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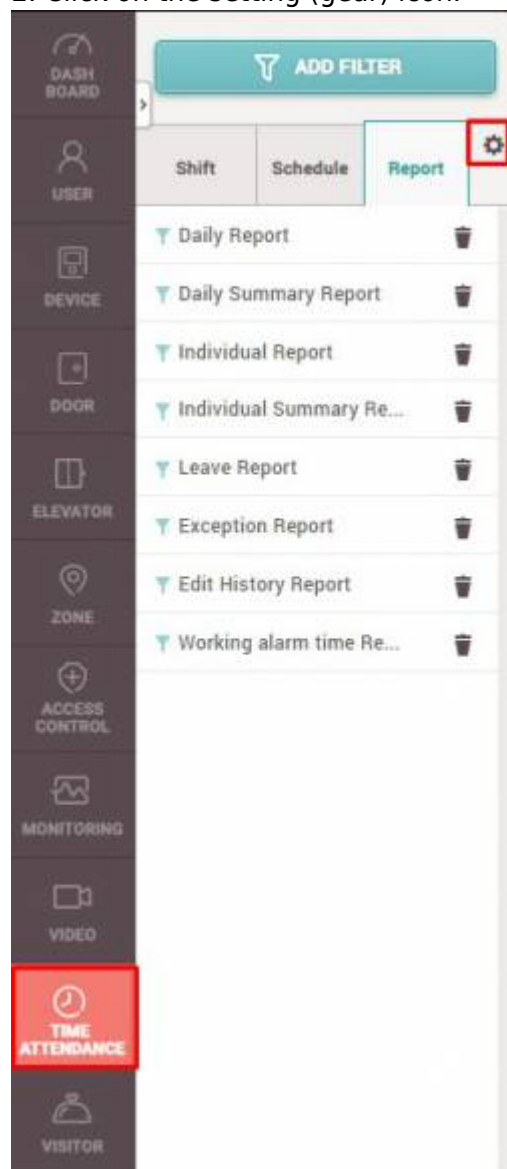
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How to Configure a T&A Device

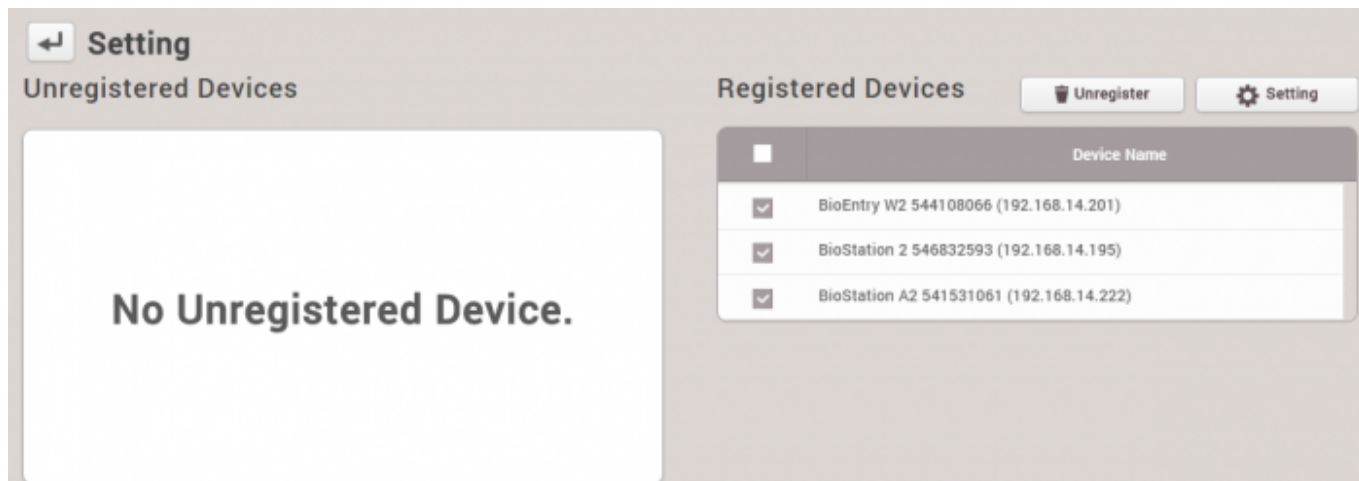
You must configure T&A devices and the devices' T&A mode in order for the devices' logs to be reflected on the T&A report.

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

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**.

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.

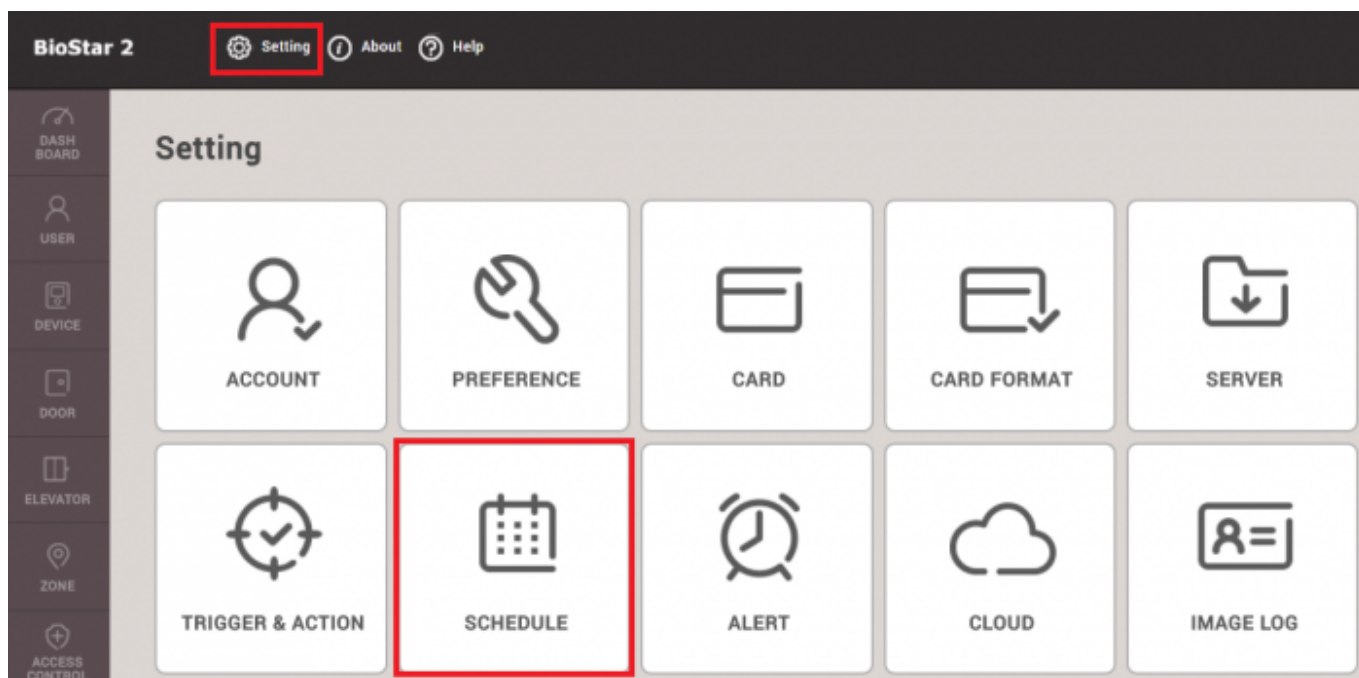
There are 6 different T&A Punch Log types - Check In, Check Out, Break Start, Break End, Meal Time Start, Meal Time End.

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 selects his 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**.



Setting

• T&A Mode By Schedule ▼

• T&A Event

T&A Event Key	Label	Schedule	T&A type
Code 1	Checking In	09:00 to 17:00 ▼	Check In ▼
Code 2	Checking Out	17:00 to 23:00 ▼	Check Out ▼
Code 3		None ▼	None ▼
Code 4		None ▼	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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