# UNIS SOFTWARE GUIDE

Version 2.5.8 2011-11-14

# **UNIS-HELP Version**

# Version Format : Program.Menu.ContentsUpgrade

Help Version	Date	Update Information	UNIS Version
V2.5.8	2011-11-09	<ul> <li>[2.2.3.4. Search User Method] Add</li> <li>[2.2.8.4.2. Server Environment Setting] ,</li> <li>[2.2.8.4.4. Mail Environment] , [2.2.8.4.5. Else</li> <li>Option Setting] , [2.2.3.1 Add User] Function</li> <li>Add</li> <li>[2.2. Menu Configuration] , [2.2.7.1.1. Access</li> <li>Log] , [2.2.8.4.3. Alarm Option Settiong] Update</li> <li>image</li> </ul>	P2.5.0
V2.5.4	2011-09-21	S: 2.5.4, C: 2.5.4 Version upgrade	P2.5.0
V2.5.0	2011-08-05	<ul> <li>[2.2.3.1 Add User] : Remote access password (It can designate and manage UNIS login password separately.) function add</li> <li>[2.2.8.4.6 Password Security Setting] : Remote access password environment setting function add</li> <li>[2.2.8.4.2 Server Environment Setting] : Log record data period setting function add</li> </ul>	P2.5.0
V2.4.1	2011-05-11	<ul> <li>[2.2.2.6. Download customized file] Example add</li> <li>[2.2.7.9. Make log file] Example add</li> <li>[2.2.7.10. Merge log file] Example add</li> <li>[2.2.8.1. Design Card Layout] Example add</li> <li>[2.2.8.2. Issue Smart Card] Example add</li> <li>[2.2.8.7. Access Group Shift Settings] Example add</li> <li>[2.2.11.10. Transfer Work Result to another]</li> <li>Example add</li> <li>[2.2.13.2. Application Link] Example add</li> </ul>	P2.4.0

		[ 2.2.14. Meal Management ] Add	
		[2.2.2.6. Download customized file] Add	
		[2.2.6.2. Database Backup] Add	
		[2.2.6.3. Reset terminal emergency status] Add	
		[2.2.7.9. Make log file] Add	
		[2.2.7.10. Merge log file] Add	
V2.4.0	2011-05-03	[2.2.8.1. Design Card Layout] Add	P2.4.0
		[2.2.8.2. Issue Smart Card] Add	
		[2.2.8.7. Access Group Shift Settings] Add	
		[2.2.11.10. Transfer Work Result to another]	
		Add	
		[2.2.13.2 Application Link] Add	
	2011 02 17	[2.2.8.5. Set Wiegand Out Format],[2.2.8.6. Set	52.2.0
V2.3.2	2011-02-17	Wiegand In Format],[ex6)Wiegand Setting] Add	P2.3.0
		Terminal / user / visitor / blacklist information-	
		delete information display ,[2.2.7.5. Admin	
V2.3.1	2011-02-08	Authority Management] Blacklist management	P2.3.0
		Add, [2.2.2.1. Add Terminal] Time Zone setting	
		the world standard time-based add	
V2.3.0	2011-01-11	[2.2.12. Blacklist Management] Add	P2.3.0
		[2.2.9.4. Position Shaping Monitoring] update	
V2.1.1	2010-11-19	icon images, [2.2.8.4.4. Mail Environment] Add	V2.1.1
		Add and Update [2.2.7.8. Import Log From File],	
		[2.2.7.1.6. Search temporary record],	
V2.1.0	2010-09-10	[2.2.7.1.7. Search terminal command], and	V2.1.0
		[2.2.11.10. Transmit Work Result to another]	
		Menu	
V2.0.2	2010-08-09	Set Sample time and attendance	V2.0.1
	1	[2.2.10. TNA Settings], [2.2.11. Time and	
V2.0.1	2010-06-22	Attendance(TNA)], [2.2.8.4.5. Else Option	V2.0.1
		Setting] add	
	-	[1.2. Product Installation] :How to handle OS	
V1.0.1	2010-05-06	specific installation and add the firewall	V1.4.3
		exceptions	

V1 0 0	2010-04-23	Add Help version, [2.2.7.8. Import Log From	V1.4.3	
V1.0.0	2010 04 25	File] Additional information	V1.4.5	

# **UNIS Release History**

Version Format : Major.Minor.BugFix [ P : Product / C : Client / S : Server

### / U : UDB ]

Version [ P : 2.5 / C : 2.5.8 / S : 2.5.8 / U : 2.5.2 ]

S, C: 2.5.8 (2011-11-10)

Fixed – Memory errors are fixed as using 10 fingerprints.

S, C : 2.5.8 (2011-11-03)

Add – Authentication failure is added.

Add – As mail is sent, function for attaching images is added.

 Add – Function for deleting information about multiple server connection is added. (Server option)

Fixed – An encroached resource memory that encroach on is fixed.

Version [ P : 2.5 / C : 2.5.7 / S : 2.5.7 / U : 2.5.2 ]

#### S, C: 2.5.7 (2011-10-25)

Add – Authorized log pictures can be saved as Jpeg image file.

· Add – Authentication method is shown individually. (Numbers of FP, Checking whether or not password is input, Numbers of card)

Add – Anti pass-back exception at user information is added.

#### Version [ P : 2.5 / C : 2.5.6 / S : 2.5.6 / U : 2.5.2 ]

#### C: 2.5.6 (2011-10-17)

Fixed – Function for rounding in minute is fixed.

Fixed – As deleting selected events, all events is fixed.

#### Version [ P : 2.5 / C : 2.5.5 / S : 2.5.5 / U : 2.5.2 ]

#### S: 2.5.5 (2011-09-28)

 Fixed – As uploading log(automatically/manually) about successful logs, anti pass-back is add

#### C: 2.5.5 (2011-10-07)

 Fixed – When MSSQL is executed, errors for deleting branch and department are fixed.(It is normal at mdb)

#### Version [ P : 2.5 / C : 2.5.4 / S : 2.5.4 / U : 2.5.2 ]

#### S: 2.5.4 (2011-09-20)

Added – Anti pass back function works with another terminals

 Added – Uploading of the terminal authentication logs: Adding anti pass back function that according to authentication log

#### C: 2.5.4 (2011-09-20)

 Added – Without a fingerprint input device is a registered fingerprint to check (Can't fingerprint modifications)

 Added – [2.2.11.1. Set Special Shift] : T&A calendar can be printed and output to a file

 $\cdot$  Added – Units of time and attendance: add that 15 minutes is rounded down and rounded up

Fixed – Other: English phrases modifying for English Version

Version [ P : 2.5 / C : 2.5.1 / S : 2.5.2 / U : 2.5.2 ]

#### P 2.5

· Logon Password Management System Change

#### C: 2.5.1 (2011-07-13)

 Added – It operates log on password separately (It is separated from password from an existing terminal)

Added – It specifies the date of various Logs archive

Fixed – Various printout are limited by rights of log on administrator

#### S: 2.5.1 (2011-07-13)

Added – It deletes every logs that were kept once a day before specified date

Fixed – It Modifies reconnect partial errors as happening DB connection trouble

C: 2.5.2 (2011-07-22)

Fixed – It modifies system down or malfunction as changing server options
 (Including failure to change)

#### Version [ P : 2.4 / C : 2.4.1 / S : 2.4.1 / U : 2.5.2 ]

#### P 2.4

Added – Meal Management Add

S: 2.4.1 (2011-04-22)

Added – Meal Management Add

C: 2.4.1 (2011-04-22)

Added – Meal Management Add

#### Version [ P : 2.3 / C : 2.3.3 / S : 2.3.3 / U : 2.5.2 ]

#### P 2.3

#### S: 2.3.3 (2011-02-11)

Added – 2.2.8.7. Access Group Shift Settings Add

 Added – Additional external equipment - Dummy Reader displays a separate (Monitoring, log Query) Added – Access Log - Condition option add to Branch, Department

Fixed – Log Management - Delete error update

#### C: 2.3.3 (2011-03-10)

Fixed – When SQL DB used error update (Log data delete, Change blacklist)

Version [ P : 2.3 / C : 2.3.2 / S : 2.3.2 / U : 2.5.2 ]

P 2.3

Added – [ Blacklist Management ] Add

#### S 2.3.2 (2011-01-27)

Added – Standard time world time-synchronization of the terminal

• Fixed – Anti-Passback not change the location when using the door not open

Fixed – Other external DB integration change management (holding when disconnection protection)

#### C 2.3.2 (2011-01-27)

 $\cdot$  Added – Information terminals in the world's standard time set by adding the Time Zone

Added – Admin Authority Management - Blacklist management Add

Fixed – Terminal / user / visitor / blacklist information- delete information

### S 2.3.1 (2011-01-10)

Added – Authentication: Authentication failure handling blacklist fix ever

### C 2.3.1 (2011-01-10)

Added – Blacklist Management options and list view output function : Add

Added – Blacklist Alarm and mailing functions for authentication attempts : Add

### Version [ P : 2.2 / C : 2.2.5 / S : 2.2.1 / U : 2.5.1 ]

### C 2.2.5 (2010-12-24)

Fixed – Lock setting allows an administrator access terminal flag error

#### correction

Fixed – Card serial number sent to the terminal formatting error correction

#### C 2.2.4 (2010-12-20)

- Added User file transfer capabilities to terminal : Add
- Added User Message creation and terminal transfers able : Add
- Added Access record file storage, and merge function : Add

#### C 2.2.2 (2010-12-09)

Fixed – Managing pop-up menu control gate, shall apply to E\_Map

 $\cdot$  Fixed – If, Terminal Function is Meal that show log : Breakfast, lunch , dinner and changing the menu items

\* Future versions management Product, Client, Server, UDB is managed separately

(now Release version P : 2.2 / C : 2.2.1 / S : 2.2.1 / U : 2.5.1 )

#### 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

 $\cdot$  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

 $\cdot\,$  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

 $\cdot$  Fixed –Uploaded from the terminal as a transmission device manager that is registered as a regular

user error correction

 $\cdot\,$  Add – Records obtained certification from the terminal (USB) function is added to bring

 $\cdot$  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.)

 $\cdot\,$  Add – Program installation CD in the  $\backslash$  Setup  $\backslash$  Patch folder, the file on the distributor the ability to

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

 $\cdot\,$  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

 $\cdot\,$  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

 $\cdot\,$  Add – Inspect in duplicate the number of employee number when registering and correcting the

employee

 $\cdot$  Add – Output message displaying the number of selected fields before deleting multiple selection of

employees, terminals, etc.

 $\cdot\,$  Add – Initialize the contents when clicking the window for searching employee, visitor, and

terminal list

 $\cdot\,$  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

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

· Error in registering Terminal Manager

 $\cdot\,$  Changed – Change the function of maintaining previous user information to be initialized on the

registered screen after adding user and visitor

 $\cdot$  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

 $\cdot\,$  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

 $\cdot\,$  Added – Add the function of setting MAD type card layout

 $\cdot\,$  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)

 $\cdot\,$  Added – Treat the detailed event and change the icon for terminal status, lock status, and access

door status

 $\cdot\,$  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

 $\cdot$  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)

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

 $\cdot\,$  Fixed – Error of being uploaded as general user in the server when uploading the manager at the

terminal

 $\cdot\,$  Fixed – Error of possible loss by database rollback when saving the authentication record at the

server

 $\cdot\,$  Fixed – Error of authority for holiday of access group being inoperative at the time of server

authentication

 $\cdot\,$  Fixed/Changed – Time zone & Modify the scale bar used at the time of setting the time zone &

terminal lock

 $\cdot\,$  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 nonregistered 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

 $\cdot$  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

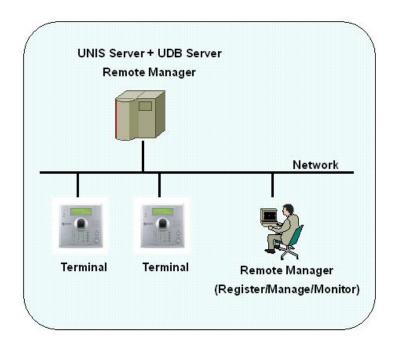
### **1.1. Product Introduction**

### 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.



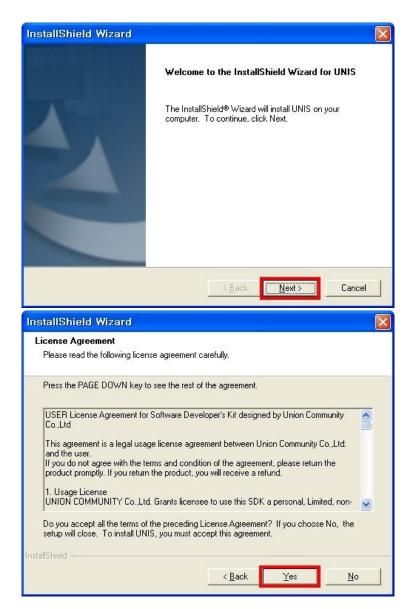
# 1.1.2. Product Configuration

# **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



oose Destination Location	
Select folder where Setup will install file	18.
Setup will install UNIS in the following fo	older.
	nstall to a different folder, click Browse and select
another folder.	
Destination Folder	
Destination Folder C:\Program Files\UNIS\	B <u>r</u> owse
	B <u>r</u> owse
	Bīowse

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

InstallShield	l Wizard	×
Setup Type Select the Se	tup 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.	
⊂ <u>C</u> lient	Program will be installed with minimum required options.	
InstallShield	< <u>B</u> ack <u>N</u> ext > 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	1
	99%
InstallShield	Cancel
InstallShield Wizard	
metermentero Mizello	
	InstallShield Wizard Complete
	InstallShield Wizard Complete Setup has finished installing UNIS on your computer.
	-12 Monardit do Manariant de Bretanin construction de

Installation Complete

\* OS Stars firewall exception handling: After installation, the program does not run

and Terminal disconnection Exception handling for your PC's firewall please.

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

# **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  $4 \sim 8$  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.



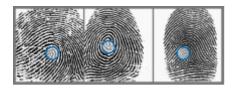
Figure 2 [ Improper Fingerprint Input Method ]

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.

WAR -	

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.

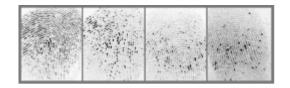


Figure 7 [ Dry Fingerprint ]

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.

2) Select a finger whose fingerprint is to be registered.

To skip the initial window, uncheck the box.

Virdi	Virdi
<ul> <li>Fingerprint registration Step 2</li> <li>"Place your finger</li></ul>	<ul> <li>Fingerprint registration Step 2</li> <li>"Remove your finger</li></ul>
on the sensor." <li>-1<sup>st</sup> Scan</li> <li>-2<sup>nd</sup> Scan</li> <li>Back Cancel</li>	from the sensor" <li>Image: sensor</li>

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.

8) Fingerprint input was completed.

Press the "Finish" button to finish fingerprint input.

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

# 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.

UNIS

Admi	in Logon	
	Admin ID 00000000 Password •	
	<u>OK</u> <u>C</u> ancel Please input master's password	
<b>0</b> F	Remote Manager [Logon 0000	)0(
: <u>S</u>	ystem <u>D</u> ata Management,,, <u>T</u> oc	ls
	Change Master Password,,, Database Backup	f
L	<u>Exit</u>	C

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)

lient Status	U.	Authentic	cation Log L	list								Re	set Column
	Admin ID				Name	Emp No.	Access Group	Class	Mode	Type	Result	External Device	Pass Cour
0001	00000000 : Maste												
(													
erminal Sta													
Terminal N 0001 1	Vame Status Con												

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.
- Emp NO.: Employee Number of an authenticated user is displayed.
- Access Group: Access Group of an authenticated user is displayed.
- Class: Users and visitors
- Mode: Entry mode

( 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.

• External Device: Check option for external device if it is not connected leave with blank.

 Pass Count: if person over then, excessive number of people will be displayed (Only by using Tail Gate)

■ 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].

									Reset Column
X	ID	me here. 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

*ID	0001	- Basic Inform	and the second	Function		
*Name	Terminal		TNA	🔲 Meal	Schoo	1
Branch	**** : Not Assigned	~				
Location	Hot Hoolghou			Anti Pass Bac	:k	
Other			Enter Zone	**** : Not As	ssigned	~
Reg. Date	2011/02/08 11:18:43	÷	Exit Zone	**** : Not As	ssigned	*
Door remote	Allow all functions	~		(7). (7)		
e o or i onnoite	raiow di falledollo					
Timezone		sign Terminal A	Administrator	Assigned Ad	2011/02/08 1	1:19:15
	Ass Unassigned Admin	sign Terminal A		Assigned Ad		1:19:15
Timezone Admin ID	Ass	sign Terminal A	Administrator Admin ID			1:19:15
	Ass Unassigned Admin			Assigned Ad		1:19:15
	Ass Unassigned Admin			Assigned Ad		1:19:15
	Ass Unassigned Admin			Assigned Ad		1:19:15
	Ass Unassigned Admin	>		Assigned Ad		1:19:15
	Ass Unassigned Admin	>		Assigned Ad		1:19:15
	Ass Unassigned Admin	>		Assigned Ad		1:19:15

#### 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.

• Time Zone: Standard time in the world to the information terminal Time Zone setting (world standard time-based time synchronization of the handset)

- 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.

Unassigned Admin			Assigned Admin		
Admin ID	Name		Admin ID	Name	
00000001	James				
		$\rightarrow$			
		>>			

A list of users with rerminal Management rights of Access Control at <u>Admin</u> 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. Delete Terminal

e you sure y elected : 91	ou want to dele	te the seleted termin	al?	Delete Cancel
ID	Name	Branch	Function	Location
00000006	0006	**** : Not As		
00000009	0009	**** : Not As		
00000011	0011	**** : Not As		
00000012	aging test	**** : Not As		
00000014	aging test	**** : Not As		
00000016	0016	**** : Not As		
00000018	0018	**** : Not As		
00000019	aging test	**** : Not As		
00000020	0020	**** : Not As		

■ If you want to delete the registered terminal, the terminal checking the information and then deleted.

# 2.2.2.3. Setup Options

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

After selecting a desired terminal from the terminal list window,

press

▷ Basic Setting

Ferminal	0001 : Termina	11	~		
Basic Netw	vork Lock Holid	av			
Authentica	ation Level		Access Level		
1:1	3:Low		Anti Pass Back	Not Used	*
1:N	5:Normal	*	Authentication Restriction	Not Used	*
Automatic Enter Key User ID length (1,.8) User Input Type		User ID	4		
		Befre	sh Apply	Apply to another terminal	Close
			The process is c	amplete	

Authentication Level

• § 1:1: It is the level value used during <u>1:1authentication</u> at the fingerprint recognition terminal.

• 1:N: It is the level value used during <u>1:N authentication</u> 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.

erminal	0001 : Terminal1	~			
	Lock Holiday				
<ul> <li>Automatic</li> </ul>	IP Address Acquisition				
	IP Address Use	Function			
Terminal IP	211 . 172 . 235 . 15	Authentication Mode	SN	*	
Subnet mas	k 255 . 255 . 255 . 0	Operation Mode	T/A	~	
Default Gate	way 211 . 172 . 235 . 1	Text for meal printer			
Authentication	i Server				
IP Address	211 . 172 . 235 . 6	1			
Port	9870.				

#### ▷ 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. .

erminal	0001 : Terminal1		×										
asic Network	Lock Holiday												
	00:00 ~ 00:00	00:00 ~ 00:00	00:00 ~ 00:00	1	0	3	6	9	12	15	18	21	24
Lock Terminal	2.5 1 - 2010 - 2010 - 2010 - 2010 - 2010 - 2010 - 2010 - 2010 - 2010 - 2010 - 2010 - 2010 - 2010 - 2010 - 2010 - 20			Sunday	1.1.4	1.1.1	1.1.1	1.1		1. E. F.		1.1.1	
LOCK Perminal				Monday									and the second
8.97%). T	0 3 6	9 12 15	18 21 24	Tuesday Wednesday						111			-
Ųnlock	TITITI	rt et et et et		Thursday						111			
	00:00 ~ 00:00	00:00 ~ 00:00	00:00 ~ 00:00	Friday				100	1.1.1	1.1.1			
	00.00 00.00	00.00 00.00	00.00 00.00	Saturday									Control I
The present s	etting will be chang	ed as All	~	Holiday 1									-
follow				Holiday 2						1.1.1			
			Apply	Holiday 3	1	1	1	1.					
		Refresh		Apply	Apply		ther ter	minal			Clos	5.P	

 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.

minal	0001 : Term	inal1	*			
sic Networ	k Lock Ho	liday				
Number	Date	Туре		^	Type 1	~
1						
2					2010년 4월	2010년 5월 ≥
					20102 42	the second se
4					월월 화수복금보	일철화수목금토
5					4 5 6 7 8 9 10	2345678
6 7					11 12 13 14 15 16 17	9 10 11 12 13 14 15
0					18 19 20 21 22 23 24	16 17 18 19 20 21 22
8 9					25 26 27 28 29 30	23 24 25 26 27 28 29 30 31 1 2 3 4 5
10						30 31 1 2 3 4 5
11						
12						
13					Add	Delete
14				~	<u>700</u>	Delete
2004						
		Refres		Apply	Apply to another termin	al Close

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)

### 2.2.2.4. Assign Admins

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.

Assign Terminal	Administrator					×
Admin					~	
Unassigned		sign Term	inal—	Assigned	Terminal	
X Terminal ID	Name		X	Terminal ID	Name	
		> < >> <				
<			<	1111		
				<u>A</u> pply	<u>C</u> lose	

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 <u>[Admin</u> Authority Management] is displayed.

### 2.2.2.5. Upgrade Firmware

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.

Upgrad	le terminal'	's firmware		
_ Term	inal ———			ſ
	ID	Name	Status	Send
	0001 0002	Terminal1 Terminal2		<u>C</u> lose
H	0002	Terminal3		
	0004	Terminal4		
	1	1		
L				J

#### 2.2.2.6. Download customized file

Download customized file is the function that a user can separately specify file and send it to the terminal.

\* File type : Defined Text File(.csv)/Backgroud image File(.jpg)/Success voice File(.wav)/Fail voice File(.wav)/Movie File(.mp4) Please refer to the terminal introduction for the defined file.

\* The user text shift, Background image shift, voice message shift is applicable to AC5000. The Background video file setting is applicable to the AC6000.

1. Defined Text File

load cust	omized file		
File type	Defined Text File(,csv)	Send	Close
File path	C:₩Program Files₩UNIS₩success.csvl		Find

Specify file type as text - defined file and select (.csv) file. Press send button then terminal window is displayed. After selecting the terminal on terminal list window click SEND button and file is sent and the results of download appear.

CSV file is created after text which you want to change in excel file with firmware is changed to make csv file. If, defined Text to change back to the default text : Terminal menu [Application] - [Display] - [7. User Text] check disable.

#### 2. Backgroud image File

Download custo	omized file			
File type	Backgroud image file(.jpg)	<b>~</b> (	Send	Close
File path	C:₩Program Files₩UNIS₩success,jpg			Find

File type is designated as the background image file and select the image file. Press SEDN button to display the terminal window. Send the file and then the result of the download is displayed.

At this time the file name is applicable to file within only 15 words . and JPG file of 320\* 240 can be sent . If data of other format is downloaded there is an "version error" in the result of download .

If,Backgroud image File to change back to the default : [Application] - [Display] choose to enter the menu.

#### 3. Voice File

oad custo	omized file		
File type	Success voice file(, wav)	Send	Close
File path	C:₩Program Files₩UNIS₩success,wav		Find

After the file type designate as success voice file (.wav) and select wav file (.wav) and then click SEND button file is downloaded and the result of download is displayed.

At this time you can choose file name within 15 words including extention name, send Wav file of 8 KHz ,16 bit mono. If date other format is downloaded virsion error is displayed on the monitor.

In case of fail voice you can change in the same way by designating file type as (.wav)

If you change to the basic voice you go to the menu ( Operation method)- ( window setting) and clear the mark on usage of the user voice.

#### 4. Movie File

Download custo	omized file		
File type	Movie File(.mp4)	💌 💽 Se	nd Close
File path	C:₩Program Files₩UNIS₩success,mp4		Find

File type is specified as movie file MP4 . choose the movie file . Click SEND button and File is sent . The result of download is displayed.

At this time you can use file within 15 words including the extended name and send the MP4 file . If the data of another format is downloa displayed on the results.

### ex8)Download customized file

Send the file which the user want and is applied to the terminal

1. Click the Find choose the image which is registered and click the buttons of open.

2. after clicking the Send and see the monitor as below check the terminal Id button the click.

C	ID	Name	Status	Send
~	0001	Meal		
~	0002	TNA		Close

## 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].

you sure y lected : 3]	ou want to deli	ete the seleted u	iser?	Delete	Cance
ID	Name	Employe	Branch	Department	Title
	Name User3	Employe 00000003	**** : Not	Department	**** : Not
ID 00000003 00000002		the state of the second s			

ut ID or Name	e nere,								1	Reset Column
ID	Name	Unique ID	Branch	Department	Title	Authority	Access Group	T/A Code	Meal Code	Payroll Cod
00000001	James	00000001		and the second second second	A CONTRACTOR OF A CONTRACTOR OFTA CONTRACTOR O	the second s	++++ : Unassi	Comments of the second s		••

- 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			Access Da	ate Rang	e
ID	00000001		No Restriction	n Period 💌 2011/1	1/09	<ul> <li>2011/11/09 </li> </ul>
Name	smith		Auth	entication Type		Picture Information
Employee ID	00000001		FP		~	
Branch	**** : Not Assigned	~	1	and at the former than	00001	
)epartment	**** : Not Assigned	~		print Information	1993	
litle	**** : Not Assigned	~	Reg. Level	5:Normal	~	
Authority	**** : General User	~	Auth, Level	0:Default	~	
Access Group	**** : Not Assigned	~	🗹 1:N	Enroll De	lete	
Schedule	**** : Not Assigned	~	Terrete	al Password Info		
Aeal Code	**** : Not Assigned	~	A. Destation			
Pay Rate	**** : Not Assigned	~	Input Passwor			Add Delete
Telephone			Confirm Pass	word	_	Capture from Webcam
mail Address				Card Info	rmation	
ddress					a sealance.	Reading
Other						Add
leg, Date	2011/11/09 16:36:09	\$				Delete
ocation.	**** : Not Assigned	~			2	Detete
Jser Message				- Remote Access	Passwo	rd Info
Message			Remote Ac	cess not ava Input P	asswor	d
Exemption an	tipassback	Initializati	on Confin	m Passy	word	

- Basic Information
- ID: Assign ID to a user. (MAX 8)
- Name: Enter user's name.
- Employee ID: Enter user's Employee 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]
- Schedule: Assign time/attendance code.
- Meal Code: Assign mealservice code.
- Pay Rate: Assign pay Rate..
- 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] )

• User message : I put User message for display terminal when user authentication.

(\* Display ID when its authorized with user information from the computer, only with AC2100)

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.)

- Exemption antipassback : Check User's anti-passback option.
- 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  $\underline{Enroll}$  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.

Card Information: Press the <u>Beading</u> 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.

 Remote Access Password Info : If you are not a general user(administrator) at [Administrator authority], you can set another password separately that let you login UNIS (The initial password : 1234 )

Refer to 2.2.8 Tools > 2.2.8.4. Environment Settings > [2.2.8.4.6. Password]
 Security Setting] for details about password options

• Input Password : Input each password according to option you set up at Password Security Setting

Confirm Password : Enter again to confirm

• Initialization : The initial password set in [2.2.8.4.6. Password Security Setting] becomes initialized.

 Remote Access not available : As checking this option, you can't log in at UNIS using the password you set. • After checking above options, if trying to log in, login is failed and your account is locked as below.

Remote	e Manager	×
<u>.</u>	Your account is currently I	ocked,
	확인	

## **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.

Send L	lser's Infor	mation			X
C Termi	nal			_	٦
X	ID	Name	Status		Send
	0001	Terminal1	1/1 (Skip:1)		
님	0002 0003	Terminal2 Terminal3			<u>C</u> lose
	0004	Terminal4			

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 (<u>[Access Control]</u>**), 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.

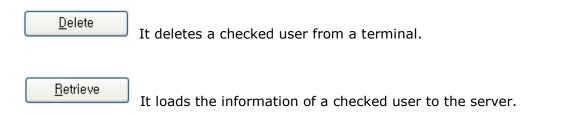
User information stored in a terminal does not include the user's name.

Information of a user who is already registered in the server cannot be loaded.

erminal User	1					
Terminal	0001 Virdi 4000		¥			
		Use	er Informatoin			Befresh
0 10	Name	Туре	Access Gro	up Class	Status	Tenesii
0001	James	FP	****	Admin		Delete
						Receive
						Close
		The proces	ss is completed			1

<u>R</u>efresh

It reloads the user information stored in a terminal.



# 2.2.3.4. Search User Method

Check for the available verification method from the sever.

				Se	arch	Close
ID 00000004 00000003 00000002 00000001	Name d c b a	Employee ID 0000004 0000003 0000002 00000001	Authentic FP PWD CARD FP	Auth PWD N Y N N	Card 0 0 1 0	Fingerp 1 0 0 1

Search
 : Result of User verification method will be appear by button click.

- ID : Display User ID
- Name : Display User Name.
- Employee ID: Display Employee ID.

- Authentication type : Display authentication method.
- Auth PWD : Display whether or not password is registered.
- Card : Numbers of card that registers on terminal.
- Fingerprint : Numbers of FP that registers on terminal

#### 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].

Oth	ner Info									
Input	ID or Name	here,							1	Beset Column
×	ID	Name	Social Number	Visitor's Company	Other Info	Access Group	Host Branch	Host Department	Host Employee	Purpose for Visit
	00000002	Visitor2	-			++++ : Unassi	++++ : Una	++++ : Unassigned		

- 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.

	Visitor Search					
B	asic Information-		Authe		- Picture Information	
• ID	00000006		FP		~	
+ Name						
⋆ Social Number	-		Finger	print Information	·	
Visitor's Company			Reg. Level	5:Normal	~	
Other Info			Auth, Level	0:Default	~	
Telephone			☑ 1:N			
Email Address				Enr		
Address			Pass	word Information	_	
Other			Input Passwor			Add Delete
Reg. Date	2010/04/08 09:03		Confirm Pass		_	Input Camera
Location	**** : Unassigne	d 💌	Commit Fass			
Vi	siting Information			Card	Information	
Host Branch	++++ : Unassigne	ed 🔽	Ū.			Beading
Host Department	**** : Unassigne	ed 🔽				Tearing
Host Employee						Add
Purpose for Visit						
Access Group	**** : Unassigne	ed 💌				Delete
Period	2010/04/08 🛩 -	2010/04/08 🛩				

# 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.( <u>\*[Anti Pass Back]</u>
   <u>Management],[ex1)Anti Pass Back]</u>)
- 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]
   <u>Registration</u>]
- 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 <u>Enroll</u> 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 <u>Beading</u> 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:  $320 \times 240$ ) 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.

Access Control Information	
Timezone Access Time Access Area Access Group	
	<u>R</u> eset Column
X ID Name	

\* 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.

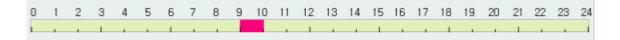
Add Timezone			×
Code	💙 Name		Initialization
Set Time			
Zone 1 00:00 ~ 00:00	Zone 5 00:00 ~ 00:00	Zone 9	00:00 ~ 00:00
Zone 2 00:00 ~ 00:00	Zone 6 00:00 ~ 00:00	Zone 10	00:00 ~ 00:00
Zone 3 00:00 ~ 00:00	Zone 7 00:00 ~ 00:00	Zone 11	00:00 ~ 00:00
Zone 4 00:00 ~ 00:00	Zone 8 00:00 ~ 00:00	Zone 12	00:00 ~ 00:00
0 1 2 3 4 5 6 7	8 9 10 11 12 13 14	15 16 17 18 1	9 20 21 22 23 24
			<u>)K C</u> ancel

Registration Procedures

1) Enter a desired code number (fixed 4-digit) and name.

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
			1			1			-			1			1			1			1			

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.

0	1	2	з	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
			1			1					1.1			1.1	1.1	1.1	1.1				1			

5) Create other time zones as in above procedures. .

 Set Time

 Zone 1
 00:00 ~ 00:00

 Zone 2
 00:00 ~ 00:00

 Zone 3
 00:00 ~ 00:00

 Zone 4
 00:00 ~ 00:00

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.

Add Access Ti	ime 🛛 🔀
Code	Name Name
- Set Weekday —	
Sunday Monday Tuesday	0 3 6 9 12 15 18 21 24 ★**** : Unassigned ♥
Wednesday	**** : Unassigned 💙
Thursday	**** : Unassigned 💙
Friday	**** : Unassigned 🕶
Saturday	**** : Unassigned 🕶
Set Weekend Holiday Group Holiday	★**** : Unassigned ♥       0       3       6       9       12       15       18       21       24         ★**** : Unassigned ♥       •       <

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.

Add Access Are	a			
Code	~	Name		
Access Time 🚺	** : Unassigned		¥	
Add Terminal—				
X ID	Name			<u>0</u> K
	Terminal1 Terminal2			<u>C</u> ancel
	Terminal3			
4	Terminal4			
	1			

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.

de	V Na	mε	
ue I	Na Na		
dd Access Ar	ea		
X ID	Name	Access Time	<u>0</u> K
0001	zone1	0001 : 0001 : sun~Thu	
			<u>C</u> anci

After entering the desired code and name , registration code from [<u>Add Access</u><u>Area</u>] 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.

Remote	Manager 🔀
1	[Selected AccessGroup: 1] Are you sure you want to delete the access information?
	확인 취소

# 2.2.5.6. Send to Terminal

After the completion of access right setting, the setting value is sent and applied to a terminal.

nd ti	he acce	ss control informat	ion	
Termi	nal ——			
X	ID	Name	Status	Send
<ul> <li>Image: A set of the set of the</li></ul>	0001	Terminal1		
	0002	Terminal2		<u>C</u> lose
	0003	Terminal3		
	0004	Terminal4		

After selecting a terminal to receive information, press the

button.

# 2.2.6. System

#### 2.2.6.1. Change Master Password

This function changes master administrator's password.

С	hange	Master Password	×
		Old Password   New Password Confirm Passord	] ]
		<u>    Q</u> K <u>C</u> ancel	

## 2.2.6.2. Database Backup

DB is currently in use as a separate place to back-up feature. Only Access DB
 (. Mdb) is supported. Others DB(MS-SQL, Oracle Etc.)should be back up using the external backup feature.

Remote	Manager 🚺	<
1	Database backup is completed !	!!
	확인	

Backup path : UNIS Installation Path (C:\Program Files\UNIS)

## 2.2.6.3. Reset terminal emergency status

■ This is the function in terminal (fire, panic, crisis status)setting using reset the status. But ,in case of [ Tools ]-[ Environment Settings ]-[ Alarm Option Settiong ]에서 [Automatically terminates] choosing the option is automatically rested the status in accordance with option.

leset	terminal em	ergency status		×
Termi	inal ———			
C	ID	Name	Status	Send
<b>~</b>	0001	Meal	Success	
	0002	TNA		Close
				J

# 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

Period				22011-11-09 23					and the second	Search terminal c	Print
Condition	Search			etail Condition	.03						Print Setup
Result	Search		2008	etall Condition fode	Search All	~					
nesur	Searci	LOI		lode	Search Al		3		Sav	e to File	eset Column
Time	Terminal,	User ID	Name	Employee ID	Class	Mode	Type	Result	Property	External Device	Pass Count

This function inquires user's authentication record.

• Period : Search period is set here. For entire period search, uncheck the check

box in

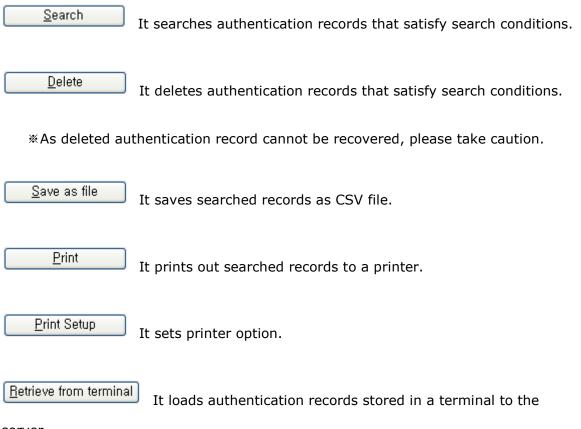
• Condition: Search condition is set here. Set a desired condition from all search Terminal / User / Visitor / Access Group search.

(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.



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.

erminal			
X ID	Name	Status	Receive
0001	Terminal1		
0002	Terminal2		<u>C</u> lose
0003	Terminal3		
0004	Terminal4		

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.

cess Log Server Audit L	09 Terminal Audit Log Admin	n Logon Audit Search E	vent Log		
Period	0-04-08 00:00 😂 - 🛙 2011	0-04-08 23:59 😂			Search Delete
Date	ID	Section	Target	Detail	

- 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.
- 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.

Period	2010-04-08 13:25		-04-08 13:25		Search Delete
Date	Terminal ID	Admin ID	User Name	Detail	

- 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.

	<u>S</u> earch	It searches operatio	n details for the p	eriod in setting.	
	<u>D</u> elete	It deletes operation	details for the pe	riod in setting.	
<u>R</u> etrie	ve from term	inal It loads an audit l	og stored in a ter	minal to the serve	er.
et the	terminal a	audit log			
– Termir	nal ———				
	ID	Name	Status		Receive
	0001	Terminal1			Class
	0002	Terminal2 Terminal3			<u>C</u> lose
	0004	Terminal4			
🗌 Ge	t alll logs ag	ain			

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.

cess Log S	erver Audit Log Termin	al Audit Log Admin	Logon Audit Search I	Event Log	
Period	2010-04-08 00:0	0 🗢 - 🖬 2010	-04-08 23:59		Search Delete
Date		ID	Logon Type	Result	

- 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.
- <u>S</u>earch

It searches administrator's logon records for the period in

setting.

• Delete It deletes searched records.

# 2.2.7.1.5. Search Event Log

#### It searches Event Log.

Period			≎ - 2010-04-0	n Audit Search Ever 8 23:59			Search Delete
0	Time		Terminal Na		Event	Remark	
0	inne	Terminan iD	i erninal ria	Class	CARII	nemark	

<u>S</u>earch

It searches It searches Event Log for the period in setting.

It deletes searched records.

#### 2.2.7.1.6. Search temporary record

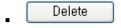
Inquire or delete the record in UNIS\_Temp

Search

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.

					Sea	rch	Delete		
Time	Terminal ID	User ID	Name	Unique ID	Class	Mode	Туре	Result	Clear List
THINE	reminanto	User ID	redering	Unique iD	01000	mode	туре	110504	

Inquire all the records of current temporary local DB.



Delete the inquired records.

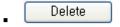
#### 2.2.7.1.7. Search terminal command

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.

cess Log   Server Au	an Log   Termin	al Audit Log   Ad	min Logon A	udit j Search	Event Log   Se	0.00	Delete	ch terminar i	, ommand
					10.0		10		Clear List
Reg, Date Time	Client ID	Terminal ID	Index	User ID	Command	DataType	DataLen	Retry	

Search

Inquire all the records in the current [tCommandDown] table.



Delete the inquired records.

## 2.2.7.2. Data Query

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

	Cond	ition User		Detail Sear	ch All	Cod	P	*	Authenticatio	n Type Searc	h All	
Save to File Send to Term	Ċ	1D	Name	Employee ID	Branch	Department	Title	Authority	Access G	Schedule	Mea	Search
Send to Term												Delete
												Save to File
												Send to Termina
												Close

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.

X ID	Name	Status	Send
0001	Terminal1		
0002	Terminal2		<u>C</u> lose
0003	Terminal3		
0004	Terminal4		
			1

## 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.

Company In	nformation	×
* Ci	epartment Title Enter Information ode 0001 ame UnionCommunity	
Code 0001	Name       Add         UnionCommunity       Modify	

- 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.

Modify It deletes business location information.

# 2.2.7.3.2. Department Management

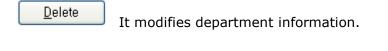
After registering departments, they are used when entering employee/visitor information.

Company Informati	on	X
Company Informati Branch Department * Code Name		Add <u>M</u> odify <u>D</u> elete

- Input Information
- Code: Enter a 4-digit unique number.
- Name: Enter department name.



It registers entered department information.



It deletes department information.

## 2.2.7.2.3. Title Management

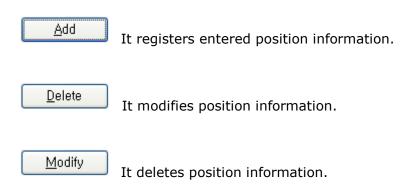
<u>M</u>odify

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

Company Informati	on	×
Branch Department		_
* Code	- Enter Information	
Name		
Code Name	Add	
	Modify	
	<u>D</u> elete	

Input Information

- Code: Enter a 4-digit unique number.
- Name: Enter position name.



### 2.2.7.4. Holiday Management

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

Holiday Info	rmation					×
* Code Name Code 0001	0001 Holiday1 Name Holiday1	Enter Infor	Date 12/25	Holiday Name Christmas	<u>Begist</u> <u>Mon</u> <u>Del</u> <u>C</u> lo	tration dify ete
	Image: Constraint of the sector of		Date 2010/12/2! Add	Name Christmas <u>M</u> odify <u>D</u> ele	te	

- Input Information
- Code: Enter a 4-digit unique number.
- •• Name: Enter a name suitable to the code.
- Add/Delete Holiday

	Date	Name	
After entering a code, enter	2010/04/08 💌		and press
the <u>A</u> dd button. After o	entering all holic	lays, press the	<u>Registration</u> button
to assign holidays to their appl	licable 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	X
* Code 4000 Name All Admin      Code Name     ***** General User     1000 Department Admin     2000 Terminal Admin     3000 Branch Admin     4000 All Admin	<ul> <li>User</li> <li>Admin Register</li> <li>Admin Modify</li> <li>✓ Register User</li> <li>✓ Modify User</li> <li>✓ Print User Record</li> <li>✓ Register Visitor</li> <li>✓ Print Visitor Record</li> <li>✓ Blacklist management</li> <li>Change blacklist</li> <li>Blacklist release</li> <li>✓ Blacklist modify</li> </ul>
	Blacklist delete
Define Management Scope O Department O Branch O All Environment Settings V Local settings	<ul> <li>TNA</li> <li>Register Pay Rules</li> <li>TNA Settings</li> <li>TNA Settings</li> <li>Modify TNA Results</li> </ul>
<ul> <li>Standard Data Management</li> <li>Data Backup</li> </ul>	Meal ✓ Meal Settings ✓ Meal Settings
<ul> <li>Access Control Management</li> <li>Terminal Management</li> <li>Access Control Settings</li> <li>Delete Access Control Settings</li> </ul>	Modify Meal Results Delete Data Delete Log Data Delete TNA Data
Add Modify	Delete Meal Data

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

Define Management Scope O Department O Branch O All

set detailed items.

at

\* A general user cannot make change, and the default setting is assigned to all users.

\* All administrators can search general users but only the upper level administrator can make a change.

#### 2.2.7.6. Anti Pass Back Configuration

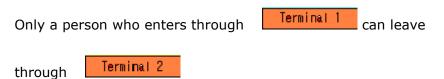
Anti Pass Back divides a zone requiring security and assigns code for each divided zone for registration. Entrance and exit exist in a zone, and only a person who enters through the entrance can leave through the exit.

Zone 1	Terminal 1	
	Zone 2	
	Terminal 2	

For example, when a person moves from zone 1 to zone 2, that person goes

through

Here, the terminal 1 becomes both the exit of zone 1 and the entrance of zone 2.



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

Anti Pass	Back		
+ Co Na	ide ime	Enter Information	
Code **** 0001 0002	Name Unassi Area1 Area2	gned	<u>A</u> dd <u>M</u> odify <u>D</u> elete <u>C</u> lose

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.

<u>D</u>elete

It deletes anti pass back information.

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

— Anti Pass Back———	
**** : Unassigned	*
**** : Unassigned	~
	**** : 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.

									Set
¢	User ID	Name	Employee ID	Branch	Department	Title	Authority	Access Group	Open
									Save
									Close
									Cibor

① Set

button to designate the field to register.

Un	assigned Field	- Enter Inform		Assigned Field
Class	Name		Class	Name
			01	User ID
			02	Name
			03	Employee ID
			04	Branch
			05	Department
			06	Title
			07	Authority
		<<	08	Access Group
			09	Schedule
			10	Meal Code
			11	Pay Rate
			12	Authentication T.,
			13	Auth PWD
			14	Card
			15	Fingerprint
			16	Logon PWD

<sup>②</sup> button to import CSV file where user information is entered.

③For CSV file edit method, refer to [ Data Query ]

#### (\* See detailed setting an example : <u>ex4)User CSV</u> )

(4)As 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.

<sup>(6)</sup> 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)

С	User ID	Name	E	Bra	Departm	Title	Auth	Acc	Sche	Meal ,	P	Authenticati,	CF	Status		Se
~	1	user1	1	0010	0003	0001	****	****	0001	****	****	CARD OR FP		Duplicate	5	Op
	2	user2	2	0011	0006	0010	2000	****	0001	****	****	CARD OR FP			Г	Sa
4		user3	3	0012	0003	0004	****		0001		****	CARD OR FP		Duplicate		01.
	7	user7	7	0013	0003	0004	****	****	0001	****	****	CARD OR FP		Success	L L	Clo
D														6		
-																

## 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 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)
- 0000001\_logdata.tar creating folders
- ac6000 > data > 00000001\_logdata.tar > 00000001\_logdata.tar >mnt creating

folders

🈂 0000001_logdata.tar		
파일(E) 편집(E) 보기(V) 즐겨찾기( <u>A</u> ) 도국	7( <u>T</u> )	도움말( <u>H</u> )
🌀 뒤로 🔹 🕥 🕤 🏂 🔎 검색 陵 폴더		-
주소(D) 🛅 G:₩ac6000₩data₩00000001_logdata,t	tar	
폴더	×	이름 🔺
<ul> <li>☞ 한편</li> <li>☞ 급 내 문서</li> <li>☞ ☞ 대 컴퓨터</li> <li>☞ ☞ 로컬 디스크 (C:)</li> <li>☞ ☞ 로컬 디스크 (D:)</li> <li>☞ ☞ 로컬 디스크 (E:)</li> </ul>		innt 🔁
표 🧼 로컬 디스크 (E:) 표 🥝 DVD-RAM 드라이브 (F:)		
🖃 🥪 이동식 티스크 (G:)		
<ul> <li>□ □ ac6000</li> <li>□ □ □ data</li> <li>□ □ □ 00000001_logdata.tar</li> <li>□ □ □ □ mnt</li> <li>□ □ □ firmware</li> </ul>		

④ UNIS - [ Data Management ] - [ Import Log From File ] - [ Open ] - 00000001\_logdata.tar Choose Folder - [OK]

Time	Terminal ID	User ID	Name	Unique ID	Class	Mode	Type	Result	012
			Ma	꼬마요기			(	2 🛛	
				HF당 화면     LK 문서     LK 문서	스크 (D:) D-RW 드라 2,235,170'의 서 3 환경		ŝ⊊ (Z:)		
					0	확인	취소		

(5) Importing Log

										Öber
Time	Terminal ID	User ID	Name	Unique ID	Class	Mode	Type	Result	~	Close
2010-02-02 15:59:11	0001				Visitor	Access	1:N	Not Matched		-
2010-02-02 15:59:21	0001				Visitor	Access	1:N	Not Matched		
2010-02-02 15:59:42	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 15:59:45	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 15:59:51	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 15:59:54	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 15:59:56	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 15:59:58	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 16:00:00	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 16:00:02	0001	00000001	and the second se		a constant		1:N	Success		
2010-02-02 16:00:03	0001	00000001					1:N	Success		
2010-02-02 16:00:05	0001	00000001		Working Please w	ait for a while		LIN	Success		
2010-02-02 16:00:07	0001	00000001					1:N	Success.		
2010-02-02 16:00:09	0001	00000001			1.10		1:N	Success		
2010-02-02 16:00:11	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 16:00:15	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 16:00:17	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 16:00:19	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 16:00:21	0001	00000001			Visitor	Access	1:N	Success.		
2010-02-02 16:48:38	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 16:48:44	0001	00000002			Visitor	Access	1:N	Success		
2010-02-02 16:48:49	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 16:49:04	0001	00000002			Visitor	Access	1:1	Not Matched		
2010-02-02 16:53:02	0001	00000001			Visitor	Access	Pass	Success		

(6) Log Import Completed: Skip redundant data is automatically.

										Open
Time	Terminal ID	User ID	Name	Unique ID	Class	Mode	Type	Result	0	Close
2010-02-02 15:59:11	0001	****			Visitor	Access	1:N	Not Matched		
2010-02-02 15:59:21	0001				Visitor	Access	EN	Not Matched		
2010-02-02 15:59:42	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 15:59:45	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 15:59:51	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 15:59:54	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 15:59:56	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 15:59:58	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 16:00:00	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 16:00:02	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 16:00:03	0001	00000001			Visitor	Access	EN	Success		
2010-02-02 16:00:05	0001	00000001			Visitor	Access	LIN	Success		
2010-02-02 16:00:07	0001	00000001			Visitor	Access	1:N	Success.		
2010-02-02 16:00:09	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 16:00:11	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 16:00:15	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 16:00:17	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 16:00:19	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 16:00:21	0001	00000001			Visitor	Access	1:N	Success.		
2010-02-02 16:48:38	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 16:48:44	0001	00000002			Visitor	Access	1:N	Success		
2010-02-02 16:48:49	0001	00000001			Visitor	Access	1:N	Success		
2010-02-02 16:49:04	0001	00000002			Visitor	Access	1:1	Not Matched		
2010-02-02 16:53:02	0001	00000001			Visitor	Access	Pass	Success	~	

⑦ Check Log : [ Data Management ] - [ Log Management ] - [ Access Log ]

Period	2018-0	4-21 00:00 😭	~ 22010-0	14-21 2	59 0					Search	Print.		
Condition	Search	All	Detail Co	ndition			4			Delete	Print Setup		
Result	Search		Mode		Search All	~					Dungenab	-	
( iebdir	Search	All Ca	mode		Startin Mi				Sa	ve as file			
Time		Terminal ID	User ID	Nam	10	Unique ID	Class	Mode	Туре	Result		10	
2010-02-02	15:59:11	0001				Contraction of the	Visitor	Access	1:N	Not Matched			
2010-02-02	15:59:21	0001					Visitor	Access	1:N	Not Matched			
2010-02-02	15:59:42	0001	00000001				Visitor	Access	1:N	Success			
2010-02-02	15:59:45	0001	00000001				Visitor	Access	1:N	Success			
2010-02-02	15:59:51	0001	00000001				Visitor	Access	1:N	Success			
2010-02-02	15:59:54	0001	00000001				Visitor	Access	1:N	Success			
2010-02-02	15:59:56	0001	00000001				Visitor	Access	1:N	Success			
2010-02-02	15:59:58	0001	00000001				Visitor	Access	1:N	Success			
2010-02-02	16:00:00	0001	00000001				Visitor	Access	1:N	Success			
2010-02-02	16:00:02	0001	00000001				Visitor	Access	1:N	Success			
2010-02-02	16:00:03	0001	00000001				Visitor	Access	1:N	Success			
2010-02-02	16:00:05	0001	00000001				Visitor	Access	1:N	Success			
2010-02-02	16:00:07	0001	00000001				Visitor	Access	1:N	Success			
2010-02-02	16:00:09	0001	00000001				Visitor	Access	1:N	Success			
2010-02-02	16:00:11	0001	00000001				Visitor	Access	1:N	Success			
2010-02-02	16:00:15	0001	00000001				Visitor	Access	1:N	Success			
2010-02-02	16:00:17	0001	00000001				Visitor	Access	1:N	Success			
2010-02-02	16:00:19	0001	00000001				Visitor	Access	1:N	Success			
2010-02-02	16:00:21	0001	00000001				Visitor	Access	1:N	Success			
2010-02-02	16:48:38	0001	00000001				Visitor	Access	1:N	Success			
2010-02-02	16:48:44	0001	00000002				Visitor	Access	1:N	Success			
2010-02-02	16:48:49	0001	00000001				Visitor	Access	1:N	Success			
2010-02-02		0001	20000000				Visitor	Access	1:1	Not Matched			
2010-02-02	16:53:02	0001	00000001				Visitor	Access	Pass	Success			
2010-02-02	16:58:02	0001	00003367				Visitor	Access	1:N	Success			
2010-02-02		0001	00003368				Visitor	Access	Pass	Success		-	

## 2.2.7.9. Make log file

Make log file is the function that save file by cutting log file within the fixed period. You can use the saved log file as log file created by application system with merge function in another system.

Log file name that is saved is created into the period ended date (YYYYMMDD).

Make log file					X
Period	2011-05-11 Saved to file	~	2011-05-11	•	Create

## ex9)Make log file

Save the part of log file to make file.

1. Click Create button after designating the period .

2. Press the SAVE button after specifying the location where you want to save the file and file name.

\* If there is no date within the fixed period the message as below is displayed.

Remote	emote Manager	
1	There is no data for pro	cessing,

#### 2.2.7.10. Merge log file

Merge log file is the function that is able to manage separate log file by saving like the log file which is created in system. The registered log file is not saved.
 Separate log file that is created by log file is saved on the DB of the system

Merge log file	×
File Name	Find
	Merge

### ex10)Merge log file

You can apply the log record data to the other system.

- 1. Press Find button.
- 2. Click the created data that is made by the menu of 'log file creation' and open it.
- 3. Press Merge button , merge log file with the system.

#### 2.2.8. Tools

#### 2.2.8.1. Design Card Layout

Since Design card layout is the menu that needs the master authorization set the Layout of the smartcard.

Smart Card Layout Information
Card Information         Card Capacity       1K       ✓       Card Sector       16       ea         Card Type       Item Card Card Card Card Card       FP-Card
Standard Card FP-Card
Authentication Type Card Serial No O Card Data
Serial Number Type
⊙ Default
Sector 001 V Block 2 V
Add
Data Start 2 Data Length 9 Delete
Key Value 00 00 00 00 00 00
Size of summary card 14
Sector         Block         Data         Key Type         Key Value         AID Code           015         2         10         5         A         7D 7D 7D 7D 7D           001         2         2         9         B         00 00 00 00 00
Send to Terminal Apply Close

- Card Information : Set up card type and card capacity.
- Card Capacity (Card Sector) : 1K (16ea) , 4K (64ea) , 8K (128ea) of select
- Card Type : Standard Card / FP-Card
- Standard Card

- Authentication Type : In case of the general card select the method
  - Card Serial No : Select a smart card to authenticate to the serial.
  - Card Data : Use of smart cards to authenticate specific data is to select.
  - MAD : If you must choose how to use MAD.
- Serial Number Type : If you choose an authentication method [Card Serial No]
  - Default : 8-digit display with hex
  - Hexa String : Changing the order of Byte / 8-digit display with hex
  - Decimal String : hex to 10-digit display with decimal number
  - 3,5 Decimal :

 Sector information : If you choose an authentication method [Card Data] or [MAD]

- Sector : [Card Information] depending on card capacity, 000~127 select
- Block : 0~2 block

- Data Start / Data Length : Start of the data sequence number / Data Full length

- Key Type : KEY A or KEY B
- Key Value
- Size of summary card

		Add	
•	Press		button to save the entered sector information.

- After choosing the data on the list below press
- it.
- Press
   Clear
   button you can delete the entered sector information.
- Press Send to Terminal button you can send the setting information to the
- terminal.

Send the card	d layout informatio	n	X
Terminal —			
Terminal     C     ID     V     0001     0002     0	Name Meal TNA 	Status Status	Send Close

- FP-Card
- Fingerprint Information
  - Template Size :Choose among 256 / 320 / 400 / 800
  - Template Count : Choose 1-5

- Mininum sector for input : Set Mininum sector for input with size of fingerprint (256-6 / 320-8 / 400-9 / 800-18 )

- Sector Count : [Sector Information] Registered number is automatically displayed.

- Sector information
  - Sector : 001~015
  - Key Type : KEYA / KEYB
  - Key Value

nart Card	Layout Infor	mation		
Card Capac Card Type		Card Information Card Sector ndard Card ⓒ FP-Card	16 ea	
Standard Card	FP-Card			
		—— Fingerprint Informat	ion	
Template S	ize 256	Termplate Count	1 🗸	
Mininum se	ector for input	6		
Sector Cou	nt 6			
		Sector information	]	
Sector	015 💌			Add
Кеу Туре	📀 KEY A	O KEY B		Delete
Key Value	FF FF	FF FF FF FF		Clear
Sector	Кеу Туре	Key Value		
002	A	FF FF FF FF FF FF FF FF FF FF FF FF		
004 008	A	FF FF FF FF FF FF FF FF FF FF FF FF FF		
013 015	A	FF FF FF FF FF FF FF FF FF FF FF FF FF		
Send to Ter	minal		Apply	Close

Press button Apply ou can save the registered information.

(If it is the fingerprint card check out it on [Tools]-[<u>Issue Smart Card</u>])

# 2.2.8.2. Issue Smart Card

Issue Smart Card is the function that when using fingerprint card a user can set format in advance. After setting the cost of the Site Key for the defined sector, block you can access to the card along with defined format.

**Registered card layout information correction and confirmation** :[Tools][Design Card Layout ] [ FP-Card ] Design Card Layout

Issue Sm	art Card		
Registered	Card Layout		
Sector 002 004 007 009 010 013	Key Type A A A A A A	Key Value FF FF FF FF FF FF FF FF FF FF FF FF FF FF	
List of issu	ied card		
Card Ser	ial No,	Result	
		Issue Card	Close

#### 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.

		Ent	ter Information	
Message   Period 2010				
		010/04/08 💌 ~ 2010/04/08 💌		
Time	zone 00	:00 😒 ~ 23	:59	
001305303				
X I	D	Name	Status	<u>S</u> et
<b>v</b> 0	001	Terminal1		
0	002	Terminal2		<u>C</u> lear
_	003	Terminal3		<u>C</u> lose
0	004	Terminal4		

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.

#### <u>S</u>et

## 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.

	r Environment Alarm Option Settir	125				
Database Server		Auther	ntication Server-			
IP Address	127.0.0.1	IP A	vddress	127	. 0 . 0 .	1
Port	9872	Port			9871	
Restriction		Picture	e Popup			
Log on again when o	nening trav icon	Max	Popup windows	(0, .50)	6	1
The maximum number of monitoring lists 100000 ea		Popup Window Size(0,.2) Display Time(0,.100)		)2)	1	1
				100 sec	sec	
The maximum number	of search list 10000 ea	Term	04/940.5			] 000
Real-time Monitoring Ite	m			τ	to of Microsof	1
Show image list,		X	Terminal ID 0001		inal Name rminal 1	_
Monitor admin log or	1	H	0002	Terminal2		
Monitor terminal con		0003 Terminal		rminal3		
Monitoring Window Size			0004	Te	rminal4	
Printing Font						
Font	Arial					
Font Size	9	<				>

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.

User ID used as Employee ID (Au	tomatic creation)		Clear Server Connect	Info
Oser ID used as Employee ID (Au     Allow similar fingerprints to be reg     Automatically upload log data from     Save only successful authenticati     Save log for door open and close     Allow terminal to overwrite users     Transfer picture when record is set	istered m terminal on logs status		Port Connection Check Interval	9870 10 Sec
Auto synchronize terminal when u		d.	Set cipher Terminal ID Length (1.,8)	4
Include authentication data	UNION	100	User ID Length (1.,8)	8
Fingerprint Template Format Oty Fingerprints able to register	3	ea	Unique ID Length (1.,20)	20
Picture Log file Path			Archive Period	
C:₩Program Files₩UNIS₩Picture		·	Archive Period	20 20
Picture(Jpeg) Log file Path			Store Access Log	0 Days
C:₩Program Files₩UNIS2₩Picture			Store Event Log	0 Days
			Store Terminal Commands	0 Days

Basic

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

• Allow similar fingerprints to be registered: During user fingerprint registration, a similar fingerprint is registered without checking.

• Automatically upload log data from terminal: 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.

• Save log for door open and close status : it decides to save log data such as authentication success, inside open, compulsory open with remote

• Allow terminal to overwrite users : Check if overwriting saved user data during terminal uploads.

• Transfer picture when record is sent : send picture images with transmitting verified log data. (B\_picture field should be in the external transmission table.)

\* If you require detail information of the table preference, ask administrator.

• Use blacklist user management: check status of the blacklist.

• Include authentication data: During In-Out put of user information, certification will be included.

• Qty Fingerprints able to register: The maximum number of fingerprints that can be registered is set (1~10).

• Picture Log file Path: terminal input / specify path to save the release of photographs taken.

 Picture(Jpeg) Log file Path: time of path appointing, save in/out capture image by Jpeg.

Clear Server Connect Info
 : Delete all connected information

from UNIS\_Server Database.

\* Error will occur during multiple connection from UNIS\_Sever

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.

- Set cipher
- 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.

Archive Period : Data Management > It specifies the numbers of days for data storage that is inquired at Data Management.

 Access log Storing Days(0..5000) : A standard unit is days, if setting 0, period for storage is unlimited. (100 = It means that records are deleted automatically after storage record for 100days)

• Event Log Storing Days(0..5000) : A standard unit is days, if setting 0, period for storage is unlimited

• Terminal Command Strong Days(0..5000) : A standard unit is days, if setting 0, period for storage is unlimited

#### 2.2.8.4.3. Alarm Option Settiong

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

ocal Environment Server Environment Alarm Option Settings Mai	I Environment   Password Security Setting   0 🖪
Setting alarm popup Max number of popup displays(0,,50) 3 Size of popup display(0,2) 0 Time of popup display(0,600) 60 sec	Control terminals in fire Control range No control Control range Sound alarm Automatically terminates
Setting alarm sound Not Used Buzz OSound File Name Find Select popup alarm Matching Fail	Control terminals in panic Control range No control
<ul> <li>Terminal Disconnected</li> <li>Terminal Tamper</li> <li>Door Forced</li> <li>Door Not Closed</li> <li>Lock Error</li> <li>Blacklisted User Attempted Authentication</li> <li>Tail Gate Alarm</li> </ul>	Control terminals in crisis Control range No control

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 Tamper, Door Forced, Door Not Closed, Lock Error, Emergency State, External Sensor, Blacklisted User Attempted Authentics .If event occurs that e-mail address to send details to set.

	ver Environment   Alarm Option			vord Security Setting	
Use mail service	Attach Pictu	ire			
- Mail Config	from the state of the		A DOM	05	٦
	smtp.mail.nate.com		Mail Port	1.55	
Mail ID	master@nate.com	N	1ail PWD	•••••	
	* Address Sample : <abc1@a< td=""><td>aa.com&gt;;<bac2@bbb.net></bac2@bbb.net></td><td></td><td></td><td></td></abc1@a<>	aa.com>; <bac2@bbb.net></bac2@bbb.net>			
Mail_FROM	<master@nate,com></master@nate,com>		Sender	Access Control	
Mail_TO	<master@unioncomm,co,kr></master@unioncomm,co,kr>				
Mail_CC	<master@naver,com></master@naver,com>				
Mail_BCC					
- Select mail					5
🗹 Ten	minal Disconnected	🗹 Blacklisted Us	er Attemp	ted Authentics	
🗹 Ten	minal Tamper	Matching Fail			
✓ Doo	r Forced	✓ Tail Gate Alari	n		
🗹 Doo	r Not Closed				
✓ Loc	k Error				
Em.	ergency State				
Ext	ernal Sensor				
					-

- Use mail Service : Used to check availability.
- Attach Picture : Check whether attach picture to log mail during sending
- 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)

\* Tip: Can be filtered to spam mail, accept email address from spam mail setting

- 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 )

\* Always input ``<>" with email address to Sender, recipient, recipient cc, hidden cc.

 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

	ver Environment   Alarm Option		Passw	vord Security Setting
Use mail service	Attach Pictu	ire		
<ul> <li>Mail Config — Mail Server</li> </ul>	smtp.mail.nate.com	м	ail Port	26
Mail Server Mail ID	master@nate.com		ail PWD	Lond Internet
Mail ID			III F WD	[]
	* Address Sample : <abc1@a< td=""><td></td><td>6 ° 10</td><td>[]</td></abc1@a<>		6 ° 10	[]
Mail_FROM	<master@nate,com></master@nate,com>		Sender	Access Control
Mail_TO	<master@unioncomm,co,kr></master@unioncomm,co,kr>			
Mail_CC <master@naver.com></master@naver.com>				
Mail_BCC				
- Select mail —				
🗹 Ten	minal Disconnected	🗹 Blacklisted User	r Attemp	ited Authentics
🗹 Ten	minal Tamper	Matching Fail		
☑ Doo	r Forced	🗹 Tail Gate Alarm		
⊡ Doo	r Not Closed			
🗹 Loc	k Error			
Em.	ergency State			
🕑 Ext	ernal Sensor			

# 2.2.8.4.5. Else Option Setting

Set the other options relating to time & attendance.

\* Currently settings don't support web and mobile Open Range setting.

Calculation Settings   Auto Process Time   No, Decimals (Currency)   Time Displayed As   xx:xx   No, of Decimals   Pay Period   Monthly   First Day of Week   1   Days   Calculate Daily   2010-01-01   Calculate From   2010-01-01   Web Open Range Setting Access Door Control Mobile Open Range Setting Allow Access Access Door Control Mobile Open Range Setting Allow Access Access Door Control	Alarm Option Settings Mail Environment Passwor	rd Security Setting Other Module Settings	( )
	Auto Process Time00:00No, Decimals (Currency)0Time Displayed Asxx:xxNo, of Decimals0Pay PeriodMonthlyFirst Day of Week1DaysCalculate Daily2010-01-01	Allow Access Access Door Control Mobile Open Range Setting Allow Access Access Door Control Access Door Control	

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
- Web Open Range settings

 Connection authorize : Check for access availability between web server to UNIS server

- Entrance door control: check control status for the entrance door
- Mobile Open Range settings
- Access grant: check for connection availability from mobile to UNIS server.
- Control Entrance door: Check for control status from mobile.

```
■ Apply : Save the settings.
```

#### 2.2.8.4.6. Password Security Setting

[Remote Access Password Info] can be set up at[2.2.3.1. Add User]

Password Use Options Password Available Days Authentication Failure Allowing 0 Ontion Password Change required at the first log- Case-insensitive	Initial Value InitialIzation Method Initial Value 1234
Password Generation  Previous Password not Allowed  Consecutive Characters not Allowed  Not allowed with the same ID and Passwo  Password Length I imitation	Character Limitation for Password Password Character Limitation Uppercase Use Required Lowercase Use Required Number Use Required Special Character Use Required
	Apply

- Password Use Options
- Password Avaliable Days : You can login a designated password during this period.
- Autheuntication Failure Allowing Option : The number of possible re-entry as password isn't matched.
- Password Change required at the first log-on : When login at first, you should change your password exactly.
- Case-insensitive : If checking this option, when inputting a password, It ignores Caps Lock(Capital)

Initial Value

Initialization Method : Defined Value - (Default:1234) Administrator can set it.
 / Employee ID ?Employee ID is designated automatically.

• Initial Value : Initial value to that extent that initialization method is designated value.

- Password Generation
- Previous Password not Allowed : Previous password is not allowed to re-try.

Consecutive Characters not Allowed : Consecutive Characters are not allowed.
 ( ex. 1111 is not possible)

• Not allowed with the same ID and Password : If ID and password are same, you are not allowed to input.

Password Length Limitation : Setting password Length

• Character Limitation for Password : If you check this menu, you can set Password Character Limitation.

- Password Character Limitation
- Uppercase Use Required : As inputting your password, Uppercase is required.
- Lowercase Use Required : As inputting your password, Lowercase is required.
- Number Use Required : As inputting your password, Number is required.

• Special Character Use Required : As inputting your password, a special character is required.

#### 2.2.8.5. Set Wiegand Out Format

Wiegand support is available in the terminal for connecting external wiegand card readers or controllers. Note that in UNIS a fully customizable setting for Wiegand Input and Wiegand Output can be programmed. Standard 26bit, 34bit Wiegand, as well as a variety of settings are available in your environment. In addition , the parity, number of bits, data fields can be set and downloaded to the terminal. Here is how to set up for Wiegand Output.

\* For example, see more settings : [ex6)Wiegand Setting]

Set Wiegand Out Format
Code       Name       Enter Information         0001       26bit_01       Code       0001         0002       26bit_02       Name       26bit_01         Name       26bit_01       Register       Modify         Code       0001       Delete
Read from Terminal
Bit Length Customize   Port State Active Low   Port State Active Low   Send Fail Not Anything   Send Fail Not Anything   Bypass NO   Interval Time(us) 0   Send to Terminal Width Time(us)   SSSSS SDDDDDDD16   1 E   D D   17 D   D D   D D   2 D   D D
33       48         49       49         65       64         81       96         97       112         113       128
1       V       V       V       V       V       16         17       17       16       32       32         33       16       16       48         49       16       16       48         65       16       16       64         81       16       17       112         113       16       112       128
Static

Enter Information : Code(Numeric format) / Name

Basic Info

-	Read from Terminal	: Choose to receive transfers from
---	--------------------	------------------------------------

the right terminal, Press this button to set the current terminal set for Wiegand can be done.

- Bit Length : Length (Unused / St. 26bit / St. 34bit / Customize 중 선택)
  - Unused : When Disabled
  - St. 26bit : When the standard 26bit
  - St. 34bit : When the standard 34bit
  - Customize : Users when any designated date

 Custom Size : settings is Bit Length - [Customize] then Length select( Range : 1~128bit )

Port State : Active Low(Basic) / Active High

Site Code : if necessary, user settings (Settings range from the terminal : 0~255, UNIS can enter a range of others)

\* Tip : 26bit - 3byte(SiteCode : 1byte + UID : 2byte) / 34bit - 4byte(SiteCode : 1byte + UID : 3byte)

- Send Fail : Authentication success signal + failure signal will be sent
  - Not Anything : When Disabled
  - Send Fail Data : failure signal will be sent

- Invert Parity : Failure signal transmission E / 0 as opposed to output (E:Even Parity/O:Odd Parity)

Fail Data : settings is Send Fail - [Send Fail Data] then Fail Data format input

\* Tip : Fail Data : If you enter 1234, 1=SiteCode/ 234=UID (ID: 3-digit)

• Bypass : If YES , Wiegand card readers to transfer card data is entered. It is transfer the input value itself.(NO(Basic))

Interval Time(us) : 0 (if you do not set, Usually 2ms)

- Width Time(us) : 0 (if you do not set, Usually 50µs)
- Send to Terminal
   : After completing all the input value

is set to transfer to the terminal, press the appropriate button.

- Field Type
  Site Code : 1byte(=8bit)
  D Data(ID) : User ID data, Specifies the length of digits
  I Fixed 0 : Data value to 0 if you need to specify a fixed
  I Fixed 1 : Data value to 1 if you need to specify a fixed
  I Fixed 1 : Verify the accuracy of odd bit
  E Even Parity : Verify the accuracy of even bit
- Set Field : Field Type value set to the right, select the item and to specify one.
- Set Parity : Verify the accuracy range of Even Parity and Odd Parity

% Tip : 26bit = Except for Even Parity , 12bit Specify +Except for Odd Parity , 12bit Specify

Register

After you have finished, press the button to save.



If changes are made, press the appropriate button.

Delete

Press to delete the registered data.

#### **\*** Enter Tip

Code	Name	Enter Information
0001	26bit_01	Code 0003
0002	26bit_02	
0003	26bit_03	Name 26bit_03
		Register Modify Delete
нининыны		Basic Info >
	Read from Terminal	
	Bit Length Customize	Custom Size 26 💌
	Port State Active Low	V Interval Time(us)
	Send to Terminal	Width Time(us)
	Set Field	>
1 E	1 1 1 1 1 1 1	2 2 2 2 2 2 16 Unused
17 2	= Selected Items	0 32 1 Card Data 1
33		48 2 Card Data 2
49		64 3 Card Data 3
65		80 4 Card Data 4
81		96 5 Card Data 5
97		112 O Odd Parity
113		128 E Even Parity
	Set Parity	> (Oclick < Card Data >
1		16 Data Type
17		32 Decimal String 🗸
33		48
49		64 Digit Size
65		80 3
81		96
97		112 Bit Order
113		128 MSB 🛩

As shown above, click the item of the selection 1 . then select 2, 3. The items displayed in red is the selected item. Clicking on other areas will be turned off.

# 2.2.8.6. Set Wiegand In Format

Wiegand support is available in the terminal for connecting external wiegand card readers or controllers. Note that in UNIS a fully customizable setting for Wiegand Input and Wiegand Output can be programmed. Standard 26bit, 34bit Wiegand, as well as a variety of settings are available in your environment. In addition , the parity, number of bits, data fields can be set and downloaded to the terminal. Here is how to set up for Wiegand Input.

\* For example, see more settings : [ex6)Wiegand Setting]

Set Wiegand In Format	
Code         Name         Code         Out           0001         26bit_01         Code         0001           0002         26bit_02         Name         26bit_           0003         26bit_03         Code         0001	nformation D1 Modify Delete
Comparison of the second se	
Read from Terminal	~
Bit Length Customize 💽 Custo	om Size 26 💌
Port State Active Low 🔽 Interval Ti	ime(us) 0
Send to Terminal Width Ti	ime(us) 0
<pre>&lt; Set Field &gt;</pre>	
1       1       1       1       1       1       1       2	2       1       Card Data 1         3       2       Card Data 2         4       3       Card Data 3         0       4       Card Data 4         5       5       Card Data 5
< Set Parity >	- – < Card Data > –
1       1       16         17       17       32         33       16       17         49       17       17         65       17       17         81       17       17         97       17       17	Data Type Hexa String Digit Size 2 2 3 3 4 2
Static	

- Enter Information : Code(Numeric format) / Name
- Basic Info

Read from Terminal

: Choose to receive transfers from

the right terminal, Press this button to set the current terminal set for Wiegand can be done.

- Bit Length : Length settings
  - Unused : When Disabled
  - St. 26bit : When the standard 26bit
  - St. 34bit : When the standard 34bit
  - Customize : Users when any designated date

Custom Size : settings is Bit Length - [Customize] then Length select( Range : 1~128bit )

- Port State : Active Low(Basic) / Active High
- Interval Time(us) : 0 (if you do not set, Usually 2ms)
- Width Time(us) : 0 (if you do not set, Usually 50µs)

Send to Terminal : After completing all the input value

is set to transfer to the terminal, press the appropriate button.

- Field Type
- Unused : Field not used at
- Card Data 1 : Input Data 1
- Card Data 2 : Input Data 2
- Card Data 3 : Input Data 3

- Card Data 4 : Input Data 4
- S Card Data 5 : Input Data 5
- Odd Parity : Verify the accuracy of odd bit
- E Even Parity : Verify the accuracy of even bit
- Set Field : Field Type value set to the right, select the item and to specify one.
- Set Parity : Verify the accuracy range of Even Parity and Odd Parity

\* Tip : 26bit = Except for Even Parity , 12bit Specify +Except for Odd Parity , 12bit Specify

- Card Data
- Data Type : Card Data Specifies the type specified in the [Set Field]
  - Unused : When Disabled
  - Binary : When Binary
  - Decimal String : When Decimal
  - Hexa String : When Hexa
- Digit Size

 Bit Order : Data transmission (MSB(Basic) : Sequential Transfer / LSB : Reverse Transfer)

\* Tip : MSB : Most Significant Bit : The most significant bit: the first digit of binary numbers

LSB : Least Significant Bit : Least significant bit: the last digit of binary numbers



After you have finished, press the button to save.



If changes are made, press the appropriate button.

Delete

Press to delete the registered data.

#### **\*** Enter Tip

Code 0001 0002 0003	Name 26bit_01 26bit_02 26bit_03	Enter Information         Code       0003         Name       26bit_03         Register       Modify       Delete
	<	Basic Info >
	Read from Terminal	· · · · · · · · · · · · · · · · · · ·
	Bit Length Customize	✓ Custom Size 26 ✓
	Port State Active Low	Interval Time(us)
lota to	Send to Terminal	Width Time(us)
	Set Field	>
1 E	1 1 1 1 1 1 1	2 2 2 2 2 2 16 Unused
17 2	= Selected Items	0 32 1 Card Data 1
33		48 2 Card Data 2
49		64 3 Card Data 3
65		80 4 Card Data 4
81		96 5 Card Data 5
97		112 O Odd Parity
113		128 Even Parity
	Set Parity	> ③Click < Card Data > _
1		16 Data Type
17		32 Decimal String V
33		48
49		64 Digit Size
65		80 3
81		96
97		112 Bit Order
113		128 MSB 🛩

As shown above, click the item of the selection 1 . then select 2, 3. The items displayed in red is the selected item. Clicking on other areas will be turned off.

# 2.2.8.7. Access Group Shift Settings

Access Group Shift settings is the function that set the data in case that access group is periodically changed. By setting the access group shift depending on the daily date all of the user who will be apllied to the access group will automatically be applied for the date.

Access Grou	up Shif	t Sel	ttings		×
					,
Access	Start D		Repeat		
0001	2011-05	5-07	2 Days	0002,0002,	
					1
	— Ac	cess	Shift Sch	edule Save	
Set Acces	s Group	0001	: 1floor	■ Jave	
Start Da	te 2011-	-05-0	7 💌	Repeat After 2 Days 🕶 Send to Terminal	
Date	Day	Acc	ess Shift Co	de Ent	
2011/05/07			: 1floor_all_:		
2011/05/08	sun	0002	: 1floor_all_	Close	
				Close	
Ad	d		Modify	Delete	

- Access Group Shift Settings
- Set Access Group : Choose the shift access group.

- Start Date : Choose the start date which will be applied to access group.
- Repeat After : Choose the date from start date.
- Access Shift Code : By Double clicking the entering part choose the shift code on list.

- Double click [Enter Directly] you can enter the code directly.

- Add With the click of the button add the entered contents to the list.
- Press Modify button Entered contents is revised
- Press
   Delete
   button Delete

C

• If you complete the entering store the registered contents.

Press	Save	button save
11035		

		Send to Terminal	
•	Press		button and forward to the applicable termina

C	ID 0001	Name	Status	Send
	0001 0002	Meal TNA		Close
✓	0002	INA		CIUSE

\* Refer to : [ex7)Access Group Shift Settings] for the detail setting.

## 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

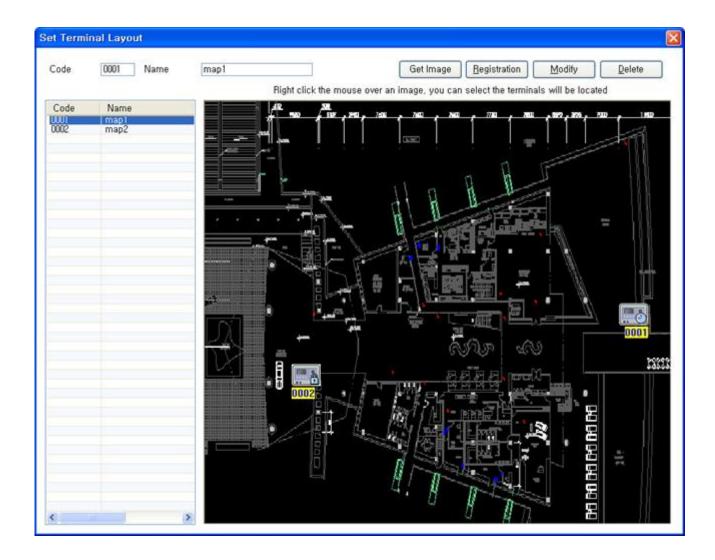
cess	Log Server Audit Log	Terminal Aud	it Log Admin Lo	gon Audit Search	Event Log		
Peri	od 🔲 2010-04	-09 00:00		-09 23:59 🔹		Searc	h Delete
0	Time	Terminal ID	Terminal Na	Class	Event	Remark	1
	2010-03-18 10:52:51	0001	Terminal1	Door State	Not Monitoring	1	
ō	2010-03-18 10:52:51	0001	Terminal1	Terminal 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	Terminal 1	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		N

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.

Ferminal Info	rmation 🔀
	Basic Information
*ID	0002
∗Name	Terminal2
Branch	**** : Unassigned 🛛 👻
Location	
Other	
Reg, Date	2010/03/22 11:28:18
T/A	🗹 Meal 📃 School
	Anti Pass Back
Enter Zone	**** : Unassigned 💌
Exit Zone	**** : Unassigned 💌
	<u>C</u> lose

Select term	inal		×
ID	Name	Туре	
0004	Terminal4	Access	_
			_
			_
			_
			_
			_
			_
			_
			_
			_
			_
			_
L	1	1	
20	lect	<u>C</u> lose	
26		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.

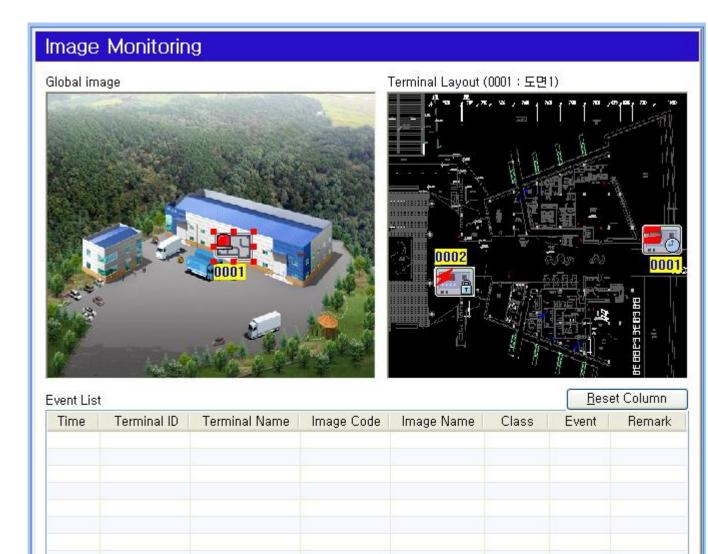
\* See detailed setting an example : [ex2)E-Map]

# 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 ]

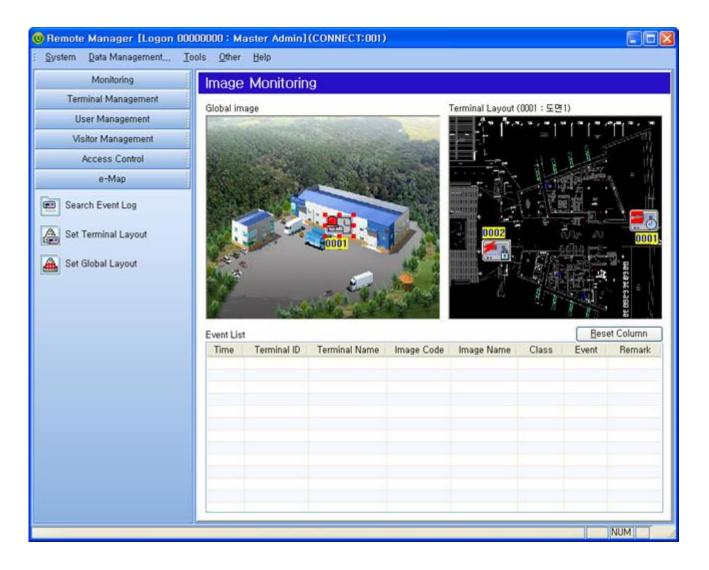
### 2.2.9.4. Position Shaping Monitoring

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.

0 , 0 , 1 9871
6
1
100 sec
al Name
inal1
inal2 inal3
inal4
>
i

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 doubleclick 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)



IIII: 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)

I: 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)

 $rac{3}{2}$ : 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)

 ${f I}$ : 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.



E: Represents warning state : Represents notice state E: 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.

System Data Management Tools	TNA Set	lings Other He	lp			
Real-Time Monitoring	TNA S	Settings				
Terminal Management					_	AL
User Management	Working D Cod		Time Frame	Shitt 1 S	hitt 2 Shitt 3	Clear List Sh
Visitor Management	G P G L	TRAILINE.	THE TARTS	011111	1111 E	
Access Control Management						
Site Monitoring						
Time and Attendance (TNA)						
Set Special Shift						
Process Transactions						
Modily Hours						
Transaction Reports						
Attendance Reports	<					>
Break Reports						
-	Type of W Code	lork Name	Define Holidays	Working on Weeken	d Standard Day Setting	Bepeat A
Process Totals	Code	reating	Denne Hondays	notking on meeter	o orangero pay sening	i nepeacou
Modify Total Hours						
Summary Reports	_					
Transmit Work Result to anothi						
	c					,

When you double-click the applicable description on the list, setting window will open up.

■ Working Day Setting : [TNA Settings] - <u>[Shift Config]</u> 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** 

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.** 

Time and Att;	🔲 Meal	🗌 School
Time and Atte	🔲 Meal	🔲 School

\* 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)

Code	Name	0		100 C 100 C	er Information -			
01	govern	ment	-	Code	Name			
11	normal					4.825775		107521010.0
12	mornin	9		time sample : yesterday[-0	09:45], today[ 09:	45], tomo	rrov	v[+0945]
13	day			Basic	<b>Clocking Confi</b>	g		
14 33	night multiA	T	_			11		
33 44	allnight			Clocking M	ode Use all func	ion keys		~
99	holiday				Time Frame	00:00	~	00:00
				Ignore if Absent	Late IN	V Time		00:00
				Multiple Daily Shifts	E province	OUT Time		00:00
				Multiple Daily Stills	E Cany	OUT TIME		
					Advanced S	ettings(Cl	lock	ing)
							-	
				Set Shift Times				
		Pay Rate		Set Shift Times — Rate		Start		End
	Shift 1	Pay Rate Not Defined	~		×		~	End 00:00
		100,000,000,000,000		Rate		Start	2 2	20/22/2010
	Shift 2	Not Defined	~	Rate No Shift	<u>1</u>	Start		00:00
	Shift 2 Shift 3	Not Defined Not Defined	*	Rate No Shift No Shift	2	Start 00:00 00:00	~	00:00
	Shift 2 Shift 3 Shift 4	Not Defined Not Defined Not Defined	> >	Rate No Shift No Shift No Shift	2	Start 00:00 00:00 00:00	2 2	00:00

#### 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 : <u>Advanced</u> <u>Settings(Clocking)</u>)

- 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 : <u>Advenced Settings(Shift)</u>)

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.

Set Schedule						D
Code Name 0001 A 11111 B		Code 11 Holiday Holiday Shift	11	Enter Inform Name B • Define Holic ***** : Not Ass ** : Not Assig	<b>lays</b> igned	
		Start Date	e 2007 Day	— Set Sched -01-01 ☑ Set Shift	<b>ule</b> Repeat After	7 Days 🗸
Pay Rate Rule Normal Time De		2007-01-01 2007-01-02 2007-01-03 2007-01-04 2007-01-05 2007-01-06	mon tue wed thu fri sat	33 : multiAT 33 : multiAT 33 : multiAT 33 : multiAT 33 : multiAT 33 : multiAT 33 : multiAT		
Time Before Shift I Overtime1 Hours D	Detail	2007-01-07	SUN	99 : holiday		
Overtime2 Hours D Off Day Hours De Overtime3 Hours D	etail					
Ad	d	Modify	Deli	ete	Close	)

- 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 : <u>Holiday Management</u>)

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.

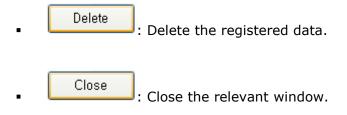
Pay Rate Rules

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 : <u>Pay Rate Rules</u> )

- Add : Newly register the input data.
- Modify
   Modify and save the modified data.



### 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

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

	Schedule				Ľ
С	ID	Name	Unique ID	Schedule	^
<b>~</b>	00000164	User164	0164	1111 : B	
<b>~</b>	00000166	User166	0166	1111 : B	
<b>~</b>	00000168	User168	0168	1111 : B	
<ul> <li>Image: A set of the set of the</li></ul>	00000169	User169	0169	1111 : B	
✓	00000170	User170	0170	1111 : B	
<b>~</b>	00000171	User171	0171	1111 : B	
✓	00000174	User174	0174	1111 : B	
<b>~</b>	00000295	User295	0295	1111 : B	
✓	00000312	User312	0312	1111 : B	
<b>~</b>	00000319	User319	0319	1111 : B	
<b>~</b>	00000322	User322	0322	1111 : B	
<ul> <li>Image: A set of the set of the</li></ul>	00000329	User329	0329	1111 : B	
<ul> <li>Image: A set of the set of the</li></ul>	00000339	User339	0339	1111 : B	
<b>~</b>	00000341	User341	0341	1111 : B	
<b>~</b>	00000350	User350	0350	1111 : B	
<b>~</b>	00000351	User351	0351	1111 : B	
<b>~</b>	00000353	User353	0353	1111 : B	
<b>~</b>	00000372	User372	0372	1111 : B	
<b>~</b>	00000376	User376	0376	1111 : B	
<b>~</b>	00000382	User382	0382	1111 : B	
<b>~</b>	00000383	User383	0383	1111 : B	
<ul> <li>Image: A set of the set of the</li></ul>	00000385	User385	0385	1111 : B	
<b>~</b>	00000387	User387	0387	1111 : B	
<b>~</b>	00000388	User388	0388	1111 : B	
<b>~</b>	00000389	User389	0389	1111 : B	
<b>~</b>	00000390	User390	0390	1111 : B	
<b>~</b>	00000392	User392	0392	1111 : B	
<b>V</b>	0000393	Hser393	0393	1111 : R	*
Appl	y Schedule 🛛	001 : A		*	
	Γ	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.

Rate of Pay		
En	ter Information —	Pay Unit
Code	0001	💿 Hour
Name	Pay	🔘 30 Min
	)	O 15 Min
Code	Name	10 Min
0001	Pay	O 1 Min
		Pay Rate
		Normal Time 1.11
		Time Before Shift 2.22
		Overtime1 Hours 3,33
		Overtime2 Hours 4,44
		Off Day Hours 5,55
		Overtime3 Hours 6,66
	Add Modify	Delete Close
		,

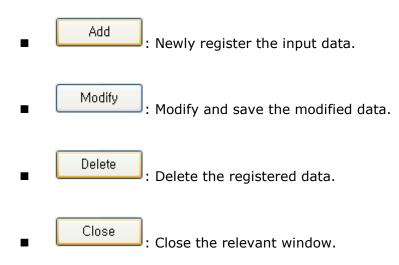
Enter Information

• 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])



## **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.

			2.40			
Real-Time Monitoring	TNA S	Settings				
Terminal Management	Wedden	Caller.				Clear List
User Management	and a second sec	lay Setting Name	Time Frame	Shift 1 Shift	2 Shift 3	Clear List Sh
Visitor Management	600	realize	THICK TRAINS	onin 1 onin		- Chi
Access Control Management						
Site Monitoring						
Time and Attendance (TNA)						
Set Special Shift						
Process Transactions						
Modity Hours						
Transaction Reports						
Attendance Reports	<					×
Break Reports						10
	Type of W		D. 6 . 11 . 11	10. 11 10 I 1	0.1.10.0.0	Description
Process Totals	Code	Name	Define Holidays	Working on Weekend	Standard Day Setting	Repeat A.,
Modify Total Hours						
Summary Reports	_					
Transmit Work Result to anoth						
	c					

#### \* For more information on setting method : [ex5)TNA Settings]

Branch	**** : Not A	Assigned	2		Search P	A State of the second		arch all rec	ord	Search		Print	Config	
Department	++++ : Not A	Assigned		2010-06-	03 💌 -	2010-06-03	🗾 O in	complete re-	broc	Save to I	File Prin	it Setup		K
ID	Name	Date	Day	Shift Name	Arrival	Departu	Late Aft	Early D	Norm	Overti	Overti	Off Da	Overti	M
IU.														
00000164	User164	2010-06-03	thu	multiAT	08:28	21:54	00:28	00:00	07:32	04:00	00:00	00.00	00:00	2
		2010-06-03	thu thu	multiAT multiAT	08:28	21:54	00:28	00:00	07:32	04:00	00:00	00:00	00:00	2

\* 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

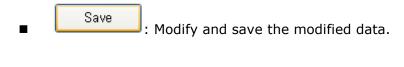
In the event special work must be assigned separately from the work schedule registered in Work Mode Registration menu, work schedule previously registered is displayed as shown in the following figure by entering the applicable date and clicking Query. Upon double-clicking the applicable work code on 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.

Branch	++++ : Not A	ssigned	*		-					100			20.00	-							
Department	: Not A	ssigned	¥ S	tart Date 2010-	06-11 💌	Sea	rch	JL	Sa	We		ç	lose								
		11-1	0	Designed	6.1. A.L.	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	2
ID	Name	Unique ID	Branch	Department	Schedule	fri	sat	Sui	m	100	w	thu	fri	sat	5	<b>TI</b>	tue	Here	thu	fri	5
00000164	User164	0164	**** : Not	**** : Not	1111 : B	33	-33	99	33	33	33	33	33	33	99	33	33	33	33	33	3
00000166	User166	0166	**** : Not	++++ : Not	1111 : B	33	33	99	33	33	33	33	33	33	99	33	33	33	33	33	3
00000168	User168	0168	**** : Not	++++ : Not	1111 : B	33	33	99	33	33	33	33	33	33	99	33	33	33	33	33	3
00000169	User169	0169	**** : Not	**** : Not	1111 : B	33	33	99	22	33	33	33	33	33	99	33	33	33	33	33	3
00000170	User170	0170	: Not	**** : Not	1111 : B	33	33	99	33	33	33	33	33	33	99	33	33	33	33	33	3
00000171	User171	0171	**** : Not	**** : Not	1111 : B	33	33	99	33	33	33	33	33	33	. 99	33	33	33	33	33	3
00000174	User174	0174	++++ : Not	**** : Not	1111 : B	33	33	99	33	33	33	33	33	33	99	33	33	33	33	33	3
00000295	User295	0295	**** : Not	**** : Not	1111 : B	33	33	99	33	33	11	33	11	33	99	33	33	33	33	33	3
00000312	User312	0312	**** : Not	**** : Not	1111 : B	33	33	99	33	33	33	33	33	33	99	33	33	33	33	33	3
00000319	User319	0319	: Not	++++ : Not	1111 : 8	33	33	99	33	33	33	33	33	33	99	33	33	33	33	33	3
00000322	User322	0322	**** : Not	**** : Not	1111 : B	33	33	99	33	33	33	33	33	33	99	33	33	33	33	33	3
00000329	User329	0329	**** : Not	**** : Not	1111 : B	33	33	99	33	33	33	33	33	33	99	33	33	33	33	33	3
00000339	User339	0339	: Not	: Not	1111 : B	33	33	99	33	33	33	33	33	33	99	33	33	33	33	33	3
00000341	User341	0341	: Not	: Not	1111 : B	33	33	99	33	33	33	33	33	33	99	33	33	33	33	33	3
00000350	User350	0350	++++ : Not	: Not	1111 : B	33	33	99	33	33	33	33	33	33	99	33	33	33	33	33	3
00000351	User351	0351	++++ : Not	++++ : Not	1111 : B	33	33	99	33	33	33	33	33	33	99	33	33	33	33	33	3
00000353	User353	0353	++++ : Not	++++ : Not	1111 : B	33	33	99	33	33	33	33	33	33	99	33	33	33	33	33	3
00000372	User372	0372	++++ : Not	**** : Not	1111 : B	33	33	99	33	33	33	33	33	33	99	33	33	33	33	33	3
00000376	User376	0376	: Not	**** : Not	1111 : B	33	33	99	33	33	33	33	33	33	99	33	33	33	33	33	3
00000382	User382	0382	**** : Not	: Not	1111 : B	33	33	99	33	33	33	33	33	33	99	33	33	33	33	33	3
00000383	User383	0383	: Not	: Not	1111 : B	33	33	99	33	33	33	33	33	33	99	33	33	33	33	33	3
00000385	User385	0385	**** : Not	++++ : Not	1111 : B	33	33	99	33	33	33	33	33	33	99	33	33	33	33	33	3
00000387	User387	0387	++++ : Not	: Not	1111 : B	33	33	99	33	33	33	33	33	33	99	33	33	33	33	33	3
00000388	User388	0388	++++ : Not	++++ : Not	1111 : B	33	33	99	33	33	33	33	33	33	93	33	33	33	33	33	3
00000389	User389	0389	: Not	: Not	1111 : B	33	33	99	33	33	33	33	33	33	99	33	33	33	33	33	3
00000390	User390	0390	: Not	: Not	1111 : B	33	33	99	33	33	33	33	33	33	99	33	33	33	33	33	3
00000392	User392	0392	: Not	: Not	1111 : B	33	33	99	33	33	33	33	33	33	99	33	33	33	33	33	3
00000393	User393	0393	**** : Not	**** : Not	1111 : B	33	33	99	33	33	33	33	33	33	-99	33	33	33	33	33	3
00000394	User394	0394		++++ : Not	1111:8	33	33	99	33	33	33	33	33	33	99	33	33	33	33	33	3

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.



■ Close Close the relevant window.

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

Selec	t Shift	
C	Name	
**	Original Shift	
01	government	
11	normal	
12	morning	
13	day	
14	night	
33	multiAT	
44	allnight	
99	holiday	

### 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.

roce	ess Transa	actions				
		- Set Period				
	2010-06-04	~ 20	10-06-🗓 🔽	Dre	Close	٦
				FIL	Close	
	🔲 Ignore N	lodifications				
Selec	t Employee				K	>
C	ID	Name	Unique ID	Schedule	Result	
<ul> <li>Image: A set of the set of the</li></ul>	00000164	User164	0164	1111 : B		
<b>~</b>	00000166	User166	0166	1111 : B		
<ul> <li>Image: A second s</li></ul>	00000168	User168	0168	1111 : B		
<ul> <li>Image: A second s</li></ul>	00000169	User169	0169	1111 : B		
<ul> <li>Image: A second s</li></ul>	00000170	User170	0170	1111 : B		
<ul> <li>Image: A set of the set of the</li></ul>	00000171	User171	0171	1111 : B		
<ul> <li>Image: A start of the start of</li></ul>	00000174	User174	0174	1111 : B		
<ul> <li>Image: A set of the set of the</li></ul>	00000295	User295	0295	1111 : B		
<ul> <li>Image: A second s</li></ul>	00000312	User312	0312	1111 : B		
<ul> <li>Image: A second s</li></ul>	00000319	User319	0319	1111 : B		
<ul> <li>Image: A start of the start of</li></ul>	00000322	User322	0322	1111 : B		
<ul> <li>Image: A second s</li></ul>	00000329	User329	0329	1111 : B		
<ul> <li>Image: A set of the set of the</li></ul>	00000339	User339	0339	1111 : B		
<b>~</b>	00000341	User341	0341	1111 : B		
<ul> <li>Image: A start of the start of</li></ul>	00000350	User350	0350	1111 : B		
<ul> <li>Image: A set of the set of the</li></ul>	00000351	User351	0351	1111 : B		
<ul> <li>Image: A start of the start of</li></ul>	00000353	User353	0353	1111 : B		
<ul> <li>Image: A set of the set of the</li></ul>	00000372	User372	0372	1111 : B		
<ul> <li>Image: A start of the start of</li></ul>	00000376	User376	0376	1111 : B		
<ul> <li>Image: A second s</li></ul>	00000382	User382	0382	1111 : B		
<ul> <li>Image: A start of the start of</li></ul>	00000383	User383	0383	1111 : B		
<b>~</b>	00000385	User385	0385	1111 : B		
<ul> <li>Image: A set of the set of the</li></ul>	00000387	User387	0387	1111 : B		
<ul> <li>Image: A start of the start of</li></ul>	00000388	User388	0388	1111 : B		
<ul> <li>Image: A start of the start of</li></ul>	00000389	User389	0389	1111 : B		
	00000390	User390	0390	1111 : B		
<ul> <li>Image: A start of the start of</li></ul>	00000392	User392	0392	1111 : B		
¥	00000393	User393	0393	1111 : B		
<ul> <li>Image: A start of the start of</li></ul>	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.

Branch	++++ : Not A	ssigned	*	2003	S	earch Pe		6-03		Search all re	cord	Search		lodity	Config	
Department	++++ : Not A	ssigned	4	201	10-06-03		010-0	0-03 (	0	incomplete r	ecord					G
10	Name	Unique ID	Departme	nt	Title	Date	D	ay	Shift N	Arrival T	Depart	Norm	Overti	Overti	Off Da	Ow
00000164	User164	0164	Not Assig		Not	2010-06-0	3 1	thu	multiAT	08:28	21:54	07:32	04:00	00:00	00:00	00
00000166	User166	0166	Not Assig		Not	2010-06-0	13 1	hu	multiAT	\$:	\$:	00:00	00:00	00:00	00:00	00
00000168	User168	0168	Not Assig	hing [1	Not	2010-06-0	13 t	thu	multiAT	11:19	11:19	00:00	00:00	00:00	00:00	OC.
00000169	User169	0169	Not Assig		Not	2010-06-0	3 1	hu	multiAT	08:59	22:33	07:01	00:00	00:00	00:00	00
00000170	User170	0170	Not Assig	L	Not	2010-06-0	3 1	thu .	multAT	08:59	21:55	07:01	04:00	00:00	00:00	00
00000171	User171	0171	Not Assig	h	Not	2010-06-0	3 1	bu	multAT	08:05	13:19	03:54	00:00	00:00	00:00	00
00000174	User174	0174	Not Assig		Not	2010-06-0	8 1	thu	multAT	08:47	19:20	07:13	04:00	00:00	00:00	00
00000295	User295	0295	Not Assig		Not	2010-06-0	3 t	hu	multiAT	09:05	21:23	06:55	04:00	00:00	00:00	00
00000312	User312	0312	Not Assig			2010-06-0	3 1	hu	multiAT	08:39	13:20	03:21	00:00	00:00	00:00	00
00000319	User319	0319	Not Assig		Not	2010-06-0	0 1	thu .	multiAT	08:36	18:11	07:24	04:00	00:00	00:00	00
00000322	User322	0322	Not Assig		Not	2010-06-0	3 6	thu	multiAT	08:39	13:20	03:21	00:00	00:00	00:00	00
00000329	User329	0329	Not Assig		Not	2010-06-0	3 1	thu 1	multiAT	08:45	22:09	07:15	00:00	00:00	00:00	00
00000339	User339	0339	Not Assig		Not	2010-06-0	3 1	thu	multiAT	07:33	13:19	04:00	00:00	00:00	00:00	00
00000341	User341	0341	Not Assig		Not	2010-06-0	3 8	thu	multiAT	08:51	21:24	07:09	04:00	00:00	00:00	00
00000350	User350	0350	Not Assig		Not	2010-06-0	3 1	thu	multiAT	\$:	1	00:00	00:00	00:00	00:00	00
00000351	User351	0351	Not Assig		Not	2010-06-0	13 t	thu	multiAT	1:	1	00:00	00:00	00:00	00:00	00
00000353	User353	0353	Not Assig		Not	2010-06-0	13 t	thu .	multiAT	1	1	00:00	00:00	00:00	00:00	00
00000372	User372	0372	Not Assig		Not	2010-06-0	3 1	hu	multiAT	08:35	21:50	07:25	04:00	00:00	00:00	00
00000376	User376	0376	Not Assig		Not	2010-06-0	9 1	thu -	multAT	08:41	18:28	07:19	04:00	00:00	00:00	OE
00000382	User382	0382	Not Assig		Not	2010-06-0	8 1	thu 1	multiAT	08:55	22:00	07:05	04:00	00:00	00:00	00
00000383	User383	6383	Not Assig		Not	2010-06-0	8 1	hu	multiAT	08:53	18:23	07:07	04:00	00:00	00:00	00
00000385	User385	0385	Not Assig		Not	2010-06-0	3 1	thu	multAT	08:50	13:22	03:10	00:00	00:00	00:00	00
00000387	User387	0387	Not Assig		Not	2010-06-0	13 t	thu	multiAT	1:	1	00:00	00:00	00:00	00:00	00
00000388	User388	0388	Not Assig		Not	2010-06-0	13 1	thu	multiAT	1	1	00:00	00:00	00:00	00:00	00
00000389	User389	0389	Not Assig		Not	2010-06-0	0 1	hu	multiAT	08:13	13:19	03:47	00:00	00.00	00:00	00
00000390	User390	0390	Not Assig	i	Not	2010-06-0	3 8	thu	multiAT	1	f	00:00	00:00	00:00	00:00	00
00000392	User392	0392	Not Assig		Not	2010-06-0		thu	multiAT	07:37	13:19	04:00	00:00	00:00	00:00	00
00000393	User393	0393	Not Assig		Not	2010-05-0	3 1	thu	multiAT	08:45	18:14	07:15	04:00	00:00	00:00	00
00000394	User394	0394	Not Assig		Not	2010-06-0	3 1	hu	multiAT	\$;	1	00:00	00:00	00:00	00:00	00
									_			_				

- 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.

Branch	**** : Not #	Assigned	¥	1	Search F	Period	0	Search all re-	cord	Searc	:h	Print	Config	
Department	•••• : Not A	Assigned	~	2010-06-	03 💌 ~	2010-06-03	<u> </u>	ncomplete n	ecord	Save to	File Pr	int Setup		0
ID	Name	Date	Day	Shift Name	Arrival	Departu,	Late Aft.	Early D	Norm	Overti	Overti	Off Da	Overti	M
00000164	User164	2010-06-03	thu	multiAT	08:28	21:54	00:28	00:00	07:32	04:00	00:00	00:00	00:00	2
00000166	User166	2010-06-03	thu	multiAT	\$:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	1
00000168	User168	2010-06-03	thu	multiAT	11:19	11:19	00:00	00:00	00:00	00:00	00:00	00:00	00:00	1
00000169	User169	2010-06-03	thu.	multiAT	08-59	22:33	00:59	04:36	07:01	00:00	00:00	00:00	00:00	
00000170	User170	2010-06-03	thu	multiAT	08-59	21:55	00:59	00:00	07:01	04:00	00:00	00:00	00:00	2
00000171	User171	2010-06-03	thu	multiAT	08:06	13:19	00:06	64:41	03:54	00:00	00:00	00:00	00:00	1
00000174	User174	2010-06-03	thu	multiAT	08:47	19:20	00:47	00:00	07:13	04:00	00:00	00:00	00:00	2
00000295	User295	2010-06-03	thu	multiAT	09:05	21:23	01:05	00:00	06:55	04:00	00:00	00:00	00:00	1
00000312	User312	2010-06-03	thu	multiAT	08:39	13:20	00:39	04:40	03:21	00:00	00:00	00:00	00:00	
00000319	User319	2010-06-03	thu	multiAT	08:36	18:11	01:12	00:16	07:24	04:00	00:00	00:00	00:00	2
00000322	User322	2010-06-03	thu	multiAT	08:39	13:20	00:39	04:40	03:21	00:00	00:00	00:00	00:00	1
00000329	User329	2010-06-03	thu	multiAT	08:45	22:09	00:45	04:38	07:15	00:00	00:00	00:00	00:00	-
00000339	User339	2010-06-03	thu	multiAT	07:33	13:19	00:00	04:41	04:00	00:00	00:00	00:00	00:00	1
00000341	User341	2010-06-03	thu	multiAT	08:51	21:24	00:51	00:00	07:09	04:00	00:00	00:00	00:00	2
00000350	User350	2010-06-03	thu	multiAT	\$:	#;	00:00	00:00	00:00	00:00	00:00	00:00	00:00	1
00000351	User351	2010-06-03	thu	multiAT	\$;	\$;	00:00	00:00	00:00	00:00	.00:00	00:00	00:00	1
00000353	User353	2010-06-03	thu	multiAT	\$;	\$;	00:00	00:00	00:00	00:00	00:00	00:00	00:00	1
00000372	User372	2010-06-03	thu	multiAT	08:35	21:50	00:35	00:00	07:25	04:00	00:00	00:00	00:00	2
00000376	User376	2010-06-03	thu	multiAT	08:41	18:28	00:41	00:00	07:19	04:00	00:00	00:00	00:00	2
00000382	User382	2010-06-03	thu	multiAT	08:55	22:00	00:55	00:00	07:05	04:00	00:00	00:00	00:00	2
00000383	User383	2010-06-03	thu	multiAT	08:53	18:23	01:45	00:00	07:07	04:00	00:00	00:00	00:00	2
00000385	User385	2010-06-03	thu	multiAT	08:50	13:22	00:50	04:38	03:10	00:00	00:00	00:00	00:00	1
00000387	User387	2010-06-03	thu	multiAT	\$;	#;	00:00	00:00	00:00	00:00	00:00	00-00	00:00	1
00000368	User398	2010-06-03	thu	multiAT	\$;	\$;	00:00	00:00	00:00	00:00	00:00	00:00	00:00	T
00000309	User389	2010-06-03	thu	multiAT	08:13	13:19	00:26	04:41	03:47	00:00	00:00	00:00	00:00	1
00000390	User390	2010-06-03	thu	multiAT	1:	1;	00:00	00:00	00:00	00:00	00:00	00:00	00:00	1
00000392	User392	2010-06-03	thu	multiAT	07:37	13:19	00:00	04:41	04:00	00:00	00:00	00:00	00:00	
00000393	User393	2010-06-03	thu	multiAT	08:45	18:14	01:30	00:07	07:15	04:00	00:00	00:00	00:00	2
00000394	User394	2010-06-03	thu	multiAT	\$;	#;	00:00	00:00	00:00	00:00	00:00	00:00	00:00	1

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
 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.

CH	E(N)	이견()	0	두 田이	λ(D)	확대	()	- 高소(	0)	[달기	/I( <u>C</u> )					
						Tran	saction	Don.	orte							
Branch	Not Ass	ioned I	Depr	artment	Not As	10000000		1 TYOP	211.2		IPer	od: 2	010.06	5.03 - 3	201	0.06.03
ID	Name	Date	-	Shift	-	Dep		Ear	No.	. Ov.	. Ov	Off	Ov	M	-	Rem
0000	홍갈동	2010	thu	명일	#	#:	00:00	00:00	00:	. 00:	. 00:	00:	. 00:	0.00		
0000	유관순	2010	thu	평일	#	#:	00:00	00:00	00:.	. 00:	. 00:	00:	. 00:	0.00		
0000	강강찬	2010	thu	경일	#	#:	00:00	00:00	00:.	. 00:	. 00:	00:	. 00:	0.00		
0000	이성개	2010	thu		#	#:	00:00	00:00	00:	. 00:	. 00:	00:	. 00:	0.00		
0000	User	2010	thu	multi	08:	21:	00:28	00:00	07:.	. 04:	. 00:	00:	. 00:	. 21		
0000	User	2010	thu	multi	#-:	#:	00:00	00:00	00:	. 00:		00:	. 00:	0.00		
0000	User	2010	thu	multi	11:	11:	00:00	00:00	00:	. 00:	. 00:	00:	. 00:	0.00		
0000	User	2010	. thu	multi	08:	22:	00:59	04:36	07:	. 00:	. 00:	00:	. 00:	. 7.77		
0000	User	2010	thu	multi	08:	21:	00:59	00:00	07:	. 04:	. 00:	. 00:	. 00:	. 21		
0000	User	2010	thu	multi	08:	13:	00:06	04:41	03:.	. 00:	. 00:	00:	. 00	3.33		
0000	User	2010	thu	multi	08:	19:	00:47	00:00	07:.	. 04:	. 00:	00:	. 00:	. 21		
0000	User	2010	. thu	multi	09:	21:	01:05	00:00	06:.	. 04:	. 00:	. 00:	. 00:	. 19		
0000	User	2010	thu	multi	08:	13:	00:39	04:40	03:.	. 00:	. 00:	00:	. 00:	3.33		
0000	User	2010	thu	multi	08:	18:	01:12	00:16	07:.	. 04:	. 00:	00:	. 00:	. 27		
0000	User	2010	thu	multi	08:	13:	00:39	04:40	03:.	. 00:	. 00:	. 00:	. 00:	3.33		
0000	User	2010	thu	multi	08:	22:	00:45	04:38	07:	. 00:	. 00:	00:	. 00:	7.77		
0000	User	2010	. thu	multi	07:	13:	00:00	04:41	04:.	. 00;	. 00:	00:	. 00:	4.44		
0000	User	2010	. thu	multi	08:	21:	00:51	00:00	07:.	. 04:	. 00:	00:	. 00:	. 21		
0000	User	2010	thu.	multi	#-:	#:	00:00	00:00	00:.	. 00:	. 00:	00:	. 00;	0.00		
0000	User	2010	. thu	multi	#	#:	00:00	00:00	00:.	. 00:	. 00:	. 00:	. 00:	0.00		
0000	User	2010	. thu	multi	#:-+	#:	00:00	00:00	00:.	. 00:	. 00:	00:	. 00:	0.00		
0000	User	2010	thu	multi	08:	21:	00:35	00:00	07:	. 04:	. 00:	00:	. 00:	. 21		
0000	User	2010	thu	multi	08	18:	00:41	00:00	07:	. 04:	. 00:	. 00:	. 00:	. 21		
0000	User	2010	. thu	multi	08:	22:	00:55	00:00	07:	. 04:	. 00:	00:	. 00:	. 21		
0000	User	2010	thu	multi	08:	18:	01:46	00:00	07:	. 04:	. 00:	00:	. 00:	. 27		
0000	User	2010	thu	multi	08:	13:	00:50	04:38	03:.	. 00:	. 00:	00:	. 00:	. 3.33		
0000	User	2010	thu	multi	#	#:	00:00	00:00	00:.	. 00:	. 00:	. 00:	. 00:	0.00		· · · · · · · ·
0000	User	2010	thu	multi	#	#:	00:00	00:00	00:.	. 00:	. 00:	. 00:	. 00:	0.00		
0000	User	2010	thu	multi	08:	13:	00:26	04:41	03:.	. 00:	. 00:	00:	. 00:	9.99		
0000	User	2010	thu	multi	#:	#:	00:00	00:00	00:.	. 00:	. 00:	00:	. 00:	0.00		
0000	User	2010	thu	multi	07:	13:	00:00	04:41	04:	. 00:	. 00:	00:	. 00:	4,44		

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 Late Arriv	vals Search Ea	irly Departures	Search for Abs	enteeism						
Branch	: Not Ass	igned		— Search Peri	od —	S	earch	Print	Confi	9
Department	: Not Ass	igned	2010-06	5-03 💌 ~ 20	10-06-03	Sav	e to File	Print Setup		$\sim$
ID	Name	Unique ID	Title	Date	Day	Shift Name	Arrival	Departur	Late A	
00000168	User168	0168	Not Assig	2010-06-03	thu	normal	11:19	11:19	02:19	1
00000295	User295	0295	Not Assig	2010-06-03	thu	normal	09:05	21:23	00:05	1

- 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
   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.

LHR(N)	-11 BIZI(V)	] 与 前01入(I	) ( 확대())	축소(0)		27(C)			
	The strength	Jer Harris	- Tailo				_	_	_
				<u>n Late Arrival</u>	5				
	Assigned, De		t Assigned]		2			6.03 - 201	
ID	Name	Unique ID	t Assigned] Title	Date	Day	Shift Na	Arriva	Depart	Late
	the second s		t Assigned]		2				

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

Irch Late Arriv	vals Searc	h Early Depa	tures Search	h for Absentee	ism					
Branch	: Not	Assigned		Se	arch Period -		Sean	ch Pri	nt 🗍	Config
Department	++++ : Not	Assigned	~	2010-06-03	✓ 2010-0	6-03 💌	Save to	File Print S	Setup	C
ID	Name	Unique ID	Branch	Department	Title	Date	Day	Shift Name	Arrival	Depart.
00000168	User168	0168	Not Assig	Not Assig	Not Assig	2010-06-03	thu	normal	11:19	11:19
00000171	User171	0171	Not Assig	Not Assig	Not Assig	2010-06-03	thu	normal	08:06	13:19
00000312	User312	0312	Not Assig	Not Assig		2010-06-03	thu	normal	08:39	13:20
00000322	User322	0322	Not Assig	Not Assig	Not Assig	2010-06-03	thu	normal	08:39	13:20
00000339	User339	0339	Not Assig	Not Assig	Not Assig	2010-06-03	thu	normal	07:33	13:19
00000385	User385	0385	Not Assig	Not Assig	Not Assig	2010-06-03	thu	normal	08:50	13:22
00000389	User389	0389	Not Assig	Not Assig	Not Assig	2010-06-03	thu	normal	08:13	13:19
00000392	User392	0392	Not Assig	Not Assig	Not Assig	2010-06-03	thu	normal	07:37	13:19

Search for Absenteeism

ICH Lave MIT	vals Sean	ch Early Depa	rtures Searc	h for Absentee	eism					
Branch	: Not	Assigned	~	Se	earch Period		Sea	rch P	rint	Config
Department	: Not	Assigned	~	2010-06-03	2010-0	06-03 💌	Save t	o File Print	Setup	ß
ID	Name	Unique ID	Branch	Department	Title	Date	Day	Shift Name	Arrival	Depart,
00000166	User166	0166	Not Assi	Not Assig	Not Assig	2010-06-03	thu	normal	\$:	\$:
00000350	User350	0350	Not Assi	Not Assig	Not Assig	2010-06-03	thu	normal	4:	#:
00000351	User351	0351	Not Assi	Not Assig	Not Assig	2010-06-03	thu	normal	\$;	#:
00000353	User353	0353	Not Assi	Not Assig	Not Assig	2010-06-03	thu	normal	#:	\$:
00000387	User387	0387	Not Assi	Not Assig	Not Assig	2010-06-03	thu	normal	4:	\$;
00000388	User388	0388	Not Assi	Not Assig	Not Assig	2010-06-03	thu	normal	\$;	#:
00000390	User390	0390	Not Assi	Not Assig	Not Assig	2010-06-03	thu	normal	\$;	4:
00000394	User394	0394	Not Assi	Not Assig	Not Assig	2010-06-03	thu	normal	#;	\$;

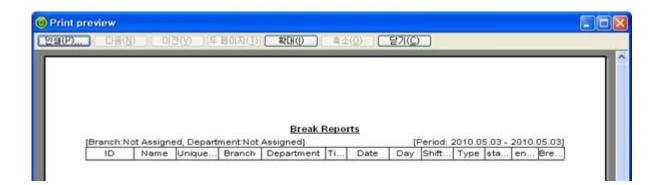
### 2.2.11.6. Break Reports

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

Branch	: Not /	Assigned	× (	Search Pe	eriod —		Search	Print		Config	1
Department			~	2010-06-03 💌 ~	2010-06-03	3	Save to File	Print Set	tup		ß
ID	Name	Unique ID	Branch	Department	Title	Date	Day	Shift N	Туре	start	

- 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



Confige: 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.

		— Set Period —		_	
_				Proce	
Sum	mary Date 🙎	🎹 / 05 🛛 💌 2	🖌 Week	Proce	198
	2010-05-10	✓ ~ 2010-05-	-16 🔽		
_	L			Clos	e
	] Ignore Modi	fications			
	t Employee	Dia ana a	Listens ID	L Oshadula	
C	ID 00000164	Name User164	Unique ID 0164	Schedule 1111 : B	Result
	00000164	User166	0164	1111 : B	
<ul><li>✓</li></ul>	00000168	User168	0168	1111 : B	
<ul><li>✓</li><li>✓</li></ul>	00000168	User169	0168	1111 : B	
	00000103	User170	0170	1111 : B	
	00000170	User171	0170	1111 : B	
	00000174	User174	0174	1111 : B	
	00000295	User295	0295	1111 : B	
	00000235	User312	0235	1111 : B	
	00000312	User319	0312	1111 : B	
	00000313	User322	0322	1111 : B	
	00000322	User329	0329	1111 : B	
<ul> <li>✓</li> <li>✓</li> </ul>	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	
<ul> <li>Image: A start of the start of</li></ul>	00000387	User387	0387	1111 : B	
Image: A start of the start	00000388	User388	0388	1111 : B	
<ul> <li>Image: A start of the start of</li></ul>	00000389	User389	0389	1111 : B	
Image: A start of the start	00000390	User390	0390	1111 : B	
<ul> <li>Image: A start of the start of</li></ul>	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

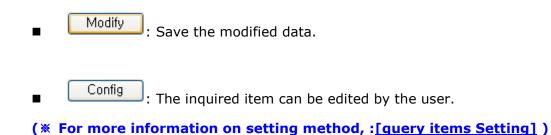
In the event there is any change in the employee's time & attendance result after counting, you can manually input-modify the new value after double-clicking the applicable time. In case of entering each modified time, you need to enter all times such as tardiness, early leave, basic work hours, etc. 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

Branch	++++ : Not /	Assigned	×		- Search Period		1980	1		-			
Department	: Not /	Assigned	*	Summary Date	2010 / 05 💌 3	W Wi	eek	]	Search		odiły	Config	J
ID	Name	Unique ID	Title	Work Name	Duration	Lat	Ea,	Norm	Time	Overti,	Overti,	Off Da	Overfi
	and the second se		11.00	OTHER TO BE	2010/05/03 ~ 2010/	00:00	00:00	162:00	00:00	00:00	00:00	08:30	45:00
00000001	홍길동	00000001	사원	일반사원	2010/00/03 ~ 2010/	00.00	00-00	102-00	00.00	00.00	00.00	00-30	40.00
00000001	홍림동 유관순	0000002	사원 부서장		2010/05/02 ~ 2010/			58:00	04:00	12:30	07:30	34:00	32:00
					A real rate of the second state of the second state of the second	00:30	00:00			and a strate day of the			

- 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.



### 2.2.11.9. Summary Reports

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

Districti	**** : Not A	ssigned	*	Search P	eriod	10122-00 20124 A	7	Searc	h	Print	Config	
and the second second	++++ : Not A		¥	Summary Date 2010 / 05	2	💙 Week		Save to	File P	rint Setup		2
10	Name	Unique ID	Work Nam	e Duration	Late At	Early D	Norm	Time	Overti,	Overti	Off Da	Overti
00000164	User164	0164	B	2010/05/10 ~ 2010/05/16	21:06	19:00	13:54	00:00	03:14	00:00	00:00	00:00
00000166	User166	0166	B	2010/05/10 ~ 2010/05/16	16:27	19:39	17:54	02:18	01:05	00:00	00:00	00:00
00000168	User168	0168	8	2010/05/10 ~ 2010/05/16	05:54	06:33	41:33	05:28	14:24	03:12	00:00	00:00
00000169	User169	0169	В	2010/05/10 ~ 2010/05/16	01:10	00:00	43:50	01:45	19:55	03:33	00:00	00:00
00000170	User170	0170	В	2010/05/10 ~ 2010/05/16	02:04	06:18	45:38	03:36	11:42	00:22	00:00	00:00
00000171	User171	0171	В	2010/05/10 ~ 2010/05/16	06:53	03:04	44:03	02:07	11:28	02:44	00:00	00:00
00000174	User174	0174	В	2010/05/10 ~ 2010/05/16	16:52	03:04	25:04	00:17	13:09	03:33	00:00	00:00
00000295	User295	0295	В	2010/05/10 ~ 2010/05/16	04:31	00:00	40:29	00:04	11:14	00:00	00:00	00:00
00000312	User312	0312	В	2010/05/10 ~ 2010/05/16	00:00	04:59	31:01	00:48	06:45	00:00	00:00	00:00
00000319	User319	0319	В	2010/05/10 ~ 2010/05/16	08:24	10:51	25:45	01:40	07:14	03:25	00:00	00:00
00000322	User322	0322	B	2010/05/10 ~ 2010/05/16	03:51	13:31	27:38	01:31	03:00	00:00	00:00	00:00
00000329	User329	0329	B	2010/05/10 ~ 2010/05/16	00:00	20:43	24:17	00:47	00:00	00:00	00:00	00:00
00000339	User339	0339	В	2010/05/10 ~ 2010/05/16	04:40	03:24	18:56	01:33	03:31	00:00	00:00	00:00
00000341	User341	0341	В	2010/05/10 ~ 2010/05/16	00:06	08:17	36:37	00:02	09:31	00:00	00:00	00:00
00000350	User350	0350	В	2010/05/10 ~ 2010/05/16	00:00	09:30	08:30	00:55	00:00	00:00	00:00	00:00
00000351	User351	0351	В	2010/05/10 ~ 2010/05/16	00:00	00:00	00-00	00:00	00:00	00:00	00:00	00:00
00000353	User353	0353	B	2010/05/10 ~ 2010/05/16	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
00000372	User372	0372	В	2010/05/10 ~ 2010/05/16	05:55	00:00	03:05	00:00	04:00	00:41	00:00	00:00
00000376	User376	0376	B	2010/05/10 ~ 2010/05/16	00:00	05:10	39:50	01:01	02:44	00:00	00:00	00:00
00000382	User382	0382	В	2010/05/10 ~ 2010/05/16	00:00	03:09	41:51	00:31	10:00	00:00	00:00	00:00
00000383	User383	0383	В	2010/05/10 ~ 2010/05/16	00:00	11:06	33:54	01:42	01:07	00:00	00:00	00:00
00000385	User385	0385	В	2010/05/10 ~ 2010/05/16	00:00	08:20	27:40	00:40	04:17	00:00	00:00	00:00
00000387	User387	0387	В	2010/05/10 ~ 2010/05/16	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
00000388	User388	0388	В	2010/05/10 ~ 2010/05/16	17:19	03:04	06:37	00:00	06:46	01:13	00:00	00:00
00000389	User389	0389	B	2010/05/10 ~ 2010/05/16	00:00	03:10	32:50	01:18	01:13	00:00	00:00	00:00
00000390	User390	0390	B	2010/05/10 ~ 2010/05/16	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
226600000	User392	0392	B	2010/05/10 - 2010/05/16	00:04	03:20	41:36	00:45	08:48	04:47	00:00	00:00
00000393	User393	0393	B	2010/05/10 ~ 2010/05/16	00:00	00:00	45:00	00:38	04:20	00:00	00:00	00:00
00000394	User394	0394	В	2010/05/10 ~ 2010/05/16	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 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.

		012(V)	[두 J]	에지(D) [ 확대(		章会(()	2	달기(	$\bigcirc$				
				Sun	mary	Repo	ts						
[Branch:	Not Assi	gned, D	epartme	nt Not Assigned	±]	2002/07/2	955555	1	Summ	ary D	ate: 2	010/	05 2Week]
ID	Name	Uniq	Work	Duration	Lat	Eari	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	в	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	8	2010/05/10	02:04	06:18	45:	03:	11:	00:	00:	. 00:	. 86
00000	User	0171	в	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	в	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	8	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	Ð	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	8	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. Transfer Work Result to another

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 mana	iger.
---	-------

Transfer Work Result to another DB	×
Period 💴-01-02 💌 ~ 2011-03-23 💌	
Trans Data 💿 Trans Work Result	Transfer
Trans Work Summary	Close
Trans Except Record	0.036

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).

- Transfer : Transfer all the data created within the designated period.
- Close : Complete transferring the time and attendance results.

## ex12) Transfer Work Result to another

Desired results and attendance data can be sent to DB. Be sent to DB is supposed to be registered in the ODBC Administrator.

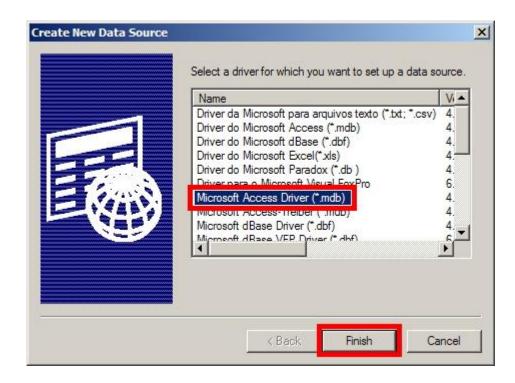
1. [Control Panel]  $\rightarrow$  [Administrative Tools]  $\rightarrow$  [data (ODBC)] execution

Period	2011-02 💌 ~ 2011-03-23 💌	
Trans Data	💿 Trans Work Result	Transfer
	🔿 Trans Work Summary	Close
	Trans Except Record	Cluse

- 2. In the System DSN [Add] button.
- 3. "Microsoft Access Driver(\*.mdb)" select , [finish] click.

	Microsoft Access Driver (*.mdb)	
	Microsoft Access Driver (*.mdb) SQL Server	Remove
INIS nis_mdb JNIS_old	Microsoft Access Driver (*.mdb) Microsoft Access Driver (*.mdb) SQL Server Microsoft Access Driver (*.mdb)	Configure.

4. Data Source Name "UNIS\_WORK" input , [select] click



5. Be transmitted in the database, select the path and name of the database, then click OK.

ODBC Microsoft Ac	xcess Setup	? ×
Data Source Name:		ОК
Description:		Cancel
Database		
Database:		Help
Select	Create Repair Compact	Advanced
System Database -		
None		
C Database:		
	System Database	Options>>

6. Click OK.

Database Name	Directories:	ОК
UNIS.mdb	c:₩program files₩unis	Cancel
UNIS.mdb UNIS_remp.mdb	Program Files  Program Files  UNIS  Help  Log  MapImage  Patch	Help Read Only Exclusive
ist Files of Type:	Drives:	
Access Databases (*.m.	▼	Network

ODBC Microsoft Access Setup	? ×
Data Source Name: UNIS_WORK	ОК
Description:	Cancel
Database: C:₩₩UNIS₩UNIS_WORK.mdb	Help
Select Create Repair Compact	Advanced
System Database	
None	
O Database:	
System Database	Options>>

7. Attendance results, click the Transfer menu.

CCESS	Driver	Add
ccessTemp	Microsoft Access Driver (*.mdb) Microsoft Access Driver (*.mdb)	Remove
INIS Temp	SQL Server Microsoft Access Driver (*.mdb) Microsoft Access Driver (*.mdb) SQL Server Microsoft Access Driver (*.mdb) Microsoft Access Driver (*.mdb)	Configure

8. Be transmitted and transmit the data set period, then [send] button.



- Trans Data
  - Trans Work Result : Transaction Reports send
     Prerequisites : Receive DB table layout = wWorkResult table layout format
  - Trans Work Summary : Summary Reports send
    - Prerequisites : Receive DB table layout = wWorkSummary table layout format
  - Trans Except Record : Except Record sned
     Prerequisites : Receive DB table layout = wExceptRecord table layout format

### 2.2.12. Blacklist Management

Blacklist Management to blacklist the registered users and visitors are classified as a feature at stores when you need to restrict certain users access is available. Server Environment Setting [Use Blacklist Management] If you check the existing information on the registered users and visitors in the bottom of the toggle button appears in the blacklist. When this user / visitor management views are cleared from the blacklist will be moved. From then on, attempts to authenticate the authentication will fail. Alarm and Mail [Blacklist attempts authentication ] After checking the alarm and mailing services are also available.

stem Data Management Too	ols Other	Help				
Real-Time Monitoring	Reg	istered bla	cklist info			
Terminal Management		D or Name here,				Reset Column
User Management	C	ID	Name	Unique Number	Class	Reg. Date
Visitor Management		00000001	Userl	00000001	User	2011-01-13 17:21:50
Blacklist management						
Blacklist delete						
Access Control Management						

- How to set up
- [Tool]-[Environment Settings]-<u>[Server Environment Setting]</u>-

Basic I use blacklist management check

After you click the user information

Change blacklist Press the button to

switch as shown below.

	Basic Information	10	Acces	ss Date Ran	ge		
ID	00000001	No Restrictio	No Restriction Period 💌 2011/01/13 💌 ~ [2011/01/13] 🛩				
Name	User1						
mployee ID	00000001		entication Type		Picture Information		
Branch	•••• : Not Assigned	PWD		~			
)epartment	: Not Assigned	Finge	erprint Informatio	n			
Title	++++ : Not Assigned	Reg. Level	5:Normal	1			
Authority	++++ : General User	Auth, Level	0:Default	1			
Authority Access Group	++++ : General User ++++ : Not As <mark>: Remote Man</mark>	and the second se	0:Default				
330 939	: Not As Bemote Man	ager					
Access Group	: Not As Bemote Man	and the second se		dist?			
Access Group Schedule	: Not As: Bemote Man	ager you sure that this user	change to black	dist?	Add Delete		
Access Group Schedule Meal Code	••••• : Not As: Bemote Man	ager	change to black	dist?	Add Delete		
Access Group Schedule Meal Code Pay Rate	••••• : Not As: Bemote Man	ager you sure that this user	change to black		Capture from Webcam		
Access Group Schedule Aeal Code Pay Rate Felephone	••••• : Not As: Bemote Man	ager you sure that this user	change to black	dist?	Capture from Webcam		
Access Group Schedule Meal Code Pay Rate Felephone Fmail Address	••••• : Not As: Bemote Man	ager you sure that this user	change to black		Capture from Webcam		
Access Group Schedule Aeal Code Pay Rate Felephone Email Address Address	••••• : Not As: Bemote Man	ager you sure that this user	change to black		Capture from Webcam		
Access Group Schedule Meal Code Pay Rate Felephone Email Address Address Other	••••• : Not As     Bemote Man     ••••• : Not As     ·•••• : Not As     ·•••• : Not As	ager you sure that this user MICY OHUS	change to black		Capture from Webcam		
Access Group Schedule Meal Code Pay Rate Felephone Email Address Address Other Reg. Date	: Not As: Bemote Man	ager You sure that this user 예(았는) 아니오	change to black		Capture from Webcam		

• [Blacklist Management] When you click a classified user information is checked as shown below.

Real-Time Monitoring	Reg	istered bla	cklist info			
Terminal Management	Input I	D or Name here,				Reset Column
User Management	C	ID	Name	Unique Number	Class	Reg. Date
Visitor Management		00000001	User1	00000001	User	2011-01-13 17:21:5
Blacklist management						
Blacklist delete						

legistered bla	cklist info 🛛 🛛 🔀
	Basic Information
*ID	
*Name	User1
Employee ID	00000001
Class	User
Reg, Date	2011/01/13 17:21:50
Blacklist rel	ease Close

Blacklist release :

Blacklist release button click.

Registered blacklist info
Basic Information
Remote Manager 🛛 🕅 🕅
Are you sure that this user release from blacklist? 예(Y) 아니오(N)
Blacklist release Close

authentication Log

 Blacklist following an authentication result before registering as "success" normal access is possible, but once registered as authentication failures "blacklist attemps authentication " to display the results.

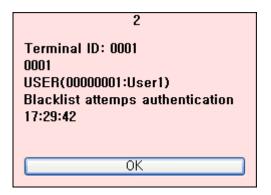
Time	Terminal	User ID	Name	Access G.,	Class	Mode	Type	Result	Tim
0 2011-01-13 17:29:42	0001 : 0001	00000001	User1	: Not	User	F3	Password	Blacklist attemps authentication	0,000
0 2011-01-13 17:29:20	0001:0001	00000001	User1	**** : Not	User	F3	Password	Success	0,00

- Additional notification function: mail service, an alarm message display
- [Tool]-[Environment Settings]-[Mail Environment]Check that the mail service
   use Blacklist attemps authentication If you check the items shown below will be sent
   in mail-related content.



• [Tool]-[Environment Settings]-[Alarm Option Settiong]-select popup

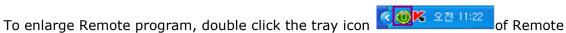
alarm Blacklist attemps authentication If you check the items shown below an alarm window will be displayed on the monitor screen.



## 2.2.13. Others

## 2.2.13.1. Tray Icon

Remote program can be minimized to tray icon.



in lower right corner of Windows screen.

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

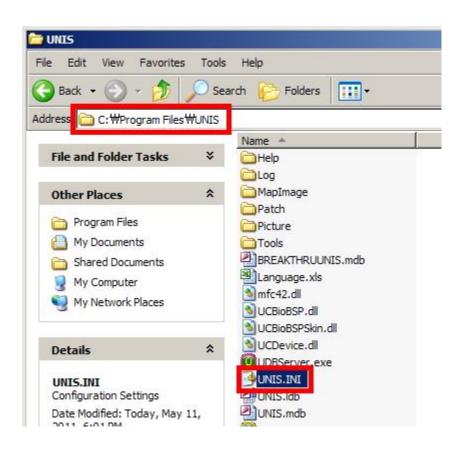
# 2.2.13.2. Application Link

This is a function which is executing the appointed Application. Application for the registration and use unis.ini. (Registration Information [Application Link] specifies the period after registering the menu selection : DB can be sent to the specified / Trans Work Result / Trans Work Summary / Trans Except Record

# ex11) Application Link Settings

Through the related menu you can execute Application.

1. folder : C\Program Files\UNIS - [UNIS.ini] to run the file in the folder.



2. Run as shown below, enter the path and file name.

[Application Link] Path=Of the executable file path \ filename

📕 UNIS.INI - Notepad	
File Edit Format View Help	
[Server Config] UDBServerIP =127.0.0.1 UDBServerPort =9872 UNIS_ServerIP =127.0.0.1 UNIS_ServerIP =9871	<u>×</u>
[UNIS Server] DEBUG_MESSAGE = N	
[UDB Server] SocketTimeoutSecond=0 Debug_Socket=N Debug_Database=N	
[Application Link] path=C:#Virdi#FPWORK#FPwork.exe	-

3. The program is executed at run time.

Other	Help	
Tray	icon	6
Appli	cation Link,	

# 2.2.14. Meal Management

## 2.2.14.1. Meal Record Query

Under the terms of user-selected query to look for water logged.

Period Setting	2011-05-10 00:00	¢	10	2011-05	-13 23:59	0					
Basic Condition		~	Detail	Condition		8					
Meal	Search all record	*	Resul	t	Search	all record 🛛 🕒	1	Fir	nd Sa	we to File	
						Total (	Query(13) Suc	cess(6) F	ail(7) Total Me	eal (6) Total Cost	240
Time	Terminal ID	U	er ID	Na	me	Employee ID	Meal	Nu	MONEY	Result	
2011-05-11 16:12:19	5 0001	000	00002	USI	12	00000002	Lunch	0	0	Duplicate	
2011-05-11 16:19:25			000002	USI	12	00000002	Lunch	0	0	Duplicate	
2011-05-11 16:22:25	5 0001	000	100001	USE	er1	10000000	Late Nigh	1	5000	Success	
2011-05-11 16:22:3	5 0001	000	000002	USE	12	00000002	Late Nigh	1	5000	Success	
2011-05-11 16:22:4			000003	USA		00000003	Late Nigh	1	5000	Success	
2011-05-11 16:22:48			000003	USE	r3	0000003	Late Nigh	0	0	Duplicate	
2011-05-11 16:20:55			000001	USE	al 👘	00000001	Lunch	0	0	Duplicate	
011-05-12 16:34:19			100000	USE	er1	00000001	Late Nigh	0	0	Duplicate	
011-05-12 16:35:5			200000	USE	H2	00000002	Late Nigh	0	0	Duplicate	
2011-05-12 16:36:09			000005				Late Nigh	0	0	Invalid User	
2011-05-13 16:38:19			000001	USI		00000001	Dinner	1	3000	Success	
2011-05-13 16:38:25			00002	USA		00000002	Dinner	1	3000	Success	
2011-05-13 16:38:2	5 0001	000	00003	USA	н3	0000003	Dinner	1	3000	Success	
					-		1				_

Period Setting : Set the period of the meal resistration.

Basic Condition : All the serch. Serch for the department and the terminal the user.

Basic Conditio	n Search Te	rminal	~	Detail Condition	0001 Meal	~
Basic Condition S	earch Department	Branch			Vepartment	×

- Detail Condition : Department, Teminal, User
- Meal : Breakfast, Lunch, Dinner , Snack , Late Night Meal
- Result : Select the results of log file.
- Save to File : Current serching contents.

# **2.2.14.2. Statistics of Total Meal**

During the set period print out the total and submission.

- Branch : Select a Branch
- Department : Select a Department
- Search Period : Select a Search Period
- Search : Views begins
- Print : Preview and print content is viewed.

- Config : Sets and order of items to display.
- Save to File : Views the contents of file.
- Print Setup : Select the print Paper.

## 2.2.14.3. Meal Code 1

Set the information on each meal .Set the information about each meal and combinated with meal code.

Meal Code 1				
Code	0001	Name	Breakfast	
Meal Info				
Meal	Breakfast 💌	Meal Time	07:00 ~ 09:00	
Limit Meal	0			
Set	Delete		Reset	ו

- Code : Is a unique code. (4 digits)
- Name : code name.
- Meal : select of Breakfast, Lunch, Dinner , Snack , Late Night Meal
- Meal Time : Hours of eating meal

 Limit Meal : The number of duplicate certificate of meals. However, when set to 0 to not limit the number of meals.

- Set : If the code does not exist, insert / otherwise update.
- Delete : code delete
- Reset : Initialized only when the screen does not apply to the actual DB.
- Close : Close the current window.

## 2.2.14.4. Meal Code 2

Set a meal code set up a meal code in combination with an original meal code.

leal Code				
Code	0001	💌 Name	Normal	
Setting Me	al Limitation ——			
Day Limit	0	Mont Limit	hly	0
Period 3	Setting 2011-05-11	~	2011-05-11	~
C ID	Name	Meal	Lim,,,	Meal Time
0001	Breakfast	Breakfast	0	07:00 ~ 09:00
0002	Lunch	Lunch	0	11:40 ~ 14:50
0003	Dinner	Dinner	0	17:30 ~ 21:00
0004	Late Night M	Late Night M	1	21:00 ~ 23:00
0.1			. w. e	
Set	De	lete I	Initialization	Close

- Code : Is a unique code. (4 digits)
- Name : code name.

 Day Limit : The number of times a day to eat. However, when set to 0, no limit to the number.

Monthly Limit : The number of times a month, you can eat. If set to 0 does not limit the number of times.

Period Setting : Can I have a specific time period can be set.

- Set : If the code does not exist, insert / otherwise update.
- Delete : code delete
- Initialization : Initialized only when the screen does not apply to the actual DB.
- Close : Close the current window.

## 2.2.14.5. Setting Meal Cost

Set the cost of meal for each meal .

	Same Price	Menu1	Menu2	Menu3	Menu4
Breakfast		2000	1100	1200	0
Lunch		2000	2000	1200	0
Dinner		3000	3100	1200	0
Snack		4000	2000	1200	0
Late Night Meal		5000	2000	1200	0

■ Same Price : In case that you check each meal set the meal cost for all of the menu to setting costs on menu1.

Menu1, Menu2, Menu3, Menu4 : the cost of each menu.

# 2.2.15. Program Information

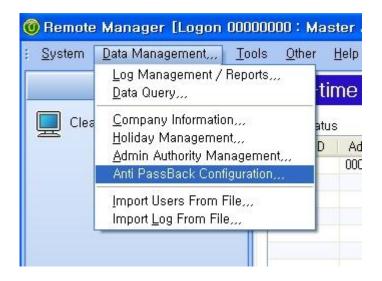
It displays Remote Manager program version and fingerprint library version.

Program	Information	$\mathbf{X}$
O	Product Version : Ver 2,4	OK
<u> </u>	Client Version : Standard v2,4,1	
	Server Version : Standard v2,4,1	
	UDB Version : Standard v2,5,2	
	UCBioBSP Library Version : 3,1000	
	Copyright (C) 2010, 09, 17	

# **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

★ C N	ode ame	Enter Information 0001 Area1	
Code	Nan		Add
	Area	signed	Modify
0002	Area	2	Delete
			Close

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.

Zone 1	Terminal 1
	Zone 2
	Terminal 2

3. [Terminal Management ]- Select the terminal to set - [Modify terminali'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.

	Basic Information		Function			
*ID	00011		☑ T/A	Meal	School	
*Name	Terminal1		10-EM			
Branch	**** : Unassigned	~		Anti Pass Ba	ck	
Location Other			Enter Zone	0002 : Area2		~
Reg, Date	2010/03/18 10:52:42	\$	Exit Zone	0001 : Area1		*
Admin ID	Unassigned Admin Name		Admin ID	Assigned Ad	min	
Admin ID			Admin ID	081-04750020500	min	
Admin ID			Admin ID	081-04750020500	min	
Admin ID		> <		081-04750020500	min	
Admin ID				081-04750020500	min	
Admin ID		<		081-04750020500	min	

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.

erminal	0001 : Terminal	1	*		
			100		
Basic Network	Lock Holida	V			
Authentication	Level		Access Level		
1:1	4:Below Norma	al 💌	Anti Pass Back	Not Used	~
1:N	5:Normal	~	Authentication Restriction	Not Used Access Allowed when server disconnected Access Denied when server disconnected	
Other					
Sound Volum	ne	11	×		
Automatic	Enter Key				
User ID lengt	h (18)		4		
User Input Ty	ype	User ID	*		
2					
		Betre	sh Apply	Apply to another terminal	Close
		-20 <sup>1</sup>	The process is co		

5. Authentication with Anti PassBack

[Location] information is indicated as "unassigned" in user information as shown in the figure below.

	- Basic Information		Access Date Range				
*ID	[0000000]]	2	No Restriction Period 💌 2010/04/08 🛩 ~ 2010/04/08				
+Name	James		Authentication Type				
Unique ID	1			Picture information			
Branch	**** : Unassigned	~	All - A Constant Sec.				
Department	++++ : Unassigned	~	Fingerprint Information				
Title	++++ : Unassigned	~	Reg, Level 5:Normal 😽				
Authority	++++ : General User	~	Auth, Level 0:Default 💌				
Access Group	++++ : Unassigned	~	I:N				
T/A Code	++++ : Unassigned	*	Password Information				
Meal Code	**** : Unassigned 🛛 👻						
Payroll Code	++++ : Unassigned	~	Input Password Confirm Passord	Add Delete			
Telephone				Input Camera			
Email Address		1	Card Inform:	ation			
Address				Beading			
Other				Add			
Reg. Date	2010/04/08 15:16:06	<b>(\$</b> ]		000			
Location	++++ : Unassigned	~		Delete			
Message							

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

	Basic Information		Access Date Range				
*ID	00000232		No Restriction Period 💌 2010/04/09 🗠 ~ 2010/04/09				
+Name	User		Authentication Type				
Unique ID	00000232			Picture information			
Branch	**** : Unassigned	~	117-10 00-001000 000				
Department	++++ : Unassigned	~	Fingerprint Information				
Title	++++ : Unassigned	~	Reg, Level 5:Normal 😽				
Authority	**** : General User	~	Auth, Level 0:Default 💌				
Access Group	**** : Unassigned	~	I:N				
T/A Code	**** : Unassigned	~	Password Information				
Meal Code	**** : Unassigned	~		Add Delete			
Payroll Code	**** : Unassigned	~	Input Password  Confirm Passord	Add Delete			
Telephone			Card Informa				
Email Address			Card morms				
Address				Beading			
Other				Add			
Reg. Date	2010/04/09 14:07:47	<b>(\$</b> )					
Location	0002 : Area2	~		Delete			
🗌 Message							

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						Ē	<u>R</u> eset Column
Time	Terminal(A)	User ID	Name	Class	Mode	Туре	Result
2010-04-09 14:10:58	0001 : Terminal1	00000232	User	User	Access	1:N	Bad Passback
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]

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

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

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

"ê Press register button and complete setup.

Set Termi	nal Layout				×
	3				
Code	0001 Name	map1			Get Image Registration Modify Delete
			Right clic	k the mouse ove	er an image, you can select the terminals will be located
Code	Name		1 A	ML	900 , NG , NG , 700 , 700 , 999 , 999 , 100 , 160
0001 0002	map1 map2	Select term	ninal	and the second	
Configuration of the second		-			
	1	ID .	Name	Type Meal	7
		0002 0004	Terminal2 Terminal4	Access	
-					
-					
		_			(UD) 4(U)
		_			
-					
			0		
-			2 lect	Close	
		26	nect	Ziose	
		116			
<		2			

#### 2. [Set Drawing Location]

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

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

"í Press [Save] button to save.

	Get Image lick the mouse over an image, you	Can select the drawings will be located
Select drawing		
Code 0002	Name map2	
6 Select	Close	

#### 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 ]

# Image Monitoring

## Global image

## Terminal Layout (0001 : 도면1)





ent List	li -					<u>R</u> eset Column	
Time	Terminal ID	Terminal Name	Image Code	Image Name	Class	Event	Remark

# **Example 3) Access Control Setup**

Control the right to access by users divided into groups.

[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.

Co	de	00	1				1	*	Nar	ne	after	1					Ø				In	itiali:	zatio	n
S	Set Ti	me-	-																			_		_
1000	Zone	1		12:0	)0 ~	20:05		Zo	one 5	i i		00:00	) ~ 00	00:00	-	Zo	ne 9		0	0:00	~ 00;	00		
2002	Zone	2	[	00:0	00~	00:00	1	Zo	ne 6	1		00:00	)~ 00	0:00	-	Zo	ne 10	0	0	0:00	~ 00:	00	-	
1000	Zone	3	-	00:0	0 ~	00:00	1	Zo	ne 7	1		00:00	) ~ 00	00:00	-	Zo	ne 1	1	0	0:00	~ 00:	00	-	
10004	Zone	4	[	00:0	)0 ~	00:00	1	Zo	one 8	1		00:00	) ~ 00	00:00		Zo	ne 12	2	0	0:00	~ 00:	00	-	
															C	DD	rag	-						
ř.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	2
			1			1	,		1		,		inger-		4	4	-	- î	÷.,		1			

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 ] )

ode 0001	*	Name	SUN	~Thu				$\mathbb{D}$	)	0
Set Weekday —	2 Select	0 3	6	9	12	15	18	21	24	<u>3</u> <u>0</u> K
Sunday	0001 : after1	·				1.5	10			<u>C</u> ano
Monday	0001 : after1	~								
Tuesday	0001 : after1	×				111		1.1.		
Wednesday	0001 : after1	×				101	6 P.4			
Thursday	0001 : after1	×				- 1 A	а Га		. 1	
Friday	**** : Unassigned	×								
Saturday	**** : Unassigned	×		11.1						
Set Weekend — Holiday Group Holiday	**** : Unassigned		6	9	12	15	18	21	24	
nonuay		<b>M L L L</b>					• • •			

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.

е	0001	*	Name	zone1	$\mathcal{D}$
ess Time	0001 : su	n∼Thu			× 2
ld Terminal	1			1.19	Ø
X ID	Na	ame			<u>0</u> K
✓ 1	Te	rminal1			
✓ 1 2 ✓ 3	Te	rminal2			<u>C</u> ancel
✓ 3		rminal3			
4	Te	rminal4			
3 chec	¢				

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.

de	0001	🖌 🖌 Name	after access	
dd /	Access Area			2
Х	ID	Name	Access Time	<u>0</u> K
<b>~</b>	0001	zone1	0001 : 0001 : sun~Thu	
				<u>C</u> ancel

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

X ID	Name	Status	Send
0001	Terminal1		
0002	Terminal2		Close
0003	Terminal3		
0004	Terminal4		

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]

	Basic Information		Access Date Ran	ge
*ID	00000232		No Restriction Period 💉 2010/04/09	~ 2010/04/09 ~
+Name	User	]	Authentication Type	Picture Information-
Unique ID	00000232		FP Y	Fictore mormation-
Branch	**** : Unassigned	~	215-0 0-4455120 See	
Department	++++ : Unassigned	*	Fingerprint Information	
Title	++++ : Unassigned	~	Reg, Level 5:Normal V	
Authority	++++ : General User	~	Auth, Level 0:Default 💌	
Access Group	0001 : after access	~	I:N Enroll	
T/A Code	++++ : Unassigned	~	Password Information	
Meal Code	**** : Unassigned	~	Input Password +	Add Delete
Payroll Code	**** : Unassigned	~	Confirm Passord *	Input Camera
Telephone Email Address Address Other			Card Information	
Reg. Date	2010/04/09 14:07:47	\$		Lou
Location	0002 : Area2	~		Delete

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

As shown in the figure below, "ç record authenticated at 02:37 a.m. is restricted from access as ioNo Permission"

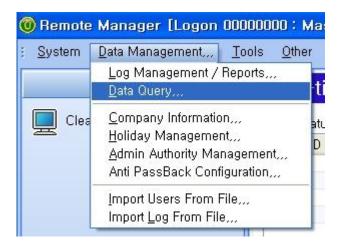
"è record authenticated at 14:37 is allowed to enter normally as "Success".

Authentication Log List							Reset Column
Time	Terminal	User ID	Name	Class	Mode	Туре	Result
2010-04-09 14:37:55	0001 : Terminal1	00000232	User	User	Access	1:N	Success
2010-04-09 02:37:45	0001 : Terminal1	00000232	User	User	Access	1:N	No Permission

# **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]



Condition	User	~	Detail	Search All	*	Code		×	Authentication	Type Sea	rch All	
X I	D	Name	Unique II	D Bra		epartment	Title	Authority	Access G,	T/A Code	Mea	Search
			0.000000				1000		101200.000			Delete
												Save as file
												Send to termina
												Close
c								1			>	

Press [Query] button, and then press

Save as file button.

## **2. Edit File** : Open the saved file and add/edit the description to enter.

A	В	С	D	E		F	1 - 21	G	ŀ	1		1		J		К	L
1	James	1	**** : Unas	**** : Un	as ****	: Unas	****	: Gene	**** ;	Unas	****	: Unas		: Unas	****	: Unas	PWD
2	user2	2	**** : Unas	**** : Un	as ****	: Unas	****	: Gene	**** ;	Unas	****	: Unas	****	: Unas	****	: Unas	PWD
3	user3	3	**** : Unas	**** : Un	as ****	: Unas	****	: Gene	**** ;	Unas	****	: Unas	****	: Unas	****	: Unas	PWD
4	user4	4	**** : Unas	**** : Un	as ****	: Unas	****	: Gene	**** :	Unas	****	: Unas	****	: Unas	****	: Unas	PWD

iØ Note: <b>Addition of field</b> , Applicable field may not be	change of order, and deletion are not allowed. e modified.
Example)	
ID, Employee No	Must always be made in <b>numerical</b> form (Check the number of ID digits set in[Server Environment Setting] )
Workplace, department, title, authority management, access group, diligence &	Enter the code <b>registered in UNIS</b>

laziness code, meal code, hourly wage code, etc.	
Authentication metho Enter ( <b>Code Value</b> )	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]

	10.0					and a state of the later		Set
X User ID	Name	Unique ID	Branch	Department	Title	Authority	Access Group	Qper
								Save
								Close

"çAssign the field to register by pressing button. (Assign in the same way as the edited CSV file)

Unassigned Field			rmation Assigned Field		
Ferminal ID	Name	N.	ID	ID Name	
			01	User ID	
			02	Name	
			03	Unique ID	
			04	Branch	
		L	05	Department	
			) 06	Title	
			07	Authority	
			08	Access Group	
		<u> </u>	09	T/A Code	
			10	Meal Code	
			11	Payroll Code	
			12	Authentication T.,	
			13	Password	
			14	RFID	
			-		

"èImport CSV file where user information is made into input by pressing

Open button as shown below.

"éCheck it and press Save button to add the imported data as shown below.

¥	User ID	Name	Unique ID	Branch	Department	Title	Authoritu	Access G	Status	1 2	Set
ĥ	00000001	James	1		····· : Unassi			0001 : 오	Success	1.1	Open
	00000003	3	3	++++ : Unassi,	++++ : Unassi	++++ : Una	++++ : Gener		Success	5	Save
<<	00000004 0000005	4	4		••••• : Unassi		+++++ : Gener, +++++ : Gener,	••••• : Una •••• : Una	Duplicate Duplicate	0	Close
Ð									6		

4. Complete : Confirm user information

# ex5)TNA Settings

#### iØ Check Points before Attendance Setting

1. [Tool]-[Environment Settings]-[Else Option Setting]

2. Move to [Add Terminal] - Functional Division as below, and then set to **TNA** (For more detailed method of setting : [Add Terminal] )

3. As shown in No, 2 above, the record authenticated at the terminal appointed as attendance management terminal is acknowledged as the attendance record.

▼Time and Att;	🔲 Meal	School

Examples by Workplaces and Attendances

1. General Workplace : Example of Attendance Basic Setting ¢<sup>o</sup> Move to [General Workplace]

2. Public Office: Example of Attendance Setting at Public Office such as Overtime Work. ¢<sup>o</sup> Move to [Public Office]

3. Night Shift: Example of the case where the range of attendance per day is 24 hours like frequent night shifts ¢<sup>o</sup> 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. ¢<sup>o</sup> 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 ¢<sup>o</sup> Move to [<u>Multiple Going to and</u> <u>Leaving from Work</u>]

## **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]

Code	Name			Enter Information					
01	government		-	(1) Code 11	Name norm	nal			
11	normal			time sample : yesterday[-09:45], today[ 09:45], tomorrow[+0945]					
12									
13	day night multiAT			Basic Clocking Config					
14									
33				(2) Clocking Mode	ion keys	~			
44 99	allnight								
33	holiday	/		3	Time Frame	06:00 ~	+06:00		
				Ignore if Absent	Late IN	I Time	09:00		
				Multiple Daily Shifts	E Early (	OUT Time	18:00		
				E Muluple Daily Shins	Carly C	Joi mine			
					Advanced Settings(Clocking)				
	_		-	Set Shift Times					
		Pay Rate		Rate		Start	End		
(1)			_	1100000		02220.001			
4	Shift 1	Normal Time	*	Fixed Shift	~	09:00	~ 18:00		
	Shift 2	Time Before Sh	~	Fixed Shift	~	06:00	~ 09:00		
	Shift 3	Overtime1 Hour	v	Fixed Shift	~	18:00	~ 22:00		
	Shift 4	Overtime2 Hour	~	Fixed Shift	~	22:00	~ +06:00		
	Shift 5	Not Defined	~	No Shift	~	00:00	~ 00:00		
			-						

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 <u>[Set Schedule]</u>

Code	Name			Enter Info	rmation ———		
0001	A	(1) Code 11	11	Name	В		٦
1111	B	Holiday Holiday Shift		Define H **** : Not /	Assigned		*
				– Set Sch	edule		
		Start Date	2007	-01-01 💌	2 Repeat After	7 Days	~
		Date	Day	Set Shift		Ent	
	Pay Rate Rules	2007-01-01 2007-01-02 2007-01-03 2007-01-04 2007-01-05 2007-01-06	mon tue wed thu fri sat	11 : norma 11 : norma 11 : norma 11 : norma 11 : norma 11 : norma	al al al al		
Tim	e Before Shift Detail	2007-01-07	sun	11 : norma	al		
Ove	rtime1 Hours Detail						
Ove	rtime2 Hours Detail						
Of	f Day Hours Detail						
Ove	rtime3 Hours Detail						

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]

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	11111 : 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
2	0000392	Hser392	0392	1111 : R
٢		11		X
App	ly Schedule	1111 : B		~

① Apply Schedule : Select the work type to be applied

## Select the attendance code

② Check box : Check the applicable employee

## Check All Employees

• 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]

		– Set Perio	d		3
1	2010-05-01	~	2010-05-31 💌	Pr	ocess Close
	🔲 Ignore M	lodifications			
2					
	t Employee		11.1	01.11	
С	ID	Name	Unique ID	Schedule	Result
	00000164	User164	0164	1111 : B	Process OK
	00000166	User166	0166	1111 : B	Process OK
	00000168	User168	0168	1111 : B	Process OK
	00000169	User169	0169	1111 : B	Process OK
	00000170	User170	0170	1111 : B	Process OK
	00000171	User171	0171	1111 : B	Process OK
	00000174	User174	0174	1111 : B	Process OK
	00000295	Use Rer	note Manage	r [	Process OK
	00000312	Use			Process OK
	00000319	Use	The proce	ess is complet	Process OK
	00000322	Use 🦲		eee to comple	PIUCESS ON
	00000329	Use	-		Process OK
	00000339	Use	확인		Process OK
	00000341	Use	0250	1111 - D	Process OK
	00000350	User350	0350	1111 : B	Process OK
	00000351	User351	0351	1111 : B	Process OK
	00000353	User353	0353	1111 : B	Process OK
-	00000372	User372	0372	1111 : B	Process OK
	00000376	User376	0376	1111 : B	Process OK
	00000382	User382	0382	1111 : B	Process OK
	00000383	User383	0383	1111 : B	Process OK
	00000385	User385	0385	1111 : B	Process OK
	00000387	User387	0387	1111 : B	Process OK
	00000388	User388	0388	1111 : B	Process OK
	00000389	User389	0389	1111 : B	Process OK
	00000390	User390	0390	1111 : B	Process OK
	00000392	User392	0392	1111 : B	Process OK
-	00000393	User393 User394	0393	1111 : B 1111 : B	Process OK Process OK

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]

Branch	: Not A	ssigned			Search Per	riod —	os	earch all	record	(2) Se	earch	Print	Config	
Department	•••• : Not A	ssigned	2	010-05-0	01 💌 ~ 2	010-05-31	N Ok	ncomplet	e record	Save	e to File Pi	int Setup		C
ID	Name	Unique ID	Date	Day	Shift Name	Arriva	Depart	Late	Early	Norm	Time Bet.,	Overti,	Overti	0#1
00000372	User372	0372	2010-05-29	sat	normal	10:47	14:05	01:47	03:55	03:18	00:00	00:00	00:00	00:
00000372	User372	0372	2010-05-30	sun	normal	4	\$:	00:00	00:00	00:00	00:00	00:00	00:00	00:
00000372	User372	0372	2010-05-31	mon	normal	08:37	10:55	00:00	07:05	01:55	00:23	00:00	00:00	00:
00000376	User376	0376	2010-05-01	sat	normal	1:	1:	00:00	00:00	00:00	00:00	00:00	00:00	00:
00000376	User376	0376	2010-05-02	sun	normal	8:	1:	00:00	00:00	00:00	00:00	00:00	00:00	00:
00000376	User376	0376	2010-05-03	mon	normal	09:01	17:48	10:00	00:12	08:47	00:00	00:00	00:00	00:
00000376	User376	0376	2010-05-04	tue	normal	08:51	20:41	00:00	00:00	09:00	00:09	00:14	00:00	00:
00000376	User376	0376	2010-05-05	wed	normal	\$-0.00	\$;	00:00	00:00	00:00	00:00	00:00	00:00	00:
00000376	User376	0376	2010-05-06	thu	normal	09:01	18:42	00:01	00:00	08:59	00:00	00:42	00:00	00:
00000376	User376	0376	2010-05-07	fri	normal	08:48	20:31	00:00	00:00	09:00	00:12	02:31	00:00	00:
00000376	User376	0376	2010-05-08	sat	normal	1:	4;	00:00	00:00	00:00	00:00	00:00	00:00	00:
00000376	User376	0376	2010-05-09	sun	normal	1	1:	00:00	00:00	00:00	00:00	00:00	00:00	00;
00000376	User376	0376	2010-05-10	mon	normal	08:55	12:50	00:00	05:10	03:50	00:05	00:00	00:00	00:
00000376	User376	0376	2010-05-11	tue	normal	08:44	18:35	00:00	00:00	09:00	00:16	00:35	00:00	00:
00000376	User376	0376	2010-05-12	wed	normal	08:52	18:43	00:00	00:00	09:00	80:00	00:43	00:00	00:
00000376	User376	0376	2010-05-13	thu	normal	08:51	18:42	00:00	00:00	09:00	00:09	00:30	00:00	00:
00000376	User376	0376	2010-05-14	fri	normal	08:37	18:56	00:00	00:00	09:00	00:23	00:56	00:00	00:
00000376	User376	0376	2010-05-15	sat	normal	1	1:	00:00	00:00	00:00	00:00	00:00	00:00	00:
00000376	User376	0376	2010-05-16	sun	normal	1	1:	00:00	00:00	00:00	00:00	00:00	00:00	00:
00000376	User376	0376	2010-05-17	mon	normal	08:51	15:21	00:00	02:39	06:21	00:09	00.00	00:00	00:
00000376	User376	0376	2010-05-18	tue	normal	08:52	18:54	00:00	00:00	09:00	80:00	00:54	00:00	00:
00000376	User376	0376	2010-05-19	wed	normal	08:50	18:32	00:00	00:00	09:00	00:10	00:32	00:00	00:
00000376	User376	0376	2010-05-20	thu	normal	4	4:	00:00	00:00	00:00	00:00	00:00	00:00	00:
00000376	User376	0376	2010-05-21	fri	normal	1:	1:	00:00	00:00	00:00	00:00	00:00	00:00	00:
00000376	User376	0376	2010-05-22	sat	normal	1:	1	00:00	00:00	00:00	00:00	00:00	00:00	00:
00000376	User376	0376	2010-05-23	sun	normal	1	1:	00:00	00:00	00:00	00:00	00:00	00:00	00:
00000376	User376	0376	2010-05-24	mon	normal	08:57	19:09	00:00	00:00	09:00	00:03	01:09	00:00	00:
00000376	User376	0376	2010-05-25	tue	normal	08:46	18:32	00:00	00:00	09:00	00:14	00:32	00:00	00:
00000376	User376	0376	2010-05-25	wed	normal	08:45	20:56	00:00	00:00	09:00	00:14	02:56	00:00	00:
00000376	1100+376	0376	2010-05-27	this	normal	08.47	09-50	00:00	08-10	00-50	00:13	00:00	00:00	nn- *

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 Time	Departure Time	Late After Time	Early Departure Time	Normal Time	Time Beofre Shift	Overtime1 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]

Code	Name	S		nter Information -		
01	govern	ment	1 Code 01	Name gove	rnment	
11	normal	A SHOT AND A SHARE TO A SHARE A			Constantine in the	
12	mornin	g	time sample : yesterday[	-09:45], today[ 09:4	45], tomorr	ow[+0945]
13	day		Basi	c Clocking Confi	a	
14	night			e ereeking com	5	
33	multiA		(2) Clocking	Mode Use all func	ion keys	~
44 99	allnight			(3) Time Frame	-	+04:00
			Ignore if Absent	✓ Late IN	I Time	09:00
			Multiple Daily Shifts	Early C	OUT Time	18:00
				Advanced Se	ettings(Clo	cking)
			Set Shift Times			
		Pay Rate	Rate		Start	End
4	Shift 1	Overtime3 Hour 💌	Fixed Shift	*	04:00	~ 09:00
	Shift 2	Normal Time 🛛 💌	Fixed Shift	~	09:00	~ 18:00
	Shift 3	Overtime3 Hour 💌	Fixed Shift	*	18:00	+04:00
	Shift 4	Time Before St 💌	Fixed Shift	*	04:00	~ 09:00
	OL'A F	Overtime1 Hour 🗸	Fixed Shift	~	18:00	~ +04:00
	Shift 5					

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 / Solution
 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]

Nomo				Enter Info	rmation ——	
	- 6	Code 11	11	Name	В	
B	10	- Company - Company				
	C			- Define Ho	olidays ——	
	H	oliday		**** : Not /	Assigned	~
	н	oliday Shift		** : Not As	signed	~
				— Set Sch	edule —	
		Class Data	0007			fter 7 Days 🗸
		Start Date		-01-01 💌	2 mepeat A	T Days
		Date	Day	Set Shift		Ent
		2007-01-01	mon			
	- 11					
Data Data						
ay hate hules				and the second se		
ormal Time Detail			sat			
e Before Shift Detail		2007-01-07	sun			
rtime1 Hours Detail						
rtime2 Hours Detail						
f Day Hours Detail						
rtime3 Hours Detail						
	ay Rate Rules ormal Time Detail e Before Shift Detail rtime1 Hours Detail rtime2 Hours Detail	A B H H H H H H H H H H H H H H H H H H	A B Holiday Holiday Shift Start Date Date 2007-01-01 2007-01-02 2007-01-02 2007-01-02 2007-01-03 2007-01-03 2007-01-05 2007-01-05 2007-01-06 2007-01-07	A B Holiday Holiday Shift Start Date 2007 Date Day 2007-01-01 mon 2007-01-02 tue 2007-01-02 tue 2007-01-03 wed 2007-01-04 thu 2007-01-05 fri 2007-01-06 sat 2007-01-07 sun rtime1 Hours Detail	A B Define He Holiday Holiday Holiday Shift  **** : Not As Set Sch Start Date 2007-01-01  Date Day Set Shift 2007-01-01 mon 01 : govern 2007-01-02 tue 01 : govern 2007-01-03 wed 01 : govern 2007-01-04 thu 01 : govern 2007-01-05 fri 01 : govern 2007-01-05 fri 01 : govern 2007-01-06 sat 99 : holida 2007-01-07 sun 99 : holida 2007-01-07 sun 99 : holida	A B Define Holidays Holiday Holiday Shift **** : Not Assigned Holiday Shift ** : Not Assigned *** : Not Assigned *** : Not Assigned Start Date 2007-01-01 © 2 Repeat A 3 Date Day 2007-01-01 mon 2007-01-02 tue 2007-01-03 wed 2007-01-04 thu 2007-01-05 fri 2007-01-06 sat 2007-01-07 sun 99 : holiday 99 : holiday 99 : holiday

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

Overtime3 Hours Detail	
Define Daily	Hours Rules
Bi	ounding No Rounding 🔽
Add, Hours 00:00	Add, Hours After 00:00
1 Del, Hours 01:00	Del, Hours After 00:00
2 Min, Time 01:00 3 Max, Ti	me 04:00 Rate 100 %
	)
Define Pay	Period Rules
Add, Hours 00:00	Add After (x) Days 0
Del, Hours 00:00	Del, After (x) Days 🛛 🛛 🛛 🛛 🕕
Min, Hours 00:00	Max, Hours 999:00
	Transfer to Not Defined 💌
Set	Cancel

**The set of the set of** 

②Min. 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]

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
4	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
	0000392	Hser392	0392	1111 : B
ς				>
App	ly Schedule	1111 : B		~

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 <u>[Process Transactions]</u>

_		- Set Pe	riod ——			3	
1	2010-05-01	~	2010-05	-31 💌		Process	Close
	🔲 Ignore M	lodification	s		-	-	
2	t Employee						
C	t Employee	Name	lle	ique ID	Schedule		Result
	00000164	User16		0164	1111 : B		cess OK
2	00000164	Userit		0164	1111 : B		cess OK
H	00000168	Useria		0166			cess OK
	00000168				11111 : B		1.1.1.1.1.1.1.1.1.
4	00000169	User16		0169	1111 : B		cess OK
	00000170	User17 User17		0170	1111 : B		cess OK
	00000171	User1		0171 0174	1111 : B 1111 : B		cess OK cess OK
	00000174				the strength of the strength o	the second second	cess OK
	00000295	Use	emote M	anage	F.		cess OK
H	00000312	Use	-				cess OK
	00000319	Use Use	1	The proc	ess is com	oloto	cess OK
4	00000322	Use	<u>•</u>			and the second second	cess OK
	00000329	Use	F	확인	_		cess OK
H	00000333	Use	L	속긴			cess OK
H	00000350	User35	0	0350	1111 : B		cess OK
H	00000350	User38	-	0351	11111 : B		cess OK
H	00000353	User35		0353	1111 : B		cess OK
H	00000372	User37		0372	1111 : B		cess OK
H	00000376	User37	Total and the second se	0376	1111 : B	123.05	cess OK
H	00000382	User3		0382	1111 : B		cess OK
H	00000383	User38	Test in the second s	0383	1111 : B	1000	cess OK
H	00000385	User3		0385	11111 : B		cess OK
H	00000387	User3	State of the second sec	0387	1111 : B		cess OK
H I	00000388	User36		0388	1111 : B		cess OK
H	00000389	User38		0389	1111 : B		cess OK
H	00000390	User39		0390	1111 : B	1200	cess OK
H	00000392	User39	State of the state	0392	1111 : B		cess OK
	00000393	User39	T	0393	1111 : B		cess OK
H	00000394	User39		0394	1111 : B		cess OK

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

Branch	: Not /	Assigned	¥	1	- Searc	h Period	-	) ⊙ Sea	rch all reco	ord 2	Search	F	Vint	Config	
Department	•••• : Not /	Assigned	~	2010-05	i-01 💌	~ 2010-	05-15 💌	Oinco	implete rec	cord	Save to Fi	le Prin	t Setup		R
ID	Name	Date	Day	Arriv	Depar	Late	Early	Norm	Time	Overti,	Overti	Off Da	Overt	MONEY	NA
00000388	User388	2010-05-14	fri	14:50	+00:45	05:50	00:00	03:10	00:00	06:45	00:00	00:00	04:00	49,95	
00000350	User350	2010-05-06	thu	08:31	23:53	00:00	00:00	09:00	00:29	05:53	00:00	00:00	04:00	53,28	
00000166	User166	2010-05-03	mon	07:13	23:10	00:00	00:00	09:00	01:47	05:10	00:00	00:00	04:00	55,50	
00000168	User168	2010-05-10	mon	06:54	23:15	00:00	00:00	09:00	02:05	05:15	00:00	00:00	04:00	57,72	
00000319	User319	2010-05-10	mon	07:20	+01:25	00:00	00:00	09:00	01:40	07:25	00:00	00:00	04:00	62,16	
00000169	User169	2010-05-04	tue	08:44	23:03	00:00	00:00	09:00	00:16	05:03	00:00	00:00	04:00	53,28	
00000392	User392	2010-05-12	wed	08:40	+02:47	00:00	00:00	09:00	00:20	08:47	00:00	00:00	04:00	63,27	
00000169	User169	2010-05-14	fri	08:59	23:37	00:00	00:00	09:00	00:01	05:37	00:00	00:00	04:00	53,28	F
00000295	User295	2010-05-04	tue	10:46	23:51	01:45	00:00	07:14	00:00	05:51	00:00	00:00	04:00	51.06	
00000169	User169	2010-05-10	mon	07:21	22:13	00:00	00:00	09:00	01:39	04:13	00:00	00:00	04:00	52.17	
00000174	User174	2010-05-14	fri	14:31	+01:26	05:31	00:00	03:29	00:00	07:26	00:00	00:00	04:00	53,28	
00000169	User169	2010-05-12	wed	09:37	23:17	00:37	00:00	08:23	00:00	05:17	00:00	00:00	04:00	52,17	
00000174	User174	2010-05-06	thu	08:59	+02:49	00:00	00:00	09:00	00:01	08:49	00:00	00:00	04:00	63,27	
00000174	User174	2010-05-04	tue	08:47	23:38	00:00	00:00	09:00	00:13	05:38	00:00	00:00	04:00	53,28	
00000171	User171	2010-05-14	fri	08:59	+00:44	00:00	00:00	09:00	00:01	06:44	00:00	00:00	04:00	56,61	
00000171	User171	2010-05-10	mon	07:13	21:36	00:00	00:00	09:00	01:47	03:36	00:00	00:00	04:00	48.84	
00000171	User171	2010-05-06	thu	09:25	+00:55	00:25	00:00	08:35	00:00	06:55	00:00	00:00	04:00	55.50	
00000388	User388	2010-05-04	tue	04:05	22:49	00:00	00:00	09:00	04:55	04:49	00:00	00:00	04:00	58,83	
00000170	User170	2010-05-04	tue	07:34	21:30	00:00	00:00	09:00	01:26	03:30	00:00	00:00	03:56	42,18	
00000168	User168	2010-05-04	tue	12:41	22:55	03:41	00:00	05:19	00:00	04:55	00:00	00:00	03:55	38.85	
00000383	User383	2010-05-04	tue	08:31	22:13	00:00	00:00	09:00	00:29	04:13	00:00	00:00	03:42	43,29	
00000168	User168	2010-05-07	fri	08:21	21:59	00:00	00:00	09:00	00:39	03:59	00:00	00:00	03:38	39,96	
00000169	User169	2010-05-11	tue	09:33	22:26	00:33	00:00	08:27	00:00	04:26	00:00	00:00	03:26	42.18	
00000170	User170	2010-05-13	thu	08:56	22:22	00:00	00:00	09:00	00:04	04:22	00:00	00:00	03:26	43.29	
00000171	User171	2010-05-04	tue	12:58	22:24	03:58	00:00	05:02	00:00	04:24	00:00	00:00	03:24	38,85	
00000168	User168	2010-05-11	tue	08:02	21:20	00:00	00:00	09:00	00:58	03:20	00:00	00:00	03:18	39,96	
00000341	User341	2010-05-04	tue	09:05	22:13	00:05	00:00	08:55	00:00	04:13	00:00	00:00	03:13	42,18	
00000170	User170	2010-05-10	mon	07:22	20:32	00:00	00:00	09:00	01:38	02:32	00:00	00:00	03:10	38,85	
00000174	User174	2010-05-11	tue	09:01	22:09	00:01	00:00	08:59	00:00	04:09	00:00	00:00	03:09	42,18	
00000169	Hear169	2010-05-06	thes	09-15	22:08	00-15	00-00	08:45	00-00	04-09	00:00	00-00	03:09	42 18	N

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+Overtime
	07:20	+01:25	00:00	00:00	09:00	01:40	07:25	04:00
CASE1	🖙 0v	vertime3 Ho	ours =1:40-	+7:25 = 9:05	5 (Del. H	lours 1, Max.	Time 4) D	4:00
CASEI	11:02	+01:05	02:02	00:00	06:58	00:00	07:05	04:00
	🖙 0v	vertime3 Ho	ours = 07:0	5 (Del. Hours	s 1, Max	. Time 4) 👂	4:00	
CASE2	12:41	22:55	03:41	00:00	05:19	00:00	04:55	03:55
CASEZ	🖙 Ov	vertime3 Ho	ours = 04:5	5 (Del. Hours	<b>51)</b> ▷ 3	3:55		
	08:50	19:33	00:00	00:00	09:00	00:10	01:33	00:00
CASE3	🖙 Ov	vertime3 Ho	ours = 00:1	0 + 01:33 =	01:43 (	Del. Hours 1,	Min. Time	1) > 00:00
CASES	08:41	19:27	00:00	00:00	09:00	00:19	01:27	00:00
	🖙 0v	vertime3 Ho	ours = 00:1	9+ 01:27 =	01:46 ([	Del. Hours 1,	Min. Time	L) ▷ 00:00

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

	Time	Time	Time	Departure	Time	Shift	Hours	Hours
				Time				
Attendance Setting Value	09:00	18:00	After09:00	Before18:00	9Hours	Before09:00		Time Beofre Shift+Overtime
	08:41	19:27	00:00	00:00	09:00	00:19	01:27	00:46
CASE4	🖙 0v	ertime3 H	ours = 00:1	19+ 01:27= 0	)1:46 (C	el. Hours 1)	▷ 00:46	
	07:15	15:13	00:00	02:47	06:13	01:45	00:00	00:45
	🖙 0v	vertime3 Ho	ours = 01:4	15 (Del. Hours	51) > (	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]

Code	Name		-		ter Information	n ———					
01	govern	ment	-	1 Code 44	Name all	night					
11	normal		-								
12	mornin		-	time sample : yesterday[-	-09:45], today[ (	9:45], tom	orro	w[+0945]			
13	day			Basic Clocking Config							
14	night			buote crocking coming							
33 44	multiA			(2) Clocking M	Aode Use all fu	ncion keys	5	~			
99 99	allnight holiday				3 Time Fram	e 06:00	~	+12:00			
				Ignore if Absent	Late	IN Time		00:00			
			-	Multiple Daily Shifts	Earl	y OUT Tim	e	00:00			
				0	Advanced	Callenall	New J	In all			
					Advanced	Settings((	Clock	ding)			
				Set Shift Times	Advanced	Settings((	Clock	ing)			
		Pay Rate		Set Shift Times Rate	Advanced	Settings(( Start	Clock	ing) End			
4	) Shift 1	Pay Rate Normal Time	~		Advanced	Start	Clock				
4	Shift 1 Shift 2	Normal Time	> >	Rate		Start	<u> </u>	End			
4	Shift 2	Normal Time	629	Rate Actual Time		Start	]~	End			
4	Shift 2	Normal Time Not Defined	~	Rate Actual Time No Shift	2	Start 00:00 00:00	]~	End 00:00			
4	Shift 2 Shift 3 Shift 4	Normal Time Not Defined Not Defined	* *	Rate Actual Time No Shift No Shift		Start 00:00 00:00	]~ ]~ ]~	End 00:00 00:00 00:00			

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]

Name			Enter Info	rmation ———		
	1 Code 11	111	Name	B		
					_	_
0	6		Define Ho	olidays ———		
	Holiday	1	**** : Not /	Assigned		~
	Hallday Obla	1	1	- 10 - <sup>10</sup> - 10 - 10		
	Holiday Shitt	1	** : Not As	signed		*
			- Set Sch	edule		_
	Start Date			2 Repeat After	7 Day	e 🗸
	Date	Day	Set Shift		Ent	
	2007-01-01	mon	44 : allnigh	nt		
	2007-01-02	tue				
ay Rate Rules ———	A REAL PROPERTY OF A REAL PROPER					
rmal Time Detail						
Before Shift Detail	2007-01-07	Suit	35 · Holida	У		
time1 Hours Detail						
time2 Hours Detail						
Day Hours Detail						
time3 Hours Detail						
	A B ay Rate Rules rmal Time Detail Before Shift Detail time1 Hours Detail time2 Hours Detail Day Hours Detail	A B Holiday Holiday Shift Start Date Date 2007-01-01 2007-01-02 2007-01-02 2007-01-03 2007-01-03 2007-01-05 2007-01-05 2007-01-05 2007-01-05 2007-01-07	A B Holiday Holiday Shift Start Date 2007 Start Date 2007 Date Day 2007-01-01 mon 2007-01-02 tue 2007-01-02 tue 2007-01-02 tue 2007-01-03 wed 2007-01-04 thu 2007-01-05 fri 2007-01-06 sat 2007-01-07 sun time1 Hours Detail Day Hours Detail	A B Define He Holiday ++++ : Not A Holiday Shift +++ : Not As Set Sch Start Date 2007-01-01 Date Day Set Shift 2007-01-01 mon 44 : allnigh 2007-01-02 tue 44 : allnigh 2007-01-03 wed 44 : allnigh 2007-01-05 fri 44 : allnigh 2007-01-06 sat 99 : holida 2007-01-07 sun 99 : holida 2007-01-07 sun 99 : holida	A B Define Holidays Holiday **** : Not Assigned Holiday Shift ** : Not Assigned Holiday Shift ** : Not Assigned ***** : Not Assigned ***** : Not Assigned ***** : Not Assigned ***** : Not Assigned Set Schedule Start Date 2007-01-01 @ 2 Repeat After Date Day Set Shift 2007-01-01 mon 2007-01-02 tue 44 : allnight 2007-01-02 tue 44 : allnight 2007-01-03 wed 44 : allnight 2007-01-05 fri 44 : allnight 2007-01-06 sat 2007-01-07 sun 99 : holiday 99 : holiday	A B Define Holidays Holiday ***** : Not Assigned Holiday Shift ** : Not Assigned Holiday Shift ** : Not Assigned Set Schedule Start Date 2007-01-01 © 2 Repeat After 7 Day Date Day Set Shift Ent 2007-01-01 mon 24 : allnight 2007-01-02 tue 44 : allnight 2007-01-03 wed 2007-01-01 ¥ 2007-01-05 fri 2007-01-05 fri 2007-01-06 sat 99 : holiday 99 : holiday 99 : holiday 99 : holiday

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]

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
2	00000387	User387	0387	1111 : B
~	00000388	User388	0388	1111 : B
~	00000389	User389	0389	1111 : B
~	00000390	User390	0390	1111 : B
2	0000392	User392	0392	11111 : B
<		11		X
App	ly Schedule	1111 : B		~
	.,			

① Apply Schedule : Select the work type to be applied

## Select the attendance code

② Check box : Check the applicable employee

## Check All Employees

• 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 <u>[Process Transactions]</u>

_		– Set Peri	od ———		3	
1	2010-05-01	~	2010-05-31 💌	P	rocess Close	
	🔲 Ignore M	lodifications	81			
2)	. Faceloure					-
C	t Employee ID	Name	Unique ID	Schedule	Result	3
-	and the second se					
	00000164 00000166	User164		1111 : B 1111 : B	Process OK	
	00000168	User166 User168		1111 : B	Process OK Process OK	
-	00000168	User169		1111 : B	Process OK Process OK	
-	00000169	User169		1111:8	Process OK Process OK	
-	00000170	User170		1111 : B	Process OK	
5	00000171	User174		1111 : B	Process OK Process OK	
-	00000174			the standard sector standard and the	Process OK	
-	00000235	Use Re	emote Manage	ar 🛛	Process OK Process OK	
H	00000312	Use			Process OK	
-	00000322	Use	The proc	ess is comple	Process OK	
4	00000322	Use	<u>•</u>		Process OK	
-	00000329	Use	확인		Process OK	
4	00000341	Use			Process OK	
4	00000350	User350	0350	1111 : B	Process OK	
H	00000351	User351		1111 : B	Process OK	
H	00000353	User353		1111 : B	Process OK	
5	00000372	User372		1111:8	Process OK	
H	00000376	User376		1111 : B	Process OK	
i l	00000382	User382		1111 : B	Process OK	
H I	00000383	User383		1111 : B	Process OK	
H	00000385	User385		1111 : B	Process OK	
F	00000387	User387		1111 : B	Process OK	
Ħ.	00000388	User388		1111 : B	Process OK	
F	00000389	User389	2020	1111 : B	Process OK	
i l	00000390	User390		1111 : B	Process OK	
1	00000392	User392		1111 : B	Process OK	
T I	00000393	User393		1111 : B	Process OK	
1	00000394	User394		1111 : B	Process OK	

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]

Branch	: Not A	ssigned	~	1	Search	Period	-	) ⊙ Sea	rch all rec	ord 2	Search	P	rint	Config	
Department	•••• : Not A	Assigned	*	2010-04	-01 💌	~ 2010-	04-20 💌	O inco	mplete rec	cord	Save to F	ile Print	Setup		(J)
ID	Name	Date	Day	Arriv	Depar	Late	Early	Norm	Time	Overti	Overti	Off Da	Overti	MONEY	NA
00000372	User372	2010-04-18	sun	4:	4:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0.00	
00000372	User372	2010-04-19	mon	08:16	+08:49	00:00	00:00	24:33	00:00	00:00	00:00	00:00	00:00	26.64	
00000372	User372	2010-04-20	tue	21:48	+08:48	00:00	00:00	11:00	00:00	00:00	00:00	00:00	00:00	12,21	
00000376	User376	2010-04-01	thu	08:37	+08:53	00:00	00:00	24:16	00:00	00:00	00:00	00:00	00:00	26,64	
00000376	User376	2010-04-02	fri	16:27	16:27	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00.00	0,00	
00000376	User376	2010-04-03	sat	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0,00	
00000376	User376	2010-04-04	sun	4;	4;	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00-00	0,00	
00000376	User376	2010-04-05	mon	08:53	+11:12	00:00	00:00	26:19	00:00	00:00	00:00	00:00	00:00	28,85	
00000376	User376	2010-04-06	tue	+ 18:43	+11:37	00:00	00:00	16:54	00:00	00:00	00:00	00:00	00:00	17,76	
00000376	User376	2010-04-07	wed	4:	4:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0,00	
00000376	User376	2010-04-08	thu	08:41	+11:33	00:00	00:00	26:52	00:00	00:00	00:00	00:00	00:00	28,86	
00000376	User376	2010-04-09	fri	18:35	+11:56	00:00	00:00	17:21	00:00	00:00	00:00	00:00	00:00	18,87	
00000376	User376	2010-04-10	sat	\$ *** ; ***	<b>#</b> ;	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0,00	
00000376	User376	2010-04-11	sun	4:	4	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0.00	
00000376	User376	2010-04-12	mon	+09:05	+09:37	00:00	00:00	00:32	00:00	00:00	00:00	00:00	00:00	0.00	
00000376	User376	2010-04-13	tue	14:31	+11:33	00:00	00:00	21:02	00:00	00:00	00:00	00:00	00:00	23.31	
00000376	User376	2010-04-14	wed	12:35	+08:52	00:00	00:00	20:17	00:00	00:00	00:00	00:00	00:00	22.20	
00000376	User376	2010-04-15	thu	14:38	+08:47	00:00	00:00	18:09	00:00	00:00	00:00	00:00	00:00	19,98	
00000376	User376	2010-04-16	fri	22:00	22:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0,00	
00000376	User376	2010-04-17	sat	4;	1;	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0,00	
00000376	User376	2010-04-18	sun	4	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00-00	0,00	
00000376	User376	2010-04-19	mon	08:50	+08:47	00:00	00:00	23:57	00:00	00:00	00:00	00:00	00:00	25,53	
00000376	User376	2010-04-20	tue	14:01	+08:54	00:00	00:00	18:53	00:00	00:00	00:00	00:00	00:00	19,98	FI.
00000382	User382	2010-04-01	thu	08:59	+08:52	00:00	00:00	23:53	00:00	00:00	00:00	00:00	00:00	25,53	
00000382	User382	2010-04-02	fri	13:05	18:44	00:00	00:00	05:39	00:00	00:00	00:00	00:00	00:00	5,55	
00000382	User382	2010-04-03	sat	1:	1	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0,00	E
00000382	User382	2010-04-04	sun	4;	f;	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0,00	
00000382	User382	2010-04-05	mon	07:14	+11:41	00:00	00:00	28:27	00:00	00:00	00:00	00:00	00:00	31,08	F
00000382	User382	2010-04-06	tue	15:27	+08:53	00:00	00:00	17:26	00:00	00:00	00:00	00:00	00:00	18,87	
0000382	Hear and	2010-04-07	haw	12-22	+09-02	00-00	00-00	20-20	00-00	00:00	00:00	00-00	00:00	22.20	N

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 😂	~ 🗹 2010-0	4-10/23	8:59 😂			
Condition	User	*	Detail Cor	ndition	00000376 : 0	Jser376	*	
Result	Succes	s 🔽	Mode		Search All	*		
Time		Terminal ID	User ID	Nam	e	Unique ID	Class	Mode
💼 2010-04-05	08:53:47	0100	00000376	User	376	0376	User	Attend
💼 2010-04-05	10:18:23	0100	00000376	User	376	0376	User	Access
2010-04-05	11:36:23	0100	00000376	User	376	0376	User	Attend
2010-04-05	14:52:01	0100	00000376	User	376	0376	User	Access
2010-04-05	15:20:20	0100	00000376	User	376	0376	User	Access
2010-04-05	15:47:06	0100	00000376	User	376	0376	User	Access
💼 2010-04-05	18:22:06	0100	00000376	User	376	0376	User	Attend
2010-04-05	18:33:18	0100	00000376	User	376	0376	User	Leave
💼 2010-04-05	21:09:49	0100	00000376	User	376	0376	User	Attend
2010-04-05	21:16:20	0100	00000376	User	376	0376	User	Attend
💼 2010-04-05	23:01:19	0100	00000376	User	376	0376	User	Attend
2010-04-06	08:53:02	0100	00000376	User	376	0376	User	Attend
💼 2010-04-06	11:12:44	0100	00000376	User	376	0376	User	Attend
2010-04-06	18:43:37	0100	00000376	User	376	0376	User	Access
💼 2010-04-07	02:55:29	0100	00000376	User	376	0376	User	Attend
2010-04-07	08:51:39	0100	00000376	User	376	0376	User	Attend
2010-04-07	11:37:57	0100	00000376	User	376	0376	User	Attend
💼 2010-04-08	08:41:26	0100	00000376	User	376	0376	User	Attend
💼 2010-04-08	10:26:01	0100	00000376	User	376	0376	User	Access
2010-04-08	13:28:53	0100	00000376	User	376	0376	User	Attend
2010-04-09	11:33:14	0100	00000376	User	376	0376	User	Attend
💼 2010-04-09	18:35:37	0100	00000376	User	376	0376	User	Leave
2010-04-10	11:56:09	0100	00000376	User	376	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]

Name			nter Information -			
government		Code 12	Alerse Janes	to a		
governn	ment	1 Code 12	Name morr	ning		
normal					07021020	
	9	time sample : yesterday	[-09:45], today[ 09:	45], tomorrow	[+0945]	
		Basic Clocking Config				
and the second sec						
		(2) Clocking Mode Use all function keys				
holiday			(3) Time Frame	06:00 ~	18:00	
		Ignore if Absent	Late IN	Time [	00:00	
		Multiple Daily Shifts	Early (	OUT Time	00:00	
		5	Advanced S	ettings(Clocki	ng)	
		Set Shift Times				
4	Pay Rate	Rate		Start	End	
Shift 1	Normal Time 💌	Fixed Shift	*	08:00 ~	16:00	
Shift 2	Time Before St 💌	Fixed Shift	~	06:00 ~	08:00	
Shift 3	Overtime2 Hour 💌	Fixed Shift	*	16:00 ~ [	18:00	
Shift 4	Not Defined 🛛 💌	No Shift	×	00:00 ~ [	00:00	
Shift 5	Not Defined 🛛 💌	No Shift	>	00:00 ~ [	00:00	
			Advanced	Settings(Shift	)	
	A shift 1 Shift 2 Shift 4 Shift 4	normal morning day night multiAT allnight holiday A Pay Rate Shift 1 Normal Time Shift 2 Time Before Sh Shift 3 Overtime2 Hour Shift 4 Not Defined	normal       time sample : yesterday!         day       morning         day       night         multiAT       allnight         holiday       □ Ignore if Absent         □ Ignore if Absent       □ Multiple Daily Shifts         ●       Pay Rate       Set Shift Times –         ●       Pay Rate       Fixed Shift         Shift 1       Normal Time       Fixed Shift         Shift 2       Time Before Sh ♥       Fixed Shift         Shift 3       Overtime2 Hour       Fixed Shift         Shift 4       Not Defined       No Shift	normal       time sample : yesterday[-09:45], today[ 09:         day       Basic Clocking Confi         multiAT       allnight         holiday       ③ Time Frame         Ignore if Absent       Late IN         Multiple Daily Shifts       Early 0         Advanced S         Set Shift Times         Shift 1       Normal         Shift 2       Fixed Shift         Shift 3       Overtime2 Hour         Fixed Shift       ✓         Shift 4       Not Defined         No Shift       ✓	normal       time sample : yesterday[-09:45], today[ 09:45], tomorrow         day       night         multiAT       allnight         holiday       ③ Time Frame 06:00 ~         Ignore if Absent       Late IN Time         Ignore if Absent       Late IN Time         Multiple Daily Shifts       Early OUT Time         Advanced Settings(Clocking         Shift 1 Normal Time       Fixed Shift         Shift 2 Time Before St       Fixed Shift         Shift 3 Overtime2 Hour       Fixed Shift         Shift 4 Not Defined       No Shift	

	Name Enter Information						_	
Code	govern			(1) Code 13	Name day			3
11	normal							
12	mornin			time sample : yesterday[-0	9:45], today[ 09:	45], tomo	orro	w[+0945]
13	day	3 1		Basic	Clocking Confi			
14	night			Dasic	clocking com	9		
33	multiA			2 Clocking Ma	de Use all func	ion kevs		~
44 39	allnight							
33	holiday	/		0	3) Time Frame	14:00	~	+02:00
				Ignore if Absent	Late IN	Time		00:00
								00:00
				Multiple Daily Shifts	Early (		e	00100
					Advanced S	ettings(C	lock	ing)
			1	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	Y	00:00	~	00:00
	Shift 5	Not Defined	*	No Shift	~	00:00	~	00:00
				ſ	Advanced	Settings	Shi	ft)

Code	Name	() () () () () () () () () () () () () (	Ent	er Information -		
01	govern	mont	(1) Code 14	Name nigh	t	
11	normal	And the Colorest and the second se				8
12	mornin		time sample : yesterday[-	09:45], today[ 09:	45], tomor	row[+0945]
13	day	3	80 12 M	Clocking Confi		
14	night		Dasic	Clocking Conn	9	
33	multiA		(2) Clocking M	lode Use all func	ion kevs	~
44 99	allnight					-
33	holiday			3 Time Frame	22:00	~ +10:00
			Ignore if Absent	Late IN	I Time	00:00
						00:00
			Multiple Daily Shifts	Early	OUT Time	00,00
				Advanced S	ettings(Clo	ocking)
			—— Set Shift Times —			
	4	Pay Rate	Rate		Start	End
	Shift 1	Normal Time 💌	Fixed Shift	*	+00:00	~ +08:00
	Shift 2	Time Before St 💌	Fixed Shift	~	22:00	~ +00:00
	Shift 3	Overtime2 Hour 🛩	Fixed Shift	~	+08:00	~ +10:00
	Shift 4	Not Defined 🛛 💌	No Shift	Y	00:00	~ 00:00
	Shift 5	Not Defined 🛛 🖌	No Shift	~	00:00	~ 00:00

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 <u>[Set Schedule]</u>

Code	Name			Enter Inform	nation ———		_
0001	A	(1) Code 00	01	Name /	1		1
1111	B		-				-
	0	-		Define Hol	idays ———		
		Holiday	1	**** : Not As	signed		¥
		- Annone Annone		1			
		Holiday Shift		** : Not Assi	gned		*
				– Set Sche	dule —		_
		Start Date	2010	-01-01 💌 (	2) Repeat After	15 Day	~
			(3			1	C.C.S.
		Date	Day	Set Shift		Ent	^
		2010-01-01	fri	12 : morning	3		f
		2010-01-02	sat	12 : morning	3		
		2010-01-03	sun	12 : morning	3		
— P	ay Rate Rules ——	2010-01-04	mon	14 : night			
		2010-01-05	tue	14 : night			
N	ormal Time Detail	2010-01-06	wed	99 : holiday			
Tim	e Before Shift Detail	2010-01-07	thu	13 : day			
1000	e Delore Shill Detail	2010-01-08	fri	13 : day			
Ove	rtime1 Hours Detail	2010-01-09	sat	13 : day			
		2010-01-10	sun	14 : night			
Ove	rtime2 Hours Detail	2010-01-11	mon	99 : holiday	ŝ		
		2010-01-12	tue	12 : morning	3		
Of	f Day Hours Detail	2010-01-13	wed	12 : morning	3		-
		2010-01-14	thu	12 : morning	9		-
Uve	rtime3 Hours Detail	2010-01-15	fri	14 : night			*

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]

C	ID	Name	Unique ID	Schedule
	00000164	User164	0164	0001 : A
	00000166	User166	0166	0001 : A
	00000168	User168	0168	0001 : A
	00000169	User169	0169	0001 : A
	00000170	User170	0170	0001 : A
	00000171	User171	0171	0001 : A
	00000174	User174	0174	0001 : A
	00000295	User295	0295	0001 : A
	00000312	User312	0312	0001 : A
	00000319	User319	0319	0001 : A
	00000322	User322	0322	0001 : A
	00000329	User329	0329	0001 : A
	00000339	User339	0339	0001 : A
	00000341	User341	0341	0001 : A
	00000350	User350	0350	0001 : A
	00000351	User351	0351	0001 : A
	00000353	User353	0353	0001 : A
	00000372	User372	0372	0001 : A
	00000376	User376	0376	0001 : A
	00000382	User382	0382	0001 : A
	00000383	User383	0383	0001 : A
	00000385	User385	0385	0001 : A
	00000387	User387	0387	0001 : A
	00000388	User388	0388	0001 : A
	00000389	User389	0389	0001 : A
	00000390	User390	0390	0001 : A
	0000392	User392	0392	0001 : A
<				N N
App	oly Schedule	0001 : A		~
		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

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]

		- Set Perio	bd		3
1	2010-05-01	~	2010-05-31 💌	Pr	ocess Close
	🔲 Ignore M	lodifications	1		
2)					
	t Employee				3
С	ID	Name	Unique ID	Schedule	Result
	00000164	User164	0164	1111 : B	Process OK
	00000166	User166	0166	1111 : B	Process OK
	00000168	User168	0168	1111 : B	Process OK
	00000169	User169	0169	1111 : B	Process OK
	00000170	User170	0170	1111 : B	Process OK
	00000171	User171	0171	1111 : B	Process OK
	00000174	User174	0174	1111 : B	Process OK
	00000295	Use Re	mote Manage	r 🖡	Process OK
	00000312	Use			Process OK
	00000319	Use	The proc	ess is complet	Process OK
	00000322	Use 👝		ess is complet	Process OK
	00000329	Use			Process OK
	00000339	Use	확인		Process OK
	00000341	Use		_	Process OK
	00000350	User350	0350	1111 : B	Process OK
	00000351	User351	0351	1111 : B	Process OK
	00000353	User353	0353	1111 : B	Process OK
	00000372	User372	0372	1111 : B	Process OK
	00000376	User376	0376	1111 : B	Process OK
	00000382	User382	0382	1111 : B	Process OK
	00000383	User383	0383	1111 : B	Process OK
	00000385	User385	0385	1111 : B	Process OK
	00000387	User387	0387	1111 : B	Process OK
	00000388	User388	0388	1111 : B	Process OK
	00000389	User389	0389	1111 : B	Process OK
	00000390	User390	0390	1111 : B	Process OK
	00000392	User392	0392	1111 : B	Process OK
	00000393	User393	0393	11111 : B	Process OK
	00000394	User394	0394	1111 : B	Process OK

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

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

after processing

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

Branch	**** : Not A	ssigned	*			Period -	ator		Search all	record	Se	arch	Print	Conf	ig 🛛
Department	++++ : Not A	ssigned	1	2010-01-	01	~ 2010-01	-15 💌	0	incomplete	e record	Save	to File	Print Setup	]	K
ID	Name	Date	Day	Shift Name	Aniy	Depart	Lat	Ea	Norm	Time	Overti	Overti	Off Da	Overti	MONE
00000376	User376	2010-01-01	fri	morning	07:31	16:59	00:00	00:00	08:00	00:29	00:00	00:59	00:00	00:00	8.85
00000376	User376	2010-01-02	sat	morning	07:19	17:39	00:00	00:00	08:00	00:41	00:00	01:39	00:00	00:00	13.3
00000376	User376	2010-01-03	sun	morning	06:22	17:22	00:00	00:00	08:00	01:38	00:00	01:22	00:00	00:00	15.5
00000376	User376	2010-01-04	mon	night	23:49	+08:49	00:00	00:00	08:00	00:11	00:00	00:49	00:00	00:00	8,85
00000376	User376	2010-01-05	tue	night	23:19	+09:34	00:00	00:00	08:00	00:41	00:00	01:34	00:00	00:00	13,3
00000376	User376	2010-01-06	wed	holiday	f:	f-cire.	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0,00
00000376	User376	2010-01-07	thu	day	15:37	+01:47	00:00	00:00	08:00	00:23	00:00	01:47	00:00	00:00	13.3
00000376	User376	2010-01-08	fri	day	15:09	+01:53	00:00	00:00	08:00	00:51	00:00	01:53	00:00	00:00	13.3
00000376	User376	2010-01-09	sat	day	14:58	+01:49	00:00	00:00	08:00	01:02	00:00	01:49	00:00	00:00	15.5
00000376	User376	2010-01-10	sun	night	22:55	+08:40	00:00	00:00	08:00	01:05	00:00	00:40	00:00	00:00	11,11
00000376	User376	2010-01-11	mon	holiday	1:	1	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0,00
00000376	User376	2010-01-12	tue	morning	07:40	16:15	00:00	00:00	08:00	00:20	00:00	00:15	00:00	00:00	8,85
0000376	User3/b	2010-01-13	wed	morning	08:54	09:13	00:00	00:00	00:19	00:00	00.00	00:00	00:00	00.00	0,00
00000376	User376	2010-01-14	thu	morning	08:59	17:48	00:00	00:00	07:01	00:00	00.00	01:48	00:00	00:00	12.2
00000376	User376	2010-01-15	fri	night	22:07	22:07	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0.00
28600000	User382	2010-01-01	fri	morning	\$;	1	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0.00
00000382	User382	2010-01-02	sat	morning	8:	1	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0.00
00000382	User382	2010-01-03	sun	morning	4;	1	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0,00
00000382	User382	2010-01-04	mon	night	+09:31	+09:31	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0,00
00000382	User382	2010-01-05	tue	night	+09:05	+09:05	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0,00
00000382	User382	2010-01-06	wed	holiday	16:35	21:07	00:00	00:00	00:00	00:00	00:00	00:00	04:30	00:00	22.2
00000382	User382	2010-01-07	thu	day	17:37	17:37	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0.00
00000382	User382	2010-01-08	fri	day	17:51	18:28	00:00	00:00	00:37	00:00	00:00	00:00	00:00	00:00	0.00
00000382	User382	2010-01-09	sat	day	#:	1	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0.00
00000382	User382	2010-01-10	sun	night	+08:59	+09:38	00:00	00:00	00:00	00:00	00:00	00:39	00:00	00:00	0.00
00000382	User382	2010-01-11	mon	holiday	13:40	20:04	00:00	00:00	00:00	00:00	00:00	00:00	06:30	00:00	33,3
00000382	User382	2010-01-12	tue	morning	09:04	11:43	00:00	00:00	02:39	00:00	00:00	00:00	00:00	00:00	2.22
00000382	User382	2010-01-13	wed	morning	09:12	15:47	00:00	00:00	06:35	00:00	00:00	00:00	00:00	00:00	6,68
00000382	User382	2010-01-14	thu	morning	08:57	17:48	00:00	00:00	07:03	00:00	00:00	01:48	00:00	00:00	12.2
00000382	Hear 999	2010-01-15	64	ninht	den're	Acres	00:00	00:00	00:00	00:00	00:00	00:00	00-00	00:00	n or 3

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 Acess Log

Period	2010-0	01-01 00:00 😂	~ 🗹 2010-0	1-13 23	:59 🛟			
Condition	User	*	Detail Cor	ndition	00000376 :	User376	*	
Result	Succes	s 💌	Mode		Search All	*		
Time		Terminal ID	User ID	Nam	0	Unique ID	Class	Mode
2010-01-01 0	17:21:24	0100	00000376	User:		0376	User	Attend
2010-01-01 1		0100	00000376	User		0376	User	Attend
2010-01-02 0		0100	00000376	User		0376	User	Access
2010-01-02 0		0100	00000376	User		0376	User	Attend
2010-01-02		0100	00000376	User		0376	User	Attend
2010-01-03 1		0100	00000376	User		0376	User	Access
2010-01-04 2		0100	00000376	User		0376	User	Attend
2010-01-05 0		0100	00000376	User		0376	User	Attend
2010-01-05 2		0100	00000376	User		0376	User	Attend
2010-01-06 0		0100	00000376	User		0376	User	Attend
2010-01-07 1		0100	00000376	User		0376	User	Attend
2010-01-08 0		0100	00000376	User		0376	User	Attend
2010-01-08 1		0100	00000376	User:		0376	User	Access
2010-01-09 0		0100	00000376	User:		0376	User	Attend
2010-01-09 1		0100	00000376	User:		0376	User	Attend
2010-01-10 0		0100	00000376	User:		0376	User	Access
2010-01-10 2		0100	00000376	User:		0376	User	Attend
2010-01-11 0		0100	00000376	User:		0376	User	Attend
2010-01-12 0		0100	00000376	User:		0376	User	Attend
2010-01-12 1	6:15:37	0100	00000376	User:		0376	User	Attend
2010-01-13 0	08:54:41	0100	00000376	User:	376	0376	User	Attend
2010-01-13 0	)9:13:49	0100	00000376	User:		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	Arrival Time	Departure Time	Normal Time	Time Beofre Shift	Overtime1 Hours
1	Туре	Time	Time	Time	Shint	nours
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]

Code	Name	0	Ent	er Information -		
01	govern	mont	1 Code 33	Name multi	IAT	
11	normal	August and a second				
12	mornin		time sample : yesterday[-l	09:45], today[ 09:	45], tomorro	w[+0945]
13	day		Basic	Clocking Confi		
14	night		Dasic	Clocking Com	9	
33	multiA1		2 Clocking M	lode Use all func	ion kevs	~
44	allnight					ho
99	holiday	· · · · · · · · · · · · · · · · · · ·	(	3 Time Frame	06:00 ~	+06:00
			Ignore if Absent	Late IN	Time	00:00
				a state of the second sec		00:00
			Multiple Daily Shifts	Early C	OUT Time	00,00
				5 Advanced S	ettings(Cloc	king)
			Set Shift Times			
	<b>(4)</b>	Pay Rate	Rate		Start	End
	Shift 1	Time Before St 💌	Fixed Shift	~	08:00 ~	12:00
	Shift 2	Overtime1 Hour 🗸	Fixed Shift	~	14:00 ~	18:00
	1 100 100 000 000 000 000 000 000 000 0					
	Shift 3	Normal Time 💌	Fixed Shift	*	08:00 ~	12:00
			Fixed Shift Fixed Shift	~	08:00 ~	
	Shift 3 Shift 4			1000		18:00

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)

Frame [ Clock -		) ~ +06:00 00:00
Clock -		00:00
		00:00
	ſ	
	1	00:00
ice Sett	ings	ie
ord.		
II funcior	n key	s v
record		
	n kev	s v
Times	_	
00:00	]~	00:00
00:00	~	00:00
00:00	~	00:00
00:00	~	00:00
00:00	]~	00:00
ly Shift	Тіп	nes —
06:00	~	13:00
13:00	~	22:00
00:00	~	00:00
00:00	~	00:00
	ance	
	II funcior record II funcior Times 00:00 00:00 00:00 00:00 00:00 13:00 00:00	Il funcion key record Il funcion key CTIMES 00:00 ~ 00:00 ~ 00:00 ~ 00:00 ~ 100:00 ~ 13:00 ~ 00:00 ~

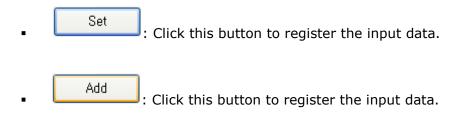
☞ ① 1st Band : 06:00~13:00 / 2nd Band : 13:00~22:00

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)

anced Settir	ngs(Shift)		
		– Shift 1 –––––	
Pay Rate	Time Before Shif 🖂	Rounding	No Rounding 🛛 💌
Min, Time	00:00 Max.	Time 99:00	Rate 100 %
Select Range	1st Band 💌	Shift Auto OUT	
		- Shift 2	
Pay Rate	Overtime1 Hours 😪	Rounding	No Rounding 🛛 💌
Min, Time	00:00 Max	Time 99:00	Rate 100 %
Select Range	2nd Band 💌	Shift Auto OUT	53 - Miles
		– Shift 3 –	
Pay Rate	Normal Time 🔽	Rounding	No Rounding 🛛 🔽
Min, Time	00:00 Max.	Time 99:00	Rate 100 %
Select Range	Not Defined	Shift Auto OUT	
		– Shift 4 –––––	
Pay Rate	Normal Time	Rounding	No Rounding 🛛 💌
Min, Time	00:00 Max.	Time 99:00	Rate 100 %
Select Range	Not Defined 💌	Shift Auto OUT	
		– Shift 5 –	
Pay Rate	Not Defined 🔛	Rounding	No Rounding 🛛 💌
Min, Time	00:00 Max,	Time 99:00	Rate 100 %
Select Range	Not Defined 😪	Shift Auto OUT	
	Set	Cancel	1

Set the applicable zones to 1st Band, 2nd Band, Not Defined, Not Defined for the Shift1 through Shift4 settings as above



Code	Name		Enter Information							
0001	A	- 1 Code 1	1 Code 1111 Name B							
1111	В			Define H	auchile.					
		Holiday				~				
		Holiday		**** : Not Assigned ** : Not Assigned						
		Holiday Shift								
				– Set Sch	edule					
		Start Dat	e 2007	-91-01 💌	2 Repeat After	7 Days 🛩				
		Date	Day	Set Shift		Ent				
		2007-01-01	mon	33 : multiA	0.002					
		2007-01-02	tue	33 : multiA						
		2007-01-03	wed	33 : multiA	0.5					
— P	ay Rate Rules ———	2007-01-04	thu	33 : multiA						
N	ormal Time Detail	2007-01-05 2007-01-06	fri sat	33 : multiA 33 : multiA						
		2007-01-07	SUN	99 : holida						
Tim	e Before Shift Detail	2007 01 01	Juli	oo . nonda	9					
Ove	rtime1 Hours Detail									
Ove	rtime2 Hours Detail									
Off	f Day Hours Detail									
Ove	rtime3 Hours Detail									

**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]

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
4	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
	0000392	Hser392	0392	1111 : B
ς				>
App	ly Schedule	1111 : B		~

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 <u>[Process Transactions]</u>

-		- Set Po	eriod		-		3	)		
1	2010-05-01	~	20	10-05-31	~		Proce	ess	С	lose
	🔲 Ignore M	odificatio	ns							
2) elec	t Employee					_				K
С	ID	Nam	ne	Uniqu	e ID	Schedu	le	Resu	lt	
	00000164	User		016		1111 : B		Process		
f	00000166	User		016		1111 : B		Process		
1	00000168	User	17 million	016		1111 : B		Process	1.7.5.7.	
ī	00000169	User		016	10	1111 : B		Process		
ī l	00000170	User	70	017		1111 : B		Process	OK	
5	00000171	User	71	017	1	1111 : B		Process	OK	
	00000174	Userl	74	017	4	1111 : B		Process	OK	
	00000295	Use	Remo	ote Man	ager			Process	OK	
	00000312	Use	nemie		ager			Process	OK	
	00000319	Use	~	-				Process	OK	
	00000322	Use	1	The	proces	is is co	mplete	Process	OK	
	00000329	Use		·		_		Process	OK	
	00000339	Use			확인			Process	OK	
	00000341	Use	-	_		_		Process	OK	
	00000350	User	350	035		1111 : B		Process	OK	
	00000351	User3	351	035	1	1111 : B		Process	OK	
	00000353	User3	353	035	3	1111 : B		Process	OK	
	00000372	User	372	037	2	1111 : B		Process	OK	
	00000376	User	376	037	6	1111 : B		Process	OK	
	00000382	User	382	038	2	1111 : B		Process	OK	
	00000383	User3	383	038		1111 : B		Process	OK	
	00000385	User3		038		1111 : B		Process		
	00000387	User	12.5	038		1111 : B		Process		
	00000388	User		038		1111 : B		Process		
	00000389	User3	a Lorenza la como	038	T	1111 : B		Process	OK	
	00000390	User		039	-	1111 : B		Process		
	00000392	Usera		039		1111 : B		Process		
	00000393	User	393	039	3	1111 : B		Process	OK	

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]

Branch	++++ : Not Assigned 👻			and the second sec				Il record	2 Search Print Config					
Department	++++ : Not Assigned 💌			2010-03-	2010-03-01 💌 ~ 2010-03-15 💌			O incomplete record		Save to File Print Setup		nt Setup	ß	
1D	Name	Date	Day	Shift Name	Arrival	Depart	Norm.,	. Clock	Clock	Time Befo	Overti	Overtime	Overti	
0000376	User376	2010-03-01	mon	multiAT	\$:	\$:	00:00	4:	4:	00:00	1	#:	00:00	
0000376	User376	2010-03-02	tue	multiAT	07:56	19:36	08:00	07:56	12:01	04:00	13:57	19:36	04:00	
0000376	User376	2010-03-03	wed	multiAT	07:46	21:56	08:00	07:46	12:47	04:00	13:59	21:56	04:00	
00000376	User376	2010-03-04	thu.	multiAT	07:38	18:38	08:00	07:38	12:38	04:00	13:38	18:38	04:00	
0000376	User376	2010-03-05	fri	multiAT	07:27	19:47	08:00	07:27	12:55	04:00	13:25	19:47	04:00	
00000376	User376	2010-03-06	sat	multiAT	13:22	19:04	04:00	\$;	1	00:00	13:22	19:04	04:00	
0000376	User376	2010-03-07	sun	holiday	4	4	00:00	4	4	00:00	4	\$;	00:00	
0000070	UserDito	2010-03-00	mon	TABION	00-50	10.09	07.07	00-53	09:54	01:01	10-09	10:09	00-00	
00000376	User376	2010-03-09	tue	multiAT	08:48	19:56	07:12	08:48	08:48	00:00	16:16	19:56	01:44	
0000376	User376	2010-03-10	wed	multiAT	08:26	18:42	07:34	08:26	11:47	03:21	13:53	18:42	04:00	
0000376	User376	2010-03-11	thu	multiAT	08:51	18:01	07:09	08:51	08:57	00:06	17:21	18:01	00:39	
00000376	User376	2010-03-12	fri	multiAT	08:47	19:00	07:13	08:47	08:47	00:00	19:00	19:00	00:00	
00000376	User376	2010-03-13	sat	multiAT	\$:	\$	00:00	· # ;	<b>1</b>	00:00	f	#:	00:00	
0000376	User376	2010-03-14	sun	holiday	4:	\$ ; + +	00:00	\$;	\$:	00:00	4	\$:	00:00	
0000376	User376	2010-03-15	mon	multiAT	08:58	20:05	07:02	08:58	10:44	01:45	20:05	20:05	00:00	
0000382	User382	2010-03-01	mon	multiAT	4:	1	00:00	4;	4:	00:00	1	1:	00:00	
0000382	User382	2010-03-02	tue	multiAT	80:00	19:36	06:52	80:60	09:08	00:00	13:46	19:36	04:00	
0000382	User382	2010-03-03	wed	multiAT	08:37	20:29	07:23	08:37	09:05	00:29	20:29	20:29	00:00	
0000382	User382	2010-03-04	thu	multiAT	09:03	13:02	02:57	09:03	09:03	00:00	13:02	13:02	00:00	
0000382	User382	2010-03-05	fri	multiAT	08:58	20:01	07:02	08:58	08:58	00:00	14:21	20:01	03:39	
00000382	User382	2010-03-06	sat	multiAT	#:	1:	00:00	4;	4:	00:00	1:	\$;	00:00	
00000382	User382	2010-03-07	sun	holiday	\$:	4	00:00	\$;	4:	00:00	4	\$;	00:00	
0000382	User382	2010-03-08	mon	multiAT	08:58	19:55	07:02	08:58	10:01	01:03	19:55	19:55	00:00	
0000382	User382	2010-03-09	tue	multiAT	08:51	20:41	07:09	08:51	09:15	00:24	16:46	20:41	01:14	
0000382	User382	2010-03-10	wed	multiAT	11:46	20:55	04:14	11:46	11:46	00:00	14:47	20:55	03:13	
0000382	User382	2010-03-11	thu	multiAT	08:46	18:28	07:14	08:46	10:17	01:31	18:28	18:28	00:00	
0000382	User382	2010-03-12	fri	multiAT	08:56	20:58	07:04	08:56	08:56	00:00	13:34	20:58	04:00	
0000382	User382	2010-03-13	sat	multiAT	4:	1	00:00	\$;++	1	00:00	1	\$;	00:00	
2860000	User382	2010-03-14	sun	holiday	4	1	00:00	4;	4:	00:00	1	4:	00:00	
00000382	User382	2010-03-15	mon	multiAT	08:58	20:29	07:02	08:58	11:48	02:50	14:35	20:29	03:25	

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

ex6)Wiegand Setting

The following is an example of setting the 26bit Wiegand for. Part of the default settings below for other options if you need input : [2.2.8.5. Set Wiegand Out] Format]  $^{1}\times$  [2.2.8.6. Set Wiegand In Format] Please refer to the section .

#### 1. [Set Wiegand Out Format] : 26bit

Set Wiegand Out Format
Code       Name         0001       26bit_01         0002       26bit_02         Name       26bit_01         Name       26bit_01         Register       Modify
< Basic Info >
Read from Terminal
😕 Bit Length Customize 🔽 Custom Size 26 💌
Port State Active Low Site Code 0
Send Fail Not Anything 🔽 Fail Data 0
Bypass NO 🔽 Interval Time(us) O
Send to Terminal Width Time(us) 0
Click       ()       Set Field >         1       E       S       S       S       D       D       D       16         17       D       D       D       D       32       33       48       49       48       44         49       49       48       64       64       64       64       1       Fixed 0       1       Fixed 1       0
1       V       V       V       V       V       V       V       V       V       16         17       17       16       32       32       32       32       32         33       16       16       16       16       16       32         33       16       16       16       16       32         33       16       16       16       48         49       16       16       16       48         65       16       16       16       64         65       16       16       16       16         81       16       16       112       112         113       16       16       128       128
Static

"è Bit Length : Customize select / Custom Size : 26bit ¢Ñ Customize / 26bit

"é Field Type : First,  $\mathbf{E}^{\text{Even Parity}}$  select . As shown above, "ê Set Field area, click once. Other type is the same way too.  $\mathbf{c}\mathbf{\tilde{N}} \mathbf{E} : \mathbf{1bit} / \mathbf{S} : \mathbf{8bit} / \mathbf{D} : \mathbf{16bit} / \mathbf{O} : \mathbf{1bit}$ 

"ê Set Field : Is set as shown above.

"ë Set Parity : First, "ê Set Field area Eselect , specified - From second bit to

13th bit . Next Oselect, specified - From 14th bit to 25th bit  $\phi \tilde{N} E : 2bit \sim 13bit$ / O : 14bit  $\sim 25bit$ 

"ì Register Click the button: Completed

2. [Set Wiegand In Format- A] : 26bit (Card Data - 0i¿B2 0i¿34 0i¿74 -> 0i¿B2 0i¿34 0i¿74 input )

Set Wiegand In Format	X							
Code         Name           0001         26bit_01         Code         000           0002         26bit_02         Code         000	r Information							
Read from Terminal	×							
😕 Bit Length Customize 🔽 Cus	stom Size 26 🛛 🖌							
Port State Active Low 💌 Interval	Time(us) 0							
Send to Terminal Width	Time(us) 0							
17 2 3 3 3 3 3 3 3 3 0 33 49 65 81 97 13 5 5 6 5 6 6 7 1 1 1 1 1 1 1 1 1 1 1 1 1	16 32 48 48 64 30 64 30 64 30 64 30 64 30 64 30 64 30 64 30 64 30 64 30 64 30 64 30 64 30 64 30 64 30 64 50 64 30 64 50 64 50 64 50 64 50 64 50 64 50 64 50 64 50 64 50 64 50 64 50 64 70 70 70 70 70 70 70 70 70 70 70 70 70							
	64 Digit Size 80 2							
81     <	96 112 128 Bit Order MSB							
Static								

"è Bit Length : Customize select / Custom Size : 26bit ¢Ñ Customize / 26bit

"é Field Type : First, E Even Parity select . As shown above, "ê Set Field area, click once. Other type is the same way too.

```
¢Ñ E : 1bit / 1 (Card Data 1) : 8bit / 2 (Card Data 2) : 8bit / 3 (Card Data 3) : 8bit / 0 : 1bit
```

"ê Set Field : Is set as shown above.

"ë Set Parity : First, "ê Set Field area Eselect , specified - From second bit to
13th bit . Next oselect, specified - From 14th bit to 25th bit ¢Ñ E : 2bit~13bit
/ 0 : 14bit~25bit

``ì Card Data : Card Number (0i¿B2 0i¿34 0i¿74) Type and Each digit Set , ``ê Set Field area 1 click, is set as shown above.
(3) this is enter the same way too.
(Ñ 1 (Card Data 1) : Data Type - Hexa String / Digit Size - 2 / Bit Order - MSB
(Ñ 2 (Card Data 2) : Data Type - Hexa String / Digit Size - 2 / Bit Order - MSB
(Ñ 3 (Card Data 3) : Data Type - Hexa String / Digit Size - 2 / Bit Order - MSB

"í Register Click the button: Completed

#### 3. [Set Wiegand In Format- B] : 26bit (Card Data- 0i¿B2 0i¿34 0i¿74 -> 0011678836(Decimal) input )

Set Wiega	nd In Form	nat							×
Code 0001 0002 0003	Name 26bit_01 26bit_02 26bit_03			Ber	Code [	oter Info 0002 26bit_02 Moo		Delete	
						1100	iny j	Delete	
			- < Bas		>				٦.
	Read	l from Terminal						*	
Ø	Bit Length	Customize		*		Custom	Size 2	6 😽	
	Port State	Active Low		*	Inter	rval Time	e(us) O		
	Ser	id to Terminal			Wi	dth Time	e(us) O		
1 E 1 17 1 1 33 49 65 6 81 97 1 113 7 113 7 65 81 6 81 97 1 65 81 97 1 113 7	1       1       1         1       1       1     <		1     1     1       1     0     1       1     0     1       1     0     1       1     0     1       1     0     1       1     0     1       1     0     1       1     0     1       1     0     1       1     0     1       1     0     1       1     0     1       1     0     1       1     0     1			1       16         32       48         64       80         96       112         128       16         32       48         64       80         96       112         128       112         120       128	Ur 1 C 2 C 3 C 4 C 5 C 0 0 E E 6 < C Data	mal String 💌 Size der	
Static									_

"è Bit Length : Customize select / Custom Size : 26bit ¢Ñ Customize / 26bit

"é Field Type : First, Even Parity select . As shown above, "ê Set Field area, click once. Other type is the same way too.

¢Ñ E : 1bit / 1 (Card Data 1) : 24bit / 0 : 1bit

"ê Set Field : Is set as shown above.

"ë Set Parity : First, "ê Set Field area Eselect , specified - From second bit to

13th bit . Next Oselect, specified - From 14th bit to 25th bit ¢Ñ E : 2bit~13bit

#### / 0 : 14bit~25bit

"ì Card Data : Card Number (0i¿B2 0i¿34 0i¿74) Type and Each digit Set , "ê Set Field area 1click, is set as shown above.

 $\ensuremath{\tilde{N}}$  1 (Card Data 1) : Data Type - Decimal String / Digit Size - 10 / Bit Order - MSB

"í Register Click the button: Completed

# 4. [Set Wiegand In Format- C] : 26bit (Card Data- 0iċB2 0iċ34 0iċ74 -> 178,13428(Decimal) input)

Set Wiega	nd In Forn	nat							×
Code 0001 0002 0003	Name 26bit_01 26bit_02 26bit_03				Code Name	0003 26bit_03			
			Ø	Reg	ister	Mod	lify	Delete	
			— < Bas	ic Info	>				ר
	Read	from Termina	al					*	
2	Bit Length	Customize		*		Custom	Size 2	26 💌	
Ŭ	Port State	Active Low		*	Inte	rval Time	(us) (	)	
	Sen	d to Terminal			W	idth Time	(us) (	)	
		_							
1 E 1 17 2 2 33 49 5 65 81 97 113 113 113 113 113 113 113 113 113 11		-4 < Set F 1 1 1 2 2 2 3 3 3 5 4 5 5 5 7 5 4 5 5 5 7 5 4 5 5 5 7 6 5 4 5 7 6 5 4 5 7 7 5 7 7 7 7 7 7 7				<ol> <li>16</li> <li>32</li> <li>48</li> <li>64</li> <li>80</li> <li>96</li> <li>112</li> <li>128</li> </ol>	U 1 ( 2 ( 3 ( 5 ( 6 ( Data	Tield Type > nused Card Data 1 Card Data 2 Card Data 3 Card Data 4 Card Data 5 Odd Parity Even Parity Card Data > Type mal String	
49						64	Digit	Size	
65						80	3		]
81 97 113						96 112 128	Bit O MSE		
Static									

"è Bit Length : Customize select / Custom Size : 26bit ¢Ñ Customize / 26bit

"é Field Type : First, E Even Parity select . As shown above, "ê Set Field area, click once. Other type is the same way too.

¢Ñ E : 1bit / 1 (Card Data 1) : 8bit / 2 (Card Data 2) : 16bit / 0 : 1bit

"ê Set Field : Is set as shown above.

"ë Set Parity : First, "ê Set Field area Eselect , specified - From second bit to

13th bit . Next Oselect, specified - From 14th bit to 25th bit  $\phi \tilde{N} E : 2bit \sim 13bit$ 

#### / 0 : 14bit~25bit

'í Register Click the button: Completed

### ex7)Access Group Shift Settings

Access group is not available periodically changed is the example set the function. First finish setting the access group and do to as bellowed.( [2.2.5. Access Control] and [ex3)Access Control] ) Setting an example the situation ) If , Existing access group : Saturday and Sunday / user access able 12:00~18:00 / 4Terminal (1 floor) Change the access group : May 7 to 8 (2days) / user access able 01:00~23:00

1. [Access Group] : Existing access group registration (How to set up more : [ex3)Access Control] )

Add	Tin	iez	one																					X
Code	8		000	1				*	٠	Nam	e a	ifter_a	acce	ss							lr	itiali	zatio	n
Auth	enti	caf	Not	Use	d												¥							
Set	t Tir	ne-																						_
	Zo	ne 1		1	1:55 -	- 18:	00		Z	one 5		0	0:00 -	~ 00:	00		Zo	ne 9	[	00	:00 ~	00:0	0	
	Zo	ne 2		00	):00 ~	~ 00:	00		Z	one 6		0	):00 -	~ 00:	00		Zo	ne 1	0 [	00	:00 ~	00:0	0	
	Zo	ne 3		0	):00 -	- 00:	00		Z	one 7		0	0:00 -	~ 00:	00		Zo	ne 1	1 [	00	:00 ~	00:0	0	
	Zo	ne 4		0	):00 r	~ 00:	00		Z	one 8		0	):00 ·	~ 00:	00		Zo	ne 13	2 [	00	:00 ~	00:0	0	
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
			1			1			1						1						1			
																	(		0K			Car	ncel	

Add Access Ti	me							
Code 🛄	🖌 N	ame	sat~si	IU				
Set Weekday-								OK
		03	6	9 12	15	18 21	24	
Sunday	0001 : after_acces: 🕶							Cancel
Monday	**** : Not Assigne 🗸							
Tuesday	**** : Not Assigne 🗸							
Wednesday	**** : Not Assigne 🛩							
Thursday	**** : Not Assigne 🗸							
Friday	**** : Not Assigne 🗸					1		
Saturday	0001 : after_acces: 🗸							
Set Holiday —								
Holiday Group	**** : Not Assigne 🗸	0 3	6	9 12	15	18 21	24	
Holiday	**** : Not Assigne 🗸							

Add Access	Area				
Code	<u></u>	Name	Meal_Terminal		
Access Time	0001 : sat~sun			*	
- Add Terminal					
C ID	Name				OK
<b>v</b> 1	Meal				
2	TNA				Cancel

dd Access G	iroup		2
ode 🛄	V Name	1floor	
-Add Access A	rea		
Add Access A	Name	Access Time	ОК
C ID		Access Time 0001 : sat~sun	ОК
C ID	Name		OK Cancel

2. [shift access group setting] : the data which will be changed ( time or access data)

Add Time	zone	9																				X
Code	000	2				*	۴	Nam	e /	All_ac	cess	;							[ Ir	nitiali:	zatio	n
Authentica															۷							
-Set Time																						_
🔲 Zone	1	0	1:10 -	~ 22:	55		Z	one 5		0	0:00 -	~ 00:	00		Zo	ne 9		00	:00 ~	00:0	0	
Zone Zone	2	0	0:00 /	~ 00:	00		Z	one 6		0	):00 ·	~ 00:	00		Zo	ne 1	0	00	:00 ~	00:0	0	
Zone 🗌	3	0	0:00 /	~ 00:	00		Z	one 7		0	0:00 -	~ 00:	00	Ē	Zo	ne 1	1	00	:00 ~	00:0	0	
Zone 🗌	4	0	0:00 /	~ 00:	00		Z	one 8		0	):00 r	~ 00:	00		Zo	ne 1	2	00	:00 ~	00:0	0	
			_		_																	
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
			1																		1	
															- (		0K			Car	ncel	

>>Next, Follow the original method

# 3. [Access Group Shift Settings] : If allowed to change the group registration, scheduling and applied as follows

	up Shift Se	ettings		1
Access	Start Date	Repeat	Access Shift Code	
6 0001	2011-05-07	2 Days	0002,0002,	
	— Acces	s Shift Sch		
Set Acces	ss Group 🛛 000	1:1floor	Save	
	ate 2011-05-0	17 🔍 ( 3)	Repeat After 2 Days 💌 ( 8) Send to Terminal	
$\sim$	-		¢`	
Date		cess Shift Co		
	7 s <b>(14)</b> 000	2:1floor_all_	access	
2011/05/0 2011/05/0		2:1floor_all_ 2:1floor_all_	access	
2011/05/0				
2011/05/0			access	

"ç Set Access Group : Choose the original group who enter.

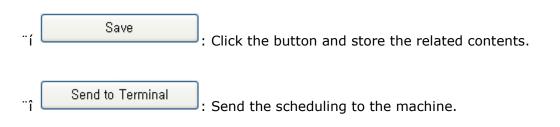
"è Start Date : Access group, select the start date be changed

"é Repeat After : Set period of repeated

"ê Access Shift Code : Double-click the code and then select from the list to change the access group

"ë Add: Click the button and store the related contents.

"ì Check out in the change list entered additional



## 2.2.10.1. Shift Config - Advanced Settings(Clocking)

Enable Create Automatic Sign in/out Setting, Exceptional Time Setting, Exception Fixed Time Setting, and Multiple Sign in/out Zone Setting out of Work Hours Registration Settings.

Advanced Settings(Clo	cking) 🛛 🔀
Time I	Frame 06:00 ~ +06:00
Auto	Clock
Auto Clock IN	00:00
🗌 Auto Clock OUT	00:00
	ice Settings
🗹 Break by OUT rec	
Clocking Mode Use o	nly IN key 🔽
🗹 Break by LEAVE (	record
Clocking Mode Use a	ll 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 Dai	ily Shift Times ———
🗹 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

■ Time Frame : Process the record of sign in/out within the applicable zone as time & attendance

- Assignment of the range other than 24 hours available (In the event work hours do not exist within 24 hours due to work that exceeds 1 day, it can be processed with real time by adjusting the processing zone)

■ Auto Clock : Sign in/out can be automatically recognized when there is no sign in/out time.

• Auto Clock IN : Applicable input time can be automatically recognized as signin time when there is no sign-in record. • Auto Clock OUT : Applicable input time can be automatically recognized as sign-out time when there is no sign-out record.

 Out of Office Settings : Set in case the net work hours except vacant time out of work hours should be calculated

Break by OUT record : Check in case the vacant time should be excluded

#### Checking Mode

- Use all function keys : Check in case of excluding the vacated time during the days due to outside duty, etc.

-Recognize return record only : Calculate the record authenticated in accordance with going-out and return mode

• Break by LEAVE record : Check in case of excluding the vacated time during the days due to outside duty, etc.

#### Checking Mode

-Use all function keys : Calculate work hours within all the records authenticated regardless of authentication mode

-Use only IN keys : Calculate the record authenticated in accordance with sign in/out mode only

 Break Times : Set in case there is fixed exceptional times such as lunch time, tea break, etc.

Exceptional 1~5 : Configurable up to five zones

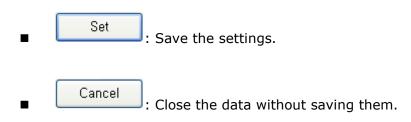
Set Multi Daily Shift Times : Apply in case there occurs sign in/out at least two times a day, that is, work schedule is divided into morning shift work-breakafternoon shift work. Each sign in/out time is summed up within the range of morning/afternoon shift works.

Maximum of 4 zones (8 sub divisions) available .

(\* For more information on setting method : <u>ex5)TNA Settings</u> )

Zones 1~4 : Set and assign the time in the zone wider than the range of Work
 Hours Registration so that the authenticated record of sign in/out within

the zone can be recognized as time & attendanceBefore setting, refer to ex5)TNA Settings



## 2.2.10.1. Shift Config - Advenced Settings(Shift)

[Shift Config]- [Set Shift Times ]Set in more detail the 1st through 5th work hours set in . Set the unit of time calculation, minimum/maximum time, etc.

Advanced Settin	ngs(Shift)				×
		– Shift 1 –			
Pay Rate	Time Before Shif 🛩		Rounding	No Rounding 🛛 🗸 🗸	
Min, Time	00:00 Max,	Time 99:00	J	Rate 100 %	
Select Range	1st Band 🛛 🖌 🖌	🗹 Shift A	uto OUT		
		– Shift 2 –			
Pay Rate	Overtime1 Hours 👻		Rounding		
Min, Time	00:00 Max,	Time 99:00	)	Rate 100 %	
Select Range	2nd Band 🛛 💌	🗹 Shift A	uto OUT		
		– Shift 3 –			
Pay Rate	Normal Time 🛛 👻		Rounding	No Rounding 🛛 💌	
Min, Time	00:00 Max,	Time 99:00	)	Rate 100 %	
Select Range	Not Defined 💌	🗌 Shift A	uto OUT		
		– Shift 4 –			
Pay Rate	Normal Time 🛛 👻		Rounding	No Rounding 🛛 🔽	
Min, Time	00:00 Max,	Time 99:00	)	Rate 100 %	
Select Range	Not Defined 💌	🗌 Shift A	uto OUT		
		– Shift 5 –			
Pay Rate	Not Defined 🛛 👻		Rounding	No Rounding 🖌 😪	
Min, Time	00:00 Max,	Time 99:00	)	Rate 100 %	
Select Range	Not Defined 💌	🗌 Shift A	uto OUT		
	Set		Cancel	]	

■ Shift 1 ~ Shift 5

Pay Rate : [Shift Config]- Title of the work set in [Set Shift Times ] (Inactive Window)

• Rounding : Enable to set in accordance with time & attendance calculation standard such as applying all the minute units, rounding off 10 minutes, etc.

• Min. Time : Minimum time recognized. That is, if the basic work hours are 9 hours and the minimum one hour's work can be recognized as basic work, then the minimum time will be 1 hour. So if the basic work hour is 59 minutes, it cannot be recognized as basic work.

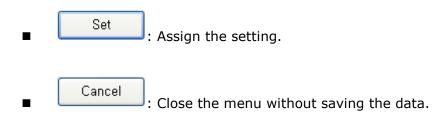
Max. Time : Maximum time recognized. That is, if the basic work hours are 9 hours, although one worked for 13 hours as overtime work, the work hours recognized is 10 hours only where the maximum time is specified as 10 hours.

Rate : Ratio of Extra Hourly Pay by Work Hours Zone for Calculation (Basic 100%, setting is changed in case night shift work, etc. is added)

Select Range : [Shift Config]-Apply the zone value set in [Advanced
 Settings(Clocking)]

✓ Multiple Daily Shifts Checking this item activates the setting window.
(★ For more information on setting method : <u>ex5)TNA Settings</u>)

 Shift Auto OUT : Recognized as sign-out if there is no record of sign-out for Multiple Sign in/out Zone Setup



### **\*** How to set the query items

Query item can be seen by setting it in accordance with the user management format. Click the button as follow; select the item to be inquired, and click the Apply button. Only then will the selected items be displayed on the list.

Essential items can be moved to other positions, but the item itself may not be excluded from selection.

Branch	**** : Not #	Assigned	*		Search Period				O Search all record			Print	Config	
Department	••••• : Not Assigned 🛛 👻			2010-05-	2010-05-30 💌 ~ 2010-05-30 💌			O incomplete record		Save to File Print Setup				0
10	Name	Date	Day	Shift Name	Arrival	Departu	Late Aft	Early D	Norm	Overti	Overti	Off Da	Overti	MON
		and the second state of th			40.40	10.04	01.00	05:36	01:36	00:00	00:00	00:00	00:00	1.1
00000164	User164	2010-05-30	sun	normal	10:48	12:24	01:48	00.00	01-30	00-00	00-00	00-00	00-00	1.1
00000164 00000166	User164 User166	2010-05-30 2010-05-30	sun	normal	#;	#;	01:45	00:00	00:00	00:00	00:00	00:00	00:00	0.0

Pop up the following window by clicking Config button.

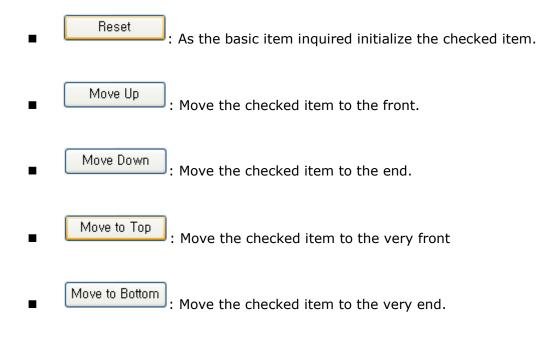
earch	Config			
Search	Column			
C	Content	Remark	^	A = = 1 + -
<b>~</b>	ID			Apply
<b>~</b>	Name			Cancel
	Unique ID			Cancer
	Branch			
	Department			
	Title			
	Date	Requir		Reset
<ul> <li>Image: A set of the set of the</li></ul>	Day			
<b>~</b>	Shift Name			
<ul><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li><li></li></ul>	Arrival Time			
<b>~</b>	Departure Time			
<ul><li></li><li></li><li></li></ul>	Late After Time			Move Up
<b>~</b>	Early Departure Time			Maria Davia
	Working Time IN			Move Down
	Working Time OUT			
	Late IN from			
	Early OUT from			Move to Top
<b>~</b>	Normal Time			
	Clock IN from			Move to Bottom
	Clock OUT from			
	Loto IN from			

[Search Column] Check the desired item on the list, and then save it by clicking

Apply button.

Cancel

: Close the window without saving the modified data.



## 2.2.10.2. Set Schedule - Pay Rate Rules

In [Set Schedule] ,you can set in more detail the options at the time of count processing and time & attendance by work modes.

Normal Time Detail	
Det	fine Daily Hours Rules
	Rounding No Rounding 🔽
Add, Hours 00:00	Add, Hours After 00:00
Del, Hours 00:00	Del, Hours After 00:00
Min, Time 00:00	Max, Time 99:00 Rate 100 %
De	fine Pay Period Rules
Add, Hours (	00:00 Add After (x) Days 0
Del, Hours (	)0:00 Del, After (x) Days 0
Min, Hours (	00:00 Max, Hours 999:00
	Transfer to Not Defined
	Set Cancel

Define Daily Hours Rules : Process employee's time & attendance

• Rounding : Select the unit of calculation for the applicable work hours. (Work hours less than the applicable condition will be rounded off)

• Add. Hours : Add the assigned time when one worked for more than the minimum work hours.

• Add. Hours After : Minimum work hours to get the favor for additional time

• Del. Hours : When one satisfies the minimum work hour's condition deductible, the applicable hours are deducted from the work hours.

• Del. Hours After : Assign the minimum work hours to deduct the deductible hours.

 Min. Time : Minimum work hours to have the calculated work hours authenticated (If the applicable work hours are less than the minimum hours, it is processed as 0) • Max Time : If the calculated work hours exceed the maximum hours, the work hours are recognized as much as the maximum hours.

Rate : Function of incrementing by percentage over the calculated work hours.
 (If there is no extra time, it is expressed as 100%)

Define Pay Period Rules

• Add. Hours : Add assigned time to the counted time when one worked for longer than minimum work hours as additional condition.

Add After (x) Days : No. of work days to be added to the counted time

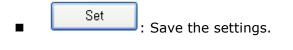
• Del. Hours : Deduct the assigned time from counted time when one worked for longer than the minimum work days under deductible condition.

• Del. After (x) Days : No. of minimum days signed in to deduct deductible time from the counted time

• Min. Hours : Recognize in case the counted time during the period exceeds the minimum time only. (Rounding off the value less than that)

• Max. Hours : Maximum counted time during the assigned period (Rounding off the excess time)

• Transfer to : In counting work hours, add other work hours assigned as well as the applicable work hours

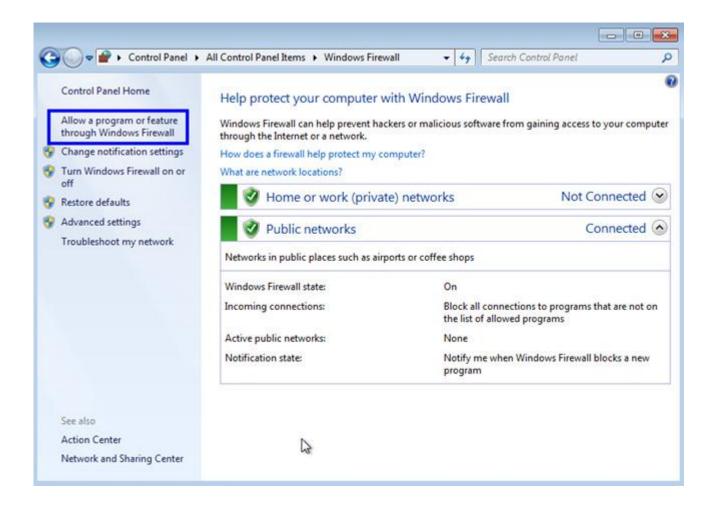


Cancel : Close the data without saving them

## **Windows 7 Firewall Exceptions**

Control Panel + All Cont	trol Panel Items 🔸	• 47	Search Control Panel	Q
Adjust your computer's settings			View by: Small icons 🔻	
Action Center	administrative Tools	Ed Aut	oPlay	
Backup and Restore	RitLocker Drive Encryption	Col	or Management	
Credential Manager	Pate and Time	🕜 Def	ault Programs	
🙀 Desktop Gadgets	🚔 Device Manager	Dev	ices and Printers	
Display	S Ease of Access Center	Fold	ler Options	
A Fonts	🔒 Getting Started	Nor Hor	neGroup	
🔒 Indexing Options	🔁 Internet Options	🕮 Key	board	
Zi Location and Other Sensors	J Mouse	😫 Net	work and Sharing Center	
Notification Area Icons	arental Controls	Perl	ormance Information and Tools	
Personalization	E Phone and Modem	Pov	ver Options	
Programs and Features	P Recovery	🔊 Reg	ion and Language	
RemoteApp and Desktop Connections	Sound	🚯 Spe	ech Recognition	
Sync Center	🛃 System	Tas	kbar and Start Menu	
Troubleshooting	& User Accounts	📑 Win	dows CardSpace	
Mil Windows Defender	Windows Firewall	🖑 Win	dows Update	

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

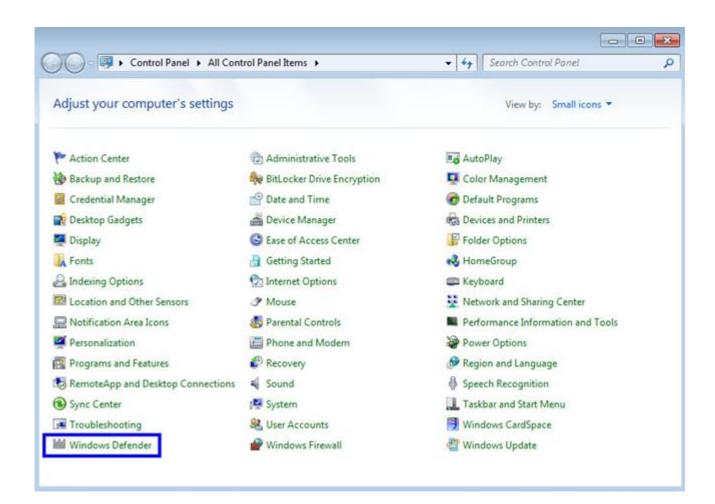


Allowed programs and features:         Name       Home/Work (Private)       Public         BranchCache - Content Retrieval (Uses HTTPS)       Image: Content Retrieval (Uses HTTPS)       Image: Content Retrieval (Uses HTTPS)         BranchCache - Hosted Cache Server (Uses HTTPS)       Image: Content to a Network Projector       Image: Content to a Network Projector       Image: Corre Networking         Distributed Transaction Coordinator       Image: Corre Networking       Image: Corre Networking       Image: Corre Networking         HomeGroup       Image: ScSI Service       Image: Corre Networker       Image: Corre Networker         Media Center Extenders       Image: Corre Networker       Image: Corre Networker       Image: Corre Networker         Media Center Extenders       Image: Corre Networker       Image: Corre Networker       Image: Corre Networker         Media Center Extenders       Image: Corre Networker       Image: Corre Networker       Image: Corre Networker         Media Center Extenders       Image: Corre Networker       Image: Corre Networker       Image: Corre Networker         Media Center Extenders       Image: Corre Networker       Image: Corre Networker       Image: Corre Networker         Media Center Extenders       Image: Corre Networker       Image: Corre Networker       Image: Corre Networker       Image: Corre Networker         Media Center Extenders <td< th=""><th>Allow programs to communicate through Windo To add, change, or remove allowed programs and ports, click Cl What are the risks of allowing a program to communicate?</th><th>hange settings.</th><th>nge settir</th><th>ngs</th><th></th></td<>	Allow programs to communicate through Windo To add, change, or remove allowed programs and ports, click Cl What are the risks of allowing a program to communicate?	hange settings.	nge settir	ngs	
BranchCache - Content Retrieval (Uses HTTP)       Image: Content Retrieval (Uses HTTP)         BranchCache - Hosted Cache Client (Uses HTTPS)       Image: Content Retrieval (Uses HTTPS)         BranchCache - Hosted Cache Server (Uses HTTPS)       Image: Content Retrieval (Uses WSD)         BranchCache - Peer Discovery (Uses WSD)       Image: Content Retrieval (Uses WSD)         Connect to a Network Projector       Image: Content Retrieval (Uses WSD)         Core Networking       Image: Content Retrieval (Uses WSD)         Distributed Transaction Coordinator       Image: Content Retrieval (Uses HTTP)         File and Printer Sharing       Image: Content Retrieval (Uses HTTP)         HomeGroup       Image: Content Retrieval (Uses HTTP)         IsSCSI Service       Image: Content Retrieval (Uses HTTP)         Media Center Extenders       Image: Content Retrieval (Uses HTTP)         Netlogon Service       Image: Content Retrieval (Uses HTTP)	N	Home (Work (Brinste)	Dublic		
BranchCache - Hosted Cache Client (Uses HTTPS)   BranchCache - Hosted Cache Server (Uses HTTPS)   BranchCache - Peer Discovery (Uses WSD)   Connect to a Network Projector   Connect to a Network Projector   Core Networking   Ocore Networking   Distributed Transaction Coordinator   File and Printer Sharing   HomeGroup   SSCSI Service   Media Center Extenders   Netlogon Service			A 10.000		
BranchCache - Hosted Cache Server (Uses HTTPS)       Image: Consect Cache Server (Uses WSD)         BranchCache - Peer Discovery (Uses WSD)       Image: Consect Cache Server (Uses WSD)         Connect to a Network Projector       Image: Consect Cache Server (Uses WSD)         Connect to a Network Projector       Image: Consect Cache Server (Uses WSD)         Connect to a Network Projector       Image: Consect Cache Server (Uses WSD)         Connect to a Network Projector       Image: Consect Cache Server (Uses WSD)         Distributed Transaction Coordinator       Image: Consect Cache Server (Uses MSD)         File and Printer Sharing       Image: Consect Cache Server (Uses MSD)         HomeGroup       Image: Consect Cache Server (Uses MSD)         Image: ISCSI Service       Image: Consect Cache Server (Uses MSD)         Image: Netlogon Service       Image: Consect Cache Server (Uses MSD)         Image: Netlogon Service       Image: Consect Cache Server (Uses MSD)	and the second	- latin		Ŧ	
Connect to a Network Projector       Image: Connect to a Network Projector         Core Networking       Image: Connect to a Network Projector         Distributed Transaction Coordinator       Image: Connect to a Network Projector         File and Printer Sharing       Image: Connect to a Network Projector         HomeGroup       Image: Connect to a Network Projector         IsSCSI Service       Image: Connect to a Network Projector         Media Center Extenders       Image: Connect to a Network Projector         Netlogon Service       Image: Connect to a Network Projector	BranchCache - Hosted Cache Server (Uses HTTPS)				
☑ Core Networking       ☑       ☑         □ Distributed Transaction Coordinator       □       □         □ File and Printer Sharing       □       □         □ HomeGroup       □       □         □ iSCSI Service       □       □         □ Media Center Extenders       □       □         □ Netlogon Service       □       □	BranchCache - Peer Discovery (Uses WSD)			-	
Distributed Transaction Coordinator       Image: Coordinator       Image: Coordinator         File and Printer Sharing       Image: Coordinator       Image: Coordinator         HomeGroup       Image: Coordinator       Image: Coordinator         isCSI Service       Image: Coordinator       Image: Coordinator         Media Center Extenders       Image: Coordinator       Image: Coordinator         Netlogon Service       Image: Coordinator       Image: Coordinator	Connect to a Network Projector				
File and Printer Sharing       □         HomeGroup       □         iSCSI Service       □         Media Center Extenders       □         Netlogon Service       □	Core Networking				
HomeGroup     Image: Content of the second sec	Distributed Transaction Coordinator				
ISCSI Service     Image: Constraint of the service       Media Center Extenders     Image: Constraint of the service       Netlogon Service     Image: Constraint of the service	File and Printer Sharing				
Media Center Extenders     Netlogon Service	HomeGroup				
Netlogon Service					
	The second s			~	
Details Remove	Netlogon Service			12	
		Details	Remov	e	

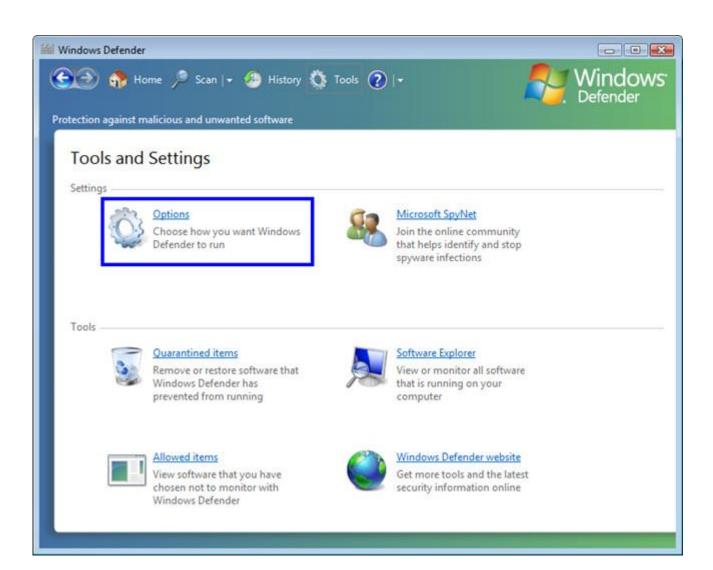
Add a Program
Select the program you want to add, or click Browse to find one that is not listed, and then click OK.
Programs:
b Create a System Repair Disc
Database converting tool
A Internet Explorer
OUNIS Renote Manager
💓 Windows DVD Maker
Windows Fax and Scan
Windows Media Center
Windows Remote Assistance
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

Allow programs to communicate through Windows F			
To add, change, or remove allowed programs and ports, click Change What are the risks of allowing a program to communicate?	(1553566)	nge settings	
Allowed programs and features:			
Name	Home/Work (Private)	Public *	
Remote Volume Management			
Routing and Remote Access			
Secure Socket Tunneling Protocol			
SNMP Trap			
☑ UDBServer MFC 응용 프로그램			
UNIS Remote Manager			
Windows Collaboration Computer Name Registration Service	Ц	U	
Windows Firewall Remote Management			
Windows Management Instrumentation (WMI)			
Windows Media Player			
Windows Media Player Network Sharing Service			
Windows Media Player Network Sharing Service (Internet)			
	Details	Remove	
	Allow anothe		

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



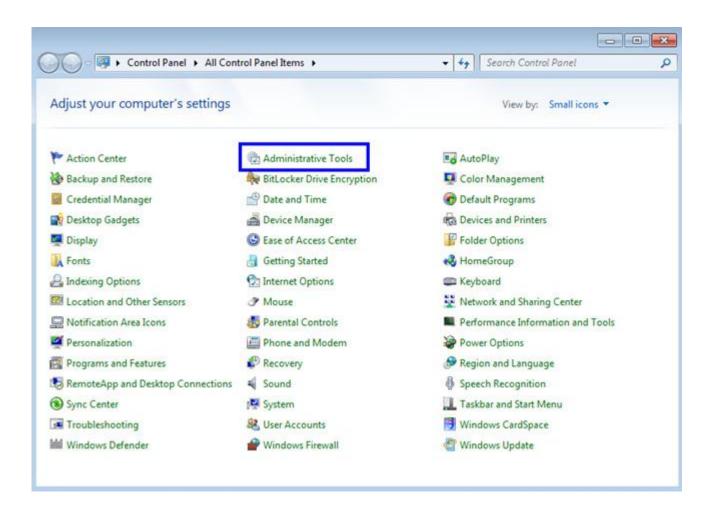
	A CONTRACTOR OF		
🕥 😚 Home 🏸 Sca	n   👻 🌑 History 🔘 Tools 🕐   🕶		
tection against spyware and po	tentially unwanted software		
-			
Check for new definition	5		
This program requires up-	to-date definitions. You must install the latest		Check for updates now
definition updates before		D Go onli	ine to view troubleshooting tips
L			
itatus			
Status Last scan:	Not available		
and the second se			
Last scan: Scan schedule:	Not available Daily around 오전 2:00 (Quick scan) Off		
Last scan:	Daily around 오전 2:00 (Quick scan)		



ection against malicious and u	nwanted software ny computer (recommended)	
Frequency:	Daily -	
Approximate time:	오전 2:00 <b>*</b>	
Type:	(Quick scan)	
efault actions		
Choose the action that y	ou want Windows Defender to display (or apply, if you sele ith these alert levels are detected. <u>Understanding Windows</u> Default action (definition-bas	
Choose the action that y scanning) when items w		
Choose the action that y scanning) when items w <u>H</u> igh alert items:	ith these alert levels are detected. <u>Understanding Windows</u> Default action (definition-bas	
Choose the action that y scanning) when items w <u>H</u> igh alert items: <u>M</u> edium alert items:	ith these alert levels are detected. <u>Understanding Windows</u> Default action (definition-bas  Default action (definition-bas	

Windows	s Defender	x
i	Windows Defender is turned off	
۲	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, <u>Turn on and open Windows Defender</u> .	
	Close	

**3. Disable User Account Control: UAC settings** 



Organize 🔻				## <b>*</b>		0
🔆 Favorites	Name	Date modified	Туре	Size		
E Desktop	😤 Component Services	2009-03-06 오후1	Shortcut		2 KB	
Downloads	Computer Management	2009-03-06 오후 1	Shortcut		2 KB	
🔢 Recent Places	Data Sources (ODBC)	2009-03-06 오후 1	Shortcut		2 KB	
	Event Viewer	2009-03-06 오후 1	Shortcut		2 KB	
词 Libraries	🛃 iSCSI Initiator	2009-03-06 오후 1	Shortcut		2 KB	
Documents	Local Security Policy	2009-06-01 오후 3:	Shortcut		2 KB	
J Music	Performance Monitor	2009-03-06 오후 1	Shortcut		2 KB	
E Pictures	🕞 Print Management	2009-06-01 오후 3:	Shortcut		2 KB	
🗧 Videos	Services	2009-03-06 오후 1	Shortcut		2 KB	
	🛃 System Configuration	2009-03-06 오후 1	Shortcut		2 KB	
📜 Computer	Task Scheduler	2009-03-06 오후 1	Shortcut		2 KB	
Local Disk (C:)	🔗 Windows Firewall with Advanced Security	2009-03-06 오후 1	Shortcut		2 KB	
	Windows Memory Diagnostic	2009-03-06 오후 1	Shortcut		2 KB	
E Network	😹 Windows PowerShell Modules	2009-03-06 오전 1	Shortcut		3 KB	

System Configuration		×
General Boot Services Star	tup Tools	
Tool Name	Description	•
About Windows	Display Windows version information.	
Change UAC Settings	Change User Account Control settings.	Ξ
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.	-
•	III	
Selected command:		
C:₩Windows₩System32₩Use	rAccountControlSettings.exe	
	Launc	h
	OK Cancel Apply H	elp

	re about Use	elps prevent potentially harmful programs from making changes to your computer. <u>er Account Control settings</u>	
- 1	=	Never notify me when:	
	2	<ul> <li>Programs try to install software or make changes to my computer</li> <li>I make changes to Windows settings</li> </ul>	
-	-	Not recommended. Choose this only if you need to use programs that are not certified for Windows 7 because they do not support Neer Account Control.	
Never n	otify		

### 4. Reboot your PC after the above treatment

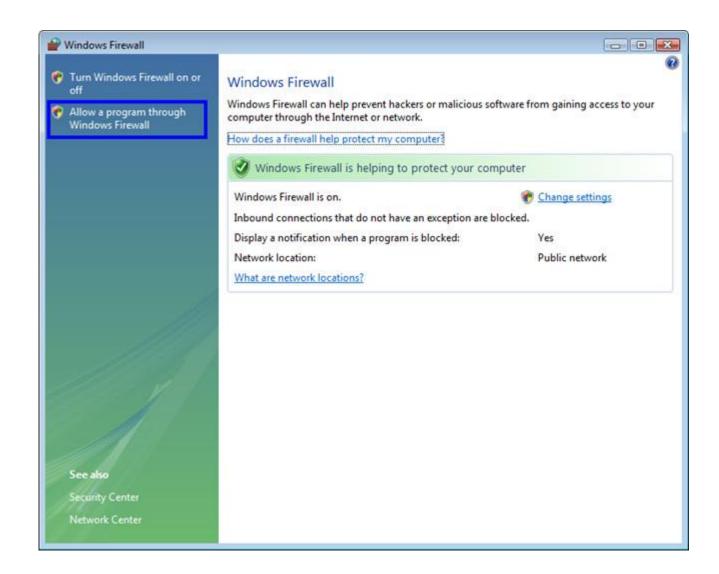
5. If the connection is not after a reboot, please try reinstalling the program.

# **※** Windows Vista Firewall Exceptions

### 1. Program execution security alert : Unblock

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

🗸 🖉 🕨 Control Par	nel 🕨				• + Sean	ch	Same Salara	
Control Panel Home Classic View	Name Windows Update	Category	Windows Sidebar	Windows Firewall	Windows Defender	Windows CardSpace	Welcome	
	View 32-bit Control P	User Accounts	Text to Speech	Taskbar and Start Menu	Tablet PC Settings	System	Sync Center	
	Speech Recogniti	Sound	Security Center	Administrat Tools	Scanners and Cameras	Regional and Language	Programs and Features	
	Problem Reports a	Printers	Power Options	Phone and Modem	Personaliz	Performance Informatio	People Near Me	
	Pen and Input Devices	Offline Files	NVIDIA Contr	Network and Sharing Ce	Mouse	Keyboard	iSCSI Initiator	
		0	-	Constant of	17-1		-	



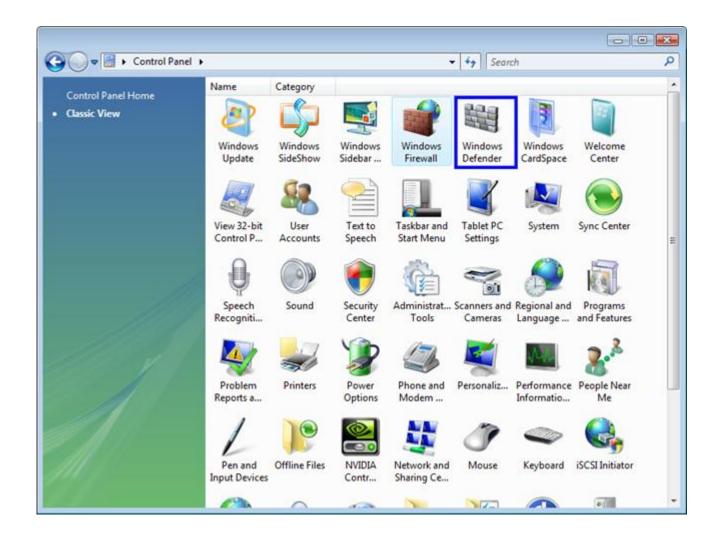
🔐 Windows Firewall Settings 🛛 🔀
General Exceptions Advanced
Windows Firewall is helping to protect your computer
Windows Firewall can help prevent hackers or malicious software from gaining access to your computer through the Internet or a network.
On (recommended) This setting blocks all outside sources from connecting to this computer, except for those unblocked on the Exceptions tab.
Block all incoming connections     Check-off     Select this option when you connect to less secure networks. All     exceptions will be ignored and you will not be notified when     Windows Firewall blocks programs.
Off (not recommended) Avoid using this setting. Turning off Windows Firewall will make this computer more vulnerable to hackers or malicious software.
Tell me more about these settings
OK Cancel Apply

🔐 Windows Firewall Settings 🛛 🔀
General Exceptions Advanced
Exceptions control how programs communicate through Windows Firewall. Add a program or port exception to allow communications through the firewall.
Windows Firewall is currently using settings for the public network location. What are the risks of unblocking a program?
To enable an exception, select its check box:
Program or port
BITS Peercaching
Connect to a Network Projector
Core Networking
Distributed Transaction Coordinator
✓ File and Printer Sharing
iSCSI Service
Key Management Service
Netlogon Service
✓ Network Discovery
Performance Logs and Alerts
Remote Assistance
Add program Add port Properties Delete
Notify me when Windows Firewall blocks a new program
OK Cancel Apply

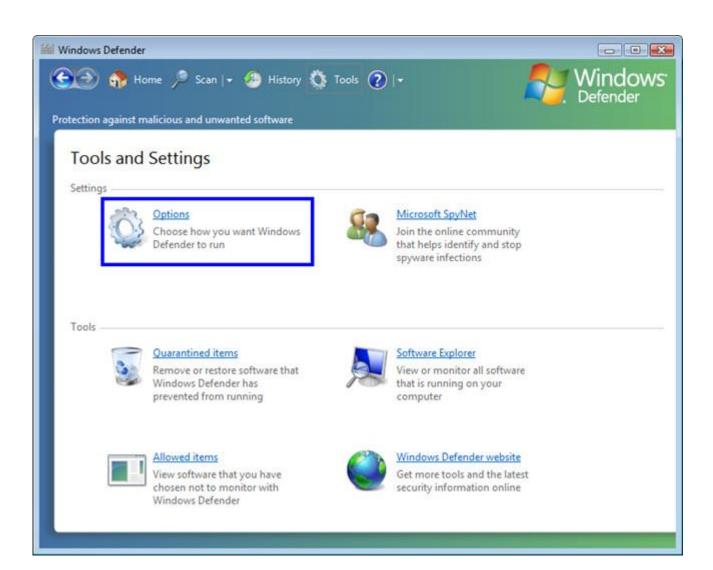
Add a Program	×
Select the program you want to add, or click Browse to find one that is listed, and then click OK.	not
Programs:	
PnP Driver Test Tool	
Problem Reports and Solutions	
Traceview	
Traceview	
UNIS Remote Manager	=
Virtual Network Editor	
VMware Workstation	
WinDbg	
Windows Calendar	-
Path: C:\Program Files (x86)\UNIS\UNIS_Acces: Browse	
Change scope OK Cance	el

🔐 Windows Firewall Settings	×
General Exceptions Advanced	
Exceptions control how programs communicate through Windows Firewall. Ad program or port exception to allow communications through the firewall.	ld a
Windows Firewall is currently using settings for the public network location. What are the risks of unblocking a program?	
To enable an exception, select its check box:	
Program or port	*
□ Secure Socket Tunneling Protocol         □ SNMP Trap         □ UDBSecure MEC 응용 프로그램         □ UNIS Remote Manager         □ Windows Collaboration Computer Name Registration Service         □ Windows Firewall Remote Management         □ Windows Management Instrumentation (WMI)         □ Windows Media Player         □ Windows Media Player         □ Windows Meeting Space         □ Windows Remote Management         □ Windows Remote Management	H
Add program Add port Properties Delete	
✓ Notify me when Windows Firewall blocks a new program	
OK Cancel App	ly

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



/indows Defender		
	+ 🕗 History 🔅 Tools 🍞  +	Nindov Defender
otection against malicious and unwa	anted software	
2.		
Last scan:		
Not available		
Status		
Status	Met available	
Last scan:	Not available Daily around 9 71 200	
(Comparison of the second seco	Not available Daily around 오전 2:00. On	

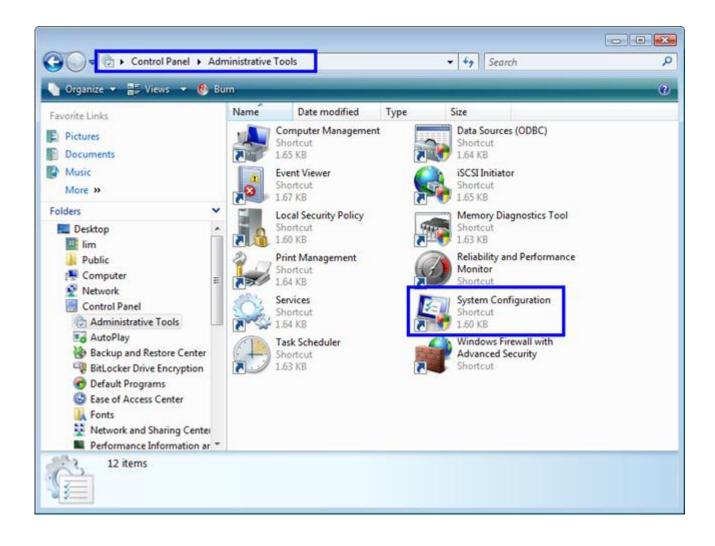


ction against malicious and u	nwanted software ny computer (recommended)	
Frequency:	Daily -	
Approximate time:	Q.⊼1 2:00 ▼	
Type:	(Quick scan)	
efault actions		
Choose the action that y	ou want Windows Defender to display (or apply, if you sel ith these alert levels are detected. <u>Understanding Windows</u> Default action (definition-bas	
Choose the action that y scanning) when items w		
Choose the action that y scanning) when items w <u>H</u> igh alert items:	ith these alert levels are detected. <u>Understanding Windows</u>	
Choose the action that y scanning) when items w <u>H</u> igh alert items: <u>M</u> edium alert items:	ith these alert levels are detected. <u>Understanding Windows</u> Default action (definition-bas           Default action (definition-bas	

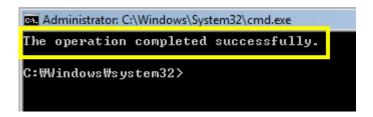
Windows Defender		
1	Windows Defender is turned off	
۲	Windows Defender won't provide protection against harmful or potentially unwanted software and it won't send you alerts because it is off. To help protect your computer against harmful or potentially unwanted software, <u>Turn on and open Windows Defender</u> .	
	Close	

4. Disable User Account Control: UAC settings





😔 System Configuratio	1		<b>.</b>
General Boot Servi	es Startup To	ols	
Tool Name	Descri	ption	•
Internet Options	View II	nternet Explorer settings.	
Internet Protocol Cor	figurat View a	nd configure network address settings	
Performance Monitor	Monito	or the reliability and performance of loca	al or remote computers.
Task Manager	View d	letails about programs and processes ru	unning on your computer.
Disable UAC	Disable	e User Account Control (requires reboo	t).
Enable UAC	Enable	User Account Control (requires reboot	t). 😑
Command Prompt	Open a	a command prompt window.	
Registry Editor	Make o	changes to the Windows registry.	
•	I	11	
Selected command:			
C:₩Windows₩Syster	32₩cmd.exe./k	%windir%\\$ystem32\reg.exe ADD F	HKI MWSOFTWAREWMicrosoft
			Launch
		OK Cancel	Apply Help



5. Reboot your PC after the above treatment

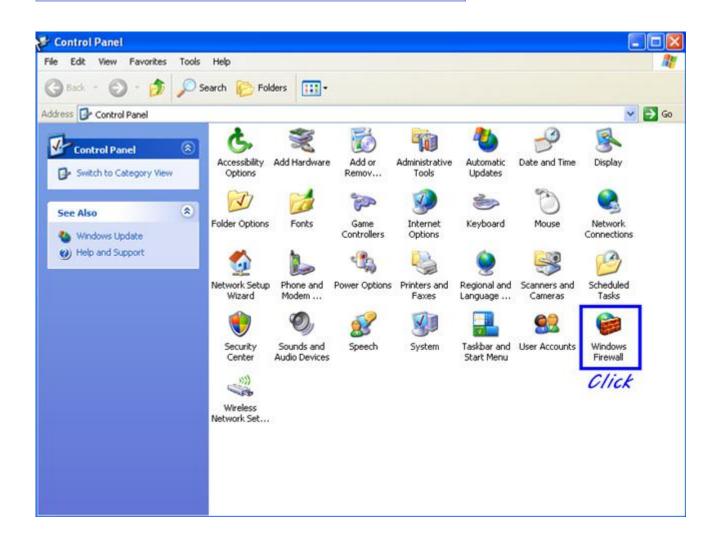
6. If the connection is not after a reboot, please try reinstalling the program.

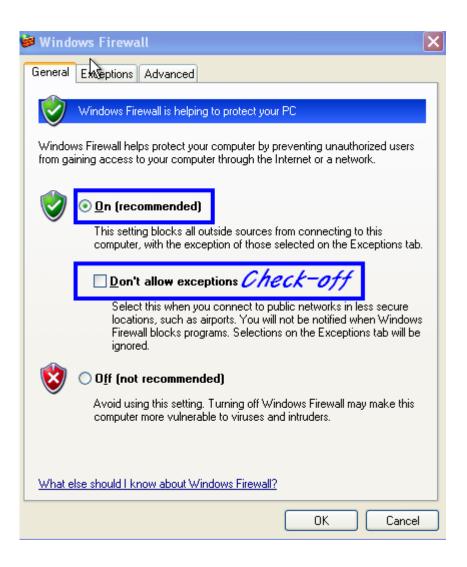
# **※** Windows XP Firewall Exceptions

1. Windows Disable Firewall : [Control Panel] Movement

😻 Wind	lows Seci	ırity Alert 🛛 🔀
٢		protect your computer, 'Windows Firewall has blocked atures of this program.
Do you	want to k	eep blocking this program?
0	Name: Publisher:	UDBServer MFC  Inknown
		Keep Blocking Unblock Ask Me Later
		as blocked this program from accepting connections from the

Windows Firewall has blocked this program from accepting connections from the Internet or a network. If you recognize the program or trust the publisher, you can unblock it. <u>When should Lunblock a program?</u>





If be use On: [Don't allow exceptions] check off
 Off : [OK]

😺 Wind	ows Firewa	ll	×
General	Exceptions	Advanced	
program	ns and service	locking incoming network connections, except for the s selected below. Adding exceptions allows some programs ht increase your security risk.	
Program	ms and Service	38:	
Nam	e		
🗆 Fil	e and Printer S	iharing	
🗹 Re	emote Assistar	ice	
	emote Desktop	)	
UI	<sup>o</sup> nP Framewor	k	
Add	Program	Add Port Edit Delete	
🔽 Disp	olay a notificati	on when Windows Firewall blocks a program	
<u>What a</u>	re the risks of	allowing exceptions?	
		OK Cancel	

Add a Program 🛛 🔀
To allow communications with a program by adding it to the Exceptions list, select the program, or click Browse to search for one that is not listed. Programs:
<ul> <li>Internet Reversi</li> <li>Internet Spades</li> <li>Minesweeper</li> <li>MSN</li> <li>Outlook Express</li> <li>Pinball</li> <li>Solitaire</li> <li>Spider Solitaire</li> <li>Windows Messenger</li> <li>Windows Movie Maker</li> </ul>
Path: C:\Program Files\UNIS\UNIS_Access.exe Browse
Change scope OK Cancel

😻 Windows Firewall 🛛 🔀
General Exceptions Advanced
Windows Firewall is blocking incoming network connections, except for the programs and services selected below. Adding exceptions allows some programs to work better but might increase your security risk.
Programs and Services:
Name
File and Printer Sharing
UNIS Remote Manager
Add Program Add Port Edit Delete
Display a notification when Windows Firewall blocks a program
What are the risks of allowing exceptions?
OK Cancel