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
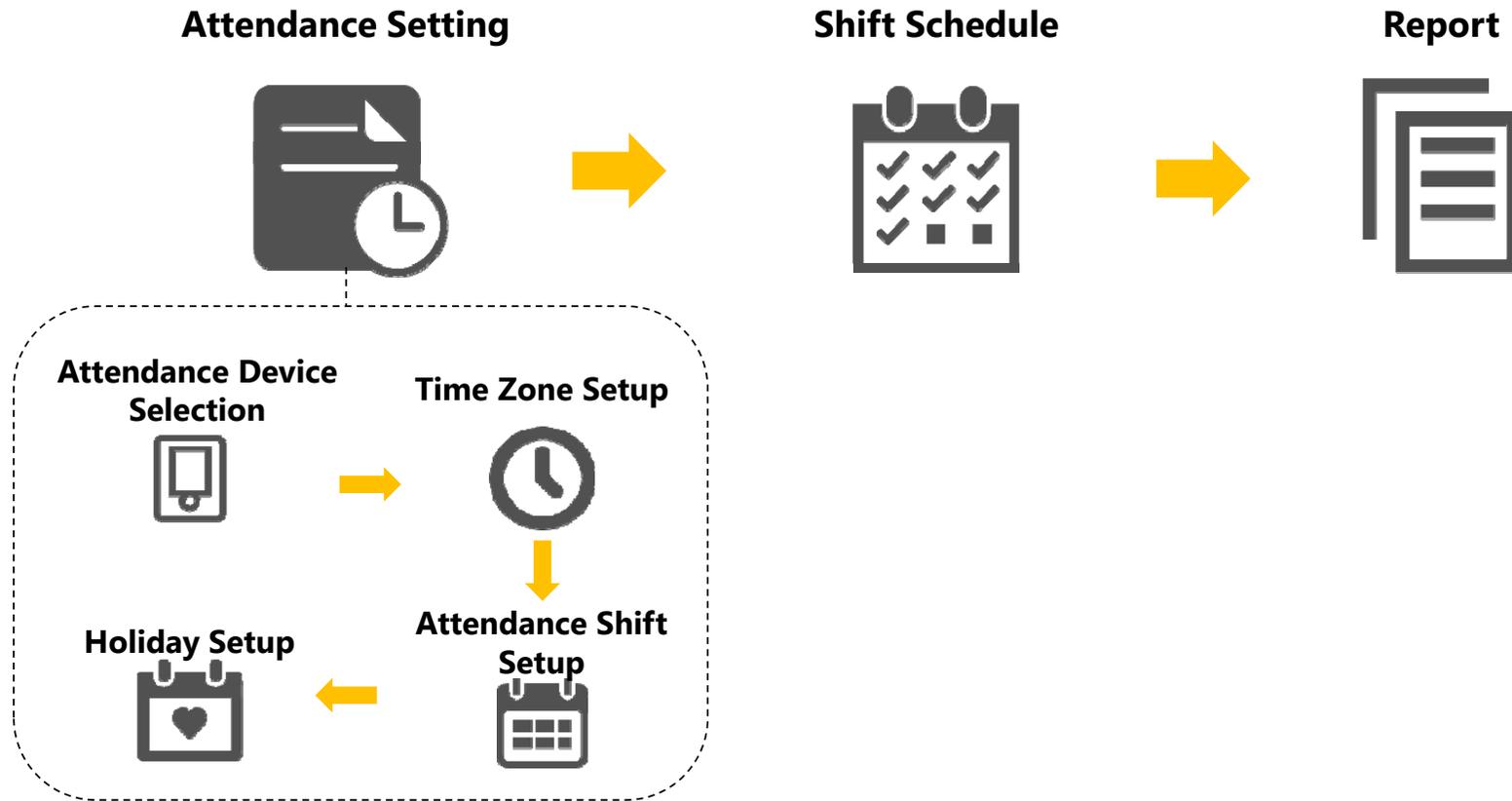
Attendance Setting

Shift Schedule

Report

Attendance Device Selection

Time Zone Setup

Holiday Setup

Attendance Shift Setup

SmartPSS- Attendance

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

In Attendance interface, each card reader connected to each door will have a function to collect the card

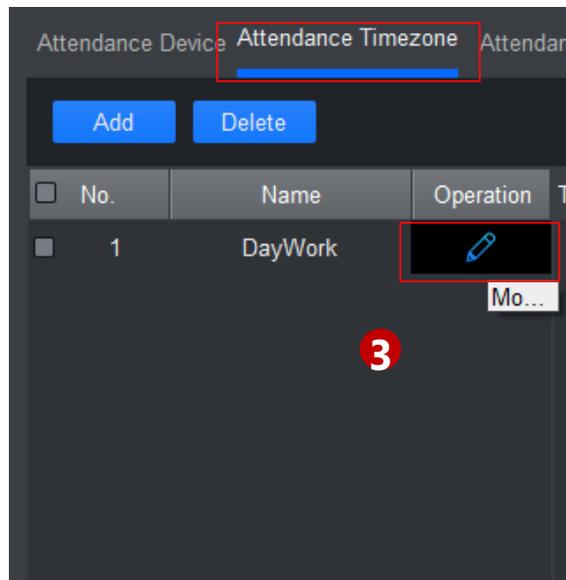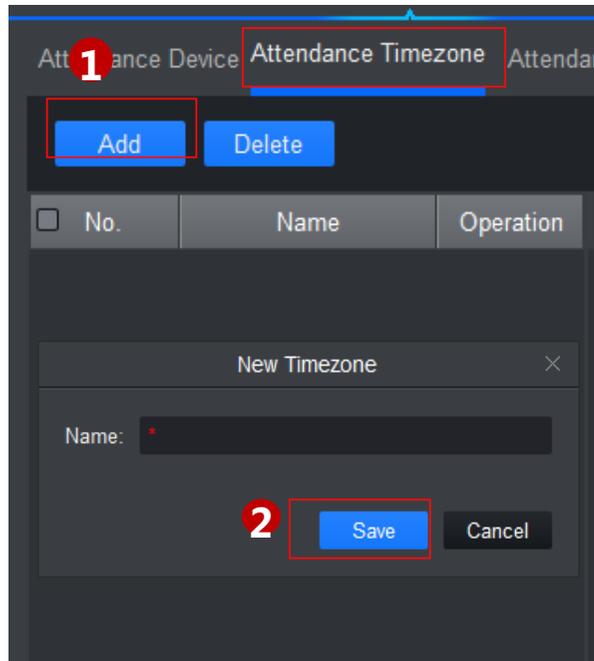information. In this way, they can work as time attendance device.

① Click

② Choose a reader

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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 [pencil icon] to make the related configuration

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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

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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

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

SmartPSS- Attendance

Attendance Setting	Shift Schedule	Report

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

SmartPSS- Attendance

	Attendance Setting	Shift Schedule	Report

Shift Select

Selected person number is 1

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

OK   Cancel

Temporary Schedule

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

SN	Existing Timezone	SN	Selected Timezone
1	DayWork	1	DayWork
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

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