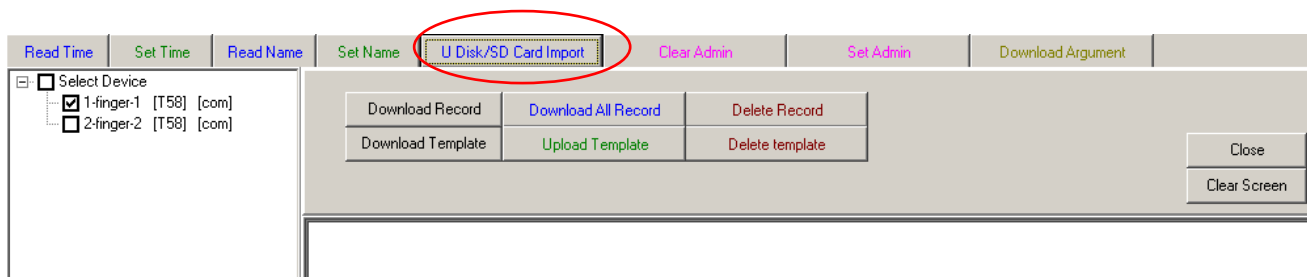
4.1. From USB Stick

Take “USB stick” downloaded, the file is a text file and file name is GLG_001.TXT or AGL_001.TXT by default..

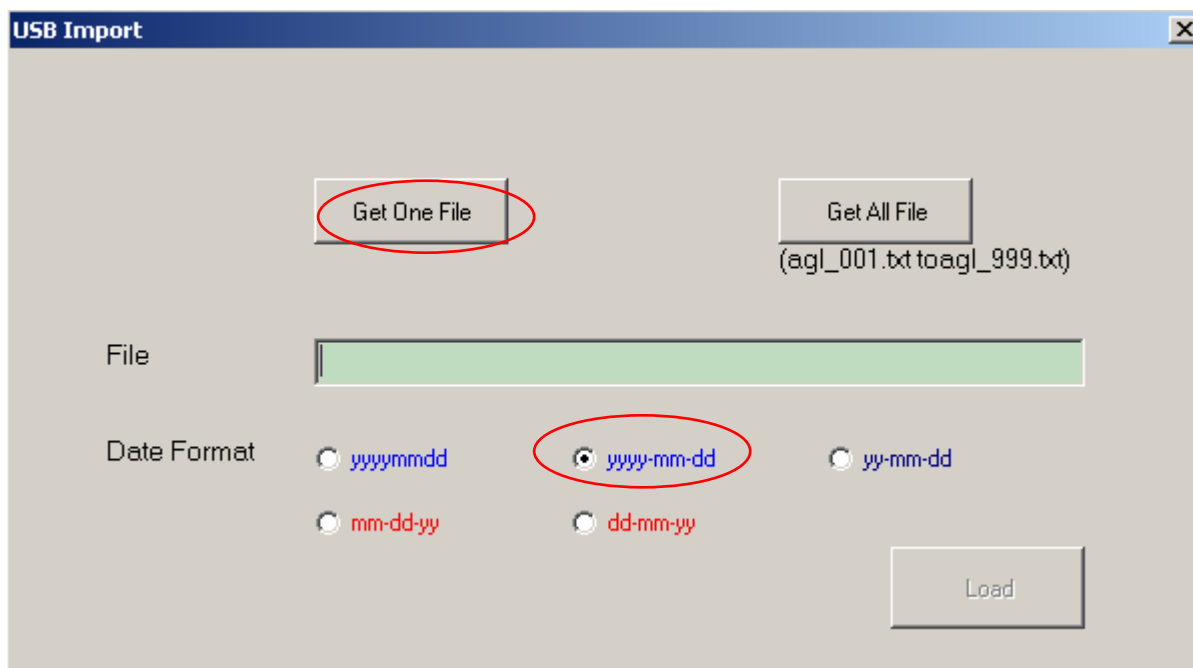
The record format is like:

No	Mchn	EnNo	Name	Mode	IOMd	DateTime
00001	1	00000001	33	0	2010/11/10	23:00:22
00002	1	00000001	33	0	2010/11/10	23:00:24
00003	1	00000002	33	0	2010/11/10	23:00:25

- ✓ In the data communication window, click “U Disk/SD Card Import”



- ✓ Click “Get One File” to open the file, choose date format “yyyy-mm-dd”, then, click “Load”



4.2. From USB or TCPIP connection

- ✓ See chapter 5/6 to setup usb connection or chapter “setup tcpip connection”, then, 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.



Read Time Set Time Read Name Set Name U Disk/SD Card Import Clear Admin Set Admin Download Argument

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

Download Record Download All Record 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

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

System Management (S) Staff Management (U) Device Management (D) Attendance Management (T) Report Window (W)

Department Staff Device Holiday Holiday Allotment

Public Holiday
Holiday Allotment
Shift Management
Shift Pattern
Shift Allotment
Temp Shift Management
Overtime Management
Absence Management
Manual Adjustment
Raw Swipe Record
Attendance Analysis

Step I → Department → Device

Attendance Management (T) menu items: Public Holiday, Holiday Allotment, Shift Management, Shift Pattern, Shift Allotment, Temp Shift Management, Overtime Management, Absence Management, Manual Adjustment, Raw Swipe Record, Attendance Analysis.

o 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.



Modify Delete Refresh Close

[01]Sales Dept. Begin Date 10/ 1/2010 End Date 10/ 5/2010

☐ Show sub department Find
☐ Show resigned staff

☒ Show Ignored Record

Name	Staff No.	Swipe Time	In Out	Ignored	Verify Mode	Device
Tom	00000001	2010-10-04 10:29:33	In	☐		0
Jack	00000002	2010-10-04 10:29:33	In	☐		0
Jim	00000003	2010-10-04 10:29:33	In	☐		0
		2010-10-04 10:29:33	In	☐		0
		2010-10-04 10:29:33	In	☐		0
		2010-10-04 10:42:21	In	☐		0
		2010-10-04 10:42:21	In	☐		0
		2010-10-04 10:42:21	In	☐		0
		2010-10-04 10:42:21	In	☐		0
		2010-10-04 10:42:21	In	☐		0
		2010-10-04 10:42:30	In	☐		0
		2010-10-04 10:42:30	In	☐		0
		2010-10-04 10:42:30	In	☐		0
		2010-10-04 10:42:30	In	☐		0
		2010-10-04 10:42:30	In	☐		0
		2010-10-05 10:51:31	In	☐		0
		2010-10-05 10:51:31	In	☐		0
		2010-10-05 10:51:31	In	☐		0
		2010-10-05 10:51:31	In	☐		0

✓ Check the raw record method 2

o Click menu "Raw Swipe Record" from menu "Report"

System Management (S) Staff Management (U) Device Management (D) Attendance Management (T) Report Window (W)

Department Staff Device Holiday Holiday Allotment Shift Management Shift Pattern

Modify Delete Refresh Close

[01]Sales Dept. Begin Date 10/ 1/2010 End Date 10/ 5/2010

☒ Show sub department Find
☒ Show resigned staff

☒ Show Ignored Record

Name	Staff No.	Swipe Time	In Out	Ignored	Verify Mode	Device
Tom	00000001					
Jack	00000002					
Jim	00000003					

Report Menu:

- Department Info
- Staff Information
- Raw Swipe Record
- Shift Allotment
- Attendance Detail Report
- Attendance Summary Report
- Off_Duty Report
- Exceptional Swipe Report
- Exceptional Attendance Report
- Manual Adjustment Report

o Select dept from left side, then click "Search", the related records will display.

o Select dept from left side, then click "Search", the related records will display.



Search Preview Print Excel Close

Select Dept Select Staff

Department [01]Sales Dept.

Order: [Dropdown]
Begin Date: 10/ 1/2010
End Date: 10/ 5/2010
Delimiter: [Dropdown]
☒ Use Delimiter for same staff

☒ Ignore null date
☒ Show once for repeated swipe
☐ Separate Verify Mode
☐ Show swipe record second
☒ Show Manual Adjustment Record
☐ Show In Out
☐ Show Verify Mode

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

- o Click "Preview", will display below view diagram.

Raw Swipe Record

Date : 2010-10-01 to 2010-10-05

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

- o Click "Excel", will dump to data to an excel file

Search Preview Print Excel Close

Select Dept Select Staff

Department [01]Sales Dept.

Order: [Dropdown]
Begin Date: 10/ 1/2010
End Date: 10/ 5/2010
Delimiter: [Dropdown]
☒ Use Delimiter for same staff

☒ Ignore null date
☒ Show once for repeated swipe
☐ Separate Verify Mode
☐ Show swipe record second
☒ Show Manual Adjustment Record
☐ Show In Out
☐ Show Verify Mode

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



D:\

Records_orig_1. x1

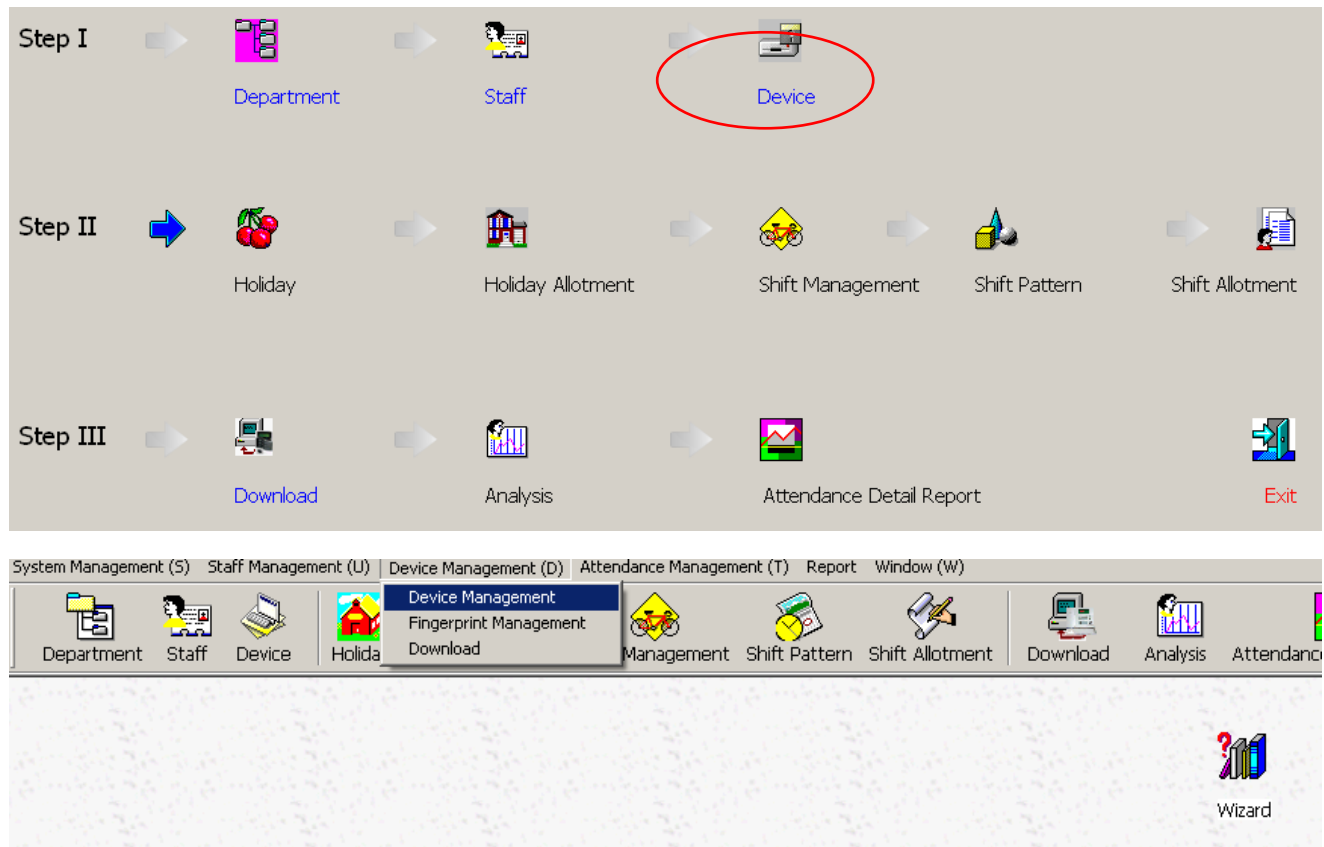
The excel file is like:



5. SETUP USB CONNECTION (OPTIONAL)

Connect the device with the USB cable to computer firstly.

- ✓ Click “Device” in the wizard or “Device management” from menu as below:



- ✓ Click “Add” to create a new fingerprint into system

Device Management

+ Add - Modify - Delete Save Refresh Close

Device

Device No. Device Name ☐ Network

Model Direction ☒ unknown ☐ in ☐ out

COM

COM Port Baud rate

Ethernet

IP Address Port No. Password

Device No.	Device Name	Model	COM Port	Baud rate	IP Address	Port No.	Password	directio
1	<new>	ARM9	USB	115200	192.168.168.224	5005	0	

Take care of below parameters:

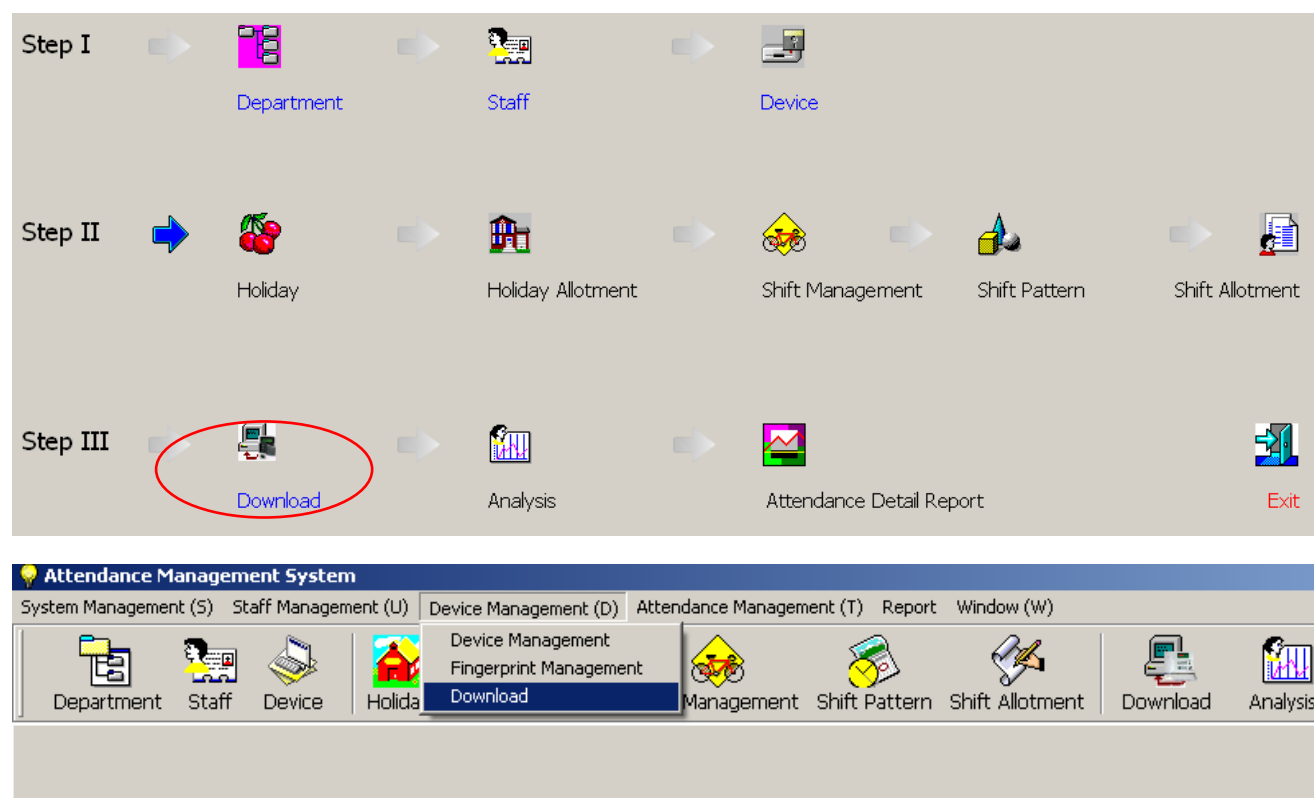


- o Device ID: it's from the fingerprint device, you should check from the machine, refer to the hardware manual if you don't know how to set/get it. **(If you have more than one device managed by the software, please set different device ID)**
- o Device Name: set a name you like
- o Model, choose **"ARM9"**
- o COM Port, Here choose **"USB"**.
 - Note that if use USB connection, you should install the usb driver in advance so that computer can recognize the device. When connect device to computer and turn on the device, windows system will have popup message on finding new hardware and ask you the driver.
 - The USB driver is located "usb driver (arm9)" under the software installation folder (It's "C:\Program Files\TAS" by default), winxp/win2000/win7 system uses: "WinXp"; Vista use "WinVista(64)"
 - **If you have problem on the driver installation, please contact the seller.**

After the setting, click "Save".

✓ To test the USB connection.

Click "Download" in wizard or from menu





Choose the device from left tree, then, click “read time”, “Download Record”, “Download All Record” .etc. if the message dumped is normal, the connection is ok.



6. SETUP TCP/IP CONNECTION(OPTIONAL)

The basic steps are same with usb connection establishment. Please refer to chapter 4.

- ✓ Take care of below parameters:

Device No.	Device Name	Model	COM Port	Baud rate	IP Address	Port No.	Password	direction
1	<new>	ARM9	USB	115200	192.168.168.224	5005	0	

- o Model, choose “ARM9”
- o Check the box besides “Network”
- o IP address, keep same with the one on device.
- o Port no: 5005(keep the default value)
- o Device No.
- o 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.