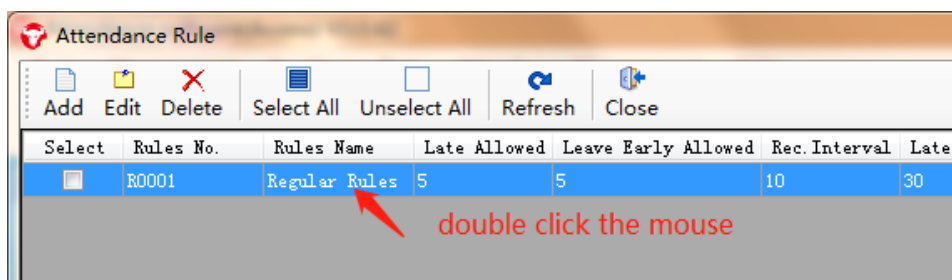
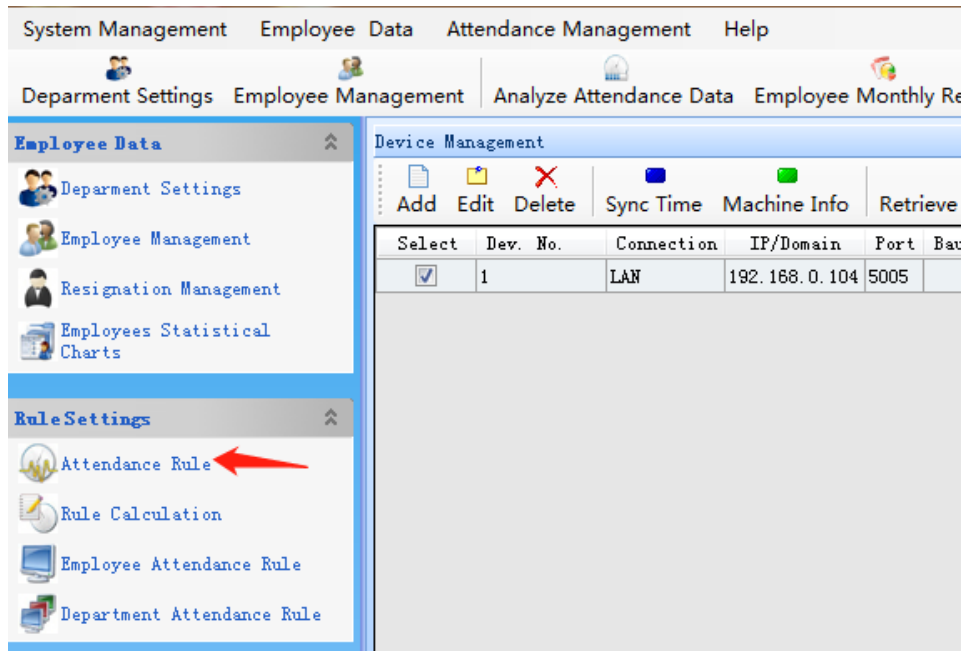


Προγραμματισμός μέσω εφαρμογής στον υπολογιστή.

Μέσω του προγράμματος καταχωρείτε τα στοιχεία του προσωπικού και της βάρδιες όπως περιγράφεται παρακάτω, στην συνέχεια μέσω της σύνδεσης USB “ανεβάζετε” τα δεδομένα στο FPS-260.

1.Καθορισμός των παραμέτρων παρουσίας



Καθορίζεται τις παραμέτρους παρουσίας όσον αφορά τις ημέρες εργασίας, την αποδεκτή διάρκεια καθυστέρησης ή προ αναχώρησης των υπολογισμό υπερωριών κλπ.

Attendance Rule[Edit]

Rules No. R0001 Rules Name Regular Rules

Attendance Time Rule (Unit: Minute)

Late for 5 Ignore Later Than 120 Ignore Attendance

Leave Early 5 Ignore Leave Earlier Than 120 Ignore Attendance

Rec. Interval 10 Minutes Before 30 Count as OT

Late or Leave Early 30 Deduct Work Hrs Postpone 30 Count as OT

Overtime Rule

Count as actual OT hrs after sign-in

Count as actual OT hrs after sign-out

Work hrs calculation

Working Hours

(Actual Attendance)

Working Hours

Sunday Thursday Enable Ruleless Off

Monday Friday Ruleless off day: 0

Tuesday Saturday

Wednesday Unselect Off Day

OK Cancel

2.Καθορίζετε την διάρκεια της βάρδιας

Attendance software(Access) V3.0.42

System Management Employee Data Attendance Management Help

Department Settings Employee Management Analyze Attendance Data Emp

Employee Data

- Department Settings
- Employee Management
- Resignation Management
- Employees Statistical Charts

Rule Settings

- Attendance Rule
- Rule Calculation
- Employee Attendance Rule
- Department Attendance Rule

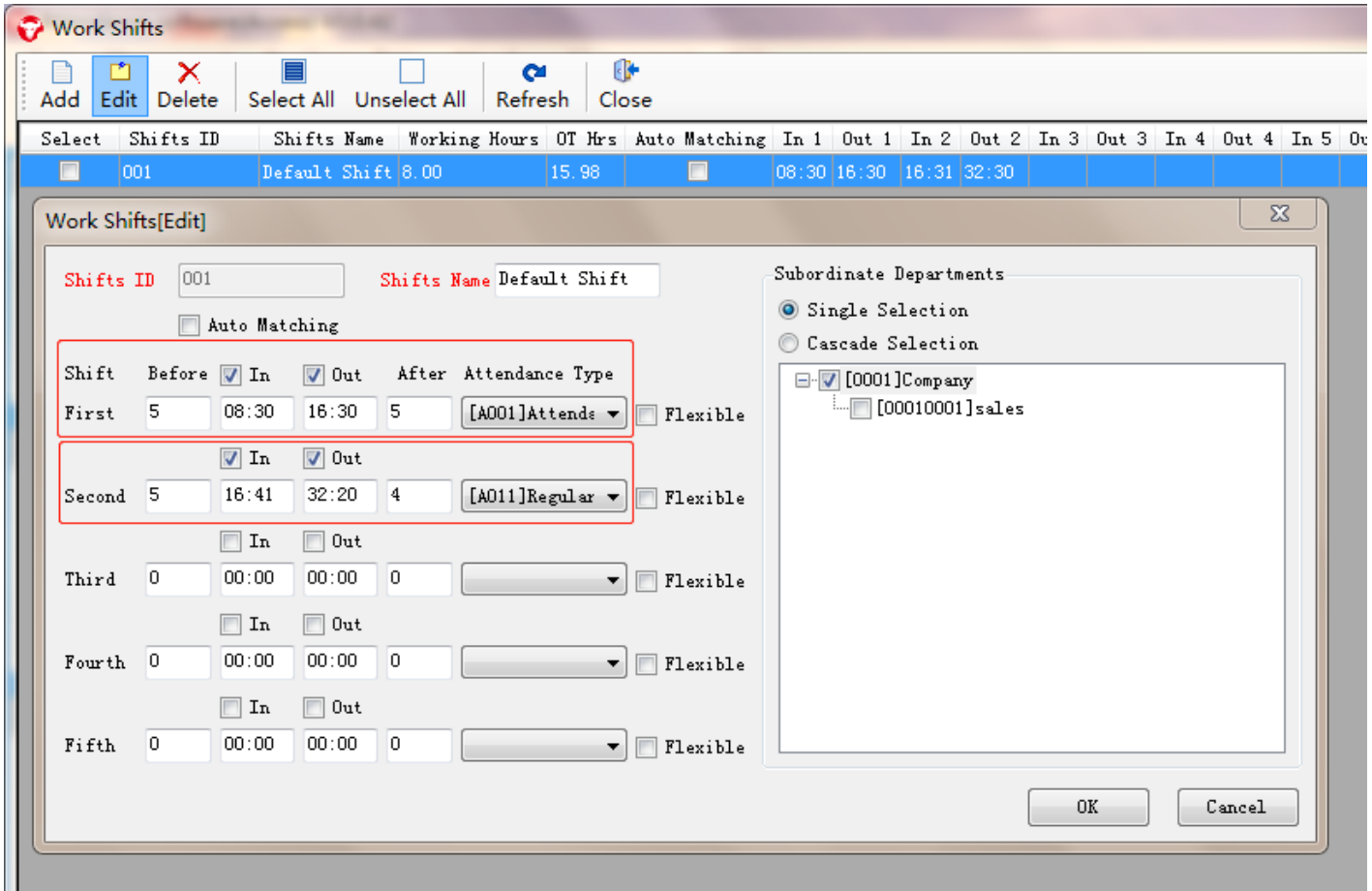
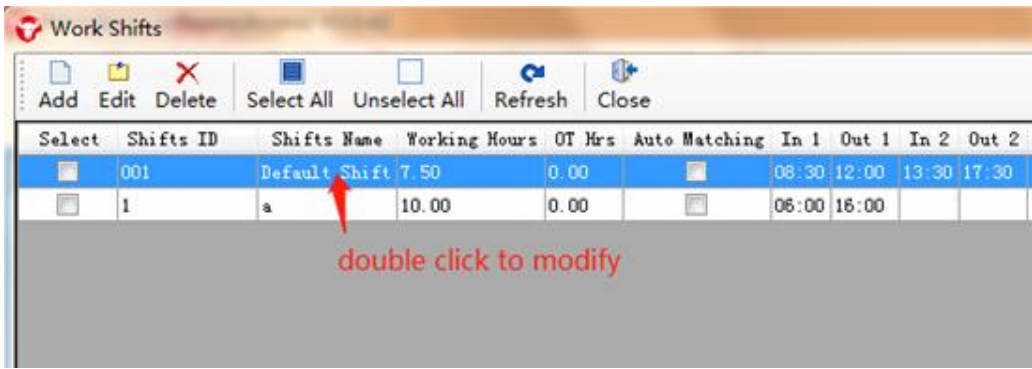
Shift Settings

- Work Shifts
- Shift Rule
- Employee Shift
- Department Shift

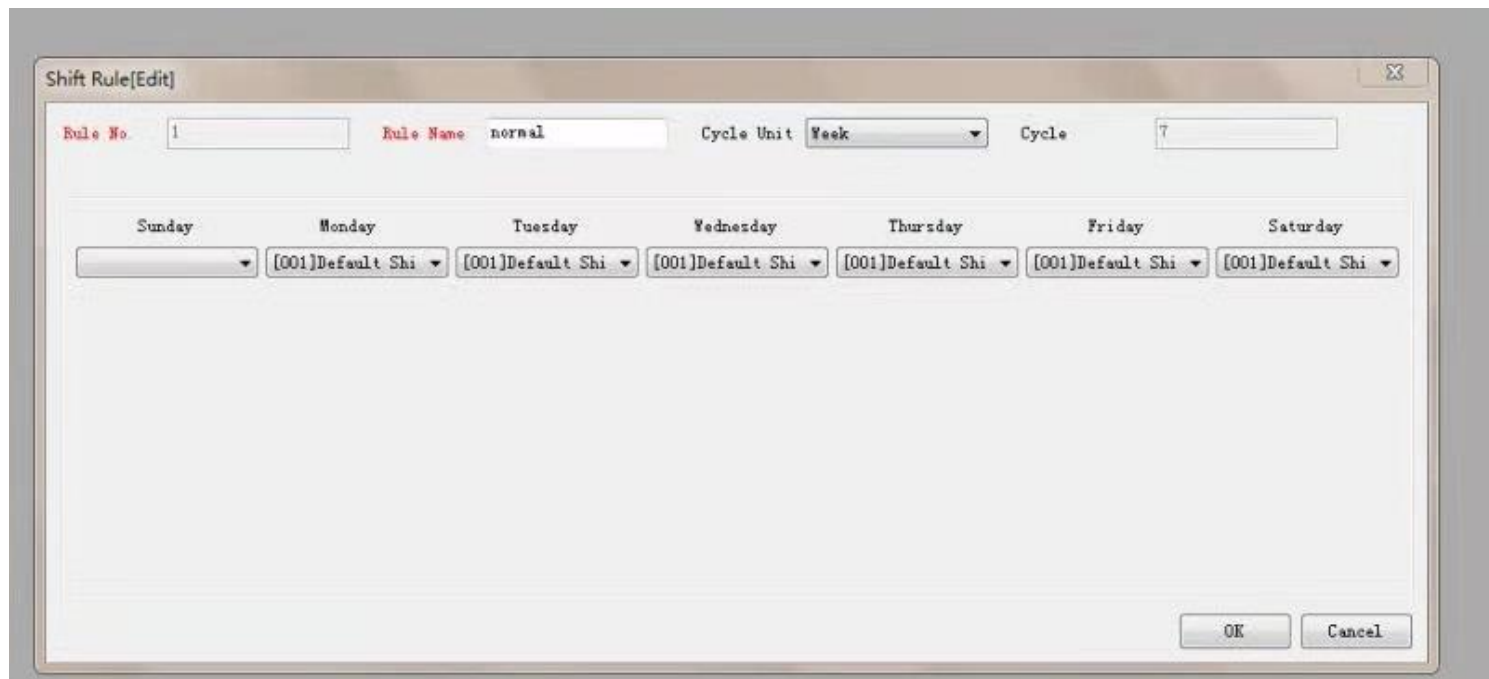
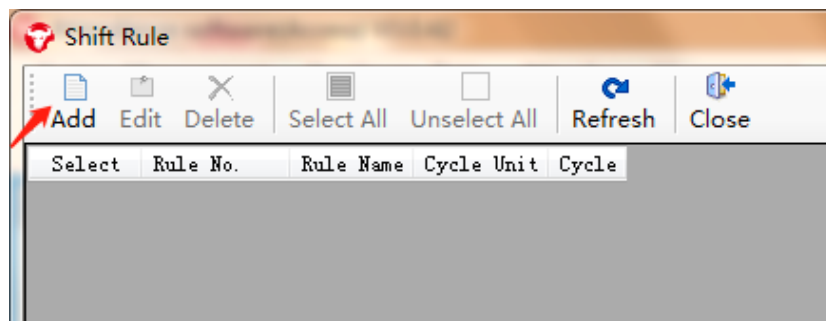
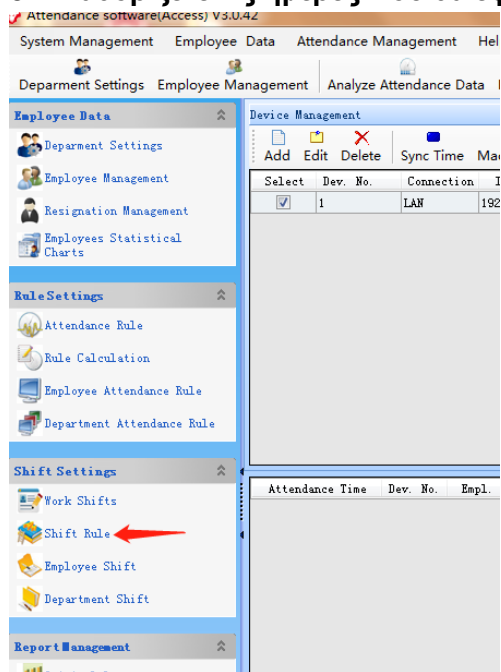
Device Management

Select	Dev. No.	Connection	IP/Do
<input checked="" type="checkbox"/>	1	LAN	192.168

Attendance Time Dev. No. Empl. No.



3. Καθορίζετε τις ημέρες που θα εφαρμόζονται οι βάρδιες που έχετε ορίσει.



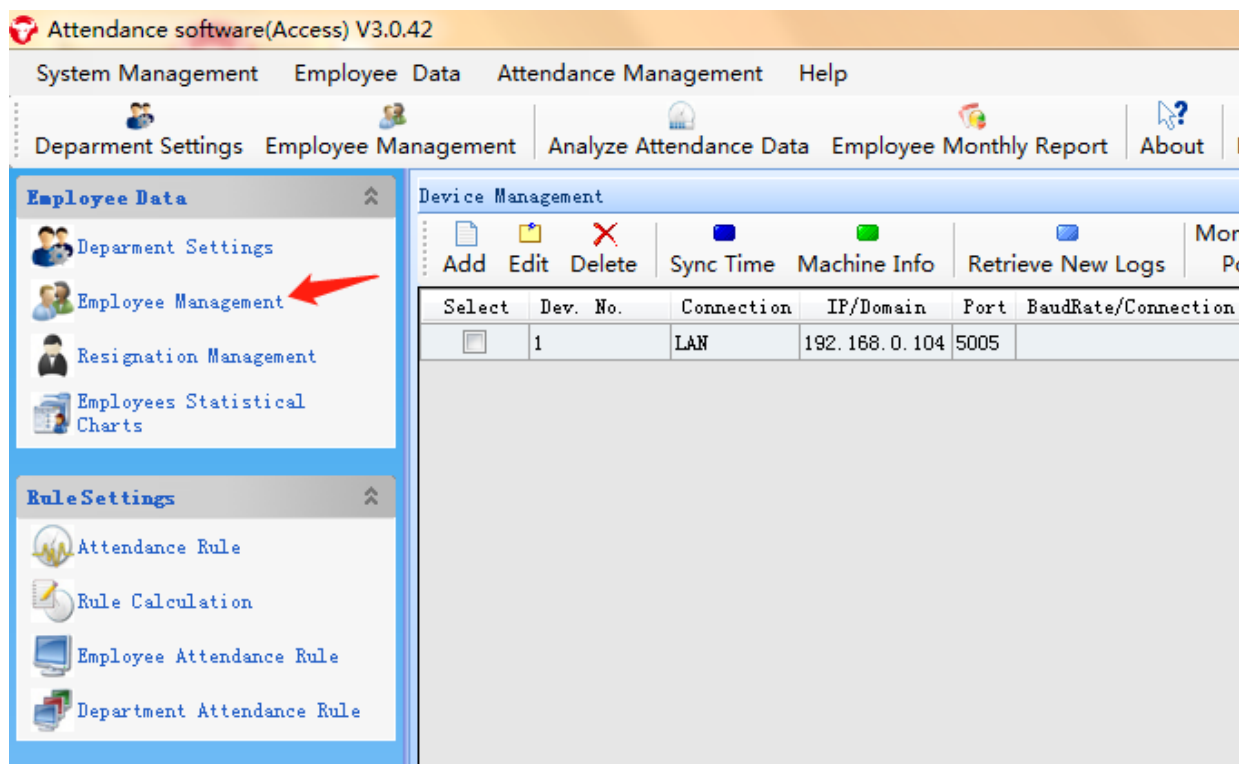
4. Καθορίζετε τις βάρδιες για κάθε τμήμα της εταιρίας που έχετε δημιουργήσει

The screenshot shows the main interface of the Attendance software (Access) V3.0.42. The 'Employee Data' menu is active, and the 'Department Shift' option is highlighted with a red arrow. The interface includes a menu bar with 'System Management', 'Employee Data', 'Attendance Management', and 'Help'. Below the menu bar, there are icons for 'Department Settings', 'Employee Management', 'Analyze Attendance Data', 'Employee Monthly Report', 'About', and 'Exit'. The left sidebar contains several categories: 'Employee Data' (with sub-items: Department Settings, Employee Management, Resignation Management, Employees Statistical Charts), 'Rule Settings' (with sub-items: Attendance Rule, Rule Calculation, Employee Attendance Rule, Department Attendance Rule), 'Shift Settings' (with sub-items: Work Shifts, Shift Rule, Employee Shift, Department Shift), and 'Report Management'. The main area displays a 'Device Management' table with columns: Select, Dev. No., Connection, IP/Domain, Port, BaudRate/Connection, and Passw. A single row is visible with Dev. No. 1, Connection LAN, and IP/Domain 192.168.0.104. Below this is another table with columns: Attendance Time, Dev. No., Empl. No., Reg. No., Name, and Dept. No.

The screenshot shows the 'Department Shift' configuration window. The 'Bulk Scheduling' tab is active, and the 'Date' is set to 2021-03. The window displays a grid of days (1-28) for scheduling shifts. A dialog box titled 'Department Shift[Bulk Scheduling]' is open, showing the 'Start Date' as 01/03/2021, 'End Date' as 31/03/2021, and 'Shift Rule' as [1]normal. The dialog box also shows a tree view of the company structure with '[0001]Company' and '[00010001]purchasing department' selected. The dialog box has 'OK' and 'Cancel' buttons and radio buttons for 'Single Selection' and 'Cascade Selection'.



5. Καθορίζετε τους υπαλλήλους και περνάτε τα δεδομένα τους στο σύστημα.



Employee Management

Import Export Print Add Edit Delete Extension Select All Unselect All Refresh Quick Search Close

Select	Reg. No.	Name	Gender	Dept. No.	Dept. Name	Enrolled On	ID Number	Empl. No.	Role	Attendance
<input type="checkbox"/>	E000001	kate		0001	Company	2021/03/18		1	User	<input checked="" type="checkbox"/>
<input type="checkbox"/>	E0001	Iris	Female	0001	Company	2021/03/18		2	User	<input checked="" type="checkbox"/>

Employee Management[Edit]

Reg. No. Name The photo size should be 800*600

Gender Enrolled On →

Department →

ID Number Empl. No.

Card ID Password

Role Att. Rule →

Attendance Salary

Address

Phone

Remark

Select Clear

Read IDCard Fingerprint OK Cancel

6. Σύνδεση του FPS-260 με τον υπολογιστή μέσω της θύρας USB

Attendance software(Access) V3.0.42

System Management Employee Data Attendance Management Help

Department Settings Employee Management Analyze Attendance Data Employee Monthly Report About Exit

Employee Data

- Department Settings
- Employee Management
- Resignation Management
- Employees Statistical Charts

Rule Settings

- Attendance Rule
- Rule Calculation
- Employee Attendance Rule

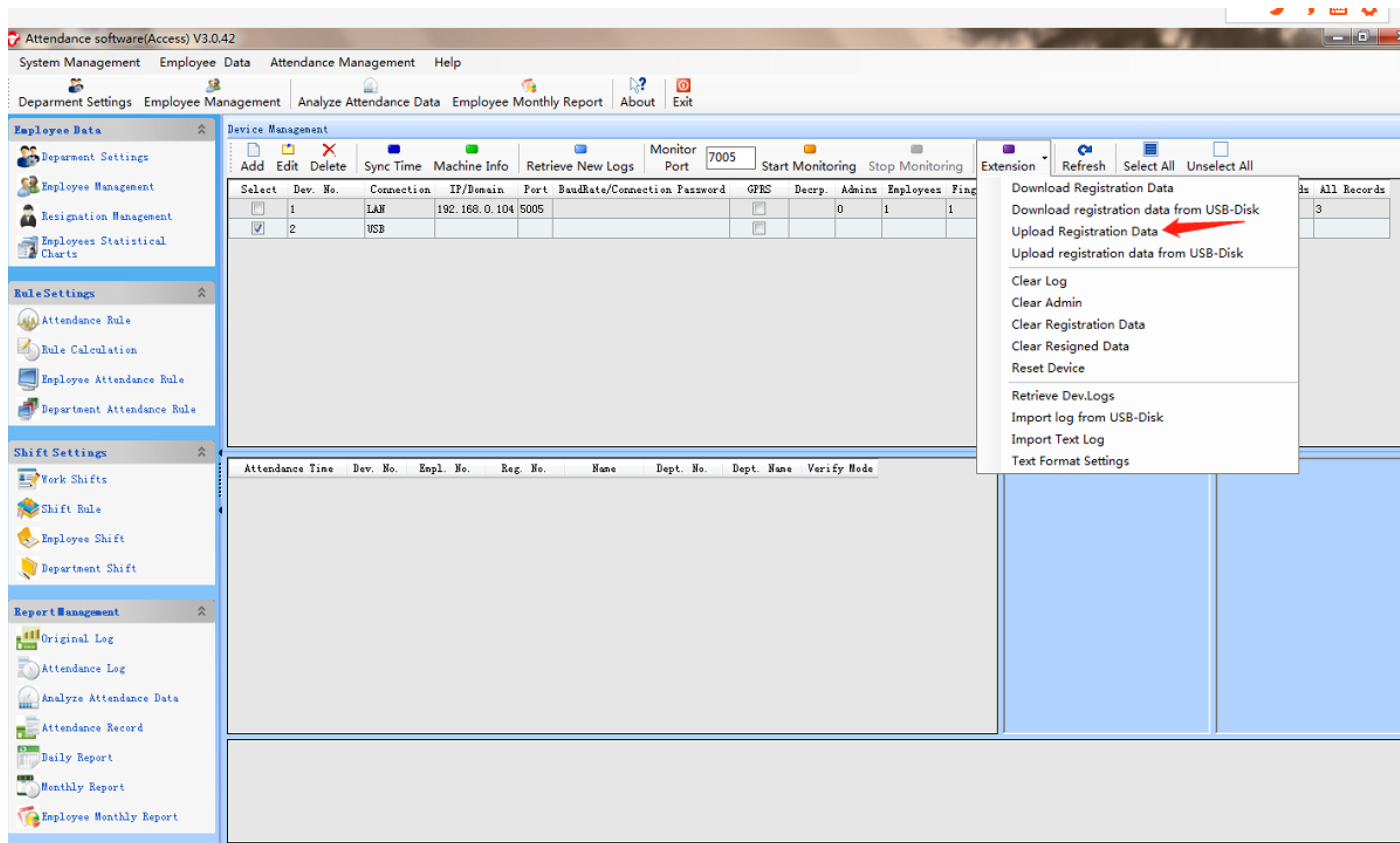
Device Management

Add Edit Delete Sync Time Machine Info Retrieve New Logs Monitor Port 7005 Start Monitoring Stop Monitoring Extension

Select	Dev. No.	Connection	IP/Domain	Port	BaudRate/Connection Password	GPRS	Decrp.	Admins	Employees	Fingerprints	Faces
<input type="checkbox"/>	1	LAN	192.168.0.104	5005		<input type="checkbox"/>		0	1	1	0
<input checked="" type="checkbox"/>	2	USB				<input type="checkbox"/>					

1 2

7. "Ανάβαση" των δεδομένων από το πρόγραμμα στο FPS-260



8 Όταν θέλετε να δείτε τα δεδομένα παρουσίας του προσωπικού συνδέετε το FPS 260 μέσω της θύρας USB ή το FPS 261 μέσω της δικτυακής σύνδεσης. Επιλέγοντας **Retrieve New Logs** λαμβάνετε τα πρόσφατα δεδομένα που δεν έχετε κατεβάσει επιλέγοντας **Retrieve Dev. Logs** κατεβάζετε όλα τα δεδομένα)

Attendance software(Access) V3.0.42

System Management Employee Data Attendance Management Help

Department Settings Employee Management Analyze Attendance Data Employee Monthly Report About Exit

Employee Data

- Department Settings
- Employee Management
- Resignation Management
- Employees Statistical Charts

Rule Settings

- Attendance Rule
- Rule Calculation
- Employee Attendance Rule
- Department Attendance Rule

Shift Settings

- Work Shifts
- Shift Rule
- Employee Shift
- Department Shift

Report Management

- Original Log
- Attendance Log
- Analyze Attendance Data
- Attendance Record
- Daily Report
- Monthly Report
- Employee Monthly Report

Device Management

Add Edit Delete Sync Time Machine Info Retrieve New Logs Monitor Port 7005 Start Monitoring Stop Monitoring Extension Refresh Select All Unselect All

Select	Dev. No.	Connection	IP/Domain	Port	BaudRate/Connection	Password	GPES	Decrp.	Admins	Employees	Fing
<input type="checkbox"/>	1	LAN	192.168.0.104	5005			<input type="checkbox"/>		0	1	1
<input checked="" type="checkbox"/>	2	USB					<input type="checkbox"/>				

Download Registration Data
 Download registration data from USB-Disk
 Upload Registration Data
 Upload registration data from USB-Disk
 Clear Log
 Clear Admin
 Clear Registration Data
 Clear Resigned Data
 Reset Device
 Retrieve Dev.Logs
 Import log from USB-Disk
 Import Text Log
 Text Format Settings

Attendance Time	Dev. No.	Enpl. No.	Reg. No.	Name	Dept. No.	Dept. Name	Verify Mode

9. Για να αναλύσετε τα δεδομένα μετά το κατέβασμα τους στον υπολογιστή επιλέγετε Analyze Data.

The screenshot displays the 'Attendance software (Access) V3.0.42' interface. The main menu includes 'System Management', 'Employee Data', 'Attendance Management', and 'Help'. The 'Employee Data' menu is expanded, showing options like 'Department Settings', 'Employee Management', 'Resignation Management', and 'Employees Statistical Charts'. The 'Rule Settings' menu is also expanded, showing 'Attendance Rule', 'Rule Calculation', 'Employee Attendance Rule', and 'Department Attendance Rule'. The 'Shift Settings' menu is expanded, showing 'Work Shifts', 'Shift Rule', 'Employee Shift', and 'Department Shift'. The 'Report Management' menu is expanded, showing 'Original Log', 'Attendance Log', 'Analyze Attendance Data', 'Attendance Record', 'Daily Report', 'Monthly Report', and 'Employee Monthly Report'. A red arrow points to the 'Analyze Attendance Data' option in the 'Report Management' menu, labeled with the number '3'. The 'Device Management' window is open, showing a table with columns: 'Select', 'Dev. No.', 'Connection', 'IP/Domain', 'Port', 'BaudRate/Connection Password', 'GPRS', 'Decrp.', and 'Admi'. A red arrow points to the 'Retrieve New Logs' button, labeled with the number '2'. A red arrow points to the 'Select' checkbox in the first row of the table, labeled with the number '1'. The table contains one row with 'Dev. No.' 1, 'Connection' LAN, 'IP/Domain' 192.168.0.104, and 'Port' 5005. The 'Attendance Log' window is also visible, showing a table with columns: 'Attendance Time', 'Dev. No.', 'Empl. No.', 'Reg. No.', 'Name', 'Dept. No.', 'Dept. Name', and 'Verify Mod'. The log entries are: '[19/03/2021 10:06:03] Sync Time[1]..... Machine Connected. Time used:0:0:0.400', '[19/03/2021 10:11:47] Retrieve New Logs[1]..... [0 /0]Machine Connected. Time used:0:0:0.240', '[19/03/2021 10:50:50] Download Registration Data[1]..... [Employees 1, Fingerprints 1, Faces 0, Passwor', and '[19/03/2021 11:15:04] Retrieve New Logs[1]..... [1 /1]Machine Connected. Time used:0:0:1.330'.

2. Προγραμματισμός από την ίδια την συσκευή

2.1 Δημιουργήστε το τμήμα ή τα τμήματα που θέλετε (DPT)



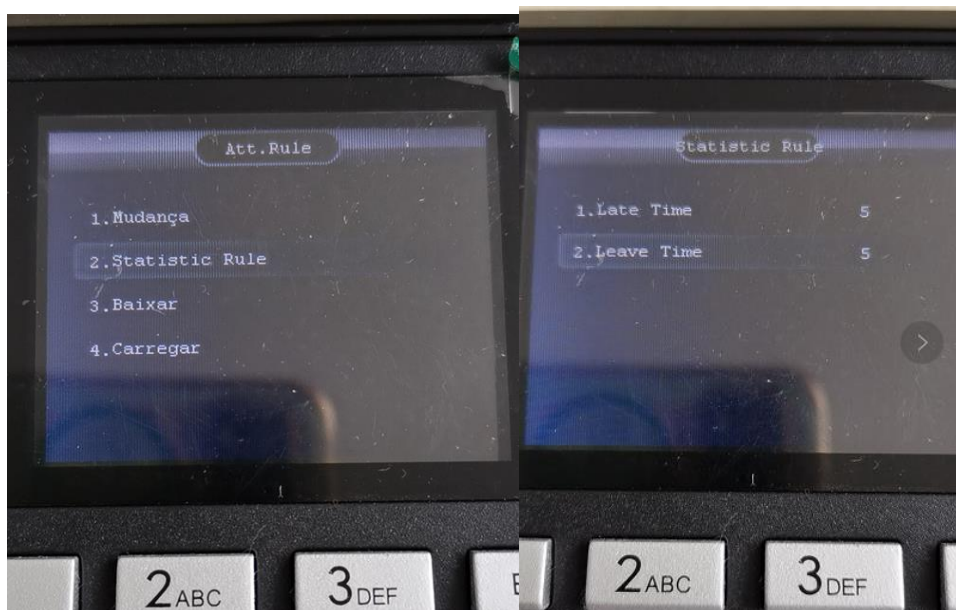
2.2 Καθορίστε τις βάρδιες που θέλετε (set shifts) Σημαντική σημείωση αν έχετε μια βάρδια

π.χ 08:00 με 17.00 θα πρέπει να την ορίσετε ως εξής AM IN 08:00 AM OUT 12:00 **PM IN 12:01** PM OUT: 16:00 μεταξύ AM OUT και PM IN θα πρέπει να υπάρχει διαφορά τουλάχιστον 1 λεπτού.

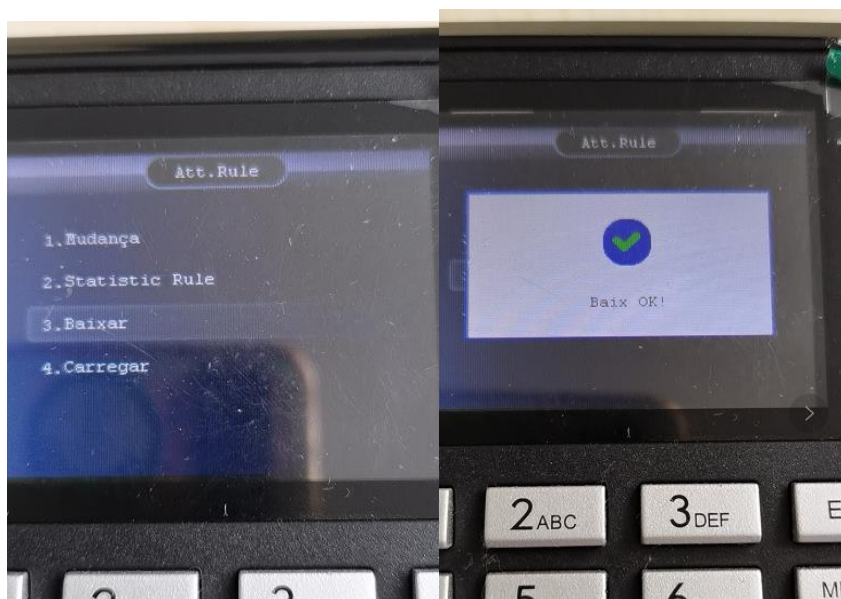


2.3 Ορίστε κανόνες για την παρακολούθηση της κάθε βάρδιας

Statistic Rule > Late Time (επιτρεπτή καθυστέρηση εισόδου) > Leave Time (Επιτρεπτή καθυστέρηση αναχώρησης)



2.4. Αν θέλετε να δείτε τις ρυθμίσεις που έχετε κάνει σε ένα φύλλο xls συνδέστε μια μνήμη USB flash στην συσκευή και επιλέξτε download shift >Shift setting> OK τα δεδομένα θα αποθηκευτούν στην μνήμη.



SetTime.XLS

2021/7/2 10:54

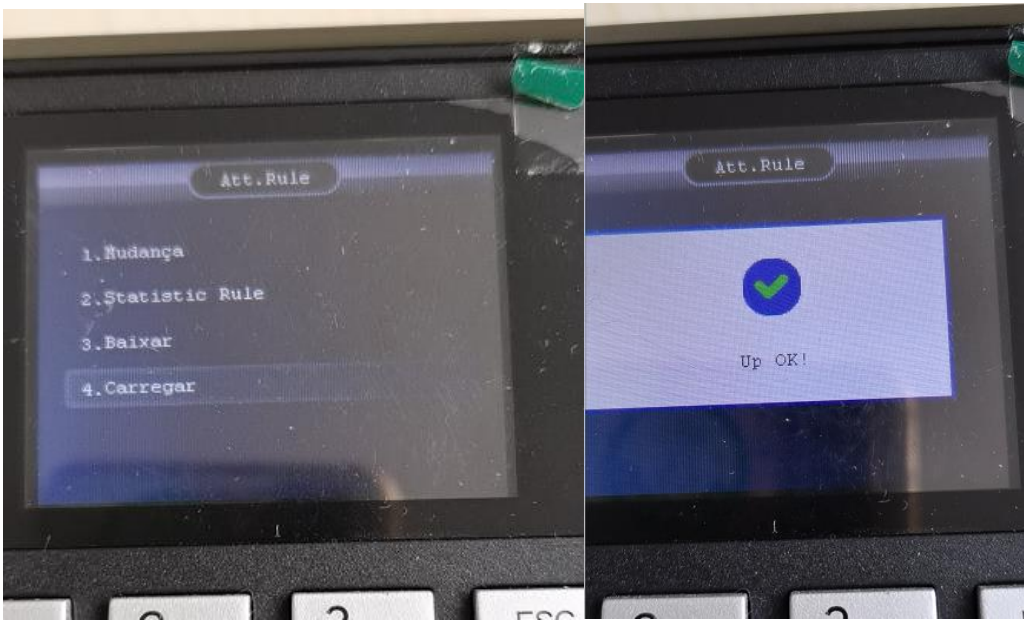
Το αρχείο θα περιέχει τα παρακάτω φύλλα

	A	B	C	D	E	F	G
1	Quadro de horário						
2							
3							
4		Antes do meio dia		Depois do meio dia		Término	
5	Nº de Turno	Entrada	Saída	Entrada	Saída	Entrada	Saída
6	1	08:00	12:00	13:00	17:00	17:30	21:30
7	2	08:30	12:00				
8	3						
9	4						
10	5						
11	6						

Tabela de turno																																				
Especial: 25 Deixar, 26- Viagem de negócios, Espaço fé																																				
Data do turno				2021-07																																
No	Name	Department	Card no	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		
				Thu rsd ay	Fri day	Sat urd ay	Sun day	Mon day	Tue sda y	wed nes day	Thu rsd ay	Fr id ay	Sa tu rd ay	Sun day	Mo nd ay	Tu es da y	we dn es da y	Th ur sd ay	Fr id ay	Sa tu rd ay	Sun day	Mo nd ay	Tu es da y	we dn es da y	Th ur sd ay	Fr id ay	Sa tu rd ay	Sun day	Mo nd ay	Tu es da y	we dn es da y	Th ur sd ay	Fr id ay	Sa tu rd ay		
1	Kate	Purchasing	8858628	1	1			1	1	1	1	1				1	1	1	1	1				1	1	1	1	1				1	1	1	1	1

Σημείωση: Οι παράμετροι μπορεί να τροποποιηθούν

2. 5. Για να ανεβάσετε τα τροποποιημένα (στο PC) δεδομένα στην συσκευή πρώτα σώστε τα στη μνήμη USB , συνδέστε το στην συνέχεια στην συσκευή και επιλέξτε Upload Shift Table.



2.6. Ορισμός χρηστών (υπαλλήλων): User---Enroll



Μπορείτε να καταχωρήσετε τους υπαλλήλους-χρήστες χρησιμοποιώντας το αλφαριθμητικό πληκτρολόγιο της συσκευής.

Για κάθε έναν καταχωρείτε τον αύξοντα αριθμό του (ID) το όνομα τους και επιλέγετε τον τρόπο που θα πιστοποιεί την είσοδο και έξοδο του.

2.7.Εξαγωγή δεδομένων παρουσίας



07Static.XLS

2021/7/2 12:27

Επιλέγοντας Reports μπορείτε να εξαγάγετε τα αρχεία παρουσίας σε ένα αρχείο XLS το οποίο θα περιέχει τα παρακάτω φύλλα

Φύλο βάρδιας:

Tabela de turno																												
Data: 2021/07/01 ~ 07/02(catchview)														Especial: 25 Deixar, 26- Viagem de negócios, Espaço fér														
N°	Nome	Departamento	1	2																								
1	kate	Purchasing	1	1																								
8858628	iris	Purchasing	1	1																								

Συνοπτικό φύλλο παρουσίας:

Resumo de frequência																											
Data: 2021/07/01 ~ 07/02(catchview)																											
N°	Nome	Departamento	Duração do trabalho		Atrasos		Saida inicial		Hora Extra		Assistir*(Necessário*/real)	Viagem de negócios	Licença	Saida	Pagamento de bônus			Dedução de pagamento			Pagamento*atua	Memorando					
			Necessário	Real	Horário	Min	Horário	Min	Regular	Especial					nota	Termino	Provisão	Sair mais cedo*/mais tarde	Licença	Outra*dedução							
1	kate	Purchasing	16.00	0.09	1	231					2/1		1														
8858628	iris	Purchasing	16.00	0.09	1	231					2/1		1														

List of Logs:

Lista de registros																													
Período: 2021/07/01 ~ 07/02(catchview)																								Impresso: 2021/07/02					
N°	1	Nome: kate																										Departame	Purchasing
	11:51 12:35 13:36																												
N°	8858628	Nome: iris																										Departame	Purchasing
	11:51 11:51 12:35 13:36																												

Φύλο υπερβάσεων:

Overclock Anormal											
Data: 2021/07/01 ~ 07/02(catchview)											
N°	Nome	Departamento	Data	Antes do meio dia		Depois do meio dia		Atrasos*(mm)	saida mais cedo *(mm)	Total *(mm)	Memorando
				Entrada	Saída	Entrada	Saída				
1	kate	Purchasing	2021/07/02	11:51	12:35	13:36		231		231	
8858628	iris	Purchasing	2021/07/02	11:51	12:35	13:36		231		231	

Αναλυτική αναφορά ανά υπάλληλο:

Relatório de Frequência																								
Período: 2021/07/01 ~ 07/02 Impresso: 2021/07/02																								
Dep. Purchasing Nome kate				Dep. Purchasing Nome iris				Dep. 2021/07/01 ~ 07/02 Nome																
Data 2021/07/01 ~ 07/02 N° 1				Data 2021/07/01 ~ 07/02 N° 8858628				Data 2021/07/01 ~ 07/02 N°																
Licença	Saída	Viagem de *negócio	Entrada/Saída	Termino	Atrasos (ts) (mm)		Saída inicial	Licença	Saída	Viagem de *negócio	Entrada/Saída	Termino	Atrasos (ts) (mm)		Saída inicial	Licença	Saída	Viagem de *negócio	Entrada/Saída	Termino	Atrasos (ts) (mm)		Saída inicial	
1		0	1		1	231		1		0	1		1	231										
Lista de frequencia						Lista de frequencia						Lista de frequencia												
dd/ww	Antes do meio dia		Depois do meio dia		Termino		dd/ww	Antes do meio dia		Depois do meio dia		Termino		dd/ww	Antes do meio dia		Depois do meio dia		Termino					
	Entrada	Saída	Entrada	Saída	Entrada	Saída		Entrada	Saída	Entrada	Saída	Entrada	Saída		Entrada	Saída	Entrada	Saída	Entrada	Saída				
01 quinta feira	Licença						01 quinta feira	Licença						01 quinta feira										
02 sexta feira	11:51	12:35	13:36				02 sexta feira	11:51	12:35	13:36				02 sexta feira										