



**CHRONOS**  
**Time Attendance Management System**  
**(E.WIN Integrated version)**

**Version 1.0.09**

**USER MANUAL**

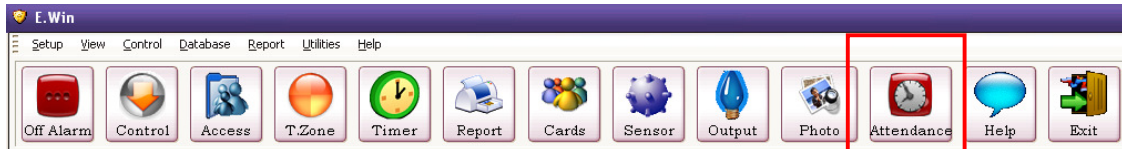
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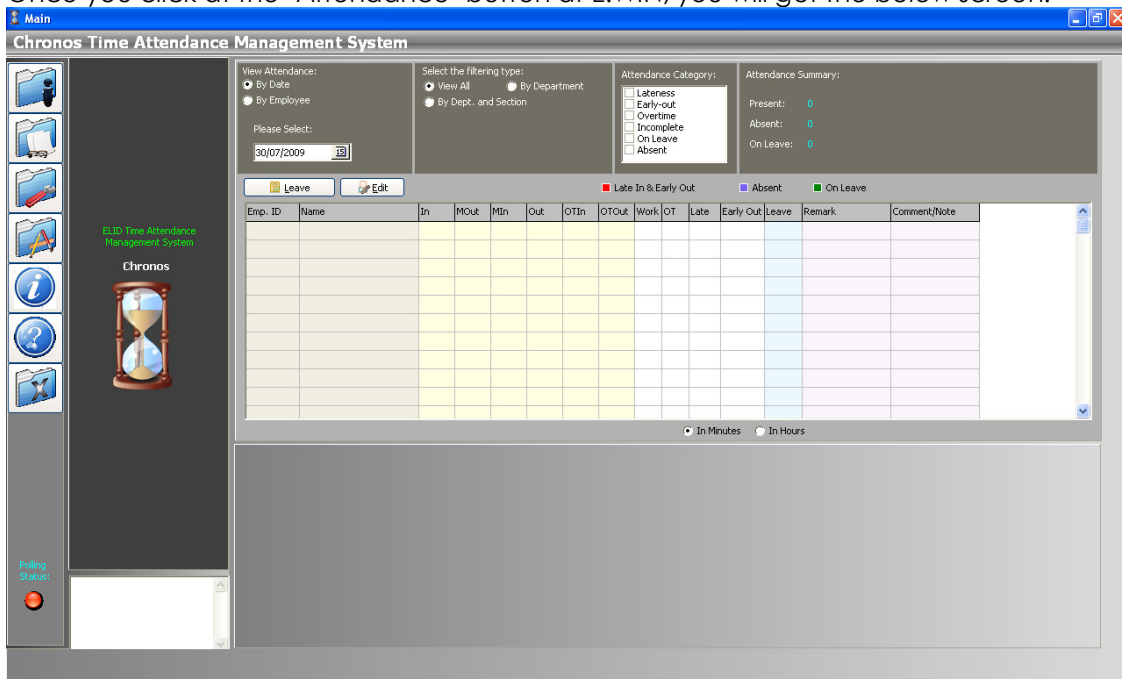
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## 1.0 Starting Chronos

After launch E.WIN Manager, you may see there is an 'Attendance' button at the command bar as shown:



Once you click at the 'Attendance' button at E.WIN, you will get the below screen:

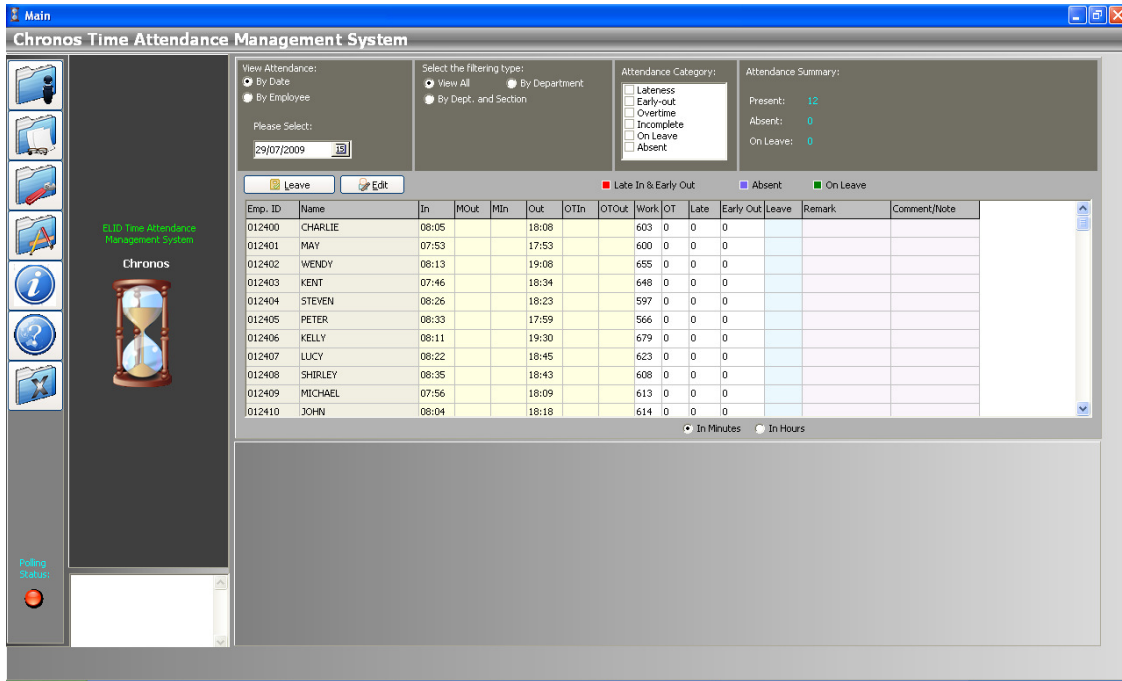


## 2.0 Attendance

The Attendance can be viewed by date or by employee.

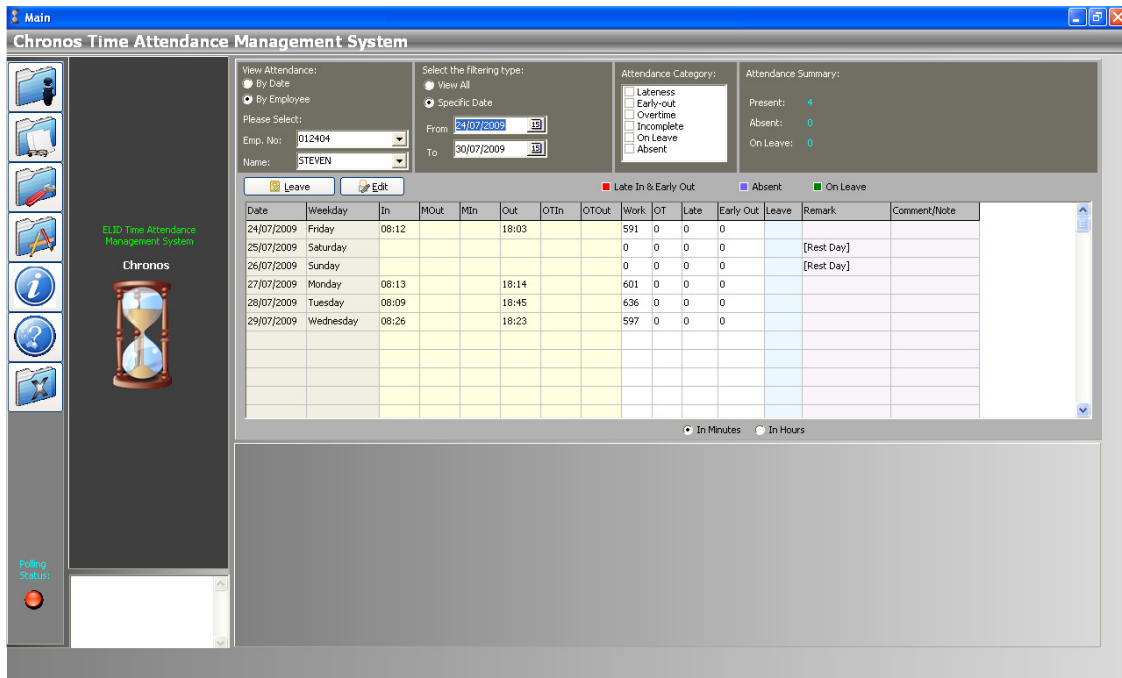
(a) By Date

- View attendance on a particular date
- Can be filtered by department, by department and section, and by group



(b) By Employee

- View attendance of a particular employee
- Can be filtered by Date



The attendance view also can be filtered by the attendance category (Lateness, Early-Out, Overtime, Incomplete, On Leave and Absent) by clicking on the check box under the Attendance Category.

### Change total display format

Select the radio button "In minutes", "In Hours" or "In Hours and Minutes" to change the total display format.

### Edit Attendance

The attendance (Work In time, Meal Out time, Meal In time, Work Out time, OT In time & OT Out time) can be edited.

#### Steps:

- i. Click on "Edit" button.
- ii. Select a value from the drop down list or key in the value at the columns.
- iii. Click on "Save" button.

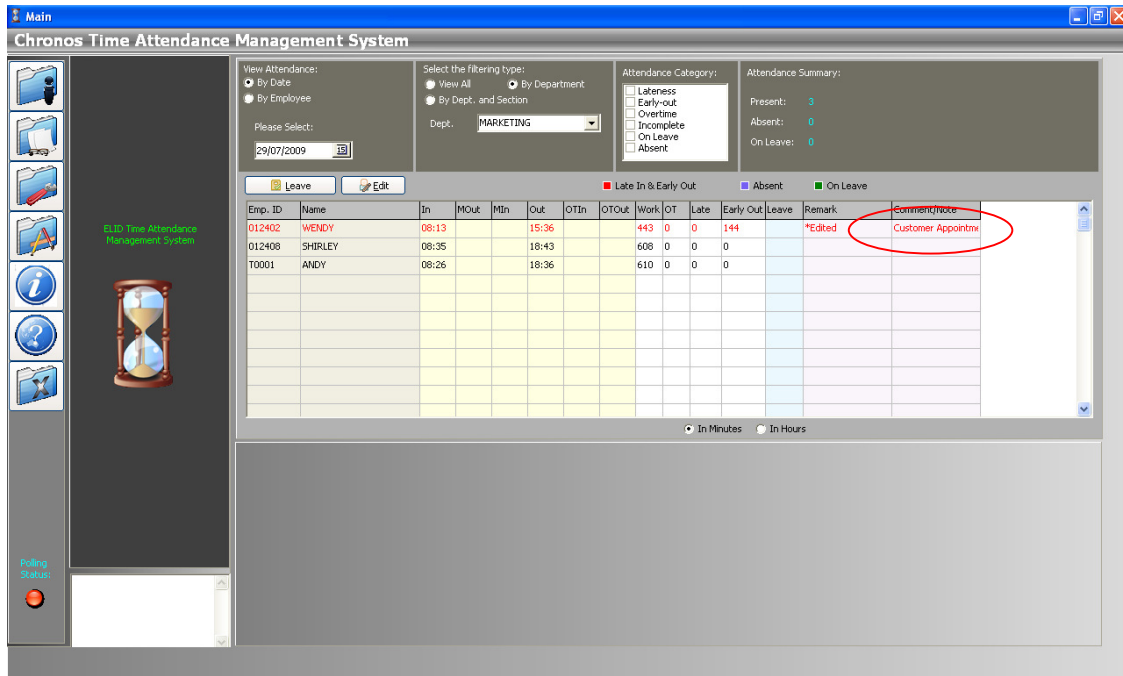
Note: The time inserted must be in the format of **HH:MM**, if not, the edited time will not be saved.

### Add Comment/Note

You may add remark/note to a particular attendance record. For example: forget to bring card, outstation, lost card, etc.

#### Steps:

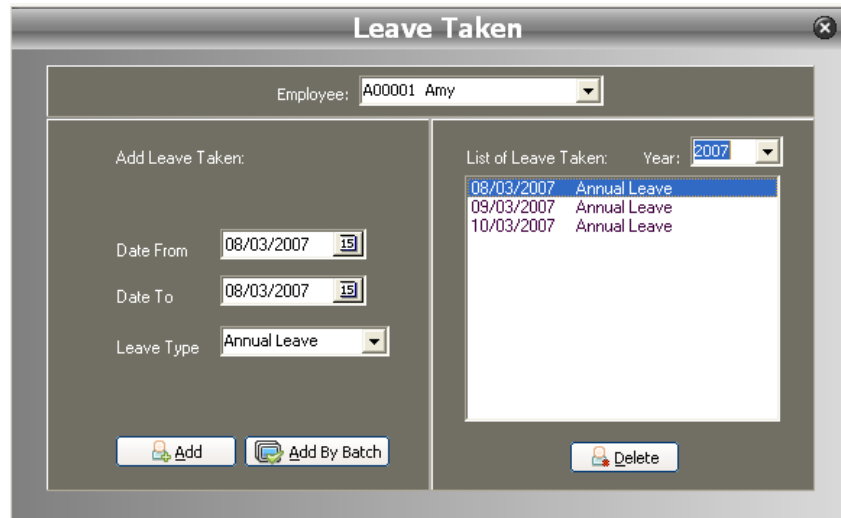
- i. Click on "Edit" button
- ii. Select column "Comment/Note" (the last column) on attendance screen
- iii. Key in the remark or note
- iv. Click on "Save"



Emp. ID	Name	In	MOut	MIn	Out	OTIn	OTOut	Work	OT	Late	Early Out	Leave	Remark	Comment/Note
012402	WENDY	08:13			15:36			443	0	0	144		*Edited	Customer Appointm
012408	SHIRLEY	08:35			18:43			608	0	0	0			
T0001	ANDY	08:26			18:36			610	0	0	0			

## Leave

Leave taken by employee could be added by clicking on "Leave" button. The following screen will be displayed:



### View Leave Taken

To view leaves that have been taken by employee, please select one of the employees from the drop down list. To view leave taken at previous year, please select year from the drop down list.

### Add Leave Taken

#### Steps:

- i. Select Employee
- ii. Select Date From and Date To
- iii. Select the leave type
- iv. Click "Add"
- v. The leave added will be shown on leave taken list immediately

### Remove Leave Taken

#### Steps:

- i. Select Employee
- ii. Select leave taken from the leave taken list.
- iii. Click "Delete"

### Add Leave Taken By Batch

Leave taken could be added by batch to a group of employees, departments, sections or employee groups.

#### Steps:

- i. Click on "Add By Batch"
- ii. The following screen will be displayed:

**Batch Leave**

By Employee    By Department    By Section    By Group

From: CN001 | WONG   To: CN001 | WONG

Date: 26/02/2009   To: 26/02/2009

Leave Type: ADVANCED LEAVE

Apply

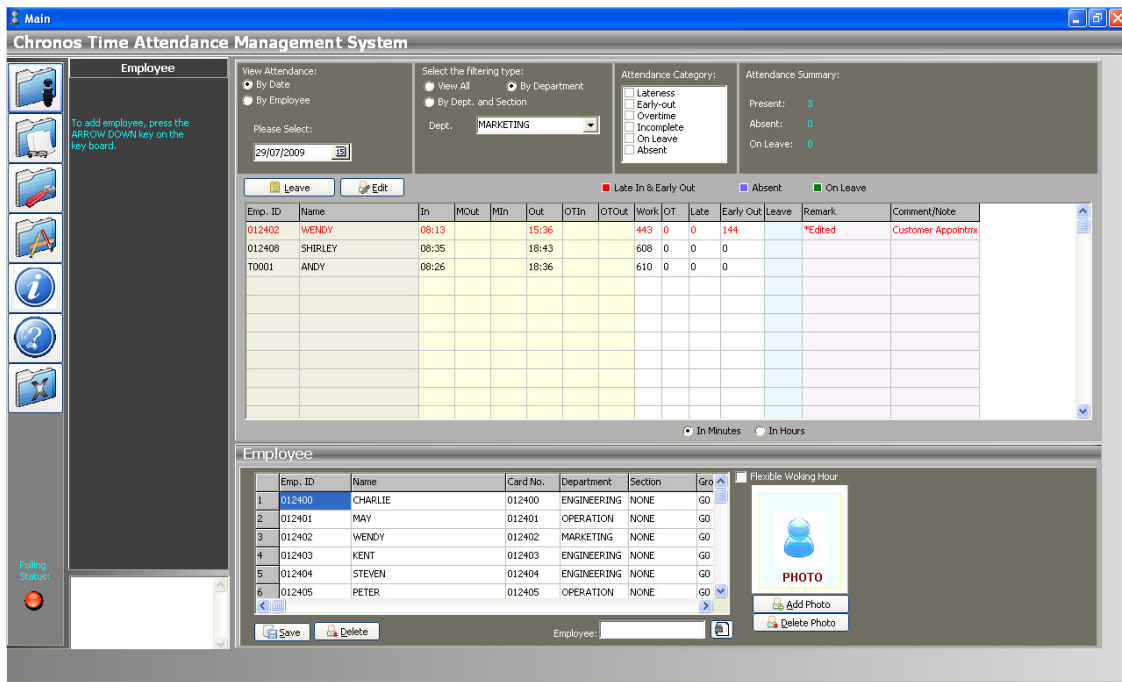
- iii. Select By Employee, By Department, By Section or by group
- iv. Select the range of Employee/Department/Section/Group
- v. Select the range of the date
- vi. Select leave type
- vii. Click on "Apply"

### 3.0 Employee

Click on  button.

Employee list that at E.WIN will be displayed at Chronos as well if the link with E.WIN is established properly.

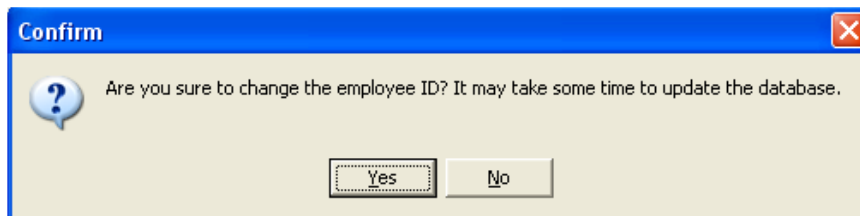
The employee view can be sorted by employee ID, name, card number, department, section or group by clicking on the column title.



#### Edit Employee

##### Steps:

- i. Edit particular employee's details on the employee list
  - ii. Click on "Save"
- If the employee ID is changed, the following screen will be displayed:

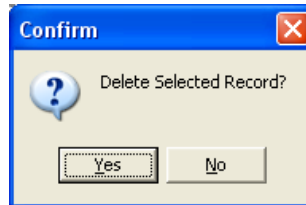


Click "Yes" to update the database.

### Delete Employee

Steps:

- i. Select employee record from the employee list
- ii. Click on "Delete"
- iii. The following screen will be displayed:



- iv. Click "Yes" to delete the record.

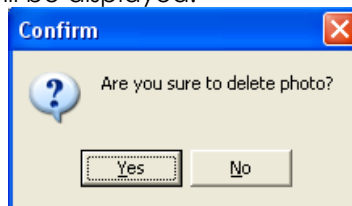
### Photo of Employee

Add Photo

- i. Click on "Add Photo"
- ii. Browse to the photo file. File format allowed: GIF, PCX, JPG, JPEG and BMP
- iii. Click on "Open"

Delete Photo

- i. Click on "Delete Photo"
- ii. The following screen will be displayed:



- iii. Click on "Yes" to delete the photo

### Flexible Working Hour

Flexible Working Hour refers to employee can work anytime between 00:00 to 23:59. The Flexible Meal Time is automatically enabled once Flexible Working Hour is enabled.

To enable the Flexible Working Hour, please check on the "Flexible Working Hour" check box.

For employee who is entitled to Flexible Working Hour, overtime will not be calculated. The attendance will only show the total working hour of employee.

### Working Group

Employees can be grouped to 6 different working groups where each group can have different working hour. The working hour for each group can be defined through Settings>Working Hour.


For example:

Working hour of Human Resource Department is from 09:00 to 18:00.

Working hour of Production Department is from 08:00 to 17:00.

Two departments have different working hour. Thus, employees of Human Resource department will be grouped to G0 and employees of Production department will be grouped to G1.

Group G0



Human Resource  
09:00 to 18:00

Group G1



Production  
08:00 to 17:00

Working Hour
<<Off day Working Hour
<<Advance

Working Hour for Group: G1

Settings

Allowed Late In:  minutes

Allowed Early Out:  minutes

OT Minimum:  minutes

OT Rounding:  minutes

Deduct meal hour from total working hour

	Weekday	Off day	In	Meal Out	Meal In	Out	OT Start	OT End
Sunday	<input checked="" type="checkbox"/>		08:30	12:30	13:30	17:30	18:00	23:00
Monday	<input type="checkbox"/>		08:00	12:30	13:30	17:00	18:00	23:00
Tuesday	<input type="checkbox"/>		08:00	12:30	13:30	17:00	18:00	23:00
Wednesday	<input type="checkbox"/>		08:00	12:30	13:30	17:00	18:00	23:00
Thursday	<input type="checkbox"/>		08:00	12:30	13:30	17:00	18:00	23:00
Friday	<input type="checkbox"/>		08:00	12:30	13:30	17:00	18:00	23:00
Saturday	<input checked="" type="checkbox"/>		08:30	12:30	13:30	17:30	18:00	23:00

## 4.0 Report

Click on  button.

Chronos provides numerous reports on employees' attendance status. The reports can be filtered by department, employees and date.

**Report**

Attendance Summarizing Report

- [Attendance Summary](#)
- [Daily Attendance Analysis](#)
- [Monthly Attendance Analysis](#)
- Attendance Details Report
- [Daily Attendance Details](#)
- [Attendance Details By Employee](#)
- [Meal Time Report](#)
- [Lateness Report](#)
- [Early Out Report](#)
- [Incomplete Report](#)
- [Absenteeism Report](#)
- [Overtime Report](#)
- [Edited Attendance Report](#)
- [Attendance Sheet](#)
- [Activity Report](#)
- Others
- [Leave Report](#)
- [Department List](#)
- [Section List](#)
- [Employee List](#)
- [Holiday List](#)
- [Audit Trail](#)

**Daily Attendance Details**

Department:

From: ENGINEERING

To: R&D

Section:

From: NONE

To: NONE

Employee:

Emp. ID  Emp. Name

From: 012400 | CHARLIE Wong

To: 012410 | JOHN

Date:

From: 31/07/2009

To: 31/07/2009

[View](#)

In Minutes  In Hours

**Report Preview**

File Edit Zoom

Page 1 of 1 Zoom 100.0%

**ELID SDN BHD**  
Daily Attendance Details  
29/07/2009, Wednesday

Department: E01 to R04  
Employee: 012400 to 012410

In=In Time    MO=Meal Out    MI=Meal In    Out=Out Time    OT In=Overtime In  
Wh=Total Work Hour    OT=Total Overtime    LI=Late In    EO=Early Out    OT Out=Overtime Out

Emp. ID	Name	Group	In	MO	MI	Out	OT In	OT Out	WH (minutes)	OT (minutes)	LI (minutes)	EO (minutes)	Remark
<b>ENGINEERING</b>													
<b>NONE</b>													
012400	CHARLIE	GO	08:05			18:08			603	0	0	0	
012403	KENT	GO	07:46			18:34			648	0	0	0	
012404	STEVEN	GO	08:28			18:23			597	0	0	0	
012409	MICHAEL	GO	07:56			18:02			613	0	0	0	
<b>MARKETING</b>													
<b>NONE</b>													
012402	WENDY	GO	08:13			15:36			443	0	0	144	*Edked (Customer Appointment)
012408	SHIRLEY	GO	08:35			18:43			608	0	0	0	
<b>OPERATION</b>													
<b>NONE</b>													
012401	MAY	GO	07:53			17:53			600	0	0	0	
012405	PETER	GO	08:33			17:59			566	0	0	0	

You can save report to ndr file, pdf file, html file, rtf file or txt file

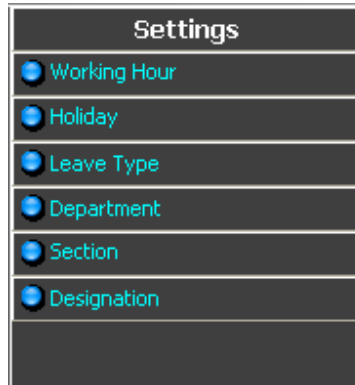
Steps:

- i. Select one of the report
- ii. Select the range of department, employee and date
- iii. Click on "View" button
- iv. Click on "File"
- v. Click on "Save As"
- vi. Browse to the directory where you would like to save the file
- vii. Key in the file name
- viii. Select the file type (.ndr, .pdf, .html, .rtf, or .txt)
- ix. Click on "Save" button.

## 5.0 Settings

Click on 

Settings menu consists of the configuration functions which allow you to configure the software according to your requirements.



### 5.1 Working Hour

Working Hour function allows user to configure the working hour according to company working hour and policy.

The screenshot displays the 'Chronos Time Attendance Management System' interface. On the left is a 'Settings' sidebar with options: Working Hour, Holiday, Leave Type, Department, Section, and Designation. The main area is divided into several sections:

- View Attendance:** Radio buttons for 'By Date' and 'By Employee'. A 'Please Select:' dropdown is set to '29/07/2009'.
- Select the filtering type:** Radio buttons for 'View All', 'By Department', and 'By Dept. and Section'. The 'Dept.' dropdown is set to 'MARKETING'.
- Attendance Category:** Checkboxes for Lateness, Early-out, Overtime, Incomplete, On Leave, and Absent.
- Attendance Summary:** Present: 2, Absent: 0, On Leave: 0.
- Table:** A table with columns: Emp. ID, Name, In, MOut, MIn, Out, OTIn, OTOut, Work, OT, Late, Early Out, Leave, Remark, and Comment/Note. Two rows are visible: WENDY (Emp. ID 012402) and SHIRLEY (Emp. ID 012408).
- Working Hour Configuration:**
  - Working Hour for Group: 50
  - Settings: Allowed Late In (15 minutes), Allowed Early Out (15 minutes), OT Minimum (15 minutes), OT Rounding (0 minutes). A checkbox for 'Deduct meal hour from total working hour' is present.
  - Table for Weekly Working Hours:

Day	Weekday	Off day	In	Meal Out	Meal In	Out	OT Start	OT End
Sunday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30	12:30	13:30	17:30	18:00	23:00
Monday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	08:30	12:30	13:30	18:00	18:00	18:00
Tuesday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	08:30	12:30	13:30	18:00	18:00	18:00
Wednesday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	08:30	12:30	13:30	18:00	18:00	18:00
Thursday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	08:30	12:30	13:30	18:00	18:00	18:00
Friday	<input type="checkbox"/>	<input checked="" type="checkbox"/>	08:30	12:30	13:30	18:00	18:00	18:00
Saturday	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30	12:30	13:30	17:30	18:00	23:00

**Define working hour**Steps:

- i. Select Group (G0 to G5)
- ii. Key in the In, Meal Out, Meal In, Out, OT Start and OT End from Sunday to Saturday
- iii. Tick on the days which are off day
- iv. Key in the allowed late in, allowed early out, OT minimum and OT rounding minutes
- v. Tick on 'Deduct meal hour from total working hour' if you would like to deduct total meal hour from total working hour. If not, please make sure it is not ticked.
- vi. Click on "Save"

**Allowed Late-in minutes**

Employee comes late within a certain time would not be considered as late in.

**Allowed Early-out minutes**

Employee leaves early within a certain time would not be considered as early out.

**OT minimum**

Employees are required to work OT more than the OT minimum in order to have the overtime calculation.

**OT Rounding**

Employee's overtime will be rounded down to the nearest value.

For example, OT rounding is 30 minutes.

Overtime 40 minutes will be rounded down to 30 minutes

Overtime 75 minutes will be rounded down to 60 minutes

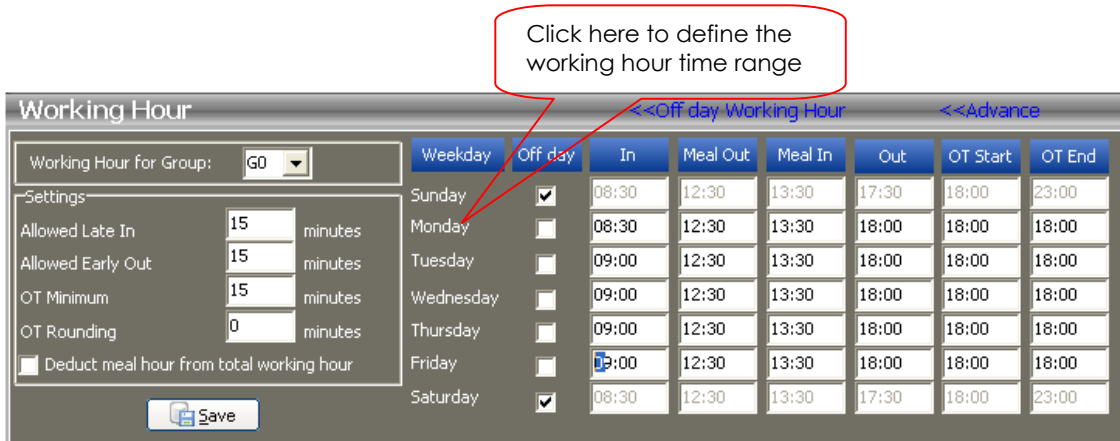
**Deduct Meal Hour**

There is an option to deduct total meal hours from total working hours when the software calculates the total working hours. The total meal hour to be deducted is the total meal time which has been defined in working hour.

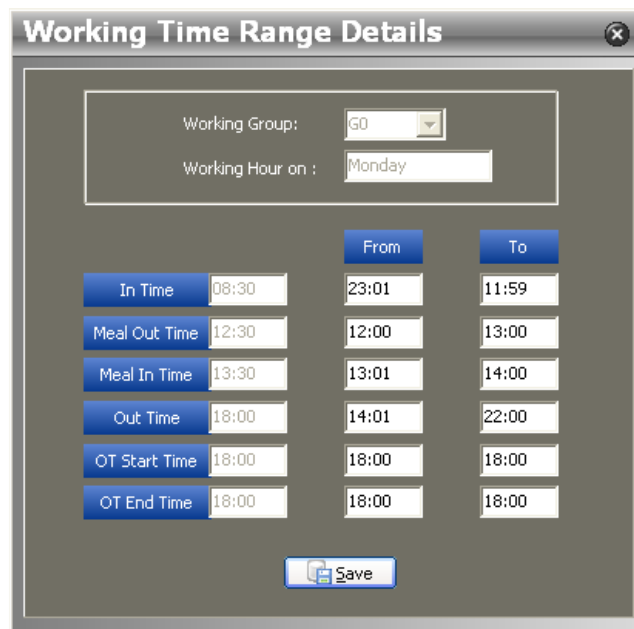
For example, if the defined meal out time is 12:30 and the defined meal in time is 13:30, the total meal hour to be deducted will be 60 minutes and it is not the actual times which have been spent by employee for meal.

**Clocking Range**

Every time slot (WORK IN, MEAL OUT, MEAL IN, WORK OUT, OT IN, OT OUT) have a time frame for employee to badge the card. The time frame can be changed by clicking on the weekday (Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday).



Soon after, the following screen will be displayed:



You may see from the screen, the IN TIME range is from 23:01 to 11:59, means that employee is allowed to badge for work in between 23:01 to 11:59. For employees who did not badge within this period, their attendance will not have the work in time.

**Off day Working Hour**

You may define the working hour for off day as well in order to cater for the needs of employees who come to work on off day.

Steps:

- i. Click on "Off day working hour"
- ii. The following screen will be displayed:

- iii. Please key in the In, Meal Out, Meal In, Out, OT Start and OT End time
- iv. Please key in the allowed late in, allow early out, OT minimum and OT rounding
- v. Tick on "Deduct meal hour from total working hour" if you would like to deduct total meal hour from total working hour
- vi. Click on "Save"
- vii. Please click on "Off day working time range" to set the clocking range of each time slot

**Advance Settings**

### Required punch in and out for OVERTIME

If "Required Punch in and out for Overtime" is ticked, employees are required to badge their card for work in, work out, OT In and OT out.

If "Required Punch in and out for Overtime" is not ticked, overtime calculation will be started from the OT start time. Employees are only required to badge their card for work in and OT Out.

### Total working hour is calculated after the defined work in time

If employees come to work earlier than the defined work in time, total working hour will only be calculated start from the Work in time which is defined in working hour.

For example:

Working Hour is:

WORK IN = 08:30

WORK OUT = 17:30

One of the employees comes to work at 08:00 and left at 17:45, his/her total working hour will be 555 minutes instead of 585 minutes.

### Total overtime is calculated after the defined OT in time and before the defined OT out time

Total overtime will be calculated start from the OT start time until OT end time which is defined in the working hour.

For example:

Working Hour is:

OT Start = 18:00

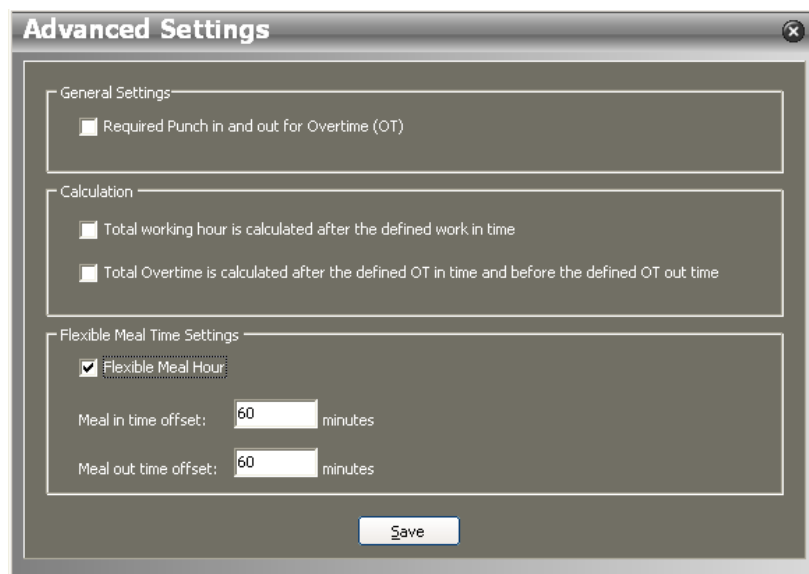
OT End =23:00

One of the employees badge for OT in at 18:00 and badge for OT out at 23:30, his/her total overtime will be 300 minutes instead of 330 minutes.

### Flexible Meal Hour

Employees are allowed to go for lunch anytime. By default, the meal time will start at one hour after Work In time and end at one hour before Work Out time. The one hour offset is configurable.

Steps:



**Advanced Settings**

General Settings

Required Punch in and out for Overtime (OT)

Calculation

Total working hour is calculated after the defined work in time

Total Overtime is calculated after the defined OT in time and before the defined OT out time

Flexible Meal Time Settings

Flexible Meal Hour

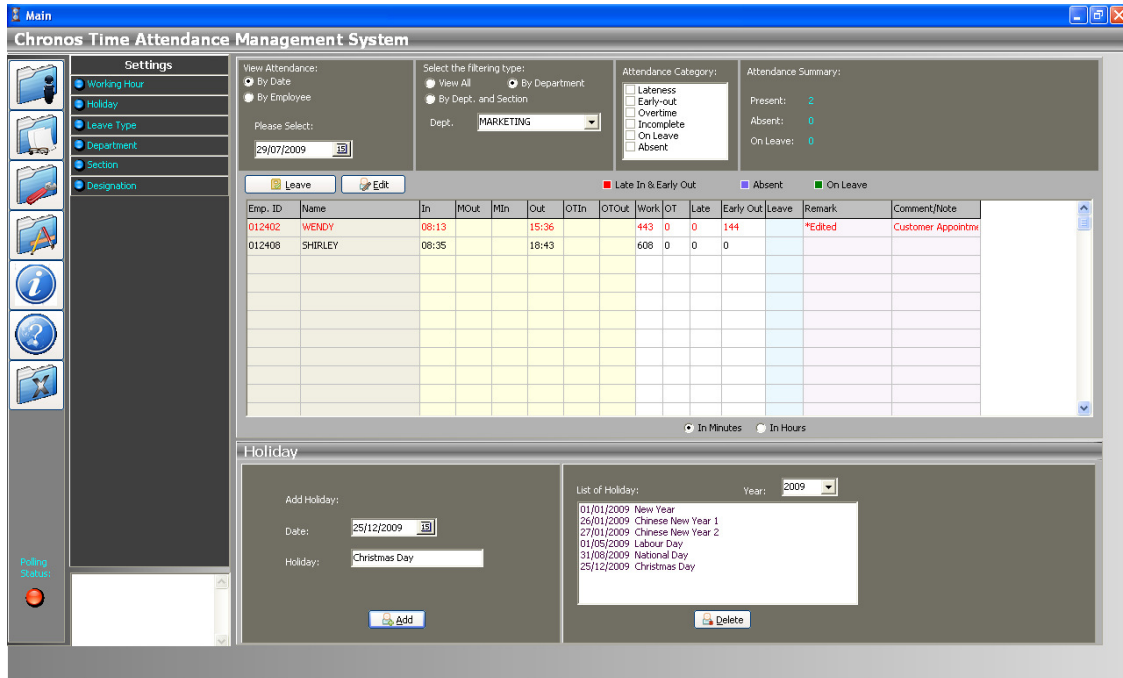
Meal in time offset:  minutes

Meal out time offset:  minutes

- i. Tick "Flexible Meal Hour" to enable the flexible meal hour
- ii. Change the value of meal in time offset and meal out time offset
- iii. Click on "Save"
- iv. This setting will only take effect after the software is restarted.

## 5.2 Holiday

Holiday function allows user to add public holiday to the system.



### View Holiday:

- i. Select year from the drop down list
- ii. The list of holiday will be displayed on the screen.

### Add Holiday

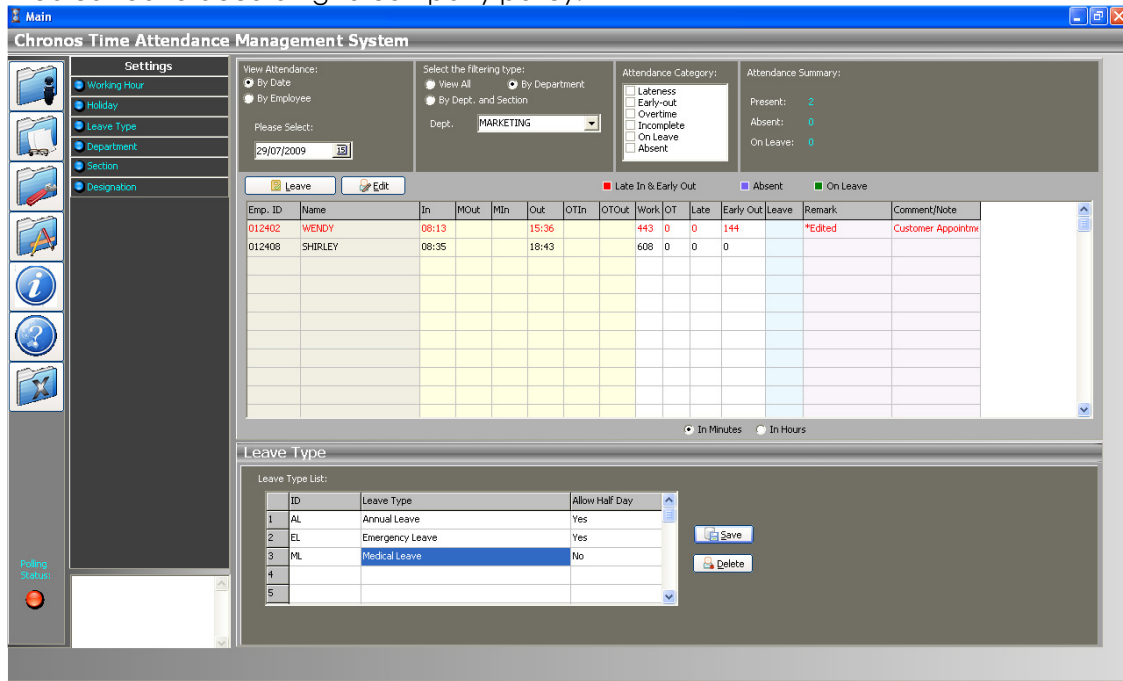
- i. Select date
- ii. Key in holiday description
- iii. Click on "Add"

### Delete Holiday

- i. Select holiday from holiday list
- ii. Click on "Delete"

### 5.3 Leave Type

Leave Type function allows user to define the leave type such as annual leave and medical leave according to company policy.



#### Add Leave Type

##### Steps:

- i. Add new row: select the last row and press ↓ on PC keyboard
- ii. Key in ID and leave type
- iii. For leave type which allows half day leave, please select YES in the allow half day column.
- iv. Click on "Save"

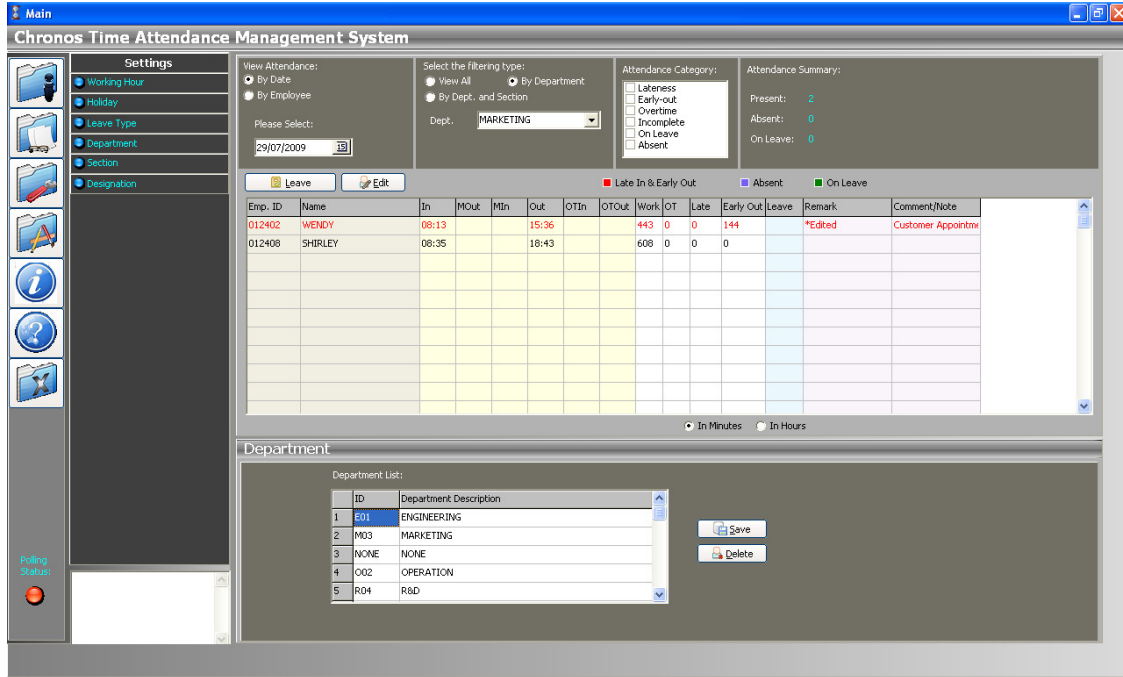
#### Delete Leave Type

##### Steps:

- i. Select leave type from the leave type list
- ii. Click on "Delete"

## 5.4 Department

Department function allows user to define departments according to company organization. Once you click at department, the department list which has been defined in E.WIN will be shown on the screen



The screenshot displays the 'Chronos Time Attendance Management System' interface. The 'Department List' section is visible at the bottom, showing a table with the following data:

ID	Department Description
1	E01 ENGINEERING
2	M03 MARKETING
3	NONE NONE
4	O02 OPERATION
5	R04 R&D

Buttons for 'Save' and 'Delete' are located to the right of the list. The top part of the interface shows a grid for attendance records with columns for Emp. ID, Name, In, MOut, MIn, Out, OTIn, OTOut, Work, OT, Late, Early Out, Leave, Remark, and Comment/Note. Two rows are visible: WENDY (Emp. ID 012402) and SHIRLEY (Emp. ID 012408).

### Add Department

#### Steps:

- i. Add new row: select last row and press ↓ on the PC keyboard
- ii. Key in ID and Description of department
- iii. Click on "Save"

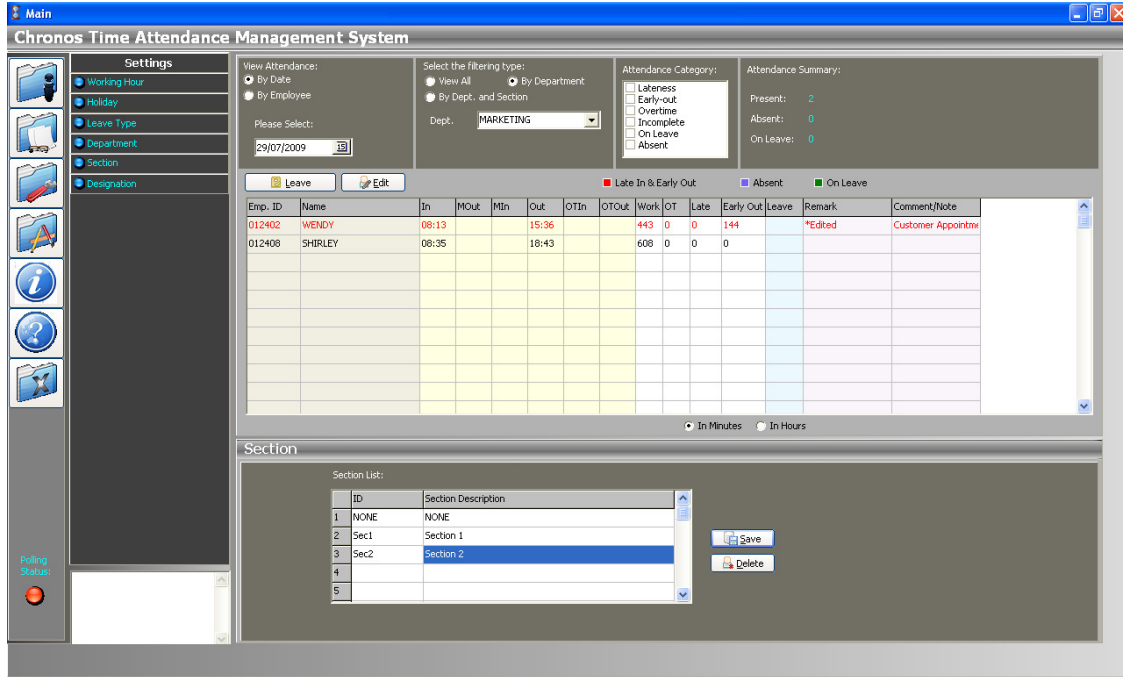
### Delete Department

#### Steps:

- i. Select department from the department list
- ii. Click on "Delete"

## 5.5 Section

Section is smaller than department in an organization. Section function allows user to define sections according to company organization.



The screenshot displays the 'Chronos Time Attendance Management System' interface. The main window is titled 'Main' and contains several sections:

- Settings:** A sidebar on the left with icons for Working Hour, Holiday, Leave Type, Department, Section, and Designation.
- View Attendance:** Options for 'By Date' and 'By Employee'. A 'Please Select:' field shows '29/07/2009' and an 'ID' field.
- Select the filtering type:** Radio buttons for 'View All', 'By Department', and 'By Dept. and Section'. The 'Dept.' dropdown is set to 'MARKETING'.
- Attendance Category:** Checkboxes for Lateness, Early-out, Overtime, Incomplete, On Leave, and Absent.
- Attendance Summary:** A summary box showing Present: 2, Absent: 0, and On Leave: 0.
- Table:** A table with columns: Emp. ID, Name, In, MOut, MIn, Out, OTIn, OTOut, Work, OT, Late, Early Out, Leave, Remark, and Comment/Note. Two rows are visible:
 

Emp. ID	Name	In	MOut	MIn	Out	OTIn	OTOut	Work	OT	Late	Early Out	Leave	Remark	Comment/Note
012402	WENDY	08:13			15:36			443	0	0	144		*Edited	Customer Appointm
012408	SHIRLEY	08:35			18:43			608	0	0	0			
- Section:** A section titled 'Section List' with a table:
 

ID	Section Description
1	NONE
2	Sec1
3	Sec2
4	
5	

 Below the table are 'Save' and 'Delete' buttons.

### Add Section

#### Steps:

- i. Add new row: select last row and press ↓ on the PC keyboard.
- ii. Key in the ID and description of section
- iii. Click on "Save"

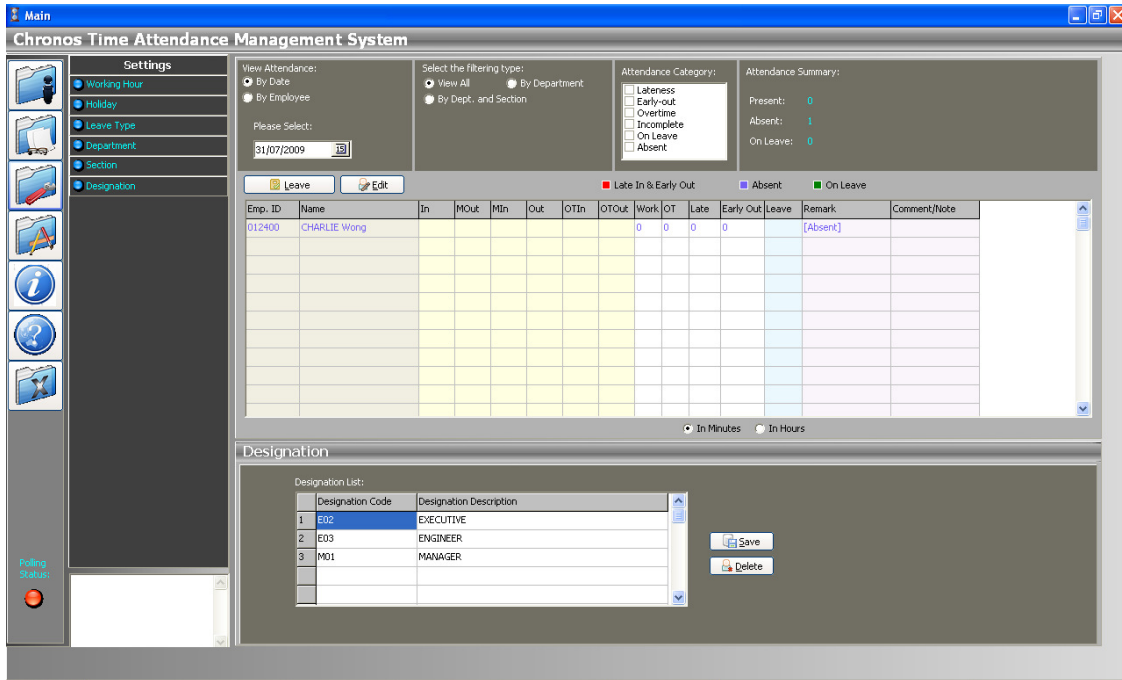
### Delete Section

#### Steps:

- i. Select section from section list
- ii. Click on "Delete"

## 5.6 Designation

Designation function allows user to define designations available in the company. Once you click at 'Designation', the available position list which is in E.WIN will be shown on the screen.



### Add Designation

#### Steps:

- iv. Add new row: select last row and press ↓ on the PC keyboard.
- v. Key in the ID and description of designation
- vi. Click on "Save"

### Delete Designation

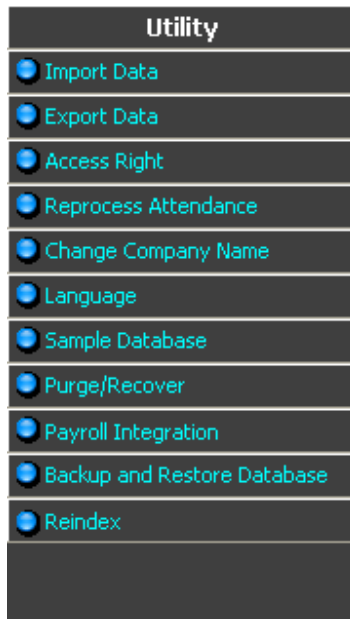
#### Steps:

- iii. Select designation from designation list
- iv. Click on "Delete"

## 6.0 Utility

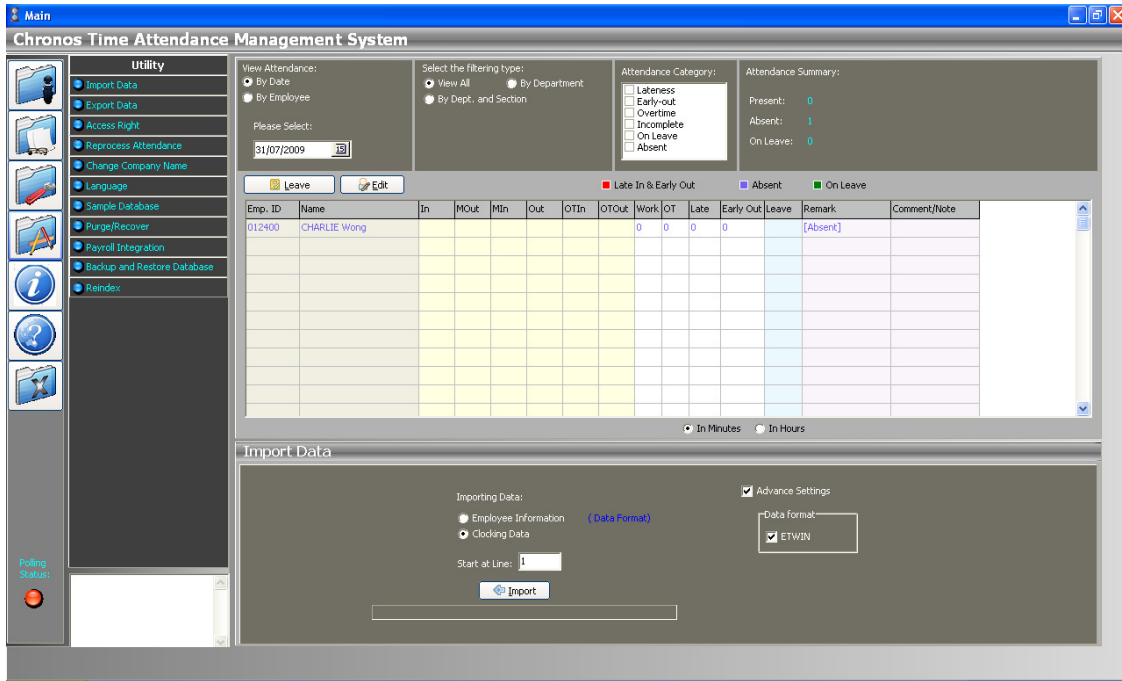
Click on 

The Utility menu consists of some additional functions.



### 6.1 Import Data

Import Data allows user to import employee information and clocking data from text file or excel file to Chronos database.



The data format of employee information is configurable. The clocking data only allowed two formats which is ETWIN format and default format.

The following are the format required:

**Clocking Data Format**

i. Default format

- Text file

Field Name	Field Length
Clocking Date	8 (yyyymmdd)
Staff No.	12
Card No.	6
Clocking Time	4 (HHmm)
Job Code	3
Transaction Code	1

```
ClockingData.txt - Notepad
File Edit Format View Help
Data Format
-----
Clocking Date - 8
Staff No. - 12
Card No. - 6
Clocking Time - 4
Job Code - 3
Transaction Code - 1
-----
20061213CN009112 0091121206900I
20061213CN009112 0091121207900I
20061213CN009112 0091121207900I
20061213CN009112 0091121219900I
20061213CN009112 0091120856900I
20061213CN009112 0091120856900I
20061213CN009112 0091120856900I
20061213CN009112 0091121206900I
20061213CN009112 0091121206900I
20061213CN009112 0091121207900I
20061213CN009112 0091121206900I
20061213CN009112 0091121206900I
20061213CN009112 0091121207900I
20061213CN009112 0091121207900I
20061213CN009112 0091121207900I
20061213CN009112 0091121207900I
20061213CN009112 0091121207900I
20061213CN009112 0091121207900I
```

- Excel file
  - 1<sup>st</sup> column: Clocking Date (yyyymmdd)
  - 2<sup>nd</sup> column: Staff No.
  - 3<sup>rd</sup> column: Card No.
  - 4<sup>th</sup> column: Clocking Time (HHmm)
  - 5<sup>th</sup> column: Job code
  - 6<sup>th</sup> column: Transaction code

	A	B	C	D	E	F	
1	Clocking Date	Staff No.	Card No.	Clocking Time	Job Code	Transaction Code	
2	20061213	CN009112	009112	1206	900	I	
3	20061213	CN009112	009112	1207	900	I	
4	20061213	CN009112	009112	1207	900	I	
5	20061213	CN009112	009112	1219	900	I	
6	20061213	CN009112	009112	0856	900	I	
7	20061213	CN009112	009112	0856	900	I	
8	20061213	CN009112	009112	0856	900	I	
9	20061213	CN009112	009112	1206	900	I	
10	20061213	CN009112	009112	1206	900	I	

ii. ETWIN format

Clock unit, date, time, card no, job code, transaction code  
01ddmmyyHHmm123456000<

```
010101060830009112000<
010101061730009112000>
010201060830009112000<
010201061735009112000>
010301060830009112000<
010301061735009112000>
```

### Configure Employee Information format

#### Steps:

- i. Click on "Data Format" link
- ii. The following screen will be displayed:

	Start Position	End Position			
Staff No.	1	12	Designation Description	0	0
Card No.	13	18			
Name	19	68			
Photo	69	92			
Department code	93	96			
Section code	97	100			
Group	101	102			
Flexible Working Hour	0	0			
Joined Date	0	0			
Expiry Date	0	0			
Department Description	0	0			
Section Description	0	0			
Designation Code	0	0			

- iii. Change the arrangement of the fields according to the format of imported file
- iv. Click on "Save"

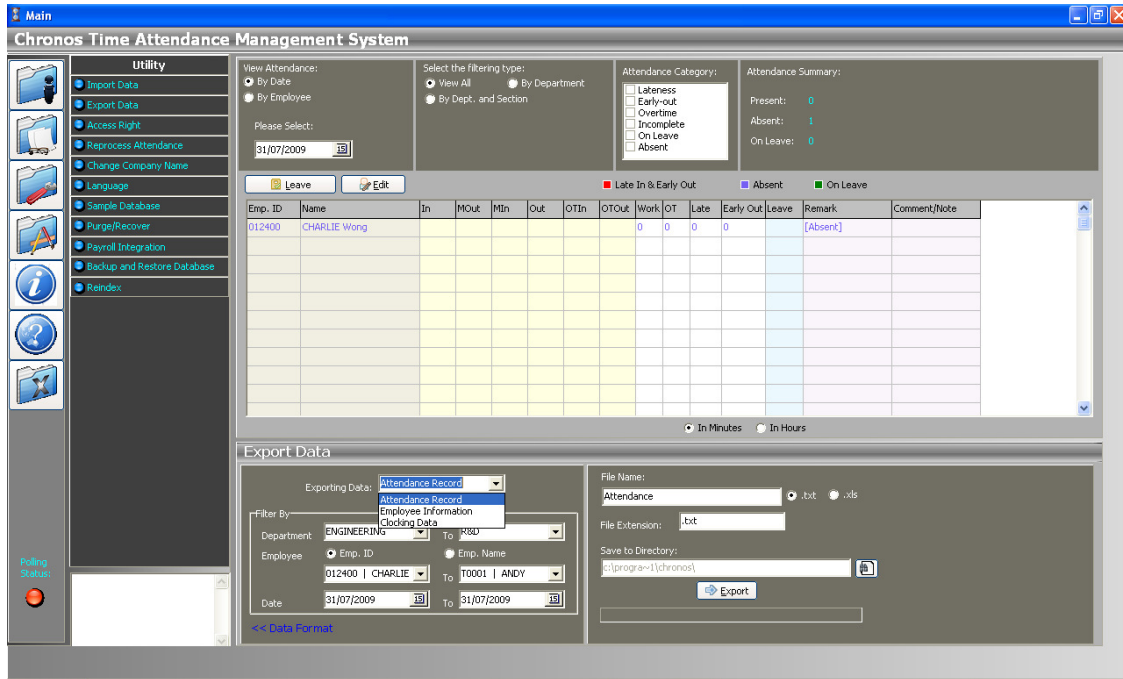
### How to Import Data

#### Steps:

- i. Key in the starting line number (Data will be imported start from this line)
- ii. Click on "Import"
- iii. Browse to the file
- iv. Click on "Open"

## 6.2 Export Data

Export Data allows user to export attendance record, employee information, clocking data to text file or excel file.



### Export format

The data format of the exported file can be configured through the "<<Data Format" link.

**Data Format**

Exporting Data: **Attendance Record**  Text File  Excel File

Include header

**Fixed Position**  **By Separator**  **COMMA(,)**

Date Format: **yyyymmdd** Time Format: **HHmm** Total format: **minutes**

	Start Position	End Position		Start Position	End Position
Date	1	8	Meal Out	81	84
Staff No.	9	20	Leave	128	139
Card No.	21	26	Total Work Hour	101	104
Name	27	76	Total Late In	105	108
Absent	125	125	Total Early Out	109	112
Incomplete	0	0	Total Overtime	121	124
Off day	126	126	Total Meal Early Out	117	120
Holiday	127	127	Total Meal Late In	113	116
In Time	77	80	Section code	0	0
Out Time	89	92	Department code	0	0
OT In	93	96			
OT Out	97	100			
Meal In	85	88			

**Save**

Both the text file and excel file format can be set.

i) **Text file**

Text file can be exported out in two formats: Fixed Position and By Separator

Fixed Position

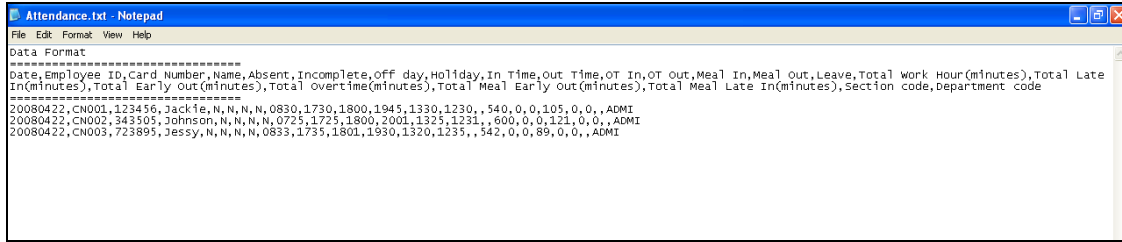
- need to define start position and end position for every field
- Put '0' in the start position and end position if do not need to export that field.

```

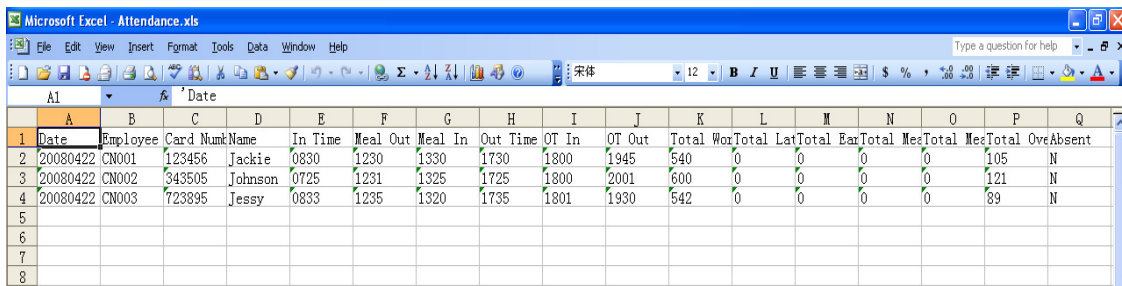
Attendance.txt - Notepad
File Edit Format View Help
Data Format
=====
Date - 8
Employee ID - 12
Card Number - 6
Name - 50
In Time - 4
Meal Out - 4
Meal In - 4
Out Time - 4
OT In - 4
OT Out - 4
Total work Hour(minutes) - 4
Total Late In(minutes) - 4
Total Early Out(minutes) - 4
Total Meal Late In(minutes) - 4
Total Meal Early Out(minutes) - 4
Total Overtime(minutes) - 4
Absent - 1
Off day - 1
Holiday - 1
Leave - 12
=====
20080422CN001      123456Jack1e      083012301330173018001945540 0 0 0 0 105 NNN
20080422CN002      343505Johnson    072512311325172518002001600 0 0 0 0 121 NNN
20080422CN003      723895Jessy       083312331320173318011930542 0 0 0 0 89  NNN
    
```

By Separator

- Select the position for every field
- Put '0' if do not need to export that field.



- ii) Excel file
  - Select the column number for each field
  - Put '0' if you do not need to export that field



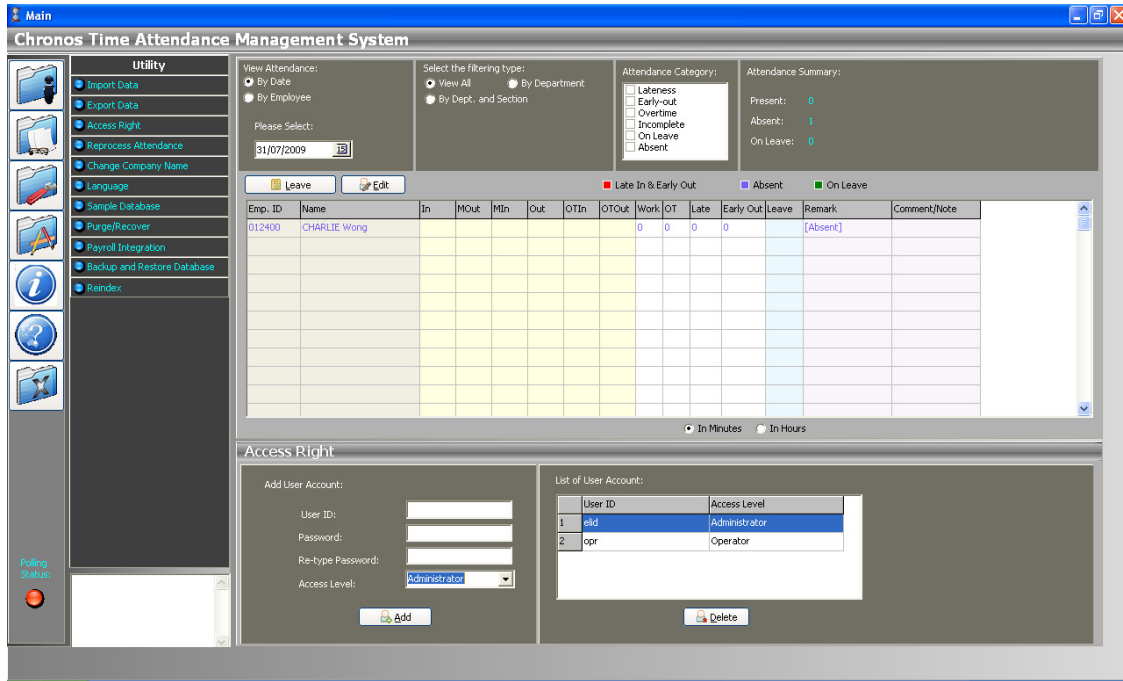
### How to Export Data

#### Steps:

- i. Select the Exporting Data type
- ii. Select department range, date range and employee range
- iii. Select file format: text file or excel file  
 If text file is selected, you may change the extension of the file. By default, the file extension is txt. You may change it to 'raw', 'dat', etc.
- iv. Key in the file name
- v. Browse to the directory where you would like to save the file
- vi. Click on Export

### 6.3 Access Right

Access Right function allows user to add user account to Chronos. Access Right helps in preventing unauthorized users use the software.



The software provides two access levels which are ADMINISTRATOR and OPERATOR.

Administrator	Operator
Access All	Cannot perform the following functions: <ul style="list-style-type: none"> <li>➤ Add/Edit/Delete Employee</li> <li>➤ Add/Delete Leave</li> <li>➤ Edit Attendance</li> <li>➤ Clear Transaction</li> <li>➤ Settings</li> <li>➤ Import Data</li> <li>➤ Change Access Right</li> <li>➤ Update Firmware</li> <li>➤ Template Management</li> </ul>

**Add User Account**

Steps:

- i. Key in User Name
- ii. Key in password and re-type password
- iii. Select access level
- iv. Click on "Add"

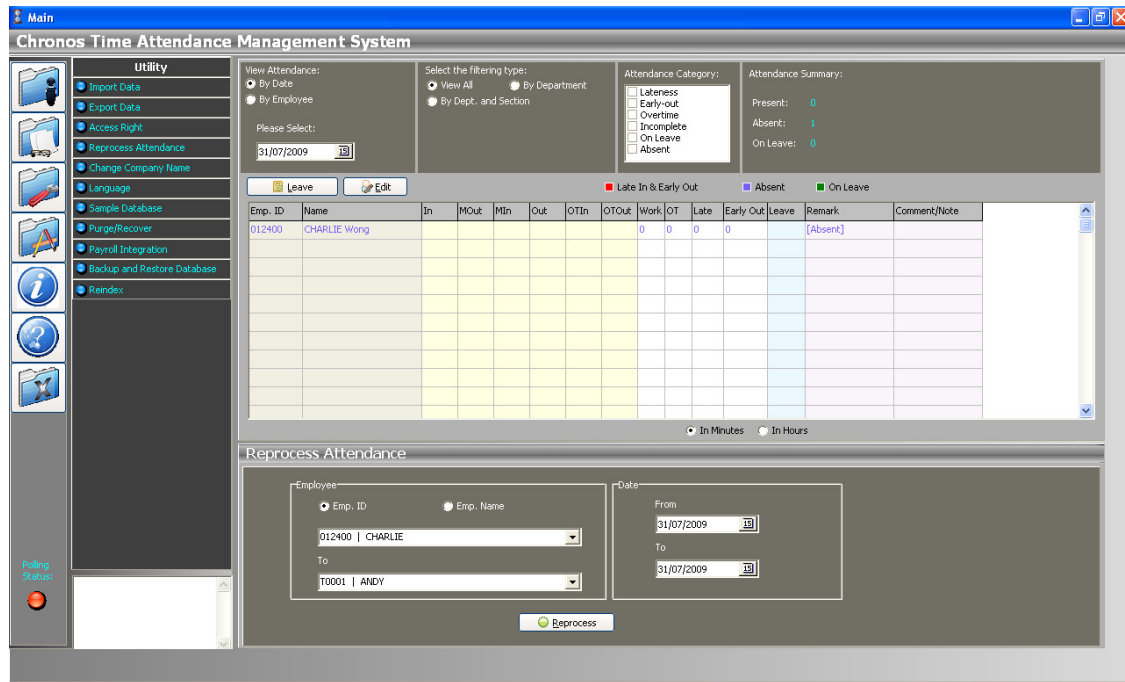
**Delete User Account**

Steps:

- i. Select user account from user account list
- ii. Click on "Delete"

## 6.4 Reprocess Attendance

The Reprocess Attendance function allows user to reprocess the attendance manually. You need to reprocess attendance only if you changed the working schedule settings.

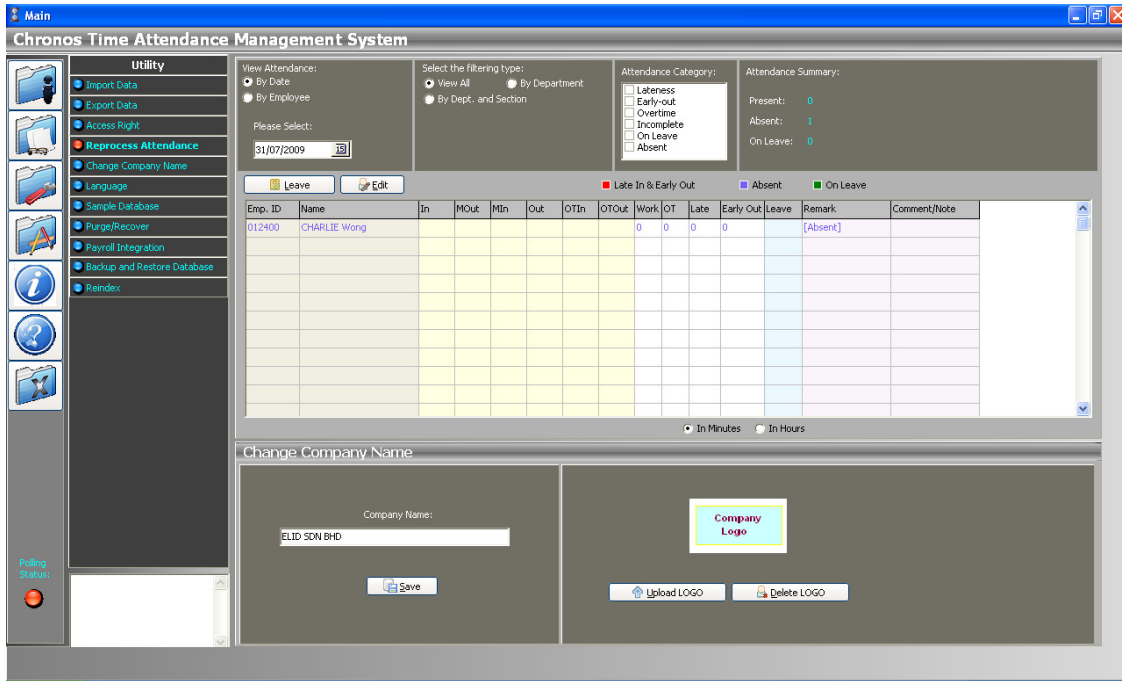


### Steps:

- i. Select Employee range
- ii. Select Date range
- iii. Click on "Reprocess"

## 6.5 Change Company Name

Change Company Name function allows user to upload company logo and change company name. The company name and logo will be displayed in the reports.



### Upload Logo

#### Steps:

- i. Click on "Upload LOGO"
- ii. Browse to logo file. File format allowed includes bmp, jpg, jpeg, gif and pcx.
- iii. Click on "Open"

### Delete Logo

#### Steps:

- i. Click on "Delete Logo"

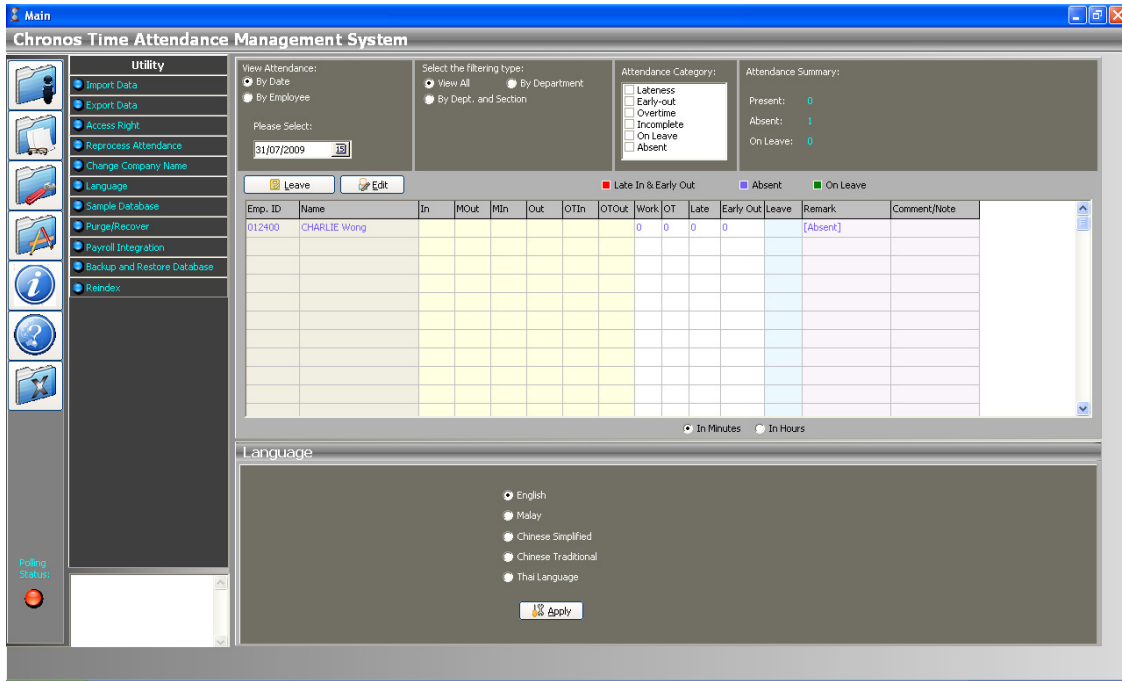
### Change Company Name

#### Steps:

- i. Key in company name
- ii. Click on "Save"

## 6.6 Language

Chronos supports multiple languages. Language of the software could be changed on the fly through the Language menu.



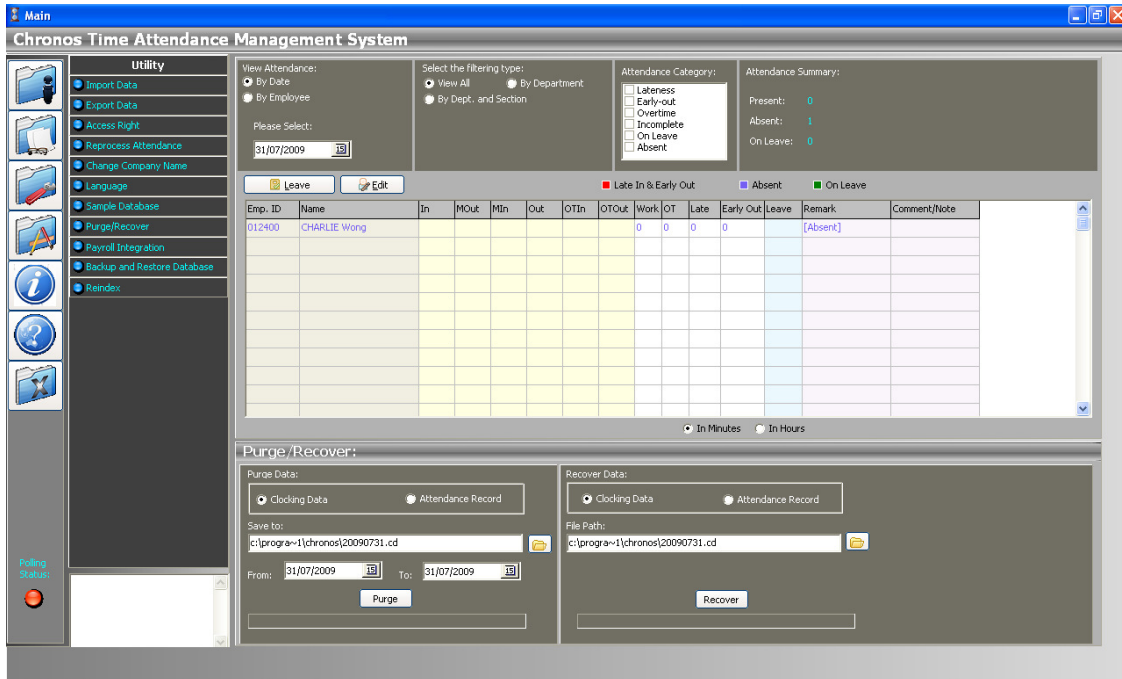
**Steps:**

- i. Select language
- ii. Click on "Apply"

**6.7 Purge and Recover**

Purge and Recover function allows user to shift out some data from database and save them to a file. The purpose of purging database is to prevent the database from growing too big and influence the performance of software.

Data which could be purged out include clocking data and attendance data. You may recover the data back to Chronos database from the purged files.



## Purge Data

### Steps:

- i. Select data type: clocking data or attendance data
- ii. Browse to the directory where you would like to save the data
- iii. Select data date range
- iv. Click on "Purge"
- v. Clocking data will be saved to file with extension 'cd' and the attendance data will be saved to file with extension 'ar'

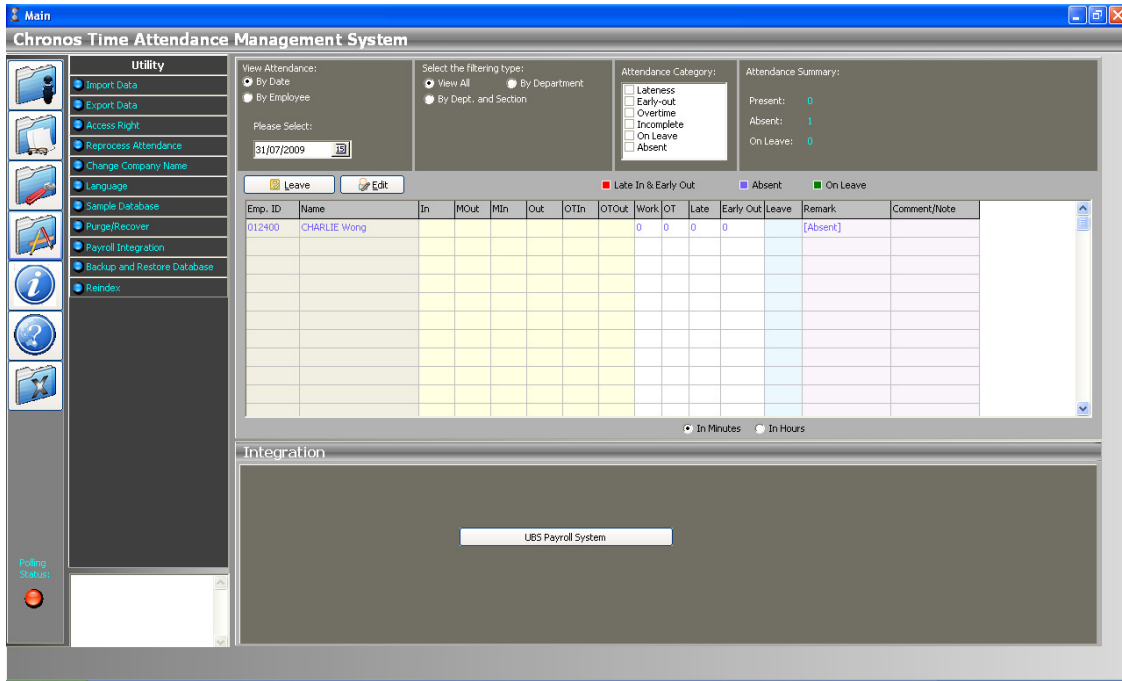
## Recover Data

### Steps:

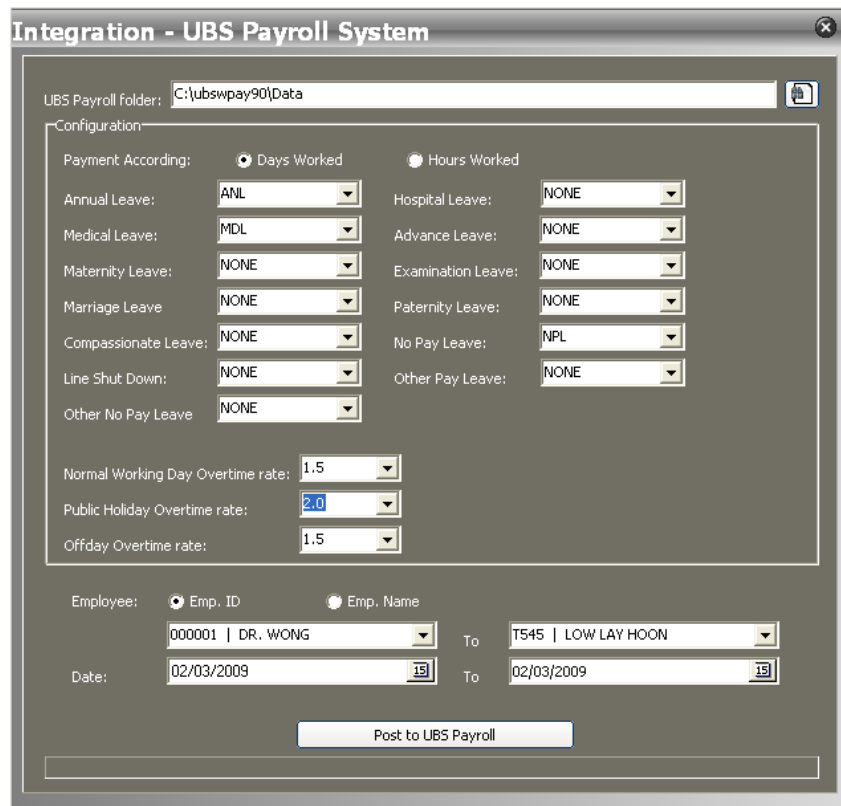
- i. Select data type: clocking data or attendance data
- ii. Browse to the data file
- iii. Click on "Recover"

## 6.8 Payroll Integration

Payroll integration function allows user to transfer the attendance data from Chronos to Payroll software directly. For the mean time, Chronos only supports UBS payroll system.



UBS Payroll System



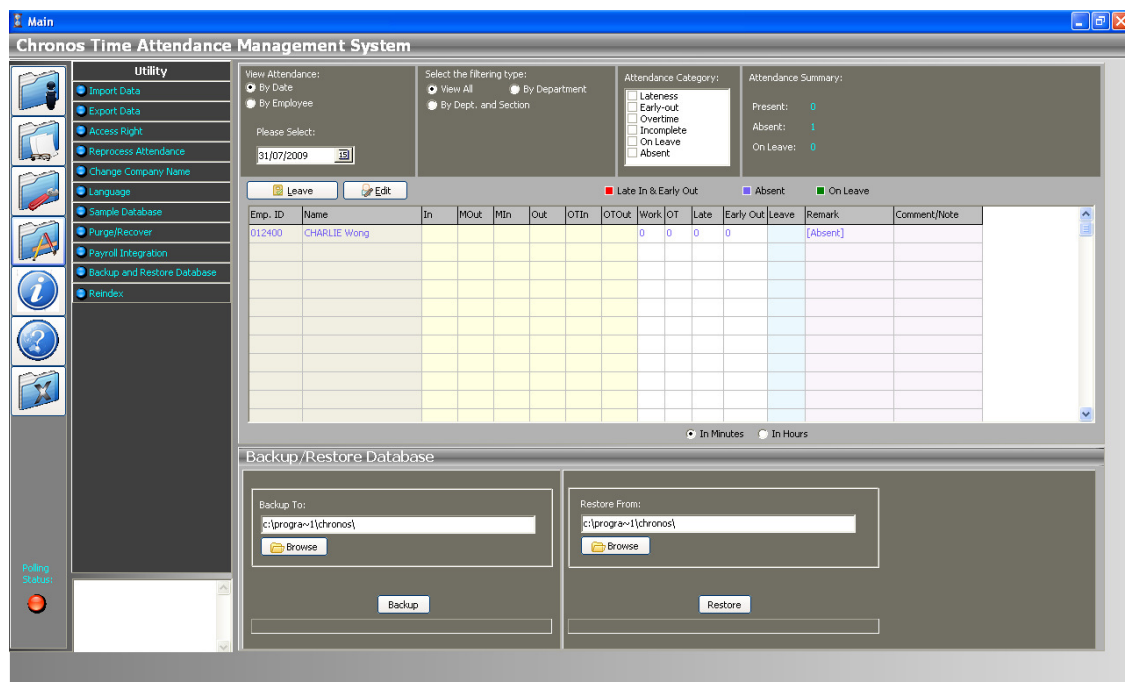
### Steps:

- i. Browse to the data folder of UBS payroll system
- ii. Select the payment method: according days worked or hours worked
- iii. Match Chronos defined leave types with UBS Payroll leave types
- iv. Select overtime rate for normal working day, off day and public holiday
- v. Select employee range
- vi. Select date range
- vii. Click on "Post to UBS Payroll"

Note: Please make sure the employee No in UBS Payroll system is match with Chronos employee ID.

## 6.9 Backup and Restore

Backup and restore database function allows user backups the whole database to PC directory. It is advisable to backup the data occasionally (once a month), so that when there is a database corruption, you can restore your system back to the previous database.



### Backup Database

#### Steps:

- i. Browse to the directory where you would like to save the database backup
- ii. Click on "Backup"

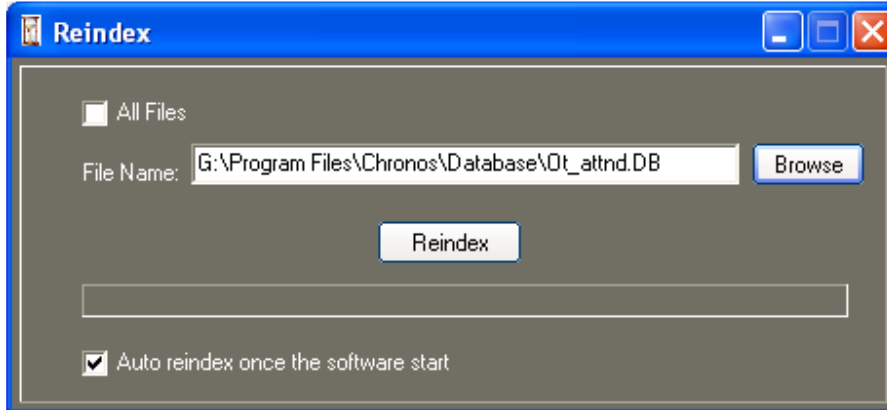
### Restore Database

#### Steps:

- i. Browse to the database backup directory
- ii. Click on "Restore"

## 6.10 Reindex

Reindex function allows user to reindex the paradox database in order to prevent the database corruption.



### Reindex all database files

- i. Tick on the "All Files" check box
- ii. Click on "Reindex"


### Reindex one of the database file

- i. Uncheck the "All Files" check box
- ii. Browse to the database file (Chronos Program folder > Database folder)
- iii. Click on "Reindex"

### Reindex all database files when the software is launched

Software will automatically reindex all database files once the software is launched if "Auto reindex once the software starts" is ticked.

## 7.0 About

Click on 

The "About" Menu will show the version number of Chronos and copyright.

