For more information, and code on
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CrossChex Lite

User Manual

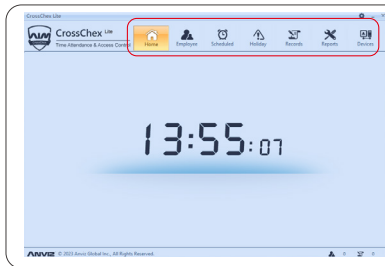Professional Fingerprint Time Attendance & Access Control
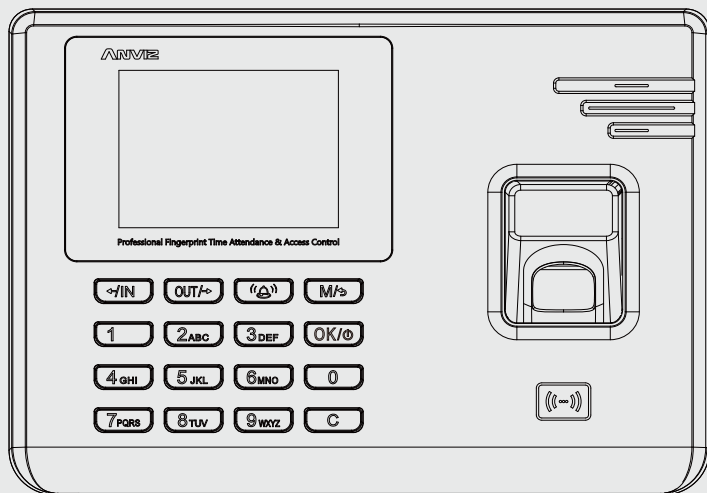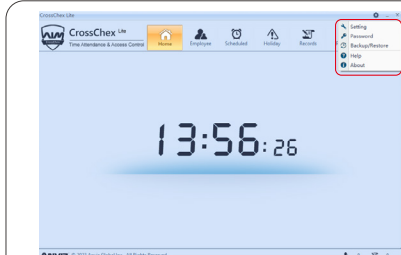
Directory

# Cross Chex Lite Introduction

Home Page

Employee: Add, Modify and Delete employees.

Schedule: Working Hours Setting

Holiday: Setup public holiday which do not schedule the working hours.

Records: Check time attendance records and modify the records maually.

Device: Setup the time attendance device.

System Setting Menu

Click the 图片 icon to active the systme setting menu.
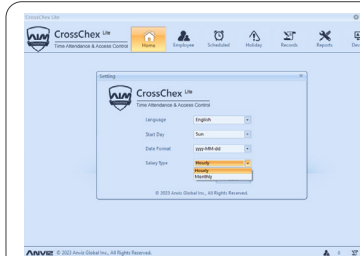
Language: Software Language display.
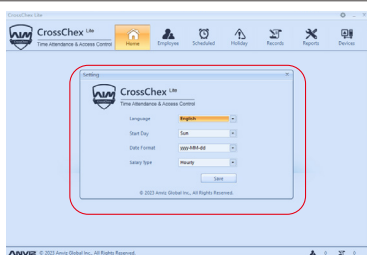
Start Day: The start day of a week.

Data Format: The data display format.

Salary Type: Support Hourly and Monthly salary type. Different salary types require different working hours.

Schedule & Salary Type

The CrossChex Lite software support two salary types.

Hourly: Work hours is flexible per day as long as the total duration of the week is compliant.

For Example: Mondays – Fridays 40 hours per week.

Monthly: Days & Times are fixed, and punctuality is emphasized.

For Example: Mondays – Fridays from 10:00 am to 5:00 pm.

Schedule - Hourly

Select the "Schedule" options click "Add" to create the shift.

Notice:
The hourly mode support the overnight shift.

Function	Description
Shift Name	Set the shift name
Overtime	Set the overtime rule
Weekend Hours Add Overtime	Weekend hours are counted as overtime
Holiday	Days for holidays
Vacation	Days for Vacation
Sick	Sick days per year
Regular Pay Rate	Enter a rate here for nornal surcharge
Overtime Pay Rate	Enter a rate here for overtime surcharge
Round Clock	After a number of x minutes, it is automatically switched to a hour rounded up
Default Ruler	Set as a Default shift
Split TimeSheets	We recommend only changing this setting if your team works through midnight with night shifts

Schedule-Monthly

| Function	Description
Shift Name	Name of Shift
Weekend Day	The days of the weekend here
On Duty	Start of Work
Off Duty	End of Work
Rest Time Res	Set the Rest time here (No Paid)
Time interval between Overtime and Clock-in	This value is not counted as overtime when before duty start
Time interval between Overtime and Clock-out	This value is not counted as overtime when after duty off
Calculate weekend working as Overtime	Weekend hours are counted as overtime
Default Rules	Set as a Default shift automatically assign to employee

Device management

The CrossChex Lite supports connect the GC series by network and USB Cable.

Connect by Network

Step 1: Setup device network

Please plug the network cable and select the "Network" in the deivce menu. Select the "Ethernet Server" mode and setup the device network informtion (Device Local IP, Gateway and Subnet Mask) in the "Common" options.
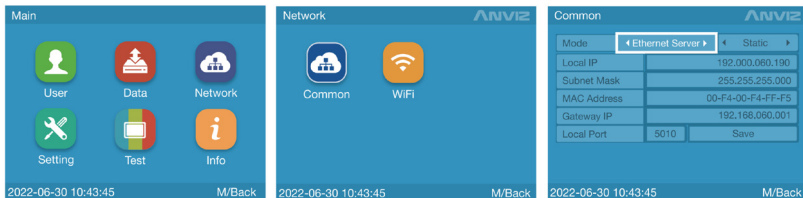

Notice:

1. Please contect your system administrator to get the device network information.

2. We recommend please keep the GC series device and software in the same network.

3. Please follow the GS series User Guide to setup the WiFi connection.

Step 2 Add Device

In the software "Device" option, click "Add Device" and in the follow window you can see all the devices connected via LAN.

You can select the device and modify the device information or click "Save & Add to list" to add device.
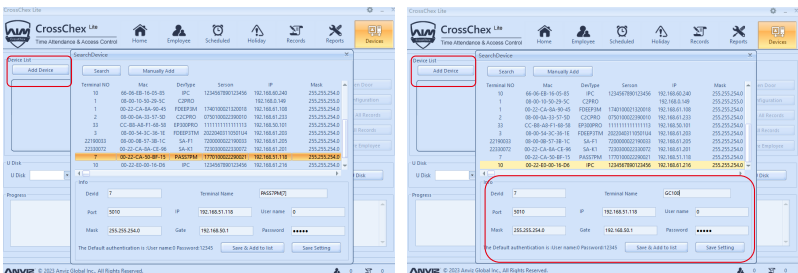
Manually Connect Device

In the software "Device" option, click "Add Device" and in the follow window you can click "Manually Add" to add a device.
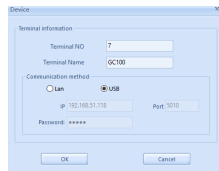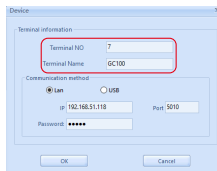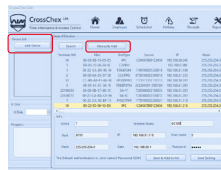

Please fill Terminal No and re-name the device in the Terminal Name. And select the device Communicaiton Method you have conneced with software.

Lan: Please fill the device IP address, Port (The default is 5010 do not need modify it) and

Communication Password (Need active in the device menu and default is Null.)

USB: Please plug the USB cable in the device.

How to get the Terminal No.

Please select the "Setting" in the deivce menu and select the "Device" option to get the Device ID. The device ID is unique in the CrossChex Lite software and cannot be repeated. You can modify the Device ID in the device menu.
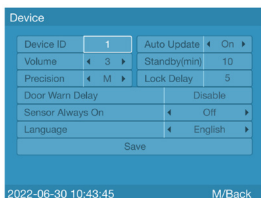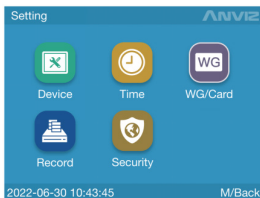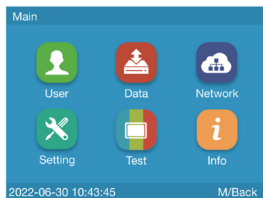

Setting with Device

After Successfully added device, Click "Test Connect" to testing the device connection with software and synchronize the device time with system.
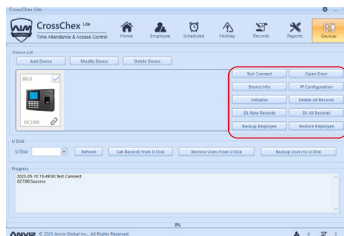
Function	Description
Test Connect	Testing the connection to the device
Open Door	Remote Opend the door by software (Only with GC150)
Device Info	Displays the device information
IP Configuration	Setup the device IP address
Initialize	The device will restore factory settings and all data was deleted
Delete All Records	Delete all recordings in the device
DL New Records	Download the new records
DL All Records	Download the all records
Backup Employee	Download and save all employees Information in the software
Resotre Employee	Upload employee information to the device

User Management

Dept.Info: Click "Add" to create company organizational structure. Support two level departments.
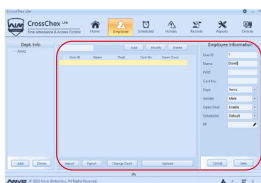
Add & Edit Employee:

Manual add or edit employee information (User ID, Name, Register verify user Pasword and RFID Card, Assigned the department, shceule the shift and setup user's pay rate.)
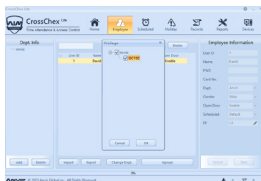
Import & Export:

Import and Export user infotmation by Excle File (.xle)
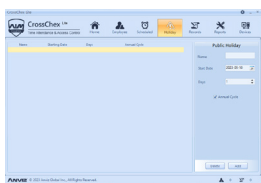
Change Dept:

Manually batch modify employee's departments.

Upload Employee

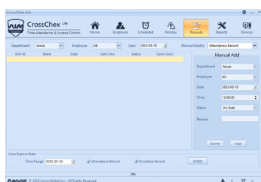Click "Upload" to upload user information to the assigned device.

Holiday Setup

Setup public holiday days. The scheduling will automatically bypass the holidays.

Name: The festival and holiday name.

Start Date: The star date of the festival and holiday.

Days: Duration Date of the the festival and holiday.

Records

After running the download the record is in the "Device" option.

You can check and manually handle the employee's record here.

You can inquiry the records by "Department", "Data" and inquiry assigned employee's records.

Manuall handle Reocrds

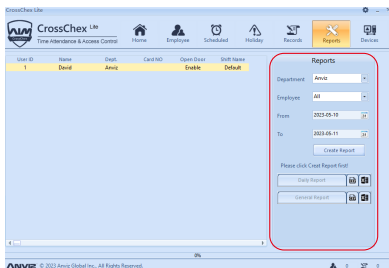The CrossChex Lite supports manually add, delete records and add employee's leave reuqest to correcting employee's attendance records.
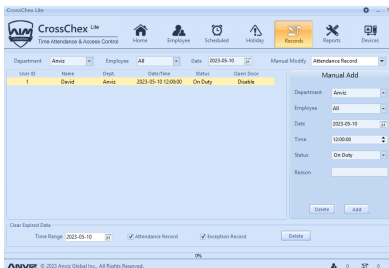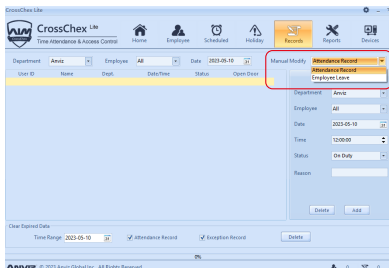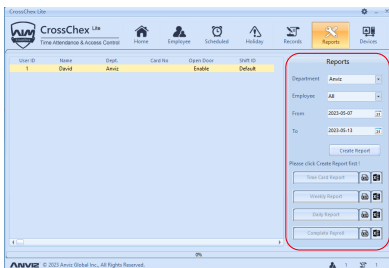

Reports

Click "Create Report" button, according to the conditions to create the reports. And select the report mode you need.

Hourly Mode Report   Monthly Mode Report

Notice: The report can be export as .CVS and .XLS flies.

FAQ

Does the CrossChex Lite support running in the Mac OS or another OS?
Sorry. The CrossChex Lite only support running in the Windows OS. It is desktop onsite software.

How many devices can be connected with CrossChex Lite software?
That's depends on the device's connection method.
The USB communication mode, the software only supports one device connect with software.
Under the Network communication mode, to ensure the software user experience, we recommend linking less than 10 devices.

What database does the CrossChex Lite software use?
The CrossChex Lite default use MS-Accesss database and only support the MS-Access database.

How to ensure the security of user information (user fingerprint and information)?
The CrossChex Lite is locally-onsite software the user informaiton only store in the local database and device. You can control all your user's information.

The user fingerprint data is the encrypted fingerprint template data not the finger image. And fingerprint template data cannot be converted into fingerprint images.

Question?

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