设备考勤介绍

Introduction of Time and Attendance Settings

介绍：如果您想跟踪和监控人员何时开始/停止工作并监控他们的工作时间和迟到、早退、休息时间和旷工，可以在设备终端设置考勤计划。目前一般都是使用平台计算考勤，设备只需要上传原始刷卡事件。设备考勤用于没有平台考勤管理的情况下，可用 U 盘导出事件文件，查看考勤标记以此满足考勤需求。

Introduction: If you want to track and monitor when people start/stop working and monitor their working hours and late arrivals, early departures, rest periods and absenteeism, you can set up an attendance schedule on the device terminal. At present, the platform is generally used to calculate attendance, and the device only uses the original credit card data.Device attendance is used in the absence of platform attendance management. You can export event files from a USB flash drive, and check attendance marks to meet attendance requirements.

一、考勤模板设置

1. Attendance template setting

如下图所示，分别有签到、休息、加班三个模板。

As shown in the figure below, there are three templates: check-in, rest and overtime respectively.

例子：如果中午 11：30 是休息开始，直到 13:30 结束，如果你 13:30 到 17:00 之间一直打卡就会标记为 break in，默认为你刚休息完回来。 直到 17：00 之后打开，才会标记为 check out，到了 19:00 正式进入 overtime in。

Example: If the break starts at 11:30 noon and ends at 13:30, If you clock in from 13:30 to 17:00, it will be marked as break in, and the default is that you just came back from a break. It will not
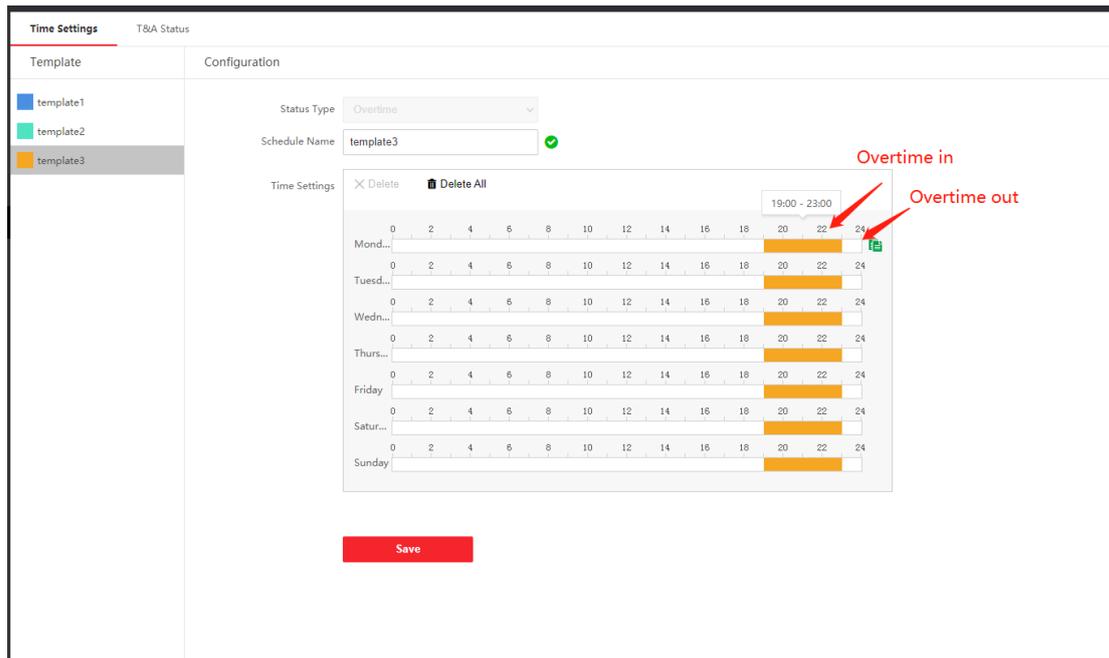
be marked as check out until it is opened after 17:00, and it will officially enter overtime in at 19:00.
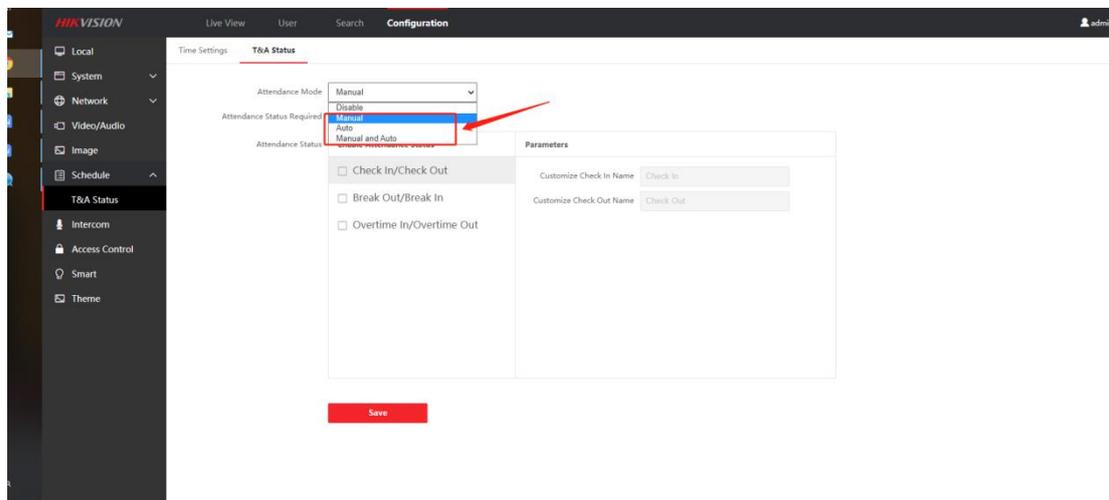
标记状态的原则：根据打卡的时间点与最近模板时间来标记考勤状态的。

The principle of marking the status: the attendance status is marked according to the time of punching and the latest template time.

二、考勤状态

2. Attendance status

考勤模式有三种：手动、自动及手动和自动结合。

There are three attendance modes, namely manual, automatic, and manual and automatic combination.

A.Set Manual Attendance via Web

Set the attendance mode as manual, and you should select a status manually when you take attendance.

Add at least one user, and set the user's authentication mode. For details, see User Management.

1. Click Configuration > Attendance to enter the settings page.

2. Set the Attendance Mode as Manual.

3. Enable the Attendance Status Required and set the attendace status lasts duration.

4. Enable a group of attendance status.

    Note:

    The Attendance Property will not be changed.

5. Optional: Select an status and change its name if required.

You should select an attendance status manually after authentication.

Note:
If you do not select a status, the authentication will be failed and it will not be marked as a valid attendance.

B.Set Auto Attendance via Web

Set the attendance mode as auto, and you can set the attendance status and its available schedule. The system will automatically change the attendance status according to the configured schedule.

Add at least one user, and set the user's authentication mode. For details, see User Management.

1. Click Configuration > Attendance to enter the settings page.

2. Set the Attendance Mode as Auto.

3. Enable the Attendance Status function.

4. Enable a group of attendance status.

    Note:

    The Attendance Property will not be changed.

5. Optional: Select an status and change its name if required.

6. Set the status' schedule. Refers to Time Settings for details.

C.Set Manual and Auto Attendance via Web

Set the attendance mode as Manual and Auto, and the system will automatically change the attendance status according to the configured schedule. At the same time you can manually change the attendance status after the authentication.

Add at least one user, and set the user's authentication mode. For details, see User Management.

Click Configuration > Attendance to enter the settings page.

Set the Attendance Mode as Manual and Auto.

Enable the Attendance Status function.

Enable a group of attendance status.

Note:

The Attendance Property will not be changed.

Optional: Select an status and change its name if required.

Set the status' schedule. Refers to Time Settings for details.

On the initial page and authenticate. The authentication will be marked as the configured attendance status according to the schedule. If you tap the edit icon on the result tab, you can select a status to take attendance manually, the authentication will be marked as the edited attendance status.

If set the Break Out as Monday 11:00, and Break In as Monday 12:00, the valid user's authentication from Monday 11:00 to 12:00 will be marked as break.

三、原始考勤事件记录
3. Attendance Record

当启用之后，设备事件记录会带上考勤状态标记，如下图在 4200 的考勤模块中加载出的原始考勤设备事件。

the device event record will be marked with the attendance status when enabled, the original attendance device event loaded in the attendance module of the 4200 as shown in the following figure.