

Controladores de presencia **AVPos**

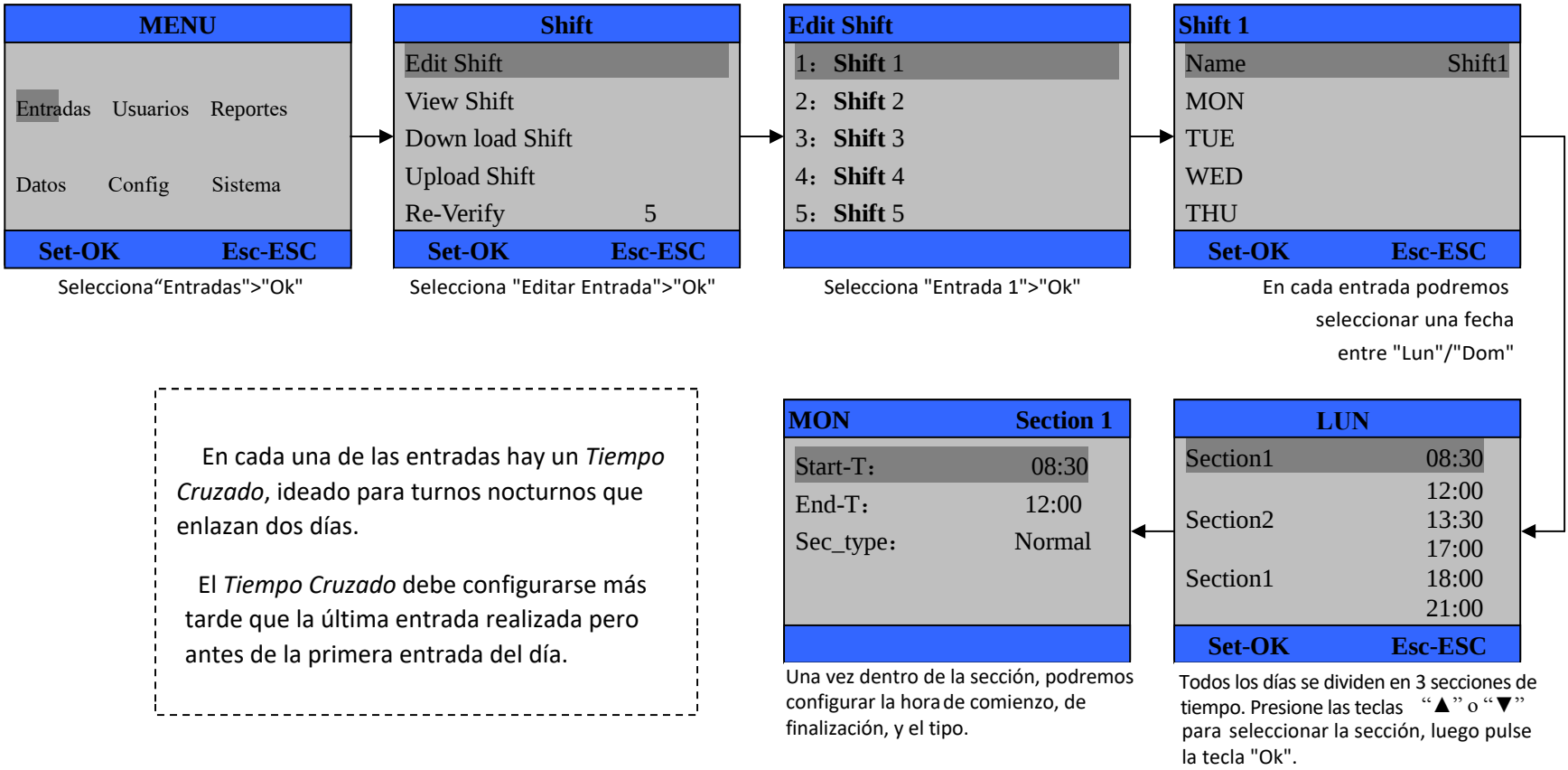


AVP-CPB80

Procesos y operaciones - Controlador de presencia AVPos

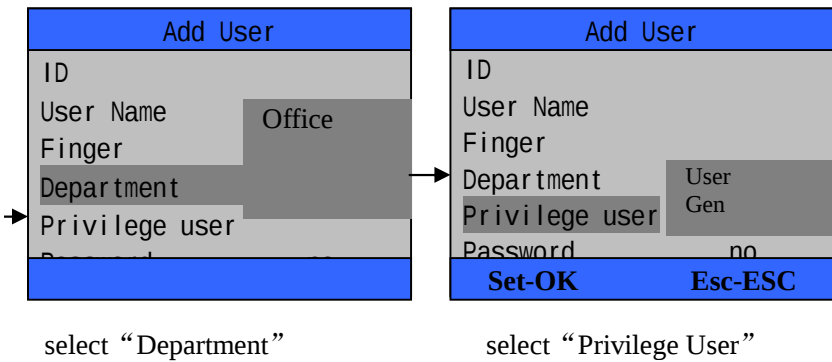
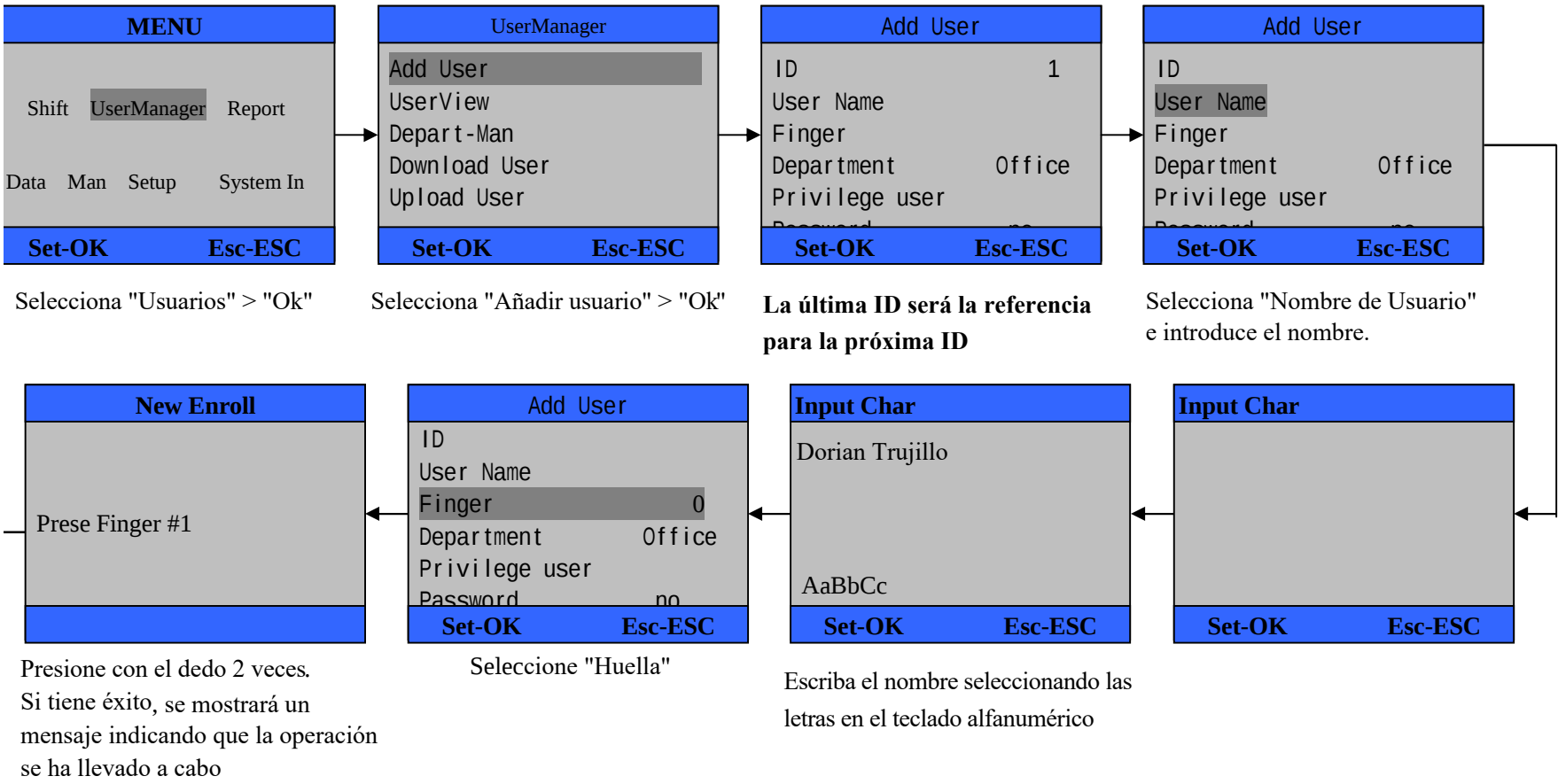
1、Entradas

Presiona el botón "MENU".



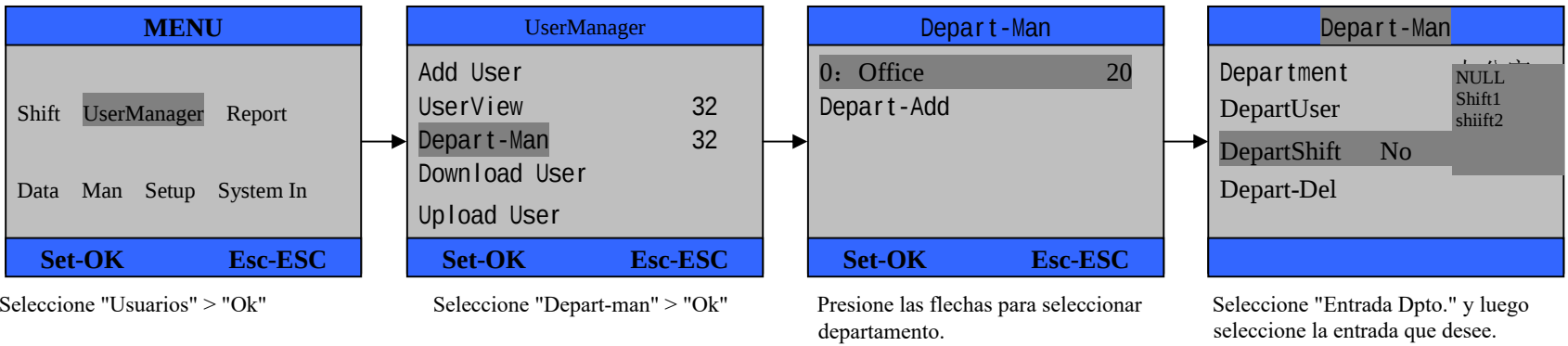
2、Añadir Usuario

Presiona "MENU" para acceder al menú



3. Añadir departamento

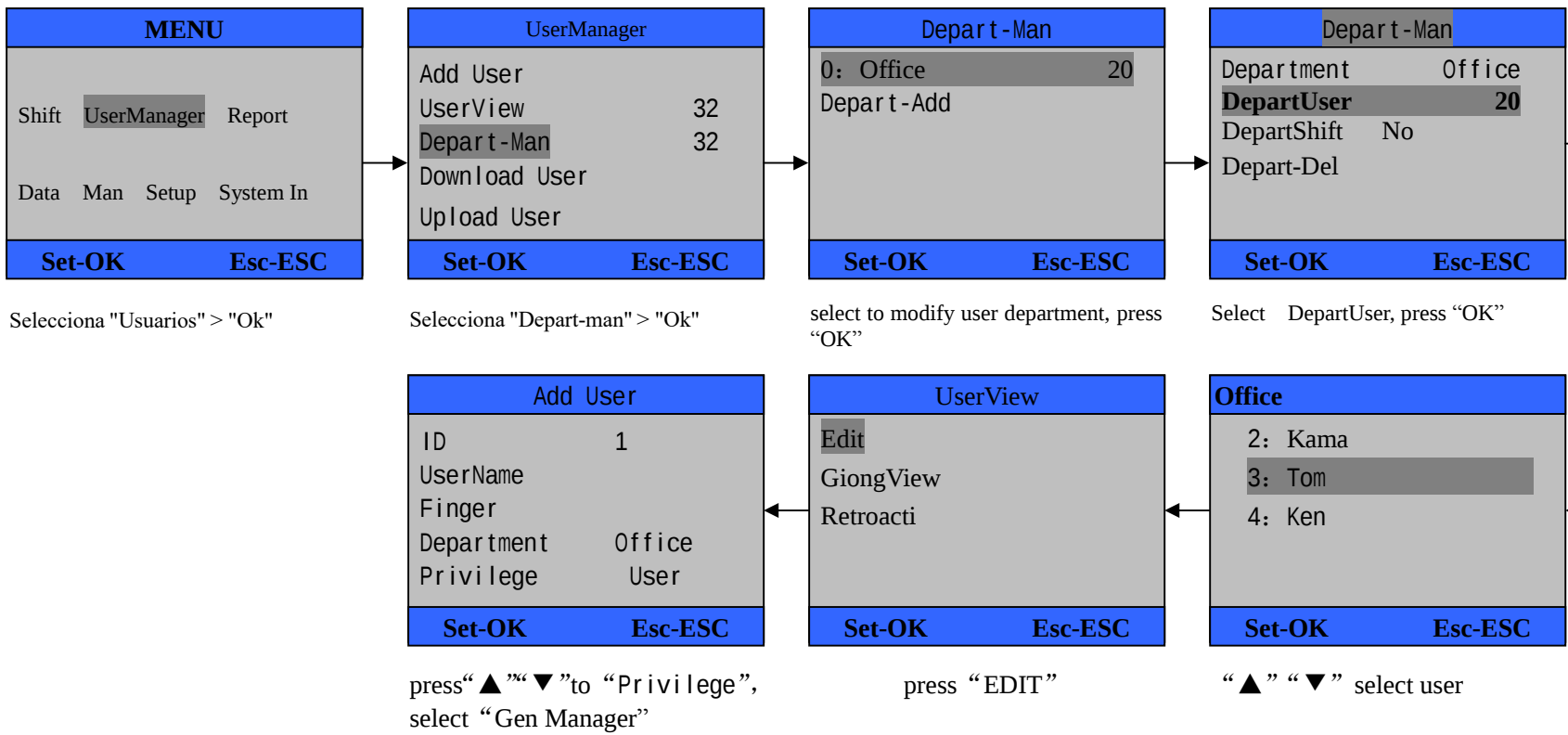
Crea un usuario para un departamento completo



4. Administrador

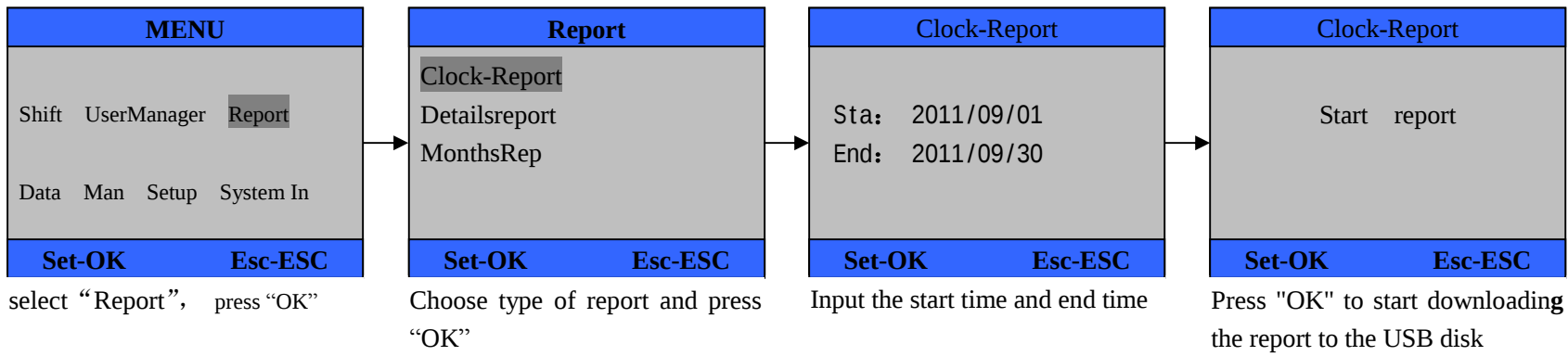
Se pueden dar permisos de administrador a cualquier usuario, esto se podrá realizar desde "Lista de Usuarios" o desde "Depart-man".

Presionamos el botón "MENU" para acceder al menú.



5. REPORT

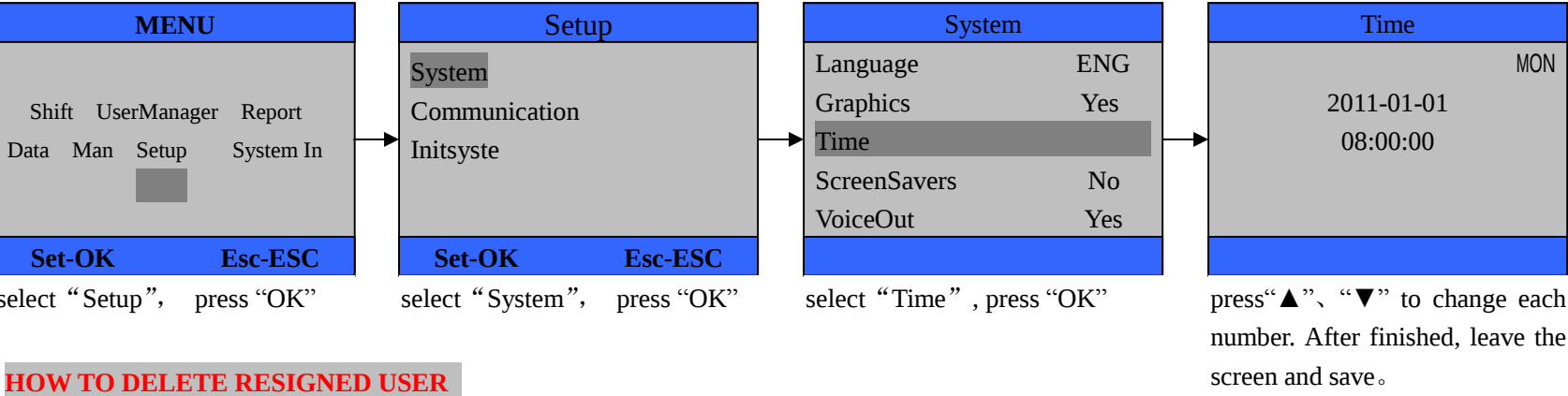
Insert USB disk into the USB socket of the fingerprint machine. Press "MENU" button to access the menu.



Self-service attendance machine - Function declaration

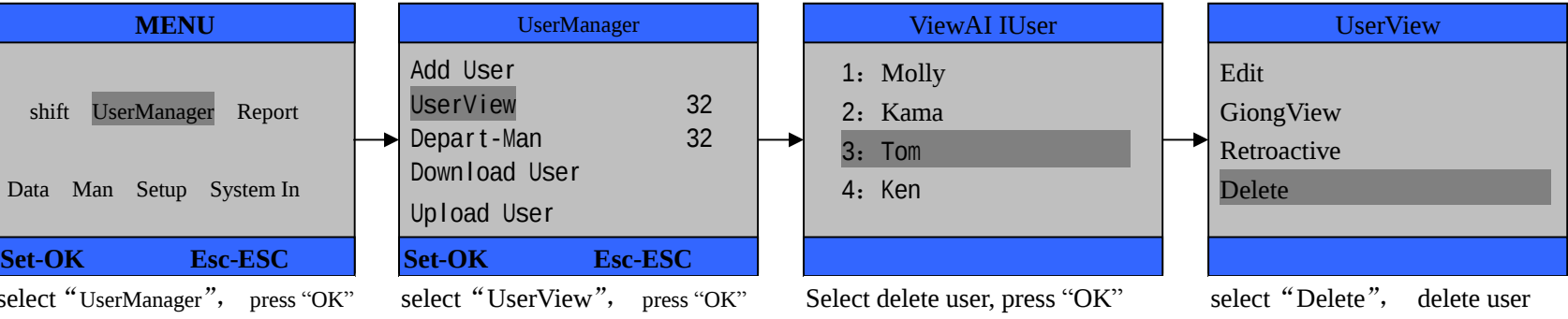
HOW TO CHANGE THE DATE AND TIME

Press "MENU" button to access the menu.



HOW TO DELETE RESIGNED USER

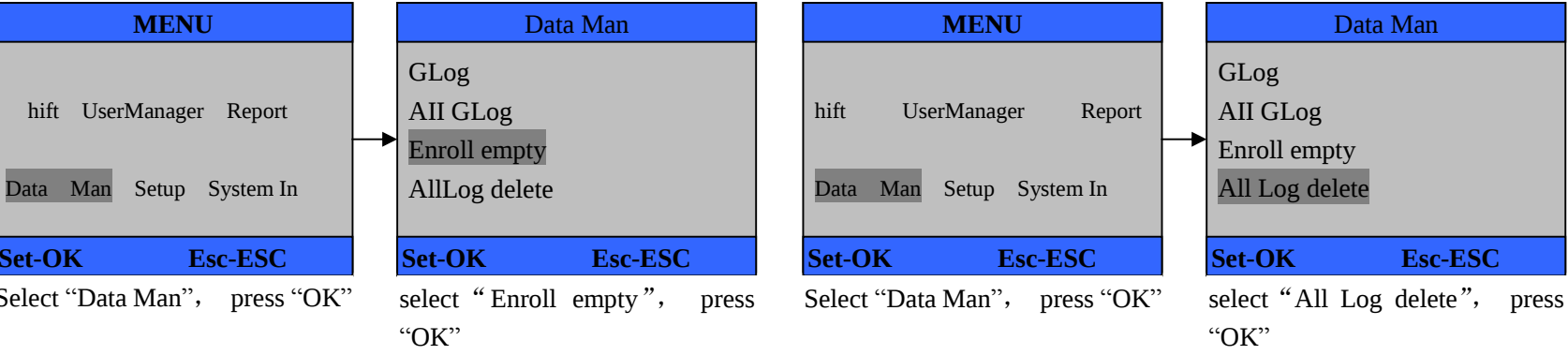
Press "MENU" button into the "MENU"



Note: For resigned employees, don’t use their register ID immediately

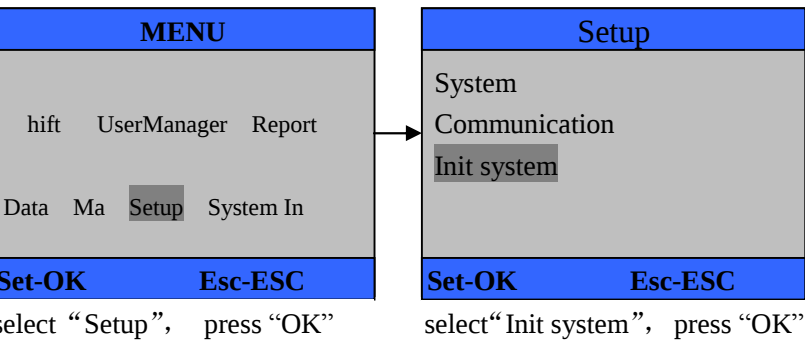
HOW TO DELETE ALL USERS

Press "MENU" button to access the menu



HOW TO INIT SYSTEM

Press "MENU" button to access the menu



【SHIFT】IMPORT、EXPORT

This product allows you to export the shift table to excel file by means of usb disk. You can edit the excel file(shift time, section type) in computer and then import back to the self-service machine.

Tips: The red part can be edited. Shift name (10 English characters); type (0 = normal attendance; 1 = overtime)

No: 1	Name:	Shift1					Cross-Time:		00:00
	Section1			Section2			Section3		
	IN	OUT	Type	IN	OUT	Type	IN	OUT	Type
MON	08:30	12:00	0	13:00	17:00	0	18:00	21:00	1
TUE	08:30	12:00	0	13:00	17:00	0	18:00	21:00	1
WED	08:30	12:00	0	13:00	17:00	0	18:00	21:00	1
THU	08:30	12:00	0	13:00	17:00	0	18:00	21:00	1
FRI	08:30	12:00	0	13:00	17:00	0	18:00	21:00	1
SAT	08:30	12:00	0						
SUN									

【STAFF INFORMATION】IMPORT、EXPORT

This product supports exporting Staff information to EXCEL file by USB disk. Another file AFP_001. DAT stores fingerprint information;

Edit staff information in excel file in a computer and then import it back to the self-service machine。

STAFF INFORMATION							
Tips: 1. Enroll ID - maximum of 8 digits (required); 2. Name - maximum of 16 characters (required); 3. department name - maximum of 10 characters , up to 16 departments (optional); 4. Shift - 1 to 5. If no Shift, enter "0" or left blank; 6. Admin - 0=common user (or blank), 1=Manager; 6. FP - only for output, do not fill; 7. Password - maximum of 8 digits(optional); 8. Card No. - maximum of 10 digits (optional).							
NO	Name	Dep	Shift	Adimn	FP	PWD	Card
1	TOM	office	1	0	1	1234	
2	JACK	offic	1	0	1		
3	KEN	Finance	1	1	2		