# **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.	So	ftware Installation and Uninstallation	11
	1.1	Software Installation	.11
	1.2	2 Uninstall software	.14
2.	Soft	ware Initialization	15
	2.1	Operation Software	15
	2.2	2 User Guid	15
3	So	ftware Operation	19
	3.1	Login	.19
	3.2	Phost interface	20
	3.3	System Setting	21
		3.3.1 Database Setting	21
		3.3.2 Base Parameter	23
		3.3.3 Attendance Parameter	26
		3.3.4 Dept. Setting	29
		3.3.5 Status Setting	30
		3.3.6 Leave class	30
		3.3.7 Work Code	31
		3.3.8 Holiday List	32
		3.3.9 Shift settings	33
		3.3.10 Access Setting	39
		3.3.11 User setting	41
		3.3.12 Modify password	43
		3.3.13 Lock Manager	43
		3.3.14 Log out	43
		3.3.15 Exit system	.44
	3.4	Employee Management	.44
		3.4.1 Add Employee	45
		3.4.2 Modify employee	.48
		3.4.3 Delete employee	.48
		3.4.4 Export employees	48
		3.4.5 Import employee	.49

	3.4.6 Transfer Dept	51
	3.4.7 Employee Separation	51
	3.4.8 Set Privilege	52
	3.4.9 Copy Privilege	53
	3.4.10 Download Employee	54
	3.4.11 Upload employee	55
	3.4.13 Upload template	56
	3.4.14 Delete from unit	57
3.5	Unit Management	57
	3.5.1 Add Unit	57
	3.5.2 Modify Unit	59
	3.5.3 Delete Unit	60
	3.5.4 Synchronize Time	60
	3.5.5 Unit Parameter	60
	3.5.6 Ring Settings	63
	3.5.7 Download New Records	63
	3.5.8 Download All Records	64
	3.5.9 Backup Employee	64
	3.5.10 Resume Employee	65
	3.5.11 Activate Realtime	65
	3.5.12 U Disk Function	65
3.6	Record Management	67
	3.6.1 Record Search	67
	3.6.2 Export Record	68
3.7	Attendance Management	69
	3.7.1 Statistical Analysis	69
	3.7.2 Search Results	70
	3.7.3 Record Management	71
	3.7.3 Scheduling Record Analysis	71
	3.7.4 Analysis of Away/Leave	72
	3.7.5 Attendance Statistics	73
	3.7.6 Report Preview	73
3.8	Data Management	74
	3.8.1 Away On Business/Leave	74

	3.8.2 Append Record	74
	3.8.3 Group Late/Early	74
	3.8.4 Export Record	75
	3.8.5 Import Record	76
	3.8.6 Export Employee	77
	3.8.7 Import Employee	78
	3.8.8 Backup Database	79
	3.8.9 Restore Database	80
	3.8.10 Clear Obsolete Date	81
	3.8.11 Operation Log	81
	3.8.1 Change Log Records	82
3.9	Help	82
	3.9.1 Software Upgrades	83
	3.9.2 Submit Question	83
	3.9.3 Frequently Asked Questions	84
	3.9.4 About the Software	85
	3.9.5 Help Documentation	86

## **1.Software Installation and Uninstallation**

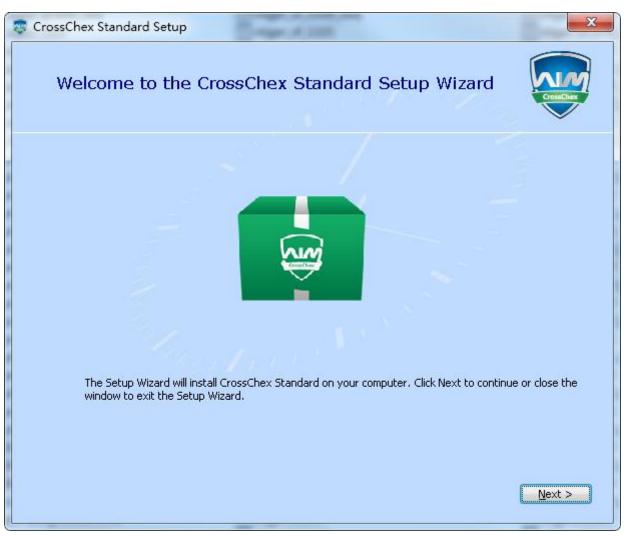
## **1.1** Software Installation

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.

#### "Next".

😨 CrossChex St	tandard Setup
Z Re	ad the Anviz License Terms
	ontinue you must read and accept the terms of this agreement. If you do not want to pt the Anviz License Terms, close this window to cancel the installation.
acc "co the yorl the any exp	stitutes agreement by the government that the software product and ompanying documentation are "commercial computer software" and mmercial computer software documentation," and constitutes acceptance of rights and restrictions herein. governing law, jurisdiction and costs this agreement is governed by the laws of new york, without regard to new k's conflict or choice of law provisions. severability if any provision of this agreement shall be held to be invalid or unenforceable, remainder of this agreement shall remain in full force and effect. to the extent or express or implied restrictions are not permitted by applicable laws, these rent permitted by such applicable laws.
<b>▼</b> [	accept the terms of this agreement.
	<u> </u>

4、 Click "Browse" to select a local path as a software installation directory, if the software default path, click

#### "Next".

📚 CrossCł	nex Standard Setup	- mar. of 1888	$\Leftrightarrow$	
	Choose a file loca	tion		
	To install in this folder, click "Ne	xt". To install to a different folder, (	enter it below or click	"Browse".
	D\$\Program Files (x86)\Anviz\@	irossChex Standard\		Browse
	Total space required on drive: Space available on drive; Remaining free space on drive;	23 MB 9.44 GB 9.41 GB		
			< <u>B</u> ack	<u>N</u> ext >



5、 Cl	ick "Install"
📚 Cro	ossChex Standard Setup
	Begin installation of CrossChex Standard
	Click Install to begin the installation. If you want to review or change any of your installation settings, click Back. Close the window to exit the wizard.
8	
	< Back Install

**6**. Installation is in progress, please be patient, depending on the computer configuration takes about 1-5 minutes.

😨 CrossChe:	ex Standard Setup	
]	Installation Progress	
c	Configuring CrossChex Standard	
I	Installing CrossChex Standard	

#### **7**、 The installation is complete, click on the "Run CrossChex Standard" or "close" button.

 😨 CrossChex Standard Setup	×
CrossChex Standard has been successfully installed.	

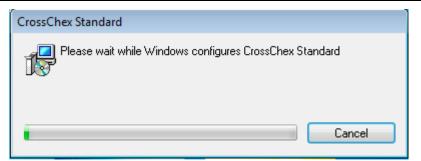
## 1.2 Uninstall software

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.

- 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

CrossChex Standard

Double-click desk icon **Standard** 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

		9	Software Guide			
Register						
Registrater Informat	on * Mandatory Fiel	ł				
*Contact				Tel		
*Company				Website		
*Country				Address		
Country						
*Email						
1 √ This is a free	software, so please	register at first in order	to ensure a bel	tter service		
2 v Our register i	nfromation will be er	crypted so it is safe to	use.			
3 、This is just u	sed for technical ser	vice support provided t	oy us.			
4 the informat	on will be saved in l	ocaland it will be registe	ered automatica	ally when network c	onnect.	

## 2, Configuration Database

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

				Software Guide			
	_						
Reg	jister	Database					
Ac	cess File:	D:\Program	Files (x86)\Anviz\Cro	ssChex Standa	d\DB\CrossChex.n		
	:	Server IP:					
	U	ser Name	sa				
	F	Password:					
	Databa	ise Name					
	Databa	ase Mode:			~		
						Back	Next Step

	Λ	N	V	2
--	---	---	---	---



#### 2、 Dept. Setting

		Software Guide			
Register	Database Departme	ent Staff			
Department List:		Add Modi Selected I Anviz New Depa	Department:	Save	Cancel
				ot repeat with the exis der it will be transferred	
			В	lack	Next Step

#### 3、 Employee Information

		9	Software Guide				
Register	Database	Department	Staff				
2 v Please	e fill staff informatio	on to get standard stal n in standard staff tem and choose the finishe	plate	ion and then upload	it to software		
4∿ lfyou	don't need to fill sta	aff information now, yo	u can click 'ne	xt step' and then add	this in software		
1.Get standar	d staff template		2.Uplo	ad finished staff infor	mation	-	
					Back	Next Step	

#### 3、 Attendance Setting

Please refer to details in "Attendance Parameter Settings".

		Sof	tware Guide	
Regist	er Databas	e Department	Staff Attendance	
Stat. Rule A workday coun The shortest wo The longest wor 6 Weekend	rking time king time 0	kend 2		Stat. Rule Unit Set Unit: Day Minimum 0.5 Round-off control Indicating Symbol Indicating Symbol: 7

#### 4 Shift Setting

Please refer to the detail in "Shift Setting"

			Software Guide				
Register	Database	Department	Staff	Attendance	Scheduli		
Timetable S	Setting		Shift Setting		Emple	oyee Scheduling	
Shift List: Shift Name	Shift	Information Shift Name		Cycles 1	Cycl	le Unit Week 🔻	
			Time1	Time2	Time3	Time4	Π
		Sunday					
		Monday					
		Tuesday					
		Wednesday					
		Thursday					
		Friday					
		Saturday					
					Back	Next	Step

#### 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"

				Software Guide			
		_					_
	Register	Databas	se Department	Staff	Attendance	Scheduling	Device
	Search De	evice	Se	etting Device		Add Device	e
No	Device type	Device ID	Serial number	IP	Mask	Gate	MAC
1	VF30-N	15130083	1050100015130083	192.168.70.218	255.255.255.0	192.168.19.1	00-22-CA-88-35-E3
•							
•							

## 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:

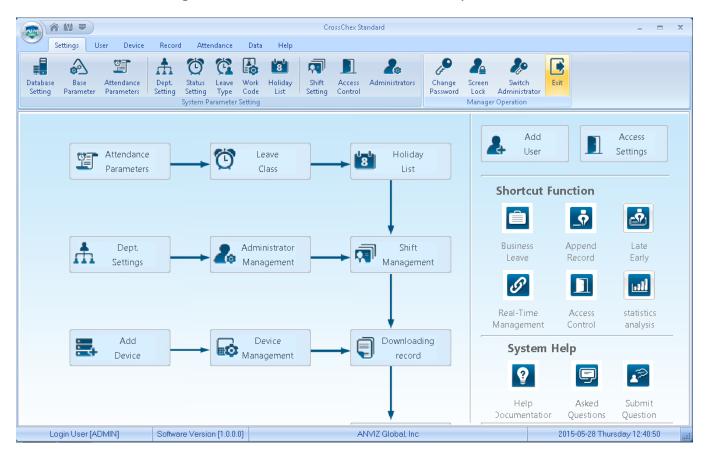


0

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:



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## 1、 Window setup 🕋 😢 🗮

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

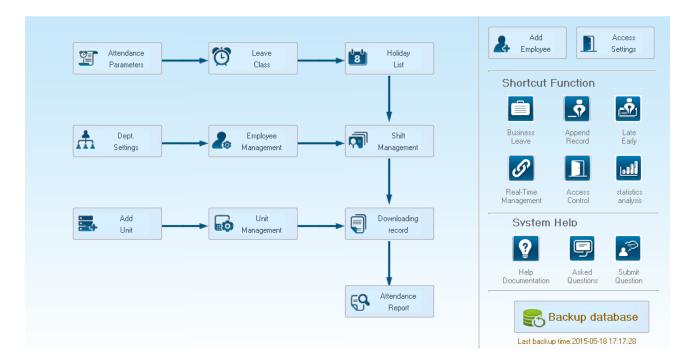
#### 2 System Function

9	Settings	Employee Mana	igement	Unit Man	agement	Rec	ord Manage	ement	Attendance	e Manageme	ent Data	Managemer	it Hi	elp
<b></b>		Ĩ		Ö	Ċ		8			20	ر پ	2	æ	
) atabase Setting	e Base Parameter	Attendance Parameter	Dept. Setting	Status Setting	Leave Class	Work Code	Holiday List	Shift Setting	Access Setting	User Setting	Modify Password	Lock Manager	Log Out	Exit System
System Parameter Setting Manager Operation														

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.

D:\Program Files (x86)\Anviz\CrossChex Standard\DB\Cross
sa
Att2012

#### Access Database:

Display database file storage path, press "....", choose other mdb data files.

🐺 Open			×
Look in:	🕌 CrossChex Standard 🗸 🗸	G 🤌 📂 🛄 -	
æ	Name	Date modified	Туре
~	📙 ACMode	5/28/2015 12:39 PM	File folder
Recent Places	🕕 Backup	5/28/2015 12:38 PM	File folder
	🐌 DB	5/28/2015 12:40 PM	File folder
	🐌 DBMove	5/28/2015 12:39 PM	File folder
Desktop	🐌 Help	5/28/2015 12:39 PM	File folder
<u>⊨~</u>	🐌 Images	5/28/2015 12:39 PM	File folder
67	🐌 Languages	5/28/2015 12:39 PM	File folder
Libraries	🐌 Log	5/28/2015 12:38 PM	File folder
	\mu Reports	5/28/2015 12:38 PM	File folder
	길 SQL	5/28/2015 12:39 PM	File folder
Computer	퉬 Terms	5/28/2015 12:39 PM	File folder
	\mu Text	5/28/2015 12:40 PM	File folder
Network	<		÷.
INELWOIK	File name:	•	Open
	Files of type: Access file (*.mdb)	<b>•</b>	Cancel

#### 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"

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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	Communication parameters
Field Value  Field Value  Del Field Value  Clear Field Value	Com Port Communication delay time Seconds       3         Network Communication delay time Seconds       10         RS485 Communication delay time Milliseconds       300         IP Port       5010
Custom field setting Field List New Field	Downloading record Downloading Time 11:30 15:31 12:33
Add Field	Exported to text files after downloading
	Export Path
	Export field and Format
	Employee ID Length
	Time Format yyyy-mm-dd hh:mm:ss 👻
	✓ Status Length 0
Del Field	Terminal No. Length 0
Clear Fields	Space symbol Apply

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.

Employee field content editing	_	
Field	<ul> <li>Field Value</li> </ul>	
		Add Field Value
		Del Field Value
		Clear Field Value

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:**

Field List	New Field
Birthday	Add Field
	Del Field
	Clear Fields

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".

Add/Modify Employee Info X			
Basic Info Custom Fields			
Field Name Birthday	Field Value		
birriday			
Note: the red item	s are required !	<u>S</u> ave	<u>C</u> ancel

#### **Communication parameters:**

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

Communication parameters	
Com Port Communication delay time Seconds	3 🔹
Network Communication delay time Seconds	10 💌
RS485 Communication delay time Milliseconds	300 👻
IP Port	5010
	Apply

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 Time 11:30 15:31 12:33 Exported to text files after downloading Export Path	–Downloading record–			
Export Path	Downloading Time	11:30:	15:31 12:33	
Export Field and Format  Employee ID  Time Format Uyyyy-mm-dd hh:mm:ss  Length	Exported to tex	t files after downloading		
Image: Employee ID     Length       Image: Time     Format       Image: Status     Length	Export Path			
✓ Time     Format     yyyy-mm-dd hh:mm:ss       ✓ Status     Length	Export Field	and Format		
✓ Status     Length	📝 Employ	ee ID Length	0 •	
	📝 Time	Format	yyyy-mm-dd hh:mm:ss	•
Terminal No. Length 0	📝 Status	Length	0 •	
	🔲 Termin	al No. Length	0 -	
Space symbol Apply		Space symbol	, •	Apply

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.

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			Stat. Items		
A workday count as The shortest working time The longest working time The longest working time E E minutes earlier clock-in count as overtime E E minutes later clock-out count as overtime	480 😨 10 😨 720 😨 60 😨 60	Minute Minute Minute	Stat. Items: Normal Late Early Business Leave Leave Absence Stay away Overtime Free Overtime	Stat. Rule Unit Set Unit: Minimum Round-off control	Day ▼ 0.5
Weekend       Shift covers two days         Overtime Calculation         Normal       1.00         Weekend       2.00         Festival       3.00				Indicating Symbol:	/

#### 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 1<sup>st</sup> day or 2<sup>nd</sup> 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.

#### Setup company name, department and organization structure.

Department List:	
Anviz Marketing	Add Modify Del Save Cancel
	Selected Department:
	Anviz
	New Department:
	Choose the device from below
	$2\nu$ When deleting a dept, all staff under it will be transferred to head office

#### 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.

	Please make sure	Х
1	Are you sure you want to delete this department	?
	Yes No	

*Notice:* 1. *The department name could not be repeated.* 

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

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## 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.

All Groups     Group1     Group2     Group3     Group4     Group5			
Status value	Symbol	Status Description	
•	0	In	
	1	Out	
	2	2	
3	3	3	Upload to the selected terminal
4	4	4	
5	5	5	
6	6	6	
7	7	7	
8	8	8	
	9	9 10	
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 1
Name	Leave I
Color	ClAqua 👻
Stat. Rule	
Unit Set	
Unit	-
Minimum	
Round-off Control	
Round up	📝 Round at total
<ul> <li>Round off</li> </ul>	Accumulate by times
Indicating Symbol	
🔲 Count as leave	
	Stat. Rule Unit Set Unit Minimum Round-off Control Round down Round up Round up Round off

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 List:

Number Name	Work Code Information Number Name	
	Stat. Rule Unit Set Unit Minimum Round-off Control	

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 List

			Holiday Information
Name	Start Date	Days	
			Name
			Start Date 2015/ 5/18 🗸
			Days 1
			Add Del Modify

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#### Name: input name

Start date: choose start date	
dates: add dates	
Press 【ADD】 to add the name a	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**

TimeTable Setting Chill Calling Exclaves Calculation

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

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
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[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.

#### Anviz CrossChex Standard Software V1.0

TimeTable Setting Shift Setting	Employee Scheduling
Shift List: Shift Name	Shift Information Shift Name Cycles Cycles Cycle Unit Cycle Unit Clear Timetable Clear Timetable
	Date Timetable 1 Timetable 2 TimeTable 3 TimeTable 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

	Add Shift	Timetable	Х
Choice a timetable:		Choice the date: Sunday Monday U Uesday U Vednesday Friday Saturday	All
		<u>O</u> K	<u>C</u> ancel

**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

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

TimeTable Setting Shift Setting	Employee Scheduling						
Employee No. Employee Name	Search		Select All	Select 1	None	Arrange	
Anviz	Employee ID	Name	Department		Shift	Employe	e Number
Time Range							
From 2015/ 5/18 🔲 🔻	<b>"</b>	<b>F</b>		X	÷	-	×
To 2015/ 5/18 🔲 🖛	Del. Temporary	Add Temporary	Save	Cancel	Add	Del	Clear
Date Timetable 1	Timetable 2	TimeTable 3	TimeTable	: 4			
05-18 Monday							

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



Employee	e Scheduling X
Employed  Not scheduled  Normal scheduling  Shift name Beginning 2012/ 1/ 1  Children  Add Delete  The current shift schedule:  Shift name Beginning Ending	Scheduling Timetable name Add Delete The current timetable: Timetable On time Off time
	Save Close

#### 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  $_{\circ}$ 

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

<ul> <li>Intelligent scheduling</li> </ul>	,	
Timetable name		•
	Add	Delete
The current timetable:		
Timetable	On time	Off time
	Save	Close

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 tempo
--

				Please m	ake sure			Х
1	Are you su	ire to make ti		iift schedule to 'es		mployees from 201	5-05-18 to 2015-05-1	3?
_选择曰期范围, 从 2013-01- 到 2013-01-	24 🔍 🛪 24 💭 💌	<b>兄或进行临时排班</b> 日 激消临时排班	「」	<ul> <li>□</li> <li>□</li></ul>	中 増加 明余	× 清除		
日期 01-24 星期四	上班时段— Day	上班时段二	上班时段三	上班时段四				
		d						

Hit 【yes】,then hit 【Add】 to open [Add a temporary timetable



		Add a tempora	ry timetable	Х
Select the timetable to a	dd		Select the dates	
Timetable name	On time	Off time	🗹 05-19 Tuesday	
			OK Can	cel

Choose "Select timetable to add", and confirm "**select the dates**" Press **[**OK**]** and press **[**Save**]** to finish.

to finish.

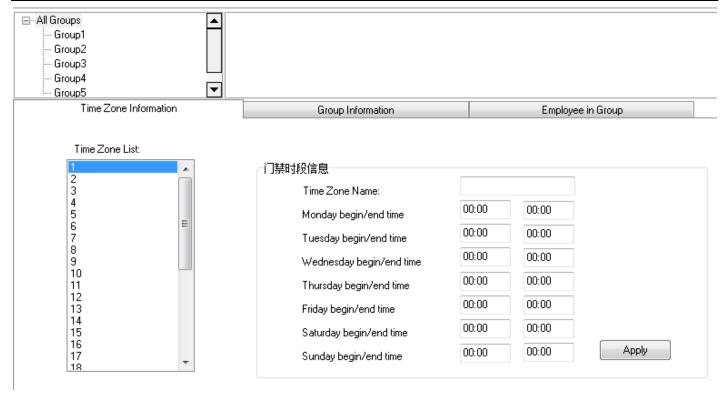
Press 【Cancel】 to delete.

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.)。



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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.

Group List:	┌门禁组信息		
1-NO Group 2- 3	Group Name	Normal	
4 5 6 7	Time Zone 1	1. 🔹	
, 9 10	Time Zone 2		
11 12 13	Time Zone 3	•	
14 15 16	Time Zone 4	<b></b>	Apply

The Administrator could define the other groups

#### "Group information":

Group name: input name

#### Time zone: Choose according number

Press [Apply] to realize the update.

Update Access Setting to Device

#### 3、Employee list

Employee List	组成员列表
Employee ID 🛆 Name Group I 🛆 Dept.	Employee ID 🛆 Name Dept.
Group ID : 1	
> 8236 Jacob 1 Anviz	
Jiang	>
	<
	->>
	<<

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.

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# 3.3.11 User setting

Allocate rights for administrator and users Function module for system authorized management

ser Group List: Admin	User Rights:					-
Jser	👿 System Parameters					-
	🔽 Database Settings	📝 Base Parameters	📝 Attendance Parameters	📝 Dept. Settings	📝 Status Settings	
	🔽 Leave Class	📝 Work Code	📝 Holiday List	📝 Access Settings	🔽 User Settings	=
	🔽 Shift Management					
	📝 Timetable Setting	📝 Shift Setting	📝 Employee Scheduling			
	🛛 🗹 Employee Management					
		📝 Modify	📝 Del	📝 Transfer Dept	📝 Set Privilege	
	🔽 Copy Privilege	🔽 Search	📝 Leave Management			
	🛛 🛛 Employee Communicatio	n				
	📝 Download Employee	📝 Download Template	📝 Upload Employee	📝 Upload Template	📝 Delete from Unit	
	Record Management					
		T Europt				
Add Del	]			Select All	Invert Apply	
ser List:	Department List:		Unit List:			
dmin	采购部					-
	┃					
	制程部		29[2F	( 31[3F Manager]	32[3F (Archives	Г
	4修部		Showroo		)]	L
	计划部					
	SMT					Ŀ
Add Del	Changed the default passwo	rd(888888) Select All	Invert	Select All	Invert Apply	

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Two parts in User management:

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

User Group List:	User Rights:				
Admin User	V System Parameters				A
	📝 Database Settings	📝 Base Parameters	📝 Attendance Parameters	📝 Dept. Settings	🔽 Status Settings
	🔽 Leave Class	📝 Work Code	📝 Holiday List	🔽 Access Settings	🔽 User Settings 📃
	🔽 Shift Management				
	📝 Timetable Setting	📝 Shift Setting	📝 Employee Scheduling		
	🔽 Employee Management				
	🔽 Add	📝 Modify	🔽 Del	📝 Transfer Dept	🔽 Set Privilege
	🔽 Copy Privilege	📝 Search	📝 Leave Management		
	Employee Communication	n			
	📝 Download Employee	📝 Download Template	📝 Upload Employee	📝 Upload Template	🔽 Delete from Unit
	Record Management				
	Corroh	Turod Eurod			-
Add Del				Select All	Invert Apply

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 Add 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).



User List:	Department List:		Unit List:			
Admin	← ● 采购部 ← ● 仓储部 ● ● 制造中心 ← ■ 制程部 ← ■ 制程部 ← ■ 単移		29[2F ( Showroom)]	31[3F Manager]	32[3F (Archives )]	
Add Del	→ ● 计划部 → ● 制造部 → ● SMT Changed the default password(888888) Select All	Invert		Select All	Invert A	<b>P</b> Ply

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: 8888888 ;

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

Old Password	
New Password	
Comfirm Password	Apply

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.

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💿 ô 🛛 🔻		_		CrossChex	Standard						X
Settings Employee Mar	nagement	Unit Manager	nent Record	Management /	Attendance Mar	agement	Data Man				
Employee No. Name Unit No. Employee Search	Search Employee			💦 👗 Imp	ort Employee 🦼 ort Employee 📗 nsfer Dept 😭 gment	Set Privileg	je	Download Ter	ployee 💽 Upload T yee mplate 😭 Delete fro ee Communication		
<ul> <li>All Groups</li> <li>Group1</li> <li>Group2</li> <li>Group3</li> <li>Group4</li> <li>Group5</li> </ul>	3	Il (3F Manager)	☑ 32[3F ( Arch ) ]	ives 33[3F (F Office	inance )						
- Anviz		Employee No.	Employee ID 7	Card No.	Name	Sex	Position	n Birthday	Employment Da	Phone	
President_Office	▶ 1			1 11948714							
🖻 📕 Management_Center	2			2 1							
HR_Dept	3			3							
	4			4 4030840							_
	5			5 11948714							
	6			6 14912379							
	8			8							
		9		9							
	8	37	8								
	1	23	12	3							
	2	257	25	7 1144352							
	2	258	25	8 131072							
	8	348	84	8							
	8	3000	800	0 3974384							
	8	3001	800	1 12078192							
	8	3002	800	2							
	8	3028	802	8							
	8	3101	810	1							
	8	3104	810	4							
	8	3109	810	9							
	8	3113	811	3							
	R	121	812	1							
Login User [ADMIN]	S	oftware Version [	1.0.0 beta]		ANVIZ Globa	l, Inc			2015-05-19星期二	14:44:58	

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.

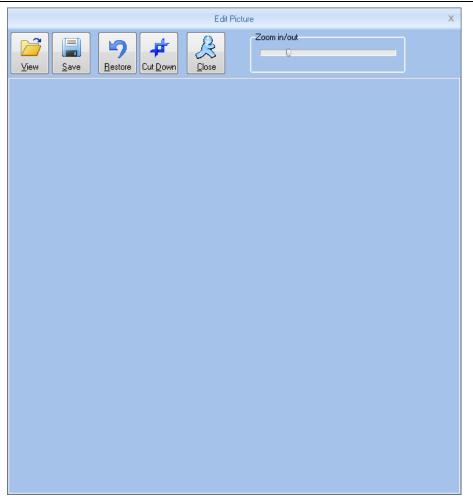
# Ληνίζ

# 3.4.1 Add Employee

	Add/Modify E	mployee Info	х
Basic Info Custom Fi	elds		
Employee ID			
Employee No.			
Name			
Card No.			
Caro No. Password			
Fassword Sex			
Dept.	Anviz 👻		
Group number			
User type	Normal User 👻		
Identification	Sept 👻		
Tachtineadorr		C	3 🧕 🗶 💧
ID No.		Birthday	■ 1980/ 1/ 1
Language		Employ Date	2015/ 5/19
Position		Marital Status	
Education		Speciality	
Phone		Mobile	
Native Place	, 		
Address			
-Attendance s	statistics related		
		$\checkmark$	Rest On Holiday
_Default work	schedule of the new employee		
	<ul> <li>Normal</li> </ul>	scheduling 💿	Intelligent scheduling
blatas di s			Save Cancel
note, the	red items are required !	l	

#### 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:



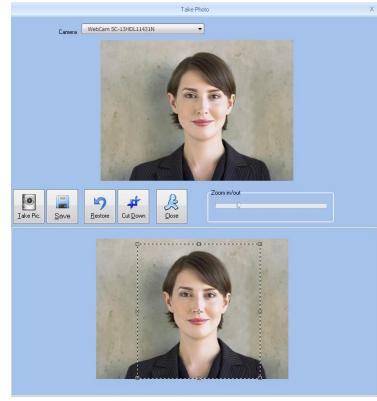
Click the button [view], "pops up open dialog box to Select employee photo, click [open] button to open, Use the mouse to select the area as a photo also can use your mouse to drag the picture to their new size:

Zoom in out:



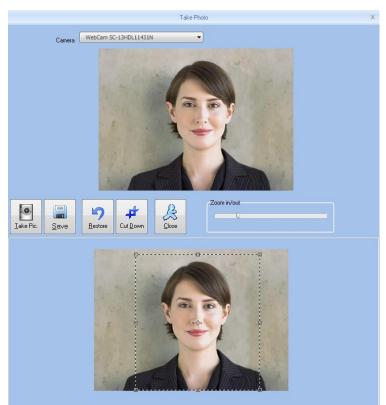
After Set is finished, firstly click the [cut down] button and then click [save] button to save the

#### employee photo and return to the [add / modify info] window.



#### 2, Take photos.

Click [I] 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 **Solution** 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:

🐺 Save As			<b>—</b> ×
Save in:	🕌 CrossChex Standard 🗸 🗸	G 🤌 📂 🛄 -	
æ	Name	Date modified	Туре
	📙 ACMode	5/28/2015 12:39 PM	File folder
Recent Places	🐌 Backup	5/28/2015 12:38 PM	File folder
	DB DB	5/28/2015 12:40 PM	File folder
2	DBMove	5/28/2015 12:39 PM	File folder
Desktop	길 Help	5/28/2015 12:39 PM	File folder
<u> </u>	퉬 Images	5/28/2015 12:39 PM	File folder
	길 Languages	5/28/2015 12:39 PM	File folder
Libraries	🍌 Log	5/28/2015 12:38 PM	File folder
	鷆 Reports	5/28/2015 12:38 PM	File folder
	🕌 SQL	5/28/2015 12:39 PM	File folder
Computer	🕌 Terms	5/28/2015 12:39 PM	File folder
	Jan Text	5/28/2015 12:40 PM	File folder
Network	•		•
	File name:	-	Save
	Save as type: Excel file (*.xls)	<b>•</b>	Cancel

Select the path to export excel file.

Export employees		
Operation is complete.		
100%	<u>S</u> top	<u>C</u> lose
[16:18:15]Export employees [16:18:18]Operation is complete.		
		-
		) F

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 : Anviz Technology Co., Ltd.

🐯 Save As			×
Save in:	🌗 CrossChex Standard 🗸 🗸	G 🤌 🖻 🛄 🕇	
œ	Name	Date modified	Туре
-	🐌 ACMode	5/28/2015 12:39 PM	File folder
Recent Places	퉬 Backup	5/28/2015 12:38 PM	File folder
	JB DB	5/28/2015 12:40 PM	File folder
	JBMove	5/28/2015 12:39 PM	File folder
Desktop	퉬 Help	5/28/2015 12:39 PM	File folder
<u>And</u>	퉬 Images	5/28/2015 12:39 PM	File folder
	퉬 Languages	5/28/2015 12:39 PM	File folder
Libraries	퉬 Log	5/28/2015 12:38 PM	File folder
	퉬 Reports	5/28/2015 12:38 PM	File folder
	Jan SQL	5/28/2015 12:39 PM	File folder
Computer	퉬 Terms	5/28/2015 12:39 PM	File folder
	鷆 Text	5/28/2015 12:40 PM	File folder
	4 III		•
Network			P
	File name:	-	Save
	Save as type: Excel file (*.xls)	•	Cancel

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

	Please make sure	х
i	Before import the employees,you need to create a department information. Are you sure to continue?	
	Yes No	

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

nport employees				
iport employees			<u>S</u> top	<u>C</u> lose
	0.0			<u>_</u>
16:19:37]Import employ	lees Geografie des Globeles interiment		2	-
annot open the Excel	file, maybe the file is being u	ised by another pr	ogram?	
€				Þ



#### 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:

	User Tra	ansfer		х
Please select	the depa	rtment:		
Anviz	1arketing	I		
QI		<u>C</u> ar	ncel	

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:



	Please make sure	Х
<b>(</b> )	Are you sure you want to leave job processing with selected users?	
	Delete employees from the selected device	
	Yes No	

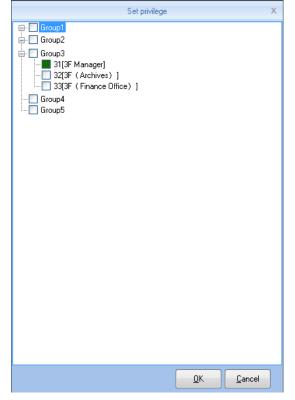
Select "delete employees from the selected device" the employee information will be deleted from the device. Also put this employee to the separating employee

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:

	Copy Function and Privilege	х
Copied Employee ID		<u>A</u>
	0%	
	<u> </u>	Cancel

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:

	Please make sure	Х
1	Are you sure to copy the selected employee's privileges?	
	Yes No	

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

	Prompt information	х
1	The Selected employee's privileges are successfully copied!	
	ΟΚ	



#### 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:

Backup employees			
Current terminal:33[3F (Finance Office)]			
0%	<u>S</u> top	<u>C</u> lose	
<ul> <li>[16:28:48]Backup employees 31[3F Manager]</li> <li>[16:28:49]31[3F Manager]Backup employees information completed,</li> <li>[16:28:49]31[3F Manager]Backup employees to database</li> <li>[16:28:49]31[3F Manager]Backup employees completed!</li> <li>[16:28:49]Backup employees 32[3F (Archives) ]</li> <li>[16:28:49]32[3F (Archives) ]Backup employees information completed!</li> <li>[16:28:49]32[3F (Archives) ]Backup employees to database</li> <li>[16:28:49]32[3F (Archives) ]Backup employees completed!</li> <li>[16:28:49]32[3F (Archives) ]Backup employees completed!</li> <li>[16:28:49]32[3F (Archives) ]Backup employees completed!</li> <li>[16:28:49]33[3F (Finance Office) ]Backup employees information of [16:28:50]33[3F (Finance Office) ]Save employees to database</li> </ul>	eted,Records:17 ,R	ead succes:	•
			÷
< III		Þ	

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	lris
▶ 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

Upload employees			
peration is complete.			
100%	<u>S</u> top	<u>C</u> lose	
16:29:32]Upload employees 31[3F Manager] 16:29:32]31[3F Manager]Upload employee completed 16:29:32]JUpload employees 32[3F (Archives)] 16:29:32]32[3F (Archives)]Upload employee completed 16:29:32]Upload employees 33[3F (Finance Office)] 16:29:32]33[3F (Finance Office)]Upload employee completed			*
4			

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:

Download templates		
Operation is complete.	Stop	<u>C</u> lose
[16:29:46]Download templates 31[3F Manager] [16:29:46]31[3F Manager]Download template completely! [16:29:46]Download templates 32[3F (Archives)] [16:29:46]Download templates 33[3F (Finance Office)] [16:29:47]33[3F (Finance Office)]Download template completely!		A
★		

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:

Upload employees and templates		
Operation is complete.		
100%	Stop	Close
[16:31:07]Upload employees and templates 31[3F Manager] [16:31:07]31[3F Manager]Upload employee and template completed [16:31:07]Upload employees and templates 32[3F (Archives)] [16:31:07]32[3F (Archives)]Upload employee and template comple [16:31:07]Upload employees and templates 33[3F (Finance Office)] [16:31:07]33[3F (Finance Office)]Upload employee and template of	eted ]	•
•		Þ

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:

Delete the employees from the terminal.			
Operation is complete.			
100%	<u>S</u> top	<u>C</u> lose	
[16:31:28]Delete the employees from the terminal. 31[3F Manager] [16:31:29]31[3F Manager]Delete the employee from the device complet [16:31:29]Delete the employees from the terminal. 32[3F (Archives) ] [16:31:29]32[3F (Archives) ]Delete the employee from the device com [16:31:29]Delete the employees from the terminal. 33[3F (Finance Offic [16:31:29]33[3F (Finance Office) ]Delete the employee from the device [16:31:29]33[3F (Finance Office) ]Delete the employee from the device	npletely ce)]		*
4		Þ	

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:

<ul> <li>All Groups</li> <li>Group1</li> <li>Group2</li> <li>Group3</li> <li>Group4</li> <li>Group5</li> </ul>	31[3F Manager]	☑ ▲ 100 € 100	33(3F (Fina Office) ]	nce				
Device Type evice Type Fingerprint/Card/Iris Verify	▼ Add	Search	Se	ting				
		No Device typ	e Device ID	Serial number	IP	Mask	Gate	MAC
Device Info								
© LAN								
© RS485 COM1	•							
USB(no driver)								
LAN(Client)								
Communication Parameter								
Device No.								
Device ID								
Device Name								
Device Group Group1	•							
T&A Status Real status	•							

<u>ARIVI</u>

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 ' $\vee$ ' in the corresponding ' $\Box$ ' in), click [Modify terminal] button to open the [Terminal Management] interface:

Terminal Management X							
Device Type Device Type	Fingerprint/Card/Iris Verify	•					
Terminal Info Terminal No. Device ID Device Name Device Group T&A status	31 31 3F Manager Group3 Real status	Communication Method USB(no driver) LAN RS485 USB(driver) LAN(Client)	192.168.17.31 СОМ1 т				
<u> </u>							

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:

	Prompt information	х
1	Already have the machine number and the device ID.	
	ΟΚ	

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 ' $\Box$ ' in 'V'), 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:

	Please make sure	Х
1	This operation will deal with the selected machine: 31[3F Manager] 32[3F (Archives)] Are you sure to continue? Yes No	

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:

Terminal parameter settings X						
Not restore the operating						
Clear the Attendance Records	nitialize Terminal Device					
Terminal Parameter						
Sleep time(0-250 minute)	10					
Volume(0-5)	3					
Date format	yy-mm-dd 🔹					
Time format	12 Hour					
Matching precision	Good 👻					
Record alarm threshold value(0-5000)	1000					
Time period between repeated clocking(0-250 minute)	0					
Workcode prompt	Disable					
Realtime monitor function	Disable					
Ring function	Disable 🔹					
Intelligently update the fingerprint template	Disable 🔻					
Wiegand mode	Wiegand26					
Fixed wiegand area code(0-254)						
Relay time(0-15 second)	5					
Display Default setting	<u>O</u> K <u>C</u> ancel					

[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.

Set ring time						
Ring time list 08:00 12:00 02:00	-Detailed inform Ring time I Monday I Friday	ation 00:00 Tuesday Saturday	✔ Wednesday Sunday	✓ Thursday		
	⊕ <u>A</u> dd	<u> </u>	ОК	<u>C</u> ancel		

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:

Ple	ase make sure X
1 This operation 31[3F Manage 32[3F ( Archiv Are you sure to Yes	es)]

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

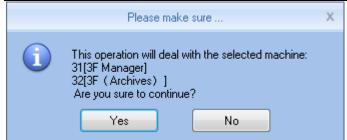
### 3.5.7 Download New Records

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:

	Please make sure	х
1	This operation will deal with the selected machine: 31[3F Manager] 32[3F (Archives)] Are you sure to continue? Yes No	

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:

	Please make sure	Х
1	This operation will deal with the selected machine: 31[3F Manager] 32[3F (Archives)] Are you sure to continue? Yes No	

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:

	Please m	ake sure 🔉	¢
1	This operation will de 31[3F Manager] 32[3F (Archives)] Are you sure to conti	al with the selected machine: nue?	
	Yes	No	

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.

<u>ଲ</u> ) 🎓 🛛	=							CrossChex	: Standard									x
Settin	gs User	Device	Record	Attendance	Data	Help	p											
- Department User	Anviz	• [		Date Fri 5/1/2 Date Thu 5/28		- Se	earch ecord	Export Form Export Fie Time Form	ld User ID	;Date/Time;			Sp	er ID Length ace Symbo abol Length	Tab 🚽	Export Record		
		Reco	ird Search			Re	ecord	TIMETON	u ,,,,, .			port Reco		ioor cenge		1 Record		
User No.	User ID 🛛 🔨	Name		Date/Time	St	atus	Status E	escription De	vice No.	Device S/N	I Devi	e Name	Depa	rtment	Position	Work Co	de Identif	ication

## 3.6.1 Record Search

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

[ Begin Date	Fri 5/1/2015	•	
🔽 End Date	Thu 5/28/2015	•	Search Record

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

◀			Ma	y 21	015		•
	S	М	Т	W	Т	F	S
	26	27	28	29	30	1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
				20			
	24	25	26	27	28	29	30
	31	1	2	3	4	5	6
			Т	oda	y		

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

the record list:

Employee No.	Employee ID	Name	Date/Time	Status	Status Description	Unit No.	Unit S/N	Unit Name 🗠	Department	Position	۰.
8795	8795	Brain	2015/5/19 12:56:29	1	-	25	25		America		

## **3.6.2 Export Record**

Make the attendance record for backup.

Set export the contents of the record export format:

Export Format	Excel file(*.xls)	•
Export Field	Employee ID;Date/Time;Unit No.;Statu	Ŧ
Time Format	yyyy-mm-dd hh:mm:ss	•

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

Text file(*.txt) CSV file(*.csv)	
Excel file(*.xls)	

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

Employee ID;Date/Time;Unit No.;Statu	•
🗸 Employee ID	
Name 📃	
🔽 Date/Time	
🔽 Unit No.	
🔲 Unit Name	
🔽 Status	
🔲 Status Name	
🔲 Department	
Position	
🔲 Work Code	

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

yyyy-mm-dd hh:mm:ss	-
yyyy-mm-dd hh:mm:ss yyyy-m-d hh:mm:ss yy-mm-dd hh:mm:ss yyyymmddhhmmss	

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:

🐺 Save As			×
Save in:	🌗 CrossChex Standard 🔹 👻	G 🌶 🖻 🛄 -	
æ	Name	Date modified	Туре
~	\mu ACMode	5/28/2015 12:39 PM	File folder
Recent Places	🌗 Backup	5/28/2015 12:38 PM	File folder
	JB DB	5/28/2015 12:40 PM	File folder
	DBMove	5/28/2015 12:39 PM	File folder
Desktop	퉬 Help	5/28/2015 12:39 PM	File folder
<u> </u>	퉬 Images	5/28/2015 12:39 PM	File folder
67	퉬 Languages	5/28/2015 12:39 PM	File folder
Libraries	퉬 Log	5/28/2015 12:38 PM	File folder
	퉬 Reports	5/28/2015 12:38 PM	File folder
	퉬 SQL	5/28/2015 12:39 PM	File folder
Computer	퉬 Terms	5/28/2015 12:39 PM	File folder
	]] Text	5/28/2015 12:40 PM	File folder
Network	•		
NELWOIK	File name:		Save
	Save as type: Text file (*.txt)	•	Cancel

Click [Save (S)] button to save the file, you will be prompted to save the completed information system:

Export records	
Records have been exported to "C:\Users\pc\Downloads\Export.xls "	
100% <u>S</u> top	<u>C</u> lose
[16:43:46]Export records [16:43:46]Records have been exported to '' C:\Users\pc\Downloads\Export.xls ''	*
4	

# 3.7 Attendance Management

### 3.7.1 Statistical Analysis

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

e m =			ex Standard	_ = X
Settings User Device  E-Department Anviz User CALL> Analysis of attendance records Schedulin	Begin Date Fri 5/1/2015     End Date Thu 5/28/2015     Calculate Attendance	and Generate Report	Report Export Current Save Preview Records Results	
Department / User No. Use Anviz 999999 S		Date/Time Status 05-28 08:00:00 In	Operation Exception Description Timetable Normal record	ole Ider Filter
		Please m	ake sure X want to continue? No	Revision
				- Management
Login User [ADMIN]	Software Version [1.0.0.0]		ANVIZ Globol, Inc	2015-05-28 Thursday 13:14:24

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:

💿 A 🛛	•				ssChex Standard					_ = ×
Settings	User De	vice Record	Attendance Data	Help						
<b>Ľ:-</b> Department User		• End D	ate Fri 5/1/2015 ate Thu 5/28/2015 culate Attendance and	Statistical Analysis Generate Report	rch Report Exp	ort Current Records	t Save Results			
Analysis of attend				/ leave Attendance st						
Department	User No.		Name D	ate/Time Stat	us Operation	Excepti	ion Description	Timetable	Ider	Filter
Anviz	999999	9999		Please make sure		Х	record			
			) Are you sure to s	earch the current attenc	lance statistics?					Revision
•									•	
Login U:	er (ADMIN)	Software V	/ersion [1.0.0.0]		ANVIZ Globa	al, Inc				2015-05-28 Thursday 13:14:44 💦 📑

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:

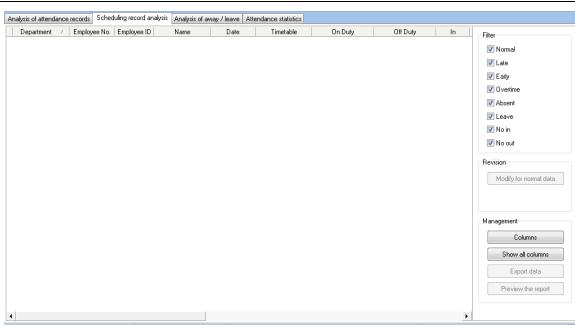
alysis of attenda	ance records Sc	heduling record analys	s Analysis of away	/ leave Attendance st	atistics			
Department		heduling record analys	Analysis of away	i ∕ leave   Attendance st. Date/Time	Status Status	Operation	Exception Description	T Filter On duty Off duty Other status Normal Abnormal Revision Change status Delete selected Cancel operation selected Save exception
								Management Columns Show all columns Export data Preview the report

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:

Analysis of attendance records Scheduling record analysis	Analysis of away / leave	Attendance statistics				
Department 🛆 Employee No. Employee ID	Name Bej	gin Time	End Time	Exception Description	Total Worl	Management
						Columns
						Show all columns
						Export data
						Preview the report
•					Þ	

Select the appropriate conditions are shown on the right.

## **3.7.5 Attendance Statistics**

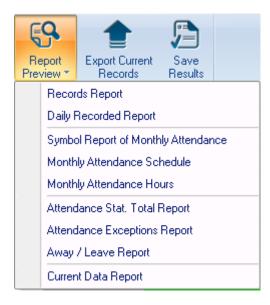
Click [Attendance Statistics] menu, the following window pops up:

nalysis of attendance records	Scheduling record analysis	Analysis of away / leave	Attendance statistics		
					Management
					Show all columns
					Export data Preview the report

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:

👝 🕅 🗢				CrossChex Sta	ndard			$\leftrightarrow$	_ <b>_</b> ×
Settings	Employee Managem	nent Unit Managem	ent Record Man	nagement Attend	ance Management	Data Management	Help		
Business/Leave	Append Group Record Late/Early e Exception	Export Record Record	Export Employee		Database   Obsole	lear ete Data	Change Log Records		
Department Anvi Employee 8456 Leave Class Awa	3 Chris	-	me 2015/ 5/19	<ul> <li>■ 8:00:00 ★</li> <li>■ 17:30:00 ★</li> </ul>					
Reason					Add	Del	Modify	Search	Report
Department	Employee ID	Name Be	eginning Time	Ending Time	Leave Class		Reasor	ı	

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:

Department	Anviz		-	
Employee	1		-	
Status	In		-	
Work Code	0		-	
Clock Time	2015/ 5/19	8:00:00	-	Add

## 3.8.3 Group Late/Early

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

	2°
--	----

Deal with	Employee List
Coming Late Coming Early	Employee II 🛆 Name 🔺
	▶ 1
Ignore clock in record	2
From 2015/ 5/19 🗐 🔻 8:00:00 🚔	3
	4
To 2015/ 5/19 🔲 🔻 10:00:00 🚔	5
	6
Modified clock in time	7
Modified Clock in time	8
2015/ 5/19 🔲 🔻 7:50:00 🚔	29.
	87
Search Employee	123
Operatment Anviz	257
	258
Shift ▼	
0%	ОК

Select the appropriate condition, and click [OK].

### 3.8.4 Export Record

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

Condition	
Records have not been exported	
2015/ 5/19 record after the date of	
0%	Export

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

<u>ଲ</u> ) 🕆 🛛	•					CrossChex	Standard		
Setting	gs User D	evice Record	Attendance	Data	Help				
Away On Business/Leave	Append Gr Record Late	oup /Early	Import Record	ort Impor	Database	Restore Database		Operation Log	Change Log Records
Attend	ance Exception				Data N	Aanagemen	t		
o 197									
Condition									
💿 Re	🐺 Open						×		
0	Look in:	🛯 🔒 CrossChex S	andard		- G 🤌	ح⊞ 🦻			
	(Inc.	Name	*		Date mo	dified	Туре		
		ACMode			5/28/201	5 12:39 PM	File folder		
	Recent Places	Backup			5/28/201	5 12:38 PM	File folder		
		DB .			5/28/201	5 12:40 PM	File folder		
		DBMove			5/28/201	5 12:39 PM	File folder		
	Desktop	퉬 Help			5/28/201	5 12:39 PM	File folder		
		퉬 Images				5 12:39 PM	File folder		
	100 A	languages				5 12:39 PM	File folder		
	Libraries	Log				5 12:38 PM	File folder		
		Reports				5 12:38 PM	File folder		
		SQL Terms				5 12:39 PM 5 12:39 PM	File folder File folder		
	Computer	Text				5 12:59 PM			
		JE TEXT			5/20/201	.J 12.40 P W	The folder		
	Network	•							
	Network	File name:				-	Open		
		Files of type:	Text file (*.txt)			-	Cancel		
L									

# 3.8.5 Import Record

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

-						lelp	-	-		• 1111/m
	_ <u>_</u>				4		Ð	Ī		
Away On		oup Export	Import	Export	Import	Backup	Restore	Clear	Operation	Change Log
isiness/Leave Attenda	Record Late ance Exception	/Early Record	Record			Database	Database lanagement	Obsolete Data	Log	Records
Ficcilia	ince exception					Ducan	lanagemen			
Condition										
1	😨 Open							×		
💿 Re	o open					-				
0	Look in:	CrossChex State	andard		•	· 🎯 👂 I	"			
	(And	Name	^			Date mod	dified	Туре		
		ACMode				5/28/201	5 12:39 PM	File folder		
	Recent Places	🐌 Backup				5/28/201	5 12:38 PM	File folder		
		🌗 DB				5/28/201	5 12:40 PM	File folder		
		DBMove 📗					5 12:39 PM	File folder		
	Desktop	📗 Help					5 12:39 PM	File folder		
	<u> </u>	lmages					5 12:39 PM	File folder		
	Libraries	Languages					5 12:39 PM 5 12:38 PM	File folder File folder		
	Libraries	Log					5 12:38 PM			
		SOL					5 12:30 PM	File folder		
	Computer	Terms					5 12:39 PM	File folder		
	computer	🚺 Text				5/28/201	5 12:40 PM	File folder		
							-			
	Network	•		111						
		File name:	1				- [	Open		
		Files of type:	Text file (*.t	wh			-	Cancel		

Select the relative import attendance record file according to the prompts, click [Open] button to start Anviz Technology Co., Ltd.

#### importing.

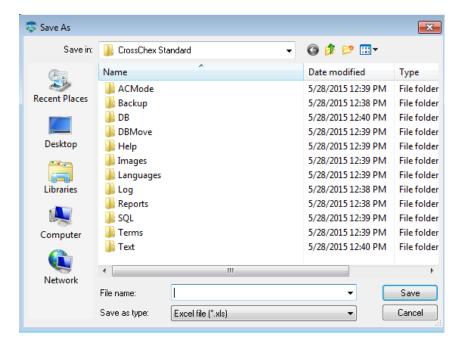
*Note:' Attendance record file format 'must be original record (\*.txt).* 

Number+ Tab key +Attendance Time (time format yyyy-MM-dd HH:mm:ss)+Tab key+ Device Number +

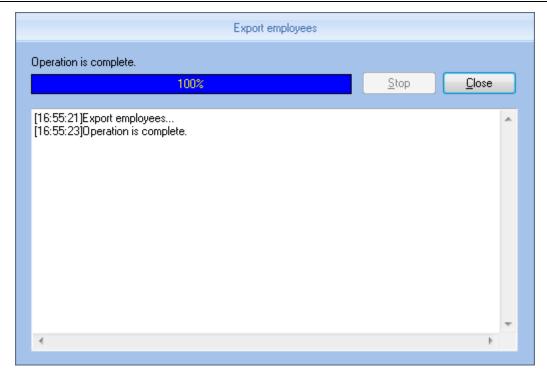
Tab key+ Attendance Status + Tab key+ Work Code + Tab key+ Verification Mode

### 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:

🐯 Open				×
Look in:	🐌 CrossChex Standard	•	G 🤌 📂 🖽 -	
æ	Name		Date modified	Туре
~	🐌 ACMode		5/28/2015 12:39 PM	File folder
Recent Places	퉬 Backup		5/28/2015 12:38 PM	File folder
	🌗 DB		5/28/2015 12:40 PM	File folder
	🐌 DBMove		5/28/2015 12:39 PM	File folder
Desktop	] Help		5/28/2015 12:39 PM	File folder
<u>≓a</u>	🌗 Images		5/28/2015 12:39 PM	File folder
6 <b>33</b>	🌗 Languages		5/28/2015 12:39 PM	File folder
Libraries	퉲 Log	Size: 3.51 MB Folders: Chin		File folder
	퉬 Reports	Files: Chinese		File folder
	퉬 SQL		5/28/2015 12:39 PM	File folder
Computer	] Terms		5/28/2015 12:39 PM	File folder
	🖟 Text	III	5/28/2015 12:40 PM	File folder
Network	·			P
	File name:			Open
	Files of type: Excel file (*	.xls)	•	Cancel

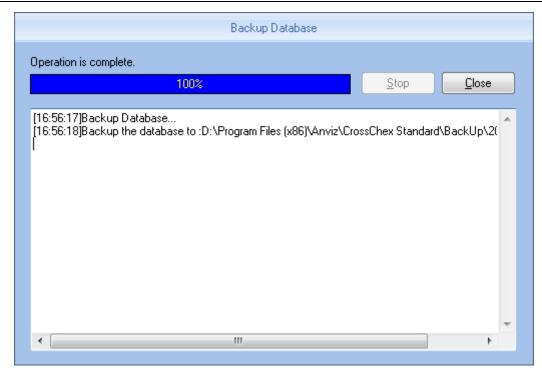
Select the EXCEL file you want to import, click [Open] to popup a dialogue box:

	Please make sure											
1	Before import the employees,you need to create a department information. Are you sure to continue?											
	Yes No											

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]:

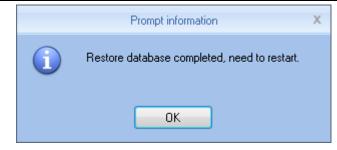


## 3.8.9 Restore Database

🧙 \land 🛯 =						CrossC	nex Standard						x
Settings Use	r Device	Record	Attendance	Data	Help								
Away On Business/Leave Attendance Except	Late/Earl	Export Record	Import Record	<b>ç</b> ort Impo	Database	Resto Datab	re Clear ase Obsolete Da	Operation Coperation	Change Lo Records				
	💿 o	pen						×					
		Look in:	鷆 DB			•	3 🦻 📂 🛄 🗸			Add User		Access Settings	
	Atte Para	Ca.	Name	*			Date modified	Туре		0301		Settings	
		ent Places	CrossChex.	mdb			5/28/2015 1:13 PM	MDB File		Shortcut F	unction		
		Desktop								ê	<u>.</u>	<u>e</u>	
										Business	Append	Late	
ħ	Se	Libraries								Leave	Record	Early	
		omputer								S		Lall	
		Vetwork	•		m			•		Real-Time Vanagement	Access Control	statistics analysis	
	A		File name:				[	Open					
<b>.</b>	D	_	Files of type:	Microsoft C	Iffice Access Data	abase (*.r	ndb) 🔻	Cancel		System I	чегр	_	
										Ŷ	F		
										Help	Asked	Submit	
							+			Documentation	Questions	Question	
Login User [AD!	MIN]	Software	e Version [1.0.	0.0]			ANVIZ Global,	Inc			2015-05-28 Thu	rsday 13:17:28	

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:

🔊 分 🗵 マ 🦳 CrossChex Standard												(⇒		
Setting	s Empl	oyee Managerr	ient U	nit Managerr	nent Rec	ord Managem	ent Atten	dance Manag	ement	Data M	anagement	Help		
		r.			2.	2.		Ô	Ī	Ī	2			
vay On sss/Leave	Append Record	Group Late/Early	Export Record	Import Record	Export Employee	Import Employee	Backup Database	Restore Database	Cle Obsolet		Operation Log	Change Log Records		
Attenda	ince Except	on					Data Man	agement						
Condition Select the end date					18 🔲 🔻									

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:

👳 😚						Cro	ossChex St		$\begin{array}{c} \leftrightarrow \end{array}$				
Settin	gs Empl	oyee Managen	nent Ui	nit Managen	nent Rec	ord Manageme	nt Atter	idance Manag	gement D	ata Management	Help		
Ê					24	2.	H	Ô	Ô				
Away On Business/Leave		Group Late/Early	Export Record	Import Record	Export Employee	Import Employee	Backup Database	Restore Database	Clear Obsolete D	Operation ata Log	Change Log Records		
Attend	ance Except	ion					Data Man	agement					
Condition			•	-	2015/	4/18 🗐 🗸							
Department Employee ID			<b>–</b>	From To		5/19							
Departmen	ь   ГI	oyee ID	Name		locking Time	Stat		dify type	Reas		Administrator	Date	
Department	C   Empi	Jyee ID	Name	L	JUCKING TIME	5181	us   MO	nih Ahe	neas	Unis	Administrator	Date	

VUVIZ

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:

		☆ 🖾 🗢				Cross	Chex Standard			E	• X
		Settings	Employee Management	Unit Manag	gement F	Record Management	Attendance Management	Data Management	Help		
		)			0						
ш		. —	<u>ل</u>	V	¥						
	Softw			About the	Help						
	Upgra	des Question		Software Doc	cumentation						
			System Help								

#### 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:

	Update	х
	No new version.	*
	٠	
alier 1	100%       Current version: 1.0.0.0 , Latest version: 1.0.0 beta       Upgrade	

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.

		Cross	Chex Standard				x
Settings Emplo	yee Management Unit Management	Record Management	Attendance Management	Data Management	Help		
Software Upgrades Question Aske	About the Help Software Documentatio	n					
MyAnviz l	ogin Forgot your passwo	rd? Register					*
User	Name:						
Pas	sword:						
							=
Title:							
Product	Choose Category 💙	Choose Model	$\sim$				
Category:							
Trouble:	Please Select	$\sim$				<	<
Contents:							
•							•
Login User (ADMIN	<li>Software Version [1.0.0 be</li>	ta]	ANVIZ Global, Inc		2015-05	5-19星期二 17:00:06	- 27

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### 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.



	☆ 🕅 🗢					CrossC	hex Stan	dard									• <mark>•</mark>	<u> </u>
	Settings	Employee Manageme		-	cord Manag	jement	Attenda	ince Man	agement	Data	Manage	ment	Help					
Software Upgrade:		Frequently Asked Questions System Help	About the H	<b>?</b> Help mentation														
	Select P	Product	<ul> <li>Choose N</li> </ul>	1odel	~													-
	All Ha	rdware Firmv	vare Softwar	e SDK	Other													
	Why dev	vice can not find U	ISB flash drive															
	After plug device to pc via USB, prompt message "can not recognize the USB device"				Q: Why device can not find USB flash drive A: There are various USB flash drive in the market, Anviz device can not compatible with											atible with	all	н
	OA1000 SQLITE_MISUSE Error									suggest the brands and c					sh drive in below t			
	VF30 ke	ypad flash					Toshiba			Kingston		SanDisk			Disney			
-	Device ti	ime issue				8G Pass	16G Pass	32G Pass	8G Pass	16G	32G Pass	2G Pass	8G	32G	166			
_	How to s	set the device bac	k to factory defau	ult		Pass	Pass	Pass	Pass	Pass Pass	Pass	Pass	Pass Pass	Pass Pass	Pass Pass		Live Chat	
-	Forget password of Facepas/Facepass Pro																» Liv	
	Why the user register in the device can not open the door																	
	Why the device can not read the fingerprint			t														
	Which of	peration system d	loes Anviz SDK															Ŧ
	Login User	(ADMIN)	Software Version	[1.0.0 beta]	ANVIZ Global, Inc								2015-05-19星期二 17:00:26 ;;					

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.