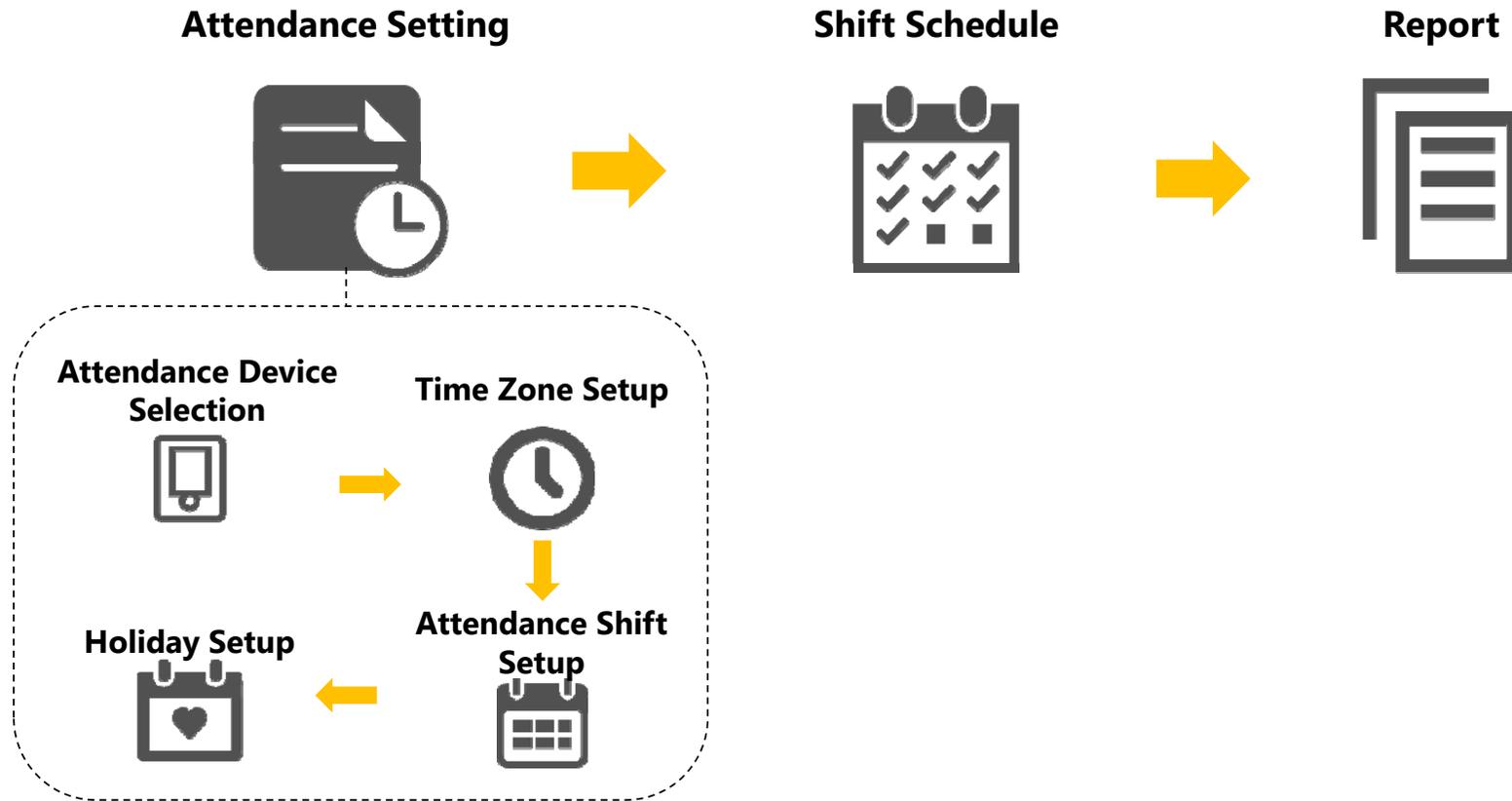


# How to Set Time Attendance Function

Equipment Model	Firmware	Course Version	Date
DH-ASC1204B-S	General_ASC1204B_MCU_V1.103.0000.0.R.20170527	V1.0	2017/10/30
ASR1102A(V2)	General_ASR1102A_MCU_V2.003.0000.0.R.20170421		
ASR1102A-D(V2)	General_ASR1102A-D_MCU_V2.003.0000.0.R.20170421		
SmartPSS	V 2.01.0		

# Over View



# SmartPSS- Attendance

**Attendance Setting**   **Shift Schedule**   **Report**

Attendance Device   Attendance Timezone   Attendance Shift   Holiday

Organizations

Input Search Criteria

Default Group

192.168.1.108

Door 1

Device Name	Attendance Device Name
192.168.1.108	Door 1

1

2

In Attendance interface, each card reader connected to each door will have a function to collect the card information. In this way, they can work as time attendance device.

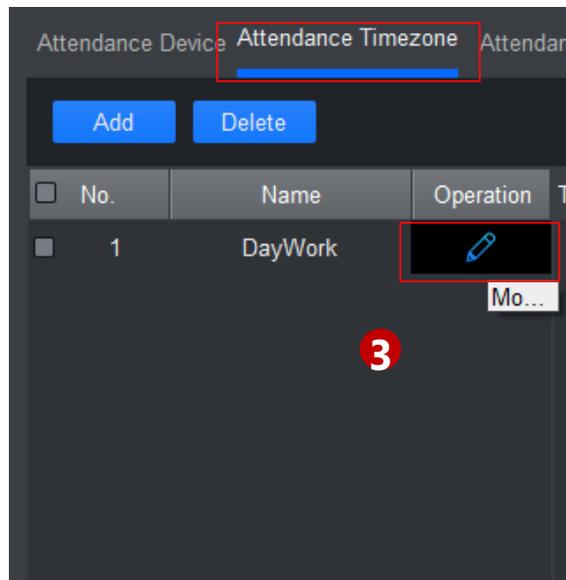
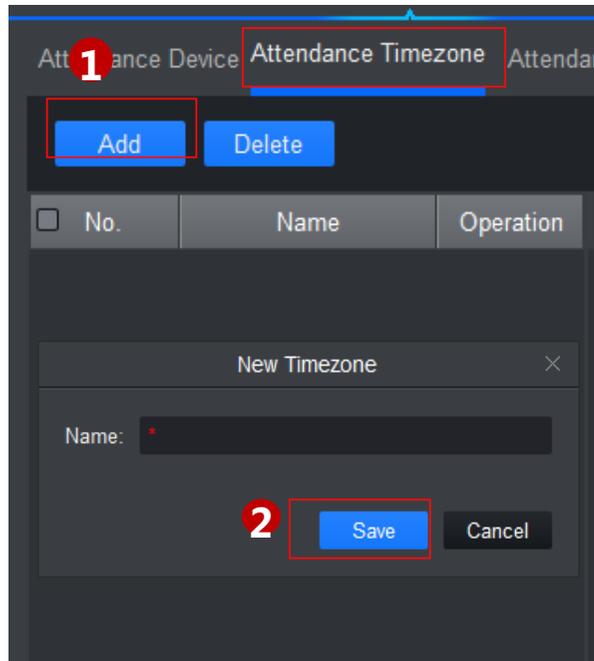
- ① Click 
- ② Choose a reader

# SmartPSS- Attendance

Attendance Setting

Shift Schedule

Report



In attendance timezone interface, you can set the related timezone rule

- ① Press Add to add a new timezone
- ② Set the name then press save
- ③ Press  to make the related configuration

# SmartPSS- Attendance

**Attendance Setting**
**Shift Schedule**
**Report**

Timezone Name DayWork

**1** Work Time: 08:30 - 17:30

**3** Start Sign In Time: 06:00 End Sign In Time: 09:00

Start Sign Out Time: 17:00 End Sign Out Time: 20:30

**4** Late sign in with... 5 minutes is permitted. Late sign in over 30 minutes is recorded as absence.

Early leave within 5 minutes is permitted. Early sign out ov... 30 minutes is recorded as absence.

The sign out time that is 60 minutes later than off duty time is recorded as overtime.

**2** Record as 1 - Workday

Must Sign In +

Must Sign Out

In Attendance timezone setup interface

- ① Set the whole work time
- ② Set this timezone as the (0- 1) workday
- ③ Set the detailed sign in/ out time
- ④ Set the detailed late/ absence rule

# SmartPSS- Attendance

Attendance Setting      Shift Schedule      Report

No.	Date	Timezone	Operation
1	Sun	Rest	Enable all
2	Mon	DayWork	Enable all
3	Tue	DayWork	Enable all
4	Wed	DayWork	Enable all
5	Thu	DayWork	Enable all
6	Fri	DayWork	Enable all
7	Sat	Rest	Enable all

The attendance shift interface is to associate the related timezone configured before to the certain day.

The add/ delete function is similar to the attendance timezone interface

- ① Week is to configure the whole week; Month is to configure the whole month; Day is to customize a certain length of timezone
- ② Set the detailed timezone to certain day
- ③ Press the "Enable all" to configure the setup to the whole period

# SmartPSS- Attendance



1 Add Delete

2 Name \*

3 Holiday Time 2017/8/30

4 Holiday Length 1

Save Cancel

The holiday interface is to configure the holidays that don't need to attend.

- ① Press add to setup a new holiday rule
- ② Set the name of the holiday
- ③ Set when the holiday begins
- ④ Set the length of the holiday

<input type="checkbox"/>	Name	Holiday Time	Holiday Length	Operation
<input type="checkbox"/>	Spring Festival	2017-08-30	1	

# SmartPSS- Attendance



The shift schedule interface is to associate the attendance shift set before to the very department or individual.

- ① Choose the department to configure
- ② Choose the individual in the department to set up
- ⑥ The deployed schedule showed in this area
- ③④⑤ will be explained in next page

⑥

# SmartPSS- Attendance



**3**

Shift Select

Selected person number is 1

SN	Attendance Shifts	Start Time	End Time
1	week	2017-08-30	2017-08-30

OK Cancel

**5**

**4**

10

Temporary Schedule

Selected person number is 1 Temporary schedule time:2017-08-10

SN	Existing Timezone	SN	Selected Timezone
<input checked="" type="checkbox"/> 1	DayWork	1	DayWork
<input type="checkbox"/> 2	NightWork		

OK Cancel

- ③ Shift: Associate the attendance shift to the very department or individual.  
Press the button, then fill in the shift rule, start time and end time in the pop up dialog box
- ④ Temporary shift: to setup the temporary rule.  
First choose the date you want to set up the temporary rule, then configure the rule in the pop-up box.
- ⑤ Delete Temporary Shift.

# SmartPSS- Attendance

Attendance Setting

Shift Schedule

Report

Report

1

Time: 2017-08-30 - 2017-08-30

Personnel/Name:

Department:

None

Search

Backup

2

Statistics

Detail

3

4

Extract

Department	User ID	Name	Attendance	Weekday	Days Off	Late Time	Early Leave Time	Overtime Work	Absent Days	Holiday	Work
Default Department	123	123								1d	

5

The report interface is to check the detailed attendance information

- ① Type in the time, name and department then press the search for inquiry.
- ② Back up the inquired data to the computer
- ③ Choose the column you want to inquire. Statistic means the general attendance situation for the very person. Detail means the detailed attendance condition of the very person.
- ④ Refine the inquiry time in the pop- up box
- ⑤ The detailed data showed in this interface.

THANK YOU