Table of Contents

System Configuration, BioStar 2, T&A, Device
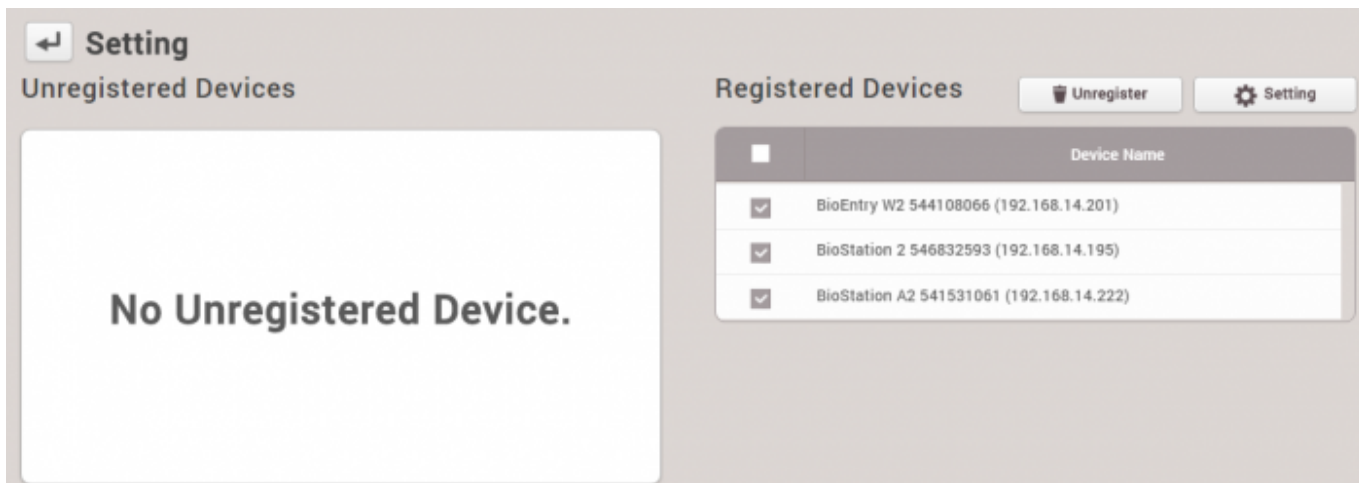
How to Configure a T&A Device

You must configure T&A devices and the devices' T&A mode in order for the devices' logs to be reflected on the T&A report.

Configuring a T&A Device

1. Go to the **Time Attendance** menu.
2. Click on the setting (gear) icon.
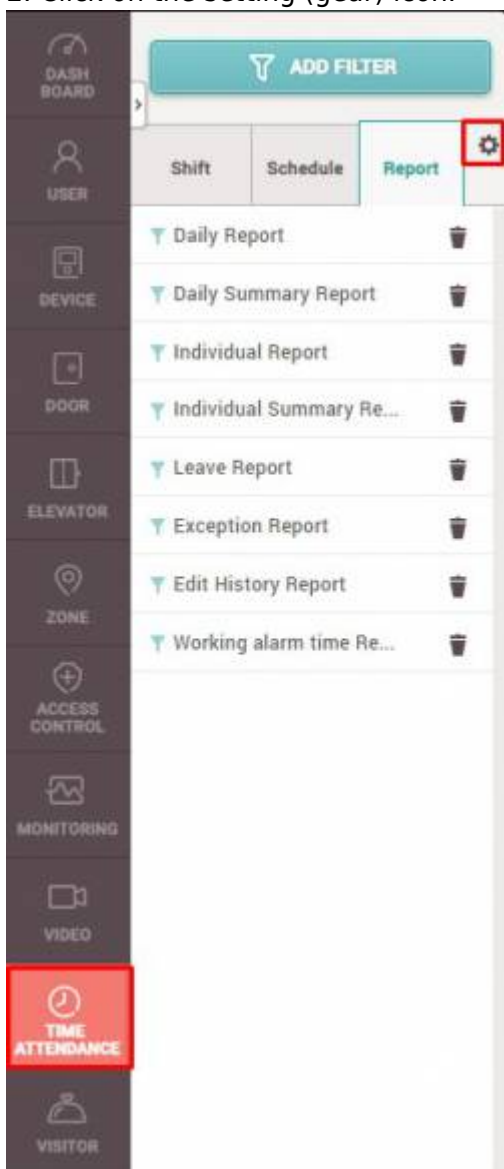
3. Check the devices you want to use as a T&A device.
4. Click **+ Register**.

Now the devices will appear on the **Registered Devices** list.

Configuring the T&A Mode

Device with a touchscreen/keypad and devices without them have different options for T&A Modes.

> **Available T&A Modes by device type**
> With touchscreen/keypad: Not Use, By User, By Schedule, Last Choice, Fixed
> Without touchscreen/keypad: Not Use, By Schedule, Fixed

Below is a configuration of a T&A mode where the user has to enter a T&A event(punch-in) after authentication.
1. Select **By User** for **T&A Mode**.
2. Change **T&A Required** to **Yes**.
3. For **Code 1**, set **Label** to Checking In.
4. For **Code 1**, set the **T&A type** to Check In.
5. For **Code 2**, set the **Label** to Checking Out.
6. For **Code 2**, set the **T&A type** to Check Out.
7. Click **Apply**.

Now when a user authentication succeeds, the device screen will display the option of Check In or Check Out and the user will have to select one to record the punch in.

> There are 6 different T&A Punch Log types - Check In, Check Out, Break Start, Break End, Meal Time Start, Meal Time End.

T&A Mode Options

The meanings of the available T&A Modes are as follows:

By User: User will have to select their T&A event type. If **T&A Required** is checked on, authentication will not complete until the user select's hir or her T&A event type.

By Schedule: The T&A type will change automatically based on the schedule that is configured. You can create a new schedule in **Setting** > **Schedule** > **Add Schedule**.
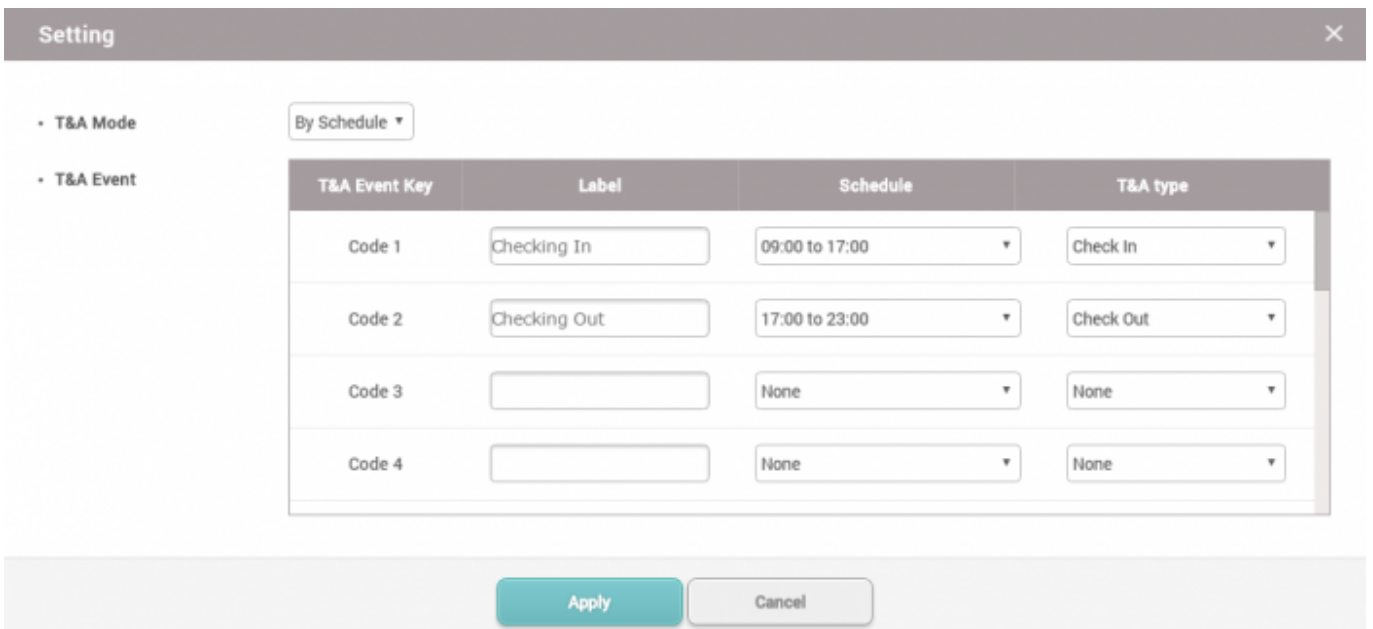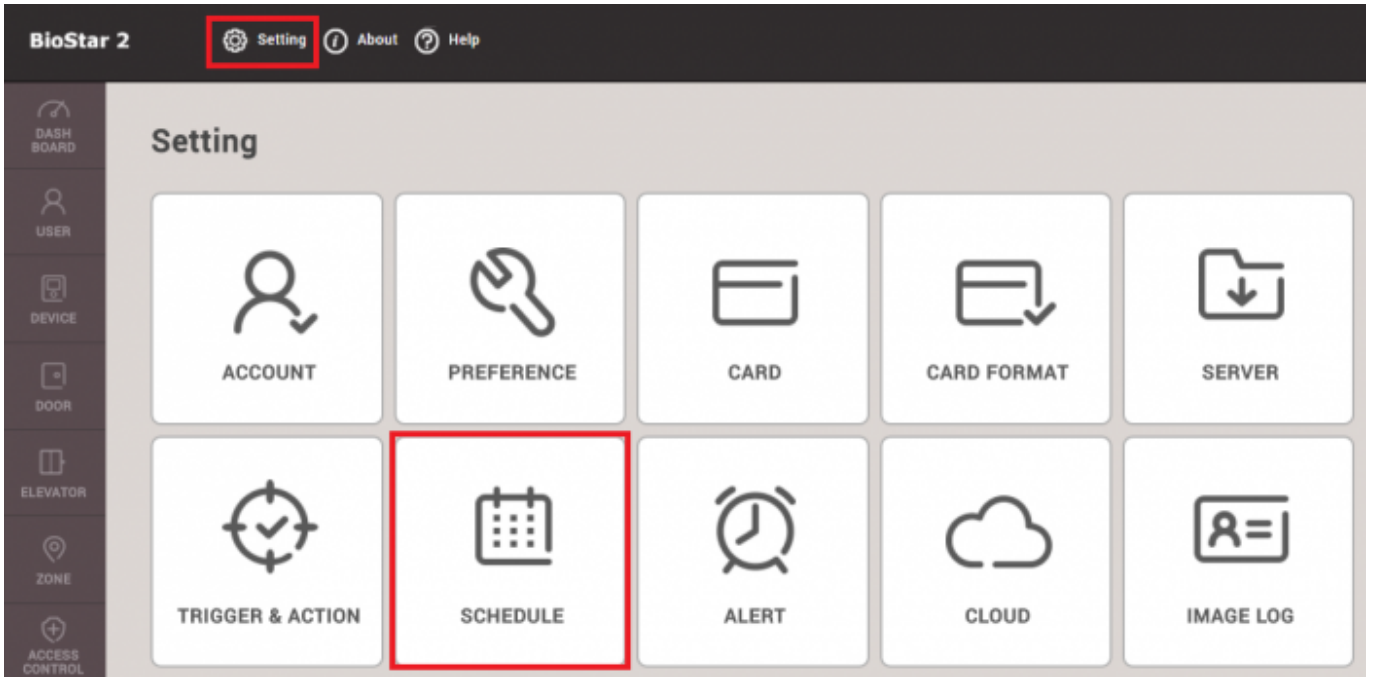
Last Choice: The T&A type will remain with the last choice made by the user. For instance, if a user entered using the Check In T&A type, the device T&A type will remain as Check In until someone else changes it.

Fixed: The T&A type will always be one fixed T&A type. The user will not have to press a T&A key.

Not Use: The T&A type is not recorded. This may be an option if you are not calculating break times and are only using First Check-in & Last Check-out option in your shift.

From:
https://kb.supremainc.com/knowledge/ -
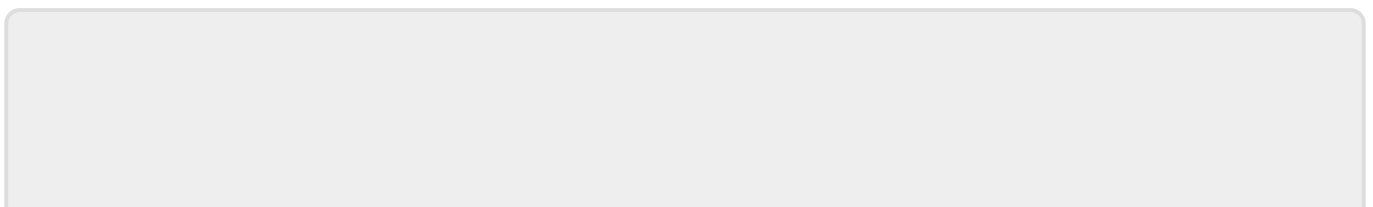
Permanent link:
https://kb.supremainc.com/knowledge/doku.php?id=en:how_to_configure_a_t_a_device

Last update: **2022/04/19 12:48**