

Time Recorder V2.20

Startup Guide

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1. TIME RECORDER VERSION 2.20

This program is designed exclusively for using with the KS232D or KS485D series RFID proximity products from AVEA International Company Limited.

While presenting the ID card to readers connecting with computer and Time Recorder (in Windows), the program will

- stamp the date, time and card ID into the computer database
- show up the associated picture with the specific ID on the computer screen
- capture the photo of the scene
- release the electric lock if “access allowed”

There are standard reports for attendance or you may export data to EXCEL or TEXT format for backup or data processing.

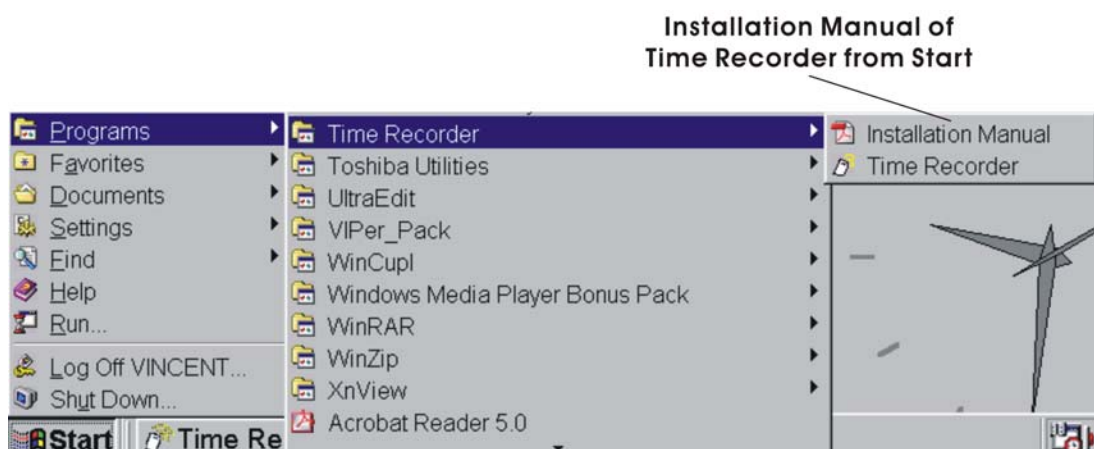
It can manage up to 8 readers. Moreover, custom program for more readers can be ordered.

2. SOFTWARE INSTALLATION

2.1 Insert the Time Recorder CD into your computer's CD-ROM drive. The Installer will start by itself automatically. If the Installer doesn't start automatically, you can run the setup.exe program to install the software.

2.2 Just follow the installation instruction to finish the installation.

2.3 Check the Installation Manual of Time Recorder from *Start* for details of Time Recorder's Setup



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3. SETTING UP THE TIME RECORDER

The state of windows of Time Recorder will be memorized. You may resize the windows according to your specific needs.

3.1 Setup – RFID Readers

Setup communication ports that are connected with proximity readers. And, instruct the Time Recorder how to perform the access control tasks.

Double click to enter RFID Reader setup

When presenting the authorised ID card to the reader, it will release the lock connected to this communication port.

When pressing the bypass switch of the reader, it will release the lock connected to this communication port.

Enable the Anti Passback feature to enforce the user to clock out after clock IN. Authorised user cannot release the lock of the IN reader if he forgot to clock OUT or vice versa. In this case, the reader will also record the clock IN /OUT time.

Reader On	Enabled	Description	Mode	Card Action	Bypass Action	Release Time	Anti Passback	Model	Capture
COM1	YES	EXIT	OUT	EXIT	EXIT	1	YES	KS series	NO
COM2	NO	COM2	CLOCK	DENIED	DENIED	1	NO	KS series	NO
COM3	NO	COM3	CLOCK	DENIED	DENIED	1	NO	KS series	NO
COM4	NO	COM4	CLOCK	DENIED	DENIED	1	NO	KS series	NO
COM5	YES	ENTRANCE	IN	EXIT	EXIT	1	YES	KS series	YES
COM6	NO	COM6	CLOCK	DENIED	DENIED	1	NO	KS series	NO
COM7	NO	COM7	CLOCK	DENIED	DENIED	1	NO	KS series	NO
COM8	NO	COM8	CLOCK	DENIED	DENIED	1	NO	KS series	NO

Time Recorder will automatically enable the available communication port after installation.

CLOCK - Time Clock IN - Entrance OUT - Exit

Duration for electric lock

If yes, PC camera will capture the photo while user presenting the ID card to the reader.

Communication port for set up

Check the box to enable the RFID reader

Check the box to enable the Anti Passback Feature

Check the box to capture the photo while user presenting the ID card to the reader of this com port

Check the box to capture the photo if the bypass switch is in used.

Name the communication port

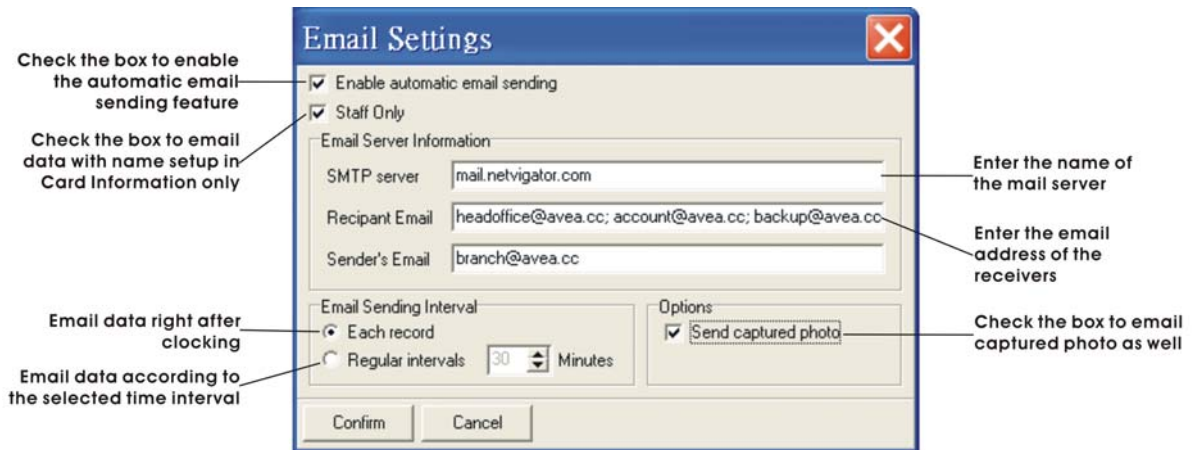
CLOCK - Time Clock IN - Entrance OUT - Exit

For security purpose, you may use the OUT reader to release the lock instead of connecting the electric lock to the IN reader.

DENIED if the bypass switch is not connected to the motion sensor or not in use. Select the related com port if it is in used.

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3.2 Setup – Email Settings



3.3 Setup – Webcam Setup

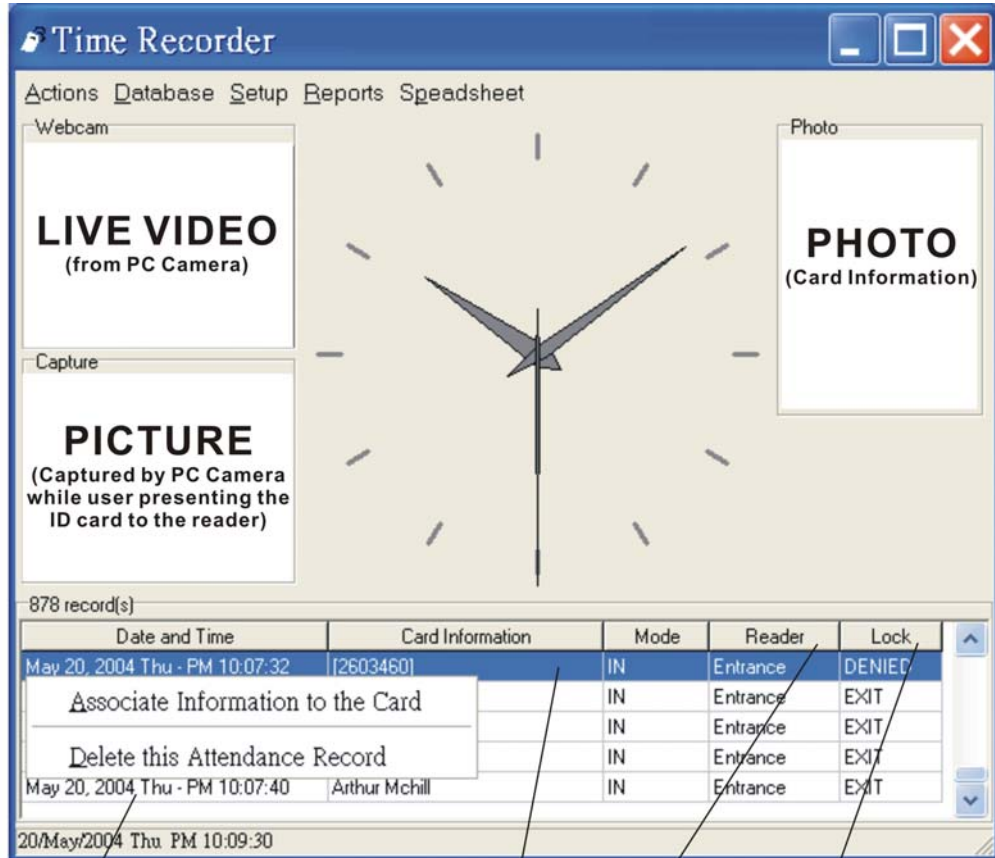


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3.4 Set up the card information

3.1.1 Present a card to the reader.

3.1.2 While reading the ID card, the red LED will on with a “beep” sound.
The card ID will be read and displayed on the screen.

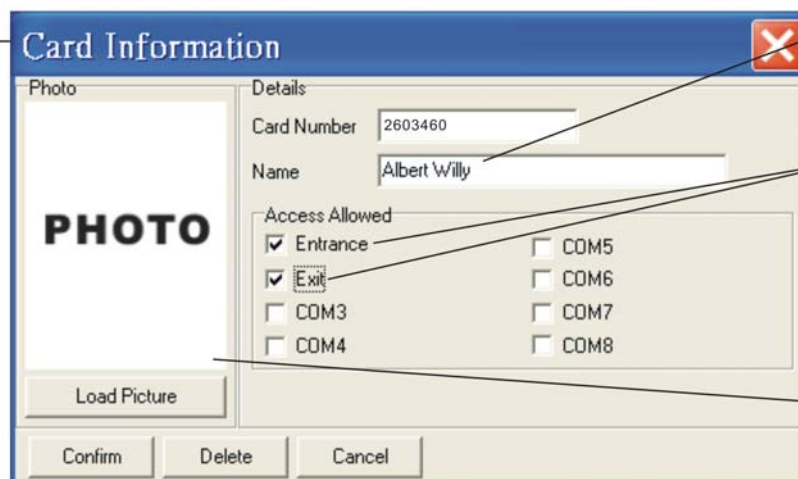


On May 20, 2004, PM10:07:40, Arthur Mchill presented the ID card to the - Entrance reader, the Exit reader release the electric lock to let him in.

Card holder presented the ID card to this reader.

Reader that released the electric door lock.

Click the right button on the mouse to edit the ID Card Information or delete the attendance record. Or double click the entry to enter into the card information dialog.



Enter the name of the ID card holder

Grant authorisation - check the box to select which readers or com ports this user can use for access with electric lock

Associate the photo of Albert Willy to card information

4. DATABASE MANAGEMENT

4.1 Export to Text File

Export the database to text file format for data backup.

4.2 Export to EXCEL File

Export the database to Excel file format for further use, e.g. payroll calculation.

4.3 Erase Attendance Records

Erase all attendance records.

4.4 Erase Card Information

Erase all card information.

4.5 Format Database

Clean up the database. Erase all attendance records and card information.

5. LED AND BUZZER

INDICATION	RED LED	GREEN LED	BUZZER	LOCK
Stand by mode – waiting for instruction	Blink			
Action: Present a card to the reader				
The reader is not connected to the computer	ON			
ID card with NO Card Information	ON		ON	
ID card with Card Information	ON	ON	ON	
ID card with Card Information and access allowed	ON	ON	ON	RELEASE

6. EXAMPLES FOR READER SETUP

6.1 Setup for one reader with PC camera and a bypass switch

- ✓ A reader is installed outside the door and connected to COM1 for entrance only.
- ✓ A Bypass Switch is connected to the reader and installed inside the door for exit.
- ✓ A PC camera is connected to the computer and installed in the entrance for photo capture while the ID card users presenting the card to the reader.

RFID reader

COM1

AVEA's Reader Options

- Reader is connected
- Reader Type
 - KS series
 - AC series
- Enable Anti Passback

Photo Capture Options

- Capture on card read
- Capture on bypass pressed
- Shot intervals
 - Single Shot
 - Multiple Shot
- Every 5 seconds

Description of the reader: Entrance

Mode of operation: IN

Present the authorised card, release lock on: Entrance

Press the bypass switch, release lock on: Entrance

Lock release time (in second): 1

Confirm Cancel

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6.2 Setup for Eight Readers

- ✓ COM1, Front Door Entrance (IN) – PC camera connect to the computer and bypass switch connect to the motion censor
- ✓ COM2, Front Door Exit (OUT) – bypass switch connect to the electric lock of front door
- ✓ COM3, Time Clock (CLOCK)
- ✓ COM4, Store Room Entrance (IN)
- ✓ COM5, Store Room Exit (OUT) - bypass switch connect to the electric lock of store room
- ✓ COM6, Back Door Entrance (IN)
- ✓ COM7, Back Door Exit (OUT) - bypass switch connect to the electric lock of back door
- ✓ COM8, Director Room - bypass switch connect to the electric lock of director room for exit

For security purpose , install another reader to release the electric lock and clock out for exit as well.

Reader on COM3 is for time recording only so do not need to instruct any reader to release the lock.

For security purpose, connect the electric lock and bypass switch for exit to the OUT reader. While presenting the ID card to the Front Door - IN Reader on COM1, it will instruct the Front Door - OUT Reader on COM2 to release the electric lock.

Connect the motion censor to the bypass switch of the com1 reader to capture the photos that are triggered by the motion censor.

Reader On	Enabled	Description	Mode	Card Action	Bypass Action	Release Time	Anti Passback	Model	Capture
COM1	YES	Front Door - IN	IN	Front Door - OUT	Front Door - IN	1	YES	KS series	YES
COM2	YES	Front Door - OUT	OUT	Front Door - OUT	Front Door - OUT	1	YES	KS series	NO
COM3	YES	Time Clock	CLOCK	DENIED	DENIED	1	NO	KS series	NO
COM4	YES	Store Room - IN	IN	Store Room - OUT	DENIED	1	YES	KS series	NO
COM5	YES	Store Room - OUT	OUT	Store Room - OUT	DENIED	1	YES	KS series	NO
COM6	YES	Back Door - IN	IN	Back Door - Out	DENIED	1	YES	KS series	NO
COM7	YES	Back Door - Out	OUT	Back Door - Out	DENIED	1	YES	KS series	NO
COM8	YES	Director Room	IN	Director Room	Director Room	1	NO	KS series	NO

Manager can use the same ID card for entering the company and his room.

For security purpose, bypass switch is not allowed on the Back Door for exit.

IN and OUT time to the Store Room should be recorded. No bypass switch should be used.

Install the PC camera in the Front Door Entrance

7. REPORTS AND SPREADSHEETS SET UP

Scope of Report

Persons of interest: All, Specified (Gundum)

Dates of interest: This Week, Last Week, This Month, Last Month, All, Range (From: April 1, 2004 Thursday, To: May 31, 2004 Monday)

Records of interest: ALL, CLOCK, IN/OUT

Options: Print blank lines, New page on each person, Enhanced Printing, Preview Only

Record format: AM/PMhh:mm:ss, HH:mm:ss, AM/PMhh:mm, HH:mm

Buttons: Confirm, Cancel

Annotations:

- Report for data of all employees in card information (points to 'All')
- Report for data of selected employee (points to 'Specified')
- Printing with shaded lines (points to 'Preview Only')
- Print those days that do not have clock data (points to 'Print blank lines')
- Time format for print out (hh:mm:ss = hour:minute:second) (points to 'HH:mm:ss')
- Report for data from all readers, including CLOCK, IN and OUT readers (points to 'ALL')
- Report for data from readers that set up as CLOCK only (points to 'CLOCK')
- Report for data from readers that set up as IN or OUT only (points to 'IN/OUT')

Who's status

Persons of interest: All, Specified (Gundum)

Date of interest: May 21, 2004 Friday

Record format: AM/PMhh:mm:ss, HH:mm:ss, AM/PMhh:mm, HH:mm

Options: New page on new category, Enhanced Printing, Preview Only

Buttons: Confirm, Cancel

Annotations:

- Report for data of all employees in card information (points to 'All')
- Report for data of selected employee (points to 'Specified')
- Time format for print out (hh:mm:ss = hour:minute:second) (points to 'HH:mm:ss')
- Report for data of selected date (points to 'Date of interest')
- Printing with shaded lines (points to 'Preview Only')

8. REPORTS SAMPLES

8.1 Total Hours Report

It is a detailed Total Working Hours Report for employees for selected readers at specific date range. The first data will be used as the IN time and the last data will be used as the OUT time for calculation.

Time Recorder From: 17/May/2004 To: 21/May/2004

Total Hours (All)

Employee ID	Employee Name	No of day(s)	Total Time
[6368397]	Albert Willy	5	42:56:43
[16335330]	Home	0	00:00:00
[298895]	Philips Wayne	5	42:02:44
[3692504]	Wallet	0	00:00:00

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8.2 Total Hours Detail Report

Total Hours Detail Report calculates all the time difference between two consecutive records in a day for employees.

The screenshot shows a software window titled "Time Logs Detail (All)". The window contains a report for "Time Recorder" covering the period "From: 17/May/2004 To: 21/May/2004". The report is titled "Time Logs Detail (All)" and lists records for employee "[6368397] Albert Willy (37 record(s))".

Date	Day	Time	Event	Time	Event	Duration
May 17, 2004	Mon	08:50	[CLOCK]	10:13	[IN]	(01:23:02)
		12:01	[IN]	12:30	[IN]	(00:28:00)
		13:02	[OUT]	13:03	[IN]	(00:00:36)
		13:42	[IN]	16:37	[IN]	(02:54:42)
		16:37	[IN]	17:08	[OUT]	(00:30:46)
		18:02	[OUT]			
May 18, 2004	Tue	08:54	[IN]	13:00	[OUT]	(04:05:32)
		13:58	[IN]	17:20	[OUT]	(03:21:32)
May 19, 2004	Wed	08:50	[IN]	08:50	[IN]	(00:00:00)
		10:42	[IN]	10:42	[IN]	(00:00:14)
		12:08	[OUT]	13:05	[OUT]	(00:56:26)
		14:05	[IN]	14:15	[IN]	(00:09:21)
		17:00	[OUT]	17:30	[CLOCK]	(00:30:00)
May 20, 2004	Thu	09:33	[IN]	12:50	[OUT]	(03:17:17)
		13:30	[IN]	18:13	[OUT]	(04:42:35)
May 21, 2004	Fri	09:04	[IN]	09:33	[IN]	(00:29:20)
		09:53	[IN]	09:53	[CLOCK]	(00:00:05)
		09:53	[CLOCK]	13:01	[OUT]	(03:07:40)
		13:50	[IN]	17:02	[OUT]	(03:11:52)

No of day(s) = 5 Total Time=29:09:05

[16335330] Home (0 record(s))

No of day(s) = 0 Total Time=00:00:00

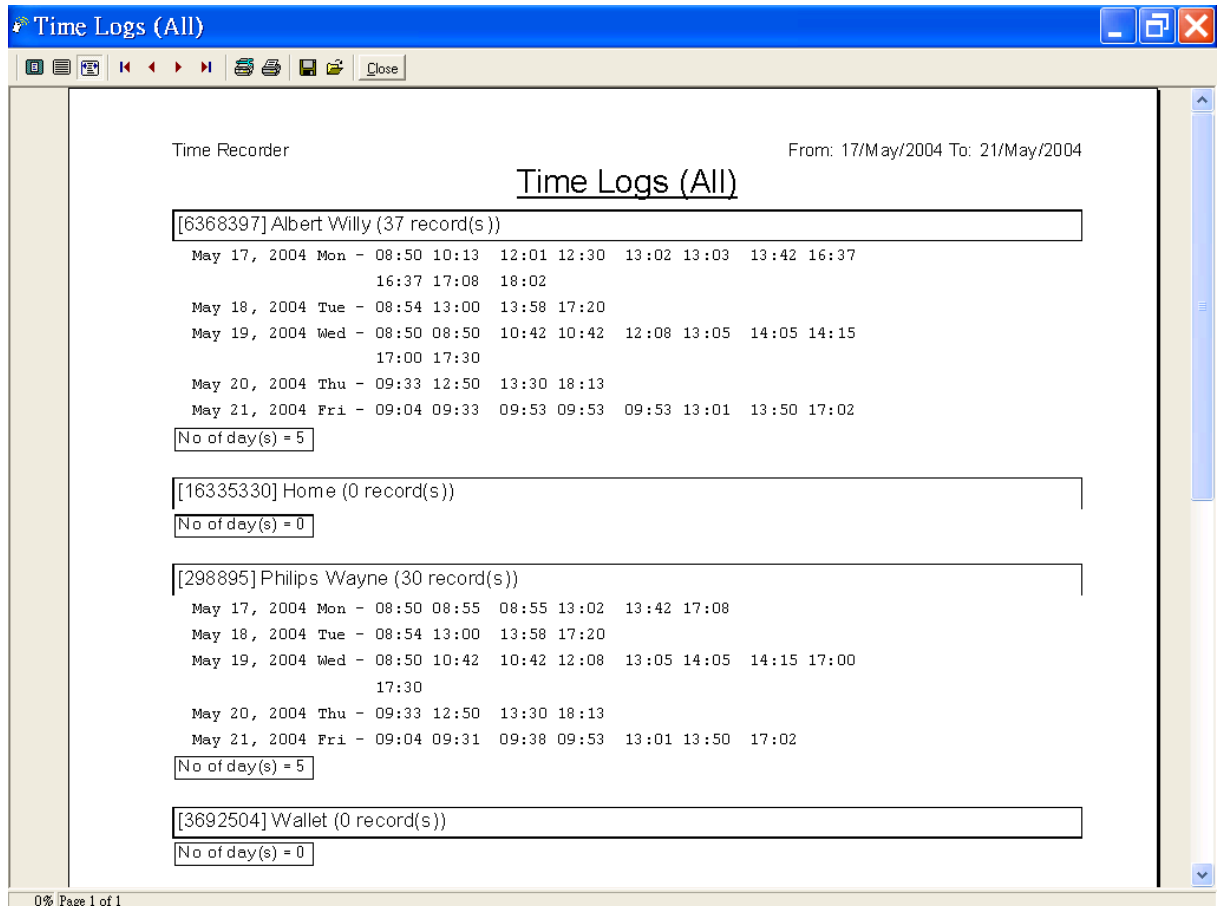
[2099051] Delta Wings (20 record(s))

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8.3 Time Logs Report

Report for all data sorted by name according to selected readers at a specific date range. Number of records and clocked days for that employee will be reported.



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8.4 Daily Individual Report

Report for individual employee status at a specific date.

The screenshot shows a window titled "Daily Individual Report" with a blue title bar. The window contains the following text:

Time Recorder 21/May/2004

Daily Individual Report

[6368397] Albert Willy (8 record(s))

CLOCK	-	09:53	09:53		
IN	-	09:04	09:33	09:53	13:50
OUT	-	13:01	17:02		

[16335330] Home (0 record(s))

CLOCK	-				
IN	-				
OUT	-				

[298895] Philips Wayne (7 record(s))

CLOCK	-				
IN	-	09:04	09:31	09:38	13:50
OUT	-	09:53	13:01	17:02	

[3692504] Wallet (0 record(s))

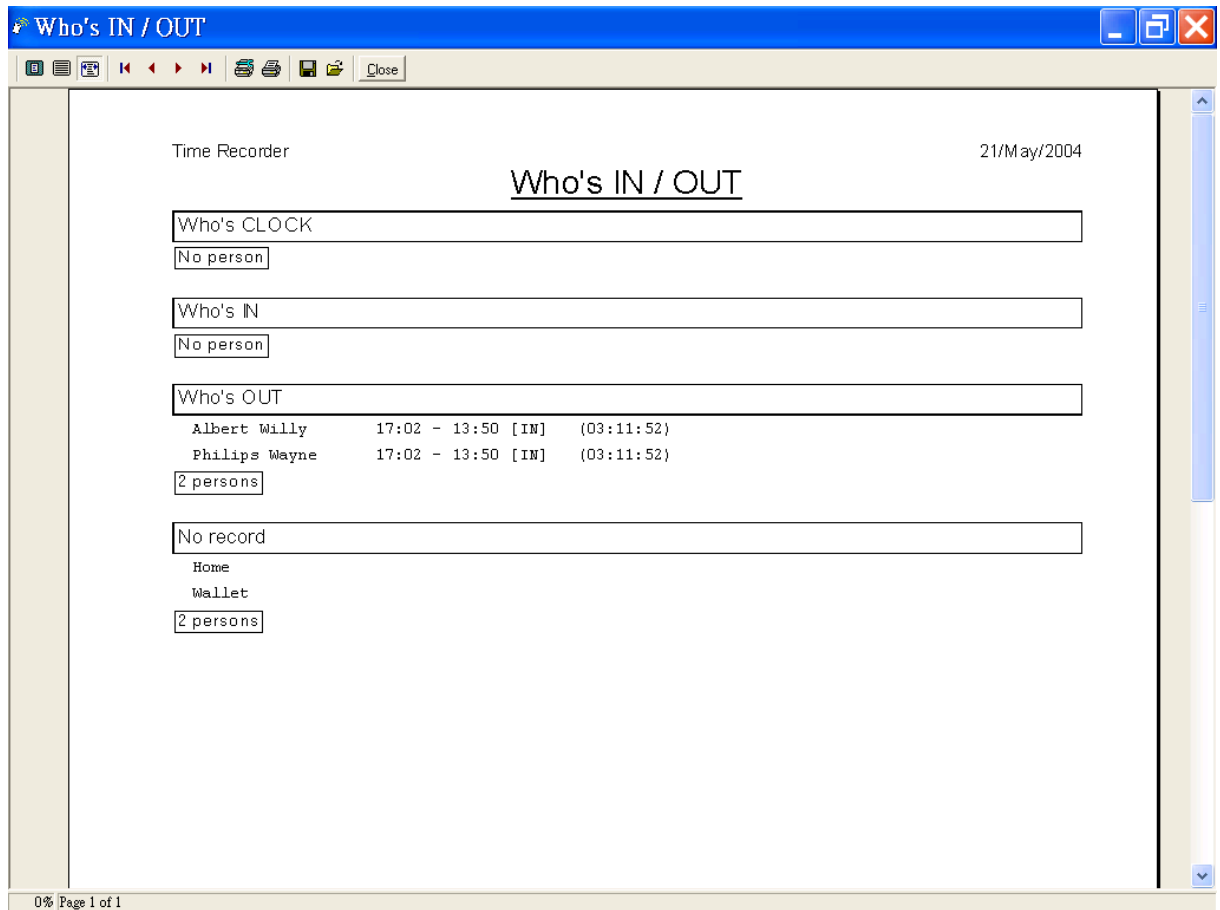
CLOCK	-				
IN	-				
OUT	-				

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8.5 Who's IN / OUT Report

Reports that you can find out WHO is IN the office and WHO is NOT IN (OUT) the office at a specific date.



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9. SPREADSHEET SAMPLES

9.1 First IN / Last OUT Spreadsheet

It extracts the first clock data (First) and the last clock data (Last) from selected readers.

The screenshot shows a Microsoft Excel spreadsheet titled 'test.xls'. The spreadsheet has the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	NAME	DATE	FIRST	LAST	STATUS												
2	Albert Willy	17/05/2004	08:50:07	18:02:29	OK												
3		18/05/2004	08:54:37	17:20:30	OK												
4		19/05/2004	08:50:00	17:30:30	OK												
5		20/05/2004	09:33:11	18:13:16	OK												
6		21/05/2004	09:04:07	17:02:00	OK												
7	Philips Wayne	17/05/2004	08:50:07	17:08:30	OK												
8		18/05/2004	08:54:37	17:20:30	OK												
9		19/05/2004	08:50:00	17:30:30	OK												
10		20/05/2004	09:33:11	18:13:16	OK											
11		21/05/2004	09:04:07	17:02:00	OK												
12																	
13																	
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9.2 Time Logs Spreadsheet

It sorts out all the data by employees according to the selected readers for the selected date range.

The screenshot shows a Microsoft Excel window titled 'Microsoft Excel - t.xls'. The spreadsheet contains the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	NAME	DATE	TIME1	TIME2	TIME3	TIME4	TIME5	TIME6									
2	Albert Willy	17/05/2004	08:50:07	10:13:09	12:01:59	12:30:00	13:02:39	13:03:15									
3			13:42:58	16:37:40	16:37:43	17:08:30	18:02:29										
4		18/05/2004	08:54:37	13:00:09	13:58:58	17:20:30											
5		19/05/2004	08:50:00	08:50:00	10:42:39	10:42:53	12:08:36	13:05:03									
6			14:05:58	14:15:19	17:00:30	17:30:30											
7		20/05/2004	09:33:11	12:50:28	13:30:41	18:13:16											
8		21/05/2004	09:04:07	09:33:27	09:53:51	09:53:56	09:53:58	13:01:39									
9			13:50:08	17:02:00													
10	Philips Wayne	17/05/2004	08:50:07	08:55:07	08:55:07	13:02:39	13:42:58	17:08:30									
11		18/05/2004	08:54:37	13:00:09	13:58:58	17:20:30											
12		19/05/2004	08:50:00	10:42:39	10:42:53	12:08:36	13:05:03	14:05:58									
13			14:15:19	17:00:30	17:30:30												
14		20/05/2004	09:33:11	12:50:28	13:30:41	18:13:16											
15		21/05/2004	09:04:07	09:31:41	09:38:00	09:53:53	13:01:39	13:50:08									
16			17:02:00														
17																	
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9.2 Database to EXCEL

It exports all data from the database to excel file for data back up or payroll calculation.

The screenshot shows a Microsoft Excel spreadsheet titled 'data.xls'. The spreadsheet contains a table with the following columns: A (Date), B (Time), C (ID), D (Name), E (Status), F (Action), G (Action), H (Action), I, and J. The data is organized into rows, with the first row (789) starting on 17/5/2004 at 18:01:40. The table includes various entries for different dates and times, with names like 'Albert White', 'Albert Willy', and 'Philips Wayne'. The status and action columns contain values such as 'OUT', 'IN', 'EXIT', and 'DENIED'. The spreadsheet also shows a status bar at the bottom with the text 'RECORDS' and 'NUM'.

	A	B	C	D	E	F	G	H	I	J
789	17/5/2004	18:01:40	512	366710	[NO NAME]	OUT	EXIT	EXIT		
790	17/5/2004	18:01:53	4352	854707	[NO NAME]	OUT	EXIT	EXIT		
791	17/5/2004	18:02:10	512	375571	Albert White	OUT	EXIT	EXIT		
792	17/5/2004	18:02:30	258	6368397	Albert Willy	OUT	EXIT	EXIT		
793	18/5/2004	8:54:37	257	298895	Philips Wayne	IN	ENTER	DENIED		
794	18/5/2004	8:54:37	257	6368397	Albert Willy	IN	ENTER	DENIED		
795	18/5/2004	13:00:09	257	6368397	Albert Willy	OUT	EXIT	EXIT		
796	18/5/2004	13:00:09	257	298895	Philips Wayne	OUT	EXIT	EXIT		
797	18/5/2004	13:58:58	257	298895	Philips Wayne	IN	ENTER	EXIT		
798	18/5/2004	13:58:58	257	6368397	Albert Willy	IN	ENTER	EXIT		
799	18/5/2004	17:20:30	257	298895	Philips Wayne	OUT	EXIT	EXIT		
800	18/5/2004	17:20:30	257	6368397	Albert Willy	OUT	EXIT	EXIT		
801	19/5/2004	8:50:00	257	6368397	Albert Willy	IN	ENTER	DENIED		
802	19/5/2004	8:50:00	257	6368397	Albert Willy	IN	ENTER	DENIED		
803	19/5/2004	8:50:00	257	298895	Philips Wayne	IN	ENTER	DENIED		
804	19/5/2004	10:42:20	512	366710	[NO NAME]	IN	ENTER	EXIT		
805	19/5/2004	10:42:26	4352	854707	[NO NAME]	IN	ENTER	EXIT		
806	19/5/2004	10:42:33	512	375571	Albert White	IN	ENTER	EXIT		
807	19/5/2004	10:42:40	258	298895	Philips Wayne	IN	ENTER	EXIT		
808	19/5/2004	10:42:40	258	6368397	Albert Willy	IN	ENTER	EXIT		
809	19/5/2004	10:42:54	258	298895	Philips Wayne	IN	ENTER	DENIED		
810	19/5/2004	10:42:54	258	6368397	Albert Willy	IN	ENTER	DENIED		
811	19/5/2004	12:08:31	512	375571	Albert White	OUT	EXIT	EXIT		
812	19/5/2004	12:08:33	4352	854707	[NO NAME]	OUT	EXIT	EXIT		
813	19/5/2004	12:08:35	512	366710	[NO NAME]	OUT	EXIT	EXIT		
814	19/5/2004	12:08:36	258	298895	Philips Wayne	OUT	EXIT	EXIT		
815	19/5/2004	12:08:36	258	6368397	Albert Willy	OUT	EXIT	EXIT		
816	19/5/2004	13:05:03	257	6368397	Albert Willy	OUT	EXIT	EXIT		
817	19/5/2004	13:05:03	257	298895	Philips Wayne	OUT	EXIT	EXIT		
818	19/5/2004	14:05:58	257	298895	Philips Wayne	IN	ENTER	EXIT		
819	19/5/2004	14:05:58	257	6368397	Albert Willy	IN	ENTER	EXIT		
820	19/5/2004	14:15:19	258	6368397	Albert Willy	IN	ENTER	EXIT		
821	19/5/2004	14:15:19	258	298895	Philips Wayne	IN	ENTER	EXIT		
822	19/5/2004	14:15:25	512	366710	[NO NAME]	IN	ENTER	EXIT		