

Fingerprint Authentication Time & Attendance System (FpWork) User's guide (Ver 2.xx)

Work Schedule	e Setting		×
	2006-07-01 • ~ 2006-07-31 • -< Select Employee >	Date Setting Bulk Setting Save	Close
Find Dept,	HQ, 🔽 Include Sub-Dept,	date day Ty work setting 2006/07/01 Sat 2 2001: Off Day 2006/07/02 Sun 2 2001: Off Day 2006/07/03 Mon 1 1001: Weekday	direct i
ID □ 1111 □ 2222	Name Social Num John 111111-1111111 Jack 222222-2222222	2005/07/04 Tue 1 1001 : Weekday 2005/07/05 Wed 1 1001 : Weekday 2005/07/06 Thu 1 1001 : Weekday 2005/07/07 Fri 1 1001 : Weekday	
		2006/07/01 Sat 2 2001 : Off Day 2006/07/02 Sun 2 2001 : Off Day 2006/07/03 Mon 1 1001 : Weekday 2006/07/04 Tue 1 1001 : Weekday 2006/07/05 Wed 1 1001 : Weekday 2006/07/05 Wed 1 1001 : Weekday 2006/07/05 Sat 2 2001 : Off Day 2006/07/06 Sat 2 2001 : Off Day 2006/07/07 Mon 1 1001 : Weekday 2006/07/08 Sat 2 2001 : Off Day 2006/07/10 Mon 1 1001 : Weekday 2006/07/11 Tue 1 1001 : Weekday 2006/07/12 Wed 1 1001 : Weekday 2006/07/15 Sat 2 2001 : Off Day 2006/07/16 Sun 2 2001 : Off Day 2006/07/17 Mon 1 1001 : Weekday 2006/07/18 Tue 1 1001 : Weekday	
		2005/07/12 Wed 1 1001:Weekday 2005/07/13 Thu 1 1001:Weekday 2005/07/14 Fri 1 1001:Weekday 2005/07/15 Sat 2 2001:Off Day 2005/07/15 Sun 2 2001:Off Day 2005/07/16 Sun 2 2001:Off Day	
		2005/07/17 Mon 1 1001: Weekday 2005/07/18 Tue 1 1001: Weekday 2005/07/19 Wed 1 1001: Weekday 2005/07/19 Wed 1 1001: Weekday	
		2005/07/20 Thu 1 1001:Weekday 2005/07/21 Fri 1 1001:Weekday 2005/07/22 Sat 2 2001:Off Day 2005/07/23 Sun 2 2001:Off Day 2005/07/24 Mon 1 1001:Weekday	
		2006/07/25 Tue 1 1001 : Weekday 2006/07/26 Wed 1 1001 : Weekday 2006/07/27 Thu 1 1001 : Weekday 2006/07/28 Fri 1 1001 : Weekday	
All	Select All Cancel	2005/07/29 Sat 2 2001:Off Day 2005/07/30 Sun 2 2001:Off Day 2005/07/31 Mon 1 1001:Weekday	



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2. Program Setting

2-2. Setting Configuration

- You need to set setting configuration before start the program.
- You need to input password after setting password.
- "Last import process date" means the last date of entrance record which is imported from FPSERVER.
- "Last attendance process date" means the final date of the last attendance process.
- "Last attendance transfer date" means the final date of the last transferred attendance date.
- "Monthly start date" means the start date of the month.
- "Entrance mode" sets which mode needs to be certificated as an entrance.
 If you select "Recognize correct entrance mode", you can set the entrance time freely. It is convenient if you select "Recognize all entrance mode" since a user don't need to choose a mode every time.
- "Lateness allowing time" regard the lateness & leaving early as a normal attendance in specific time (unit: minute) that you registered.

Setting Configuration	×				
<pre>< Setting Password > Password Confirm ****</pre>	Modify Close				
< Last Process Date Setting >					
	06-07-01				
Monthly Start Date(last month is '-')					
<pre>< Setting Process Option > Entrance Mode Recognize correct entrance mode </pre>					
Lateness allowing time(Minute) 10 Leaving allowing time(Minute) 10 Auto IN Process(As Basic Start Time Auto OUT Process(As Basic End Tim Process Exit Time Calculate	ne)				

- -If there is not an attendance data, it will not be processed as lateness or leaving early when it is regarded as basic attendance time.
- You can choose whether you calculate pay money or not when you select calculate pay money. Select it when you need it to reduce process overflow

- Save the settings by pressing [change]button after finishing environment change.

< FPWORK environment setting >



Registered information of T&A program can output different result as contents. Therefore you need to understand it fully and do the registration process.

3-1. Register Department

- The department is used for data sorting and process.
- It is sorted by 2 digits number and the total will be 10 digits(20 digits).
- Sub-department will be sorted by sorting code in department.
- All department code is 20 digits.
- The department code of an upper department will not be changed or deleted. To change department name is possible.

3-2. Register Employee position

- It indicates employee position as a code for searching and sorting.
- Register positions as the rule of your company.

Register Dept,	x	Register Employee Position	×
Company Organization Company Dept1 Dept2 All Dept, code Dept, code Dept, Code Dept, HQ, Add Add Modify Delete Close	_	Code Position Name Regist 10001 CEO Regist 0002 Director D003 0003 Dept, Manager Delete 00010 Assistant Manager Delete 0015 Staff Close	



3-3. Register Employee

- Register all employees by their employee number, name, social number, department, position.
- Register all employees since data of unregistered employee will not be processed.
- You can output pay money by inputting payment per hour.

But you need to select "Calculate pay money" in Environment setting menu.

Register Empl			X
Registed Emp ID 22222 3333	loye List <u>John</u> Jack Dennis	Social Num 222222-2222222 333333-3333333	Import EmployeeEmp, ID1111NameJohnSocial Num111111-111111Find Dept,HQ,Select Position0003 : Dept, ManagerRegistEarly work payment10000ModifyOver work payment10000DeleteNight work payment10000CloseOff-day work payment10000

< Register Employee>



3-3-1. Import Employee

- It shows the employee who is registered on FPSERVER but is not registered on FPWORK.
- If you select "Use FP ID as an employee no.", an employee number will be the same as a registered FP ID.

lπ	iport unregis	tered employee	info	×
		ger ID to Employe to get employee ir	,	
	Fp ID	Name	Social Num	Import
	₽ 4	Jane	44444-444444	Import Employee
	⊡ 5	Austen	555555-5555555	
				Close
				All Select
				All Cancel

< Import employee information >



3-4. Register Exception Time

- Exception time means time which is excepted for specific time when you calculate working time.
- You can choose [except from time1~ to time2], [except time1 after time2]. And time1, time2 will be different as your choice.
- except from time1 to time2: except from time1 to time2 in working time.
- except working time1 to time2: except time2 period after time1 since start working

Register Exception Time	×
Code 0001 Name Lunch Time < Exception Time Setting > Set Type Except from [time1] to [time2]	Regist Modify
time 1 12:00 time 2 13:00	Delete
Code exception time, Ty time1 time2 10001 Lunch time 0 12:00 13:00 0002 Dinner Time 0 18:00 19:00	Close

< register exception time screen >



3-5. T&A time setting

- It is used for register working day, off-day, and holiday.
- "in-time zone" and "out-time zone" is a setting to set attendance time zone and leaving time zone. And the time which is not in those time zone will not be regarded as attendance.
- in-time zone : time zone which is regarded as attendance. And the initial entrance record will be regarded as an attendance.
- out-time zone : time zone which is regarded as a leaving time. And the final leaving record will be regarded as a leaving.
- working time : the working time should be within in-time zone, and it is calculated as chosen options.
- exception time : It will be excepted as chosen exception time. (you can choose up to 5 options)

<pre></pre>						
Example :	Yesterday[-22:40], Today[17:30], Tomorrow[+08:20]					
	In Time Zone 06:00 ~ 15:00 Out Time Zone 12:00 ~ +05:00					
Early	Define early work time 💽 07:00 ~ 09:00					
Basic 🛛	Defined basic time 💽 09:00 ~ 18:00					
Over 🛛	Defined over time 💽 19:00 ~ 22:00					
Night	Defined night time 22:00 ~ +05:00					
Select Exce	Select Excepting Time					
Code	exception time name					
0001	Lunch Time					
0002	Dinner Time					



3-6. Register daily work

- You can register working day only after setting working day.
- Working day code will be 4 digits of number and English character.
- working day name will appear in working name when you print it.
- Refer to the [T&A time setting] to set working day T&A time.
- The code of daily work, holiday, off-day, vacation, business trip should be different.

Register Daily Work	X
Code 1001 Name Weekday Code Workday name 1001 Weekday 1002 Morning Shiftwork 1003 Night Shiftwork	<pre> </pre> <pre> <pre> < Setting Work Time > Example : Yesterday[-22:40], Today[17:30], Tomorrow[+08:20] In Time Zone 06:00 ~ 15:00 Out Time Zone 12:00 ~ +05:00 Early Define early work time</pre></pre>

<register daily work screen>



3-7. Register off-day

- You can set "off-day" only after registering off day.
- off-day means regular off-day (ex. Sunday). And it is different from holiday.
- "Process option if work in" is how to process working time during 'off-day'
 Ignore working hours: Ignore attendance
 Usual daily working T&A: Process it as usual working day.
- Usual off-day: Calculate every working time and add up into off-day working. - The code of working day, off-day, holiday, vacation, business trip should be different.

Register Off Day Work	×
Code 2001 Name Off Day	<pre>< Setting Work Time > Example : Yesterday[-22:40], Today[17:30], Tomorrow[+08:20]</pre>
Code Offday Name	In Time Zone 06:00 ~ 15:00 Out Time Zone 12:00 ~ +05:00 Early Undefined early time • 00:00 ~ 00:00 Basic During working time • 00:00 ~ 00:00 Over Undefined over time • 00:00 ~ 00:00 Night Undefined night time • 00:00 ~ 00:00 Select Excepting Time Code exception time name 0001 Lunch Time 0002 Dinner Time
Process option if work in usual offday T&A	Regist Modify Delete Close

< Off-day registration screen >



3-8. Register holiday

- You can set holiday only after registering holiday.
- Refer to the [T&A time setting] for holiday T&A setting.
- Holiday have priority over off-day.
- The code of working day, off-day, holiday, vacation, business trip should be different.

Register Holiday Work	X
Register Holiday Work Code 3001 Name Holiday Code Holiday Name SUU1 Holiday	<pre></pre>
Process option if work in usual offday T&A	Regist Modify Delete Close

< Holiday working registration screen>



3-9. Register vacation

- You could register all kinds of vacation and use them for scheduling.

Register	Vacat	tion			x
Code	4001				,
Name	Regul	ar Vacation		Regist	
Code 4001		Name Regular Vaca	tion	Modify	
				Delete	
					1
				Close	
					1

3-10. Register Business trip

- You could register all kinds of vacation and use them for scheduling.

Register	Business Trip		×
Code Name	5001 Business Trip	Regist	
Code 5001	Name Business Trip	Modify	
		Delete	
		Close	

< Register business trip screen>



3-11. Work schedule setting

- To set work schedule of chosen employee
- Press [Setting Period] button after setting period of T&A schedule
- Input screen which is possible to input T&A code directly is appear when you double click the item or use right-side button of the mouse. Input T&A code.
- -You can change the date by using up-down cursor.
- You can see employees registered on employee list when you select the department. And select the employee. (Check all employees when you choose all)
- To save all settings by pressing [Save] button. (The working schedule will not be saved before you save settings)

□ 2222 Jack 22222-222222 3333 Dennis 33333-333333 2006/07/07 Fri 2006/07/08 Sa 2006/07/09 Sur 2006/07/10 Mo 2006/07/11 Tur 2006/07/12 We 2006/07/15 Sa 2006/07/15 Sa 2006/07/16 Sur 2006/07/18 Tur 2006/07/18 Tur 2006/07/19 We 2006/07/19 We 2006/07/19 We 2006/07/21 Fri 2006/07/23 Sur 2006/07/23 Sur 2006/07/24 Mo	at 2 2001 : Off Day in 2 2001 : Off Day on 1 1001 : Weekday ie 1 1001 : Weekday id 1 1001 : Weekday iu 1 1001 : Weekday iu 1 1001 : Weekday iii 2 2001 : Off Day iiii 2 2001 : Off Day iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii
Find Dept, Icompany 2006/07/01 Sa ID Name Social Num 2006/07/02 Sur 1111 John 111111-1111111 2006/07/05 We 2222 Jack 22222-2222222 2006/07/06 Th 3333 Dennis 33333-3333333 2006/07/10 Mo 2006/07/11 Luc 2006/07/10 Sur 2006/07/10 Na 3333 Dennis 33333-3333333 2006/07/10 Mo 2006/07/12 We 2006/07/12 We 2006/07/11 Tu 2006/07/12 We 2006/07/12 We 2006/07/14 Fri 2006/07/15 Sa 2006/07/15 Sa 2006/07/16 Sur 2006/07/16 Sur 2006/07/18 Tu 2006/07/18 Tu 2006/07/19 We 2006/07/19 We 2006/07/19 We 2006/07/19 We 2006/07/21 Fri 2006/07/23 Sur 2006/07/23 Sur 2006/07/24 </th <th>at 2 2001 : Off Day in 2 2001 : Off Day on 1 1001 : Weekday ie 1 1001 : Weekday id 1 1001 : Weekday iu 1 1001 : Weekday iu 1 1001 : Weekday iii 1 1001 : Weekday iiii 1 1001 : Weekday iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii</th>	at 2 2001 : Off Day in 2 2001 : Off Day on 1 1001 : Weekday ie 1 1001 : Weekday id 1 1001 : Weekday iu 1 1001 : Weekday iu 1 1001 : Weekday iii 1 1001 : Weekday iiii 1 1001 : Weekday iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii
Find Dept, ✓ Include Sub-Dept, 2006/07/02 Sur ID Name Social Num 2006/07/03 Moi 1111 John 111111-1111111 2006/07/05 Wei 2222 Jack 22222-222222 2006/07/08 Sa 3333 Dennis 33333-3333333 2006/07/18 Sur 2006/07/18 Componential 2006/07/18 Sur 2006/07/18 Cum 2006/07/18 Sur 2006/07/18 Cum 2006/07/19 Wei 2006/07/18 Cum 2006/07/19 Wei 2006/07/18 Cum 2006/07/20 Thi 2006/07/21 Fri 2006/07/22 Sur 2006/07/18 Cum 2006/07/21 Fri 2006/07/22 Sur 2006/07/22 Sur 2006/07/23 Sur 2006/07/23 Sur 2006/07/23 Sur 2006/07/24 Moi 2006/07/23 Sur 2006/07/24 Moi 2006/07/24 Moi 2006/07/24 Moi 2006/07/24 Moi <td< td=""><td>at 2 2001 : Off Day in 2 2001 : Off Day on 1 1001 : Weekday ie 1 1001 : Weekday id 1 1001 : Weekday iu 1 1001 : Weekday iu 1 1001 : Weekday iii 1 1001 : Weekday iiii 1 1001 : Weekday iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii</td></td<>	at 2 2001 : Off Day in 2 2001 : Off Day on 1 1001 : Weekday ie 1 1001 : Weekday id 1 1001 : Weekday iu 1 1001 : Weekday iu 1 1001 : Weekday iii 1 1001 : Weekday iiii 1 1001 : Weekday iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii
ID Name Social Num 2006/07/03 Moi □ 1111 John 111111-1111111 2006/07/05 Wei □ 2222 Jack 22222-2222222 2006/07/06 Thi □ 3333 Dennis 33333-3333333 2006/07/08 Sa □ 3333 Dennis 33333-3333333 2006/07/10 Moi □ 2006/07/08 Sa 2006/07/10 Sa □ 2006/07/10 Moi 2006/07/10 Moi □ 2006/07/11 Tu 2006/07/12 Wei □ 0006/07/12 Wei 2006/07/13 Thi □ 0006/07/15 Sa 2006/07/15 Sa □ 0006/07/18 Tu 2006/07/18 Su □ 0006/07/19 Wei 2006/07/18 Su □ 0006/07/19 Wei 2006/07/19 Wei □ 0006/07/20 Thi 2006/07/21 Fri □ 0006/07/23 Su 2006/07/24 Moi	ın 2 2001 : Off Day on 1 1001 : Weekday ie 1 1001 : Weekday id 1 1001 : Weekday iu 1 1001 : Weekday ii 1 1001 : Weekday at 2 2001 : Off Day in 2 2001 : Off Day on 1 1001 : Weekday
ID Name Social Num 2006/07/03 Moi □ 1111 John 111111-1111111 2006/07/05 Wei □ 2222 Jack 22222-2222222 2006/07/06 Thi □ 3333 Dennis 33333-3333333 2006/07/08 Sa □ 3333 Dennis 33333-3333333 2006/07/10 Moi □ 2006/07/08 Sa 2006/07/10 Sa □ 2006/07/10 Moi 2006/07/10 Moi □ 2006/07/11 Tu 2006/07/12 Wei □ 0006/07/12 Wei 2006/07/13 Thi □ 0006/07/15 Sa 2006/07/15 Sa □ 0006/07/18 Tu 2006/07/18 Su □ 0006/07/19 Wei 2006/07/18 Su □ 0006/07/19 Wei 2006/07/19 Wei □ 0006/07/20 Thi 2006/07/21 Fri □ 0006/07/23 Su 2006/07/24 Moi	ie 1 1001 : Weekday ad 1 1001 : Weekday iu 1 1001 : Weekday ri 1 1001 : Weekday at 2 2001 : Off Day in 2 2001 : Off Day on 1 1001 : Weekday
□ 2222 Jack 22222-222222 2006/07/07 Fri □ 3333 Dennis 33333-333333 2006/07/08 Sa 2006/07/10 Mo 2006/07/11 Tu 2006/07/12 We 2006/07/13 Th 2006/07/14 Fri 2006/07/15 Sa 2006/07/15 Sa 2006/07/15 Sa 2006/07/17 Mo 2006/07/18 Tu 2006/07/19 We 2006/07/19 We 2006/07/19 We 2006/07/19 We 2006/07/19 We 2006/07/20 Th 2006/07/23 Su 2006/07/23 Su	ed 1 1001 : Weekday u 1 1001 : Weekday ri 1 1001 : Weekday at 2 2001 : Off Day un 2 2001 : Off Day un 1 1001 : Weekday
□ 2222 Jack 22222-222222 2006/07/07 Fri □ 3333 Dennis 33333-333333 2006/07/08 Sa 2006/07/10 Mo 2006/07/11 Tu 2006/07/12 We 2006/07/13 Th 2006/07/14 Fri 2006/07/15 Sa 2006/07/15 Sa 2006/07/15 Sa 2006/07/17 Mo 2006/07/18 Tu 2006/07/19 We 2006/07/19 We 2006/07/19 We 2006/07/19 We 2006/07/19 We 2006/07/20 Th 2006/07/23 Su 2006/07/23 Su	nu 1 1001 : Weekday ri 1 1001 : Weekday at 2 2001 : Off Day nn 2 2001 : Off Day nn 1 1001 : Weekday
□ 2222 Jack 22222-222222 2006/07/07 Fri □ 3333 Dennis 33333-333333 2006/07/08 Sa 2006/07/10 Mo 2006/07/11 Tu 2006/07/12 We 2006/07/13 Th 2006/07/14 Fri 2006/07/15 Sa 2006/07/15 Sa 2006/07/15 Sa 2006/07/17 Mo 2006/07/18 Tu 2006/07/19 We 2006/07/19 We 2006/07/19 We 2006/07/19 We 2006/07/19 We 2006/07/20 Th 2006/07/23 Su 2006/07/23 Su	ri 1 1001 : Weekday at 2 2001 : Off Day in 2 2001 : Off Day on 1 1001 : Weekday
□ 3333 Dennis 333333-333333 2006/07/08 Sa 2006/07/09 Su 2006/07/10 Mo 2006/07/12 We 2006/07/13 Th 2006/07/14 Fri 2006/07/15 Sa 2006/07/15 Sa 2006/07/16 Su 2006/07/18 Tu 2006/07/18 Tu 2006/07/19 We 2006/07/19 We 2006/07/21 Fri 2006/07/21 Sa 2006/07/23 Su 2006/07/24 Mo	at 2 2001 : Off Day In 2 2001 : Off Day In 1 1001 : Weekday
2006/07/09 Sur 2006/07/10 Mo 2006/07/11 Tu 2006/07/12 We 2006/07/13 Th 2006/07/15 Sa 2006/07/16 Sur 2006/07/18 Tu 2006/07/18 Tu 2006/07/19 We 2006/07/19 We 2006/07/20 Th 2006/07/21 Fri 2006/07/23 Sur 2006/07/24 Mo	on 1 1001 : Weekdav
2006/07/11 Tu: 2006/07/12 We 2006/07/13 Thi 2006/07/14 Fri 2006/07/15 Sa 2006/07/16 Su 2006/07/18 Tu: 2006/07/18 Tu: 2006/07/19 We 2006/07/20 Thi 2006/07/21 Fri 2006/07/21 Sa 2006/07/23 Su 2006/07/24 Mo	on 1 1001 : Weekdav
2006/07/11 Tu: 2006/07/12 We 2006/07/13 Thi 2006/07/14 Fri 2006/07/15 Sa 2006/07/16 Su 2006/07/18 Tu: 2006/07/18 Tu: 2006/07/19 We 2006/07/20 Thi 2006/07/21 Fri 2006/07/21 Sa 2006/07/23 Su 2006/07/24 Mo	I 1001 · Weekuay
2006/07/12 We 2006/07/13 Thi 2006/07/14 Fri 2006/07/15 Sa 2006/07/16 Su 2006/07/17 Mo 2006/07/18 Tuc 2006/07/19 We 2006/07/20 Thi 2006/07/21 Fri 2006/07/22 Sa 2006/07/23 Su 2006/07/23 Su	
2006/07/15 Sa 2006/07/16 Sur 2006/07/18 Tur 2006/07/18 Tur 2006/07/19 We 2006/07/20 Thr 2006/07/21 Fri 2006/07/23 Sur 2006/07/23 Sur 2006/07/24 Mo	ed 1 1001 : Weekday
2006/07/15 Sa 2006/07/16 Sur 2006/07/18 Tur 2006/07/18 Tur 2006/07/19 We 2006/07/20 Thr 2006/07/21 Fri 2006/07/23 Sur 2006/07/23 Sur 2006/07/24 Mo	
2006/07/15 Sa 2006/07/16 Sur 2006/07/18 Tur 2006/07/18 Tur 2006/07/19 We 2006/07/20 Thr 2006/07/21 Fri 2006/07/23 Sur 2006/07/23 Sur 2006/07/24 Mo	ri 1 1001 : Weekday
2006/07/16 Sur 2006/07/17 Moi 2006/07/18 Tu 2006/07/19 We 2006/07/20 Th 2006/07/21 Fri 2006/07/22 Sa 2006/07/23 Sur 2006/07/23 Sur	at 2 2001 : Off Day
2006/07/19 We 2006/07/20 Th 2006/07/21 Fri 2006/07/22 Sa 2006/07/23 Su 2006/07/23 Su	
2006/07/19 We 2006/07/20 Th 2006/07/21 Fri 2006/07/22 Sa 2006/07/23 Su 2006/07/23 Su	on 1 1001 : Weekday
2006/07/19 We 2006/07/20 Th 2006/07/21 Fri 2006/07/22 Sa 2006/07/23 Su 2006/07/23 Su	ie 1 1001 : Weekdav
	ed 1 1001 : Weekday
	u 1 1001 : Weekday
	ri 1 1001 : Weekday at 2 2001 : Off Day
2006/07/24 Mo	at 2 2001 : Off Day
2006/07/24 Mol	in 2 2001 : Off Day
900C/07/9E T	
2006/07/25 Tu 2006/07/26 We	ie 1 1001 : Weekday ed 1 1001 : Weekday
2006/07/26 We 2006/07/27 Thu	u 1 1001 : Weekday
2006/07/28 Fri	ri 1 1001 ; Weekday
2006/07/29 Sa	at 2 2001 : Off Day
2006/07/29 Sa 2006/07/30 Su	
2006/07/31 Mo	E Loot on Day
All Select All Cancel	on 1 1001 : Weekday

< Department T&A setting screen>



3-11-1. Choose T&A on work setting

- You can select T&A mode by double-clicking the item or click the right-side button of the mouse when changing T&A setting.
- You can see every T&A(working day, off-day, holiday, vacation, and business trip) on combo box
- The code will be changed automatically when you select T&A

(The code is set as working day-1, off-day-2, holiday-3, vacation-4, business trip-5)

Date Settin	g	Bulk S	Setting	Save		Close	
date	day	Ту	work se	etting		direct i	
2006/07/01	Sat	2	2001 : Off E)ay	-		
2006/07/02	Sun	2	[**** : Unse	A&T heitte			
2006/07/03	Mon	1	1001 : Wee	kdav			
2006/07/04	Tue	1	1002 : Morr	ning Shiftwork t Shiftwork			
2006/07/05	Wed	1	1003 : Nigh	t Shiftwork			
2006/07/06	Thu	1	2001 : Off L	Jav			
2006/07/07	Fri	1	3001 : Holid	lay .			
2006/07/08	Sat	2	4001 : Regi 5001 : Busi	ular Vacation			
2006/07/09	Sun	2					
2006/07/10	Mon	1	1001 : Wee	ekday			

< T&A setting combo box screen>

3-11-2. Register T&A code directly

- You can move the input screen by clicking up-down cursor after the input screen is appeared.
- The code which is input directly have priority over selected T&A
- There will be an error if there's something wrong with code like a unregistered code.

	Date Settin	g	Bulk S	Setting	Save	Close	
[date	day	Ту	work	setting	direct i	
	2006/07/01	Sat	2	2001 : O		2001	
	2006/07/02	Sun	2	2001 : C		2001	
	2006/07/03	Mon	1	1001 : W	/eekday		

< Code input screen on direct input>



3-11-3. Find Dep't

- The function to find specific department among all department organizations.
- You can see all sub-department by clicking [+] tap in front of department name
- You only can see the department which is registered on department input menu.

- Press OK button after selecting department. (You can not choose 'OK' if you double-click it)

Find Part	×
Company Organization	
⊡… ● Company ⊡… ∰ HQ, Dept1 Dept2	
Ok Cancel	

< Find Dep't screen >



3-12. Modify T&A schedule

- Select employee by running [Find employee].
- Press [Date setting] button after setting modifying period.
- Press [Save] button after finishing modify T&A
 - (T&A will not be changed unless you select "save")

	1 Em	p, ID	1111	
Find Employee	Nar	ne	John	
	⊥ _{Soc}	ial Nu	m 111111-111111	
	Modif	y Perio	od 2006-07-01 💌 ~ 200	06-07-31 💽
Date Se	etting		Save	Close
date	day	Ту	work setting	direct input
2006/07/01	Sat		2001 : Off Day	▼
2006/07/02	Sun	2	**** : Unsettled T&A	=
2006/07/03	Mon	1	11001 : Weekday	
2006/07/04	Tue	1	1001 : Weekday 1002 : Morning Shiftwork	
2006/07/05	Wed	1	1003 : Night Shiftwork	
2006/07/06	Thu	1	2001:Off Dav	
2006/07/07	Fri	1	3001 : Holiday	
2006/07/08	Sat	2	4001 : Regular Vacation	
2006/07/09	Sun	2	5001 : Business Trip	
2006/07/10	Mon	1	1001 : Weekday	
2006/07/11	Tue	1	1001 : Weekday	
2006/07/12	Wed	1	1001 : Weekday	
2006/07/13	Thu	1	1001 : Weekday	
2006/07/14	Fri	1	1001 : Weekday	
2006/07/15	Sat	2	2001 : Off Day	
2006/07/16	Sun	Ž	2001 : Off Dav	
2006/07/17	Mon	1	1001 : Weekday	
2006/07/18	Tue	1	1001 : Weekday	
2006/07/19	Wed	1	1001 : Weekday	
2006/07/20	Thu	1	1001 : Weekdav	
2006/07/20 2006/07/21	Fri	1	1001 : Weekday	
2006/07/22	Sat	2	2001 : Off Day	
2006/07/23	Sun	2	2001 : Off Day	
2006/07/24	Mon	1	1001 : Weekdav	
2006/07/25	Tue	1	1001 : Weekday	
2006/07/26	Wed	1	1001 : Weekday	
2006/07/27	Thu	1	1001 : Weekday	
2006/07/28	Fri	1	1001 : Weekdav	
2006/07/29	Sat	2	2001 : Off Day	
2006/07/30	Sun	2	2001 : Off Day	
2006/07/31	Mon	1	1001 : Weekday	



3-12-1. Find Employee

- You can see employee number, name, social number of registered employee.
- Select employee and press ok.
- You can search employees who have same name by their social number.

F	ind Employe				×
	Emp. ID 1111		Name	John]
	ID	Name		Social Num	
	2222	John Jack		1111111-1111111 222222-2222222	
	3333	Dennis		333333-3333333	
	,				
		0k	(Cancel	

< Find employee screen >



4. T&A Process

4-1. Import entrance data

- Import process which import data from FP server database. This function should be preceded for T&A process.
- You can import attendance data. And the data will reflect modified contents by administrator. Check "delete all modify data" if you don't want to reflect modified contents

Import Entrance Data	×
Period 2006-07-01 - ~ 2006-07-31 -	Import
🗂 Delete All modify data	Close
Import & Export time data is completed,!!!	

< Import T&A data screen >

4-2. Modify T&A data

- The administrator can modify T&A record.
- Check employee name and period, and click "view data".
- Select data and press delete button to delete records. The record will be initialize.



4. T&A Process

4-4. Personal T&A process

- Use when you want to change T&A information or when employee information is changed.
- Select employee on 'Find employee' menu. And process T&A after setting period.

Personal T&A	Process	×
Find Employee	Emp. ID 1111 Emp. Name John Social Num 111111-111111 Period 2006-07-01 • ~ 2006-07-31 • Ignore modified data	T&A settlement Close
Status Pers	sonal time and attendance procedure is completi	
Date 📔 Example : Yes	In Time Out Time sterday[-22:40], Today[17:30],	

< personal T&A process screen >

Personal T&A	Process		×
Find Employee	Emp, ID Emp, Name	John	continuous process
	Social Num Period 2006-	07-01 • ~ 2006-07-31 •	Close
Status 172000	· · ·	nore modified data	
,		ate procedure of time and attend	
, .	′07/04 In Tim terday[-22:40],	e 08:50 Out Time #: Today[17:30],	



4-5. T&A summary

- To sum up each item within the period as you set
- You can see data of one month automatically when you select the month which you want to check. Data of one month is appear as you set on [setting configuration].
 To set a period when you want to set specific period.

T&A Sun	nmary Process		×
Select N Period	Month : 2006 Year 6 - Month 2006/06/01 • ~ 2006/06/30 • Ignore modified data	Process	Close
Status			

< T&A summary screen>

4-6. Modify T&A output

- You can modify attendance and working time after T&A summary process.
- Select employee through [Find employee] and press[Output] after setting period.
- Save all changed settings by pressing [modify] after modification is finished.



4. T&A Process

work setting 1001 : Weekday 1001 : Weekday 2001 : Off Day 2001 : Off Day 1001 : Weekday 1001 : Weekday	In 09:00 09:0- 19:0- 19:0- 19:0- 19:0- 19:0- 19:0- 19:0- 09:00 09:00 09:00 09:00 19:00	Out 23:00 20:30 #: #: #: #: #: #: 19:20 18:00 19:28 #:-8	Late 00:00 00:16 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:017 00:00 00:17 00:00 00:00	Leave 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00	Early 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00	Basic 07:55 07:44 00:00 00	Over 03:00 01:30 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00	Night 01:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00	Off 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00	Money 11000 80000 0 0 0 0 0 0 0 0 0 0 0 0 0 0
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2001 : Off Day 2001 : Off Day 1001 : Weekday 1001 : Weekday 1001 : Weekday 1001 : Weekday 1001 : Weekday 2001 : Off Day 2001 : Off Day 2001 : Off Day 1001 : Weekday 1001 : Weekday 1001 : Weekday 1001 : Weekday 1001 : Weekday 1001 : Weekday 2001 : Off Day	#: #: #: #: #: #: 08:55 09:17 09:00 9:00 #:	#: #: #: #: #: #: #: 19:20 18:00 18:00 19:48 #-:	00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:17 00:00	00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00	00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00	00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00	00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:20 00:00 00:00 00:00	00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00	00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
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1001 : Weekdaý 1001 : Weekday 2001 : Off Dav	09:00 09:00 #:	18:00 19:48 #:	00:00	00:00 00:00	00:00	08:00	00:00	00:00	00:00	80000
1001 : Weekday 2001 : Off Dav	09:00 #:	19:48 #:	00:00	00:00						
2001 : Off Dav	#:	#:			00,00			00:00		
2001 : Off Day 2001 : Off Day		#,	00,00		00:00	00:00	00:48 00:00	00:00	00:00 00:00	70000 0
		#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1001 : Weekdav	#	#	00:00	00:00	00:00	07:40	00:00	00:00	00:00	70000
1001 : Weekday	09.20	18:00	00:20	00:00	00:00	07:40	00:00	00:00	00:00	80000
1001 : Weekday	00:51	18:00	00:00	00:00	00:09	07:46	00:00	00:00	00:00	70000
1001 : Weekday	#:	#:	00:14	00:00	00:00	07:46	00:00	00:00	00:00	70000
	09:00	#	00:00	00:00	00:00	07:58	00:00	00:00	00:00	70000
1001 : Weekday		10:00								90000
2001 : Off Day		19:00								90000
2001 : Off Day						00:00				80000
										80000
1001 ; Weekday										80000
1001 ; Weekday										80000
										80000
тоот : weekday	08:51	18:00	00:00	00:00	00:09	08:00	00:00	00:00	00:00	80000
2 1 1 1	001 : Off Day 001 : Off Day 001 : Weekday 001 : Weekday 001 : Weekday 001 : Weekday 001 : Weekday	001 : Off Day 09:40 001 : Off Day #: 001 : Weekday 08:59 001 : Weekday 08:56 001 : Weekday 08:56 001 : Weekday 08:58	001 : Off Day 09:40 19:30 001 : Off Day #: #: 001 : Weekday 08:59 18:00 001 : Weekday 08:56 18:00 001 : Weekday 08:58 18:00 001 : Weekday 08:58 18:00	001 : Off Day 09:40 19:30 00:00 001 : Off Day #: #: 00:00 001 : Weekday 08:59 18:00 00:00 001 : Weekday 08:56 18:00 00:00 001 : Weekday 08:58 18:00 00:00 001 : Weekday 08:58 18:00 00:00	001:Off Day 09:40 19:30 00:00 00:00 001:Off Day #: #: 00:00 00:00 001:Weekday 08:59 18:00 00:00 00:00 001:Weekday 08:56 18:00 00:00 00:00 001:Weekday 08:58 18:00 00:00 00:00 001:Weekday 08:58 18:00 00:00 00:00	001:0ff Day 09:40 19:30 00:00 00:00 001:0ff Day #: #: 00:00 00:00 00:00 001:Weekday 08:59 18:00 00:00 00:00 00:01 001:Weekday 08:56 18:00 00:00 00:00 00:01 001:Weekday 08:56 18:00 00:00 00:00 00:01 001:Weekday 08:58 18:00 00:00 00:00 00:01	001: Off Day 09:40 19:30 00:01 08:00 00:01 Weekday 08:59 18:00 00:00 00:01 08:00 001: Weekday 08:59 18:00 00:00 00:01 00:01 08:00 001: Weekday 08:58 18:00 00:00 00:01 08:00 001: Weekday 08:58 18:00 00:00 00:02 08:00	001:Off Day 09:40 19:30 00:00 00:00 00:00 00:00 00:00 001:Off Day #: #: 00:00 00:00 00:00 00:00 00:00 001:Weekday 08:59 18:00 00:00 00:00 00:01 08:00 00:00 001:Weekday 08:56 18:00 00:00 00:00 00:04 08:00 00:00 001:Weekday 08:58 18:00 00:00 00:00 00:01 08:00 00:00 001:Weekday 08:58 18:00 00:00 00:00 00:02 08:00 00:00 001:Weekday 08:58 18:00 00:00 00:00 00:02 08:00 00:00	001:Off Day 09:40 19:30 00:00 00:00 00:00 00:00 00:00 00:00 00:00 001:Off Day #: #: 00:00 00:00 00:00 00:00 00:00 00:00 001:Weekday 08:59 18:00 00:00 00:00 00:01 08:00 00:00 00:00 001:Weekday 08:56 18:00 00:00 00:00 00:04 08:00 00:00 00:00 001:Weekday 08:58 18:00 00:00 00:00 00:01 08:00 00:00 00:00 001:Weekday 08:58 18:00 00:00 00:00 00:01 08:00 00:00 00:00 001:Weekday 08:58 18:00 00:00 00:00 00:01 08:00 00:00 00:00 001:Weekday 08:58 18:00 00:00 00:00 00:00 00:00 00:00 00:00	001: Off Day 09:40 19:30 00:00



Leave	Early	Basic	Over	Night	Off	Money
00:00	00:00	07:55	03:00	01:00	00:00	110000
00:00	00:00	07:44	01:30	00:00	00:00	80000
00:00	00:00	00:00	00:00	00:00	00:00	0
00:00	00:00	00:00	00:00	00:00	00:00	0
00:00	00:00	00:00	00:00	00:00	00:00	0
00:00	00:00	00:00	00:00	00:00	00:00	0



4. T&A Process

4-7. Modify T&A summary

- All T&A summary will appear after press [Find employee], and press [Output] after select period you want to summarize.
- Save all changed information by pressing [Modify] after changing items.

Modify T&A Summar	y in the second s		×
Find Employee Name Select Month	John		lodify Close
		Contents >	
Late Leav 1:07 0:00	ve Early Basic 0:31 118:36	Over Night 5:38 1:00	Off Day Pay Money

< Modify T&A summary screen >



5-1. T&A output

- You can check T&A output after selecting period when T&A process is finished.
- You can see data of specific employee when you appoint department by selecting[Find Dept.]. It indicates data of employee in Sub-department category when you clicking [include sub-dept.]
- Report function runs reporting tool which enable to change output data into print format or various formats.

John HQ 2006/05/01 Weekday 09:00 23:00 00:00 00:00 07:55 03:00 01:00 00:00 00:00 113 John HQ 2006/05/02 Weekday 09:10 20:30 00:10 00:00 07:44 01:30 00:00		Name	Dept,	Date	T&A Name		Out	Late	Leave	Early	Basic	Over	Night	Off	Mon
$ \begin{array}{c c c c c c c c c c c c c c c c c c c $	1					09:00								00:00	110000
John HQ. 2006/06/03 Off Day #-: #-: 00:00															8000
I John HQ, 2005/06/04 Off Day #: #: 00:00 <			HÕ	2006/06/03											0000
1 John HO, 2006/06/05 Weekday #: #: 00:00 <	1				Off Dav		#:				00:00	00:00	00:00	00:00	
1 John HQ, 2006/06/06 Weekday #: #: 00:00 <	1			2006/06/05	Weekday	#:	#:	00:00			00:00	00:00	00:00	00:00	
11 John HQ, 2006/05/07 Weekday #: #-: 00:00	1	John		2006/06/06	Weekdav	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	(
I John HQ, 2006/05/09 Weekday #-: #-: 00:00 <			HQ,	2006/06/07											(
I John HQ, 2006/05/10 Off Day #: #: 00:00 <			HQ,		Weekday		#:		00:00						(
John HQ, 2006/06/11 Off Day #: #: 00:00															(
1 John HQ, 2005/05/12 Weekday #-: #-: 00:00 <				2006/06/10	Off Day										(
John HQ, 2006/06/13 Weekday 08:55 19:20 00:00 00:05 08:00 00:20 00:00 00:00 1 John HQ, 2006/06/14 Weekday 09:17 18:00 00:17 00:00 07:43 00:00 <td< td=""><td></td><td></td><td>HQ,</td><td>2006/06/11</td><td>Off Day</td><td>#:</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>(</td></td<>			HQ,	2006/06/11	Off Day	#:									(
1 John HQ, 2005/05/14 Weekday 09:17 18:00 00:17 00:00 07:43 00:00 <th< td=""><td></td><td></td><td>HQ,</td><td>2006/06/12</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>(</td></th<>			HQ,	2006/06/12											(
John HQ, 2005/05/16 Weekday 09:00 19:48 00:00 00:00 00:00 07:50 00:48 00:00 00:00 1 John HQ, 2005/05/17 Off Day #: 00:00 <t< td=""><td></td><td></td><td>HQ,</td><td>2006/06/13</td><td>Weekday</td><td></td><td></td><td></td><td>00:00</td><td></td><td></td><td></td><td></td><td></td><td>80000</td></t<>			HQ,	2006/06/13	Weekday				00:00						80000
John HQ. 2006/06/16 Weekday 09:00 19:48 00:00 00:00 00:00 07:50 00:48 00:00 00:00 1 John HQ. 2006/06/17 Off Day #: #0:00 00:00 <t< td=""><td></td><td></td><td></td><td>2006/06/14</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>70000</td></t<>				2006/06/14											70000
1 John HQ, 2006/06/18 Off Day #-: #-: 00:00 <				2006/06/15											80000
1 John HQ, 2006/06/18 Off Day #-: #-: 00:00 <				2006/06/16	Weekday										7000
John HQ, 2006/05/19 Weekday 09:20 18:00 00:20 00:00 07:40 00:00			HQ,	2006/06/17											(
I John HQ. 2006/05/20 Weekday 08:51 18:00 00:00 <th< td=""><td></td><td></td><td>HQ,</td><td>2006/06/18</td><td>Uπ Day</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>(7000</td></th<>			HQ,	2006/06/18	Uπ Day										(7000
I1 John HQ. 2006/05/21 Weekday 09:14 18:00 00:14 00:00 07:45 00:00 <t< td=""><td></td><td></td><td></td><td>2006/06/19</td><td></td><td>09-20</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>80000</td></t<>				2006/06/19		09-20									80000
John HQ, 2006/06/22 Weekday #: #: 00:00															70000
I1 John HQ. 2006/05/23 Weekday 09:00 18:00 00:00 00:00 07:58 00:00 <t< td=""><td></td><td></td><td></td><td>2000/00/21</td><td>Wookdou</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>10000</td></t<>				2000/00/21	Wookdou										10000
I1 John HQ, 2006/05/24 Off Day 09:40 19:30 00:00 <t< td=""><td></td><td></td><td>HO.</td><td>2006/06/22</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>7000</td></t<>			HO.	2006/06/22											7000
1 John HQ, 2006/05/26 Weekday 08:59 18:00 00:00 00:01 08:00 00:00 00:01 08:00 00:00 00:01 08:00 00:00 00:01 00:00 <th< td=""><td></td><td></td><td>HO.</td><td>2006/06/24</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>90000</td></th<>			HO.	2006/06/24											90000
I1 John HQ, 2006/05/26 Weekday 08:59 18:00 00:00 00:01 08:00 00:00 00:01 08:00 00:00 00:01 08:00 00:00 00:01 00:00 <t< td=""><td></td><td></td><td></td><td>2006/06/25</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>50000</td></t<>				2006/06/25											50000
11 John HQ, 2006/06/27 Weekday 08:56 18:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00 11 John HQ, 2006/06/28 Weekday 08:59 18:00 00:00 00:00 00:00 00:01 08:00 00:00 00:00 00:00 11 John HQ, 2006/06/29 Weekday 08:58 18:00 00:00 00:00 00:00 00:00 00:00 00:00 00:00				2006/06/26											8000
1 John HQ, 2006/06/28 Weekday 08:59 18:00 00:00 00:00 00:01 08:00 00:00 00:00 00:00 1 1 John HQ, 2006/06/29 Weekday 08:58 18:00 00:00 00:00 00:02 08:00 00:00 00:00 00:00				2006/06/27											80000
11 John HQ, 2006/06/29 Weekday 08:58 18:00 00:00 00:00 00:02 08:00 00:00 00:00 00:00				2006/06/28									00:00	00:00	80000
	1		HQ.	2006/06/29		08:58	18:00	00:00	00:00	00:02	08:00	00:00	00:00	00:00	80000
1 John HQ, 2006/06/30 Weekday 08:51 18:00 00:00 00:00 00:09 08:00 00:00 00:00 00:00	1	John	HQ.	2006/06/30	Weekday	08:51	18:00	00:00	00:00	00:09	08:00	00:00	00:00	00:00	80000
11 John HQ, 2006/06/30 Weekday 08:51 18:00 00:00 00:00 00:09 08:00 00:00 00:00 00:00 00:00	1	John	HQ,	2006/06/30	Weekday	08:51	18:00	00:00	00:00	00:09	08:00	00:00	00:00	00:00	8

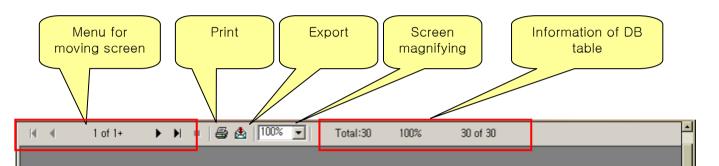
Period T&A Outpu

< Period T&A screen >



5-1-1. Report printing

- Report output data and enable to change format to printing format or etc.
- It indicates print menu of print function and export menu.



Period T&A Output

Emp. ID	Name	Dept.	Date	T&A Name	In	Out	Late	Leave	Earl
1111	John	HQ.	2006/06/01	Weekday	09:00	23:00	00:00	00:00	00:0
1111	John	HQ.	2006/06/02	Weekday	09:16	20:30	00:16	00:00	00:0
1111	John	HQ.	2006/06/03	Off Day	#:	#:	00:00	00:00	00:0
1111	John	HQ.	2006/06/04	Off Day	#:	#:	00:00	00:00	00:0
1111	John	HQ.	2006/06/05	Weekday	#:	#:	00:00	00:00	00:0
1111	John	HQ.	2006/06/06	Weekday	#:	#:	00:00	00:00	00:0
1111	John	HQ.	2006/06/07	Weekday	#:	#:	00:00	00:00	00:0
1111	John	HQ.	2006/06/08	Weekday	#:	#:	00:00	00:00	00:0
1111	John	HQ.	2006/06/09	Weekday	#:	#:	00:00	00:00	00:0
1111	John	HQ.	2006/06/10	Off Day	#:	#:	00:00	00:00	00:0
1111	John	HQ.	2006/06/11	Off Day	#:	#:	00:00	00:00	00:0
1111	John	HQ.	2006/06/12	Weekday	#:	#:	00:00	00:00	00:0
1111	John	HQ.	2006/06/13	Weekday	08:55	19:20	00:00	00:00	00:0
1111	John	HQ.	2006/06/14	Weekday	09:17	18:00	00:17	00:00	00:0
1111	John	HQ.	2006/06/15	Weekday	09:00	18:00	00:00	00:00	00:0
1111	John	HQ.	2006/06/16	Weekday	09:00	19:48	00:00	00:00	00:0
1111	John	HQ.	2006/06/17	Off Day	#:	#:	00:00	00:00	00:0
1111	John	HQ.	2006/06/18	Off Day	#:	#:	00:00	00:00	00:0



5-1-2. Print report

- Send output data to registered printer and print it.

Print			×
Printer:	system print Nozomi)	(Konica IP-011	OK
Print Ran	-		Cancel <u>C</u> opies: 1 :
		<u>T</u> o:	☑ Collate Cop <u>i</u> es

< Print report screen >

5-1-3. Export

- To change output data format.
- Select format.
- Select the form of destination.
- You can see file name when you select 'Disk file', and press [OK]. (Input file name)

Export	×
Eormat: Excel 5,0 (XLS)	ОК
Destination:	Cancel
Disk file 💌	



5-2. Daily T&A output

- Show data of all employee as selected T&A date.
- It is sorted by department. It indicates data of sub-department when you select department.

)aily T&	A Output													x
Find De		any Iude Sub-Dept,		Date 2006	-06-20 🔟	-	Outp	out	Re	eport		Close		
IDΔ	Name	Dept,	Position Name	T&A Name	In	Out	Late	Leave	Early	Basic	Over	Night	Off	Mon
1111	John	HQ,	Dept, Manager	Weekday	08:51	18:00	00:00	00:00	00:09	08:00	00:00	00:00	00:00	80000
2222	Jack	Dept1	Assistant Manager	Weekday	08:51	21:27	00:00	00:00	00:09	08:00	02:27	00:00	00:00	50000
3333	Dennis	Company	Assistant Manager	Weekday	09:29	18:00	00:29	00:00	00:00	07:31	00:00	00:00	00:00	7000

< daily T&A output screen >

5-3. Personal T&A output

- Show personal output data of selected employee.
- It is sorted by department. It indicates data of sub-department when you select department.

rsonal T&A Out	tput												
Find Em; Employee Nan	p. ID 1111 ne John		Period 2006-	06-01 👱	~ 200	06-06-30		Outp	ut	Repo	rt	Clos	е
ID	Name	Date	T&A Name	In	Out	Late	Leave	Early	Basic	Over	Night	Off	Mon
1111	John	2006/06/01	Weekdav	09:00	23:00	00:00	00:00	00:00	07:55	03:00	01:00	00:00	110000
1111	John	2006/06/02	Weekday	09:16	20:30	00:16	00:00	00:00	07:44	01:30	00:00	00:00	80000
1111	John	2006/06/03	Off Day	#:	#;	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	2006/06/04	Off Day	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	Ō
1111	John	2006/06/05	Weekday	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	2006/06/06	Weekday	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	2006/06/07	Weekday	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	2006/06/08	Weekday	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	2006/06/09	Weekday	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	2006/06/10	Off Day	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	2006/06/11	Off Day	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	2006/06/12	Weekday	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	2006/06/13	Weekday	08:55	19:20	00:00	00:00	00:05	08:00	00:20	00:00	00:00	80000

< personal T&A output screen >



5. T&A Output

5-4. T&A output summary

- Shows all T&A data when you select the date and press [Output].
- It is sorted by department. It indicates data of sub-department when you select department.

Find D	lept, Compai	ny de Sub-Dept,	Sel	ect Month 2006 Yea	ar 6 💌	Month	Outpi	ut	Report		Close	
D	Name	Social Num	Dept,	Position Name	Late	Leave	Early	Basic	Over	Night	Off	Money
333	Dennis	333333-3333333	Company	Assistant Manager	0:00	0:00	0:00	0:00	0:00	0:00	0:00	(
111	John	111111-1111111	HQ,	Dept, Manager	1:07	0:00	0:31	118:36	5:38	1:00	9:50	1270000
222	Jack	222222-2222222	Dept1	Assistant Manager	0:00	0:00	0:00	0:00	0:00	0:00	0:00	(

< T&A output summary >

5-5. Absent employee output

- Shows absent employee. Press output after select period.
- It is sorted by department. It indicates data of sub-department when you select department.

Find Dept	_		Output	Report	Close
D	Name	Dept,	Position Name	Date	T&A Name
3333 3333 111 111 111 111 111 111 111 1	Dennis Dennis John John John John John	Company Company HQ, HQ, HQ, HQ, HQ, HQ, HQ, HQ, HQ,	Assistant Ma Assistant Ma Dept, Manager Dept, Manager Dept, Manager Dept, Manager Dept, Manager Dept, Manager	2006/06/05 2006/06/06 2006/06/05 2006/06/06 2006/06/07 2006/06/08 2006/06/09 2006/06/12 2006/06/12	Weekday Weekday Weekday Weekday Weekday Weekday Weekday Weekday Weekday
111	John	HQ,	Dept, Manager	2006/06/22	Weekday



5-6. Late employee output

- Shows late employees.

e Employe	e Output								
Find Doot	Company								
Find Dept,	🔽 Include	Sub-Dept,		0	utput	Report		Close	
Period	2006-06-01	• ~ 2006-0	6-30 💌						_
D	Name	Dept,	Position Name	Date	T&A Name	In	Out	Late	
3333	Dennis	Company	Assistant Ma	2006/06/01	Weekday	09:12	18:00	00:12	_
3333	Dennis	Company	Assistant Ma	2006/06/02	Weekday	09:24	18:00	00:24	
3333	Dennis	Company	Assistant Ma	2006/06/08	Weekday	09:20	18:00	00:20	
3333	Dennis	Company	Assistant Ma	2006/06/12	Weekdav	09:17	18:00	00:17	
333	Dennis	Company	Assistant Ma	2006/06/13	Weekdav	09:23	18:00	00:23	
1333	Dennis	Company	Assistant Ma	2006/06/15	Weekday	09:11	18:00	00:11	
1333	Dennis	Company	Assistant Ma	2006/06/20	Weekdav	09:29	18:00	00:29	
3333	Dennis	Company	Assistant Ma	2006/06/21	Weekday	09:14	18:00	00:14	
1333	Dennis	Company	Assistant Ma	2006/06/23	Weekday	09:16	18:00	00:16	
333	Dennis	Company	Assistant Ma	2006/06/28	Weekday	09:32	18:00	00:32	
1333	Dennis	Company	Assistant Ma	2006/06/29	Weekday	09:18	18:00	00:18	
1333	Dennis	Company	Assistant Ma	2006/06/30	Weekdav	09:14	18:00	00:14	
111	John	HQ,	Dept, Manager	2006/06/02	Weekdav	09:16	20:30	00:16	
iii	John	HQ,	Dept, Manager	2006/06/14	Weekday	09:17	18:00	00:17	
iii	John	HQ,	Dept, Manager	2006/06/19	Weekday	09:20	18:00	00:20	
iii	John	HQ.	Dept, Manager	2006/06/21	Weekday	09:14	18:00	00:14	
222	Jack	Dept1	Assistant Ma	2006/06/06	Weekdav	11:53	18:00	02:53	
222	Jack	Dept1	Assistant Ma	2006/06/13	Weekday	12:43	18:00	02:55	
2222	Jack	Dept1	Assistant Ma	2006/06/27	Weekday	09:17	18:00	00:43	
	Jack	Depti	naaratanti Ma,	2000/00/27	тескцау	03.11	10.00	00.11	

< late employee screen >

5-7. Left employee output

- Shows left employees.

Find Dep Period	L 🔽 Include	e Sub-Dept,	-06-30 💌	Outpu	ut Re	eport	CI	ose
ID	Name	Dept,	Position Name	Date	T&A Name	In	Out	Leave
1111	John	HQ,	Dept, Manager	2006/06/14	Weekdav	09:17	17:30	00:30
1111	John	HQ,	Dept. Manager	2006/06/26	Weekday	08:59	15:30	02:30
1111	John	HQ,	Dept, Manager	2006/06/28	Weekday	08:59	17:23	00:37
2222	Jack	Dept1	Assistant Manager	2006/06/05	Weekday	08:56	16:50	01:10

< late employee screen >



5-8. Exit employee data

- Print list about working out of the office.
- You need to check [process exit time].

Find Par Perio	└ Include	Subpart	16-06-30 🔽	Out	put	Report		Close	
ID	Name	Dept,	Position Na	Date	T&A Name	ln (Out	Exit	Rtn
1111	John	HQ.	Dept, Mana	2006/06/13	Weekdav	08:55	19:20	08:55	12:11
1111	John	HQ.	Dept, Mana	2006/06/13	Weekdav	08:55	19:20	08:55	08:55
1111	John	HQ,	Dept, Mana	2006/06/16	Weekday	09:00	19:48	09:10	12:45
1111	John	HQ,	Dept, Mana	2006/06/16	Weekday	09:00	19:48	09:10	09:10
	Jack	Dept1	Assistant	2006/06/05	Weekday	08:56	16:50	08:56	10:39
2222	JACK			0000 200 205	Weekday	08:56	16:50	08:56	08:56
2222 2222	Jack	Dept1	Assistant	2006/06/05	теекцау	00.00	10.00		
2222		Dept1 Dept1	Assistant Assistant	2006/06/05	Weekday	08:48	19:40	08:48	19:40

< Exit employee screen >

5-9. Today late employee output

- Shows late employee until today.
- It is possible when the import process.
- Be careful when on the import date.

oday Lat	e Employee	Output]
Find De	ept. Compa Inclu	iny ide Sub-Dept,		Dutput	Report		Close
ID	Name	Dept,	Position Name	T&A Name	Start time	Attend	Late time
3333	Dennis	Company	Assistant Manager	Weekday	09:00	09:29	00:29



5-10. Employee info output

- Making list and print all information of registered staff as department.

Employee Info C)utput					X
Fina Dept, j 🦈	ompany Include Sub-De		Output R	leport	Close	
ID	Name	Social Num	Dept,	Posi	tion Name	
3333 1111	Dennis John	333333-3333333 111111-1111111	Company HQ,	Dept	ant Manager , Manager	
2222	Jack	222222-2222222	Dept1	Assist	ant Mañager	

< Employee info screen >

5-11. Print T&A schedule

- Print schedule of employee during specific period

A Schedul	e Uutput								
Find Dept,	Company I⊽ Include Sub-Dep		Period 2006-06-07	✓ 2006-06	-30 🔽	0	utput	Report Close	
ID	Name	Dept,	Position Name	Date	day	Ty	T&A Code	T&A Name	
3333	Dennis	Company	Assistant Man	2006/06/07	Wed	1	1001	Weekday	
3333	Dennis	Company	Assistant Man	2006/06/08	Thu	1	1001	Weekday	
3333	Dennis	Company	Assistant Man	2006/06/09	Fri	1	1001	Weekday	
3333	Dennis	Company	Assistant Man	2006/06/10	Sat	2	2001	Off Day	
3333	Dennis	Company	Assistant Man	2006/06/11	Sun	2	2001	Off Day	
3333	Dennis	Company	Assistant Man	2006/06/12	Mon	1	1001	Weekday	
3333	Dennis	Company	Assistant Man	2006/06/13	Tue	1	1001	Weekday	
3333	Dennis	Company	Assistant Man	2006/06/14	Wed	1	1001	Weekday	
3333	Dennis	Company	Assistant Man	2006/06/15	Thu	1	1001	Weekday	
3333	Dennis	Company	Assistant Man	2006/06/16	Fri	1	1001	Weekday	
3333	Dennis	Company	Assistant Man	2006/06/17	Sat	2	2001	Off Day	
3333	Dennis	Company	Assistant Man	2006/06/18	Sun	2	2001	Off Day	
3333	Dennis	Company	Assistant Man	2006/06/19	Mon	1	1001	Weekdáv	

< T&A schedule print screen >



5. T&A Output

5–12. T&A output

- Transfer processed T&A output and summary to external database.
- ODBC should be registered on "FpEmit" for external transference.
- Period should be per month when select transferring T&A output summary. (date will be ignored)
- Previous data registered on period that you select will be deleted before data transference.

Emit Res	sult to Outside		×
Period Data ★ Apply		~ 2006-06-30 💽 O Work Summary Summary,	Emit Close

< external T&A output transference screen>



6. T&A data management

6-1. Delete data

- Delete previous data to reduce the size of database and make process time faster.
- Please be careful to delete data since all entrance and T&A data will be deleted before deletion time.
- You can save data to check [delete after backup]. Refer to [6-2. Database backup].
- Data saving and database compression should be Microsoft Access Database (mdb File)

Delete Database	×
Delete date(Previous Delete) 2006-07-31 💽 Delete Close	
< Notice > Deletion is possible only in Microsoft Access Database(,mdb), All data prior to the deletion date will be deleted(Need to backup)	

< Delete database screen >



6. T&A data management

6-2. Database backup

- Function to backup database.
- The name of backup file will be saved on FpWork_DATE(8 digits).mdb
- The last database backup date will be today when you select [Save now]
- Data saving and database compression should be Microsoft Access
 Database (mdb File)

Database Backup	×					
Last database backup date 2001[Y] 01[M] 01[D]	Modify					
Setting schedule No confirmed reservation	Close					
Backup fold #FpWork_2,03#FpWork#Backur, Find	Save Now					
< Notice >						
Backup is possible only in Microsoft Access Database(,mdb),						
Save data when finishing program after reserved period	d					
Backup file name is [FpWork_yyyymmdd,mdb] format,						

< Database backup screen >



6. T&A data management

7-1. Main & extend DLL program info.

- Shows information of main and extend dll program.

7-1-1. Main program info.

- Shows information and version of main program.



< main program info. screen >

7-1-2. Extend DLL info

- Shows information and version of main program and extend dll.



< extend dll info. screen >