

## F910-Hanvon-Software-User-Manual.pdf

### Company:



### To add a new company:

Add a new Company

Company Name

- In the **Company Name** field, type your company name
- Press **Add**, your company name will be appeared in the “Company Management” table above.

### To edit a company:

- Move your mouse to the blank in front of the row you want to edit user and click

Company Management

	Company Name	Number of Departments	Number of Employees
	Default Company	1	14
	Samsung	1	1
▶	Company	5	0

- Right click and select **Edit**

Company Management

	Company Name	Number of Departments	Number of Employees
	Default Company		14
	Samsung		1
▶	Company	5	0

- In the **Company Name** field, edit your company name and press **Update**

Update a Company

Company Name

**To delete a company:**

- Move your mouse to the blank in front of the row you want to edit user and click

Company Management

	Company Name	Number of Departments	Number of Employees
	Default Company	1	14
	Something	1	1
▶	Company	5	0

- Right click and select **Delete**

Company Management

	Company Name	Number of Departments	Number of Employees
	Default Company	1	14
	Something	1	1
▶	Company	5	0

Context menu options: Edit, Delete

- Click **Yes**

**Confirm!**

Are you sure you want to delete this company. This cannot be undone.


**Department:**



### To add a department to a company:




The screenshot shows a dialog box titled "Add a Department". It contains three fields: "Company" with a dropdown menu showing "Company", "Sup - Department" with a dropdown menu showing "Root", and "Department Name" with a text box containing "dep 1". Below the fields are two buttons: "Add" and "Cancel".

- In the **Company** field, select a company you want from a list containing records you have previously entered by clicking the search icon. 
- Select **Root** in the **Sup – Department** field
- In the **Department Name** field, type name of department and press **Add**

### To add a child department to a mother department:

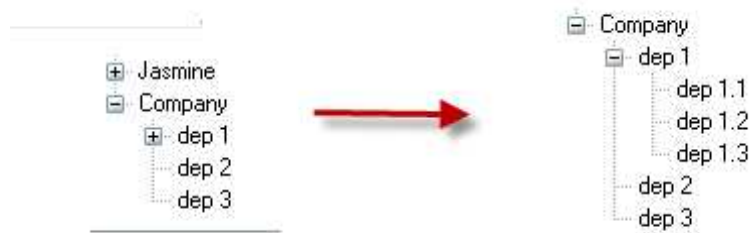


The screenshot shows a dialog box titled "Add a Department". It contains three fields: "Company" with a dropdown menu showing "Company", "Sup - Department" with a dropdown menu showing "dep 1", and "Department Name" with a text box containing "dep 1.1". Below the fields are two buttons: "Add" and "Cancel".

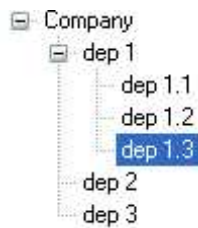
- In the Company field, select a company you want from a list containing records you have previously entered by clicking the search icon. 
- Select name of mother department you want to add in the **Sup – Department** field.
- In the **Department Name** field, type Child Department Name and press **Add**.

### To edit a department:

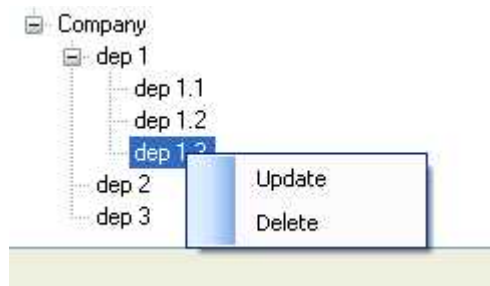
- Move your mouse to a company which has a department you want to update and click the plus button in front of company name and mother department name. All departments will appear.



- Select department you want to edit and right click.



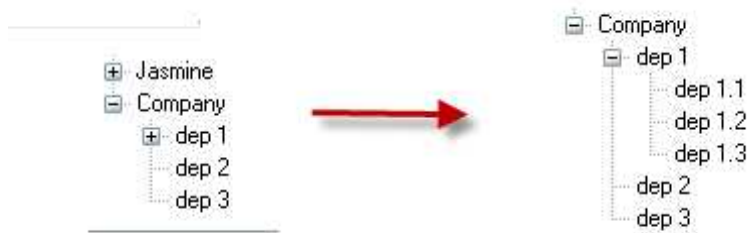
- Select **Update**.



- In the **Department Name** field, retype your department name and press **Update**. The entry is saved.

**To delete a department:**

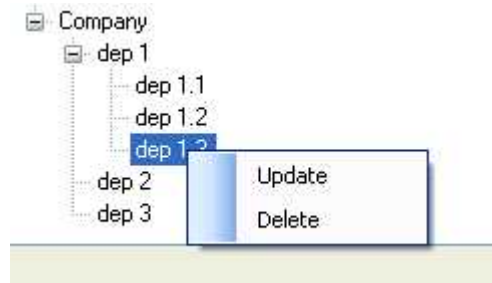
- Move your mouse to a company which has a department you want to delete and click the plus button in front of company name. All departments will appear.



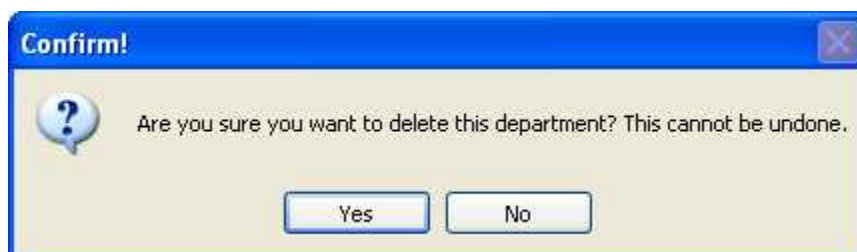
- Select department you want to delete and right click



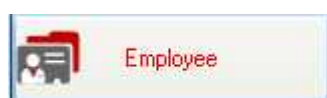
- Select **Delete**.



- Click **Yes**.



## Employee






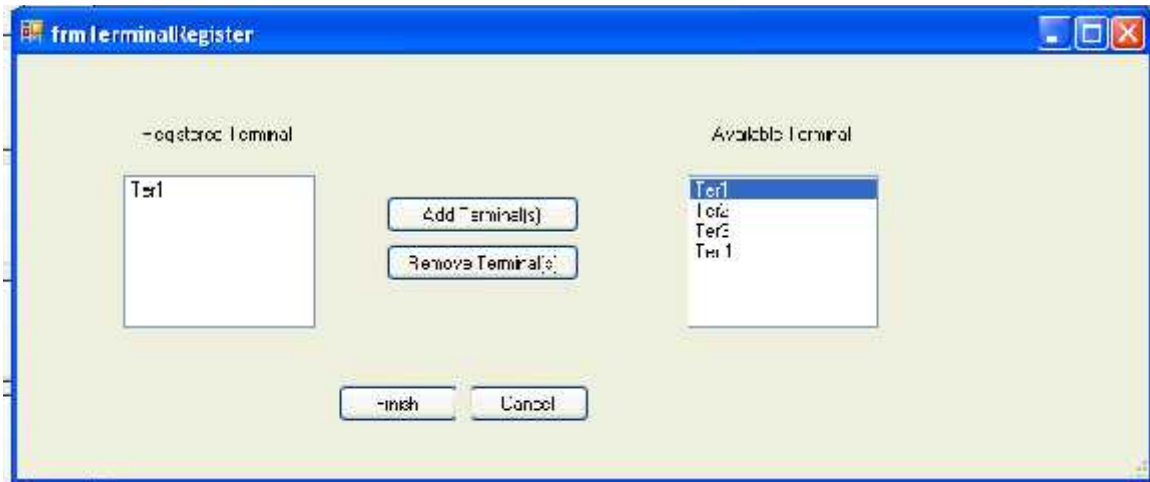
## To add a new employee

The screenshot shows a window titled "Add New Employee" with the following fields and values:

- Company: Company
- Department: dep 1
- Working Calendar: w 2
- Employee Number: Auto
- Payroll Number: Auto
- First Name: Jasmine
- Last Name: L.
- Phone Number: 0430 960 3 4
- Address: on East, VIC 3120
- Job Description: accountant
- Birthday: 5/ 2/ 1983
- Joined Date: 2/ 1/ 2008
- Left Date: 2/ 2008

There is a "Terminal" dropdown menu showing "Te 1" and a "Change" button next to it. At the bottom left, there are "Add" and "Cancel" buttons.

- In the **Company** field, select your company name by clicking the search icon. 
- In the **Department** field, select your department name by clicking the search icon. 
- In the **Working Calendar** field, select your working calendar by clicking the search icon. 
- In the **Employee Number** field and **Payroll number** field: will be assigned automatically by the software.
- Enter your first name and last name in the First Name field and Last Name field.
- Enter your phone number in the Phone Number field.
- In the Address field, enter your address.
- Type your job title in the Job Description field.
- Enter your birthday, joined day and left day (if possible) in the Birthday, Joined Day and Left Day field.
- If you want to change your terminal, just click Change button. The below table will appear.



- + If you want to add a new terminal, just choose another available terminal in the right of table, and then click Add Terminal(s).
- + If you want to remove a registered terminal, just choose one of registered terminals in the right of table, and then click Remove Terminal(s)
- + Click Finish.
- Click Add.

### To edit an employee

- Move your mouse to the blank in front of the row you want to edit user and click.

	Employee Number	Name	Job Description	Payroll Number	Working Calendar	Terminal Registered
▶	1	Le, Jacmina	accountant	130	w1	Ter1
	2	Le, Mike	programmer	131	w1	Ter1
	3	Neel, John	marketing	132	w1	Ter1

- Right click and select **Update**

	Employee Number	Name	Job Description	Payroll Number	Working Calendar	Terminal Registered
▶	1	Le, Jacmina	accountant	130	w1	Ter1
	2	Le, Mike	programmer	131	w1	Ter1
	3	Neel, John	marketing	132	w1	Ter1

- Edit any information you want to change and press **Update**

### To delete an employee

- Move your mouse to the blank in front of the row you want to edit user and click.

	Employee Number	Name	Job Description	Payrol Number	Working Calendar	Terminal Selected
▶	1	Le, Jasmine	accountant	130	w1	Ter1
	2	Le, Mike	programmer	131	w1	Ter1
	3	Neval John	marketing	132	w1	Ter1

- Right click and select **Delete**



	Employee Number	Name	Job Description	Payrol Number	Working Calendar	Terminal Selected
▶	1	Le, Jasmine	accountant	130	w1	Ter1
	2	Le, Mike	programmer	131	w1	Ter1
	3	Neval John	marketing	132	w1	Ter1

- Click **Yes**.



## To view employees of a department of a company



- In the **Company** field, select company you want to view by clicking the search icon. 
- In the **Department** field, select department you want to view by clicking the search icon. 
- Click **View**. All employees of this department of company you choose will display.

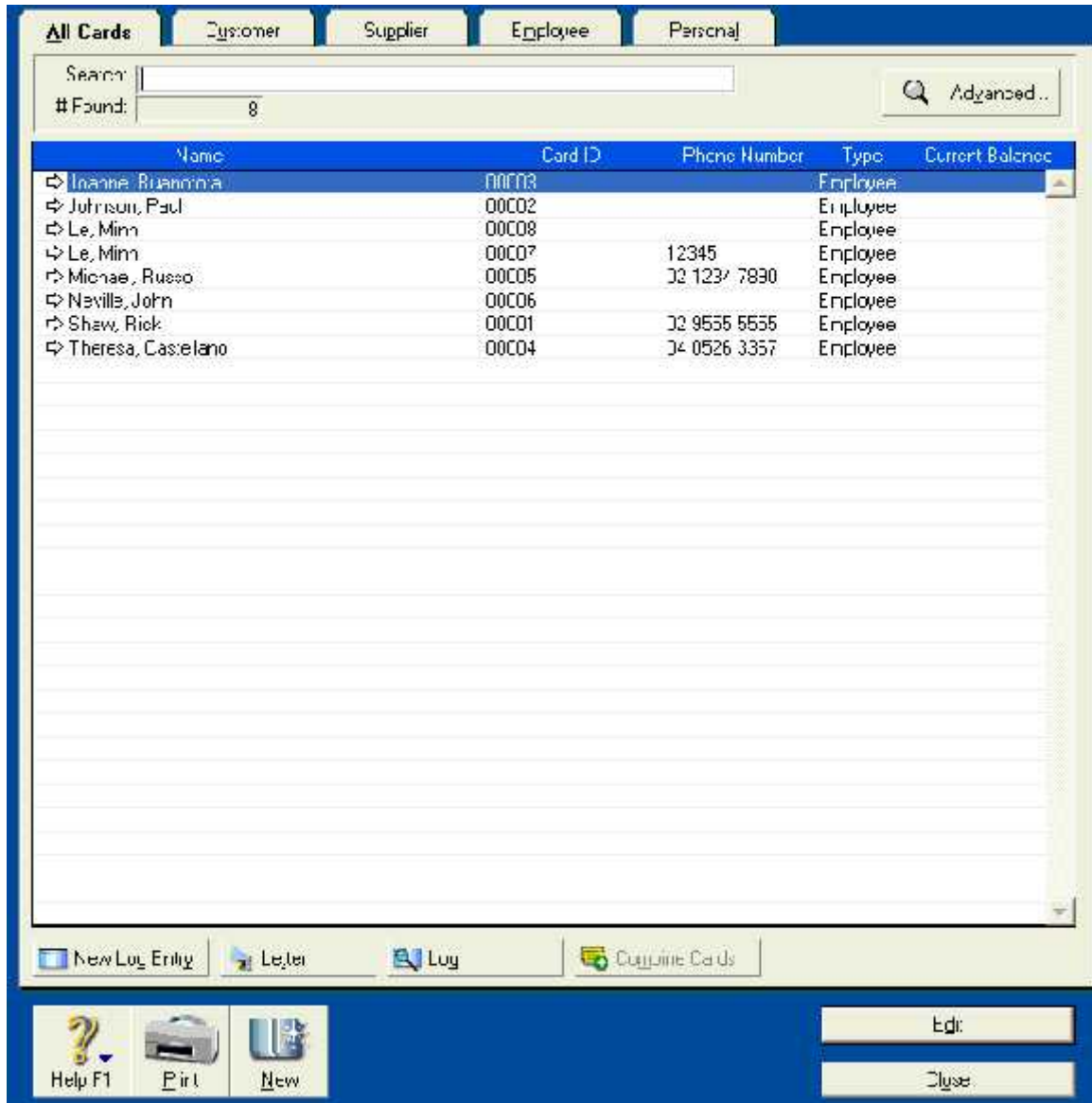
## To import file from MYOB 16.0.1

- From MYOB, go to **Card File** Command centre and click **Cards List**.

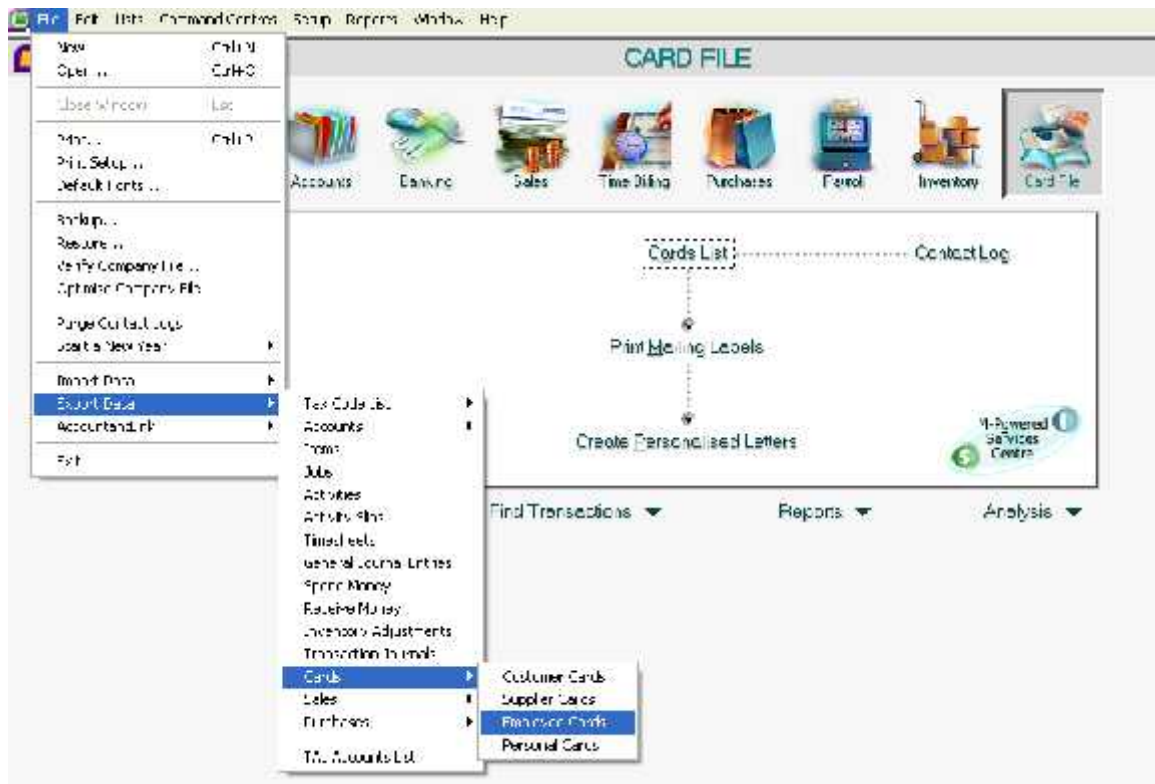


- The **Cards List** window appears.

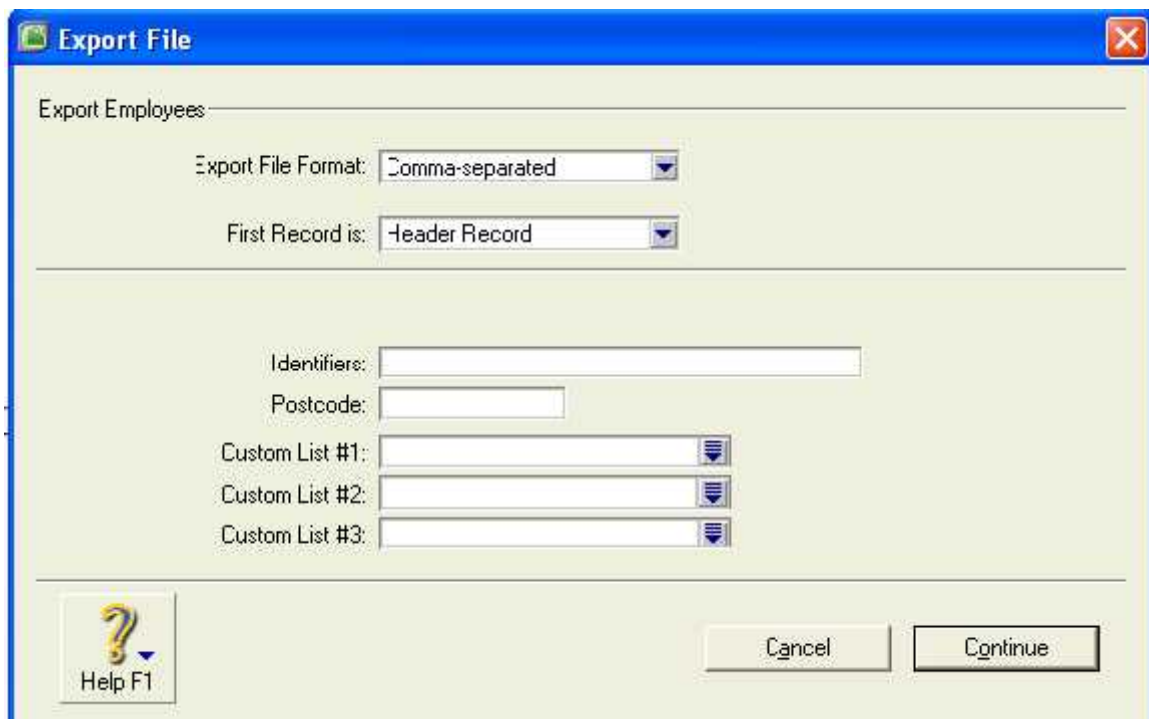
**Note: Please ensure that all the Card IDs are in numbers only. FaceID does not support other formats.**



- Next, go to **File** menu, select **Export Data**, select **Cards** and then select **Employee Cards**

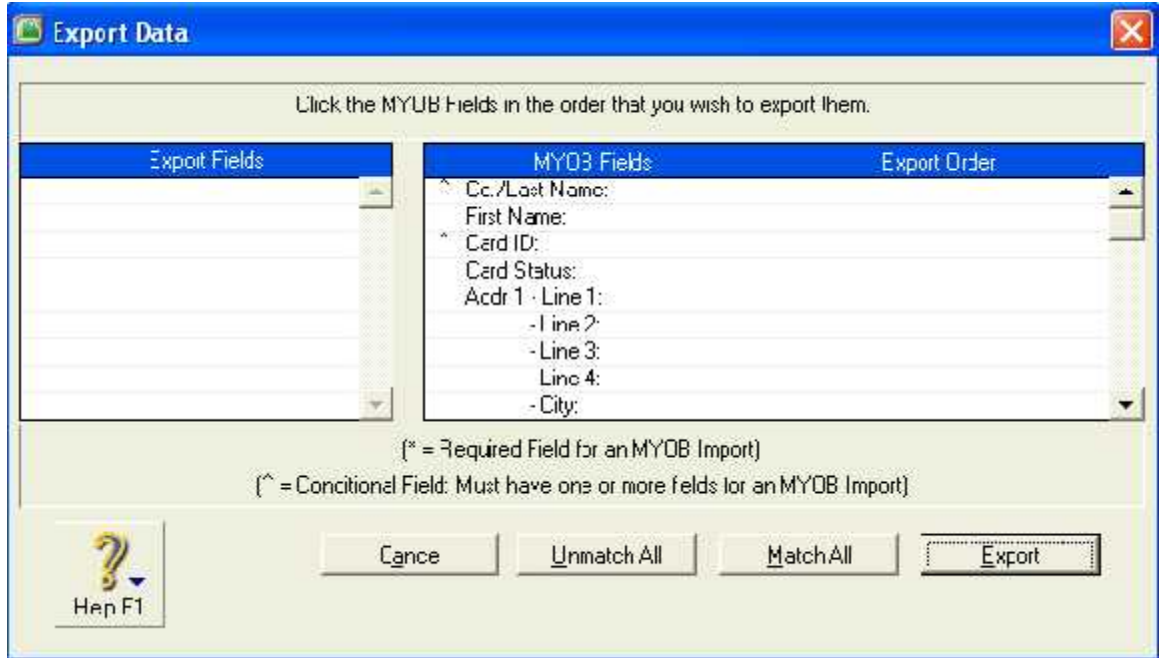


- The export file window appears

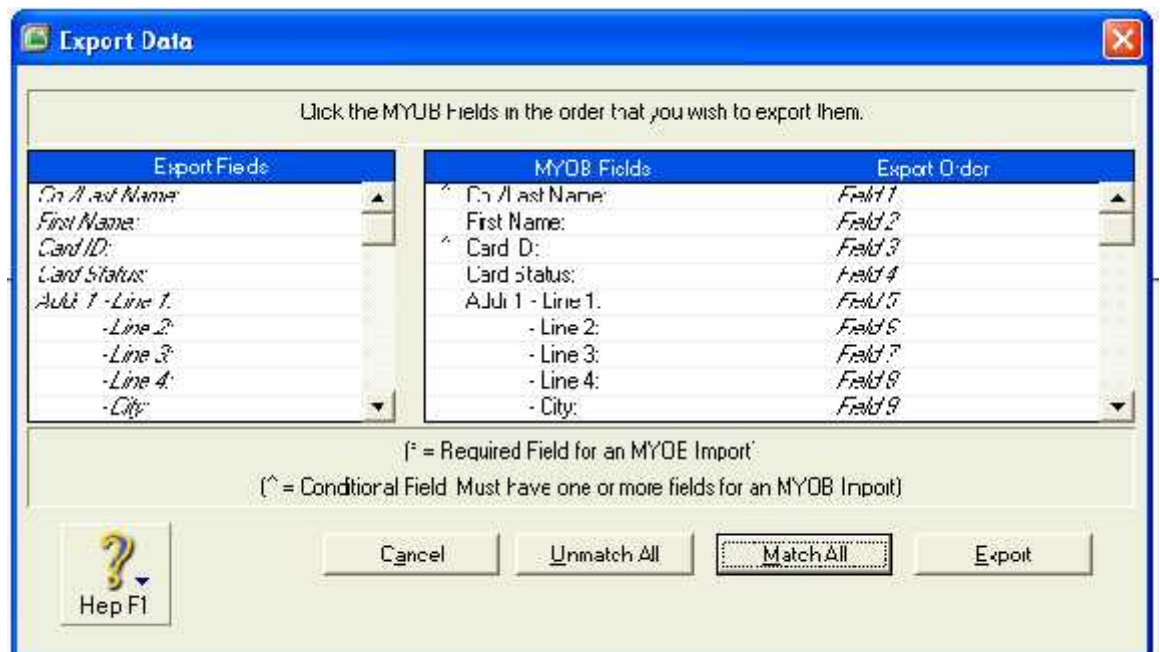


- + In the **Export File Format** field: select options you want to display.
- + In the **First Record** field: select options you want to display.

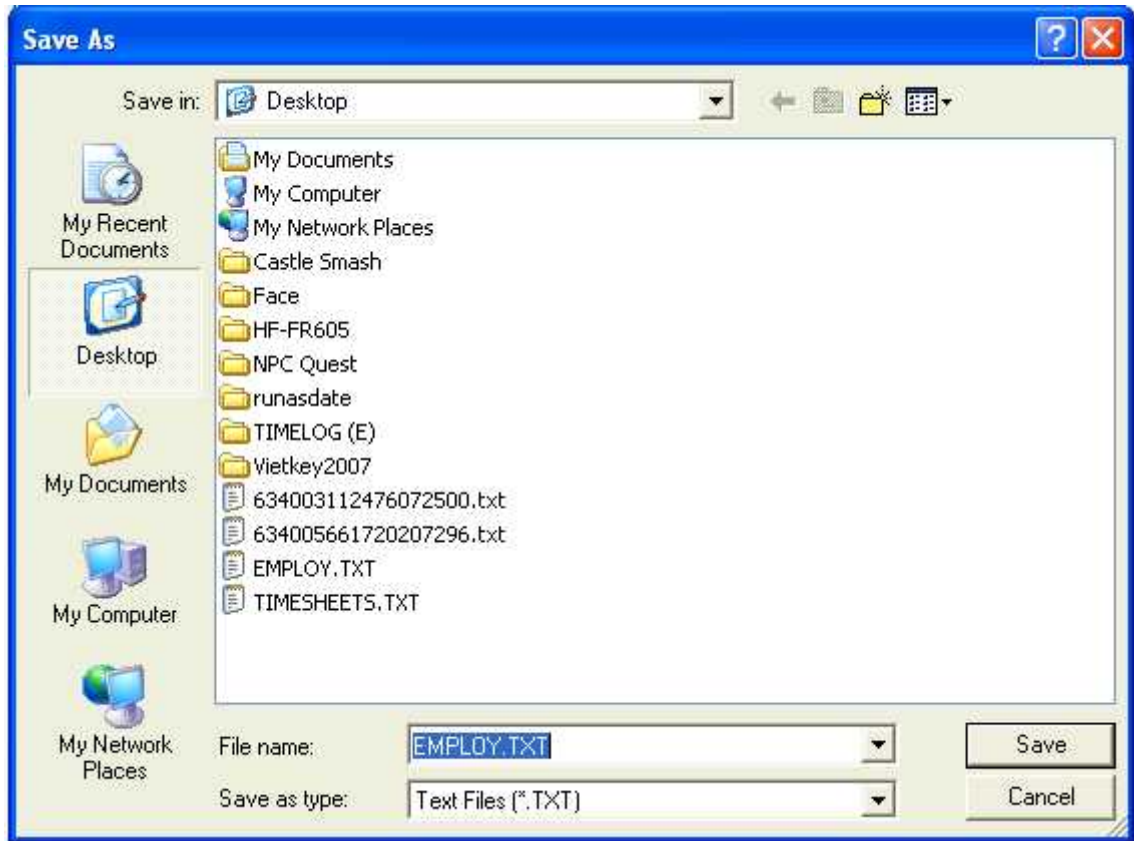
- + Click **Continue**. The window below displays



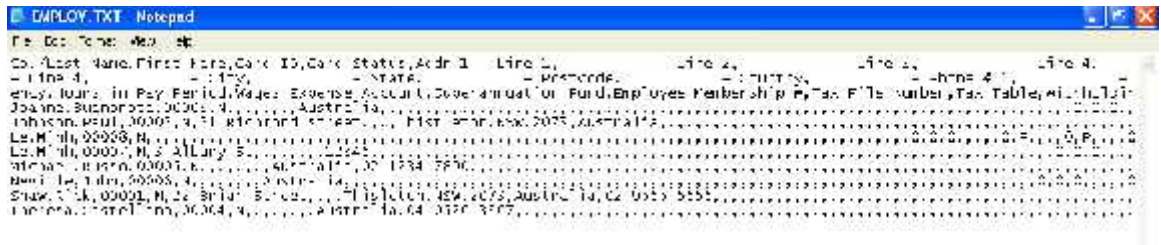
- + Click **Match All** and then click **Export**.



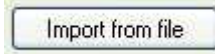
- + Choose Destination you want to store your file and click **Save**.



+ The file you have just saved look like this:

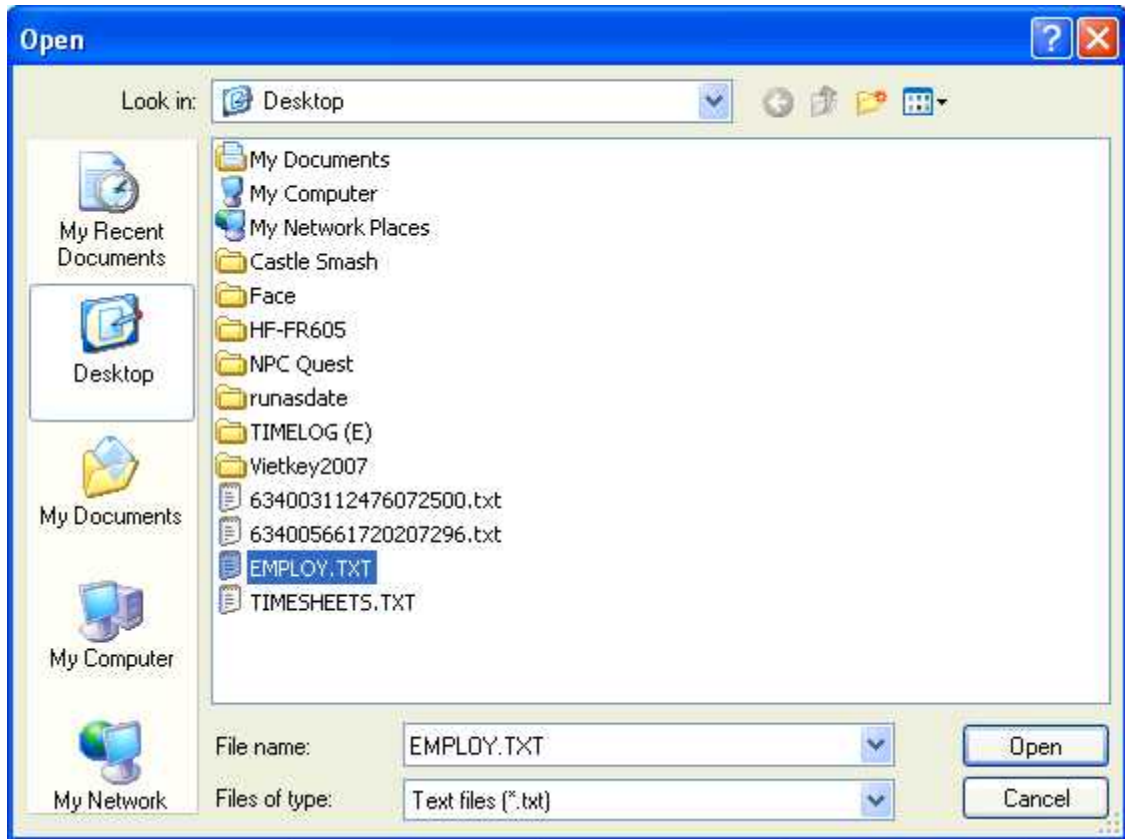


- From FaceID Application, go to **Employee** menu, click **Import from file**



, choose the file you have just saved above and press **Open**




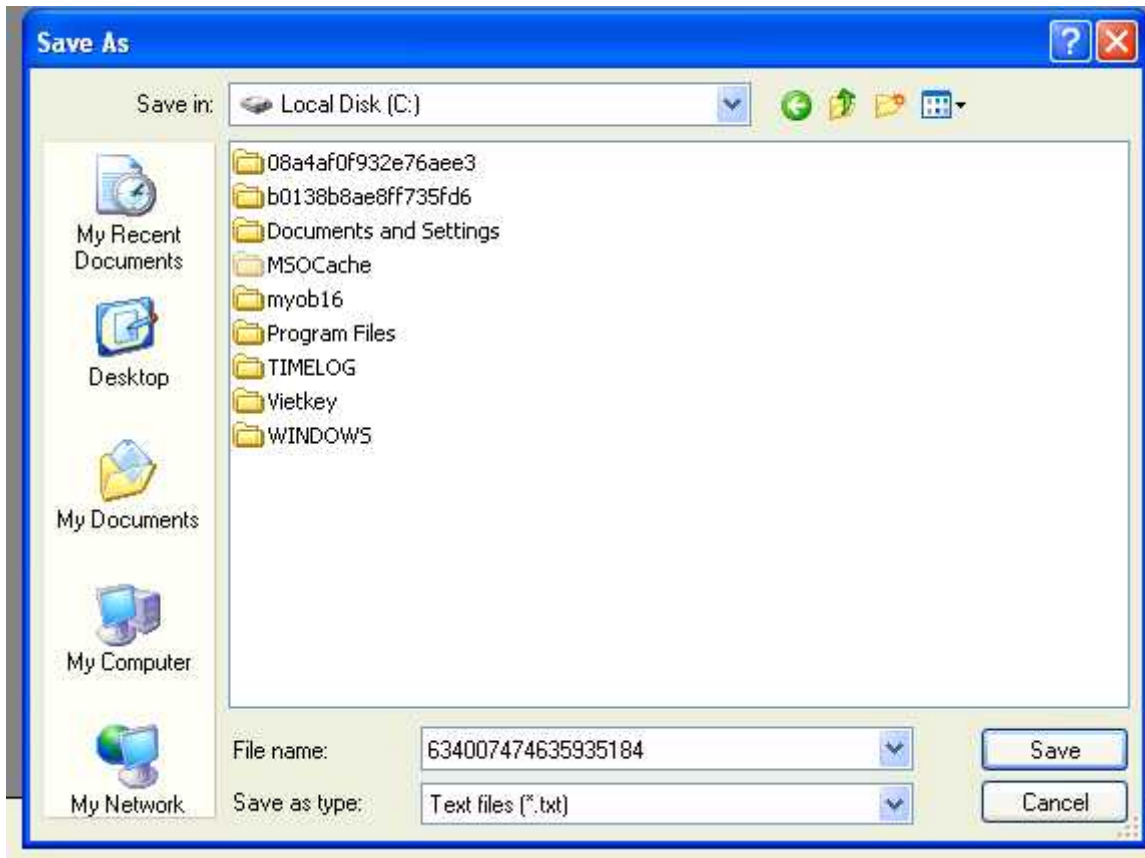


+ Click **View**. All employees who imported from MYOB display

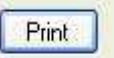


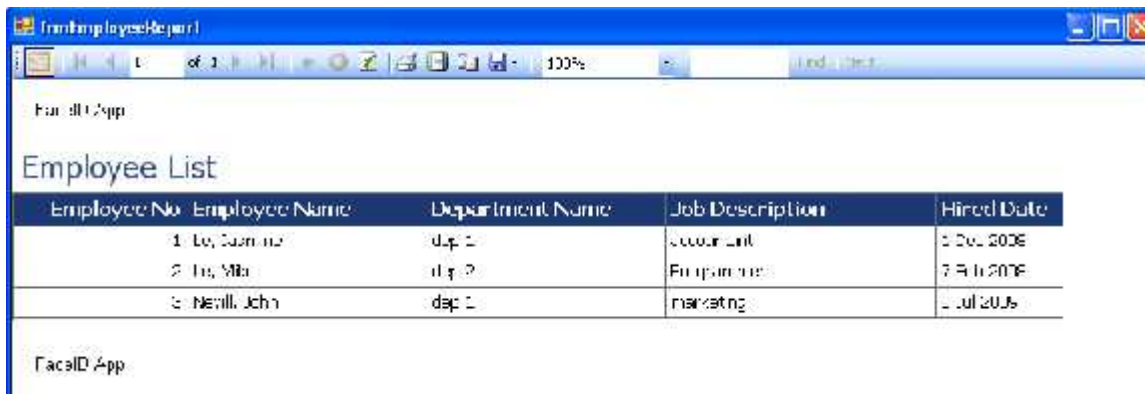
### To export to file

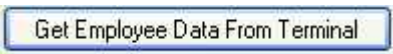
- Click **Export to file**  and then choose Destination to export file and click **Save**.



### To print an employee report

- Click Print  The employee list will be generated.



To get employee from terminal: just click 

## Terminal



### To add a new terminal

Add New Terminal

Terminal Name

IP Address

- In the **Terminal Name** field, type your terminal name.
- Enter IP address in the **IP Address** field.
- Click **Add**.

### To edit a terminal

- Move your mouse to the blank in front of the row you want to edit user and click.

Terminal Name	IP Address
Ter1	10.0.0.01
Ter2	10.0.0.02
Ter3	10.0.0.03
Ter4	10.0.0.04

- Right click and select **Update**

Terminal Management

Terminal Name	IP Address
Ter1	10.0.0.101
Ter2	10.0.0.102
Ter3	10.0.0.103
Ter4	10.0.0.104

Context menu options: Update, Delete

- Change name or IP address and click **Update**.



Update Terminal

Terminal Name:

IP Address:

To delete a terminal

- Move your mouse to the blank in front of the row you want to edit user and click

Terminal Name	IP Address
Ter1	10.0.0.101
Ter2	10.0.0.102
Ter3	10.0.0.103
Ter4	10.0.0.104

- Right click and select **Delete**

Terminal Management:

Terminal Name	IP Address
Ter1	10.0.0.101
Ter2	10.0.0.102
Ter3	10.0.0.103
Ter4	10.0.0.104

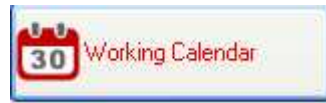
Context menu options: Update, Delete

- Click **Yes**

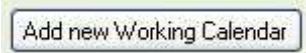
**Confirm!**

Are you sure you want to delete this Terminal? This cannot be undone.

## Working Calendar

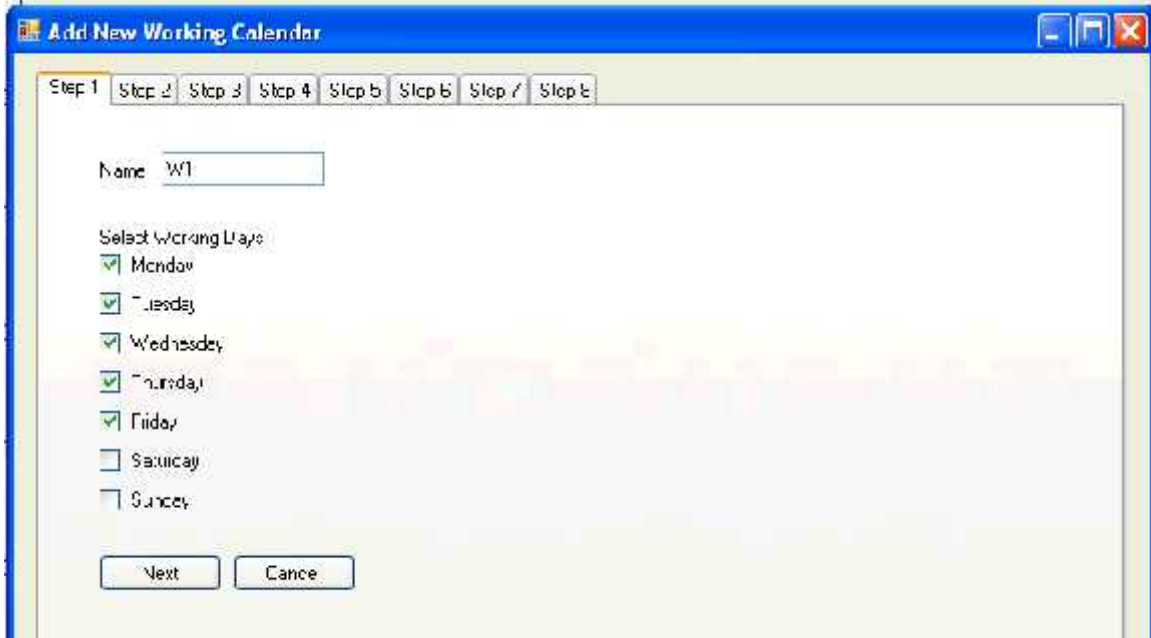


To add new working calendar

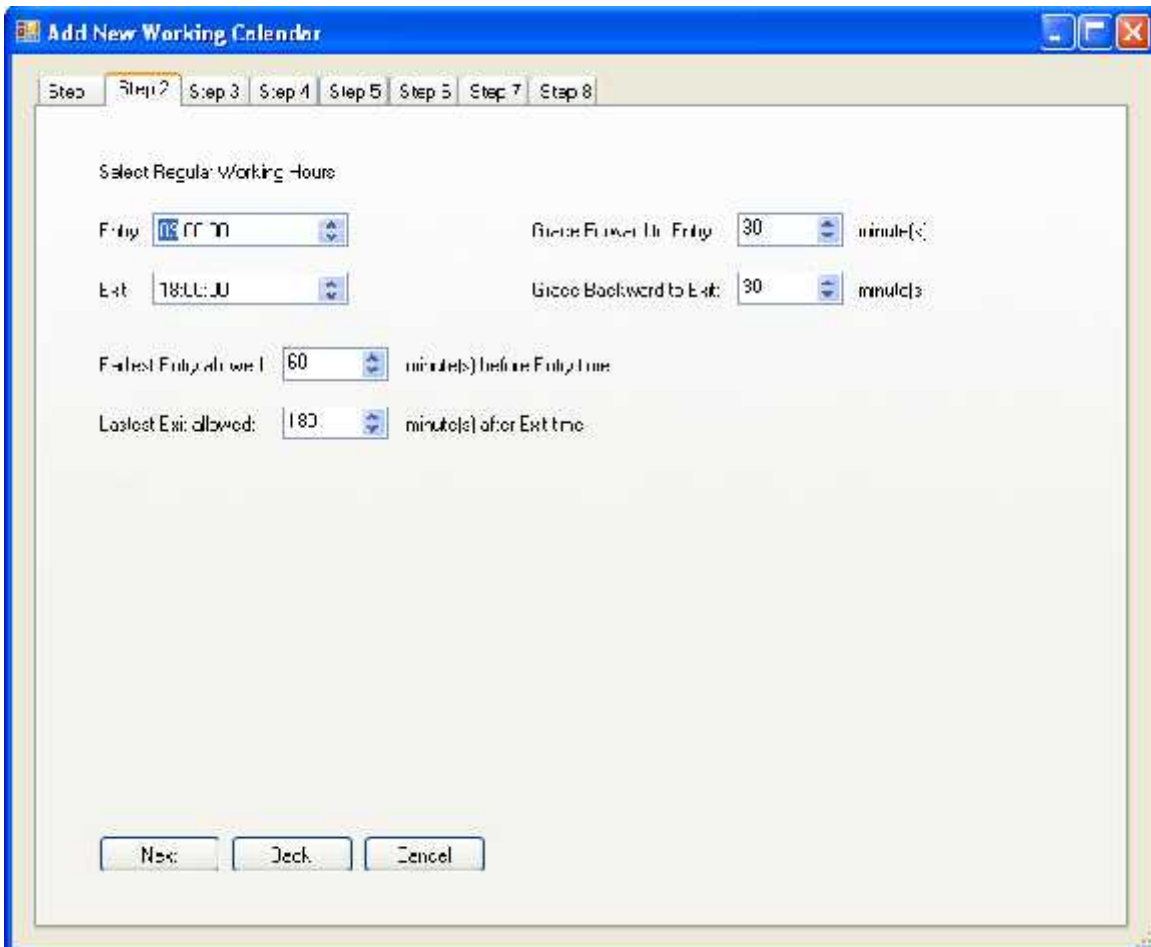
- Click button  The table below will appear.

A screenshot of the "Add New Working Calendar" dialog box. The dialog has a blue title bar with the text "Add New Working Calendar". Below the title bar is a step indicator with tabs for Step 1 through Step 8, with Step 1 selected. The main area contains a "Name" text box, a "Select Working Days" section with checkboxes for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday, and "Next" and "Cancel" buttons at the bottom.

Step 1: Enter name of working calendar, select working days and press **Next**



Step 2: Select regular working hours





- In the **Entry** field, select the time which the employee is supposed to start work.
- In the **Exit** field, select the time which the employee is supposed to leave work.
- In the **Grace Forward to Entry** field, enter the number of minutes by which an employee may arrive early and still get clocked in on time.
- In the **Grace Backward to Exit** field, enter the number of minutes by which an employee may leave late and still get clocked out on time.
- In the **Earliest Entry allowed** field: enter the earliest time which employee is allowed to clock an entrance.
- In the **Latest Exit allowed** field: enter the time which employee is allowed to clock an exit.

Step 3: Build break times and press **Next**

The screenshot shows the 'Add New Working Calendar' dialog box, specifically Step 3: Define Non Working Periods. The dialog has a title bar with the text 'Add New Working Calendar' and standard window controls. Below the title bar is a tabbed interface with tabs labeled 'Step 1', 'Step 2', 'Step 3', 'Step 4', 'Step 5', 'Step 6', 'Step 7', and 'Step 8'. 'Step 3' is currently selected. The main area contains three break period configurations:

- Break 1:** Checked. Name: 'lunch'. From: 12:00:00. To: 13:00:00. Paid: .
- Break 2:** Unchecked. Name: (empty). From: 00:00:00. To: 00:00:00. Paid: .
- Break 3:** Unchecked. Name: (empty). From: 00:00:00. To: 00:00:00. Paid: .

At the bottom of the dialog are three buttons: 'Next', 'Back', and 'Cancel'.

Step 4: Set working days rate. Choose hours by clicking the icon  and select rates by clicking the search icon.  After that, press **Next**.

**Note: If you want to add another rate which is not include in rate list, just choose Custom Rate and then type the rate you want and press Add.**

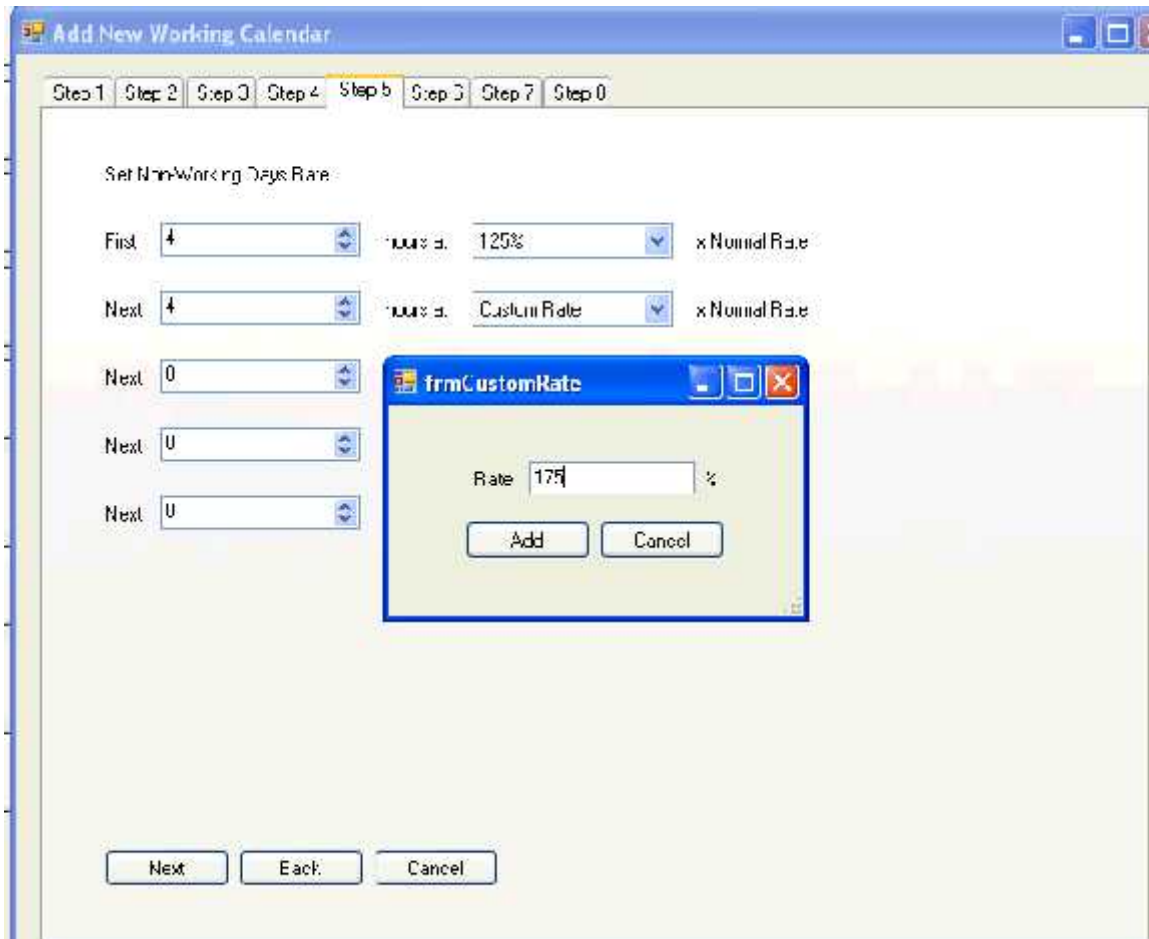
The screenshot shows the 'Add New Working Calendar' dialog box, currently on Step 4. The dialog has a tabbed interface with tabs for Step 1 through Step 8. The main area is titled 'Set Working Days Rate' and contains a list of working days with their respective rates. The fourth entry is selected, and a 'frmCustomRate' dialog is open, allowing the user to enter a custom rate of 200%.

Day	Hours at	Rate
1st	100%	x Normal Rate
Next	75%	x Normal Rate
Next	50%	x Normal Rate
Next	Custom Rate	x Normal Rate
Next		
Next		

The 'frmCustomRate' dialog box is open, showing a 'Rate' field with the value '200' and a '%' symbol. There are 'Add' and 'Cancel' buttons.

Step 5: Set non-working days rate. Similar to step 4 and press Next

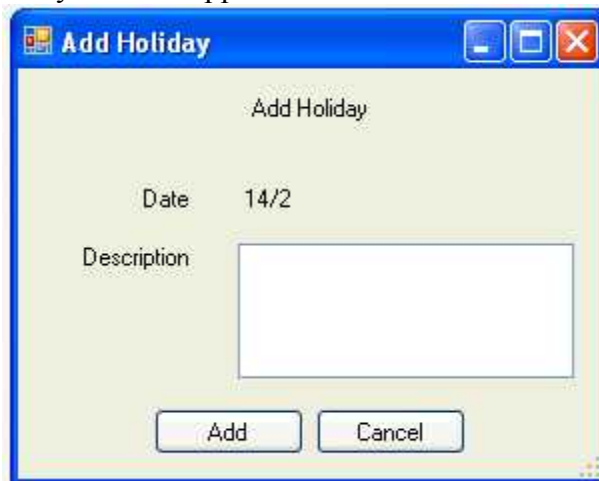
**Note: If you want to add another rate which is not include in rate list, just choose Custom Rate and then type the rate you want and press Add.**



Step 6: Set holidays.

To add holiday:

- Choose any day from the calendar you want to set Holiday and press **Add**. The Add Holiday window appears



- Enter description of these holidays and press **Add**.



To remove Holiday

- Move your mouse to the blank in front of the row you want to delete and click

Set Holidays

	Holiday	Description
▶	14/2	Tet Holiday

- Press **Remove**.

Set Holidays

	Holiday	Description
▶	14/2	Tet Holiday

Add  
Remove

- Click **Next**

Step 7: Set holidays rate. Similar to step 4, and then press **Next**

**Note: If you want to add another rate which is not include in rate list, just choose Custom Rate and then type the rate you want and press Add.**

The screenshot shows the 'Add New Working Calendar' dialog box, Step 7: Set Holidays Rate. The dialog has a tabbed interface with tabs for Step 1 through Step 8. The 'Set Holidays Rate' section contains a list of holiday rates with columns for 'From', 'hours', and 'Normal Rate'. The 'hours' column has a dropdown menu with options: '200%', '300%', and 'Custom Rate'. The 'Normal Rate' column has a dropdown menu with options: '< Normal Rate', '< Normal Rate', and '< Normal Rate'. A 'frmCustomRate' dialog is open over the 'Custom Rate' option, showing a 'Rate' field with '400%' and 'Add' and 'Cancel' buttons. The main dialog has 'Next', 'Back', and 'Cancel' buttons at the bottom.

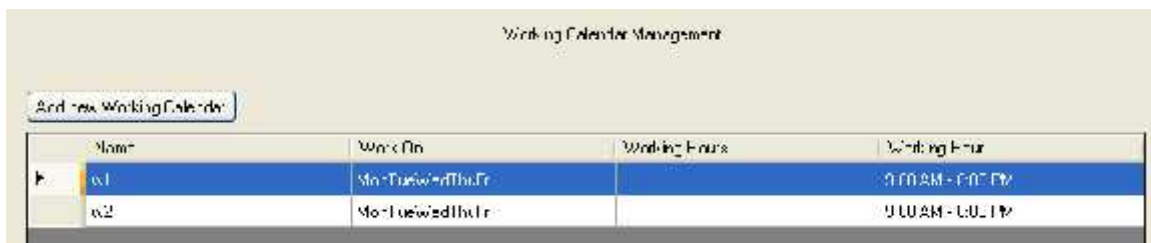
Step 8: Set pay period. Select one of options you want to pay by clicking and then press **Finish**.





### To preview a working calendar

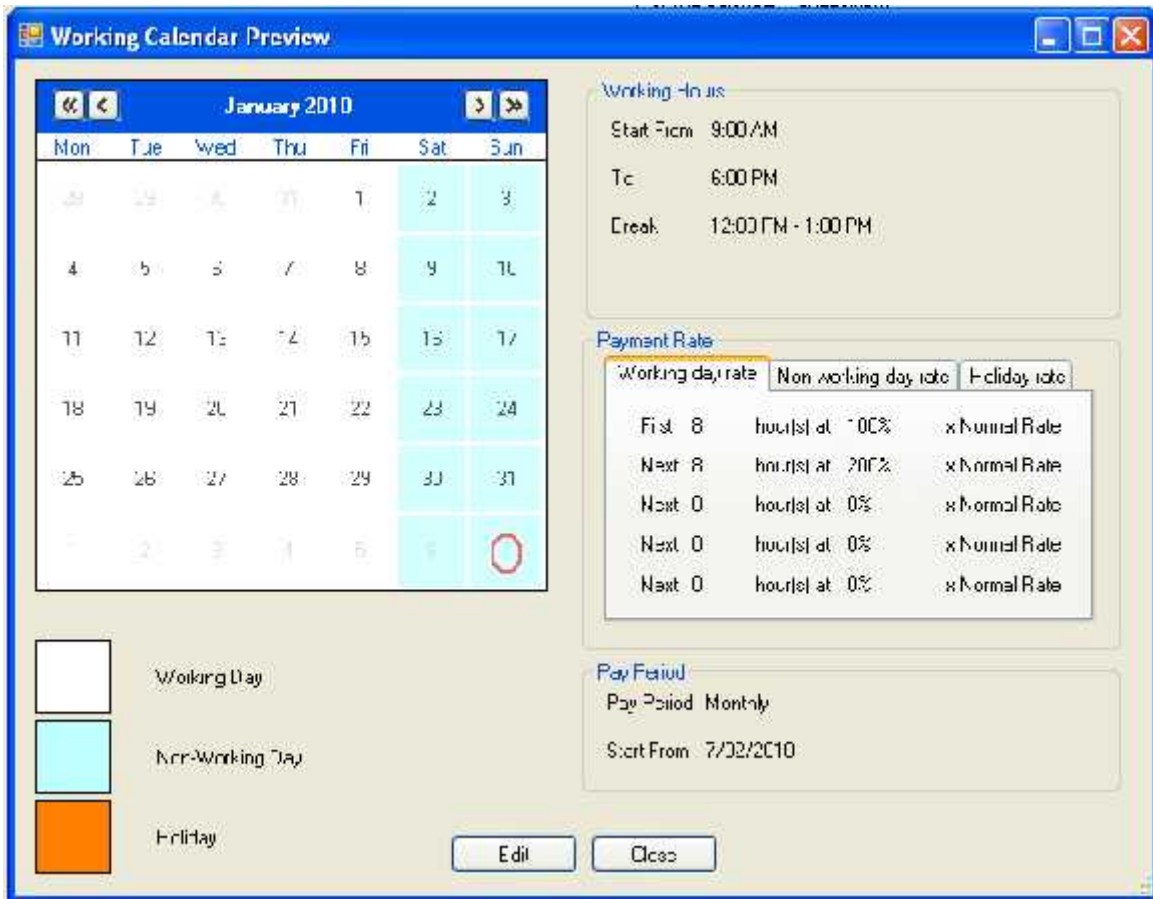
- Move your mouse to the blank in front of the row you want to edit user and click



- Select **Preview**



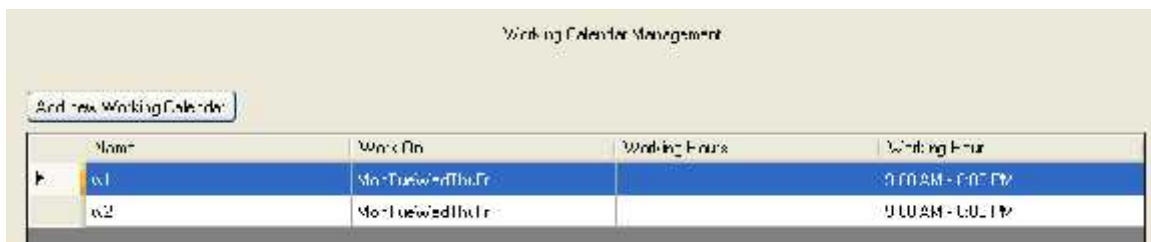
- A working calendar preview window appears.



## To edit a working calendar

### \* First way

- Move your mouse to the blank in front of the row you want to edit user and click

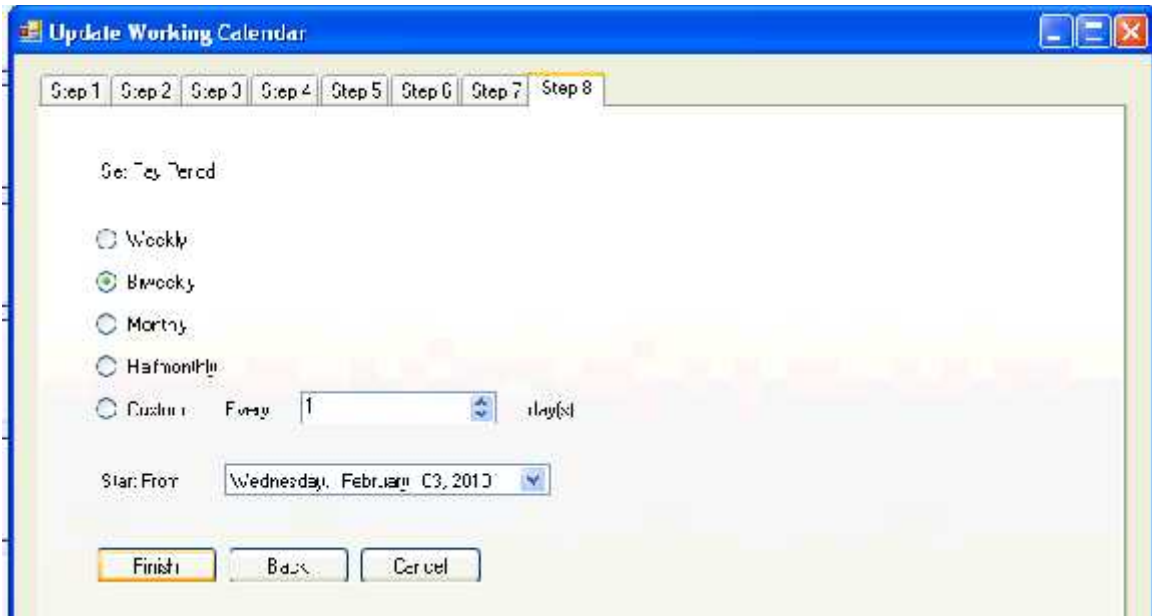


- Select **Edit**



- Update any data you want to change from step 1 to step 8 and then press **Finish**



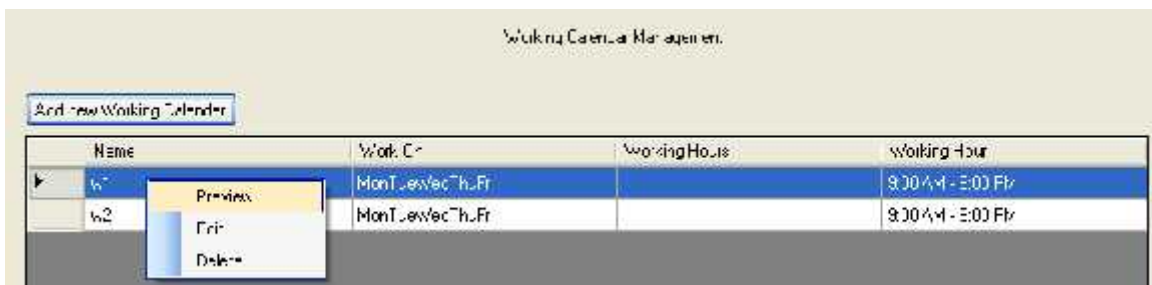


\* **Second way:**

- Move your mouse to the blank in front of the row you want to edit user and click



- Select **Preview**



- A working calendar preview window appears. Click **Edit**

**Working Calendar Preview**

January 2010

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Working Day  
 Non-Working Day  
 Holiday

**Working Hours**  
 Start Time: 9:00 AM  
 To: 6:00 PM  
 Break: 12:00 PM - 1:00 PM

**Payment Rate**

Working day rate	Non working day rate	Holiday rate
First: 8 hours at 100%	x Normal Rate	
Next: 8 hours at 200%	x Normal Rate	
Next: 0 hours at 0%	x Normal Rate	
Next: 0 hours at 0%	x Normal Rate	
Next: 0 hours at 0%	x Normal Rate	

**Pay Period**  
 Pay Period: Monthly  
 Start From: 7/02/2010

- Update any data you want to change from step 1 to step 8 and then press **Finish**

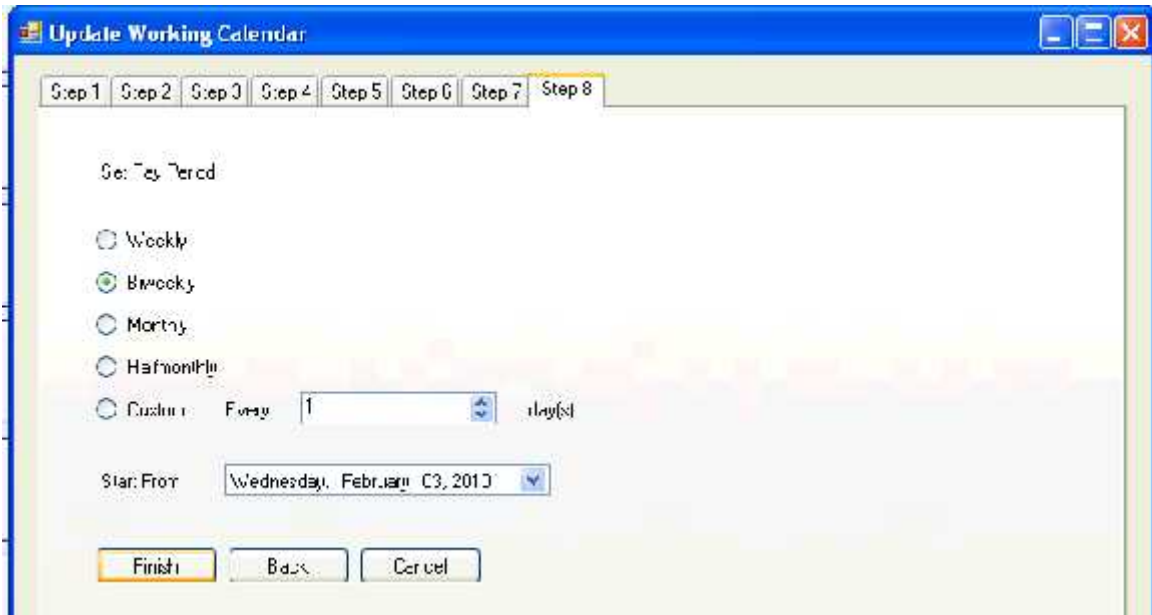
**Update Working Calendar**

Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8

Name:

Select Working Days:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday



### To delete a working calendar

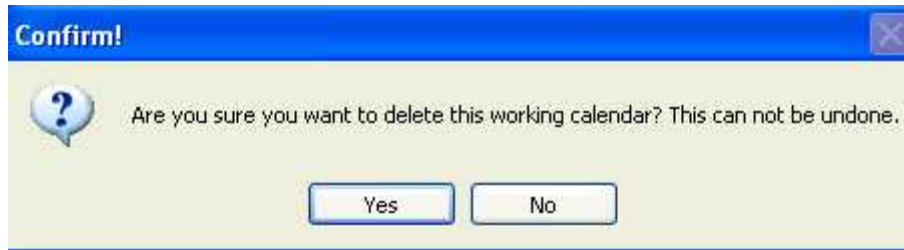
- Move your mouse to the blank in front of the row you want to edit user and click



- Select **Delete**



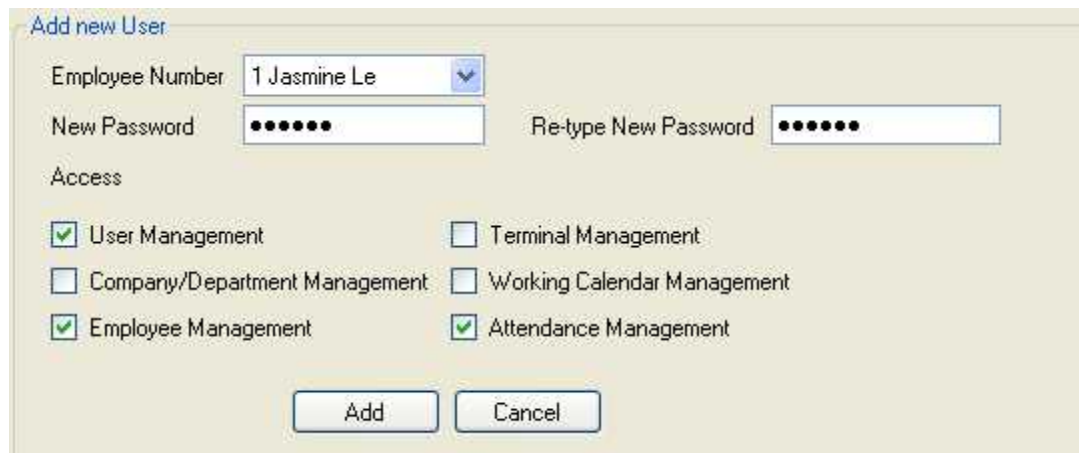
- Click **Yes**.




## User Management



### To add a new user:

A dialog box titled "Add new User". It contains several fields and checkboxes. The "Employee Number" field is a dropdown menu showing "1 Jasmine Le". The "New Password" and "Re-type New Password" fields are text boxes with masked characters (dots). Below these is an "Access" section with six checkboxes: "User Management" (checked), "Terminal Management" (unchecked), "Company/Department Management" (unchecked), "Working Calendar Management" (unchecked), "Employee Management" (checked), and "Attendance Management" (checked). At the bottom are "Add" and "Cancel" buttons.

- In the **Employee Number** field, select employee number from the searching icon .
- In the **Password** field, enter your password.
- In the **Retype password** field, retype your password.
- In the **Access** field, choose options you want to assign employee by clicking the blank in front of every option.

### To edit a user:

- Move your mouse to the blank in front of the row you want to edit user and click.

User Management

Employee Number	Employee Name	Access
1	Le, Caroline	Attendance Management, Employee Management
2	Le, Mike	Company/Department Management, Terminal Management, Working Calendar Management

- Click right click and select **Edit**

User Management

Employee Number	Employee Name	Access
1	Le, Caroline	Attendance Management, Employee Management
2	Le, Mike	Company/Department Management, Terminal Management, Working Calendar Management

- Change your password or any options you want and then press **Update**.

Update User

Employee Number:

Password:  Retype password:

Access:

User Management       Terminal Management  
 Company/Department Management       Working Calendar Management  
 Employee Management       Attendance Management

### To delete a user:

- Move your mouse to the blank in front of the row you want to edit user and click

User Management

Employee Number	Employee Name	Access
1	Le, Caroline	Attendance Management, Employee Management
2	Le, Mike	Company/Department Management, Terminal Management, Working Calendar Management

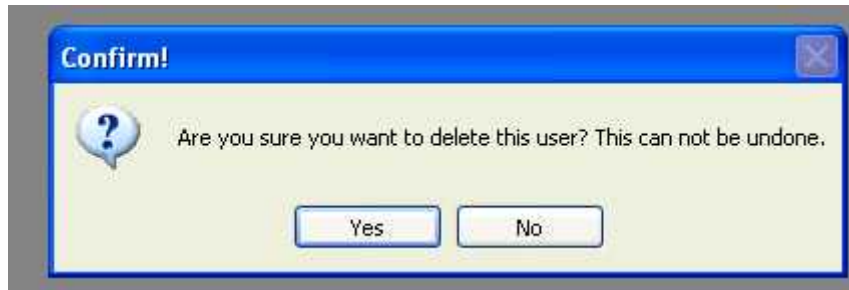
- Click right click and select **Delete**



User Management

Employee Number	Employee Name	Address
1	Jasmine Le	Attendance Employee 1 User
2	Le, Mike	Company/Department/Terminal/Working/Status

- Click Yes



## Attendance



## Attendance Log

To add a new attendance record

**Add New Attendance Record**

Add New Attendance Record

Employee Number: 1

Employee Name: Jasmine Le

Date: 10/02/2010

Time: 9:59:33 AM

Note: Terminal 1 is not working

add Cancel

Add New Attendance Record

Employee Number: 1

Employee Name: Jasmine Le

Date: 10/02/2010

Time: 7:03:41 PM

Note: Terminal 1 is not working

Add      Cancel

- In the **Employee Number** field, enter employee number.
- In the **Employee Name** field, enter Employee name
- In the **Date** field, type the day you want to enter data.
- In the **Time** field, type the time employee check in or check out.
- In the **Note** field, just make a message you want to note.
- Press **Add**

### To view Attendance Log:

Attendance Management

Attendance Log

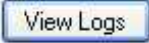
Company: Luminate    Department: Jus1

From: 10/02/2010    To: 01/02/2010

View logs    Add New Attendance Record

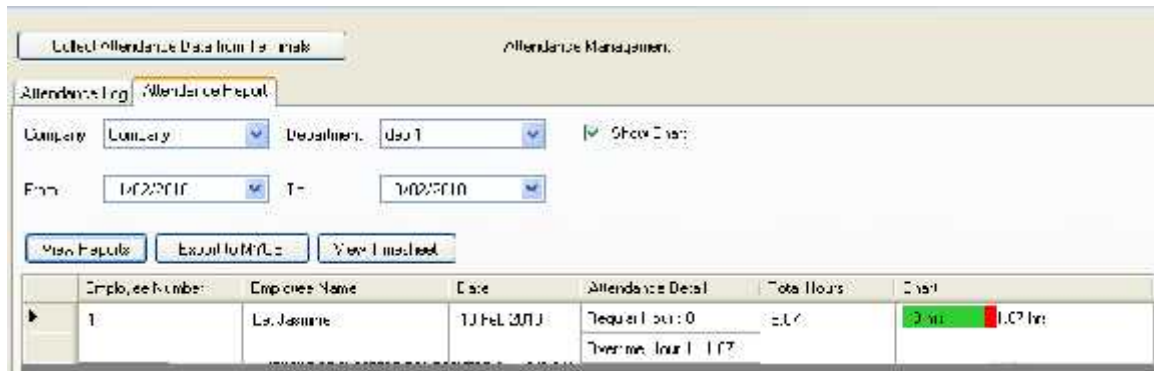
Employee Number	Employee Name	Date	Absence Detail	Total hour	Note
1	Jasmine	10 Feb 2010	Terminal 1	9	Terminal 1 is not working
			Terminal 2		Terminal 2 is not working


- Go to **Attendance Log**.
- In the **Company** field, choose the Company Name from the searching icon.
- In the **Department** field, choose the Department Name from the searching icon.
- In the **From** field and **To** field: choose the period you want to view Attendance Log.



- Press the button . All information including Employee Number, Employee Name, Date, Attendance Detail, Total Hours and Note will display in the table below.

## Attendance Report

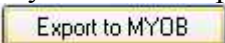
### To view Attendance Report

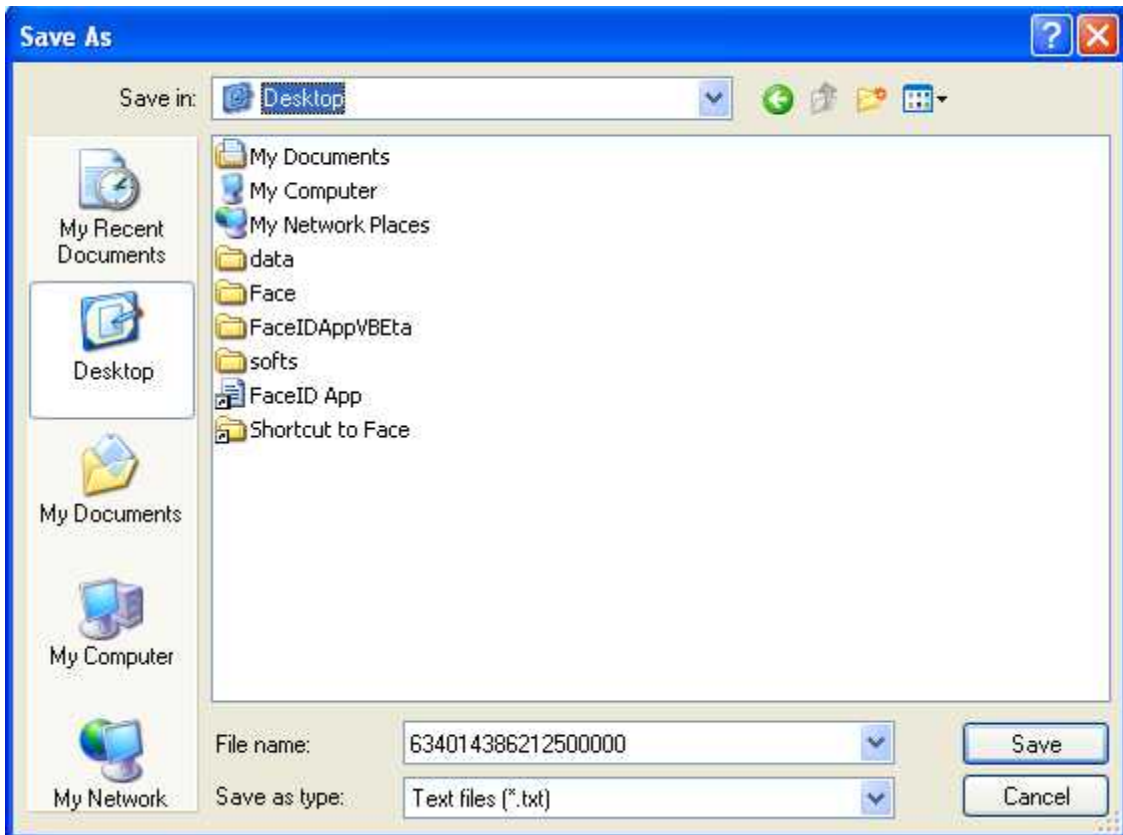


Employee Number	Employee Name	Date	Attendance Detail	Total Hours	Chart
1	La Jasmine	11 Feb 2011	Required: 0 Present: 1.07	1.07	


- In the **Company** field, choose the Company Name from the searching icon. 
- In the **Department** field, choose the Department Name from the searching icon. 
- In the **From** field and **To** field: choose the period you want to view Attendance Log.
- Click the blank in front of “Show Chart” if you want to see chart.
- Press View Reports. All information including Employee Number, Employee Name, Date, Attendance Detail, Total Hours and Chart will appear in the below table.

**Note:** The total hours in the Attendance Log site and the total hours in the Attendance Report site are different. The total hours in the Attendance Log site is the period of time which an employee is in work exactly while the total hours in the Attendance Report site is the period of time which is used to calculate salary for employees.

- If you want to export the Attendance report to MYOB, just Click the button . A **Save As** window appears. Chose the destination and press **Save As**



### To collect Attendance Data from Terminals

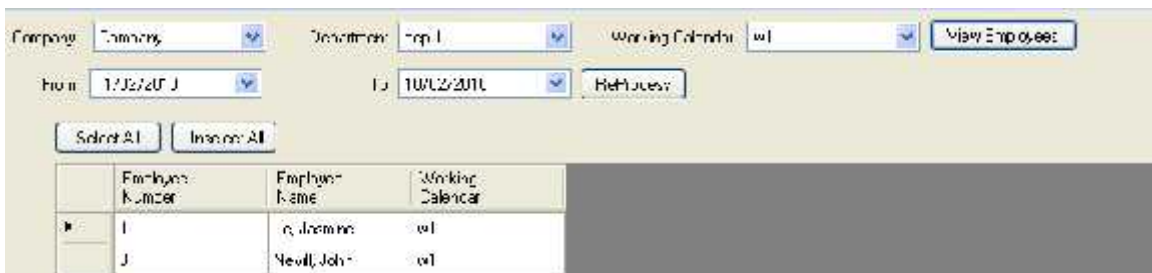
- Just click the button 




### To view TimeSheet

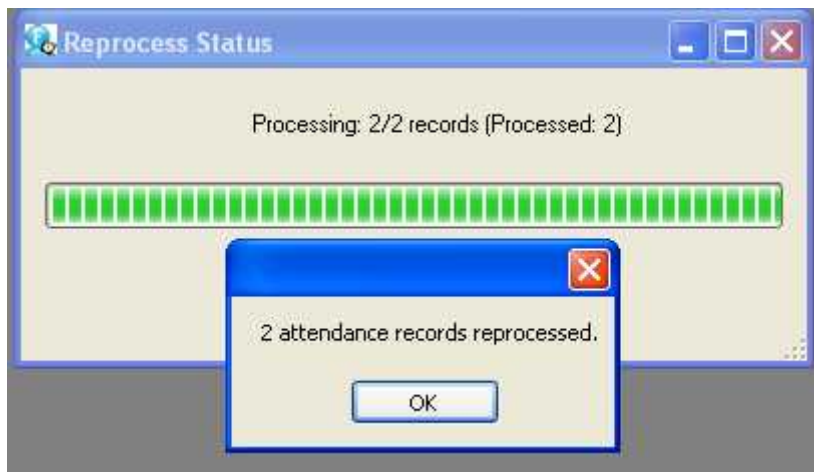
## Reprocess



### To reprocess employees



- In the Company field, select the Company Name from the searching icon 
- In the Department field, select the Department Name from the searching icon 
- In the Working Calendar field, select one of type of working calendar from the searching icon 
- In the **From** field and **To** field: choose the period you want to view.
- Click View Employees. All employees appear in the below table.
- If you want to reprocess all employees, press **Select All**; if not, just click the employee you want to reprocess.
- Press **Reprocess**.

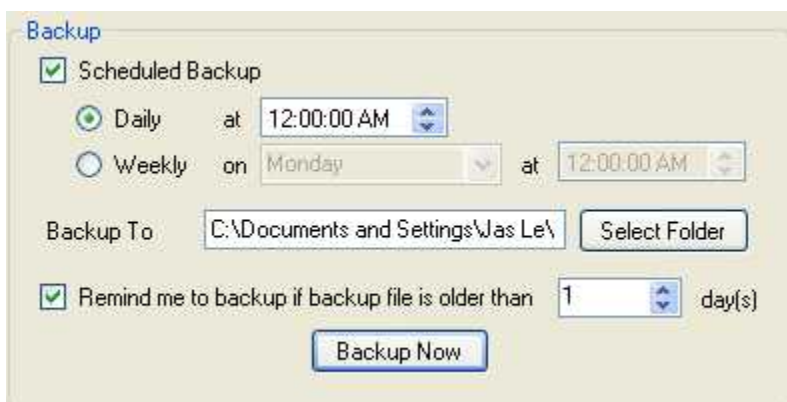


- Press **OK** and then **Close**

## Setting

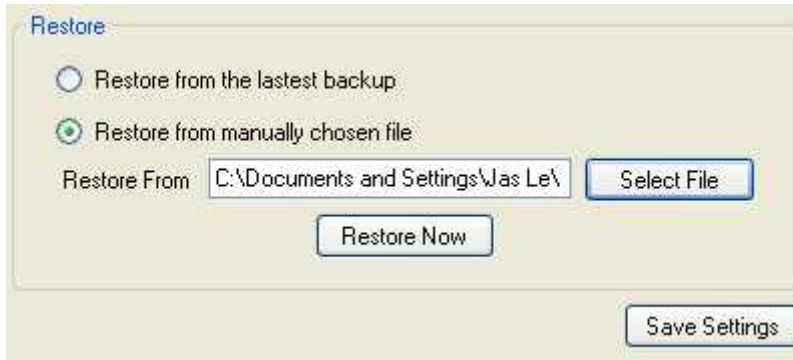


To back up data

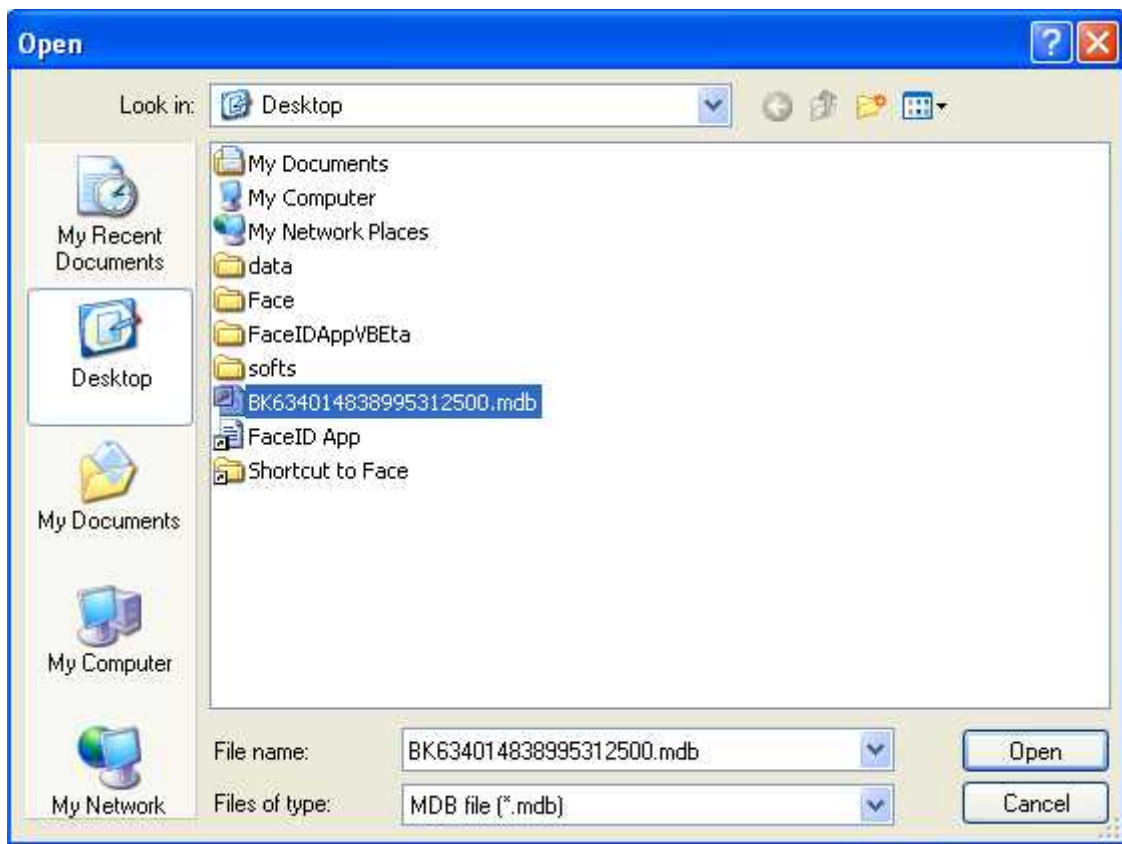


- Press **Select Folder**, choose the destination to store the backup.
- Click to select any option you want.
- Click **Backup Now**

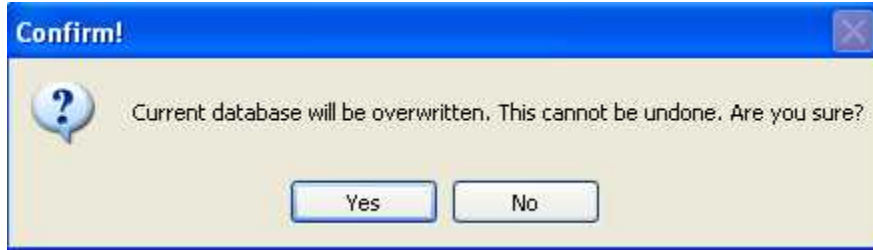
To restore the backup



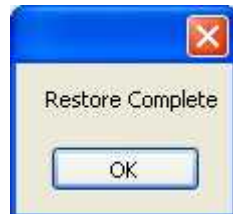
- Click to choose one of two options you want to restore your backup file.
- Press **Select File** and then select your backup file from the destination you stored if your option you chooses is **Restore from manually chosen file**. After that, click **Open**



- Press **Restore Now**



- Click **Yes**



- Click **OK**
- Click **Save Settings**



- Click **OK**

## **To set up Face ID Application**

- Insert your CD into your computer.

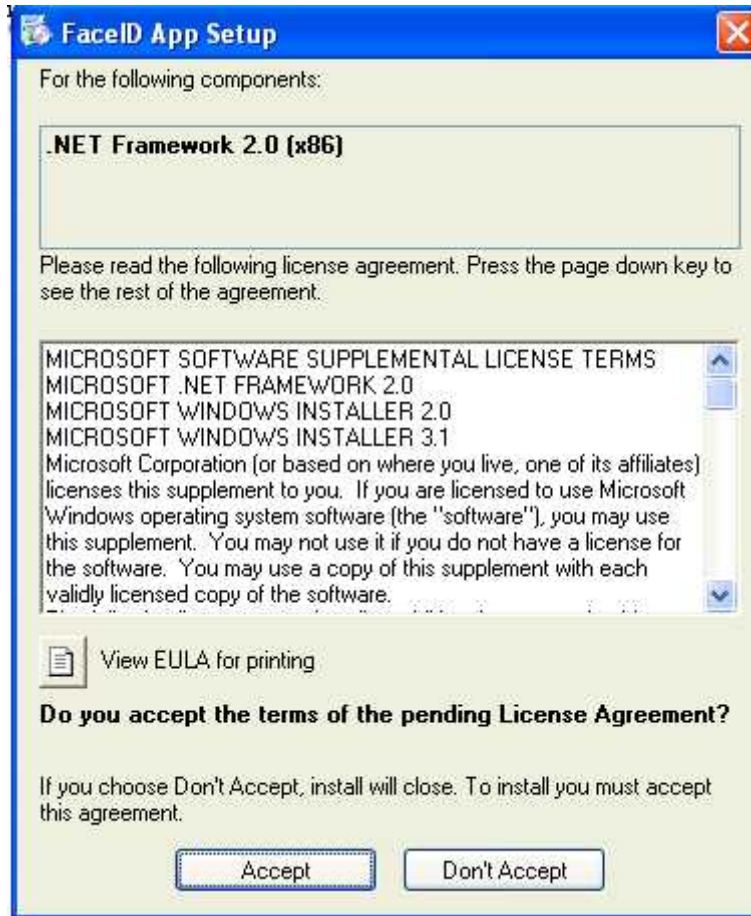


- Select **setup.exe**.
- Click double click to open this file. A Face ID App. window appears

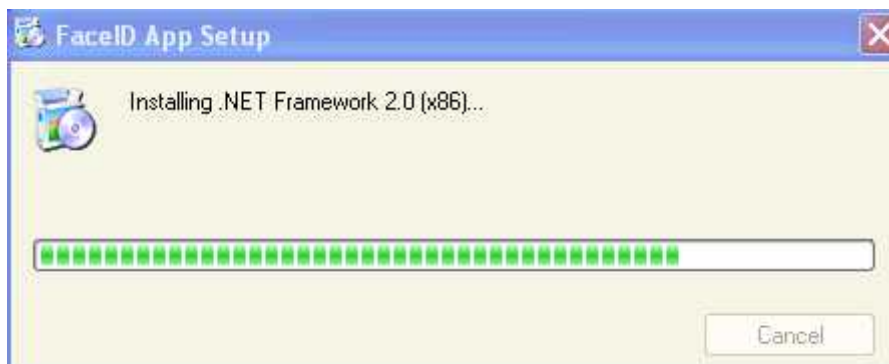


**Note: In case, there are not enough components to carry out installation. A FaceID App Setup window will appear first to install anything which is necessary for supporting Face ID Application installation.**





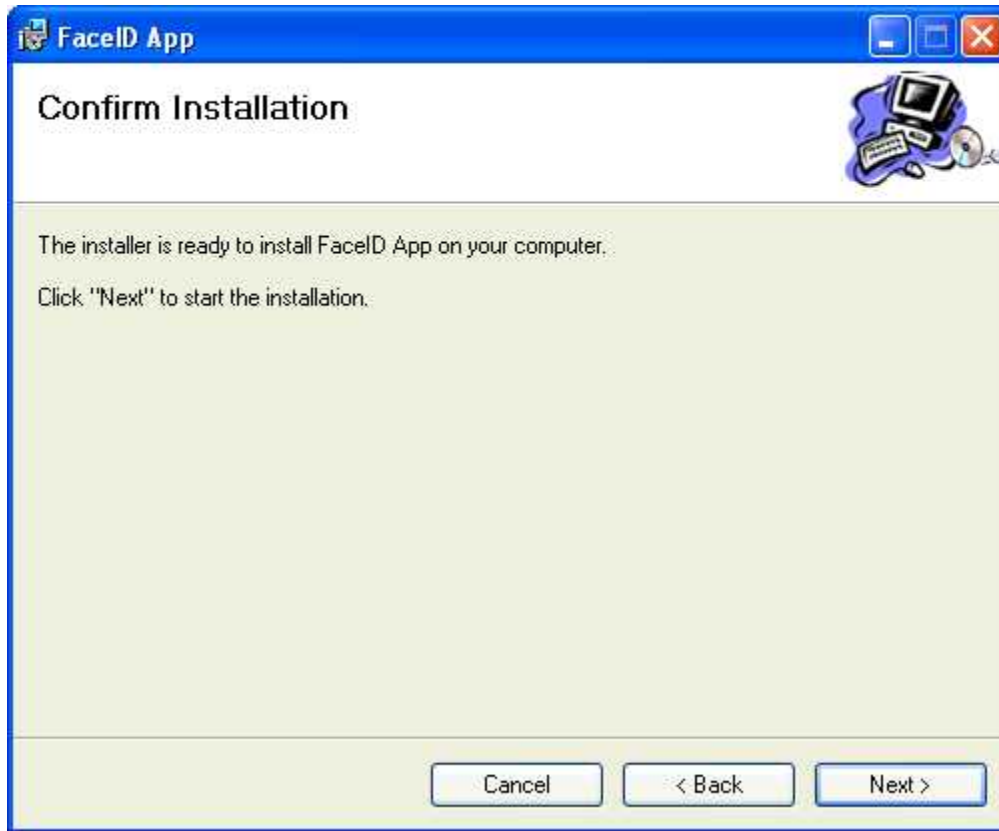
**Press Accept to start installation of components**



- Press Next



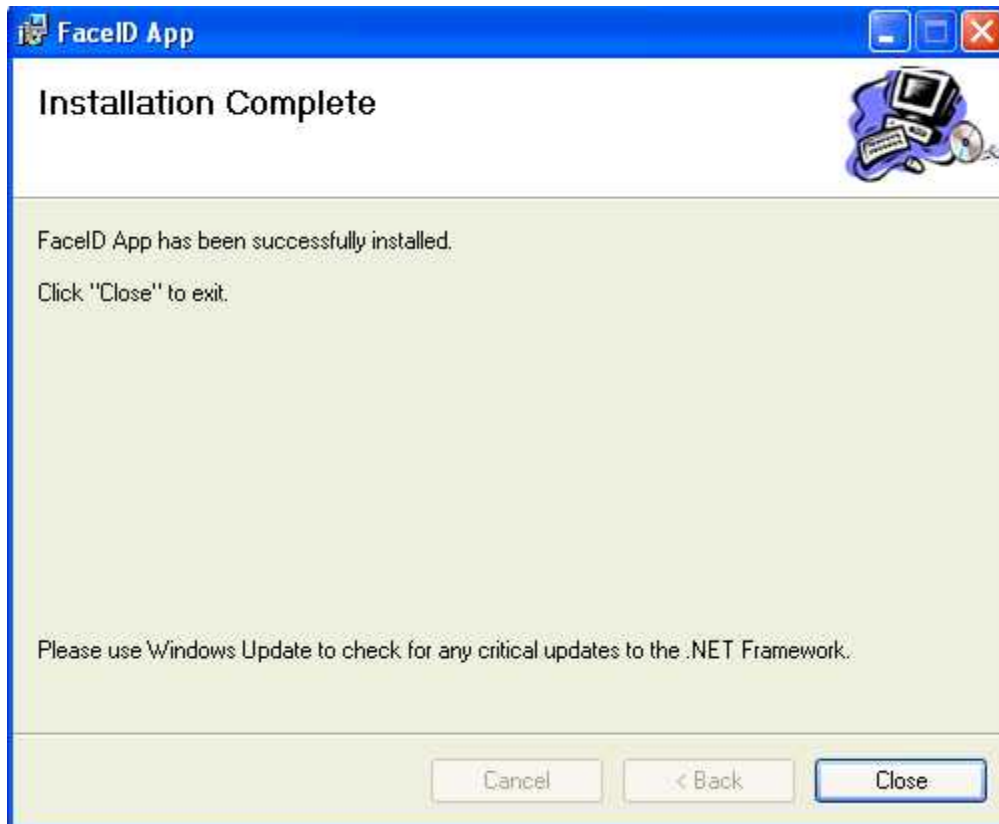
- Select installation folder, choose options which install for yourself or anyone who use your computer and then press **Next**




- Click **Next** to start the installation.



- Click **Close** after finishing installation Face ID Application.



- Open the folder which you installed your Face ID Application and select

FaceIDAppVBeta.exe  FaceIDAppVBeta.exe  
FaceIDAppVBeta  
Swinburne

to start using this application.