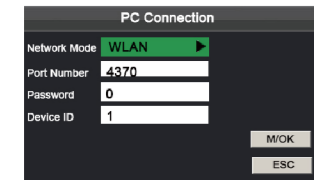
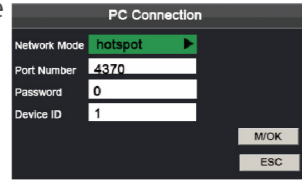


## Basic Setting

### Network Connection

#### Method 1: Direct Connection Mode

Enter T&A Device: System -> Ethernet->PC Connection  
Change the Network Mode to wireless hotspot and obtain Wi-Fi information. Then, use your cell phone to connect to the wireless hotspot and set the Wi-Fi in network setting.



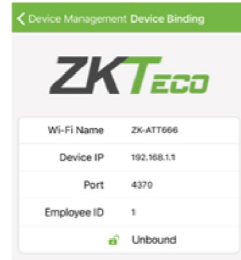
#### Method 2: LAN Mode

Enter T&A Device: System -> Ethernet->PC Connection.  
Change the Network Mode to WLAN. Then, connect the T&A device and your cell phone to the same Wi-Fi. In the Wi-Fi setting of T&A device, click the connected Wi-Fi to check the detailed information about the Wi-Fi.

### Connecting Device

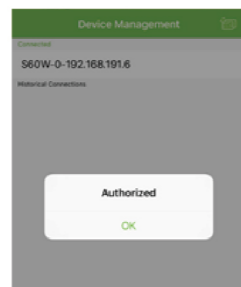
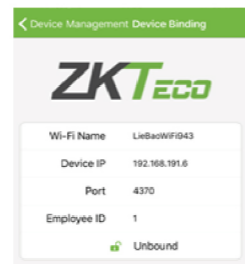


Go to the Device Management interface of the application and click the green T&A device icon in the lower-right corner to go to the Device Binding interface.



**Direct Connection:** On the Device Binding interface, fill in the Port number and Employee ID (It must be the Employee number of an administrator). Then, click Bind Device to bind a device successfully.

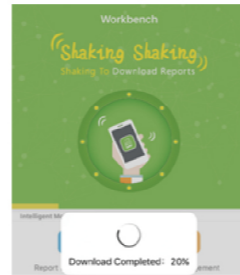
**LAN Mode:** On the Device Binding interface, fill in the Device IP, Port and Employee ID (It must be the Employee ID of an administrator). Then, click Bind Device to bind a device successfully.



After Device Binding, go to the Device Management interface to connect the device. Click the device information in the Historical Connection to connect the device. If it shows that the device has no privilege after connecting, the bound Employee ID does not have the administrator privilege, which means a new Employee ID should be bound. A device can be connected if the bound Employee ID has the administrator privilege.

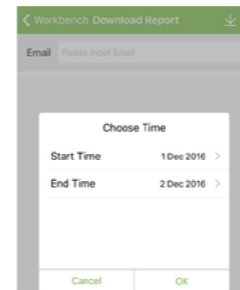
## Report Download

After a device is connected successfully, there are two methods to download reports:



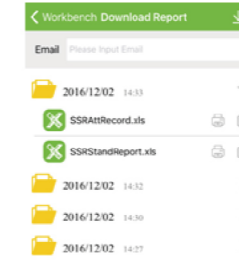
Go to the Workbench interface. Then, the report can be automatically downloaded by shaking your cell phone (The downloaded report covers the attendances from the beginning of the current month to the day you download the report).

Go to the Report Management in the Workbench and click the icon in the upper-right corner. After the report time is set, the report can be downloaded.



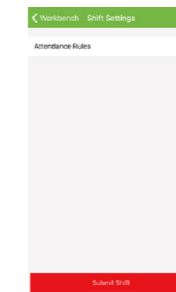
## Report Management

Go to the Report Management interface and fill in email accounts, and then, the downloaded reports can be sent to the filled emails. Or, click the icon on the right of the report to view the report information. Then, click the icon in the lower-left corner to share the report to other social networking software.



## Shift Settings

Go to the Shift Management on Workbench interface and click the icon in the upper-right corner to add shifts. Click **Attendance Rules** in Shift Setting to set. After setting, click **Submit Shift** in the bottom to set the shifts successfully.



## More



Go to **More** interface to view the version information of T&A Assistant and brief description of functions.

## Common Issues:

1- **How to operate when the device cannot be connected?**  
Check whether the network for cell phone and T&A device is consistent. If it is consistent, modify the device information on the device binding interface. If it is inconsistent, change the Wi-Fi of the cell phone (Connect to the T&A device to send the Wi-Fi information, or connect the cell phone to the Wi-Fi connected by the T&A device).

2- **If the current date is Nov. 30, how the report covering the attendance from Nov. 1 to Nov. 30 and the report covering the attendance of October are downloaded?**  
After the device is connected, go to the Workbench interface and shake your cell phone. Then, you can download the report covering the attendance from Nov. 1 to Nov. 30. If you want to download the October report, go to the Report Management interface, click the icon in the upper-right corner, and set the report time to download the October report.

**How to change the bound employee number in the cell phone?**

Only one Employee ID can be bound to one cell phone. If you want to bind another Employee ID, delete the previous bound Employee ID in the T&A device, and bind a new Employee ID.



# Attendance Assistant

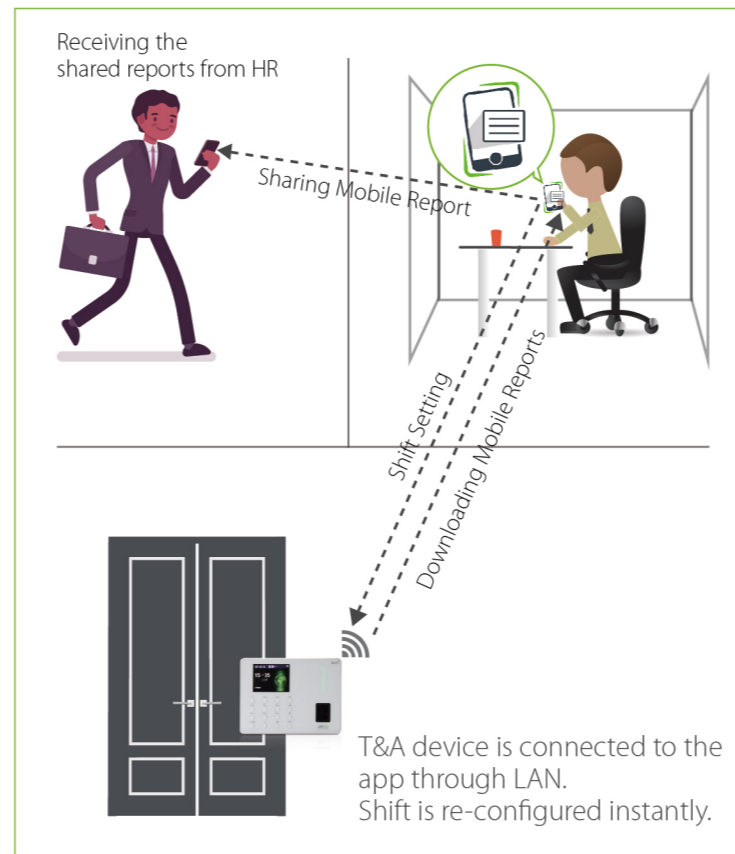
## Downloading Mobile Report by Shaking Your Clock



Attendance Assistant is an App that overthrows the traditional attendance check methods. Just by simply using the App direct connection, you can directly download, view, and delete reports, manage report download, set shifts, Schedule etc. on the App. It supports attendance report sharing on emails or online print.

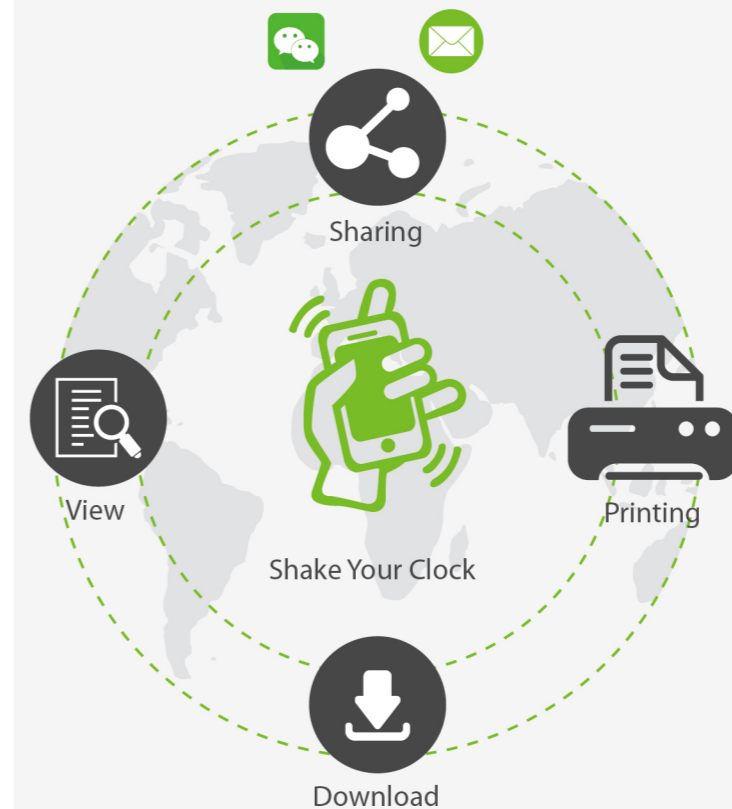
## Disrupting Traditional Attendance Check Modes

Convenient Downloading and Manage Report



## Straightforward Attendance Reports

Convenient Downloading and Manage Report



## Convenient Official Business Handling

Convenient Downloading and Manage Report



Android QR Code



iOS QR Code

Downloading the Attendance Assistant application by scanning the QR code