

How to set T&A function key?

Devices with keypad allow you to configure the key setting for Time and Attendance. There are four different T&A key setting for various situations. T&A function key mode will provide different type of T&A setting.

Instruction: To set the device T&A key, go to **'Device'** and move to **'T&A'** tab.

1) Select the **T&A Mode**

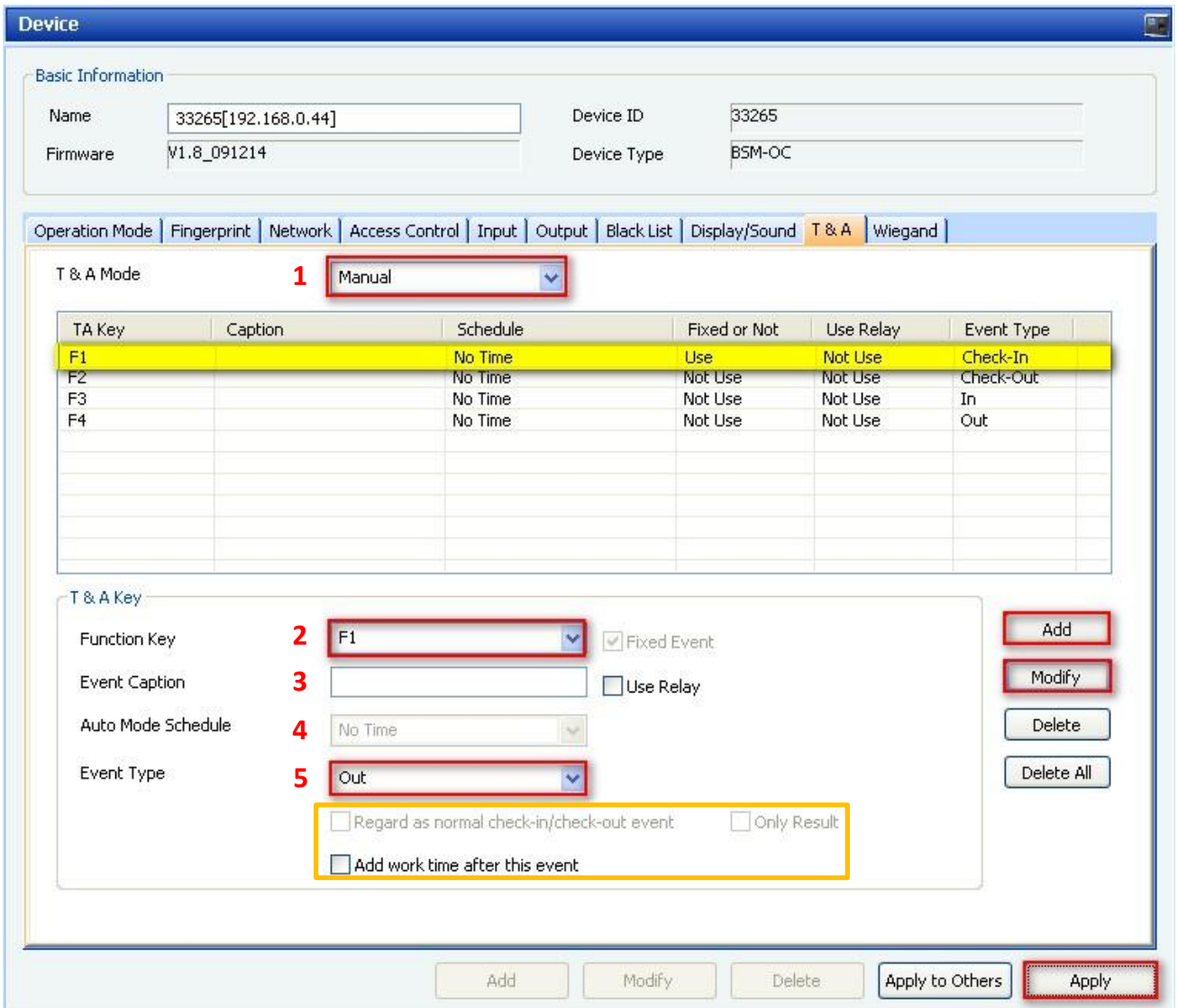
Not Use: disable the time and attendance function.

Manual: user must press the T&A key every time.

Manual Fix: previous T&A key will remain until a different T&A key is pressed.

Auto Change: T&A mode changes automatically by specified time periods.

Event Fix: the device will operate only the specified T&A function.



The screenshot shows the 'Device' configuration window with the 'T & A' tab selected. The 'T & A Mode' dropdown is set to 'Manual'. Below it is a table of T&A keys. The 'T & A Key' section is configured with 'F1' as the function key, 'Out' as the event type, and 'Fixed Event' checked. The 'Apply' button is highlighted.

TA Key	Caption	Schedule	Fixed or Not	Use Relay	Event Type
F1		No Time	Use	Not Use	Check-In
F2		No Time	Not Use	Not Use	Check-Out
F3		No Time	Not Use	Not Use	In
F4		No Time	Not Use	Not Use	Out

T & A Key

Function Key: **F1** Fixed Event

Event Caption: Use Relay

Auto Mode Schedule: **No Time**

Event Type: **Out**

Regard as normal check-in/check-out event Only Result

Add work time after this event

Buttons: Add, Modify, Delete, Delete All, Add, Modify, Delete, Apply to Others, **Apply**

- 2) Select the **Function Key**: Select a function key from the drop-down list.
Fixed event box will be activated when you are using Event Fix mode.
ex) BioStation: F1 ~ F4, 1 ~ 9, CALL, 0, or ECS
BioLite Net: < x 1, > x 1, < x 2, ~ , > x 15
- 3) Select the **Event Caption**: Enter the Caption that you wish to display in the LCD.
- 4) Select the **Auto Mode Schedule**: in the Auto Change mode, time zones will appear in the drop-down list.
- 5) Select the **Event Type**: set the types of event to assign to the key
(Not Use, Check In, Check Out, In, or Out)

Option:

Regard as normal check-in/check-out event

- User will consider as check-in/check-out on time even though user arrives later or leave early.

Only Result

- It will be activated when you select **Regard as normal check-in/check-out event** option. If you enable this option, T&A report shows all users come/leave on time. However, user's total work time will be calculated correctly based on actual check-in/check-out event.

Add work time after this event

- It will be activated when you select **'Out'** in the **Event Type**. If you enable this option, system will calculate user's total working time including the remain time slot even though user leaves the work early with pressing **'Out'** key. It is useful for employee who works at field instead of office.

After you set the T&A key, you must click **'Add'** and then **'Apply'** to save T&A key setting. You can also apply the same setting to other devices by clicking **'Apply to Others'**.