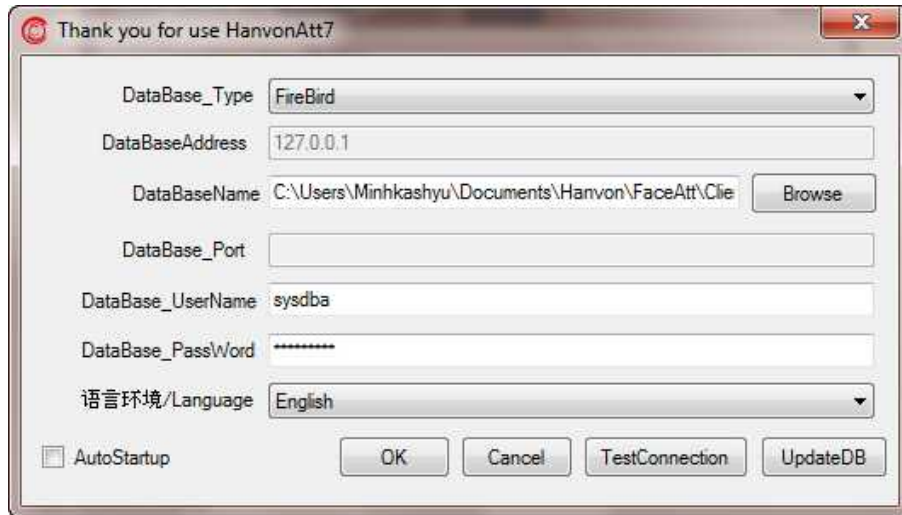


Table of Contents

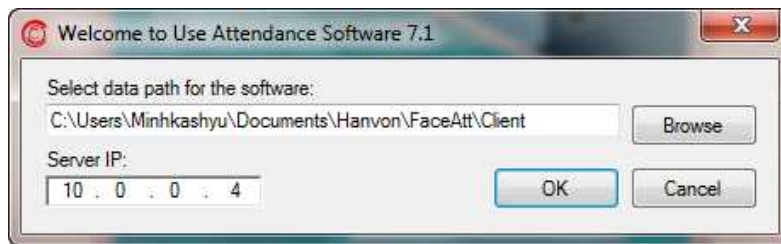
Work Preparation.....	3
Add the terminal(s) in the network to the software for recognition.....	3
Create company structure and add departments in new database.....	4
Create attendance rule sets.....	5
Importing Data from the Terminal to the Local Database.....	5
Connect device.....	5
Import staff information to the local database.....	6
Import staff records to the local database.....	7
Managing Staff Information.....	7
Update staff information.....	7
Transfer staff to their department.....	8
Exporting the staff updates to the terminal.....	9
Staff Schedule.....	11
Create time periods.....	11
Create job shifts.....	12
Staff schedule.....	13
Records Management.....	15
Find and adjust staff attendance records.....	15
Records inquiry.....	16
Dealing with records.....	16
Backup/Restore.....	18

Software User Manual

After installing FaceID Management Software, open FaceAtt Server, choose database type including FireBird, Microsoft SQL Server or MySQL. The default database type is Firebird, click OK. (The next time when you run FaceAtt Server, it will be automatically minimised in the taskbar tray.)



Run FaceAtt Client, input Server IP address where the FireBird SQL Server is located in the local network. For example, in the case it is 10.0.0.4, click OK.



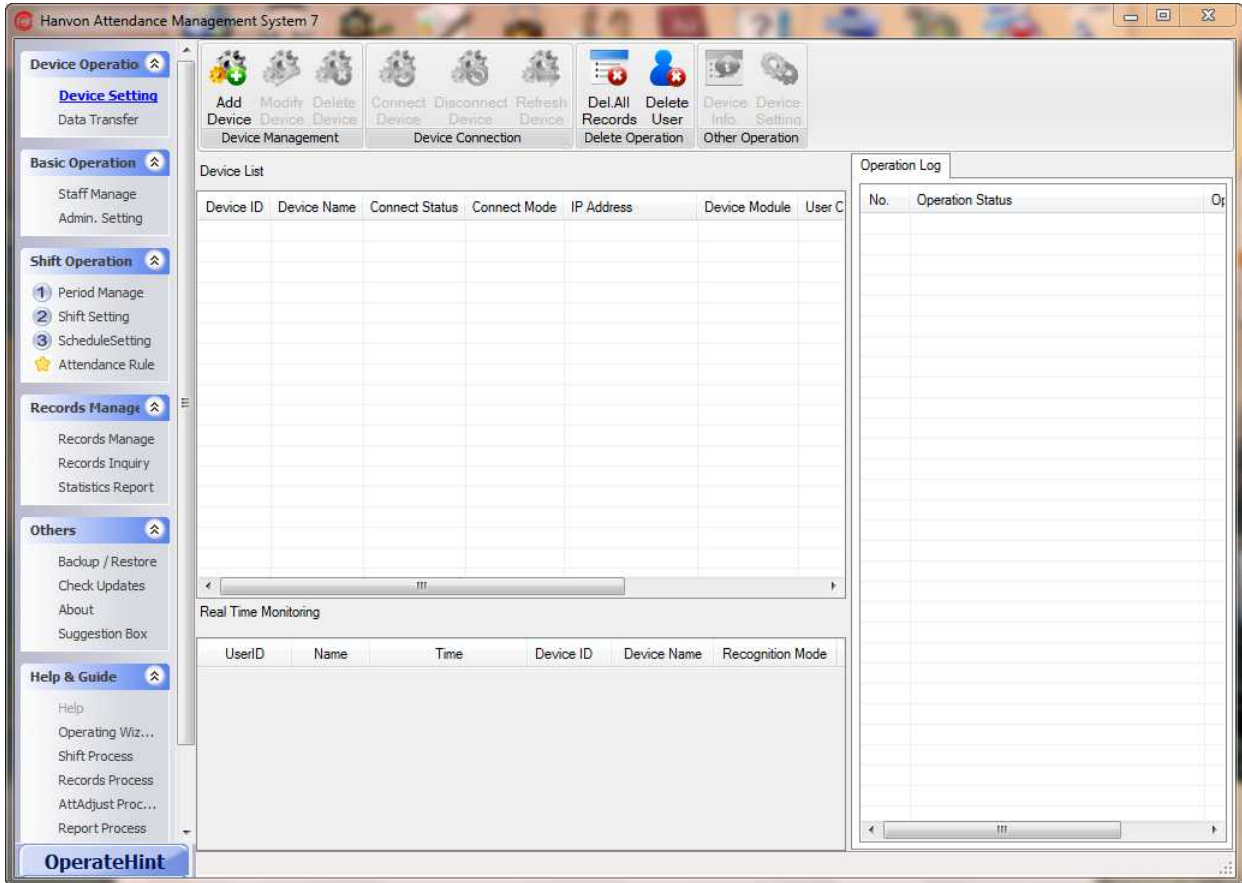
When the login dialog box shows up, input administrator's user name as "admin" and password as "admin" with optional admin type of "System Admin", then click on Login.



Work Preparation

Add the terminal(s) in the network to the software for recognition

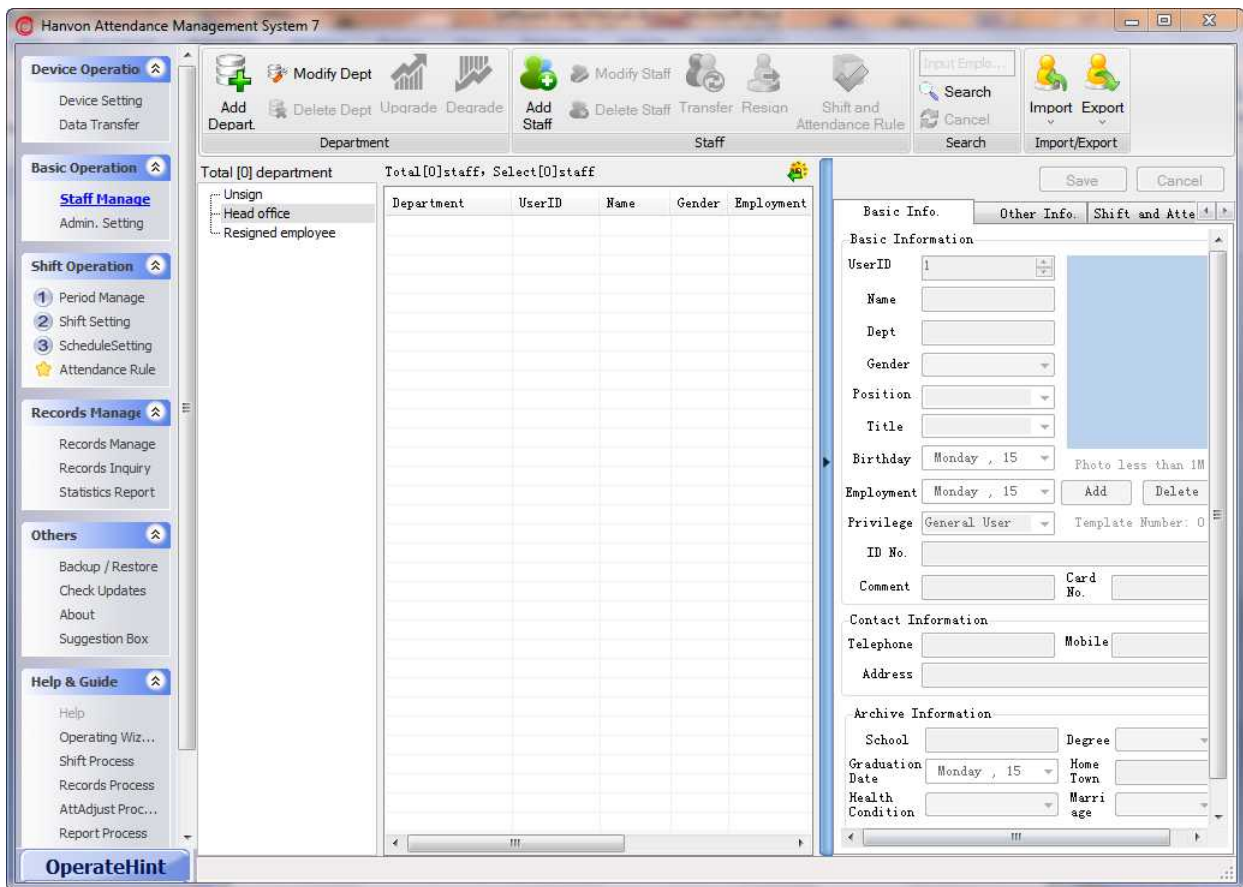
- In the Hanvon Attendance Management System interface, click on Device Setting in Device Operation section of the left hand side navigation
- Click on Add Device – the first item from the left of the top ribbon.



In the Add Device dialog box, input device name (e.g. Terminal 1), choose device module in the dropdown box as FK605 (not FK605 English), choose connection type as Network, type IP address (e.g. 10.0.0.5) and finally click on Add.

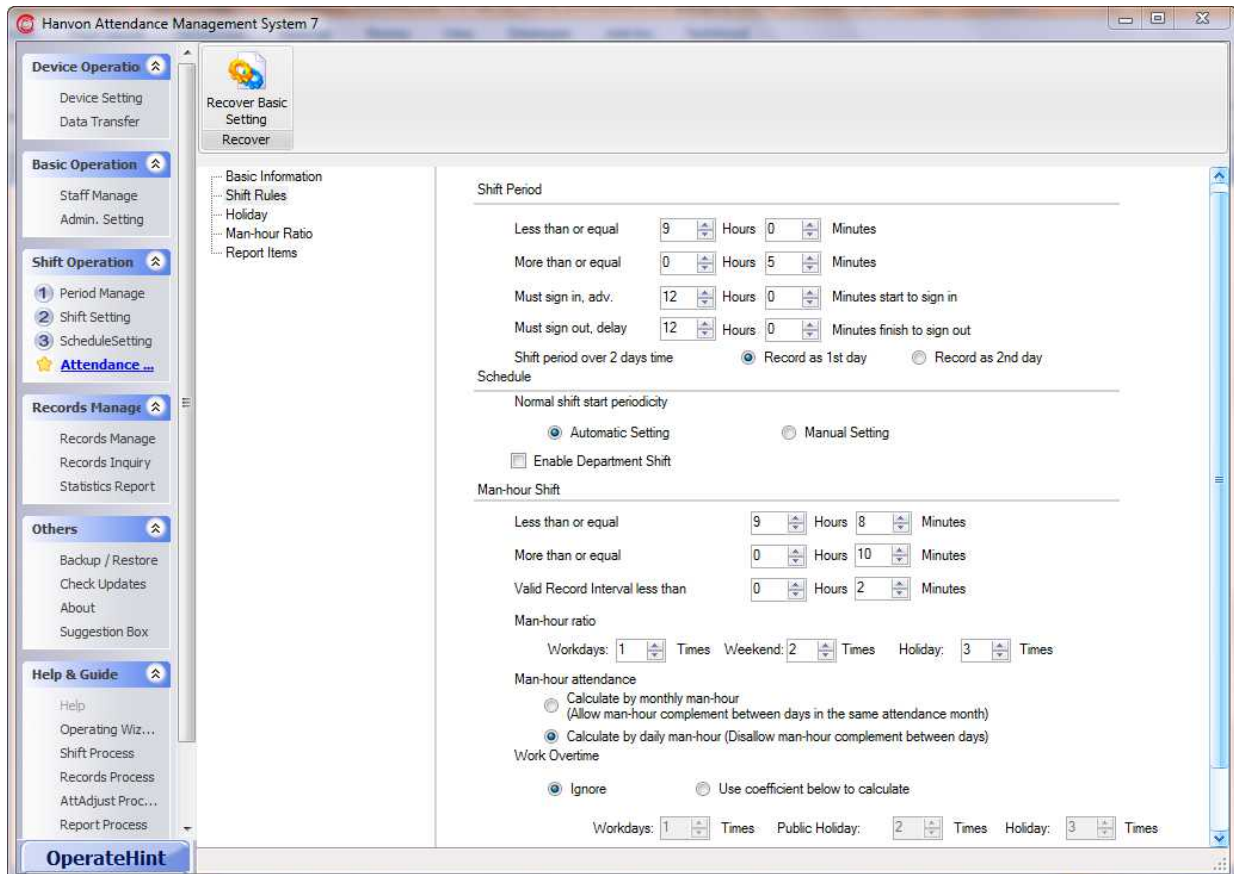
Create company structure and add departments in new database

- Click on Staff Manage in Basic Operation section of the left hand side navigation
- Choose Head Office and click on Add Depart – the first item from the left of the top ribbon
- Input the name of department, press Enter and then keep choosing Head Office and click on Add Depart to create new departments according to the head office until finished
- We can change the Head Office or department name by clicking on Modify Dept in the Department section of the top ribbon



Create attendance rule sets

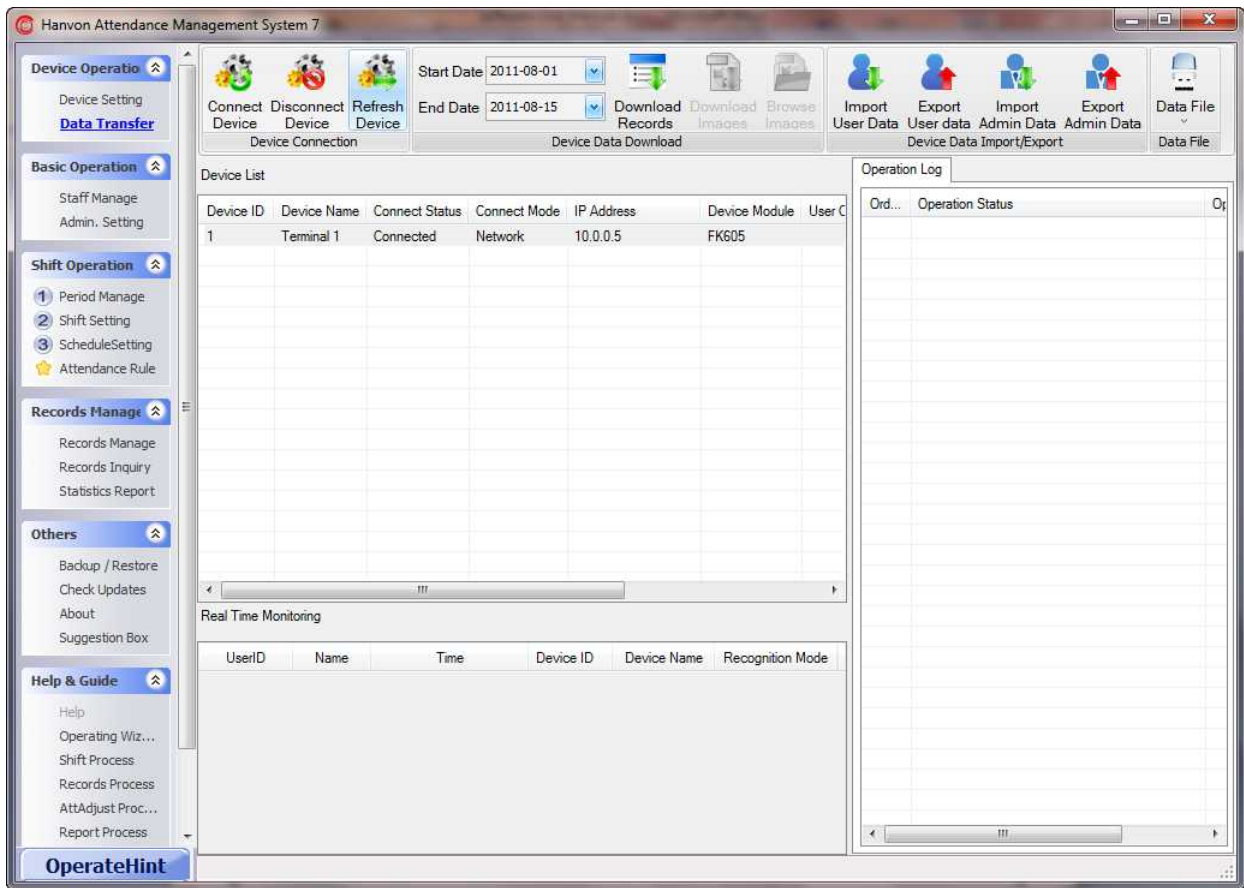
- Click on Attendance Rule in Shift Operation section of the left hand side navigation
- Choose continuously Basic Information, Shift Rules, Holiday, Man-hour Ratio and Report Items to make attendance rule set for the company
- For example, in order to work out valid man hours for employees in a day, we set up the shift rules to take valid record interval of 2 minutes:



Importing Data from the Terminal to the Local Database

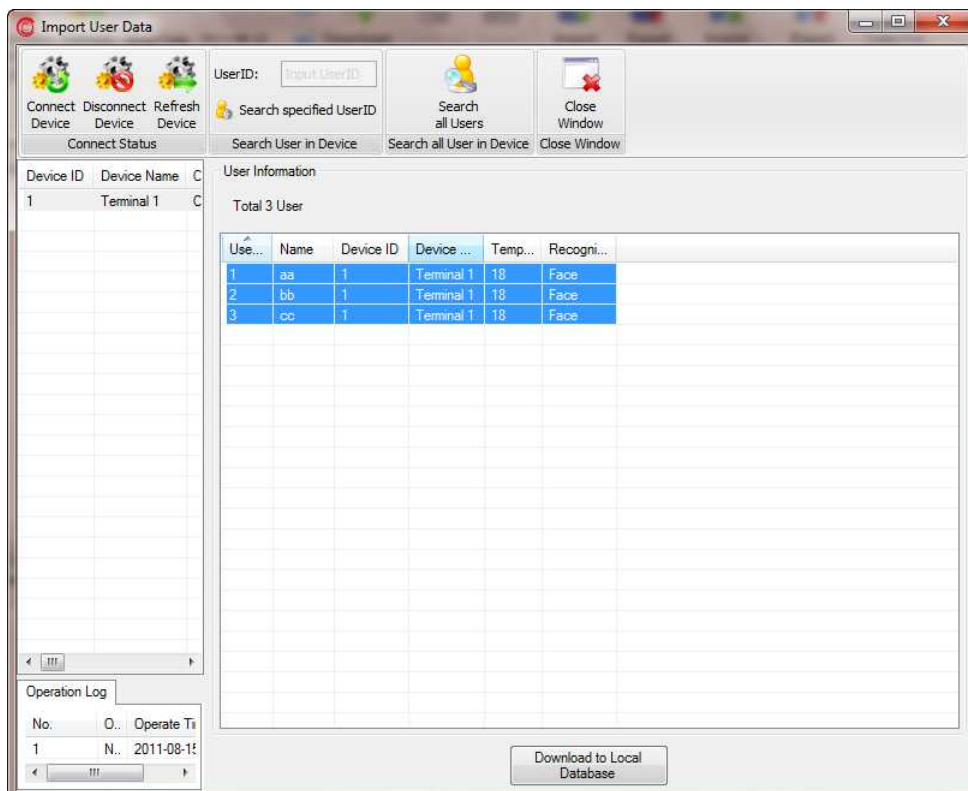
Connect device

- Click on Data Transfer in Device Operation section of the left hand side navigation
- Double click on the terminal you want to connect
- Now the connection status changed to “connected”



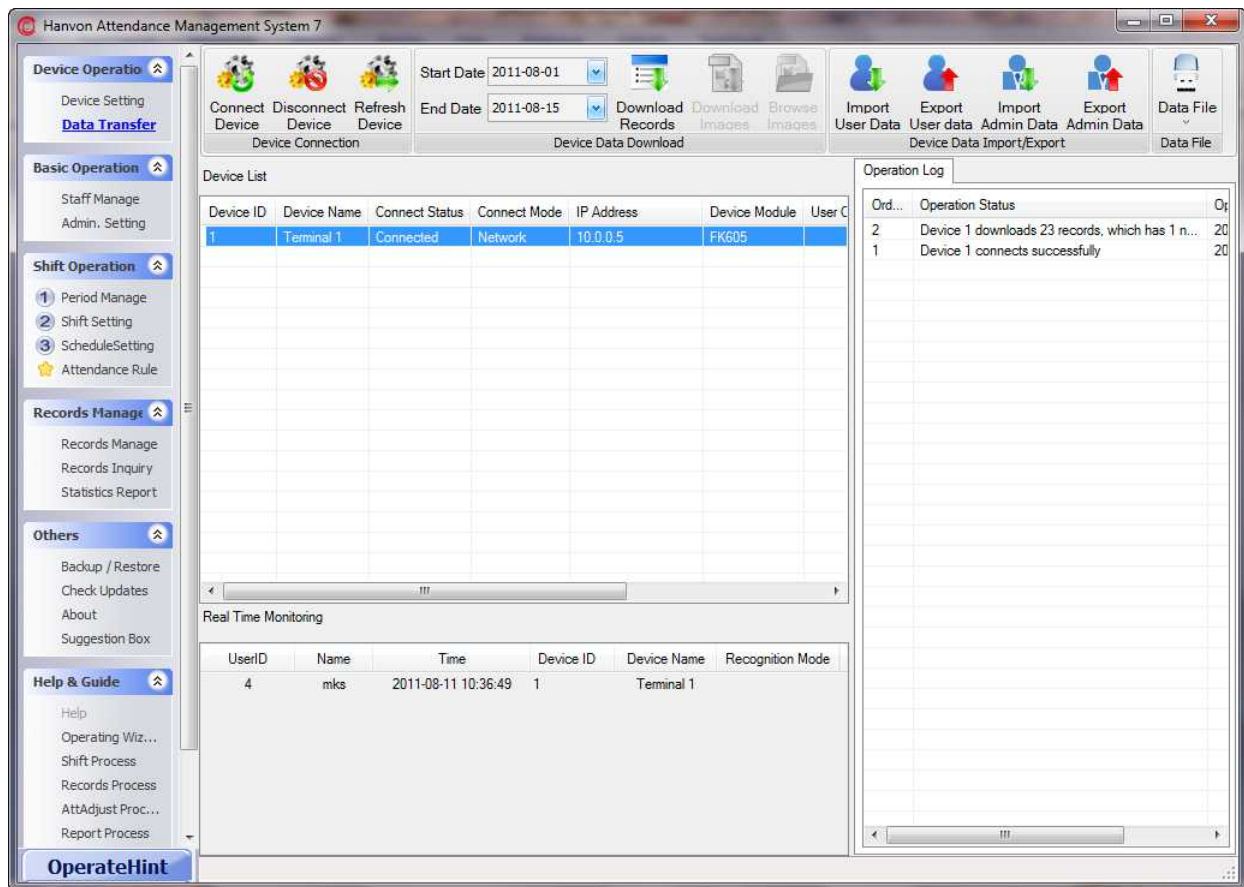
Import staff information to the local database

- Click on Import User Data on the top ribbon and then click on search all users → number of users on the terminal shows up on the dialog box.
- Select all users (Click on the first user, then hold SHIFT on keyboard and click on the last user)
- Click on “Download to Local Database”



Import staff records to the local database

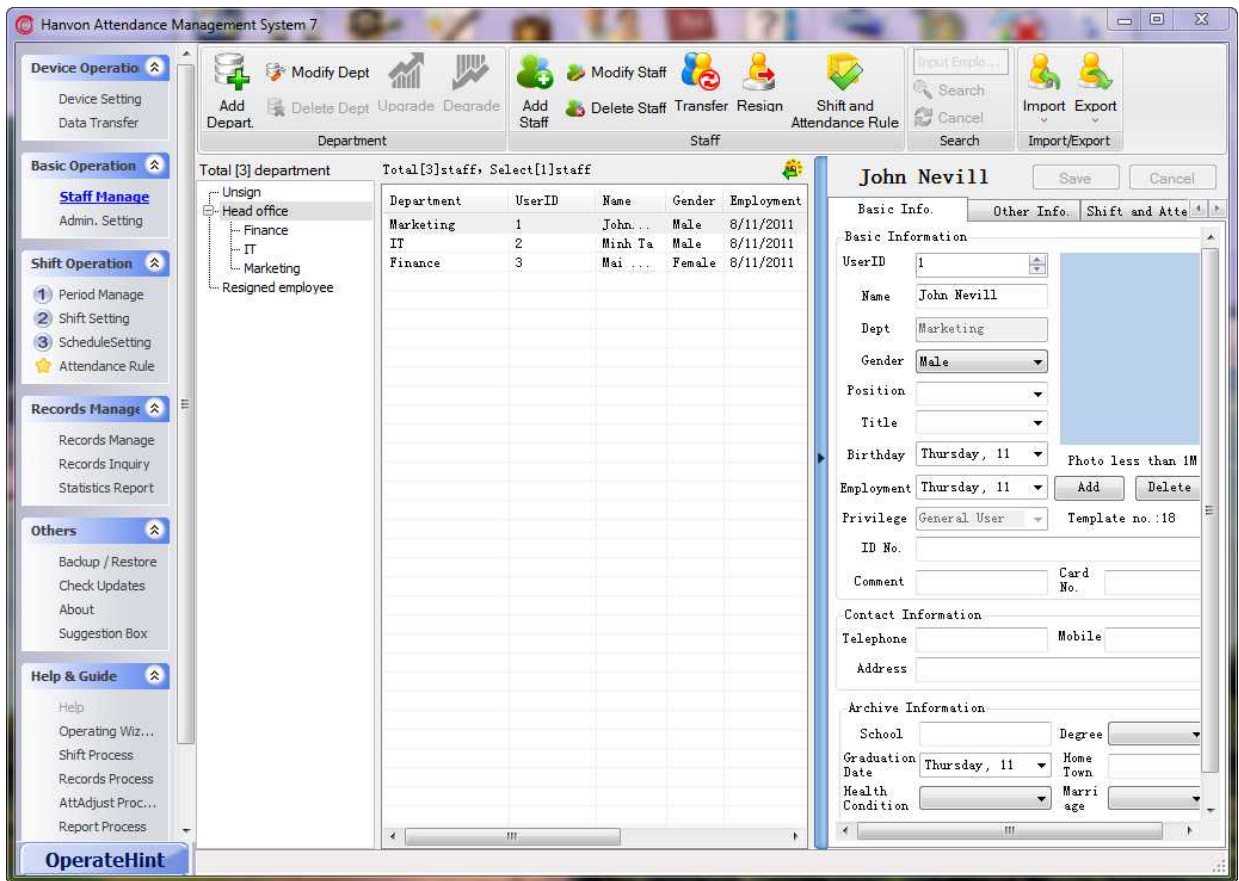
- Click on Download Records on the top ribbon
- Operation Log on the right hand side shows the number of downloaded records on Device 1.



Managing Staff Information

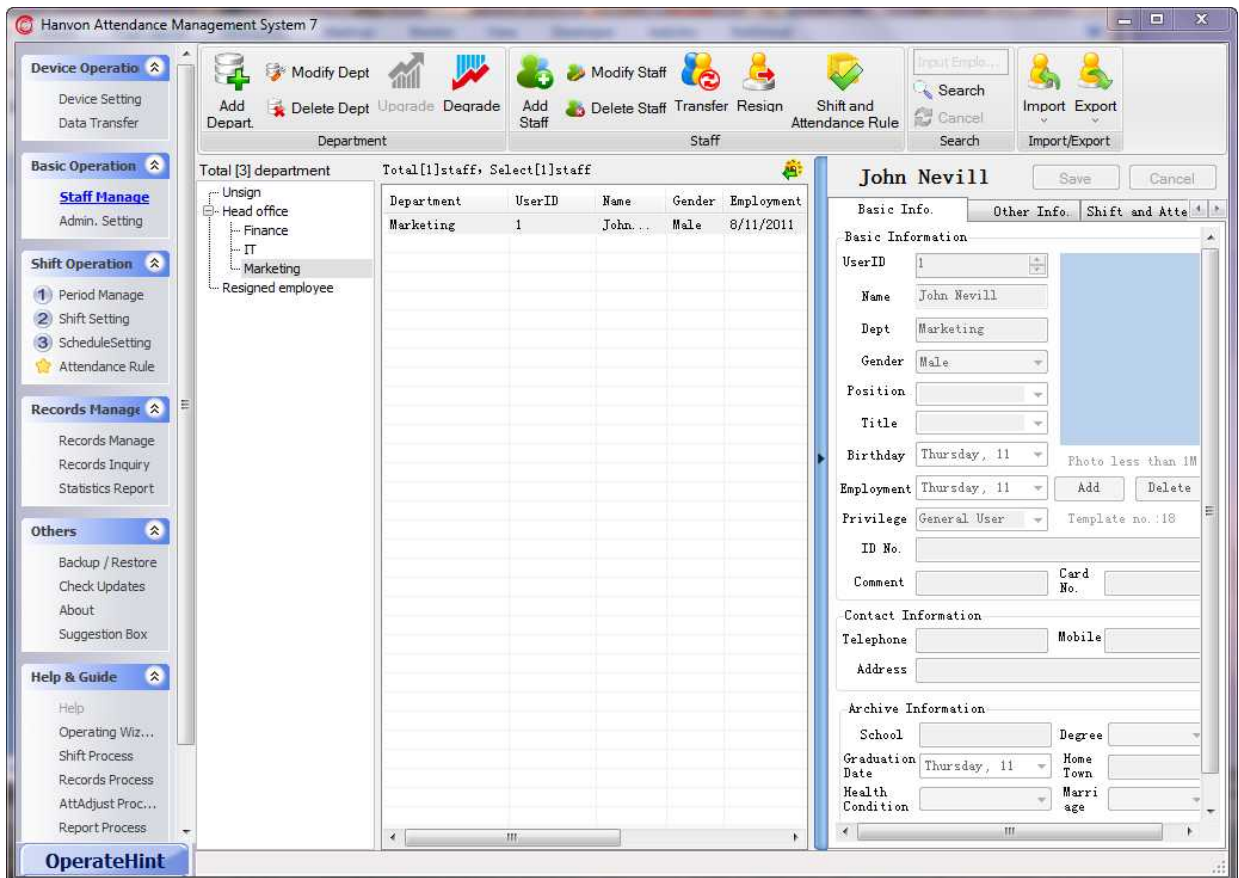
Update staff information

- Click on Staff Manage in Basic Operation section of the left hand side navigation
- Click on Unsign, you will see the number of unsigned staff
- Choose an employee and click on Modify Staff in Staff section of the top ribbon
- Change that employee's information on right hand side bar with three tabs and click on Save when done.
- Keep editing staff information until completed



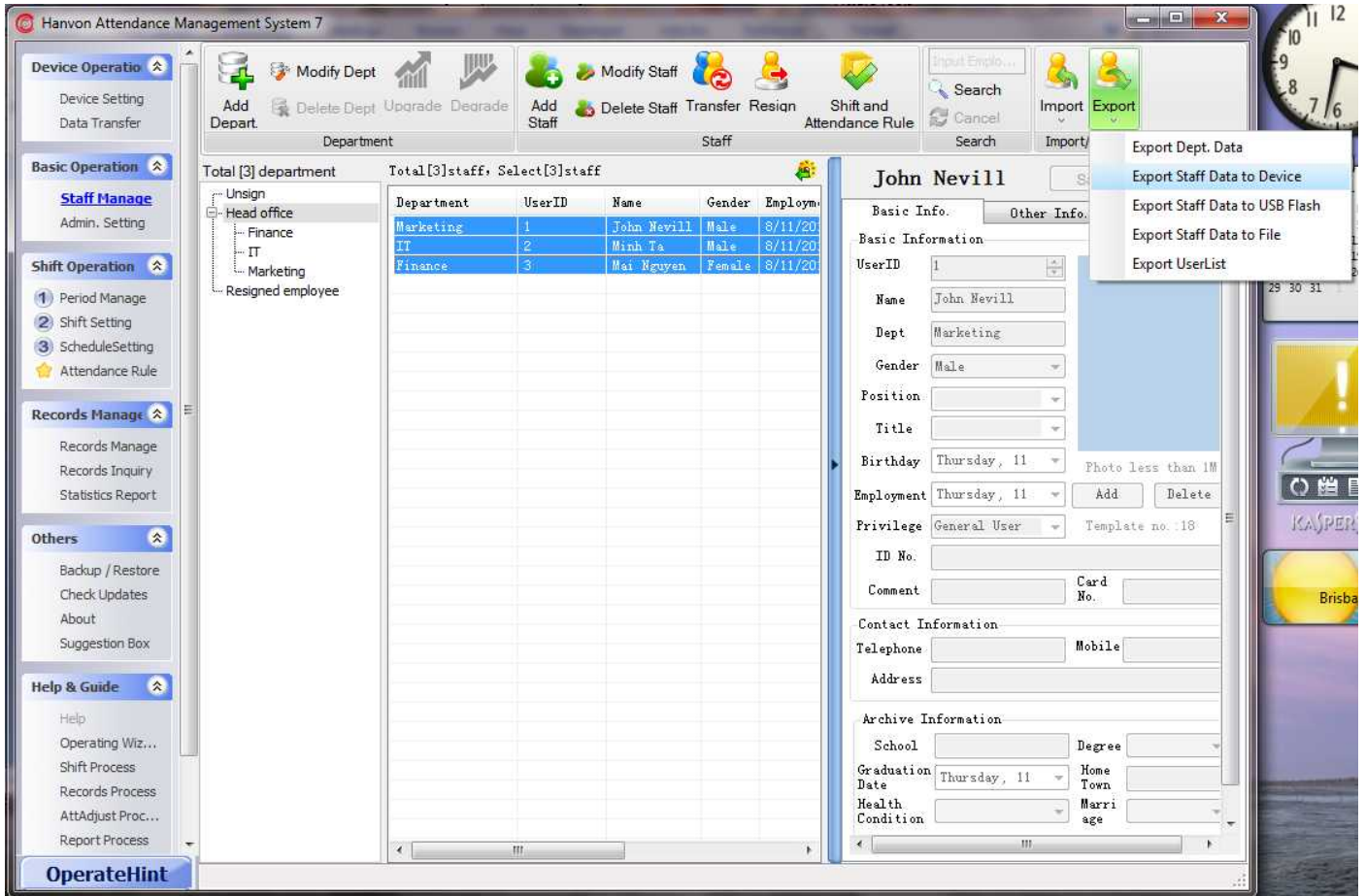
Transfer staff to their department

- Drag and drop unsigned employees to the according departments (e.g. drag John Nevill and drop in Marketing department)

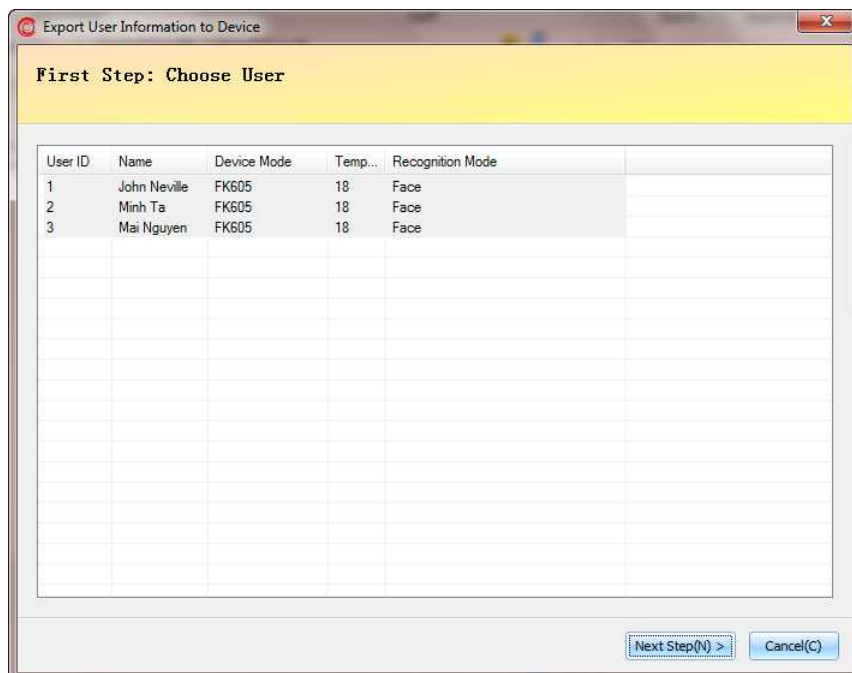


Exporting the staff updates to the terminal

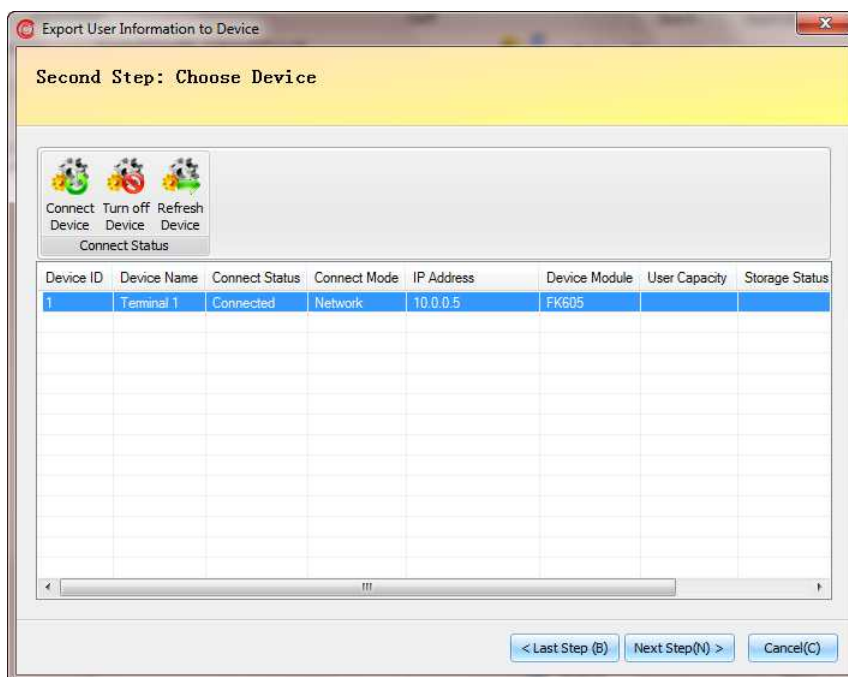
- Select the updated employees
- Click on Export in the Import/Export section of the top ribbon and then choose “Export Staff Data to Device” in the dropdown list



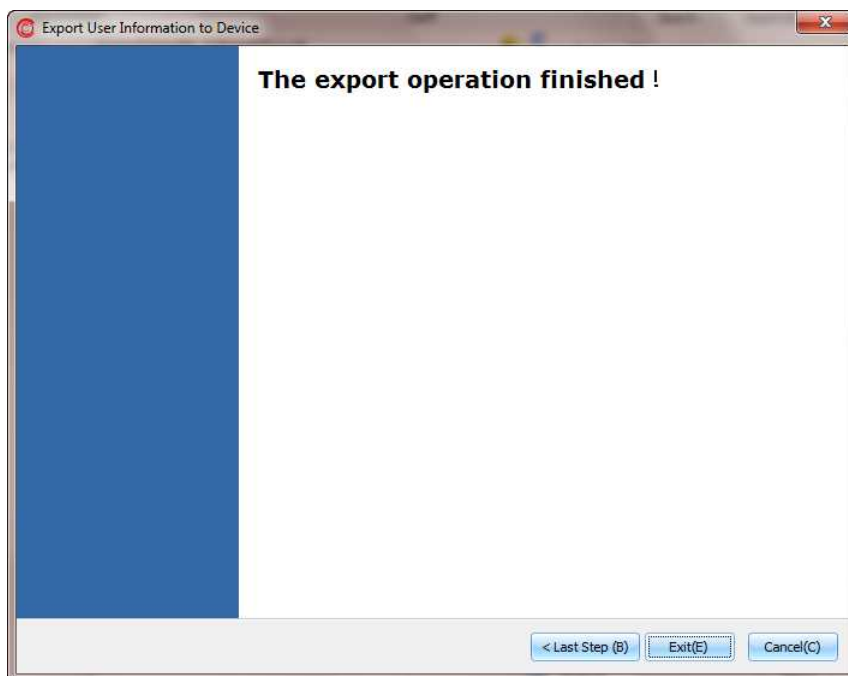
- Click on Next Step



- Choose the device you want to export data to, click Connect Device on the top ribbon, and click on Next Step



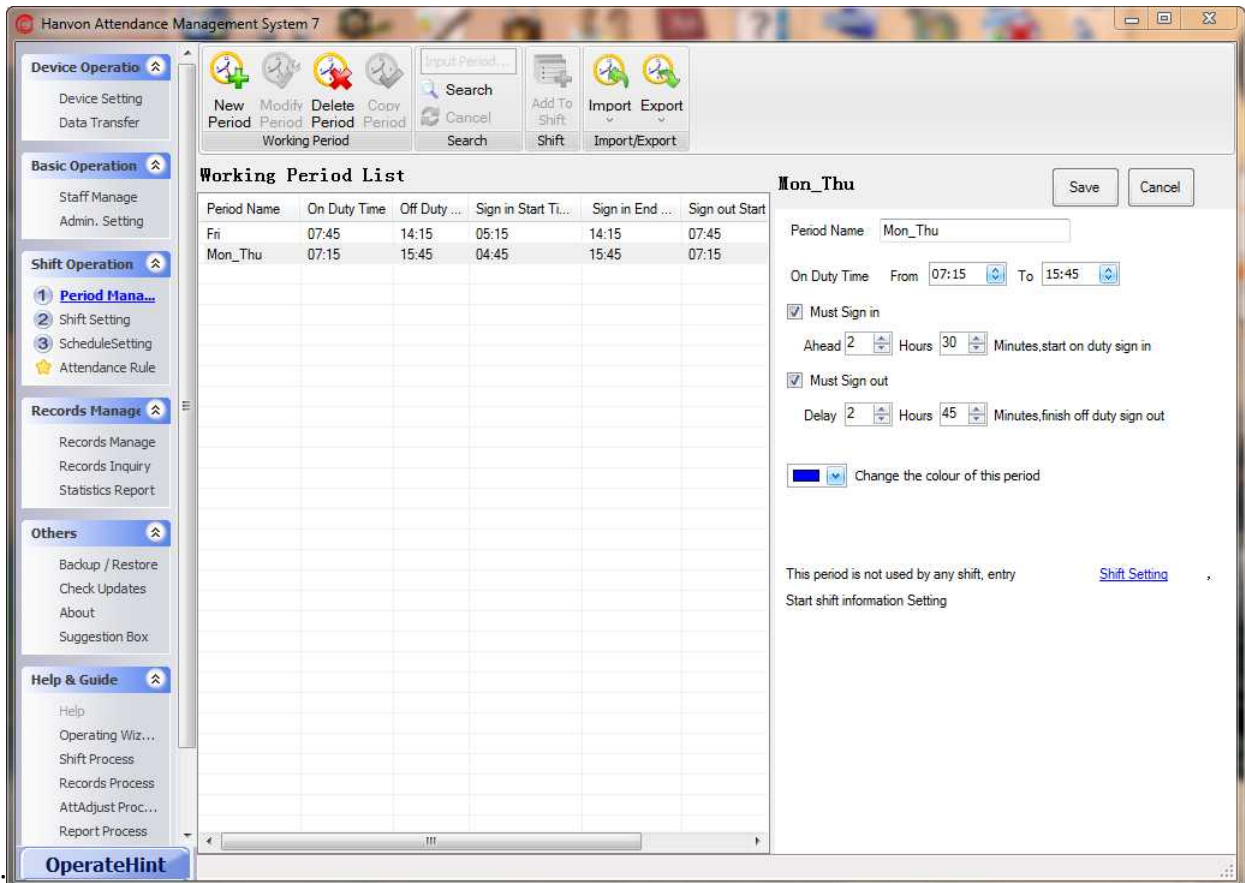
- A dialog box comes up asking you to confirm or not. Click on OK and wait for data operating.
- The result dialogs appears, click OK and then click on Exit.



Staff Schedule

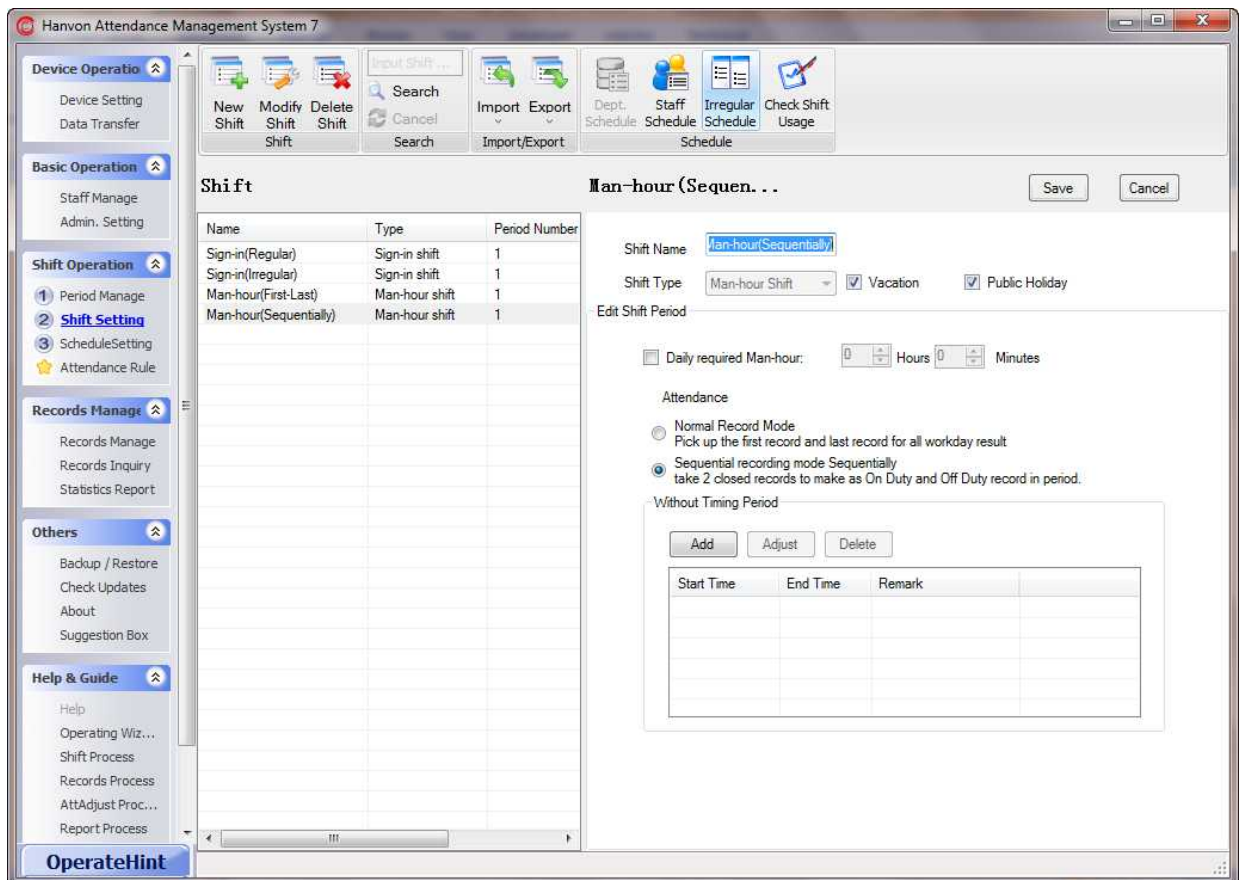
Create time periods

- Click on Period Manage in Shift Operation section of the left hand side navigation
- Click on New Period – the first item from the left of the top ribbon
- Edit information of the new period in the right hand side bar
- Click Save when finished



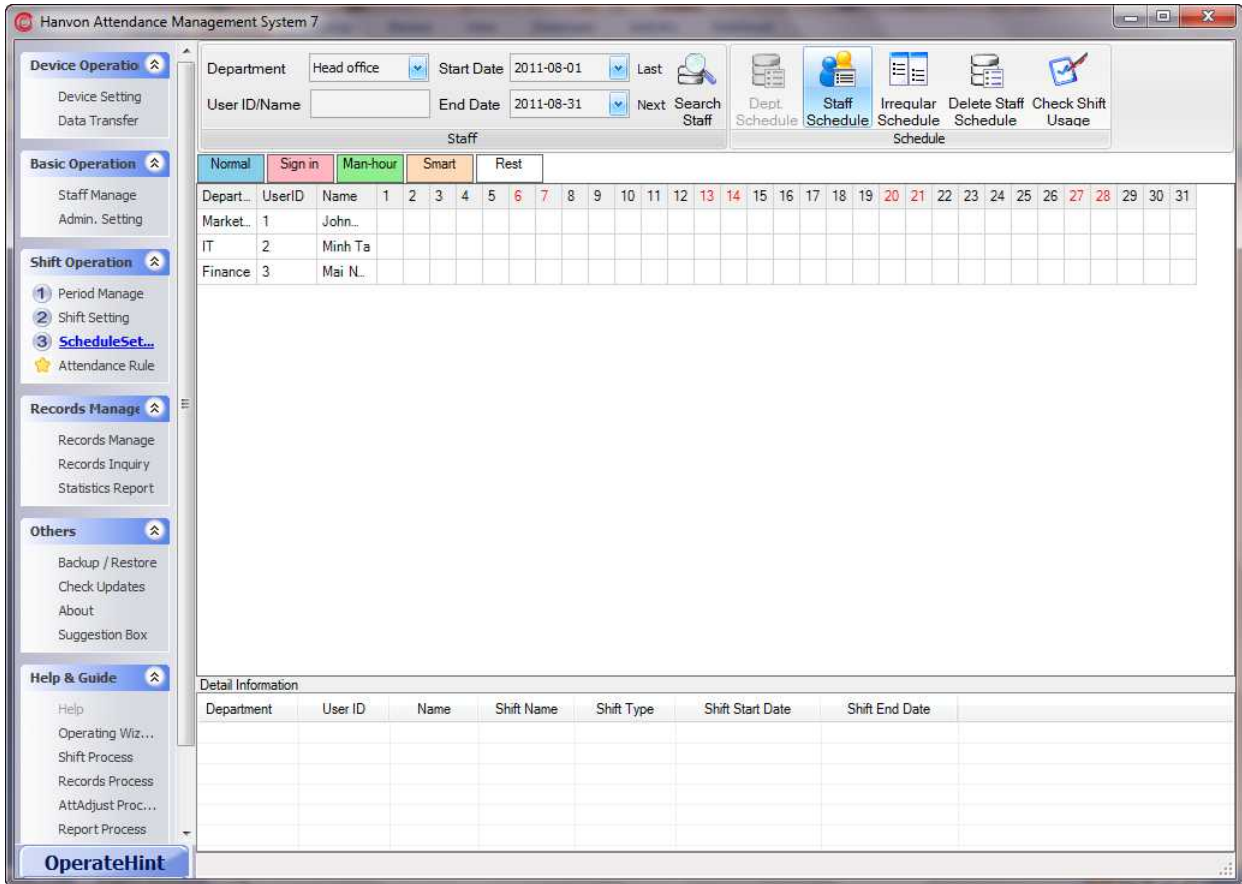
Create job shifts

- Click on Shift Setting in Shift Operation section of the left hand side navigation
- Click on New Shift – the first item from the left of the top ribbon
- Edit information of the new shift in the right hand side bar
- Click Save when finished
- For example, in order to calculate valid man hours between 2 closed records for different work duties, we choose Shift Type Of Man-hour Shift, tick on Sequential Recording mode and click on Save. Records in the shift will be calculated based on the man-hour shift rules in Section .



Staff schedule

- Click on Schedule Setting in Shift Operation section of the left hand side navigation
- In the Staff section of the top ribbon, choose Department, Start Date, End Date and click on Search Staff
- Click on Staff Schedule in Schedule section of the top ribbon



- Choose the employee who needs to be scheduled or search employee ID in the according department
- Choose the according shift, e.g. click on Normal Shift, choose Shift Start Date and Shift End Date, tick on Man-hour(Sequentially), and click on add shift
- Schedule the other staff.

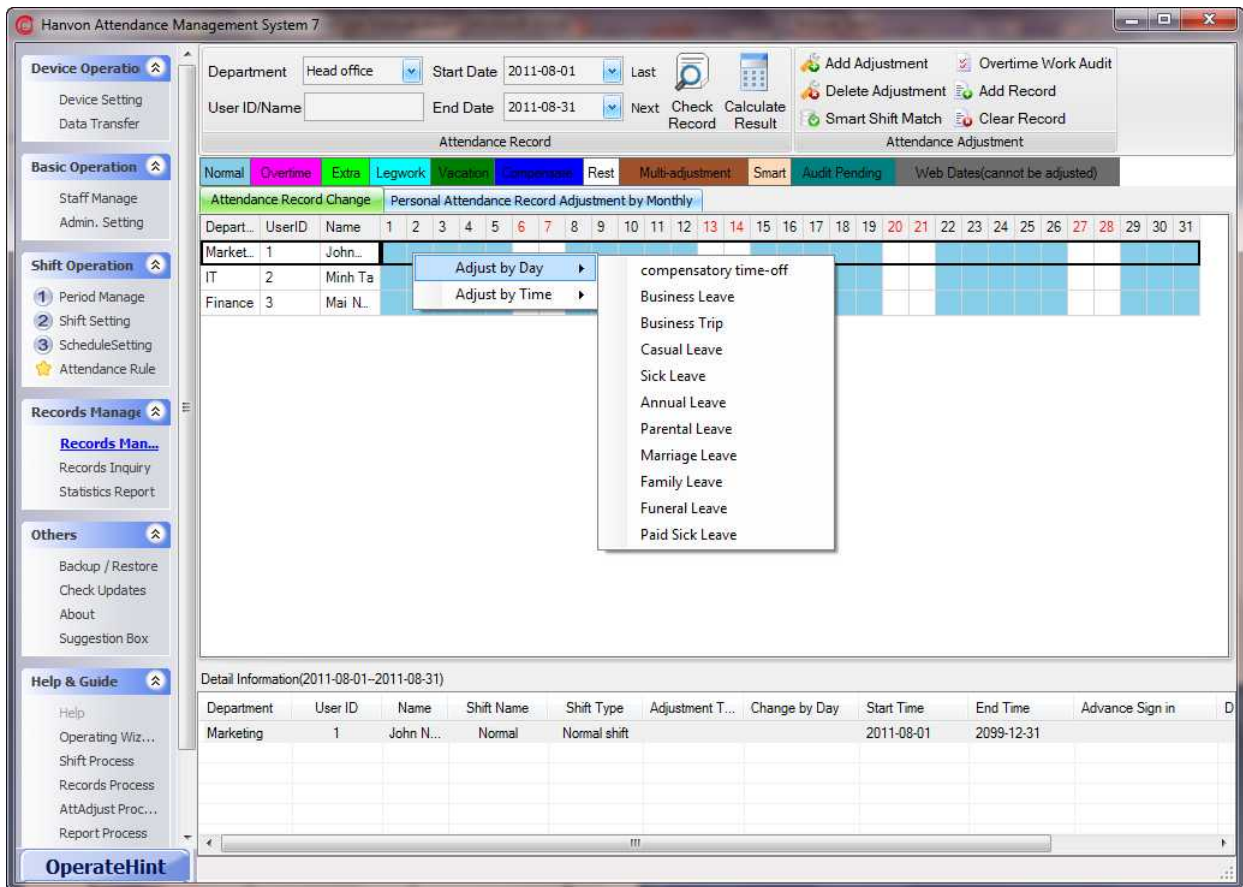
The screenshot displays the 'Employee Shift' application window. On the left, there is a search section with a 'Department' dropdown set to 'Marketing' and a 'User ID/Name' search field. Below this is a table listing users, with one entry for 'Marketing' with 'User ID' 1 and 'Name' John Nevill. The right side of the window shows a 'Delete' button and a summary of current shift information. Below this is a table with columns for Department, User ID, Name, Shift Name, Shift Type, Shift Start Date, and Shift End Date, containing one row for the Marketing user. The bottom right section is for configuring a new shift, with 'Shift Start Date' set to 2011-08-01 and 'Shift End Date' set to 2099-12-31. Under the 'Normal Shift' radio button, the 'Man-hour(S...)' option is selected. An 'Add Shift' button is located at the bottom of this section, and a 'Close' button is at the very bottom of the window.

Department	User ID	Name	Shift Name	Shift Type	Shift Start Date	Shift End Date
Marketing	1	John N...	Man-hour(Sequentially)	Man-hour shift	2011-08-01	2099-12-31

Records Management

Find and adjust staff attendance records

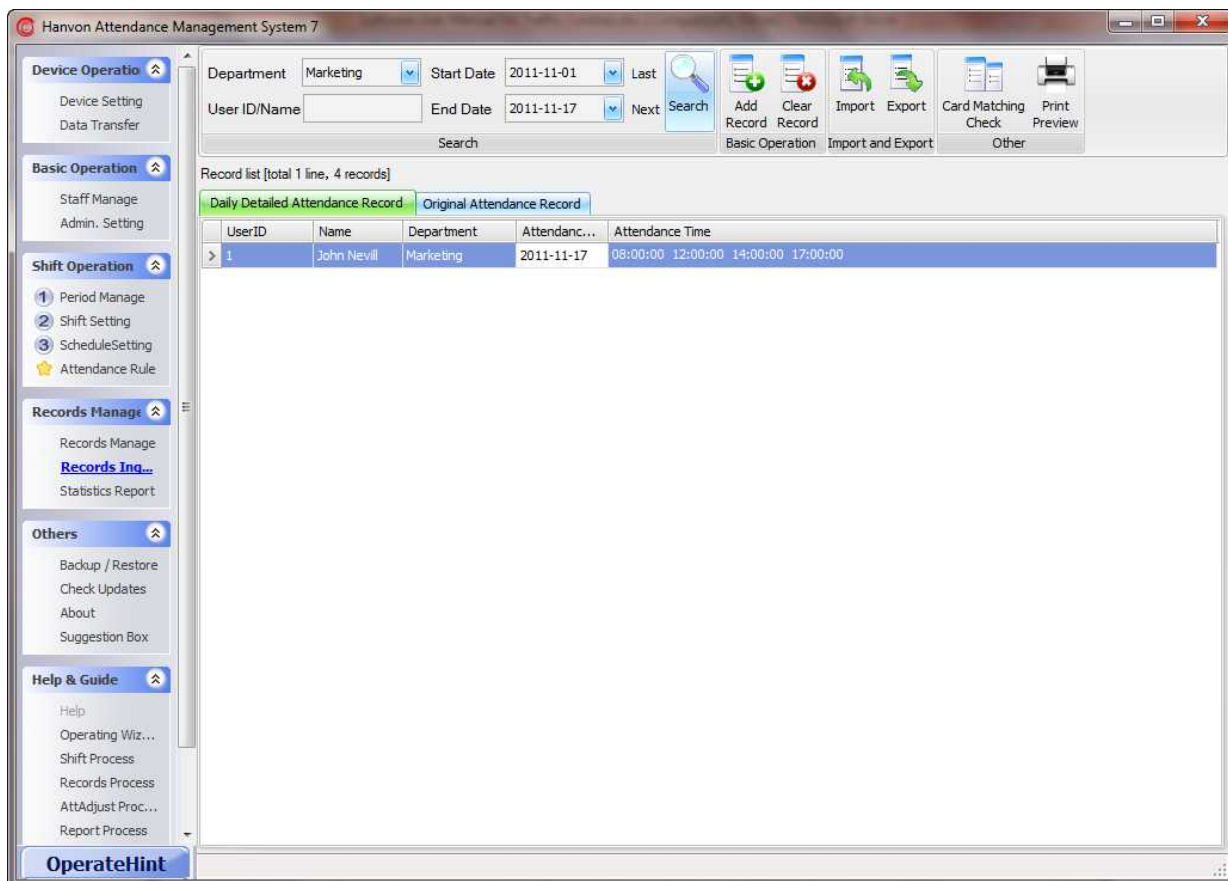
- Click on Records Manage in Records Management section of the left hand side navigation
- In the Attendance Record section of the top ribbon, choose Department, Start Date, End Date and click on Check Record
- Click on the employee who needs to be adjusted
- Click on the date which needs to be adjusted
- Right-click on that date → the Quick Adjustment Menu shows up, including Adjust by Day or Adjust by Time



- If adjusting by time, the following dialog box appears, select Adjustmunt Type, Adjustment Date, Adjustment Time and On/Off Duty. Finally, click OK
- Do other adjustments
- Finally, click on Calculate Result in the Attendance Record section of the top ribbon

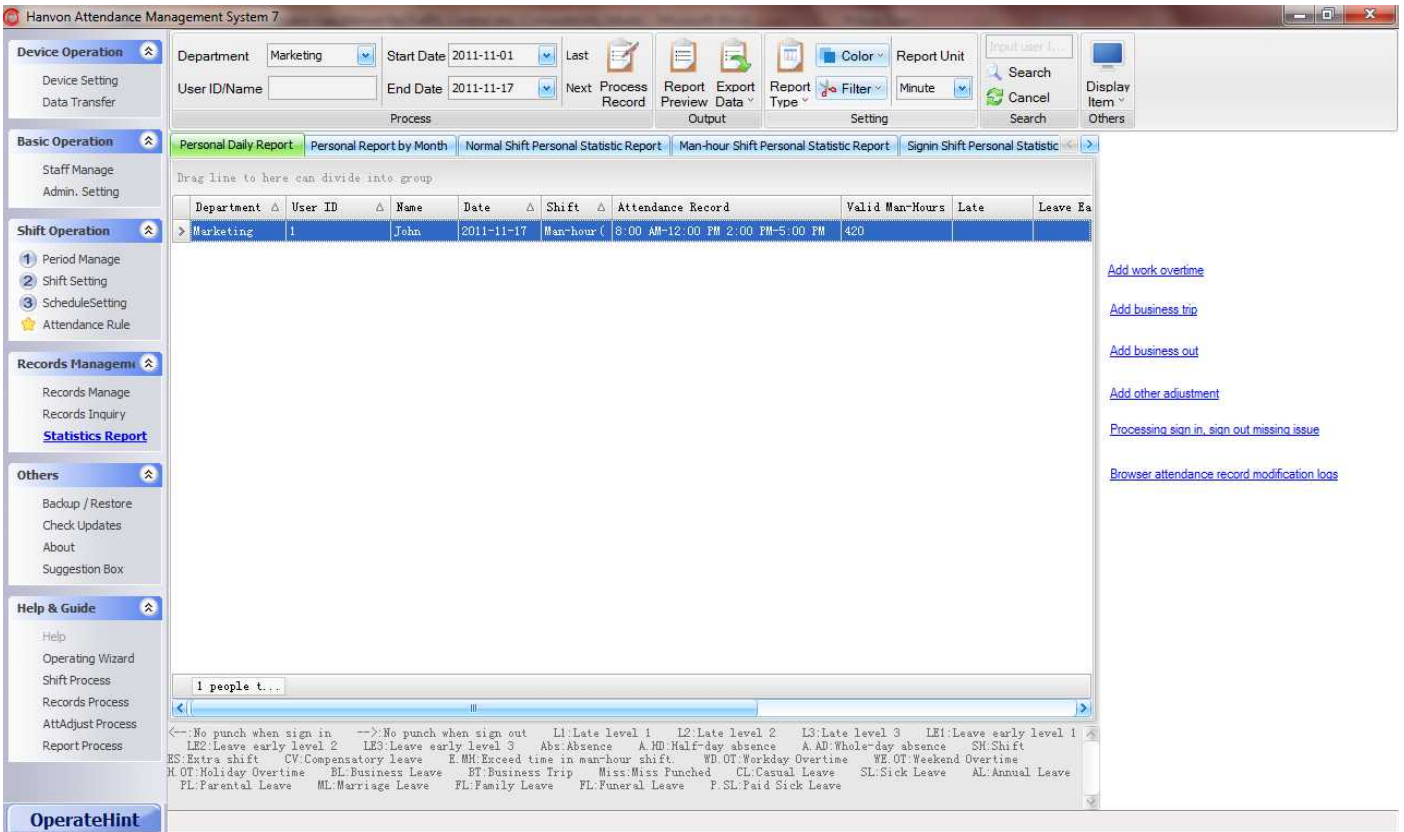
Records inquiry

- Click on Records Inquiry in Records Management section of the left hand side navigation
- In the Search section of the top ribbon, choose Department, Start Date, End Date and click on Search
- Select “Daily Detailed Attendance Record” tab or “Original Attendance Record” tab to view records

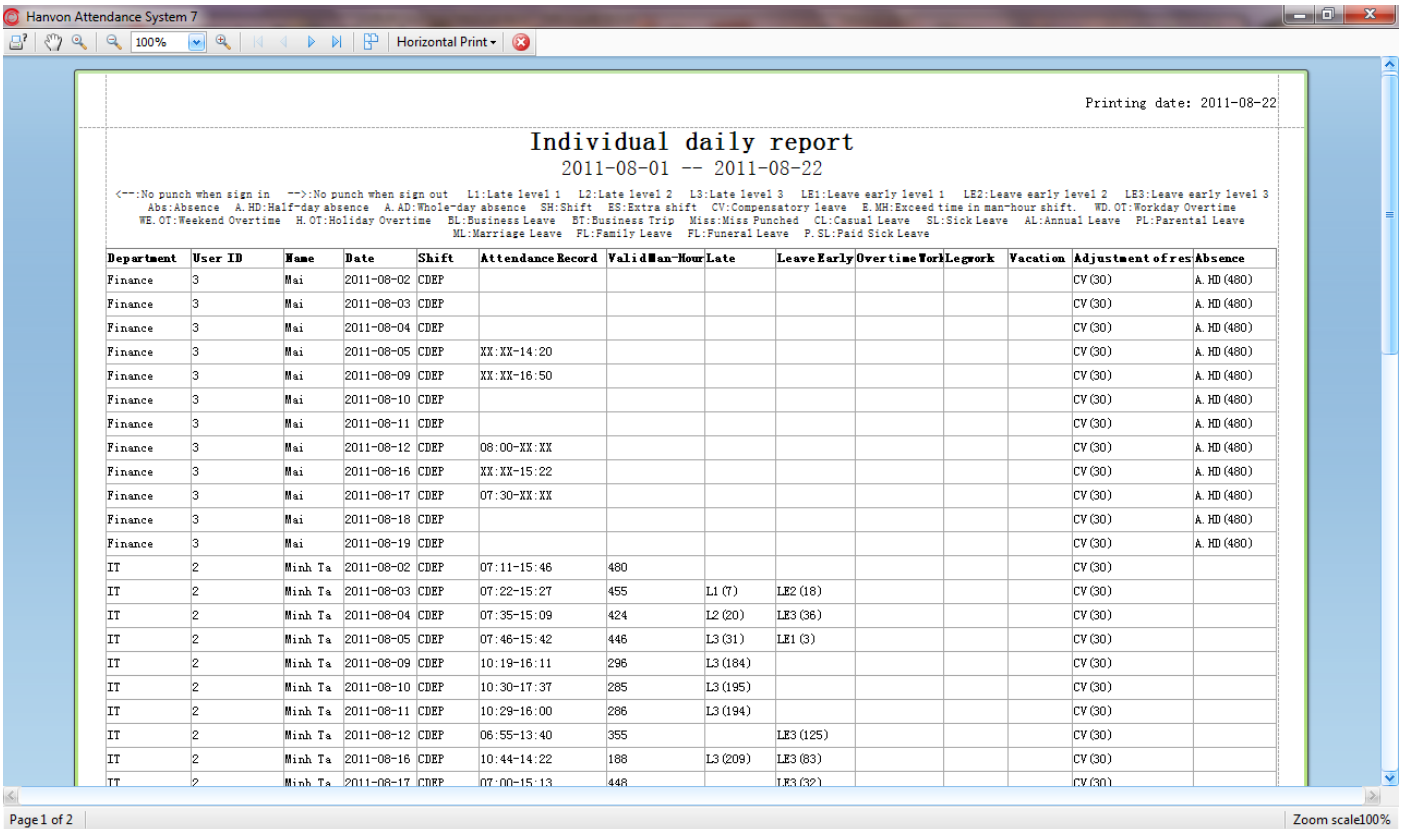


Dealing with records

- Click on Statistics Record in Records Management section of the left hand side navigation
- In the Process section of the top ribbon, choose Department, Start Date, End Date and click on Process Record



- In order to preview the report, select Report Preview into the Output section of the top ribbon
- Data can be exported to HTML or excel file by selecting Export Data in the Output section of the top ribbon



Backup/Restore

- Click on Backup/Restore in Others section of the left hand side navigation
- Select Backup or Restore in the coming-up dialog box



- Also the default address of database is “C:\Users\...\Documents\Hanvon\FaceAtt\Client\HWATT.GDB”. You can copy and paste the database file in another place for backup.