
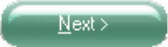


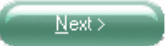
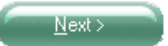






SYCAPS SYSTEM
BASIC Version
Operation Manual

Version 1.3


☞ Install SYCAPS SYSTEM software

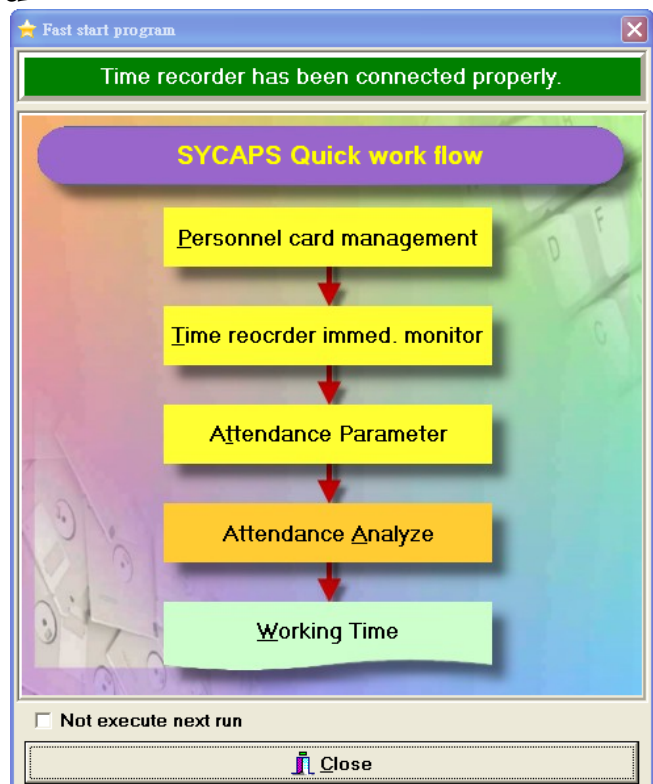
1. Insert the SYRIS software CD into CD-ROM, to execute SYCAPS  INSTALL in the screen, then the screen will display installation message.
2. The system will display the beginning screen of Setup Wizard, please click  to continue install procedure.
3. If you want to install the program to a specific location , you may select  then to choose different location by using  .
4. If you choose to install in the default location, please click  .
5. The system will display the user setting before copy install file, please click  after confirming the selected install program and setting are correct.
6. Click  to complete the procedure of installation.


☞ To Execute SYCAPS Basic Version

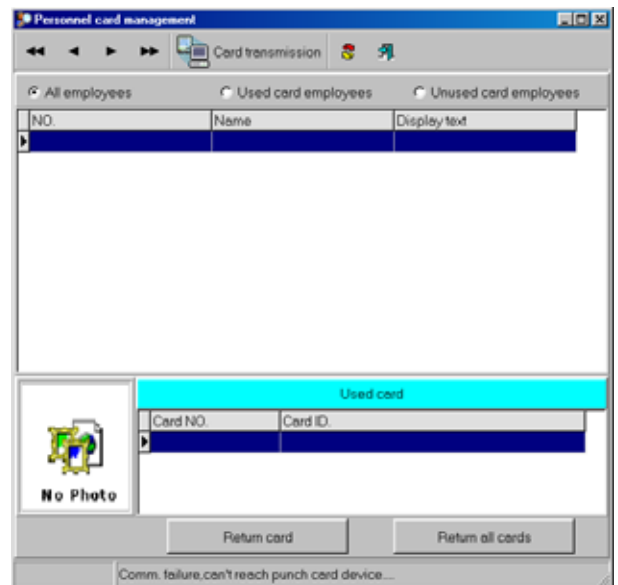
1. Double click the short cut of  on the desktop to start SYCAPS basic version program.
2. The system will automatically install driver after begin program screen and display the message of connect error, the user only need to follow these steps to complete the driver installation:
 - ① Close the program
 - ② Pull out the USB terminal of time recorder
 - ③ Re-plug time recorder in USB

☞ To Execute “Speed Add Card”


1. Use USB cable to plug into computer USB socket and connect it.
2. Double Click the short cut of  on the desktop to start SYCAPS System Basic Version will display time recorder connection correct, Need to re-connect and re-execute program when it display unusual connection.



3. If haven't add card, it will automatically display "Personnel card management" screen. Directly present card can proceed set up card and personnel data, please execute transmission after adding card  .



Attendance rule setting

The system support a prearrange shift 【08:00~17:00, the user can adjust **Attendance data management** ⇨ **Attendance argument setting**】 by demand. Suppose user alter setting into two timer, the shift can click  to proceed setting as follows:

①08:00~12:00 【Need to present card in the beginning of the work and rest in the noon】 .

②13:00~17:30 【Need to present card at beginning at noon and off duty in the afternoon】 .

Present card effective time (Effective interval can be set by practical demand):



①07:00~12:30

08:05~08:15 present card as late, 08:15 present card as absence;11:45~11:55 present card as leave early, before 11:45 present card as absence

②12:30~18:30

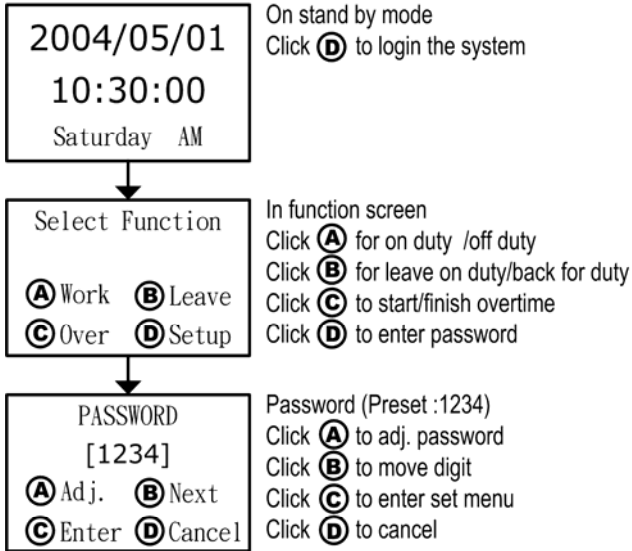
13:05~13:15 present card as late, 13:15 present card as absence;17:15~17:25 present card as leave early, before 17:15 present card as absence

The default schedule are based on the rules of default shift for all of the employee, and also has the rules for Saturday Arrange and Holiday (Sunday) Arrange which can be choose. If Saturday Arrange is chosen, all employees' arrange will be arranged by default shift.

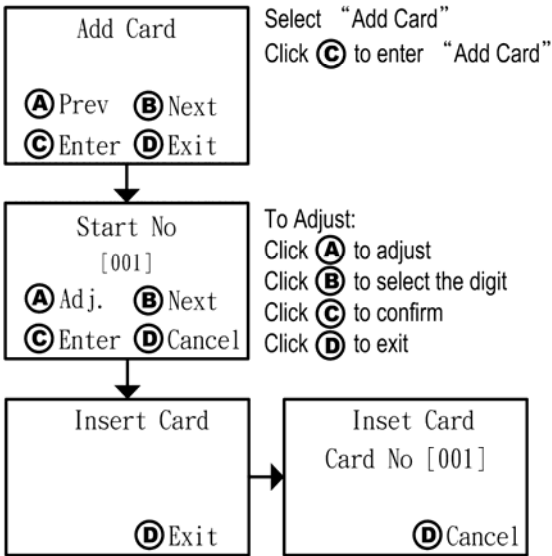
1. Set up monthly schedule【**Attendance data management** ⇨ **Attendance argument setting**】: after select month, click  to turn system into edit mode, then click  to proceed monthly schedule.
2. Overtime set up【**Attendance manage system** ⇨ **Overtime set up**】: including set up overtime list, overtime list surfing and overtime statistics surfing.
3. Off day set up【**Attendance manage system** ⇨ **Day off set up**】: including set up off day list, off day list surfing and off day list statistics surfing.
- 4.【**T&A data analysis**】: including T&A analysis proceeding【able to proceed analysis by specific date or full month】, attendance data surfing【display out on duty status】, absence data surfing, working-hour statistics surfing, monthly T&A surfing, daily T&A surfing and T&A statistics surfing.

SYCAPS Hardware Operation I

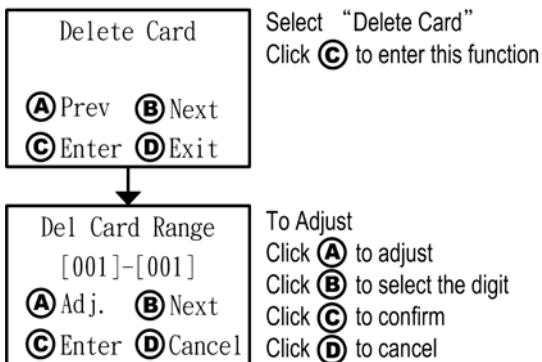
1. Login The System



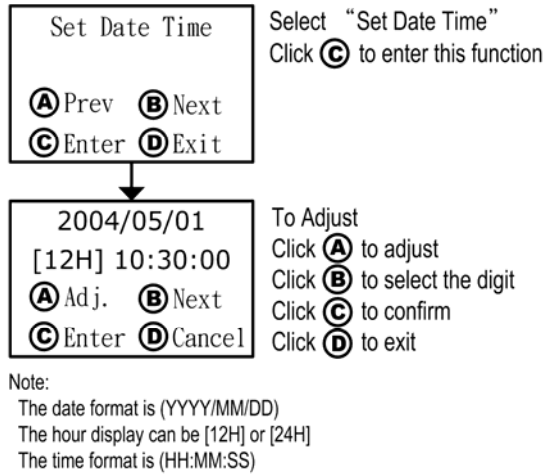
2. Add Card



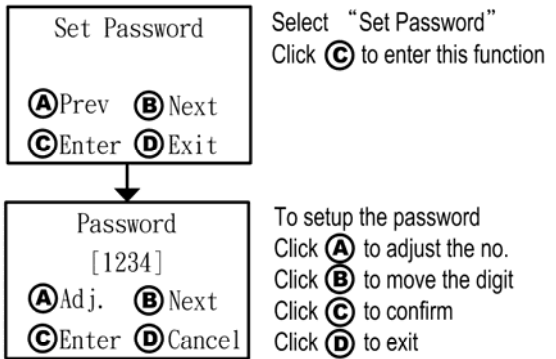
3. Delete Card



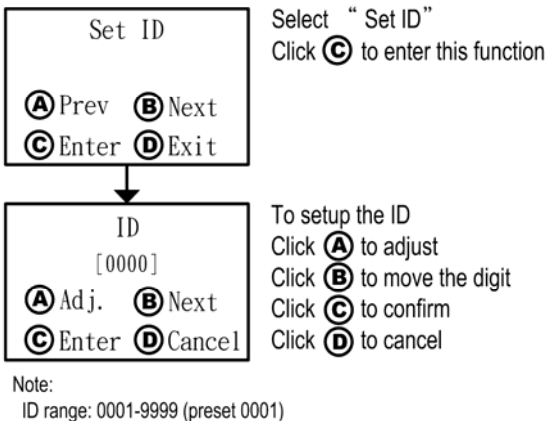
4. Setup Date and Time



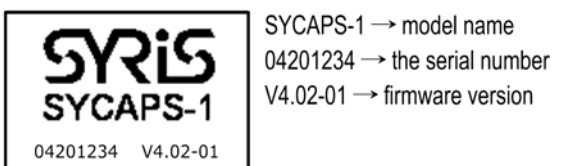
5. Setup Password



6. Setup ID



Machine Version Info.



SYCAPS Hardware Operation II

7. Backlight Delay Setup

Set BackLight

(A) Prev (B) Next
(C) Enter (D) Exit

Select "Set Backlight"
Click (C) to enter this function

BackLight Delay
[000]

(A) Adj. (B) Next
(C) Enter (D) Cancel

To adjust:
Click (A) to adjust
Click (B) to select the digit
Click (C) to confirm
Click (D) to exit

Note:

The range of backlight delay time is between 000-250; 000 is always turn on (unit: sec.)

8. Setup Volume

Set Volume

(A) Prev (B) Next
(C) Enter (D) Exit

Select "Set Volume"
Click (C) to enter this function

Keypad VOL : [9]
Alarm VOL : [9]

(A) Adj. (B) Next
(C) Enter (D) Cancel

To adjust the volume
Click (A) to modify
Click (B) for different subject
Click (C) to confirm
Click (D) to cancel

Note:

Keypad volume range: 0-9;0 is mute
Alarm volume range: 0-9;0 is mute

9. Setup Language

Select Language

(A) Prev (B) Next
(C) Enter (D) Exit

Select "Select Language"
Click (C) to enter this function

Select Language
[Traditional Chinese]

(A) Adj. (B) Next
(C) Enter (D) Cancel

To change the language
Click (A) to select language
Click (B) for nil
Click (C) to confirm the setting
Click (D) to cancel

Note:

The system support [English]、[Traditional Chinese] and [Simplified Chinese]。

10. Check Access Record

View Record

(A) Prev (B) Next
(C) Enter (D) Exit

Select "View Record"
Click (C) to enter this function

NO:002 (0001)
[09/30] 10:30:00

(A) Prev (B) Next
(C) Enter (D) Cancel

To check the record
Click (A) to view last record
Click (B) to view next record
Click (C) for nil
Click (D) to exit

11. Card Action Type I

2004/05/01
10:30:00
Saturday AM

Main Screen
Click (A) to display "Start Work"

10:30:00
Start Work

Click (A) again to turn to "Finish Work"

10:30:00
Finish Work

12. Card Action II

2004/05/01
10:30:00
Saturday AM

Main Screen
Click (B) to display "Leave on Duty"

10:30:00
Leave on Duty

Click (B) again to turn to "Back for Duty"

10:30:00
Back for Duty

13. Card Action Type III

2004/05/01
10:30:00
Saturday AM

Main Screen
Click (C) to display "Start Overtime"

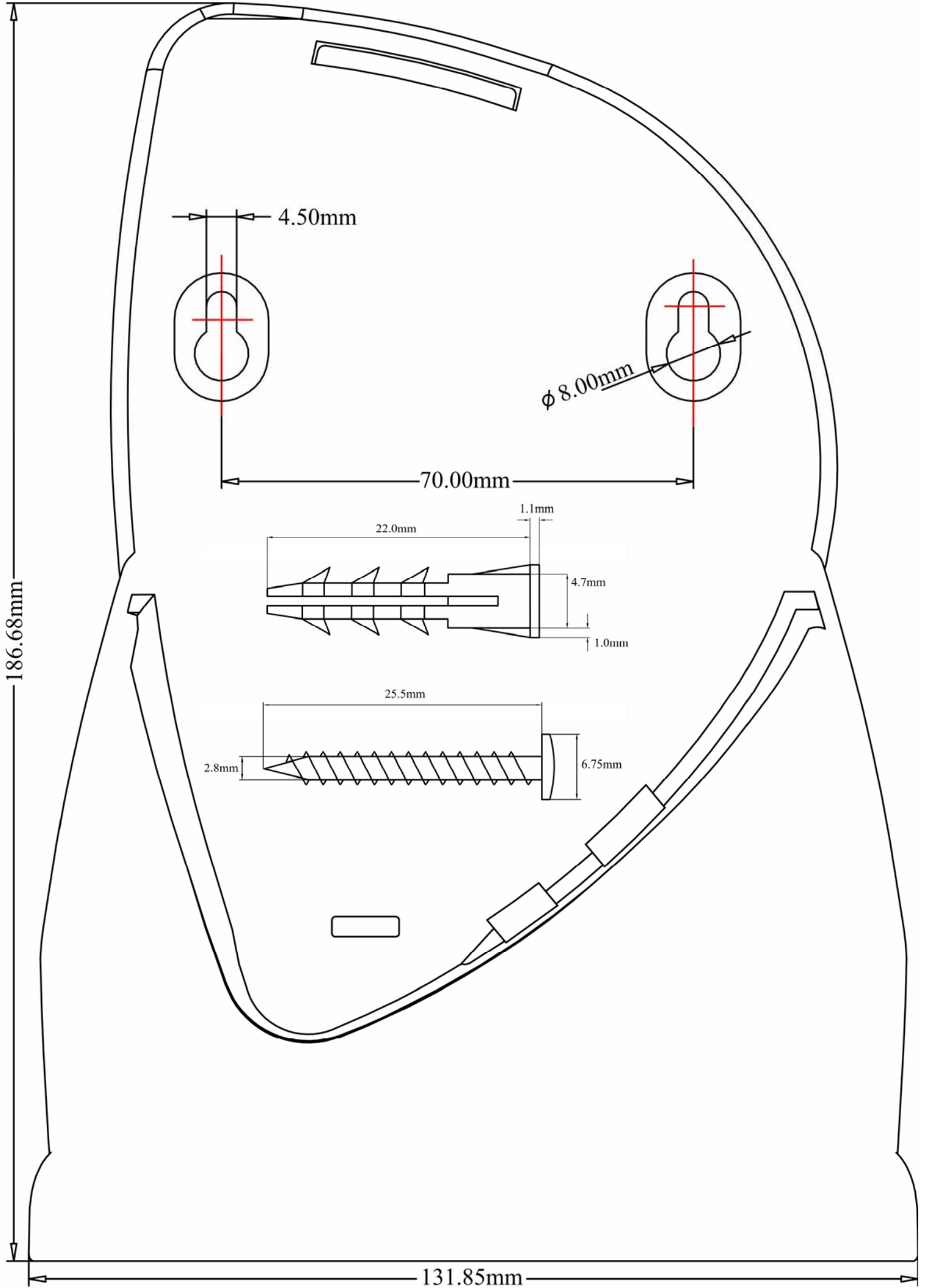
10:30:00
Start Overtime

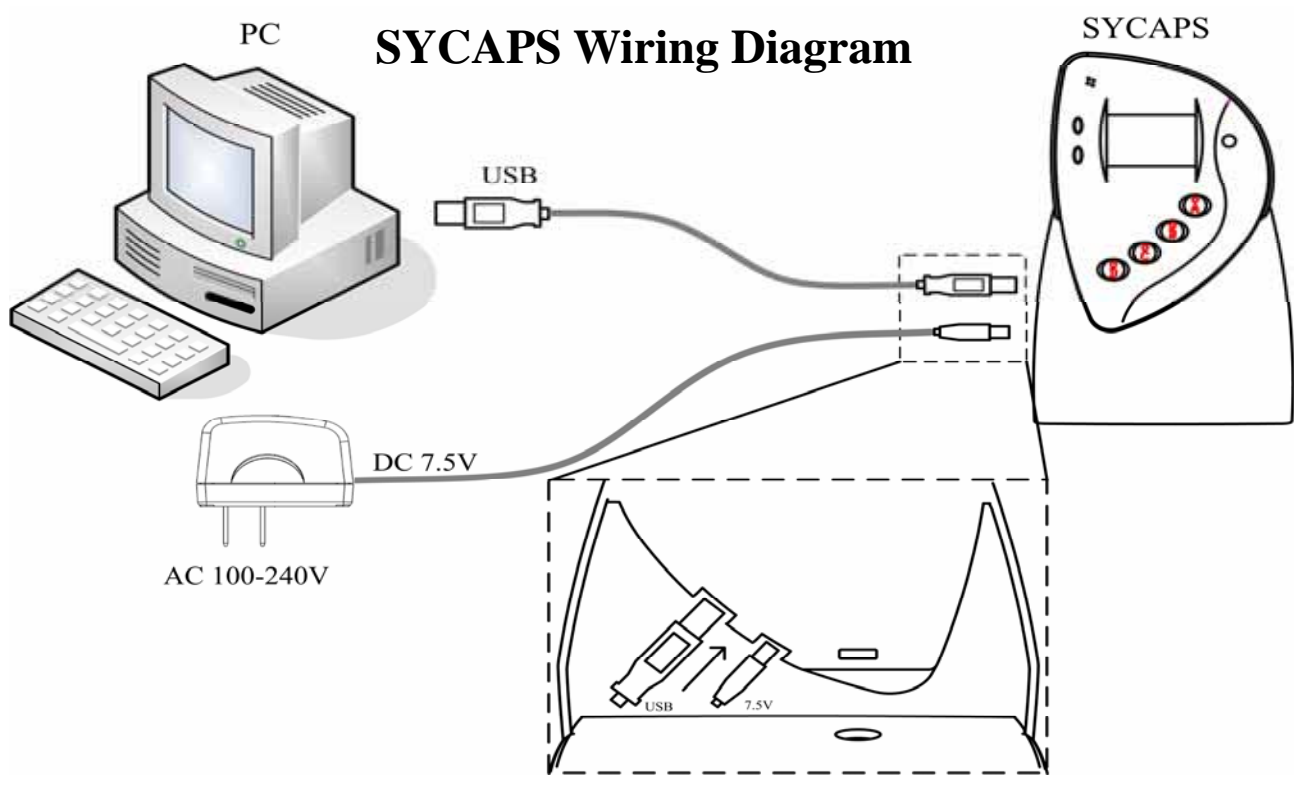
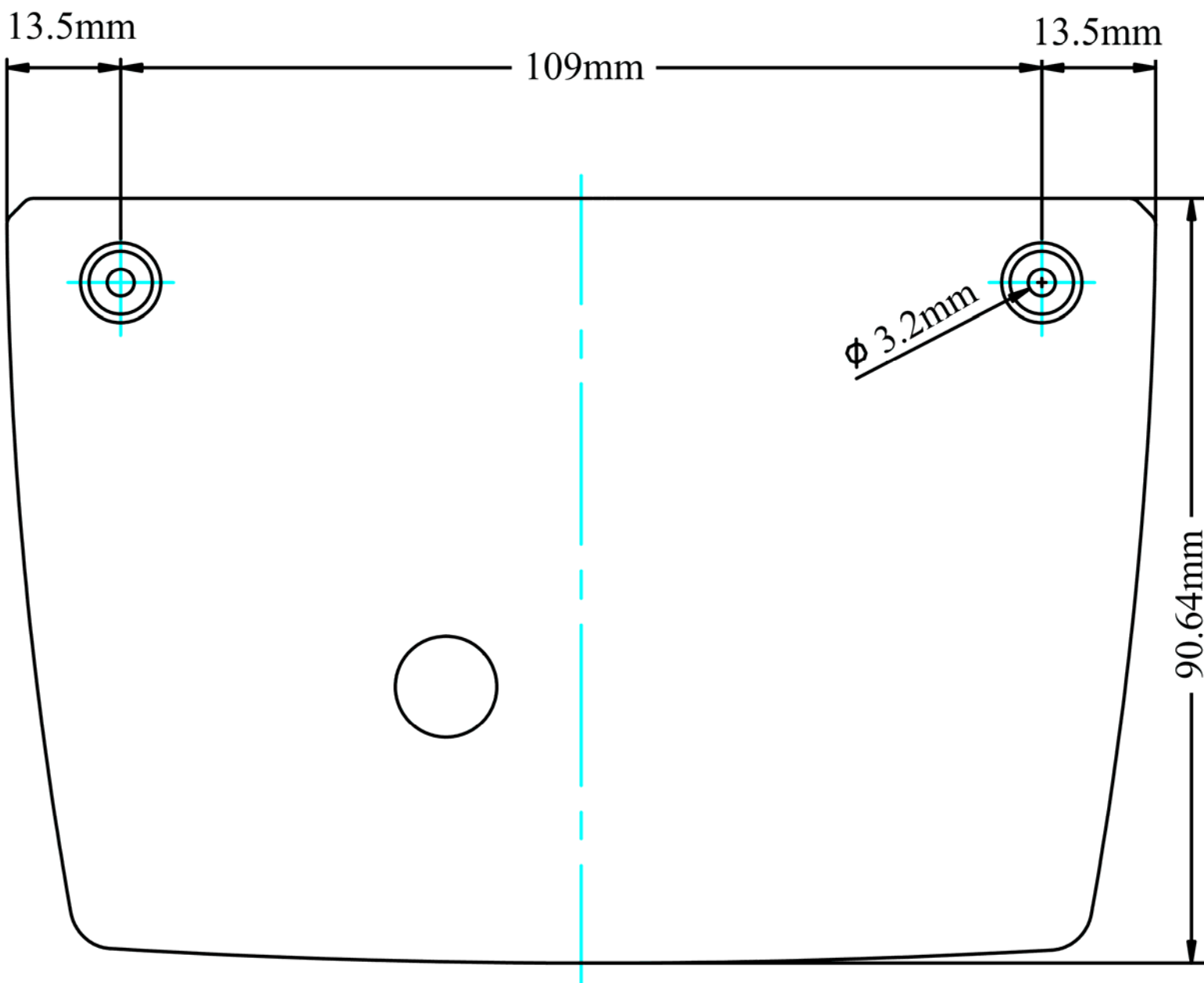
Click (C) again to turn to "Finish Overtime"

10:30:00
Finish Overtime

Note:

Page 11~13 is for out on duty/absence type operation, select the suitable option then response card.







SYRiS

We bring you the future

