F910-Hanvon-Software-User-Manual.pdf

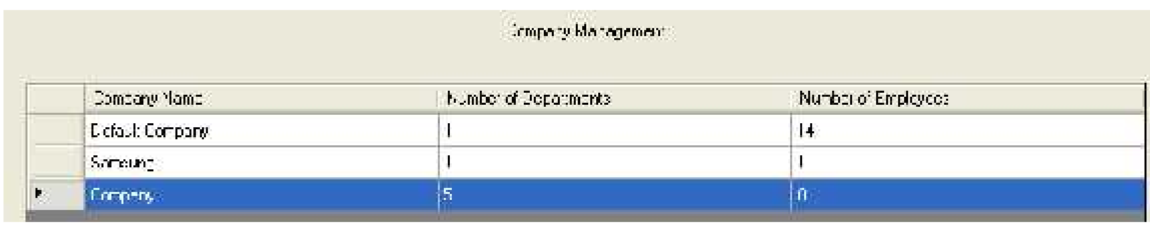
Company:

To add a new company:

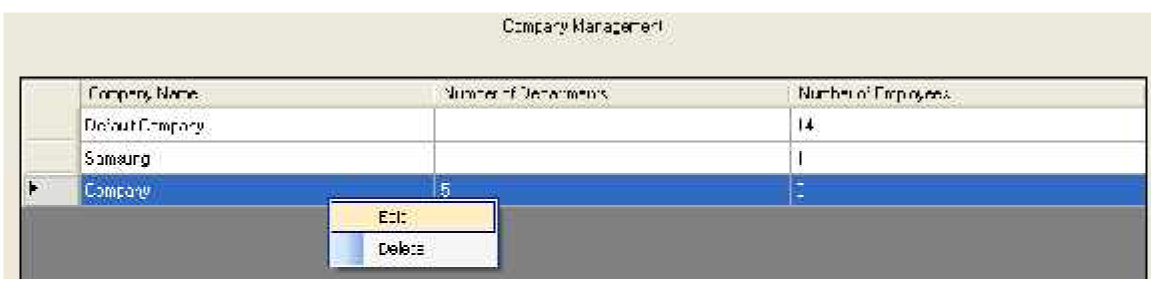
- In the **Company Name** field, type your company name
- Press **Add,** your company name will be appeared in the "Company Management" table above.

To edit a company:

- Move your mouse to the blank in front of the row you want to edit user and click



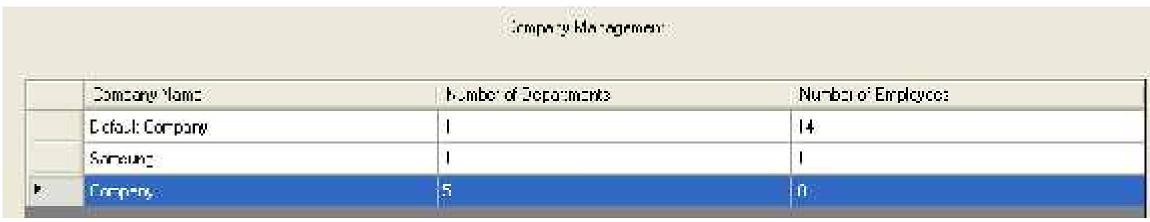
- Right click and select **Edit**



- In the **Company Name** field, edit your company name and press **Update**

To delete a company:

- Move your mouse to the blank in front of the row you want to edit user and click



- Right click and select **Delete**

- Click **Yes**

Department:

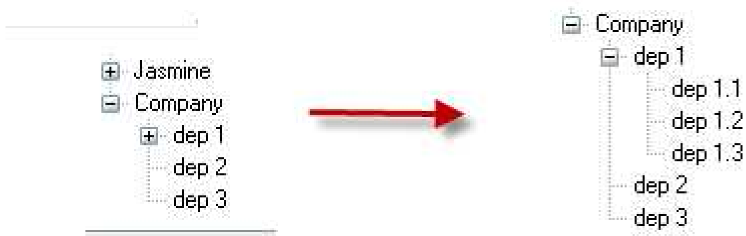
To add a department to a company:

- In the **Company** field, select a company you want from a list containing records you have previously entered by clicking the search icon.
- Select **Root** in the **Sup – Department** field
- In the **Department Name** field, type name of department and press **Add**

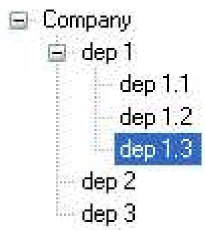
To add a child department to a mother department:

- In the Company field, select a company you want from a list containing records you have previously entered by clicking the search icon.
- Select name of mother department you want to add in the **Sup – Department** field.
- In the **Department Name** field, type Child Department Name and press **Add**.

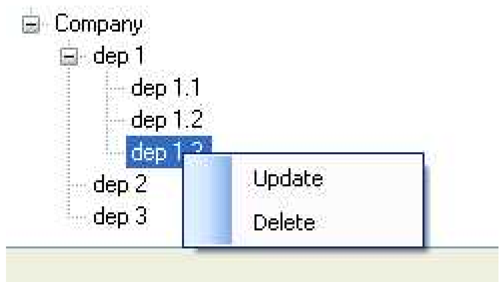
To edit a department:
- Move your mouse to a company which has a department you want to update and click the plus button in front of company name and mother department name. All departments will appear.



- Select department you want to edit and right click.



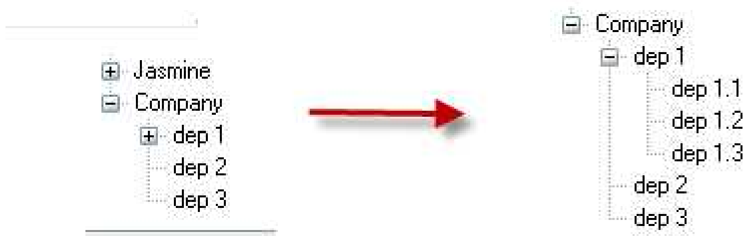
- Select **Update.**



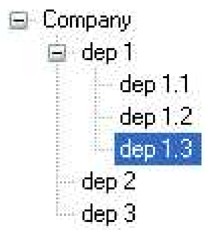
- In the **Department Name** field, retype your department name and press **Update.** The entry is saved.

To delete a department:

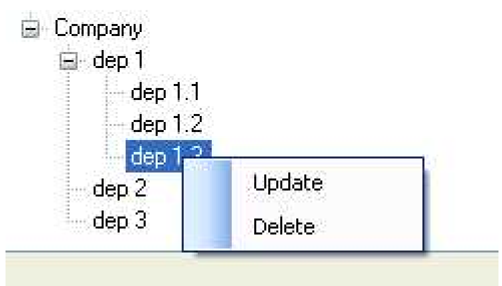
- Move your mouse to a company which has a department you want to delete and click the plus button in front of company name. All departments will appear.



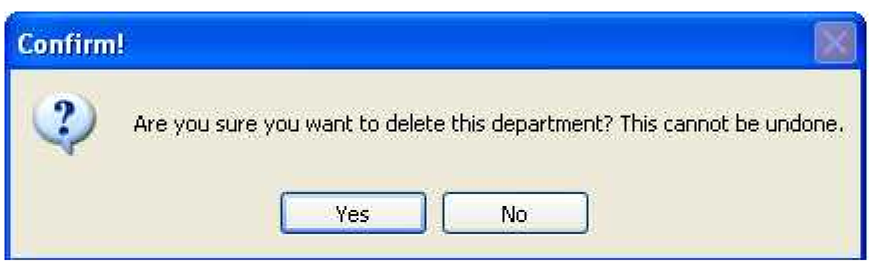
- Select department you want to delete and right click



- Select **Delete.**

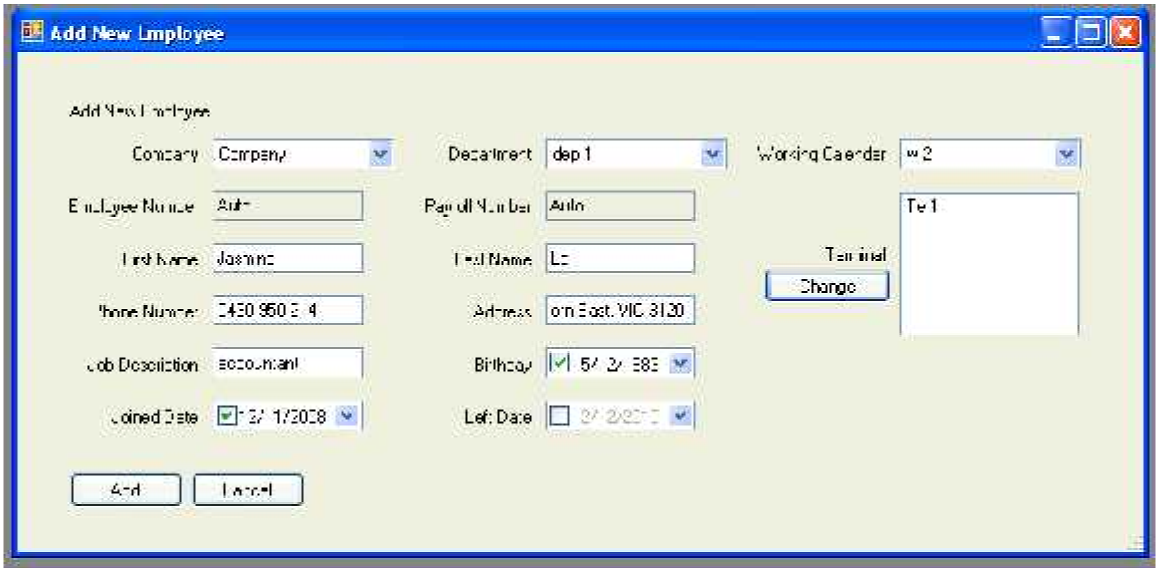


- Click **Yes**.

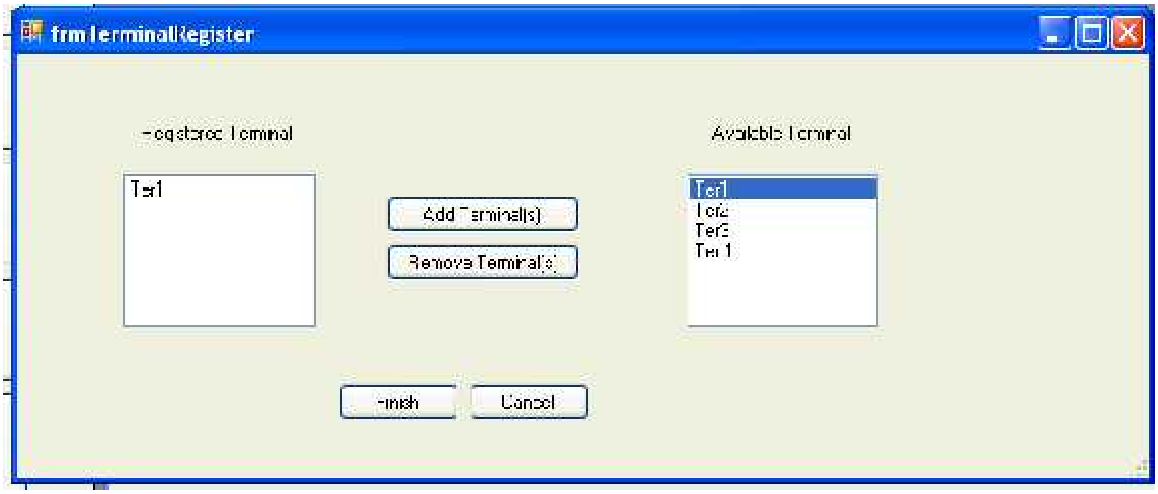


Employee

To add a new employee



- In the **Company** field, select your company name by clicking the search icon. 
- In the **Department** field, select your department name by clicking the search icon. 
- In the **Working Calendar** field, select your working calendar by clicking the search icon. 
- In the **Employee Number** field and **Payroll number** field: will be assigned automatically by the software.
- Enter your first name and last name in the First Name field and Last Name field.
- Enter your phone number in the Phone Number field.
- In the Address field, enter your address.
- Type your job title in the Job Description field.
- Enter your birthday, joined day and left day (if possible) in the Birthday, Joined Day and Left Day field.
- If you want to change your terminal, just click Change button. The below table will appear.



+ If you want to add a new terminal, just choose another available terminal in the right of table, and then click Add Terminal(s).

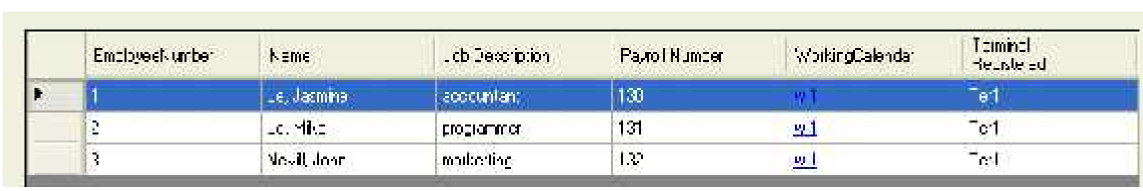
+ If you want to remove a registered terminal, just choose one of registered terminals in the right of table, and then click Remove Terminal(s)

+ Click Finish.

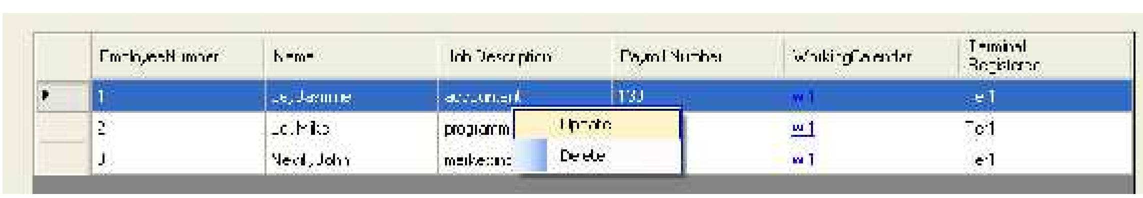
- Click Add.

To edit an employee

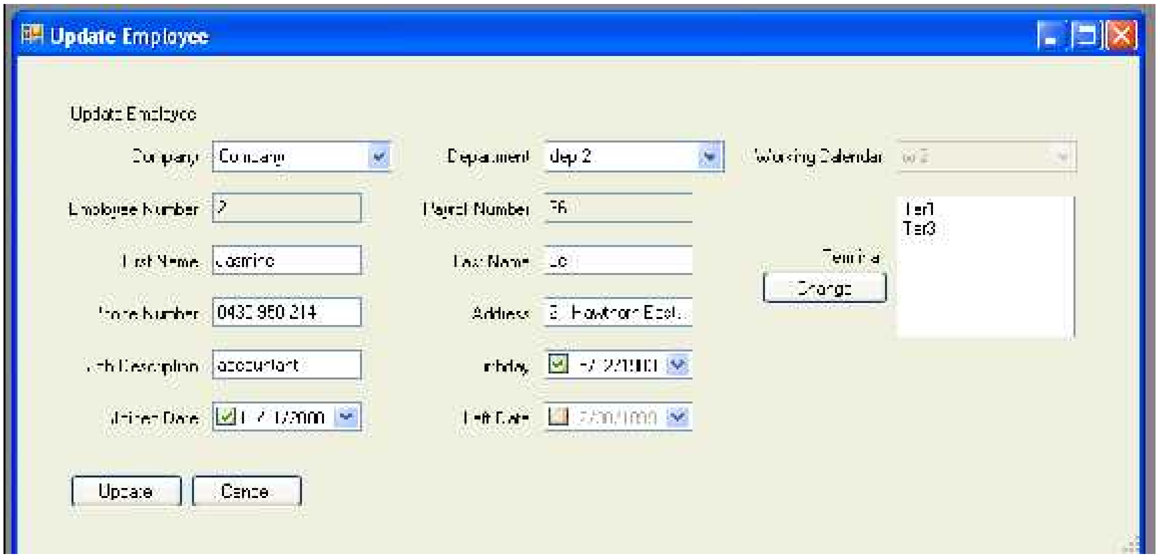
- Move your mouse to the blank in front of the row you want to edit user and click.



- Right click and select **Update**

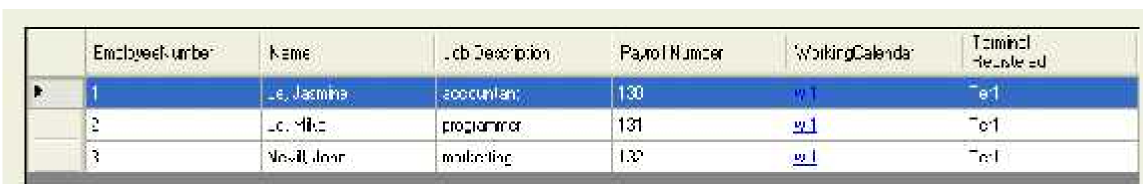


- Edit any information you want to change and press **Update**

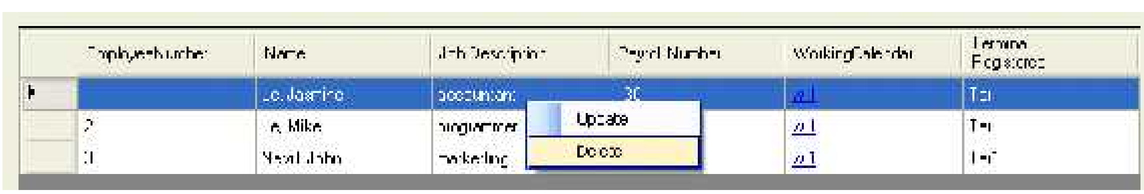


To delete an employee

- Move your mouse to the blank in front of the row you want to edit user and click.



- Right click and select **Delete**



- Click **Yes.**

To view employees of a department of a company

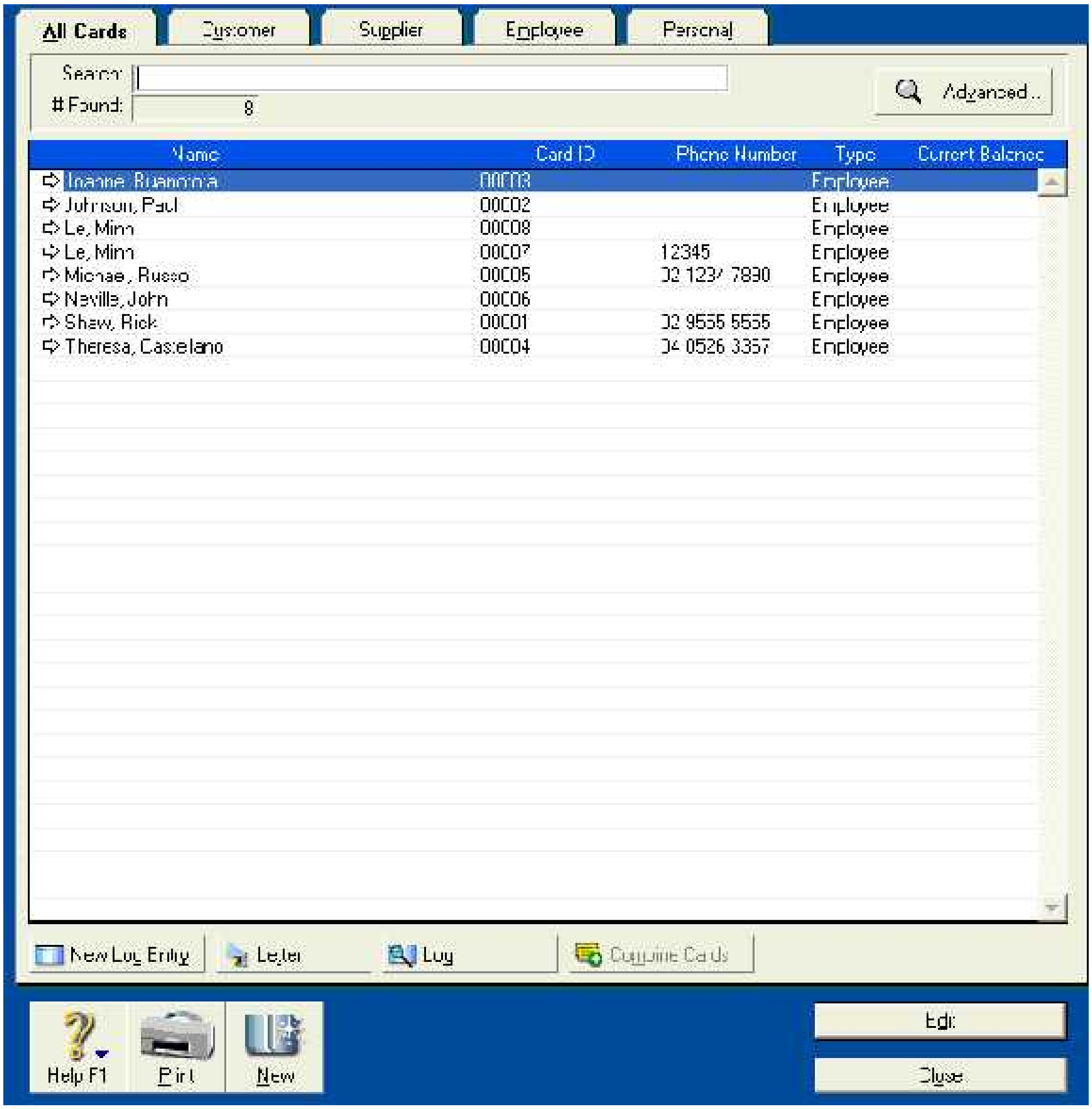
- In the **Company** field, select company you want to view by clicking the search icon. 
- In the **Department** field, select department you want to view by clicking the search icon. 
- Click **View**. All employees of this department of company you choose will display.

To import file from MYOB 16.0.1

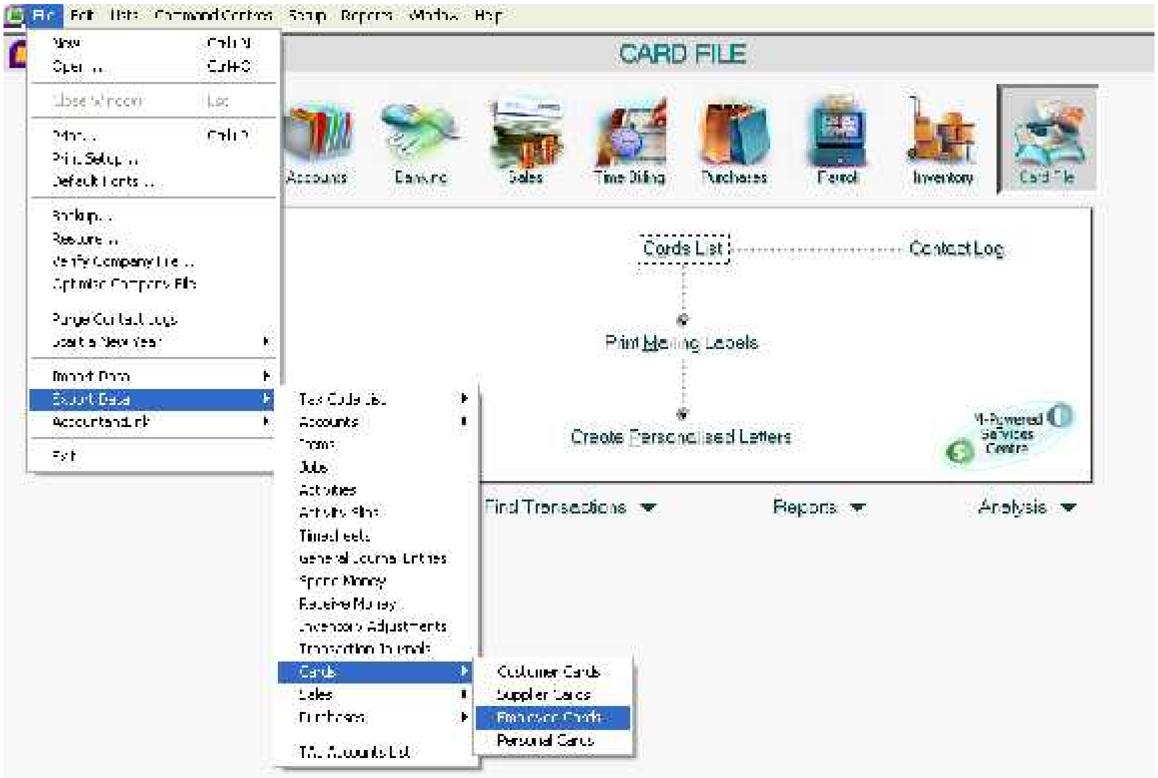
- From MYOB, go to **Card File** Command centre and click **Cards List.**

- The **Cards List** window appears.

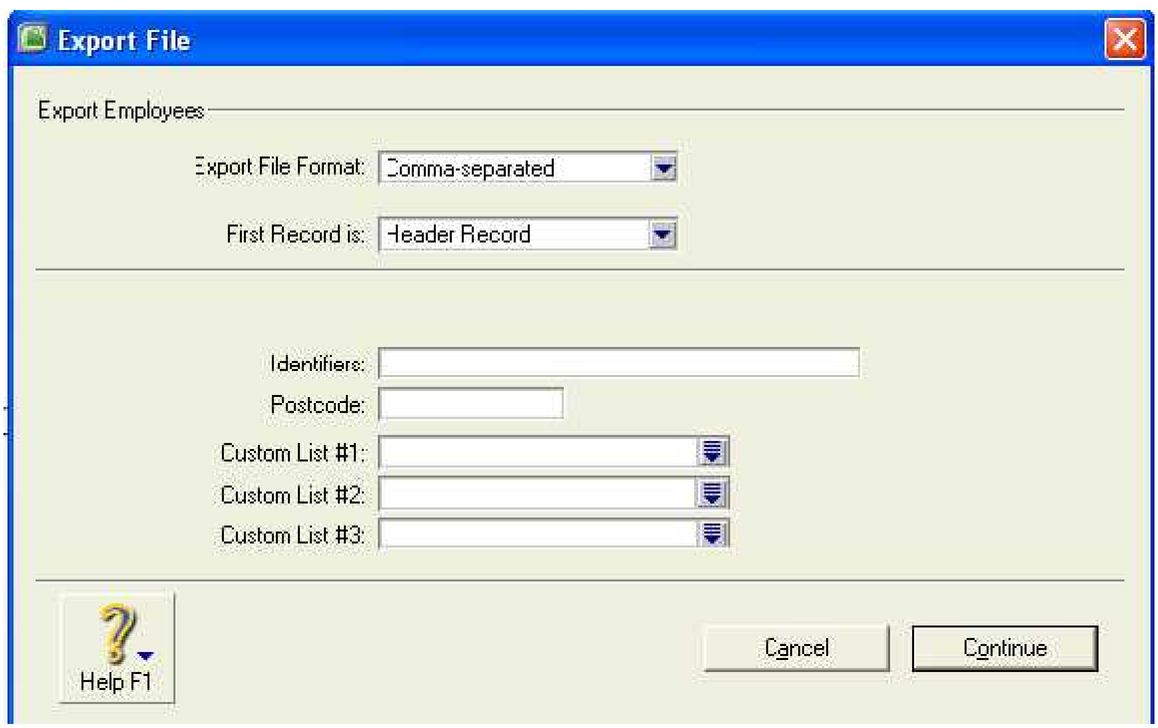
Note: Please ensure that all the Card IDs are in numbers only. FaceID does not support other formats.



- Next, go to **File** menu, select **Export Data,** select **Cards** and then select **Employee Cards**

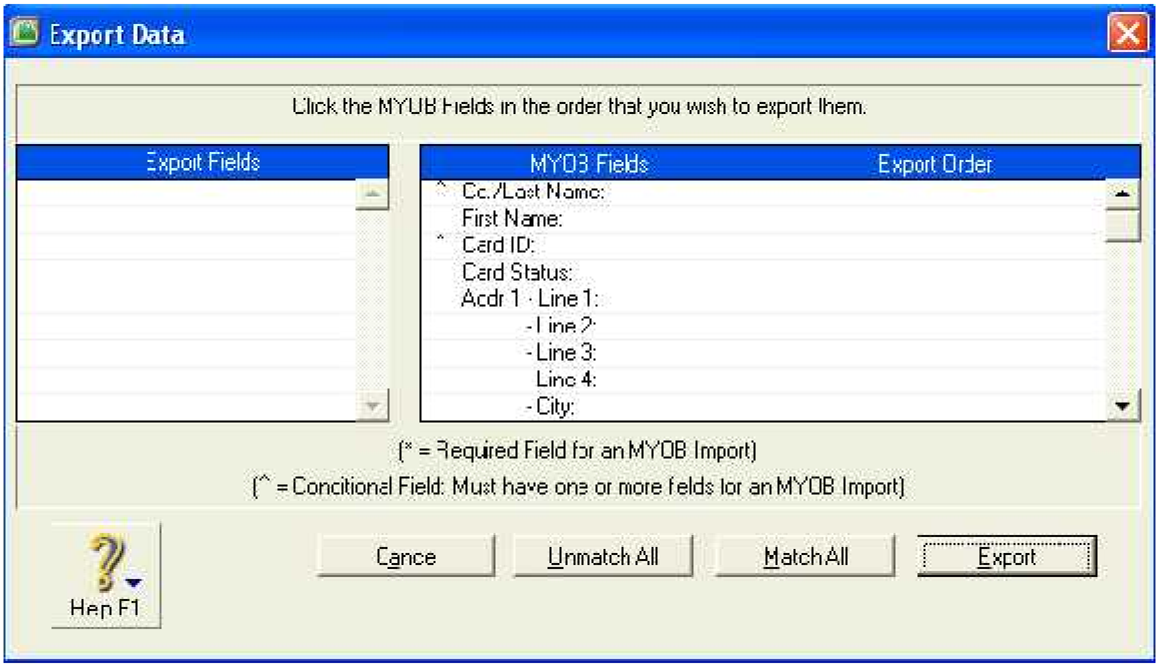


- The export file window appears

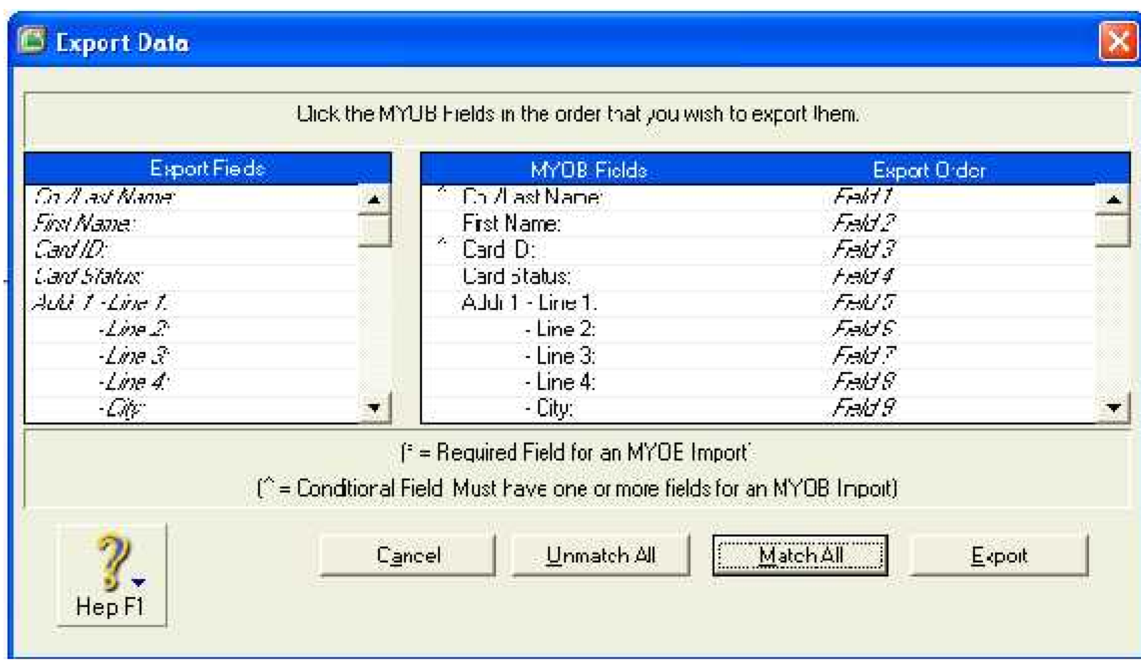


+ In the **Export File Format** field: select options you want to display.
+ In the **First Record** field: select options you want to display.

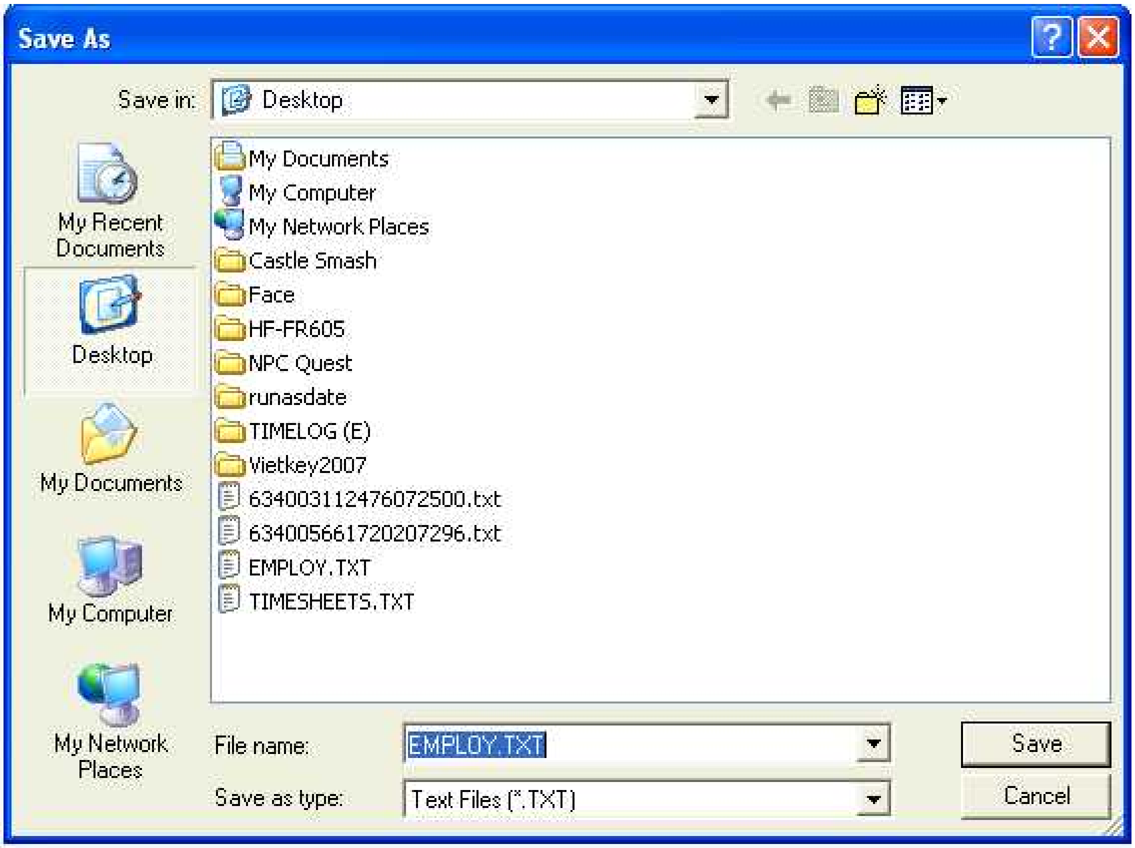
+ Click **Continue.** The window below displays



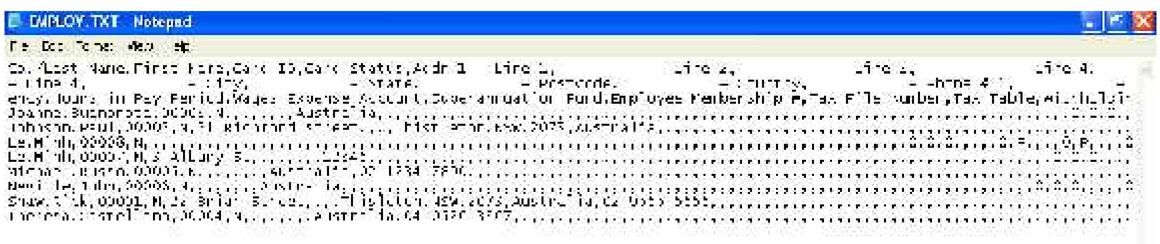
+ Click **Match All** and then click **Export.**



+ Choose Destination you want to store your file and click **Save**.

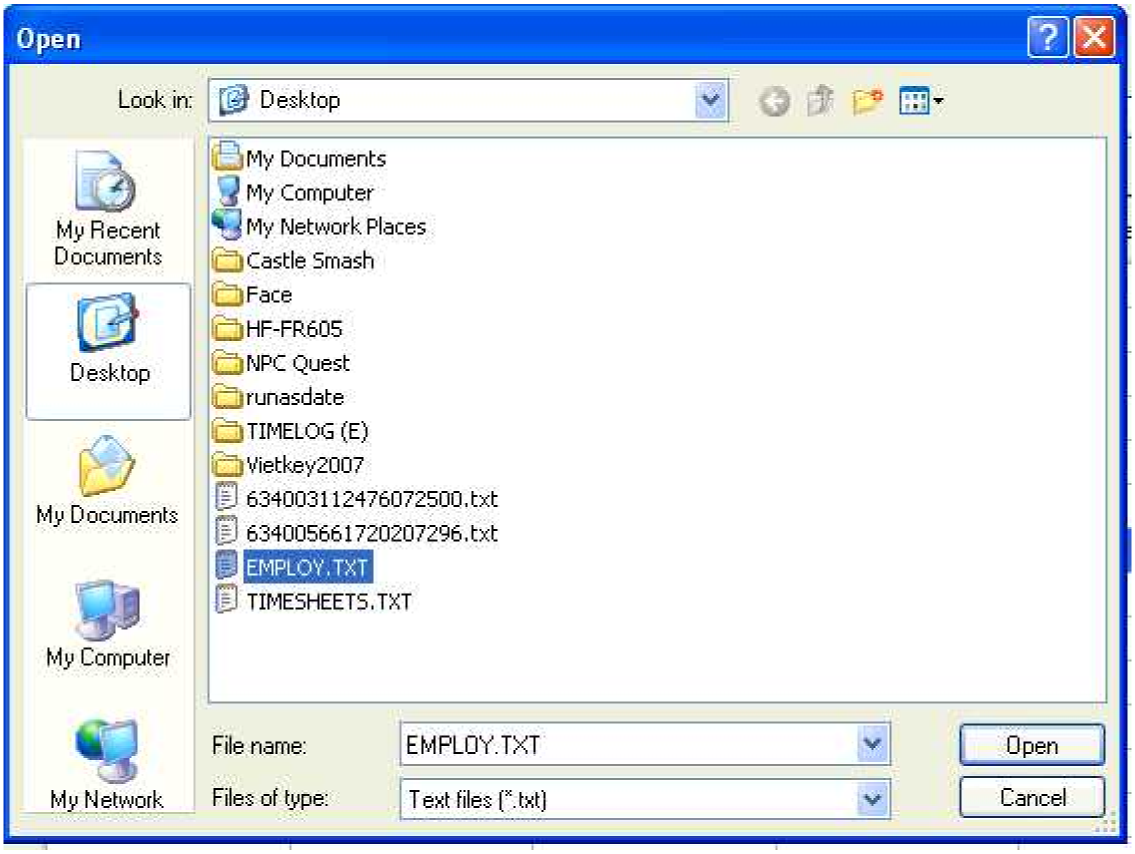


+ The file you have just saved look like this:



- From FaceID Application, go to **Employee** menu, click **Import from file** 

, choose the file you have just saved above and press **Open**

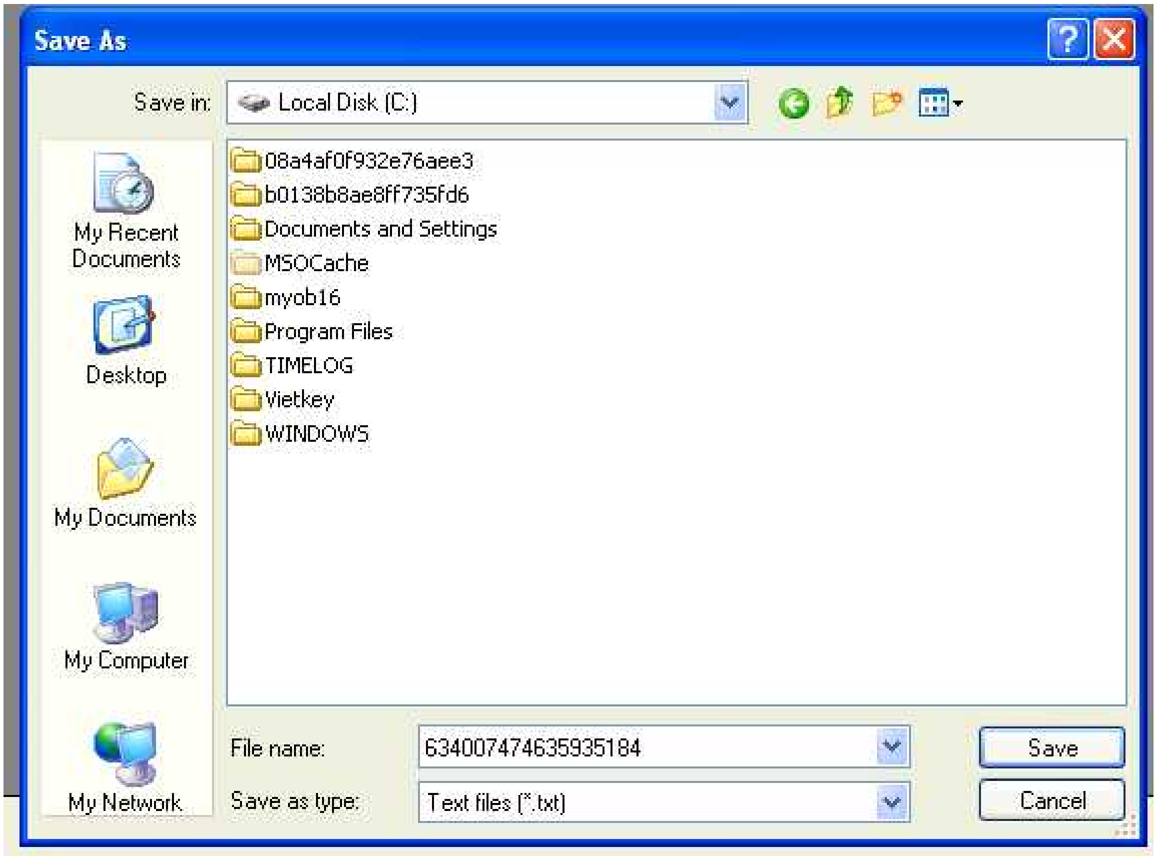


+ Click **View**. All employees who imported from MYOB display

To export to file

- Click **Export to file** 

and then choose Destination to export file and click **Save**.



To print an employee report

- Click Print 

The employee list will be generated.

To get employee from terminal: just click 

Terminal

To add a new terminal

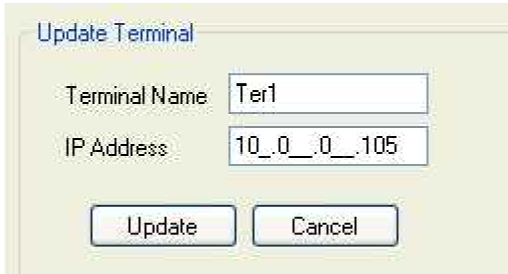
- In the **Terminal Name** field, type your terminal name.
- Enter IP address in the **IP Address** field.
- Click **Add**.

To edit a terminal

- Move your mouse to the blank in front of the row you want to edit user and click.

- Right click and select **Update**

- Change name or IP address and click **Update**.



To delete a terminal

- Move your mouse to the blank in front of the row you want to edit user and click

- Right click and select **Delete**

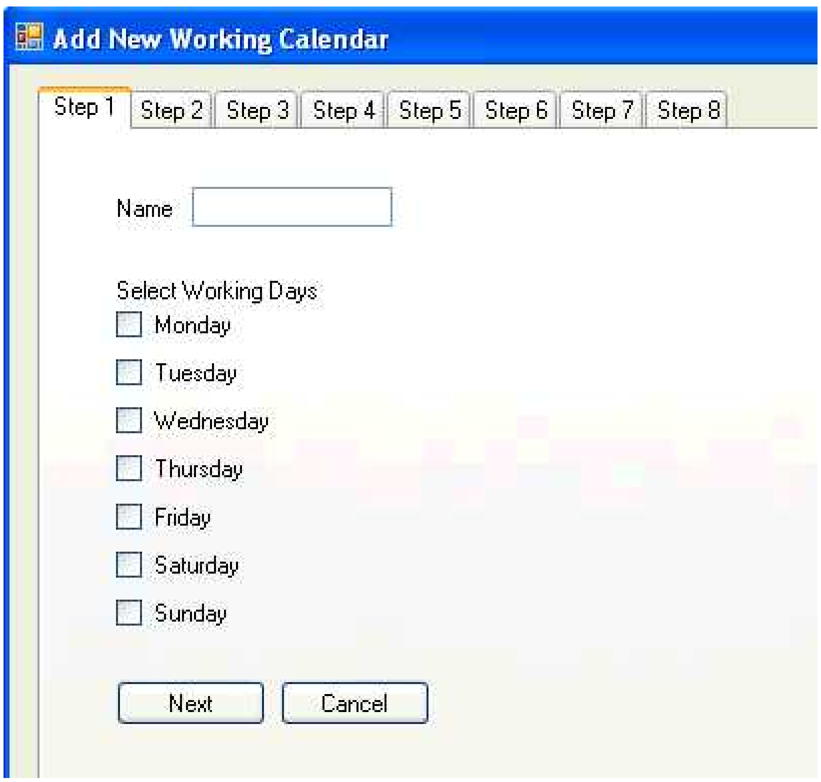
- Click **Yes**

Working Calendar

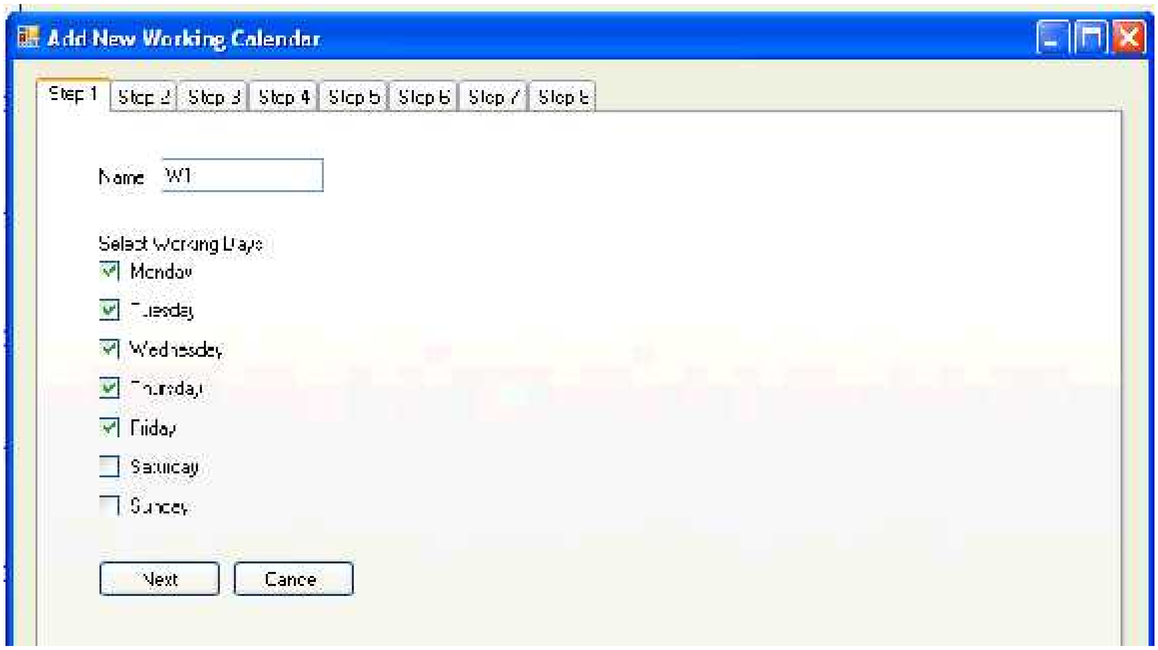
To add new working calendar

- Click button 

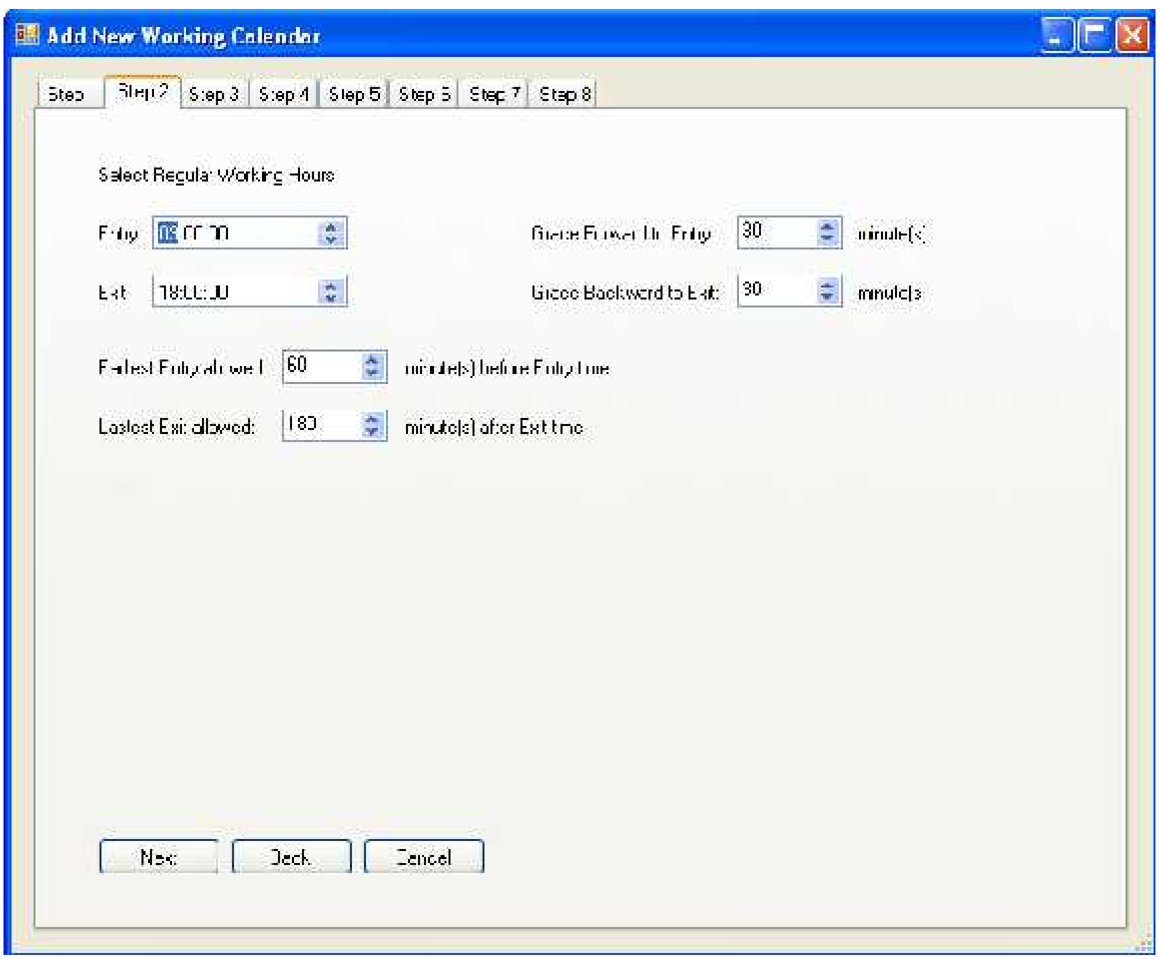
The table below will appear.



Step 1: Enter name of working calendar, select working days and press **Next**

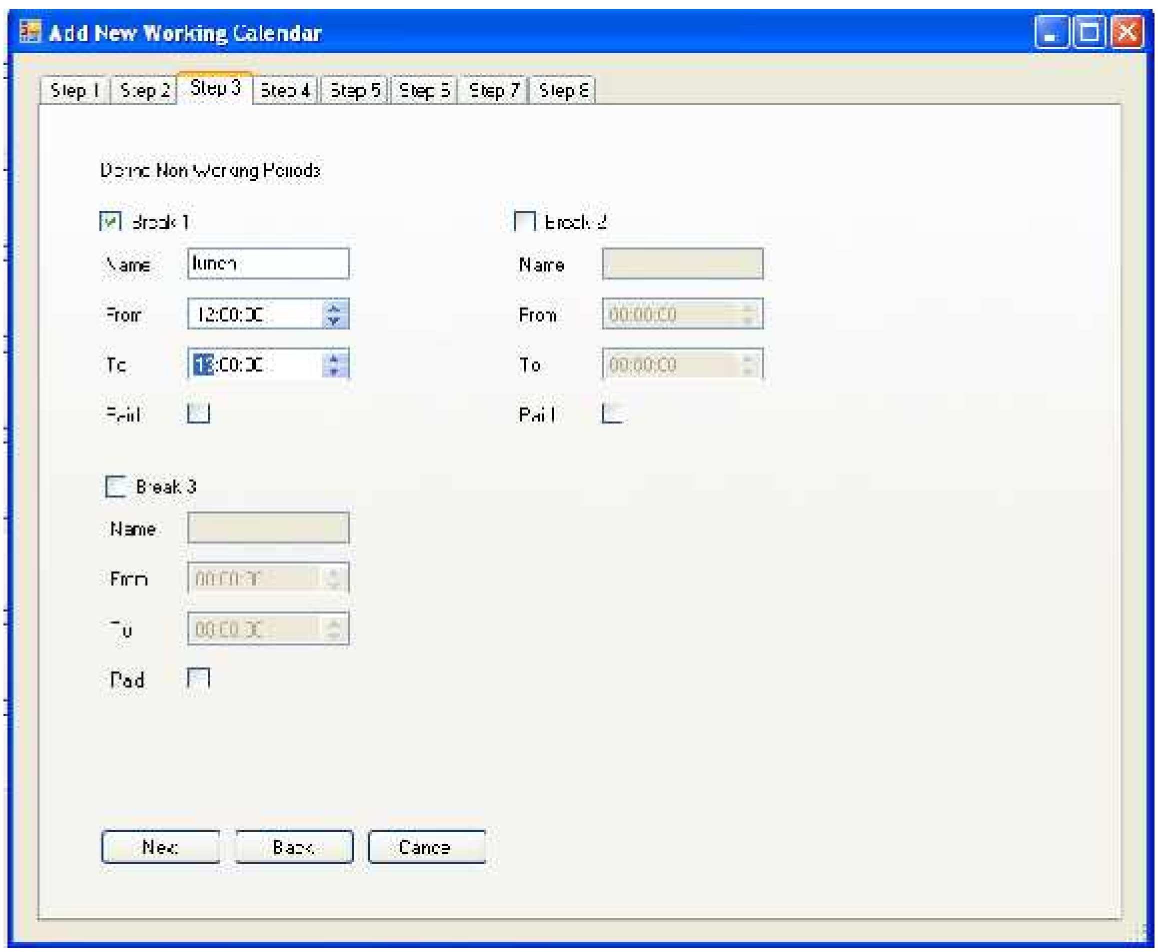


Step 2: Select regular working hours



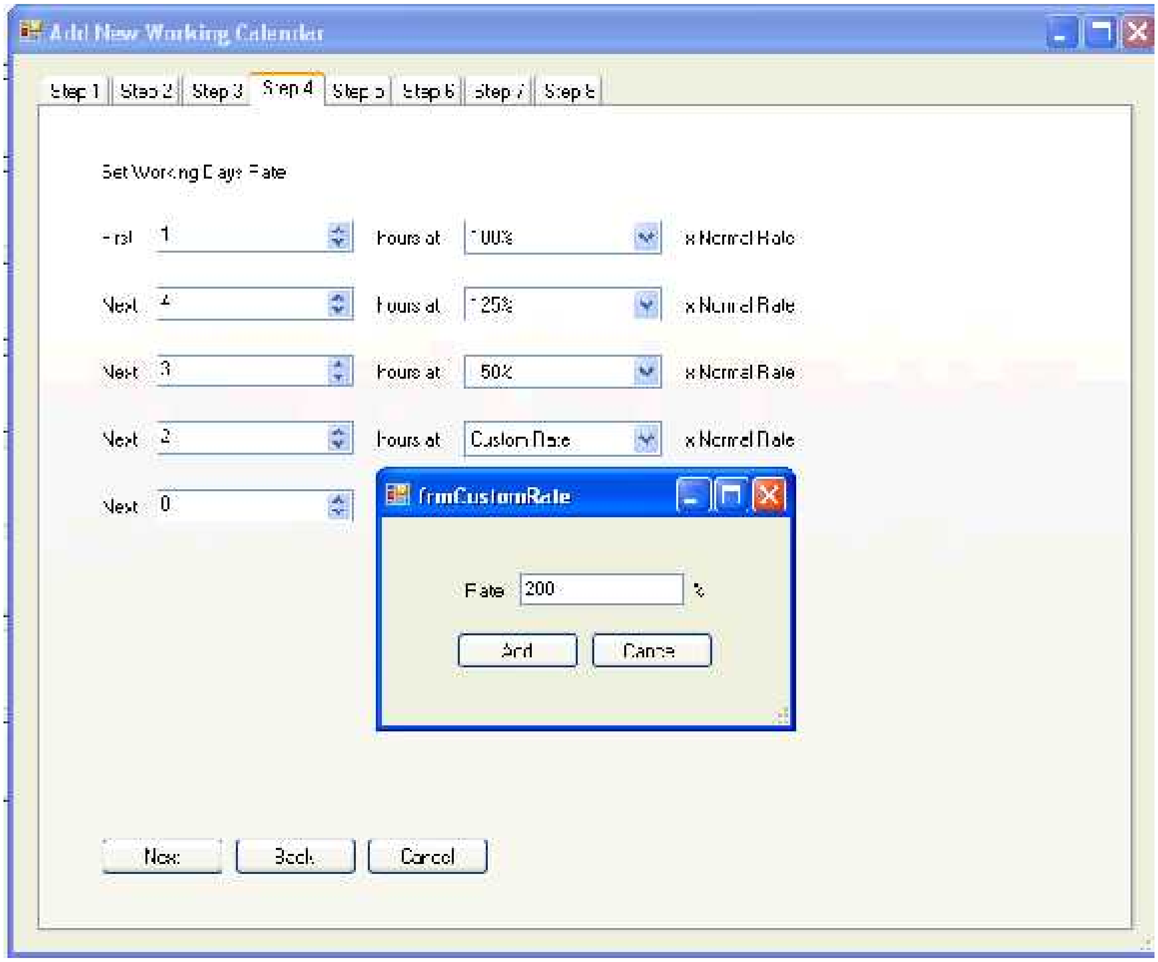
- In the **Entry** field, select the time which the employee is supposed to start work.
- In the **Exit** field, select the time which the employee is supposed to leave work.
- In the **Grace Forward to Entry** field, enter the number of minutes by which an employee may arrive early and still get clocked in on time.
- In the **Grace Backward to Exit** field, enter the number of minutes by which an employee may leave late and still get clocked out on time.
- In the **Earliest Entry allowed** field: enter the earliest time which employee is allowed to clock an entrance.
- In the **Latest Exit allowed** field: enter the time which employee is allowed to clock an exit.

Step 3: Build break times and press **Next**



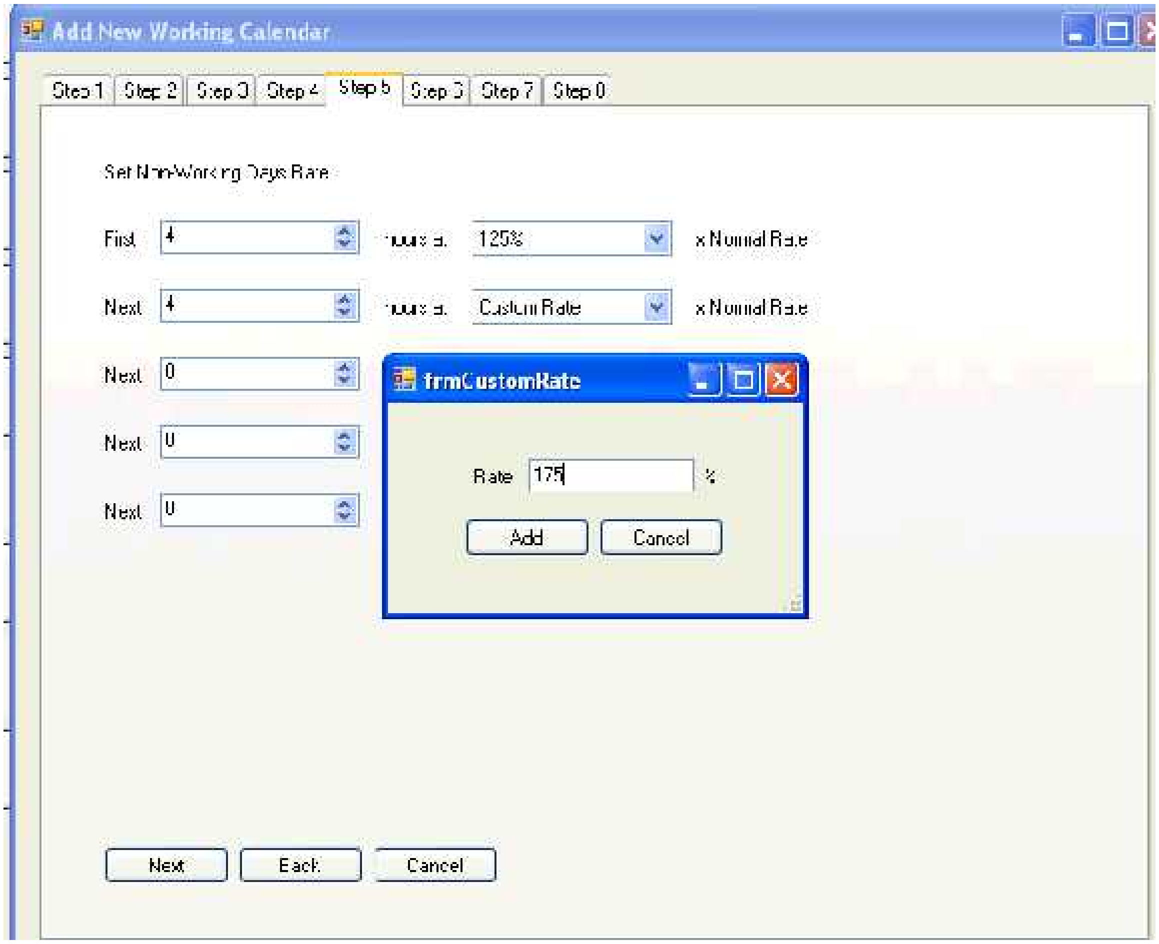
Step 4: Set working days rate. Choose hours by clicking the icon  and select rates by clicking the search icon.  After that, press **Next**.

Note: If you want to add another rate which is not include in rate list, just choose Custom Rate and then type the rate you want and press Add.



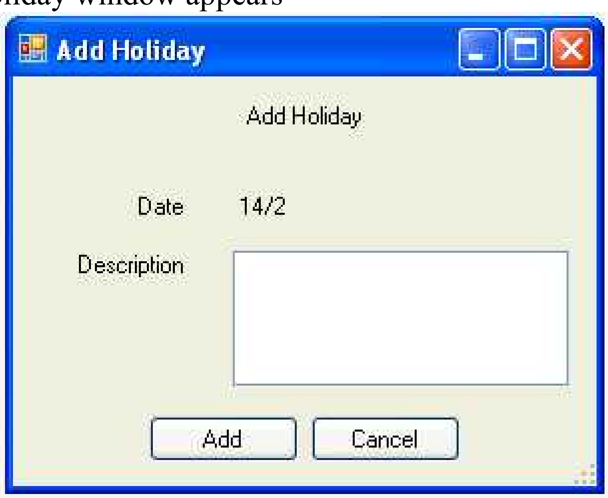
Step 5: Set non–working days rate. Similar to step 4 and press **Next**

Note: If you want to add another rate which is not include in rate list, just choose Custom Rate and then type the rate you want and press Add.



Step 6: Set holidays.
To add holiday:

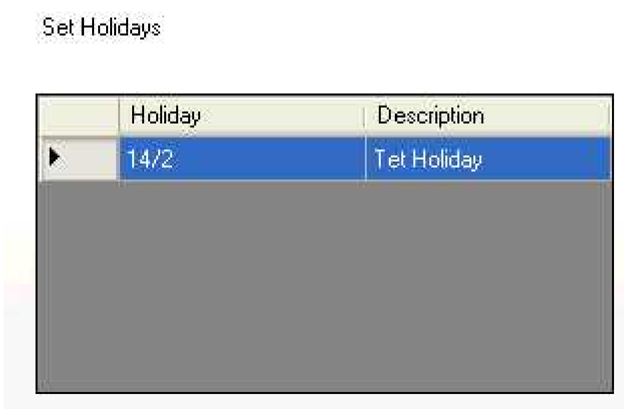
- Choose any day from the calendar you want to set Holiday and press **Add**. The Add Holiday window appears



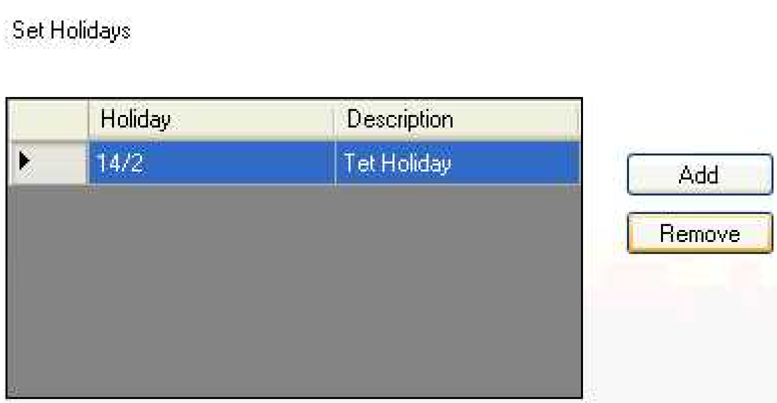
- Enter description of these holidays and press **Add**.

To remove Holiday

- Move your mouse to the blank in front of the row you want to delete and click

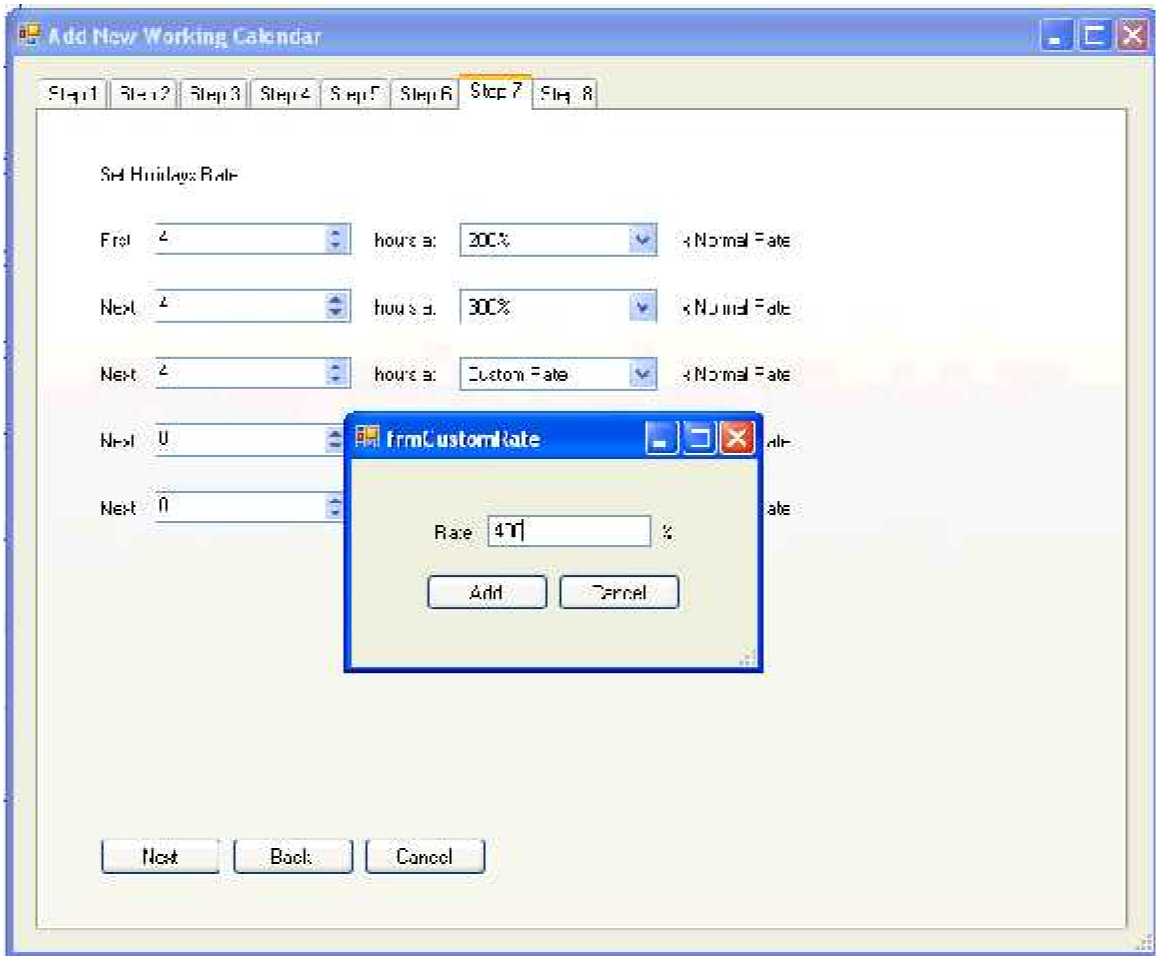


- Press **Remove**.

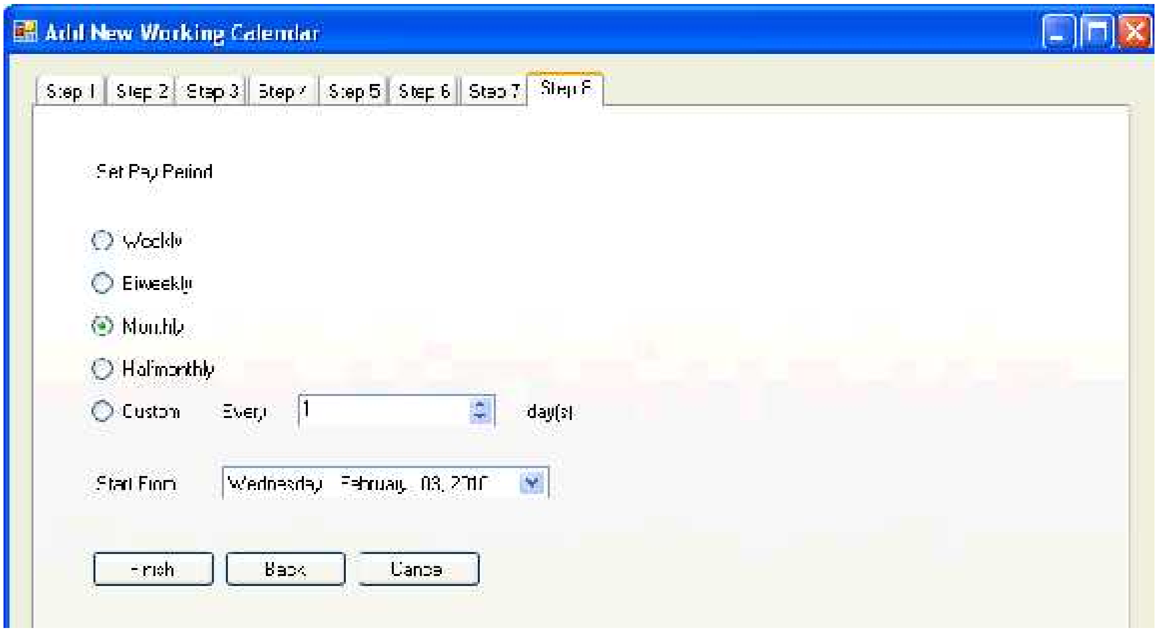


- Click **Next**

Step 7: Set holidays rate. Similar to step 4, and then press **Next**
Note: If you want to add another rate which is not include in rate list, just choose Custom Rate and then type the rate you want and press Add.

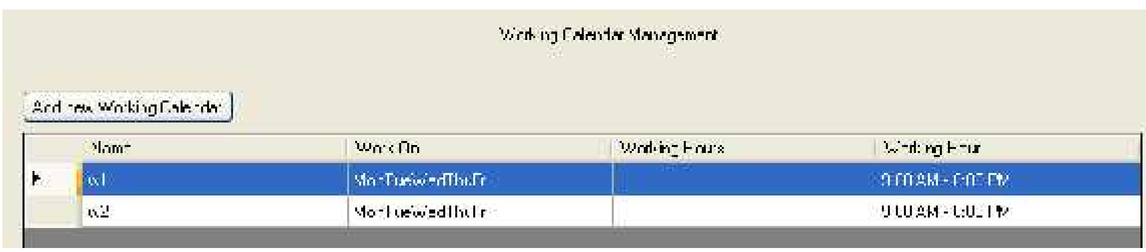


Step 8: Set pay period. Select one of options you want to pay by clicking and then press **Finish**.



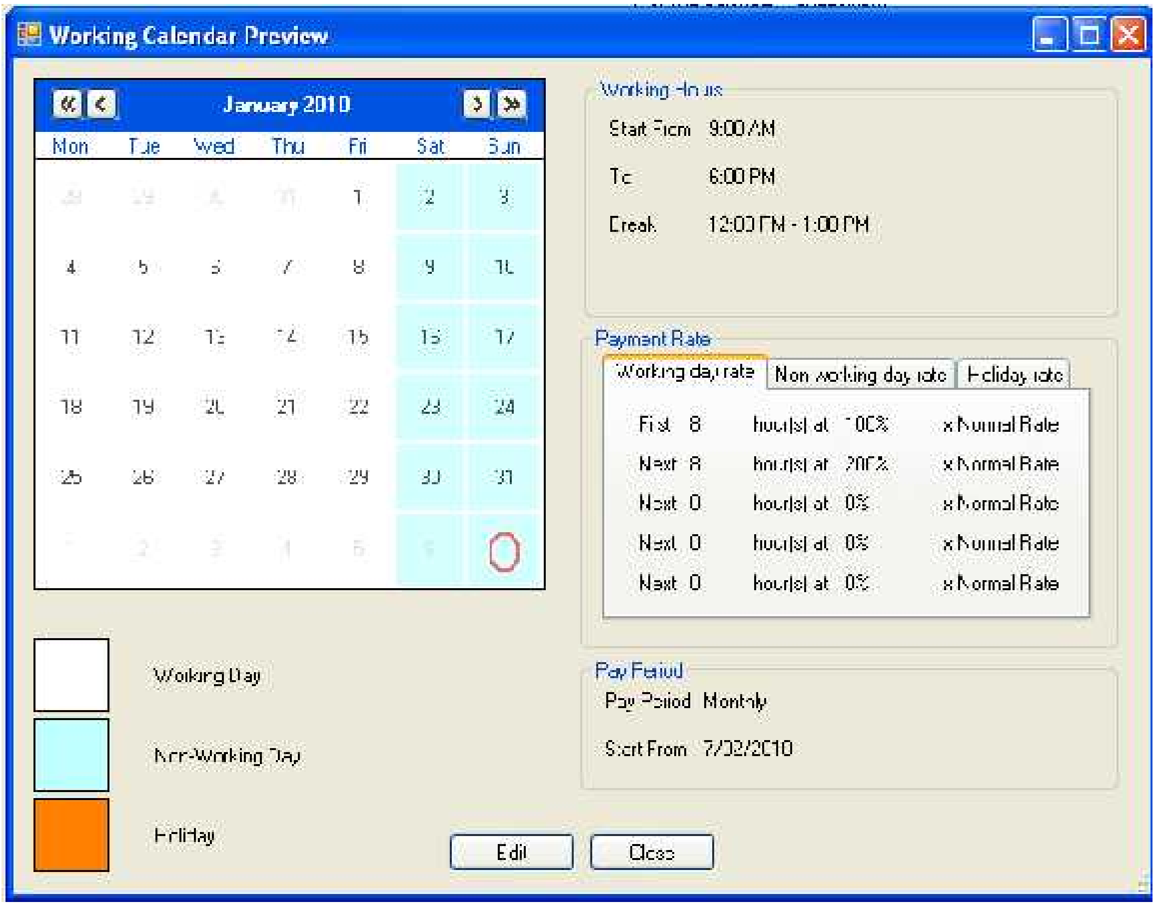
To preview a working calendar

- Move your mouse to the blank in front of the row you want to edit user and click



- Select **Preview**

- A working calendar preview window appears.



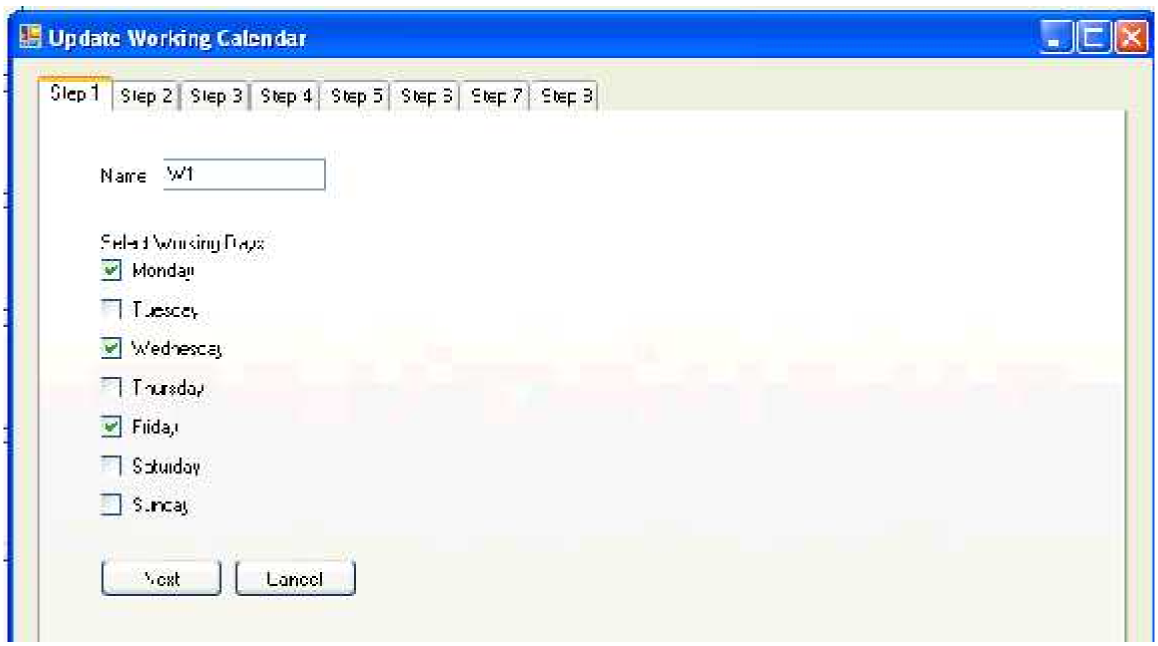
To edit a working calendar

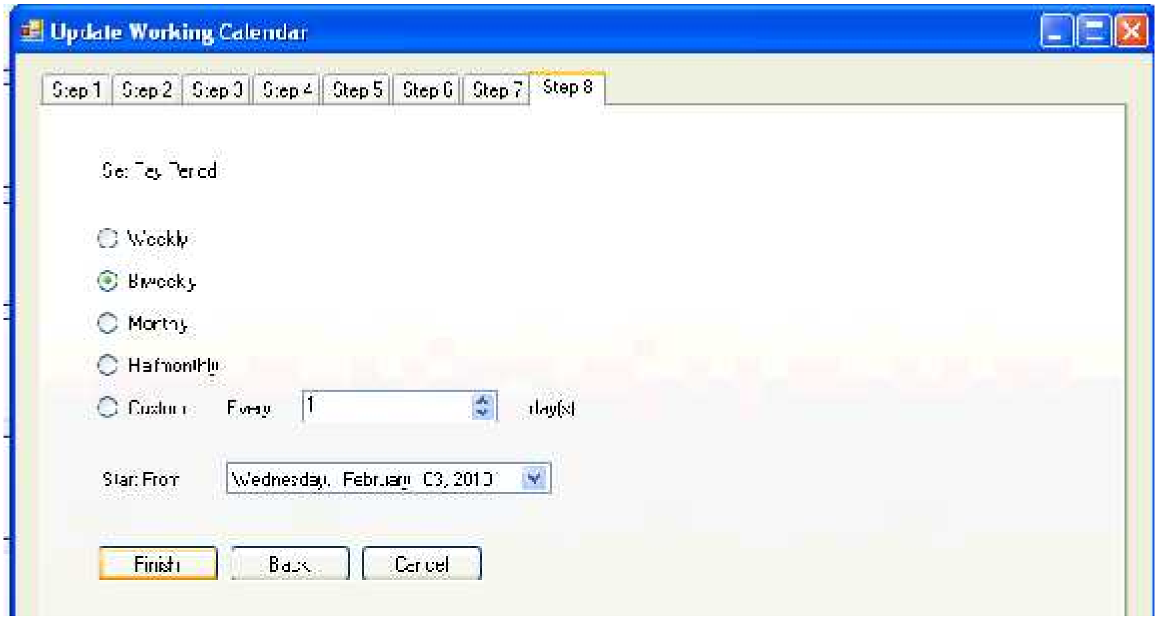
* First way

- Move your mouse to the blank in front of the row you want to edit user and click

- Select **Edit**

- Update any data you want to change from step 1 to step 8 and then press **Finish**

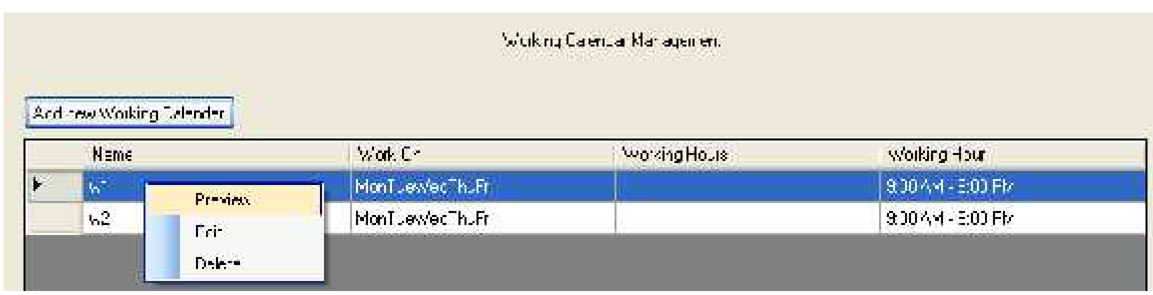




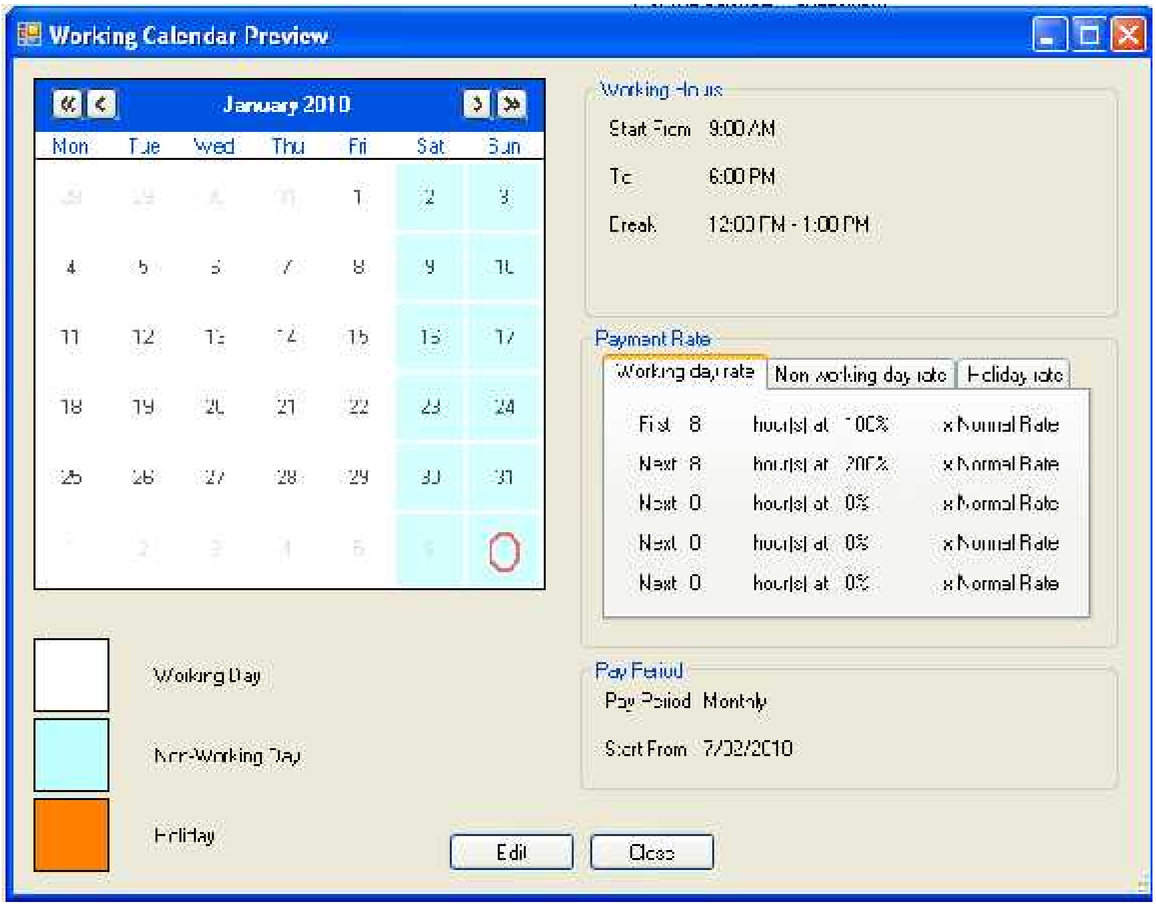
*** Second way:**

- Move your mouse to the blank in front of the row you want to edit user and click

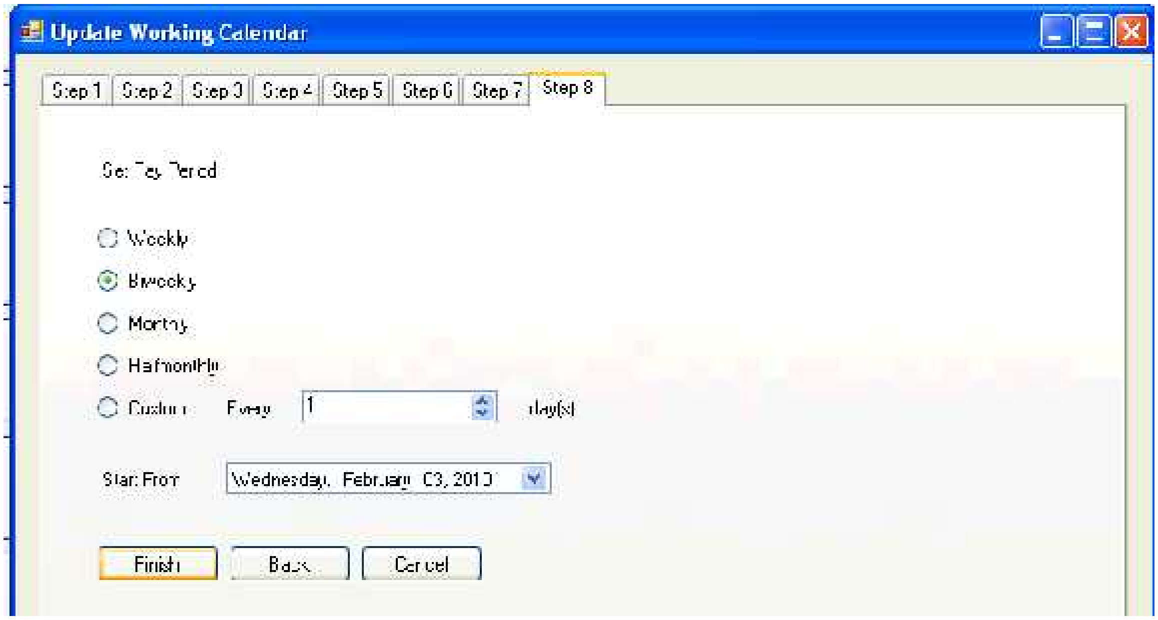
- Select **Preview**



- A working calendar preview window appears. Click **Edit**

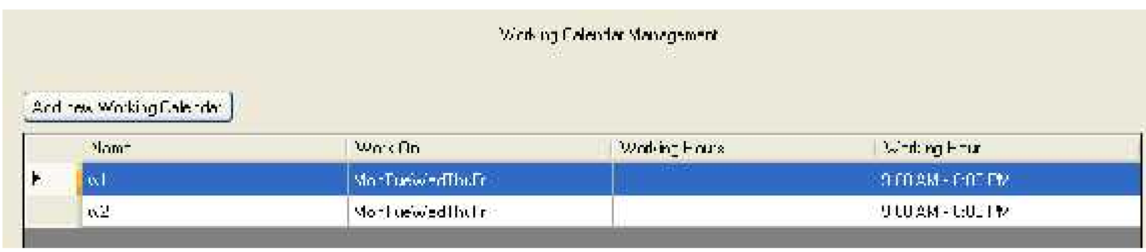


- Update any data you want to change from step 1 to step 8 and then press **Finish**



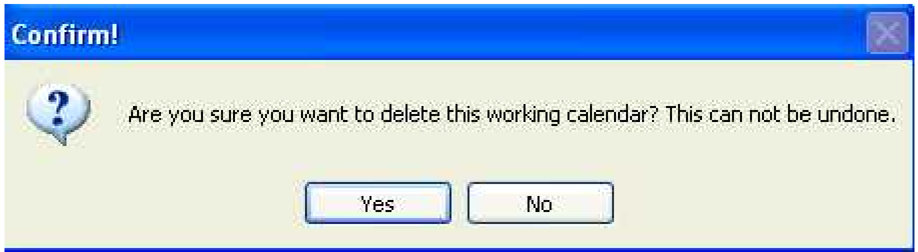
To delete a working calendar

- Move your mouse to the blank in front of the row you want to edit user and click



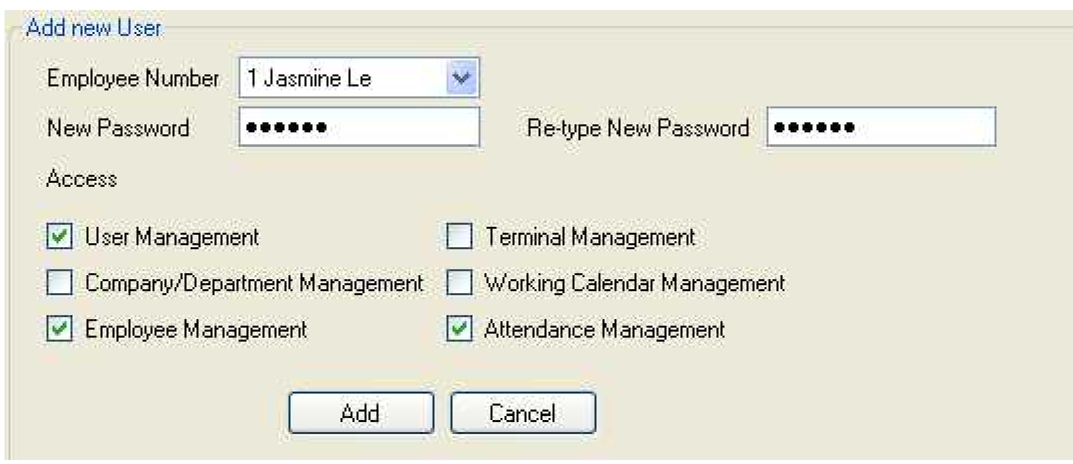
- Select **Delete**

- Click **Yes.**



User Management

To add a new user:



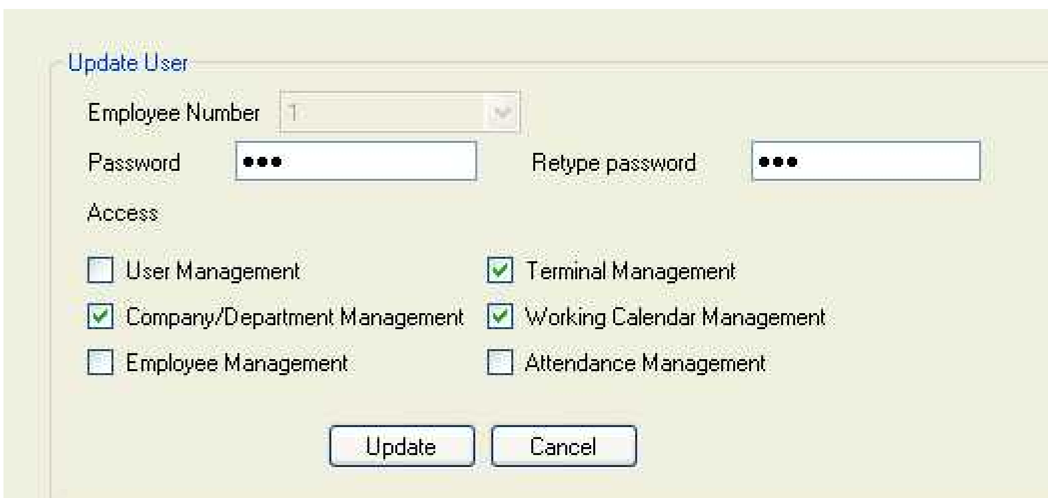
- In the **Employee Number** field, select employee number from the searching icon .
- In the **Password** field, enter your password.
- In the **Retype password** field, retype your password.
- In the **Access** field, choose options you want to assign employee by clicking the blank in front of every option.

To edit a user:

- Move your mouse to the blank in front of the row you want to edit user and click.

- Click right click and select **Edit**

- Change your password or any options you want and then press **Update**.



To delete a user:

- Move your mouse to the blank in front of the row you want to edit user and click

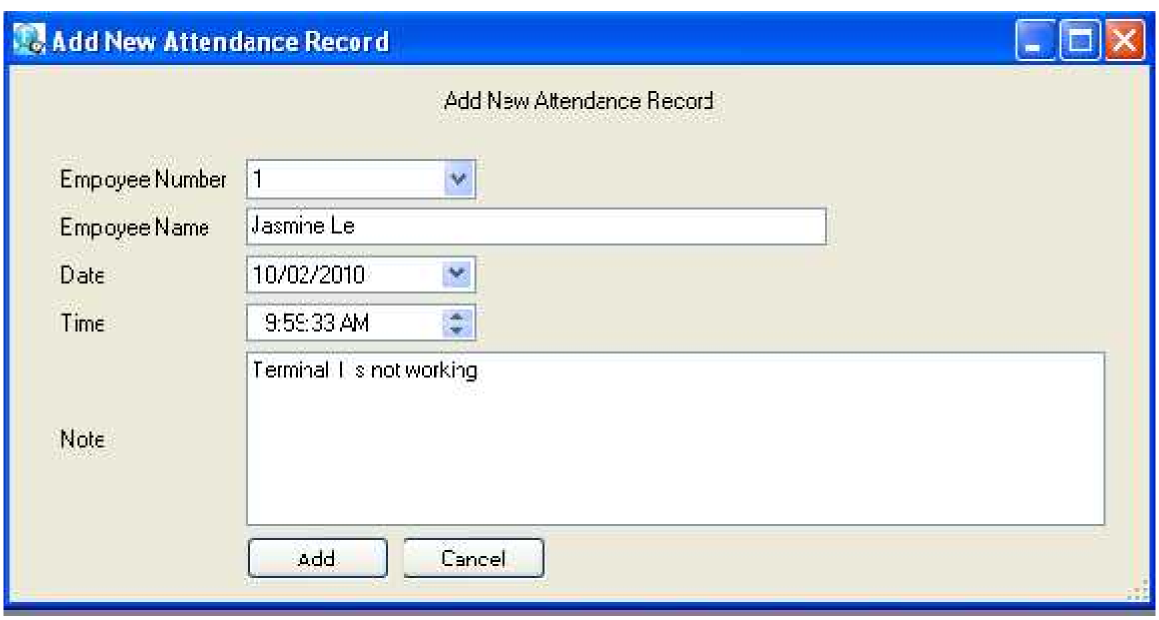
- Click right click and select **Delete**

- Click **Yes**

Attendance

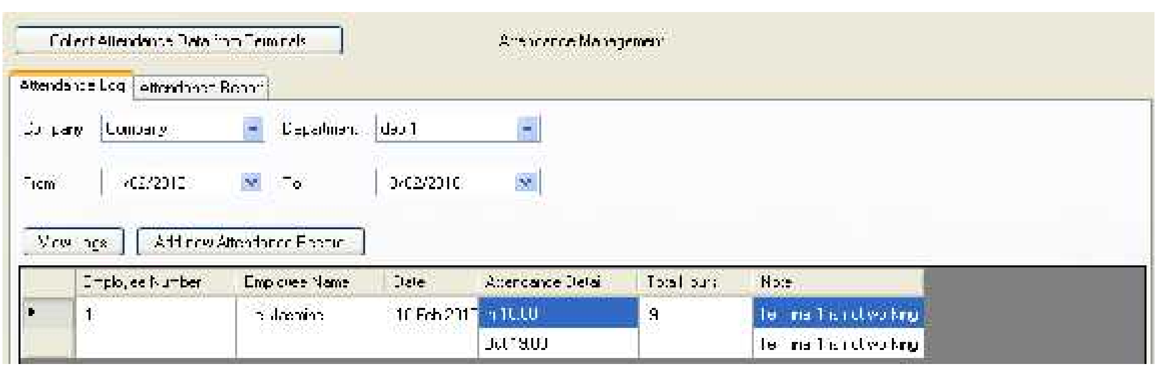
Attendance Log

To add a new attendance record



- In the **Employee Number** field, enter employee number.
- In the **Employee Name** field, enter Employee name
- In the **Date** field, type the day you want to enter data.
- In the **Time** field, type the time employee check in or check out.
- In the **Note** field, just make a message you want to note.
- Press **Add**

To view Attendance Log:



- Go to **Attendance Log**.
- In the **Company** field, choose the Company Name from the searching icon .
- In the **Department** field, choose the Department Name from the searching icon. 
- In the **From** field and **To** field: choose the period you want to view Attendance Log.

- Press the button View Logs. All information including Employee Number, Employee Name, Date, Attendance Detail, Total Hours and Note will display in the table below.

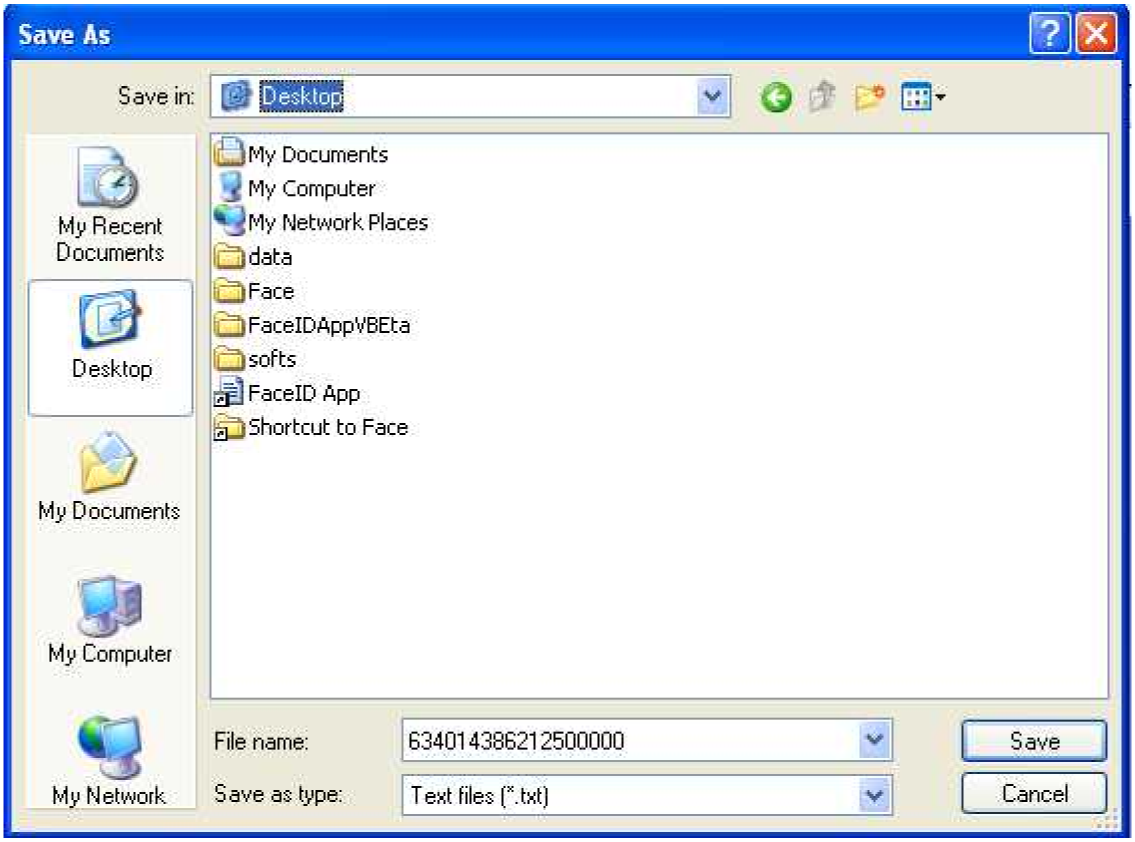
Attendance Report

To view Attendance Report

- In the **Company** field, choose the Company Name from the searching icon.
- In the **Department** field, choose the Department Name from the searching icon.
- In the **From** field and **To** field: choose the period you want to view Attendance Log.
- Click the blank in front of "Show Chart" if you want to see chart.
- Press View Reports. All information including Employee Number, Employee Name, Date, Attendance Detail, Total Hours and Chart will appear in the below table.

<u>Note</u>: The total hours in the Attendance Log site and the total hours in the Attendance Report site are different. The total hours in the Attendance Log site is the period of time which an employee is in work exactly while the total hours in the Attendance Report site is the period of time which is used to calculate salary for employees.

- If you want to export the Attendance report to MYOB, just Click the button Export to MYOB. A **Save As** window appears. Chose the destination and press **Save As**



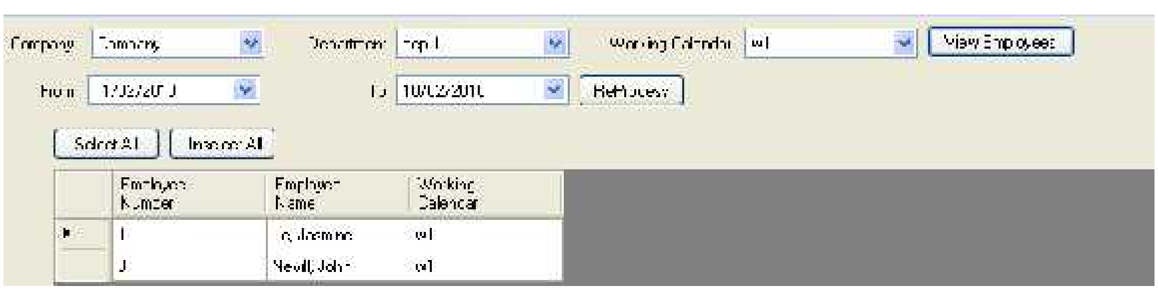
To collect Attendance Data from Terminals

- Just click the button 

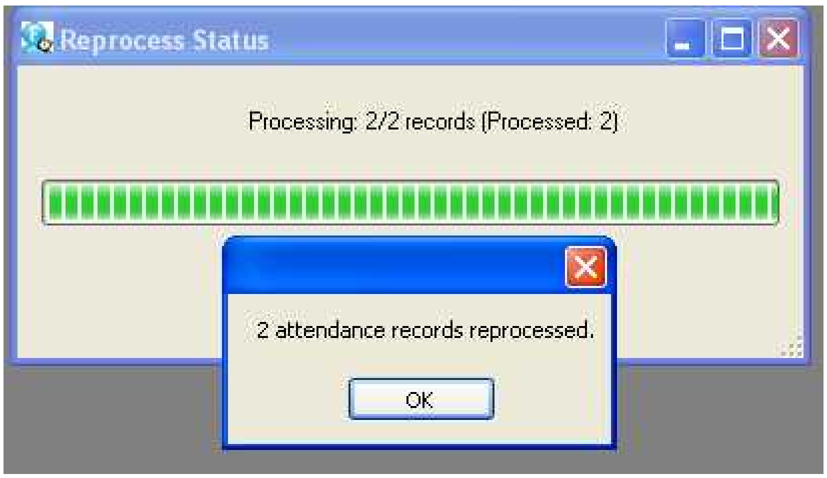
To view TimeSheet

Reprocess

To reprocess employees



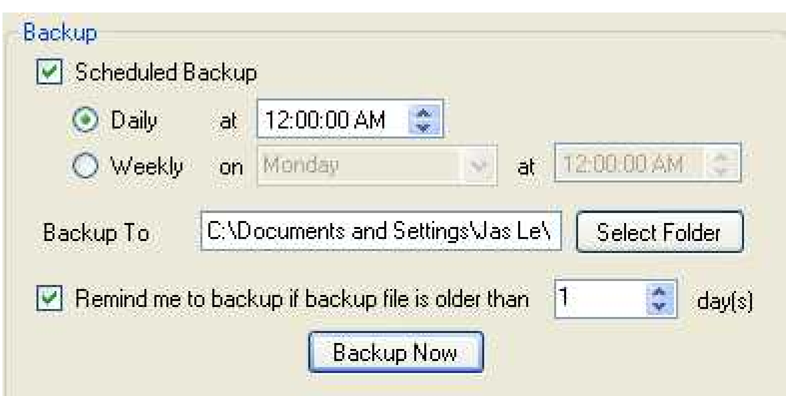
- In the Company field, select the Company Name from the searching icon
- In the Department field, select the Department Name from the searching icon
- In the Working Calendar field, select one of type of working calendar from the searching icon
- In the **From** field and **To** field: choose the period you want to view.
- Click View Employees. All employees appear in the below table.
- If you want to reprocess all employees, press **Select All**; if not, just click the employee you want to reprocess.
- Press **Reprocess**.



- Press **OK** and then **Close**

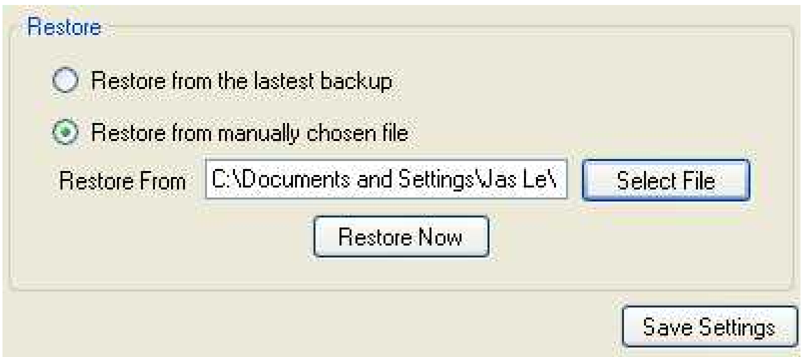
Setting

To back up data

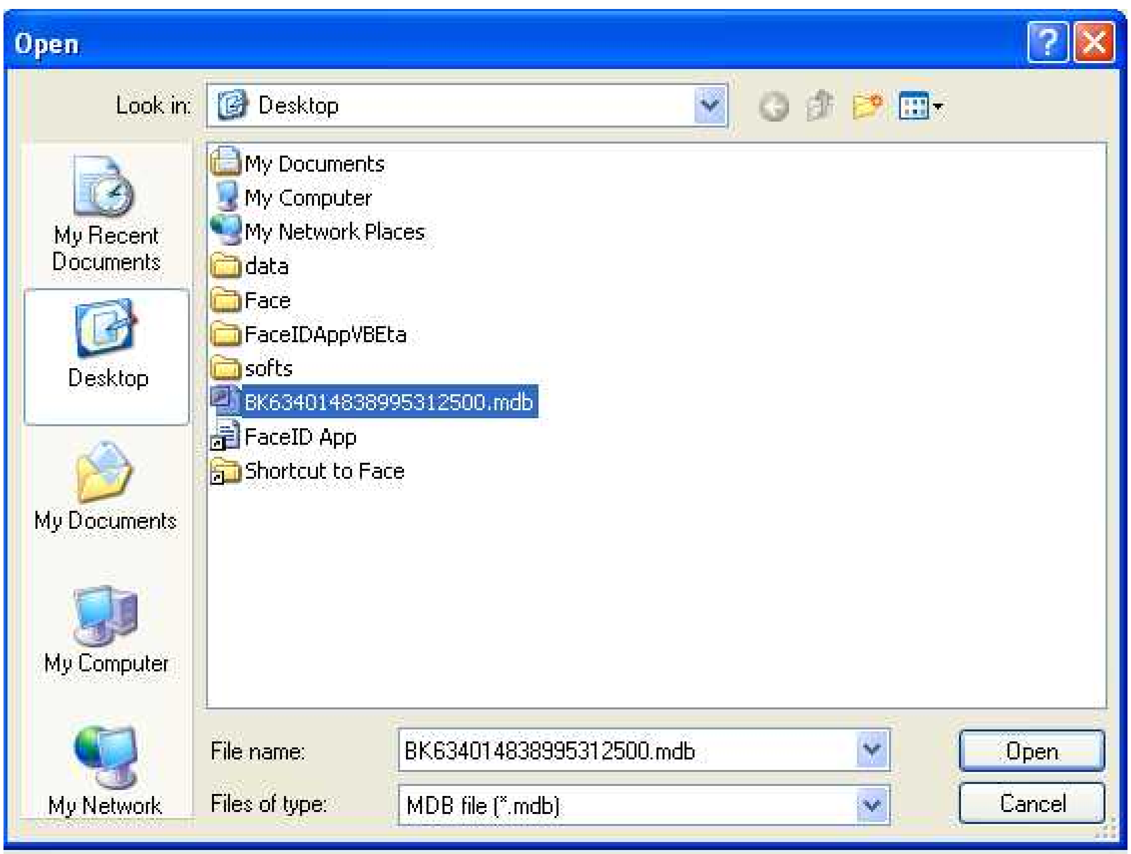


- Press **Select Folder**, choose the destination to store the backup.
- Click to select any option you want.
- Click **Backup Now**

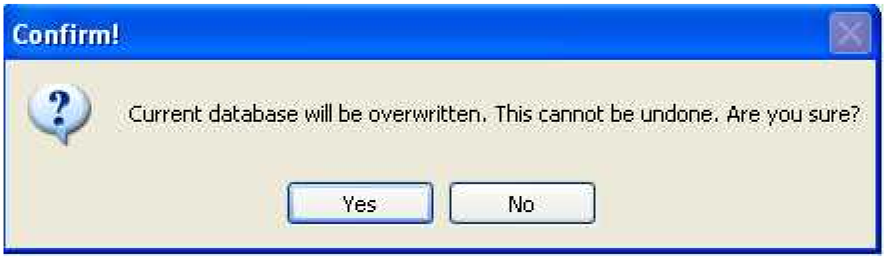
To restore the backup



- Click to choose one of two options you want to restore your backup file.
- Press **Select File** and then select your backup file from the destination you stored if your option you chooses is **Restore from manually chosen file.** After that, click **Open**



- Press **Restore Now**



- Click **Yes**

- Click **OK**
- Click **Save Settings**

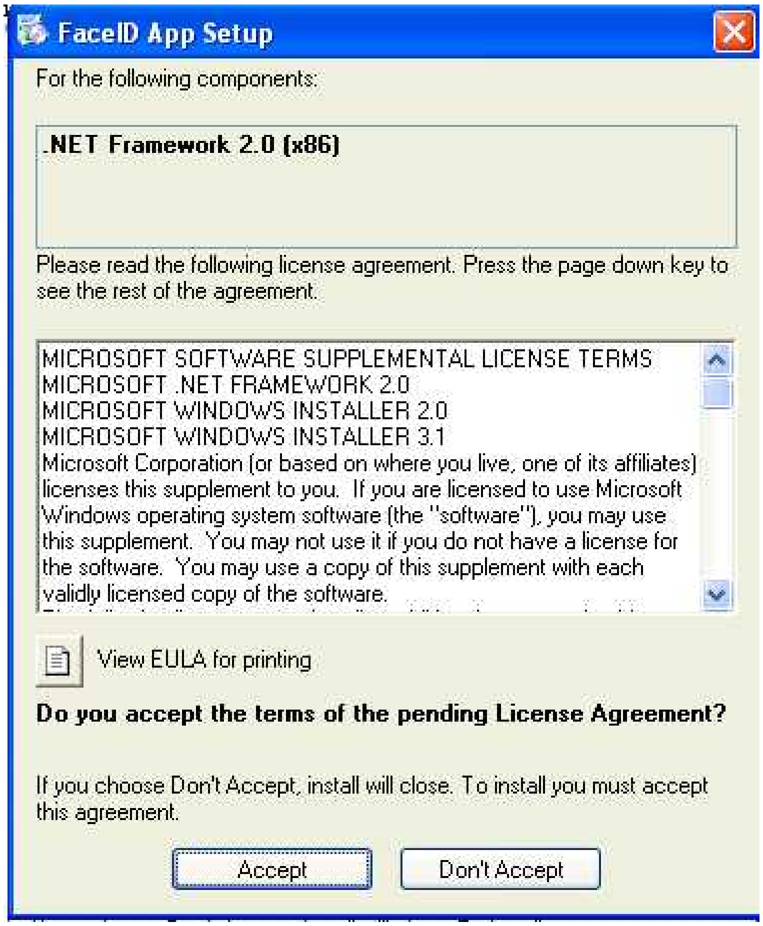
- Click **OK**

To set up Face ID Application

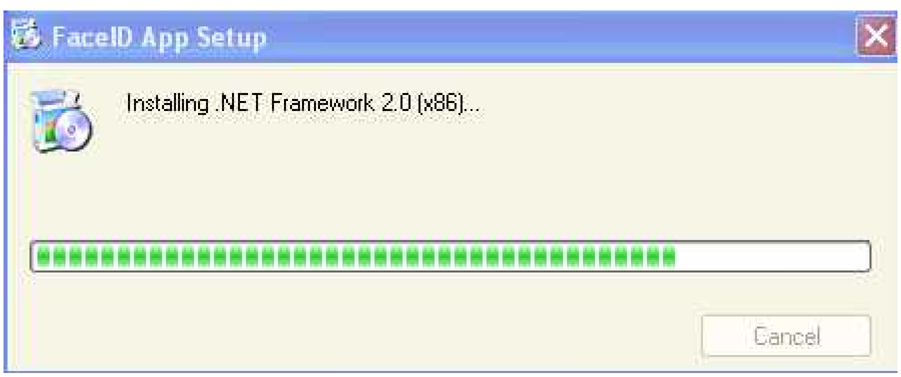
- Insert your CD into your computer.
- Select **setup.exe.**

- Click double click to open this file. A Face ID App. window appears

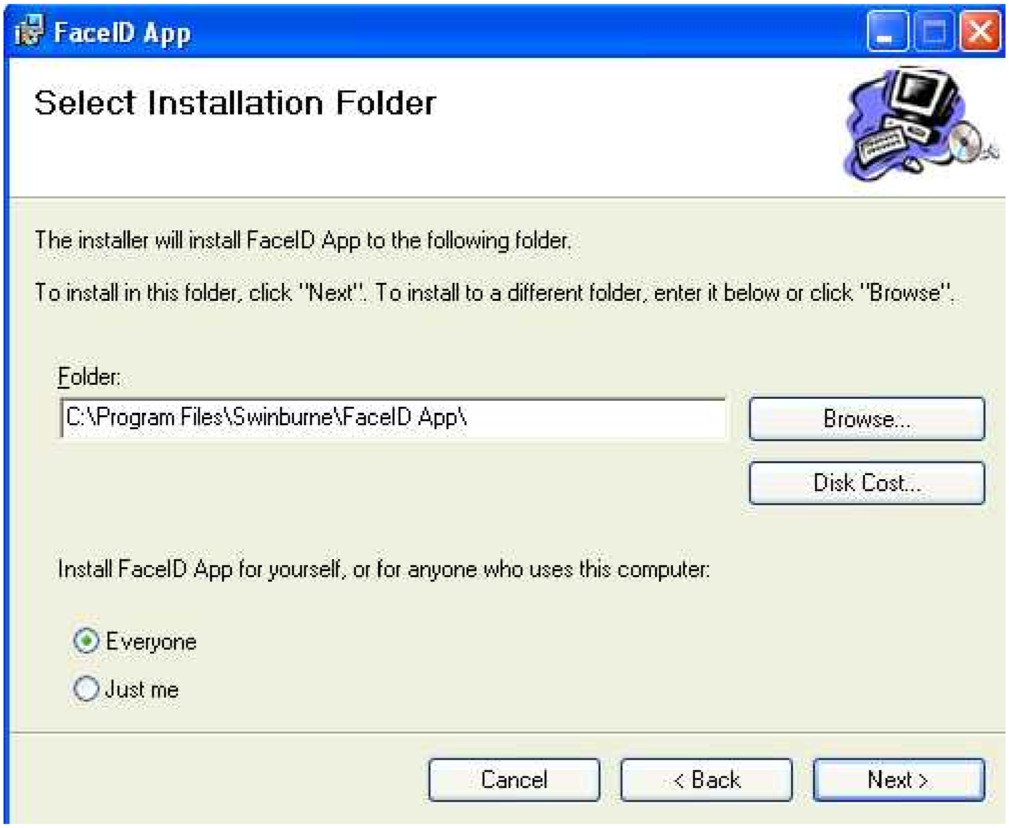
Note: In case, there are not enough components to carry out installation. A FaceID App Setup window will appear first to install anything which is necessary for supporting Face ID Application installation.



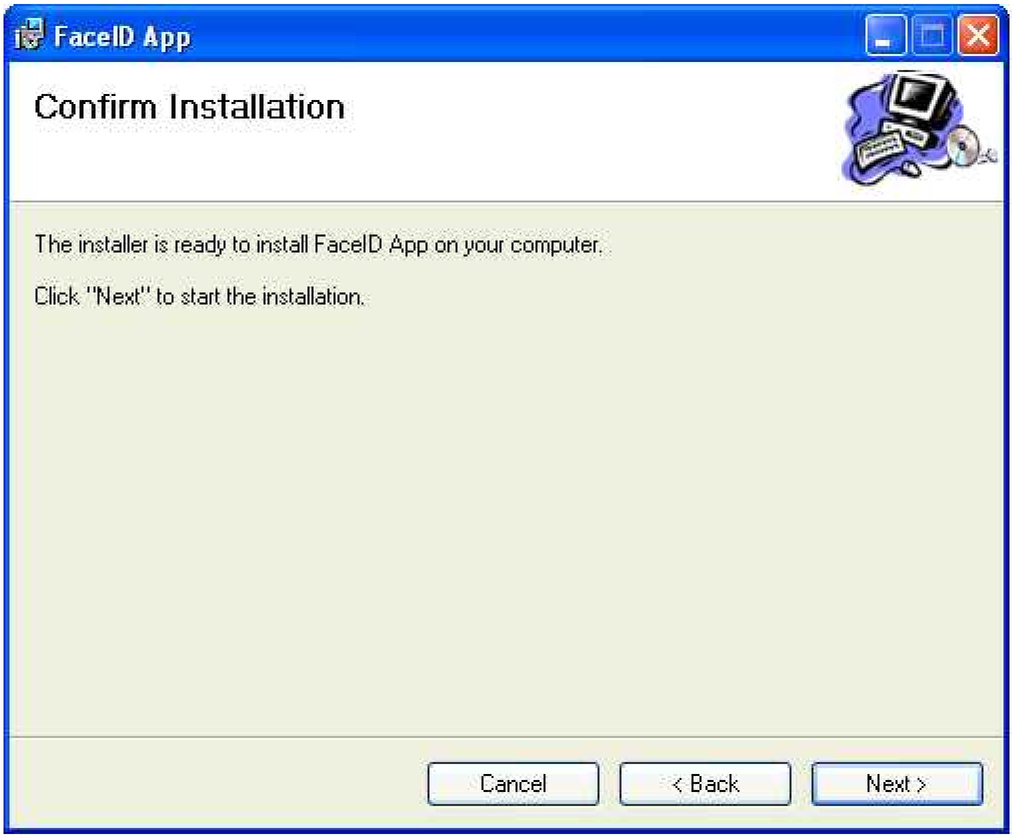
Press Accept to start installation of components



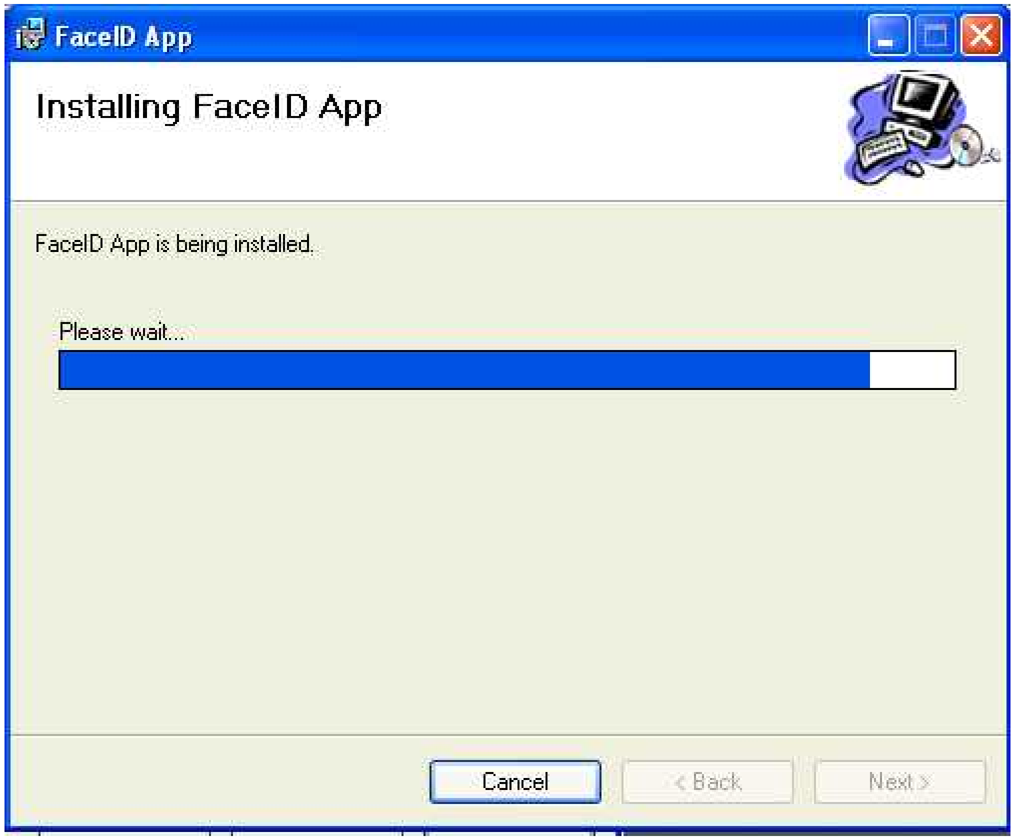
- Press **Next**



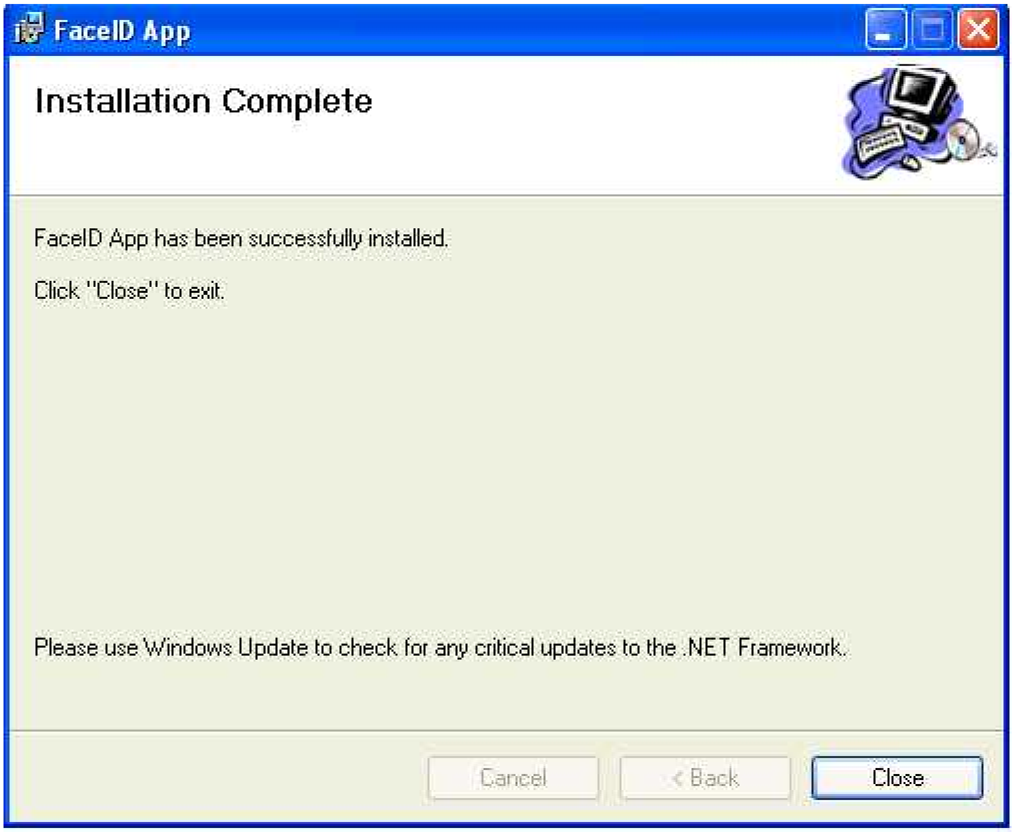
- Select installation folder, choose options which install for yourself or anyone who use your computer and then press **Next**



- Click **Next** to start the installation.



- Click **Close** after finishing installation Face ID Application.



- Open the folder which you installed your Face ID Application and select FaceIDAppVBEta.exe 

 to start using this application.