

GIGATMS

TR320 Time Recorder

User's Manual



2012/6/4

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2. Change History

Release Date	Version	Description
8/28/2011	0.8.0	First draft
5/23/2012	0.9.0	Include Hardware Manual
6/4/2012	1.0.0	Add more FCC Warning and Compliance Statements

3. About This Manual

This manual, the *TR320 Time Recorder User's Manual*, provides information about installing and using TR320 Time Recorder. Two parts are consisted in this manual:

- [Hardware Manual](#) Describes the hardware of TR320 Time Recorder.
- [Software Manual](#) Describes available PC software.

4. Hardware Manual

This part of documentation describes the specification and operations of TR320 Time Recorder.

FCC Warning and Compliance Statement:

FCC Warning: Changes or modifications which are not expressly approved by the GIGA-TMS Inc. could void the user's authority to operate the equipment.”

FCC Part 15 Regulatory Compliance:

This equipment complies with Part 15 of the FCC rules, and operation is subject to the following two conditions:

- (1) This device may not cause harmful interference.
- (2) This device must accept any interference received, including interference that may cause undesired operation.

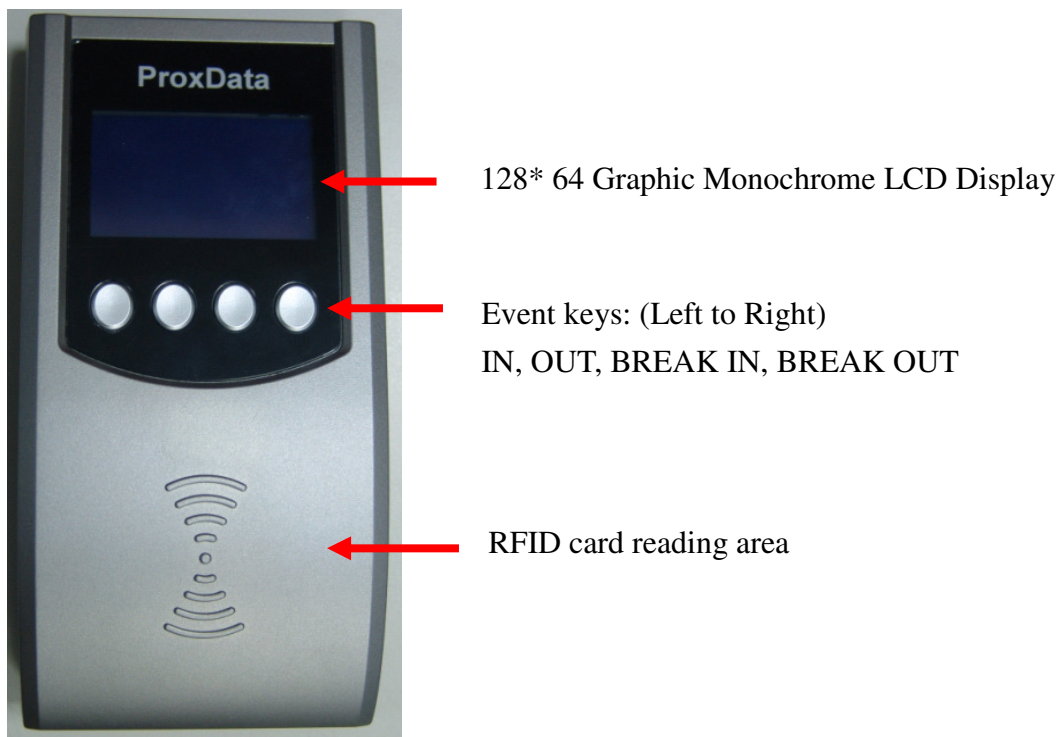
This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

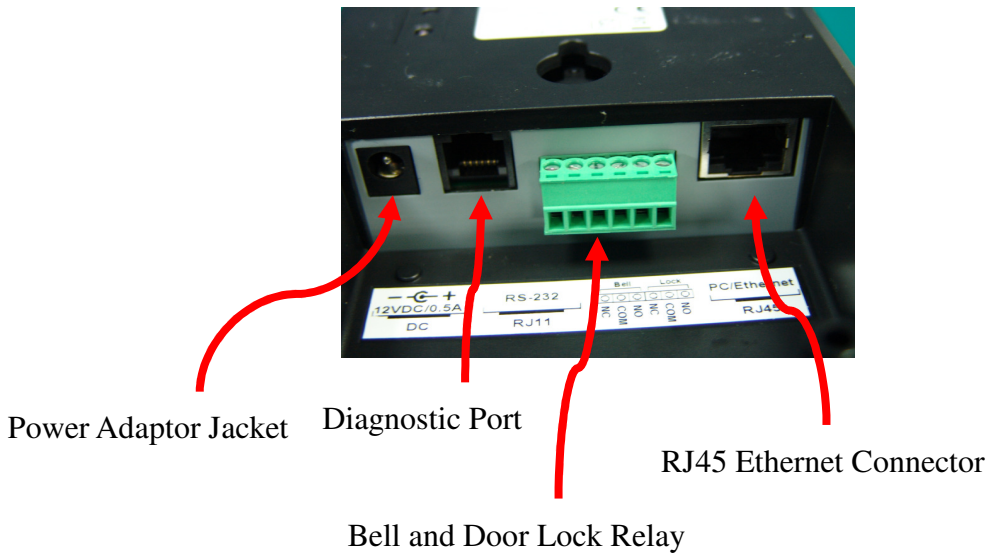
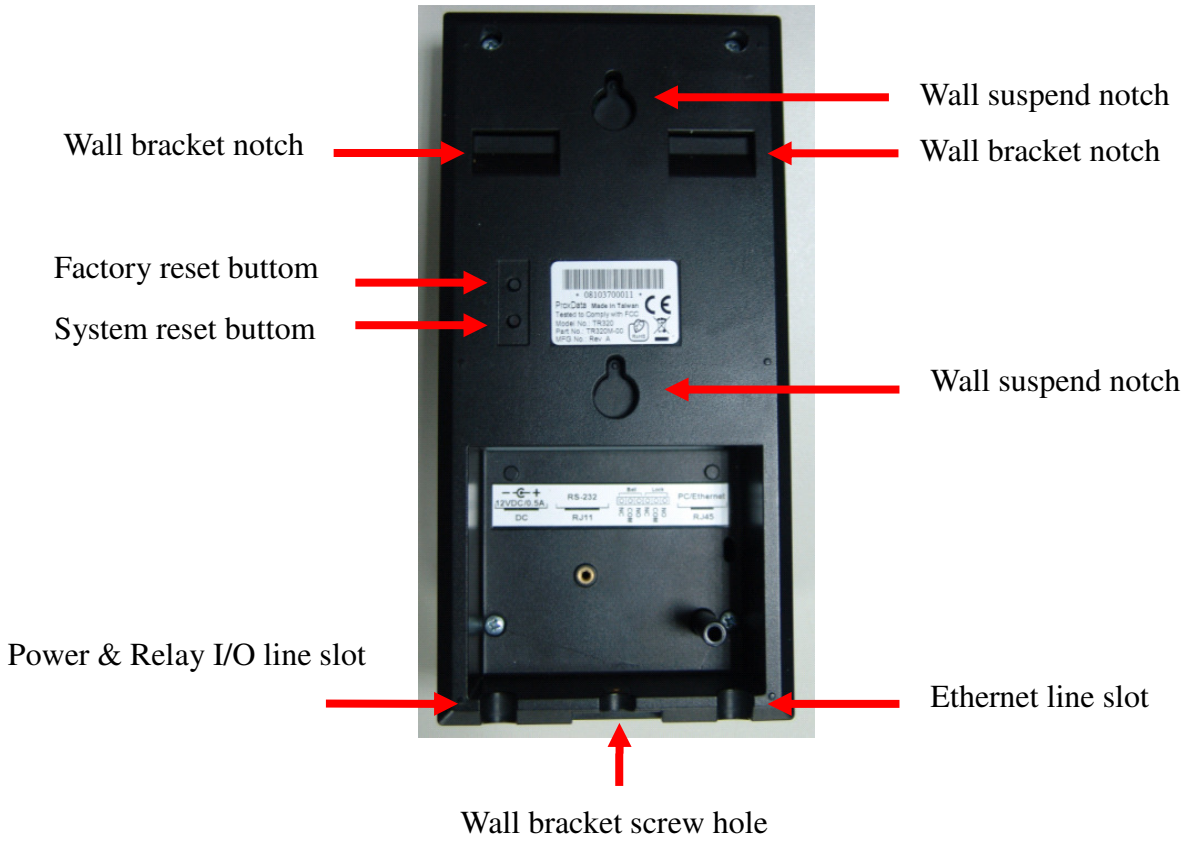
- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

4.1 Introduction

TR320 is a time recorder to provide recording of attendance using the RFID technology. With its graphic display, this time recorder provides not only access control based on built in white list records but also the message display for each personal identification. Besides, the administrator can configure each white list personal ID with its associate name, department and title by using the specific TR320 Utility developed by GIGA-TMS; therefore, each white list user can see his/her personal information while punching his or her RFID card. In addition, user can replace system's icons and Logo with their preferred one(s) by using this TR320 Utility.

4.2 External Appearance





4.3 Hardware Specification

Display	128x64 Graphic Monochrome, blue backlight
RFID card type	ISO/IEC 1443A/MiFare
Ethernet port	10 Base-T/100 Base-TX, 802.3 compliance
Bell and Door Relay	AC 250V/10A or AC 125V/15A, DC 12A/28V
Environment	Operating: 0 ~ 55°C, Storage: -10 ~ 55°C, 90% R.H.
Power Consumption	DC: 12V/500mA
Internal memory	10000 attendant records, 1000 white list records, 1000 message records

4.4 Installation

Please refer to the packing and installation sheet in the gift box to install TR320 on the wall.

4.5 Powering Up for the First Time

- Once TR320 is powered up, it shows product name and company logo, and then acquires IP address from network.

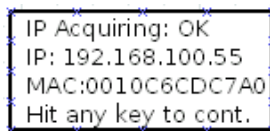
- **Display Logo Screen**

This product and Logo screen can be replaced by TR320 utility.

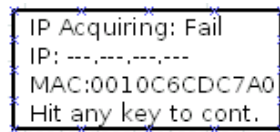


- **Information Screen**

Get IP successfully:



Fail to get IP address:

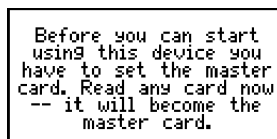


- If it's the first time to power up TR320, you have to set master card for administrator by following the procedures below.

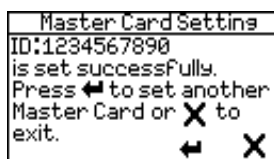
- **Master Card Enrollment Screen**

It's required to set a least one master card by following the steps below.

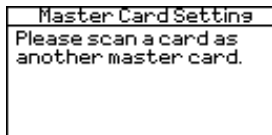
1. Entry screen for Master Card setting:



2. After sweeping a RFID card:



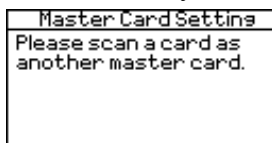
3. Press ↵ key to set the second master card.



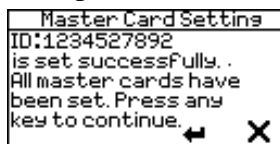
4. Sweep another RFID card as the second master card.



5. Press <key> key to set the third master card.



6. Sweep one more RFID card as the third master card.



7. Press <key> or <key> key to finish Master Card setting and go to normal working screen.

✚ If TR320 has been set at least one master card, it will go to normal working screen directly after powering up the system.




4.6 System status display

Normal working state:

When the time recorder is ready to read a RFID card, it shows its current date and time, week day, Ethernet link, attendant record memory status and event icons as the screen below. The shift number will be displayed only if it is set from '01' to '99'.







Network Status Icons:

-  : Ethernet link works normally and has got IP address successfully.
-  : Ethernet link is disconnected.
-  : Ethernet linked is connected but not able to get IP address.

Each of the icons is a 17(width)*16(height) BMP file and it can be replaced by TR320 Utility.

RFID card reading memory occupation status icons:





-  : Memory occupation is below 1/3 of the total space.
-  : Memory occupation has reached 1/3 and below 2/3 of the total space.
-  : Memory occupation has reach 2/3 of the total space but not yet full.
-  : Memory occupation is full.

Each of the icons is a 13(width)*8(height) BMP file and it can be replaced by TR320 Utility.

Shift Icon:

-  : The shift number will be shown only when the shift is set except 00, .i.e. from 01 to 99.

Card reading logging state icons:

-  : IN
-  : OUT
-  : BREAK IN
-  : BREAK OUT

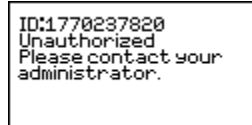
When the icon is highlighted, the carding reading will be recorded with the selected logging state. Each of the icons is a 24(width)*16(height) BMP file and it can be replaced by TR320 Utility.

4.7 RFID Card reading and display

RFID Card Reading

When TR320 is at normal working state and a MiFare 13.5M RFID card is read, this time recorder may show the message according to the following status.

1. When the RFID card is not one of the white list records, a warning tone will be heard and the



warning message will be displayed like below.

2. When the RFID card is a white list record and the relative name, job title and department has been configured in advance, and there is a message for this ID. TR320 will show this ID's relative message along with a message icon like below.



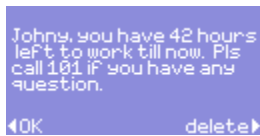
☒ : This mailbox icon indicates that this user ID has a message left and user can press ▶ to view message. Here are some example message applications below.

- Job and working place assignment:



- Remaining working hour display:

If the employees are paid by hour, the message below shows the remaining working hour via the calculation of working hour from PC side application.



- General notice publication:



- Meeting notice:



[Message operation]

- ◆ Press key below “delete” to delete message shown on the display.

- ◆ Press key below “OK” to exit to normal working state.
- ◆ System time out: If there is no key pressed, system will go back to normal working state after a configurable delay time.
- ◆ Card reading during message display: If there is another card read, system will show message for this RFID card as the description above.
- ◆ Message expiration: If a message is expired, this message will be deleted automatically by the time recorder.

There is at most one message for each user ID before it is deleted.

3. When the RFID card reading memory is full, TR320 will show the warning message below. In such case, the administrator has to download records; otherwise, TR320 will not open the door.

```

"                                     ",
"   Attention  !!                     ",
" ----- ",
" System punch memory ",
" is full ! Please ",
" contact your admini-",
" strator to download ",
" punch records first. "
:

```

4.8 Reading Master Card

Master card can now be used to provide the following basic system information:
IP acquisition modes, IP and MAC address, and Firmware Version.

```

TR320 System Info:
IP Mode:DHCP
IP:192.168.100.55
MAC:0010C6C0C7A0
F/Wver:V1.1.9

```

4.9 System Setting






TR320 has to be configured via the specific TR320 Utility developed by GIGA-TMS Inc. Start up TRU Utility and double click the property icon to enter the TR320 login password and bring up TR320 property setting screen as below.



Property icon

TR320 Properties ✖

File Tools Help


Machine Number (0-9999)	1001
Machine Name (0-7 chars.)	TR-320
Time (hh:mm:ss)	15:50:07
Date (DD-MM-YYYY)	22-02-2012
Date display format	0- YYYY-MM-DD
Time display format 12/24hr mode	0- 12 hr mode
Login Password (0-4 chars.)	XXXXXXXX
Bell Table	<Table>
Shift string (Always types two characters.)	00
Lock activation duration (30-99 sec.)	30
Total number of records	0
Number of new records	0
Number of free records	10000
Firmware version	V1.3.3
Generic user interface language	0-ENGLISH
Display template	2-TEMPLATE 2
Define the way how network IP is acquired	1- DHCP(Dynamic Host Confi
RFID or Message display hold time setting	3- 10 secs

This defines how date and time are displayed.

On-Line Source: 1

TR320 Properties [X]

File Tools Help



Date (DD-MM-YYYY)	22-02-2012
Date display format	0- YYYY-MM-DD
Time display format 12/24hr mode	0- 12 hr mode
Login Password (0-4 chars.)	*****
Bell Table	<Table>
Shift string (Always types two characters.)	00
Lock activation duration (30-99 sec.)	30
Total number of records	0
Number of new records	0
Number of free records	10000
Firmware version	V1.3.3
Generic user interface language	0-ENGLISH
Display template	2-TEMPLATE 2
Define the way how network IP is acquired	1- DHCP(Dynamic Host Conf
RFID or Message display hold time setting	3- 10 secs
Set the starting date of daylight saving	13-03
Set the ending date of daylight saving	06-11
Enable or Disable daylight saving time function	0-disabled

This defines how date and time are displayed.

On-Line Source: 1

Item name	Definition	Default
Machine number	This item is part of the attendant record sent by TR320, and it is used to identify which TR320 is sending this attendant record.	1001
Machine name	Name of a TR320 device	TR-320
Time	Current Time of TR320	N/A
Date	Current date of TR320	N/A
Date display format	yyyy-mm-date or mm-date-yyyy	yyyy-mm-date
Time display format 12/24hr mode	12 or 24 hour display mode.	12
Login Password	TR320 Property Login password. (max 4 digits)	1234
Bell Table	There are 32 bell settings records, each which includes the setting elements of action week, action time and duration. Bell relay will activate according to the setting records.	none
Shift string	There are always two digits from “01” to “99” to display shift. “00” is a default shift used for not to show shift.	00
Lock activation duration	Activation duration of door lock.	30 sec
Total number of records	Current total white list card reading records. This field is read only.	N/A
Number of new records	New records not yet downloaded.	N/A
Number of free records	Records available to be used for white list card reading.	N/A
Firmware version	TR320 firmware version	N/A
Generic user interface language	Future usage for multiple language application. Only English is available for TR320 now.	English
Display template	Normal mode display template setting.	Template 2
Define the way how network IP is acquired	IP acquisition: DHCP or STATIC IP	DHCP

RFID or Message display hold time setting	Card reading or message display delay time.	5 sec
Set the starting date of daylight saving	Daylight setting starting date	
Set the ending date of daylight saving	Daylight setting ending date	
Enable or Disable daylight saving time function	Enable or Disable daylight time	Disable

4.10 Downloading Attendant data

The TR320 saves the attendance data onto its internal flash memory using a so-called delimited text format. With delimited text format, fields within a record are separated by a TAB character (tabulation, ASCII= 09 Hex) while records are separated from each other by CR (Carriage Return, ASCII= 0D Hex) and LF (Line Feed, ASCII= 0A Hex) characters.

Each TR4050's record consists of the following fields:

Field	Length	Format
Event	1	"1", "2", "3", "4"
Date	10	"DD-MM-YYYY"
Time	8	"hh:mm:ss"
ID-code	10	"'XX...X", apostrophe is added to make sure that this field is treated as a string by applications like Microsoft Excel.
Shift	2	"SS", can be in the range from 01 to 99.
Machine No	4	"NNNN" can be in the range from 0000 to 9999.

5. Software Manual

This part of the document describes all PC software supplied by GIGA-TMS.

Two software packages are available:

- [Time Recorder Utility](#) This software is able to configure device connections, properties and downloading time data etc.
- [TR320 Manager](#) This software is able to establish user information and messages.

5.1 Substantive Explanation

- ◆ **IP Address : Internet Protocol Address**
- ◆ **Information : The image on TR320 while user induce his tag**
- ◆ **Message : The image on TR320 in check message function**
- ◆ **White list : All users in database of TR320 Manager, and this list will sync to TR320 after [Update](#) function**
- ◆ **Message template : Create a template in [Message Tool](#). The template allow us to fill different data to the text field for different user**

5.2 Install & Uninstall

5.2.1 System requirements

	Minimum Requirements	Recommended
Internet Connections	TCP/IP LAN (With DHCP)	TCP/IP LAN (With DHCP)
Operation System	XP,Vista,Windows7	XP,Vista,Windows7
Computer processor	800MHz Pentium III	1.5GHz(XP),2GHz(Vista,Windows7) or better
Computer Memory	512MB	1GB
Screen Resolution	1024x768 pixels	1024x768 pixels or better

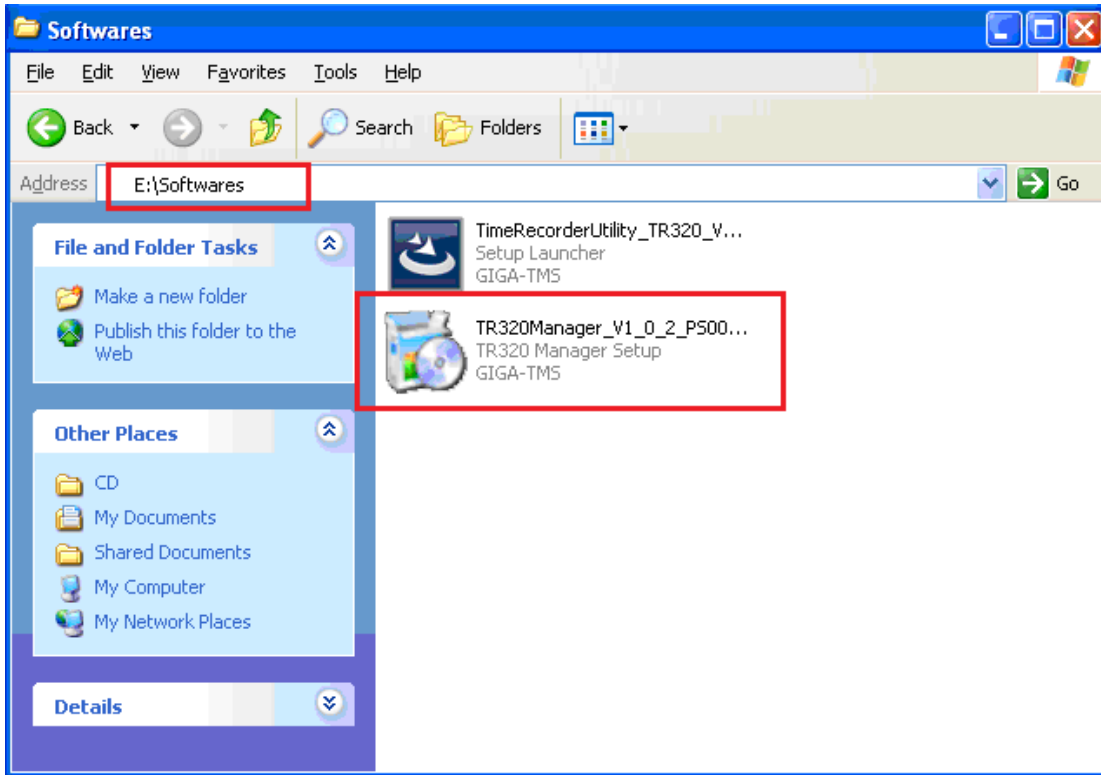
5.2.2 Products specification

- 1000 white list occupations
- Leave message to given user(s)
- Entrance guard
- Attendance record
- Manage user(s)
- Create unique information for every user
- Search functions for database

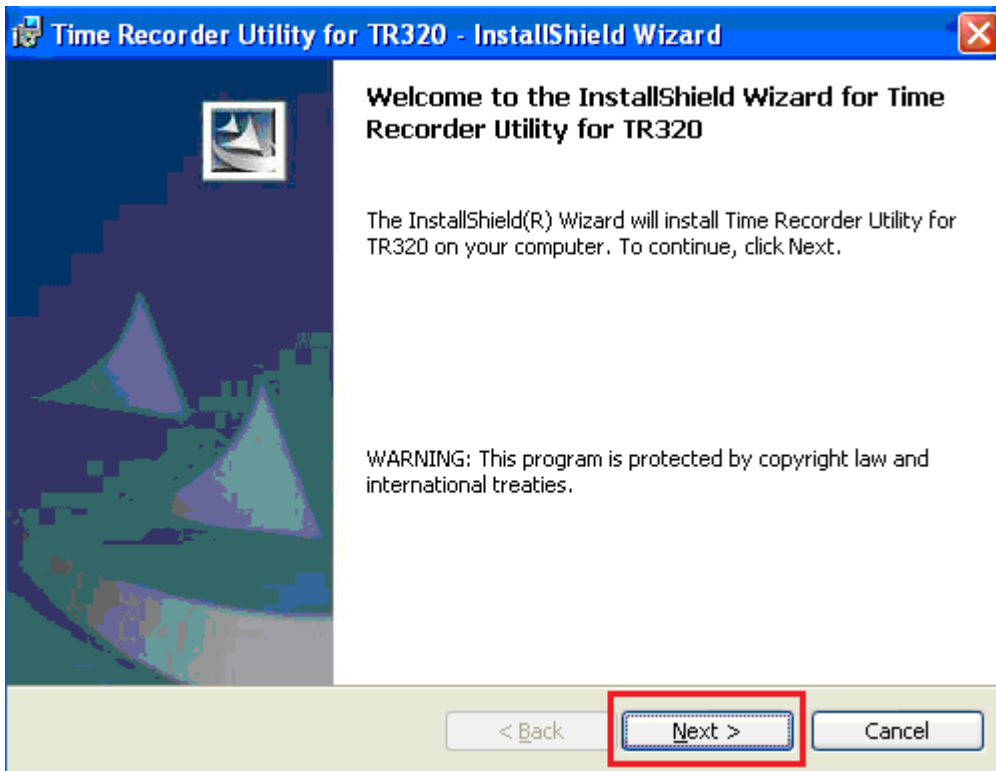
5.2.3 Install Time Recorder Utility (TRU)

Browse **PROMAG** · **ProxDATA** CD

The directory [\\software](#)



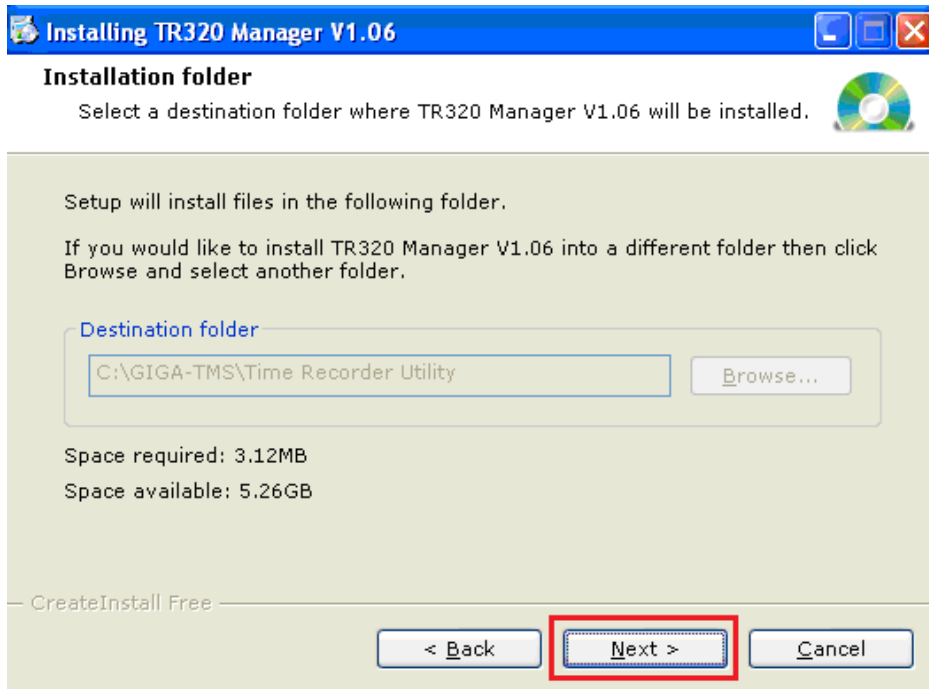
Execute TR320Manager_V1_0_X_PS00138.exe



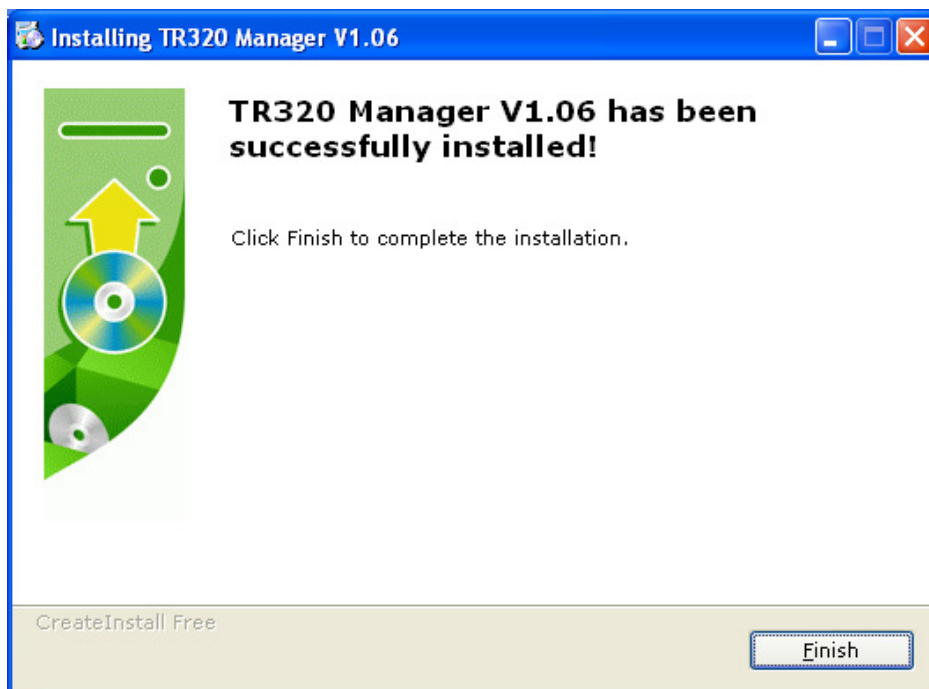
Click **Next** to install **Time Recorder Utility (TRU)**

5.2.4 Install TR320 Manager

TR320Manager Installation will pop out after the installation of TRU



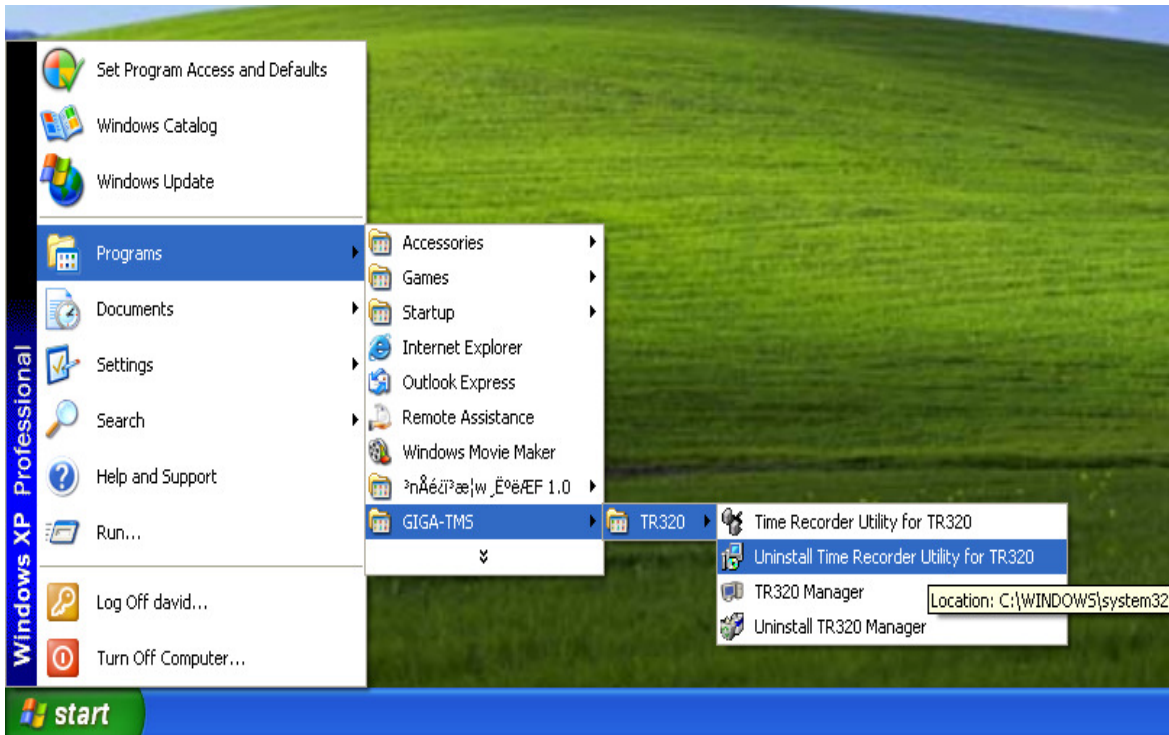
Click **Next** to install TR320Manager



Finish the installation

5.2.5 Uninstall Time Recorder Utility (TRU)

In **Programs->GIGATMS->TR320**

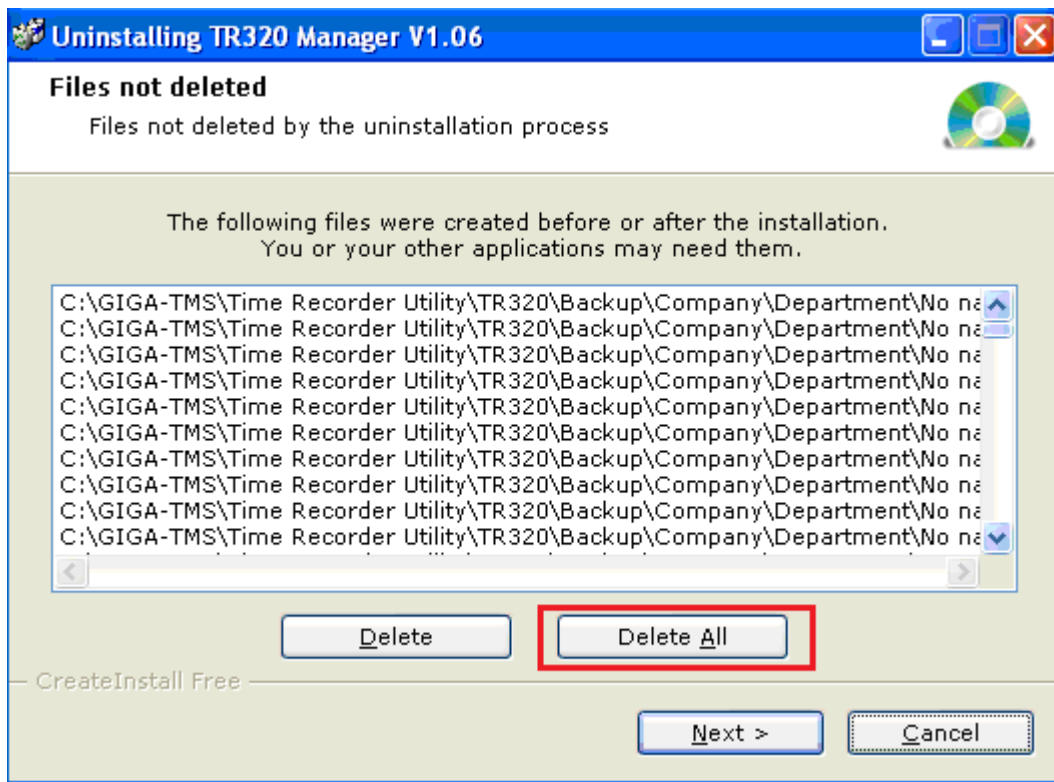


Execute **Uninstall Time Recorder Utility for TR320** to uninstall TRU

5.2.6 Uninstall TR320 Manager

In **Programs->GIGATMS->Uninstall TR320 Manager**

Execute **Uninstall TR320 Manager**



You have to select **Delete All** option here to clear all folders

5.3 Time Recorder Utility

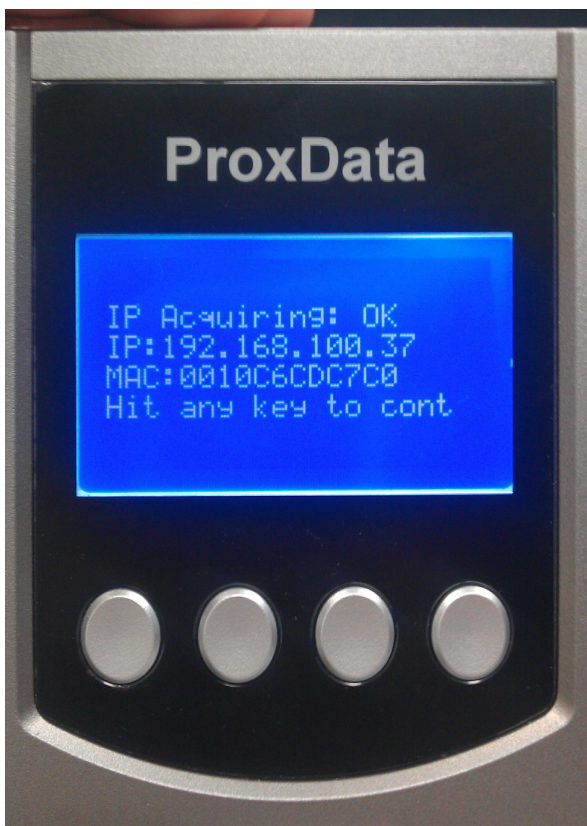
5.3.1 Setup Connections and Password

5.3.1.1 Acquire IP address

※Notes

- Confirm TR320 was connected to your Local Area Network (LAN)
- Confirm **router** with DHCP (Dynamic Host Configuration Protocol) function

Plug in the power to TR320

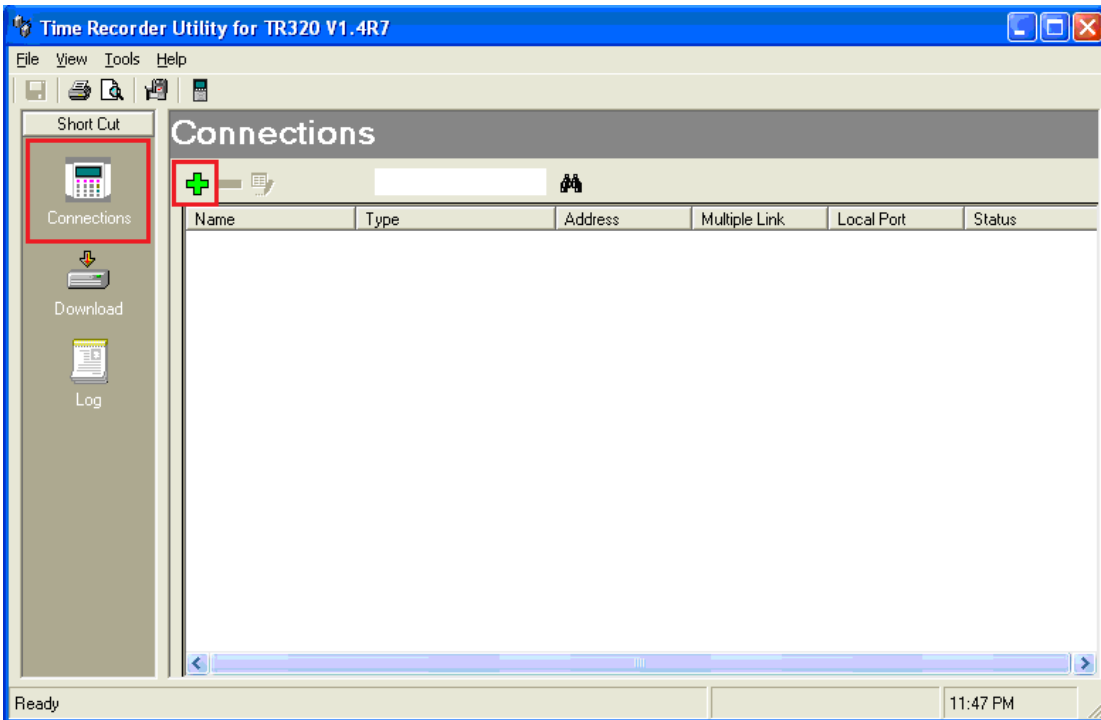


The IP address acquired

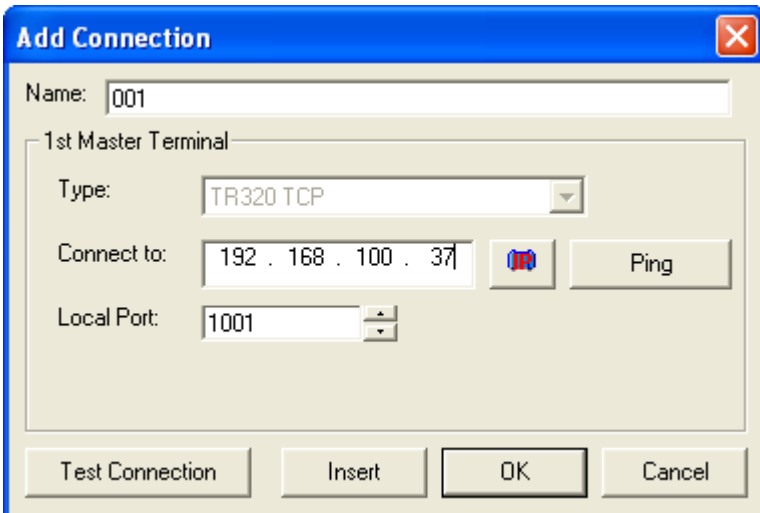
Address is **192.168.100.37**

5.3.1.2 Setup Connection in TRU

Execute **Time Recorder Utility** for TR320



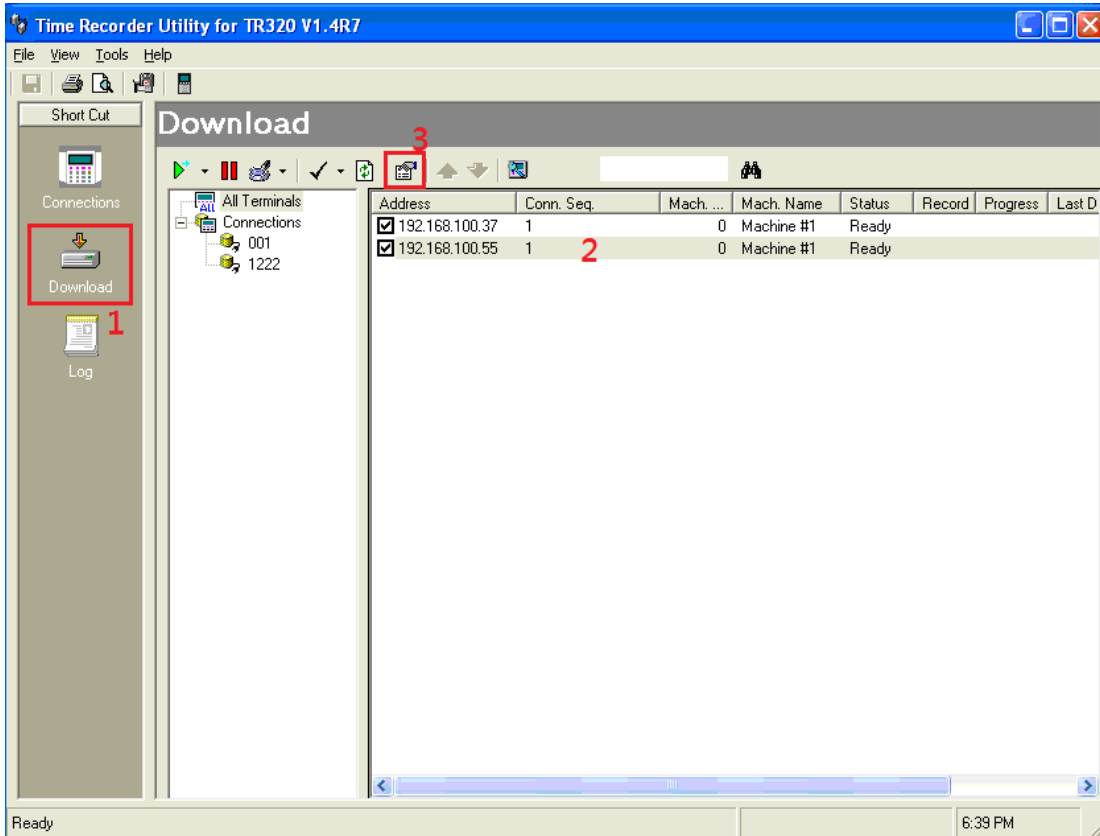
Select the **Connections** and click  to add a new machine



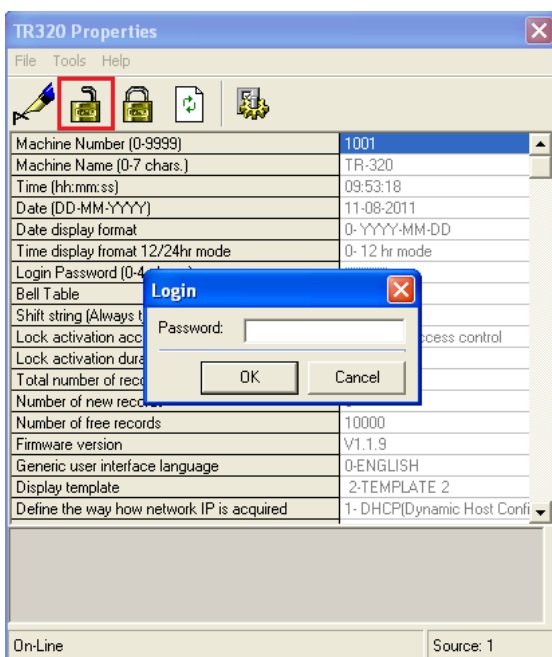
Use **Ping** and **Test Connection** to check the communication is correct
If the communication is correct, press **OK** to create this connection on **TRU**


5.3.2 Setup Properties

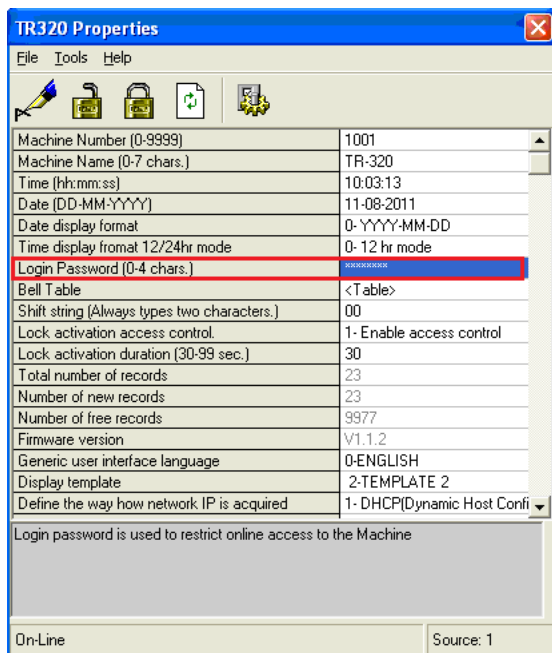
5.3.2.1 Setup Login password



Switch to **Download** page, select a connection and click **properties** as picture



Click  to login the current machine
Enter the default password is “1234”



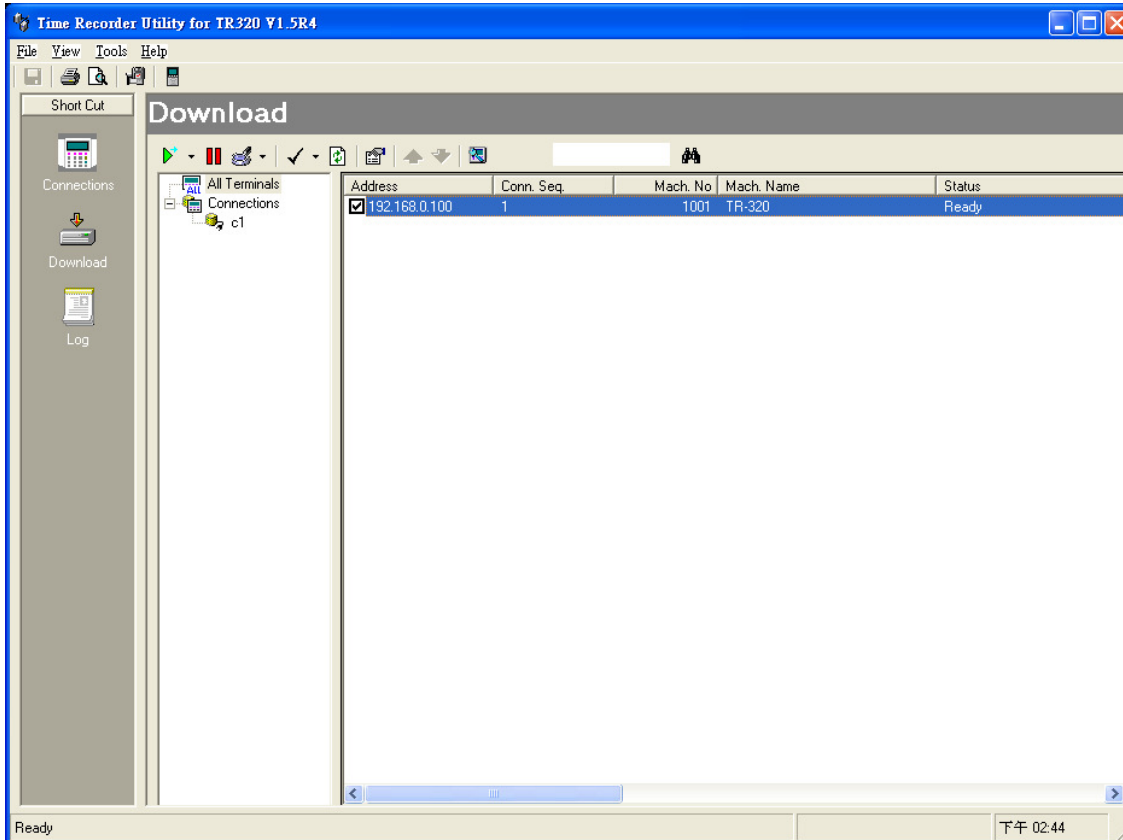
Double click on **Login password** and enter new password

※ Please remember this password, TR320 need this password while login.

5.3.3 Downloading Time Data

While users punch the time data, the Tag ID will be stored in the internal memory of terminal, associated with the date, time, event id and shift number.


After setting up the connections, all the terminals will be displayed in the [Download] inspection.




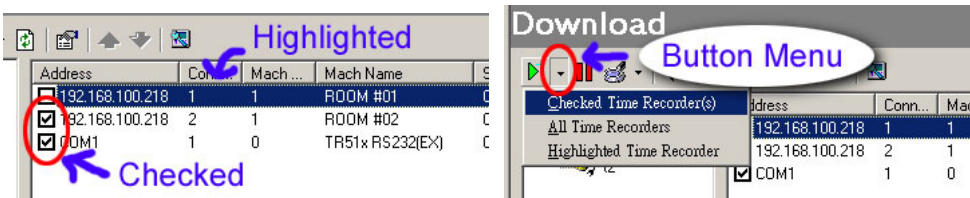
In this inspection, you can get a brief view of the properties of connected terminals, such as the machine number, name etc. If you want get more detail information, just double-click the list item, a properties window will pop up, which shows all the information of the selected terminal. Please keep in mind, some of the properties need to login first prior to modify.

TRU provides two ways to download the time data: Download at once and Scheduling, which are detailed as below.

■ Download at once:

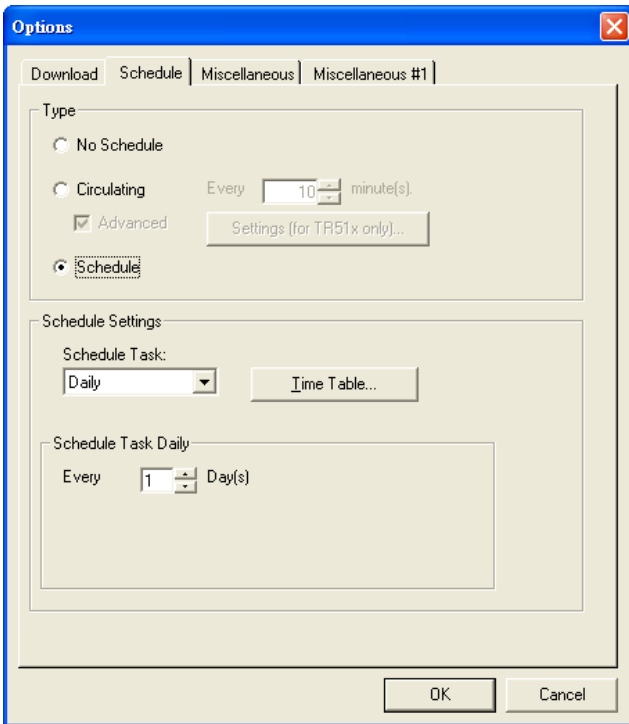
Select the checkbox on the list view, and then click  on the toolbar. All the time data of selected (checked) terminals will be downloaded and saved to the specified path.

For flexible purposes, TRU also allows to download the highlighted one or specified terminals. To do this, click the button menu of  button, then click [Highlighted Time Recorder] or [Checked Time Recorder(s)].



■ **Scheduling:**

By using Scheduling, you can schedule any time to download the time data. Scheduling starts each time you start the TRU program and is able to run in the background. With Scheduling, you can schedule a time to download time data daily, weekly, monthly, or at certain times. To configure the scheduled time, from [Tools] menu, click [Options]. On the [Options] window, click [Schedule] tab.



To enable the Scheduling function, select the Type to Schedule.

First, select the [Schedule Task] for days period of scheduling, and then click [Time Table] to edit the specified times of downloading time data.

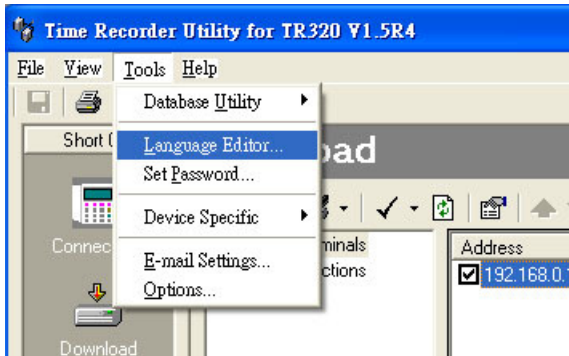


After completing the scheduling configuration, click [OK] to activate the settings.

5.3.4 Language Editor

The **Language Editor** provides a way to localize the interface of **TRU**. You can use this function to create a new native language interface, which is translated from the default used English. The translation needs to be done on your own. For example, for Italian, the “Name” translates to “Nome”.

To launch the **Language Editor** dialog, on the **Tools** menu, click **Language Editor**.



Shown below is the screenshot of **Language Editor** dialog.

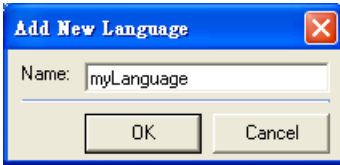


This dialog has the following area and controls:

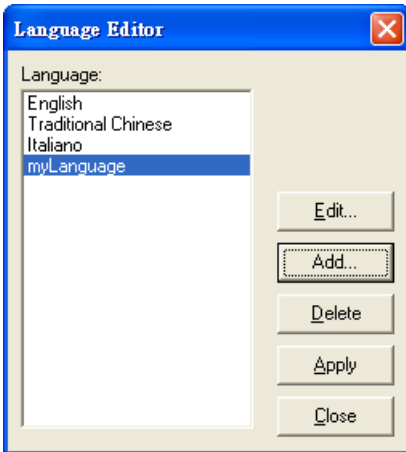
- **Language** list box: Displays current supported languages.
- **Edit button**: Modifies the string table of selected language.
- **Add button**: Adds a new language.
- **Delete button**: Deletes the selected language. Please take note, the English and current applied language can't not be deleted.
- **Apply button**: Applies the selected language to be the TRU interface used.
- **Close button**: Closes **Language Editor** dialog.

5.3.4.1 Adding New Language

In the **Add New Language** dialog, enter new language name.



Click **OK** to save the setting, the new language name will appear in the list box.



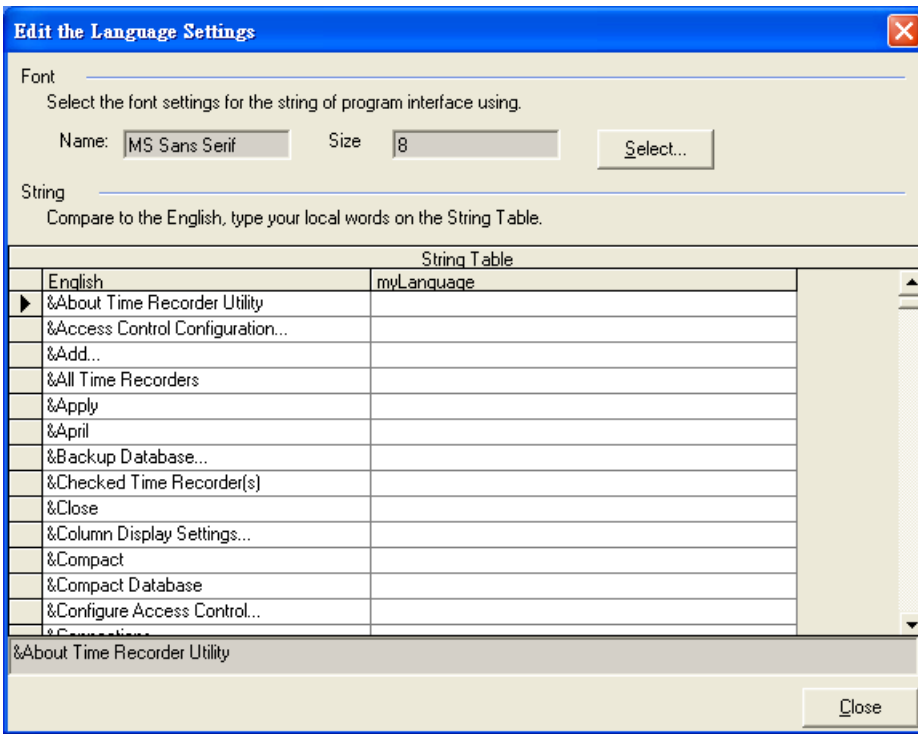
The next step is to edit the string table for the new language, please refer to [Editing String Table](#).

5.3.4.2 Editing String Table

All the string used in the interface of TRU is stored in the **StringList** table of Res.mdb file (MS Access 2000 format). This file is located in the installation path of TRU.

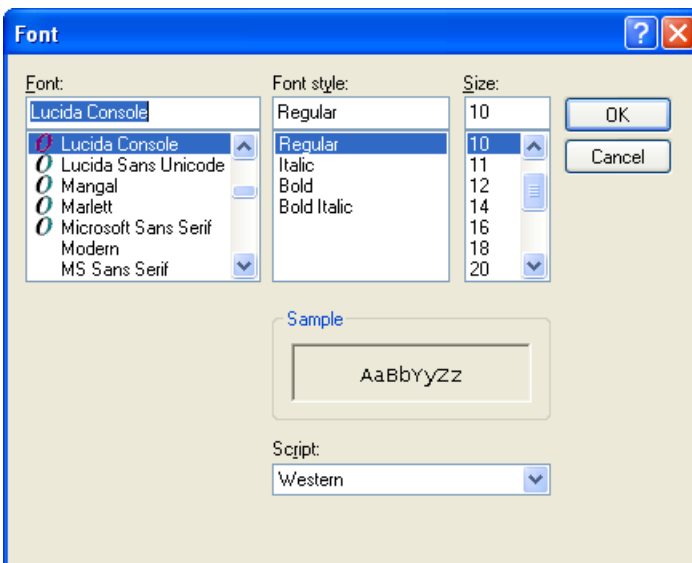
Every language has its own column in **StringList** table, when adding a new language, TRU will create a column in this table, and the column name is same to the language name.

Shown below is the screenshot of **Edit the Language Settings** dialog.



This dialog has following areas and controls:

- **Font** area: TRU will give a default font name and size for the new language. If your native language has issue on this setting, please click **Select** to modify to meet your need.



- **Select** button: Sets the font settings used in TRU interface.
- **String** area: There is a **String Table** grid displaying two columns. The first column is always to be English, which is read-only, displays all the string used in interface of the TRU program. The second column is the selected language (or your native language). Comparing with string in English column, translate and enter your native language in the cell of second column. When switching the focus of cell, the enter value will be saved to Res.mdb database file immediately.
- **Close** button: Close this dialog.

5.3.4.3 Applying Language

After clicking **Apply** button of [Language Editor](#) dialog, TRU will re-load the string in selected language from the Res.mdb, and then displays the changes to the interface.

If there is string leave blank in the string table of applied language, TRU will use English string instead.

5.3.4.4 Notes

- ※Some string may include Enter key, you can enlarge the height of the cell to see the whole content of string.
- ※If string includes Enter key, using [Ctrl]-[Enter] compound keys to entry the Enter key.
- ※The '&' symbol is a hotkey operator. &File means the hotkey is F, &Save means the hotkey is S.
- ※If you want to put the new completed language in the setup file of TRU, then the file Res.mdb is needed for packaging. Please contact your dealer's salesman for details.

5.3.5 Maintain Database

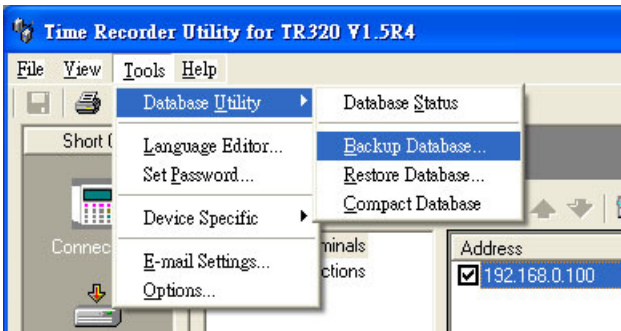
From time to time, it is important for the TRU database to be backed up, purged and compacted. The frequency at which these tasks are performed depend on the size of your time data and the speed at which the TRU database file is growing.

Before we continue, read the definitions of each action that can be performed on the TRU database:

- **Backup Database** – This function makes an copy of the TRU database as of the time the function is executed. This is very useful for keeping a copy of your data file in case of a disaster. It should be performed on a weekly basis or even more frequently if the data in TRU is extremely important. This method of backup should not take the place of a normal daily tape backup.
- **Restore Database** – This function can be used to import the backup database. Please keep in mind; the current database settings will be overwritten by the imported database.
- **Compact Database** – To increase performance, when records are deleted from the TRU database, they are not permanently deleted. However, when many deleted records accumulate in the TRU database, it can hinder performance. To permanently remove deleted records (and therefore reduce the size of the database and increase performance) 'Compacting' the database is recommended on a monthly or semi-monthly basis.

A good indication of when you should clear time data is when TRU performance seems to have slowed considerably due to the increase in file size (usually well over 10MB). If reporting is taking much longer than it used to, it might be time to clear time data.

All the database maintenances are all running under Normal Mode.



5.3.5.1 Backup Database

To backup data, follow these instructions:

- From **Tools** menu, click **Database Utility/Backup Database**.
- You will be asked to give a path name for the copy of the database. Enter a valid path name and click **OK**.

5.3.5.2 Restore Database

To restore database, follow these instructions:

- From **Tools** menu, click **Database Utility/Restore Database**.
- You will be given a warning. Read the warning and click **Yes** if you wish to continue.
- Specify the path that the backup database is located.
- Click **Open** if you are certain you want to continue.

5.3.5.3 Compact Database

To compact the database, follow these instructions:

- From **Tools** menu, click **Database Utility/Compact Database**.

5.3.6 Loading TR320 Manager Software

[TR320 Manager Software](#) is mainly used to establish the users and messages information. To load this software, see following:

1. On the **Tools**, point to **Device Specific**.
2. Click **TR320**.



5.4 TR320 Manager

5.4.1 The first execution

5.4.1.1 Check login password




- Check the password is correct or not for each machine
- If all password is correct, click **OK** to skip this section
- Double click machine in list and enter the right password
- Tick **Remember the password** , this dialog cannot show in next time




5.4.2 Create a tree structure



5.4.2.1 Company

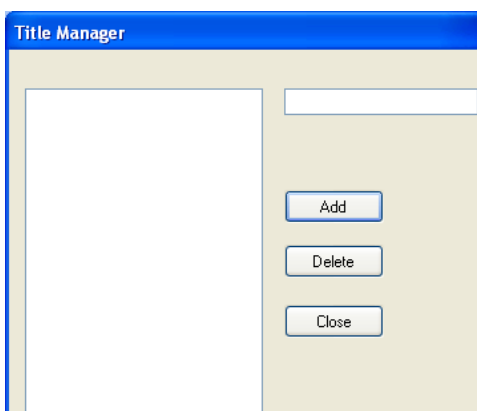
- This is the top (level 1) node of tree
- Only a company node exist in **TR320 Manager**
- This node cannot remove
- Click  to modify company name

5.4.2.2 Department

- This is level 2 node of tree
- Click  to add a department
- Click  to modify department(current node) name
- Click  to delete department(current node)
✘Users under the department will delete, after this step.

5.4.2.3 Title

Tools → Title manager






Add

- Enter title name
- Click **Add**

Delete

- Select a title
- Click **Delete**

5.4.2.4 User (Employees)

- This is level 3 node of tree
- Click  to add a user
- Click  to modify user(current node) name
- Click  to delete user(current node)
- An user with the following properties

Employees Details

Name	<input type="text" value="User"/>
Title	<input type="text" value="none"/> ▼
ID Number	<input type="text" value="none"/>
Card Number	<input type="text" value="2045650606"/>

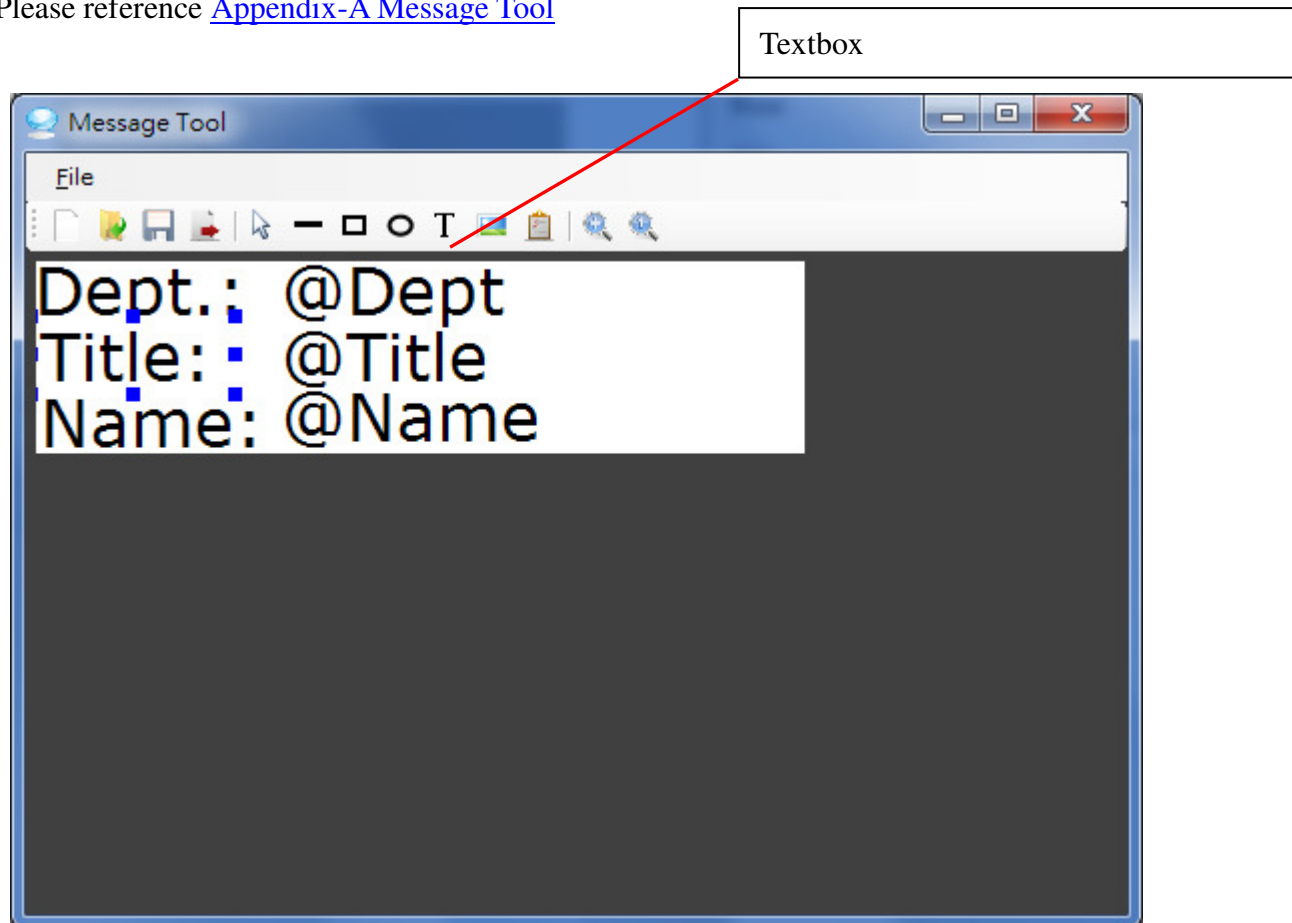
- ◆ **Name:** User's name can modify in here
- ◆ **Title:** Select a title
- ◆ **ID Number:** Enter the ID in this column , it indicates to your human resource or other number you want to use.
- ◆ **Card Number:** Enter Tag's ID number.

5.4.3 Information

5.4.3.1 Create message template (*.mt) file

Tools → Templet Editor

Please reference [Appendix-A Message Tool](#)



Insert textbox to create to template

5.4.3.2 Bind to database

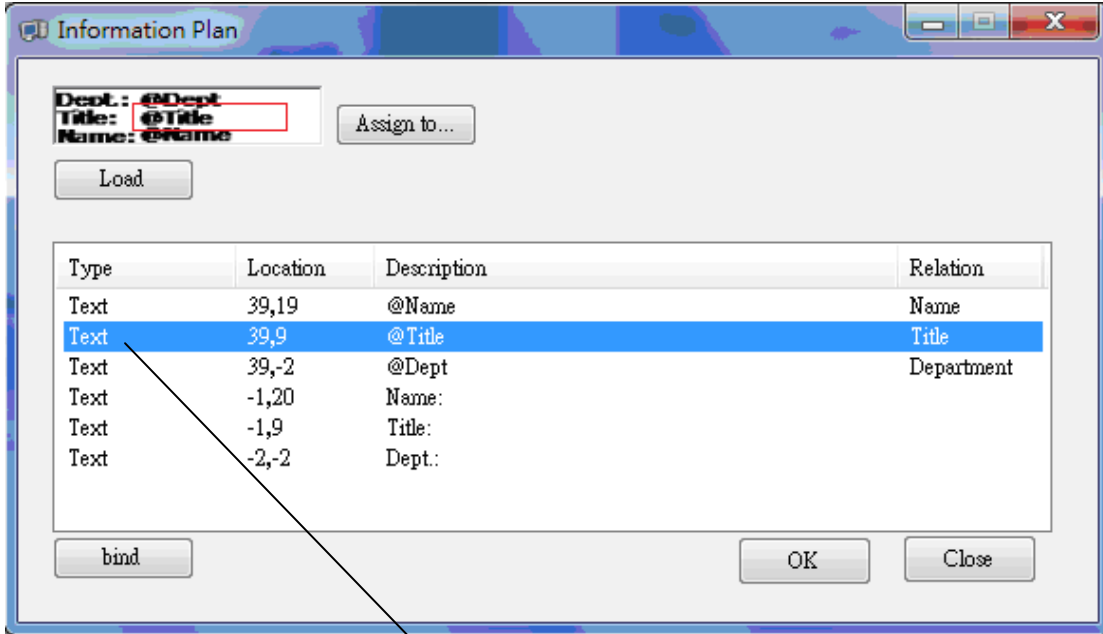
This tool use to assign the different image of information to each user. The image will change if you bind the

different data.

The message template file (*.mt) contains several component on canvas. The text component edited in [Message Tool](#) can bind data in TR320 Manager,

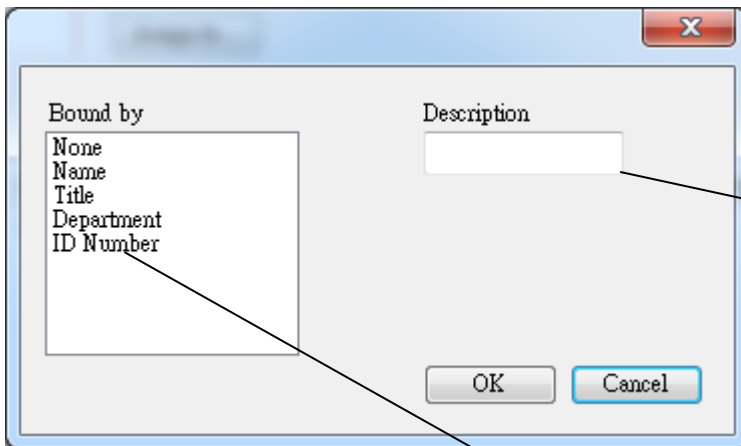
Image → Information → click “Load” button

Laod *.mt file you made by template editor.



Select the textbox or other type item here

Click “bind” after you selected.



If you don't want to bind any data , Just select “None” , and enter words here.

Click “OK” to confirm your setting .

Select the data you want to bind

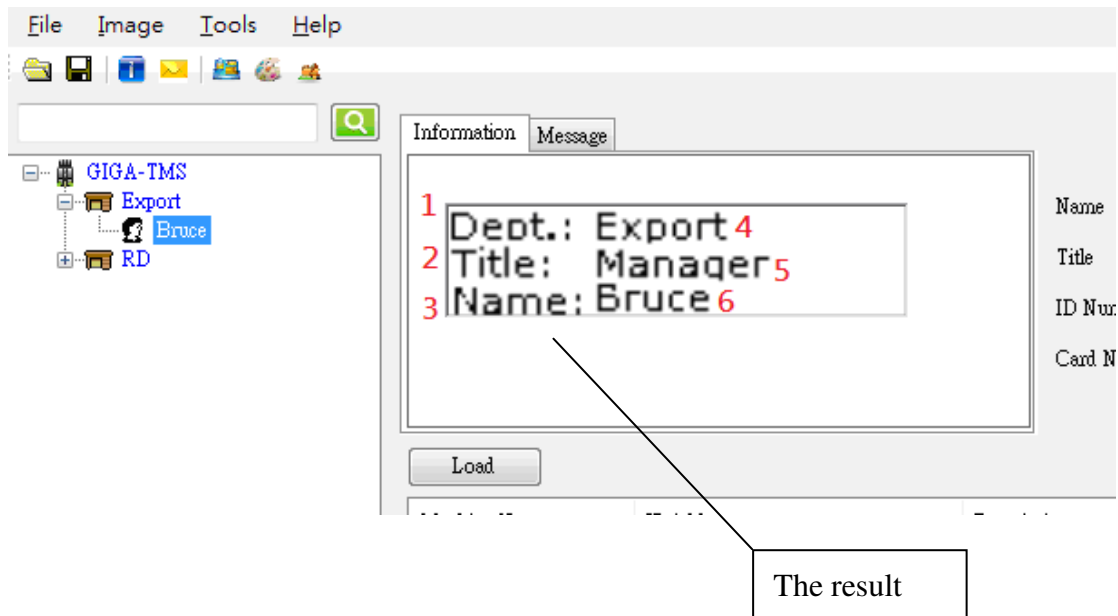
5.4.3.3 Assign to users (Employees)

Please reference [3-4 Search function](#)

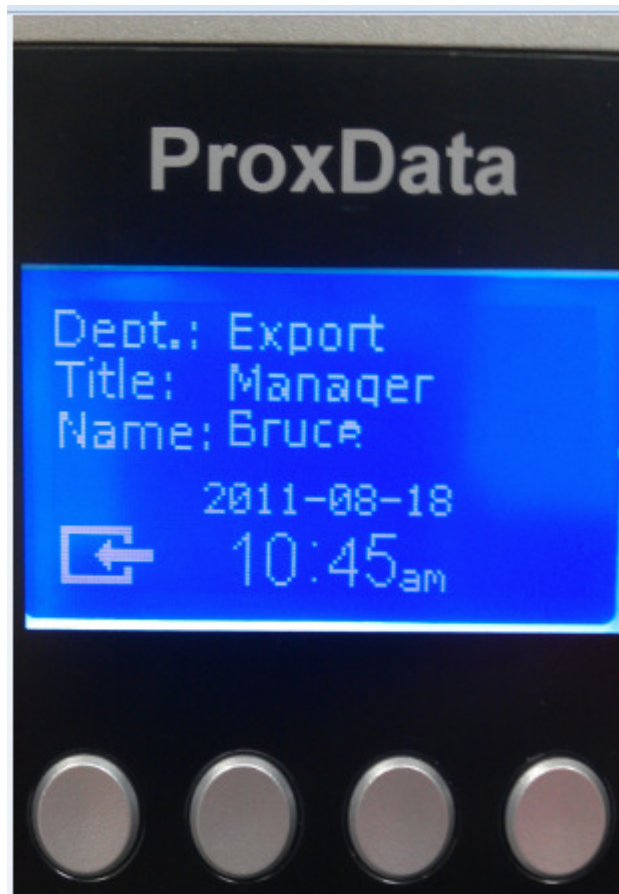
After the bind step, the relation column will display what you bound.

Check the relation column, and click “Assign to” to assign the picture to users.
Click “OK” to confirm and Click “Close” to close Information function

Check the following result



- 1 The text field with fix word **Dept.:**
- 2 The text field with fix word **Title:**
- 3 The text field with fix word **Name:**
- 4 The text field was bound by the data which is **Department**
- 5 The text field was bound by the data which is **Title**
- 6 The text field was bound by the data which is **Name**

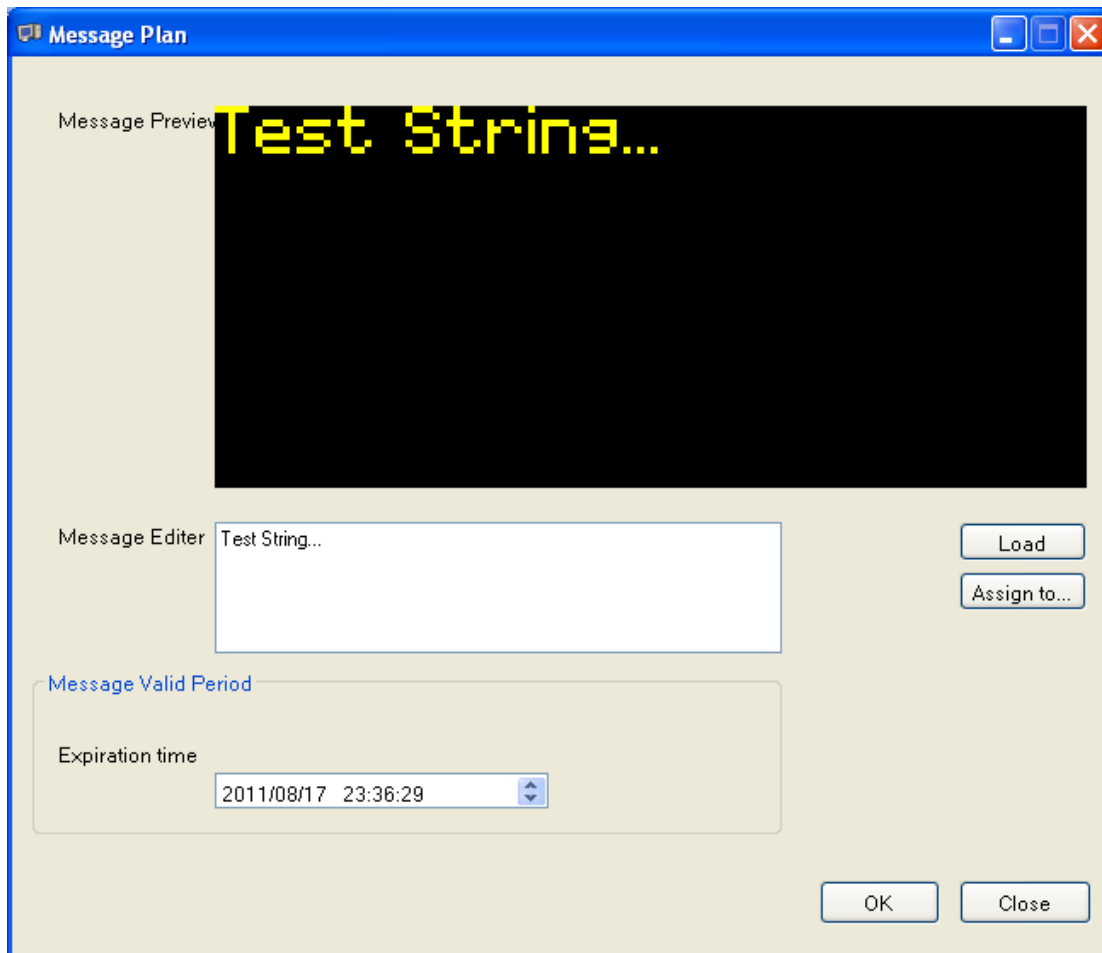


The result on TR320

5.4.3.4 Message

Image → Message

5.4.3.4.1 Leave message



- Input message in **Message Editor**

3-4-2 Set expiration time

- ◆ The message will delete at the time in TR320

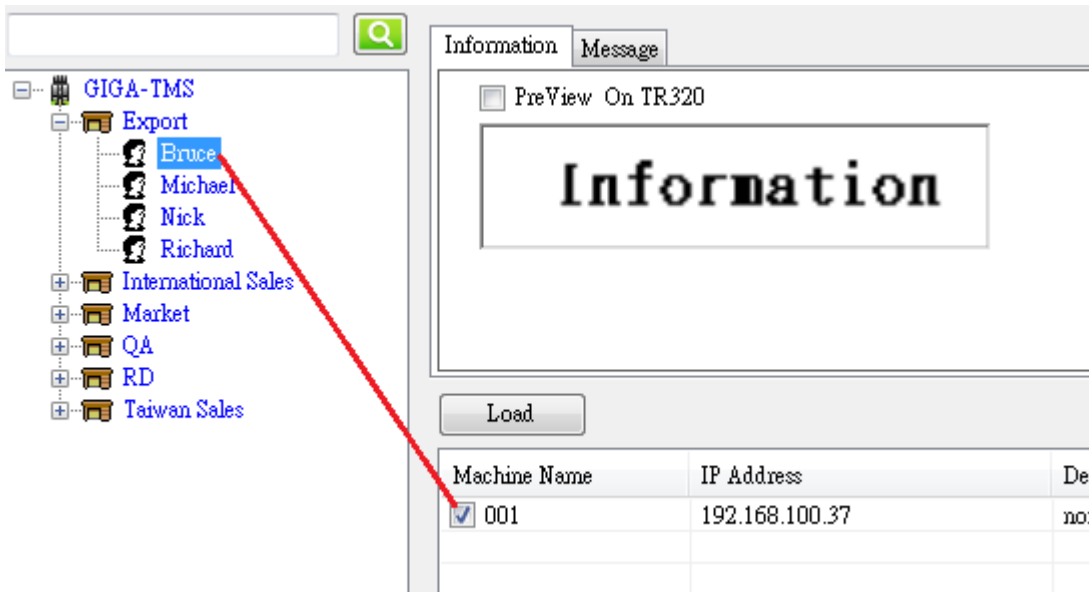
- ◆ The default value is current time add 7 days

3-4-2 Assign to User (Employees)

- ◆ Same as [3-3-3](#)

5.4.3.5 Update to machine

Before update to machine , we have to create the relation between user and machine. Please check the following picture




- ◆ This picture express “Bruce” will update to “Machine 001”

Tools→Machine User Manager

Machine Name	IP Address	Description	Employees Name	Employees ID	Position	Department	Card No
001	192.168.100.37	none	Amy	none	none	Taiwan Sales	0
			Andy	none	none	Market	0
			Bruce	none	none	Export	0
			David	none	none	Taiwan Sales	0
			Dick	none	none	Internation...	0
			Harry	none	none	Market	0
			Jack	none	none	Taiwan Sales	0
			Jay	none	none	RD	0
			Jerry	none	none	Market	0
			John	none	none	Market	0
			Jolin	none	none	RD	20452
			Lucy	none	none	Internation...	0
			Martin	none	none	RD	0
			Michael	none	none	Export	0
			Mike	none	none	QA	0
			Mich	none	none	Export	0

- ◆ This picture express the marked users will update to “Machine 001”

Click  to modify users for current machine

3-5-1 Information

- ◆ Update white list to TR320, the old data in TR320 will disappear.

The newest user data in TR320 Manager will replace the old.

- ◆ Update information image for each user

3-5-2 Message

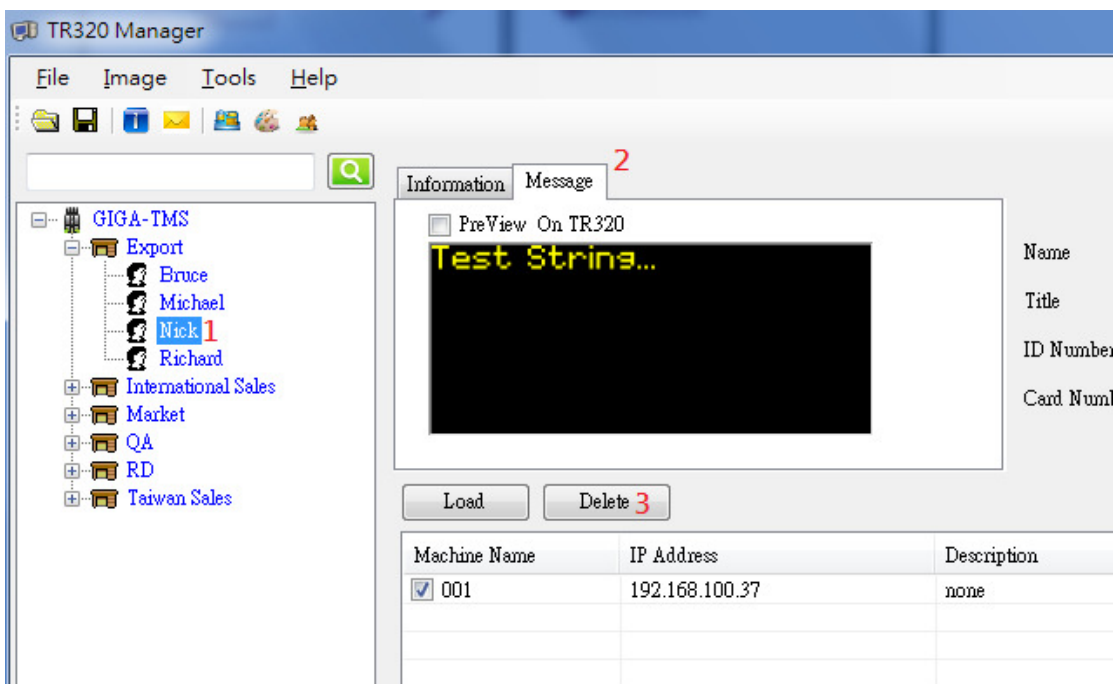
- ◆ Select users
- ◆ Update message to selected users

3-5-2 Both

- ◆ Update white list and message to TR320
- ◆ All users and message will refresh
- ◆ The old message expiration time will reset to the current time add 7 days

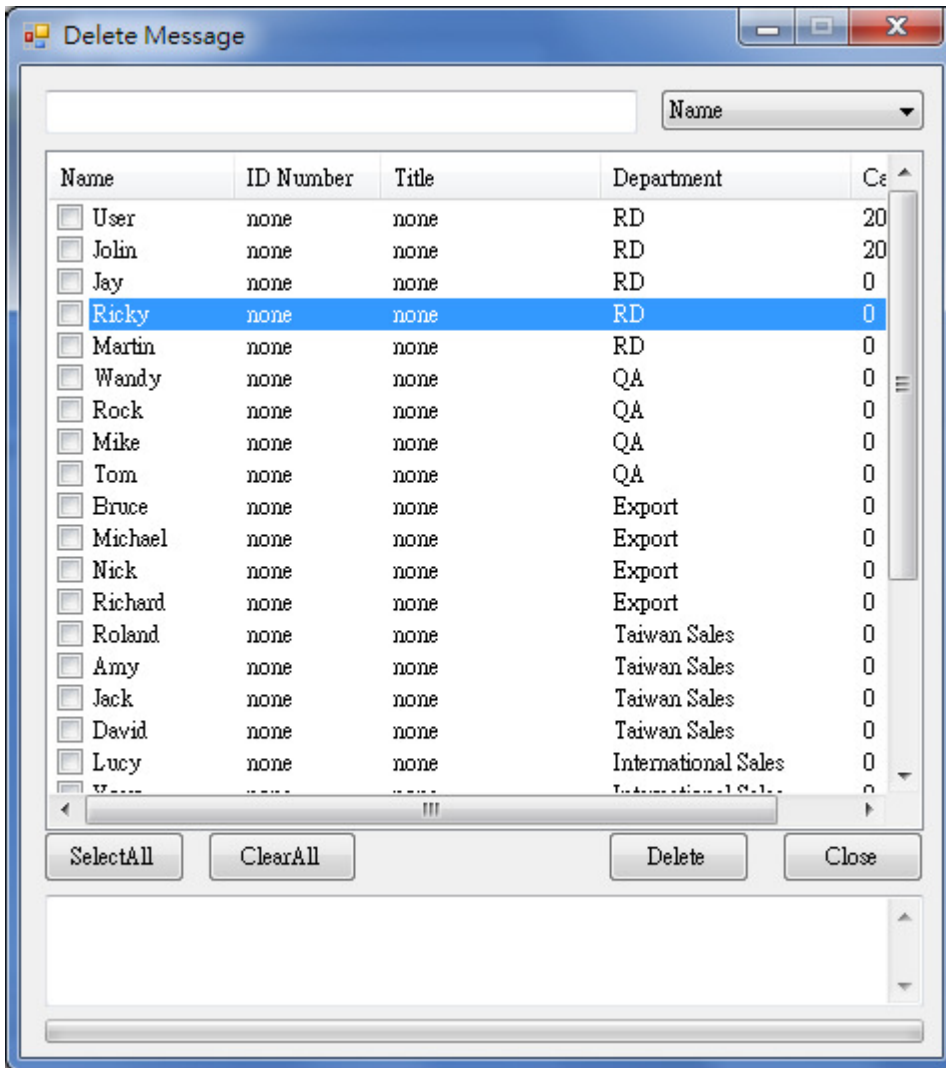
5.4.3.6 Delete message

In main windows (Only delete a message in a time)



- ◆ Select a user
- ◆ Switch to **Message** page
- ◆ Click **Delete**

Image→Delete Message (Delete many message in a time)



- ◆ Select users
- ◆ Click **Delete** after selected and close this windows

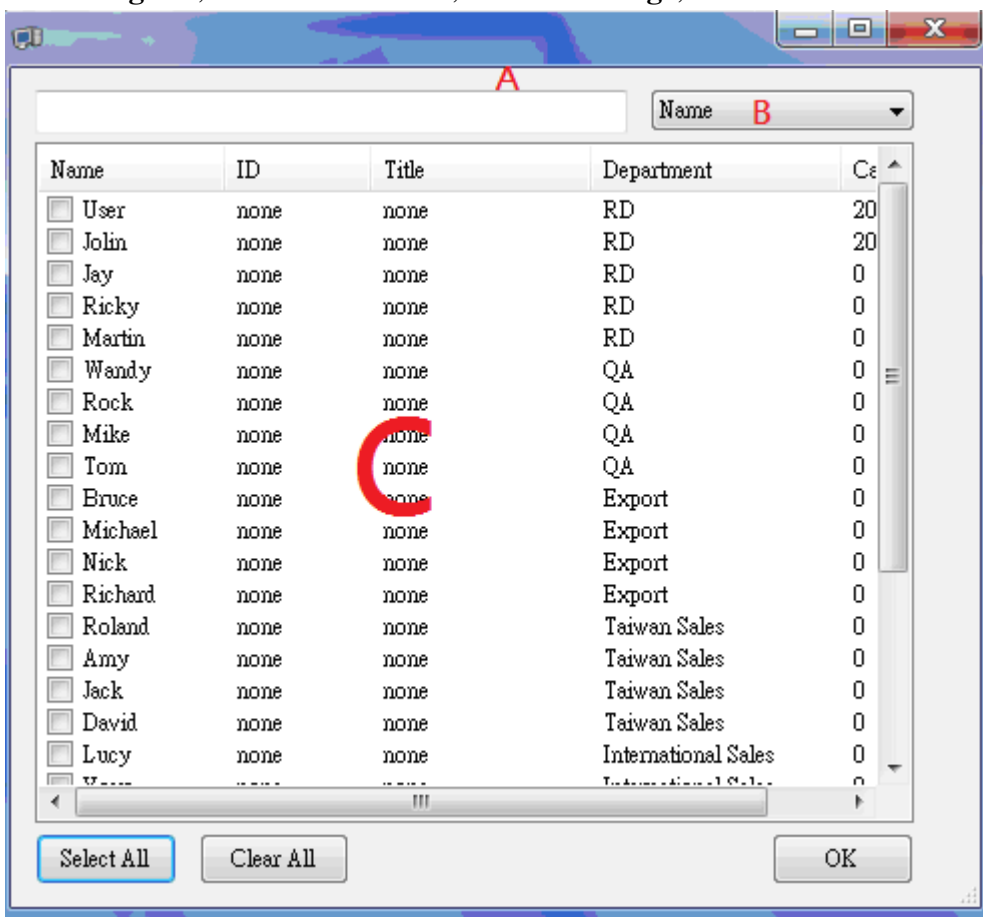
5.4.3.7 Change machine image

Tools→Machine Image Manager

- ◆ Select Logo, In, Out....etc,
- ◆ Load other image or edit to replace the old one
 - * Load **We only support the bitmap that pixel level is 1 bit**
- ◆ If click edit, you just need save file after modify
- ◆ Select the machine
- ◆ Click **Update To Machine**
- ◆ Click **Reset To Default** to reset to default image

5.4.3.8 Search function

In **Assign to, User Information, Delete Message**, we can see the following picture.

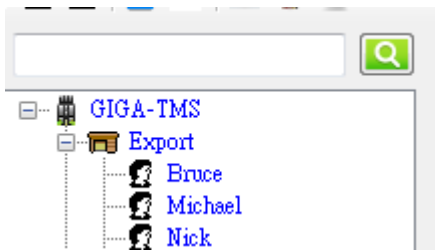


A: Search condition

B: Search by **Name, Department, Title, ID, Card Number**

C: Result

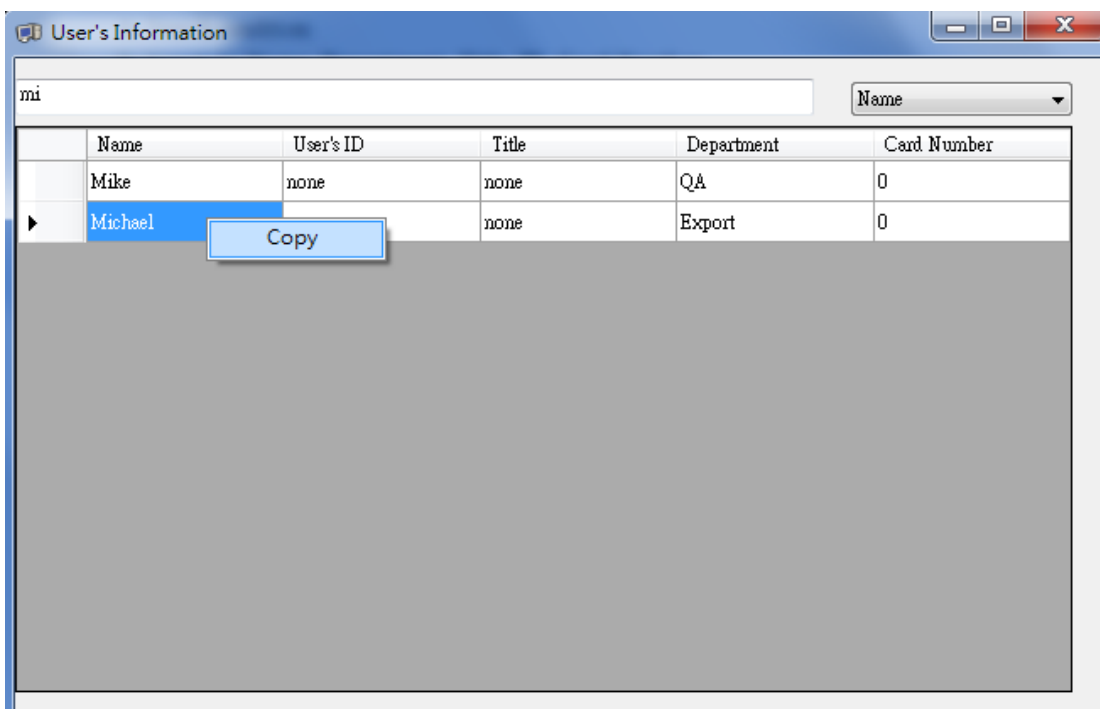
In main windows



- ◆ Search an user by this column and button
- ◆ The name have to correct absolutely

Ask: If I don't know the user's full name, how can I search in main windows?

Ans: Tools → user's Information



- ◆ Search by fuzzy match here, right click on the name and click Copy

- ◆ Close this windows, paste on the search columns in main window and click 

5.4.3.9 Backup

- ◆ **Export Database:** Output a *.bak file. This file include user's data, the relation between user and machine
- ◆ **Import Database:** Input a *.bak file. The current database will clear and replaced by the input file.

- ◆ **Load Empty database:** Erase all data by this step

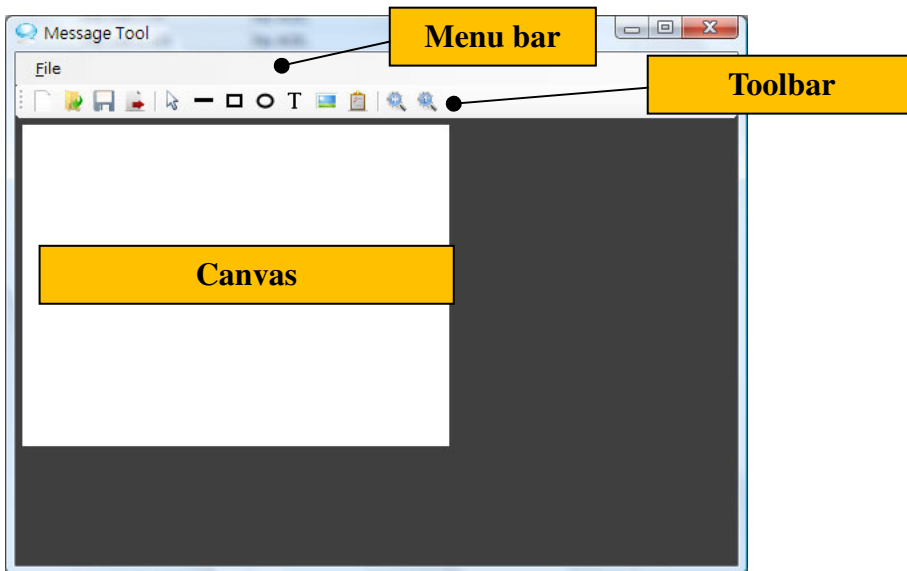
5.5 Appendix-A

5.5.1 · A-1 Message Tool

The **Message Tool** is used to create a message template and design the layout by using template components.

5.5.1.1 Overview of Message Tool Window

Shown below is the screen shot of **Message Tool** window.
















The **Message Tool** window has following elements:

Menu bar

- **File menu**
 - **New:** Create a new message template.
 - **Open:** Select an existed [message template file\(*.mt\)](#) and display it to a canvas.
 - **Save:** Save the changes of loaded file.
 - **Save As:** Save the message template to a specified file.
 - **Export:** Export the message template to a BMP or JPG file.
 - **Close:** Unload Message Tool window.

Tool bar

- **File tools**
 -  **New:** Create a new empty message template.
 -  **Open:** Select an existed [message template file\(*.mt\)](#) and display it to a canvas.
 -  **Save:** Save the changes of loaded file.
 -  **Export:** Export the message template to a BMP or JPG file.
- **Template component tools**
 -  **Pointer:** Lets you to select [template components](#).
 -  **Draw Line:** Draw a straight line shape by using line [template component](#) in the canvas.
 -  **Draw Rectangle:** Draw a rectangle or square shape by using rectangle [template component](#) in the canvas.
 -  **Draw Ellipse:** Draw an ellipse shape by using ellipse [template component](#) in the canvas.
 -  **Draw Text:** Type and format a textual string by using text [template component](#) in the canvas.
 -  **Draw Image:** Insert an image from an image file by using image [template component](#) in the canvas.
 -  **Property:** Modify the properties of selected template component.
 -  **Zoom In:** Large size view of canvas.
 -  **Zoom out:** Normal side view of canvas.

Canvas

- Displays the layout and contents of [template components](#) designed in message template.

5.5.1.2 Template Components

The template components are used to draw in canvas. There are three types of template components, which are:

- **Shape and line** component: Draw shapes and lines in the canvas.
- **Text** component: Type text in the canvas.
- **Image** component: Insert an image in the canvas.

The template component can be put in any place of canvas. You can select the component then to remove and resize it.

5.5.1.3 Drawing Shapes and Lines

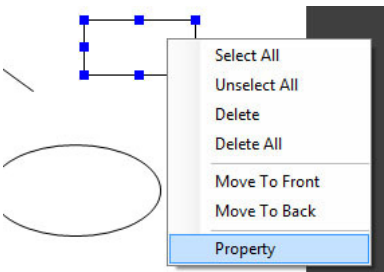
Following procedure shows you how to draw a shape or line in the canvas.

1. Select the shape or line component in the toolbar.
2. Drag in the document to draw the shape or line. Release the mouse when you are done.

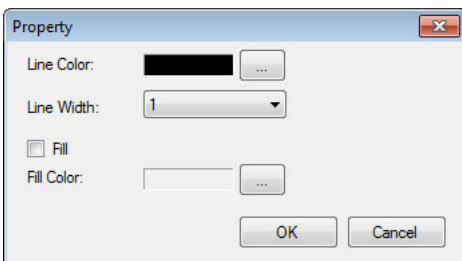
5.5.1.4 Modifying Shapes and Lines

Following procedure shows you how to modify a selected shape or line in the canvas.

1. Right-click to select the shape or line component in the document, click **Property**.



2. In the shape/line **Property** dialog, you can:

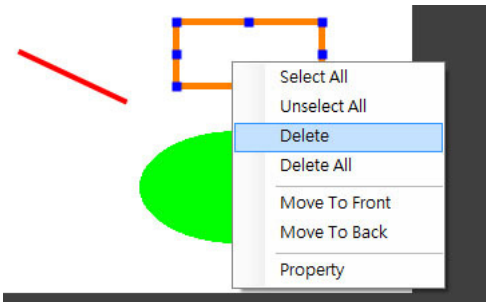


- * **Change the line color:** Click to select the line color.
- * **Change the line width:** In the **Line Width** box, select a line width.
- * **Fill color:** Select **Fill** check box, and then click to select the color to fill.

5.5.1.5 Deleting Shapes and Lines

Following procedure shows you how to delete a selected shape or line in the canvas.

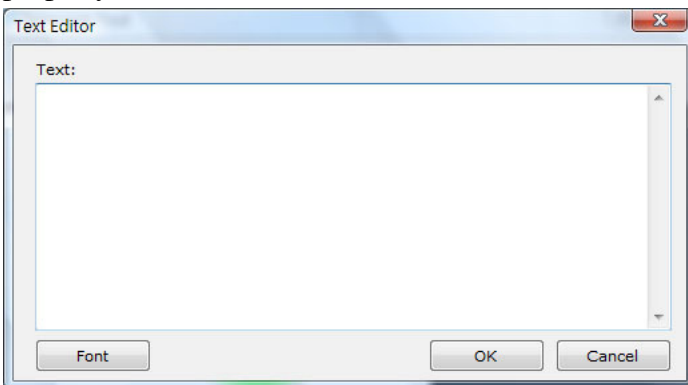
1. Right-click to select the shape or line component in the document, click **Delete**.



5.5.1.6 Typing Text

Following procedure shows you how to type text at a point in the canvas.

1. Click the text **T** component in the toolbar.
2. In the **Text Editor** dialog, type characters or words in the **Text** box. Click **Font** to modify the text property.

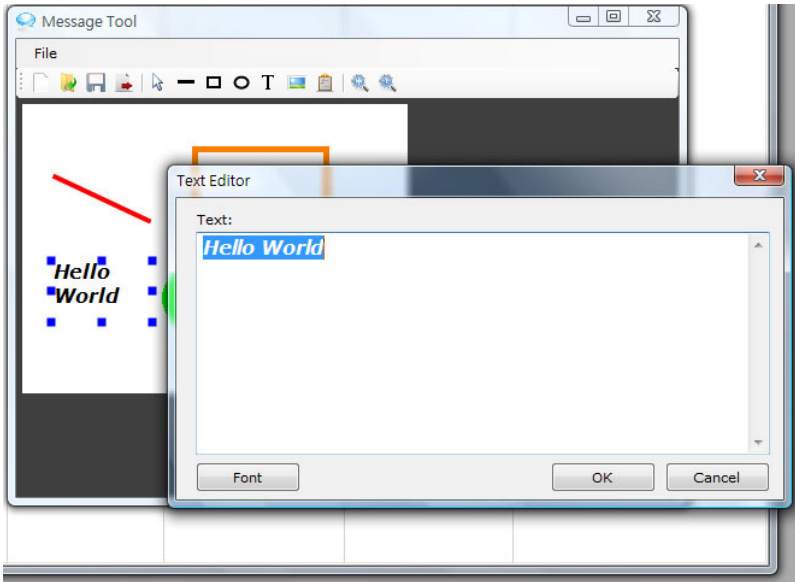


3. Click **OK** and click in the document to set an insertion point for the text.
4. Drag in the document to decide the cutoff. Release the mouse when you are done.

5.5.1.7 Modifying Text

Following procedure shows you how to modify a selected text in the canvas.

1. Right-click to select the text in the document, click **Property**.
2. In the **Text Editor** dialog, modify the text properties and then click **OK**.




5.5.1.8 Deleting Text

Following procedure shows you how to delete text in the canvas.

2. Right-click to select the text component in the document, click **Delete**.

5.5.1.9 Inserting Image

Following procedure shows you how to insert an image in the canvas.

1. Click the image  component in the toolbar and then select the image file.
2. Click **OK** and then click in the document to set an insertion point for the image.
3. Drag in the document to decide the cutoff. Release the mouse when you are done.

5.5.1.10 Changing Image

Following procedure shows you how to change a selected image in the canvas.

1. Right-click to select the image in the document, click **Property**.
2. Select an image file and then click **OK**.


5.5.1.11 Deleting Image

Following procedure shows you how to delete image in the canvas.

3. Right-click to select the image component in the document, click **Delete**.

5.5.1.12 Saving Message Template

The message template is a text file format and the file extension is “mt”. When you finish the design of

message template, in the toolbar, click  [save](#) button to save the changes.

If you want to save to other path, do the following:

1. On the **File** menu, click **Save As**.
2. Indicate the path to be saved to and then click **OK**.

5.5.1.13 Exporting Message Template

Message Tool supports to transfer the message template to a graphic image file. You can export to BMP or JPG format image. To export the message template, do the following:

1. On the **File** menu, click **Export**.
2. Indicate the path to be exported to.
3. Enter the file name.
4. Select the format of graphic image.
5. Click **OK**.