# SAC 4000Time attendance software user manual

## 1. Software features

- Use the same database with access control software
- Simple operation, finishing operation by single click, double click, or right click.
- Directly use access control software's records as time attendance records.
- No matter uses can enter or go out, we can take the logs once swiping the cards
- You can set the user to participate in time attendance or not.
- Freely set many time schedules.
- There are 3 level depart. Management We can set different shits and rules for company, depart. and individual.
- Support inter-day card swiping, and free card swiping
- Support time attendance report calculating by day, hour, half an hour, and by minutes.
- Support take morning, evening shift as working overtime, also support fixed working overtime.
- Support this working way of not swiping card between morning and afternoon and support night shift
- Support time attendance result's editing
- Support time attendance result's shift adjustment.
- Support asking for leave and business trip management
- Support color indicating to use different color to stand for different records, and
- Access; Support two database at the same time: MS Access and MS SQL server for option. The default is Access.
- System provide daily record, user can check the operation and management history record, easy to manage and system maintenance.

Providing data importing or exporting function, facilitating customers' work processing.

#### 2. Software installation

2.1After installing software, default user name and PW:

User name: admin

Password:

2.2 If users are more than 1000, we suggest that we use SQL server.

#### 3, System requirement:

Operation system: Windows 98 or above like WIN XP, Win server.

Database: MS Access and MS SQL Server CPU: P2 800M Storage: 256M Display: 1024\*876 For big system with more than 500 pcs of controllers, we suggest you use good CPU and big storage.

## 4. Basic operation procedures.

- 1, Install access control software
- 2, Run the software.
- 3, COM port management
- 4, Device---Add controller--Input serial no. or IP address and model no.
- 5 Door parameters---Choose time attendance point

### (Second) Time attendance operation procedure

- 1, Find "Time attendance" Firstly confirm you choose the device as time attendance point.
- 2, Set a work rest standard, add one shift's days and work time zone.
- 3, Shift arrangement: set a work rest standard like office shift, and add this shift's days and work time zone.
- 4, Set time attendance rules for one company, department.
- 5, Time attendance calculation: Choose one time scope to make calculation.
- 6, Time attendance interface to check calculation result.

1. Open access control software and set relevant access control operations. In device interface as below picture, double click the door icon we need select it as time attendance point. Then choose "Attend time attendance "

Sera Edit door par	rameters	
Name:	Door1	
Door open time(S):	5	(1-65535)99 No limitation
Open overtime(S):	5	1-255
Multi-person:	0	Enter and Exit 🔹
	<ul> <li>Alarm if door is open</li> <li>Double direction test</li> </ul>	overtime
	Attend time attendand	ce
Alarm output -		
Alarm kept time:	10 (1-65535)99 r	means no limitation
Alarm items:	📃 Door alarm	Door is open overtime
	Invalid card	Swipe card during invalid tin
		OK Close

Then choose Time attendance menu and begin operation in the listed operations.

				System+ Manage+	Access control +	Time attendance + Record+ Help+
			<u> </u>		0	Work rest standard
🥭 🍯 🛣	<b>U</b> 🔒		<b>)</b>	28	😐 🔍	Shift
ard Holder Map Card record A	Alarm event Count	Holiday Event type	Camera Option	Log User About	Lock Homepa	Recess
Interface	Status		Model no.	Communication Er	nable Serial no.	Evection Ar
485 (COM1)						Time attendance calculation option
			4 doors	TCP/TP	478114	Time attendance calculate
						Time attendance data
1.Door1 2.	.Door2	3.Door3	4.Door4			

## 2. Work rest standard

Work rest standard is called shift, that is, we set work and rest days and time zone setting. Choose "Work rest standard", Open it, and right click on blank area to add work rest standard.

Siera Staff r	management	
Shipt	Free shift	Serial Name
	Add	
	Config Co	olumn
	Refresh	

§iera Sta	ff management				X
Shipt	Free shift	Serial Name	Time zone1	Time zone2	Time zone3
	Sterra Edit Time Sta	Ind			
	Name: 7 Days				
	Free s	shift			
		OK Close			
		4			
		•			F

Input work rest standard name like: office shift, 3 shifts. We take office shift as example.

7 Days Add Ctrl+Alt+A Edit E Delete Config Column Print Refresh Ctrl+R	7 Days Add Ctrl+Alt+A Edit E Delete Config Column Print ► Refresh Ctrl+R	Time
Add Ctrl+Alt+A         Edit E         Delete         Config Column         Print         Refresh       Ctrl+R	Add Ctrl+Alt+A Edit E Delete Config Column Print Refresh Ctrl+R	
Edit E Delete Config Column Print ► Refresh Ctrl+R	Edit E         Delete         Config Column         Print         Refresh       Ctrl+R	
Delete Config Column Print ► Refresh Ctrl+R	Delete Config Column Print Refresh Ctrl+R	
Config Column Print Refresh Ctrl+R	Config Column Print Refresh Ctrl+R	
Print  Refresh Ctrl+R	Print Refresh Ctrl+R	
Refresh Ctrl+R	Refresh Ctrl+R	

Choose	the	first	day's	work	rest	time	to	edit
Shipt 7 Days	Free shift	Serial Nan	ie	Time zone1		Time zone2		
	Şim	🛥 Edit time fi	eld					
		Name: 1	Monday			Use before	shift	
	Tir	me zone1: 📃 En	able Advan 30	13:42:26 🚔 -	13:42:26 🚔	Delay: 120	Nork ov Night	
	Ti	me zone2: 🔲 En	able Advan 30	13:42:26 🚔 -	13:42:26 🚔	Delay: 120	Work ov Night	
	Ti	me zone3: 📃 En	able Advan(30	13:42:26 🚔 -	13:42:26 🚔	Delay: 120 🔲 V	Nork ov Night	
		Can not sw	pe card during ti	me zone1 and time	e zone2			
		🗌 Today not v	vork					
		record in and I	as per time zone ast out working overtin	1, or record card s ne if swiping card o	wiping time as during not worki	per first ing time		
		Unit:Minute						
						ОК	Close	

Input time name like Monday, The first day to ask us to remember easily.

Enable time zone, system make 3 time zone as per time attendance demand.

Advance: How many minutes stuff can swipe card in advance. If over this time, the records will not be calculated.

Delay: How many minutes stuff can delay card swiping. If over this time, the records will not be calculated. Night: Means that this card wiping is at night. We can take this as working overtime from the below night time attendance strategy. After setting, press OK to store the setting The same as the above operation, right-click on the blank o the dialog interface can increase the other schedules

Note: schedules days must be determined by the cycle of the work time, including rest time, such as administrative class, which is suitable for work time from Monday to Friday, Saturday and Sunday to rest time, regular cycle is seven days, so the schedule time we should set up to seven days, just Saturday and Sunday is not enabled. As follows.

Shipt	Free shift	S T	Name	Time zone1	Time zone2	Time zone3
7 Days		1	Monday	08:00-12:00	14:00-18:00	
		2	Tuesday	08:00-12:00	14:00-18:00	
		3	Wednesday	08:00-12:00	14:00-18:00	
		4	Thursday	08:00-12:00	14:00-18:00	
		5	Friday	08:00-12:00	14:00-18:00	
		6	Saturday	08:00-12:00	14:00-18:00	
		7	Sunday	08:00-12:00	14:00-18:00	

## Siera Staff management

Work-rest standard is to have the summarize and set on the work and rest time . The rest time can't be omitted.

If set three shifts work and rest standard, it may 21 days be one circulation, so you should set up for 21 days of work and rest time.

If set big and small weeks such as work and rest standard, it may15 days be one circulation, so you should set up 15 days of work and rest time.

What kind of work and rest standard and work and rest days, finally according to the actual need to determine.

### 3. Time attendace system

Attendance system is set up in what time zone to perform what work and rest standard, can for the company, department, group and individual set up separately.General for the entire company need to set up one time attendace system, if some departments or personnel attendance system is different from the company, may need to set up separately for these departments and personnel.

Choose time attendance drop-down menu - attendance scheduling, open the scheduling dialog

Department Position User	Serial no. Da	ate Week	Work or rest source	Timezone1	Timezone2
Department Position User Depart. name ⊡ All └─ Sales	Serial no. Da	ste Week	Work or rest source Add Ctrl+Al Edit Delete Add strategy Modify strateg Delete strategy Config Column	Timezone 1 t+ A y	Timezone2
		-	Print Inquiry Ctr Refresh Ctr	I+Q 11+R	
Serial no.	Time	Source	Explanation		Event

Chose all of the left, and on the right of will automatically arrange the schedule of work and rest time samples in 30 days, right-clicking on schedules, choose to increase

	Type <b>:Company</b> Name <b>:Company</b>			
Tim	e period: 21/04/201	4 🗐 🕶 Monday		
Work rest	standard: 7 Days		•	-
Work at the s	ame day: 1.Monday		•	
	Seperat	ely choose		
Name	Time zone1	Time zone2	Time zone3	
1. Monday	08:00-12:00	14:00-18:00		
2. Tuesday	08:00-12:00	14:00-18:00		
3. Wednesday	08:00-12:00	14:00-18:00		
4. Thursday	08:00-12:00	14:00-18:00		
5. Friday	08:00-12:00	14:00-18:00		
6. Saturday	08:00-12:00	14:00-18:00		
7. Sunday	08:00-12:00	14:00-18:00		

Set up the work and rest time attendace system to the company object: note to properly set the date range (start time and end time), select work and rest standard and on the day of work..The day on work is what's the work and rest on that day time on the start date in the date range ,such as the above 2013/12/1 this day is

Sunday, the day to work in the administrative class time should choose seventh day in administrative class, which is on Sunday, as shown above.

After setting up, point the OK to save the setting..

### 4. Time attendance strategy

Attendance strategy is how to come to work, how to assessment the staff attendance.Such as how many minutes late is late, how much time is absenteeism, etc.Must be set at least one strategy for the whole company, if some departments or people with different from company, you have to separate set to these departments and people.

Select all in attendance scheduling dialog box on the left, then right click again on the right interface schedules point, choose to add strategy, open the attendance strategy edit box

Serial no.	Date	Week	Work or rest source	Timezone1	Timezone2	Timezon
1	01/04/2014	Tuesday				
2	Sizra Edit strated	v				
3						
4	Tvo	e. Com	nanv			
5	i y p		, any			
6	Nam	e: Com	pany			
7	Nam	e. Offic	.a			
8	Nam		м м			
9	Date scop	e: 01/0	1/2001 🔲 🛪 Mond	ay		
10		00/0	2/2022			
11		09/0	2/2022			
12		arby A	haanaa Quartima	Haliday		
13		апу үн	bsence Overtime	Holiday		
14				and the last last of the		
15	Permit	being la	ate: 1	permit being late in	night shift: 1	
16	ermit being late i	foverti	ne: 1			
17		overen	La	ter more than this time,	take it as absence	
18	Permit being late	e if holid	ay: 1 3	}		
19						
20	99 means no	limit!				
21						

Set the strategy execution time range (start time and end time), fill in the assessment method of late, leave early, absenteeism, work overtime, holidays, point OK to complete.

### 5. Work attendance calculation

After setting the work and rest standard, the work attendance system, attendance strategy, and then set up the calculation of some parameters, can proceed to the calculation and analysis of check on work attendance.

Setting the calculation options before calculation .

#### Choose attendance drop-down menu - attendance calculation options dialog

Sizera Attendance check options
Work time Overtime Absence Ask for leave Travel Others
<ul> <li>Use standard time</li> <li>Use real card event time</li> </ul>
<ul> <li>Work time includes overtime's time at the same time</li> <li>Deduct lateness and leave early time if calculating as per work rest standard</li> </ul>
Unit: Minute 🔻 📝 Ignore lack 1 unit part
OK Close

Setting calculation unit, such as calculation conditions, point OK to complete modification. No modification can have no operating.

Siera Time a	ttendance check
Time:	From 24/04/2014 ▼ 0:00:00 ↓ To 24/04/2014 ▼ 23:59:59 ↓
Card no.:	•
User no.:	-
Name:	•
English name:	<ul> <li>Already include calculated attendance data</li> </ul>
Depart.:	· · · · · · · · · · · · · · · · · · ·
Position:	Option
	OK Close

Select the attendance calculation range: time range, department, card number, name, etc to have the Filtering calculation

Calculation process:

	🐨 Analyze data	
	🥅 Calculate time attendance	
	M Store	
ALINA		7/25
	28%	

#### 6. Work attendance result

Attendance is evaluated, you can view the report data, also can undertake the report output.

Sea	rch:													
Serial	User no.	Name	Englis	Depart.	Position	Status	Data	Week	Time zone1	Time zone2	Time z	Set	Source	Stragety
1	1001	BEN		LOGI			2013/12/1	Sunday	10 - 10 - 10 - 10 - 10 - 10 - 10 - 10 -		1.00		Company 7 DAY'S SHIFT-SUNDAY	OFFICE STAFF AT
2	1001	BEN	1	LOGI			2013/12/2	Monday	08:00-12:00	14:00-18:00			Company 7 DAY'S SHIFT-MONDAY	OFFICE STAFF AT
3	1001	BEN		LOGI			2013/12/3	Tuesday	08:00-12:00	14:00-18:00			Company 7 DAY'S SHIFT-TUESDAY	OFFICE STAFF AT
4	1001	BEN		LOGI			2013/12/4	Wedne	08:00-12:00	14:00-18:00	1		Company 7 DAY'S SHIFT-WEDNESDAY	OFFICE STAFF AT
5	1001	BEN		LOGI			2013/12/5	Thur s day	08:00-12:00	14:00-18:00			Company 7 DAY'S SHIFT-THURSDAY	OFFICE STAFF AT
6	1002	ALINA		SALE			2013/12/1	Sunday			1		SALES DEPT. 7 DAY'S SHIFT-SUNDAY	OFFICE STAFF AT
7	1002	ALINA		SALE			2013/12/2	Monday	08:00-12:00	14:00-18:00			SALES DEPT. 7 DAY'S SHIFT-MONDAY	OFFICE STAFF AT
8	1002	ALINA		SALE			2013/12/3	Tuesday	08:00-12:00 14:00-18:00				SALES DEPT. 7 DAY'S SHIFT-TUESDAY	OFFICE STAFF AT
9	1002	ALINA		SALE			2013/12/4	Wedne	08:0 Wo			SALES DEPT. 7 DAY'S SHIFT-WEDNESDAY	OFFICE STAFF AT	
10	1002	ALINA		SALE			2013/12/5	Thursday	08:0 Use			SALES DEPT. 7 DAY'S SHIFT-THURSDAY	OFFICE STAFF AT	
11	1003	CRYSTAL		SALE			2013/12/1	Sunday	Car			SALES DEPT. 7 DAY'S SHIFT-SUNDAY	OFFICE STAFF AT	
12	1003	CRYSTAL		SALE			2013/12/2	Monday	08:0	08:0			SALES DEPT. 7 DAY'S SHIFT-MONDAY	OFFICE STAFF AT
13	1003	CRYSTAL		SALE			2013/12/3	Tuesday	08:0				SALES DEPT. 7 DAY'S SHIFT-TUESDAY	OFFICE STAFF AT
14	1003	CRYSTAL		SALE			2013/12/4	Wedne	08:0	08:0			SALES DEPT. 7 DAY'S SHIFT-WEDNESDAY	OFFICE STAFF AT
15	1003	CRYSTAL		SALE	5		2013/12/5	Thur s day	08:0 Edit	card record			SALES DEPT. 7 DAY'S SHIFT-THURSDAY	OFFICE STAFF AT
16	1004	JACK		SALE			2013/12/1	Sunday	Edit	t note			SALES DEPT. 7 DAY'S SHIFT-SUNDAY	OFFICE STAFF AT
17	1004	JACK		SALE			2013/12/2	Monday	08:0 Del	ete			SALES DEPT. 7 DAY'S SHIFT-MONDAY	OFFICE STAFF AT
18	1004	JACK	1	SALE			2013/12/3	Tuesday	08:0 Cor	fia Column			SALES DEPT. 7 DAY'S SHIFT-TUESDAY	OFFICE STAFF AT
19	1004	JACK		SALE			2013/12/4	Wedne	08:0				SALES DEPT. 7 DAY'S SHIFT-WEDNESDAY	OFFICE STAFF AT
20	1004	JACK	1	SALE			2013/12/5	Thursday	08:0 Prin	t	·		SALES DEPT. 7 DAY'S SHIFT-THURSDAY	OFFICE STAFF AT
21	1006	TOM		LOGI			2013/12/1	Sunday	Ref	resh Ctrl+R			Company 7 DAY'S SHIFT-SUNDAY	OFFICE STAFF AT
22	1006	TOM		LOGI			2013/12/2	Monday	08:0 Sea	rch Ctrl+O			Company 7 DAY'S SHIFT-MONDAY	OFFICE STAFF AT
23	1006	TOM		LOGI			2013/12/3	Tuesday	08:00 12.00	14.00 10.00			Company 7 DAY'S SHIFT-TUESDAY	OFFICE STAFF AT
24	1006	TOM		LOGI			2013/12/4	Wedne	08:00-12:00	14:00-18:00			Company 7 DAY'S SHIFT-WEDNESDAY	OFFICE STAFF AT
25	1006	TOM		LOGI			2013/12/5	Thur sday	08:00-12:00	14:00-18:00			Company 7 DAY'S SHIFT-THURSDAY	OFFICE STAFF AT

Attendance data: Choose attendance drop-down menu - attendance data

Right-clicking on the data table can edit and inquiry the attendance data.

Modify the card record : The actual card record can be modified.

Adjust the schedule : If the day's work-rest standard is not correct, can be adjusted freely here

**Recalculate:** If you modify the card record or modify the attendance settings, can have one new recount for this rows .

**Modify the attendance records :** Can modify the results of work attendance, such as late, leave early, working hours and other specific data.

**Inquiry :** can set the filter conditions to inquiry attendance data, and can export the data you inquired. The exported data is the same with the inquired data, namely, what you see is what you get.

Choose attendance drop-down menu, staff attendance statistics

Code	Name	Dept	Position	Late	Leave	Absence	Work	Lateness ti	Leave early	Absence times	Work overti	Work time	Ask fo	Travel
1001	BEN	LOGISTICS				8				2				
1002	ALINA	SALES DEPT.				luny	Ctrl+O			2				
1003	CRYSTAL	SALES DEPT.			4	ury	CurrQ	_		2	<u>,</u>			
1004	JACK	SALES DEPT.			C	onfig Co	lumn			2				
1006	TOM	LOGISTICS			P	Print		•		2				
Tatol					R	efresh	Ctrl+R			10				

According to a person, a department, or a job to have the filter statistics, inquiry results, exporting the report.

**Import the report :**right-click on the inquired attendance record, choose print - select import format - named - save

Sea	rch:															
Serial	User no.	Name	Englis	Depart.	Position	Status	Data	Week	Time zone1	Time zone2	Time z	Set	Source	Stragety	Card s	C
1	1001	BEN		LOGI			2013/12/1	Sunday	1.000				Company 7 DAY'S SHIFT-SUNDAY	OFFICE STAFF AT		
2	1001	BEN		LOGI			2013/12/2	Monday	08:00-12:00	14:00-18:00			Company 7 DAY'S SHIFT-MONDAY	OFFICE STAFF AT		Τ
3	1001	BEN		LOGI			2013/12/3	Tuesday	08:00-12:00	14:00-18:00			Company 7 DAY'S SHIFT-TUESDAY	OFFICE STAFF AT		Т
4	1001	BEN		LOGI			2013/12/4	Wedne	08:00-12:00	14:00-18:00			Company 7 DAY'S SHIFT-WEDNESDAY	OFFICE STAFF AT		T
5	1001	BEN		LOGI	-			1	08:00-12:00	14:00-18:00			Company 7 DAY'S SHIFT-THURSDAY	OFFICE STAFF AT		
6	1002	ALINA		SALE		wor	KREST SETTIN	ıg					SALES DEPT. 7 DAY'S SHIFT-SUNDAY	OFFICE STAFF AT		Т
7	1002	ALINA		SALE		User	into		08:00-12:00	14:00-18:00			SALES DEPT. 7 DAY'S SHIFT-MONDAY	OFFICE STAFF AT		
8	1002	ALINA		SALE		Card	record		08:00-12:00	14:00-18:00			SALES DEPT. 7 DAY'S SHIFT-TUESDAY	OFFICE STAFF AT		T
9	1002	ALINA		SALE		Reca	lculate		08:00-12:00	14:00-18:00			SALES DEPT. 7 DAY'S SHIFT-WEDNESDAY	OFFICE STAFF AT		
10	1002	ALINA		SALE		Edit	attnedance	data	08:00-12:00	14:00-18:00			SALES DEPT. 7 DAY'S SHIFT-THURSDAY	OFFICE STAFF AT		
11	1003	CRYSTAL		SALE		Edit	card record						SALES DEPT. 7 DAY'S SHIFT-SUNDAY	OFFICE STAFF AT		T
12	1003	CRYSTAL		SALE		Edit	eard record		08:00-12:00	14:00-18:00			SALES DEPT. 7 DAY'S SHIFT-MONDAY	OFFICE STAFF AT		
13	1003	CRYSTAL		SALE		Edit	note		08:00-12:00	14:00-18:00			SALES DEPT. 7 DAY'S SHIFT-TUESDAY	OFFICE STAFF AT		Т
14	1003	CRYSTAL		SALE		Delet	te		08:00-12:00	14:00-18:00			SALES DEPT. 7 DAY'S SHIFT-WEDNESDAY	OFFICE STAFF AT		T
15	1003	CRYSTAL		SALE		Conf	ig Column		08:00-12:00	14:00-18:00			SALES DEPT. 7 DAY'S SHIFT-THURSDAY	OFFICE STAFF AT		T
16	1004	JACK		SALE		Duint			Duintau	1			SALES DEPT. 7 DAY'S SHIFT-SUNDAY	OFFICE STAFF AT		T
17	1004	JACK		SALE		Print			Printer	14:00-18:00			SALES DEPT. 7 DAY'S SHIFT-MONDAY	OFFICE STAFF AT		
18	1004	JACK		SALE		Ketre	esh	Ctrl+R	Excel	14:00-18:00			SALES DEPT. 7 DAY'S SHIFT-TUESDAY	OFFICE STAFF AT		T
19	1004	JACK		SALE		Sear	ch (	Ctrl+Q	Word	14:00-18:00			SALES DEPT. 7 DAY'S SHIFT-WEDNESDAY	OFFICE STAFF AT		
20	1004	JACK		SALE	_	-	2013/12/5	Thursday	TXT	14:00-18:00			SALES DEPT. 7 DAY'S SHIFT-THURSDAY	OFFICE STAFF AT		
21	1006	TOM		LOGI			2013/12/1	Sunday	Html				Company 7 DAY'S SHIFT-SUNDAY	OFFICE STAFF AT		