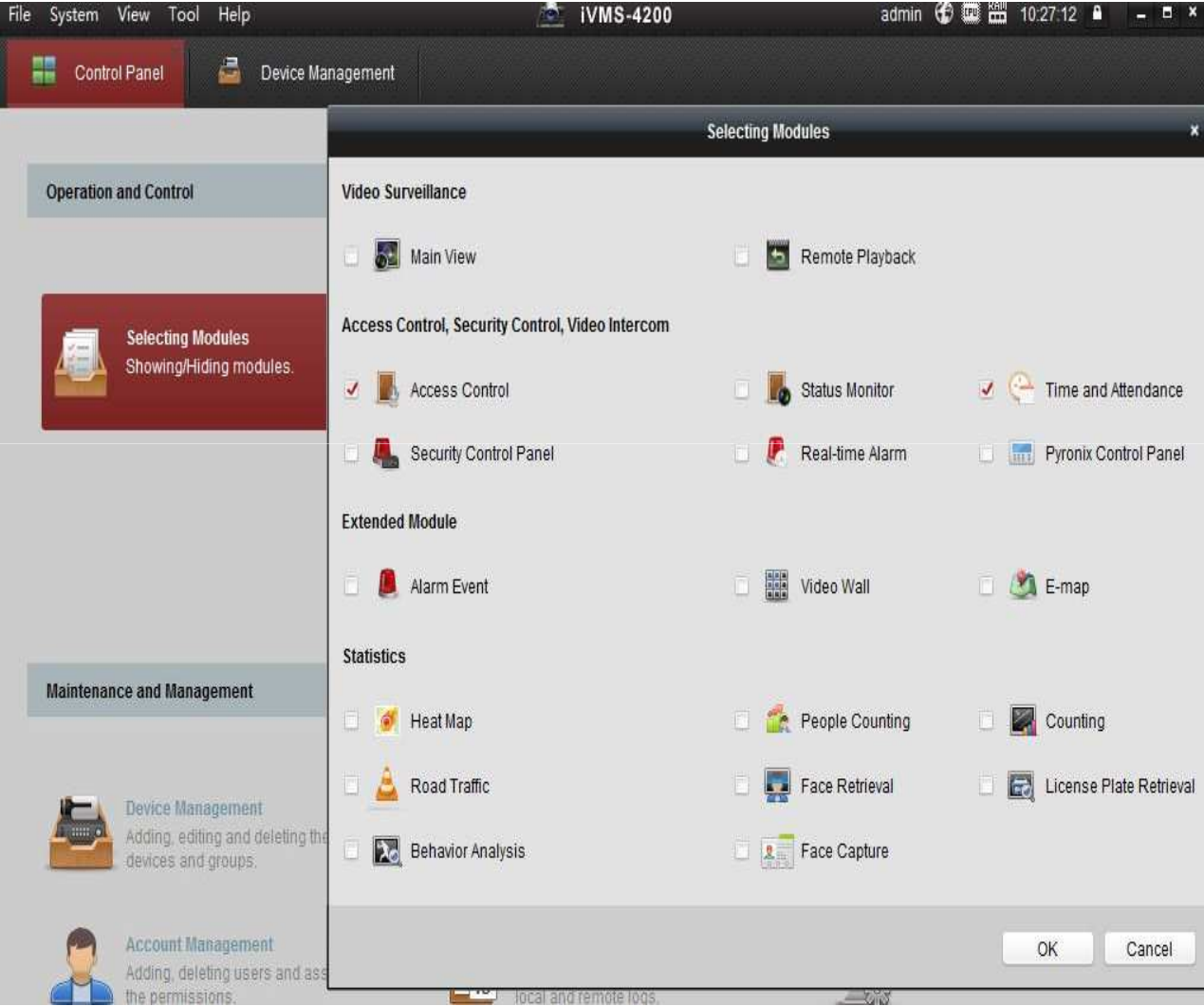


Time Attendance Instruction

- Organization and Person
- Shift Schedule Management
- Attendance Check Point
- Time Attendance Report
- Attendance Handling
- Advanced Settings

Organization and Person

Customize your iVMS-4200 by **Selecting Modules**



Organization and Person

The screenshot shows the 'Add' dialog in the Hikvision management software. The dialog is titled 'Add' and contains the following elements:

- Adding Mode:** A group of radio buttons for selecting the device addition mode. The 'IP/Domain' mode is selected.
- Fields:** Input fields for 'Nickname' (DS-K2604), 'Address' (10.8.166.65), 'Port' (8000), 'User Name' (admin), and 'Password' (masked with dots).
- Export to Group:** A checked checkbox labeled 'Export to Group'.
- Instructions:** A note at the bottom states: 'Set the device name as the group name and add all the channels connected to the device to the group.'
- Buttons:** An 'Add' button at the bottom right.

The background interface shows a 'Device for Management (0)' table with columns for Device Type, Nickname, Connection, Network Parameters, Device Serial No., and Security. Below this table is a list of 'Online Device (22)' with columns for IP and Device Type. The list includes:

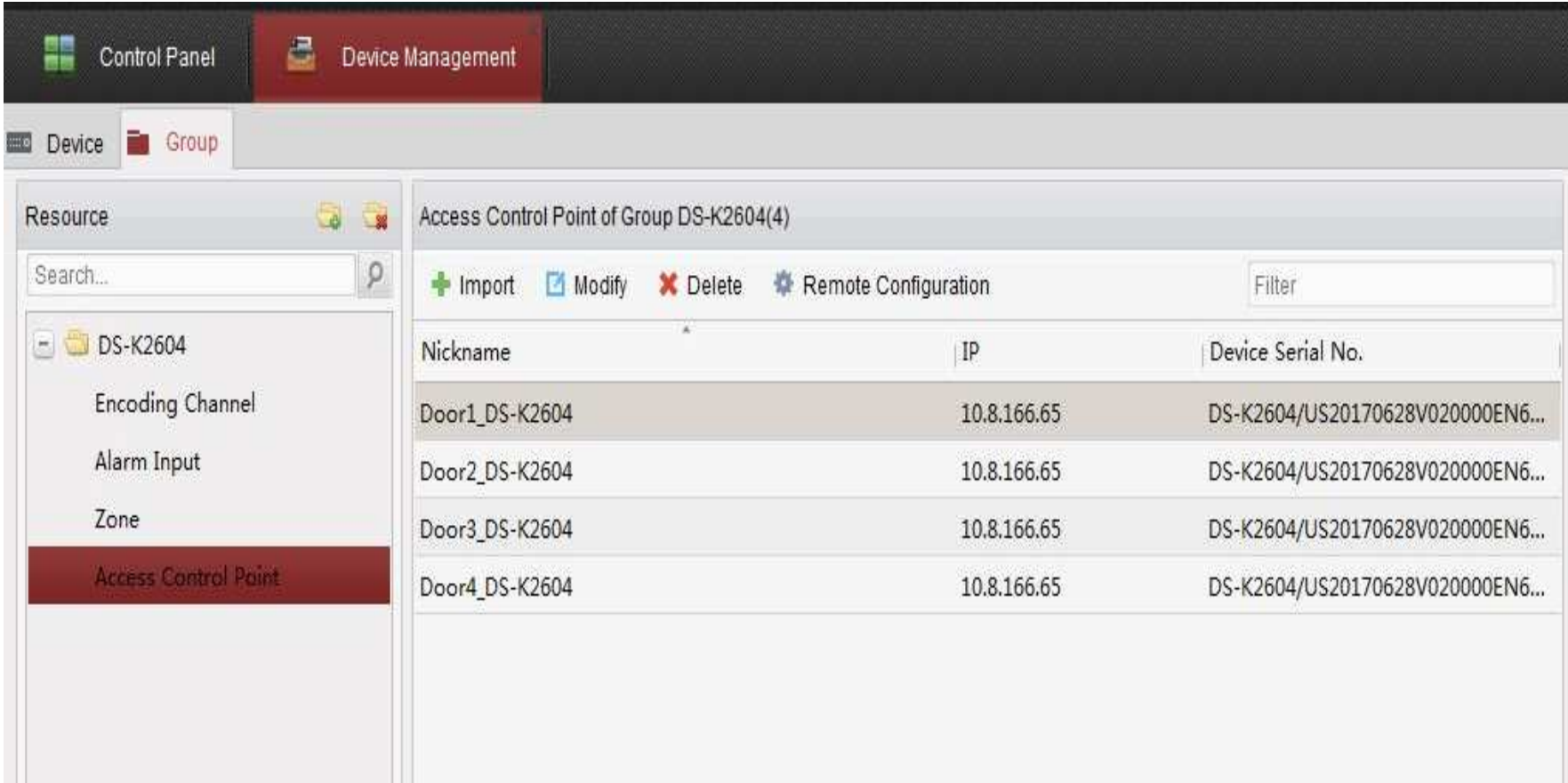
IP	Device Type
10.8.166.253	DS-KV8102-IM
10.8.166.65	DS-K2604/US
192.0.0.64	DS-KH8301-AS

Add device in different mode:

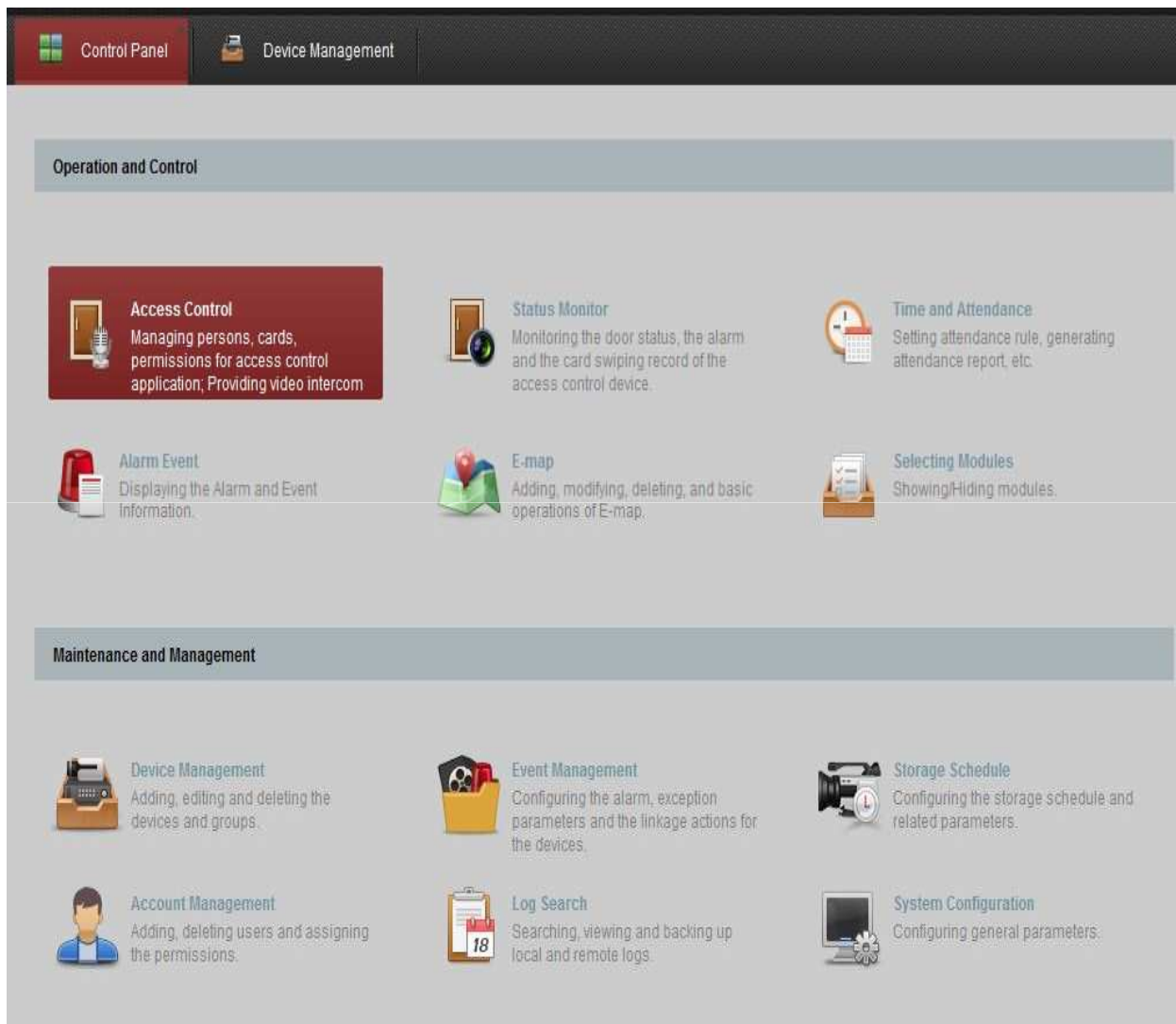
- **IP/Domain**
- **IP Segment**
- **Hik-Connect Domain**
- **Ehome Account**
- **Serial port**

Organization and Person

- 1. Add group by clicking 
- 2. Import "Access Control Point" into your group



Organization and Person

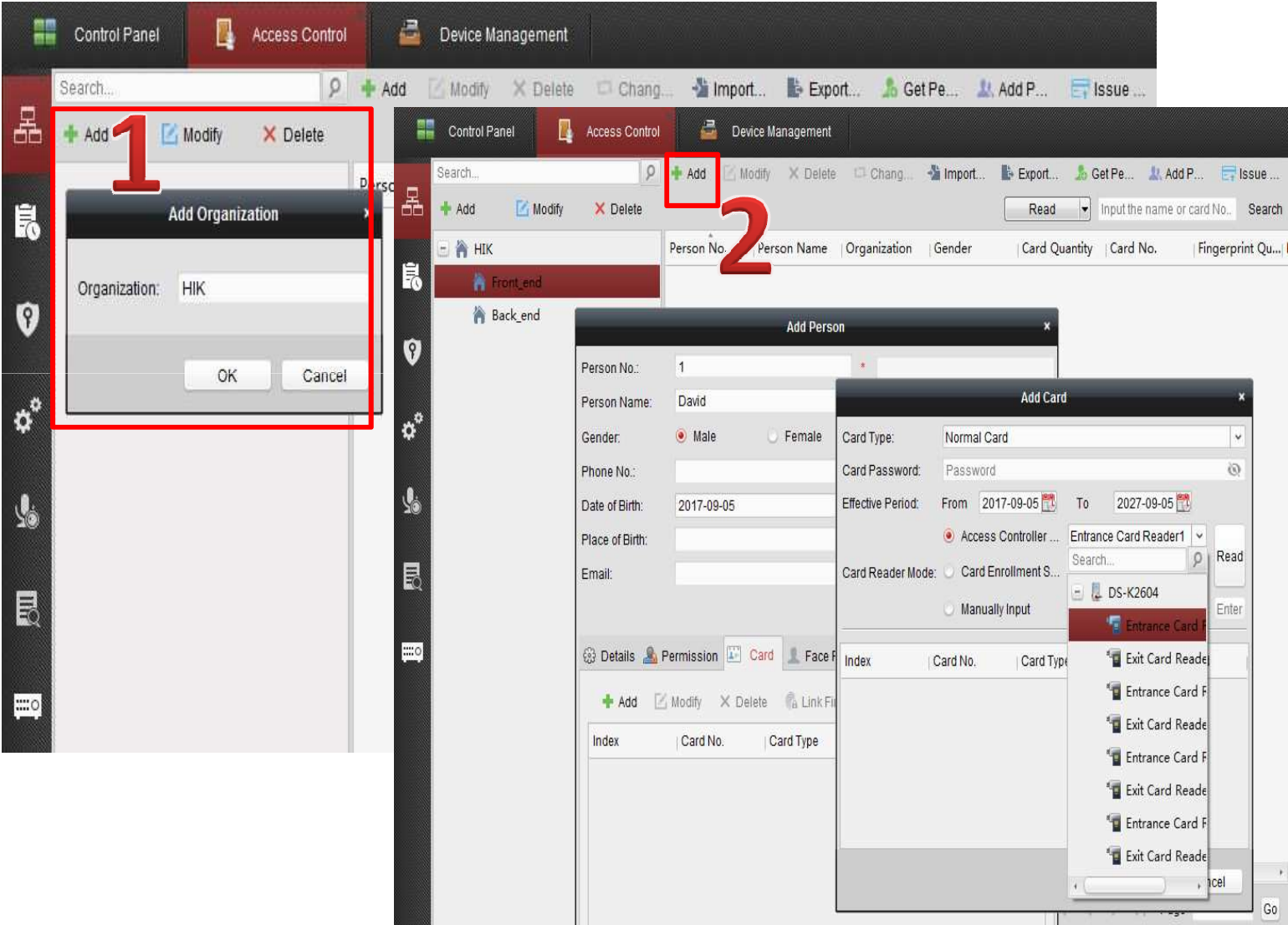


- Access control module is applicable to access control devices and video intercom devices
- Status monitor module show you management interface for every access control point (door)
- Time and Attendance module set attendance rule and generate attendance statistics

Organization and Person

1. Add organization

2. Add person



Organization and Person

Control Panel | Access Control | Device Management

Search... | + Add | Modify | Delete | Chang... | **Import...** | Export... | Get Pe... | Add P... | Issue ...

+ Add | Modify | Delete | Read | Input the name or card No. | Search

Person No.	Person Name	Organization	Gender	Card Quantity	Card No.	Fingerprint Qu...
1	David	HIK/Front_end	Male	1	07401605	0

Import Person

Please select the file to import

Import File: ENGHUA/Desktop/Template/Person Information.csv ...

[Download Template for Importing Person](#)

Importing person template

Person No	Organization	Person Name	Gender	ID Type	ID No.	Date of B	Phone No.	Job Title	Address	Email	Country	City	Degree	Device Op	On Board	Terminati	Card No.	
1	HIK/Front_end	David	1	1		2017/9/5								1	1	2017/9/5	2027/9/5	7401605
2	HIK/Front_end	Wonder	1	1		2017/9/5								1	1	2017/9/5	2027/9/5	7401605
3	HIK/Front_end	Antonio	1	1		2017/9/5								1	1	2017/9/5	2027/9/5	7401605
4	HIK/Front_end	Ciel	1	1		2017/9/5								1	1	2017/9/5	2027/9/5	7401605
5	HIK/Front_end	Margarita	1	1		2017/9/5								1	1	2017/9/5	2027/9/5	7401605
6	HIK/Front_end	Alex	1	1		2017/9/5								1	1	2017/9/5	2027/9/5	7401605
7	HIK/Front_end	Ming	1	1		2017/9/5								1	1	2017/9/5	2027/9/5	7401605

Organization and Person

Importing succeeded

The screenshot shows a software interface with a top navigation bar containing 'Control Panel', 'Access Control', and 'Device Management'. Below this is a search bar and a toolbar with buttons for '+ Add', 'Modify', 'Delete', 'Chang...', 'Import...', 'Export...', 'Get Pe...', 'Add P...', and 'Issue ...'. A sidebar on the left contains icons for a tree view, a list, a shield, settings, a microphone, a magnifying glass, and a chat icon. The main area displays a table with columns: Person No., Person Name, Organization, Gender, Card Quantity, Card No., and Fingerprint Qu... The table contains 7 rows of data. A dialog box titled 'Importing Result' is open in the foreground, showing the import file path 'C:/Users/YANZHENGHUA/Desktop/Template/Person Information.csv' and the message 'Importing succeeded!' which is highlighted with a red dashed box.

Person No.	Person Name	Organization	Gender	Card Quantity	Card No.	Fingerprint Qu...
1	David	HIK/Front_end	Male	1	7401605	0
2	Wonder	HIK/Front_end	Male	1	9888777	0
3	Antonio	HIK/Front_end	Male	1	8965554	0
4	Ciel	HIK/Front_end	Male	1	2345678	0
5	Margarita	HIK/Front_end	Male	1	7899655	0
6	Alex	HIK/Front_end	Male	1	7654433	0
7	Ming	HIK/Front_end	Male	1	6422567	0

Importing Result

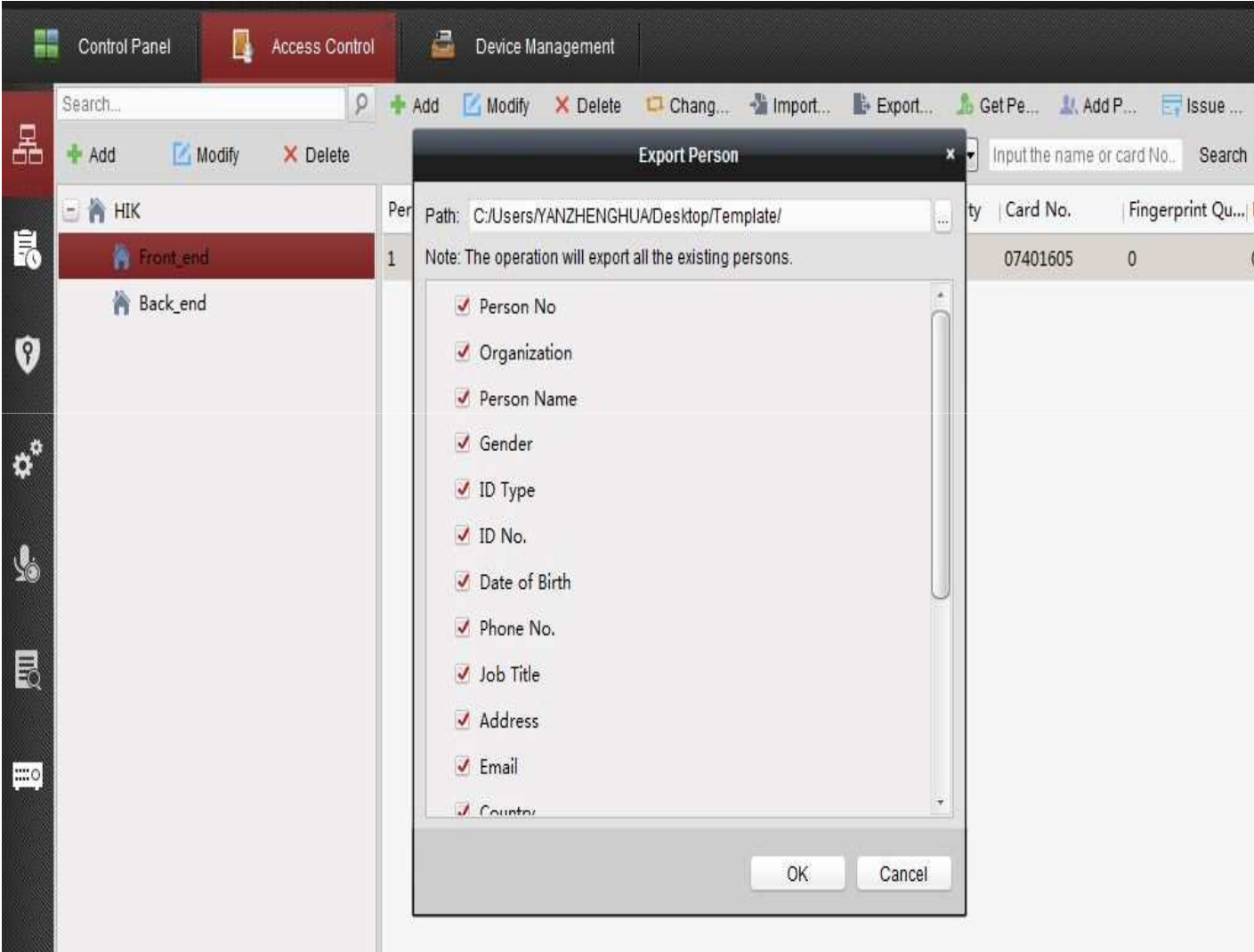
Import File: C:/Users/YANZHENGHUA/Desktop/Template/Person Information.csv

The importing result details are displayed as follows:

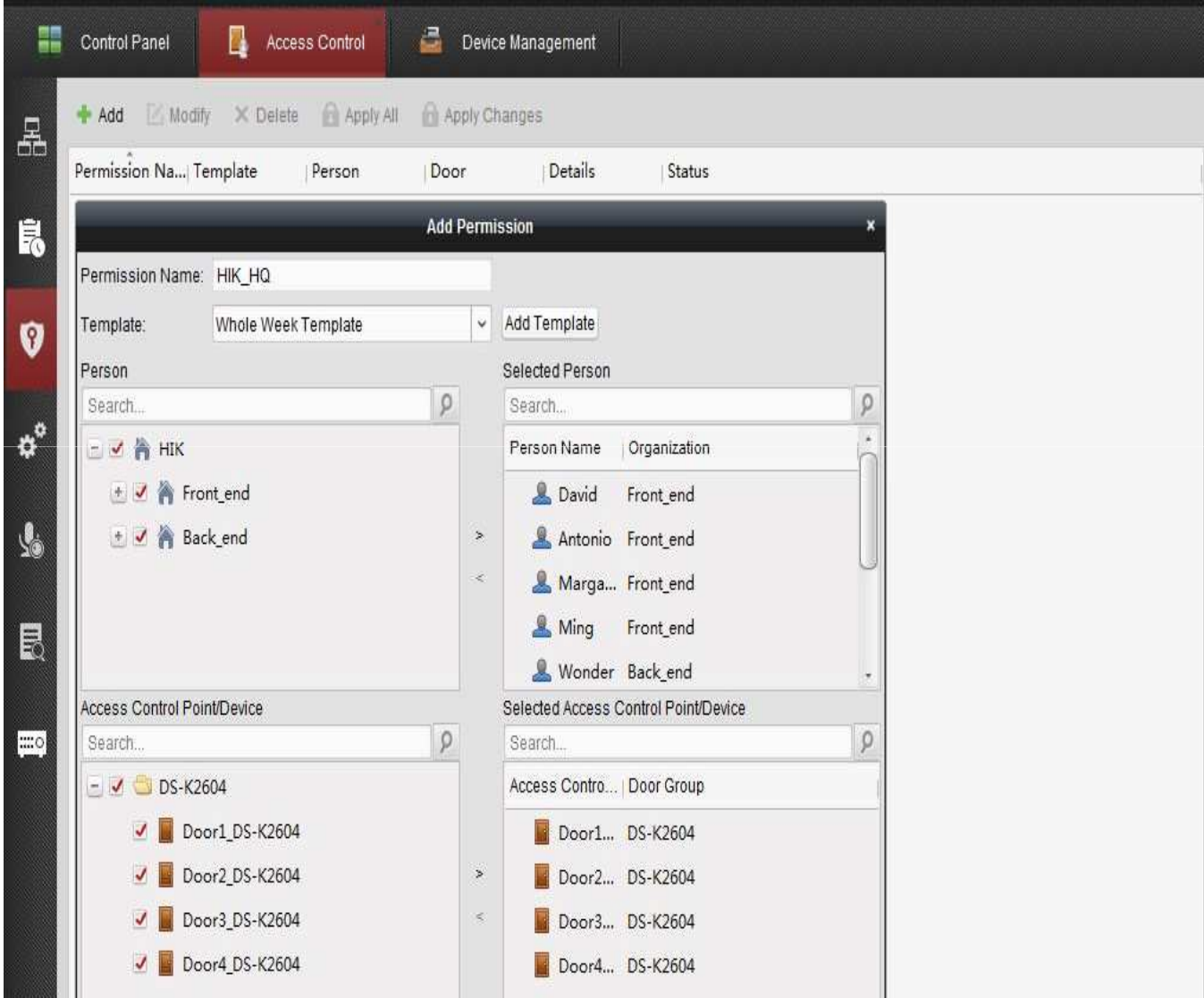
Importing succeeded!

Organization and Person

Export person information into Excel for better management



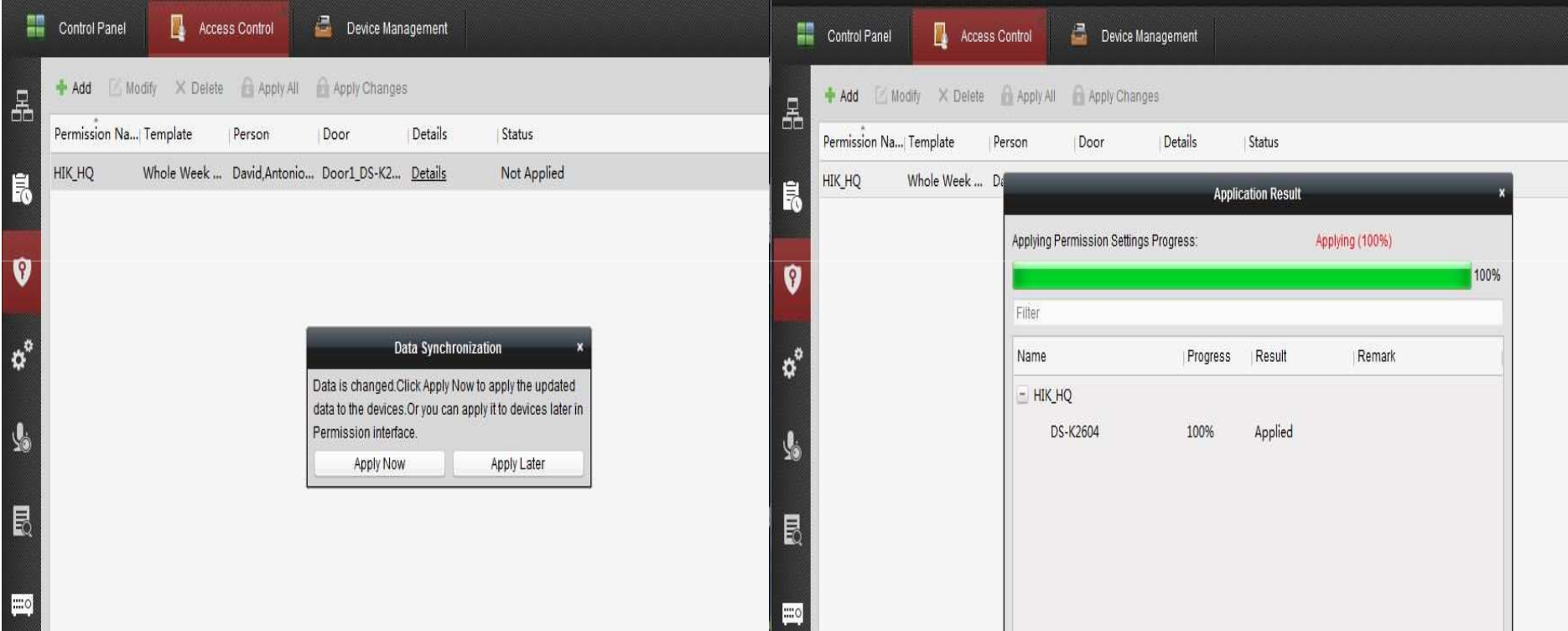
Organization and Person



- Add the template for swiping your card validly
- Assign every access control point/device permission to the selected persons

Organization and Person

Apply access control point/device permission to the selected persons



- Organization and Person
- Shift Schedule Management
- Attendance Check Point
- Time Attendance Report
- Attendance Handling
- Advanced Settings

Shift Schedule Management

Control Panel | Access Control | Time and Attendance | Device Management

Attendance Statistics | Shift Schedule Management | Attendance Handling | Advanced Settings

Department Filter

Search...

Show Pe

HIK

Shift Settings

Shift | Time Period Settings

HIK_HQ

Name: HIK_HQ

Start-Work Time: 08:00 End-Work Time: 18:00

Attend at Least: 480 min

Check-in Required Period of Validity: Before Start-Work Time 30 min to After Start-Work Time 30 min

Check-out Required Period of Validity: Before End-Work Time 30 min to After End-Work Time 30 min

After Start-Work Time 1 min, mark as Late.

Before End-Work Time 1 min, mark as Early Leave.

Exclude Break Period from Work Duration

Break Period 1: 12:00 — 13:30

Break Period 2: 00:00 — 00:00

Break Period 3: 00:00 — 00:00

Set as Pay-per-Time Period

Pay Rate: 2 Min. Time Unit: 60 min

➤ Attend at Least: Set the minimum attendance time

➤ When the **Min. Time Unit** is **60** mins:
 0 min ≤ working time < 60 mins, labor-hour = 0

60 mins ≤ working time < 120 mins, labor-hour = 1

120 mins ≤ working time < 180 mins, labor-hour = 2

$$\text{Pay rate} = \frac{\text{labor-hour during overtime}}{\text{labor-hour during working time}}$$

e.g:
 you get **1 USD** for 1 labor-hour during working time;
 you get **2 USD** for 1 labor-hour during overtime;

Pay rate = 2

Shift Schedule Management

Based on the time period, you can add and edit the Shift

The screenshot displays a software interface for managing shift schedules. The top navigation bar includes 'Control Panel', 'Access Control', 'Time and Attendance', and 'Device Management'. The 'Time and Attendance' section is active, showing sub-tabs for 'Attendance Statistics', 'Shift Schedule Management', 'Attendance Handling', and 'Advanced Settings'. The 'Shift Schedule Management' sub-tab is selected, leading to the 'Shift Settings' window.

On the left, a sidebar shows a search bar and a list of departments, with 'HIK' selected. The main area is divided into two tabs: 'Shift' and 'Time Period Settings'. The 'Shift' tab is active, showing a list of shifts with 'HIK_HQ_Attendance' selected. To the right of the list, the 'Time Period Settings' section includes:

- Shift Name: HIK_HQ_Attendance
- Shift Period: 1 Week(s)
- HIK_HQ 09:00-17:00

Below the settings is a 24-hour clock grid for each day of the week (Mon-Sun). The grid shows a blue bar indicating the active shift period from 09:00 to 17:00 for each day.

Shift Schedule Management

Assign the Shift schedule by Person or Department in batch

The screenshot displays the 'Shift Schedule Management' interface. The top navigation bar includes tabs for 'Attendance Statistics', 'Shift Schedule Management', 'Attendance Handling', and 'Advanced Settings'. The main interface is divided into two panes: 'Front_end' and 'Back_end'.

Front_end Pane:

- Department Resource: Search... (with magnifying glass icon), Show Person(s) in Sub Department
- Department: HIK (expanded), Front_end (selected), Back_end
- Table:

Employee No	Person Name	Department	Shift Name
1	David	HIK/Front_end	No Shift S
3	Antonio	HIK/Front_end	No Shift S
5	Margarita	HIK/Front_end	No Shift S
7	Ming	HIK/Front_end	No Shift S
- Person Schedule:
 - Time and Attendance
 - Shift: HIK_HQ_Attendance
 - Start Date: 2017-09-05
 - End Date: 2020-09-05
 - Check-in Not Requ...
 - Check-out Not Requ...
 - Effective for Multiple Shift Schedules

Back_end Pane:

- Department Resource: Search... (with magnifying glass icon), Show Person(s) in Sub Department
- Department: HIK (expanded), Front_end, Back_end (selected)
- Table:

Employee No	Person Name	Department	Shift Name	Temporary...	Start Date	End Date
2	Wonder	HIK/Back_end	Department Schedule	No	2017-09-05	2020-09-05
4	Ciel	HIK/Back_end	Department Schedule	No	2017-09-05	2020-09-05
6	Alex	HIK/Back_end	Department Schedule	No	2017-09-05	2020-09-05

Department Schedule Dialog:

- Time and Attendance
- Shift: HIK_HQ_Attendance
- Set as Default for All Persons in Department
- Start Date: 2017-09-05
- End Date: 2020-09-05
- Check-in Not Requ...
- Check-out Not Requ...
- Effective for Hol...
- Effective for Overt...
- Effective for Multiple Shift Schedules
- Buttons: Save, Close

Shift Schedule Management

Assign the temporary shift to one person and check the detailed shift schedule information for each person by clicking 'View' button

The screenshot displays a software interface for Shift Schedule Management. The top navigation bar includes 'Control Panel', 'Access Control', 'Time and Attendance', and 'Device Management'. The main menu contains 'Attendance Statistics', 'Shift Schedule Management', 'Attendance Handling', and 'Advanced Settings'.

The 'Shift Schedule Management' section shows a list of employees under the 'HIK' department. The table below summarizes the data shown in the interface:

Employee No	Person Name	Department	Shift Name	Temporary...	Start Date	End Date	Shift Schedule Details
1	David	HIK/Front_end	HIK_HQ_Attendan	No	2017-09-05	2020-09-05	View
2	Wonder	HIK/Back_end	Department Sche	No	2017-09-05	2020-09-05	View
3	Antonio	HIK/Front_end	No Shift Schedule	Yes			View

The 'Add Temporary Shift Schedule' window shows a shift date of 2017-09-10 to 2017-09-10 with a shift name of 'HIK_HQ 08:00-18:00'. A timeline below shows a blue bar representing the shift from 08:00 to 18:00 on 2017/09/10.

The 'Shift Schedule Details' window for Antonio (Employee No: 3, Department: HIK/Front_end) shows a 'Temporary Schedule' for the date 2017-09-01 to 2017-09-30. A timeline below shows a blue bar representing the shift from 08:00 to 18:00 on 2017/09/10.

- Organization and Person
- Shift Schedule Management
- Attendance Check Point
- Time Attendance Report
- Attendance Handling
- Advanced Settings

Attendance Check Point

Control Panel | Access Control | Status Monitor | Time and Attendance | Device Management

Attendance Statistics | Shift Schedule Management | Attendance Handling | Advanced Settings

Settings

- Basic Settings
- Attendance Rule Settings
- Attendance Check Point Settings**
- Holiday Settings
- Leave Type Settings

Attendance Check Point Set All Card Readers as Check Points + [edit] [close]

Check Point Name	Check Point Function	Door Location	Card Reader Name	Attendance Check Point Descripti...
HIK enter	Start/End-Work		Entrance Card Rea...	

Modify Attendance Check Point [close]

Check Point Name:

Card Reader:

Check Point Function:

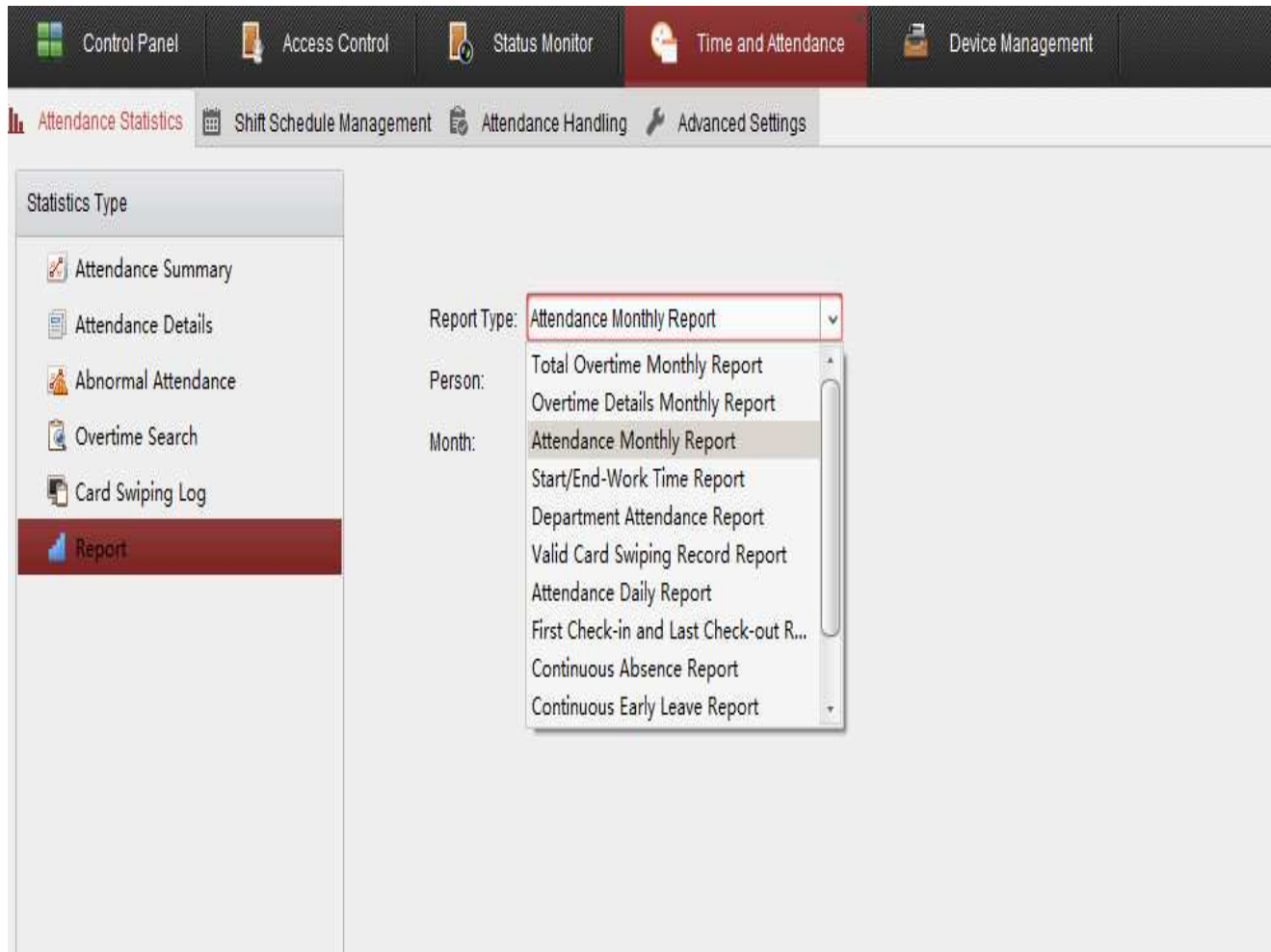
Door Location:

Check Point Description:

Define the specific Check Points for attendance data collection

- Organization and Person
- Shift Schedule Management
- Attendance Check Point
- Time Attendance Report
- Attendance Handling
- Advanced Settings

Time Attendance Report



12 kinds of attendance report:

1. Total Overtime Monthly Report
2. Overtime Details Monthly Report
3. Attendance Monthly Report
4. Start/End-Work Time Report
5. Department Attendance Report
6. Valid Card Swiping Record Report
7. Attendance Daily Report
8. First Check-in and Last Check-out Report
9. Continuous Absence Report
10. Continuous Early Leave Report
11. Continuous Late Report
12. Attendance Monthly Report

Time Attendance Report

Check the card swiping logs used for the attendance statistics

The screenshot shows a web application interface for Time Attendance Report. The top navigation bar includes 'Control Panel', 'Access Control', 'Status Monitor', 'Time and Attendance' (selected), and 'Device Management'. Below this, a sub-menu shows 'Attendance Statistics' (selected), 'Shift Schedule Management', 'Attendance Handling', and 'Advanced Settings'. The main content area is divided into a left sidebar and a main panel. The sidebar, titled 'Statistics Type', lists 'Attendance Summary', 'Attendance Details', 'Abnormal Attendance', 'Overtime Search', 'Card Swiping Log' (selected), and 'Report'. The main panel contains search filters: 'Department: HIK' (dropdown), 'Name: David' (text input), and 'Time: 2017-09-05 00:00:00 - 2017-09-05 23:59:59' (date range picker). There are 'Search' and 'Reset' buttons. Below the filters is a 'Details' section with 'Report' and 'Export' buttons. A table displays the card swiping logs:

Employee No	Name	Department	Time	Card Reader ...	Card No
1	David	HIK/Front_end	2017-09-05 21:26:48	Card	2756314693
1	David	HIK/Front_end	2017-09-05 21:26:36	Card	2756314693

Time Attendance Report

Check the overtime status statistics of the selected employee in the specified time period

The screenshot shows a software interface for managing time and attendance. The top navigation bar includes 'Control Panel', 'Access Control', 'Status Monitor', 'Time and Attendance', and 'Device Management'. The sub-navigation bar includes 'Attendance Statistics', 'Shift Schedule Management', 'Attendance Handling', and 'Advanced Settings'. The left sidebar, under 'Statistics Type', lists 'Attendance Summary', 'Attendance Details', 'Abnormal Attendance', 'Overtime Search', 'Card Swiping Log', and 'Report'. The main content area on the right contains search filters for 'Department' (HIK), 'Name' (David), and 'Attendance Date' (2017-09-05 to 2017-09-05), with 'Search' and 'Reset' buttons. Below the filters is a 'Details' section with 'Report' and 'Export' buttons, and a table with columns: Employee No, Name, Department, Date, Overtime Dur..., and Overtime Type.

Time Attendance Report

Check the statistics of the abnormal attendance data

The screenshot displays a web application interface for managing attendance data. The top navigation bar includes 'Control Panel', 'Access Control', 'Status Monitor', 'Time and Attendance' (highlighted), and 'Device Management'. Below this, a secondary menu shows 'Attendance Statistics' (highlighted), 'Shift Schedule Management', 'Attendance Handling', and 'Advanced Settings'. On the left, a 'Statistics Type' sidebar lists 'Attendance Summary', 'Attendance Details', 'Abnormal Attendance' (highlighted), 'Overtime Search', 'Card Swiping Log', and 'Report'. The main content area features search filters: 'Department' set to 'HIK', 'Name' set to 'Input Person Name', and 'Time' set to '2017-09-05 00:00:00' to '2017-09-05 23:59:59'. 'Search' and 'Reset' buttons are present. Below the filters is a 'Details' section with 'Report' and 'Export' icons. A table header is visible with columns: Employee No, Name, Department, Abnormal Type, Start Time, End Time, and Date. The table body is currently empty.

Time Attendance Report

Set the attendance status search conditions, the matched results will list on this page

The screenshot shows a web-based interface for managing attendance reports. At the top, there is a navigation bar with five main sections: Control Panel, Access Control, Status Monitor, Time and Attendance (highlighted in red), and Device Management. Below this, a secondary navigation bar includes Attendance Statistics (highlighted), Shift Schedule Management, Attendance Handling, and Advanced Settings.

The main content area is divided into a left sidebar and a right main panel. The sidebar, titled 'Statistics Type', contains several menu items: Attendance Summary, Attendance Details (highlighted in red), Abnormal Attendance, Overtime Search, Card Swiping Log, and Report.

The main panel contains search filters and a data table. The filters include:

- Department: A dropdown menu with 'HIK' selected.
- Name: A text input field with 'Input Person Name' and a 'Search' button.
- Attendance Date: Two date pickers both set to '2017-09-05' and a 'Reset' button.
- Attendance Status: A row of checkboxes for 'Normal', 'Absent', 'Late', 'Early...', 'Over...', 'Leave', and three 'Che...' options, all of which are checked.

Below the filters, there is a 'Details' section with three buttons: 'Correct Check-in/out', 'Report', and 'Export'. At the bottom, a table header is visible with columns: Employee No, Name, Department, Date, Shift, Time Period, Start-Work St..., and End-.

Time Attendance Report

Check all the attendance information statistics of the employees in the specified time period

The screenshot shows a web-based interface for a Time Attendance Report. At the top, there is a navigation bar with five main sections: Control Panel, Access Control, Status Monitor, Time and Attendance (highlighted in red), and Device Management. Below this is a secondary navigation bar with four sub-sections: Attendance Statistics (highlighted in red), Shift Schedule Management, Attendance Handling, and Advanced Settings.

On the left side, there is a 'Statistics Type' sidebar with the following options: Attendance Summary (highlighted in red), Attendance Details, Abnormal Attendance, Overtime Search, Card Swiping Log, and Report.

The main content area contains a search and filter section with the following fields and buttons:

- Department: HIK (dropdown menu)
- Name: Input Person Name (text input)
- Search (button)
- Attendance Date: 2017-09-05 (calendar icon) — 2017-09-05 (calendar icon)
- Reset (button)

Below the search section, there is a 'Details' section with a 'Report' button (calendar icon) and an 'Export' button (document icon).

The main data area is a table with the following columns: Employee No, Name, Department, Required Times, Actual Times, Late, Early Leave, and Absence. The table is currently empty.

- Organization and Person
- Shift Schedule Management
- Attendance Check Point
- Time Attendance Report
- Attendance Handling
- Advanced Settings

Attendance Handling

The screenshot displays the 'Attendance Handling' software interface. At the top, there is a navigation bar with icons for 'Control Panel', 'Access Control', 'Time and Attendance', and 'Device Management'. Below this, a secondary bar contains 'Attendance Statistics', 'Shift Schedule Management', 'Attendance Handling' (highlighted), and 'Advanced Settings'. The main area is divided into a sidebar on the left and a central form. The sidebar, titled 'Handling Type', lists 'Check-in/out Correction' (selected), 'Leave and Business Trip', and 'Manual Calculation of Attendance'. The central form includes a 'Department' dropdown set to 'HIK', a 'Name' input field with 'Input Person Name', a 'Search' button, and a 'Time' range selector set to '2017-09-05 00:00:00' to '2017-09-05 23:59:59' with a 'Reset' button. Below the form are buttons for '+ Add', 'Modify', 'Delete', 'Report', and 'Export'. Two pop-up windows are open: 'Add Person' on the left, showing a search bar and a list of employees under 'HIK' (Front_end, David, Antonio, Margarita, Ming, Back_end, Alex, Ciel, Wonder), and 'Add Check-in/out Correction' on the right, which has checkboxes for 'Check-in' and 'Check-out', fields for 'Actual Start-Work Time' and 'Actual End-Work Time' (both set to '2017-09-05 00:00:00'), an 'Employee Name' field, a 'Remark' text area, and 'Add' and 'Cancel' buttons.

- You can add, edit, delete, search the check-in/out correction and generate the related report
- You can also export the check-in/out correction details to local PC

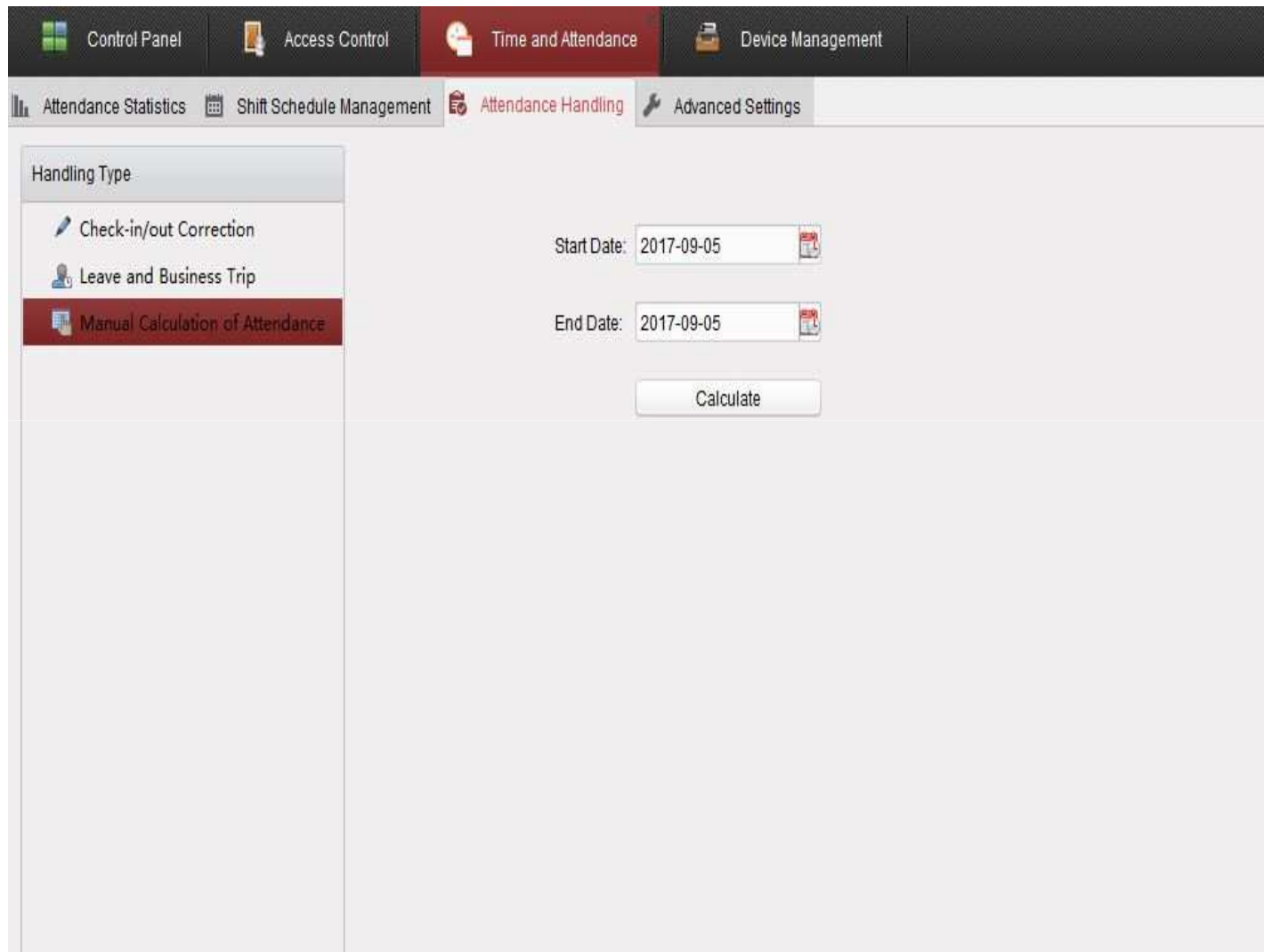
Attendance Handling

The screenshot displays the 'Attendance Handling' module within a software application. The main interface includes a navigation bar with 'Control Panel', 'Access Control', 'Time and Attendance', and 'Device Management'. Below this, there are tabs for 'Attendance Statistics', 'Shift Schedule Management', 'Attendance Handling', and 'Advanced Settings'. The 'Attendance Handling' section is active, showing a 'Handling Type' sidebar with options like 'Check-in/out Correction', 'Leave and Business Trip', and 'Manual Calculation of Attendance'. The main area contains search and filter fields for 'Department' (set to 'HIK'), 'Name' (set to 'Input Person Name'), and 'Time' (set to '2017-09-05 00:00:00' to '2017-09-05 23:59:59'). Below these are buttons for 'Search' and 'Reset'. A 'Details' section at the bottom has buttons for '+ Add', 'Modify', 'Delete', 'Report', and 'Export'. Two pop-up windows are overlaid: 'Add Person' on the left, which shows a search bar and a list of employees under 'HIK' (Front_end, Back_end) with individual names like David, Antonio, Margarita, Ming, Alex, Ciel, and Wonder; and 'Add Leave and Business Trip Application' on the right, which has fields for 'Type' (Leave, Paternity Leave), 'Time' (2017-09-05 00:00:00 to 2017-09-05 23:59:59), 'Employee Name', and a 'Remark' text area, with 'Add' and 'Cancel' buttons at the bottom.

- You can add, edit, delete, search the leave and business trip and generate the related report
- You can also export the leave and business trip details to local PC

Attendance Handling

You can calculate the attendance result manually if needed by specifying the start time and end time



The screenshot shows a web-based management interface with a dark grey top navigation bar and a light grey sub-navigation bar. The top bar contains four main sections: 'Control Panel', 'Access Control', 'Time and Attendance' (highlighted in red), and 'Device Management'. The sub-navigation bar contains four items: 'Attendance Statistics', 'Shift Schedule Management', 'Attendance Handling' (highlighted in red), and 'Advanced Settings'. On the left side, there is a 'Handling Type' sidebar with three options: 'Check-in/out Correction', 'Leave and Business Trip', and 'Manual Calculation of Attendance' (highlighted in red). The main content area on the right contains two date input fields: 'Start Date: 2017-09-05' and 'End Date: 2017-09-05', each with a calendar icon to its right. Below these fields is a 'Calculate' button.

- Organization and Person
- Shift Schedule Management
- Attendance Check Point
- Time Attendance Report
- Attendance Handling
- Advanced Settings

Advanced Settings

Control Panel Access Control Status Monitor **Time and Attendance** Device Management

Attendance Statistics Shift Schedule Management Attendance Handling **Advanced Settings**

Settings

- Basic Settings**
- Attendance Rule Settings
- Attendance Check Point Settings
- Holiday Settings
- Leave Type Settings

Basic Settings

Company Name:

Start Day of Each Week:

Start Date of Each Month:

Non-Work Day Settings

Set as Non-Work Day: Mon. Tue. Wed. Thu. Fri. Sat. Sun.

Set Non-Work Day's Color in Report:

Set Non-Work Day's Mark in Report:

Advanced Settings

Control Panel Access Control Status Monitor **Time and Attendance** Device Management

Attendance Statistics Shift Schedule Management Attendance Handling **Advanced Settings**

Settings

- Basic Settings
- Attendance Rule Settings**
- Attendance Check Point Settings
- Holiday Settings
- Leave Type Settings

Attendance/Absence Settings

If employee does not check in when starting work, mark as Absent Late for min

If employee does not check out when ending work, mark as Absent Early Leave for min

Check-in/out Settings

The parameters here will be set as defaults for the newly added time period. They will not affect the e...

Check-in Required Period of Validity: Before Start-Work Time min to After Start-Work Time min

Check-out Required Period of Validity: Before End-Work Time min to After End-Work Time min

After Start-Work Time min, mark as Late.

Before End-Work Time min, mark as Early Leave.

Overtime Settings

If work exceeds the scheduled work time by min, mark as Overtime.

Max. Overtime per Day min

Non-scheduled Work Day

If the employee works for more than min, mark as Overtime.

Advanced Settings

The screenshot shows a software interface with a dark top navigation bar containing four main sections: 'Control Panel', 'Access Control', 'Time and Attendance', and 'Device Management'. Below this is a secondary navigation bar with 'Attendance Statistics', 'Shift Schedule Management', 'Attendance Handling', and 'Advanced Settings' (the active section). The main content area is split into a left sidebar and a right pane. The sidebar, titled 'Settings', lists: 'Basic Settings', 'Attendance Rule Settings', 'Attendance Check Point Settings' (highlighted), 'Holiday Settings', and 'Leave Type Settings'. The right pane, titled 'Attendance Check Point', features a checkbox 'Set All Card Readers as Check Points' which is checked. Below the title is a table with the following headers: 'Check Point Name', 'Check Point Function', 'Door Location', 'Card Reader Name', and 'Attendance Check Point Descripti...'. The table body is currently empty.

Check Point Name	Check Point Function	Door Location	Card Reader Name	Attendance Check Point Descripti...
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Advanced Settings

The screenshot displays the 'Advanced Settings' window of a software application. The top navigation bar includes 'Control Panel', 'Access Control', 'Status Monitor', 'Time and Attendance' (highlighted), and 'Device Management'. Below this, a secondary bar shows 'Attendance Statistics', 'Shift Schedule Management', 'Attendance Handling', and 'Advanced Settings' (highlighted).

The main content area is divided into a left sidebar and a right pane. The sidebar, titled 'Settings', contains the following options: 'Basic Settings', 'Attendance Rule Settings', 'Attendance Check Point Settings', 'Holiday Settings' (highlighted), and 'Leave Type Settings'. The right pane, titled 'Holiday', features a table with columns for 'Holiday Name', 'Start Date', 'End Date', and 'Holiday Days'. A modal dialog box titled 'Add Holiday' is open in the center, containing the following fields and controls:

- Holiday Name:** An empty text input field.
- Start Date:** A date picker field showing '2017-09-05' with a calendar icon.
- End Date:** A date picker field showing '2017-09-05' with a calendar icon.
- Buttons:** 'Add' and 'Cancel' buttons at the bottom.

Advanced Settings

Control Panel | Access Control | Status Monitor | **Time and Attendance** | Device Management

Attendance Statistics | Shift Schedule Management | Attendance Handling | **Advanced Settings**

Settings

- Basic Settings
- Attendance Rule Settings
- Attendance Check Point Settings
- Holiday Settings
- Leave Type Settings**

Leave		Minor Type	
		Index	Type
Day Off in Lieu		1	Paternity Leave
Go Out on Business		2	Parental Leave
		3	Sick Leave
		4	Family Reunion Leave
		5	Annual Leave
		6	Maternity Leave
		7	Personal Leave
		8	Bereavement Leave

Add Major Leave Type

Name:

Add Cancel

Thanks