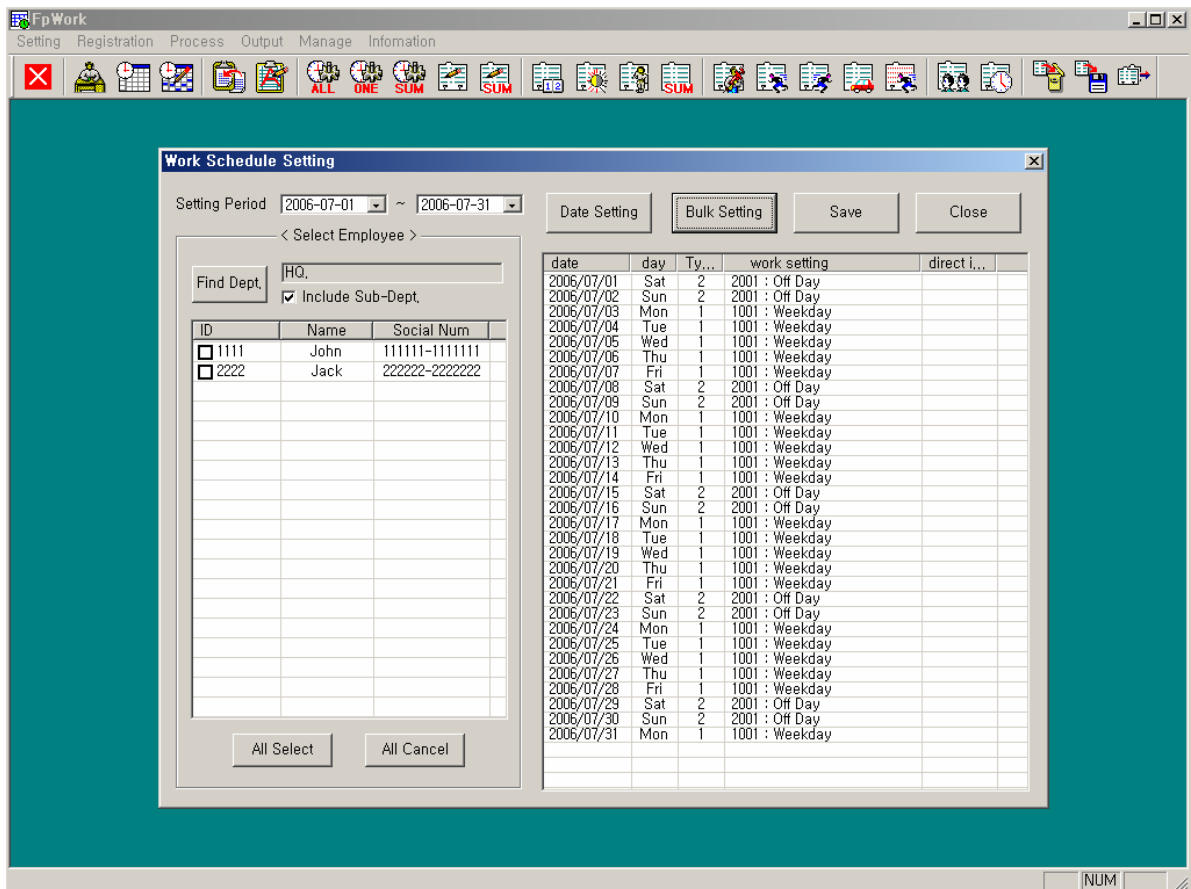


Fingerprint Authentication Time & Attendance System (FpWork) User's guide (Ver 2.xx)

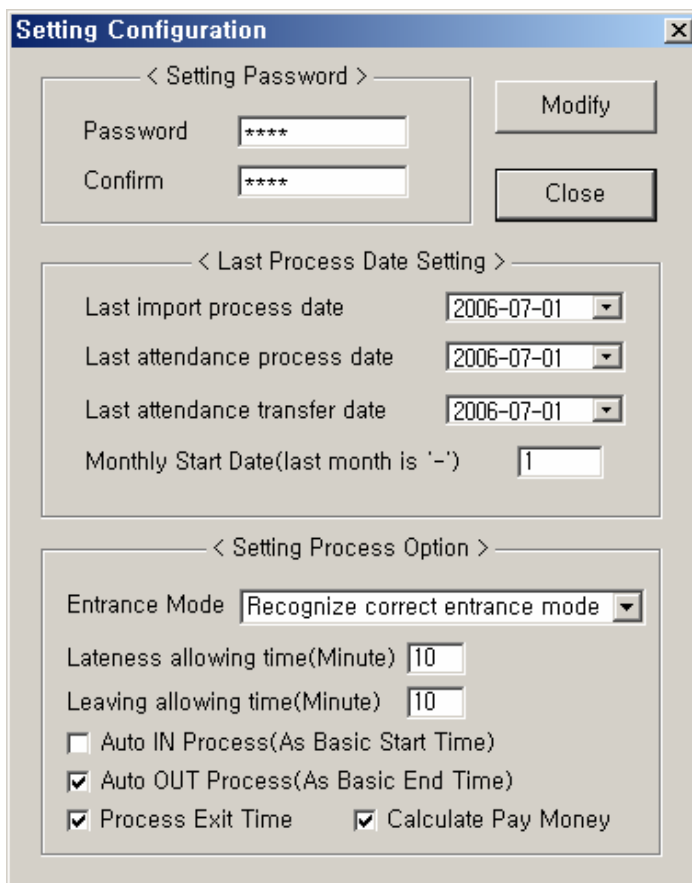


(Basic)

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2-2. Setting Configuration

- You need to set setting configuration before start the program.
- You need to input password after setting password.
- “Last import process date” means the last date of entrance record which is imported from FPSEVER.
- “Last attendance process date” means the final date of the last attendance process.
- “Last attendance transfer date” means the final date of the last transferred attendance date.
- “Monthly start date” means the start date of the month.
- “Entrance mode” sets which mode needs to be certificated as an entrance.
If you select “Recognize correct entrance mode”, you can set the entrance time freely. It is convenient if you select “Recognize all entrance mode” since a user don’t need to choose a mode every time.
- “Lateness allowing time” regard the lateness & leaving early as a normal attendance in specific time (unit: minute) that you registered.



-If there is not an attendance data, it will not be processed as lateness or leaving early when it is regarded as basic attendance time.

- You can choose whether you calculate pay money or not when you select calculate pay money. Select it when you need it to reduce process overflow

- Save the settings by pressing [change]button after finishing environment change.

< FPWORK environment setting >

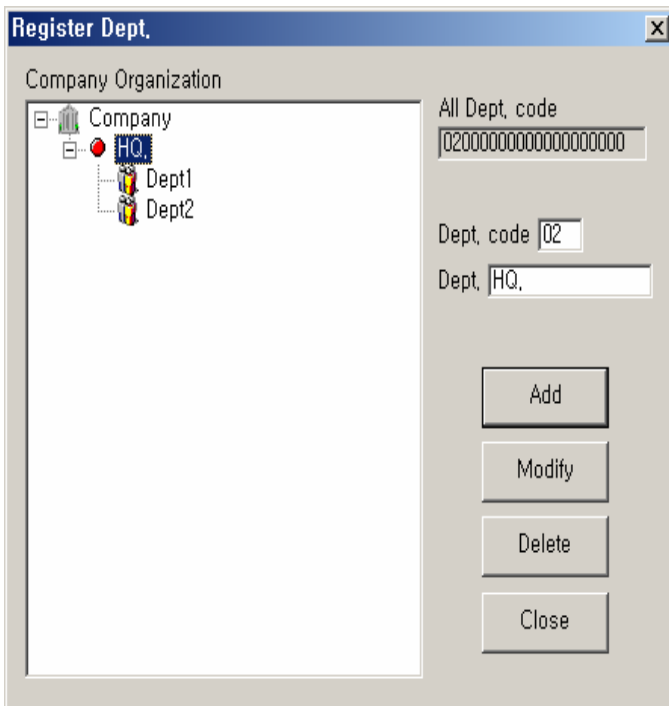
Registered information of T&A program can output different result as contents. Therefore you need to understand it fully and do the registration process.

3-1. Register Department

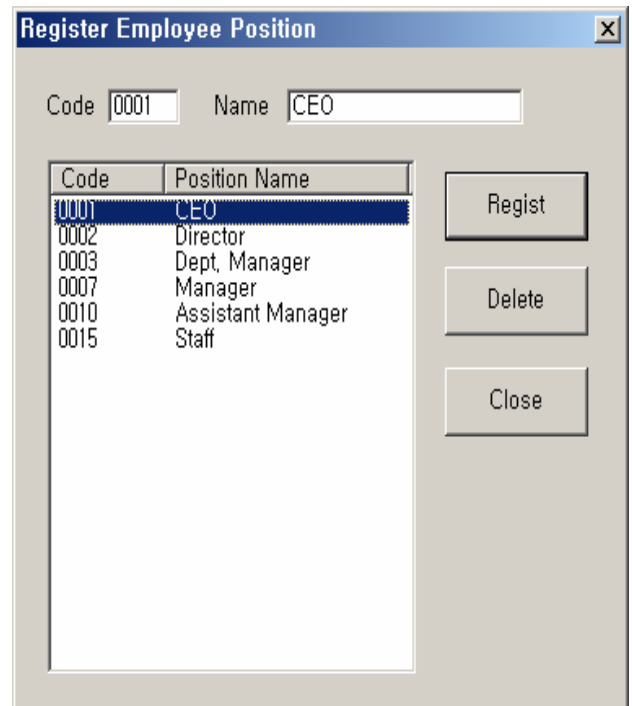
- The department is used for data sorting and process.
- It is sorted by 2 digits number and the total will be 10 digits(20 digits).
- Sub-department will be sorted by sorting code in department.
- All department code is 20 digits.
- The department code of an upper department will not be changed or deleted.
To change department name is possible.

3-2. Register Employee position

- It indicates employee position as a code for searching and sorting.
- Register positions as the rule of your company.



< Register Dept.>



< Register Employee position>

3-3. Register Employee

- Register all employees by their employee number, name, social number, department, position.
- Register all employees since data of unregistered employee will not be processed.
- You can output pay money by inputting payment per hour.
But you need to select "Calculate pay money" in Environment setting menu.

Register Employee
✕

Registered Employee List

ID	Name	Social Num
1111	John	11111111-11111111
2222	Jack	2222222-22222222
3333	Dennis	3333333-33333333

Import Employee

Emp. ID

Name

Social Num

Find Dept.

Select Position

▾

Regist

Early work payment

Basic work payment

Over work payment

Night work payment

Off-day work payment

Modify

Delete

Close

< Register Employee >

3-3-1. Import Employee

- It shows the employee who is registered on FPSEVER but is not registered on FPWORK.
- If you select "Use FP ID as an employee no.", an employee number will be the same as a registered FP ID.

Conver Finger ID to Employee ID Cipher :

Check record to get employee info

Fp ID	Name	Social Num
<input checked="" type="checkbox"/> 4	Jane	444444-444444
<input checked="" type="checkbox"/> 5	Austen	555555-555555

Import Employee

Close

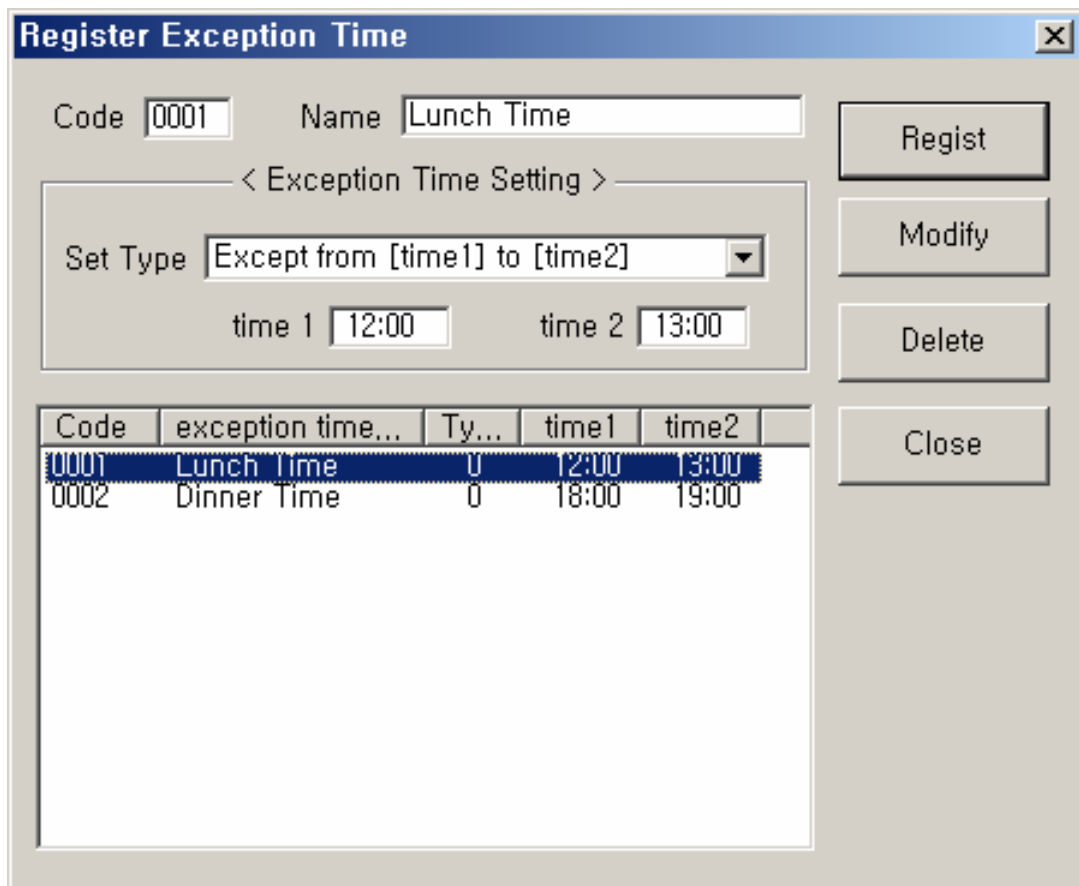
All Select

All Cancel

< Import employee information >

3-4. Register Exception Time

- Exception time means time which is excepted for specific time when you calculate working time.
- You can choose [except from time1~ to time2], [except time1 after time2]. And time1, time2 will be different as your choice.
- except from time1 to time2: except from time1 to time2 in working time.
- except working time1 to time2: except time2 period after time1 since start working



Code Name

< Exception Time Setting >

Set Type ▼

time 1 time 2

Code	exception time...	Ty...	time1	time2
0001	Lunch Time	U	12:00	13:00
0002	Dinner Time	0	18:00	19:00

Buttons: Register, Modify, Delete, Close

< register exception time screen >

3-5. T&A time setting

- It is used for register working day, off-day, and holiday.
- “in-time zone” and “out-time zone” is a setting to set attendance time zone and leaving time zone. And the time which is not in those time zone will not be regarded as attendance.
- in-time zone : time zone which is regarded as attendance. And the initial entrance record will be regarded as an attendance.
- out-time zone : time zone which is regarded as a leaving time. And the final leaving record will be regarded as a leaving.
- working time : the working time should be within in-time zone, and it is calculated as chosen options.
- exception time : It will be excepted as chosen exception time. (you can choose up to 5 options)

< Setting Work Time >

Example : Yesterday[-22:40], Today[17:30], Tomorrow[+08:20]

In Time Zone ~

Out Time Zone ~

Early ~

Basic ~

Over ~

Night ~

Select Excepting Time

Code	exception time name	
<input checked="" type="checkbox"/> 0001	Lunch Time	
<input type="checkbox"/> 0002	Dinner Time	

< T&A time setting screen >

3-6. Register daily work

- You can register working day only after setting working day.
- Working day code will be 4 digits of number and English character.
- working day name will appear in working name when you print it.
- Refer to the [T&A time setting] to set working day T&A time.
- The code of daily work, holiday, off-day, vacation, business trip should be different.

Register Daily Work
✕

Code

Name

Code	Workday name
1001	Weekday
1002	Morning Shiftwork
1003	Night Shiftwork

< Setting Work Time >

Example : Yesterday[-22:40], Today[17:30], Tomorrow[+08:20]

In Time Zone ~

Out Time Zone ~

Early ~

Basic ~

Over ~

Night ~

Select Excepting Time

Code	exception time name
<input checked="" type="checkbox"/> 0001	Lunch Time
<input type="checkbox"/> 0002	Dinner Time

Regist

Modify

Delete

Close

<register daily work screen>

3-7. Register off-day

- You can set “off-day” only after registering off day.
- off-day means regular off-day (ex. Sunday). And it is different from holiday.
- “Process option if work in” is how to process working time during ‘off-day’
 - Ignore working hours: Ignore attendance
 - Usual daily working T&A: Process it as usual working day.
 - Usual off-day: Calculate every working time and add up into off-day working.
- **The code of working day, off-day, holiday, vacation, business trip should be different.**

Code: 2001
Name: Off Day

Code	Offday Name
2001	Off Day

< Setting Work Time >

Example : Yesterday[-22:40], Today[17:30], Tomorrow[+08:20]

In Time Zone: 06:00 ~ 15:00
Out Time Zone: 12:00 ~ +05:00

Early: Undefined early time [00:00 ~ 00:00]
Basic: During working time [00:00 ~ 00:00]
Over: Undefined over time [00:00 ~ 00:00]
Night: Undefined night time [00:00 ~ 00:00]

Select Excepting Time

Code	exception time name
<input type="checkbox"/> 0001	Lunch Time
<input type="checkbox"/> 0002	Dinner Time

Process option if work in: usual offday T&A

Buttons: Register, Modify, Delete, Close

< Off-day registration screen >

3-8. Register holiday

- You can set holiday only after registering holiday.
- Refer to the [T&A time setting] for holiday T&A setting.
- Holiday have priority over off-day.
- The code of working day, off-day, holiday, vacation, business trip should be different.

Register Holiday Work ✕

Code

Name

Code	Holiday Name
3001	Holiday

< Setting Work Time >

Example : Yesterday[-22:40], Today[17:30], Tomorrow[+08:20]

In Time Zone ~

Out Time Zone ~

Early ~ ~

Basic ~ ~

Over ~ ~

Night ~ ~

Select Excepting Time

Code	exception time name
<input type="checkbox"/> 0001	Lunch Time
<input type="checkbox"/> 0002	Dinner Time

Process option if work in

Regist
Modify
Delete
Close

< Holiday working registration screen >

3-9. Register vacation

- You could register all kinds of vacation and use them for scheduling.

Register Vacation

Code

Name

Code	Name
4001	Regular Vacation

Buttons: Register, Modify, Delete, Close

3-10. Register Business trip

- You could register all kinds of vacation and use them for scheduling.

Register Business Trip

Code

Name

Code	Name
5001	Business Trip

Buttons: Register, Modify, Delete, Close

< Register business trip screen >

3-11. Work schedule setting

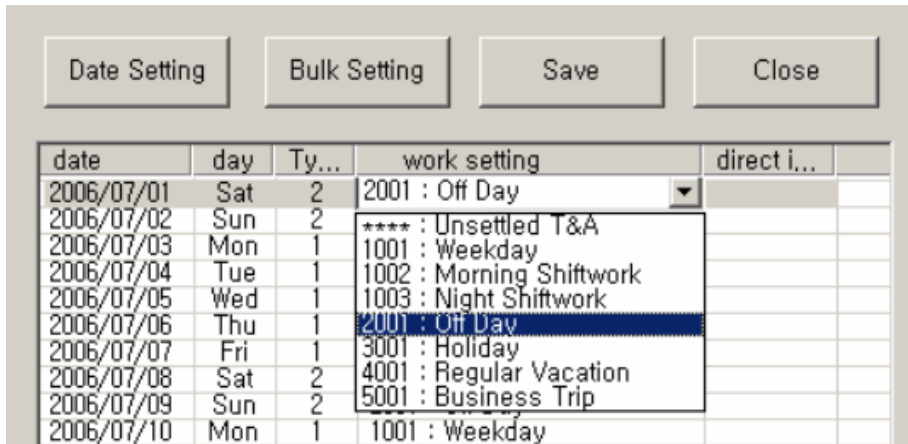
- To set work schedule of chosen employee
- Press **[Setting Period]** button after setting period of T&A schedule
- Input screen which is possible to input T&A code directly is appear when you double click the item or use right-side button of the mouse. Input T&A code.
- You can change the date by using up-down cursor.
- You can see employees registered on employee list when you select the department. And select the employee. (Check all employees when you choose all)
- To save all settings by pressing **[Save]** button.
(The working schedule will not be saved before you save settings)

date	day	Ty...	work setting	direct i...
2006/07/01	Sat	2	2001 : Off Day	
2006/07/02	Sun	2	2001 : Off Day	
2006/07/03	Mon	1	1001 : Weekday	
2006/07/04	Tue	1	1001 : Weekday	
2006/07/05	Wed	1	1001 : Weekday	
2006/07/06	Thu	1	1001 : Weekday	
2006/07/07	Fri	1	1001 : Weekday	
2006/07/08	Sat	2	2001 : Off Day	
2006/07/09	Sun	2	2001 : Off Day	
2006/07/10	Mon	1	1001 : Weekday	
2006/07/11	Tue	1	1001 : Weekday	
2006/07/12	Wed	1	1001 : Weekday	
2006/07/13	Thu	1	1001 : Weekday	
2006/07/14	Fri	1	1001 : Weekday	
2006/07/15	Sat	2	2001 : Off Day	
2006/07/16	Sun	2	2001 : Off Day	
2006/07/17	Mon	1	1001 : Weekday	
2006/07/18	Tue	1	1001 : Weekday	
2006/07/19	Wed	1	1001 : Weekday	
2006/07/20	Thu	1	1001 : Weekday	
2006/07/21	Fri	1	1001 : Weekday	
2006/07/22	Sat	2	2001 : Off Day	
2006/07/23	Sun	2	2001 : Off Day	
2006/07/24	Mon	1	1001 : Weekday	
2006/07/25	Tue	1	1001 : Weekday	
2006/07/26	Wed	1	1001 : Weekday	
2006/07/27	Thu	1	1001 : Weekday	
2006/07/28	Fri	1	1001 : Weekday	
2006/07/29	Sat	2	2001 : Off Day	
2006/07/30	Sun	2	2001 : Off Day	
2006/07/31	Mon	1	1001 : Weekday	

< Department T&A setting screen >

3-11-1. Choose T&A on work setting

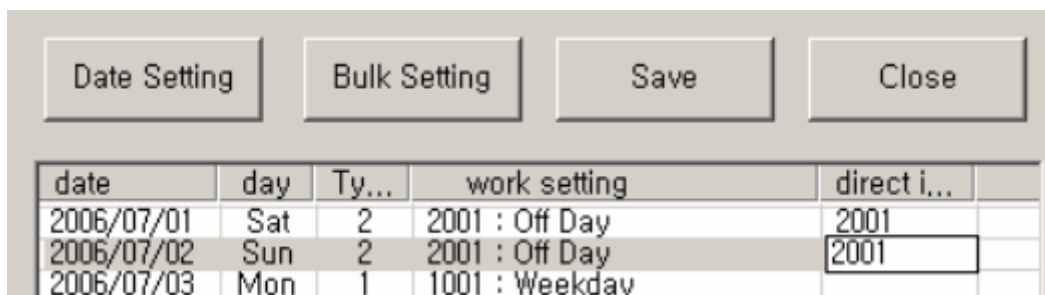
- You can select T&A mode by double-clicking the item or click the right-side button of the mouse when changing T&A setting.
- You can see every T&A(working day, off-day, holiday, vacation, and business trip) on combo box
- The code will be changed automatically when you select T&A
(The code is set as working day-1, off-day-2, holiday-3, vacation-4, business trip-5)



< T&A setting combo box screen >

3-11-2. Register T&A code directly

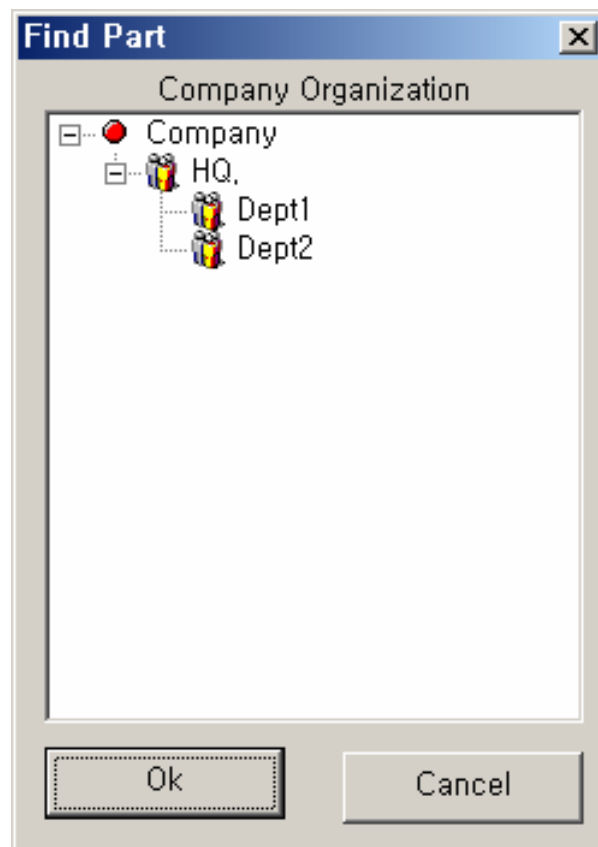
- You can move the input screen by clicking up-down cursor after the input screen is appeared.
- The code which is input directly have priority over selected T&A
- There will be an error if there's something wrong with code like a unregistered code.



< Code input screen on direct input >

3-11-3. Find Dep't

- The function to find specific department among all department organizations.
- You can see all sub-department by clicking [+] tap in front of department name
- You only can see the department which is registered on department input menu.
- Press OK button after selecting department. (You can not choose 'OK' if you double-click it)



< Find Dep't screen >

3-12. Modify T&A schedule

- Select employee by running [Find employee].
- Press [Date setting] button after setting modifying period.
- Press [Save] button after finishing modify T&A (T&A will not be changed unless you select “save”)

Modify Work Schedule
✕

Find Employee

Emp. ID

Name

Social Num

Modify Period

2006-07-01

~

2006-07-31

Date Setting

Save

Close

date	day	Ty...	work setting	direct input
2006/07/01	Sat	2	2001 : Off Day	
2006/07/02	Sun	2	**** : Unsettled T&A	
2006/07/03	Mon	1	1001 : Weekday	
2006/07/04	Tue	1	1002 : Morning Shiftwork	
2006/07/05	Wed	1	1003 : Night Shiftwork	
2006/07/06	Thu	1	2001 : Off Day	
2006/07/07	Fri	1	3001 : Holiday	
2006/07/08	Sat	2	4001 : Regular Vacation	
2006/07/09	Sun	2	5001 : Business Trip	
2006/07/10	Mon	1	1001 : Weekday	
2006/07/11	Tue	1	1001 : Weekday	
2006/07/12	Wed	1	1001 : Weekday	
2006/07/13	Thu	1	1001 : Weekday	
2006/07/14	Fri	1	1001 : Weekday	
2006/07/15	Sat	2	2001 : Off Day	
2006/07/16	Sun	2	2001 : Off Day	
2006/07/17	Mon	1	1001 : Weekday	
2006/07/18	Tue	1	1001 : Weekday	
2006/07/19	Wed	1	1001 : Weekday	
2006/07/20	Thu	1	1001 : Weekday	
2006/07/21	Fri	1	1001 : Weekday	
2006/07/22	Sat	2	2001 : Off Day	
2006/07/23	Sun	2	2001 : Off Day	
2006/07/24	Mon	1	1001 : Weekday	
2006/07/25	Tue	1	1001 : Weekday	
2006/07/26	Wed	1	1001 : Weekday	
2006/07/27	Thu	1	1001 : Weekday	
2006/07/28	Fri	1	1001 : Weekday	
2006/07/29	Sat	2	2001 : Off Day	
2006/07/30	Sun	2	2001 : Off Day	
2006/07/31	Mon	1	1001 : Weekday	

< T&A schedule modify screen >

3-12-1. Find Employee

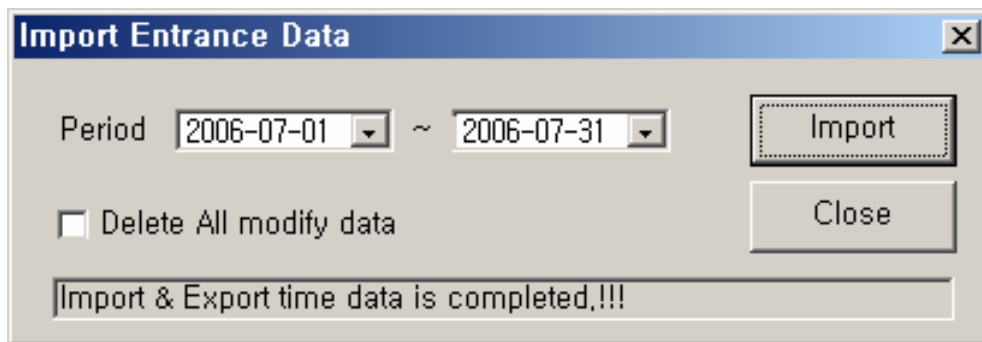
- You can see employee number, name, social number of registered employee.
- Select employee and press ok.
- You can search employees who have same name by their social number.

ID	Name	Social Num
1111	John	111111-111111
2222	Jack	222222-222222
3333	Dennis	333333-333333

< Find employee screen >

4-1. Import entrance data

- Import process which import data from FP server database. This function should be preceded for T&A process.
- You can import attendance data. And the data will reflect modified contents by administrator. Check “delete all modify data” if you don’t want to reflect modified contents



< Import T&A data screen >

4-2. Modify T&A data

- The administrator can modify T&A record.
- Check employee name and period, and click “view data”.
- Select data and press delete button to delete records. The record will be initialize.

4-4. Personal T&A process

- Use when you want to change T&A information or when employee information is changed.
- Select employee on 'Find employee' menu. And process T&A after setting period.

Personal T&A Process

Find Employee

Emp. ID: 1111

Emp. Name: John

Social Num: 111111-111111

Period: 2006-07-01 ~ 2006-07-31

Ignore modified data

T&A settlement

Close

Status: Personal time and attendance procedure is complet

Date: In Time: Out Time:

Example : Yesterday[-22:40], Today[17:30].

< personal T&A process screen >

Personal T&A Process

Find Employee

Emp. ID: 1111

Emp. Name: John

Social Num: 111111-111111

Period: 2006-07-01 ~ 2006-07-31

Ignore modified data

continuous process

Close

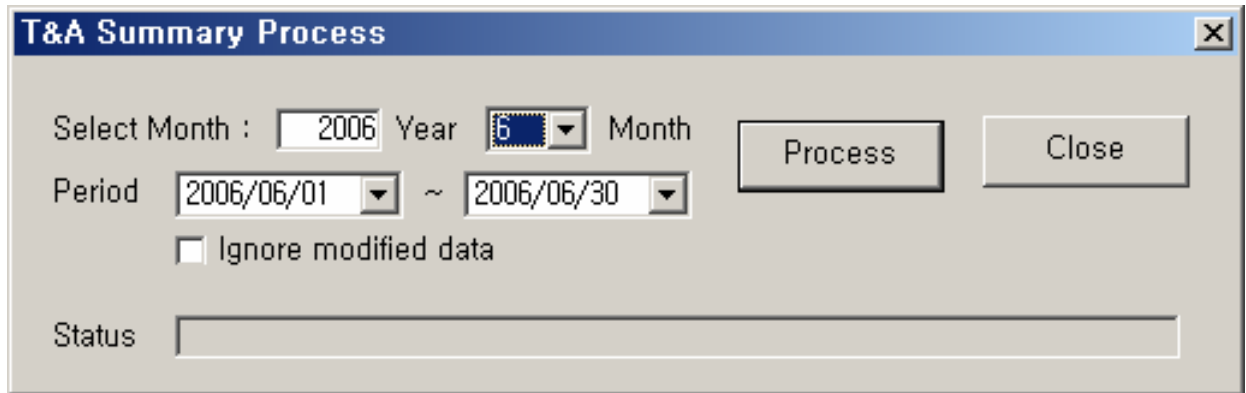
Status: [2006/07/04] stop date procedure of time and attend

Date: 2006/07/04 In Time: 08:50 Out Time: #--:--

Example : Yesterday[-22:40], Today[17:30].

4-5. T&A summary

- To sum up each item within the period as you set
- You can see data of one month automatically when you select the month which you want to check. Data of one month is appear as you set on [setting configuration]. To set a period when you want to set specific period.



The screenshot shows a dialog box titled "T&A Summary Process". It contains the following elements:

- "Select Month" section: A text box with "2006", a "Year" label, a dropdown menu showing "6", and a "Month" label.
- "Period" section: Two date dropdown menus showing "2006/06/01" and "2006/06/30" with a tilde (~) between them.
- An unchecked checkbox labeled "Ignore modified data".
- Two buttons: "Process" and "Close".
- A "Status" label followed by an empty text box.

< T&A summary screen >

4-6. Modify T&A output

- You can modify attendance and working time after T&A summary process.
- Select employee through [**Find employee**] and press [**Output**] after setting period.
- Save all changed settings by pressing [**modify**] after modification is finished.

Modify T&A Output

Find Employee: Emp. ID Name Period to Modify: ~

Date	Ty...	work setting	In	Out	Late	Leave	Early	Basic	Over	Night	Off	Money
2006/06/01	1	1001 : Weekday	09:00	23:00	00:00	00:00	00:00	07:55	03:00	01:00	00:00	110000
2006/06/02	1	1001 : Weekday	09:16	20:30	00:16	00:00	00:00	07:44	01:30	00:00	00:00	80000
2006/06/03	2	2001 : Off Day	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
2006/06/04	2	2001 : Off Day	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
2006/06/05	1	1001 : Weekday	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
2006/06/06	1	1001 : Weekday	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
2006/06/07	1	1001 : Weekday	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
2006/06/08	1	1001 : Weekday	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
2006/06/09	1	1001 : Weekday	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
2006/06/10	2	2001 : Off Day	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
2006/06/11	2	2001 : Off Day	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
2006/06/12	1	1001 : Weekday	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
2006/06/13	1	1001 : Weekday	08:55	19:20	00:00	00:00	00:05	08:00	00:20	00:00	00:00	80000
2006/06/14	1	1001 : Weekday	09:17	18:00	00:17	00:00	00:00	07:43	00:00	00:00	00:00	70000
2006/06/15	1	1001 : Weekday	09:00	18:00	00:00	00:00	00:00	08:00	00:00	00:00	00:00	80000
2006/06/16	1	1001 : Weekday	09:00	19:48	00:00	00:00	00:00	07:50	00:48	00:00	00:00	70000
2006/06/17	2	2001 : Off Day	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
2006/06/18	2	2001 : Off Day	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
2006/06/19	1	1001 : Weekday	09:20	18:00	00:20	00:00	00:00	07:40	00:00	00:00	00:00	70000
2006/06/20	1	1001 : Weekday	08:51	18:00	00:00	00:00	00:09	08:00	00:00	00:00	00:00	80000
2006/06/21	1	1001 : Weekday	09:14	18:00	00:14	00:00	00:00	07:46	00:00	00:00	00:00	70000
2006/06/22	1	1001 : Weekday	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
2006/06/23	1	1001 : Weekday	09:00	18:00	00:00	00:00	00:00	07:58	00:00	00:00	00:00	70000
2006/06/24	2	2001 : Off Day	09:40	19:30	00:00	00:00	00:00	00:00	00:00	00:00	09:50	90000
2006/06/25	2	2001 : Off Day	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
2006/06/26	1	1001 : Weekday	08:59	18:00	00:00	00:00	00:01	08:00	00:00	00:00	00:00	80000
2006/06/27	1	1001 : Weekday	08:56	18:00	00:00	00:00	00:04	08:00	00:00	00:00	00:00	80000
2006/06/28	1	1001 : Weekday	08:59	18:00	00:00	00:00	00:01	08:00	00:00	00:00	00:00	80000
2006/06/29	1	1001 : Weekday	08:58	18:00	00:00	00:00	00:02	08:00	00:00	00:00	00:00	80000
2006/06/30	1	1001 : Weekday	08:51	18:00	00:00	00:00	00:09	08:00	00:00	00:00	00:00	80000

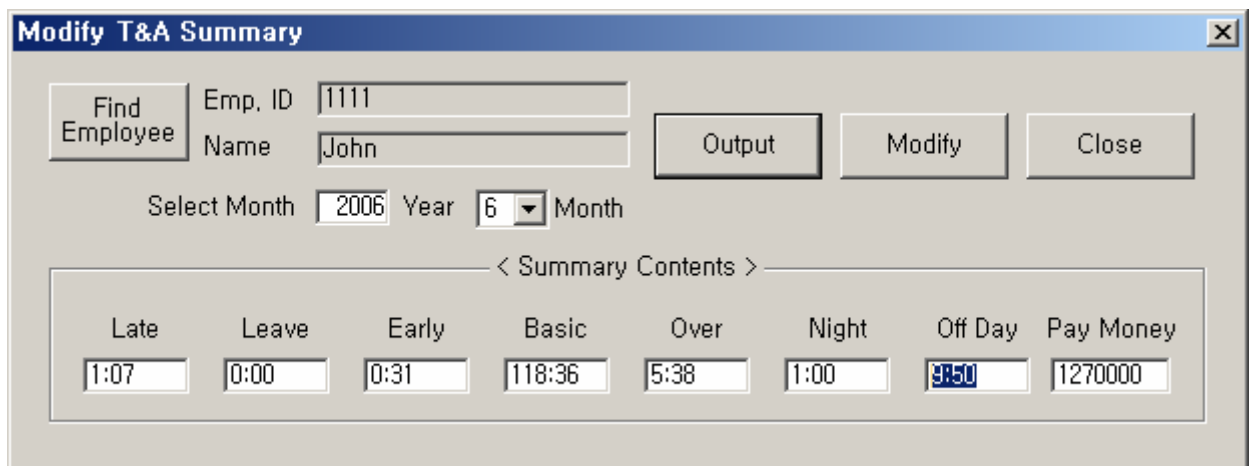
Double click modifying part!!!

< Modify T&A screen >

Leave	Early	Basic	Over	Night	Off	Money
00:00	00:00	07:55	03:00	01:00	00:00	110000
00:00	00:00	07:44	01:30	00:00	00:00	80000
00:00	00:00	00:00	00:00	00:00	00:00	0
00:00	00:00	00:00	00:00	00:00	00:00	0
00:00	00:00	00:00	00:00	00:00	00:00	0
00:00	00:00	00:00	00:00	00:00	00:00	0

4-7. Modify T&A summary

- All T&A summary will appear after press **[Find employee]**, and press **[Output]** after select period you want to summarize.
- Save all changed information by pressing **[Modify]** after changing items.



< Summary Contents >							
Late	Leave	Early	Basic	Over	Night	Off Day	Pay Money
1:07	0:00	0:31	118:36	5:38	1:00	3:50	1270000

< Modify T&A summary screen >

5-1. T&A output

- You can check T&A output after selecting period when T&A process is finished.
- You can see data of specific employee when you appoint department by selecting [Find Dept.]. It indicates data of employee in Sub-department category when you clicking [include sub-dept.]
- Report function runs reporting tool which enable to change output data into print format or various formats.

Period T&A Output

Find Dept. [Company] Period [2006-06-01] ~ [2006-06-30] [Output] [Report] [Close]

Include Sub-Dept.

ID	Name	Dept.	Date	T&A Name	In	Out	Late	Leave	Early	Basic	Over	Night	Off	Mon...
1111	John	HQ.	2006/06/01	Weekday	09:00	23:00	00:00	00:00	00:00	07:55	03:00	01:00	00:00	110000
1111	John	HQ.	2006/06/02	Weekday	09:16	20:30	00:16	00:00	00:00	07:44	01:30	00:00	00:00	80000
1111	John	HQ.	2006/06/03	Off Day	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	HQ.	2006/06/04	Off Day	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	HQ.	2006/06/05	Weekday	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	HQ.	2006/06/06	Weekday	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	HQ.	2006/06/07	Weekday	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	HQ.	2006/06/08	Weekday	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	HQ.	2006/06/09	Weekday	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	HQ.	2006/06/10	Off Day	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	HQ.	2006/06/11	Off Day	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	HQ.	2006/06/12	Weekday	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	HQ.	2006/06/13	Weekday	08:55	19:20	00:00	00:00	00:05	08:00	00:20	00:00	00:00	80000
1111	John	HQ.	2006/06/14	Weekday	09:17	18:00	00:17	00:00	00:00	07:43	00:00	00:00	00:00	70000
1111	John	HQ.	2006/06/15	Weekday	09:00	18:00	00:00	00:00	00:00	08:00	00:00	00:00	00:00	80000
1111	John	HQ.	2006/06/16	Weekday	09:00	19:48	00:00	00:00	00:00	07:50	00:48	00:00	00:00	70000
1111	John	HQ.	2006/06/17	Off Day	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	HQ.	2006/06/18	Off Day	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	HQ.	2006/06/19	Weekday	09:20	18:00	00:20	00:00	00:00	07:40	00:00	00:00	00:00	70000
1111	John	HQ.	2006/06/20	Weekday	08:51	18:00	00:00	00:00	00:09	08:00	00:00	00:00	00:00	80000
1111	John	HQ.	2006/06/21	Weekday	09:14	18:00	00:14	00:00	00:00	07:46	00:00	00:00	00:00	70000
1111	John	HQ.	2006/06/22	Weekday	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	HQ.	2006/06/23	Weekday	09:00	18:00	00:00	00:00	00:00	07:58	00:00	00:00	00:00	70000
1111	John	HQ.	2006/06/24	Off Day	09:40	19:30	00:00	00:00	00:00	00:00	00:00	00:00	09:50	90000
1111	John	HQ.	2006/06/25	Off Day	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	HQ.	2006/06/26	Weekday	08:59	18:00	00:00	00:00	00:01	08:00	00:00	00:00	00:00	80000
1111	John	HQ.	2006/06/27	Weekday	08:56	18:00	00:00	00:00	00:04	08:00	00:00	00:00	00:00	80000
1111	John	HQ.	2006/06/28	Weekday	08:59	18:00	00:00	00:00	00:01	08:00	00:00	00:00	00:00	80000
1111	John	HQ.	2006/06/29	Weekday	08:58	18:00	00:00	00:00	00:02	08:00	00:00	00:00	00:00	80000
1111	John	HQ.	2006/06/30	Weekday	08:51	18:00	00:00	00:00	00:09	08:00	00:00	00:00	00:00	80000

< Period T&A screen >

5-1-1. Report printing

- Report output data and enable to change format to printing format or etc.
- It indicates print menu of print function and export menu.

Menu for moving screen

Print

Export

Screen magnifying

Information of DB table

1 of 1+

Total:30 100% 30 of 30

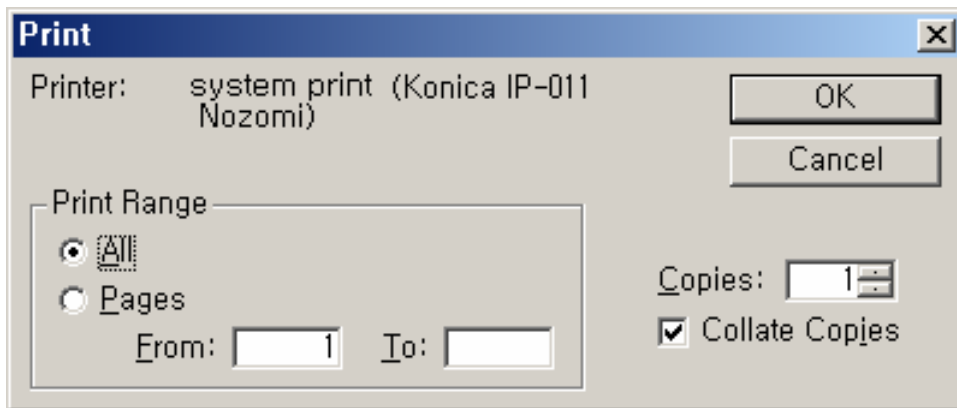
Period T&A Output

Emp. ID	Name	Dept.	Date	T&A Name	In	Out	Late	Leave	Earl
1111	John	HQ.	2006/06/01	Weekday	09:00	23:00	00:00	00:00	00:00
1111	John	HQ.	2006/06/02	Weekday	09:16	20:30	00:16	00:00	00:00
1111	John	HQ.	2006/06/03	Off Day	#--:--	#--:--	00:00	00:00	00:00
1111	John	HQ.	2006/06/04	Off Day	#--:--	#--:--	00:00	00:00	00:00
1111	John	HQ.	2006/06/05	Weekday	#--:--	#--:--	00:00	00:00	00:00
1111	John	HQ.	2006/06/06	Weekday	#--:--	#--:--	00:00	00:00	00:00
1111	John	HQ.	2006/06/07	Weekday	#--:--	#--:--	00:00	00:00	00:00
1111	John	HQ.	2006/06/08	Weekday	#--:--	#--:--	00:00	00:00	00:00
1111	John	HQ.	2006/06/09	Weekday	#--:--	#--:--	00:00	00:00	00:00
1111	John	HQ.	2006/06/10	Off Day	#--:--	#--:--	00:00	00:00	00:00
1111	John	HQ.	2006/06/11	Off Day	#--:--	#--:--	00:00	00:00	00:00
1111	John	HQ.	2006/06/12	Weekday	#--:--	#--:--	00:00	00:00	00:00
1111	John	HQ.	2006/06/13	Weekday	08:55	19:20	00:00	00:00	00:00
1111	John	HQ.	2006/06/14	Weekday	09:17	18:00	00:17	00:00	00:00
1111	John	HQ.	2006/06/15	Weekday	09:00	18:00	00:00	00:00	00:00
1111	John	HQ.	2006/06/16	Weekday	09:00	19:48	00:00	00:00	00:00
1111	John	HQ.	2006/06/17	Off Day	#--:--	#--:--	00:00	00:00	00:00
1111	John	HQ.	2006/06/18	Off Day	#--:--	#--:--	00:00	00:00	00:00

< report print screen >

5-1-2. Print report

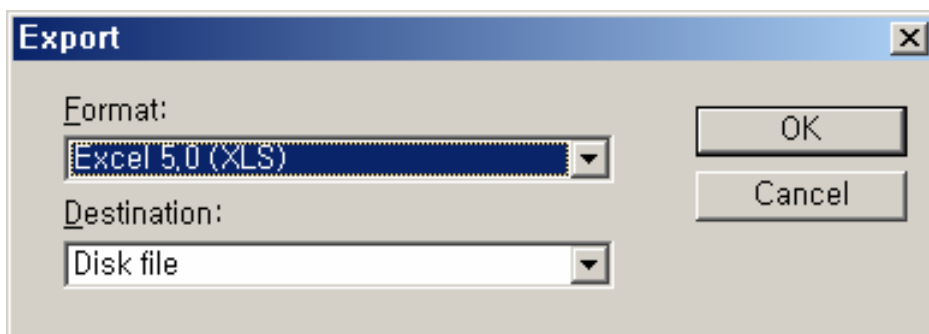
- Send output data to registered printer and print it.



< Print report screen >

5-1-3. Export

- To change output data format.
- Select format.
- Select the form of destination.
- You can see file name when you select 'Disk file', and press [OK].
(Input file name)



< Export screen >

5-2. Daily T&A output

- Show data of all employee as selected T&A date.
- It is sorted by department. It indicates data of sub-department when you select department.

Daily T&A Output

Find Dept. Date

Include Sub-Dept.

ID Δ	Name	Dept.	Position Name	T&A Name	In	Out	Late	Leave	Early	Basic	Over	Night	Off	Mon...
1111	John	HQ.	Dept. Manager	Weekday	08:51	18:00	00:00	00:00	00:09	08:00	00:00	00:00	00:00	80000
2222	Jack	Dept1	Assistant Manager	Weekday	08:51	21:27	00:00	00:00	00:09	08:00	02:27	00:00	00:00	50000
3333	Dennis	Company	Assistant Manager	Weekday	09:29	18:00	00:29	00:00	00:00	07:31	00:00	00:00	00:00	7000

< daily T&A output screen >

5-3. Personal T&A output

- Show personal output data of selected employee.
- It is sorted by department. It indicates data of sub-department when you select department.

Personal T&A Output

Find Employee Emp. ID
 Name Name

Period ~

ID	Name	Date	T&A Name	In	Out	Late	Leave	Early	Basic	Over	Night	Off	Mon...
1111	John	2006/06/01	Weekday	09:00	23:00	00:00	00:00	00:00	07:55	03:00	01:00	00:00	110000
1111	John	2006/06/02	Weekday	09:16	20:30	00:16	00:00	00:00	07:44	01:30	00:00	00:00	80000
1111	John	2006/06/03	Off Day	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	2006/06/04	Off Day	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	2006/06/05	Weekday	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	2006/06/06	Weekday	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	2006/06/07	Weekday	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	2006/06/08	Weekday	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	2006/06/09	Weekday	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	2006/06/10	Off Day	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	2006/06/11	Off Day	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	2006/06/12	Weekday	#--:--	#--:--	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
1111	John	2006/06/13	Weekday	08:55	19:20	00:00	00:00	00:05	08:00	00:20	00:00	00:00	80000

< personal T&A output screen >

5-4. T&A output summary

- Shows all T&A data when you select the date and press [Output].
- It is sorted by department. It indicates data of sub-department when you select department.

The screenshot shows a window titled "T&A Output Summary". It has a search area with "Find Dept." and a text box containing "Company". There is a checked checkbox for "Include Sub-Dept.". The "Select Month" is set to "2006" and "Year" is "6". There are buttons for "Output", "Report", and "Close". Below the controls is a table with the following data:

ID	Name	Social Num	Dept.	Position Name	Late	Leave	Early	Basic	Over	Night	Off	Money
3333	Dennis	333333-3333333	Company	Assistant Manager	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0
1111	John	111111-1111111	HQ.	Dept. Manager	1:07	0:00	0:31	118:36	5:38	1:00	9:50	1270000
2222	Jack	222222-2222222	Dept1	Assistant Manager	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0

< T&A output summary >

5-5. Absent employee output

- Shows absent employee. Press output after select period.
- It is sorted by department. It indicates data of sub-department when you select department.

The screenshot shows a window titled "Absent Employee Output". It has a search area with "Find Dept." and a text box containing "Company". There is a checked checkbox for "Include Sub-Dept.". The "Period" is set to "2006-06-01" to "2006-06-30". There are buttons for "Output", "Report", and "Close". Below the controls is a table with the following data:

ID	Name	Dept.	Position Name	Date	T&A Name
3333	Dennis	Company	Assistant Ma...	2006/06/05	Weekday
3333	Dennis	Company	Assistant Ma...	2006/06/06	Weekday
1111	John	HQ.	Dept. Manager	2006/06/05	Weekday
1111	John	HQ.	Dept. Manager	2006/06/06	Weekday
1111	John	HQ.	Dept. Manager	2006/06/07	Weekday
1111	John	HQ.	Dept. Manager	2006/06/08	Weekday
1111	John	HQ.	Dept. Manager	2006/06/09	Weekday
1111	John	HQ.	Dept. Manager	2006/06/12	Weekday
1111	John	HQ.	Dept. Manager	2006/06/22	Weekday

< absent employee screen >

5-6. Late employee output

- Shows late employees.

Late Employee Output

Find Dept. Include Sub-Dept.

Period ~

ID	Name	Dept.	Position Name	Date	T&A Name	In	Out	Late
3333	Dennis	Company	Assistant Ma...	2006/06/01	Weekday	09:12	18:00	00:12
3333	Dennis	Company	Assistant Ma...	2006/06/02	Weekday	09:24	18:00	00:24
3333	Dennis	Company	Assistant Ma...	2006/06/08	Weekday	09:20	18:00	00:20
3333	Dennis	Company	Assistant Ma...	2006/06/12	Weekday	09:17	18:00	00:17
3333	Dennis	Company	Assistant Ma...	2006/06/13	Weekday	09:23	18:00	00:23
3333	Dennis	Company	Assistant Ma...	2006/06/15	Weekday	09:11	18:00	00:11
3333	Dennis	Company	Assistant Ma...	2006/06/20	Weekday	09:29	18:00	00:29
3333	Dennis	Company	Assistant Ma...	2006/06/21	Weekday	09:14	18:00	00:14
3333	Dennis	Company	Assistant Ma...	2006/06/23	Weekday	09:16	18:00	00:16
3333	Dennis	Company	Assistant Ma...	2006/06/28	Weekday	09:32	18:00	00:32
3333	Dennis	Company	Assistant Ma...	2006/06/29	Weekday	09:18	18:00	00:18
3333	Dennis	Company	Assistant Ma...	2006/06/30	Weekday	09:14	18:00	00:14
1111	John	HQ.	Dept. Manager	2006/06/02	Weekday	09:16	20:30	00:16
1111	John	HQ.	Dept. Manager	2006/06/14	Weekday	09:17	18:00	00:17
1111	John	HQ.	Dept. Manager	2006/06/19	Weekday	09:20	18:00	00:20
1111	John	HQ.	Dept. Manager	2006/06/21	Weekday	09:14	18:00	00:14
2222	Jack	DeptI	Assistant Ma...	2006/06/06	Weekday	11:53	18:00	02:53
2222	Jack	DeptI	Assistant Ma...	2006/06/13	Weekday	12:43	18:00	03:43
2222	Jack	DeptI	Assistant Ma...	2006/06/27	Weekday	09:17	18:00	00:17

< late employee screen >

5-7. Left employee output

- Shows left employees.

Left Employee Output

Find Dept. Include Sub-Dept.

Period ~

ID	Name	Dept.	Position Name	Date	T&A Name	In	Out	Leave
1111	John	HQ.	Dept. Manager	2006/06/14	Weekday	09:17	17:30	00:30
1111	John	HQ.	Dept. Manager	2006/06/26	Weekday	08:59	15:30	02:30
1111	John	HQ.	Dept. Manager	2006/06/28	Weekday	08:59	17:23	00:37
2222	Jack	DeptI	Assistant Manager	2006/06/05	Weekday	08:56	16:50	01:10

< late employee screen >

5-8. Exit employee data

- Print list about working out of the office.
- You need to check [process exit time].

Exit Employee Output

Find Part: Include Subpart

Period: ~

ID	Name	Dept.	Position Na...	Date	T&A Name	In	Out	Exit	Rtn
1111	John	HQ.	Dept. Mana...	2006/06/13	Weekday	08:55	19:20	08:55	12:11
1111	John	HQ.	Dept. Mana...	2006/06/13	Weekday	08:55	19:20	08:55	08:55
1111	John	HQ.	Dept. Mana...	2006/06/16	Weekday	09:00	19:48	09:10	12:45
1111	John	HQ.	Dept. Mana...	2006/06/16	Weekday	09:00	19:48	09:10	09:10
2222	Jack	DeptI	Assistant ...	2006/06/05	Weekday	08:56	16:50	08:56	10:39
2222	Jack	DeptI	Assistant ...	2006/06/05	Weekday	08:56	16:50	08:56	08:56
2222	Jack	DeptI	Assistant ...	2006/06/08	Weekday	08:48	19:40	08:48	19:40
2222	Jack	DeptI	Assistant ...	2006/06/08	Weekday	08:48	19:40	08:48	08:48

< Exit employee screen >

5-9. Today late employee output

- Shows late employee until today.
- It is possible when the import process.
- Be careful when on the import date.

Today Late Employee Output

Find Dept: Include Sub-Dept.

ID	Name	Dept.	Position Name	T&A Name	Start time	Attend...	Late time
3333	Dennis	Company	Assistant Manager	Weekday	09:00	09:29	00:29

< today late employee >

5-10. Employee info output

- Making list and print all information of registered staff as department.

The screenshot shows a software window titled "Employee Info Output". It contains a search area with a "Find Dept." button, a text input field containing "Company", and a checked checkbox for "Include Sub-Dept.". There are three buttons: "Output" (highlighted), "Report", and "Close". Below the controls is a table with the following data:

ID	Name	Social Num	Dept.	Position Name
3333	Dennis	333333-3333333	Company	Assistant Manager
1111	John	111111-1111111	HQ.	Dept. Manager
2222	Jack	222222-2222222	Dept1	Assistant Manager

< Employee info screen >

5-11. Print T&A schedule

- Print schedule of employee during specific period

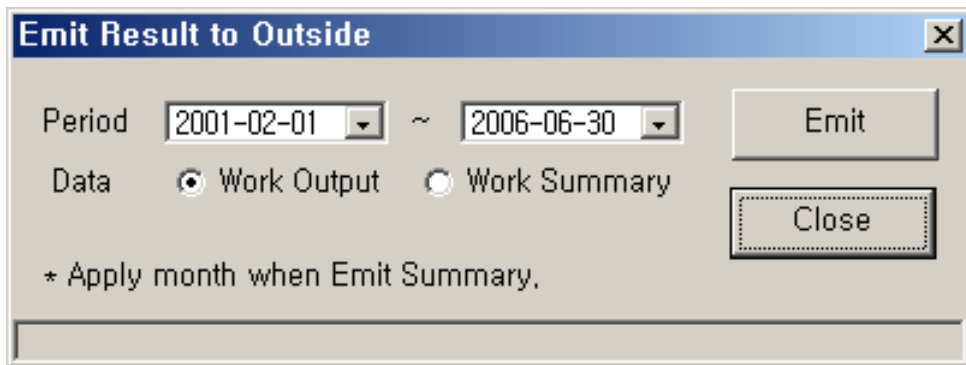
The screenshot shows a software window titled "T&A Schedule Output". It contains a search area with a "Find Dept." button, a text input field containing "Company", and a checked checkbox for "Include Sub-Dept.". There are two date pickers for "Period" showing "2006-06-07" and "2006-06-30". There are three buttons: "Output", "Report", and "Close". Below the controls is a table with the following data:

ID	Name	Dept.	Position Name	Date	day	Ty...	T&A Code	T&A Name
3333	Dennis	Company	Assistant Man...	2006/06/07	Wed	1	1001	Weekday
3333	Dennis	Company	Assistant Man...	2006/06/08	Thu	1	1001	Weekday
3333	Dennis	Company	Assistant Man...	2006/06/09	Fri	1	1001	Weekday
3333	Dennis	Company	Assistant Man...	2006/06/10	Sat	2	2001	Off Day
3333	Dennis	Company	Assistant Man...	2006/06/11	Sun	2	2001	Off Day
3333	Dennis	Company	Assistant Man...	2006/06/12	Mon	1	1001	Weekday
3333	Dennis	Company	Assistant Man...	2006/06/13	Tue	1	1001	Weekday
3333	Dennis	Company	Assistant Man...	2006/06/14	Wed	1	1001	Weekday
3333	Dennis	Company	Assistant Man...	2006/06/15	Thu	1	1001	Weekday
3333	Dennis	Company	Assistant Man...	2006/06/16	Fri	1	1001	Weekday
3333	Dennis	Company	Assistant Man...	2006/06/17	Sat	2	2001	Off Day
3333	Dennis	Company	Assistant Man...	2006/06/18	Sun	2	2001	Off Day
3333	Dennis	Company	Assistant Man...	2006/06/19	Mon	1	1001	Weekday

< T&A schedule print screen >

5-12. T&A output

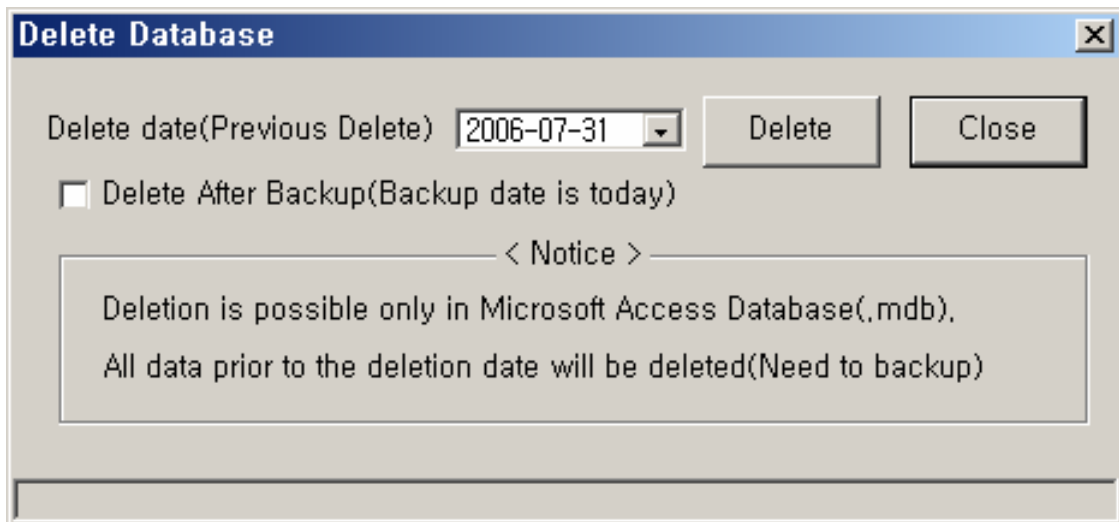
- Transfer processed T&A output and summary to external database.
- ODBC should be registered on "FpEmit" for external transference.
- Period should be per month when select transferring T&A output summary.
(date will be ignored)
- Previous data registered on period that you select will be deleted before data transference.



< external T&A output transference screen >

6-1. Delete data

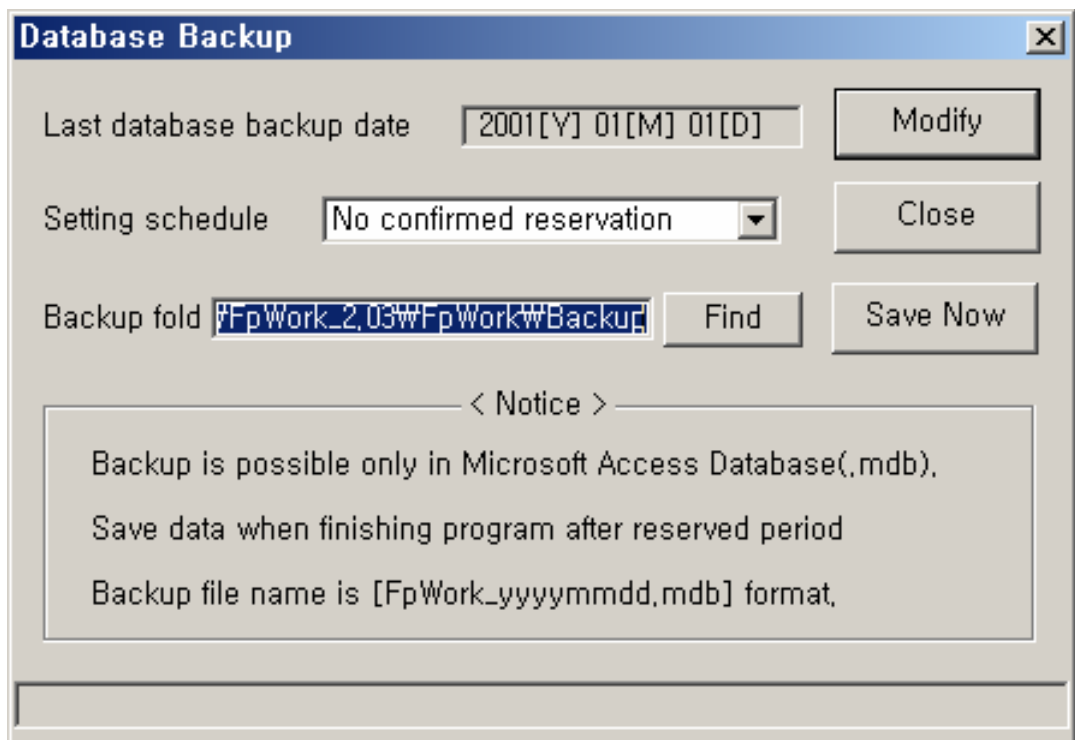
- Delete previous data to reduce the size of database and make process time faster.
- Please be careful to delete data since all entrance and T&A data will be deleted before deletion time.
- You can save data to check [delete after backup]. Refer to [6-2. Database backup].
- Data saving and database compression should be Microsoft Access Database (mdb File)



< Delete database screen >

6-2. Database backup

- Function to backup database.
- The name of backup file will be saved on FpWork_DATE(8 digits).mdb
- The last database backup date will be today when you select [Save now]
- Data saving and database compression should be Microsoft Access Database (mdb File)



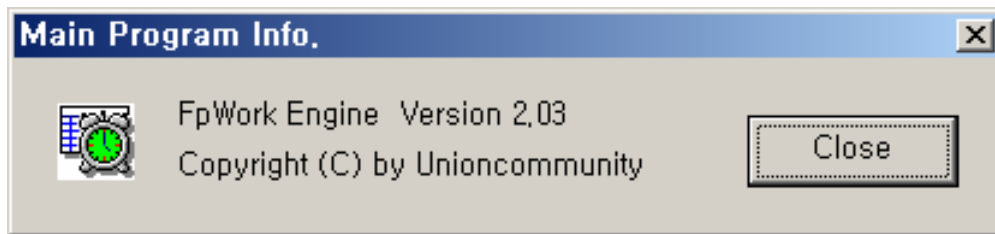
< Database backup screen >

7-1. Main & extend DLL program info.

- Shows information of main and extend dll program.

7-1-1. Main program info.

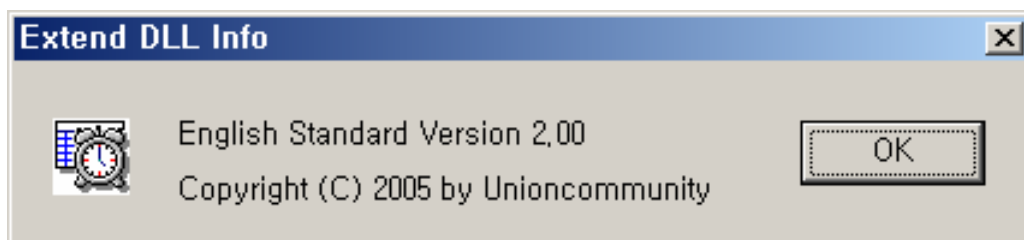
- Shows information and version of main program.



< main program info. screen >

7-1-2. Extend DLL info

- Shows information and version of main program and extend dll.



< extend dll info. screen >