SYCAPS SYSTEM ADVANCED VERSION Easy Reference Manual

Version 1. 2

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Install SYCAPS software

1. Put SYRIS software disk into CD-ROM to implement

file in the disk, then the screen will display installation

2. The system will display the beginning picture of Smart Installer. Please click

to continue the install procedure.

4.If you want to install the program to a specific location, you may click

to choose an objective file.

5. If you choose to install in the prearrage contents, please click

.

6. The computer will appear the user configuration before the system start to copy install file，after confirming the choosing install program, please press

.

7. Select

and then complete the procedure of installation system.

Card reading data import SYCAPS. Software

1.To link SYCAPS USB with computer USB.

2.To start the short cut

on the desktop, start the SYCAPS System.

3.Build department data【basic data manage system\ basic data management\ department data set up】and personnel data【basic data manage system \ basic data management \ personnel data set up】.

4.Scanning punch card device【punch card device data management\punch card device card management\ punch card device management】:

Please make sure the connect is fine then click the button of

to scan SYCAPS device.

5.Build card data：

In the right side, select Directly read card \ Auto-search, and active

. Then you can punch all cards that will be got. If finished you can active

.

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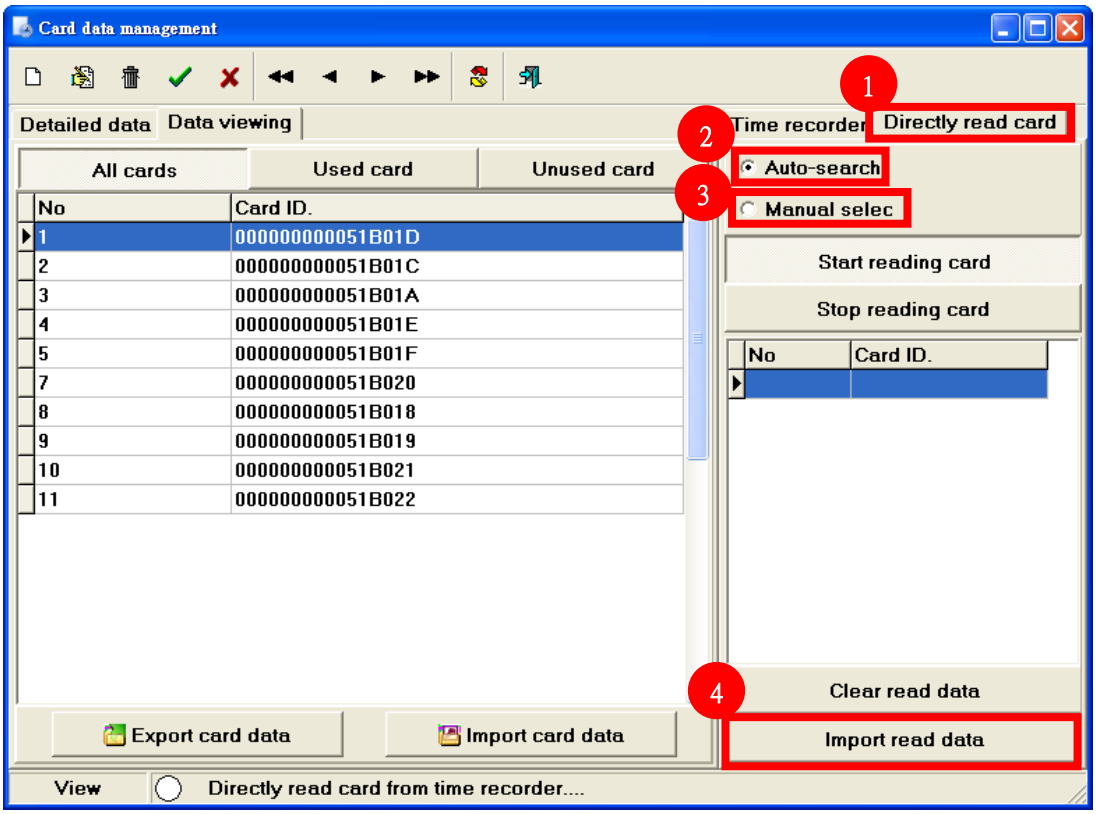

6.Personnel gets card【punch card management system\punch card cards management\personnel card management \ get card speedy】:

Please directly active the button

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left side of form to finish distribution of card and users.

Import database:only import the data of personnel and card into database,but not into SYCAPS。

To implement and deliver:not only input the personnel and card data into database,but also input the data into the linking line and setting SYCAPS。

Attendance setting

The system supply a prearrange a shift 08:00~17:00. Users can modify it into two setting time by demand. As follow:

①08:00~12:00【in the morning work and rest in the noon needs to present a card】

②13:00~17:30【on duty at noon and off duty in the afternoon needs to present a card】

Present card effective time:

①07:30~12:30

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08:15~08:30 present card as late for work、after 08:30 present card as absence form work；11:15~11:30 present card as leave early、after 11:30 present card as absence form work.

The system prearrange week schedule rules for all the personnel schedule for Monday to Friday to completely imitate prearrange shift、no schedule on holidays and locking this rule.

1. Setting monthly schedule【attendance manage system \ shift management \ monthly schedule pages】may choose person or personnel【or department personnel】press the system prearrange weekly schedule rules to proceed monthly schedule.

2.overtime work management【attendance manage system \ overtime management】：including establish overtime list、examine the overtime list and the overtime list surf gathering.

3.excuse management【attendance manage system \ excuse management】：including establish excuse list、 examine excuse and excuse glance gathering.

4.attendance data【attendance manage system \ attendance data】：including attendance analyze processing job【available to choose department、specific date or full month to proceed analysis】、attendance data surfing 【to show to be out on duty state and schedule state】、absence form work data surfing、working-hour gathering surfing、monthly T&A device surfing、daily attendance surf preview、T&A device gathering glance preview and yearly specific/compensatory vacation surf gathering preview.

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