

EPORDO Internet Cloud Online Time Attendance

-----7*24 hours online monitor & Graded management

-----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 check how many machines online and offline status and valid days!

***Applications:** all companies/office/factory, especially for Multinational companies, chain stores, , , which has many branches world 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 **saves Human resource cost**, there is **no need to have engineer** to do installation and maintenance, **No Need Install Software**, 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 saves 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 any delay. and it 's **paperless system which is more environmental !!!**

Chapter Two- System Composition

EPORDO Cloud Attendance hardware: Power on device and connect network cable(after receive our cloud device , please set all necessary information inside this software manual firstly - set software well firstly - then find your name/enroll id from hardware to do face/fingerprint registration!!!! please do not input name and enroll id from hardware !!!!!!! this is important!!!!!!!)

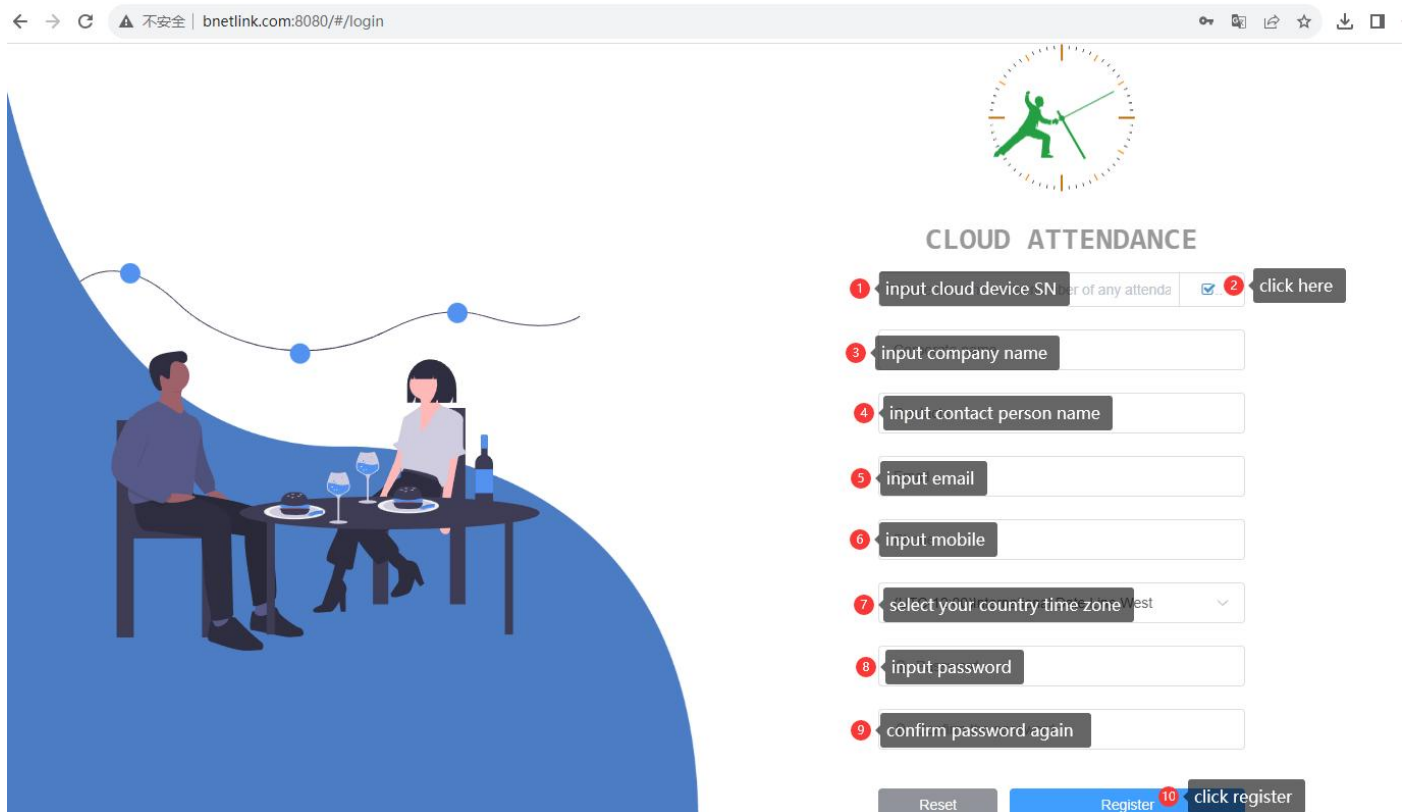
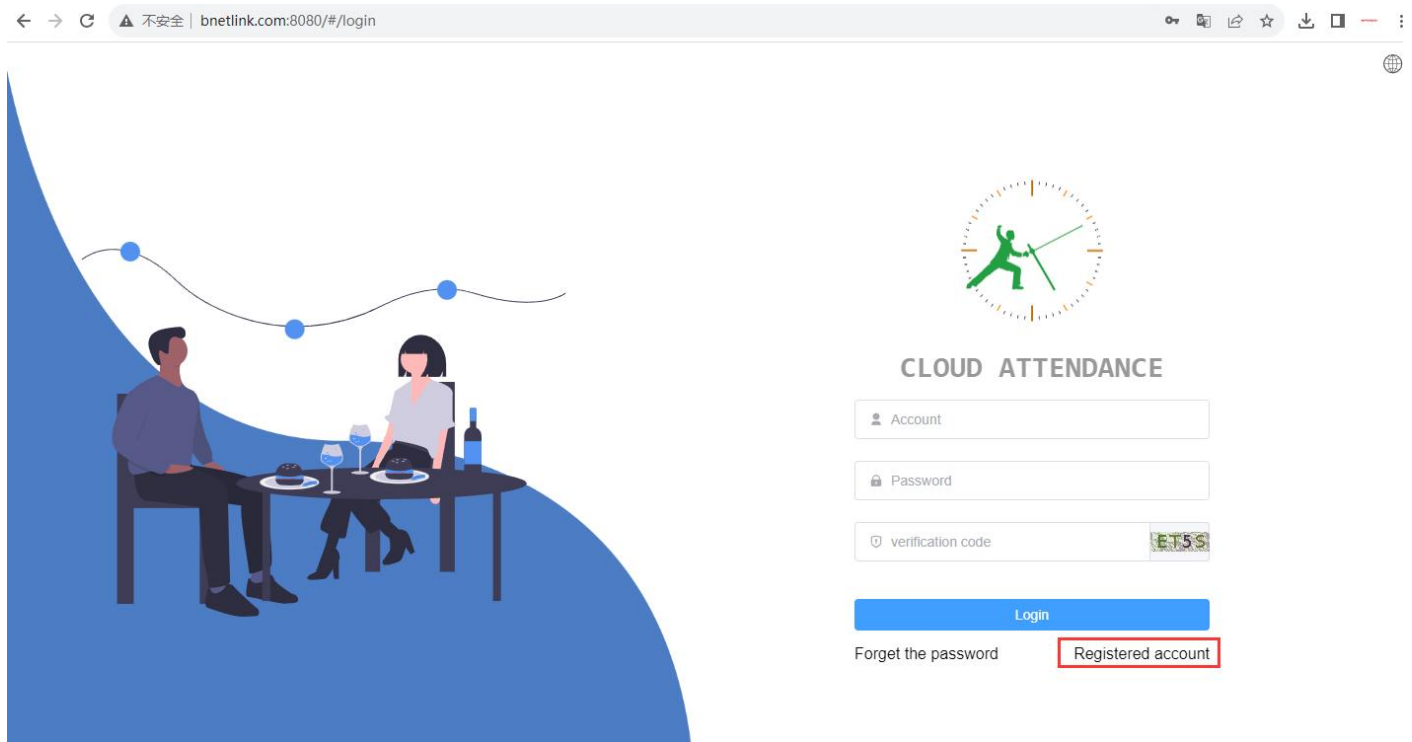
EPORDO Cloud Attendance Software: Only need to Register and login your account

Management Link: <http://66.94.99.149/#/login>

Chapter Three- System Operation

1. Create and Login your own account: 10 steps in below photo

Management link : <http://66.94.99.149/#/login>



Note: There is cloud device SN stucked back of device cover; after registration , then you can login the software

2. System setting:

***Company data- Input Company name and Abbreviation and click button”Save”**

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 center of the form.

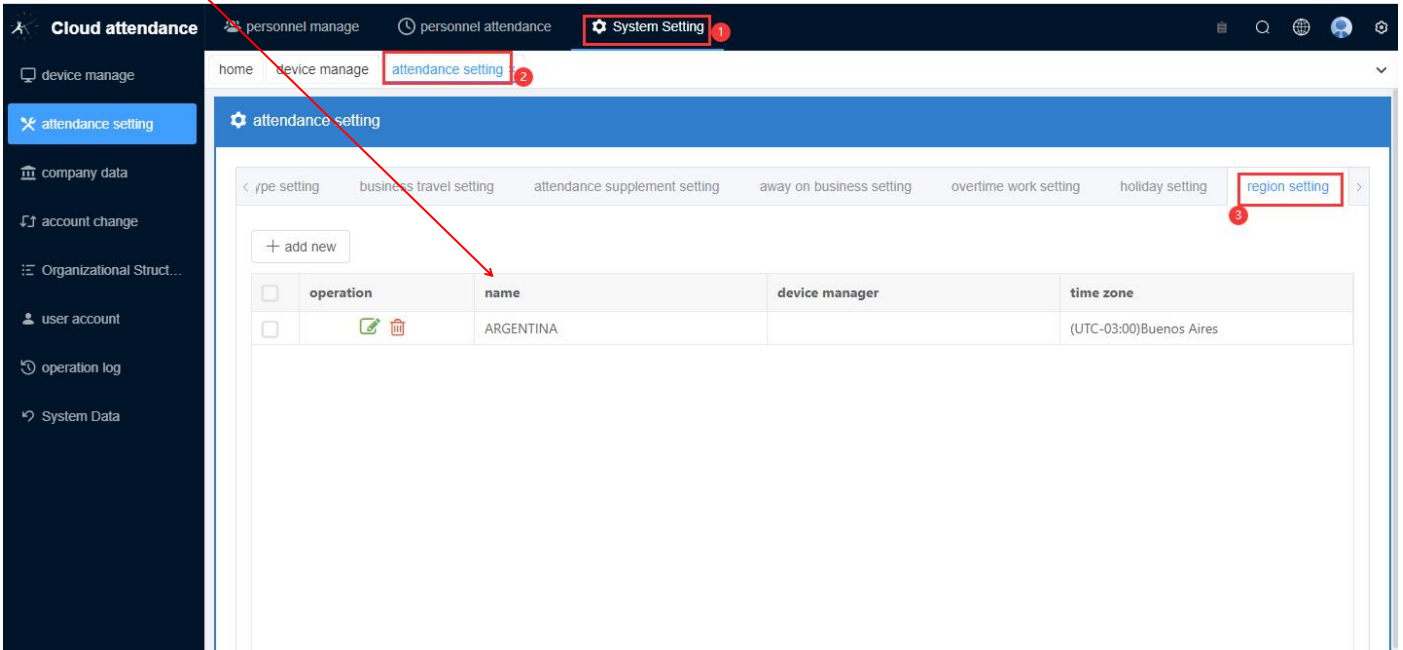
***Organizational Structure- Set Company Department(this is necessary) click add to add more departments ,,,,**

The screenshot shows the 'Organizational Structure' table in the Cloud attendance system. The table has a header row and one data row. The header row contains the following columns: depart_name, code, tel, description, and create time. The data row contains the following information:

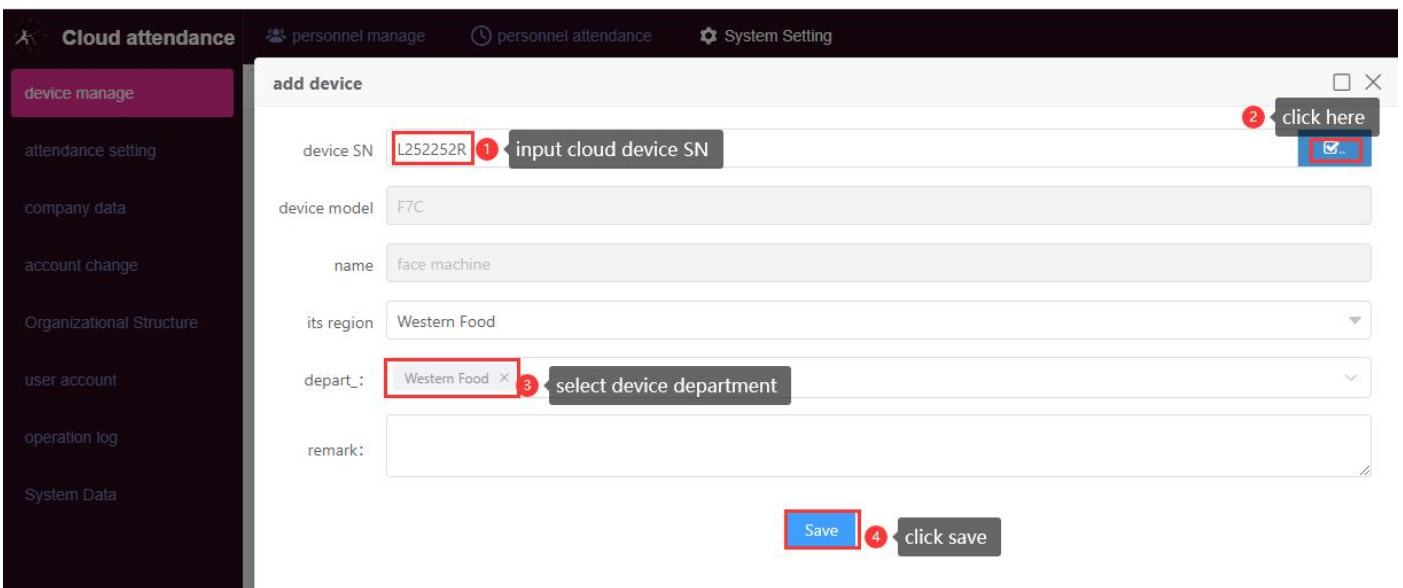
depart_name	code	tel	description	create time
PETRA Security Innovative Solutions	R_44			2019-04-24 02:17:28

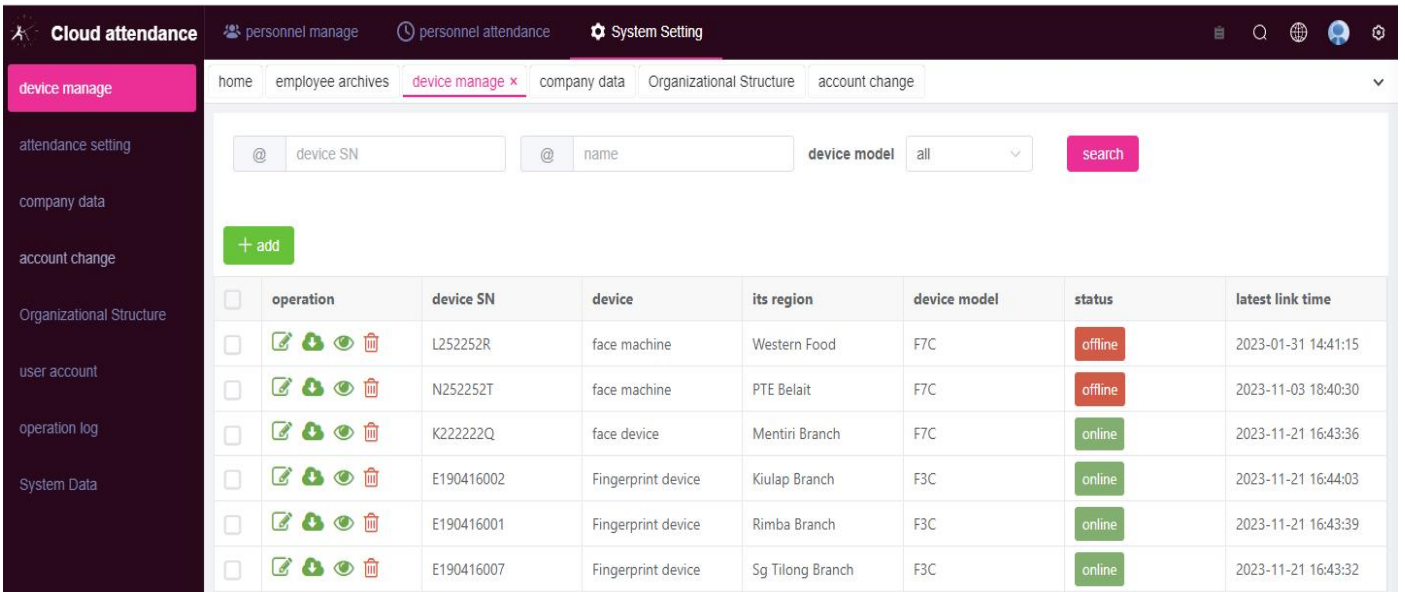
There are two buttons at the top left of the table: '+ add' and '+ company info'.

***Attendance Setting - Region setting (this is necessary) select your time zone and be sure to name it**



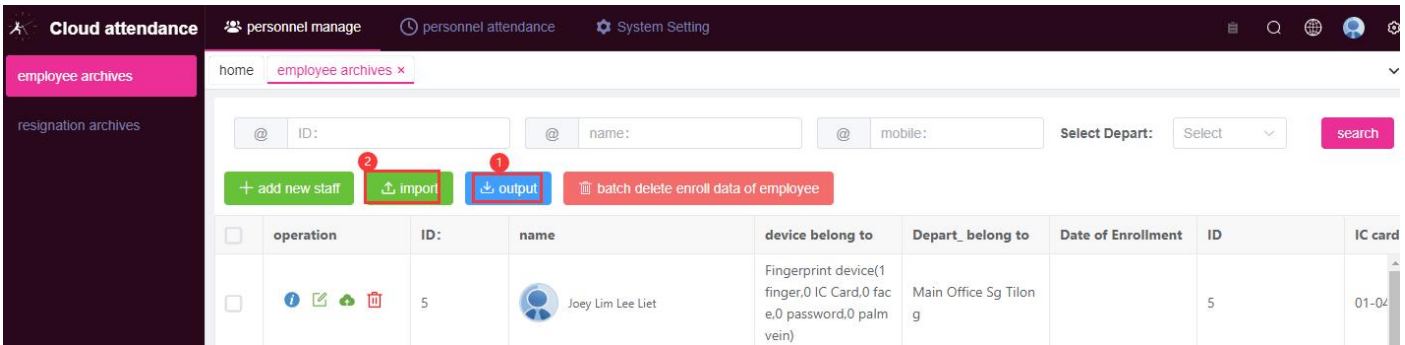
***Device Management- Add all devices here and make Device setting to show this device will be used by which departments (device department setting is important)**





3. Personnel manage

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



Cloud attendance | personnel manage | personnel attendance | System Setting

employee archives | resignation archives

add staff

Enroll ID: **1** input enroll ID

Whether to participate in the attendance check: No

ID:

* name: **4** input staff name

personal ID:

IC card ID:

* mobile: **2** inout staff mobile

punch password:

* depart_: **3** set department for the staff

password:

work type:

date of enrollment:

sex:

job:

address:

Education:

Email:

Tel:

remark:

5 click save

Cloud attendance | personnel manage | personnel attendance | System Setting









employee archives | resignation archives

home | employee archives x

ID: name: mobile: Select Depart:

<input type="checkbox"/>	operation	ID:	name	device belong to	Depart_ belong to	Date of Enrollment	ID	IC card
<input type="checkbox"/>		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	01-04
<input type="checkbox"/>		14	Rahmat	Fingerprint device(3 finger,0 IC Card,0 face,0 password,0 palm vein)	Kiulap Branch	2022-01-24	14	AT95:
<input type="checkbox"/>		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- Employee Archives,click view

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

view details

personnel archive | attendance | HR events

Test depart Trevor

ID 567

date of enrollment: 2023-08-31

personal ID: 80-038434j53

sex: 1

work type: sales

Education: 8

mobile: 0777648886

address: 456

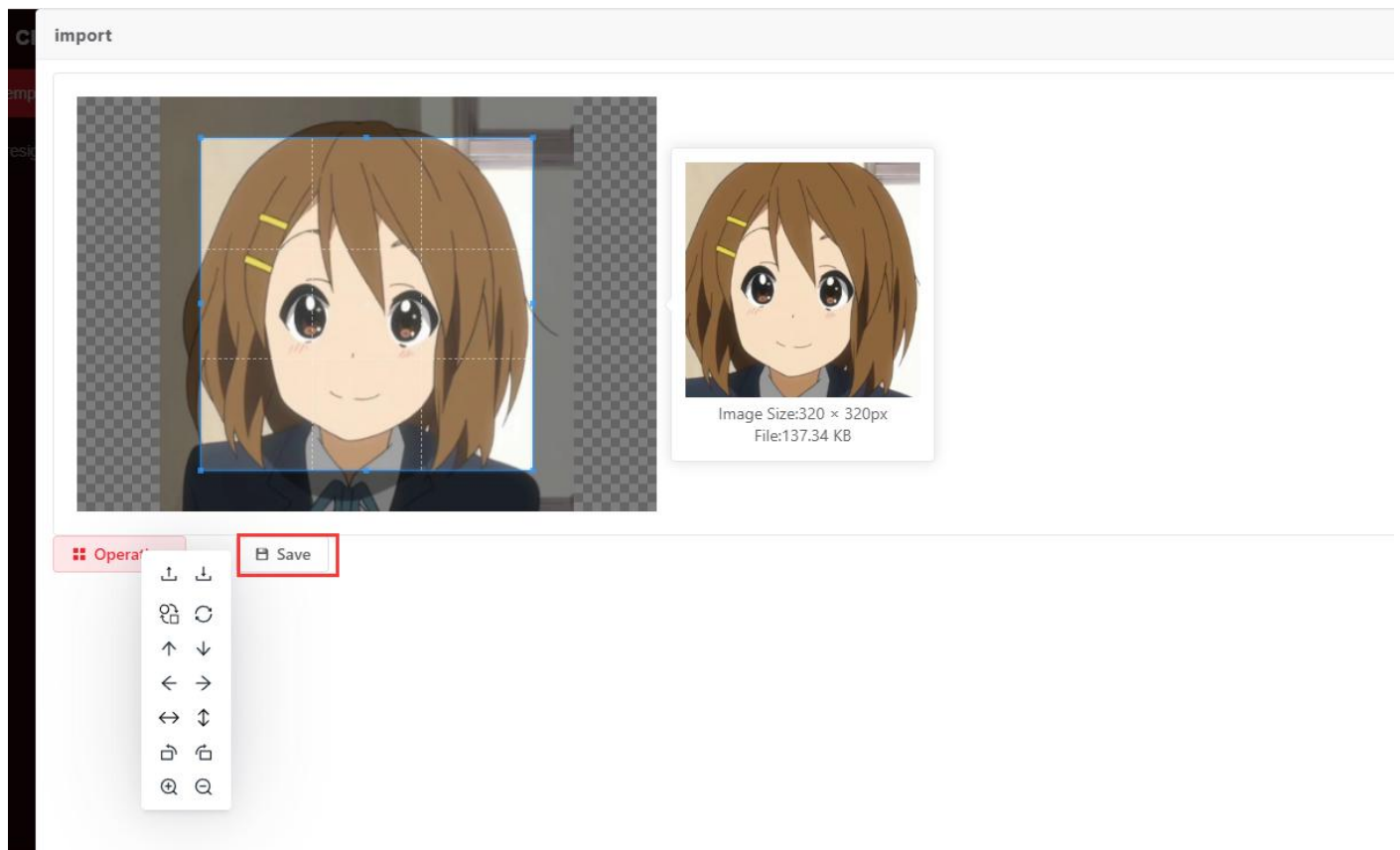
Email: tmira@acomms.co.zw

remark: hr

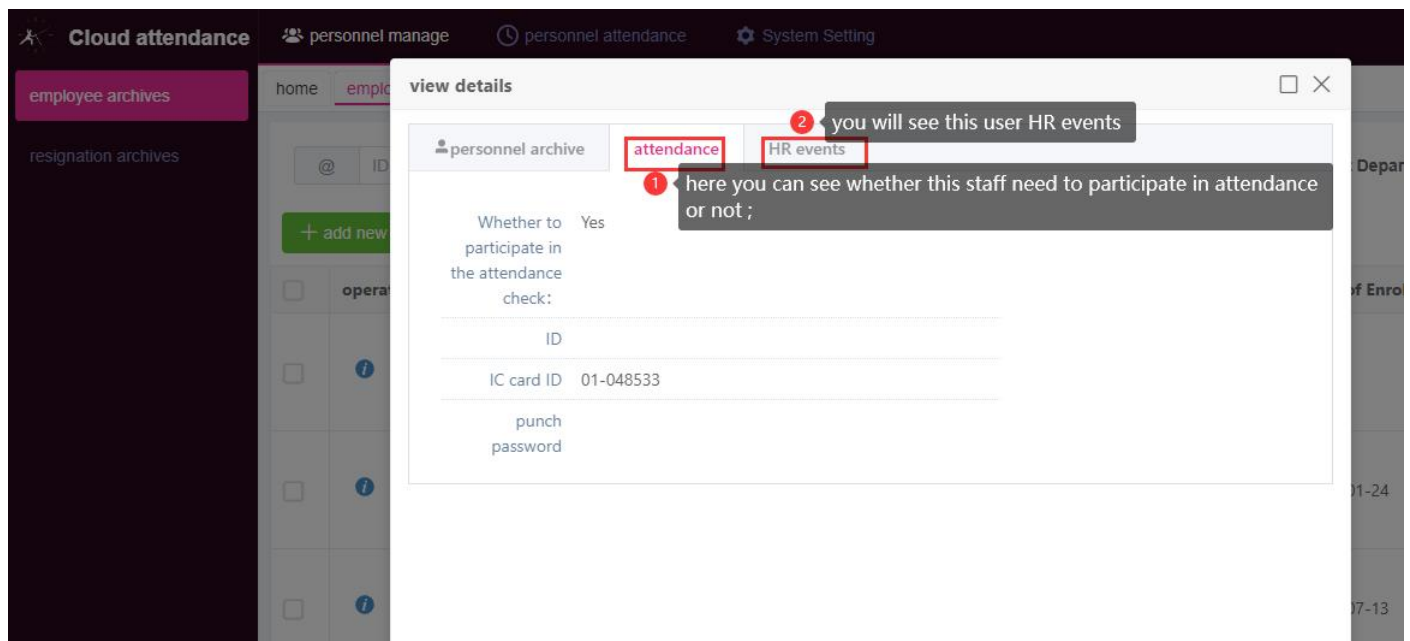
[view report](#)

Cancel

Click photo and select new and save

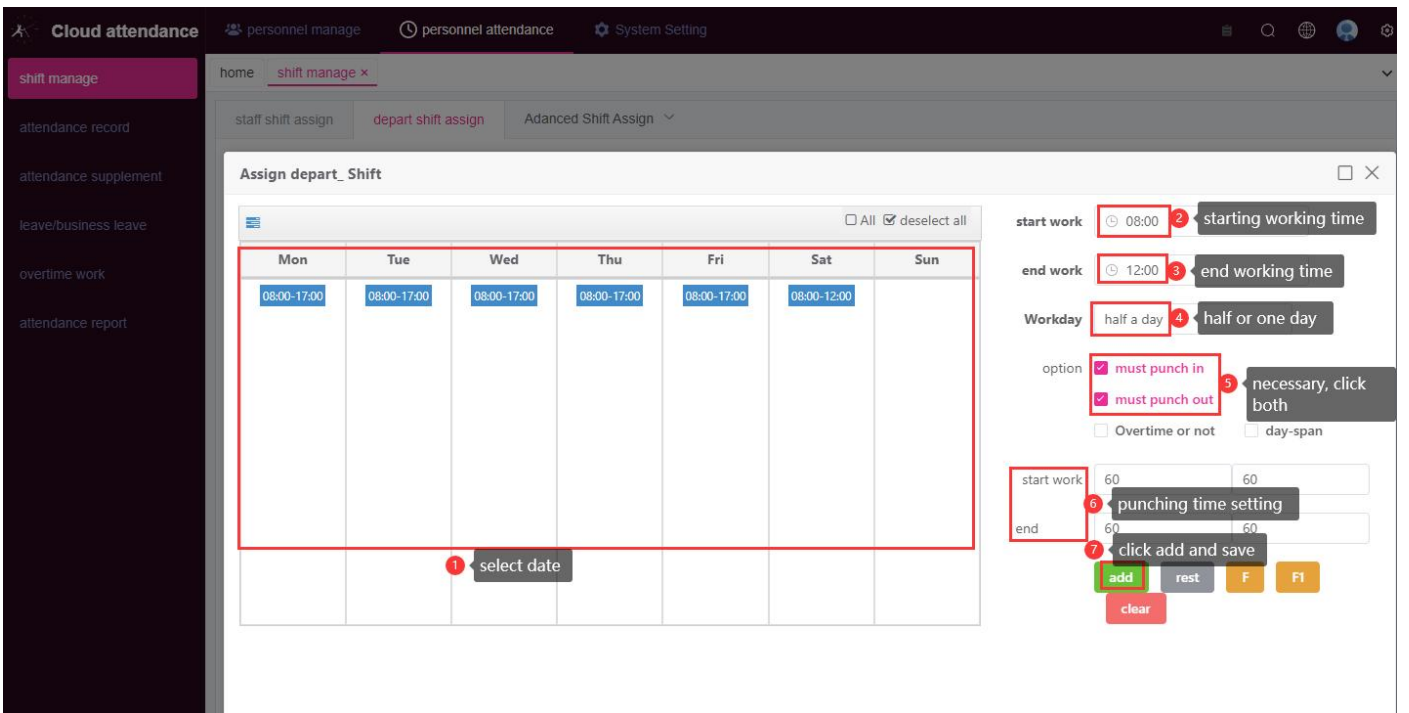
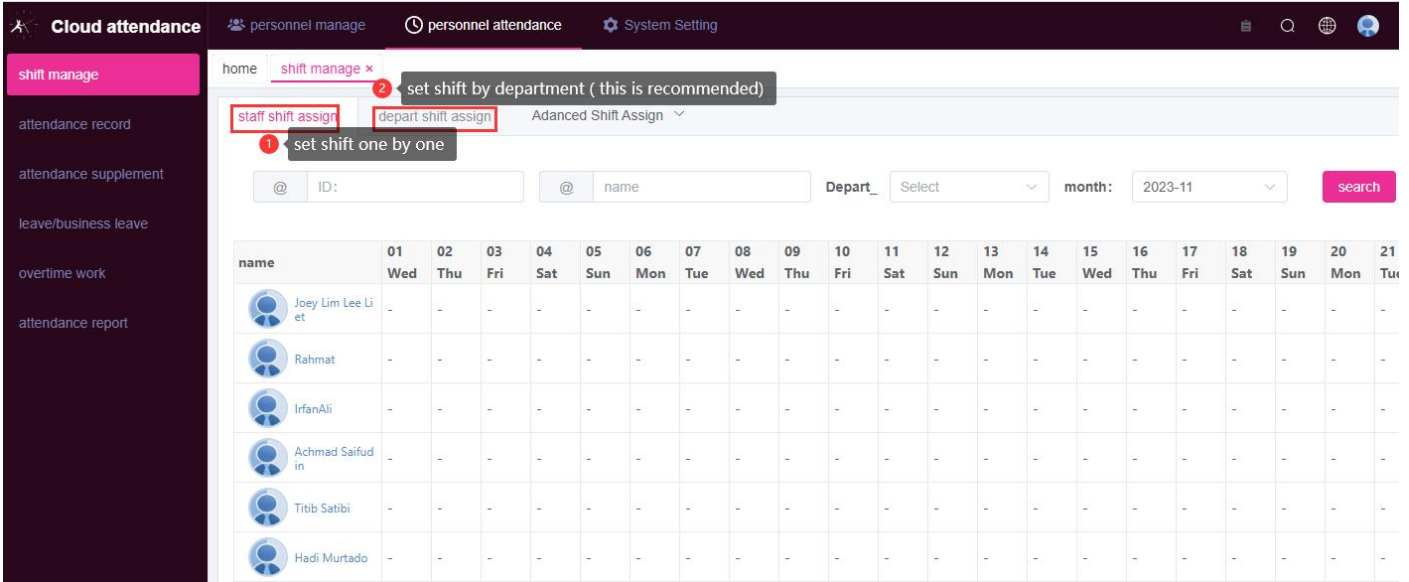


Also you can see below information when you click : **view details**



4. Personnel Attendance

***Shift setting**(working time setting) : you can set shift by department which is more convenient , no need set shift one by one;



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 all employees Punch in(come to work) and punch out(leave office) time period; Punch/verification on device during this time !

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

Cloud attendance personnel attendance / shift manage

Assign depart_Shift

1 here is office working time you set

Mon	Tue	Wed	Thu	Fri	Sat	Sun
06:00-14:00	06:00-14:00	06:00-14:00	06:00-14:00	06:00-14:00		

In(required):04:00-09:20Out (required):10:40-20:40

2 here is punching in time and punch out time you set

so you have to tell all your staffs office working time and punch in&out time

start 08:00
work end work 12:00
Workday half a day
option must punch in must punch out
 Overtime or not day-span
start work 60 60
end 60 60
add rest F FI clear

Assign depart_Shift

Mon	Tue	Wed	Thu	Fri	Sat	Sun
06:00-14:00	06:00-14:00	06:00-14:00	06:00-14:00	06:00-14:00		

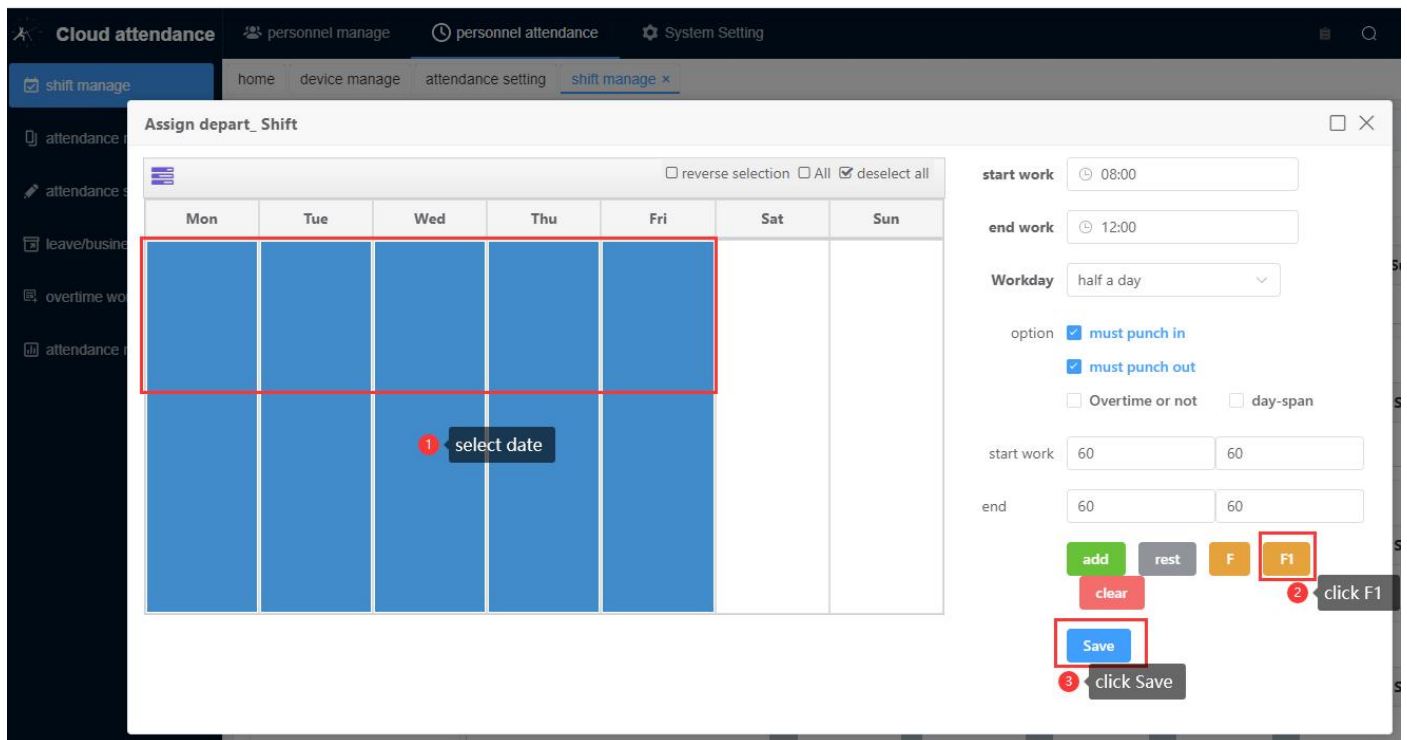
1 shift time/office time setting here

start work 08:00
end work 12:00
Workday half a day
option must punch in must punch out
 Overtime or not day-span
60 minutes before 06:00 60 minutes after 06:00
2 punch in and out time setting
start work 60 60
end 60 60
add rest F FI clear



F1 Means: Free shift , no fixed working hours , only **select date firstly + select F1 + click save** : it will calculate your 1st verification on machine as punch in time & the last verification time as punch out time ; then calculate Your working time

For example : from Monday to Friday with free shift F1(everyday staffs 1st punch as in and last punch as Out, can calculate working hours by last punch time deduct 1st punch time) only need to do step: 1-2-3



F means : during one day , Max 4 times in&out calculation (1st time as in , 2nd time as out, 3rd time as in , 4th time as out ,,,,, total Max 4 times in&out) Free shift too, no need set shift , only **select date firstly + select F +click Save** (if you accept staffs come and leave many times per day- here software will calculate Max4 times in&out per day) then you can select F shift

***Attendance Records- you will see all attendance records under : attendance record (including in&out time shown under attendance report-daily report) here as long as you punch on machine,here will shows records below ;**

The screenshot shows the 'Cloud attendance' web interface. The top navigation bar includes 'personnel manage', 'personnel attendance', and 'System Setting'. The left sidebar lists various attendance-related options, with 'attendance record' highlighted. The main content area shows a search filter for 'attendance record' with options for 'Month view', 'daily view', and 'Leave'. Search criteria include 'ID', 'name', 'Depart_', and 'month' (set to 2023-11). There are fields for 'start date' and 'end date', and a 'search' button. Below the search area is an 'output' button. The main data table displays attendance records for two employees:

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 09:38 10:11 11:45			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	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 09:56 13:42	06:06 09:34 10:05 11:36			06:04 09:31 09:58 14:04	06:06 09:16 09:44 14:01	06:06 09:26 09:56 12:03	06:04 09:31 10:00 14:02	06:06 09:30 10:01 14:05	06:07	06:07		

***Attendance Report- click 1.2.3.4.5 in below photo to get daily report (normally, after you set shift and punch in&out time well, and did not change anything , daily report is generated autoly; if u change shift time or punch in&out time after you use the machine for a while , then you have to click here to generate manually: Regen All daily)**

EPORDO Internet Attendance

The screenshot shows the 'attendance report' page in the 'Cloud attendance' system. The 'daily report' tab is active. Search filters are set for month '2023-12'. A table displays attendance records for 2023-12-01.

date	name	shift name	In1/Out1	In2/Out2	In3/Out3
2023-12-01	Leonardo Curia		07:13~16:41	---	---
2023-12-01	Ruben Albertella	08:00-16:00	07:32~15:24	---	---
2023-12-01	Cristian Ferras		07:32--	---	---
2023-12-01	Rodrigo Carranza	08:00-16:00	07:32~15:26	---	---
2023-12-01	Gabriel Crotti		07:32--	---	---
2023-12-01	Juan Almada	08:00-16:00	07:32~15:43	---	---
2023-12-01	Ignacio Toledo		07:40~16:27	---	---
2023-12-01	Javier Horodeski	08:00-16:00	07:43--	---	---

Then Click **Non Generated Report** and **generate all**

The screenshot shows the 'Non Generated report' page. The 'Non Generated report' tab is active. Search filters are set for month '2023-11'. A table displays a list of operations.

operation	ID:	name	status	Attendance	Actual Attendance	Lea
	3	Adrian Rodriguez	formal	Null	Null	N
	4	Ignacio Toledo	formal	Null	Null	N
	5	Julian Patiño	formal	Null	Null	N
	6	Gabriel Crotti	formal	Null	Null	N
	7	Julieta Martinez	formal	Null	Null	N

Then you will see **generated report** in below photo; also you can click: **regenerate all** in below photo

<input type="checkbox"/>	operation	depart_name	ID:	name	Attendance	Actual Attendance	Lea
<input type="checkbox"/>		El Manjar Cordobés	95609367	Erwin Alarcón	128:00	100:16	C
<input type="checkbox"/>		El Manjar Cordobés	41599771	Angie Martínez	128:00	97:01	C
<input type="checkbox"/>		El Manjar Cordobés	23212198	Adrián Grey	128:00	88:51	C

<input type="checkbox"/>	operation	depart_name	ID:	name	Attendance	Actual Attendance	Lea
<input type="checkbox"/>		El Manjar Cordobés	95609367	Erwin Alarcón	128:00	100:16	C
<input type="checkbox"/>		El Manjar Cordobés	41599771	Angie Martínez	128:00	97:01	C
<input type="checkbox"/>		El Manjar Cordobés	23212198	Adrián Grey	128:00	88:51	C

Erwin Alarcón 2023-11Daily Report

return view shift attendance records regenerate output to Excel PDF print

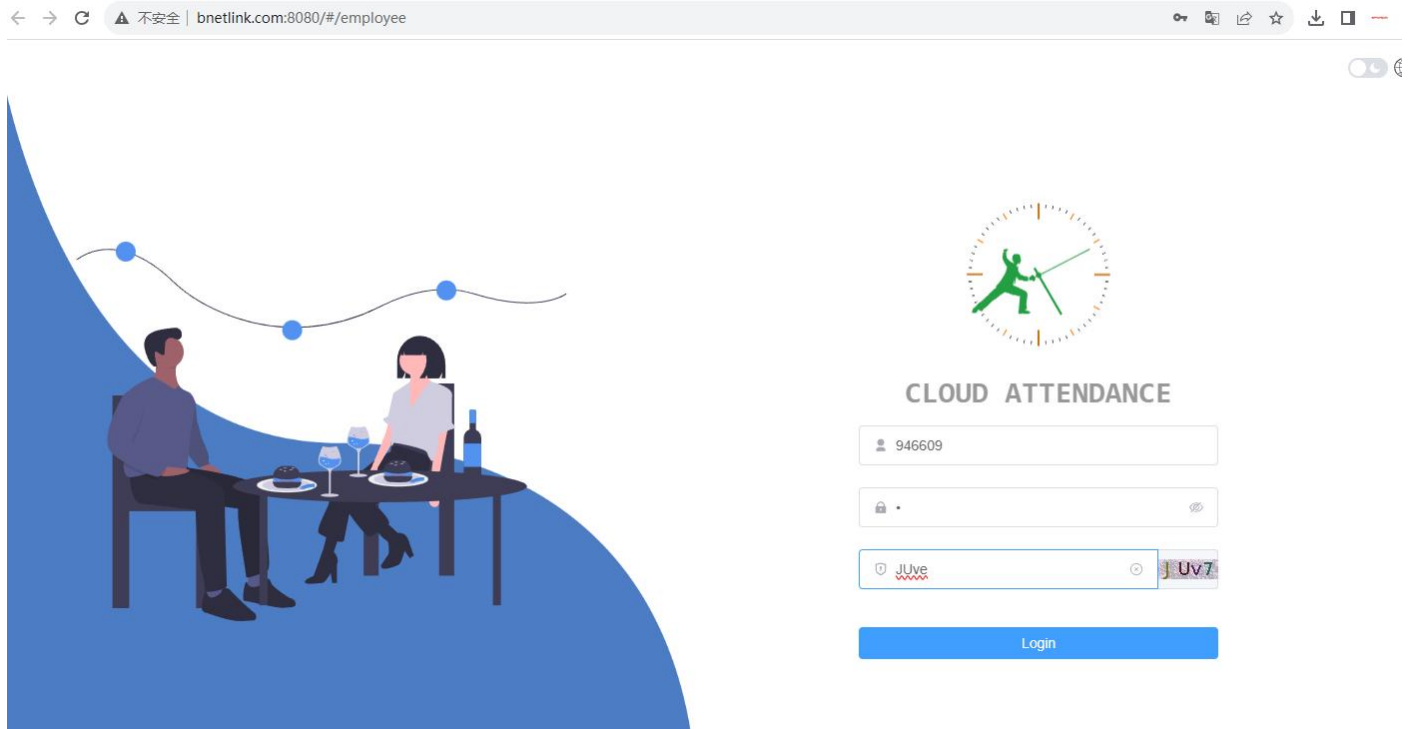
shift						Report Item											
date	shift name	In1/Out1	In2/Out2	In3/Out3	In4/Out4	Attendance	Leave	Leave time	absent	late	late (m)	Left early	left early(m)	overtime	Actual attendance	business Leave	business leave
08		05:58~14:03	---	---	---	8:00	0	0:00	0:00	0	0:00	0	0:00	0:00	8:00	0	0:00
09		06:06~13:45	---	---	---	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://66.94.99.149/#/employee>



Cloud attendance my attendance

report

Supplement Apply

leave apply

apply overtime

home report x

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

Supplement Apply

leave apply

apply overtime

home report x

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 you input when you add this staff to managment link) + 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' web interface. On the left, a sidebar menu includes options for 'report', 'Supplement Apply', 'leave apply', and 'apply overtime'. The main area shows a table of attendance records for 11 days. Below the table is a pagination control showing '10/page' and page numbers 1, 2, 3. At the bottom, a 'Total Data' table summarizes the attendance statistics.

Day	Shift	Start	End	Actual	Late	Over	Leave	Other	...								
01		06:04~14:13	---	---	---	8:00	0	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	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

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

EPORDO China Attendance Dept.,

2024-3