

# **EPORDO Internet Cloud Online Time Attendance**

**-----7\*24 hours online monitor**

**-----Centralized management Anytime Anywhere**

**-----Real-Time Data transfer from device to software**

## **Chapter One- Brief Introduction**

**EPORDO** internet attendance is an innovation of office employee time attendance solution, It is new technology for both hardware and software, in the hope of providing more convenient, effective, and real-time intelligent management systems for all companies!

**\*Free Installation:** EPORDO Internet Attendance system is an interactive web-based time attendance system which is hosting on internet cloud server, You can manage all your devices in the world including different locations, different cities,, different countries;only need internet connection for hardware, you can enter and operate this system anytime anywhere on any PC, tablet PC, smart phone etc without any installation

**---No need install software, simple and convenient for users**

**---Without any installation issues for any Operation System**

**---No need professional tech, EPORDO provide all support**

**\*Every boss/Admin** can login to check all staffs attendance data from their own PC or Mobile remotely! no locations limitation; any city. any country is ok!

**---Information arrival Globally- Intelligent management**

**---To have an impromptu trip-since you have EPORDO management system**

**---Select EPORDO , Happy work, Easy work ...**

**\*Every Employee** can check their own attendance data/report from PC or Mobile directly!  
Then no need print report in paper

**---It can Save costs for your company**

**---Environmentally and friendly**

**---More convenient for employees to ask for leave online**

**\*one account** can manage many machines and user can see how many machine online and offline status!

**\*Applications:** all companies/office/factory, especially for Multinational companies, chain stores,, , which has many branches word widely or the whole country! it is an innovative attendance system-the future trend of time attendance system! come to join us , let's create best attendance solution for all customers!

## WHY USE EPORDO INTERNET ATTENDANCE SYSTEM

it can **save Human resource cost**, there is **no need to have engineer** to do installation and maintenance,also can avoid some problems which require the tech engineer have some professional experience on network setting, because this system is easy to operate, it can save device investment and running cost, **no need to buy a server or PC** to run the system ,and **no power consumption**, and **no need buy some special network device** or service for connecting the device, for example router,and fixed IP etc. it can **save time cost**, this is a 24hours online system, employee and manager can login anytime,it help you to do things without delay.and it 's **paperless system which is more environmental !!!**

### Chapter Two- System Composition

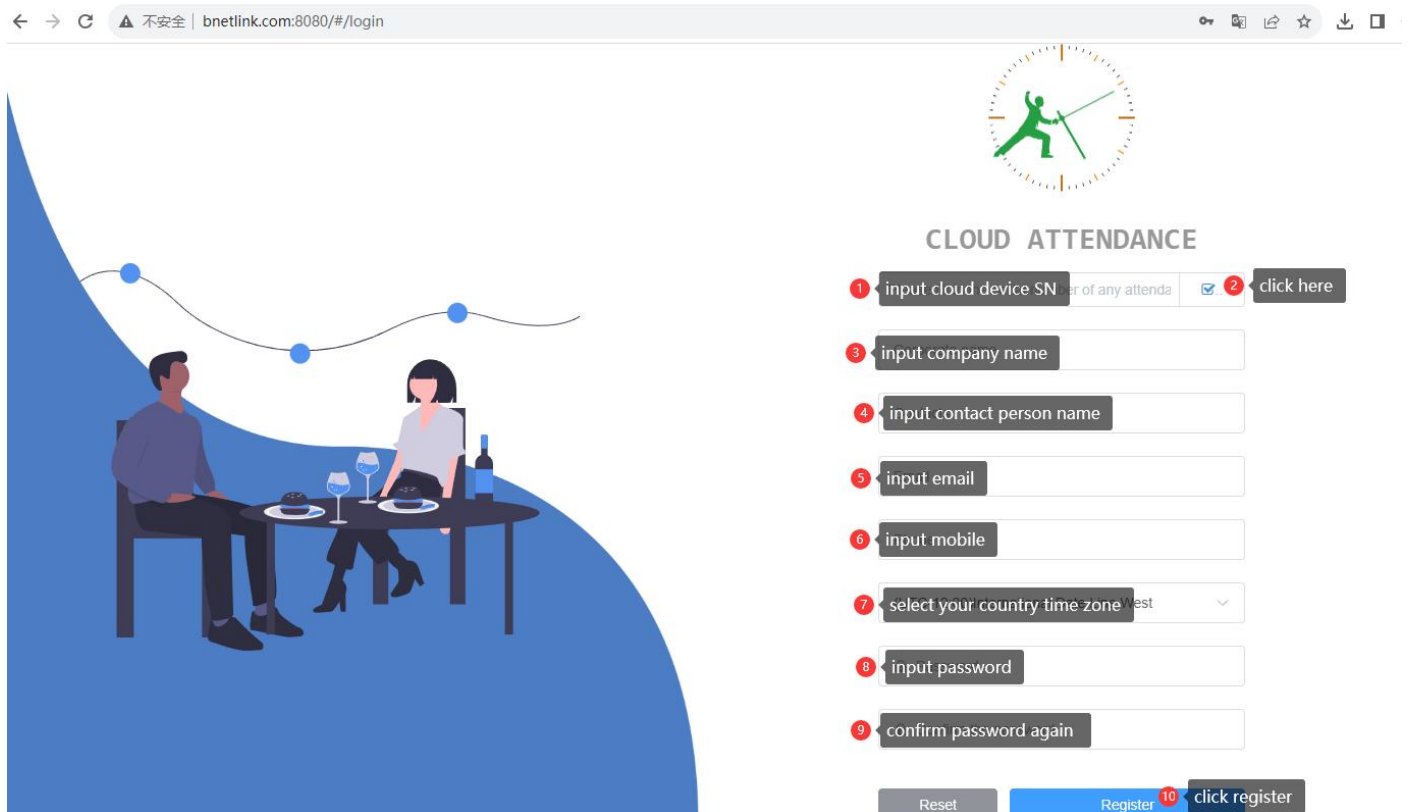
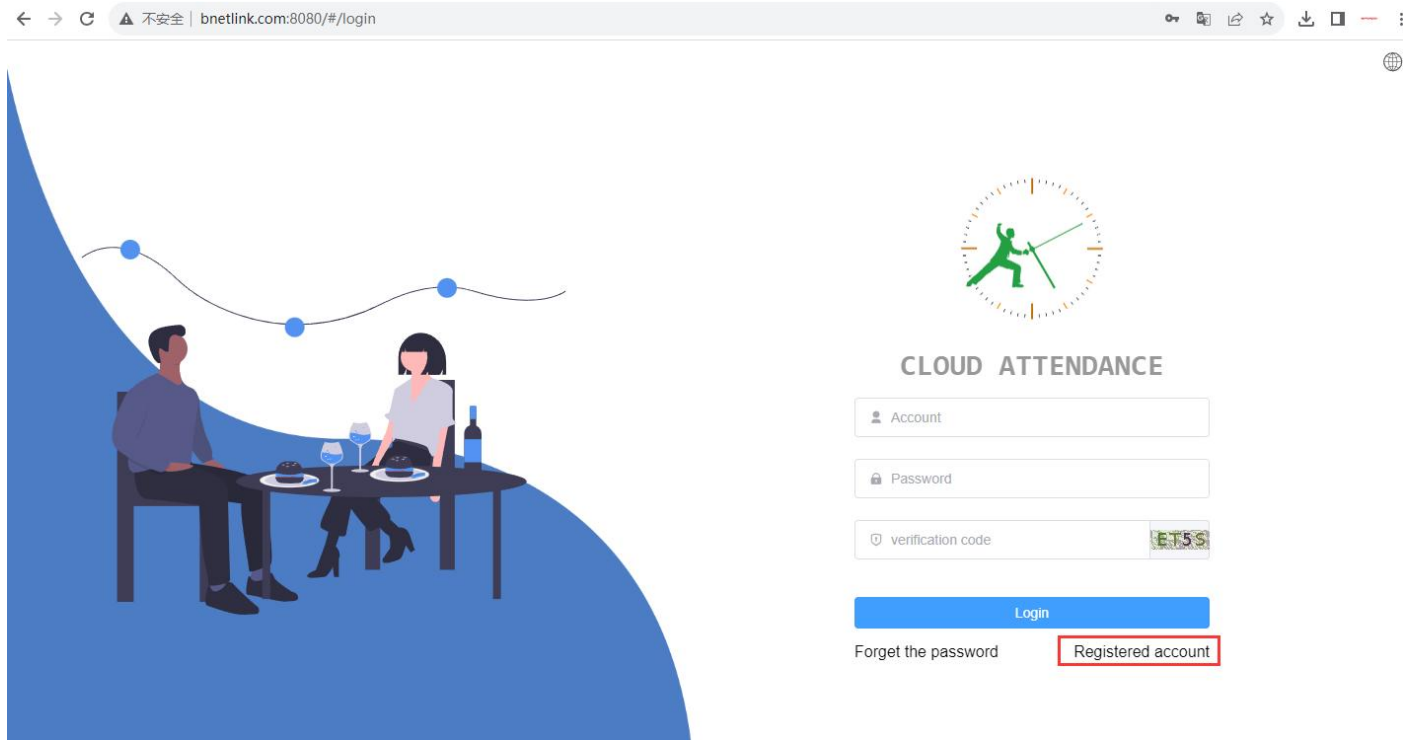
**EPORDO Cloud Attendance hardware: Power on device and connect network**

**EPORDO Cloud Attendance Software: login the link only**

## Chapter Three- System Operation

### 1. Create and Login your own account

Management link : <http://bnetlink.com:8080/#/login>



## 2. System setting:

### \*Company data- Input Company name and Abbreviation

The screenshot shows the 'Company data' form in the Cloud attendance system. The form is titled 'NEW SPECIAL ISLAND LLC' and contains several input fields for company information. The fields are:

- \* company name: PETRA Security Innovative Solutions
- company code: [empty]
- \* Abbreviation: PETRA Security
- legal representative: [empty]
- date of establishment: [empty]
- tel: 8733875
- email: petrasis.bn@gmail.com
- address: [empty]
- website: [empty]
- company info: [empty]

A 'Save' button is located at the bottom right of the form.

### \*Organizational Structure- Set Company Department

The screenshot shows the 'Organizational Structure' table in the Cloud attendance system. The table has the following columns: depart\_name, code, tel, description, and create time. The table contains one row of data:

depart_name	code	tel	description	create time
PETRA Security Innovative Solutions	R_44			2019-04-24 02:17:28

There are also two buttons at the top left of the table: '+ add' and '+ company info'.

**\*Device Management- Add all devices here and make Device setting to show this device will be used by which departments (device department setting is important)**

**add device**

device SN: L252252R <sup>1</sup> input cloud device SN <sup>2</sup> click here

device model: F7C

name: face machine

its region: Western Food

depart\_: Western Food <sup>3</sup> select device department

remark:

Save <sup>4</sup> click save

home | employee archives | **device manage** | company data | Organizational Structure | account change

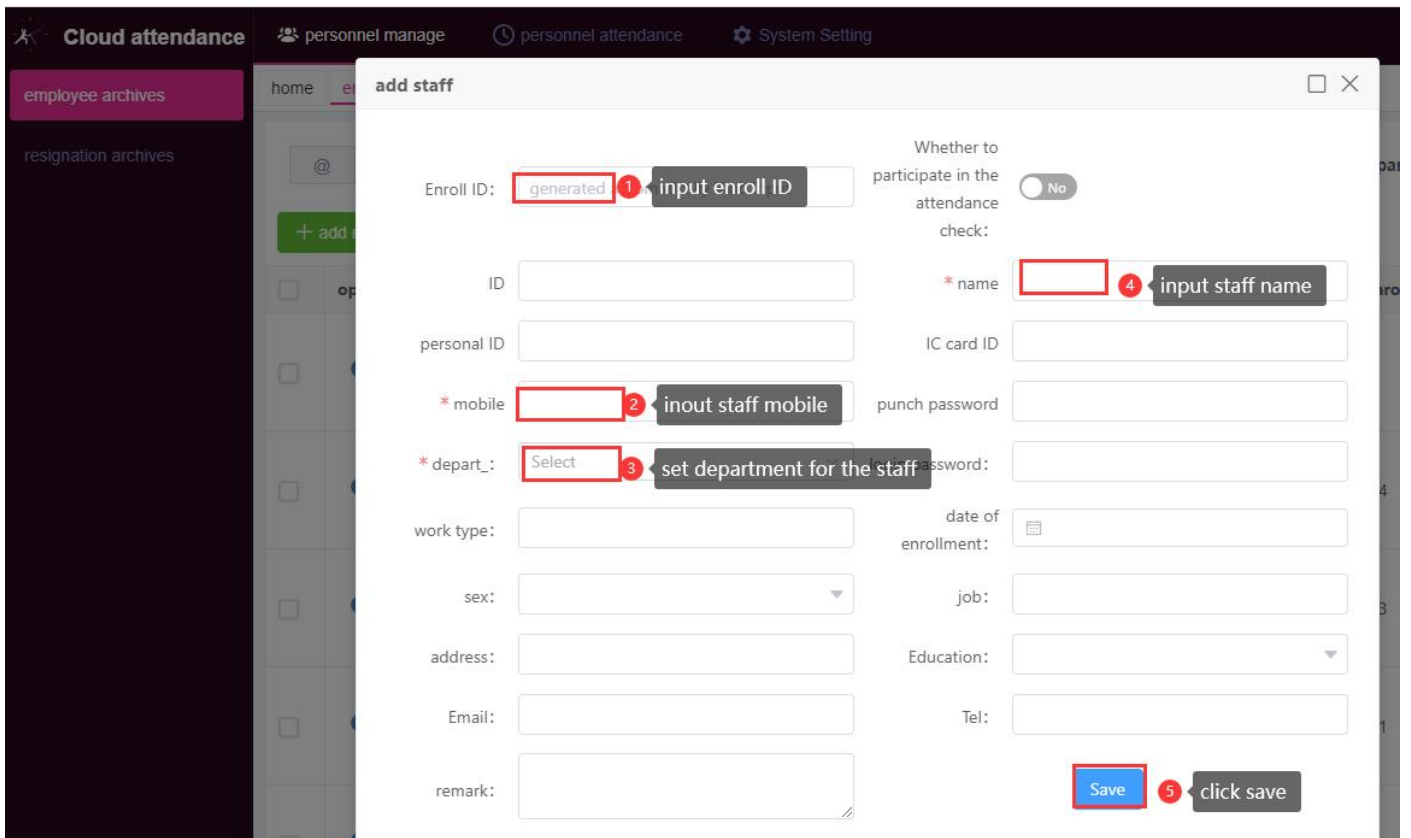
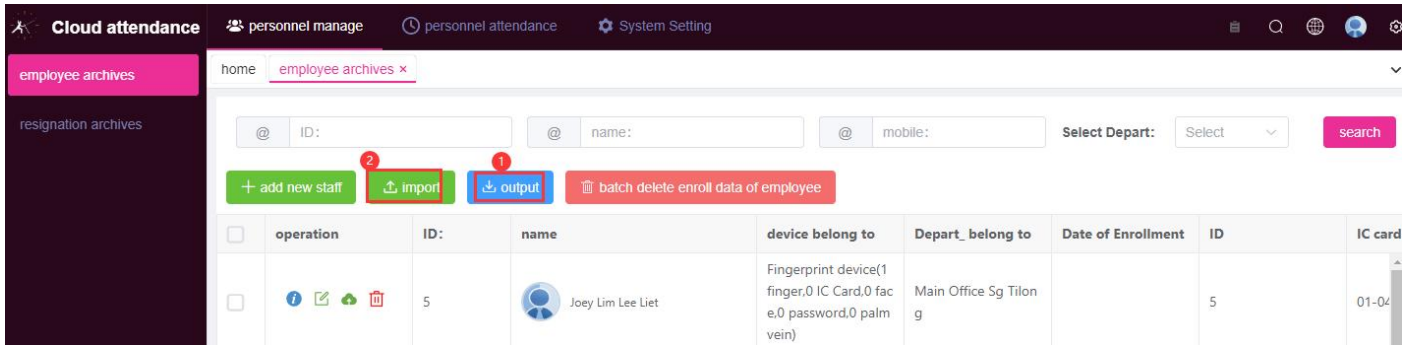
@ device SN @ name device model all search

+ add

<input type="checkbox"/>	operation	device SN	device	its region	device model	status	latest link time
<input type="checkbox"/>		L252252R	face machine	Western Food	F7C	offline	2023-01-31 14:41:15
<input type="checkbox"/>		N252252T	face machine	PTE Belait	F7C	offline	2023-11-03 18:40:30
<input type="checkbox"/>		K222222Q	face device	Mentiri Branch	F7C	online	2023-11-21 16:43:36
<input type="checkbox"/>		E190416002	Fingerprint device	Kiulap Branch	F3C	online	2023-11-21 16:44:03
<input type="checkbox"/>		E190416001	Fingerprint device	Rimba Branch	F3C	online	2023-11-21 16:43:39
<input type="checkbox"/>		E190416007	Fingerprint device	Sg Tilong Branch	F3C	online	2023-11-21 16:43:32

### 3. Personnel manage

**\*Employee archives: Add staff information one by one or Batch upload after outputting the template**



EPORDO Internet Attendance

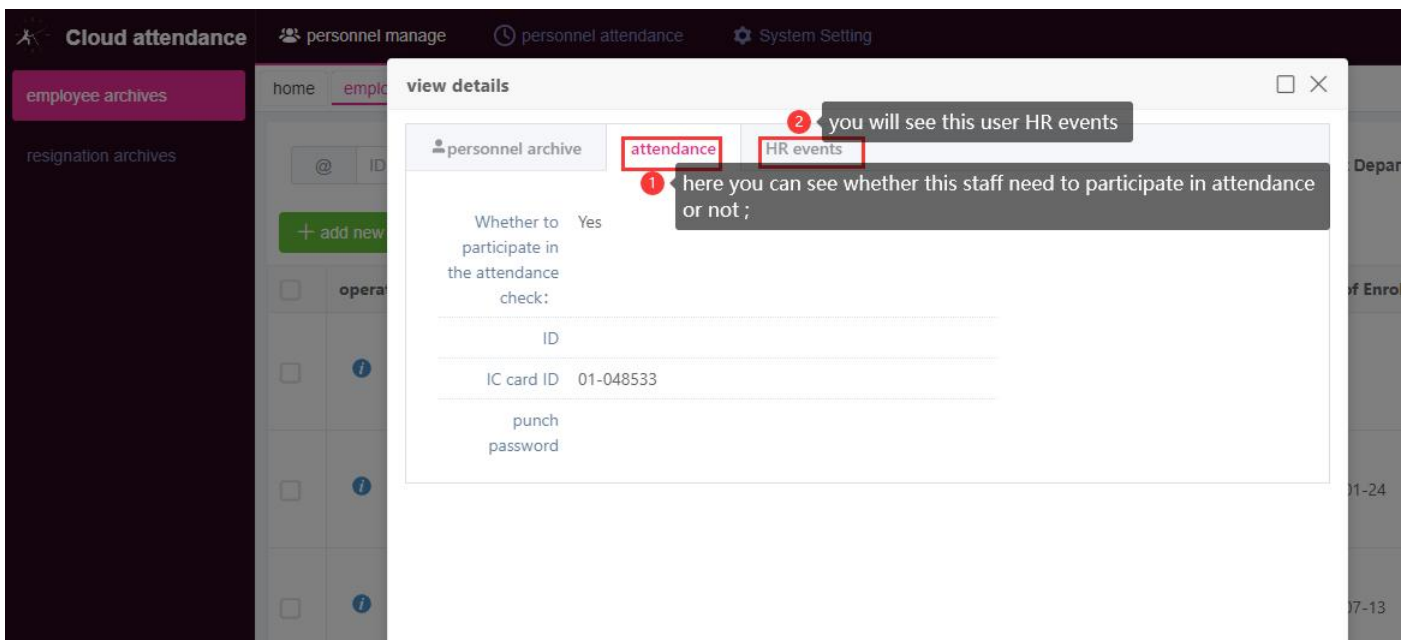
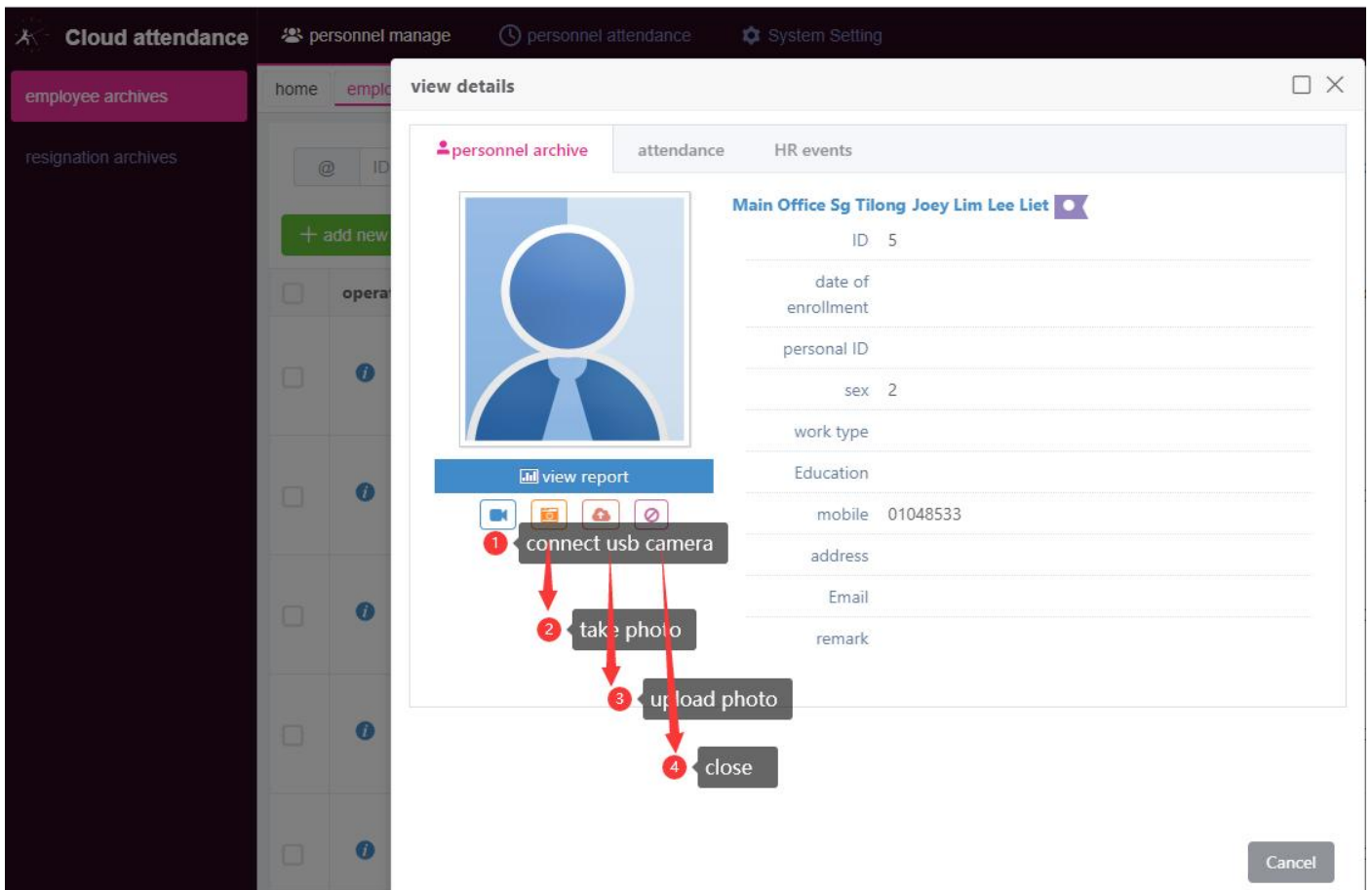
operation	ID:	name	device belong to	Depart_ belong to	Date of Enrollment	ID	IC card
	5	Joey Lim Lee Liet	Fingerprint device(1 finger,0 IC Card,0 face,0 password,0 palm vein)	Main Office Sg Tilon g		5	01-02
	14	Rahmat	Fingerprint device(3 finger,0 IC Card,0 face,0 password,0 palm vein)	Kiulap Branch	2022-01-24	14	AT95!
	20	IrfanAli	Fingerprint device(1 finger,0 IC Card,0 face,0 password,0 palm vein)	Kiulap Branch	2023-07-13	20	C062

One more feature here, you can upload staff photo here

operation	ID:	name	device belong to	Depart_ belong to	Date of Enrollment
 click View	5	Joey Lim Lee Liet	Fingerprint device(1 finger,0 IC Card,0 face,0 password,0 palm vein)	Main Office Sg Tilon g	
	14	Rahmat	Fingerprint device(3 finger,0 IC Card,0 face,0 password,0 palm vein)	Kiulap Branch	2022-01-24

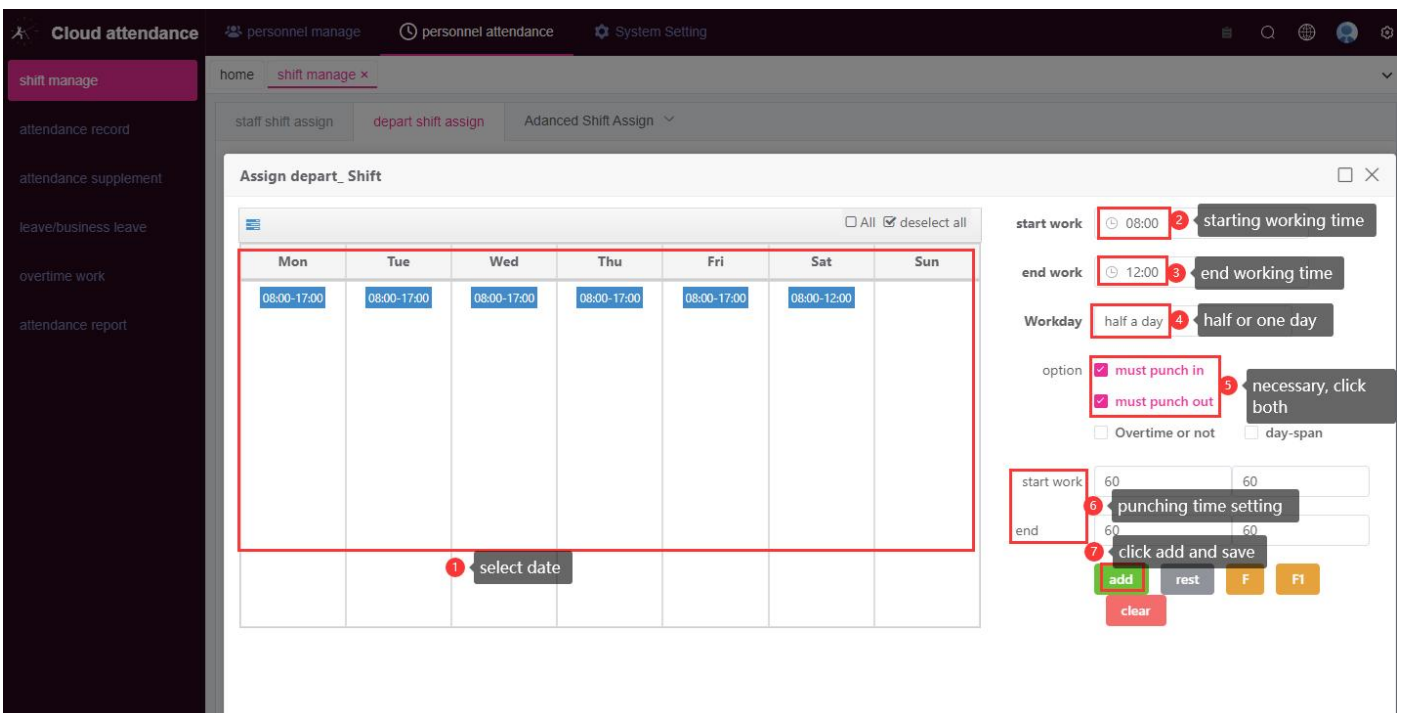
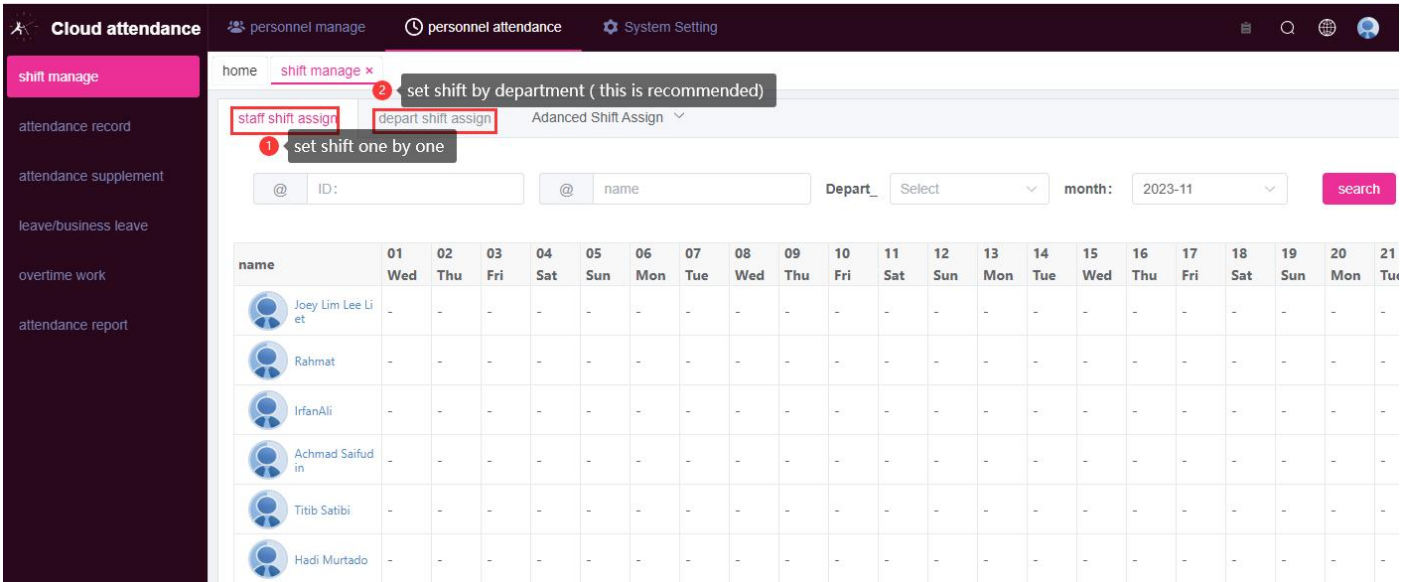


You will see below photo



## 4. Personnel Attendance

**\*Shift setting(working time setting) :** you can set shift by department which is more convenient



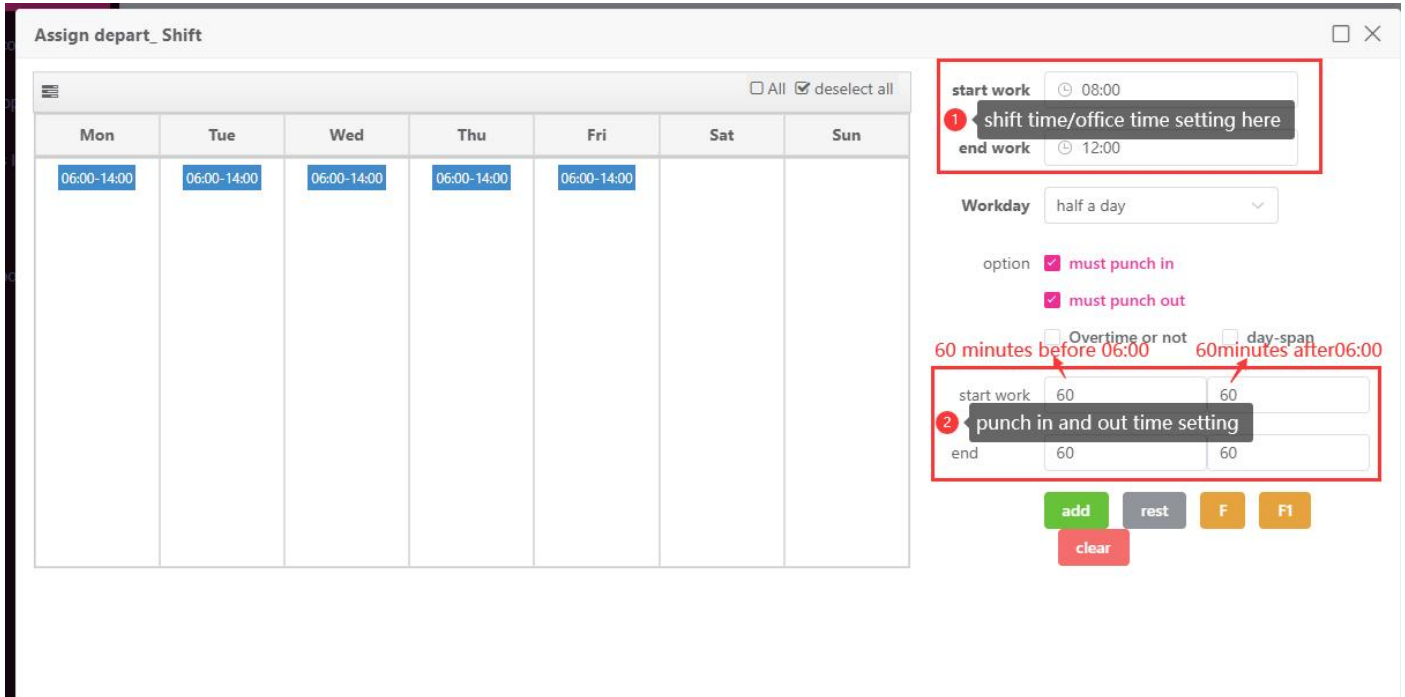
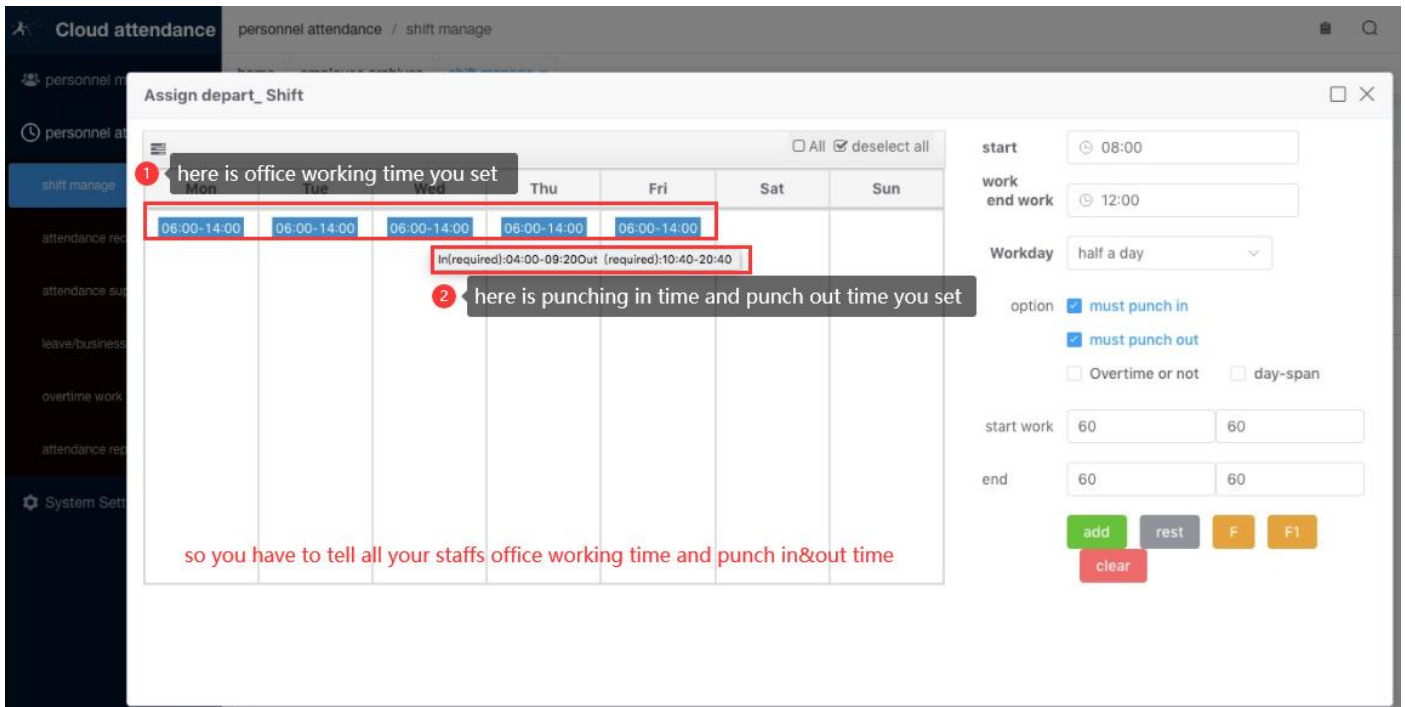
After you set your shift(office working time), then put the mouse on the time you set , you will see your staffs punch in and out time

Shift time: office working time , from start work time to end work time , such as 06:00-14:00

Punching in&out time: it is the all employees Punch in(come to work) and punch out(leave

office) time period; verification on device during this time !

**Note:** all employees need to know both Shift time and Punching in&out time !



F1 Means: Free shift , no need set shift , only select date firstly and select F1 : it

will calculate your 1<sup>st</sup> verification on machine as punch in time & the last verification time as

punch out time ; then calculate Your working time



F means : during one day , Max 4 times in&out calculation

**\*Attendance Records- you will see all attendance records here**

Cloud attendance personnel manage personnel attendance System Setting

home employee archives shift manage attendance record x

Month view daily view Leave

@ ID: @ name: Depart\_ Select month: 2023-11

start date: end date: search

output

ID:	name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20
95609367	Erwin Alarcón	05:59 09:33 10:06 14:15	05:59 09:27 10:04 14:03	06:09 09:08 13:51			05:58 09:28 10:05 14:13	06:03 09:32 10:04 14:18	05:58 09:18 09:49 14:03	06:06 09:24 09:54 13:45	06:06			06:03 09:33 10:06 14:07	06:06 09:11 09:44 14:01	05:56 09:25 09:57 14:16	06:08 09:32 10:02	06:08 09:25 09:57 14:09	06:08		
41599771	Angie Martínez	06:04 09:36 10:07 14:13	06:06 09:28 09:59 14:01	06:03 09:10 09:40 13:50			06:08 09:31 14:13	06:06 09:27 09:57 13:56	06:06 09:33 09:34	06:06 09:34	06:06			06:04 09:31 09:58 14:04	06:06 09:16 09:26 14:01	06:06 09:31 09:30 12:03	06:04 09:30 10:00 14:02	06:06 09:30 10:01 14:05	06:07 10:01		

**\*Attendance Report- click 1.2.3.4 in below photo**

Cloud attendance personnel manage personnel attendance System Setting

home shift manage attendance record attendance report x

generated report Non Generated report daily report Special Report

@ ID: @ name: Depart\_ Select month: 2023-11

start date: end date: status Leave Select

@ search

generate all batch generate

operation	ID:	name	status	Attendance	Actual Attendance	Lea

Then you will see generated report in below photo

The screenshot shows the 'attendance report' page in the Cloud attendance system. The interface includes a sidebar with navigation options like 'shift manage', 'attendance record', and 'attendance report'. The main content area has tabs for 'generated report', 'Non Generated report', 'daily report', and 'Special Report'. Below the tabs are search filters for ID, name, department, month, start date, end date, and status. Action buttons include 'regenerate all', 'batch generate', 'Batch deleting', and 'output to Excel'. A table displays the following data:

operation	depart_name	ID:	name	Attendance	Actual Attendance	Lea
	El Manjar Cordobés	95609367	Erwin Alarcón	128:00	100:16	0
	El Manjar Cordobés	41599771	Angie Martínez	128:00	97:01	0
	El Manjar Cordobés	23212198	Adrián Grey	128:00	88:51	0

This screenshot is identical to the one above but includes a red rectangular box around the user profile icon for 'Erwin Alarcón' in the first row of the table. A red text annotation 'click here to see this user report' is placed below the box, pointing to the user's profile icon.

Erwin Alarcón 2023-11Daily Report

← return

view shift

attendance records

regenerate

output to Excel

PDF print

shift						Report Item											
date	shift name	In1/Out1	In2/Out2	In3/Out3	In4/Out4	Attendance	Leave	Leave time	absent	late	late (m)	Left early	left early(m)	overtime	Actual attendance	business Leave	business leave
08		05:58~14:03	---	---	---	8:00	0	0:00	0:00	0	0:00	0	0:00	0:00	8:00	0	0:00
09		06:06~13:45	---	---	---	8:00	0	0:00	0:00	1	0:06	1	0:15	0:00	7:39	0	0:00
10		06:06~11:45	---	---	---	8:00	0	0:00	0:00	1	0:06	1	2:15	0:00	5:39	0	0:00
11	No Shift	---	---	---	---	0:00	0	0:00	0:00	0	0:00	0	0:00	0:00	0:00	0	0:00

10/page

< 1 2 3 >

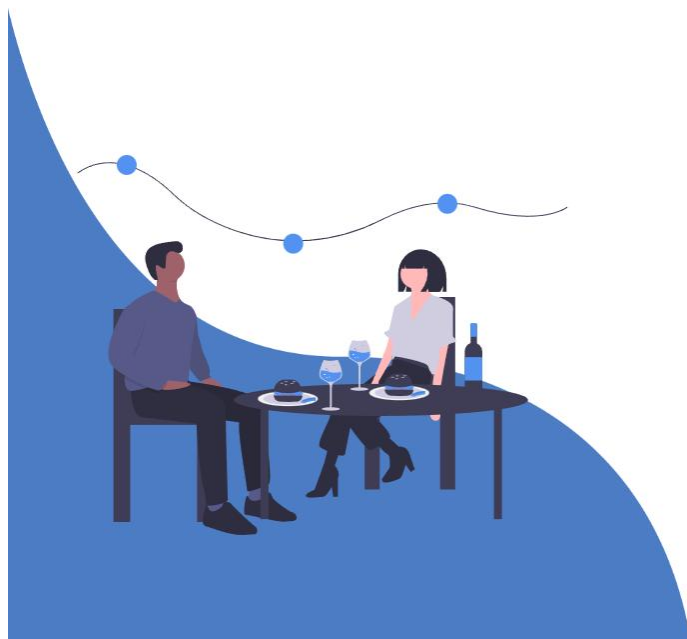
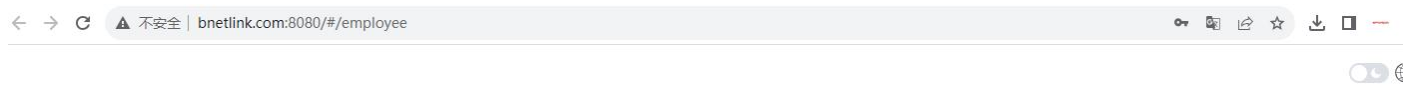
Total 22 Go to

1

Total Data

overtime	4:14	Leave time	0:00
Actual attendance	100:16	late	6
absent	24:00	late(m)	1:05
		Left early	3
		left early(m)	2:39
		business Leave	0
		business leave	0:00

Employees Link: <http://bnetlink.com:8080/#/employee>



CLOUD ATTENDANCE

946609

•

JUve UV7

Login

EPORDO Internet Attendance

Cloud attendance my attendance

report Angie Martínez Daily Report 2023-11

view shift attendance records output to Excel PDF print

shift		Report Item															
date	shift name	In1/Out1	In2/Out2	In3/Out3	In4/Out4	Attendance	Leave	Leave time	absent	late	late(m)	Left early	left early(m)	overtime	Actual attendance	business Leave	business leave
01		06:04~14:13	---	---	---	8:00	0	0:00	0:00	0	0:00	0	0:00	0:00	8:00	0	0:00
02		06:06~14:01	---	---	---	8:00	0	0:00	0:00	1	0:06	0	0:00	0:00	7:54	0	0:00
03		06:03~13:50	---	---	---	8:00	0	0:00	0:00	0	0:00	1	0:10	0:00	7:50	0	0:00
04	No Shift	---	---	---	---	0:00	0	0:00	0:00	0	0:00	0	0:00	0:00	0:00	0	0:00
05	No Shift	---	---	---	---	0:00	0	0:00	0:00	0	0:00	0	0:00	0:00	0:00	0	0:00
06		---	---	---	---	8:00	0	0:00	8:00	0	0:00	0	0:00	0:00	0:00	0	0:00
07		06:08~14:13	---	---	---	8:00	0	0:00	0:00	1	0:08	0	0:00	0:00	7:52	0	0:00
08		06:06~13:56	---	---	---	8:00	0	0:00	0:00	1	0:06	1	0:04	0:00	7:50	0	0:00
09		06:06~13:42	---	---	---	8:00	0	0:00	0:00	1	0:06	1	0:18	0:00	7:36	0	0:00
10		06:06~11:36	---	---	---	8:00	0	0:00	0:00	1	0:06	1	2:24	0:00	5:30	0	0:00
11	No Shift	---	---	---	---	0:00	0	0:00	0:00	0	0:00	0	0:00	0:00	0:00	0	0:00

10/page 1 2 3 Total 22 Go to 1

Total Data

Cloud attendance my attendance

report Angie Martínez Daily Report 2023-11

view shift attendance records output to Excel PDF print

shift		Report Item															
date	shift name	In1/Out1	In2/Out2	In3/Out3	In4/Out4	Attendance	Leave	Leave time	absent	late	late(m)	Left early	left early(m)	overtime	Actual attendance	business Leave	business leave
01		06:04~14:13	---	---	---	8:00	0	0:00	0:00	0	0:00	0	0:00	0:00	8:00	0	0:00
02		06:06~14:01	---	---	---	8:00	0	0:00	0:00	1	0:06	0	0:00	0:00	7:54	0	0:00
03		06:03~13:50	---	---	---	8:00	0	0:00	0:00	0	0:00	1	0:10	0:00	7:50	0	0:00
04	No Shift	---	---	---	---	0:00	0	0:00	0:00	0	0:00	0	0:00	0:00	0:00	0	0:00
05	No Shift	---	---	---	---	0:00	0	0:00	0:00	0	0:00	0	0:00	0:00	0:00	0	0:00
06		---	---	---	---	8:00	0	0:00	8:00	0	0:00	0	0:00	0:00	0:00	0	0:00
07		06:08~14:13	---	---	---	8:00	0	0:00	0:00	1	0:08	0	0:00	0:00	7:52	0	0:00
08		06:06~13:56	---	---	---	8:00	0	0:00	0:00	1	0:06	1	0:04	0:00	7:50	0	0:00
09		06:06~13:42	---	---	---	8:00	0	0:00	0:00	1	0:06	1	0:18	0:00	7:36	0	0:00
10		06:06~11:36	---	---	---	8:00	0	0:00	0:00	1	0:06	1	2:24	0:00	5:30	0	0:00
11	No Shift	---	---	---	---	0:00	0	0:00	0:00	0	0:00	0	0:00	0:00	0:00	0	0:00

10/page 1 2 3 Total 22 Go to 1

Total Data

overtime	4:08	Leave time	0:00
Actual attendance	97:01	late	9
absent	24:00	late(m)	2:06
		Left early	5
		left early(m)	4:53
		business Leave	0
		business leave	0:00

Every staff can login to their own account by User(their mobile number) + Password (1); no need to print report in paper for each employees; too much convenient and Environmental !!!

Also you can submit following applications from mobile or PC :Supplement apply/ leave apply/overtime apply

The screenshot displays the 'Cloud attendance' system interface. On the left, a sidebar contains navigation options: 'report', 'Supplement Apply', 'leave apply', and 'apply overtime'. The main area shows a list of attendance records for 11 days, with columns for date, shift, start/end times, and various attendance metrics. Below the list is a pagination control showing '10/page' and 'Total 22'. At the bottom, a 'Total Data' table summarizes the attendance statistics.

Day	Shift	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	Start	End	
01		06:04~14:13	---	---	---	8:00	0	0:00	0:00	0	0:00	0	0:00	0:00	0:00	8:00	0	0:00
02		06:06~14:01	---	---	---	8:00	0	0:00	0:00	1	0:06	0	0:00	0:00	7:54	0	0:00	
03		06:03~13:50	---	---	---	8:00	0	0:00	0:00	0	0:00	1	0:10	0:00	7:50	0	0:00	
04	No Shift	---	---	---	---	0:00	0	0:00	0:00	0	0:00	0	0:00	0:00	0:00	0	0:00	
05	No Shift	---	---	---	---	0:00	0	0:00	0:00	0	0:00	0	0:00	0:00	0:00	0	0:00	
06		---	---	---	---	8:00	0	0:00	8:00	0	0:00	0	0:00	0:00	0:00	0	0:00	
07		06:08~14:13	---	---	---	8:00	0	0:00	0:00	1	0:08	0	0:00	0:00	7:52	0	0:00	
08		06:06~13:56	---	---	---	8:00	0	0:00	0:00	1	0:06	1	0:04	0:00	7:50	0	0:00	
09		06:06~13:42	---	---	---	8:00	0	0:00	0:00	1	0:06	1	0:18	0:00	7:36	0	0:00	
10		06:06~11:36	---	---	---	8:00	0	0:00	0:00	1	0:06	1	2:24	0:00	5:30	0	0:00	
11	No Shift	---	---	---	---	0:00	0	0:00	0:00	0	0:00	0	0:00	0:00	0:00	0	0:00	

overtime		late		Leave time		business Leave	
overtime	4:08	late	9	Left early	5	business Leave	0
Actual attendance	97:01	late(m)	2:06	left early(m)	4:53	business leave	0:00

EPORDO CHina Attendance Dept.,

2023-11-22