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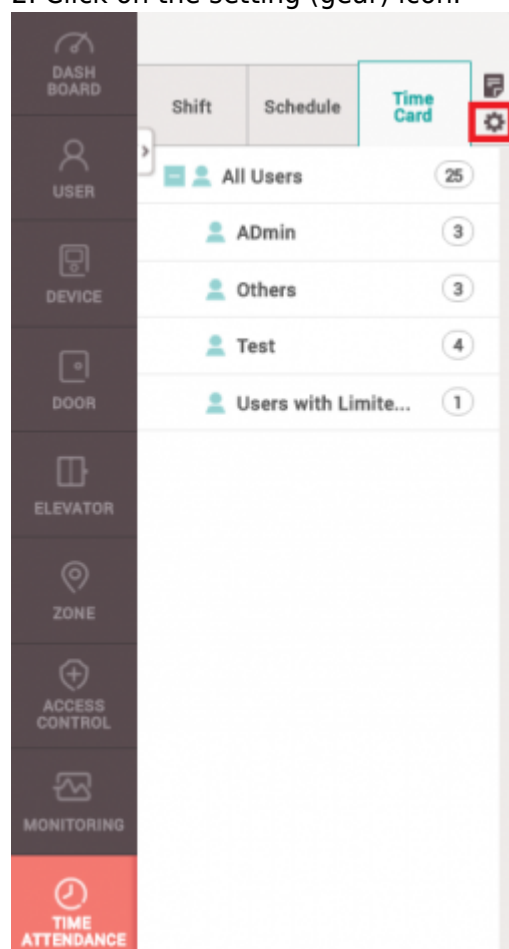
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# How to Configure a T&A Device

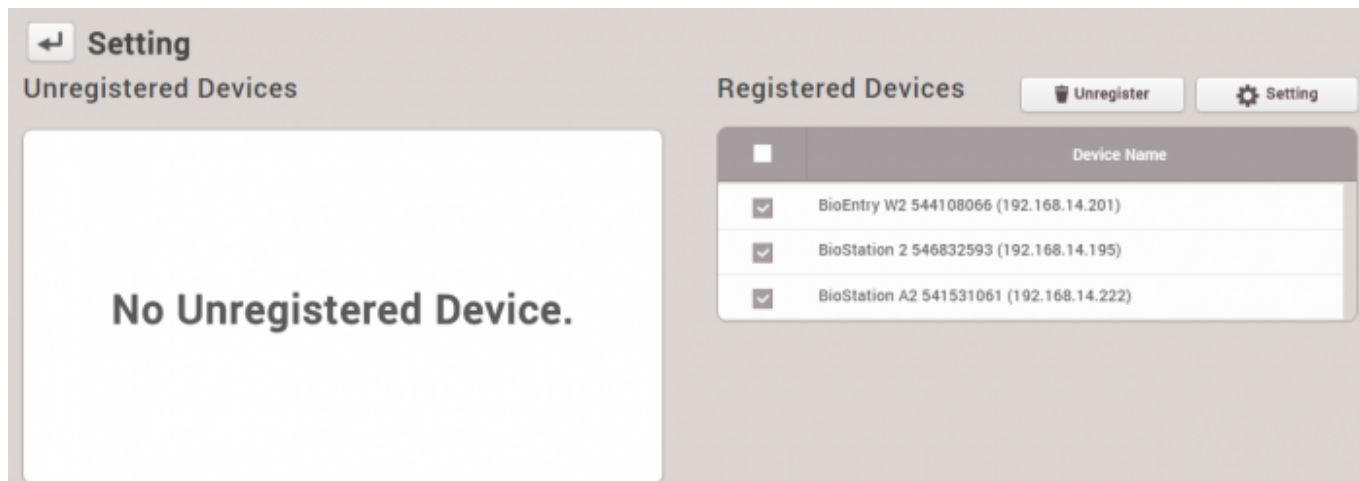
You need to configure a T&A device and the device's T&A mode in order for the device's logs to be reflected on the report.

## 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 Mode 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 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.

Setting

T&A Mode

By User

T&A Required

☒ Yes

T&A Event

T&A Event Key	Label	T&A type
Code 1	Checking In	Check In
Code 2	Checking Out	Check Out
Code 3		None
Code 4		None

Apply

Cancel

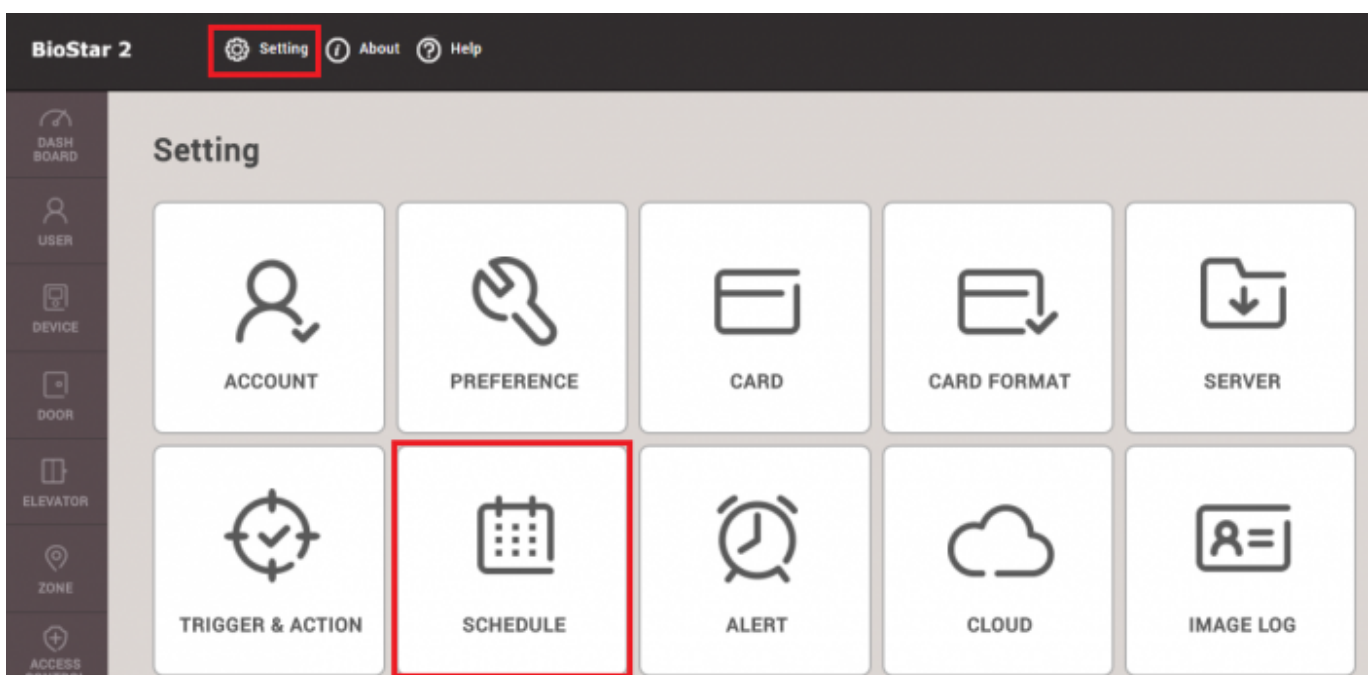
Now when a user authentication succeeds, the device screen will display the option of Check In or Check Out and the user will have to select one to record the punch in.

## 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 their 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**.



Setting

T&A Mode

By Schedule ▼

T&A Event

T&A Event Key	Label	Schedule	T&A type
Code 1	<input type="text" value="Checking In"/>	<input type="text" value="09:00 to 17:00"/>	<input type="text" value="Check In"/>
Code 2	<input type="text" value="Checking Out"/>	<input type="text" value="17:00 to 23:00"/>	<input type="text" value="Check Out"/>
Code 3	<input type="text"/>	<input type="text" value="None"/>	<input type="text" value="None"/>
Code 4	<input type="text"/>	<input type="text" value="None"/>	<input type="text" value="None"/>

Apply

Cancel

**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.

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