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How to Configure Time Attendance Function on DS-K1T8003MF Terminal

Product:	DS-K1T8003MF
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File:	IVMS-4200 3.1.0.0.7



Hikvision Europe B.V.

www.hikvision.com/europe

product.eu@hikvision.com

Purpose

DS-K1T8003MF is a terminal which combines time attendance function as well as access control function. This terminal is mainly applied in SMB, like retail, supermarket, restaurant, coffee shop, etc. For these kinds of application scenarios, sometimes the users don't have IVMS-4200 client and wouldn't like to install one. As a result, it's important to know how to configure time attendance function on local interface.

Preparation

1. USB disk



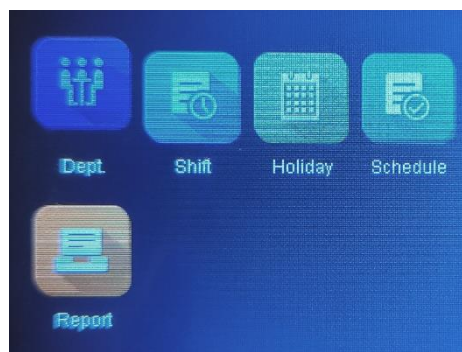
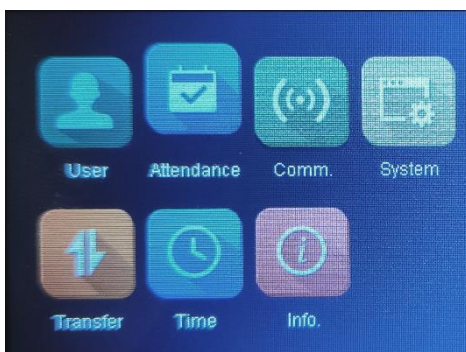
2. DS-K1T8003MF



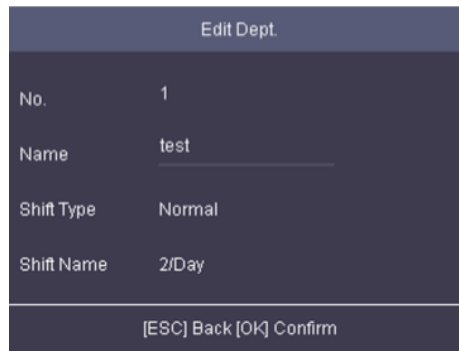
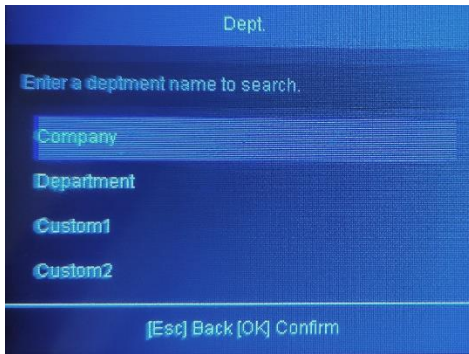
Steps

A. Configure Department

1. Long press <OK> button to access Administration panel, go to <Attendance>-<Department>.

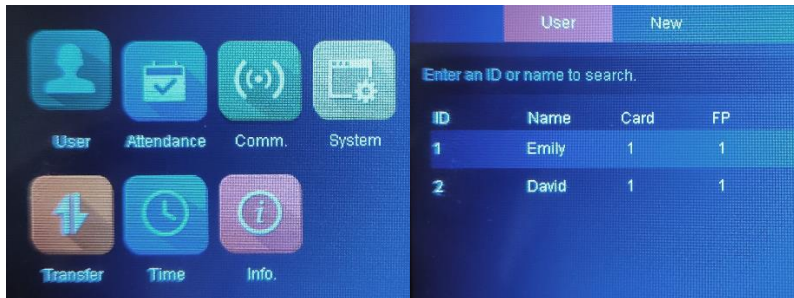


2. Create a new department. Give it a name.



B. Add Users

1. Go back and click <User> and click <→> to add new user

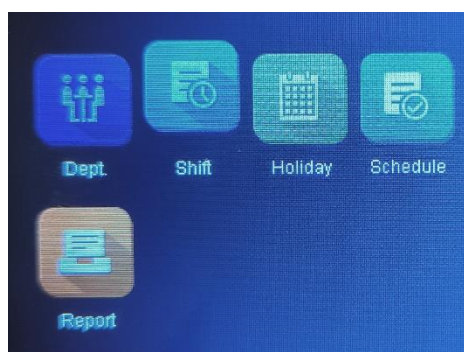


- 1) The ID is modifiable and it can be set from 1 to 99999999.
- 2) Input user name and issue card, fingerprint, or password for user.
- 3) Select a department for the user.
- 4) Select an authentication mode. The authentication mode means how a person verifies his permission.
 - ✓ It can be set as Card/Fingerprint, Card, Fingerprint, Card & Password, Card and Fingerprint, Fingerprint & Password, Card & Fingerprint & Password, ID & Password, and Controller.
 - ✓ Controller: The users whose authentication mode is "controller" will share the same authentication mode, which can be configured in <System Parameters>. (Seeing 2.4 of this document) This is used to configure all users' authentication mode in batch.
- 5) Set user role as <Normal user> or <Administrator>.

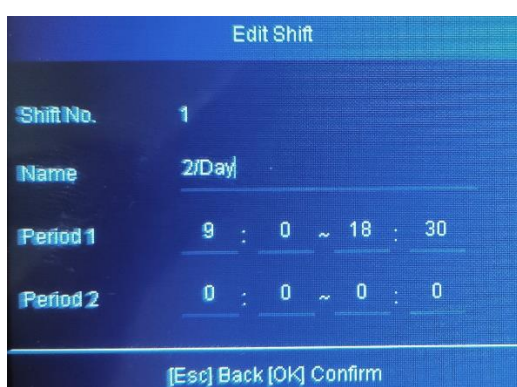
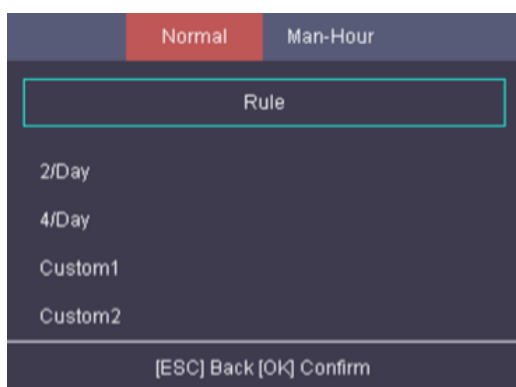


C. Set Shift

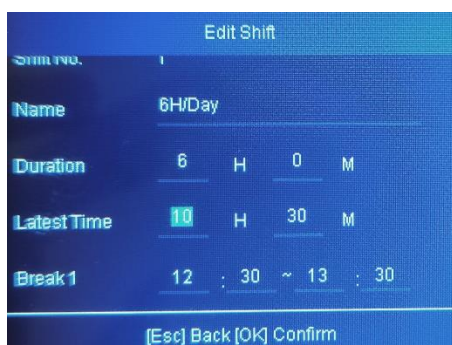
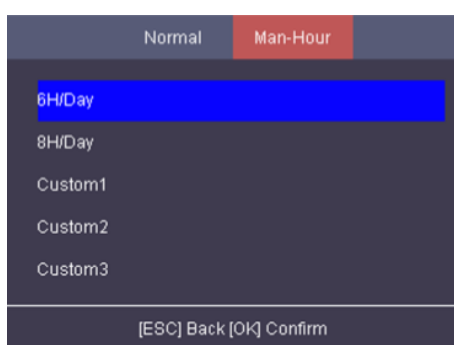
- Go to <Attendance>-<Shift>. Shift determines the check in time and check out time and how many times one person should punch in or punch out.



- Set Normal Shift.
 - Select a <Shift> and press <OK> to modify. By default, the normal shift type includes 2/Day (2 times per day), 4/Day (4 times per day), and 30 custom types.



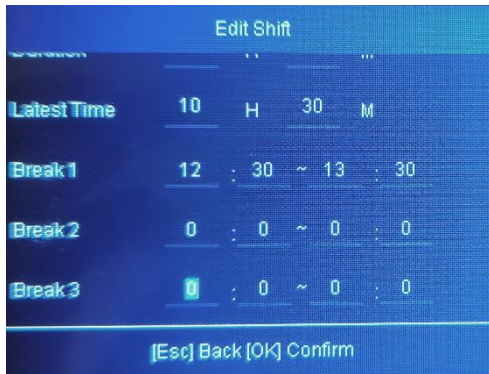
- For <2/Day> shift, set one check-in and check-out period.
 - For <4/Day> shift, set two check-in and check-out period.
 - Up to 4 time periods can be edited.
- Set Man-Hour shift. In this shift, working time will be calculated by the interval of punch in and punch out.
 - Set name and working duration.



- Set the latest check-in time and break time. (The user should punch in before this time);
 - ✓ The break time will not be counted into working time.

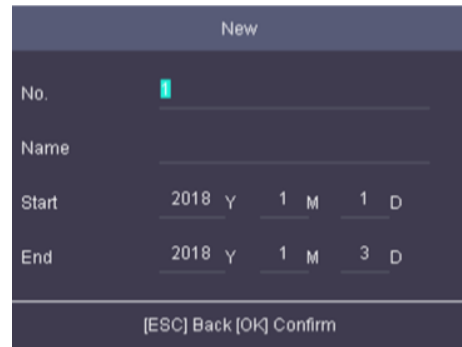
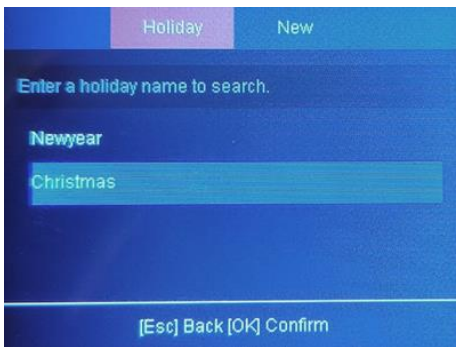
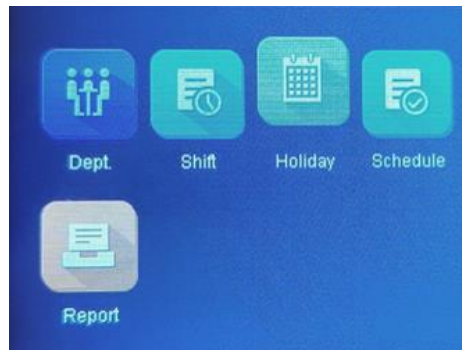
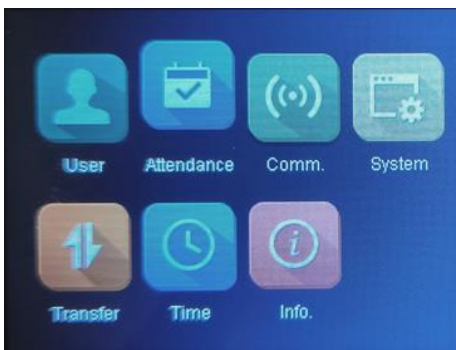


- ✓ If the Latest Time (On-Work) is set as 0, this function will be disabled.



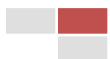
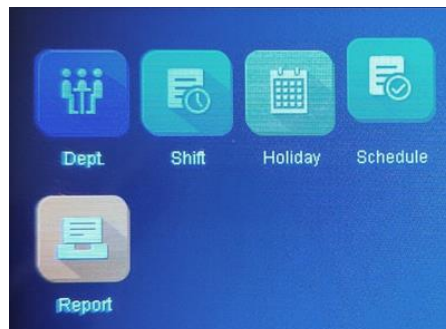
D. Add Holiday

1. Go to <Attendance>-<Holiday> to add new holiday



E. Configure Time Attendance Schedule

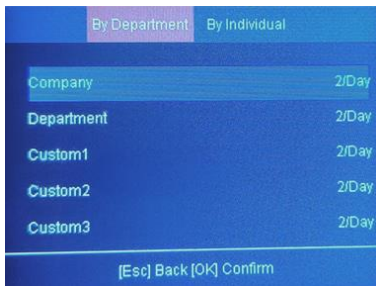
1. Go to <Attendance>-<Schedule> to add shift schedule of time attendance



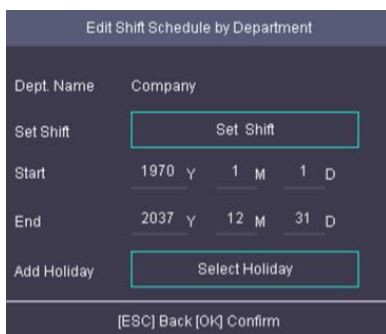
2. You can set schedule by department or by individual.

2.1 Set schedule by department.

1) Select a department to edit.



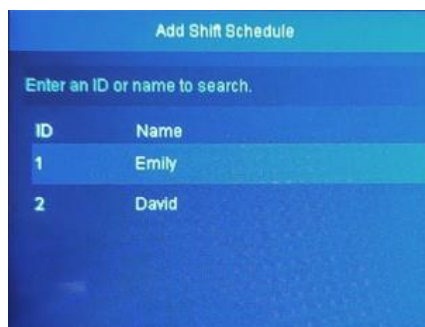
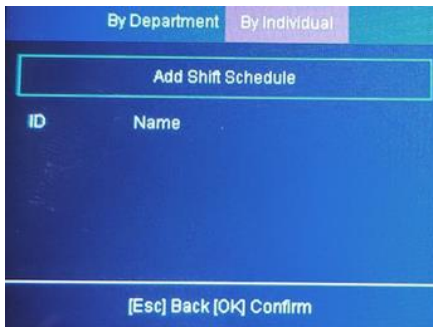
2) Set shift for this department from Monday to Sunday. For each day, the shift can be set as <Man-Hour Shift> or <Normal Shift>



3) Select one or multiple holiday for this department.

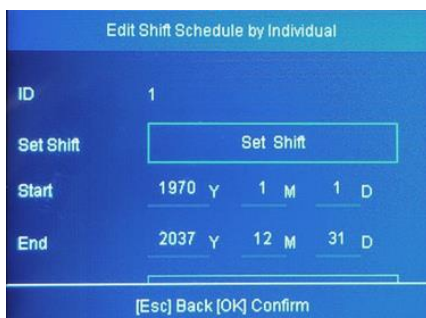
2.2 Set schedule by individual.

1) Add shift schedule for a user. Select a person.



2) Set shift and holiday for this person.

- ✓ Priority: schedule by individual > schedule by department
- ✓ If both two schedules are configured for a user, the system will calculate according to schedule by individual.

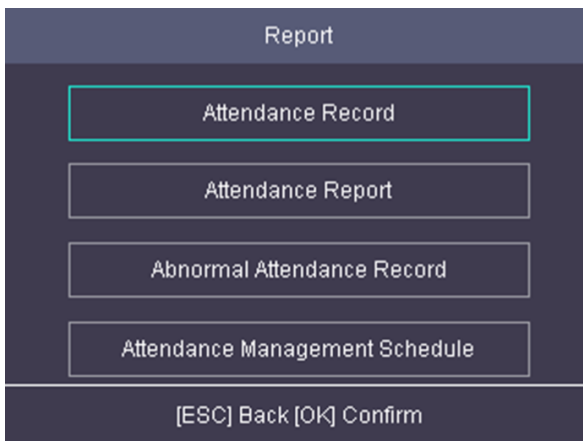


F. Export Time Attendance Report

1. Insert USB disk into the device.
2. Go to <Attendance>-<Report> to export report.



3. Select a report to export.



4. The report will contain these items.

Card No.
Name
Department
Late Times
Late Duration (min)
Early Leave Times
Early Leave Duration (min)
WorkTime lack Times
WorkTime lack Time (min)
Absence Times
Absence Time Period (min)
Attended Days /Total Work Days

