Communicator Plus Quick Start

Companies and Terminals
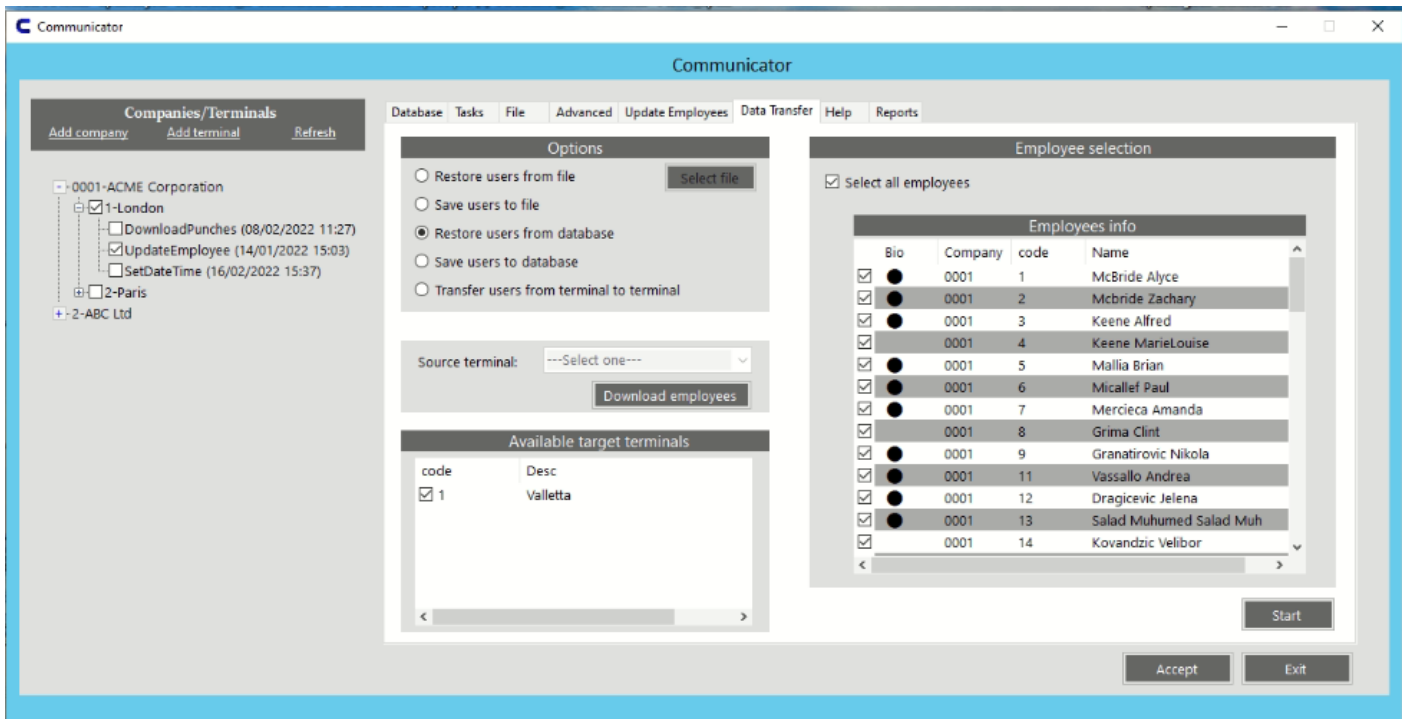
Add Company

Click the "Add company" link
Enter company name e.g. ABC Ltd.
Enter a unique company code e.g. 01
Press [Create]
Wait for the prompt "new company created successfully"
Press [Accept]

Edit/Delete a Company

Double click on the desired Company
Only the company name may be changed; click [Update] and then [Accept]
To delete a company click [Delete] and then [Accept]

Add terminal

Click the "Add terminal" link
Select the company code you wish to associate the terminal with.
Enter a unique Terminal code
Enter a friendly name for the terminal
Select Terminal type or Brand e.g. ZK
Enter IP address of the terminal
Enter port of the terminal Note: default ports ZK 4370 Anviz 5010
Press [Create]

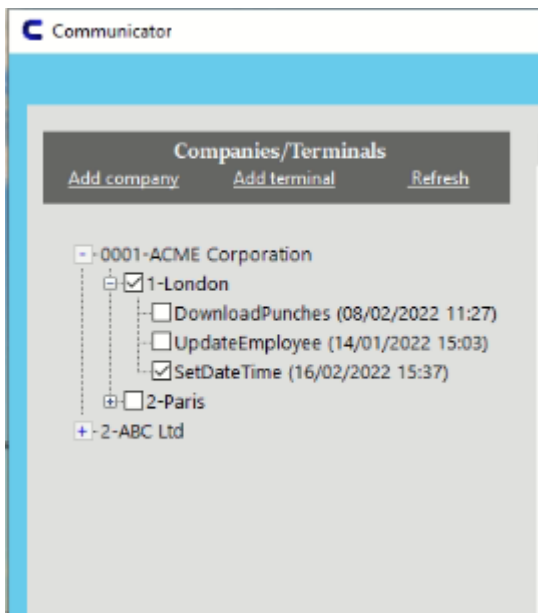Wait for the prompt "new terminal created successfully"
Press [Accept]

Edit/Delete a Terminal

Double click on the desired Terminal
The Terminal "name", "IP", "Port" and "Type" may be changed; click [Update] and then [Accept]
To delete a Terminal click [Delete] and then [Accept]


Company/Terminal tree view

The figure above shows two companies. Company ACME Corporation has an expanded view, while company ABC Ltd. has a collapsed view. ACME Corporation has two terminals named "London" and "Paris".

The box next to "London" terminal is ticked, meaning it is enabled for communication. Out of the 3 possible tasks, only "Set Date and Time" is enabled. In the brackets next to the task one can view the last date and time a particular task has been performed.

Task Tab
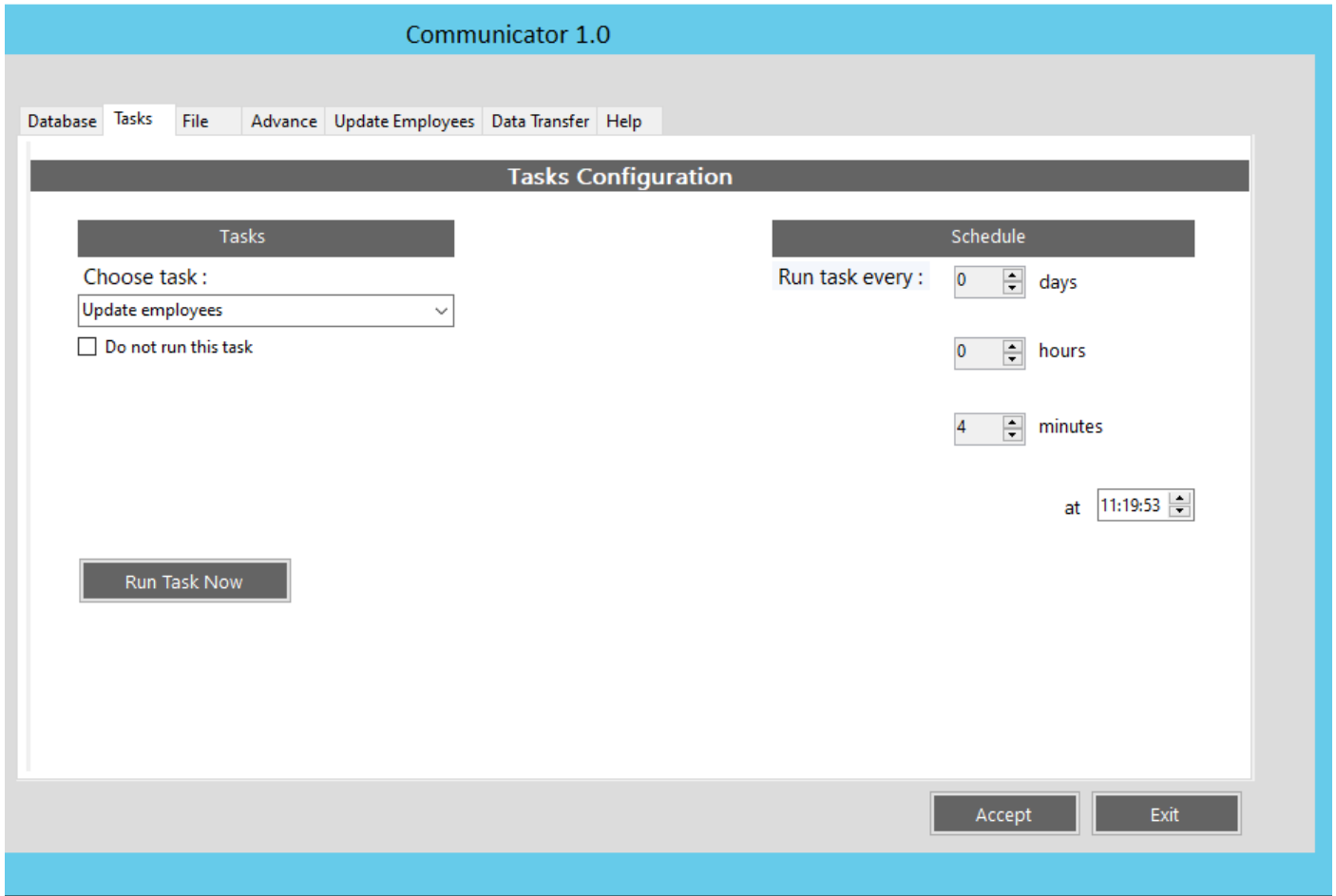
Choose Task

Here you must select the task you want to work on from the drop down menu.

Download Punches task

The Download Punches task checks if there are new punches to download in the terminals.. New punches are retrieved and saved to the server, and deleted from the terminal.

Set Date and Time

The Set Date and Time task synchronizes the terminals' date and time with the server date and time.

Update Employees

The Update Employees task checks for a file containing new employee data at the path set in the Update Employees tab.. If a file is found, it erases all the employee data in the terminals and replaces it with the employees data contained in the file.

Run Task Now

-If you need to run a task without having to wait for the scheduled time, select the task you want to run, and press "Run Task Now"

Note: Tasks will only affect the terminals that are enabled to receive communication, see Terminal Tree.

Update Employee Tab

Manual

Here you may Edit or insert employees one-by-one
Select Company and click [Edit/Insert]
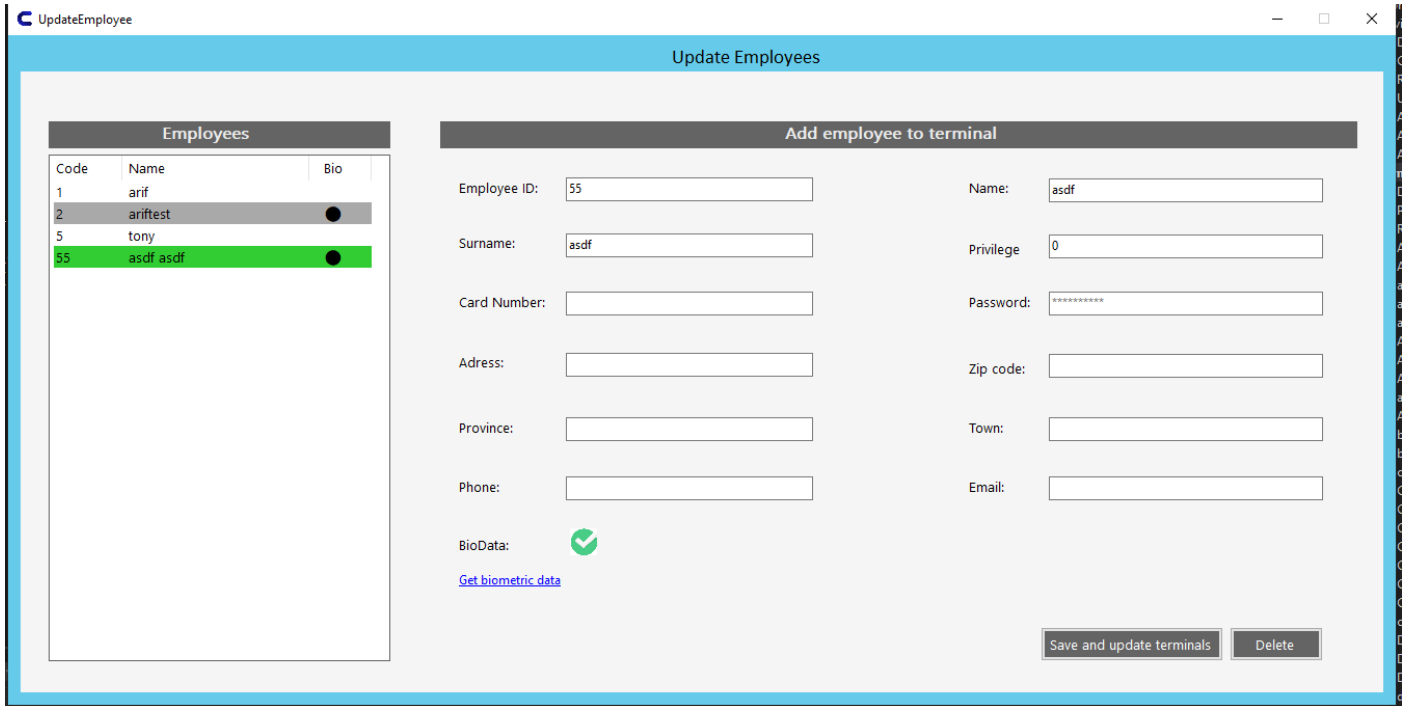
A new window opens showing all the employee details saved in the database that are associated with the selected Company. The "Bio" column indicates which employees have their biometric information stored on the database.

To get the biometric data of an employee after enrolling it on the terminal, select the employee and click "Get biometric data".

In the "Employee field" you may enter an existing code to view more details. Here you may edit or add more information. When done click [Save and update terminals]

To add a new employee simply enter a new code in the "Employee ID" field, and fill in the necessary fields. Only the "Name" field is mandatory. When done press [Save and update terminals]

To delete an employee enter his/her code in the "Employee ID" field and press the [Delete] button. Please note that employees deleted in the database will be deleted in the terminals as well.

Privilege

The "Privilege" sets an employee either as a "Standard User" (0), or "Administrator (3). The Administrator is authorised to gain access to the terminal settings and enrol biometric information of new users. By default all new employees are set to "Standard User" (0). To change the enter the value 3 in the privilege field.

Note: Make sure that the Administrator Biometric information is entered in the terminal. This because once you set one or more Administrators the terminal will lock the setting menu and only the administrator may unlock it.

Card number

Some terminals are enabled with an RFID reader. You may associate an RFID card with an employee, by entering the number on the card in the "Card number" field.

Password

A numerical password may be assigned to an employee by entering the digits in the "Password" field.

Data Transfer tab

Restore Users from Database

This feature updates the terminals with employee data stored on the database.
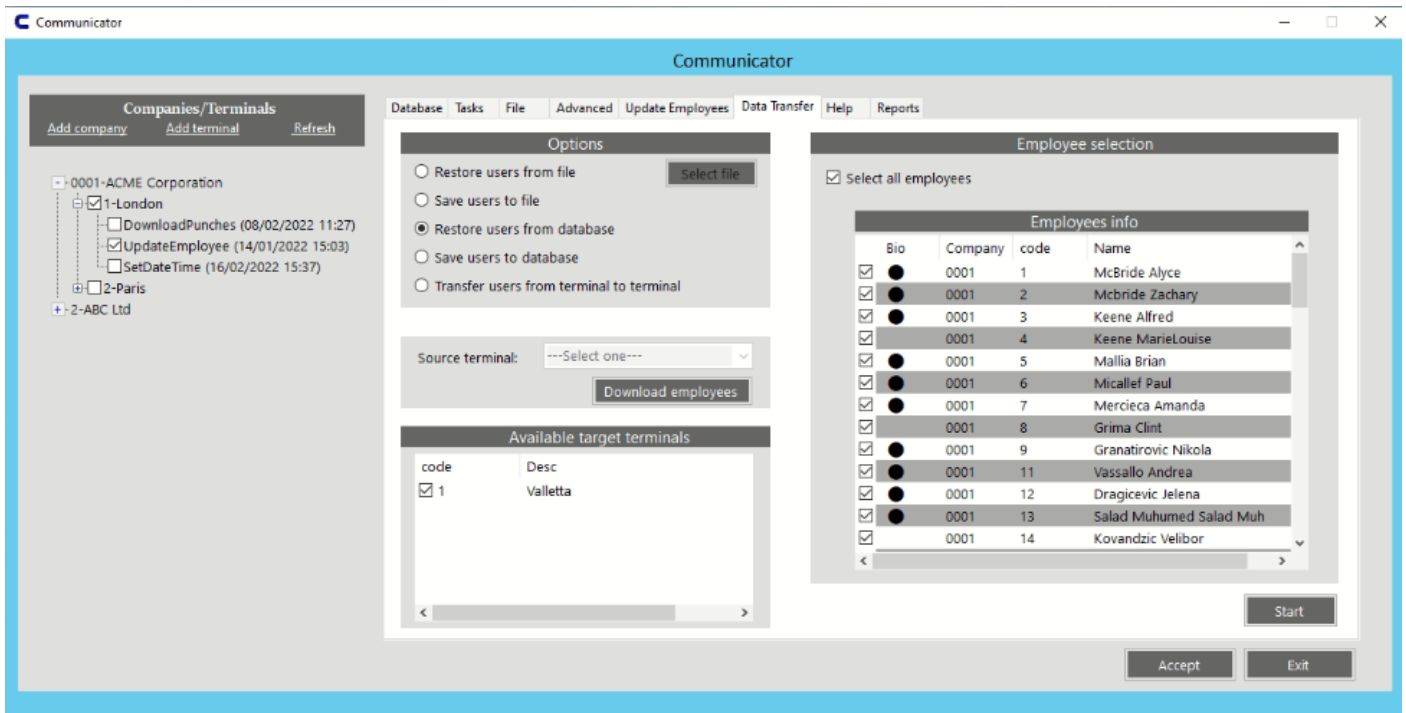Select "Restore Users from database"
Click on [Download Employees]
Select which employees are to be transferred to the terminal/s
Select the terminal/s that must be updated from the "Available target terminals"
Press [Start]
Note: This process might take a few minutes depending on the number of employees

Save Users to Database

This feature saves users' biometric information from one terminal to the database.
Select "Save users to database

Select "Source terminal" from the drop down menu
Press [Download employees]
Note: This process might take a few minutes depending on the number of employees
When the download process is complete, the list of employees stored in the terminal will be displayed in the "Employees Selection" window
The Bio column indicate whether the employee biometric information is available in the terminal
Select the employees that must be saved on the database
Press [Start]

Reports tab

Select company from the dropdown list
Select a specific Terminal or all Terminals
Select the desired employees
Set the date period
Click [Generate]

Reports window

Employees may clock in/out up to 4 times in one day
The "Work" time is the time elapsed between In1 and Out1, and the time elapsed between In2 and Out2, and so on.
The time between Out1 and In2 is not accrued to the "Work" time e.g brake
A period with a missing exit is not accrued to the "Work" time

By default the report only shows the dates where punches have been recorded. You may view all dates by ticking "show days without punches"

The [Export] button prepares the report in xls format. When prompted, type in the desired report name and save. Tick "Export punches as a list" to remove the totals and the spacing from the xls export.

Use the "search box" to find the desired employee.

Edit/add Punch

To edit/add a punch double click on the desired cell
Enter the required information and press [Accept]

***Important after finishing all the required amendments press [Accept] to save the changes to the database.

Delete punch

To delete a punch, right click on the desire cell and press "Delete punch"

Night Shift

Terminal-desc	EmployeeID-Name	Day	Date	In1	Out1	In2	Out2	In3	Out3	In4	Out4	Work
1-London	325-Ivana	Tuesday	2022/02/01	15:59	21:08							05:09
1-London	325-Ivana	Friday	2022/02/04	18:58	21:57							02:59
1-London	325-Ivana	Saturday	2022/02/05	11:53	17:01	18:59	22:52					09:01
1-London	325-Ivana	Sunday	2022/02/06	11:59	15:37	19:00	Missing exit					03:38
1-London	325-Ivana	Monday	2022/02/07	01:00	Missing exit							00:00
											total	20:47

In the example above, "Ivana" worked a night shift that started at 19:00 on Sunday and ended at 01:00 of Monday morning. Unless marked as night shift the system will not accrue the night shift to the "Work" time. To mark as night shift right click on the last punch of the night shift (01:00 of Monday morning), and select night shift.

Terminal-desc	EmployeeID-Name	Day	Date	In1	Out1	In2	Out2	In3	Out3	In4	Out4	Work
1-London	325-Ivana	Tuesday	2022/02/01	15:59	21:08							05:09
1-London	325-Ivana	Friday	2022/02/04	18:58	21:57							02:59
1-London	325-Ivana	Saturday	2022/02/05	11:53	17:01	18:59	22:52					09:01
1-London	325-Ivana	Sunday	2022/02/06	11:59	15:37	19:00	23:59					08:38
1-London	325-Ivana	Monday	2022/02/07	00:00	01:00							01:00
											total	26:47

The system will add two new entries (in blue); Sunday 23:59 and Monday 00:00; and accrue an additional 5 hours on Sunday and 1 hour on Monday that reflect the time elapsed during the night shift.¶