

Technical Support

Shift Config - Advanced Settings

Enable Create Automatic Sign in/out Setting, Exceptional Time Setting, Exception Fixed Time Setting, and Multiple Sign in/out Zone Setting out of Work Hours Registration Settings.

Advanced Settings(Clocking)

Time Frame 06:00 ~ +06:00

Auto Clock

Auto Clock IN 00:00

Auto Clock OUT 00:00

Out of Office Settings

Break by OUT record
Clocking Mode Use only IN key

Break by LEAVE record
Clocking Mode Use all function keys

Break Times

1st Break 00:00 ~ 00:00

2nd Break 00:00 ~ 00:00

3rd Break 00:00 ~ 00:00

4th Break 00:00 ~ 00:00

5th Break 00:00 ~ 00:00

Set Multi Daily Shift Times

1st Band 06:00 ~ 13:00

2nd Band 13:00 ~ 22:00

3rd Band 00:00 ~ 00:00

4th Band 00:00 ~ 00:00

Set Cancel

*Time Frame : Process the record of sign in/out within the applicable zone as time & attendance
- Assignment of the range other than 24 hours available .
(In the event work hours do not exist within 24 hours due to work that exceeds 1 day,
it can be processed with real time by adjusting the processing zone)

*Auto Clock : Sign in/out can be automatically recognized when there is no sign in/out time.

*Auto Clock IN : Applicable input time can be automatically recognized as sign-in time
when there is no sign-in record.

*Auto Clock OUT : Applicable input time can be automatically recognized as sign-out time
when there is no sign-out record.

*Out of Office Settings : Set in case the net work hours except vacant time out of work hours should
be calculated

*Break by OUT record : Check in case the vacant time should be excluded

*Checking Mode

- Use all function keys : Check in case of excluding the vacated time during the days
due to outside duty, etc.

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-Recognize return record only : Calculate the record authenticated in accordance with going-out and return mode

*Break by LEAVE record : Check in case of excluding the vacated time during the days due to outside duty, etc.

*Checking Mode

-Use all function keys : Calculate work hours within all the records authenticated regardless of authentication mode

-Use only IN keys : Calculate the record authenticated in accordance with sign in/out mode only

*Break Times : Set in case there is fixed exceptional times such as lunch time, tea break, etc.

*Exceptional 1~5 : Configurable up to five zones

*Set Multi Daily Shift Times : Apply in case there occurs sign in/out at least two times a day, that is, work schedule is divided into morning shift work-break-afternoon shift work. Each sign in/out time is summed up within the range of morning/afternoon shift works.

Maximum of 4 zones (8 sub divisions) available .

(※ For more information on setting method : [TNA Settings](#))

*Zones 1~4 : Set and assign the time in the zone wider than the range of **Work Hours Registration so that the authenticated record of sign in/out within the zone can be recognized as time & attendance** Before setting, refer to [TNA Settings](#)

* : Save the settings.

* : Close the data without saving them.