



For Flexi Schedule Users)

A Central Solution for Time Attendance and Access Control

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Installation Guide for TCMS V2 Software

This is an abridged version of the TCMS V2 User Guide, meant to guide you with your initial TCMS V2 installation and the basic setup required to use the Flexi Schedule in the software. To fully explore TCMS V2 and all its extensive features, please refer back to the TCMS V2 User Guide. Get ready with the FingerTec Going Green DVD provided with your FingerTec purchase, and here we go.



In case of a lost/damaged DVD, you can download the latest version of the software online at <u>user.fingertec.com/software-updates.html</u>

1 DVD Installation

- Insert the FingerTec Going Green DVD into your computer. Please note that if you are sharing TCMS V2 on multiple workstations, makesure that you do clock operation from one workstation at a time to avoid complications or corruptions with your database.
- Once the DVD is inserted, it will auto-run. Click Run Start.exe to view the flash introduction.
- Click on Software and choose Software Installation. Follow the preceding steps shown on the screen to install the TCMS V2 software.
- At the first screen of the FingerTec TCMS V2 InstallShield Wizard window, click Next to continue with the installation.
- At the next screen, click on I accept the terms in the license agreement after reading the User Software License Agreement. Then, click Next.
- At the next screen, specify your preferred destination folder to install the software and click Next to continue. If no changes are made, the location will remain at its default location in <u>C:\Program Files\FingerTec</u> <u>Worldwide\TCMS V2\</u>
- At the next screen, click Install when you are ready to install the TCMS V2 software.
- Click Finish when the installation completes. You will find the TCMS V2 shortcut icon on your computer desktop.



Workflow in Summary

Software > Software Installation > FingerTec TCMS V2 InstallShield Wizard > Next > I accept the terms in the license agreement > Next > Specify destination folder and click Next > Install > Finish.

2 Basic Setup

- Start by right-clicking the TCMS V2 shortcut icon found on your desktop, and choose to Run as Administrator to run TCMS V2.
- When prompted, choose your preferred language. The language used in this guide is English.
- At the next screen, enter the relevant Product Key for authorization to use the software. The information required, including Product Key and Terminal Serial Number, is located at the back of the FingerTec Going Green DVD cover. Click Next after entering the Product Key.
- At the next screen, options are given for your date format preference. This will affect how recorded transactions are displayed, and can be changed later on. An example is displayed for reference. Choose accordingly and click Next.
- At the next screen, choose the keywords to label your company's working and non-working days. Three options are given for non-working days to accommodate different wage rates on different non-working days. Also choose the first day of the week (ie: Sunday in UAE, Monday in USA), the payroll cycle used (Monthly, Weekly, etc) and the payroll cycle's start date. Choose according to your company's policies and click Next.
- At the next screen, choose the type of schedule to use accordingly (ie: Flexi for workers with flexible clocking times, Weekly for normal workers). For advanced users, you can choose to edit the clocking schedule here by clicking on More Options. For other users, click Next to continue.
- At the next screen, configure the password that will be used to access TCMS V2. If left empty, the TCMS V2 can be accessed by anyone using the computer. Also fill in the company information and click Next to continue. The company information used here will be displayed in the attendance sheets and reports.

- At the next window, click Finish and wait for a pop-up window saying Thank You. Click Ok to continue.
- Congratulations! You have now successfully installed and configured the initial setup of your TCMS V2 software. Wait for the FingerTec Terminal window to pop-up and carry on with the next chapter.



Workflow in Summary

Double-click TCMS V2 shortcut icon > Choose language > Enter Product Key > Next > Set Date Format Preference > Next > Set Day Type keyword > Next > Choose Clocking Schedule Type > Next > TCMS V2 Password Configuration > Next > Finish > Click OK when you see Thank You

3 Terminal Activation for the first time

Caution: After choosing your connection type, be sure to only follow the relevant instructions to avoid any errors during configuration.

To start, click on the Devices icon and double-click Setup FingerTec terminals. This will open the FingerTec Terminal window.

F	ingerTec 7	Terminal												
	Specify the In order to MPORTAL	ne ID number and the o enable a disabled te NT: Click 'Activate Ter	type of model fo rminal, make su minal' to activat	or each re the te e the te	installed t rminal is minal to c	erminal, and its known connected online to yo download clocking data	communication por our computer before a from terminal.	t for RS232/485 you uncheck th	connection, or e 'Disabled' che	its unique IP ad ocker.	idress for TCP/IP co	nnection.		
L	Disabled	Product Key	Activation	ID	Group	Description	Model	Serial No.	Connection	Baudrate	IP Address	Port	Key	^
L	111	C3MD-V3JU-P28N	NE7J8YUE	1	0	IN terminal	R2	8214407	USB	115200	192.168.1.201	4370		
		XQS4-JL6X-YMEF	KJF3P2MZ	2	0	OUT terminal	Q2i	7128345	тсрлр	115200	192.168.1.250	4370		1
	Help	Add	Delete		Ac	tivate Terminal	Advanced	Settings	Term	inal Group	Save		Close	
	The	FingerTec	Termin	al w	indo	w								

3.1 TERMINAL ACTIVATION VIA USB OR USB/CLIENT

- Make sure that you have a USB flash disk complete with information of the terminal that you want to connect to TCMS V2. Change the Connection Type to USB (or USB/Client if you are activating a TA300 terminal). PLEASE NOTE that if you have more than 1 terminal connecting via USB, you will need to change the device ID number. Please refer to Chapter 2 of the TCMS V2 User Guide for instructions.
- Choose the terminal model. The terminal of which its Product Key is being used to install TCMS V2 will appear on the first line in the FingerTec Terminal window. Proceed by clicking on the relevant cell below the Model header and choosing the model of terminal. Please go to <u>product.fingertec.com</u> to find out more about FingerTec products.
- There is a checker labeled Disabled on the far right of the FingerTec Terminal window. Uncheck the Disabled button for the system to start connecting to the terminal. The software may take a moment to do so.
- The system will prompt you to insert the Serial Number of your terminal. Insert the correct serial number, which can be found on the same hologram sticker pasted at the back of the FingerTec Going Green DVD cover, and then press Enter. Once the Apply button is enabled, click it to proceed.
- You will now be prompted to insert the Activation Key of the terminal. Insert the information, and then click OK ► Save ► Close. This establishes the connection between the TCMS V2 software and the terminal via USB and you can start downloading data from the terminal to TCMS V2.
- It is crucial that you save the information to avoid connection loss between TCMS V2 and the terminal. Once the terminal is activated in TCMS V2, all icons on the software will be activated, and you are now ready to configure and use TCMS V2.



Workflow in Summary

Click Devices icon ▶ Setup FingerTec terminals ▶ Choose the terminal model ▶ Uncheck Disabled button ▶ Insert Serial Number ▶ Enter ▶ Apply ▶ Insert Activation Key ▶ OK ▶ Save ▶ Close

3.2 TERMINAL ACTIVATION VIA TCP/IP

- Make sure that you have connected the terminal and the computer installed with TCMS V2 to a switch using a CAT5 cable. Once the cable is connected, assign a fixed/static IP address to your computer. Refer to 3.2.1 for instructions on how to configure your IP address. You can then start activating your terminal.
- The terminal of which its Product Key is being used to install TCMS V2 will appear on the first line in the FingerTec Terminal window. Proceed by clicking on the relevant cell below the Model header and choosing the model of terminal. Please go to <u>product.fingertec.com</u> to find out more about FingerTec products.
- Proceed by clicking on the relevant cell below the IP Address header and specifying the IP address for your terminal. The default IP address is 192.168.1.201. You might have a different IP address; find the details from your IT personnel.
- There is a checker labeled Disabled on the far right of the FingerTec Terminal window. Uncheck the Disabled button for the system to start connecting to the terminal. The software may take a moment to do so.
- Once the Disabled checker is disabled, the system reads the IP address and displays the correct serial number of the terminal. Once the Apply button is enabled, click it to proceed.
- You will now be prompted with a pop-up window requiring an Activation Key. Insert the correct key and the Apply button will be enabled when you have typed in the Activation Key. Click on the Apply button and the system will prompt a Congratulations message. Click OK to proceed.
- It is crucial that you save the information to avoid connection loss between TCMS V2 and the terminal. Once the terminal is activated in TCMS V2, all icons on the software will be activated, and you are now ready to configure and use TCMS V2.



Workflow in Summary

Click Devices icon > Setup FingerTec terminals > Choose the terminal model > Specify IP address > Uncheck Disabled button > Click Apply after Serial Number is displayed > Insert Activation Key > Apply > OK

► Save ► Close

In some cases (i.e.: you have an empty port on your PC, and do not have a switch) it is necessary to set a static IP address on your local Network Interface Controller (NIC). To configure your IP address automatically in Windows 7 follow these steps:

- On your Desktop, Go to Start and then go to Control Panel.
- Left click on Network and Internet and choose Network and Sharing Center.
- On the left side choose Change adapter settings.

3.2.1 Terminal Activation Via TCP/IP

- Right click on your network card icon and choose Properties from the drop-down menu.
- Under the Networking tab, choose Internet Protocol Version 4 (TCP/ IPv4) click on Properties.
- In next window, click on Use the following IP Address and fill in the relevant details. If unsure of the details here, please refer to your IT personnel.
- Save your changes to avoid any information loss.



Workflow in Summary

Start ► Control Panel ► Left-click on Network and Internet ► Network and Sharing Center ► Change adapter settings ► Right-click on your network card icon ► Properties ► Under Networking, choose Internet Protocol Version 4 (TCP/IPv4)

▶ Properties ▶ Use the following IP address ▶ Insert details ▶ Save

3.3 TERMINAL ACTIVATION VIA COM PORT FOR SERIAL CONNECTION RS485 OR RS232

- Make sure that you have connected the terminal and the computer installed with TCMS V2 using a serial cable. It is recommended to maintain the RS232 cable length at 1 meter to avoid data loss and for RS485, the maximum distance is 1km, but excellent data repeaters should be installed with it.
- Remember to select the correct COM port for your connection. Seek assistance from your IT department, or find it in your computer's Device Manager settings.

- PLEASE NOTE that some computers without serial ports may require serial-to-USB converters to allow compatibility with RS 232 serial devices. Once the cable is connected, you can then start activating your terminal.
- The terminal of which its Product Key is being used to install TCMS V2 will appear on the first line in the FingerTec Terminal window. Proceed by clicking on the relevant cell below the Model header and choosing the model of terminal. Please go to <u>product.fingertec.com</u> to find out more about FingerTec products.
- Determine the baudrate (speed of data transfer via serial connection) and make sure that the value in the terminal must be the same as shown in TCMS V2. To check the baudrate value of the terminal, press Menu ▶ Comm ▶ RS232/485 ▶ Baudrate.
- There is a checker labeled Disabled on the far right of the FingerTec Terminal window. Uncheck the Disabled button for the system to start connecting to the terminal. The software may take a moment to do so.
- When the connection is established, the system will prompt you to insert the Serial Number of your terminal. Insert the correct serial number, which can be found on the same hologram sticker pasted at the back of the FingerTec Going Green DVD cover.
- You will now be prompted with a pop-up window requiring an Activation Key. Insert the correct key and the Apply button will be enabled when you have typed in the Activation Key. Click on the Apply button and the system will prompt a Congratulations message. Click OK to proceed.
- It is crucial that you save the information to avoid connection loss between TCMS V2 and the terminal. Once the terminal is activated in TCMS V2, all icons on the software will be activated, and you are now ready to configure and use TCMS V2.



Workflow in Summary

Click Devices icon > Setup FingerTec terminals > Choose the terminal model > Determine and compare baudrate value > Uncheck Disabled button > Insert Serial Number > Insert Activation Key > Apply > OK > Save > Close

4 Enroll/Add or Download/Transfer Employees

4.1 ENROLL/ADD NEW EMPLOYEE

 To enroll/add a new employee into TCMS V2, click on the Employees icon. You will then be prompted with a pop-up window Employees.

No.	Employee ID ^		Name	Emp No.	Department		Section	Group Roster	Terminate 🗸	
1	1	Elise Johnson	1	AD8876	Administration	Local		4		
	2	Tony Paxton		HR3087	Human resource	Local		0		
	3	Kristina Freen	nan	PD1109	Production	Team A		0		
4	4	Mark Roland		SA4280	Sales & Marketing	Oversea		0		
	5	Jenny Stone		LG8873	Logistic	Team B		0	100	
										_
						_				-
										-
				-						-
									-	
	Cick	t for photo	Elise Johnson Name Administration Department Local Section	•	SU63047499R76494 Social Securty No. A5087364087R D No. 601844856449 Phone No.		Region District // E	/ / I		
		1	Administration Manager Designation 27/03/2013	118	elise@nanotech-hq.com Email 6. Jalan BK3/2	*	Salary Pay Type	Monthly	-	
			Issued Expire	ed	Bandar Kinrara 47100 Puchong Salanoor Address	*	Bank Account	L	Dele	te
						_				-

- Click on Add Employee. You will then be prompted with a pop-up window Add Employee ID. Enter the relevant ID and click Apply.
- In the Employees window, insert the employee's details (ie: Name, Emp No., Department, etc) and click Save.
- You will then be prompted with a pop-up window Change Group Roster. In the window, click on Current Payroll Cycle and Apply.
- Click Close when you are done.



Workflow in Summary

Employees Add Employee Add employee ID then Apply Insert employee details then Save Close Devices Employee Management Choose employee ID then Enroll Employee New Fill in the necessary details If necessary, set Password and Card If enrolling fingerprint, Enroll Place finger on OFIS scanner 4 times Okay Update Employee Apply

4.2 DOWNLOAD/TRANSFER EMPLOYEES

 To download/transfer employees from the terminal to TCMS V2, click on the Devices icon and double-click Employee management. Please note that if you have more than one terminal, please select your terminal. Otherwise, the terminal will be selected by default.

🖉 En	nployee Mana	gement									8
List inpu Clici corr	of fingerprint to t password. the buttons be puter.	emplates stored in computer data slow to download Employees fro	ibase for the each Employee in terminal, update Employee	, indicating no. of fi s to terminal, delete	ngerprints enro Employees fro	illed, type of Emplo im terminal, or dele	yee privilege an te Employees fri	d manual Im Select	Department:		
No	. Employee ID	Name	Department	Fingerprint	Face ID	Employee Name	Privilege	Password	Card ID	Disabled	-
	1 1	Elise Johnson	Administration	1			User			FT	
	2 2	Tony Paxton	Human resource	1			User			E.	1
	3 3	Kristina Freeman	Production	1			User				T
	4 4	Mark Roland	Sales & Marketing	1			User				I
	5 5	Jenny Stone	Logistic	1			User			1	I
											III
											1 11
											1 1 1
											+ 11
											+ 11
											+ 11
				_							+ 11
											+ 11
											+ 11
											<u> </u>
4											
_											
He	ip E	nroll Employee Dowr	load Employee Up	idate Employee	Delete Emp	ioyee (Terminal)	Delete Employ	ree (PC)	🐇 Windows L	ive Messenge	er
The	Emplo	yee Managem	ent window								

- Click on Download Employee inside the Employee Management window (as shown above) and you will be prompted with a pop-up window Download Employees from Terminal.
- Ignore this step if you have only one terminal connected to TCMS V2. If you have more than one terminal connected to TCMS V2, select the terminal ID you want to transfer/download the employees from by clicking on Select Terminal ID. All the connected terminals' IDs will be shown in the dropdown menu. Once you have made your selection, all employees from the terminals will be displayed.
- Select the employees you want to transfer/download to TCMS V2. You
 have the option to select All, None or Some. Selecting All will highlight
 all employees from the terminals. If you choose to select Some, you
 need to click on the employees that you want to transfer/download
 to TCMS V2. To undo your selection, click None.
- Choose the type of data you want TCMS V2 to download from your terminal. It is recommended that you select all the 4 checkers. Ignore Face ID if your terminal does not record face templates.

- Check on Do not overwrite PC's employee info if no terminal data is downloaded if you already have employee data in Employee Management and would like to keep the existing employee data.
- Click Apply once you have confirmed your selection. All the selected employees will appear in the Employee Management window. Click Save Employee to save the data in TCMS V2.
- After you have completed the editing and you have checked the accurateness of the data, update it back to the terminal by clicking the Update Employee button.
- Select the employees you want to update and click Apply for the changes to take effect on the terminal. This will also sync the terminal and the workstation's clocks together.



Workflow in Summary

Devices ► Employee Management ► Download Employee ► if more than one terminal avtivated, Select Terminal ID ► Select Employees to download/transfer ► Select type of data to download ► Check on Do not overwrite PC's employee info if no terminal data is downloaded to preserve existing data on PC ► Apply ► Save Employee ► Update Employee ► Apply

5 Configure Clocking Schedule

Flexi Clocking Schedule is a flexible working schedule that by default does not include any late-ins, early-outs or overtime. To provide flexibility, this may be configured later on. This is suitable for groups of workers where their working time is not fixed. This chapter elaborates in detail the Flexi Clocking Schedule configurations. To configure Weekly or Daily Clocking Schedules, please refer to Chapter 3 of the TCMS V2 User Guide that can be downloaded at <u>www.</u> *fingertec.com/customer/download/postsales/SUM-TCMSV2-E.pdf.*

To start, click on the System Settings icon and double-click Clocking Schedule. At the Clocking Schedule window, choose to either Edit your existing Flexi Work Schedule or add a new flexi schedule by clicking Add Schedule > Choose Flexi in Work Schedule. There are 5 tabs that you need to set for Flexi clocking schedules; Clocking, General, Rounding, Break and Overtime. A checklist is provided at the end of Chapter 5 (page 26) to recap the necessary steps involved in configuring Clocking Schedules.

5.1 CLOCKING

Concodic	1 Description	Research &	Development			Work Sch	edule F	lexi
ocking Rang	e General Tolerance	Rounding	Break Over	rtime				
nstruction								
Weekday	Day Type	In	Break	Resume	Out	OT	Done	
Sunday	RESTDAY					1		
Monday	WORKDAY							
luesday	WORKDAY							
Nednesday	WORKDAY							
Thursday	WORKDAY							
riday	WORKDAY							
Saturday	WORKDAY							
R	ound to nearest minutes							
	Rounding							*
	reconding	-						

These are Clocking rules that you need to set in flexi clocking schedules, which includes configurations for the days and the time recorded for transactions. If you would like the late-ins and early-outs to be displayed, input values for the IN and OUT times. Otherwise, leave it blank.

5.1.1 Total Days

There is a total of 7 days per week that can be selected for input. However, the actions available for each day will depend on its Day Type.

5.1.2 Day Type

There are 4 different Day Types to choose from according to your needs; Workday, Rest day, Off day and Holiday.

- Work Day: This will define the normal working days for your company. By default, Monday to Saturday will be marked Work day.
- Rest Day: This will define the normal non-working days for your company. By default, Sunday will be marked Rest day.
- Holiday: This will define the non-working holidays for your company. This is more appropriate for days such as public holidays.
- Off Day: This will define the non-working days for your company. This is similar to a Rest day, but employs different wage rates than Rest day and Holiday. Use in accordance to your company's policies.

5.1.3 Rounding Each Clocking Slot

At every clocking column, you can configure the Round to nearest minutes option, which means that the attendance recorded will be rounded into the nearest minutes as specified in the field. This function works in tandem with the Rounding option below it.

- Up: Attendance time recorded is rounded up to the nearest minute. E.g.: if Round to nearest minute is set to 15, all minutes will be rounded up as per below: 1-15 minutes = 15, 16-30 minutes = 30, 31-45 minutes = 45, 46-59 minutes = 1 hour
- **Down:** Attendance time recorded is rounded down to the nearest minute. E.g.: if Round to nearest minute is set to 15, all minutes will be rounded down as per below: 1-15 minutes = 0, 16-30 minutes = 15, 31-45 minutes = 30, 46-59 minutes = 45
- Midpoint: Attendance time recorded is rounded according to the midpoint calculated. E.g.: if Round to nearest minute is set to 15, the midpoint is 7 and the clocking schedule's IN time is 9:00 am.

If the user verifies in less than 7 minutes after the IN time, for example 9:06 am, the software will round down the transaction data to be displayed as 9:00 am. If the user verifies more than 7 minutes after the IN time, for example 9:08 am, the software will round up the transaction data to be displayed as 9:15 am.

5.1.4 Rounding for first-in and last-out for job costing only

There is a button where you can choose to apply Rounding for first-in and last-out for the purpose of job costing, simplifying management's work in determining the price costing for each different task. Leave it blank if you do not wish to use this rule in your attendance data.

 Available for job costing: For a sample solution on how to setup the job costing feature for multiple different jobs, please refer to <u>www.fingertec.</u> <u>com/newsletter/Feb2013/as-01.html</u>.

5.2 GENERAL

	_
Clocking Schedule	
Specify the clocking schedules and its settings as indicated below. Fixed clocking schedule is not applicable to flexi-work schedule.	
Schedule 1 Description Research & Development Work Schedule Flexi	•
Clocking Range General Tolerance Rounding Break Overtime	
Please specify the maximum number of in-out clocking pairs for this flexi-hour schedule	
Enable/Disable Employee Define In/Out records	
Enable/Disable employee define work code for job costing records	
Maximum work hours to be considered as the same work day	
Separation hours between an out clocking and subsequent in clocking to qualify for next day (i.e. break time)	
Last log out time to consider as same work day	
Double punch for consecutive clocking in a clocking slot if it is within minutes of	
(Help)	
The Clocking Schedule window, with the General tab chosen	

These are general rules that you need to set in flexi clocking schedules. These rules will affect how the transactions are recorded or calculated.

5.2.1 Clocking pair

The maximum pairing of clocking time in TCMS V2 is THREE (eg: IN-OUT, Break-Resume, OT-DONE). We recommend setting THREE pairs to ensure that all clock-out information shows up correctly. Select your preference according to your company policies.

5.2.2 Employee define In/Out records

Click Yes if you want users to press the relevant key button to define their status during attendance reporting. For example, an employee must push the IN button on the terminal before clocking in and pushes the OUT button before clocking out.

Leaving this checker unchecked will prompt the system to accept the clocking times of the user and slot them into the appropriate clocking slots automatically. Please note that most users do not use this function, as implementation is hard due to employees mixing up the buttons.

5.2.3 Job costing

Click Yes if you want users to enter their workcode to specify their tasks in the attendance report. This is only appropriate for job costing purposes, and does not apply if your company does not practice job costing. Please note that using this function will also enable the unlimited punch feature.

5.2.4 Maximum work hours to be considered as same work day

You need to specify the duration in hours between a clock in and a clock out, to qualify an employee for the same day's transactions. This is applicable when an employee reports to work late at night and the working hours are extended until the next day. If there are no adjustments made, the system may confuse the clock out transaction.

To avoid this, you need to specify the maximum work hours of an employee for his/her work time to be considered as the same workday.

For example;

The user verifies at the following times: 10:00 pm (Monday), 8:00 am (Tuesday)

If you configure the Maximum work hours to be considered as same work day to 10 hours,

You will get results as below: IN = 22:00, OUT = 08:00 - Monday

Please note that this function can only be used if the Last log out time to be considered as same work day function is left blank. This is because the Maximum work hours... function is more appropriate for scenarios that involve a 24-hour facility (i.e. fastfood restaurant), whereas the Last log out time... function is more appropriate for clocking out after midnight.

5.2.5 Separation hours

Following the rule above, you need to specify the duration in hours between a clock out and a clock in for overtime, to qualify an employee for the same day's transactions. This is applicable when an employee wants to clock in for overtime after clocking out in the morning e.g. finishing his normal shift after midnight, and then clocking back in for overtime.

This is different from Maximum work hours that defines the duration between the clock in and clock out, because Separation hours defines the duration between the clock out and clock in.

For example;

The user verifies at the following times: 10:00 pm (Monday), 8:00 am (Tuesday), 8:30 am (Tuesday), 8:59 am (Tuesday) If you configure the Maximum work hours to be considered as same

work day to 10 hours and Separation hours to 1 hour,

You will get results as below: IN = 10:00 pm, OUT = 8:00 am, OT = 8:30 am, Done = 8:59 am - Monday

Please note that both the OT and Done transactions must be within the Separation hours defined for it to be considered in the same day's transactions.

5.2.6 Last log out time to be considered as same work day

As mentioned in the column above, if an employee checks in late at night and the work hour extends to the next day but is to be considered the same work day, you need to specify the last log out time that the company allows to be considered as the same work day.

For example,

The user verifies at the following times: 10:00 pm (Monday), 8:00 am (Tuesday), 8:30 am (Tuesday), 8:59 am (Tuesday)

If you configure the Last log out time to consider as same work day = 0900,

You will get results as below:IN = 10:00 am, OUT = 8:00 am, OT = 8:30 am, Done = 8:59 am - Monday

Please note that this function can only be used if the Maximum work hours to be considered as same work day function is left blank. This is because the Maximum work hours... function is more appropriate for scenarios that involve clocking out after midnight, whereas the Last log out time... function is more appropriate for a 24-hour facility (ie: fastfood restaurant).

5.2.7 Double punch

All clocking activities within this predefined time interval will be displayed as one transaction only. Only the first transaction among all the transactions within this time interval will be displayed.

For example,

The user verifies at the following times: 9:00 am, 9:03 am, 9:07 am, 9:09 am

If you configure the Double Punch to 10 minutes, only the 9:00 am transaction will be displayed.

Sch	nedule 1		Description	Research &	Develop	ment		1	Vork Schedule	Flexi	
Clocking	Range	Seneral	Tolerance	Rounding	Break	Overtime					
Round u	p the work ti	ime to ne	arest (minute	s)			Rounding		•		
Round u	p the OT time	e to near	est (minutes)				Rounding		•		
First rou	nding time ra	inge					round to				
Last rou	nding time ra	inge			-		round to				
											< Back

Rounding is to determine the rounding of minutes rule allowed in the clocking schedule and the rules will determine the presentation of time in the attendance sheet.

5.3.1 Rounding total work time and overtime

• Up: Work time and overtime recorded is rounded up to the nearest minute. E.g.: if Round to nearest minute is set to 15, all minutes will be rounded up as per below:

1-15 minutes = 15, 16-30 minutes = 30, 31-45 minutes = 45, 46-59 minutes = 1 hour

• **Down:** Work time and overtime recorded is rounded down to the nearest minute. E.g.: if Round to nearest minute is set to 15, all minutes will be rounded down as per below:

1-15 minutes = 0, 16-30 minutes = 15, 31-45 minutes = 30, 46-59 minutes = 45

 Midpoint: Work time and overtime recorded is rounded according to the midpoint calculated. E.g.: if Round to nearest minute is set to 15, the midpoint is 7 and the clocking schedule's IN time is 9:00 am. If the user verifies in less than 7 minutes after the IN time, for example 9:07 am, the software will round down the transaction data to be displayed as 9:00 am. If the user verifies more than 7 minutes after the IN time, for example 9:08 am, the software will round up the transaction data to be displayed as 9:15 am.

5.3.2 Rounding time range

- First rounding: This function is designated for the IN time only. You can round the IN time into the desired time. For example: any transaction between 8:45 am 9:00 am will be rounded to show as 9:00 am.
- Last rounding: This function is designated for the OUT time only. You can round the OUT time into the desired time. For example: any transaction between 5:01 pm 5:15 pm will be rounded to show as 5:00 pm.

5.4 BREAK

Clocking Schedule	
Specify the clocking schedules and its settings as indicated below. Fixed clocking schedule is not app	licable to flexi-work schedule.
Schedule 1 Description Research & Development	Work Schedule Flexi
Clocking Range General Tolerance Rounding Break Overtime	
Ignore Break Time	
Lunch time duration for flexi-lunch range in minutes]
Do you want to apply Auto Add Break Rule when you include lunch/dinner break ?	
Is the break paid?	Deduct whole break after
Do you want to include lunch/dinner time into overtime hour?	time in minutes
Do you want to exclude full lunch/dinner if it is greater then allowed?	
Deduct no. of hours for break time from overtime hour	if overtime exceeded
Deduct no. of hours for break time from flexi-work hour	if daily total of work exceeds
Do you want the automatic deduction to apply on total hours exceeds per day?	
Auto Add Time (in hour format)	if flexi-work surpassed
Do you want the automatic addition to apply on total hours exceeds per day?	
	- Park
neip	< Dack
The Clocking Schedule window, with the Break tab ch	osen

Break is to determine the rules for break time allowed in the clocking schedule and the rules will determine the presentation of time in the attendance sheet.

5.4.1 Ignore Break time

Click Yes if you do not wish to include break time in the calculation of total working hours. This will deduct break time from work time. In layman's terms, clicking Yes means that the company will pay for the break time regardless of how long it is. If you click on the checker, the flexi-work hour will be calculated in this formula:

Last clocking - First clocking = Flexi-work hour.

5.4.2 Lunch time duration for flexi-lunch range in minutes

Specify the length of lunchtime allowed for a flexi-schedule employee in this schedule.

5.4.3 Dinner time duration for flexi-dinner range in minutes

Specify the length of dinnertime allowed for a flexi-schedule employee in this schedule.

5.4.4 Do you want to apply Auto Add Break Rule when you include lunch/dinner break?

This is applicable to workers who clock in early after breaks to continue work. Clicking Yes will mean that any remaining lunch/dinner time will be added into work time.

For example, if it is enabled, and an employee clocks in 10 minutes before his break time is up, the remaining 10 minutes will be added to his total work time.

5.4.5 Is the break paid?

Click Yes to include the time taken for lunch/dinner into the total working hour. Leaving this unchecked will deduct the break time from the total working hour.

5.4.6 Deduct whole break after time in minutes

By using this function, when an employee takes a break i.e. lunch or dinner more than the allowed minutes, the whole break minutes will be deducted from the total work time.

For example, the Deduct whole break after time in minutes is set to 65, the allowed break time is 60 minutes and an employee takes a lunch for 66 minutes. In this scenario, the software will automatically deduct the whole break from the total work hour of the staff.

5.4.7 Do you want to include lunch/dinner time into overtime hour?

Click Yes to include the break times into total overtime hour.

5.4.8 Auto deduct for break time (in no. of hours)

Clicking Yes here will configure the system to automatically deduct the break time from an employee's total work hours.

5.4.9 Deduct no. of hours for break time from overtime hour... if overtime exceeds

Specify the number of hours of break time that will be deducted from the overtime hour if the overtime hour exceeds the value specified in this column.

For example, if you set this to Deduct no. of hours for break time from overtime hour 1 if overtime exceeds 3, it means that if an employee works for a total of 3 hours and 5 minutes of overtime, the overtime will be deducted by 1 hour of break time. Therefore, total overtime is 2 hours and 5 minutes.

5.4.10 Deduct no. of hours for break time from flexi work hour...if daily total of work exceeds

Specify the number of hours of break time that will be deducted from the flexi work hour if the daily total of work hour exceeds the value specified in this column.

For example, if you set this to Deduct no. of hours for break time from flexi work hour 1 if daily total of work exceeds 8, it means that if an employee takes flexi hour of 9 hours, the total time will be deducted by 1 hour of break time. Therefore, total flexi hour is 8 hours.

5.4.11 Do you want the automatic deduction to apply on total hours exceeds per day?

Clicking Yes here will configure the system to automatically deduct the break time from an employee's flexi work hours by day only instead of by number of punches. This will only apply if the Double Punch setting is activated.

5.4.12 Auto add time (in hour format)... if flexi-work surpassed

Specify the number of hours of break time that will be added to the flexi work hour if the flexi hour exceeds the value specified in this column.

For example, if you set this to Deduct Auto add time (in hour format) 1 if flexi-work surpassed 8, it means that if an employee takes flexi hour of 9 hours, the total time will be increased by 1 hour of break time. Therefore, total flexi hour is 10 hours.

5.4.13 Do you want the automatic addition to apply on total hours exceeds per day?

Clicking Yes here will configure the system to automatically add the break time to an employee's total work hours by day only instead of by number of punches. This will only apply if the Double Punch setting is activated.

5.5 OVERTIME

Clocking Schedule		
Specify the clocking schedules and its sett	ngs as indicated below. Fixed clocking schedule is	a not applicable to flexi-work schedule.
Schedule 1 Description	Research & Development	Work Schedule Flexi
Clocking Range General Tolerance	Rounding Break Overtime	
Overtime if total flexi-work hour exceeds	workhour of	8.00
Differential overtime if total flexi-work hou	r exceeds workhour of	
Minimum minutes to work to claim OT		30
Maximum hours to allow to claim OT		24.00
Overtime & double time for restday work		Yes
Help		< Back
The Clocking Schedule	window, with the Overtime	e tab chosen

Overtime is to determine the rules for overtime in the flexi locking schedule you define here.

5.5.1 Claim overtime

- Minimum work hour to claim overtime: Sometimes a staff would work only for a few minutes and consider it as OT; define the minimum minutes required by the company for a staff to work in order to qualify for an OT claim.
- Maximum work hour to claim overtime: Put a limit to a number of hour a staff could claim for overtime. The default maximum is 24 hours.

5.5.2 Others

- Overtime: Define the number of hours considered `normal' working hour for flexi-work. For example, if it is set to 8 hours, if an employee exceeds that 8 hours, the next hour and after are considered as overtime.
- Differential overtime: In some companies, their employees are given a different overtime rate after a certain work period. Define how many hours the employee is required to work before he/she is entitled for different overtime.
- Overtime and double overtime for rest day work: In some companies, employees are entitled for overtime and double time if they work on a rest day. Tick the checker to enable the employee for the overtime & double time.

INITIAL SETUP	DONE
Click System Setings icon ► Clocking Schedule	
Edit existing clocking schedule, Or Add Schedule ► Flexi	
CLOCKING TAB	DONE
Choose Day type	
Round to nearest minutes > Choose Rounding calculation type Note: Only choose to use in accordance to your company policies.	
For companies that practice Job Costing; Check on Rounding for first-in and last-out for job costing only Note: Only choose to use in accordance to your company policies.	
GENERAL IAD	DONE
Choose number of Clocking Pair (3, 2, or 1)	DONE
Choose number of Clocking Pair (3, 2, or 1) If employees must define their transaction status (clocking in or out) when verifying, click Yes on Enable Employee Define In/ Out records	DONE
Choose number of Clocking Pair (3, 2, or 1) If employees must define their transaction status (clocking in or out) when verifying, click Yes on Enable Employee Define In/ Out records If your company practices Job Costing and employees must enter work codes when verifying, click Yes on Enable employee define work code for job costing records	DONE

GENERAL TAB	DONE
If in the scenario above, the employee can do Overtime after his working hours, define the Separation hours between an out clocking	
<i>Note:</i> Only choose to use in accordance to your company policies.	
Alternatively for the two scenarios above, define the Separation hours between an out clocking Note: Only choose to use in accordance to your company policies.	
If you want only the first transaction in a time interval to be displayed, define the Double punch for consecutive clocking Note: Only choose to use in accordance to your company policies.	
ROUNDING TAB	DONE
Define Round up the work time to nearest (minutes) Choose Rounding calculation type. Note: Only choose to use in accordance to your company policies.	
Define Round up the OT time to nearest (minutes) Choose Rounding calculation type. Note: Only choose to use in accordance to your company policies.	
Define First rounding time range ► Choose the time that it should round to. Note: Only choose to use in accordance to your company policies.	
Define Last rounding time range ► Choose the time that it should round to. Note: Only choose to use in accordance to your company policies.	
BREAK TAB	DONE
If your company wishes to deduct break time from total work time, click Yes on Ignore Break Time.	
If your company does not employ this practice, ignore the checker and go to the next tab (Overtime)	
Configure lunch time duration.	
Configure dinner time duration.	
If your company wishes to apply Auto Add Break Rule, click Yes on the relevant checker.	
If your company pays for employees' breaks, click Yes on the relevant checker.	
If your company wishes to include lunch/dinner time into overtime hour, click Yes on the relevant checker.	
If your company wishes to Deduct Whole break time if employee exceeds given break time, click Yes on the relevant checker.	
If applicable, specify the number of hours of break time that will be deducted from the overtime hour if the overtime hour exceeds a specified value.	

BREAK TAB	DONE
If applicable, specify the number of hours of break time that will be deducted from the flexi work hour if the daily total of work hour exceeds a specified value.	
If you want to configure the system to automatically deduct the break time from an employee's flexi work hours, click Yes on the relevant checker.	
If applicable, specify the number of hours of break time that will be added to the flexi work hour if the flexi hour exceeds a specified value.	
If you want to configure the system to automatically add the break time from an employee's flexi work hours, click Yes on the relevant checker.	
OVERTIME TAB	DONE
Define minimum number of total flexi-work hours to qualify for Overtime.	
Define minimum number of total flexi-work hours to qualify for Differential Overtime.	
Define minimum number of minutes of work to qualify for Overtime.	
Define maximum number of total hours to claim Overtime.	
Click Yes on Overtime & double time for restday work if your company employs this practice.	

6 Setting Group Duty Roster

Group Duty Roster refers to an annual working calendar for all groups of staff in your company. TCMS V2 provides 999 groups to be configured.

Group	Description	Roster	Shifts/Day	Open Schedule	Overtime Only After		
	0 Normal working hours	Weekly				Edit	
	1 Research & Development	Weekly			40.00 / Week	Edit	Delete
	2 Production	Shift	1			Edit	Delete
	3 Shift workers	Shift	1	2,3		Edit	Delete

Start with these easy steps:

- Click on the System Settings icon and double-click Group duty roster. This will initiate the Group Duty Roster window.
- Click Add Group I Select the Group from the list of the drop down menu.
- Once you have selected the "Group" from the list, the type of Roster will be displayed to match your earlier configuration.
- Provide the description of the Group > Click Okay.
- The Group Duty Roster window will be displayed, ready for you to configure.

The Group Duty Roster is presented like a yearly calendar. The possible configurations in the Group Duty Roster window are listed below. A checklist is provided at the end of Chapter 6 (page 32) to recap the necessary steps involved in configuring Group Duty Rosters.

Group Duty Roster

Select group yearly duty planner according to the year selected. Use Holday List' for holdays that are applicable to all group duty rosters, and 'Auto-Schedule' to facilitate the rotatic planning and optional open-schedule codes. Different Restay is applicable for Employees of the same weekly duty roster but have different restay in the week. You may change each day planner by right-clicking the cell in order to change the day type or clocking achedule. Group 1 Description Research & Development Overtime Only After 2013 40.00 / Week -Normal Shif Daily Totals 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 Auto Calculate OT 1 7th Day OT 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 Holiday List 1 1 1 1 1 1 1 Мау Auto Schedule Jur 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 Jul 1 1 Different Restday 1 1 1 1 1 1 1 Sep 1 1 Import Roster 0c 1 1 No Erase Roster Dec Help < Back The Group Duty Roster window, ready to be configured

6.1 OVERTIME

6.1.1 Overtime only after

TCMS V2 treats extra working time as overtime or OT when it exceeds the predefined value. You can choose to accumulate extra time either by week or month.

- Week: Overtime is given only after the accumulated working time in a week exceeds the specified value. For example, if the predefined working hours is 40 and the employee has worked a total of 45 hours during the week, the employee will get 5 hours to be considered as overtime.
- Bi-weekly: Overtime is given only after the accumulated working time in two weeks exceeds the specified value. For example, if the predefined working hours is 80 and the employee has worked a total of 90 hours during the two weeks, the employee will get 10 hours to be considered as overtime.
- Semi monthly: Semi monthly is different than bi-weekly, as bi-weekly calculates every two weeks (ie: every other Friday) while Semi monthly calculates twice a month (ie: every 15th and last day of the month).

Overtime is given only after the accumulated working time in half a month exceeds the specified value. For example, if the predefined

working hours is 80 and the employee has worked a total of 90 hours during half a month, the employee will get 10 hours to be considered as overtime.

 Month: Overtime is given only after the accumulated working time in a month exceeds the specified value. For example, if the predefined working hours is 160 and the employee has worked a total of 180 hours during the month, the employee will get 20 hours to be considered as overtime.

6.1.2 Others

The options below may or may not apply to your company. These options will affect how the total overtime hours are calculated. Choose according to your company policies.

- Daily totals
- ▶ Auto calculate overtime
- 7th day overtime

6.2 SIDE BAR

6.2.1 Others

- Holiday List: Every company has its own holiday list. Click Holiday List and configure the holidays applicable to your company. When the holiday is activated, that particular date's box will turn purple as shown in the picture above.
- Auto Schedule: With Auto schedule, you can assign one or more clocking schedules to be applied to a group for a week or a month. Once you have set this, TCMS V2 will automatically apply the said schedule(s) to the group duty roster.

To configure: ► Define Day type as Weekend or Workday.

- ▶ Define the clocking schedule for the particular day.
- ▶ Define the date range for this schedule to take effect.
- Click Okay to save settings.
- Different Restday: You can assign a specific user from a group to a different restday or off day. Click Different Restday > Select User ID > Define the day as Restday or Offday > Click OK to save settings.
- Import Roster: If you already have a preconfigured group duty roster, you can choose to import the group into TCMS V2 without having to redo the roster. You can choose to import from two formats, EXCEL or ASCII. Click View Sample to view the corresponding format.

• **Erase Roster:** You can delete any duty roster from TCMS V2 by clicking on Erase Roster. Select the year and the group that you want to delete and click Okay.

Flexi Group Duty Roster Checklist

	DONE
Click System Setings icon ► Group duty roster	
Click Add group ► Select relevant group	
Provide Group description ► Click Okay	
Input how minimum number of working hours necessary for overtime is calculated (Week, Bi-Weekly, Semi Monthly, Month) below Overtime Only After	
Input minimum number of working hours necessary for overtime below Overtime Only After.	
Check on Daily Totals, Auto Calculate OT, 7th Day OT if applicable. <i>Note:</i> Only choose to use in accordance to your company policies.	
Input all applicable holidays in Holiday List.	
Assign clocking schedules to be applied to a group in Auto Schedule, if applicable.	
Assign specific users to a different restday or off day via Different Restday, if applicable.	

7 Download Data from Terminal

To start, click on the Devices icon and double-click Download data from terminals. This will initiate the Manual Download Clocking Data window. Click Apply to continue.

Once you have clicked Apply, the data from the connected terminals will be downloaded into the TCMS V2 and the data will be automatically deleted after the download process.

Alternatively, you can choose to configure TCMS V2 to specify the interval time in which it will automatically download the clocking data from the connected terminals.

To configure automatic download intervals:

Set Clocking Download Interval
Use this function to specify the time interval for the system to download the clocking data from the data terminal automatically:
0 Second(s)
Specify the time interval for the system to activate the automatic download process before and after each clocking time:-
0 Minute(s)
Specify daily download timer for the system to activate the automatic download process everyday.
12:00 AM o'clock
12:00 AM o'clock
Perform daily download when computer is powered on.
Help Apply Close
et Clocking Download Interval

Click on the Devices icon.

The

- In the Devices window, double-click on Set automatic download interval.
- The Set Clocking Download Interval window will pop-up. Specify the duration of the interval and the time the download process will take place.
- Click on Perform daily download when PC is powered on if you want to download data from the terminal every time your PC is powered on.

Alternatively, to download data from a USB flash disk:

🐣 USB Flash Disk Management 📃 💿 📼
You can perform data transfer between your PC and a remote EngerTec terminal of a selected model using an USB flash disk. Clocking data or enrolled employee fingerprint templates can be downloaded from a remote terminal into a USB disk before the data is transferred to the PC. Employees' fingerprint templates can be transferred from the PC into a USB disk before being uploaded to a remote terminal.
Read data from USB disk into PC
(iii) Read clocking data from a USB disk downloaded from a remote FingerTec terminal
Perform auto read USB clocking data from the folder below when the PC is switched on.
USB data path
Read interval Minute(s)
Read employee info from a USB disk downloaded from a remote FingerTec terminal
Write data from PC into USB disk
Write employee info into a USB disk to be uploaded into a remote FingerTec terminal
Help Next > Close
The USB Flash Disk Management window

- Click on the Devices icon.
- In the Devices window, double-click on USB flash disk management.
- Choose between Read clocking data from a USB disk downloaded from a remote FingerTec terminal (to download only clocking data) or Read employee info from a USB disk downloaded from a remote FingerTec terminal (to download only employee info). To proceed to the next screen, click Next.

🐣 USB Flash Disk Management														
Write employee info into a US	Virte employee info into a USB disk to be uploaded into a remote FingerTec terminal Please specify the attached USB flash disk drive location-													
Please specify the attached 030 hash de	sk unve location		E: 💌											
You may select the range of records by: D 1 Select Vepariment.														
Encloyce D Encloyce D Incl All V 2 Sone V 5 Sone V 6	vyee Name Department Administration Human resource Production Sales & Marketing Logistic	Fingerprint	Face D 0 0 0 0	Privilege User User User User User	Password	Card TZ Group 1 1 1 1 1 1 1	Time Zone							
Help < Back	From PC			Sav	e to USB		Close							
The next screen in the U	SB Flash Disk M	anage	ment w	vindow										

- Select the location of your USB flash disk. Click From USB.
- The employee data from the USB disk will appear in the provided table. Press Save to PC to save the employee data into TCMS V2.
- Click Close when you are done.



Workflow in Summary

For Manual downloads: Click Devices icon ► Download data from terminals ► Apply

For Automated downloads: Click Devices icon ► Double-click Set automatic download interval ► Specify details ► Click Perform daily download when PC is powered on if applicable.

To download from USB flash disk: Click Devices icon ► Double-click USB flash disk management ► Choose between Read clocking data from a USB disk downloaded from a remote FingerTec terminal or Read employee info from a USB disk downloaded from a remote FingerTec terminal ► Next ► Select location of USB flash disk ► From USB ► Save to PC ► Close

8 View Attendance Records

All the transaction data downloaded from FingerTec terminals are stored and processed in TCMS V2. The TCMS V2 software processes the transaction data based on your Clocking Schedule and Group Duty Roster settings. The Attendance Sheet displays the processed transaction data for viewing and editing before you proceed to the Report section.

To start, click on the Attendance icon. The Attendance Sheets window will popup after that.

🐣 Attendan	ice Sheets [0	9/04/2	1013]															×	
Da	ste		E	mployee ID		1	Show Pa	ayroll Cycle	: 🕅 Mon	thly			Last Payro	II Cycle	[Drag & Drop	Clockin	g to 🔺	
Date	Weekda	y 🔺					Show	/ Tardiness	: 🕅 Late	-In			Overtime		H	Correi	3 5101	_	
06/04/2013	Saturday								Early-Out				Work/OT To						
07/04/2013	Sunday								Extended Break On L				On Leave	ve					
08/04/2013	Monday								Miss Punch Abse				Absent						
09/04/2013	Tuesday	_	1																
10/04/2013	Wednesda	y							Tern	ninated Emp	oyees		Short Minur	tes					
11/04/2013	Thursday	v					Selec	t Schedule		💌 S	elect Depar	tment:			-			-	
Employee ID-	Name	Day	Туре	Schedule	In	Break	Resume	Out	OT	Done	Work	Overtime	Total Hr	Total OT	Short Mir	nute Leave	Taken	Hd	
1	Elise Johnson	WORK	(DAY	0	9:00 AM	12:00 PM	1:01 PM	5:41 PM			8.00	0.41		-					
2	Tony Paxton	WORK	(DAY	0	9:01 AM	12:00 PM	1:09 PM	5:41 PM			7.59	0.41	-	-	-				
3	Kristina Freen	WORK	DAY	0	9:12 AM	12:12 PM	1:09 PM	7:01 PM			7.48	2.01	-	-	-				
4	Mark Roland	WORK	(DAY	0	8:56 AM	12:12 PM	12:46 PM	5:41 PM			8.00	0.41	-	-	-				
5	Jenny Stone	WOR	(DAY	0	8:56 AM	12:12 PM	12:52 PM	5:41 PM			8.00	0.41	-	-	-				
L																_		-	
•																		•	
Total																Orininal	Clockin	. 🖻	
Help	Downle	bad		To History		Edit		Multi-Shi	fts	Gener	ate	Import L	eave	Exp	port		Close		
The Af	Itendan	се	She	ets wi	indow	,				- /							-		

You have the option to select how you would like your data to be displayed on the Attendance Sheet. This can be done by configuring the following filters:

- Date By default, the Attendance Sheet displays the information by date and displays all the attendance data in the same day.
- Employee ID This option displays the attendance data according to the user followed by the date.
- Show Payroll Cycle This option displays the attendance data based on the payroll cycle, which is the period of a beginning date and an ending date in length of time.
- Show Tardiness You can also choose to view the attendance data and sort them according to employee's tardiness:
 - ▶ Late-In: Displays late employee's attendance data.
 - ▶ Early-Out: Displays attendance data of employees who left work earlier than the predefined Out time.
 - Extended Break: Displays attendance data of employees who exceeded his/ her predefined Break-Resume time.
 - Miss Punch: Displays attendance data of employees who did not verify at the FingerTec terminal. This will only appear if the employee has an odd number of punches.
 - Overtime: Displays attendance data of employees who worked overtime.
 - On Leave: Displays attendance data of employees who are on leave.
 - Absent: Displays attendance data of employees who are absent.
- Select Schedule Displays the attendance data of employees according to created clocking schedules.
- Select Department Displays the attendance data of employees according to their department.



Workflow in Summary

Click Attendance records icon ► Configure filters accordingly to view the records

9 Adding Employee Leaves Into Attendance Sheet

The administrator can add the leaves taken by employees into the Attendance Sheet. This can be done either with the Leave Taken button or by directly editing the cell under the Leave Taken column.

To use the Leave Taken button,

• Click Edit and the Generate button will be replaced by the Leave Taken button.

😹 Attendan	ce Sheets [0	9/04/2013]															53
De	ite		Employee ID		1	Show Pa	yroll Cycle	Mont	thly			Last Payro	II Cycle	[Drag	& Drop Clockin	j to 🔺
Date	Weekda					Show	Tardiness	Late	-In			Overtime		ł		Correct Slot	
06/04/2013	Saturday	0						Early	-Out			Work/OT T	otals				
07/04/2013	Sunday							Exter	nded Break			On Leave					
08/04/2013	Monday							Miss	Punch			Absent					
09/04/2013	Tuesday																
10/04/2013	Wednesda	iy 🛛						Term	inated Empl	oyees		Short Minu	tes				
11/04/2013	Thursday	-				Selec	t Schedule		Select Department:			r 💌					-
Employee ID^	Name	Day Type	Schedule	In	Break	Resume	Out	OT	Done	Work	Overtime	Total Hr	Total OT	Short M	linute	Leave Taken	Hot 🔺
1	Elise Johnson	WORKDAY	0	9:00 AM	12:00 PM	1:01 PM	5:41 PM			8.00	0.41	-	-	-			
2	Tony Paxton	WORKDAY	0	9:01 AM	12:00 PM	1:09 PM	5:41 PM			7.59	0.41	-	-	-			
3	Kristina Freen	WORKDAY	0	9:12 AM	12:12 PM	1:09 PM	7:01 PM			7.48	2.01	-	-	-			
4	Mark Roland	WORKDAY	0	8:56 AM	12:12 PM	12:46 PM	5:41 PM			8.00	0.41	-	-	-			
5	Jenny Stone	WORKDAY	0	8:56 AM	12:12 PM	12:52 PM	5:41 PM			8.00	0.41	-	-	-	_		
			_												_		
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L															_		-
											-			-			
4																	+
Double click on t	he respective sk	it for excused o	locking													Original Clockin	
Help	Downie	bad	To History		Edit		Multi-Shif	ts	Leave Ta	aken	Import L	eave	Sa	ive		Undo	
The A	ttendar	nce She	eets w	indov	v afte	r clic	king E	dit									

 Click Leave Taken and this will prompt the Enter Leave Taken window.

Employee ID	Name	Date 📖	Leave Taken
2	Tony Paxton	10/04/2013	ANNUAL

The Enter Leave Taken window

- At the Enter Leave Taken window, input the details for the multiple absent users.
- Click Okay to save the Leave Taken settings.
- Therefore, the employee's information will be changed from absent to taking leave on that particular dates.

Alternatively, to directly edit the cell,

🐣 Attendan	ice Sheets [0	9/04/2013]														53		
Da	ate		Employee ID		1	Show Pa	ayroll Cycle:	Monthly Last Payroll Cycle						D	rag & Drop Clocking	to 🔺		
Date	Weekda		-			Show	/ Tardiness:	Late-In Overtime						Correct Slot				
06/04/2013	8 Saturday							Early-Out Work/OT Totals					otals					
07/04/2013	Sunday							Extended Break On Leave										
08/04/2013	8 Monday				Miss Punch Absent													
09/04/2013	Tuesday							_			_							
10/04/2013	8 Wednesda	у						Term	nated Empl	oyees		Short Minut	tes					
11/04/2013	3 Thursday	<u> </u>				Selec	t Schedule:		▼ Se	elect Depar	tment:			-		*		
Employee ID^	Name	Day Type	Schedule	In	Break	Resume	Out	OT	Done	Work	Overtime	Total Hr	Total OT	Short Minu	ite Leave Taken	Hour 🔺		
1	Elise Johnson	WORKDAY	0	9:00 AM	12:00 PM	1:01 PM	5:41 PM			8.00	0.41	-	-	-	-			
2	Tony Paxton	WORKDAY	0	9:01 AM	12:00 PM	1:09 PM	5:41 PM			7.59	0.41	-	-	-	ABSENT	- F		
3	Kristina Freem	WORKDAY	0	9:12 AM	12:12 PM	1:09 PM	7:01 PM			7.48	2.01	-	-	-	ANNUAL			
4	Mark Roland	WORKDAY	0	8:56 AM	12:12 PM	12:46 PM	5:41 PM			8.00	0.41	-	-	-	SICK La	· •		
5	Jenny Stone	WORKDAY	0	8:56 AM	12:12 PM	12:52 PM	5:41 PM			8.00	0.41	-	-	-	NACATION			
			_												UNPAID LEAVE			
			_												PTO (PAID TIME	-		
4																-		
Double click on t	the respective slo	t for excused	olooking												Original Clocking			
Help	Downk	ad	To History		Edit		Multi-Shift	s (Leave Ta	sken	Import L	eave	Sa	ive	Undo			
Defini	ng the l	eave	Taken	in At	tendo	ance	Sheet	s										

- Click Edit and choose the corresponding cell below the Leave Taken column.
- Click on the drop-down menu and choose the Leave type accordingly.
- Click Save when you are done.

Please note that the Leave types available for you to choose are based on the Leave types that you have defined. To define Leave types, please refer to Chapter 3 of the TCMS V2 user guide.



Workflow in Summary

Click Edit ► Click Leave Taken button > Input details in Enter Leave Taken window ► Okay ► Save

Alternatively,

Click Edit ► Choose cell below Leave Taken column ► Choose and enter Leave type from dropdown menu ► Save

10 Manipulate/Edit Data in the Attendance Sheet

Under certain circumstances, the administrator can manipulate or edit the employee's attendance data for report purposes. For example when a user leaves the office early for a training session. The administrator can edit the data accordingly so that the employee will not be considered as Early Out. To do this, the administrator must:

10.1 EDITING ATTENDANCE TIME

😤 Attendan	ce Sheets [0	9/04/2013]													- • ×
Da	ite	E	mployee ID		1	Show Pa	ayroll Cycle:	📃 Mont	hly			Last Payro	II Cycle	D	rag & Drop Clocking t
Date	Weekda	· • •				Show	/ Tardiness:	Late-In				Overtime			19/04/2013 09:01 AM
07/04/2013	Sunday							Early-Out			Work/OT Totals				
08/04/2013	Monday				Extended Break							On Leave			
09/04/2013	Tuesday							Punch			Absent				
10/04/2013	Wednesda	y									_				
11/04/2013	Thursday							Term	nated Emp	oyees		Short Minu	tes		
12/04/2013	Friday	v				Selec	t Schedule:		▼ St	elect Depar	tment:			-	
Employee ID^	Name	Day Type	Schedule	In	Break	Resume	Out	OT	Done	Work	Overtime	Total Hr	Total OT	Short Minu	ite Leave Taken 🔺
1	Elise Johnson	WORKDAY	0	9:00 AM	12:00 PM	1:01 PM	5:41 PM			8.00	0.41	-	-	-	
2	Tony Paxton	WORKDAY	0	9:01 AM	12:00 PM	1:09 PM	5:41 PM			7.41	0.41	-	-	-	
3	Kristina Freem	WORKDAY	0	9:12 AM	12:12 PM	1:09 PM	7:01 PM			7.48	2.01	-	-	-	
4	Mark Roland	WORKDAY	0	8:56 AM	12:12 PM	12:46 PM	5:41 PM			8.00	0.41	-	-	-	
5	Jenny Stone	WORKDAY	0	8:56 AM	12:12 PM	12:52 PM	5:41 PM			8.00	0.41	-	-	-	
														1	
Total	Downk	ad	To History		Edit		Multi-Shif	is (Gener	ate	Import L	eave	Exp	port	Original Clocking
The Af	tendan	ce Shee	əts wi	ndow											

- In the Attendance Sheet window, click on the Edit button.
- Double-click at the time slot that you wish to edit.

Da	te	E	mployee ID		1	Show Pa	ayroll Cycle:	Mont	hly			Last Payro	ll Cycle	[Drag & Drop Clocking t
Date	Weekday					Show	/ Tardiness:	Late-	-In			Overtime			09/04/2013 12:12 PM
07/04/2013	Sunday							Early	-Out			Work/OT Id	otals		
08/04/2013	Monday	_						Exter	nded Break			On Leave			
09/04/2013	Tuesday	_						Miss	Punch			Absent			
10/04/2013	Wednesda	y						-			_				
11/04/2013	Thursday	_						Term	inated Empl	loyees		Short Minul	es		
12/04/2013	Friday	-				Selec	t Schedule:		👻 Si	elect Depart	tment:			-	
Employee ID^	Name	Day Type	Schedule	In	Break	Resume	Out	OT	Done	Work	Overtime	Total Hr	Total OT	Short Mir	iute Leave Taken 🔺
1	Elise Johnson	WORKDAY	0	9:00 AM	12:00 PM	1:01 PM	5:41 PM			8.00	0.41	-	-	-	
2	Tony Paxton	WORKDAY	0	9:01 AM	12:00 PM	1:09 PM	5:41 PM			7.41	0.41	-	-	-	
3	Kristina Freem	WORKDAY	0	9:00 AM	12:12 PM	1:09 PM	7:01 PM			7.54	2.01	-	-	-	
4	Mark Roland	WORKDAY	0	8:56 AM	12:12 PM	12:46 PM	5:41 PM			8.00	0.41	-	-	-	
5	Jenny Stone	WORKDAY	0	8:56 AM	12:12 PM	12:52 PM	5:41 PM			8.00	0.41	-	-	-	
									I	· · · · ·					
Double click on th	e respective slo	t for excused ok	ocking												
Total															Original Clocking
Help	Downlo	ad	To History		Edit		Multi-Shif	ts	Leave Ta	aken	Import L	eave	Sa	ivê	Undo

- Input a new value and click Apply. The new attendance time will take place at the time slot for the Attendance Sheet as well as at the report.
- Please note that if your attendance time is displayed in AM/PM format, you will need to press the 'P' button on your keyboard when inserting values between 12.00 p.m. to 11.59 p.m. (e.g. 1.30 p.m.).
- The edited attendance is highlighted in bold to indicate that the particular attendance time has been edited.
- Remember to click Save after making any changes.
- You can still view the original raw data for the time slot displayed in the Drag/Drop Clocking box. The raw data in the Drag/Drop Clocking box is not editable.



Workflow in Summary

Click Edit > Double click time slot to be edited > Input new value > Click Apply > Click Save

10.2 CHANGING ATTENDANCE TIME DISPLAYED FROM AM/PM TO 2400 FORMAT

Date/Hour Format	Date/Hour Format
Choose one of the options from the following to display the attendance date and calculated hour:	Choose one of the options from the following to display the attendance date and calculated hour:
MM / DD / YYYYY @ 2400 Example of date and time: ® DD / MM / YYYYY @ AM/PM 10/04/2013 09/32:04 @ YYYYY / MM / DD @ Ah.hh Example of hour- @ Gregorian Calendar @ hh.hh Example of hour- @ h.h.mm Image: State in the state	MM / DD / YYYY 2400 Example of date and time: ID / JM / YYYY ID AM/PM 1004/2013 09:32:23 AM YYYY / MM / DD ID / Mh hh Example of hour- Image: Sharper of the state
Help Save Undo	Help Save Undo
The Date/Hour Format windows, with both the	2400 and AM/PM format highlighted

- In the main TCMS V2 window, click on the System Settings icon.
- In the System Settings window, double-click on Date/Hour format.
- Choose from the options available to display the attendance time as well as the calculated hour displayed. Preview boxes are available to display the changes made before you choose to save it.
- When you are done, click on Save then Close. The changes will be reflected in the attendance records.



Workflow in Summary

Click System Settings ► Double-click Date/Hour format ► Choose from options available ► Save ► Close

10.3 EDITING DATA UNDER THE DETAILS COLUMN

Please note that this is only possible if the Job Costing function or Unlimited Punching function is turned on.

10.3.1 To edit transaction under Details

🐣 Attendanc	e Sheets [1	.0/04/2013]													
Dat	e	E	mployee ID		1	Show Pa	yroll Cycle:	🥅 Mont	hly		Las	Payroll Cy	cle	Drag & Drop	Clocking to
Date	Weekda	y 🔺 📩			1	Show	Tardiness:	Late	-In		0ve	rtime		10/04/2013	08:00 AM
07/04/2013	Sunday							Early	-Out		On I	.eave		10/04/2013	11:39 AM
08/04/2013	Monday							Exter	nded Break		Abs	ent		10/04/2013	12:43 PM
09/04/2013	Tuesday							Miss Miss	Punch					10/04/2013	> 12:43 PM
10/04/2013	Wednesd	lay —												10/04/2013	> 02:17 PM
11/04/2013	Thursday							Term	inated Emp	loyees	E Sho	rt Minutes		10/04/2013	> 02:30 PM
12/04/2013	Friday	-				Selec	t Schedule:		🖌 S	elect Departmen	ıt:			10/04/2013	, 03:12 PM
Employee ID^	Name	Day Type	Schedule	In	Break	Resume	Out	OT	Done	Details 🗊	Work	Overtime	Leave Taker	Hour	Remark 🔺
1 8	Elise Johnson	WORKDAY	1	8:00 AM			6:53 PM			1	4.40				
2	Fony Paxton	WORKDAY	0												
3 1	Kristina Freen	WORKDAY	0												-
•	raal Baland	WORKPAN							1	1					•
Total														Origina	l Clocking 📃
Help	Downle	bad	To History		Edit		Multi-Shif	ts	Gener	ate in	nport Leav	e .	Export		Close
Examp	le of tr	ansact	ion the	at car	n be e	editec	1								

• In the Attendance Sheet window, click on the Edit button.

• Click on the Details header and the Job Cost window will pop up.

😹 Job Cos	st [10/04/20]	13]												*
Employee ID	Name	Schedule						Details				Work	Overtime	^
			In	Out	Work	Overtime	Diff.OT	Total Hr	Total OT	Code	Job 🔺			
			12:43 PM	12:43 PM	0.00	0.00	0.00			12	Collect result			
1	Elise Johnson	1	2:17 PM	2:30 PM	0.13	0.00	0.00			13	Clean lab	4.40		
			3:12 PM	4:00 PM	0.48	0.00	0.00			14	Prepare report			
			6:53 PM	6:53 PM	0.00	0.00	0.00			12	Collect result			
														*
														•
Help								<	Back					
The J	lob Co	st win	dow											

- In the window, click on the transaction that you wish to change and input the new value.
- After pushing Back, the change(s) will be reflected in the attendance records



10.3.2 To remove transaction under Details

- In the Attendance Sheet window, click on the Edit button.
- Click on the Details header and the Job Cost window will pop up.

≥ Jo	b Cos	at [10/04/20]	13]													×
Employ	/ee ID	Name	Schedule						Details				Work	Overtime		^
				In	Out	Work	Overtime	Diff.OT	Total Hr	Total OT	Code	Job				
				12:43 PM	12:43 PM	0.00	0.00	0.00			12	Collect result				
	1	Elise Johnson	1	2:17 PM	2:30 PM	0.13	0.00	0.00			13	Clean lab	4.40			
				3:12 PM	4:00 PM	0.48	0.00	0.00			14	Prepare report				
				6:53 PM	6:53 PM	0.00	0.00	0.00			12	Collect result 👻				
																-
4															•	
н	elp								<	Back						
Th	e J	ob Cos	t win	dow												

- In the window, click on the 'pencil' icon. Another window will pop up.
- Click on the Not Used checker next to the transactions you want removed.
- Save your changes when done.
- After pushing Back, the change(s) will be reflected in the attendance records.

Mane Stackale Vertra Vertra 1 Else Johnson 0 </th <th>🛎 Job Co</th> <th>st [10/04/20</th> <th>013]</th> <th></th>	🛎 Job Co	st [10/04/20	013]													
1 Else Johnson 1 0.01 Work Out of 0.00 0.00 0.00 12 Color result 4.40 1 Else Johnson 1 1 0.01 0.00 0.00 0.00 12 Color result 4.40 1 <td>Employee ID</td> <td>Name</td> <td>Schedule</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Detail</td> <td>8</td> <td></td> <td></td> <td></td> <td>Work</td> <td>Overtime</td> <td>2</td>	Employee ID	Name	Schedule						Detail	8				Work	Overtime	2
1 Else Johnson 1 Else Johnson 4.40 1 1 1 1 1 1 4.40 1 1 1 1 1 1 4.40 1 1 1 1 1 1 4.40 1 1 1 1 1 1 1 4.40 1 1 1 1 1 1 1 1 1 1 4.40 1				In	Out	Work	Overtime	Diff.OT	Total Hr	Total OT	Code		lob 🔺			
1 1 <td></td> <td></td> <td></td> <td>6:53 PM</td> <td>6:53 PM</td> <td>0.00</td> <td>0.00</td> <td>0.00</td> <td></td> <td></td> <td>12</td> <td>Collect result</td> <td>/</td> <td></td> <td></td> <td></td>				6:53 PM	6:53 PM	0.00	0.00	0.00			12	Collect result	/			
Image: Several set in the severa several set in the several set in the several set in the s	1	Elise Jonnsol	ין											4.40		
Elise Johnson Cociong Cociong Cociong Image: Cociong <													Φ.			
Bisc Monon Cocing Co														-		
Cooking Cook Net Uled 100420130853PU 12 1 100420130853PU 12 1 100420130853PU 1							Elise Johr	nson								
10042013 08:53 PU 12							CI	ocking		Code	Not L	Jsed ^				
Image: state							10/04/201	3 06:53 PM	12		1					
Image: Seve metric sector s			-						_							
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The man we window offer eligibles on the (non-sill	The			1		lield		-		-112						



Workflow in Summary

Edit > Details > Click on `pencil' icon > Click on relevant Not Used checker > Save > Back

10.3.3 To add transaction under Details

- In the Attendance Sheet window, click on the Edit button.
- Click on the Details header and the Job Cost window will pop up.

Employee ID	Name	Schedule						Details					Work	Overtime	
			In	Out	Work	Overtime	Diff.OT	Total Hr	Total OT	Code	Job	-			
			8:00 AM	10:24 AM	2.24	0.00	0.00			11	Lab test				
1	Elise Johnson	1	11:00 AM	2:34 PM	3.34	0.00	0.00			12	Collect result		8.00	1.37	
			3:00 PM	3:45 PM	0.45	0.00	0.00			13	Clean lab				
			4:30 PM	6:53 PM	1.17	1.06	0.00			11	Lab test	-			
4															Þ
Help								<	Back						

In the window, click on the `plus sign' icon.

🐣 Job Cos	t [10/04/201	13]												- • ×
Employee ID	Name	Schedule						Details				Work	Overtime	4
			In	Out	Work	Overtime	Diff.OT	Total Hr	Total OT	Code	Job	1		
			6:53 PM	6:53 PM	0.00	0.00	0.00			14	Prepare report			
1	Elise Johnson	1	6:53 PM	7:24 PM	0.00	0.31	0.00			14	Prepare report	8.00	1.37	
			:		0.00	0.00								
											÷ •			
								_						<u> </u>
Help								<	Back					
										_				
Click	ing on	the 'r	dus si	an' si	mho	1								

- Input the transactions in the relevant boxes.
- After pushing Back, the change(s) will be reflected in the attendance records.



11 Generate TCMS V2 Report

After the configurations are properly set at the Attendance Sheet, you can proceed to the Reports function to produce the desired reports for your company's needs. To start, click on the Reports icon. The Generate New Attendance Records window will popup after that.

You may select the range of records by: Use animation to the selection of	Generate New Attendance Please specify the date v generated. Any existing records can be converte You may overwrite defa duty roster with the new	ce Records which you want records will be r ad from terminal o uit schedule code.	the attendance records moved and new atten ata audit list. e (*) from the predefine	to be dance d group
Department Umplyce D A A D A A D A A D A A D A A D A A D A A D A A D A A D A A D A A A D A	You may select the range	e of records by:		
Employee D Al Al None Some Date Change to new schedule code: Cover from data audt tist? Cover from data audt tist?	Department		-	
A1 A	Employee ID	☑ 1	Elise Johnson	A
Al		7 2	Tony Paxton	
Change to new schedule code: Convert from data audit tit? Change to new schedule code: Convert from data audit tit? Change to new schedule code: Convert from data audit tit? Conve	All None	☑ 3	Kristina Freeman	
Some Some Janny Stone	O Nolle	V 4	Mark Roland	
Date 01/04/2013 TE 30/04/2013 TE Change to new schedule code: * •	Some	5	Jenny Stone	
	Date Change to new schedule Convert from data audit ins Keeno Manuah erified time	01/04/2013	30/04/2013 TH	•
		Gene	rate	Cancel
Generate Cancel	rate New Attend	lance Re	cords windo	w
Generate Cancel	ale new Allena		oorao-wiiiao	

The

- The TCMS V2 offers a choice of 29 report templates to generate different reports for different purposes. Choose according to your company's needs. For more detailed explanations on every report, please refer to the following link here: <u>www.fingertec.com/tcms/reports.pdf</u>
- After choosing the report type, select the data range and date range according to your company's needs.
- To print the report, click on Print. To view the report before printing it, click on Preview.
- To save the report for future reference, choose the relevant file format in the drop down menu below the Preview button and click Save. In the Save As popup window, input the file name, select the save path and click Save to start saving the report.
- TCMS V2 can be configured to send reports via your SMTP email. To send the report to email recipients, choose the relevant file format in the drop down menu below the Preview button and click Email.

In the Recipient email address popup window, input the recipient's email address, CC, Subject and Message. It supports SMTP email servers with an SSL connection. Click on the Send via SMTP server and Use SSL checkers and fill in the relevant details. Click Apply to generate the report and send the email with the attached report file.



Workflow in Summary

Click Reports icon ► Choose report type ► Select data range and date range ► To view the report before printing, click Preview ► To print the report, click Print

To save the report: Choose file format ► Click Save ► Input file name ► Select save path ► Click Save

To email the report: Choose file format ► Click Email ► Input Recipient Email Address, CC, Subject and Message ► click Send via SMTP server and Use SSL checkers ► Input relevant SMTP and Port details ► Click Apply





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