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## HƯỚNG DẪN SỬ DỤNG PHẦN MỀM CHẤM CÔNG VÂN TAY

**A>Đăng nhập vào phần mềm.**

User name:admin

Pass:Trống

Attendance System-Universal ACCESS VerLogin On

To Use YS010 softwareAttendance System-Universal A

User Name: admin

Password:

Language:  S C  T C  English

Login On Exit

**B>Giao diện phần mềm**

Attendance System-Universal ACCESS Ver[Welcome to use] - [Head Office]

System Management(X) Practical Tool(T) Window Arrange(W) Help(H)

Basic Info Management Shift Management Back up database(B) Recover Database(B) Closed(C) Display navigation function

Attendance System-Universal ACCESS Ver-Use Wizard

Device  Show all functions

Personnel Company info settings Company department settings Staff info settings

Attendance Shift Shift pattern Start scheduling

Report Data Collection Attendance Analysis Attendance Report Attendance Daily Report Attendance Monthly Report

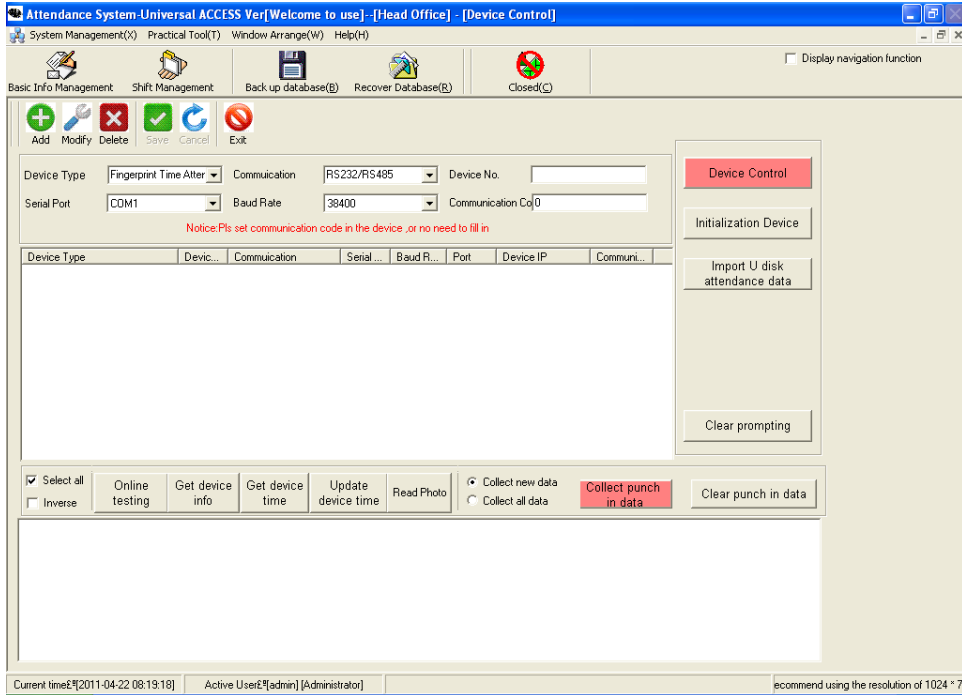
System User Management Data Cleaning

Current time: 2011-04-22 08:13:18 Active User: [admin] [Administrator] recommend using the resolution of 1024 \* 768

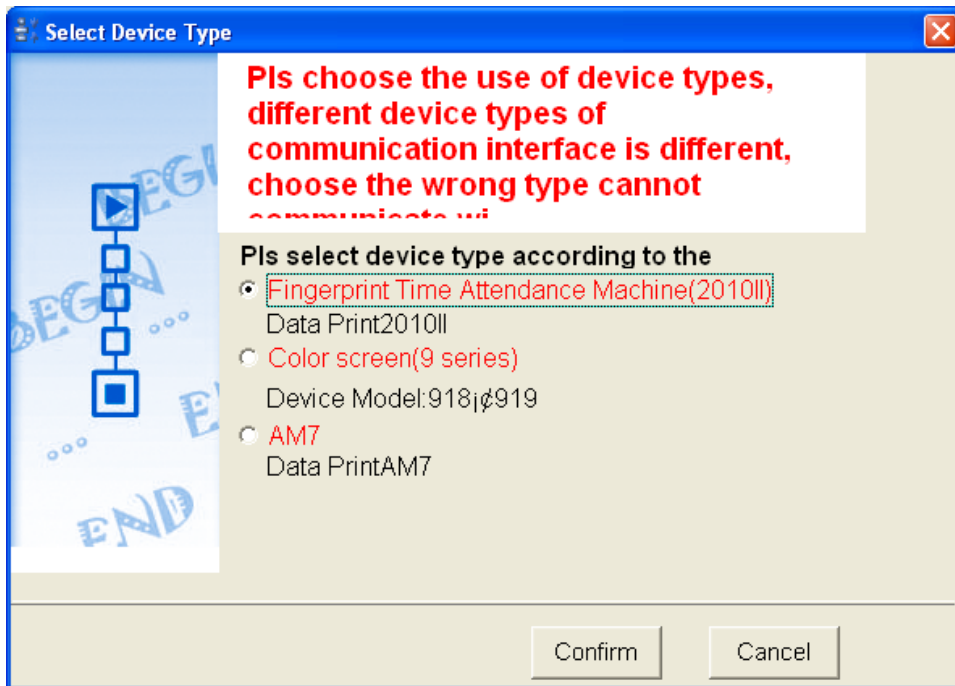
**C>Các bước thao tác.**

### I.Mục DEVICE

1>Vào **DEVICE**



2>Chọn ADD



Chọn “Fingerprint Time Attendance Machine(2010)”→Confirm.

3>Nhập thông tin thiết bị

-Device Type:Fingerprint Time Attendance

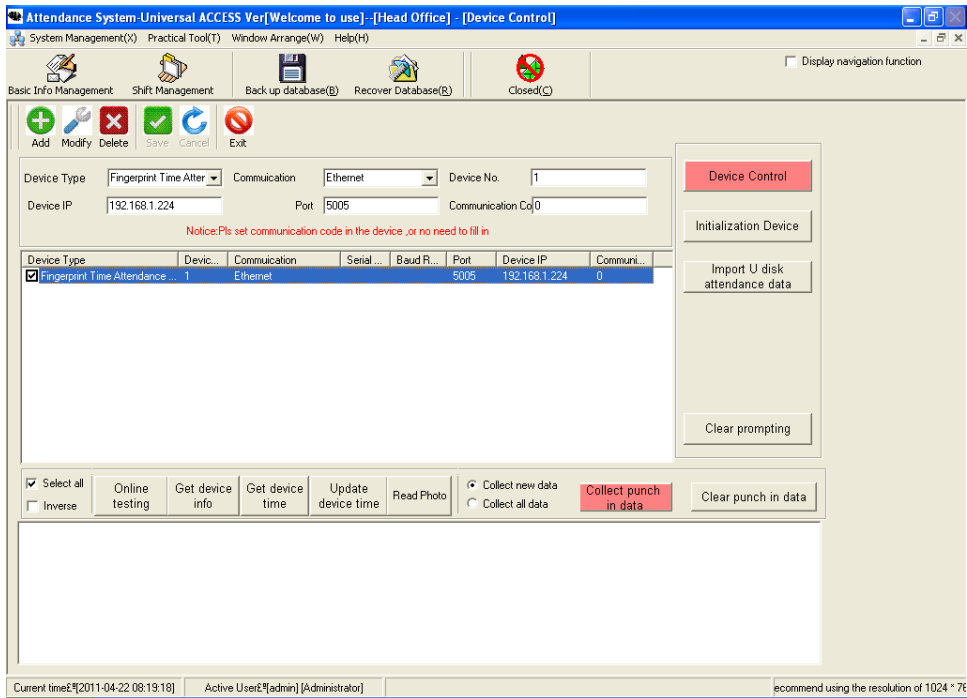
-Communication:Ethernet

-Device No:1

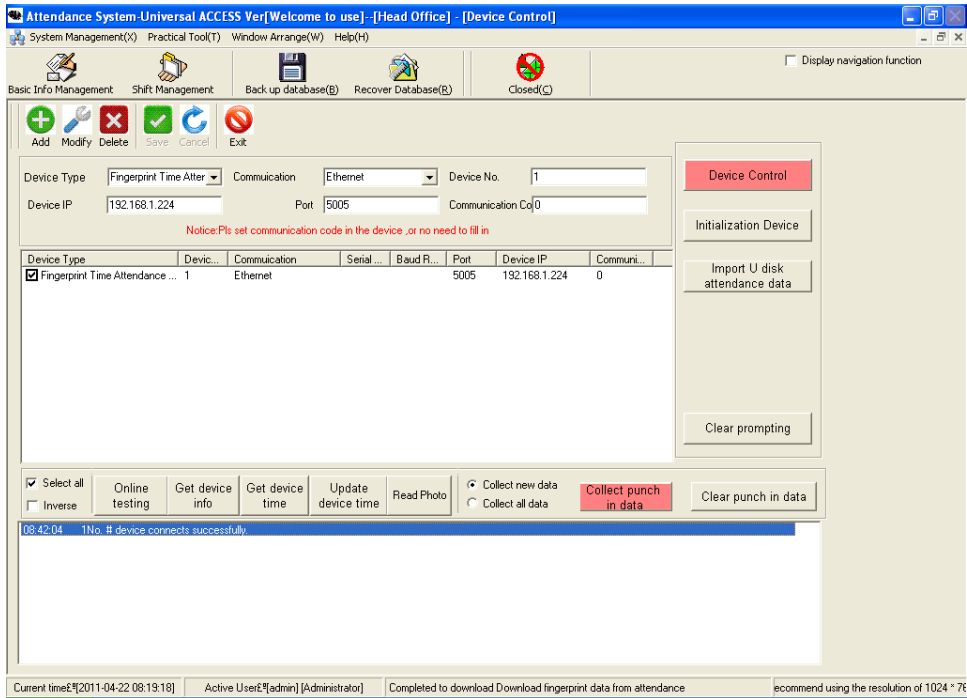
-Device IP:192.168.1.224

-Port:5005

->Save



**4>Kiểm tra kết nối**  
**->Online testing:"Device connect successfully"**



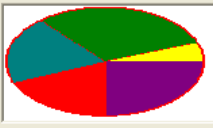
**CÁC BƯỚC CÀI ĐẶT**  
**1.Vào "company info setting"**

**Company Set**

Modify Save Cancel Exit

Company's Chinese name:  Company's English name:

ADD:  Principal:

Tel:  Company Logo: 

Fax:  Prompt? Click to select image

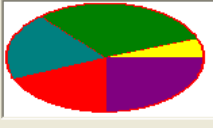
→Chon Modify→Nhập Tên Công Ty,Địa chỉ,Điện thoại

**Company Set**

Modify Save Cancel Exit

Company's Chinese name:  Company's English name:

ADD:  Principal:

Tel:  Company Logo: 

Fax:  Prompt? Click to select image

→Save→Exit

**2>Company Department Settings(Tạo phòng ban)**

Attendance System - Universal ACCESS VerCompany's Chinese name can't be empty and not exceed 100 characters.Công Ty Shop1888 - [Dept Set]

System Management(X) Practical Tool(T) Window Arrange(W) Help(H)

Basic Info Management Shift Management Back up database(B) Recover Database(R) Closed(C) Display navigation function

Add Modify Delete Save Cancel Print Exit

Department: 00000001 Superior Dept No: Department: Công Ty Shop1888 Division Principal:

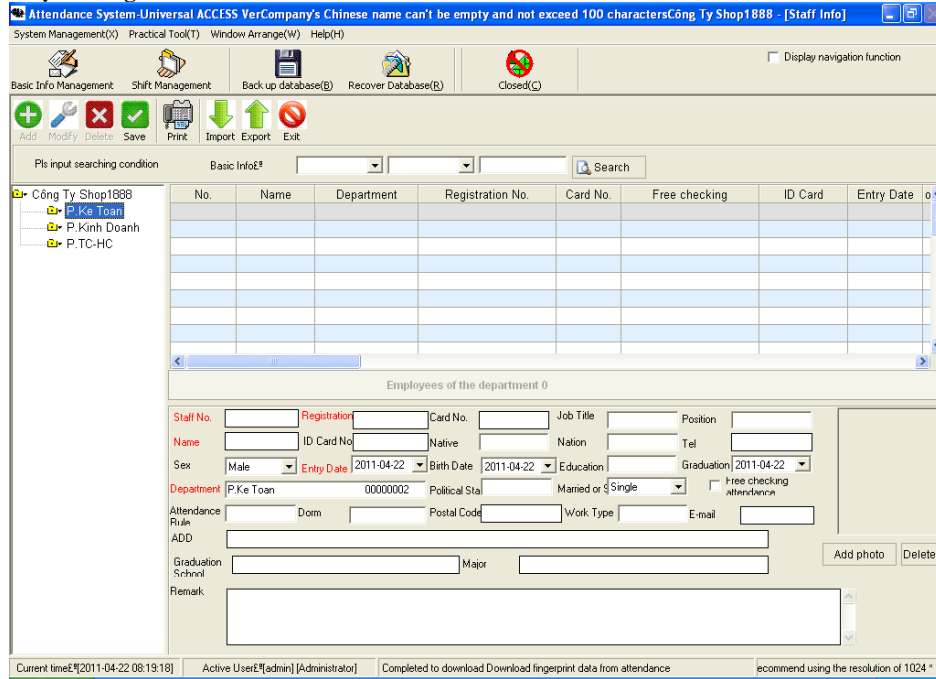
Prompt:Node parked in which department, what adding is this subordinate departments of department.

| No. | Department | Department       | Superior Dept    | Division Principal |
|-----|------------|------------------|------------------|--------------------|
| 1   | 00000001   | Công Ty Shop1888 |                  |                    |
| 2   | 00000002   | P.Ke Toan        | Công Ty Shop1888 |                    |
| 3   | 00000003   | P.Kinh Doanh     | Công Ty Shop1888 |                    |
| 4   | 00000004   | P.TC-HC          | Công Ty Shop1888 |                    |

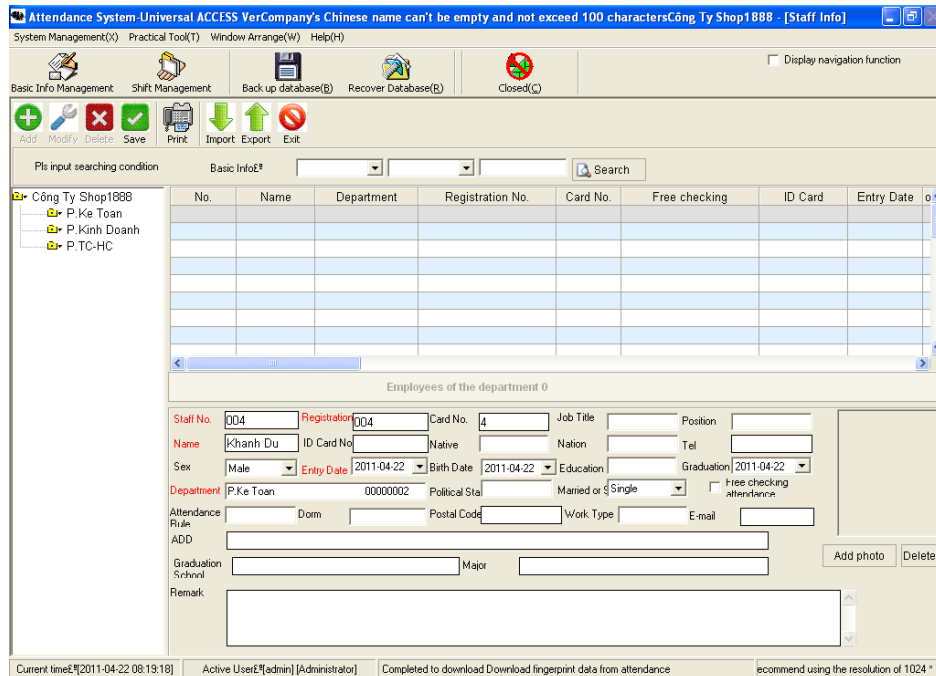
Current time:2011-04-22 08:13:18 Active User:admin Administrator Completed to download Download fingerprint data from attendance recommend using the resolution of 1024 \* 768

**3>Staff info setting**

**Chọn Phòng ban→Add.**



- Staff No:0001
- Registration:0001
- Card No:1
- Save→Exit



- 4>Shift
- Cài đặt thời gian làm việc
- Shift No:1
- Shift Name:lamviec
- Sign In:08:00

**-Sign Out:12:00**

Attendance System-Universal ACCESS Ver[Company's Chinese name can't be empty and not exceed 100 charactersCng Ty Shop1888 - [Shift Definition]

System Management(X) Practical Tool(T) Window Arrange(W) Help(H)

Basic Info Management Shift Management Back up database(B) Recover Database(R) Closed(C) Display navigation function

Add Modify Delete Save Cancel Exit

Shift No. 1 Shift Name lam vic Shift Notes

| Shift No. | Sign in or not                      | Earlier in | Clock in | Late out | Count after | Sign out or Earlier in              | Early out | lock out | Earlier in | Category of shift period |
|-----------|-------------------------------------|------------|----------|----------|-------------|-------------------------------------|-----------|----------|------------|--------------------------|
| Part 1    | <input checked="" type="checkbox"/> | 60         | 08:00    | 0        | 30          | <input checked="" type="checkbox"/> | 30        | 0        | 12:00      | 60 Normal Atte           |
| Part 2    | <input checked="" type="checkbox"/> | 60         | 14:00    | 0        | 30          | <input checked="" type="checkbox"/> | 30        | 0        | 18:00      | 240 Normal Atte          |
| Part 3    | <input type="checkbox"/>            |            |          |          |             | <input type="checkbox"/>            |           |          |            |                          |

Normal Hour 8  This shift is the cross day for the second time,punching time is tomorrow time

Clock in minutes before time,as peacetime OT  Clock out minutes after time,as peacetime OT

| Shift No. | Shift   | Part 1 on duty | Part 1 off duty | Part 2 on duty | Part 2 off duty | Part 3 on duty | Part 3 off duty |
|-----------|---------|----------------|-----------------|----------------|-----------------|----------------|-----------------|
| 1         | lam vic | 08:00          | 12:00           | 14:00          | 18:00           |                |                 |

Current time:2011-04-22 08:19:18 Active User:admin [Administrator] Completed to download Download fingerprint data from attendance recommend using the resolution of 1024 \* 76

**5>Shift Pattern**

**No:1**

**Name:Normal Shift**

**Period:Scheduling by month**

Attendance System-Universal ACCESS Ver[Welcome to use] - [Cng Ty Shop1888] - [Work Rules]

System Management(X) Practical Tool(T) Window Arrange(W) Help(H)

Basic Info Management Shift Management Back up database(B) Recover Database(R) Closed(C) Display navigation function

Add Modify Delete Save Cancel Exit

No. 1 Name Normal Shift Period ca Scheduling by month Notes

Scheduling by month

| Select Staff | Select Staff | Select Staff | Select Staff | Select Staff |
|--------------|--------------|--------------|--------------|--------------|
| 1 lam vic    | 2 lam vic    | 3 lam vic    | 4 lam vic    | 5 lam vic    |
| 6 lam vic    | 7 lam vic    | 8 lam vic    | 9 lam vic    | 10 lam vic   |
| 11 lam vic   | 12 lam vic   | 13 lam vic   | 14 lam vic   | 15 lam vic   |
| 16 lam vic   | 17 lam vic   | 18 lam vic   | 19 lam vic   | 20 lam vic   |
| 21 lam vic   | 22 lam vic   | 23 lam vic   | 24 lam vic   | 25 lam vic   |
| 26 lam vic   | 27 lam vic   | 28 lam vic   | 29 lam vic   | 30 lam vic   |
| 31 lam vic   |              |              |              |              |

| No. | Name         | Period              | Notes |
|-----|--------------|---------------------|-------|
| 1   | Normal Shift | Scheduling by month |       |

Current time:2011-04-23 13:44:57 Active User:admin [Administrator] recommend using the resolution of 1024 \* 76

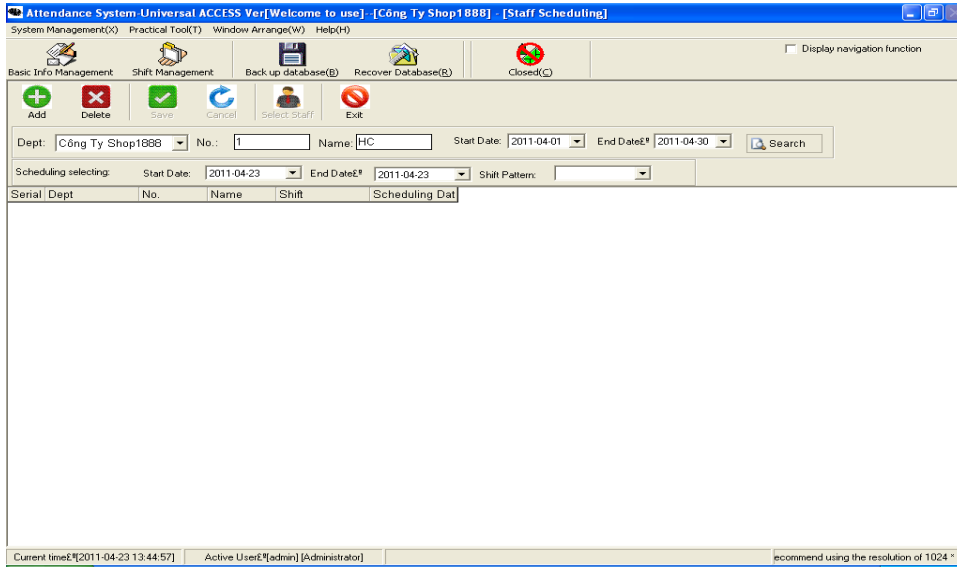
**Chon Save-->Exit**

**5>Start Scheduling**

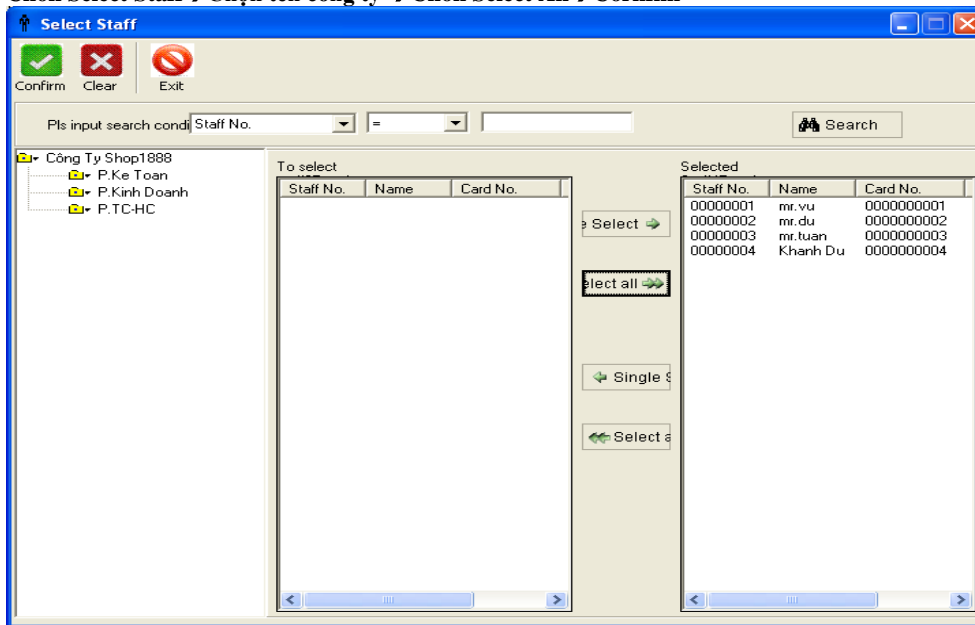
**Add:-**

- Dept: Chọn tên công ty
- No:1

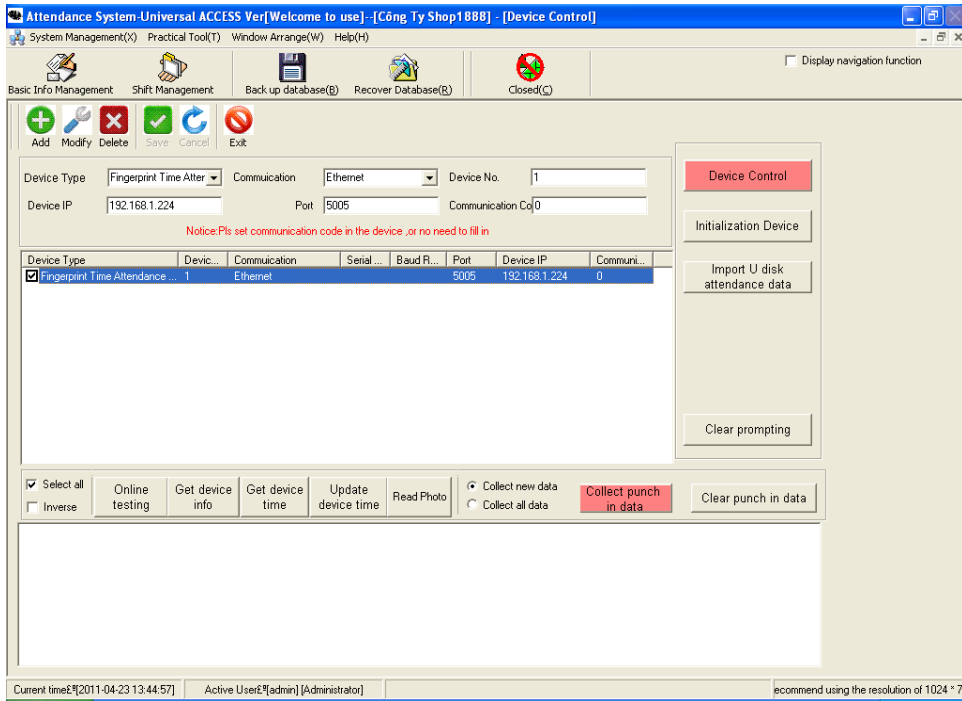
- Name:Đặt tên



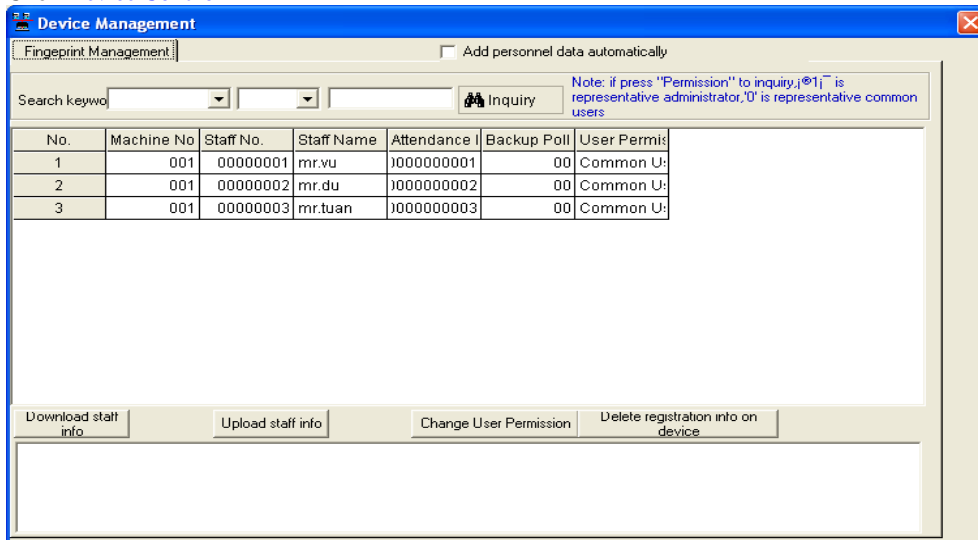
Chon Select Staff → Chọn tên công ty → Chon Select All → Cornfim



6>Data Collection

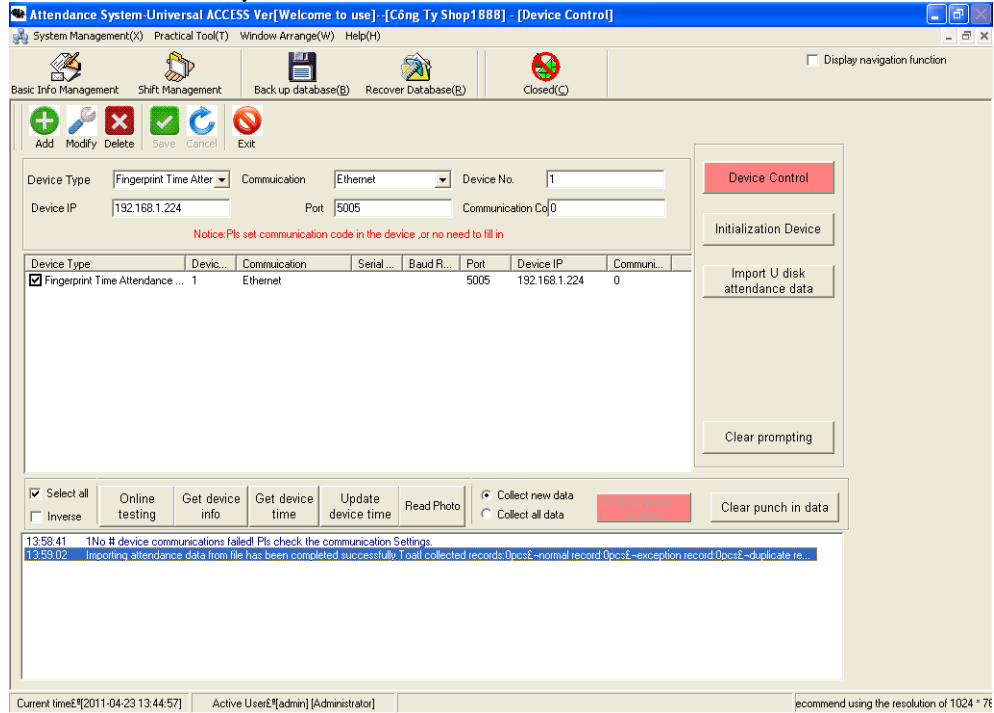


**Chon Device Control**



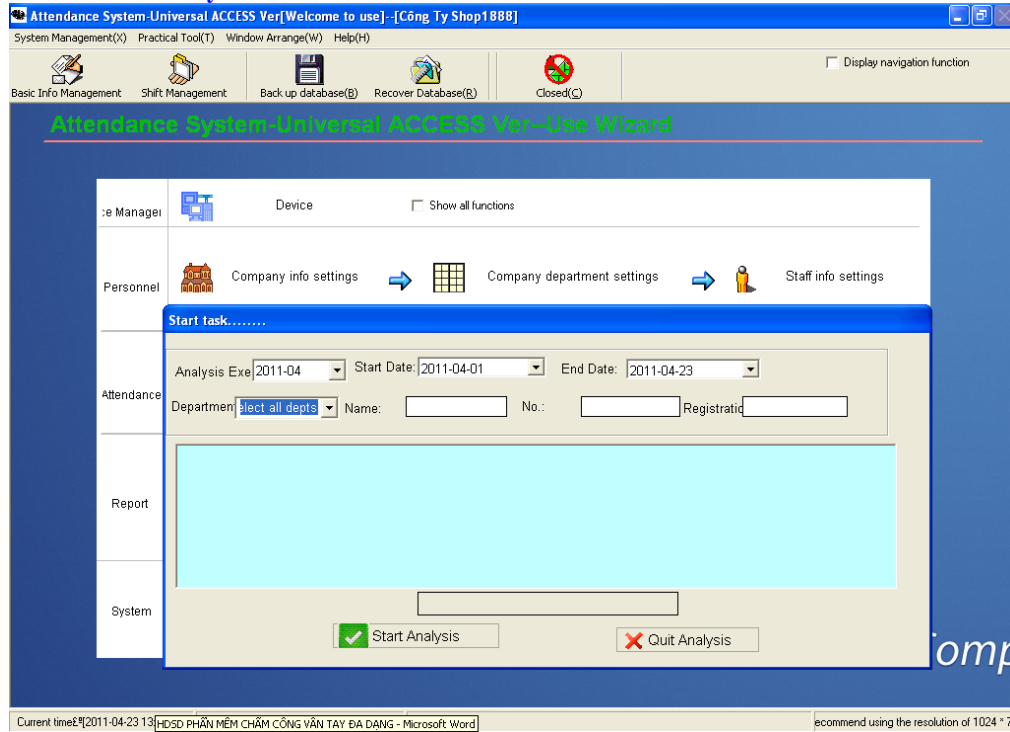
- Download Staff(Finish)
- Upload Staff Info(Finish)

### -DOWNLOAD DỮ LIỆU CHẤM CÔNG



- Chọn “Collect punch in data”
- + Collect new Data:dữ liệu mới
- + Collect all Data:Toàn bộ dữ liệu

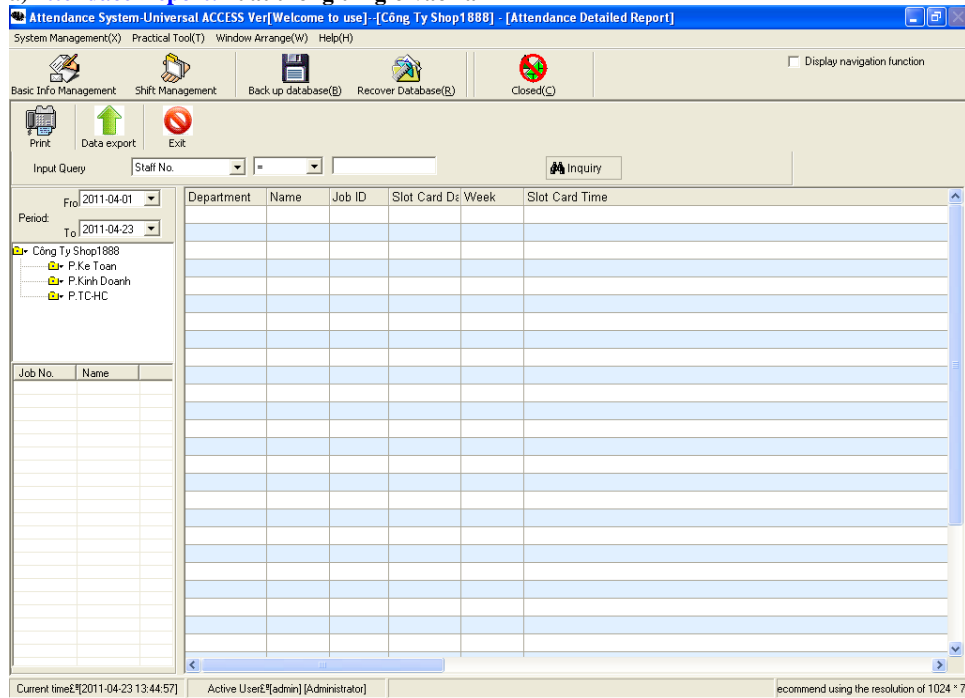
### 7>Attendance Analysis



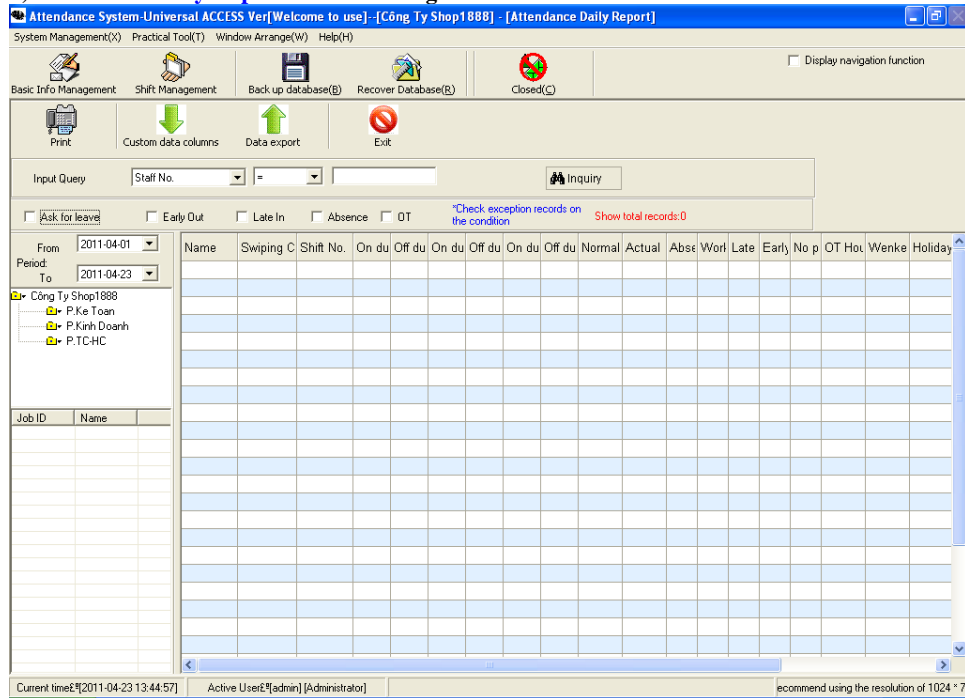
- Department:Chọn tên công ty
- Start Analysis→(ok)→Quit

8>Xuất báo cáo

a)Attendance Report:Xuất thông tin giờ vào ra



b)Attendance Daily Report:Xuất chi tiết giờ vào ra



c>Attendance Monthly Report:Xuất báo cáo hàng tháng

