TA Assistant

Portable Time Attendance Application

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.
Quick Start Guide

Network Connection

Method 1: Direct Connection Mode
Enter T&A Device System -> Ethernet -> 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.

Direct Connection Mode: On the Device Binding Interface, fill in the Port and Employee ID (it must be the Employee ID 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.

Connecting Device

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

Report Download

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

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

Shift Settings

Go to the Shift Management on Dashboard Interface and click the icon in the upper-right corner to add shifts. Click Attendance Rules in Shift Setting to set.

After setting, click Upload Shift to Device in the bottom to set the shifts successfully.

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.

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 Dashboard 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.

3. How to change the bound Employee ID in the cell phone?

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