



T&A Control System Quick View of Software

Ver. 2.1.2

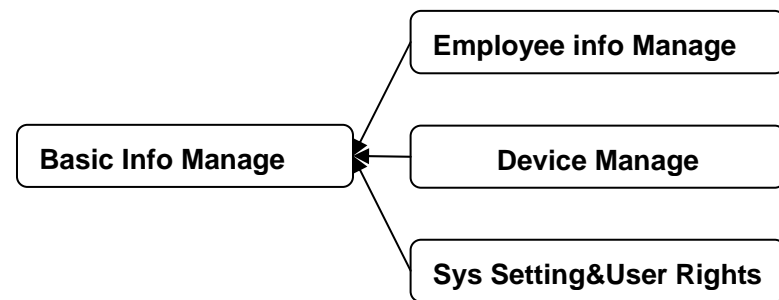
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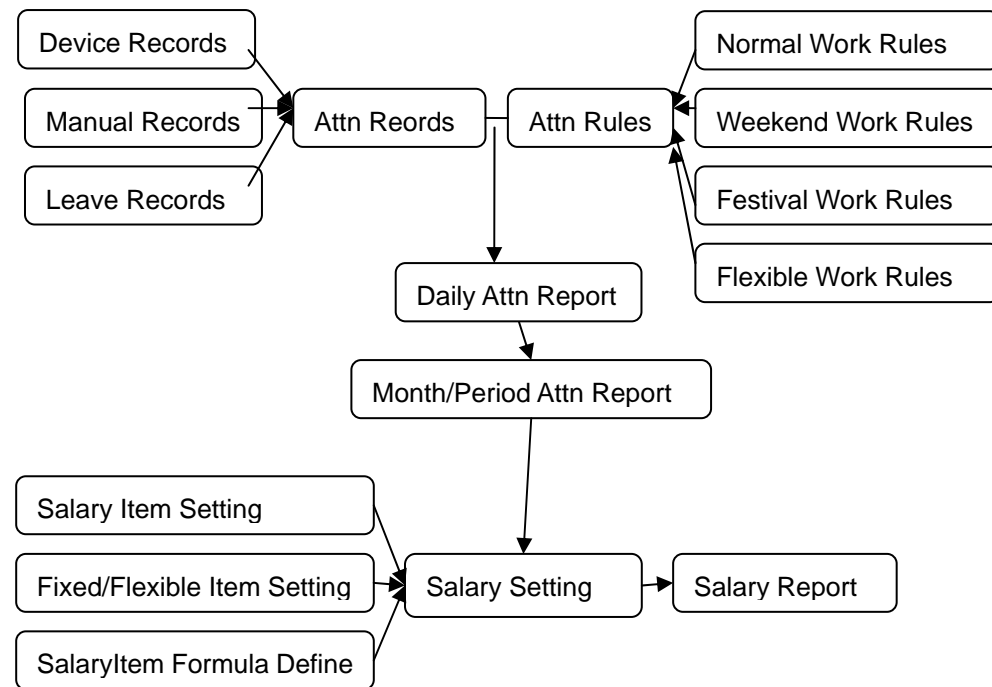
(Manual&Software will be updated to give new features, you can visit: <http://www.epordo.com/support/downloads.html> and download related files to updates or reinstall)

1、 Epordo T&A Software Basic Chart flow

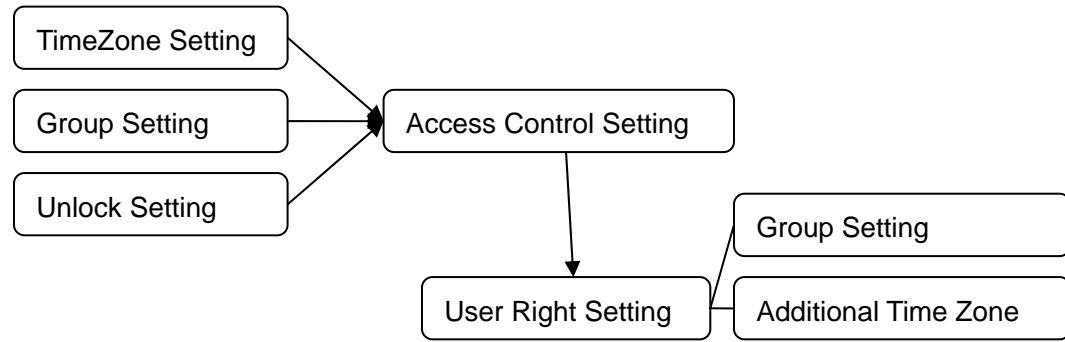
1.1 Basic Information Management



2.2 Attendance&Salary Management



1.3 Access Control Management



2、 Installation of Environments:

Tips:

This software can support [Windows XP](#), [Windows Vista](#), [Windows 7](#)

Please make sure you have following things ready in Operating System

1. Microsoft .Net Framework 2.0
2. Microsoft SQL 2000 with SP4, or 2005, also you can use Free Version: 2005 SQL Express in CD

If you are using Vista, Or Windows 7, please use administrator role when you install Software.

After you install software, please find the install folder in PC, please open the folder perpetrates via right mouse key, and assign full Access rights to trust installer via security option card.

If you can not register the software successfully, it may be the problem, the software don't have full rights to operate the files in installed folder.

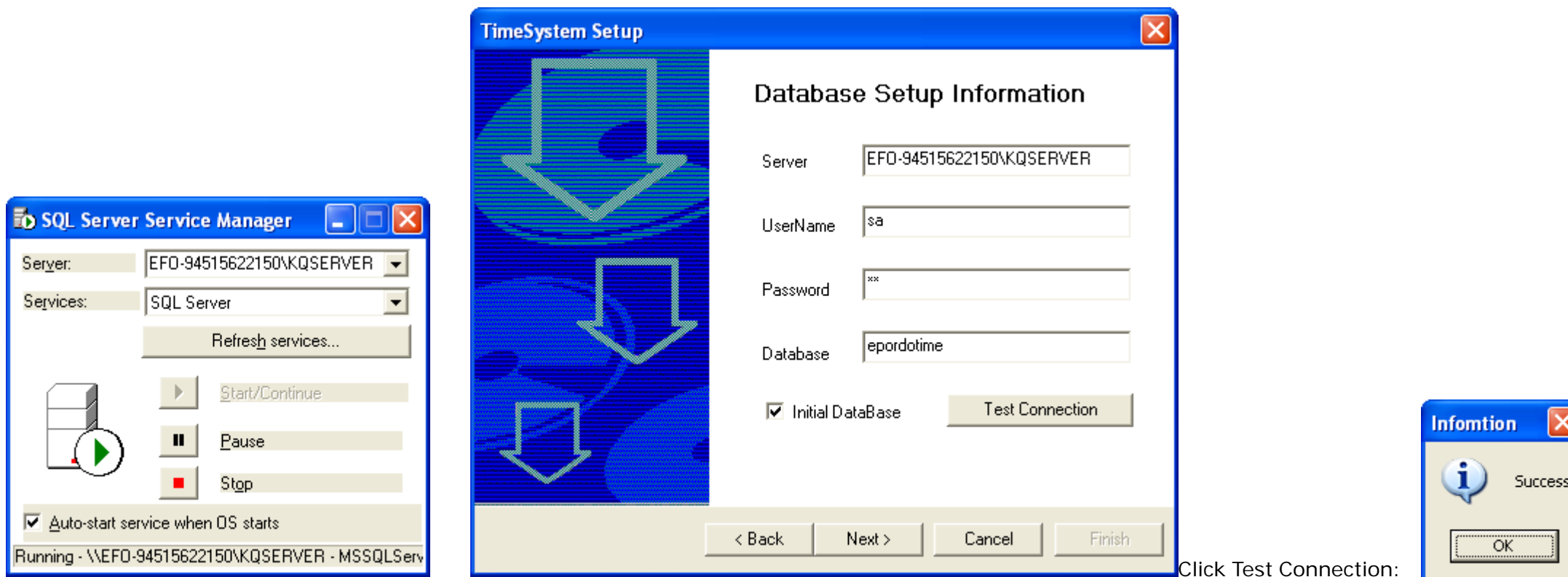
3、 Install Software:



Notes:

If you don't have TimeSystem Database, please select Initial Database when you install software.

Take MSSQL2000 for example, click SQL Server 



Click Test Connection:

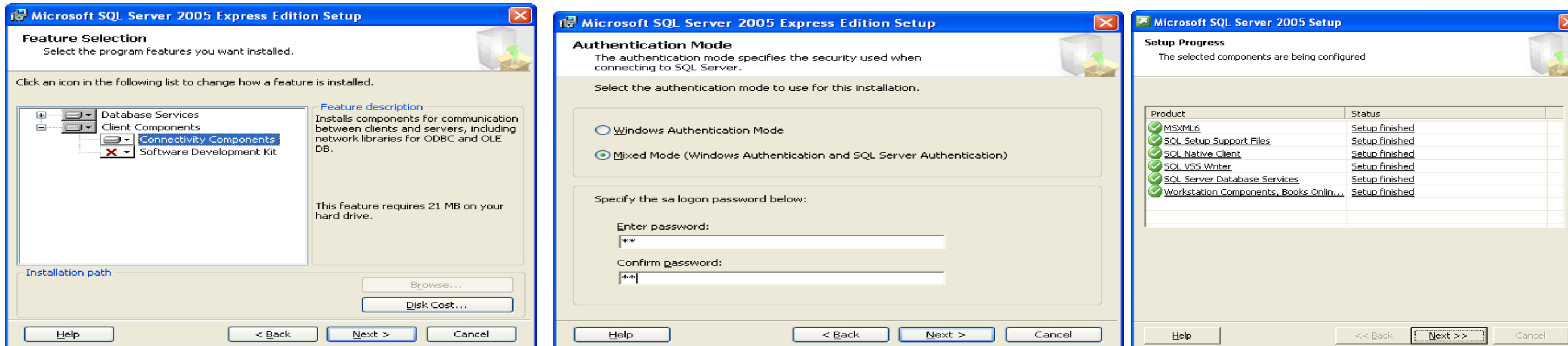
If you don't have any MS SQL server, you can install MSSQLEXPRESS in CD instead or download these files from Microsoft.com it's free.

MSSQLEXPRESS Install : Hint: Please make sure you first instal SQLEXPRESS.EXE, then Install SQLEXPRESS2005_SMSEE.msi



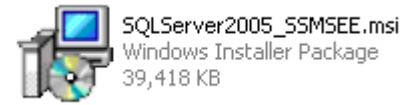
First Install

Install setting as following : Please Select Mixed Mode (Windows Authentication and SQL Server Authentication) Password enter more than 2 digit like 123

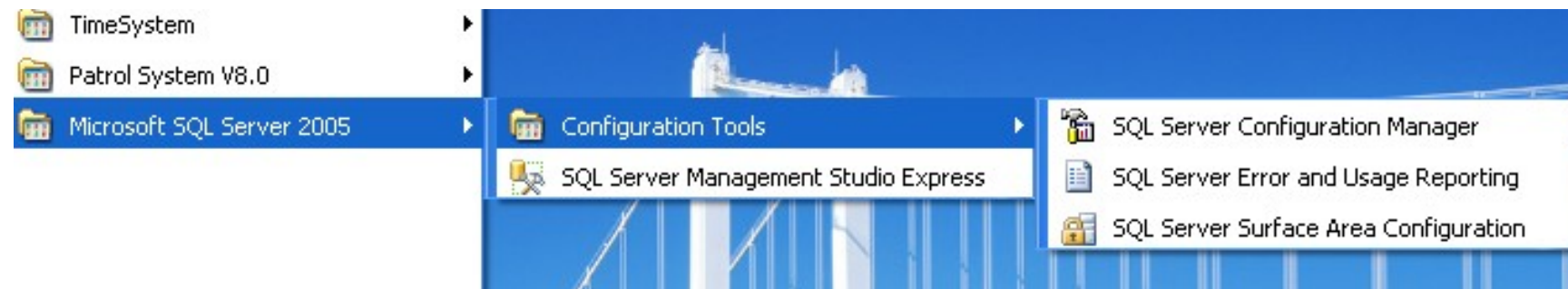


If you don't install, MSXML6, please install it by run "msxml6.msi"

If you want to manage SQLEXPRESS , Please install



3.2 After you finish the install above , you can select SQL Server Management Studio Express to manage the database



3.3 When you finish the installation of Database software, please install

Setup Link of Database: **please select Initial Database if you don't database ready**



Input Server Name: generally, it's your PCname\SQLEXPRESS
If you don't know ,you can run MS SQL Server Studio Express to see

sa is a fault user name for database created when you install server

Password is what you input when you install server like:123

This input box you can write your name

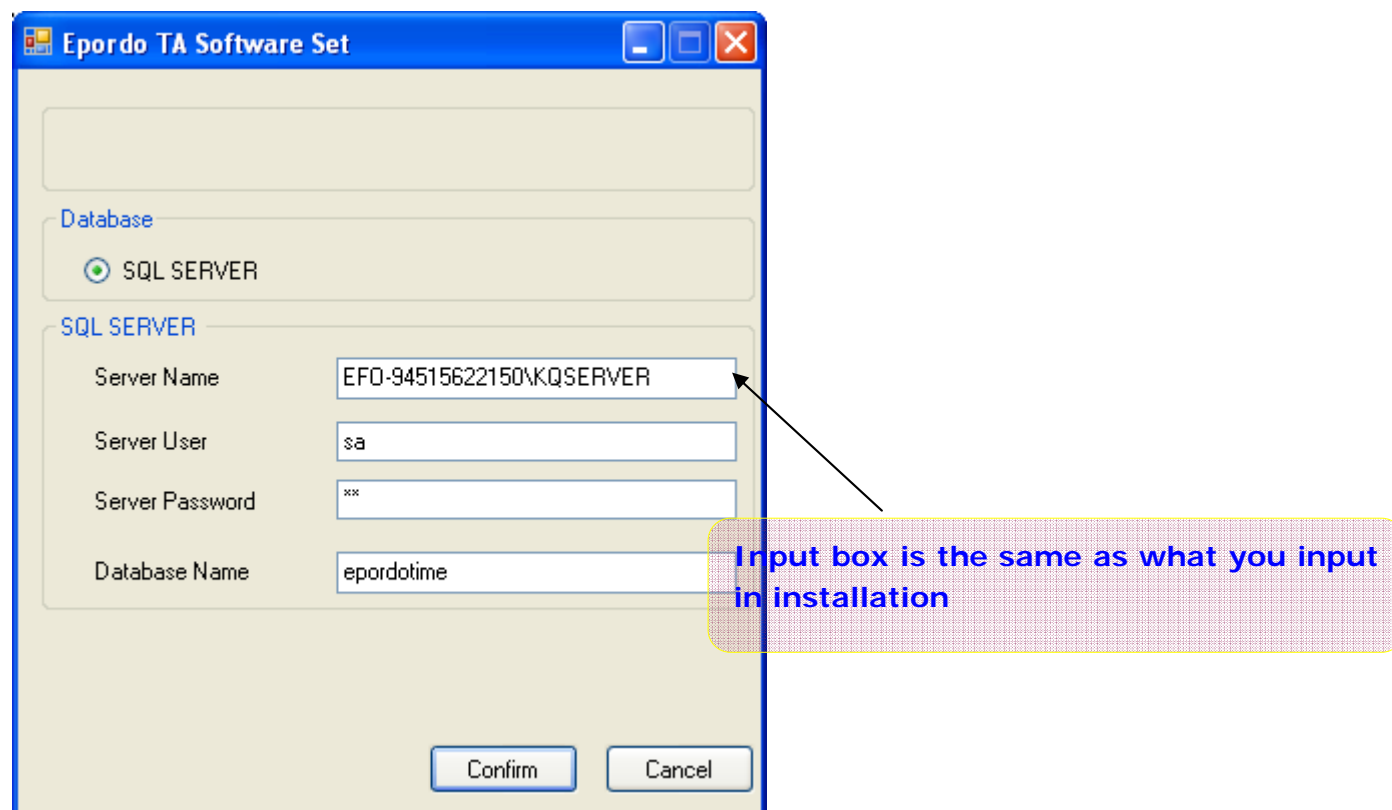
Click this button, if show success , you can click next button, if fail, you should check with MS SQL Server Studio Express , or see problem solution

If fail in connection, you check your password and user here with MS SQL Server Studio Express, if you can not connect also,please select windows authorization to connect, and see problem solution

3.4 Please run Database ICON



to run SetData window



Database Setup window

Tips:

There is two option for database, Access & MS SQL

Database Server Name : this is to link Database Server, make sure the database can be connected successfully

Database Server User and Password: this is used to link Database Server, make sure the User have right to operate the database you installed

Database Name: input the basebase name you installed when you install the Epordo T&A system

4. Register Software and Device

Hint: when you register Software or device, please check your PC's Internet link is available. If not you can not get the register code; if you want to copy&Save the Reg Code in a TXT file. If you Reinstall/update the software from us in the same OS and Same PC, you can use the same Reg Code.

4.1 Software Registration:

One S/N only can be registered 2 times

And registration is only available when Internet is linked ok.



Please click Registry icon run Registry program: **hint please don't make mistake on I and one(1) for S/N**

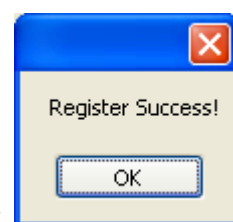
Dev. No. : it will Show in Register Window automatically, this is different from Hardware terminal SN.

The image shows two windows from the Epordo software registration process. The left window, titled "Epordo Software Register", contains input fields for S/N (3EDI9Y232QFTK1), Dev.No. (AFE9FBFF000006D8 and NT9AT6B2CMBT), and RegCode (TQW2DW9E5FPE and 95TI69HG9). It has buttons for "Get Reg Code" and "Register". The right window, titled "Register From Internet!", shows the same input fields and a "GetRegCode" button. Below the input fields, it displays a table of codes and a message: "You Only have two times to register" and "Now You have used 1 times".

Code	
TQW2DW9E5FPE	95TI69HG9
BDIH2IEII333339G	WNYLO2B56

Annotations in the image include:

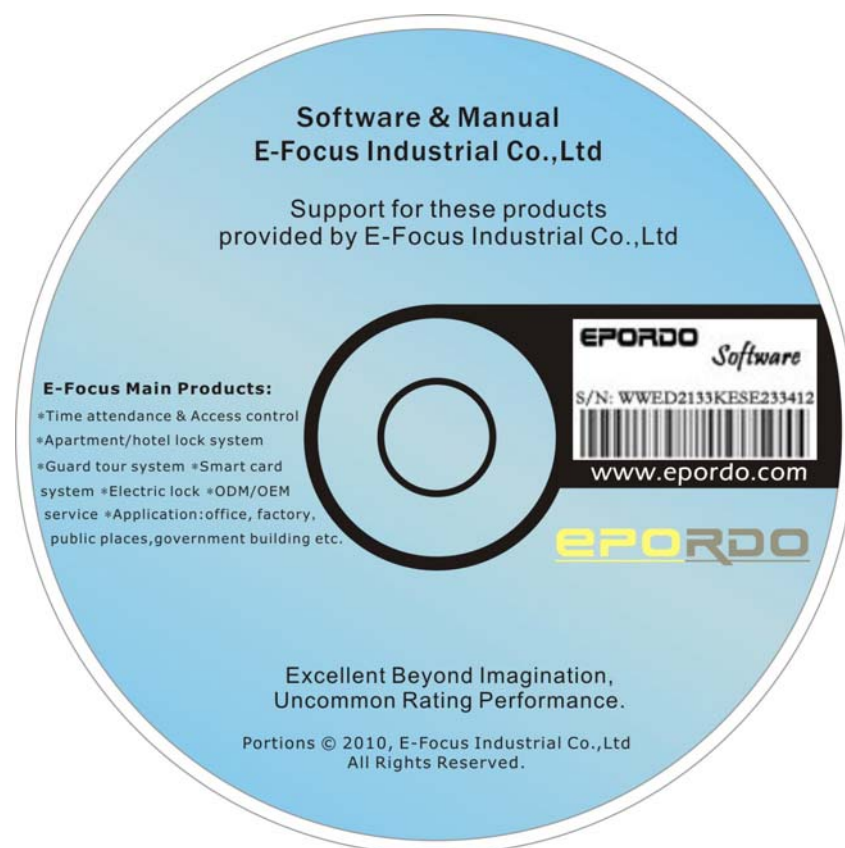
- "Copy these to GetRegCode Window" (two instances)
- "Input S/N on the label of CD"
- "Copy the code from GetRegCode Window. And paste them here"



If success, it will show Register Success!, New PC you need to register again, you can register 2 PC with one Software Copy, exit program, please run program again

Then you can use the registered terminal.

Tips: you can find the S/N on the CD. **hint please don't make mistake on I and one(1) for S/N**



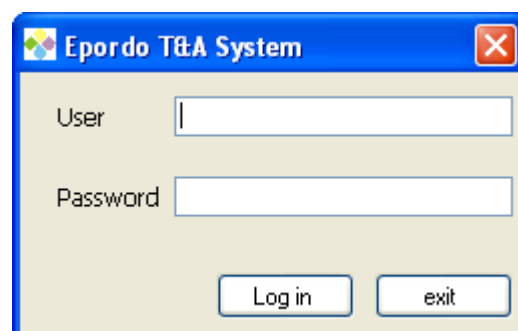
5、 Device Registration

First click timesystem icon



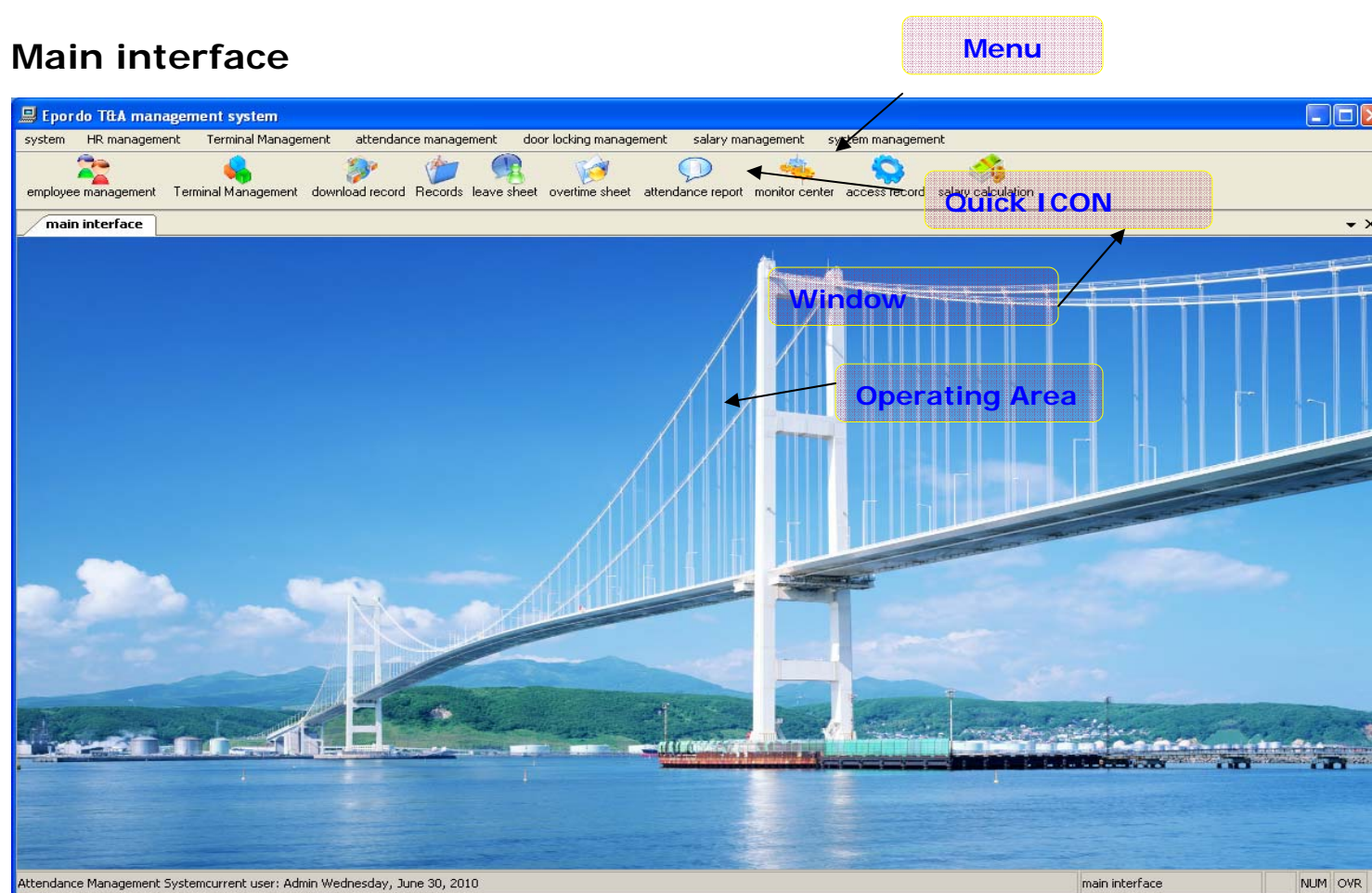
to run Timesystem

5.1 Log In System



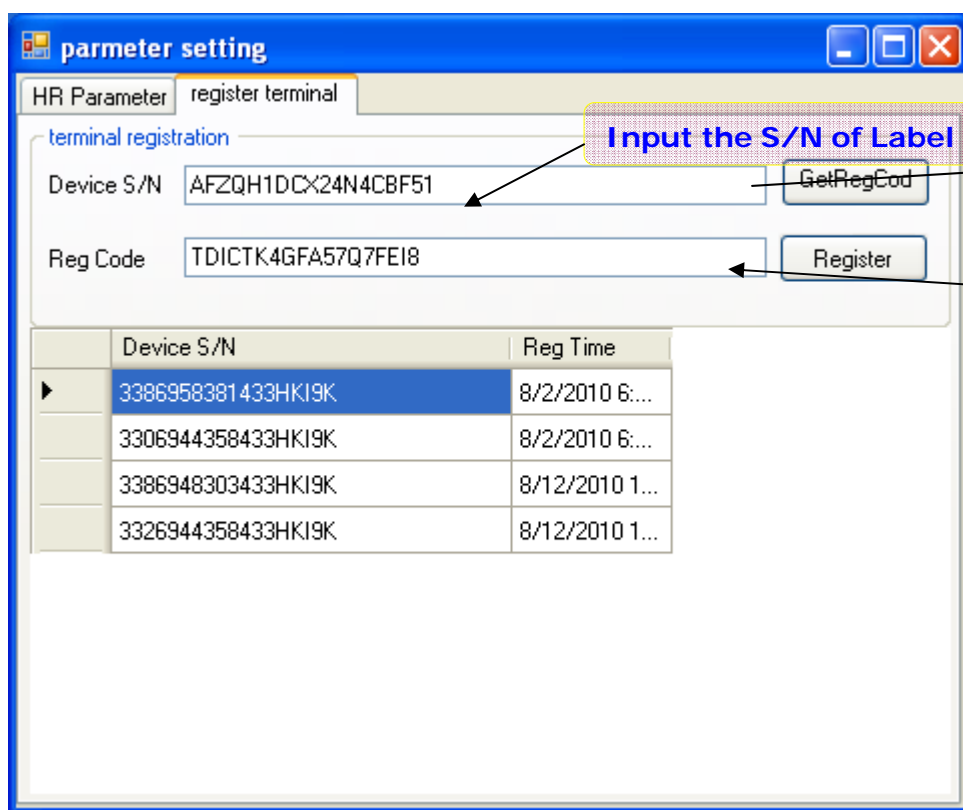
Initial User & Password: **ss** & **ss**

Main interface



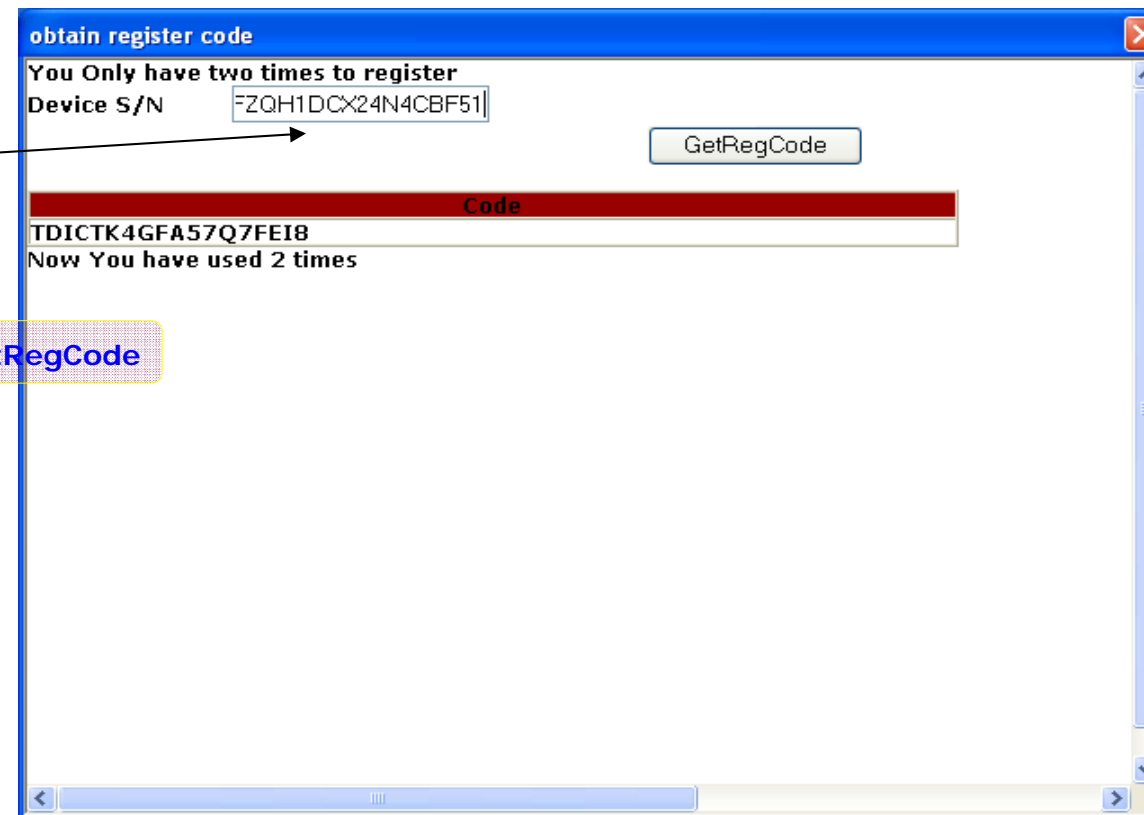
5.2 Registration of Device:

a. **System management** → **Parameter Setting** → **Register Terminal Option Card**



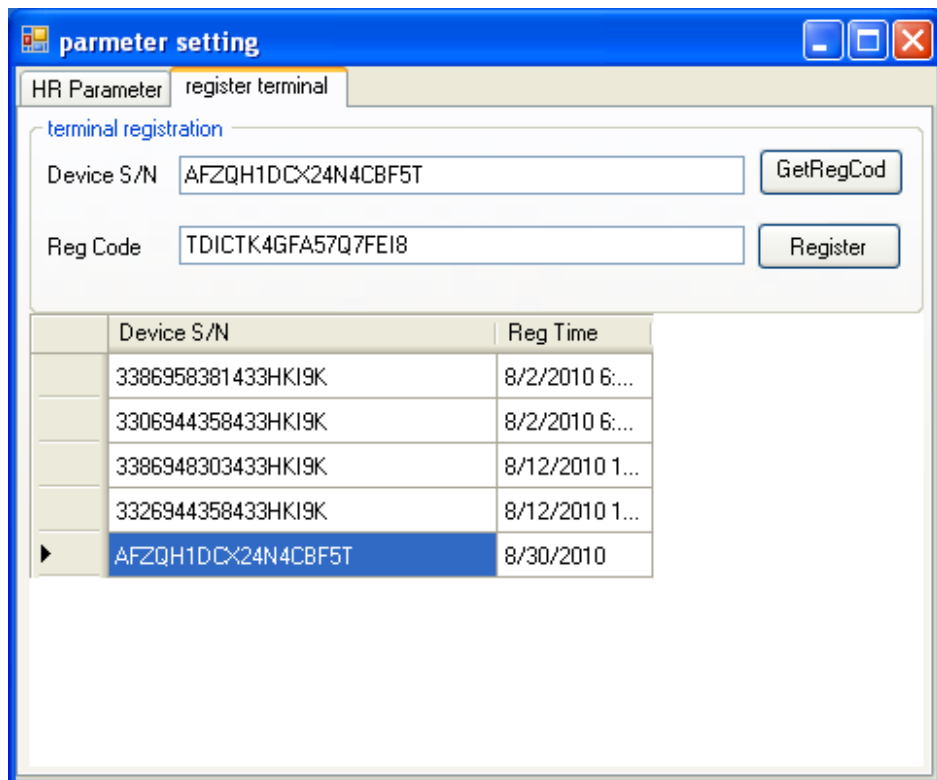
Input the S/N of Label on Device

Input code from GetRegCode



Hint: you got registered failed with correct information, please try to go to control panel to revise your date formate as yyyy-M-d, and try again.

b. Click Register if success, it will show in the window



Tips: you can find the Device S/N in the back of device.



6、 Employee Management

6.1 Click HR Management Menu, select employee Management to open the window of Employee management page window

Depart Manage

1. Select Department and click right mouse key to open the Menu to add/Delete/Modify Department
2. double click department name, right list will show all employees of this department.

Employee Manage:

1. Select Department and click button above to open the window to add/Modify Employee and also delete the selected employee
2. Also you can export employee list at TXT, XML, Excel and import employee info from Excel file
3. you can search employee via name and Employee No.

No.	Empl_No.	name	gender	dept. No	dept.
1	0000000001	Jack	male	0	Epordo
2	0000000002	Luke	male	0	Epordo
3	0000000003	Sophia	female	0	Epordo
4	0000000004	Sam	male	0	Epordo
5	0000000005	John	male	0	Epordo
6	0000000006	1334	female	010721475002	JKES

6.2 The Window of Modify/Add Department

Dept. info

Dept.

Dept. director

6.3 The window of Modify/Add Employee

The 'employee info.' window is divided into two sections: 'basic info.' and 'extension info.'. The 'basic info.' section includes fields for 'Emp_No.' (000000000001), 'name' (Luiese Smith), 'gender' (female), and 'Dept.' (Sales). There is a photo of a woman and a 'browse photos' button. The 'extension info.' section includes fields for 'Address', 'Nation', 'Tel', 'Cellphone', 'Work Exp.', 'Title', 'BirthDay', 'Work Start', 'SpeDay', and 'Work End', all with dropdown menus. 'confirm' and 'cancel' buttons are at the bottom.

The Window of Import Employee info from Excel file

The 'import terminal from EXCEL' window guides the user through three steps: 1. 'choose import file' with a 'browse file' button; 2. 'import start location(exclude title bar)' with row and column selection dropdowns; 3. 'tie Column from EXCEL to Data Field of System' with a table. Annotations in blue boxes provide instructions: 'Select the excel file you want to import' points to the 'browse file' button; 'Select the excel file row range and column range for import' points to the row and column dropdowns; 'Select right Field according column for import' points to the 'Dept.' field in the table.

EXCEL Column	database Column(Field)
A Column	name
B Column	Gender
C Column	Dept.
D Column	
E Column	
F Column	

7.2 Add/Modify Window:

Basic info Option Card

The screenshot shows a 'Terminal Info' dialog box with the following fields and values:

Field	Value
Name	mainF
Terminal NO.	2
Comm Password	0
Comm Type	LAN
IP Addr	192 . 168 . 1 . 224
Port No.	5005
Domain Addr	

Buttons: Test Link, Confirm, Cancel

Callout text: Terminal No. Should be unique

Callout text: Comm Type, has LAN, COM, USB, Internet Connection, internet connection also is for WAN

Tips: For WAN, if you don't have Static IP, you can use DDNS, we offer Domain Link type to link the device.

Terminal Status Option Card

Terminal Info

Basic Info | **Terminal Status** | Manipulation

Admin Admin Cap. **Status of the device**

Employee Fingerprint

PIN Card

NRecord MRecord

NRecord Alert SRecord Alert **Alert Setting of Record store in Device, if space for new is less than settled, the device will give alert**

Interval Verify Mode

Read Terminal Set Terminal

Confirm Cancel

Interval is for setting repeated press same finger, for example, 1 , means within 1min, same finger press on the scanner, only get one record, Verify

Manipulation Option Card

Terminal Info

Basic Info | Terminal Status | **Manipulation**

Terminal Info

Manu.

Model

Time

Website Read

Initialization

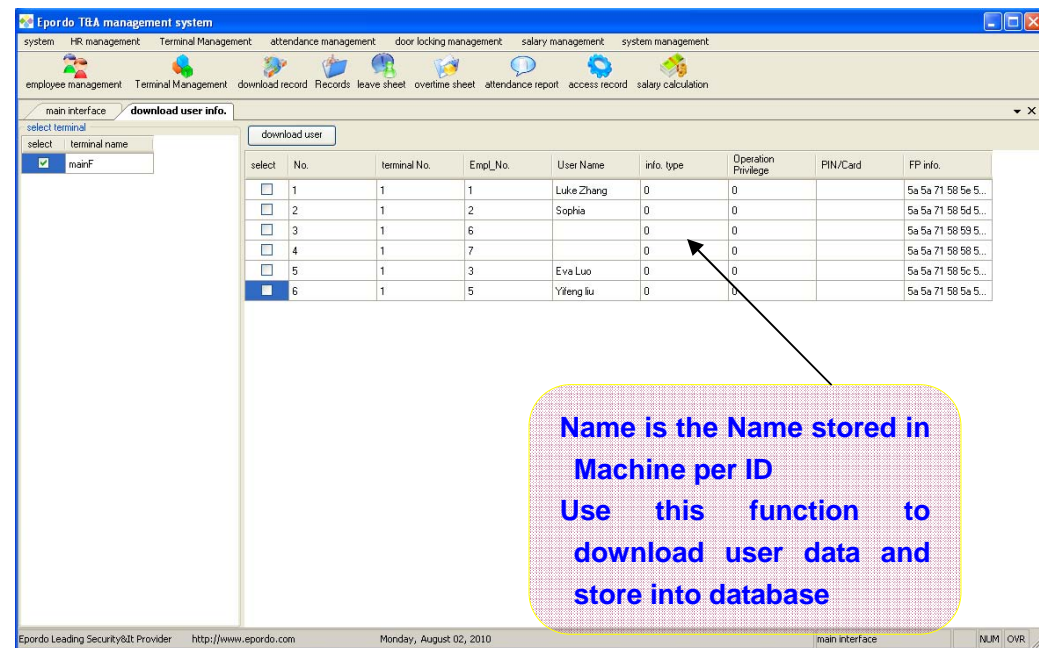
synchronize time Shutoff Terminal Poweron Terminal

Terminal Valid Terminal invalid Del All Data

Del Management Del Management Del Records

Confirm Cancel

7.3 Download User Info.



Hint: You should first register users in Devices, each Users has an ID, we combine User ID with Employee ID, so it should be unique in system, especially you have many devices in a system; download user info. You can download all the user register info. From device, including name, user ID, and Fingerprint data, password/Card; these user info. Will not Update to HR automatically (because the name in device is limited, it will mixed the name of HR).

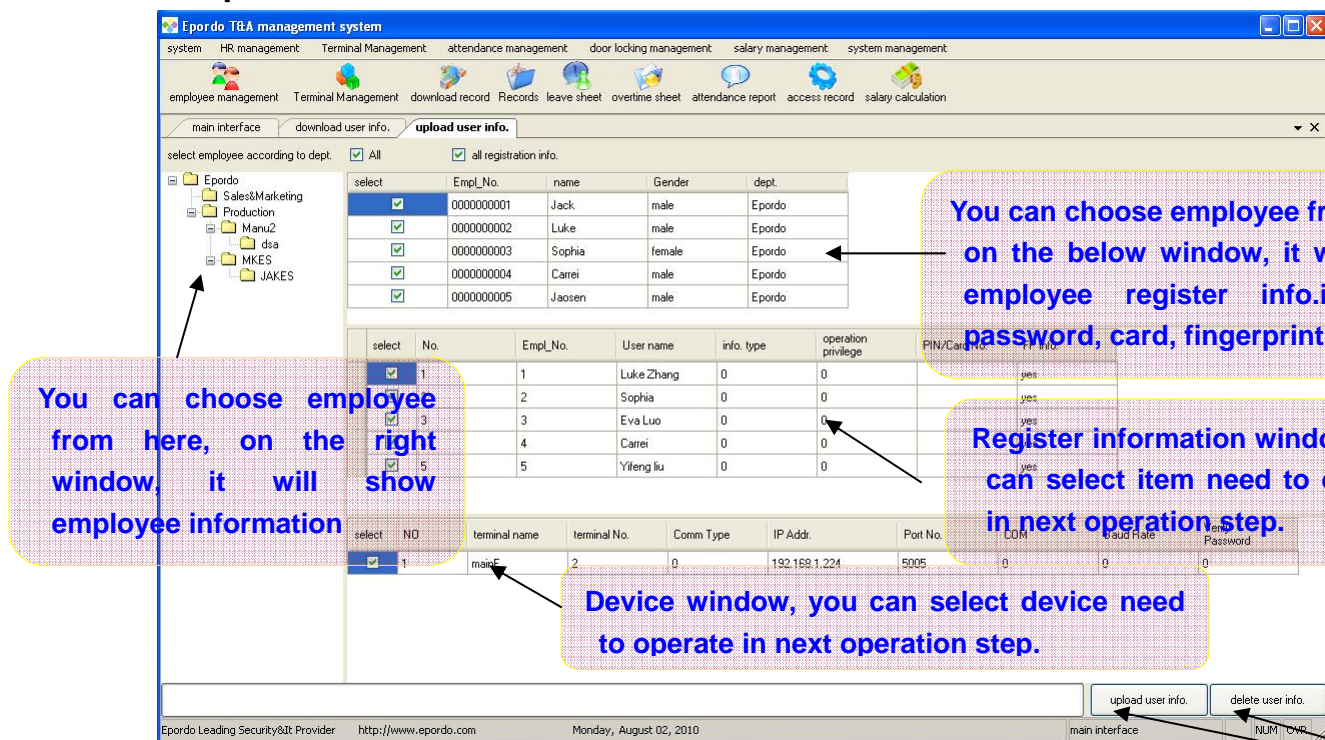
How to upload the Employee to machine?

You should first download the employee ID (same as User ID in device) info from machine, then you add this employee ID person via Employee management, You can give him or her a name. then go th upload user info. Windows, to select this employee's info to upload to the machine, it will update the name of user id (Employee ID) to devices, next time you download the user info, it will shows the name of it.

Why design like this?

Because sometimes you will don't know which name is displayed for each ID, if you add new Employee, it will help you very easy to find his or her information via download user info.

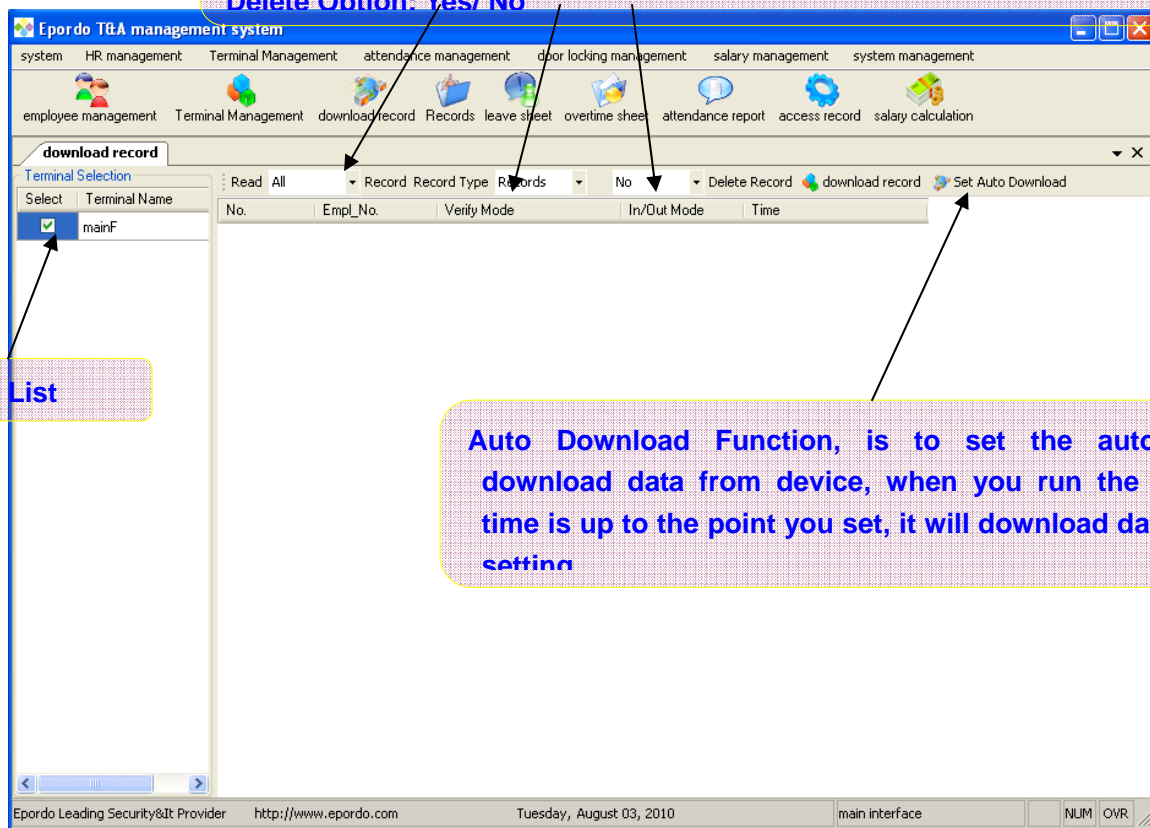
7.4 Upload User info.



Upload , it will upload the register data you selected and related employee Name
Delete: it will delete the register data you selected from selected machine if exist

7.5 Download Records(Attendance Records)

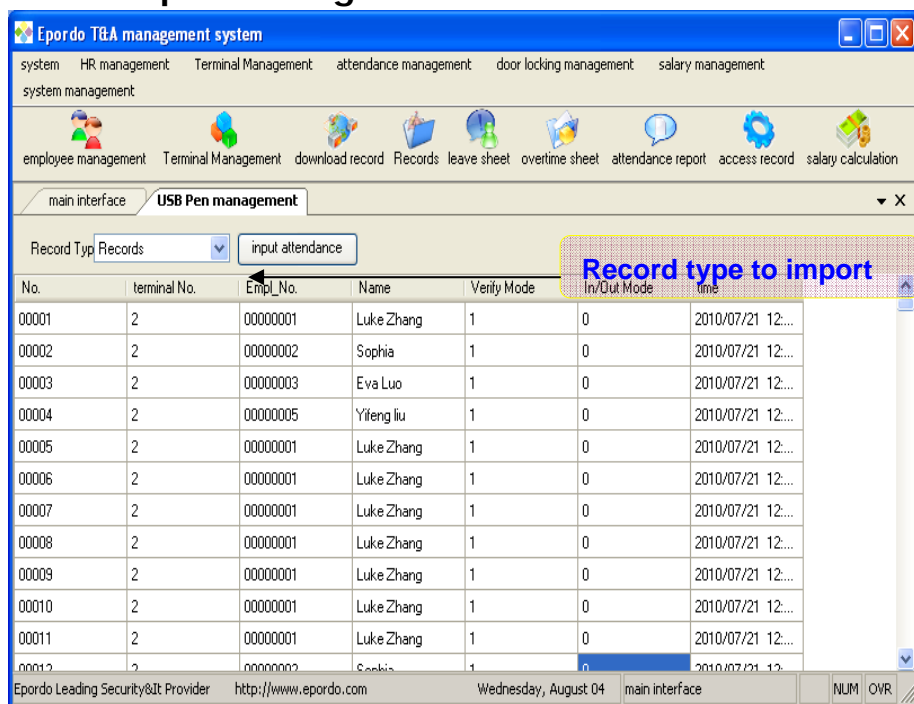
Read Option: All data/ New data
Record type option: General Record, Management Record
Delete Option: Yes/ No



Device List

Auto Download Function, is to set the automatically download data from device, when you run the software, time is up to the point you set, it will download data at your setting

7.6 USB pen Management

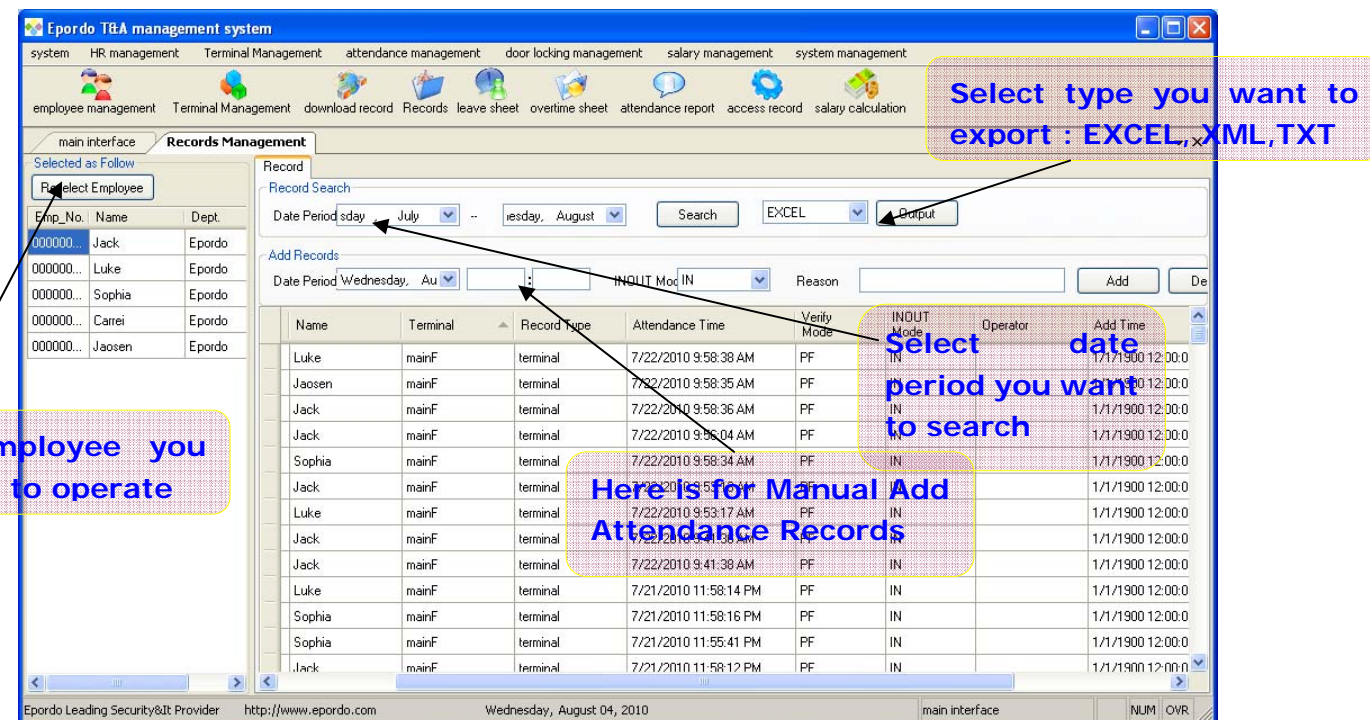


8、 Attendance Management

8.1 Records Management

Here you can manage all the attendance records

Add New Records manually: **Hint** , IN/OUT Mode for record is no use, it's only useful in Flexible Shift(0=In, 1=Out,2=OverIn, 3=OverOut, for ET series Device, Four types available)



8.2 Attendance Rule Management

8.2.1 Attendance Shift setting

Normal Shift: this type of shift is for normal work, if the day is assigned by Normal Shift, then the day work time can be calculated as Normal Work Time, Normal OverTime Work

Weekend Shift: this type of shift is for weekend work, if the day is assigned by weekend Shift, then the day work time can be calculated as weekend Work Time, weekend OverTime Work

Festival Shift: this type of shift is for Festival work, if the day is assigned by Festival Shift, then the day work time can be calculated as Festival Work Time, Festival OverTime Work

Flexible Shift: this type of shift is for flexible work time calculation, the time of begin work, and time of end work are not fixed. In another words, you can start work and end work any time. In this shift, IN(0), OUT(1), OverIN(2), OverOut(3) is valid by your setting.

On-Duty: the time for start work. **Start Break(On-Duty Break):** the time for On-Duty Attendance Record begin to be valid, if beyond this time, the record will be no use.

Off-Duty: the time for End work. **End Break(Off-Duty Break):** the time for Off-Duty Attendance Record begin to be invalid, if beyond this time, the record will be no use.

Overs: if this option is seleted, the start break or end break will overstep current day(On-duty/Off-duty), the break time will be the Yesterday or tomorrow time compared with On-Duty time or Off-Duty Time

At Former: if this Option is selected, System will select the ealiest attendance record as on-duty records between Start Break and Absent time of on-duty, or ealiest record between Absent time of Off-duty and End Break .If not, System will select the Latest attendance record as on-duty records, and the Latest attendance record as off-duty records.

Record: if this Option is not selected, then On-Duty or Off-Duty will not need attendance record, it will calculate on-duty or off-duty on time.

Belong to Overtime Work: if this option is selected, then the work of this time section will be considered as Overtime Work.

Overstep Day Former: if this is selected, the time of on-duty is Yesterday time.

No Overstep Day: If this is selected, then the time of on-duty or off-duty is not yesterday time and tomorrow time.

Overtstep Day later: If this is selected, then the time of off-duty will be tomorrow time.

One shift can include serveral time sections.

Shift management

Shift Setting | Festival Setting | Leave type Setting | Overtime Type Setting

On-duty Time	Off-Duty Time	Work Time	On-Duty Break	Off-Duty Break	Late Rule(Min)	Absent Rule(Min)	Overstep Day	Record
8:00:00 AM	12:00:00 PM	240	7:00:00 AM	1:00:00 PM	10	20		<input checked="" type="checkbox"/>
2:00:00 PM	6:00:00 PM	240	1:05:00 PM	9:00:00 PM	10	20		<input checked="" type="checkbox"/>

Basic Parameter

Attendance Setting

On-Duty : StartBreak : Overs At Former Record

Off-Duty : End Break : Overs At Former Record

Work Time Setting

Work Time Min Hours Belong to Overtime Work

Overstep Day Setting

Overstep Day Former No Overstep Day Overstep Day Later

Late/EarlyLeave

On-Duty Min later as Late Min later as Absent

Off-Duty Min earlier as EarlyLeave Min earlier as Absent

Late/EarlyLeave Calculation Dividually SUMM as Late

Overtime Setting

On-Duty Min before the Time calculate as Overtime No Yes

Off-Duty Min later the Time calculate as Overtime No Yes

Epordo Leading Security&It Provider http://www.epordo.com Wednesday, August 04, 2010 main interface NUM OVR

Please select item click right mouse key to operate:
 Add, Modify, Delete Shifts
 Set Flexible Shift
 Add Section

Please select item click right mouse key to operate:
 Delete section
 Double click to modify section

There are Four Shift types, Three Shift type is Normal Type, and the other is Flexible Type.

(Only 16 different shifts is supported, One shifts can combine 24 hours)

Each Shift can define different color, then you can see them easy in Shift Scheme.

Three Normal Shifts

Normal Shift: it's for general working day, for example from Monday to Friday, with this shift, you can calculate Normal Work Time, Normal Overtime Work.

Weekend Shift: it's for general working day, for example from Saturday, Sunday, with this shift, you can calculate Weekend Work Time, Weekend Overtime Work.

Festival Shift: it's for general working day, for example from Saturday, Sunday, with this shift, you can calculate Festival Work Time, Festival Overtime Work.

Flexible Shift: it's for some case, there is no fixed time to start work, and End Work. For example , R&D department, the employee can start work in the evening , or anytime in daytime, and End Work at anytime when he or she want.

8.2.2 Section Setting:

The screenshot shows a dialog box titled "shift info." with a "Basic Parameter" tab. It contains several sections:

- Attendance setting:** On-Duty (8:00), On-Duty Break (7:00), Off-Duty (12:00), Off-Duty Break (13:00). Includes checkboxes for "Overs", "AtFormer", and "Record".
- Work Time Setting:** Work Time (240), Min (4), Hours, and a checkbox for "Belong to Overtime Work".
- Overstep Day Setting:** Radio buttons for "Overstep Day Former", "No Overstep Day" (selected), and "Overstep Day Later".
- Late/EarlyLeave:** On-Duty (10), Off-Duty (10), Min Later As Late (20), Min Earlier As EarlyLeave (20). Includes radio buttons for "Later/EarlyLeave Calculate": "Dividually" (selected) and "SUMM as Late".
- Overtime Setting:** On-Duty (0), Off-Duty (0). Includes checkboxes for "Min Earlier calculate as Overtime" and "Min later calculate as Overtime", each with "No" (selected) and "Yes" options.

Buttons for "confirm" and "Cancel" are at the bottom.

Attendance Setting:

On-Duty : the Standard Time to Start Work

Off-Duty : the Standard Time to End Work

On-Duty Break: the Time you can start work, for example as above, before 13:00, you press finger, it's ok, if after 13:00, the attendance record will not be considered.

On-Duty Break: the Time you can start work, for example as above, after 7:00, you press finger, it's ok, if before 7:00, the attendance record will not be considered.

Overs: if you select this box, that's means, if on-duty break, it's yesterday time. If off-duty break, it's tomorrow time.

AtFormer: this is for attendance records selection, for example as above, if you have several attendance records between 7:00-8:20, if this box is checked, it will choose the earliest records, if not, it will choose the latest records.

Record: if this box is checked, this section will calculate Late/Absent , Or EarlyLeave/Absent for on-duty or Off-duty.

Work Time Setting:

Work time : it's for setting up how much time it will be calculated for this section.

Belong to Overtime Work: If this is checked, all this section will considered as overtime work, if it's in Normal Shift, then the overtime is Normal Overtime.

Overstep day Setting

Overstep Day Former: On-Duty Time is yesterday time.

No Overstep Day: On-Duty, Off-Duty Time will not override yesterday or tomorrow.

Overstep Day Later: Off-Duty Time is Tomorrow time.

Late/EarlyLeave:

This is the rule for Late/EarlyLeave calculation.

Take above for example:

If employee's latest attendance record between 7:00 to 8:20 is later than 8:10, it will calculate one time Late, Late time equal the latest attendance record deduct 8:00.

If there is no attendance record between 7:00 and 8:20, the employee will be calculated as Absent, the total section time will be calculated as Absent time.

If employee's latest attendance record between 11:40 to 13:00 is Earlier than 11:50, it will calculate one time EarlyLeave, EarlyLeave time equal the latest attendance record deduct 12:00.

If there is no attendance record between 11:40 to 13:00, the employee will be calculated as Absent, the total section time will be calculated as Absent time.

Also here you choose Late/EarlyLeave calculation ways.

Overtime Setting

Calculation rule for work before On-Duty or Off-Duty,

Yes, No, Option, is for activating Overtime Work Calculation.

8.2.3 Flexible Shift Setting

StartMark	End Mark	Max Time	Min Time	Work Type
-----------	----------	----------	----------	-----------

StartMark: if the attendance record has this mark(0,1,2,3..), it will calculate as work start.

EndMark: if the attendance record has this mark(0,1,2,3..), it will calculate as work end.

Max Time: this is for controlling the work time not beyond settled time.

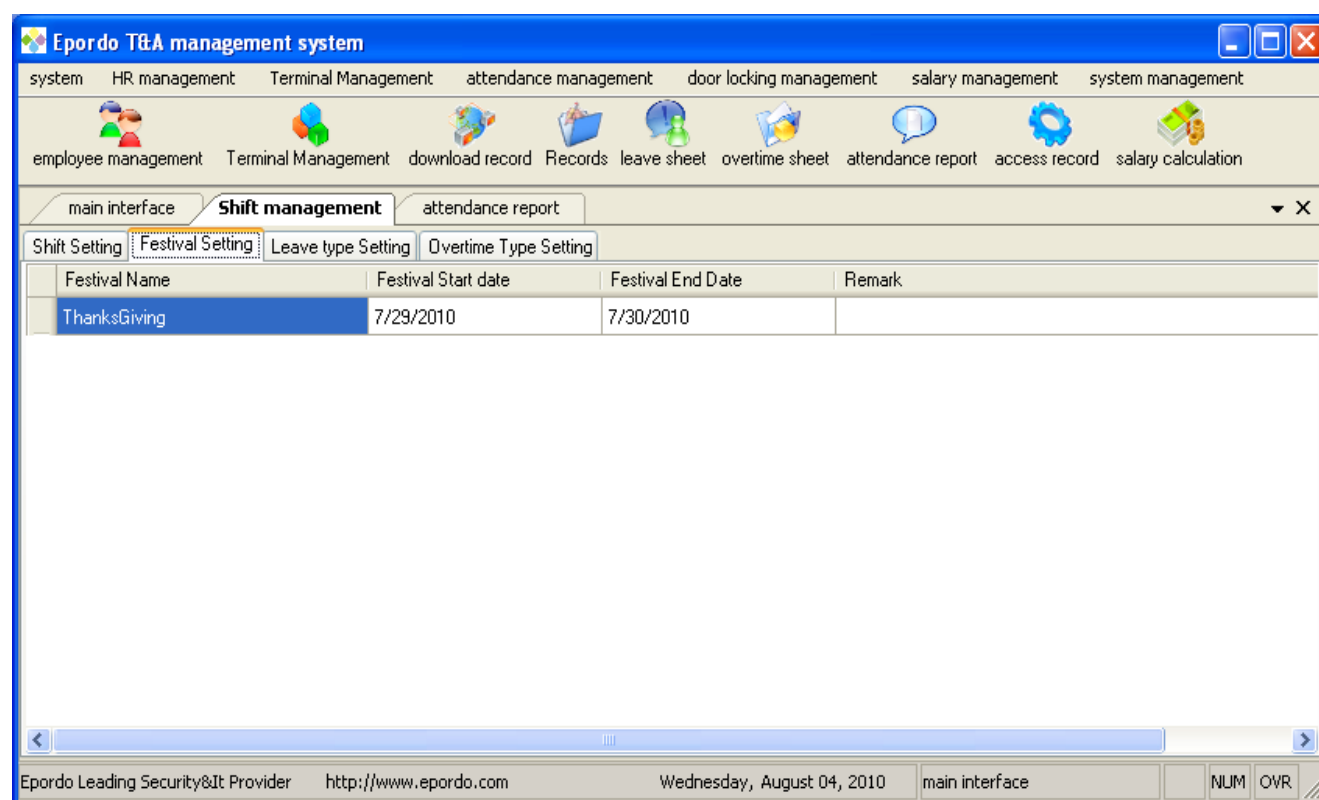
Min Time: this is for controlling the work time not less than settled time. If it's less than this time, it will not calculate as Work Time.

Work Type: this is for calculate different type work

Omission Time: when calculate time, if time is less than settled time, time will be omitted.

8.2.4 Festival Day Setting

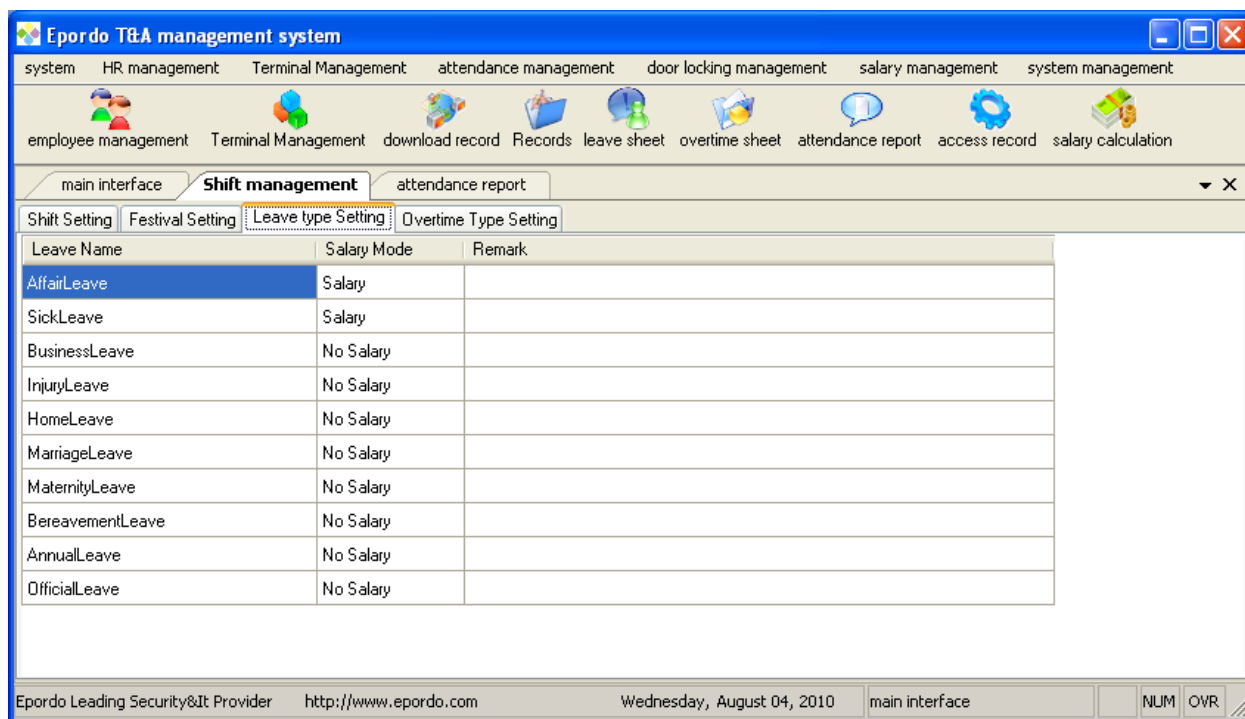
Select row, and click right mouse key, to operate : Add, Modify, or Delete Festival



8.2.5 Leave Type Setting

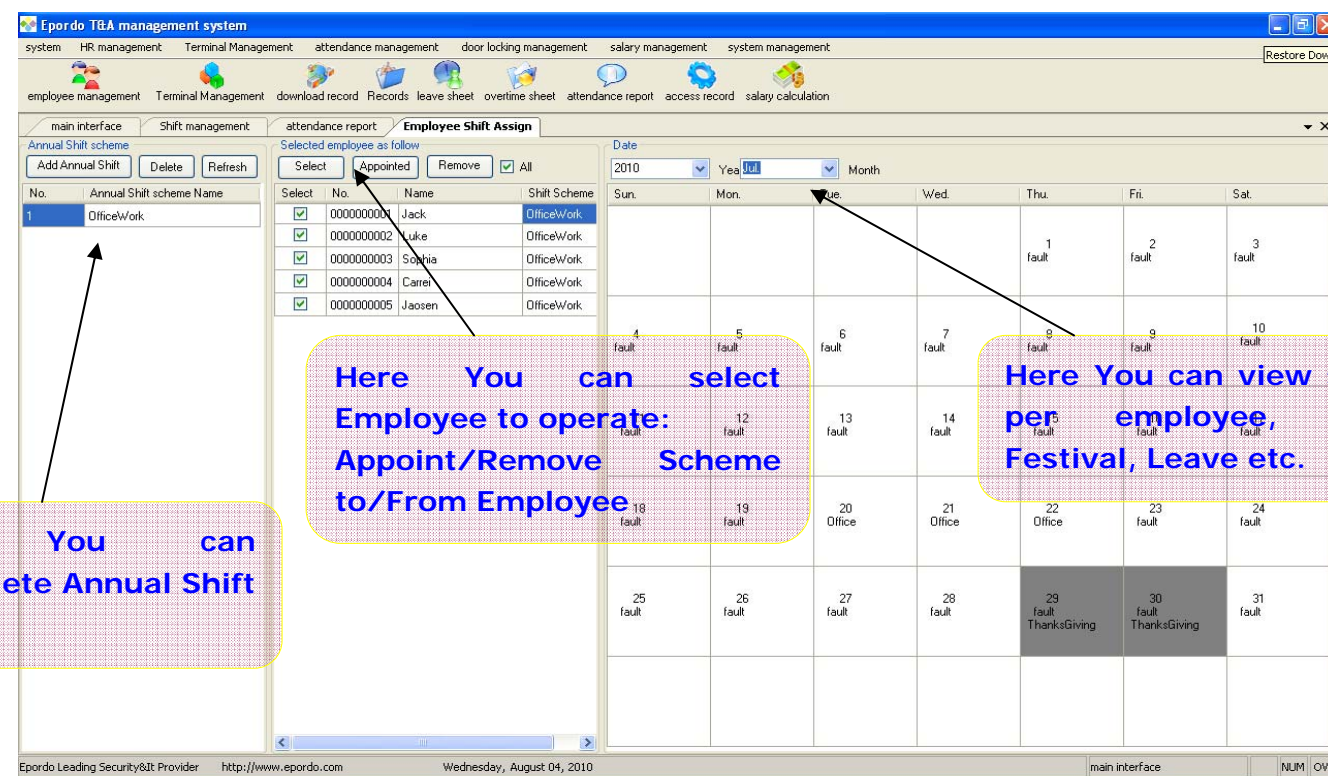
This is for setting No_Salary or Salary Parameter of Leave Type

Double Click Salary Option, then change it



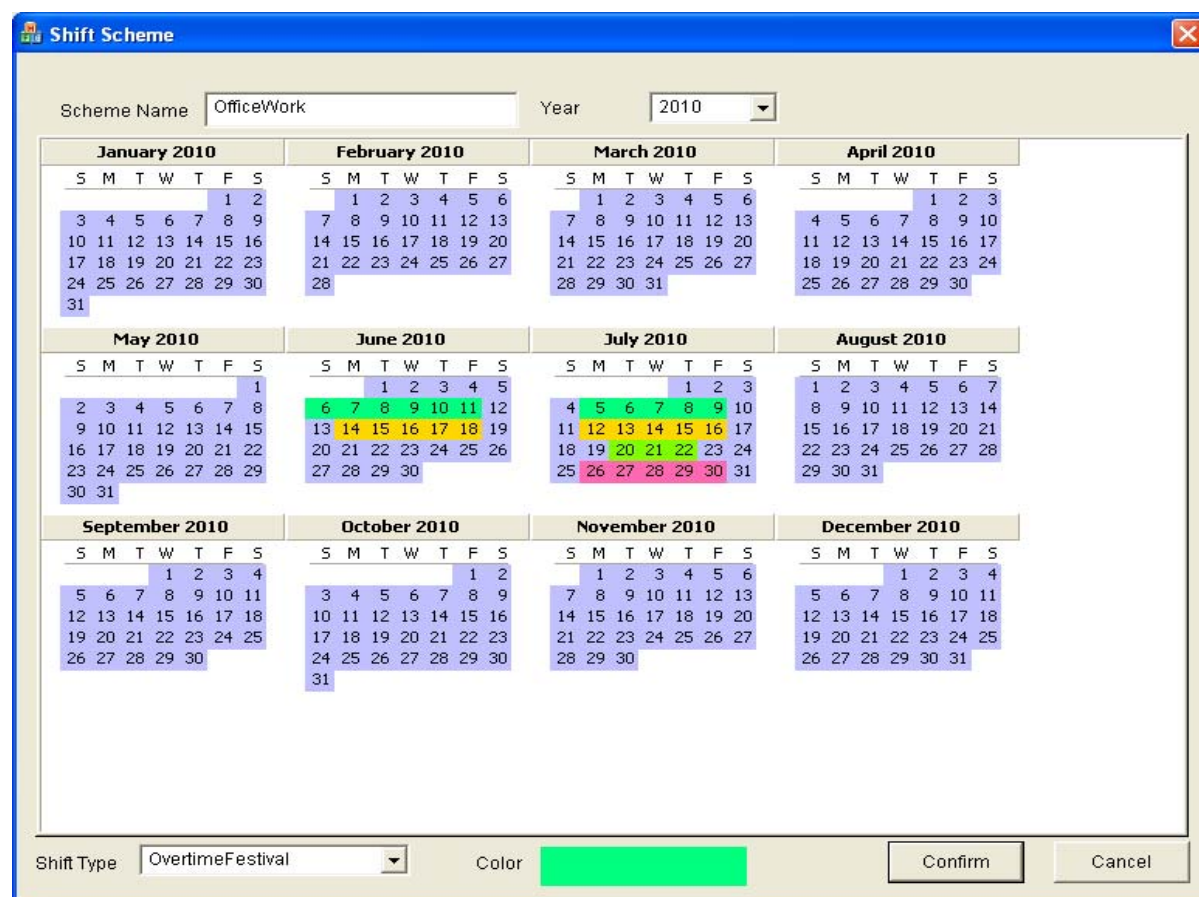
8.3 Shift Scheme Management

8.3.1 Shift Scheme Management



8.3.2 Shift Scheme Setting

Fault Shift is empty Shift, if the day don't need to work, you can leave it as empty shift, you can select any day to assign different shift.



8.4 Leave Management

8.4.1 Leave Records Management

The Real Leave time calculation depend on Shift Scheme.

Select Employee to operate : Search Leave Record Add Leave records

Search Leave Record and export to EXCEL/XML/TXT file

Add Leave records

8.4.2 Leave Sum Management

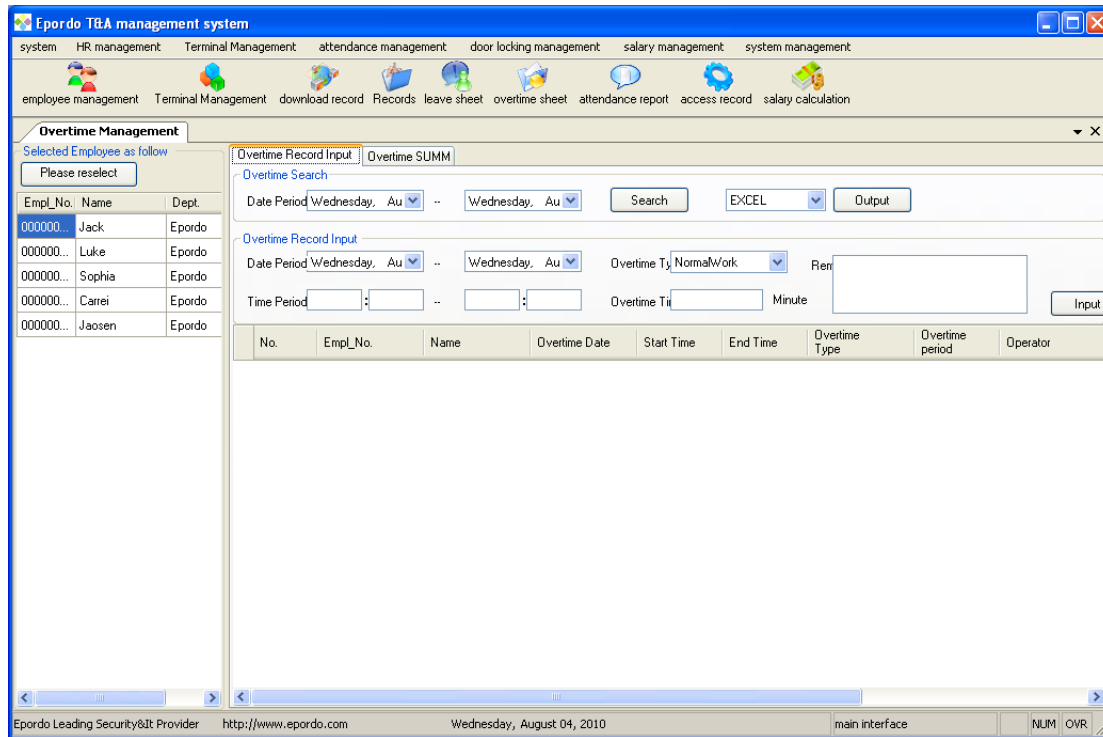
Leave SUMM

No.	Empl.No.	Name	Leave Month	Start Time	End Time	AffairLeave	SickLeave	Business
-----	----------	------	-------------	------------	----------	-------------	-----------	----------

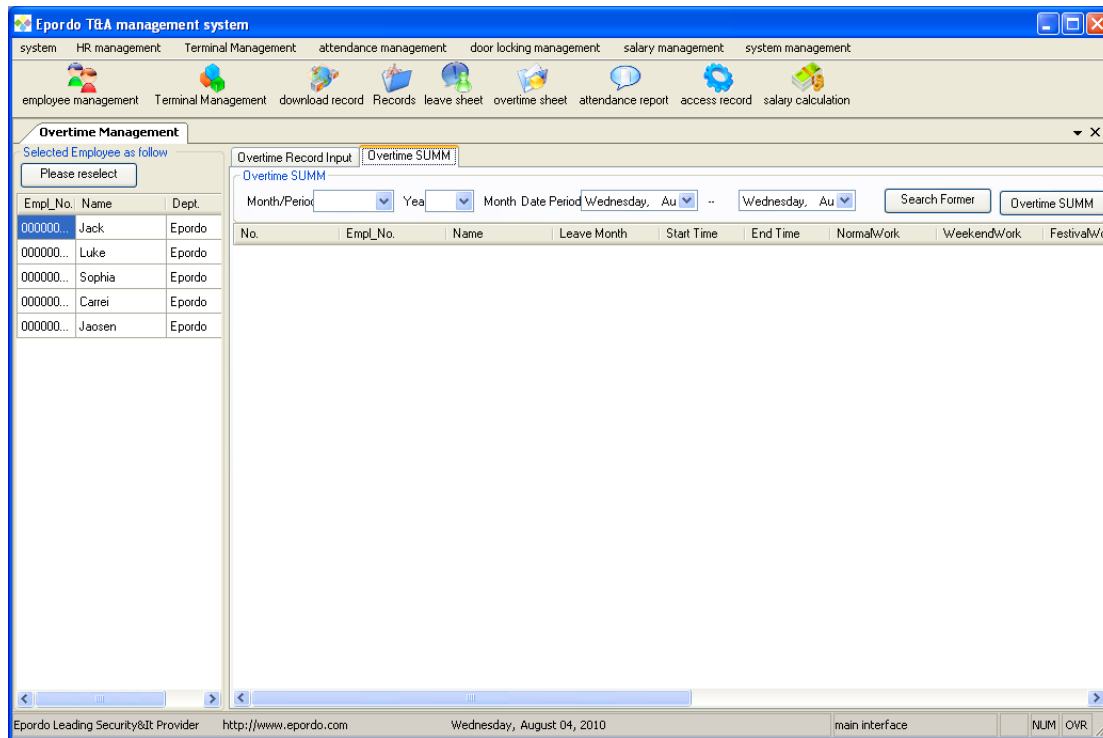
8.5 OverTime management

8.5.1 OverTime Record Management

Here is for add Work Time Records, it can be done manually, it does not require shift or attendance record. Only Manually Add. It is for some case, for example, Someone or some team do work without any record.



8.5.2 OverTime Sum Management



8.6 Attendance Report

8.6.1 Daily Report

The attendance report is based on Daily Report, it can calculate any day here, also you can see the day's Attendance Records

No.	Emp_No.	Name	Attendance Date	Weekday	Shift Time	Dur Time(h)	Actual Time (h)	Normal Work Time	Weekend Work Time	Fest
1	000000001	Jack	7/19/2010	Monday	fault	0	0	0	0	0
2	000000001	Jack	7/20/2010	Tuesday	Office	6	0	0	0	0
3	000000001	Jack	7/21/2010	Wednesday	Office	6	6	6	0	0
4	000000001	Jack	7/22/2010	Thursday	Office	6	0	0	0	0
5	000000001	Jack	7/23/2010	Friday	fault	0	0	0	0	0
6	000000002	Luke	7/19/2010	Monday	fault	0	0	0	0	0
7	000000002	Luke	7/20/2010	Tuesday	Office	8	0	0	0	0
8	000000002	Luke	7/21/2010	Wednesday	Office	8	4	4	0	0
9	000000002	Luke	7/22/2010	Thursday	Office	8	0	0	0	0
10	000000002	Luke	7/23/2010	Friday	fault	0	0	0	0	0

Select Employee to operate
: Search Attendance Report
Calculate Attendance Report

Select Day Period to operate:
Search Old Report Calculate New Report,
Delete Report. Export EXCEL/XML/TXT

If you double click daily attendance report, you will see all the attendance records in this day

Regarding Export Report to Excel, you should make sure you have installed Microsoft Excel.

8.6.2 Monthly Report/Selected Period Attendance Report

Please select the month first, each month per employee have a month report, one month report can be settled as any date period. For example, you can select May 5th – June 28th as June Month report. the date period you can change any time, it's not fixed.

The screenshot displays the 'attendance report' section of the Epordo T&A management system. It features a menu bar at the top with options like 'system', 'HR management', 'Terminal Management', 'attendance management', 'door locking management', 'salary management', and 'system management'. Below the menu is a toolbar with icons for 'employee management', 'Terminal Management', 'download record', 'Records', 'leave sheet', 'overtime sheet', 'attendance report', 'access record', and 'salary calculation'. The main interface is divided into several panes. On the left, there's a 'Selected Employee as follow' section with a 'Please ReSelect' button and a table listing employees: Jack, Luke, Sophia, Carrei, and Jaosen, all from the 'Epordo' department. The central pane shows a 'Monthly Report Calculate' dialog with a 'Date Period' set to 'July' and 'August'. Below this is a table with columns: No., Empl.No., Name, Attendance Month, Start Time, End Time, Due Time(h), Actual Time(h), Normal Work Time, Weekend Work Time, and Fes. The table contains five rows of data for employees Jack, Luke, Sophia, Carrei, and Jaosen. A yellow callout box with blue text points to the 'Date Period' dropdown and says: 'Select Day Period to operate: Search, Old Report, Calculate, New Report, Delete Report. Export EXCEL/XML/TXT'. Another yellow callout box with blue text points to the 'Please ReSelect' button and says: 'Select Employee to operate : Search Attendance Report Calculate Attendance Report'. A third yellow callout box with blue text points to the 'Attendance Month' column in the table and says: 'If you double click Month attendance report you will see all the Daily Report in this date'. At the bottom of the screenshot, there's a footer with 'Epordo Leading Security&T Provider http://www.epordo.com' and 'main interface NUM OVR'.

No.	Empl.No.	Name	Attendance Month	Start Time	End Time	Due Time(h)	Actual Time(h)	Normal Work Time	Weekend Work Time	Fes
1	0000000001	Jack	20107	7/1/2010	8/31/2010	24	6	6	0	0
2	0000000002	Luke	20107	7/1/2010	8/31/2010	24	4	4	0	0
3	0000000003	Sophia	20107	7/1/2010	8/31/2010	24	4	4	0	0
4	0000000004	Carrei	20107	7/1/2010	8/31/2010	24	4	4	0	0
5	0000000005	Jaosen	20107	7/1/2010	8/31/2010	24	4	4	0	0

Empl.No.	Name	Attendance Date	Week.day	Shift Name	Due Time(h)	Actual Time(h)	Normal Work Time	Weekend Work Time	Festival
1	0000000001	Jack	7/1/2010	Thursday	0	0	0	0	0
2	0000000001	Jack	7/2/2010	Friday	0	0	0	0	0
3	0000000001	Jack	7/3/2010	Saturday	0	0	0	0	0
4	0000000001	Jack	7/4/2010	Sunday	0	0	0	0	0
5	0000000001	Jack	7/5/2010	Monday	0	0	0	0	0
6	0000000001	Jack	7/6/2010	Tuesday	0	0	0	0	0
7	0000000001	Jack	7/7/2010	Wednesday	0	0	0	0	0
8	0000000001	Jack	7/8/2010	Thursday	0	0	0	0	0
9	0000000001	Jack	7/9/2010	Friday	0	0	0	0	0
10	0000000001	Jack	7/10/2010	Saturday	0	0	0	0	0

9、 Door Locking Management

9.1 Door Lock Section Management(Time Zone)

Download: download section(Time Zone) data from Device

Upload Section: Upload Section(Time Zone) data from here to Device

Save to: Save data here into Database

Select Section: select section to delete

Select Device to operate

50 Section (Time Zone) Per device List here, you can change setting here

9.2 Access Group Management

Here you all the operation is done by right mouse key or double click

Select Device to operate: Use Right Mouse Key Download Group: Download all group data from device Upload Group: Upload all group data from PC

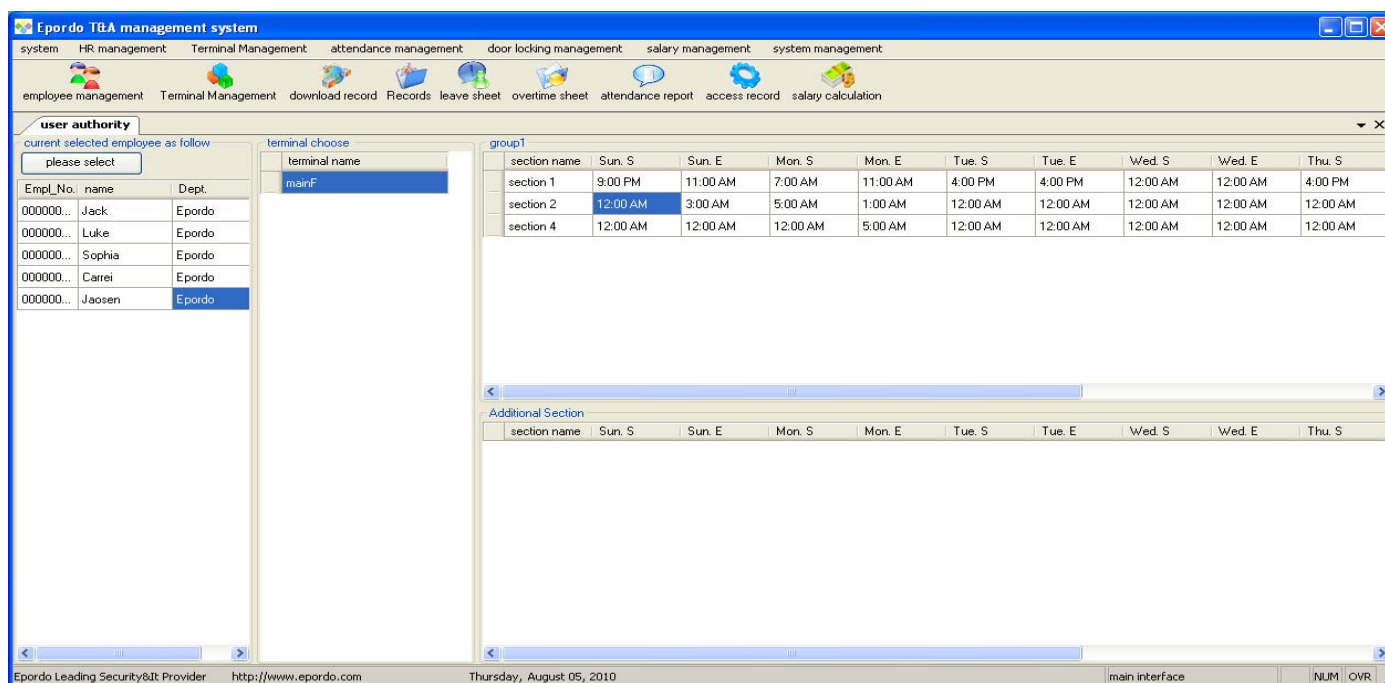
Group list: double click group item, it will show all The group setting and group User in the right window

Use right mouse key to open Menu for operating Delete Section: delete section(timezone) from this group

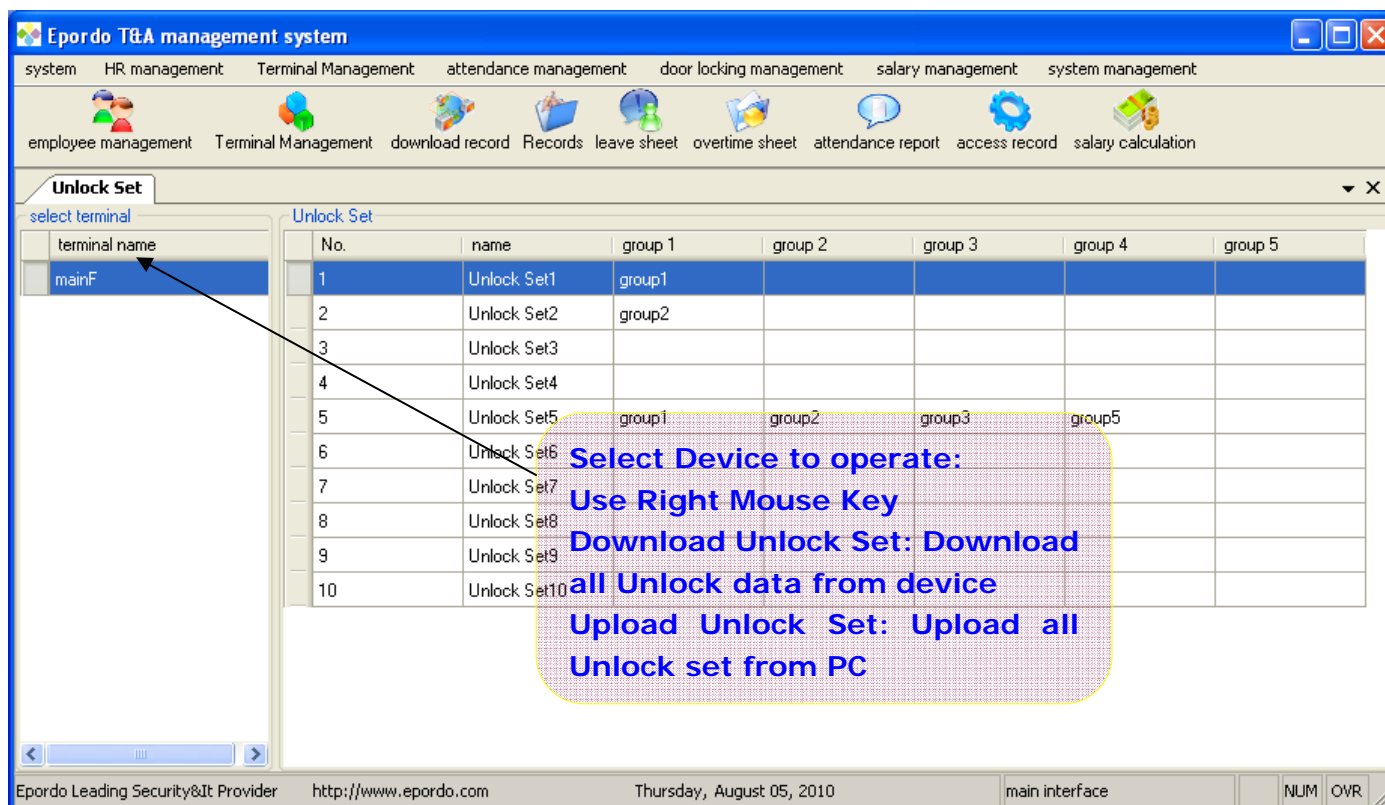
Use right mouse key to open Menu for operating Select employee: you can select employee and assign them to group Revise its group: here you can revise the employee's group Delete employee from the group: delete the employee from recent group

9.3 User Authority

Here you can search employee's rights on different devices, and get all her or his access control right



9.4 Unlock Set



9.5 Access Records Search/Access Control Report

Here you can get access control report by date period

The screenshot displays the 'access record search' window in the Epordo T&A management system. The interface includes a menu bar with options like 'system', 'HR management', 'Terminal Management', 'attendance management', 'door locking management', 'salary management', and 'system management'. Below the menu is a toolbar with icons for 'employee management', 'Terminal Management', 'download record', 'Records', 'leave sheet', 'overtime sheet', 'attendance report', 'access record', and 'salary calculation'. The main window is divided into several sections:

- terminal choose:** A dropdown menu showing 'mainF' selected.
- select employee:** A list of employees with columns for 'No.', 'Name', and 'Dept.'. Employees listed include Jack, Luke, Sophia, Carrei, and Jaosen, all from the 'Epordo' department.
- access record search:** A search area with a 'data period' dropdown set to 'sday, July' and a date range selector set to 'Thursday, Au'. A 'search' button is present.
- Table:** A table displaying search results with columns: 'No.', 'Empl_No.', 'Name', 'terminal name', 'attendance time', 'verify mode', and 'in/out mode'. The table contains 17 rows of data.

Annotations in the image highlight specific features:

- 'Select Device to operate:' points to the 'terminal choose' dropdown.
- 'Select Employee to operate:' points to the 'select employee' list.
- 'Select date period to operate:' points to the 'data period' dropdown and the date range selector.

10. Salary Management

Before calculate the salary, Salary Info.monthly should be added. Fixed salary Item should be inputed, Flexible Salary Item should be inputed for the period/Month you want to calculate. The above is done, then Salary calculation is available.

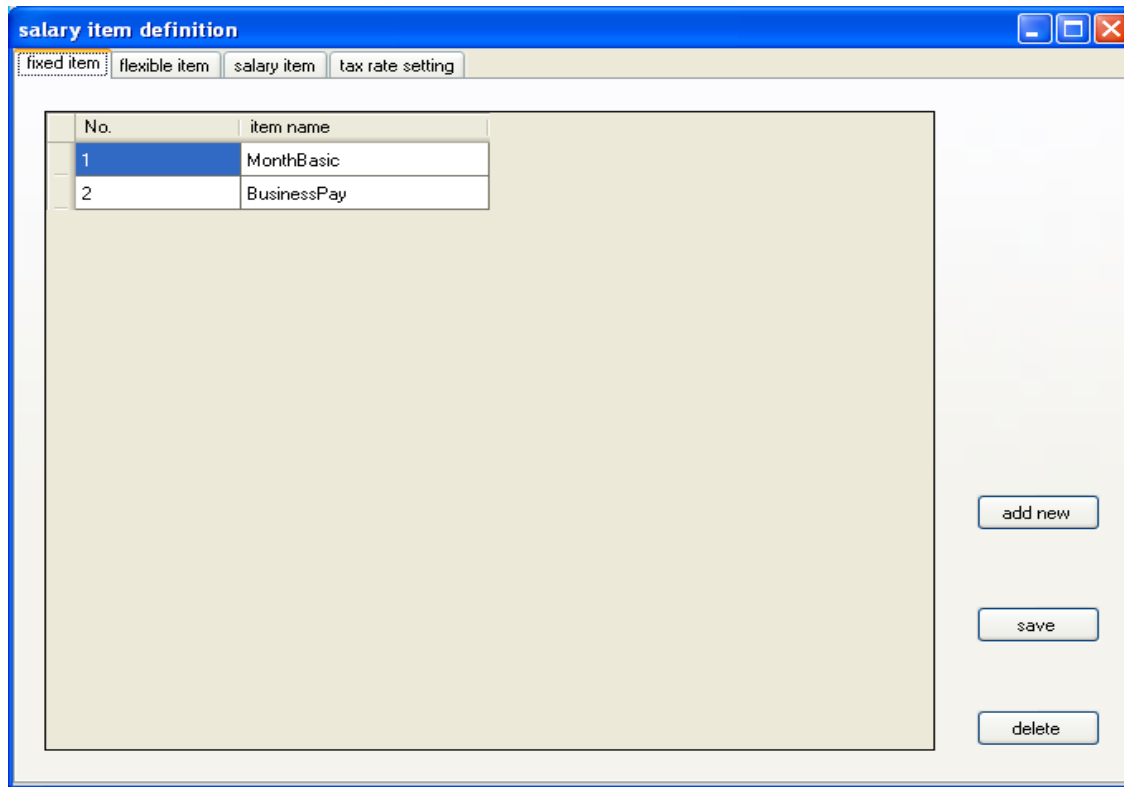
10.1 Salary Item Definition

This is basic setting for salary system, all the item name please don't use number, space, and +, -, *, / etc.

Fixed Item: when it's settled for employee, you can not change it, that means different Salary Period, its value is fixed, don't need input value for each salary period

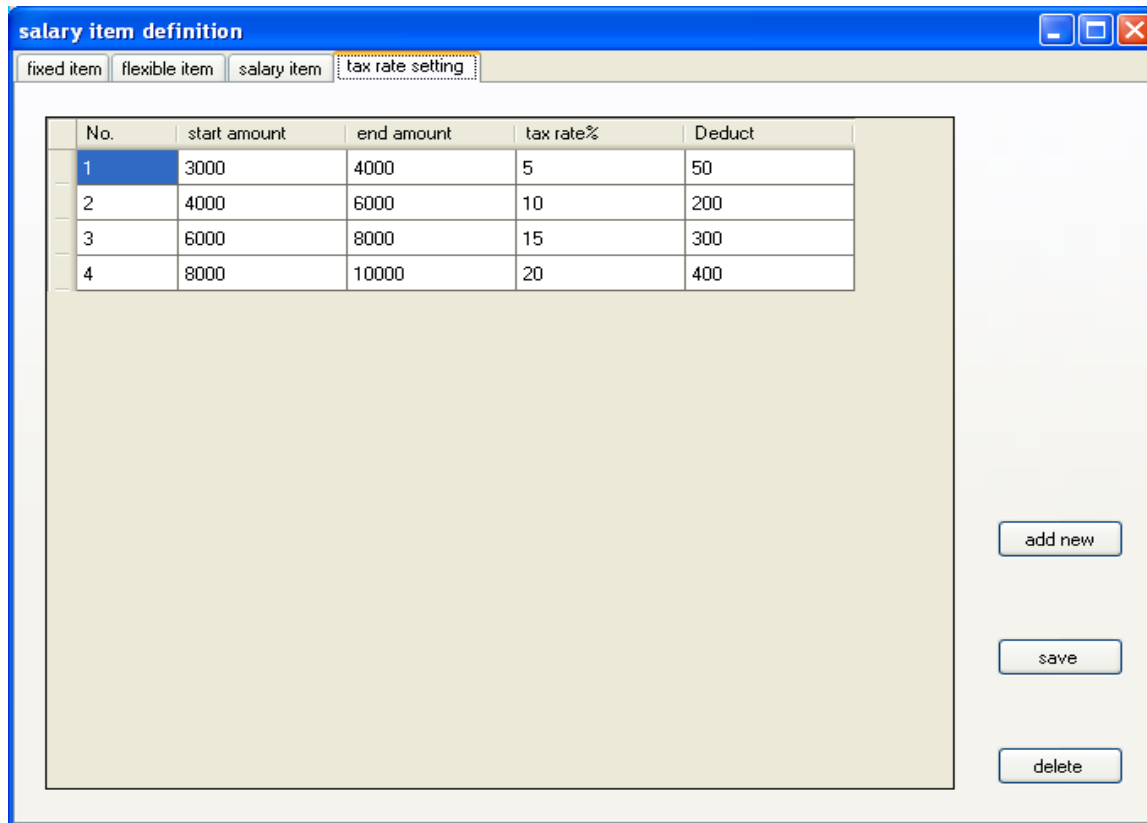
Flexible Item: you need input value for each period per employee, so you can change its value from time to time.

Salary Item: this is the item for Salary Calculation, you can define formula for them, it will calculate its value by your settled formula. you don't need to input value for them.



Tax Rate Setting:

This is for setting Tax (value/formula) function, take value 7000 as example as following, $Tax(7000) = (4000-3000) * 0.05 + (6000-4000) * 0.10 + (7000-6000) * 0.15 = 400$



10.2 Fixed Salary Maintenance

You can find employee fixed salary item record here, and add, modify, delete the fixed salary item here. Right mouse key to open save function, or Press Ctrl+S

The screenshot shows the 'fixed salary item' window in the Epordo T&A management system. The window title is 'Epordo T&A management system'. The menu bar includes 'system', 'HR management', 'Terminal Management', 'attendance management', 'door locking management', 'salary management', and 'system management'. The toolbar contains icons for 'employee management', 'Terminal Management', 'download record', 'Records', 'leave sheet', 'overtime sheet', 'attendance report', 'access record', and 'salary calculation'. The main area displays a table with the following data:

Empl_No.	name	dept.	MonthBasic	BusinessPay
0000000001	Jack	Epordo	3500	500
0000000002	Luke	Epordo	4000	1000
0000000003	Sophia	Epordo	6000	500
0000000004	Carrei	Epordo	7000	600
0000000005	Jaosen	Epordo	8000	1000

The status bar at the bottom shows 'Epordo Leading Security&It Provider', 'http://www.epordo.com', 'Thursday, August 05, 2010', 'main interface', and 'NUM OVR'.

10.3 Flexible Salary Maintenance

You can find employee Flexible salary item record here, and add, modify, delete the Flexible salary item per salary time period. Right mouse key to open save function, or Press Ctrl+S

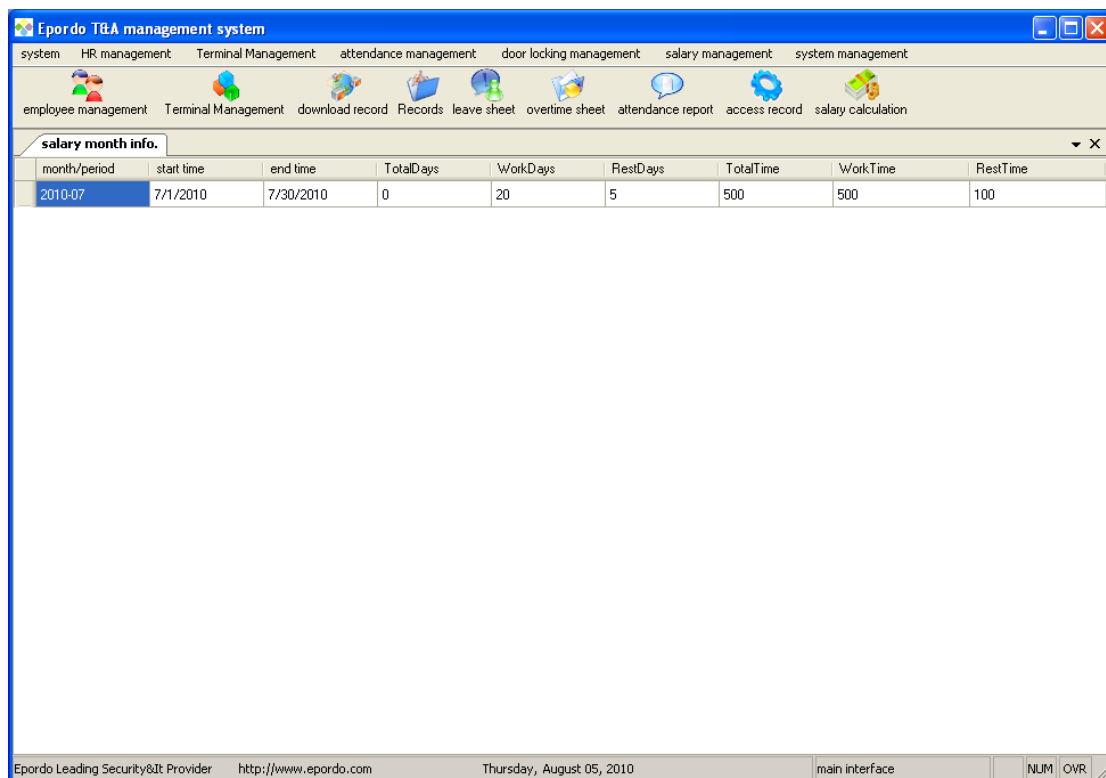
The screenshot shows the 'flexible salary item' window in the Epordo T&A management system. The window title is 'Epordo T&A management system'. The menu bar includes 'system', 'HR management', 'Terminal Management', 'attendance management', 'door locking management', 'salary management', and 'system management'. The toolbar contains icons for 'employee management', 'Terminal Management', 'download record', 'Records', 'leave sheet', 'overtime sheet', 'attendance report', 'access record', and 'salary calculation'. The main area displays a table with the following data:

Empl_No.	name	dept.	month/period	OvertimeRate	Bonus
0000000001	Jack	Epordo	2010-07	300	600
0000000002	Luke	Epordo	2010-07	350	1000
0000000003	Sophia	Epordo	2010-07	300	1500
0000000004	Carrei	Epordo	2010-07	300	2000
0000000005	Jaosen	Epordo	2010-07	300	2500

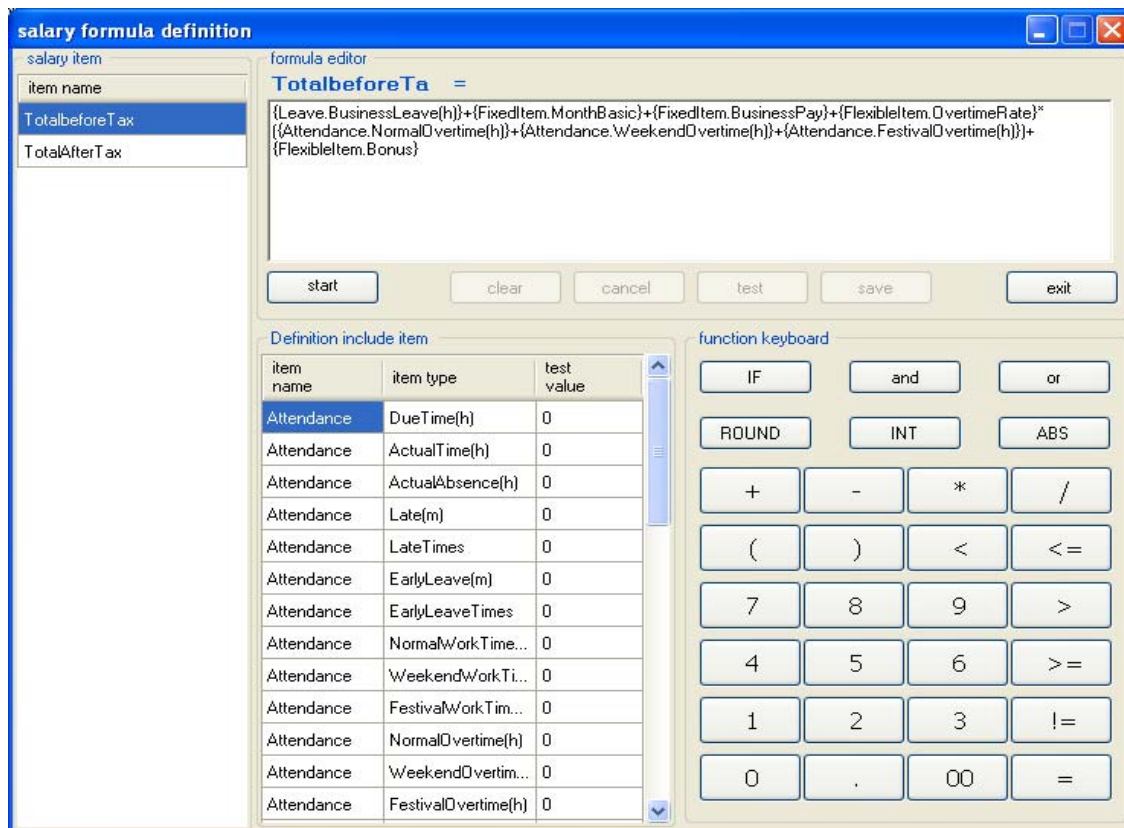
The status bar at the bottom shows 'Epordo Leading Security&It Provider', 'http://www.epordo.com', 'Thursday, August 05, 2010', 'main interface', and 'NUM OVR'.

10.4 salary info. Monthly

Here you define salary period as you want



10.5 Calculation formula definition



Salary Item:

Select Item name, then Click Start Button to define the Formula, Clear button is for clear the formula you wrote, Cancel Button is for Exit Definition, Test Formula is for Test the formula written is valid or invalid and try to calculate the formula value with test value. Save button is for save the formula.

when you define the formula, you can use all the data from attendance report, Leave report, Salary Period setting, all the item you defined(including fixed salary item, flexible salary item, and salary item).

if you use salary item in the formula, please be sure that you can not use salary item which is later defined than what you are defining.

There are three types value in formula: Function, Constant, field from Attendance report, leave report, selfdefined fixed salary item, etc. Field is write like this {Attendance.DueTime(h)} , Constant write as normal,like,1,3,etc. Function write like this Tax({Attendance.DueTime(h)}).

You can input value for your test of formula with test value for the item you used in formula.

Function introduction:

Round(), INT(), Abs(), Tax()(this for calculate the Salary Tax)

IF introduction: If(,,)

If(formula1/Value1, formula2/Value2, formula3/Value3)

In Formula1, you can use And, or;

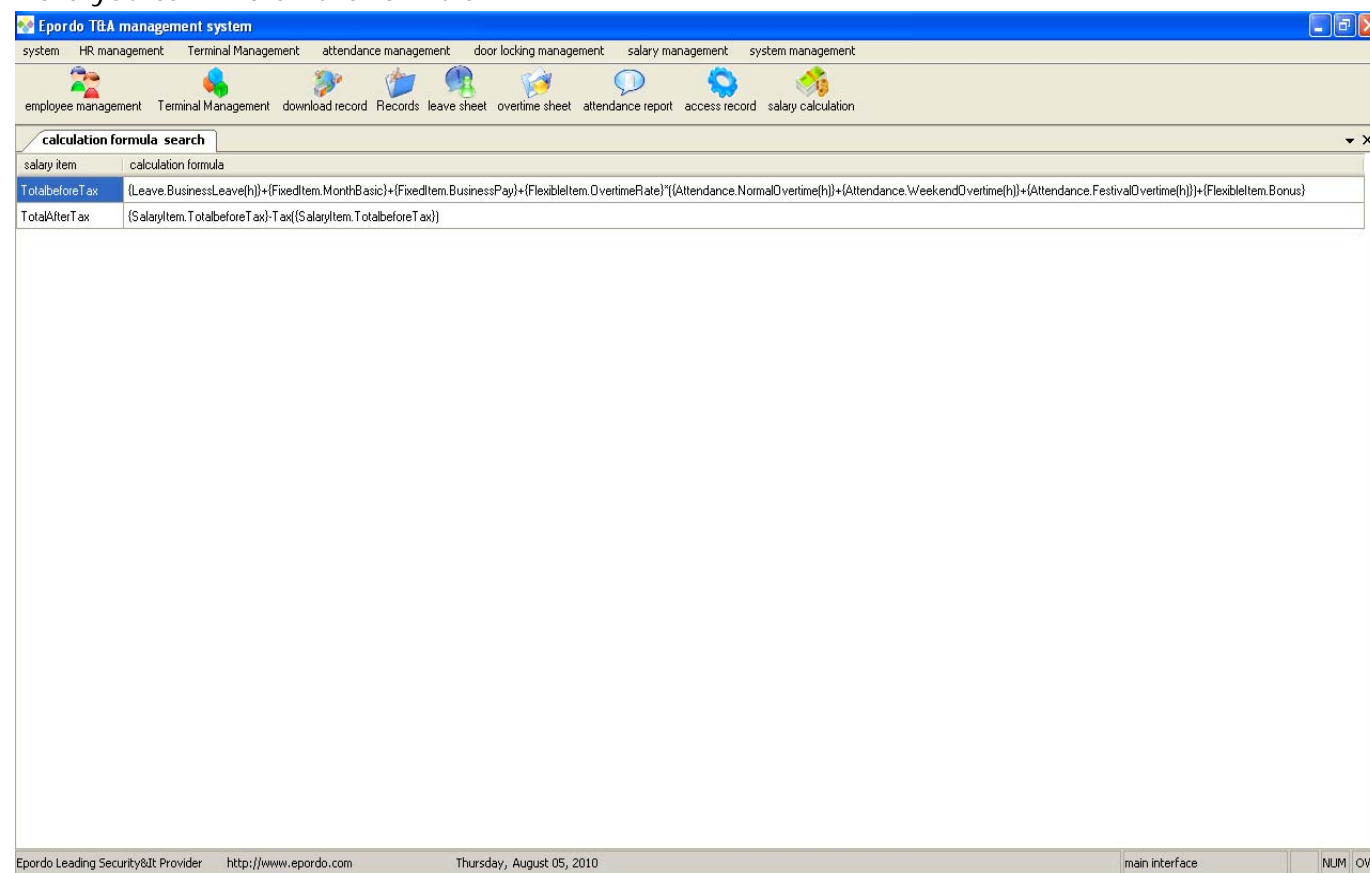
If formula1/Value1 is true, the function value will be Formula2/Value2, If false, it will be Formula3/Value3)

$$\text{If}(\{ \{ \text{Attendance.LateTimes} \} + \{ \text{Attendance.EarlyLeaveTimes} \} \} \geq 3, (\{ \text{Attendance.LateTimes} \} + \{ \text{Attendance.EarlyLeaveTimes} \}) * 200, (\{ \text{Attendance.LateTimes} \} + \{ \text{Attendance.EarlyLeaveTimes} \}) * 100)$$

You can take above as an example.

10.6 calculation formula search

Here you can find all the formula



10.7 Salary Calculation

Epordo T&A management system

system HR management Terminal Management attendance management door locking management salary management system management

employee management Terminal Management download record Records leave sheet overtime sheet attendance report access record salary calculation

calculation formula search **salary calculation**

current selected employee as follow
re-select employee

Empl.No.	Name	Dept.
000000...	Jack	Epordo
000000...	Luke	Epordo
000000...	Sophia	Epordo
000000...	Carrei	Epordo
000000...	Jassen	Epordo

salary calculation search result

month/period 2010/7 time range 7/1/2010 - 7/30/2010 calculate daily report search calculate delete EXCEL Output

smityLeave	BereavementLeave	AnnualLeave	OfficialLeave	MonthBasic	BusinessPay	OvertimeRate	Bonus	TotalbeforeTax	TotalAfterTax
0	0	0	0	3500	500	300	600	5800	5570
0	0	0	0	4000	1000	350	1000	7400	6340
0	0	0	0	6000	500	300	1500	9200	8410
0	0	0	0	7000	600	300	2000	10800	9850
0	0	0	0	8000	1000	300	2500	12700	11750

Epordo Leading Security&IT Provider <http://www.epordo.com> Thursday, August 05, 2010 main interface NUM OVR

Select Employee to Operate

Select which salary period you want to calculate
Calculate daily report: if checked, it will calculate the latest daily attendance report
If not, it will use old daily attendance report

11. System Management

11.1 system User Management:

The screenshot shows the 'System User Management' window. It has a 'user info.' section with 'user' and 'password' input fields. Below this is a 'Rights' section with a table of modules and checkboxes. The 'All' checkbox is selected. At the bottom are 'add new', 'confirm', and 'delete' buttons.

select	module name
<input checked="" type="checkbox"/>	employee management
<input type="checkbox"/>	Terminal Management
<input type="checkbox"/>	download user info.
<input type="checkbox"/>	upload user info.
<input type="checkbox"/>	download record
<input type="checkbox"/>	USB Pen management
<input type="checkbox"/>	Records Management
<input type="checkbox"/>	attendance rules managemnet
<input type="checkbox"/>	Shift Scheme Management
<input type="checkbox"/>	Leave Management

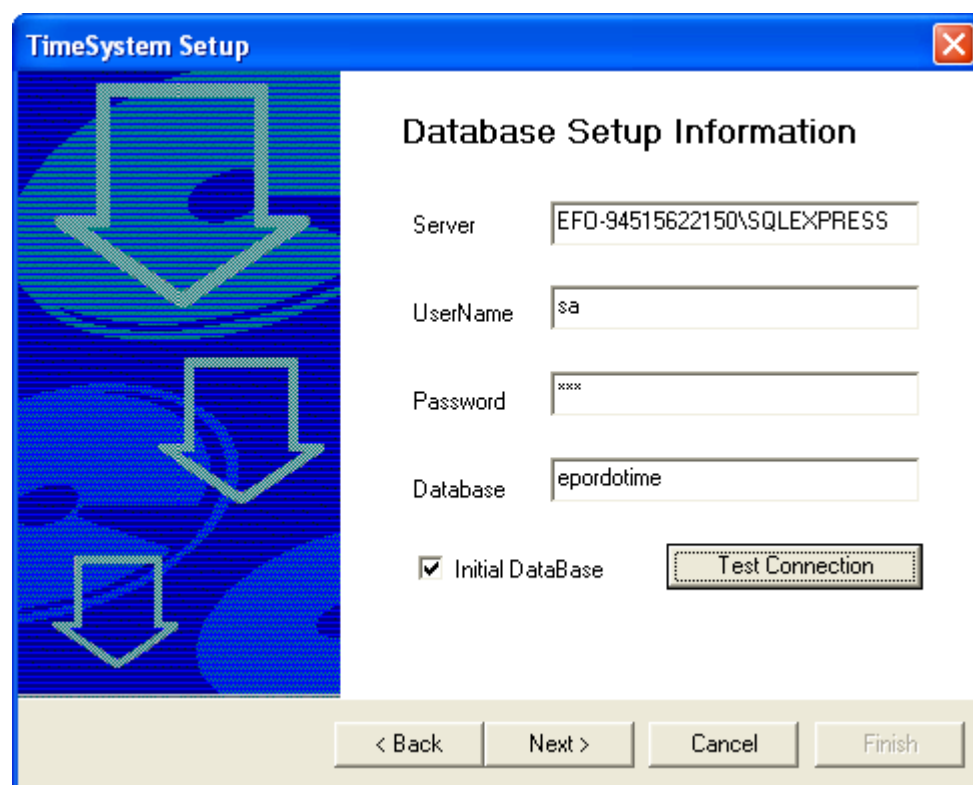
11.2 database backup/Recover

The screenshot shows the 'Epordo Data Backup/Recover' window. It has a title bar and a database icon. Below the icon are two sections: 'backup Path' with a text field and a 'Backup' button, and 'Recover Path' with a text field and a 'Recover' button.

12、 Problem solution:

SQL Server Link Problem Solution

When you install the Epordo Time Attendance /Access Control Software



If you test connection is fail . , This is problem from Database server connection.

You can check as following

- a. Run Microsoft SQL Server Management Studio Express

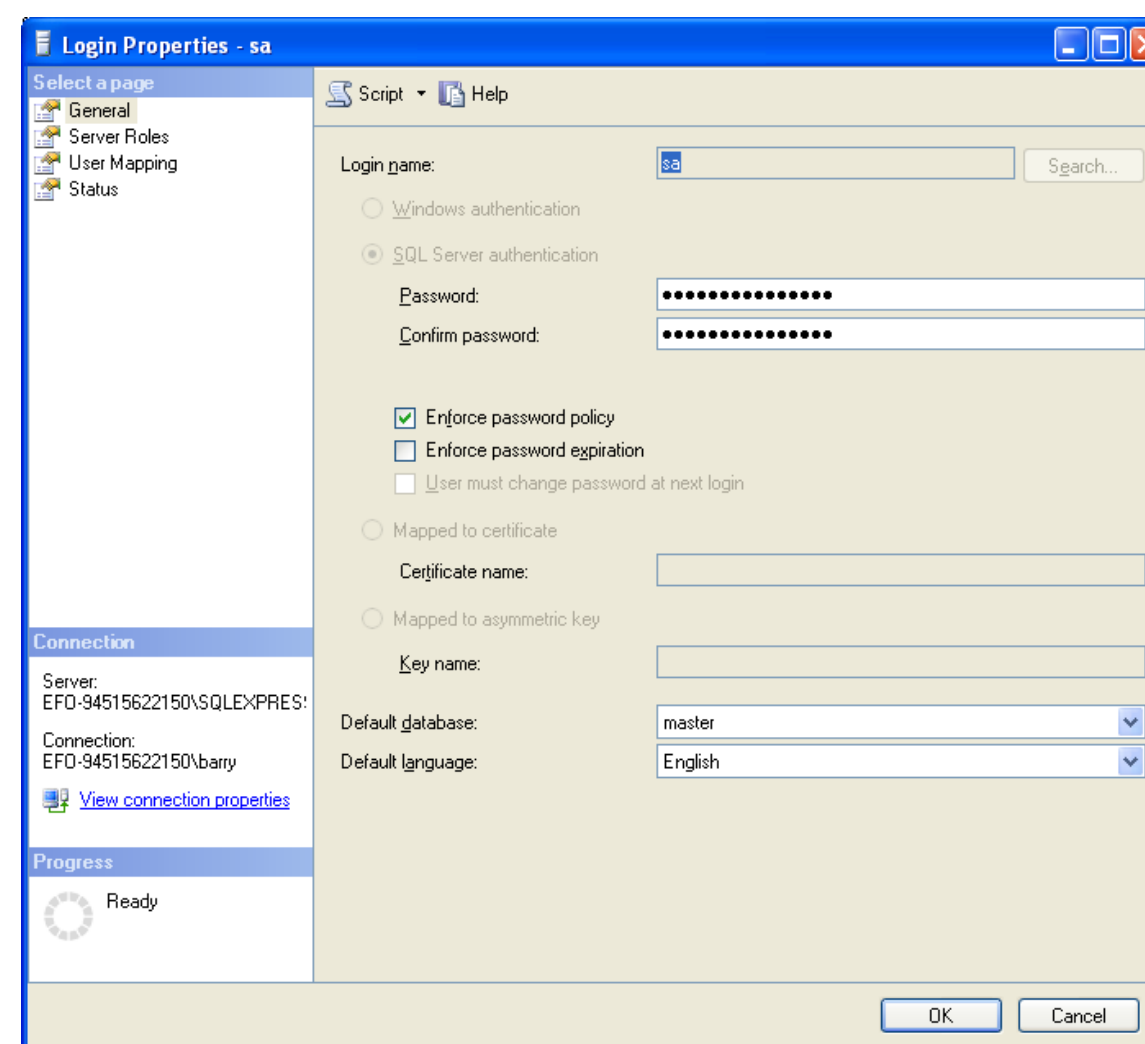
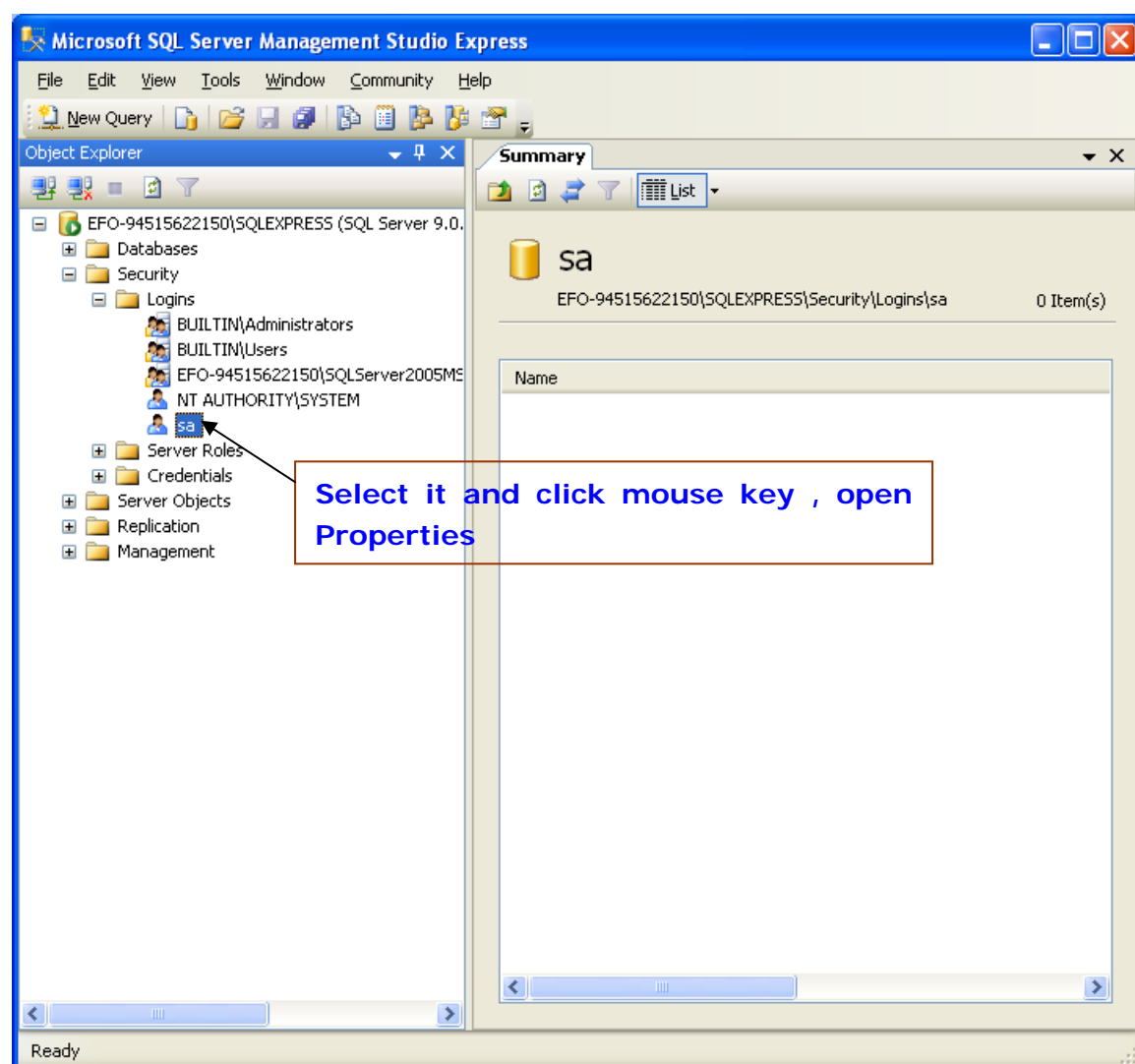


Here you use SQL Server Authentication to login sever with your password & Login Name
Click connect to test, if it's fail. It will give you some error message, you can use this error message to find related solution for it.

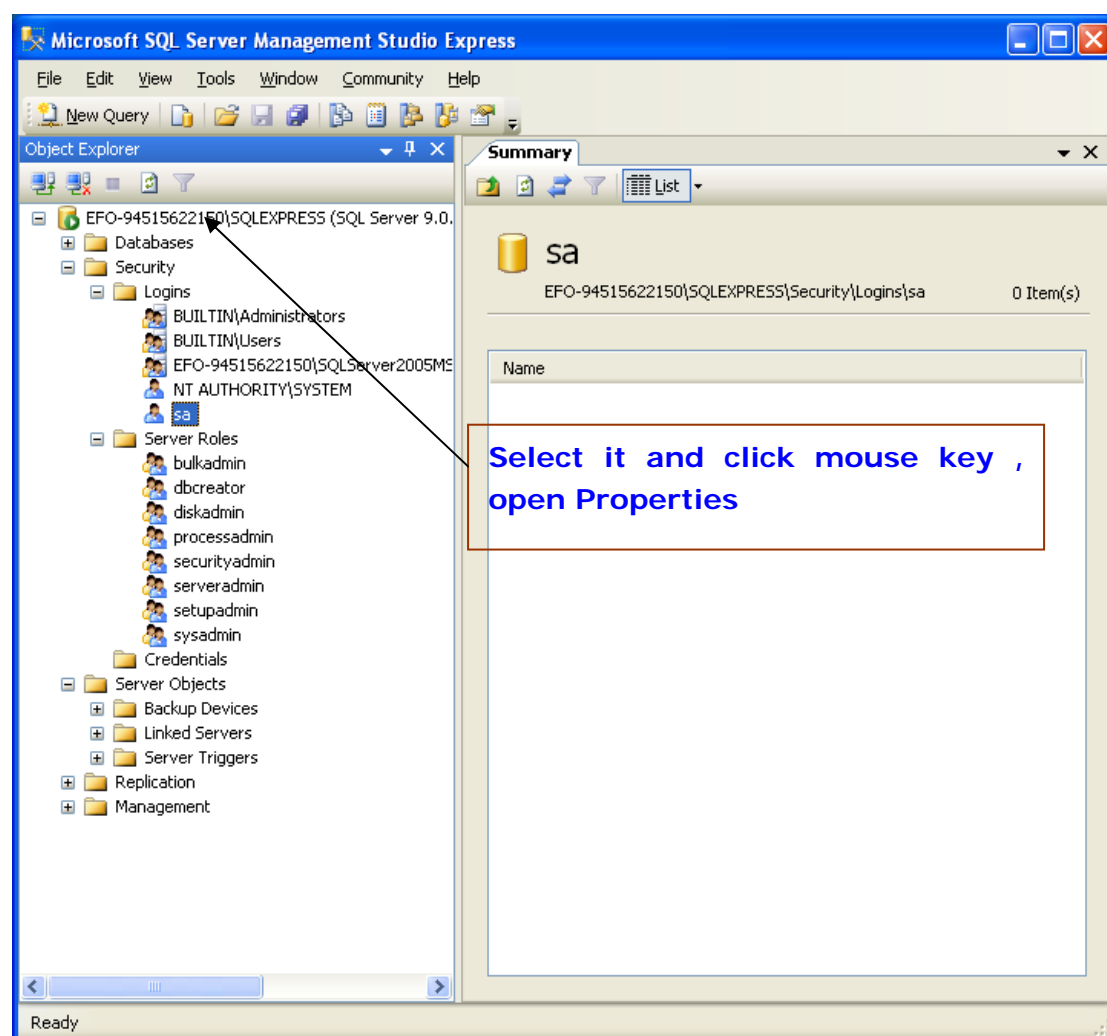
b. Use Windows Authentication way to login database management



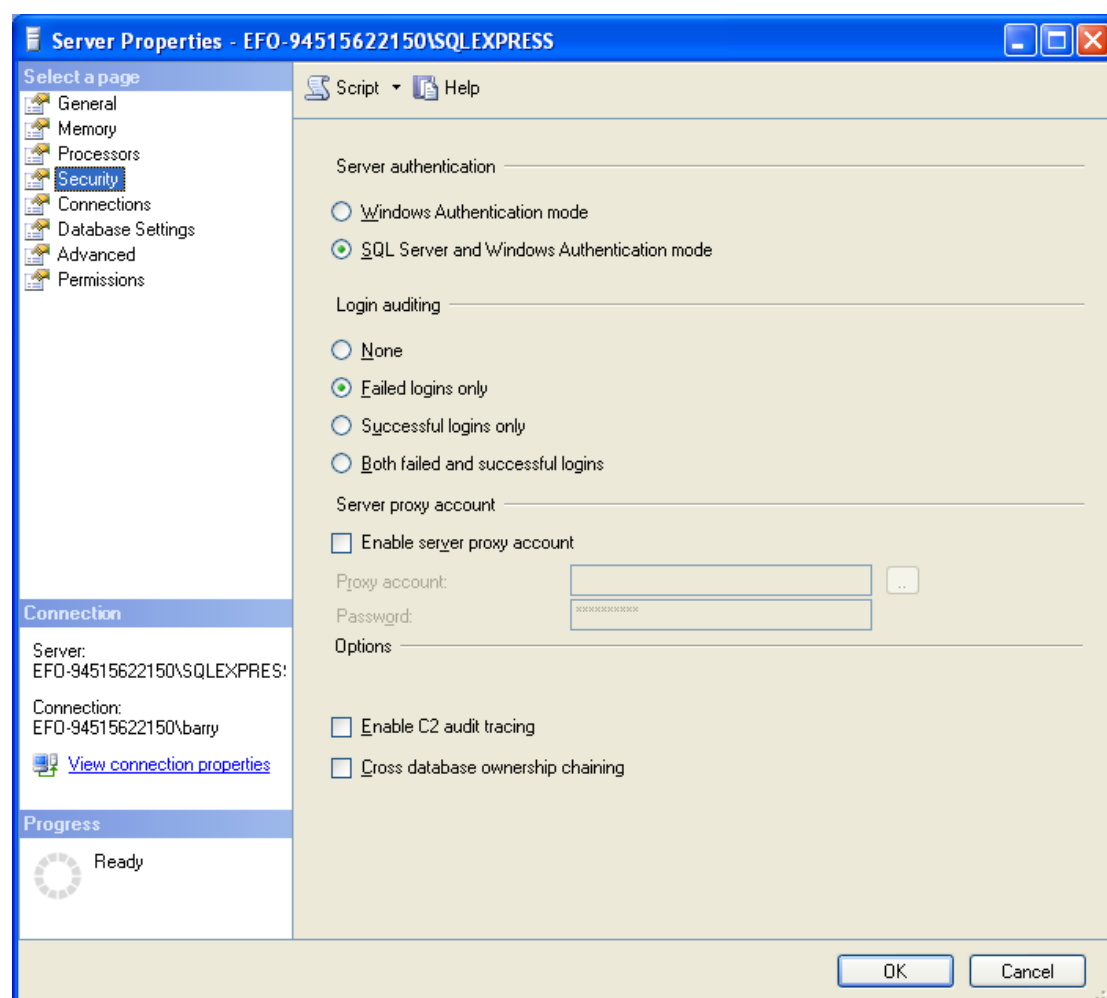
b-1 Then go to check sa's password, rights etc information



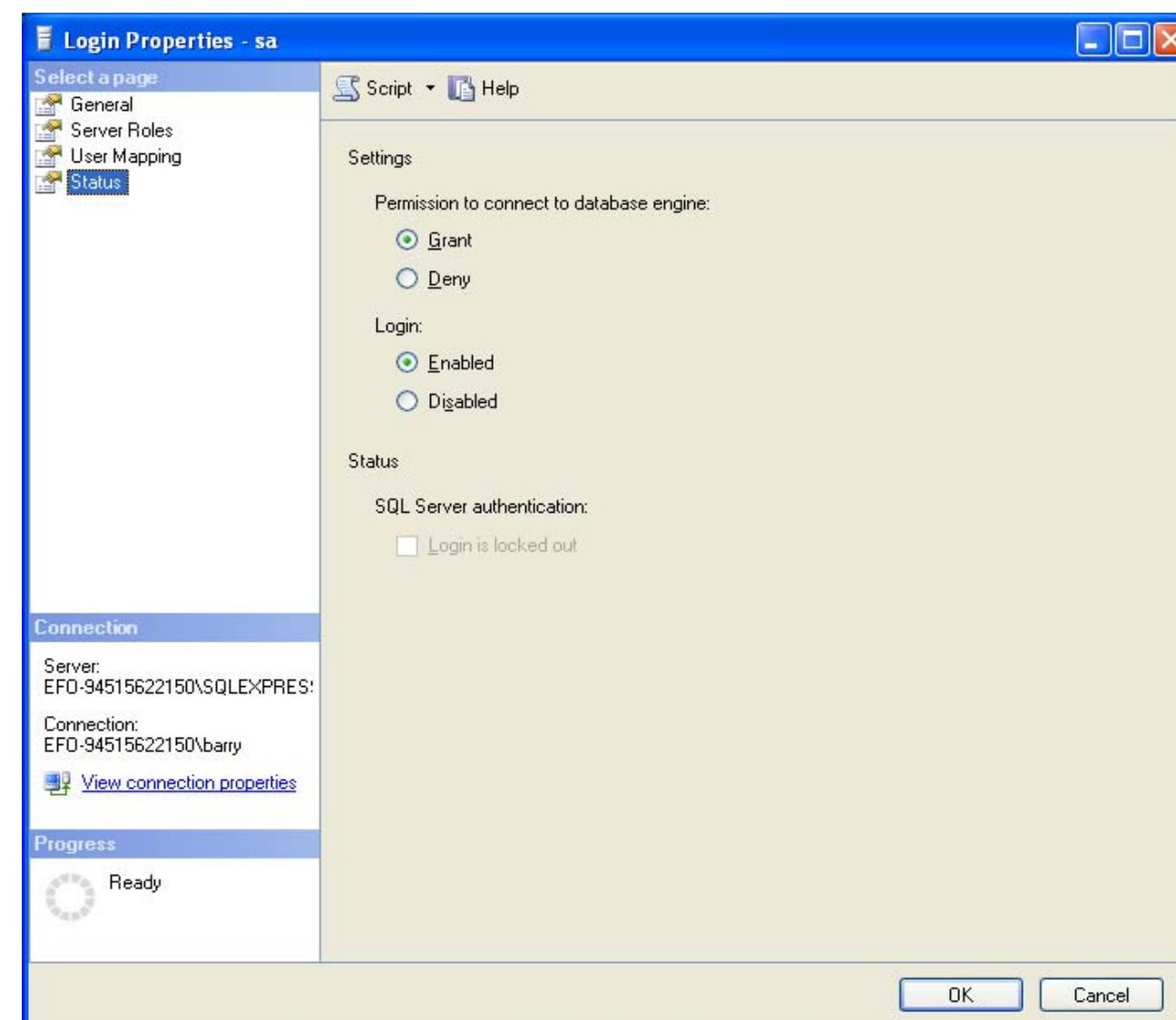
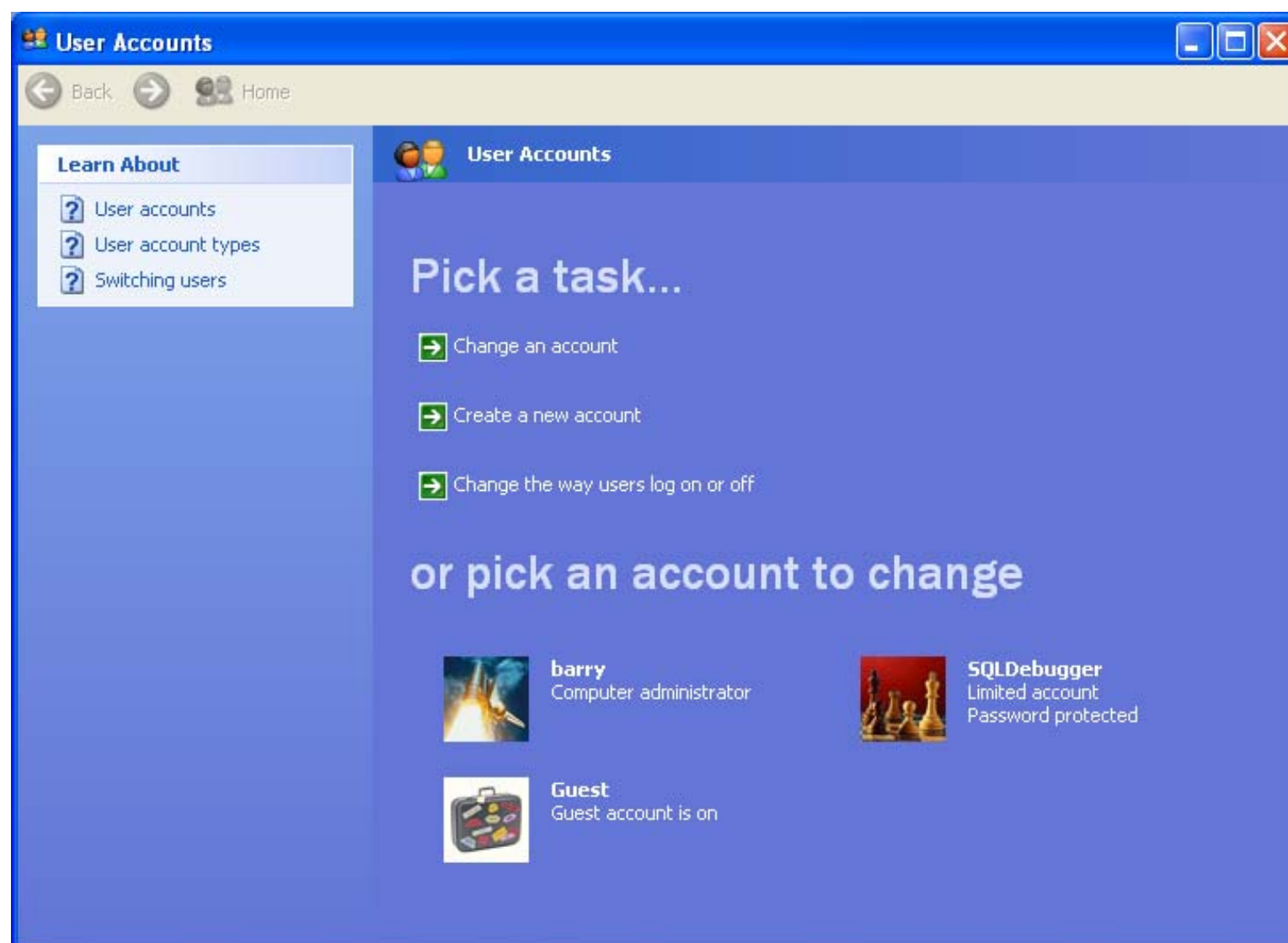
Please check Server Roles, whether sa has Sysadmin, and check Status, and check sa's setting , Permission to connect to the database engine and Login status.
b-2 check the authorization of database server



To make sure you have selected SQL Server and Windows Authorization mode.



- c. check your firewall setting, windows firewall setting and anti-virus setting
- d. check windows user setting, switch Guest user on



You can click <http://www.epordo.com> to know more information!!!