SmartPSS Lite Attendance Solution

User's Manual

V1.1.1

Foreword

General

This manual introduces the functions and operations of the attendance solution of the SmartPSS Lite (hereinafter referred to as "the Platform"). Read carefully before using the platform, and keep the manual safe for future reference.

Safety Instructions

The following signal words might appear in the manual.

Signal Words	Meaning
DANGER	Indicates a high potential hazard which, if not avoided, will result in death or serious injury.
WARNING	Indicates a medium or low potential hazard which, if not avoided, could result in slight or moderate injury.
CAUTION	Indicates a potential risk which, if not avoided, could result in property damage, data loss, reductions in performance, or unpredictable results.
TIPS	Provides methods to help you solve a problem or save time.
NOTE	Provides additional information as a supplement to the text.

Revision History

Version	Revision Content	Release Time
V1.1.1	• Updated person management function. • Updated attendance manager function.	March 2023
V1.1.0	• Updated person management function. • Updated attendance manager function.	December 2022
V1.0.1	Updated staff display image.	August 2022
V1.0.0	First release.	April 2022

Privacy Protection Notice

As the device user or data controller, you might collect the personal data of others such as their face, fingerprints, and license plate number. You need to be in compliance with your local privacy protection laws and regulations to protect the legitimate rights and interests of other people by implementing measures which include but are not limited: Providing clear and visible identification to inform people of the existence of the surveillance area and provide required contact information.

About the Manual

- The manual is for reference only. Slight differences might be found between the manual and the product.
- We are not liable for losses incurred due to operating the product in ways that are not in compliance with the manual.
- The manual will be updated according to the latest laws and regulations of related jurisdictions. For detailed information, see the paper user's manual, use our CD-ROM, scan the QR code or visit our official website. The manual is for reference only. Slight differences might be found between the electronic version and the paper version.
- All designs and software are subject to change without prior written notice. Product updates might result in some differences appearing between the actual product and the manual. Please contact customer service for the latest program and supplementary documentation.
- There might be errors in the print or deviations in the description of the functions, operations and technical data. If there is any doubt or dispute, we reserve the right of final explanation.
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- Please visit our website, contact the supplier or customer service if any problems occur while using the device.
- If there is any uncertainty or controversy, we reserve the right of final explanation.

Contents

1 Overview

The attendance solution is helpful for attendance management, such as shift arrangement, attendance query and attendance exception. It is also available for management of attendance terminal, management of user authority and log viewing.

2 Attendance Guide

You can quickly use the common functions of attendance here.

Procedure

Step 1   Click **Attendance Solution** in the left navigation bar.

Step 2   Click **Attendance Guide** on the lower-right corner of the home page.

Step 3   Configure functions in the order from top to bottom and from left to right. For details on how to use these functions, see the corresponding chapters.

Figure 2-1 Attendance guide
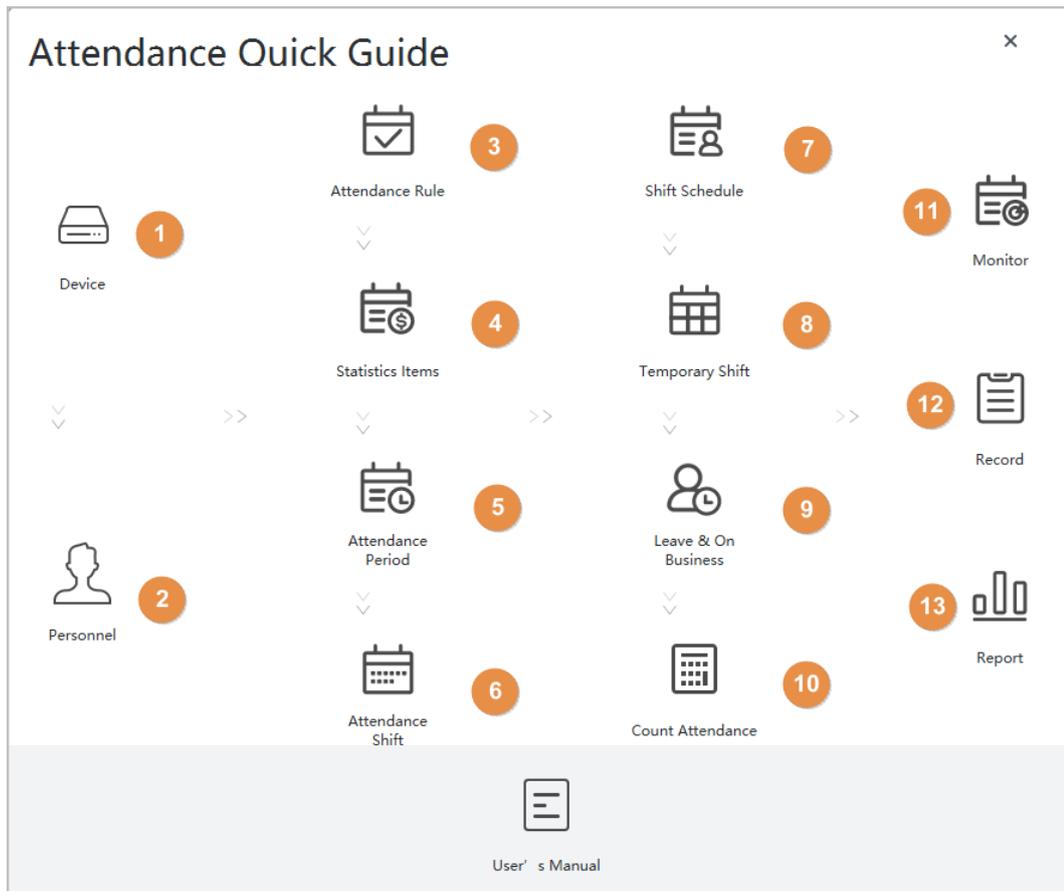
Table 2-1 Functions of attendance guide

No.	Functions	Description
1	Device	For details, see *SmartPSS Lite_General_User's Manual*.
2	Personnel	For details, see "3 Personnel Management".
3	Attendance Rule	For details, see "4.1 Attendance Rule Settings".
4	Statistics Items	For details, see "4.2 Statistics Items".
5	Attendance Period	For details, see "4.3 Attendance Period".
6	Attendance Shift	For details, see "4.4 Attendance Shifts".
7	Shift Schedule	For details, see "4.5 Shift Schedule".

No.	Functions	Description
		📖 Configure **Holiday** before arranging shift schedule, and then the shift schedule will skip the holiday automatically. For details on about holiday setting, see "4.1.4 Adding Holidays".
8	Temporary Schedule	For details, see "4.6 Temporary Shift".
9	Leave & On Business	For details, see "4.7 Leave & On Business" .
10	Count Attendance	For details, see "4.8 Count Attendance".
11	Monitor	For details, see "5 Attendance Monitor".
12	Attendance Record	For details, see "6 Record Query".
13	Attendance Report	For details, see "7 Report Query".

3 Personnel Management

You can manage department information and staff information.

3.1 Adding Company

Procedure

Step 1   Select **Personnel** > **Company** .

Step 2   Enter the company name, fax, email, telephone number, website, postal code and address.

Step 3   Upload the company logo, and then click **OK**.

Figure 3-1 Add company
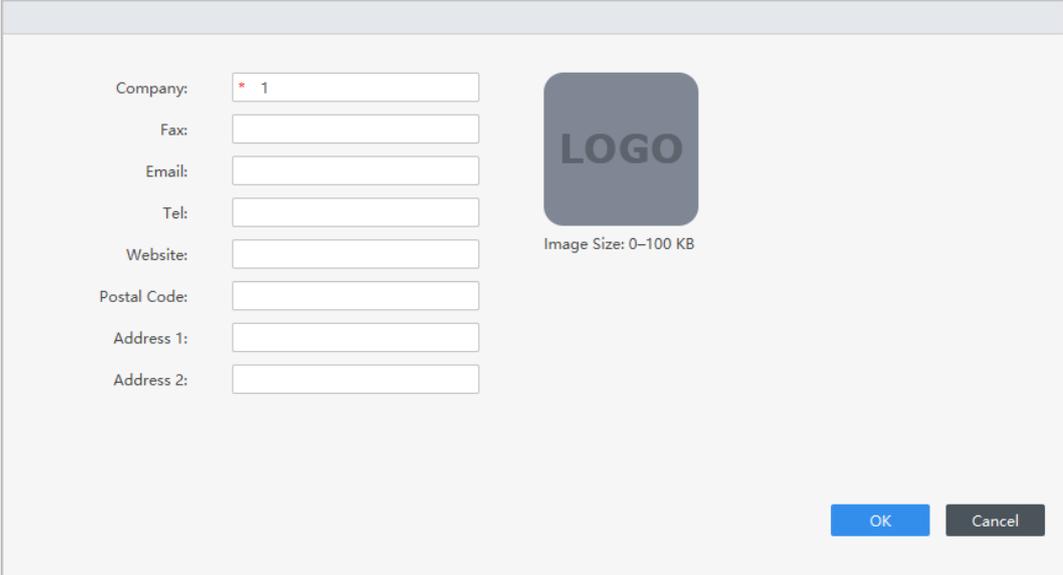
3.2 Department Management

You can add, modify or delete department. Here uses the department adding as an example.

Procedure

Step 1   Select **Personnel** > **Personnel Management** .

Step 2   Click ✚ in the **Department List** to add.

Step 3   Select a superior department, and then add a new sub-department.

Step 4   Click **OK** to confirm.

Figure 3-2 Add department
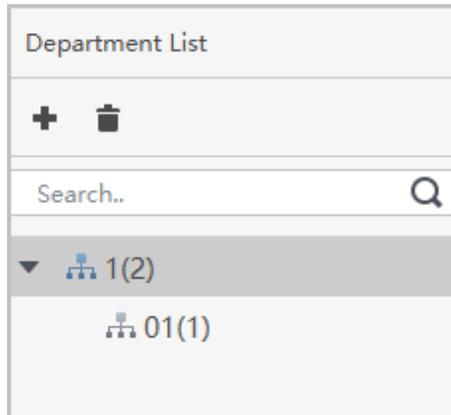
Figure 3-3 Add department information
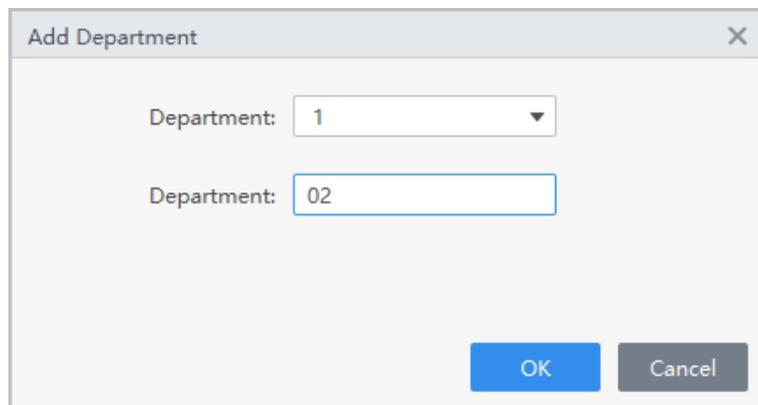
Related Operations

- (Optional) Click 🗑 in the **Department List** to delete.
- (Optional) Select the department, and then click ✎ in the **Department List** to rename the department.

3.3 Setting Card Type

Select **Personnel** > **Personnel Management** > **Card Issuing Type** .

Before issuing a card, set the card type first. For example, if the issued card is ID card, select type as ID card.

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- The system uses hexadecimal card number by default. Click 🔢 to change to decimal card number.
- When the card type is changed, the card number in the **Access Manger** , user's card, and **History Event** will also be changed.

Figure 3-4 Set card type
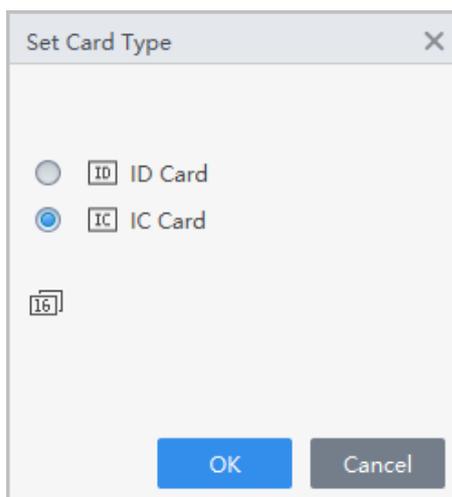
3.4 Adding Personnel

Select one of the methods to add staff.

- Add staff one by one manually.
- Add staff in batches.
- Extract staff information from other devices.
- Import staff information from the local.

3.4.1 Adding Personnel One by One

Procedure

Step 1   Select **Personnel** > **Personnel Management** > **Add** .

Step 2   Enter basic information of personnel.

    1. Select **Basic Info**.

    2. Add basic information of personnel.

Figure 3-5 Add basic information

Step 3   Configure authentication methods.

Supports 5 authentication methods, including face recognition, password, card, and fingerprint.

- Configure face recognition: Take snapshots or upload face images in the last 2 image areas.

Figure 3-6 Register face images

- Configure password: The password must consist of 6–8 digits.
- Configure card: The card number can be read automatically or entered manually. To read the card number automatically, select a card reader, and then place the card on the card reader.

  a. Click ⚙ to select **Device** or **Card issuer** as card reader.

  b. Add card. The card number must be added if the non-second generation access controller is used.

  c. After adding, you can set the card as the main card or duress card, or replace the card with a new one, or delete the card.

  d. Click ⠿ to display the QR code of the card.

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  Only 8-digit card number in hexadecimal mode can display the QR code of the card.

- Configure fingerprints

  a. Click ⚙ to select **Device** or **Fingerprint Scanner** as the fingerprint collector.

  b. Add fingerprint. Select **Add** > **Add Fingerprint**, and then place the finger on the scanner 3 times in a row.

Step 4 Click **Extended information** to add other information of personnel, and then click **Finish**.

Figure 3-7 Add extended information

Step 5   Configure permissions.

Permission groups are a collection of time attendance or access control permissions on defined devices. Create a permission group and then associate users with the group, so that users can be granted corresponding permissions.

Figure 3-8 Permission configuration

Step 6 Click **Finish**.

Related Operations

- Click ✎ to modify information of personnel.

- Click 🗑 to delete personnel.

- Click 🔲 to freeze the card, and then the card cannot be used.

- Click 🔒 to configure permissions.

3.4.2 Adding Personnel in Batches

Procedure

Step 1 Select **Personnel** > **Personnel Management** > **Batch Update** > **Batch Add** .

Step 2 Select card reader and the department of staff. Set the start number, number of card, effective time and expired time of card.

Step 3 Click **Read Card No.**, and then the card number will be read automatically.

Step 4 Click **OK**.

Figure 3-9 Add staff in batches

Step 5 In the list of staff, click ✎ to modify information or add details of staff.

3.4.3 Extracting Personnel Information

Procedure

Step 1 Select **Personnel** > **Personnel Management** > **Extract** .

Step 2 Select the device, and then click **OK**.

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You can select to extract the user of **All** , **Success** or **Failure** from the drop-down list next to **Extract**.

Figure 3-10 Devices with staff information
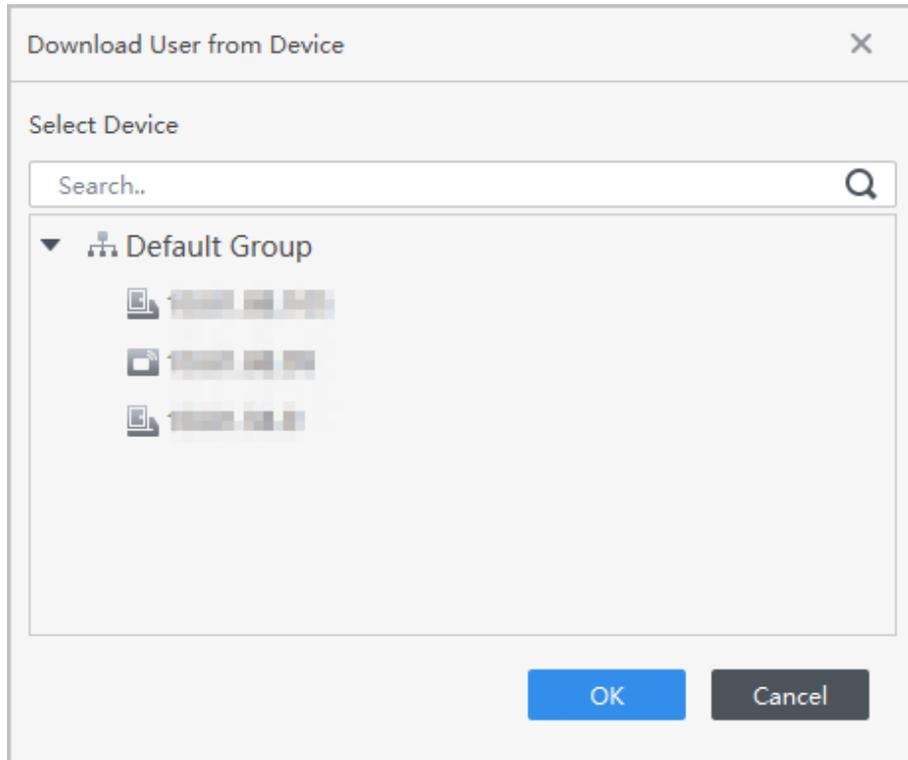
Step 3   Select the needed staff information, and then click **Extract** to extract the cards to user manager. Click **Export** to export the user information to the computer.

Figure 3-11 Extract users
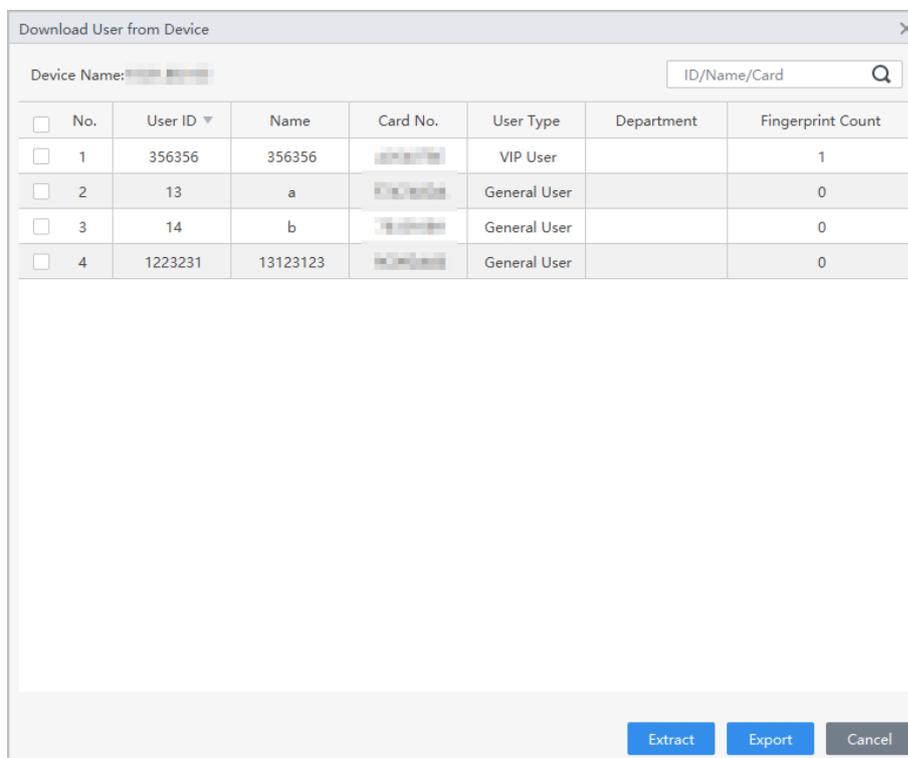
Step 4   In the list of staff, click ✎ to modify information or add details of staff.

3.4.4 Importing Personnel Information

Procedure

Step 1   Select **Personnel** > **Personnel Management** > **Import** .

Step 2   Import staff information according to instructions.

Figure 3-12 Import staff information
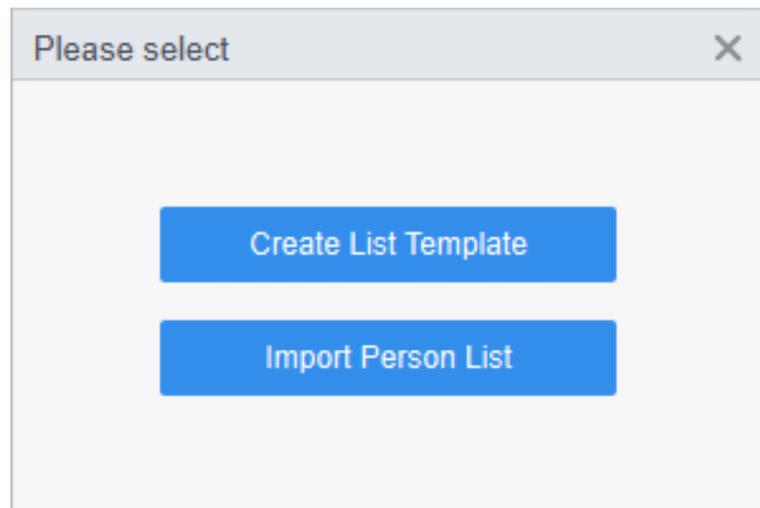
3.5 Issuing Cards in Batches

Issue cards to personnel in batches.

Procedure

Step 1   Select **Personnel** > **Personnel Management** .

Step 2   Select personnel, and then select **Batch Update** .

Step 3   Issue card in batches. Card number can be read automatically or entered manually.

    a. Select **Batch Issue Card**, and then select personnel.

    b. Select card issuer or card reader device, and then click **Read Card No.**. Make sure a card issuer or a card reader has been connected to your computer.

    c. Place the cards on the card reader in sequence.

       The card number is read automatically.

Figure 3-13 Issue card in batches

Step 4   Add users in batches.

Figure 3-14 Add users in batches

a. Select **Batch Add**.
b. Enter the starting user ID and the number of users.
c. Select the department.

    Users will be generated from the starting user ID.

Step 5   Change department in batches.

Figure 3-15 Change department in batches
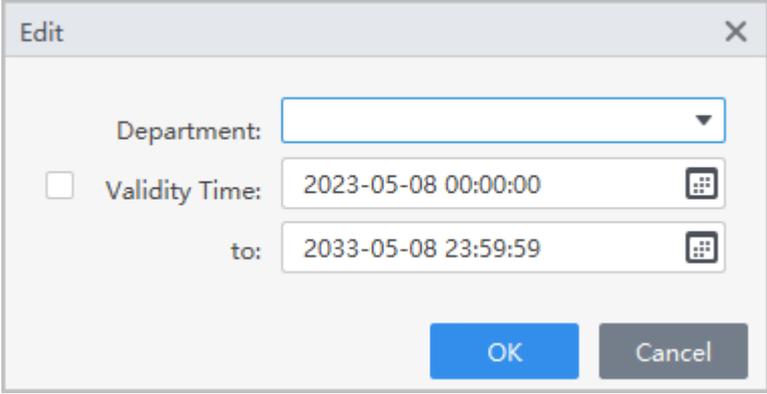
a. Select personnel, and then click **Batch Edit**.
b. Select a department.

   Department will be changed for the selected personnel.

Step 6   Click **OK**.

# 3.6 Exporting Personnel Information

Select personnel, and then click **Export** to export personnel information to your local computer.

3.7 Searching for Personnel

Search for personnel according to ID, name or card.

Figure 3-16 Search for personnel
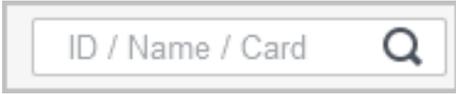
3.8 Personnel Display

You can select display modes: card display and list display.

Click to display in cards; click to display in list.

Figure 3-17 Card display
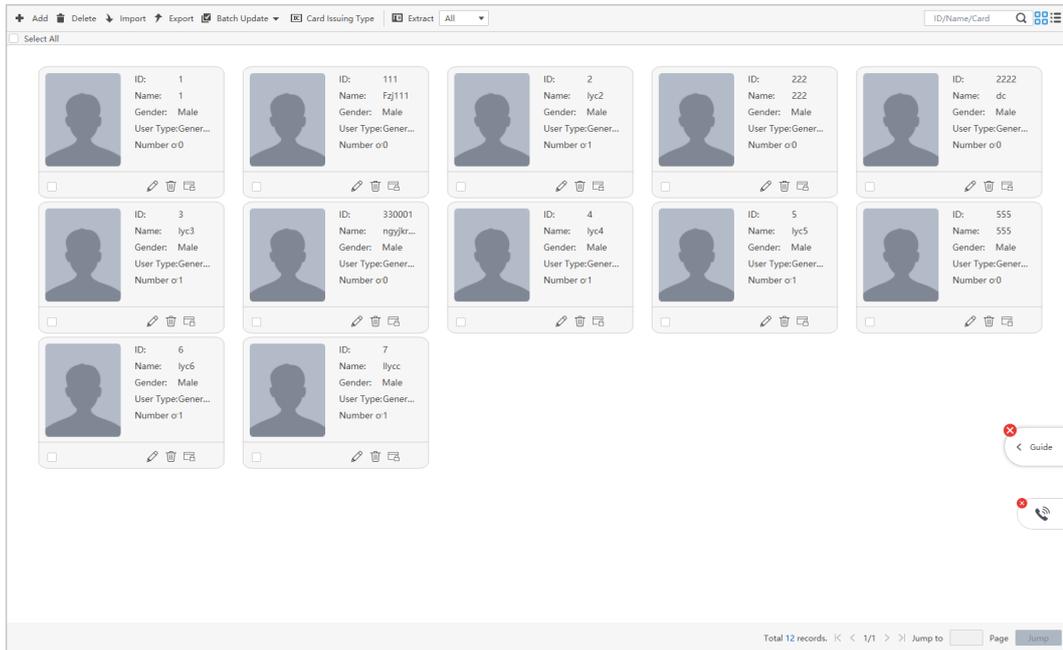
Figure 3-18 List display
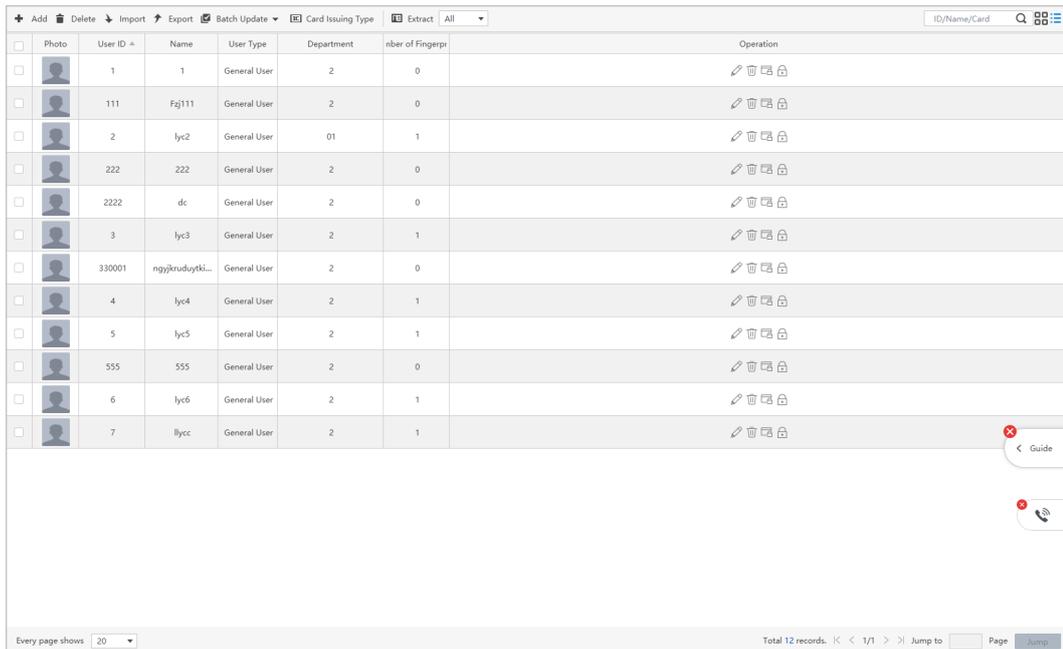
3.9 Editing Personnel in Batches

Select **Personnel** > **Personnel Management** .

Select the needed staff, and then select **Batch Update** > **Batch Edit** to edit department and valid time of users in batches.

Figure 3-19 Edit department

3.10 Permission Configuration

3.10.1 Adding Permission Groups

Procedure

Step 1　Select **Personnel** > **Permission Configuration** .

Step 2　Click ✚ to add a permission group.

Step 3　Set permission parameters.

1. Enter group name and remark.
2. Select the needed time template.

　📖

　For details on time template setting, see *SmartPSS-Lite_Access Control Solution_User's Manual*.

3. Select the verification method.
4. Select the corresponding device, such as door 1.

Figure 3-20 Add permission group (1)

Figure 3-21 Add permission group (2)

Step 4   Click **OK** to save operations.

Related Operations

- Click 🗑 to delete group.
- Click ✏ to modify group information.
- Double-click permission group name to view group information.

3.10.2 Configuring Permissions

The method to configure permission for department and for personnel is similar, and here takes department as an example.

Procedure

Step 1   Select **Personnel** > **Permission Configuration** .

Step 2   Click ➕, and then select the department to be configured permission.

Step 3   Click **OK**.

Figure 3-22 Configure permission
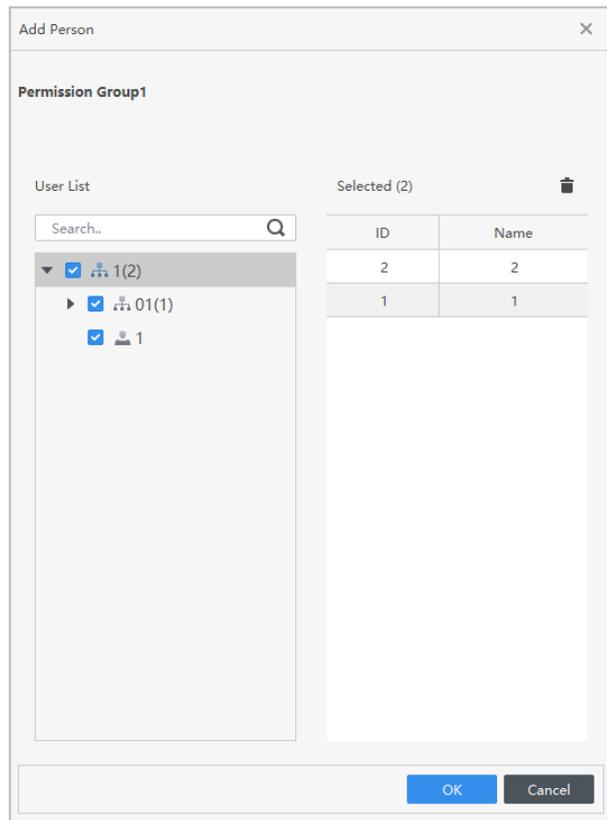
Step 4　(Optional) Click ⏱ in the left navigation bar to view the authorization progress.

If authorization failed, click 👁 in the list to view the possible reason.

Figure 3-23 Authorization progress

Permission Group	Device Name	Progress	Status	Result of Issuing	Operation
Permission Group1		1/1	Error issuing	Successful: 0, Failed: 1	👁

4 Attendance Manager

4.1 Attendance Rule Settings

4.1.1 Setting Calculation Rules

You can set the calculation rule to adjust attendance accuracy.

Procedure

Step 1   Select **Attendance** > **Attendance Rule** > **Advance Config** .

Step 2   Adjust the attendance accuracy. There are two kinds of rules.

- Round Down: For example, you swipe the card at 9:00:01, it will be recorded as 9:01:00. If you work 35 minutes overtime, and the word ratio is 1.3, then the overtime will be recorded as 46 minutes.
- Round Up: For example, you swipe the card at 9:00:01, it will be recorded as 9:00:00. If you work 35 minutes overtime, and the word ratio is 1.3, then the overtime will be recorded as 45 minutes.

Step 3   Click **OK**.

Figure 4-1 Set calculation rule
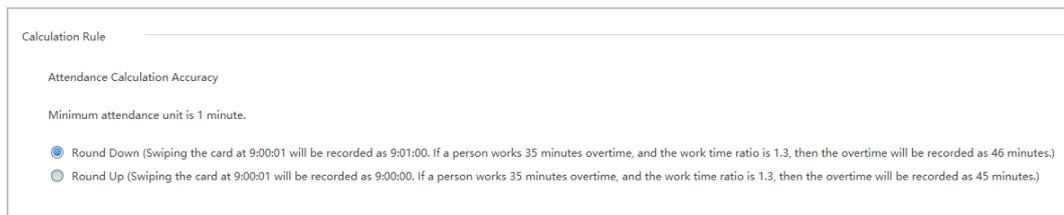
4.1.2 Setting Fixed Day Mode

Procedure

Step 1   Select **Attendance** > **Attendance Rule** > **Advance Config** .

Step 2   Select whether to use the attendance status of the device, or set the minimum interval between two records.

- **Use Device Attendance Status** : After enabling, the attendance status is determined by the status reported by the device, including check in/out and break/come back.
- **Minimum interval between two records** : After enabling, the attendance status is not determined by the status reported by the device, but depends on the sequence of the check in/out time. Meantime, the check in/out time between the minimum interval you set will be neglected.

    📖

    You cannot enable the **Use Device Attendance Status** and **Minimum interval between two records** at the same time.

Step 3   Select whether it is required to check in/out for leave, and then click **OK**.

If you enable **Must Check In/Out for leave** , when you ask for a leave, you need to check in within the time of asking for a leave. Otherwise, you will be counted as asking for leave without check in. If you do not enable **Must Check In/Out for leave**, the system will

automatically add a leave record when entering the exception information (including leave, business trip and paid leave), and you do not need to check in/out by yourself.

Figure 4-2 Set fixed day mode

4.1.3 Setting Overtime Rules

You can set overtime rules for weekdays and weekends. After setting the overtime rules, set the schedule rule as **Valid Overtime** when arrange schedules.

Background Information

- For weekday, calculate working hours according to overtime ratio of different periods. For example, set the ratio of Monday as: 1 time for 0-2 h; 2 times for 2-4 h; 3 times for 4-24h. If staff A works overtime on Monday for 8 h, and then the calculated overtime hour is $2 \times 1 + 2 \times 2 + 4 \times 3 = 18$ h.
- For weekend, calculate working hours according to one pre-defined overtime ratio. For example, set the ratio of weekend as 2 times. If staff A works overtime on Weekend for 8 h, and then the calculated overtime hour is $2 \times 8 = 16$ h.

Procedure

Step 1   Select **Attendance** > **Attendance Rule** > **Overtime Rule** .

Figure 4-3 Set overtime rules

Step 2   Select the overtime rule that you want to display on the timetable.

Step 3   Set the overtime rules for weekdays. Drag the borders of the color areas to set overtime ratio for different overtime hours.

Step 4   Set the work hour ratio for each overtime level, and then select the calculating method for weekend overtime rule.

Step 5   Click **OK**.

4.1.4 Adding Holidays

Procedure

Step 1   Select **Attendance** > **Attendance Rule** > **Holiday** .

Step 2   Click **Add**.

Figure 4-4 Add holiday
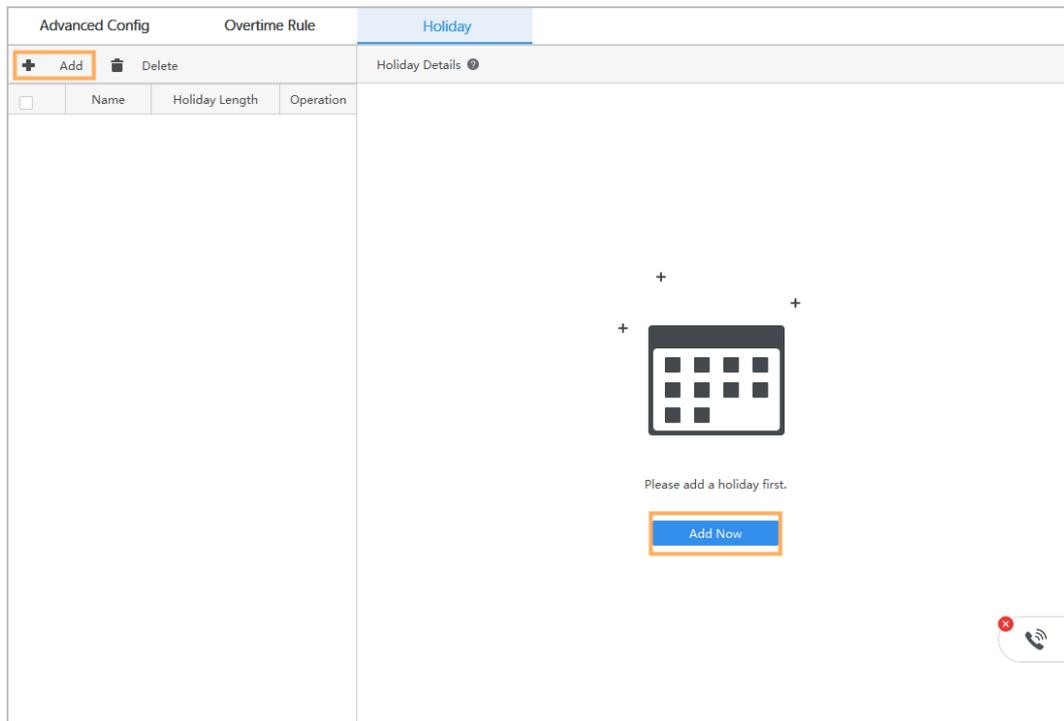
Step 3 Set the holiday name and holiday mode, and then click **Save**. The holiday will be displayed in calendar.

- For the fixed date mode, you need to set the holiday start date and end date.
- For the unfixed cycle mode and fixed cycle mode, you need to set the holiday time and holiday length.

Figure 4-5 Fixed Date
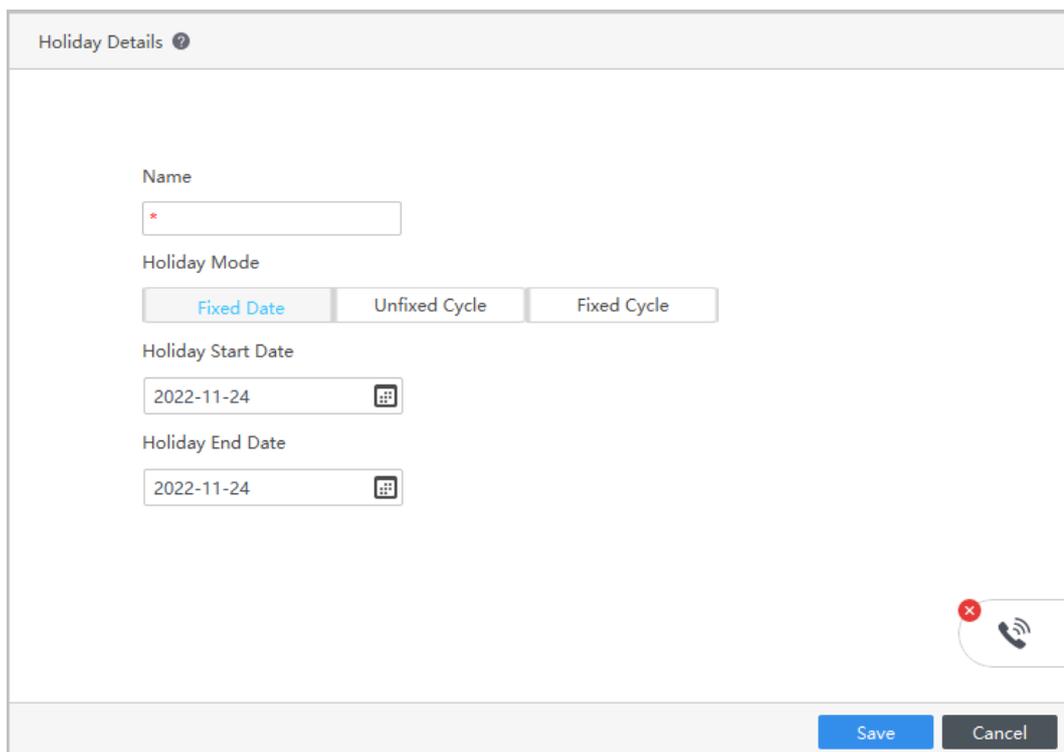
Figure 4-6 Unfixed Cycle

Figure 4-7 Fixed cycle

Figure 4-8 Holiday in calendar

4.2 Statistics Items

4.2.1 Setting Statistical Objects

You can set objects to represent statistics in the reports. For example, use A to represent absent status.

Procedure

Step 1 Select **Attendance** > **Statistics Items** > **Statistical Object** .

Figure 4-9 Set statistical object

Step 2　　Select one kind of statistics, enter the name you want to change, and then set the display symbol.

Step 3　　Click **OK**.

When you export this statistic as report, it will be displayed as the set symbol.

4.2.2　Adding Leave Types

It provides some common leave types. You can also add new leave types.

Procedure

Step 1　　Select **Attendance** > **Statistics Items** > **Leave Type** .

Step 2　　Select **Leave** , **Business Trip** or **Paid Leave** , and then click **Add**.

Step 3　　Click the name in the new added type list to enter the name of leave.

Step 4　　Click **OK** to confirm operation.

Figure 4-10 Add leave type
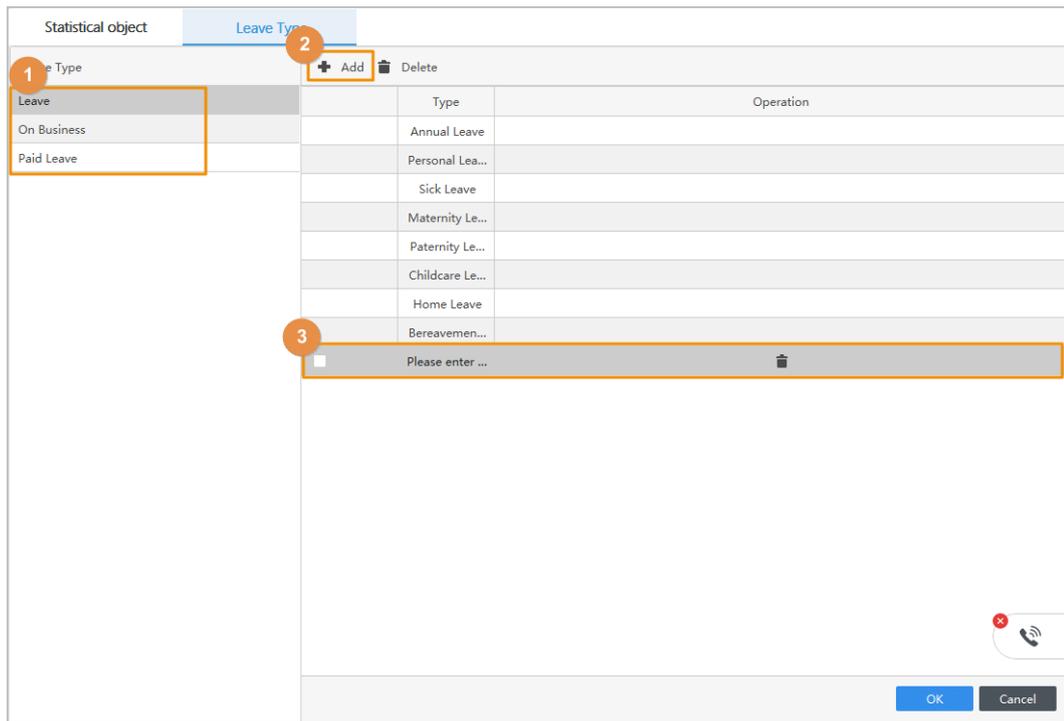
4.3 Attendance Period

Set attendance schedules and attendance rules for fixed attendance mode or flexible attendance mode. Up to 32 attendance schedules can be added.

4.3.1 Configuring Fixed Attendance Schedules

Procedure

Step 1   Select **Attendance** > **Attendance Period** .

Step 2   Click **Add**, and then add an attendance schedule.

You can mark the attendance schedule in different color. When you arrange and apply shifts, the color will be displayed on the calendar.

Figure 4-11 Fixed attendance

Table 4-1 Fixed attendance parameters

Item	Parameter	Description
Attendance period	Work time	The start time and the end time of a workday.
	Valid check-in time-Valid check-out time	Specify a time range when people can clock-in and clock-out for the workday.
	Use First Check-In and Last Check-Out Only	If a person clocks in and out multiple times in a day, the earliest and latest times will be valid.
Attendance Rule	The last card swiping time is "N" minutes later than off duty time is recorded as valid work time	The defined time period will not be included in the total hours worked. For example, if the "N" is set to 60 minutes and the specified clock-out time is 17:00, when you clock out at 19:00, only

Item	Parameter	Description
		one extra hour will be added to your total hours worked.
	Must not be late for more than "N" Minutes	A "tolerance time" is given if employee's clock-in is late by the set time, For example, if the "N" is set to 5 minutes and the clock-in time for the beginning of the work days is 8:00, when you clock in at 8:05, it will not be considered late.
	Late sign in over "N" minutes is recorded as absence	If the person clocks in after the time limit, they will be considered as absent. For example, if "N" is set as 30 minutes, and the clock-in time for the beginning of the work day is 9:00, when a person clocks in at 9:40, they will be considered as absent for one day.
	Early leave within N minutes is permitted	A "tolerance time" is offered so that when employees clock out earlier than the time set to end the work day, and they will not be considered as leaving too early. For example, if "N" is set as 5 minutes, and the clock-out time for the end of the work day is 17:00, if a person clocks out at 16:55, they will not be considered as clocking out too early.
	Must not leave earlier than "N" minutes is recorded as absence	If the person clocks in before the time limit, they will be considered as leaving too early. For example, if "N" is set as 30 minutes, and the clock-out time for the end of the work day is 17:00, when a person clocks out at 16:20, they will be considered as leaving early by 40 minutes.
Overtime Rule	The minimum overtime is "N" minutes, Not enough as no Overtime	If the time a person works is less than the defined time, they will not be considered as working overtime.
	The maximum overtime is "M" minutes, Over Max Time Will Be "N" Minutes	If the time a person works exceeds the defined limit, it will be considered as overtime. For example, if "M" is set as 540 minutes, and "N" is set as 600 minutes, when the overtime exceeds 540 minutes, the overtime will be recorded as 600 minutes.

<u>Step 3</u> Configure rest periods.

For the fixed attendance mode, you can add up to 7 rest periods.

a. Click **Management**.
b. Click **Add**, enter the name of the break, and then set the start time and the end time of the rest.

During this time a break may be taken.

c. Select the rest rule.

- Auto Deduction: The set rest time is automatically deducted from an employee's total hours worked.

- Must Check In/Out: The actual rest time is calculated according to the time the employee clocks in and out.
  - ◇ Validity Start Time/Validity End Time: Set a time period when employees can clock out for the break time, and clock back in for the end of the break.
  - ◇ Convert Unused Rest Time to Work Time: If employees only rest 30 minutes out of the defined 1-hour break period, the remaining 30 minutes will be added to their total hours worked.
- Click **OK**.

Figure 4-12 Add rest periods

Step 4   Click **Select** to select a rest schedule.

Step 5   Click **OK**.

4.3.2 Configuring Flexible Attendance Schedules

Procedure

Step 1   Select **Attendance** > **Attendance Period** .

Step 2   Select **Flexible Attendance** , click **Add**, and then add an attendance schedule.

You can mark the attendance schedule with colors. When you arrange and apply shifts, the color will be displayed on the calendar.

Figure 4-13 Flexible attendance

Table 4-2 Fixed attendance parameters

Item	Parameter	Description
Basic Info	Required work hours	The minimum set of hours required to complete a work day. The time to clock in and out are not fixed.
	Cross Day Punch Change	The period for people to clock in and out. For example, if the time for Cross Day Punch Change is 23:00, then another work day begins at 23:00.
	Use First Check-In and Last Check-Out Only	If a person clocks in and out multiple times in a day, the earliest and latest times will be valid.
Overtime Rule	The minimum overtime is "N" minutes, Not enough as no Overtime	If the time a person works is less than the defined time, they will not be considered as working overtime.
	The maximum overtime is "M" minutes, Over Max	If the time a person works exceeds the defined limit, it will be considered as overtime. For example, if "M" is set as 540 minutes, and "N" is

Item	Parameter	Description
	Time Will Be "N" Minutes	set as 600 minutes, when the overtime exceeds 540 minutes, the overtime will be recorded as 600 minutes.

Step 3   Click **Save**.

4.4 Attendance Shifts

You can arrange shift by day or week. Here uses the weekly shift as an example.

Procedure

Step 1   Select **Attendance** > **Attendance Shift** .

Step 2   Click **Add** on the upper-left corner of page.

Step 3   Set the shift name, start date, cycle mode and cycle period, and then drag the period to the calendar to arrange the shift.

Click **Clear All** to clear all the settings.

Figure 4-14 Set attendance shift

Step 4   Click **Save** , and then click **OK** to confirm operation.

4.5 Shift Schedule

You can arrange shift schedules for department or staff.

4.5.1 Flowchart for Configuring Shift Schedules

Figure 4-15 Flowchart for configuring shift schedules
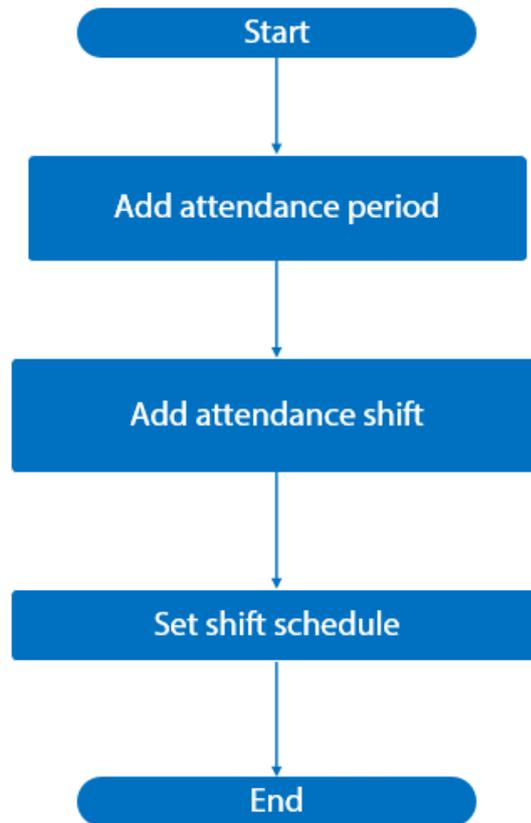
- Add attendance period: For details, see "4.3 Attendance Period".
- Add attendance shift: For details, see "4.4 Attendance Shifts" .
- Set shift schedule: For details, see "4.5 Shift Schedule".

4.5.2 Configuring Shift Schedules

4.5.2.1 Configuring Shift Schedules for Department

Procedure

Step 1   Select **Attendance** > **Shift Schedule** .

Step 2   Click **Assign to Department**.

Step 3   Select a shift and a department, and then click **OK**. The shift will be assigned to the department automatically.

Step 4   Select the department in the list, and then click ⬚ to save the settings.

> ## 📖
> After department schedule is applied, the existing schedules are being affected. The newly added personnel of the department is arranged to the department schedule by default.
>
> Priority: Department schedule < Single Person < Holiday < Temporary.

Figure 4-16 Arrange shift schedule for department

4.5.2.2 Configuring Shifting Schedules for Personnel

Procedure

Step 1   Select **Attendance** > **Shift Schedule** .

Step 2   Click **Assign to Person**.

Step 3   Select a shift and personnel.

Step 4   Click **OK**. The shift will be added automatically.

The shift will be assigned to the personnel automatically.

Step 5   Select the person in the list, and then click 💾 to save the settings.

Figure 4-17 Assign shift schedules to personnel

4.6 Temporary Shift

Procedure

Step 1   Select **Attendance** > **Temporary Shift** .

Step 2   Select the personnel.

Step 3   Set the work type and attendance period.

Step 4   Click **Assign**.

You can click **Clear** to cancel the operation.

Figure 4-18 Arrange temporary schedule

4.7 Leave & On Business

Procedure

Step 1   Select **Attendance** > **Leave & On Business** .

Step 2   Select the personnel who needs to ask for a leave or go on a business trip.

Step 3   Select the leave type, shift type and then enter the remark.

It supports three types, including leave, business trip and paid leave. You can also customize your own types.

Only staff who have been assigned shifts can set the leave type.

Step 4   Set the start date and end date, and then enter the remarks.

Step 5   Click **Assign** to add the leave and business trip.

Click **Clear** to cancel the operation.

Figure 4-19 Ask for leave and on business

4.8 Count Attendance

You can search for the statistics collected by the SmartPSS Lite.

Procedure

Step 1   Select **Attendance** > **Count Attendance** .

Step 2   Select the needed time, department and staff, and then select the attendance status, such as **Absent** and **Overtime**.

Step 3   Click **Calculate**.

Figure 4-20 Count attendance

Step 4   (Optional) Click **Export** to export the analyzed attendance statistics to the computer.

Step 5   (Optional) Click **Abnormality** to deal with the abnormal attendance.

Figure 4-21 Deal with abnormality

1. Select the staff who has attendance abnormality, and then set the date, time and work type.
2. Select one record, and then enter the remark to note the reason.

3. Click **OK** to confirm operation.

4.9 Setting Attendance Points

For access controllers and attendance standalones, they need to be set as attendance points in advance, and then the platform receives attendance records after configuration.

Procedure

Step 1   Select **Attendance** > **Attendance Point Settings** .

Step 2   In the device list, select the device that you want to be used as an attendance point.

Step 3   Click **OK**.

Figure 4-22 Setting attendance point
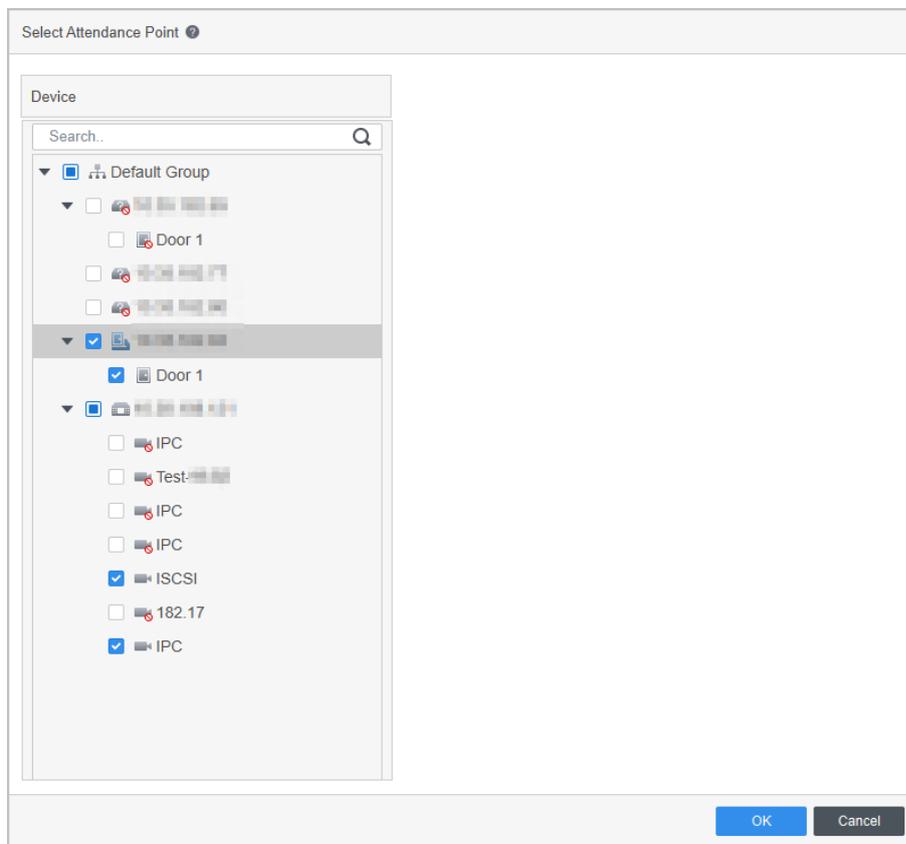
5 Attendance Monitor

You can view the real-time attendance data of the staff on the **Monitor** page.

📖

To view real-time attendance data on the **Monitor** page, the following conditions must be met:

- Add staffs to the platform.
- Add devices to the platform. If you need to use access controllers to check attendance data, you need to set the devices as attendance points in advance, and then the platform receives attendance records after configuration. For details, see "4.9 Setting Attendance Points".
- Give staffs attendance permission on the device.

Figure 5-1 Attendance monitor page
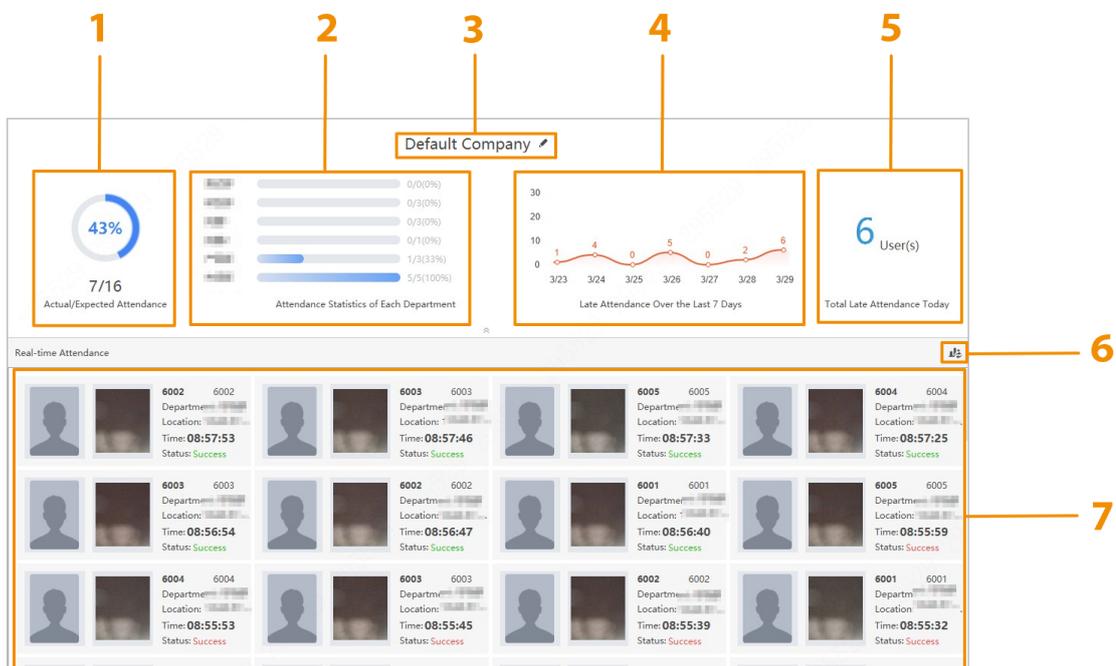
Table 5-1 Description of attendance monitor page

No.	Parameter	Description
1	Actual/Expected Attendance	Displays the number and percentage of the actual/expected attendance. Click light/dark area of the pie chart to view the staff information of attendance/non-attendance.
2	Attendance Statistics of Each Department	Displays the number and percentage of the attendance statistics of each department.
3	Default name	Click ✎ to modify the name of the page. Click ⌃ to close the viewing board.
4	Late Attendance Over the Last 7 Days	Displays the number of late attendances over the last 7 days as a graph. Point to the graph to view the number of late arrivals per day.

No.	Parameter	Description
5	Total Late Attendance Today	Displays the number of total late attendance today. Click the number to view the staff information of late attendance.
6	Sync Data	Click 📊 to synchronize list information. • Synchronize staff information: Synchronize the information when the staff information and staff shift schedules are changed. • Synchronized punch-card data: Synchronize the data of offline devices to the platform after the device goes online.
7	Real-time Attendance	Displays real-time staff attendance information.

6 Record Query

You can search for the original records collected by terminal or the records analyzed by the SmartPSS Lite.

Procedure

Step 1   Select **Record** > **Attendance Record** .

Step 2   Select the time, department and staff.

Step 3   Click **Search**.

If the time zone of the computer supports DST (Daylight Saving time), the attendance event reported to the platform will be the device UTC (Universal Time Coordinated) time +1 hour.

Figure 6-1 Record searching

Step 4   (Optional) Click **Import** to import attendance data to the SmartPSS Lite.

After the personnel in the platform are scheduled, the attendance statistics can be generated according to the imported data.

1. Import platform data or device data to the platform.
2. When importing data, you can select **Import new user**. If selected, you can add new users to the platform while importing data; If not selected, no new users will be added and the attendance data of new users will not be imported to the platform.

Only selected type of device data can be added to the platform

Figure 6-2 Import data
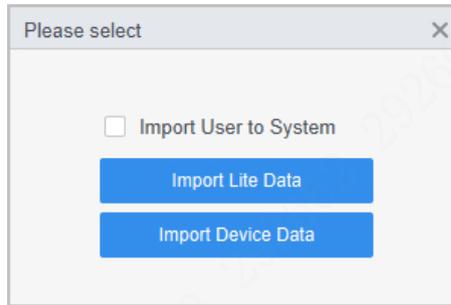
Step 5   (Optional) Click **Export** to automatically export attendance data to local computer.

📖

You can export attendance data from the web client of the device.

Step 6   (Optional) Click **Data Extraction**, set extract time, and then click **Extract**.

📖

You can set attendance points when selecting **Attendance Manager** > **Attendance Point Settings**. For details, see "4.9 Setting Attendance Points".

Figure 6-3 Manual extract record
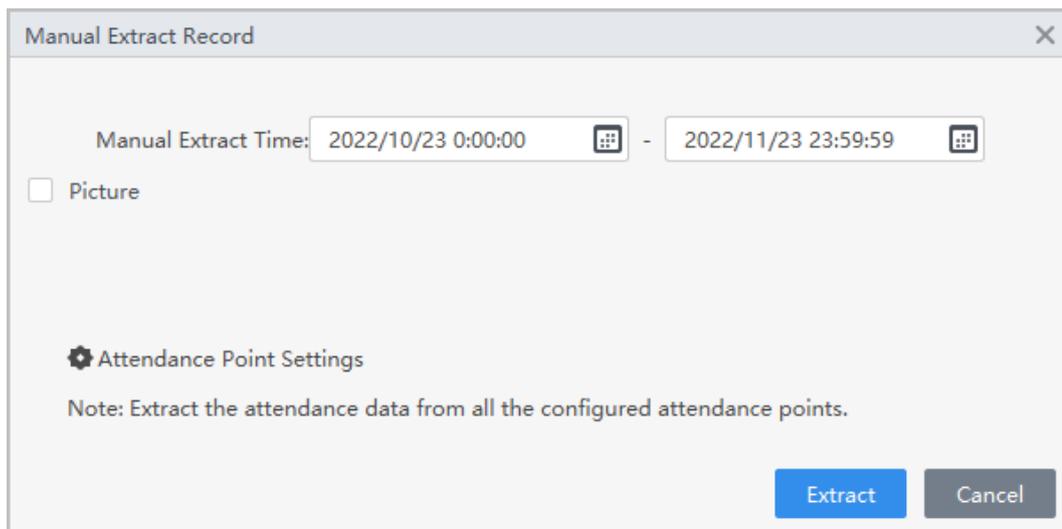
7 Report Query

You can view the normal attendance, attendance abnormality, overtime attendance and employee information here. The statistics can be exported as reports.

Click **Report** on the attendance home page, and then select the time, department and statistic type to view the corresponding reports.

It is available to use symbols to represent statistic in the reports. For example, use A to represents absent. For details, see "4.2.1 Setting Statistical Objects".

Figure 7-1 Report query
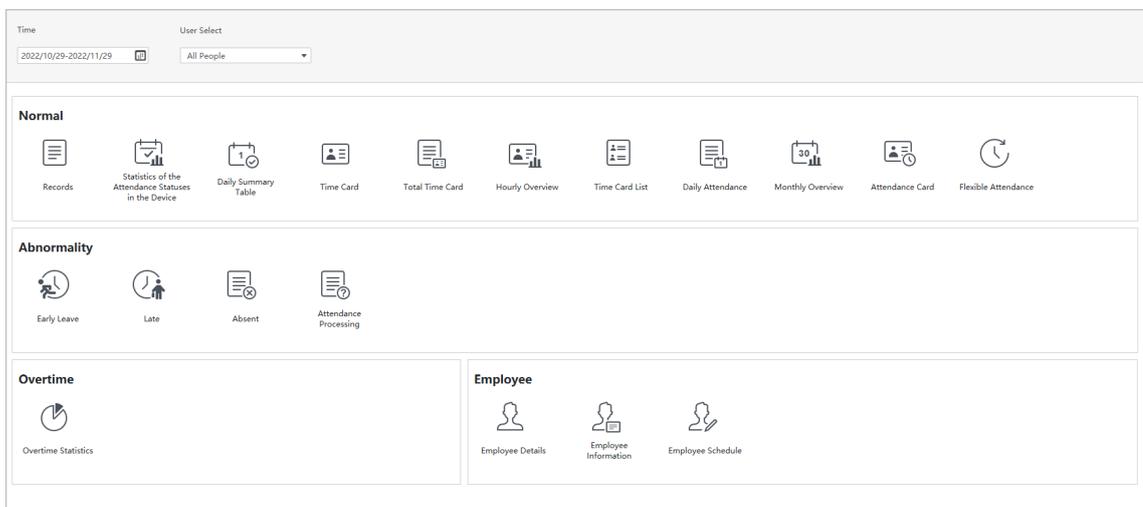
Appendix 1 Cybersecurity Recommendations

The necessary measures to ensure the basic cyber security of the platform:

1. **Use Strong Passwords**

   Please refer to the following suggestions to set passwords:

   - The length should not be less than 8 characters.
   - Include at least two types of characters; character types include upper and lower case letters, numbers and symbols.
   - Do not contain the account name or the account name in reverse order.
   - Do not use continuous characters, such as 123, abc, etc.
   - Do not use overlapped characters, such as 111, aaa, etc.

2. **Customize the Answer to the Security Question**

   The security question setting should ensure the difference of answers, choose different questions and customize different answers (all questions are prohibited from being set to the same answer) to reduce the risk of security question being guessed or cracked.

Recommendation measures to enhance platform cyber security:

1. **Enable Account Binding IP/MAC**

   It is recommended to enable the account binding IP/MAC mechanism, and configure the IP/MAC of the terminal where the commonly used client is located as an allowlist to further improve access security.

2. **Change Passwords Regularly**

   We suggest that you change passwords regularly to reduce the risk of being guessed or cracked.

3. **Turn On Account Lock Mechanism**

   The account lock function is enabled by default at the factory, and it is recommended to keep it on to protect the security of your account. After the attacker has failed multiple password attempts, the corresponding account and source IP will be locked.

4. **Reasonable Allocation of Accounts and Permissions**

   According to business and management needs, reasonably add new users, and reasonably allocate a minimum set of permissions for them.

5. **Close Non-essential Services and Restrict the Open Form of Essential Services**

   If not needed, it is recommended to turn off NetBIOS (port 137, 138, 139), SMB (port 445), remote desktop (port 3389) and other services under Windows, and Telnet (port 23) and SSH (port 22) under Linux. At the same time, close the database port to the outside or only open to a specific IP address, such as MySQL (port 3306), to reduce the risks faced by the platform.

6. **Patch the Operating System/Third Party Components**

   It is recommended to regularly detect security vulnerabilities in the operating system and third-party components, and apply official patches in time.

7. **Security Audit**

   - Check online users: It is recommended to check online users irregularly to identify whether there are illegal users logging in.
   - View the platform log: By viewing the log, you can get the IP information of the attempt to log in to the platform and the key operation information of the logged-in user.

8. **The Establishment of a Secure Network Environment**

   In order to better protect the security of the platform and reduce cyber security risks, it is recommended that:

   - Follow the principle of minimization, restrict the ports that the platform maps externally by firewalls or routers, and only map ports that are necessary for services.

- Based on actual network requirements, separate networks: if there is no communication requirement between the two subnets, it is recommended to use VLAN, gatekeeper, etc. to divide the network to achieve the effect of network isolation.