

FING@RTEC. CONFIGURING CLOCKING SCHEDULE BY USING DAILY SCHEDULE

You can configure a weekly working schedule by using the daily schedule. Please follow the steps as shown below:

Step 1

Setting on daily working schedule.

king General Tolerance Ro	-	Group 1 Break	Overtime				
	100000000	n	Break	Resume	Out	ОТ	Done
cking Time:- ual clocking time	-	:00			16:00		
ive it blank if not used Round to nearest minu	tes						
Round	ing	-	1	•	-	-	•
est Clocking:- place with most recent clocking within t cking range	he [5					

Step 2 Setting up of a Group Duty roster.

You may change each day pla	anner by right-click on t	uto Schedule A		ignment of recurring v	unidada wadina	y in the week.		
		schedule by a c	day type and a clocks	ng schedule number.	in a start of the	and the second second		
2012 🕂	Group					Ifts/Day 1 -0-	Overtime Only After	
Norma	(Shit					1		
1 2 3 4 5		Sequence	Day Type	Schedule		29 30 31	Dely Totals	
	0 / 0 3	1	WORKDAY	1	15	29 30 31	Auto Calculate OT	
Jan		2	WORKDAY	2			Th Day OT	
Feb		3	WORKDAY	3				
Mar		4	WORKDAY	4	8		Holday List	
Apr		5	WORKDAY	5				
May Jun		7	WORKDAY	6			Auto Schedule	
10		1						
Aus		Effective date ra		01/2012			Different Residay	
Sep 20 20 20 20			of schedule codes fit schedule code - i.e.	r open schedule atte	dance that has no			
Oct		pre-determined	schedule code Le.	11,12,13			Import Roster	
Nov	ز ک مر به س						Erase Roster	
Dec 20	- الكلاكي ال						Care room	
	ا ک ک ک ک		100	Qkay	Çancel			
				1010/0				
Help							Save	
[] mes []							Raine	

FING@RTEC. CONFIGURING CLOCKING SCHEDULE BY USING DAILY SCHEDULE

Please consider the relation between sequences and week day as listed below:

Sequences	Weekday
1	Sunday
2	Monday
3	Tuesday
4	Wednesday
5	Thursday
6	Friday
7	Saturday

Copyright © 2012 by FingerTec Worldwide Ltd. All rights reserved. **LAST UPDATE 09 JULY 2012**