

Model QSX628 Time Attendance Quick Guide



Model QSX628

HARDWARE INSTALLATION

- Connect power cable
- Connect Networking cable (Cat5) from QSX628 to Router / Hub

Setup a network so you can connect it from Computer:

- From computer that connect to the same hub/ router:
- Go to Start – Run – type in “ cmd ”
- in command prompt dos screen type in “ ipconfig “

```
C:\WINDOWS\system32\cmd.exe
Microsoft Windows XP [Version 5.1.2600]
(C) Copyright 1985-2001 Microsoft Corp.

P:\>ipconfig

Windows IP Configuration

Ethernet adapter Local Area Connection 4:

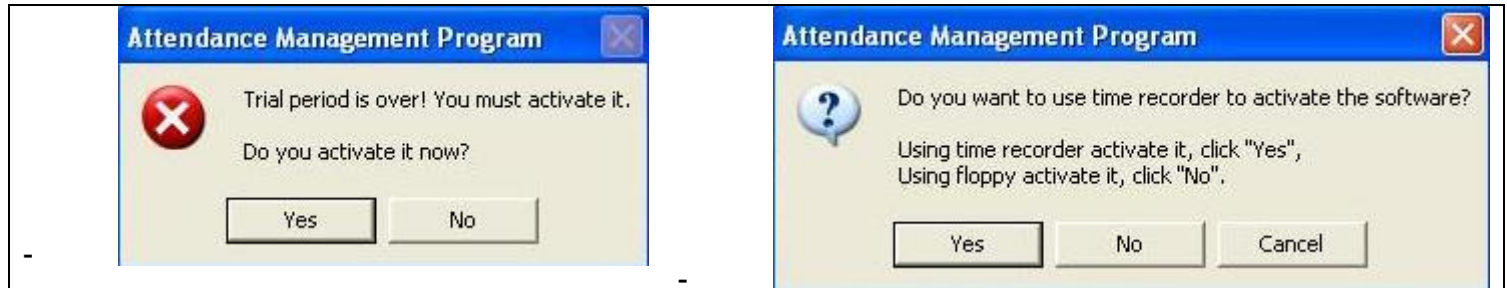
    Connection-specific DNS Suffix  . : qps-inc.com
    IP Address. . . . . : 192.168.1.125
    Subnet Mask . . . . . : 255.255.255.0
    Default Gateway . . . . . : 192.168.1.1

P:\>_
```

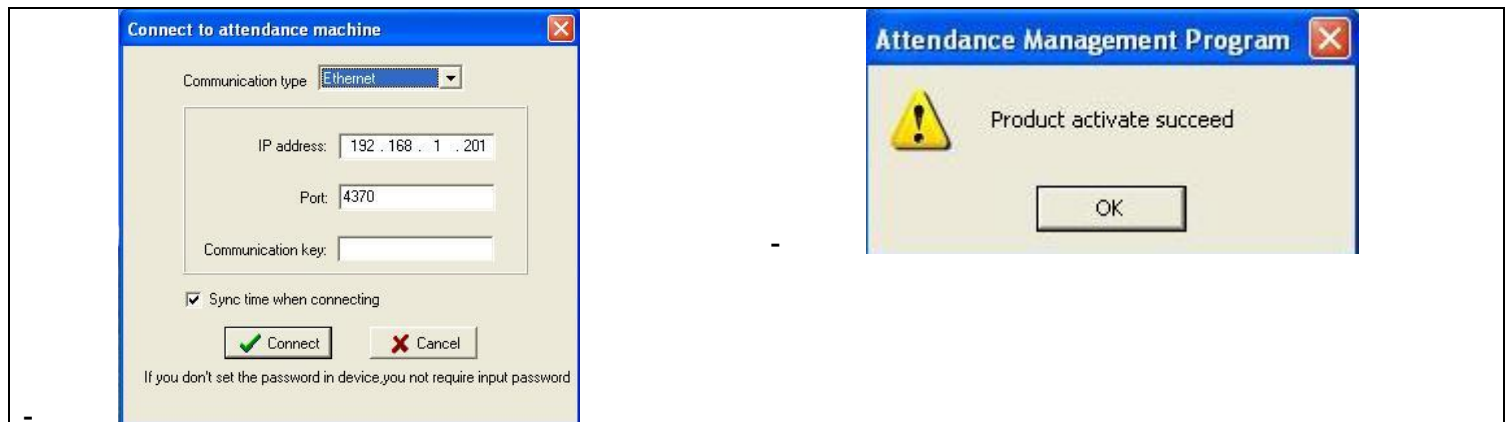
- If it come up with the IP of 192.168.1.xxx then you are OK, but if it come up with a different kind of IP like 192.168.2.xxx then you may need to change the IP of the FingerPrint machine to be 192.168.2.201.

SOFTWARE INSTALLATION

- Insert the Installation CD
- Cd will come up automatically. Follow the installation screen.
- Once Installation finish, the program icon will come up on desktop and also in Start – Program menu. The Icon name is Attendance Management. Double click this Icon and it will come up with this error, just click YES



- It will come with this connection. Just select Ethernet and click Connect.



Now click on Time attendance program you will get :



CLick Attendance Rule

Attendance Management Program - [Temp-Supervisor 12:05:00 PM]

Data Attendance Search/Print Maintenance/Options Addin Help

Alt Log Leave Employee

- Department List Ctrl+D
- Employee Maintenance Ctrl+E
- Administrator
- Maintenance Timetables
- Maintenance Shift Schedules Ctrl+T
- Employee Schedule Ctrl+S
- Holiday List
- Leave Class
- Attendance Rule Ctrl+R**
- Database Option...
- Set Database Password

Type company name

Formulate attendance checking rule

Basic settings Calculation Statistic items

Unit name

Abbreviation

From start a week

From start a month

Shift expands two days

1st day shift

2nd day shift

The longest time zone under mins

The shortest time zone exceed mins

Least minutes of shift interval mins

Out State

Ignore the state

As Out

As Business Out

Audit it

OT State

Ignore the state

As OT directly

Audit it

Setup the Holiday List

Holiday Maintenance

Holiday Name	Holiday Time	Holiday Length
memorial day	5/29/2006	1Day
independence day	7/4/2006	1Day
labor day	9/4/2006	1Day
thanks giving	11/26/2006	1Day
christmas day	12/25/2006	1Day

Setup Department List

Department Management

DPSI

- accounting
- sales
- tech support

Prompt

If you want to edit department names, what you need to do is just to click on the department name twice or to press F2. If you want to modify departments' subordinate relationship, you can drag the department to modify to a new superior department name.

Setup the Employee schedule

To Connect from the program to the fingerprint machine: Click ADDIN and Time Recorder Communication.

Click Connect

Click Employee tab and check upload user info to upload the user info to the machine or download user info to download it to the program

Communication with machine [Close]

Download attendance logs | **Employees** | Machine_admin

Search Next Sort
 Dep User Num. Name Descending

No.	AC-No.	Name	Name on Device	Department	Upload user info	Download user info	Upload FP	Download FP	Dele
1	1	freddy p		tech support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	4	Martha		accounting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Execute

You can edit user name on time recorder here,press enter to save.
 Note: User Info includes user name and password.User name that empty is invalid.

EFP:1
 PFP:n

Click on Download Attendance logs tab and click on download all record at the bottom.

Communication with machine [Close]

Download attendance logs | **Employees** | Machine_admin

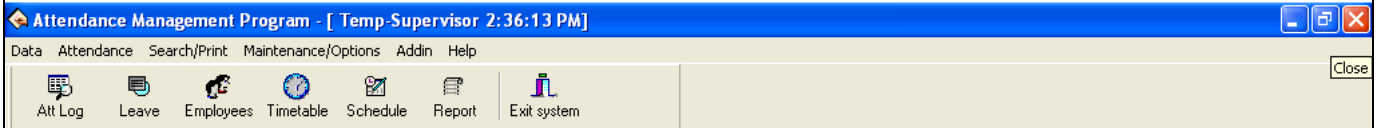
No.	AC-No.	Time	Verify code	Machine no.	Clock In/Out
1	1	06-06-07 10:38:43	Verify fingerprint	1	C/In
2	1	06-06-07 10:38:50	Verify fingerprint	1	C/Out
3	1	06-06-07 10:39:51	Verify fingerprint	1	C/In
4	1	06-06-07 10:39:57	Verify fingerprint	1	C/In

Note: Repeat record will not be saved to database.

Download all record Clear record on Time Recorder

Save log only the user of log in this system.

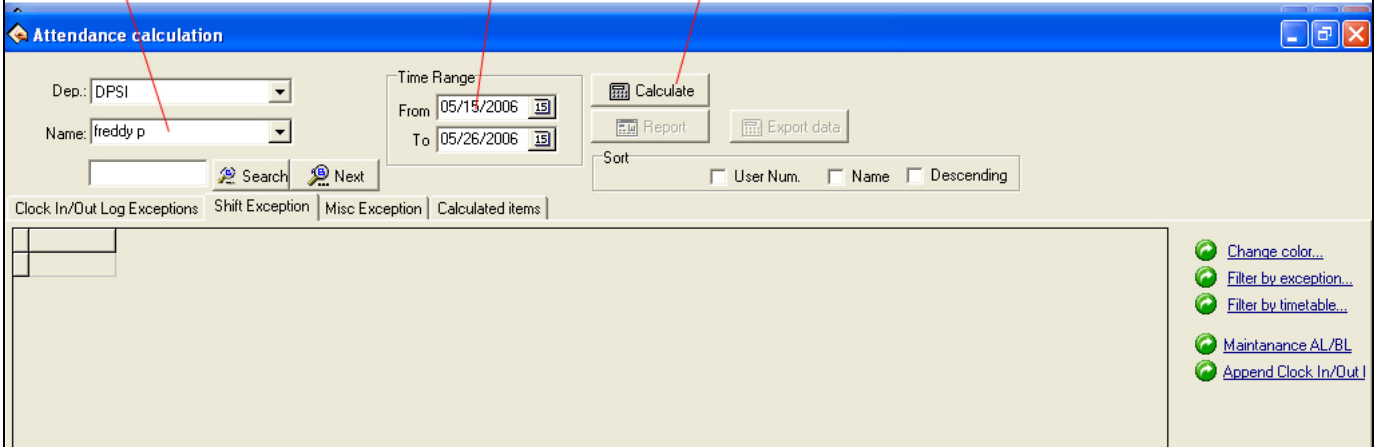
To make a REPORT, click REPORT



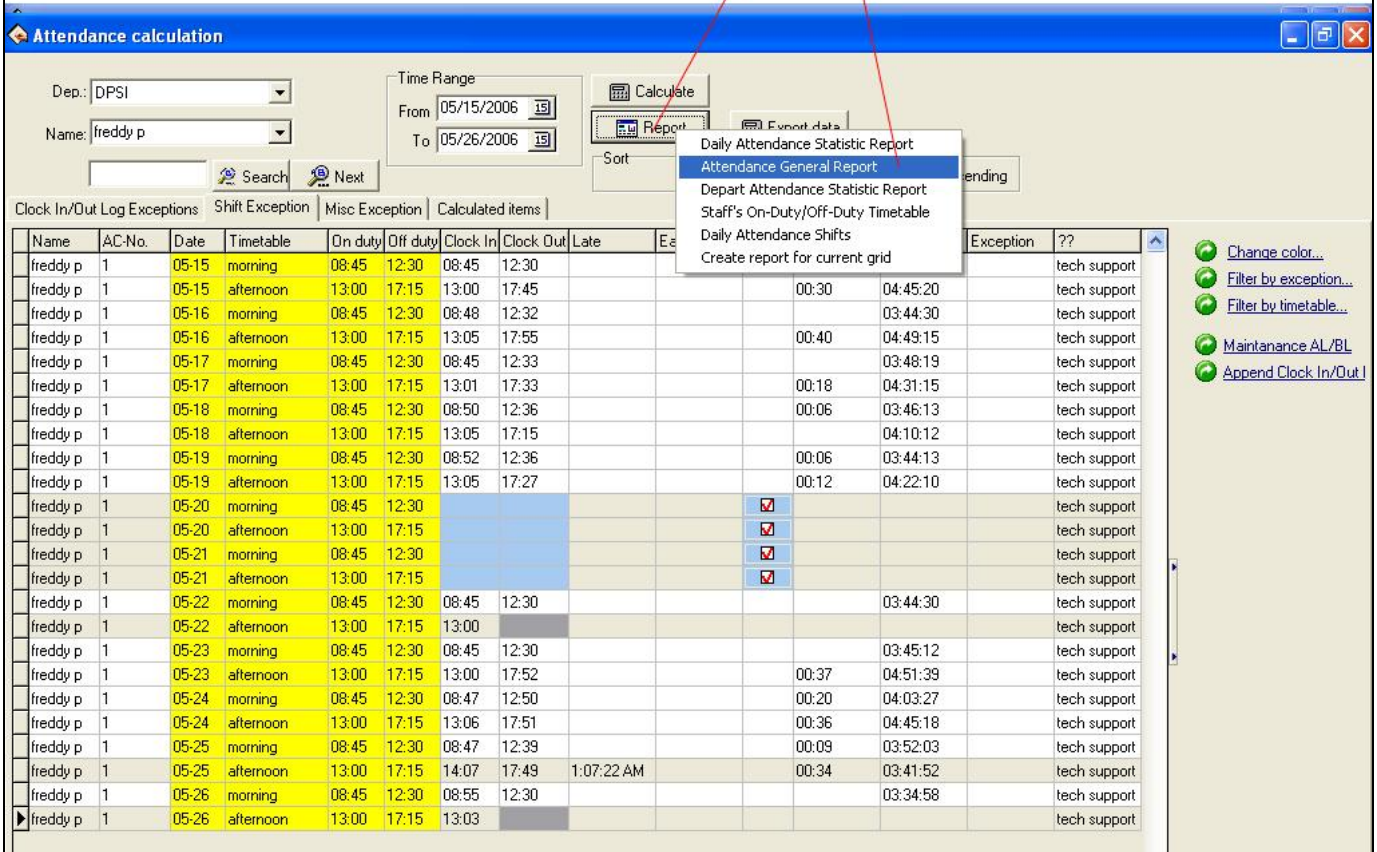
select name

select the date

click calculate



Click on REPORT and Attendance General Report



This is the final Report.

Preview

100%

General Attendance Statistic (freddy p) 2006-05-15 to 2006-05-26

Name	AC-No.	Duty	Actual	Absent	Late	Early	OT	AfL	BL	N/In	N/Out	Clock	Sick	Vacation	Other			WorkTime	Work
		WDay	WDay	WDay	Hour	Min.	Min.	Day	WDay	Times	Times	Times	Day	Hour	Hour			Hour	%
tech support																			
freddy p	1	12	10	2	3		253				2	48						73.8	83.3
Tatol: 1		0	10	2	3		253				2	48						73.8	83.3
Grand Total: 1		0	10	2	3		253				2	48						73.8	83.3

You will find more information on the Manual.
For more technical support call 877-998-3440