





T&A Manage System Operation Manual



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Install SYCAPS-TAM software

1. Insert SYRIS software disk in to CD-ROM and execute  file in the disk, 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. User can use  to choose different location if want to install the program to a specific location.

4. If user choose to install in the prearrange, please click .



5. The system will display the user setting before copy install file, please confirm the selected install program and setting are correct then click .



6. Select  button to complete **system installation** procedure.

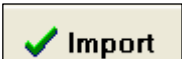
Present card data import SYCAPS-TAM software


The data source can separate into SYW95A and SYBASE manage systems, both the operation steps are the same, suppose the user use SYW95A .

1. To start the short cut  on the desktop and start SYCAPS-TAM Management System.

2. Confirm the CardV3.mdb save path, select entrance guard present card manage system \ database argument setting and after selecting database , please click  then click  to save the database path to database.

3. Next, select entrance guard present card manage system \ device import setting, click  and select the device which want to proceed analysis, after select complete, click  to store setting.

4. Third, select entrance guard present card manage system \ basic data import to import card data, employees data and dept. data into database. If want the repeat data to replace the objective database, user can select “cover repeat data” then click .

5. Fourth, after select entrance guard present card manage system \ present card data read program, select read date range **[or direct click month button]** , and click  to read present card data.

☞ Attendance setting

The system provide a default shift : 08:00~17:00. Users can adjust by demand. The two timer are:

①08:00~12:00 【need to present card on duty in the morning and off duty at noon】

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

Present card effective time:

①07:30~12:30

08:15~08:30 present card marks as late, after 08:30 present card marks as absence ; 11:15~11:30 present card marks as leave early 、 before 11:30 present card marks as absence.

②12:30~18:00

13:15~13:30 present card marks as late, after 13:30 present card marks as absence ; 17:15~17:30 present card marks leave early, 17:00~17:15 present card marks as absence.

The prearranged schedule are based on the rule of “N.S. 【Normal schedule】 ” for all of the employee 【 it means the monthly schedule is schedule by weekly rule】 , the schedule all use the default shift and preset no schedule on holiday.

1.Set up monthly schedule 【attendance manage system \ schedule management \ monthly schedule page】 : able to select personal or selected employee 【or dept. personnel】 proceed monthly schedule by [system preset weekly schedule weekly schedule rule.](#)

2.Overtime management 【attendance management \ overtime management】 : including set up overtime list, check overtime list and overtime surf statistics.

3.Day off management 【attendance manage system \ day off management】 : including set up overtimelist, check day off list and day off surf statistics.

4.Attendance data 【attendance manage system \attendance data】 : including T&A analysis proceeding program 【able to select dept, specific date or full month to proceed analysis】 , attendance data surf program 【display out on duty and schedule situation】 , absence data surf program, working-hour statistics surf program, monthly T&A surf program, daily T&A surf program, T&A statistics surf program and annual specific holiday / batch holiday surf statistics.