

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
- Employees Chatting Function inside software
- SMS Function inside software (soon)
- 3D Features inside 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 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 **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** !!!

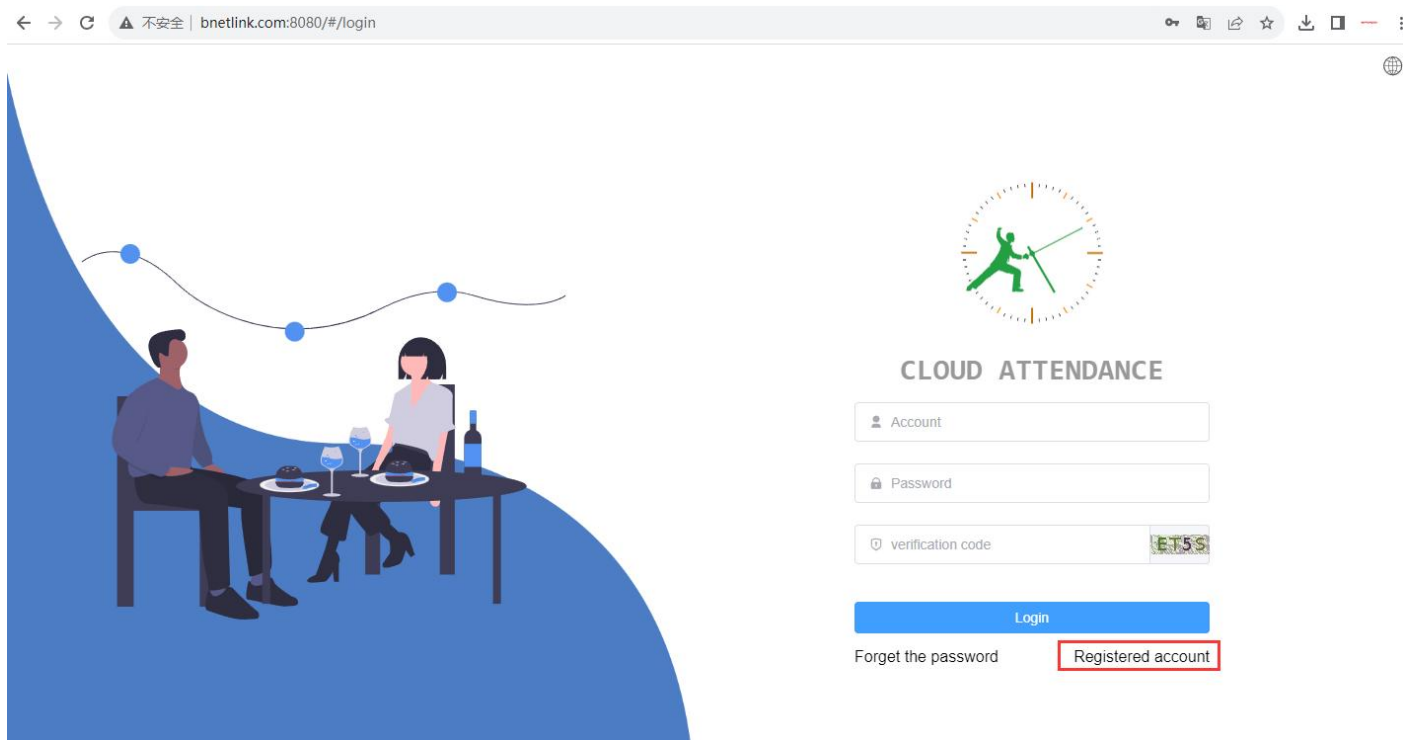
Chapter Two- System Composition

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!!!!!!!**

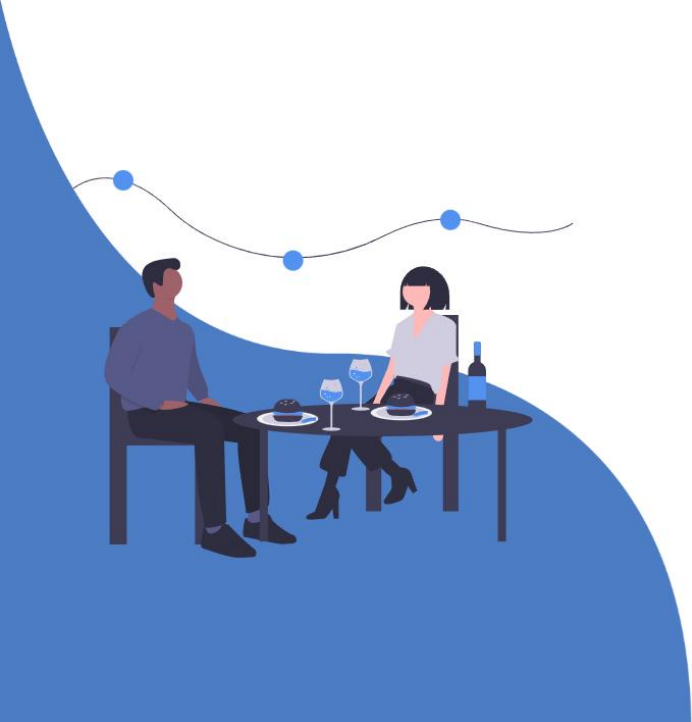
EPORDO Cloud Attendance Software: Only need to Register and login your account
Management Link: <https://24hoursonlinesys.com/#/login>

Chapter Three- System Operation

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



← → ↻ 不安全 | bnetlink.com:8080/#/login



CLOUD ATTENDANCE

- 1 input cloud device SN or any attendance device SN ☐ 2 click here
- 3 input company name
- 4 input contact person name
- 5 input email
- 6 input mobile
- 7 select your country time zone West
- 8 input password
- 9 confirm password again

Reset Register 10 click register

Note: There is cloud device SN stuck back of device cover; after registration , then you can login the software; **your user account : A+ the mobile number you input during registration**

2. System setting:

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

Cloud attendance personnel manage personnel attendance System Setting

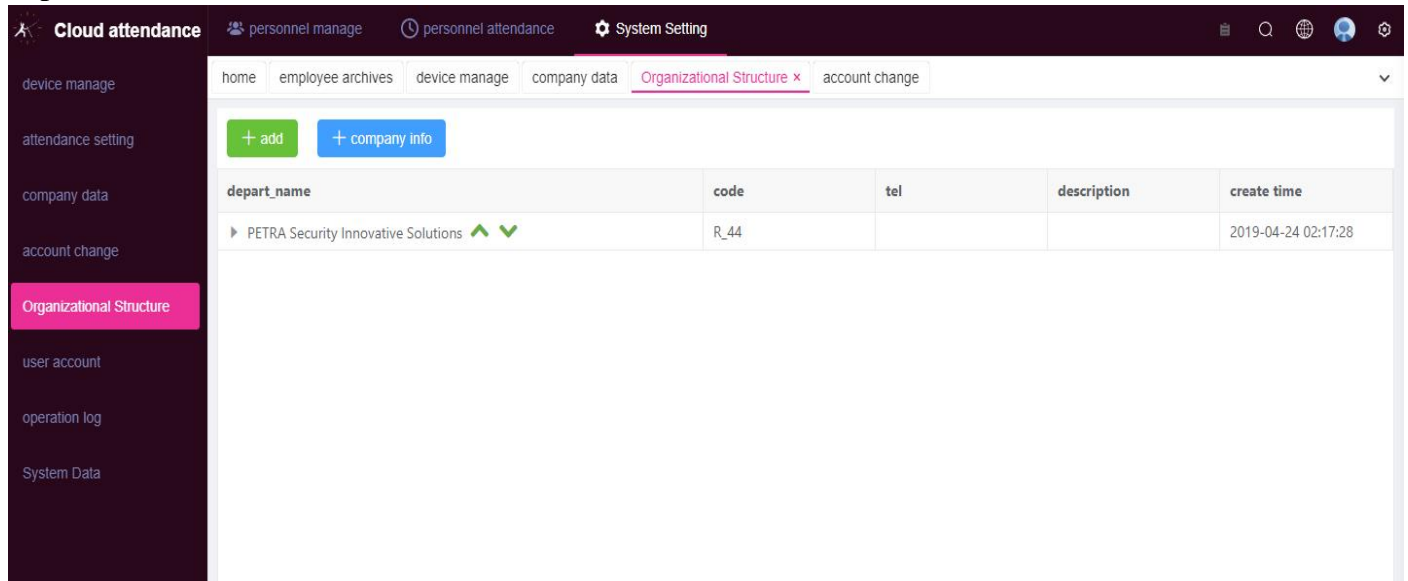
home employee archives device manage company data x Organizational Structure account change

NEW SPECIAL ISLAND LLC

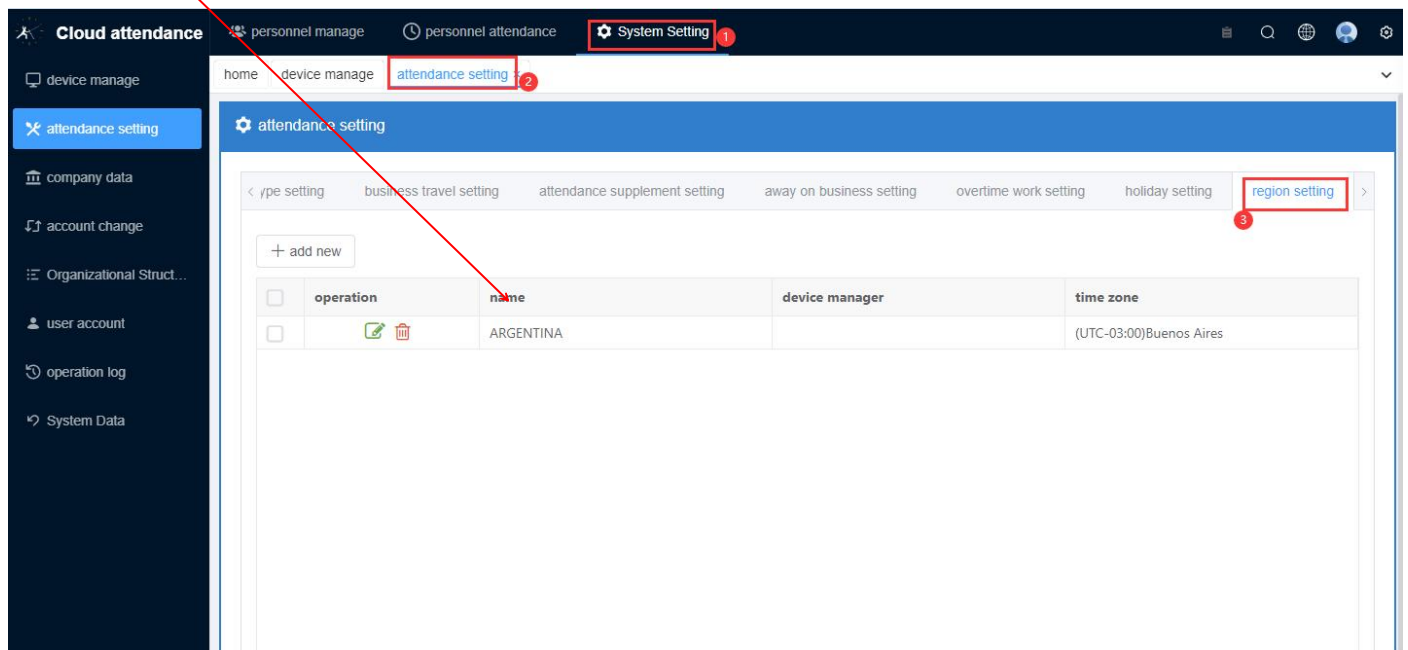
* company name:	PETRA Security Innovative Solutions	company code:	
* Abbreviation:	PETRA Security	legal representative:	
date of establishment:		tel:	8733875
email:	petrasis.bn@gmail.com	address:	
website:		company info:	

Save

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



***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 department setting to show this device will be used by which departments (device department setting is important)**

Cloud attendance personnel manage personnel attendance System Setting

add device

device SN: L252252R 1 input cloud device SN 2 click here

device model: F7C

name: face machine

its region: Western Food

depart_: Western Food 3 select device department

remark:

Save 4 click save

Cloud attendance personnel manage personnel attendance System Setting

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

@ device SN @ name device model all search

+ add

	operation	device SN	device	its region	device model	status	latest link time
☐	  	L252252R	face machine	Western Food	F7C	offline	2023-01-31 14:41:15
☐	  	N252252T	face machine	PTE Belait	F7C	offline	2023-11-03 18:40:30
☐	  	K222222Q	face device	Mentiri Branch	F7C	online	2023-11-21 16:43:36
☐	  	E190416002	Fingerprint device	Kiulap Branch	F3C	online	2023-11-21 16:44:03
☐	  	E190416001	Fingerprint device	Rimba Branch	F3C	online	2023-11-21 16:43:39
☐	  	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**

24hoursonlinesys.com/#/renshidangangl/ygdak

Cloud attendan... personnel manage / employee archives

home **employee archives** click here to add staff one by one

@ ID: @ name: @ mobile: Select Depart: Select search

+ add new staff import output batch delete enroll data of employee

	operation	ID:	name	device belong to	Depart_ belong to	Date of Enrollment	enroll ID	IC ca
☐	   	12345678	Staff		Sales Dep		71460007	
☐	   		barry JS		Service Dp		213213	
☐	   		g		Sales Dep		88888899	
☐	   	1001	Mic		Account Dp	2023-06-26	12033	1234
☐	   	71460004	ROMARIO RAMOS CORDERO		Service Dp		71460004	
☐	   	sunyinjie	孙银杰	null(1 photo,1 finger, 1 IC Card,1 face,1 pa ssword,0 palm vein)	Service Dp	2023-07-20	1	

Enroll ID(this is unique for every staff) , name, department, mobile, these are necessary information !

add staff
□ ×

Enroll ID: generated automatically if no input ID: personal ID: * mobil: * depart: Select work type: sex: ▼ address: Email: remark: 	Whether to participate in the attendance check: Yes * name: IC card ID: punch password: login password: date of enrollment: 📅 job: Education: ▼ Tel: Save
--	---

5
yes means: this staff need to punch in and punch out every working day

Or Batch Upload

Click **import** for more employees-**batch upload** , input all employees for one time , firstly you need to download this Excel template , then input name, enroll id , department , mobile, and save all employees information , and click here : **choose excel file** , then select the file you filled in just now , and click next step to upload by one time for all employees

import
□ ×

1 load data
2 preview data
3 done

download template here

load alert!

first step, download Excel template template update time: 2017-11-03)_

second step, input the column data that you need to import after you download, the red column is required fields (datetime formate should be: 2015-10-01)

third step, choose the data to import

choose Excel file
previous step
next step

after fill in all employees info, name , enroll ID, department, mobile,,, then upload here

Cloud attendance

personnel manage

personnel attendance

System Setting

employee archives

resignation archives

home

employee archives x

@ ID:

@ name:

@ mobile:

Select Depart: Select

search

+ add new staff

import

output

batch delete enroll data of employee

	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	01-04
☐		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- Employee Archives,click view

Cloud attendance

personnel manage

personnel attendance

System Setting

employee archives

resignation archives

home

employee archives x

@ ID:

@ name:

@ mobile:

Select Depart:

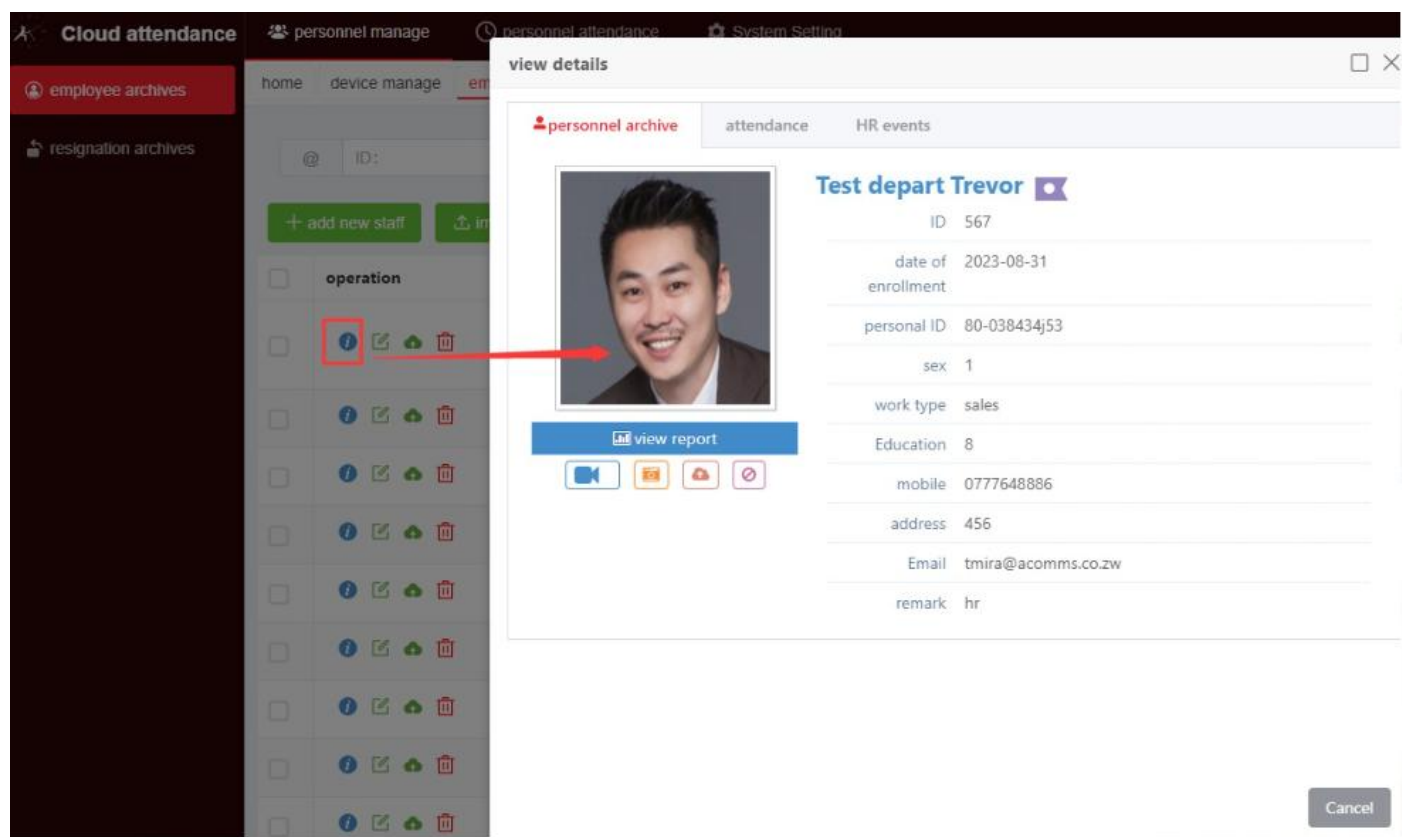
+ add new staff

import

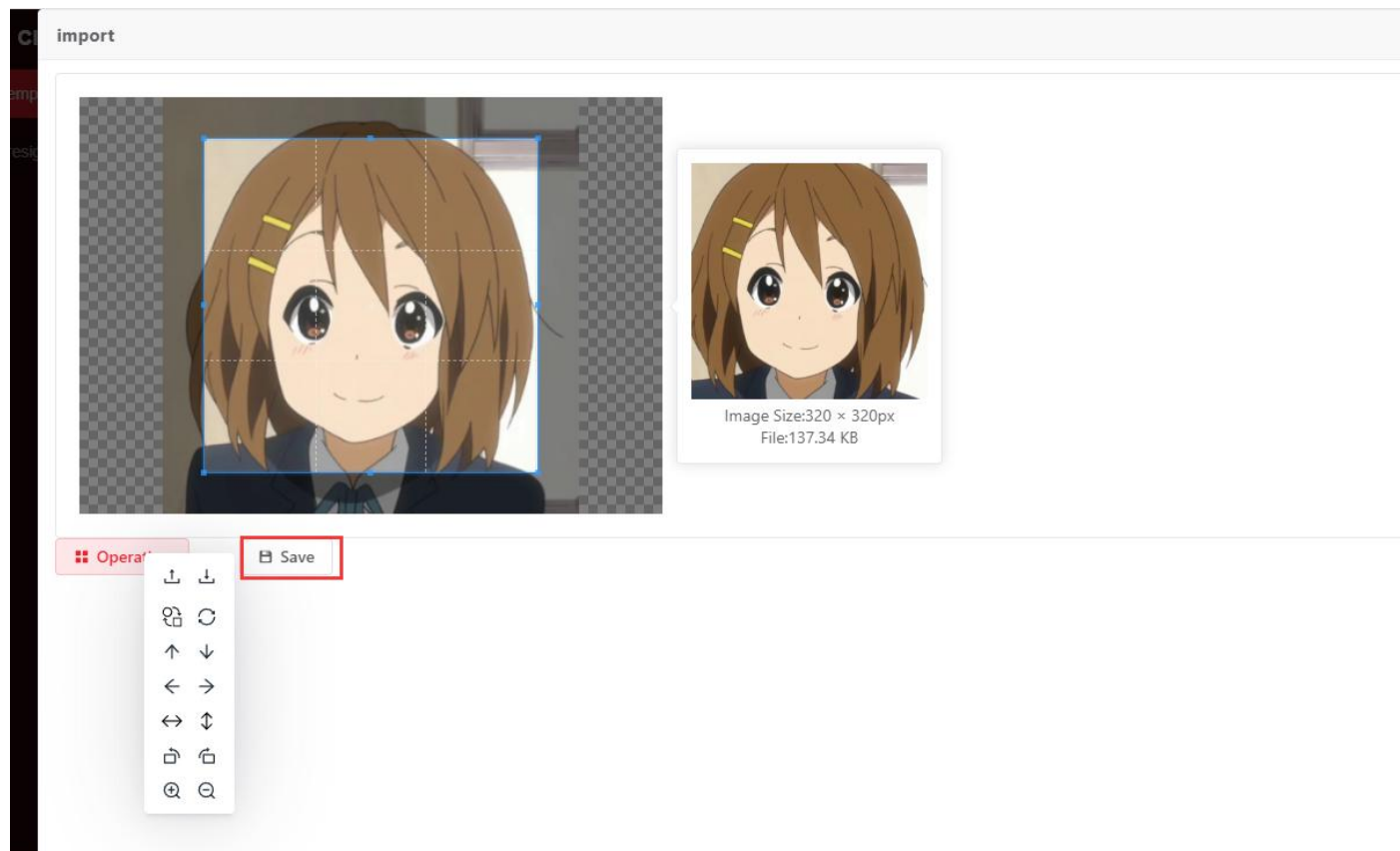
output

batch delete enroll data of employee

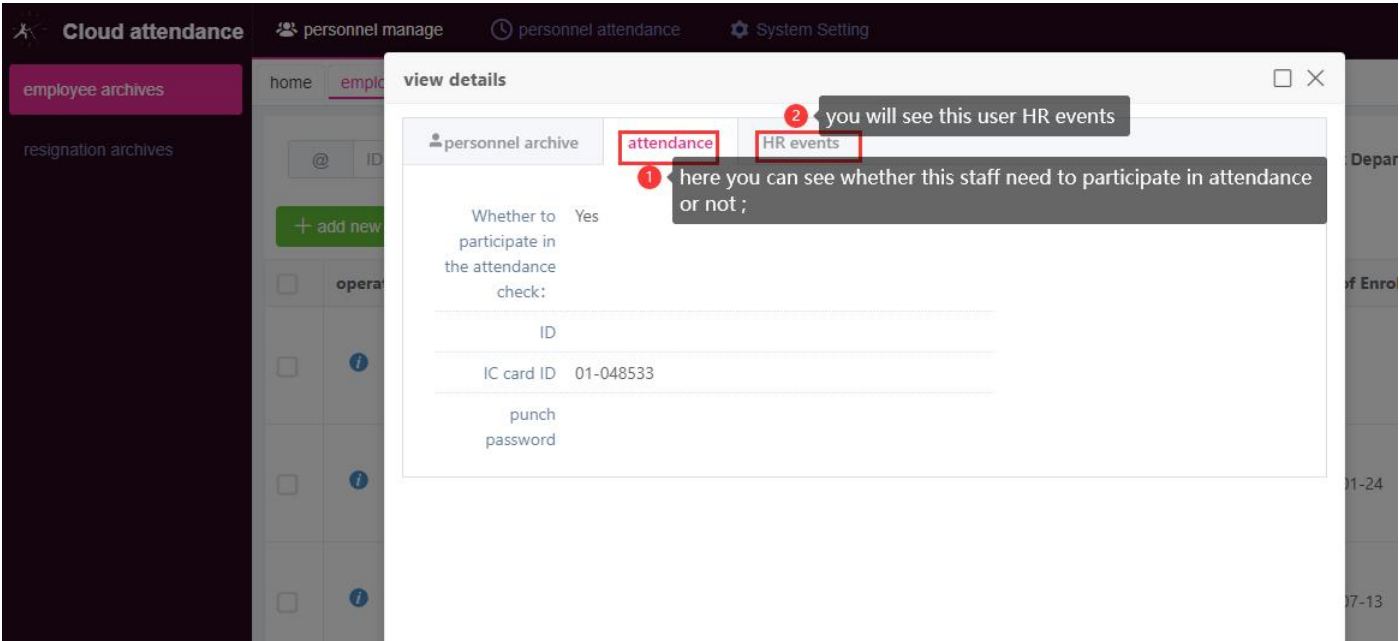
	operation	ID:	name	device belong to	Depart_ belong to	Date of Enrollment
☐		5	Joey Lim Lee Liet	Fingerprint device(1 finger,0 IC Card,0 face,0 password,0 palm vein)	Main Office Sg Tilon g	
☐		14	Rahmat	Fingerprint device(3 finger,0 IC Card,0 face,0 password,0 palm vein)	Kiulap Branch	2022-01-24



Click photo and select new and save



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



This button : **issue staff** (this is Backup button; normally we do no need to use it , because employee enroll id and name will be sent to cloud machine in real time autoly; if you did not see this staff name and enroll id inside machine, then you can click here to check whether this staff department is same as the machine you want to use;)

   	sunyinjie	 孙银杰	null(1 photo,1 finger, 1 IC Card,1 face,1 pa ssword,0 palm vein)
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Pull down your mouse , you will see this 3D organization chart which is very interesting and attractive for users

For a 3D department display in cloud-based time attendance software:



Clear organizational structure view: The 3D hierarchical structure allows users to visually see the entire company's organizational structure, helping to quickly understand the relationships between departments. For new employees or teams that collaborate across departments, they can better familiarize themselves with and grasp the structure of the organization.

Interactive experience: The zoom in, zoom out, and rotation functions of 3D models provide higher interactivity.

Enhance display effect: This 3D hierarchical visualization not only provides a more intuitive display of organizational structure, but also improves management efficiency and helps with better analysis and decision-making.

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;

name	01 Wed	02 Thu	03 Fri	04 Sat	05 Sun	06 Mon	07 Tue	08 Wed	09 Thu	10 Fri	11 Sat	12 Sun	13 Mon	14 Tue	15 Wed	16 Thu	17 Fri	18 Sat	19 Sun	20 Mon	21 Tue
Joey Lim Lee Li et	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Rahmat	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
IrfanAli	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Achmad Saifudin	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Titib Satibi	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Hadi Murtado	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Cloud attendance personnel manage personnel attendance System Setting

home shift manage x

staff shift assign depart shift assign Advanced Shift Assign

Assign depart_Shift

□ All ☒ deselect all

Mon	Tue	Wed	Thu	Fri	Sat	Sun
08:00-17:00	08:00-17:00	08:00-17:00	08:00-17:00	08:00-17:00	08:00-12:00	

1 select date

start work 08:00 2 starting working time

end work 12:00 3 end working time

Workday half a day 4 half or one day

option ☒ must punch in ☒ must punch out 5 necessary, click both

☐ Overtime or not ☐ day-span

start work 60 60 6 punching time setting

end 60 60

7 click add and save

add rest F FI

clear

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;
Be sure to ask your employees to Punch/verification on device during this time,then there will be IN/OUT records inside software and you can export attendance report smoothly !

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

Cloud attendance personnel attendance / shift manage

Assign depart_Shift

□ All ☒ deselect all

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 here is office working time you set

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

☐ All ☑ deselect all

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		

start work 08:00
end work 12:00

1 shift time/office time setting here

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

start work 60 60
end 60 60

2 punch in and out time setting

add rest F F1 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

Cloud attendance personnel manage personnel attendance System Setting

shift manage home device manage attendance setting shift manage x

Assign depart_Shift

☐ reverse selection ☐ All ☑ deselect all

Mon	Tue	Wed	Thu	Fri	Sat	Sun

1 select date

start work 08:00
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 F1 clear

2 click F1

3 click Save



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 pairs of entry and exit/ 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 pairs 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 ;

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 14:09	06:08 09:25 09:57 14:09	06:08 10:05			
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 10:01			

***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**)

Cloud attendance

shift manage

attendance record

attendance supplement

leave/business leave

overtime work

attendance report

personnel manage

personnel attendance

System Setting

home

shift manage

attendance record

attendance report x

generated report

Non Generated report

daily report

Special Report

Q Yes

@ ID:

@ name:

Depart_ Select

month: 2023-12

start date:

end date:

status Leave

Select

@

search

Regen all daily

output to Excel

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 Toredo		07:40~16:27	---	---
2023-12-01	Javier Horodeski	08:00-16:00	07:43~~	---	---

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

Cloud attendance

shift manage

attendance record

attendance report x

generated report

Non Generated report

daily report

Special Report

Q Yes

@ 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
☐		3	Adrian Rodriguez	formal	Null	Null	N
☐		4	Ignacio Toredo	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

Shenzhen EPORDO Co.,Ltd

2024

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

Cloud attendance

shift manage

attendance record

attendance supplement

leave/business leave

overtime work

attendance report

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

<=

@

search

regenerate all

batch generate

Batch deleting

output to Excel

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

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

<=

@

search

regenerate all

batch generate

Batch deleting

output to Excel

	operation	depart_name	ID:	name	Attendance	Actual Attendance	Lea
☐		El Manjar Cordobés	95609367	Erwin Alarcón	128:00	100:16	C
☐		El Manjar Cordobés	41599771	Angie Martinez	128:00	97:01	C
☐		El Manjar Cordobés	23212198		128:00	88:51	C

click here to see this user report

[home](#)
[shift manage](#)
[attendance record](#)
[attendance report](#)

- attendance records

[↑ output to Excel](#)

PDF print

10/page < 1 2 3 > Total 22 Go to 1

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

← → ↻ ⚠ 不安全 | bnetlink.com:8080/#/employee



946609

•

JUve

Login

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

10/page

< 1 2 3 >

Total 22

Go to 1

Total Data

Every staff can login to their own account by User(their mobile number you input when you add this staff to management 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

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

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< 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	

EPORDO China Attendance Dept.,
2024-12