

Suprema Webinar 2020

BioStar2 TA Beginner (Crash Course)

Speaker

Hatem Kahla

Regional Technical Manager | Suprema Middle East

Date: Tuesday, June 9, 2020

Time: 6:00 PM, GMT+4, Dubai

Time: 9:00 AM, GMT-5, Mexico (CDT)

Time: 10:00 AM, GMT-4, New York (EDT)

North America, Latin America, Europe

Date: Wednesday, June 10, 2020

Time: 12:00 PM, GMT+4, Dubai

Time: 9:00 AM, GMT +1, UK (BST)

Time: 5:00 PM, GMT +9, Seoul

Asia, Europe, Middle East, Africa

FAQ about Suprema Webinar

❖ How can I find Webinar Contents?

1) Email

- ✓ After this webinar, Suprema Team will provide the presentation and the recorded video file to your registered emails. It will take **5** days after reviewing the files with including Q&A list.

2) Website (Suprema Technical Support Site)

- ✓ After this webinar, you can also find the information with including Q&A list in Suprema support technical site. Search **Suprema Webinar on** the Suprema Technical Support Site. Or, simply google it.
- ✓ <https://support.supremainc.com>



suprema webinar

support.supremainc.com › support › solutions ▼

[Suprema Webinar : Technical Support](#)

This is for uploading the files (PDF and Recorded Video)

3) SNS Channel & YouTube

- ✓ Plus, we will post the information to YouTube, Facebook, and LinkedIn. (Simply search it on each site)

Suprema Technical Support

Home Solutions Forums Tickets

How can we help you today?

Enter your search term here... **SEARCH**

[Solution home](#) / [Suprema Webinars](#) / [BioStar2 Products](#)

[CoreStation] All about CoreStation 📄

Created by: Kate Yu
Modified on: Sun, Apr 19, 2020 at 9:25 PM

Suprema Webinar_01 : All about CoreStation

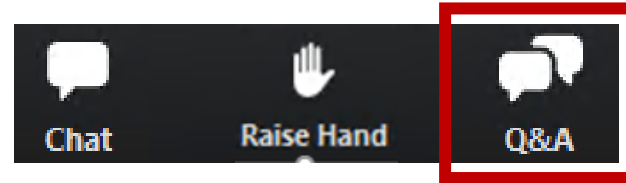
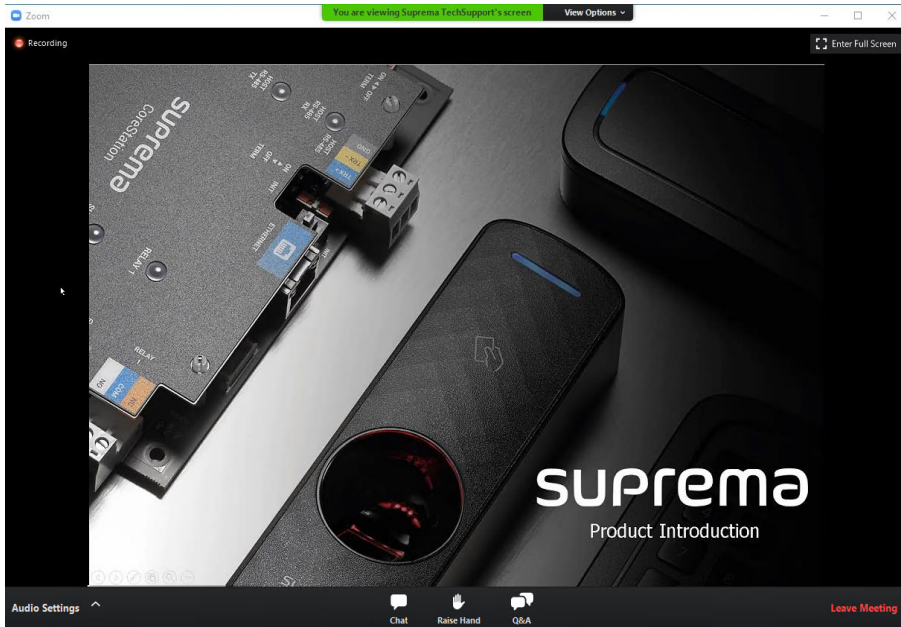
CoreStation is Suprema's Intelligent Biometric Controller. It's 4 door access controller. It matches all types of credentials such as Card, Biometrics and Mobile credential. It is compatible with all standard readers. Because of easy scalability of the system, it's suitable for SMB to Enterprise system. It is also easy to setup and configure through Webserver and application.

For more details about the webinar, please refer the below description, and download the attached presentation file.
(The recorded Video File: Click [here](#).)

What we covered in this webinar:
Knowing CoreStation and selling points
Learning how to make Centralized System with CoreStation

FAQ about Suprema Webinar

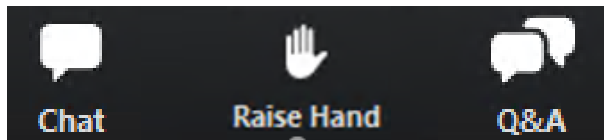
❖ How I inquiry during Webinar session?



1) [Q&A] Box for leaving your question

✓ During The webinar, you can leave your questions to **Q&A box anytime** Suprema agents in panels will answer in real time.

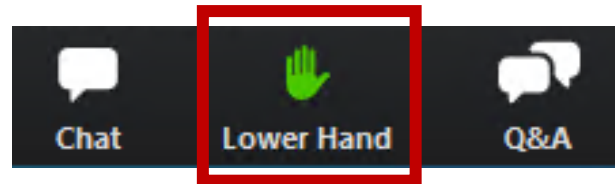
Please mouse over on the bottom of your screen, the 3 buttons as following will come out.



FAQ about Suprema Webinar

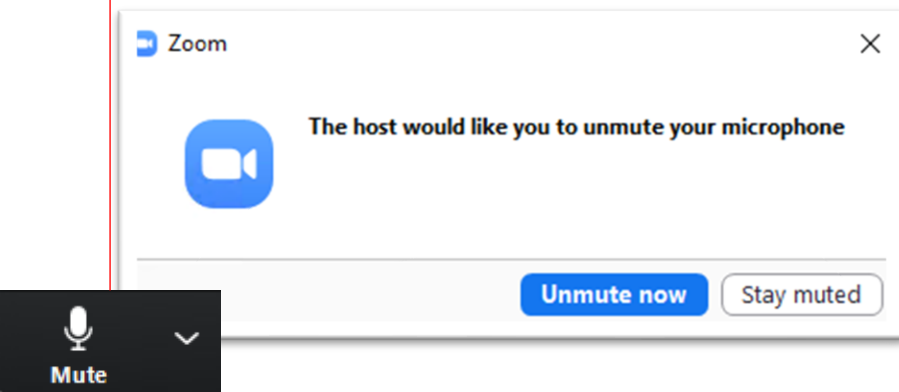
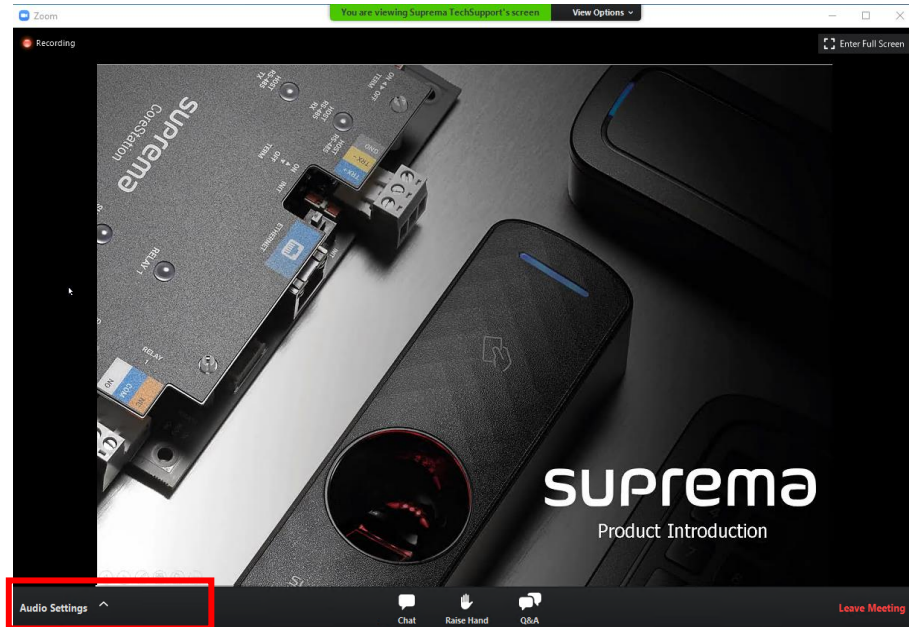
❖ How I inquiry during Webinar session?

2) [Raise Hand] to speak your Question



Please click on [Raise Hand] on the menu bar if you have a question during the webinar. The color will turn to Green.

Host will allow to unmute your microphone and you will be available to unmute your microphone at the time.

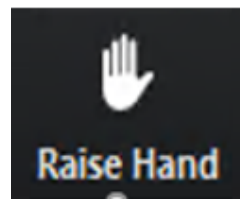
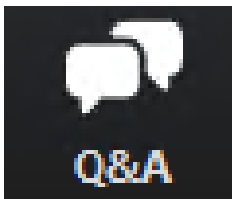


FAQ about Suprema Webinar

❖ How I inquiry during Webinar session?

Notification: Question Session

- ✓ Between the presentation progress, We will have Q&A session to make the interactive webinar.
- ✓ You can leave your questions through **QA box**.
- ✓ Or you can raise your hand from the menu bar, and you will be available to **unmute your microphone** once the host confirms your sign from Attendee's list.
- ✓ ***When you speak through a microphone***, please **introduce your name** and **question**. *We will answer one by one, so please kindly wait for your turn.*



Contents

1. Webinar Goal
2. Understanding BioStar2 TA license
3. Activating BioStar2 TA License (online & offline)
Q&A
4. Understanding BioStar2 TA 24 hours shift concept
Q&A
5. Activate TA module and Register Devices
Q&A
6. Configuration of time code, shifts, schedule template, rules, schedule
Q&A
7. Available reports and limitations
8. Export report as CSV & PDF
Q&A

DISCLAIMER

This presentation is solely for the use of Suprema's employees. No part of this material may be circulated, quoted, or reproduced for distribution outside the customer's organization without prior written approval from Suprema Inc. This material was prepared by Suprema Inc. solely for informative purpose and was not independently verified. No representations or warranties, express or implied, are made as to, and no reliance should be placed on, the accuracy, fairness or completeness of the information presented or contained in this presentation. © 2020 Suprema Inc. All rights reserved.

LET US START

Contents

1. Webinar Goal

2. Understanding BioStar2 TA license

3. Activating BioStar2 TA License (online & offline)

Q&A

4. Understanding BioStar2 TA 24 hours shift concept

Q&A

5. Activate TA module and Register Devices

Q&A

6. Configuration of time code, shifts, schedule template, rules, schedule

Q&A

7. Available reports and limitations

8. Export report as CSV & PDF

Q&A

DISCLAIMER

This presentation is solely for the use of Suprema's employees. No part of this material may be circulated, quoted, or reproduced for distribution outside the customer's organization without prior written approval from Suprema Inc. This material was prepared by Suprema Inc. solely for informative purpose and was not independently verified. No representations or warranties, express or implied, are made as to, and no reliance should be placed on, the accuracy, fairness or completeness of the information presented or contained in this presentation. © 2020 Suprema Inc. All rights reserved.

1 - Webinar Goal

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | 6. Configuration | 7. Reports | 8.Export

BioStar 2 Time Attendance (Crash Course)

The aim of this webinar is to understand the features and capabilities of Suprema Time Attendance module.

All the information in this webinar is useful for Sales, pre-Sales, and technical teams.

It is important that Sales team understand the limitations of BioStar2 Time Attendance to avoid unsupported features selling to customers.

BioStar 2 TA is a time and attendance module that serves as an add on to the BioStar 2 platform.

Easy integration with HR/ERP system to enable the HR management and T&A management in one system.



Contents

1. Webinar Goal

2. Understanding BioStar2 TA license

3. Activating BioStar2 TA License (online & offline)

Q&A

4. Understanding BioStar2 TA 24 hours shift concept

Q&A

5. Activate TA module and Register Devices

Q&A

6. Configuration of time code, shifts, schedule template, rules, schedule

Q&A

7. Available reports and limitations

8. Export report as CSV & PDF

Q&A

DISCLAIMER

This presentation is solely for the use of Suprema's employees. No part of this material may be circulated, quoted, or reproduced for distribution outside the customer's organization without prior written approval from Suprema Inc. This material was prepared by Suprema Inc. solely for informative purpose and was not independently verified. No representations or warranties, express or implied, are made as to, and no reliance should be placed on, the accuracy, fairness or completeness of the information presented or contained in this presentation. © 2020 Suprema Inc. All rights reserved.

2 – Understanding BioStar2 TA license

1. Webinar Goal | [2. License](#) | 3. Activate license | 4. 24 hours shift | 5. Register Devices | 6. Configuration | 7. Reports | 8.Export

BioStar2 Licenses:

We have 4 categories of Licenses:

1. Access Control

2. Time Attendance

3. Video

4. Visitor Management

The screenshot displays the 'License' management interface in BioStar2. It is organized into four sections, each corresponding to a license category. Each section contains two options: 'Activate License Online' and 'Activate License Offline'. The 'Activate License Online' option includes input fields for 'Name' and 'Activation Key', followed by an 'Activate' button. The 'Activate License Offline' option includes a 'Request offline key' button and an 'Activate' button. The categories are: 1. Access Control, 2. Time Attendance, 3. Video, and 4. Visitor.

Category	Option	Fields/Buttons
1 Access Control	Activate License Online	Name, Activation Key, Activate
	Activate License Offline	Request offline key, Activate
2 Time Attendance	Activate License Online	Name, Activation Key, Activate
	Activate License Offline	Request offline key, Activate
3 Video	Activate License Online	Name, Activation Key, Activate
	Activate License Offline	Request offline key, Activate
4 Visitor	Activate License Online	Name, Activation Key, Activate
	Activate License Offline	Request offline key, Activate

2 – Understanding BioStar2 Access Control License

1. Webinar Goal | [2. License](#) | 3. Activate license | 4. 24 hours shift | 5. Register Devices | 6. Configuration | 7. Reports | 8.Export

BioStar2 Access Control Licenses:

Items	Starter (Free)	Standard	Advanced	Professional
Number of Users	100	500	1,000	Unlimited



Precaution

Make sure to say BioStar2 TIME ATTENDACE License when you order,,,
Standard, Advanced, & Professional are also in BioStar2 ACCESS CONTROL

Contents

1. Webinar Goal
2. Understanding BioStar2 TA license
- 3. Activating BioStar2 TA License (online & offline)**

Q&A

4. Understanding BioStar2 TA 24 hours shift concept
Q&A
5. Activate TA module and Register Devices
Q&A
6. Configuration of time code, shifts, schedule template, rules, schedule
Q&A
7. Available reports and limitations
8. Export report as CSV & PDF
Q&A

3 – Activating BioStar2 TA License (online & offline)

1. Webinar Goal | 2. License | [3. Activate license](#) | 4. 24 hours shift | 5. Register Devices | 6. Configuration | 7. Reports | 8.Export

BioStar2 License:

BioStar2 online license key consists of 16 numbers in the format of 1234-5678-1234-5678

You can activate BioStar2 either

- A. Online (Internet connection is available on BioStar2 application server)
- B. Offline (**NO** Internet connection available on BioStar2 application server)

A. Activating Online License

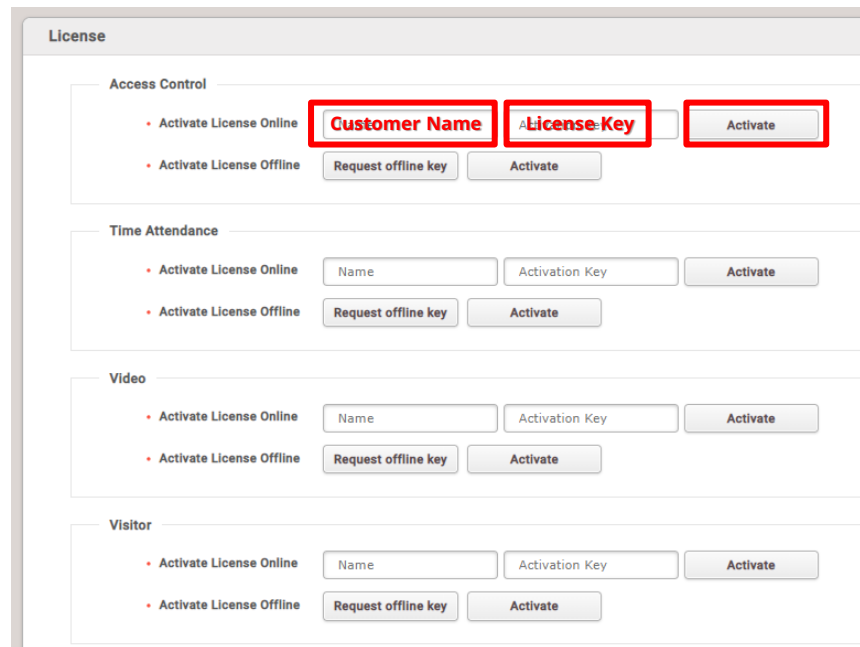
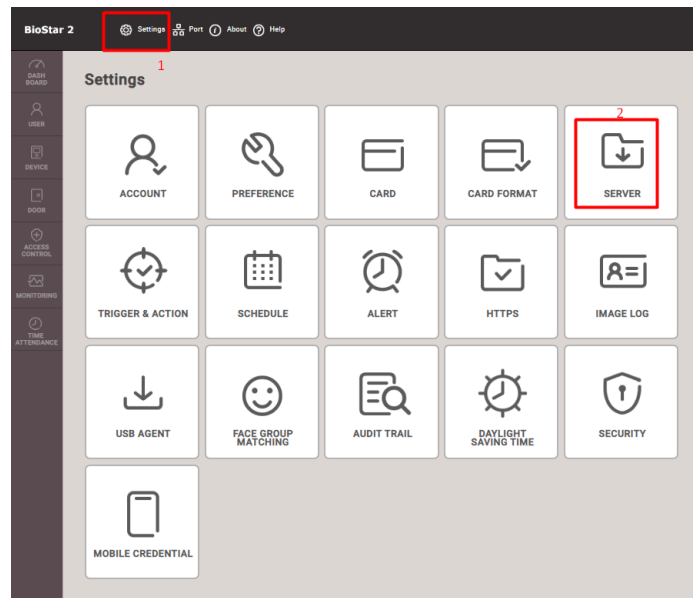
Please note that you must enter the same format (1234-5678-1234-5678) while activating the license.

Go to setting → Server → License → enter the name of the customer and the 16 numbers license key then click activate in the Access Control part and it will be activated

Precaution

Make sure that you put the 16 numbers with (-) license and in the correct field (Access Control)

[Troubleshooting Activating online license](#)



3 – Activating BioStar2 TA License (online & offline)

1. Webinar Goal | 2. License | [3. Activate license](#) | 4. 24 hours shift | 5. Register Devices | 6. Configuration | 7. Reports | 8.Export

B. Activating Offline License

1. Go to setting → Server → License → Click on Request offline Key → fill the customer name and enter the 16 number which you have purchased and click Download

The screenshot displays the 'License' management interface. It features four main sections: 'Access Control', 'Time Attendance', 'Video', and 'Visitor'. Each section has two options: 'Activate License Online' and 'Activate License Offline'. The 'Request offline key' button in the 'Time Attendance' section is highlighted with a red box. A modal window titled 'Activate License Offline' is open, showing the 'Product' as 'Time Attendance', 'Name' as 'Suprema', and 'Activation Key' as '1234-5678-1234-5678'. The 'Download' button at the bottom of the modal is also highlighted with a red box.

3 – Activating BioStar2 TA License (online & offline)

1. Webinar Goal | 2. License | [3. Activate license](#) | 4. 24 hours shift | 5. Register Devices | 6. Configuration | 7. Reports | 8. Export

B. Activating Offline License (Cont'd):

2. Send the downloaded request file (request_to_activate_Suprema_1.0.req) to your Suprema Sales representative and he will return to you with the file (*.lic), please save it to your hard drive (example: desktop)
3. In the same location where you downloaded the request file, please click Activate (next to Request offline key) and the browse will open to chose the *.lic file you have received and click open.

4. License is activated

The screenshot shows the 'License' section of the Suprema management software. It features several sections for different device types: Access Control, Time Attendance, Video, and Visitor. Each section has options to 'Activate License Online' or 'Activate License Offline'. In the 'Time Attendance' section, the 'Activate' button next to the 'Request offline key' is highlighted with a red box. An 'Open' file explorer window is overlaid on the right, showing the 'License' folder. It contains a table of files:

Name	Date modified	Type
request to activate Hatem AC 1.0.lic	19 May 2020 11:49 AM	LIC File
request_to_activate_Hatem_TA_3.0.lic	19 May 2020 11:49 AM	LIC File
request_to_activate_Hatem_VMS_10.0.lic	19 May 2020 11:49 AM	LIC File

The file 'request_to_activate_Hatem_TA_3.0.lic' is selected and highlighted with a red box. The 'File name' field at the bottom shows 'request_to_activate_Hatem_TA_3.0.lic' and the file type is set to 'LIC File (*.lic)'. The 'Open' button is also highlighted with a red box.

Demonstration And Q&A

Contents

1. Webinar Goal
2. Understanding BioStar2 TA license
3. Activating BioStar2 TA License (online & offline)
Q&A
- 4. Understanding BioStar2 TA 24 hours shift concept**
Q&A
5. Activate TA module and Register Devices
Q&A
6. Configuration of time code, shifts, schedule template, rules, schedule
Q&A
7. Available reports and limitations
8. Export report as CSV & PDF
Q&A

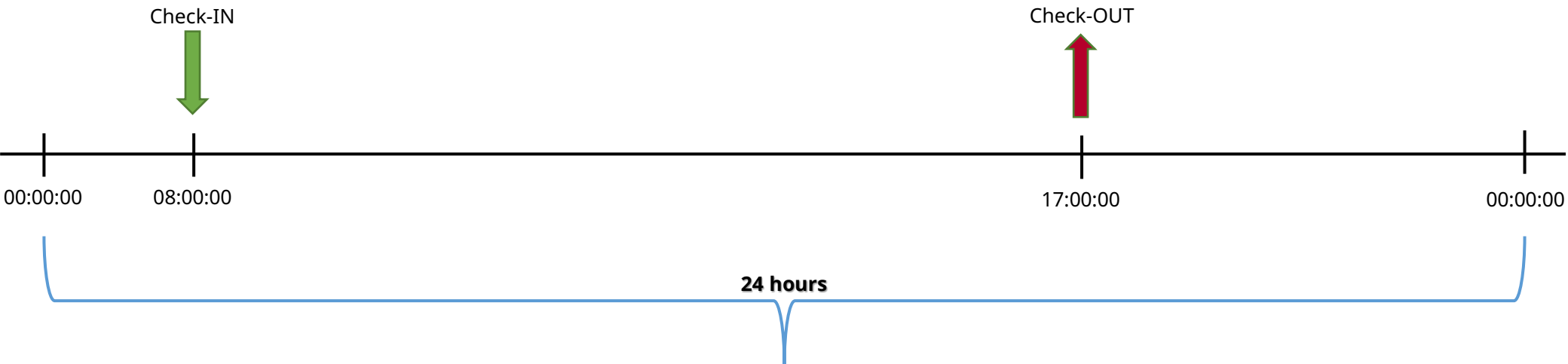
4 – Understanding BioStar2 TA 24 hours shift concept

1. Webinar Goal | 2. License | 3. Activate license | [4. 24 hours shift](#) | 5. Register Devices | 6. Configuration | 7. Reports | 8. Export

BioStar2 TA 24 hours concept:

BioStar2 calculate TA based on the successful transactions done within 24 hours.

Example:



Result: 17:00:00 – 08:00:00 = 9 hours

4 – Understanding BioStar2 TA 24 hours shift concept

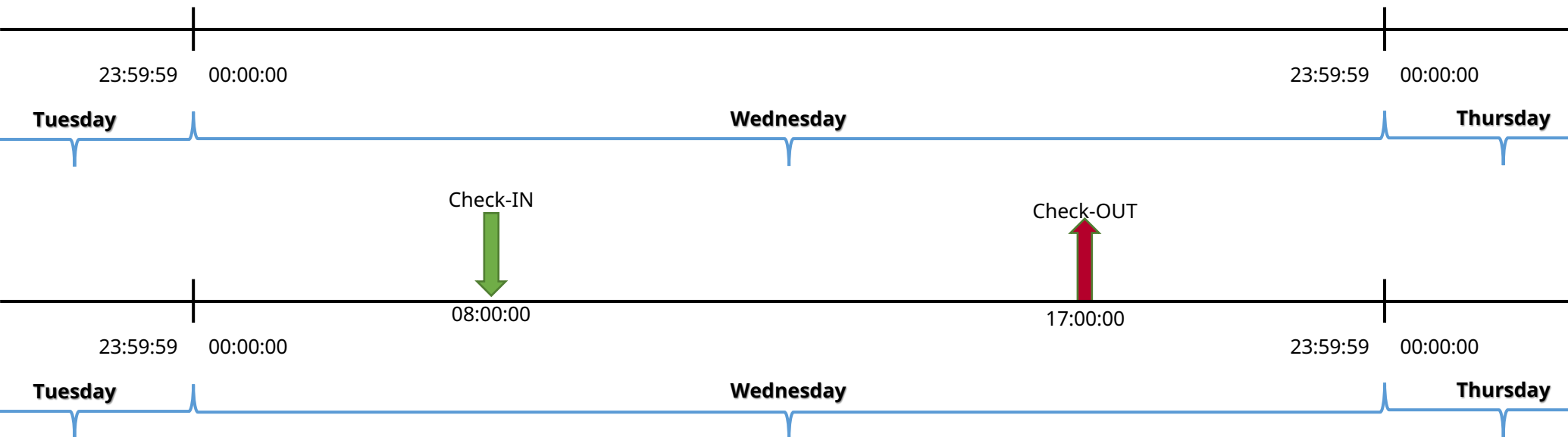
1. Webinar Goal | 2. License | 3. Activate license | [4. 24 hours shift](#) | 5. Register Devices | 6. Configuration | 7. Reports | 8. Export

BioStar2 TA 24 hours concept: (Cont'd)

The most important parameter in BioStar2 TA is Day Start Time (DST):

Day Start Time (DST) is the setpoint of starting the 24 hours

So if DST = 00:00:00 → this will result to be same as the normal days (normal day's DST is 00:00:00)



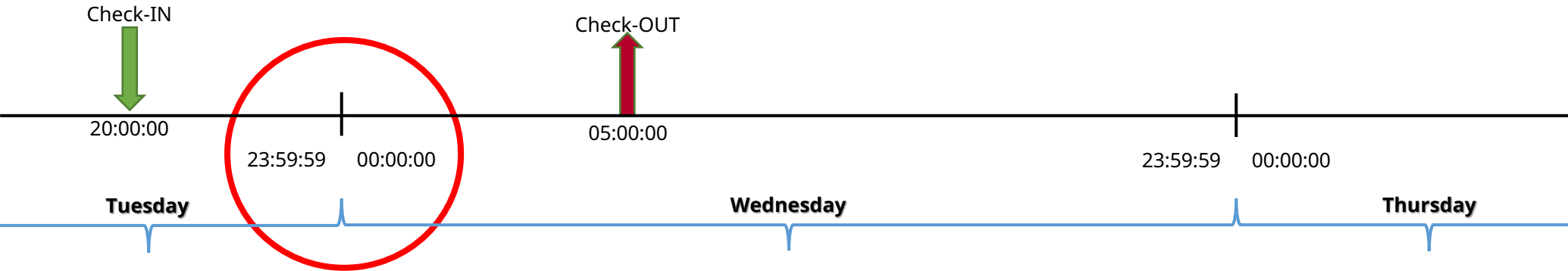
Result: 17:00:00 – 08:00:00 = 9 hours working

4 – Understanding BioStar2 TA 24 hours shift concept

1. Webinar Goal | 2. License | 3. Activate license | [4. 24 hours shift](#) | 5. Register Devices | 6. Configuration | 7. Reports | 8. Export

BioStar2 TA 24 hours concept: (Cont'd)

What if the transactions done out of the 24 hours shift?



Result of running the report:

On Tuesday: Checked-IN at 20:00:00 and missing check-out

On Wednesday: missing Check-IN and Check-OUT at 05:00:00

WHY???

Cause of the 24 hours shift (Check-IN & Check-OUT must be within the 24 hours)

So what if the employee is going to work at night shift?

4 – Understanding BioStar2 TA 24 hours shift concept

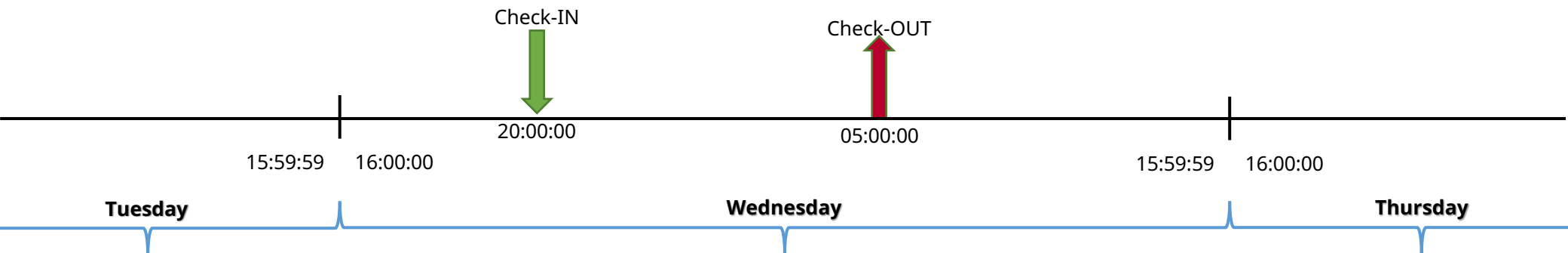
1. Webinar Goal | 2. License | 3. Activate license | [4. 24 hours shift](#) | 5. Register Devices | 6. Configuration | 7. Reports | 8. Export

BioStar2 TA 24 hours concept: (Cont'd)

Employees working on night shift (example from 20:00:00 to 05:00:00):

We must change the Day Start Time to be 3-4 hours earlier than the starting hour of the shift

So setting the DST to be 16:00 will result as below:



Now the Check-IN and Check-OUT are within the 24 hours of the shift and the result will be correct:

$05:00:00 - 20:00:00 = 9 \text{ hours}$

4 – Understanding BioStar2 TA 24 hours shift concept

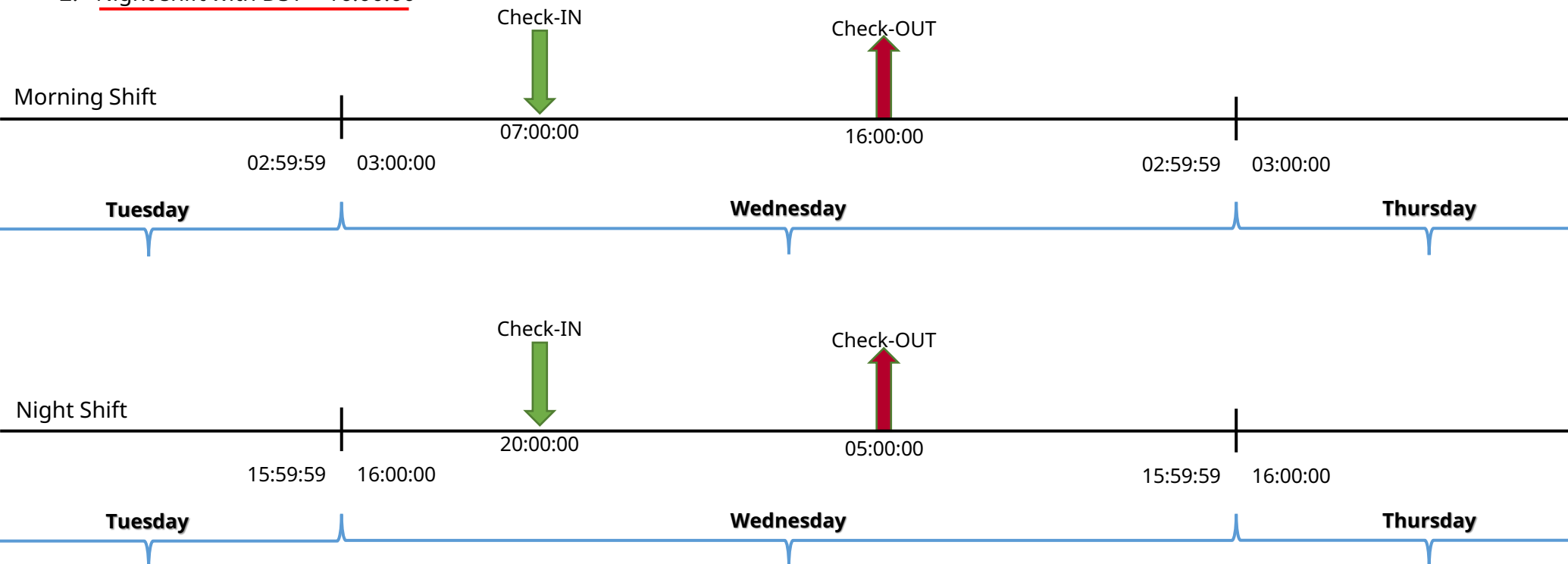
1. Webinar Goal | 2. License | 3. Activate license | [4. 24 hours shift](#) | 5. Register Devices | 6. Configuration | 7. Reports | 8. Export

BioStar2 TA 24 hours concept: (Cont'd)

Employees working on morning shift and others working on night shift
(example of morning shift from 07:00:00 to 16:00:00 &
Night shift from 20:00:00 to 05:00:00):

We must create 2 shifts:

1. Morning shift with DST = 03:00:00
2. Night shift with DST = 16:00:00



Demonstration

1. Webinar Goal | 2. License | 3. Activate license | [4. 24 hours shift](#) | 5. Register Devices | 6. Configuration | 7. Reports | 8.Export



Contents

1. Webinar Goal
2. Understanding BioStar2 TA license
3. Activating BioStar2 TA License (online & offline)
Q&A
4. Understanding BioStar2 TA 24 hours shift concept
Q&A
- 5. Activate TA module and Register Devices**
Q&A
6. Configuration of time code, shifts, schedule template, rules, schedule
Q&A
7. Available reports and limitations
8. Export report as CSV & PDF
Q&A

5 – Activate TA module and register devices

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | [5. Register Devices](#) | 6. Configuration | 7. Reports | 8.Export

Activate TA module:

Once BioStar2 is installed, BioStar2 Time Attendance will require to be activated.

BioStar 2 Settings Port About Help Administrator Logout

T&A Register

Please enter BioStar 2 account with administrator privilege.

- Login ID
- Password

After synchronization is complete, automatically move to the login page.

Register

Put the Login ID admin and type the Password and click Register

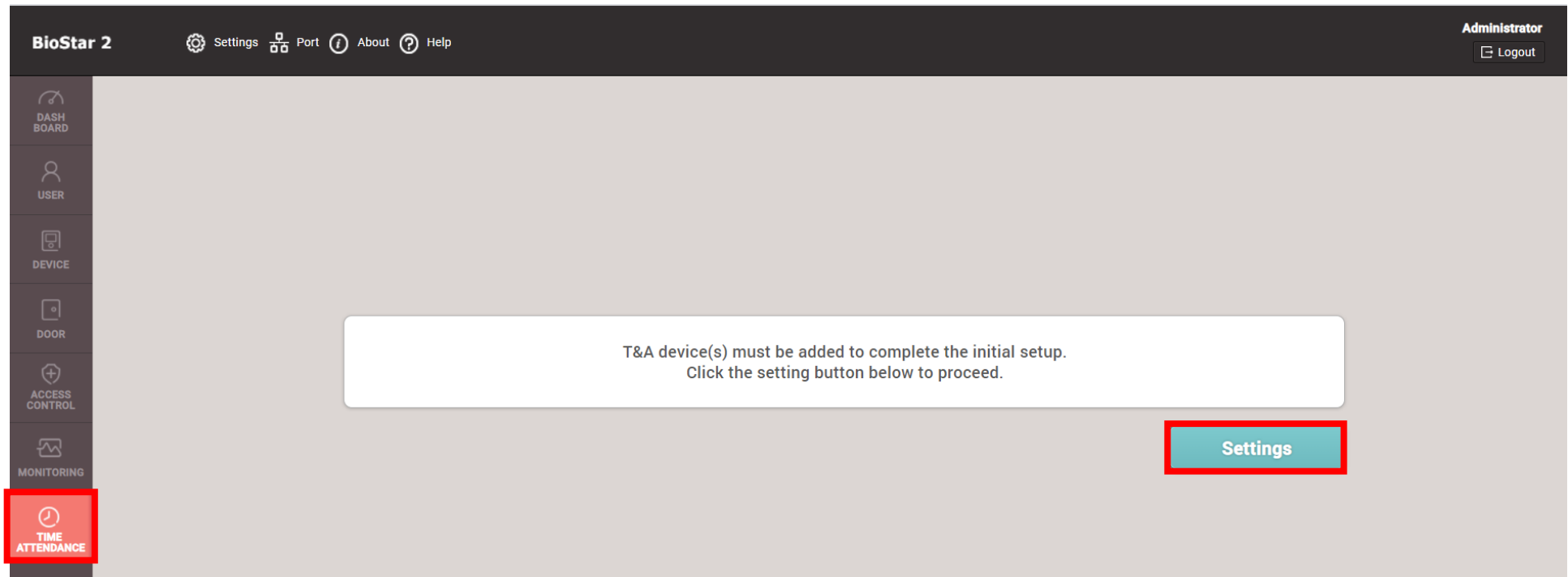
After registration is completed, BioStar2 services will be restarted and login page will be reloaded.

5 – Activate TA module and Register Devices

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | [5. Register Devices](#) | 6. Configuration | 7. Reports | 8.Export

Register Devices:

After activating the TA module, go to Time Attendance menu and click Settings



5 – Activate TA module and Register Devices

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | [5. Register Devices](#) | 6. Configuration | 7. Reports | 8.Export

Register Devices (Cont'd):

List of all devices added to BioStar2 will be at Unregistered Devices.

BioStar 2 Settings Port About Help Administrator Logout

Setting

Unregistered Devices

	Device Name
<input type="checkbox"/>	BioEntry P2 541154936 (192.168.1.16)
<input type="checkbox"/>	BioEntry R2 865638893
<input type="checkbox"/>	BioEntry R2 865639461
<input type="checkbox"/>	BioEntry W2 544116658 (192.168.1.15)
<input type="checkbox"/>	BioStation 2 547635092 (192.168.1.11)
<input type="checkbox"/>	BioStation A2 939411287 (192.168.1.123)
<input type="checkbox"/>	BioStation L2 540125324 (192.168.1.104)
<input type="checkbox"/>	FaceLite 547833626 (192.168.1.101)
<input type="checkbox"/>	FaceStation 2 542192162 (192.168.1.55)
<input type="checkbox"/>	FaceStation 2 542193240 (192.168.1.130)

Registered Devices

No Registered Device.

Sender Information

Edit

Export

Use as a filed separation delimiter

5 – Activate TA module and Register Devices

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | [5. Register Devices](#) | 6. Configuration | 7. Reports | 8.Export

Register Devices (Cont'd):

Check boxes the devices that will work for TA and click +Register

BioStar 2 Settings Port About Help Administrator Logout

Setting

Unregistered Devices **+ Register**

	Device Name
<input type="checkbox"/>	BioEntry R2 865639461
<input type="checkbox"/>	BioEntry W2 544116658 (192.168.1.15)
<input type="checkbox"/>	BioStation 2 547635092 (192.168.1.11)
<input checked="" type="checkbox"/>	BioStation A2 939411287 (192.168.1.123)
<input type="checkbox"/>	BioStation L2 540125324 (192.168.1.104)
<input type="checkbox"/>	FaceLite 547833626 (192.168.1.101)
<input checked="" type="checkbox"/>	FaceStation 2 542192162 (192.168.1.55)
<input type="checkbox"/>	FaceStation 2 542193240 (192.168.1.130)
<input type="checkbox"/>	Xpass D2 865788538
<input type="checkbox"/>	Xpass2 546112954 (192.168.1.87)

Registered Devices

No Registered Device.

Sender Information

Edit

Export

Use as a filed separation delimiter

5 – Activate TA module and Register Devices

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | [5. Register Devices](#) | 6. Configuration | 7. Reports | 8.Export

Register Devices (Cont'd):

After devices are registered, click on back arrow:

The screenshot shows the BioStar 2 web interface. The top navigation bar includes 'BioStar 2', 'Settings', 'Port', 'About', and 'Help'. The user is logged in as 'Administrator' with a 'Logout' button. The left sidebar contains icons for 'DASH BOARD', 'USER', 'DEVICE', 'DOOR', 'ACCESS CONTROL', 'MONITORING', and 'TIME ATTENDANCE'. The main content area is titled 'Setting' with a back arrow icon highlighted in a red box. Below the title, there are two sections: 'Unregistered Devices' and 'Registered Devices'. The 'Unregistered Devices' section contains a table with 10 rows of device information. The 'Registered Devices' section contains a table with 2 rows of device information. Below these tables, there is a 'Sender Information' section with an 'Edit' button, and an 'Export' section with a dropdown menu and a text field.

	Device Name
<input type="checkbox"/>	BioEntry P2 541154936 (192.168.1.16)
<input type="checkbox"/>	BioEntry R2 865638893
<input type="checkbox"/>	BioEntry R2 865639461
<input type="checkbox"/>	BioEntry W2 544116658 (192.168.1.15)
<input type="checkbox"/>	BioStation 2 547635092 (192.168.1.11)
<input type="checkbox"/>	BioStation L2 540125324 (192.168.1.104)
<input type="checkbox"/>	FaceLite 547833626 (192.168.1.101)
<input type="checkbox"/>	FaceStation 2 542193240 (192.168.1.130)
<input type="checkbox"/>	Xpass D2 865788538
<input type="checkbox"/>	Xpass2 546112954 (192.168.1.87)

	Device Name
<input type="checkbox"/>	BioStation A2 939411287 (192.168.1.123)
<input type="checkbox"/>	FaceStation 2 542192162 (192.168.1.55)

Sender Information

Edit

Export

Use , as a filed separation delimiter

5 – Activate TA module and Register Devices

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | **5. Register Devices** | 6. Configuration | 7. Reports | 8.Export

Register Devices (Cont'd):

Time Attendance Module is ready

BioStar 2 Settings Port About Help Administrator Logout

ADD FILTER

Report

Filter Conditions

- Name: Daily Report
- Report Type: Daily
- User Group: [Search]
- User: [Search]

Report Period

Monthly (2020-06-01 ~ 2020-06-30)

Save Filter

Update Report **CSV Export** **PDF Export**

Daily Report

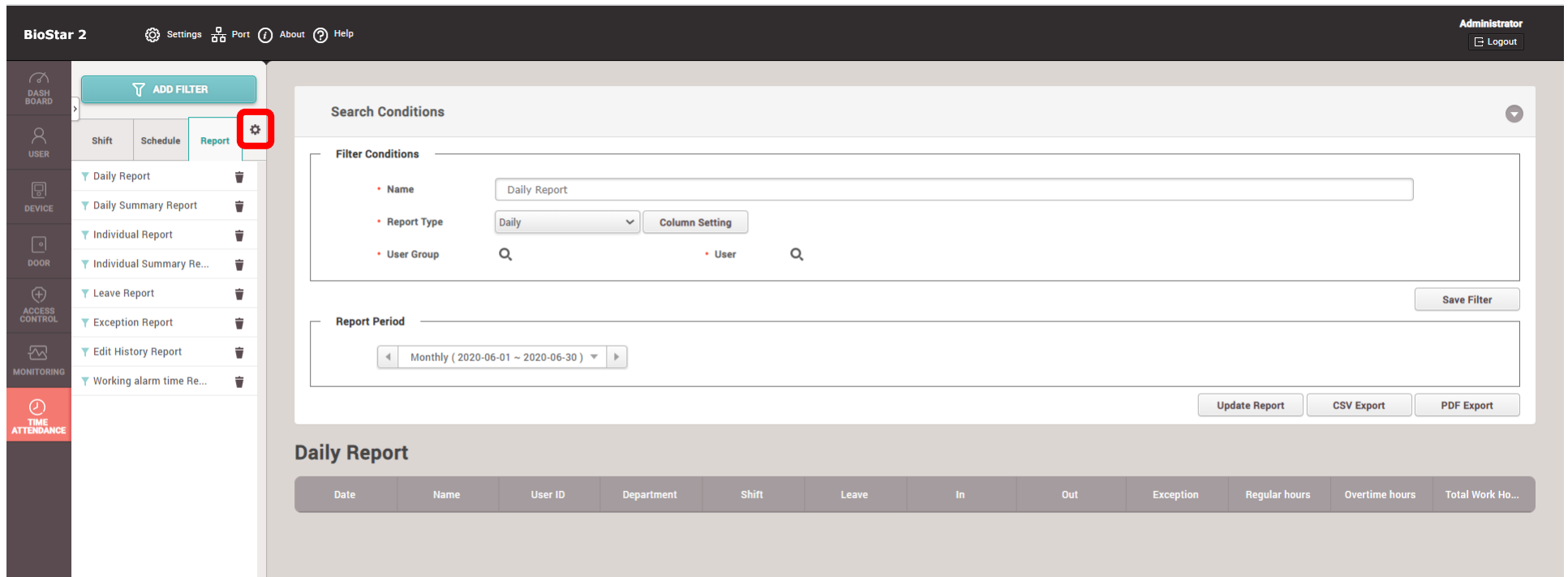
Date	Name	User ID	Department	Shift	Leave	In	Out	Exception	Regular hours	Overtime hours	Total Work Ho...
------	------	---------	------------	-------	-------	----	-----	-----------	---------------	----------------	------------------

5 – Activate TA module and Register Devices

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | [5. Register Devices](#) | 6. Configuration | 7. Reports | 8.Export

Registered Additional Devices & Device Setting:

You can Unregister or register more devices if required and also you can change the settings



The screenshot shows the BioStar 2 web interface. The top navigation bar includes 'Settings', 'Port', 'About', and 'Help'. The user is logged in as 'Administrator' with a 'Logout' button. The left sidebar shows various modules: DASH BOARD, USER, DEVICE, DOOR, ACCESS CONTROL, MONITORING, and TIME ATTENDANCE. The 'Report' tab is selected, and a red box highlights the gear icon in the top right corner of the 'Report' tab. The main content area displays 'Search Conditions' with 'Filter Conditions' and 'Report Period' sections. The 'Filter Conditions' section includes fields for 'Name' (Daily Report), 'Report Type' (Daily), and 'User Group' (User). The 'Report Period' section shows a date range of 'Monthly (2020-06-01 ~ 2020-06-30)'. Below the filter conditions, there are buttons for 'Save Filter', 'Update Report', 'CSV Export', and 'PDF Export'. The 'Daily Report' section shows a table with columns: Date, Name, User ID, Department, Shift, Leave, In, Out, Exception, Regular hours, Overtime hours, and Total Work Ho...

Click on the gear icon

5 – Activate TA module and Register Devices

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | **5. Register Devices** | 6. Configuration | 7. Reports | 8.Export

Registered Device Setting:

Unregister by selecting the devices by check the check box then click Unregister

To change the TA settings of the device, click on it or check the checkbox and click setting

The screenshot displays the BioStar 2 web interface. The top navigation bar includes 'Settings', 'Port', 'About', and 'Help'. The left sidebar shows various system components: DASH BOARD, USER, DEVICE, DOOR, ACCESS CONTROL, MONITORING, and TIME ATTENDANCE (highlighted in red). The main content area is titled 'Setting' and is divided into two sections: 'Unregistered Devices' and 'Registered Devices'.

Unregistered Devices: A table with a header 'Device Name' and a list of devices, each with an unchecked checkbox. The devices listed are:

- BioEntry P2 541154936 (192.168.1.16)
- BioEntry R2 865638893
- BioEntry R2 865639461
- BioEntry W2 544116658 (192.168.1.15)
- BioStation 2 547635092 (192.168.1.11)
- BioStation L2 540125324 (192.168.1.104)
- FaceLite 547833626 (192.168.1.101)
- FaceStation 2 542193240 (192.168.1.130)
- Xpass D2 865788538
- Xpass2 546112954 (192.168.1.87)

Registered Devices: A table with a header 'Device Name' and a list of devices, each with a checked checkbox. The devices listed are:

- BioStation A2 939411287 (192.168.1.123)
- FaceStation 2 542192162 (192.168.1.55)

At the top right of the 'Registered Devices' section, there are two buttons: 'Unregister' and 'Setting', both highlighted with red boxes. Below the 'Unregistered Devices' table, there is a 'Sender Information' section with an 'Edit' button, and an 'Export' section with a dropdown menu and a text field.

5 – Activate TA module and Register Devices

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | [5. Register Devices](#) | 6. Configuration | 7. Reports | 8. Export

Changing TA setting of a device:

By Schedule: T&A event automatically changes according to the pre-defined schedule. You can select the schedule under the T&A Event option.

By User: The user can manually select a T&A event before the authentication.

Not Use: The user cannot record T&A events.

Last Choice: The T&A event that the last user has selected remains unchanged until you change the T&A event manually.

Fixed: The user can use the fixed T&A event only. Configure the T&A Mode to Fixed and select the event you want to use as fixed.

T&A Required: The user will be forced to select a T&A event during the authentication process. The T&A Mode option must be set to By User in order to use the Require T&A option.

The screenshot shows the 'Setting' window with the following elements:

- T&A Mode:** A dropdown menu with options: By User, Not Use, By User (highlighted), By Schedule, Last Choice, and Fixed.
- T&A Event:** A dropdown menu with options: By User, Not Use, By User (highlighted), By Schedule, Last Choice, and Fixed.
- T&A Required:** A toggle switch currently set to 'No'.
- Table:** A table with 4 columns: Event Key, Label, and T&A type. It contains 4 rows of data.

Event Key	Label	T&A type
1		None
Code 2		None
Code 3		None
Code 4		None

Buttons: Apply, Cancel

5 – Activate TA module and Register Devices

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | **5. Register Devices** | 6. Configuration | 7. Reports | 8.Export

Changing TA setting of a device:

T&A Mode: By User

Label: 16 Characters to be displayed on the device
(any language – in below example, English & Arabic)

T&A Event Key: 16 Codes available

T&A Type: Chose from our 3 options if required function keys:

1. Check-IN & Check-OUT
2. Break Start & Break End
3. Meal Time Start & Meal Time End

T&A Event Key	Label	T&A type
Code 1	In دخول	Check In
Code 2	OUT خروج	Check Out
Code 3	Break Start	Break Start
Code 4	Break End	Break End

5 – Activate TA module and Register Devices

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | **5. Register Devices** | 6. Configuration | 7. Reports | 8.Export

Changing TA setting of a device:

T&A Mode: By Schedule

Label: 16 Characters to be displayed on the device
(any language – in below example, English & Arabic)

T&A Event Key: 16 Codes available

Schedule: T&A event automatically changes according to the pre-defined schedule. You can select the schedule under the T&A Event option

T&A Event Key	Label	Schedule	T&A type
Code 1		None	None
Code 2		None	None
Code 3		None	None
Code 4		None	None

T&A Type: Chose from our 3 options if required function keys:

1. Check-IN & Check-OUT
2. Break Start & Break End
3. Meal Time Start & Meal Time End

5 – Activate TA module and Register Devices

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | **5. Register Devices** | 6. Configuration | 7. Reports | 8.Export

Changing TA setting of a device:

T&A Mode: Last Choice

The T&A event that the last user has selected remains unchanged until you change the T&A event manually.

T&A Event Key: 16 Codes available

Label: 16 Characters to be displayed on the device
(any language – in below example, English & Arabic)

T&A Type: Chose from our 3 options if required function keys:

1. Check-IN & Check-OUT
2. Break Start & Break End
3. Meal Time Start & Meal Time End

The screenshot shows a 'Setting' window with a sidebar on the left containing 'T&A Mode' and 'T&A Event'. The 'T&A Mode' dropdown is set to 'Last Choice'. The 'T&A Event' section contains a table with four rows, each with a 'T&A Event Key', a 'Label' input field, and a 'T&A type' dropdown menu. The fourth row is highlighted in yellow, and its 'T&A type' dropdown is open, showing options: 'None', 'Check In', 'Check Out', 'Break Start', 'Break End', 'Meal Time Start', and 'Meal Time End'. At the bottom of the window are 'Apply' and 'Cancel' buttons.

T&A Event Key	Label	T&A type
Code 1		None
Code 2		None
Code 3		None
Code 4		None

5 – Activate TA module and Register Devices

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | **5. Register Devices** | 6. Configuration | 7. Reports | 8. Export

Changing TA setting of a device:

T&A Mode: Fixed

Label: 16 Characters to be displayed on the device
(any language – in below example, English & Arabic)

T&A Event Key: 16 Codes available

Fixed T&A Key: The user can use the fixed T&A event only.
Configure the T&A Mode to Fixed and select the event you want to use as fixed.

T&A Event Key	Label	T&A type
Code 1	IN - دخول	None
Code 2		None
Code 3		None
Code 4		None

T&A Type: Chose from our 3 options if required function keys:

1. Check-IN & Check-OUT
2. Break Start & Break End
3. Meal Time Start & Meal Time End

5 – Activate TA module and Register Devices

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | [5. Register Devices](#) | 6. Configuration | 7. Reports | 8.Export

Changing TA setting of a device:

Changing the same settings can be done from the device menu → Advanced → T&A

BioStar 2 Settings Port About Help Administrator Logout

Advanced

Administrator

- All
- User
- Configuration

T&A

- T&A Mode: By User
- T&A Required: ☐ T&A Required ☒ Not Use
- T&A Event

T&A Event Key	Label
Code 1	<input type="text"/>
Code 2	<input type="text"/>
Code 3	<input type="text"/>
Code 4	<input type="text"/>

Demonstration

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | [5. Register Devices](#) | 6. Configuration | 7. Reports | 8.Export



Contents

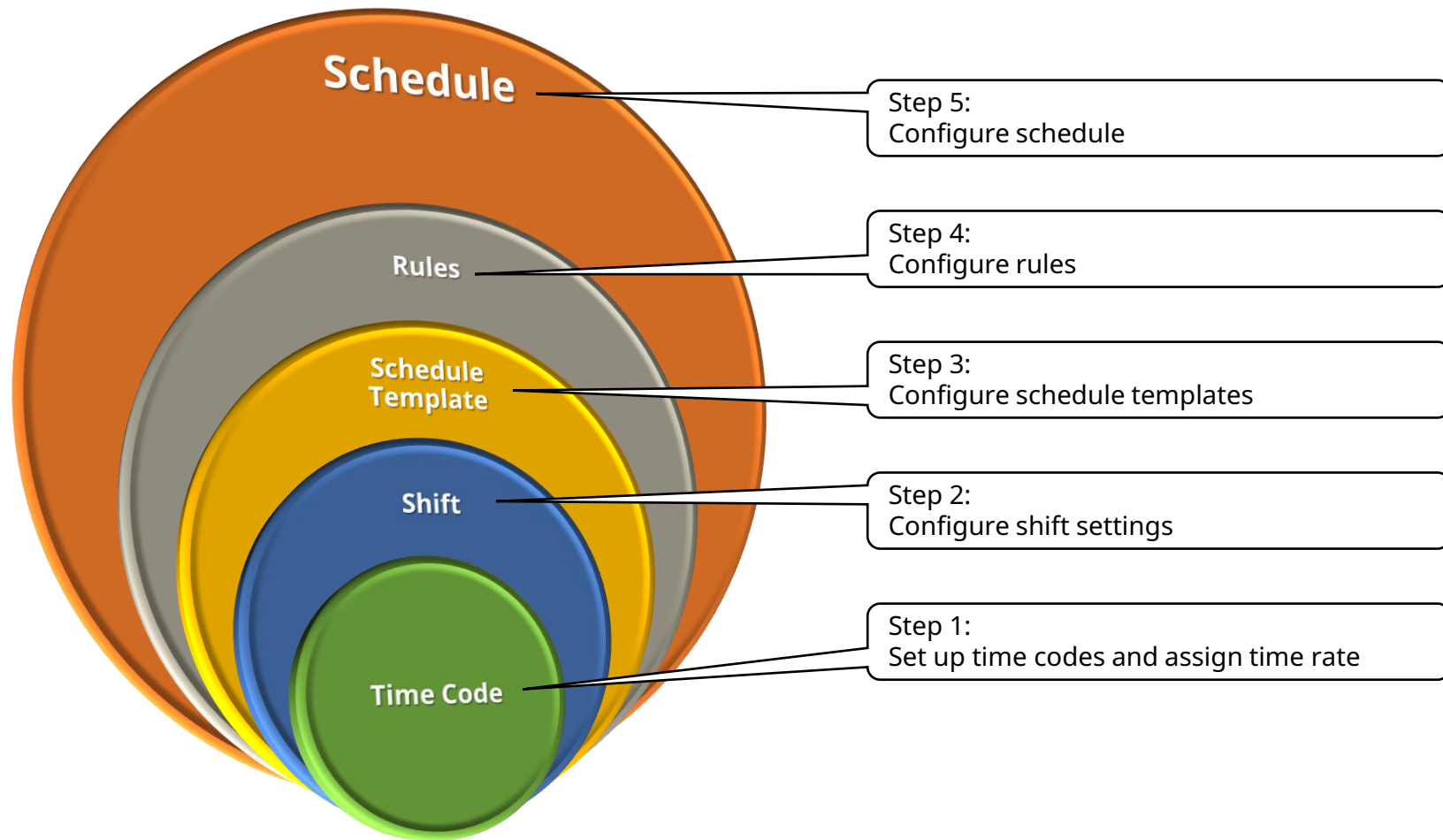
1. Webinar Goal
2. Understanding BioStar2 TA license
3. Activating BioStar2 TA License (online & offline)
Q&A
4. Understanding BioStar2 TA 24 hours shift concept
Q&A
5. Activate TA module and Register Devices
Q&A
- 6. Configuration of time code, shifts, schedule template, rules, schedule
Q&A**
7. Available reports and limitations
8. Export report as CSV & PDF
Q&A

6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8. Export

Structure of BioStar2 TA:

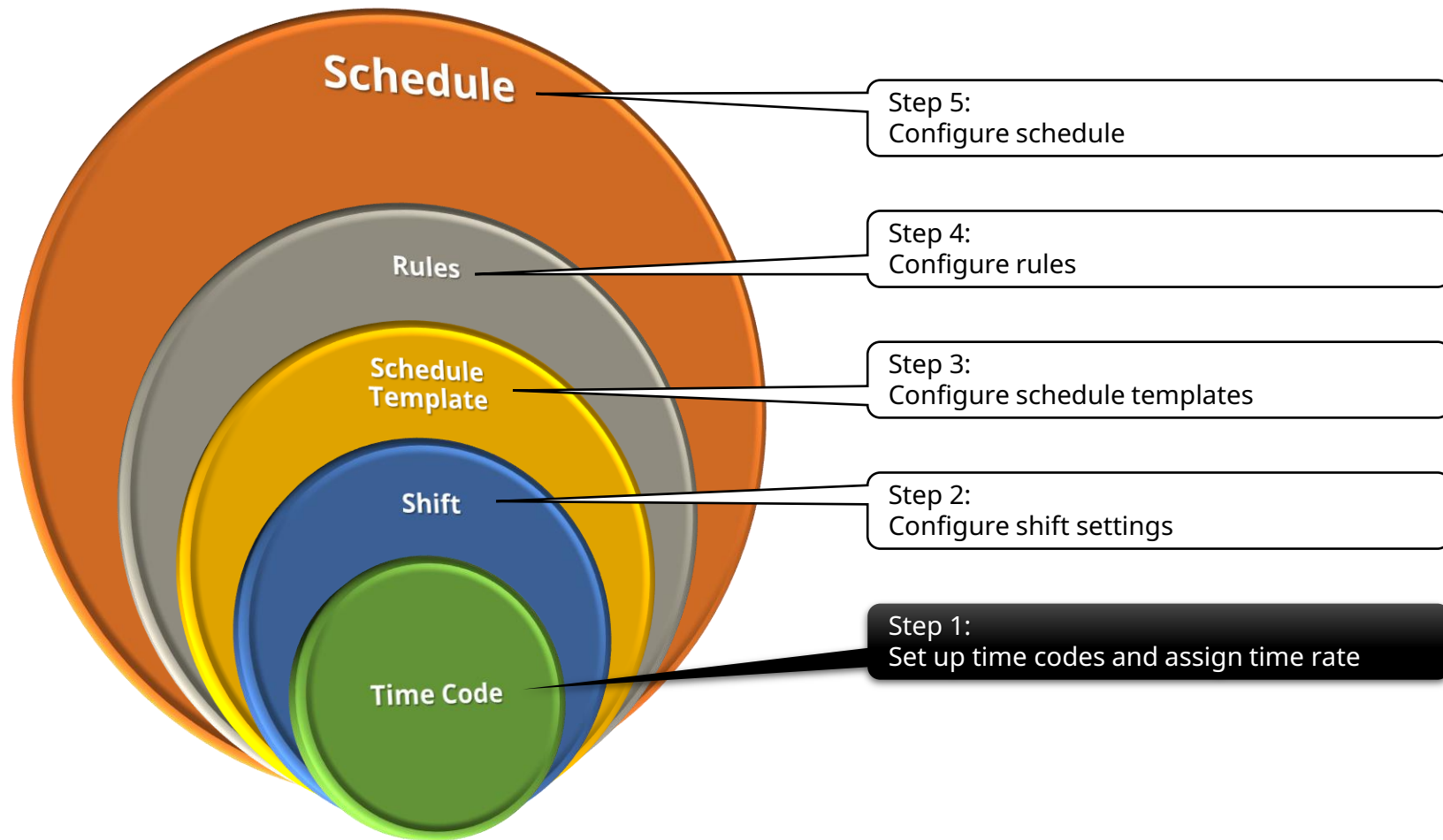
BioStar2 TA is set to calculate the working hours with time rates (no payroll).



6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8. Export

Structure of BioStar2 TA:



6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8.Export

Time Codes

Go to Time Attendance menu → Shift tab → Add Time Code

The screenshot displays the BioStar 2 web interface. On the left sidebar, the 'TIME ATTENDANCE' menu item is highlighted with a red box and labeled '1'. Within this menu, the 'Shift' tab is also highlighted with a red box and labeled '2'. The main content area, labeled '3 Time Code', shows a message 'No time code available.' with a sub-message 'Add new time code.' and a large 'ADD TIME CODE' button. The top navigation bar includes 'BioStar 2', 'Settings', 'Port', 'About', 'Help', and 'Administrator' with a 'Logout' button.

6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8.Export

Time Codes (Cont'd)

Attendance management: You can set the time code to be used for the T&A record.

Overtime management: You can set the time code to be used for overtime.

Leave management: You can set the time code to be used for go out, outside work, business trip and vacation.

Set the time rate according to the time code. 1 is the default time rate. If 2 is set, it is calculated with twice the hourly pay when the set time code is applied.

Set a color to distinguish the time code.

BioStar 2 Settings Port About Help Administrator Logout

← ADD TIME CODE

Name

Description

Type ☒ Attendance management ☐ Overtime management ☐ Leave management

Time Rate 1

Color ■

Apply & Add New Apply & Next Apply Cancel

- If the time code currently used by shift, Type cannot be changed.
- If Type is set to Leave management, Time Rate cannot be set.

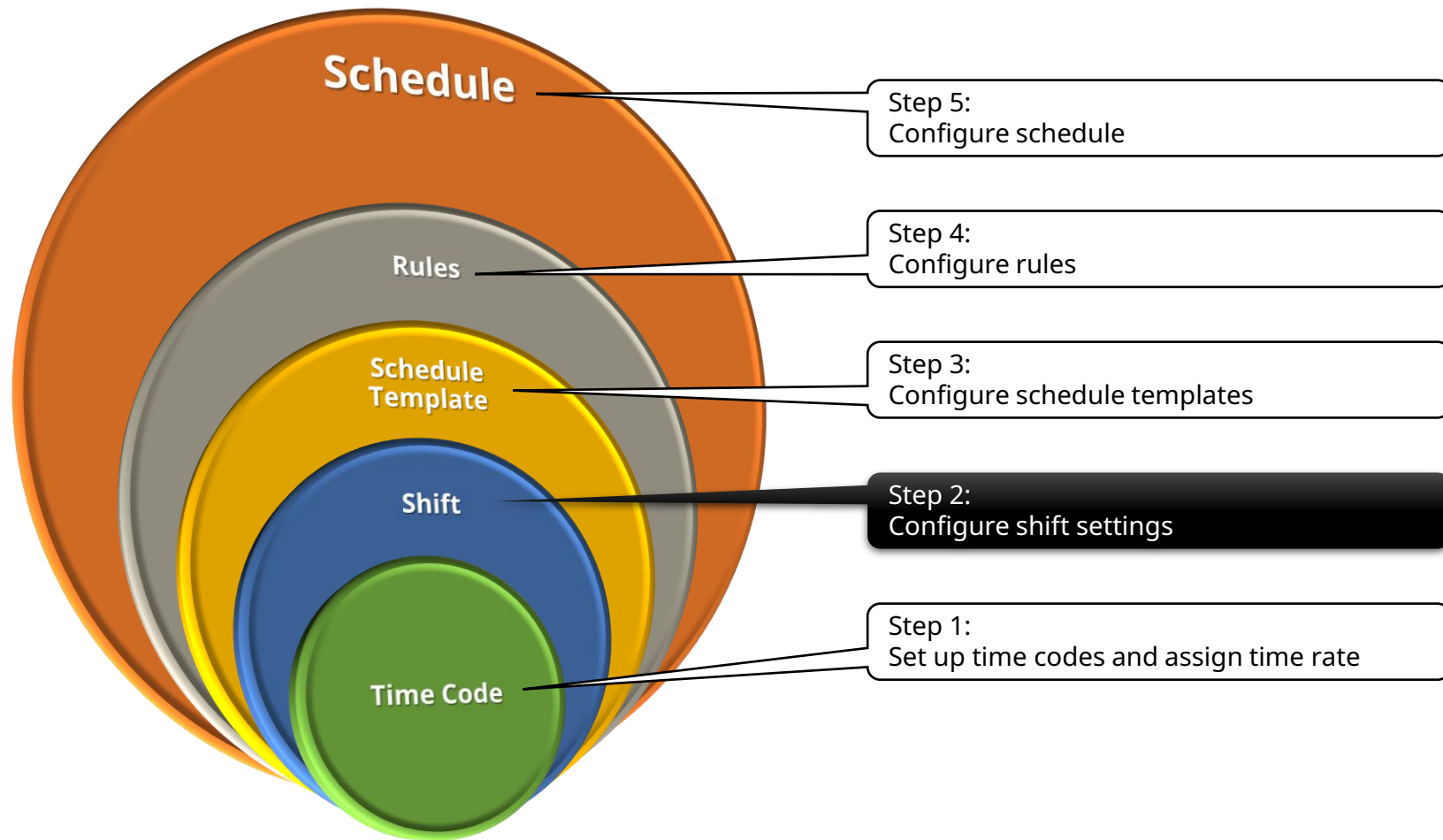
Precaution

Demonstration And Q&A

6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8. Export

Structure of BioStar2 TA:



6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8.Export

Shift (Cont'd)

BioStar2 has 3 types of shifts:

- A. Fixed Shift
[How to create T&A settings for organizations with fixed shift](#)

- B. Flexible Shift
[How to create T&A settings for organizations with flexible shift](#)

- C. Floating Shift
[How to create T&A settings for organizations with floating shift](#)

6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8.Export

Shift

Go to Time Attendance menu → Shift tab → Add Shift

The screenshot displays the BioStar 2 web interface. The top navigation bar includes the BioStar 2 logo, settings, port, about, and help links, along with an Administrator login button. The left sidebar contains a vertical menu with categories: DASH BOARD, USER, DEVICE, DOOR, ACCESS CONTROL, and MONITORING. The 'TIME ATTENDANCE' option under MONITORING is highlighted with a red box and labeled '1'. The 'Shift' tab under the TIME ATTENDANCE section is also highlighted with a red box and labeled '2'. The 'ADD SHIFT' button at the top of the Shift tab is highlighted with a red box and labeled '3'. The main content area shows a message: 'No shift available. Add new shift.' with an 'ADD SHIFT' button below it.

6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8.Export

Shift (Cont'd)

BioStar 2 Settings Port About Help Administrator Logout

ADD SHIFT

Name

Description

Type ☒ Fixed ☐ Flexible ☐ Floating

Day start time ☐ Allowed a day before/after time

First check-in & Last check-out ☐ No

Time segment

Current day

Next day

Time code	Start time	End time	Min. Duration	Action
None	<input type="text" value="09"/> <input type="text" value="00"/>	<input type="text" value="18"/> <input type="text" value="00"/>	<input type="text" value="04"/> <input type="text" value="00"/>	
<input type="button" value="Add"/>				

Rounding ☐ Punch in ☐ Punch out

Meal deduction 1

Meal deduction 2 ☐ Use

Break Time

6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8. Export

Shift (Cont'd)

Fixed: You can set the fixed service to attend and leave at a fixed time.

Flexible: You can set the flexible service with no fixed attendance and leave times.

Floating: You can set the floating service with no fixed attendance and leave times. In this shift type, the shift is automatically applied according to the attendance time.

Allowed a day before/after time: you can set Shift for work hours exceeding 24 hours based on the Day start time set. It is only used with Fixed shift type. The Allowed a day before/after time can be set up to ± 6 hours.

First check-in & Last check-out: When Yes is set, the first user authentication time is recorded as check-in time, and the last user authentication time is recorded as check-out time within the 24 hours set by DST.

This is common for all 3 types of shifts

6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8.Export

A. Fixed Shift (Cont'd):

Time Code: You can set the time code which has the Attendance management time rate.

Start Time: Set the shift start time

End Time: Set the shift ending time

Min. Duration: Set the minimum working hours that if a user didn't work for this set of hours, Insufficient working hours will be recorded

• Time segment

Current day
Next day

0 3 6 9 12 15 18 21 24

Time code	Start time	End time	Min. Duration	Action
Day	09 : 00	18 : 00	04 : 00	

• Grace ☒ Use In(min.) 0 Out(min.) 0

Add

Grace: When used you can set either IN grace period & OUT grace period.
Start Time is set to 09:00 and End time is set to 18:00

- If the user Checked-IN at 09:00 or later, this user will have Late-in alert, so if Grace is set to 15 min. for IN, the Late-in will start from 09:15.
- If the user Checked-OUT at 18:00 or earlier, this user will have Early-out alert, so if Grace is set to 15 min. for OUT, the Early-out will start from 17:45.

Add: You can add more time segment (Example: overtime)

6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8.Export

A. Fixed Shift (Cont'd):

• Rounding	<input checked="" type="checkbox"/> Punch in	Unit(min)	<input type="text" value="30"/>	Point(min)	<input type="text" value="15"/>
	<input checked="" type="checkbox"/> Punch out	Unit(min)	<input type="text" value="30"/>	Point(min)	<input type="text" value="15"/>
• Meal deduction 1	<div>By Punch ▲</div> <div><div>By Punch</div><div>Auto</div><div>Fixed</div></div>				
• Meal deduction 2					
• Break Time					
• Break Time	<div>None ▲</div> <div><div>None</div><div>By Punch</div><div>Fixed</div></div>				

Let us have a live explanation with white board and live demonstration.

6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8. Export

B. Flexible Shift:

Fixed: You can set the fixed service to attend and leave at a fixed time.

Flexible: You can set the flexible service with no fixed attendance and leave times.

Floating: You can set the floating service with no fixed attendance and leave times. In this shift type, the shift is automatically applied according to the attendance time.

BioStar 2 Settings Port About Help

← ADD SHIFT

- Name
- Description
- Type
 - Fixed
 - ☒ Flexible
 - Floating
- Day start time
 - 05 : 00
- First check-in & Last check-out
 - No
- Working hours per day
 - 08 : 00

First check-in & Last check-out: When Yes is set, the first user authentication time is recorded as check-in time, and the last user authentication time is recorded as check-out time within the 24 hours set by DST.

Working hours per day: You can set how many hours should the user work within this shift.

6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8.Export

B. Flexible Shift (Cont'd):

Time Code: You can set the time code which has the Attendance management time rate.

Punch out Time Limit: User is free to Check-OUT after this time, otherwise, Early-OUT will be recorded.

Punch in Time Limit: User is free to Check-IN before this time, otherwise, Late-IN will be recorded.

Working hours per day

Options

Time code: Day

Punch in Time Limit: ☒ Use 10 : 00

Punch out Time Limit: ☒ Use 18 : 00

Meal deduction 1: By Punch

Meal deduction 2: ☐ Use

Rounding: ☐ Punch in ☐ Punch out

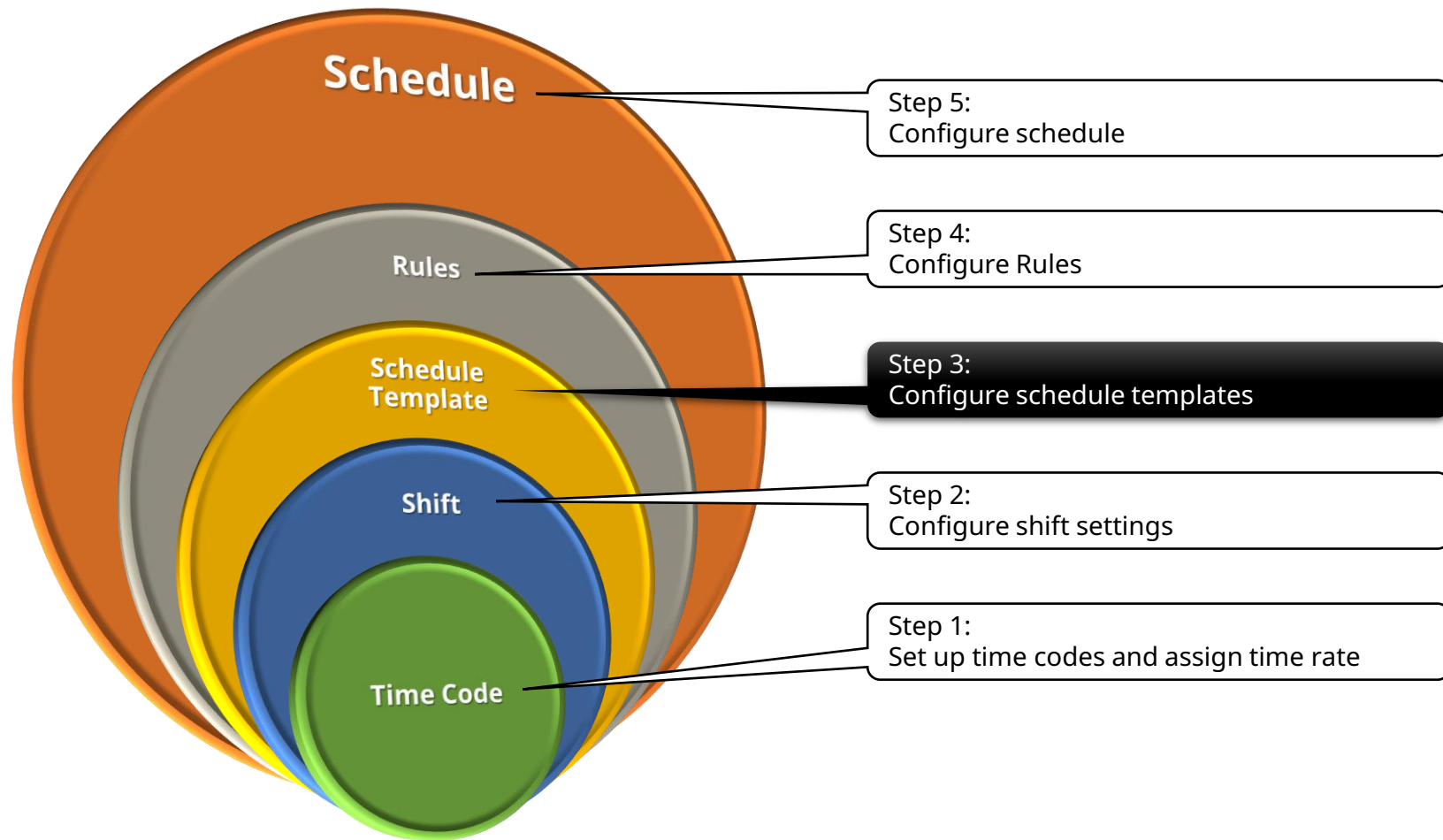
Break Time: None

Demonstration And Q&A

6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8. Export

Structure of BioStar2 TA:



6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8. Export

Schedule Template:

You can create a weekly and daily schedule template by using created shifts.

Go to Time Attendance menu → Shift tab → Add Schedule Template

The screenshot displays the BioStar 2 web interface. The top navigation bar includes the BioStar 2 logo, settings, port, about, and help links, along with an Administrator login and a Logout button. The left sidebar contains a vertical menu with icons for DASH BOARD, USER, DEVICE, DOOR, ACCESS CONTROL, and MONITORING. The 'TIME ATTENDANCE' icon under MONITORING is highlighted with a red box and labeled '1'. The 'Shift' tab under the 'Shift' section is highlighted with a red box and labeled '2'. The 'ADD SCHEDULE TEMPLATE' button in the top navigation bar is highlighted with a red box and labeled '3'. The main content area, titled 'Schedule template', displays the message 'No schedule template available.' and a button labeled 'ADD SCHEDULE TEMPLATE'.

6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8.Export

Schedule Template (Cont'd):

BioStar 2 Settings Port About Help Administrator Logout

Weekly: Same shifts assigned to each day will repeat every week

Daily: Cycle of days (up to 90 days)

Weekend Days: Select the weekend days

* Please select one or consecutive two days.

• Description

• Type ☒ Weekly ☐ Daily

• Weekend days MON TUE WED THU FRI SAT SUN

MON 0 3 6 9 12 15 18 21 24

TUE 0 3 6 9 12 15 18 21 24

WED 0 3 6 9 12 15 18 21 24

THU 0 3 6 9 12 15 18 21 24

FRI 0 3 6 9 12 15 18 21 24

SAT 0 3 6 9 12 15 18 21 24

SUN 0 3 6 9 12 15 18 21 24

Shift	Type	Time	Day start time
Flexible	Flexible	9hr 0min	05:00
Mornign Shift	Fixed	08:00~21:00	05:00
Morning excuse	Fixed	12:00~01:00	05:00
Night Shift	Fixed	20:00~09:00	16:00

All Shift created

Drag & Drop shifts for each day

Apply & Add New Apply & Next Apply Cancel

6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8.Export

Schedule Template (Cont'd):

A. Weekly

BioStar 2

SettingsPortAboutHelp

AdministratorLogout

DASH BOARD

USER

DEVICE

DOOR

ACCESS CONTROL

MONITORING

TIME ATTENDANCE

← ADD SCHEDULE TEMPLATE

Name

Description

Type

Weekend days

Weekly

Daily

MON

TUE

WED

THU

FRI

SAT

SUN

* Please select one or consecutive two days.

Copy All

MON

3

6

9

12

15

18

21

24

Mornign Shift

TUE

0

3

6

9

12

15

18

21

24

WED

0

3

6

9

12

15

18

21

24

THU

0

3

6

9

12

15

18

21

24

FRI

0

3

6

9

12

15

18

21

24

SAT

0

3

6

9

12

15

18

21

24

SUN

0

3

6

9

12

15

18

21

24

Apply & Add New

Apply & Next

Apply

Cancel

Shift	Type	Time	Day start time
Flexible	Flexible	9hr 0min	05:00
Mornign Shift	Fixed	08:00~21:00	05:00
Morning excuse	Fixed	12:00~01:00	05:00
Night Shift	Fixed	20:00~09:00	16:00

6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8.Export

Schedule Template (Cont'd):

A. Weekly

BioStar 2

SettingsPortAboutHelp

AdministratorLogout

DASH BOARD

USER

DEVICE

DOOR

ACCESS CONTROL

MONITORING

TIME ATTENDANCE

ADD SCHEDULE TEMPLATE

Name

Description

Type

Weekend days

Weekly

Daily

MON

TUE

WED

THU

FRI

SAT

SUN

* Please select one or consecutive two days.

MON

TUE

WED

THU

FRI

SAT

SUN

Copy All

0

3

6

9

12

15

18

21

24

Mornign Shift

0

3

6

9

12

15

18

21

24

Mornign Shift

0

3

6

9

12

15

18

21

24

Mornign Shift

0

3

6

9

12

15

18

21

24

Mornign Shift

0

3

6

9

12

15

18

21

24

Mornign Shift

0

3

6

9

12

15

18

21

24

Mornign Shift

0

3

6

9

12

15

18

21

24

Mornign Shift

Apply & Add New

Apply & Next

Apply

Cancel

Shift	Type	Time	Day start time
Flexible	Flexible	9hr 0min	05:00
Mornign Shift	Fixed	08:00~21:00	05:00
Morning excuse	Fixed	12:00~01:00	05:00
Night Shift	Fixed	20:00~09:00	16:00

6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8.Export

Schedule Template (Cont'd):

B. Daily

BioStar 2

SettingsPortAboutHelp

AdministratorLogout

DASH BOARD

USER

DEVICE

DOOR

ACCESS CONTROL

MONITORING

TIME ATTENDANCE

ADD SCHEDULE TEMPLATE

Name

Description

Type

Weekly

Daily

Cycle

8

(Max : 90)

Weekend days

MON

TUE

WED

THU

FRI

SAT

SUN

* Please select one or consecutive two days.

Day 1

Day 2

Day 3

Day 4

Day 5

Day 6

Day 7

Day 8


Shift	Type	Time	Day start time
Flexible	Flexible	00:00-00:00	05:00
Mornign Shift	Fixed	08:00~21:00	05:00
Morning excuse	Fixed	12:00~01:00	05:00
Night Shift	Fixed	20:00~09:00	16:00

Apply & Add New

Apply & Next

Apply

Cancel

suprema  © 2020 Suprema Inc. All rights reserved.

6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8.Export

Schedule Template (Cont'd):

B. Daily

DASH BOARD

USER

DEVICE

DOOR

ACCESS CONTROL

MONITORING

TIME ATTENDANCE

ADD SCHEDULE TEMPLATE

Name

Description

Type

Cycle

Weekend days

Weekly

Daily

8

(Max : 90)

MON

TUE

WED

THU

FRI

SAT

SUN

* Please select one or consecutive two days.

Day 1

Copy All

0

3

6

9

12

15

18

21

24

Mornign Shift

Day 2

0

3

6

9

12

15

18

21

24

Mornign Shift

Day 3

0

3

6

9

12

15

18

21

24

Flexible (9hr 0min)

Day 4

0

3

6

9

12

15

18

21

24

Flexible (9hr 0min)

Day 5

0

3

6

9

12

15

18

21

24

Day 6

0

3

6

9

12

15

18

21

24

Day 7

0

3

6

9

12

15

18

21

24

Day 8

0

3

6

9

12

15

18

21

24


Apply & Add New

Apply & Next

Apply

Cancel

Shift	Type	Time	Day start time
Flexible	Flexible	9hr 0min	05:00
Mornign Shift	Fixed	08:00~21:00	05:00
Morning excuse	Fixed	12:00~01:00	05:00
Night Shift	Fixed	20:00~09:00	16:00

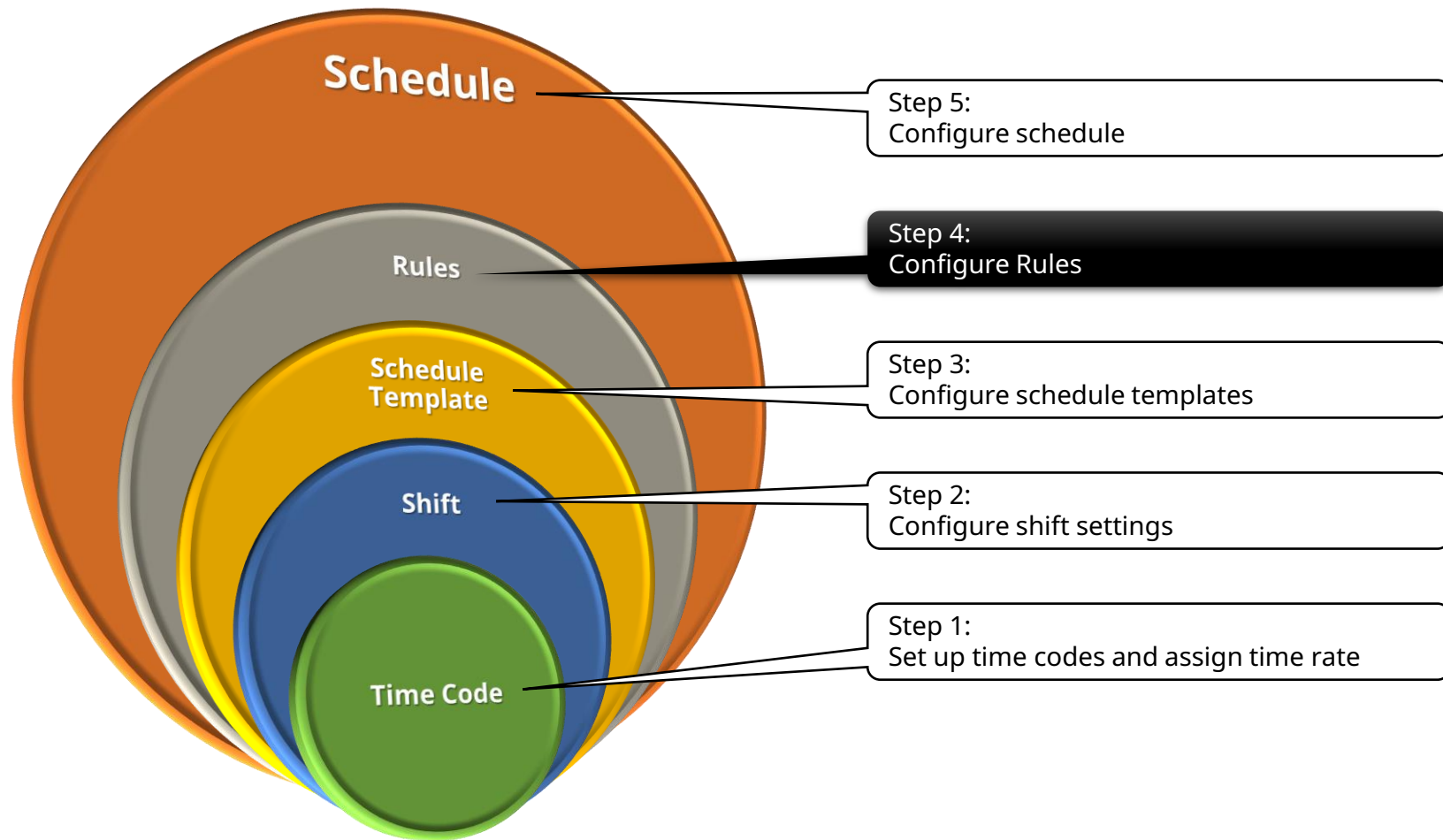
suprema  © 2020 Suprema Inc. All rights reserved.

Demonstration And Q&A

6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8. Export

Structure of BioStar2 TA:



6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8. Export

Rule:

This can be used when the overtime time code has not been added to the shift. Overtime set in the shift has a start time and an end time, but rule calculates the total time exceeding the range of regular working time.

Rule can be used conveniently for managing total daily, weekly and monthly overtime hours, and when Rule is set, it applies instead of the overtime time code added to the shift.

Go to Time Attendance menu → Shift tab → Add Rule

The screenshot displays the BioStar 2 web interface. The top navigation bar includes the BioStar 2 logo, settings, port, about, and help links, along with an Administrator login and a Logout button. The left sidebar contains a vertical menu with icons for DASH BOARD, USER, DEVICE, DOOR, ACCESS CONTROL, and MONITORING. The 'TIME ATTENDANCE' icon is highlighted with a red box and labeled '1'. The 'Shift' tab is selected and highlighted with a red box and labeled '2'. The 'ADD RULE' button is highlighted with a red box and labeled '3'. The main content area shows the 'Rule' configuration page, which currently displays 'No rule available.' and an 'Add new rule.' button.

6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8. Export

Rule (Cont'd):

BioStar 2 Settings Port About Help Administrator Logout

← ADD RULE

Not Use

Daily Overtime

• Description

• Overtime

☐ Not Use

☒ Daily overtime

Apply after hour(s) minute(s)

Apply after hour(s) minute(s) of

Max overtime hour(s)

☐ Weekly overtime

☐ Monthly overtime

Weekly Overtime

Monthly Overtime

☐ Weekend overtime

Weekend Overtime

Time Code

Day start time :

☐ First check-in & Last check-out

☐ Holiday overtime

Holiday Overtime

Time Code

Day start time :

☐ First check-in & Last check-out

Apply & Add New Apply & Next Apply Cancel

6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8.Export

Rule (Cont'd):

Example of weekly overtime rule

The screenshot shows the 'ADD RULE' configuration page in the BioStar 2 interface. The left sidebar contains navigation links: DASH BOARD, USER, DEVICE, DOOR, ACCESS CONTROL, MONITORING, and TIME ATTENDANCE. The main area is titled 'ADD RULE' and contains the following fields:

- Name:** Weekly OT Rule
- Description:** (empty)
- Overtime:** ☒ Weekly overtime, ☐ Daily overtime, ☐ Not Use
- Apply:** OT x 1.5 after 40 hour(s) 0 minute(s)
- Apply:** OT x 2 after 5 hour(s) 0 minute(s) of [OT x 1.5]
- Max overtime:** 60 hour(s)
- ☐ Monthly overtime

After 40 hour(s), apply Overtime 1.5x.

After 5 hour(s) of Overtime 1.5x apply Overtime x2

Max overtime 60 hours

Weekly Overtime Rule:

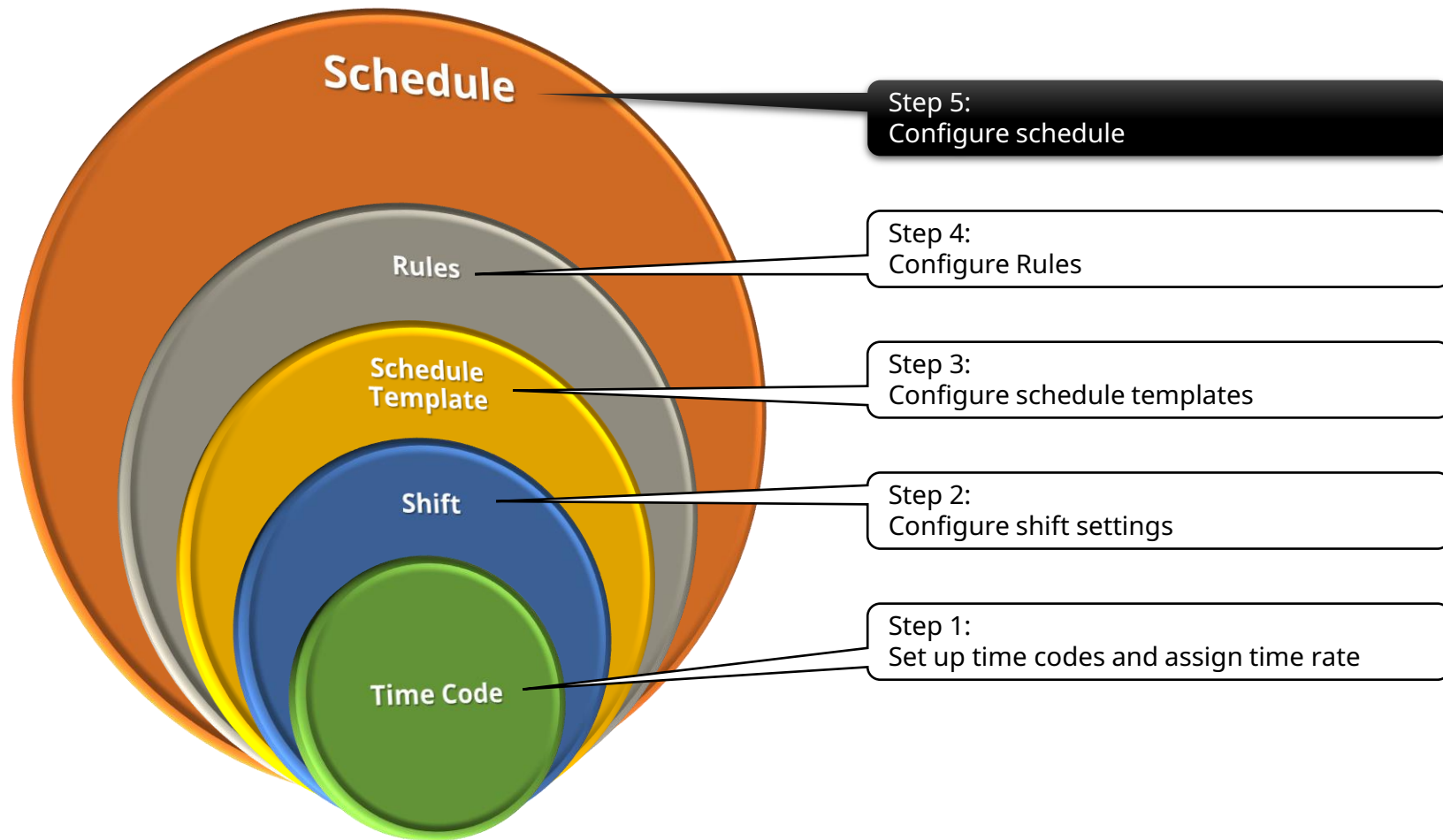
- 1x the regular rate for hours less than 40 in a week.
- 1.5x the regular rate hours between 40 and 45
- 2x their regular rate for hours beyond 45 hours in a week and
- Maximum overtime is 60 per week

Demonstration And Q&A

6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8. Export

Structure of BioStar2 TA:



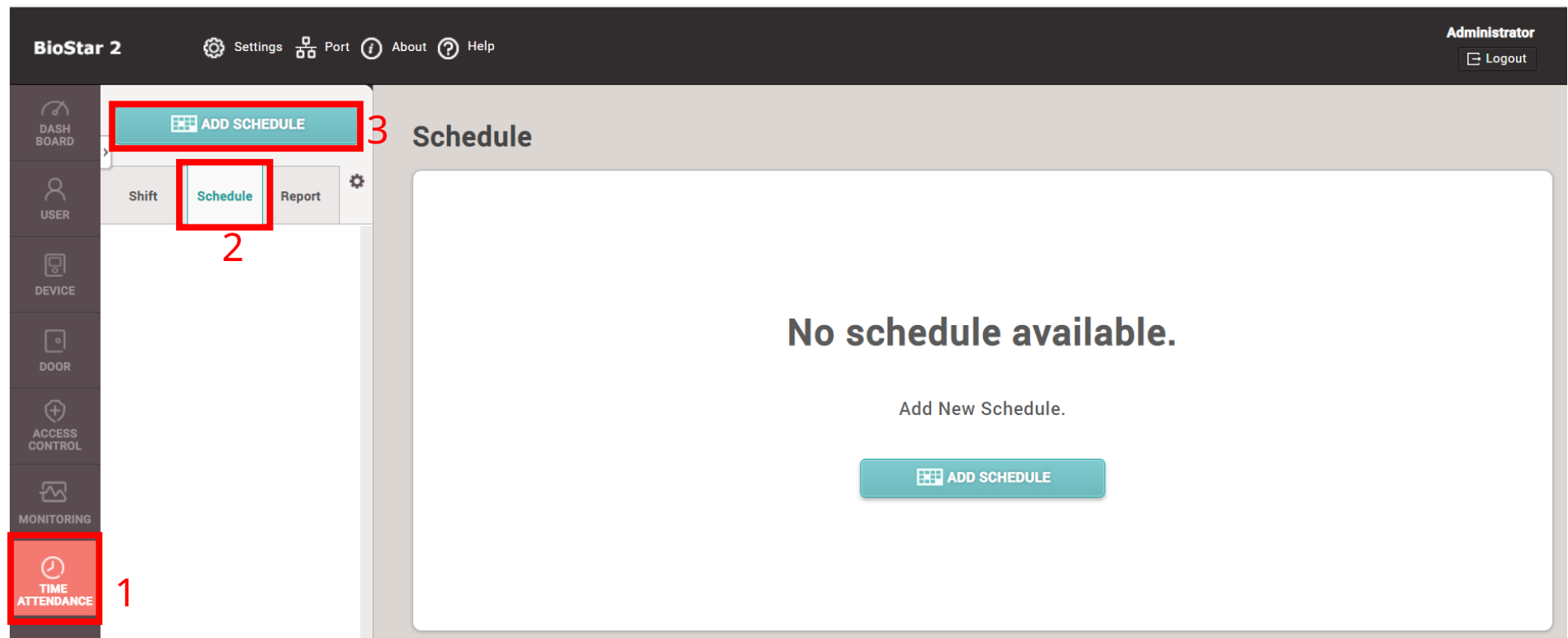
6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8. Export

Schedule:

You can create a service schedule by assigning the set schedule template, overtime rule, period, and holiday to a user. You can also add a temporary schedule or personal vacation to the created service schedule.

Go to Time Attendance menu → Schedule tab → Add Schedule



6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8.Export

Schedule:

You can create a service schedule by assigning the set schedule template, overtime rule, period, and holiday to a user.

The screenshot shows the 'ADD SCHEDULE' form in the BioStar 2 software. The form includes fields for Name, Description, Rule (set to 'None'), Schedule template (set to 'None'), Period (2020-06-05 to 2020-06-05), Holiday (set to 'None'), and a list of users. The 'User group' list on the left includes 'All Users' (8), 'Suprema EU' (2), 'France' (1), 'Germany' (0), 'UK' (1), 'Suprema HQ' (2), 'R&D' (1), 'Technical Support' (1), and 'Suprema ME' (2). The 'User in group(8)' list shows selected users: Administrator (1), Cyril (5), Dwayne (6), Hatem Kahla (2), Hazem (8), Kate (3), Michael (4), and Mohamed (7). The 'Added users(0)' list is empty. Annotations with red arrows point to various fields: 'Add the rules' points to the Rule dropdown; 'Add the Schedule Template' points to the Schedule template dropdown; 'Select the period of this schedule' points to the Period date range; 'Add holidays' points to the Holiday dropdown; 'Add the users which the rule, schedule template, holiday are going to apply on their punch logs' points to the 'Add selected user' button; and 'Delete user/s from this schedule' points to the 'Delete all users' button. A warning message at the bottom right states: 'Before creating a schedule, check if the Time Code, Shift, Schedule Template, and Holiday which you will use have been created correctly.' The bottom of the interface has 'Apply & Add New', 'Apply', and 'Cancel' buttons.

ADD SCHEDULE

- Name
- Description
- Rule: None
- Schedule template: None
- Period: 2020-06-05 ~ 2020-06-05
- Holiday: None
- User

User group

- All Users (8)
- Suprema EU (2)
- France (1)
- Germany (0)
- UK (1)
- Suprema HQ (2)
- R&D (1)
- Technical Support (1)
- Suprema ME (2)

User in group(8)

- Administrator (1)
- Cyril (5)
- Dwayne (6)
- Hatem Kahla (2)
- Hazem (8)
- Kate (3)
- Michael (4)
- Mohamed (7)

Added users(0)

Annotations:

- Add the rules
- Add the Schedule Template
- Select the period of this schedule
- Add holidays
- Add the users which the rule, schedule template, holiday are going to apply on their punch logs
- Delete user/s from this schedule

Warning: Before creating a schedule, check if the Time Code, Shift, Schedule Template, and Holiday which you will use have been created correctly.

Buttons: Apply & Add New, Apply, Cancel

6 – Configuration of time code, shifts, schedule template, rules, schedule

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | [6. Configuration](#) | 7. Reports | 8.Export

Schedule:

Example

BioStar 2

SettingsPortAboutHelp

DASH BOARD

USER

DEVICE

DOOR

ACCESS CONTROL

MONITORING

TIME ATTENDANCE

← Morning Shchedule

Name

Morning Shchedule

Description

Rule

Weekly OT Rule

Schedule template

[Morning Shift Template]

Period

2020-05-01 ~ 2026-12-31

Holiday

None

New YearIndependent/National day

User

User group

All Users8

Suprema EU2

France1

Germany0

UK1

Suprema HQ2

R&D1

Technicial Support1

Suprema ME2

User in group(8)

Go

Administrator(1)

Cyril(5)

Dwayne(6)

Hatem Kahlaحاتم كحلة(2)

Hazem(8)

Kate(3)

Michael(4)

Mohamed(7)

Add selected user

Added users(2)

Go

Hatem Kahlaحاتم كحلة(2)

Mohamed(7)

Delete all users

Demonstration And Q&A

Contents

1. Webinar Goal
2. Understanding BioStar2 TA license
3. Activating BioStar2 TA License (online & offline)
Q&A
4. Understanding BioStar2 TA 24 hours shift concept
Q&A
5. Activate TA module and Register Devices
Q&A
6. Configuration of time code, shifts, schedule template, rules, schedule
Q&A
- 7. Available reports and limitations**
8. Export report as CSV & PDF
Q&A

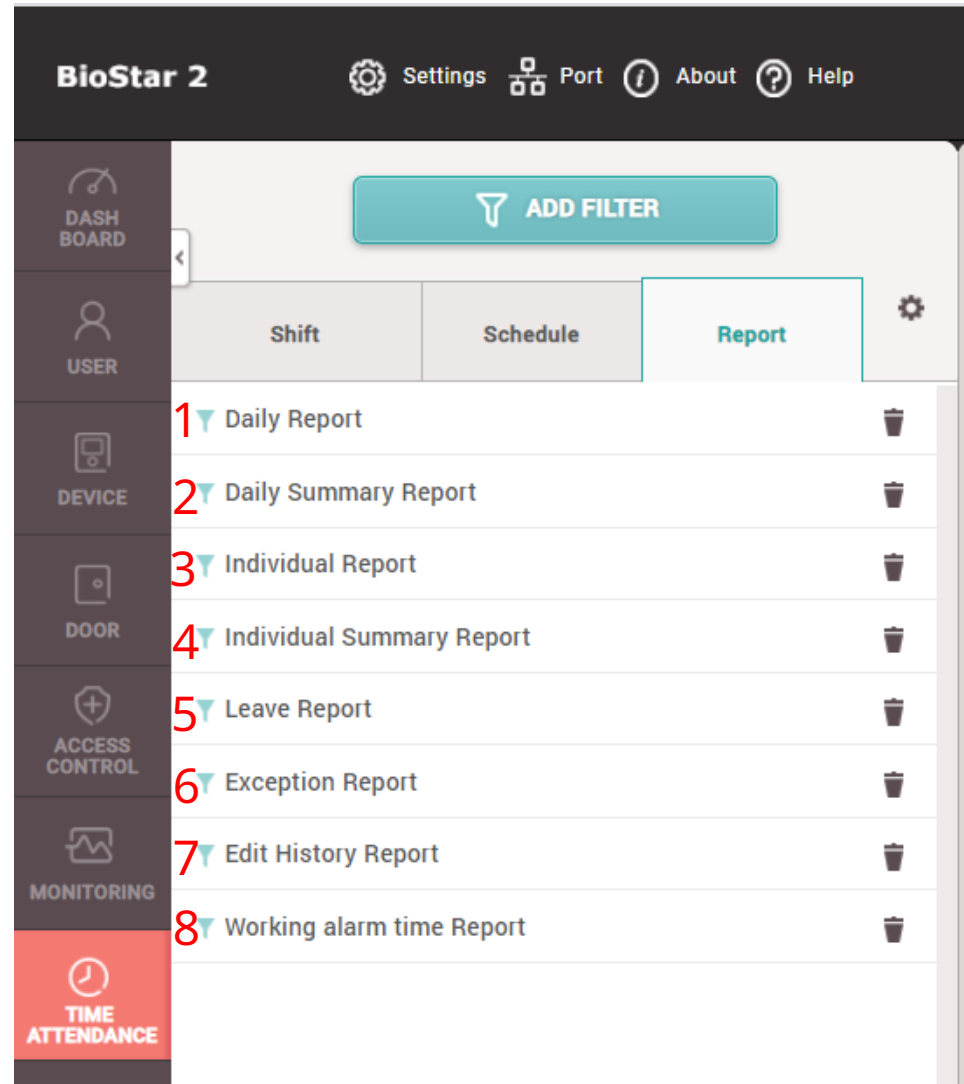
7 – Available reports and limitations

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | 6. Configuration | [7. Reports](#) | 8.Export

Reports:

BioStar2 has 8 preset reports:

1. Daily report
2. Daily Summary Report
3. Individual Report
4. Individual Summary Report
5. Leave Report
6. Exception Report
7. Edit History Report
8. Working alarm time Report



7 – Available reports and limitations

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | 6. Configuration | **7. Reports** | 8. Export

1. Daily Report:

Report Type:
Change the report type from the 8 preset reports

Column Setting:
hide/unhide columns and change the order

User: Select user/s to run the report

Save Filter: user/s & user group/s selected will be saved, so every time you open this report, no need to select them again.

User Group: Select user group/s to run the report

Report Period:

1. Daily
2. Weekly
3. Monthly
4. Custom: can't exceed 3 months.

CSV Export

PDF Export

Update Report

Daily Report

Date	Name	User ID	Departm...	Shift	Leave	In	Out	Exception	Regular ...	Overtim...	Total W
------	------	---------	------------	-------	-------	----	-----	-----------	-------------	------------	---------

Daily Report: report view

7 – Available reports and limitations

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | 6. Configuration | **7. Reports** | 8.Export

1. Daily Report (Cont'd):

Daily report has below columns:

1. Date
2. Name
3. User ID
4. Department (user group)
5. Punch Type
6. Shift
7. Leave
8. In
9. Out
10. Exception
11. Regular hours
12. Overtime hours
13. Total Work Hours
14. Break Time
15. Over Break Time
16. Meal Time
17. Regular By Time Rate
18. Overtime By Time Rate
19. Custom Fields

Column Setting

• [Column List] Default Column

	Column
<input checked="" type="checkbox"/>	Date
<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	User ID
<input checked="" type="checkbox"/>	Department
<input type="checkbox"/>	Punch Type
<input checked="" type="checkbox"/>	Shift
<input checked="" type="checkbox"/>	Leave

The position of the column can be moved to Drag & Drop.

Apply Cancel

Column Setting

• [Column List] Default Column

	Column
<input checked="" type="checkbox"/>	In
<input checked="" type="checkbox"/>	Out
<input checked="" type="checkbox"/>	Exception
<input checked="" type="checkbox"/>	Regular hours
<input checked="" type="checkbox"/>	Overtime hours
<input checked="" type="checkbox"/>	Total Work Hours
<input type="checkbox"/>	Break Time

The position of the column can be moved to Drag & Drop.

Apply Cancel

Column Setting

• [Column List] Default Column

	Column
<input type="checkbox"/>	Regular By Time Rate
<input type="checkbox"/>	Overtime By Time Rate
<input type="checkbox"/>	Punch Type
<input type="checkbox"/>	CF 1
<input type="checkbox"/>	CF 2
<input type="checkbox"/>	CF 3
<input type="checkbox"/>	CF 4

The position of the column can be moved to Drag & Drop.

Apply Cancel

- Arrange the columns order by drag and drop
- Select the required field by check the checkboxes
- You can select up to 15 columns

Column Setting

• [Column List] Default Column

	Column
<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	User ID
<input checked="" type="checkbox"/>	Department
<input checked="" type="checkbox"/>	Date
<input type="checkbox"/>	Punch Type
<input checked="" type="checkbox"/>	Shift
<input checked="" type="checkbox"/>	Leave

The position of the column can be moved to Drag & Drop.

Apply Cancel

7 – Available reports and limitations

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | 6. Configuration | 7. Reports | 8.Export

2. Daily Summary Report:

Report Type:
Change the report type from the 8 preset reports

Column Setting:
hide/unhide columns and change the order

User: Select user/s to run the report

Save Filter: user/s & user group/s selected will be saved, so every time you open this report, no need to select them again.

User Group: Select user group/s to run the report

Report Period:

1. Daily
2. Weekly
3. Monthly
4. Custom: can't exceed 3 months.

CSV Export

PDF Export

Update Report

Daily Summary Report

Date	Regular ho...	Overtime h...	Total Work ...	No of Abse...	No of Insuf...	No of Late I...	No of Early ...	No of Missi...	No of Missi...	No of Miss
------	---------------	---------------	----------------	---------------	----------------	-----------------	-----------------	----------------	----------------	------------

Daily Summary Report: report view

7 – Available reports and limitations

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | 6. Configuration | [7. Reports](#) | 8.Export

2. Daily Summary Report (Cont'd):

Daily report has below columns:

1. Date
2. Regular hours
3. Overtime hours
4. Total Work Hours
5. No. of Absence
6. No. of Insufficient Work Time
7. No. of Late in
8. No. of Early Out
9. No. of Missing Event Type
10. No. of Missing Punch In
11. No. of Missing Punch Out
12. Break Time
13. Over Break Time
14. Meal Time
15. Regular By Time Rate
16. Overtime By Time Rate
17. Paid Leave
18. Normal

Column Setting

• [Column List] Default Column

	Column
<input checked="" type="checkbox"/>	Date
<input checked="" type="checkbox"/>	Regular hours
<input checked="" type="checkbox"/>	Overtime hours
<input checked="" type="checkbox"/>	Total Work Hours
<input checked="" type="checkbox"/>	No of Absence
<input checked="" type="checkbox"/>	No of Insufficient Work Time
<input checked="" type="checkbox"/>	No of Late In

The position of the column can be moved to Drag & Drop.

Apply Cancel

Column Setting

• [Column List] Default Column

	Column
<input checked="" type="checkbox"/>	No of Early Out
<input checked="" type="checkbox"/>	No of Missing Event Type
<input checked="" type="checkbox"/>	No of Missing Punch In
<input checked="" type="checkbox"/>	No of Missing Punch Out
<input type="checkbox"/>	Break Time
<input type="checkbox"/>	Over Break Time
<input type="checkbox"/>	Meal Time

The position of the column can be moved to Drag & Drop.

Apply Cancel

Column Setting

• [Column List] Default Column

	Column
<input type="checkbox"/>	Over Break Time
<input type="checkbox"/>	Meal Time
<input type="checkbox"/>	Regular By Time Rate
<input type="checkbox"/>	Overtime By Time Rate
<input type="checkbox"/>	Paid Leave
<input type="checkbox"/>	Unpaid Leave
<input type="checkbox"/>	Normal

The position of the column can be moved to Drag & Drop.

Apply Cancel

Column Setting

• [Column List] Default Column

	Column
<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	User ID
<input checked="" type="checkbox"/>	Department
<input checked="" type="checkbox"/>	Date
<input type="checkbox"/>	Punch Type
<input checked="" type="checkbox"/>	Shift
<input checked="" type="checkbox"/>	Leave

The position of the column can be moved to Drag & Drop.

Apply Cancel

- Arrange the columns order by drag and drop
- Select the required field by check the checkboxes
- You can select up to 15 columns

7 – Available reports and limitations

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | 6. Configuration | **7. Reports** | 8.Export

3. Individual Report:

Report Type:
Change the report type from the 8 preset reports

Column Setting:
hide/unhide columns and change the order

Save Filter: user/s & user group/s selected will be saved, so every time you open this report, no need to select them again.

User: Select user/s to run the report

User Group: Select user group/s to run the report

All In/Out Punches: show all transaction of a user in the report.

Report Period:

1. Daily
2. Weekly
3. Monthly
4. Custom: can't exceed 3 months.

CSV Export

PDF Export

Update Report

Individual Report

Individual Report: report view

BioStar 2 Settings Port About Help

ADD FILTER

Shift Schedule **Report**

DAILY REPORT

USER

DEVICE

DOOR

Individual Report

Individual Summary

Individual Report

Individual Summary

Search Conditions

Filter Conditions

Name Individual Report

Report Type Individual

User Group

User

Column Setting

Report Period

Monthly (2020-06-01 ~ 2020-06-30)

Check In/Out Only All In/Out Punches

Save Filter

Update Report CSV Export PDF Export

Individual Report

Date	Name	User ID	Departm...	Shift	Leave	In	Out	Exception	Regular ...	Overtim...	Total W
------	------	---------	------------	-------	-------	----	-----	-----------	-------------	------------	---------

7 – Available reports and limitations

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | 6. Configuration | [7. Reports](#) | 8.Export

3. Individual Report (Cont'd):

Daily report has below columns:

1. Date
2. Name
3. User ID
4. Department
5. Shift
6. Leave
7. In
8. Out
9. Exception
10. Regular hours
11. Overtime hours
12. Total work Hours
13. Break Time
14. Over Break Time
15. Meal Time
16. Regular By Time Rate
17. Overtime By Time Rate
18. Punch Type
19. Custom Fields

Column Setting

• [Column List] Default Column

	Column
<input checked="" type="checkbox"/>	Date
<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	User ID
<input checked="" type="checkbox"/>	Department
<input checked="" type="checkbox"/>	Shift
<input type="checkbox"/>	Leave
<input checked="" type="checkbox"/>	In

The position of the column can be moved to Drag & Drop.

Apply Cancel

Column Setting

• [Column List] Default Column

	Column
<input checked="" type="checkbox"/>	Out
<input checked="" type="checkbox"/>	Exception
<input checked="" type="checkbox"/>	Regular hours
<input checked="" type="checkbox"/>	Overtime hours
<input checked="" type="checkbox"/>	Total Work Hours
<input type="checkbox"/>	Break Time
<input type="checkbox"/>	Over Break Time

The position of the column can be moved to Drag & Drop.

Apply Cancel

Column Setting

• [Column List] Default Column

	Column
<input type="checkbox"/>	Meal Time
<input type="checkbox"/>	Regular By Time Rate
<input type="checkbox"/>	Overtime By Time Rate
<input checked="" type="checkbox"/>	Punch Type
<input type="checkbox"/>	CF 1
<input type="checkbox"/>	CF 2
<input type="checkbox"/>	CF 3

The position of the column can be moved to Drag & Drop.

Apply Cancel

- Arrange the columns order by drag and drop
- Select the required field by check the checkboxes
- You can select up to 15 columns

Column Setting

• [Column List] Default Column

	Column
<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	User ID
<input checked="" type="checkbox"/>	Department
<input checked="" type="checkbox"/>	Date
<input type="checkbox"/>	Punch Type
<input checked="" type="checkbox"/>	Shift
<input checked="" type="checkbox"/>	Leave

The position of the column can be moved to Drag & Drop.

Apply Cancel

7 – Available reports and limitations

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | 6. Configuration | **7. Reports** | 8.Export

4. Individual Summary Report:

Report Type:
Change the report type from the 8 preset reports

Column Setting:
hide/unhide columns and change the order

Save Filter: user/s & user group/s selected will be saved, so every time you open this report, no need to select them again.

User: Select user/s to run the report

User Group: Select user group/s to run the report

Report Period:

1. Daily
2. Weekly
3. Monthly
4. Custom: can't exceed 3 months.

CSV Export

PDF Export

Update Report

Individual Summary Report

Name	User ID	Depart...	Regular ...	Overtim...	Total W...	No of A...	No of In...	No of La...	No of Ea...	No of Mi...	No of Mi...	No of M...
------	---------	-----------	-------------	------------	------------	------------	-------------	-------------	-------------	-------------	-------------	------------

Individual Summary Report: report view

7 – Available reports and limitations

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | 6. Configuration | [7. Reports](#) | 8.Export

4. Individual Summary Report (C):

Daily report has below columns:

1. Name
2. User ID
3. Department
4. Regular hours
5. Overtime hours
6. Total Work Hours
7. No of Absence
8. No of insufficient Work Time
9. No of Late In
10. No of Early Out
11. No of Missing Event Type
12. No of Missing Punch In
13. No of Missing Punch Out
14. Break Time
15. Over Break Time
16. Meal Time
17. Regular By Time Rate
18. Overtime By Time Rate
19. Paid Leave
20. Unpaid Leave
21. Normal
22. Custom Fields

Column Setting

• [Column List] Default Column

	Column
<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	User ID
<input checked="" type="checkbox"/>	Department
<input checked="" type="checkbox"/>	Regular hours
<input checked="" type="checkbox"/>	Overtime hours
<input checked="" type="checkbox"/>	Total Work Hours
<input checked="" type="checkbox"/>	No of Absence

The position of the column can be moved to Drag & Drop.

Apply Cancel

Column Setting

• [Column List] Default Column

	Column
<input checked="" type="checkbox"/>	No of Insufficient Work Time
<input checked="" type="checkbox"/>	No of Late In
<input checked="" type="checkbox"/>	No of Early Out
<input checked="" type="checkbox"/>	No of Missing Event Type
<input checked="" type="checkbox"/>	No of Missing Punch In
<input checked="" type="checkbox"/>	No of Missing Punch Out
<input type="checkbox"/>	Break Time

The position of the column can be moved to Drag & Drop.

Apply Cancel

Column Setting

• [Column List] Default Column

	Column
<input type="checkbox"/>	Over Break Time
<input type="checkbox"/>	Meal Time
<input type="checkbox"/>	Regular By Time Rate
<input type="checkbox"/>	Overtime By Time Rate
<input type="checkbox"/>	Paid Leave
<input type="checkbox"/>	Unpaid Leave
<input type="checkbox"/>	Normal

The position of the column can be moved to Drag & Drop.

Apply Cancel

- Arrange the columns order by drag and drop
- Select the required field by check the checkboxes
- You can select up to 15 columns

Column Setting

• [Column List] Default Column

	Column
<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	User ID
<input checked="" type="checkbox"/>	Department
<input checked="" type="checkbox"/>	Date
<input type="checkbox"/>	Punch Type
<input checked="" type="checkbox"/>	Shift
<input checked="" type="checkbox"/>	Leave

The position of the column can be moved to Drag & Drop.

Apply Cancel

7 – Available reports and limitations

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | 6. Configuration | **7. Reports** | 8.Export

5. Leave Report:

Report Type:
Change the report type from the 8 preset reports

Column Setting:
hide/unhide columns and change the order

Save Filter: user/s & user group/s selected will be saved, so every time you open this report, no need to select them again.

Filter: Select from the leaves time code you created.

User Group: Select user group/s to run the report

User: Select user/s to run the report

Report Period:
1. Daily
2. Weekly
3. Monthly
4. Custom: can't exceed 3 months.

Update Report

CSV Export

PDF Export

Leave Report

Date	Name	User ID	Department	Shift	Leave	Leave Period
------	------	---------	------------	-------	-------	--------------

Leave Report: report view

7 – Available reports and limitations

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | 6. Configuration | [7. Reports](#) | 8.Export

5. Leave Report (Cont'd):

Daily report has below columns:

1. Date
2. Name
3. User ID
4. Department
5. Shift
6. Leave
7. Leave Period
8. Flexible Leave Hours
9. Approver Comments
10. Custom Fields

Column Setting

• [Column List] Default Column

	Column
<input checked="" type="checkbox"/>	Date
<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	User ID
<input checked="" type="checkbox"/>	Department
<input checked="" type="checkbox"/>	Shift
<input checked="" type="checkbox"/>	Leave
<input checked="" type="checkbox"/>	Leave Period

The position of the column can be moved to Drag & Drop.

Apply Cancel

Column Setting

• [Column List] Default Column

	Column
<input type="checkbox"/>	Flexible Leave Hours
<input type="checkbox"/>	Approver Comments
<input type="checkbox"/>	CF 1
<input type="checkbox"/>	CF 2
<input type="checkbox"/>	CF 3
<input type="checkbox"/>	CF 4
<input type="checkbox"/>	CF 5

The position of the column can be moved to Drag & Drop.

Apply Cancel

- Arrange the columns order by drag and drop
- Select the required field by check the checkboxes
- **You can select all columns (less than 15)**

Column Setting

• [Column List] Default Column

	Column
<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	User ID
<input checked="" type="checkbox"/>	Department
<input checked="" type="checkbox"/>	Date
<input type="checkbox"/>	Punch Type
<input checked="" type="checkbox"/>	Shift
<input checked="" type="checkbox"/>	Leave

The position of the column can be moved to Drag & Drop.

Apply Cancel

7 – Available reports and limitations

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | 6. Configuration | **7. Reports** | 8.Export

6. Exception Report:

Report Type:
Change the report type from the 8 preset reports

Column Setting:
hide/unhide columns and change the order

Save Filter: user/s & user group/s selected will be saved, so every time you open this report, no need to select them again.

Filter: Select from exception list of BioStar2 TA

User: Select user/s to run the report

User Group: Select user group/s to run the report

Report Period:
1. Daily
2. Weekly
3. Monthly
4. Custom: can't exceed 3 months.

The screenshot shows the BioStar2 TA web interface for generating an Exception Report. The interface includes a sidebar with navigation options like DASH BOARD, USER, DE, and ACCESS CONTROL. The main area is titled 'Search Conditions' and contains several sections:

- Filter Conditions:** Includes fields for Name (Exception Report), Report Type (Exception), and Filter (All). A dropdown menu for Filter is open, showing options: All, Absence, Insufficient work time, Missing event type, Missing Punch In, Missing Punch Out, Late In, Early Out, Missing Break Start, Missing Break End, Missing Meal Start, and Missing Meal End.
- User Group:** A field for selecting user groups.
- Report Period:** A field set to 'Monthly (2020-06)'.
- User:** A search field for selecting users.
- Buttons:** 'Save Filter', 'Update Report', 'CSV Export', and 'PDF Export'.

Below the search conditions is the 'Exception Report' table view, which has columns: Date, Name, User ID, Department, Shift, In, Out, and Exception.

Callouts from the surrounding text blocks point to specific elements in the interface:

- Report Type:** Points to the 'Exception' dropdown in the Filter Conditions.
- Column Setting:** Points to the 'Column Setting' button.
- Save Filter:** Points to the 'Save Filter' button.
- Filter:** Points to the 'Filter' dropdown menu.
- User:** Points to the 'User' search field.
- User Group:** Points to the 'User Group' field.
- Report Period:** Points to the 'Report Period' field.
- Update Report:** Points to the 'Update Report' button.
- CSV Export:** Points to the 'CSV Export' button.
- PDF Export:** Points to the 'PDF Export' button.
- Exception Report:** Points to the table view below the search conditions.

7 – Available reports and limitations

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | 6. Configuration | [7. Reports](#) | 8. Export

6. Exception Report (Cont'd):

Daily report has below columns:

1. Date
2. Name
3. User ID
4. Department
5. Shift
6. In
7. Out
8. Exception
9. Custom Fields

Column Setting

• [Column List] Default Column

	Column
<input checked="" type="checkbox"/>	Date
<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	User ID
<input checked="" type="checkbox"/>	Department
<input checked="" type="checkbox"/>	Shift
<input checked="" type="checkbox"/>	In
<input checked="" type="checkbox"/>	Out

The position of the column can be moved to Drag & Drop.

Apply Cancel

Column Setting

• [Column List] Default Column

	Column
<input checked="" type="checkbox"/>	Exception
<input type="checkbox"/>	CF 1
<input type="checkbox"/>	CF 2
<input type="checkbox"/>	CF 3
<input type="checkbox"/>	CF 4
<input type="checkbox"/>	CF 5
<input type="checkbox"/>	CF 6

The position of the column can be moved to Drag & Drop.

Apply Cancel

- Arrange the columns order by drag and drop
- Select the required field by check the checkboxes
- **You can select up to 15 columns if custom fields exceed 6 fields**

Column Setting

• [Column List] Default Column

	Column
<input checked="" type="checkbox"/>	Name
<input checked="" type="checkbox"/>	User ID
<input checked="" type="checkbox"/>	Department
<input checked="" type="checkbox"/>	Date
<input type="checkbox"/>	Punch Type
<input checked="" type="checkbox"/>	Shift
<input checked="" type="checkbox"/>	Leave

The position of the column can be moved to Drag & Drop.

Apply Cancel

7 – Available reports and limitations

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | 6. Configuration | **7. Reports** | 8.Export

7. Edit History Report:

Report Type:
Change the report type form the 8 preset reports

Column Setting:
hide/unhide columns and change the order

Save Filter: user/s & user group/s selected will be saved, so every time you open this report, no need to select them again.

User: Select user/s to run the report

User Group: Select user group/s to run the report

Report Period:

1. Daily
2. Weekly
3. Monthly
4. Custom: can't exceed 3 months.

CSV Export

PDF Export

Update Report

Edit History Report

Modified Date&Time	Modified By ...	Modifie...	User ID	User Name	Original Date&Time	Original Punch Type	Modified Punch Ty...	Updated Date&Tin
--------------------	-----------------	------------	---------	-----------	--------------------	---------------------	----------------------	------------------

Edit History Report: report view

7 – Available reports and limitations

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | 6. Configuration | [7. Reports](#) | 8.Export

7. Edit History Report (Cont'd):

Daily report has below columns:

1. Modified Date&Time
2. Modified By User Name
3. Modified By User ID
4. User ID
5. User Name
6. Original Date&Time
7. Original Punch Type
8. Modified Punch Type
9. Updated Date&Time

Column Setting

• [Column List] Default Column

✓	Column
✓	Modified Date&Time
✓	Modified By User Name
✓	Modified By User ID
✓	User ID
✓	User Name
✓	Original Date&Time
✓	Original Punch Type

The position of the column can be moved to Drag & Drop.

Apply Cancel

Column Setting

• [Column List] Default Column

✓	Column
✓	Modified By User ID
✓	User ID
✓	User Name
✓	Original Date&Time
✓	Original Punch Type
✓	Modified Punch Type
✓	Updated Date&Time

The position of the column can be moved to Drag & Drop.

Apply Cancel

- Arrange the columns order by drag and drop
- Select the required field by check the checkboxes
- **You can select all columns because it is below 15**

Column Setting

• [Column List] Default Column

✓	Column
✓	Name
✓	User ID
✓	Department
✓	Date
✓	Punch Type
✓	Shift
✓	Leave

The position of the column can be moved to Drag & Drop.

Apply Cancel

7 – Available reports and limitations

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | 6. Configuration | **7. Reports** | 8.Export

8. Working Alarm Time Report:

Working alarm time: Set the time to generate Working alarm time report.

Report Type: Change the report type from the 8 preset reports

Column Setting: hide/unhide columns and change the order

User: Select user/s to run the report

Save Filter: user/s & user group/s selected will be saved, so every time you open this report, no need to select them again.

Report Period:
1. Daily
2. Weekly
3. Monthly
4. Custom: can't exceed 3 months.

User Group: Select user group/s to run the report

Email: Click to send an email to an administrator automatically.

Time: You can set the time to send an email to administrators.

Update Report

CSV Export

PDF Export

Day of Week: You can set the days of the week to send an email to administrators.

Recipient: You can add an administrator's email address that receives the email.

Notes:
• You need to configure Filter Conditions and then save the filter in order to set up Automated Email.
• You can set the sender information for automatically sent emails in

Edit History Report: report view

Working alarm time Report

Name	User ID	Department	Regular
------	---------	------------	---------

7 – Available reports and limitations

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | 6. Configuration | [7. Reports](#) | 8.Export

8. Working Alarm Time Report (Cont'd):

Daily report has below columns:

1. Date
2. Name
3. User ID
4. Department
5. Punch Type
6. Shift
7. Leave
8. In
9. Out
10. Exception
11. Regular hours
12. Overtime hours
13. Total Working Hours
14. Break Time
15. Over Break Time
16. Meal Time
17. Regular By Time Rate
18. Overtime By Time Rate
19. Custom Fields

The first screenshot shows a 'Column Setting' dialog with a list of columns: Date, Name, User ID, Department, Punch Type, Shift, and Leave. The 'Default Column' button is visible. The second screenshot shows a 'Column Setting' dialog with a list of columns: In, Out, Exception, Regular hours, Overtime hours, Total Work Hours, and Break Time. The 'Default Column' button is visible. The third screenshot shows a 'Column Setting' dialog with a list of columns: Over Break Time, Meal Time, Regular By Time Rate, Overtime By Time Rate, CF 1, CF 2, and CF 3. The 'Default Column' button is visible.

- Arrange the columns order by drag and drop
- Select the required field by check the checkboxes
- You can select up to 15 columns

The screenshot shows a 'Column Setting' dialog with a list of columns: Name, User ID, Department, Date, Punch Type, Shift, and Leave. The 'Default Column' button is visible. The 'Shift' checkbox is checked, and the 'Name' column is highlighted.

7 – Available reports and limitations

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | 6. Configuration | [7. Reports](#) | 8.Export

Limitations:

1. Only 8 reports are available.
2. No customized reports in BioStar2 TA report.
3. No direct integration between BioStar2 TA & 3rd party reporting tool (example: Crystal report).
4. No rotating shifts as it is based on 24 hours shift.
5. No mails for exceptions or any other log (only for working alarm time report, report no.8).
6. No requests for leaves or special permission from BioStar2.

Contents

1. Webinar Goal
2. Understanding BioStar2 TA license
3. Activating BioStar2 TA License (online & offline)
Q&A
4. Understanding BioStar2 TA 24 hours shift concept
Q&A
5. Activate TA module and Register Devices
Q&A
6. Configuration of time code, shifts, schedule template, rules, schedule
Q&A
7. Available reports and limitations
- 8. Export report as CSV & PDF**
Q&A

8 – Export report as CSV & PDF

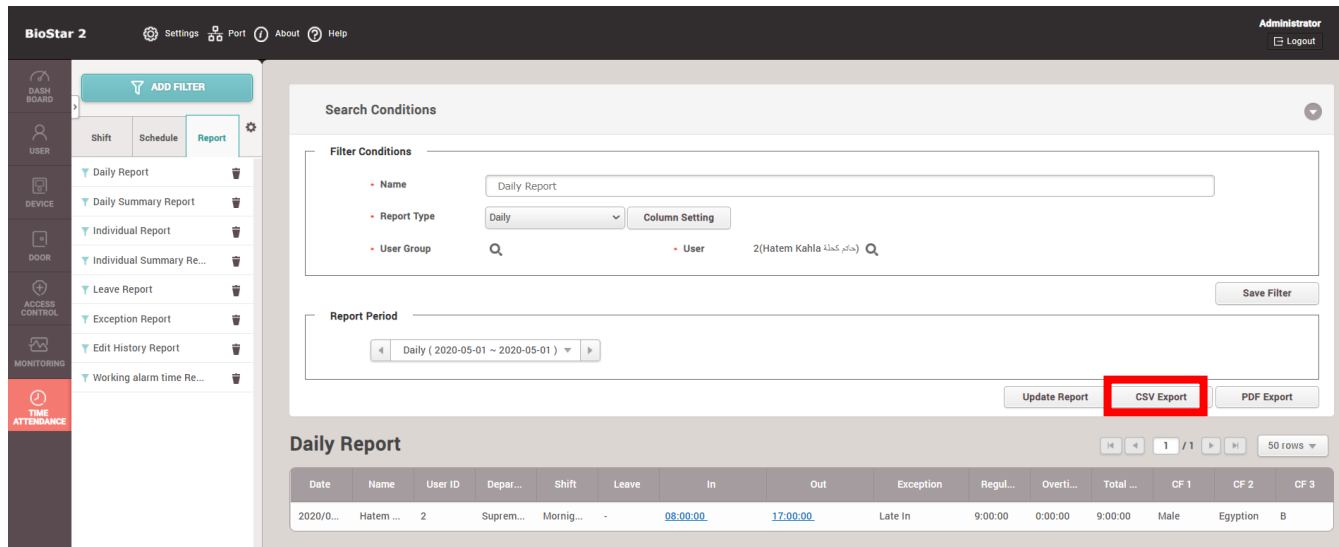
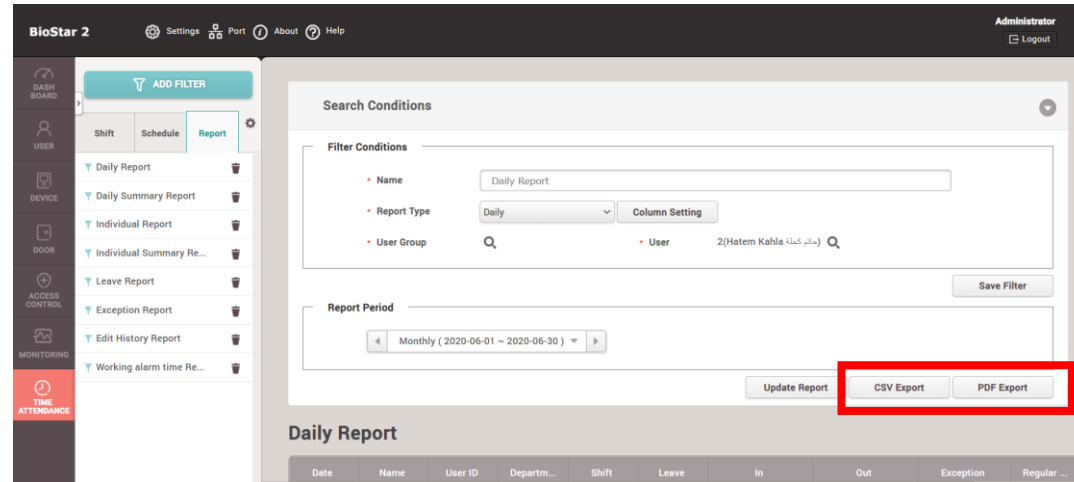
1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | 6. Configuration | 7. Reports | [8.Export](#)

Export Report:

All of BioStar2 TA reports (8 reports) can be exported in either:

1. CSV
- or
2. PDF

Export CSV:



Microsoft Excel
Worksheet

8 – Export report as CSV & PDF

1. Webinar Goal | 2. License | 3. Activate license | 4. 24 hours shift | 5. Register Devices | 6. Configuration | 7. Reports | **8.Export**

Export PDF:

The screenshot shows the BioStar 2 Reports interface. On the left, a sidebar lists various report types: Daily Report, Daily Summary Report, Individual Report, Individual Summary Report, Leave Report, Exception Report, and Edit History Report. The 'Daily Report' is selected. The main area shows 'Search Conditions' with filters for Name (Daily Report), Report Type (Daily), and User Group (2(Hatem Kahla)). The 'Report Period' is set to 'Daily (2020-05-01 ~ 2020-05-01)'. At the bottom right, there are buttons for 'Update Report', 'CSV Export', and 'PDF Export' (highlighted with a red box).

Date	Name	User ID	Depart...	Shift	Leave	In	Out	Exception	Regul...	Overti...	Total ...	CF 1	CF 2	CF 3
2020/0...	Hatem ...	2	Suprem...	Mornin...	-	08:00:00	17:00:00	Late In	9:00:00	0:00:00	9:00:00	Male	Egyptian	B

Title: You can change the title

Show Title On Every Page

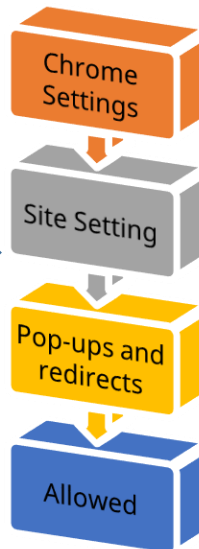
Enable / Disable Footer

Page Size

Export

Footer text

Pop-up Blocker



The screenshot shows the Chrome 'Pop-ups and redirects' settings page. The toggle switch is set to 'Allowed' (highlighted with a red box). Below the toggle, there is a section for 'Allowed' sites, which is currently empty. At the bottom, there is a section for 'Allowed' sites, which is currently empty. The URL bar shows 'https://192.168.1.10'.

Poll (your Opinion Matters)

and

Questions & Answers





Thank you

suprema
SECURITY & BIOMETRICS

