UNIS

SOFTWARE GUIDE

Version 2.1.1
2010-11-19

UNIS-HELP Version

Help Version	Date	Update Information	UNIS Version
V2.1.1	2010-11-19	[2.2.9.4. Position Shaping Monitoring] update icon images, [2.2.8.4.4. Mail Environment] Add	V2.1.1
V2.1.0	2010-09-10	Add and Update [2.2.7.8. Import Log From File], [2.2.7.1.6. Search temporary record], [2.2.7.1.7. Search terminal command], and [2.2.11.10. Transmit Work Result to another] Menu	V2.1.0
V2.0.2	2010-08-09	Set Sample time and attendance	V2.0.1
V2.0.1	2010-06-22	[2.2.10. TNA Settings], [2.2.11. Time and Attendance(TNA)], [2.2.8.4.5. Else Option Setting] add	V2.0.1
V1.0.1	2010-05-06	[1.2. Product Installation] :How to handle OS specific installation and add the firewall exceptions	V1.4.3
V1.0.0	2010-04-23	Add Help version, [2.2.7.8. Import Log From File] Additional information	V1.4.3

UNIS Release History

Version Format : Major.Minor.BugFix

V2.1.1
·   Added – Oracle DB can be applied ·   Added – Terminal Event can be sent by e-mail (Environment Settings) ·   Added – fire, panic,Emergency Add (Modification of the terminal firmware)
v2.1.0
· Fixed – Corrected fingerprint module error. FOH01 Authentication Error and Template Version Error when creating Fingerprint Card, etc.(UCBioBSP.DLL=v3.3.3.1, UCDevice=v3.3.1.0) · Fixed – Corrected Memory Leakage Error in case of using Maintenance Fingerprint

Check at the time of registering the user's fingerprint · Fixed – Corrected Crash Error when popping up the photo · Fixed – Corrected UNIS.MDB field Property (Phenomenon of Memo Field among the Fields not being changed at the time of converting MDB into SQL Server · Added – Added the function of applying the information changed in the server when changing DB (Configuration, Employee, Visitor) information from the external program (Related Table tChangedInfo)
v2.0.1
· Added – Add Time & Attendance
v1.4.4
· Added – Administrator Authority Information - User Admin Register , Admin Modify Function Add · Added – Adding Access Group Shift · Added – Wigendeu input / output configuration Add · Fixed – Server authentication, access rights for five behavior modification for the Holidays
v1.4.3

· Fixed – Add a group entry in the entry section, a list of screen time of the entry of the name of the
  column access time is displayed incorrectly, error correction
 	
· Fixed –Uploaded from the terminal as a transmission device manager that is registered as a regular
  user error correction
 	
· Add – Records obtained certification from the terminal (USB) function is added to bring
 	
· Add – UI language and provide a fingerprint registration (only for the resources that are currently
  working on, the Korean language currently supported in English, Portuguese and Spanish.)
 	
· Add – Program installation CD in the \ Setup \ Patch folder, the file on the distributor the ability to
  automatically patch the installation CD in the \ Setup \ Patch folder on the language-specific files
  and copy files Customizing the Installation CD you can make. However, UNIS.mdb patch file if you

delete the existing data must be careful because it is.)

· Add – Preferences -> Server's handset users add the overwrite option for Upload

· Add – Preferences -> Servers -> Add-ons fingerprint image storage
  (OS language, Portuguese, Hindi, Bengali people only support)

· Add – TOC (Template On Card) Additional information on the certification period

v1.4.2

· Fixed – Error that name is not displayed in real-time pop up window and the name is broken in
  case of using specific language (Japanese)

· Fixed – Correct the error in the function of removing the menu of inquiring all and inquiring
  authentication failure inquiry when selecting access group condition at log
  management->authentication record inquiry

· Fixed–Correct the error in several authentication means assembly (FP AND PW) authentication
    at the time of server authentication

· Fixed – Correct the error that 'Name" field is output in ID at the subject terminal to be managed
    assigned by terminal management->terminal Manager

· Fixed – Correct the closing date of [Restricted Period Setting] not to be set earlier than starting
    date when registering the employee

· Fixed –Correct the closing date of [Visiting Period Setting] not to be set earlier than starting date
    when registering the visitor

· Fixed –Correct "Add FIR Error" error message

· Fixed –Correct the text for inquiry condition [mode] of authentication record inquiry from
    F1,F2,F3,and F4 into attendance, leaving office, going out, and return.

· Fixed – Correct the searching error at inquiry due to the failure of the inquiry condition [result] for
    authentication record inquiry

· Fixed –Environment setting->Correct the error that the setting value for maximum number on
   monitoring list is not operated on the monitoring screen

· Add – Inspect in duplicate the number of employee number when registering and correcting the
   employee

· Add – Output message displaying the number of selected fields before deleting multiple selection of
   employees, terminals, etc.

· Add – Initialize the contents when clicking the window for searching employee, visitor, and
   terminal list

· Add – Change the output of terminal list function from W, M, S into attendance management,
   meal management, and attendance management

· Add – Correct the function so that only a Manager can add sub-manager

· Add – Display Help on how to perform right click when adding terminal at e-Map.

v1.4.0

· Fixed – Error in printing "Invalid User" error at the terminal despite of successful authentication
   at the time of 1:1 server authentication

· Fixed/Changed – Error in the function of checking similar fingerprint when registering user's
   fingerprint

· Fixed – Error that authentication mode at terminal's option (N/S, S/N, NO) is net set up

· Error in registering Terminal Manager

· Changed – Change the function of maintaining previous user information to be initialized on the
  registered screen after adding user and visitor

· Changed – Correct the function so that access time can be applied by zones through the
  assignment of access time to access area when setting access authority. (Previous version user is
   able to ordinarily operate when setting the access authority again)

· Added – Add the searching condition of access group when inquiring authentication record

· Added – Terminal's function of connecting, saving the external input event log, and inquiry

· Added – Add the function of searching user and visitor data by conditions

· Added – Add the function of setting MAD type card layout

· Added – Add the access group information on the window of authentication record on the
  monitoring screen

· Added – Add the function of registering user's photo from USB camera

· Added – Add the function of long-term door opening termination (Haidian) /
  correction (Add monitoring, E-Map in whole)

· Added – Treat the detailed event and change the icon for terminal status, lock status, and access
  door status

· Added – Add the function to save, inquire, and delete the event log related with all terminals

· Added – Separate the resource file by languages (for supporting Persian version)

v1.3.7

· Fixed – Anti-Passback server authentication errors

· Fixed – User, device list, select the entire list of Viewer / font issue features five action canceled
  error

· Changed – Edit authentication-related error codes (AC6000 failure in the Anti-Passback
  "Bad Passback" error message)

v1.3.6

· Fixed – Anti-Passback error at the time of server authentication

· Fixed – Error of printing position shaping connection/termination status

· Changed – Change AC6000 Firmware version print format

v1.3.5

· Fixed – Error that access period is not set at the time of terminal user uploading
· Fixed – Error in checking the access period at the time of server authentication
· Changed – Save Hex string in modified form Digit string when registering RF card using RF Reader
· Added – Function of deleting user registered photo

v1.3.4
· Fixed – Error that authentication log is not printed
· Fixed – Error in checking the means of authentication at the time of server authentication   (Related with Thailand)

v1.3.3
· Fixed – Error that takes place at the time of authentication as the modified value is not applied to   the server when the method of user authentication is changed at Remote Manager.
· Added – Add the method of CARD AND PWD AND FP authentication

v1.2.2

· Fixed – Error in checking the means of authentication at the time of server authentication

· Fixed – Error of being uploaded as general user in the server when uploading the manager at the
   terminal

· Fixed – Error of possible loss by database rollback when saving the authentication record at the
   server

· Fixed – Error of authority for holiday of access group being inoperative at the time of server
   authentication

· Fixed/Changed – Time zone & Modify the scale bar used at the time of setting the time zone &
   terminal lock

· Changed – Adjust the size of calendar set for holiday in the terminal in Iranian version Windows

· Fixed – Error of Remote Manager not being in connection with server when non-registered terminal
  attempts to connect with server

· Added – Function of searching data from user, visitor, and terminal Viewer

· Added – Function of adjusting AC6000 volume at terminal option setting

· Added – Function of importing user from CSV file

· Added – Send valid user only after checking the authority of authentication when transmitting user
   to the terminal, when non-authorized user is automatically deleted at the terminal.

v1.1.1

· Added – Add program version information. UNIS Remote Manager->See Help

1. Before Starting Program

1.1. Product Introduction

1.1.1. Outline

UNIS is

a program that can effectively operate a fingerprint recognition/card terminal. It integrates and manages each terminal and users through network. Real-time monitoring of authentication status is allowed, and authentication record of users can be searched and viewed.

This manual explains how to install UNIS that can monitor and manage a terminal by linking with the terminal.

1.1.2. Product Configuration
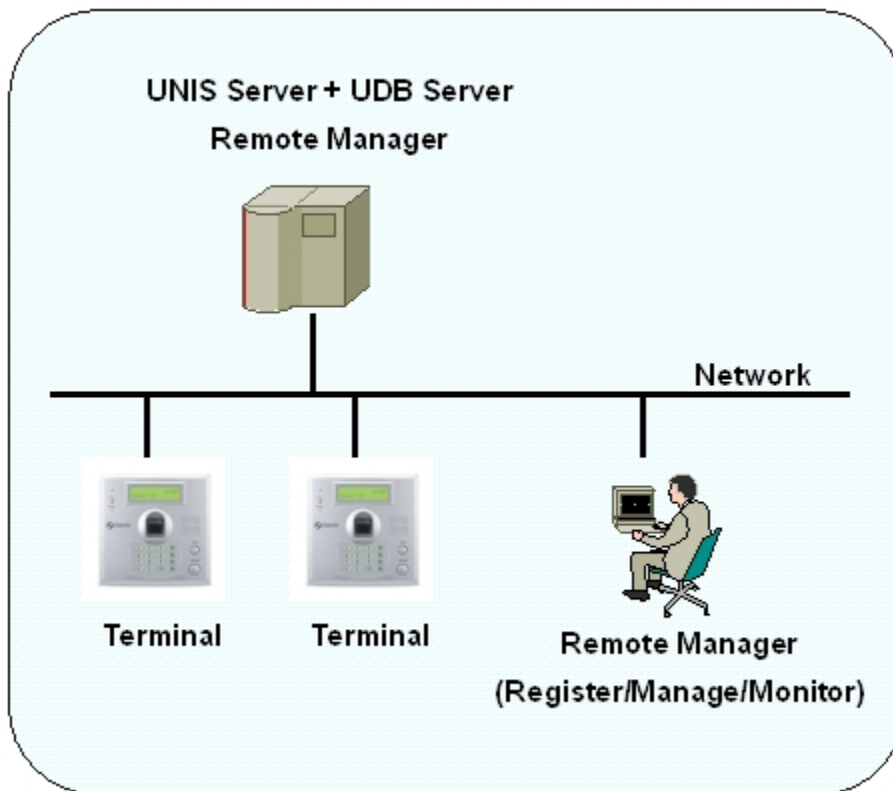
1.2. Product Installation

If the program CD is inserted, installation process starts automatically.

If installation process does not start automatically, run Setup.exe in CD to start manually.

1. Installation

InstallShield Wizard

License Agreement

Please read the following license agreement carefully.

Press the PAGE DOWN key to see the rest of the agreement.

> USER License Agreement for Software Developer's Kit designed by Union Community Co.,Ltd
>
> This agreement is a legal usage license agreement between Union Community Co.,Ltd. and the user.
> If you do not agree with the terms and condition of the agreement, please return the product promptly. If you return the product, you will receive a refund.
>
> 1. Usage License
> UNION COMMUNITY Co.,Ltd. Grants licensee to use this SDK a personal, Limited, non-

Do you accept all the terms of the preceding License Agreement? If you choose No, the setup will close. To install UNIS, you must accept this agreement.

InstallShield

[< Back] [**Yes**] [No]

InstallShield Wizard

Choose Destination Location

Select folder where Setup will install files.

Setup will install UNIS in the following folder.

To install to this folder, click Next. To install to a different folder, click Browse and select another folder.

Destination Folder

C:\Program Files\UNIS\   [Browse...]

InstallShield

[< Back] [**Next >**] [Cancel]

Select the installation path: the default installation path-C: \ Program Files \ UNIS

InstallShield Wizard

Setup Type
Select the Setup Type to install.

Click the type of Setup you prefer, then click Next.

- ⦿ Server   Program will be installed with the most common options. Recommended for most users.

- ○ Client   Program will be installed with minimum required options.

InstallShield

[< Back] [Next >] [Cancel]
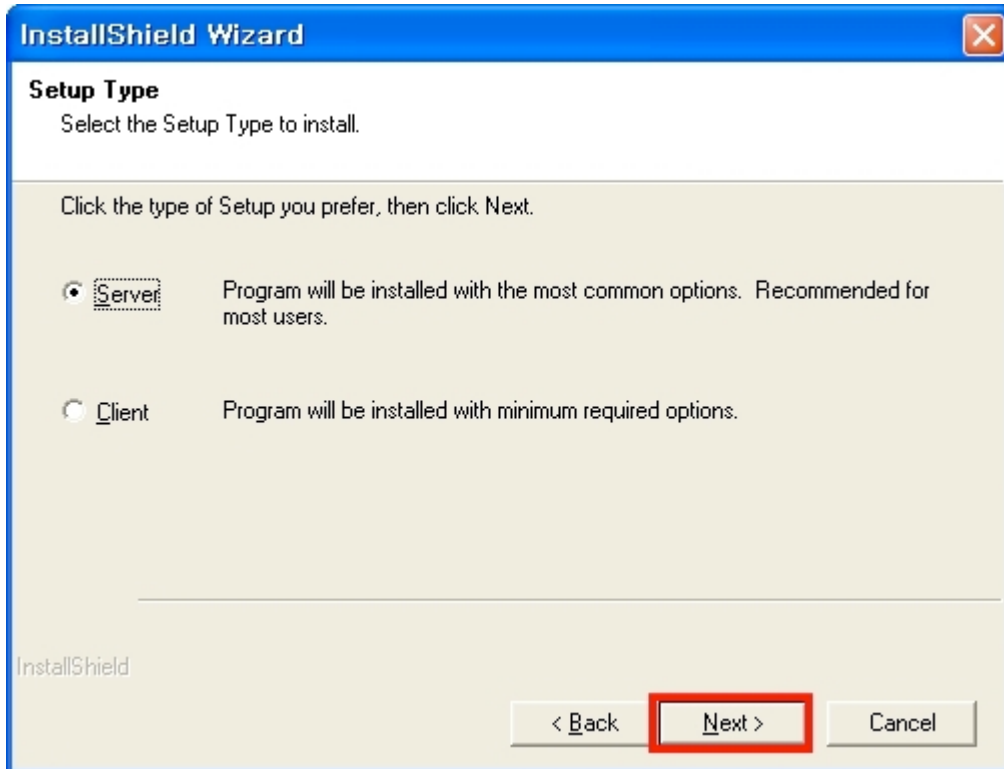
Server: The full version installed on the main PC (server version)
Client: Main PC Other Remote Manager Client version only for program management
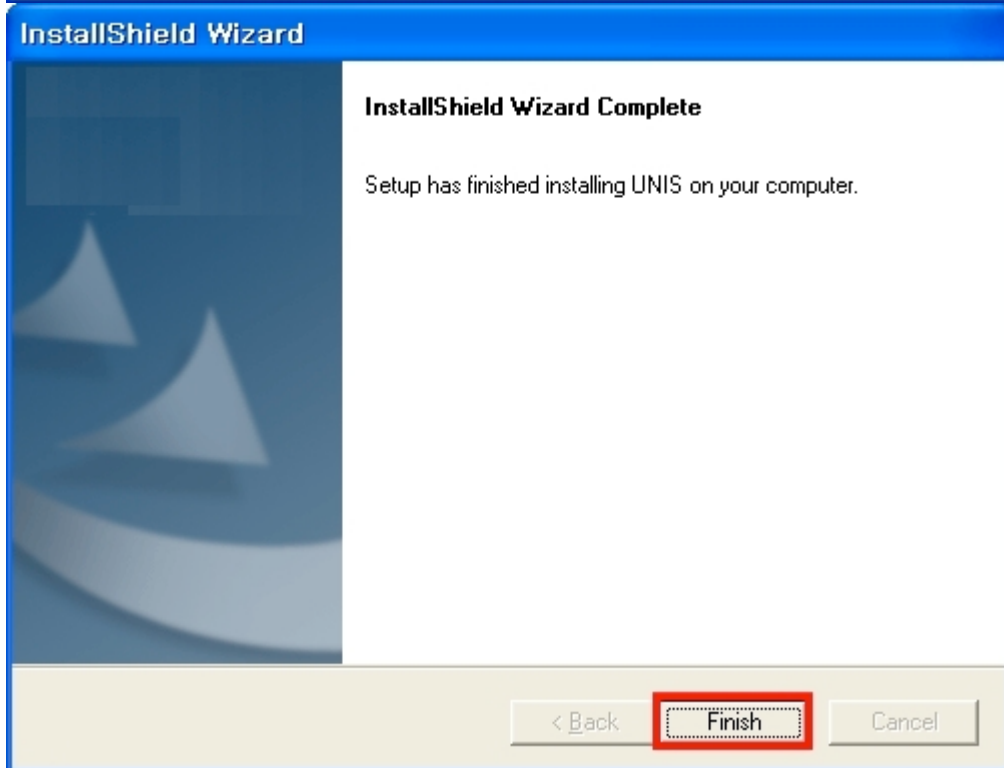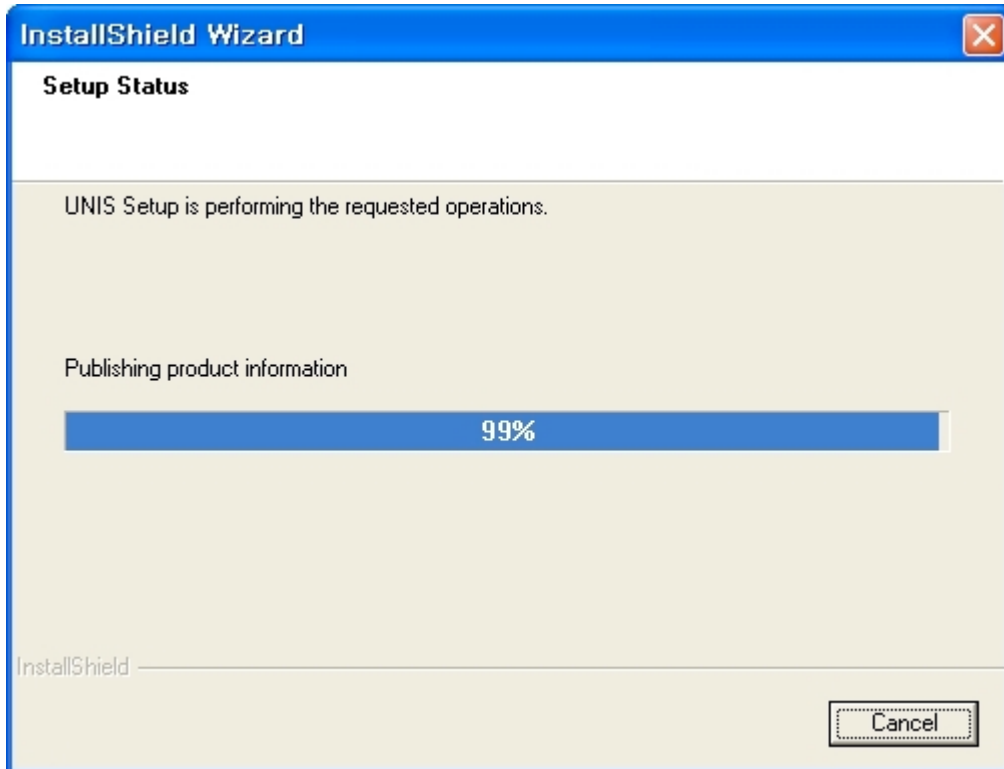
InstallShield Wizard

Setup Status

UNIS Setup is performing the requested operations.

Publishing product information

99%

InstallShield

Cancel

InstallShield Wizard

InstallShield Wizard Complete

Setup has finished installing UNIS on your computer.

< Back   Finish   Cancel

Installation Complete

-Install PC OS Type : [Windows XP]   [Windows Vista] [Windows 7]

※ Windows XP Firewall Exceptions

1. Windows Disable Firewall : [Control Panel] Movement
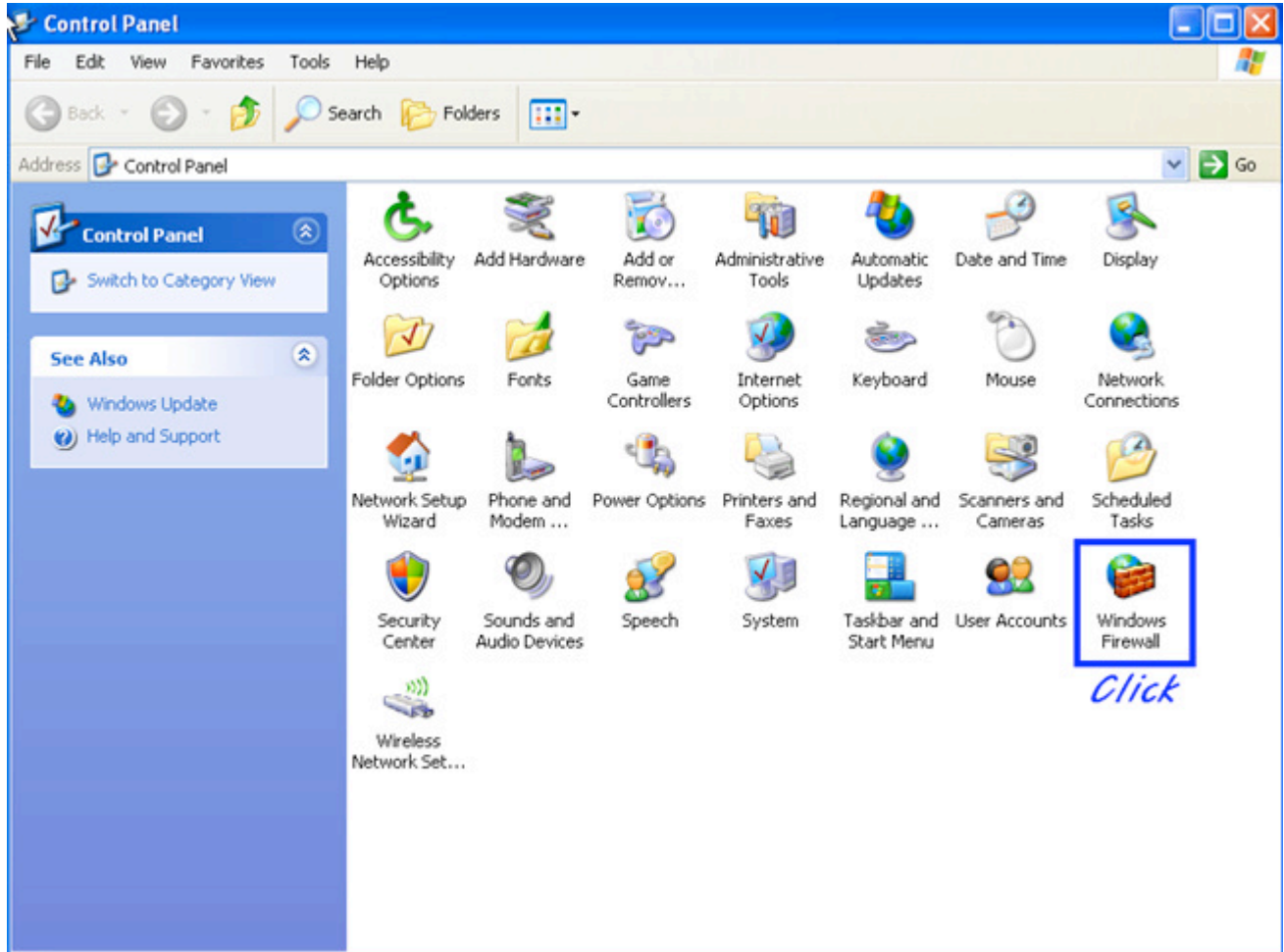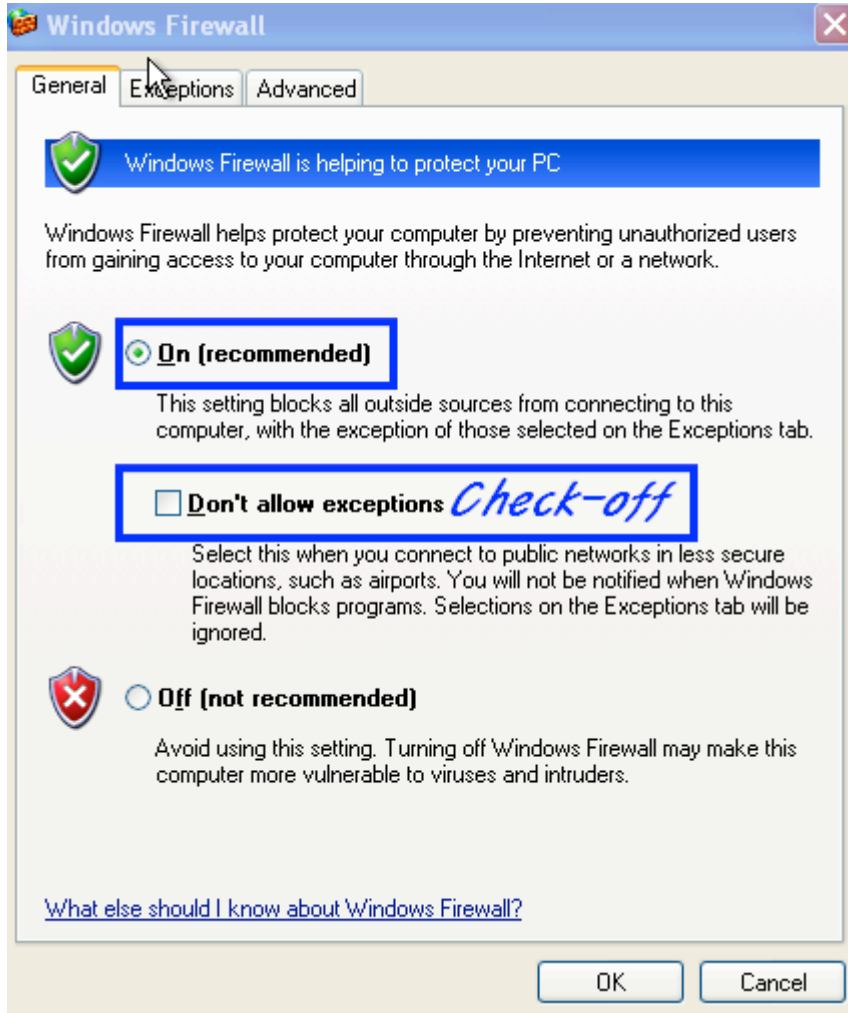
① **If be use On: [Don't allow exceptions] check off**
② **Off : [OK]**
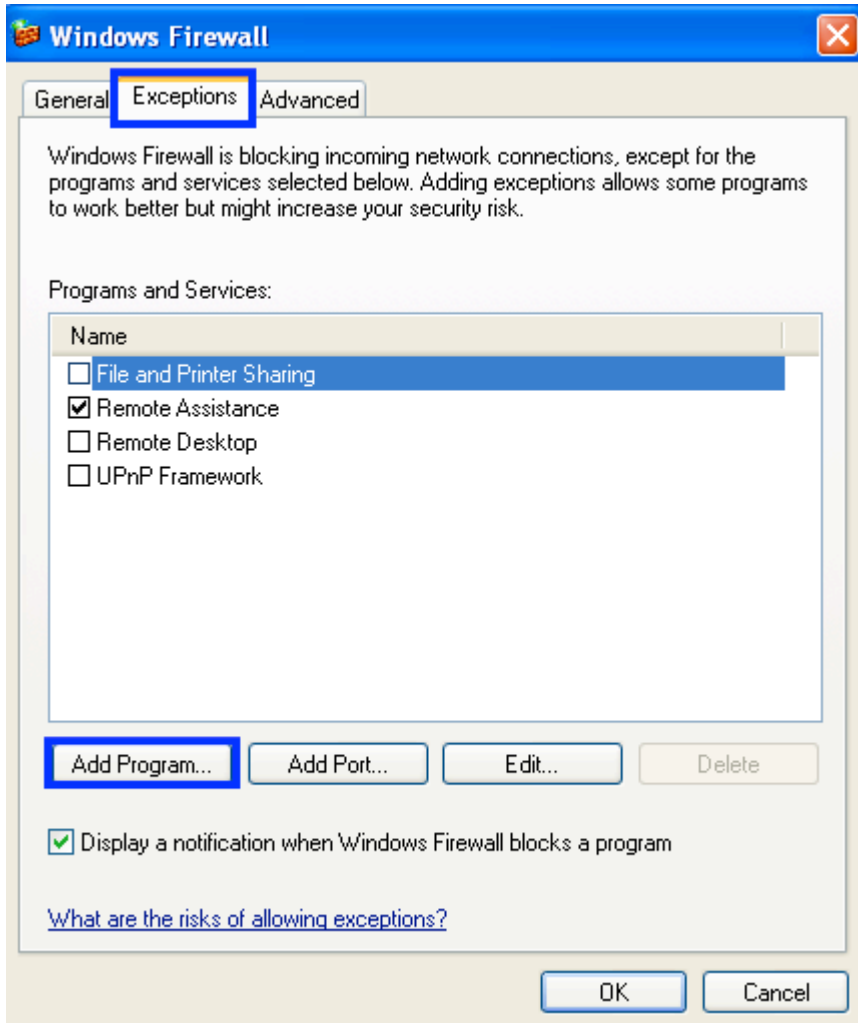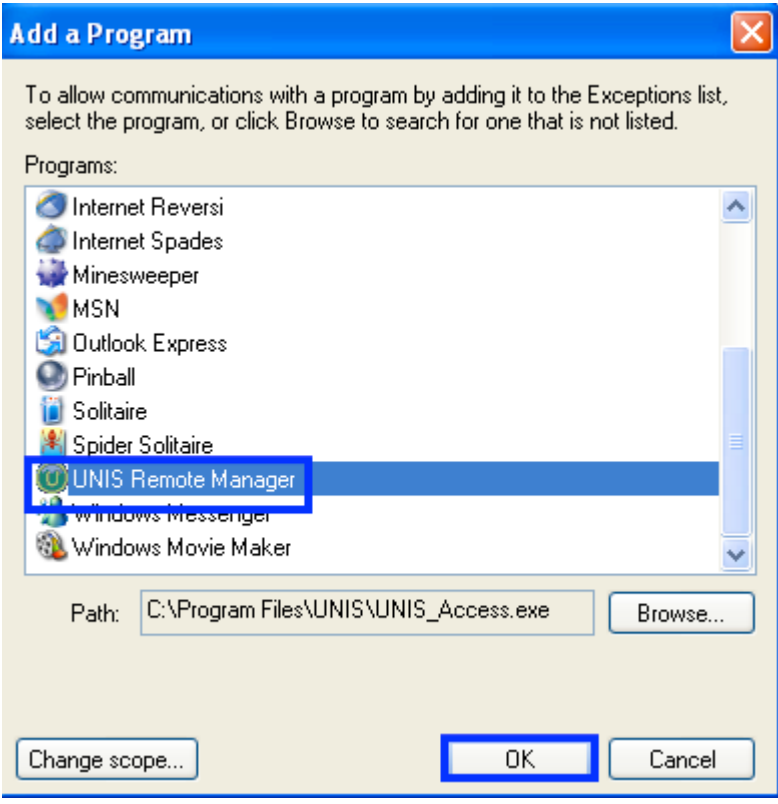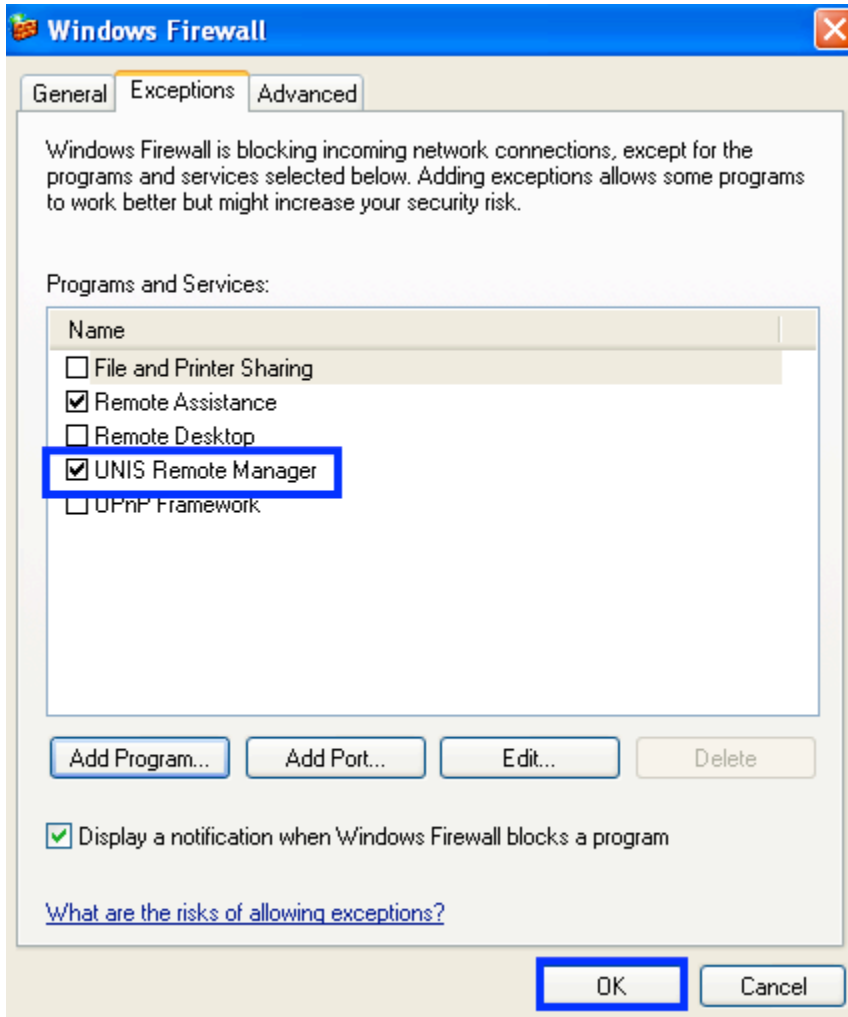
※ Windows Vista Firewall Exceptions

1. Program execution security alert : Unblock

2. Windows Firewall turned off: [Control Panel] Move

3. Windows Defender turned off: [Control Panel] Move

Windows Defender

Protection against malicious and unwanted software

☑ Automatically scan my computer (recommended)

Frequency: Daily
Approximate time: 오전 2:00
Type: (Quick scan)

☑ Check for updated definitions before scanning
☑ Apply default actions to items detected during a scan

Default actions

Choose the action that you want Windows Defender to display (or apply, if you selected this option in automatic scanning) when items with these alert levels are detected. Understanding Windows Defender alert levels

High alert items: Default action (definition-bas
Medium alert items: Default action (definition-bas
Low alert items: Default action (definition-bas

Real-time protection options

☐ Use real-time protection (recommended)   *Check-off*

Choose which security agents you want to run. Understanding real-time protection
☑ Auto Start

Save   Cancel

Windows Defender

Windows Defender is turned off

Windows Defender won't provide protection against harmful or potentially unwanted software and it won't send you alerts because it is off.

To help protect your computer against harmful or potentially unwanted software, Turn on and open Windows Defender.
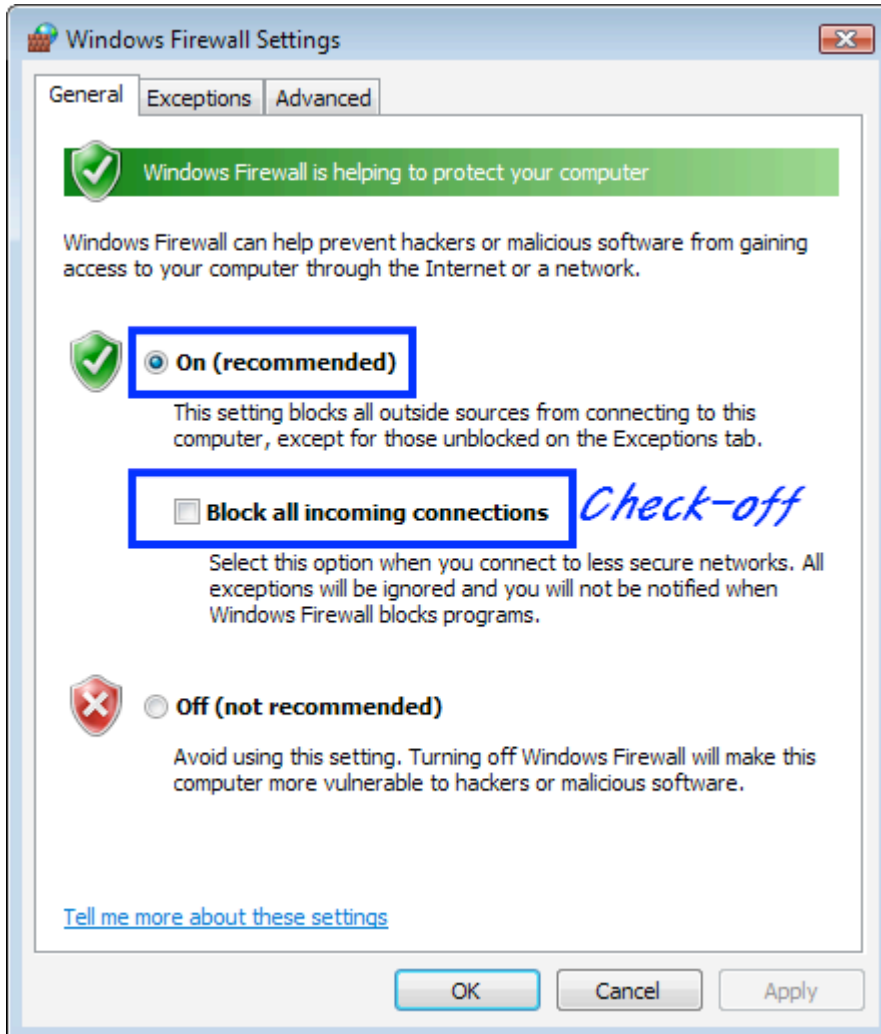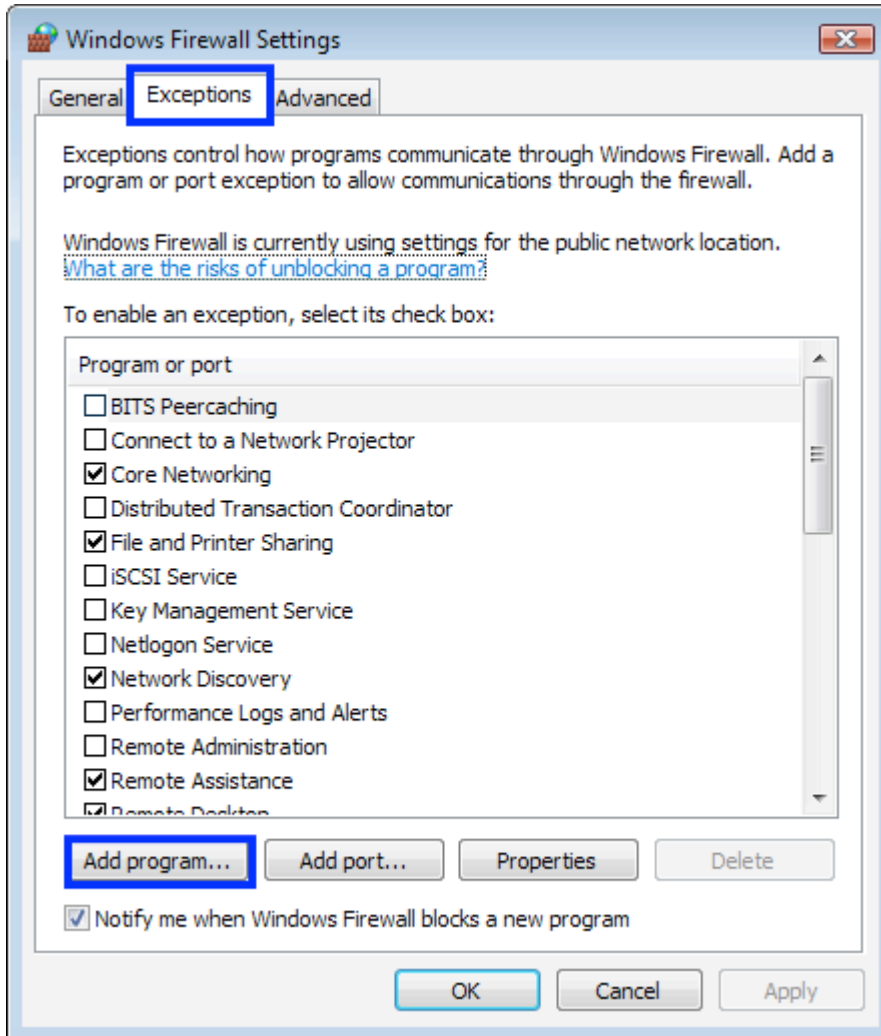
Close

4. Disable User Account Control: UAC settings

5. Reboot your PC after the above treatment

6. If the connection is not after a reboot, please try reinstalling the program.

※ Windows 7 Firewall Exceptions

1. Windows Firewall turned off: [Control Panel] Move

Add a Program

Select the program you want to add, or click Browse to find one that is not listed, and then click OK.

Programs:

- Create a System Repair Disc
- Database converting tool
- Internet Explorer
- **UNIS Remote Manager**
- Windows DVD Maker
- Windows Fax and Scan
- Windows Media Center
- Windows Remote Assistance
- XPS Viewer

Path: C:₩Program Files₩UNIS₩UNIS_Access.exe   Browse...

What are the risks of unblocking a program?

You can choose which network location types to add this program to.

Network location types...   Add   Cancel

2. Windows Defender turned off: [Control Panel] Move

Windows Defender — Protection against malicious and unwanted software

☑ Automatically scan my computer (recommended)

Frequency: Daily
Approximate time: 오전 2:00
Type: (Quick scan)

☑ Check for updated definitions before scanning
☑ Apply default actions to items detected during a scan

Default actions

Choose the action that you want Windows Defender to display (or apply, if you selected this option in automatic scanning) when items with these alert levels are detected. Understanding Windows Defender alert levels

High alert items: Default action (definition-bas
Medium alert items: Default action (definition-bas
Low alert items: Default action (definition-bas

Real-time protection options

☐ Use real-time protection (recommended)   *Check-off*

Choose which security agents you want to run. Understanding real-time protection

☑ Auto Start

Save   Cancel

Windows Defender

Windows Defender is turned off

Windows Defender won't provide protection against harmful or potentially unwanted software and it won't send you alerts because it is off.

To help protect your computer against harmful or potentially unwanted software, Turn on and open Windows Defender.

Close

3. Disable User Account Control: UAC settings

System Configuration

Tool Name	Description
About Windows	Display Windows version information.
Change UAC Settings	Change User Account Control settings.
Action Center	Open the Action Center.
Windows Troubleshooting	Troubleshoot problems with your computer.
Computer Management	View and configure system settings and components.
System Information	View advanced information about hardware and software settings.
Event Viewer	View monitoring and troubleshooting messages.
Programs	Launch, add or remove programs and Windows components.
System Properties	View basic information about your computer system settings.

General | Boot | Services | Startup | **Tools**

Selected command:

C:₩Windows₩System32₩UserAccountControlSettings.exe

Launch

OK | Cancel | Apply | Help

User Account Control Settings

Choose when to be notified about changes to your computer

User Account Control helps prevent potentially harmful programs from making changes to your computer.
Tell me more about User Account Control settings

Always notify

Never notify

Never notify me when:

- Programs try to install software or make changes to my computer
- I make changes to Windows settings

ⓘ Not recommended. Choose this only if you need to use programs that are not certified for Windows 7 because they do not support User Account Control.

OK | Cancel

4. Reboot your PC after the above treatment

5. If the connection is not after a reboot, please try reinstalling the program.

1.3. Authentication Method

The following authentication methods are supported and a combination of these methods can also be used.

■   Fingerprint Authentication

This is a method that confirms authentication rights using fingerprint.

▪   1:1 authentication

As a method that enters fingerprint after entering ID, a registered fingerprint that corresponds to IS and an entered fingerprint are compared on 1:1 basis. Authentication process time is short..

▪   1:N authentication

This is a method that authenticates fingerprint from the entire registered fingerprints without entering an ID. This method is simple but processing time is long compared to 1:1 authentication method when there are many users.

▪   Fingerprint card authentication

After storing user's fingerprint information in the smart card, the fingerprint entered during authentication and the fingerprint stored in the smart card are compared for authentication. Since a storage medium other than smart card is not required, system security can be increased.

■   Password Authentication

This is a method that checks access rights using 4~8 digit password. It is used when fingerprint cannot be used.

■   Card Authentication

This is a method that authenticates using RF card that a user has. Card number must be registered in the system to use it.

1.4. Procedures for Fingerprint Recognition Sensor Use

■   Basics of Fingerprint Registration

Fingerprint registration is the most important process in using the fingerprint recognition device. Fingerprint must be accurately and properly registered in order to successfully recognize fingerprint.

■   Fingers Used during Registration

The use of index finger, middle finger and ring finger is recommended for registration. However, the use of thumb and little finger should be avoided. As it is difficult to place thumb and little finger on the fingerprint recognition sensor window properly, it is difficult to acquire accurate fingerprint image.

■   Proper Fingerprint Input Procedures

1) When the fingerprint recognition sensor blinks, place the finger on the sensor window.

2) After placing the finger tip at the fixing guide of the sensor window top as shown in the figure, place and fix the finger tightly between the fixing guides of the sensor window top and bottom.
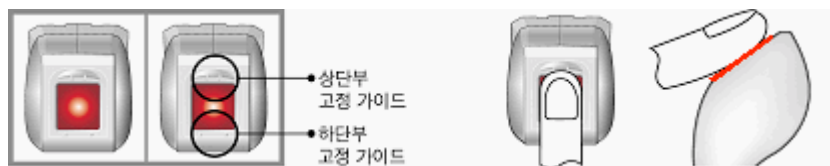
Figure 1 [Proper Fingerprint Input Method]

3) Press with adequate pressure as if stamping with finger. Do not apply too weak or too much force.

4) The finger should not be leaned to top, bottom, left and right of the fingerprint recognition sensor window as shown in the figure. Do not input only the finger tip or do not input fingerprint while rotating finger.
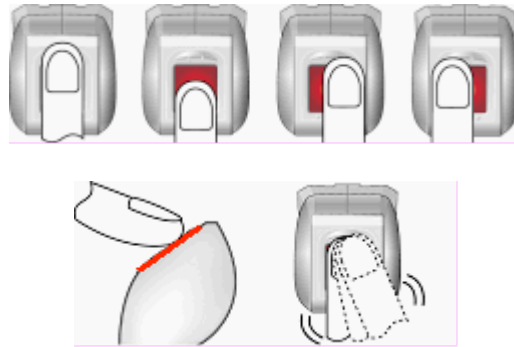
Figure 2 [Improper Fingerprint Input Method]

■   Proper fingerprint registration method

■   When fingerprint is entered, fingerprint registration can be adjusted after viewing the acquired fingerprint image condition as in the following descriptions. The following are required fingerprint image conditions.

■   Fingerprint core location

  The fingerprint core area represents the ridge area where bending is the largest. The area inside blue circle in the below fingerprint image represents the core area. In general, such core area is located in the center of fingerprint. Using fingerprint core position shown during fingerprint registration, the finger can be placed so that the center area of fingerprint can coincide with the center of the sensor window. It is necessary to acquire fingerprint whose core is located in the center of an image captured during registration process. Registered fingerprint should not be twisted and it must be directed vertically.

Finger 3 [Proper Fingerprint Core Position]

Finger 4 [Improper Fingerprint Core Position]
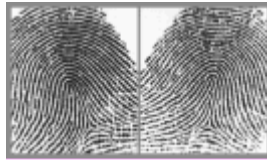
Figure 5 [Wrong Direction Input]

■   Fingerprint image quality

■   Fingerprint image quality is determined by the condition of fingerprint image ridge pattern. Fingerprint with large-sized scar, fingerprint with poor condition due to eczema, dry fingerprint and wet fingerprint usually produce low-quality image.

Figure 6 [Wet Fingerprint]

The fingerprint images shown above are produced due to wet finger or due to excessive applied pressure during fingerprint input. The solution to the above condition would be to reduce the applied pressure or wipe the wet finger with towel. Doing these things can help produce good-quality image.
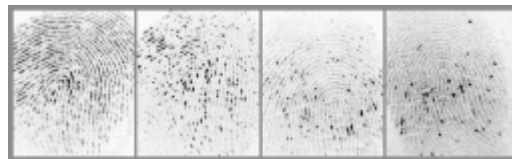
Figure 7 [Dry Fingerprint]

The fingerprint images shown above are produced due to dry finger or due to insufficient applied pressure during fingerprint input. Apply stronger pressure or blow into the finger to produce good-quality fingerprint image. (Especially during winter)

Figure 8 [Fingerprint with Scar]

The above fingerprint images are produced due to scar or eczema in the finger. If these fingerprints are registered, authentication may be denied after scar or eczema is healed. Therefore, avoid such types of fingers and use other finger for fingerprint registration.

The following are three conditions that need to be satisfied to produce good-quality fingerprint during registration.

1. Core area of fingerprint image is located in the center of picture.

2. Fingerprint image fills the entire picture.

3. Ridge (black line) and valley line (white line) of fingerprint are expressed clearly.

■ False Rejection and False Access

Many problems can occur if fingerprint image quality is poor or fingerprint area without special characteristics is registered due to the non-central location of the core.

1) False rejection

This event represents a case when authentication trial for a registered fingerprint fails. If the condition of a registered fingerprint image is poor, even properly entered user fingerprint can be rejected for authentication. It should be noted that even if a fingerprint image is registered properly, an improperly entered fingerprint can still be rejected for authentication. Factors such as fingerprint input condition and fingerprint image quality affect the occurrence of this event.

2) False access

This event represents a case when another person's fingerprint is authenticated. In general, this event can occur frequently when a fingerprint with insufficient characteristics is registered due to missing core. It can also occur when fingerprint types are similar.

3) Authentication security level

This is a value set as criteria to determine authentication through matching between entered fingerprint and registered fingerprint. If authentication security level is lowered, false rejection rate decreases while false access rate increases. On the contrary, if authentication security level is raised, false rejection rate increases while false access rate decreases. For such reasons, each location with a fingerprint authentication system uses a suitable security level. The default security level setting can be used for general purpose fingerprint authentication systems.

1.5. Fingerprint Registration Procedures

These are procedures to register a fingerprint using the fingerprint recognition sensor with the Remote program.

1) This is the initial fingerprint registration window.

To skip the initial window, uncheck the box.

2) Select a finger whose fingerprint is to be registered.
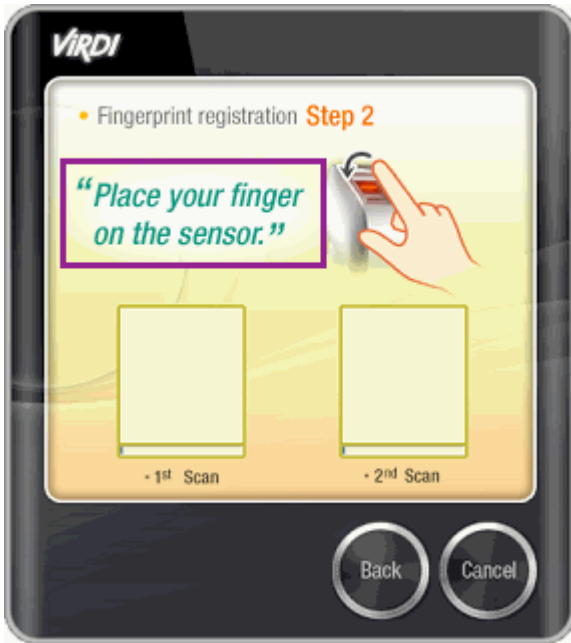
3) Place the finger on the fingerprint recognition sensor.
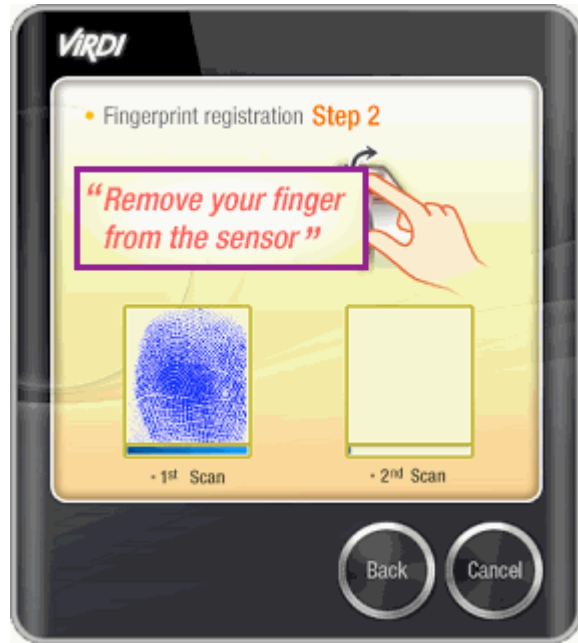
4) Briefly remove the finger from the fingerprint recognition sensor.

5) Place the finger on the fingerprint recognition sensor again.

6) If fingerprint is entered properly, "OK!" is displayed to proceed to the next step.

7) Registered fingers are displayed in green.
If fingerprint registration is completed, press the "Next" button.

※ The number of fingerprints can be changed at
[Server Environment Setting].

8) Fingerprint input was completed.

Press the "Finish" button to finish fingerprint input.

2. Remote Manager Use Guide

2.1. Start Program

Only users registered as the administrator can use Remote Manager, As no registered administrator is available during the initial installation, logon is allowed as the master administrator.

The initial password for the master administrator is set as **"1"**.

To start Remote Manager program, double click icon on desktop.

When the administrator logon window is opened, check master administration logon and enter "1" as password to logon.
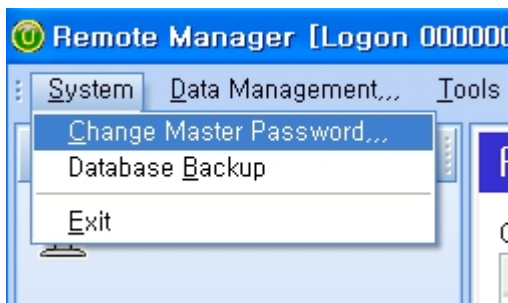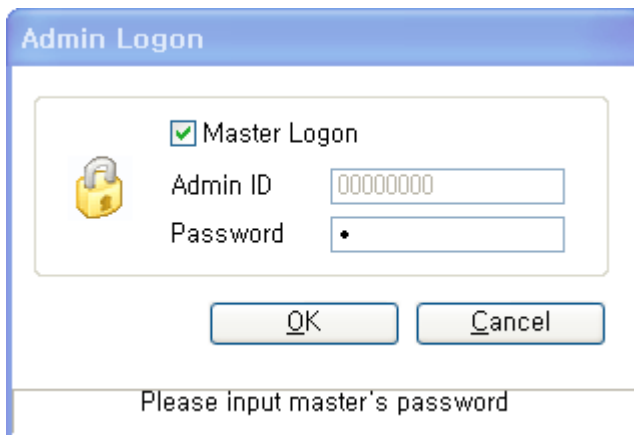
The initial master administrator password can be changed at Change Master Password in the System menu.
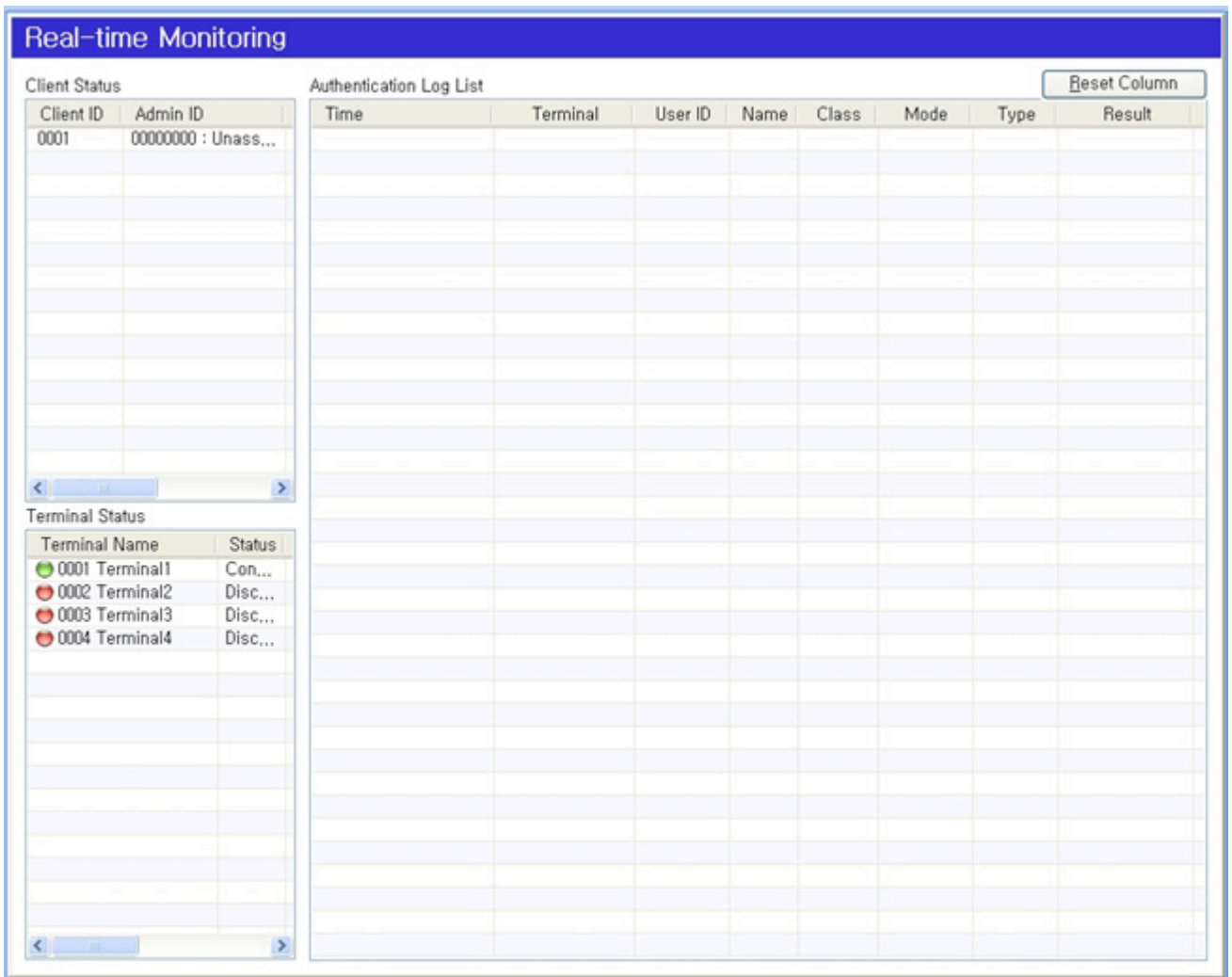
2.2. Menu Configuration

2.2.1. Monitoring

Authentication record status of a user authenticated by the fingerprint recognition terminal, access status of Remote manager and terminal connection status are monitored in real-time.

2.2.1.1. Clear all items of list

All records of the access log list are initialized. (Restart the program automatically initialized)

■   Access Log List

Access Log List of a user is displayed.

- Time: Access date and time are displayed.

- Terminal ID: ID of a terminal that authenticated is displayed.

- User ID: ID of an authenticated user is displayed.

- Name: Name of an authenticated user is displayed.

- Class: Users and visitors

- Mode: Entry mode

- Type : Matching method

 (ex . [Terminal Information]-Functional Separation Meal : Breakfast,Lunch,Dinner Show, etc., if A/T : Attend,Leave,Out,In Display, etc.)

- Type: From 1:N/1:1/fingerprint card/card/password, a type that authenticated is displayed.

- Result: Authentication result is displayed as success/failure.

- Generated time: fingerprint, cards, passwords, authentication methods, such as the speed of authentication (authentication attempts ~ Certification Results hours) is displayed.

■ Client (Remote Manager) Status

The connection status of a client (Remote Manager) connected to the server is displayed.

- Client ID: ID of a client connected to the server is displayed.

- Login ID: ID of an administrator who is using a client is displayed.

- IP address: IP of a client computer is displayed.

- Version: The version is displayed to a client connected to the server.

■ Terminal Status

Terminal connection status is displayed.

- Terminal Name: ID and name of a registered terminal are displayed.

- Status: Terminal connection status is displayed.

- Connection: If a terminal is connected, green lamp is displayed.

- Disconnection: If a terminal is disconnected, red lamp is displayed.

- IP address: IP of a connected terminal is displayed.

- Version: The version of a terminal is displayed as (Firmware) (Protocol) (Card Reader).

※ Client connection status and whether to use the terminal state can be set to [Tool]-[Environment Settings]-[Local Environment Setting]

2.2.2. Terminal Management

Terminal addition/change/deletion & setting value change for each terminal can be made.

A terminal must be registered in advance for connection with the server.

▶ Add Terminal: Select [Add Terminal] in the [Terminal Management] menu.

▶ Modify Terminal: Double click a terminal to be changed at the terminal list window.

▶ Delete Terminal: After checking a terminal to be deleted at the terminal list window, select [Delete Terminal].

Terminal Information

Input ID or Name here. | | | | | | | | | Reset Column

X	ID	Name	Branch	Function	Enter Zone	Exit Zone	Location	IP Address	Version
☐	0001	Terminal1	**** : Unassigned	T/A	0002	0001		211.172.235.151	AC2100 10.51.03-000.03/HLA2K-V3....
☐	0002	Terminal2	**** : Unassigned		****	****		211.172.235.151	AC2100 10.51.03-000.03/HLA2K-V3....
☐	0003	Terminal3	**** : Unassigned		****	****			
☐	0004	Terminal4	**** : Unassigned		****	****		211.172.235.134	

- ID: Terminal ID is displayed.

- Name: Terminal name is displayed.

- Branch: Installation Branch of a terminal is displayed.

- Function: The function set in a terminal is displayed; time/Attendance management ,
  mealservice management and school management.

- Anti Pass Back: It displays if the anti pass back of a terminal is used or not.

- Enter Zone: Anti pass back Enter Zone of a terminal is displayed.

- Exit Zone: Anti pass back Exit Zone of a terminal is displayed.

  ※ Area entrance / exit details, [Anti Pass Back Management] ,[ex1)Anti Pass Back]

- Location: Installation location of a terminal is displayed.

- IP Address: Terminal's IP address is displayed.

- Version: Terminal's firmware version is displayed.

2.2.2.1. Add Terminal

- **Basic Information**

- ID: Assign ID to a terminal.

- Name: Assign a name to a terminal.

- Branch: Select a branch registered at [Branch Management]

- Location: Enter a location where a terminal is installed.

- Other: Enter other items on a terminal.

- Reg. Date: Set the date and time of terminal registration.

- ■ Terminal Function Assignment

- ▪ T/A: Check this if terminal function is Time/Attendance.

- ▪ Meal: Check this if terminal function is mealservice management.

- ▪ School: Check this if terminal function is school management.

- ■ Anti Pass Back(※ See detailed setting an example : [ex1)Anti Pass Back)

- ▪ Enter Zone: Set a code registered at [Anti Pass Back Management]

- ▪ Exit Zone: Set a code registered at [Anti Pass Back Management]

- ■ AssignTerminal Administrator

An administrator is assigned to a terminal.

A list of users with ☑ Terminal Management rights of ☑ Access Control at [Admin Authority Management] is displayed at "Unassigned Admin".
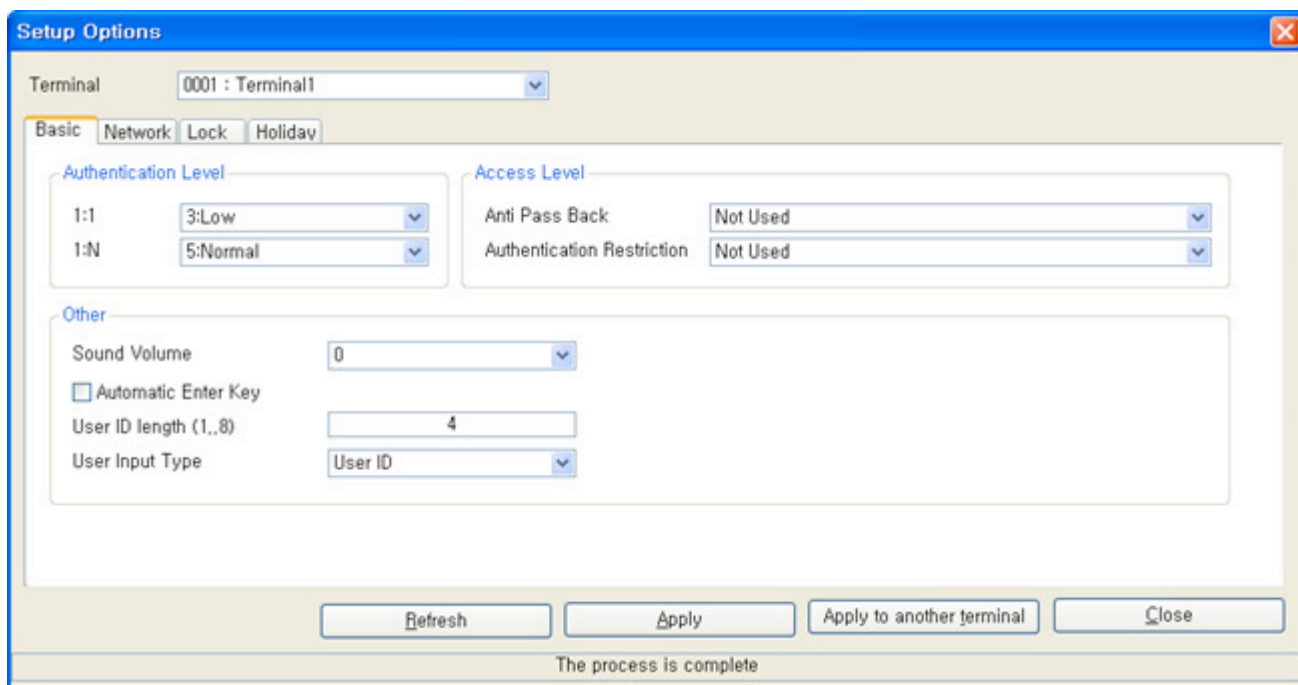
After selecting a user to be assigned as an administrator, move the selected user to "Assigned Admin" list with the > button.

2.2.2.2. Terminal Option Settings

When a terminal is connected, the terminal option setting is confirmed and applied.

After selecting a desired terminal from the terminal list window,
press ![Setup Options]

▷   Basic Setting

■   Authentication Level

▪   § 1:1: It is the level value used during 1:1authentication at the fingerprint recognition terminal.

▪   1:N: It is the level value used during 1:N authentication at the fingerprint recognition terminal.

■   Access Level

▪   Anti Pass Back: It is the anti pass back assigned value.(※ See detailed setting an example : [ex1)Anti Pass Back])

▪   - Not Use: Anti pass back is not set at a terminal.

▪   - Access Allowed When server disconnected: Access allowed for all users in case of communication disconnection

▪ - Access Denied when server disconnected: Access prohibited for all users in case of

communication disconnection

▪ Authentication Restriction: User authentication method in devices that are limited to a fingerprint and password.

■ Others

▪ Sound Volume(0~20): The terminal notifies authentication success with voice.

▪ Automatic Enter Key Use: After entering a user ID at the terminal, the use without entering the Enter key is allowed.

▪ User ID Length (1~8): The ID length of a user assigned in the terminal is assigned.

▪ User Key: The type of the number to be entered during 1:1 authentication is assigned; user ID or Unique ID. User ID is the default key used in the program and it can be up to an 8-digit number

※. If a key over 9-digit is required, use Unique ID as key.

▷ Network Setting
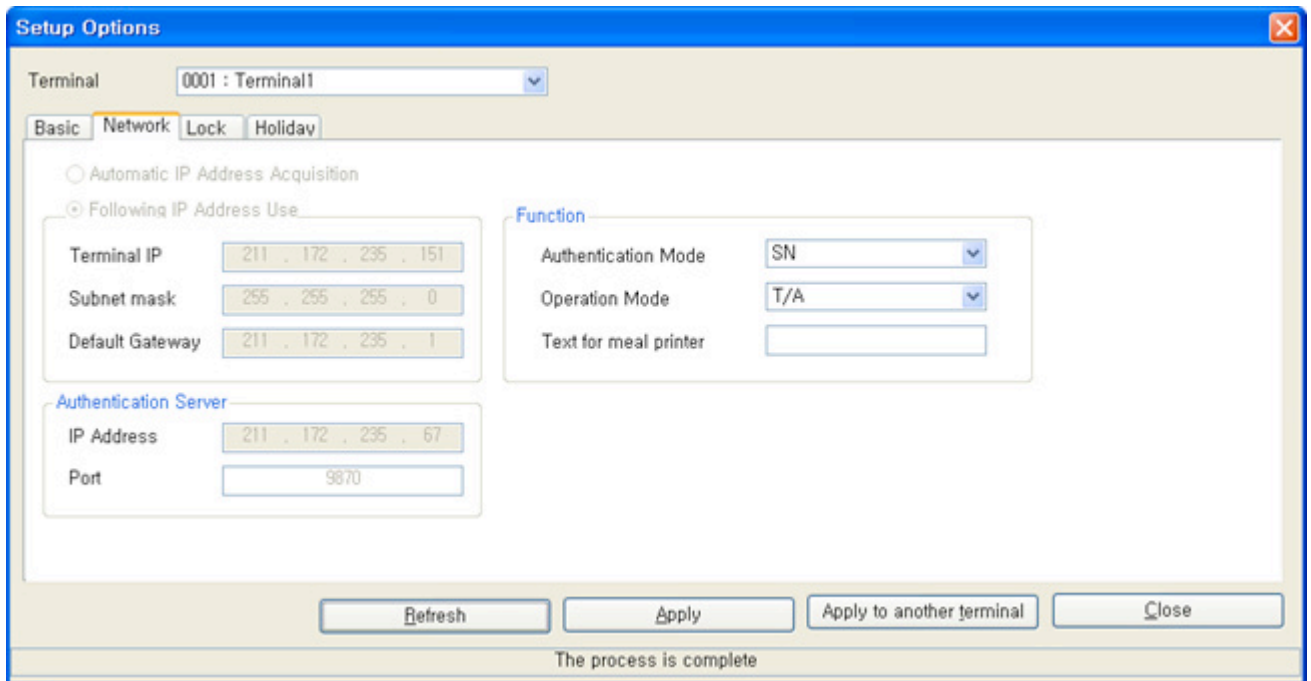
■ Automatic IP Address Acquisition: A terminal is set with dynamic IP.

■ Following IP Address Used

▪ Terminal IP: Terminal's fixed IP assigned to a terminal is displayed.

▪ Subnet Mask: Terminal's subnet mask is displayed.

▪ Default Gateway: Terminal's gateway is displayed.

▪ Authentication Server IP: IP address of the authentication server to connect a terminal is displayed.

▪ Authentication Server Port: Port of the authentication server to connect a terminal is displayed.
(basic port : 9870)

▪ **Authentication Mode: Terminal's authentication mode is displayed..**

▪ NS: Authentication is made with the server first. In case that the terminal and server are disconnected,
authentication is made with the terminal.

▪ SN: Authentication is made with the terminal first. In case an authenticated user is not available in the terminal,
authentication is made with the server.

▪ NO: Authentication is made only with the server.

▪ Operation Mode: Operation mode selected from access control, Time/Attendance management and
meal service management is displayed.

▪ Text for meal printer: It sets text to be printed to the printer connected to the terminal.

▷ Locking Setting

This function is used for opening/locking setting of an entrance/exit if a terminal is used at entrance/exit. .
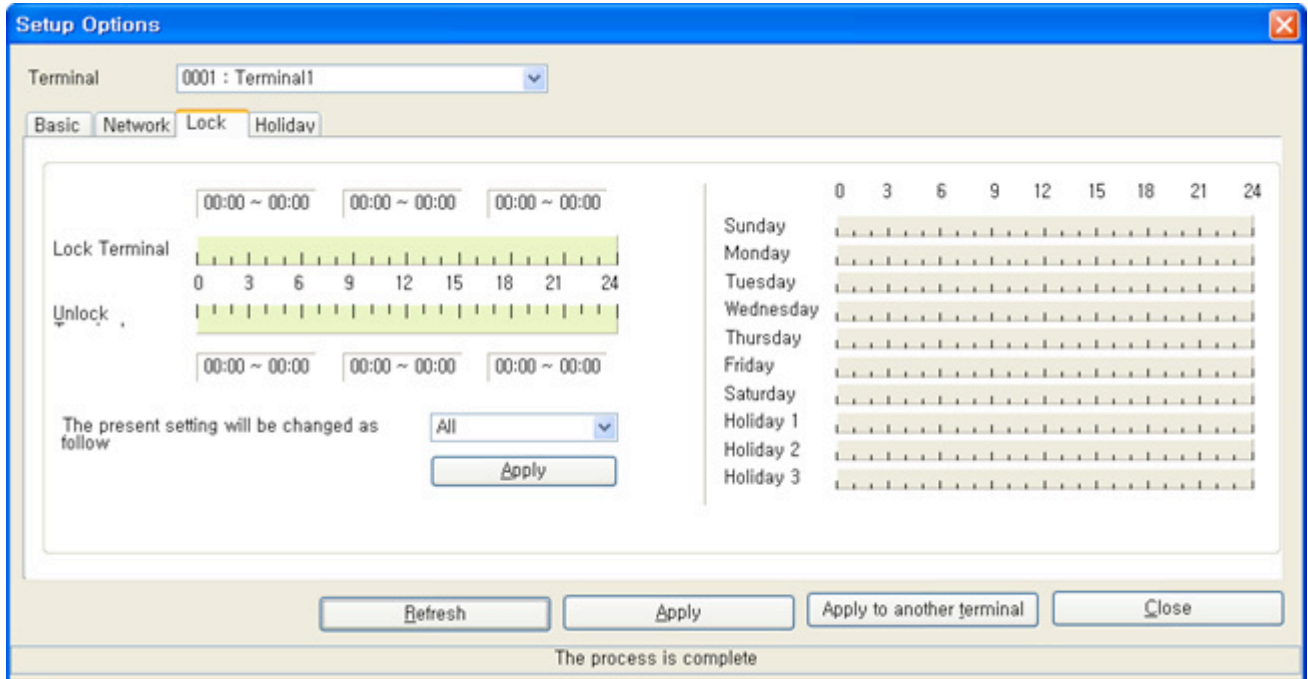
■ Locking Terminal : It is used to restrict user access (authentication) by a terminal.

■ Unlocking Terminal : It is used to leave a terminal open without authentication restriction.

■ Time Setting Procedures

1) Adjust time by dragging the left/right boundary line of the slider that appears after clicking the mouse button (Up to 3 is possible.). Time setting in 5 minute unit is possible and locking time and opening time can not be overlapped.

2) When the Apply button is clicked after selecting a day of the week, the corresponding day of the week is applied.

■· Holiday can be set and assigned as Holiday 1~3.

1) Holidays (holidays, national holidays, etc.), and a closed lock 10000 / apply the settings to open the one on the menu Holidays, Holidays 2 Holidays 3 schedule to register.

2) Holidays must be registered and Add / Delete from the menu to add the date / apply, please.

▷ Holiday Setting

It is used to register holidays for locking/opening setting.
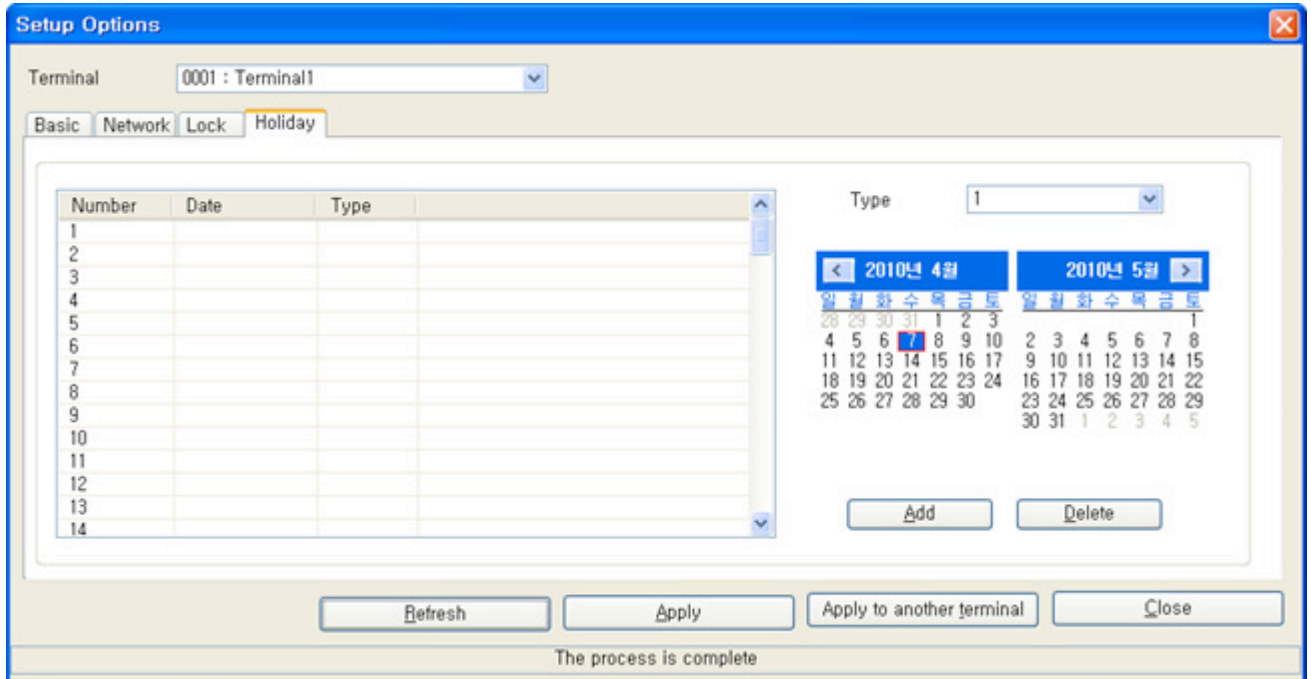
1) Select a number to set from the list and assign the holiday type.

2) Holiday type can be classified and assigned as holiday 1~3.

3) Select a date to be set as holiday and press the [Registration] button to assign it as holiday.

　※Up to 100 holiday registrations can be made.　Two or more of the same date that the holiday will be designated as case number. (Sequential)

2.2.2.3. Terminal Administrator Assignment

A terminal that can be managed by each administrator is assigned. A terminal administrator is a user who can use terminal menus. In case more than one administrator is registered in a terminal, the administrator authentication process is required to enter the setting menu.
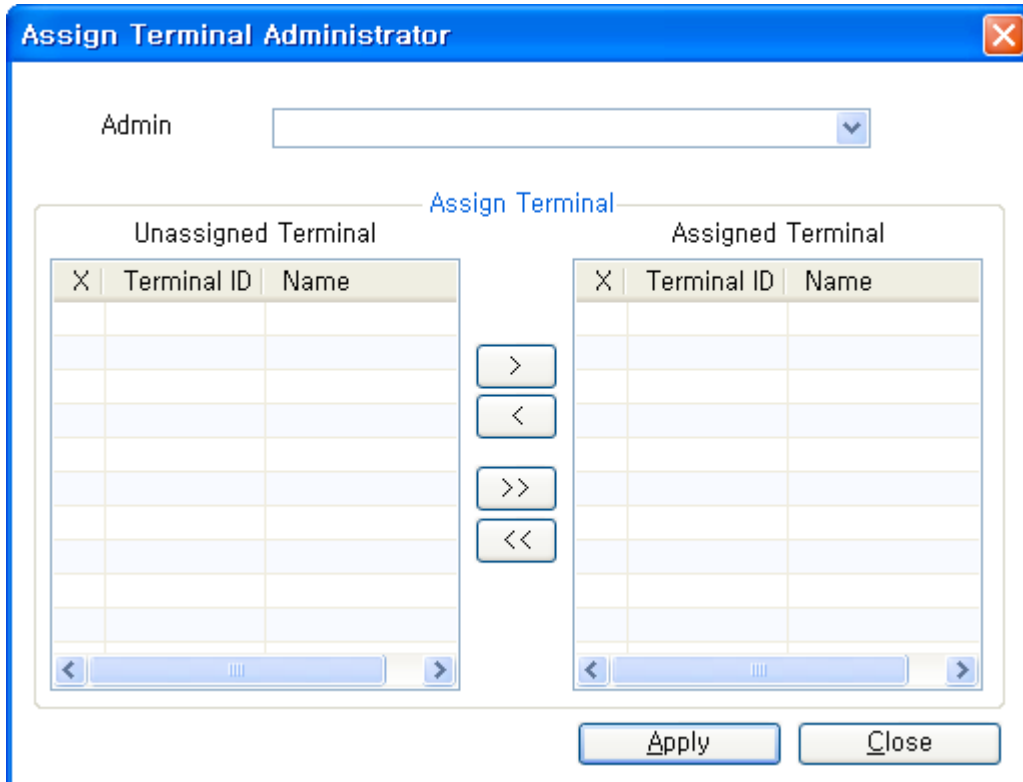
After selecting an administrator, select a terminal to be registered from "Unassigned Terminal" list and press the [>] button to move it to "Assigned Terminal" list.
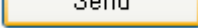
A list of users with ☑ Terminal Management rights of ☑ Access Control at [Admin Authority Management] is displayed.

2.2.2.4. Terminal Firmware Upgrade

Terminal firmware can be upgraded. Press the [🖥 Upgrade Firmware]
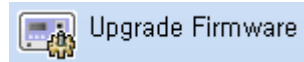
button to find the path to the firmware file and press the [Open] button.

Select a terminal to be upgraded and press the [Send] button to upgrade the firmware.
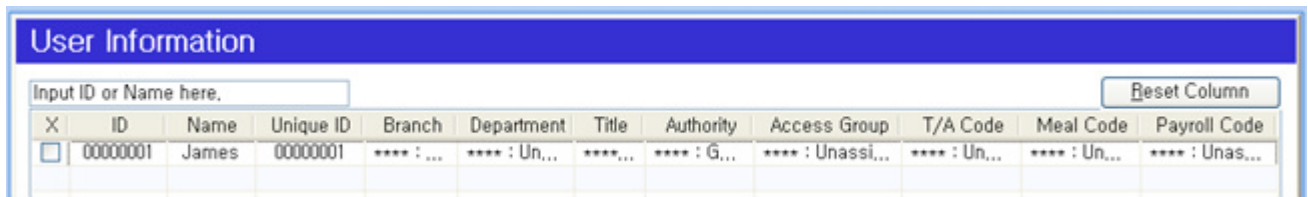
※ If you operate a terminal during firmware upgrade, the firmware internal functions stop and the terminal cannot be used. Therefore, take caution during firmware upgrade.
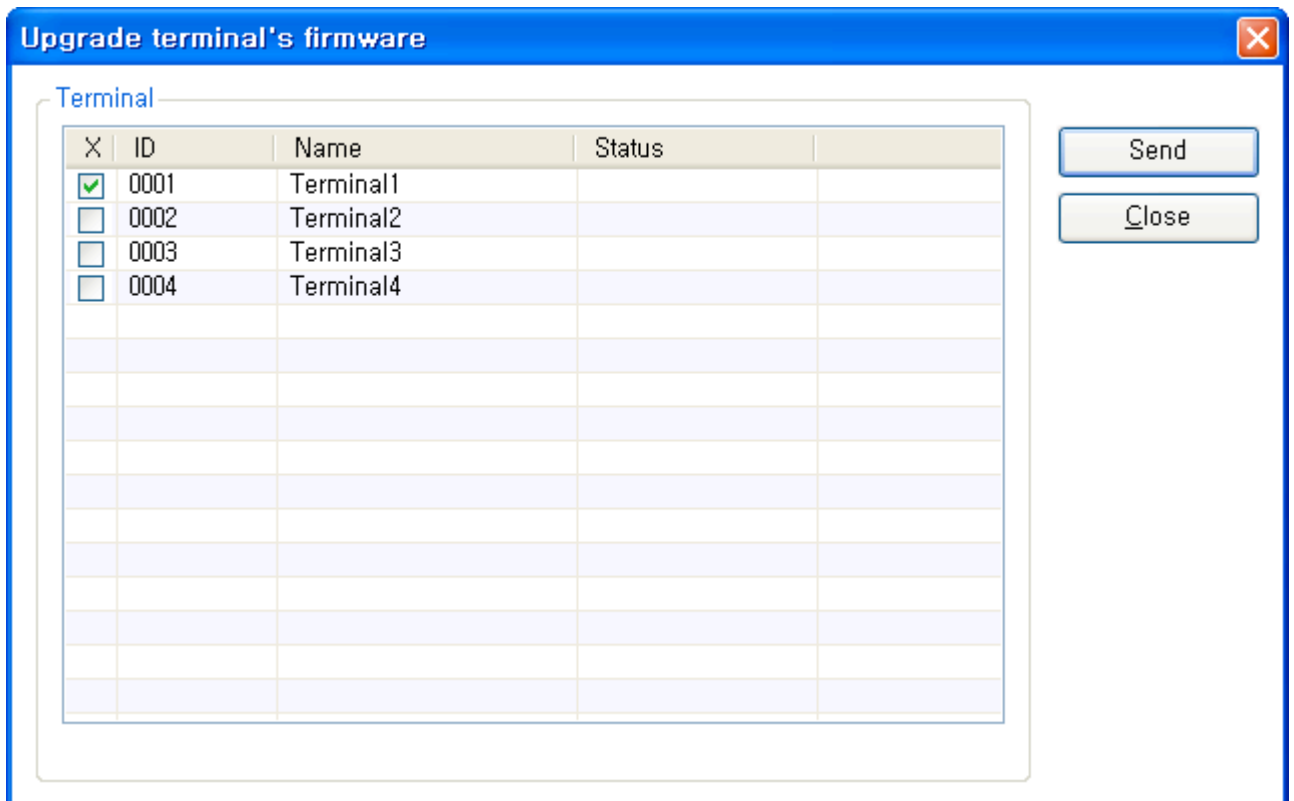
2.2.3. User Management

It is a list of registered users.

▶Add User: Select [Add User] in [User Management].

▶Modify User: Double click a user to be changed in the user list window.

▶Delete User: After checking a user to be deleted in the user list, select [Delete User].

- ID: User ID is displayed.

- Name: User name is displayed.

- Unique ID: User's Unique ID is displayed.

- Branch: User's affiliated business location is displayed.

- Department: User's affiliated department is displayed.

- Title: User's title in a company is displayed.

- Authority: User's administration authority is displayed.

- Access Group: User's access control group is displayed.

- T/A Code : User's time/attendance code is displayed.

- Meal Code: User's mealservice code is displayed.

- Payroll Code: User's hourly wage code is displayed.
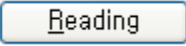
2.2.3.1. Add User
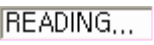
■ Basic Information

▪ ID: Assign ID to a user. (MAX 8)

▪ Name: Enter user's name.

▪ Unique ID: Enter user's Unique ID.

▪ Branch: Assign the business location code registered at [Branch Registration]

▪ Department: Assign the department code registered at [Department Registration]

▪ Title: Assign position code registered at [Title Registration]

▪ Authority: Assign the administration authority code registered at [Admin Authority Management]
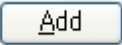
- Access Group: Assign access group code registered at [Access Group Setting]

- T/A Code: Assign time/attendance code.

- Meal Code: Assign mealservice code.

- Payroll Code: Assign payroll code..

- Telephone: Enter telephone number.

- Email Address: Enter email address..

- Address : Users must enter a residential address.

- Other: Enter other items.

- Reg. Date: User registration date and hour are entered automatically.

- Location : Anti Pass Back features when you use the current display area is located.
(※[Anti Pass Back Management],[ex1)Anti Pass Back])

- Message : Notices will be displayed on the terminal type.
(Notice the check after entering the settings - when the employee is certified notice is delivered to the handset LCD.)

■   Access Date Range

- No Restriction Period: A user can access at all times.

- Allowed Period: Assign user's allowed access period.

- Restriction Period: Assign user's access restriction period.
 (※ If the terminal period of limitations "invalid entry the term" access denied)

■ Authentication Type

▪· FP: Fingerprint Authentication

▪· FP-Card: Fingerprint Card Authentication

▪· PWD : Password Authentication

▪· CARD : Card Authentication

▪· CARD OR FP : Card or fingerprint authentication

- · CARD AND FP : Card and fingerprint authentication

- · CARD OR PWD : Card or password authentication

- · CARD AND PWD : Card and password authentication

- · (ID OR CARD) AND FP : ID or card authentication and fingerprint authentication

- · (ID OR CARD) AND PWD : ID or card authentication and password authentication

- · FP AND PWD : Fingerprint and password authentication

- · FP OR PWD : Fingerprint or password authentication

- · CARD AND PWD AND FP : Card and password and Fingerprint authentication

■· Fingerprint Information: Press the [Enroll] button to register a fingerprint.

Refer to [Fingerprint Registration Procedures]for more information on fingerprint registration procedures.

▪   1:N Authentication Permission: Authentication is made only with fingerprint without fingerprint recognition terminal keypad input.

■   Password Information: Register a password to be used for authentication.

■   n Card Information: Press the [Reading] button and read a card in the smart fingerprint reader.

    When a card number is shown at [READING...], press the [Add] button to register a card.

■   Picture Registration: [Add] To register press the button for the desired picture.
(Recommended Size: 320 x* 240) Register as picture size is limited to less than a 7Kbytes. If you are connecting a USB camera button to enter the real-time video pictures can be obtained.

2.2.3.2. Send User Information to the terminal

User information selected from a user list is sent to the terminal.

When sending user information, only the users authorized for authentication are sent to the applicable terminal. Any unauthorized user is deleted from the selected terminal. For the user skipped due to absence of authorization for authentication, the number of users skipped is indicated in the status column of terminal list.
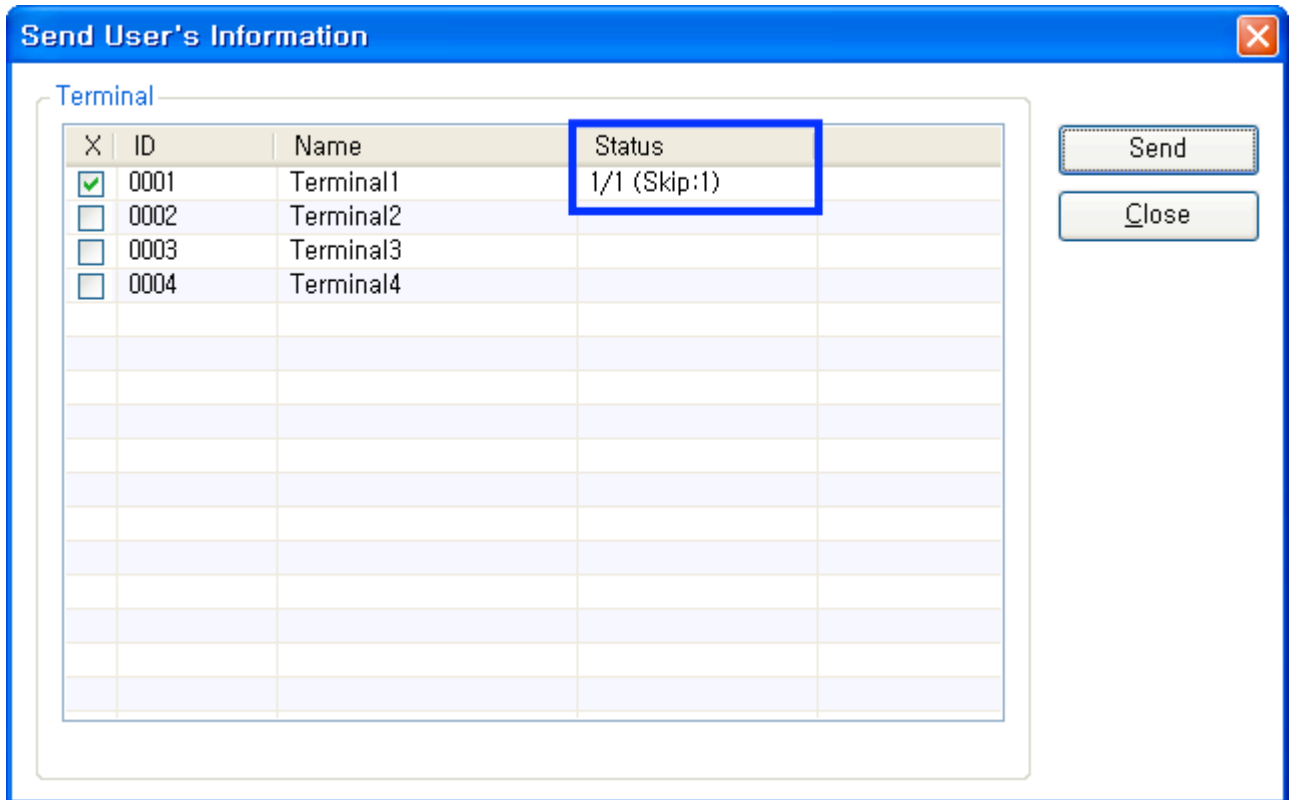
After selecting a terminal to receive information, press the [Send] button.

※ Checking the terminal to send after checking all the employees - For the employees who have no **Right to Access ([Access Control]), its transmission is automatically skipped**

※ Visitor is not sent to the terminal.(See[Add Visitor])

2.2.3.3. Terminal User Management

User information stored in a terminal can be inquired or loaded to the server.

User information stored in a terminal does not include the user's name.

Information of a user who is already registered in the server cannot be loaded.
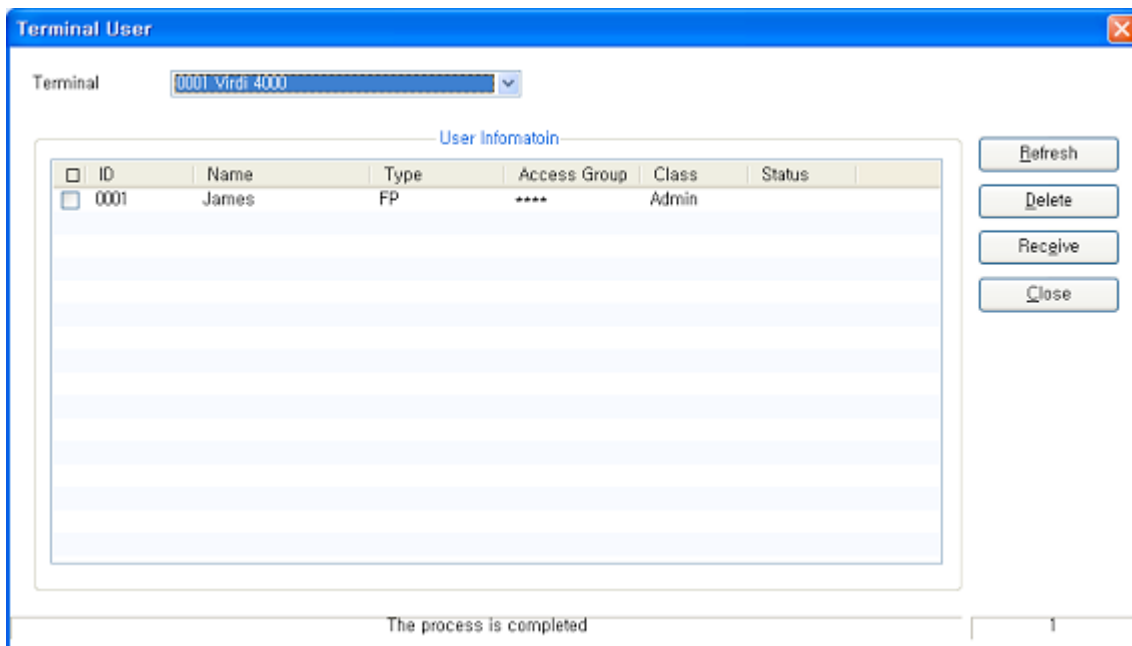
 It reloads the user information stored in a terminal.

 It deletes a checked user from a terminal.
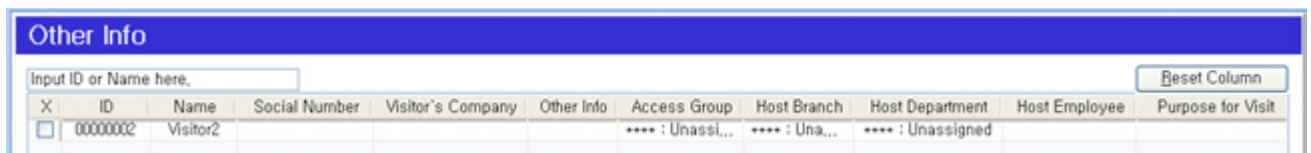
 It loads the information of a checked user to the server.

2.2.4. Visitor Management

It is a list of registered visitors.

▶Add Visitor: Select [Add Visitor] in [Visitor Management]. Visitor ID is distinguished from user ID and it can be set at the [Server Option] menu.

▶Delete Visitor: After checking a visitor to be deleted from the visitor list window, select [Delete Visitor].

- ID: Visitor ID is displayed.

- Name: Visitor's name is displayed.

- Social Number: Visitor's social number is displayed.

- Visitor's Company: Visitor's company: number is displayed.

- Other Info: Visitor Other Info is displayed.

- Access Group: Visitor's access group is displayed.

- Host Branch: Visitor's visit branch is displayed.

- Host Department: Visitor's visiting department is displayed.

- Host Employee: Visitor's visiting target is displayed.

- Purpose for Visit: Visitor's visiting purpose is displayed.

2.2.4.1. Add Visitor

■ Basic Information

▪ ID: Assign visitor's ID.

▪ Name: Enter visitor's name.

▪ Social Number: Enter visitor's social number.

▪ Visitor's Company: Enter visitor's company.

▪ Visitor Information: Enter visitor's information.

▪ Telephone: Enter visitor's telephone number.
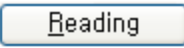
- Email Address: Enter visitor's email address.

- Address: Enter visitor's mailing address.

- Other: Enter other required items.

- Reg. Date: Visitor's registration date and hour are entered automatically.

- Location: a visitor tells the current position information.(※[Anti Pass Back Management],[ex1)Anti Pass Back])

■ Visiting Information

- Visiting Business Location: Assign a business location registered at [Branch Registration]

- Visit Department: Assign a department registered at [Department Registration]

- Visit Person: Enter visitor's visiting person

- Visit Purpose: Enter visitor's visit purpose.

- Access Group: Assign an access group registered at [Access Group Registration]

- Visit Period: Assign visitor's visit period. Visit is allowed only during the assigned period.

■ Authentication Type

▪· FP : Fingerprint Authentication

▪· FP-Card : Fingerprint card authentication

▪· PWD : Password authentication

▪· CARD : Card authentication

▪· CARD OR FP : Card or fingerprint authentication

▪· CARD AND FP : Card and fingerprint authentication

▪· CARD OR PWD : Card or password authentication

▪· CARD AND PWD : Card and password authentication

▪· (ID OR CARD) AND FP : ID or card authentication and fingerprint authentication

▪· (ID OR CARD) AND PWD : ID or card authentication and password authentication

▪· FP AND PWD : Fingerprint and password authentication

▪· FP OR PWD : Fingerprint or password authentication

▪· CARD AND PWD AND FP : Card and password and fingerprint authentication

■ n Fingerprint Information: Press the [Enroll] button to register a fingerprint.

Refer to [Fingerprint Registration Procedures] for more information on fingerprint registration procedures.

▪ 1:N Authentication Permission: Authentication is made only with fingerprint without fingerprint recognition terminal keypad input.

■· Password Information: Register a password to be used for authentication.

■ n Card Information: Press the [Reading] button and read a card in the smart fingerprint reader.

When a card number is shown in [READING...] , press the [Add] button to register a card.

■ Picture Registration: [Add] To register press the button for the desired picture.
(Recommended Size: 320 x* 240) Register as picture size is limited to less than a 7Kbytes. If you are connecting a USB camera button to enter the real-time video pictures can be obtained.

※ Visitor information can not be transmitted to the terminal, **Authentication server is available**.

2.2.5. Access Control

An administrator uses access control function to restrict user's access by a date of the week. Time Zone Setting, Access Hour Setting, Access Zone Setting and Access Group Setting that are lower functions of access control are configured as tab to show their setting values. To set access control, an access group is created by the order of lower functions.

※ See detailed setting an example: [ex3)Access Control]

2.2.5.1. Add Time Zone

Up to 12 time zones per day that allow access can be set according to codes.

Add Timezone

Code [|] Name [ ] [Initialization]

Set Time

Zone 1	00:00 ~ 00:00	Zone 5	00:00 ~ 00:00	Zone 9	00:00 ~ 00:00
Zone 2	00:00 ~ 00:00	Zone 6	00:00 ~ 00:00	Zone 10	00:00 ~ 00:00
Zone 3	00:00 ~ 00:00	Zone 7	00:00 ~ 00:00	Zone 11	00:00 ~ 00:00
Zone 4	00:00 ~ 00:00	Zone 8	00:00 ~ 00:00	Zone 12	00:00 ~ 00:00

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24

[OK] [Cancel]

Registration Procedures

1) Enter a desired code number (fixed 4-digit) and name.
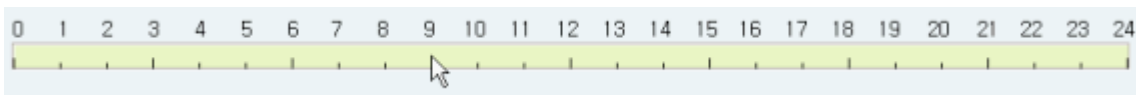
2) Click a desired time zone as in the above figure.

3) A red bar is created at the clicked location as in the above figure.
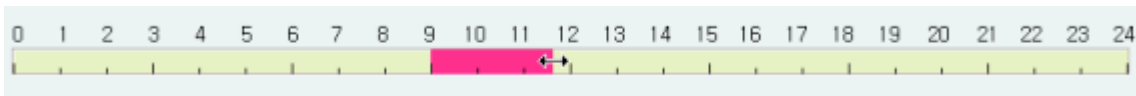
4) Move the mouse cursor to the edge of the red bar and drag it to a desired position.
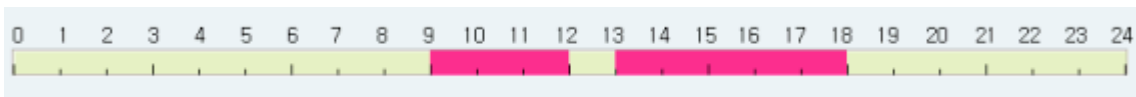
5) Create other time zones as in above procedures. .

   If a time zone is assigned, the precise time of the time zone is displayed at Time Zone Setting.

※ See detailed setting an example : [ex3)Access Control]

2.2.5.2. Add Access Time

Access hours for weekday and holiday are set according to codes. These access hours are used for access group setting.

After entering the desired code and name, set a time zone code set at [Add Time Zone] according to dates of the week and holidays. Holiday setting [Holiday Management] code is registered in the holidays.

※ See detailed setting an example : [ex3)Access Control]

2.2.5.3. Add Access Area

A terminal that allows access according to codes is set. This setting value is used for access group setting.
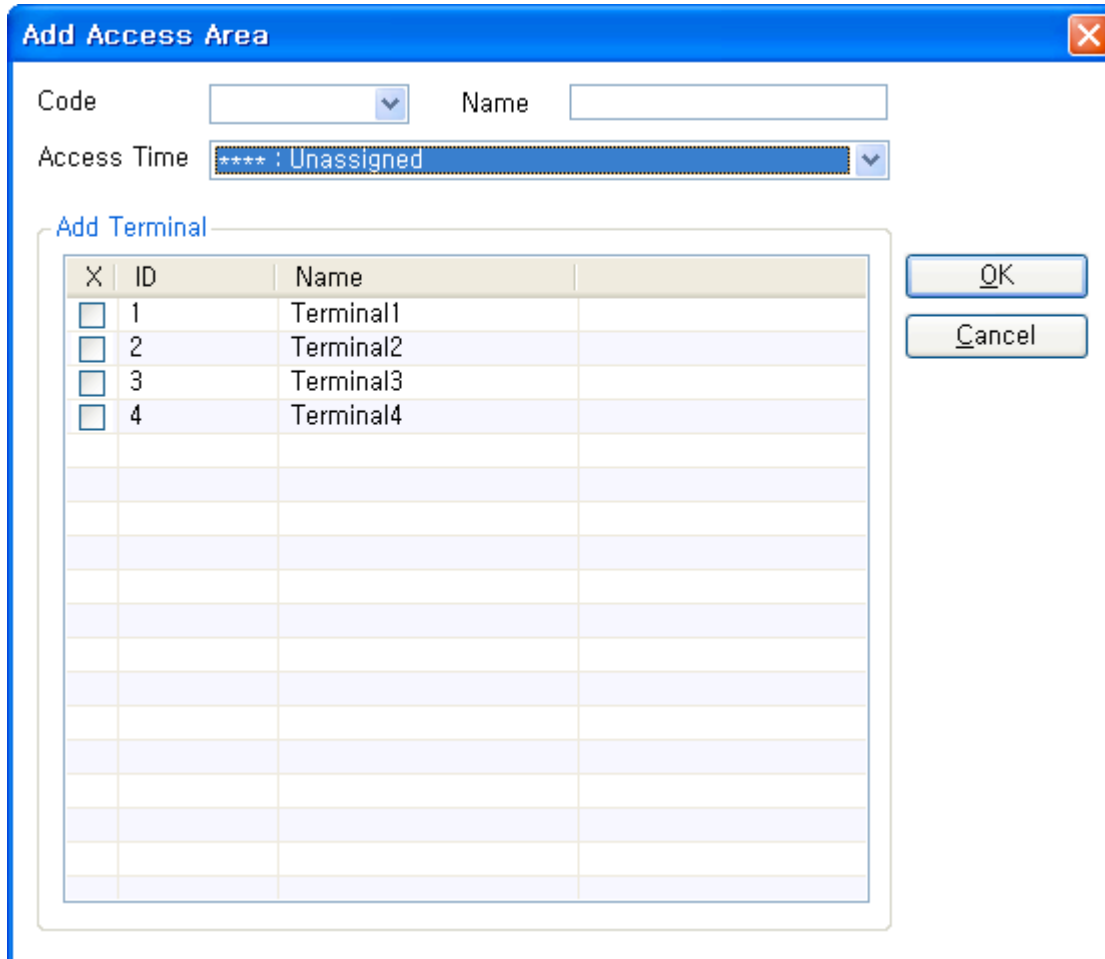
After entering the desired code and name, select a terminal that allows access.

Enter the code and the name you want, and select the entry area to be used in access time and access to select available Terminal.

※ See detailed setting an example : [ex3)Access Control]

2.2.5.4. Add Access Group

Access Group is set to be included in the entrance area.

After entering the desired code and name , registration code from [Add Access Area] to select the desired code.

※ See detailed setting an example : [ex3)Access Control]

2.2.5.5. Delete
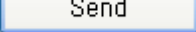
This function deletes access right information selected at the access control list window.
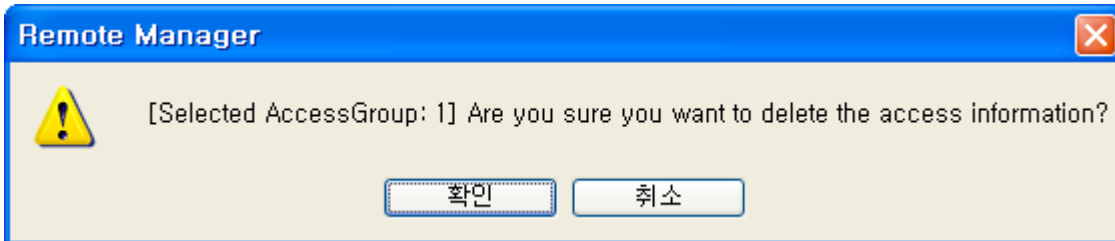
2.2.5.6. Send to Terminal

After the completion of access right setting, the setting value is sent and applied to a terminal.
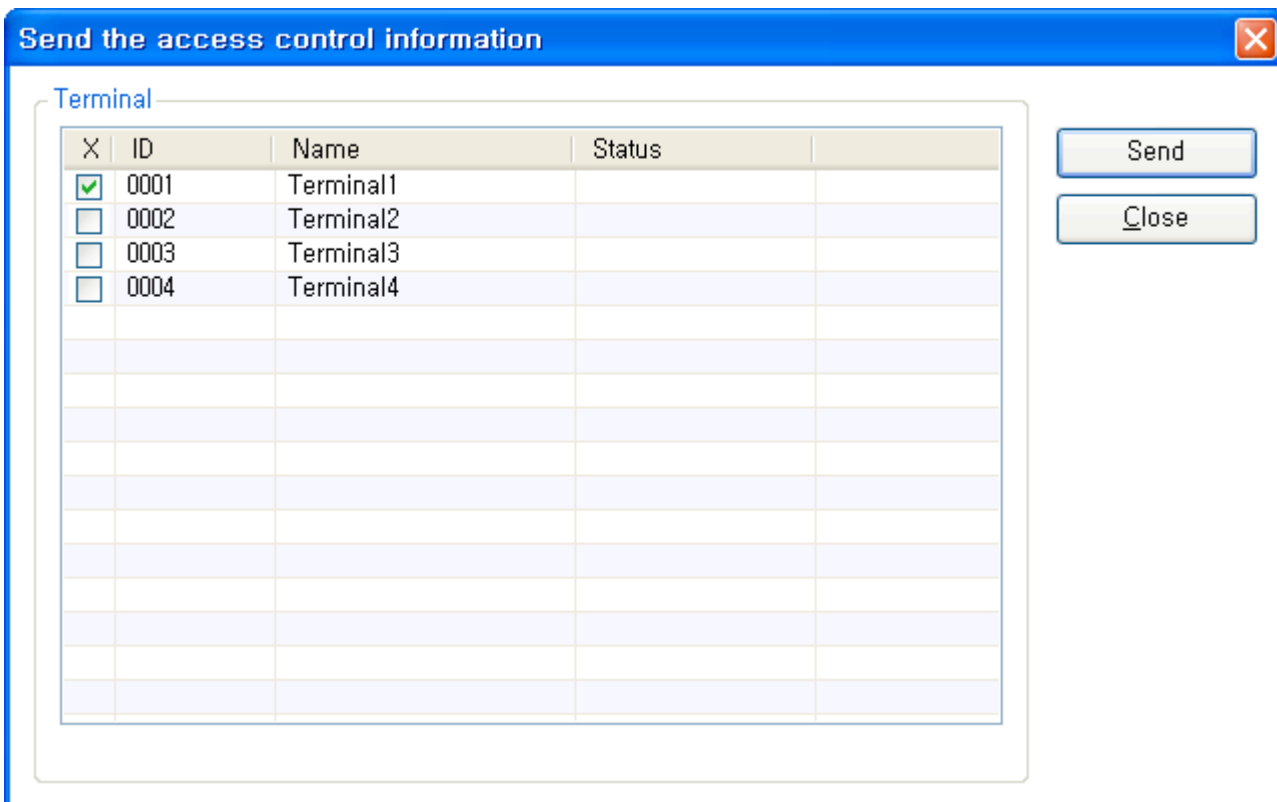
After selecting a terminal to receive information, press the **Send** button.

2.2.6. System

2.2.6.1. Change Master Password

This function changes master administrator's password.

2.2.7. Data Management

2.2.7.1. Log Management

All log data is managed in the system management.

[Access Log] , [Server Audit Log] , [Terminal Audit Log] , [Admin Logon Log] , [Search Event Log] , [Search temporary record] , [Search terminal command]

2.2.7.1.1. Access Log

This function inquires user's authentication record.

- Period : Search period is set here. For entire period search, uncheck the check box in

- Condition: Search condition is set here. Set a desired condition from all search Terminal / User / Visitor / Access Group search.

   (Entry of employee information stored in group views the current group is history.)

- Details Condition: Detailed search condition of an established condition is set here. Details assignment is used for searching by ID.

▪ Result: Search condition for each authentication result is set here. All search Success/ Failure of authentication results are set.

▪ Mode: Search Mode is set here. Set a desired Mode from all search Attend Leave , Out , In , Breakfast , Lunch , Dinner , Supper , Snack.

| Search | It searches authentication records that satisfy search conditions.

| Delete | It deletes authentication records that satisfy search conditions.

※As deleted authentication record cannot be recovered, please take caution.

| Save as file | It saves searched records as CSV file.

| Print | It prints out searched records to a printer.

| Print Setup | It sets printer option.

| Retrieve from terminal | It loads authentication records stored in a terminal to the server.

When a terminal operates in S/N mode or N/S mode, it stores authentication records in the terminal's internal memory if connection to the server is disconnected.
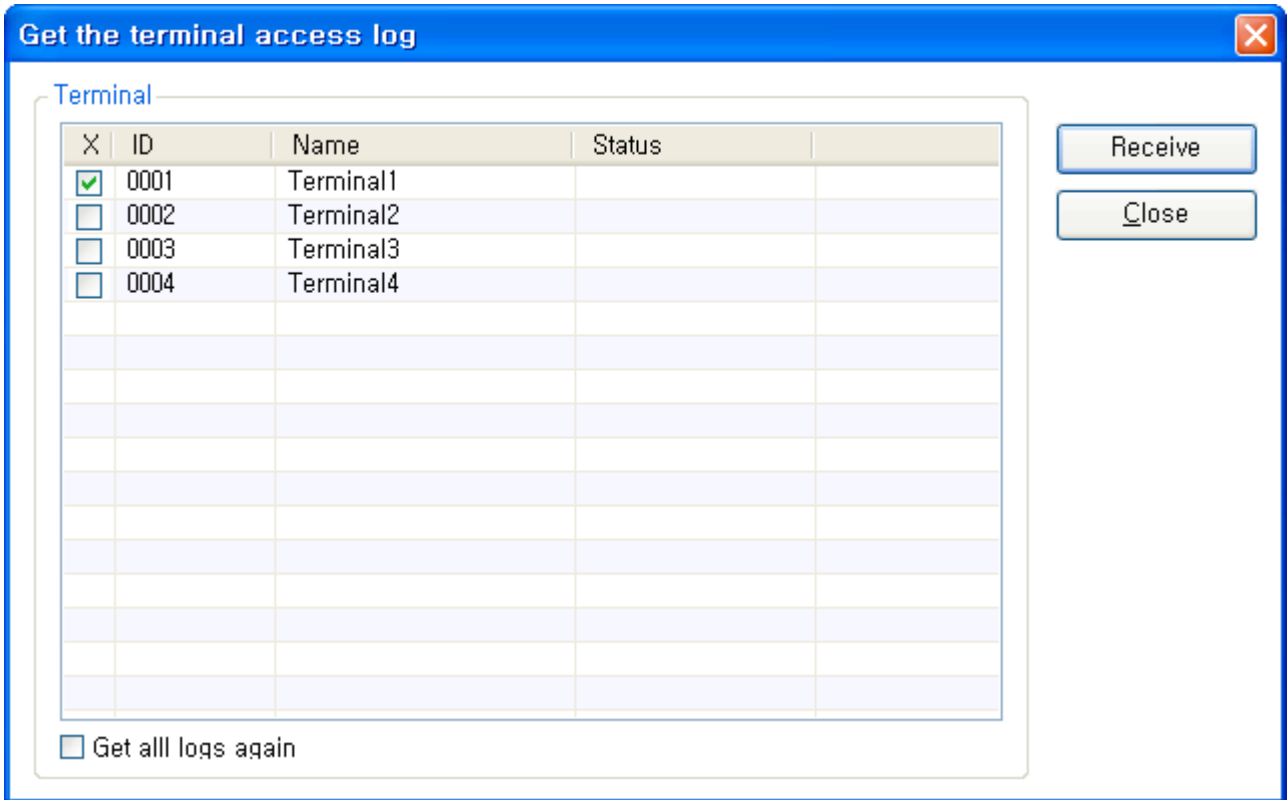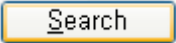
After checking a desired terminal, press the [Get] button to get the authentication records.

▪ Get all logs again: It gets all authentication logs stored in a terminal again.

2.2.7.1.2. Server Audit Log
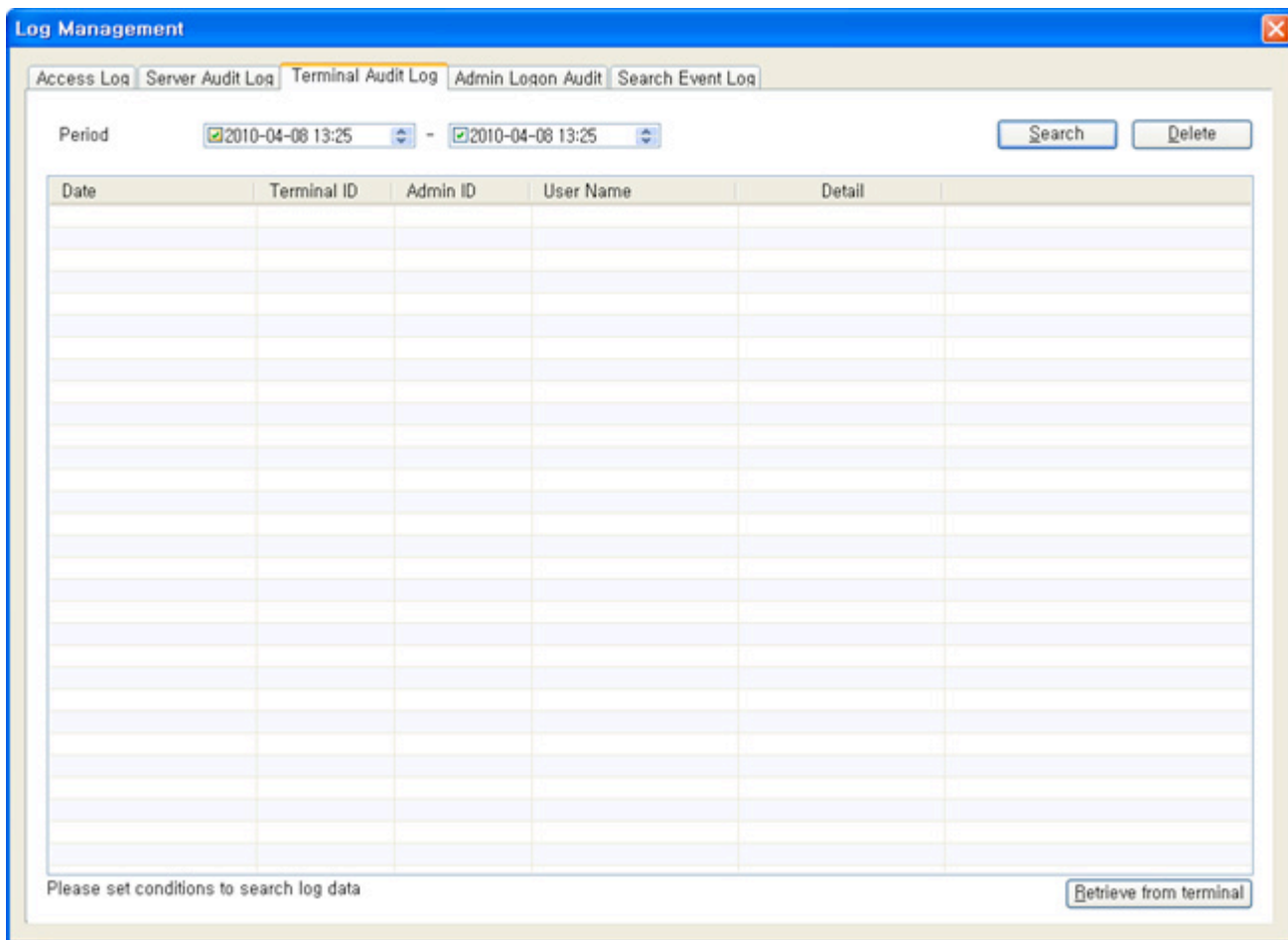
An administrator who is logged on Remote Manager can search work details such as registration / modification/deletion.
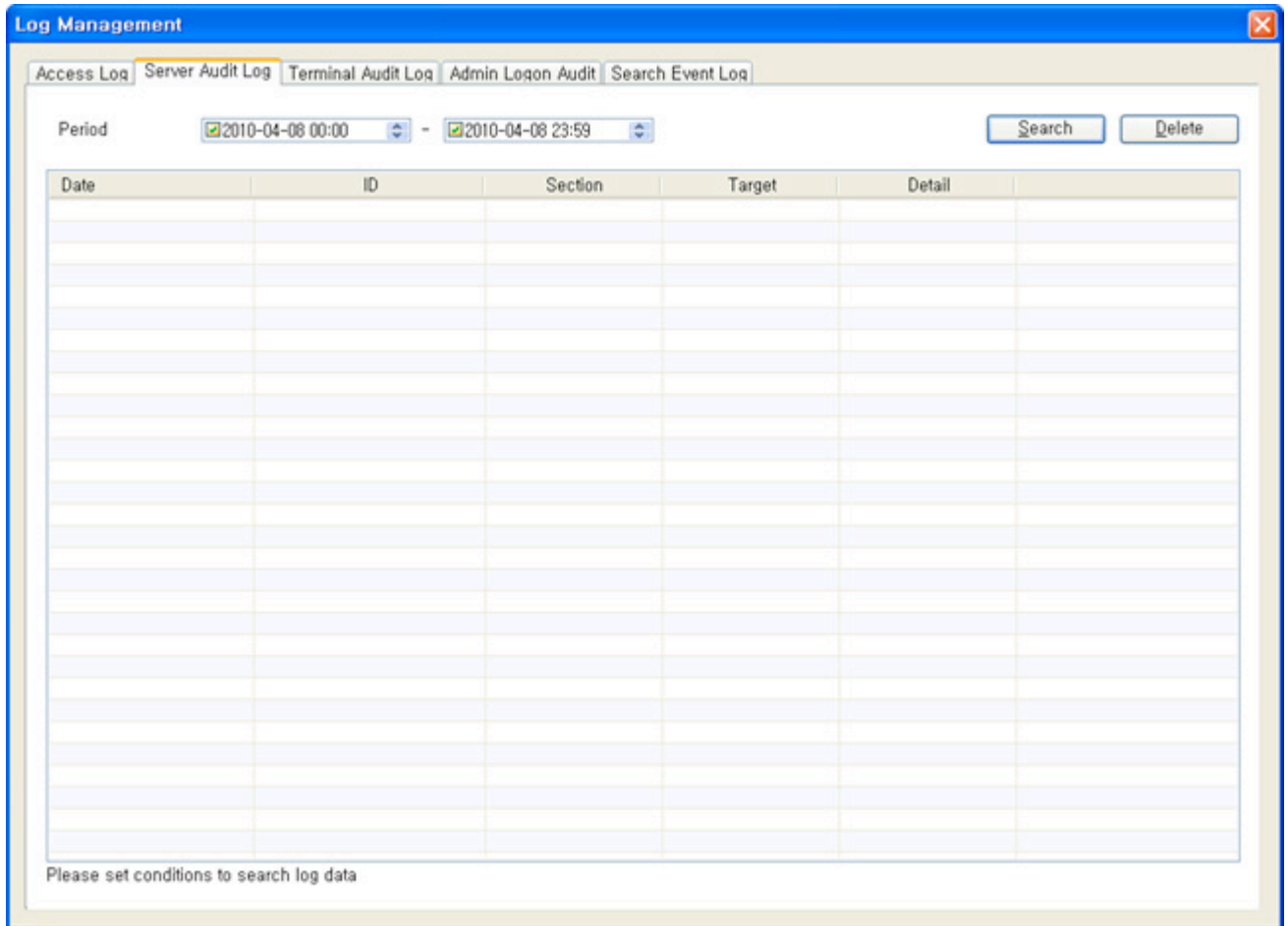
- Date: The time when an administrator operated is displayed.

- ID: ID of a logged on administrator is displayed.

- Section: Operation part is displayed.

- Target: Detailed items on operated part are displayed.
  (If Section is terminal operation, terminal ID is displayed.)

- Details: Registration/Modification/Deletion/Search records are displayed.

▪· **Search**   It searches operation details for the period in setting.

▪· **Delete**   It deletes operation details for the period in setting.

2.2.7.1.3. Terminal Audit Log

A terminal administrator searches details of operations executed at a terminal.

- Date: The time when an administrator operated is displayed.

- Terminal ID: ID of a terminal where an administrator operated is displayed.

- Admin ID: ID of an administrator who logged on a terminal is displayed.

- User Name: Name of an administrator who logged on a terminal is displayed.

- Detail: Details of administrator's operations are displayed.

- **Search** It searches operation details for the period in setting.
- **Delete** It deletes operation details for the period in setting.
- **Retrieve from terminal** It loads an audit log stored in a terminal to the server.
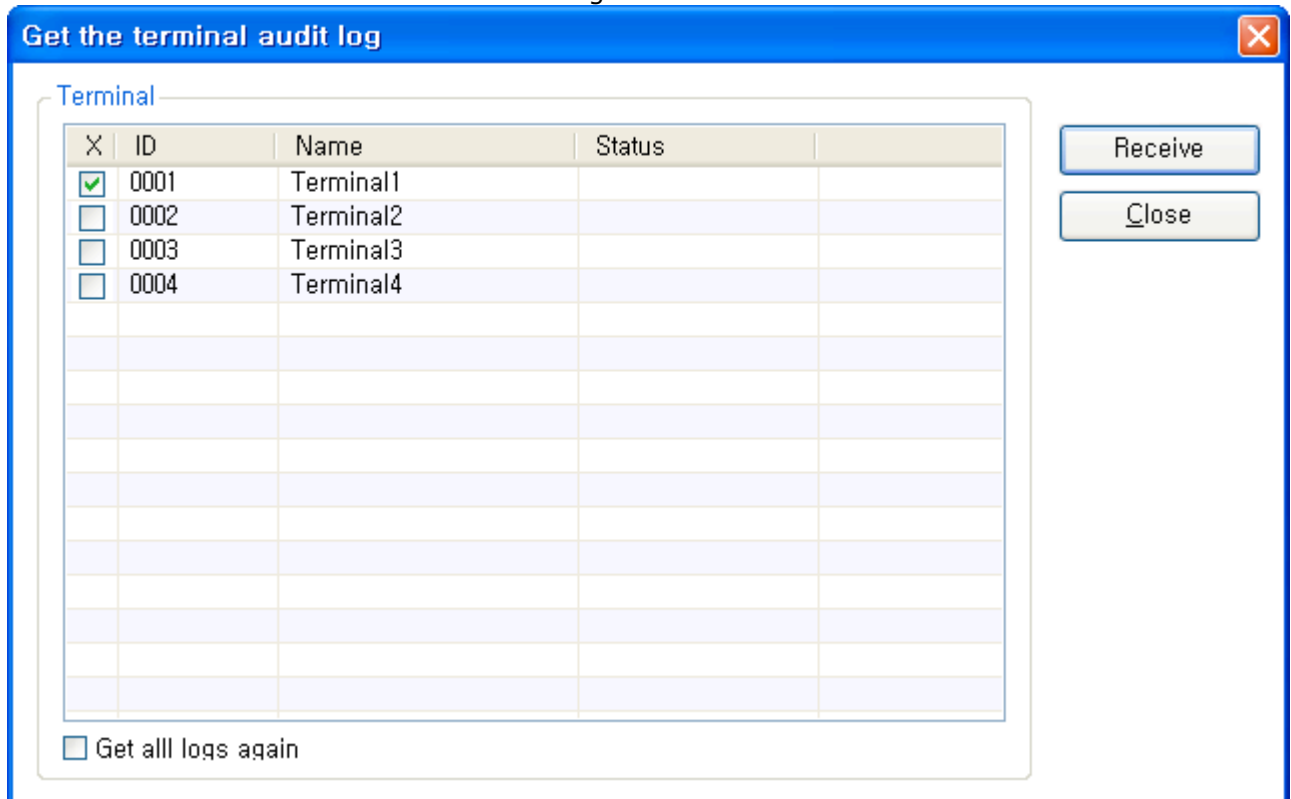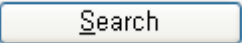
After checking a desired terminal, press the [Receive] button to get the authentication records.

- · Get all logs again: It gets all authentication logs stored in a terminal again.

2.2.7.1.4. Admin Logon Log

It searches logon records to Remote Manager by an administrator.
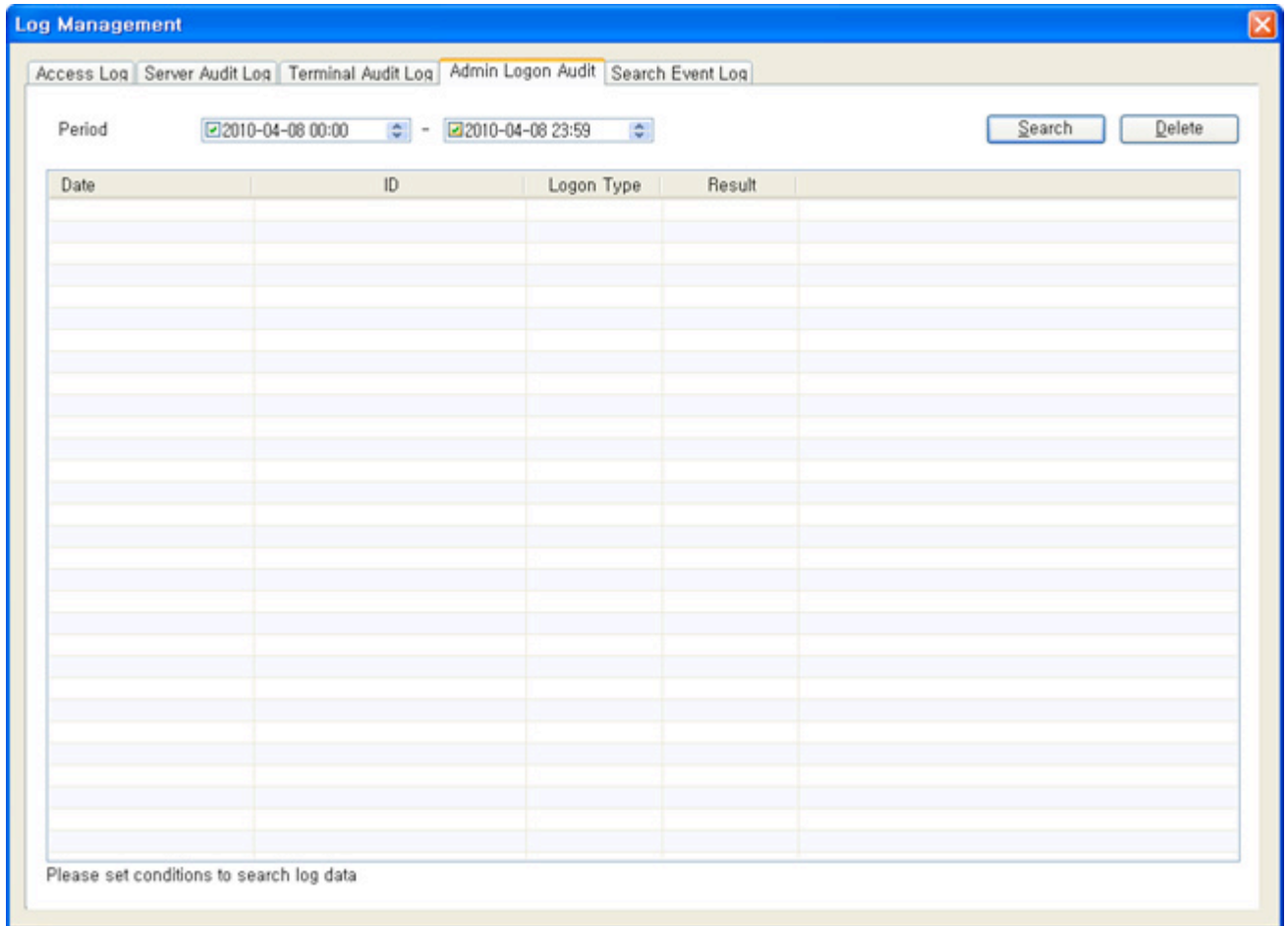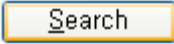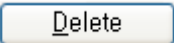
- Date: Date and hour when an administrator logged on is displayed.

- ID: ID of an administrator who logged on is displayed.

- Logon Type: Logon/Logout/Icon/Activation is displayed.

- Result: Success / Failure is displayed.

- It searches administrator's logon records for the period in setting.

- It deletes searched records.

2.2.7.1.5. Search Event Log

It searches Event Log.
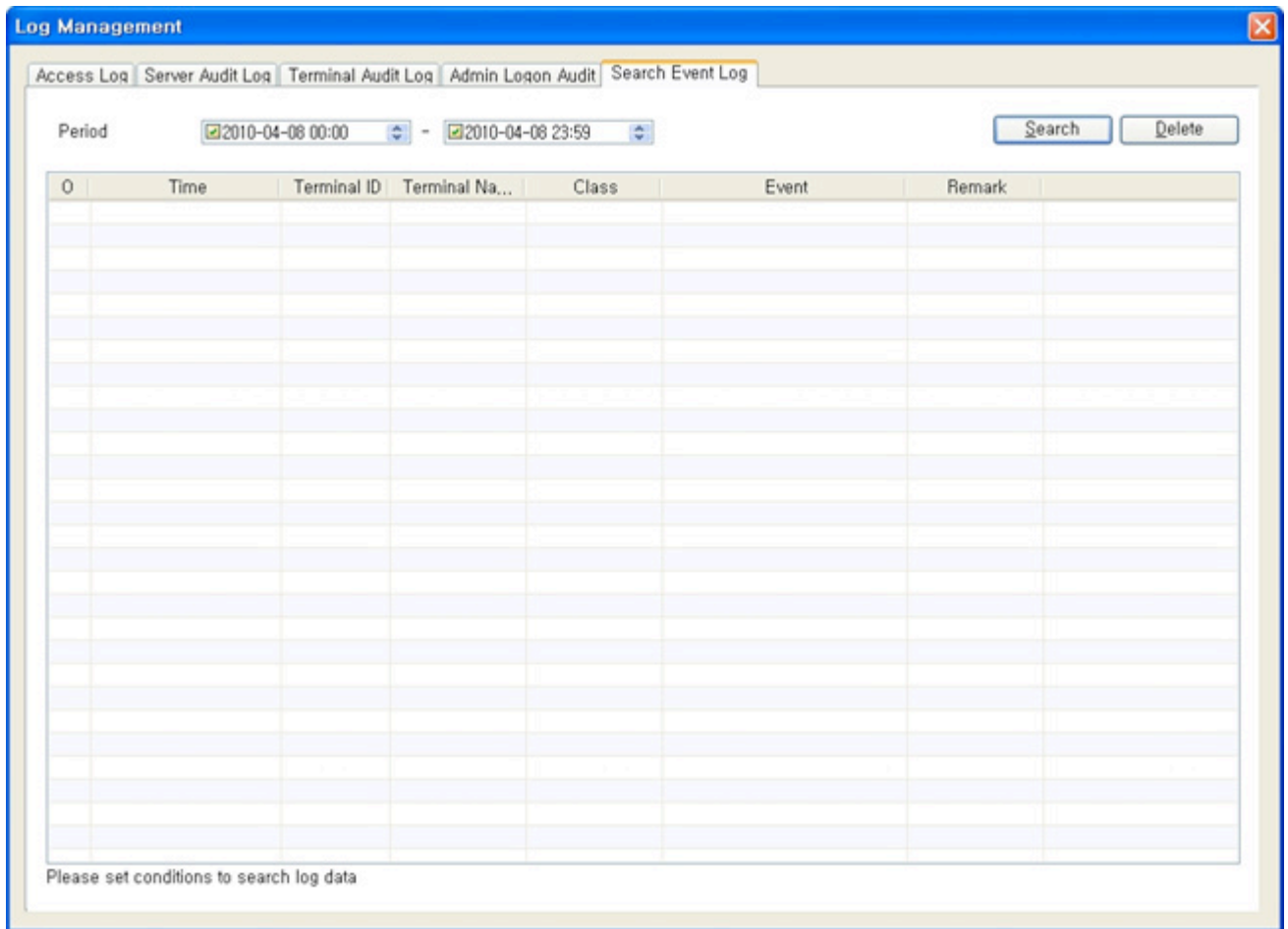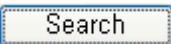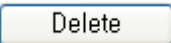
- It searches It searches Event Log for the period in setting.
- It deletes searched records.

2.2.7.1.6. Search temporary record

Inquire or delete the record in UNIS_Temp

When authentication record is delivered to the server, the server functions to store the record in UNIS main DB. If any problem occurs in this case, the record is temporarily stored in local DB (UNIS_Temp.mdb) so as to allow regular checking. The record is deleted after being stored in the main DB. Therefore, it is normal to be always empty.
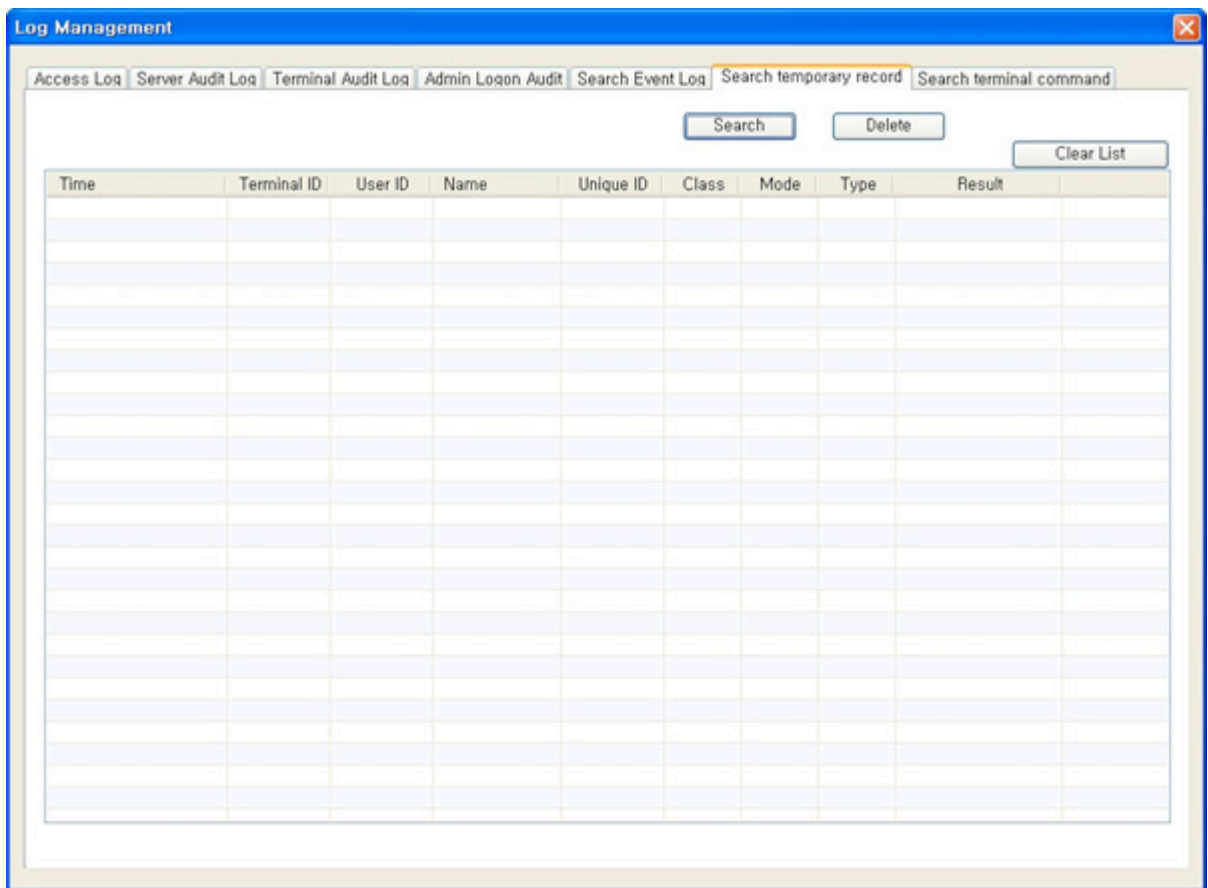
- **Search** — Inquire all the records of current temporary local DB.
- **Delete** — Delete the inquired records.

2.2.7.1.7. Search terminal command

In the event of giving special command to the terminal such as user sync, etc. related with the interface with the other system, the applicable command language is stored in [tCommandDown] table, treated in order, and then deleted. Therefore, it is normal to be empty.
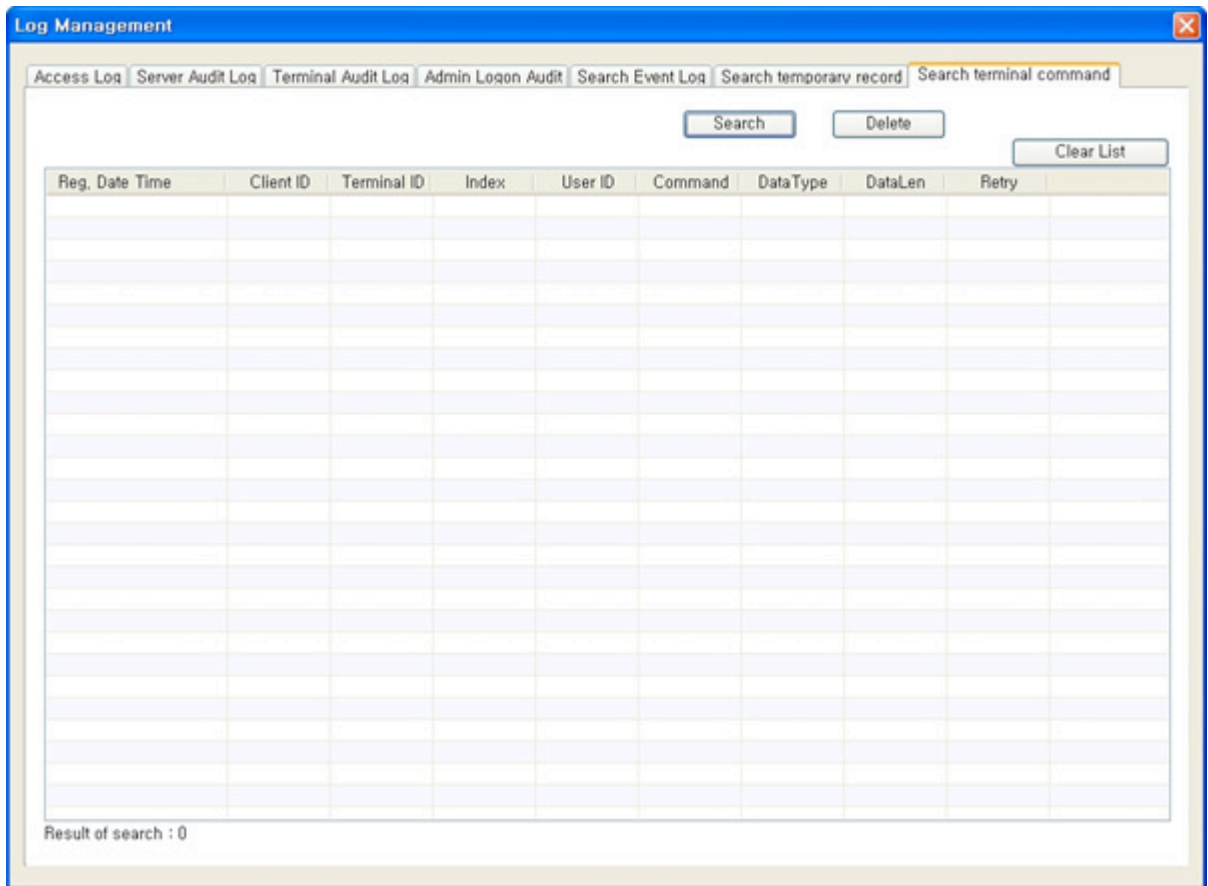
- **Search** Inquire all the records in the current [tCommandDown] table.
- **Delete** Delete the inquired records.

2.2.7.2. Data Query

UNIS registered user and visitor information on a specific condition search / save.

Condition : User, Visitor

Detail : Branch , Department , Access Group , Authority , T/A Code , Meal Code , Payroll Code

Code : Details of the selected item from the registered code

Authentication Type : FP,FP-CARD,PWD,CARDCARD OR FP,CARD AND FP,CARD OR PWD,CARD AND PW,(ID OR CARD) AND FP,(ID OR CARD) AND PWD,FP AND PWD,FP OR PWD,CARD AND PWD AND FP by Users Viewed

Save as file Click the button below to save the queried information.

Send to terminal Press the button and looked up information can be transmitted to the terminal.
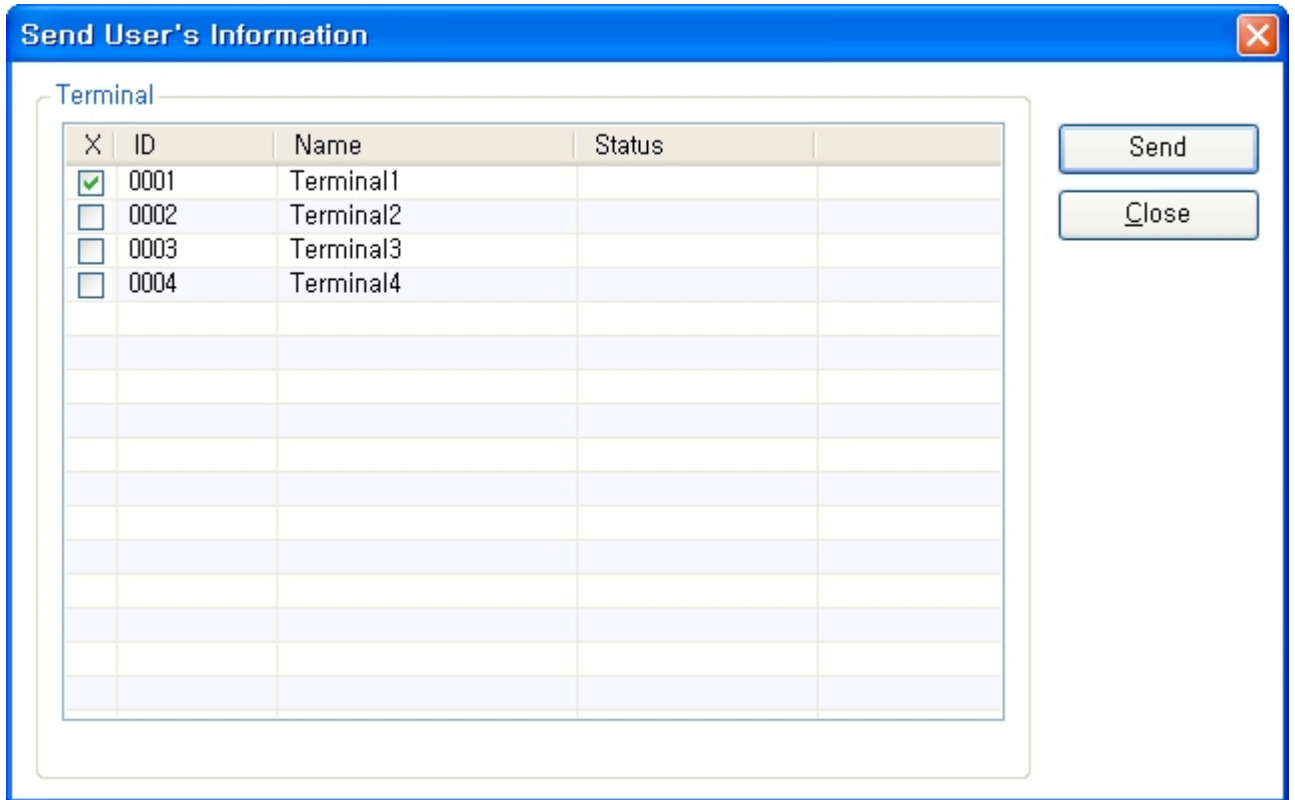
2.2.7.3. Company Management

2.2.7.3.1. Branch Management

After registering Branches, they are used when entering user/terminal/visitor information.

■ Input Information

▪ Code: Enter a 4-digit unique number.

▪ Name: Enter business location name.
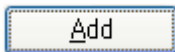
 It registers entered business location information.
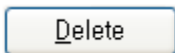
 It modifies business location information.
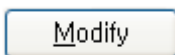
 It deletes business location information.

2.2.7.3.2. Department Management

After registering departments, they are used when entering employee/visitor information.

■ Input Information

▪ Code: Enter a 4-digit unique number.

▪ Name: Enter department name.

 It registers entered department information.

 It modifies department information.

 It deletes department information.

2.2.7.2.3. Title Management

After registering positions, they are used when entering employee/visitor information.

- **■** Input Information

- ▪ Code: Enter a 4-digit unique number.

- ▪ Name: Enter position name.

Add It registers entered position information.

Delete It modifies position information.

Modify It deletes position information.

2.2.7.4. Holiday Management

Holidays are registered. Holidays in setting are also used in access control and time/attendance management.

■   Input Information

▪· Code: Enter a 4-digit unique number.

▪· Name: Enter a name suitable to the code.

■· Add/Delete Holiday

After entering a code, enter Date | 2010/04/08 ▾ | Name | [ ] | and press the [Add] button. After entering all holidays, press the [Registration] button to assign holidays to their applicable codes.

※ As some holidays such as New Year's Day and Thanksgiving Day in lunar calendar change every year, it is necessary to set these holidays every year.

2.2.7.5. Admin Authority Management

This is a function that restricts administrator's authority to use Remote Manager.

Administrator Authority Information

* Code: `4000`

Name: `All Admin`

Code	Name
****	General User
1000	Department Admin
2000	Terminal Admin
3000	Branch Admin
4000	All Admin

Define Management Scope

○ Department   ○ Branch   ⦿ All

☐ **Environment Settings**
- ☑ Local settings
- ☑ Standard Data Management
- ☑ Data Backup

☐ **Access Control**
- ☑ Terminal Management
- ☑ Access Control Register
- ☑ Access Control Delete

☐ **User**
- ☑ User Register
- ☑ User Modify
- ☑ User Record Print
- ☑ Visitor Register
- ☑ Visitor Record Print

☐ **T/A**
- ☑ Payload Register
- ☑ T/A Register
- ☑ T/A Settings
- ☑ T/A Result Modify

☐ **Meal**
- ☑ Meal Register
- ☑ Meal Settings
- ☑ Modify Meal Result

☐ **Data Delete**
- ☑ Log Data Delete
- ☑ T/A Data Delete
- ☑ Meal Data Delete

[Add]   [Modify]   [Delete]   [Close]

After setting a range that can be managed by assigning a range

Define Management Scope

○ Department   ○ Branch   ⦿ All

at

set detailed items.

2.2.7.6. Anti Pass Back Configuration

Anti Pass Back divides a zone requiring security and assigns code for each divided zone for registration. Entrance and exit exist in a zone, and only a person who enters through the entrance can leave through the exit.
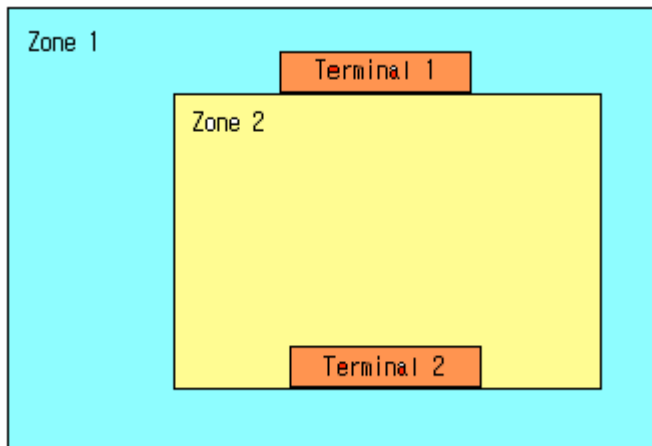
For example, when a person moves from zone 1 to zone 2, that person goes through Terminal 1 .
Here, the terminal 1 becomes both the exit of zone 1 and the entrance of zone 2.

Only a person who enters through Terminal 1 can leave through Terminal 2

Select Menu->Data Management->Anti Pass Back.

Anti pass back code is registered.

- Input Information

▪ Code: Enter a 4-digit unique number.

▪ Name: Enter anti pass back name.

 It registers entered anti pass back information.

 It modifies anti pass back information.

 It deletes anti pass back information.

Registered anti pass back information is registered as Enter zone / Exit zone ([Add Terminal])during terminal registration.

Anti Pass Back
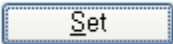
Enter Zone **** : Unassigned

Exit Zone **** : Unassigned

※ See detailed setting an example : [ex1)Anti Pass Back]
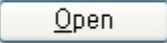
2.2.7.7. Import User From File

Import User is the function for batch registration by importing user information from CSV file in the event there are many users to register.

① **Set** button to designate the field to register.

Set CSV file format

Enter Information

Unassigned Field			Assigned Field	
Terminal ID	Name		ID	Name
			01	User ID
			02	Name
			03	Unique ID
			04	Branch
			05	Department
			06	Title
			07	Authority
			08	Access Group
			09	T/A Code
			10	Meal Code
			11	Payroll Code
			12	Authentication T...
			13	Password
			14	RFID

Apply   Close
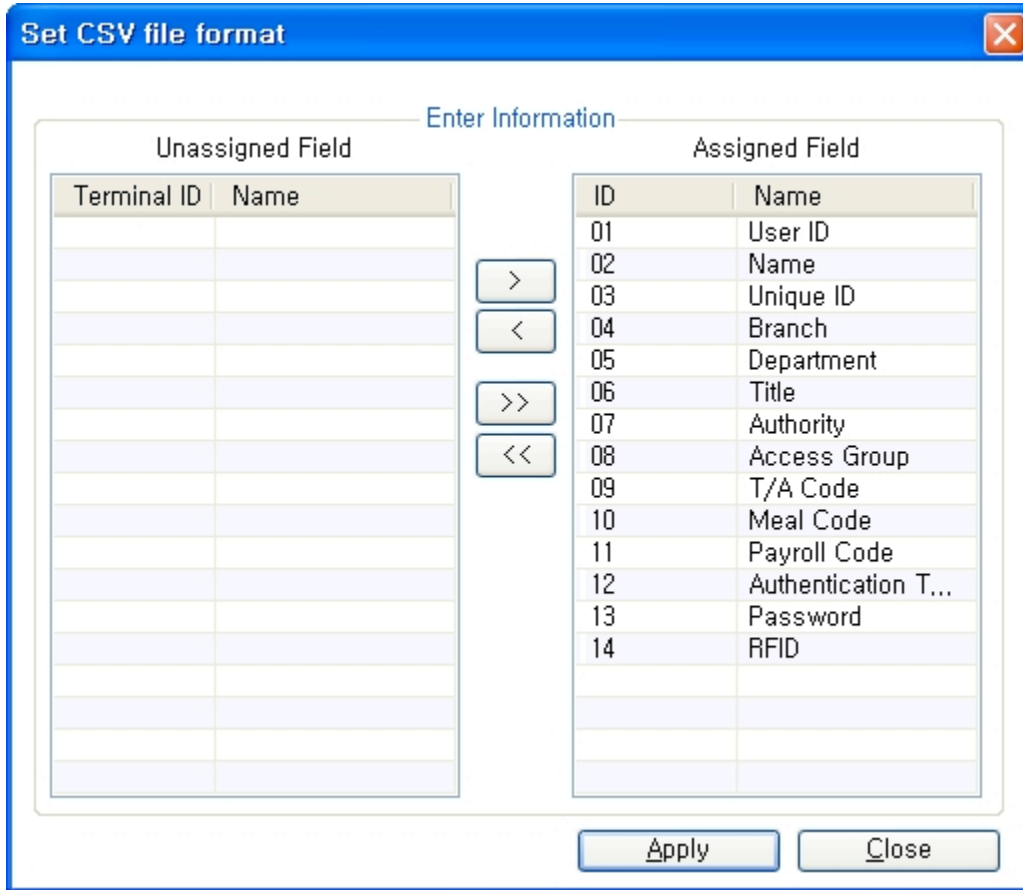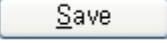
② [Open] button to import CSV file where user information is entered.
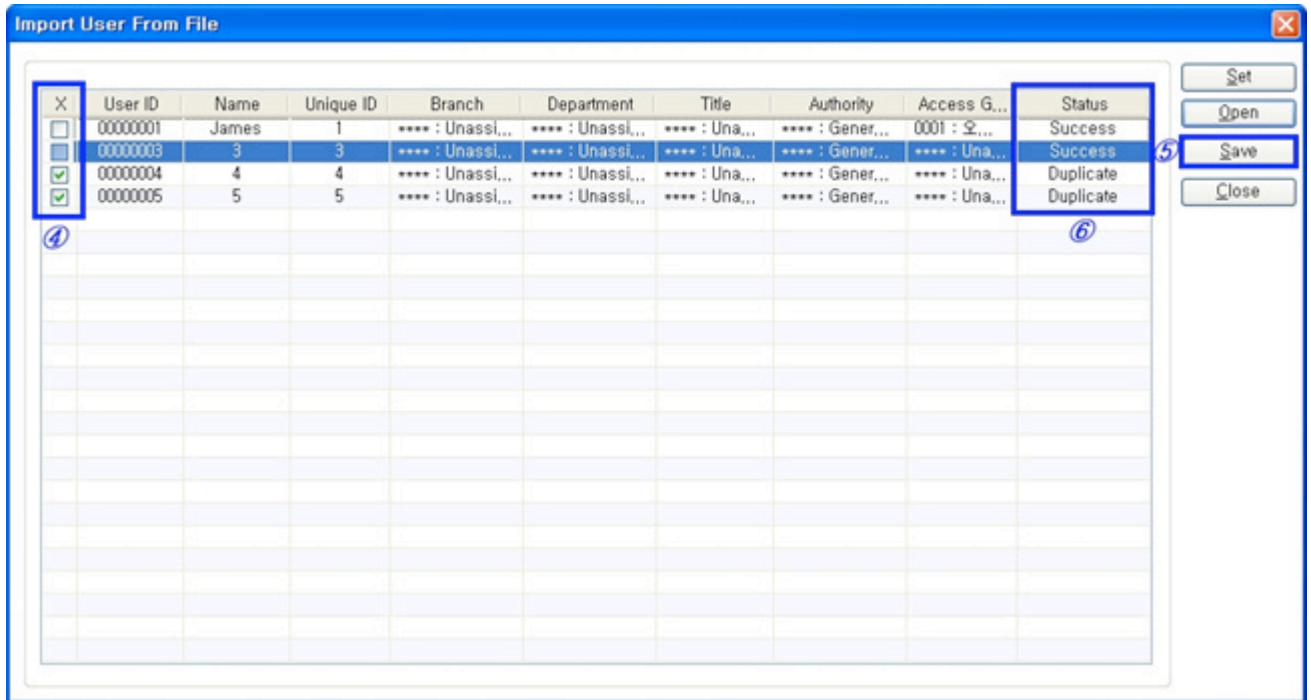
③For CSV file edit method, refer to [Data Query]
(※ See detailed setting an example : ex4)User CSV)

④As shown in the figure below, the user ID to be registered is automatically checked.
(User ID already registered is not saved)
⑤ [Save] button to complete entry.
⑥ Result of entry is displayed as shown in the figure below. (If Save is pressed after checking the user already registered, it causes redundancy error)

2.2.7.8. Import Log From File

If the **AC6000** terminal device is stored in an authentication record with the mainframe can bring it into the USB stick.

①After you plug in the USB memory AC6000 device to enter the menu below.
※ See the AC6000 User Guide for detailed instructions
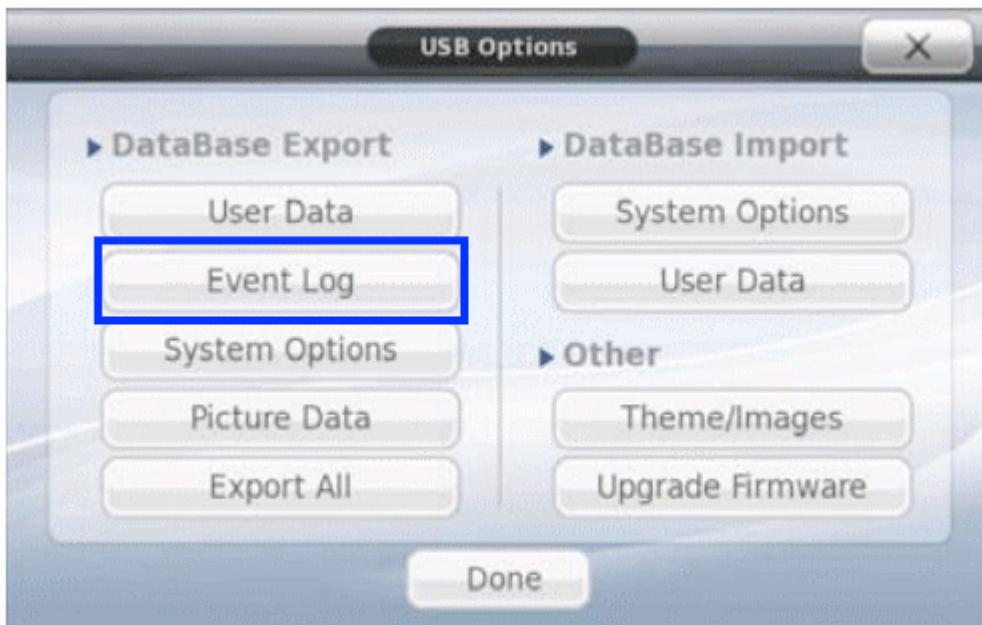
② Select the event log (the menu features "event log" part is supported.) USB to save the log records.

③ The data is stored in the following manner. (Save the path and file name)

Data directory – – this directory will be created by the terminal when inserting the usb device This directory will contain data that will be exported to the usb device. (User data, log data system options, picture data)

Export User Data - /ac6000/data/userdata.tar.gz
Export Event Log - /ac6000/data/logdata.tar.gz
Export Picture Logs - /ac6000/data/logpictures/piclogdata.tar.gz
Export System Options - /ac6000/data/sysoptdata.tar.gz
Export All - /ac6000/data/database.tar.gz

④ After you plug in USB to your PC, check below the imported file to extract the extrusion.
- ac6000 > data > 00000001_logdata.tar Folder Extract
- File Name: Terminal ID8byte_logdata.tar (not change)
- 00000001_logdata.tar creating folders
- ac6000 > data > 00000001_logdata.tar > 00000001_logdata.tar Folder Extract

주소(D) 🗁 F:₩ac6000₩data

파일 및 폴더 작업 ⊗
📂 여기에 새 폴더 만들기
🌐 폴더를 웹에 게시
📂 폴더 공유

이름 ▲
📁 00000001_logdata.tar ②Creating folders-Double-click
📦 00000001_logdata.tar ①Extract
📄 00000001_sysinfo
📊 201009091339
📄 sysinfo

주소(D) 🗁 F:₩ac6000₩data₩00000001_logdata.tar

파일 및 폴더 작업 ⊗
📂 여기에 새 폴더 만들기
🌐 폴더를 웹에 게시

이름 ▲
📦 00000001_logdata ③Extract
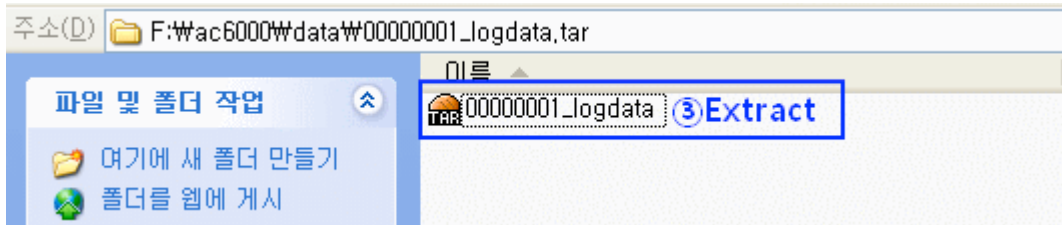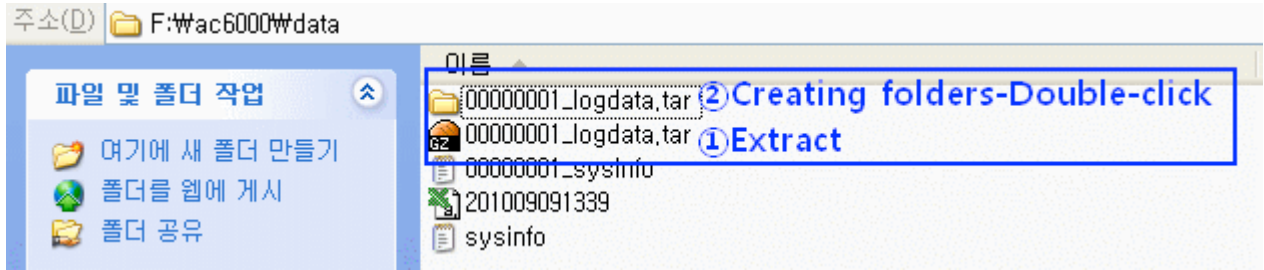
⑤ **UNIS** - [Data Management] - [Import Log From File] - [Open] - 00000001_logdata.tar
Choose Folder - [OK]

⑥ Importing Log

⑦ Log Import Completed: Skip redundant data is automatically.

Total Log : 529, Skip Log : 0, Saved Log : 529

⑧ Check Log : [Data Management] - [Log Management] - [Access Log]

2.2.8. Tools

2.2.8.1. Setup Card Layout

As a menu that requires master authority, it sets the layout of smart card.

Smart Card Layout Information

Card Information

Card Capacity [1K ▾]   Card Sector [16] ea

Card Type ⊙ General Card ○ FP-Card

[General Card] [FP-Card]

Authentication Type

⊙ Card Serial No   ○ Card Data   ○ MAD

Layout information

Sector [▾]   Block [▾]   [Add]

Data Start [0]   Data Length [0]   [Delete]

Key Type ⊙ KEY A   ○ KEY B

Key Value [ ][ ][ ][ ][ ][ ]

Size of summary card   0

Sector	Block	Data...	Data...	Key Type	Key Value	AID Code	

[Send to terminal]   [Apply]   [Close]

Smart Card Layout Information

Card Information

| Card Capacity | 1K | | Card Sector | 16 | ea |

Card Type   ○ General Card   ● FP-Card

Tabs: **General Card** | **FP-Card**

Fingerprint Information

Template Size 256   Termplate Count 1

Mininum sector for input 6

Sector Count   0

Sector information

Sector [   ]

Key Type   ● KEY A   ○ KEY B

Key Value [ ][ ][ ][ ][ ][ ]

Add
Delete

Sector	Key Type	Key Value	

Send to terminal   Apply   Close

■   Card Information

The capacity and type of card are set.

※ **General Card Setting**

■   Authentication Type

▪   Card Serial: Select this when authenticating with smart card serial.

▪   Card Data: Select this when authenticating using specific data of smart card.

■   Layout Information

Card data layout is set. It is used only when authentication method is [Card Data Recognition].
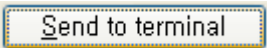
※ **Fingerprint Card Setting**

■   Fingerprint Information
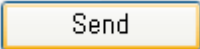
Select the size and the number of fingerprint templates to be used.

■   Sector Information

▪   Set sector information to access fingerprint information.

▪   [Send to terminal]   It sends card layout information to a terminal.

Send the card layout information

Terminal

X	ID	Name	Status	
✔	0001	Terminal1		
☐	0002	Terminal2		
☐	0003	Terminal3		
☐	0004	Terminal4		

Send

Close
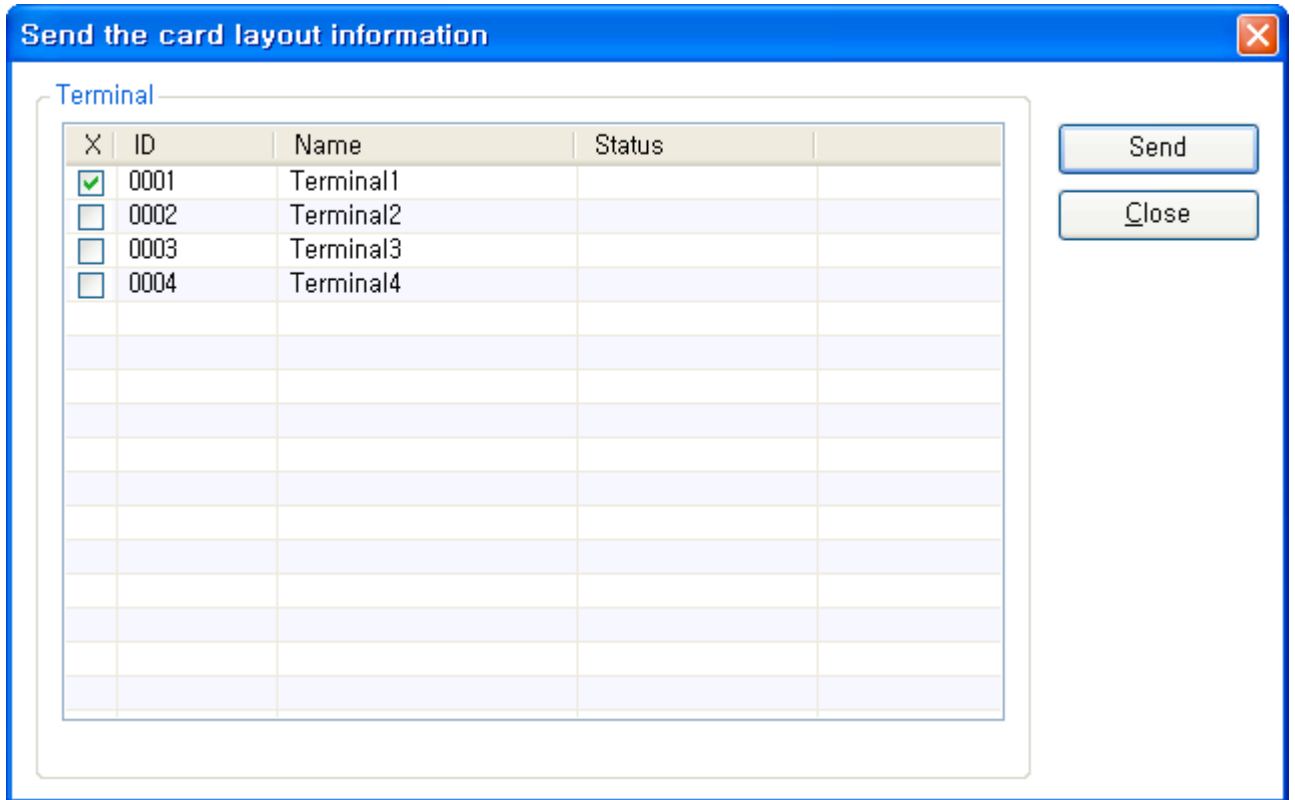
- After selecting a terminal to receive information, press the [Send] button.

2.2.8.2. Issuing Smart Card

The registered fingerprint card layout issues a fingerprint card.
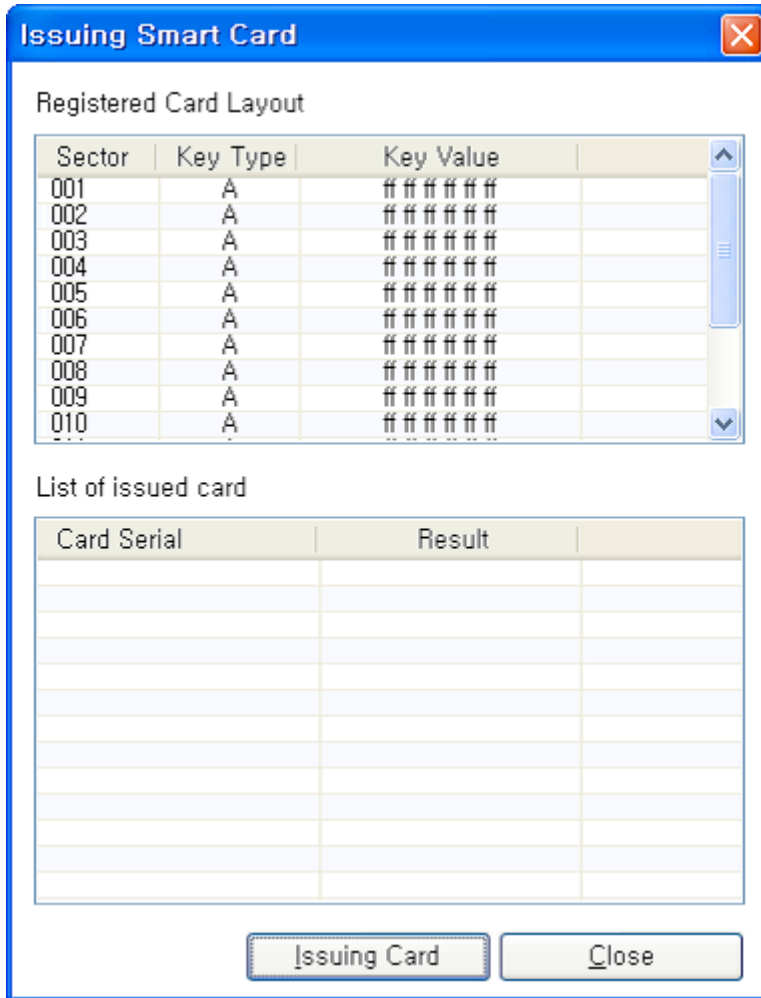
2.2.8.3. Message Broadcast

Important notice function is supported in the terminal type **AC6000** only. When the importance notice is input as below and sent to applicable terminal, the settings of notice are displayed on LCD window.

Message: Simply enter the contents to be announced.

Period: Set the period of announcement.

Time zone: Set the time zone of announcement.

Select the terminal to apply the notice and then send it by pressing button.
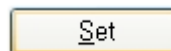
2.2.8.4. Environment Settings

2.2.8.4.1. Local Environment Setting

Local options for Remote Manager are set.

Option values in setting are valid only on Remote Manager operating in a local PC.

■ Database Server

▪ IP Address: Enter server database IP address (IP address of a PC installed as the server during program installation).

▪ Port: Enter the socket port number for connection to the database server.

- **Restriction**

- Log on again when opening tray icon: When activating a program in execution with tray icon, log on as an administrator.

- The maximum number of monitoring lists: Enter the maximum number of lists to be displayed on the monitoring screen. If the number of lists exceeds the maximum number, lists are rolled automatically.

- The maximum number of search list outputs: Enter the maximum number of lists to be displayed in the authentication record search screen.

- **Real-time Monitoring Item**

- Entire drawing list view: At the position shaping monitoring screen, each drawing is monitored as a list and not as an entire drawing. (For more information, refer to [e-Map])

- Monitoring admin log on: Admin log on status is displayed in the monitor.

- Monitoring terminal connection: Terminal status is displayed in the monitor.

- Real-time Monitoring Window Size (50~500): The horizontal size of client/terminal monitoring window is designated.

- **Printing Font**: Font for print output is set.

- **Authentication Server**

- IP Address: Enter authentication server IP address (IP address of PC installed as the server during program installation).

- Connection Port: Enter the authentication server socket port number.

- **Pop-up**: Picture pop-up setting in case of fingerprint terminal authentication success

- Max Popup Window(0~6): Enter the maximum number of pop-ups to be displayed.

- Popup Time (0~100): Enter a time in seconds for which a pop-up window is opened.

- Popup Window Size (0~2): Set pop-up window size.

- Applicable Terminal Selection: Pop-up can be set only on a checked terminal.

2.2.8.4.2. Server Environment Setting

Options to be shared by server and all Remote Managers are set.
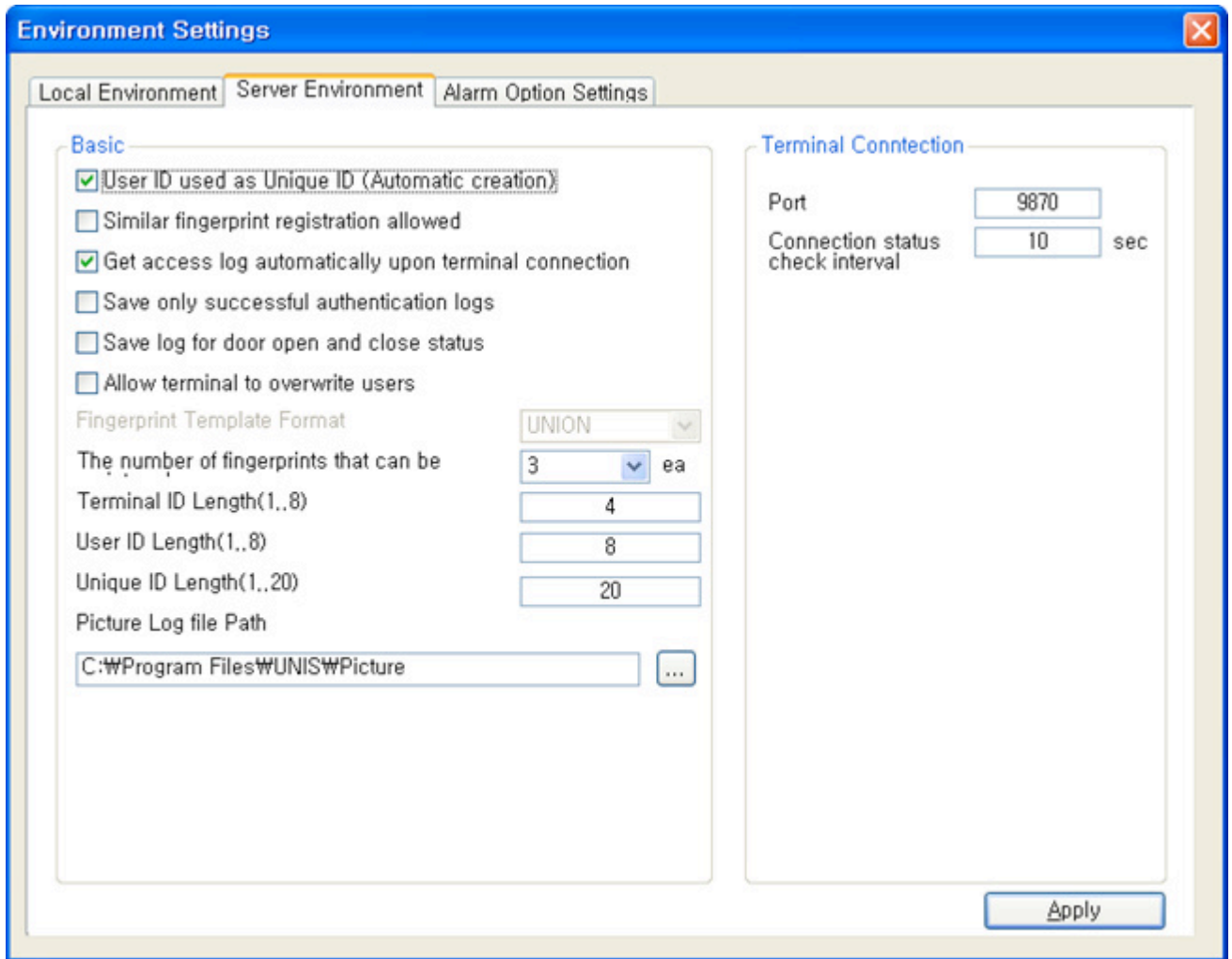
- **Basic**

  ▪ User ID used as Unique ID (Automatic creation): If Unique ID is not used separately, it is replaced by user ID.

  ▪ Similar fingerprint registration allowed: During user fingerprint registration, a similar fingerprint is registered without checking.

  ▪ Get access log automatically upon terminal connection: After a terminal is disconnected, authentication record that remained in the terminal is uploaded to the server when the terminal is reconnected.

▪ Save only successful authentication log: Authentication failure event can be checked only in monitor but it is not saved.

▪ Saving the log data of door (open/close) : it decides to save log data such as authentication success, inside open, compulsory open with remote

▪ The number of fingerprints that can be registered: The maximum number of fingerprints that can be registered is set (1~10).

▪ Terminal ID Length (1~8): Set the desired number of ID digit.

▪ User ID Length (1~8): Set the desired number of ID digit.

▪ Unique ID Length (1~20): Set the desired number of ID digit.

▪ Photo Log path: terminal input / specify path to save the release of photographs taken.

■ Terminal Connection Setting

▪ port: Enter socket port number to connect terminal to server. (Basic Port : 9870)

▪ Connection status check interval: Connection status between terminal and server is checked with a time interval in setting.

2.2.8.4.3. Alarm Option Settiong

It set up the option about alarm such as terminal status etc.
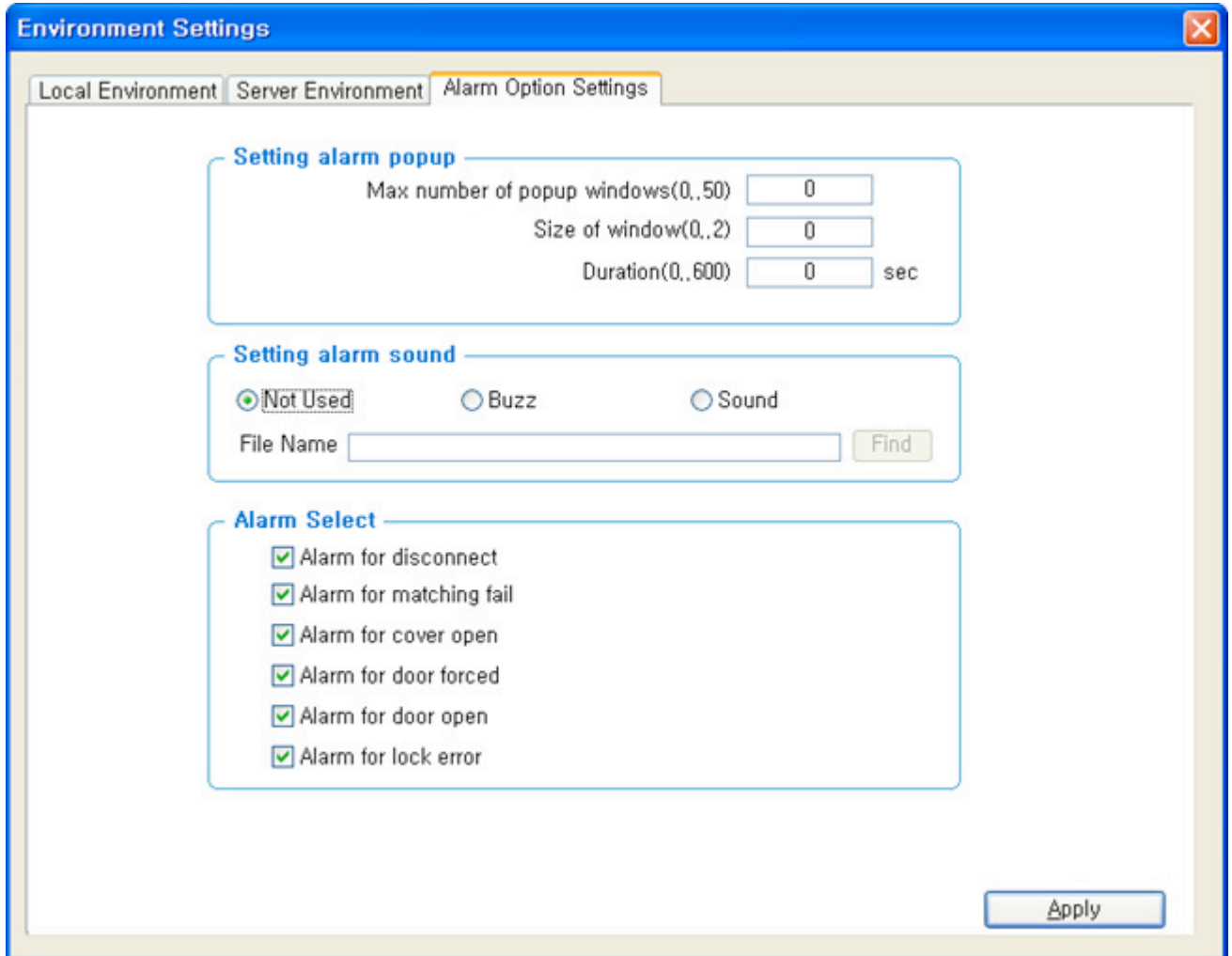
■ Setting alarm popup

▪ The number of maximum pop up of alarm's window (0~50): when it happens alarm, the number of maximum pops up alarm's window on display

▪ The size of pop up window's alarm (0.2): it inputs the size of pop up

▪ Notice board of window's time (0..600): the time from open to close automatically if admin do not check after showing the pop up window (If it is set up "0", there is no closing automatically)

■ Setting alarm sound

▪ When it pops up the alarm's window, it designates alarm sound set up

▪ Not Used: no alarm sound

- Buzz: When choose, it happens "PPiiic~PPiiic"

- Sound: it plays the selected WAVE file as below

- It keeps all alarm sounds until it disappear all the pop up windows

■   Alarm Select

- Please select alarm to make alarm's window and alarm sound

- Alarm for disconnect :

- Alarm for matching fail :

- Alarm for cover open :

- Alarm for door forced :

- Alarm for door open :

- Alarm for lock error :

2.2.8.4.4. Mail Environment

Terminal disconnected, Terminal Detached, Door Forced , Door Not Closed, Lock Error, Emergency State, External Sensor .If event occurs that e-mail address to send details to set.

■   Use mail Service : Used to check availability.

■   Mail config

▪   Mail Server : SMTP Mail Server (ex. smtp.mail.nate.com)

▪   Mail Port : Basic 25 (Depending on the mail server change)

▪   Mail ID : Mail account, enter your login ID (ex. master@nate.com)

▪   Mail PWD : Enter email account password

▪   Mail_FROM : mail account type (may be classified as spam, enter the correct email account)

▪   Sender : Settings displayed on the sender name (ex. Access Control Manager)

▪   Mail_TO : Enter the recipient email address(ex. master@nate.com)

▪ Mail_CC : Reference is receiving the input of the mail account (ex. master@unioncomm.co.kr)

▪ Mail_BCC : BCC is the input of the mail account (ex. master@unioncomm.co.kr)

■ Select mail : Be sent to the event, select the item (Terminal disconnected, Terminal Detached, Door Forced , Door Not Closed, Lock Error, Emergency State, External Sensor)

■ Apply : Button to set up mail accounts will receive the test mail.

■ Setting an example

2.2.8.4.5. Else Option Setting

Set the other options relating to time & attendance.

■ Time & Attendance Related Setup

▪ Auto Process Time: Time & attendance of all the employees are processed at the assigned time automatically.
  Assigned time is based on the system time. Time & attendance on the current day is processed based on the
  authenticated record taken before the assigned time.
  (Example of time setting; 13:00- Time & attendance is processed based on the record taken before 01:00 p.m. on the
  current day/ +04:00 - Record on the current day is processed as Time & attendance at 04:00 a.m. on the following day)

- No. of decimal (Currency): The amount can be displayed to desired decimal places. (Ex: No. of decimal places: 3 / Amount displayed: 2000.000)

- Time displayed As mode: Hour/minute mode (hh:mm - 12:59), Numerical mode (1.5 = 01:30)

- No. of decimals : No. of decimal places to display time in numerical mode (1.75 = 01:45)

- Pay Period: Month unit, 1 week unit, 2 month unit

- First Day of Week : If the counting period unit is month, set the 1st day; if the counting period unit is week,
    select the week day from Monday through Sunday.

- Calculate Daily: The day when Time & attendance was last processed

- Calculate From: The day when the count is processed last

- Apply : Save the settings.

2.2.9. Position Shaping (E_Map)

Terminal state can be monitored in real-time from a registered drawing position.

In order to do this, the position of all terminals along with the drawings must be designated. Only a JPEG or BMP image file can be registered at position shaping. For DB performance, it is recommended to use JPEG file format if possible. (For other image file types, save a file as JPEG format using a graphic tool before use.)

※ See detailed setting an example : [ex2)E-Map]

2.2.9.1. Searching the event log

O	Time	Terminal ID	Terminal Na...	Class	Event	Remark
☐	2010-03-18 10:52:51	0001	Terminal1	Door State	Not Monitoring	
☐	2010-03-18 10:52:51	0001	Terminal1	Terminal State	Terminal Connected	
☐	2010-03-18 10:53:02	0001	Terminal1	Terminal State	Terminal Detached	
☐	2010-03-19 08:50:41	0001	Terminal1	Terminal State	Terminal Connected	
☐	2010-03-19 08:50:41	0001	Terminal1	Door State	Not Monitoring	
☐	2010-03-19 08:50:46	0001	Terminal1	Terminal State	Terminal Detached	
☐	2010-03-22 02:22:26	0001	Terminal1	Terminal State	Terminal Disconnected	
☐	2010-03-22 02:22:32	0001	Terminal1	Door State	Not Monitoring	
☐	2010-03-22 02:22:32	0001	Terminal1	Terminal State	Terminal Connected	
☐	2010-03-22 02:22:43	0001	Terminal1	Terminal State	Terminal Detached	
☐	2010-03-22 08:55:12	0001	Terminal1	Terminal State	Terminal Connected	
☐	2010-03-22 08:55:13	0001	Terminal1	Terminal State	Terminal Detached	
☐	2010-03-22 08:55:13	0001	Terminal1	Door State	Lock Error	
☐	2010-03-22 08:55:13	0001	Terminal1	Door State	Not Monitoring	
☐	2010-03-22 08:55:13	0001	Terminal1	Terminal State	Terminal Locked	
☐	2010-03-22 08:55:13	0001	Terminal1	Terminal State	Terminal Unlocked	
☐	2010-03-22 09:27:17	0001	Terminal1	Terminal State	Terminal Connected	
☐	2010-03-22 09:27:17	0001	Terminal1	Door State	Not Monitoring	
☐	2010-03-22 09:27:28	0001	Terminal1	Terminal State	Terminal Detached	
☐	2010-03-22 09:42:01	0001	Terminal1	Terminal State	Terminal Disconnected	
☐	2010-03-22 09:42:07	0001	Terminal1	Terminal State	Terminal Connected	
☐	2010-03-22 09:42:07	0001	Terminal1	Door State	Not Monitoring	
☐	2010-03-22 09:42:18	0001	Terminal1	Terminal State	Terminal Detached	
☐	2010-03-22 11:23:06	0001	Terminal1	Terminal State	Terminal Disconnected	
☐	2010-03-22 11:23:16	0001	Terminal1	Door State	Not Monitoring	
☐	2010-03-22 11:23:16	0001	Terminal1	Terminal State	Terminal Connected	
☐	2010-03-22 11:23:26	0001	Terminal1	Terminal State	Terminal Detached	
☐	2010-03-22 13:24:14	0001	Terminal1	Terminal State	Terminal Disconnected	
☐	2010-03-22 13:24:25	0001	Terminal1	Terminal State	Terminal Connected	

Result of search : 310

It can search the happened all event's log separately .

It can print out all events of the designated period.

In order to delete log, if it press [delete], it can delete the checked log in a row.

2.2.9.2. Set Terminal Layout
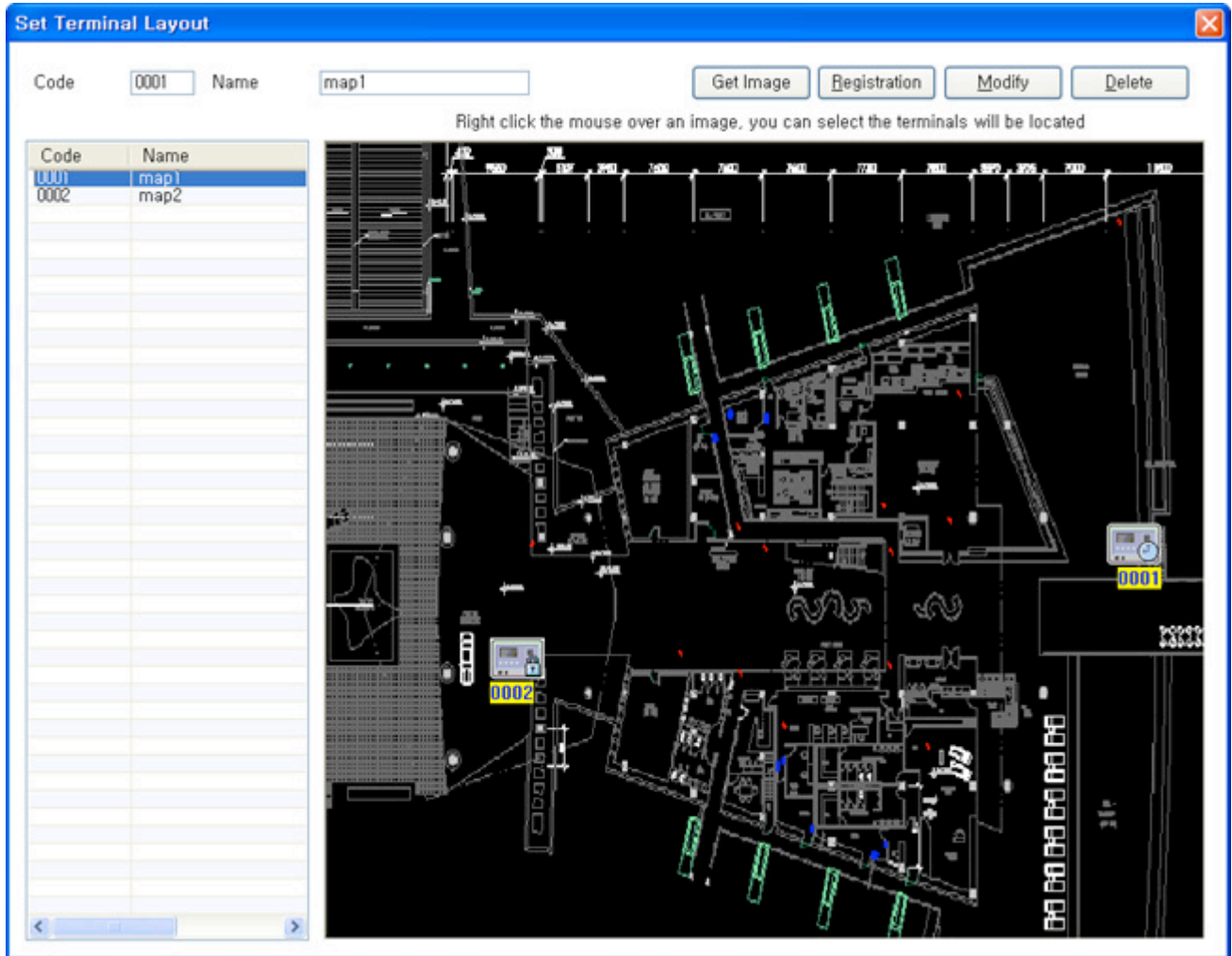
Click on [Terminal Position Setting] menu of the [Position Shaping] menu in the left side of the main screen. The screen as shown above then appears. To select a background drawing, click on [Select Image], and select a background image.

If you perform a right mouse click on a corresponding drawing, a list of terminals to be designated appears. Select a terminal to be placed, and place it over the background image. When the designation of a terminal position is completed, enter the code and the name of the corresponding drawing and register it.

If any modification is required, select a drawing from the list in the left side, and make the necessary modification. Then, press [Modify] to save the modified contents.

Terminal Information

Basic Information

*ID	0002
*Name	Terminal2
Branch	**** : Unassigned
Location	
Other	
Reg. Date	2010/03/22 11:28:18

Function

☐ T/A ☑ Meal ☐ School

Anti Pass Back

Enter Zone	**** : Unassigned
Exit Zone	**** : Unassigned

Close
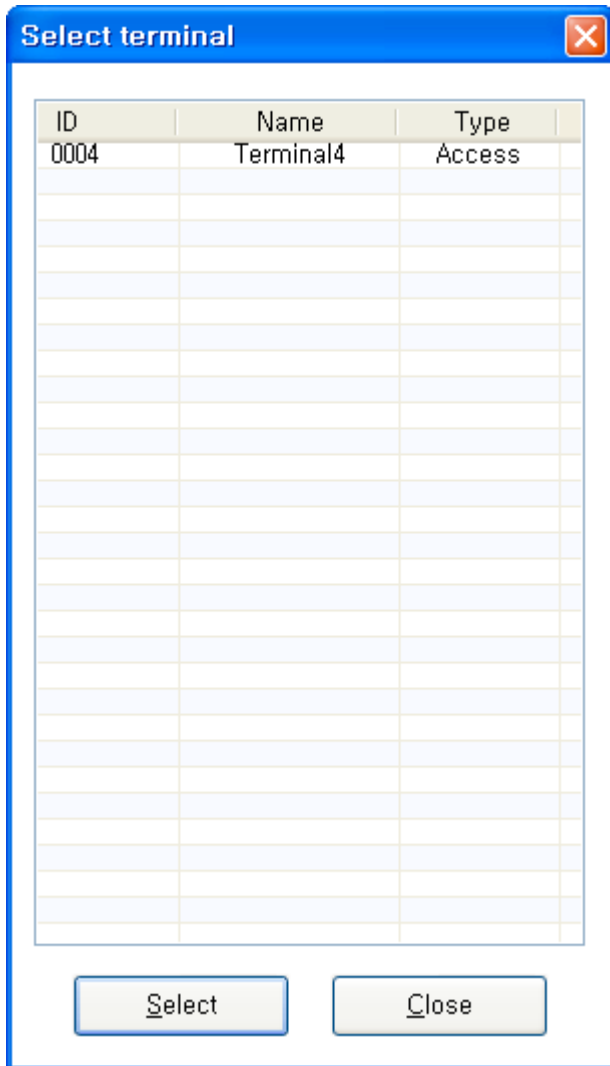
If any position movement is required, click and drag the corresponding terminal item using the mouse and place it at an adequate position.

You can view the detailed terminal registration information when you double-click on the terminal icon.

※ See detailed setting an example : [ex2)E-Map]

2.2.9.3. Set Global Layout

If the position of each drawing is designated at the entire drawing, the position of a drawing can be viewed at a glance during monitoring.

Drawing position designation can be registered only for a drawing with a designated terminal position.

In case the drawing position designation is not registered, it is recommended to check the entire drawing list view and monitor only using a list without the entire drawing.

After selecting a background image by clicking on the image button, you can continue with the work being done.

Select a drawing to be placed by performing a right mouse click on the entire drawing. To change the position of an item, move it while clicking down on it.

If an item is double-clicked, the information of the corresponding item is displayed. When drawing position designation is completed, press the Save button in order to save it.

※ See detailed setting an example : [ex2)E-Map]

2.2.9.4. Position Shaping Monitoring

When all drawing works are completed, the system needs to be restarted in order to reflect the works on the position shaping.

The monitoring screen has 2 types of layout forms. Layout selection can be made at [Environment Setting] of the [Tool] menu. If you check the entire drawing list view in the local environment setting, you can view the entire drawing as a list and the detailed drawing in an enlarged form.

Environment Settings

Local Environment | Server Environment | Alarm Option Settings

Database Server
IP Address: 127 . 0 . 0 . 1
Port: 9872

Authentication Server
IP Address: 127 . 0 . 0 . 1
Port: 9871

Restriction
☐ Log on again when opening tray icon
The maximum number of monitoring lists: 100000 ea
The maximum number of search list: 10000 ea

Picture Popup
Max Popup windows(0,.50): 6
Popup Window Size(0,.2): 1
Display Time(0,.100): 100 sec

Real-time Monitoring Item
☑ Show image list,
☑ Monitor admin log on
☑ Monitor terminal connection
Monitoring Window Size(50-500): 200

Terminal

X	Terminal ID	Terminal Name
☐	0001	Terminal1
☐	0002	Terminal2
☐	0003	Terminal3
☐	0004	Terminal4

Printing Font
Font: Arial [...]
Font Size: 9

Apply

When viewing as entire drawing list type, select a drawing from the list in the left side and double-click on it. The corresponding detailed drawing then appears in the right side, and the position of all terminals that belonged is shown. If you double-click on the event list at the bottom, the drawing where the terminal of the corresponding event exists is shown, and the corresponding terminal is displayed as a selected terminal.
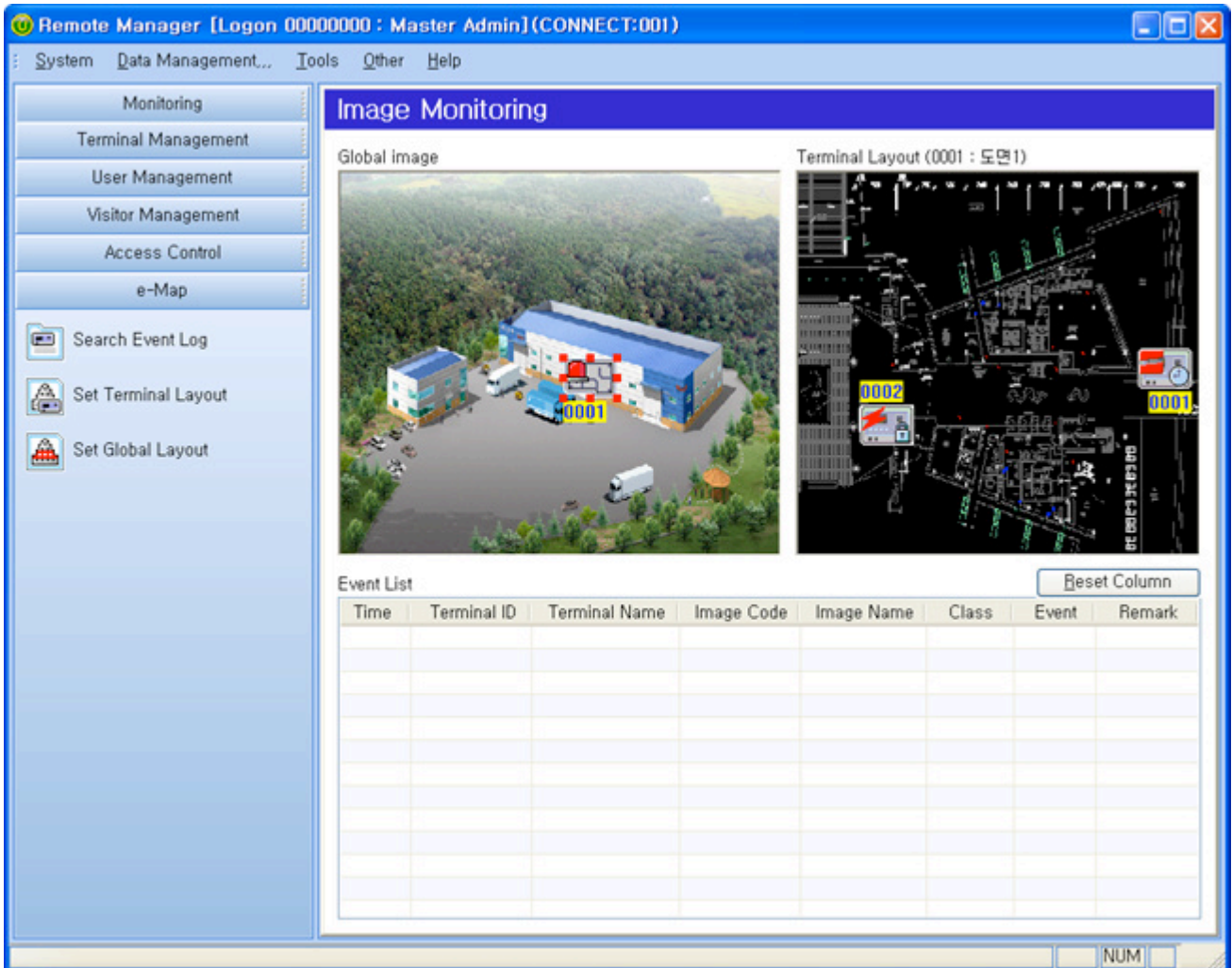
If you double-click on a drawing item at the entire drawing in the left side, the corresponding item is displayed as a selected item. The corresponding detailed drawing is shown in the right side and all terminals that belonged to the corresponding drawing are displayed. If you double-click on the event list at the bottom, the terminal position of the corresponding event is shown and the corresponding terminal is displayed as a selected terminal.

The following are the images and descriptions on the items.

 : Item representing a drawing

: Item representing an access control terminal (Entrance/Exit monitoring is possible)

: Item representing an attendance/absence terminal (Used in attendance/absence management)

: Item representing a time attendance clock terminal (Used in time attendance clock management)

: Item representing a drinking water terminal (Used in drinking water management)

The following are the descriptions on the signals displayed on a terminal.

: It marks the status of disconnected network. (it marks caution on screen)

: It marks the cover opening of terminal (it marks caution on screen)

: It marks the fire detection of terminal (it marks caution on screen)

 : It marks the panic detection of terminal (it marks caution on screen)

: It marks the crisis detection of terminal (it marks caution on screen)

: It marks the abnormal door opening (it marks caution on screen)

: It marks the left door opening (it marks caution on screen)

: It marks the Lock error (it marks caution on screen)

: It marks the lock of terminal (it marks notice on screen)

: It marks the status of the designated external signal (it marks notice on screen)

: The status for unlock of terminal (it marks notice on screen)

: It marks that the door is closed which is connected to the terminal (it marks normal on screen)

: It marks that the door is opened which is connected to the terminal (it marks normal on screen)

: It marks the status of normal condition of terminal (it marks normal on screen)

The following are the descriptions on the signals displayed on a terminal.

: Represents warning state

: Represents notice state

: Represents normal state

The priority of signals displayed at a drawing is determined in the order of warning>notice>normal. If at least one terminal becomes the state of priority depending on the state of terminals that belonged to a drawing, the drawing signal is then changed.

2.2.10. TNA Settings

Before starting the management of Time & attendance, the standard for time & attendance such as Work hour, etc. must be set up. The menu will include Work Hours setting, work mode registration, employee time & attendance Assignment, and time & attendance pay registration.

▶Shift Config: Standard time such as time & attendance processing zone, basic work, night work, tardiness, early leave, etc. can be controlled in a diverse manner through the provision of a flexible setting environment, thus enabling the use of a complex time & attendance management in an easier and more convenient way.

▶Set Schedule: Set up the overall working schedule such as day (week day), ordinary day, holiday, public holiday, etc. based on the code registered in Work Hours setting.

▶Apply Schedule: You can register employee's time & attendance code on a lump sum basis instead of applying the individual code.

▶Rate of Pay: You can set in detail the pay by Work Hours zones and unit of calculation.
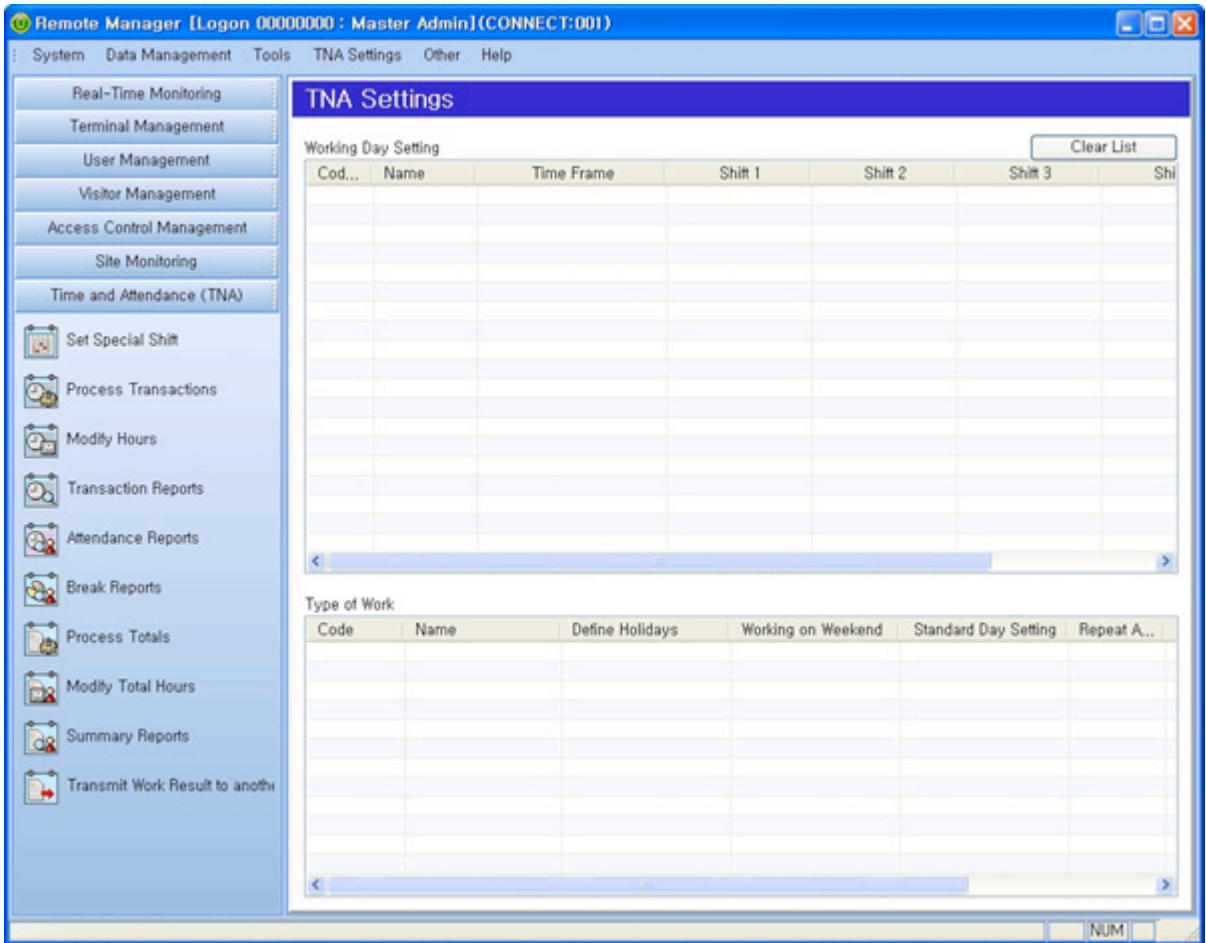
When you double-click the applicable description on the list, setting window will open up.

■   Working Day Setting : [TNA Settings] - [Shift Config] shows the setup information.

▪   Code :Work Hours code value set in [Shift Config]

▪   Name : Title of work hour

▪   TimeFrame : Set the zone to treat time & attendance (Including the settings for multiple commute zones)

▪   Shift1 : Assigned work mode selectable from Normal Time, Time before Shift, Overtime1 Hours, Overtime2 Hours, Off Day Hours, Overtime3 Hours(Divided into a maximum of 5 modes)

▪   Shift2 : Assigned work mode

- Shift3 : Assigned work mode
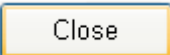
- Shift4: Assigned work mode

- Shift5 : Assigned work mode

- Type of Work : [TNA Settings] - [Set Schedule] Show the information

- Code : Value of work mode code set in [Set Schedule]

- Name : Title of work mode

- Define Holidays : [Data Management] - Assign the holiday code registered in [Holiday Management]

- Working on Weekend : Assign the holiday code registered in [Shift Config]

- Standard Day Setting : Reference date (starting date) to start time & attendance management

- Repeat After : No. of days of time & attendance repeated starting from the time & attendance reference date (Working day and holiday are normally repeated in weekly (7 days) unit)

- Set Shift : Value of work mode code applied depending on the number of set days

※ **Checking points before setting time & attendance**
1. [Tools]-[Environment Settings]-[Else Option Setting]
2. Set [Terminal Registeration]-Function Type to **Time & attendance Management** as follow. (For more information on setting method, see : [Add Terminal])
3. As shown in the aforementioned No. 2, only the record authenticated in the terminal assigned as **Time & Attendance Management Terminal can be recognized as time & attendance record.**

※ For more information on setting, see : [ex5)TNA Settings]

2.2.10.1.Shift Config

Set the time & attendance management standard. Register basic Work Hours and the basic information on time & attendance processing standard. Set each employee's Work Hours on a daily basis and set the other types (tardiness, early leave, exceptional hour, etc.). You need to register in a separate code when there are different Work hours and types on daily basis. Holiday and vacation, etc. must be registered. Time can be set in DHH: MM (D: Day, HH: Hour, MM: Minute). In case of the current day, time will be entered in ' ', while for the previous (following) day, '-' ('+') will be prefixed to the time. (Enter all times on the basis of 24)

■ Enter Information

▪ Code : As a unique code number, it must be entered as a 2-digit number or alphabetic letters but not to be overlapped. (Special symbols are prohibited)

■ Basic Clocking Config

▪ Clocking Mode
   - Use all funcion keys : [Log Management]-Recognize all the records inquired in [Access Log] as time & attendance record
   - Use attend and leave keys : [Log Management]-Recognize as time & attendance record only in case [Mode] inquired in [Access Log] is going to work, leaving work, going out, return
     The authentication record used in time & attendance is effective only if the authentication was successful. (Any record failed in authentication is disregarded in time & attendance)

▪ Time Frame : The record of sign in/out within the relevant zone is processed as time & attendance.
   - any range other than 24 hours can be assigned (When one works longer than a day and time for leaving work is beyond 24 hours, you can treat it by simply adjusting the zone)

▪ Ignore if Absent : It does not treat as absence although one is absent on a certain day. (That is, it is applied to holiday, vacation, etc.)

▪ Late IN Time/Early OUT Time : Tardiness and early leave are calculated based on the input time.

▪ Multiple Daily Shifts : Apply in case the number of sign in/out during the day exceeds 1. For example, it can be set up when summing the Work hours by calculating from each sign in/out within the range of morning shift/afternoon shift work divided into morning shift - break - afternoon shift.
     Divided into a maximum of 4 zones (8 sub divisions) .
(※ For more information on setting method, refer to : [ex5)TNA Settings])

▪ Advanced Settings(Clocking) : You can additionally set automatic creation of sign in/out, exclusion of going out/early leave, fixed time excluded (lunch time, etc.), and multiple sign in/out zones.
(※ For more information on setting method : Advanced Settings(Clocking))
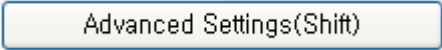
■ Set Shift Times : Divided into a maximum of 5 types depending on options
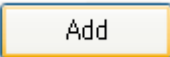
▪ Pay Rate : Selectable from Normal Time,Time Before Shift ,Overtime1 Hours ,Overtime2 Hours ,Off Day Hours,Overtime3 Hours
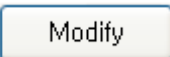
▪ Rate
   - Not Shift: Work Hours is not calculated
   - Fixed Shift : Recognize input Time 1 and Time 2 zones as applicable work hours
   - Actual Time : Treat the entire range of sign in/out as time & attendance based on user's authentication without any reference time
   - Overtime : Recognize the period of time between [Time 1] and [Time 2] after going to work as one's work hour

- Start, End : Exact time should be entered as they identify the reference for time zone input and work mode Assignment.
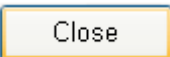
- [Advanced Settings(Shift)] : You can set in more detail the time calculation unit, minimum hour, and maximum hour relating to 1st setup through 5th setup entered as above.
  (※ For more information : Advanced Settings(Shift))

- [Add] : Newly register the input data.

- [Modify] : Modify and save the modified data.

- [Delete] : Delete the registered data.

- [Close] : Close the relevant window.

2.2.10.2. Set Schedule

When Work Hours setup is completed, register the work mode in accordance with the work schedule. Register the work schedule in a unique mode relating to the rotation working day using the registered Work Hours Registration Code. Rotation schedule can be registered up to 30 days.

■   Enter Information

▪   Code : Enter unique code number (4-digit integer and alphabetic letters) / Name: Enter the title of distinguishable work mode

■   Define Holidays

▪   Holiday : [Data Management] - Assign the holiday code registered in [Holiday Information]
    (※ For more information on setting method : Holiday Management)
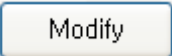
▪   Holiday Shift : Assign holiday code registered in [Shift Config]
   - With this setup, time and attendance is processed in the way of calculating the hours assigned in Work Hours registration on the assigned holiday (date).
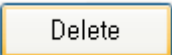
■   Set Schedule

▪   Start Date : Select the date to start the schedule registration (It becomes the starting day of rotation schedule)
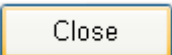
▪   Repeat After : Select the number of days for rotation (Normally in the unit of 7 days)
   - Set the number of days repeated in accordance with the Work Hours registered in [Shift Config]
   - With the number of set days selected, the number of set days is displayed on the list starting from the reference date at the bottom frame on the screen.
   - With the assigned work mode double-clicked, the work code registered in [Shift Config] is displayed.
   - With the entry column double-clicked, an input window pops up. Enter the code directly and then you can enter data quickly by moving an input window using lower/upper keys. When the selected work day code is different from the input code, priority is given to the code that was entered directly.
   - Assign all the days so that there is no unassigned date by work days.

■   Pay Rate Rules

▪   [Normal Time Detail] : Set in more detail the added/deducted hours and counting processing, etc. at the time of processing time & attendance for Normal Time Detail , Time Before Shift Detail, Overtime1 Hours Detail ,Overtime2 Hours Detail ,Off Day Hours Detail, Overtime3 Hours Detail respectively.
(※ For more information on setting method : Pay Rate Rules)

▪   [Add] : Newly register the input data.

▪   [Modify] : Modify and save the modified data.

▪   [Delete] : Delete the registered data.

▪   [Close] : Close the relevant window.

2.2.10.3. Apply Schedule

In Employee's Time & Attendance Assignment, you can assign the time & attendance code of the registered employees on a lump sum basis. Check the applicable user in the check box in the screen below, select the applicable code in the time & attendance Assignment list (Code registered in([Set Schedule] , and then apply by clicking
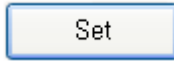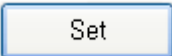
Set button.

For your reference, you can also directly assign the time & attendance code of the applicable employee in the employee registration information.

Apply Schedule

C	ID	Name	Unique ID	Schedule
☑	00000164	User164	0164	1111 : B
☑	00000166	User166	0166	1111 : B
☑	00000168	User168	0168	1111 : B
☑	00000169	User169	0169	1111 : B
☑	00000170	User170	0170	1111 : B
☑	00000171	User171	0171	1111 : B
☑	00000174	User174	0174	1111 : B
☑	00000295	User295	0295	1111 : B
☑	00000312	User312	0312	1111 : B
☑	00000319	User319	0319	1111 : B
☑	00000322	User322	0322	1111 : B
☑	00000329	User329	0329	1111 : B
☑	00000339	User339	0339	1111 : B
☑	00000341	User341	0341	1111 : B
☑	00000350	User350	0350	1111 : B
☑	00000351	User351	0351	1111 : B
☑	00000353	User353	0353	1111 : B
☑	00000372	User372	0372	1111 : B
☑	00000376	User376	0376	1111 : B
☑	00000382	User382	0382	1111 : B
☑	00000383	User383	0383	1111 : B
☑	00000385	User385	0385	1111 : B
☑	00000387	User387	0387	1111 : B
☑	00000388	User388	0388	1111 : B
☑	00000389	User389	0389	1111 : B
☑	00000390	User390	0390	1111 : B
☑	00000392	User392	0392	1111 : B
☑	00000393	User393	0393	1111 : B

Apply Schedule `0001 : A`

[Set] [Close]

■ Apply Schedule : Select applicable work mode (※ For more information on setting method : [Set Schedule])

▪ [Set] : Click the button, then the applicable data is applied to the user checked above.

■   **Close** : Close the relevant window.

2.2.10.4. Rate of Pay

Set the pay by work hours and the unit of calculation.

■   Enter Information

▪   Code : Input a unique code number (4-digit integer)/ Name: Input the title of distinguishable amount payable

- Pay Unit : Hourly, 30 minutes, 15 minutes, 10 minutes, 1 minute (Pay per Unit)
  For the time less than the applicable unit, rounding off is performed

- Pay Rate : Input the amount payable (In Won currency)
  (※ For more information on setting method : [Tool]-[Environment Settings]-[Else Option Setting])

- **Add** : Newly register the input data.

- **Modify** : Modify and save the modified data.

- **Delete** : Delete the registered data.

- **Close** : Close the relevant window.

2.2.11. Time and Attendance(TNA)

Based on the data set in Time & Attendance Setup, you can perform a variety of management functions such as special work Assignment, employee's time & attendance processing, time & attendance counting processing, result query & correction, etc.

▶Set Special Shift : You can easily change the settings through the applicable menu if you need to assign special work separately from the work schedule registered in Work Mode Registration menu.

▶Process Transaction : Time & attendance is calculated and applied based on the value registered in Time & Attendance Setup.

▶Modify Hours : In the event there is any change in the result after processing the employee's time & attendance, you can manually input-modify the value by double-clicking the applicable time in the menu.

▶Transaction Reports : Inquire the result of time & attendance processing. You can save in file and print the inquired data.

▶Attendance Reports : Inquire the working status by query options. You can inquire the list of tardiness, early leave, absence respectively, and print or save them in a file.
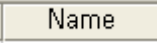
▶Break Reports : You can inquire the hours excluded from basic work hours due to going out or early leave out of the time & attendance processed.

▶Process Totals : You can count the result of daily time & attendance processed within a certain period.

▶Modify Total Hours : In the event there is any change in the employee after the completion of time & attendance count, you can manually input-modify the value by double-clicking the applicable time

▶Summary Reports : Inquire the result of count processed. You can save in a file and print the inquired data.

▶ Transmit Work Result to another DB : All the time and attendance results can be transferred to a separate external DB.
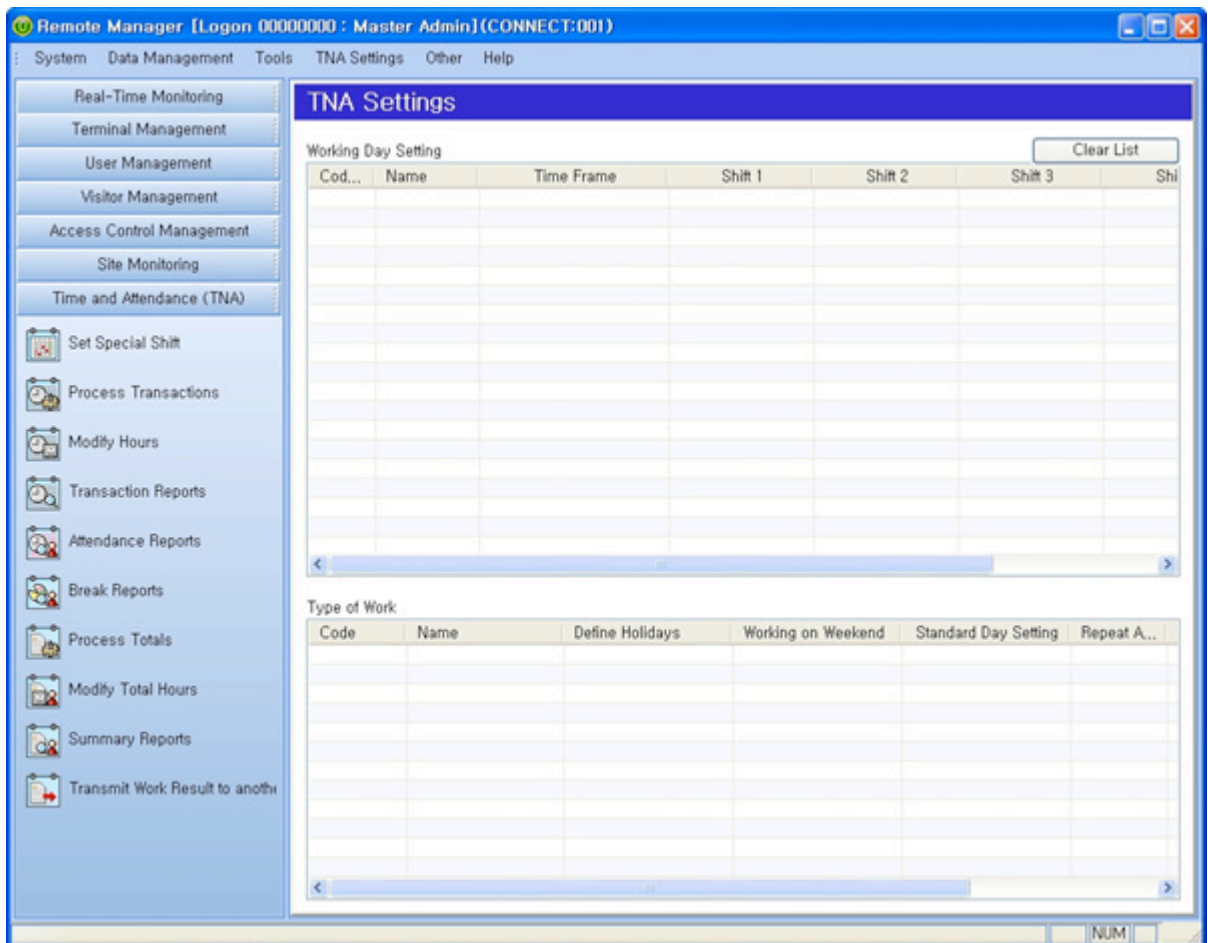
※ For more information on setting method : [ex5)TNA Settings]
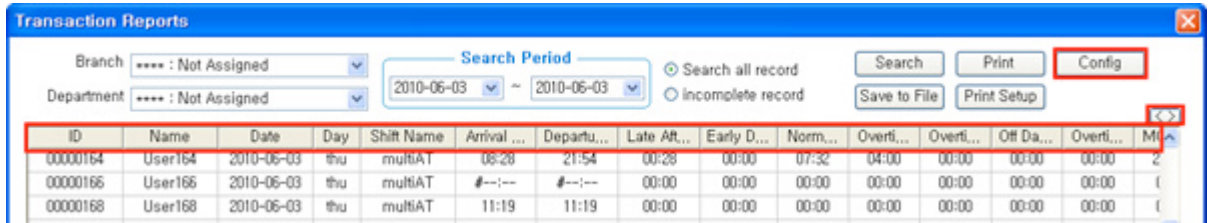
※ Tip1 : With `Config` button clicked, the user can edit the item to be inquired **(※**
※ For more information on setting method :[query items Setting])

※ Tip2 : When clicking Query on Query/Modification screen, the list will be arranged
based on the items together with arrow mark as shown in `Name` figure. In
addition, you can adjust the width to the appropriate size by dragging the item.

※ Tip3 : With the data to be modified double-clicked on Modify screen, you can
proceed to modify mode immediately.

※ Tip4 : When clicking the `<>` button on Query/Modify screen, the size of the
adjusted item is initialized.

2.2.11.1. Set Special Shift

In the event special work must be assigned separately from the work schedule
registered in Work Mode Registration menu, work schedule previously registered is
displayed as shown in the following figure by entering the applicable date and clicking
Query. Upon double-clicking the applicable work code on the date of special work, it
moves to Modify mode. Apply it by clicking the save button after entering the work
code to be modified. The modified data is processed in shade so as to be easily
distinguished. Use this menu should you wish to apply other codes in part besides
basic work mode. When there is any change, you can apply it to time & attendance
again after performing modification work in advance.

- ■ Search Option

- ▪ Branch : Query by work center available

- ▪ Department : Query by department available

- ▪ Start Date : 30-day work schedule is inquired based on the starting date.
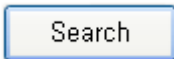
- ■ **Search** : Inquire the result in accordance with query option.

※ With the work code **double-clicked** on the special work day, you can proceed to Modify mode - Click [Save], then the modified data is distinguished in shade.
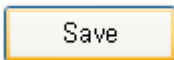
- ■ **Save** : Modify and save the modified data.
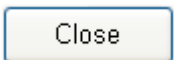
- ■ **Close** : Close the relevant window.

※ Tip1 : With your **mouse right-clicked** on Modify screen, [Select Shift] window pops up as follow.

2.2.11.2. Process Transactions

You can apply the time & attendance calculated based on the registered settings. When time & attendance setup is completed, be sure to execute time & attendance processing for obtaining the result such as sign in/out, etc. before inquiring the result of time & attendance. To treat time & attendance, be sure to Assign work period, select the applicable employee in the check box, and click (lump sum, in part) processing. Afterwards, 'Complete' message pops up on Result column. The processed result can be checked in [Transaction Reports]menu.

Process Transactions

Set Period

2010-06-04 ∨ ~ 2010-06-30 ∨   [Process] [Close]

☐ Ignore Modifications

Select Employee 〈 〉

C	ID	Name	Unique ID	Schedule	Result	
☑	00000164	User164	0164	1111 : B		
☑	00000166	User166	0166	1111 : B		
☑	00000168	User168	0168	1111 : B		
☑	00000169	User169	0169	1111 : B		
☑	00000170	User170	0170	1111 : B		
☑	00000171	User171	0171	1111 : B		
☑	00000174	User174	0174	1111 : B		
☑	00000295	User295	0295	1111 : B		
☑	00000312	User312	0312	1111 : B		
☑	00000319	User319	0319	1111 : B		
☑	00000322	User322	0322	1111 : B		
☑	00000329	User329	0329	1111 : B		
☑	00000339	User339	0339	1111 : B		
☑	00000341	User341	0341	1111 : B		
☑	00000350	User350	0350	1111 : B		
☑	00000351	User351	0351	1111 : B		
☑	00000353	User353	0353	1111 : B		
☑	00000372	User372	0372	1111 : B		
☑	00000376	User376	0376	1111 : B		
☑	00000382	User382	0382	1111 : B		
☑	00000383	User383	0383	1111 : B		
☑	00000385	User385	0385	1111 : B		
☑	00000387	User387	0387	1111 : B		
☑	00000388	User388	0388	1111 : B		
☑	00000389	User389	0389	1111 : B		
☑	00000390	User390	0390	1111 : B		
☑	00000392	User392	0392	1111 : B		
☑	00000393	User393	0393	1111 : B		
☑	00000394	User394	0394	1111 : B		

■ Set Period

▪ Set the work period to be processed for time & attendance. (Maximum of 31 days)

▪ Ignore Modifications : After checking the applicable option, at the time of time & attendance processing, the modified record manually input in Time & Attendance Result Modify menu among the previously processed time & attendance is automatically changed (deleted) into time & attendance record.

■ **Process** : When selecting the employee to treat time & attendance after checking his/her name, 'Complete' message pops up on Result.

■ **Close** : Close the relevant window.

2.2.11.3. Modify Hours

In the event there is any change in the employee's time & attendance result after processing, you can manually input-modify the new value after double-clicking the applicable time on the menu. In case of entering modified sign in/out time, you need to enter the modified value along with tardiness, early leave, basic work hours, etc. altogether. (Not automatically calculated)
Of the items, the item equivalent to employee information is not modified. Modify it from the user information, and then treat the time & attendance again.

Modify Hours
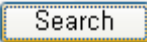
Branch [**** : Not Assigned] Search Period [2010-06-03] ~ [2010-06-03] ⊙ Search all record   [Search] [Modify] [Config]
Department [**** : Not Assigned]   ○ incomplete record

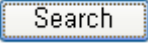| ID	Name	Unique ID	Department	Title	Date	Day	Shift N...	Arrival T...	Depart...	Norm...	Overti...	Overti...	Off Da...	Ov
00000164	User164	0164	Not Assig...	Not ...	2010-06-03	thu	multiAT	08:28	21:54	07:32	04:00	00:00	00:00	0(
00000166	User166	0166	Not Assig...	Not ...	2010-06-03	thu	multiAT	#--:--	#--:--	00:00	00:00	00:00	00:00	0(
00000168	User168	0168	Not Assig...	Not ...	2010-06-03	thu	multiAT	11:19	11:19	00:00	00:00	00:00	00:00	0(
00000169	User169	0169	Not Assig...	Not ...	2010-06-03	thu	multiAT	08:59	22:33	07:01	00:00	00:00	00:00	0(
00000170	User170	0170	Not Assig...	Not ...	2010-06-03	thu	multiAT	08:59	21:55	07:01	04:00	00:00	00:00	0(
00000171	User171	0171	Not Assig...	Not ...	2010-06-03	thu	multiAT	08:06	13:19	03:54	00:00	00:00	00:00	0(
00000174	User174	0174	Not Assig...	Not ...	2010-06-03	thu	multiAT	08:47	19:20	07:13	04:00	00:00	00:00	0(
00000295	User295	0295	Not Assig...	Not ...	2010-06-03	thu	multiAT	09:05	21:23	06:55	04:00	00:00	00:00	0(
00000312	User312	0312	Not Assig...		2010-06-03	thu	multiAT	08:39	13:20	03:21	00:00	00:00	00:00	0(
00000319	User319	0319	Not Assig...	Not ...	2010-06-03	thu	multiAT	08:36	18:11	07:24	04:00	00:00	00:00	0(
00000322	User322	0322	Not Assig...	Not ...	2010-06-03	thu	multiAT	08:39	13:20	03:21	00:00	00:00	00:00	0(
00000329	User329	0329	Not Assig...	Not ...	2010-06-03	thu	multiAT	08:45	22:09	07:15	00:00	00:00	00:00	0(
00000339	User339	0339	Not Assig...	Not ...	2010-06-03	thu	multiAT	07:33	13:19	04:00	00:00	00:00	00:00	0(
00000341	User341	0341	Not Assig...	Not ...	2010-06-03	thu	multiAT	08:51	21:24	07:09	04:00	00:00	00:00	0(
00000350	User350	0350	Not Assig...	Not ...	2010-06-03	thu	multiAT	#--:--	#--:--	00:00	04:00	00:00	00:00	0(
00000351	User351	0351	Not Assig...	Not ...	2010-06-03	thu	multiAT	#--:--	#--:--	00:00	00:00	00:00	00:00	0(
00000353	User353	0353	Not Assig...	Not ...	2010-06-03	thu	multiAT	#--:--	#--:--	00:00	00:00	00:00	00:00	0(
00000372	User372	0372	Not Assig...	Not ...	2010-06-03	thu	multiAT	08:35	21:50	07:25	04:00	00:00	00:00	0(
00000376	User376	0376	Not Assig...	Not ...	2010-06-03	thu	multiAT	08:41	18:28	07:19	04:00	00:00	00:00	0(
00000382	User382	0382	Not Assig...	Not ...	2010-06-03	thu	multiAT	08:55	22:00	07:05	04:00	00:00	00:00	0(
00000383	User383	0383	Not Assig...	Not ...	2010-06-03	thu	multiAT	08:53	18:23	07:07	04:00	00:00	00:00	0(
00000385	User385	0385	Not Assig...	Not ...	2010-06-03	thu	multiAT	08:50	13:22	03:10	00:00	00:00	00:00	0(
00000387	User387	0387	Not Assig...	Not ...	2010-06-03	thu	multiAT	#--:--	#--:--	00:00	00:00	00:00	00:00	0(
00000388	User388	0388	Not Assig...	Not ...	2010-06-03	thu	multiAT	#--:--	#--:--	00:00	00:00	00:00	00:00	0(
00000389	User389	0389	Not Assig...	Not ...	2010-06-03	thu	multiAT	08:13	13:19	03:47	00:00	00:00	00:00	0(
00000390	User390	0390	Not Assig...	Not ...	2010-06-03	thu	multiAT	#--:--	#--:--	00:00	00:00	00:00	00:00	0(
00000392	User392	0392	Not Assig...	Not ...	2010-06-03	thu	multiAT	07:37	13:19	04:00	00:00	00:00	00:00	0(
00000393	User393	0393	Not Assig...	Not ...	2010-06-03	thu	multiAT	08:45	18:14	07:15	04:00	00:00	00:00	0(
00000394	User394	0394	Not Assig...	Not ...	2010-06-03	thu	multiAT	#--:--	#--:--	00:00	00:00	00:00	00:00	0(

■   Search Option

▪   Branch : Query by work center available

▪   Department : Query by department available

▪   Search Period : Set the period to be inquired. (Maximum of 31 days)

▪   Search all record : : Inquire about all records equivalent to the query option.

▪   incomplete record :

■   [Search] : Print out the result equivalent to the query option.

※ Switch to modify mode by **double-clicking** the time to be modified - Apply by clicking Modify button after entering the data.

■   [Modify] : Save the modified data.

■ **Config** : The Item inquired can be edited by the user. **(※ For more information on how to set up :[query items Setting])**

2.2.11.4. Transaction Reports

Inquire time & attendance result. The inquired data can be saved in a file and printed out.

■ Search Option

▪ Branch : Query by work center available

▪ Department : Query by department available

- **Search Period** : Set the period to be inquired. (Maximum of 31 days)

- **Search all record** : Inquire all records equivalent to the query option.

- **incomplete record** :

■ **Search** : Print out the result equivalent to the query option.

■ **Print** : The inquired screen can be printed out. Click the button so that Print Preview screen pops up as follow. Click [Print] button to get a printout.

■ **Config** : The Item inquired can be edited by the user
(※ **For more information on how to set up :[query items Setting]**)

■ **Save to File** : The inquired data can be saved in a file (Excel CSV form). Click the button, and then save them as follow;

■ **Print Setup** : You can assign the printer setting and output option.

2.2.11.5. Attendance Reports

Inquire attendance status by query options. The list of tardiness, early leave, and absence can each be inquired, printed out, and saved in a file.

■ Search Late Arrivals

■ Search Option

▪ Branch : Query by work center available

▪ Department : Query by department available

▪ Search Period : Set the period to be inquired. (Maximum of 31 days)

■ **Search** : Inquire the result equivalent to the query option.

■ **Print** : The inquired screen can be printed out. Click the button so that Print Preview screen will pop up. Click [Print] button to get a printout.

■ **Config** : The inquired items can be edited by the user.
(※ **For more information on setting method :[query items Setting])**

■ **Save to File** : The inquired data can be saved in file (Excel CSV form). Click the applicable button, and then save them as follow;

■ **Print Setup** : You can assign the printer setting and output option.

■ Search Early Department

■ Search for Absenteeism

2.2.11.6. Break Reports

You can inquire the time excluded from basic work hours due to going out or early leave during the time & attendance processed.

■　Search Option

▪　Branch : Query by work center available

▪　Department :Query by department available

▪　Search Period : Set the period to be inquired. (Maximum of 31 days)

■　Search : Inquire the result equivalent to the query option.

■　Print : The inquired screen can be printed out. Click the button so that Print Preview screen pops up as follow. Click [Print] button to get a printout

■ Config : The inquired items can be edited by the user.
(※ **For more information on setting method :[query items Setting])**

■ Save to File : You can save the inquired data in file (Excel CSV form). Click the applicable button, and then save them as follow.

■ Print Setup : You can assign the printer setting and output option.

2.2.11.7. Process Totals

You can count the result of daily time & attendance processing within a certain period. Set the counted dates and click Processing button, and then time & attendance data for the employees checked on the employee list is counted. Processing result can be checked in [Summary Reports] menu.

Process Totals

Set Period

Summary Date **2010** / 05 ▼ | 2 ▼ Week

2010-05-10 ▼ ~ 2010-05-16 ▼

☐ Ignore Modifications

[Process]

[Close]

Select Employee ◁▷

C	ID	Name	Unique ID	Schedule	Result
☑	00000164	User164	0164	1111 : B	
☑	00000166	User166	0166	1111 : B	
☑	00000168	User168	0168	1111 : B	
☑	00000169	User169	0169	1111 : B	
☑	00000170	User170	0170	1111 : B	
☑	00000171	User171	0171	1111 : B	
☑	00000174	User174	0174	1111 : B	
☑	00000295	User295	0295	1111 : B	
☑	00000312	User312	0312	1111 : B	
☑	00000319	User319	0319	1111 : B	
☑	00000322	User322	0322	1111 : B	
☑	00000329	User329	0329	1111 : B	
☑	00000339	User339	0339	1111 : B	
☑	00000341	User341	0341	1111 : B	
☑	00000350	User350	0350	1111 : B	
☑	00000351	User351	0351	1111 : B	
☑	00000353	User353	0353	1111 : B	
☑	00000372	User372	0372	1111 : B	
☑	00000376	User376	0376	1111 : B	
☑	00000382	User382	0382	1111 : B	
☑	00000383	User383	0383	1111 : B	
☑	00000385	User385	0385	1111 : B	
☑	00000387	User387	0387	1111 : B	
☑	00000388	User388	0388	1111 : B	
☑	00000389	User389	0389	1111 : B	
☑	00000390	User390	0390	1111 : B	
☑	00000392	User392	0392	1111 : B	
☑	00000393	User393	0393	1111 : B	
☑	00000394	User394	0394	1111 : B	

■ Set Period

▪ Summary Date : Select the month to be counted and the unit of week (1st week ~ 5th week). The applicable period is selected in date zone. The period can be adjusted in the unit of day.

▪ Ignore Modifications : After checking the applicable option, the modified record manually entered in Time & Attendance Result Modify menu among the previously processed time & attendance is automatically changed (deleted) into time & attendance record
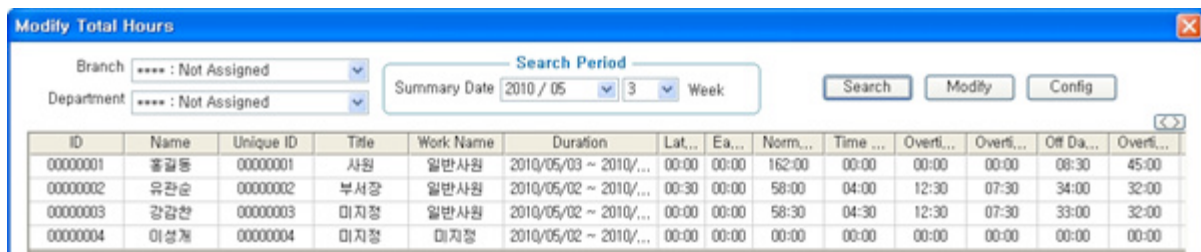
■ [Process] : When selecting the employee to treat time & attendance after checking his/her name, 'Complete' message pops up on Result

■ [Close] : Close the relevant window.

2.2.11.8. Modify Total Hours

In the event there is any change in the employee's time & attendance result after counting, you can manually input-modify the new value after double-clicking the applicable time. In case of entering each modified time, you need to enter all times such as tardiness, early leave, basic work hours, etc. altogether. (Not automatically calculated)

Of the items, the item equivalent to employee information is not modified. Modify it from the user information, and then treat the time & attendance again

ID	Name	Unique ID	Title	Work Name	Duration	Lat...	Ea...	Norm...	Time ...	Overti...	Overti...	Off Da...	Overti...
00000001	홍길동	00000001	사원	일반사원	2010/05/03 ~ 2010/...	00:00	00:00	162:00	00:00	00:00	00:00	08:30	45:00
00000002	유관순	00000002	부서장	일반사원	2010/05/02 ~ 2010/...	00:30	00:00	58:00	04:00	12:30	07:30	34:00	32:00
00000003	강감찬	00000003	미지정	일반사원	2010/05/02 ~ 2010/...	00:00	00:00	58:30	04:30	12:30	07:30	33:00	32:00
00000004	이성계	00000004	미지정	미지정	2010/05/02 ~ 2010/...	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00

■ Search Option

▪ Branch : Query by work center available

▪ Department : Query by department available

▪ Search Period : Select the period to be inquired in the unit of month and week.

■ **Search** : Output the result equivalent to the query option.

※ With the time to be modified **double-clicked**, you can proceed to Modify mode - Apply it by clicking Modify button after entering the data.

■ **Modify** : Save the modified data.

■ **Config** : The inquired item can be edited by the user.
(※ **For more information on setting method, :[query items Setting])**

2.2.11.9. Summary Reports

Inquire the data counted. The inquired data can be saved in a file and printed out.

- ■ Search Option

- ▪ Branch : Query by work center available

- ▪ Department : Query by department available

- ▪ Search Period : Select the period to be inquired in month and week units.

- ■ [Search] : Inquire the result equivalent to the query option.

- ■ [Print] : The inquired screen can be printed out. Click the button so that Print Preview screen will pop up. Click [Print] button to get a printout.

Print preview

인쇄(P)... | 다음(N) | 이전(V) | 두 페이지(T) | 확대(I) | 축소(Q) | 닫기(C)

Summary Reports

[Branch:Not Assigned, Department:Not Assigned]   [Summary Date: 2010 / 05 2Week]

ID	Name	Uniq...	Work...	Duration	Lat...	Earl...	No...	Ti...	Ov...	Ov...	Off...	Ov...	M...	M...
00000...	User...	0164	B	2010/05/10 ...	21:06	19:00	13:...	00:...	03:...	00:...	00:...	00:...	22...	
00000...	User...	0166	B	2010/05/10 ...	16:27	19:39	17:...	02:...	01:...	00:...	00:...	00:...	22...	
00000...	User...	0168	B	2010/05/10 ...	05:54	06:33	41:...	05:...	14:...	03:...	00:...	00:...	10...	
00000...	User...	0169	B	2010/05/10 ...	01:10	00:00	43:...	01:...	19:...	03:...	00:...	00:...	12...	
00000...	User...	0170	B	2010/05/10 ...	02:04	06:18	45:...	03:...	11:...	00:...	00:...	00:...	86...	
00000...	User...	0171	B	2010/05/10 ...	06:53	03:04	44:...	02:...	11:...	02:...	00:...	00:...	88...	
00000...	User...	0174	B	2010/05/10 ...	16:52	03:04	25:...	00:...	13:...	03:...	00:...	00:...	75...	
00000...	User...	0295	B	2010/05/10 ...	04:31	00:00	40:...	00:...	11:...	00:...	00:...	00:...	66...	
00000...	User...	0312	B	2010/05/10 ...	00:00	04:59	31:...	00:...	06:...	00:...	00:...	00:...	51...	
00000...	User...	0319	B	2010/05/10 ...	08:24	10:51	25:...	01:...	07:...	03:...	00:...	00:...	66...	
00000...	User...	0322	B	2010/05/10 ...	03:51	13:31	27:...	01:...	03:...	00:...	00:...	00:...	34...	
00000...	User...	0329	B	2010/05/10 ...	00:00	20:43	24:...	00:...	00:...	00:...	00:...	00:...	23...	
00000...	User...	0339	B	2010/05/10 ...	04:40	03:24	18:...	01:...	03:...	00:...	00:...	00:...	28...	
00000...	User...	0341	B	2010/05/10 ...	00:06	08:17	36:...	00:...	09:...	00:...	00:...	00:...	62...	
00000...	User...	0350	B	2010/05/10 ...	00:00	09:30	08:...	00:...	00:...	00:...	00:...	00:...	7.77	
00000...	User...	0351	B	2010/05/10 ...	00:00	00:00	00:...	00:...	00:...	00:...	00:...	00:...	0.00	
00000...	User...	0353	B	2010/05/10 ...	00:00	00:00	00:...	00:...	00:...	00:...	00:...	00:...	0.00	
00000...	User...	0372	B	2010/05/10 ...	05:55	00:00	03:...	00:...	04:...	00:...	00:...	00:...	16...	
00000...	User...	0376	B	2010/05/10 ...	00:00	05:10	39:...	01:...	02:...	00:...	00:...	00:...	43...	
00000...	User...	0382	B	2010/05/10 ...	00:00	03:09	41:...	00:...	10:...	00:...	00:...	00:...	72...	
00000...	User...	0383	B	2010/05/10 ...	00:00	11:06	33:...	01:...	01:...	00:...	00:...	00:...	36...	
00000...	User...	0385	B	2010/05/10 ...	00:00	08:20	27:...	00:...	04:...	00:...	00:...	00:...	39...	
00000...	User...	0387	B	2010/05/10 ...	00:00	00:00	00:...	00:...	00:...	00:...	00:...	00:...	0.00	
00000...	User...	0388	B	2010/05/10 ...	17:19	03:04	06:...	00:...	06:...	01:...	00:...	00:...	31...	
00000...	User...	0389	B	2010/05/10 ...	00:00	03:10	32:...	01:...	01:...	00:...	00:...	00:...	35...	
00000...	User...	0390	B	2010/05/10 ...	00:00	00:00	00:...	00:...	00:...	00:...	00:...	00:...	0.00	
00000...	User...	0392	B	2010/05/10 ...	00:04	03:20	41:...	00:...	08:...	04:...	00:...	00:...	86...	
00000...	User...	0393	B	2010/05/10 ...	00:00	00:00	45:...	00:...	04:...	00:...	00:...	00:...	56...	
00000...	User...	0394	B	2010/05/10 ...	00:00	00:00	00:...	00:...	00:...	00:...	00:...	00:...	0.00	

- ■ [Config] : The inquired item can be edited by the user.
(※ For more information on setting method :[query items Setting])

■ [Save to File] : The inquired data can be saved in file (Excel CSV form). Click the button and then save them as follow

■ [Print Setup] : You can assign the printer setting and output option.

2.2.11.10. Transmit Work Result to another DB

All the time and attendance results can be transferred to a separate external DB. However, external DB can be used when it is registered as UNIS_Work in ODBC Manager. External DB table should be created in the same property

* For further information on table property, contact the manager.

■ Transfer Option

▪ Trans Work Result : Transfer all the time & attendance results (Contents of wWorkResult Table).

▪ Trans Work Summary : Transfer all the time and attendance sums (Contents of wWorkSummary Table).

▪ Trans Except Record : Transfer all the exceptional records (Contents of wExceptRecord Table).

■ [Transmit] : Transfer all the data created within the designated period.

■ **Close** : Complete transferring the time and attendance results.

2.2.12. Others

2.2.12.1. Tray Icon

Remote program can be minimized to tray icon.

To enlarge Remote program, double click the tray icon of Remote in lower right corner of Windows screen.

If login administrator password is set, the login ID and password are required.

2.2.13. Program Information

It displays Remote Manager program version and fingerprint library version.

Example 1) Anti PassBack Configuration

Configure in the following order to use Anti PassBack function.

1. [Data Management] - [Anti Pass Back Configuration]
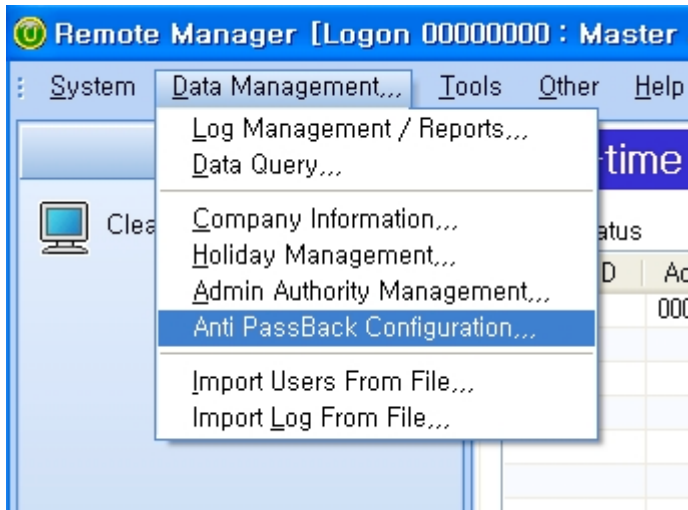
2. Add the area in accordance with terminal location as follow
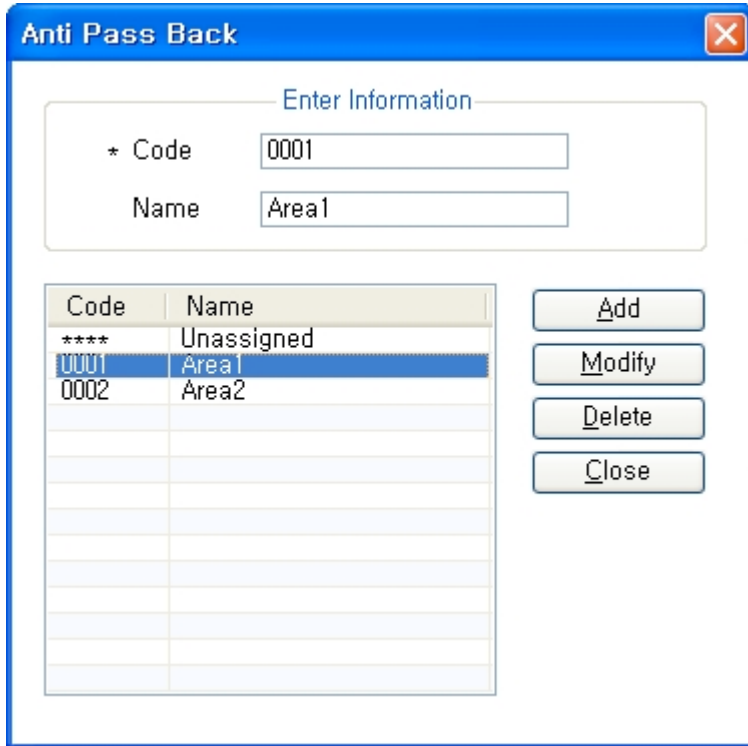
For example, add Zone 1 (terminal1: exit), Zone 2 (terminal1 :entrance) included in the terminal 1 to configure Anti Pass Back function in the terminal 1 as follow.
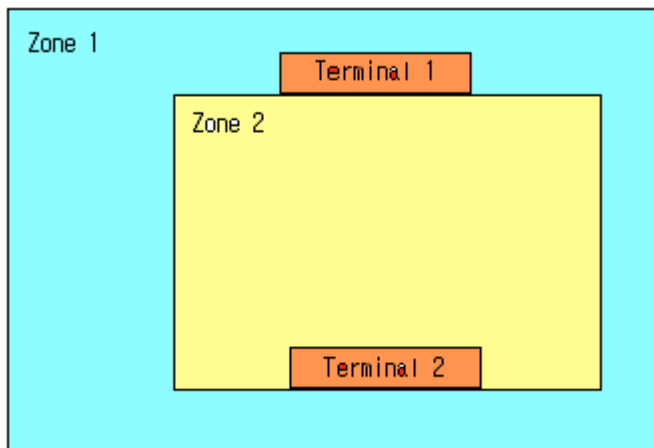
3. [Terminal Management]- Select the terminal to set - [Modify terminal's information] Configure the code falling under zone entrance and the code falling under zone exit respectively in [Anti Pass Back] as shown in the figure below.

4. [Setup Options]-[Basic]: Completion of Setup
Select one option from Access Allowed or Access Denied in the case of Not Used ->
Server Disconnected in order to use [Anti PassBack] function as shown in the figure
below.
-Access allowed when server disconnected: Set whether or not access is allowed when
communication with server is disconnected during the use of Anti PassBack. In case of
disconnection, access is allowed for all.
-Access denied when server disconnected: When communication with server is
disconnected during the use of Anti PassBack, access is denied for all.
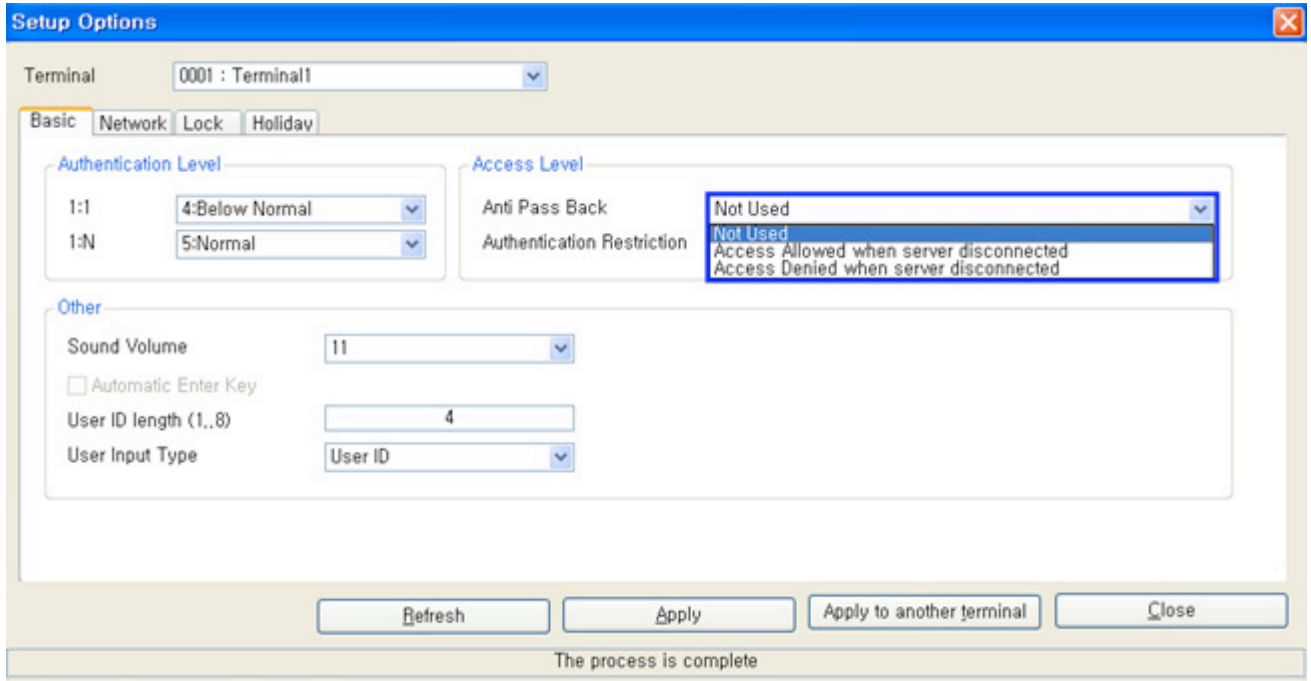
5. Authentication with Anti PassBack
[Location] information is indicated as "unassigned" in user information as shown in the figure below.

When authenticating with terminal1 in Zone 1, user location information is changed into Zone 2.

Modify user's information

Basic Information

*ID	00000232
*Name	User
Unique ID	00000232
Branch	**** : Unassigned
Department	**** : Unassigned
Title	**** : Unassigned
Authority	**** : General User
Access Group	**** : Unassigned
T/A Code	**** : Unassigned
Meal Code	**** : Unassigned
Payroll Code	**** : Unassigned
Telephone	
Email Address	
Address	
Other	
Reg. Date	2010/04/09 14:07:47
Location	0002 : Area2

☐ Message

Access Date Range

No Restriction Period ~ 2010/04/09 ~ 2010/04/09

Authentication Type

FP

Fingerprint Information

Reg. Level   5:Normal
Auth. Level   0:Default
☑ 1:N   Enroll

Password Information

Input Password   •
Confirm Passord   •

Picture Information

Add   Delete
Input Camera

Card Information

Reading
Add
Delete

Modify   Close

When attempting re-authentication with terminal 1 in Zone 1 instead of accessing zone 2, the access is in fact not allowed.

Authentication Log List   **Reset Column**

	Time	Terminal(A)	User ID	Name	Class	Mode	Type	Result
②	2010-04-09 14:10:58	0001 : Terminal1	00000232	User	User	Access	1:N	Bad Passback
①	2010-04-09 14:10:55	0001 : Terminal1	00000232	User	User	Access	1:N	Success

Example 2) Position Shaping Configuration

Conveniently manage the terminal location and status with a drawing through the position shaping function.

1. [Set Terminal Location]

① [Select Image] : Select the image of drawing to designate terminal location. (Ex. Drawing of Building 1st Floor)

② Click the [Right Mouse Button] over a drawing image : Select the terminal to save, and then move to proper location of drawing.

③ After setting up the position, register the code of applicable drawing.

④ Press register button and complete setup.
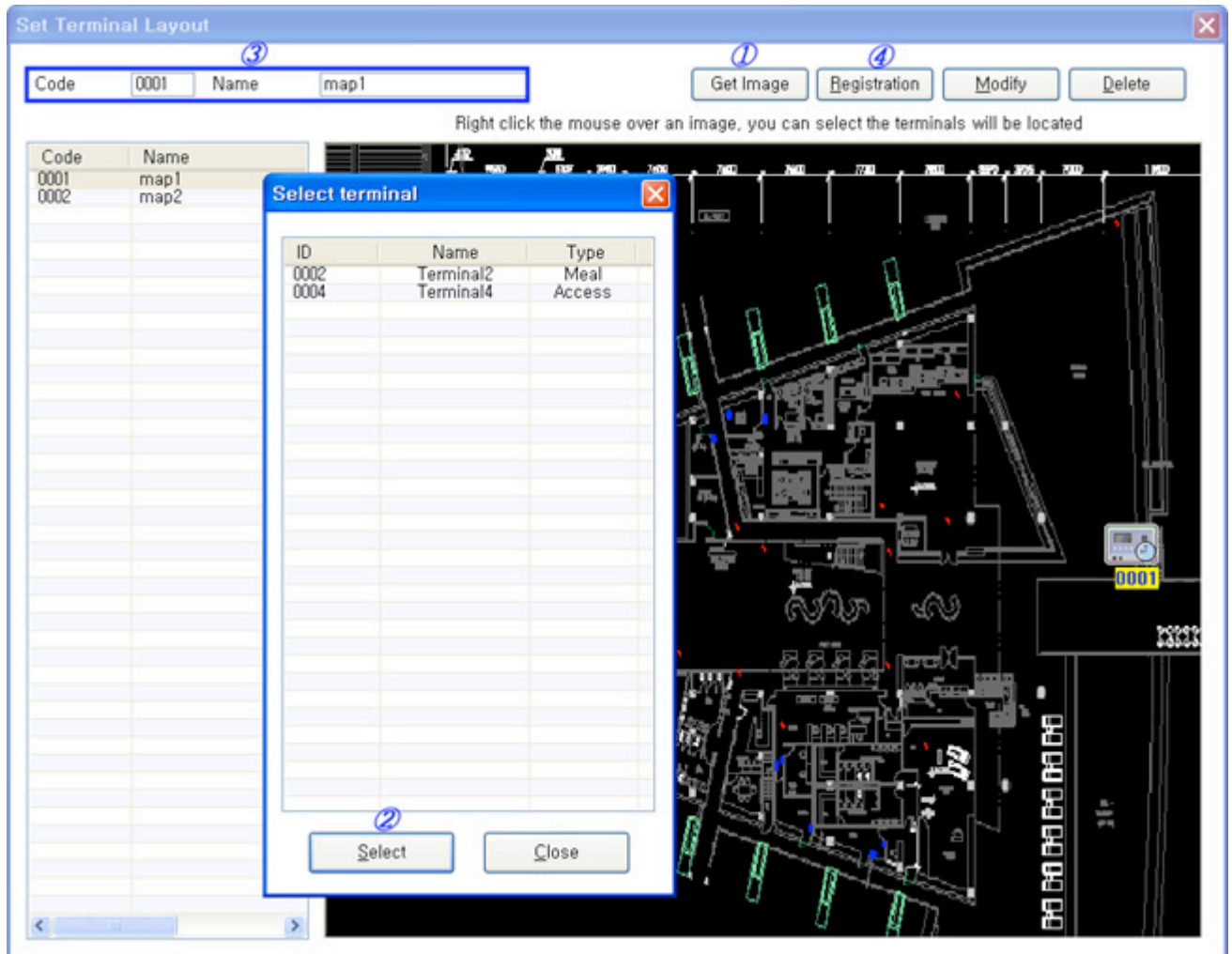
2. [Set Drawing Location]

⑤ [Select Image] : Select the overall drawing image. (Ex. Entire drawing of the building)

⑥ Click [Right Mouse Button] over the drawing image: Select the drawing to save, and then move to proper location of drawing.

⑦ Press [Save] button to save.

3. Position Shaping Monitoring
As shown in the figure below, you can confirm the entire drawing at the left side and the location drawing of each terminal at the right side. For detailed terminal status information, refer to [Position Shaping Monitoring]

Example 3) Access Control Setup

Control the right to access by users divided into groups.

1. [Add Timezone] : Set accessible time divided into a maximum of 12 zones.
For example, assign the time zone so that access is allowed from 12:00 until 20:05
only as follow/br> Add the code of assigned time zone, and then press [OK] button.

2. [Add Access Time] : Apply the time zone input under Para. 1 by week days.
For example, apply the time zone accessible from 12:00 until 20:05 (After 1 Code)
only to Sunday ~ Thursday.
On weekend, also input holiday group code, and then set the applicable access time.
((For holiday group input, refer to [Admin Authority Management])

3. [Add Access Area] : Select the terminal to apply the schedule adopted under the Para. 2.
Select the applicable access time code as shown in the figure, and then check the terminal to set.
Input code/name set as such, and then press [OK] to save as file.

Add Access Area

| Code | 0001 ⌄ | Name | zone1 | ① |

Access Time | 0001 : sun~Thu | ⌄ | ②

Add Terminal

④

X	ID	Name	
☑	1	Terminal1	OK
☐	2	Terminal2	Cancel
☑	3	Terminal3	
☐	4	Terminal4	

③ check

4. [Add Access Group] : Save the set values finally registered in the numbers 1, 2, and 3 into one group.
Enter the group code/name and then press [OK] to save.

5. [Send to terminal] : Send the applicable setting to the terminal.

6. [Assign User Group] : Assign the user falling under the group added under the Para.
4.
[Correct Employee Information] - [Access Group] : Assign the registered group -
[Modify]

7. Authentication test by access groups: Access is restricted when it is not the accessible time zone

As shown in the figure below, ① record authenticated at 02:37 a.m. is restricted from access as "No Permission"

② record authenticated at 14:37 is allowed to enter normally as "Success".
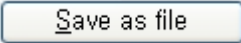
Example 4) Import User

Edit the user in CSV file and batch register through [Import User] menu.

1. Create CSV file : [Data Management]-Create CVS type file in [Data Query]
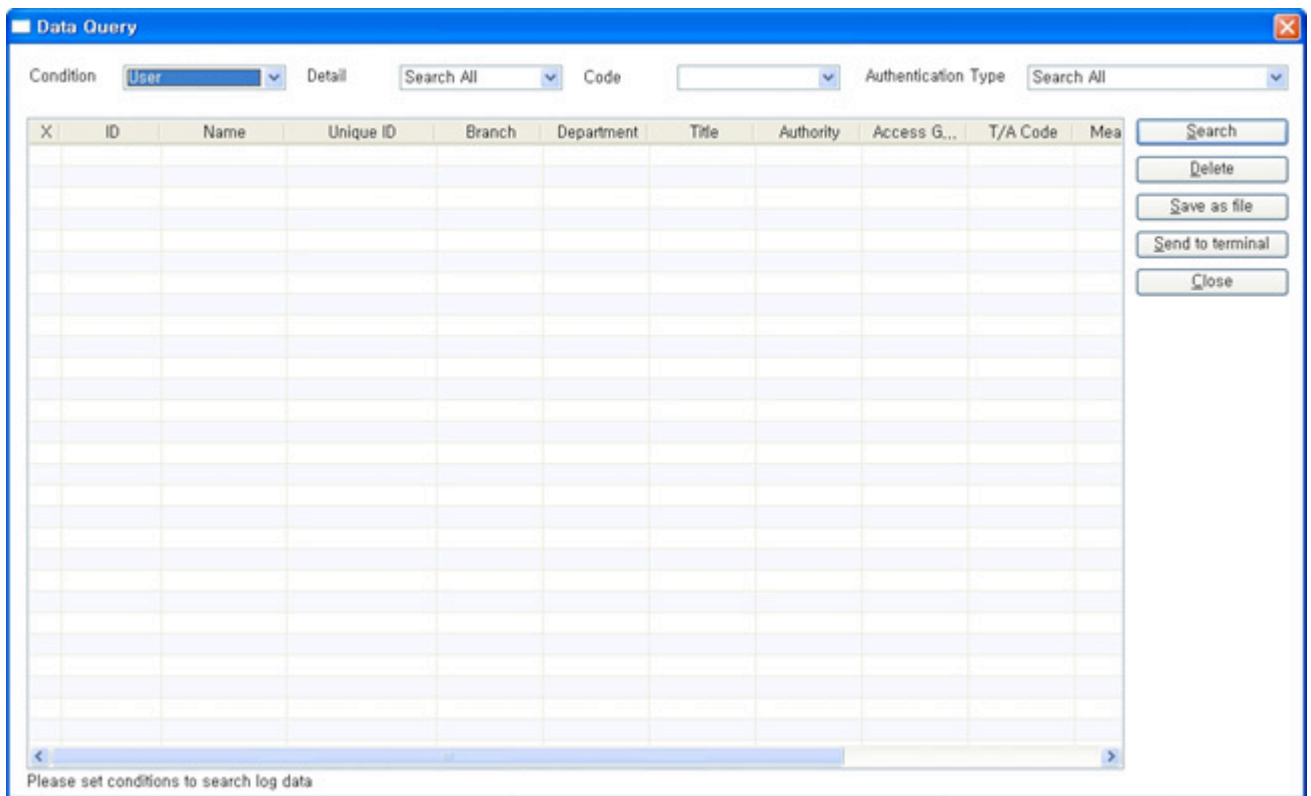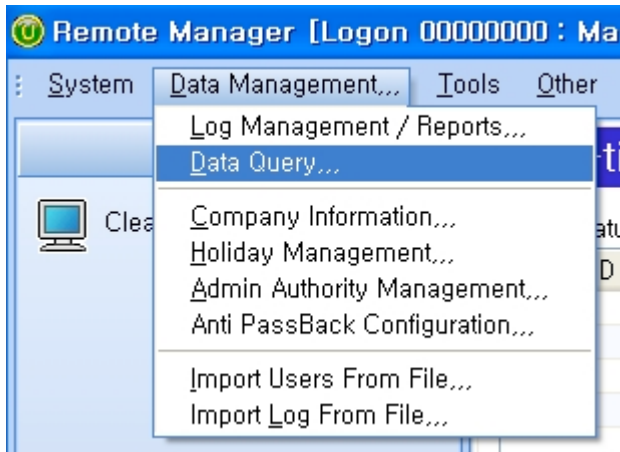
Press [Query] button, and then press button.

2. Edit File : Open the saved file and add/edit the description to enter.
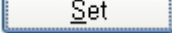
A	B	C	D	E	F	G	H	I	J	K	L
1	James	1	**** : Unas	**** : Unas	**** : Unas	**** : Gene	**** : Unas	**** : Unas	**** : Unas	**** : Unas	PWD
2	user2	2	**** : Unas	**** : Unas	**** : Unas	**** : Gene	**** : Unas	**** : Unas	**** : Unas	**** : Unas	PWD
3	user3	3	**** : Unas	**** : Unas	**** : Unas	**** : Gene	**** : Unas	**** : Unas	**** : Unas	**** : Unas	PWD
4	user4	4	**** : Unas	**** : Unas	**** : Unas	**** : Gene	**** : Unas	**** : Unas	**** : Unas	**** : Unas	PWD

※ Note: **Addition of field, change of order, and deletion are not allowed.** Applicable field may not be modified.	
Example)	
ID, Employee No	Must always be made in **numerical** form (Check the number of ID digits set in[Server Environment Setting])
Workplace, department, title, authority management, access group, diligence & laziness code, meal code, hourly wage code, etc.	Enter the code **registered in UNIS**
Authentication metho Enter (**Code Value**)	FP**(0)** ,FP-CARD**(1)**, PWD**(2)**, CARD**(3)**, CARD OR FP**(4)**, CARD AND FP**(5)**, CARD OR PWD**(6)**, CARD AND PW**(7)**, (ID OR CARD) AND FP**(8)**, (ID OR CARD) AND PWD**(9)**, FP AND PWD**(10)**, FP OR PWD**(11)**, CARD AND PWD AND FP**(12)**.
Save and close the file when edit is complete.	
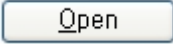
3. Import User :[Data Management] Register the user in [Import User From File]

X	User ID	Name	Unique ID	Branch	Department	Title	Authority	Access Group
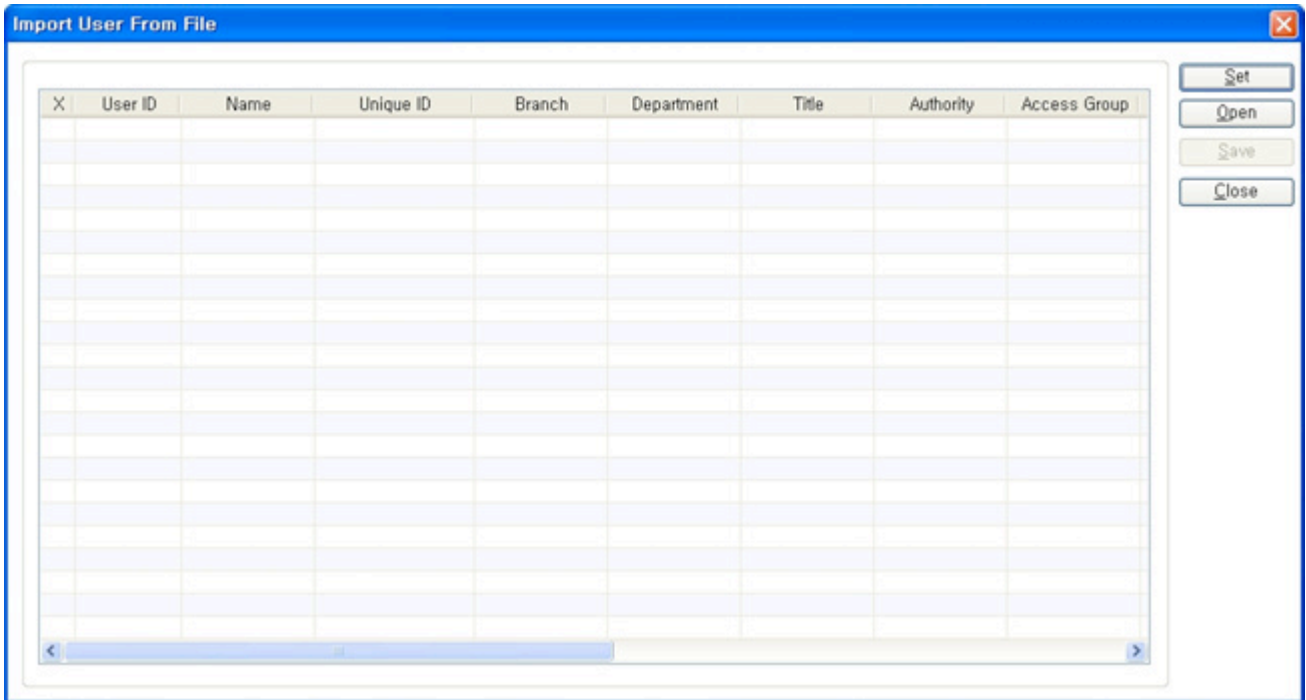
①Assign the field to register by pressing [Set] button. (Assign in the same way as the edited CSV file)
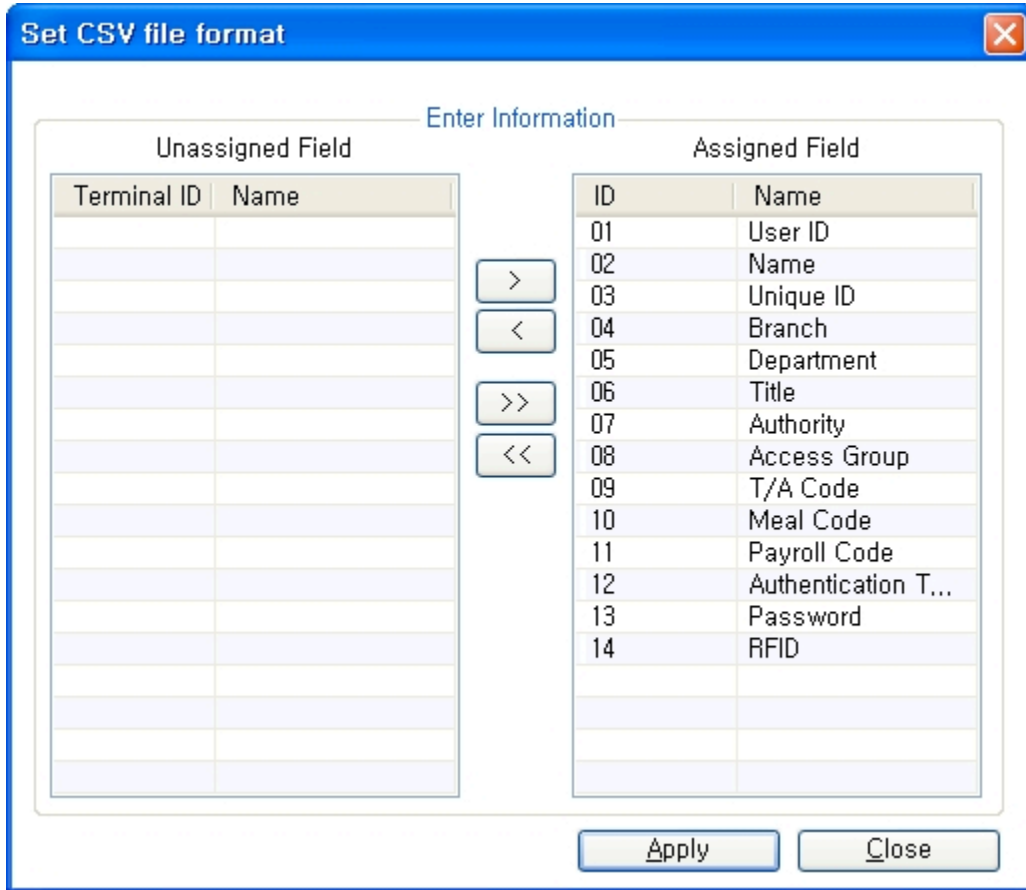
②Import CSV file where user information is made into input by pressing [Open] button as shown below.

③Check it and press Save button to add the imported data as shown below.

4. Complete : Confirm user information

ex5)TNA Settings

■   Examples by Workplaces and Attendances

3. Night Shift: Example of the case where the range of attendance per day is 24 hours like frequent night shifts ▶ Move to [Night Shift]

4. Shift Work: Example of the case where the range of Going to and Leaving from Work is complicated like three-shift work, etc. ▶ Move to [Shift Work]

5. Multiple Going to and Leaving from Work: Applicable when the frequency of Going to and Leaving from Work is one or more times per work day. For example, it is the case where the work is divided into Morning work - Break - Afternoon work and the Times when going to and leaving from work is added to the range of Morning/Afternoon Work Range respectively ▶ Move to [Multiple Going to and Leaving from Work]

1. General Workplace

General Workplace: Example of Attendance Basic Setting
 ☞ **Please set up following the mark**

1. [TNA Settings] : Set/add time as below from [Shift Config]

① Code : Enter a two-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name : Code Name

☞ **Code : 11 / Name: Enter the ordinary days (ex. Working day, normal day, etc.)**

② Clocking Mode
- Use all function keys : Acknowledge all the records inquired in [Log Management]-[Access Log]as the attendance record
- Use attend and leave keys : Acknowledge the first and last among the records, [Mode] of which inquired in [Log Management]-[Access Log] are Going to and Leaving from Work data
※ Authentication record used for attendance is applied when such authentication was successful(The record of failure in authentication is disregarded from the attendance)

☞ **Set to [Use all function keys]**

③ Time Frame : Process the record of Going to and Leaving from Work within the applicable zone as the attendance

☞ **Normally set to 06:00~+06:00 (In the event of going to work at 05:59 and going from work at 06:01 on the following day, it is not recorded as attendance)**

④ Set Shift Times : Split into a maximum of five types depending on options

☞ **Normal Time : 09:00~18:00 (Times of going to work and leaving from work to be entered accurately)**
☞ **etc, In the event of counting Time Before Shift, Overtime1 Hours, Overtime2 Hours enter the applicable time**
※ **Note: The range of time zones of [Start] and [End] must be within the time range input in No.**

▪   Add   : Click this button to register the input data.

2. [TNA Settings] : Register the work type in accordance with the work schedule as follow in [Set Schedule]

① Code : Enter a four-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name: Code Name

   ☞ **Code : 1111 / Name: Enter Code Name**

② Repeat After : Select the number of days revolving repeatedly (Normally in the unit of 7 days)

   ☞ **Select 7 days (Normally repeated in the unit of 7 days)**

③ Set Shift : Double-click to inquire the work code registered in [Shift Config]

☞ **Double-click to designate the registered code**

▪ Add : Click this button to register the input data.

3. [TNA Settings] : Designate the attendance codes registered as follow on a lump sum basis in [Apply Schedule]

① Apply Schedule : Select the work type to be applied

　☞ **Select the attendance code**

② Check box : Check the applicable employee

　☞ **Check All Employees**

▪ [Set] : Click this button to have the applicable contents to be applied to the employee checked as above.

4. [TNA] : Attendance is counted and applied based on the set value registered as follow in [Process Transactions]

① Set Period : Designate the subject period of attendance processing. (Maximum Period: 31 days)

☞ **Normally in the unit of a day or seven days (The data of attendance processed must exist during the applicable period)**

② Check box : Check the applicable employee

☞ **Check All Employees**

- **Process** : button to display 'complete' message on the processing result after processing

5. [TNA] : Inquire the attendance results as follow from [Transaction Reports]

① Search Period : Designate the subject period of attendance processing. (Maximum Period: 31 days)

☞ **Normally in the unit of a day or seven days (The data of attendance processed must exist during the applicable period)**

② **Search** : Output the results.

③ Transaction Reports

Date	Arrival	Departure	Late	Early	Normal	Time	Overtime1

	Time	Time	After Time	Departure Time	Time	Beofre Shift	Hours
Attendance Setting Value	09:00	18:00	After 09:00	Before 18:00	9Hours	Before 09:00	After 18:00
2010-05-06	09:01	18:42	00:01	00:00	08:59	00:00	00:42
2010-05-07	08:48	20:31	00:00	00:00	09:00	00:12	02:31

2. Public Office

Public Office Excessive Work: Example of Public Office Attendance Setting such as Excessive Work Hours.　☞ **Please set up following the mark**

1. [TNA Settings] : Set/add time as below from[Shift Config]

① Code : Enter a two-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name : Code Name

☞ **Code : 01 / Name: Enter the ordinary days (ex. Date of Work, Weekday, etc.)**

② Clocking Mode
- Use all function keys : Acknowledge all the records inquired in [Log Management]-[Access Log]as the attendance record
- Use attend and leave keys : Acknowledge the first and last among the records, [Mode] of which inquired in [Log Management]-[Access Log] are Going to and Leaving from Work data
※ Authentication record used for attendance is applied when such authentication was successful(The record of failure in authentication is disregarded from the attendance)

☞ **Set to [Use all function keys]**

③ Time Frame : Process the record of Going to and Leaving from Work within the applicable zone as the attendance

☞ **Normally set to 04:00~+04:00 (In the event of going to work at 03:59 and leaving from work at 05:01 on the following day, it is not recorded as attendance)**

④ Set Shift Times : Split into a maximum of five types depending on option

☞ **Normal Time : 09:00~18:00 (Times of going to work and leaving from work to be entered accurately)**
☞ **Time Before Shift : 04:00~09:00 / ☞ Overtime1 Hours : 18:00~+04:00 (Omit entry if counting is not necessary)**
☞ **Overtime3 Hours : 04:00~09:00 / ☞ Overtime3 Hours : 18:00~+04:00 (All the hours other than basic work are summed up as excessive hours)**
※**Note: The range of time zones of [Start] and [End] must be within the time range input in No.**

▪ [Add] : Click this button to register the input data.

2. [TNA Settings] : Register the work type in accordance with the work schedule as follow in [Set Schedule]

① Code : Enter a four-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name: Code Name

   ☞ **Code : 1111 / Name: Enter Code Name**

② Repeat After : Select the number of days revolving repeatedly (Normally in the unit of 7 days)

   ☞ **Select 7 days (Normally repeated in the unit of 7 days)**

③ Set Shift : Double-click to inquire the work code registered in [Shift Config]

☞ **Double-click to designate the registered code**

④ Overtime3 Hours Detail : Set the public office overtime work standard
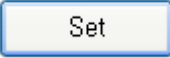
☞ ①**Del. Hours : One hour is deducted for the overtime work period**
☞ ②**Min. Time : Acknowledge as overtime work when the work time is at least one hour**
☞ ③**Max. Time : Acknowledges a maximum of four hours per day**

■ [Set] : Save the set value.

3. [TNA Settings] : Designate the attendance codes registered as follow on a lump sum basis in [Apply Schedule]

① Apply Schedule : Select the work type to be applied

☞ **Select the attendance code**

② Check box : Check the applicable employee

☞ **Check All Employees**

■ **Set** : Click this button to have the applicable contents to be applied to the employee checked as above.

4. [TNA] : Attendance is counted and applied based on the set value registered as follow in [Process Transactions]

① Set Period : Designate the subject period of attendance processing. (Maximum Period: 31 days)

☞ **Normally in the unit of a day or seven days (The data of attendance processed must exist during the applicable period)**

② Check box : Check the applicable employee

☞ **Check All Employees**

▪ | Process |: button to display 'complete' message on the processing result after processing

5. [TNA] : Inquire the attendance results as follow from [Transaction Reports]

① Search Period : Designate the subject period of attendance processing. (Maximum Period: 31 days)

☞ **Normally in the unit of a day or seven days (The data of attendance processed must exist during the applicable period)**

② **Search** : Output the results.

③ Transaction Reports

☞ **Overtime3 Hours : Hours other than the basic work, acknowledges a maximum of four hours per day (For a minimum of at least one hour, basically one hour is deductible)**

Time	Arrival Time	Departure Time	Late After Time	Early Departure Time	Normal Time	Time Beofre Shift	Overtime1 Hours	Overtime3 Hours
Attendance Setting Value	09:00	18:00	After09:00	Before18:00	9Hours	Before09:00	After18:00	Time Beofre Shift+Overtime1
CASE1	07:20	+01:25	00:00	00:00	09:00	01:40	07:25	04:00
	☞ Overtime3 Hours =1:40+7:25 = 9:05 (Del. Hours 1, Max. Time 4) ▷ 4:00							
	11:02	+01:05	02:02	00:00	06:58	00:00	07:05	04:00
	☞ Overtime3 Hours = 07:05 (Del. Hours 1, Max. Time 4) ▷ 4:00							
CASE2	12:41	22:55	03:41	00:00	05:19	00:00	04:55	03:55
	☞ Overtime3 Hours = 04:55 (Del. Hours 1) ▷ 3:55							
CASE3	08:50	19:33	00:00	00:00	09:00	00:10	01:33	00:00
	☞ Overtime3 Hours = 00:10 + 01:33 = 01:43 (Del. Hours 1, Min. Time 1) ▷ 00:00							
	08:41	19:27	00:00	00:00	09:00	00:19	01:27	00:00
	☞ Overtime3 Hours = 00:19+ 01:27 = 01:46 (Del. Hours 1, Min. Time 1) ▷ 00:00							

☞ **Overtime3 Hours : Time other than Basic Work Time, Acknowledge a maximum of four hours per day (Del. Hours 1)**

Time	Arrival Time	Departure Time	Late After Time	Early Departure Time	Normal Time	Time Beofre Shift	Overtime1 Hours	Overtime3 Hours
Attendance Setting Value	09:00	18:00	After09:00	Before18:00	9Hours	Before09:00	After18:00	Time Beofre Shift+Overtime1
CASE4	08:41	19:27	00:00	00:00	09:00	00:19	01:27	00:46
	☞ Overtime3 Hours = 00:19+ 01:27= 01:46 (Del. Hours 1) ▷ 00:46							
	07:15	15:13	00:00	02:47	06:13	01:45	00:00	00:45
	☞ Overtime3 Hours = 01:45 (Del. Hours 1) ▷ 00:45							

3. Night Shift

Night Shift : Example of the case where the range of attendance per day is 24 hours like frequent night shifts.

☞ **Please set up following the mark**

1. [TNA Settings] : Set/add time as below from [Shift Config]

① Code : Enter a two-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name : Code Name

☞ **Code : 44 / Name: Enter the ordinary days (ex. Working day, normal day, etc.)**

② Clocking Mode

- Use all function keys : Acknowledge all the records inquired in [Log Management]-[Access Log]as the attendance record
- Use attend and leave keys : Acknowledge the first and last among the records, [Mode] of which inquired in [Log Management]-[Access Log] are Going to and Leaving from Work data
※ Authentication record used for attendance is applied when such authentication was successful(The record of failure in authentication is disregarded from the attendance)

☞ **Set to [Use all function keys]**

③ Time Frame : Process the record of Going to and Leaving from Work within the applicable zone as the attendance

☞ **Normally set to 06:00~+12:00 that is night shift time zone**
  (In the event of going to work at 05:59 and going from work at 13:01 on the following day, it is not recorded as attendance)

④ Set Shift Times : Split into a maximum of five types depending on options

☞ **Normal Time : All hours from the time when going to work until the time when leaving from work (Count it as the record of Going to and Leaving from Work within the applicable zone)**
  ※ If there is Basic Work Time Standard, you can set in the same way as general workplace

▪ [Add] : Click this button to register the input data.

2. [TNA Settings] : Register the work type in accordance with the work schedule as follow in [Set Schedule]

① Code : Enter a four-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name: Code Name

☞ **Code : 1111 / Name: Enter Code Name**

② Repeat After : Select the number of days revolving repeatedly (Normally in the unit of 7 days)

☞ **Select 7 days (Normally repeated in the unit of 7 days)**

③ Set Shift : Double-click to inquire the work code registered in [Shift Config]

☞ **Double-click to designate the registered code**

▪ [Add] : Click this button to register the input data.

3. [TNA Settings] : Designate the attendance codes registered as follow on a lump sum basis in [Apply Schedule]

① Apply Schedule : Select the work type to be applied

☞ **Select the attendance code**

② Check box : Check the applicable employee

☞ **Check All Employees**

▪ [Set] : Click this button to have the applicable contents to be applied to the employee checked as above.

4. [TNA] : Attendance is counted and applied based on the set value registered as follow in [Process Transactions]

① Set Period : Designate the subject period of attendance processing. (Maximum Period: 31 days)

☞ **Normally in the unit of a day or seven days (The data of attendance processed must exist during the applicable period)**

② Check box : Check the applicable employee

☞ **Check All Employees**

- **Process** : button to display 'complete' message on the processing result after processing

5. [TNA] : Inquire the attendance results as follow from [Transaction Reports]

① Search Period : Designate the subject period of attendance processing. (Maximum Period: 31 days)

☞ **Normally in the unit of a day or seven days (The data of attendance processed must exist during the applicable period)**

② **Search** : Output the results.

☞ **Identify Access Log**

Period	☑2010-04-05 00:00 ⬍ ~ ☑2010-04-10 23:59 ⬍		
Condition	User ⌄	Detail Condition	00000376 : User376 ⌄
Result	Success ⌄	Mode	Search All ⌄

Time	Terminal ID	User ID	Name	Unique ID	Class	Mode
📷 2010-04-05 08:53:47	0100	00000376	User376	0376	User	Attend
📷 2010-04-05 10:18:23	0100	00000376	User376	0376	User	Access
📷 2010-04-05 11:36:23	0100	00000376	User376	0376	User	Attend
📷 2010-04-05 14:52:01	0100	00000376	User376	0376	User	Access
📷 2010-04-05 15:20:20	0100	00000376	User376	0376	User	Access
📷 2010-04-05 15:47:06	0100	00000376	User376	0376	User	Access
📷 2010-04-05 18:22:06	0100	00000376	User376	0376	User	Attend
📷 2010-04-05 18:33:18	0100	00000376	User376	0376	User	Leave
📷 2010-04-05 21:09:49	0100	00000376	User376	0376	User	Attend
📷 2010-04-05 21:16:20	0100	00000376	User376	0376	User	Attend
📷 2010-04-05 23:01:19	0100	00000376	User376	0376	User	Attend
📷 2010-04-06 08:53:02	0100	00000376	User376	0376	User	Attend
📷 2010-04-06 11:12:44	0100	00000376	User376	0376	User	Attend
📷 2010-04-06 18:43:37	0100	00000376	User376	0376	User	Access
📷 2010-04-07 02:55:29	0100	00000376	User376	0376	User	Attend
📷 2010-04-07 08:51:39	0100	00000376	User376	0376	User	Attend
📷 2010-04-07 11:37:57	0100	00000376	User376	0376	User	Attend
📷 2010-04-08 08:41:26	0100	00000376	User376	0376	User	Attend
📷 2010-04-08 10:26:01	0100	00000376	User376	0376	User	Access
📷 2010-04-08 13:28:53	0100	00000376	User376	0376	User	Attend
📷 2010-04-09 11:33:14	0100	00000376	User376	0376	User	Attend
📷 2010-04-09 18:35:37	0100	00000376	User376	0376	User	Leave
📷 2010-04-10 11:56:09	0100	00000376	User376	0376	User	Attend

③ Transaction Reports

☛ Calculation Standard : Record of going to work and leaving from work between 06:00 and +12:00

NO	Date of Work	Arrival Time	Departure Time	Normal Time
1	2010-04-05	08:53	+11:12	26:19
2	2010-04-06	18:43	+11:37	16:54
3	2010-04-07	-	-	00:00
4	2010-04-08	08:41	+11:33	26:52
5	2010-04-09	18:35	+11:56	17:21

4. Shift Work

Shift Work: Example of the case where the range of Going to and Leaving from Work is complicated like three-shift work, etc

☞ **Please set up following the mark**

1. [TNA Settings] : Set/add time as below from [Shift Config]

Shift Config

Code	Name
01	government
11	normal
12	morning
13	day
14	night
33	multiAT
44	allnight
99	holiday

Enter Information

① Code [13]   Name [day]

time sample : yesterday[-09:45], today[09:45], tomorrow[+0945]

Basic Clocking Config

② Clocking Mode [Use all funcion keys ▼]

③ Time Frame [14:00] ~ [+02:00]

☐ Ignore if Absent   ☐ Late IN Time [00:00]
☐ Multiple Daily Shifts   ☐ Early OUT Time [00:00]

[Advanced Settings(Clocking)]

Set Shift Times

④	Pay Rate	Rate	Start		End
Shift 1	Normal Time ▼	Fixed Shift ▼	16:00	~	+00:00
Shift 2	Time Before Sh ▼	Fixed Shift ▼	14:00	~	16:00
Shift 3	Overtime2 Hour ▼	Fixed Shift ▼	+00:00	~	+02:00
Shift 4	Not Defined ▼	No Shift ▼	00:00	~	00:00
Shift 5	Not Defined ▼	No Shift ▼	00:00	~	00:00

[Advanced Settings(Shift)]

[Add]   [Modify]   [Delete]   [Close]

① Code : Enter a two-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name : Code Name

☞ **Code : 11 / Name: Enter the ordinary days (ex. Working day, normal day, etc.)**

② Clocking Mode
- Use all function keys : Acknowledge all the records inquired in [Log Management]-[Access Log]as the attendance record
- Use attend and leave keys : Acknowledge the first and last among the records, [Mode] of which inquired in [Log Management]-[Access Log] are Going to and Leaving from Work data
※ Authentication record used for attendance is applied when such authentication was successful(The record of failure in authentication is disregarded from the attendance)

☞ **Set to [Use all function keys]**

③ Time Frame : Process the record of Going to and Leaving from Work within the applicable zone as the attendance

☞ Normally set in broad range to 06:00~18:00 so as to include basic work range
(In the event of going to work at 05:59 and going from work at 18:01, it is not recorded as attendance)

④ Set Shift Times

☞ Normal Time : 08:00~16:00 (Times of going to work and leaving from work to be entered accurately) Enter the time in accordance with each shift work time
☞ ☞ etc, In the event of counting Time Before Shift, Overtime1 Hours, Overtime2 Hours enter the applicable time
※ Note: The range of time zones of [Start] and [End] must be within the time range input in No.

▪ [Add] : Click this button to register the input data.

2. [TNA Settings] : Register the work type in accordance with the work schedule as follow in [Set Schedule]

① Code : Enter a four-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name: Code Name

☞ **Code : 0001 / Name: A Team (Name of the subject group replaced)**

② Repeat After : Select the number of days revolving repeatedly (Normally in the unit of 7 days)

☞ **Select 7 days (Normally repeated in the unit of 7 days)**

③ Set Shift : Double-click to inquire the work code registered in [Shift Config]

☞ **Double-click to designate the registered code**

▪ 　Add　 : Click this button to register the input data.

3. [TNA Settings] : Designate the attendance codes registered as follow on a lump sum basis in [Apply Schedule]

① Apply Schedule : Select the work type to be applied

☞ **Select the attendance code**

② Check box : Check the applicable employee

☞ **Check All Employees**

③ [Config] : Click this button to have the applicable contents to be applied to the employee checked as above.

4. [TNA] : Attendance is counted and applied based on the set value registered as follow in [Process Transactions]

① Set Period : Designate the subject period of attendance processing. (Maximum Period: 31 days)

☞ **Normally in the unit of a day or seven days (The data of attendance processed must exist during the applicable period)**

② Check box : Check the applicable employee

☞ **Check the group to be processed for attendance**

- : button to display 'complete' message on the processing result after processing

5. [TNA] : Inquire the attendance results as follow from [Transaction Reports]

① Search Period : Designate the subject period of attendance processing. (Maximum Period: 31 days)

☞ **Normally in the unit of a day or seven days (The data of attendance processed must exist during the applicable period)**

② : Output the results.

☞ **Identify Acess Log**

Time	Terminal ID	User ID	Name	Unique ID	Class	Mode
📷 2010-01-01 07:31:24	0100	00000376	User376	0376	User	Attend
📷 2010-01-01 16:59:47	0100	00000376	User376	0376	User	Attend
📷 2010-01-02 07:19:14	0100	00000376	User376	0376	User	Access
📷 2010-01-02 17:39:22	0100	00000376	User376	0376	User	Attend
📷 2010-01-03 06:22:24	0100	00000376	User376	0376	User	Attend
📷 2010-01-03 17:22:54	0100	00000376	User376	0376	User	Access
📷 2010-01-04 23:49:39	0100	00000376	User376	0376	User	Attend
📷 2010-01-05 08:49:59	0100	00000376	User376	0376	User	Attend
📷 2010-01-05 23:19:26	0100	00000376	User376	0376	User	Attend
📷 2010-01-06 09:34:14	0100	00000376	User376	0376	User	Attend
📷 2010-01-07 15:37:39	0100	00000376	User376	0376	User	Attend
📷 2010-01-08 01:47:02	0100	00000376	User376	0376	User	Attend
📷 2010-01-08 15:09:03	0100	00000376	User376	0376	User	Access
📷 2010-01-09 01:53:59	0100	00000376	User376	0376	User	Attend
📷 2010-01-09 14:58:59	0100	00000376	User376	0376	User	Attend
📷 2010-01-10 01:49:07	0100	00000376	User376	0376	User	Access
📷 2010-01-10 22:55:13	0100	00000376	User376	0376	User	Attend
📷 2010-01-11 08:40:14	0100	00000376	User376	0376	User	Attend
📷 2010-01-12 07:40:09	0100	00000376	User376	0376	User	Attend
📷 2010-01-12 16:15:37	0100	00000376	User376	0376	User	Attend
📷 2010-01-13 08:54:41	0100	00000376	User376	0376	User	Attend
📷 2010-01-13 09:13:49	0100	00000376	User376	0376	User	Attend

③ Transaction Reports

☞ **Calculation Standard: Processing the attendance by shift work time zones**

Work Type	Time Beofre Shift	Normal Time	Overtime1 Hours
Morning	06:00~08:00	08:00~16:00	16:00~18:00
Day	14:00~16:00	16:00~+00:00	+00:00~+02:00
Night	22:00~+00:00	+00:00~+08:00	+08:00~+10:00

Date	Work Type	Arrival Time	Departure Time	Normal Time	Time Beofre Shift	Overtime1 Hours

2010-01-01	Morning	7:31	16:59	8:00	0:29	0:59
2010-01-02	Morning	7:19	17:39	8:00	0:41	1:39
2010-01-03	Morning	6:22	17:22	8:00	1:38	1:22
2010-01-04	Night	23:49	+8:49	8:00	0:11	0:49
2010-01-05	Night	23:19	+9:34	8:00	0:41	1:34
2010-01-06	Holiday	-	-	-	-	-
2010-01-07	Day	15:37	+1:47	8:00	0:23	1:47
2010-01-08	Day	15:09	+1:53	8:00	0:51	1:53
2010-01-09	Day	14:58	+1:49	8:00	1:02	1:49
2010-01-10	Night	22:55	+8:40	8:00	1:05	0:40
2010-01-11	Holiday	-	-	-	-	-
2010-01-12	Morning	7:40	16:15	8:00	0:20	0:15

5. Multiple Going to and Leaving from Work

Multiple Going to and Leaving from Work: Applicable when the frequency of Going to and Leaving from Work is one or more times per workday. For example, it is the case where the work is divided into Morning work - Break - Afternoon work and the Times when going to and leaving from work is added to the range of Morning/Afternoon Work Range respectively.

☞ **Please set up following the mark**

1. [TNA Settings] : Set/add time as below from [Shift Config]

① Code : Enter a two-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name : Code Name

  ☞ **Code: Individual Entry / Name: Multiple going to and leaving from work**

② Clocking Mode
- Use all function keys : Acknowledge all the records inquired in [Log Management]-[Access Log]as the attendance record
- Use attend and leave keys : Acknowledge the first and last among the records, [Mode] of which inquired in [Log Management]-[Access Log] are Going to and Leaving from Work data
※ Authentication record used for attendance is applied when such authentication was successful(The record of failure in authentication is disregarded from the attendance)

☞ **Set to [Use all function keys]**

③ Time Frame : Process the record of Going to and Leaving from Work within the applicable zone as the attendance

☞ **Normally set in broad range to 06:00~18:00 so as to include basic work range**
(In the event of going to work at 05:59 and going from work at 06:01 on the following day, it is not recorded as attendance)

④ Set Shift Times

☞ **Shift1 : Early Departure Time 08:00~12:00**
☞ **Shift2 : Overtime1 Hours 14:00~18:00**
※Recognize the times when going to and leaving from work for early leave work as Morning Work, and those for overtime work as Afternoon Work
☞ **Shift3 : Normal Time 08:00~12:00**
☞ **Shift4 : Normal Time 14:00~18:00**
※These are the settings to seek the basic work time by summing up the early leave work and overtime work hours as set above

⑤ Advanced Settings(Clocking)

Advanced Settings(Clocking)

Time Frame 06:00 ~ +06:00

Auto Clock
☐ Auto Clock IN   00:00
☐ Auto Clock OUT   00:00

Out of Office Settings
☐ Break by OUT record
Clocking Mode Use all funcion keys

☐ Break by LEAVE record
Clocking Mode Use all funcion keys

Break Times
☐ 1st Break   00:00 ~ 00:00
☐ 2nd Break   00:00 ~ 00:00
☐ 3rd Break   00:00 ~ 00:00
☐ 4th Break   00:00 ~ 00:00
☐ 5th Break   00:00 ~ 00:00

Set Multi Daily Shift Times
① ☑ 1st Band   06:00 ~ 13:00
  ☑ 2nd Band   13:00 ~ 22:00
  ☐ 3rd Band   00:00 ~ 00:00
  ☐ 4th Band   00:00 ~ 00:00

Set   Cancel

☞ ① **1st Band : 06:00~13:00 / 2nd Band : 13:00~22:00**
☞ **Broadly set Normal Time so as to include the time zones 08:00~12:00 and 14:00~18:00**
☞ **The hours of 1st Band and 2nd Band may not be overlapped**

▪ Set : Click this button to register the input data.

⑥ Advanced Settings(Shift)

Advanced Settings(Shift)

Shift 1
Pay Rate	Time Before Shif
Min. Time	00:00
Select Range	1st Band

Rounding: No Rounding
Max. Time: 99:00
Rate: 100 %
☑ Shift Auto OUT

Shift 2
Pay Rate	Overtime1 Hours
Min. Time	00:00
Select Range	2nd Band

Rounding: No Rounding
Max Time: 99:00
Rate: 100 %
☑ Shift Auto OUT

Shift 3
Pay Rate	Normal Time
Min. Time	00:00
Select Range	Not Defined

Rounding: No Rounding
Max. Time: 99:00
Rate: 100 %
☐ Shift Auto OUT

Shift 4
Pay Rate	Normal Time
Min. Time	00:00
Select Range	Not Defined

Rounding: No Rounding
Max. Time: 99:00
Rate: 100 %
☐ Shift Auto OUT

Shift 5
Pay Rate	Not Defined
Min. Time	00:00
Select Range	Not Defined

Rounding: No Rounding
Max. Time: 99:00
Rate: 100 %
☐ Shift Auto OUT

Set   Cancel

☞ **Set the applicable zones to 1st Band, 2nd Band, Not Defined, Not Defined for the Shift1 through Shift4 settings as above**

- **Set** : Click this button to register the input data.

- **Add** : Click this button to register the input data.

2. [TNA Settings] : Register the work type in accordance with the work schedule as follow in [Set Schedule]

① Code : Enter a four-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name: Code Name

☞ **Code: 1111 / Name: Enter Code Name**

② Repeat After : Select the number of days revolving repeatedly (Normally in the unit of 7 days)
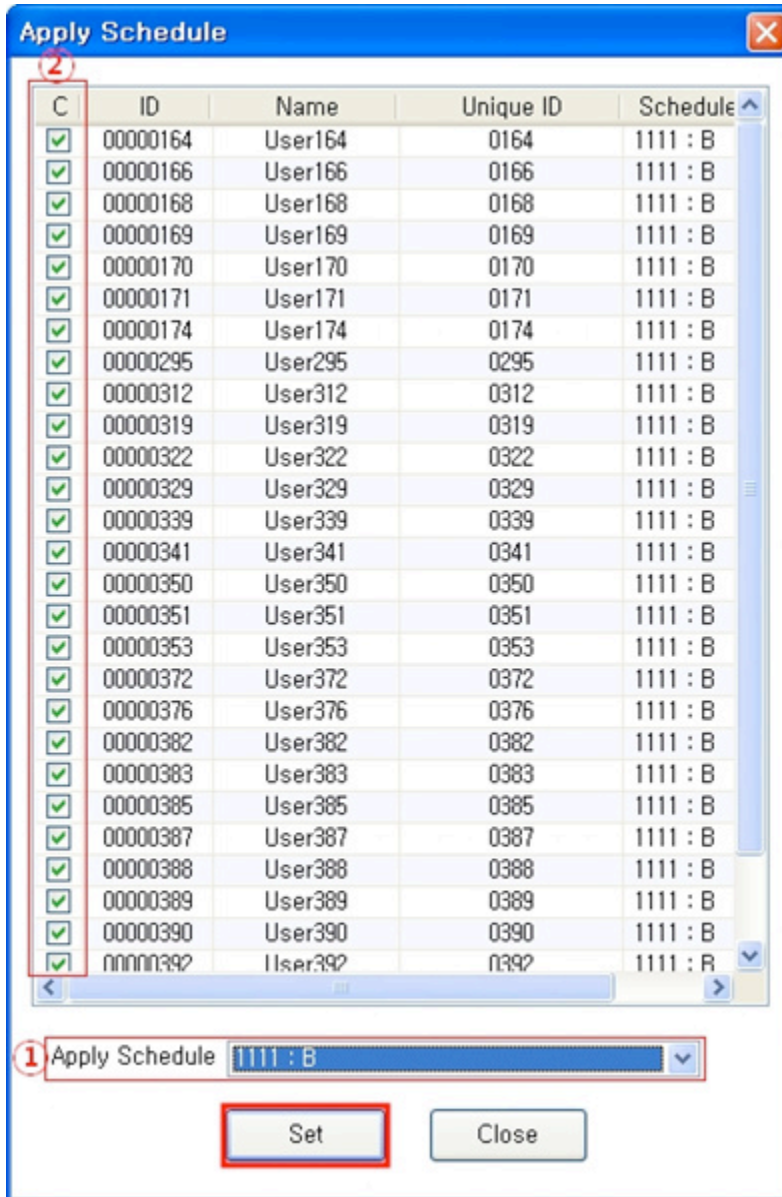
☞ **Select 7 days (Normally repeated in the unit of 7 days)**

③ Set Shift : Double-click to inquire the work code registered in [Shift Config]

☞ **Double-click to designate the registered code**

- : Click this button to register the input data.

3. [TNA Settings] : Designate the attendance codes registered as follow on a lump sum basis in [Apply Schedule]

Apply Schedule

C	ID	Name	Unique ID	Schedule
☑	00000164	User164	0164	1111 : B
☑	00000166	User166	0166	1111 : B
☑	00000168	User168	0168	1111 : B
☑	00000169	User169	0169	1111 : B
☑	00000170	User170	0170	1111 : B
☑	00000171	User171	0171	1111 : B
☑	00000174	User174	0174	1111 : B
☑	00000295	User295	0295	1111 : B
☑	00000312	User312	0312	1111 : B
☑	00000319	User319	0319	1111 : B
☑	00000322	User322	0322	1111 : B
☑	00000329	User329	0329	1111 : B
☑	00000339	User339	0339	1111 : B
☑	00000341	User341	0341	1111 : B
☑	00000350	User350	0350	1111 : B
☑	00000351	User351	0351	1111 : B
☑	00000353	User353	0353	1111 : B
☑	00000372	User372	0372	1111 : B
☑	00000376	User376	0376	1111 : B
☑	00000382	User382	0382	1111 : B
☑	00000383	User383	0383	1111 : B
☑	00000385	User385	0385	1111 : B
☑	00000387	User387	0387	1111 : B
☑	00000388	User388	0388	1111 : B
☑	00000389	User389	0389	1111 : B
☑	00000390	User390	0390	1111 : B
☑	00000392	User392	0392	1111 : B

① Apply Schedule 1111 : B

Set   Close

① Apply Schedule : Select the work type to be applied

☞ **Select the attendance code**

② Check box : Check the applicable employee

☞ **Check All Employees**

■ [Set button image] : Click this button to have the applicable contents to be applied to the employee checked as above.

4. [TNA] : Attendance is counted and applied based on the set value registered as follow in [Process Transactions]
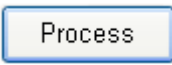

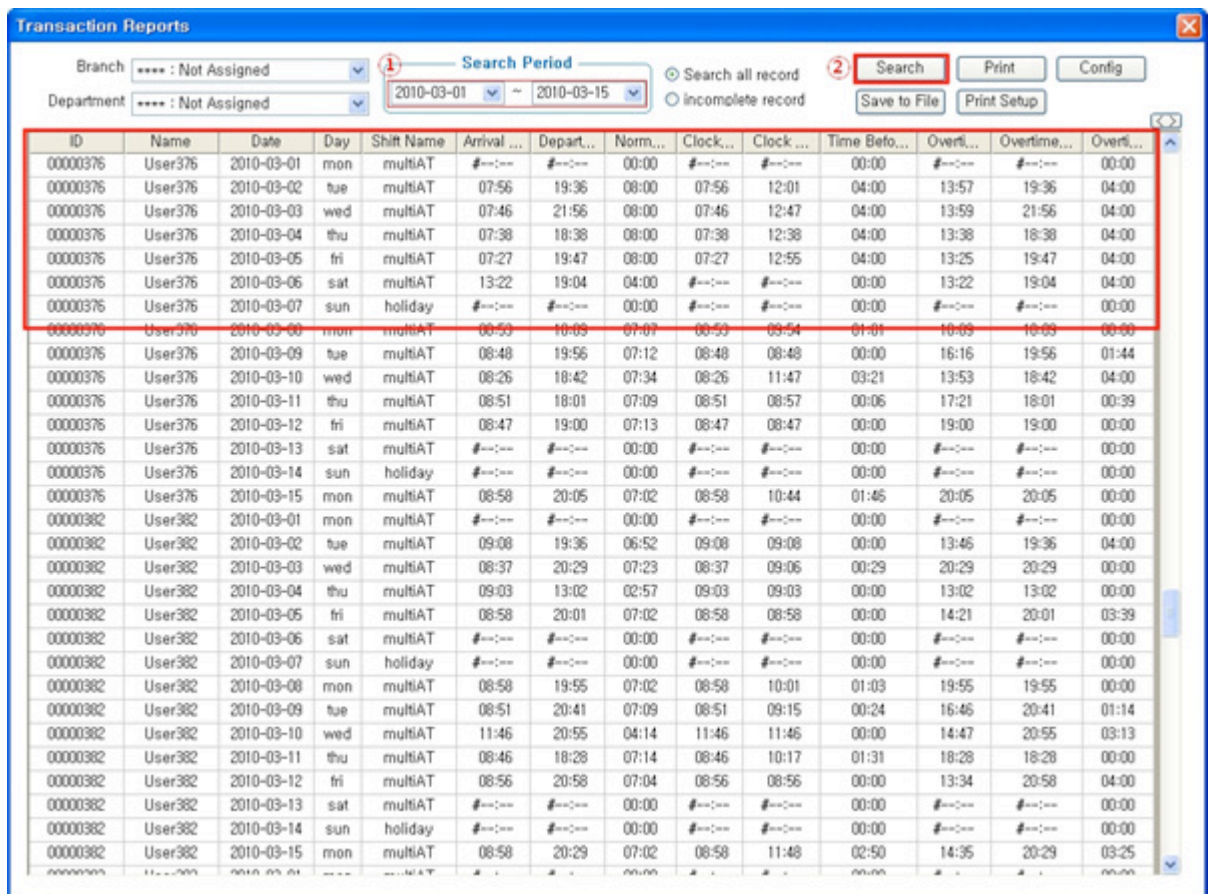① Set Period : Designate the subject period of attendance processing. (Maximum Period: 31 days)

☞ **Normally in the unit of a day or seven days (The data of attendance processed must exist during the applicable period)**

② Check box : Check the applicable employee

☞ **Check All Employees**

- **Process** : 버튼을 누르면, 처리 후 결과에 완료 메시지가 출력됩니다.

5. [TNA] : Inquire the attendance results as follow from [Transaction Reports]

① Search Period : Designate the subject period of attendance processing. (Maximum Period: 31 days)

☞ **Normally in the unit of a day or seven days (The data of attendance processed must exist during the applicable period)**

② Search : Output the results.

③ Transaction Reports

☞ **Calculation Standard : Normal Time = Time Beofre Shift in the morning + Overtime1 Hours Work in the afternoon**

Time Beofre Shift(morning)	Overtime1 Hours Work(afternoon)
08:00~12:00	14:00~18:00

Date	Arrival Time	Departure Time	Normal Time	Clock IN from	Clock Out from	Time Beofre Shift	Overtime1 starts	Overtime1 ends	Overtime1 Hours
2010-03-02	07:56	19:36	8:00	07:56	12:01	4:00	13:57	19:36	4:00
2010-03-03	07:46	21:56	8:00	07:46	12:47	4:00	13:59	21:56	4:00
2010-03-04	07:38	18:38	8:00	07:38	12:38	4:00	13:38	18:38	4:00
2010-03-05	07:27	19:47	8:00	07:27	12:55	4:00	13:25	19:47	4:00
2010-03-06	13:22	19:04	4:00	-	-	0:00	13:22	19:04	4:00

※ When the number of multiple zones is at least three, it is impossible to inquire the record of going to and leaving from work in the morning and afternoon as above respectively
   ☞ **Final time when going to work and leaving from work and total basic work hours can be checked by designating the basic work time setting only**