The Manual of the Time Attendance System

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#### THE MANUAL OF THE TIME ATTENDANCE SYSTEM

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#### System Management

#### 1. Login

		]
User	Admin	Confirm
<sup>o</sup> assword		
Year	2011	Close
Month	06	

Note: Amin means the Administrator and there is no password for the software.

#### 1. Main Interface

Base Setting Staff M	Management <u>M</u> achine Management j	Attendance Management <u>R</u> eport	Management S <u>y</u> stem Tool	<b>₩</b> Disp	lay Navigation
					Staff Tanageme * Dept Management Staff Management
	Machine Ma	e	Staff Management		Attendance Managem & Shift Configuration Attendance Rule Shift Management Leave Management Punch Mangement Weekend Management
	Dept Manag	ement P	Staff Management		∎achine ∎anagene ネ Machine Management
				Shift Management	Attendance Analysis * Attendance Analysis
	Attendance	Rule	Shift Configuration	Leave Management	Report Management * Swipe Report Daily Report Month Report
				Swipe Report	<mark>System Tool</mark> ≈ Database Backup About
	Punch Mang	gement	Attendance Analysis	Daily Report	
				Month Report	

Note: 2.1 Main interface provides the operation menu of the time attendance management system, the navigation provides the daily use function.

2.2 The system includes the major six functions.

- 1) The first Function: Base Setting
- Company Setting, You can set the company name.
- Attendance Period, set the begin date and end date of the attendance month
- Rule setting -----Attendance rule, You can set "The repeat of the fingerprint is valid within some time" such as it is 5 minites. It means the software will calculate one time of the fingerprint within 5 minites whatever you put the fingerprint within 5 minutes. "The software calculate overtime when you work more than some time." "Later is not as later within some

time" "The software calculate later or early leave after sometime"

- Shift Configuration: To set the working timetable of the staff
- Holiday Setting: To set the national holiday. After set the national holiday, the attendance report will show the national holiday in it. If you work in the national holiday the system will calculate you work overtime.
- Leave type setting: The system provide the type of the leaving, you can revise the type according to your requirement. The type of the leave will show on the attendance report.
- To revise the password: you can revise the password of the system after login.

2) Second function: Staff Management

- Department Management: To set the relative department of the company
- Staff management: you can set the basic information of the staff such as position and so on.
- Staff information:
  - A Can establish the file of the company staff. You should establish the department at first, then establish the staff file. You will use the <dept management> <staff management> when you establish the employee file..

B Provide EXCEL to import the staff information. There is excel standard form in the staff interface.

C Can revise staff information: you can revise the department, shift, time attendance rule and so on.

## 3) Third Function: Machine Management

Major functions are below:

- Add machine
- Set time attendance machine: such as revise the time of the time attendance machine, cancel admin of the machine, remove time attendance record, default time attendance machine and so on.
- Data Collection: Collect the data from machine, import the data from USB flash drive, or import the data from file and so on.
- Register

A Read the staff information from time attendance machine

B Read the fingerprint information of the staff then save it to the local database.

C Use the pendrive stick to download data from machine and Save the fingerprint information to database

D Import staff information which save in the local data to the time attendance.

E Import the name of the staff to the time attendance

F Delete the fingerprint information which register in the machine

G Import the ID number of the staff to the machine.

4) Fouth function: Attendance management

Major functions

- Shift configuration
  - Can set the timetable of the company
- Shift Configuration

Can set the timetable of the staff. You should set the shift at the shift configuration.

• Leave Management

Can set the leave time of the staff and can set the detail time for the staff to ask for leave. "Leave Type setting" is in the base setting

- Punch Management
   If the staff forget pressing the finger, you can add the time attendance for the staff in the punch management.
- Weekend Management Set the weekend of the staff. It usually use for the monthly salary, such as Saturday and Sunday is rest.

5) Fifth Function: Report Management

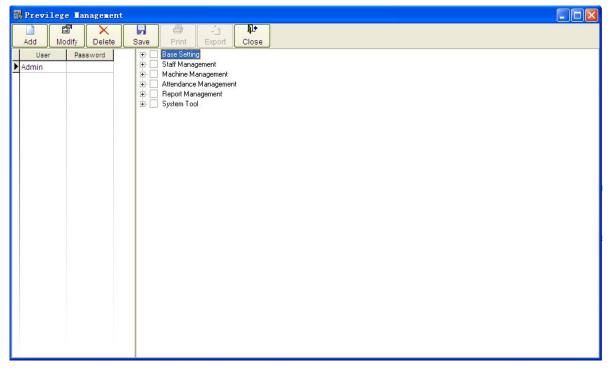
- Attendance Analysis, Calculate the daily report of staff according to the record of staff, rule setting and punch management.
- Swipe report, the original time attendance of staff.
- Daily Report. After analysis the data you will see the daily report.
- Monthly report. The summary of the daily report.

6) Sixth Function: System Tool

Major function:

- Previlege management: can set the user of the software system, can allow the user use the some of the software function, can set "delete" or " add" the right of the every function.
- Database backup: includes system initialization, database backup, database restore, database compress, restore default setting.

## 2. Previlege Management



Note: You can add the new user, revise the password of login and so on.

# 2. Data Backup

1		
System Initialization	Begin Date	2011-06-28
Database Backup	End Date	2011-06-28
Database Restore	Report	1-Swipe Report
Database Compress	Г	Delete History Attendance Record

Note: There is system Initialization, database backup, Database Restore, Database Compress, Restore Default setting and so on.

# Base setting

#### 1. Attendance Rule

ID Name		Name Punch Repeat Limit		Count Late To Come Limit	Count Early To Leave Limit	Count Absence Limit	Is Late To Come And Early
001	Default Rule	5	30	5	0	120	Attendance
14				Add	Delete		

2. Statistic Rule

Add Mo	dify Delete	Save Ime Continue	Export	Print H	Close	2 Ways	1		Minutes	60
Simple Round	Compl	icate Round		25			Remar	k		
IF X< IF X>=	1	Then Y= Then Y=		1			2,Statis	nute(M) stic Ways H (Fixed Time	las 0(On Shii e)	ft Time)
Field	FieldName	Unit	Ways	Round Condition1	Round Value1	Round Condition2	Round Value2	Round Value3	Minutes	
Field	FieldName	Unit	Ways						Minutes	
-	FieldName Annual Leave	Ŧ	Ways 1						Minutes 60	
- DAYC03	3	Ŧ		Condition1	Value1	Condition2	Value2	Value3	Ŧ	
DAYC03 DAYC04	- Annual Leave	H H	1	Condition1	Value1 - 1	Condition2	Value2	Value3	60	
DAYC03 DAYC04 DAYC05	Annual Leave Wedding Lea	H H H	1	Condition1	Value1 1 1	Condition2 1 1	Value2 - 1 1	Value3 1 1	60 60	
DAYC03 DAYC04 DAYC05 DAYC06	Annual Leave Wedding Lea Maternity Lea	н н н н	1 1 1	Condition1	Value1 1 1 1	Condition2 1 1 1	Value2 1 1 1	Value3 1 1 1	60 60 60	
DAYC03 DAYC04 DAYC05 DAYC06 DAYC07	Annual Leave Wedding Lea Maternity Lea Sick Leave Fo	H H H H H	1 1 1 1 1	Condition1 	Value1 1 1 1 1	Condition2 1 1 1 1 1 1	Value2 1 1 1 1 1	Value3 1 1 1 1 1	60 60 60 60 60	
DAYC03 DAYC04 DAYC05 DAYC06 DAYC07 DAYC08	Annual Leave Wedding Lea Maternity Lea Sick Leave Fo Custom Leav	H H H H H H H	1 1 1 1 1 1	20ndition1 	Value1 1 1 1 1 1 1	Condition2 1 1 1 1 1 1 1 1 1	Value2 1 1 1 1 1 1 1 1	Value3 1 1 1 1 1 1 1	60 60 60 60 60 60	
DAYC03 DAYC04 DAYC05 DAYC06 DAYC07 DAYC08 DAYC09	Annual Leave Wedding Lea Maternity Lea Sick Leave Fo Custom Leav Custom Leav	H H H H H H H	1 1 1 1 1 1 1	20ndition1 1 1 1 1 1 1 1 1 1 1	Value1 1 1 1 1 1 1 1 1	Condition2 1 1 1 1 1 1 1 1 1 1 1	Value2 1 1 1 1 1 1 1 1 1	Value3 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	60 60 60 60 60 60 60	
Field PAYC03 DAYC04 DAYC05 DAYC06 DAYC06 DAYC07 DAYC08 DAYC09 DAYC09 DAYC10 DAYC11	Annual Leave Wedding Lea Maternity Lea Sick Leave Fo Custom Leav Custom Leav Custom Leav	+ + + + + + + + + + + + + +	1 1 1 1 1 1 1 1	Zondi ti onl 1 1 1 1 1 1 1 1 1 1 1 1	Value1	20ndi ti on2 1 1 1 1 1 1 1 1 1 1 1 1 1	Value2 1 1 1 1 1 1 1 1 1 1 1 1	Value3 1 1 1 1 1 1 1 1 1 1	60 60 60 60 60 60 60 60	

# 1. Staff Management

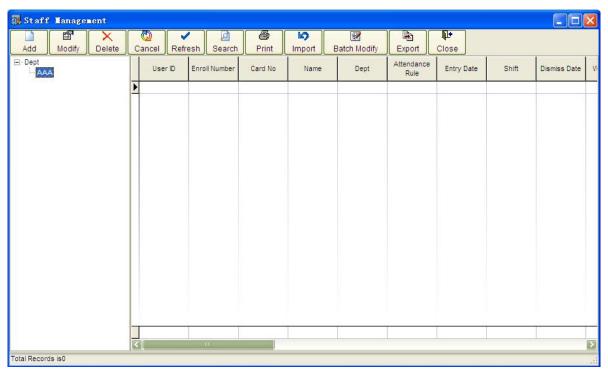
# 2. Department Setting

📆 Dept	lanagen	ent				
Add	Modify	× Delete	Save	Print	Export	Clos
Input th	e Deptartm	ent Name				
<b>1</b>	pt					

# 2. Base Setting

🐻 Base Settin	ng	
Add Modify	/ Delete Save Close	
	Name	Job
ID •	Name	Education
		Position
		Nationality
		Place

# 3. Staff Mangement



Lodify Sta	aff Record 🔀
Base Info Other	r Info
Dep	t AAA Picture
UserID	
Enroll Number	r
Card No	
Name	e Shift Normal
Gende	r Entry Date 2011-06-28
Jot	Dismiss Date
Education	Attendance Rule
IN	Add Modify Save Cancel

9.1 Revise the staff information

<department > which have set in the dept management, Job, Education should be set in the Staff Management, Shift has been set in the shift configuration, Attendance Rule has been set in the <Attendance Rule>

9.2 Select the staff then press right key of the mouse, you can set the leave of the staff or cancel the leave of the staff.

9.3 Set Grid Columns Visible

Set Gr	id Colu	<b>n</b> ns Visi	ble	
Тор	Up	Down	Bottom	
<ul> <li>User IDI</li> <li>Enroll Nu</li> <li>Card No</li> <li>Name[E]</li> <li>Dept[DE</li> <li>Attendan</li> <li>Entry Da</li> <li>Entry Da</li> <li>Shift[EMI</li> <li>Dismiss</li> <li>Wage Ty</li> <li>Gender[I</li> <li>Marital S</li> <li>ID Card</li> <li>Marital S</li> <li>ID Card</li> <li>Birthday</li> <li>Aqe[EMF</li> <li>Place[Eh</li> <li>National</li> <li>Job[EMP</li> <li>Position</li> <li>Need at</li> </ul>	[EMPSPA] MPNAM] PNAM] cc Rule[E te[EMPEN' PCLA] Date[EMF pe[EMPSA] tatus[EMP No[EMPID EMPBIR] MGE] IPPLA] itv[EMPNA] JOB] n[EMPPOS]	MPATTI TI PLEAI ALI MARI CI		
<ul> <li>Probatio</li> </ul>				
		🖌 Save	🖌 🗶 Car	ncel

9.4 import: can import the staff information by excel.

A press <import> at first then enter the below interface:

📆 Staff Rec	ord Import			
Select Exc	cel File			
DB Fields	EXCEL Columns			
Browse Log	Import temp		Import	Cancel

B Press <import template>. The system will open the "excel" file. Please remember

press<save> the excel, the system will have a hint and ask whether use the latest Microsoft Excel, Please select "yes"

	licrosoft Exc	el - aaa.xls								
	文件(E) 编辑(	E) 视图(V) 插入	(1) 格式(1)	工具(I) 数据(I	) 窗口(11) 帮助	(H)			键入需要帮助的问题	2 - <b>-</b>
	📁 🖬 🖪 🔒	1 🗃 🚨 1 🏘 🕰	አ 🗅 🖪 - <	1 1 - 1 - 1	$\bigotimes \Sigma - \bigotimes \underset{X}{X} $	100%	🔹 🕜 🛃 Āria	1	• 9 • B	I ∐ ≣ ≣
	A1 -									
	A	В	С	D	E	F	G	H	1	J
1	User ID	Enroll Number	Name	Dept	Entry Date	Gender	Job	ID Card No	Place	Nationality
23										
		-								
4										
5					(			<u></u>		
6										
7										
8										
9							-			
0										
1 2 3										
2										
11								2		
15										
14 15 16										
7										
8	Sheet1									
	> N Sheet1/	1			b		<			>
就乡	#									

C Note: The four column (user ID, Enroll number, name, department) must edit. You can set the four information in excel. It is more better to set the fifth column at first because the time attendance and information of staff is closely related to the date of the entry date. The entry date also can be revised in the staff information. (There is the standard format, The entry date of the staff is YYYY-MM-DD)

	文件 (2) 绑	编辑(E) 视图	(V) 插入(	I) 格式(0)	工具(I) 数排	1910) 窗口	(21) 帮助(21)		- 1
	"」 新細明體	<u>.</u>	• 12	BI		•a• \$	% •	E   🗉 + 🖄	- <u>A</u>
		-	f <sub>x</sub>	U.,					
	A	В	С	D	E	F	G	Н	
1	工號	登記號碼	姓名	部門	入職日期	性別	職位	身份證號	籍貫
2	1	00000001	張三	市場部	2010-06-29				
3	2	00000002	李四	財務部	2010-06-29	-			
4	3	00000003	王五	行政部	2010-06-29				

D: System add the department to the excel automatically according to the department name.

Machine Management

# 2. Manchine Management

$\bigotimes$					
Set Machine	Download Attendance R	ecords Staff Register	Real Collect	Close	
Machine List		"Add Machine" Help How to Add a New	Machine	Add machine	
		"Set Property" Include(Modify Machine f	No,Check Machine Time etc.)	Set Property	
		"Cancel All administrator Previlege" He All Administrator's Previlege In Machin		Cancel the Administrator Previles	18
	P	Delete Attendance Record		Delete Attendance Record	
		"Initialize Machine" Help Initialize Mach to Have Downloaded all Attendance R	ine(Careful: Please Confirm ecords Before Initialize the Machi	ine) Initialize Machine	]
				Browse Log	
3					
Connect the Mac		ne / Download Attendance Records / S	Staff Register Real Collect		
Machine Management					

## Note:

## A Add machine---USB communication

Add/Modify a Machine	
Add New Machine,Set/M	odify the Connection Params of The Machine
Machine Type M9	
Communication USB	
Machine No 1	
Location	
	Do not connecting the machine to check
Browse Log	Next Cancel

B Add time attendance---TCP/IP communication

Add/Todify a T	achine achine,Set/Modify the Con	nection Params	of The Machine	Þ
	chine, cerniculy the con	nectorr arams	of the machine	
Machine Type	M9	IP Address	192_168_1_224	By Domain Name
Communication	TCP/IP	Port	5005	]
Machine No	1	Password	0	]
Location				
			Do not connecting the	machine to check
Browse Log			Next	Cancel

# C add machine—RS232/485 communication

Add/Nodify a Nachine	
Add New Machine, Set/Modify the Connection	on Params of The Machine
~~~	
Machine Type M9	COM Port COM3
Communication RS232/485	Baud rate 38400
Machine No 1	
Location	
	Do not connecting the machine to check
Browse Log	Next Cancel

Time Attendance Management

3. Shift Configuration

Shift No       Shift Name       Shift No       Section ID       Section Type       Earliest In       In Time       Out Time       Lastest Out       Need swipe In       Need         001       001       01       01       01       07:30       08:00       12:00       13:00       Image: Constant Section Type       001       001       002       01       12:00       13:00       Image: Constant Section Type       Image: Constant S	Add	Modify	× Delete	Copy		rint	Export	Close						
▶ 001 001 01 07:30 08:00 12:00 13:00 001 002 01 12:00 13:00 17:00 22:00 ▼		Norm		ne		Shift No			Earliest In	In Time	Out Time		Need swipe In	Need
	JU 1	Norma	di		F	001	001	01	07:30	08:00	12:00	13:00		
							002	01	12:00	13:00	17:00	22:00		
														25

Operation is below

9.1 Press [ add]

lodify Shift	
Shift No 001	
Shift Name Normal	
Attendance Over	1440 Minutes Count OT

Note: Attendance Over some minutes Count OT. It cannot set as 0. The function of the setting is: If the company requires the staff work more than 8 hours as count over time, it should be 480 minutes. It is 1440 minutes which means that we donot use the over time function.

9.2 Shift Selction:

Add		elete Car					
Shift No Section T) Earlies Rest ti	rpe Attendance			Dut Time 12:0	0 <del>;</del> La	astest Out 13:	00 📩
Need			Need swipe		Cou	unt Late arrival	
	swipe In Early Depature Section Type		Need swipe     Count Abser     In Time		Lastest Out	unt Late arrival	Need swip Out
Count Section	Early Depature	i I	Count Abser	nce	Lastest	1	
Count Section	Early Depature Section Type	Earliest In	Count Abser	Out Time	Lastest Out	Need swipe In	

Note:

A There are two selections, one is time attendance another is over time, such as:

09:00-18:00 is daily time attendance.

But 19:00-21:00 is over time, you should select as over time.

B [need swipe in] If you select it, you should press your fingerprint when you work, If you donot press your fingerprint the system will think you donot work. If you donot select it the system will think you work at the working time.

C [need swipe out] is the same with [need swipe in]

D [count later arrival] If you select it the system will count the later if you come later.

E [Count Early Depature] If you select it the system will count you leave company early.

F [account absence] The system will count as account absence according to the attendance rule.

9.3 Night shift

đ	i Kodi	fy Section	n					
	Add	Modify C	A STATE OF A	ncel Save	Close			
	Shift No	002 Shi	ft Name Nig	iht				
s	ection Ty	pe Attendance	• •					
	Earliest	t In 23:00 📑	In Time	03:00 📫 🤇	Out Time 08:0	0 🛨 La	astest Out 09:	00 🛨
	Rest tir	me	Minute					
	Need :	swipe In		Need swipe	Out	Coi	unt Late arrival	
	Count	Early Depature	)	Count Abser	nce			
	Section ID	Section Type	Earliest In	In Time	Out Time	Lastest Out	Need swipe In	Need swipe Out
*		01	23:00	03:00	08:00	09:00	<b>v</b>	<b>V</b>
	1							
-								

# 3. Shift management

🐻 Shift Management																				
Add Modify Delete	Cancel	Save Re				bort	Clo													
Select Staff I Selected Staff User ID Enroll Number Name	Sele Time I Last I Next I	Month Begin		End Date 011-06-30	m _Mar	Smart nual ection	Shift	]			=[ 000 001	Delete =Res =Nori		B:00-		0 13:(	00-1	7:00)		
	Selec	and the second	User ID	Name	Dept	1	2	3	4 5	6	7	8 9	10	11	12	13	14 1	15 18	6 17	18 1
Copy Last Month Shift																		J.		
		or:Admin												_	_	_	_		_	

Operation is below:

12.1 Press [add], Select the staff

12.2 Select the shift, the shift have been set in the <shift configuration>,

12.3 Intelligent shift, You can select many shift within one day. When the system analysis the data the system will select the shift which is close to.

12.4 Begin date and End date, From the first day to the last day for the shift.

12.5 Manual selection, which is suitable for the monthly rest.

•			六月 2011			•	Date Week
星期日	星期一	星期二	星期三	星期四	星期五	星期六	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			
			2011-06-3	28			Confirm Delete Close

## 12.6 Delete the shift

A Under the state of scaning, if the current shift that chose is empty, double click the corresponding cell which the line title is 1-31,just delete the corresponding date of shift.

B Delete month shift, selected the first column cells, then click [Delete].

## 3. Leave Management

📆 Leav	ze <b>L</b> anager	ient										
Add	Modify	× Delete	Cancel	Save	Refresh	Search	Print	222	l• ose			
	Select Staff		Beg	Range in Time -06-28 00:		End Time 011-06-28 (	23:59 💌	Leaving Typ Reaso	1		•	
User ID	Enroll Numbe	r Name	Sele	ted Us	er ID	Name	Dept	Begin Time	End Time	Leaving Type	Reason	Operatior Time
<b>[र</b> ]	ήπ.»						01					
			Operat	or:Admin								

Note:

A There is one kind of the leave [replace the working day by holiday], such as, there is holiday by at the working day or replace the working day by holiday.

B You can ask leave for many days a time, several hours or a whole day according to the setting. Please pay attention to the shift time, for example: night shift 20:00-04:00, then the leave time could be begain at 20:00 and over at morrow 04:00.

## 4. Punch Management

🐻 Punch Hangement									
Add Modify Delete		ave Refre		Print	77.2	l∳ ose			
Select Staff III Selected Staff User ID Enroll Number Name	Time Rar Begin Da 2011-00 Reason	ate	End Date		Tin	ne : 🔹	]		
	Selected	User ID	Enroll Number	Name	Dept	Date	Time	Reason	Operat Time
	Operator:Ad	lmin	_	100	_	_			
	op in deor		10						

#### 5. Weekend Management

Teekend Lanagement	
Add Modify Delete	Cancel Save Refresh Search Print Export Close
Select Staff ¥ Selected Staff User ID Erroll Number Name	Monday Tuesday Wednesd:Thursday Friday Saturday Sunday AM AM AM AM AM AM AM AM
	Selected         User ID         Enroll Number         Name         Dept         Rest Type           Image: Ima
< >	Operator:Admin 0%

#### Report Management

#### 6. Data analysis

●ALL Staff OUser ID	O Dept	○ Name
Time Range		
From 2011-06-	-01 🔽 To 20	11-06-30

Data analysis manual:

16.1 There is the rule of the statistics shift:

- If there is <shift> at the current date, the system will analysis by the shift. If there is many of the shift in the date, according the the time attendance record, the system will select the shift which is close to.
- If there is no shift configuration, the system will select the regulate shift.
- If there is shift the system will select the default shift which is in the staff information.

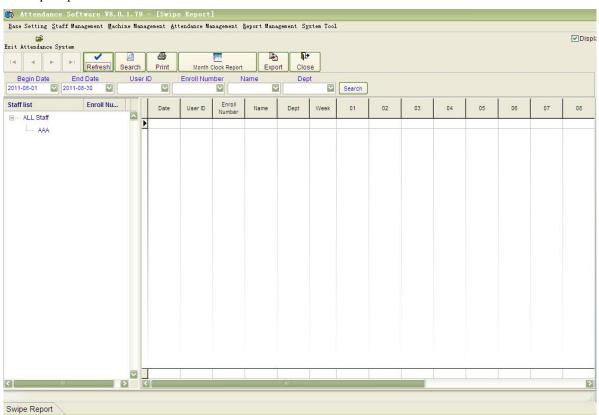
• If there is no any shift for the staff, the system will not analysis the data, you can check the swipe report which person donot have shift.

16.2 The statistics rule of the time attendance:

- According to the <leave management> the system will calculate the kinder of the leave and the days of leave.
- According to the <weekend management> the report will show the weekend with different color of the words. If there is time attendance record in the weekend the report will show overtime for the weekend.
- According to the <Holiday setting>, the report will show in corresponding to the date as the general holidays project reflected. If there is time attendance record in holiday, the report will show in corresponding to the date as holiday overtime project reflect.
- Later, leave early, overtime, absence and so on will show on the report according to the attendance rule.
- The unit of the statistical results is based on the <Statistic rules> in corresponding project as defined the units to compute, the actual value of the statistic project's int situation is based on<Statistic rules>which defined the int base number and the direction of up and down to determine.

16.3 After analysis the time attendance the daily report and monthly report will show the time attendance record. If there is any change at 12.1 or 12.2 please analysis the data again, otherwise the daily report and monthly report will not be changed.





8. Daily Report

🐻 Attendance Software V8.0.1.79 - [Daily Report]																
Base Setting Staff Management Machine Management Attendance Management Beport Management System Tool																
iii																
Exit Attendance Syste	em 🗾		8		<b>P</b>	1										
	► Refresh	Search	Print	Export	Close											
Begin Date	End Date	User	ID	Enroll Nu		Name	Dept									
2011-06-01 💟 2011-06-30 💟 💟 💟 💟 💟 💟 Search																
Staff list	Enroll N		User ID	Name	Enroll	Dent	Date	Week	Shift	Swipe In	Suring Out	Attendance	Late	Early	Absence	Weeke
E- ALL Staff			USETID	Ivanie	Number	Dept	Date	WEEK	Smit	Swipe in	Swipe Out	Allenuarice	Late	Edity	Absence	Res
		- <u>-</u>														
and a second sec																
< ]		> <				án s		)		_	_		_			>
Total Records isO																
Daily Report																

# 9 Monthly report

🚡 Attendance So	oft <b>ware ∛8.</b> 0	. 1. 79	- [Lont	h Repor	t ]											
<u>B</u> ase Setting <u>S</u> taff M	Management <u>M</u> ach	ine Man	agement <u>A</u>	ttendance	lanagement	<u>R</u> eport Ma	nagement S	ystem Tool								
⊯ xit Attendance System	]															🗹 Dis
	Refresh	Dearch	Print	Export	Close											
	End Date	User		Enroll Nu		Name	De									
2011-06-01 🔛 201	1-06-30								Search							
Staff list	Enroll N		User ID	Name	Enroll Number	Dept	Attendance	Late	LateTimes	Early	Early Times	Absence	Weekend Rest	от	Continue OT	Weeker Rest O
		Þ														
AAA																
			()													
100	>			1		- 000										
onth Report																
unitepoit																