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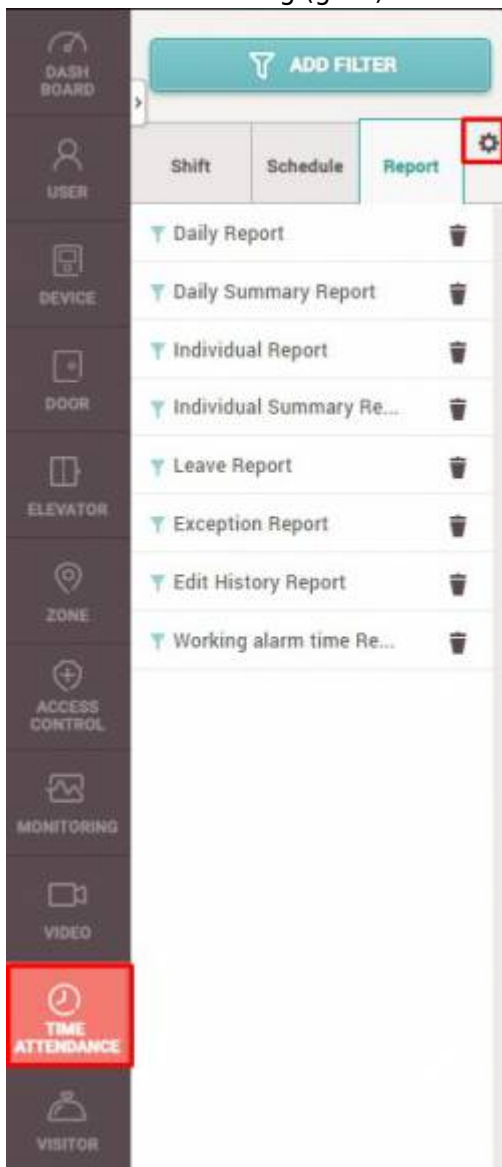
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How to Configure a T&A Device

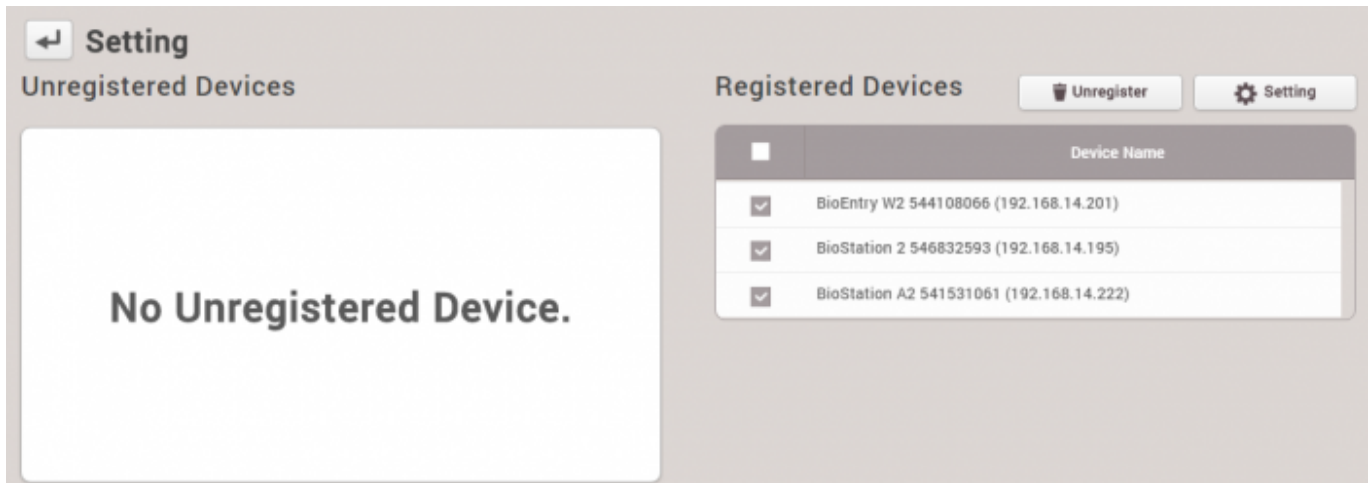
You must configure T&A devices and the devices' T&A mode in order for the devices' logs to be reflected on the T&A report.

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

IMPORTANT: Device Type Notice

The configuration shown below applies to devices **WITH touchscreen/keypad** (e.g., BioStation 3, BioStation 2a, X-Station 2, FaceStation F2, BioLite N2, FaceStation 2).

For devices **WITHOUT touchscreen/keypad** (e.g., XPass 2, BioEntry W2, BioEntry W3):

- Do NOT assign multiple codes in the same device configuration
- Each T&A function (Check In, Check Out, Break Start, etc.) must be assigned to a SEPARATE physical device using Fixed mode
- See: [How to calculate exact worktime/breaktime for devices without T&A key](#)

Below is a configuration example where the user selects 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**.

The screenshot shows the 'Setting' window for T&A configuration. At the top, 'T&A Mode' is set to 'By User' and 'T&A Required' is checked. Below this is a table with the following data:

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

At the bottom of the window, there are 'Apply' and 'Cancel' buttons.

When a user authentication succeeds, the device screen will display the options (Check In or Check Out) and the user selects one to record the T&A event.

T&A Punch Log Types

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

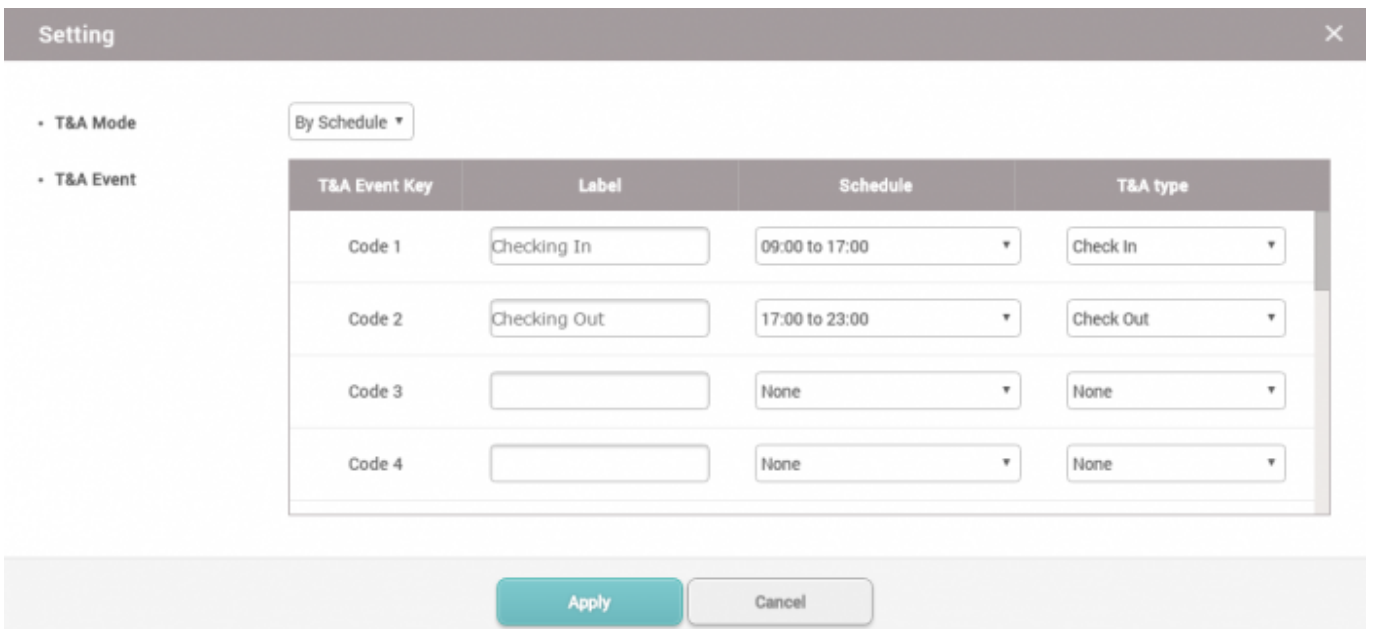
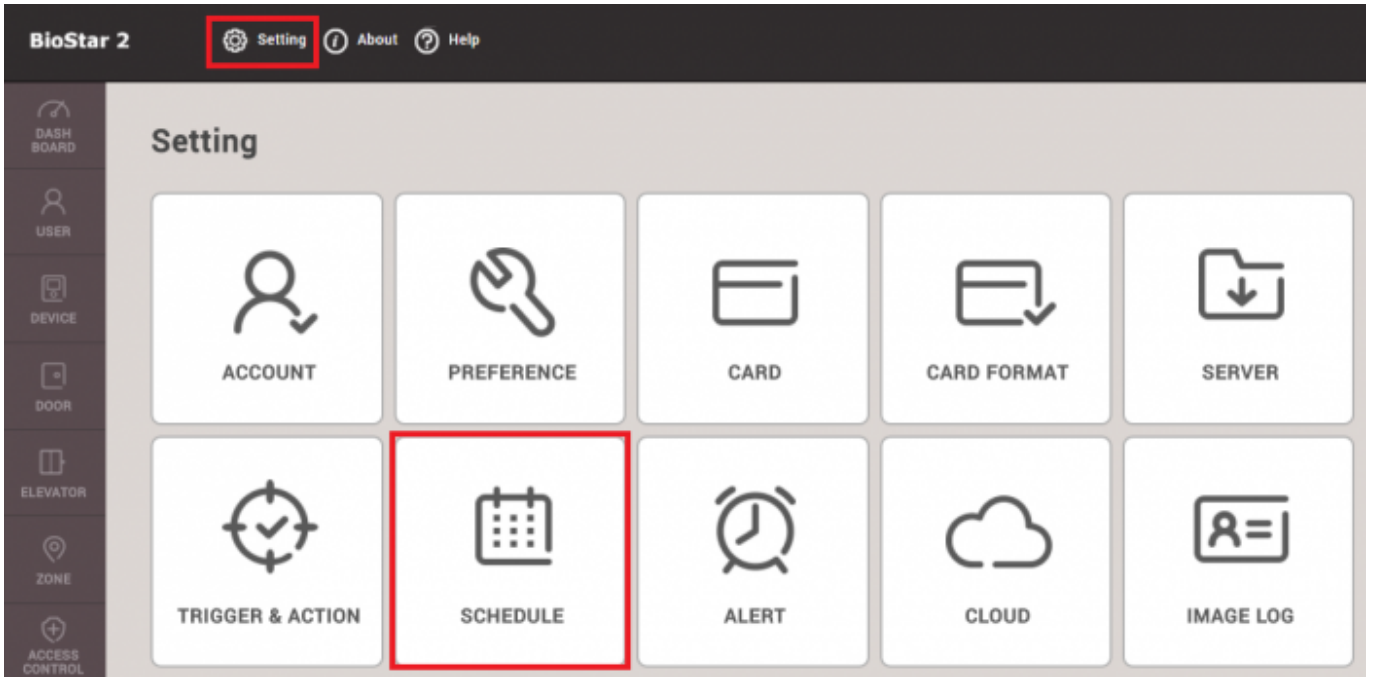
BioStar 2 supports up to 16 T&A codes per device. For devices with touchscreen/keypad, you can assign multiple codes to different T&A types, and users will select the appropriate type at the device.

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.

Frequently Asked Questions

Q: Does Code 1 have to be “Check In” and Code 2 “Check Out”?

A: For devices with function keys, the code number does not matter. The system uses the Label

(Caption) field to determine the T&A type. However, using Code 1 for “Check In” and Code 2 for “Check Out” is recommended for consistency.

Q: What does the system refer to - the Caption or the Code number?

A: The system primarily refers to the Caption (Label) field, not the code number. The code number is an identifier, but the Caption determines the T&A function in the log.

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