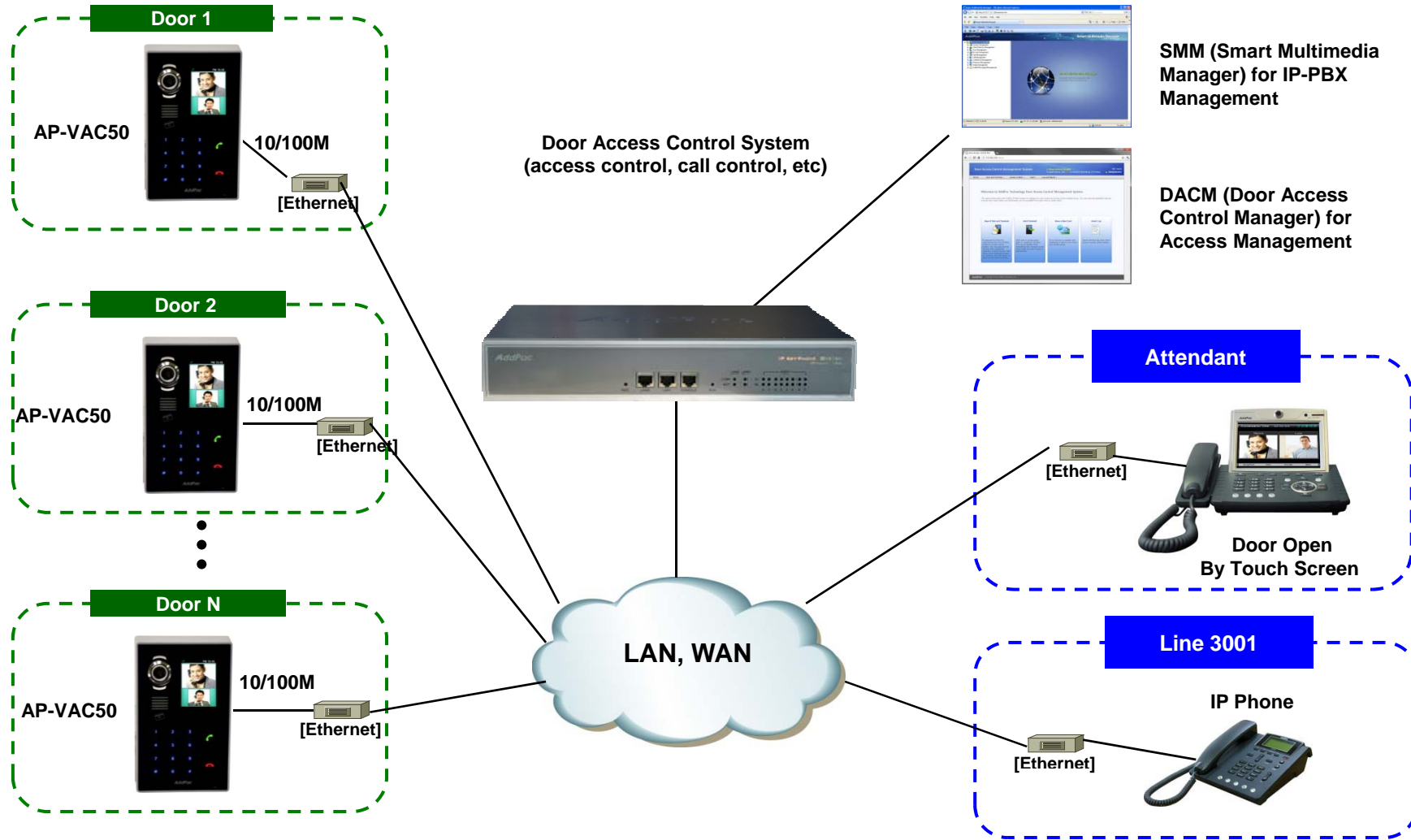


Contents

- DACS Network Service Diagram
- Login Web Page
- Time & Attendance Management
 - Daily Attendance Management
 - Monthly Attendance Management
 - Business Trip and Vacation Management
 - Time & Attendance Codes
 - Attendance Report Management
 - Attendance Report by Date, Month
 - Attendance Daily Report by Month
 - Attendance Personal Report

DACS (Door Access Control System)

Integrated Door Access Control and Call Control



DACS (Door Access Control System)

Login page

The screenshot shows a web browser window with the URL `172.16.1.19/index.php`. The page content includes the **AddPac Door Access Control System** logo and a login form with the following fields:

- Administrator ID:
- Password:

Below the login form are two buttons:

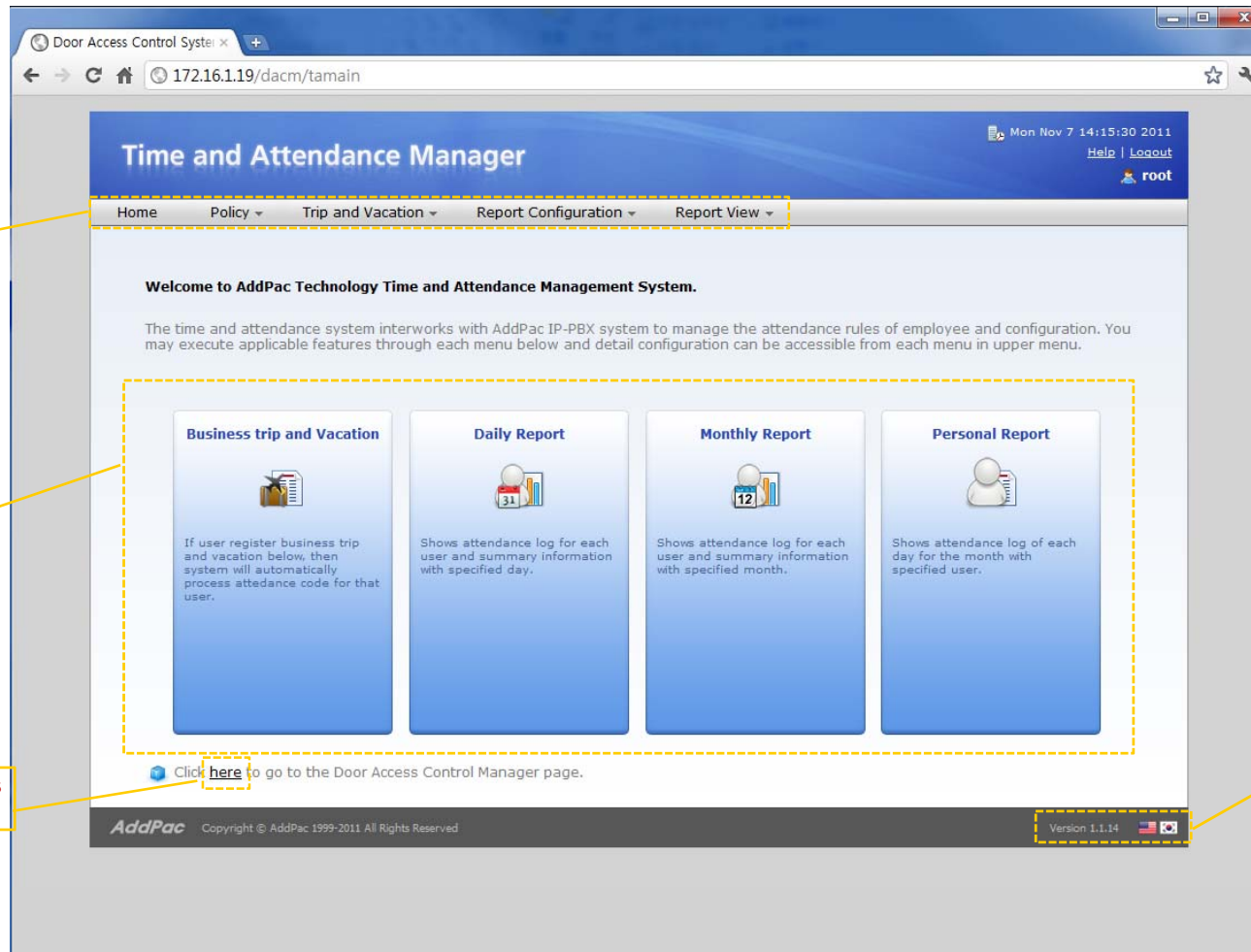
- Door Access Control Manager** (with a smartphone icon)
- Time and Attendance Manager** (with a clock and bar chart icon)

Annotations on the screenshot:

- A yellow box at the top contains the text: "You can log on 'Door Access Control Manager' or 'Time and Attendance Manager' if license is valid and administrator have authentication right". A yellow arrow points from this box to the login form.
- A blue box on the left contains the text: "Log on to Door Access Control Management". A blue arrow points from this box to the "Door Access Control Manager" button.
- A blue box on the right contains the text: "Log on to Time and Attendance Management". A blue arrow points from this box to the "Time and Attendance Manager" button.

TAAM (Time and Attendance Manager)

Main Web Page



main menu & sub menu

quick menu for frequent use

switch to "Door Access Control Manager"

show current version and language

TAAM (Time and Attendance Manager)

Daily Attendance Rules

shows In (office-in time), Out (office-out time) and Regular working time, for example 9 hours

Name	Description	In	Out	Regular Hour	Date Created
1 default rule	default daily rule	09:00	18:00	9 hr	
2 Factory First Rule	Factory first daily work rule	08:00	20:00	12 hr	2011-11-07 14:32:2
3 Factory Second Rule	Factory second daily work r...	20:00	08:00	9 hr	2011-11-07 14:33:1

This day rule can be used in the monthly rule for sunday through saturday each.

TAAM (Time and Attendance Manager)

Monthly Attendance Rules

Door Access Control System

Home User and Terminal Access Control Card Time and Attendance Log and Report

Monthly Attendance Rule

1. Monthly Rule

Defines day off or work day from starting first week to sixth week of the month. Each day of the week can be applied to daily-based attendance rule.

Rule Name*

Description

1st week Sun Mon Tue Wed Thu Fri Sat

2nd week Sun Mon Tue Wed Thu Fri Sat

3rd week Sun Mon Tue Wed Thu Fri Sat

4th week Sun Mon Tue Wed Thu Fri Sat

5th week Sun Mon Tue Wed Thu Fri Sat

6th week Sun Mon Tue Wed Thu Fri Sat

*Clicked: Full Day Off *Non-Clicked: Work Day

Sunday N/A

Monday N/A

Tuesday N/A

Wednesday N/A

Thursday N/A

Friday N/A

Saturday N/A

2. Holiday Rule

Defines rule for non-working day such as national holiday, user defined holiday in the day template.

Day Template List

Name	Description
public holiday	public holiday description
company holiday	company holiday description

List of applied Day Templates

Name	Description
------	-------------

Day of week rule from 1st week to 6th week and grey color means full day off, other color is work day

You can specify daily rule from the list for sunday through saturday

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TAAM (Time and Attendance Manager)

Business Trip and Vacation

The screenshot shows the 'Business Trip and Vacation' section of the TAAM application. It includes a table with two entries: a business trip and a summer vacation. Annotations explain that multiple users can be specified for each entry, that extension users are not processed as absentees during the period, and that user-defined time and attendance codes are used for reporting and corrections.

Business Trip and Vacation
Shows list of business trip and vacation of user. Each extension user will be not processed as absentee. Also, you can correct in the attendance report by date if needed.

[Add a Business Trip and Vacation](#)

Name	Description	User	Type	Start	End	Date Created	Modify	Delete
1	Rusia Business...	Total 2 includin...	Business trip	2011-09...	2011-10...			
2	Summer Vacati...		Vacation	2011-08...	2011-08...	2011-10-12 07:...		

Annotations:

- one or more user can be specified for each business trip and vacation rule.
- Extension user will be not processed as absentee between start day and end day, also log as user-defined time attendance code
- user-defined time and attendance code for attendance report or log correction

Page 1 of 1 Total: 2

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TAAM (Time and Attendance Manager)

Time and Attendance Codes

Door Access Control System x
172.16.1.19/dacm/timeAttendanceCodeList

Time and Attendance Manager
Mon Nov 7 14:44:06 2011
Help | Logout
root

Home Policy Trip and Vacation Report Configuration Report View

Time and Attendance Codes
Shows list of user defined attendance code which can be used as correction in the attendance report.

Add a Code

Name	Description	Date Created	Modify	Delete
1 Unknown				
2 Not yet defined				
3 Late In				
4 Early Out				
5 Absence				
6 Late In/Early Out				
7 Normal				
8 Vacation				
9 Business trip				
10 Sick Leave	Sick Leave code by admin	2011-11-07 14:44:15		

system built-in time and attendance code is provided as default, for example late-in, early-out and absence

show built-in and user-defined time and attendance code which will be used in the attendance report and log correction

only user-define code can be removed if needed

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TAAM (Time and Attendance Manager)

Delivery Policy for Attendance Report

1. Report Policy
Defines email delivery policy for manager or each user to receive daily, monthly attendance report.

Send reports to the particular person every day at 08:00

Send reports to the particular person at specific day (28) of every month.

User List
Search Field: Last Name

Name	Department	Extension
batista Eike	/2F/	1000
Stefan Persson	/2F/	1016

Applied user list

Name	Department	Extension
batista Eike	/2F/	1000
Stefan Persson	/2F/	1016

Send personal monthly report to each user.

2. SMTP Server
You can specify sending email server(SMTP) configurations.

SMTP Server: 61.33.161.2

Sender Email Address: dacs_admin@company.com

Server Authentication Required

User ID: admin

Password: ****

To apply this features, select 'Apply' or 'Cancel'

Apply Cancel

manager level users (extension) list who want to receive daily and monthly attendance report

if checked, system will send personal attendance report of each month to extension user

TAAM (Time and Attendance Manager)

Attendance Report by Date

Time and Attendance Manager

Mon Nov 7 14:52:05 2011 Help | Logout root

Home Policy Trip and Vacation Report Configuration Report View

Attendance Report by Date
Shows attendance log for each user and summary information with specified day.

Select Date : 2011-10-19

Select Department : All

Attendance Report by Date (2011-10-19)

Username	Department	In	Out	Overtime	Office Hc	Result	Correction Ti	Correct
1 Eike batista	smart management팀	08:05:00	18:05:00	0 hr	10:0...	Normal		
2 Bill Gates	multimedia팀	09:15:00	17:15:00	0 hr	08:0...	Normal	2011-11-...	
3 Larry Ellison	multimedia팀	09:00:00	18:00:00	0 hr	09:0...	Normal		
4 karl Albrecht	smart framework팀	09:00:00	17:00:00	0 hr	08:0...	Early Out		
5 Carlos Slim Helu	smart management팀	09:10:00	19:10:00	0 hr	10:0...	Normal		
6 Lakshmi Mittal	multimedia팀	09:00:00	18:00:00	4 hr	09:0...	Normal		
7 Christy Walton	smart framework팀	09:00:00	18:00:00	0 hr	09:0...	Normal		

You can export to excel or print out for attendance report

attendance summary for each time and attendance code with specified date

administrator may adjust or correct attendance log which system have processed if necessary

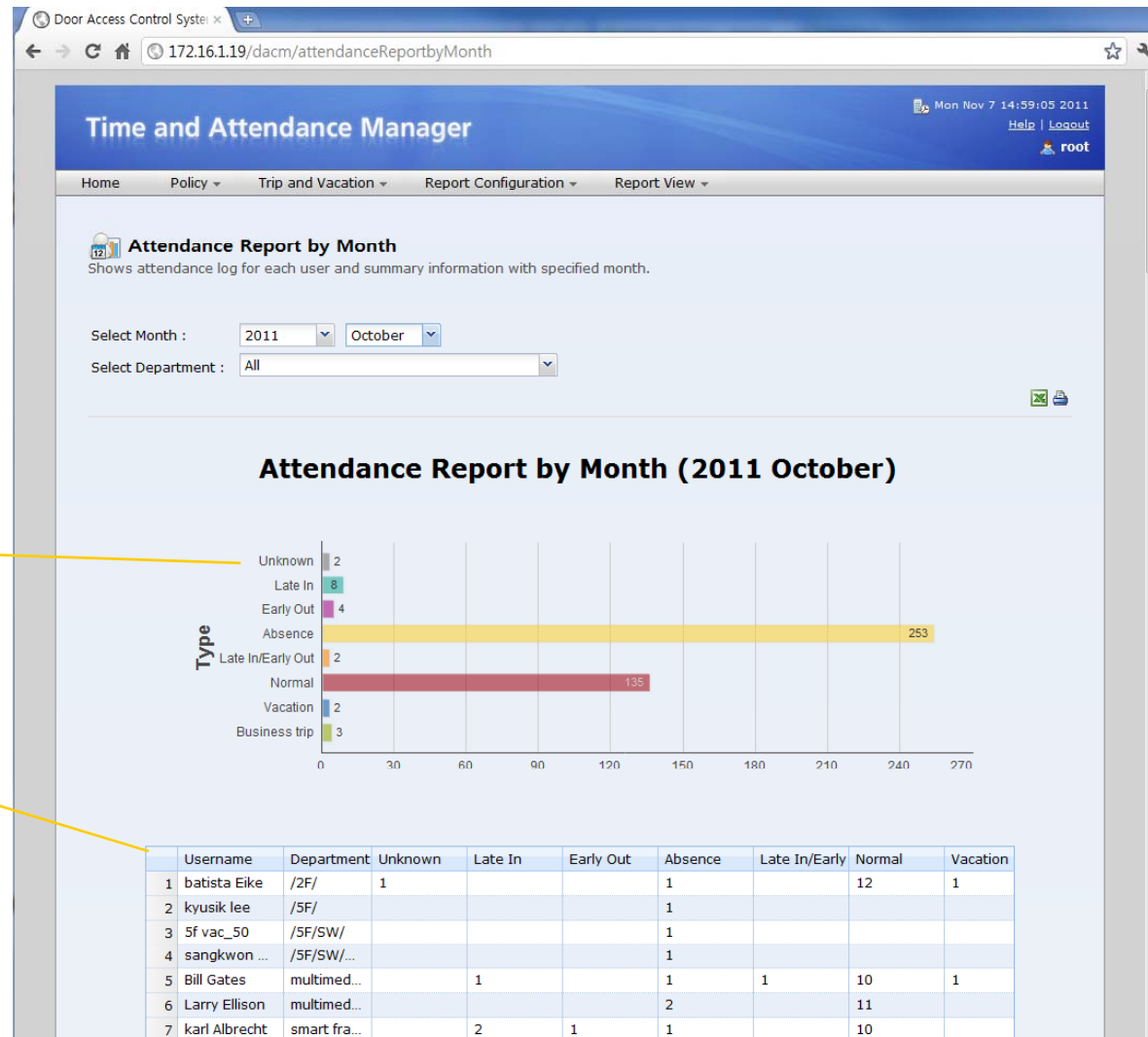
TAAM (Time and Attendance Manager)

Attendance Report Excel Export

Attendance Report by Date (2011-10-19)							
Username	Department	In	Out	Overtime	Office Hours	Result	Correction Time
Eike batista	smart management	08:05:00	18:05:00	0 hr	10:00:00	Normal	
Bill Gates	multimedia	09:15:00	17:15:00	0 hr	08:00:00	Normal	2011-11-07 14:52:28
Larry Ellison	multimedia	09:00:00	18:00:00	0 hr	09:00:00	Normal	
karl Albrecht	smart framework	09:00:00	17:00:00	0 hr	08:00:00	Early Out	
Carlos Slim Helu	smart management	09:10:00	19:10:00	0 hr	10:00:00	Normal	
Lakshmi Mittal	multimedia	09:00:00	18:00:00	4 hr	09:00:00	Normal	
Christy Walton	smart framework	09:00:00	18:00:00	0 hr	09:00:00	Normal	
Lika Shing	smart framework	09:20:00	18:20:00	0 hr	09:00:00	Late In	
Stefan Persson	smart framework	09:00:00	20:00:00	2 hr	11:00:00	Normal	
Warren Buffett	multimedia	09:15:00	18:15:00	0 hr	09:00:00	Normal	
Amancio Ortega	smart management	09:00:00	21:00:00	3 hr	12:00:00	Normal	
Mukesh Ambani	smart management	09:00:00	18:30:00	0 hr	09:30:00	Normal	

TAAM (Time and Attendance Manager)

Attendance Report by Month

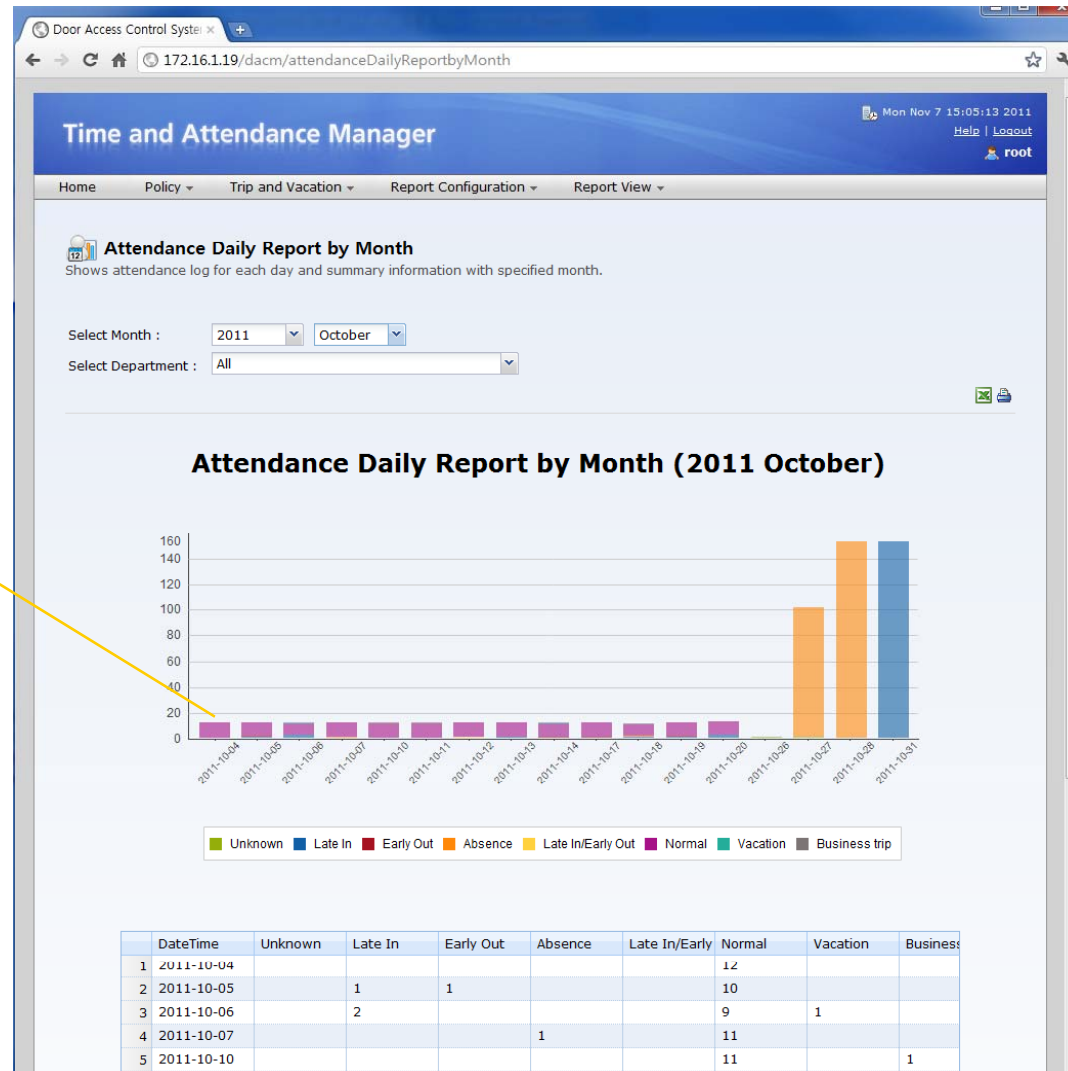


attendance summary for each time and attendance code with specified month

attendance summary for each extension user

TAAM (Time and Attendance Manager)

Attendance Daily Report by Month



clustered column of attendance summary with time span from first to end of the month

TAAM (Time and Attendance Manager)

Attendance Personal Report

Attendance Personal Report
Shows attendance log of each day for the month with specified user.

Select Month : 2011 | October
Select User : Carlos slim Helu

Attendance Personal Report (2011 October)
Carlos slim Helu (/2F/)

Attendance Summary:

Type	Count
Late In	1
Early Out	2
Absence	1
Normal	10
Business trip	1

ID	DateTime	In	Out	Overtime	Office Hours	Result
1	2011-10-04	09:00:00	18:00:00	0 hr	10:00:00	Normal
2	2011-10-05	09:00:00	18:00:00	0 hr	10:00:00	Normal
3	2011-10-06	09:00:00	18:00:00	0 hr	10:00:00	Normal
4	2011-10-07	09:00:00	18:00:00	0 hr	10:00:00	Normal
5	2011-10-10	09:10:00	19:10:00	0 hr	10:00:00	Normal
6	2011-10-11	09:10:00	19:10:00	0 hr	10:00:00	Normal
7	2011-10-12	09:10:00	19:10:00	0 hr	10:00:00	Normal
8	2011-10-13	09:10:00	19:10:00	0 hr	10:00:00	Normal
9	2011-10-14	09:10:00	17:10:00	0 hr	08:00:00	Early Out

You can specify one extension user for attendance report of the month

attendance summary for time and attendance code of a extension user



Thank you!

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