Trudian Security Management Center Platform User Manul

Contents

Note: The controller parameters and other data involved in the illustrations in this manual are for demonstration reference only, please refer to the actual situation for parameter settings when using.

1 Installing the Card Issuer Driver

1. Insert the card issuer (HT68-SIC09) into the USB port of the computer
2. Open the "Card Issuer Driver" folder in the root directory of the software, double-click "Card Issuer Driver.exe"
3. Click"Install"
4. Wait for the installation to complete

2 Log in and Enter to operating software

1.Click [Start] > [Programs] > [Trudian Security Management Center Platform] > [Professional Intelligent Access Control Management System] or double-click the icon ![icon] on the desktop,and then enter the login interface.

Trudian Security Management Center Platform

A admin

🔒 ●●●●●●   👁

☑ Remember Password

Log In

Log in means you ggree to the Trudian Privacy Policy
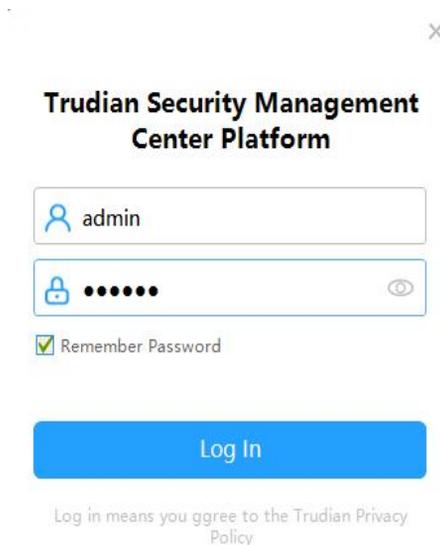
2. Enter the initial username: admin and password: 123456.
3.After login, the main operation interface will be displayed.
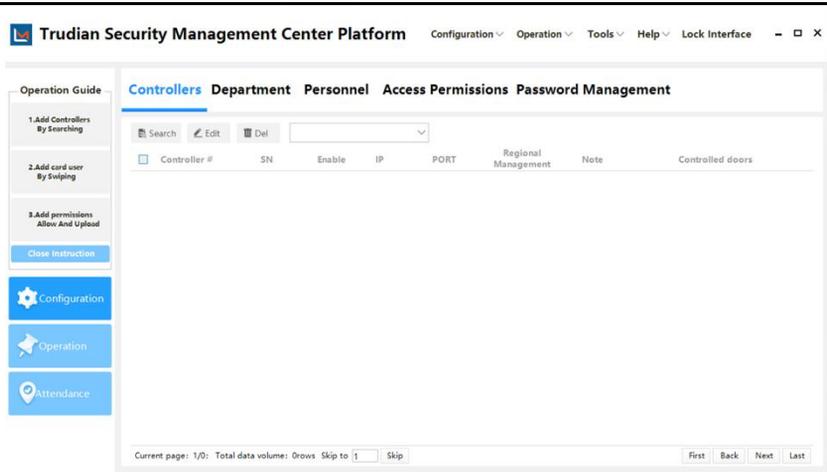
Getting started guide. If you have no experience, you can complete basic operations and settings under the guidance of this wizard. We recommend that you close the Getting Started Guide after you are familiar with it, and read the manual carefully to familiarize yourself with and master the operation of the software. After "Close Getting Started", the operation interface is as follows.

3 Device Parameter Settings

3.1 Add/set controller parameters

Click [Configuration] to enter the controller interface.
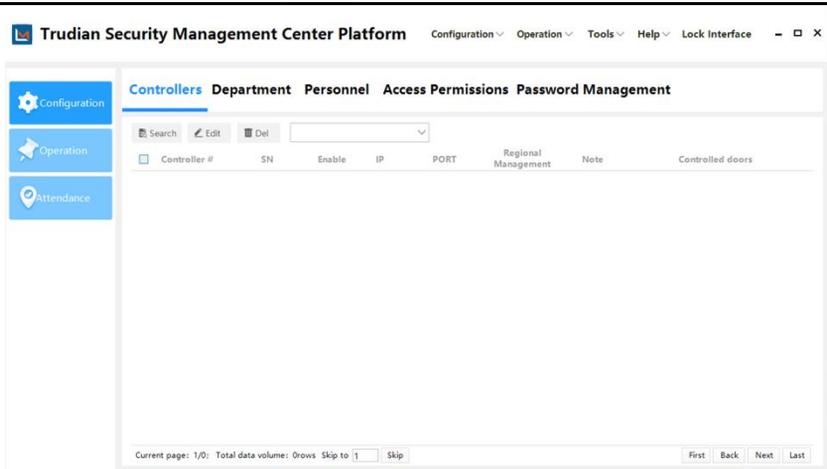
Click [Search] to bring up the Search Controller page.
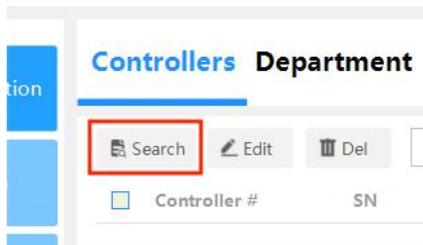
Click [Search for controllers in the same network segment]
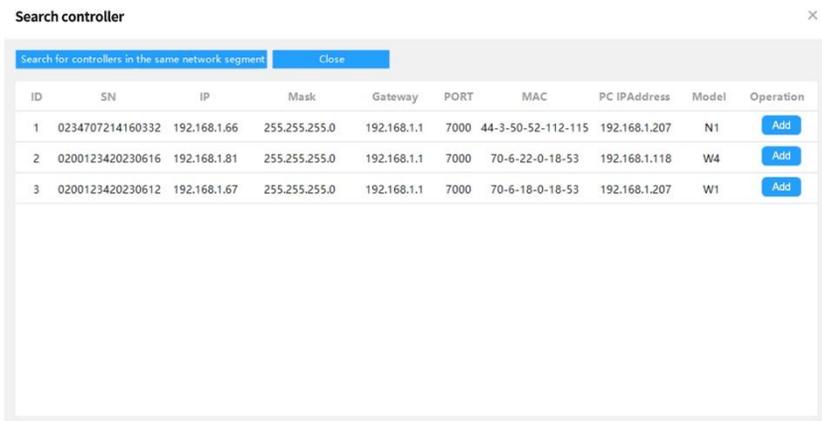
Select the controller that needs to be added to the management center,

click [Add] on the right, set the network parameters of the controller, and click Add.

Add--0222111199999999   ×

> Configure
>
> | | |
> |---|---|
> | Management Center IP | 192.168.1.223 |
> | Management Center Port | 7000 |
> | Controller IP | 192.168.1.122 |
> | Default Gateway | 192.168.1.1 |
> | Subnet Mask | 255.255.255.0 |
>
> Cancel   Add

After the addition is successful, it can be viewed in the settings-controller list.

Controllers Department Personnel Access Permissions Password Management

Search   Edit   Del

	Controller #	SN	Enable	IP	PORT	Regional Management	Note	Controlled doors
☐	1	0222111199999999	☑	192.168.1.223	7000	-	-	D0001-1、D0001-2

Note:

1.   If you need to replace the controller, you can directly use the product serial number of the new controller to change the original product serial number. Please note that the same model is required for replacement. After the replacement, all settings and permission information will not change after [Upload Settings] on the main console.

2.   After adding a controller and modifying it's parameters for the first time, the controller will automatically restart. It will take a while before the page will update the information. The next step can only be done after the software and the device have synchronized the information.

3.2 Modify Controller

Assign the IP address to the corresponding controller in Setting Controller Parameters. (Note: The product serial number and IP must correspond), and the controller should be assigned to a specific area for management.

[Door Name]: You can modify the door name.

[Enable]: tick it, you can see this door in the main console; if you don't tick it, you can't see this door in the main console.

[Door Control Mode]: The control mode of the door.

[Door opening delay (seconds)]: You can directly input or click the icon to modify.

Click [OK], the controller is modified.

Note: After the setting is completed, [Upload Settings] must be performed at [Operation] > [Main Console].

3.3 Test controller communication

Click [Operation], enter [Main Console], select a door, and click [Detection Controller].

3.4 Controller area management

In the software menu, click [Configuration]> [Controllers] > [Edit] > [Controller Regional Management] to enter the controller area management interface.

Click [Add superlative Zone].

After entering "Administrative District" in the "Region" column, click [OK].
If you want to add a sub area under this area, click [Add sub-zone].
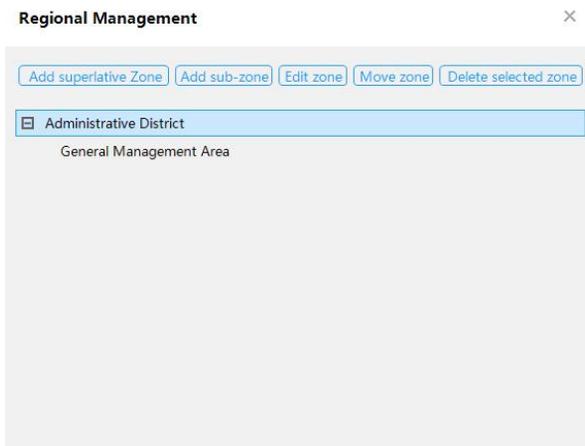
Click the close button to exit the controller area management, click
[Configuration] > [Controller] > [Edit] > [Zone]click the drop-down button
to see the added area.

Edit   ×

* Controller #   1

    * SN   0222111199999999   ☑ Enable

    Zone   Administrative District\General M˅   Controller Zone
                                                     Management

    Note

        Management Center IP   192.168.1.223
    Management Center Port   7000
            Controller IP   192.168.1.122
        Default Gateway   192.168.1.1
          Subnet Mask   255.255.255.0

                Cancel   Next

4 Department and Registration Card User Operations

4.1 Set Department

Click [Configuration] > [Department] to enter the department interface.

Controllers **Department** Personnel Access Permissions Password Management

📝 Add Top Department   📄 Add Sub-department   📋 Copy   ✎ Edit   ✛ Move   🗑 Delete
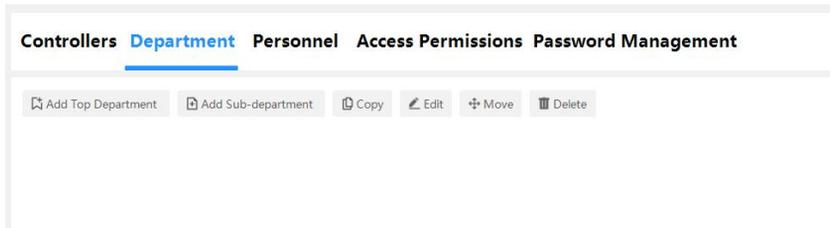
Click [Add Top Department].

Enter "General Manager's Office" and click [OK]. If you want to add another department under this department, you can click [Add Subordinate Department].

4.2 Add registered card users

Click [Configuration] > [Personnel] to enter the user interface.

Click [Add].

User   ×

* User ID   j-0000001

* User Name

Card ID

Department   ∨   Photo

☑ Attendance   ☑ Access Control

⦿ Normal Shift   Deactivate   2099-12-31 ▾
○ Other Shift   Password   123456

Cancel   OK   Add Next

[User ID]: Automatically brought out, can be entered according to actual needs.

[Card ID]: The Card ID displayed here is the ID read through the card reader, not the card number printed on the card surface.

[Add Next]: After clicking this button, it will automatically switch to the next user's information input window.

Enter "User ID", "name" and "Card ID", and select "department" and "select photo", as shown in the figure:

Click [OK], the user has been added to the system.

Please note: User ID and User Name must be filled in.

All information except "Card ID" can be modified. If the card is lost, please go to [Configuration] > [Personnel] > [Report Lost card] to report the loss of the corresponding card. After the general software reports the loss of the card, it will use the new card number to modify all the previous record settings. Our software will carry out scientific marking, and the previous records can continue to be retained.

4.3 Automatically add registration card function (automatic card issuance)

Click [Configuration] > [Personnel] to enter the user interface.

Purpose: You can add users in batches by automatically swiping cards.

Click[Configuration] > [Personnel] > [Auto Add] to enter the auto add user interface.
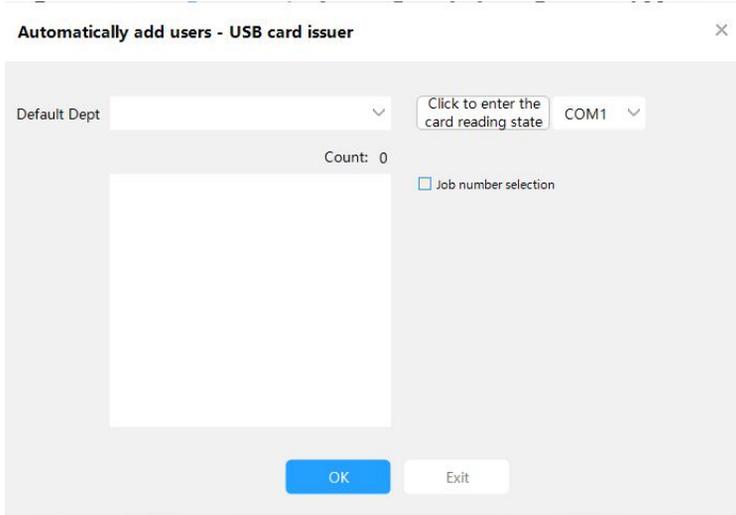
After swiping the card
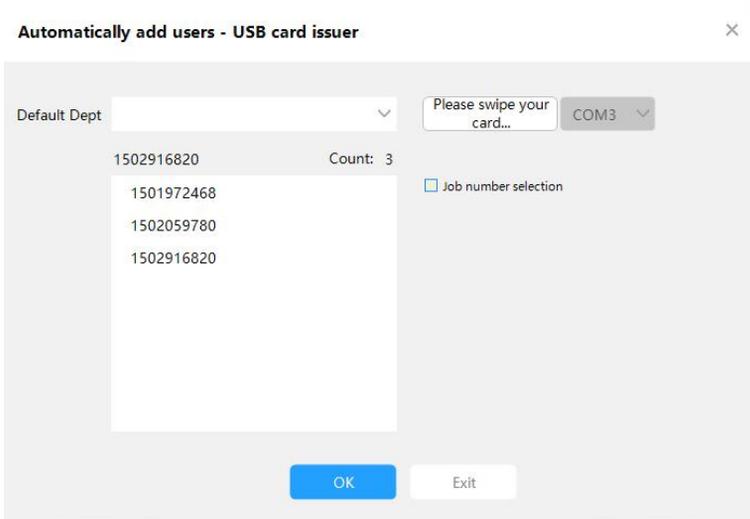
Click [OK] to add the user to the system.

| | Controllers | Department | **Personnel** | Access Permissions | Password Management | |

| 🖹 Auto Add | + Add | ✎ Edit | 🔧 Batch Edit | 📥 Import | 🚩 Report lost card | 🗑 Del | 👤 Privilege |

User Name [ ] Card NO [ ] Department [▾] 🔍 Search ↻ Clear

Card Reader [COM3 ▾] Disconnect

☐	User ID	User Name	Card NO	Attendance	Other Shift	Access control function	Valid until	Department
☐	j0000001	Jennie	2323232323	☑	☐	☑	2099-12-31	General Manager's Office
☐	j0000002	N1501972468	1501972468	☑	☐	☑	2099-12-31	-
☐	j0000003	N1502059780	1502059780	☑	☐	☑	2099-12-31	-
☐	j0000004	N1502916820	1502916820	☑	☐	☑	2099-12-31	-

When adding a user through the automatic addition function, the name of the cardholder is named in the form of "N+card number" by default, and the user's name and other information (except the card number) can be modified by modification.

4.4 Import User

Note: Only the user's ID number, name, card ID and department can be imported.
First export the Excel document, open the exported Excel document, create user information and then import it.
On the software interface, click [Configuration] > [Personnel] > [Import], and select the storage path, as shown in the figure below:

Batch Import   ✕

File Format   [Download and Import Template File]

Please select a file   [C:\Users\14261\Documents\Import Template.xlsx]   [Browse]

Please note: this function will only import valid job number, name, card number, and department, and other information in the file will not be imported

[Cancel]   [OK]

Click [Close].

Controllers Department Personnel Access Permissions Password Management

Wrong user information   ×

Auto Add

Template data total4,Successful3/Failed1   Clear

User Name

Card Reader

User ID	User Name	Card NO	Department	Failure Reason
j-0000001	Tim	12345678	Company\Depar...	This User ID has already existed., NO...

	Use		Department
☐	j000(		General Manager's Offic
☐	j000(		-
☐	j000(		-
☐	j000(		-
☐	j000(		General Manager's Offic
☐	j000(		General Manager's Offic
☐	j000(		General Manager's Offic

Export Failed Data   Close

Current page: 1/1: Total data volume: 7rows Skip to 1   Skip   First Back Next

4.5 Modify single-user permissions

Please refer to the steps in 5.1.2 Modify single-user permissions.

4.6 Report lost card

When the user loses the card of the access control system, in order to avoid losses, please report the loss of the lost card in time.
[Configuration]> [Personnel] >[Report Lost card].
For example: To report the loss of the card number of user "Jennie", the card number is "2323232323".
First find the user in the user table, and then click [Report Lost card].
The original(old) card number "2323232323" will be automatically displayed in the [Lost Card Number] column, and the new card number "2323245677" should be entered in the [New Card Number] column.

Report lost card   ×

User Name	Jennie
Lost Card NO	2323232323
New Card NO	

Cancel   OK

Report lost card   ×

User Name	Jennie
Lost Card NO	2323232323
New Card NO	2323245677

Cancel   OK

Click [OK].

After the user "Jennie" reported the loss of the card number and uploaded it, the old card "2323232323" cannot be swiped to open the door, but the new card number "2323245677" can only be swiped to open the door.

If a user loses his card, after reporting the loss, a new card number has been assigned, and then the old card is found, what should be done with the old card?

Method: The old card can still be assigned to other new users.

If a user leaves and no longer uses the access control system, what should

be done?

Method: Do not delete the person directly from the user, you can report the loss, but do not enter anything in the new card number column, that is, the card number of the person is empty. In this way, this card can still be assigned to other personnel.

4.7 Quick query user

Please refer to the steps in 5.1.2 Modify single-user permissions.

Can quickly query users by "User ID"&"Card ID".

Can query users with unassigned rights.

For example, query the following user table.

4.7.1. Query by Card ID

Fuzzy query by Card ID

For example , query all card numbers starting with 15.

Enter 15 in the card number input item in the user management interface .

Click [Search] to query all the card numbers starting with 15.

You can also enter a complete card number to quickly find out one of the users .

Such as input "12345680".

Click [Search] to query only the specified users.

4.7.2. Query by user name

Input "User Name" , you can query the designated employee .

For example: query all employees whose last name starts with "A" .
Input "A" in the "name" to query all users with "A" in their "name".

| Controllers | Department | **Personnel** | Access Permissions | Password Management |

5 Basic Operation

5.1 Authority Management

5.1.1. Add Delete Permission

Click [Configuration] > [Access Permissions] to enter the permission interface.

Click [Add Delete Permission]

[>>]：Select all "Users" or select all "Optional Doors".

[>]：Select a single "User" or select a single "Optional Door".

[<]：Remove a single "selected user" or a single "selected door" .

[<<]：Remove all "selected users" or all "selected doors" .

[Forbid]：Delete the access permission of the specified user to the specified door, the setting must be uploaded to the corresponding controller on the main console, and the deletion authority will take effect.

[Forbid and upload]：Delete the user's access authority to the specified door and upload it to the controller at the same time, no need to go to the main console to upload settings.

[Allow]：Add the specified user's access authority to the specified door, the settings must be uploaded to the corresponding controller on the main console, and the added authority will take effect.

[Allow and upload]：Add the specified user's access authority to the specified door and upload it to the controller at the same time, no need

to go to the main console to upload settings.

In this interface, you can press Ctrl+F to enter the user's "Job ID", "Name" and "Card ID" to find the user.

After selecting the user and door, all the records can be arranged by door or by user, and you can clearly see who is allowed to pass through a door and which doors a person can pass through. Records can also be printed directly or Export as an EXCEL file, and the exported file can specify a storage path.

Remarks: If you want to set up more personalized access management permissions, for example: who can enter which doors from what time to what time, which day of the week can enter and exit, etc. Please ask the supplier for this extended function and refer to the relevant chapters.

After all permissions are set, upload the settings of the designated door to the controller, please click [Operation] > [Main Console] > [Upload Settings] .
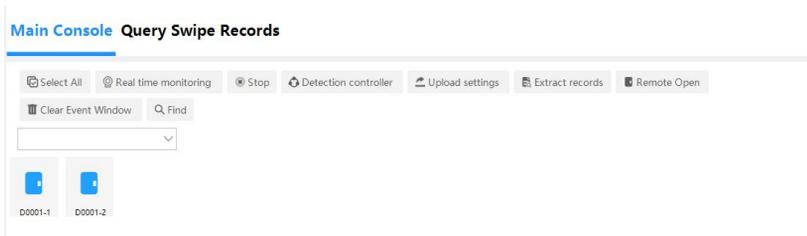
5.1.2. Modify Single-user Permissions

Click [Configuration] > [Access Permissions] ，select the single user whose permissions need to be changed (for example: select "Jennie "), and click [Modify Single User Permissions].
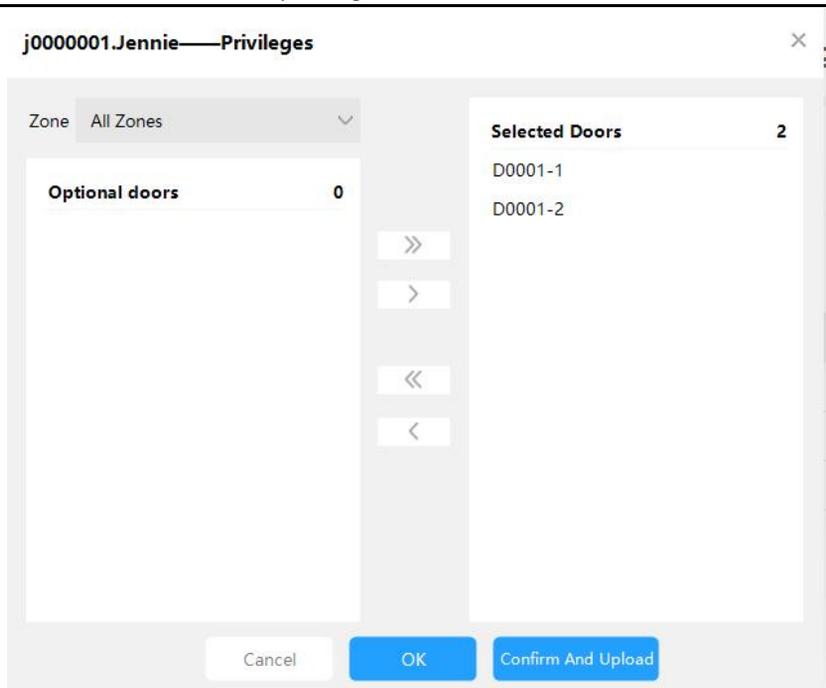
[>>]: Select all "optional doors".

[>]: Select a single "optional door".

[<]: Remove a single "selected door".

[<<]: Remove all "selected doors".

It can be seen that "Jennie " has the permissions of " D0001-1 ", " D0001-2 ", and now delete the permissions of " D0001-2 ".
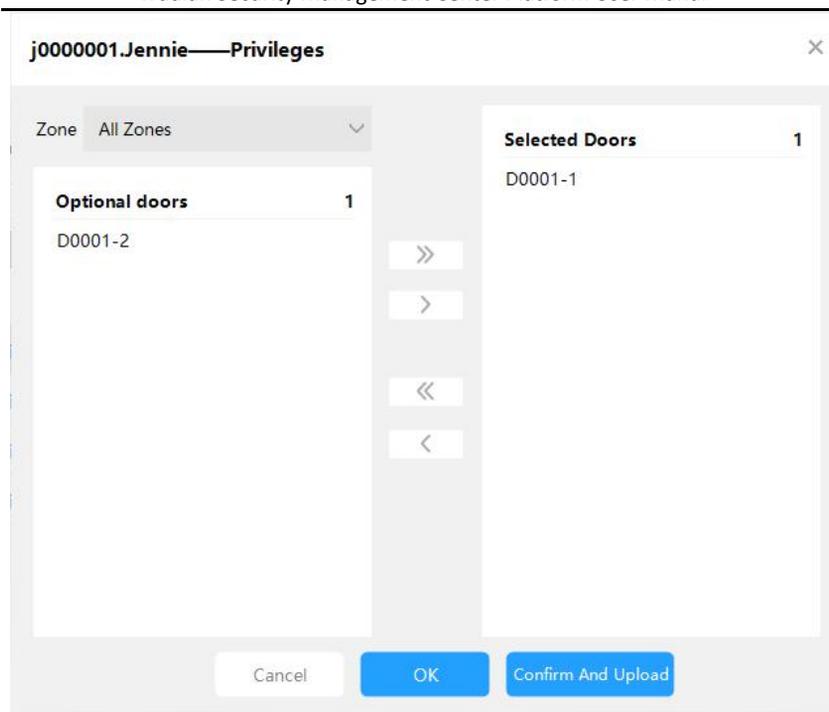
Remove "D0001-2 " from " Selected Gate ", and click [Confirm and Upload].
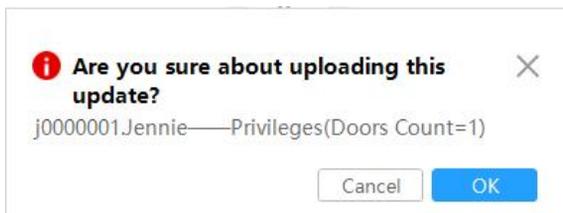
Click [OK].
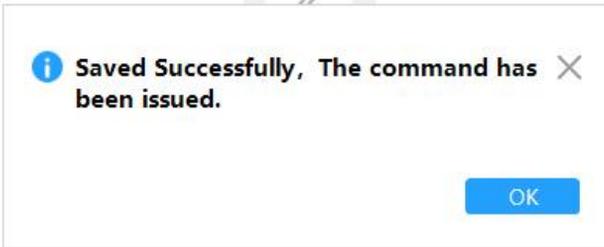
To confirm whether the authority has been changed successfully, you can perform "real-time monitoring" on the "main console" and swipe the card. Click [Operation] > [Main Console] , first select the door, then click [Real-time Monitoring], and then swipe the card on the card reader.

After swiping the card, you can see that " Conference Room 1 " and "South Gate" have no permissions.

5.2 Upload door parameter settings and registration card permissions

Click [Operation] > [Main Console] to enter the main console interface.
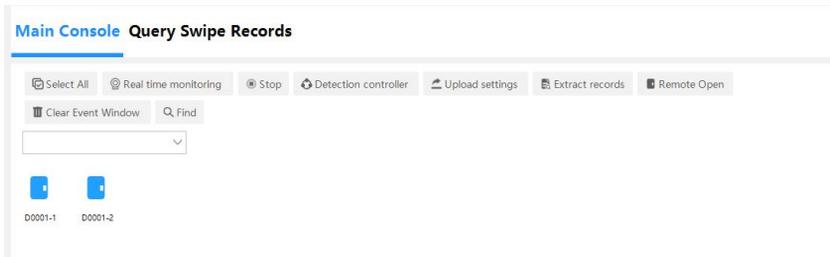
Select the door to be uploaded, you can hold down Ctrl for multiple selection or Click [Select All] to select, and click [Upload Settings]

Option to upload controller ×

☑ Controller basic configuration

☑ User Access Control Configuration

Cancel   OK

Click [OK] .

Main Console Query Swipe Records

Select All | Real time monitoring | Stop | Detection controller | Upload settings | Extract records | Remote Open

Clear Event Window | Find

D0001-1   D0001-2

	Execution time	Description	Information
1	11:26:16	D0001-1[0222111199999999]	Start uploading settings...
2	11:26:16	D0001-1	Basic configuration and permissions uploaded successfully.
3	11:26:16	D0001-2	Basic configuration and permissions uploaded successfully.

The main function is to upload the parameters and user card permissions set in the access control management system to the controller, so that the controller can execute the commands set.

Remarks : After all Settings are completed, they will be uploaded to the controller together. There is no need to set - upload one by one. You can upload them to the controller together after all Settings are completed.

5.3 Real-time monitoring of Swipe card informations

Select the door first, and then click [Real-time Monitoring] to enter the monitoring state.
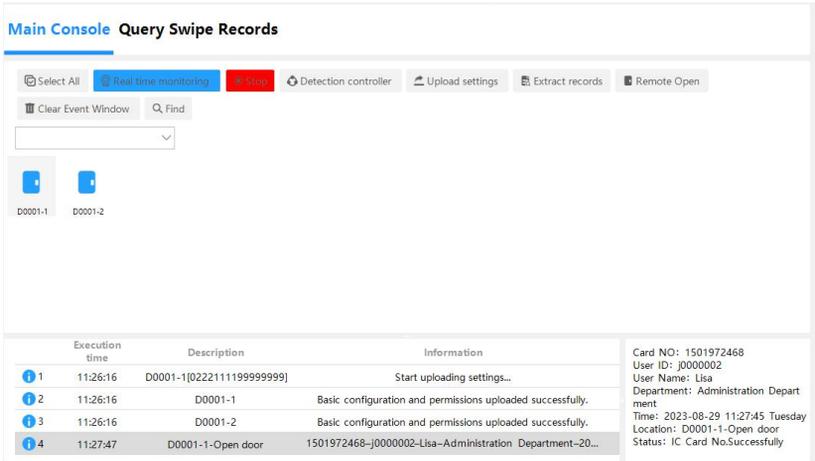
In real-time monitoring, when the user swipes the card to enter and exit the door, the basic information such as the cardholder's "card ID number", "name", "department", "time", "place" passed, and "status" of entry and exit can be displayed in real time.

5.4 Extract Records

The system has a memory storage function , and each controller can store records offline (even if the computer is not turned on, it will be stored automatically. The records will never be lost after a power failure) . You can choose the right time to extract the data to the computer. After the extraction is successful, the system will automatically delete the records in the controller.
Select the door first, and then click [Extract Records]
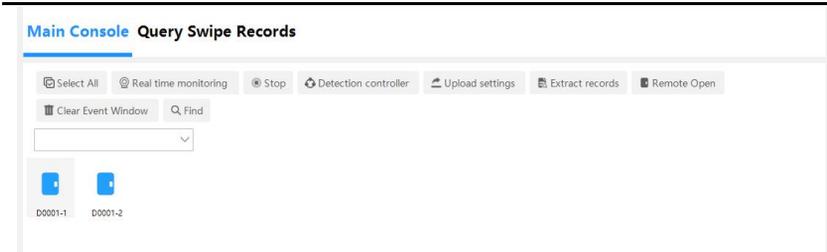
Select the gate to extract records, you can hold down the Ctrl key for multiple selection or Click [Select All] to select all , and click [Extract Records].

Click [OK] , and the extraction will be completed in a short while. At this time, all the records in the controller will be extracted to the computer. After the records are extracted, the query can be performed.

5.5 How to query records

Please extract the records before performing the query.
Click [Operation] > [Query Swipe Record] to enter the query original record interface.

Main Console Query Swipe Records

	Export To Excel	Q Find								

From: First Event ⌄ 2023-08-29 ⌄ To: Last Event ⌄ 2023-08-29 ⌄ Time: 00:00 ⌃ To: 23:59 ⌃

Name [_____] User ID [_____] Dept. [_____ ⌄] [Q Query] [Clear]

NO.	Card NO	User ID	User Name	Department	Time	Location	Valid	Description
4	1502059780	j0000003	Max	General Manager'...	2023-08-29 11:29:32 Tuesday	D0001-2	☑	IC Card No.
3	1502059780	j0000003	Max	General Manager'...	2023-08-29 11:29:28 Tuesday	D0001-2	☑	IC Card No.
2	1501972468	j0000002	Lisa	General Manager'...	2023-08-29 11:27:45 Tuesday	D0001-1	☑	IC Card No.
1	1501972468	j0000002	Lisa	General Manager'...	2023-08-29 11:27:42 Tuesday	D0001-2	☑	IC Card No.

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Query conditions can be queried related records by "time range", "name", "card number" and "department".

5.6 Lock Interface

If the operator needs to go away temporarily and is worried that others will operate the software, he can lock the interface through the lock interface function without closing the software. Click [Lock Interface] .

Operation Guide	Controllers Department **Personnel** Access Permissions Password Management						

1.Add Controllers By Searching

2.Add card user By Swiping

3.Add permissions Allow And Upload

Close Instruction

⚙ Configuration

🗡 Operation

📍 Attendance

	Import	Report lost card	Del	Privilege

Unlock

🔍 [admin]

🔒 [Please Input Password]

[OK]

Us- [_____] Department [_____ ⌄] [Q Search] [Clear]

Card [_____]

☐			Attendance	Other Shift	Access control function	Valid until	Department
☐			☑	☐	☑	2099-12-31	General Manager's Office

After locking the interface, it will not affect the running of background programs. For example, under real-time monitoring, the running information will still be displayed in real time. After the operator comes

back, he can unlock the lock by entering the correct password.

5.7 Password Management

If you want to set the swipe card and enter the password to allow to pass, or enter the card number and password can pass, or only enter the password can pass directly.

5.7.1. Enable card + password Function

If you have higher security requirements, in order to avoid the situation that the card has been lost and has not been reported in the system or the card has been stolen to open the door, you can change the setting to enter the password after swiping the card to achieve, that is, the card + password function.

Tick the box in front of [Enable password keyboard management] to enable the password keyboard management function. After enabling, click [Configuration] > [Password Management] on the software interface to enter the password management interface.

| Controllers | Department | Personnel | Access Permissions | **Password Management** |

Note: After swiping the card, normal users must enter the password to open the door. (If the user password is 0, the door will be opened directly by swiping the card)

Card+PIN

Card reader number	The SN of the controller	Card reader name	Card reader position	Card+PIN
1	0222111199999999	1	D0001-1	☐
2	0222111199999999	2	D0001-2	☐

User Password

Super Password

OK

Cancel

Current page: 1/1: Total data volume: 2rows Skip to 1 Skip   First Back Next Last

If you need to use a password keyboard for a certain door, and you must enter a password to verify your identity, please tick the box corresponding to the door at "Enable password keyboard".

For example, select "Swipe Card + Password" for the "D0001-1".

| Controllers | Department | Personnel | Access Permissions | **Password Management** |

Note: After swiping the card, normal users must enter the password to open the door. (If the user password is 0, the door will be opened directly by swiping the card)

Card+PIN

Card reader number	The SN of the controller	Card reader name	Card reader position	Card+PIN
1	0222111199999999	1	D0001-1	☑
2	0222111199999999	2	D0001-2	☐

User Password

Super Password

OK

Cancel

Current page: 1/1: Total data volume: 2rows Skip to 1 Skip   First Back Next Last

If the card reader corresponding to a certain door is enabled with a password keyboard, the way to open the door is to swipe card + password . After the password keyboard is enabled, it is necessary to set the password of each user, please set it in [User Password].

Click [User Password].

Select a user first, and then click [Change].

After entering the password, click [OK], and you can see "Modified" displayed in the user password.

| Controllers | Department | Personnel | Access Permissions | **Password Management** |

	Department	All ▼					
Card+PIN

Note: It cannot be used alone, it needs to be used in conjunction with the function of "swipe card + password"

	Card reader number	User ID	User Name	Card NO	Department	User Password	Operation
User Password	1	j0000001	Jennie	2323232323	General Manager's Office	modified	Change
Super Password	2	j0000002	Lisa	1501972468	General Manager's Office\Ad...	unmodified	Change
	3	j0000003	Max	1502059780	General Manager's Office\Ad...	unmodified	Change
	4	j0000004	Gary	1502916820	General Manager's Office\Ad...	unmodified	Change
	5	j0000006	Rose	12345679	General Manager's Office	unmodified	Change
	6	j0000007	Peter	12345680	General Manager's Office	unmodified	Change
	7	j0000008	Alex	12345681	General Manager's Office	unmodified	Change

OK
Cancel

Current page: 1/1 Total data volume: 7rows Skip to 1 Skip   First Back Next Last

The system can achieve one card and one password, and the password of each employee can be different.

The default password for each user is 123456 , the password can be set to any 6 -digit number . If the password is less than 6 digits, after swiping the card, press "#" to confirm.

After setting the enable password keyboard and user password. Be sure to perform the upload setting operation on the console .

5.7.2. Enable Super Password

You can enter after entering the super password, mainly for users with special identities or Users who do not need to wear a card to use this feature.

On the software interface, click [Configuration] > [Password Management] > [Super Password] to enter the Super Access Password interface.

Set "super access password", it can be for all controllers, or for each card reader of a controller, each card reader can set up to 4 super access passwords, the password can be set to any number within 6 digits .

After entering the "Password", click [Add].
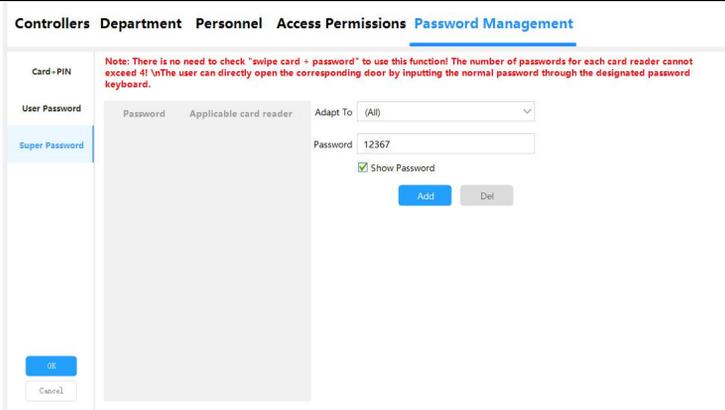
Clicking [Confirm] , it will take effect after going to [Operation] **>** [Main Console] **>** [Upload Settings]. After the upload settings are successful, click [Real-time Monitoring], and you can enter the normal password through the designated password keyboard to directly open the corresponding door. If the password is less than 6 digits, after entering, press "**#**" to confirm. And there are records displayed in the real-time monitoring.

Enter the super password 12345 After that all doors can be opened.
entering the super access code **123458,** only the D0001-1 can be opened .

5.8 Enable remote door opening

A door can be opened remotely via software.

Applicable to: If a person in an office forgets to bring his card, he can notify the administrator to open the door for him through the software; or it can be used in some occasions where identity verification is strictly required, after swiping the card, the administrator will confirm to open the door for him occasion.

Tick the box before [Enable Remote Door Opening] to enable the remote door opening function. After enabling it, click [Operation] on the left side of the software , enter [Main Console], and you can see [Remote Open Door].

Select the door first, and then click [Remote Open Door].

You can hold down the "Ctrl key " Use the mouse to make multiple selections or click "Select All" to realize the remote opening of the selected door.
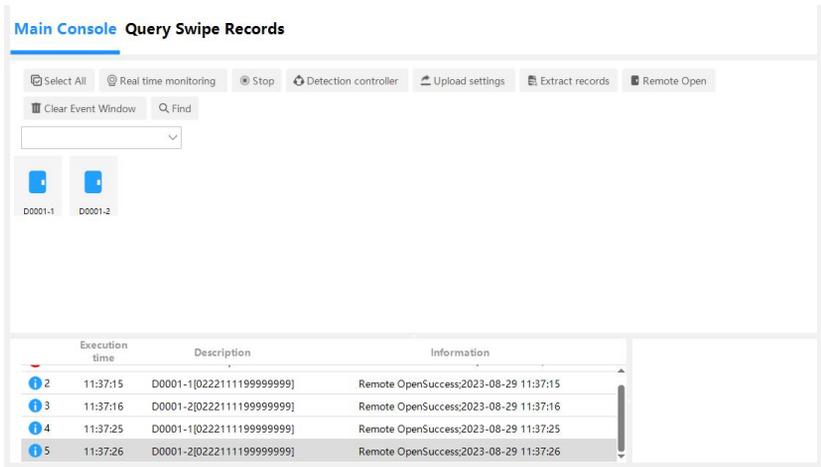
6 Time Attendance Management function module

By default, the system enables an easy-to-operate normal schedule attendance management function.

It is suitable for attendance management of government agencies, enterprises and institutions, office companies, foreign-funded companies, and normal shifts. There is no need to schedule regular shifts. Convenient and practical.

When adding a new user, you can specify whether the user should work normal shifts or shift shifts.

6.1 Set basic time attendance rules
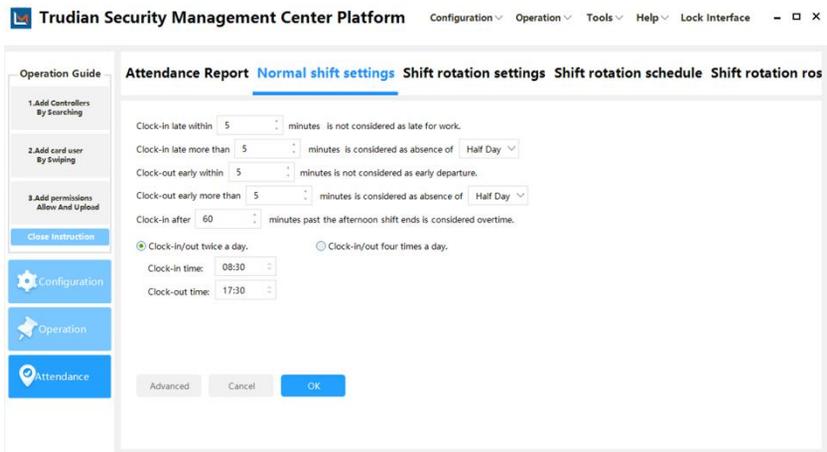
All the following instructions refer to the shift system of [working time - 8:30:00] [off duty time - 17:30:00], and the settings are as shown above:

The number of minutes late is not considered late (optional time range: 0-120 minutes): This is the embodiment of humanized management. Checking in at 8:34 will not be counted as late; clocking in at 8:36 will be counted as being 6 minutes late.

How many minutes to be late (optional time range: 0-120 minutes) for absence from work (half day, one day): If you clock in after 10:00, you will be counted as absent from work for half a day.

How many minutes in advance does leaving count as early departure

(optional time range: 0-120 minutes): punching in at 17:26 does not count as leaving early; clocking in at 17:24 counts as leaving early by 6 minutes.
How many minutes to leave early (optional time range: 0-120 minutes) for absence from work (half day, one day): If you clock in before 16:00 after get off work, you will be counted as absent from work for half a day.
How many minutes after getting off work in the afternoon does the card count as overtime (optional time range: 0-180 minutes): That is, clocking in between 17:30-18:30 does not count as overtime; clocking in after 18:30 counts as overtime, for example, 18:40 counts 1 hour of overtime; 19:05 is counted as 1.5 hours of overtime (accurate to half an hour). By analogy, overtime hours cannot span the night. (Not later than 00:00 am).
If you clock in multiple times, the time you clock in the closest to your start time will be used, and the time you clocked in the last time when you are off work will be used.
Swipe your card 4 times a day: This means that some companies require you to swipe your card at noon. Go to work in the morning, get off work at noon, go to work in the afternoon, and get off work in the afternoon, a total of 4 times.

Advanced option settings

6.2 Set holidays and weekends

Holiday settings apply only to regular shifts.

Holiday overview sheet

	From	-	To	-	Remark	
The Mid-Autumn Fes...	2023-09-29 Friday	A.M.	2023-09-29 Friday	P.M.		Add Holiday
National Day	2023-09-30 Saturday	A.M.	2023-10-06 Friday	P.M.		Delete Holiday

Mandatory workdays overview sheet

	From	-	To	-	Remark	
						Add mandatory workdays
						Delete mandatory work

◉ Rest on Saturday   ◯ Work on Saturday   ◯ Work on Saturday morning, rest in the afternoon
◯ Rest on Saturdays of odd-numbered weeks   ◯ Rest on Saturdays of even-numbered weeks

◉ Rest on Sunday   ◯ Work on Sunday   ◯ Work on Sunday morning, rest in the afternoon
◯ Rest on Sundays of odd-numbered weeks   ◯ Rest on Sundays of even-numbered weeks

OK   Cancel

Add holiday:

Just enter the festival name and start and end time period, which can be accurate to half a day.

Add required working days:

If a day is scheduled to be a day off and the company temporarily stipulates that you must go to work, you can use this function setting. For example: If May 1st to May 3rd is a national long holiday, but it is required to go to work on May 3rd, you can set that day as a mandatory day to go to work.

Mandatory workdays overview sheet

	From	-	To	-	Remark	
Meeting	2023-05-03 Wednesday	A.M.	2023-05-03 Wednesday	P.M.		Add mandatory workdays
						Delete mandatory work

Set weekend rest days:

You can set Saturday and Sunday as work, half-day work, and rest respectively.

6.3 Settings for taking leave for business trips

Category settings:

Enter the category settings and you can see the categories of leave (note: business trip, sick leave, and personal leave in the category settings are the default options and cannot be modified or deleted). Click [Add] to add a leave name in the pop-up dialog box.
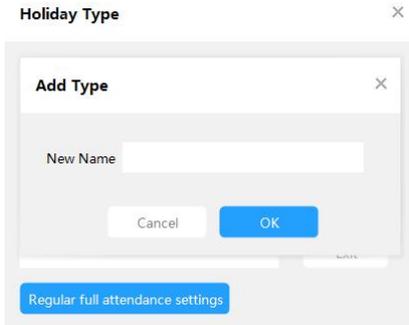
Add leave record:

Click [Add] and select the user, leave category, time period, etc. You can also set the same leave and business trip status for a group of people in batches.
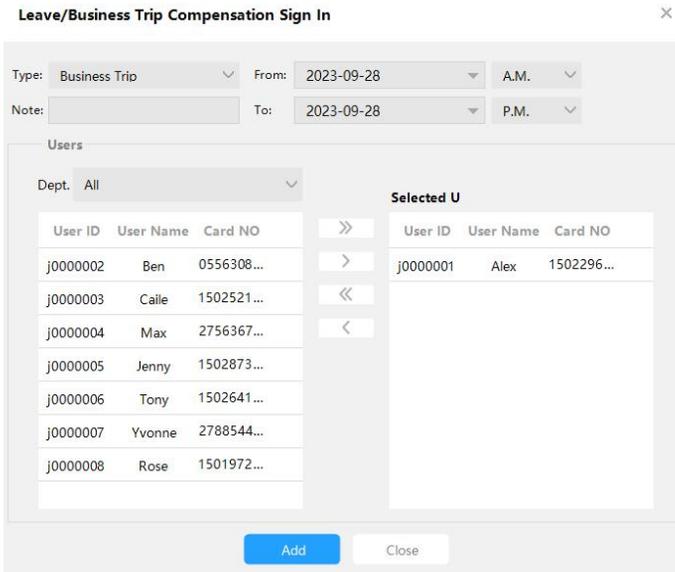
Holidays can be queried and printed by department and employe.

Attendance Report	Normal shift settings	Shift rotation settings	Shift rotation schedule	Shift rotation roster	Holiday	Leave/Business Trip	Check-in

+ Add   🗑 Del   ✎ Edit   ⊞ Category settings   ⬆ Export To Excel   🖨 Print   🔍 Find

From: 2023-09-01 ▾   To: 2023-09-28 ▾

Name [　　]   Dept. [　　▾]   🔍 Query   ↻ Clear

Id	Department	User ID	User Name	From	–	To	–	Type	Remark
4	General Manager's O...	j0000012	Alex	2023-09-28	A.M.	2023-09-28	P.M.	Business Trip	

Normal schedule full attendance settings:

Click [Normal full attendance settings] in the category settings. As shown in the figure below, in the attendance "statistical report", "check-in" and "business trip" are counted as full attendance.
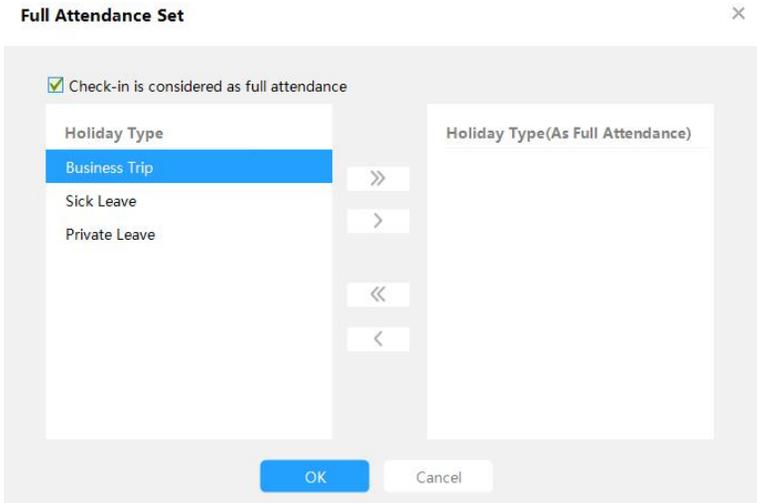
6.4 Sign in

Purpose: If some employees are late for the bus or forget to clock in, etc., they can be checked in with the consent of their leaders, regardless of their tardiness, early departure or failure to clock in.

Click [Add] to enter
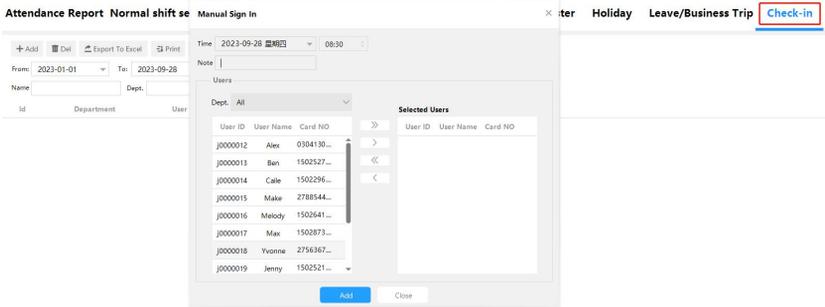
Select the user who needs to sign in and fill in the check-in time.

After setting the attendance rules according to the company's actual attendance system, and after extracting the records, the attendance can be generated and queried.

Note: Attendance must be generated before the attendance results can be queried.

6.5 Time Attendance shift setting

In actual use, customers require multiple shifts to meet company needs. For example, when there is a shift system, multiple shifts, or night shifts, you can use it in [Attendance] > [Shift Settings].

6.5.1. Shift Rule Setup
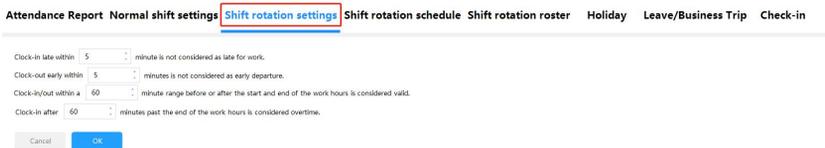
For example, if the clock-in time is set at 8:30:00 and 17:30:00: The range of minutes before and after the start and end of working hours where swiping the card is considered valid: Clock-in records between 7:30:00 and 9:30:00, and 16:30:00 and 18:30:00, will be considered time time attendance records.

The number of minutes after the final clock-out time that is considered overtime: Swiping the card after 19:30:00 is considered overtime.

6.5.2. Shift Setting

With the above configuration, time attendance between 8:30-12:00 and 13:30-17:30 is considered regular working hours, and working between 18:00-21:00 is considered 3 hours of overtime. If the checkbox is unchecked, 18:00-21:00 will not be considered as overtime.

The "number of card swipes" can be set to 2, 4, 6, or 8 times. You can choose freely based on the company's policy.

You can set a total of 99 shifts, but overnight shifts are not supported.

6.5.3. Shift Scheduling

It is important to note that when assigning someone to a shift schedule, you need to first specify the shift setting in the user settings. Otherwise, the setting will not be successful. To display both regular and shift

schedules as shown in the interface, the shift function must be enabled first.
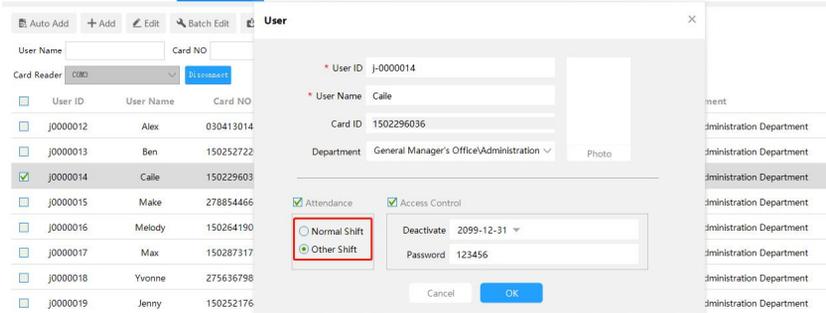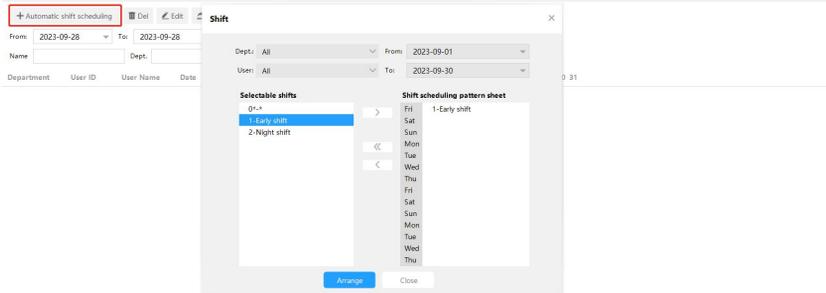
Administrator can define the working schedule of certain employees during a specific period of time.
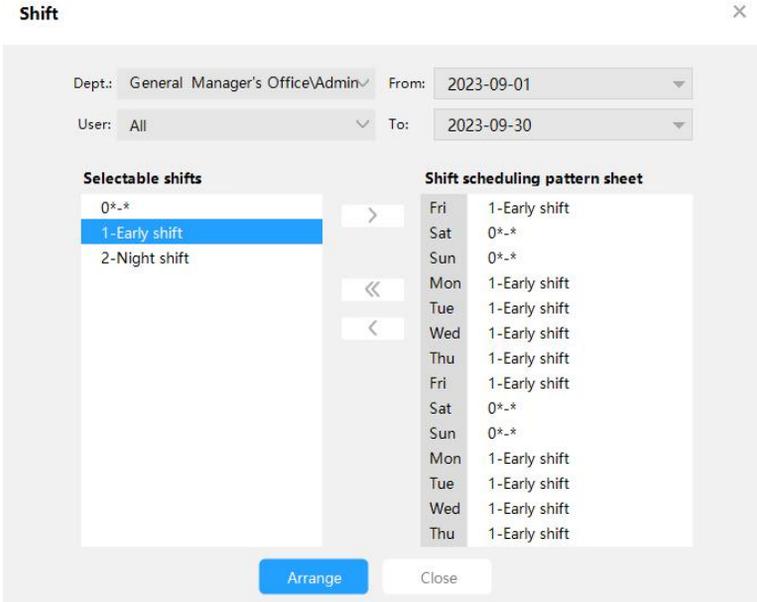
For example, the scheduling for all employees in the "General Office / Research and Development Department" is set as follows: they work on weekdays and have weekends off during the month of September.

6.6 Time Attendance shift setting

In actual use, customers require multiple shifts to meet company needs. For example, when there is a shift system, multiple shifts, or night shifts, you can use it in [Attendance] > [Shift Settings].

6.6.1. Generating Detailed Time Attendance Report

Select the time range, department, user, etc. Click on "Generate Report,"

and the system will display the following interface. After generating the report, you can categorize and print it based on "Time," "Name," or "Department."

Attendance Report Normal shift settings Shift rotation settings Shift rotation schedule Shift rotation roster Holiday Leave/Business Trip Check-in

Department	▲	User ID	User Name	Date	Clock-in time1	Clock-in1 description	Clock-out time1	Clock-out1 description	Clock-in time2	Clock-in2 description	Clock-out time2	Clock-out2 description	Clock-in time3	Clock-in3 description	Clock-out time3	Clock-ou descriptio
General Manager's Office\Administration Department		j0000001	Alex	2023-10-01		*		*								
General Manager's Office\Administration Department		j0000001	Alex	2023-10-02	08:42	Late	15:40	Leave								
General Manager's Office\Administration Department		j0000001	Alex	2023-10-03	08:50	Late	17:32	Absent								
General Manager's Office\Administration Department		j0000001	Alex	2023-10-04	08:20		17:40									
General Manager's Office\Administration Department		j0000001	Alex	2023-10-05	08:40	Late	15:40	Leave								
General Manager's Office\Administration Department		j0000001	Alex	2023-10-06	08:52	Late	17:32	Absent								
General Manager's Office\Administration Department		j0000001	Alex	2023-10-07		*		*								
General Manager's Office\Administration Department		j0000001	Alex	2023-10-08		*		*								
General Manager's Office\Administration Department		j0000001	Alex	2023-10-09	08:10	Absent	15:40	Absent								
General Manager's Office\Administration Department		j0000001	Alex	2023-10-10	09:27	Absent	09:37	Absent								
General Manager's Office\Administration Department		j0000001	Alex	2023-10-11		Business T...		Business T...								

Time Attendance Rules: Late arrivals and early departures are calculated in minutes and recorded as counts. Overtime is calculated in 30-minute increments, with less than 30 minutes rounded down to 0.5 hours and more than 30 minutes but less than 1 hour rounded up to 1 hour. Absences are recorded as whole days. "*" indicates weekends off, and overtime on weekends is not counted.

Advanced Query Functionality:
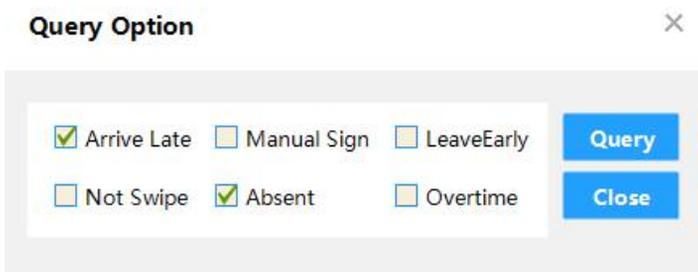
Clicking on "Advanced Query" will bring up a window as shown in the above image, allowing you to select the time attendance data you want to view and query. Multiple selections are supported.

Exporting to Excel :

Spreadsheet After generating the time attendance report, it can be exported as an Excel spreadsheet. Click on "Export to Excel," choose the

file location, and the generated report data will be saved as an Excel file.

	A	B	C	D	E	F	G	H	
1	Department	User ID	User Name	Date	Clock-in time1	ck-in1descript	lock-out time	ck-out1descript	Clock
2	er's Office\Administrati	j0000001	Alex	2023-10-01		*		*	
3	er's Office\Administrati	j0000001	Alex	2023-10-02	8:28		17:33		
4	er's Office\Administrati	j0000001	Alex	2023-10-03	8:22		17:32		
5	er's Office\Administrati	j0000001	Alex	2023-10-04	8:27		15:30	Leave	
6	er's Office\Administrati	j0000001	Alex	2023-10-05	8:28		17:29		
7	er's Office\Administrati	j0000001	Alex	2023-10-06	8:28		17:30		
8	er's Office\Administrati	j0000001	Alex	2023-10-07		*		*	
9	er's Office\Administrati	j0000001	Alex	2023-10-08		*		*	
10	er's Office\Administrati	j0000001	Alex	2023-10-09	10:30	Absent	15:21	Leave	
11	er's Office\Administrati	j0000001	Alex	2023-10-10	9:12	Late	17:40		
12	er's Office\Administrati	j0000001	Alex	2023-10-11	8:28		17:33		
13	er's Office\Administrati	j0000002	Ben	2023-10-01		*		*	
14	er's Office\Administrati	j0000002	Ben	2023-10-02	8:29		17:33		
15	er's Office\Administrati	j0000002	Ben	2023-10-03	8:23		17:32		
16	er's Office\Administrati	j0000002	Ben	2023-10-04	8:28		17:31		
17	er's Office\Administrati	j0000002	Ben	2023-10-05	8:30	Check-in	17:30		
18	er's Office\Administrati	j0000002	Ben	2023-10-06	8:22		17:30		
19	er's Office\Administrati	j0000002	Ben	2023-10-07		*		*	
20	er's Office\Administrati	j0000002	Ben	2023-10-08		*		*	
21	er's Office\Administrati	j0000002	Ben	2023-10-09		Absent		Absent	
22	er's Office\Administrati	j0000002	Ben	2023-10-10	8:37		17:32		
23	er's Office\Administrati	j0000002	Ben	2023-10-11	8:30	Check-in	17:30	Check-in	
24	General Manager's Offic	j0000003	Max	2023-10-01		*		*	
25	General Manager's Offic	j0000003	Max	2023-10-02	8:29		17:33		
26	General Manager's Offic	j0000003	Max	2023-10-03		Not Swipe		Not Swipe	
27	General Manager's Offic	j0000003	Max	2023-10-04	8:08		17:39		
28	General Manager's Offic	j0000003	Max	2023-10-05	8:20		17:43		
29	General Manager's Offic	j0000003	Max	2023-10-06	8:11		17:44		
30	General Manager's Offic	j0000003	Max	2023-10-07		*		*	
31	General Manager's Offic	j0000003	Max	2023-10-08		*		*	
32	General Manager's Offic	j0000003	Max	2023-10-09	8:20		17:31		
33	General Manager's Offic	j0000003	Max	2023-10-10	9:40	Late	17:33		
34	General Manager's Offic	j0000003	Max	2023-10-11	8:30		17:30		
35	General Manager's Offic	j0000004	Susan	2023-10-01		*		*	

U ik-inlatetime	V k-outearlytime	W Overtime	X AbsenceDays	Y Clock-in/outmissed
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	1	2
57	473	0	1	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	1	2
0	0	0	1	2
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	1	2
70	466	0	1	0
0	0	0	0	0
0	0	0	0	0

6.6.2. Generating Summary Time Attendance Report

After generating the detailed report, you can create a summary report by clicking on "Summary Report" to view detailed statistical information.

Attendance Statistics

| Print | Export To Excel | Find | Close |

Name [ ] Dept. [▼] 🔍 Query ⟳ Clear

Creating Attendance Report Log: (Operating Date:2023-10-11 17:19:01) From2023-10-01 To 2023-10-11, User(8)

Department	User ID	User Name	Scheduled attenda	Full attendance	Late Min	Early clock-out	LeaveEarly Min	LeaveEarly Count	Overtime	Absence (Days)	Check-in count	Not Swipe	Business Trip Days
General Man…	j0000001	Alex	21	18	0	0	3	1	0	0	0	2	0
General Man…	j0000002	Ben	21	21	6	1	0	0	2.5	0	0	0	0
General Man…	j0000003	Max	21	21	0	0	0	0	4	0	8	0	4
General Man…	j0000004	Susan	21	20	11	2	1	1	0	1	4	1	2
General Man…	j0000005	Seaky	21	21	0	0	0	0	7.5	0	0	0	0
General Man…	j0000006	Jenny	21	21	0	0	0	0	3	0	12	0	6
General Man…	j0000007	Jonny	21	19	25	3	4	1	0	0	1	1	0

Current page: 1/1: Total data volume: 8rows Skip to [1] Skip   First Back Next Last

Scheduled workdays: The number of days an employee is supposed to work according to regulations.

Full time attendance days: The actual number of days an employee worked. If the day includes missed card swipes, late arrivals, early departures, absences, leaves, business trips, or holidays, it is not considered a full time attendance day.

Late arrivals and early departures are counted in terms of occurrences.

Absence days, business trips, and other holidays are counted in terms of days.

Overtime hours are recorded with a precision of 0.5 hours.

Missed card swipes are counted in terms of occurrences.

Note: The remarks from leaves, business trips, or check-ins can be displayed.

Exporting to Excel:

Spreadsheet After generating the summary report, it can be exported as an Excel spreadsheet. Click on "Export to Excel," choose the file location, and the generated statistical data will be saved as an Excel file.

A Department	B User ID	C User Name	D eduledattendance	E Fullattendancedays	F LateMin	G rlyclock-outcou	H LeaveEarlyMin	I LeaveEarlyCount	J Overtime	K Absence
nager's Office\Administration D	j0000001	Alex	21	18	0	0	0	0	3	0
nager's Office\Administration D	j0000002	Ben	21	21	6	1	0	0	2.5	0
General Manager's Office	j0000003	Max	21	21	0	0	0	0	4	0
General Manager's Office	j0000004	Susan	21	20	11	2	1	1	0	0
nager's Office\Administration D	j0000005	Seaky	21	21	0	0	0	0	7.5	1
nager's Office\Administration D	j0000006	Jenny	21	21	0	0	0	0	3	0
nager's Office\Administration D	j0000007	Jonny	21	21	25	3	4	1	0	0
nager's Office\Administration D	j0000008	Coco	21	19	0	0	0	0	0	0