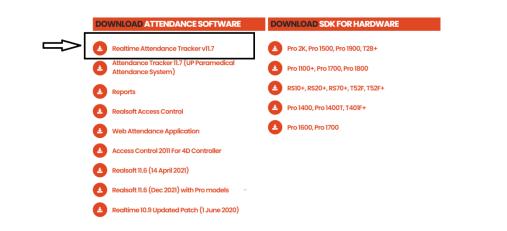
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Installation

For downloading the software go to realtime website which is https://realtimebiometrics.com/software.php





Click on realtime attendance tracker v11.7 and after fill the credentials form click on download software.

🔄 🛛 🚽 🗧 Attendance Traker				
File Home Share View				
access 🚺 Paste shortcut	Move Copy Delete Rename New to to to to to folder	access * Properties 🛃 H	dit Select none istory Invert select	
Clipboard	Organise New	Open	Select	
\leftarrow \rightarrow \checkmark \uparrow \square \rightarrow This PC \rightarrow Downloads	> Realtime_Tracker_11.7 (2) → AttendanceTraker			
★ Quick access	Name	Date modified 04/14/2022 10:51	Type	Size 179,179 KB
len OneDrive	Setup	04/14/2022 10:50	Application	781 KB
💻 This PC				
3D Objects				
💻 Desktop				
Documents				
🖊 Downloads				
👌 Music				
Pictures				
🚆 Videos				
늘 Local Disk (C:)				
ANUP (D:)				
🚌 software (E:)				

Run the setup file.

 \bigcirc

🛃 AttendanceTracker11.7		_		×
Welcome to the Attenda Wizard	nceTracker	11.7 Setup	(
The installer will guide you through the sta computer.	eps required to insta	all AttendanceTracker1	11.7 on you	ır
WARNING: This computer program is pro Unauthorized duplication or distribution of or criminal penalties, and will be prosecut	this program, or an	y portion of it, may resi	ult in sever	e civil
	< Back	Next >	Cano	el

Click on next button

∰ AttendanceTracker11.7	—		\times
Select Installation Folder			
The installer will install AttendanceTracker11.7 to the following folder.			
To install in this folder, click "Next". To install to a different folder, enter it be	low or	click "Bro	owse".
<u>F</u> older:			
C:\Program Files (x86)\Attendance Management System\Attendance		Browse	
		Disk Cos	:t
Install AttendanceTracker11.7 for yourself, or for anyone who uses this co	mpute	er:	
Everyone			
⊖ Just me			
< Back Next >		Car	ncel

Select everyone and click on next button

# AttendanceTracker11.7 Installing AttendanceTra	cker11.7			×
AttendanceTracker11.7 is being installed.				
Please wait				
	< Back	Next >		Cancel
🖟 AttendanceTracker11.7			—	×
Installation Complete				
AttendanceTracker11.7 has been succes	sfully installed.			
Click "Close" to exit.				
Please use Windows Update to check fo	any critical updates to	o the .NET Fra	amework.	
	< Back	Close		Cancel

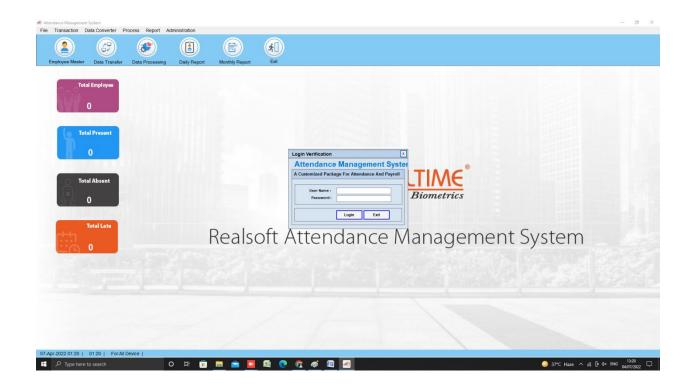
Click on close button.



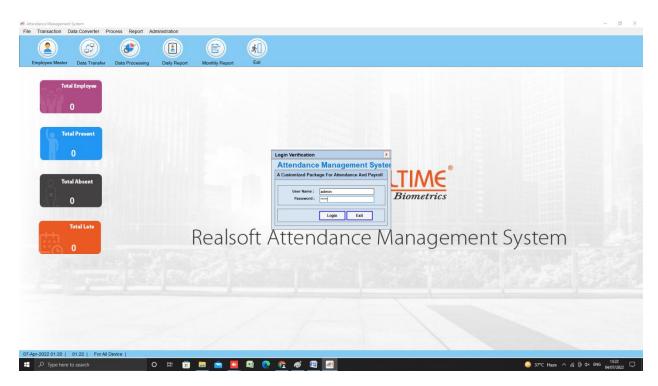
The shortcut will appear on the windows, only click this december icon on the windows to enter the software.

Login

It's Software Interface



- 1 .Software Default user Name : admin
- 2. Software Default User Password: admin

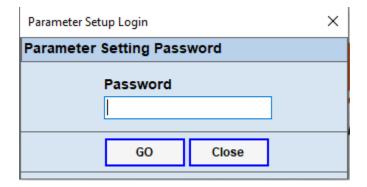


3. After putting the User Name and Password Click on the Login Button.

File

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Nationa Malay Company Joseph Telefonson Tanchalan Carl and Telefonson Telefon		File Transaction [Data Converter
Cogniter Mater Ch-9 Cogniter Mater Shi Report Ch-9		Parameter Setting	
Caragony Alader Leven Marker Carlie, Robay Marker Caller		Machine Setup	
report Ruler Ché		Company Master	
6 Total Present		Branch Master	Ctrl+B
	4	Department Maste	r Ctrl+D
		Designation Maste	er
59 Power of Biometrics	1.1.1	Shift Master	Ctrl+S
Realsoft Attendance Management System		Category Master	
neason Attendance Management System	200	Leave Master	Ctrl+L
the second s		Holiday Master	Ctrl+H
	eeNo: 1 416 : NA	Employee Master	Ctrl+E
	partice MA	Hardware Setup	
Final Time - All Annual and Annual	ent resso	Exit	

Parameter Setting



Password of Parameter Setting is: admin@currentdatecurrentmonth (for eg. admin@2704 (here 27 is current date and 04 is current month))

Parameter Setup	
Device Work IN/Out Mode	Remove OverTime With Fake Out
On/Off	
Temperature Setting	
Temperature Alert Setting (In Number Only)	
37 🗧	
Temperature Alert Sound (On/Off Setting	
On/Off	
Sav	e Close

Device Work In/Out Mode

This option is used when two devices are used for access and you want one machine only for in punches and another one only for out punches.

Temperature Setting

This option is used for set temperature. Mark tick on checkbox if you want an alert sound.

Remove OverTime With Fake Out

This feature is used for remove over time.

if you give manual in/out punch and out punch is more than the shift end time than it will automatically remove out punch from the report.





(After enable temperature alert sound)

Machine Setup

Click On Add button Put the Device ID and Device Serial Number,Device port, Location Select the Machine Model name,Device IP Address Then Select the Connection mode (Like LAN,USB, UDP) Device NO: Its Device Id (For Finger Device Go to Menu-Advance-Device-Machine Number) (For Face Device Go to Menu-Communication –Device ID) (For New Devices Go to Menu-Setup-General Setting-Termainal ID) Note: Device Id Must Be Same in Software Device Port : Device Communication port For LAN and USB port 5005 Machine Location (Enter the Location Place) Machine Type select Machine Type i.e., machine Model Machine IP Address: - **if machine in local-** machine IP address must be in same range.

If machine is on other location- static IP will be machine server IP

pioyee Master Data Transfer E	ata Processing Daily Repr	ort Monthly Report Sellary Report	(AL) Eat	
59		Machine Management		
Total Present		Search Machine Select Al/De	1 Parger Francesco	<u></u>
Total Absent 59		1 12116 5005	Man Door Nakes 1734	
Total Late		R	Nata Door In Out Child Child for Access Control In Out	nent System
			1 - 12	Employee Name : NA Machine No : 1 Employee Cade : NA Execut H : NA
				Department :NA Designation NA Punch Time NA

Machine should be in network

For Push Data

1. Finger Device: - Used Server Port Port 7788

Put The System IP (That System install the Software)In the Server IP in the Device Server IP And put the Port 7788

Server IP and Server Port

Menu - Set com -Server setting - server IP and Server port

2. Face Device: Used server Port 5005

Put The System IP (That System install the Software) In the Server IP in the Device Server IP And put the Port 5005

Menu - Setting - Server setting - server IP and Server port ,Set The Event Transfer Mode TCP/IP

2 New Device: Used server Port 7005

Put The System IP (That System install the Software) In the Server IP in the Device Server IP And put the Port 7005

Menu - Setcom -network -server set- server IP and Server port.

Note: For Push Data Port must be Open in the Network as well as In the Windows Firewall

Company Master

Click on Add Put the Company Details then for saving The Details click On save Button

For Edit any Data select The Company Edit the Details

In the Company Menu we can add/ Edit the Company Details like Company Name, Company Mail Id, Company Address, and Contact Number.

Also add the Company Salary Heads (like Basic Salary, HRA, DA, PF, EPF, Other Deduction Heads Etc.)

We can add the Multiple Company in the Same Software and Mange.



Branch Master

Click On Add Put the Branch Details Then for saving The Details click On save Button

For edit any data select The Branch edit the details.

In the Branch Menu we can add/ Edit the Branch Details like Select Company Name, Then Enter the Branch Name, Address, and Contact Number.

Attacdance Massernet System File Tansaction Data Converter Process Report Administration Access Employee Masser Total Employee 59		AD Ex		- ¤ X
Total Present 0 Total Absent 59 Total Late 0	Esuch Mater	Banch kife Conpany Name" Conpany Name" Control Name" Address Proces No Enail Id Ease Add Date: Close	ement System	
07.4pr.2022.0120 0125 ForAlDevice			Employee Name : KA Employee Code : KA Department : NA Putch Tame : NA	Machine No : 1 Enroll M : NA Designation NA

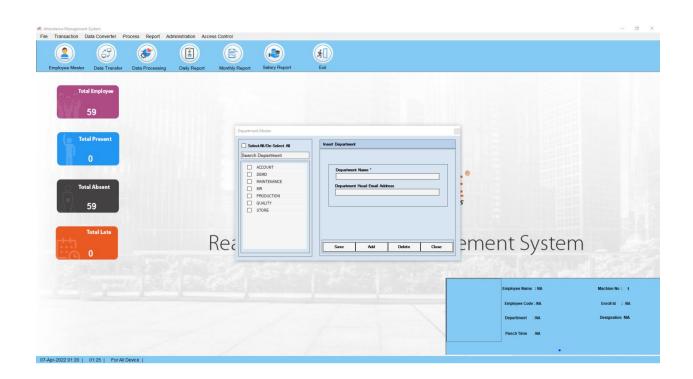
Department Master

Click On Add Put the Department Details Then for saving The Details click On save Button

For Edit any Data select The Department Edit the Details

This module provide with convenient to manage each department, mainly add, cancel department

Click On add Button Put the Department Name And Department Mail Id



Designation Master

Click On Add Put the Designation Details Then for saving The Details click On save Button

For Edit any Data select The Designation Edit the Details

This module provide with convenient to manage each Designation, mainly add, cancel Designation

Click On add Button Put the Designation Name And Designation Details

Employee Master Data Transfer Data Processor	g Daily Report Monthly		Ext		
59		Designation Master			
Total Present		Designation Info	Insert Designation		
0		SelectAll/De-Select All			
		Search Designation	Designation Name*	R	
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0 B	Rea		Save Add Delete Close	ement Syste	em
				Employee Name : NA	Machine No : 1
				Employee Code : NA	Enroll Id : NA
				Department :NA	Designation NA
				Punch Time NA	

Shift Master

Click on add Button add the Shift Name and Shift Code Enter the Shift Time And Shift End Time

For week Off select the Week off day like (Sunday, Monday, Etc)

If need 2nd week off so select the 2nd week day like (Sunday, Monday, Etc)

Select the week of condition 1,2,3,4,5 as per your need

Select the Second week off type half Day and Full Day as per your need

For half day week of condition make the half day shift and assign the Half Day shift

IF no need week off just select the none

Max Early Hours (value in HH:MM) : software include the before shift time punch .

Max OT Allow (value in HH:MM) : software include the after shift time punch.

Playee Master Data Transfer Data Processing		ay Report Exit
Total Employee	Shift Master	Built Information Break Bettings Other Calculation
59	SelectAll/De-Select All Search Shift Code/Name GEN GEN GEN	Shift linformation Shift Nume* Shift Code*(Doly 3 Char) Remove Duplicate Punch 00:01 Mut_Early Nour Allow
Total Present	001 001	Start Time End Time Shift Duration 00.00 00.00 Ignore Early Allow Max CT Allow Max CT Allow
Total Absent 59		Weekly Off Days Condition No. of Present for Weekly Off Second Weekly Off Days Image: Second Weekly Off I 1 / II / II / II / IV / V Single Punch Policy Final Weekly Off Second Weekly Off Second Weekly Off Second Weekly Off Single Punch Policy Single Punch Policy Single Punch Policy Single Punch Policy
Total Late		here had Day Balt
		Seve Update in Staff Add Deirte Close Finpkryse Name : NA Machine No : 1
		Employee Code : NA Exrol M : NA Department ::NA Designation NA
		Punch Time NA

No: of Present for week Off condition :-- for example we put the 2 so employee get week off when employee present 2 days

Single Punch Policy :--

Absent on single punch

Half Day on Single punch

We select the **absent on single punch**: if any employee punch only one time so that condition employee showing as absent in the report

We select **Half Day on Single punch**: if any employee punch only one time so that condition employee showing as Half day in the report

For Break setting (Lunch time Setting) click on the Break setting Option

Break setting (Lunch Time Setting)

Here we put the Break Time (Lunch Time) put the Start break and End Time

Employee Master Data Transfer Data Processin		y Report Ext	
Total Employee 59 Total Present 0 Total Absent 59 Total Late 0	Suit Master Suit Las Suit Commune Suit Commune Suit Commune	Path Information Deal Shift Information Deal Shift Information Bright End Bright End Na MaxLety Bloor For Break out 00:00 MaxLety Bloor For Break out 00:00 Bright End No Bright End Na MaxLety Bloor For Break out 00:00 00:00 Deale Seve Update in Staff Add Deale	nt System
9F-2022 0120 0125 ForAll Device			Employee Name : NA Machine No : 1 Employee Code : NA Enroll M : NA Department : NA Designation NA Punch Time NA

Other Setting

OT (Over Time Calculation)

1. OT=Out time –Shift time (Overtime Calculate the actual Punch (Device) out time-Shift End Time)

2.OT= Workinghrs-ShiftHrs(Overtime Calculate Total working Hours employee –Total Shift Hours)

3.OT= EarlyComing+LateDeapature (Overtime Calculate = = EarlyComing+LateDeapature Time)

Pice Transaction Data Convertion Process Report Administrative Vice Transaction Data Convertion Process Report Administrative Vice Transaction Data Transaction Data Transaction Data Transaction Data Transaction Total Report 59 Total Absent 59 Total Absent 59 Total Late 0 Total Late 0 Total Late 0	Istation Access Control	nt System
07.4pr-2022 0120 01.25 For Al Devce ■ 9 Type here to search 0		Employee Name : NA Machine No : 1 Employee Code : NA Enroll M : NA Department : NA Designation NA Punch Time : NA

Working Hours Calculation

1. Calculate All In Out (Software Show the All punch for Enable This Setting)

2.Calulate First In Last Out (Software Show the only In and Out punch for Enable This Setting)

3.Calulate First In Last Out Without Lunch (Software Show the in and Out punch without lunch for Enable This Setting)

Category Master

Click on add button add the Office Policy Time (Office time Policy) Put the Details

Permitted Late Arrival (value In HH:MM)>> In this policy its Relaxation Time during office In time (Shift start time)

Let see example our office shift Time for in time 09:00 and out time 18:00 clock so if We put the value Permitted Late arrival (value In HH:MM) 00:10 so employee punch 09:09 so in the report not show as late due 10min Relaxation in in time .(Office In time)

Permitted Early Departure (value In HH:MM)>> In this policy its Relaxation Time during (Shift End time)

Let see example our office shift Time for in time 09:00 and out time 18:00 clock so if We put the value Permitted Late arrival (value In HH:MM) 00:10 so employee punch 17:55 so in the report not show as Early due 10min Relaxation in out time (Office Out time)

Marks as Half Day if working Hours Less Than (value In HH:MM)>> In this policy any employee work short time If we set the time so its showing half day

For example your office working hours 10:00 hours if we set 04:00 in the policy (Marks as Half Day if working Hours Less Than (value In HH:MM)) So if any employee work less than 4 hours so in the report show status as half day like (P/2).

Marks as Absent if working Hours Less Than (value In HH:MM)>> In this policy any employee work short time If we set the time so its showing half day

For example your office working hours 10:00 hours if we set 10:00 in the policy (Marks as Absent if working Hours Less Than (value In HH:MM))) So if any employee work less than 10 hours so in the report show status as absent

Required Punch In day

If we select No Punch so its auto read the shift start and end time In the Report

If we select the MultiPunch so its read Device punch for In and Out

Overtime Allow and Ignore

Its just used for overtime value if need remove some hours in the overtime so just put the time in the report not calculate the ignore time

Employee Master Data Transler Data Processing	Employee Policy Master Policy List	t Salary Report Ext		•
59 Total Present 0 Total Absent 59 Total Late 0	Seec3006-Select All Search Policy OExo OExo OExo OExo OExo OExo OExo OExo	Employee Policy Mester Policy Kenet* Policy Kenet* Permited Lafe Arrival (0.50 Permited Lafe Arrival (0.50 Mark as Absent of working hour Less Than (0.50 Mark as Absent of working hour Less Than (0.50 Differ Conjulyee Policy Details Requered Parch Is Day MainParch v	Overtine Allow and ignore Overtine C studie gover Overtine Less Than Bob Lals Conning Setting Late Conning Setting Late Constitute of the Neth EXECT Cd Days EXECT No Old at on Neth Cd Days EXECT	5ystem
		Sere	Add Delete Osse	ane : NA Mackine No : 1 Employee Code : NA Earol M : NA Department : NA Designation NA Punch Time : NA

20 | Page 20

Employee Policy Master					
Policy List	Employee Policy Master	Late Arrival & Early Departu	re Deduction rules		
SelectAll/De-Select All	Late Comming Rule				Active For Week OFF also
Search Policy	Late Rule 1:	Late Arrival[HH:MM] 00:00 Deduct Day(%) 0		Late Rule 2	2: Late Arrival[HH:MM] 00:00 Deduct Day(%) 0 ~
	Late Rule 3:	Late Arrival[HH:MM] 00:00 Deduct Day(%) 0 v		Late Rule 4	00:00 Deduct Day(%) 0
	Early Going Rule				Active For Week OFF also
	Early Going 1:	Early Departure[HH:MM] 00:00 Deduct Day(%) 0		Early Going 2	2: Early Departure[HH:MM] 00:00 Deduct Day(%) 0
	Early Going 3:	Early Departure[HH:MM] 00:00 Deduct Day(%) 0		Early Going 4	Early Departure[HH:MM] 00:00 Deduct Day(%) 0
		Save	Add	Delete	Close

You can set late arrival and early departure deduction from this late arriaval & early departure deduction rules option.

Leave Master

steps for leave setup

- Click On Leave Master Put the Leave Details Then for saving The Details click On save Button
- Enter the Leave Code (Like SL, Al Etc) then Put the Leave Name (ANNUAL LEAVE, SICK LEAVE).
- After adding the Leave assign the Leave Stock so click The Leave Stock
- Is Leave carry Forward (If any Employee not take any leave so all left leave transfer in the next year)
- In the Leave Stock we assign the Leave Stock for whole year
- If you want assign any particular so just select the single employee then transfer
- After put the leave value then click on save button.

Leave Master

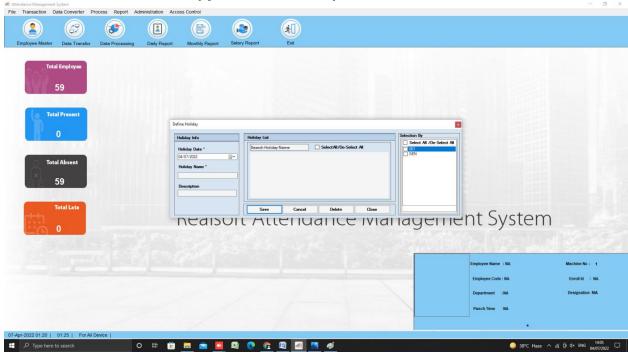
Leave	Master					
Leav	e Master					
	LTypeCo	LTypeN	WeekOf	Holiday	IsAccrua	Leave Code
•	CL	CL	No	No	No	
						Leave Type Name
						S-Leave Carry Forward
	Save		Delet	e	Leav	Stock Monthly EL Leave Accural Entry Cancel Close

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Employee Code : NA Exrell will : NA Department : NA Designation NA Planch Time : NA		L	× <u>*</u>	× .	, · · · · · · · · · · · · · · · · · · ·	COCOUNT: SAUAY	Enroll Id : NA Designation NA

Holiday Master

- Click on the Holiday Menu .
- Put the Holiday Name And Select the Date.
- Select the Shift Then Click On Save Button.

- if you want to Edit the Holiday so just Select the Holiday then Edit & Save.
- We can delete the Holiday just select the Holiday then Click on the delete button .



Employee Master

- Click on Add Put the Employee Details Then for saving The Details click On save Button
- Here put the Name And Emp code Card No: (Its ID generated by the Device Enrollment Number), Email id Proximity Card (This is RF Id card) Email Id , Mobile ID , select The Company Name (By Drop Down Menu), Branch ,Department, Designation, Put the Shift Start , date Of joining .and Select the Shift ,office time Policy after put the details click on save Button
- For Edit any Data select The Employee Edit the Details.

oyee Master Data Transfer Data Proc	Employee Master						
oyee moster Data Hanster Data Proc	Employee List	Employee Information				-	
	Total Employee:59 Total Working Employee: 59	Browse	Employee Name*	Employee Code	Biometric Id* (8 Digit)		
Total Employee	SelectAll/De-Select All Total Resigned Employee: 0				00000060		
2.0.2	All Search Employee Search Code Search Departme	et	Proximity Card	Father Name	Email Address		
1001	SHARAD KU 00000001 01 DEMO				Company Name 1		
59	00 0000002 02 ACCOUNT		Mobile No	Date Of Birth	Company Name *		
	ARYAN 0000003 03 QUALITY				Resignation Date		
	PREM CHAN 00000004 04 PRODUCTION	Branch Name*	Dept. Name *	Designation *			
Total Present	FIRASAT KHAN 0000005 05 MAINTENANCE	DEMO V	ACCOUNT	DEMO	04/07/2022 Active -		
	RAGHUNATH 00000006 06 PRODUCTION	Shift Start Date	Date Of Joining *	Office Time Policy *	Shift Name*		
	GANESH 0000007 07 PRODUCTION	01/01/2022	01/01/2022	DEMO ~	001 ~		
0	ARUN KUMAR 0000008 08 PRODUCTION	Second Weekly Off Days	Condition				
	SHIVA 0000009 09 PRODUCTION MANOJ 0000010 10 PRODUCTION	First Weekly Off	Second Weekly Off	Second WO Type	Half Day Shift		
	SANDEEP KU 00000011 11 ACCOUNT	Friday 🗸	Friday 🗸	None v	None 🗸		
Total Absent	MD. SONU 0000012 12 PRODUCTION	Second Weekly Off Days	Condition				
dates.	MD SARIF 00000013 13 PRODUCTION		Second Weekly off days	Rest Days will be Off	Is Auto Shift 🗌 All		
59	DINESH 00000014 14 PRODUCTION	Fixed ~			001 GEN		
59	SURJEET 00000015 15 PRODUCTION	11000			GEN		
	VUAY 00000016 16 PRODUCTION						
	SANJAY 00000017 17 PRODUCTION						
Total Late	JITENDER 00000018 18 PRODUCTION CHANDRASH 00000019 19 PRODUCTION				Active Access Control		
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					Freedow	e Name : NA	Machine No : 1
				N. C. SALARTINA	Employ	re name . na	macanie no . 1
					Fmplo	ree Code : NA	Enroll Id : NA
					Depart	ment :NA	Designation NA
					Durat	Time NA	

For Importing The Employee By Excel Sheet.

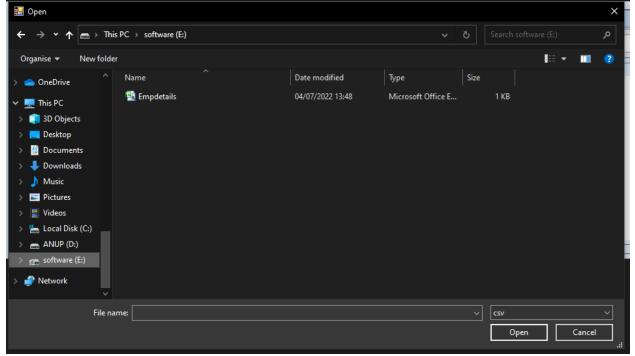
• Click On Import CSV Button.

• Download the Template (For Template Download click on the Download Template)

Choose file	No Choosen File	Split By	Create Master	Download Template	Close
Master From C	SV File				
		Choose file No Choosen File Master From CSV File			

	7 - (* -)												Empd	etails - Mici	osoft Excel												-	σ :
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3																												
1																												
1 2 3 4 5 5 7																												
7																												
8																												

- When click on download button an Excel Sheet will open
- Put the Employee Data Same As in the Excel Formatting, after put the all details save the employee data at another location



elect File	Choose file	Empdetails.csv	Sp	lit By .			Сге	ate Master		Download	d Temp	late		Close	
load Emplo	oyee Master From	CSV File													
oti	000 000	987	supp sup	DEMO GEN	11/	07/2 07/2	GEN	Sun DEM	0 1	1	1	1	1	07/	07/2
NKIT	000 000	987	supp sup	DEMO GEN	11/	07/2 07/2	GEN	Mon DEM	D 1	1	1	1	1	07/	07/2
ATIN	000 000	987	supp sup	DEMO GEN	11/	07/2 07/2	GEN	Tue DEM	D 1	1	1	1	1	07/	07/2
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U	000 000	987	supp sup	DEMO GEN	11/	07/2 07/2	GEN	Thur DEM	0 1	1	1	1	1	07/	07/3

• After Choose the file Click On The **Create Master** after that click on Close Button All the Employee Data in the Software Imported.

Hardware Setup

When click on the Hardware Management open the Password Option so Hardware option password is **admin**

-Passwor	1		
	Verify	Cancel	
	veniy	Calicer	

2 🕝 📀) (*					
oloyee Master Data Transfer Data Processing	Daily Report	Monthly Report Sala	iry Report E	xit				
Total Employee								
U O O		Hardware Management						
59		Hardware Managmer	at				1	
		Message : GetAllEnroll					1	
		Lan Connect	O USB Connect	0	DYDNS			
Total Present		Machine No 1 v	Model T401F (New)	lachine lp 192.168.1.12	Connect		
		Enroll No 1	Backup No Fp-0	Branch	Or Location:	v		
0		Enroll No	Search		w Only Card 🛛 Us	oload Name In Device		
		Finger Enroll Data						
Total Absent		Select	EnrollNumber	Privilige 0		FingerNumb Select All		
			2	0		0		
59			3	0		0		
			4	0		0		
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Total Late	Г					*	+ C + +	
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		Delete Database	Load DataBase	Set Admin	Remove Admin	Delete Enroll Data		
		Download User's	Upload User's	Enable User	Disable User	Clear Machine Glog		
		Delete All Data	Set Time	Upload Name	Upload Card	Exit	Last and a set of the	
		L.	And the second second second				Employee Name : NA	Machine No: 1
							Employee Code : NA	Enroll Id : NA
							Department :NA	Designation NA
							Punch Time NA	
							0.0	

- 1. Select the Device then click on the Connect
- 2. Download finger Data (all the data download from the device)
- 3. Click on the Load Database (Save all Enrollment Data in the software)
- 4. Set Admin (For set admin click enrollment then enrollment Number then clicks on set admin button)
- 5. Remove admin (Select all the enrollment remove the admin)
- 6. Delete Enrollment (Select the enrollment then click on Delete Enrollment)
- 7. Delete all users (Delete all the Enrollment Data from the device)
- 8. Set Time (Set system time in the device)
- 9. Clear Machine logs (Delete all the logs Data)

10. Upload Name (Select the all enrollment, Check on the Upload name in the device after that Click on the Upload Name)

- 11. Enable user (Select the enrollment then click Enable user)
- 12. Disable User (Select the Enrollment then click Disable User)

Transaction

Generate Shift

In this Module Analysis of the Shift setting and Office policy

Need to generate the shift before taking report.

- First select the Months
- Here has option generate the shift by Branch, Company, Department, Designation and Employee
- Here you can also Generate shift by some employee, company and Department, etc. through Click on Few Radio Button then select the Sorting Data like (Employee, Company etc.)

	a Transfer D	ota Processir GenerateSh		Report		hly Report	Salary Rep	port	(żł Ex												
Total Emp	loyee	Select M 04/07/202 G				Ge	nerate Shift 5	9 Employee	Out Of	59											
		Selectio	n By													100	earch by Employ				
Total Pre	sent	All Cor Few or Select			O Fe	l Branch Iw Branch HectAll/De-Sele	ct All	Ō		artment partment JI/De-Select	All		All Desi Few Der SelectA	signation	ct All	0	All Employee Few Employee SelectAll/De-	Sear	ch By Code		
0			AUTO NOUSTRE	S		IND IRAT NAGAR		E	ACCOU DEMO MAINTEN PRODUC QUALITY	TION			ACCONT DEMO DIE SETT ENGEER HELPER	TER L			00(02) amarjeet(56) anita(48) anup kumar(40 archana(44)			Ê	
Total Abs 59	ent									Generate S	hift Complet		OPRATO	ING DOM			arun kumar(08 aryan(03) bainath(39) bainam(58) bikesh kumar(3 chanderpal go chandrashekh	30) In(34) er(19)			
		Shift Infor	mation of mon	h					-		OK						chatu prasad(38)		*	
Total	Late	Day1	001	Day2	001	Day3	OFF	Day4	001		Day5	001		Day6	001	Day7	001	Day8	001	em	
<u> </u>		Day9	001	Day10	OFF	Day11	001	Day12	001		Day13	001		Day14	001	Day15	001	Day16	001		
		Day17	OFF	Day18	001	Day19	001	Day20	001		Day21	001		Day22	001	Day23	001	Day24	OFF		
		Day25	001	Day26	001	Day27	001	Day28	001		Day29	001		Day30	001	Day31					Machine No : 1
																				_	Enroll Id : NA
						/													ment :NA Time NA		Designation NA

• When click the Generate Button Stepsing Bar start after finish show the message Generate Shift Complete.

Update Manual Shift

Generate Roaster Shift										
Seelct Date										
From Date	05/15/2022					Export To E	xcel	Import from Excel	Generate Roster	Close
To Date	05/23/2022									
Colorition Du										
Selection By									Search by Employee	
All Company Few company SelectAll/De-Select All		 All Branch Few Branch SelectAll/De 	Select All		All Department Few Department SelectAll/De-Select Al		 All Desi Few De SelectA 		 All Employee Few Employee SelectAll/De-Select 	Search By Code
		SURAT NAGA	R		ACCOUNT MAINTENANCE MR PRODUCTION QUALITY		ACCON DIE SET ENGIEEF HELPER OPRATO THREAD TOOL R WELDIN	TER R DR DING OOM	C 00102) AMARJEET(S6) ANUTA(45) ANUTA(45) ANUTA(41) ARUANA(44) ARUANA(44) ARUANA(44) ARUANA(40) BAURATH(39) BAURATH(39) BKESH KUMARAMS8) BKESH KUMARHARA CHANDRASHEKHER CHATU PRASAD(38)	(19)
Empcod EmpName 1 2 02 00 002 00	3 4 1 002 001	5 6 7 002 001 00		9						

Update manual shift (generate roaster) is used for making different shifts pattern.

We can set pattern if any employee coming in different shift every day, week or every month or in 15 days.

Bulk Manual Punch

From this option you can enter manual punches in bulk.

steps to enter bulk manual punches

- Select employee and select date when you wants to give manual punches
- Than click on generate data
- Enter the In and Out punches time
- And save it.

rom Date	01/05/2022	To 10/05/2022			Ge	nerate Data	
lter by Cardno	Filter By Emp. Name	Filter By Department	Filter By Branch	Attendance Log D	etails		
				Message :	Emp.Code : 0000	0001	
0000001	0000001	DEMO	DEMO	Att_Date	In_time	Out_time	remark
000003	0000003	DEMO	DEMO	01/05/2022	09:00	18:00	
000015	abc	DEMO	DEMO	02/05/2022	09:15	18:30	
000002	2	DEMO	DEMO	03/05/2022	09:30	19:00	
				04/05/2022			
				05/05/2022			
				06/05/2022			
				07/05/2022			
				08/05/2022			
				09/05/2022			
				10/05/2022			

Manual Punching

steps to add manual punch

- Select employee
- Than select date and enter the time of punch (In/Out)
- And than click on save

If you want to check the manual punch which is given to the employees

- Select the date and click on the check box (show manual punch).
- Here you can check the manual punches

You can also delete the manual punches.

• Just select the manual punch

• Click on delete manual punch.

You can also check the machine punches from this option

• Select the date and uncheck the checkbox(show manual punch)

Attendance Management System	1				- 0 ×
File Transaction Data Converter Process Report Administration					
2 3 🚱 🚯		(j i)			
Employee Master Data Transfer Data Processing Daily R	Manual_Punch	10.000			
		N Time Out Time 00:00 00:00	Remark	e	
Total Employee	Selection By				
	All Company All Branch	All Department All D	sharad O All Employee 🗌 Search By	Code	
59	○ Few company ○ Few Branch □ Select All/De-Select All □ Select All/De-Select All	O Few Department O Few	Designation Few Employee tAII/De-Select AII SelectAII/De-Select AII		
	DEMO		ONTENT prem chander(04) raghunath(06) O ram ratan(37)	^	
Total Present		PRODUCTION	SETTER anni(46) IEER sandeep kumar(11)		
0		THE	ATOR saniay(17) EADING sarif 2(22)		
	<		L ROOM satendra(50) DING sharad kumar(01)		
	Manual Punch Insert	List of Punches	Delete	et All	
Total Absent	From Date 04/06/2022	Select Empname	Cardno PunchDateTime 00000001 Apr 6 2022 7:00:00:0000	N N N N N N N N N N N N N N N N N N N	
59	Show Manual Punch	SHARAD KUMAR	00000001 Apr 6 2022 10:00:00		
	View Punch				
Total Late				Second State of the second sec	
12.5	псиронти			t System	
0	neurson ne	cendurice	munugern	chi System	
				Employee Name : NA	Machine No: 1
				Employee Code : NA	Enroll Id : NA
				Department :NA	Designation NA
				Punch Time NA	
07-Apr-2022 02:26 02:27 For All Device					
O Dit	📅 🖿 🗢 🗖 🔯 🥐 🤗				⊡ dx ENG ^{14:28} □

Update Loan

Steps to update Loan/Advance

- Select the employee
- Select loan type(Loan/Advance)
- Enter the amount of loan
- Enter the Interest rate
- Select EMI terms(Number of months)
- Select EMI Start date
- Click on Gen. EMI
- And than click on save.

Loan Register										
List of Employee Loa	n List									
Filter By Emp.Code	Filter By Em	p. Name	Filter By Em	ployee CardN	lo					
								View Emi	Details	
Loanid	Empname	Empcode	CardNo	Loan_Nam	ie Am	ount	IntRate	StartFrom	On_Date	LoanType
Loan or Advance Entry		Sort By Si								
Loan Or Advance Na	me	Employee (: 6/2022 EN : 7/2022 EN					
		00000001 /00000	0001	<u> </u>	: 8/2022 EN	II: 8833				
Select Loan Type		Loan Amou	nt Interest		: 9/2022 EN : 10/2022 E					
Loan	~	100000	0.5		5 : 11/2022 E	MI: 8833				
EMI Term(Number Of	f Month)	Emi Start D	ate		7 : 12/2022 E 8 : 1/2023 EN					
12		04/06/2022	Gen.) : 2/2023 EN 0 : 3/2023 E					
Total Amount :10600	0			1	1 : 4/2023 E 2 : 5/2023 E	MI: 8833				
							Amount :	106000		

Leave Application

Steps to assign the leave to the employees

- Select the employee
- Select leave code
- Enter the remark(optional)
- Than click on save
- Here you can also check consume and balance of leave of employees

yee Master Data Transfer Data Pro	LeaveApplication										1	
	List of Employee For Leav	•							Select A	IIUn-Select All		
	Filter By Employee Code	Filte	r By Employee Name	•								
Total Employee	Select EmpCode	EmployeeName Department	From Date	To Date	Leave Type	Dur1	Dur2	Dur3	Dur4	V_N0		
59	•	SHARAD KUMAR DENO	10-04-2022	12-04-2022	CL.				FullDay	1		
Total Present												
0	Employee Details											
	Sort By Staff Number	Employee Code *		Date From*			From* (12/2022					
Total Absent		Employee Name	~	Father/Husbar			n2/2022					
		SHARAD KUMAR		Fathermusbal	so reame		020001					
59	Leave Details										-	
	Leave Name*	OL.		Reason								
	Leave Duration	O Quarte	r .	O Half	Day		O Three Fourth	1		Full Day		
Total Late	EmpCode	CardNo	Empliane	Opening		Consume		Islance	Leave			
	 II 	00000001	MARAD KUMAR	15.00		3.00	6	2.00	CL		stem	
0 0	•											
	9										2212002	
												200
			Save	Del	. 1	Close						Machine No :
	-		Save	Ue		Lande						
										Employee Code : N	NA	Enroll kd : A
										Department :N	A	Designation N
										Punch Time N	A	

Salary Setup

Steps of salary setup

- Select the employee
- Enter the ESI,PF,TDS, amount OT rate and click on checkbox for enable PF limit.
- Click on heads
- Enter the salary amount (hours, monthly and daywise).
- Click on checkbox ESI,PF,OT
- Click on deduction
- Enter the deduction amount or fixed deduction amount.
- Select how will you give you salary to the employees(hours based,monthly based,daywise,& ot)
- Click on save button.
- For edit the salary setup
- Click on update existing employees
- And now you can edit the salary setup
- Click on save button.

And New Linploye	e Paysetup 🔘 Update	Existing Employ	ee Paysetup		Save	Delete	Close
nployee Name	Employee Code	Department	Designation	Employee S	alary Details		
0000001	0000001		DEMO	- Show C	т		
0000001	0000001	DEMO	DEMO	🛛 🔿 Daywise	•		
0000003	0000003	DEMO	DEMO	Monthly	,		
2	2	DEMO	DEMO				
abc	15	DEMO	DEMO	Hrs bas	ea		
nployee Info Heads Employee Info	Deduction						
Employee Info Employee Code	PF%		OT Rate				
Employee Info			OT Rate				
Employee Info Employee Code 00000001 Employee Info	PF% 12% EPF%		1 TDS Ammount				
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Employee Info Employee Code 00000001 Employee Info	PF% 12% EPF%		1 TDS Ammount				
Employee Info Employee Code 00000001 Employee Info 00000001	PF% 12% EPF% 0.00		1 TDS Ammount 0.0				
Employee Info Employee Code 00000001 Employee Info 00000001	PF2 12% EPF2 0.00 ESI2		1 TDS Ammount 0.0 TDS% 0.0 PF Limit				

Leave Encashment

This option is used when company give cash or want to forward the balance paid leaves to the next year.

Steps of leave encashment

- Select employee, leave code and year
- Click on get balance(here you can check the balance leaves)
- In the leave balance details
- Select mode(encashment/leave adjust)
- You can check balance in available balance option.
- You can also check the no. of leave to be taken.
- Click on save.

Leave(EL) Encashme	nt Voucher						×
Leave(EL) Enca	shment Vou	cher					
Sort By Staff Nu	mber			Enter Year N	0	Get List	Delete
Select Employee		Select Lea	ve For Year				
0000001/00000	01	~ CL	~ 2022				
CardNo	00000001						
Department	DEMO						
Designation	DEMO		Get Balanc				
Designation	DEMO		Get Balanc	e			
Leave Balance D	etails						
Se	lect Mode	Encashment	~				
		Encashment					
Availabl	e Balance	Leave Adjust	_				
No.of Leave to b	e Taken	00.00					
					1		
				Save	Close		

Data Converter

USB Convert

In this Menu we can Upload the device logs File

Upload logs Data from USB(Falsh Device or Pen Derive)

- Select the Device Type
- Select the From Date and To Date
- Choose The File (Device logs file name like AGL01.Txt)
- Wait for uploading logs File
- After uploading click on save button



Export Data in ERP

This is used if you wants to fetch all logs to your erp like, Spine_HRMS,

greytHR,Eureka Forbes Api,SANS-HRMS,KEKA_ERP,Ascent_HRMS.

Steps to upload data in ERP

- Download logs from data transfer
- Than go to export data in erp
- Select ERP Name
- Select from date to to date
- Click on upload.

Export Data IN ER	P		×
Export Data			
Select ERF	^o Name		
KEKA_ERP	~		
From Date			
01/05/2022			
То			
31/05/2022			
	Upload	Close]

Data Management Pro2K

This option is used for some devices like Pro2K, Pro1500, Pro1900, Pro 1900T, RS70New, RS28New

Machine Setup for these devices

Machine Management					x
Machine Details	Fill D	evice Details			
Search Machine Select All/De-Select All	De 1	vice No*		Machine Type R\$70 New	
1 192.168 8101 NA	19 Po 81	achine IP Address)2.168.1.224 rt No 01 01 pp		Product Image	
	FC Ma NA In/	rial No -C103E21034172 achine Location \ Out Only for Acce Out	ss Control ✓		
		Save	Delete	Add	Close

Here you can check machine connectivity

mprature [Device Connection					
Devic	e Connection	: Server lp Addr	ress = 192.168.1.220	0 Server Port : 81	00	×
	-	Connect Successf	ully			
Mac	hine No		lp Address	Port		
1		~	192.168.1.224	8101	Connect	
Er	nable Realtime	Data Transfer	Hardware	Create TimeZone	Upload User Right	
All Co	onnected Device	List				
FC-C1	03E21034172	~				
ommand	result IO Commun	ication IO Result	DoNetDrive.Protocol.Fingerprin	nt.SystemParameter.SendCo	onnectTestResponse Time (Consum
				-	-	
C	lear					
Туре	Content		Identity Info		Remote Info	
leading	NULL25; NULL2(F	ingerprint				
ard		2022-06-04 12:09:19	FC-C103E21034	4172 1	192.168.1.224:8101	
ecords	NULL2NULL1NUL	LNULL				
leading	NULL25; NULL2(F	ingerprint				
ard		2022-06-04 12:09:19	FC-C103E21034	4172 1	192.168.1.224:8101	
ecords	NULL2NULL1NUL	LNULL				
Reading	NULL24; NULL2(F	ingerprint				
ard		2022-06-04 14:48:23	FC-C103E21034	4172 1	192.168.1.224:8101	
ecords	NULL2NULL1NUL	LNULL				
leading	NULL24; NULL2(F	ingerprint				
ard		2022-06-04 14:48:23	EC-C103E21034		192 168 1 224 8101	

<u>Data Transfer</u>

Go to Data Transfer and select date and click on download all record. Here you can check all your punching logs.

	Selection				
Record type	From Date	To Date			
eading card reco	ord ~ 04/06/2022		Download All Record	Download New Record	Close
Smo	Cardno	PunchDate	PunchTime	Temprature	PhotoSRNo
1	0000002	04/06/2022	14:48		
2	0000002	04/06/2022	12:09		

Hardware

- Go to Hardware option and here you can download enrollment data to software for this just click on read all users.
- You can remove admin just select the employee and click on remove admin.
- You can delete whole data from machine just click on delete all database or clear all users.

Sele	ct All	Message :	Admin Remove S	uccessfully			Enrollment T	ype Fi	ingerprint Feature Code	\sim		Search	n Enal	Enable Realtime	
I Da	ta														
	Select	UserNo	UserName	UserDepartment	UserPosition	CardNo	Password_1	Face	Numberoffinger	UserID	ExpirationDate	OpeningTimePer	EffectiveTimes	status	
		1				0000000000		No	1	Administrator	2099-12-31 2	Unlimited(6553	1	Normal	
		2				0000000000		No	1	Common user	2099-12-31 2	Unlimited(6553	1	Normal	
		50	50			0000000000	0	No	1	Common user	2099-12-31 2	Unlimited(6553	1	Normal	

Create TimeZone

- This option is use for the enable the permissions for access.
- Click on create time zone option than create time zones according to your time for access.
- Than click on upload time zone.

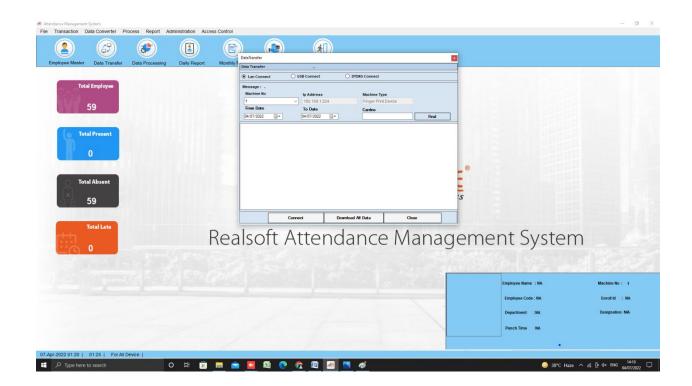
Message :	TimeZone Read	Complete					
Opening Time2	Zone And Group Nu	mber					
TimeZone			Week Day				
Opening TZ1	~		Saturday				
Start Time1	EndTime1	StartTime2	EndTime2	StartTime3	EndTime3	StartTime4	EndTime4
09:00 🖨	10:00 불	00:00 🖨	00:00	00:00	00:00	00:00	00:00 🖨
StartTime5	EndTime5	StartTime6	EndTime6	StartTime7	EndTime7	StartTime8	EndTime8
00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00 🚔
D	ownload TimeZone		Upload Time	Zone	Cle	ar All Time Zone	
	ownload Timezone		upload Time	Zone	Cie	ar All Time Zone	

Process

Data Transfer

This option are used for download the data from device

- First Select the Device No(Machine No:)
- Then click on the Connect the Device ,then Select the Date Range From Date and To Date Then Click On Download Button all the data are download from device include finger, face ,Card, Password.
- After Downloading logs are automatically save in the Software database



Daily Manual Process

For get Report must be Steps Attendance.

- First Select the Date Range for Processing From Date and To Date
- Here have option **Process Attendance** by Branch, Company, Department, Designation and Employee
- Here have also **Process Attendance** by some employee, company and Department, Etc through Click on Few Radio Button then select the Sorting Data like (Employee, Company etc.)
- When click the Process Button processing Bar start after finish show the message Data Process Complete

🚜 Attendance Management System					- a ×
File Transaction Data Converter Process Report Adm	inistration Access Control				
2 3 3	ManualProces	(Tá	×		
Employee Master Data Transfer Data Processing	Daily Repc Processing Status				
	Processing For Employee Data Process 59 Employee Out Of	59 From Date	To Date		
			4/07/2022		
Total Employee	Processing File				
U. ALAN	Processing For Date Date : Processing 07-04-2022 Comple	Process S	Rop Close		
59	Processing For Date - Date - Processing 07-04-2022 Compile				
	Selection by				
Total Present					
		VI Department All Designation Few Department Few Designation	All Employee Search By Code Few Employee		
	Select All/De-Select All Select All/De-Select All Select All/De-Select All	SelectAll/De-Select All	Select All/De-Select All		
0	DEMO DEMO	ACCOUNT	5000		
		DEMO	amarjoet(56) anta(48)		
		RODUCTION	anup kumar(40)		
Total Absent		AUAL × PER ATOR	archana(44) arun kumar(08)		
		READING AL ROOM	aryan(03)		
59		Data Process Complete LDING	bairam(58) bikesh kumar(30)		
		OK	chanderpal gola(34)		
	٢ >	OK	Chandrashekher(19) Chatu prasad(38) ✓		
Total Late					
ed-to	Realsoft Atte	ndanco Ma	nanomo	nt Suctom	
	nearson Alle	enuance ma	Inageme	III JYSLEIII	
			5	,	
				Employee Name : NA	Machine No: 1
				Employee Code : NA	Enrollid : NA
				Department :NA	Designation NA
				Punch Time NA	
07-Apr-2022 02:26 02:27 For All Device					
P Type here to search	- H 🛱 🔚 🚖 🔽 🕼 💽 🧖	1 🔼 🛷 📶		39°C Haze ^ //	i ĝi d× ENG 1430

Salary Process

Steps of salary report

- select the month
- select the company(all company)select the employee(all employee)
- click on process button
- wait until salary process completed successfully message not shown.

Salary Process		Salary Process Complet	e	
Monthly Process O F	erodic Process	From Date 29/05/2022		Process Close
ection By				
) All Company) Few company] SelectAll/De-Select All	● All Branch ○ Few Branch □ SelectAll/De-Select All	All Department Few Department SelectAll/De-Select All	All Designation Few Designation Select All/De-Select All	All Employee Few Employee Select All/De-Select All
DEMO				
		Salary Process Complete	<u></u>	ettics

Report

Daily Report

If you want to see daily report i.e, one day report then you can see it from this option.

Steps of generating daily report

- Select the date
- Select company and shift(for all department/for few department)
- Select the department (for all department/for few department)
- Select employee(for all employee/for few employee)
- Click on report from the ist of report options e.g. performance.

Daily				
Daily Report				
Report Date 04/06/2022				Select Shift
Search By Employee Name				
		o		
				All Employee Search By Code
	Few Branch		Few Designation	O Few Employee
SelectAll/De-Select All				
	DEMO	DEMO	DEMO	0000001(0000001)
				☐ 0000003(0000003) ☑ 2(2) ☑ abc(15)
Select Report		,		
Performance	Present	Early Arrival	Early Departure	Arrival
Attendance With Photo	Performance With in Out	Absent	Department Summary	OverTime
Raw Punch	Late Arrival	Missing Punches		Close

	rt_Viewer																				- 0	6 X
	((1 of 3 🕨 🎽 + 🛞 🚱	a 🛯 🖬	₩• Whole Pag	ge •	Find Next																	
		Report	Date : 07-04-2022	2		De	ily Perfo		Dennet													
		Keput	Date : 01-04-2022			Da	ily Perior	mance	Report						Print Da	te : 07-	04-202	2				
		Total	Present : 4.50			Tot	al Absent	54.50							Tota	al Leave :	0.00					
		Sr.No	Emp.Code	CardNo	Name	Designation	Shift	Start Time	Arr. Time	Late Hrs	Dept Time	Early Hrs	WrkHrs	O.Time	Status	In Temp	Out Temp	Remark				
		Compa	any :DEMO				-				-	-	-			-	-					
		Branch	: DEMO																			
		Departr	ment : DEMO																			
		1	01	00000001	SHARAD KUMAR	DEMO	GEN	10:00	11:01	1:01	14:18	3:42	3:17		P/2							
		· ·	any :SUPER AL		RIES																	
			: SURAT NAGAR																			
			ment:ACCOUNT																			
			02	00000002	00	ACCONTENT	001	08:30	14:18	5:48					P			MIS				
			11	00000011	SANDEEP KUMAR	ACCONTENT	001								A							
			34	00000034	Chanderpal Gola	ACCONTENT	001								A							
			ment : MAINTEN/				1	1		1					1-							
			05	00000005	FIRASAT KHAN	ENGIEER	001	08:30	14:18	5:48					P			MIS				
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							001	L	<u> </u>		<u> </u>		-		A		-					
			08	00000008	ARUN KUMAR SHIVA	OPRATOR DIE SETTER			<u> </u>		<u> </u>				A A							
				00000009	MANOJ	TOOLROOM	001	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	A	<u> </u>	<u> </u>					
			10	00000010	MANOJ MD. SONU	OPRATOR	001															
			12		MD. SONU MD SARIF			<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>		A		<u> </u>					
			13	00000013		DIE SETTER	001		L		L				~							
			14	00000014	DINESH	OPRATOR			<u> </u>		<u> </u>	<u> </u>			A		<u> </u>					
			15	00000015	SURJEET	OPRATOR	001	L	<u> </u>		<u> </u>	<u> </u>	L		A		-					
			16	00000016	YUAY	THREADING	001															
			17	00000017	SANJAY	OPRATOR	001								A		<u> </u>					
			18	00000018	JITENDER	THREADING	001								A				I			
		Page N	1.053																I			
	✓ Type here to search	Page N	0	84 📅	a 💼 🔽	题 💽 🤇	N			ø	Appr	oved BY	r :						39°C Haze	A 6 D 14	ENG 14:40	
-	- type here to search		0	-			× 🖷		-										59 C maze	We Bridge	04/07/20	22 ~

Monthly Report

If you want to see monthly report or weekly report then you can see it from this option.

Steps of generating monthly report

- Select the from date to to date
- Select company and shift(for all company/for few company)
- Select the department (for all department/for few department)
- Select employee(for all employee/for few employee)
- Click on report from the list of report options e.g. Performance, Attendance, Absent, Monthly Inout Report, present, Machine Punch, Early Departure, Missing Punch

Selection From Date 04/07/2022	To 04/07/202	22 .			
All Company Few company Select All/De-Select All DEMO SUPER AUTO INDUSTRIES		All Department Few Department Select All/De-Select ACCOUNT DEMO MAINTENANCE PRODUCTION QUALITY	All SelectAll/De-St ACCONTENT DEMO DIE SETTER HELPER OPRATOR THREADING WELDING	n C Few Emplo elect All O 0(02) amarjeet amita(48) anup kun artochana(arun kum aryan(03) baijnath(bailram(5) bikesh ku chanderp	oyge De-Select All (56) nar(40) 44) ar(08)) 39) 8) mmar(30) al gola(34) hekher(19) issad(38) 4) an(05)
Performance	Attendence	Absent	Raw swipe report	Present	Machine punch
Early Departure	Date Wise Performance	Attendence With Break	OT Summary	Missing Punch	Late Arrival
Manual Punch	Datewise Per In_out	Mn_Summary	Mn_Summary_Total	Leave Details	Leave Balance Report
NA Shift Report	NA Shift Report Pagewise	Work.Hrs Report		Close	

07-04-2022	2	Monthly Performance Report										Print Date 07/04/2022																			
Company Nar	ne :DE	мо																													
Branch : DEM	0																														
Department :	DEMO																														
EmpCode	Nam	e					Desi	gnati	on		Pres	ent	HL		wo		Abse	ent	Leav	e		Paid	Days		Late	Hrs.		Wor	kHrs	OvTi	m
01	SHAR	AD K	UMAR				DEMO	C			27		0		4		0		0			31						268:	40	52:40	0
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Arrived TIme	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20
Dept.Time	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00
Working Hrs.	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40
O.Times Hrs.	00:40	00:40	00:40	00:40	00:40	08:40	00:40	00:40	00:40	00:40	00:40	00:40	08:40	00:40	00:40	00:40	00:40	00:40	00:40	08:40	00:40	00:40	00:40	00:40	00:40	00:40	08:40	00:40	00:40	00:40	00:40
Status	Р	P	P	Р	Р	POW	Ρ	Р	Р	Р	Р	P	POW	Р	P	Р	Р	P	Р	POW	Ρ	Р	Р	Р	Р	Р	POW	P	Р	Р	Р

(performance report)

Yearly Report

If you want to see yearly performance report than you can see it from this option.

Steps of generating yearly report

- Select the year
- Select company (for all company/for few company)
- Select the department (for all department/for few department)

- Select employee(for all employee/for few employee)
- Click on show report.
- You can also check the LeaveEncash Report.

Yearly Report				x
Yearly Report				
Report Date 2022 Search By Employee Nam	ie			Show Report Close
All Company	All Branch	All Department	All Designation	All Employee Search By Code
C Few company	O Few Branch	O Few Department	Few Designation	O Few Employee
SelectAll/De-Select All	SelectAll/De-Select All	SelectAll/De-Select All	SelectAll/De-Select All	SelectAll/De-Select All
DEMO	DEMO	DEMO	DEMO	0000001(0000001)
				0000003(0000003)
				100(100)
				2(2)
			1	✓ 50(50)
			1	✓ abc(15)
			1	1
			1	1
			1	1
			1	
Select Report				
LeaveEnCash Report				

Daily Access Control Report

Here from this option you can check daily access report with In & Out gate names

Steps of generating daily access control report

- Select date
- Select report
- Click on show report

Daily				X
Daily Access Report Report Date 04/06/2022		lect Report) Daily In-Out Access Report		Show Report Close
Selection By				
All Company	All Branch	All Department	All Designation	All Employee
O Few Company	O Few Branch	O Few Department	Few Designation	○ Few Employee
Select All/De-Select All	Select All/De-Select All	Select All/De-Select All	Select All/De-Select /	All Select All/De-Select All
	DEMO	DEMO		☑ 0000001(0000001) ☑ 0000003(0000003) ☑ 100(100) ☑ 2(2) ☑ 50(50) ☑ abc(15)

Monthly Access Control Report

Here from this option you can check monthly access report with In & Out gate names

Steps of generating monthly access report

- Select from date to to date
- Than select employee(few employee/all employee)
- Click on show report

lection By Ionthly Access Report From Date 04/06/2022	To Date 04/06/2022			Show Report Close
) All Company) Few Company] Select All/De-Select All DEMO	All Branch Few Branch Select All/De-Select All DEMO	All Department Few Department Select All/De-Select All DEMO	All Designation Few Designation Select All/De-Select All DEMO	 ● All Employee ○ Few Employee □ Select All/De-Select All >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
ielect Report) Monthly In-Out Access Re	port			

Master Report

If you want to see master reports e.g shift list, department list, designation list, employee list, company list, branch list etc. then you can see it from this option.

- Select which report or list you wants to check
- Click on show report

Master Page	
Select Report	
Company	○ Shift Details
O Employee Access Details	O In-Active Employee
O Department	O Leave Type
) Branch	O Employee
O Active Employee	⊖ Holiday
O Designaton	O Export Employee List In CSV Format
Show Report	Close

Salary Report

Here from this option you can check salary report.

Steps of generating salary report

- Select month
- Select employee(few employee/all employee)
- Select salary report type
- Click on show report

SalaryReport				×
Select Report				
Select Month 1/06/2022	 Monthly State Pay-Slip 	ement O Pay-Slip vertica	al	Show Report Close
All Company Few Company Few Br Select All / De-Select All DEMO DEMO		All Department Few Department Select All/De-Select All DEMO	All Designation Few Designation Select All/De-Select All DEMO	All Employee Few Employee SelectAll/De-Select All 00000001(00000001) 0000003(00000003)

Monthly Statement

DEMO																						
Emp Code	Employee Name	Pay Days	Basic					Total									Loan/ Advan ce	PF	ESI	Total Ded.	Net Pay.	Signature
					_Earning	s				•		Dec	luctions	•								
0000001	0000001	5	1667	0	0	0	0	1667									0	0	0	0	1667	
0000003	0000003	5	2500	0	0	0	0	2500									0	0	0	0	2500	
Total	1	10	4167	0	0	0	0	4167	0	0	0	0	0	0	0	0	0	0	0	0	4167	

<u>Pay-Slip Vertical</u>

Salary	y Register for the month of :Jun , 2022	
	Salary Slip	
alary Slip No./Month	0000001/Jun/2022	
mployee Code	0000001	
arre Of Employee	0000001	
ate Of Birth	N/A	
ather's//Husband's Name		
esignation	DEMO	-
epartment	DEMO	
lacement Location		
ping Date		
ttendance Chart	Days	
resent	1.00	
/eek Off	4.00	
oliday	0.00	
beent	25.00	
otal Pay Days	5.00	
ARNINGS	AMOUNT(INR)	
asic	1667.00	
	0.00	-
	0.00	
	0.00	
	0.00	
		-
otal Earnings(A)	1667.00	
eductions	Amount (INR)	
F -Employee Contribution	0.00	
SIC-Employee Contribution	0.00	
elds!Ded1.Value	0.00	
eus: Deo1, Value		
	0.00	
otal Deductions(B)	0.00	
et Payable (A-B)	1667	
otal Amount in Word : (One Thousan	id Six Hundred and Sixty Seven)	
ank Name		
ccount No.		
ayment Mode		
heque No./Date		
eceiver Signature		

<u>Pay Slip</u>

Company Name :	DEMO							Date :04	/06/2022
Emp.Code	0000001		Emp.Name	00000001			Dept. : DEM	10	
Designation	DEMO		Father Name						
Attendance	Detail	Rate Of W	ages	Amt.Payable		other Deduc	tion	Pf & Esi	Deduction
Present	1.00	Basic	10000.00	Basic	1667.00			Pf	
Absent	25.00							Esi	
HoliDay	0.00								
Leave	0.00								
Week Off	4.00								
Paid Days	5.00								
						Loan/ A dva nce	0		
					0				
WORK, OT Hours	5:6,0:0	OT Rate	41.6/	OT Amount	0				
WORK, OI Hours	5:6,0:0	OI Rate		Of Amount Total Earning	1667		Deduction		ļ
Total Amount in Wo	ord : (One Tho		undred and Sixty	Total Earning	-	Total	Deduction Net Salary Dept. : DEM		166
Total Amount in We Company Name : Emp.Code Designation	DEMO		1	Total Earning Seven) 00000003	-	Total	Net Salary		
Total Arnount in Wo Company Name : Emp.Code	DEMO 00000003 DEMO		Emp.Name Father Name	Total Earning Seven) 00000003	-	Total	N et Salary Dept. : DEM	10	
Total Amount in We Company Name : Emp.Code Designation	DEMO 00000003 DEMO Detail	usand Six H	Emp.Name Father Name	Total Earning Seven) 00000003	-	Total I other Deduc	N et Salary Dept. : DEM	10	/06/2022
Total Amount in We Company Name : Emp.Code Designation Attendance	DEMO 00000003 DEMO Detail	Rate Of W Basic	Emp.Name Father Name	Total Earning Seven) 00000003	1667	Total I other Deduc	N et Salary Dept. : DEM	10 Pf&Esi	/06/2022
Total Amount in We Company Name : Emp.Code Designation Attendance Present	DEMO 00000003 DEMO Detail 1.00	Rate Of W Basic	Emp.Name Father Name	Total Earning Seven) 00000003	1667	Total I other Deduc	N et Salary Dept. : DEM	10 Pf&Esi Pf	/06/2022
Total Amount in We Company Name : Emp.Code Designation Attendance Present Absent	DEMO 00000003 DEMO Detail 1.00 25.00	Rate Of W Basic	Emp.Name Father Name	Total Earning Seven) 00000003	1667	Total I other Deduc	N et Salary Dept. : DEM	10 Pf&Esi Pf	/06/2022
Total Amount in We Company Name : Emp.Code Designation Attendance Present Absent HoliDay	DEMO 00000003 DEMO Detail 1.00 25.00 0.00	Rate Of W Basic	Emp.Name Father Name	Total Earning Seven) 00000003	1667	Total I other Deduc	N et Salary Dept. : DEM	10 Pf&Esi Pf	/06/2022
Total Amount in We Company Name : Emp.Code Designation Attendance Present Absent HoliDay Leave	DEMO 00000003 DEMO Detail 1.00 25.00 0.00 0.00	Rate Of W Basic	Emp.Name Father Name	Total Earning Seven) 00000003	1667	Total I other Deduc	N et Salary Dept. : DEM	10 Pf&Esi Pf	/06/2022
Total Amount in We Company Name : Emp.Code Designation Attendance Present Absent HoliDay Leave Week Off	DEMO 00000003 DEMO Detail 1.00 25.00 0.00 0.00 4.00	Rate Of W Basic	Emp.Name Father Name	Total Earning Seven) 00000003	1667	Total I other Deduc	N et Salary Dept. : DEM	10 Pf&Esi Pf	/06/2022
Total Amount in We Company Name : Emp.Code Designation Attendance Present Absent HoliDay Leave Week Off	DEMO 00000003 DEMO Detail 1.00 25.00 0.00 0.00 4.00	Rate Of W Basic	Emp.Name Father Name	Total Earning Seven) 00000003	1667	Total	N et Salary Dept. : DEM	10 Pf&Esi Pf	/06/2022 Deduction
Total Amount in We Company Name : Emp.Code Designation Attendance Present Absent HoliDay Leave Week Off Paid Days	DEMO 00000003 DEMO Detail 1.00 25.00 0.00 0.00 4.00	Rate Of W Basic	Emp.Name Father Name 15000.00	Total Earning Seven) 00000003	1667	Total	Net Salary Dept. : DEN tion	10 Pf&Esi Pf	
Total Amount in We Company Name : Emp.Code Designation Attendance Present Absent HoliDay Leave Week Off	DEMO 00000003 DEMO Detail 1.00 25.00 0.00 0.00 4.00	Rate Of W Basic	Emp.Name Father Name 15000.00	Total Earning Seven) 00000003 Amt.Payable Basic	2500.00	Total	Net Salary Dept. : DEN tion	10 Pf&Esi Pf	/06/2022
Total Amount in We Company Name : Emp.Code Designation Attendance Present Absent HoliDay Leave Week Off Paid Days	DEMO 00000003 DEMO Detail 1.00 25.00 0.00 4.00 5.00	Rate Of W Basic	Emp.Name Father Name 15000.00	Total Earning Seven)	2500.00	Total other Deduc Loan/Adva nce Total	Net Salary Dept. : DEN tion 0	10 Pf&Esi Pf	/06/2022

OverTime

EmpCode	Employee Name	OT(Hr.)	OT Rate	Over Time Pay
00000001	0000001	5:6,0:0	41.67	0.00
0000003	0000003	0:0,0:0	0.00	0.00
			Total	0

Customized Report

In this report have the punch Data some Custom fields like Employee code, Card Number, Name Date and Time, Machine No.

the report format is in the txt,csv,dat.

Selection From Date 04/01/2022	To 04/07/2022	File Type	~		Export Daily	Export Monthly	Show Report	Close
Filter Employee								
All Company Few Company SelectAll/De-Select All DEMO	All Branch Few Branch SelectAll/De-Se DEMO	lect All	Department w Department lectAll/De-Select All COUNT MO	0	All Designation Few Designation SelectAll/De-Sele ACCONTENT		All Employee Few Employee SelectAll/De-Se 00(02)	
	T SURAT NAGAR	MA PR	INTENANCE ODUCTION ALITY		DEMO DEMO DIE SETTER ENGIEER HELPER DPRATOR HREADING TOOL ROOM WELDING		amarjeet(56) anita(48) arup kumar(40) archana(44) arun kumar(08) aryan(03) baijnath(39) baijnath(39) baijnath(39) bikesh kumar(3 chanderpal gol chandrashekhe) 30) a(34)
Row Punch Export Select EmpCode Empn CardNo Mach Punchdatetim	ame							
00000107042022 00000107042022 00000207042022 00000207042022 00000207042022	014.181 I14.181 014.181							

00000307042022011.111 00000407042022111.051 00000407042022011.111 00000507042022114.181 00000507042022014.181

Temperature Report

- In this option you can check out the employees temperature data.
- Select from date to to date
- Click on start monitoring
- Click on show data

From	Date 04/06/	2022 🗐 🔻 T	o 04/06/2022		art monitoring (Stop monitor	ing	Show Data	Show	Report
ilter E	By Device ID	Filter By Emp	.Code Filter E	By Emp. Name	Filter By D	Department	Filter By Design	nation Fil	lter By Temperatur	e
	DeviceID	Biometric ID	Emp Name	Emp Code	Department	Designation	Punch_Date	Punch_Time	Temp_In_Celsius	Temp_In_Fa
	2	0000002	2	2	DEMO	DEMO	04/06/2022	09:44	36.20 C	97.16 F
	1	0000002	2	2	DEMO	DEMO	04/06/2022	09:35	36.30 C	97.34 F
•	1	0000002	2	2	DEMO	DEMO	04/06/2022	09:35	36.30 C	97.34 F
	ployee Nam 00002	ne			Employee C	ode				_
000		ie								
000	00002 artment	ie			2					-
000 Dep DEI	oooo2 oartment MO	1e 04/06/202	2 09:35		2 Designation					

If you want to check the temperature report than click on show report

iR.No	Emp.Code	Card No	Employee Name	Department	Designation	PunchDate	Time	Temperature (°C)	Temperature (°F)	Image	Machine No
	y DEMO DEMO										
1	2	00000002	2	DEMO	DEMO	04/06/2022	09:44:13	36.20 C	97.16		2
2	2	0000002	2	DEMO	DEMO	04/06/2022	09:35:03	36.30 C	97.34		1
3	2	00000002	2	DEMO	DEMO	04/06/2022	09:35:01	36.30 C	97.34		1

Temperature Report With Photo

Administration

User Manager

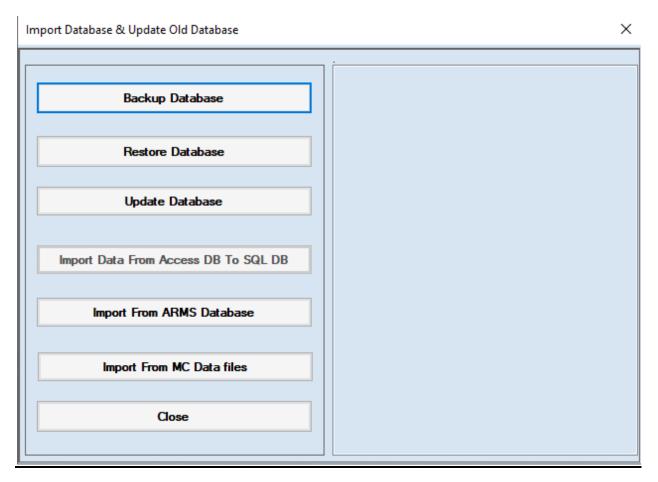
UserManage	er							x
User Man	ager List			User In	fo			
Sel	ect User_Login_Id	User_Name	User_Password	DISP	LAY NAME*		Password	
▶ ⊻	admin	admin	admin	adn	nin		*****	
	rss	rss	rss	Phon	ie No		Permission	
				Emai	1		Check As Adm	in
					•		Advanced Pay	roll Fosturos
				User	Name*		Manceu Pay	Tourreatures
				adm	iin		Allow Access	Control Features
					Save	Cancel	Delete	Close
Access p	ermissions							
File Tr	ansaction Report Pay	Setup Access Contro	Administration Cor	npany / Bra	inch			
	Company	nch ☑ Depa ft Details ☑ Emple		signatio ave Typ		mployee Po	blicy	

- You can enable payroll and access control features from this option.
- Select user_login_id enter the password
- Click on checkbox to enable the features.
- Click on save button
- You can add new user manager or delete the user manager also.

You can set permissions for access also

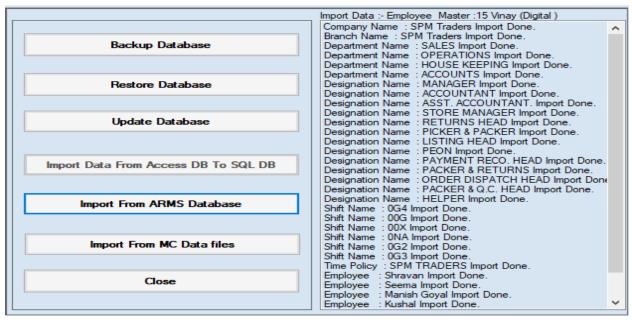
- Add a new user
- Click on those checkboxes you want to allow for access (for e.g. report, leave type, employee etc.) to that user manager.
- You can also change the password of the software.

Database Backup

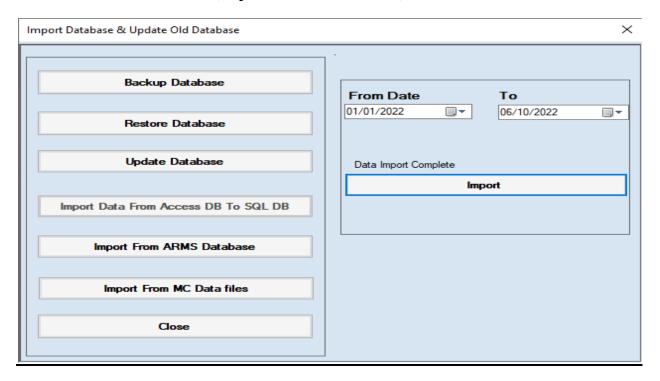


- You can take database backup from this option.
- You can also restore the database .
- After restore the database click on update database.
- Import data from Access DB to SQL DB (this is used when you changed database mode to sql and want to restore than access database to SQL database).
- Import from ARMS Database (you can also import your ARMS database to this software from this option).
- Import from MC Data Files(you can also import MC data files from this option to this sotware).;

Import Database & Update Old Database



(import ARMS Database)



(import MC DataFiles)

 \times

Database Mode

You can change database mode from this option by default it is on MS ACCESS but you can change your database mode to SQL also.

Steps to change the database mode to SQL

- Choose database mode SQL Server
- Select server name
- Enter new database name or existing database name
- Enter user name
- Enter the SQL server Password.
- Click on save button if database is already existing or click on create new database if you add newdatabase.

Database Setting	×					
Database Updation						
Active Database M	ode : MS ACCESS					
Choose Database :	MS ACCESS ~					
	MS ACCESS SQL SERVER					
	SQL SERVER					
	Save Close					

Database Setting

Active Database Mode : <u>MS ACCESS</u>								
Choose Database :	SQL SERVER V							
Server Name								
DESKTOP-DRBQH24								
Database Name	test							
User Name	sa							
Password	*****							

x

Access Control

Upload Time Zone

Steps to create timezone

- Select the model and click on go
- Select time zone from day pass time zone
- Click on get enter the timezone times than click on save button
- Select week pass timezone and eneter the timezone on that day where you want to give access to the employees.
- Click on save button now connect the device and click on transfer button.

Device Informa Device Inform		Me	ssage: .			
Select Dev	/ice : 1	~	Device Seral N	0: 12345	Port :	5005
				Connect	Transfer	Close
Day Pass Tim	e Zone			Week Pass Tin	ne Zone	
TimeZone1	10:00	то	00:00	Sun : Mon :	0	
	00:00	To (00:00	Tue :	1	
TimeZone2	00-00					
TimeZone2 TimeZone3 TimeZone4	00:00)0:00)0:00	Wed :	1	
TimeZone3		то (Wed : Thu : Fri :	1 1 1	

Upload User Rights

- Select the model than click on go button.
- Select the employee whom you want to give permissions.
- Connect the device and click on upload user rights.
- You can also block or unblock the users.

			T	28-Old	~					
				Go	Cancel					
ad User	r Rights				1					
load Use	er Rights For Finger To	erminal And Access Co	ntrol System							
Select	EmpName	Cardno	Dept Name	Branch	ValidFrom	ValidTo	Wook Zees 1	Wook Zore 2	WeekZone3	Week-7
	DEMO	0000001	Dept_Ivame DEMO	DEMO	ValiuFrom	Valid TO	vveek∠one i	week20082	week20083	vveekZ
	Shravan	00000002	SALES	SPM Traders			0	0	0	0
	Dilip	00000004	OPERATIONS	SPM Traders			0	0	0	0
	Kushal	0000005	OPERATIONS	SPM Traders			0	0	0	0
	Sachin	0000006	OPERATIONS	SPM Tradera			0	0	0	0
	Mangal	0000008	HOUSE KEEPING	SPM Traders			0	0	0	0
	Preeti	0000010	OPERATIONS	SPM Traders			0	0	0	0
	Seema	00000011	OPERATIONS	SPM Traders			0	0	0	0
	Manish Goyal	00000012	OPERATIONS	SPM Traders			0	0	0	0
	Vishal	0000013	OPERATIONS	SPM Traders			0	0	0	0
	Vinay (Digital)	0000015	SALES	SPM Traders			0	0	0	0
. —				· ·				-	-	-
Devic	e Information		Message: .						Select All/	De-Selec
Solo	ct Device :	1	Device Seral	No: 12345		Port :	5005		All Block (Jser
Sele	ce Device .	-	Device Sela	12545						
Devi	ce Model :	TF2001	Connection M	ode: LAN		IP Address :	192.168.0.10)		
Connect Upload User Rights Block User UnBlock User Close										

Finger Reader

- This option is used to enroll the finger to the T4DF controller for this first connect the fingerprint reader to the system and go to finger reader option.
- Enter the id, FP Num, and privilege.
- Click on enroll finger.
- Place the finger to fingerprint reader (3 times).
- After enrollment it will show added new FPData to DB Complete.

Finger Reader		×
	ID: FP Num: Privilege:	2 0 0 Enroll Finaer Close
added new FPDa	ta to DB Com	plete