



## **WatchNET Access Integrated Security Management Software**

### **Configuring Time Attendance Feature**



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## Revision History

Revision	Date	Author	Description of Changes
1.0	08 /05 /2015	Peter Punzalan	Manual Created

## Chapter 1 Introduction

### 1.1 Time and Attendance

Time and Attendance feature for WatchNET Access Integrated Security System software that managed the time and attendance of personnel and extract reports. WatchNET Access Integrated Security System software must be installed first in order to use time and attendance feature.

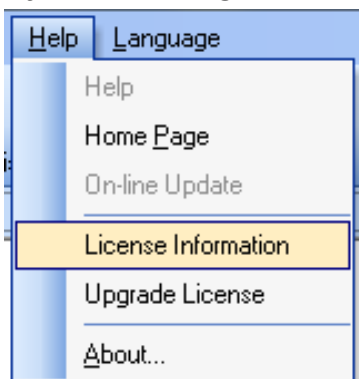
### 1.2 Computer Requirements

- The WatchNET Access Integrated Security System software must be installed on the Server.
- License for Guard Tour feature

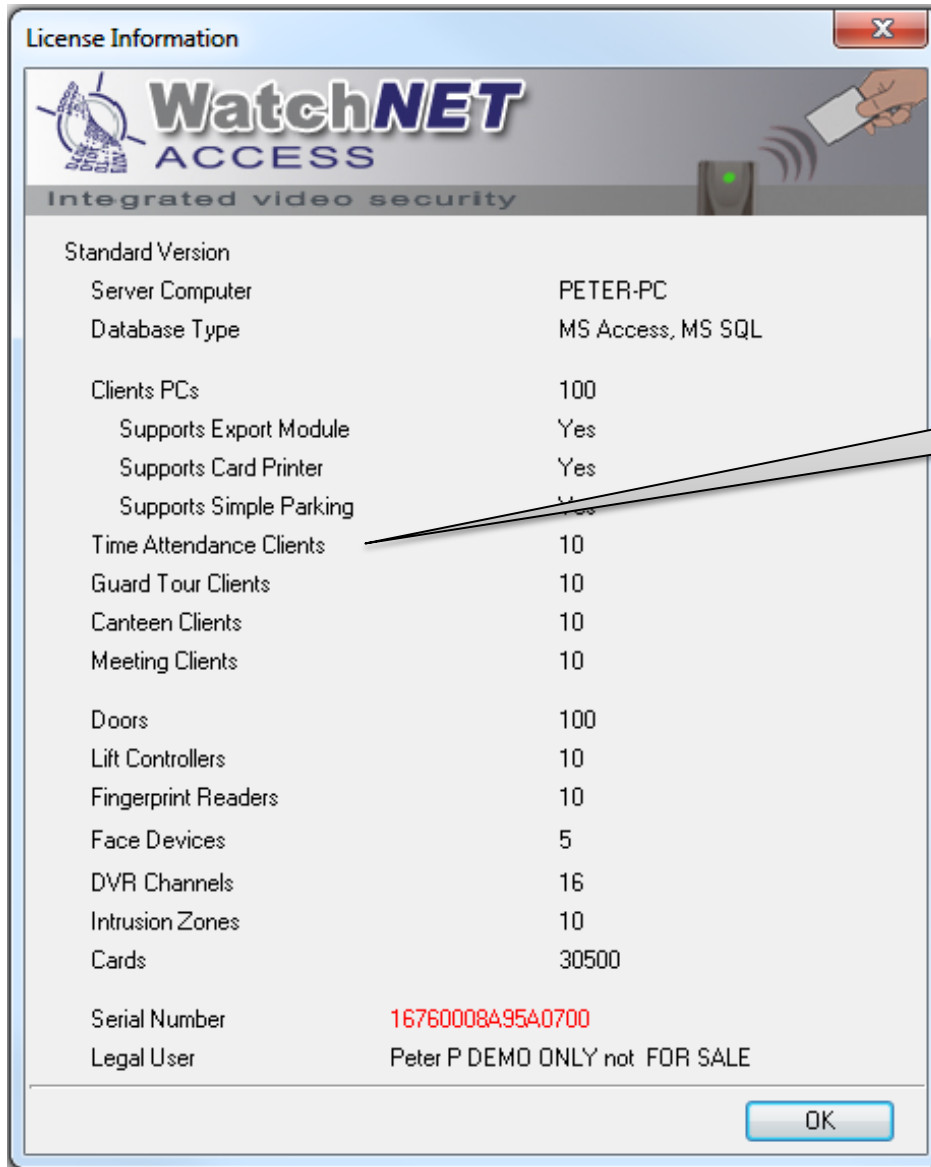
To Purchase the license call WatchNET at 1-866-843-6865 or email at [accesscontrolsupport@watchnetinc.com](mailto:accesscontrolsupport@watchnetinc.com)

### 1.3 License Checking

To check license dongle, Click **Help** (Figure 1-1) in the main menu and select **License information** (Figure 1-2)



*Figure 1-1*



**Reserved Time  
Attendance Clients**

*Figure 1-2*

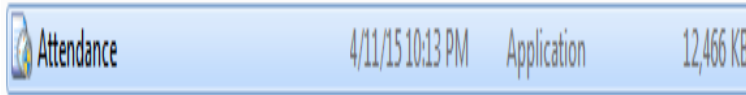
### 1.4 Features

- Time and Attendance Point
- Work Time
- Schedule / Work Table
- Reports

## Chapter 2 Main Operating Screen

### 2.1 Logon

To Log onto the Time and Attendance configuration, run “**Attendance**” (Figure 2-1) icon under WatchNET folder go to C: -> Program Files(x86) -> WatchNET -> WatchNET Access Integrated Security Systems.



*Figure 2-1*

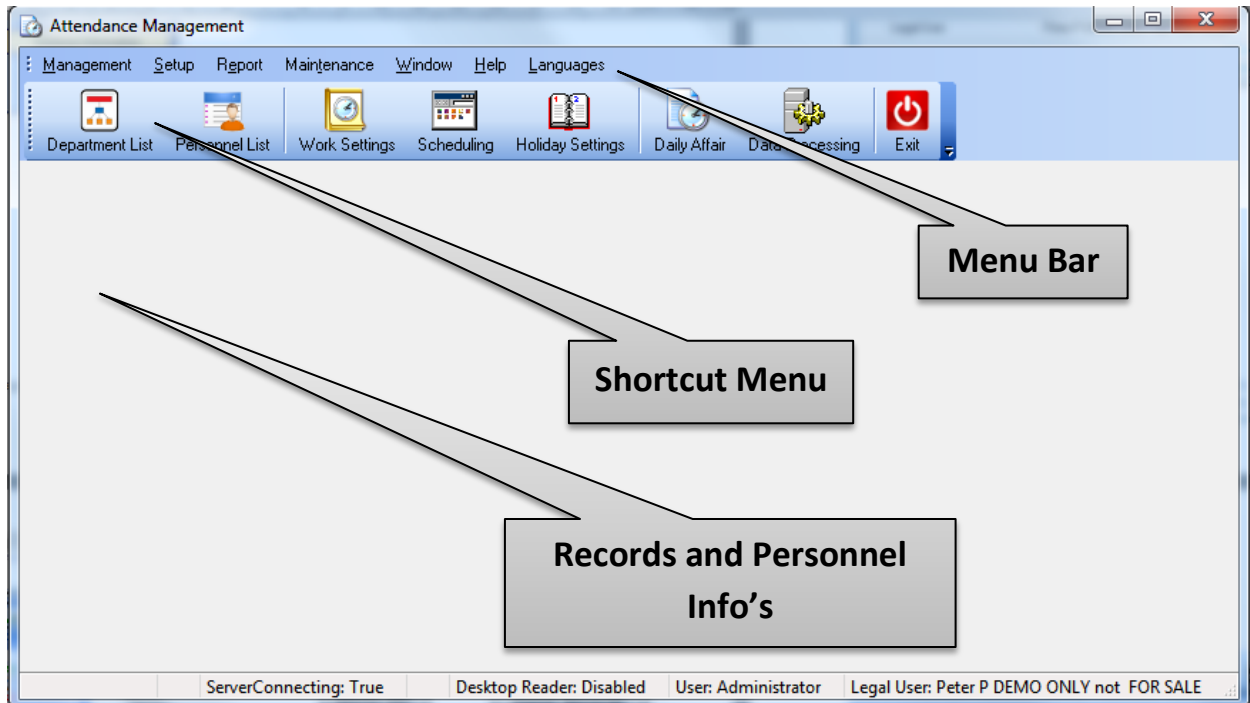
Login User: **Administrator** , Password: **watchnet** (Figure 2-2)

WatchNET Access Security Integrated Systems allows multiple users (software operators) simultaneously depending on the license dongle purchased, and give each user different level of access, only Administrator account can add or delete users and modify the permissions of users.



*Figure 2-2*

Once logged in, the Attendance Management windows will appear (Figure 2-3). This window has a Menu Bar, Personnel Info’s, Shortcut Menu, Event Records



*Figure 2-3*

## 2.2 Menu Bar

The Menu Bar allows access to the entire program via a series of Sub-Menus. The Main Menu Consist of the following: (Figure 2-4).

Management Setup Report Maintenance Window Help Languages

*Figure 2-4*

## 2.3 Tool Bar

The tool or icon bar contains the most common icons, as follows: (Figure 2-5)

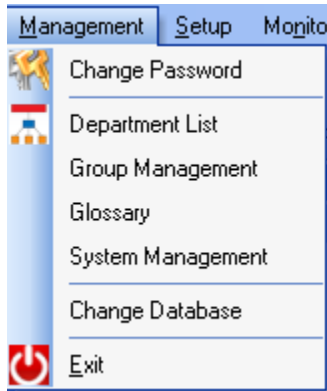
- ✓ Department List
- ✓ Personnel List
- ✓ Work Settings
- ✓ Scheduling
- ✓ Holiday Settings
- ✓ Daily Affair
- ✓ Data Processing
- ✓ Exit



Figure 2-5

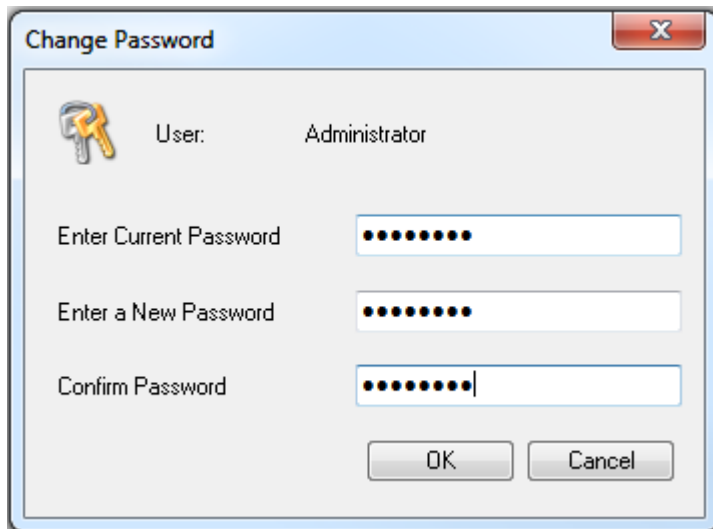
### Chapter 3 Management Sub-Menu

Click “Management” from the menu bar



#### 3.1 Change Password

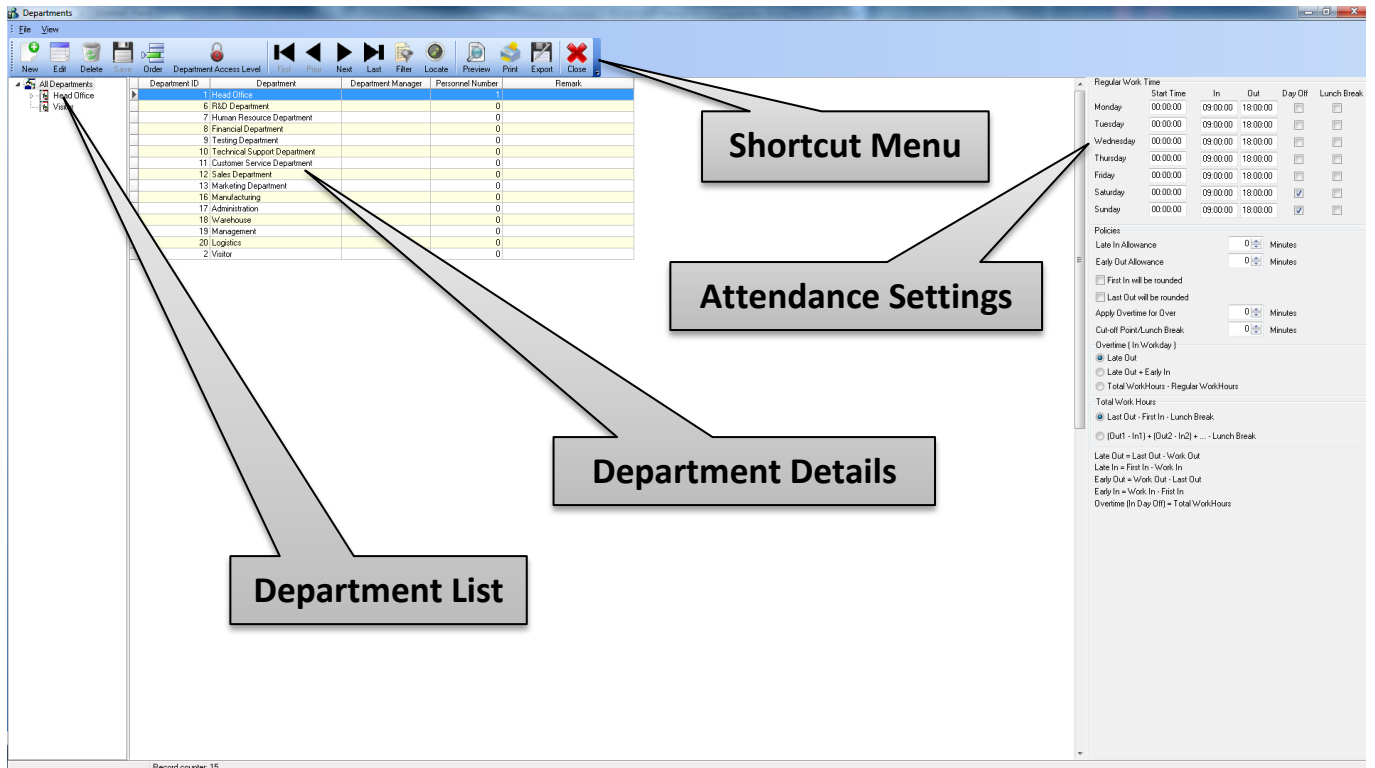
User can change their desire password to login



#### 3.2 Department List

Click Department List to manage Departments

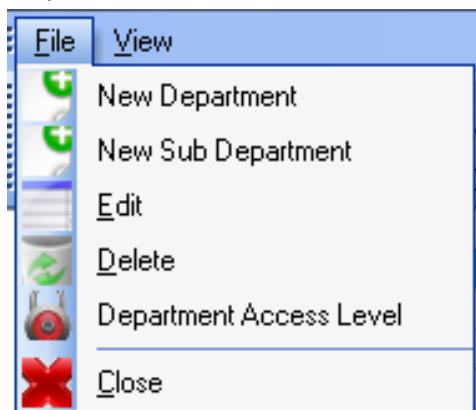




### 3.2.1 Menu Bar

#### 3.2.1.1 File

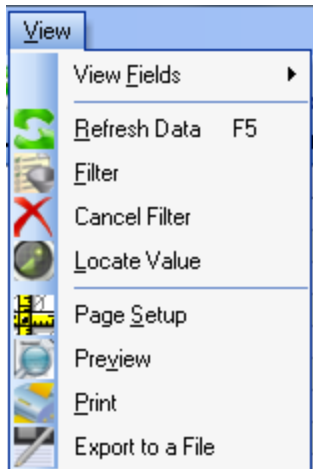
User Can Create, Edit & Delete New Department, Sub Department and manage Department's Access Level



### 3.2.1.2 View

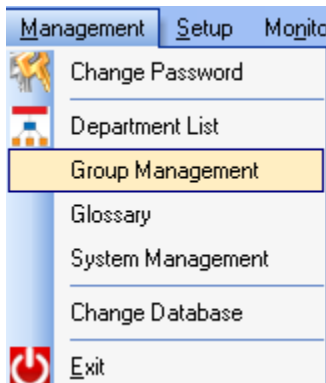
View Menu Consist of the following option.

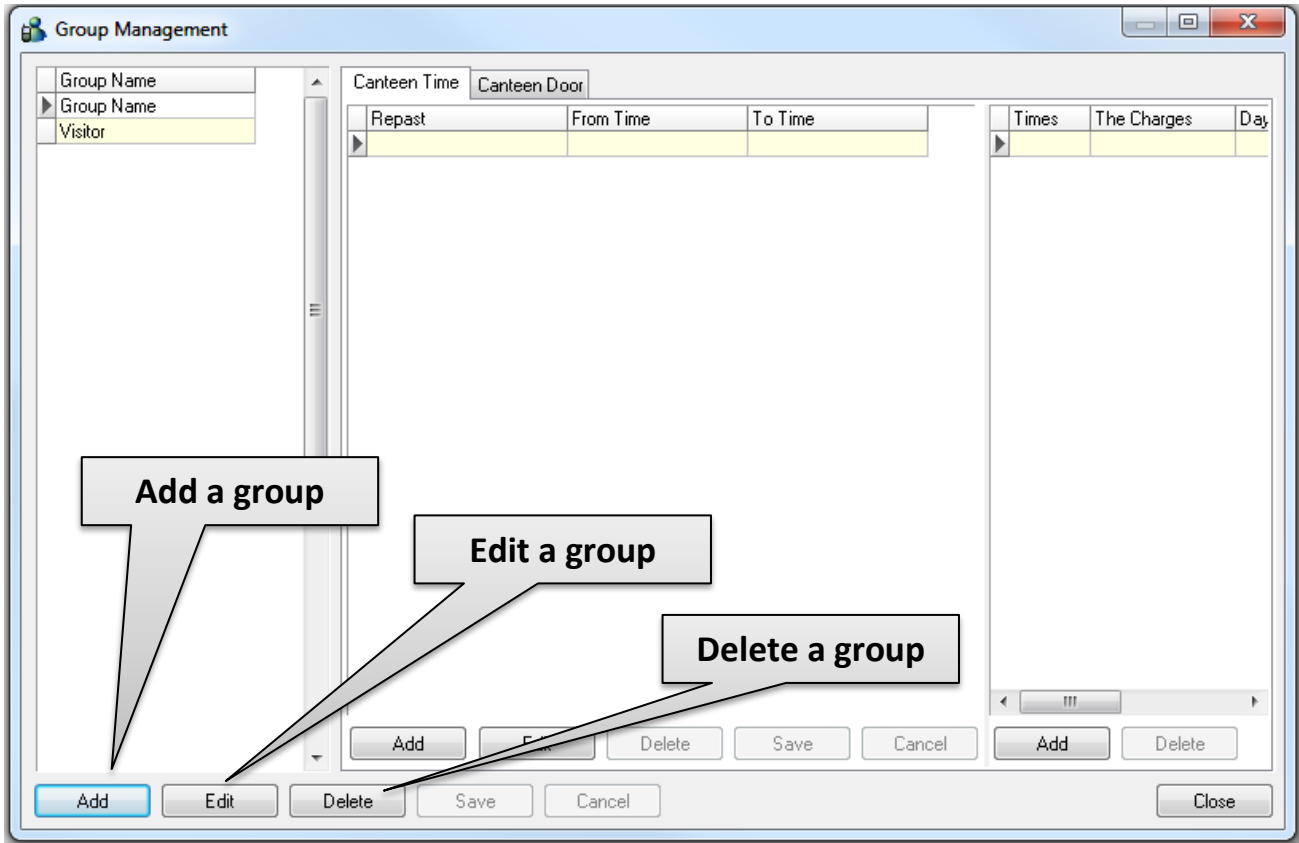
- ✓ View Fields(view fields by)
- ✓ Refresh Data
- ✓ Filter
- ✓ Cancel Filter
- ✓ Locate Value
- ✓ Page Setup
- ✓ Preview
- ✓ Print
- ✓ Export to a file



### 3.3 Group Management

Click Group Management to manage group property

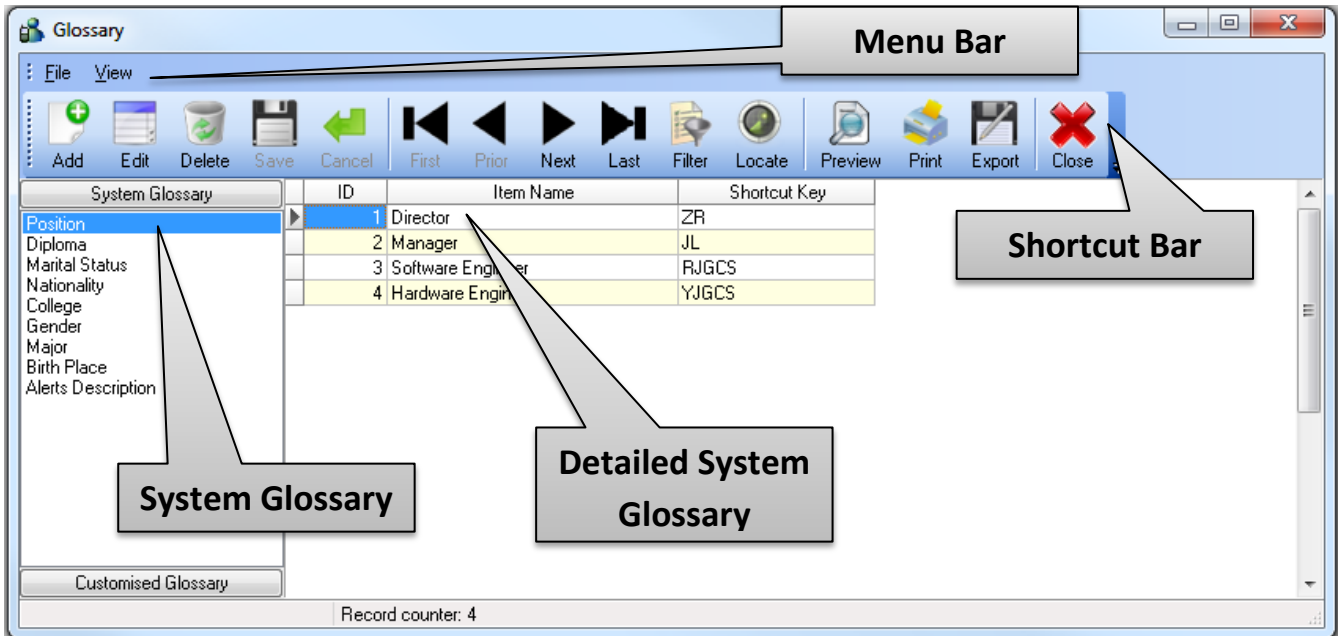




### 3.4 Glossary

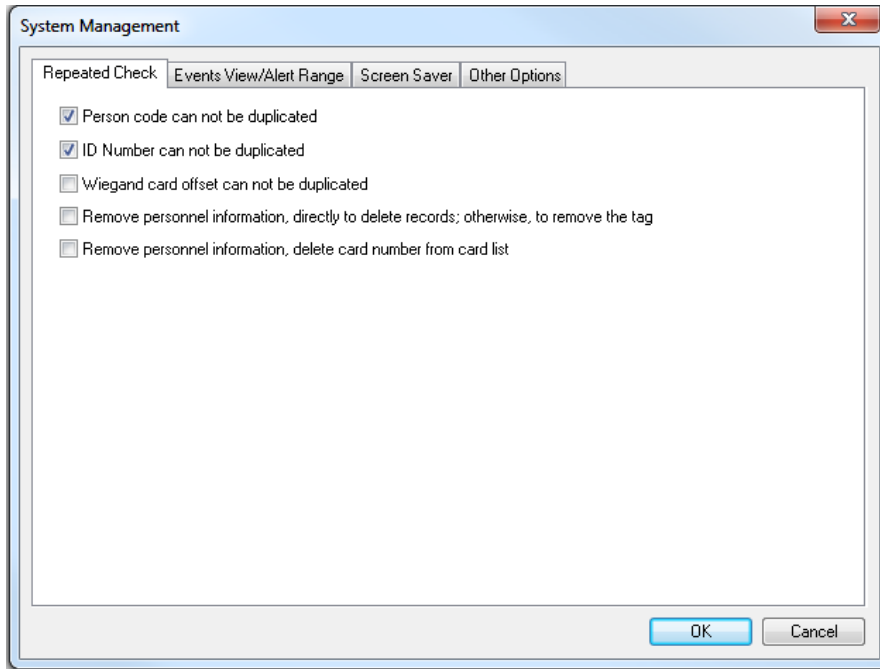
Click Glossary to setup system glossary

In Glossary you can add, edit or delete new fields for basic information of a personnel



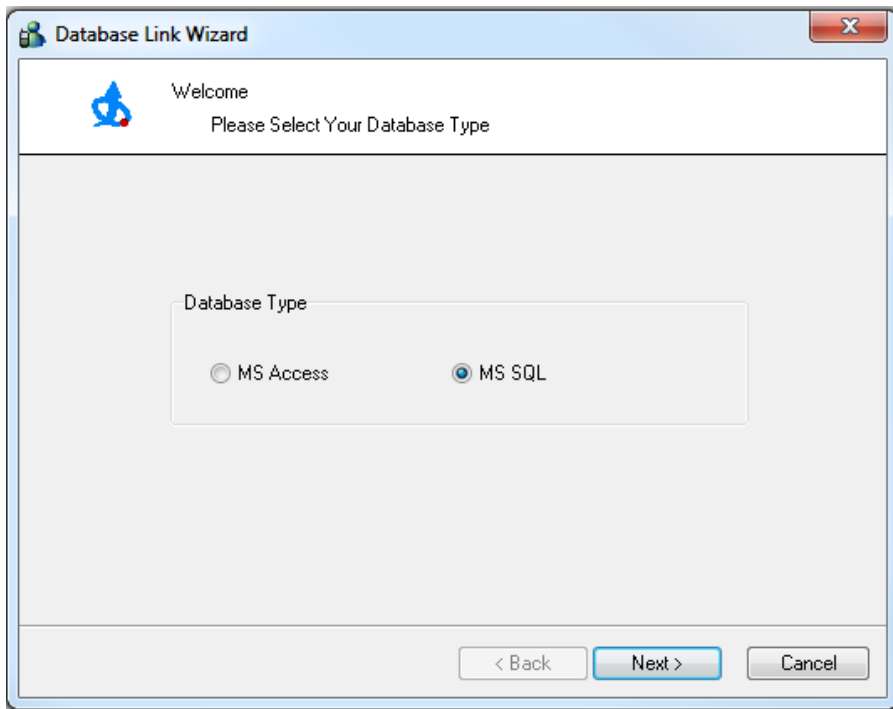
### 3.5 System Management

Click the System Management for system Management configuration



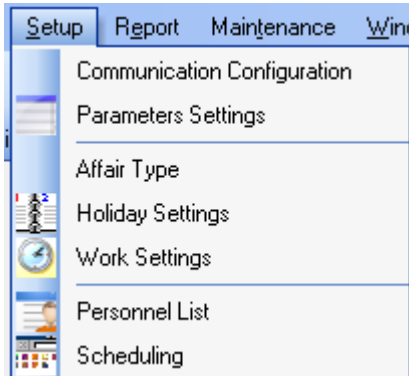
### 3.6 Change Database

Click Change Database if you want to change the database, but normally it is done on WatchNET Access Integrated Security System



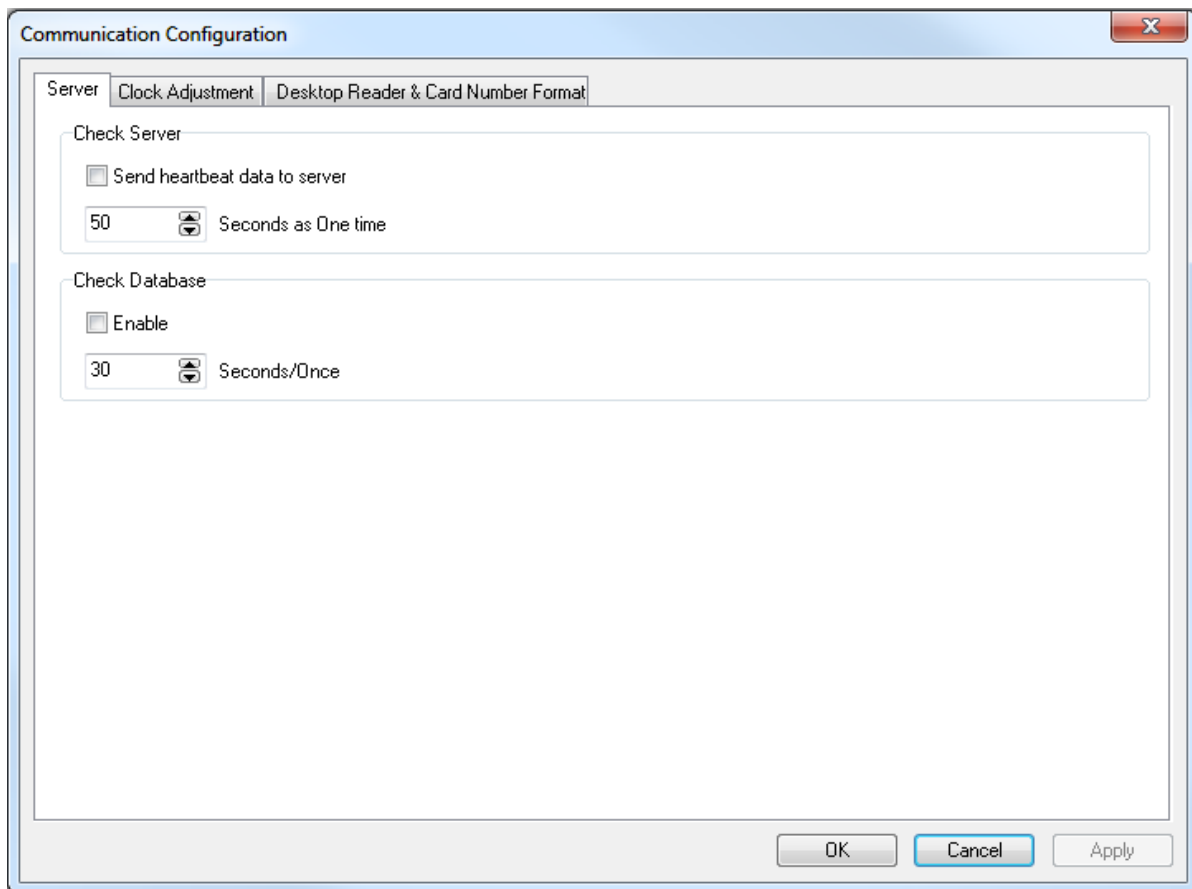
## Chapter 4 Setup Sub-Menu

Select ``Setup`` from the main Menu Bar



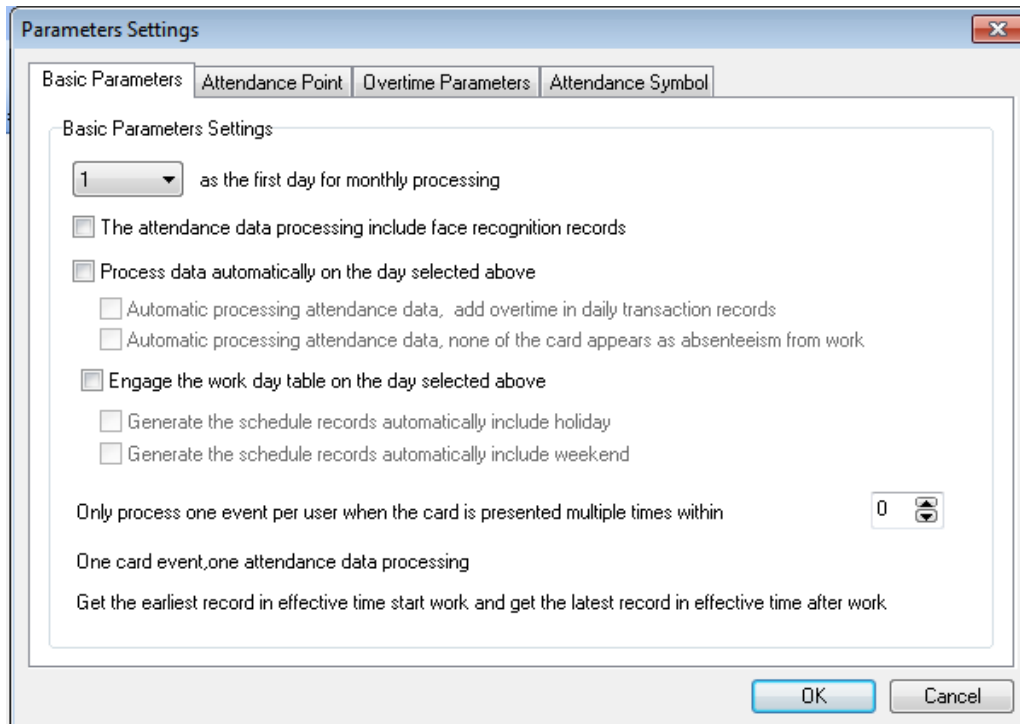
### 4.1 Communication Configuration

In Communication Configuration you can setup server settings, Clock, Desktop Reader & Card Number Format



## 4.2 Parameters Settings

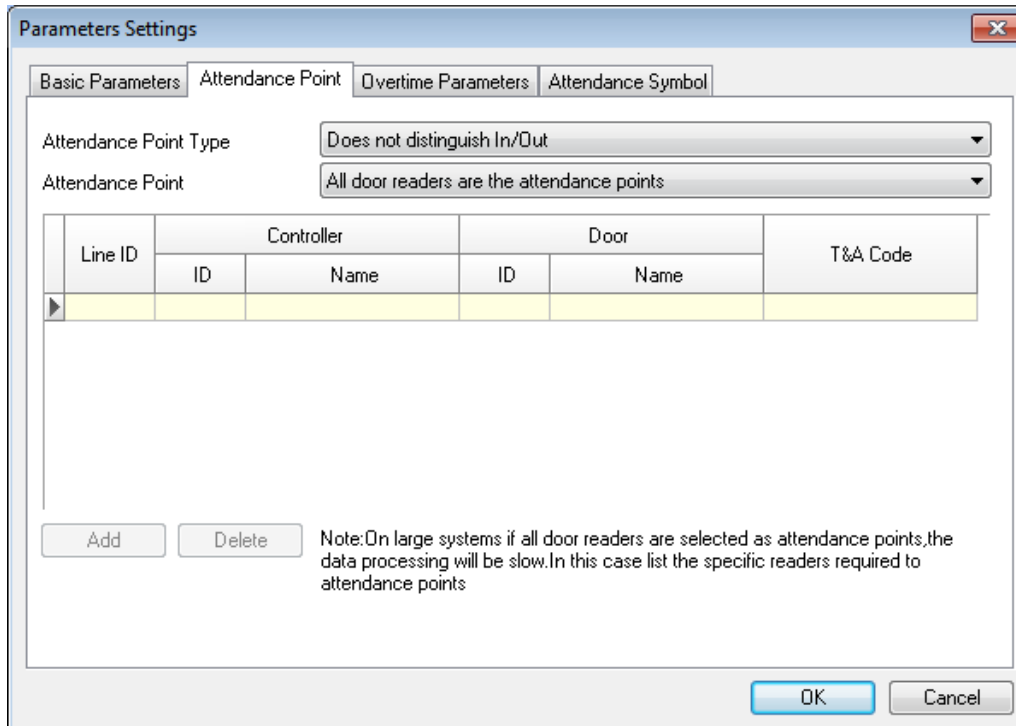
In Parameters Settings you can configure Basic Parameters, Attendance Point, Overtime Parameters and Attendance Symbol



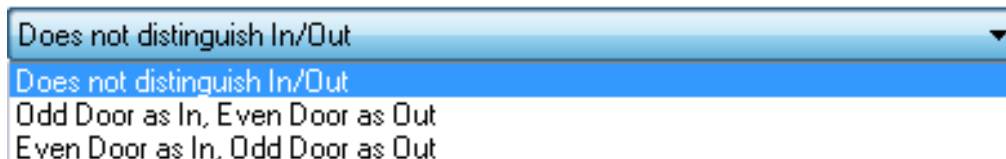
### 4.2.1 Basic Parameters Settings

Click Basic Parameters tab to setup Basic Parameters

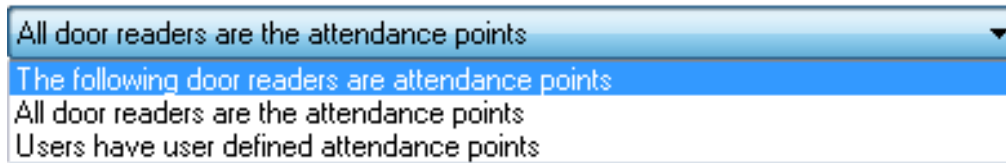
### 4.2.2 Attendance Point



You can select the following Attendance point:



Can also set the Attendance Point (Door, Reader you wish to use for T&A point



### 4.2.3 Overtime Parameters

Click Overtime Parameters tab to configure Overtime schedules

**Parameters Settings**

Basic Parameters | Attendance Point | **Overtime Parameters** | Attendance Symbol

Overtime Parameters Settings

The overtime period is at least  minutes is counted as overtime

Computing method of overtime hours

Measure by the hour, according to Actually working hours, correct the result to 1 decimal places

Measure by the hour, accurate to half an hour, calculate as follows

Greater than or equal  minutes and less than  minutes is counted as 0.5 hour

OK Cancel

#### 4.2.4 Attendance Symbol

Click Attendance Symbol Tab to modify the Symbol Type

**Parameters Settings**

Basic Parameters | Attendance Point | Overtime Parameters | **Attendance Symbol**

Customised the attendance symbol

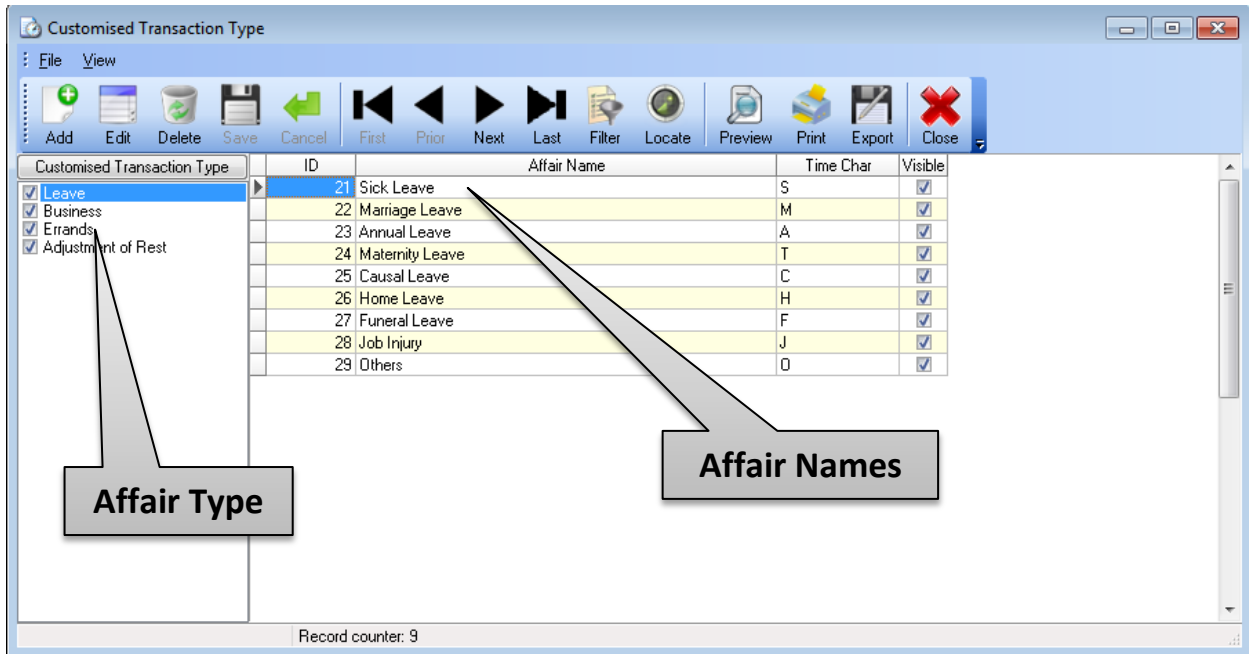
Leave	<input type="text" value="!"/> Char	Workday Overtime	<input type="text" value="~"/> Char
Business	<input type="text" value="@"/> Char	Day Off Overtime	<input type="text" value="."/> Char
Errands	<input type="text" value="#"/> Char	Holiday Overtime	<input type="text" value="+"/> Char
Overtime	<input type="text" value="\$"/> Char		
Normal	<input type="text" value="v"/> Char		
Late	<input type="text" value="?"/> Char		
Leave Early	<input type="text" value="?"/> Char		
Absent	<input type="text" value="x"/> Char		
Adjustment of Rest	<input type="text" value="‰"/> Char		
No Card Flashed	<input type="text" value="*"/> Char		

OK Cancel



### 4.3 Affairs Type

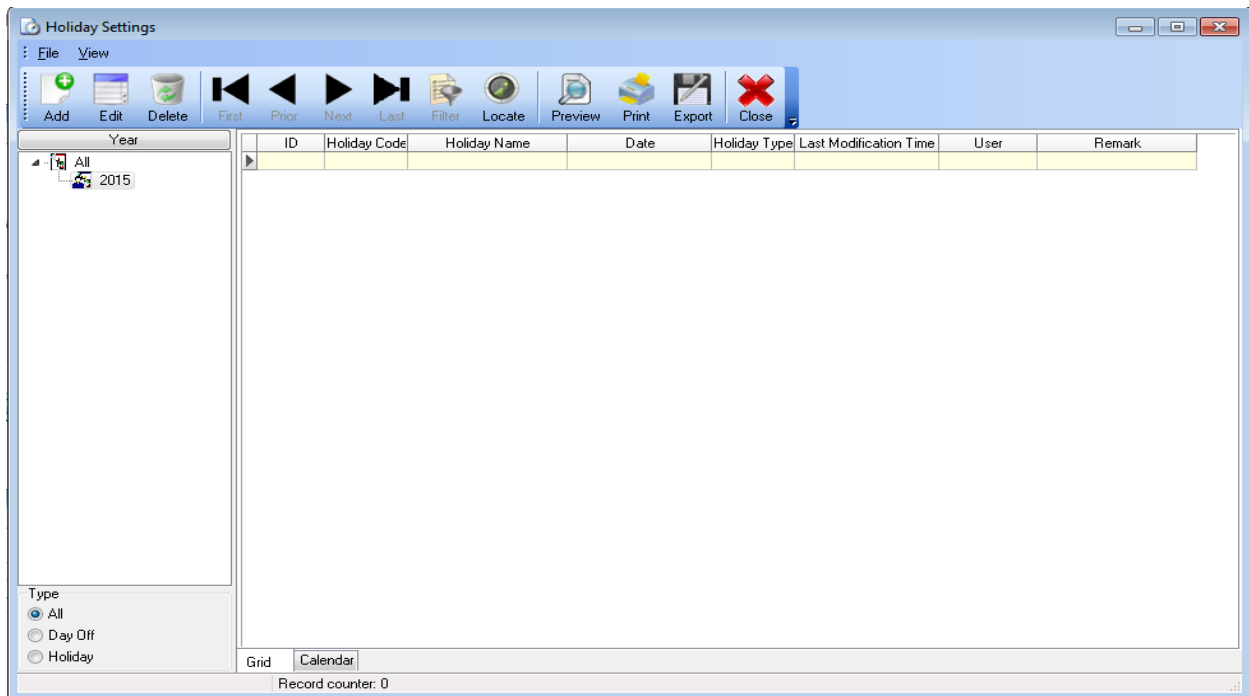
Click Affairs Type to manage attendance dots.



Add/Edit Delete Affair type

### 4.4 Holiday Settings

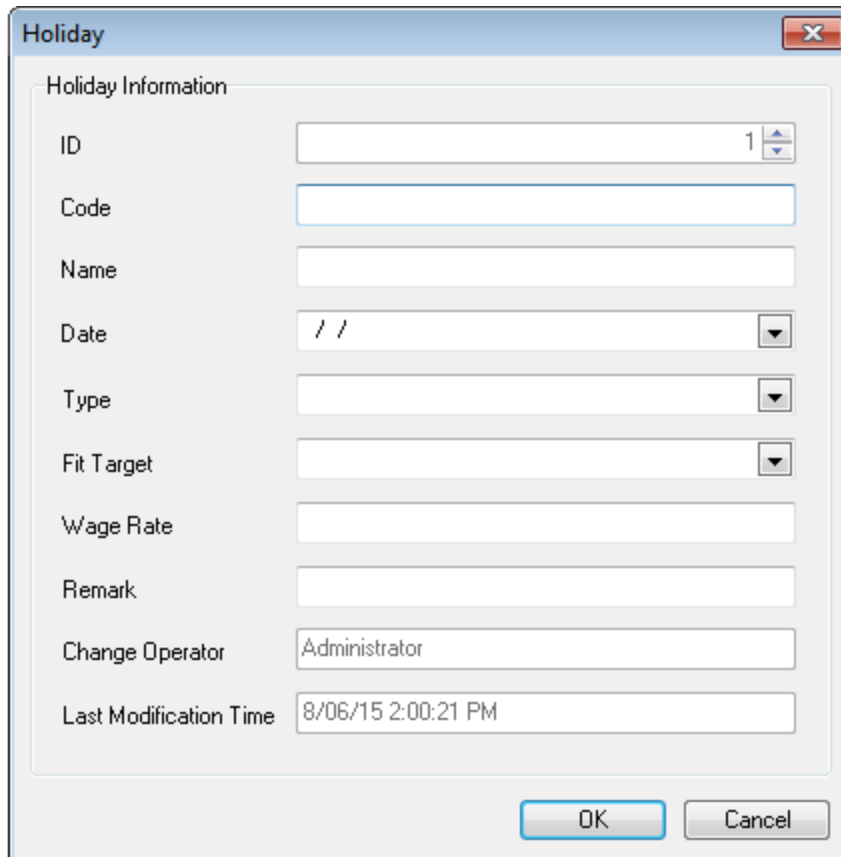
Click Holiday Settings to modify Holiday settings



#### 4.4.1 Add Holiday

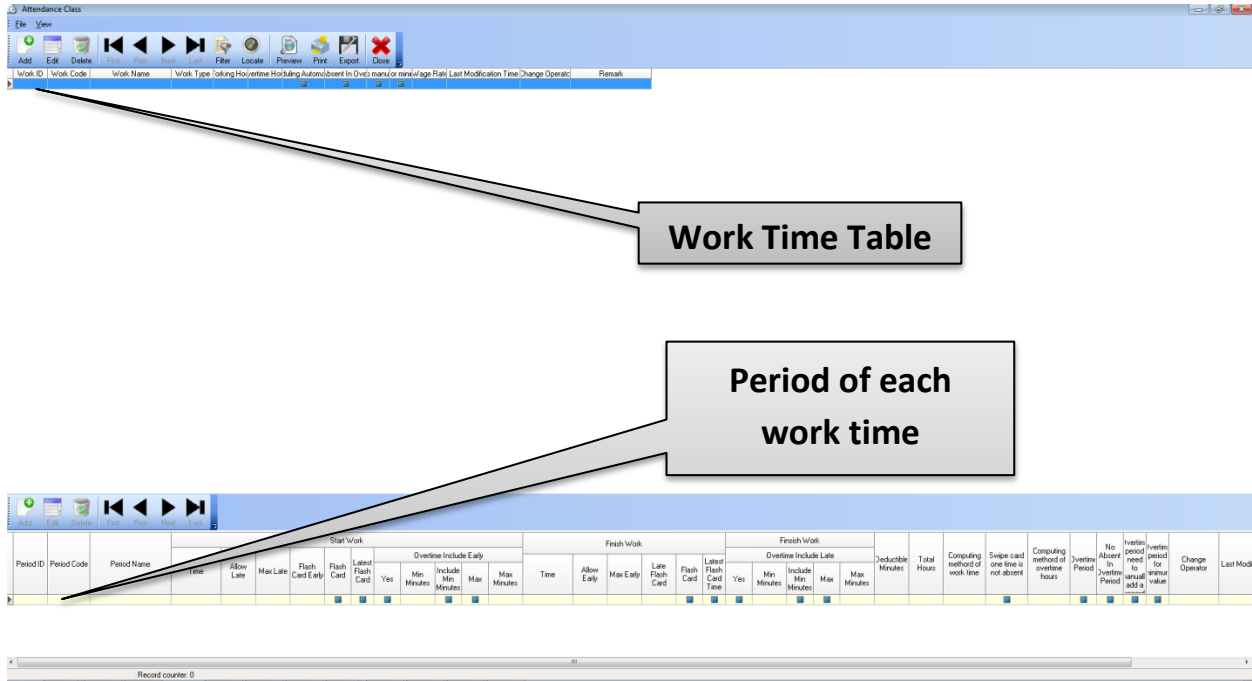
Click **Add** to add holiday

Enter the Code, Name, Date and type to add holiday

A screenshot of a software dialog box titled "Holiday". The dialog box has a standard Windows-style title bar with a close button (X) in the top right corner. The main area is titled "Holiday Information" and contains several input fields and dropdown menus. The fields are: "ID" (a spinner box with the value "1"), "Code" (a text box), "Name" (a text box), "Date" (a date picker showing "//"), "Type" (a dropdown menu), "Fit Target" (a dropdown menu), "Wage Rate" (a text box), "Remark" (a text box), "Change Operator" (a text box containing "Administrator"), and "Last Modification Time" (a text box containing "8/06/15 2:00:21 PM"). At the bottom of the dialog box are two buttons: "OK" and "Cancel".

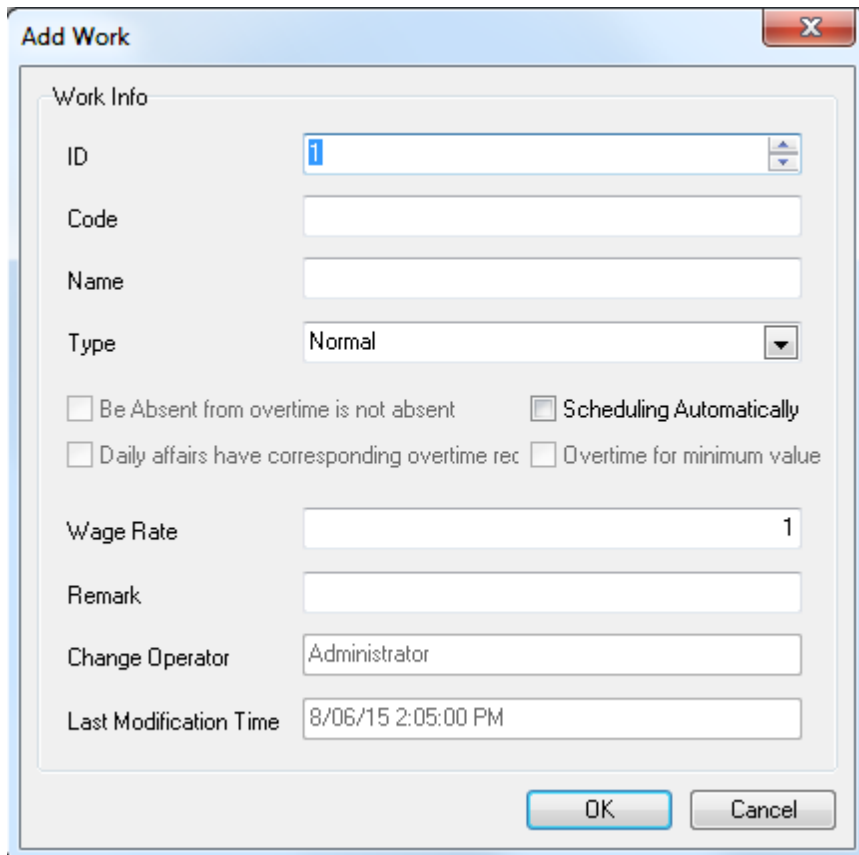
#### 4.5 Work Settings

Click **Work Settings** to Configure Work schedule



#### 4.5.1 Add Work

Click **Add** on top left side to add work time table



The 'Add Work' dialog box contains the following fields and options:

- Work Info**
  - ID: 1
  - Code: [Empty]
  - Name: [Empty]
  - Type: Normal
- Be Absent from overtime is not absent
- Scheduling Automatically
- Daily affairs have corresponding overtime rec
- Overtime for minimum value
- Wage Rate: 1
- Remark: [Empty]
- Change Operator: Administrator
- Last Modification Time: 8/06/15 2:05:00 PM

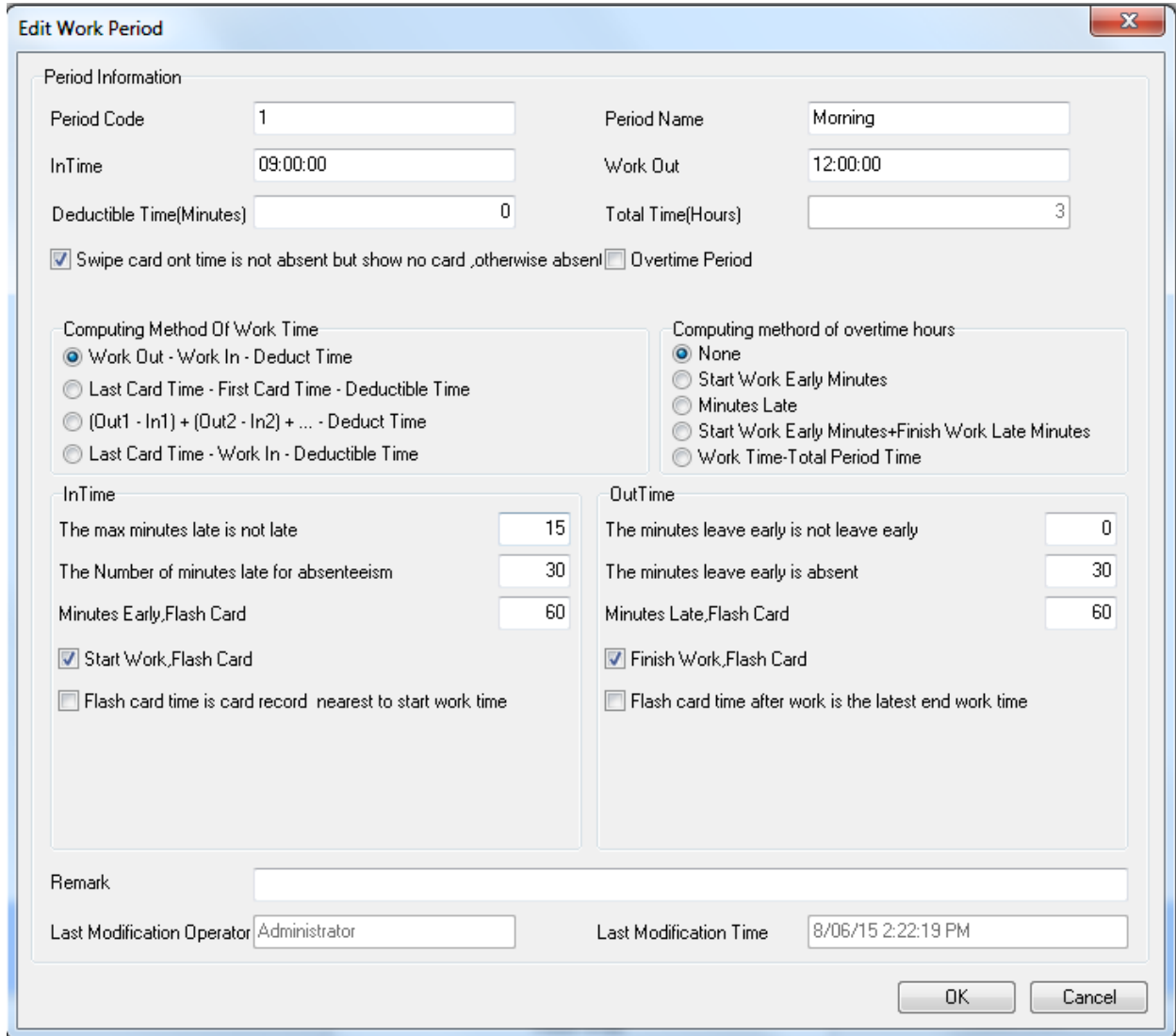
Buttons: OK, Cancel

#### 4.5.2 Add several periods for a work

For Example, you have a work called “Daytime Work”; and there are two periods which is morning and afternoon.

(1) Add Period for “Daytime” work

Select a “Work” and click **Add** button on the bottom left side



(2) Add another Period for “Daytime” work

Select a “Work” and click **Add** button on the bottom left side

X
Add Work Period

**Period Information**

Period Code <input style="width: 80%;" type="text" value="2"/>	Period Name <input style="width: 80%;" type="text" value="Afternoon"/>
InTime <input style="width: 80%;" type="text" value="13:00:00"/>	Work Out <input style="width: 80%;" type="text" value="17:30:00"/>
Deductible Time(Minutes) <input style="width: 80%;" type="text" value="0"/>	Total Time(Hours) <input style="width: 80%;" type="text" value="4.5"/>

Swipe card on time is not absent but show no card ,otherwise absent  Overtime Period

**Computing Method Of Work Time**

Work Out - Work In - Deduct Time

Last Card Time - First Card Time - Deductible Time

(Out1 - In1) + (Out2 - In2) + ... - Deduct Time

Last Card Time - Work In - Deductible Time

**Computing method of overtime hours**

None

Start Work Early Minutes

Minutes Late

Start Work Early Minutes+Finish Work Late Minutes

Work Time-Total Period Time

**InTime**

The max minutes late is not late

The Number of minutes late for absenteeism

Minutes Early,Flash Card

Start Work,Flash Card

Flash card time is card record nearest to start work time

**OutTime**

The minutes leave early is not leave early

The minutes leave early is absent

Minutes Late,Flash Card

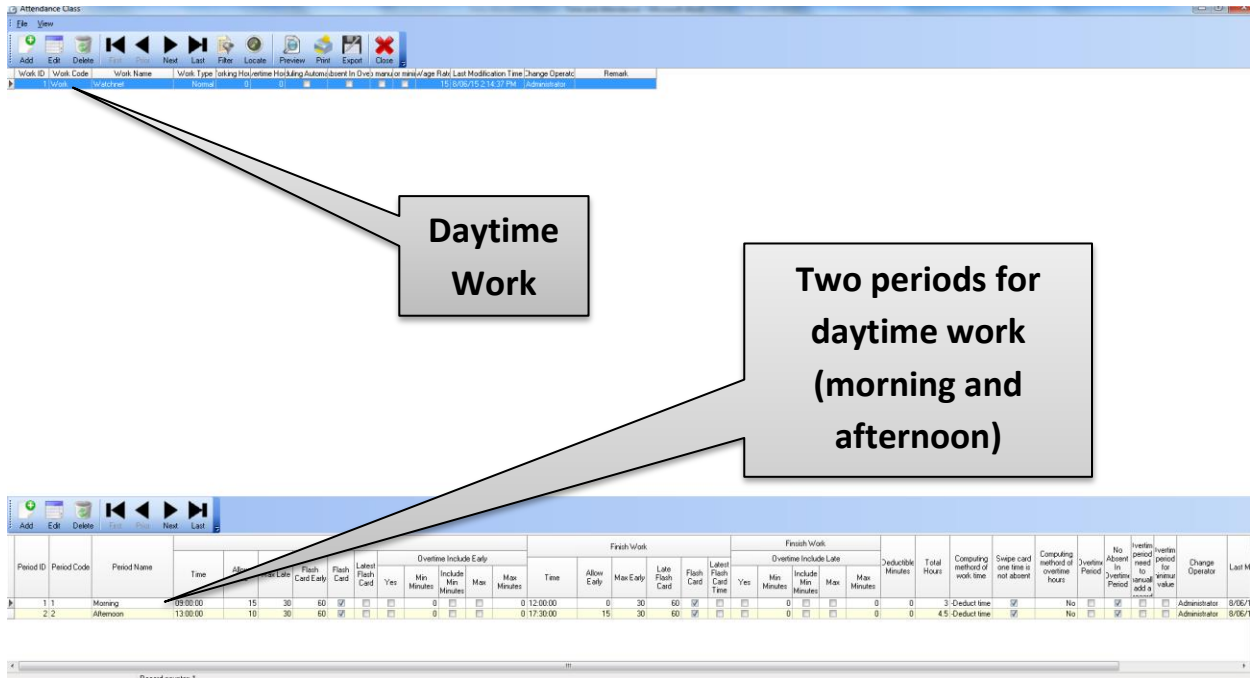
Finish Work,Flash Card

Flash card time after work is the latest end work time

Remark

Last Modification Operator  Last Modification Time

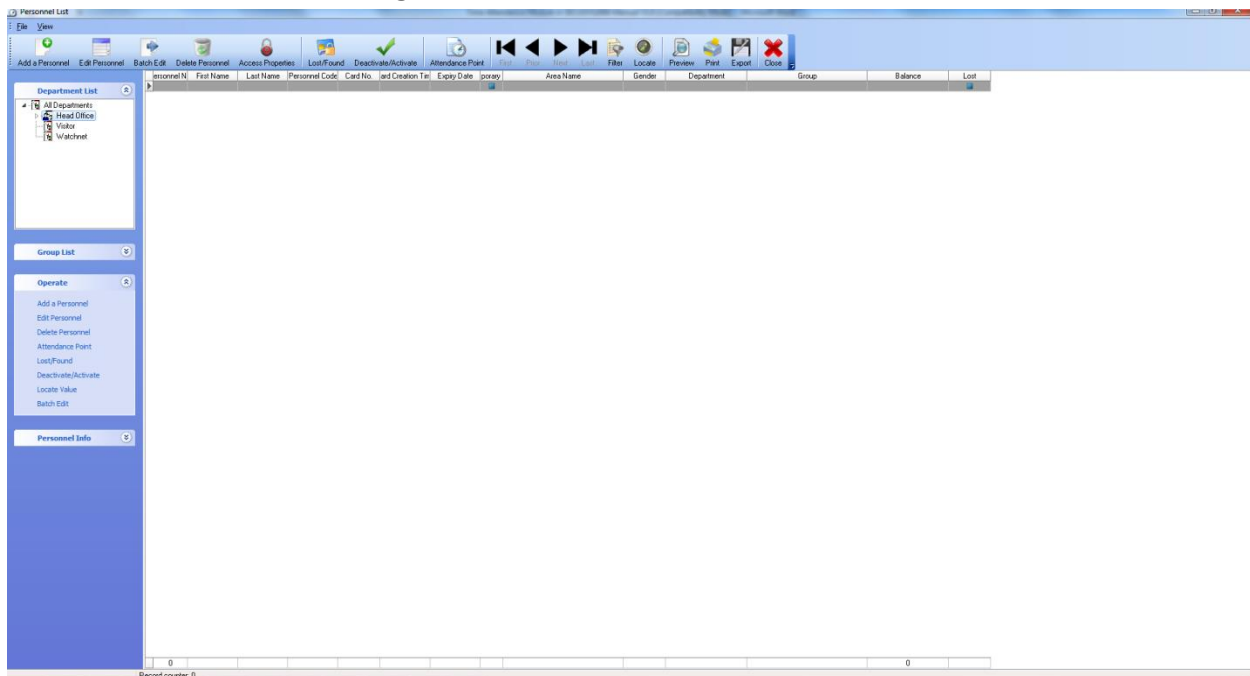
Then you will see below there are two periods for daytime work



As above way, you can add as much as work time according to your attendance policy.

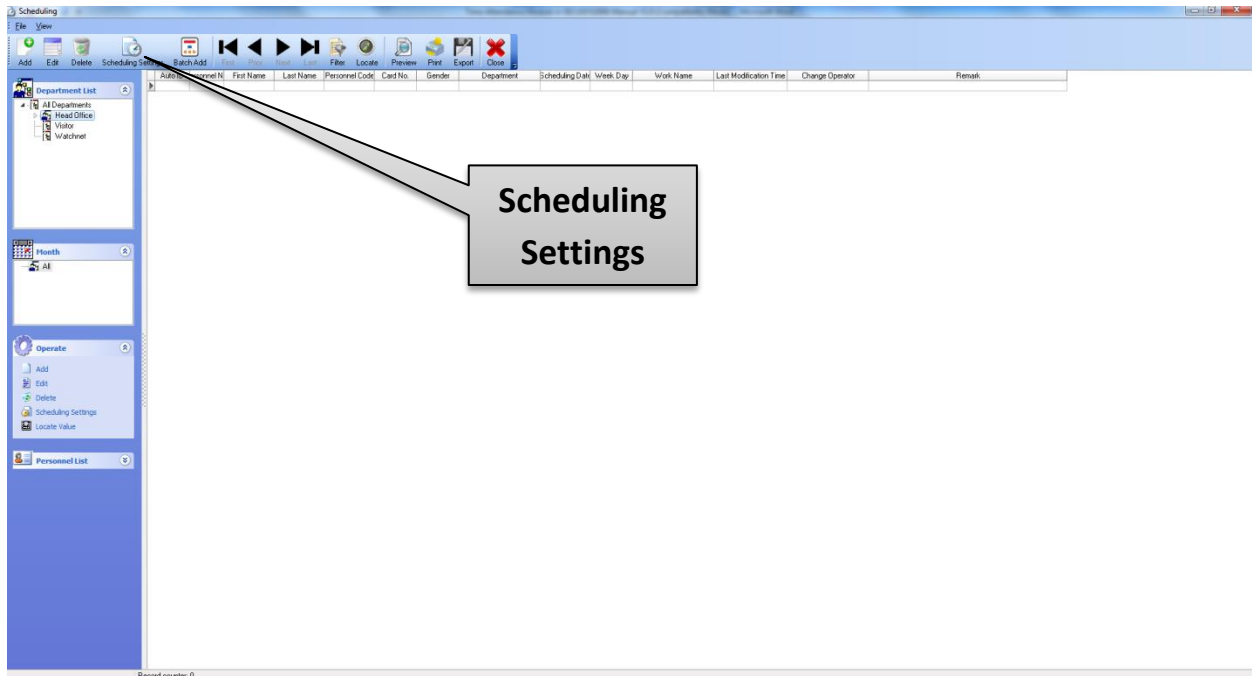
#### 4.6 Personnel List

Click Personnel list to manage Personnel's attendance.



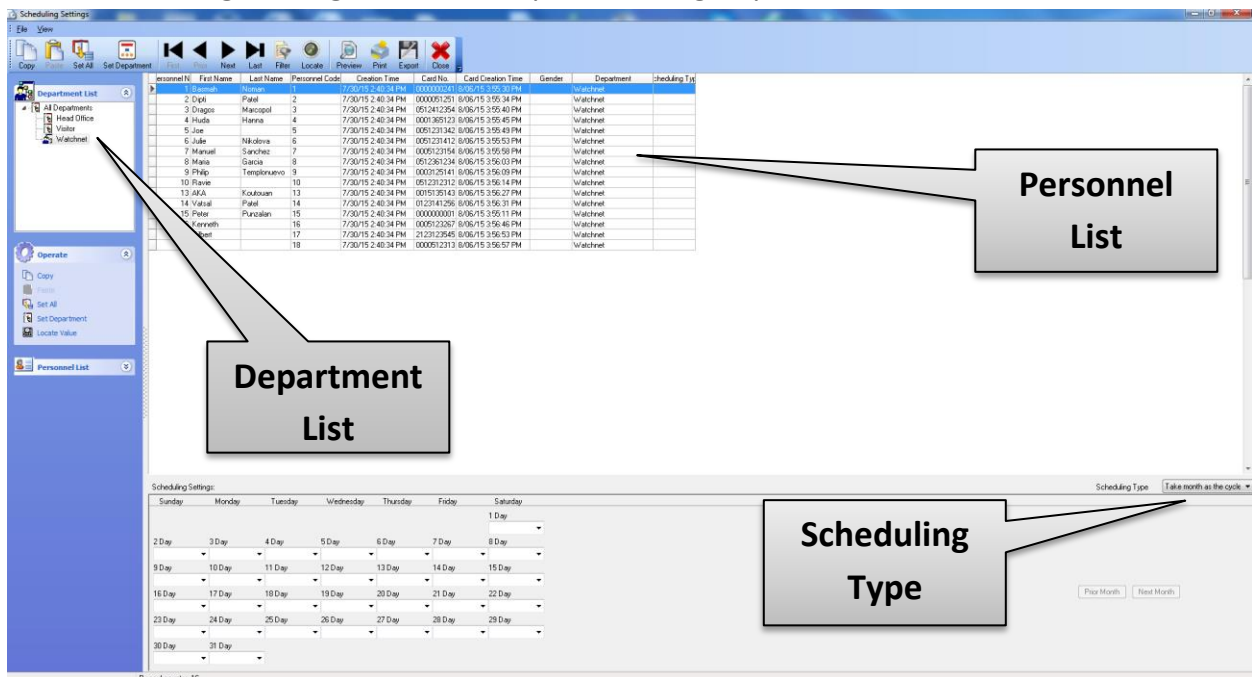
#### 4.7 Scheduling

Click Scheduling for schedule management



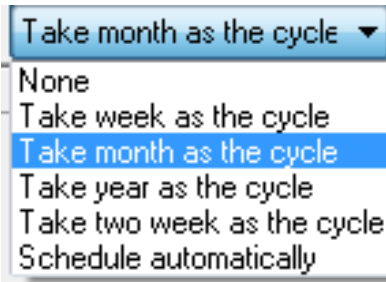
#### 4.6.1 Scheduling Settings

Click **Scheduling Settings** icon to setup scheduling of personnel



Select a personnel or department or all department.

For Example “Watchnet” Department and select **scheduling type** from the following:



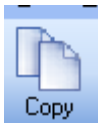
- (1) Take week as the cycle – setup schedule for the whole week
- (2) Take month as the cycle – setup schedule for the whole month
- (3) Take year as the cycle – setup schedule for the whole year
- (4) Take two week as the cycle – setup schedule for two weeks

Then Choose the work time for the department or the personnel

Scheduling Settings:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Day ▼
2 Day ▼	3 Day ▼ Watchnet	4 Day ▼ Watchnet	5 Day ▼ Watchnet	6 Day ▼ Watchnet	7 Day ▼ Watchnet	8 Day ▼
9 Day ▼	10 Day ▼ Watchnet	11 Day ▼ Watchnet	12 Day ▼ Watchnet	13 Day ▼ Watchnet	14 Day ▼ Watchnet	15 Day ▼
16 Day ▼	17 Day ▼ Watchnet	18 Day ▼ Watchnet	19 Day ▼ Watchnet	20 Day ▼ Watchnet	21 Day ▼ Watchnet	22 Day ▼
23 Day ▼	24 Day ▼ Watchnet	25 Day ▼ Watchnet	26 Day ▼ Watchnet	27 Day ▼ Watchnet	28 Day ▼ Watchnet	29 Day ▼
30 Day ▼	31 Day ▼ Watchnet					

*Note: you can copy or set all personnel for fast and easy configuration*



- Copy schedule from a personnel



- Paste schedule to a personnel



- Set Schedule to all personnel

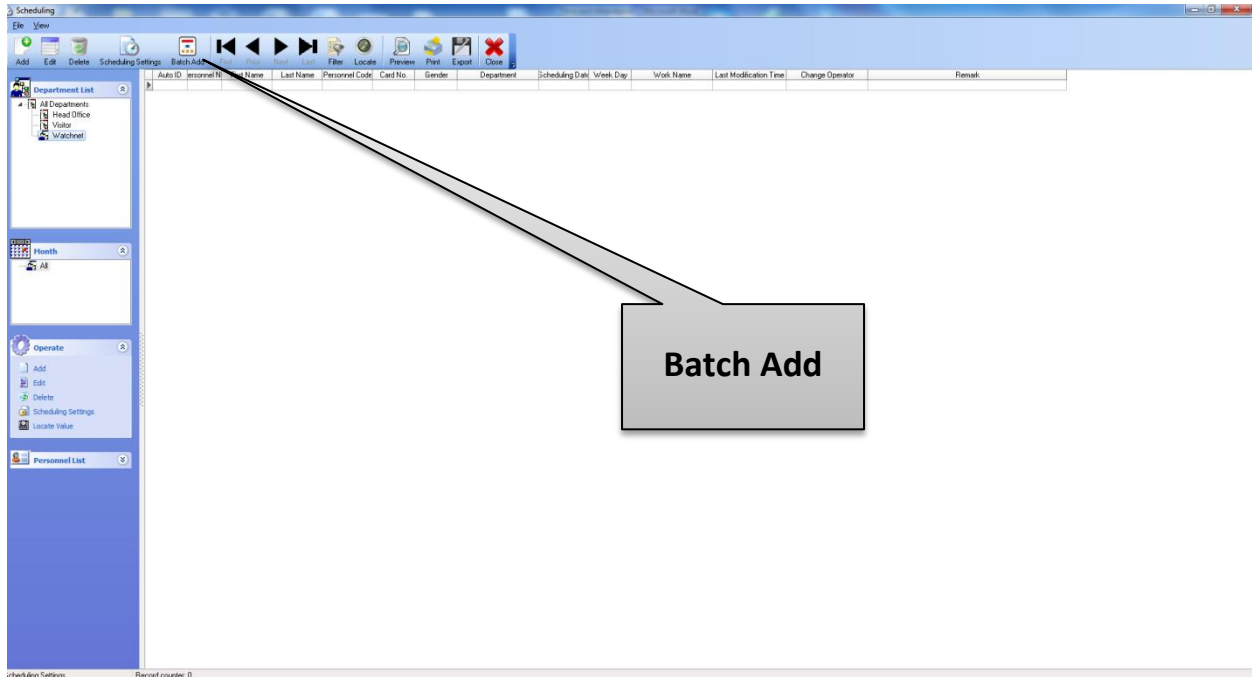




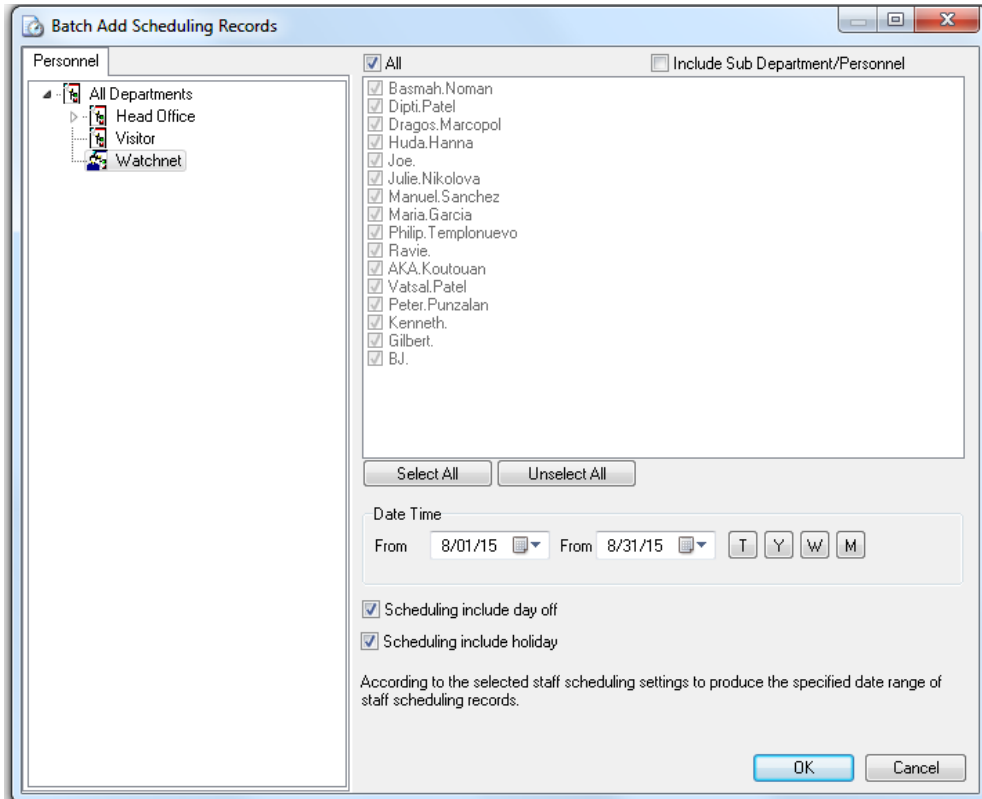
- Set Schedule to all personnel under the department

#### 4.8 Assign work schedule to everybody

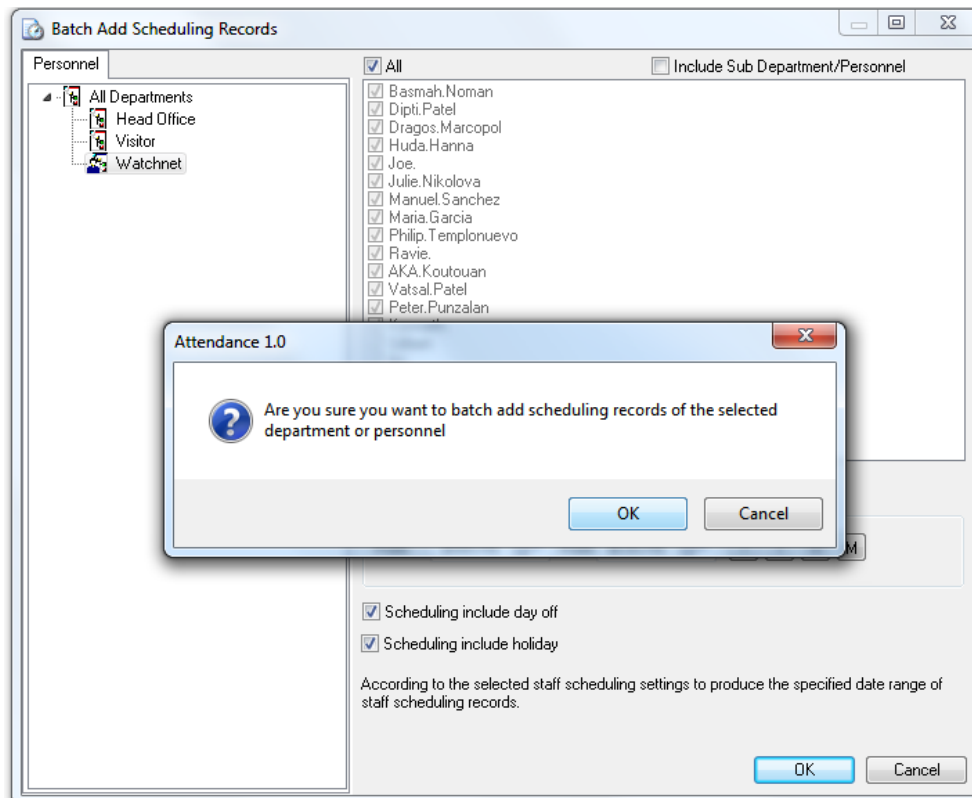
Close the **Scheduling settings** and go back to **Scheduling**



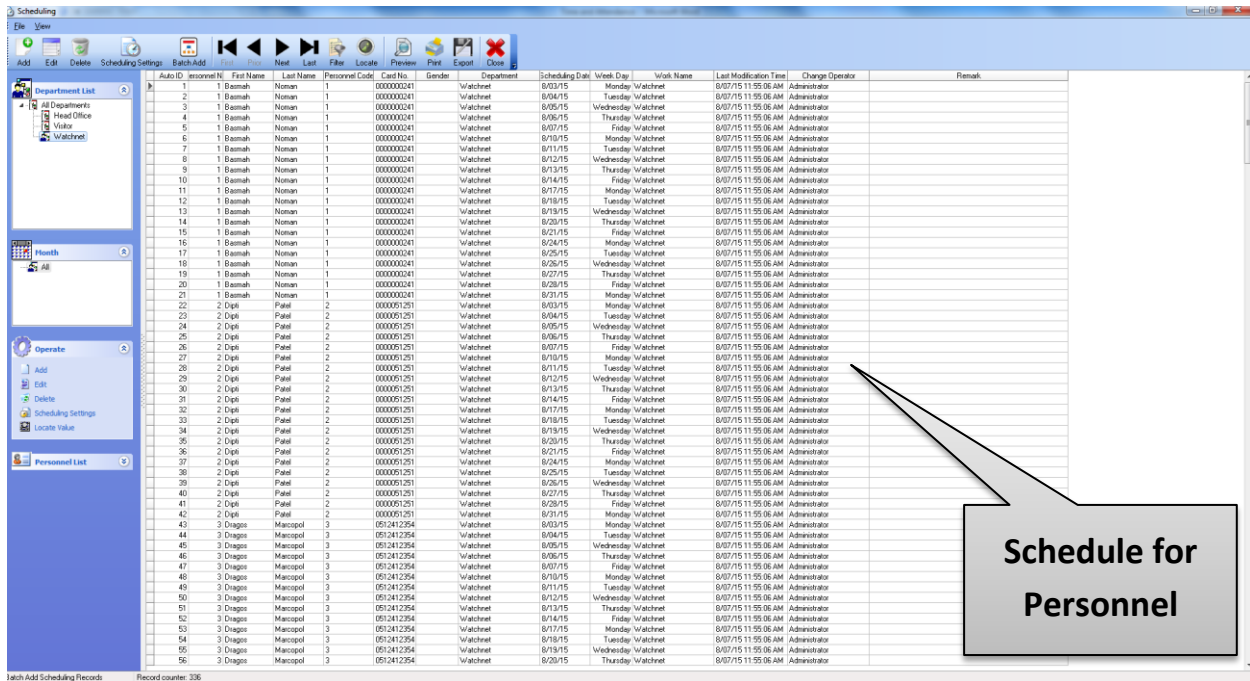
Click **Batch Add**



Select the Department and select **Date Time** and click **OK**



Click **OK**

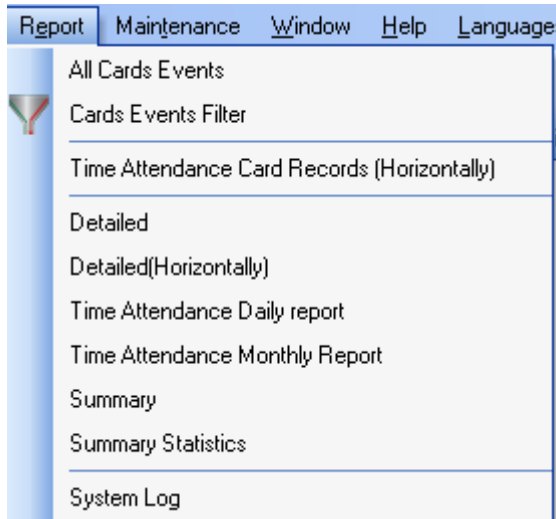


Auto ID	Personnel	First Name	Last Name	Personnel Code	Card No.	Gender	Department	Scheduling Date	Week Day	Work Name	Last Modification Time	Change Operator	Remark
11	1	Basmah	Noman	1	000000241		Watchnet	8/23/15	Monday	Watchnet	8/27/15 11:55:06 AM	Administrator	
2	1	Basmah	Noman	1	000000241		Watchnet	8/24/15	Tuesday	Watchnet	8/27/15 11:55:06 AM	Administrator	
3	1	Basmah	Noman	1	000000241		Watchnet	8/25/15	Wednesday	Watchnet	8/27/15 11:55:06 AM	Administrator	
4	1	Basmah	Noman	1	000000241		Watchnet	8/26/15	Thursday	Watchnet	8/27/15 11:55:06 AM	Administrator	
5	1	Basmah	Noman	1	000000241		Watchnet	8/27/15	Friday	Watchnet	8/27/15 11:55:06 AM	Administrator	
6	1	Basmah	Noman	1	000000241		Watchnet	8/19/15	Monday	Watchnet	8/27/15 11:55:06 AM	Administrator	
7	1	Basmah	Noman	1	000000241		Watchnet	8/21/15	Tuesday	Watchnet	8/27/15 11:55:06 AM	Administrator	
8	1	Basmah	Noman	1	000000241		Watchnet	8/12/15	Wednesday	Watchnet	8/27/15 11:55:06 AM	Administrator	
9	1	Basmah	Noman	1	000000241		Watchnet	8/13/15	Thursday	Watchnet	8/27/15 11:55:06 AM	Administrator	
10	1	Basmah	Noman	1	000000241		Watchnet	8/14/15	Friday	Watchnet	8/27/15 11:55:06 AM	Administrator	
11	1	Basmah	Noman	1	000000241		Watchnet	8/17/15	Monday	Watchnet	8/27/15 11:55:06 AM	Administrator	
12	1	Basmah	Noman	1	000000241		Watchnet	8/18/15	Tuesday	Watchnet	8/27/15 11:55:06 AM	Administrator	
13	1	Basmah	Noman	1	000000241		Watchnet	8/19/15	Wednesday	Watchnet	8/27/15 11:55:06 AM	Administrator	
14	1	Basmah	Noman	1	000000241		Watchnet	8/20/15	Thursday	Watchnet	8/27/15 11:55:06 AM	Administrator	
15	1	Basmah	Noman	1	000000241		Watchnet	8/21/15	Friday	Watchnet	8/27/15 11:55:06 AM	Administrator	
16	1	Basmah	Noman	1	000000241		Watchnet	8/24/15	Monday	Watchnet	8/27/15 11:55:06 AM	Administrator	
17	1	Basmah	Noman	1	000000241		Watchnet	8/25/15	Tuesday	Watchnet	8/27/15 11:55:06 AM	Administrator	
18	1	Basmah	Noman	1	000000241		Watchnet	8/26/15	Wednesday	Watchnet	8/27/15 11:55:06 AM	Administrator	
19	1	Basmah	Noman	1	000000241		Watchnet	8/27/15	Thursday	Watchnet	8/27/15 11:55:06 AM	Administrator	
20	1	Basmah	Noman	1	000000241		Watchnet	8/28/15	Friday	Watchnet	8/27/15 11:55:06 AM	Administrator	
21	1	Basmah	Noman	1	000000241		Watchnet	8/31/15	Monday	Watchnet	8/27/15 11:55:06 AM	Administrator	
22	2	Dpdt	Paal	2	000091251		Watchnet	8/23/15	Monday	Watchnet	8/27/15 11:55:06 AM	Administrator	
23	2	Dpdt	Paal	2	000091251		Watchnet	8/24/15	Tuesday	Watchnet	8/27/15 11:55:06 AM	Administrator	
24	2	Dpdt	Paal	2	000091251		Watchnet	8/25/15	Wednesday	Watchnet	8/27/15 11:55:06 AM	Administrator	
25	2	Dpdt	Paal	2	000091251		Watchnet	8/26/15	Thursday	Watchnet	8/27/15 11:55:06 AM	Administrator	
26	2	Dpdt	Paal	2	000091251		Watchnet	8/27/15	Friday	Watchnet	8/27/15 11:55:06 AM	Administrator	
27	2	Dpdt	Paal	2	000091251		Watchnet	8/19/15	Monday	Watchnet	8/27/15 11:55:06 AM	Administrator	
28	2	Dpdt	Paal	2	000091251		Watchnet	8/21/15	Tuesday	Watchnet	8/27/15 11:55:06 AM	Administrator	
29	2	Dpdt	Paal	2	000091251		Watchnet	8/22/15	Wednesday	Watchnet	8/27/15 11:55:06 AM	Administrator	
30	2	Dpdt	Paal	2	000091251		Watchnet	8/23/15	Thursday	Watchnet	8/27/15 11:55:06 AM	Administrator	
31	2	Dpdt	Paal	2	000091251		Watchnet	8/24/15	Friday	Watchnet	8/27/15 11:55:06 AM	Administrator	
32	2	Dpdt	Paal	2	000091251		Watchnet	8/17/15	Monday	Watchnet	8/27/15 11:55:06 AM	Administrator	
33	2	Dpdt	Paal	2	000091251		Watchnet	8/18/15	Tuesday	Watchnet	8/27/15 11:55:06 AM	Administrator	
34	2	Dpdt	Paal	2	000091251		Watchnet	8/19/15	Wednesday	Watchnet	8/27/15 11:55:06 AM	Administrator	
35	2	Dpdt	Paal	2	000091251		Watchnet	8/20/15	Thursday	Watchnet	8/27/15 11:55:06 AM	Administrator	
36	2	Dpdt	Paal	2	000091251		Watchnet	8/21/15	Friday	Watchnet	8/27/15 11:55:06 AM	Administrator	
37	2	Dpdt	Paal	2	000091251		Watchnet	8/24/15	Monday	Watchnet	8/27/15 11:55:06 AM	Administrator	
38	2	Dpdt	Paal	2	000091251		Watchnet	8/25/15	Tuesday	Watchnet	8/27/15 11:55:06 AM	Administrator	
39	2	Dpdt	Paal	2	000091251		Watchnet	8/26/15	Wednesday	Watchnet	8/27/15 11:55:06 AM	Administrator	
40	2	Dpdt	Paal	2	000091251		Watchnet	8/27/15	Thursday	Watchnet	8/27/15 11:55:06 AM	Administrator	
41	2	Dpdt	Paal	2	000091251		Watchnet	8/28/15	Friday	Watchnet	8/27/15 11:55:06 AM	Administrator	
42	2	Dpdt	Paal	2	000091251		Watchnet	8/31/15	Monday	Watchnet	8/27/15 11:55:06 AM	Administrator	
43	3	Dragos	Maccopol	3	051241254		Watchnet	8/23/15	Monday	Watchnet	8/27/15 11:55:06 AM	Administrator	
44	3	Dragos	Maccopol	3	051241254		Watchnet	8/24/15	Tuesday	Watchnet	8/27/15 11:55:06 AM	Administrator	
45	3	Dragos	Maccopol	3	051241254		Watchnet	8/25/15	Wednesday	Watchnet	8/27/15 11:55:06 AM	Administrator	
46	3	Dragos	Maccopol	3	051241254		Watchnet	8/26/15	Thursday	Watchnet	8/27/15 11:55:06 AM	Administrator	
47	3	Dragos	Maccopol	3	051241254		Watchnet	8/27/15	Friday	Watchnet	8/27/15 11:55:06 AM	Administrator	
48	3	Dragos	Maccopol	3	051241254		Watchnet	8/19/15	Monday	Watchnet	8/27/15 11:55:06 AM	Administrator	
49	3	Dragos	Maccopol	3	051241254		Watchnet	8/21/15	Tuesday	Watchnet	8/27/15 11:55:06 AM	Administrator	
50	3	Dragos	Maccopol	3	051241254		Watchnet	8/22/15	Wednesday	Watchnet	8/27/15 11:55:06 AM	Administrator	
51	3	Dragos	Maccopol	3	051241254		Watchnet	8/23/15	Thursday	Watchnet	8/27/15 11:55:06 AM	Administrator	
52	3	Dragos	Maccopol	3	051241254		Watchnet	8/24/15	Friday	Watchnet	8/27/15 11:55:06 AM	Administrator	
53	3	Dragos	Maccopol	3	051241254		Watchnet	8/27/15	Monday	Watchnet	8/27/15 11:55:06 AM	Administrator	
54	3	Dragos	Maccopol	3	051241254		Watchnet	8/18/15	Tuesday	Watchnet	8/27/15 11:55:06 AM	Administrator	
55	3	Dragos	Maccopol	3	051241254		Watchnet	8/19/15	Wednesday	Watchnet	8/27/15 11:55:06 AM	Administrator	
56	3	Dragos	Maccopol	3	051241254		Watchnet	8/20/15	Thursday	Watchnet	8/27/15 11:55:06 AM	Administrator	

Personnel Schedule will be added.

## Chapter 5 Reports Sub-Menu

Click **Report** from menu bar



- Report
- Maintenance
- Window
- Help
- Language

- All Cards Events
- Cards Events Filter
- Time Attendance Card Records (Horizontally)
- Detailed
- Detailed(Horizontally)
- Time Attendance Daily report
- Time Attendance Monthly Report
- Summary
- Summary Statistics
- System Log

### 5.1 All Card Events

Select **All Card Events** to view all card events

Auto ID	Time	Event Name	Level	Controller ID	Controller Name	Door ID	Door Name	Card No.	Department	Personnel	Personnel Cdc	First Name	Last Name
220	8/7/2015 9:03:29 AM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000000	Watchnet (9:30:00)	15	15	Peter	Punzalan
228	8/7/2015 9:01:23 AM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000034	Watchnet (9:30:00)	10	10	Ravie	S
227	8/7/2015 9:00:02 AM	Invalid Fingerprint	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000000		0	0		
226	8/7/2015 8:59:24 AM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	000002253	Watchnet (9:30:00)	5	5	Joe	Sabu
225	8/7/2015 8:58:46 AM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	000003423	Watchnet (9:30:00)	9	9	Philip	Templonuevo
224	8/7/2015 8:54:59 AM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	000004234	Watchnet (9:30:00)	16	16	Kenneth	Ko
223	8/7/2015 8:48:26 AM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000002	Watchnet (9:30:00)	14	14	Vatsal	Patel
222	8/7/2015 8:46:06 AM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	000249254	Watchnet (9:30:00)	13	13	AKA	Koutouan
221	8/7/2015 8:46:02 AM	Invalid Fingerprint	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000000		0	0		
220	8/7/2015 8:46:02 AM	Invalid Fingerprint	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000000		0	0		
229	8/7/2015 8:45:52 AM	Invalid Fingerprint	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000000		0	0		
228	8/7/2015 8:41:56 AM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000003	Watchnet (9:30:00)	17	17	Gilbert	Esteves
227	8/7/2015 8:41:46 AM	Invalid Fingerprint	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000000		0	0		
226	8/7/2015 8:41:41 AM	Invalid Fingerprint	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000000		0	0		
225	8/7/2015 8:19:14 AM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	000348234	Watchnet (8:30:00)	6	6	Julie	Nikolova
224	8/7/2015 8:19:14 AM	Invalid Fingerprint	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000000		0	0		
223	8/7/2015 8:19:09 AM	Invalid Fingerprint	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000000		0	0		
222	8/7/2015 8:19:09 AM	Invalid Fingerprint	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000000		0	0		
221	8/7/2015 8:19:09 AM	Invalid Fingerprint	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000000		0	0		
220	8/7/2015 8:19:04 AM	Invalid Fingerprint	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000000		0	0		
219	8/7/2015 8:18:50 AM	Invalid Fingerprint	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000000		0	0		
218	8/7/2015 8:18:45 AM	Invalid Fingerprint	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000000		0	0		
217	8/7/2015 8:18:41 AM	Invalid Fingerprint	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000000		0	0		
216	8/7/2015 7:59:54 AM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	000034823	Watchnet (8:30:00)	2	2	Dipti	Patel
215	8/7/2015 7:59:49 AM	Invalid Fingerprint	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000000		0	0		
214	8/6/2015 5:25:38 PM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000003	Watchnet (9:30:00)	0	0	Maria	Alvarez
213	8/6/2015 5:23:54 PM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	0000034823	Watchnet (9:30:00)	9	9	Philip	Templonuevo
212	8/6/2015 5:23:18 PM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000003	Watchnet (9:30:00)	17	17	Gilbert	Esteves
211	8/6/2015 5:23:11 PM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000004	Watchnet (9:30:00)	10	10	Peter	Punzalan
210	8/6/2015 5:23:01 PM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000034	Watchnet (9:30:00)	10	10	Ravie	S
209	8/6/2015 5:21:42 PM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	001348236	Watchnet (9:30:00)	15	15	Peter	Punzalan
208	8/6/2015 5:20:48 PM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000002	Watchnet (9:30:00)	14	14	Vatsal	Patel
207	8/6/2015 5:20:40 PM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	000004234	Watchnet (9:30:00)	16	16	Kenneth	Ko
206	8/6/2015 5:04:30 PM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	000022523	Watchnet (9:30:00)	5	5	Joe	Sabu
205	8/6/2015 5:04:21 PM	Invalid Fingerprint	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000000		0	0		
204	8/6/2015 5:02:08 PM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	000034823	Watchnet (8:30:00)	2	2	Dipti	Patel
203	8/6/2015 5:02:40 PM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	001348236	Watchnet (9:30:00)	15	15	Peter	Punzalan
202	8/6/2015 5:02:39 PM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	001348236	Watchnet (9:30:00)	15	15	Peter	Punzalan
201	8/6/2015 5:02:37 PM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	001348236	Watchnet (9:30:00)	15	15	Peter	Punzalan
200	8/6/2015 5:11:58 AM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	001348236	Watchnet (9:30:00)	15	15	Peter	Punzalan
199	8/6/2015 5:11:58 AM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	001348236	Watchnet (9:30:00)	15	15	Peter	Punzalan
198	8/6/2015 5:20:41 AM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	001348236	Watchnet (9:30:00)	15	15	Peter	Punzalan
197	8/6/2015 5:20:41 AM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	001348236	Watchnet (9:30:00)	15	15	Peter	Punzalan
196	8/6/2015 5:01:34 AM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000034	Watchnet (9:30:00)	10	10	Ravie	S
195	8/6/2015 5:01:34 AM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000034	Watchnet (9:30:00)	10	10	Ravie	S
194	8/6/2015 5:01:34 AM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	000004234	Watchnet (9:30:00)	16	16	Kenneth	Ko
193	8/6/2015 5:01:34 AM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000002	Watchnet (9:30:00)	9	9	Philip	Templonuevo
192	8/6/2015 5:01:34 AM	Door Opened by Valid Fin	0	1	FingerPrint Reader(001)	1	Time and Attendance	000000004	Watchnet (9:30:00)	18	18	Naim	Abouwer

## 5.2 Card Events Filter

Select Card Events Filter

**Personnel**

- All Departments
- Head Office
- Visitor
- Watchnet

**Check List**  Grid

- Basmah Noman
- Dipti Patel
- Dragos Marcopol
- Huda Hanna
- Joe
- Julie Nikolova
- Manuel Sanchez
- Maria Garcia
- Philip Templonuevo
- Ravie
- AKA Koutouan
- Vatsal Patel
- Peter Punzalan
- Kenneth
- Gilbert
- BJ

All
  Include Sub Department/Personnel

**Date Time**

From: 8/07/15 To: 8/07/15

From: 00:00:00 To: 23:59:59

T Y W M

**Record Type**

All

First Card Event

First Card Event/Last Card Event

Last Card Event

All Doors

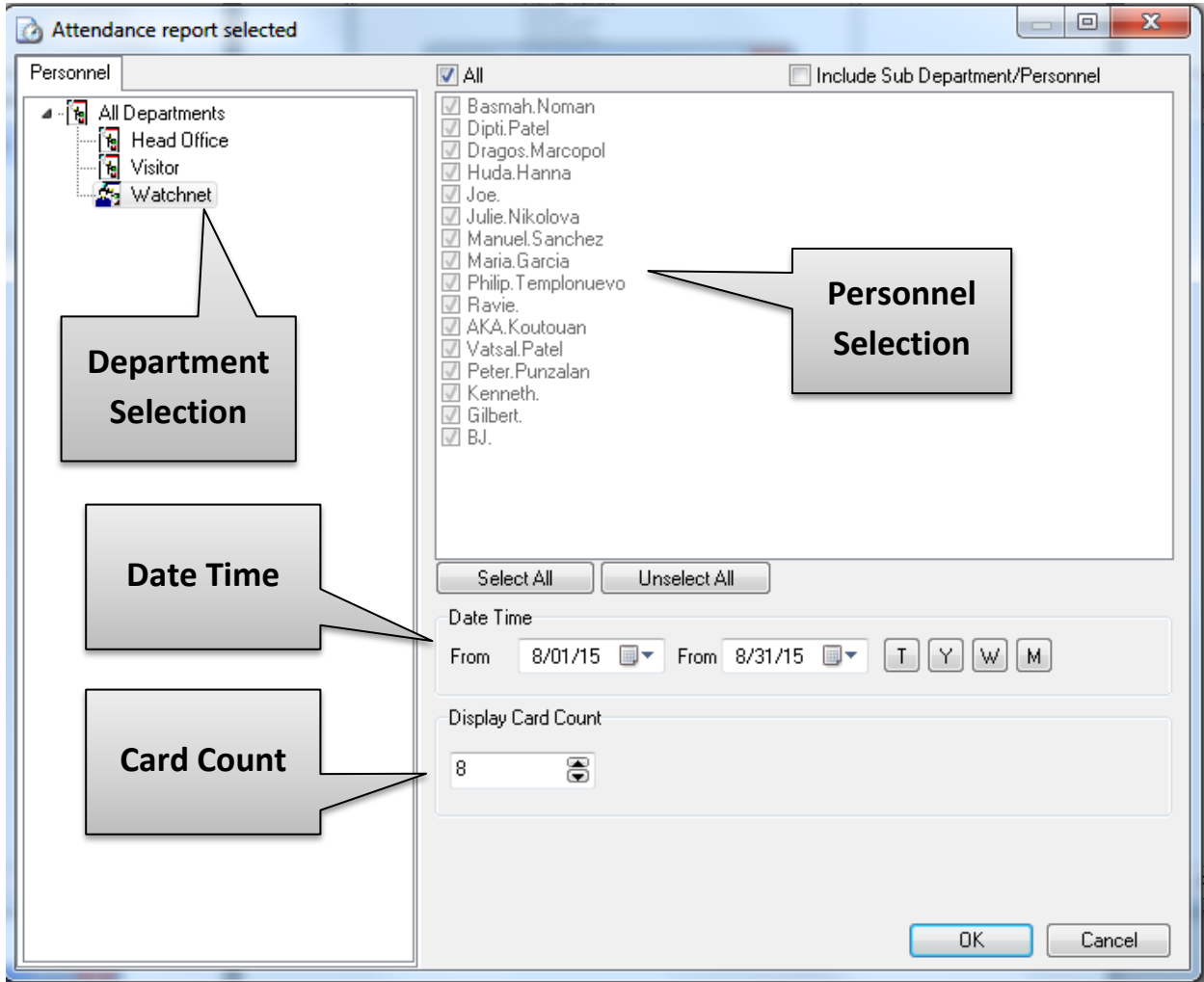
All Events

- Balance Is Not Enough
- Chargeback Fails
- Consumer Correction Failure
- Door Opened by Boss/Master Card
- Door Opened by Card (P.M.)

System  Temp  Normal  Unusual

### 5.3 Time Attendance Card Report (Horizontally)

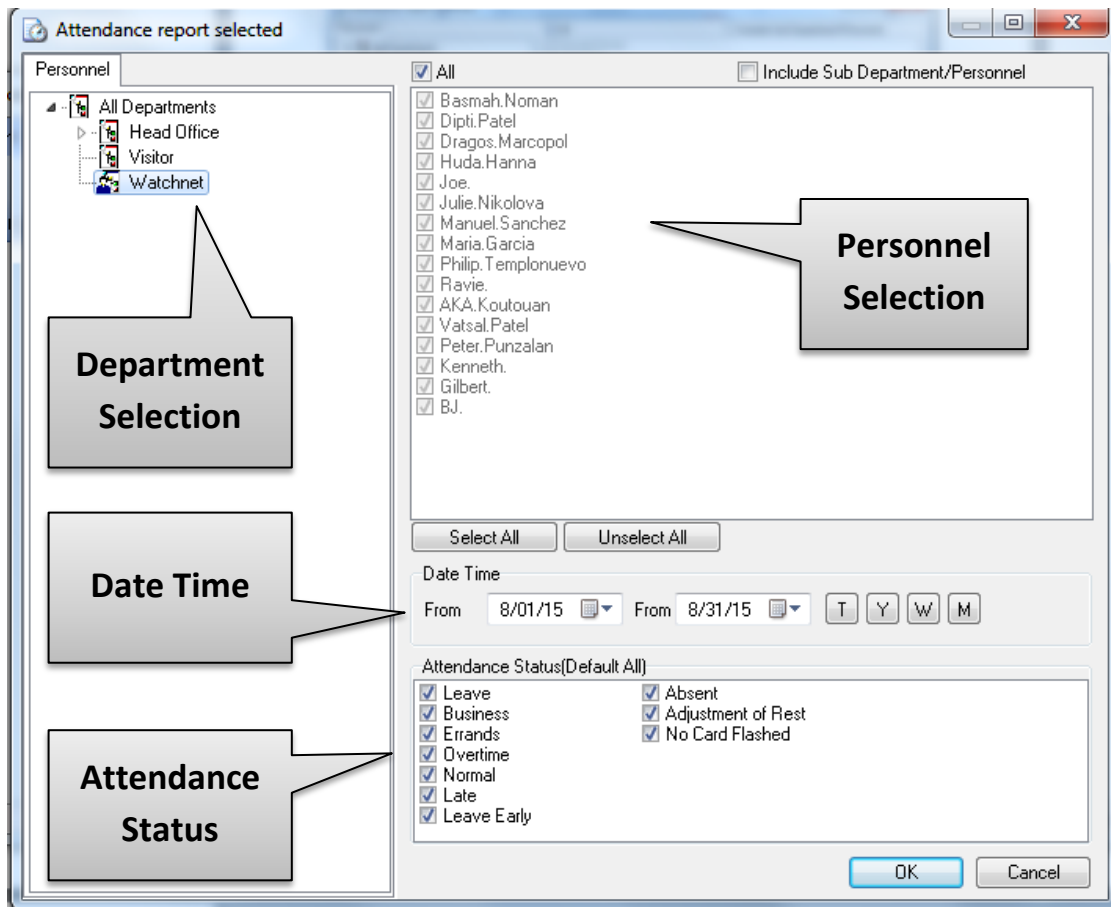
Select Time Attendance Card Report to view time and attendance report



Department	Personnel Code	Date	Time1	Time2	Time3	Time4	Time5	Time6	Time7	Time8
Watchnet (R-303)	Chanel	8/5/2015								
Watchnet (R-303)	Dign	2	8/5/2015	8:10 AM						
Watchnet (R-303)	Dragos	3	8/5/2015							
Watchnet (R-303)	Huda	4	8/5/2015	9:02 AM	5:15 PM					
Watchnet (R-303)	Jay	5	8/5/2015	8:54 AM						
Watchnet (R-303)	Jake	6	8/5/2015	8:24 AM	5:19 PM					
Watchnet (R-303)	Manuel	7	8/5/2015	5:31 PM	5:31 PM					
Watchnet (R-303)	Maria	8	8/5/2015	8:49 AM						
Watchnet (R-303)	Philip	9	8/5/2015	8:56 AM	5:38 PM					
Watchnet (R-303)	Pawan	10	8/5/2015	8:59 AM	5:12 PM					
Watchnet (R-303)	AKA	13	8/5/2015	8:54 AM	8:54 AM					
Watchnet (R-303)	Vinod	14	8/5/2015	8:53 AM	5:29 PM					
Watchnet (R-303)	Pate	15	8/5/2015	8:16 AM	5:29 PM	5:29 PM	5:29 PM			
Watchnet (R-303)	Fernando	16	8/5/2015	9:01 AM	5:29 PM					
Watchnet (R-303)	Gilbert	17	8/5/2015	8:42 AM	5:33 PM					
Watchnet (R-303)	bern	18	8/5/2015	9:33 AM						

### 5.4 Detailed

Select **Detailed** to get detailed report of personnel or departments



**Attendance report selected**

All  Include Sub Department/Personnel

**Personnel Selection:**

- Basmah.Noman
- Dipti.Patel
- Dragos.Marcopol
- Huda.Hanna
- Joe.
- Julie.Nikolova
- Manuel.Sanchez
- Maria.Garcia
- Philip.Templonuevo
- Ravie.
- AKA.Koutouan
- Vatsal.Patel
- Peter.Punzalan
- Kenneth.
- Gilbert.
- B.J.

**Date Time:** From 8/01/15 From 8/31/15 [T] [Y] [W] [M]

**Attendance Status(Default All):**

- Leave
- Business
- Errands
- Overtime
- Normal
- Late
- Leave Early
- Absent
- Adjustment of Rest
- No Card Flashed

Department	First Name	Last Name	Personnel Code	Date	Week	Work Name	Period Name	Period Hours	Time	Actual Time	Status	Start Work	End Minutes	Time	Actual Time	Status	Late Minutes	Visiting Minutes	Overtime Minutes
Watchnet (95-30)	Dragos	Marcopol	3	08/01/2015	Thursday	Regular Shift	Afternoon Time	4:51:00 PM			Normal			5:30 PM		Normal			0
Watchnet (95-30)	Joe	Saw	5	08/01/2015	Thursday	Early shift	Morning	3:58:30 AM	0:40 AM		Normal			12:00 PM		Normal			0
Watchnet (95-30)	Joe	Saw	5	08/01/2015	Thursday	Early shift	Afternoon	4:10:00 PM			No Card Flashed			5:00 PM	5:04 PM	Normal	4		0
Watchnet (95-30)	Manuel	Sanchez	7	08/01/2015	Thursday	Regular Shift	Morning time	9:00 AM			Normal			12:00 PM		Normal			0
Watchnet (95-30)	Manuel	Sanchez	7	08/01/2015	Thursday	Regular Shift	Afternoon Time	4:51:00 PM			Normal			5:30 PM		Normal			0
Watchnet (95-30)	Maria	Anna	8	08/01/2015	Thursday	Regular Shift	Morning time	9:00 AM	0:54 AM		Normal			5:12:00 PM		Normal			0
Watchnet (95-30)	Maria	Anna	8	08/01/2015	Thursday	Regular Shift	Afternoon Time	4:51:00 PM			Normal			5:30 PM		Normal			0
Watchnet (95-30)	Philip	Templonuevo	9	08/01/2015	Thursday	Regular Shift	Morning time	9:00 AM	0:56 AM		Normal			3:12:00 PM		Normal			0
Watchnet (95-30)	Philip	Templonuevo	9	08/01/2015	Thursday	Regular Shift	Afternoon Time	4:51:00 PM			Normal			5:30 PM		Normal			0
Watchnet (95-30)	Ravie	S	10	08/01/2015	Thursday	Regular Shift	Morning time	9:00 AM	0:01 AM		Normal			11:20:00 PM		Normal			0
Watchnet (95-30)	Ravie	S	10	08/01/2015	Thursday	Regular Shift	Afternoon Time	4:51:00 PM			Normal			5:30 PM		Normal			0
Watchnet (95-30)	AKA	Koutouan	13	08/01/2015	Thursday	Regular Shift	Morning time	9:00 AM	0:51 AM		Normal			6:12:00 PM		Normal			0
Watchnet (95-30)	AKA	Koutouan	13	08/01/2015	Thursday	Regular Shift	Afternoon Time	4:51:00 PM			Normal			5:30 PM		Normal			0
Watchnet (95-30)	Vatsal	Patel	14	08/01/2015	Thursday	Regular Shift	Morning time	9:00 AM	0:51 AM		Normal			6:12:00 PM		Normal			0
Watchnet (95-30)	Vatsal	Patel	14	08/01/2015	Thursday	Regular Shift	Afternoon Time	4:51:00 PM			Normal			5:30 PM		Normal			0
Watchnet (95-30)	Peter	Punzalan	15	08/01/2015	Thursday	Regular Shift	Morning time	9:00 AM	9:26 AM		Normal			26:12:00 PM	11:16 AM	Normal	40	110	0
Watchnet (95-30)	Peter	Punzalan	15	08/01/2015	Thursday	Regular Shift	Afternoon Time	4:51:00 PM	1:24 PM		Normal			24:30:30 PM	1:24 PM	Normal	240	0	0
Watchnet (95-30)	Kenneth	Ka	16	08/01/2015	Thursday	Regular Shift	Morning time	9:00 AM	0:57 AM		Normal			2:12:00 PM		Normal			0
Watchnet (95-30)	Kenneth	Ka	16	08/01/2015	Thursday	Regular Shift	Afternoon Time	4:51:00 PM			Normal			5:30 PM		Normal			0
Watchnet (95-30)	Gilbert	Erenes	17	08/01/2015	Thursday	Regular Shift	Morning time	9:00 AM	0:40 AM		Normal			19:12:00 PM		Normal			0
Watchnet (95-30)	Gilbert	Erenes	17	08/01/2015	Thursday	Regular Shift	Afternoon Time	4:51:00 PM			Normal			5:30 PM		Normal			0
Watchnet (95-30)	Spenn	Alvarado	18	08/01/2015	Thursday	Regular Shift	Morning time	9:00 AM	0:56 AM		Normal			3:12:00 PM		Normal			0
Watchnet (95-30)	Spenn	Alvarado	18	08/01/2015	Thursday	Regular Shift	Afternoon Time	4:51:00 PM			Normal			5:30 PM		Normal			0
Watchnet (95-30)	Basmah	Noman	1	08/01/2015	Thursday	Early shift	Morning	3:58:30 AM			Normal			12:00 PM		Normal			0
Watchnet (95-30)	Basmah	Noman	1	08/01/2015	Thursday	Early shift	Afternoon	4:10:00 PM			Normal			5:00 PM		Normal			0
Watchnet (95-30)	Dipti	Patel	2	08/01/2015	Thursday	Early shift	Morning	3:58:30 AM	0:07 AM		Normal			22:12:00 PM		Normal			0
Watchnet (95-30)	Dipti	Patel	2	08/01/2015	Thursday	Early shift	Afternoon	4:10:00 PM			No Card Flashed			5:00 PM	5:02 PM	Normal		2	0
Watchnet (95-30)	Huda	Hanna	4	08/01/2015	Thursday	Early shift	Morning	3:58:30 AM			Normal			12:00 PM		Normal			0
Watchnet (95-30)	Huda	Hanna	4	08/01/2015	Thursday	Early shift	Afternoon	4:10:00 PM			Normal			5:00 PM		Normal			0
Watchnet (95-30)	Julie	Nikolova	6	08/01/2015	Thursday	Early shift	Morning	3:58:30 AM	0:14 AM		Normal			15:12:00 PM		Normal			0
Watchnet (95-30)	Julie	Nikolova	6	08/01/2015	Thursday	Early shift	Afternoon	4:10:00 PM			Normal			5:00 PM		Normal			0

### 5.5 Detailed (Horizontally)

**Attendance report selected**

**Personnel**

- All Departments
- Head Office
- Visitor
- Watchnet

All  Include Sub Department/Personnel

- Basmah.Noman
- Dipti.Patel
- Dragos.Marcopol
- Huda.Hanna
- Joe.
- Julie.Nikolova
- Manuel.Sanchez
- Maria.Garcia
- Philip.Templonuevo
- Ravie.
- AKA.Koutouan
- Vatsal.Patel
- Peter.Punzalan
- Kenneth.
- Gilbert.
- BJ.

Select All Unselect All

**Date Time**

From  From  T Y W M

**Attendance Status(Default All)**

- Leave
- Business
- Errands
- Overtime
- Normal
- Late
- Leave Early
- Absent
- Adjustment of Rest
- No Card Flashed

OK Cancel

Department Selection

Date Time

Attendance Status

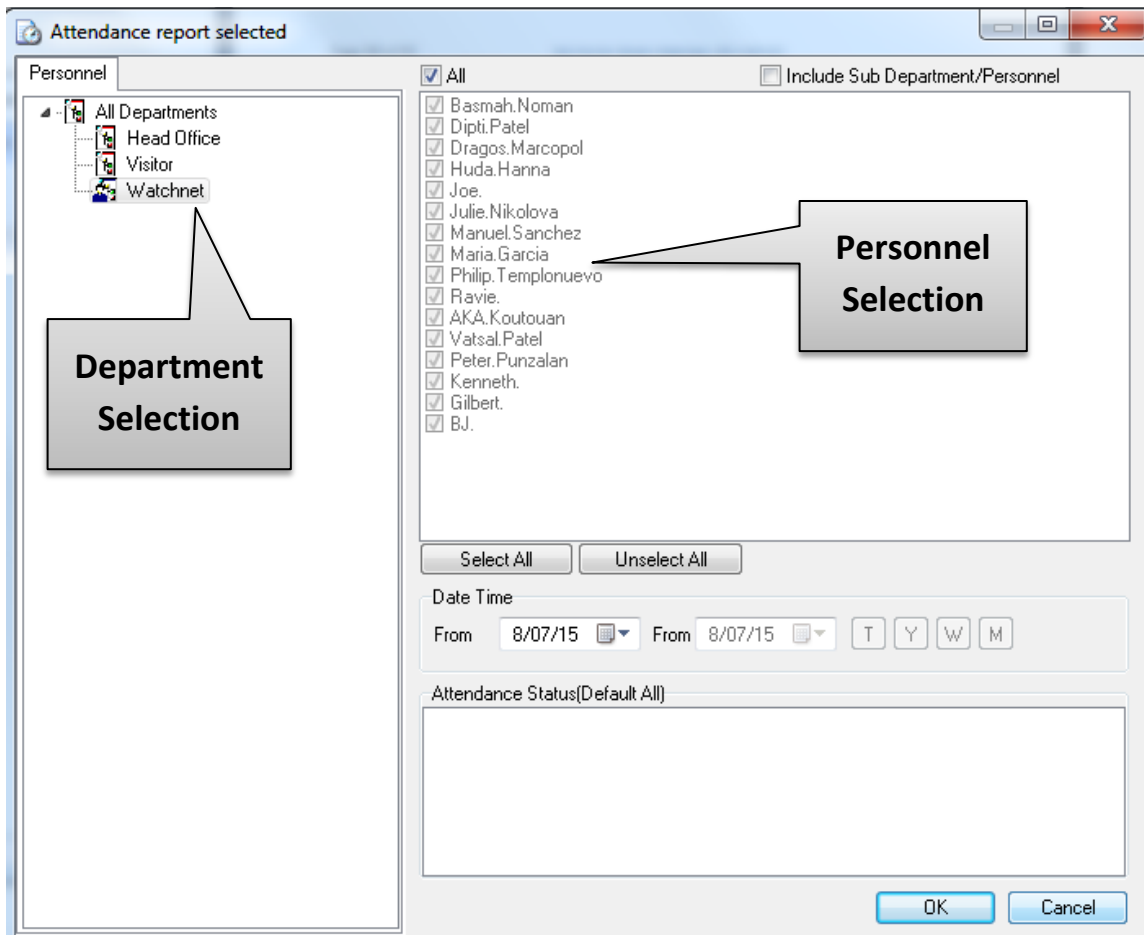
Personnel Selection



Department	First Name	Last Name	Personnel Code	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Record counter: 0																											

### 5.6 Time Attendance Daily Report

Select **Time Attendance Daily Report** to get daily attendance report



**Attendance report selected**

All  Include Sub Department/Personnel

**Personnel Selection**

- Basmah.Noman
- Dipti.Patel
- Dragos.Marcopol
- Huda.Hanna
- Joe.
- Julie.Nikolova
- Manuel.Sanchez
- Maria.Garcia
- Philip.Templonuevo
- Ravie.
- AKA.Koutouan
- Vatsal.Patel
- Peter.Punzalan
- Kenneth.
- Gilbert.
- B.J.

**Department Selection**

Select All Unselect All

Date Time  
 From 8/07/15 From 8/07/15 T Y W M

Attendance Status(Default All)

OK Cancel



Time Attendance Daily report 8/7/2015

File Edit View Print Close

Department	First Name	Last Name	Personnel Code	Normal				No Card		Late		Leave Early		Absent		Leave																												
				Start Week	Finish Week	Times	Minutes	Times	Minutes	Times	Minutes	Times	Minutes	Times	Minutes	Total	Sick Leave	Maternity Leave	Annual Leave	Maternity Leave	Casual Leave	Honeymoon Leave	Funeral Leave	Job-Inv																				
Watchnet (9:30)	Dragos	Marcopol	3	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Watchnet (9:30)	Joe	Salo	5	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Watchnet (9:30)	Manuel	Sanchez	7	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
Watchnet (9:30)	Maria	Alaya	8	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Watchnet (9:30)	Philip	Templonuevo	9	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Watchnet (9:30)	Ravie	S	10	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Watchnet (9:30)	AKA	Koutouan	13	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Watchnet (9:30)	Vatsal	Patel	14	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Watchnet (9:30)	Peter	Punzalan	15	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Watchnet (9:30)	Kenneth	K	16	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Watchnet (9:30)	Gilbert	Esteres	17	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9:30)	Joem	Abacador	18	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9:30)	Basmah	Noman	1	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9:30)	Dipti	Patel	2	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Watchnet (9:30)	Huda	Hanna	4	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Watchnet (9:30)	Julie	Nikolova	5	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Barred circuit 1E

## 5.7 Time Attendance Monthly Report

Select **Time Attendance Monthly Report** to get monthly attendance report

Attendance report selected

Personnel

- All Departments
  - Head Office
    - Visitor
      - Watchnet

Department Selection

All  Include Sub Department/Personnel

- Basmah.Noman
- Dipti.Patel
- Dragos.Marcopol
- Huda.Hanna
- Joe.
- Julie.Nikolova
- Manuel.Sanchez
- Maria.Garcia
- Philip.Templonuevo
- Ravie.
- AKA.Koutouan
- Vatsal.Patel
- Peter.Punzalan
- Kenneth.
- Gilbert.
- B.J.

Personnel Selection

Select All    Unselect All

Date Time

From 8/01/15    From 8/31/15    T    Y    W    M

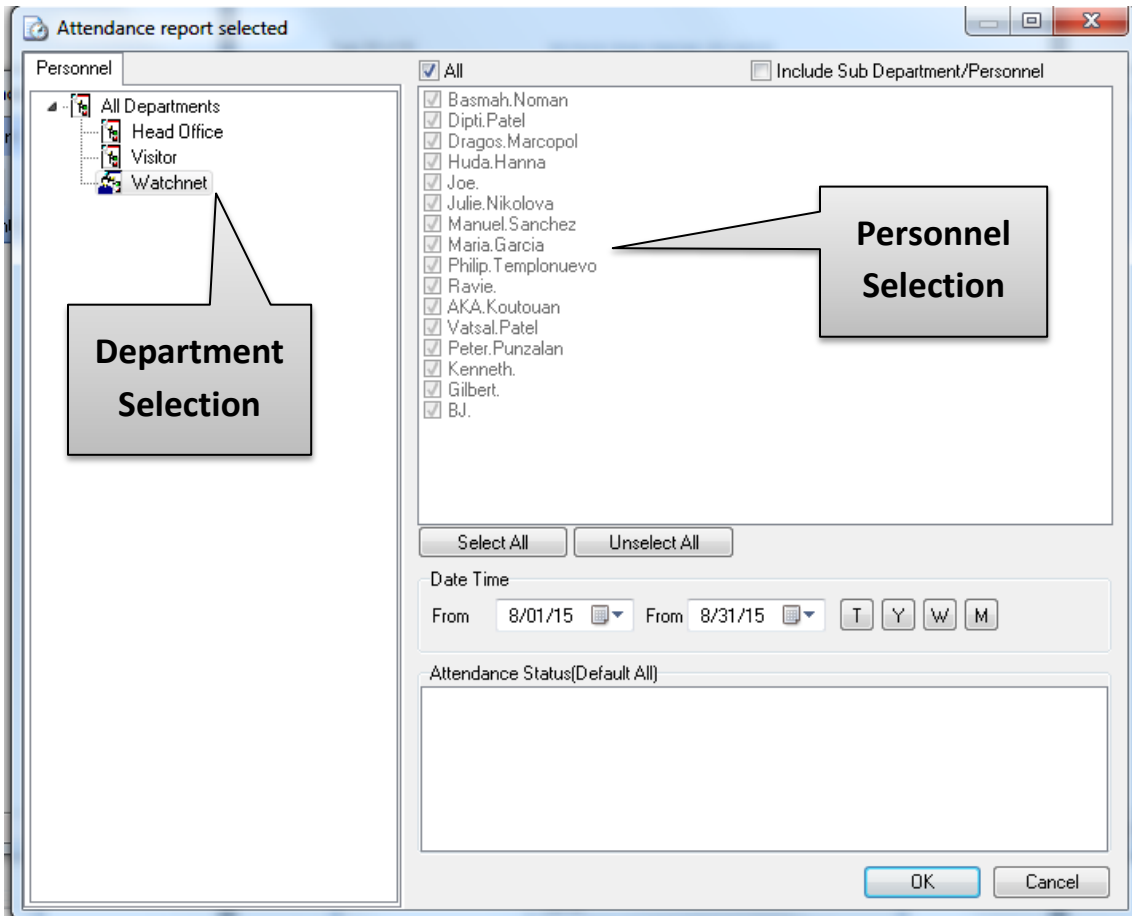
Attendance Status(Default All)

OK    Cancel

Department	First Name	Last Name	Personnel Code	Normal						No Card		Late		Leave Early		Absent		Leave																	
				Start Work	Finish Work	Finish Work	Times	Minutes	Times	Minutes	Times	Minutes	Times	Minutes	Times	Minutes	Times	Minutes	Total	Sick Leave	Marriage Leave	Annual Leave	Maternity Leave	Casual Leave	Honeymoon Leave	Furlough Leave	Job-Prod								
Watchnet (9530)	Dragos	Marcopol	3	0	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Watchnet (9530)	Joe	Sao	5	0	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9530)	Manuel	Sanchez	7	0	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9530)	Maria	Aleja	8	0	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9530)	Philip	Templonuevo	9	0	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9530)	Ravie	S	10	0	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9530)	AKA	Koutouan	13	0	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9530)	Vatsal	Patel	14	0	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9530)	Peter	Punzalan	15	0	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9530)	Kenneth	Ho	16	0	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9530)	Gilbert	Eterres	17	0	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9530)	Joan	Alexander	18	0	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9530)	Basmah	Noman	1	0	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9530)	Dipti	Patel	2	0	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9530)	Huda	Hanna	4	0	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9530)	Julie	Nikolova	6	0	0	0	0	0	0	0	0	2	75	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

### 5.8 Summary

Select **Summary** to get summary attendance report



Department	First Name	Last Name	Personnel Code	Normal		No Card		Late	Leave Early	Absent	Leave																			
				Start Work	Fresh Work	Fresh Work	Times				Minutes	Times	Minutes	Total	Sick Leave			Maternity Leave		Casual Leave		Home Leave		Funeral Leave		Job Hour				
															Hour	Times	Hour	Times	Hour	Hour	Times	Hour	Times	Hour	Times					
Watchnet (9.30)	Joe	Sabo	5	1	1	1	3	2	42	0	0	38	143	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9.30)	Manuel	Sanchez	7	0	1	1	0	0	0	0	0	41	153	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9.30)	Maria	Aliga	8	3	1	1	3	0	0	0	0	38	144	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9.30)	Philip	Templonuevo	9	3	2	2	3	0	0	0	0	37	135	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9.30)	Ravie	S	10	3	2	2	3	0	0	0	0	37	139	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9.30)	AKA	Koutouan	13	2	1	1	2	0	0	0	0	39	147	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9.30)	Vatsal	Patel	14	3	1	1	3	0	0	0	0	38	144	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9.30)	Peter	Punzalan	15	0	1	1	3	3	46	0	0	38	142	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9.30)	Kenneth	Le	16	3	1	1	3	0	0	0	0	38	144	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9.30)	Gilbert	Estroves	17	3	2	2	3	0	0	0	0	37	135	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9.30)	Dipti	Alexander	18	2	1	1	2	0	0	0	0	39	147	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9.30)	Basmah	Noman	1	1	0	0	1	0	0	0	0	41	154	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9.30)	Dipti	Patel	2	3	2	2	3	0	0	0	0	37	139	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Watchnet (9.30)	Huda	Hanna	4	0	1	1	0	0	0	0	0	41	153	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Watchnet (9.30)	Julie	Nikolova	6	3	2	2	3	0	0	0	0	37	139	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

### 5.9 Summary Statistics

Select Summary Statistics to get statistic of attendance report

**Attendance report selected**

**Personnel**

- [-] All Departments
- [-] Head Office
- [-] Visitor
- [-] Watchnet

**Department Selection**

All  Include Sub Department/Personnel

- Basmah.Noman
- Dipti.Patel
- Dragos.Marcopol
- Huda.Hanna
- Joe.
- Julie.Nikolova
- Manuel.Sanchez
- Maria.Garcia
- Philip.Templonuevo
- Ravie.
- AKA.Koutouan
- Vatsal.Patel
- Peter.Punzalan
- Kenneth.
- Gilbert.
- BJ.

**Personnel Selection**

Select All    Unselect All

Date Time  
 From:  From:     T Y W M

Attendance Status(Default All)

OK    Cancel

Department	First Name	Last Name	Personal Code	Normal				No Card				Late				Leave Early				Absent				Leave															
				Start Work	Finish Work	Finish Work	Finish Work	Times	Minutes	Times	Minutes	Times	Minutes	Times	Minutes	Times	Minutes	Times	Minutes	Total	Sick Leave	Maternity Leave	Annual Leave	Maternity Leave	Casual Leave	Home Leave	Furlough Leave	Job											
Watchnet (9:30)	Joe	Sabo	5	1	1	1	3	2	42	0	0	0	0	38	143	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Watchnet (9:30)	Manuel	Sanchez	7	0	1	1	0	0	0	0	0	0	0	41	193	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Watchnet (9:30)	Maria	Alago	8	3	1	1	3	0	0	0	0	0	0	38	144	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Watchnet (9:30)	Philp	Temponero	9	3	2	2	3	0	0	0	0	0	0	37	135	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Watchnet (9:30)	Flavia		5	2	2	2	0	0	0	0	0	0	0	37	139	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Watchnet (9:30)	AKA	Klobuan	13	2	1	1	2	0	0	0	0	0	0	39	147	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Watchnet (9:30)	Vatsal	Patel	14	3	1	1	3	0	0	0	0	0	0	38	144	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Watchnet (9:30)	Flavia	Panathan	15	0	1	1	3	3	46	0	0	0	0	38	142	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Watchnet (9:30)	Kenneth	Lo	16	3	1	1	3	0	0	0	0	0	0	38	144	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Watchnet (9:30)	Gibbet	Edwards	17	2	2	2	2	0	0	0	0	0	0	37	135	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Watchnet (9:30)	Ignis	Alexander	18	2	1	1	2	0	0	0	0	0	0	39	147	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Watchnet (9:30)	Basimah	Roman	1	1	0	0	1	0	0	0	0	0	0	41	154	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Watchnet (9:30)	Diya	Patel	2	3	2	2	3	0	0	0	0	0	0	37	139	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Watchnet (9:30)	Huda	Hanna	4	0	1	1	0	0	0	0	0	0	0	41	153	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Watchnet (9:30)	Julie	Mikolova	6	3	2	2	3	0	0	0	0	0	0	37	139	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

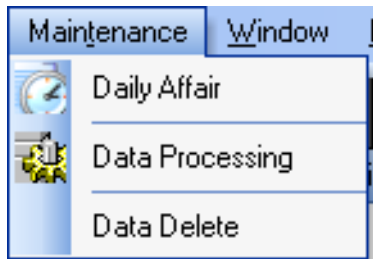
## 5.10 System Log

Select System Log to get the log reports

Auto ID	User	Time	Description	Line ID	Controller/Component	Host PC	APP Name
117	Administrator	8/07/15 2:14:56 PM	Login successful.	0	0	0 PETER-PC	Time & Attendance
116	Administrator	8/07/15 1:10:32 PM	Exit system normally	0	0	0 PETER-PC	Time & Attendance
115	Administrator	8/07/15 11:55:07 AM	Batch add scheduling records From 6/	0	0	0 PETER-PC	Time & Attendance
114	Administrator	8/07/15 9:44:44 AM	Login successful.	0	0	0 PETER-PC	Time & Attendance
112	Administrator	8/07/15 9:05:54 AM	Exit system normally	0	0	0 PETER-PC	Time & Attendance
111	Administrator	8/06/15 4:08:33 PM	Login successful.	0	0	0 PETER-PC	Time & Attendance
110	Administrator	8/06/15 4:08:28 PM	Exit system normally	0	0	0 PETER-PC	Time & Attendance
109	Administrator	8/06/15 08:04 PM	Edit scheduling setting: The personal i	0	0	0 PETER-PC	Time & Attendance
108	Administrator	8/06/15 5:59:29 PM	Edit a person, name = Vatsal	0	0	0 PETER-PC	Time & Attendance
107	Administrator	8/06/15 3:56:58 PM	Edit a person, name = BU	0	0	0 PETER-PC	Time & Attendance
106	Administrator	8/06/15 3:56:57 PM	Issue card, name BU, Card No. 000051	0	0	0 PETER-PC	Time & Attendance
105	Administrator	8/06/15 3:56:57 PM	Edit a person, name = BU	0	0	0 PETER-PC	Time & Attendance
104	Administrator	8/06/15 3:56:53 PM	Edit a person, name = Gibbet	0	0	0 PETER-PC	Time & Attendance
103	Administrator	8/06/15 3:56:53 PM	Issue card, name Gibbet, Card No. 212	0	0	0 PETER-PC	Time & Attendance
102	Administrator	8/06/15 3:56:53 PM	Edit a person, name = Gibbet	0	0	0 PETER-PC	Time & Attendance
101	Administrator	8/06/15 3:56:46 PM	Issue card, name Kenneth, Card No. 0	0	0	0 PETER-PC	Time & Attendance
100	Administrator	8/06/15 3:56:46 PM	Edit a person, name = Kenneth	0	0	0 PETER-PC	Time & Attendance
99	Administrator	8/06/15 3:56:32 PM	Edit a person, name = Vatsal	0	0	0 PETER-PC	Time & Attendance
98	Administrator	8/06/15 3:56:31 PM	Issue card, name Vatsal, Card No. 012	0	0	0 PETER-PC	Time & Attendance
97	Administrator	8/06/15 3:56:31 PM	Edit a person, name = Vatsal	0	0	0 PETER-PC	Time & Attendance
96	Administrator	8/06/15 3:56:27 PM	Issue card, name AKA, Card No. 0015	0	0	0 PETER-PC	Time & Attendance
95	Administrator	8/06/15 3:56:27 PM	Edit a person, name = AKA	0	0	0 PETER-PC	Time & Attendance
94	Administrator	8/06/15 3:56:26 PM	Delete a person, name = Shawn	0	0	0 PETER-PC	Time & Attendance
93	Administrator	8/06/15 3:56:18 PM	Delete a person, name = Roman	0	0	0 PETER-PC	Time & Attendance
92	Administrator	8/06/15 3:56:15 PM	Edit a person, name = Flavia	0	0	0 PETER-PC	Time & Attendance
91	Administrator	8/06/15 3:56:14 PM	Issue card, name Flavia, Card No. 051	0	0	0 PETER-PC	Time & Attendance
90	Administrator	8/06/15 3:56:14 PM	Edit a person, name = Flavia	0	0	0 PETER-PC	Time & Attendance
89	Administrator	8/06/15 3:56:09 PM	Issue card, name Philp, Card No. 0002	0	0	0 PETER-PC	Time & Attendance
88	Administrator	8/06/15 3:56:09 PM	Edit a person, name = Philp	0	0	0 PETER-PC	Time & Attendance
87	Administrator	8/06/15 3:56:04 PM	Edit a person, name = Maria	0	0	0 PETER-PC	Time & Attendance
86	Administrator	8/06/15 3:56:03 PM	Issue card, name Maria, Card No. 051	0	0	0 PETER-PC	Time & Attendance
85	Administrator	8/06/15 3:56:03 PM	Edit a person, name = Maria	0	0	0 PETER-PC	Time & Attendance
84	Administrator	8/06/15 3:56:03 PM	Edit a person, name = Manuel	0	0	0 PETER-PC	Time & Attendance
83	Administrator	8/06/15 3:55:58 PM	Issue card, name Manuel, Card No. 00	0	0	0 PETER-PC	Time & Attendance
82	Administrator	8/06/15 3:55:58 PM	Edit a person, name = Manuel	0	0	0 PETER-PC	Time & Attendance
81	Administrator	8/06/15 3:55:54 PM	Edit a person, name = Julie	0	0	0 PETER-PC	Time & Attendance
80	Administrator	8/06/15 3:55:53 PM	Issue card, name Julie, Card No. 0051	0	0	0 PETER-PC	Time & Attendance
79	Administrator	8/06/15 3:55:53 PM	Edit a person, name = Julie	0	0	0 PETER-PC	Time & Attendance
78	Administrator	8/06/15 3:55:50 PM	Edit a person, name = Joe	0	0	0 PETER-PC	Time & Attendance
77	Administrator	8/06/15 3:55:49 PM	Issue card, name Joe, Card No. 00512	0	0	0 PETER-PC	Time & Attendance
76	Administrator	8/06/15 3:55:49 PM	Edit a person, name = Joe	0	0	0 PETER-PC	Time & Attendance
75	Administrator	8/06/15 3:55:45 PM	Issue card, name Huda, Card No. 000	0	0	0 PETER-PC	Time & Attendance
74	Administrator	8/06/15 3:55:45 PM	Edit a person, name = Huda	0	0	0 PETER-PC	Time & Attendance
73	Administrator	8/06/15 3:55:40 PM	Issue card, name Diago, Card No. 05	0	0	0 PETER-PC	Time & Attendance
72	Administrator	8/06/15 3:55:40 PM	Edit a person, name = Diago	0	0	0 PETER-PC	Time & Attendance
71	Administrator	8/06/15 3:55:35 PM	Edit a person, name = Diya	0	0	0 PETER-PC	Time & Attendance
70	Administrator	8/06/15 3:55:34 PM	Issue card, name Diya, Card No. 0003	0	0	0 PETER-PC	Time & Attendance
69	Administrator	8/06/15 3:55:34 PM	Edit a person, name = Diya	0	0	0 PETER-PC	Time & Attendance
68	Administrator	8/06/15 3:55:30 PM	Issue card, name Basimah, Card No. 0	0	0	0 PETER-PC	Time & Attendance
67	Administrator	8/06/15 3:55:30 PM	Edit a person, name = Basimah	0	0	0 PETER-PC	Time & Attendance

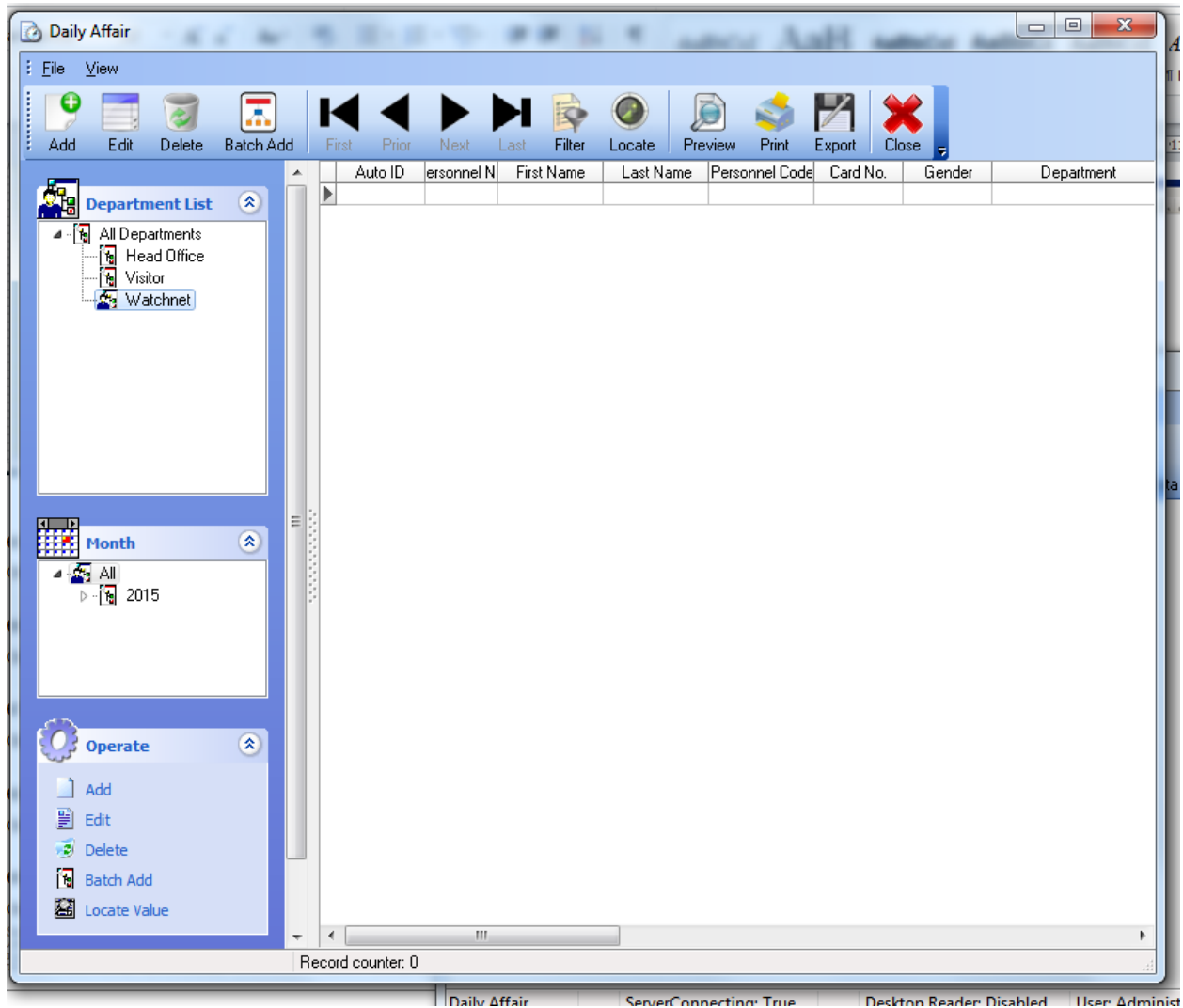
## Chapter 6 Maintenance Sub-Menu

Click **Maintenance** from main menu bar



### 6.1 Daily Affair

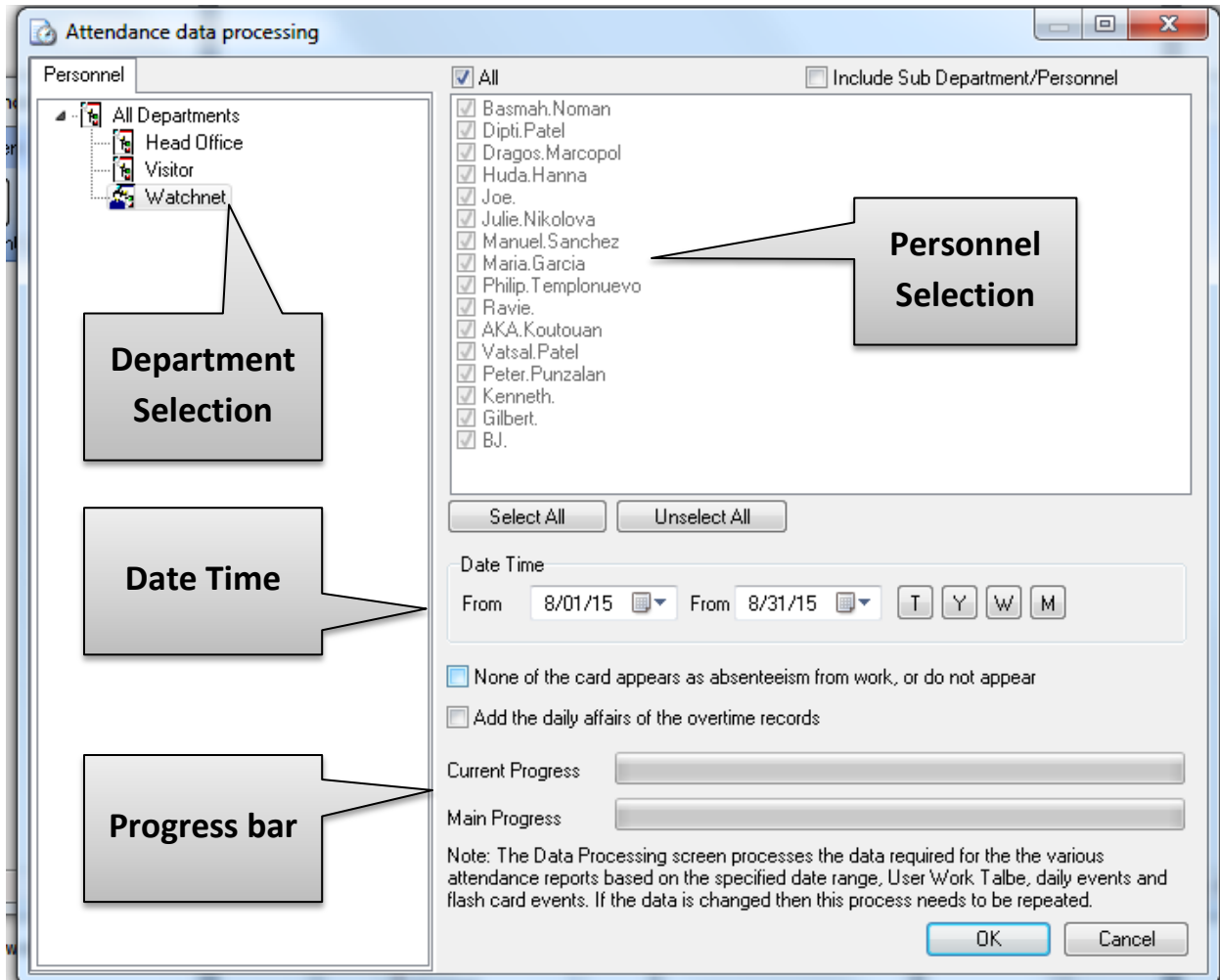
Select **Daily Affair** to configure daily schedule basis



Daily Attendance can be set for a daily schedule depending on personnel schedule

## 6.2 Data Processing

Select **Data Processing** to deal with the data of a personnel or department

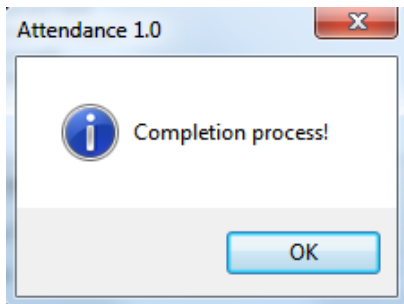


### Steps on getting the report

- (1) Configure Work Settings, Scheduling, Holiday Settings
- (2) Data Processing
- (3) Reports

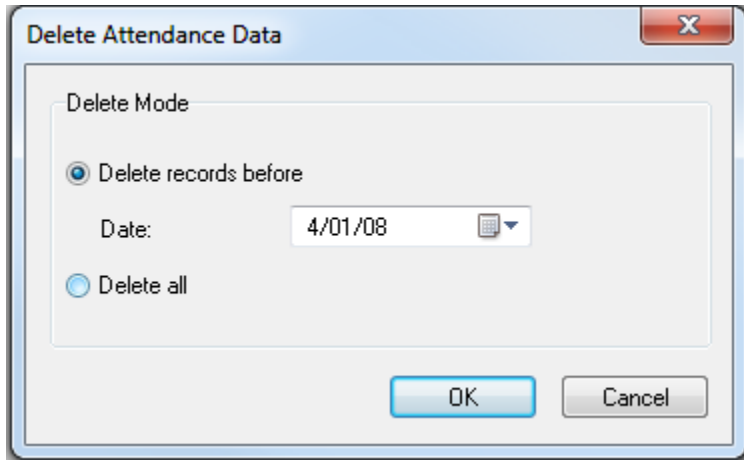
*Note: you cannot get any report if Data Processing is not been process*

Once done message box will appear with message ``**Completion Process**``



### 6.3 Data Delete

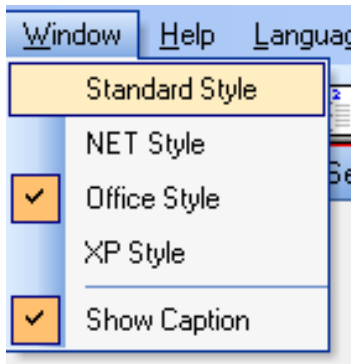
Select **Data Delete** to delete data records.



## Chapter 7 Window Sub-Menu

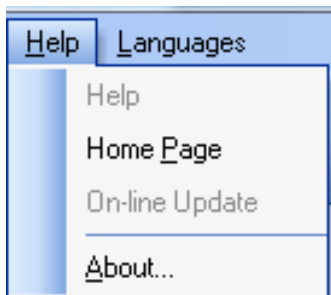
### 7.1 Window

Click **Window** to select windows style layout



## Chapter 8 Help Sub-Menu

Click **Help** from main menu bar

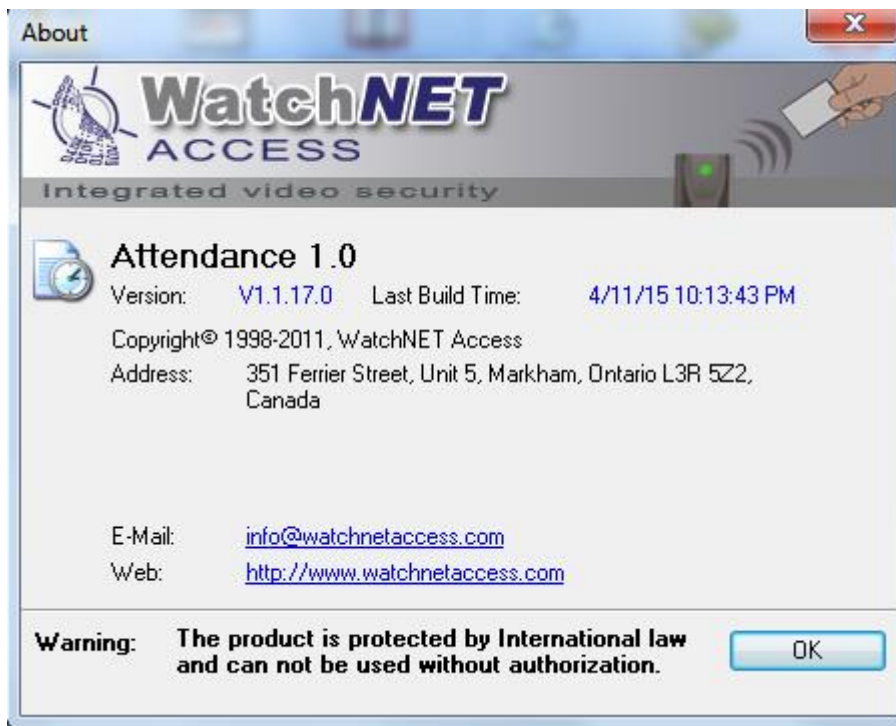


## 8.1 Home Page

Select **Home Page** to go to Watchnet Access website

## 8.2 About

Select **About** to view the software version



## Chapter 9 Language Sub-Menu

Click **Language** from main menu bar to change the language of the software



