

Software Tutorial For Fingerprint Model

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Date	Author	Version	Status	Description

1. ENROLL THE STAFF FINGERPRINT

Assume there is a manufacture company, the name is “BeSeen Control CO.LTD.”, there is a sale department and it has three staffs: Tom,Jack and Jim.

1.1. Enroll the fingerprint on the machine

Ask Tom to enroll the fingerprint, the machine will generate a unique ID for Tom(from 1 to start by default), The ID is very important, it will be used as relation between the time attendance record and the software for further analysis. Tom(also including the boss) will remember that ID “1 “ stands for Tom.

Then, ask jack to enroll the fingerprint, another unique ID 2 will be allocated to Jack.

Ask Jim to register his fingerprint, the unique ID 3 will be allocated to Jim.

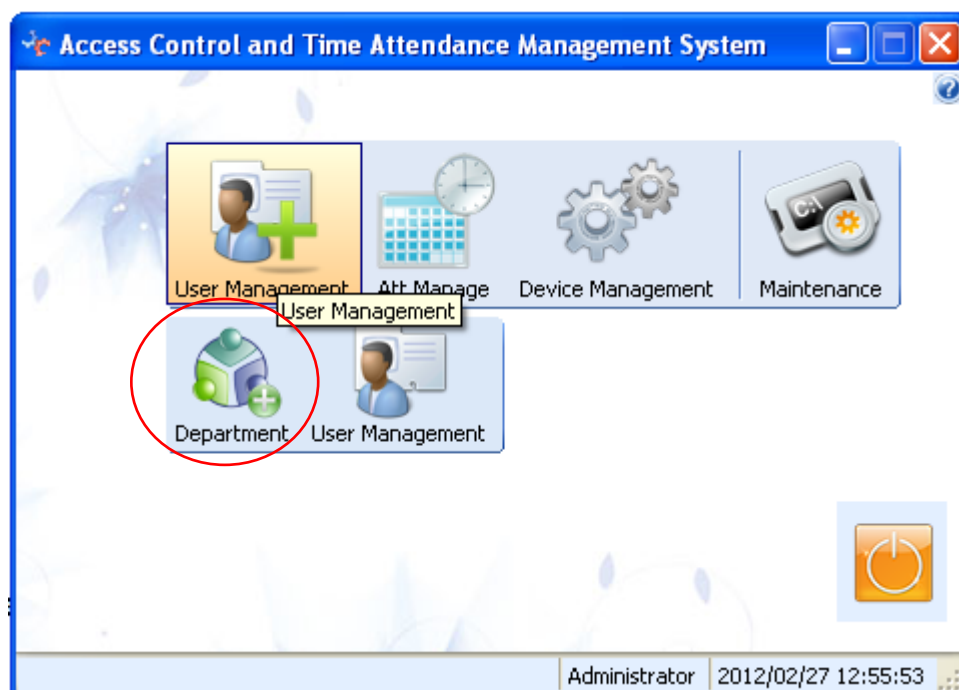
One by one, enroll each staff in the company and every one must remember his/her fingerprint ID.

2. USER MANAGEMENT

First Launch Of Software: Just take all as default value At this stage.

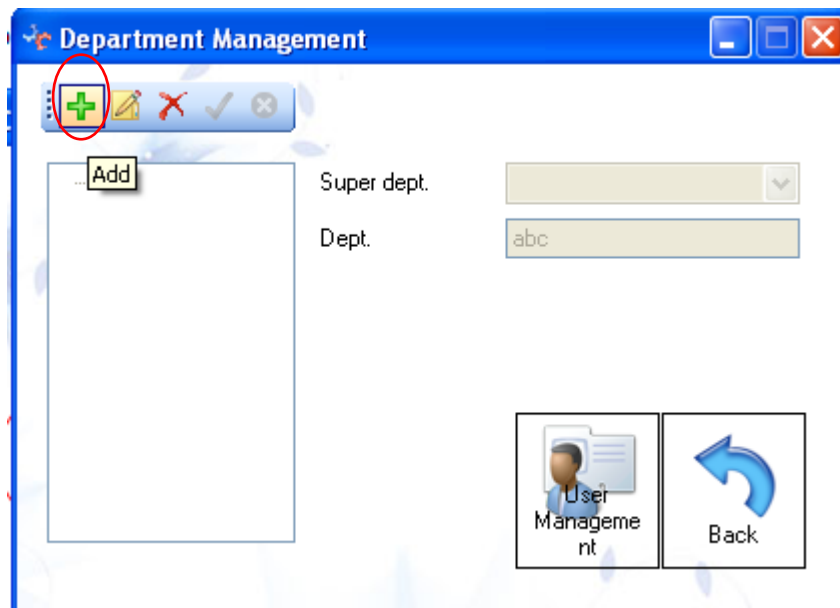
2.1. Add Department

- ✓ Step1: Move mouse to “User Management”, then click “Department”

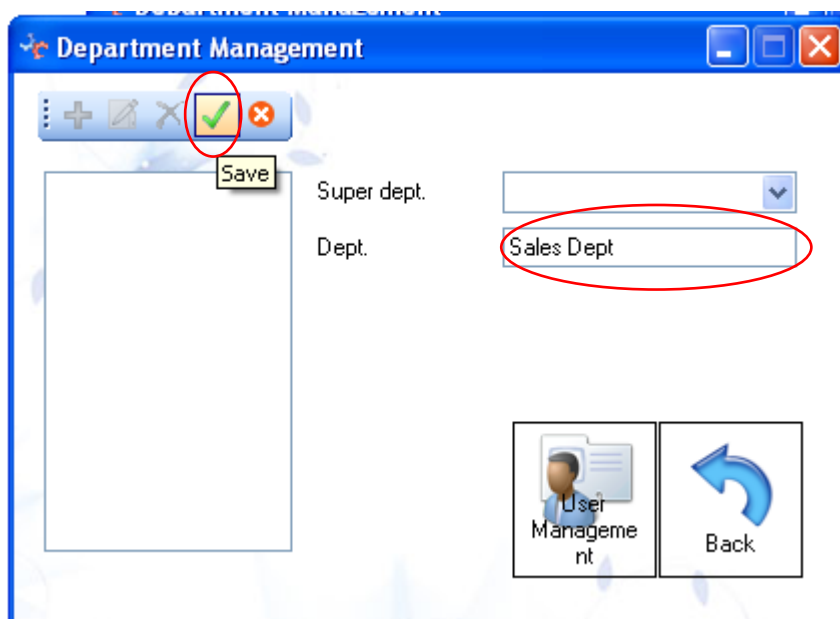


- ✓ Step2: Click “+” to add a new department.

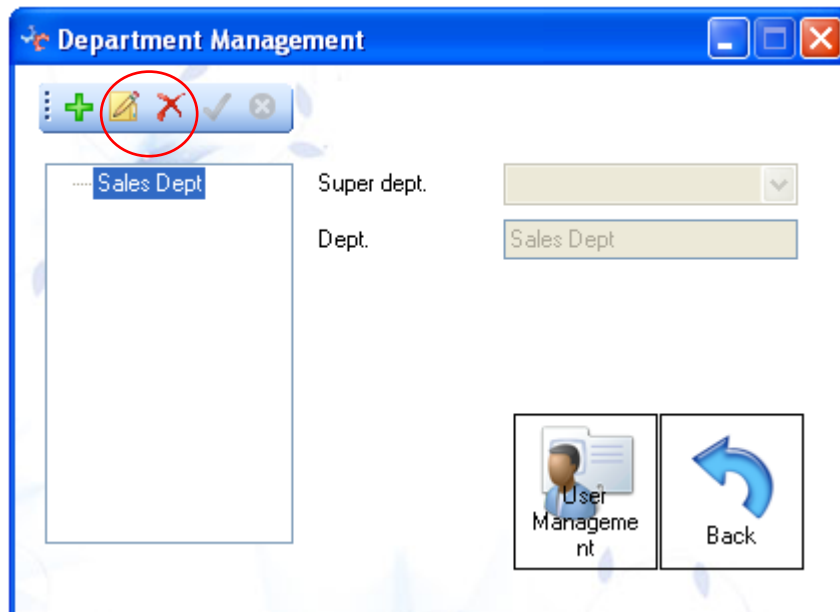
You can create multiple depts here to stand for your organization hierarchy.



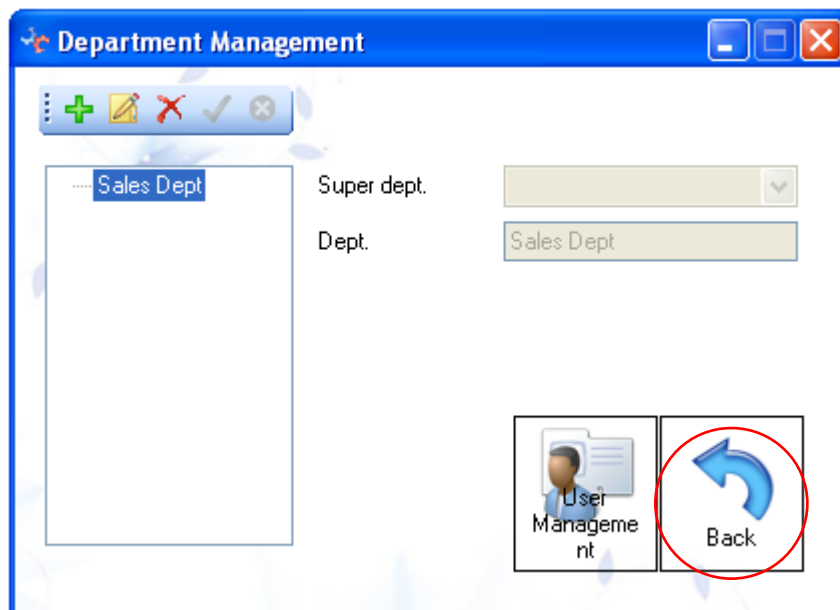
- ✓ Step3: Input the department name and click save.



- ✓ Step4: You can also edit or delete the existing department.

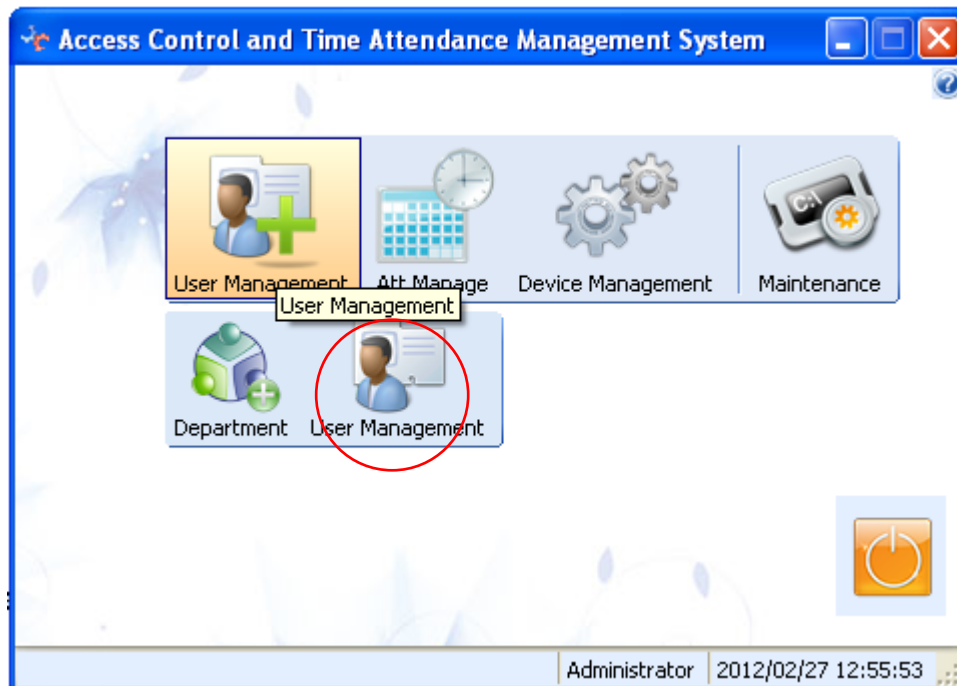


- ✓ Step5: Click "Back" to return to main software interface.



2.2. Add User

- ✓ Step1: Move mouse to "User Management", then click "User Management"

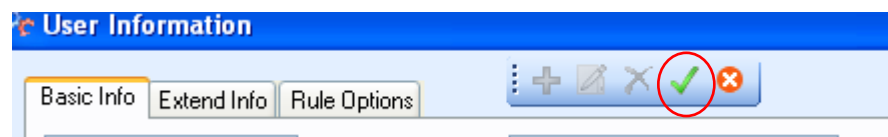


- ✓ Step2: Select the dept the user belongs to. Click “New” to add a new user.

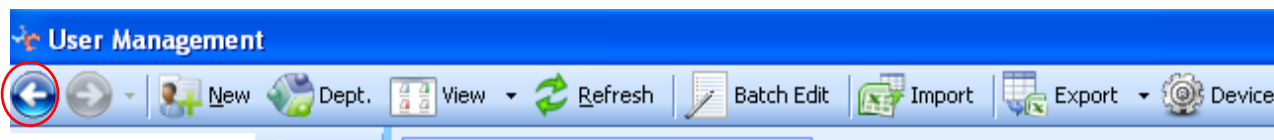
Below fields are important:

- Enroll ID: It **must match** the one registered on device

- Name: Input “Tom” for example. **(This name can be uploaded to device)**
 - User ID: Normally keep it same with enroll ID
 - Click the picture at right side, you can assign a picture for this user.
 - For other fields, you can ignore at this tutorial stage.
- ✓ Step3: Click “Save” to save this user. One by one, you can create all the users(Employees) of your company.



Click “<-“ return to the main software interface.



3. SETUP TCPIP CONNECTION

Here, you need to turn on the fingerprint device and connect it to computer by usb cable.

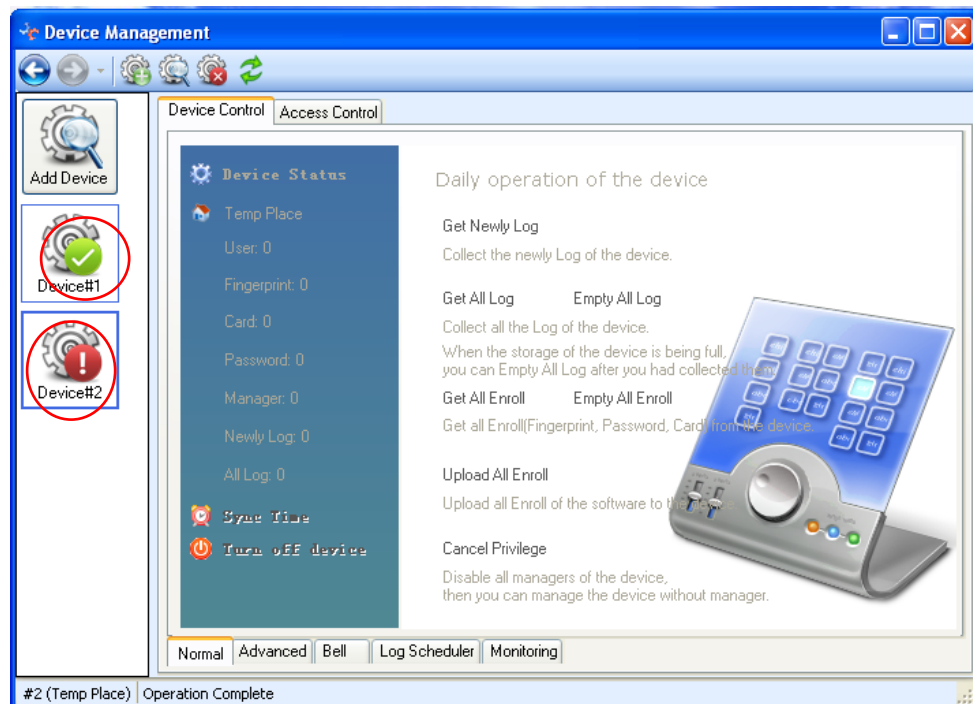
- ✓ Step1:Set IP address/Mask/Gate Way on the time clock hardware device
- For the setting on device, please refer to the hardware manual. Note:
configure from your device:
 - IP address: SET one IP within the same area with your computer
 - subnet mask 255.255.255.0 normally,(Same with your computer)
 - Ddefault gateway: same with your computer gateway address.
- ✓ Step2: From “Device Management”, Click “Connect”



- ✓ Step3: Click “Add Device”, communication choose “TCP/IP”, Device ID is 1, IP address is the one you set on device. then click “Search”



It will display Successful Connect Prompt Box, corresponding to the data searched. Click OK and there will be a green icon of Added Device on the left of the window, as the following. If the connection has problem, there will be a red icon.



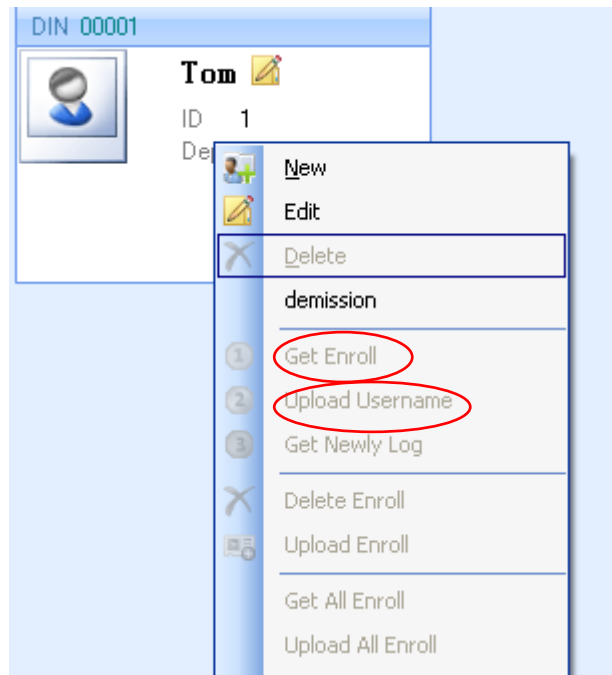
4. THE OPERATIONS WITH DEVICE BY SOFTWARE

All below operation is based on that the usb connection is setup successfully already.

4.1. Upload User Name

- ✓ Step1: Go to “User Management” interface, on the person, right click mouse, there is a menu list display.
- ✓ Step2: Click “Get Enroll” firstly, then click “Upload Username”

Then when Tom punch finger, the time clock screen will display his name: Tom”

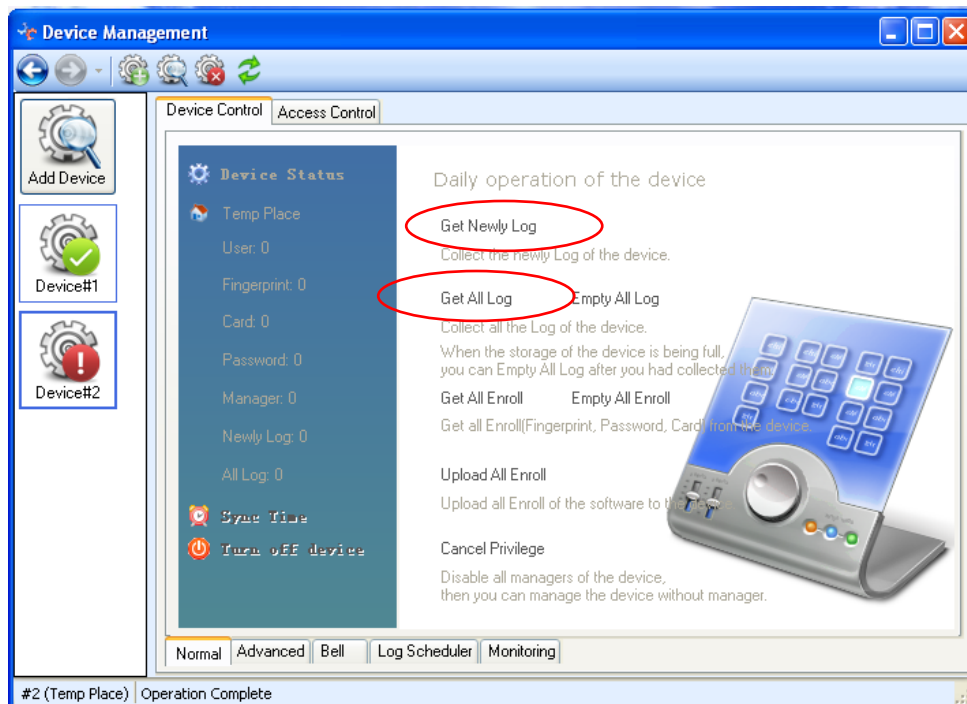


4.2. Download log and check the time records

✓ Step1: "Download Log"

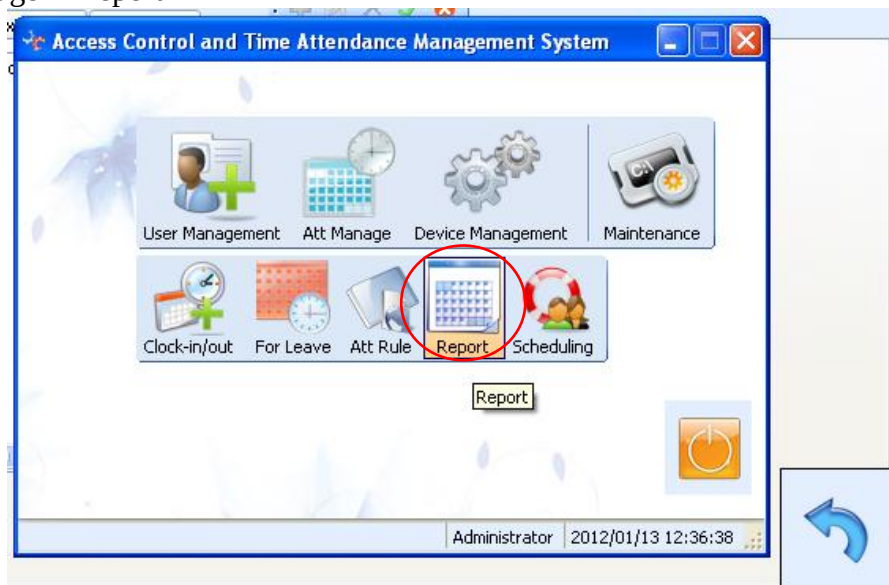
In the device management window, click "Get Newly Log", can download all the latest log from last download time. Download to the software

Click "Get All log" will download all the time records to software.



✓ Step2:"Check the Raw Time Records"

go to: Att Manage-> Report



Here, you can query the raw Clock in/out time records

- Select the employee (one or multiple, or department)
- Select time range
- Click tag page: **"Raw Clock-in/out Log"**
- Then, Click Query, can get the details records.

Report

From: 03-01-2012 To: 03-01-2012

Query Stat. Print Import Export Back

Name User ID Enroll ID

Digital Complex, Inc.

Kyle Aus... 3 3

Raw Clock-In/Out Log Access Control Log Leave Registration Daily Log Daily Att. Monthly Att. Symbol Log Scheduling

Type: All Place: All From: All

	Dept.	User	Name	Enroll ID	Device ID	Place	Clock Time	Att. Type	Remark
1	Digital C...	3	Kyle Austreng	3	1	Entrance Door	2012-01-03 10:15	Clock-in	
2	Digital C...	3	Kyle Austreng	3	1	Entrance Door	2012-01-03 12:12	Clock-out	
3	Digital C...	3	Kyle Austreng	3	1	Entrance Door	2012-01-03 12:47	Clock-in	
4	Digital C...	3	Kyle Austreng	3	1	Entrance Door	2012-01-03 17:12	Clock-out	