Anviz Biometric Recognition

Management Software

CrossChex Standard User Manual

Version: Standard V1.0

Brief Introduction

Main Functions and Applications of CrossChex Software

Complete user authority management including user operation authority, department management authority and device management authority.

Managing fingerprint, face, iris and other biometric recognition devices and communicating with those devices to transfer data including uploading & downloading user information, recognizing records and setting operation parameter, etc..

Common attendance management function with flexible setting: different shifts (routine shift, changing shift, intelligent shift, etc.), exact records for late, early leave, overtime, not coming, ask for leave and work time, etc.

Different access control group and time zones to manage users.

Application Situation

Complying with our self-developed fingerprint, facial, iris, etc. devices, CrossChex Standard integrates intelligent management of time attendance and relevant functions of access control. It has been widely used in many office buildings and factories across the world, continuously serving access control and management requests from many companies with stable performance, accurate calculation, safe management and high intelligence.

Performance Parameter

Fingerprint Recognition Speed: 1:1000 < 1 second

Low CPU, RAM<10MB, Disk<100MB

Applicable to conference call, biometric fingerprint/facial/ iris consumption, ID recognition etc..

Complete and flexible user management, easy setting of different shifts and accurate calculation of daily and monthly attendance of all staff.

Key Technology and Specialties

Using physiological characters like fingerprint, face, iris to identify personnel; safe, secure and accurate performance to avoid forgetting or stealing.

Supporting intelligent updates of fingerprint, face, iris and other physiological characters, increasing recognition safety and accuracy, and providing flexible setting about shifts and time zones to meet time attendance and access control requests from most companies.

Contents

1.Software Installation and Uninstallation

1.1   Software Installation

Please insert the CrossChex CD into the computer CD-ROM drive. If you turn on the computer automatically run a CD, the installation program will run automatically. Otherwise, open the CD and run their own "setup.exse".

1、Please select software language and click "OK" button
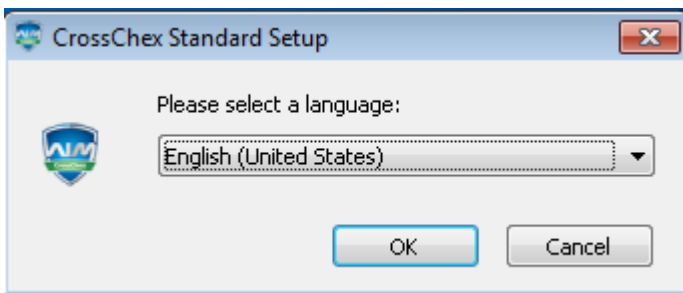
2、Enter the software installation wizard, click "Next"
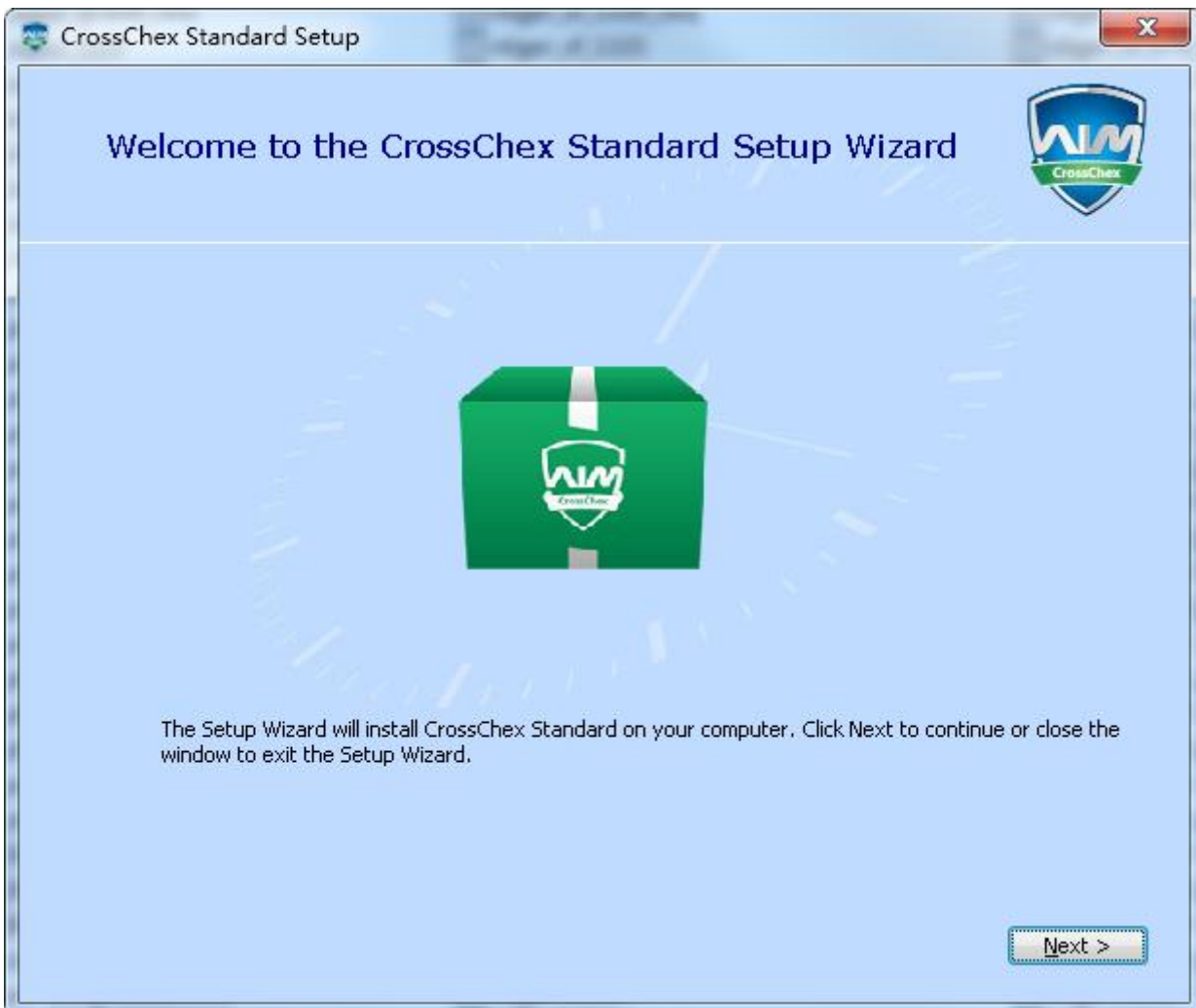
3、 Read the license terms, after the reading is complete, choose ☑ I accept the terms of this agreement. , Then click "Next".
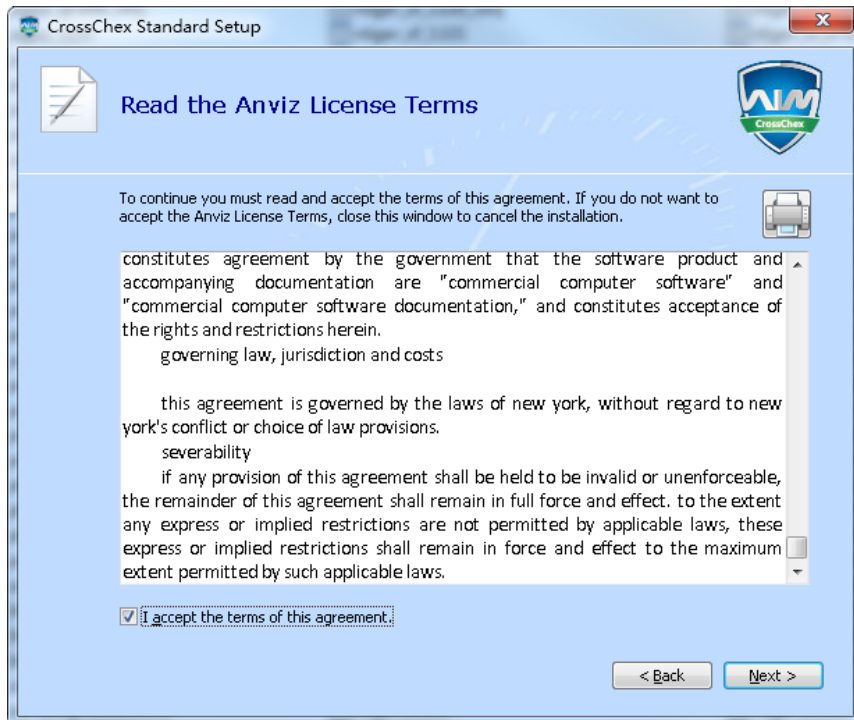
4、 Click "Browse" to select a local path as a software installation directory, if the software default path, click "Next".
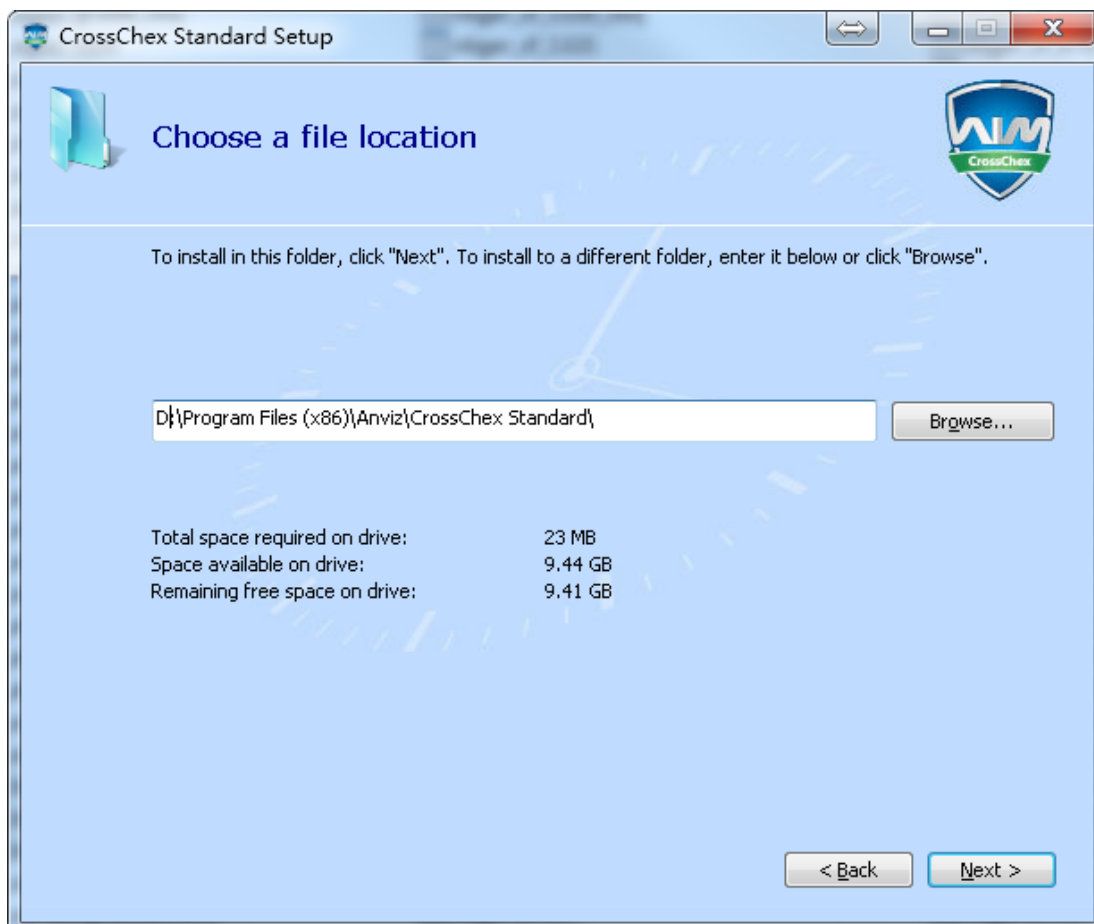
5、Click "Install"
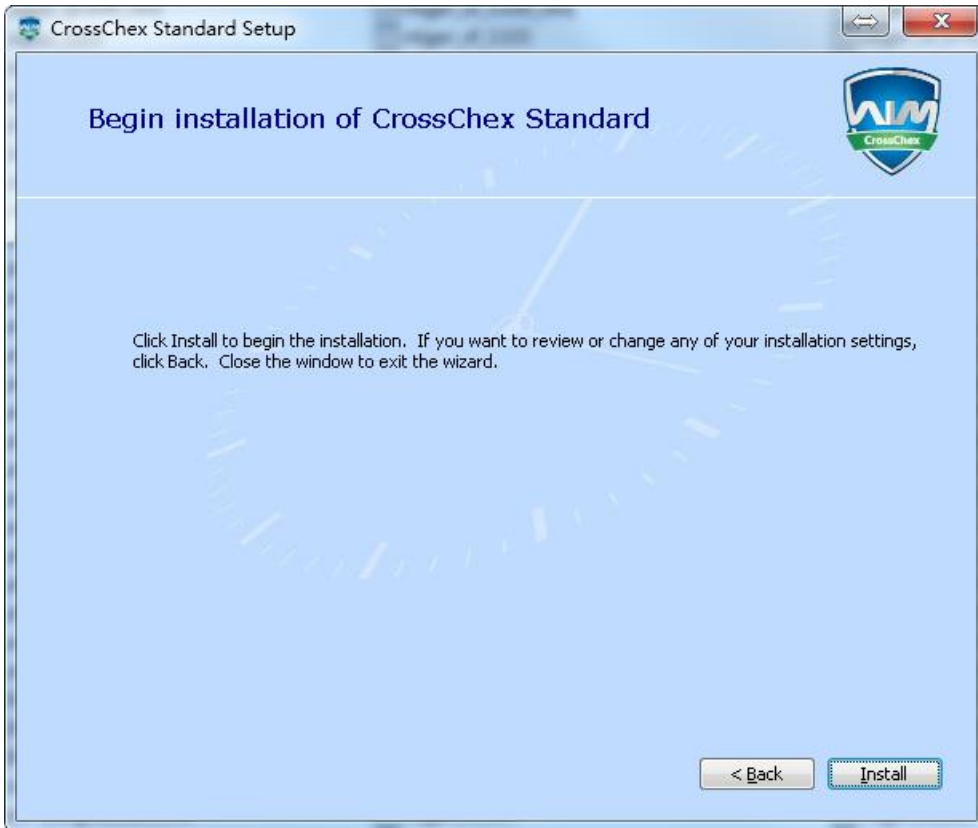
6、Installation is in progress, please be patient, depending on the computer configuration takes about 1-5 minutes.
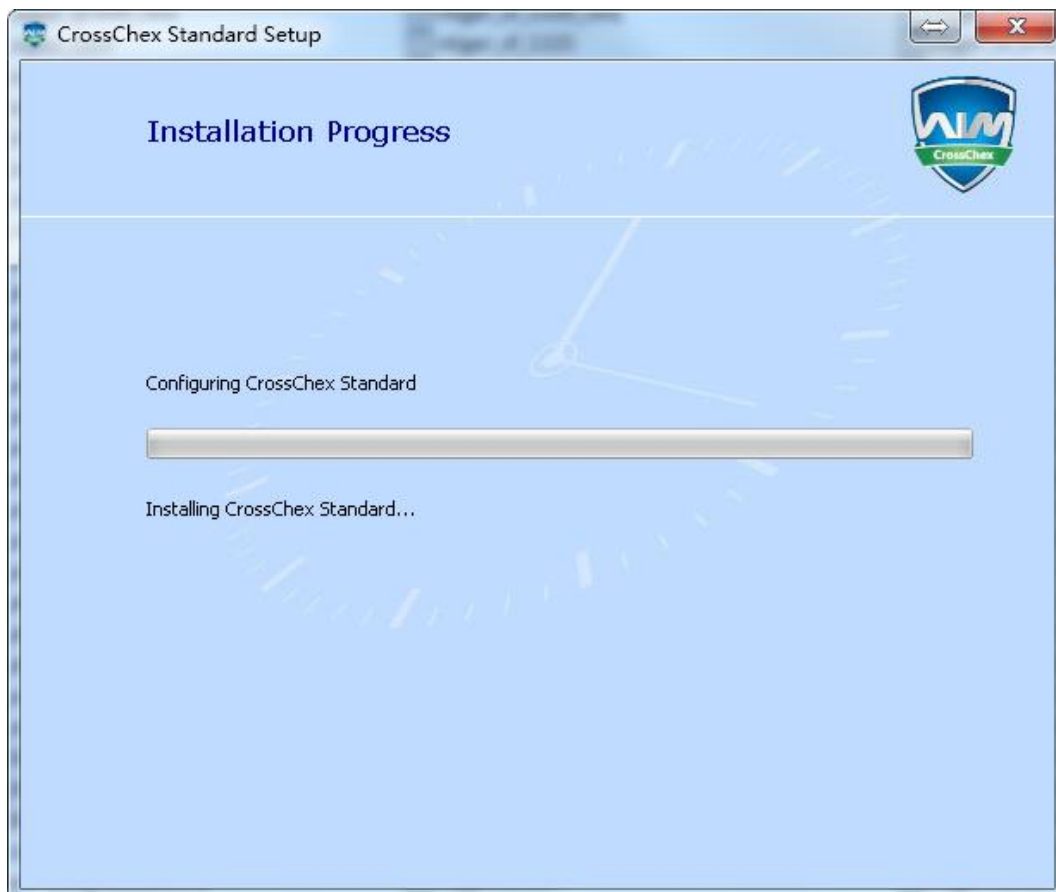
7、 The installation is complete, click on the "Run CrossChex Standard" or "close" button.
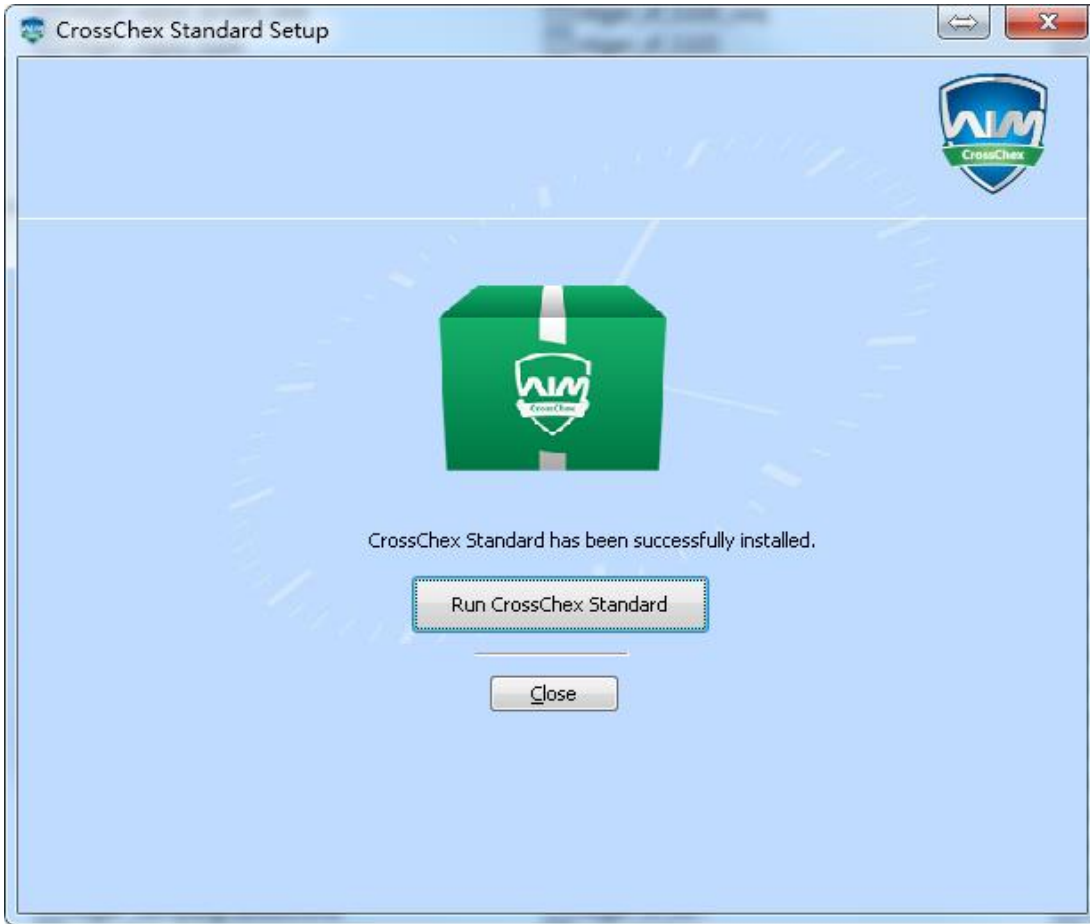
1.2 Uninstall software

This software operating system standard uninstall program, you can use the operating system platform uninstaller to uninstall, or you can use the software's uninstaller to uninstall the following operation is complete.

1、 Enter into the "Start" menu, expand the "All Programs" list, find "Anviz" directory, enter "CrossChex

Standard" directory, locate the "Uninstall" to uninstall the program and run (or you can enter the

software installation directory to find the Uninstall uninstaller)

2、 Confirm whether to uninstall this software, click "Yes" to continue uninstalling, click "No" to exit.
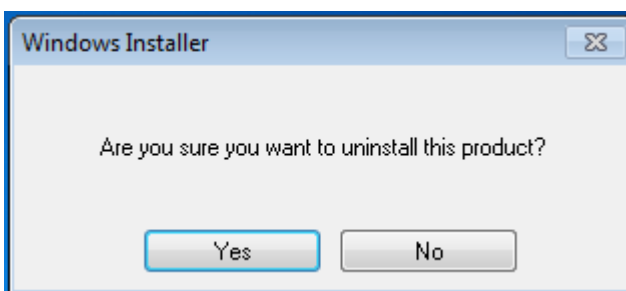
3、 Waiting for the uninstall process has been completed.
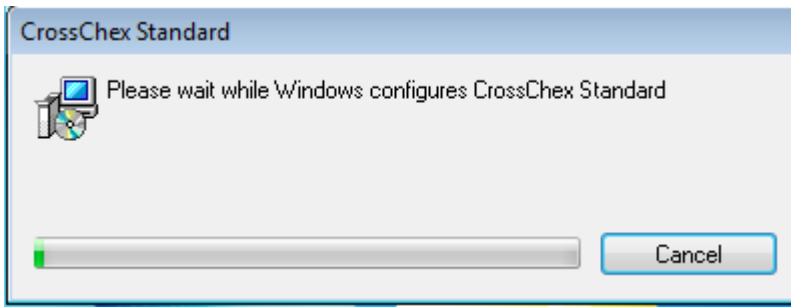
2．Software Initialization

2.1 Operation Software

Double-click desk icon or click the software "CrossChex Standard" from menu directory "Start"- "All" –"Anviz"- "CrossChex Standard".

2.2 User Guid

The guide will start on its own when software first run, to help you quickly setup and get to know operation.

1、Software Registration

CrossChex Standard version is free and standard applies to Anviz devices. To assure you can get better software service and support, please fill in the registration which under encryption on transmission, Please feel free to fill out. This information is only used in our technical services

2, Configuration Database

The system default database is ACCESS, SQL Server supported. Can be optional changed.

2、 Dept. Setting
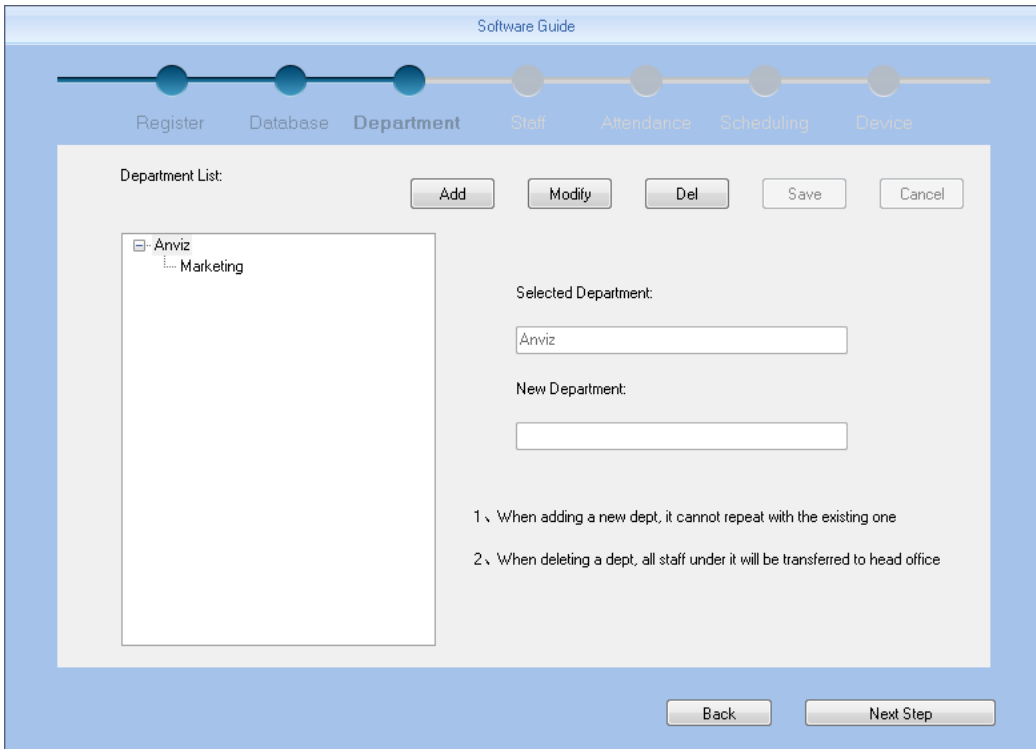
3、 Employee Information
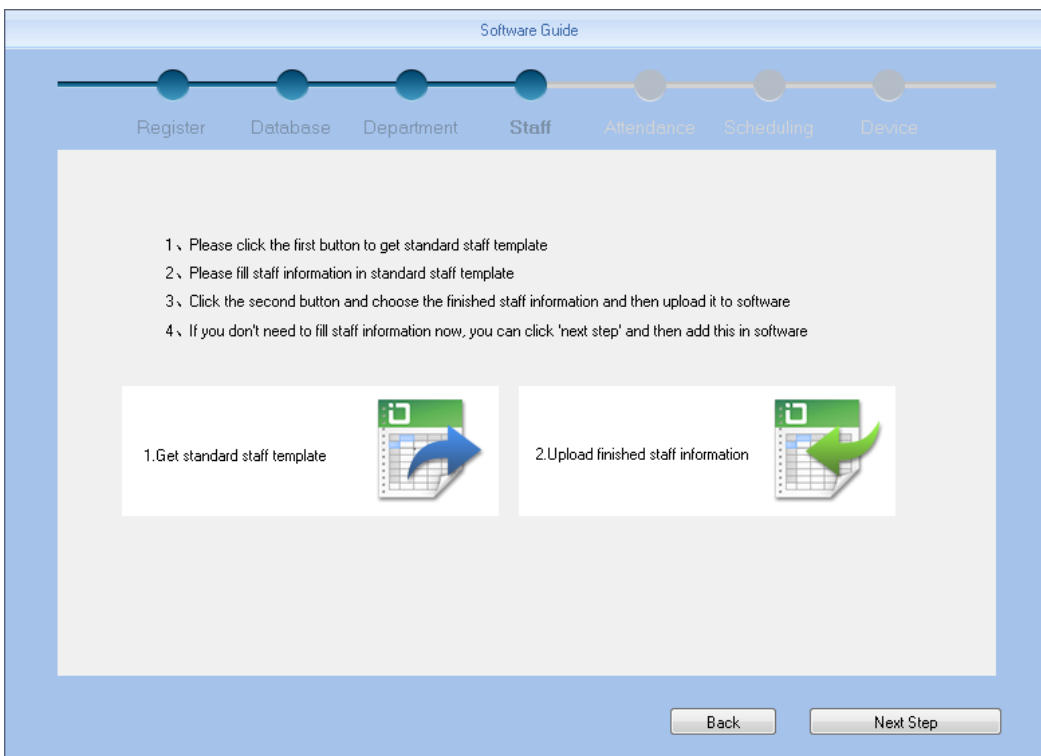
3、 Attendance Setting

Please refer to details in "Attendance Parameter Settings".
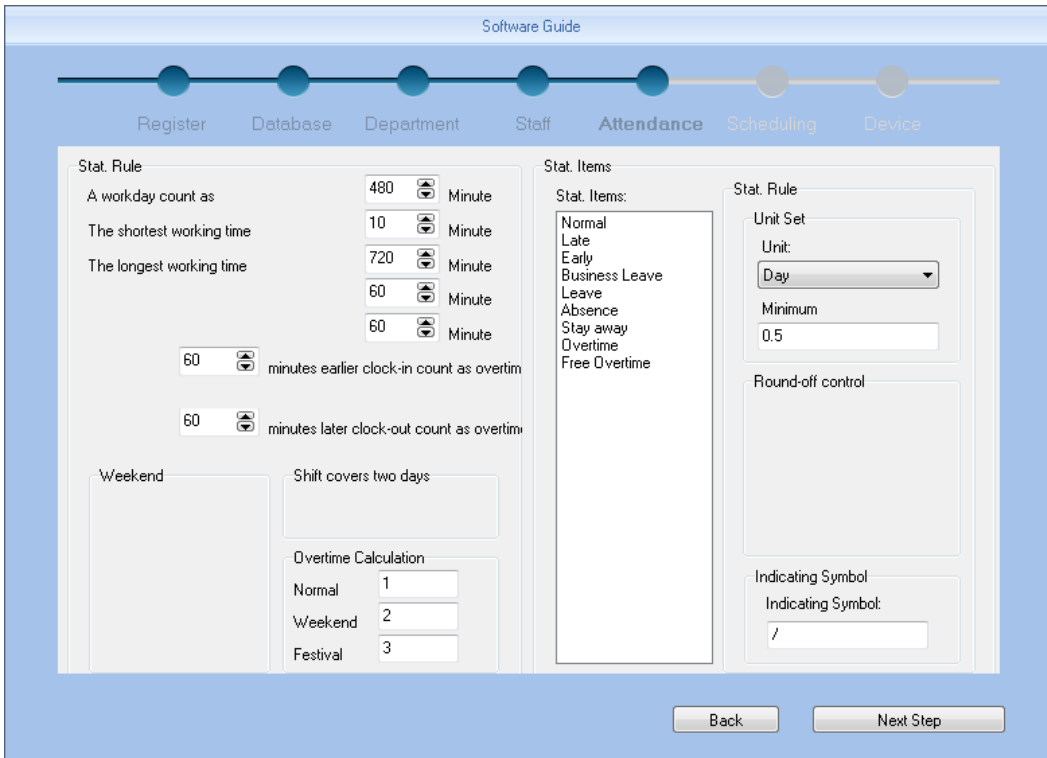
4、 Shift Setting

Please refer to the detail in " Shift Setting"
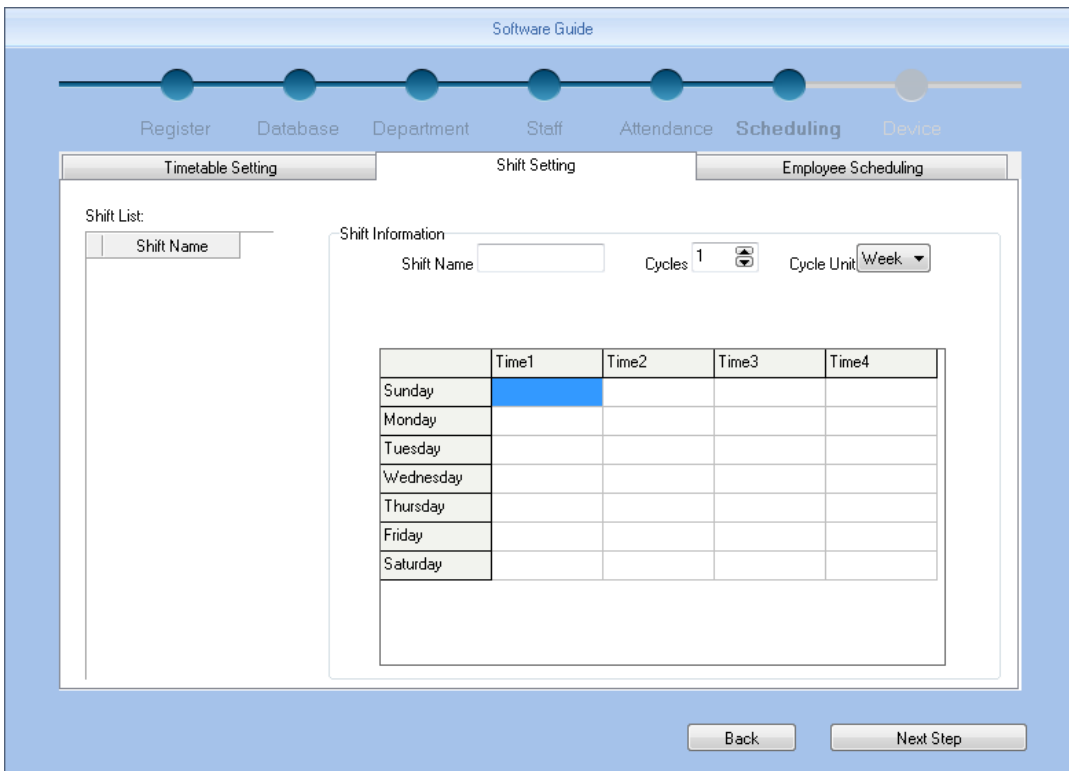
5、 Unit Management

CrossChex software can be one button setup with Anviz device match agreement. No additional device nor configuration. Please refer to details in " Device management"
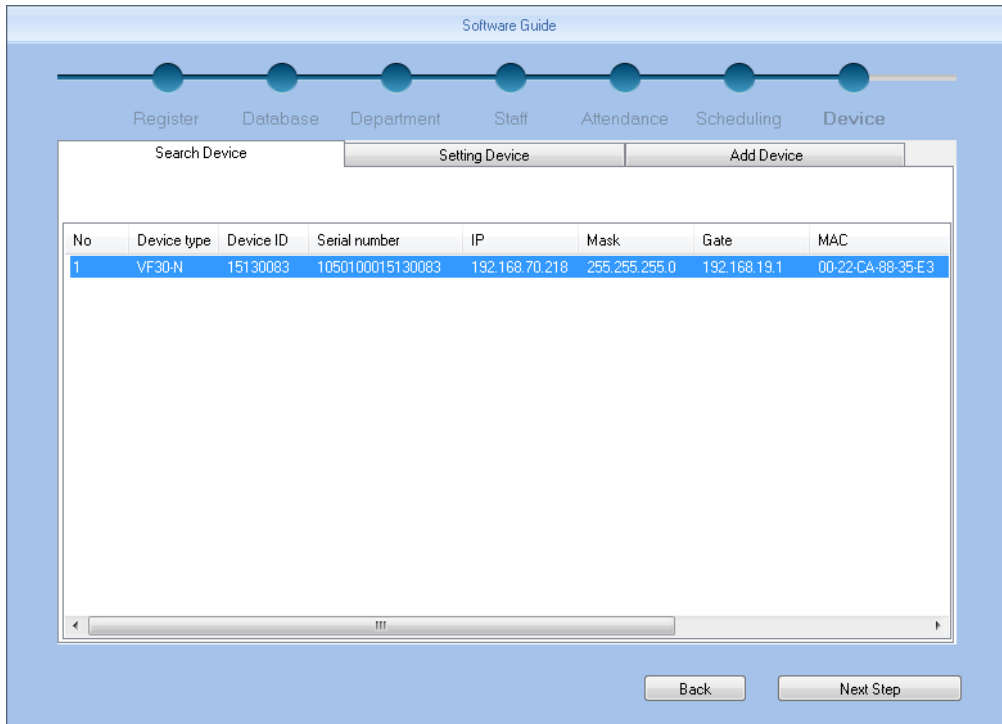
3．．Software Operation

3.1 Login

Double-click desk icon [CrossChex Standard] or click the software "CrossChex Standard" from menu directory "Start"- "All" –"Anviz"- "CrossChex Standard". Once loading over, it will show a window below:
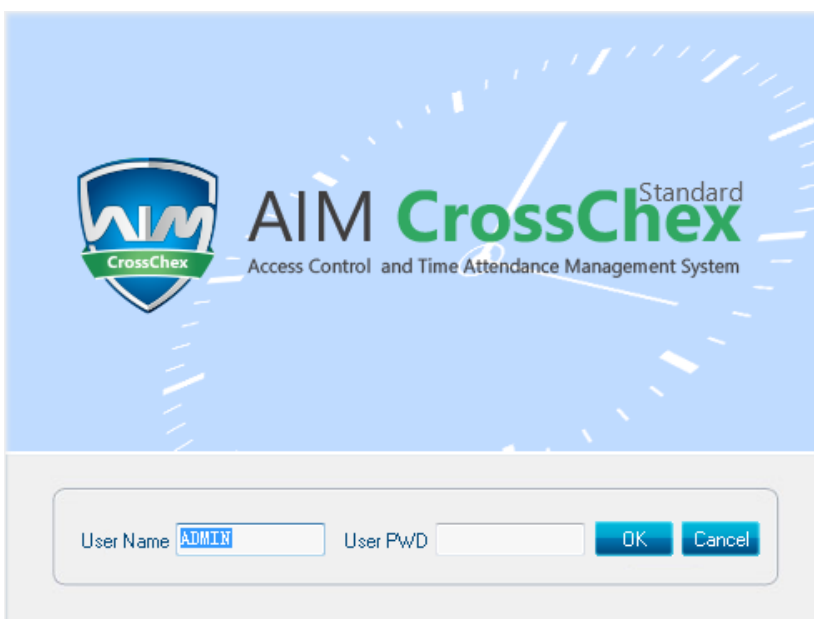
Default User name: ADMIN. Empty password. Press "confirm" to entry. Press "Cancel" to close.

3.2 Host interface

Anviz Biometric management software interface divid to 3 parts:
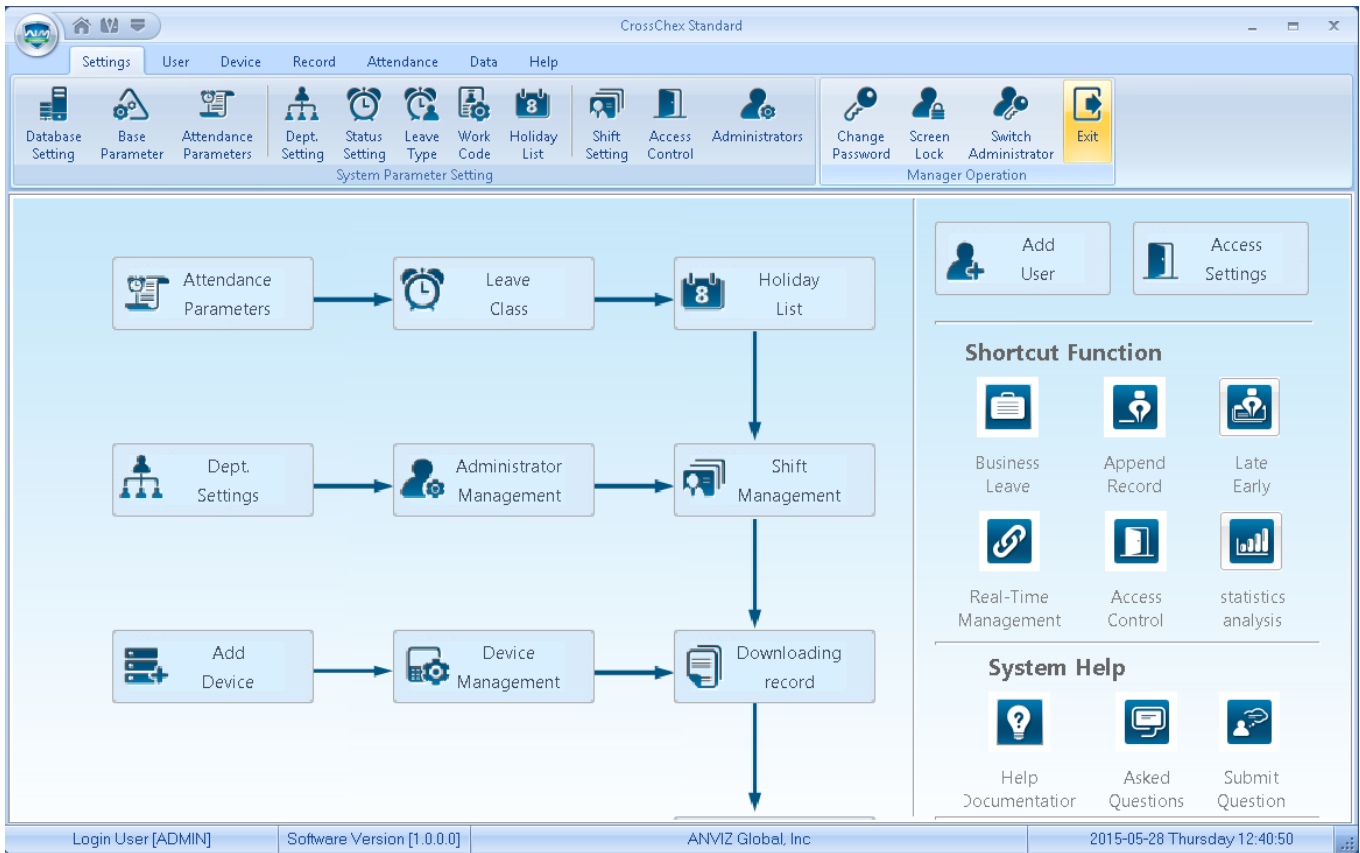
1、 Window setup

Picture	Name	Function
	Home page	Click on the icon, the software will be returned directly to the main interface.
	Skin	System supply 3 skin color: bule, black and silver.
	Language	Click on the icon can switch software language

2、 System Function
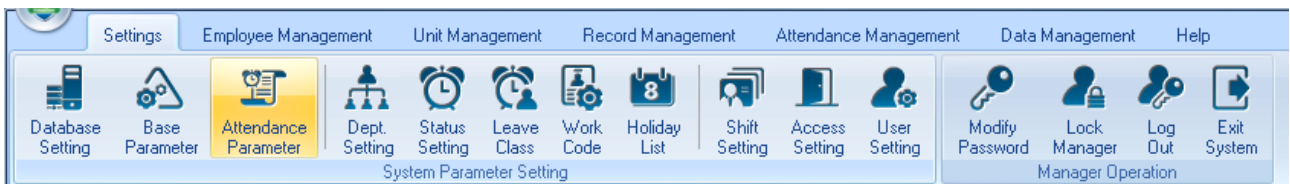
Name	Funciton
Settings	Set all the system parameters, such as attendance, access control, system parameters , etc.

Employee Management	User information to add, modify, upload, download and so on.
Unit Management	Communication with device, uploads and downloads from device.
Record Management	Screening and searching records according to the attendance record.
Attendance Management	Searching attendance records and generate report.
Data Management	Import and export of data, backup database, operation log, etc.
Help	Software version information, online upgrade, etc.

3、 Quick interface
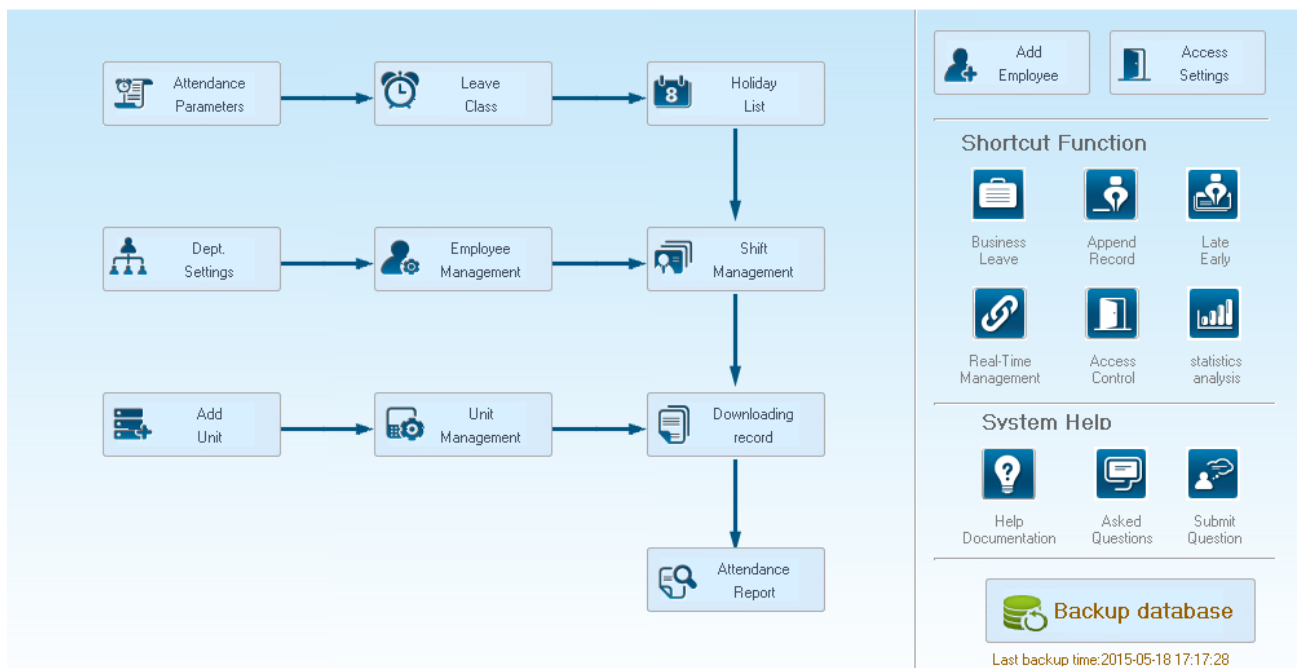
On the left is based on the normal operating procedures of the menu, more convenient and familiar software attendance processes; the right side is common functions as an icon is placed in the main interface, convenient for system administrators to quickly operate.

3.3 System Setting

System setting include database setting, base parameter, attendance parameter; dept. setting, status setting, leave class, work code, holiday list; shift setting, access setting, user setting, modify password, lock manager ect.

3.3.1 Database Setting

Anviz Biometric management software, with default Access database, SQL Server data supported.

Can be optional changed by the admin.

Access Database：

Display database file storage path, press " ", choose other mdb data files.
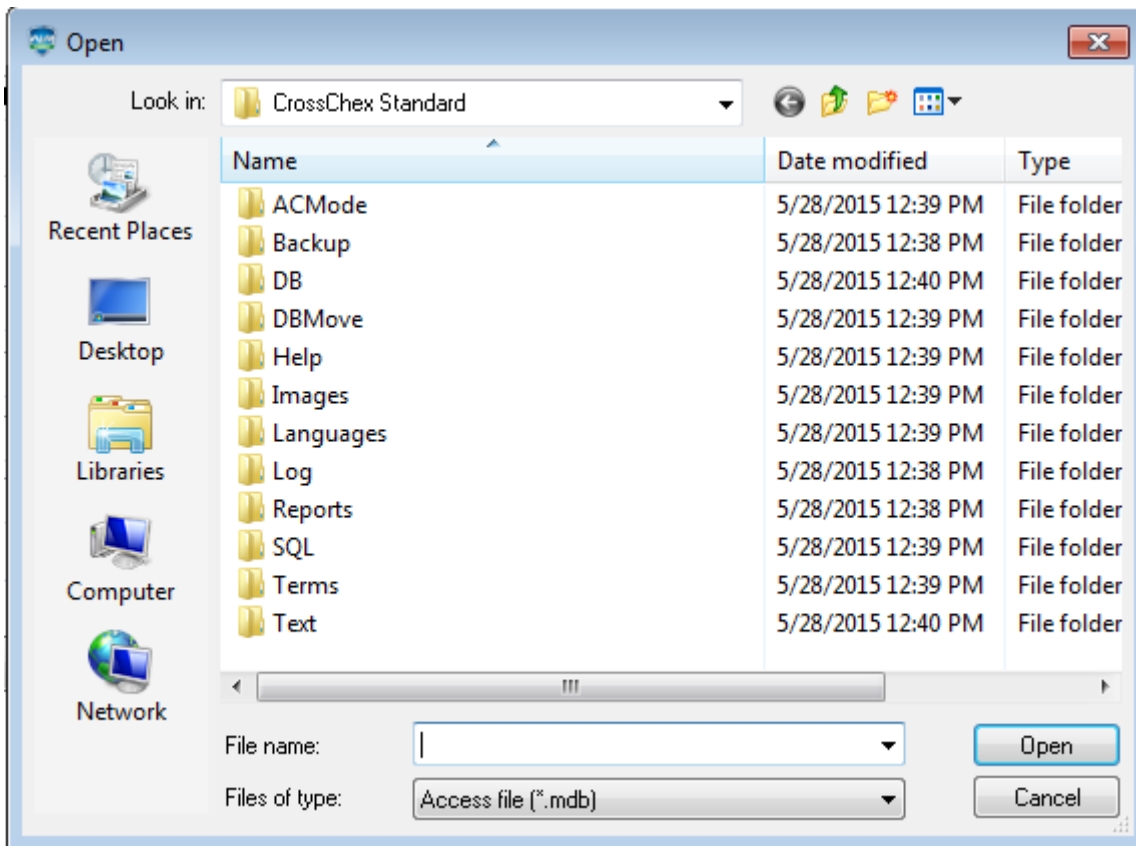
SQL Server Database：

 (Installed MS-SQL Server software is a plus before SQL Server operation)

Server IP: Please entering the Server IP address of MS-SQL Server database.

User name: Setting when MS-SQL Server database installation.

Password: Setting when MS-SQL Server database installation.

Database name: Default as "Att2012"

Press "Apply". Anviz Biometric management software will generate related database in MS-SQL Server database.

3.3.2 Base Parameter

Base Parameter include 4 parts, "Employee field content editing", "Custom field setting", "Communication parameters" and "Downloading record"

Employee Field content editing：

Add in "Position", "Education", "Specially", "nationality" and "political status"

Field Value：   Entering the content.

Example, when you selected "political status" and entered in "League member", press "Add Field Value".Then "League member" will be shown in "political status" field.

Del Field Value: Select the field in the list, and press "Del Field Value". Then the selected field will be deleted.

Clear Field Value: Click "Clear Field Value", all fields in the list will be cleared.

Custom field setting:

Convenient admin to add in fields with more employee information. The field can be effected in "Employee Management" – "Add employee".

New Field: Add in new field name.

Press "Add field" to add the field into the page "Employment Management"- "Add Employee"

For example, entering the field "Marital status" into the list. Then it will be shown in the "Employee Management"-"Add Employee".
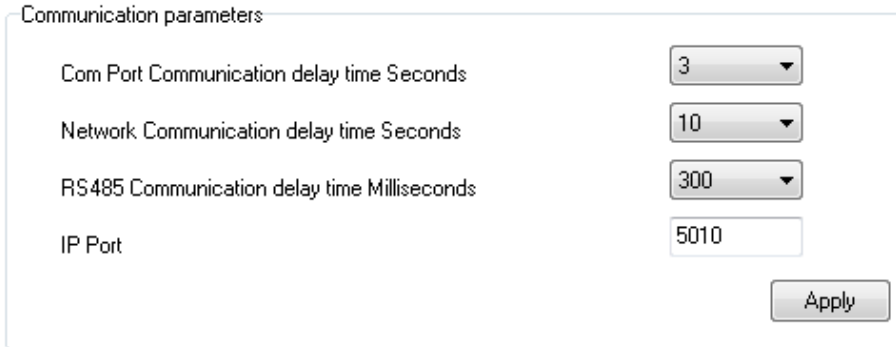
Communication parameters：

Set up communication between ANVIZ biometric management software and device parameters.

Serial communication timeout: When using a serial connection and communication hardware, software and hardware to allow communication delay, when the software and hardware devices are not creating a connection, the communication system within the allowed time delay will prompt communications failure, or the device is not connected. Timeout range that can be set: 1-5 seconds, Default: 3 seconds

Network Communication delay time:

Setting software/hardware delay time when communicate with devices by network. Once connection failed in setting delay time, system will notice the failure or not of connection. Setting range: 1-10 sec, default, 10 sec.

RS485 Communication delay time:

Setting software/hardware delay time when communicate with devices by RS485. Once connection failed in setting delay time, system will notice the failure or not of connection. Setting range: 200-500 Millisecond, default, 300 Millisecond.

IP Port:

The port IP for software/hardware data transmission when communicate with network and hard device.

(Remark: The port IP must be uniformed on software and hardware network communication port.

Or the communication will be failed. To setting the port IP, please refer to the instruction for the hardware setting.)

Press "Apply". The setting will be kept and applied.

Timing Downloading Record：

Anviz biometric management software supports five times Point Timing download attendance records,

and can be exported to a text file. Facilitate customer attendance record will be imported into ERP and other third-party software.

Downloading record:

5 downloading time supported. Auto-download attendance record.

Remark: Anviz biometric management software cannot be closed when downloading working.

Once downloaded automatically exported to a text file: for the convenience of customers attendance records into the ERP and other third-party software, select "After the download is completed automatically exported to a text file," the timing of the text and attendance software, save to the designated storage path, and you can select the software provided under content, customers can compile the required attendance record text file based data format required third-party software.

Press "Apply". The setting will be kept and applied.

Automatically backup the database when exiting the program.

Effected this function, when exiting the program, the database will be backup into the folder "Backup" under installation directory.

3.3.3 Attendance Parameter

Attendance Parameter includes two parts of "Stat. Rule"and "Stat. Items"

Stat. Rule：

Setup the role of attendance statistics

A work day count as： This value will be used as a constant value of late / early to leave / free overtime / statistical project which calculate work hours of constant value. The Parameter range：60-1200 min（default 480 min）

The shortest working time：In the statistical report, the minimum effective time intervals for constantly punch card records , lower than this time interval will be ignored for participating statistics.

Parameter range： 1-480 min（default 10 min）

The longest working time：In the statistical report, the maximum effective time intervals for constantly punch card records , longer than this time interval will be ignored for participating statistics.

Parameter range： 60-1440 min（default 720 min）

Not clock in count as late： Forget work attendance, attendance recognized by the system for the day how many minutes late, as the punishment for forget to go to work

Parameter Range.：1-480 min（default 60 min）

Not clock out as early: No attendance record for being late to work: forget work attendance, identified by the system for the day and leave early attendance how many minutes, as a sign of punishment for forget work

Parameter range： 1-480 min（default 60 min）

On duty X minutes earlier clock-in count as overtime: A statistics way for overtime, will be recorded as record in this time range before the normal clock-in time

Parameter Range： 0-480 min（default 30 min）

Deduct the on duty X minutes earlier：**Deduct the above recorded time as the over work time.**

Off duty X minutes later clock-out count as overtime: A statistics way for overtime, will be recorded as record in this time range before the normal clock-out time

Parameter range：0-480 min（default 30 min）

Deduct the off duty X minutes later：**Deduct the above recorded time as the over work time.**

Weekend：**setup the fixed weekend, default is Saturday and Sunday.**

Shift over two days：**When the time over** 00:00 AM，choose this record for the 1st day or 2nd day.

Overtime calculation: **Setup the overtime rate for normal, weekend and festival**

Hit"Apply" and all the setup would be updated into the system.

Stat. Items：

In this item we can setup"normal, late, early, business leave, leave, absence, stay away, overtime, free overtime (overtime means the staff not registered in the system), can setup by the unit of day, hour, and minute.

Definition of Round-off control part：

Round down: give up the last digit after the minimum unit, for example, if the minimum unit is 1 day, so whatever it's 1.1 day or 1.9 days, would be calculated as 1 day.

Round up：**Round up one digit after the minimum unit, for example, if the minimum unit is 1 day, so whatever it's 1.1 day or 1.9 days, would be calculated as 2 day.**

Round off：**Give up when the last digit lower than 0.5, otherwise round up.**

Round at total：**when you choose it, all the data would be calculated firstly, and then would be processed based on your setup rule.**

Accumulate by times：**only accumulate times, also show on report.**

Notice：The stat. Rule setup effect the result directly, please setup by the real condition of your company to ensure the accuracy.

Indicating symbol：**use for marked the attendance record.** （2 bytes, 1 Chinese characters）

Hit"Apply" and all the setup would be updated into the system.

3.3.4 Dept. Setting

Setup company name, department and organization structure.

Add department：

Select a department need to add sub-dept. Hit add, and input the department name at the blank, and choose save.

Notice: if you need do any operation for the new added department, please firstly go to "Admin setup"to add the operation rights(choose the department at "operational Dept.

Modify Department：

Choose the department, hit: "Modify", input the name in the blank and press save.

Delete department：

Choose the department，hit【DEL】，Press confirm at the blow window.
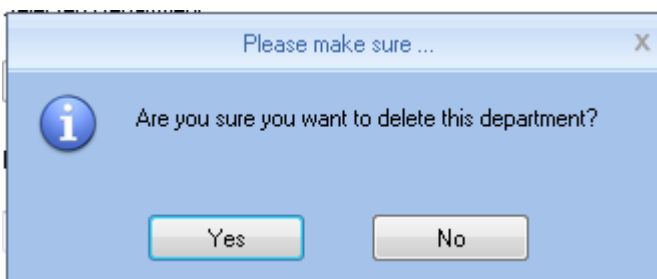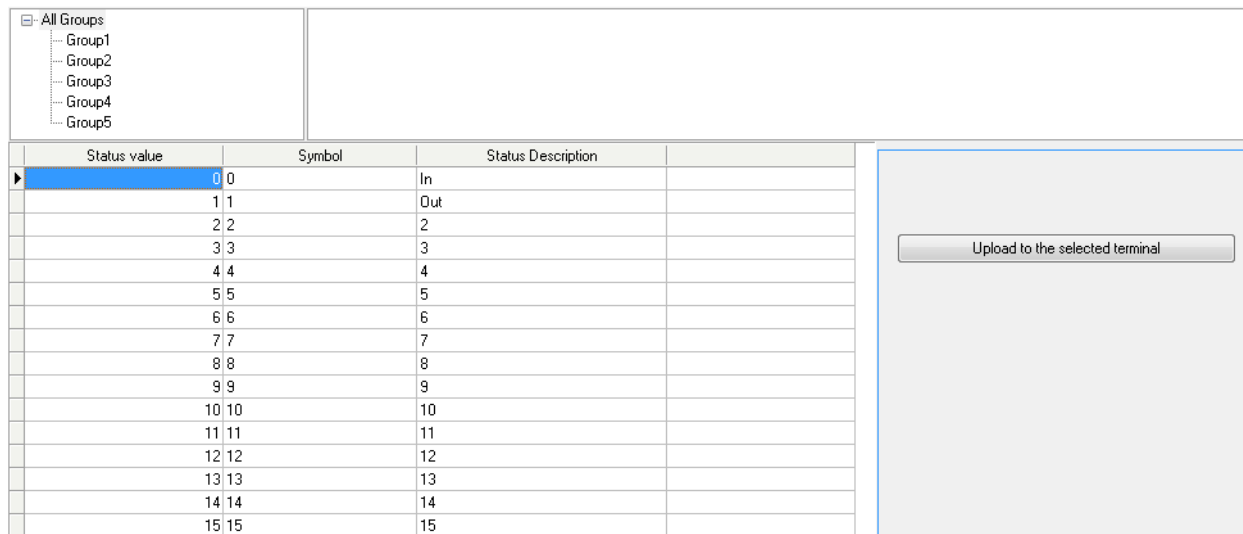
Notice：1、The department name could not be repeated.

2、if there has staff at deleted dept., the would be added to headquarter automatically.

3.3.5 Status Setting

The fingerprint devices provided by Anviz Global support 16 attendance status, and all the client could customized setup the attendance status.

Status value	Symbol	Status Description	
0	0	In	
1	1	Out	
2	2	2	
3	3	3	
4	4	4	
5	5	5	
6	6	6	
7	7	7	
8	8	8	
9	9	9	
10	10	10	
11	11	11	
12	12	12	
13	13	13	
14	14	14	
15	15	15	

Status value：   **value for** 16 different modes。

Symbol：**this symbol is matching with hardware setup, not suggest to modify.**

Status description：Customers can describe the required attendance status, write in here. This description can be synchronized to the device (different models have different character bits wide limit)

Choose the above device and hit: "upload to the selected terminal" to update the devices.

Notice：*Attendance must be completed in accordance with the state of the state number order.*

3.3.6 Leave class

Setup the leave type, use different colors, like annual leave, marriage leave

Leave class information：

　　Name：　input name, like annual leave

　　Color：　Choose one color

　　Stat. Rule：　Setup the time unit

　　unit：　Day, hour, minutes

　　Minimum：　support minimum or 0.5 hour and 1 minutes.

　　Round-off control：　refer to round-off control in the Attendance Parameter.

　　Indicating symbol：　the symbol would be used to mark leave in the report.

　　Count as leave：　Count such data into the leave field in the report

　Press【ADD】to add the name and color into leave class list.

　Choose item in"Leave class list"，　hit【Modify】　to save changes；

　Choose item in"Leave class list"，　hit【DEL】　to Delete the item.

3.3.7 Work Code

Anviz global provide fingerprint devices which supports multiple types of settings. An employee may work in

a different identity attendance, for easy to calculate attendance statistics with　appropriate time and

payroll. Click page [Leave class], following shows

Work code information：

　　Number：input number。e.g.： 9527

　　Name：input name。e.g.： financial，IT, etc.

Stat. rule：

　　unit：Day, hour, minutes

　　Minimum：support minimum or 0.5 hour and 1 minutes.

　　Round-off control：refer to round-off control in the Attendance Parameter.

　　Press【ADD】to add the name and color into work code list.

　　Choose item in"work code list"， hit【Modify】 to save changes；

　　Choose item in"work code list"， hit【DEL】 to Delete the item.

3.3.8 Holiday List

　　Setup holiday list and will automatically shown on report

Holiday information

Name：input name

Start date：choose start date

dates：add dates

Press【ADD】to add the name and color into holiday list.

Choose item in"holiday list"， hit【Modify】 to save changes；

Choose item in"holiday list"， hit【DEL】 to Delete the item.

3.3.9 Shift settings

The key function, and realize shift setting by three steps.

| TimeTable Setting | Shift Setting | Employee Scheduling |

TimeTable List:

	Timetable Name	On Duty Time	Off Duty Time

Timetable Information

Timetable Name	
On Duty Time	—:—
Off Duty Time	—:—
Begin Clock-In Time	—:—
End Clock-In Time	—:—
Begin Clock-Out Time	—:—
End Clock-Out Time	—:—
Late error allowance	5 Minutes
Early error allowance	5 Minutes
Count As Workday	1
Count As WorkTime	480 Minutes

Time table setting：

Setup working time period, means the time from start work till off work, e.g. Working time：08:00-12:00AM and 13:00-17:00PM，then we have two time table, if you need add a shift, should have these two time table, and refer to below two parts for details. Here we just know something about relationship with shift and time table.

[Time table name] category of the shift， e.g.: Day work

[on duty time] start working time， e.g.: 09:00

[Off duty time] off work time， e.g.: 17:00

[Begin Clock-In time] effect record after this time. e.g: 07:00

[End-clock in time] ineffective record after this time e.g.: 13:00

[Begin Clock-Out time] effective work out record after this time e.g.: 16:00

[End Clock-Out time] ineffective work out record after this time e.g.: 02:00

[Late error allowance] e.g.： 5；then the record before 9:05 would not be treated as late.

[Early errof allowance] e.g.： 5；record after 16:55 would not be treated as early

[Count As Work Day] statistics unit for the report. e.g.： 1；

[Count As Work Time] e.g.： 480（Work time is auto setup by time table）；

choose[Must C-In] and [Must C-Out]， hit【Save】 button to add the table。

Notice：each item should be setup and empty item is not permitted. On duty time and Off duty time could cross date, but could not have a different over 24 hours.

[Count As Workingday] and [Count As Work Time] should be used on work leave, over work, etc. Should be setup accurately.

If you choose [must C-In] and [Must C-Out] will effect the result， If some staff has this time table in his shift, and he is not clock-in and applied for leave, then will be treated as absence, if not choose these two item, then if this staff only clock out and no clock in, will still be treated as normal.

[Free time]： match the clock zone in system, only calculate time, not mark early or late.

[OT-time]： marked whether this item used as over work.

Modify timetable：

Choose name, input new content, press 【Modify】to change.

Delete timetable：

Choose the timetable，Press【DEL】 and confirm at following window to delete.，

Note: Begin Clock Time and End Clock Time makes the valid time range, the record not in the time period deemed invalid records; check-out time is set as well; please set according to your own situation.

Shift setting：

Relationship between shift and timetable: 2 steps for shift，firstly need time table, and then set shift, can choose multi-timetable, but less than 4.

Shift name: input name, e.g.: normal shift

circle：setup range： 1-100，default value: 1

Circle unit：day、 week、month；

Add timetable：hit add timetable: choose timetable name and date to confirm.

Go back to [Shift setting]. Hit【Add】to add

Delete timetable：choose the timetable， hit【Del timetable】to delete.

Clear timetable：Clear all timetable in this shift.

Modify shift：

Choose the shift, and input new name, press【Modify】to change

Delete shift：

Choose the shift，hit【DEL】 and confirm to delete

As Default Class ：

Choose this item and the shift will add to new staff automatically.

Employee Scheduling：

Arrange the shift to according staff, support one or multi staff, and also support to temporally staff

Through"Employee No."and"Employee name" could find the staff and also could find by the list of department at the left side, all the info will show at right blank of this list.

Notice："Left staff could not be chosen.

Use mouse or **shift or ctrl** key to choose multi staff, hit【select all】or【select none】to fix the staff。Hit【Arrange】to start arrange shift and go time time range

Not Scheduled：Suit the company with random attendance。

If choose this, there will be not late and early status, attendance time will be the first record out deduct first record in, and constantly. If choose this, just press, 【save】to finish arrange。

Normal Scheduling：Suit the company with confirmed work time。

Choose"Normal Scheduling"and choose"shift list"at list, then choose"beginning"and"ending", hit【add】and will list at "the current shift schedule"Then hit【save】to finish.

Then the staff must follow this timetable and shift, the report will also follow this record.

Intelligent scheduling ：when the staff need different timetable in one time period, then use this intelligent scheduling function to make the setup simple

Choose timetables from"timetable name",hit【add】，the timetable will show at "**The current timetable**"then to realize the current record.

Temporary：when a staff need to add a temporary, then hit "add temporary"

Hit 【yes】,then hit【Add】to open [Add a temporary timetable
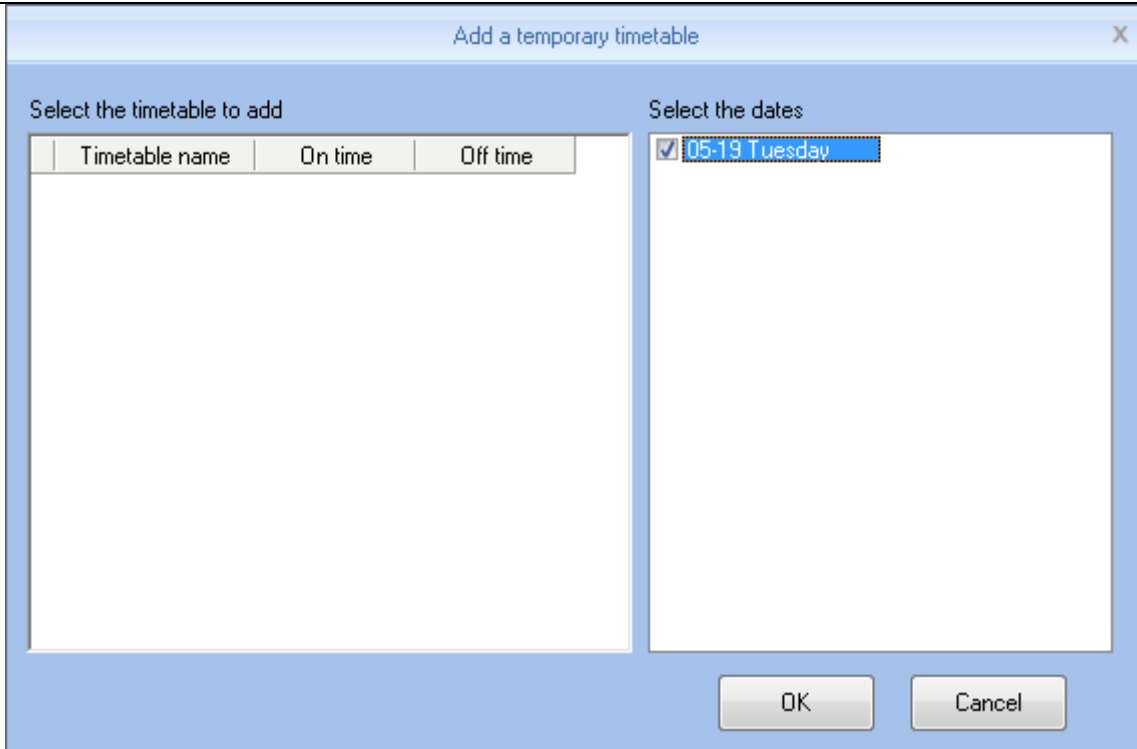
Choose"Select timetable to add"， and confirm"**select the dates**"Press【OK】 and press【Save】
to finish.
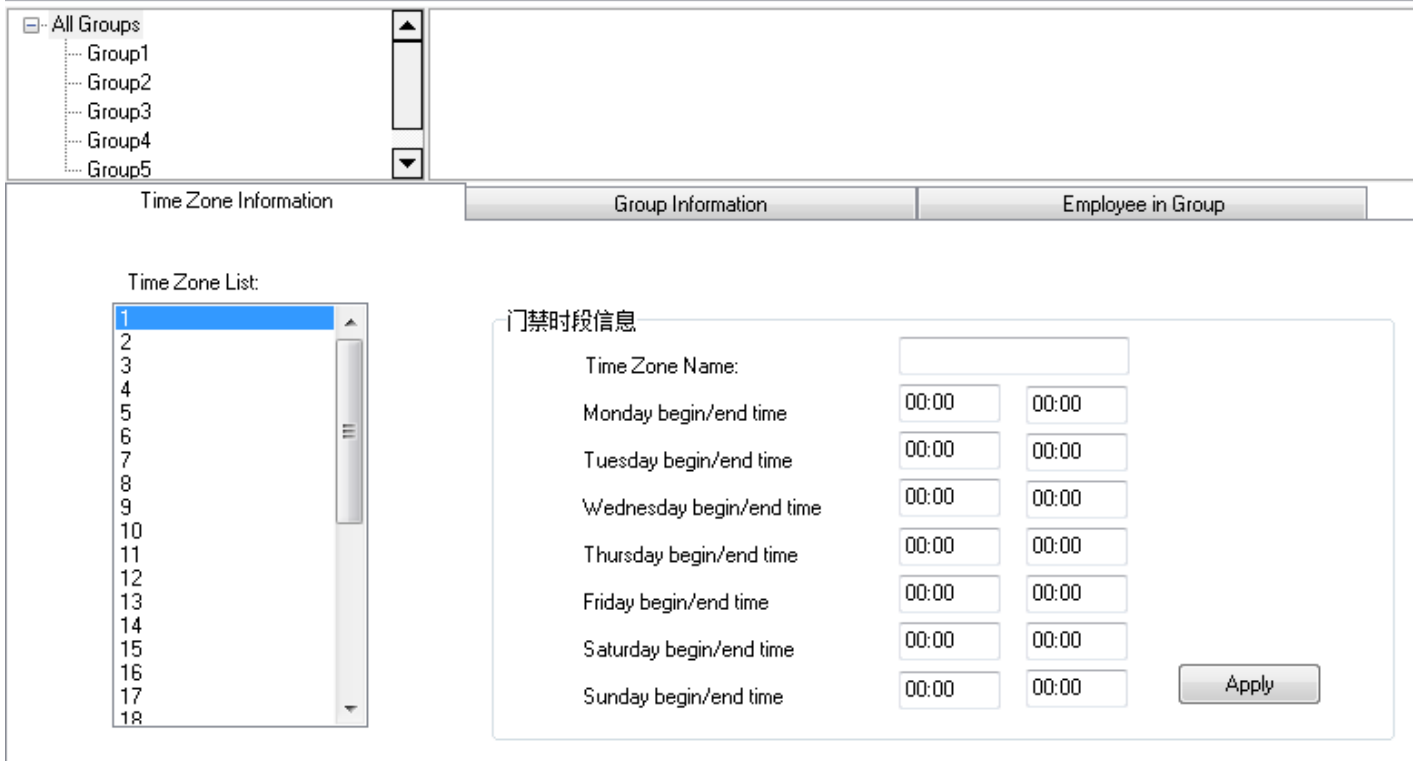
Press 【Cancel】to delete.

Press【Clear】to clear all timetable chosen.

Del Temporary：Delete Temporary list.

3.3.10 Access Setting

Group management for door open timetable support access control function support devices（VF30、
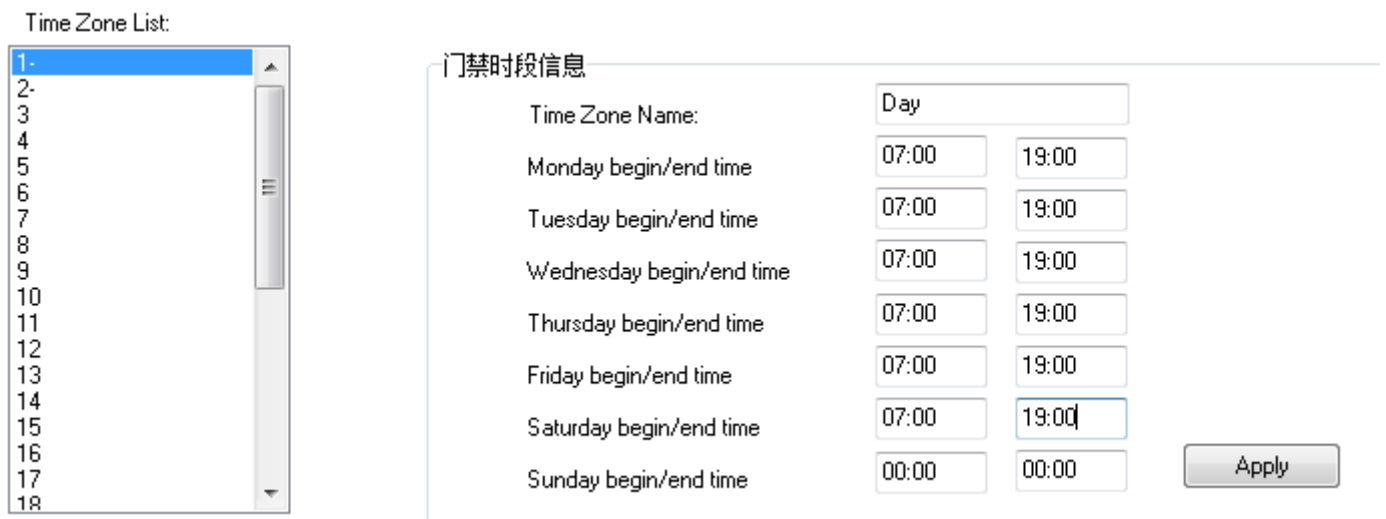VP30、TC550、OC500 etc.）。

Anviz crosschex software support 32 access control timetable and 16 access control group, one group support 4 timetables, the target is to setup access timetable to staff, and connect all timetable to a access rule, and give rights to the according staff.

Steps to setup：

**1、Setup time zone list：**

In the list, show first timetable：1-Day，

The time list show Monday to Friday，7：00—19：00，in this period, the staff could accessed. You can change and set the according 32 time zone and Apply to the system.

2、Setup access list：

In the list has "0-NC group" and "1-NO group" could not be modified.

0-NC group：all the staff in this group could not be accessed anytime.

1-NO group：all the staff in this group could be accessed anytime.
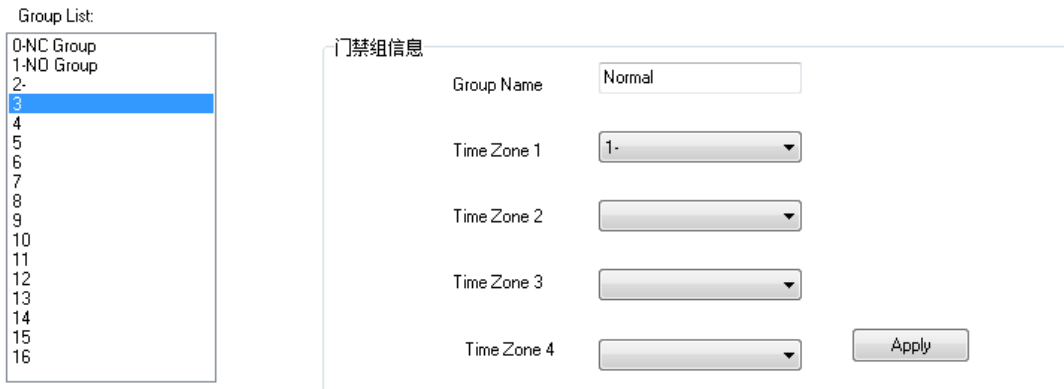
The Administrator could define the other groups

"**Group information**"：

Group name：input name

Time zone：Choose according number

Press【Apply】to realize the update.

3、Employee list

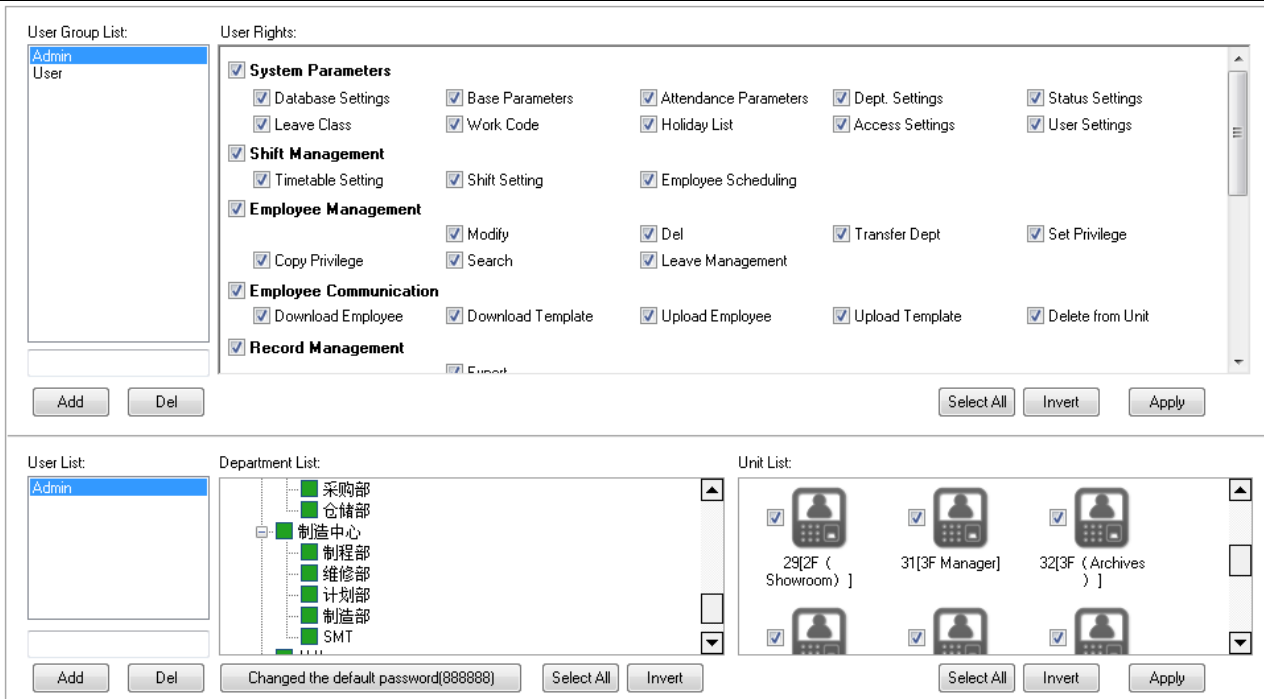Choose the staff at employee list, hit "**-->**" to move to right part or press "**-->>**" move all staff to "employee in group" And also realize staff by "**<--**" or "**<<--**", Hit【**Update access setting to device**】upload the group to the device.

3.3.11 User setting

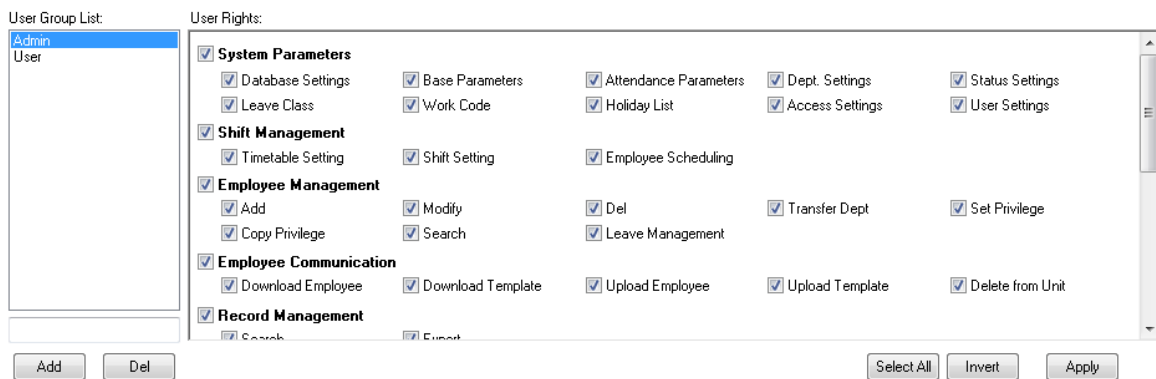Allocate rights for administrator and users

Function module for system authorized management

Two parts in User management:

User group list：could device multi groups, realize multi level management.

There are two default group in user management，"**Admin"group and "User"group**，Admin has the operation right for the system. And user could be setup by request. Suggest to have one administrator to operate all rights.

Press【Add】to input new group（First input name, and hit add），and choose User rights at right side。Press【Apply】to add according group. This is easily for clients to realize multi-level management.

User list：we have three list herr："user list"，"department list"and"unit list"，this means the rights of administrator could diversified into department management and unit management（can only operate the staff in this terminal unit）。
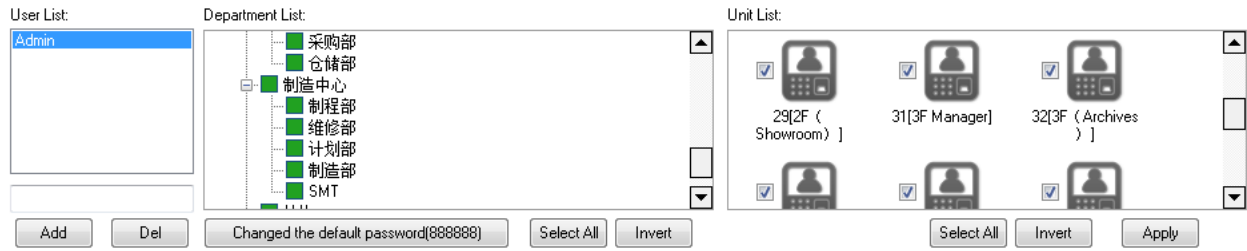
After create User group，choose（admin、user、……） in the group list，and add at "user list" to create an account，and choose in"department list"to choose department and finally choose terminl in"unit list"

New account default password： 888888 ；

If a password is forgotten, then could let a administrator to hit【changed the default password（888888）】 to reset the password to：888888。

Press【Apply】to realize the updated of the system.

3.3.12 Modify password

Modify the password, input old password and two times new password, hit "apply"to setup.

Notice：*If not input in the new password, then the system would be no password.*

3.3.13 Lock Manager

Hit this button, the screen would be locked and need user name and password to restart.

3.3.14 Log out

Hit this button, the screen would be locked and need user name and password to restart.

3.3.15   Exit system

Close the system safely.

3.4 Employee Management

Employee management includes employee information for the add, edit, import, export and so on the operation.

In the upper left corner of the employee management menu, you can search employee by clicking 【search employee】button through entering employee number and employee name . And you can click the other menus to modify, delete, upload, download and other operations for the employee you selected.

3.4.1 Add Employee

Click menu 【Add employee】,pops up"add / modify employee info"form：

1、 You can enter Employee information According to the field of this information form, the red field is a required field

2、 Employee ID support 8 digit number,Employee No. support 20 digit number.

3、 The employee ID and the employee No is the unique identification of an employee, they,cannot repeat and the first number cannot be 0!

4、 Application of the employee ID and the employee No is mainly convenient the data format which client exported to be flexible meet the third-party software import.

5、 Group number: refers to the access control group. We can set the employees which access group they belong to.

6、 User type: you can choose normal user or administrator.

7、 Identification: Anviz intelligent attendance device supports multiple identification verification. Employees can choose which identification verification to use in hardware

8、 Software support employee to add photo from the local computer, or directly through the camera to take photos.

9、 Select the photos on the local computer. Click【 🔍 】button to open the【Edit picture】 window:
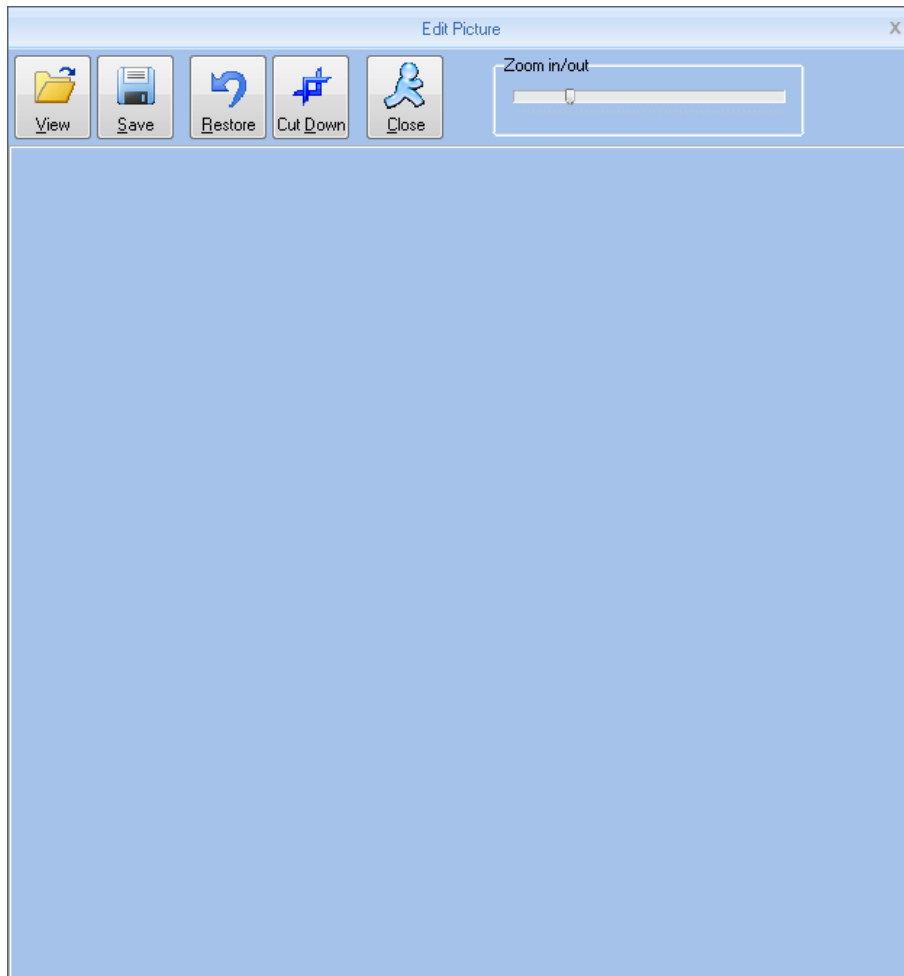
Click the button [view], "pops up open dialog box to Select employee photo, click [open] button to open,Use the mouse to select the area as a photo also can use your mouse to drag the picture to their new size:
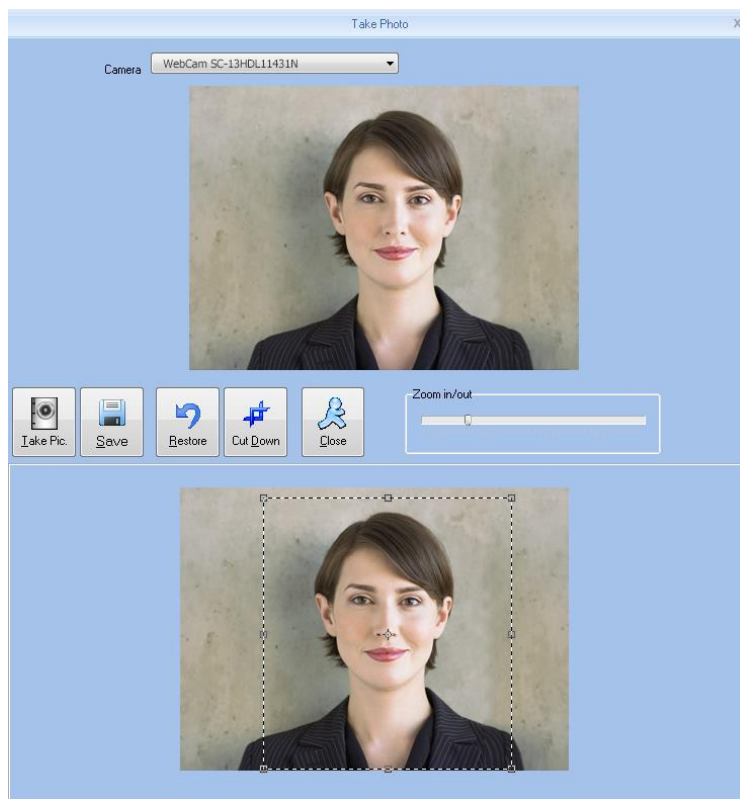
Zoom in out:
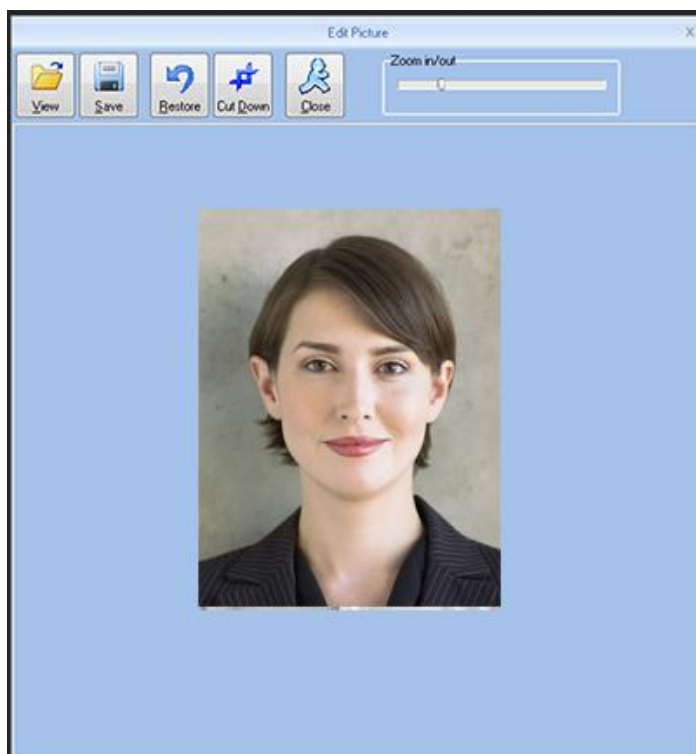
After Set is finished, firstly click the [cut down] button and then click [save] button to save the

employee photo and return to the [add / modify info] window.
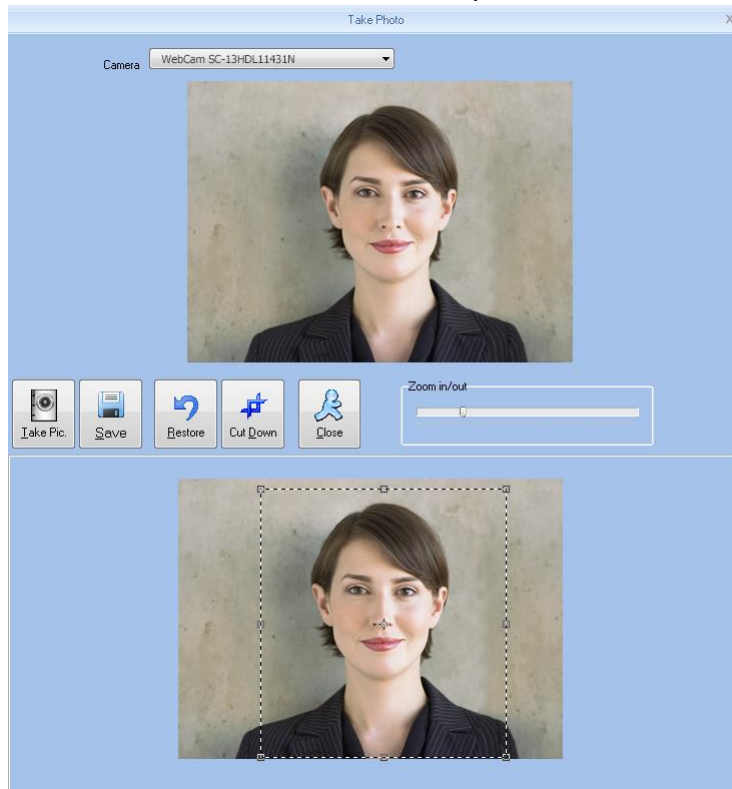
2, Take photos.

Click 【📷】 button to open[take photo] window, as the picture shows below：

Adjust the image, Click [take pic] button to take photos for employees. The photo took by you will be displayed under the window, use the mouse to select the area for cut down click [cut down]button to cut down photo. The same photo process method with the previous one.

Click 【✖】 button to delete employee photo.

Attendance statistics related: new employee attendance rules set up directly.

Default work schedule of the new employee: set the default work schedule of the new employee

Custom fields: please refer to the basic parameters of chapter 1.3.2.In order to enrich the information .

3.4.2 Modify employee

Modify employee is to modify employee information in the data sheet.

Select the record that need to modify from the list of employees information,   click the button [modify employee] or simply double-click the employee records can open [add / modify employee info] window to modify employee information .

Modifiy is finished click [save] button to save. Specific operation may refer to add employee step.

3.4.3 Delete employee

Delete employee is to delete employee information form the data sheet

from the list of employees you can select the record that need to delete by using [shift] or [ctrl] button. click [delete employee] button pops up confirmation dialog box:.
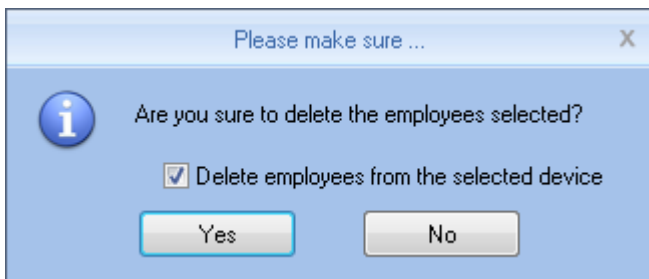
Click [yes] button to confirm and start to delete the selected information; click [no] button to cancel this operation.

Choose "delete employees from the selected device" to delete the employees in the database at the same time will also delete employee information that saved on the hardware equipment .
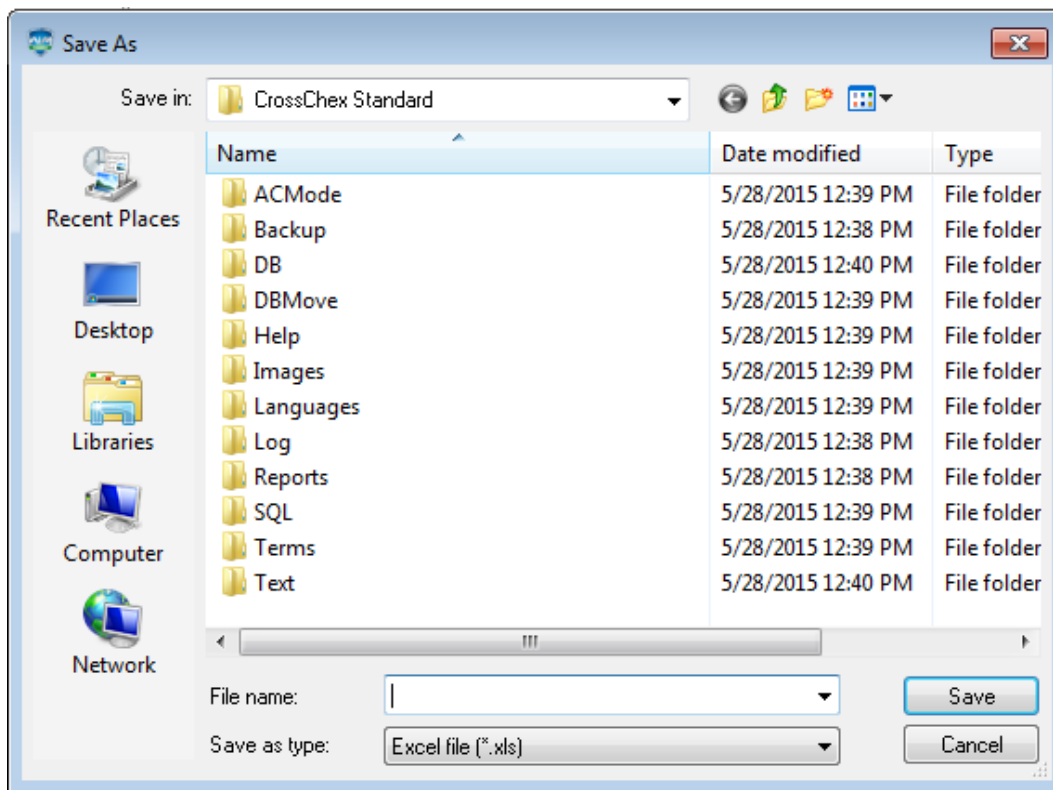
Note: when the employee information was deleted from the hardware,it will be deleted completely. Please select this for necessary action.
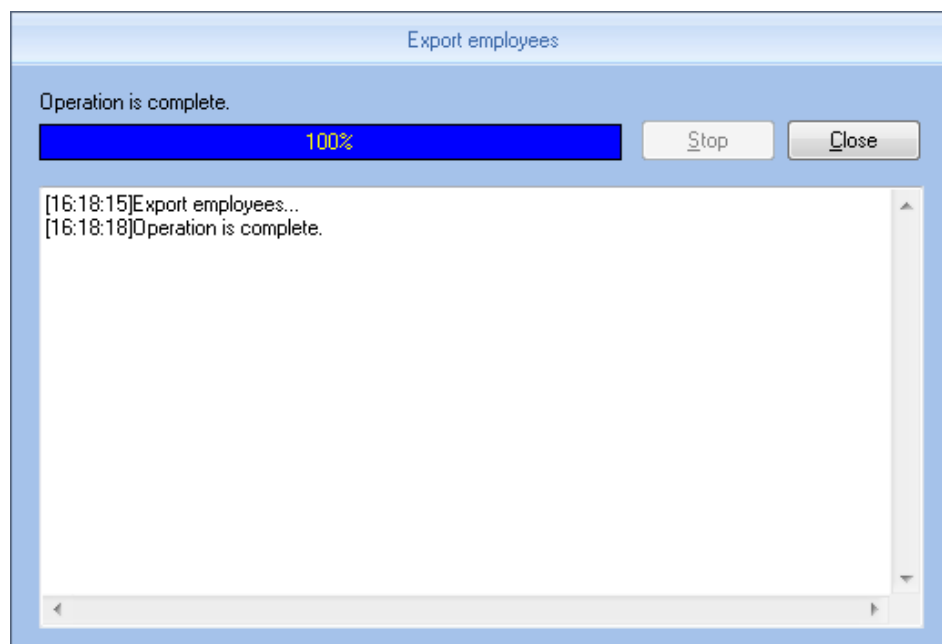
3.4.4 Export employees

Export selected employee information from the list of employees, in the format of excel export the

staff Information form.

Click "export employee" button the following dialog box pops up:
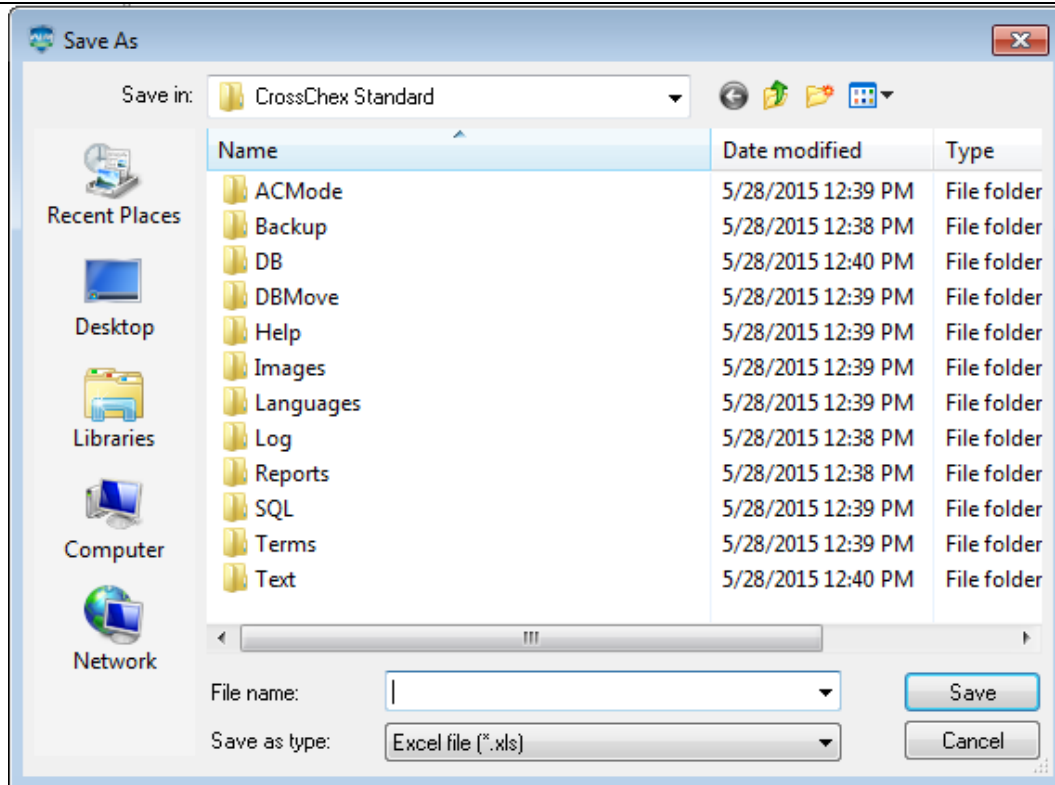

Select the path to export excel file.

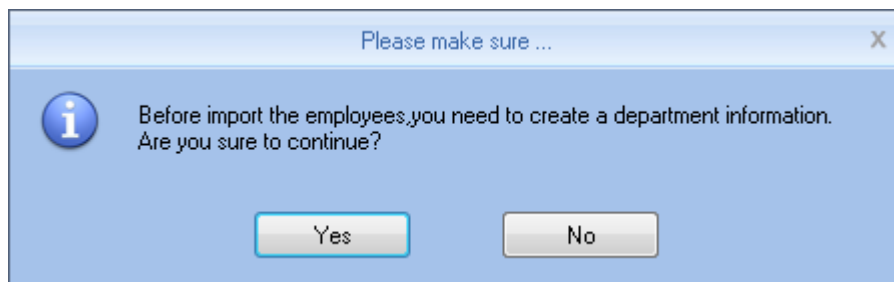After operation is finished click "close" to complete the export.

3.4.5 Import employee

Through   the prescribed format of EXCEL To import the employee information
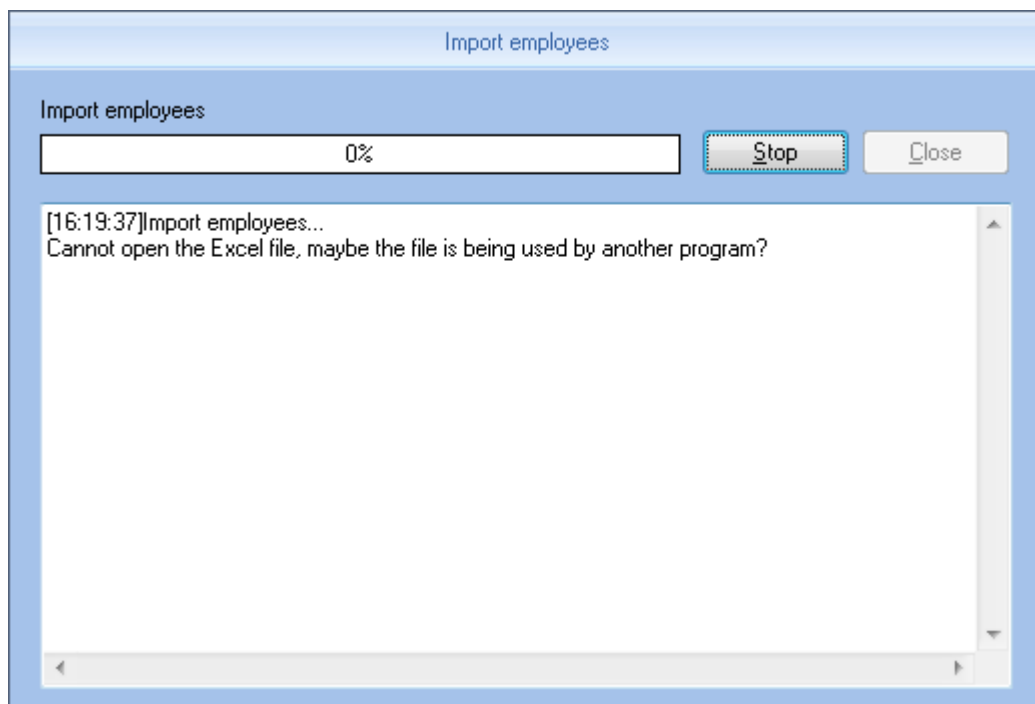
Click   "import employee" button, pops up EXCEL file path select dialog box :

select the Excel file you need,click "open" button the following dialog box pops up:

Click "yes" to confirm "no" to give up. After Import is finished click "close" to complete the import.

3.4.6 Transfer Dept

When HR adjustment come, Need to replace the employee department, "transfer dept" function: can transfer employees between different departments
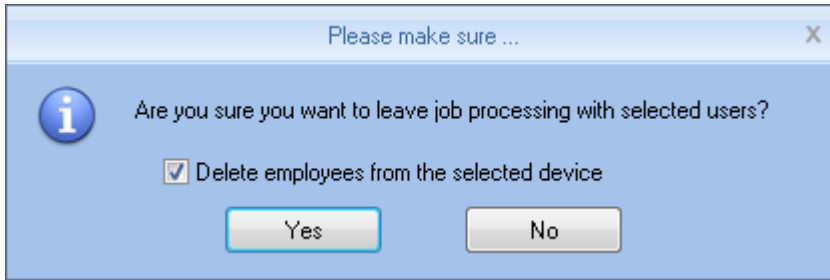
from the list of employees you can select the employee who need to transfer department by using shift or ctrl button. click [transfer dept] button open the [employee transfer] window as the picture shows below:
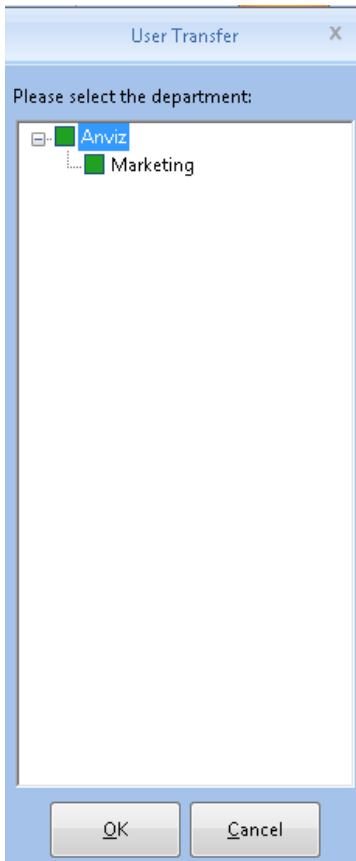
Select the department click [ok] button to save the information; click [cancel] button to give up this operation

3.4.7 Employee Separation

Employee separation this operation will put employee to the separating employee column not to delete information directly and the information will be Saved and backup for HR department select the employee who is going to separate from the list of employees, click [employee separation], pops up the following window:

Select "delete employees from the selected device" the employee information will be deleted from the device. Also put this employee to the separating employee

The employee who is in the "separating employee", can return to the company by transfer department.

3.4.8 Set Privilege

Set privilege means to set storage privileges for employees on the device.

From the list of employees, you can select the record that need to set privilege by using [Shift] or [Ctrl] button click [set privilege] button open the [set privilege] window :
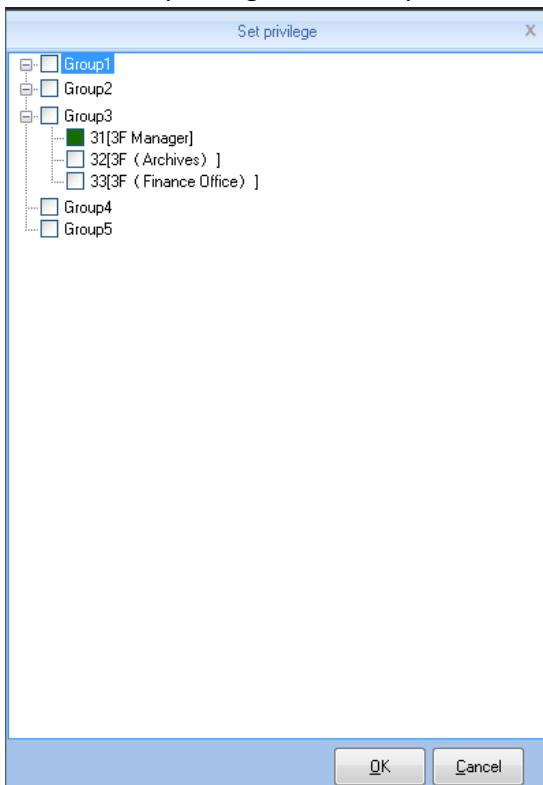
Tick what you need, click [OK] button to save the privilege.

Look at the staff list [Unit No] and you can see selected employee machine number has been updated to the selected number.
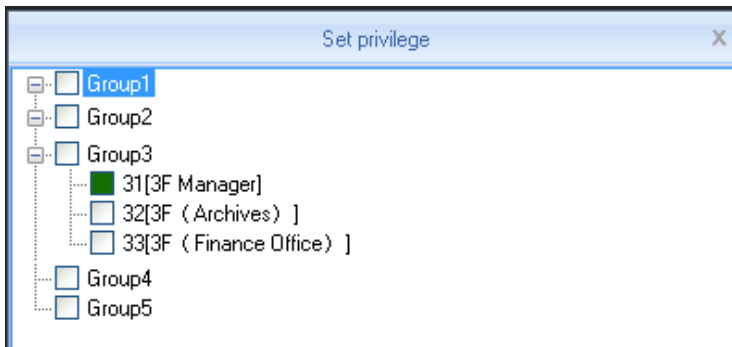
3.4.9 Copy Privilege

Copy privilege is to copy the storage privilege and administrative privileges of employees, and then copy to the other employees, they will be unified set with storage and management authority.

From the list of employees you can select the record that need to copy privilege   by using [Shift] or [Ctrl] button click [copy privilege] button to open   the [copy function and privilege] window:
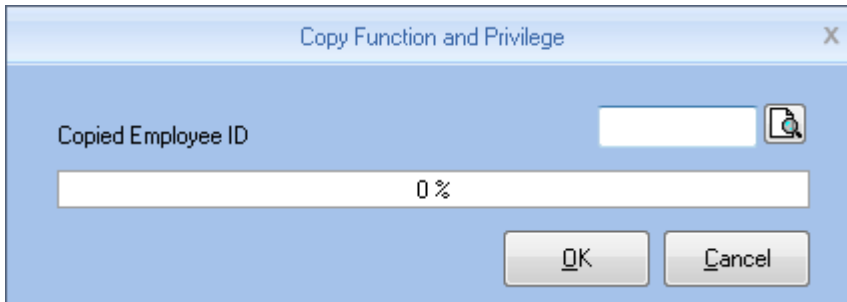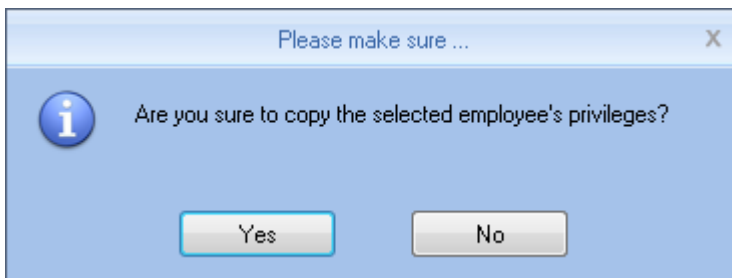
Input the number of who is going to be copied If you don't know the privilege of him, click 【🔍】 button to open the [set privilege] window to view his settings:

At this moment, is not able to modify privilege.

after viewing the employee's settings   Click [Cancel] button return to the [copy function and privilege] window, click [OK] button   pops up the confirmation dialog box：

Click [yes] button to confirm and start copying the employee privilege click [cancelled] button to cancel this operation.

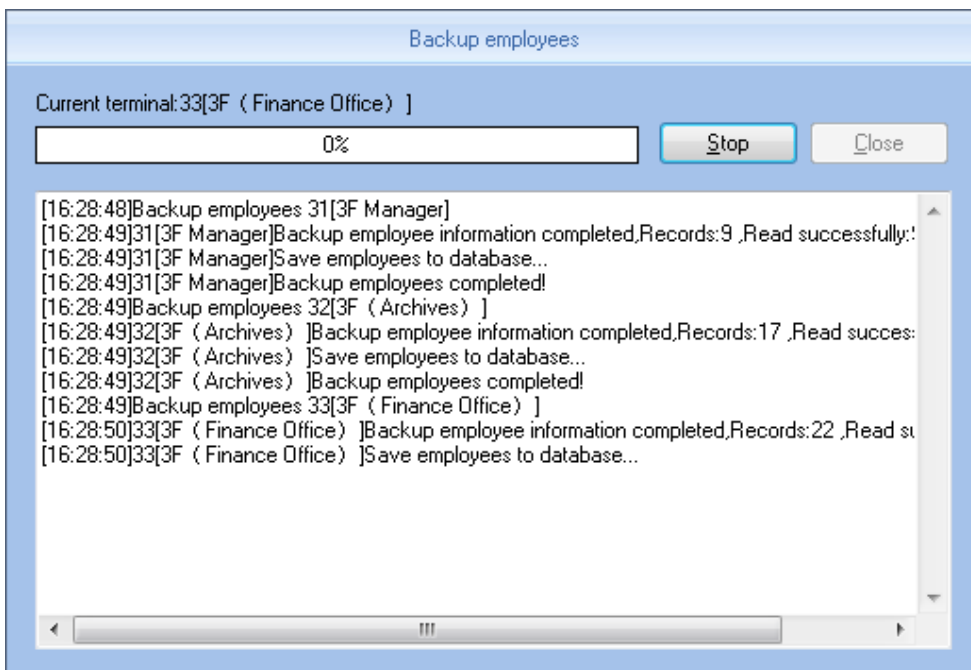After copy is finished pops up prompt information window
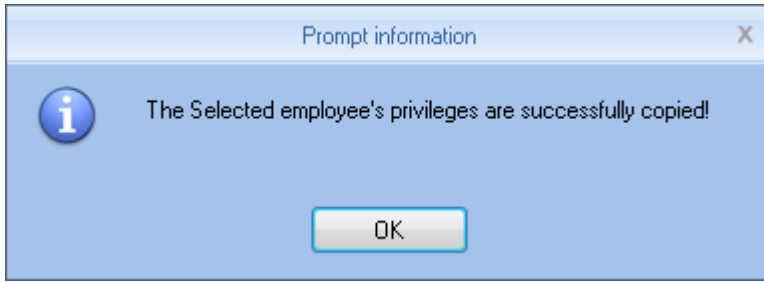
Click [OK] button to confirm the completion

3.4.10 Download Employee

Download employee   refers to download the employee information and mould information which was saved in the attendance machine to local computer for backup

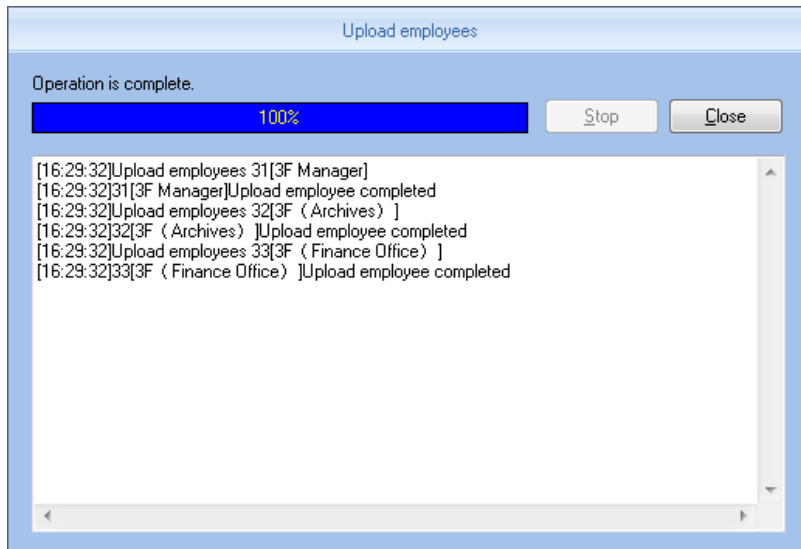Click [download employee] button pops up confirmation dialog box:

While downloading employee firstly backup employees data then backup Fingerprint information . after download is finished, you can see all the employee information in the list of employees. Also you can know the registration information in the device, Such as "password" "fingerprint" etc.

Employee No.	Employee ID	Card No.	Name	Sex	Position	Birthday	Employment Da	Phone	Address	Unit	Password	FP 1	FP 2	Face	Iris
1	1	11948714								1	☐	■	☐	☐	☐
2	2	1								1	☐	☐	☐	☐	☐
3	3									1	☐	☐	☐	☐	☐
4	4	4030840								1	☐	☐	☐	☐	☐
5	5	11948714								1	☐	☐	☐	☐	☐
6	6	14912379								1	☐	☐	☐	☐	☐
7	7	2646683792								1	☐	☐	☐	☐	☐
8	8										■	☐	☐	☐	☐

3.4.11 Upload employee

Upload employee: refers to through software upload the employee information that was saved in the data sheet to attendance machine

From the list of employees you can select the record that need to upload fingerprint to attendance machine by using [shift] button and [ctrl] button. click [upload employee] button pops up confirmation window

on the process of uploading the status bar shows uploading employee information. After the progress bar shows 100% the upload is finished, the status bar prompt upload employee is finished ".

3.4.12 Download template

Download template refers to download the employee Fingerprint information that was saved in the attendance machine to local computer for backup. You need to select the employee who is going to download template from the list of employees, click [download template] button pops up confirmation dialog box:
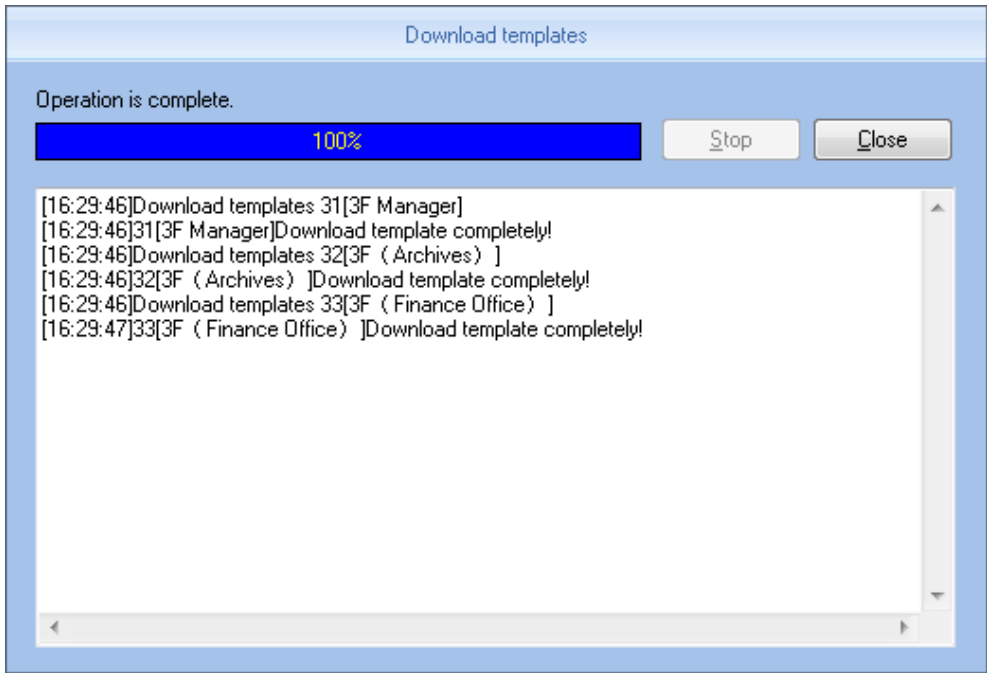
After download template is finished, you can see the column of download template fill color. That means the fingerprint has been downloaded.

3.4.13 Upload template

Upload template mainly refers to upload the fingerprint information that was saved in the database to corresponding Attendance device, this function mainly used for sharing employee information between two devices. or by using fingerprint collection device U-BIO to collect fingerprint template, then upload to the device you are going to use..

select the employee who is going to upload template from the list of employees. click [upload template] button:
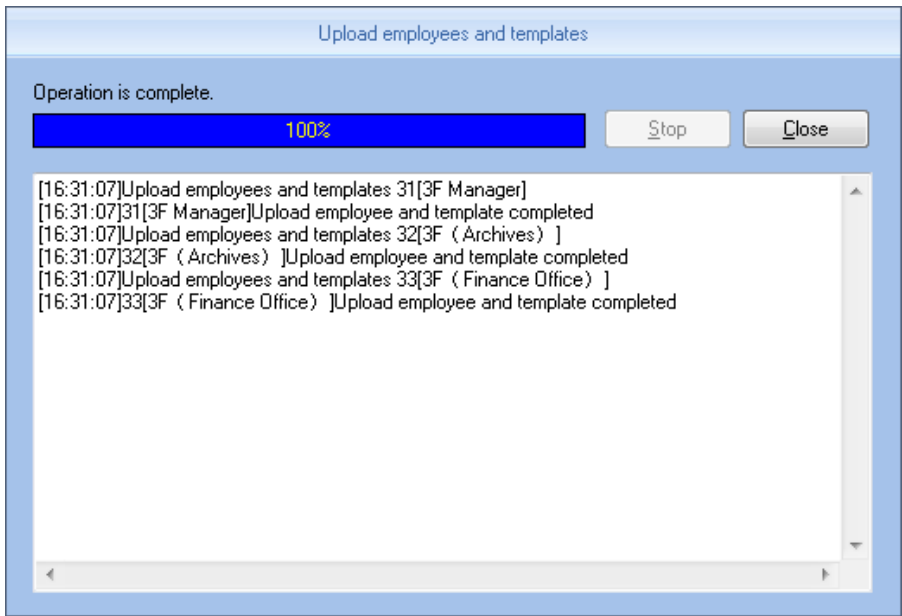
when upload template is finished, the employee can do fingerprint identification with the device that uploaded the fingerprint

3.4.14 Delete from unit

Delete from unit refers to delete employee information in the attendance machine through software.

From the list of employees you can select the record that need to delete by using [Shift] or [Ctrl] button click [delete from unit] button The following dialog box pops up：
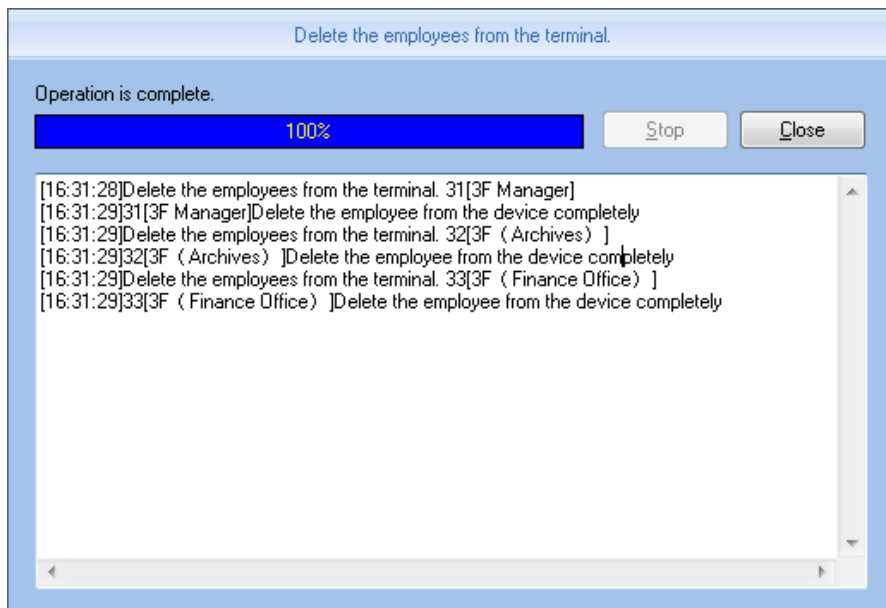
To delete the employee information in attendance machine.

3.5 Unit Management

3.5.1 Add Unit

Click【Add Unit】button, as the following window：

CrossChex software it has developed its own device discovery protocol defined between the softeware and the device, it can be remove the trouble from the device deployment configuration,， realize A key installation for device configuration. Through the right side of the device can be found all LAN support discovery protocol.

Search: You can re-search the contents of all LAN device discovery protocol support.

Settings: Select from the search to the device, click on the "Settings" can be configured on the IP address of the device and other information.

Add: filling device information found in the form to the left, click "Save" to save the device to the software.

• Terminal ID: users increased attendance custom number

• Machine Serial number : PC management software is the unique identifier to identify the machine, so please pay special attention to the uniqueness of the set when the networking. Setting range: 1-99999999;

• Machine Name: Alias attendance from the users themselves to a different location, easy to distinguish；

• Group: used to manage the terminal machine；

• Attendance status: divide into three kinds of situations : the actual state, clock in, clock out.

Attendance is based on the actual state of the state machine on the subject terminal；Attendance status set at work or off duty attendance is not considered state of the terminal machine, attendance management program to add terminal prevail.

Communication Mode：

USB：Using a USB data cable connection；

Network: Select a network connection, the input terminal of the machine's IP address. Please be modified according to the actual situation (for network module with attendance)；

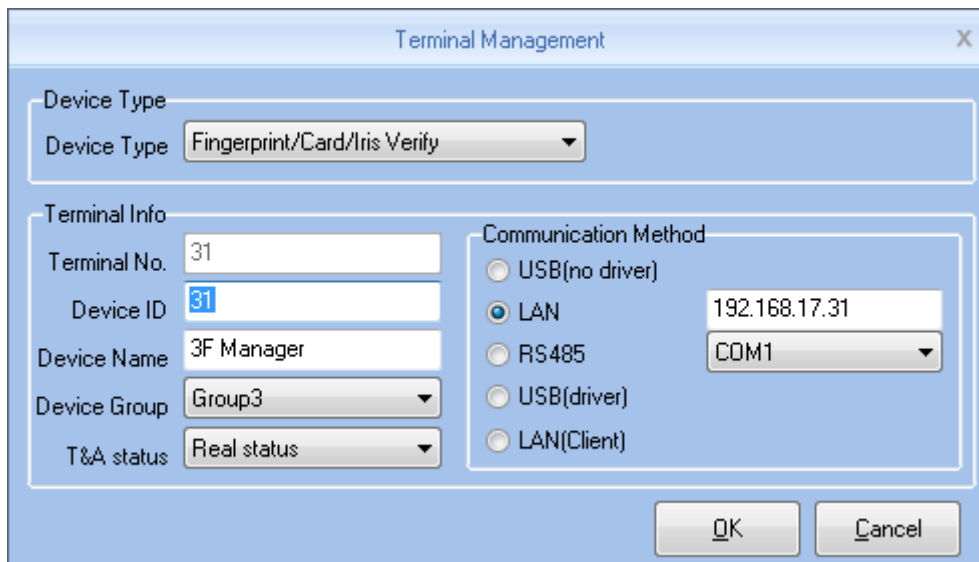Network (Client): device-side clients need to select the network mode, and set the server IP。

COM: Serial communication port

RS485：By default, COM1 port connection.

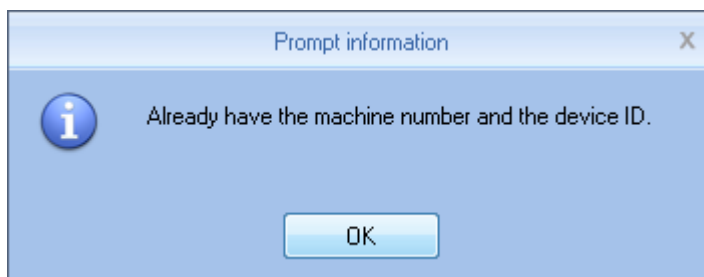 After editing is complete, click [Save] button to save the terminal information.

3.5.2 Modify Unit

Select Modify terminal (tick 'v' in the corresponding '□' in), click [Modify terminal] button to open the [Terminal Management] interface:

Modified according to the actual situation of the terminal information, and click [OK (O)] button to confirm the changes; click [Cancel] button to discard the changes.
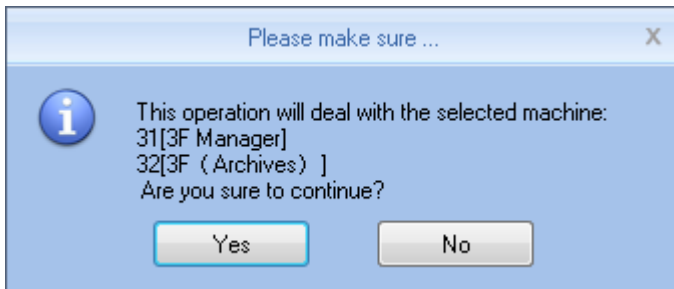
Tip: When the terminal number or machine number and the existing terminal will be provided with the same message box pops up:

Click [OK] button to reset the machine ID or machine number.

3.5.3 Delete Unit

Select the terminal to be deleted (tick the corresponding '□' in '√'), click Delete Terminal] button, a confirmation dialog box:
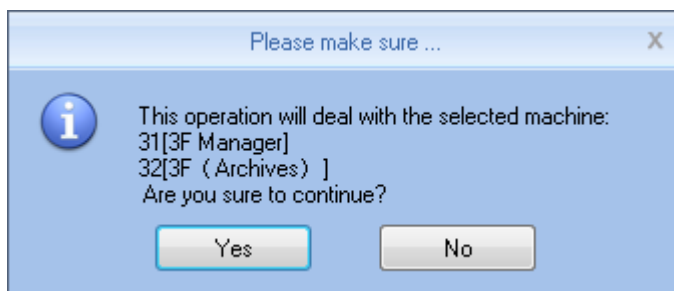

Click [OK] button to confirm to delete the selected terminal; Click [Cancel] button to cancel the deletion.

3.5.4 Synchronize Time

Synchronization time attendance machine connection time on the computer is synchronized with that.

Click [synchronize time] button shows confirmation dialog box:

Click [OK] button to confirm the time synchronization; Click [Cancel] button to cancel synchronization time.

3.5.5 Unit Parameter

Click【Unit Parameter】button open the【Unit Device Parameter Settings】window：

[Sleep Time]: Attendance from unattended to go to sleep interval, 0 means not hibernate, maximum sleep time was 250 minutes;

[Volume]: Attendance voice prompt volume level, 0 represents the mute, the maximum volume of 5；

[Date Display Format]: Attendance in the date format, there are about several formats:

yy-mm-dd（year-month-day）mm/dd/yy（month -day-year）dd/mm/yy（day-month-year）

[Time Display Format]: Attendance, the time display format minute 24-hour and 12-hour two kinds；

[Alignment accuracy]: Sub-normal, good, accurate three levels, the default is good. The higher accuracy of fingerprint requirements are also higher.

[Record alarm threshold]: When the attendance record set record number is greater than the alarm threshold value, the machine will prompt the user to make the appropriate alarm processing. 0 means no alarm, you can set the maximum number of records in 5000.

[Attendance repeat interval]: The interval between the same user twice attendance, 0 indicates no interval, the maximum interval is 250 minutes. Attendance during the interval times, the system records only one record.

[Workcode prompts]: Work code function is enabled and disabled.

[Intelligent fingerprint template update]：Fingerprint comparison on the process, it can automatically replaces the previous low-quality storage of fingerprint data for the new high-quality fingerprint data acquisition, thereby maintaining the latest fingerprint data, to avoid duplication of authentication of users. The default is disabled.

[Bell function]: It is disabled by default, according to the actual needs of their own settings (This feature applies to support a bell function of the model).

[Wiegand Mode]: There are two modes: Encrypted Wiegand and Wiegand 26. Default Wiegand 26 (for supported Wiegand outputs of attendance).

[Fixed Wiegand code]:   If you upload the same fingerprint ID number to two different machines than by WG signal output after the number will be different. Wiegand code set at this time if these two machines of the same words, WG signal output on the same number.

[Relay Delay]: Delay means connected with the lock to open the door after attendance. The maximum delay of 15 seconds (for support electric lock signal output attendance).
After setting, click [OK (O)] button to save the settings.

3.5.6 Ring Settings

Bell used to set the time, this feature is available for support functions attendance bell.

Click [Setup] button to open the bell rang the bell time [set] window:
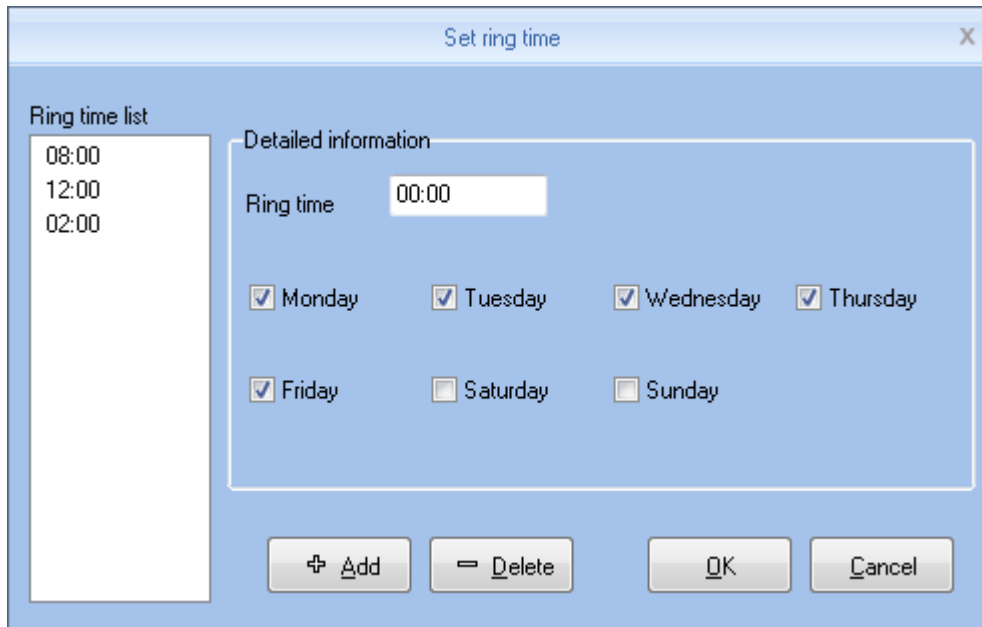
Set the desired time bell rang the bell at the time of the entry box. Click [+ Increases (A)] button to add time to time list. When the time list for invalid bell time, you can delete the invalid time. Select delete bell time, click - [Delete (D)] button to bring up the dialog box to confirm the deletion:
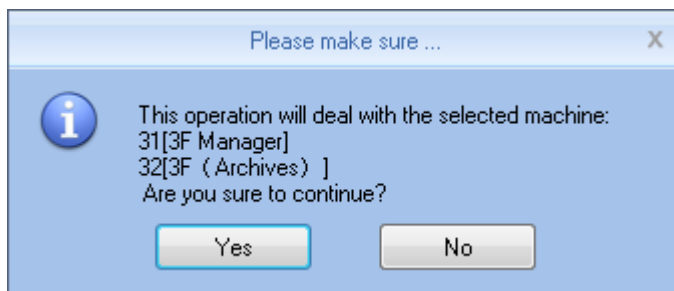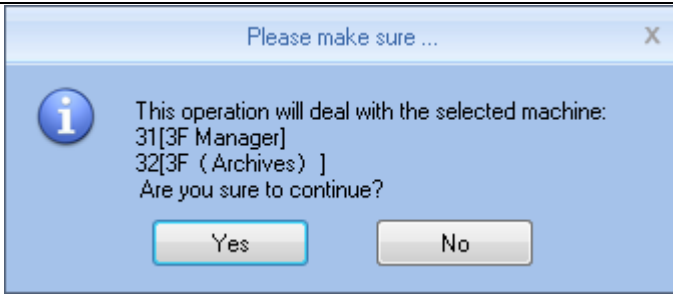

Click [OK] button to delete the selected bell time; Click [Cancel] button to cancel the deletion

3.5.7 Download New Records

New attendance record is to

  read the new record in attendance after the last collection record read out, save it to your computer.

Click [Download new record] button message box pops up:

Click on [OK] button to start reading the record; click [Cancel] button to abandon the operation.

3.5.8 Download All Records

Download all attendance records is to save all the attendance records to the computer table.

Click [Download all records] button message box pops up:
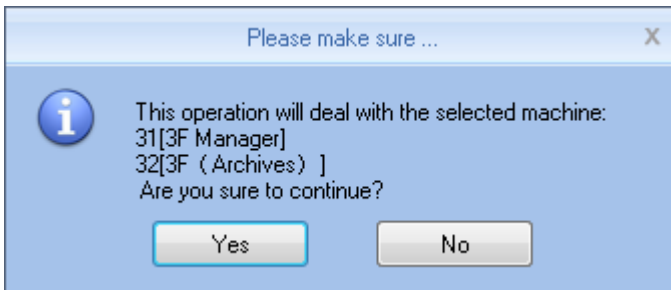
Click on [OK] button to start reading the record; click [Cancel] button to abandon the operation.

3.5.9 Backup Employee

Backup employee refers to staff information and fingerprint information stored in attendance download and save to your local computer for backup.

Click [Backup Employee] button message box pops up:
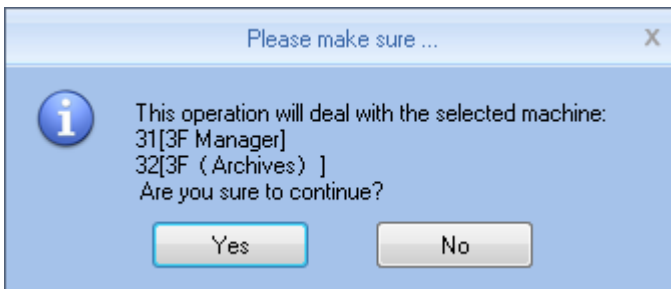
Click on [OK] button to confirm and start downloading personnel data, click [Cancel] button to abandon the operation.

3.5.10 Resume Employee

Resume Employee refers to the use of all personnel software registration information and fingerprint information uploaded to the attendance of local computer database.

Click [Resume Employee] button message box pops up:
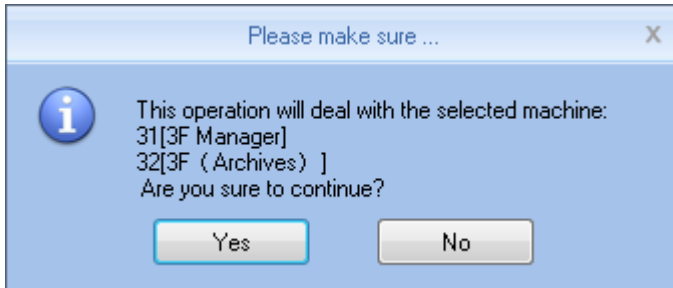
Click [Yes] button to confirm and start the upload personnel information; Click [No] button to abandon the operation.

3.5.11 Activate Realtime

Real-time monitoring means that the function within open time on attendance records to verify information can be displayed in real time in the recording list.

3.5.12 U Disk Function

U Disk management program the main data processing U disk, databases, and between management.

Read data from the U disk, it must ensure that the read data exists in the U disk G: \ 00000001 folder. [G] represents the letter of the name of U disk in the computer is displayed; [00000001] represents attendance machine number.

Reading records from U disk: First select U disk drive letter where the refresh, click [read records from U disk], the system automatically read U disk attendance records imported into a local database Att2003.mdb of Checking out table. .

Tip: Before you read attendance record from the U disk, must guarantee the existence of personnel information database.

Click [Read from U disk personnel information], the personnel data into the local database Att2003.mdb of Userinfo table, the fingerprint template into the Template file directory folder under the program: from U disk read personnel information .

Tip: If the record already exists in the local database, you are prompted to "duplicate records."

Backup personnel information to the U disk: the presence in the database of employee information and fingerprint template, backup to U disk.
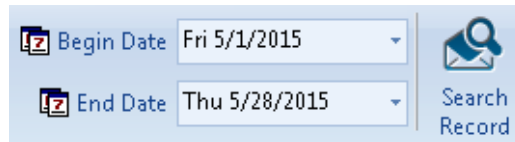
3.6 Record Management
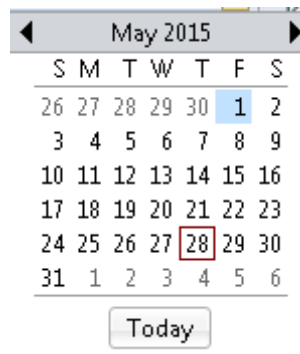
The main check on attendance records and backup.
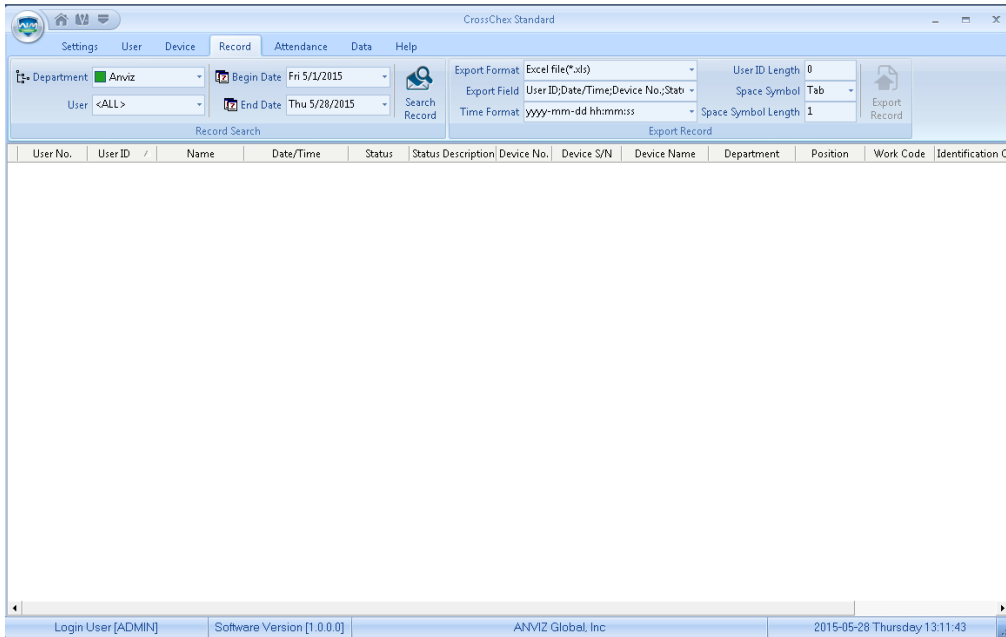
3.6.1 Record Search

Records Search is the records that meet the search criteria is retrieved.

Drop-down button to set the record you want to check the start date and end date, you can click the input

box after selecting date

After setting the record date Click [Record Search] button, verify records that meet the criteria will appear in

the record list:

3.6.2 Export Record

Make the attendance record for backup.

Set export the contents of the record export format:

Export Formats: There are three formats optional: text file (.txt), CSV file (.csv), Excel file (.xls).

Export field：Users can choose their own needs important fields to export, or select all.

Time Format：There are four kinds of time formats to choose from.

Staffer No. length：Length is set in the exported file in staff numbers, the default is 4.

Symbol interval：Delimiter between fields and field.

Space symbol length：Space symbol digits.

Set up an export conditions, click [Export record] button, open the "Save As" dialog. Choose to save the file, enter the file name, as shown below:
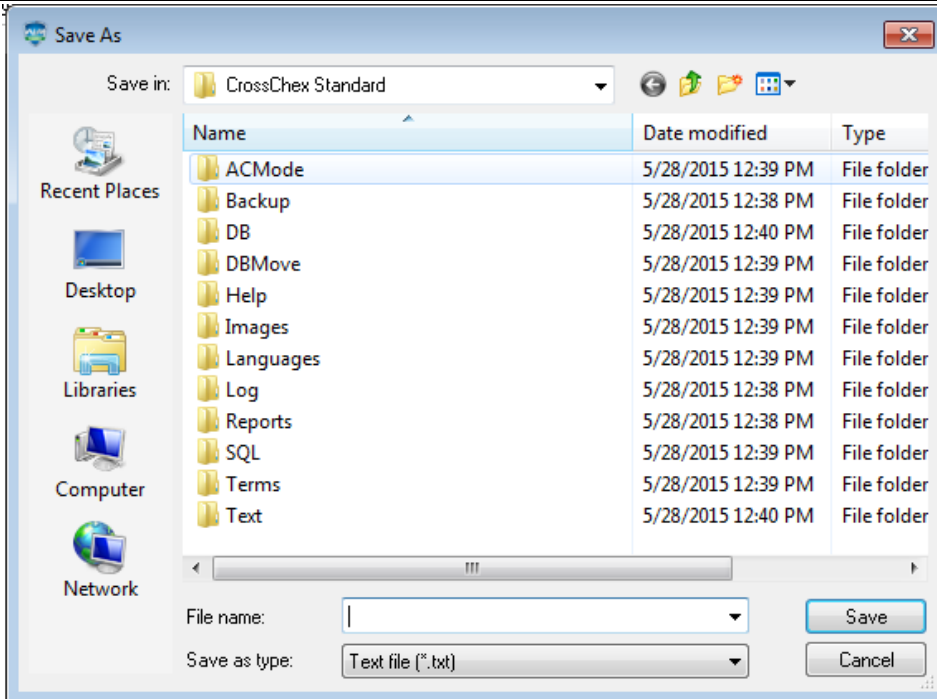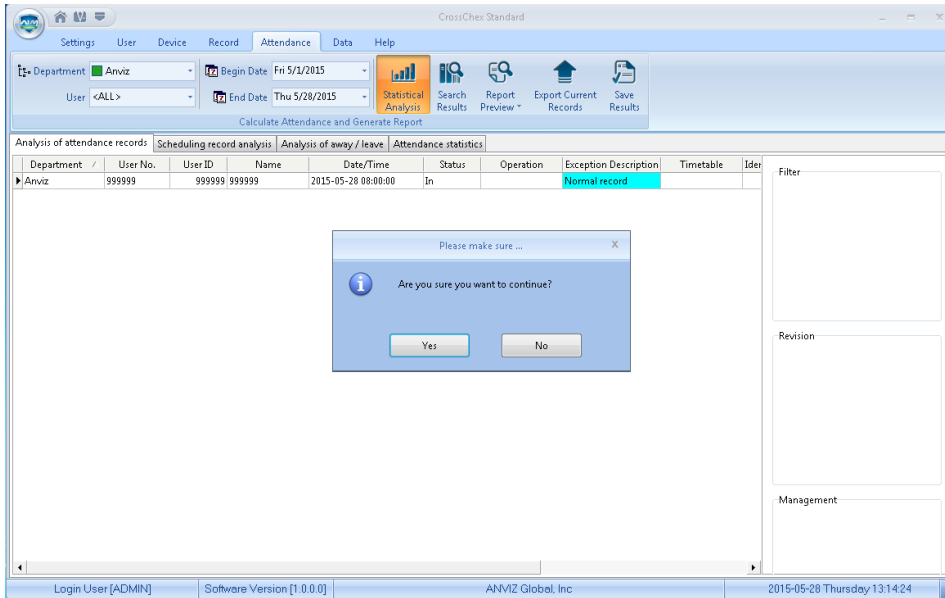
Click [Save (S)] button to save the file, you will be prompted to save the completed information system:
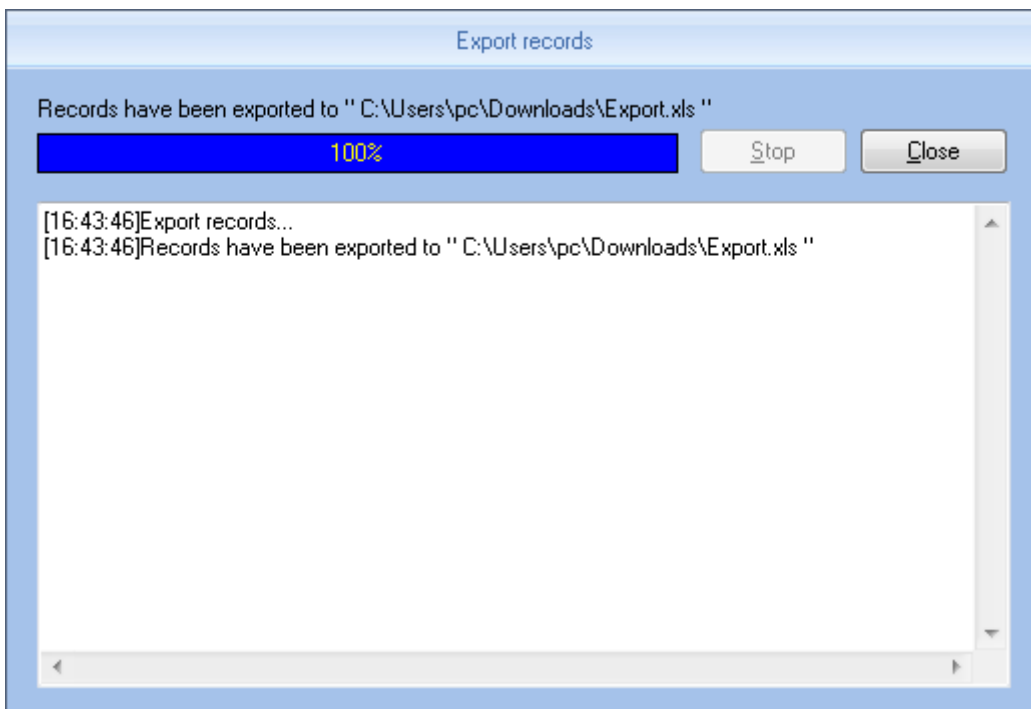
3.7 Attendance Management

3.7.1 Statistical Analysis

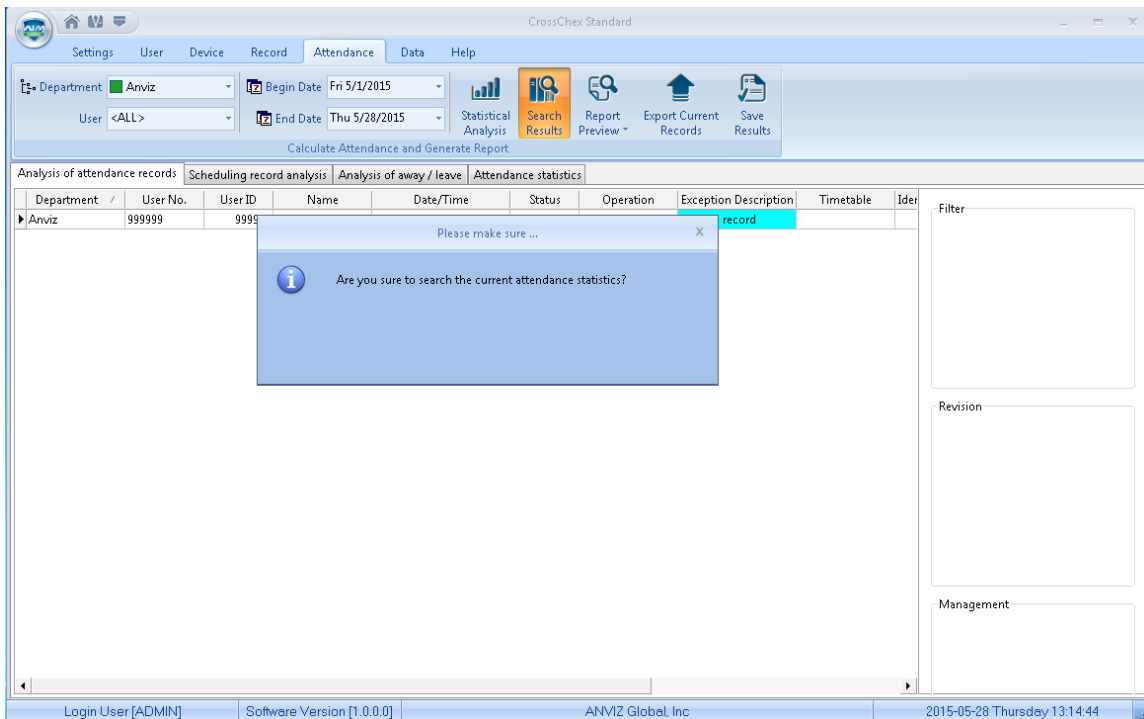Click [Statistical Analysis] in [Attendance Management] menu, the following window pops up:

Click【Yes】button to continue the operation; Click【No】button to discontinue the operation;

3.7.2 Search Results

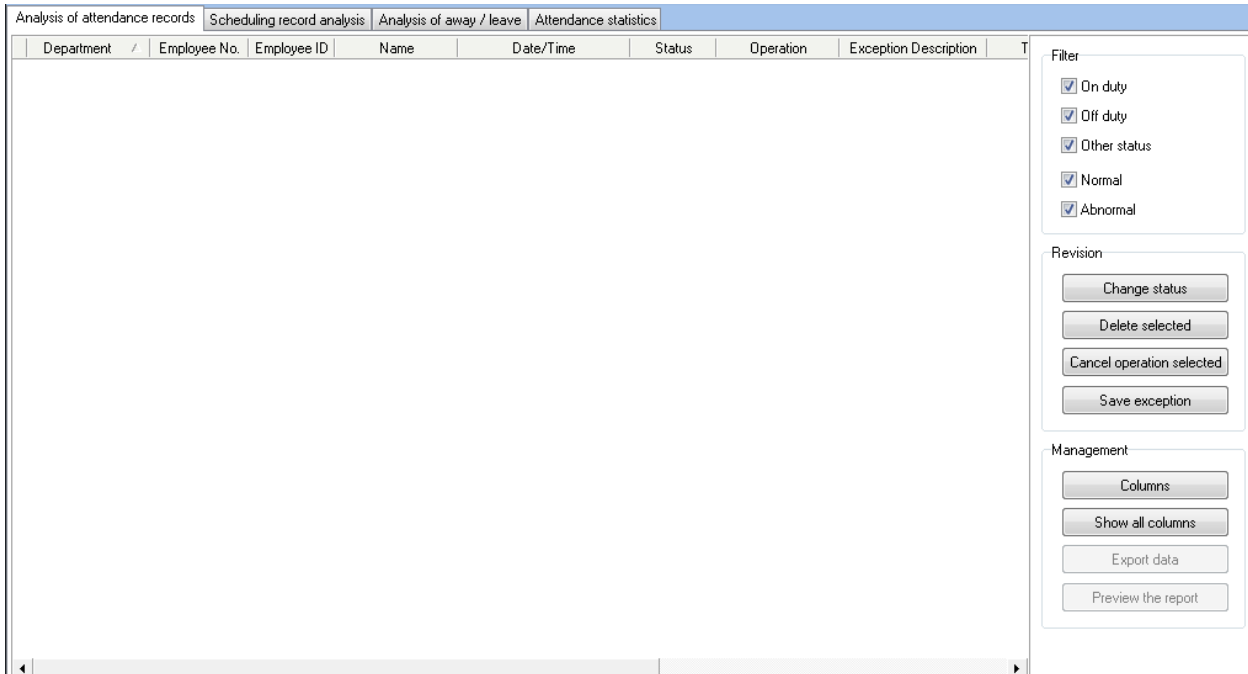On the basis of saving the result of Statistical Analysis or the above operation is invalid.

Click [Search Results] in [Attendance Management] menu, the following window pops up:

Click【Yes】button to continue the operation; Click【No】button to discontinue the operation;
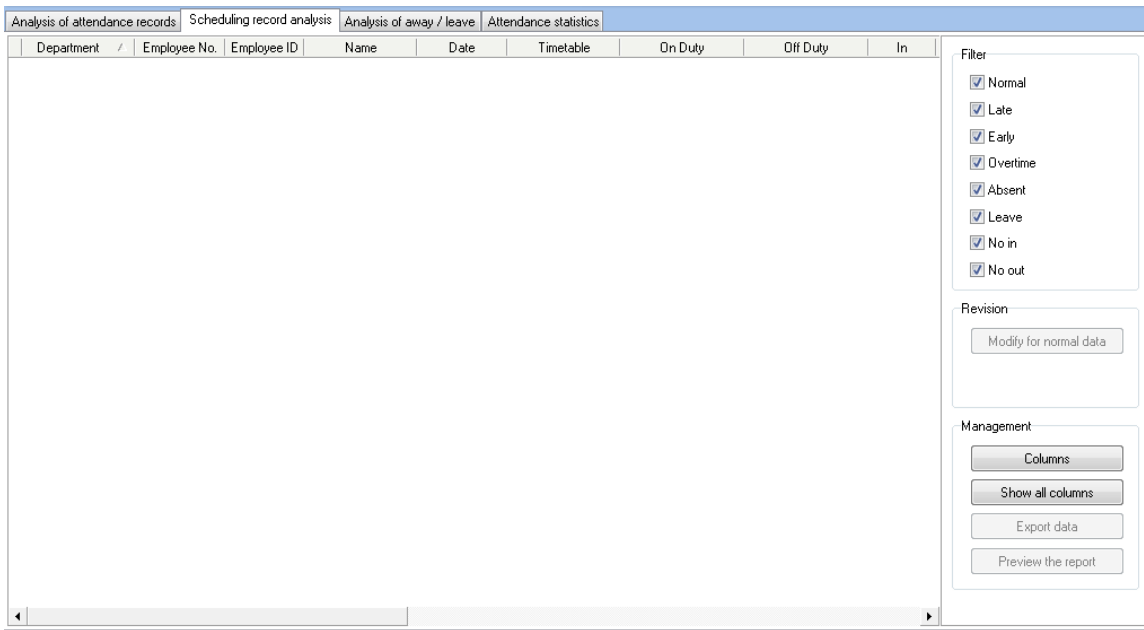
3.7.3 Record Management

Click [Record Management], the following window pops up:

Select the appropriate conditions are shown on the right.
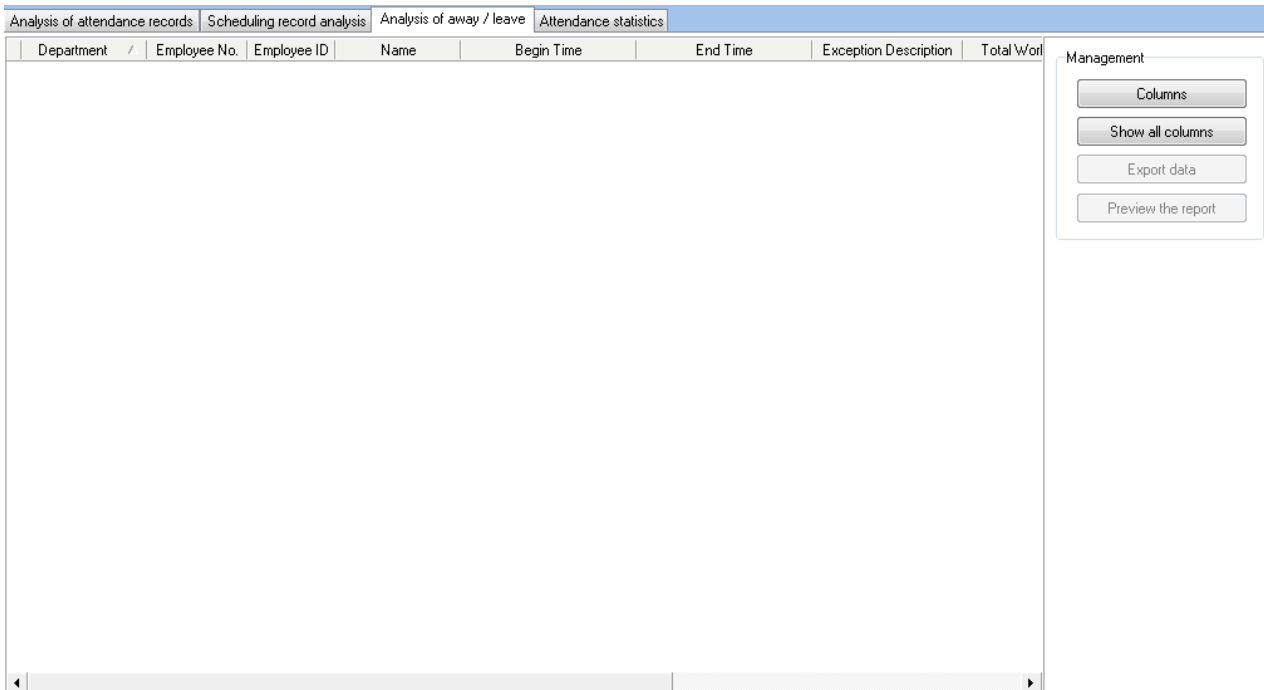
3.7.3 Scheduling Record Analysis

Click [Scheduling Record Analysis], the following window pops up:

Select the appropriate conditions are shown on the right.

3.7.4 Analysis of Away/Leave

Click [Analysis of Away/Leave], the following window pops up:

Select the appropriate conditions are shown on the right.

3.7.5 Attendance Statistics

Click [Attendance Statistics] menu, the following window pops up:

Select the appropriate conditions are shown on the right.

3.7.6 Report Preview

Click [Report Preview] menu, the following window pops up:

Select the report you need accordingly.

3.8 Data Management

3.8.1 Away On Business/Leave

Click [Away On Business/Leave] in [Data Management] menu, the following window pops up:

Select Department, Employee, Leave Class, Reason and Time accordingly to complete setting.

3.8.2 Append Record

Click [Append Record] in [Data Management] menu, the following window pops up:

3.8.3 Group Late/Early

Click [Group Late/Early] in [Data Management] menu, the following window pops up:

Select the appropriate condition, and click [OK].

3.8.4 Export Record

Click [Export Record] in [Data Management] menu, the following window pops up:

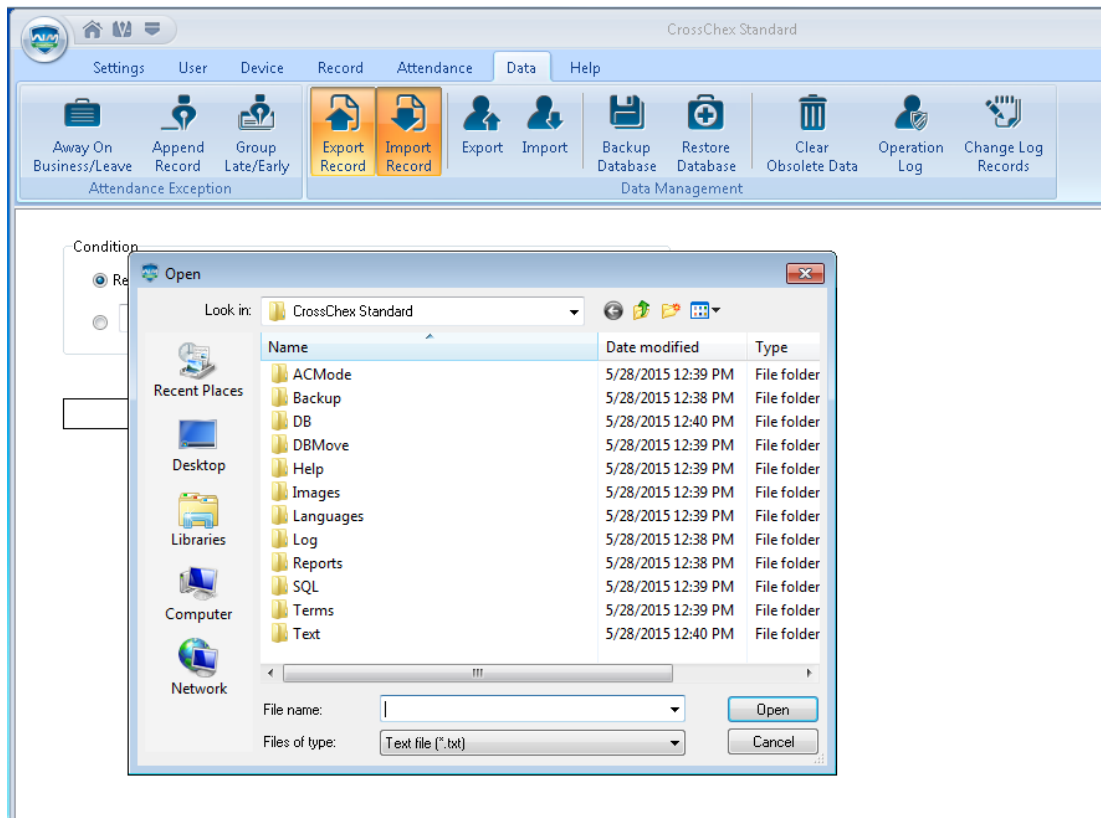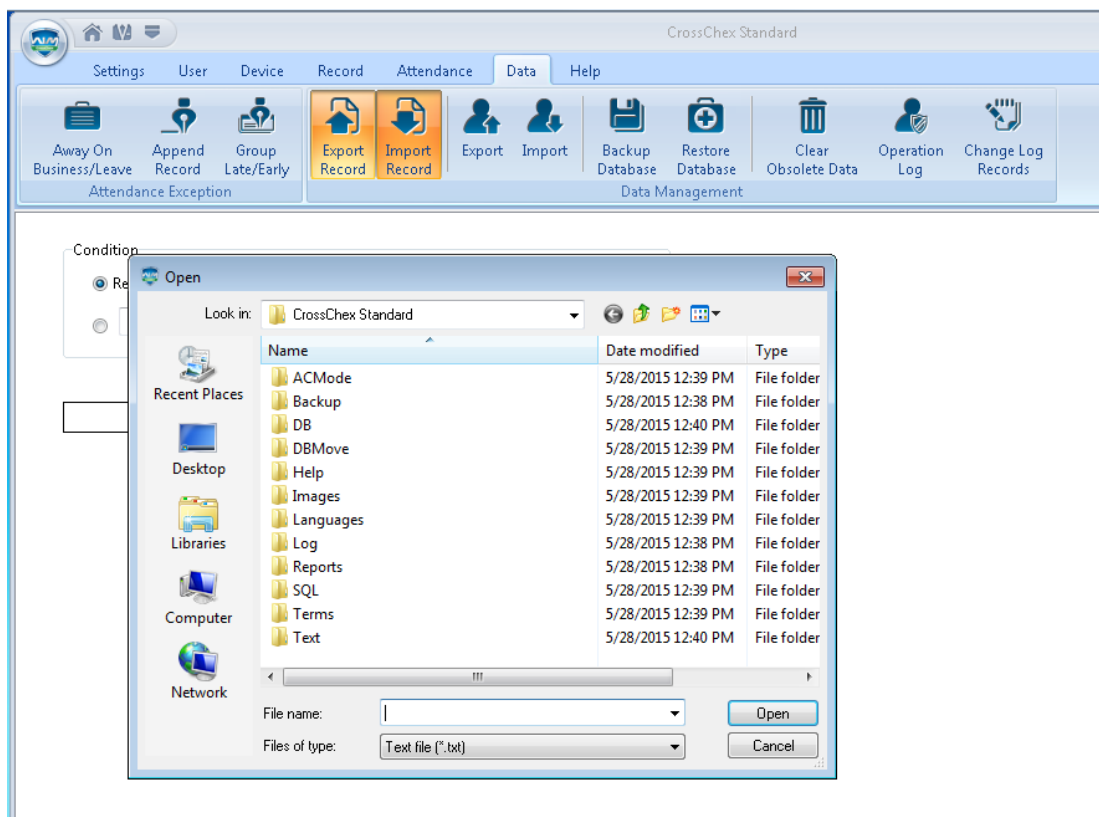Choose export conditions, click export, select the path, the following window pops up, click "Save :

3.8.5 Import Record

Click [Import Record] in [Data Management] menu, the following window pops up:

Select the relative import attendance record file according to the prompts, click [Open] button to start
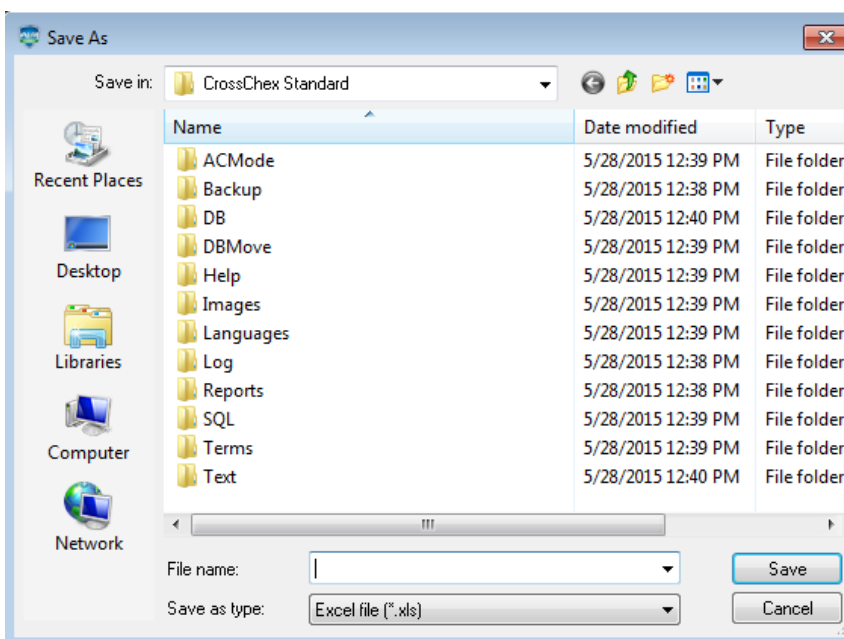
importing.

Note:' Attendance record file format 'must be original record (*.txt).
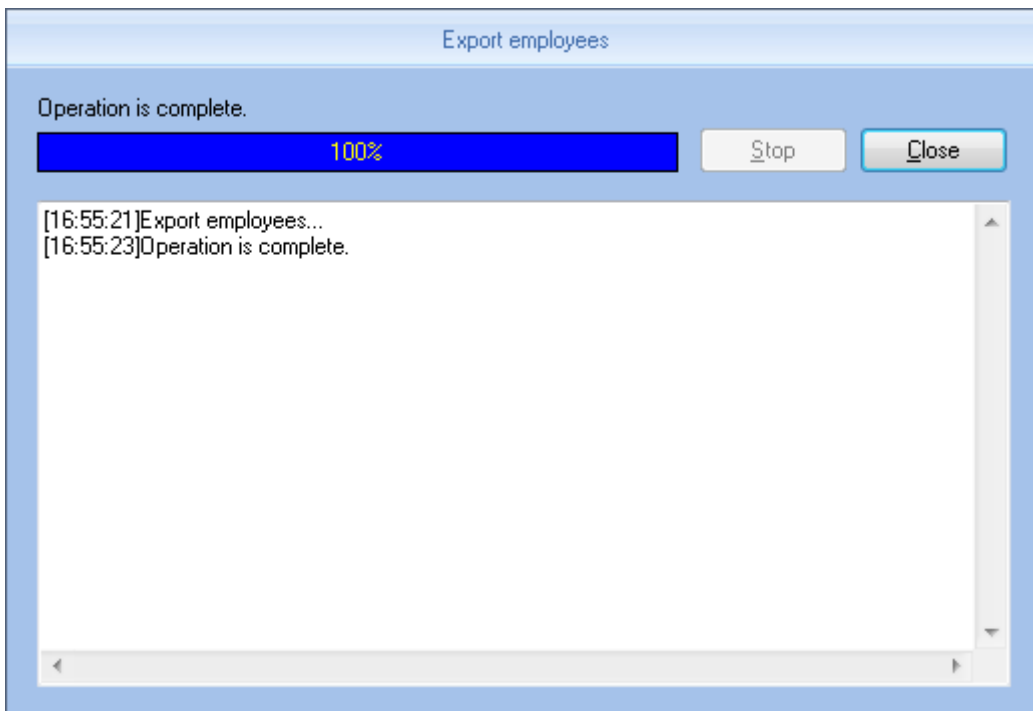
Number+ Tab key +Attendance Time (time format yyyy-MM-dd HH:mm:ss)+Tab key+ Device Number +

Tab key+ Attendance Status + Tab key+ Work Code + Tab key+ Verification Mode

3.8.6 Export Employee

Click [Export Employee] in [Data Management] menu, the following window pops up:


Select "Export EXCEL file" export path.

After a successful export, click【**Close**】to complete the export.
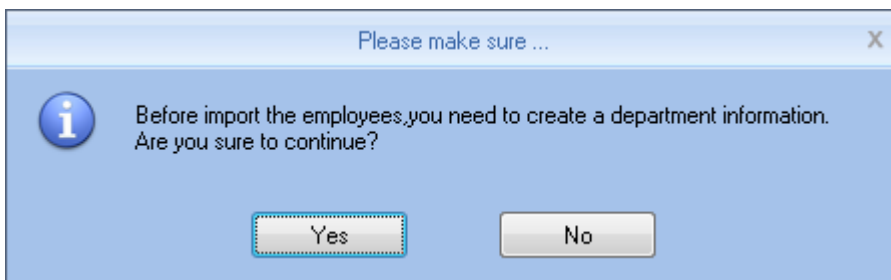
3.8.7 Import Employee

To import employee information to the system according to EXCEL prescribed format.

The import employee information EXCEL format is in the software installation directory folder "**ACMode**".

Click [Import Employee] in [Data Management] menu, the following window pops up:
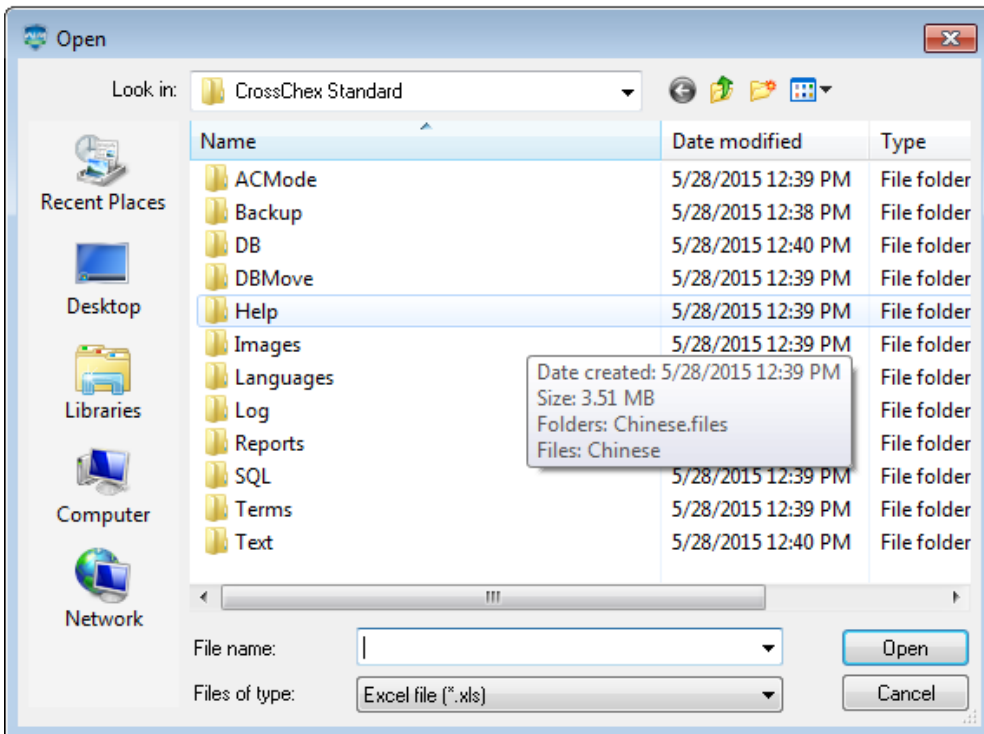
Select the EXCEL file you want to import, click [Open] to popup a dialogue box:

Click【**Yes**】to confirm,【**No**】 to quite. After a successful import, click【**Close**】to complete the export.

3.8.8 Backup Database

For ensuring the safety of data and recoverability, we advise to back up the database regularly. Click [Backup Database] in [Data Management] menu, then select the relative route to back up the database, click [Save]:
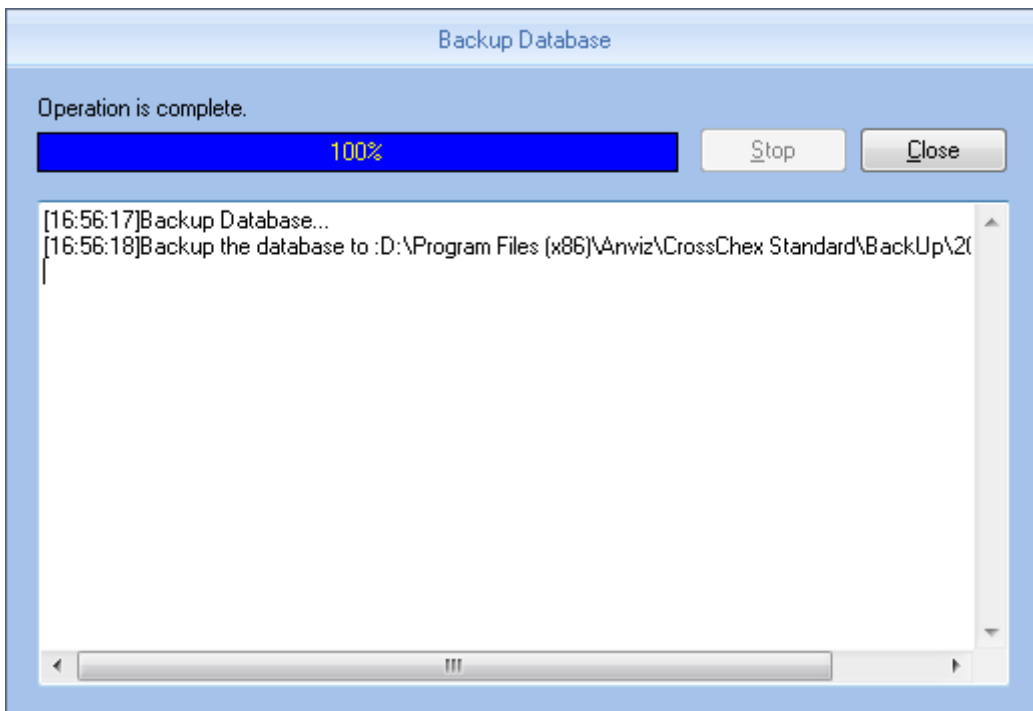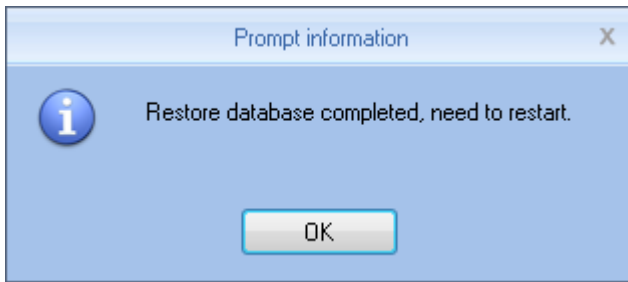
3.8.9 Restore Database

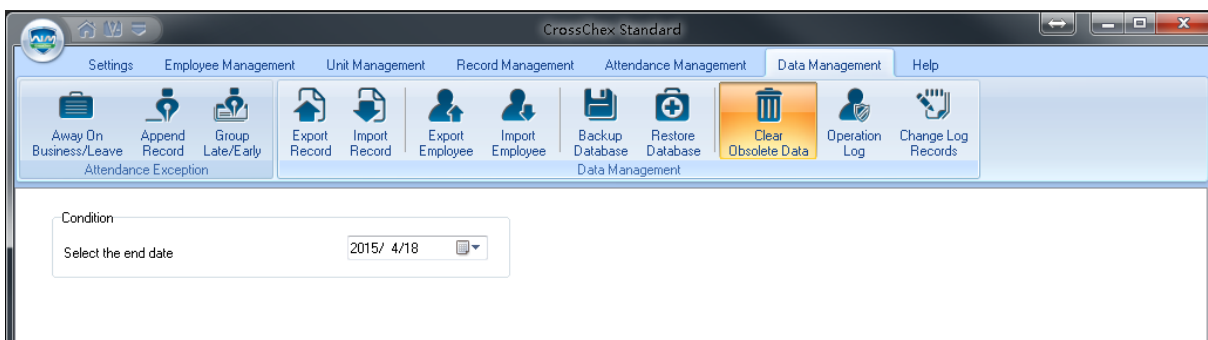Click [Restore Database] in [Data Management] menu, the following window pops up:
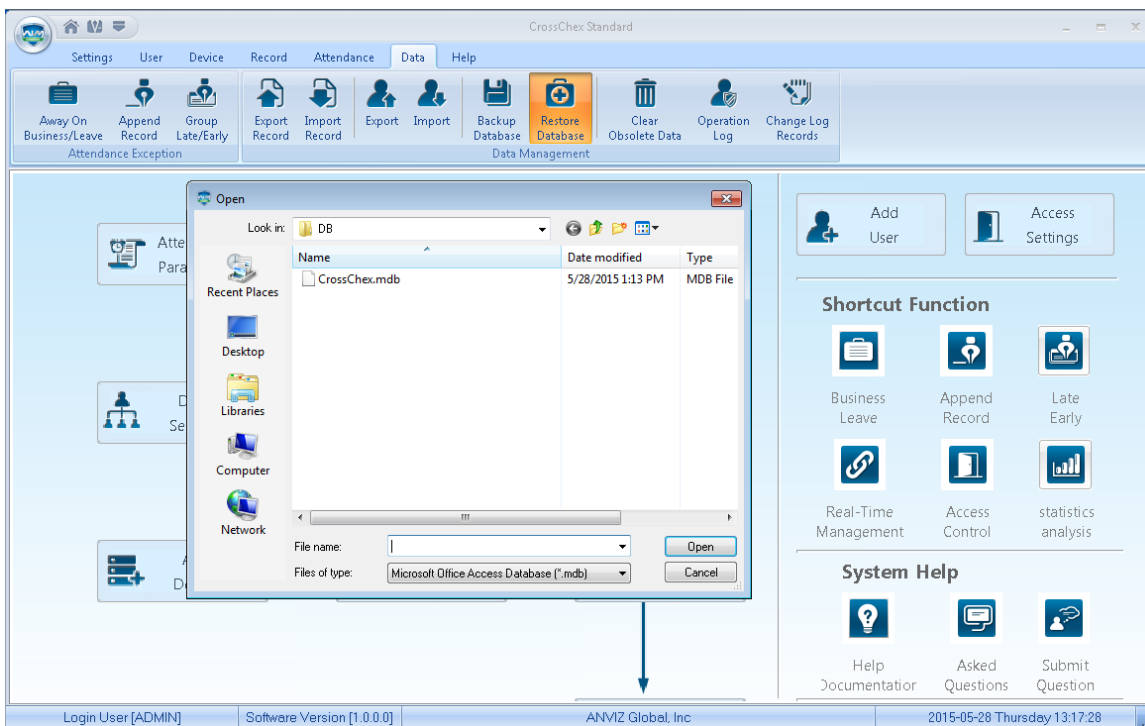
Select the path to the database you want to restore, click [Open], the following window pops up:

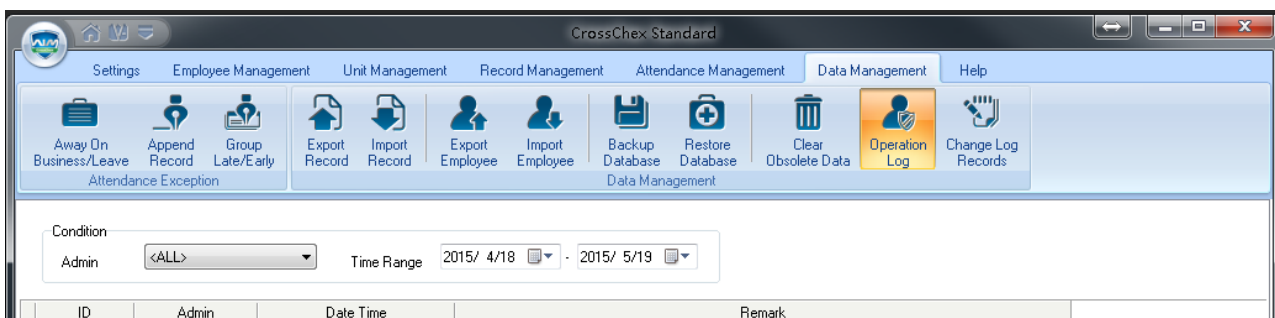Click【**Confirm**】to restart the software.

3.8.10 Clear Obsolete Date

Click [Clear Obsolete Date] in [Data Management] menu, the following window pops up:

Select the deadline of relative Obsolete Date, click【**Clear**】to complete the operation.

3.8.11 Operation Log

Click [Operation Log] in [Data Management] menu, the following window pops up:


The log records all the Operation Logs in this management program, select [Admin] and the corresponding time period, click [Search] button, then you can see what operations and what settings the administrator has managed in this time period, which is more convenient for multiple administrators using

simultaneously.

3.8.1 Change Log Records

Click [Change Log Records] in [Data Management] menu, the following window pops up:
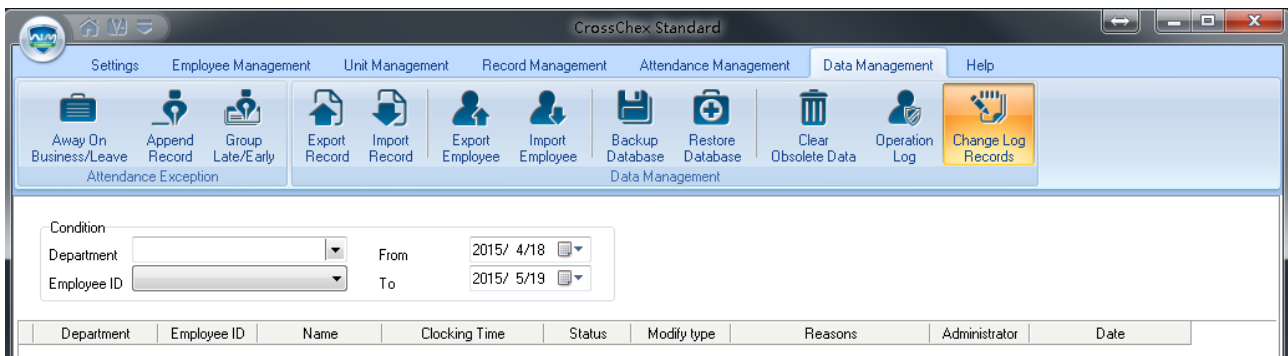
Select Department, Employee ID and Time, click【Search】button, then matching records will be displayed in the list below.

Note: Change Log Records show all the modified attendance record; if wrongly modify the record in the process of operating the system, you can select the record, and then click [Restore] button to correct the record.

Click【**Close**】button to exit this window.

3.9 Help

Help including "Software Upgrades", "Submit Question", "About the Software", "Help Documentation" as below:
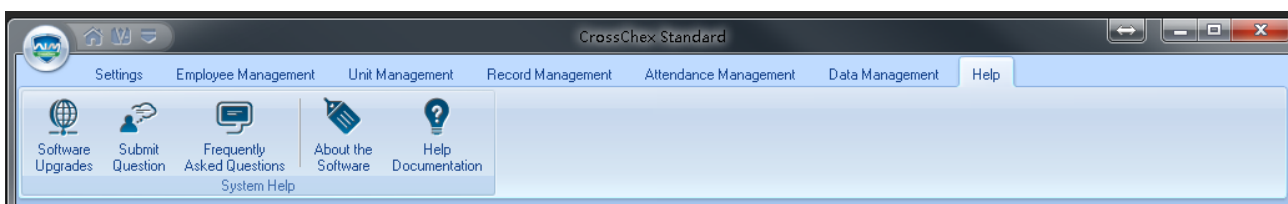
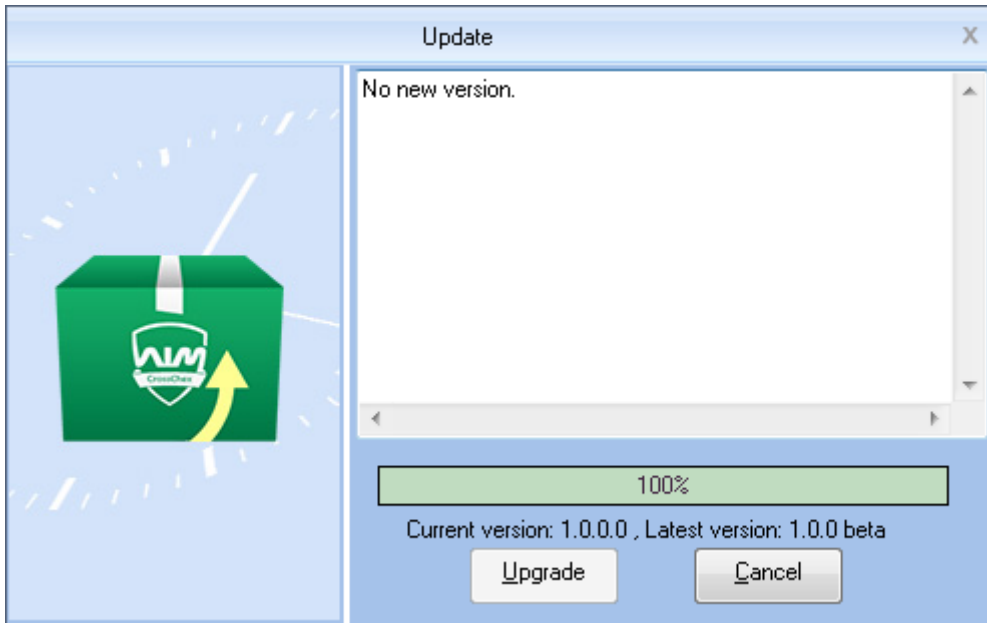## 3.9.1 Software Upgrades

Anviz biometric management software supports online software upgrades. Click [Software Upgrades] button. The system will automatically run, "Update.exe". The application will automatically connect to the software server of Anviz Biometric Technology Co., Ltd., find the latest software upgrade in the server, and download the software upgrade package to install, as below:


In "Online Upgrade" dialog, the version information of the upgrade pack will be prompted. After selecting the latest version, click the "upgrade", the software upgrade package will be downloaded and installed on your system, and prompts the current software version.

Note: The software upgrade is incremental upgrade, it can effectively reduce the download traffic and data loss, use automatic software upgrade will not overwrite database use, ease of use.

3.9.2 Submit Question

Anviz Technology Co., Ltd always pay attention to the user's software experience, integrating the "submit questions online" button in the software, enabling customers to submit quickly. Submit the problems and BUG encountered in the process of using software timely, our R&D and technical team will give you the best service.

Click【Submit Question】 requires the customer's computer must be connected to the Internet , and having been registered as a member of Shanghai Anviz Technology Co., Ltd. is required before submit questions.
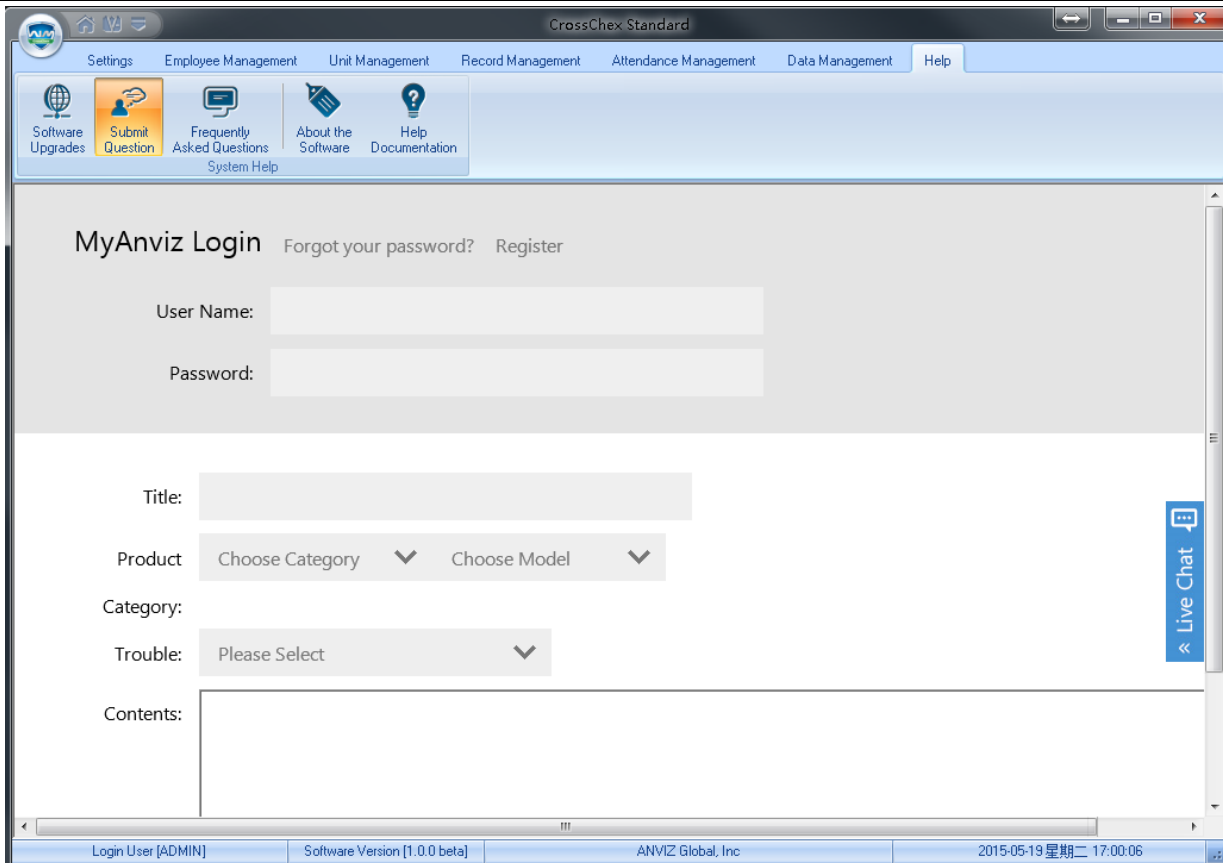
3.9.3 Frequently Asked Questions

In order to better help customers to solve the software and equipment problems encountered in the process, we integrate【Frequently Asked Questions】button in the software. Click the button when your computer is with installed system connecting to the Interne. Software also will automatically connect to the technical support page on Shanghai Anviz Technology Co.,Ltd. official website.
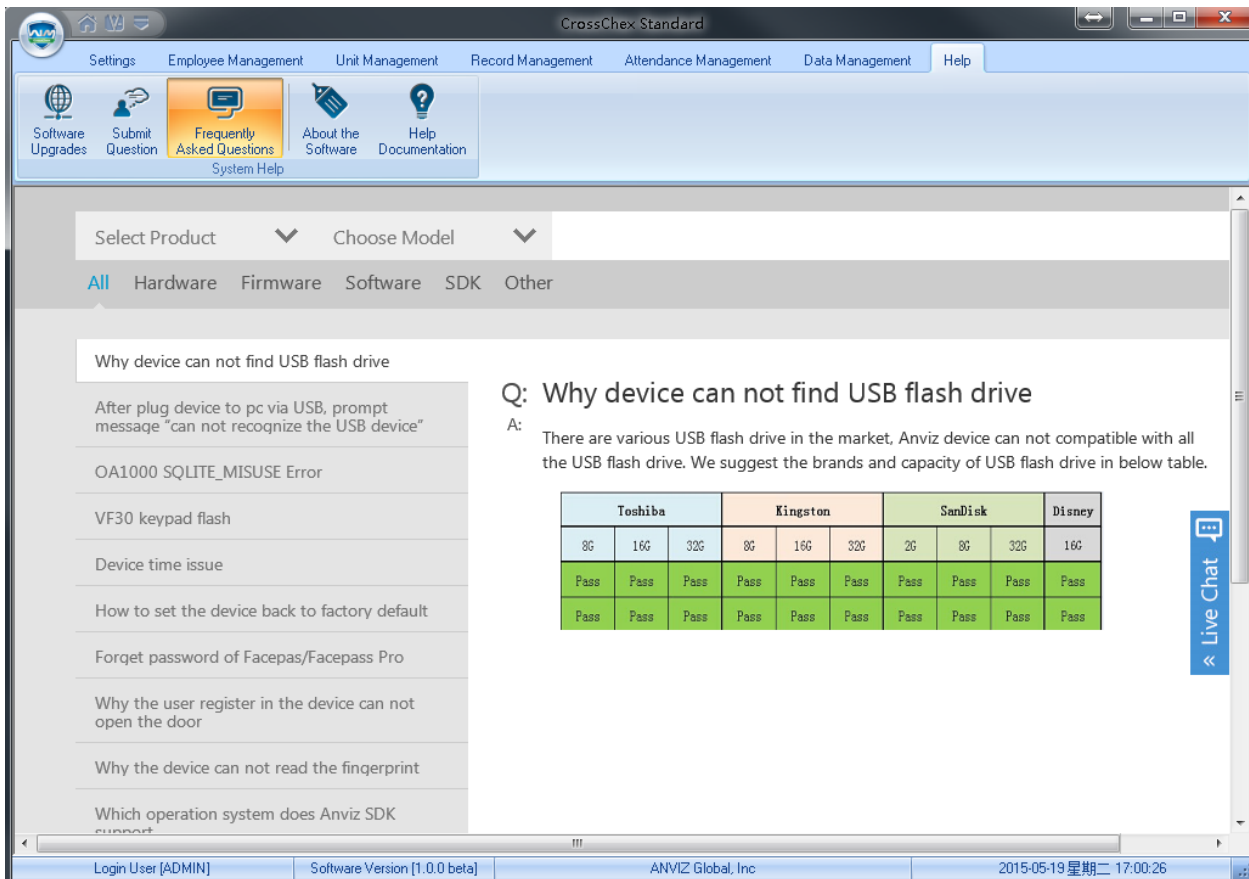
Users can quickly find the software and equipment problems encountered by "Frequently Asked Questions Database". Customers can follow the detailed help files to solve their own problems encountered efficiently.

3.9.4 About the Software

Click "About the Software" button, the dialog box of software version information will pops up.

The software version name, company name and the official website, and software copy rights will be displayed.

3.9.5 Help Documentation

Click the "Help Documentation" in the software, the system will call System Help Manual; it will be more convenient for the customers to familiar with the software operation and use.