

Basic Guide To Getting Monthly Attendance Hours Using CrossChex Standard

NOTE: This guide assumes that you have already exported records from your Anviz device to CrossChex Standard. If you have not yet performed this required procedure, visit the following link to check the guide:

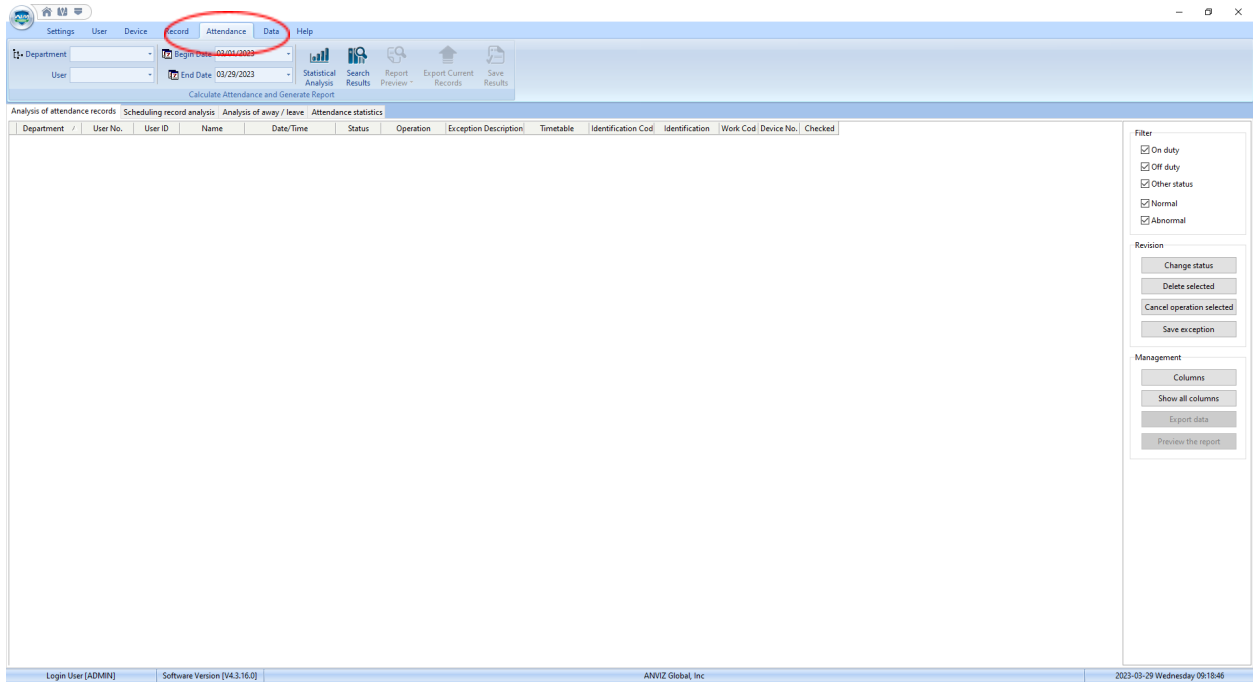
<https://www.paycheckmaster.com/documentation/exporting-data-anviz-ep300-crosschex-step-st-ep-guide-applicable-w1-pro/>

Getting Monthly Attendance Hours

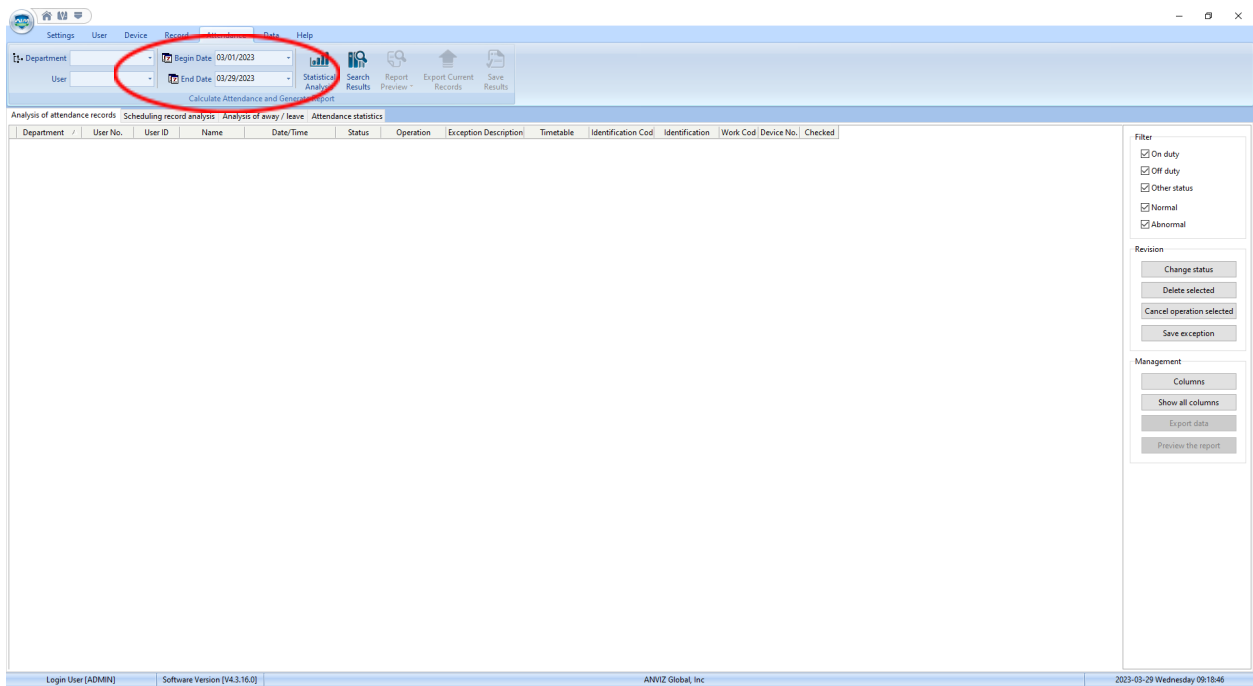
1. Open CrossChex Standard. You may log in with just username "ADMIN" and no password.



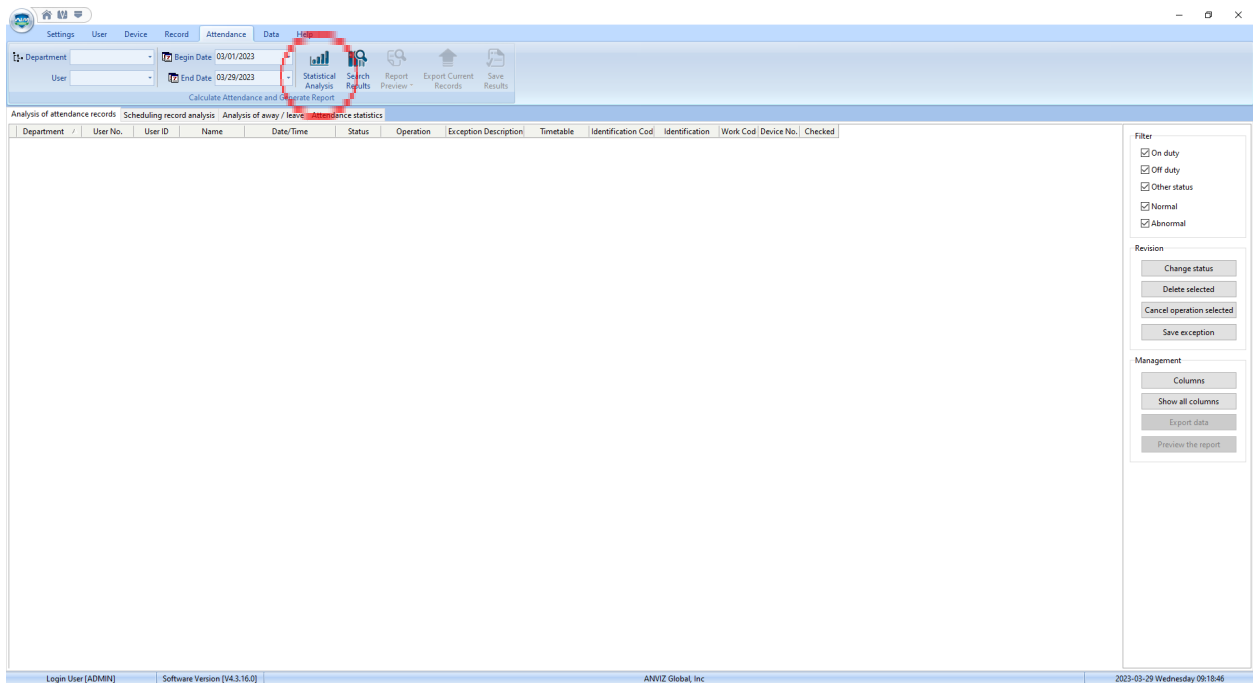
2. From the tabs at the uppermost region of the window, click Attendance.



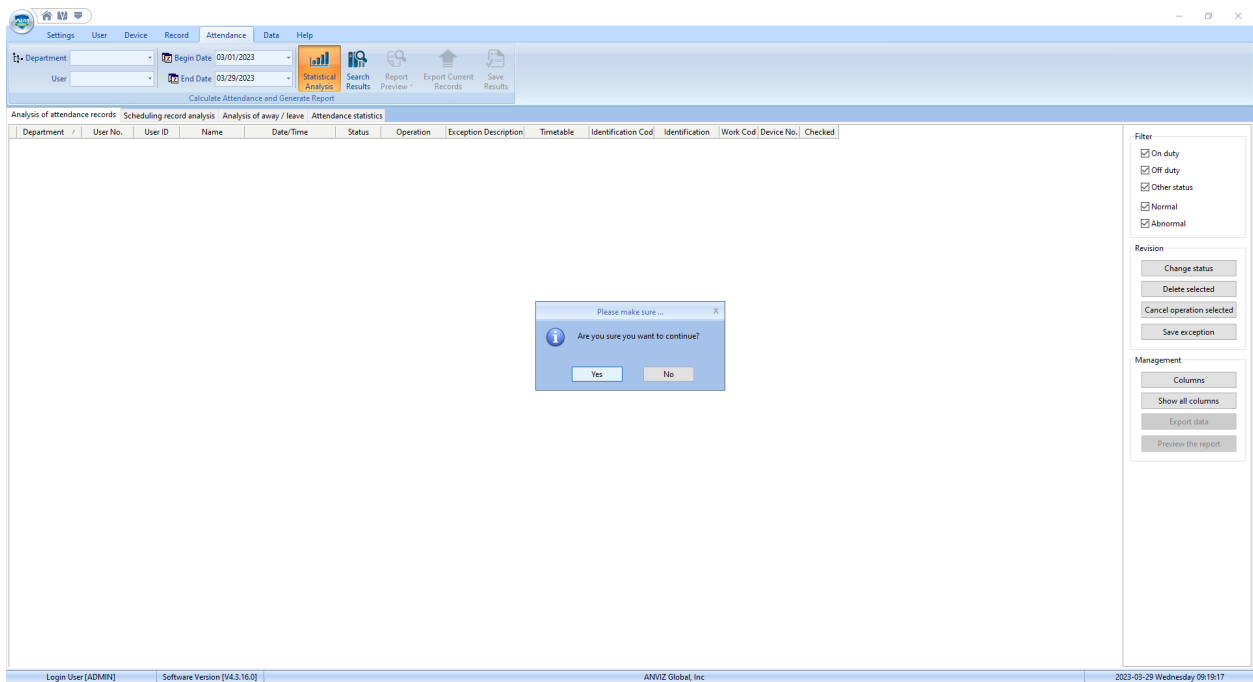
3. Set the Begin Date and the End Date as the span of time from which you will create a monthly attendance report from.



4. Click Statistical Analysis to retrieve all records between the Begin Date and the End Date, including records on the first and last date.



5. When prompted, click Yes to continue.



6. Wait for the progress bar to finish, then click Close.

The screenshot shows the attendance software interface. A dialog box titled "Attendance statistics analysis" is open in the center, displaying a progress bar at 100%. The dialog box contains the following text: "Check attendance record completed!", "100%", and "Attendance data auditing, wait...". The background shows a table of attendance records with columns for Department, User No., User ID, Name, Date/Time, Status, Operation, Exception Description, Timetable, Identification Cod, Identification, Work Cod, Device No., and Checked. The status of the records is "Normal record".

Department	User No.	User ID	Name	Date/Time	Status	Operation	Exception Description	Timetable	Identification Cod	Identification	Work Cod	Device No.	Checked
a	2	0	Smith	2023-03-15 07:00:00	In		Normal record		19	Fingerprint1	0	1	<input type="checkbox"/>
a	2	0	Smith	2023-03-15 16:00:00	Out		Normal record		19	Fingerprint1	0	1	<input type="checkbox"/>
a	2	0	Smith	2023-03-29 07:00:00	In		Normal record		19	Fingerprint1	0	1	<input type="checkbox"/>
a	2	0	Smith	2023-03-29 16:00:00	Out		Normal record		19	Fingerprint1	0	1	<input type="checkbox"/>
a	1	1	Bob	2023-03-15 08:00:00	In		Normal record		19	Fingerprint1	0	1	<input type="checkbox"/>
a	1	1	Bob	2023-03-15 17:00:00	Out		Normal record		19	Fingerprint1	0	1	<input type="checkbox"/>
a	1	1	Bob	2023-03-16 08:00:00	In		Normal record		19	Fingerprint1	0	1	<input type="checkbox"/>
a	1	1	Bob	2023-03-16 17:00:00	Out		Normal record		19	Fingerprint1	0	1	<input type="checkbox"/>
a	1	1	Bob	2023-03-17 08:00:00	In		Normal record		19	Fingerprint1	0	1	<input type="checkbox"/>
a	1	1	Bob	2023-03-17 17:00:00	Out		Normal record		19	Fingerprint1	0	1	<input type="checkbox"/>

7. Click Report Preview to drop down more options.

The screenshot shows the attendance software interface with the "Report Preview" dropdown menu open. The menu options are: "Daily Recorded Report", "Symbol Report of Monthly Attendance", "Monthly Attendance Schedule", "Monthly Attendance Hours", "Attendance Stat. Total Report", "Attendance Exceptions Report", "Away / Leave Report", and "Current Data Report". The background shows the same table of attendance records as in the previous screenshot.

Department	User No.	User ID	Name	Date/Time	Status	Operation	Exception Description	Timetable	Identification Cod	Identification	Work Cod	Device No.	Checked
a	2	0	Smith	2023-03-15 07:00:00	In		Normal record		19	Fingerprint1	0	1	<input type="checkbox"/>
a	2	0	Smith	2023-03-15 16:00:00	Out		Normal record		19	Fingerprint1	0	1	<input type="checkbox"/>
a	2	0	Smith	2023-03-29 07:00:00	In		Normal record		19	Fingerprint1	0	1	<input type="checkbox"/>
a	2	0	Smith	2023-03-29 16:00:00	Out		Normal record		19	Fingerprint1	0	1	<input type="checkbox"/>
a	1	1	Bob	2023-03-15 08:00:00	In		Normal record		19	Fingerprint1	0	1	<input type="checkbox"/>
a	1	1	Bob	2023-03-15 17:00:00	Out		Normal record		19	Fingerprint1	0	1	<input type="checkbox"/>
a	1	1	Bob	2023-03-16 08:00:00	In		Normal record		19	Fingerprint1	0	1	<input type="checkbox"/>
a	1	1	Bob	2023-03-16 17:00:00	Out		Normal record		19	Fingerprint1	0	1	<input type="checkbox"/>
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a	1	1	Bob	2023-03-17 17:00:00	Out		Normal record		19	Fingerprint1	0	1	<input type="checkbox"/>

8. From the options, click Monthly Attendance Hours.

The screenshot shows the software's main interface. At the top, there are menu options: Settings, User, Device, Record, Attendance, Data, and Help. Below this is a toolbar with icons for Department, User, Begin Date (03/01/2023), End Date (03/29/2023), Statistical Analysis, Search Results, Report, Export Current Records, and Save Results. A dropdown menu is open under the 'Report' icon, listing various report options. The option 'Monthly Attendance Hours' is circled in red. Other options include Daily Recorded Report, Symbol Report of Monthly Attendance, Monthly Attendance Schedule, Attendance Stat. Total Report, Attendance Exceptions Report, Away / Leave Report, and Current Data Report. The main area of the interface contains a table with columns for Department, User No., User ID, Name, Date/Time, and Status. The table lists records for users Smith and Bob. On the right side, there are filter options for On duty, Off duty, Other status, Normal, and Abnormal. Below the filters are buttons for Change status, Delete selected, Cancel operation selected, and Save exception. At the bottom, there is a status bar with 'Login User [ADMIN]', 'Software Version [V4.3.16.0]', 'ANNIZ Global, Inc', and '2023-03-29 Wednesday 09:20:08'.

9. You can now view the Monthly Attendance Report.

The screenshot shows a preview of the 'Hours of monthly attendance' report. The report title is 'Hours of monthly attendance' and the date range is '2023-03-01 To 2023-03-29'. The report is presented as a table with columns for Name, No., and five weeks of attendance data. Each week is further divided into days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat, Sun). The total hours for each user are shown in the 'Total' column. The data is as follows:

Name	No.	First Week							Second Week							Third Week							Fourth Week							Fifth Week							Total
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
Smith	2																																				9
Bob	1																																				9

At the bottom of the report, there is a footer with 'TablingADMIN', '2023-03-29 9:20:45 am', 'CrossCher Standard Attendance Management Software', and the page number '1'.

