Manual

WAC TIME STAMP



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1. Overview

The major components of a WAC TIME STAMP are as list: -

- Enroll office store/ add/ delete/ edit employee's information and fingerprint templates. Besides, it includes office hours of each employee or department.
- 2. Time attendant calculate and edit employee's attendance.
- 3. Time recorder time record in-out of each day, it displays employee's information while scanning; name, position, picture, department, time in-out.
- 4. Payroll office calculate salary with tax and social insurance.
- 5. Administrator program manage all administrator's information; add, delete, edit administrator and access authorize of each administrator.
- 6. Backup & Restores automatically edited information.

2. Installation steps

- 2.1. Plug fingerprint scanner FS80 into USB port of computer.
- 2.2. In CD program, go to folder No.1 Driver USB 2.0 in order to install FS80's driver.
- 2.3. In CD program, go to folder No.2 Driver Hard Lock in order to install hard lock's driver (Version 200 users and unlimited only)
- 2.4. In CD program, go to folder No.3 Install WAC Time Recorder V.3.1 in order to install Time Recorder.
- 2.5. In CD program, go to folder No.4 Install WAC Time Stamp V.3.1 in order to install WAC Time Stamp.



In CD program

2.1. Install Driver USB 2.0

- Plug FS80 into port USB at a computer, after that dialog as beside will be popup.
- Click yes, this time only then click Next.



- Click at Install from a list or Specific location (Advance)
- Then click Next



- ➤ Mark ✓ before Include this Location in the search
- Then click browse.



?×

^

- Select driver path as beside picture.
- Click OK, and then back to the main screen, click next.



Browse For Folder

Select the folder that contains drivers for your hardware

🖃 🚞 WAC Timestamp(futronic)





Click Finish.

Select Language 🛛 🗙
Please select the language that you would like to use during the installation.
U.S. English Deutsch
OK Cancel

2.2. Install Driver Hard Lock

- Go to Folder Install Hard Lock (or look for icon hadse)
- Double clicks at this icon for installation.
- Select language, then press OK.
- > Click Next.



😹 HASP Device Driver In	stallation	
190	Installation status	
Aladdin	The versions of installed drivers: hardlock.sys: 3.0 hvldd.dtl: 0.0 aksueb.sys: 1.20 haspvdd.dtl: 4.65 haspnt.sys: 4.65 akspccard.sys: 1.1 The version of each driver file to be installed: hardlock.sys: 3.0 hvldd.dtl: 2.15 aksueb.sys: 1.28 haspnt.sys: 4.65 akspc.card.sys: 1.1	
	Next >	

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Click Next.





2.4. Install WAC Time Stamp V.3.1

➢ Go to Folder Time Stamp.



Double clicks atClick Next.

Click finish.

 Butilize Rights find WAC Time Records

 Install/Pack Ward which WAC Time Records with weak travely arrive in the field ward with the second and the second arrive arrive arrive and the second arrive ar

Select Path, click change if you want to change path; otherwise, click next.





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Click next

Select restart later, and then click finish.

กระสองที่ รอย่างในออนุรอล์หลัง ก่อนได้ขณาคนกระได้โด่งแกรมได้ ข่านเหลือก โดกระช่างรงสองกลุ่มเสิรเคอร์ไรหลังการไ
● દેશે, કેંદ્રવળમાં દિવાળનો પ્રાથમિક કરવા છે. કાર્યું છે કે

***** For database SQL server only**

After finished installation, go to CD program > folder Software Utilities > double clicks at Configuration Connection Tools.exe.

🖪 Configura	tion C	Connection Tools		
Connection Value				
<u>U</u> se	r ID:			
<u>P</u> assw	ord:			
	<u>)</u> SN:	(None)		
Dri	i <u>v</u> er:	Microsoft Access Driver (*.mdb)		
Data <u>b</u> a	ase:			
<u>S</u> ei	ver:	127.0.0.1		
Ī	<u>P</u> ort:			
<u> </u>				

User ID: not fill anything

Password: fill wacinfotech

<u>D</u>SN: (None)

Driver: select Microsoft Access Driver (*.mdb)

Database: link to database C:\Program files\WACResearch\Wac Time recorder\Database\localdb.mdb

<u>Server: fill IP address of computer which is installed WAC TIME STAMP.</u> If all programs are installed in the same computer, fill 127.0.0.1 <u>Port: not fill anything</u>

Click at test, if it completes, click at OK then it's ready to use.

*** Configuration Connection Tools.exe uses for setting every computer which is installed programs. For further information, please contact us at sales@wacinfotech.com

3. Operation

3.1 Administrator

Administrator program is a main menu of WAC TIME STAMP. You can access Time Recorder, Time Attendant, Payroll, Backup and Enroll program from this menu. Moreover, it uses to protect unauthorized users and set right to access wac time stamps for authorized user.



1. Double clicks at Application on desktop in order to run administrator program. When the main application menu is popup, click at Admin.



Fill username: scott and password: tiger in a login dialog, then click enter button on keyboard.

	User name Password		tiger
S Admini	strator User Administrato User permission	r	
	ype User) User) Administrator	User name Password Confirm Password	Save Delete
admini: scott system	strator	Status Programs Enroll Office Export Time Attendant Office Time Recorder Payroll	Permission
		*Note R=Read RW=Read / Write	E xit

2. The administrator program has operation steps as below: -

1. Add user

- Click add (1)
- Specify username and password (2)
- Mark before user's type, the default is
- "User"
- Select user authorization (3)
- Save (4) and exit



Status	Programs	Permission
1	Enroll Office	
	Export	R
	Time Attendant Office	RW
	Time Recorder	
	Payroll	



*** <u>Note</u> R means not allowed editing programs.RW means allowed editing and using all programs.

2. Delete user

- 1. Click at username which wants to delete.
- 2. Click at delete.
- 3. Click at Yes for confirmed deletion.



3. Edit user

- 1. Click edit.
- 2. Fill username and password
- Specify user's type, the default is user
- 3. Mark ✓ to set user's permission
- 4.Click save then, click yes for
- confirmed editable user.

Administrator	1. 	E	
Add Edit Type User O User Administrator	Help User name Password Confirm Password	Add User admin ***** 2. ****	Save 4
administrator scott system test	Status Pegranis Constraints Enroll 01 Export Time Att V Time Re Payroll	fice endant Office 3 corder	ermission
	Confirm	want to save dat	a?
	<u>Y</u> es	<u>N</u> o	Exit

3.2 Time Recorder

Configuration

After being installed program, set time recorder configuration before operation.

After being installed time recorder in server, the steps for set client-server operation are as below: -

1. Go to Start Menu > Programs > WAC Time Recorder in order to go to database



Picture 1 : Run database configuration

2. Click at build button to select database connection. Select > MicroSoft OLE DB Provider for ODBC Driver, then click at Create DSN

Database Server	OLEDB Provider Connection Microsoft Jet 4.0 OLE DB Provider 1.Select Microsoft OLE DB Provider For ODBC Driver 1.Select
Data Link Build	
ทำแหน่งที่เก็บรูปภาพพนักงาน(ใช้ในการ Update)	2 Click
	2. Click
OK Close	
	UK Calcel

Picture 2

Picture 3

- 3. Specify database information in server
 - 3.1 Select database type as Microsoft Access Driver (*.mdb)
 - 3.2 Given name to DSN Name.
 - 3.3 Browse for database in server.

Driver	Microsoft Acces	s Driver (*.mdb)	\square
)SN Name	wac_client		3.2
Database			
User ID :			3.3
assword :			
Server:			
Connete		Delated	

Picture 4: Specify database information in server.

Ex. Search for database **"wac-fdda3bef9b7"** in server. In case of the program **No.3 WAC Time Recorder** and **No.4 WAC Time Recorder** is installed in difference PC. The database needs to share before operation. The sharing method depends on windows version, in this case will be described 2 sharing methods thus:

 Go to C:/Program Files/ folder Wac Research, then click right mouse to select Sharing and Security as beside picture

🗎 WAC Researc		
	Open	
	Explore	
	Open Command Window Here	
	Search	
	Sharing and Security	
	Add to archive	
	Add to "WAC Research.rar"	
	Compress and email	
	Compress to "WAC Research.rar" and email	
	ل WinZip	•
	Send To	•
	Cut	
	Сору	
	Paste	
	Create Shortcut	
	Delete	
	Rename	
	Properties	

2) The sharing dialog will be popup, this depends on windows version.

<u>Type1</u>



Mark \checkmark after permission item then, click OK.

<u>Type 2</u>	WAC Research Properties	
	General Sharing Customize	
	Local sharing and security To share this loider with other users of this computer only, drag it to the <u>Shared Document</u> folder. To make this loider and its subloiders private so that only you have access, select the following check box.	
	Make this tolder private Network sharing and security To share this tolder with both network users and other users of this computer, select the first check box below and type a share name.	
	Share bia Hader on the retwork Share name: WAC Research WAL Research WAL Network users to change my files team more about <u>sharing and security</u>	Mark ✓ both 2 boxes then click OK
Click	Windows Fitemedia configured to allow this felden to be shared with other computers on the network. <u>View your Windows Fitewall settings</u> OK Cancel Apply	

After that the sharing symbol (hand) is appeared at the Folder Wac Research as picture below



Picture 9 : Shared Folder

3.4 After browse database in server (3.3), the dialog as below will be shown. Normally, the default path is C:\Program Files\WAC Research\WAC Time Recorder\Database\localdb.mdb

.	Config					🚺 Cor	nfig		×		
_	Open				2 🛛	0	pen				? 🛛
	Look in:	🧐 My Network	Places	-	-		Look in:	Database			•
	My Recent Documents Desktop My Documents	epson (f) on 1 Example Prog Finger Scan 1 Full Hours on Mac-fdd In stall WACT. My Document My Document	fong ram WB on Quno Saber967 3. WAC 2 riz on Quno Quno abber967 A on Master_Jab -foddasher967 s on Datacenter s on Wackae ictures on Master_Jab n Datacenter	New Folder on Datacenter Contention of the service on Net Contention of the service on Net Contention	bef9b7 9b7 Jab Jacbef9b7		My Recent Documents Desktop My Documents My Computer	2 localdb 2 localdb 1111	Click	Clic	k
	My Network	File name: Files of type:	Documents and Settin	gs on Datacenter 🗾 💌	Open Cancel		My Network	File name: Files of type:	localdb ×.*	•	Open Cancel
	Flaces		C Open as read-only		1		110000		C Open as read-only		

Picture 10 & 11: Browse for Localdb.mdb in server

3.5 Click at Create DSN, if the message "Done!" appears, the connection is completed.

👫 ODBC 🔀	
Driver Microsoft Access Driver (*.mdb)	Config 🛛 🔀
DSN Name wac_client	
Database \\\Wac-fdda3bef9b7\wac research\\WA	Done!
Create DSN Delete DSN	> ОК
	and the second s
(Click	
Picture 12	Picture 13

4. After that being test connection, click at Tab Connection > select DSN Name > Use Specified username and password (the password is "wacinfotech"), then click at Test Connection. If the connection works, there is a message "Test Connection Complete!!!" If not, the message is "Test Connection Failed!!!"



5. Click OK to exit from data link dialog; notice that the data source is changed to "wacinfotech". For the employee image source path is not filled anything, the system will manage automatically.

Data Link	DSN=wac;UID)=;PWD=wa	acinfotech;	Build
Employee	e image sourc	ce path(Fo	or update)	D.

Picture 16

- If the dialog as below shows, the database configuration is completed.

Status	2000 I		×
Database o	onfigura	tion co	mplete!!
[[ÖK		



3.2.1. Time Recorder

Time recorder program uses for record employee time in-out, the concept of this program is simple, speed and correct record employee's attendance. The configuration's step as below: -

3.2.1.1. Time Recorder setting

1.1) Run Time Recorder by going to Start Menu > Programs >WAC Time Recorder, the time recorder screen as picture below.



- FullScreen button 🔯 to preview in full screen.

1.2) Click at to set time recorder configuration, on password popup (as left picture), click at confirm password without filled anything. Then, the setting's window will popup.

	Options
Password 14 Back Confirm Confirm	Program Fingerprint Config Date Time About Computer Name ILLUSION-0414CF Language Use Window format © Luse Window format © © Custom Default (English) Time stamp record © © Open window full screen
	Click here to exit program

1.3) Go to tab fingerprint, to set fingerprint verification.

	Options
	Program Fingerprint Config DateTime About
Automatically verify 1:N	Computer Name ILLUSION-0414CF
Verify 1:1	Default (English)
	Enroll Password Close

1.4) User can set required background and auto responder, while stamping time in-out, by setting at Configuration tab.

	Options X
	Program Fingerprint Config DateTime About
	Database Config
Background	Image Wallpaper C:\Documents and Settings\All Users\Documents\My Pict
Auto responder	Sound Match verify C:\Program Files\WAC Research\Recorder\Sound\Englis) Mismatch verify C:\Program Files\WAC Research\Recorder\Sound\Englis) Searching C:\Program Files\WAC Research\Recorder\Sound\Englis) Take off your finger C:\Program Files\WAC Research\Recorder\Sound\Englis) Alarm clock OK Cancel

1.5) while time recorder program is running, time cannot be changed. If user wants to change time, go to change time tab.



3.2.1.2. Record clock in-out in Time Recorder program

Attendant record can be set as automatic and manual. 2 methods are a little differences.

2.1) Automatic – employees can scan fingerprint for clock in-out

automatically or press 🛄 N / 🤇	before stamp fingerprint.
--------------------------------	---------------------------

- Main auto screen





*** <u>Note</u>

Actually, employees can stamp fingerprint without click IN/ OUT, the system will check a correct time in-out automatically.

2.2) Manual – manually fill employee ID before stamp fingerprint. In addition, press

IN or OUT before stamp

fingerprint.

- Main manual screen



- Press employee ID, click IN, then stamp fingerprint.



- Press employee ID, click **OUT** before stamp fingerprint.



*** <u>Note</u>

Employees can press employee ID then stamp fingerprint, the system will check a correct time in-out automatically.

*** <u>Note</u>

If fingerprint verification isn't match with database, the warning screen will popup as below.



*** <u>Remark</u>

While time recorder program is running, the fingerprint scanner needs to plug in all time; otherwise, the program is error. The exit is close time recorder program, plug fingerprint scanner, then run the program again.

Error example



3.3 Enroll Office

Enroll Office is created for recording employee info; history, picture, income, shift, working hours and fingerprint. Moreover, it can record annual holiday and add department/ position.

1. Run Enroll office by double clicks at icon on the main application screen.

Main Application

on desktop then click at Enroll office

After that, fill username and password in login dialog.



Next, to set the information as below: -2.

Select Detail :					
		Wac Research			
oin	Polure Employee	Fingerprint Registratio	VIII Status	Finger Type	
	O Scopension	togn 6	Save X Delete	e Finger 🛛 🎆 Venty Fin	oer]
	Scheman Scheman	Agerption	Save X Delete	e Finger 🛛 🎆 Vertly Fin	0er
	Capenion Renge Utse Distress of Scher Employee Detail Employee Detail	Logn Logn Logn Logn Logn Logn Logn Logn	d Save X Delete	e Finger 🛛 🎆 Venty Fin	ger Baht
	O forme O Responses Employee Detail ID Nome	Start work Amount of vac 20 Rowma 2551	d Save X Delete officers Department Postion	e Finger 🛛 🎆 Verity Fin	oor Boht • Go
	Constantial at the imployee Detail I Schere Imployee Detail I Schere Imployee Detail II D Imployee Detail IID Imployee Detail	Start work Amount of vac 20 Rowma 2551	Save X Delete ations Department Postion Period Time	• Finger) 🗱 Verity Fin • B	ger Beht • Go
	Officer of the second of the s	Berend the 1 start work Amount of vac 20 Rowma 2551	Save X Delete ations Department Position Period Time General De Identification	a Finger R Verty Fin	oor Saht • Go
	Offerences Firster Network of Firster Employee Detail ID Name Other Details Addross	Compared the private of the second text second	Save X Delete ations Jape of income Department Period Time General De Identification Beithday	e Finger E Verdy Fin • B tails n cord asser-as-a 20 Asympu 2551	oer Soht • Go •

Exit

1. Annual holidays



Show the list

Delete holiday

- ➢ No.1 select holiday by mark ✓ before selected holiday.
- ➢ No.2 mark ✓ to delete
- ➢ No.3 click at delete



<u>Edit holiday</u>

- ➢ No.1 select holiday by mark ✓ before date
- No.2 double clicks at holiday field and edit
- ➢ No.3 mark ✓ to edit information
- ➢ No.4 − click edit and OK



2) Department/ position

Enroll Office		- # ×
File Edit View	Insert Format Language Help	
	 Ø 2 M 	
Select D	etail : Department-Position	
	Venity Einger	
Main	HolDays in calendar	
	Department/ group	
	Specify department information, group and A infotoch	
	Department/ group	
	O Department's	
	Department	
	Note	
	· · · · · · · · · · · · · · · · · · ·	
	Position ?	
	New Destilate's descriptions	
	Description	
	Position	
	Note	
	*	
	Background	
	Explorer Style Save Deleta Exit	
	Custom Colours	



1.2 Add new position in existent department

- 1.2.1 Mark ✓ at department/ group
- 1.2.2 Select department description
- 1.2.3 Select required department
- 1.2.4 Mark ✓ at new position
- 1.2.5 Specify position's name
- 1.2.6 Click at Save

- The result is as below



position.	
administration	Department/group
Director	Oppartment's description
	Department administration
	Note
\sim	Position
	New
	position's description Description
	Position Secretary
	Note

***Caution Don't save position in the same name with an exist file even though file's path are difference.

Delete position

The first is checking employees are selected in position; delete all of them before delete selected position.



1	Department/ group	?
administration	New Uppartments	
Director	Description	
Secretary	Department	
	Noto	
	Note	
	\frown	
	V Position	?
	New	
	Description	\frown
	Position Drector	•
	Note Director	
	Secretary	
		-
ackground		
	Save Delete Fvi	



3. After setting department and position, click at schedule time tab to set working hours for each position or department.

Em	nployee Detail	Schedule pe	riod time 1			_					
s	Shift's setting Department	Administratio	on 🗸	Position	secretary	\bigcirc	Save Time	🔘 Add T	ime Ime	Winfo	tech
Ĺ	Day	Status !	Start scanne	Late time	wc IN1	OUT1	IN2	OUT2	IN3	OUT3	
	Monday Tuesday				Tuesday Wednesday	Work					
Click l	here to	copy		Σ	Thursday Eridau	Holiday					
inform days	hation to	o all			Saturday		\bigcirc	/			
au jo					Sunday					•	
	Сору	Clear									

- No.1 select required department No.2 – select required position
- No.3 select day's status
- No.4 set time in-out in "__:__" format

Day	Status	Start scanned	Late time wo	N1	OUT1 🔺	IN2	OUT2	IN3	OUT3
Monday	Work	07.00	08.35	08.00	17.00				
Tuesday									
Wednesday									
Thursday				\smile					
Friday									
Saturday									
Sunday									
		_							

) for save time in-out schedule

4. Record employee info

No.5 – click at save (

4.1) Click new at menu

🞎 Enroll Office		
File Edit View	Insert Format Language Help	
New Ctrl+N Save Ctrl+S	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Exit	iil : HoliDays in calendar 🔹	

4.2) Complete employee's info in the blank

🚽 Save

Lenroll Office	
File Edit View Insert Format	Language Help
D 🗳 🔜 🗙 🚳 🗿 🛤	
Select Detail : HoliDays i	n calendar 🗸
	Wac Research
Main Administration Manager ▷ 🐮 secretary	Picture Employee Picture Path / 5k Work Status Fingerprint Registration Superation Su
	Use ID instead of fingerprint Employee Detail Schedule period time 1 ID 001 August 22, 2008 • Department Go Position • Period Time
	Other Details Address Address
	Province Postcode Birthday June 12, 1980 rone number Blood type
Z Grid Lines	

4.3) Click picture's path (Picture Path / 5k) to browse employee's picture then

click open

Look in:	🗀 Images		~	G 🟚	📂 📖		
		F]014	1 027	-			
2	002	m 014	■ 027				
Mu Basant	002	015	EmpEake				
Documents	003	017	Empi disc				
	005	018					
	006	019					
Deskter	007	020					
Desktop	008	021					
	009	022					
	010	023					
	011	1 024					_
ty Documents	12 012	025					
	1013	🖻 026XCX				(Cli	cl
							01
My Computer	File name:				~	Open	
	r no ridino.						
	Files of type:				*	Cancel	
		Open as read	-only				

4.4) Register fingerprint, the registry menu as below

Blue circle – available finger

Green circle – registered finger

Gray circle - finger which is selected for register fingerprint



Scan fingerprint 4 times as dialog below, please note that do not stay your finger on the scanner, after that click at finish.





4.5) After register fingerprint and complete employee info, click at save then, click yes to confirm.



- The finished record employee info is as picture below.

🞎 Enroll Office			
File Edit View Insert Format	Language Help		
🗋 📽 🔛 🗙 🚳 🗎 🛤			
Select Detail :		■	
		Wac Research	
	Picture Employee	hac kesearch	
Main		Status Finger Type	
Accounting Administrator Administrator Administrator Administrator Administrator Administrator Manacing Director Development Head of developper Programmer Adex/Wison David John Edverd Smith	Picture Path /5k VWork Status Normal	T Registration	
John Anwa E Mac John South Grown	C Suspension C Resign Use ID instead of fingerprint Employee Detal Schedule period time 1	Login Save X Delete Finger	
Christopher White Christopher White Jameson Blue Jim Worm Hilson Worth Brook Metre	Employee Detail Begin work time ID 1 Sunday , Au Name Mr Alex Wilson	Amount of vacation Monthly 17000 Bath Despartment Development Ge Poston Programmer	
HR staff		Perioad Time 207	
Marketing		301 *	
🛱 Head of planning	Other Detail	General Detail	
🕨 🎇 Marketing assistant	Address	 Identity card 	
Deeration	/1001033	·	
Itead of operation Itead of operation	Province Postcode	Birthday Sunday Auc -	
Sales			
📲 Salesmanager 🗸 🗸	Telephone	Blood type	
Grid Lines			

4.6) Delete employee

To select deleted employee info at the left main of program then, press button to delete

4.7) Edit employee info

To select edited employee info at the left main of program then, employee info will appear in order to delete, press button to save it

3.4. Time attendant program

Time attendant program is a program to process employee's time in-out as a raw data to be processed data. Most time attendant programs are a summary of employee's working time period. It also edits working data before doing the summary by the following steps.

1. Open time attendant program by double click at Main Application icon then, select TA subject. Program will appear to login as picture below after that fill username and password.

	Login	×
	User name	Fill Username \
	Password	Password
		From administrator
		program
Helo		iel#LX:
	Beport Report Login	Cerrityde ImportAmdes
	Engloyee Info Braining Cosc. Fostor	Peter 10/1 / 2008 • 10/1 / 2008 • 20 / 0 / 0 / 0 / 0 / 0 / 0 / 0 / 0 / 0 /
	Wolking shift schedule Tase in-out schedule	ATT Back
	Sara 11 Edit X Deles	Sumary Rentl Sates Pered Sered S

Picture shows main screen of Time Attendant program

2. If open Time attendant program at the first time, you have to set period time

at menu bar first. It helps to separate employee's time in-out as Dialog below.

No.1 means time in separation by setting time at a range that the system accepts to scan fingerprint.

No.2 means time out separation by setting time at a required range.

8	Specify period Please complete period (hr) in the blank to set the									
	system accepts clock in and out.									
	1.	1. IN	- 02:00	+ 04:00						
	2.	2.0UT	- 02:00	+ 04:00						
			Save	Cancel						

Example of setting employee time in-out

🕺 Specify period		_	×					
Please complete period (hr) in the blank to set the system accepts clock in and out.								
Specify period Ex.	02:30 = 2 Hours a	ind 3	0 minute					
1. IN	- 02:00	+	06:00					
2.0UT	- 02:00	+	06:00					
	Save		Cancel					

As picture above, employees start work from 08:30 to 17:30.

<u>In - 02:00 + 06:00</u> means if you record time in, the system will check employee time in. For example, if employee time in deduct from setting time between 02:00 and 06:00. It means that 08:30-02:00 = 06.30 and 08.30+06.00 = 14:30. Therefore, if employee records time in at a range from 06:30 to14:30, it means employee's recorded time in.

<u>**Out - 02:00 + 06:00**</u> means if having recorded time out, the system will check employee time out that deduct from setting time between 02:00 and 06:00. This means 17:30 - 02:00 = 15:30 and 17:30 + 06:00 = 23.30. Therefore, if employee records time out at a range from 15:30 - 23:00, it means employee's recorded time out.

2. The next step is data process of employees' time in-out. This comes from

Time Recorder program by click at button from menu bar. Then, there is a dialog to confirm, click Yes.


pecify condition			×
Select department/ position			
Total	© C)thers, please specify	Submit
	Y		
By department/group	By positio	n By	individual
Department		<u>Employee</u>	list
Position	-		
	Decker Ma	LID News	Decker No.
ID Name		ID Name	Position Na
	>>>		
	<		
		•	

After pressing Yes button, there is a popup to specify personal process by divided in 2 categories.

1. Total -> a process of working performance every departments and positions

2. Etc. please specify -> a process of specified working performance by divided in 3 categories.

2.1 Specify department/group -> to specify required department to process

2.2 Specify position -> to specify required position to process

2.3 Specify individual -> to specify required individual to process

After pressing OK button to set period time to process data by select first date and end date including a type of process as below.

- 1 period means a process of normal working performance(time in-out)

- 1 period + OT means a process of normal working performance by calculate overtime apart from setting working time in Enroll Office program.

- 3 period means a process of working performance as a shift time.

📰 Processing p	eriod	x
Period		Shift
From 1267	2008 - To 8/27/2008 -	I Shift OT
107207		2 Shift OT Process
lotal	Day	🗖 3Shift

Press Process button and wait this dialog disappear

4. After employee time in – out process if you want to edit employee data; change holiday, business leave, sick leave or working time doing by the following step.

<u>First step</u> Select employee by individual as the right hand picture



<u>Second step</u> Set date to check working time data which results from **DBMS** process. Then, setting required period and click at **show time** button as picture below.



<u>Third step</u> The result displays as table below. You can edit data before doing the last summary process.

Working	shift sch	edule Time in-o	out schedule										
s:	ave	📓 Edit	🗙 De	lete 😗 Sur	nmary	🧞 P:	ayroll	9	Report	OT Pe	riod riod 1 📃 Per	iod 2 📃 Pe	riod 3
Select1	Day	Date	Work/Off	Activate	In1	Out1	In2	Out2	In3	Out3	Total Time	Total OT	Summa
	Wed.	20/08/2008	Work	Work									
	Thu.	21/08/2008	Work	Work									
	Fri.	22/08/2008	Work	Work									
	Sat.	23/08/2008	Work	Work									
	Sun.	24/08/2008	Work	Absence									
	Mon.	25/08/2008	Work	Work									
	Tue.	26/08/2008	Work	Work									
•													•
Time col	lored sur	obol: 💻 La	te in /earlu ou		Overtir	me(OT)			Sick Mar	nation leave	-		
Time Col	lored syn		ite inveany ou		overu	10(01)			JICK/ V di	Satorneavi			
Row col	ored sym	nbol	Regular	Forget in-out	to clock	Bu Se	usiness lea eminar	ive/	Abse	nce	Day off	Acti	vate
			Picture	shows t	ime a	attend	lance	of ea	<u>ch em</u>	ploye	<u>ee</u>		

To edit and calculate OT on table

> To edit work day status

Select	1 Day	Date	Work/Off	Activate	In1	Out1	In2	Out2	In3	Out3	Total Time	Total OT	Summa
	Wed.	20/08/2008	Work	Absence									
	Thu.	21/08/2008	Work	Absence									
	Fri.	22/08/2008	Holiday	Absence									
	Sat.	23/08/2008	Holiday	Absence									
	Sun.	24/08/2008	Holiday	Absence									
	Mon.	25/08/2008	Work	Absence									
	Tue.	26/08/2008	Work	Absence									

To edit work status

W	Working shift schedule Time in-out schedule														
	🚽 Sa	ave	📓 Edit	🗙 Dei	ete 🛞 Summary 🗼 Payroll					Report	OT Pe	riod iod 1 📃 Per	Period 2 Period 3		
	Select1	Day	Date	Work/Off	Activate	ln1	Out1	In2	Out2	In3	Out3	Total Time	Total OT	Summa	
		Wed.	20/08/2008	Work	Work										
		Thu.	21/08/2008	Work	Work	*									
		Fri.	22/08/2008	Work	Morning work										
		Sat.	23/08/2008	Holiday	Afternoon work										
		Sun.	24/08/2008	Holiday	Seminar	=									
		Mon.	25/08/2008	Work	Public holiday										
		Tue.	26/08/2008	Work	Sick leave Vacation leave	×									

- > To edit working time
- Setting period time to calculate OT by click at "Setting period of OT" <u>No.1</u> click date to provide OT <u>No.2</u> click Process button

	<u>No</u> sa	<u>o.3 </u> The r ved butt	esult on.			<u>No.4</u> if you don't change any data, press <u>No.5</u> completed saved								
s:	ave	5 Edit	3	te 🕥 s	Summary	,	🎘 Payro	011	1		OT Period	1 Period	1 2 🔲 Perio	d 3
Select1	Day	Date	Work/Off	Activate	X	In1	Out1	In2	Out2	ln3	Out3	Total Time	Total OT	Sur
	Wed.	20/08/2008	Work	Work	V	13:25	22:00					08:35	08:35	
	Thu.	21/08/2008	Work	Absence		\sim	<hr/>					~		
	Fri.	22/08/2008	Work	Work		(2						(4)		
	Sat.	23/08/2008	Holiday	Absence		-						\bigcirc		
	Sun.	24/08/2008	Holiday	Absence										
	Mon.	25/08/2008	Work	Work										
	Tue.	26/08/2008	Work	Work										

After press Save button, it is completed save and process

Moreover, you can see time in-out by click Tab, the table shows details as picture below.

Working shift s	chedule 🗍	lime in out s	chedule		
Dime	2 Key	ہے Search	Print	🕐 Help	Time recorder Select time recorder Show all
Date	Atta	ndance	In/Out		Note
16/10/2008	13:5	B:24	IN		
16/10/2008	13:5	9:23	OUT		
16/10/2008	13:5	9:42	IN		
16/10/2008	14:0	4:07	OUT		
16/10/2008	14:0	4:54	IN		
16/10/2008	14:0	5:02	OUT		
16/10/2008	14:0	6:03	IN		
16/10/2008	14:0	6:48	OUT		
16/10/2008	15:0	4:05	IN		
16/10/2008	15:0	4:11	OUT		

Picture shows details of time in-out

4. To print report, go to report menu. There are many forms to select that you can do by the following steps.



🤮 Report	_ # X
5- General report Help	- 6
Print Select report -	
Department/Group a ×	
Administration	
	1
Submit	
BCppartment/Group +	
Reports	8/25/2008 11:17 AM

Picture shows main screen to print report

First step To select type of report

Select report	-
	Working day summary r Employee Info report Time in-out report Annually Holiday report Late in – Early out repor Time in-out summary re Working daily report Working in holiday sum
econd sten T	o set period time



<u>Third step</u> To set a person who prints report, you can select many types; department/group, position and individual. For example, you search by department, group or position; you drag to the left of form, there is a dialog to select. On the other hand, if you want to search by individual, drag to the right of form. Then, mark \checkmark before the data; press submit button.



Example of report

🧕 Report - [Working day s	ummary report]		_	_	_			_	_	_	_	_	_	_	
🚯 General report 🛛 Help															
Drint 🚽	Select report Wor	rking day summary	•	From	10/16/20	08	• To 10	0/17/2008	•	Total	0 1	ay			
Department/Group #	×														
	Department/Pos Accounting	. Employee's name Natalia William	Total 0	Holidy 0	Normal 0	Abse 0	Busin 0	Sick I 0	Vacatio 0	Morning 0	Afterno 0	Late in 1 0	Late in 2 0	Early out 0	Work 0
Accounting	Accounting	Jennifer Jefson	0	0	0	0	0	0	0	0	0	0	0	0	0
Administraiont	Development	Alex Wilson	0	0	0	0	0	0	0	0	0	0	0	0	0
Administration	Development	Donald Wang	0	0	0	0	0	0	0	0	0	0	0	0	0
Development	Development	David John	0	0	0	0	0	0	0	0	0	0	0	0	0
Human resource	Development	Edward Smith	0	0	0	0	0	0	0	0	0	0	0	0	0
Marketing Oneration	Development	John Anwa	0	0	0	0	0	0	0	0	0	0	0	0	0

Example of report

Print

button.

If you want to print a report, click

Working day summary report

From 10/16/2008 To 10/17/2008

	Total	Holida	Norm	ขาดงาน			Leave				Late			/	Vork			
Program m er	(Day)	У	al	(วัน)	Biz.	Sick	Vacatio	Morn.	Noon.	Late in1	Late in2	Early out	Full	Morn.	Noon.	Seminar	ОТ	N/A
Brook Metre	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1.1	0
Hilson Worth	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1.1	0
Jim Worm	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Jameson Blue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1.00	0
Christopher White	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Smith Aman	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Booth Grown	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1.1	0
Mac John	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1.1	0
John Anwa	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1.1	0
Edward Smith	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1.1	0
David John	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1.1	0
Donald Wang	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1.1	0
Alex Wilson	0	0	0	0	0	0	0	0	0	0	0	0	Ó	0	0	0	1.1	0

Example of report as paper

** <u>Tip :</u>

You can set subject title by click at general report menu > edit company data, fill company data then, press <u>Save</u> button.

🖉 Report - [Working day summary report]	
🛱 General report Help	
Select company Add company Select report Working day summary •	From 10/16/2008 To 10/17/2008 Total 0 Day
	Company information record X
	Company information
	Company
	Address
	Tel.
	Save Exit

3.5. ExportWAC program

ExportWAC program is a program to export employee time in – out to be a text file. It is convenience for being useful in many organizations.

To open ExportWAC program, you have to login from Time Attendant program first. Then, click at Export button from menu bar and ExportWAC program will be opened.



Export WAC		_	_	_x
Period To From To 1. 8 /20/2008 ▼ 8 /26/2008	File forma Column Field data	at <mark>FileFormat</mark>	3. ▼	Width
Select employee by Select employee by Select department Select position Manager Select employee by ID Select employ employ employ	▼ ▼ loyee			
	Import fro Raw C Sumn	o m data 4. nary data	5.	Export Exit
1				

To use ExportWAC program do the following steps.

Picture shows the steps

No.1 To set first date and end date of employee's working performance

No.2 To select employee data to print report by department, position or individual.

No.3 To set form or take the recorded form to use

No.4 To set required data

No.5 To press Save button save as *.txt file

**<u>Tip</u>: Explain step No.3

In third step, you can set and save an origin form to export

File format	FileFormat	- 🖻 🗅
	,	

to edit an existing form
to create a new form to export

- If you don't search file format first and press . , there is a Dialog to search recorded file. Normally, the file is in C:\Program Files\WAC Research\WAC Time Recorder\Time Record Manager\ExportFormat. When you find it, click open.

Open		?	×
Look in: 🔀 ExportFo	mat	← 🗈 💣 📰 -	
My Recent Documents		Select file th	nen, click open
Desktop			
My Documents			
My Computer			
File name: My Network Places	ini Files (*.ini) ☐ Open as read-only	▼ Qpen ▼ Cance	
Edit Export	Saved data	[×
Field data Width HumanID 8 TerminalID 8 Date(dd/mm/yyyy) 10 Time(HH:mm:s) 9 IN/OUT 3 Cancel 1 Cancel 1	Add Del	Format name Format name File name Config Format Width	Click
Delimit column Semicolon Comma C Tab C Space ""		Alignment AlignmentData	<u> </u>
C Custom @@	Up Down		
0 10 20	30 40 50	60 70 80 	
		Save & Close Close	

When you have edited already, click save and exit button.

- When pressing, you can set a form by the following steps.

Field data HumanID TerminalID Date(dd/mm/yyy Time(HH:mm:ss) IN/DUT Cancel Space Delimit column 3. ⓒ Semicolon C Tab C Custom	Wid	Add Del	2.	a Down	Width	Format name File name Format Width Alignment	Format nai	ne 4. sta v 5.
Exp. 0 6. 12345678	10 123456789	20	30	40	50	160	70	80
						Save & Clos	e	Close

No.1 and No.2 to select required fields

No.3 to set delimited between columns

No.4 to set file name and file format

No.5 to set others, depends on type of data field

No.6 to display an example of Export format

When you have set a format already, click save and exit button.

Example of export file

📕 test - Notepad					
File Edit Format View	Help				
GON	005	23/08/2548	13:25:34	IN	~
GON	005	23/08/2548	22:00:00	OUT	
GON	005	23/08/2548	17:20:00	IN	
LAB1	005	25/08/2548	09:40:20	IN	
LAB1	005	25/08/2548	17:41:28	OUT	
GON	005	23/08/2548	13:25:37	OUT	
GON	006	23/08/2548	13:25:28	IN	
LAB1	006	25/08/2548	17:41:26	OUT	
LAB1	006	25/08/2548	09:40:17	IN	
GON	006	23/08/2548	13:26:12	IN	
GON	006	23/08/2548	13:25:31	OUT	
GON	006	23/08/2548	13:26:22	OUT	
LAB1	009	25/08/2548	09:40:14	IN	
LAB1	009	25/08/2548	17:41:23	OUT	
GON	009	23/08/2548	13:25:18	OUT	
GON	009	23/08/2548	13:25:15	IN	_
GON	009	23/08/2548	13:25:58	IN	
GON	009	23/08/2548	13:26:09	OUT	
GON	010	23/08/2548	13:25:11	OUT	
GON	010	23/08/2548	13:25:08	IN	
GON	010	23/08/2548	13:27:00	OUT	
GON	010	23/08/2548	13:26:00	IN	
LAB1	010	25/08/2548	09:40:08	IN	
					~
3					> .:i

Picture shows Export

4. WAC Payroll (Salary calculation Program)

Salary calculation Program (Payroll) is a program to calculate salary as recorded employee time in-out from Time Record Manager.

- 1. Save date that a company would calculate a monthly salary.
- 2. Save a process of deduction; absence, sick leave, business leave and late including to calculate employee's overtime.
- 3. Save employee's work leave; sick leave and business leave.
- Calculate employee's salary by total, department and individual. You can calculate salaries either pay month or pay period. Moreover, it also calculates overtime, social security insurance, withholding tax, absence and late.
- 5. In case of the mistaken salary save, you can cancel that record and print report about it.
- 6. To print report is divided into three forms.
 - A report of employee's salary revision, by setting a period of time to cancel.
 - A report of summary salary record is divided into two categories; by monthly and by period. This depends on company's salary save.
 - A report of monthly summary; withholding tax, social insurance fee
- 7. For the Export to be some files; Excel, Notepad and HTML

4.1. Payroll Program

Double click at Main Application icon to start program then, click Payroll button and fill username and password as example below.



WAC RESEARCH CO., LTD. 11/587 Moo. 10, Ladpraowanghin Rd., Ladprao, Bangkok, Thailand 10230. Tel: 6625303809-10, 6625381038, 6625399352 Fax: 6625383098 E-mail: sales@wacinfotech.com Website: www.wacinfotech.com

When login Payroll program, there is a main screen to appear as picture...

anaral lefe													
remenal ann	 Leave record 	Salary record	cancellation	Report I	Language E	xit Help							
Save	S Print	Preview	Exit										
C Paya C Paya	eriod From	ar 08/2008 26/08/20	- - 108 - To	26/08/2	008 🗸	Individua record ,Click her	4						
Departn	nent			• d	Calculate		ther incom	ne / Exper	nse				
Departme	Position	Employee	Employee's r	ame I	ncome (M/D	/St Dav(s)	Late in1	Late in2	Absence	Business I	Sick leave	OT(Hr.)	OT

The first step: to set the qualifications of program To specify pay end date, select from financial menu -> update salary record

💸 WAC EZ Payroll		
General Info Leave record	Salary record cancellation Report Language Exit. Help	
Update salary record		
OT/ Deduction		
Tax rate table	Preview Exit	

There is a dialog to specify date, press OK to save

🔧 WAC EZ Payroll Specify pay end date					
WAC	11/587 Moo 10, Ladpraowanghin Rd., Ladprao, Bangkok 10230 Tel. (662) 538-1038, 539-9352, 530-3809-10 Fax. (662) 538-1038				
Date	25 Close				

- Next, to specify other descriptions; absence, sick leave, business leave and late
- After specifying other descriptions, click OK to save data. Nevertheless, you can



specify new descriptions by click at Edit button then, press save.



<u>ricture shows main screen</u>

4.1.1. Steps to calculate employee's salary by total or department

After login and record default, you can calculate employee's salary to be divided by total, department or individual.



Picture shows steps to calculate salary

The first step to specify either pay month or pay period

> Pay month

Pay month	Month/ Year	08/2008	•
C Pay period	From	26/08/2008	▼ To 26/08/2008 ▼

Pay period: select to specify both 15 days and 30 days

C Pay month	Month/ Year	08/2008	×	
Pay period	From	26/08/2008	т 26/08/2008	•

***<u>Note</u>Specifying salary payment should specify a same type; otherwise, it might cause an error to print report.

The second step To select some details to calculate

Employee info Additional info							
C Original standard C New standard							
Specify other information							
Late in 1 0 B/Day D.S. Business 0 B/Day	D.S.						
Late in 2 0 B/Day D.S. Sick leave 0 B/Day	D.S.						
Absence 0 B/Day D.S. C Deduct social security insurance	ce (D.S.) C OT is over 30 min rounding off						

The third step To coloct			
The third step to select	Deprtment	All	🔹 🛃 Calculation
department then, press	· · ·	All	
search button		Accounting	
		Administraiont	
		Administration	Click to
		Development	search
		Human resource	search
		Marketing	
		Operation	v

The forth step

To specify incomes and expenses for the employees; however, you can pass this step if you want.

Employee info Additional info											
Original standard 📀 New standard											
Specify other information											
Late in 1 0 B/Day	🗖 D.S.	Business 0 B/Day D.S.	OT rate								
Late in 2 0 B/Day	🗖 D.S.	Sick leave 0 B/Day D.S.	• OT is over 30 min rounding up								
Absence 0 B/Day	🗖 D.S.	 Deduct social security insurance (D.S.) 	O OT is over 30 min rounding off								
		 C Not deduct social security insurance 	1								

- To specify incomes and expenses by double click on a table

🗶 WAC EZPayrol	Income and dedu	Fill any expenses						
WAC	11/587 Moo 10, Ladj Tel. (662) 538-1038,	praowanghin Rd., L 539-9352, 530-380	.adprao, Bangkok 1023 19-10 Fax. (662) 538-10	10 138				
Specify incom	e and deduction	on for employ	/ee			K		
Department	Position	Employee's ID	Employee's name	Fuel	allowance	Incentive	Allowance	
Development	Programmer	1	Mr Alex Wilson	0 1	/	0	0	
Development	Programmer	10	Mr David John	0		0	0	
Accounting	Accountant	100	Mrs - Natalia Willi	0		0	0	
Development	Programmer	13	Mr Edward Smith	0		0	0	
Development	Programmer	15	Mr John Anwa	0		0	0	
Accounting	Administrator	160	Miss Jennifer Jef	0		0	0	
Sales	Sales Engineer	169	Mr Flamink Revin	0		0	0	
Development	Programmer	17	Mr Mac John	0		0	0	
Sales	Sales Engineer	170	Mr Josh Black	0		0	0	
Sales	Sales Engineer	179	Mr Jame Watson	0		0	0	
Development	Programmer	18	Mr Booth Grown	0		0	0	
Sales	Sales Engineer	180	Mr Paul Myria	0		0	0	
Marketing	Marketing assistant	189	Miss Viviane Kim	0		0	0	
Development	Programmer	19	Mr Smith Aman	0		0	0	
Marketing	Marketing assistant	190	Miss Vanessa L	0		0	0	
Development	Programmer	2	Mr Donald Wang	0		0	0	
Development	Programmer	20	Mr Christopher	0		0	0	
Technician	System Engineer	200	Mr. John Hall	0		0	0	
Development	Programmer	21	Mr Jameson Blue	0		0	0	
Sales	Sales Engineer	210	Mr Andy Grape	0		0	0	
Trainee	Trainee	219	Miss Jessie Rason	0		0	0	
Development	Programmer	22	Mr. E.	0	_	0	0	
Trainee	Trainee	220				0	0	
Trainee	Trainee	221	Click OK to a	save		0	0	
Development	Programmer	23 .	and record			n	n	_
4			and record					•
						🚍 ок	🗙 Clos	e
							L	

- A result from searching

• Pay mor	Print Month/ Year iod From	Preview 10/ 2008 15/10/ 20	Exit 108 To 15/10/	2008 × .C	dividual record Nick here								
Deprtmen	t All		<u> </u>	Calculation	0	ther incom	e / Exper	ise					
Departme	Position	Employee	Employee's name	Imcome (M/D/S	Day(s)	Late in1	Late in2	Absence	Business	Sick leave	OT(Hr.)	ОТ	<u> </u>
Sales	Sales Engineer	170	Mr Josh Black	9000		0	0	26	0	0	0:00	0.00	
Sales	Sales Engineer	179	Mr Jame Watson	17000		0	0	26	0	0	0:00	0.00	
Developm	Programmer	18	Mr Booth Grown	18000		0	0	26	0	0	0:00	0.00	
Sales	Sales Engineer	180	Mr Paul Myria	30000		0	0	26	0	0	0:00	0.00	
Marketing	Marketing assis	189	Miss Viviane Kim	8000		0	0	26	0	0	0:00	0.00	
Developm	Programmer	19	Mr Smith Aman	11000		0	0	26	0	0	0:00	0.00	
Marketing	Marketing assis	190	Miss Vanessa Lee	10000		0	0	26	0	0	0:00	0.00	
Developm	Programmer	2	Mr Donald Wang	19000		0	0	26	0	0	0:00	0.00	
Developm	Programmer	20	Mr Christopher White	15000		0	0	26	0	0	0:00	0.00	
Fechnicia	System Enginee	200	Mr John Hall	7000		0	0	26	0	0	0:00	0.00	
Developm	Programmer	21	Mr Jameson Blue	10000		0	0	26	0	0	0:00	0.00	
Sales	Sales Engineer	210	Mr Andy Grape	6000		0	0	26	0	0	0:00	0.00	
Trainee	Trainee	219	Miss Jessie Rason	6000		0	0	26	0	0	0:00	0.00	
Developm	Programmer	22	Mr Jim Worm	18000		0	0	26	0	0	0:00	0.00	
Trainee	Trainee	220	Miss Sally Reve	5000		0	0	26	0	0	0:00	0.00	
Trainee	Trainee	221	Miss Amanda Johns	7000		0	0	26	0	0	0:00	0.00	
Developm	Programmer	23	Mr Hilson Worth	13000		0	0	26	0	0	0:00	0.00	
Trainee	Trainee	230	Miss Elly Willson	6000		0	0	26	0	0	0:00	0.00	
Develop	Programmer	24	Mr Brook Metre	12000		0	0	26	0	0	0:00	0.00	
Sales	ales Engineer	240	Mr Eric Josh	7000		0	0	26	0	0	0:00	0.00	
Sales	S Engineer	241	Mr Ken Mcfill	8000		0	0	26	0	0	0:00	0.00	
Sales	Sal vineer	250	Mr Billy Ford	19000		0	0	26	0	0	0:00	0.00	-
												•	
			<hr/>	CAPS	1	MUM	INS	S	CRL	3:2	O PM	10/15/	2008

Picture shows salary calculation

The fifth step Press to save salary calculation then, there is a Dialog Box to confirm, click Yes



*** **Note** Saving might happen an error in case of mistaken employee's data

Example of warning



If there is a Message as picture above, open Time Attendance program and search employee code "005". Then, check a cause to happen.

After saving data, you can see or print salary payment slip by click at so or as picture below

*****	XXXXXX					C 1	
****						Salary J	paymen
****	xxx						
					Con	stant period 10/2008	3
Payment date	15 October 20	800				From-To 27 09 2	008 - 26 10 2008
Employee's ID	1	N	lame	MrA	lex Wilson		
Department D	evelopment		Posi	ition Prog	grammer		
Income							
Salary	B 17,000.00	B	Fuel allowance	18.00 B	Commission	₿.00 В	Total income
Day(s)		Day	Incentive	₿.00 B	leave+Med.Cert	18.00 B	17,000.00
OT(Hr.)	0:00	Hr.	Allowance	₿.00 ₿	Others income	₿.00 B	
от	₿.00	B	Bonus	₿.00 ₿	i -		Total expense
Expense							B 750.00
						* 250.00 +	
Absence	₿.00	B	Sick Leave	₿.00 B	Social Ins	B/20.00 B	Natingana
Absence Late in	₿.00 ₿.00	B B	Sick Leave Loan	18.00 B 18.00 B	Social Ins Withholding tax	1\$750.00 B 1\$.00 B	Net income

Example of salary payment slip

4.1.2. The steps of each employee salary calculation

🔆 WAC EZ Payrol								_ 0	x
General Info Leave record	Salary record cancellation Report	Language Exit Help			Click t	0			
Save Print	Preview Exit				fill				
C Paymonth Month/ Ye	ar 10/2008	Individue	u) -		individ	lual			
C Payperiod From	15/10/2008 <u>▼</u> To 15/10,	2008 I record Click her	e			J			
Deprtment	•	Calculation)ther incom	ne / Expens	e				
Departme Position	Employee Employee's name	Imcome (M/D/S Day(s)	Late in1	Late in2	Absence Business I	Sick leave OT(Hr.)	ОТ		
31-1									
							Ŀ		
4		CAPS	NUM	INS	SCRL	3:38 PM	10/15/2008		

Picture shows main screen of program

🛞 WAC EZ Payroll Individual income recor	d							- @ X
Save Sove Preview Main Accountant Accountant Accountant Accountant	Close Period C Pay Month Period C Pay period From	1 10/2008 n 15/10/2008	÷ ÷ ▼ To 15/10	/2008 💌		1		
Administration Manaseer Administration Manasine Director Development Head of developeer Head of developeer HR staff Manaseer HR staff	Employee info	ee's ID : nent : I :	3			4 Calculat	ion	
Head of clanning Markeing assistant Oceation Sales Sales Sales Sales Ennineer Technican Technican Truck Truck Truck	ncome(@) Day/Shift(Day)	Late in 1(Day)	Late in 2(Day)	Absence(Day)	Biz leave[Day]	Sick leave[Da) OT(W)	
🔽 Grid Lines	•						•	
\$		CAPS	NUM	INS	SCRL	3:43 PM	10/15/2008	

Form of individual salary record

The first step To specify either pay month or pay period

Pay month

Period		
Pay Month	Period 10/2008	
O Pay period	From 15/10/2008 To 15/10/2008 T	

Pay period; to specify both 15 days and 30 days

Period		
C Pay Month	Period 10/2008	
a ray monar		
~ ***	- 15/10/2000 15/10/2000	
Pay period	From 15/10/2008 Y To 15/10/2008 Y	

****Note** Specifying salary calculation should specify a same type; otherwise, it might cause an error to print report.

The second step specifying a person to calculate



Picture shows selection of each individual

<u>The third step</u> to edit some deductions; absence, sick leave, business leave and late

O Original standard O New standard Specify other information											
Late in 1 0 B/Day Late in 2 0 B/Day	D.S.D.S.	Business 0 B/Day □ D.S. Sick leave 0 B/Day □ D.S.	OT rate 0 Times/hr.								
Absence 0 B/Day	🗖 D.S.	 Deduct social security insurance (D.S.) Not deduct social security insurance 	 OT is over 30 min rounding up OT is over 30 min rounding off 								

Record of deduction and OT

<u>The forth step</u> to be a process of salary calculation, income and expense by click at

		Click
_ Employee info -		
	Employee's ID : 1	
Y	Name : Alex Wilson	
	Department : Development	Calculation
	Position : Programmer	

There is a form to fill incomes and expenses then, press OK button. After that, press OK button again to confirm.



Picture shows recording income and any expense



<u>The fifth step</u> If you want to record salary, press. Then, there is a **Dialog box** to confirm, click **Yes**.



This is completed record of employees' salary; you can see a report by click at or as picture below.

*****	xxxxxx						Salar	y payı	ment slip
***								•••	-
************************	100.10					nstant pe	riod 1	0/2008	4
Payment date	15 October 20	08				Fro	m-To 1	5 Oct (08 - 15 Oct 08
Employee's ID	10		Name		M	r David John			
Departmen Dev	elopment		Position	Progra	mm	er			
Income									
Salary	\$15,000.00	B	Fuel allowance	\$0.00	B	Com m ission	\$0.0	0 16	Total income
Day(s)		Day	Incentive	\$0.00	B	Siek leave+Med.Cert	\$0.0	0 B	15 000 00
от	0:00	¥.U.	Allowance	\$0.00	B	Others income	\$0.0	0 B	15,000.00
от	\$0.00	B	Bonus	\$0.00	B				Total expense
Expense									0.00
Absen ce	\$0.00	B	Sick Leave	\$0.00	B	Social Ins	\$0.00	B	Net income
Late in	\$0.00	B	Loan	\$0.00	B	Withholding tax	\$0.00	В	.vet income
Business leave	\$0.00	Б	Other	\$0.00	B				\$500.00
Business leave	\$0.00	B	Other	\$0.00	B				\$500.00

Payroll Program also has some functions; for example, you can record employee's leave from menu bar in case of not record in Time Record Manager.

General Info Leave record Salary record cancellation Report Language Exit Help

4.1.3. The steps of employee's business leave - sick leave

- 1. Select employee data on the left side
- 2. Select period
- Press submit button to show leave data



4. Specify employee's leave	Select1	Day	Date	Work/Off	Activate
		Wed.	01/10/2008	Work	Normal
		Thu.	02/10/2008	Work	Normal
		Fri.	03/10/2008	Work	Normal
		Sat.	04/10/2008	Work	Absence
		Sun.	05/10/2008	Work	Absence
		Mon.	06/10/2008	Work	Absence
		Tue.	07/10/2008	Work	Absence
5. Press Save then, there is	a Dial	log Bo	ox to confir	m. click	Yes

In case of duplicating or mistaken record, program can cancel the record by click at salary record cancellation from menu bar.

General Info Leave record Salary record cancellation Report Language Exit Help

4.1.4. The steps of salary record cancellation

 Select employee data on the left side
 Select month
 Press submit to show data



4. Mark $\sqrt{}$ at status and fill a reason to cancel.





4.1.5. The steps to print report

You can select report in 3 categories as picture below.



4.1.5.1. Salary record cancellation report

The report details all canceled record as the following steps.



Example of report



Picture shows an example of salary record cancellation report

4.1.5.2. Salary payment summary report

The report summarizes company's salary payment; nevertheless, it depends on company's policy to record as pay month or period. Because specifying as pay month, it is hard to search. It is necessary to record salary as a same type to be divided in two categories.

- <u>Type 1</u>

A WAC EZ Payroll Inco	ome summary report	Set required period
Pay monthly	10/2008	
O Pay period	From 16/10/2008	To 16/10/2008
Click to print rep	port Print Click to	Export Close

Example of report in type 1

Pay date	N ann e	Position	Pay period	Salary	Day(z) OT(18)	Fuel allow a ne e	Incentive	Allowance	Bozur	Othersine.(Other Exp.	Late	Abreset	Social Isa	With holding	Net income
16102005	Natalia William	Accountant	10/2008	10,000.00	00.0	90.0	90.0	90.0	0.00	90.0	00.0	000	00.0	500.00	00.0	9,500.00
16102005	Jeznifer Jefum	Administrator	102008	7,000.00	000	90.0	0.00	0.00	90.0	90.0	000	0.00	000	550.00	000	6,650.00
16102008	Booth Grown	Programmer	102008	12,000.00	000	90.0	0.00	0.00	0.00	90.0	000	0.00	0.00	750.00	000	17,250.00
16102005	Brook Metre	Programmer	102008	12,000.00	000	0.00	0.00	0.00	0.00	90.0	00.0	0.00	000	600.00	000	11,400.00
16102005	Christopher White	Programmer	102008	15,000.00	0.00	90.0	0.00	0.00	0.00	90.0	000	0.00	0.00	750.00	000	14,250.00
16102005	David Joka	Programmer	102008	15,000.00	000	0.00	0.00	0.00	0.00	90.0	00.0	0.00	000	750.00	000	14,250.00
16102005	Donald Wang	Programmer	102008	19,000.00	0.00	90.0	0.00	0.00	0.00	90.0	000	0.00	000	750.00	000	18,250.00
16102008	Edward Smith	Programmer	102008	16,000.00	000	0.00	0.00	0.00	0.00	0.00	00.0	0.00	000	750.00	000	15,250.00
16102005	Hilton Worth	Programmer	102008	15,000.00	000	90.0	0.00	0.00	90.0	90.0	000	000	000	650.00	000	12,550.00
16102008	Jameson Blue	Programmer	102008	10,000.00	000	0.00	0.00	0.00	0.00	0.00	00.0	0.00	000	500.00	000	9,500.00
16102005	Jim Worm	Programmer	102008	18,000.00	000	90.0	0.00	0.00	90.0	90.0	00.0	0.00	000	750.00	000	17,250.00
16102005	Joka Azwa	Programmer	102008	12,000.00	000	0.00	0.00	0.00	0.00	0.00	00.0	0.00	000	600.00	000	11,400.00
16102005	Mac John	Programmer	102008	14,000.00	000	90.0	0.00	0.00	0.00	90.0	00.0	0.00	000	700.00	000	13,500.00
16102005	Smith Amos	Programmer	102008	11,000.00	000	0.00	0.00	0.00	0.00	0.00	00.0	0.00	000	550.00	000	10,450.00
16102005	Vancua Lee	Marketing	102008	10,000.00	000	90.0	0.00	0.00	0.00	90.0	000	0.00	0.00	500.00	000	9,500.00
16102005	Viviane Kim	Marketing	102008	5,000.00	000	90.0	90.0	90.0	90.0	90.0	000	0.00	000	400.00	000	7,600.00

Picture shows salary payment summary report in type 1

- <u>Type 2</u>

🙏 WAC EZ Payroll Inco	me summary report	
Set start date	t	Set end date
Рау шоь	10/2551	
• Pay period	From 16/10/2551 - 16/	To 10/2551 ▼
Click to print report	Print Exp Click to expor	t be any file

Example of report in type 2

Pay date	Name	Position	Pay period	Salary	Day()	οπε	Fuel allowance	Incentive	Allowance	Baus	Others inc.	Other Exp.	Late	Absence	Secial Inc.	Wirkkolding	Net income
16102008	Alex Wilcon	Programmer	01/10/2008 - 16/10/2008	17,000.00		0.00	000	90.0	90.0	0.00	0.00	30.0	000	00.0	455.00	90.0	8,613.67
16102005	Booth Grows	Programmer	01/10/2008 - 16/10/2008	18,000.00		0.00	0.00	0.00	0.00	0.00	0.00	30.0	0.00	000	430.00	0.00	9,120.00
16102005	Brook Metre	Programmer	01/10/2008 - 16/10/2008	12,000.00		0.00	oo W	Report:	Sum_1.	Oil (N	lumber)	0.00	0.00	00.0	520.00	90.0	6,030.00
16102008	Christopher White	Programmer	01/10/2008 - 16/10/2008	15,000.00		0.00	000	0.00	0.00	0.00	0.00	90.0	0.00	000	400.00	0.00	7,500.00
16102008	David John	Programmer	01/10/2008 - 16/10/2008	15,000.00		000	00.0	90.0	90.0	0.00	000	90.0	0.00	000	400.00	0.00	7,600.00
16102005	Douald Waxe	Programmer	01/10/200E - 16/10/200E	19,000.00		0.00	000	0.00	0.00	0.00	0.00	90.0	0.00	000	507.00	0.00	9,626.35
16102008	Edward Smith	Programmer	01/10/2008 - 16/10/2008	16,000.00		90.9	000	0.00	90.0	0.00	00.0	90.0	0.00	000	427.00	90.0	8,106.35
16102008	Hilton Worth	Programmer	01/10/2008 - 16/10/2008	15,000.00		0.00	000	90.0	90.0	0.00	0.00	90.0	0.00	000	547.00	0.00	6,586.35
16102005	Jameson Blue	Programmer	01/10/2008 - 16/10/2008	10,000.00		0.00	00.0	90.0	90.0	0.00	0.00	0.00	0.00	000	267.00	90.0	5,066.35
16102005	Jim Worm	Programmer	01/10/2008 - 16/10/2008	18,000.00		0.00	000	90.0	90.0	0.00	0.00	90.0	0.00	000	430.00	0.00	9,120.00
16102008	John Anwa	Programmer	01/10/2008 - 16/10/2008	12,000.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	000	520.00	0.00	6,030.00
16102008	Mac John	Programmer	01/10/2008 - 16/10/2008	14000.00		0.00	00.0	0.00	90.0	0.00	0.00	90.0	0.00	000	575.00	0.00	7,095.67
16102005	Smith Amaz	Programmer	01/10/2008 - 16/10/2008	11,000.00		0.00	00.0	90.0	90.0	000	000	90.0	000	00.0	295.00	90.0	5,575.67
													Total	l	96,2	66.33	8

Picture shows salary payment summary report in type 2

4.1.5.3. Summary report

The report summarizes either a social insurance contribution or a tax on pay.

Å WAC E	Z Payrol	Payment sum	mary report								
	Print		Re			-	Pay perio	d 10/2008	•	Submit 🗙 Close	
10	Export	-		Withhold	icurity insurance ing tax summary	report	9				
Employee'	's ID	Employee's nar	ne	Department	Position	Net amount					
											_
									<i>c</i>		
				<u>Pict</u>	<u>ure sh</u>	IOWS a	<u>a sele</u>	ction	ot re	port	

3.1 In case of seeing social insurance contribution report, select month

11

and click OK button to show a detail. Then, press at	R	Print	to
print report.			

Expert Expert Expert Environ Exception Exceptio	มามอกุล วิธีกร์ เสียงหลางการ ประวัต กรัตย์ไซต์ สุราณ์ สังภัตร์ รัตกา สุขอบสเปซิร์ร ประพรร์ จัตร์ร สมรูกย์ เรื่องวัย รัตกาย (จัตร์ร	waren Anerse Anerse Anerse Anerse	alta más Sales Engineer II Atmátulta/Ma Listananasa	sasmilitin a 6 0.00	ingel		
Compliants C	ขามสถุข วิธีหนึ่งเสียงหลางๆจ ประวัตถึงเวิลส์ วิทยา พระประเจริญ ประวัตถึงไม่เรื่อ ราญาณ์ เรื่อเวิล สมญาณ์ เรื่อเวิล	และแก่ สำหราย สำหรัรแ สำหรัรแ สำหรัรแ	etta mia Sales Engineer II Atredistra 100	830/104/1 to 6 0.00 0.00	inent		
04 via 05 via 06 via 09 via 10 via 11 via 12 via 15 via 18 via	ให้หน้าเสียงหุภาพาร ประวัติ เสียงสูงกาพาร สุจาณี สีมรักธี วิทษา สุดประเซิร์รู ประหญาย์ เรือเรีย สะญาย์ เรือเรีย วิทษน์ รายเหติด	สำหราย สำหรับ สำหรับ สำหรับ	Sales Engineer II 4 Sectoring Mar Estra new and	0.00			
05 wite 06 wite 09 wite 10 wite 11 wite 12 wite 15 wite	ประวัตถ์ หวัดอ์ไซต์ ธุรรณ์ สังภัตถ์ วิทธา ธุลประวัติรุ ประหาร์ จิทธิร ธุรรณ์ เวิลเวีย วิทยนร์ รุษารอิต	สามาริสม สามาริสม สามาริสม	สังหน้าสำเร็จสรีส โประเวณหมุมวรี	0.00			
06 wite 09 wite 10 wite 11 wite 12 wite 15 wite 18 wite	ຊະວຸດີ ທີ່ເກັດດີ ວິດເທ ຊຸດປະນະອິຣິຊ ປະທານ໌ ອິກລິດ ສະຖານ໌ ເວັລເລີຍ ວິດນາມ໌ ການຫລີດ	41455a 41455a	Later newspaper				
09 whe 10 whe 11 whe 12 whe 15 wh 18 whet	วิทยา ของรองอิร์ร ปียาพรษ์ จิทธิง พฤษณ์ เรื่องอิต วิรรษน์ พระอดิต	414554		681.12			
10 whe 11 whe 12 whe 15 whe 18 whet	ปองพอร์ จิทธิง สมรูรณ์ เรื่องอิต ร้านหน่ หนายวิต		Liteumening?	0.00			
11 wite 12 wite 15 wite 18 wite	สมรูรณ์ เรื่องอื่อ โรษณ์ หมายนิต	His/Ha	Calesamesessia6	0.00			
12 wite 15 wite 18 wite	SSMUL WHICH	diverse .	Sales Engineer I	0.00			
5 ww 8 wind		1.04.0	Sales Engineer I	0.00			
8 wheel	frage anting	สายธุรการ	งราชสารีการจาก	0.00			
	na Jares dunes	duante	Ronal for week	0.00			
9 918	These installs or	dignie	ASTRGYESTER.	0.00			
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1	and the second	d'up ellen	L'EVELTENT BALLER	0.00			
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	for any and an interior	Hougenoe.	Coles Familieu	1100.07			
5 W18	Attack and and	distant.	Sales Engrands	0.00			
	Section of the	Bern	a de terme	0.00			
0	to fees asheed	dumme	Sales Engineer II	0.00			
1 1	fells same	duality	Later amound	0.00			

Social security insurance payment report Pay Month October 2008

<u>Nam e</u>	Position	Department	<u>Net am ount</u>
Mr Alex Wilson	Programmer	Development	453.00
Mr David John	Programmer	Development	1,1 50.00
Mrt Natalia William	Accountant	Accounting	500.00
Mr Edward Smith	Programmer	Development	1,177.00
Mr John Anwa	Programmer	Development	920.00
Miss Jennifer Jefson	Ad minis trator	Accounting	350.00
Mr Flamink Revin	Sale: Engineer	Sales	650.00
Mr Mar John	Programmer	Development	1,073.00
Mr. Josh Black	Sale: Engineer	Sale:	450.00
Mr Jame Watson	Sale: Engineer	Sale:	750.00
Mr Booth Grown	Programmer	Development	1,2 30.00

3.2 In case of seeing withholding tax summary report, select month and

click OK button then, pressat **Print** to print report.

	Withholding tax summary report Pay Month October 2008												
<u>Nam e</u>	Position	Net am ount											
Mr Alex Wilson	Programmer	Development	0.00										
Mr David John	Programmer	Development	0.00										
Mr: Natalia William	Accountant	Accounting	0.00										
Mr Edward Smith	Programmer	Development	0.00										
Mr John Anwa	Programmer	Development	0.00										
Miss Jennifer Jefs on	Administrator	Accounting	0.00										
Mr Flamink Revin	Sale: Engineer	Sales	0.00										
Mr Mar John	Programmer	Development	0.00										
Mr Josh Black	Sale: Engineer	Sales	0.00										
Mr Jame Watson	Sale: Engineer	Sales	0.00										

4.2. The steps to data Export

The data Export is a convenient function to export a report as

Export some files. It is very useful to edit or record by click at of each report. Then, the Export program will appear as picture below.

🗞 WAC EZ Payı	roll Export Data 🛛 🛛 🔀
WAC	11/587 Moo 10, Ladpraowanghin Rd., Ladprao, Bangkok 10230 Tel. (662) 538-1038, 539-9352, 530-3809-10 Fax. (662) 538-1038
Select 1	The Export File Format Option
Excel	Text File
File Path :	
	🕸 Export 🔀 Exit

Picture shows main screen of Export program

The Export program can Export to be some files by adjust an different Export

- 1. Being Export as Excel File
- 2. Being Export as Text File
- 3. Being Export as Html File

4.2.1. Export as Excel File

- To begin with, click Excel button first then click Option button. There is a form to adjust the Option as picture below.

🗞 WAC EZ Payroll Export Data	\mathbf{X}
11/587 Moo 10, Ladpraowanghin Rd., Ladprao, Bai Tel. (662) 538-1038, 539-9352, 530-3809-10 Fax	2. Click
1.Click	
Excel Text File I HTML File	Option
File Path :	
S Export	Exit

- After that, select a list that you want



- Then, it shows a result as picture 1.2 below; click OK back to the previous screen. After that, select file to Export, click Export button. There is a dialogue "Export is completed" will be popup. Moreover, you can check the result from opening saved file as picture 1.5 below. This is completed data Export to Excel.



WAC RESEARCH CO.,LTD. 11/587 Moo. 10, Ladpraowanghin Rd., Ladprao, Bangkok, Thailand 10230. Tel: 6625303809-10, 6625381038, 6625399352 Fax: 6625383098 E-mail: sales@wacinfotech.com Website: www.wacinfotech.com



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	Home Inser	t Page Layout Formulas Data Revie	w	View											
	Cut	æ/	🚽 Wrap Text General 🔹			•				× [Σ	Σ AutoSum * A			
Past	e 🛷 Format Painte		Merge & Center *	5 -	% ,	.00 →.0 F	Formatting * as Table * Styles *			Insert Delete Format			Q Clear ▼ Filter ▼		
	Clipboard	Font 🖓	gnment 🕒		Number 🕞 Styles					Cells			E	liting	
	A1	• (? fx													
4	A	В		C	D	E	F	G	Н	I	J	К	L	M	N
1		Salary payment summary of constant peri	od.	Month October 2551											
2	DateOfPayment	HumanID		FixedMonth	Start	Stop	Income	Daywork	от	Oil	Dilegent	Fee	Bonus	Other1	Other2
3	16/10/2008		100	Oct-08			\$10,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4	16/10/2008		160	Oct-08			\$7,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5	16/10/2008		169	Oct-08			\$13,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6	16/10/2008		170	Oct-08			\$9,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7	16/10/2008		179	Oct-08			\$17,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8	16/10/2008		180	Oct-08			\$30,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
9	16/10/2008		189	Oct-08			\$8,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
10	16/10/2008		190	Oct-08			\$10,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
11	16/10/2008		200	Oct-08			\$7,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Picture 1.5

4.2.2. Export as Text File

- The first step, click Text button and then, click at Option button. There is a form to adjust Option as picture below.

- After that, select a list that you want

🗞 WAC EZ Payroll Export Data	×	
11/587 Moo 10, Ladpraowanghin Rd., Ladprao, Bangkok 10230		
1.Click 2.Click		
Excel Text File HTML Option		
File Path :		
🕸 Export 🗙 Exit		



- After that, specify a type to delimit

Delimit Column	
C SemiColon	C Comma
⊙ Tab	O Space
C Custom	@@
	OK 🔀 Evit

- Then, it shows a result as picture 1.2 below; click OK back to the previous screen. After that, select file to Export, click Export button. There is a dialogue "Export is completed" will be popup. Moreover, you can check the result from opening saved file as picture 1.5 below. This is completed data Export to Text File.



Picture 1.1

Picture 1.2





4.2.3. Export as Html File

- The first step, click Html File button and then, click at Option button. There is a form to adjust Option as picture below.

- After that, select a list that you want



- After that, specify a type to present on webpage.

- Then, it shows a result as picture 1.2 below; click OK back to the previous screen. After that, select file to Export, click Export button. There is a dialogue "Export is completed" will be popup. Moreover, you can check the result from opening saved file as picture 1.5 below. This is completed data Export to Html File.

WAC RESEARCH CO., LTD. 11/587 Moo. 10, Ladpraowanghin Rd., Ladprao, Bangkok, Thailand 10230. Tel: 6625303809-10, 6625381038, 6625399352 Fax: 6625383098 E-mail: sales@wacinfotech.com Website: www.wacinfotech.com

WAC EZ Payroll Export Data

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				Pic	tu	re 1	1.5								

5. The steps for Backup System

Because of many used spaces including using a computer for a long time, it might cause a computer error. Therefore, the company tries to solve the problem by using backup system in order to save database. When Payroll Program is installed, there is a backup system shortcut appear on Desktop as the following steps.

1. To begin with, go to Start > Programs > WAC Payroll to open Backup&Restore program as picture below

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	-	Windows Update	2	Windo	ws Messenger			
		Windows Catalog	Ð	Windo	e Assistance ws Media Player			
		Set Program Access and Defaults	3	Outloo	k Express			
			A	MSN				

2. After open Backup&Restore program, there is a dialogue that explains in more details. The main program is divided in two categories; backup and restore

◆ WAC EZ Payroll Backup And Restore Data						
11/587 Moo 10, Ladpraowanghin Rd. , Ladprao, Bangkok 10230 Tel. (662) 538-1038, 539-9352, 530-3809-10 Fax. (662) 538-1038						
Last Backup : 19/08/2548 11:25AM						
Backup Size : 3.85 MB						
FilePath :						
Sackup 🔀 Restore 🗙 Exit						

<u>5.1. Backup</u>

- Click at File Path button to specify a backup file.	WAC 12 Payroll backup And Restore Data Wac 12 Payroll backup And Restore Data I1/587 Moo 10, Ladpraowanghin Rd., Ladprao, Bangkok 10230 Tel. (662) 538-1038, 539-9352, 530-3809-10 Last Backup : 19/08/2548 11:25AM Backup Size : 3.85 MB
- After that, specify drive to backup and then click OK	FilePath :
	WAC EZ Payroll Backup And Restore Data WAC EZ Payroll Backup And Restore Data 11/587 Moo 10. Ladpraowanghin Rd., Ladprao, Bangkok 10230 Tel (662) 538-1038 539-9352 530-3809-10 Fax (662) 538-1038 Browse for Folder La Please select a folder. Pa Browse for Folder Ca Please select a folder. Browse for
Specify destination file	Image: Construction of the second section of the second s

- After you get a Path to backup, press Backup button. There is a dialogue "Backup is completed" will be popup.

🔷 WAC EZ Payroll Backup And Restore Data 🛛 🛛 🔀	🗢 WAC EZ Payroll Backup And Restore Data 🛛 🔀
11/587 Moo 10, Ladpraowanghin Rd., Ladprao, Bangkok 10230 Tel. (662) 538-1038, 539-9352, 530-3809-10 Fax. (662) 538-1038	11/587 Moo 10, Ladpraowanghin Rd., Ladprao, Bangkok 10230 Tel. (662) 538-1038, 539-9352, 530-3809-10 Fax. (662) 538-1038
Last Backup : 19/08/2548 11:25AM Backup Size : 3.85 MB FilePath : C:\	Last Backup Backup File Backup Size FilePatt OK Sackup Restore Katerow Backup Size
Click to Backup	

- As a result, it shows file you specify as picture below.



5.2. Restore

To begin with, click Restore button. There is a dialogue to search some back up files then, click OK. The data will be quickly restored from the system and a dialogue "Restore is completed" appears.

🗢 WAC EZ Payroll Backup And Restore Data 🛛 🔀	
11/587 Moo 10, Ladpraowanghin Rd., Ladprao, Bangkok 10230 Tel. (662) 538-1038, 539-9352, 530-3809-10 Fax. (662) 538-1038	
Last Backup : 19/08/2548 11:25AM	
Backup Size : 3.85 MB FilePath :	ore
Backup Restore X Exit	

Open		
Look in:	🛥 Local Disk (C:) 💽 🔇 🎓 📴	
My Recent Documents Desktop	Documents and Settings Lanseal ScreenPrint WINDOWS Backup 19-08-2548 11.25 AM.bck	
My Documents		
My Computer	File name: Backup19-08-2548 11.25 AM Open	
My Network	Files of type: BackupFiles *.bck Cancel	
	Select file to Backup	
🗢 WAC	EZ Payroll Backup And Restore Data 🛛 🗙	
W ín	11/587 Moo 10, Ladpraowanghin Rd., Ladprao, Bangkok 10230 fotoch Tel. (662) 538-1038, 539-9352, 530-3809-10 Fax. (662) 538-1038	
	Last Backup : Restore File	
	Backup Size : FilePath :	
	Sackup Restore X Exit	