

E-Focus Industrial Co.,Ltd

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web: www.epordo.com

EPORDO Time System Software Quick Manual

General:

Installation

If use XP or the Operating system don't have .net framework installed.

You should install .net framework 2.0 .net and framework 4.0 which you can download from Microsoft.com website, please install the version suitable for your operating system

If you use sql server and you don't have it , you can download from Microsoft.com also, the sql express 2012 studio is suggested.

Copy All the file to PC Disk, it is better not to use the same Disk as Operating System.

When you all the files, it is better to run as admin especially when you make installation

1. Database Setting

The database default type is access database, database file name is epordo.mdb. if you can backup database you can backup this file, for more than 50 employee, please try to use Microsoft SQL Server, where I can get the SQL server? Buy from Microsoft or use their free version according the Operating System version, please download from Microsoft.com website, search the express version, it is free. If do not know how to install Microsoft sql server, search in google.com.

Run  SetData

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Epordo TA Software Set

Manually Setup Database Link

Database

☒ ACCESS ☐ SQL SERVER

SQL SERVER

SQL Server : epordo-art\sqlexpress

SQL Server maybe your pc name+\SQLEXPRESS if install SQL 2005 Express
for Example EPORDO\SQLEXPRESS ,if fail, install SQL Express Studio 2005 to find it
if MSSQL server in LAN or WAN or others, please ask the network manager

☒ SQL Server Authentication ☐ Windows Authentication

Authorization, if LAN or WAN Server, SQL Server Type maybe selected
Local SQL server, if don't know user etc, Windows type maybe selected

Server User sa

Server Password *****

Database Name Epordo

TestLink SQLServer

if database is already created ,setup link with above info inputed via below button,

Set Database-Already Link

Attach Sample/Old Database

if database is not created, you can make one with above info inputed via below button,

Initialize/Create blank Database

Click database type to select different type database, when you installed the sql server in the same PC as software, you don't know the user or password (which you need set in installation), you can use windows authentication, the SQL server name you should write correctly, then to click TestLink SQL server to test whether the server connection is ok or not, if failure, and the server name is written correctly, check the server is stop or running.

After above is done, click initialized/create blank database(if you don't run as admin, it will fail)

Click database-Already Link button to save the database link

If you don't have SQL server, please go to the

2. Registry Software

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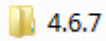
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Step 1: copy this to your PC disk ;

Step 2: click this:Registry to register software firstly by enter software series no. Sticked on CD (if always failed, then Run it it as admin, make sure the internet is available)

	RdlEngine.dll	2012/10/15 23:56	应用程序扩展	820 KB
	RdlViewer.dll	2012/10/15 23:56	应用程序扩展	84 KB
	RDTAPIs.dll	2015/2/15 20:49	应用程序扩展	84 KB
	RealSvrOcxTcp.ocx	2016/1/6 9:20	ActiveX 控件	1,696 KB
	Registry.exe.config	2015/7/30 13:01	CONFIG 文件	1 KB
	Registry.vshost	2015/8/6 19:33	应用程序	24 KB
	Registry.vshost.exe.config	2015/7/30 13:01	CONFIG 文件	1 KB
	Registry.vshost.exe.manifest	2012/6/2 22:34	MANIFEST 文件	1 KB
	RegistryNew	2021/7/9 19:23	应用程序	453 KB
	Registrytool.exe.config	2015/7/30 13:01	CONFIG 文件	1 KB
	Registrytool.vshost.exe.config	2015/7/30 13:01	CONFIG 文件	1 KB
	Registrytool.vshost.exe.manifest	2010/3/17 22:39	MANIFEST 文件	1 KB
	resource.en-US	2010/2/15 11:57	文本文档	1 KB
	resource.zh-CHS	2010/2/15 11:58	文本文档	1 KB
	salarytemplate	2012/9/4 14:46	Microsoft Excel ...	25 KB
	SetData	2015/11/30 13:02	应用程序	286 KB
	SetDatanotok	2015/2/11 18:56	应用程序	246 KB
	SetDataold	2014/3/6 15:23	应用程序	280 KB
	str.dll	2010/7/21 10:16	应用程序扩展	1 KB
	tempn	2014/3/8 20:55	Microsoft Excel ...	0 KB

Step 3: input your software series no. Sticked on CD provided to you

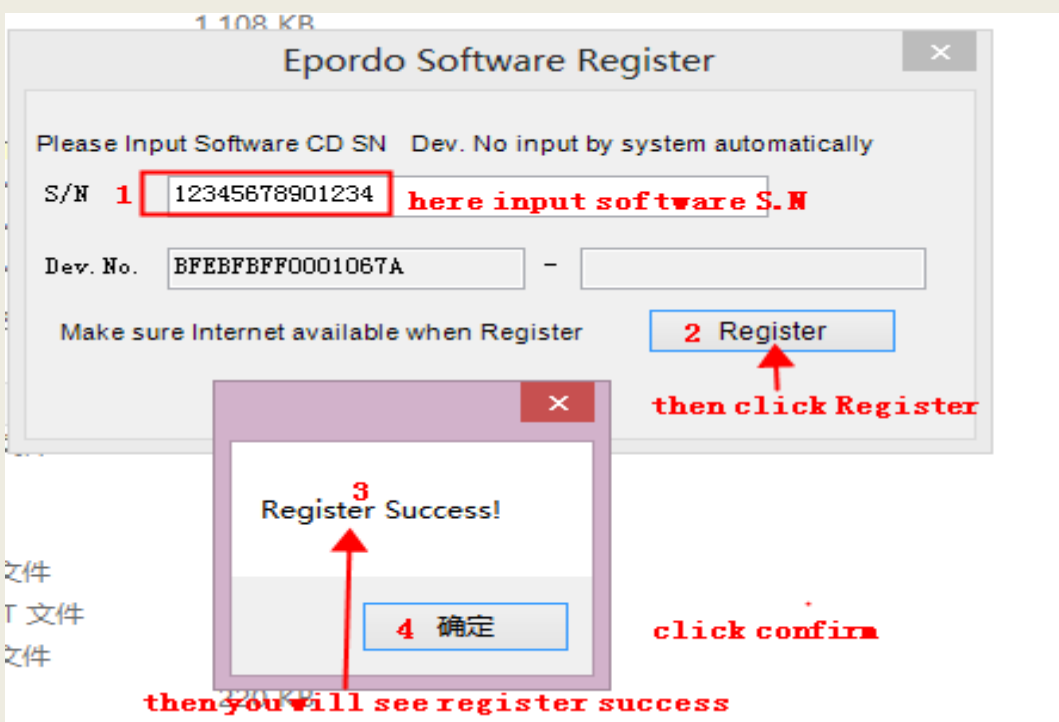
Tips: you can find the S/N on the CD. **hint please don't make mistake on I and one(1) for S/N**

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Step 4: find this below program to login to software

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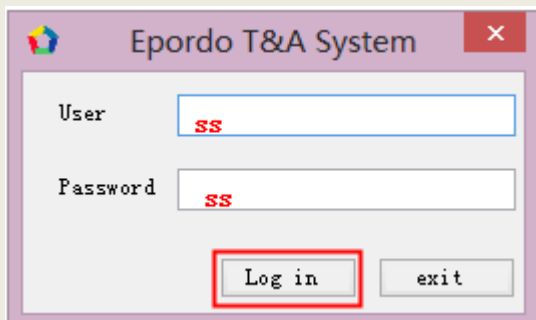
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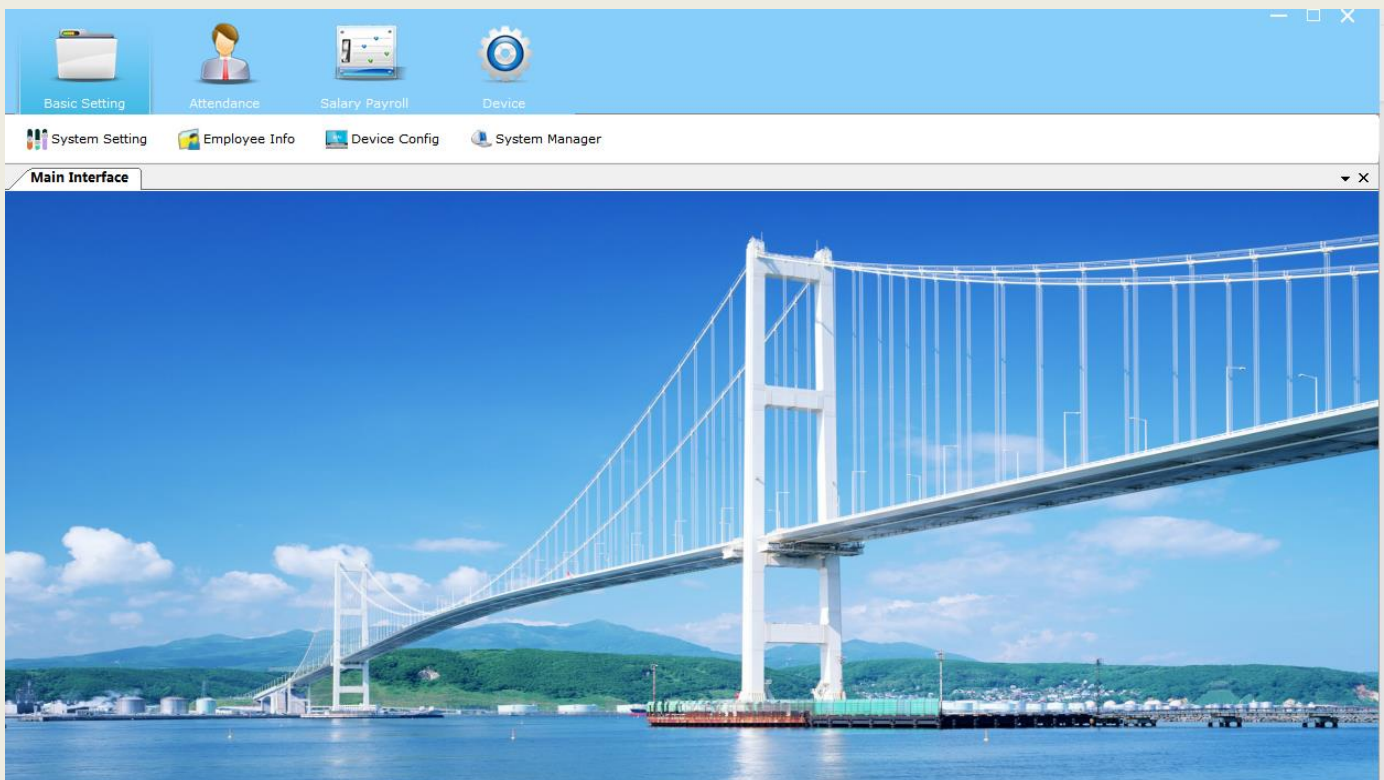
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TimeSystem.DBOUtility.pdb	2016-06-04 11:14	PDB 文件	78 KB
TimeSystem.DriveClass.dll	2016-06-04 11:14	应用程序扩展	19 KB
TimeSystem.DriveClass.pdb	2016-06-04 11:14	PDB 文件	42 KB
TimeSystem	2017-04-25 16:49	应用程序	1,927 KB
TimeSystem.exe.config	2016-06-15 10:09	CONFIG 文件	1 KB
TimeSystem.exe.manifest	2012-05-02 11:08	MANIFEST 文件	15 KB
TimeSystem.IDAL.dll	2016-06-04 11:14	应用程序扩展	12 KB

Step 5: input user and password : ss to login software



Now you can login software successfully :



For other function , please check our software manual below !

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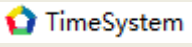
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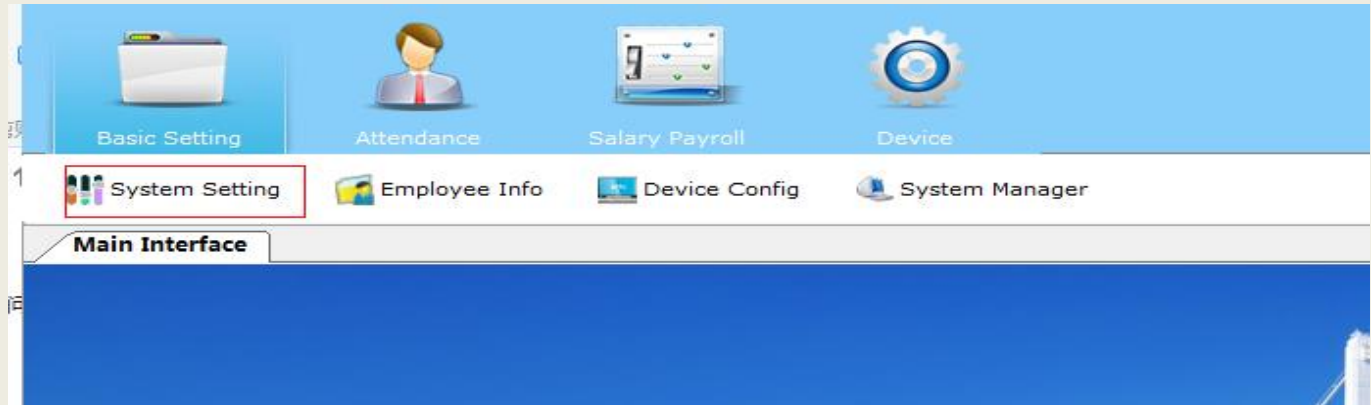
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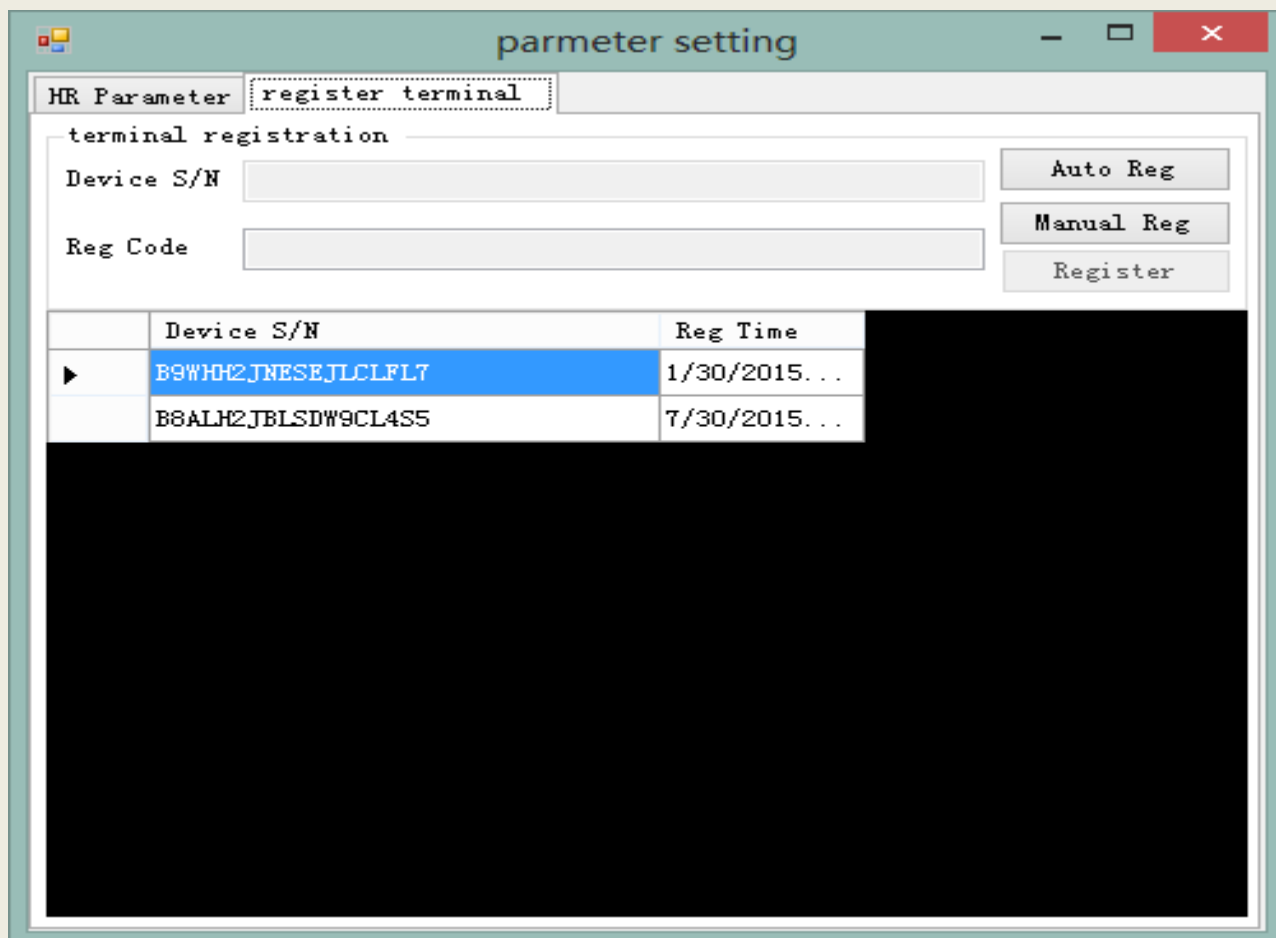
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3. Set the basic Info of software and Register device into software

Run  as admin default User and password is ss and ss



Register Device into Software:



There it two way like register software. Auto Register please click the AutoReg button, if manual register ,

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please click the Manual Reg button

Where to find the Device SN? Find the package box label of the label on the back of the device.

Also here you can set some basic information for the company, like company name, employee NoLength

And also some employee data field , you select valid, means you will use this data field, and also you can define the data field name here

dept. parameter	
Company	Epordo
EmpNoLength	10

Excel Password

Employee Parameter	
Field	Valid
Addr.	☐
National	☐
Mobile	☒
Birthday	☒
Endwork	☐
Tel	☐
Age	☐
Training	☒
StartWork	☒
field10	☒

confirm

4. Install a Automatically Receiving data Server (Option, not Must)

When you start the PC , it will run the server, it will help you to receive records from the device automatically and save it into database, also you can see the records at real time

1. please check there is no software/function running to make the receiving data fail, for example, some firewall.

2. And also you should set the three setting in Device:

Server: your PC IP address or Public IP(internet IP)

Port: the Port you used in the DataReceivingReal.exe, default is 7005 (if you use the Public IP , you should do the port forwarding setting in router to your PC IP, and port should be same)

Server Req: set it as Yes

Device should connect via TCPIP, or Wifi, or GPRS

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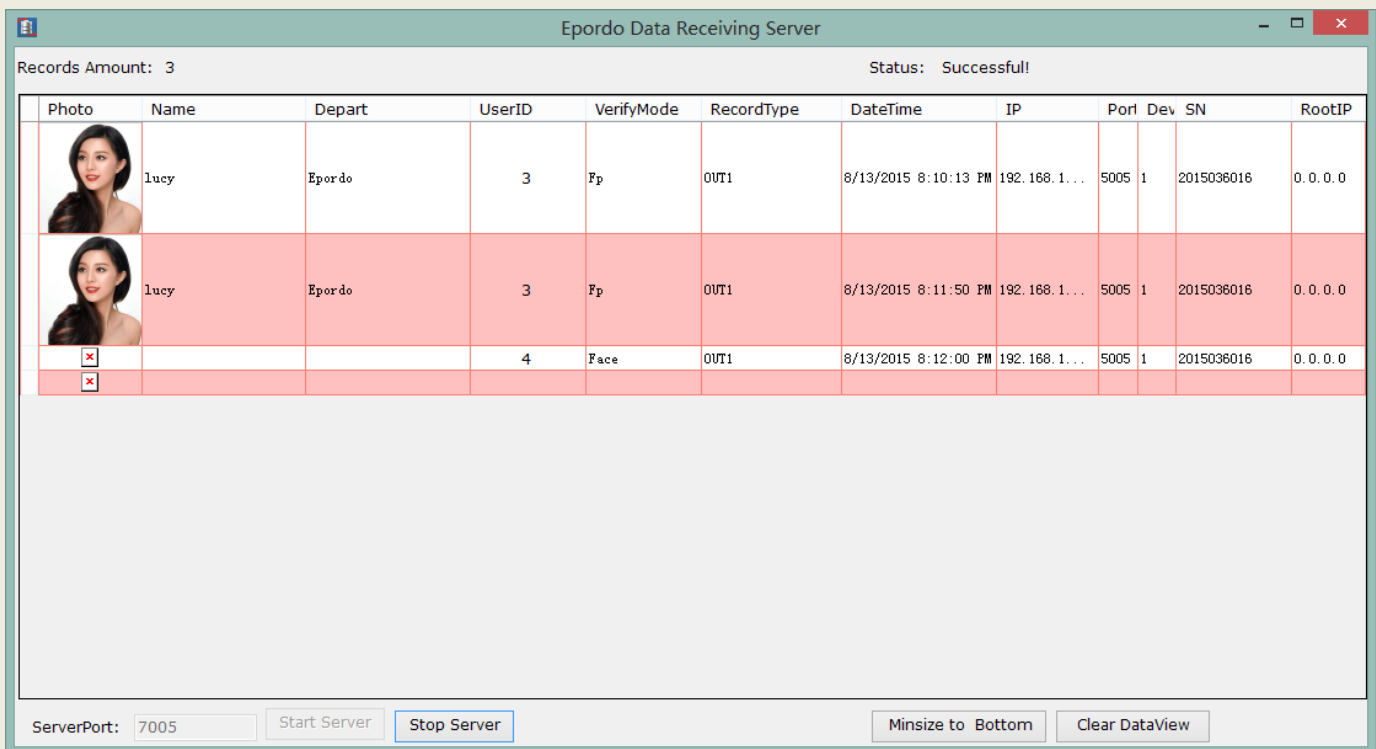
3. Run  InstallDataReceiving as admin to install

4. you also can run  DataReceivingReal.exe after you installation to see the function



click the icon above

it will shows



Records Amount: 3 Status: Successful!

Photo	Name	Depart	UserID	VerifyMode	RecordType	DateTime	IP	Port	Dev	SN	RootIP
	lucy	Epordo	3	Fp	OUT1	8/13/2015 8:10:13 PM	192.168.1...	5005	1	2015036016	0.0.0.0
	lucy	Epordo	3	Fp	OUT1	8/13/2015 8:11:50 PM	192.168.1...	5005	1	2015036016	0.0.0.0
			4	Face	OUT1	8/13/2015 8:12:00 PM	192.168.1...	5005	1	2015036016	0.0.0.0

ServerPort: 7005 Start Server Stop Server Minimize to Bottom Clear DataView

How to use the System

For new interface 4.5.1 version explain:

In order to give a friendly interface, we make the software function to four main parts:

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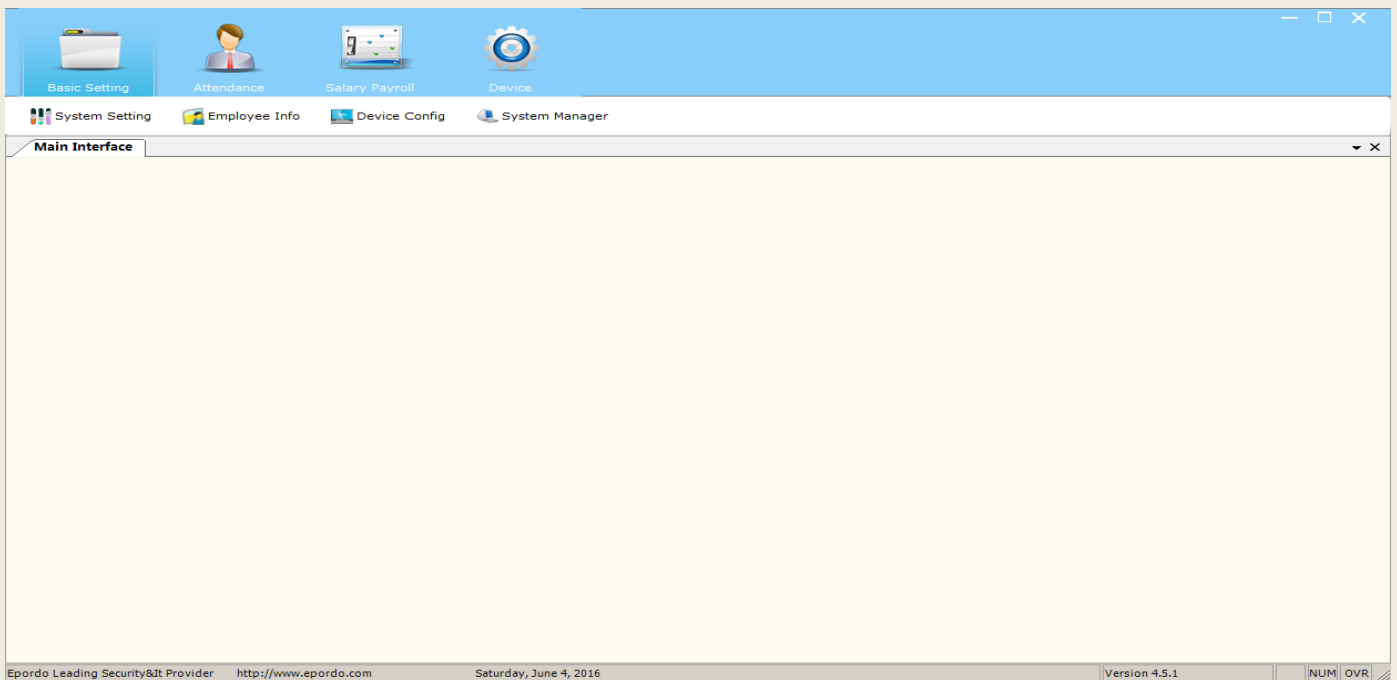
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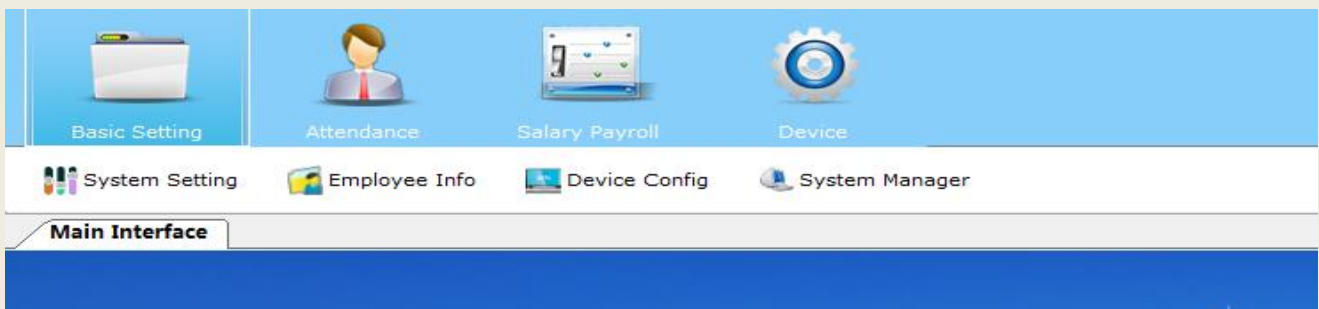
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This design is based on software using flow, basic setting --- attendance--- payroll—device
These four part include all the functions:

Basic Setting:

System setting, Employee Info, Device Config, System Manager



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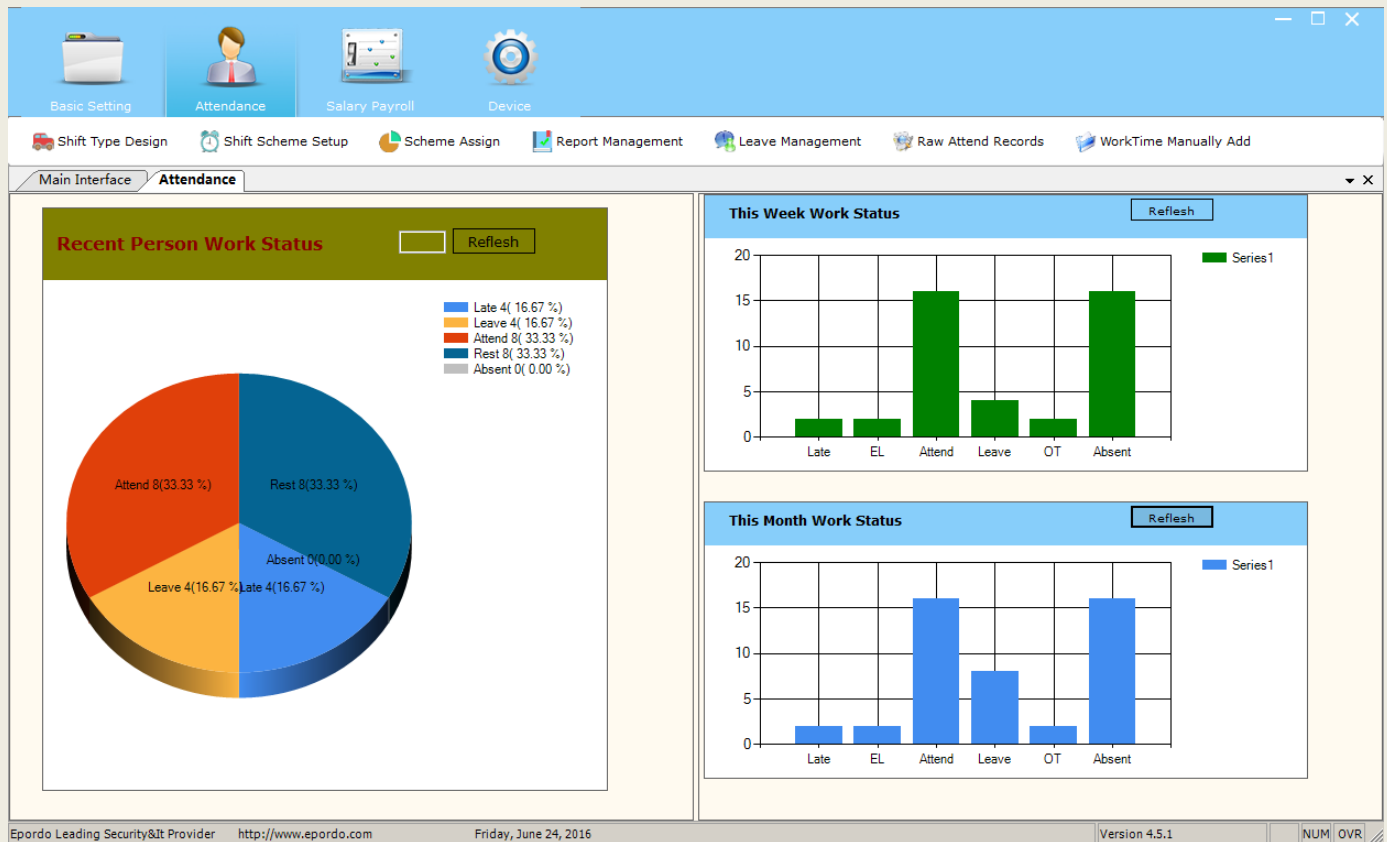
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Attendance



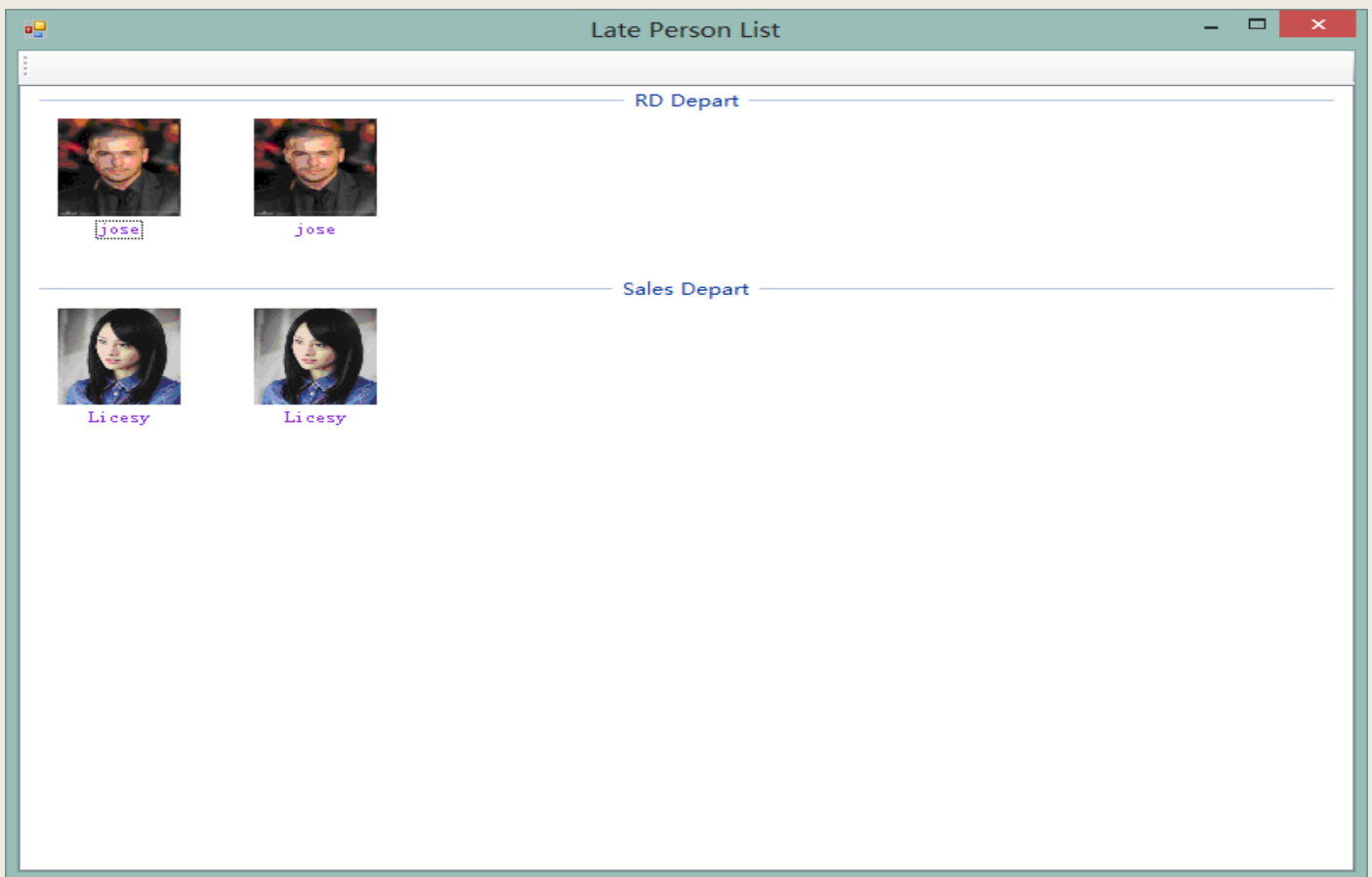
In the main attendance window, it offer On-Site Management Function, It can help you get the attendance data realtime, and help you take action quickly, it offer three type diagram , the attendance status right now, also you can view the attendance status some minutes ago, you can click the pie ,it will show the list of the person in a window like below

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In week and month Work Status diagram, you also can click view the person list and details

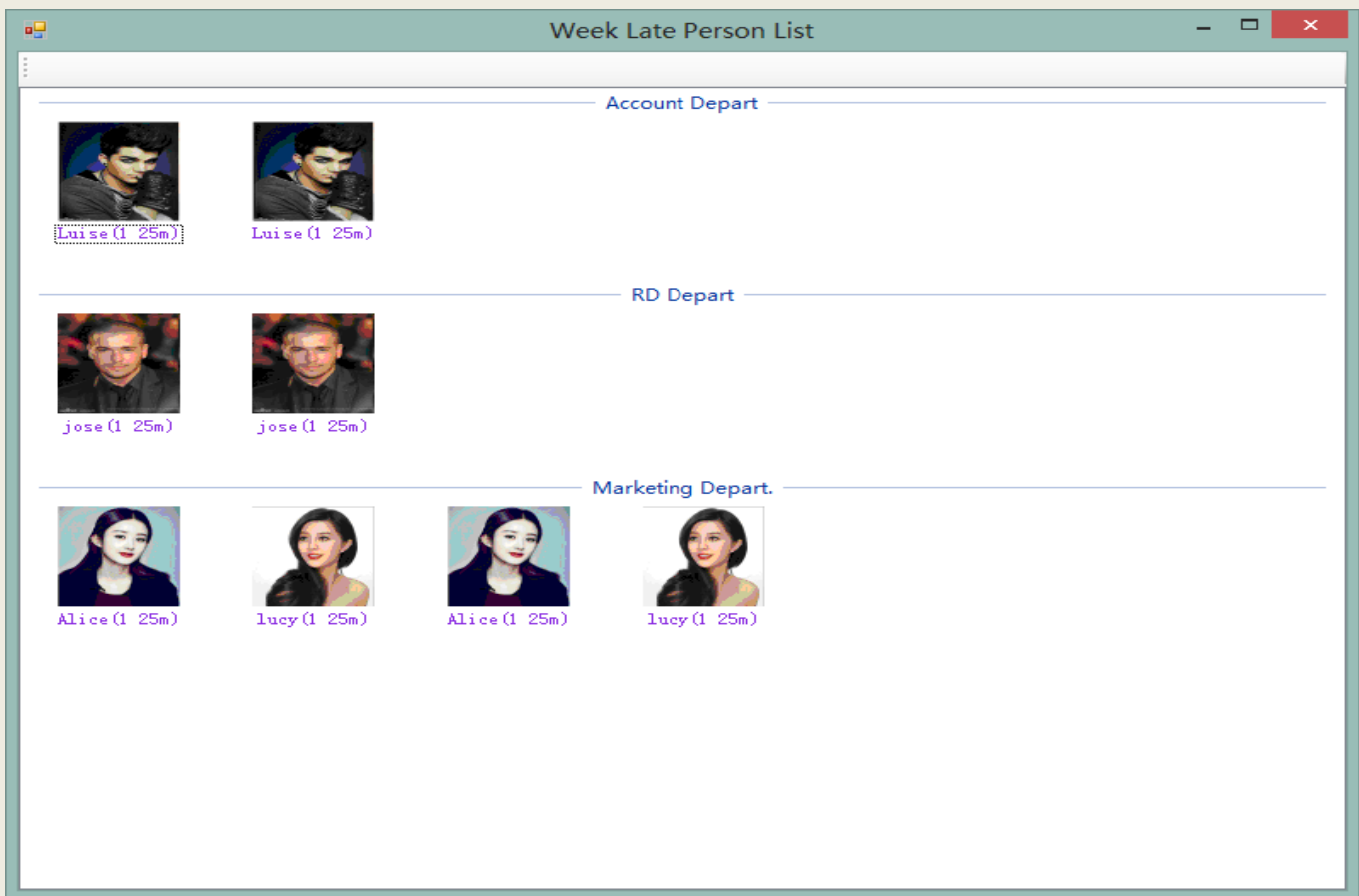
It will show like below:

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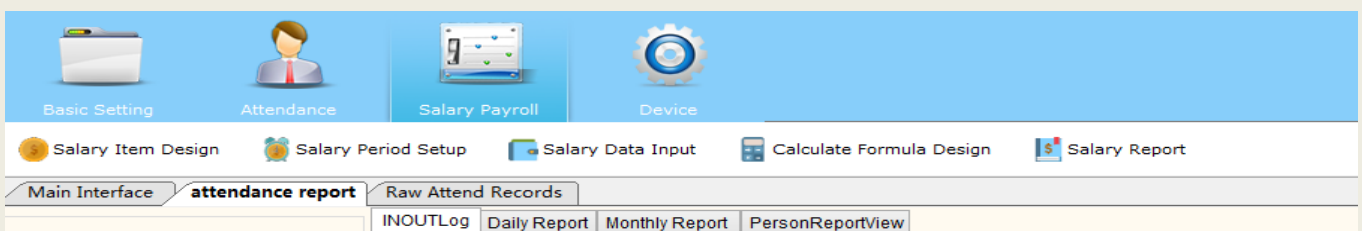
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web: www.epordo.com

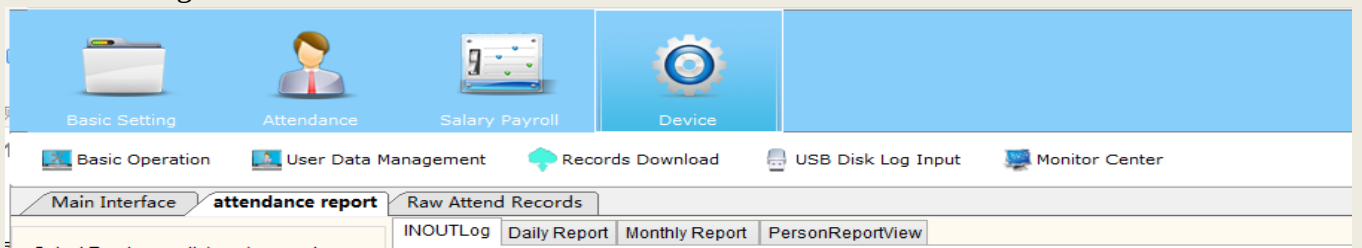


As above picture, it show depart, person picture ,name, late times, and late time

Payroll function:



Device Management:



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1. Employee or User Input.

Define Department enter employee management window select the company name click right mouse key to add/delete/modify department.

No.	Empl_No.	name	gender	Dept. No
1	0000000001	Luisse	male	201662321415
2	0000000002	Kiesli	male	201662321416
3	0000000004	jose	male	201662321420
4	0000000003	lucy	female	201662321425
5	0000000012	Kentacy	male	201662321415
6	0000000121	Alice	female	201662321425
7	0000000014	Yesise	female	201662321416
8	0000000015	Licesy	female	201662321416
9	0000000016	Joiuse	female	201662321416
10	0000000017	Hilise	female	201662321425
11	0000000019	Roses	female	201662321425
12	0000000021	Losucise	male	201662321425

Add user / employee, there is two ways

First please note that employee number(empl_no) is the same as the user ID in device, software will combine them together.

The first way is to add employee from the window above, then go to register user's finger etc data into device and download it to software via below window(before you download, please add the device into software, the menu is terminal management-→terminal management, also there is many function there, like delete admin user and delete all data and all user etc, and adjust the device datetime)

Menu:

Terminal management-→ download User Info.

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epordo Test Management System

item HR management Terminal Management attendance management salary management door locking manager

Employee management Terminal Management download record Records leave sheet overtime sheet attendance report monitor center

Main Interface **download user info.** Terminal Management

select terminal

select	terminal name
☒	2

download user

select	No.	terminal No.	Empl_No.	User Name	info. ty
☒	1	1	1	...	0
☐	2	1	2	...	0
☐	3	1	3	...	0
☐	4	1	4	...	0

How to upload user data and delete user data to or from device for some user

Terminal Management-→ upload user info.

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The screenshot shows the 'Epordo T&A management system' window. The 'Terminal Management' tab is active, and the 'upload user info.' sub-tab is selected. The interface includes a sidebar with a tree view showing 'Epordo' and a main area with three tables. The first table lists employees with columns for selection, employee number, name, gender, and department. The second table lists user information with columns for selection, user number, employee number, user name, info type, operation privilege, PIN/Card number, and fingerprint index. The third table lists terminal information with columns for selection, terminal number, terminal name, terminal number, communication type, IP address, port number, and COM port. At the bottom right, there are two buttons: 'upload user info.' and 'delete user info.', both of which are circled in red. The status bar at the bottom shows 'Epordo Leading Security&It Provider', the website 'http://www.epordo.com', the date 'Thursday, August 13, 2015', and the current view 'Main Interface'.

select	Empl_No.	name	Gender	dept.
☒	0000000001	yease	male	Epordo
☒	0000000002	dfafdsa	female	company
☐	0000000004	jose	male	Epordo
☒	0000000003	lucy	female	Epordo

select	No.	Empl_No.	User name	info. type	operation privilege	PIN/Card No.	FP in
☒	1	1	...	0	0		1
☒	2		...	0	0		2
☒	3	3	...	0	0		3

select	NO	terminal name	terminal No.	Comm Type	IP Addr.	Port No.	COM
☒	1	2	1	0	192.168.1.204	5005	0

upload user info. delete user info.

The Second way to add user : first register user into device ,then download into software
Terminal management-→ download User Info.

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system HR management Terminal Management attendance management salary management door locking management sys

employee management Terminal Management download record Records leave sheet overtime sheet attendance report monitor center access rec

Main Interface download user info. Terminal Management

select terminal

select	terminal name
☒	2

click here

download user

select	No.	terminal No.	Empl_No.	User Name	info. type	Op Pr
☒	1	1	1	...	0	0
☐	2					
☐	3					
☐	4					

employee info.

basic info.

Empl_No. 1

name yease

gender male

Dept. Epordo

browse photos

extension info.

Addr. Tel.

National Age

Mobile Training

Birthday 13 August StartWork 13 August

Endwork 13 August field10 13 August

confirm cancel

Epordo Leading Security&It Provider <http://www.epordo.com> Thursday, August 13, 2015

Other steps is same as above first way

2. Attendance Management

Work Flow

Add Shift----> Add Section---->Add Shift scheme-----> Add Shift scheme to Employee---->Make Report
-----> Print or Save Report-----> Salary Function

First to tell some Special Case dealing solution:

1. employee forget to punch finger or need input record for employee

Manual add records will be showed as manual add, and who add, if download from device will show terminal type

Menu: Attendance Management-> Records management

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Attendance management-→WorkTime Manually Add

employee management Terminal Management download record Records leave sheet overtime sheet attendance report monitor center access record s

Main Interface Records Management Manual Add WorkTime

employee select

Empl_No.	Name	Dept.
00000...	jose	Epordo
00000...	lucy	Epordo

WorkTime Record Input WorkTime SUMM

WorkTime Search

Period 13 August 20 -- 13 August 20 Search EXCEL Save As

WorkTime Record Input

Date Period: August 20 -- 13 August 20 WorkType NormalWork

Period : -- : WorkTime NormalWork WeekendWork FestivalWork NormalOvertime WeekendOvertime FestivalOvertime

No.	Empl_No.	Name	WorkTime Date	Star Time	WorkTime Type
-----	----------	------	---------------	-----------	---------------

Second we learn how to create attendance rule for employee

There is two menu will be used to create attendance rule:

Attendance management--→Attendance Rule Setting: for basic work rule define

Attendance management-→shift scheme management: for work plan design, and give employee work plan.

The first one:

1. basic setting: leave type setting, this will be for you to define which need pay and which you don't need to pay for the employee time leave.

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door locking management system management

employee management Terminal Management download record Records leave sheet overtime sheet attendance report monitor cen

Main Interface **Shift management** ▾ ×

Shift Setting Festival Setting Leave type Setting Overtime Type Setting

Leave Name	Salary Mode	Remark
AffairLeave	Salary	
SickLeave	Salary	
BusinessLeave	No Salary	
InjuryLeave	No Salary	
HomeLeave	No Salary	
MarriageLeave	No Salary	
MaternityLeave	No Salary	
BereavementLeave	No Salary	
AnnualLeave	No Salary	
OfficialLeave	No Salary	

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2. work time period setting.

There are three type work, normal type work(normal shift), weekend work(weekend shift), festival work (festival shift) , also please note that, one day only can have one shift, overstep day type work also have one shift., means one shift can include only max 24 hours.

In order to recognize the different shift, the shift can be settled as different color, how operation please check software window, it has words to tell how to do

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Main Interface

Shift management

Shift Setting

Festival Setting

Leave type Setting

Overtime Type Setting

Shift Setting

Normal Shift

test

Weekend Shift

Festival Shift

Flexible Shift

	WorkStart	WorkEnd	Work Time	Punch Start	Punch End	Late Rule (Min)
▶	8:00:00 AM	12:00:00 PM	240	7:00:00 AM	1:00:00 PM	15
	2:00:00 PM	6:00:00 PM	240	1:01:00 PM	9:00:00 PM	15

Instruction:
Add Shift----> Add Section---->Add Shift scheme----> Add Shift scheme to Employee---->Make Report ----> Prin
Creat shift, select Shift setting tree on the left, click right mouse to open Menu ,select add shift to create shift.
, Create Time Section for Shift, select the shift name of the shift setting tree on the left , click right mouse to oper
Modify/View section, click shift name of the shift setting tree, and double click the grid cell on the above grid win
Flexible Shift is for attendance of employee who can come and go at anytime , there is no workstart and worker

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One shift can include many time sections, one time section setting is like below, details also please check the explain on the window

Basic Parameter

Attendance setting

WorkStart 8 : 0 Punch Start 7 : 0 ☐ Overstep Day ☐ AtFormer ☒ Record

WorkEnd 12 : 0 Punch End 13 : 0 ☐ Overstep Day ☐ AtFormer ☒ Record

Work Time Setting

Work Time 240 Min = 4 Hours ☐ Belong to Overtime Work**

Overstep Day Setting

☐ Overstep Day Former ☒ No Overstep Day ☐ Overstep Day Later

Late/EarlyOut

Record 15 Min Later than WorkStart As Late 60 Min Later than WorkStart As Absent

Record 15 Min ealier than WorkEnd As EarlyOut 60 Min Earlier than WorkEnd As Absent

Later/EarlyOut Calculate ☒ Dividually ☐ SUMM as Late

Overtime Setting

Record 0 Min Earlier than WorkStart as Overtime ☒ No ☐ Yes

Record 0 Min later than WorkEnd as Overtime ☒ No ☐ Yes

Instruction:

Overstep Day means Punch Start/End time is not same day of WorkStart/WorkEnd.

At Former means if there is two or more records for attendance, take ealier/the earlist record,or else take the latest record.

Record means use attendance records to make report.

Belong to Overtime work means this section work time will be added to Overtime work.

Overstep day Former means WorkStart time is the time before the day of WorkEnd.

No Overstep Day means workstart time and weekend time is in the same day.

Overstep day later WorkStart time is the time after the day

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Here for some special case:

Lunch time and rest time how to set it? In the attendance shift, there is no lunch time and rest time define, any time period between two work time section, you can take it as rest time or lunch time, or any other special time for a workday.

How to make overtime work? please check the time section setting , overtime setting , and belong to overtime work option

Other special case, please find solution in time section setting, and shift type.

The Second One:

1. shift scheme

Annual Shift scheme		Selected employee as follow				Date
No.	Annual Shift scheme Name	Select	No.	Name	Shift Sche	
1	twest	☒	0000000001	yease	twest	2015
		☒	0000000002	dfafdsa	twest	Sun.
		☒	0000000004	jose		
		☒	0000000003	lucy		

One shift scheme include date and shifts which you defined above.

How operate also is write in the window, please read it

you can use mouse select many days to give them shift or change their shif

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Shift scheme design

Scheme name: twest Year: 2015 Month: 8

select the days below by mouse key, the days' backup will be blue after selected, click right mouse key to open shift menu , assign the shift into days by doubleclick left mouse key on the shift name in menu exit this window after your finish, the data will be saved

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Select

- Shift Setting
 - Normal Shift
 - RestDay (selected)
 - Weekend Shift
 - Festival Shift
 - Flexible Shift

If you want to set it back to rest day or holiday, just need to set it as RestDay shift

Via the way, you can set any date as rest day or holiday, it is very flexible. And also it is easy to make changes, it will not affect other days' worktime, because each day can has one type shift.

2. assign shift scheme to employee

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Annual Shift scheme

Add Annual
Delete
Refresh

No.	Annual Shift scheme Name
1	twest

Selected employee as follow

Select
Appointe
Remove
☒ All

Select	No.	Name	Shift Scheme
☒	0000000001	yease	twest
☒	0000000002	dfafdsa	twest
☒	0000000004	jose	
☒	0000000003	lucy	

After the employee is assign the shift scheme, you can double click the employee, at the right window will show the shift in the recent month , also you can select different month to see other month's details

Selected employee as follow

Select
Appointe
Remove
☒ All

Select	No.	Name	Shift Scheme
☒	0000000001	yease	twest
☒	0000000002	dfafdsa	twest
☒	0000000004	jose	
☒	0000000003	lucy	

Date

2015
Year
Aug.
Month

Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
						1
2	3 test	4 test	5 test	6 test	7	8
9	10 test	11 test	12 test	13 test	14	15
16	17 test	18 test	19 test	20 test	21	22
23	24 test	25 test	26 test	27 test	28	29
30	31					

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Attendance Report

Download the records from device then you can make report , it easy. Will show like below

Interface	Shift management	Employee Shift Assign	attendance report										
Employee, click make report analysis for updating creating new report.			INOUTLog	Daily Report	Monthly Report	PersonReportView							
Select			Save As	EXCEL	PrintView	13 August 2		--	13 August 21		Search Part		
No.	EmpNo.	Name	Date	Weekday	Shift	IN	OUT	Shoul Work	Actua	Abser	LateT	Late(r	Eai
1	0000000001	yease	2/2/2015	Monday	test			4	0	4	0	0	0
2	0000000001	yease	2/2/2015	Monday	test			4	0	4	0	0	0
3	0000000001	yease	2/3/2015	Tuesday	test			4	0	4	0	0	0
4	0000000001	yease	2/3/2015	Tuesday	test		5:41 PM	4	0	4	0	0	1
5	0000000001	yease	2/4/2015	Wednesd...	test			4	0	4	0	0	0
6	0000000001	yease	2/4/2015	Wednesd...	test			4	0	4	0	0	0
7	0000000001	yease	2/5/2015	Thursday	test			4	0	4	0	0	0
8	0000000001	yease	2/5/2015	Thursday	test			4	0	4	0	0	0
9	0000000001	yease	2/6/2015	Friday	test			4	0	4	0	0	0
10	0000000001	yease	2/6/2015	Friday	test			4	0	4	0	0	0
11	0000000002	dfafdsa	2/2/2015	Monday	test			4	0	4	0	0	0
12	0000000002	dfafdsa	2/2/2015	Monday	test			4	0	4	0	0	0
13	0000000002	dfafdsa	2/3/2015	Tuesday	test			4	0	4	0	0	0
14	0000000002	dfafdsa	2/3/2015	Tuesday	test		5:41 PM	4	0	4	0	0	1
15	0000000002	dfafdsa	2/4/2015	Wednesd...	test			4	0	4	0	0	0
16	0000000002	dfafdsa	2/4/2015	Wednesd...	test			4	0	4	0	0	0
17	0000000002	dfafdsa	2/5/2015	Thursday	test			4	0	4	0	0	0
18	0000000002	dfafdsa	2/5/2015	Thursday	test			4	0	4	0	0	0
19	0000000002	dfafdsa	2/6/2015	Friday	test			4	0	4	0	0	0
20	0000000002	dfafdsa	2/6/2015	Friday	test			4	0	4	0	0	0

Different color is to tell different meaning, it for you to easy to find the different records.

Now I am tell how to define your own type formate output report.

1. print , pdf, or tif output

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INOUT Report													
Save As PDF Save AS TIF Picture Print													
InOut Report				SW: ShouldWork Time AW: Actual Work Time AS: Absent Time LA: Late Times									
Print Date: 8/13/2015 10:17:34 PM				LT: Late Time EL: EarlyOut Times ET: EarlyOut Time									
EmpNo	EmpName	DeptName	Date	ShiftName	IN	OUT	SW	AW	AS	LA	LT	EL	ET
1	yease	Epordo	15/02/02	test			4	0	4	0	0	0	0
1	yease	Epordo	15/02/02	test			4	0	4	0	0	0	0
1	yease	Epordo	15/02/03	test			4	0	4	0	0	0	0
1	yease	Epordo	15/02/03	test		17:41:00	4	0	4	0	0	1	19
1	yease	Epordo	15/02/04	test			4	0	4	0	0	0	0
1	yease	Epordo	15/02/04	test			4	0	4	0	0	0	0
1	yease	Epordo	15/02/05	test			4	0	4	0	0	0	0
1	yease	Epordo	15/02/05	test			4	0	4	0	0	0	0
1	yease	Epordo	15/02/06	test			4	0	4	0	0	0	0
1	yease	Epordo	15/02/06	test			4	0	4	0	0	0	0
2	dfafdsa	company	15/02/02	test			4	0	4	0	0	0	0
2	dfafdsa	company	15/02/02	test			4	0	4	0	0	0	0
2	dfafdsa	company	15/02/03	test			4	0	4	0	0	0	0
2	dfafdsa	company	15/02/03	test		17:41:02	4	0	4	0	0	1	18
2	dfafdsa	company	15/02/04	test			4	0	4	0	0	0	0
2	dfafdsa	company	15/02/04	test			4	0	4	0	0	0	0
2	dfafdsa	company	15/02/05	test			4	0	4	0	0	0	0
2	dfafdsa	company	15/02/05	test			4	0	4	0	0	0	0
2	dfafdsa	company	15/02/06	test			4	0	4	0	0	0	0
2	dfafdsa	company	15/02/06	test			4	0	4	0	0	0	0

Run the  **ReportDesigner**, when you want to modify files, please backup them first to avoid any problem. After you make changes , please save it.

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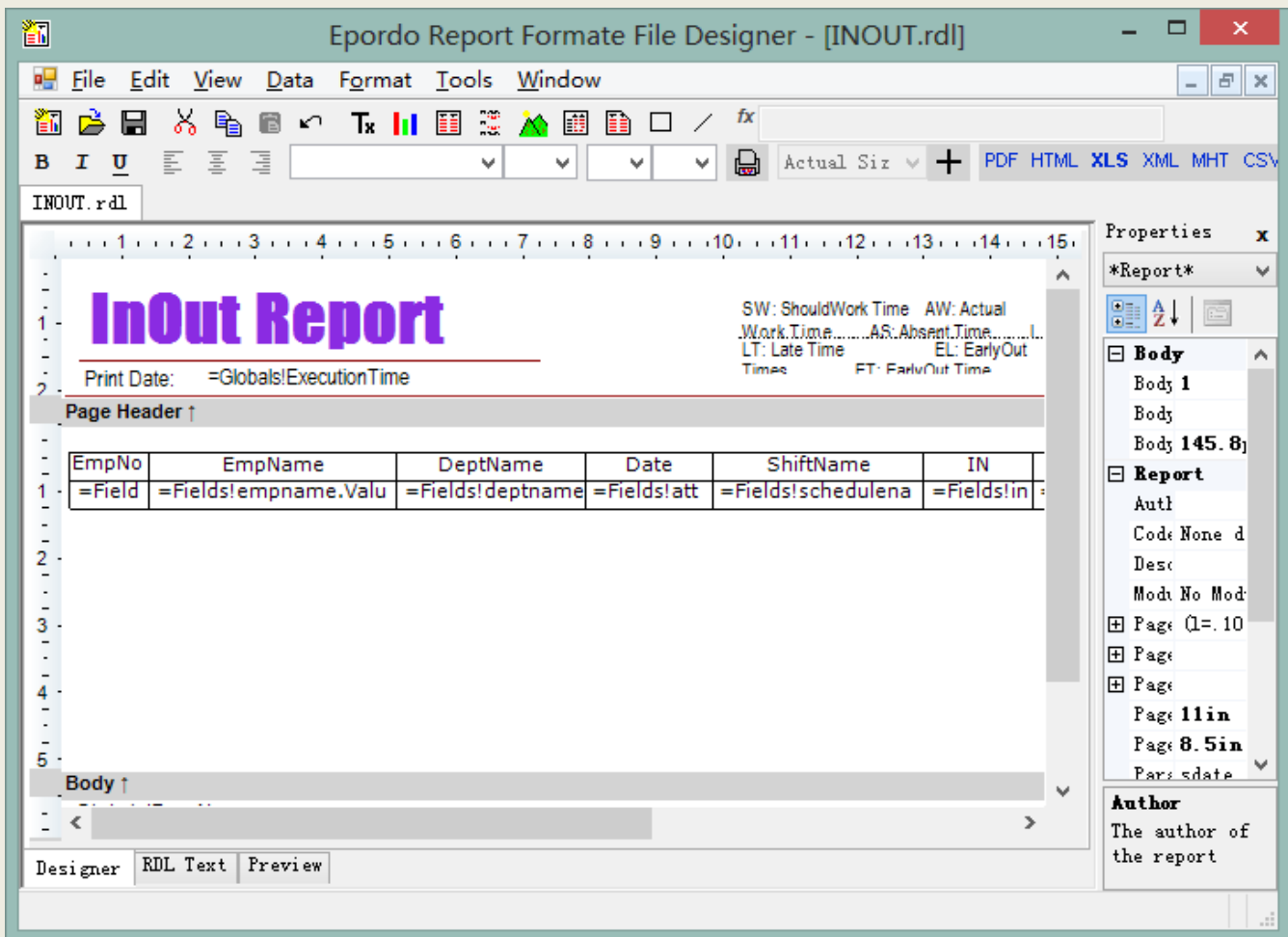
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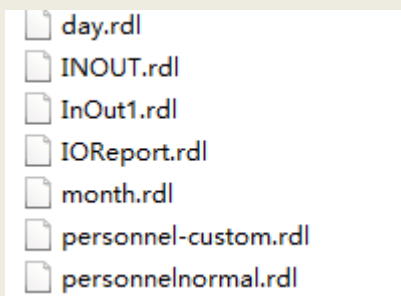
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You can open the files as below



After you open above window, you can open the file in software folder

1. day.rdl is for daily report
2. INOUT.rdl is for In and Out report
3. month.rdl is for month report
4. personnel.rdl is for personnel report

Now I open Daily report as example

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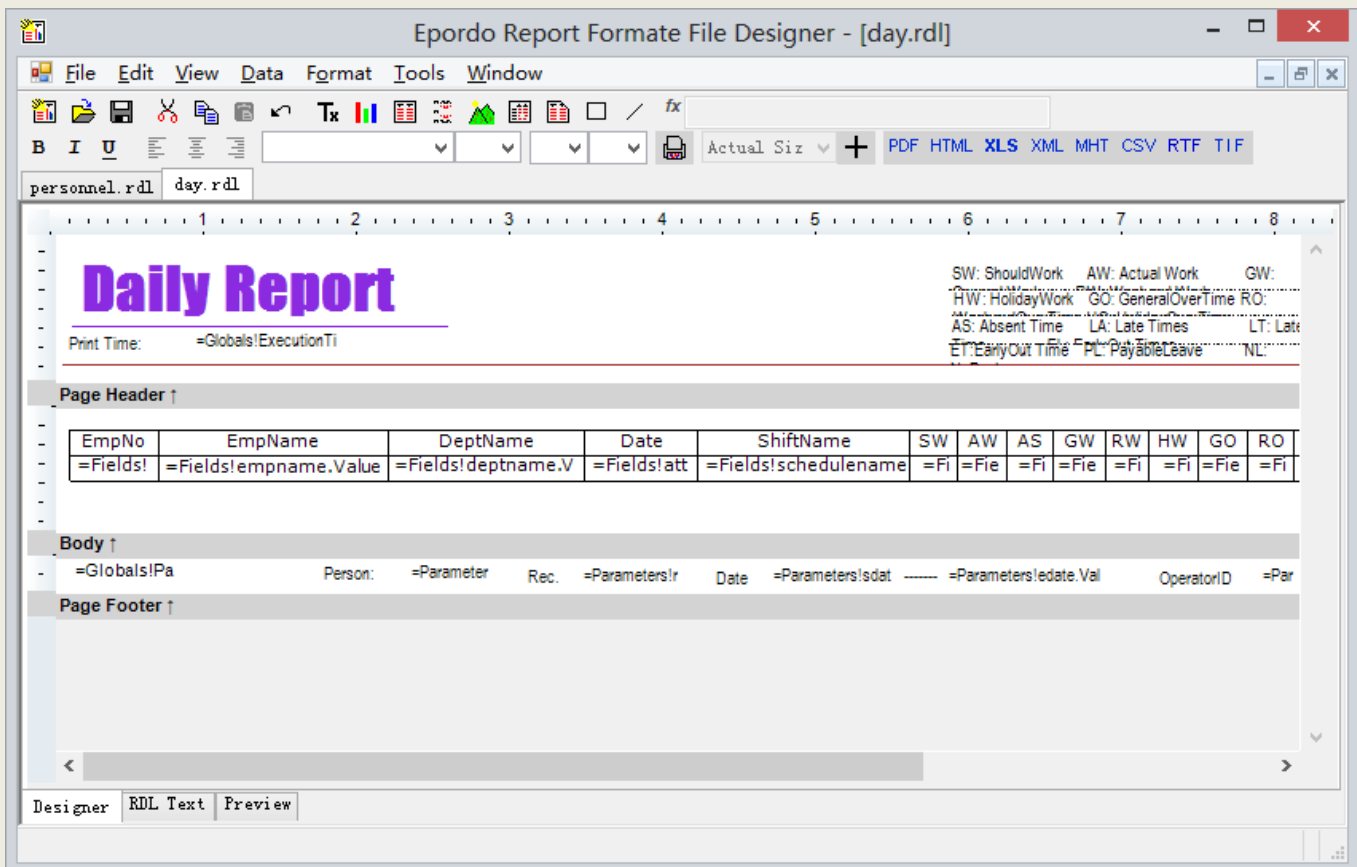
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some Key information for your reference:

the parameters with Globals!, this is from system data, you can put it at report header or footer

the parameters with Parameters!, this is from software data, you can put it at report header or footer

the parameters with Fields!, this is from software datagridview, you can put it at report body.

You can input picture, words and table into report by yourself.

By the way, not all the data available for your selection can work, you can do a testing by making report in software after you make a change.

The way here is only for some simple changes, if you need more changes, you should contact your supplier.

2. excel output

the file is store at template folder, you make your own type template to output data to create a excel report by yourself.

attendtm.xls is the excel template file for personnel report

attendMonth.xls is the excel template for monthly attendance report

attendDaily.xls is the excel template for daily attendance report

attendInOut.xls is the excel template for IN OUT attendance report

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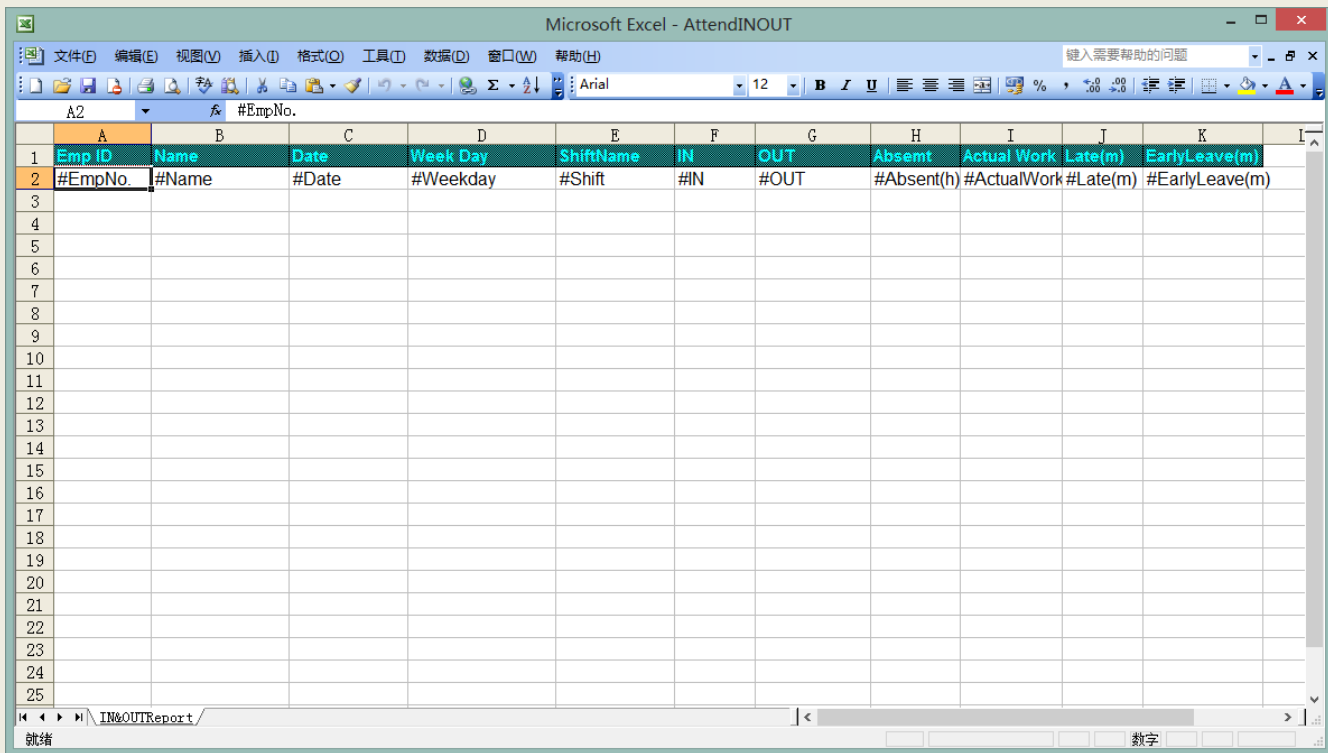
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The screenshot shows a Microsoft Excel spreadsheet titled "Microsoft Excel - AttendINOUT". The spreadsheet is a template for an attendance report. The columns are labeled as follows: A: Emp ID, B: Name, C: Date, D: Week Day, E: ShiftName, F: IN, G: OUT, H: Absemt, I: Actual Work, J: Late(m), K: EarlyLeave(m). The rows are numbered 1 through 25. The first row (row 1) contains the column headers. The second row (row 2) contains the following headers: #EmpNo., #Name, #Date, #Weekday, #Shift, #IN, #OUT, #Absent(h), #ActualWork, #Late(m), #EarlyLeave(m). The rest of the rows (rows 3 through 25) are empty, ready for data entry. The Excel interface includes a menu bar with options like 文件(F), 编辑(E), 视图(V), 插入(I), 格式(O), 工具(T), 数据(D), 窗口(W), and 帮助(H). The status bar at the bottom shows "就绪" (Ready) and "数字" (Numbers).

1	A	B	C	D	E	F	G	H	I	J	K	L
2	Emp ID	Name	Date	Week Day	ShiftName	IN	OUT	Absemt	Actual Work	Late(m)	EarlyLeave(m)	
3	#EmpNo.	#Name	#Date	#Weekday	#Shift	#IN	#OUT	#Absent(h)	#ActualWork	#Late(m)	#EarlyLeave(m)	
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												

I open one excel template for your reference

The personnel report

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	A	B	C	D	E
1	Attendance Monthly Report				
2	Name:	\$Name	Employee No.	\$Empl_No.	
3	Department	\$Dept.	Stard Date	\$Start Time	
4	Attendance Month	\$Attendance Month	End Date	\$End Time	
5					
6	Working Time				
7	Due Work Time	\$DueTime(h)			
8	Actual Work	\$ActualWork(h)			
9	Normal Work Time	\$NormalWorkTime(h)			
10	Weekend Work Time	\$WeekendWorkTime(h)			
11	Festival work Time	\$FestivalWorkTime(h)			
12	Absent Time	\$Absent(h)			
13	Late Times	\$LateTimes			
14	Late Time Total	\$Late(m)			
15	EarlyLeave Times	\$EarlyLeaveTimes			
16	EarlyLeave Time Total	\$EarlyLeave(m)			
17	Normal Overtime	\$NormalOvertime(h)			
18	Weekend Overtime	\$WeekendOvertime(h)			
19	Festival Overtime	\$FestivalOvertime(h)			
20	Salary Leave	\$SalaryLeave(h)			
21	No Salary Leave	\$NoSalaryLeave(h)			
22					
23	Total:				
24					
25					

The words with \$, @, # is data which will be input by software automatically

How to know the data

For example: \$SalaryLeave(h)

Without \$, other words should be same as the column name showing in software

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Epordo T&A management system

system HR management Terminal Management attendance management salary management door locking management system management

employee management Terminal Management download record Records leave sheet overtime sheet attendance report monitor center access record

attendance report Main Interface Shift management Employee Shift Assign Terminal Management

Select Employee, click make report to do data analysis for updating report or creating new report

Employee Select Make Report

Year 2014 Feb. GetReport Save As ExcelPrint PrintView

NormalOvertime(h)	WeekendOvertime(h)	FestivalOvertime	SalaryLeave(h)	NoSalaryLeave(h)
0	0	0	0	0
0	0	0	0	0

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3. personnel report function

First you should select a date period

Epordo T&A management system

system HR management Terminal Management attendance management salary management door locking management system management

employee management Terminal Management download record Records leave sheet overtime sheet attendance report monitor center access record salary calculation

attendance report Main Interface Shift management Employee Shift Assign Terminal Management download user info.

Select Employee, click make report to do data analysis for updating report or creating new report

Employee Select Make Report

day, February Wednesday, Feb

No.	EmpNo.	Name	Date	Weekday	Shift	IN	OUT	S
-----	--------	------	------	---------	-------	----	-----	---

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Then select employee

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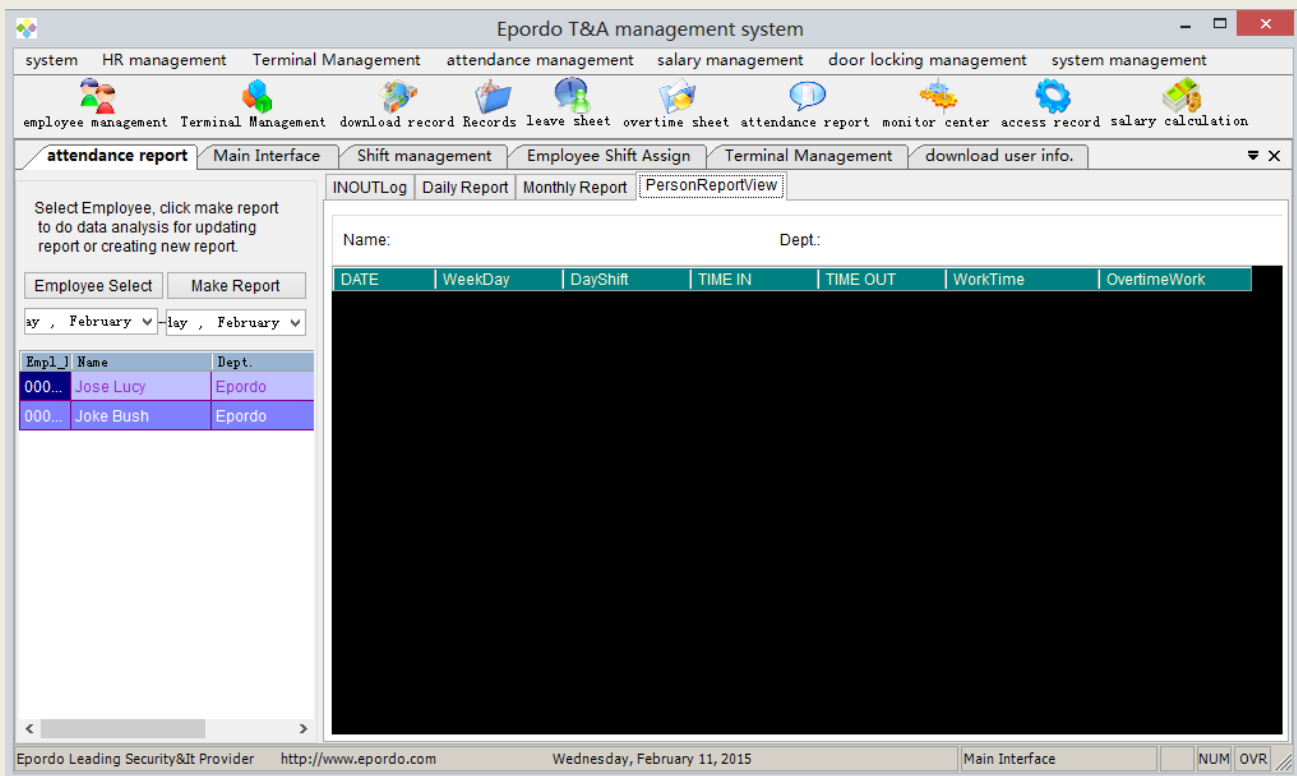
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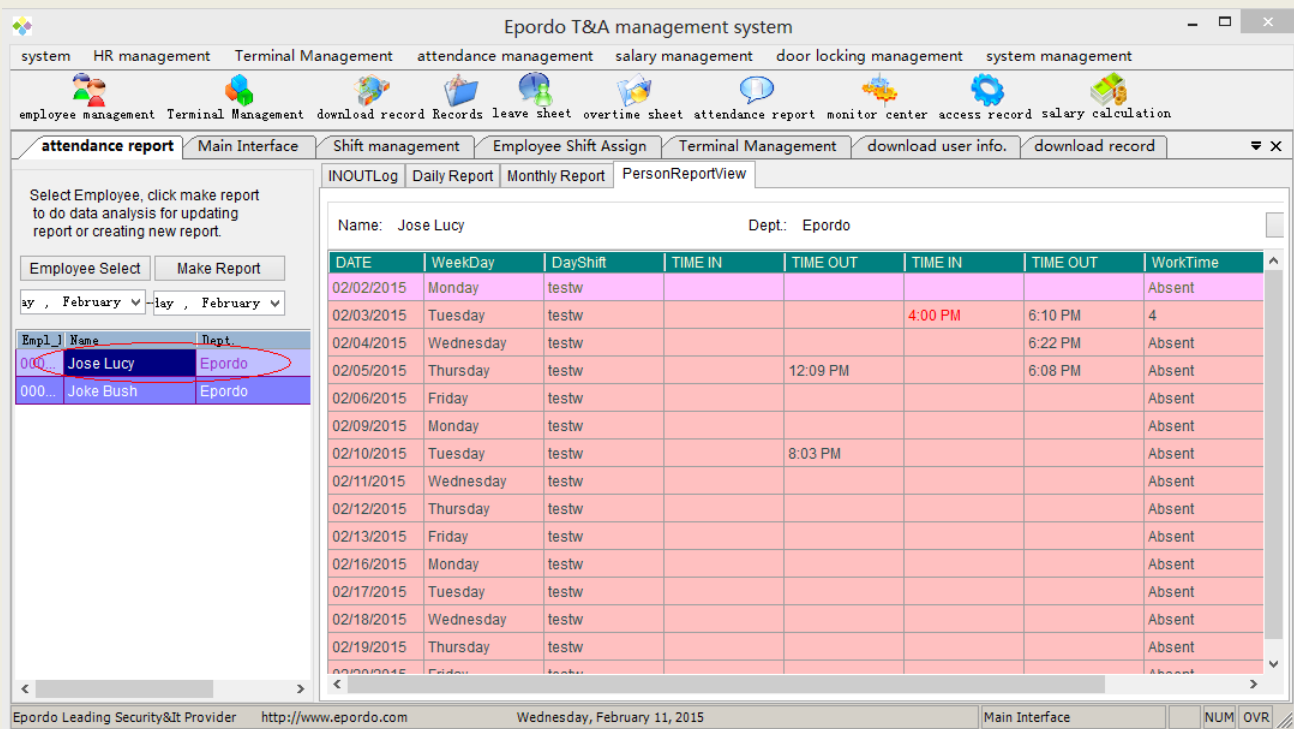
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Make sure you had made report for the period you selected, if not, please click the make report to make report.

Then double click the employee you will get the data showing like this



Then you can click the printview to get pdf or other type report.

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Salary Function.

Standard flow to make a salary report:

ONE-TWO-TWO

One basic:

first, you should make sure the time attendance report work well,

Two define:

1. salary items define

define fixed salary item ,flexible salary item, and salary item as you need,

fixed item, mean each period or month you should pay at this item's value, it is same each month

flexible item, also you should pay per each month or period, but it may be at a different value salary item also is for each period or month, but this is not input manually, it is calculated according the formula you setup, if you define such a item, please move to the salary formula define window to define its formula.

2. month or period info define

you can define different month or period which including different days, also its parameter like workingdays etc can also be used in formula

Two Input Value:

Fixed Salary Item Value Input

input fixed salary item for each employee, at least all the employee you want to calculate salary

Flexible salary value Input

do the same for flexible item input, moreover, remember input all period you defined, and don't forget to save, otherwise you will fail to make salary report

How to Define Salary Items

1. space is not allowed:

all the items defined should not have space like "monthly pay", it must be "monthly_pay"

2. "+, -, /, (,), *, etc operation can not be add to item name

Income tax rate setting:

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No.	start amount	end amount	tax rate%	Deduct
1	5000	8000	10	300
2	8000	13000	25	1250
3	13000	18000	50	2500

add new

save

delete

Please add you level of the income tax rate you should input start amount and end amount , and rate, it calculate the value between start amount and end amount, for example a value 15000, according above setting, the tax value will be calculate as following, 15000 is more than 5000 and 8000, 15000 is more than 8000 and 13000, and 15000 is more than 13000, the tax will be $(8000-5000)*10\%+(13000-8000)*25\%+(15000-13000)*50\%=300+1250+1000=2550$;

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Salary period setting

month/period	start time	end time	TotalDays	WorkDays	RestDays	TotalTime	WorkTime	RestTime
2015-02	02/01/2015	02/28/2015	0	0	0	0	0	0

Click right mouse key to open the operation menu to add new ,delete and save

Start time and end time

This will be used for calculate the attendance report data for this salary period, it like attendance report function,

For other data like totaldays, workdays, rest days, these data you can use for your special requirement, for example, you can input a totaltime to set a rule like this, if the worktime(which you calculated according the start time and end time in attendance report) of employee is less than this value, you will deduct money from the salary,moreover, you can use all these data field for your special purpose

Salary period setting is a must basic setting for payroll

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Salary data Input:

Emp1_No.	name	dept.	Fixed
0000000001	Jose Lucy	Epordo	5000
0000000002	Joke Bush	Epordo	6000
0000000003	dfsa	Epordo	0

There is two type salary data input , one is fixed type, the other is flexible salary type
After you select the employee, you can input or modify data in the table as you want, and click the right mouse key to save it, please note all the data should input , zero also should input and save it
Fixed salary input, only input one time is ok, because, it will be same for each salary period, flexible salary input should input for each period you design.

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Sarlay formula design

salary formula definition

salary item

- item name
- salary
- totalsalary

formula editor

salary =

{FixedItem.Fixed}+{FlexibleItem.Flexible}-Tax({FixedItem.Fixed}+{FlexibleItem.Flexible})

start clear cancel test save exit

Definition include item

item name	item type	test value
Attendance	DueTime (h)	0
Attendance	ActualWork (h)	0
Attendance	Absent (h)	0
Attendance	Late (m)	0
Attendance	LateTimes	0
Attendance	EarlyLeave (m)	0
Attendance	EarlyLeaveTimes	0
Attendance	NormalWorkTi...	0
Attendance	WeekendWorkT...	0
Attendance	FestivalWork...	0
Attendance	NormalOverti...	0
Attendance	WeekendOvert...	0

function keyboard

IF and or

ROUND INT ABS

+ - * /

() < <=

7 8 9 >

4 5 6 >=

1 2 3 !=

0 . 00 =

Each salary item you add in salary item design window, you can design a formula for it here, for a formula you can use 4 types data and functions

4 Types data

Attendance: this data will calculated in total from the salary period you settled (start time and end time)

Leave: this data will calculated in total from the salary period you settled (start time and end time)

Monthinfo: this data is you input manually when you make salary period

Salary Item: fixed item and flexible item data , also is you input at former step, regarding SarlaryItem, please Note that you can not use a salaryitem which is behind of it , because it don't have any value

Take above window for example, you can use salaryitem salary in salaryitem totalsalary, but you cannot use totalsalary in salary formula.

All the data has a test value here, you can input it for testing.

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Functions: there is IF(), Round(), INT(),ABS() for you use, and Tax() (this you should add it manually)

How to design a formula:

Select the salary item, click start to design the formula, if it has old data or you want to clear it, you can click clear button to modify or add new.

If you want to use the the 4 types data, you click it in list, it will input automatically

Now take the example mentioned in salary period for example: click IF button

item name	item type	test value
Attendance	DueTime (h)	0
Attendance	ActualWork(h)	0
Attendance	Absent (h)	0
Attendance	Late (m)	0
Attendance	LateTimes	0
Attendance	EarlyLeave (m)	0
Attendance	EarlyLeaveTimes	0
Attendance	NormalWorkTi...	0
Attendance	WeekendWorkT...	0
Attendance	FestivalWork...	0
Attendance	NormalOverti...	0
Attendance	WeekendOvert...	0

Design the rule result value: (we can use mouse to select the position of the formula to input the data items)

design the rule via select the data and operation , totaltime deduct actualwork time, you can use and or in it , if the rule you set is complex

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salary formula definition

salary item

item name
salary
totalsalary

formula editor

$$\text{salary} = \text{If}(\{\text{MonthlyInfo.TotalTime}\} - \{\text{Attendance.ActualWork(h)}\} \geq 0, ,)$$

start
clear
cancel
test
save
exit

Definition include item

item name	item type	test value
Attendance	ActualWork(h)	0
Attendance	Absent(h)	0
Attendance	Late(m)	0
Attendance	LateTimes	0
Attendance	EarlyLeave(m)	0
Attendance	EarlyLeaveTimes	0
Attendance	NormalWorkTi...	0
Attendance	WeekendWorkT...	0
Attendance	FestivalWork...	0
Attendance	NormalOverti...	0
Attendance	WeekendOvert...	0
Attendance	FestivalOver...	0

function keyboard

IF	and	or
ROUND	INT	ABS
+	-	*
/	(	)
<	<=	
7	8	9
4	5	6
>	>=	
1	2	3
!=		
0	.	00
=		

Now design the result value, $\{\text{MonthlyInfo.TotalTime}\} - \{\text{Attendance.ActualWork(h)}\} \geq 0$ is true, the If value is $\{\text{FlexibleItem.Flexible}\} * 2$, $\{\text{MonthlyInfo.TotalTime}\} - \{\text{Attendance.ActualWork(h)}\} \geq 0$ is false, the If value is 0

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salary item

item name

salary

totalsalary

formula editor

salary =

If({MonthlyInfo.TotalTime} - {Attendance.ActualWork(h)} >= 0 {FlexibleItem.Flexible} * 2,0)

start

clear

cancel

test

save

exit

Definition include item

item name	item type	test value
Leave	AnnualLeave (h)	0
Leave	OfficialLeav...	0
MonthlyInfo	WorkDays	0
MonthlyInfo	RestDays	0
MonthlyInfo	TotalDays	0
MonthlyInfo	WorkTime	0
MonthlyInfo	RestTime	0
MonthlyInfo	TotalTime	0
FixedItem	Fixed	0
FlexibleItem	Flexible	0
SalaryItem	salary	0
SalaryItem	totalsalary	0

function keyboard

IF

and

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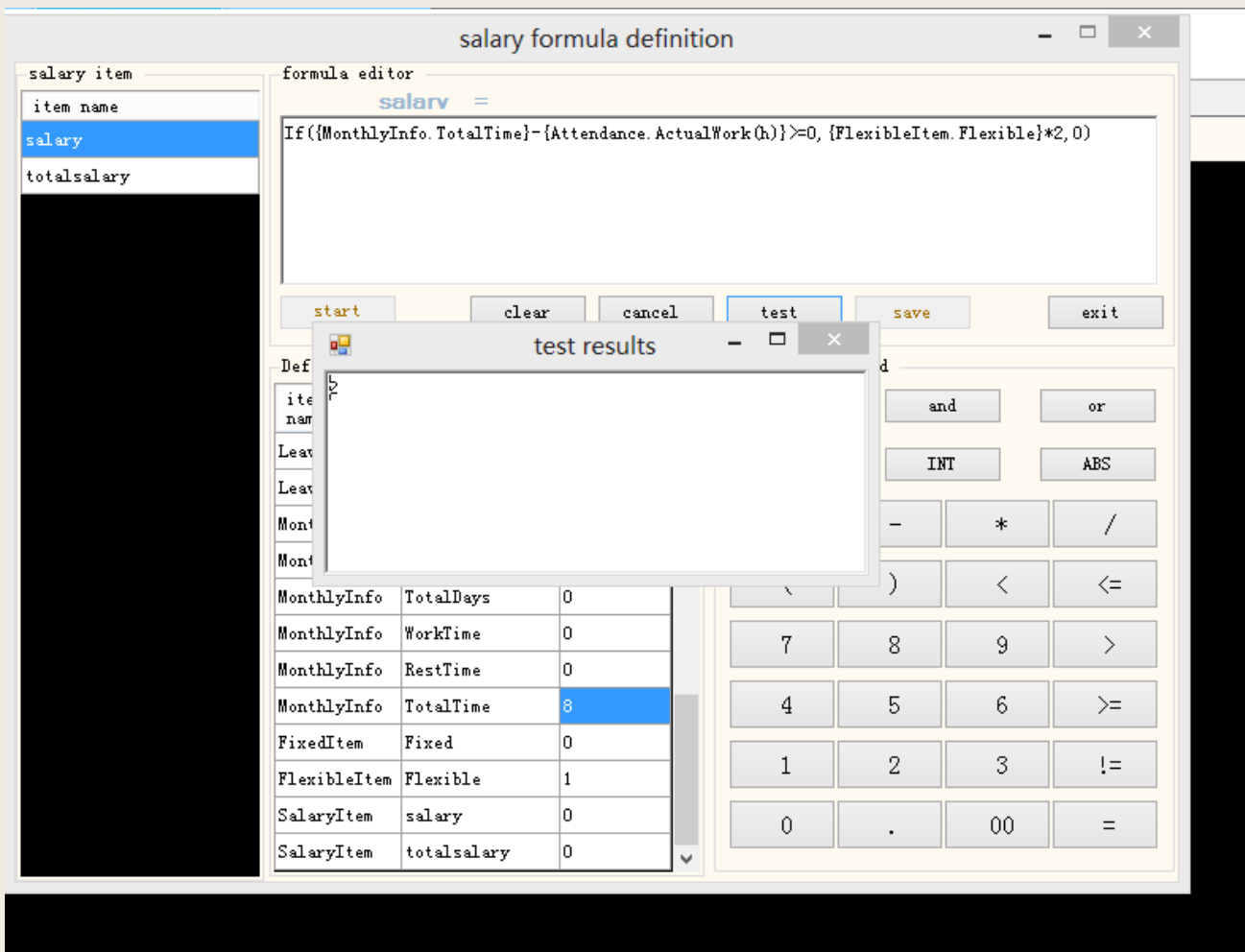
Now give value to the data I used in test value, total time 8, actual 6, flexible 1, to test the If value, Click test button, it shows

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It shows 2 as result;

It is correct as we think.

Now we add fixed salary and flexible salary and deduct this If value as the salary item value

it will show like this

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salary item

- item name
- salary**
- totalsalary

formula editor

salary =

{FixedItem.Fixed}+{FlexibleItem.Flexible}-If({MonthlyInfo.TotalTime}-{Attendance.ActualWork(h)}>=0,{FlexibleItem.Flexible}*2,0)

start clear cancel test save exit

Definition include item

item name	item type	test value
Leave	AnnualLeave(h)	0
Leave	OfficialLeav...	0
MonthlyInfo	WorkDays	0
MonthlyInfo	RestDays	0
MonthlyInfo	TotalDays	0
MonthlyInfo	WorkTime	0
MonthlyInfo	RestTime	0
MonthlyInfo	TotalTime	8
FixedItem	Fixed	0
FlexibleItem	Flexible	1
SalaryItem	salary	0
SalaryItem	totalsalary	0

function keyboard

IF and or

ROUND INT ABS

+ - * /

() < <=

7 8 9 >

4 5 6 >=

1 2 3 !=

0 . 00 =

Input test value , click test button to check it correct or not,

Then click save button to save it, one simple formula is design

Now I give another example for the totalsalary item's formula design

Here we use Tax() and salary item

(Tax() we can input it into formula manually)

The formula is :

{SalaryItem.salary}-Tax({SalaryItem.salary})-If({Leave.AffairLeave(h)}>0And{Attendance.NormalOvertime(h)}<0,{Leave.AffairLeave(h)}*100,({Leave.AffairLeave(h)}-{Attendance.NormalWorkTime(h)})*100)

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salary formula definition

salary item

- item name
- salary
- totalsalary**

formula editor

totalsalary =

```
{SalaryItem.salary}-Tax({SalaryItem.salary})-If({Leave.AffairLeave(h)}>0And  
{Attendance.NormalOvertime(h)}<0, {Leave.AffairLeave(h)}*100, ({Leave.AffairLeave(h)}-  
{Attendance.NormalWorkTime(h)})*100)
```

start clear cancel test save exit

Definition include item

item name	item type	test value
Attendance	LateTimes	0
Attendance	EarlyLeave(m)	0
Attendance	EarlyLeaveTimes	0
Attendance	NormalWorkTi...	0
Attendance	WeekendWorkT...	0
Attendance	FestivalWork	WeekendWorkTime(h)
Attendance	NormalOverti...	0
Attendance	WeekendOvert...	0
Attendance	FestivalOver...	0
Attendance	SalaryLeave(h)	0
Attendance	NoSalaryLeav...	0
Leave	AffairLeave(h)	0

function keyboard

IF and or

ROUND INT ABS

+ - * /

() < <=

7 8 9 >

4 5 6 >=

1 2 3 !=

0 . 00 =

After you do all the setting, then you can go to make payroll report.

Note: Regarding EK series Remote download testing Server IP is 52.27.165.236, port is 8000 you can use in device add window, please input the server IP at the domain input txtbox, and select internet connection. Port input 8000, also please set the server IP and port in device manually/ then you can communicate the device via Internet

E-Focus Tech Dept.,

2019

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