

HOW TO USE THIS MARKETING DOCUMENTS?

This marketing document serves as a useful reference when a reseller bids for a project. From this document, reseller could learn relevant information that is required to be obtained from potential customer and to use the information to prepare for an implementation proposal, which will be incorporated to a more complete proposal later. (Refer to the sample proposal provided at <http://sales.fingertec.com>, **Section D** for **Sample Sales Proposal** either for all models or for AC900 model)

CASE SCENARIO:

A university intends to implement a centralized fingerprint-come-smart-card verification system in its campus buildings for physical access control at 50 different locations for its students and lecturers of around 1000 and 150 persons respectively with conditions that all students will be using MIFARE Card only and all lecturers will be using fingerprints only for access. All the transactions data are to be centralized in one server.

Note: This case scenario is a pretend case and it does not refer to any actual existing university. However, the proposal presented has been thoroughly checked and it is valid for the actual implementation of the system.

CHECKLISTS FOR THIS PROJECT

1. Assessment of hardware requirements
2. Assessment of software requirements
3. To provide an overview of the project
4. To propose an implementation plan
5. To discuss the budget
6. To prepare for an official proposal

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- 6 To Write An Official Proposal**

1. Assess Hardware Requirements

1.1. Hardware scope

For this project, hardware scope shall be defined as all physical components required for the entire project implementation, particularly in the installation stage.

- a. FingerTec® reader
- b. Door access accessories
- c. Wiring & networking equipments
- d. Computer system
- e. Items to be considered for hardware installation and implementation

1.2 Important considerations during hardware assessment

1. It is advisable to acquire a **floor plan** from the university to mark all the locations to be installed with FingerTec® reader. The floor plan could provide you with a clear idea on the entire system implementation.
2. To match the requirement for a card feature, AC800Plus MC, a model incorporated with MIFARE smart card, is to be proposed for this project.
3. Assess if there is any **IN-OUT readers** required at any access points because this arrangement will require 2 units of FingerTec® reader per door.
4. An installer must do assessment on types of door, types of accessory, and electrical items required for the project.
5. A network engineer must do assessment on server, network switch or hub, and other equipments needed to form a complete door access system.
6. You need to understand quantity of computer with match specifications that need to be involved to run the application software either FingerTec® TCMS V2 or/and any third parties software.
7. If this is an old campus, to understand whether the University has the former door access system. If yes, whether the new fingerprint system is to replace the old system, or they will be having a mixture of both at the end of the implementation. If the latter, find out whether the University wishes to integrate the new Fingerprint Access Control System with their former system.

Note: *If this is a new campus, you might need to propose all the hardware mentioned in your quotation; but if this is an old campus having an existing door access system, please make sure that you know how to adopt some of the old system such as accessories, computer system, etc into the new system.*

2. Assessment of Software Requirements

2.1 Software scope

Software refers to all intangible components involved and areas to be addressed to ensure smooth daily operations and administration.

- a. Application software (with or without TCMS V2)
- b. System administration
- c. Database management
- d. Option: Biobridge SDK (applicable if other applications needed to integrate with FingerTec® reader)
- e. Other things need to be considered to ensure smooth commissioning

2.2 Important considerations during software assessment

1. Well **understanding of FingerTec® software TCMS V2** especially on its door access functions is crucial before you attempt to discuss with the university on their software requirements.
2. If the university has old application software for its door access, try to convince them **to convert to TCMS V2** to ease your future maintenance and support.
3. If the University has in-house software which they need to integrate with FingerTec® reader, **FingerTec® can provide them with Biobridge SDK.**
4. **System administration** is an important needs to be discussed in details during software assessment. It consists of selection of administrators, level of users' authorizations, access authorizations, time zone setting and etc.
5. Two types of data namely fingerprint templates and access transactions are to be managed and used. **Database management** decides storage capacity for card, reader and computer system, data transfer method from fingerprint reader to computer system and vice versa. For fingerprint templates, if every user has two fingerprints enrolled; the entire system needs to handle at least approximately 3000 fingerprint templates. Ask the University for door access activities frequency to calculate the possible daily transaction storage.
6. Understand their **human resources and security structure** to get some inputs on the implementation (including training and enrollment arrangement and etc) if the project is awarded to you.
7. Understand the type of **after sales support** or maintenance the University is expecting, for you to propose the maintenance charges.
8. Besides recommending on FingerTec® standard products, TCMS V2 and BioBridge SDK, you can also **add some values to the entire access control system** to gain better profit. For example, a Visitor Management System (assuming that you have the program) on top of the FingerTec® Access Control System.
9. You need to consider how **the migration** from old system to new system (or mixture of both system) during the implementation stage.

Note: *The successful implementation of a larger system often times depends on software rather than hardware. FingerTec® encourages the appointment of ad hoc project manager on both sides (the University and vendor) to oversee the whole implementation.*

FOR PROJECT PROPOSAL BASED ON A CASE STUDY

3. To Provide An Overview of A Project

After you have gathered both hardware and software information from the University, you should make a judgment whether you can bid on this project and the type of resources you require to run the project successfully.

Checklists before you begin to write your project proposal:

1. **FingerTec® models.** For the case mentioned in this document, AC800 Plus MC is recommended.
2. **Total number of units** required after taking into considerations the IN/OUT reader required.
3. Types and quantity of **door accessories** required. If there are door accessories used by the previous system, assess the compatibility to the FingerTec® system; perhaps they can be used still.
4. Types and quantity of **networking equipments** including types of cabling works required.
5. Types and Unit of **PCs and server.**
6. Will TCMS V2 be the only application software that the University requires? Please demonstrate the functions and usage of TCMS v2 to the University. Find out if there are any requirements that are not met and how can we assist on the requests?
7. Is there any **third party software** required? Does the University want to integrate TCMS into their payroll or time attendance software? TCMS will export attendance data into .XLS, .TXT and ODBC Manager for 3rd party software usage.
8. Is there **any customized software** required? BioBridge SDK is available if you wish to develop customized software for University but you must have expertise to handle the customization task.
9. Does the university require any existing **software integration with TCMS?** TCMS will export attendance data into .XLS, .TXT and ODBC Manager for 3rd party software usage. TCMS can also export the raw data to this software for further usage.
10. Does the university want to use TCMS V2 or they want to maintain the old software or they want a combination of an old and new system? If they require a mixture of both systems, please check the **compatibility of the old system into TCMS.**
11. What **type of database** they are using? TCMS is using FoxPro database in which the data is exportable into ODBC Manager.
12. The university must be advised on the **criteria of administrators**, in-house enroller and project manager.
13. Does the University need **maintenance contract?**
14. Can one party (reseller) handle the project alone? Or shall the project be sub-contracted to third parties?

Note: You can extend the checklist, but most importantly, when a figure on the total investment is derived, you need to check with the University against their budget. If the total investment exceeds the budget, perhaps the University shall be convinced to kick start the project partially.

4 To Propose An Implementation Plan

4.1 Site Inspection and Installation

A complete site inspection will provide a better view to ease installation and implementation stage. Please take note of the following issues during site inspection and installation.

- a. **Types of door & accessory**
- b. **Location of AC802Plus MC**
- c. **Network Connection & Computer Requirements**
- d. **Floor Plan**

4.1.1 Types of door & accessory

Different door type would have slightly different types of door accessories required for installation. Normally there are 4 types of doors available:

- i. *Single leaf wooden door*
- ii. *Double leaf wooden door (requiring two sets of EMlock or Drop Bolts)*
- iii. *Single leaf glass door*
- iv. *Double leaf glass door (requiring two sets of EMlock or Drop Bolts)*

For door accessories, they include the followings:

1. EM Locksets 600lb - To lock door by electromagnetic locksets.
2. Emergency break glass - To permanently open door from inside to exit during emergency.
3. On-Off key switch - To permanently open door from outside for entry during system failure.
4. Push release button - To release lock from inside to exit.
5. U bracket – For installation on glass door only.

The EM lock cannot be applied to glass door that has no doorframe. In any case that doorframe is not available, please do the followings.

- i. Customize a bracket to hold on the glass frame, so it can support EM locksets.
- ii. Use Drop Bolt (Figure 1) instead of EM lock. Drop bolt has special bracket to hold on to glass doorframe.

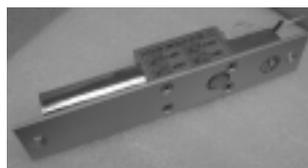


Figure 1 Drop bolt

Note: If the University does not have any existing card access system, it means that they do not have existing door accessories to be reused. Therefore, you need to consider a set of door accessory for every FingerTec® MC800 Plus MC. If IN-OUT reader (two FingerTec® AC800Plus MC for single door) is involved, the particular door does not need a Push Release Button as door accessory.

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4.1.2 Location of AC800Plus MC

AC800 Plus MC shall be mounted on wall, with a height of approximately 1.2m from the floor. You can adjust the height according to requirement of the University.

AC802 Plus MC can be mounted on concrete wall, plaster wall, or any additional support. Please see [Appendix 1 Installation of Glass Door \(Without Door Frame\)](#) if you cannot find any support to install AC802Plus MC onto.

The installation location should be

1. *Next to door*
2. *No direct sunlight or strong light presence*
3. *Rain shielded*

1 unit of AC800Plus MC is installed at 1 entrance to control user accessibility. User will press the push release button from inside to open the door to leave the room.

For IN-OUT reader installation, you can install another unit of AC800Plus MC inside to replace push release button. In IN-OUT installation, user will need to get his/her fingerprint or password verification to open door from inside to leave the room instead of pushing the release button. The IN-OUT system is good to monitor the movement of personnel in a certain room because user will have to get their verification recorded every time he/she enters or leaves a room.

4.1.3 Network Connection & Computer Requirements

4.1.3.1 IP addresses and network access points

All AC800Plus MC shall be linked to a server to establish connections to a computer for fingerprint templates transfer, access control and transaction log download.

Each unit of AC800Plus MC will be equipped with unique IP address to establish connection into LAN. The IP address will be Static IP and it is predefined in AC800Plus MC. There are a total of 50 units of AC800Plus MC with assumptions that no IN-OUT reader system installed, therefore customer shall provide:

- a. **50 Static IP Address**
- b. **50 Network Access Points**

If the University is using a DHCP Server, we can enable the DHCP option in AC802Plus MC. Reader would be connected to network access point and automatically obtain IP address from DHCP Server. The University will only need to provide:

1. **50 network access points**

Note: You will need to check and copy the assigned IP address to each reader before adding in these IP addresses into TCMS V2 to establish connection.

4.1.3.2 Connection into Server

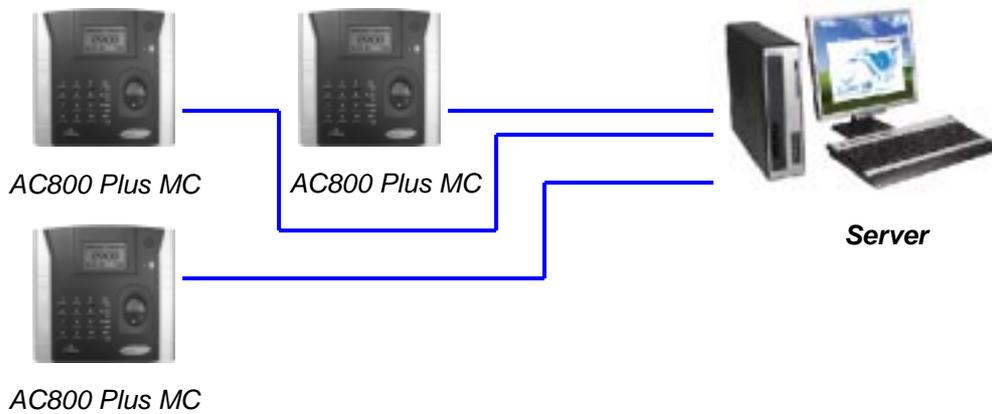
AC800Plus MC is linked into a server and information can be transferred between readers and TCMS V2.

Readers can be directly linked to a Server through CAT5 LAN cable, but the length of each cable should not more than 100 meter, or you need to add extra network switch or HUB after 100m to amplify the signal.

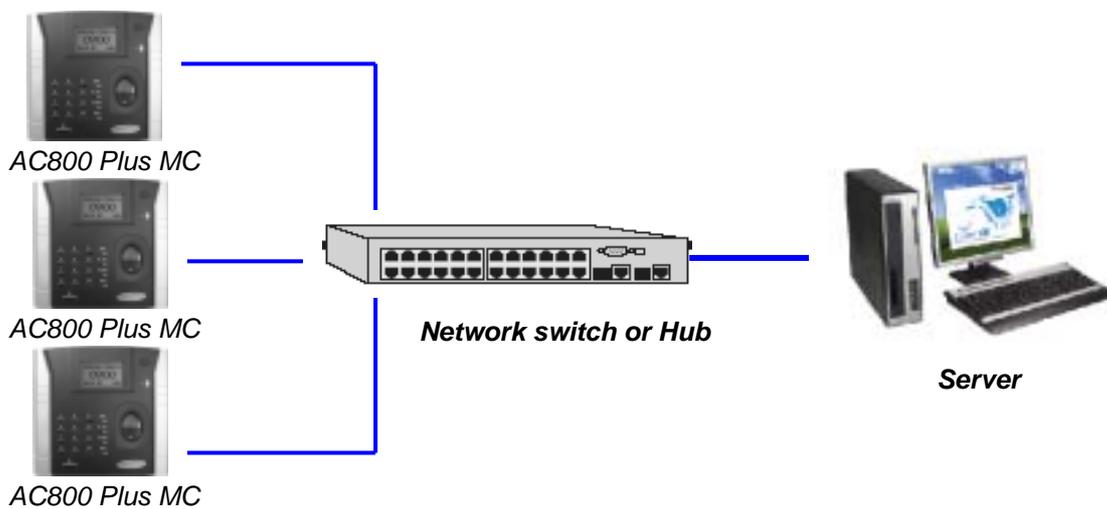
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Connection diagram for direct connection into a server



Linked to Hub and then into Server



In case there are some nearest network access points, you can directly plug in the CAT 5 LAN cable into the access points. However, you must make sure that the access points are working in good conditions.

AC800Plus MC is equipped with USB flash disk for data transfer. You can use the USB flash disk provided to download and upload data the linkage between reader and network experiences failure. This is practical if the location of reader is far away from the server, or there is no network facility in the installed environment. Please refer to [Appendix II Usage of USB Flash Disk](#)

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4.1.3.3 Computer Requirements

All AC800Plus MCs must link to a computer or a server with TCMS V2 installed for fingerprint templates and transaction log transfer, user accessibilities transfer and generation of reports.

Minimum requirements of a computer or a server to run TCMS V2

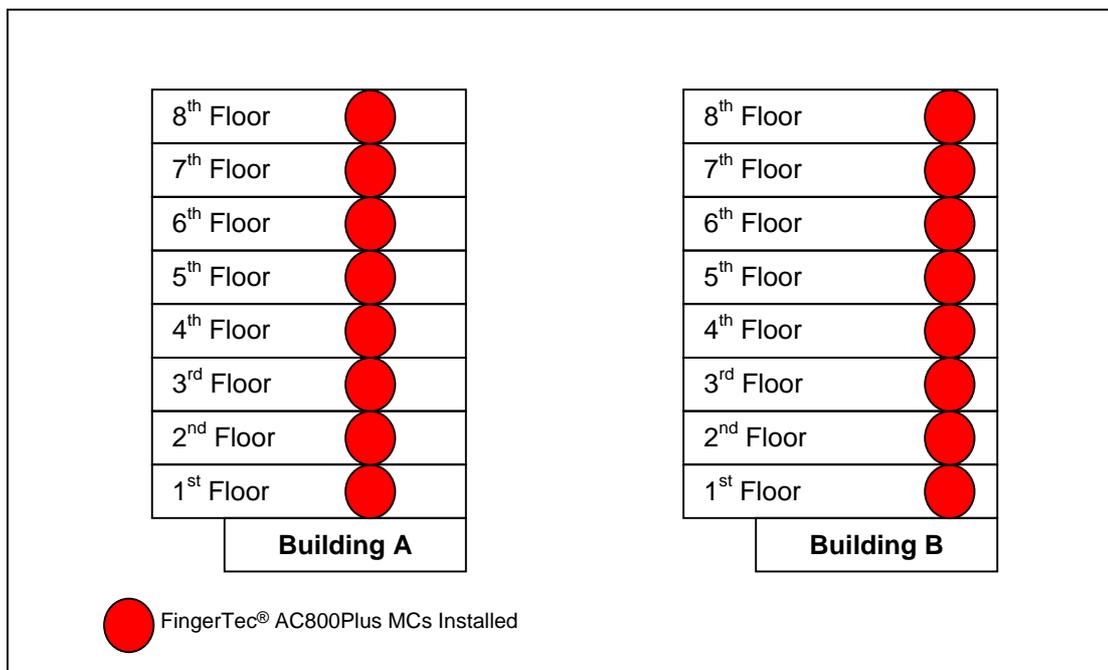
<i>Pentium III 450MHZ & above</i>
<i>128 MB of memory</i>
<i>Windows 98 or higher</i>
<i>VGA monitor or higher</i>
<i>100MB free disk or higher for company database</i>
<i>52X CD-ROM Drive</i>

For the entire system, TCMS V2 will be installed into a computer or a server to handle FingerTec® readers. Please do not install more than one copy of TCMS V2 within a same network environment. The transaction data will only be downloaded once into TCMS V2. Presence of more than one copy of TCMS V2 will cause the data to be partially downloaded to a single database of TCMS V2.

Please refer to [Appendix III Sharing of TCMS V2](#) if the University would like to authorize more than one person to monitor and check for user data.

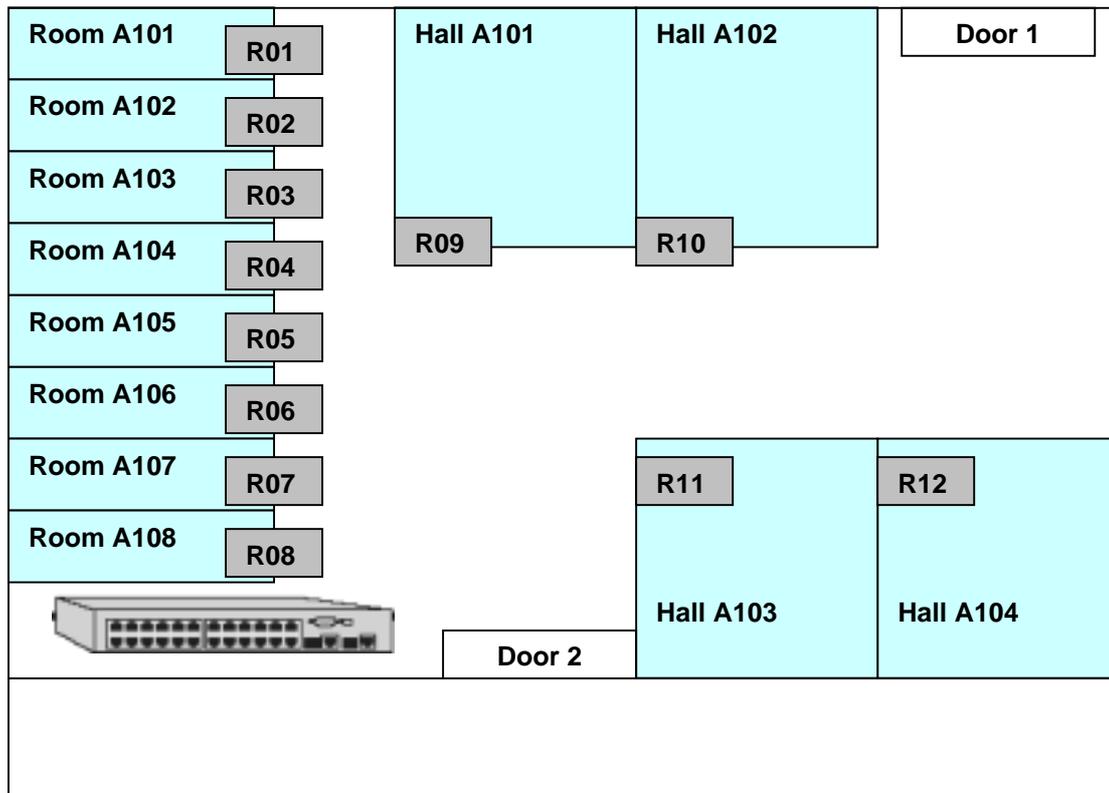
4.1.4 Floor Plan

A clear and detailed floor plan is recommended to be presented to the University, to get a clear overview of the entire system. Please see example as below:



Floor Plan I – FingerTec® System in the University

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CAT 5 LAN cable

Floor Plan II – AC800Plus MCs installed at Floor 01, Building A

You should also prepare a table to show the label of each reader, the installation location, IP address etc. This is an easy checklist for future technical support and maintenance. Please see the sample as below.

Label of reader	Location	IP address
R01	Room A101	192.168.1.100
R02	Room A102	192.168.1.101
R03	Room A103	192.168.1.102
R04	Room A104	192.168.1.103
R05	Room A105	192.168.1.104
R06	Room A106	192.168.1.105
R07	Room A107	192.168.1.106
R08	Room A108	192.168.1.107
R09	Hall A101	192.168.1.108
R10	Hall A102	192.168.1.109
R11	Hall A103	192.168.1.110
R12	Hall A104	192.168.1.111

All wiring and CAT5 LAN must be concealed to protect the cables and wires. A good conceal will also make the installation looks tidy and clean. Conceal is easy for plaster wall because the wall is soft, all cables and wires can be hidden inside the wall. If it is a concrete wall, you will need to use plastic casing or conceal tube to cover the cables and wires.

4.2 Administration Proposal

4.2.1 Assigning of Administration Privilege

FingerTec® AC800Plus MC provides 3 levels of administration accessibilities. Normal users will only use the reader to report attendance and to gain access. A group of administrators will be enrolled to have the administration accessibilities to do new enrollment and do changes in hardware settings.

There are **3 levels of administration privilege**, which are:

- a. **Enroller** – Person who can enroll new user into FingerTec® AC800Plus MC, but cannot access into a reader to do changes in reader settings. It is suggested to assign 1 person from HR to carry this duty.
- b. **Administrator** – Person who can enroll new users, new enroller but not new administrators or Supervisor. He or she can access into a reader to do any changes on settings, but cannot reset reader back to defaulter, clear data stored inside reader. It is recommended to assign 1 person from HR to handle this duty.
- c. **Supervisor** – Person with the highest authority for a reader. He or she can reset the reader back to default settings and clear all data stored in reader. It is recommended to assign 2 persons, HR manager and assistant HR manager to handle this duty. We also propose a **Supervisor** to become the **ad hoc Project Manager** from the University 's side to act on behalf of the University to oversee the whole implementation.

4.2.2 Assigning Administrator to TCMS V2

It is suggested to let Human Resource department manage FingerTec® system. TCMS V2 will be installed and fully controlled by human resource manager or the appointed personnel. TCMS V2 is protected by a password, and only the in-charge personnel is able to access the software. This is to avoid unauthorized person to enter TCMS V2.

It is recommended to assign the same user with Administrator privilege to handle TCMS V2. HR manager will monitor the data from TCMS V2, and advise the person in charge to do any changes or correction in the software.

Each department will have the accessibility to TCMS software to view and check attendance of users under their respective department. The accessibility is granted only when person in charge inputs his department password. Please see [Appendix III Sharing of TCMS V2](#) for more details. Any changes or corrections must be reported to the HR manager for his considerations.

Project vendor all be allowed to enroll an Administrator privilege to ease technical support works. Vendor all also has the authority to access into TCMS to do settings and checkings to make sure system is running optimally.

4.3 Enrollment & Registration

Enrollment and registration shall be done in 2 groups, as explained in the **Case Scenario** on the table of contents page

- a. Group A – Lecturers are using fingerprints only
- b. Group B – Students are using MIFARE card only

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4.3.1 Group A enrollment and registration

1. AC800Plus MC is use for enrollments and registrations of Group A.
2. It is advisable to keep user information in a User Enrollment Form, [Appendix IV User Enrollment Form](#).
3. Each lecturer will enroll with at least 2 fingers.
4. Fingerprint templates enrolled will be downloaded and stored inside TCMS.
5. User information is manually entered after user data is downloaded into TCMS.
6. You can import user information from a .TXT or .XLS file into TCMS, to avoid manually entering these information. Please take note that the imported files must be using the same format as TCMS.
7. Fingerprint templates then will be uploaded to all 50 units of AC800Plus MC. Lecturers can report time attendance and gain access through these readers by using their fingerprint.

4.3.2 Group B enrollment and registration

1. Based on the estimated figure, there are about 1000 students who will be using MIFARE cards to report attendance and to gain access through AC800Plus MC.
2. It is recommended to print the MIFARE cards with student details before enrollment, such as user ID, student ID, name etc. It is recommended to do systematic enrollment of Group B by department or faculty.
3. Group B is also required to fill in the User Enrollment Form to register and claim for MIFARE card during enrollment. Enrollment of MIFARE cards will only be done in AC800Plus MC.
4. Administrator will download Group B users into TCMS V2 and fill in their information.
5. You can import user information from a .TXT or .XLS file into TCMS v2, to avoid manually entering these information. Please take note that the imported file must use the same format as TCMS does.
6. User ID of Group B users will be uploaded to other AC800Plus MCs.

4.4 Settings & Trainings

4.4.1 User Training

Project vendor will demonstrate the proper way to use AC800Plus MC in 3 methods

- a. Fingerprint only (for group A)
- b. User ID + fingerprint (for group A)
- c. MIFARE card (for group B)

4.4.2 AC800Plus MC training

Human resource department is required to send at least 4 persons inclusive of manager and assistant manager to attend to the training. The role of supervisor, administrator and enroller shall be appointed to the relevant personnel as below:

- a. Supervisor – HR manager and assistant manager
- b. Administrator – HR personnel
- c. Enroller – HR personnel

The training will cover these topics:

- a. Restore reader to default settings and clear data.
- b. Enrollment and deletion of users.
- c. Power and communication management.

The length of AC800Plus MC training is **estimated to be approximately 3 hours** and this training includes practical training.

4.4.3 TCMS V2 settings and trainings

Vendor will install and configure TCMS before any training starts. The basic configurations must be done during user enrollment stage. Vendor will continue to the following settings after the enrollment process

- a. Time attendance settings, if there is any request.
 - i. Vendor shall consult the time attendance rules applicable to the university. Please see [Appendix V Time Attendance Rules](#).
 - ii. University and vendor will do the settings in TCMS according to the provided information.
 - iii. Vendor will assign lecturers or students into relevant working groups.
- b. Time Zones Settings, if there is such requests.

There are 50 readers for access control applied in University, but there shall be limitation on accessibility to enhance the system. Vendor shall configure effective time zones to control the accessibilities based on following scenarios:

 - i. Students shall have limited access into highly restricted areas for example lecturer office, science lab, data server room, etc.
 - ii. Lecture rooms and halls shall only be allowed access by students during specified time periods.
 - iii. General workers will only be allowed access to certain areas for specified time period.
 - iv. Only authorized personnel shall have full access into highly restricted areas.

Please see [Appendix VI Time Zones & Access Code](#) to configure time zones and access code, to control and limit user accessibilities.

- c. Data export settings, if there is such request.

Vendor should predefine the required data field, data field length, and format of exported files according to the requirements of the university. These data can be exported into 3rd party software or in-house software being used by the university, or into database of the university.

Please see [Appendix VII Exported Data](#) for more details.

All 4 persons who attend the AC800Plus MC training will continue with the TCMS V2 training. Head of department is recommended to attend the training.

HR personnel will be trained to use and handle TCMS to

- a. Download and upload user data
- b. Download transaction data
- c. Report generation
- d. Simple trouble shootings
- e. Time management settings.
- f. Time zones settings, if any.
- g. Exporting attendance data into payroll or any compatible 3rd party software, if any.

Head of department will attend the training to read and understand reports generated by TCMS V2. The TCMS V2 training is estimated to be around 4 hours and this training will include practical training.

4.5 Testing and Commissioning

System will run for 10 days as trial. The followings will be monitored during trial period,

- a. Fingerprint verification process – speed of verification, FAR and FRR.
- b. MIFARE card verification process – speed of verification, FAR and FRR.
- c. Connection stability – Readers and TCMS are always online.
- d. Fingerprint templates transfer – No fingerprint template shall loss during transfer.
- e. Transaction log download – All transaction logs are downloaded and saved in TCMS.
- f. TCMS stability and compatibility – TCMS is able to satisfy requirements of the University.
- g. Person in charge is familiar with the entire system.

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4.6 Implementation Schedule and Duration

The entire project is estimated to take 30 days to complete. Please see the schedule for reference.

Number of days	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1. Site Inspection	■																													
2. Hardware installation																														
3. Network connections and settings																														
4. Enrollment of users																														
5. TCMS V2 installation and testing																														
6. Hardware training																														
7. TCMS v2 settings & training																														
8. Testing & commissioning																														
9. Discussion and hand over																														

Note: This is a sample of Implementation Schedule and Duration for reference and it shouldn't be taken as a standard. You are recommended to base on the actual project scenario to plan a viable schedule suit that to your customer.

5. To Discuss The Budget

With all the abovementioned information intact (especially from the checklist), we hope that supposed you should be able to produce a total investment amount and its breakdown.

6. To Write An Official Proposal

FingerTec has prepared a sample sales proposal and its format to help our resellers in preparing official proposal to bid in any project. Please refer to <http://sales.fingertec.com> Section D for the **Sample Sales Proposal** either for all models or for model AC900.

This sample proposal serves as a guide for resellers to bid for a project or a tender. FingerTec® Worldwide Ltd. deems that this proposal contains all relevant information required by the resellers to enter into a bid or a tender. Information is segregated by sections and resellers are encouraged to select those that are applicable to the bid. In case of more information required, kindly contact us at info@fingertec.com. The sample proposal is in PDF format. If you wish to have a copy in .DOC format, please email us at info@fingertec.com.

For this sample University Case, we suggest that the reseller incorporates the proposed implementation format discussed in **Chapter 4.0: To Propose An Implementation Plan** (fill with all the fact findings from the University) into the Sample Sales Proposal provided by our sales support website as mentioned, and to add the reseller own information to become a solid and convincing proposal to secure the University's Fingerprint Door Access System Project.

Appendix I : Installation of Glass Door (Without Door Frame)

You may refer to the 2 alternative installations as shown below to install FingerTec® reader on a glass door without door frame.

Alternative 1

Construct a wooden panel at the glass door entrance for mounting of FingerTec® reader, wiring and other accessories.



The wooden panel is constructed at the side of the glass door to mount FingerTec® reader on the wooden panel. The connection wires shall be hidden in the wooden panel.



The Reader is mounted on the wooden panel.

You can add the wooden panel on the other side of the glass door to mount the push release button and the emergency break glass.

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The accessories shall be mounted on the wooden frame properly with connection wires hidden in the wooden panel.

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Alternative 2

Build two separate stands on both inner side and outside of the door to mount the FingerTec® reader, wiring and other accessories. The stand is hollow & can made of metal / wood.



The stand is located outdoor.

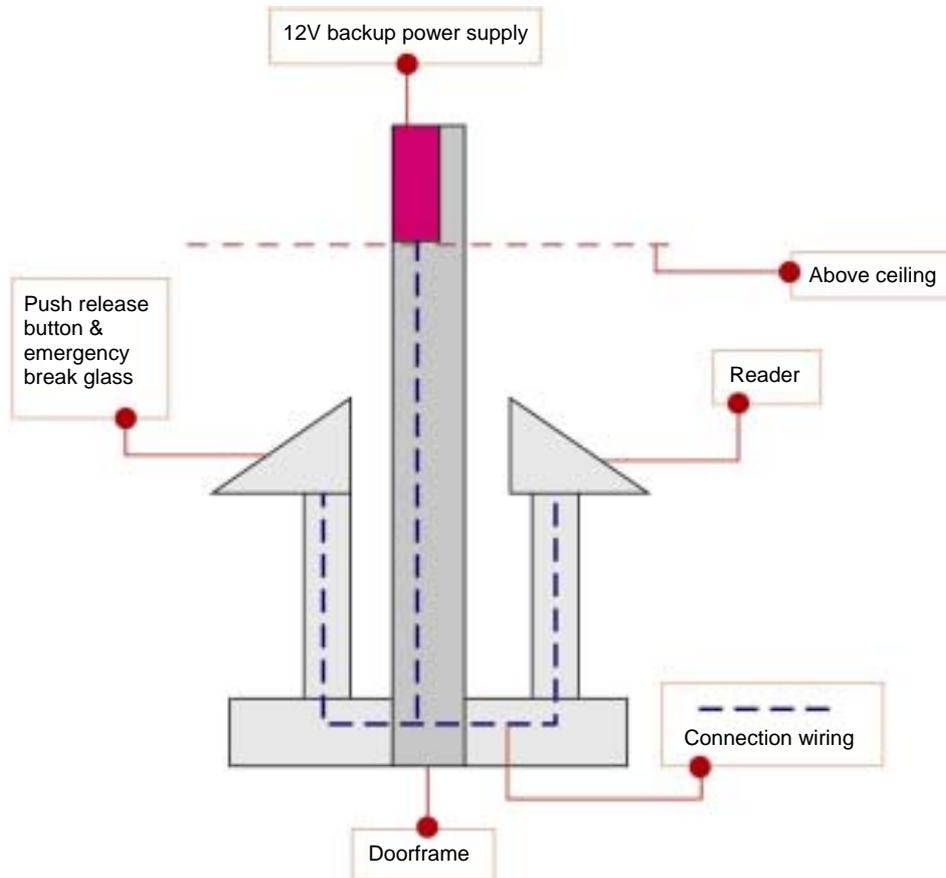


The other accessories such as push release button and Emergency break glass are mounted on the other stand, which will be located in the inner side of the door.

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Please refer to the diagram below to install the 2 stands:



Appendix II : Usage of USB Flash Disk

Read and write data with USB function in TCMS

USB flash disk bundled with FingerTec® Plus Series, functions to perform the following tasks:

1. Write users from TCMS into USB flash disk
2. Copy clocking data from USB flash disk into TCMS
3. Copy users from USB flash disk into TCMS

The USB flash disk provided is ONLY applicable on FingerTec® Plus series fingerprint readers (AC100Plus, AC800Plus and AC800Plus MC)

1. Write users from TCMS into USB flash disk

The users from TCMS V2 can be written into the USB flash disk and these users can be copied to any FingerTec® Plus series fingerprint readers.

➤ Step 1

- Run USB Management



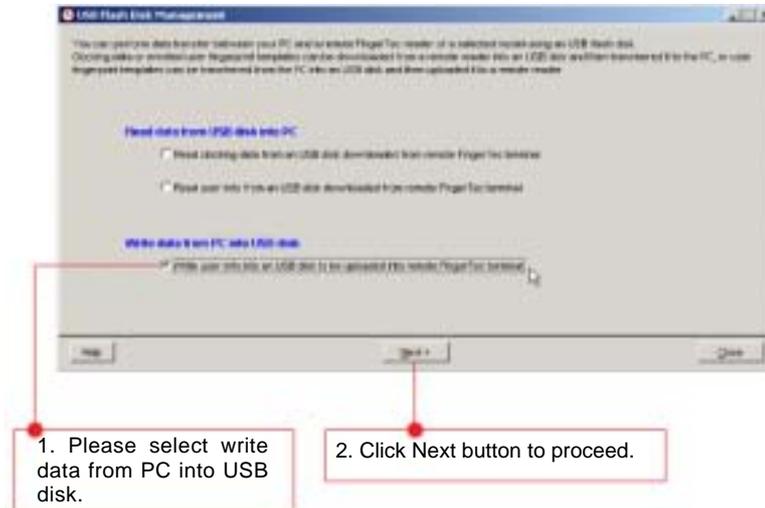
Double click the USB flash disk management window.

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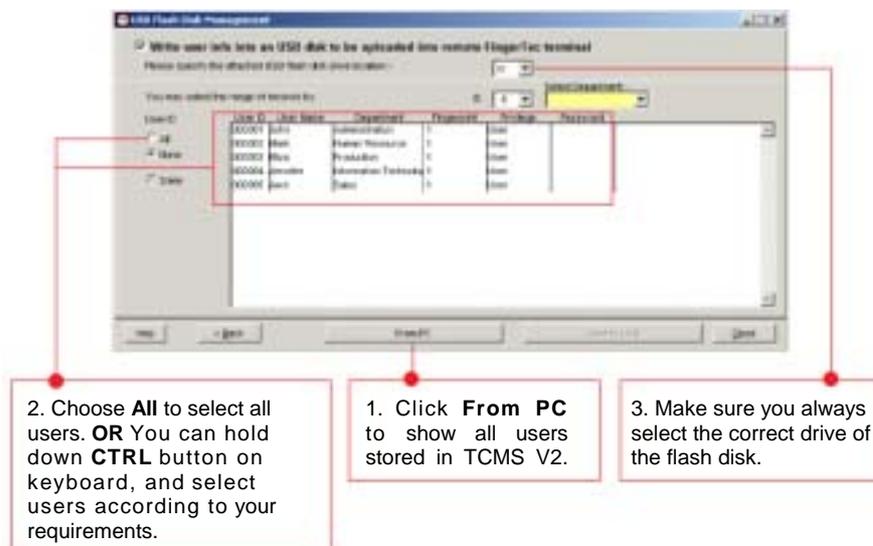
➤ Step 2

- Select option to write users into USB flash disk



➤ Step 3

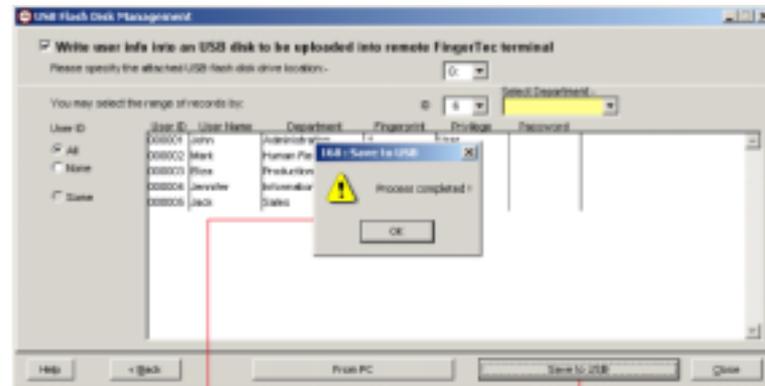
- Select user(s) to copy into USB flash disk



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➤ Step 4

- Saving user(s) into USB flash disk



1. This message will pop up when process is finished. Click OK to proceed.

2. Click Save to USB button to write user(s) into the USB flash disk.

➤ Step 5

- You will need to plug in the flash disk into your FingerTec® Plus series reader and upload the users into the reader. User can start to use the reader after upload is done.

2. Copy clocking data from USB flash disk into TCMS V2

➤ Step 1

- Run USB Management



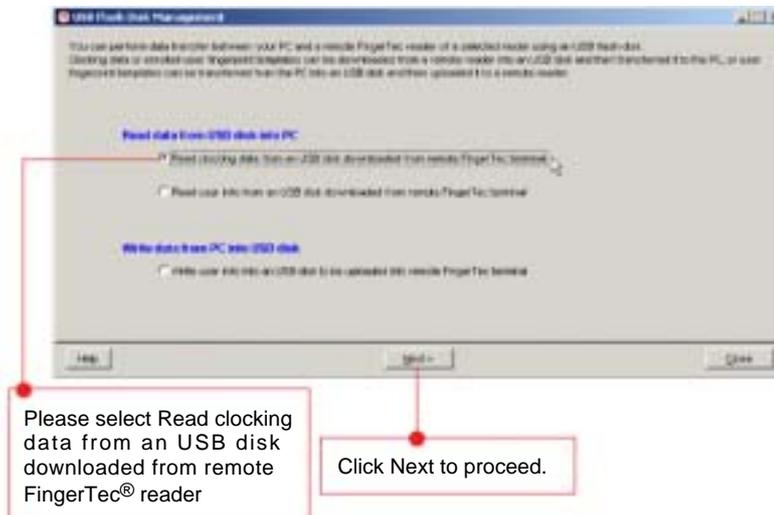
Double click **USB flash disk management** to start the USB Management in FingerTec® Biometric Settings.

PRELIMINARY PREPARATION

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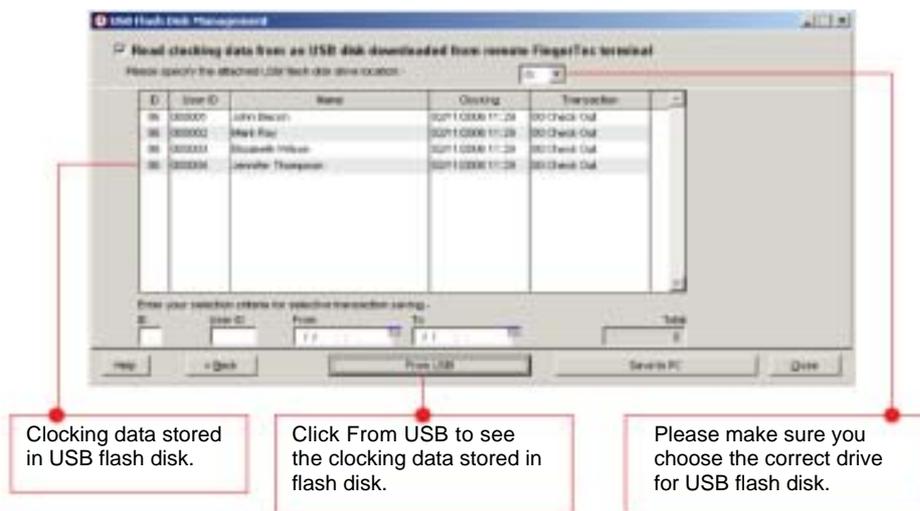
➤ Step 2

- Select options to read clocking data from USB flash disk



➤ Step 3

- Viewing clocking data stored in USB flash disk

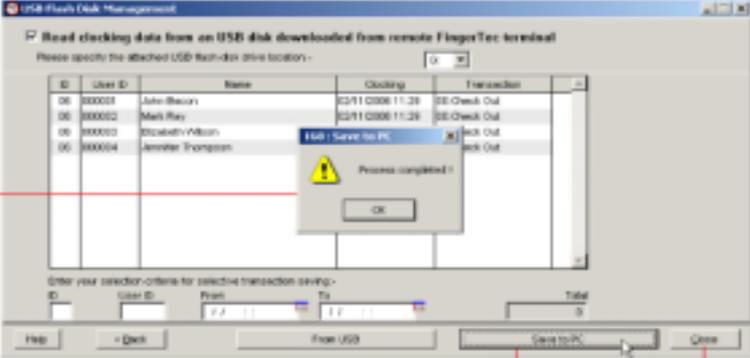


PRELIMINARY PREPARATION

FOR PROJECT PROPOSAL BASED ON A CASE STUDY

➤ Step 4

- Clocking data saved into TCMS V2



The screenshot shows the 'USB Flash Disk Management' window. It contains a table with the following data:

ID	User ID	Name	Clocking	Transaction
00	000001	John Brown	02/11/2006 11:29	00:Check Out
00	000002	Mick Ray	02/11/2006 11:29	00:Check Out
00	000003	Elizabeth Wilson		00:Check Out
00	000004	Jessica Thompson		00:Check Out

A 'Save to PC' dialog box is overlaid on the table, with the message 'Process completed!' and an 'OK' button. Below the table, there are input fields for 'ID', 'User ID', 'From', 'To', and 'Total', and buttons for 'Help', 'Back', 'From USB', 'Save to PC', and 'Close'.

This message will pop up when process is finished. Click **OK** to accept.

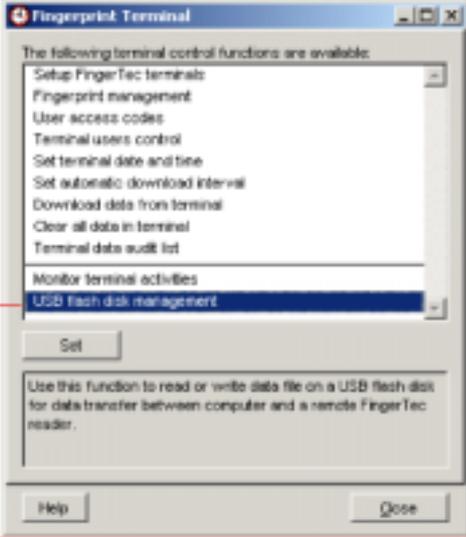
Click **Save to PC** to save the clocking data into TCMS V2.

Click **Close** after the pop up message.

3. Copy user from USB flash disk into TCMS V2

➤ Step 1

- Run USB Management



The screenshot shows the 'Fingerprint Terminal' window. It lists the following terminal control functions:

- Setup Finger Tec terminals
- Fingerprint management
- User access codes
- Terminal users control
- Set terminal date and time
- Set automatic download interval
- Download data from terminal
- Clear all data in terminal
- Terminal data audit list
- Monitor terminal activities
- USB flash disk management**

The 'USB flash disk management' option is highlighted. Below the list is a 'Set' button and a description: 'Use this function to read or write data file on a USB flash disk for data transfer between computer and a remote Finger Tec reader.' At the bottom are 'Help' and 'Close' buttons.

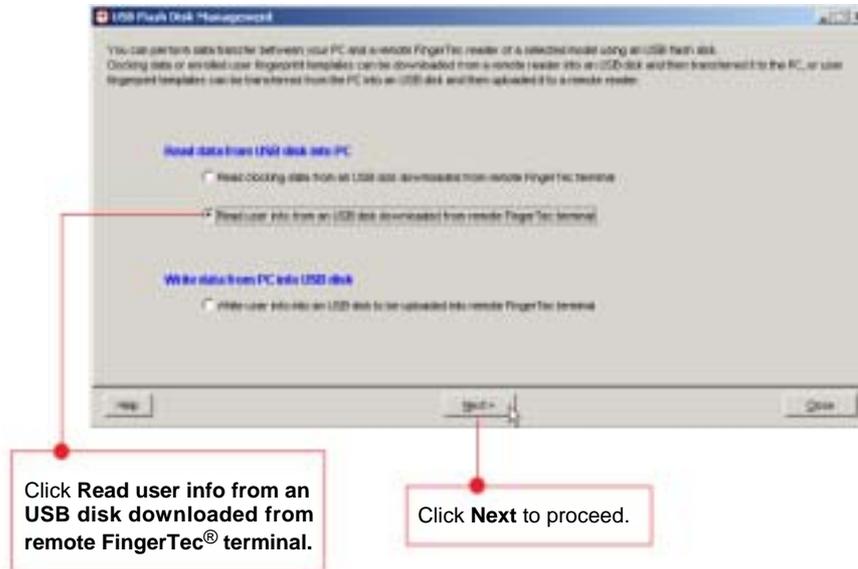
Double click USB flash disk management to start the USB Management in FingerTec® Biometric Settings.

PRELIMINARY PREPARATION

FOR PROJECT PROPOSAL BASED ON A CASE STUDY

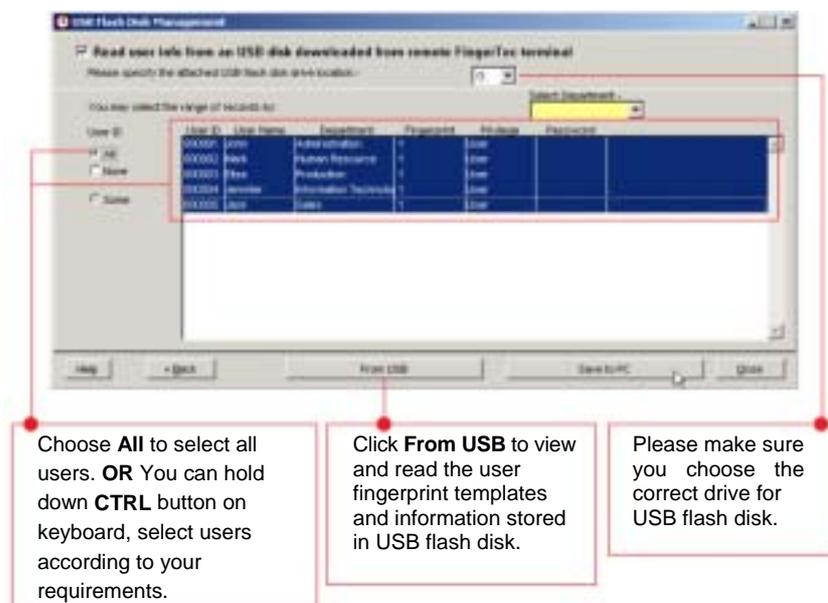
➤ Step 2

- Select options to read user fingerprints and information from USB flash disk



➤ Step 3

- Viewing user fingerprint templates and information stored in USB pen drive

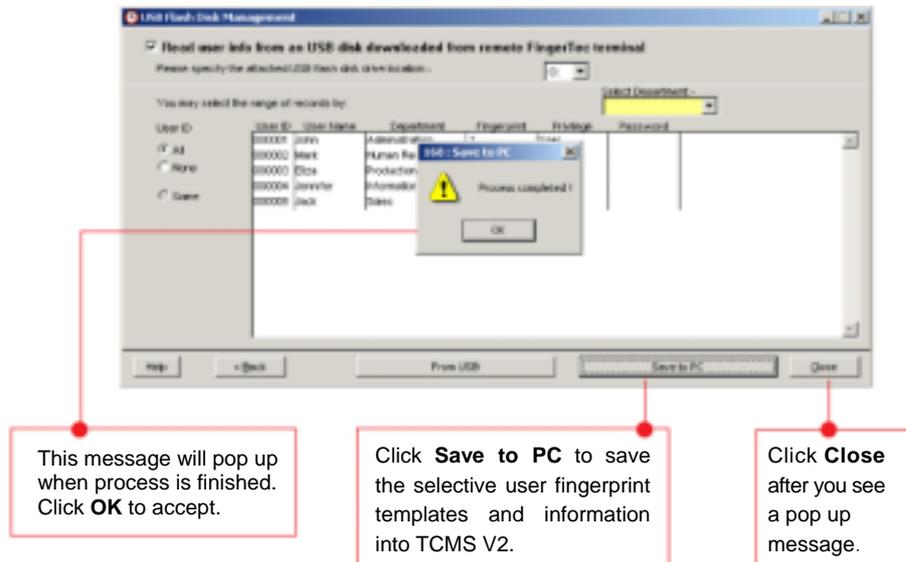


PRELIMINARY PREPARATION

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➤ Step 4

- User fingerprint templates and information saved into TCMS V2



This message will pop up when process is finished. Click **OK** to accept.

Click **Save to PC** to save the selective user fingerprint templates and information into TCMS V2.

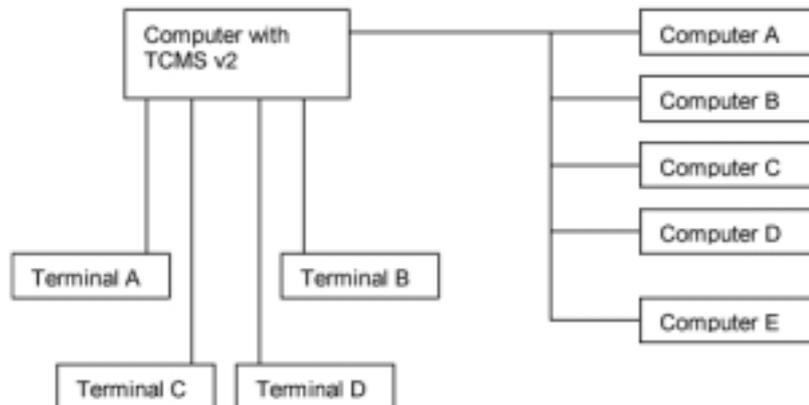
Click **Close** after you see a pop up message.

➤ Step 5

- You can view to read user fingerprint templates and information in Fingerprint Management or User Records.

Appendix III : Sharing of TCMS V2

You can install TCMS V2 in a computer to monitor all reader in a working environment. A computer with TCMS V2 can download data from a reader, and also clear all data in the reader after it download data has completed. Hence, it is not necessary to install TCMS V2 in many computers, and you can still share the TCMS V2 to other computers in a network environment.



As shown in the above diagram, the TCMS V2 is installed on a computer. The computer is used to monitor and control 4 units of FingerTec® reader. There are 5 person monitoring staff movements via the TCMS V2.

In this case, the TCMS V2 folder can be shared amongst the 5 computers so they can access to the software to monitor staff movements. You may assign a password to protect the TCMS V2 when sharing. The users of the 5 computers cannot download any data from the terminal unless they are given the admin password.

The users will be assigned with login passwords. They can edit data in TCMS V2 and view data in TCMS V2.

FOR PROJECT PROPOSAL BASED ON A CASE STUDY

Assigning Login Password and an Admin Password

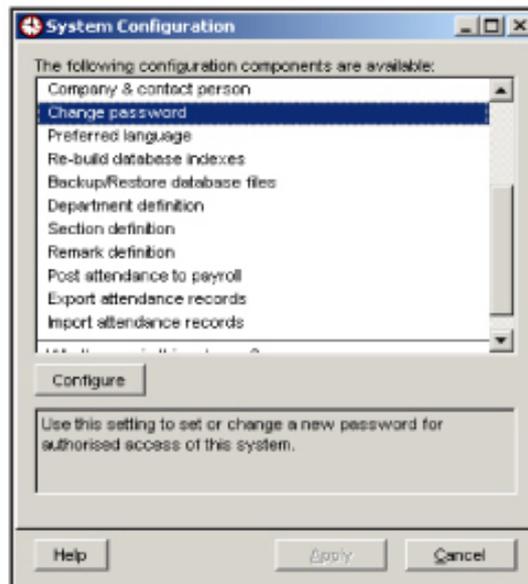
➤ Step 1

- Click the **System Configuration** icon in TCMS V2.



➤ Step 2

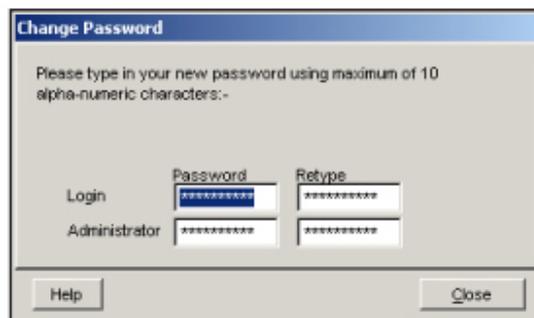
- Click the **Change password** item.



➤ Step 3

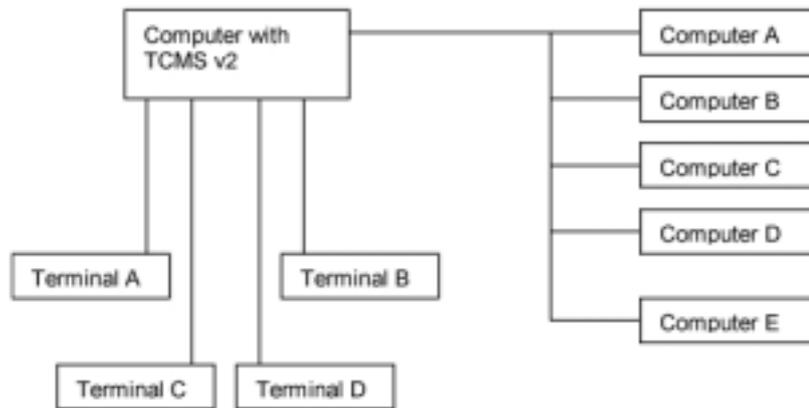
- **Assign a Login password and an Admin password.**

A Login password is to log into TCMS V2 to view and edit data in TCMS V2 but it can not be used to download data from a reader. An Admin password can be used to access into TCMS V2 to view, edit and also download data from a reader.



Alternative Solution

By using login password and Admin password, the TCMS V2 can be shared among users, but the transaction data in the TCMS V2 cannot be securely protected.



Using the same example as has been mentioned earlier, there are 5 staff from 5 different departments who want to view their own staff data in the TCMS V2, and they do not want to view records of the other departments staff records.

You can share TCMS V2 folder to these 5 computers, assign a password for each department. When a manager is logging in by using his department password, only information of staff in his department will be shown. The manager can only view the staff records but he has no rights to make any changes to the records.

FOR PROJECT PROPOSAL BASED ON A CASE STUDY

Assigning a Department Password

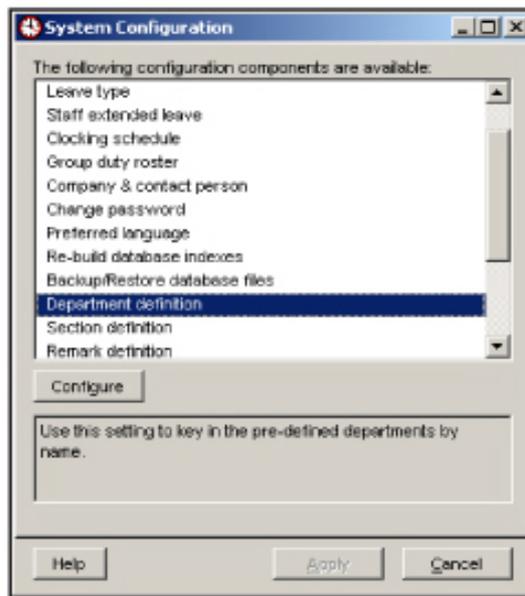
➤ Step 1

- Click the **System Configuration** icon in TCMS V2.



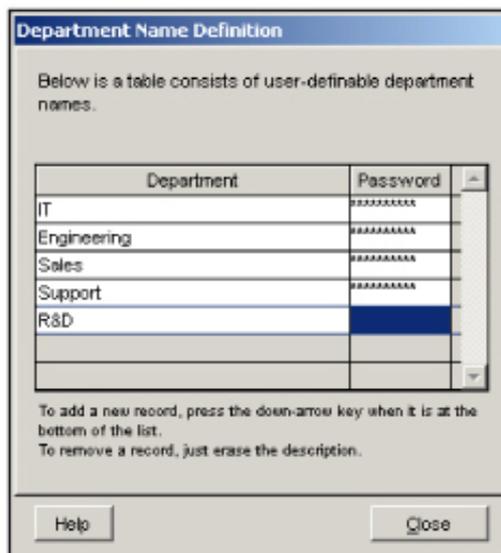
➤ Step 2

- Click the **Department Definition** item.



➤ Step 3

- Select **Department Definition** and assign a department name and password. Please take note that the password for every department must not be the same.



Appendix IV : Time Attendance Rules

Specifications of A Time Table

Working Schedule code: (0/1/2/3/4/5/6/7/8/9)

Group of users:

Day	Day Type	IN	BREAK	RESUME	OUT	OT	DONE
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							

1. Does your company allow grace period for late in? If yes, please provide details _____
2. Does your company allow grace period for early out? If yes, please provide details _____
3. Does your company allow for OT claims? _____
 - a. What is the minimum working time, if a worker wants to claim for OT? _____
 - b. What is the maximum OT time that could be claimed in a single day? _____
4. Do you want the working time and OT time rounded up or rounded down? If yes, please specify:
 - a. Working time _____
 - b. OT time _____
5. Does your company applying a Flexi Lunch hour? If yes, please state the period _____
6. Does your company wishes like to exclude the lunch hour from normal working time? _____
7. Does your company providing OT if a staff arrives earlier to work? _____

Note: You may need to assign a worker or a group of workers to another timetable, if they are having different requirements.

FOR PROJECT PROPOSAL BASED ON A CASE STUDY

Example of setting up terminal user control & access code

You can set up access codes for users in order to manage their access rights to certain doors within a specified period.

Example: User 00001 can only access to a door from 8:00pm to 10:00pm. You can configure the time zone for this specific time period as shown below:

➤ **Step 1**

- *Access to Terminal User Control.*

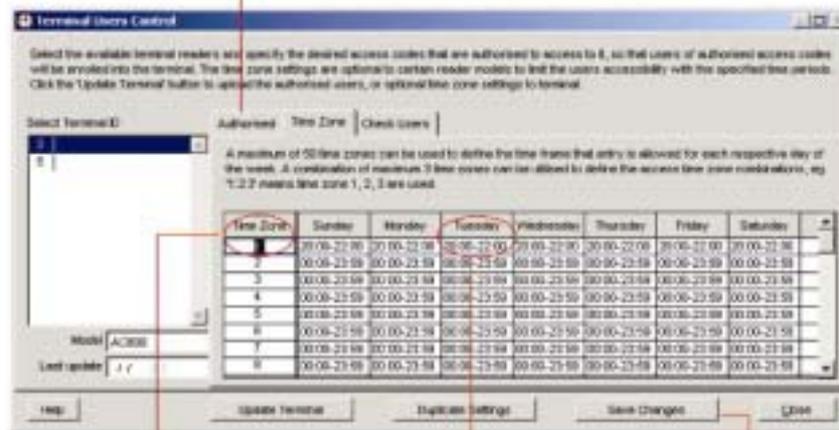


FOR PROJECT PROPOSAL BASED ON A CASE STUDY

➤ Step 2

- Configuring the time zones.

Turn to the Authorized page after saving the changes made in time zones.



Select the time zone to be used. There are a total of 50 time zones provided here. You can use any one of these time zones.

You need to insert specific time period, 8pm to 10pm, into 24hours system, 2000 to 2200. The time period inserted here means a user can access during this period. You need to configure from Sunday to Saturday. You could configure a forbidden time zone, 2359 to 0000, which means user cannot access for the whole day.

Click the "Save Changes" to save the settings.

PRELIMINARY PREPARATION

FOR PROJECT PROPOSAL BASED ON A CASE STUDY

➤ Step 3

- Configuring the Access Code.

The screenshot shows the 'Terminal Users Control' software interface. It features a 'Time Zone' tab and a table for configuring time zones and access codes. The table has columns for 'Time Zone', 'Access Code', and 'Time Zone'. The first row shows '1' in the 'Time Zone' column and '0' in the 'Access Code' column. Below the table, there are buttons for 'Update Terminal', 'Duplicate Settings', 'Save Changes', and 'Quit'. A 'Special Users Access' table is also visible on the right side of the interface.

- Configured time zone 1 for access from 8pm to 10pm. **Therefore time zone 1 = 8pm to 10pm**
- Group time zone 1 into Group Zone 1. **Therefore Group Time Zone 1 zone 1**
You can group 3 different time zones into a same group.
- Assign Group Time Zone 1 into Access Code 0. **Therefore access code 0 = Group Time Zone 1**
The blue wordings mean access code, from 0 to 9. The red wording in a box is Group Time Zone.

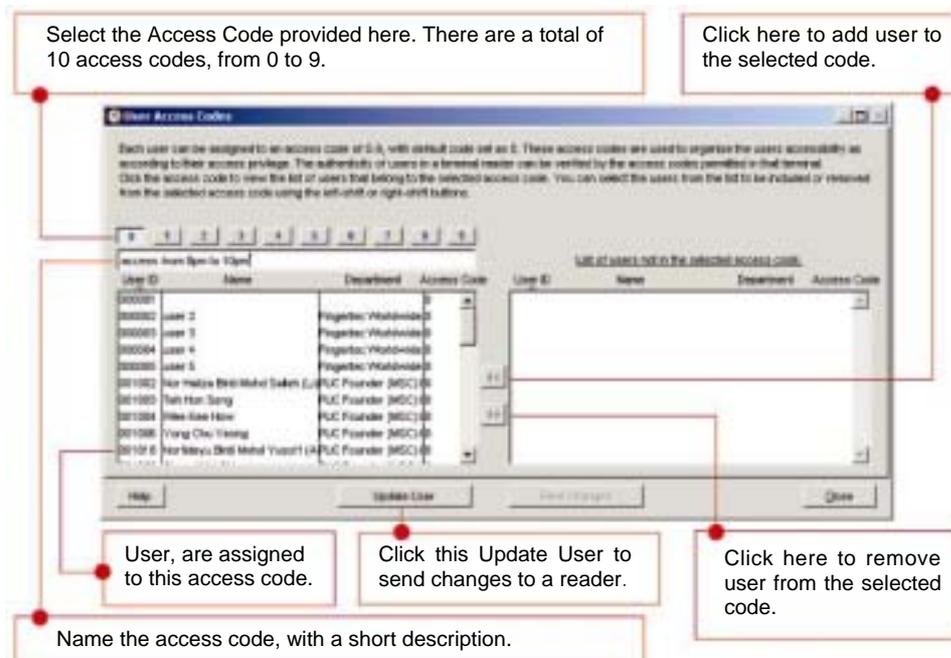
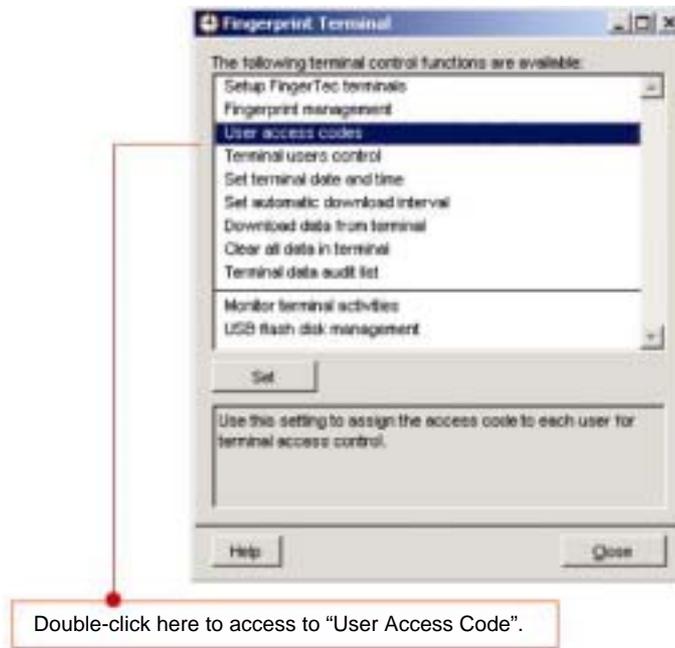
Save the settings.

PRELIMINARY PREPARATION

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➤ Step 4

- Assigning user in to an Access Code.



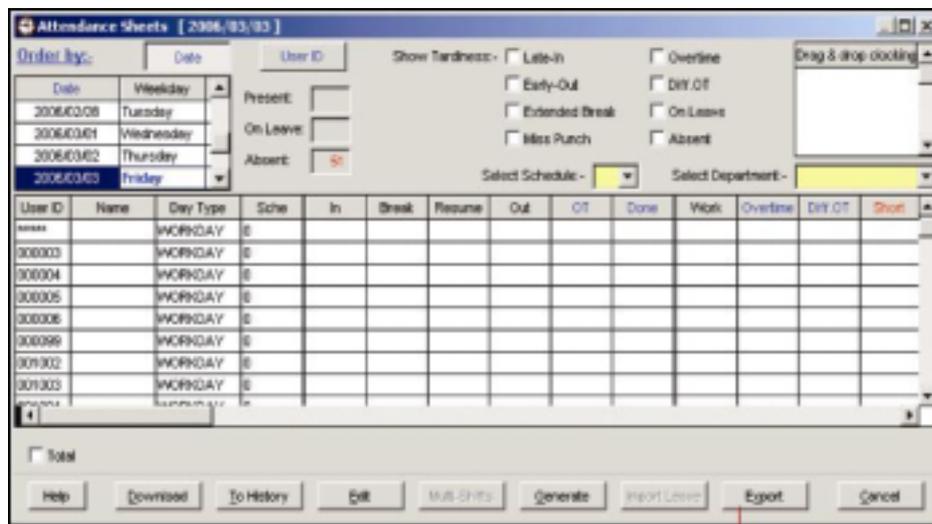
Appendix VII: Exported Data

Exporting data from the TCMS V2 into third party payroll or system

The TCMS V2 allows you to export the data in Text or Excel file format. The exported data can be imported into a payroll system for further calculation. You may adjust the format and priority of data you wish to export.

➤ Step 1

- Export button in Attendance Sheet



Click the Export button here to start exporting process.

➤ Step 2

- Selecting exporting data range for export

The screenshot shows a dialog box titled "Export Attendance Records". It contains the following elements:

- Text: "Please select the badge cards and attendance date range you want to be exported to an external file as a input attendance records for other payroll system. You can choose to export either detail attendance records or summary records only."
- Text: "You may select the range of records by:"
- Form: "Department" dropdown menu.
- Form: "User ID" list box with radio buttons for "All", "None", and "Some". The list contains: 000003, 000004, 000005, 000006, 000009, 001002, 001003.
- Form: "Date" range with two date pickers: 2006.03.01 and 2006.03.02.
- Buttons: "Help", "Export Detail", "Export Summary", "Cancel".

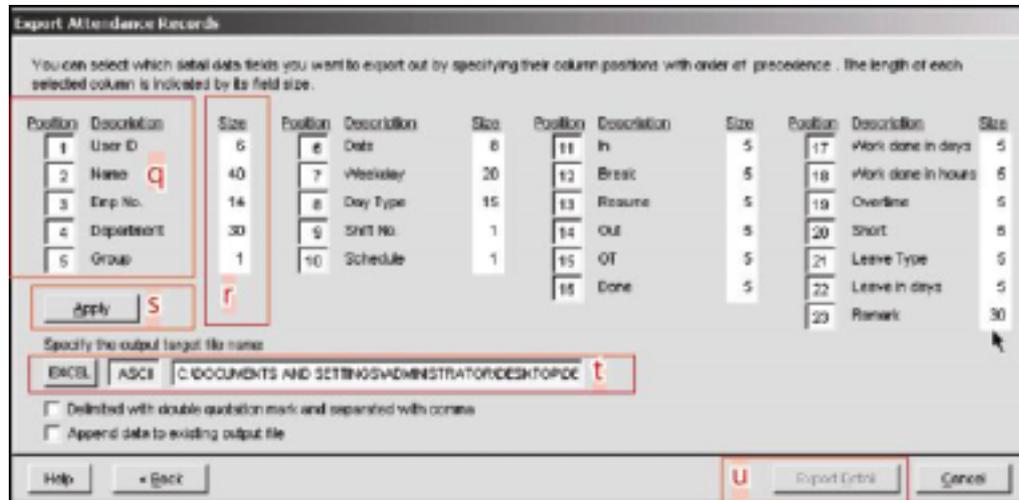
Callout boxes provide the following instructions:

- "Click here to select all users." (points to the "All" radio button)
- "You can select certain users by making your selection here. Please hold down the CTRL key during selection." (points to the User ID list)
- "Specify a range of date of data to export." (points to the date range pickers)
- "Click here to proceed to next stage." (points to the "Export Detail" button)

FOR PROJECT PROPOSAL BASED ON A CASE STUDY

➤ Step 3

- Selecting the desired data according to export position and size.



- q** Position the refers to the sequence to exporting the data. 1 means the first item in an exported to file, 2 means the second item etc.
- r** Size means the field length of the item to be exported.
- s** Click the Apply button to save the settings in the desired exported data.
- t** Double click to select the exported format. EXCEL mean MS Excel format and ASCII means text file format.
- u** Click the Export Detail button to start exporting data.

Note: You may configure the desired data to be exported. The length of exported data can be adjusted.