# F910-Hanvon-Software-User-Manual.pdf Company:



### To add a new company:

Company Name	Company	
c	Add Canc	

- 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

		Company Management		
	Company Name	Kumber of Departments	Number of Employees	
	El cfaul: Company	1	14	
	Samoung	1	1	
R)	Compeny	5	0.0	

- Right click and select Edit

Company, Name	Number of Decomments	Numbru of Employees
DefaultCompany		14
Someung		1
Company	 5	i i

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

Company Name	Company 1
ſ	Update Cancel

## To delete a company:

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

		Company Management		
	Company Name	Number of Departments	Number of Employees	
	El cfaul: Company	4	14	
	Samoung	1	1	
۲.	Compeny.	5	0	

## - Right click and select **Delete**

Company Name	Number of Departments	Number of Employees
El cfault Elempany	1	4
Samoung:	1	
Lorpery	P) E.K	11

- Click Yes



**Department:** 



#### To add a department to a company:

Company	Company	~
Sup - Department	Root	~
Department Name	dep 1	
Add	Cancel	

- 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:

Company	Company	~
Sup - Department	dep 1	*
Department Name	dep 1.1	
Add	Cancel	

- 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.
  - Company
     dep 1
     dep 1.1
     dep 1.2
     dep 1.3
     dep 2
     dep 3
- Select Update.



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

Company	Company	*
Sup - Department	dep 1	~
Department Name	dep 1.3	
Update	Cancel	

### 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

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Add 9=01 million							
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Lab Description	scoountan!	Bithday	🕅 57 27 888 💌	l –			
ucined Date	🖃 2/ 1/2028 💌	Lef: Date	27 2/2010 💌	I)			
4-4 (	Later						14

- 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.

-ogstered Lemmal		Available Forminal
Tat		Terl Lofe
	Add Terminal(s)	Ter2 Ter1

+ 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.

	Employeet unber	Neme	, cb Description	PayrolNumber	WorkingCalendar	Terminal Reliate ad
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	2	Let Mike	programmer	131	<u>91</u>	To:1
	3	Nevil John	matheating	1.32	<u>1 w</u>	Test .

### - Right click and select Update

	EmployeesN inner	N=m=	Inh Descriptio	n Payrol Number	whiking Colenter	Terminel Registerer
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	2	Le.Mito	programm	Uptote	<u>1</u>	To 1
	1	Neck, John	merkecing	Delete	w ]	e-1

- Edit any information you want to change and press Update

Update Employee						
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frane Number	0432 950 214	]	Address	3. Hawtharn Ecol.	[ Change	
s th Descaption	accourtant	]	ribda,	🗵 -7 221910 😒		
Uniter Date	🗹 L Z 1/2000 💌	1	1 -# C.a-	🔟 77m/1mg 💌		

# To delete an employee

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

Employeet-umber	Neme	, cb Description	Payrol Number	WorkingCalendar	Terminal Reliste ad
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2	Lo. Mike	programmer	131	<u>91</u>	To:1
3	Novil John	mailteating	1.32	<u>1 (9</u>	Tect

## - Right click and select **Delete**

"oplove=hurbe:	Name	Jith Description	Payrel Number	WorkingCalendar	Figsterez
	Lo. Jastiro	acestuman:	30	al	Ta
2	e, Mike	biogrammer	Uptate	<u>n1</u>	T-1
3	Next John	herkering	Deex	<u>#1</u>	1-1

- Click Yes.

Confirm	
Are you sure?	
Yes	No

### To view employees of a department of a company

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<u>4</u> .		i el Employne Dava En Gend Timologee Data 1				
_						
	Employeet.umber	k-mc	ch Dosoription	Payrol N Imper	WhikingCalendar	Trumin-I Redicterad
	Employeet.umbo	Nome Let Jasmina	ch Description cooctunion.	Poynel Himmer 130	WaikingCalcadar	

- 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.

C				
Search:			Q	Advanced
#Found: 8				• ••••
Name	Card ID	Phone Number		Current Balenee
🖒 Ioanne Ruanorora	00003		Engloyee	
🗢 Johnson, Paul	00CO2		Employee	
🖒 Le, Minn	00C08		Enployee	
🗢 Le, Minh	00007	12345	Enployee	
r> Michael, Russo	00C05	D2 123/ 7890	Enployee	
🗘 Neville, John	00006		Encloyee	
🕫 Shaw, Rick	00C01	D2 9555 5555	Enployee	
🗘 Theresa, Castellano	00CO4	D4 0526 3357	Encloyee	
They Log Enly	ւլ լույ	ujijume Cards		
new Lou Erniy	<b>N</b> Luy	ugguine Cards		Edi:

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

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The export file window appears -

Export File Format:	Comma-separated		
First Record is:	Header Record		
Identifiers:	[		
Postcode:			
Custom List #1:			
Custom List #2:			
Custom List #3:			

- + 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

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Export Fi	eius	Cc./I	MY03 Fields .ast Name:		Export Order	
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		* Card				
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			-Line 2 <sup>,</sup>			
			- Line 3:			
			Line 4:			
	T.		- City:			
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1.000				MatchAll		kport

+ Click Match All and then click Export.

	LICK the MYU	B Hields in the order that you wish t	o export them.	
Export Fields		MYOB Fields	Export Order	23
In Alast Name:		Co /LastNane:	Fraht 1	
Finst Name:		First Name:	Field 2	- 0
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-Line 3:		- Line 3:	Feld 7	
-Line 4:		- Line 4:	Feld S	
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+ Choose Destination you want to store your file and click **Save**.

Save As					? 🛛
Save in:	Desktop		•	+ 🖿 🚰 📰+	
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My Network	File name:	EMPLOY, TXT		<u> </u>	Save
Places	Save as type:	Text Files (*.TXT)		•	Cancel

+ The file you have just saved look like this:

fe Doc Tome: Web elp					
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- From FaceID Application, go to Employee menu, click Import from file

Import from file

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

Open							? 🔀
Look in:	🞯 Desktop		~	0	10	•	
My Recent Documents Desktop My Documents	Care Contractory Contractory	/ Places ) 76072500.txt 20207296.txt					
	File name:	EMPLOY.TXT			*		Open
My Network	Files of type:	Text files (*.txt)			~		Cancel

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

	Print Al compositos Print (	Department 🔤 Get Employee Detai From 1	Compainmente and Compart i	View Employees		
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# To export to file

- Click **Export to file** and then choose Destination to export file and click **Save**.

Save As						? 🔀
Save in:	🥪 Local Disk (	C:)	~	00	🖻 🛄 •	
My Recent Documents Desktop My Documents	08a4af0f9324 b0138b8ae8f Documents ar MSOCache myob16 Program Files TIMELOG Vietkey WINDOWS	f735fd6 nd Settings				
My Computer						
	File name:	634007474635935184			¥	Save
My Network	Save as type:	Text files (*.txt)			~	Cancel

# To print an employee report

- Click Print

The employee list will be generated.

H 4 1 41 H + Q 2		end then	
alt CAup			
mployee List			
Employee No: Employee Name	Department Name	Job Description	Hired Date
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	11 F 2	Fo gamme	7 B 0 2008
2 Lo, Min	2004-2202	[1] S. Martin and M. S Martin and M. S. Martin and M. S. Martin and M. Marti	

To get employee from terminal: just click

Print

Get Employee Data From Terminal

# Terminal



### To add a new terminal

Terminal Name	Ter2
IP Address	_10.00102

- 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.

	Tenninal Vane	F.Addues:	
•	Tert	FAdhess 1001101	
	Τα2	12.0.2105	
	Ta3	70° 13	
	ler-	- 11 - 14	

- Right click and select Update

	Tomina Masagameri				
ì	Ternind Name		P Andreas		
•	fet		*0 C 0 10*		
1	In2	Judio	1002		
	Te(3	Doloro	if J CO 103		
	Ta4	· · · · · · · · ·	#0 C.0 104		

- Change name or IP address and click Update.

erminal Name	Ter1
P Address	1000105

## To delete a terminal

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

	Tenninal Vane	F Adduese	
•	Tert	1001101	
	Τα2	12.0.2105	
	Ta3	707 15	
	ler-	- 11 - 14	

- Right click and select **Delete** 

	l ema	sl Maragemen:	
emnal Name		II Adcress	
lel	C. C	าแบบทาง	
lei2 Leil	Jodace Delete	າເບພາເຊ ນ.ພ.ບ.ນ	
1:04		31 111131 4	

- Click Yes



# **Working Calendar**



To add new working calendar

- Click button	Add new Working Calendar	The table below will appear.
----------------	--------------------------	------------------------------

tep 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
N	lame 🗌			]			
S	elect Wo		hs				
E	] Tuesd						
	] Wedn	esday					
E	] Thurse	Jay					
E	] Friday						
	Saturd	ay					
E	Sunda	υ					

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

📕 Add New Working Calendar	
Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 5	
Name W1	
Selast Working Diayo IV Mondov	
✓ Fuesday	
✓ Wednesday	
🗹 Thuradaji	
V Friday	
Saxucay	
Currees	
Vext Cance	

Step 2: Select regular working hours

Add New Working Cale	nder	
Step Step 3 S	ep 4 Siep 5 Siep 5 Step 7 Step 8	
Select Regula: Workin	- Hours	
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Lastest Exi: allowed:	183 👮 minutols) after Ext true	
Nex	Jeck Iencel	
1 N		

- 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.

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-u [	00 EO X 🔹			
Nec	Bark	ance		

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.

- 13j	1	ŵ	rours at	100%	**	x Nermal Halo	
Next	4	\$2	Fours at	125%	¥	x Numel Rate	
Vert	3	* *	Hours at	50%	~	x Normal Rate	
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Next	0	\$	🖭 frm	CustomRate			
				Fate 200		]×	
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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.

First 🖡	0	· <b></b> : a.	125%	x Normal Rate	
Next 4	ŝ	···us a.	Custum Rate 🛛 👻	x Normal Rate	
Next 0	ć	🔠 frm	CustomRate		
Next U	0		Bate 175	1.	
Next U	0		Add Conv	*	
		8			

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. -

🛃 Add Holiday	
	Add Holiday
Date	14/2
Description	Tet Holiday
A	dd Cancel

To remove Holiday

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

Holiday	Description
4/2	Tet Holiday
	4/2

- Press Remove.

Set Holidays

Holiday	Description	
14/2	Tet Holiday	Add
		Bemove
		Remove
	100	

- 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.

	- Alle 20 die 20 die	նարլԲ Տևզլթ Skcc7 ⊱նագ 8	
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Next	n	Raxe 411 X Add Tercel	
	Next Baek	Cancel	

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

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Step 1 Step 2 Step 3 Step 7 Step 5 Step 6 Step 7 Step 7	
Set Bay Perind	
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O Custom Ever,i 1 all day(s)	
Stari Fion Wednesday February 03, 2000 💌	
-rich Back Cance	

## To preview a working calendar

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

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Ard	new Working Calendar ) Nomt	Wo:(Do	Waking Faurs	Whiting Hhur
	w)	MonTranivier/HittoFr	1000	0.00 AM - 0.07 PM
лсі –				

- Select **Preview** 

		Wukn	yCalen⊥a Marayen en.	
nd new Worki				
Name		Work Cr	WorkingHouls	working Hour
► w <sup>a</sup>	Preview	MonTuesviecThuRr		900 AM - E:00 FM
62	Ecit	MonTuewecThuFr		9:00 4 M - 5:00 FM
a contra co	Dale:**			

- A working calendar preview window appears.

ton		Jar	wary 20	10		3 >>	Working In us
	Tue	Wed	Thu	Fri	Sat	Sun	Start Firm 9:00 / M
				٦	2	З	Te 6:00 PM Ereak 12:00 FM - 1:00 PM
4	5	ŝ.	$\langle I \rangle$	8	39	n.	
11	12	12	-7	15	15	17	Payment Rate Working day rate Non working day rate E-cliday rate
18	19	-24	21	22	23	24	Working da,≀rate Non working day rate ⊢cliday rate Fist 8 houristat 100% xNormal Rate
25	26	27	28	829	30	्या	Next 8 houristat 2012 x Normel Bate Next 0 houristat 0% x Normel Bate
			ii.			0	Next O hourisiat 0% xNormelRate Next O hourisiat 0% xNormelRate

# 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

		Wirth n	g Celebria: Management	
Acd	res Working Calendar	Wn «Πn	Working Fours	Winteng Hour
K.	wl	MonTuewer(TituFr	in the second	9.00 AM - C.OT PM
	w2	Monituewedthuir		910AM-100112

- Select Edit

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на	duew Worsing Colencer				
	Name		₩or< On	Working Houle	Working Hour
	w1		donTudwizdThuFt		E:00 AM IG IO PM
	m2	Droview Edit	donTuc'w'adThuF'		E:03 AM 6 20 PM
		Edete			

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

Step 1 Step 2 Step 3 Step 4 Step 5 Step 3 Step 7 Step 3 St	
Select Working Days	
💌 Mondaji	
Tuesce,	
📝 Wednescaj	
Thursday	
🕑 Fiida,i	
Stuiday	
🔲 Suncay	

🛃 Update Working C	Calendar	
Step 1 Step 2 Step	o 3 Step 4 Step 5 Step 6 Step 7 Step 8	
Se: Tey Percel		
🔿 Weekly		
③ BMuccky		
🔘 Marthy		
🔿 Hafmonikly		
🔿 Custor i F	Foray 1 🔹 day(s)	
Star: From	Wednesday, February C3, 2010	
Finist	Bass Carcel	

# \* Second way:

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

		Werk n	g Calendar Management	
Acd	new Working Calendar	ພາະເປົກ	Watking Fours	Whiteg Hour
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	w2	Mort uswedthet r		910AM-100112

- Select Preview

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kod	rew Working				
	Name		Work Cr	WorkingHouis	Working Hour
F	- W -	Preview	MonTuesviecThuRr		900 AM - E:00 FM
	h2	Ecit	MonTuewecThuFr		9:00/4M - E:00 FM
		Dale-+			

- A working calendar preview window appears. Click Edit

	Jar	wary 20	10		3 >>	Wriking In us
Tue	Wed	Thu	Fri	Sat	Sun	Start Firm 9:00 / M
			٦	2	3	Tc 6:00 PM Ereal: 12:00 FM - 1:00 PM
5	ŝ.	1	8	39 	11.	
12	12	-7	15	15	17	Payment Rate
19	20	21	22	23	24	Fist 8 hourist at 100% xNormalRate
26	227	283	<u>्</u> थ्य	3)	ंअ	Next 8 hourist at 201% x Normel Bate Next 0 hourist at 0% x Normel Bate
		ii.			0	Next O hourisi at 0% x Normel Rate Next O hourisi at 0% x Normel Rate
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- Update any data you want to change from step 1 to step 8 and then press Finish

Step 1 Step 2 Step 3 Step 4 Step 5 Step 3 Step 7 Step 3	
Name W1	
Selet Working Days 💌 Monday	
Tuescey	
🗹 Wednescay	
Thursday	
🗹 Fiida,i	
Sotuiday	
🔲 Suncaj	
Vest Lancel	

Update Working Calendar	
Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8	
Se: Tey Perced	
C Wookly	
S BMCCKy	
O Morthy	
🔿 Hafmonikly	
🔿 Cushu i Foray 1 👶 day(s)	
Star: From Wednesday, February C3, 2010	
Finish Back Carcel	

## To delete a working calendar

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

		With a	g Celebria: Mabagement	
000000000000	Working Calendar	Wn×Ωn	Watking Fours	Working Hour
6. <b>.</b> .	xI	MonTuswier/ThuFr	1995	OFORM- COT FM
	λ2	Monitorio addition		ULUAM-LULTM

- Select Delete

		With n	: Calendar Menagement	
ddinew working Calar	ndar			
Nam=		Wolk Jn	Working Hurs	Walang Hua
e1	0.00	Mon ueWe_Thahi		9.0AM-EULHM
n2	Promos Ecit	Mon a@Weuthahi		YLUAM-EUL HM

- Click Yes.



# **User Management**



### To add a new user:

w Password	•••••		Re-type New Password	•••••
ccess				
🕗 User Manageme	nt	П т	erminal Management	
Company/Depar	tment Management		Vorking Calendar Manageme	ent
	gement		uttendance Management	

- 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.

		lser Management	
	Employee Number	Employee Name	Access
Þ.		List, control	Attandorccal Employed il Jonni
	2	Le, M ke	Lonpary/Department@lemina@VorkingUalent.

- Click right click and select Edit

			Leer Maragement		
	Employee No	mLer	E pluyse Narie	Access	
Č.	1	Edt	Le Jarrie	4trandarce#Employed#1.se#	
	4	Celete	Le. Mixe	Company/Departmentil Lemmatil/violungLalen	
		Close			

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

Employee Number	1.2		
Password •••	E .	Retype password	•••
Access			
🔲 User Manageme	ent	Terminal Managemen	ıt
🗹 Company/Depa	rtment Management	Working Calendar Ma	anagement
🔲 Employee Mana	gement	Attendance Manager	nent

#### To delete a user:

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

		lser Mangement	
	Employee Number	Employee Name	Appeals
ŧ.	1	1.5. comine	Attanda cost Employadul Jaccu
	2	Le, M Ké	Lonpary/Department emma@VorkingUalen.

- Click right click and select Delete

		Use	Maraqen en.	
1	Employed Number	Fuplying trans	:	Ancess
Þ.:	T.	Less estime		Attendence#Employme# Ise#
	2	Le, Mike	Edt	Lompany.Departme 101 emme@work.ng./elem
			Edito	1
			Linse	

- Click Yes



# Attendance



# **Attendance Log**

### To add a new attendance record

Add New Attend	ance Record	
	Add New Attendance Record	
Empoyee Number	1	
Empoyee Name	Jasmine Le	
Date	10/02/2010	
Time	9:55:33 AM	
	Terminal I s not working	
Note		
	Add Cancel	

🐻 Add New Attend	lance Record			
		Add New Attendance Re	rord	
Employee Number	1	~		
Employee Name	Jasmine Le			
Date	10/02/2010	~		
Time	7:03:41 PM	-		
Note	Ierminal 1 is not	working Carcel		

- 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:**

- 33	lect Allendantis Data P	Acres and		Ansocarce Mapag	lemen.		
tends	nce Logi ettendhoor	Report					
i pa	ny Lumbary	🖃 Depailment	deo 1	(2)			
	Comments		Larr I	631			
-icm	VC2/2012	<u>∞</u> =₀	0/02/2010	8			
-icm	1			and i			
			, and the	cont			
	· ngs ] [ Attrows	Attendance Enstre					
			Jale	Attendance Defai	Total sur:	Note	
	· ngs ] [ Attrows	Attendance Enstre		Attendance Defai	Total sur: 9	No# 19 ms1s:cleokng	

- 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.

View Logs

- Press the button . 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**

Jiendans	t Allendarius Data In e Frig - Allendarice F			se Managamen.		
Cumpany Fran	Loncary Dr2/2010	Uebailmen, dab I - Do	2/5010	₩ ShoovIsa:		
	arula kapuli	v MYCe View Linesh	eed			
Yiao H	implo, ee trumbe:	Employee Name	E sie	Attendance Detail	Tota Hours	Dia:
-	distantial Contraction	Employee Name Let Jassime	Elsie 10 Fel 2010	Allendance Detail	Tota Hours	Cheri Cheri

- 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

Save As						? 🛛
Save in:	Desktop		~	0 @	• 🖾 🍤	
My Recent Documents Desktop My Documents	My Document My Computer My Network P adata Face FaceIDAppVB Softs FaceID App Shortcut to Fa	Places Eta				
	File name:	634014386212500000			~	Save
My Network	Save as type:	Text files (*.txt)			~	Cancel

## **To collect Attendance Data from Terminals**

- Just click the button	Collect Attendance Data from Terminals
To view TimeSheet	
Reprocess	
	Reprocess

# To reprocess employees

ากาม	Tomorey,	🥙 Denatiment	-db	M	Warking Calendar	w1	~	View Employees
10 II [	1732720° J		10/02/2010	2	Reffucesy			
50	loot 91 1 Insou	oo: 41						
So		m:Al	(1440-044)-01-			_	_	
So	Fmthynn Kumber	Employee Name	Working Dalencar					
So +	Employee	Employer						

- In the Company field, select the Company Name from the searching icon  $\bowtie$
- 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.

🔀 Reprocess St	atus	- 🗆 🛛
	Processing: 2/2 records (Processed: 2)	
	2 attendance records reprocessed.	
	OK	

- Press OK and then Close

# Setting



To back up data

💿 Daily	at	12:00:00 AM 😂				
🔘 Weekly	on	Monday		at 🔤	2:00:00 AM	
Backup To	C:\D	ocuments and Settin	gsVa	s Le\	Select Fo	ilder )
		kup if backup file is o				

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

### To restore the backup

O Restore from	m the lastest backup	
💿 Restore fro	m manually chosen file	
Restore From	C:\Documents and Settings\Jas Le\	Select File
	Restore Now	

- 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**

Open						? 🛛
Look in:	🕝 Desktop		~	0#	<del>ب</del> ال	
My Recent Documents Desktop My Documents My Computer	My Documeni My Computer My Network I Face Face Softs BK634014830 FaceID App FaceID App	Places Eta 1995312500.mdb				
	File name:	BK63401483899531250	0.mdb		*	Open
My Network	Files of type:	MDB file (*.mdb)			~	Cancel

## - 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

🛃 FacelD App		
Welcome to the Fac	eID App Setup Wizard	
The installer will guide you through	the steps required to install FaceID A	.pp on your computer.
Unauthorized duplication or distribution	m is protected by copyright law and in ution of this program, or any portion of osecuted to the maximum extent poss	it, may result in severe civil
	Cancel Ca	ack Next >

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.

	owing components:	
.NET Fra	mework 2.0 (x86)	
	d the following license agreement. Press the page down key t of the agreement.	y to
MICROSC MICROSC MICROSC Microsoft I licenses th Windows this supple the softwa	FT SOFTWARE SUPPLEMENTAL LICENSE TERMS FT .NET FRAMEWORK 2.0 FT WINDOWS INSTALLER 2.0 FT WINDOWS INSTALLER 3.1 Corporation (or based on where you live, one of its affiliates) is supplement to you. If you are licensed to use Microsoft operating system software (the "software"), you may use ment. You may not use it if you do not have a license for re. You may use a copy of this supplement with each nsed copy of the software.	< >
_	EULA for printing ccept the terms of the pending License Agreemer se Don't Accept, install will close. To install you must accep	

# Press Accept to start installation of components

🔯 Face	ID App Setup	×
Ö	Installing .NET Framework 2.0 (x86)	
		)
		Cancel

- Press Next

🛃 FaceID App	
Select Installation Folder	
The installer will install FaceID App to the following folder.	
To install in this folder, click "Next". To install to a different fold	der, enter it below or click "Browse",
<u>F</u> older:	
C:\Program Files\Swinburne\FaceID App\	Browse
	Disk Cost
Install FaceID App for yourself, or for anyone who uses this	computer:
O Just me	
Cancel	< Back 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



to start using this application.