

Web Based
Fingerprint Time & Attendance Service



Users' Guide

(version 2.01)

Table of Contents:

Introduction.....	3
System Requirements:.....	4
Warning.....	5
Initial connection to the Attendance Site.....	5
Site Service Registration.....	6
Attendance Software Installation on Designated Computer...8	
Software Activation.....	10
Software's Main Menu.....	12
Using the Site	27
System.....	29
Currently Inactive.	29
Authorizations.....	29
Company Data Update	29
Reports.....	30
Personnel Real Time Status report	31
Employee's Monthly Report	32
This report can be printed so it could be distributed among the	32
employees in order to update or correct the data.....	32
Branch's Monthly Report.....	32
Employee's Management	34
Employee Addition via the Site.....	34
Employee Editing via the Site.....	34
Possible Problems and their solutions	35

Introduction

Dear Client,

We thank you for choosing to use the advanced TimeNeto biometric web based time and attendance service.

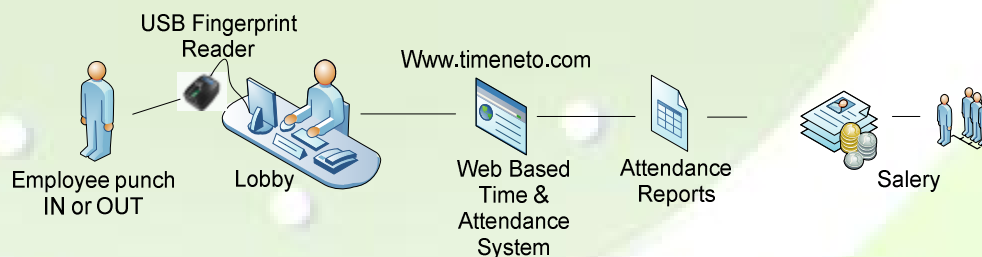
This web based biometric employee time and attendance service is an easy to use attendance clock. The Internet clock avails the gathering of work hours by a small USB finger print reader attached to the computer.

Employees will punch IN and punch OUT by using their fingerprints, utilizing any computer connected to the internet.

It will become possible to gather accurate time attendance of your employees in real time. Reading the data, printing it and exporting it to a suitable form or already existing attendance software are possible within seconds, hence, verifying accurate employee payment.

This biometric web service was designed to save you money due to two factors; reliable data – no more transfer of attendance card between employees, and low maintenance and liability costs.

The web service does not require maintenance or installation or technician a waiting time.



We hope that this guide will facilitate a quick installation of the system.

I.Q.S.'s service department is available with any additional questions.

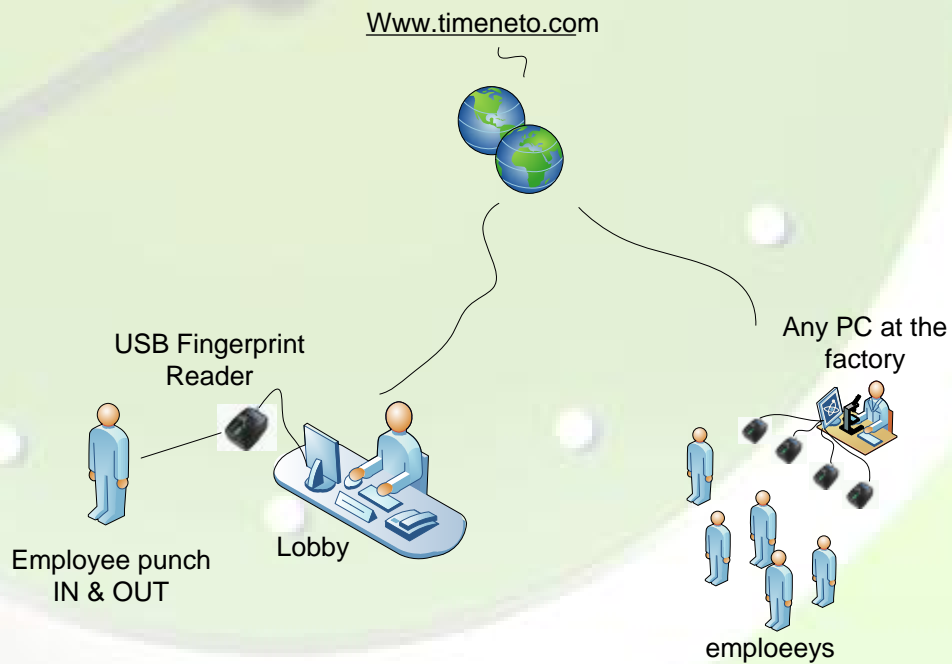
Tel: 001-646-205-4162

System Requirements:

- Pentium 4 computer
- Window XP Operation System
- Dot Net 2.0 environment components are part of service pack 2
- Available USB2 socket
- Recommended Voice outlet and speakers
- Available Internet connection

Connection Options

Finger Print readers can be connected to any of the firm's computers, which adhere to the system's requirements, without interruption to its usual activity.



Warning

In order to avoid fire, physical harm, electric shock or damage to the product, please note the following:

- Do not dip the product in water or any other fluid.
- Do not spray the product, in order to avoid water penetration.
- Do not use the product in case of damage to the product; such as a faulty cable.
- Disconnect the product prior to cleaning it.

This software, along with the finger print reader is not security products. These items serve solely for employees' attendance report. Do not use these products to protect networks and sensitive information such as financial data.

The usage of this software, all its components – along with the finger print reader, is protected by a US patent application. Any illegal usage or sale of a part of the software or any of the components, or duplication and copying, may infringe the firm's copy rights.

Initial connection to the Attendance Site

The system utilizes the site: www.timeneto.com

The TimeNeto site is used for the following matters:

- Firm establishment; general information, number of employees, method of payment.
- Deciding and setting firm laws.
- Editing firm's data – upon change.
- Receiving real time attendance reports.
- Manager's report correction system.

Activate the Internet surfing program Windows Explorer.

In the commend line surf to: www.timeneto.com site.



The following main menu appears upon the site's appearance:

Kindly click on: Register for service



Site Service Registration

Company Name:	<input type="text"/>
Town:	<input type="text"/>
Address:	<input type="text"/>
Telephone: (10 digits or less)	<input type="text"/>
Fax: (9 digits or less)	<input type="text"/>
Number of employees:	<input type="text"/>
Number of branches:	<input type="text"/>
E-mail:	<input type="text"/>
Contact:	<input type="text"/>
Contact's phone number: (10 digits or less)	<input type="text"/>
System administrator's user name: (4-12 English letters)	<input type="text"/>
Password:	<input type="text"/>
Confirm password:	<input type="text"/>

By completing the registration form you may use the Administrator user name and the chosen password to login.

Click the Login tab.



The Log In page: This page is designated for the System's Managers to register employees, prepare report and for other managerial tasks.



Kindly fill out the user's name and password as were entered to the "Firm Registration Page".

In the future it will be possible to gain entrance to this page by using the finger print reader.

In the event that you encountered a problem, please contact the support staff. Your inquiry will be replied within 24 from the time your e-mail message was received.

support@biometric-center.com

Inquires can also be placed by calling: 001-646-205-4162

Attendance Software Installation on Designated Computer

The program being installed will provide service executing the following actions:

- Employee data setup. Employee personal information registration.
- Employee finger print registration. One-time initial registration.
- Employee data updating of personal or finger print information.
- Reporting practice for employee training purpose.
- Real time attendance report.

In the future, the site will be able to provide all the services by the Win Client.

A CD was attached to the purchased product, (or a link to download the software), which includes all the programs required to activate the product and the service at the designated computer. In the event that the CD can not be used, it is possible to download the installation program from the site.

Save the file downloaded from the link which was mailed to your e-mail address.

Recommendation: Save the file on the directory or other easy approach location for future use.

In the event that you are performing the installation via the CD:

Place the CD in the CD drive.

If the programs does not activate automatically, go to the CD drive and activate the TimeNeto-Setup.exe file.

The installation requires a most updated Operating System, and there, an automated referral to the Internet to download the current updates. This one-time process takes about ten minutes.

Upon completion, a short-cut activation icon will be formed. The program will enter the list of programs which are automatically activated when the computer is being turned on.

Note: The finger print reader needs to be installed prior to activating the program via the short-cut.

Hardware Installation

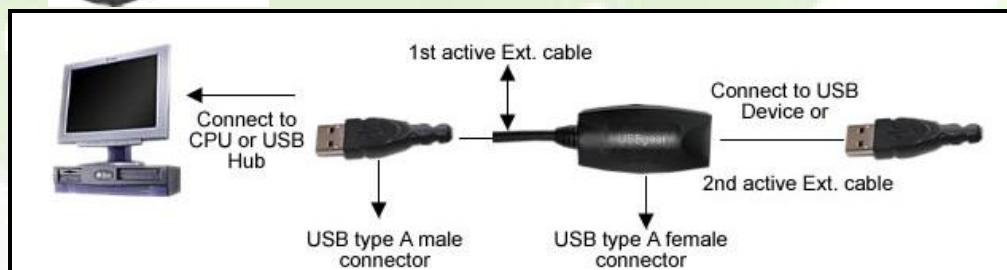
After program installation the finger print reader should be installed by connection to a USB socket. The operating system will announce the existence of a new USB apparatus.

The Driver, stored on the directory, can be used manually by following the path: Program files/iqs/drivers



The reader can be installed by the cable – up to a two meter distance. If conditions require, the cable may be extended by the following optional methods:

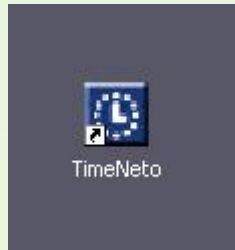
- 3 meters by a high quality thick extension cord.
- 5 additional meters by a special cable.
- In total it is possible to reach a 20 meter distance from the computer by these methods.



The reader can also be installed in a water proof box + a hook lock outside the facility.

Software Activation

Upon installation of both the software and the hardware which were supplied by the CD or via the link after a successful installation You can start the application by START >> ALL PROGRAMS >> TIMENETO. you may want to create a program short cut structure.



The program was automatically added to window's Start menu, and will automatically be activated by turning on the computer, but it can always be activated via the short cut placed on the work table.

Program activation will prompt the following screen:

A screenshot of the TimeNeto System Login window. The window has a blue header with the "TimeNeto" logo on the left and "System Login" on the right. Below the header, there are two input fields: "User Name:" followed by a white text box, and "Password:" followed by a white text box. At the bottom, there are two buttons: "Exit" with a red fingerprint icon and "Log In" with a green fingerprint icon. In the bottom right corner, it says "Powered By Wise Sys".

Enter the user's name and password which you used during the process of establishing the company on the www.timeneto.com site.

Click on enter in order to activate the system. (At this stage a connection is formed with the service on the web site. The process lasts approximately 2 seconds.)



The image shows a web-based login interface for TimeNeto. The header features the 'TimeNeto' logo on the left and 'System Login' on the right. Below the header, there are two input fields: 'User Name:' with the text 'shalev' and 'Password:' with a masked password '*****'. At the bottom of the form area, there are two buttons: 'Exit' with a red fingerprint icon and 'Log In' with a green fingerprint icon. In the bottom right corner, it says 'Powered By Wise Sys'.

In the event that there is no communication, or no connection to the Internet, the following message will appear:



In this case, the connection to the Internet must be handled. It is possible to verify whether another known site is accessible.

Software's Main Menu

In the event that the Internet connection is intact, the following screen will appear within 2 – 3 seconds, depending on the speed of your Internet connection. This is the main screen through which the required actions are chosen.



First we will enter by clicking on the "create Employee" tab and establish the company's employees. (Personal data and finger print registration).

Employee Registration

Employee Registration process can be divided into two parts:

- Personal data registration without finger printing as a preliminary process, hence shortening the employee's stay at the registration station and avoiding a gathering. (recommended especially in large organizations). If you choose this option, you must remove the V from the employee registration screen.

Edit Fingers

- It is also possible to register the employee's finger print while recording his personal data. (recommended for small and medium organizations).

The Employee registration screens include two defaults, one is the authorization, and the second is the branch to which the employee belongs.

If they do not match, they should be correctly accordingly.



The screenshot shows a web-based form titled "TimeNeto User Registration". The form includes the following fields and controls:

- First Name:** Text input field.
- Last Name:** Text input field.
- Permissions:** Dropdown menu with "administrator" selected.
- Employee Number:** Text input field.
- Passport (optional):** Text input field.
- Branch:** Dropdown menu with "1" selected.
- E-Mail:** Text input field.
- User Name:** Text input field.
- Password:** Text input field.
- Edit Fingers** (checkbox)
- Clear** (button)
- Reg.** (button)

Note: a new employee is always placed with "Employee" authorizations which will allow him to activate the system, but not view the reports or engage in other activities. (When registering a system or branch manager's finger prints, it is mandatory to change his authorization level, otherwise the manager will lose his system management and report viewing privileges.)

It is recommended that an employee will choose his user's name and password in cases in which it is wanted that the employee will be able to operate the Attendance screen when the system is not started.

TimeNeto Exit

User Registration

First Name:

Last Name:

Permissions: ▼

Employee Number:

Edit Fingers **Passport (optional):**

Branch: ▼

E-Mail:

User Name:

Password:

Click on "Reg" upon filling out the required details.

TimeNeto Exit

User Registration

First Name:

Last Name:

Permissions: ▼

Employee Number:

Edit Fingers **Passport (optional):**

Branch: ▼

E-Mail:

User Name:

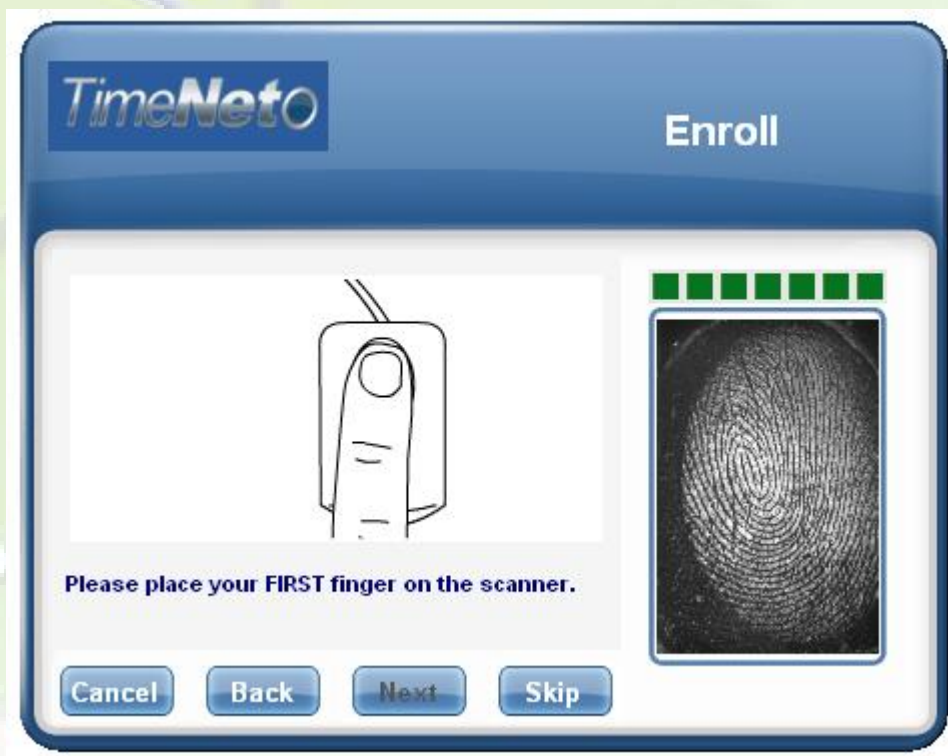
Password:

User successfully created!

Note that the registration process is a highly important process and its correct implementation will contribute significantly to the every day recognition of the employees.

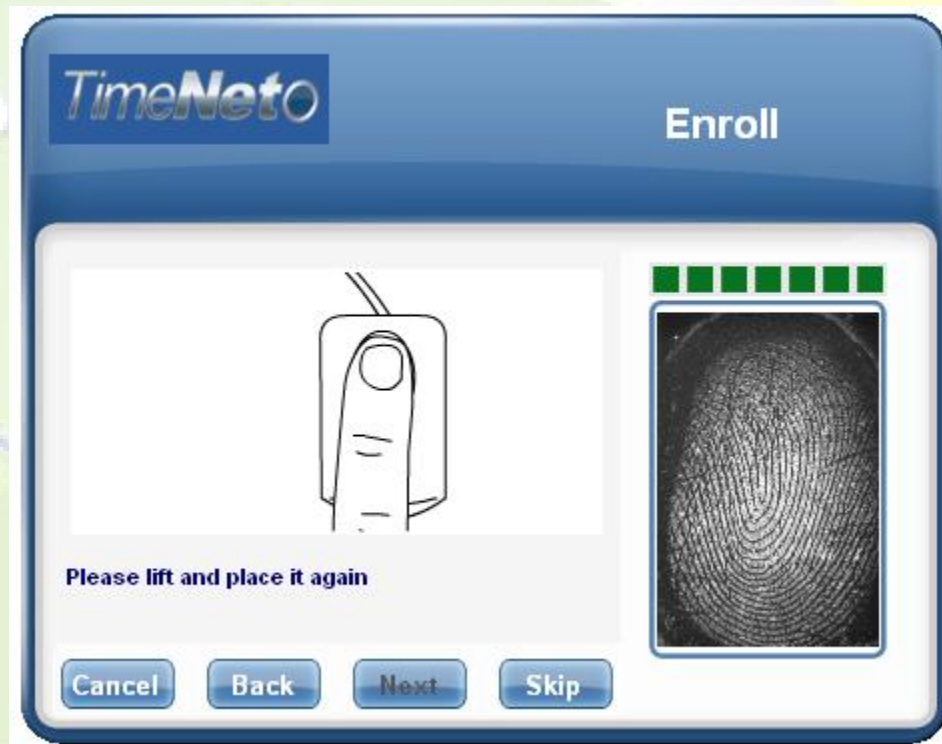
The user's most intuitive finger should be chosen, taking into account the reader's location. For example, if the reader is placed on a wall, the thumb could be the most comfortable. When the reader is placed on a table, the user might feel more comfortable using his index finger.

It is recommended that the finger print enrollment will be done in a similar position to which the punch IN and OUT will be done in daily practice. (If the attendance will be recorded when the person is standing up, than so should the registration, when attendance is recorded when the person is sitting down, so should be the first fingerprint enrollment.)



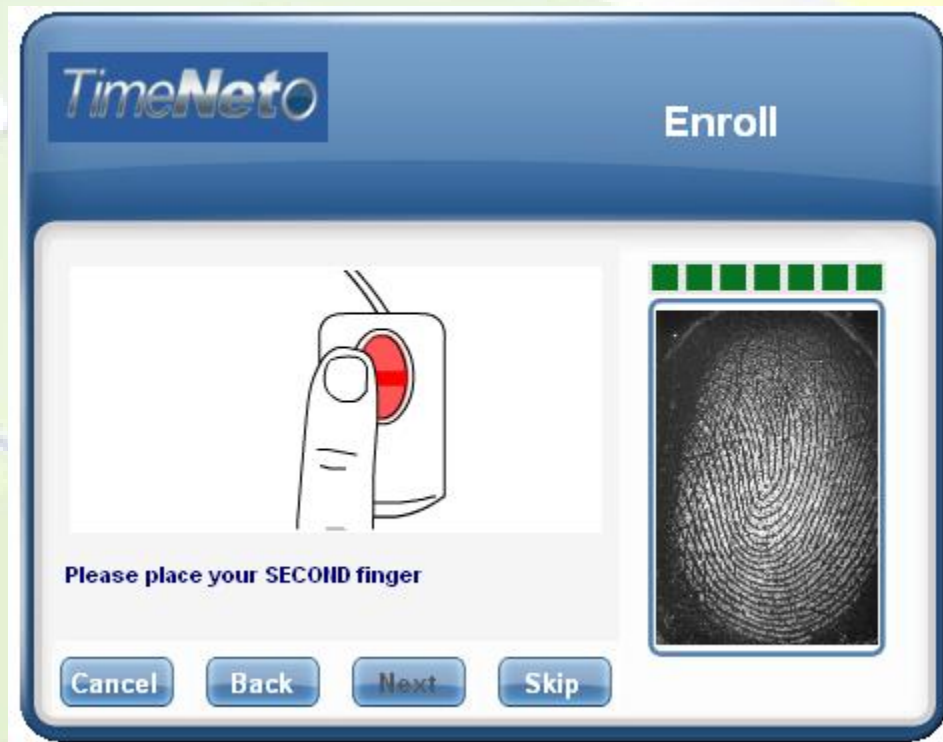
the enrollment process will guide you to enroll 2 different fingers per user each one of them need to be placed 2 times
The finger should be lifted and then same finger should be placed again on the reader.

As soon as the finger's image appears on screen the finger should be lifted and after two seconds to placed back.

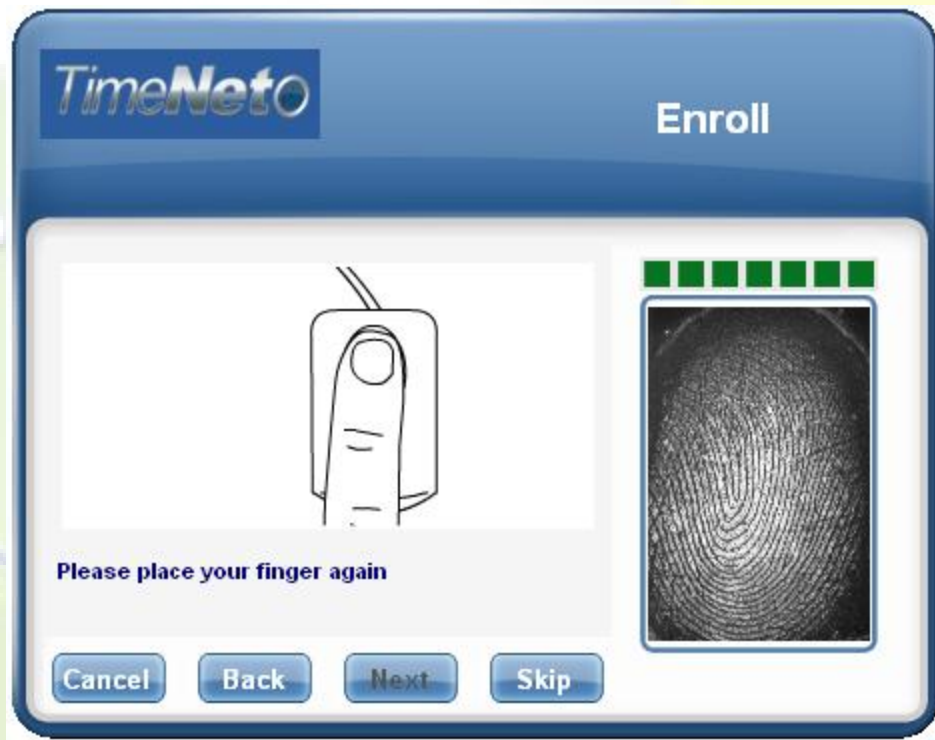


After a successful enrollment, the system will request the enrollment of another finger. (Which will be used primarily for cases in which the first finger could not be used – in times of injury etc.)

The second most intuitively comfortable finger should be chosen and placed on the reader.



As soon as the image appears on screen the finger should be lifted for a second, and then placed back.



In the event that the fingers were in order for enrollment, an end of process message will appear on the screen.

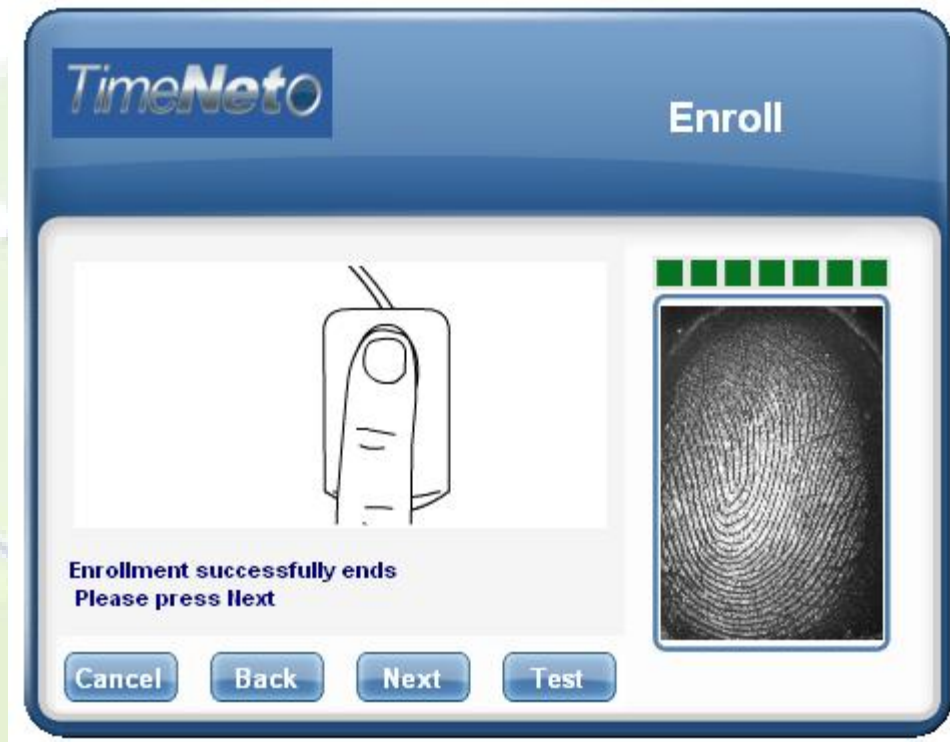
At the stage the following options are possible:

Cancellation of the fingerprint enrollment

Repeat the process

Ignore or skip over the last action

Clicking on Continue will save the fingerprints enrollment.

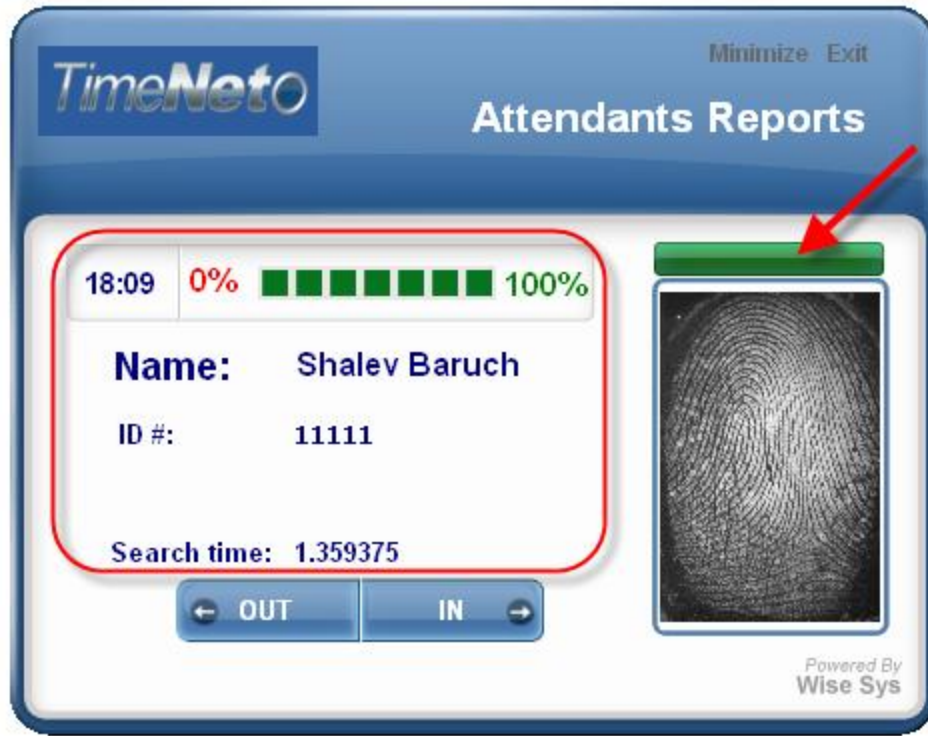


Reporting Practice – Employees' Instruction

In order to resemble the employee's signing in and signing out, he should be instructed via the "Practice Report".

The employee should now be guided how to correctly place the finger and what is expected.

1. Advise the employee that there is a manual option of reporting arrival or departure.
2. Show the employee a colorful window above the location of the finger print.
 - a. Green symbolizes successful recognition + a specific sound is heard via the speakers + a green bulb is lit in the finger print reader.
 - b. Red symbolizes failure of the system to recognize the finger + a different sound is heard via the speakers + a red bulb is lit in the reader.
3. The employee's name and number will appear together with verification speed at the side of the employee's finger image.



The employee should be allowed to place the registered fingers so there will not be questions in real time.

Employee Editing

In cases in which all the employees were registered not in their presence, it is possible through this system to register their finger prints at a later stage by entering the Edit mode.



If needed, this is the place to use in order to enhance the quality of employees finger prints. The specific employee should be selected and Edit should be clicked upon.

In any of the tabs on the Employee Management page the first digit or first letter can be typed in, this will prompt the appearance of all names or numbers containing the typed letter or digit.

Typing the star symbol * onto the erased tab will display a list of all employees. These activities are in order to ease the system manger's in finding a specific employee in order to edit, delete or retrieve.

TimeNeto Employees Management

TimeNeto

First Name	Last Name	ID Number	Branch	Delete user
			1	

Name : 1234 Last Name : 5432 ID Number : 123 Passport : 123 Branch
 Name : Amir Last Name : Sherf ID Number : 0022 Passport : 309981121
 Name : Arik Last Name : Friedman ID Number : 1006 Passport : Brar
 Name : Baruch Last Name : Shalev ID Number : 11111 Passport : 1111
 Name : Bruno Last Name : kRYSCKY ID Number : 121234 Passport : 23
 Name : Jave Last Name : Jhon ID Number : 123121 Passport : 2137283
 Name : ewqr Last Name : retweqt ID Number : 34534 Passport : 43435
 Name : ewqr Last Name : ewqr ID Number : 321432 Passport : 321432
 Name : gadi Last Name : gadi ID Number : 1255 Passport : 1255 Bran
 Name : last Last Name : last ID Number : 1212 Passport : 44234324 B

Restore Delete **Edit** New

Verify that the tab "Update Finger" has been chosen by a V.

TimeNeto User Registration

First Name: Arik

Last Name: Friedman

Permissions: System admin

Employee Number: 1006

Passport (optional):

Branch: 1

E-Mail: arik.f@lavietimetech.com

User Name: arikf

Password: AAAAAAAAAA

Edit Fingers

Clear **Edit**

The system indicated that the employee exists and displays the question "are you sure about the update"



The screenshot shows the TimeNeto User Registration interface. A modal dialog box titled "User number already exist!" is displayed in the center, asking "Do you want to update this user?". The dialog has two buttons: "Yes" and "No". A red arrow points to the "Yes" button. The background form is partially visible, showing fields for "First Name", "Last Name", "System admin" (dropdown), "Passport (optional)", "Branch" (dropdown), "E-Mail", "User Name", and "Password". There are "Clear" and "Edit" buttons at the bottom left of the form.



The screenshot shows the TimeNeto User Registration interface after a successful update. A modal dialog box titled "User successfully updated!" is displayed in the center, with an "OK" button. A red arrow points to the "OK" button. The background form is now filled with data: "First Name" is "Arik", "Last Name" is "Friedman", "System admin" is "System admin", "Passport (optional)" is "1006", "Branch" is "1", "E-Mail" is "arik.f@lavietimetech.com", "User Name" is "arikf", and "Password" is masked with "*****". The "Edit" button at the bottom left is circled in red.

If we confirmed that indeed we would like to update the employee's data and his finger print, it is possible to register the finger prints again in accordance with the process which was previously explained.

Real Time Attendance reporting

At the end of a successful employee registration, instruction and a practice period, it is possible to activate the system for a real attendance registration by choosing "Activate" on the main menu. The system is now waiting for the employees to place their fingers on the reader and report their attendance. Starting now the attendance will be reported to the system. The employee must simply place his finger on the reader, verify that the green bulb lights up indicating an identification, and noting the right sound meaning a successful identification, and in addition, verifying his name appearing on screen to approve the action.



Employee identification time depend on the following factors:
Internet connection time (1.5 Mega is preferable)
Computer parameters (Pentium 4 is preferable)
Advanced UBS support – such as UBS2

Remark: programs such as Emule, Kazza or other P2P programs which load the communication line during downloading songs or other files will interfere with quick identification. It is recommended that such programs will not be activated during the use of the attendance clock.

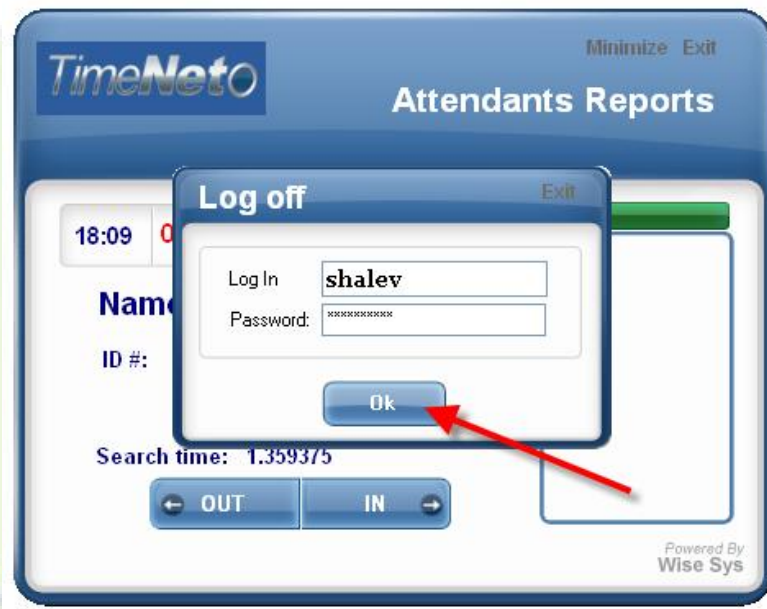
The reasonable employee identification time is 2 seconds.

It is possible to minimize the screen and still the system will recognize the employees' reports.



Exiting the system is only possible by entering a system manager's name, thus, preventing the possibility that employees will disconnect the system.





Using the Site

After connecting to the www.timeneto.com site, a click on the system entrance tab will open the identification window. User's name and password should be entered prior to receiving permission to use the main menu.



The screenshot shows a web browser window with a navigation menu at the top. The menu includes links for Home, Prices, FAQ, Products, Register for service, Contact us, Alliance, and Login. The main content area is titled "System Login" and displays the current time (20:16:21) and date (01/05/2007). Below this, there is a "fingerprint" icon, a "User Name:" label with an input field, and a "Password:" label with an input field. At the bottom of the login area, there are two buttons: "Back" with a red arrow icon and "Enter" with a blue arrow icon. A footer bar contains links for "Help" and "Forgot Password".

After entering the user's name and password the main management menu opens.

Business Management

System Management | Hour Report | Employees | Add Employee | Rules | Reports | Log out

Company : TimeNeto

> System Management

Business Management	Reports	Employees
Company Rules	Human Resources Report	Add Employee
System	Correction Report	Edit Employee
Authorization	Employee Monthly Report	
Company Details	Branch Monthly Report	
Save	Lavie Report	

Company's Laws

Company : TimeNeto

> Company Rules

Company Work Modes

- In our organization the work day finishes at: 04:00 PM
- In our organization every employee that stamps until 04:00 AM is considered as arriving
- In our organization employees must press the In/Out button before stamping

Number of fingers to Register: 1

Number of times to register each finger: 1

Scan Accuracy Level: 1

Save

Company's Laws include for example other possibilities which influence the format of the attendance data presentation. The Mode most suited for your organization should be selected.

System
Currently Inactive.

Authorizations
Currently Inactive

Company Data Update

This page is designated in case that you want to update the company's details.

> Edit Company Details

Company Name:	<input type="text" value="TimeNeto"/>
City:	<input type="text" value="Ramat Gan"/>
Address:	<input type="text" value="Shoham St"/>
Phone (max 10 digits):	<input type="text" value="87967456"/>
Fax (max 9 digits):	<input type="text" value="935751531"/>
Number of Employees:	<input type="text" value="54"/>
No. of branches:	<input type="text" value="3"/>
Email:	<input type="text" value="shalev@iqs.co.il"/>
Contact Person Name:	<input type="text" value="Baruch Shalev"/>
Contact Person Last Name:	<input type="text" value="none"/>
*Contact Person email:	<input type="text" value="shalev@iqs.co.il"/>

Reports



After entering the main management page, a selection from a few built reports is possible.

Report Presentation Rules

The reports can be presented based upon three options. For a correct presentation of the data you must choose in the Company Laws the report manner which most suits your company.

The first law is used by the system as the default law, such that if no changes are made in the company's laws; this will be the active law – first registration of a day is considered the arrival while the second registration is considered leaving, and so forth, the first registration is the arrival, the second id the departure.

Second Law – any registration made by 12:00 will be considered arrival, any later registration will be considered leaving.

Third Law – the report will be displayed as arrival or departure in accordance with the choice of the switches on the hourly report's screen.

Personnel Real Time Status report

Displays only the branch's or company's present employees. This report is particularly helpful to evaluate the real time situation of the personnel in each department or structure or plant etc. The report could, of course, be viewed from any place in the world in real time.

> Real Time Status

Branch: 1

First Name Last Name Employee No. Last Report at

Presents Absents Total
0 69 69

Correction Report

This report enables the correction of the employee's and personnel department.

ד"ר'ח חקיקים
Goldinner: חברה

18/02/2007 תאריך 1 סניף

18/02/2007 : ד"ר'ח חקיקים

שם	שם משפחה	מספר עובד	כניסה	יציאה	פעולות
אילן	אחרון	123456	---	16:44	מחיקה עריבה
אילן	אחרון	123456	---	17:39	מחיקה עריבה
חיי	גבע	47	---	17:02	מחיקה עריבה
טל	מריאל	201	---	17:49	מחיקה עריבה

The employee to which an hourly correction needs to be preformed can be selected from the report. It is possible to correct the reported hours, edit, erase and even add an entry.

Employee's Monthly Report

This report can be printed so it could be distributed among the employees in order to update or correct the data.



Date	Week Day	Employee No.	Entrance Hour	Leave Hour	Total
5/1/2007	Tue	4173	14:09	18:34	4:25
5/1/2007	Tue	4173	18:40	18:50	0:10
5/1/2007	Tue	4173	19:14	19:20	0:06
5/1/2007	Tue	4173	19:44	19:50	0:07
5/1/2007	Tue	4173	19:56	20:13	0:17
5/1/2007	Tue	4173	21:12	22:07	1:55
5/1/2007	Tue	4173	22:15	22:47	1:33
5/1/2007	Tue	4173	22:58	23:17	0:20

Pursuant to the employees' corrections, it is possible to enter the details into the system. In cases in which the system works in parallel to other attendance programs, the correction will be preformed in that system.

Branch's Monthly Report

This report is designated for the company's managers. The report displays the total work hour per each individual and for the entire staff.

Goldinner: חברה

הצג 2007 שנה: פברואר חודש: 1 סוף:

שם	שם משפחה	מספר קובץ	סה"כ ימים	סה"כ שעות
אילן	אחרון	123456	8	07:52
חיי	בנק	47	13	73:49
טובל	ימים	14	8	27:10
טל	טריאל	201	10	43:43
אורס	קפרי	22	12	54:20

Excel הדפס

These reports are suitable for small and medium businesses. In organizations that have another attendance program, the system exports the data in a structure which will allow the other program to read the data without difficulties. This for example, is what the attendance program Lavi's report looks like.

```
levi[1] - Notepad
File Edit Format View Help
0110000123456018-02-070011644E
0110000123456018-02-070011739E
0110000000047018-02-070011702E
0110000000201018-02-070011749E
```

It is possible of course to prepare the report in any format required as to suit any other leading attendance software.

Employee's Management

This section is currently not available on the site. These capabilities are executed via the software installed on the computer and which can be activated via the short cut.



Employee Addition via the Site

This feature is currently executed via the software installed on the computer and is represented by the short cut.

Employee Editing via the Site

This feature is currently executed via the software installed on the computer and is represented by the short cut.

Possible Problems and their solutions

Problem: The finger print reader does not display my finger's image on the screen.

Possible Solution: Please check the reader's connection to the electricity.

Problem: I am a system manager but can not view the reports.

Possible Solution: During your finger print registration, your classification was changed to "Employee". Please have support reinstate your authorization.

Problem: Although I report attendance having a four minute gap, these actions do not appear in the attendance report.

Possible Solution: The system ignores reports that are less than five minutes apart.

Problem: I changed the time on my computer, while it affect the reported hours?

Possible Solution: No. The reported hour is determined by the time at the system's site which is synchronized with the International Clock.

Problem: I am trying to take the reader home and report from home, but it does not work.

Possible Solution: It is possible to report attendance only on a computer on which the program was installed with the system manager's, (who established the company), password. It is impossible to install the program with a similar name again.

Problem: I am trying to register one employee's finger prints, but system does not complete the process.

Possible Solution: A few people may have a low grade finger print, it is recommended to repeat the process with the person's other fingers. In the event that also the other fingers will not register, this employee should be allowed to report attendance using a password.