

# xPortal3000 User Manual

Version 1.00

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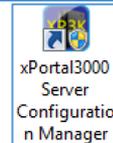
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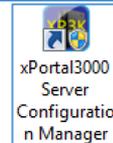
## Getting started with xPortal3000 Server Configuration

xPortal3000 Server runs as a Windows service. The service will run

1. After completed xPortal3000 Server's installation.
2. When computer starts.

## Launching xPortal3000 Server Configuration Manager



- To run xPortal3000 Server Configuration Manager, double-click on  icon at Windows Desktop. The following screen will be shown (Refer **Figure 1 & 2**).

**Note:** If your software package comes with USB dongle, please ensure that USB dongle is inserted into the computer's USB port before starting/ restarting the computer in order to get USB dongle key detection successful upon service startup.

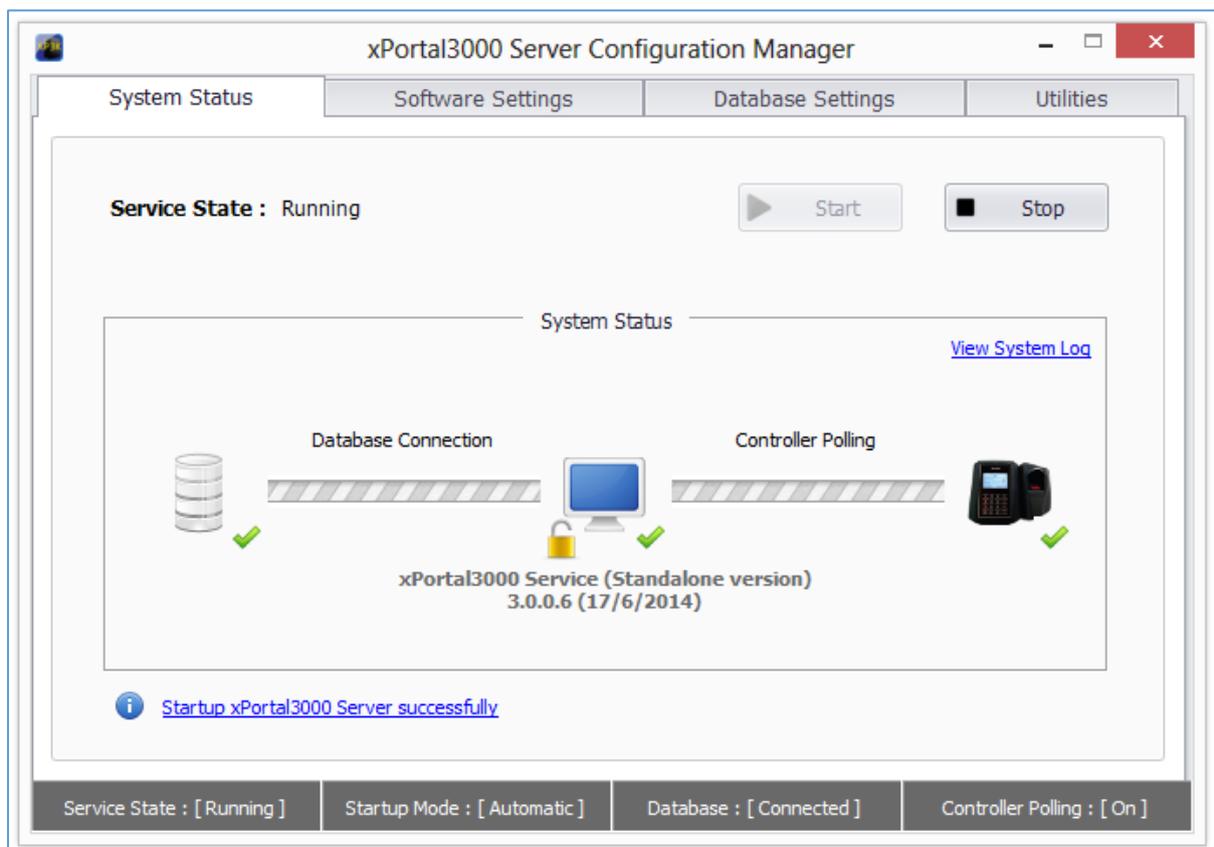


Figure 1 - xPortal3000 Server Configuration Manager (Standalone/ Full version)

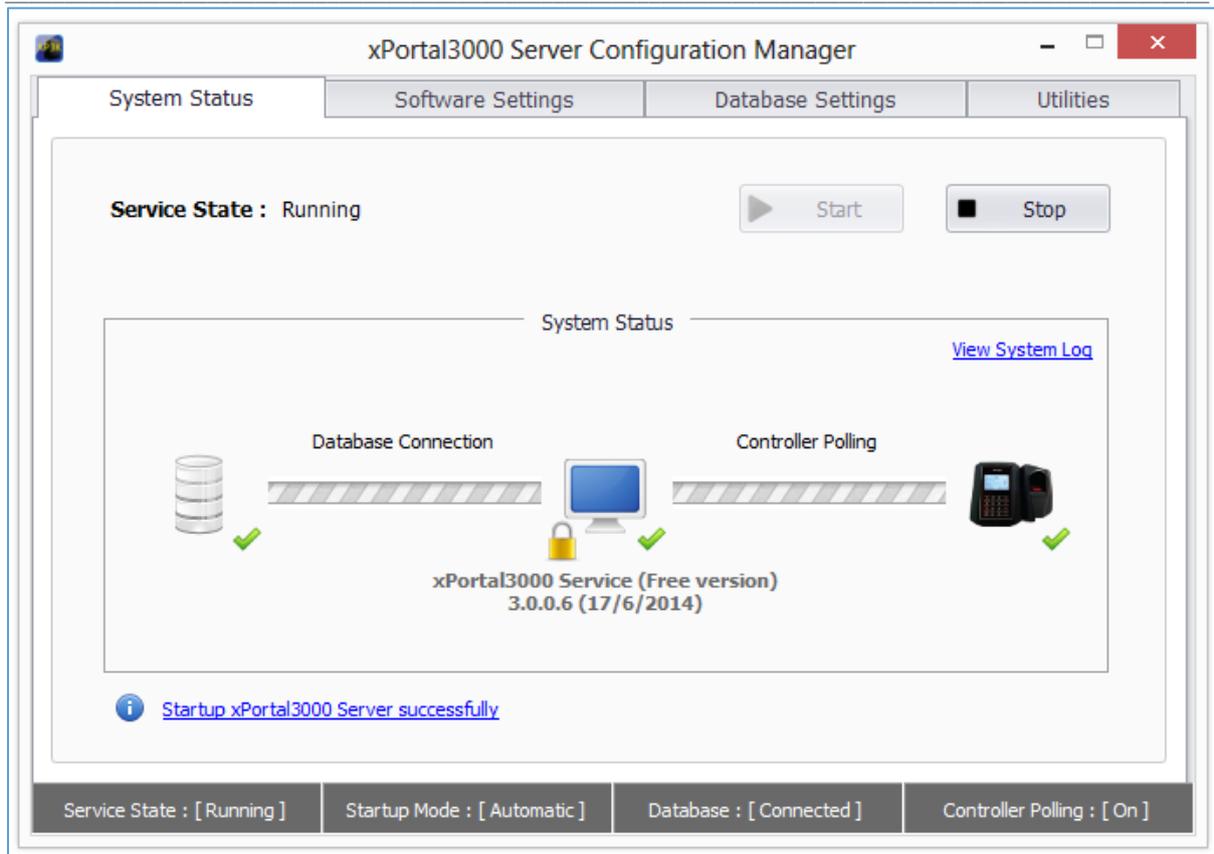


Figure 2 - xPortal3000 Server Configuration Manager (Free version)

- ii. Listed below are the common symbols that are used in the operation.

Table 1 - Common System Status Symbol

Symbol	Indication
	Database connection success.
	Database connection failed.
	Service is running, license key is not detected. (Free version).

	<p>Service is running, license key is detected. (<i>Standalone/ Full version</i>).</p>
	<p>Service is not running.</p>
	<p>Controller is connected.</p>
	<p>Controller down or not connected.</p>
	<p>xPortal3000 Server successfully startup.</p>

## xPortal3000 Service

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### i. What is Service?

A windows service is a computer program that operates in the background. Windows services can be configured to start when the operating system is started and run in the background as long as Windows is running. Alternatively, they can be started manually or by an event. These services can be automatically started when the computer boots, can be paused and restarted, and do not show any user interface.

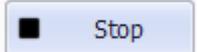
### ii. When does Service run?

By default, xPortal3000 Service will automatically started when the computer is boots. To change the Startup Mode, please (*Refer Table 4*) below.

### iii. What are the operations that can be done to Service? Where it can be done?

For xPortal3000, we can perform Start and Stop operation. (*Refer Table 2 & 3*) below:

Table 2 - xPortal3000 Startup Service

Symbol	Indication
	Start the service
	Stop the service

Alternatively, you may also configure xPortal3000 Service manually at Windows Services. (Refer **Table 3**) below:

Table 3 - Location of Windows Services

Operating System	Location of Windows Services
Windows XP	Control Panel → Administrative Tools → Services
Windows Vista	Control Panel → System and Maintenance → Administrative Tools → Services
Windows 7 & 8	Control Panel → System and Security → Administrative Tools → Services
Windows Server 2003, 2008 & 2008 R2	Administrative Tools → Services
Windows Server 2012	Server Manager → Tools → Services

#### iv. Changing Service Startup Mode

1. Go to Software Settings tab.
2. Select the Startup Mode. (**Recommendation:** Automatic Startup Mode).
3. Click on Save button to confirm and save settings.

Table 4 - Startup Mode

Startup Mode	Description
Automatic	Service will automatically run when computer is started
Manual	Service will run manually
Disabled	Service will be disabled

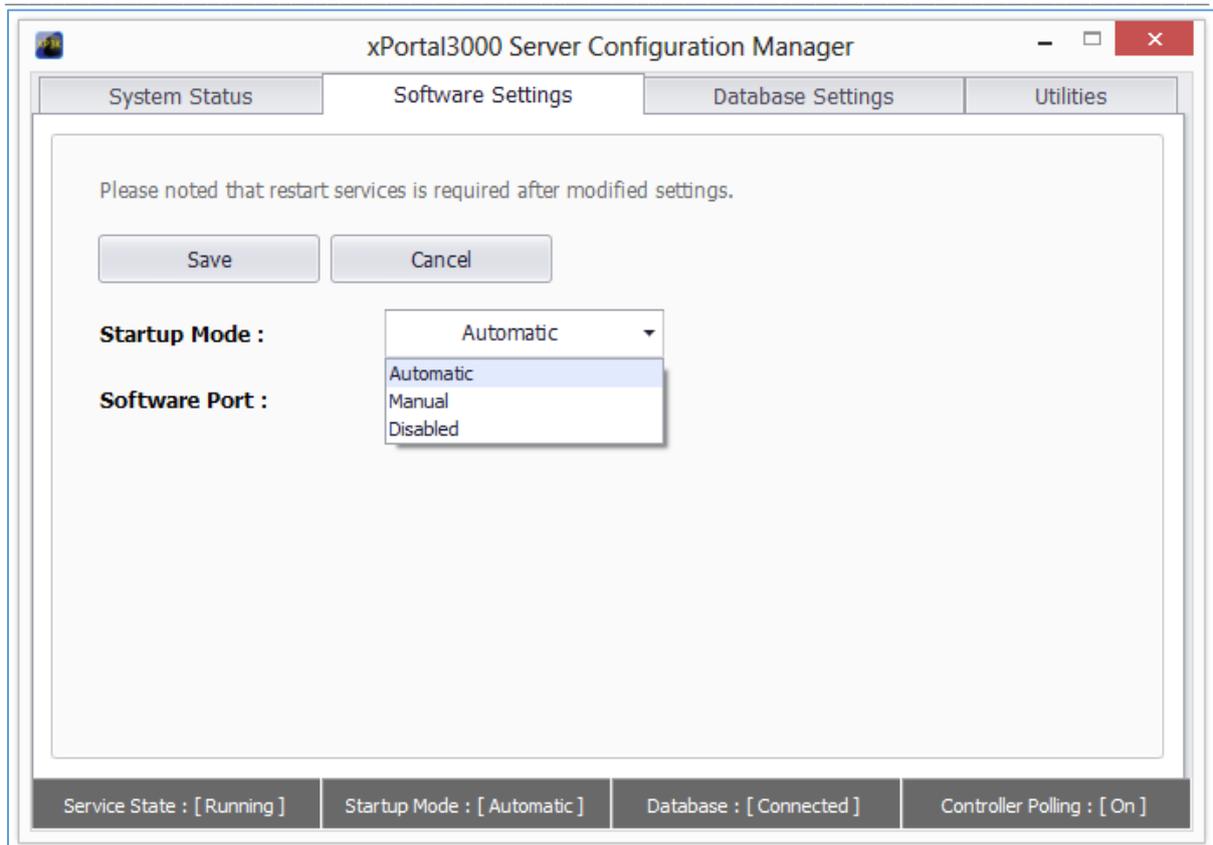


Figure 3 - xPortal3000 Server Configuration Manager (Startup Mode)

**v. Server Connection Setup**

You need to setup the server connection setting by specifying the TCP port number that is used in communication between your Server and Client applications. By default, Software Port number is set to 7381. (Refer **Figure 4**) below.

*(Recommendation: It is recommended to not make any changes here).*

**vi. Changing Service Software Port**

1. Go to Software Settings tab.
2. Set your Software Port number in the text box provided.
3. Use the same Port number in Server Connection Setup when you run xPortal3000 Client later.
4. Click on Save button to confirm and save settings.

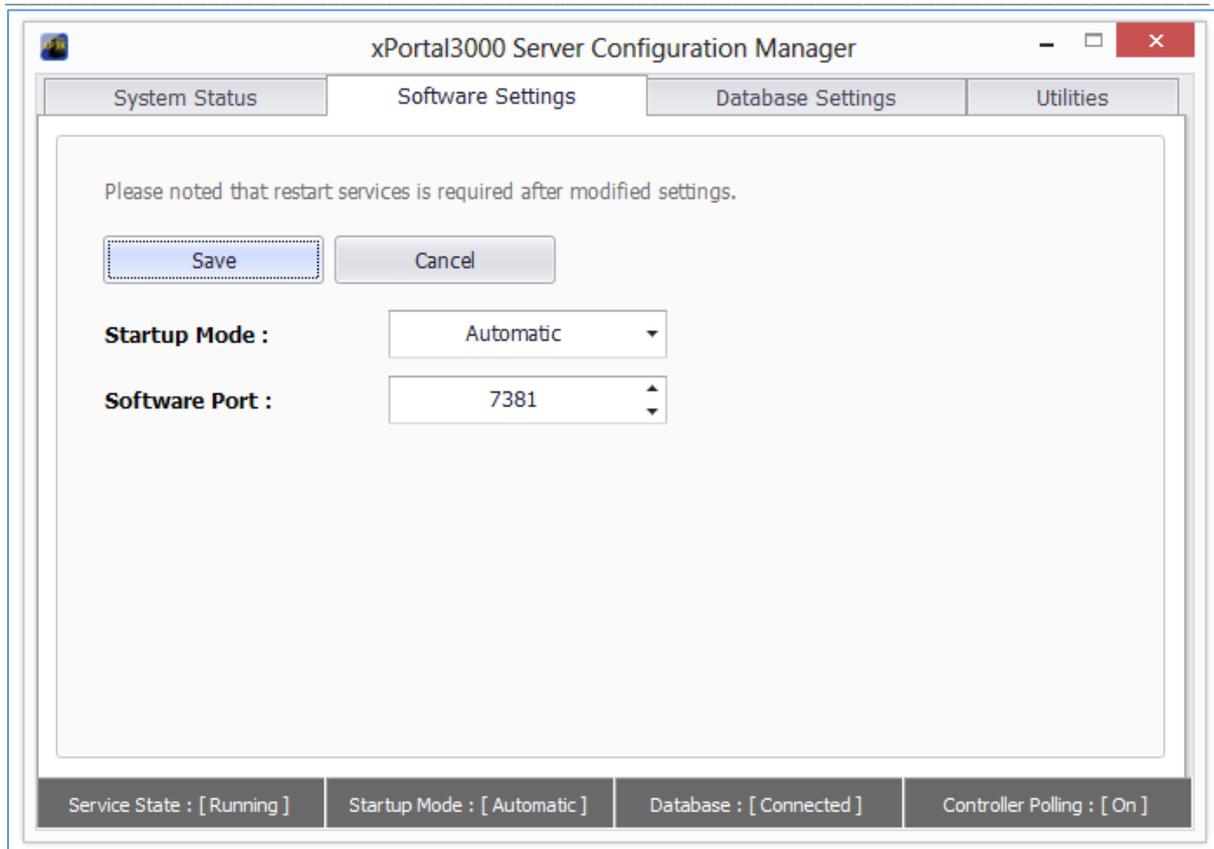


Figure 4 - xPortal3000 Server Configuration Manager (Software Port)

## Configuring Database Settings

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In Database Settings tab (Refer **Figure 5**), you may configure your configuration file location, initialize new database, configure your schedule backup settings, backup software database, restore from backup database and also rollback to xPortal2005.

## Restore Transaction

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In Utilities tab (Refer **Figure 6**), you may launch restore transaction tool to restore database transaction.

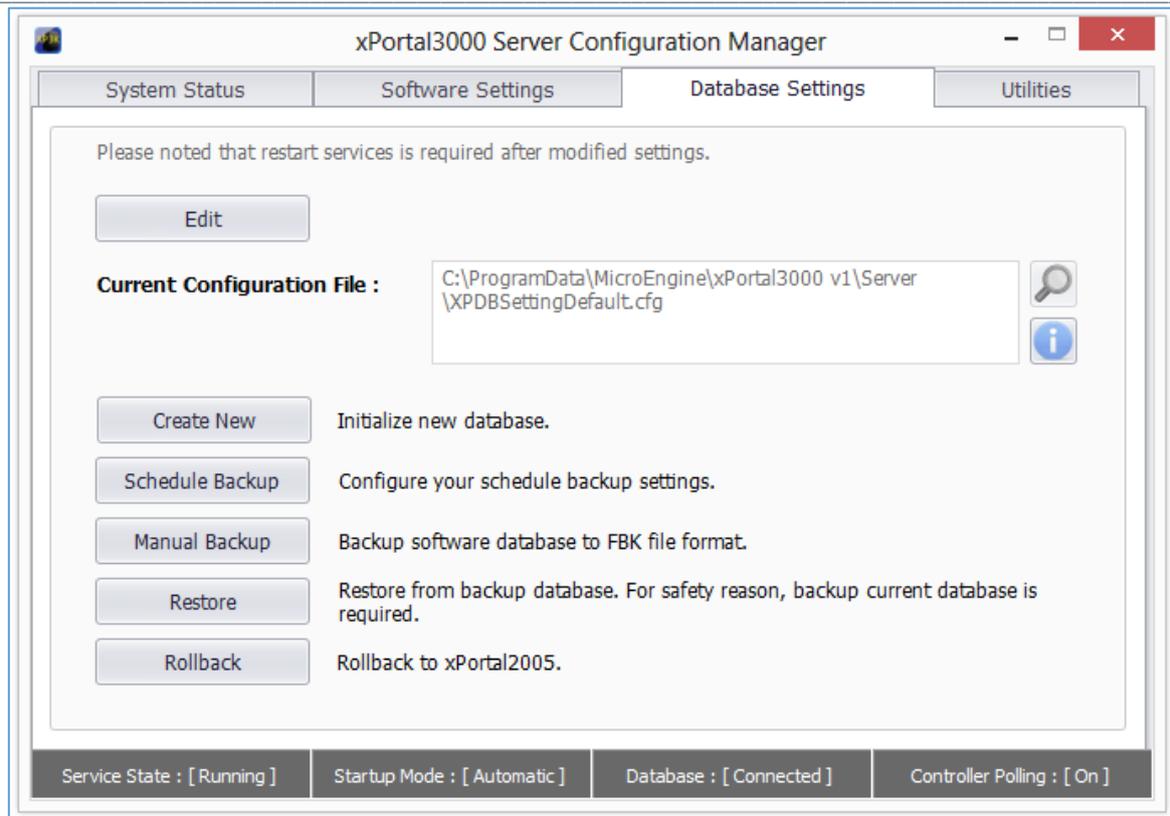


Figure 5 - xPortal3000 Server Configuration Manager (Database Settings)

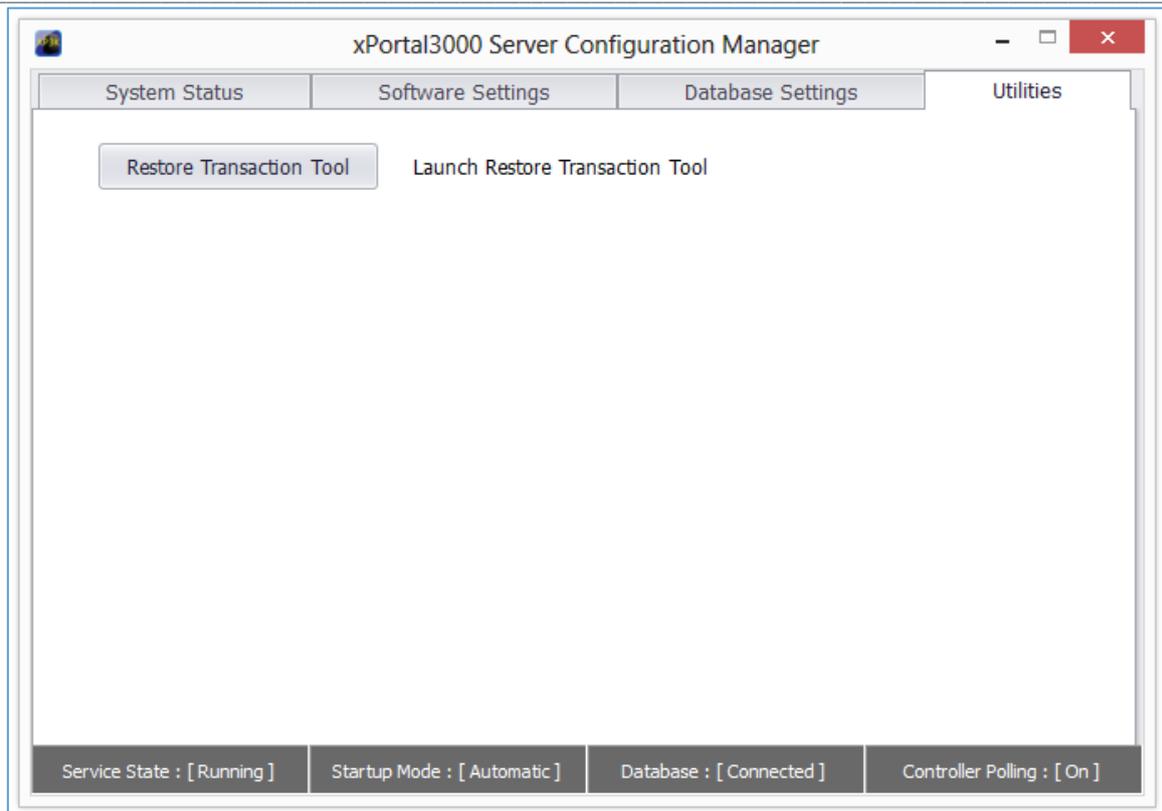
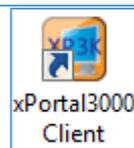


Figure 6 - xPortal3000 Server Configuration Manager (Utilities)

## Getting started with xPortal3000 Client

### Launching xPortal3000 Client



- i. To run xPortal3000 Client, double-click on  icon at Windows Desktop. The following window will appear.



Figure 7 - xPortal3000 Client Login Window

- ii. If you are starting xPortal3000 Client for the first time, you need to setup the server connection setting by specifying the TCP Port number that is used in communication between Server and Client applications.

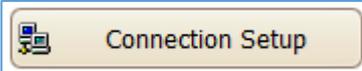
Table 5 - Client Login Window Description

Name	Description
Language	You may choose your interface language either English or Bahasa Malaysia for your client
User ID	Default user ID is <b>Manager</b> (case-sensitive)
Password	Default password is <b>Manager1</b> (case-sensitive)
Connection Setup	You may choose your server location from options provided and specify the Port Number. (Refer <b>Figure 8</b> )

**Note:** Only one user can logged in to xPortal3000 Client at one time

## Server Connection Setup

### i. Configuring Connection Setup:

1. Click on  button.
2. The following window will be shown:

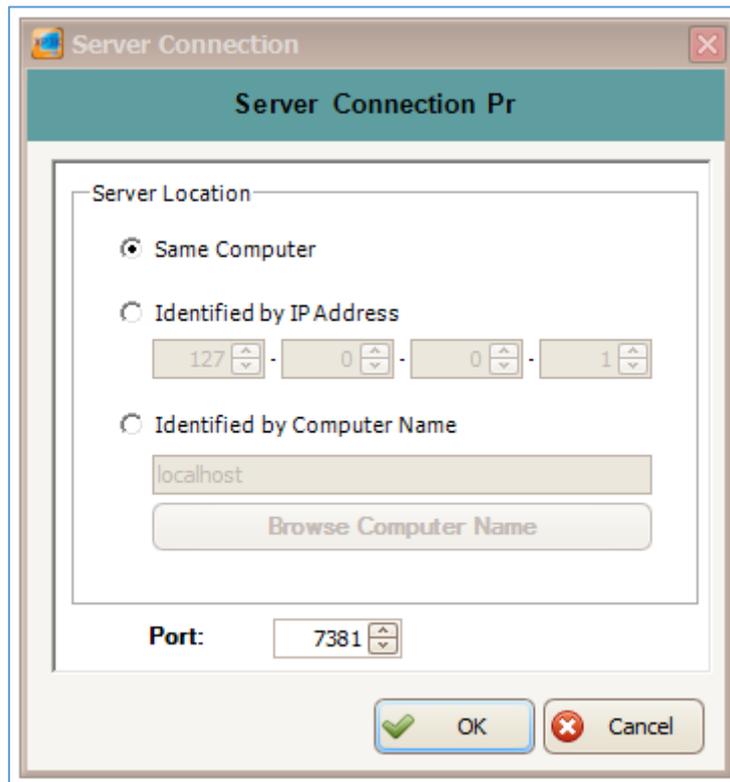


Figure 8 - Server Connection Properties

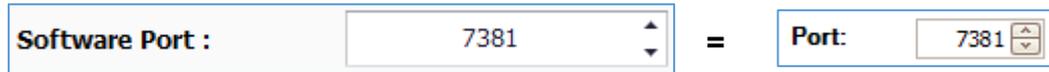
3. Choose Server Location according to your system configuration.  
(Refer **Table 6**) below:

Table 6 - Server Location Description

Server Location	Description
Same Computer	The xPortal3000 Server application is installed and run within the same workstation.
Identified by IP Address	The IP address of workstation where the xPortal3000 Server application is installed and run.
Identified by	The xPortal3000 Server application is installed and run in the

Computer Name	computer that is connected with the same LAN. You can browse the computer name from the list by clicking on Browse Computer Name button.
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4. Set port number. Default is 7381. The value must be same with the port number set in the **Server Configuration Manager (Refer Figure 4)**.



5. Click OK to confirm and save settings.

## Startup Wizards

Using this startup wizards, it will guide on how to setup the hardware, work schedule, manage card users' details and generating report.

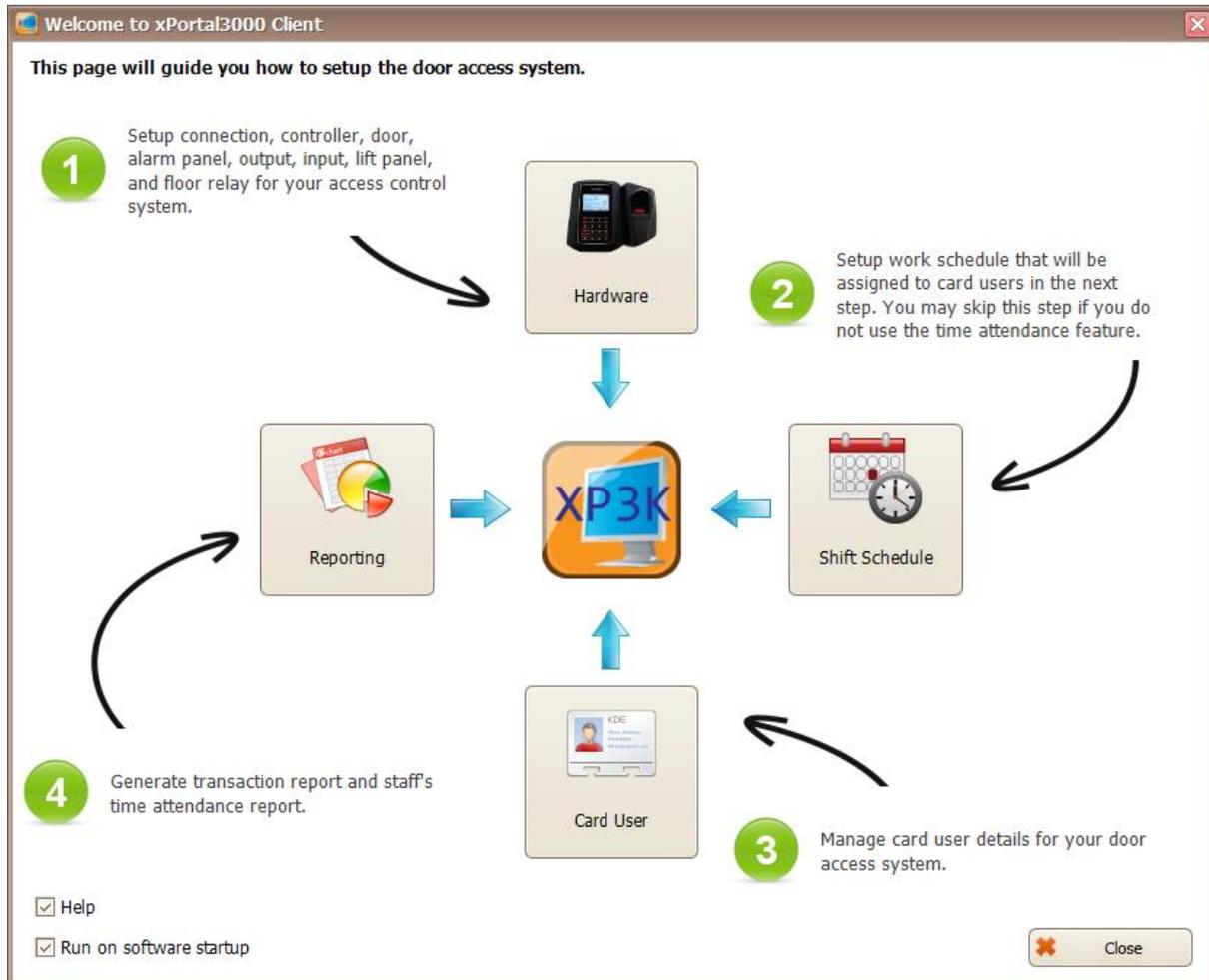


Figure 9 - Startup Wizards

Table 7 - Startup Wizards Description

Name	Description
Hardware	Setup connection, controller, door, alarm panel, output, input, lift panel, and floor relay
Shift Schedule	Setup work schedule that will assigned to card users. (Skip if not use time attendance feature)
Card User	Manage card users details
Reporting	Generate report

## Configuring Hardware

### A. New Controller Wizard



1. Click on  button.
2. The following window will be shown. This is Startup wizard for Door Access/ Car Park. (Refer **Figure 10**).

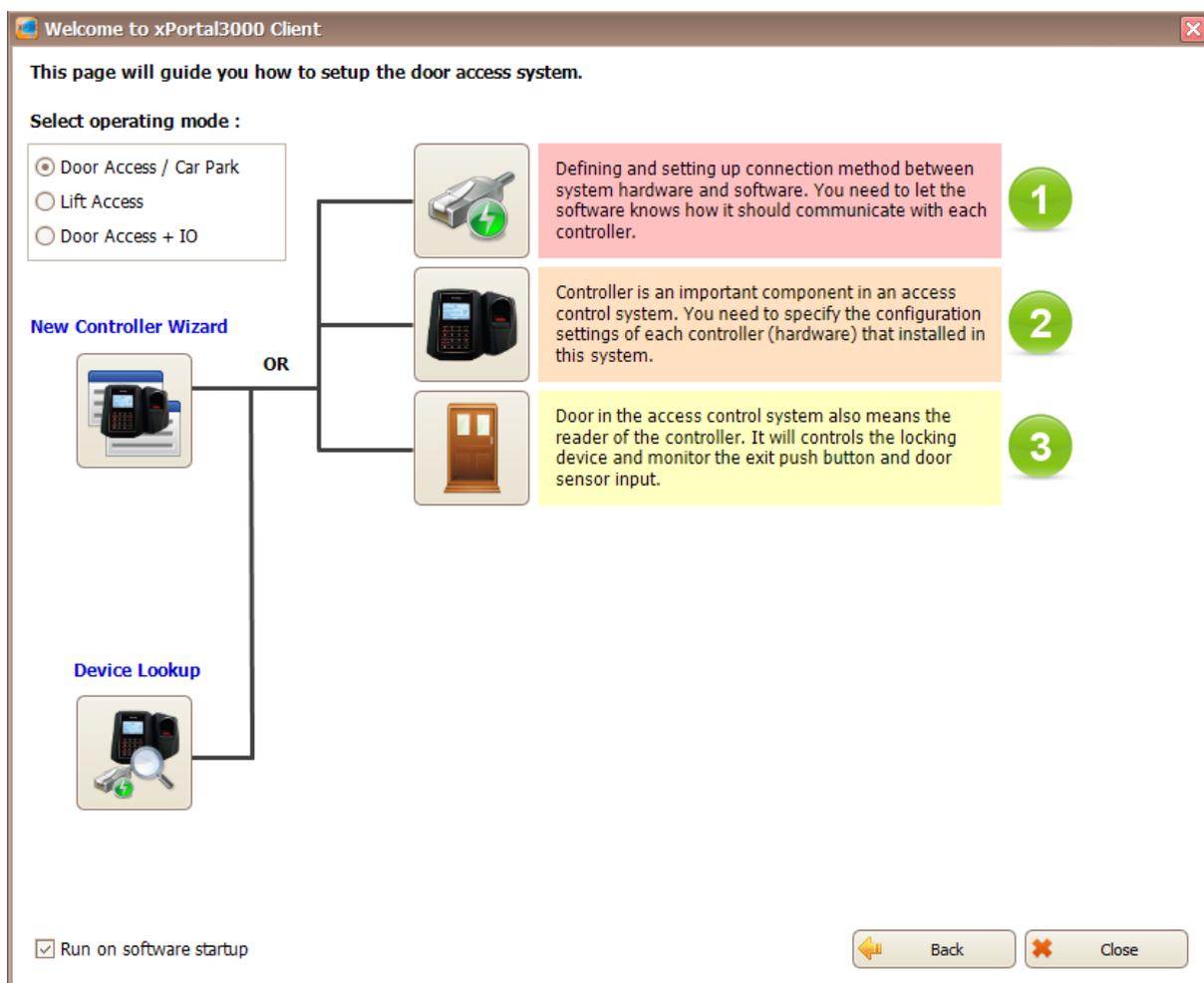


Figure 10 - Startup Wizards (Door Access/ Car Park)



3. If you are configuring the hardware for the first time, click on  button.

4. The following window will be shown. (Refer **Figure 11**).



*Figure 11 - Controller Setup Wizard*

5. Please check your controller model is correct from the Supported Controller List provided.
6. Click Next to continue.
7. The following window will be shown. (Refer **Figure 12**).

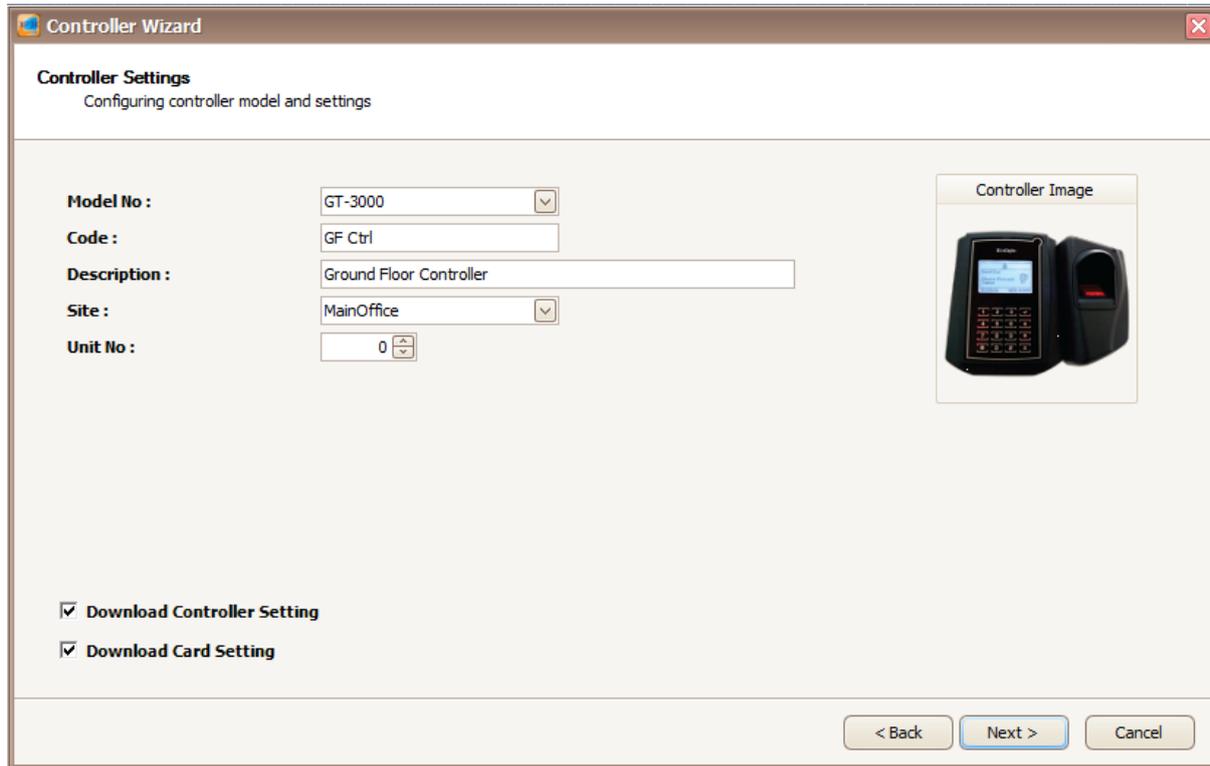


Figure 12 - Controller Settings

8. Enter the information of the controller as described below:

Table 8 - Controller Settings Description

Fields	Description
Model No	Controller model.
Code	A short name to represent this controller. Max Length = 15. Eg. Lobby 1.
Description	A descriptive name about his controller. Max Length = 40. Eg. Lobby 1 Block A.
Site	Specify site where this controller is located.
Unit No	Specify address of this controller, must be unique by connection. Value = 00 to 15.

**Note:** If your controller is a single-door controller, your Unit No must be set to 0.

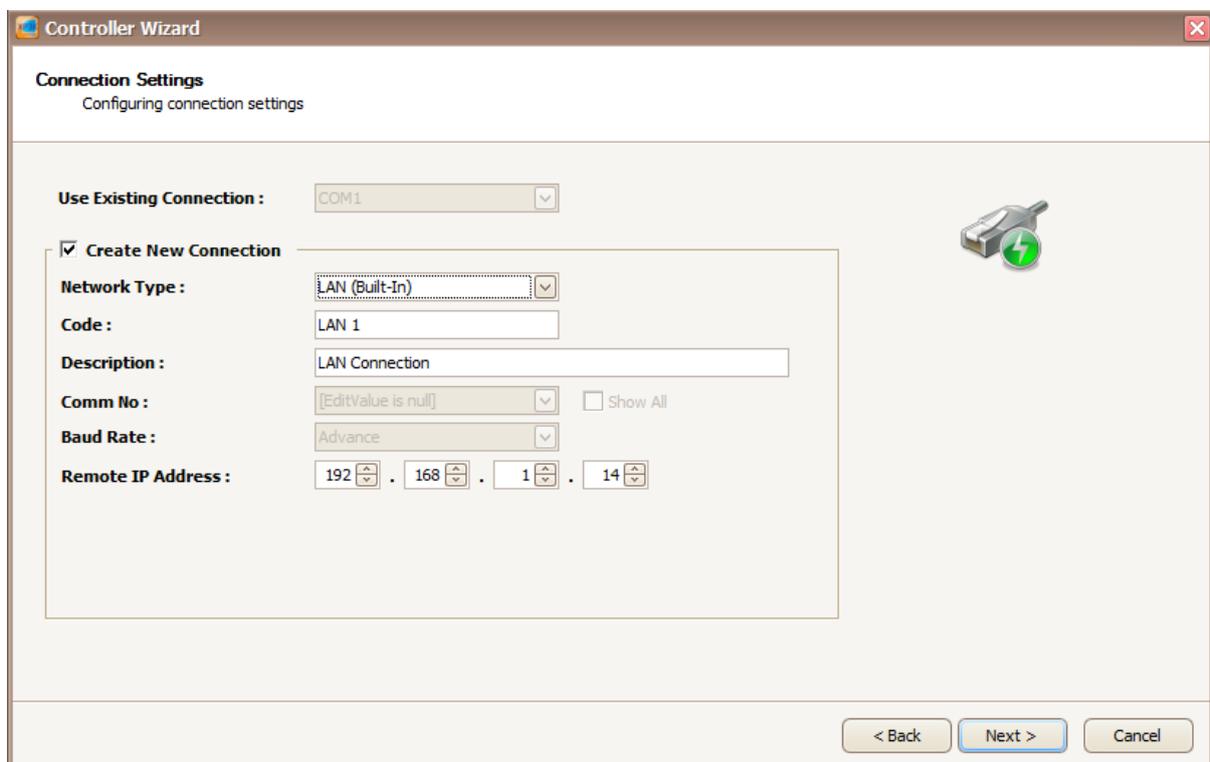
*Table 9 - Download Setting*

Fields	Description
Download Controller Setting	The software will automatically send the Controller Setting to the selected door controller(s) if you tick the checkbox.
Download Card Setting	The software will automatically send the Card Setting to the selected door controller(s) if you tick the checkbox.

9. Click next to continue.

10. The following screen will be shown.

- You may use the existing connection which is using Direct Serial Port (Default using **COM 1**) or you may create another new connection.
- If you check the “Create New Connection” checkbox, you may create either Direct Serial Port connection or Local Area Network (LAN) connection. Refer **Figure 13** below for LAN connection setup.



*Figure 13 - Connection Settings (LAN Connection)*

11. This is the connection setup using Direct Serial Port.

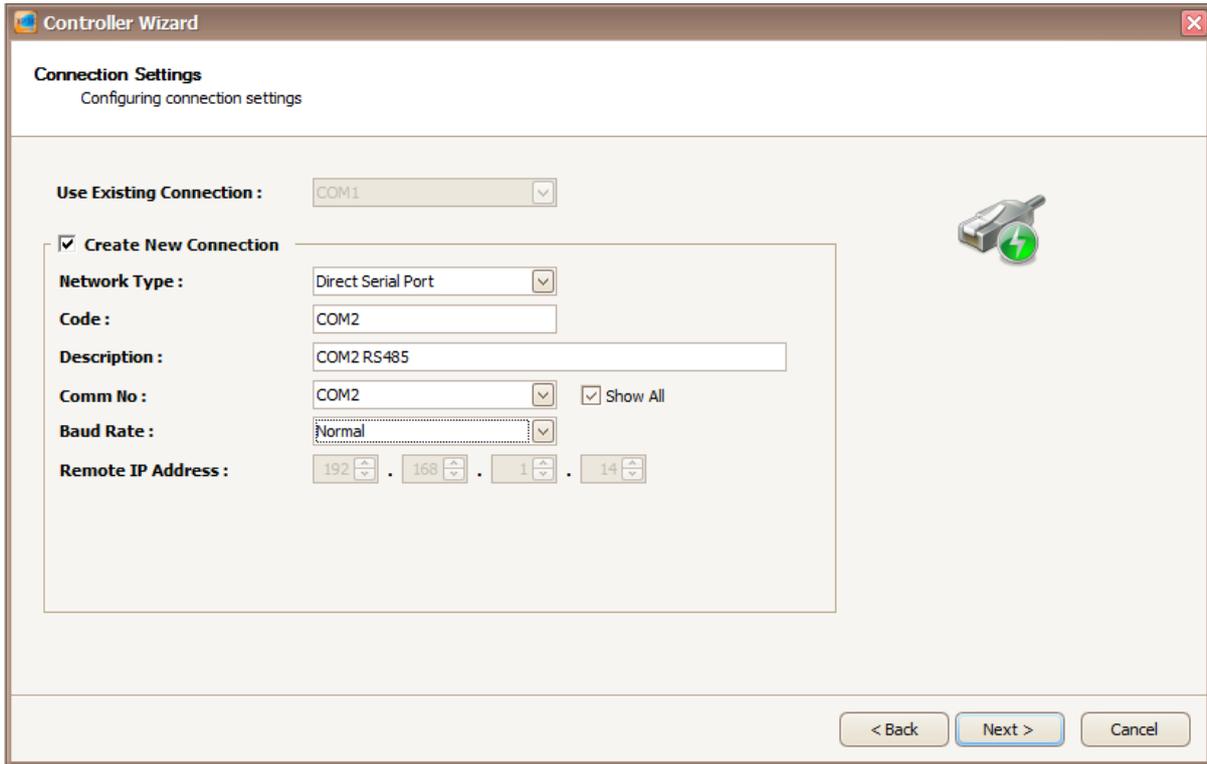


Figure 14 - Connection Settings (Direct Serial Port)

12. Enter the information of the connection as described below:

Table 10 - Connection Settings Description

Fields	Description
Network Type	Specify a connection method. Available choices are as follow: <b>1) Direct Serial Port</b> - The controller is connected to PC using RS232 or RS485 (through MCI).  <b>2) LAN (Built-In)</b> - The controller is connected to PC using controller’s built-in interface module or using external LAN interface unit.
Code	A short name that describes the connection. Max length = 15. Eg.: COM2
Description	Longer description for the connection. Max length = 40

	characters. Eg.: COM2 RS485
Comm No	Specify Serial Comm Port number.
Baud Rate	Specify Direct Serial port connection speed in bits per second (bps),  <b>1) Normal</b> - Data will be transmitted at 2400 bps.  <b>2) Advance</b> - Data will be transmitted at 9600 bps
Remote IP Address	Specify controller's IP Address or Remote IP Address of the external LAN interface unit.

**Note:** If your MCI jumper is shorted, set the baud rate to Advance. Otherwise, set to Normal.

13. Click next to continue.

14. The following screen will be shown. (Refer **Figure 15**).

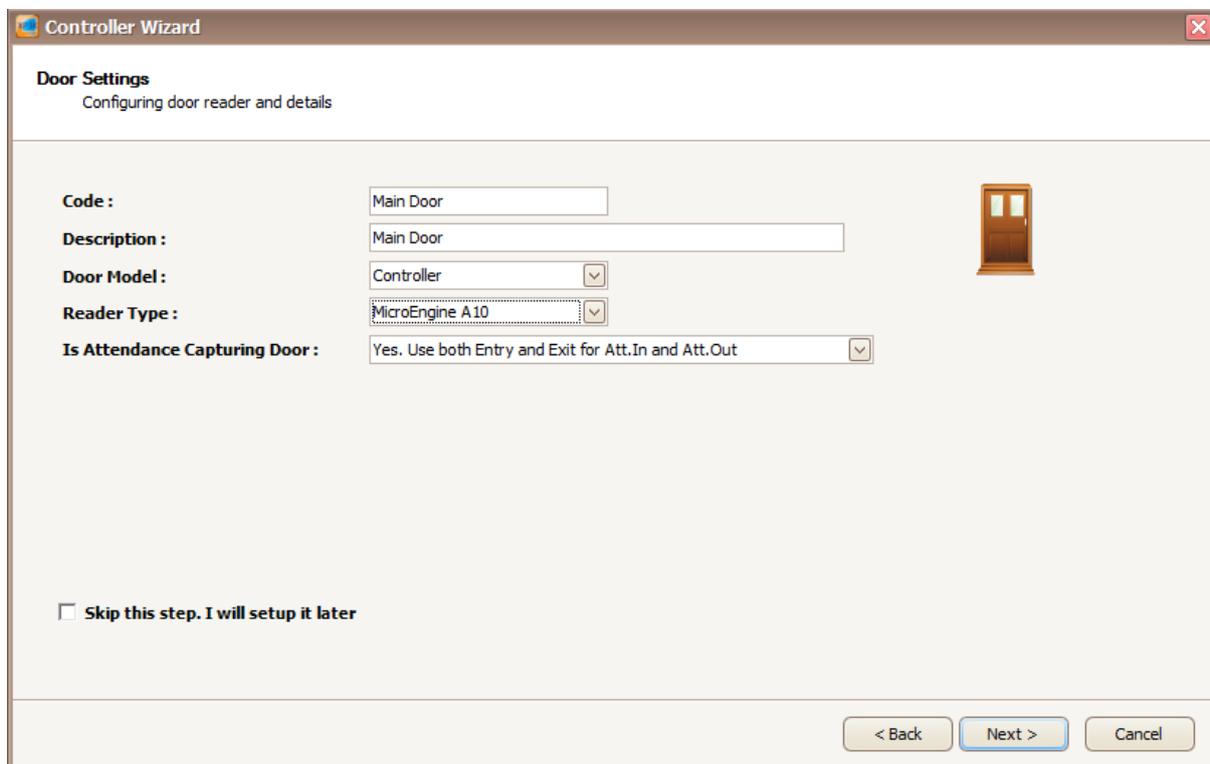


Figure 15 - Door Settings

15. Enter the information of the door as described below:

*Table 11 - Door Settings Description*

<b>Fields</b>	<b>Description</b>
Code	A short name to represent this door. Max length = 15. Eg. Lobby 1A Entrance.
Description	A descriptive name about this door. Max Length = 40. Eg. Lobby 1 Block A Entrance Door.
Door Model	Specify Reader Interface model.
Reader Type	Specify reader output format.
Is Attendance Capturing Door	Specify how this door will be used in attendance calculation.

**Note:** *If you wish to setup the door settings later, check the “Skip this step. I will setup it later” checkbox.*

16. Click next to continue.

17. The following screen will be shown. (Refer **Figure 16**).

Figure 16 - Door Access Assignment

If you are configuring the door access for the first time:

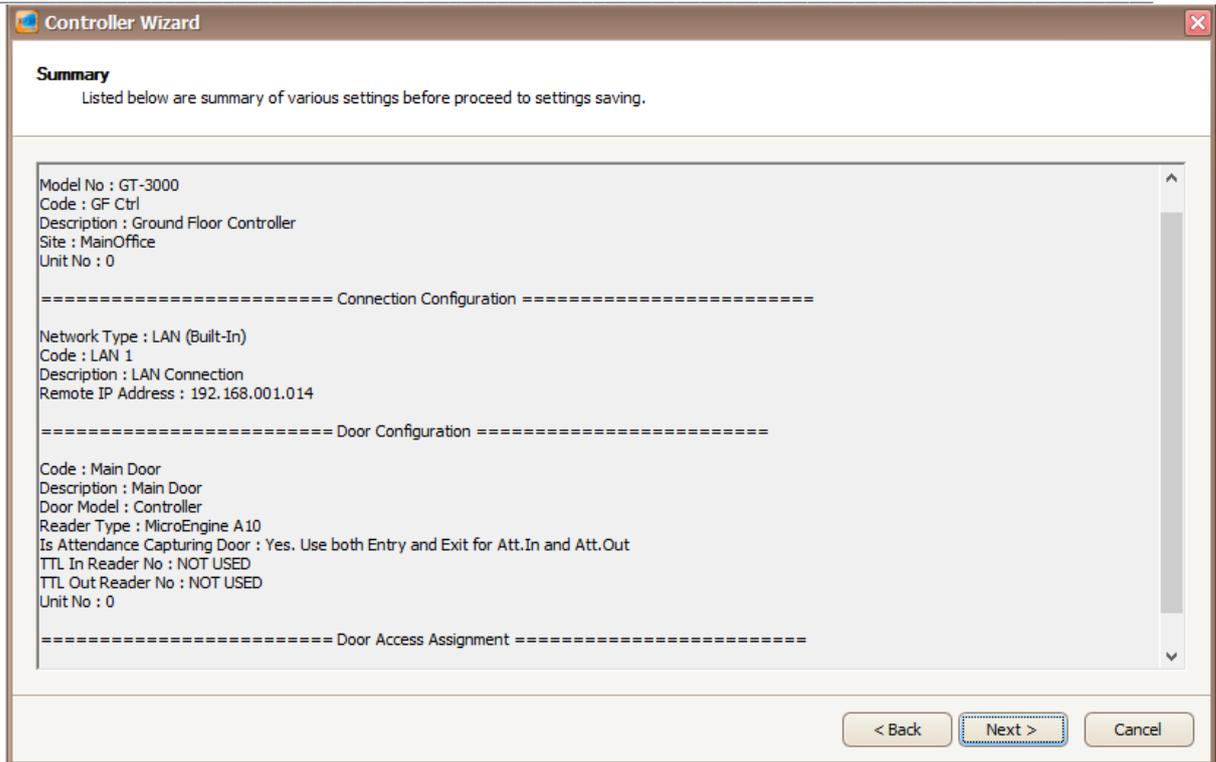
- You will not see any staff records yet so you will not be able to select specific staff.
- The Time Zone will only show you the default Time Zone which are 000 (**No Access**) and 001 (**Full Access**).
- Please check “All Staff” checkbox and select the Time Zone 001.

**Note:** If you wish to setup the door access assignment later, check the “Skip this step. I will setup it later” checkbox.

18. Click Next to continue.

19. The following screen will be shown. (Refer **Figure 17**).

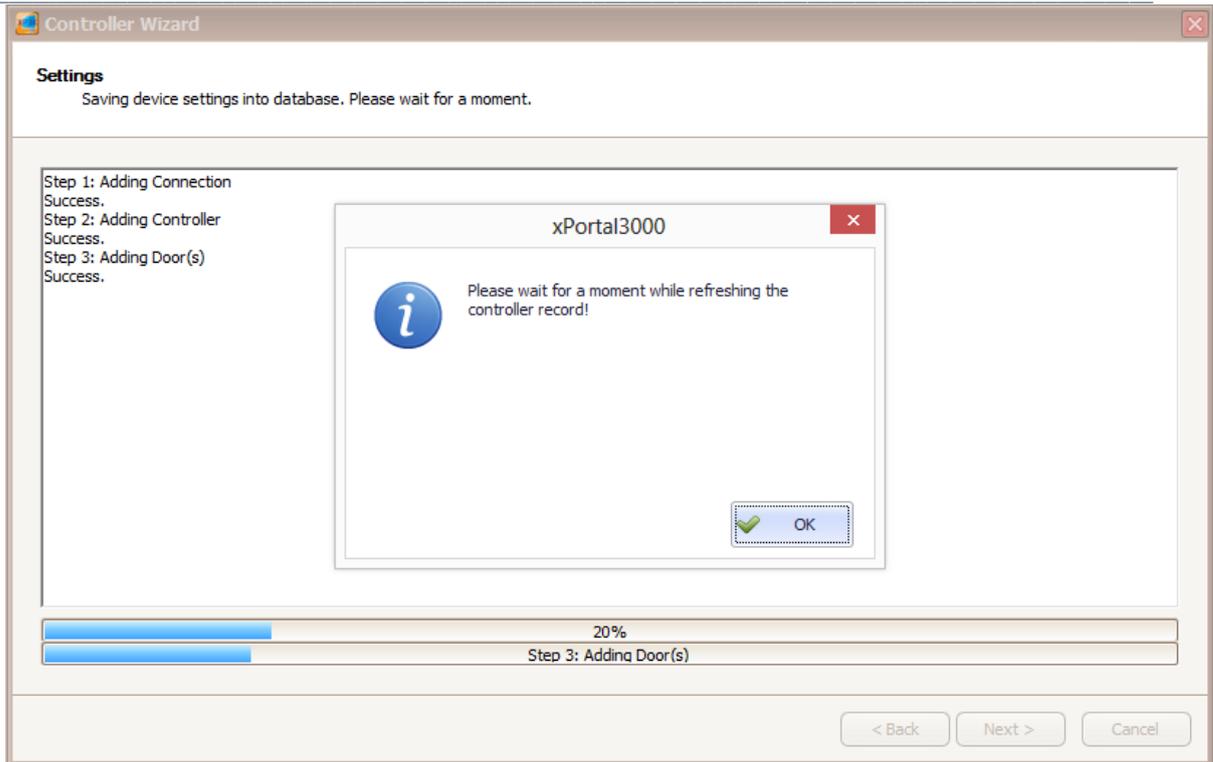
20. The summary will show you settings that you have set, before you continue on saving the settings.



*Figure 17 - Controller Wizard Summary*

21. Click Next to continue.

22. The following screen will be shown. (Refer **Figure 18**).



*Figure 18 - Refreshing controller window*

23. The refreshing controller record pop up message will be shown. Click OK to proceed.
24. The following screen will be shown. (Refer **Figure 19**).
25. Make sure your delivery report has no error and all sending data is OK.

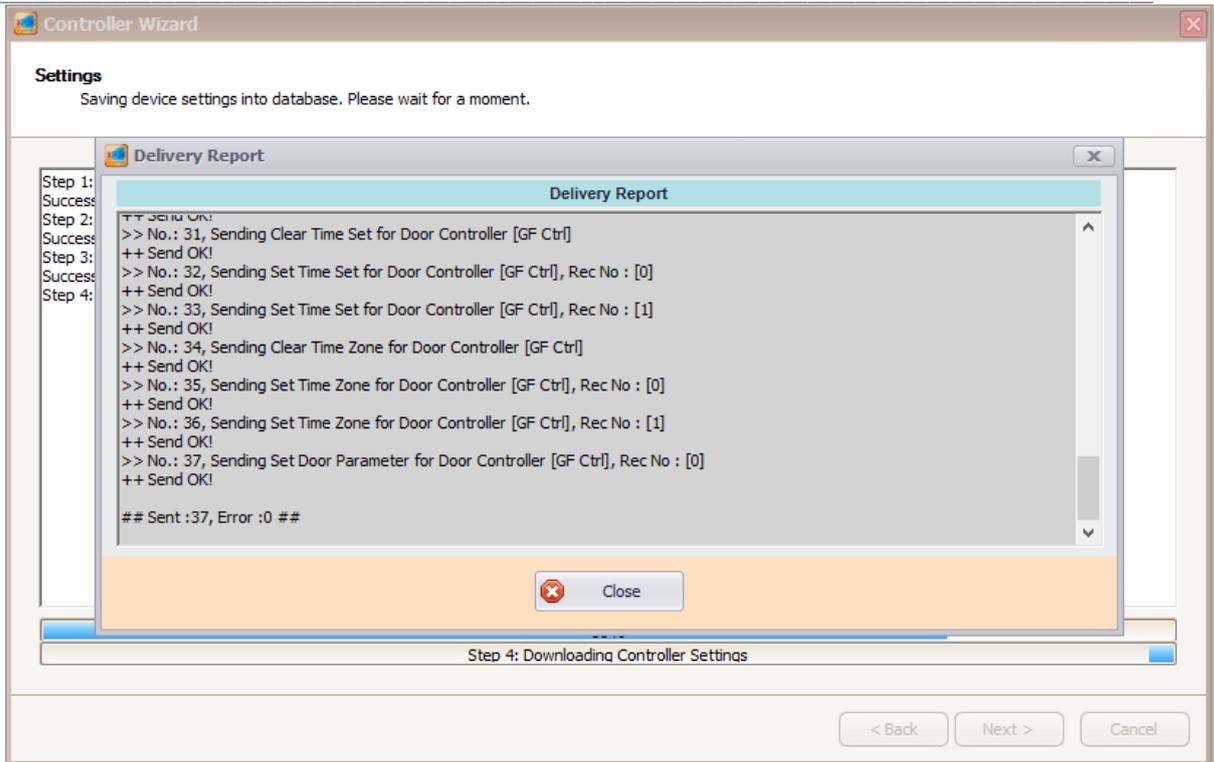
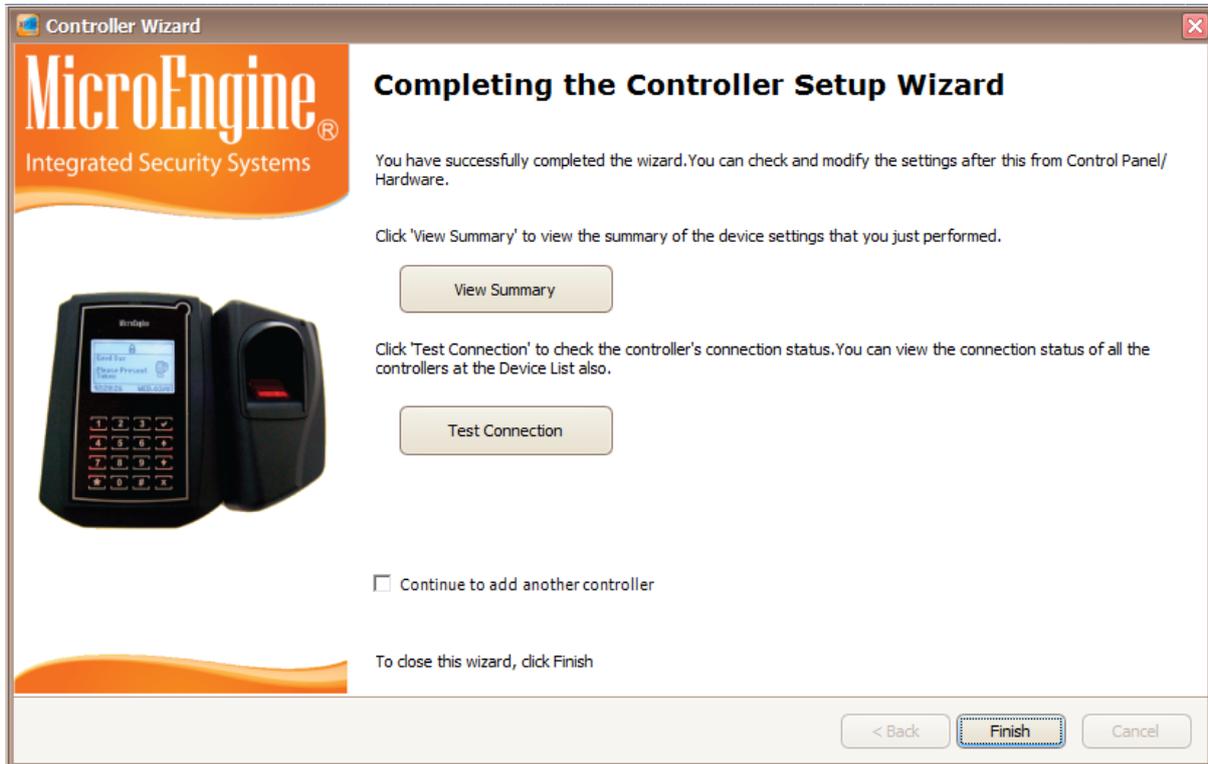


Figure 19 - Delivery Report

26. Click Close to continue.

27. The following screen will be shown. (Refer **Figure 20**).



*Figure 20 - Completing the Controller Setup Wizard*

28. Click "View Summary" button to see the summary of the device settings that you just performed.
29. Click "Test Connection" to check the controller's connection status.  
(Refer **Figure 21**).

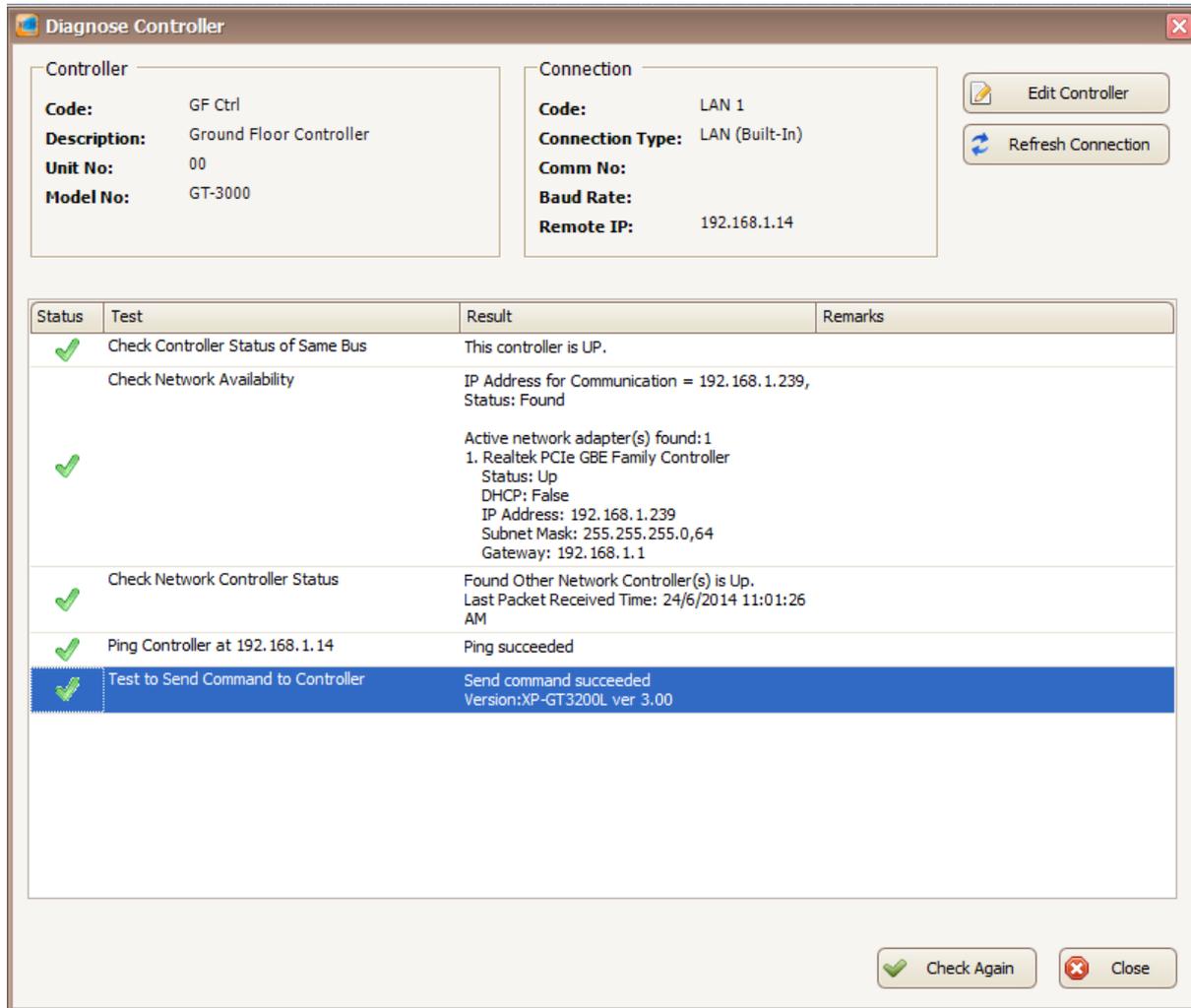


Figure 21 - Diagnose Controller

30. Click Close to exit the wizard.

## B. Device Lookup

1. Device lookup will search for controllers that connected to the same subnet. To



start searching for controller, click on button.

2. The following screen will be shown (Refer **Figure 22**).

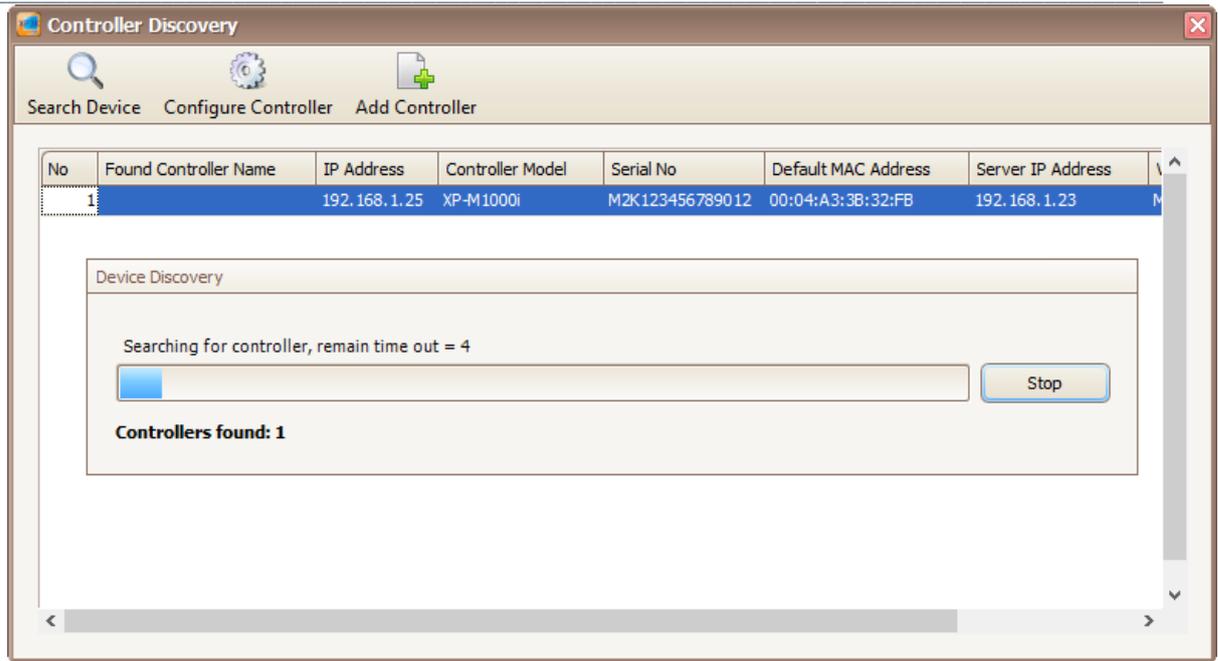


Figure 22 - Device Lookup

3. A Device Discovery window will be shown (Refer **Figure 23**). Device discovery will search for available controller and display the controller in Controller Discovery window (Refer **Figure 24**).

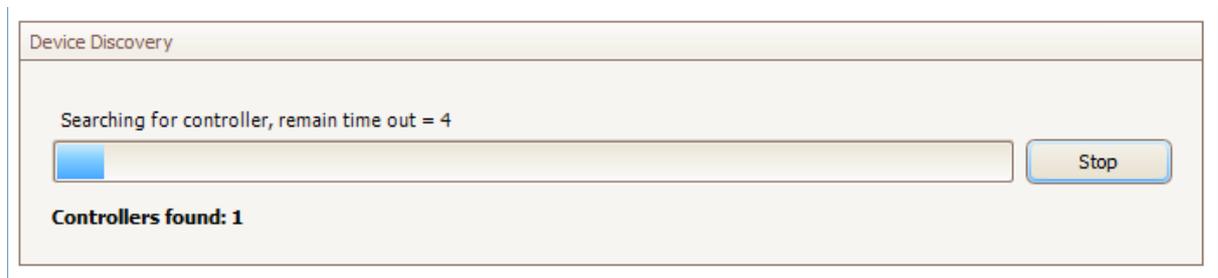


Figure 23 - Device Discovery

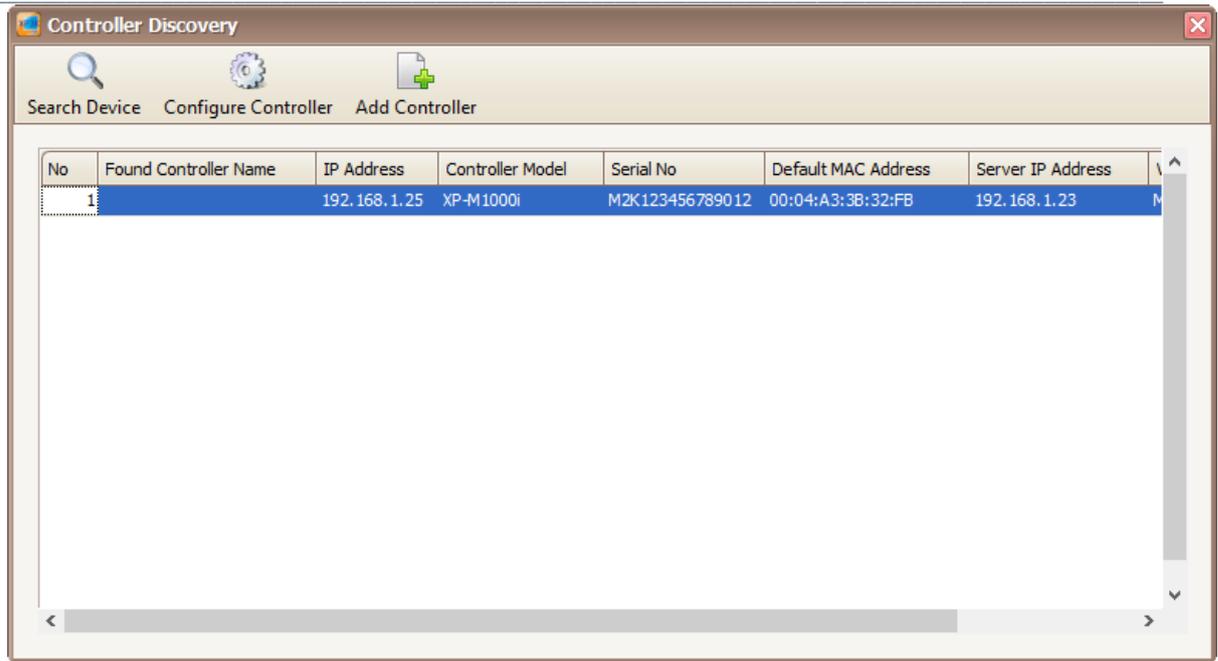


Figure 24 - Controller Discovery

4. Click on  icon to add the controller.
5. To configure the controller, click on  icon to configure the controller without going to web diagnostic. Configure controller window will be shown (Refer **Figure 25**).

Figure 25 - Configure Controller

- You can change the settings in the controller such as IP Address, Server IP Address, Subnet Mask and Gateway. Click OK to save the changes.

## Configuring Accessibility Settings

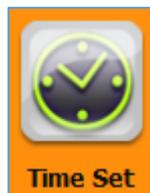
### A. Configuring Time Set



1. Click on **Control Panel** icon at the top of the xPortal3000 Client dashboard to open Control Panel menu.
2. The following screen will be shown. (Refer **Figure 26**).



Figure 26 - Control Panel



3. Click on **Time Set** icon to open Time Set menu.
4. The following screen will be shown. (Refer **Figure 27**).

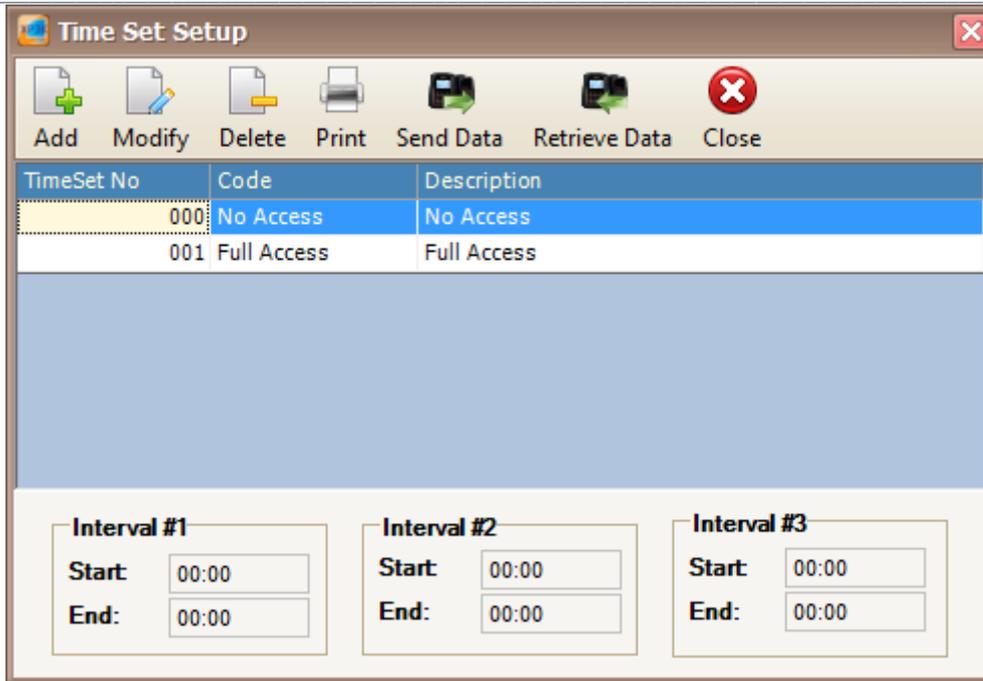


Figure 27 - Time Set Setup

- By default, 2 time set already created. There are **000** for **No Access** and **001** for **Full Access**.



- Click  icon to add new time set.
- The following screen will be shown. (Refer **Figure 28**).

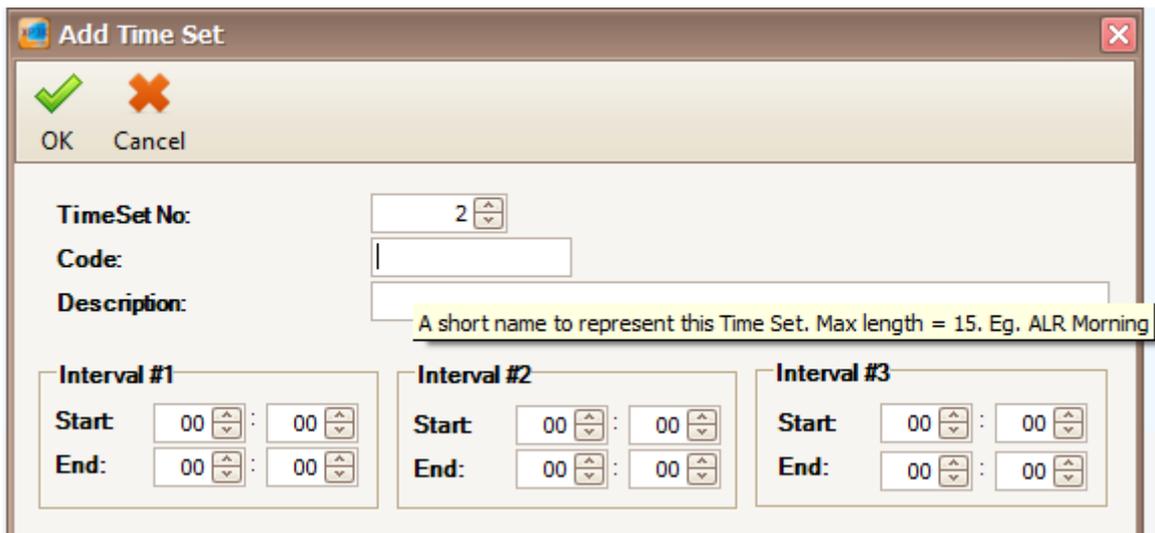


Figure 28 - Add Time Set

**Note:** You may see there are descriptions tooltips when you hover your mouse to the text field.

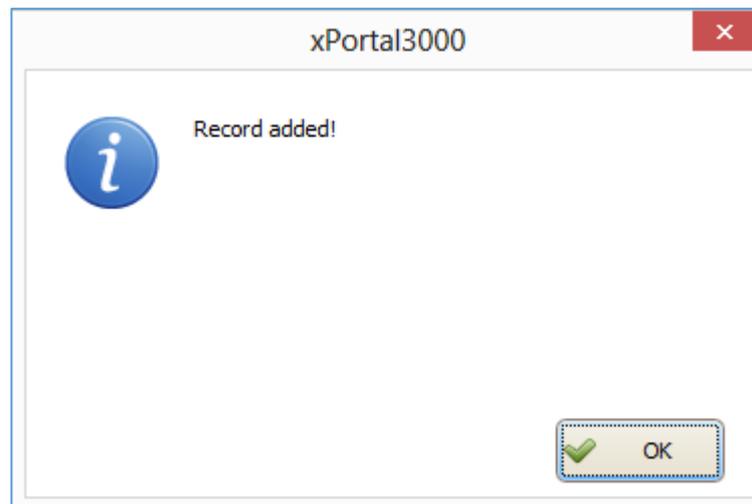
8. Enter the information of the Time Set as described below:

*Table 12 - Time Set Description*

Fields	Description
TimeSet No	Specify unique Time Set number. Range 002 – 255. It is a group of time interval within one day (24 hours) that defines the activation period of an operation or function.
Code	A short name to represent this Time Set. Max length = 15. Eg.:ALR Morning.
Description	A descriptive name about this Time Set. Max length = 40. Eg.:Auto Lock Release at Morning.
Interval #1-3	Specify time interval within one day (24 hours). It is in 24-hour format.

9. After you have entered all the necessary fields, click OK to confirm and save settings.

10. A "Record added!" message will be shown. Click OK to continue.



*Figure 29 - Record Added*

11. The software will automatically send the Time Set setting to all controllers.

12. After downloading all the settings, it will display a report of data being sent. Click Close to return to Time Set Setting menu. (Refer **Figure 30**).

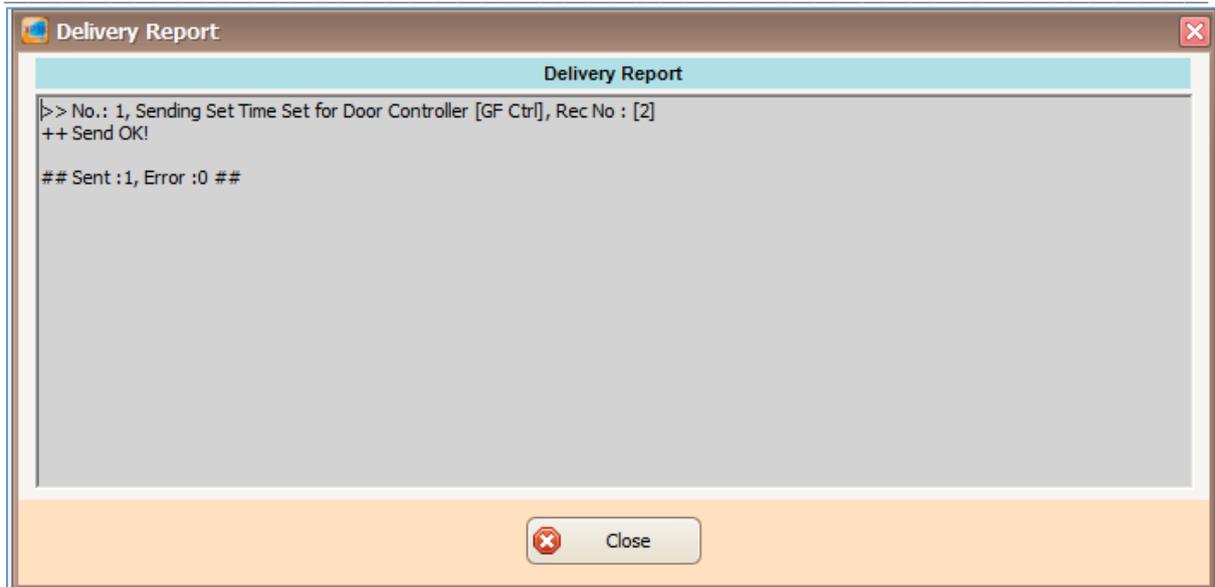


Figure 30 - Delivery Report (Add Time Set)

13. The newly added time set will be added to the time set list.



14. Click  icon to exit from the Time Set Setup menu.

## B. Configuring Time Zone

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1. Open the control panel.



2. Click on  icon to set the new time zone.

3. The following screen will be shown. (Refer **Figure 31**).

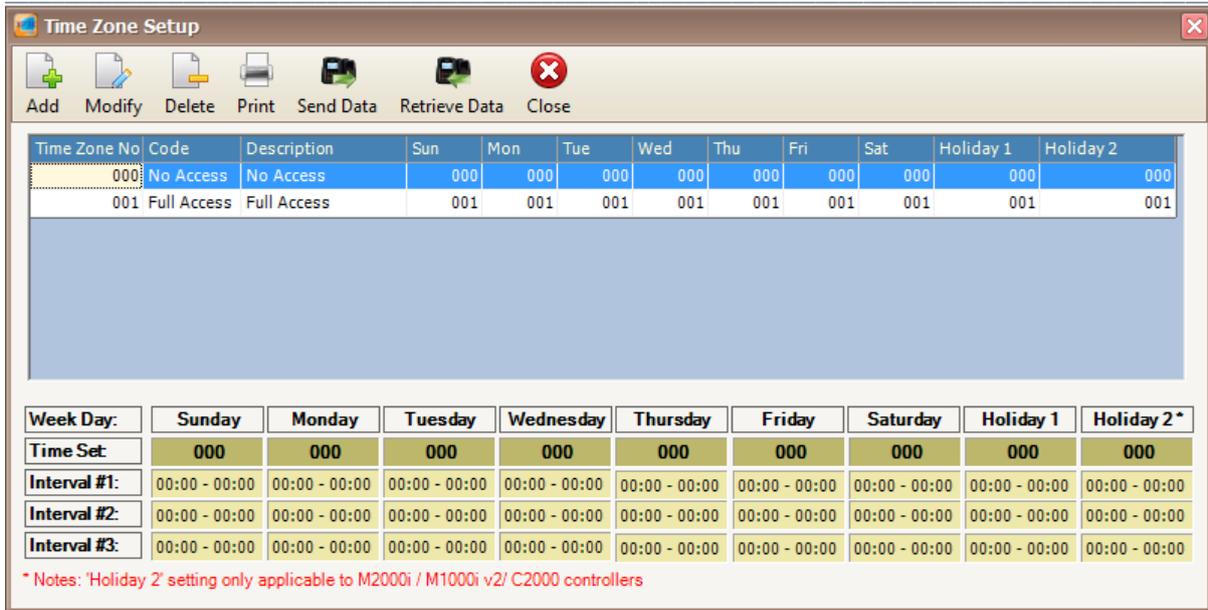


Figure 31 - Time Zone Setup

- By default, 2 time zone already created. There are **000** for **No Access** and **001** for **Full Access**.



- Click **Add** icon to add new time zone.
- The following screen will be shown. (Refer **Figure 32**).

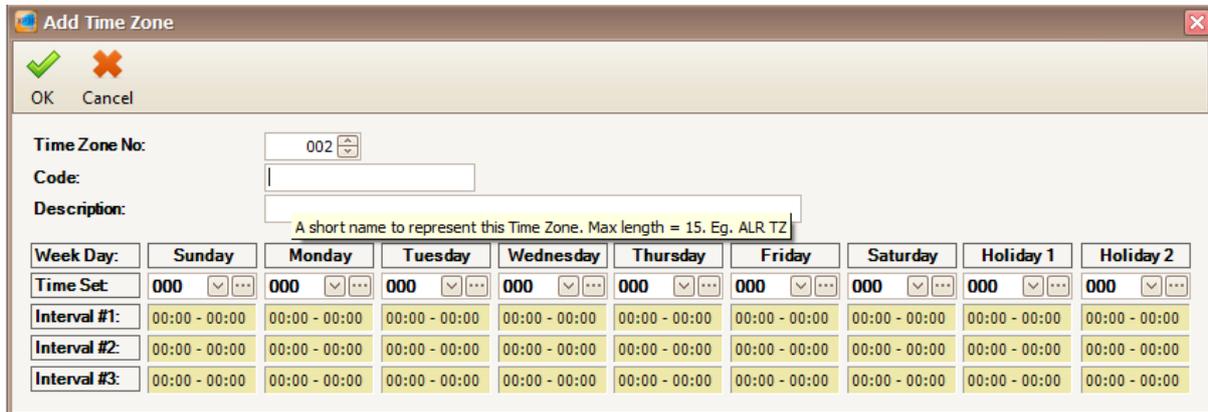


Figure 32 - Add Time Zone

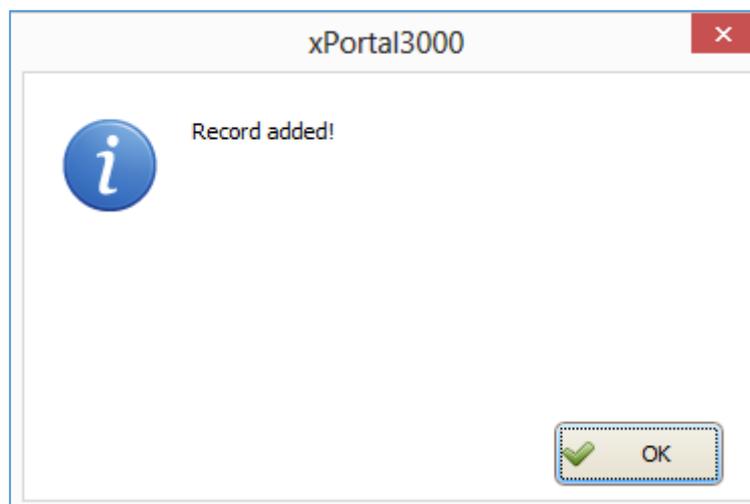
**Note:** You may see there are descriptions tooltips when you hover your mouse to the text field.

- Enter the information of the Time Zone as described below:

*Table 13 - Time Zone Description*

<b>Fields</b>	<b>Description</b>
TimeZone No	Specify unique Time Zone number. Range = 002 - 255. It is a group of Time Sets for 7 days plus holiday. Time Zone will be assigned to certain operation or function to define at which day and what time the system will operate it. Eg.: Auto Lock Release, Higher Security, Door Accessibility, Floor Accessibility etc.
Code	A short name to represent this Time Zone. Max length = 15. Eg.:ALR TZ.
Description	A descriptive name about this Time Zone. Max length = 40. Eg.:Auto Lock Release Time Zone.
Time Set	Specify unique Time Zone number. Range = 002 - 255. It is a group of Time Sets for 7 days plus holiday. Time Zone will be assigned to certain operation or function to define at which day and what time the system will operate it. Eg.: Auto Lock Release, Higher Security, Door Accessibility, Floor Accessibility etc.

8. After you have entered all the necessary fields, click OK to confirm and save settings.
9. A "Record added!" message will be shown. Click OK to continue.



*Figure 33 - Record Added*

10. The software will automatically send the Time Zone setting to all controllers.
11. After downloading all the settings, it will display a report of data being sent. Click Close to return to Time Zone Setting menu. (Refer **Figure 34**).

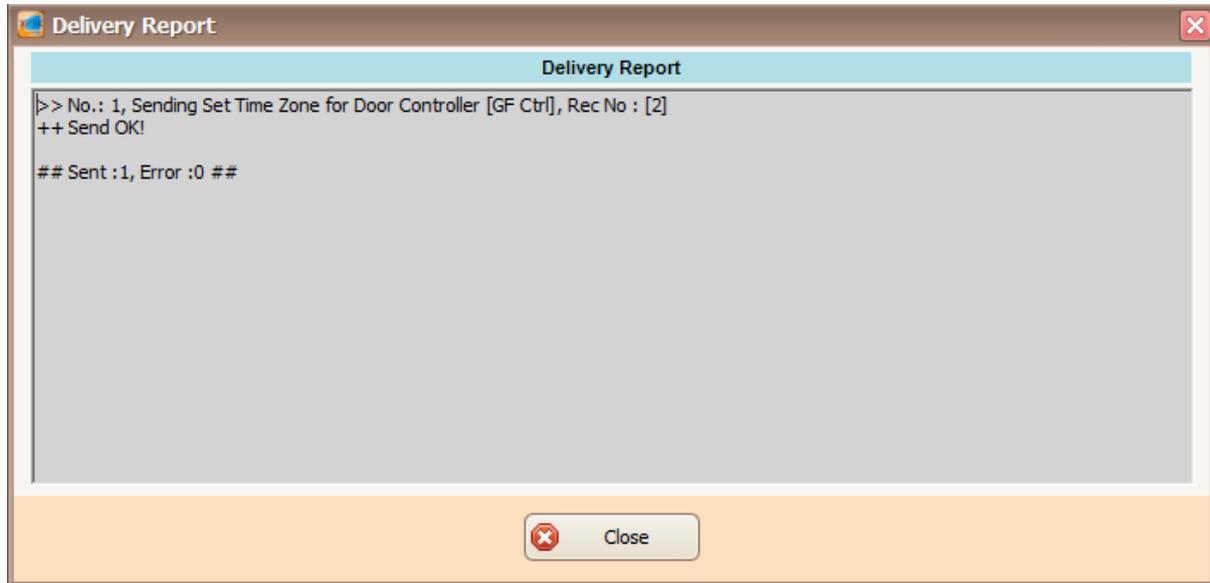
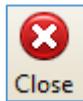
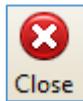


Figure 34 - Delivery Report (Time Zone)

12. The newly added time set will be added to the time zone list.



13. Click  icon to exit from the Time Zone Setup menu.

### C. Configuring Door Accessibility

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1. Open the control panel.



2. Click on  icon to set the new door accessibility.
3. The following screen will be shown. (Refer **Figure 35**).

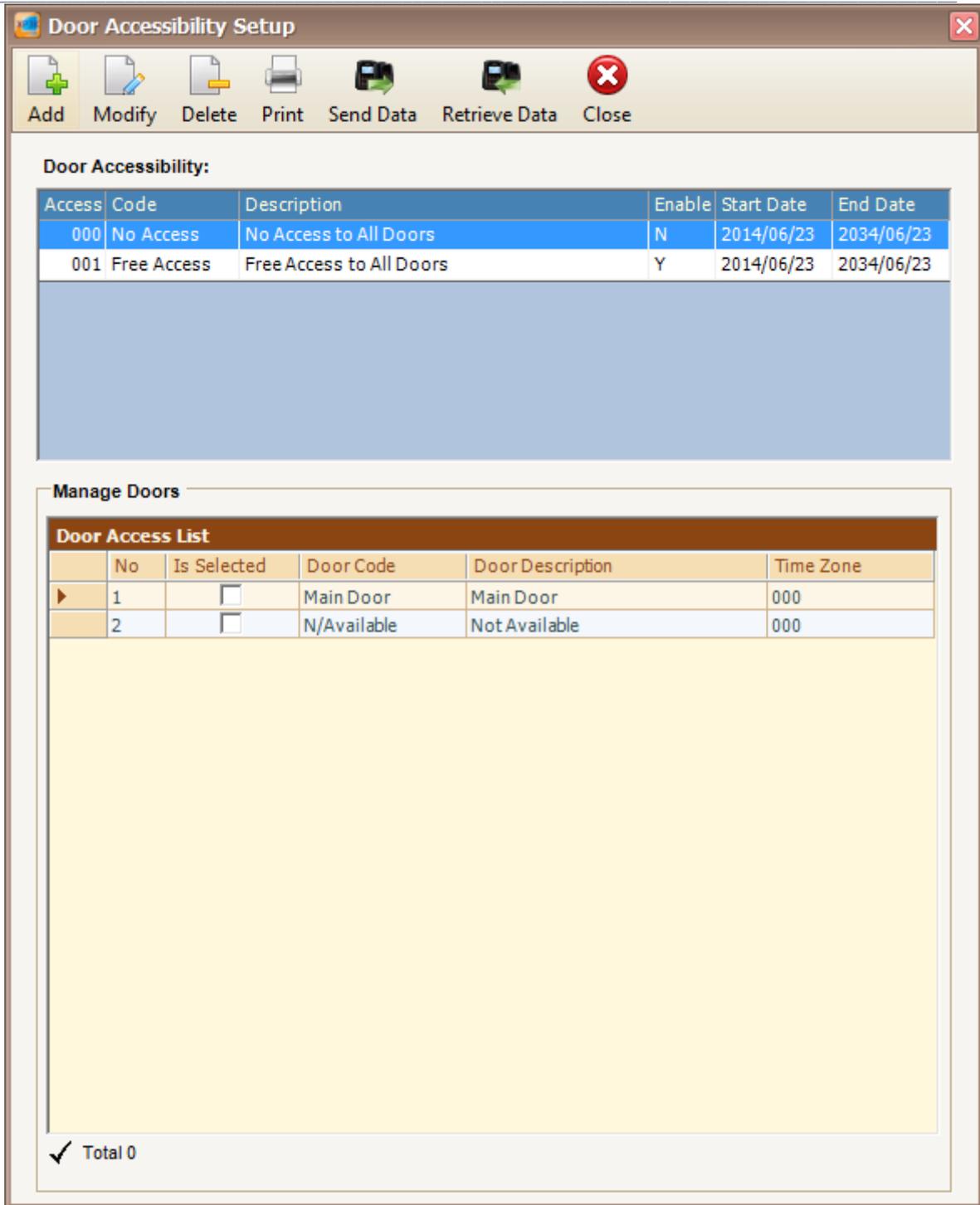


Figure 35 - Door Accessibility Setup

- By default, 2 door accessibility already created. There are **000** for **No Access to All Doors** and **001** for **Free Access to All Doors**.



- Click  icon to add new door accessibility.

6. The following screen will be shown. (Refer **Figure 36**).

**Add Door Accessibility**

OK Cancel

Door Acc No: 002

Code:

Description: A short name to represent this Door Accessibility. Max length = 15. Eg. Admin Access

Enable?: Y

Start Date:  2014/06/24

End Date:  2034/06/24

Manage Doors

Door Access List				
No	Is Selected	Door Code	Door Description	Time Zone
1	<input type="checkbox"/>	N/Available	Not Available	000
2	<input type="checkbox"/>	Main Door	Main Door	000

Total 0

Figure 36 - Add Door Accessibility

**Note:** You may see there are descriptions tooltips when you hover your mouse to the text field.

7. Enter the information of the Door Accessibility as described below:

*Table 14 – Door Accessibility Description*

<b>Fields</b>	<b>Description</b>
Door Acc No	Specify unique Door Accessibility number. Range 002 – 255. It will be assigned to certain card holders at Staff Records to determine at which day and what time the card holders can access the selected door(s).
Code	A short name to represent this Door Accessibility. Max length = 15. Eg.: Admin Access.
Description	A descriptive name about this Door Accessibility Max length = 40. Eg.: Admin Access only.
Enable?	Specify whether the system will check or not the accessibility day and time of card holder that this Door Accessibility has been assigned to.
Start Date	Specify activation start date of this Door Accessibility.
End Date	Specify activation end date of this Door Accessibility. Uncheck the End Date field to assign no expiry.

8. After you have entered all necessary field, please check which door you wish to be included in this door access level in “*Is Selected*” field checkbox. Then set the time zone for that door by click on the “*Time Zone*” field. (Refer **Figure 37**). A Select Time Zone screen will be shown. (Refer **Figure 38**).

Manage Doors					
Door Access List					
No	Is Selected	Door Code	Door Description	Time Zone	
1	<input type="checkbox"/>	N/Available	Not Available	000	
2	<input checked="" type="checkbox"/>	Main Door	Main Door	001	

*Figure 37 - Manage Doors*

*Table 15 - Manage Door Description*

<b>Fields</b>	<b>Description</b>
Is Selected	Determine whether the door should be included in this Door

	Access Level
Door Code	A preset door code that need to be attached to this Door Access Level
Time Zone	A preset Time Zone to determine the accessibility to the door

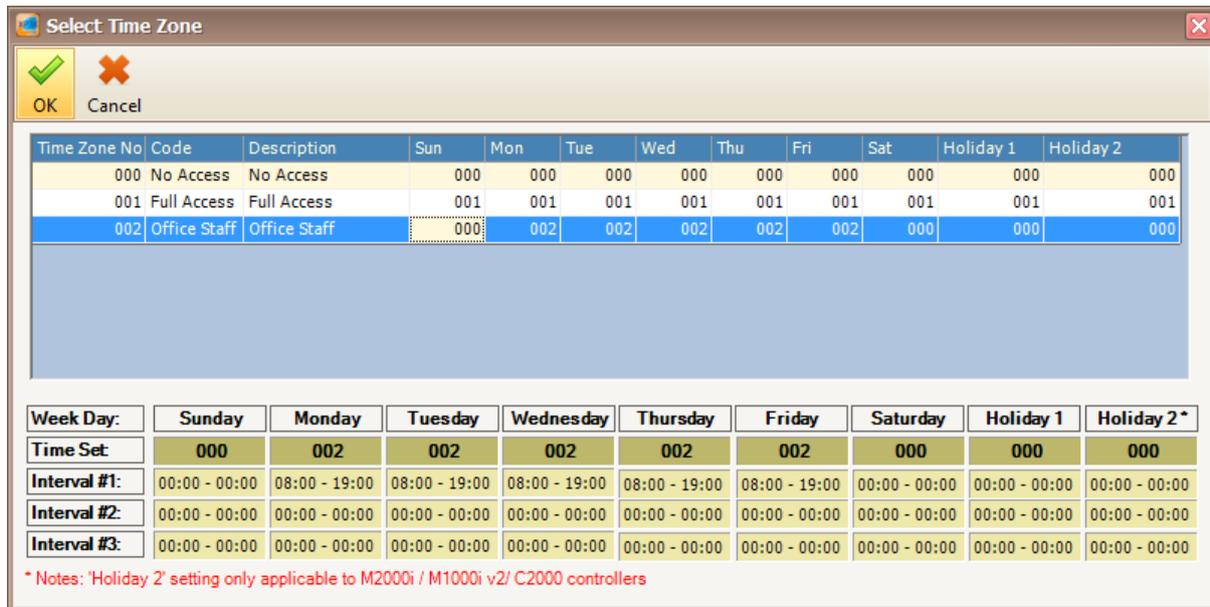


Figure 38 - Select Time Zone

9. Select the time zone and then click OK to confirm.
10. Your time zone will automatically change according to your time zone selection. (Refer **Figure 39**).



Figure 39 - Manage Door (Selected Time Zone)

11. Click OK to confirm and save settings.
12. A "Door accessibility #002 is added successfully!" message will be shown. Click OK to continue. (Refer **Figure 40**).

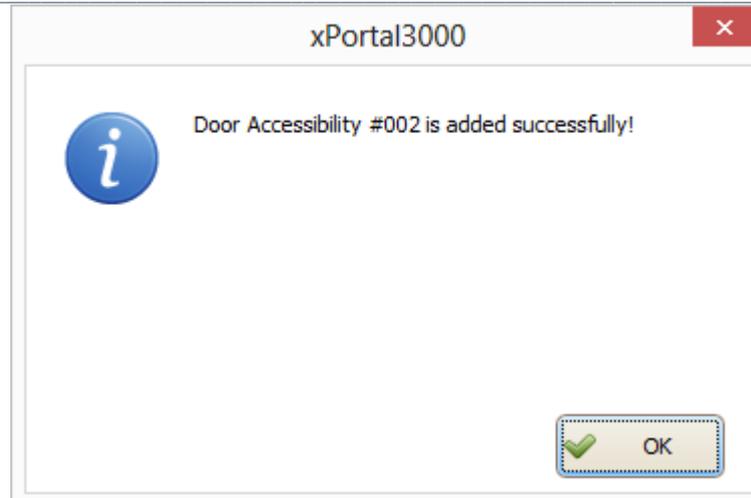


Figure 40 - Record Added

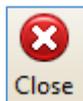
13. You will see “No Data to Send!” message because your controller is not a multi-door controller. Click OK to continue. (Refer **Figure 41**).

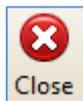


Figure 41 - No Data to Send

14. The software will automatically send the Door Access setting to all controllers.

15. The newly added Door Access will be added to the Door Accessibility list.

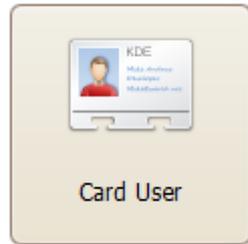


16. Click  icon to exit from the Door Accessibility Setup menu.

## Configuring Staff Records

### A. Method 1 (Normal Mode)



1. Click on  icon.
2. The following screen will be shown.

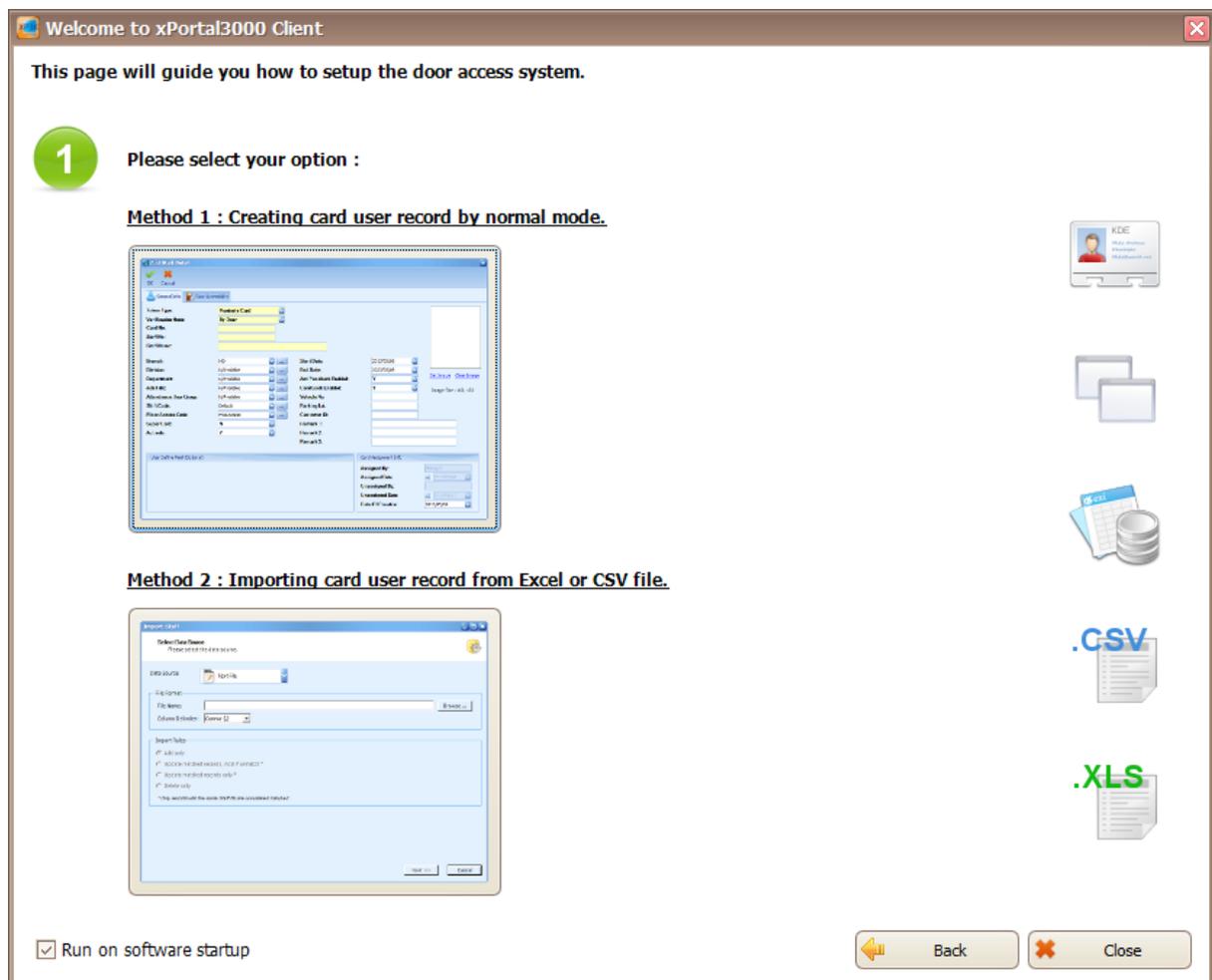


Figure 42 - Startup Wizard (Card User)

This is startup wizard for card user. There are 2 methods to add user records.

- a. **Method 1:** Creating card user record by normal mode.
- b. **Method 2:** Importing card user record from Excel or CSV file.

3. Please click on method you wish to use.
4. If you choose Method 1, the following screen will be shown. (Refer **Figure 43**).



Figure 43 - No Record Found

5. You will see this message because you have not add any staff record yet. Click OK to continue.
6. The following screen will be shown. (Refer **Figure 44**).

The screenshot shows a window titled 'Add Staff Detail'. It has two tabs: 'General Info' (selected) and 'Door Accessibility'. The 'General Info' tab contains the following fields:

- Token Type:** Proximity Card (dropdown),  Allow 1:N Finger Print Identification
- Verification Mode:** By Door (dropdown)
- Card No.:** (text input)
- Staff No.:** (text input)
- Staff Name:** (text input)
- Branch:** HQ (dropdown), ... (button)
- Division:** N/Available (dropdown), ... (button)
- Department:** N/Available (dropdown), ... (button)
- Job Title:** N/Available (dropdown), ... (button)
- Attendance Door Group:** N/Available (dropdown), ... (button)
- Shift Code:** Default (dropdown), ... (button)
- Floor Access Code:** FreeAccess (dropdown), ... (button)
- Super Card:** N (dropdown)
- Activate:** Y (dropdown)
- Start Date:** 2014/06/24 (dropdown)
- End Date:** 2024/06/24 (dropdown)
- AntiPassback Enabled:** Y (dropdown)
- Card Lock Enabled:** Y (dropdown)
- Vehicle No.:** (text input)
- Parking Lot:** (text input)
- Customer ID:** (text input)
- Remark 1:** (text input)
- Remark 2:** (text input)
- Remark 3:** (text input)

At the bottom of the window, there are two sections:

- User Define Field (Optional):** (empty text area)
- Card Assignment Info:**
  - Assigned By:** Manager (dropdown)
  - Assigned Date:** 2014/06/24 (dropdown)
  - Unassigned By:** (text input)
  - Unassigned Date:** 2012/06/19 (dropdown)
  - Date Of Creation:** 2014/06/24 (dropdown)

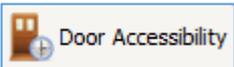
Figure 44 - Add Staff Detail

7. Enter the information of the Staff as described below:

*Table 16 - Add Staff Description*

<b>Fields</b>	<b>Description</b>
Token Type	Specify token type that represents staff's identity.
Verification Mode	Specify verification mode that staff need to pass to gain access.
Allow 1:N Finger Print Identification	Enable this staff to access a door by using finger print only. <i>(Note: This option only applicable for finger print controller)</i>
Card No/ ID No	Enter unique Card number/ ID number.
Staff No	Enter unique staff ID.
Staff Name	Enter name of staff.
Branch	Specify branch of the staff attached to.
Division	Specify division of the staff attached to.
Department	Specify department of the staff attached to.
Job Title	Specify job title of the staff.
Attendance Door Group	Specify preset Door Group that will be included in staff's attendance calculation.
Shift Code	Specify preset Work Schedule of the staff.
Floor Access Code	Specify preset Floor Accessibility of the staff. Floor Accessibility defines staff's accessibility to certain group of Floor Zone(s).
Super Card	Specify staff's Super Card status. A Super Card staff can toggle the Inhibit mode of the door which its Supervisor Mode is Yes.
Activate	Enable or disable the card.
Start Date	Specify activation date of the card.
End Date	Specify expiry date of the card.
Anti Passback Enabled	Enable or disable anti passback for the staff. <i>(Note: This is applicable to XP-M1000i and XP-M2000i only.)</i>

<b>Fields</b>	<b>Description</b>
Card Lock Enabled	Enable or disable card lock out for the staff. <i>(Note: This is applicable to XP-M1000i and XP-M2000i only.)</i>
Vehicle No	Enter staff's vehicle plat number.
Parking Lot	Enter staff's parking lot number.
Customer ID	Enter customer ID.
Remarks 1-3	Enter comment about the staff.
Assigned By	System User code who create this staff record (not editable).
Assigned Date	Create date of this staff record (not editable).
Unassigned By	System User code who delete this staff record (not editable).
Unassigned Date	Staff record deletion date.
Date of Creation	Creation date of the staff record.
Get Image	Load a staff's image (Supported format are .bmp and .jpg only).
Clear Image	Remove the staff's image from the system.

8. Click on  tab to set the door accessibility for your staff.
9. The following screen will be shown. (Refer **Figure 45**).

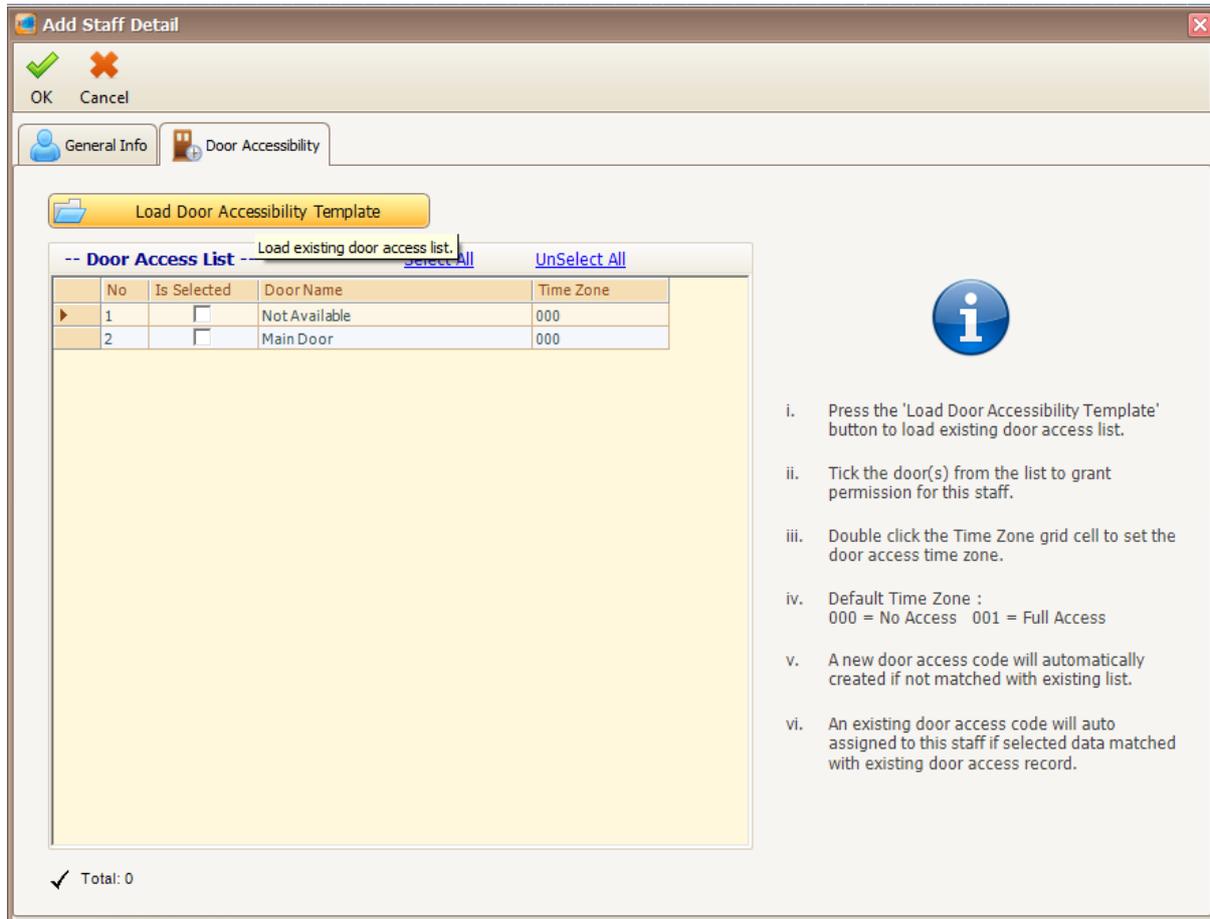
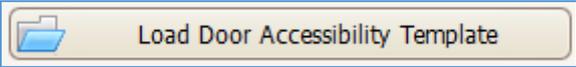


Figure 45 - Door Accessibility

**Note:** You may see there are descriptions tooltips when you hover your mouse to the text field.

10. Click  icon to load your Door Accessibility Template.
11. The following screen will be shown. (Refer **Figure 46**).

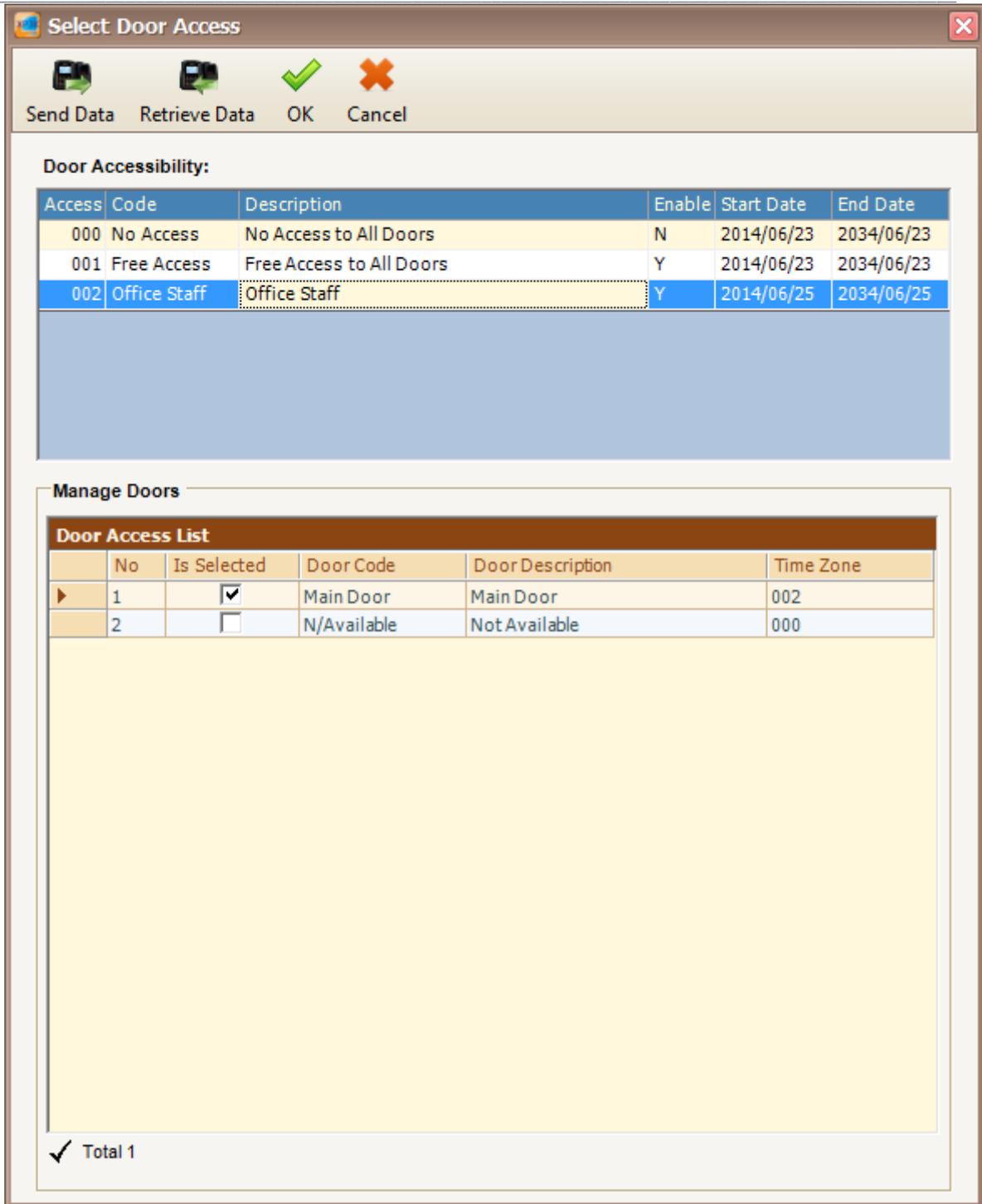


Figure 46 - Select Door Access

12. Select your Door Access code and then click OK to confirm.
13. The following screen will be shown. (Refer **Figure 47**).

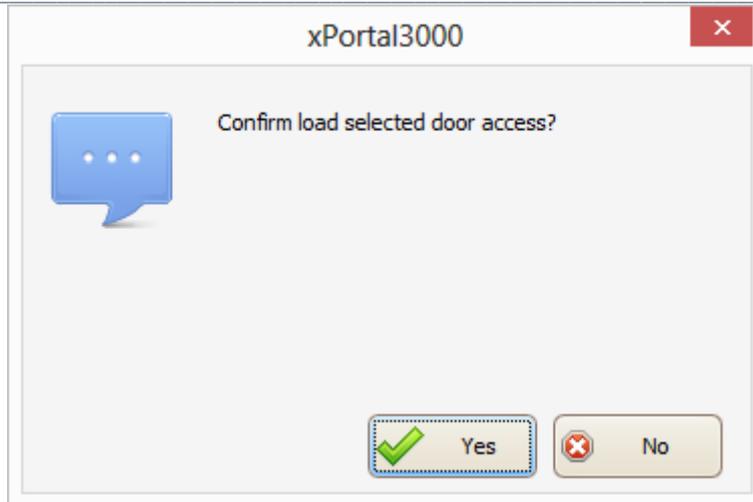


Figure 47 - Confirm Load Door Access

14. Click “Yes” button to confirm load the selected door access.
15. The following screen will be shown (Refer **Figure 48**).

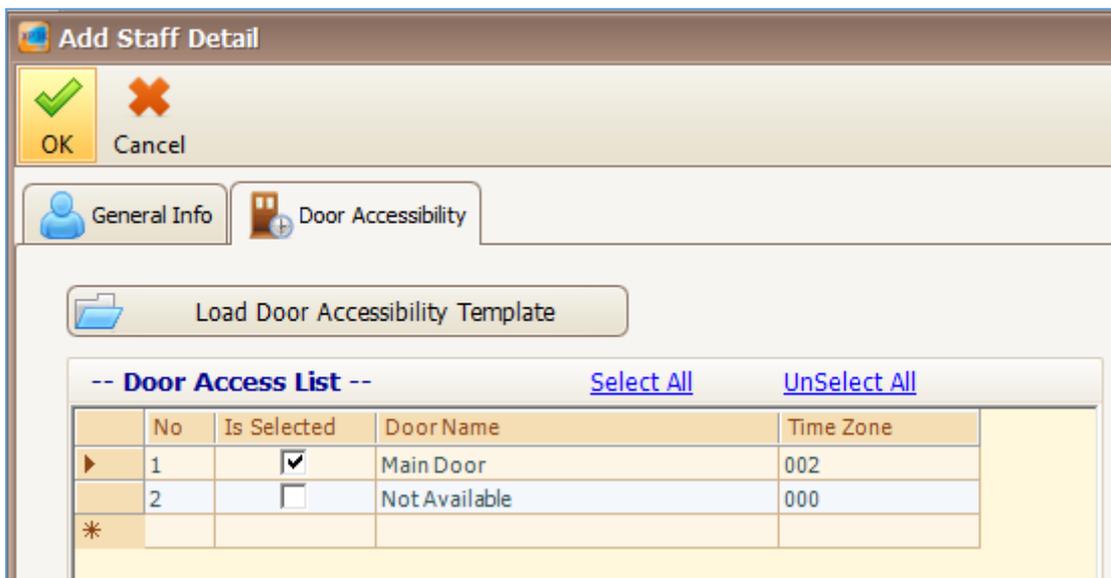


Figure 48 - Loaded Door Access

16. Your Door Access List will show the selected Door Accessibility.
17. Click OK to confirm and save changes.
18. A "Record Added!" message will be shown. Click OK to continue. (Refer **Figure 49**).

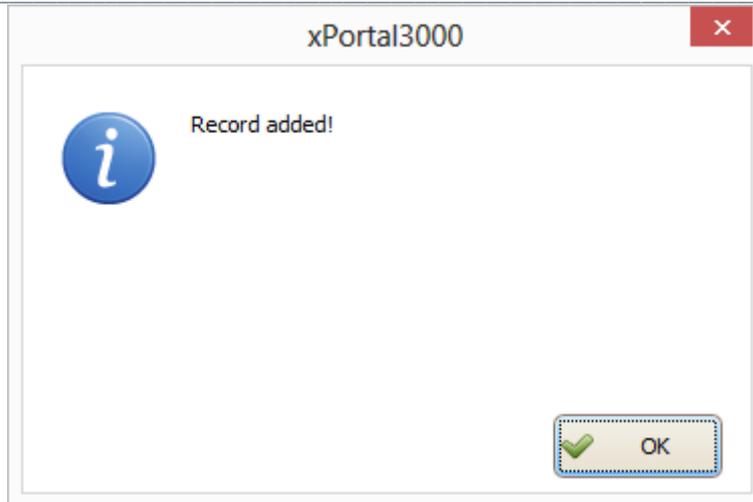


Figure 49 - Record Added

19. The software will automatically send User setting (install card) to all controllers.
20. After downloading all the settings, it will display a report of data being sent. Click Close to return to Staff Detail Setup menu. (Refer **Figure 50**).



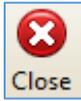
Figure 50 - Delivery Report (Install User)

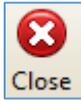
21. The newly added staff record will be added to the staff record list.

Drag a column header here to group by that column

Staff No	Card No	Staff Name	Branch	Department	Division	Job Title	Door Acc
795649	795649	LEE GI KWANG	HQ	N/Available	N/Available	N/Available	002

Figure 51 - Staff Record List



22. Click  icon to exit from the *Staff Detail Setup* menu.

## B. Method 1 (Scan List)

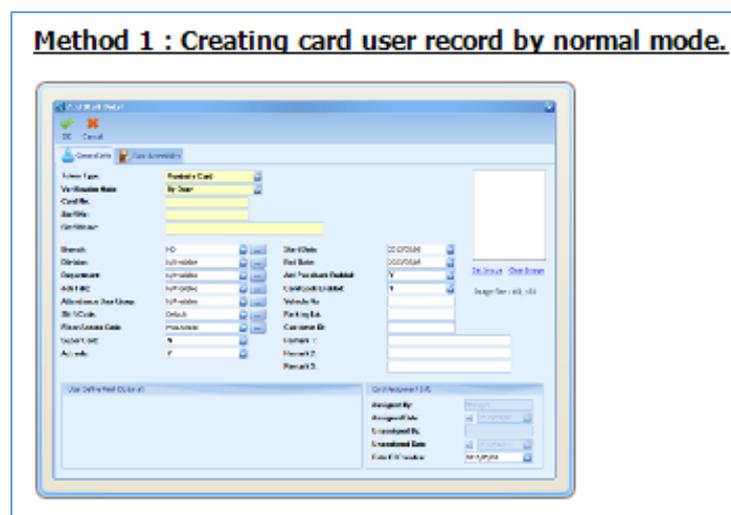
You may use this method if there are any unlisted users listed in your latest event list. (Refer **Figure 52**).

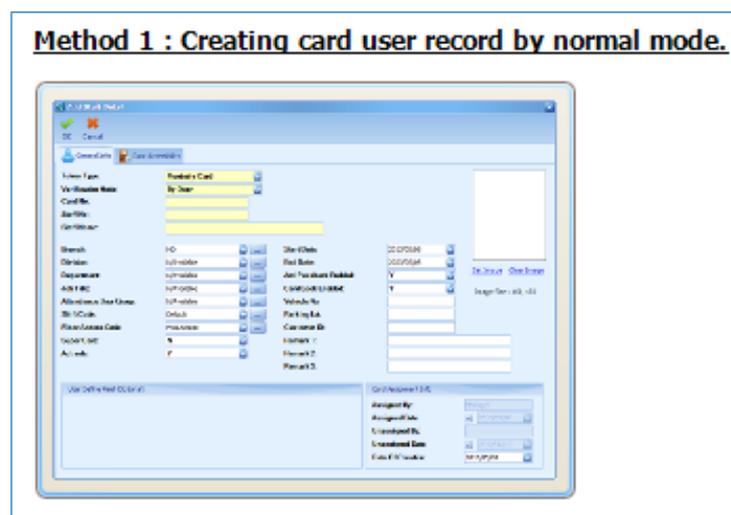
Card No	Name	Transaction
525129	Unlisted User	(P2) Unknown Card Number

Figure 52 - Unlisted User



1. Click on  icon.



2. Then click on  button.

3. The Add Staff Detail screen will be shown.



4. Click  icon to open Staff Detail Setup menu.
5. The following screen will be shown. (Refer **Figure 53**).

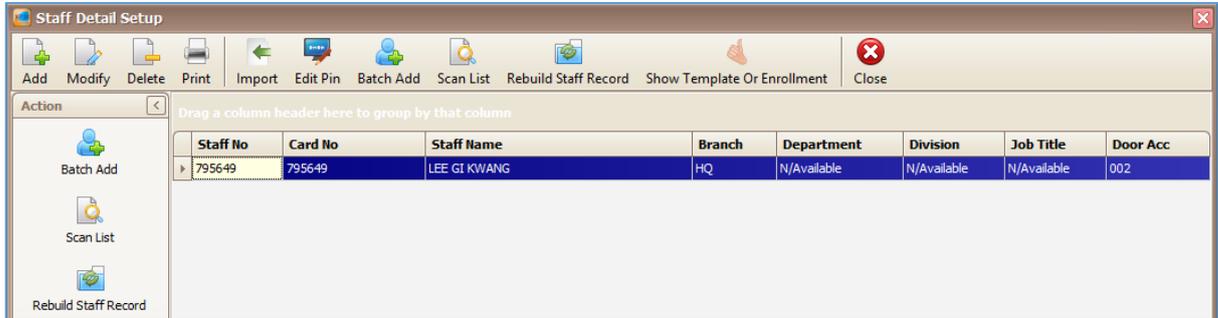
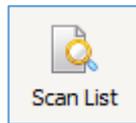
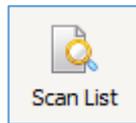


Figure 53 - Staff Detail Setup



6. Click on  to add staff using Scan List method.
7. The following screen will be shown. (Refer **Figure 54**).

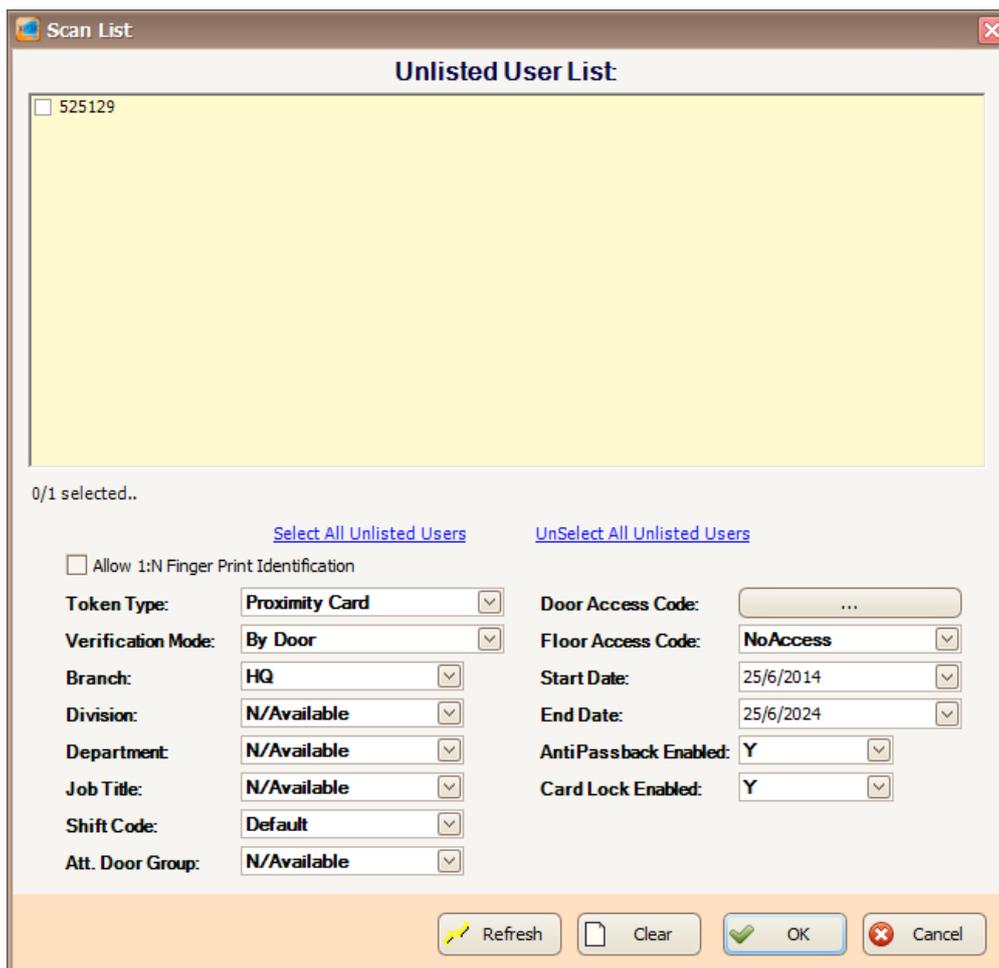


Figure 54 - Unlisted User List

8. Check the staff card number from the unlisted user list.
9. Entered all the necessary fields, click OK to confirm and save settings.
10. Click on **Door Access Code:**  to select the door accessibility.
11. The following screen will be shown. (Refer **Figure 55**).

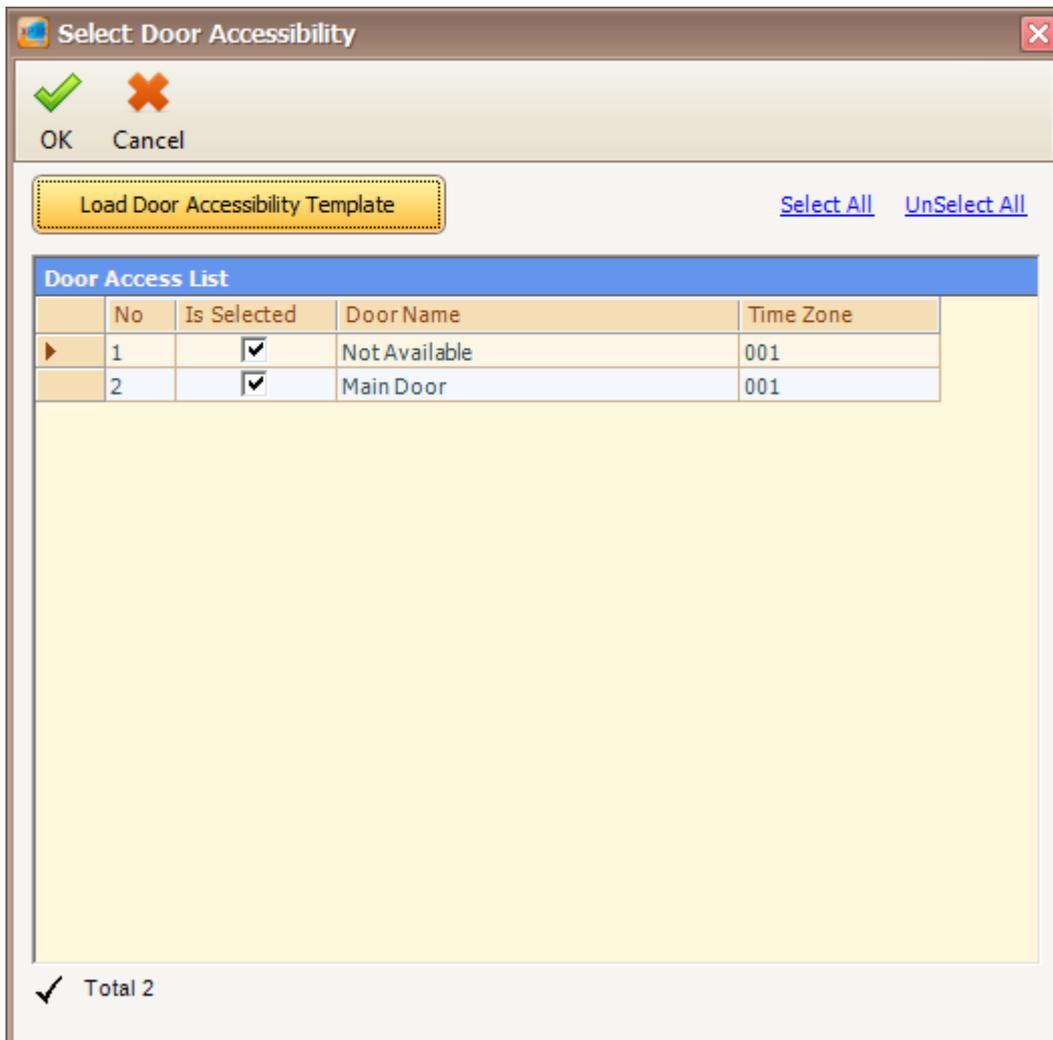


Figure 55 - Select Door Accessibility

1. Click  icon to load your Door Accessibility Template.
2. The following screen will be shown. (Refer **Figure 56**).

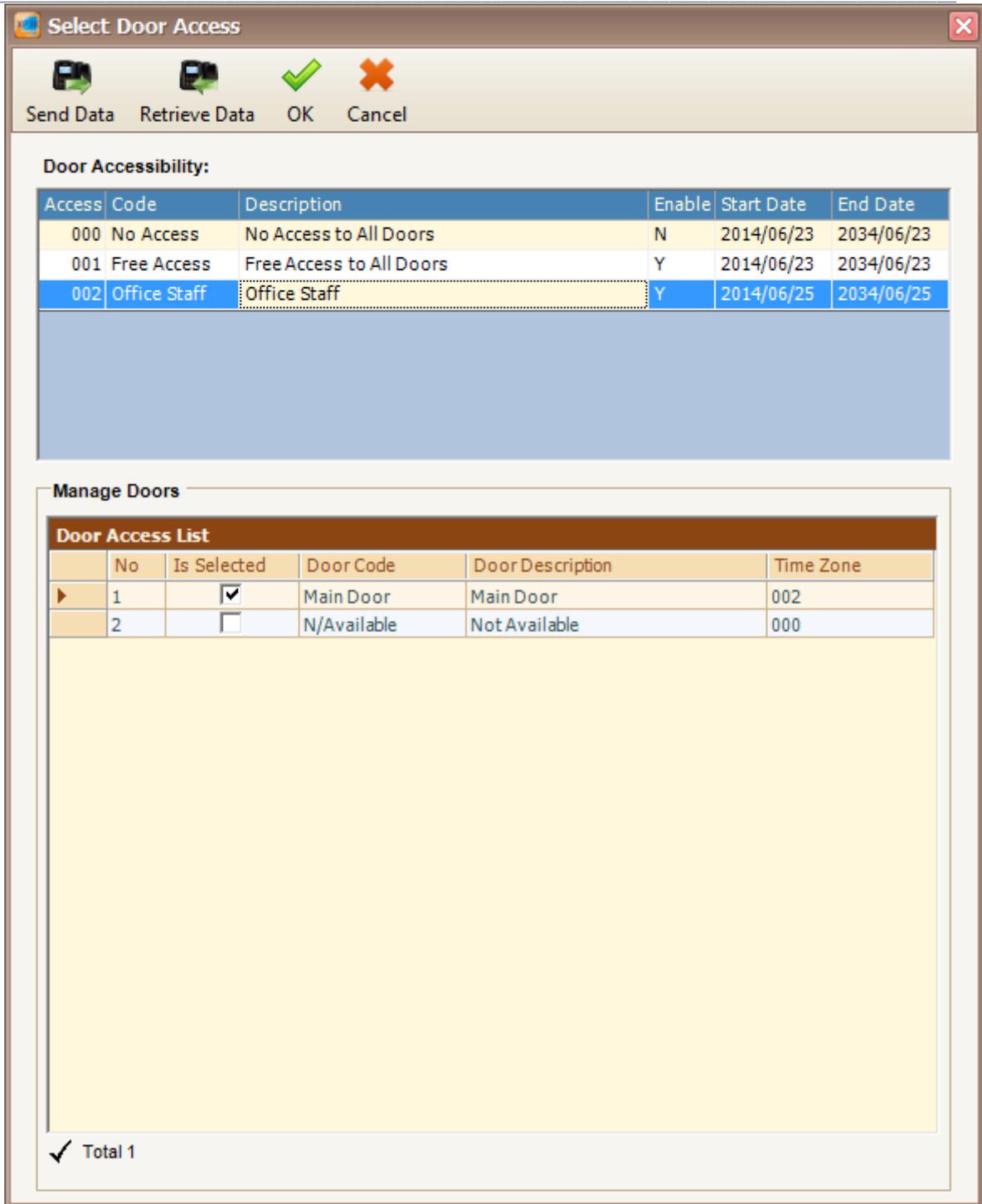


Figure 56 - Select Door Access

3. Select your Door Access code and then click OK to confirm.
4. The following screen will be shown. (Refer **Figure 57**).

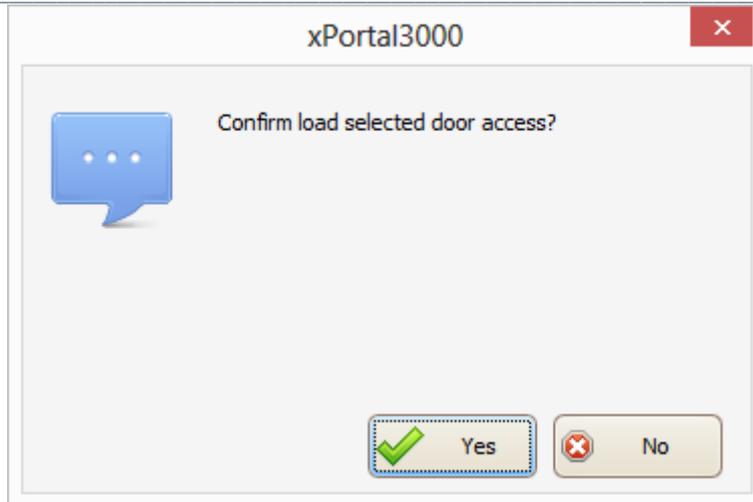


Figure 57 - Confirm Load Door Access

5. Click "Yes" button to confirm load the selected door access.
6. The following screen will be shown (Refer **Figure 58**).
7. Your Door Access List will show the selected Door Accessibility.
8. Click OK to confirm and save changes.



Figure 58 - Loaded Door Access

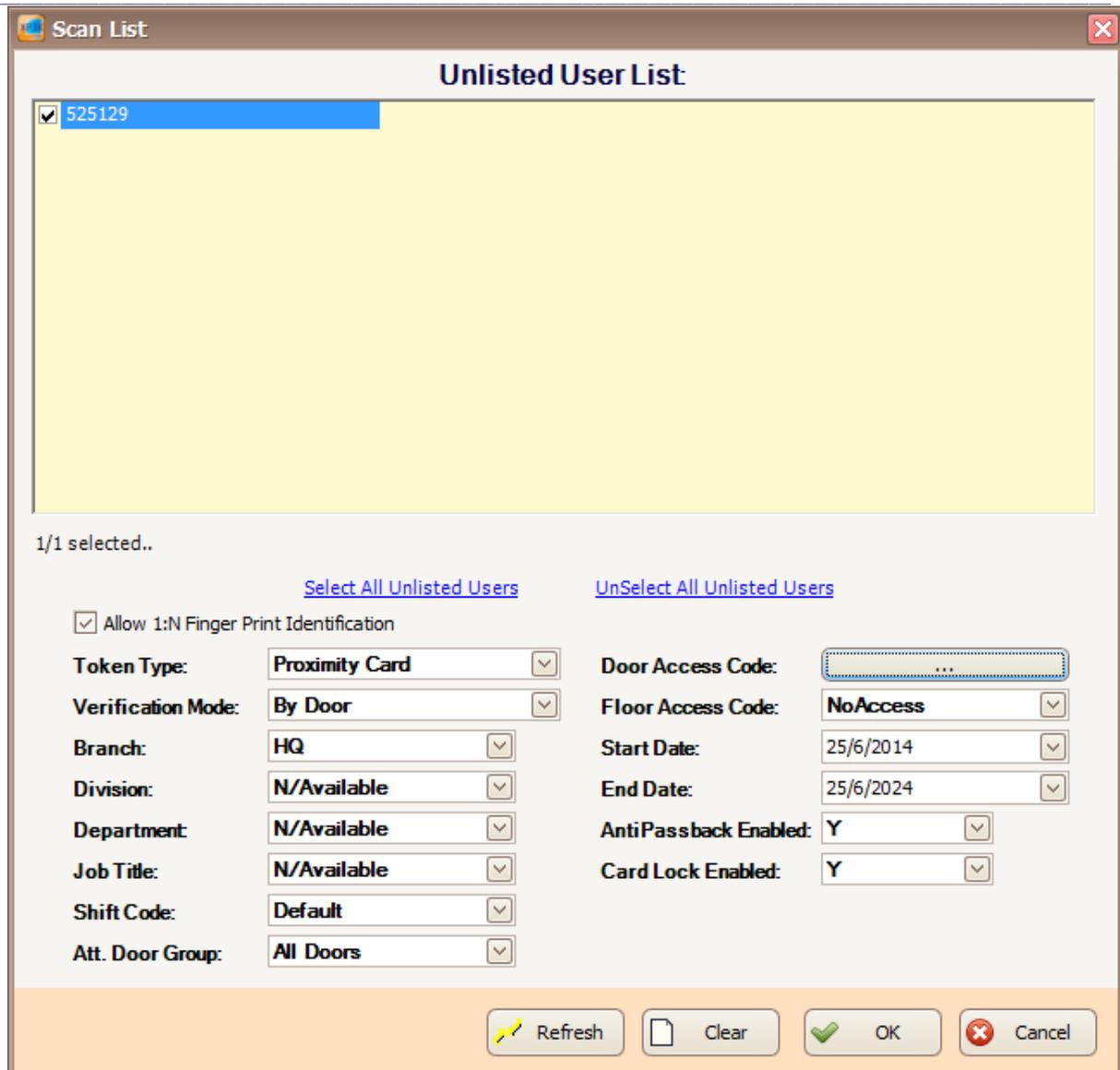


Figure 59 - Record Added

9. Click OK to confirm and save changes.
10. The software will automatically send User setting (install card) to all controllers.
11. After downloading all the settings, it will display a report of data being sent. Click Close to return to Staff Detail Setup menu. (Refer **Figure 60 & 61**).

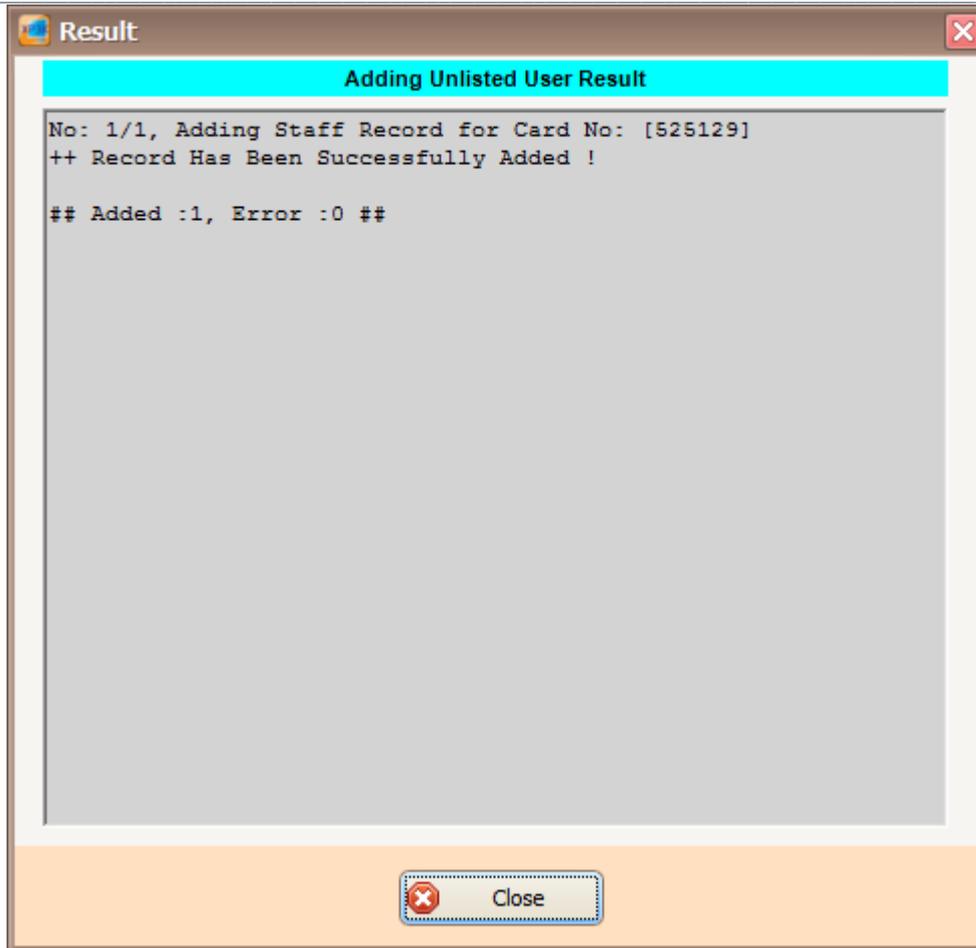


Figure 60 - Adding Unlisted User Result

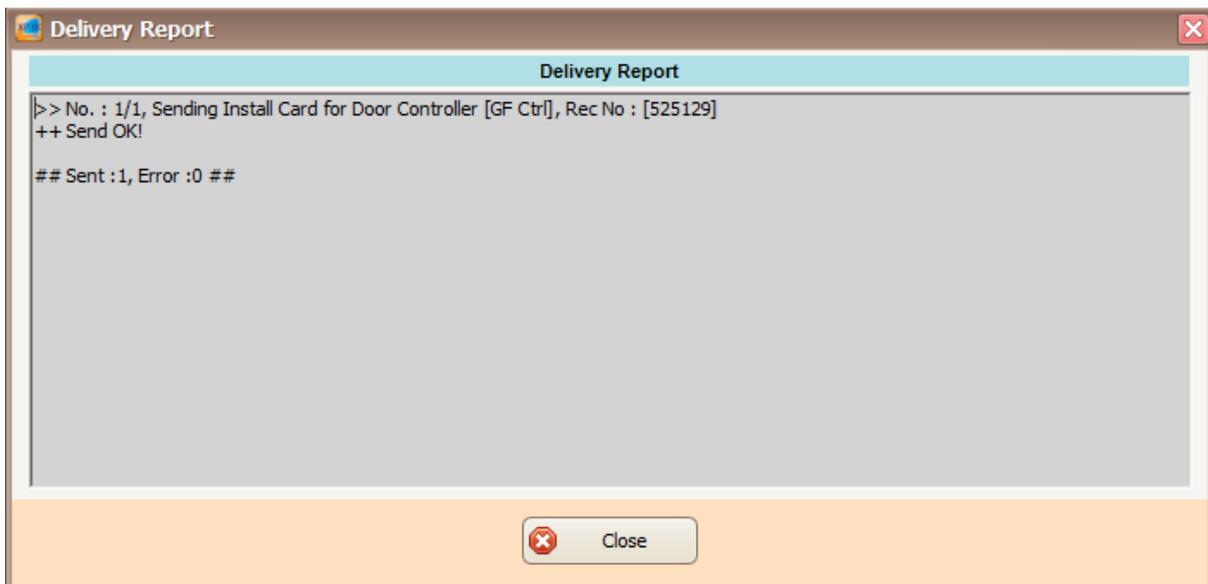


Figure 61 - Delivery Report (Install User)

12. The newly added staff record will be added to the staff record list.

Staff No	Card No	Staff Name	Branch	Department	Division	Job Title	Door Acc
795649	795649	LEE GI KWANG	HQ	N/Available	N/Available	N/Available	002
STAFF 525129	525129	STAFF NAME 525129	HQ	N/Available	N/Available	N/Available	002

Figure 62 - Staff Record List

**Note:** If you add staff using Scan list, your Staff No and Staff will automatically generated.



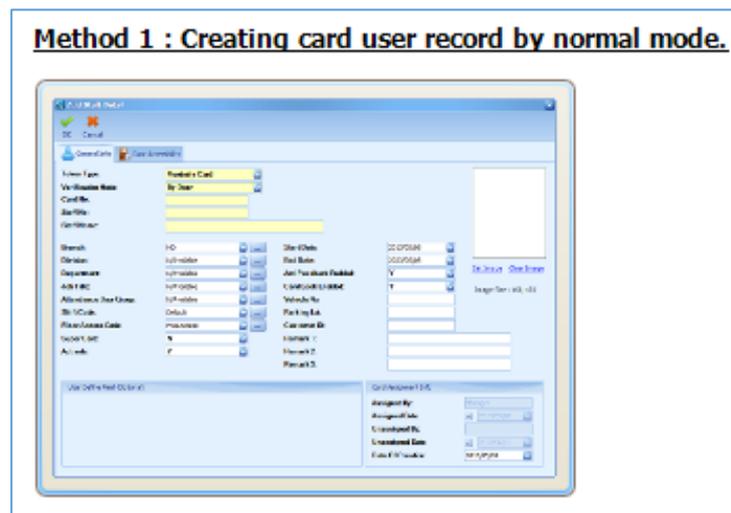
13. Click  icon to exit from the Staff Detail Setup menu.

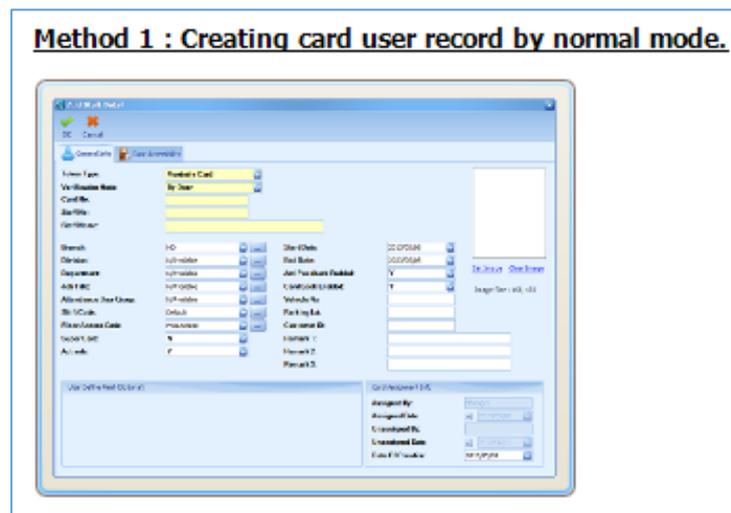
### C. Method 1 (Batch Add)

You may use this method if you wish to add staff record in a batch (Sequence card numbers).



1. Click on  icon.



2. Then click on   
3. The Add Staff Detail screen will be shown.



4. Click  icon to open Staff Detail Setup menu.
5. The following screen will be shown.

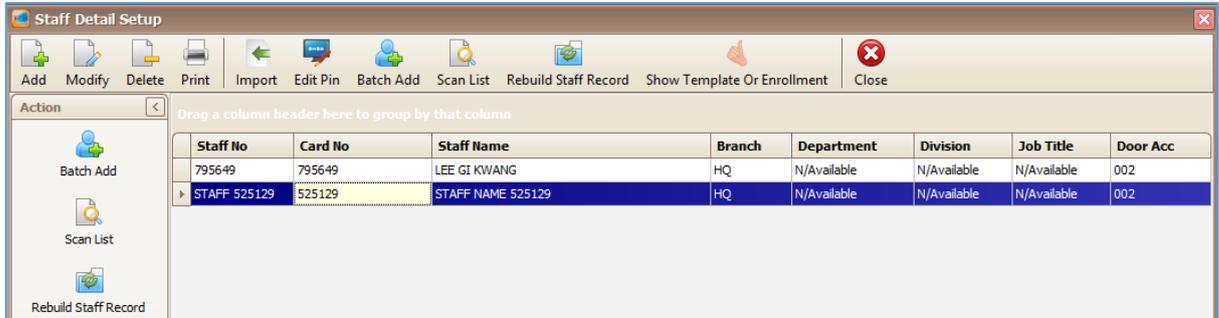
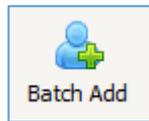


Figure 63 - Staff Detail Setup



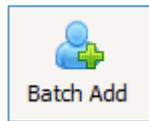
6. Click on  to add staff using Batch Add method.
7. The following screen will be shown. (Refer **Figure 64**).

Figure 64 - Batch Add

8. Entered all the necessary fields, click OK to confirm and save settings.
9. For Start Card No and End Card No, the card number must be sequence.

Eg.: **Start Card No.:** 000001.

**End Card No.:** 000005.

This is batch add for 5 staff cards number.

10. Click on Door Accessibility tab to select the door accessibility.
11. The following screen will be shown. (Refer **Figure 65**).

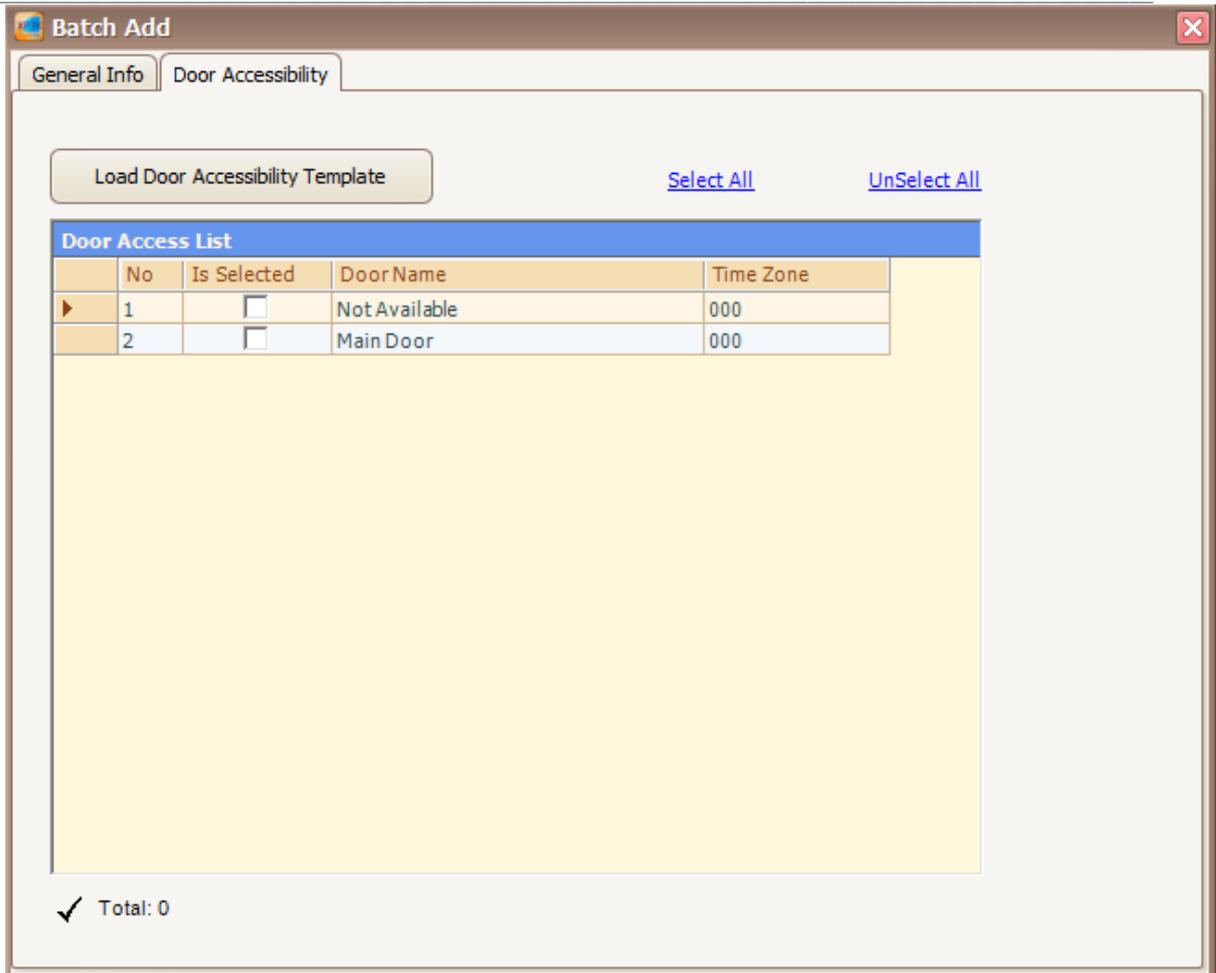
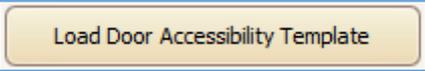


Figure 65 - Batch Add (Load Door Accessibility)

14. Click  icon to load your Door Accessibility Template.

15. The following screen will be shown. (Refer **Figure 66**).

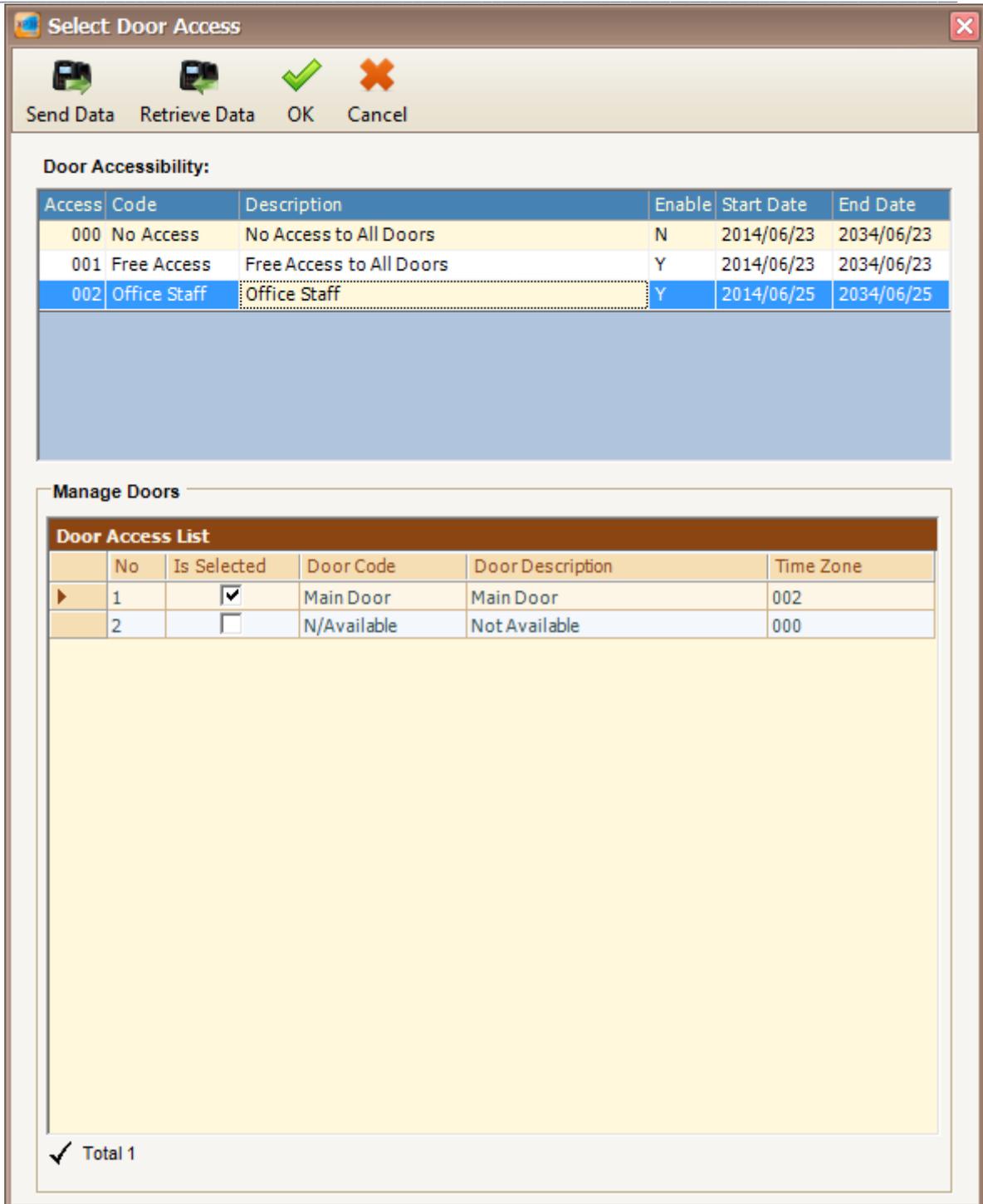


Figure 66 - Select Door Access

16. Select your Door Access code and then click OK to confirm.
17. The following screen will be shown. (Refer **Figure 67**).

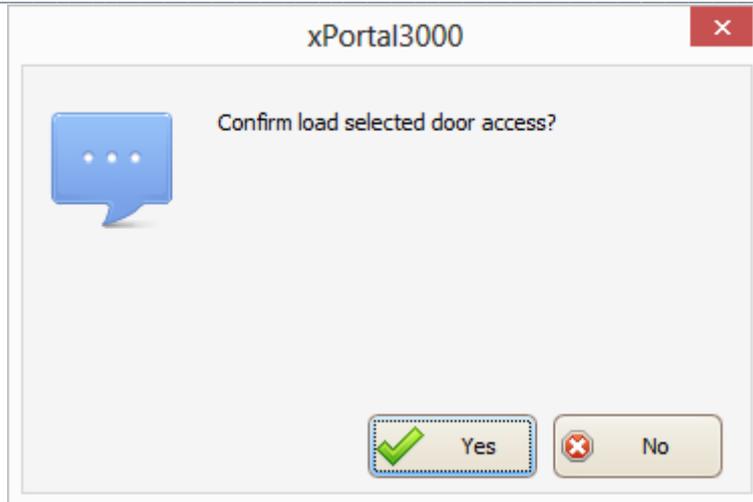


Figure 67 - Confirm Load Door Access

18. Click “Yes” button to confirm load the selected door access.
19. The following screen will be shown (Refer **Figure 68**).
20. Your Door Access List will show the selected Door Accessibility.
21. Click on General Info tab.
22. Click OK to confirm and save changes.

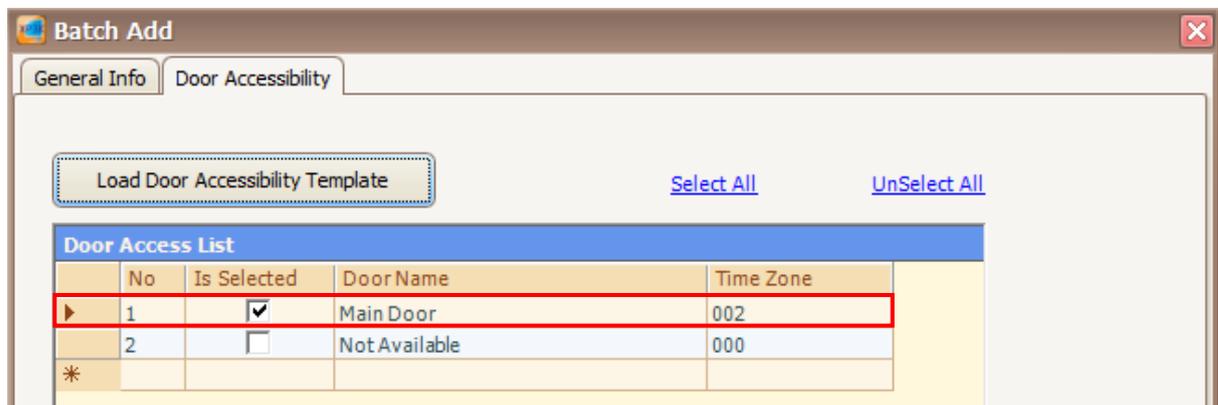


Figure 68 - Loaded Door Access

23. The software will automatically send User setting (install card) to all controllers.
24. After downloading all the settings, it will display a report of data being sent. Click Close to return to Staff Detail Setup menu. (Refer **Figure 69 & Figure 70**).

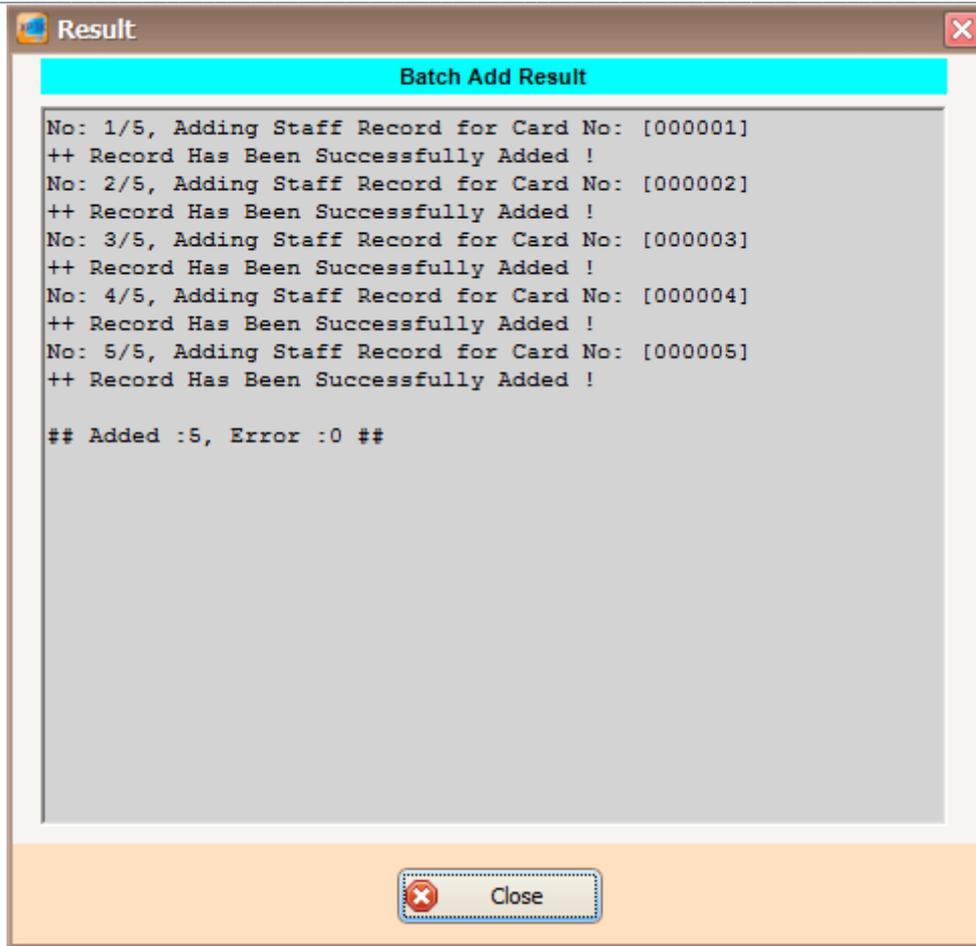


Figure 69 - Batch Add Result



Figure 70 - Delivery Report Install Card (Batch Add)

25. The newly added staff record will be added to the staff record list. (Refer **Figure 71**).

Staff No	Card No	Staff Name	Branch	Department	Division	Job Title	Door Acc
795649	795649	LEE GI KWANG	HQ	N/Available	N/Available	N/Available	002
STAFF 000001	000001	STAFF NAME 000001	HQ	N/Available	N/Available	N/Available	002
STAFF 000002	000002	STAFF NAME 000002	HQ	N/Available	N/Available	N/Available	002
STAFF 000003	000003	STAFF NAME 000003	HQ	N/Available	N/Available	N/Available	002
STAFF 000004	000004	STAFF NAME 000004	HQ	N/Available	N/Available	N/Available	002
STAFF 000005	000005	STAFF NAME 000005	HQ	N/Available	N/Available	N/Available	002
STAFF 525129	525129	STAFF NAME 525129	HQ	N/Available	N/Available	N/Available	002

Figure 71 - Staff Record List

#### D. Method 2 (Importing card user record from Excel or CSV file)

1. Create your staff record using Text File (Refer **Figure 72**) or Microsoft Excel (Refer **Figure 73**).

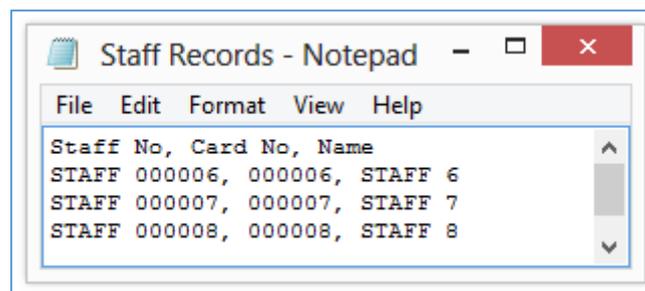


Figure 72 - Staff Records.csv

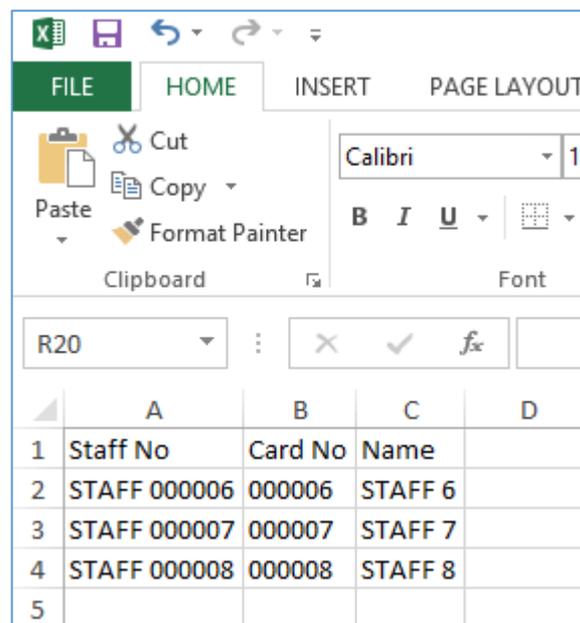
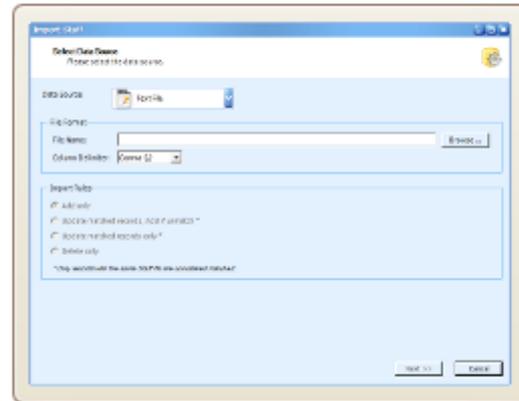


Figure 73 - Staff Records.xls



2. Then click on icon.

**Method 2 : Importing card user record from Excel or CSV file.**



3. Then click on button.

4. The following screen will be shown. (Refer **Figure 74**).

5. Click on *Data Source* drop down list and select your data source type. There are 2 types of source you can choose which are **Text File** or **Microsoft Excel**.

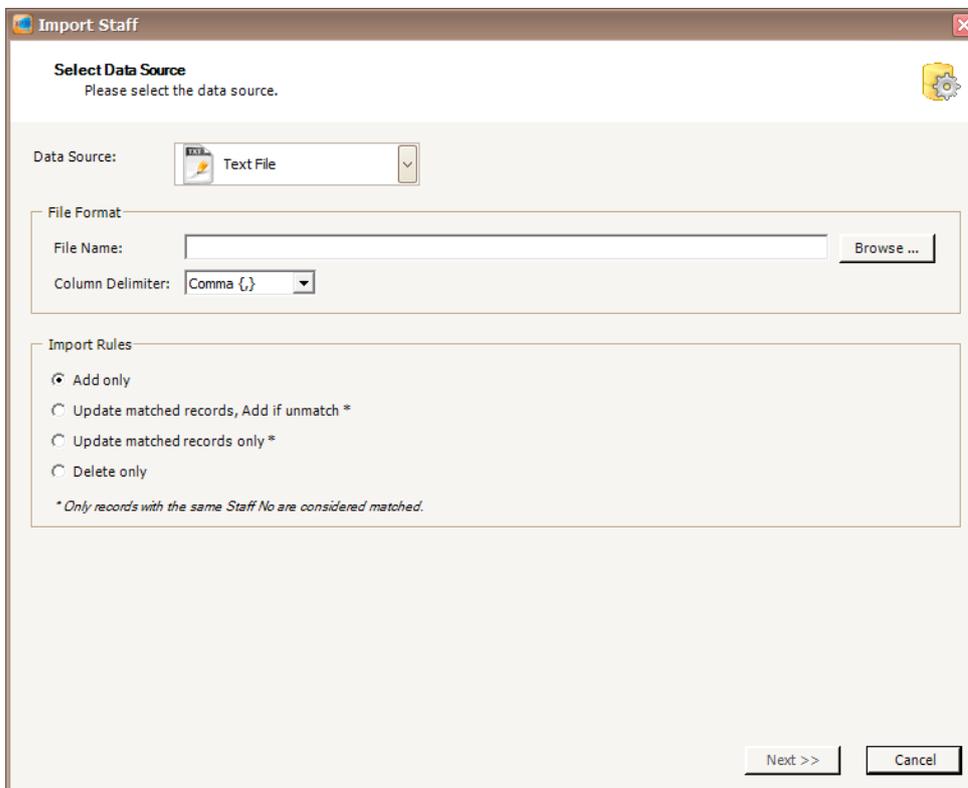
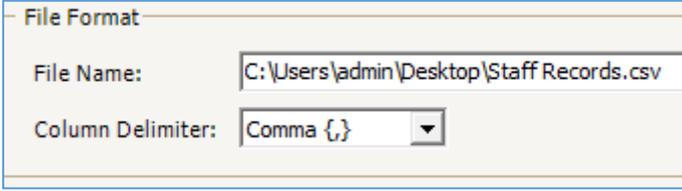


Figure 74 - Import Staff

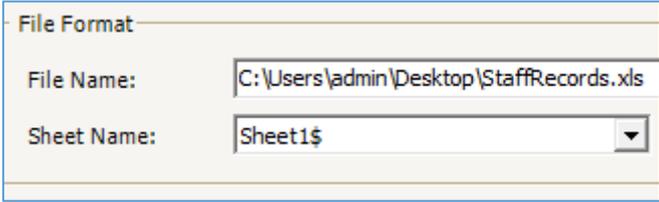
6. You can select your **Column Delimiter** if you select Text File Data Source. (Refer **Figure 75**).



The screenshot shows a dialog box titled "File Format". It has two fields: "File Name:" with the text "C:\Users\admin\Desktop\Staff Records.csv" and "Column Delimiter:" with a dropdown menu showing "Comma {,}" and a downward arrow.

Figure 75 - Column Delimiter (Text File)

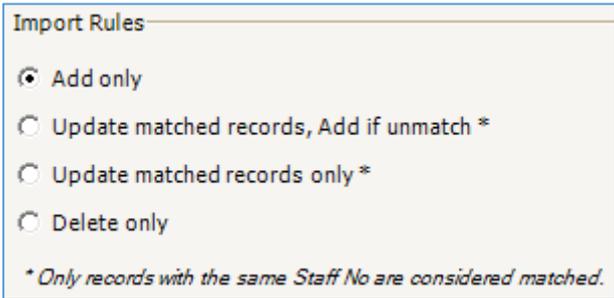
7. You can select your **Sheet Name** if you select Microsoft Excel Data Source. (Refer **Figure 76**).



The screenshot shows a dialog box titled "File Format". It has two fields: "File Name:" with the text "C:\Users\admin\Desktop\StaffRecords.xls" and "Sheet Name:" with a dropdown menu showing "Sheet1\$" and a downward arrow.

Figure 76 - Sheet Name (Microsoft Excel)

8. Select Add Only under Import Rules.



The screenshot shows a dialog box titled "Import Rules". It has four radio button options: "Add only" (selected), "Update matched records, Add if unmatched \*", "Update matched records only \*", and "Delete only". At the bottom, there is a note: "\* Only records with the same Staff No are considered matched."

Figure 77 - Import Rules

9. Click Next.
10. The following screen will be shown. (Refer **Figure 78**).
11. Set the column number at Source Column No. for each Destination Field you wish to add. Double click to update the value.
12. Make sure you set the right **Start From Row** and **End At Row** number.

**Note:** You will see this error message if you did not select the right row number

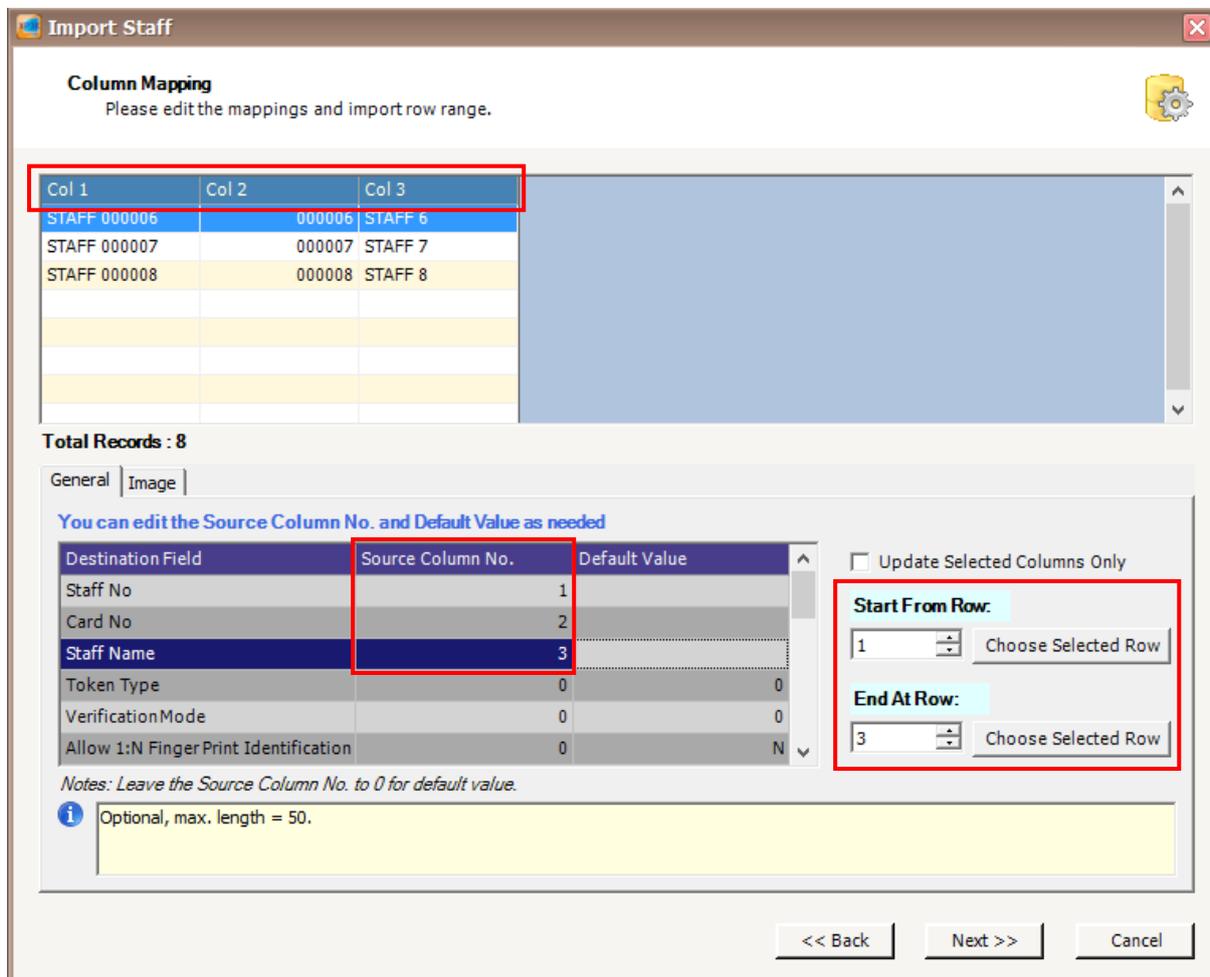
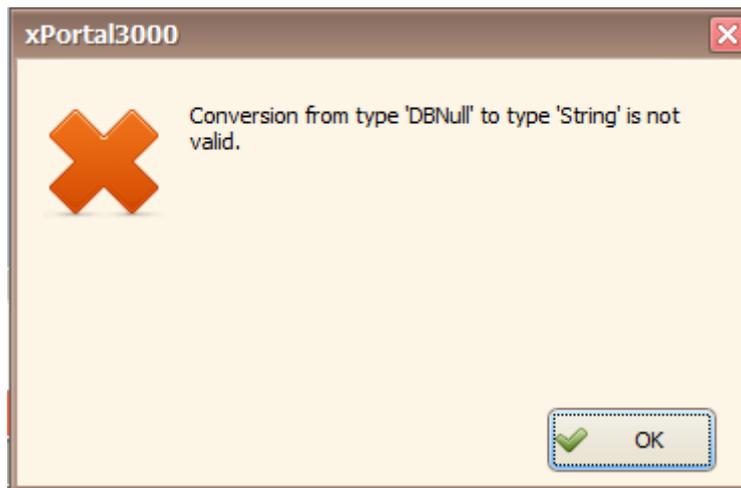


Figure 78 - Import Staff (Column Mapping)

13. Click Next.

14. The following screen will be shown. (Refer **Figure 79**).

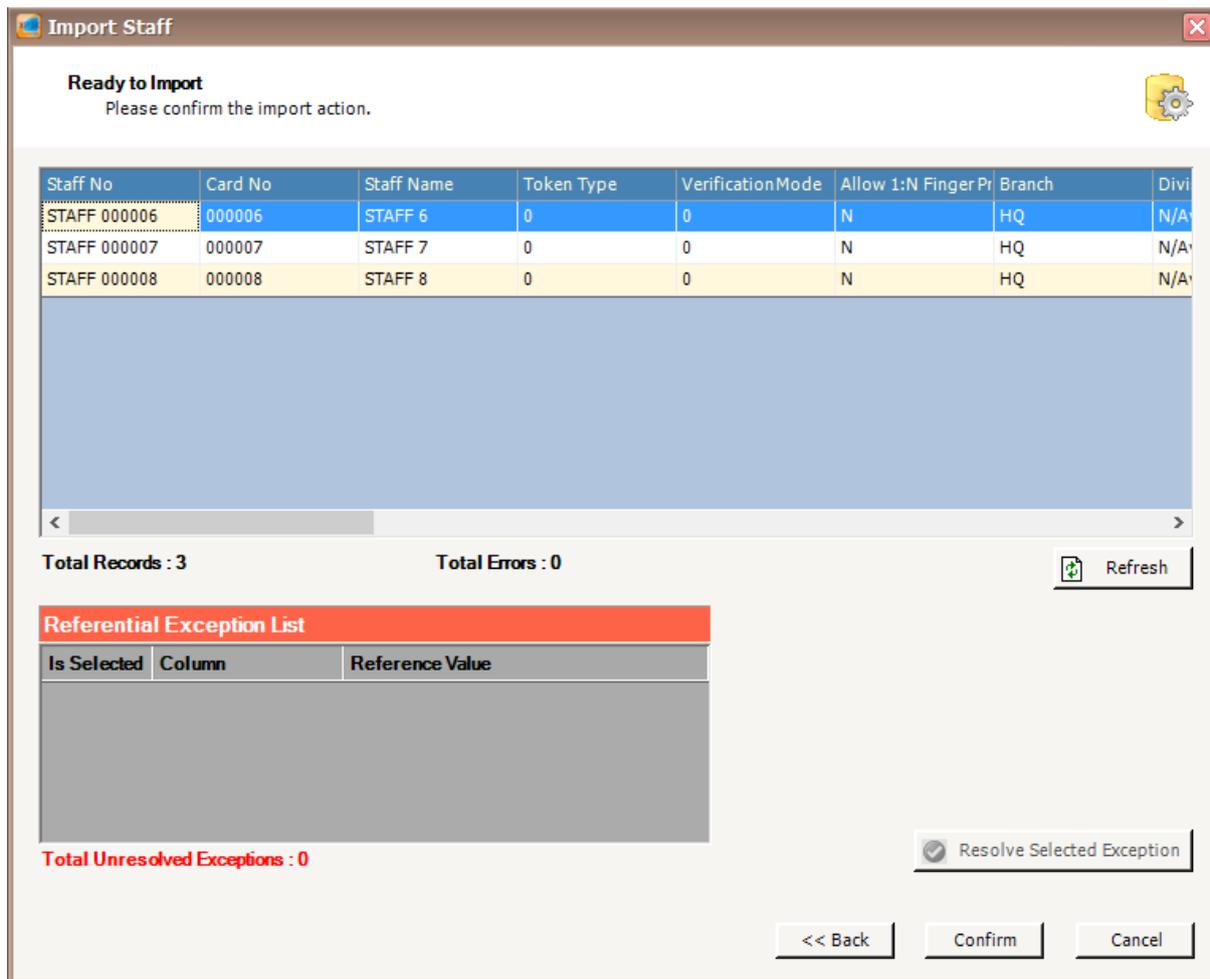


Figure 79 - Ready to Import Staff

15. Click Confirm to continue.

16. The following screen will be shown. (Refer **Figure 80**).

17. Click Close to continue.

18. The software will automatically send User setting (install card) to all controllers.

19. After downloading all the settings, it will display a report of data being sent. Click Close to return to Staff Detail Setup menu. (Refer **Figure 81**).

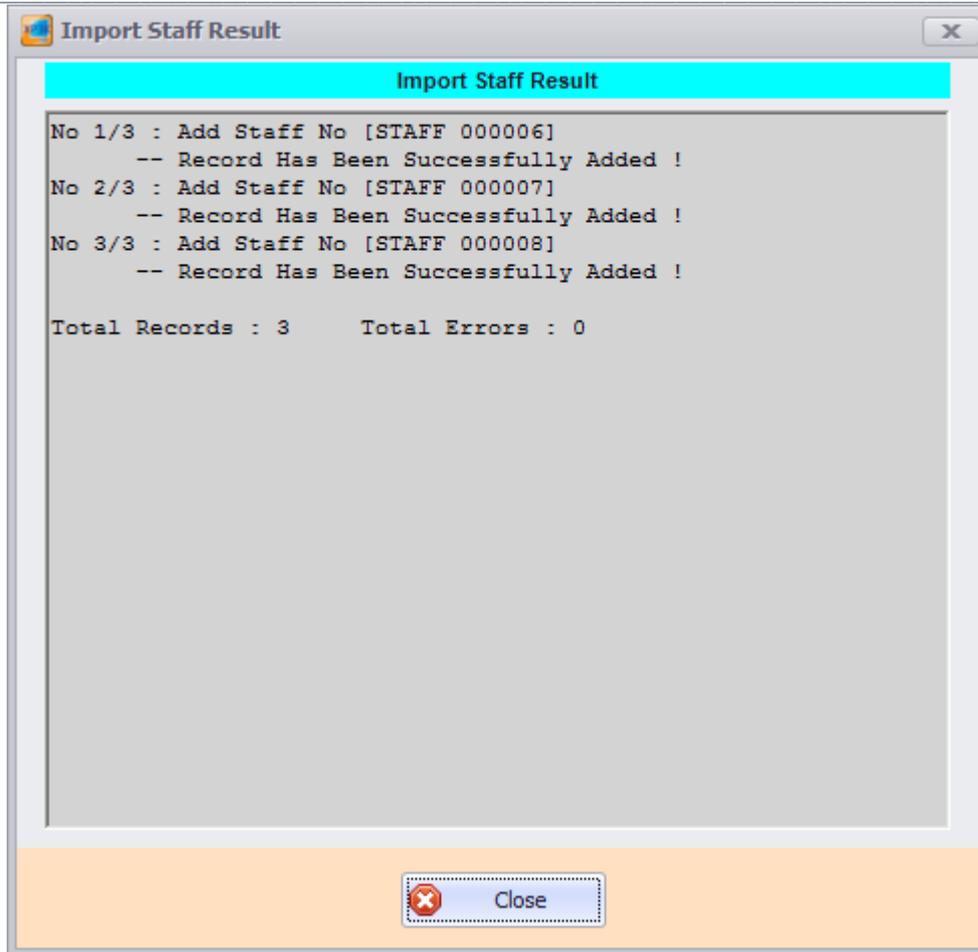


Figure 80 - Import Staff Result

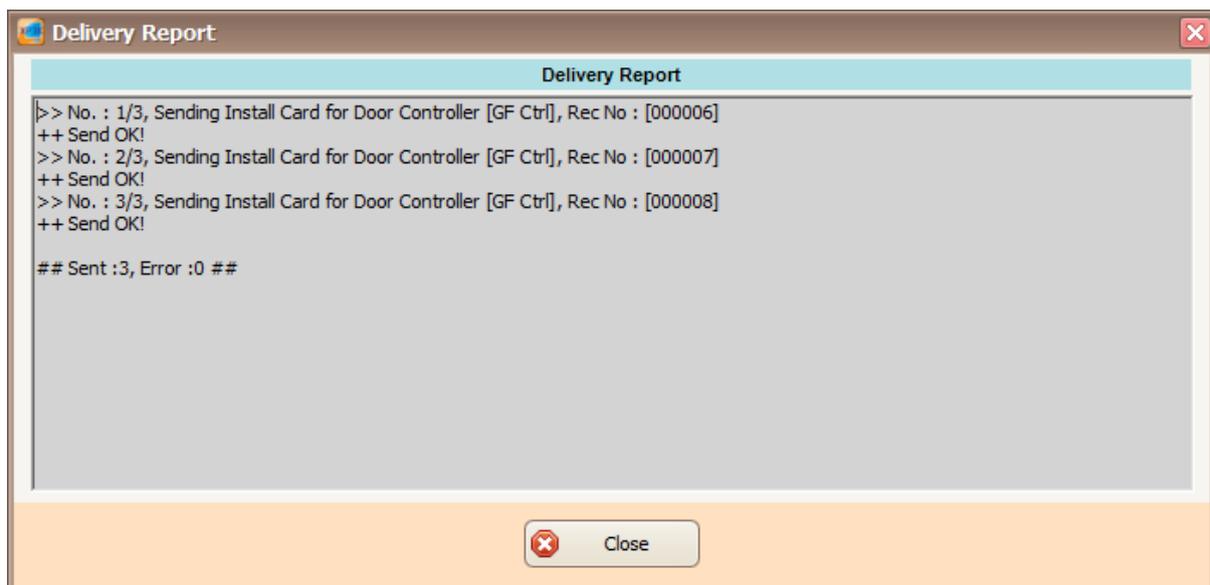


Figure 81 - Delivery Report (Install Card)

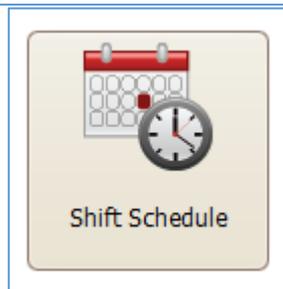
20. The newly added staff record will be added to the staff record list. (Refer **Figure 82**).

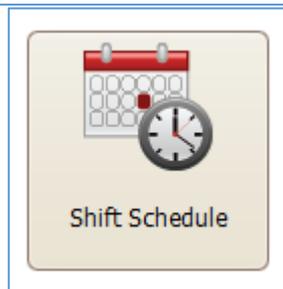
Drag a column header here to group by that column							
Staff No	Card No	Staff Name	Branch	Department	Division	Job Title	Door Acc
795649	795649	LEE GI KWANG	HQ	N/Available	N/Available	N/Available	002
STAFF 000001	000001	STAFF NAME 000001	HQ	N/Available	N/Available	N/Available	002
STAFF 000002	000002	STAFF NAME 000002	HQ	N/Available	N/Available	N/Available	002
STAFF 000003	000003	STAFF NAME 000003	HQ	N/Available	N/Available	N/Available	002
STAFF 000004	000004	STAFF NAME 000004	HQ	N/Available	N/Available	N/Available	002
STAFF 000005	000005	STAFF NAME 000005	HQ	N/Available	N/Available	N/Available	002
STAFF 000006	000006	STAFF 6	HQ	N/Available	N/Available	N/Available	000
STAFF 000007	000007	STAFF 7	HQ	N/Available	N/Available	N/Available	000
STAFF 000008	000008	STAFF 8	HQ	N/Available	N/Available	N/Available	000
STAFF 525129	525129	STAFF NAME 525129	HQ	N/Available	N/Available	N/Available	002

Figure 82 - Staff Record List

## Shift Schedule

### A. Method 1 Using existing shift schedule



1. Click on  icon.
2. The following screen will be shown. (Refer **Figure 83**).

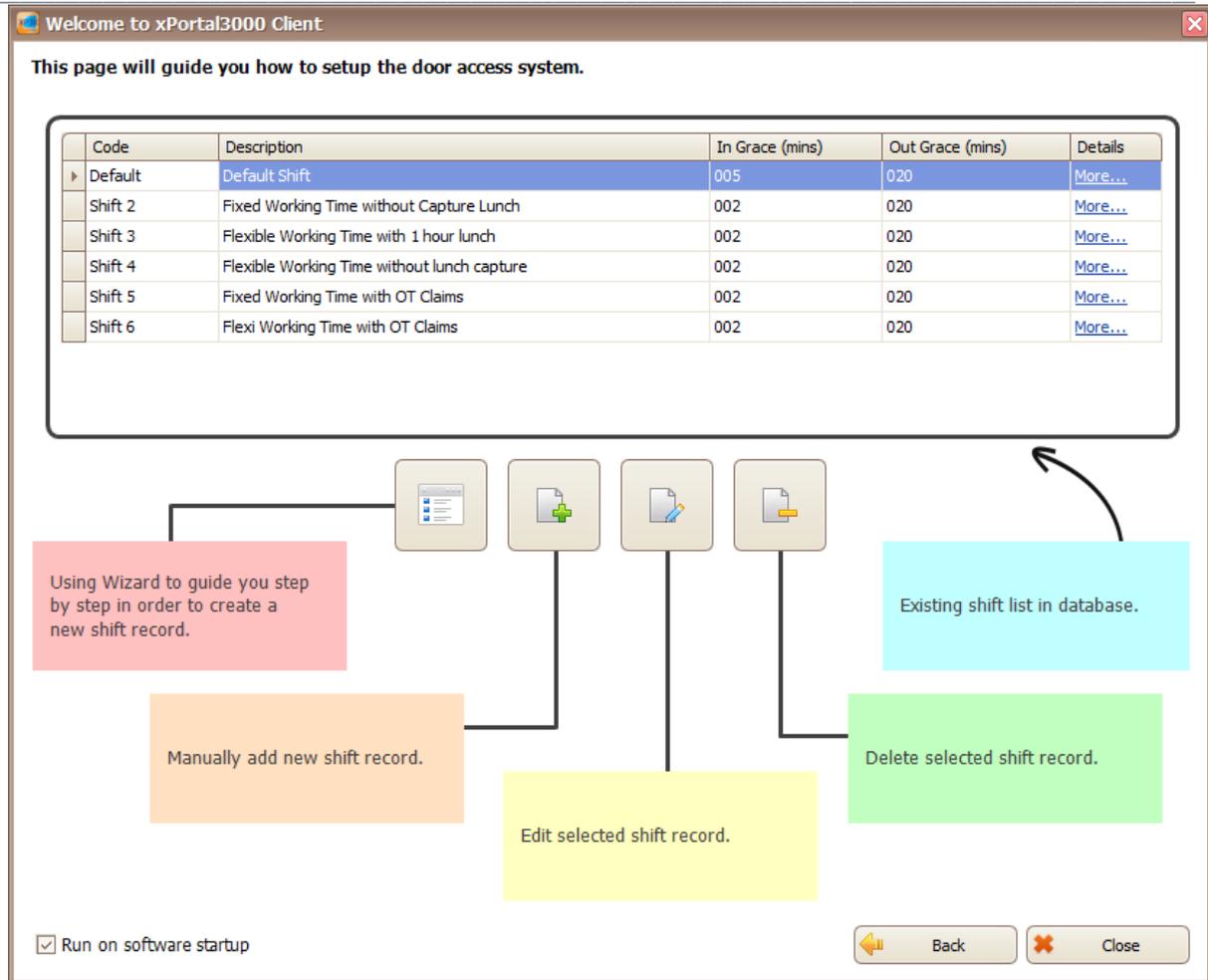


Figure 83 - Shift Schedule

- Choose the existing shift that you want to use click [More...](#) to edit or delete the shift schedule (Refer **Figure 84**).

Shift Info - Default
✖

	Start Working Time	End Working Time	Lunch Start	Lunch End	Lunch Start Capture Begin	Lunch Start Capture End	Lunch End Capture Begin	Lunch End Capture End	OT Claims?	Min Working Hour	Is Flexi
▶ Monday	08:30	17:30	12:30	13:30	12:00	13:00	13:01	14:00	N	08:00	N
Tuesday	08:30	17:30	12:30	13:30	12:00	13:00	13:01	14:00	N	08:00	N
Wednesday	08:30	17:30	12:30	13:30	12:00	13:00	13:01	14:00	N	08:00	N
Thursday	08:30	17:30	12:30	13:30	12:00	13:00	13:01	14:00	N	08:00	N
Friday	08:30	17:30	12:30	13:30	12:00	13:00	13:01	14:00	N	08:00	N
Saturday 1	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	N	00:00	N
Saturday 2	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	N	00:00	N
Saturday 3	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	N	00:00	N
Saturday 4	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	N	00:00	N
Saturday 5	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	N	00:00	N
Sunday	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	N	00:00	N
Holiday	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	N	00:00	N

**Description:**

**In Grace (mins):**

**Out Grace (mins):**

**Trans. Coverage Start Time:**

**Working Hour Formula:**

**Lunch Break Formula:**

**Over Time Formula:**

**Deduct Late Out Grace (mins):**

**OT Round Down Time (mins):**

Edit
Delete
Close

Figure 84 – Shift Info

4. When you click Edit, you will be directed to the following screen (Refer **Figure 85**).

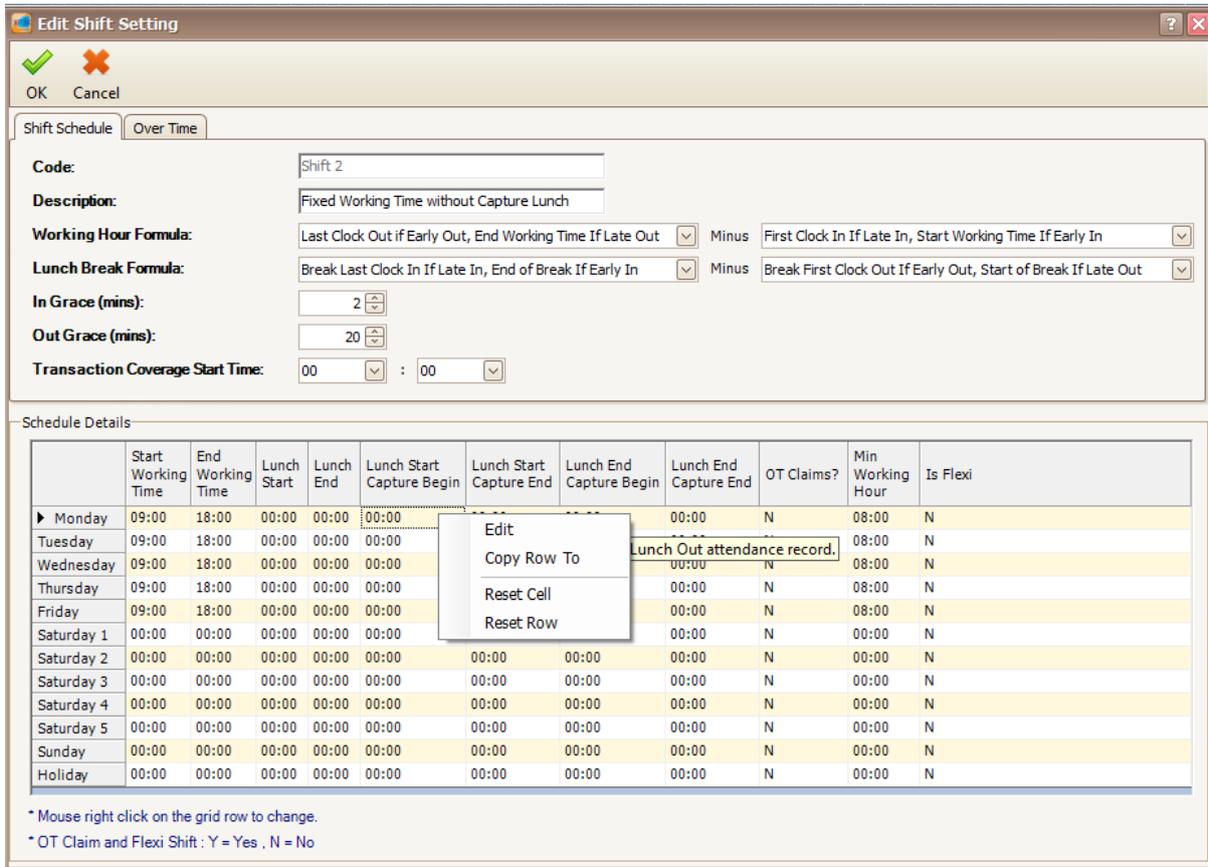
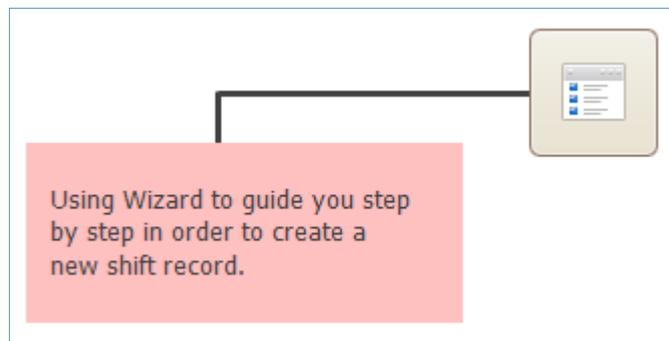


Figure 85 - Edit Shift Setting

5. You can right click on the grid to edit the Start Working Time, End Working Time, Lunch Start, Lunch End, Lunch Start Capture Begin, Lunch Start Capture End, Lunch End Capture Begin, Lunch End Capture End, OT Claims, Min Working Hour and Is Flexi.
6. Click OK to update the record.

## B. Method 2 Using wizard to create new shift



1. Click on icon.
2. The following screen will be shown. (Refer **Figure 86**).



Figure 86 - Shift Setup Wizard

3. Click Next to start using the wizard.
4. The following screen will be shown (*Refer Figure 87*).

Figure 87- Assign shift name

5. Enter the information in the blank field. Click Next to proceed.

Table 17 - Shift Setting Description

Fields	Description
Shift Name	Assign shift name for the new shift.
Long Description	A description about the new shift. Eg: Shift for Block A.

6. The following screen will be shown (Refer **Figure 88**). You need to select the formula to calculate the total working hour and formula to calculate the total lunch break. Click Next to proceed to the next screen.

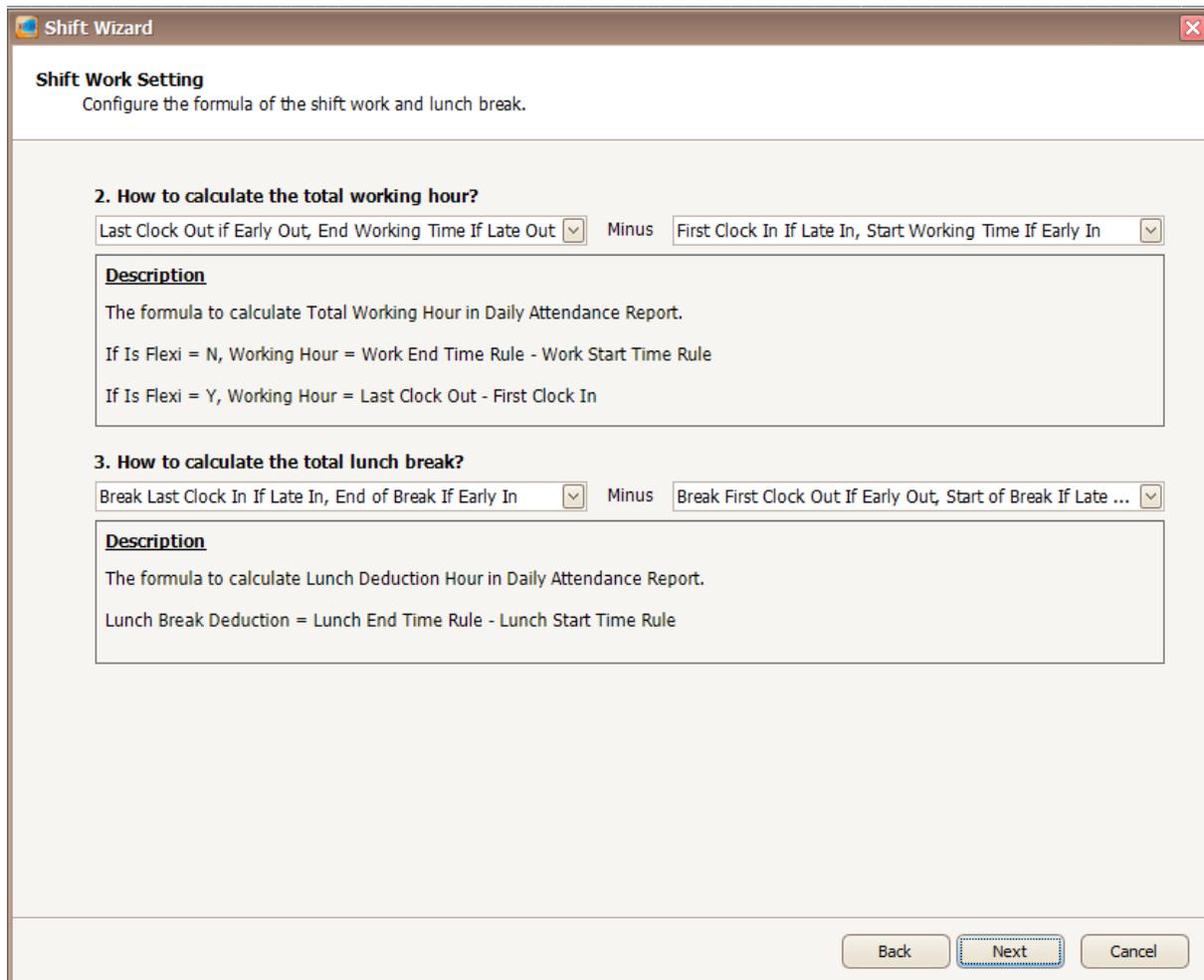


Figure 88- Configure formula of shift work and lunch break

7. In this screen, you need to configure the starting time of capture transaction and grace period (Refer **Figure 89**). You can refer to the description provided to configure the settings. Click Next to proceed to the next screen.

**Shift Wizard**

**Shift Work Setting**  
Configure the starting time of capture transaction and grace period.

**4. What time start record the attendance transaction for a new day?**  
Transaction Coverage Start Time: 00 : 00

Description  
A transaction time will only be considered as valid transactions when it flows between Transaction Coverage Start Time and 23:59:59 (The end time in one day).

**5. Configure grace period for late clock in and early clock out.**  
In Grace Period: 5 min(s)

Description  
A compassion of time (in minutes) that will be given to determine whether a staff is Early In in Attendance Report.  
Compassionate Start Working Time = Start Working Time + In Grace (minute)

**6. Configure minimum extra working time for auto OT claims.**  
Out Grace Period: 20 min(s)

Description  
This is the minimum extra working time that must be fulfilled in auto OT calculation. This setting is used to determine whether staff is eligible to claim OT if this is not a flexi shift.

Back Next Cancel

Figure 89- Configure start time of capture transaction and grace period

8. The following screen will be shown when you click Next (*Refer **Figure 90***). You can configure the calculation for staff who working overtime. You can refer to the description provided to configure the OT. Click Next to proceed to the next screen.

**Shift Wizard**

**Shift Work Setting**  
Configure calculation for working overtime (OT).

**7. How to calculate the total overtime of a day?**  
Compute On Early In & Late Out Case

Description  
The formula to calculate OT Work Time in Daily Attendance Report. Only applicable if OT Claims = Y and Flexi = Y.  
If Is Flexi = N, OT Work Time = Last Clock Out - End Working Time - Out Grace (minute)  
If Is Flexi = Y, OT Work Time = Last Clock Out - First Clock In - Min Working Hour

**8. Deduct late out grace?**  
No

Description  
To determine whether Out Grace Time should be deducted from OT Work Time. Only applicable if OT Claims = Y.

**9. How many OT round down time in minute?**  
OT Round Down: 1 min(s)

Description  
The time block for counting the OT work Time. Only applicable if OT Claims = Y.

Back Next Cancel

Figure 90- Configure calculation of OT

9. After you click Next, you will be directed to this screen (Refer **Figure 91**). You can configure the weekly schedule for the new shift you have created. Right click on the grid row to change the time.

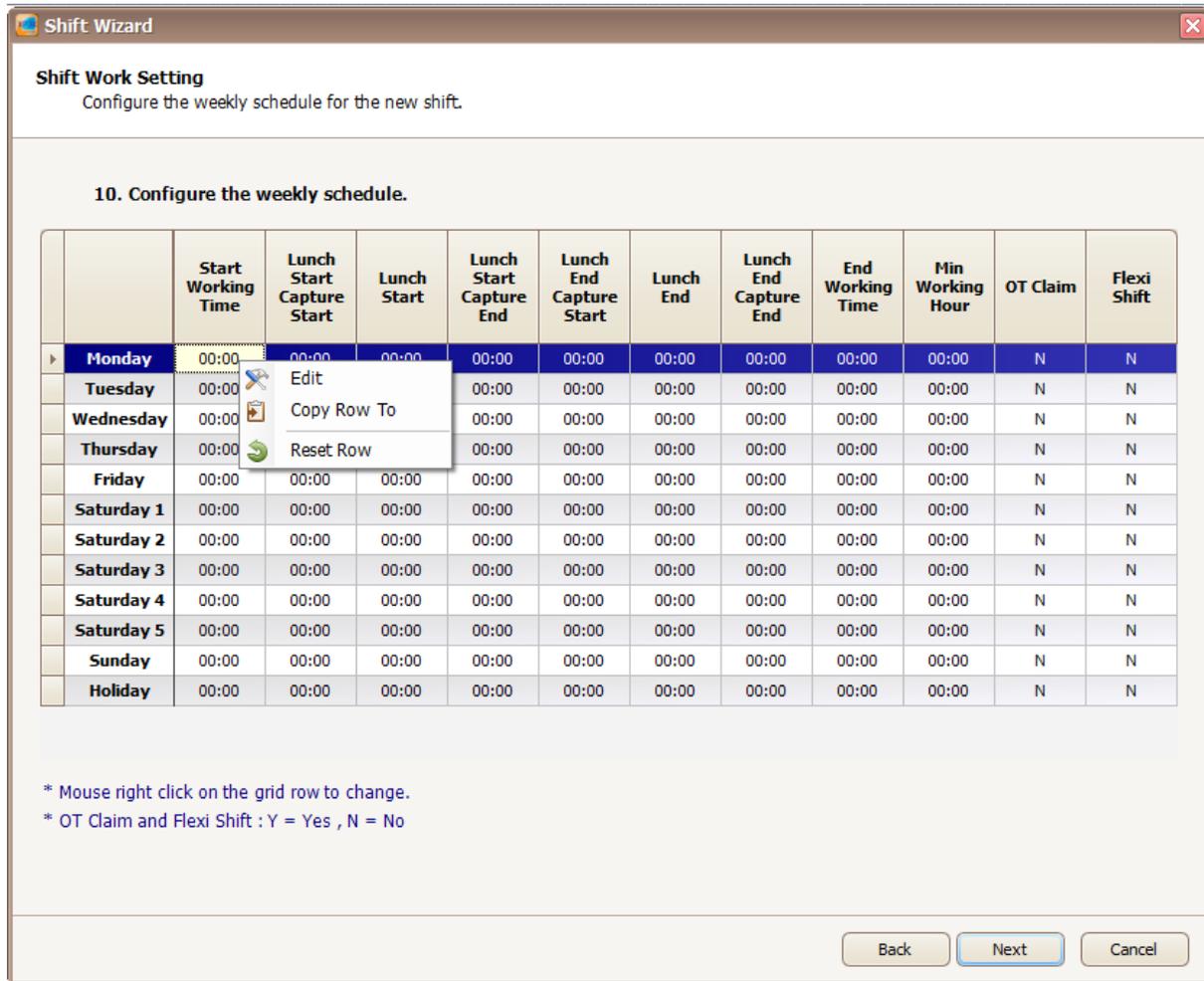


Figure 91 - Configure weekly schedule

10. The following screen will be shown after you right click on the grid row (Refer **Figure 92**). You can configure shift hour and lunch hour in this screen. Click OK to update the changes.

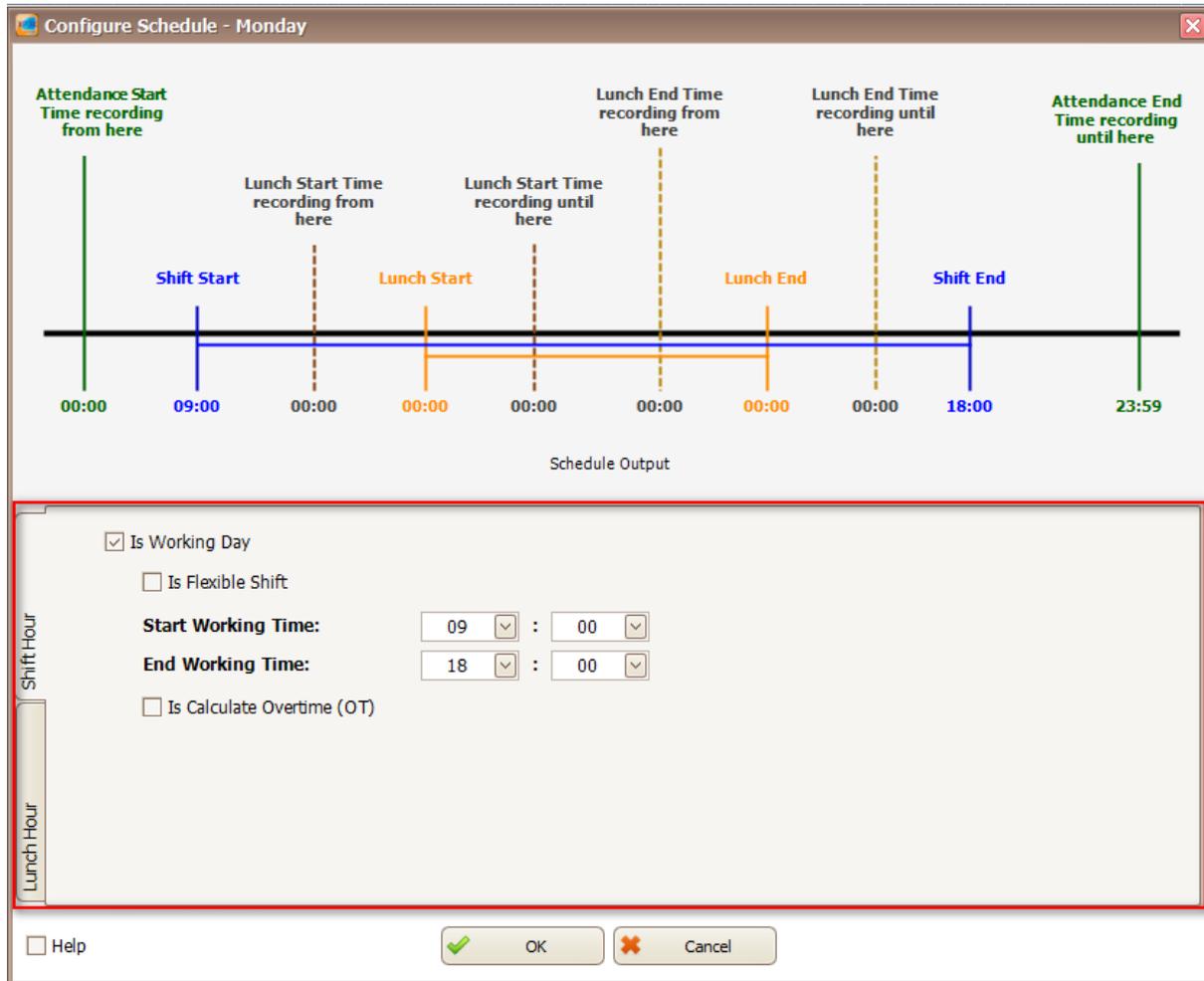


Figure 92 - Edit schedule

11. A screen to duplicate setting will be shown to duplicate setting for other day of the week (Refer **Figure 93** and **Figure 94**).

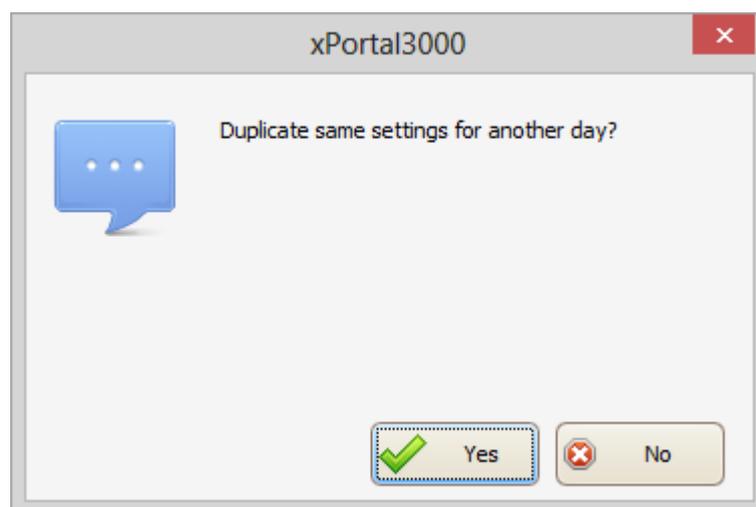


Figure 93 - Duplicate settings

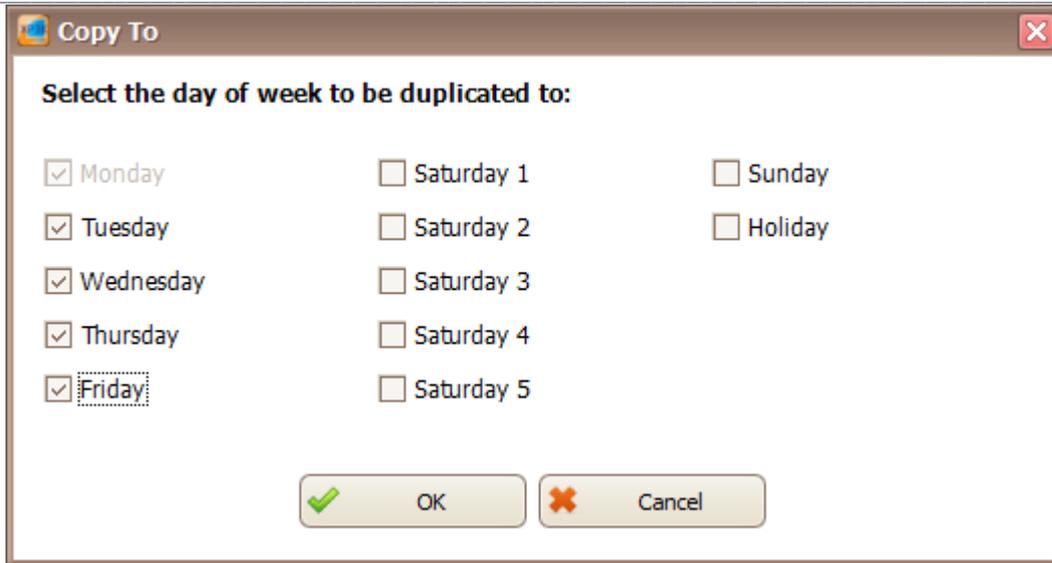


Figure 94 - Day to duplicate the schedule

12. Click Next and save setting screen will be shown (Refer **Figure 95**). Click Yes to confirm and you have already create a new shift.

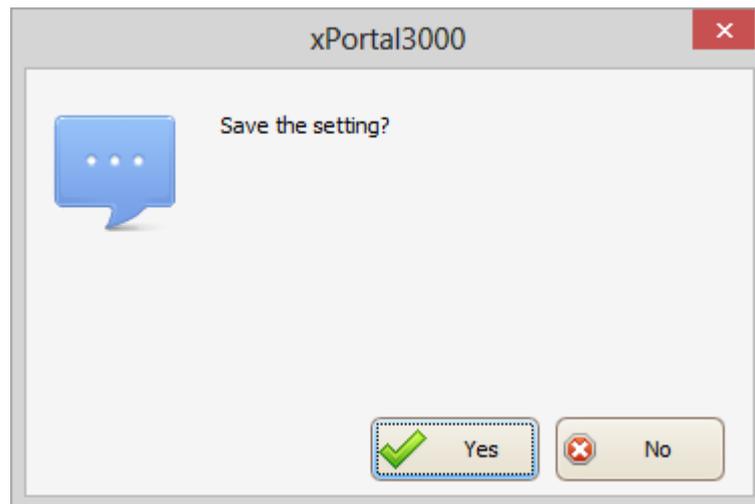
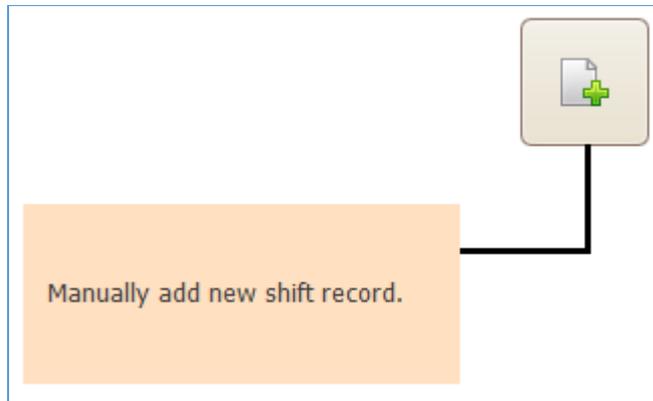


Figure 95 - Save setting

### C. Method 3 Manually add new shift record



1. Click on icon.
2. The following screen will be shown (*Refer Figure 96*).

**Add Shift Setting**

OK Cancel

Shift Schedule Over Time

**Code:**

**Description:**

**Working Hour Formula:** Last Clock Out if Early Out, End Working Time If Late Out  Minus First Clock In If Late In, Start Working Time If Early In

**Lunch Break Formula:** Break Last Clock In If Late In, End of Break If Early In  Minus Break First Clock Out If Early Out, Start of Break If Late Out

**In Grace (mins):**

**Out Grace (mins):**

**Transaction Coverage Start Time:**  :

**Schedule Details**

	Start Working Time	End Working Time	Lunch Start	Lunch End	Lunch Start Capture Begin	Lunch Start Capture End	Lunch End Capture Begin	Lunch End Capture End	OT Claims?	Min Working Hour	Is Flexi
Monday	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	N	00:00	N
Tuesday	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	N	00:00	N
Wednesday	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	N	00:00	N
Thursday	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	N	00:00	N
Friday	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	N	00:00	N
Saturday 1	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	N	00:00	N
Saturday 2	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	N	00:00	N
Saturday 3	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	N	00:00	N
Saturday 4	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	N	00:00	N
Saturday 5	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	N	00:00	N
Sunday	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	N	00:00	N
Holiday	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	N	00:00	N

\* Mouse right click on the grid row to change.  
\* OT Claim and Flexi Shift : Y = Yes , N = No

Figure 96 - Add shift setting

3. Enter the information of the shift as described below:

Table 18 - Shift Setting Description

Fields	Description
Code	A short name to represent the shift. Max Length = 15. Eg. Shift 1.

Description	A descriptive name about the shift. Max Length = 40. Eg. Shift for Morning Worker
Working Hour Formula	Specify formula to calculate Normal Working Hour in daily attendance report.
Lunch Break Formula	Specify formula to calculate Lunch Deduction Hour in daily attendance report. This setting is not applicable if the lunch shift is not set.
In Grace (mins)	Specify compassionate time that determines whether a staff is Early In or Late In.
Out Grace (mins)	Specify time that will be deducted from OT work time. This is applicable if OT Claims is Y and Is Flexi is N.
Transaction Coverage Start Time	Specify the start time when attendance transactions will be considered as valid.

4. If you click on Over Time tab, the following screen will be shown (*Refer Figure 97*).

The screenshot shows a software interface with two tabs: 'Shift Schedule' and 'Over Time'. The 'Over Time' tab is active. It contains three settings:

- Over Time Formula:** A dropdown menu showing 'Compute On Early In & Late Out Case'.
- Deduct Late Out Grace (mins):** A dropdown menu showing 'No'.
- OT Round Down Time (mins):** A numeric input field with up/down arrows, showing the value '1'.

*Figure 97 - Over Time tab*

*Table 19 - Over Time Setting Description*

Fields	Description
Over Time Formula	Specify formula rule to calculate OT Work Time.
Deduct Late Out Grace (mins)	Deduct or ignore Out Grace in OT Work Time calculation.
OT Round Down Time	Specify time block for OT Work Time calculation. This setting is applicable if OT Claims is Y.

(mins)	
--------	--

- In Schedule Details, you can configure the time for the shift (*Refer **Figure 98***). Right click on the grid row to edit the time.

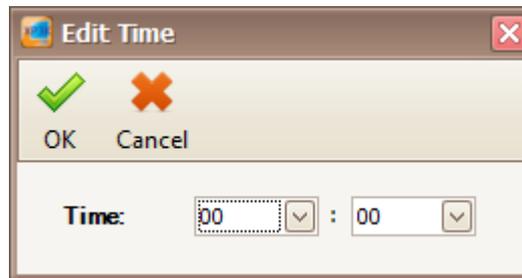
Schedule Details

	Start Working Time	End Working Time	Lunch Start	Lunch End	Lunch Start Capture Begin	Lunch Start Capture End	Lunch End Capture Begin	Lunch End Capture End	OT Claims?	Min Working Hour	Is Flexi
Monday	00:00				00:00	00:00	00:00	00:00	N	00:00	N
Tuesday	00:00				00:00	00:00	00:00	00:00	N	00:00	N
Wednesday	00:00				00:00	00:00	00:00	00:00	N	00:00	N
Thursday	00:00				00:00	00:00	00:00	00:00	N	00:00	N
Friday	00:00				00:00	00:00	00:00	00:00	N	00:00	N
Saturday 1	00:00				00:00	00:00	00:00	00:00	N	00:00	N
Saturday 2	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	N	00:00	N
Saturday 3	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	N	00:00	N
Saturday 4	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	N	00:00	N
Saturday 5	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	N	00:00	N
Sunday	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	N	00:00	N
Holiday	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	N	00:00	N

\* Mouse right click on the grid row to change.  
\* OT Claim and Flexi Shift : Y = Yes , N = No

Figure 98 - Schedule Details

- To edit the time for the shift, the following screen will be shown (*Refer **Figure 99***). You can change the time according to your workplace.



The 'Edit Time' dialog box features a title bar with a close button. Below the title bar are two buttons: 'OK' with a green checkmark icon and 'Cancel' with a red 'X' icon. At the bottom, there is a 'Time:' label followed by two dropdown menus for hours and minutes, both currently set to '00'.

Figure 99 - Edit Time

- After you have finished configure the shift setting, click OK to save the setting.

## Reporting



- Click on icon.
- The following screen will be shown (*Refer **Figure 100***).

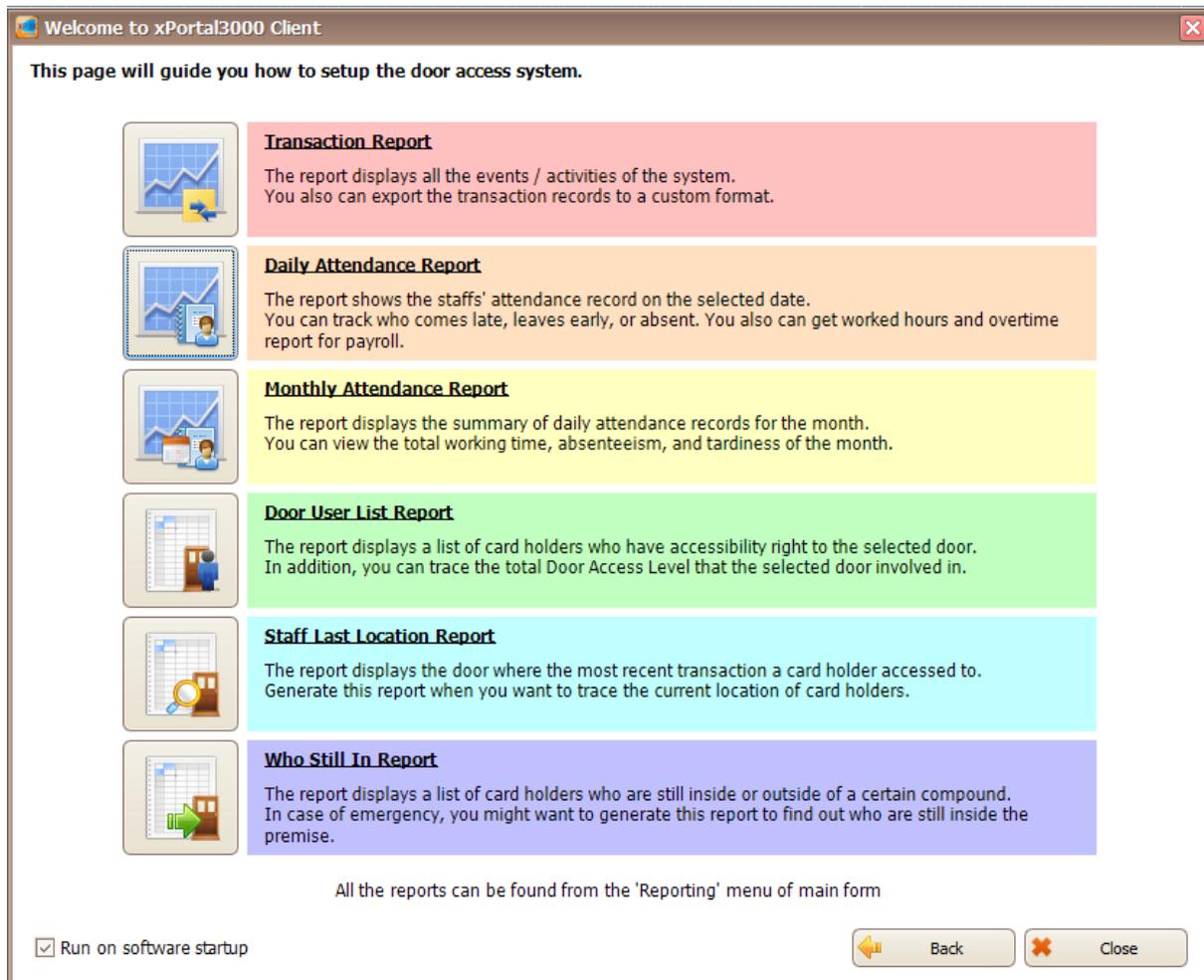
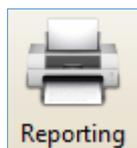


Figure 100 - List of Reports

3. You can choose many types of reports by clicking on the icon on the left side



or go to Reporting icon menu in the main form.

## A. Transaction Report



1. Click on  icon to open Transaction Report screen.
2. View Transaction screen will be shown (*Refer Figure 101*).

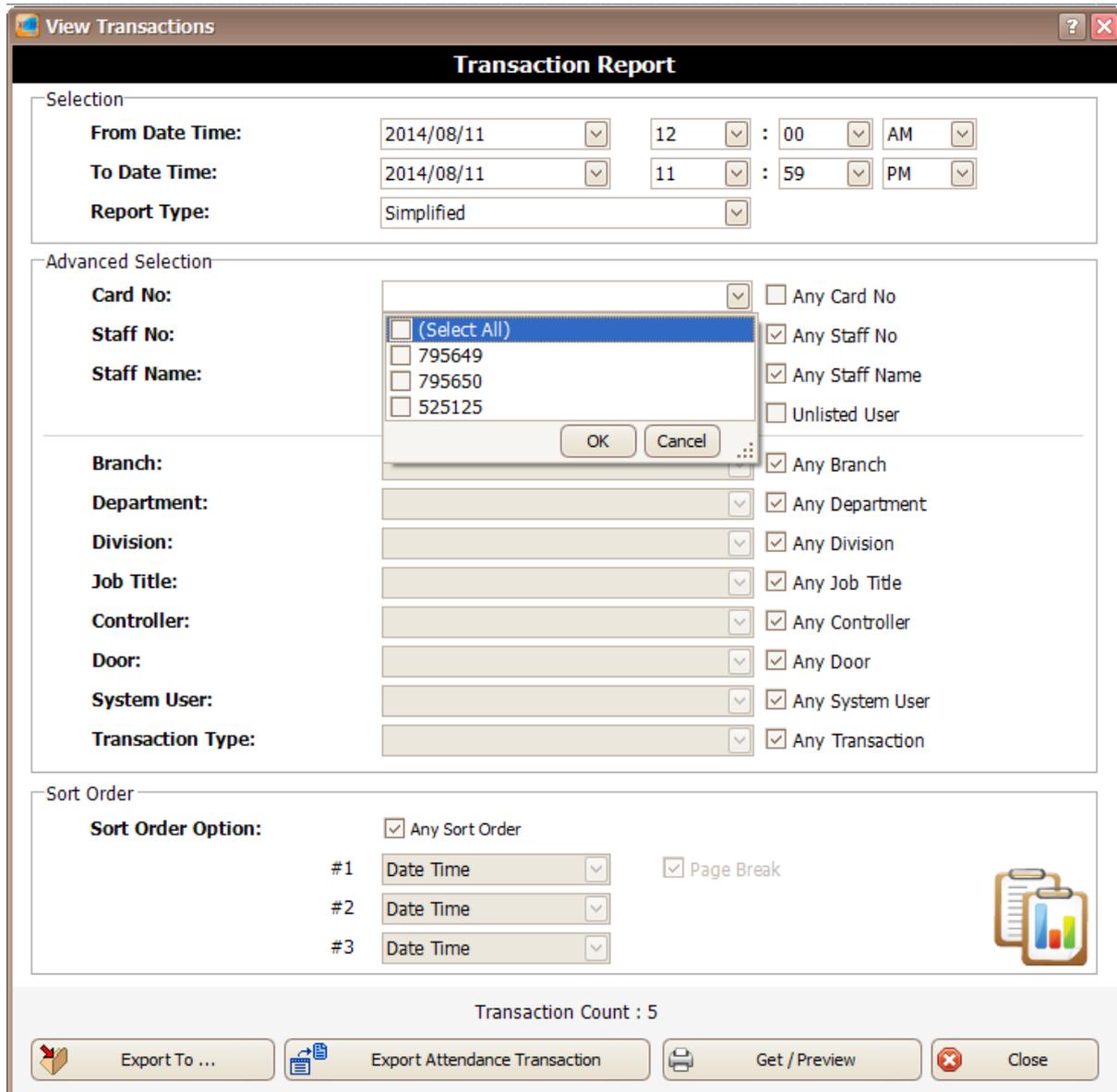
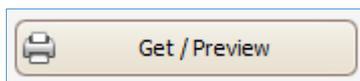
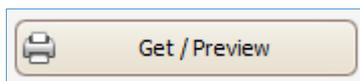


Figure 101 - View Transaction Screen

3. You can select From Date Time, To Date Time and Report Type to view the transaction that you want. To select for selected card no, staff or branch, you can use the Advanced Selection. Uncheck the checkbox at the right side and use the drop down list to search for the cards that you want.



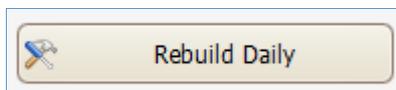
4. Click  icon to view the Transaction Report.
5. A report viewer will be shown to view the report.

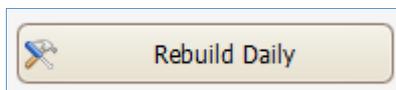
## B. Daily Attendance Report



1. Click on  icon to open Daily Attendance Report screen.
2. The following screen will be shown (*Refer **Figure 102***).

*Figure 102 - Daily Attendance*



3. Click  icon to rebuild daily attendance.
4. You can select From Date and To Date to view the daily attendance date that you want. To select for selected card no, staff or branch, you can use the Advanced Selection. Uncheck the checkbox at the right side and use the drop down list to search for the cards that you want (*Refer **Figure 103***). Click OK to continue.

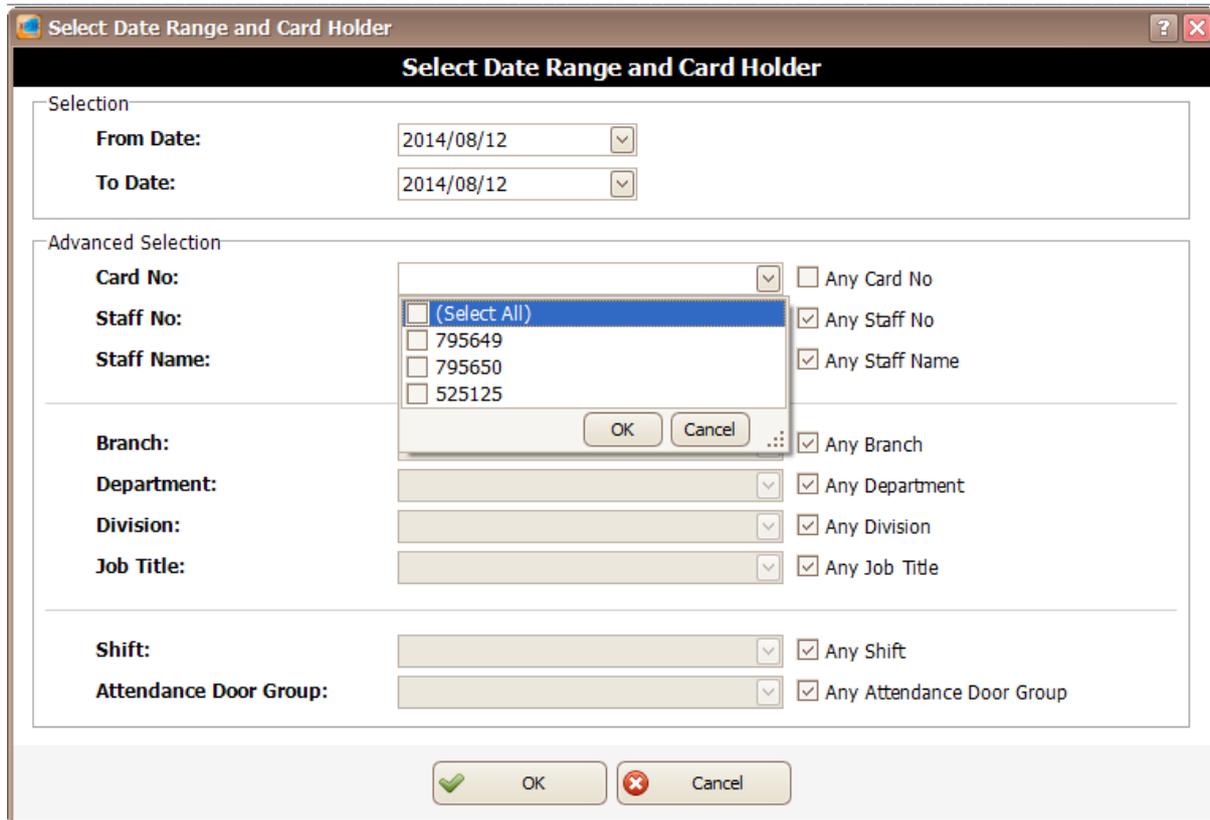


Figure 103 - Select Date Range and Card Holder

5. The following screen will be shown (Refer **Figure 104**). You need to wait for the date selected to finish rebuild.

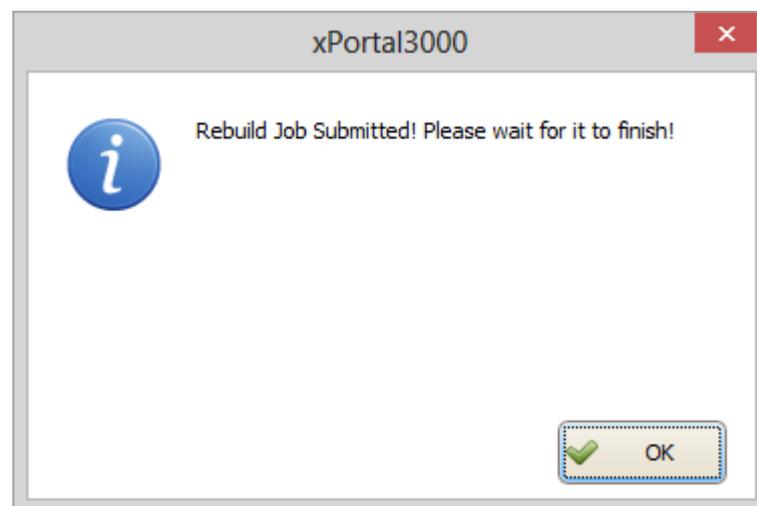


Figure 104 - Wait for the job to rebuild

6. After the rebuild is finish, click  icon to view the report.
7. The following screen will be shown (Refer **Figure 105**). You can select From Date Time, To Date Time and Report Type to view the daily attendance

report. To select for selected card no, staff or branch, you can use the Advanced Selection. Uncheck the checkbox at the right side and use the drop down list to search for the cards that you want. Click Get/ Preview to continue.

Figure 105 - Daily Time Attendance Reporting

8. xPortal3000 Report Viewer will be shown to display Daily Attendance Report.

## C. Monthly Attendance Report



1. Click on  icon to open Monthly Attendance Report screen.
2. The following screen will be shown (*Refer Figure 106*).

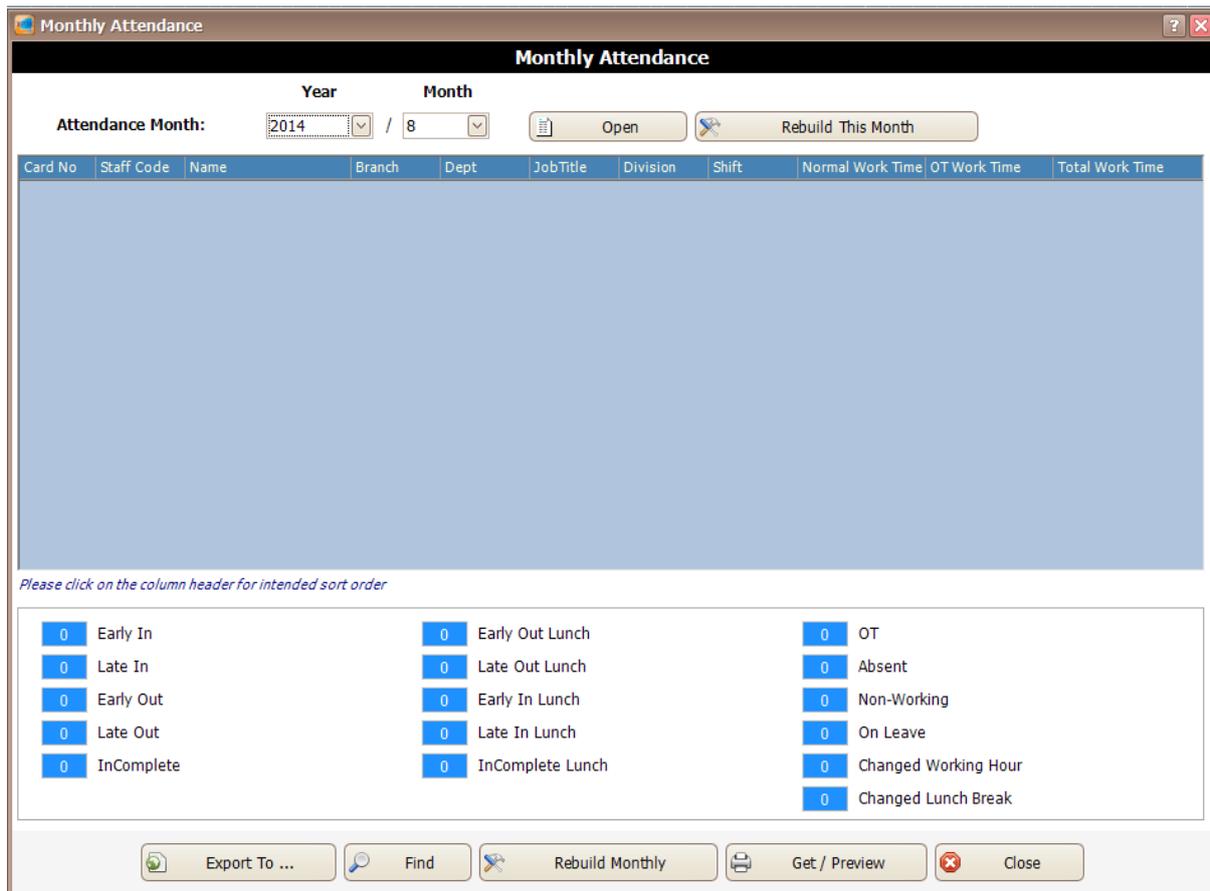


Figure 106 - Monthly Attendance

3. Click  icon to rebuild monthly attendance.
4. You can select Attendance Month to view the monthly attendance that you want. To select for selected card no, staff or branch, you can use the Advanced Selection. Uncheck the checkbox at the right side and use the drop down list to search for the cards that you want (*Refer **Figure 107***). Click OK to continue.

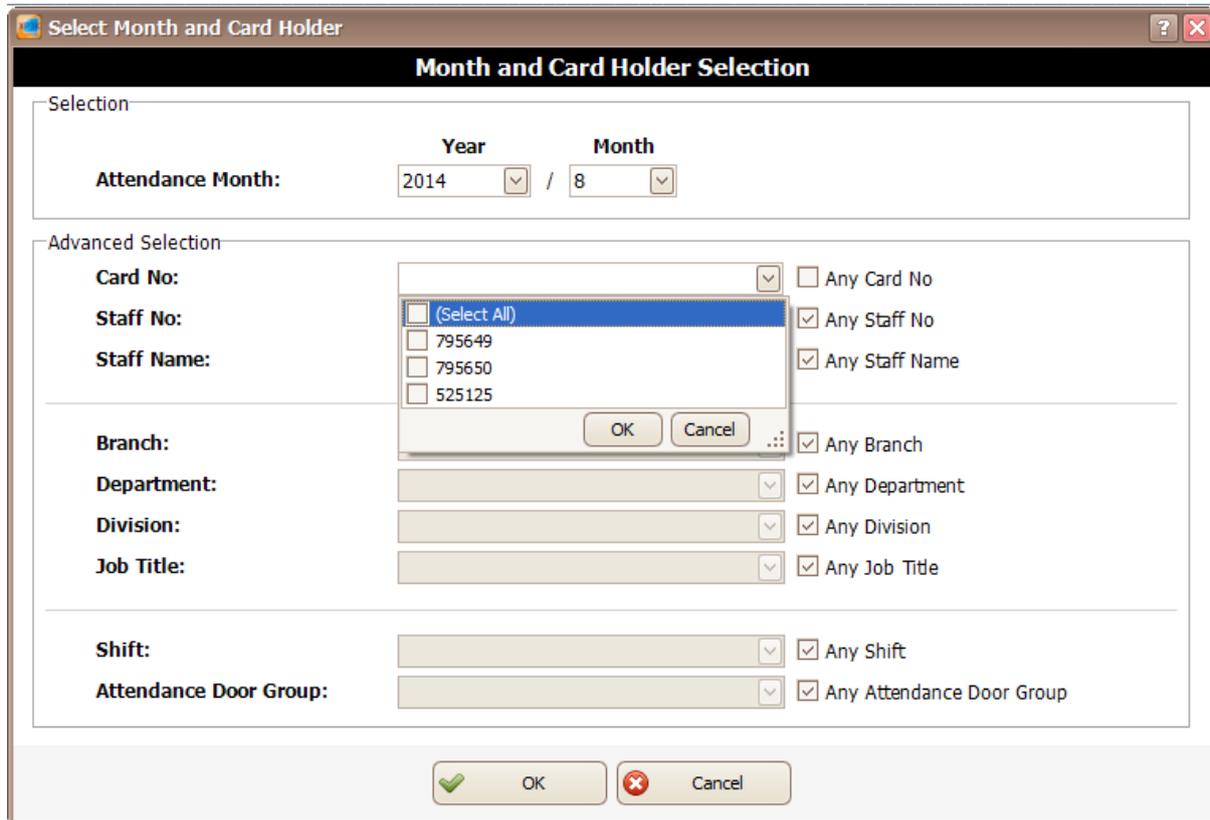


Figure 107 - Select Month and Card Holder

5. You have to wait for the rebuild to finish (Refer **Figure 108**).

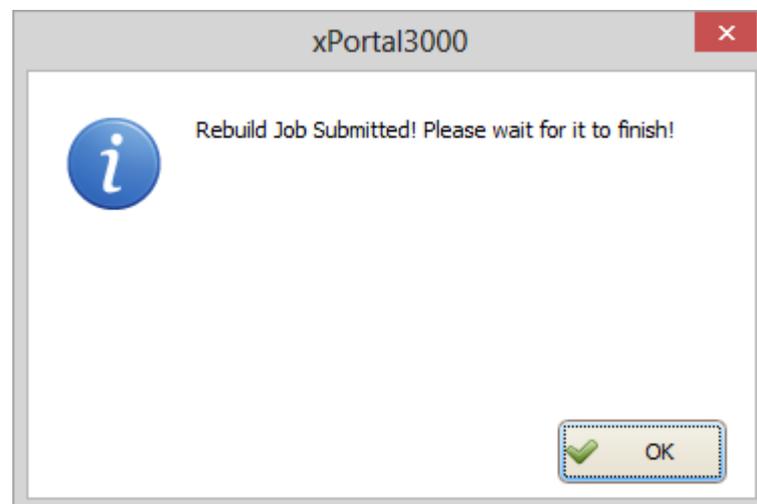
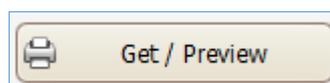
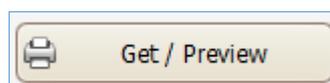


Figure 108 - Wait for the job to rebuild



6. After the rebuild is finish, click  icon to view the report.
7. The following screen will be shown (Refer **Figure 109**). You can select From Month, To Month and Report Type to view the monthly attendance report. To select for selected card no, staff or branch, you can use the Advanced

Selection. Uncheck the checkbox at the right side and use the drop down list to search for the cards that you want. Click Get/ Preview to continue.

Figure 109 - Monthly Time Attendance Reporting

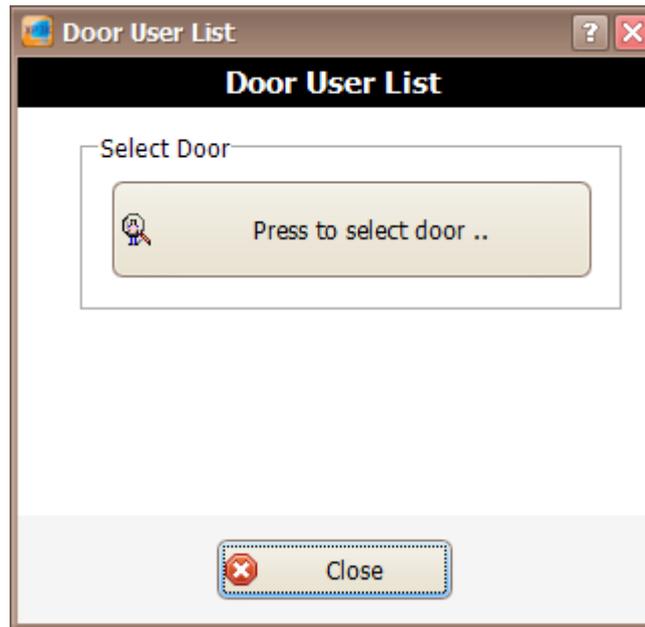
8. xPortal3000 Report Viewer will be shown to display Monthly Attendance Report.

## D. Door User List Report



1. Click on icon to open Door User List Report screen.

2. Door User List screen will be shown to select door (*Refer **Figure 110***).



*Figure 110 - Door User List*



3. Click on  icon to select door. Select door screen will be shown and allow you to select the door that you want. (*Refer **Figure 111***). Click OK to continue to the next screen.

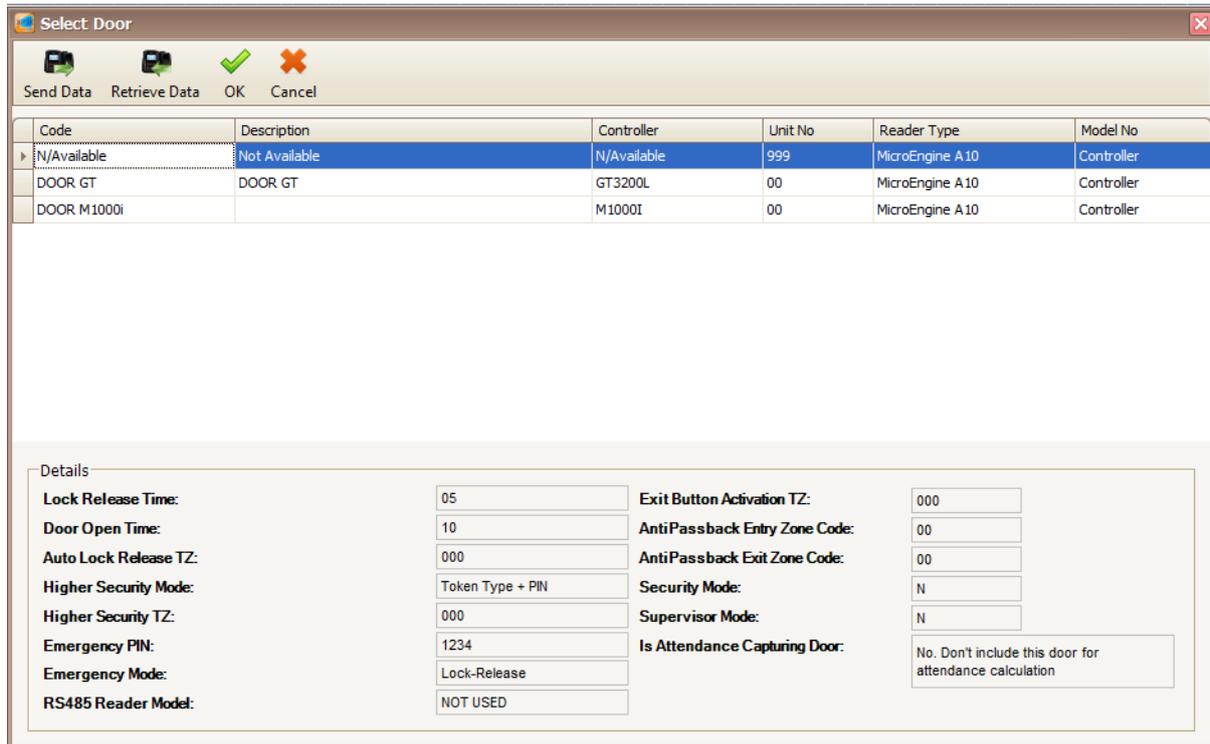


Figure 111 - Select Door

4. A screen will display the total door accessibility related with the selected door (Refer **Figure 112**).

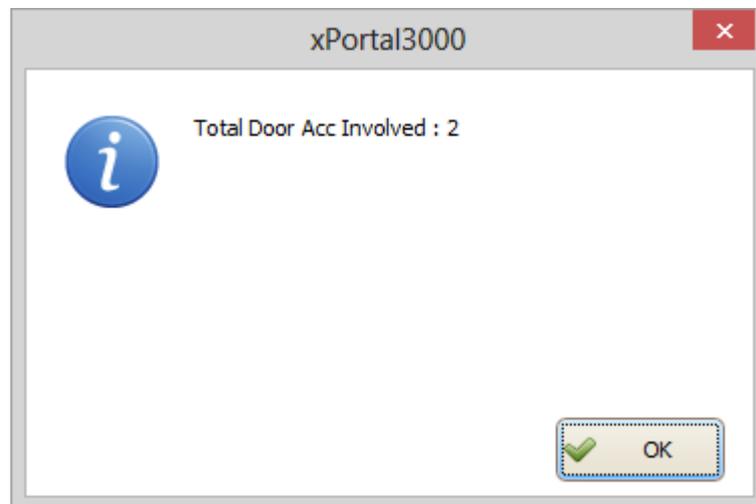


Figure 112 - Total Door Accessibility Involved

5. A list of card holder that has been assign to the door access will be shown (Refer **Figure 113**).

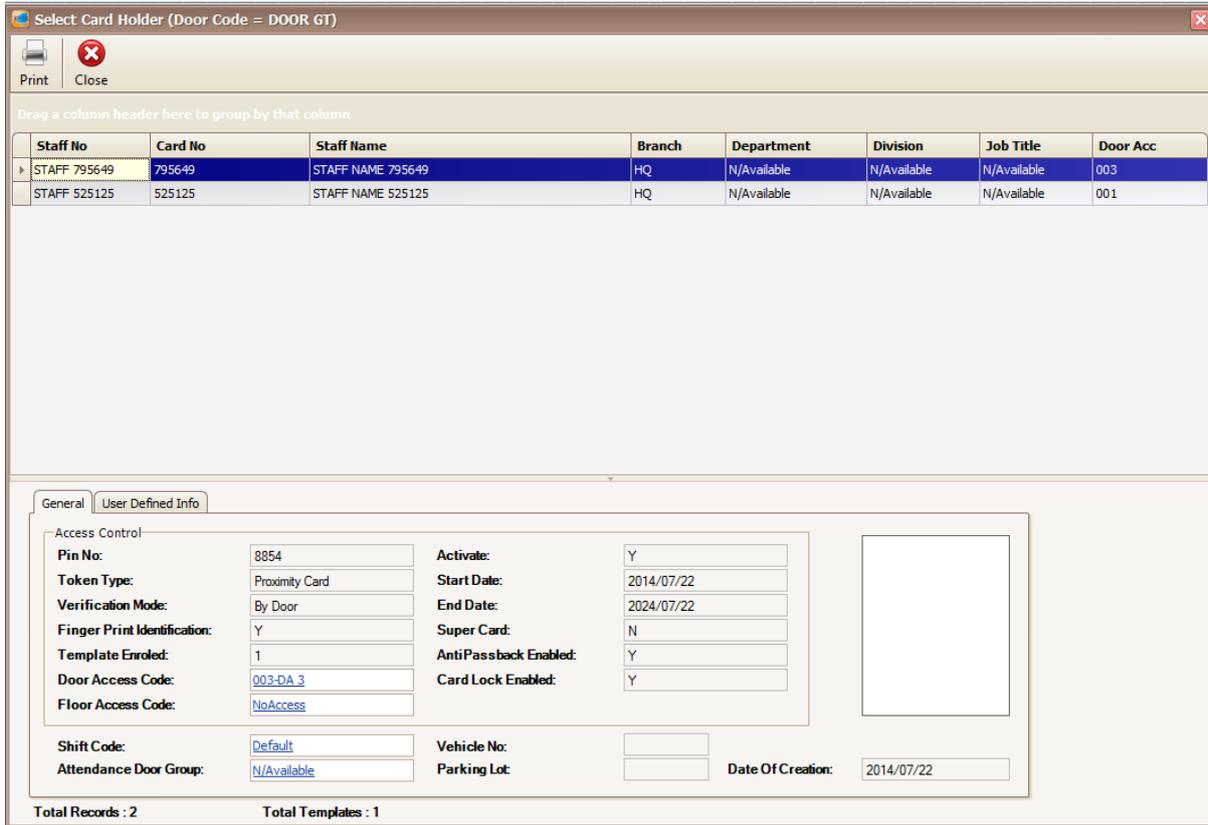


Figure 113 - List of Card Holder

## E. Staff Last Location Report



1. Click on the icon to open Staff Last Location Report screen.
2. An xPortal3000 report viewer will be shown to display the staff last location (Refer **Figure 114**).

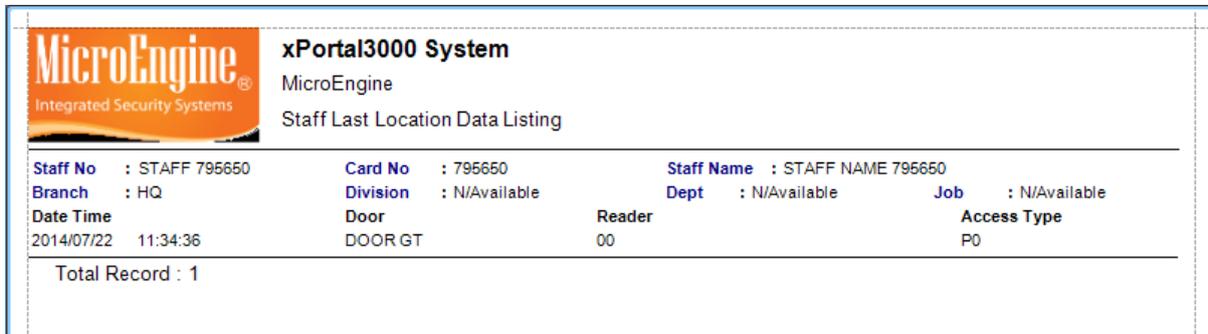


Figure 114 - Staff Last Location Report

## F. Who Still In Report



1. Click on  icon to open Who Still In Report screen.
2. Who Still In screen will be shown to choose the Main Door Group (Refer **Figure 115**).

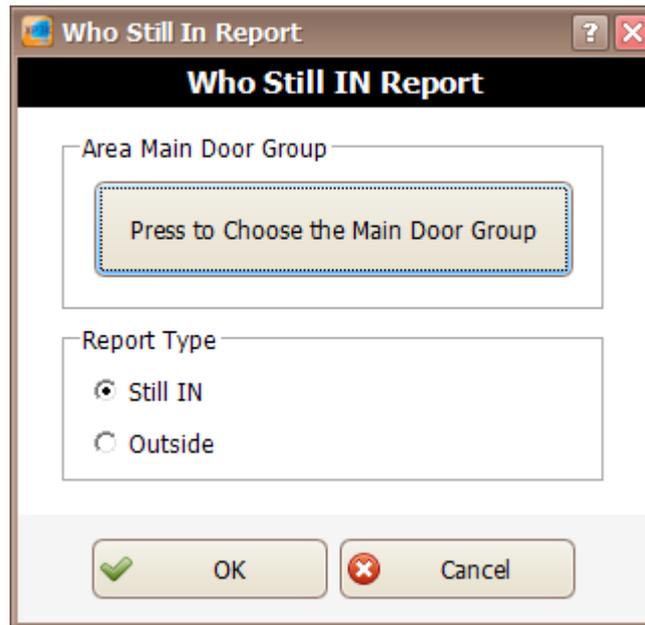
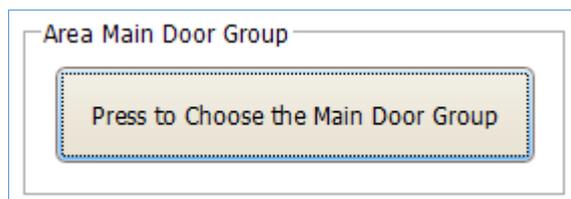
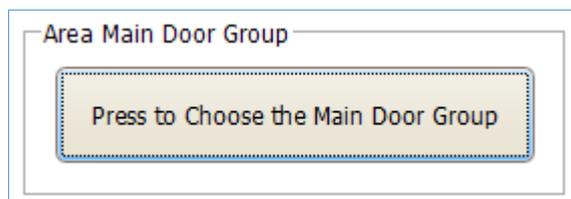


Figure 115 - Who Still In screen



3. Click on  icon to choose the Main Door Group. Select area door screen will be shown and allow you to choose the area door that you want. (Refer **Figure 116**). Click OK to continue to the next screen.

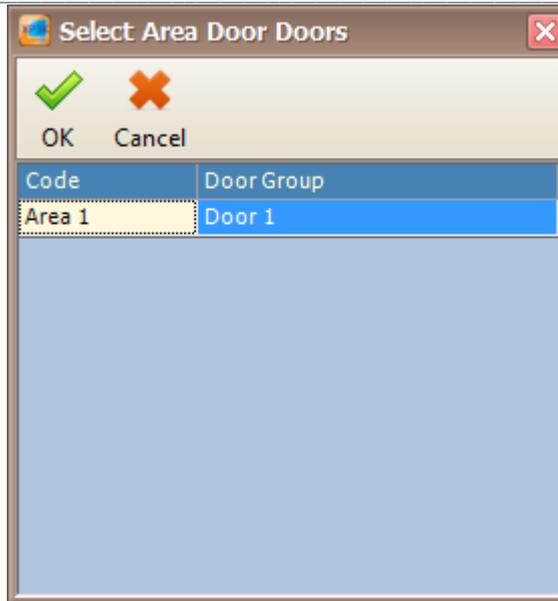


Figure 116 - Select Area Door

4. Select the report type by choosing Still In or Outside (Refer **Figure 117**).

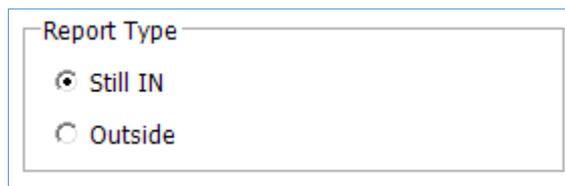


Figure 117 - Report Type

5. Click OK to view the report. A report viewer will be shown to display the Who Still In report (Refer **Figure 118**).

Staff Code	Card No	Staff Name	Branch	Division	Department	Job Title	Door Code	Date	Time
STAFF 525125	525125	STAFF NAME 525125	HQ	N/Available	N/Available	N/Available	DOOR GT	2014/08/18	10:56:39
STAFF 796650	796650	STAFF NAME 796650	HQ	N/Available	N/Available	N/Available	DOOR GT	2014/07/22	11:34:36

Total Record : 2

Figure 118 - Who Still In Report