



JBS ATTENDANCE SOFTWARE USAGE GUIDE

JBS Attendance Software is a computer program made to easen the management of attendance data in an institution, by managing biometric fingerprint devices installed for user-clocking in the institution.

Version 1 of the software manages unlimited number of devices connected through Ethernet Connection to the system – have the devices connected to the institution’s L.A.N.

ZKteco series of biometric devices are best compatible with JBS Attendance Software.

This document is a walkthrough guide on using the software, right from setting it up in your institution, entering data for the first time and linking up devices for management through the software.

The JBS team of software engineers are constantly upgrading the software to keep at per with the dynamic technology, and implementing the diverse user-feedback that maintains the relevance and suitability of the software to users. All updates are available for download on our website jbs.co.ke.

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SETUP AND DATA ENTRY

a) Installing JBS Attendance Software

- MySQL Installation and Configuration
 - It's the database management software used by JBS Attendance Software for data storage and structured access.
 - Download it from our website jbs.co.ke
 - Run the setup and follow the installation wizard to the end. It's recommended that you change the installation path to `C:\JBS\MySQL\` to maintain uniformity and ease of technical assistance from JBS Staff.
 - Tick the 'Configure MySQL Service' option to configure it on your computer.
 - Again, follow the configuration wizard to the end. At the point where you are asked to setup a password, we recommend that you create a strong password.
 - Go next and click **Execute** to effect your settings.
- JBS Attendance Software requires DotNet framework 3.5 to install.
Windows 7 operating system is best suited for the program as it comes pre-installed with the framework. Windows 8 O/S comes with the feature disabled: please follow this link to see how to enable DotNet framework 3.5 in Windows 8:
<http://support.microsoft.com/en-US/kb/2785188> . Windows XP does not have the framework; JBS System will request and give a link to download it from.
- Download the latest version of JBS Attendance Software from jbs.co.ke and run the setup. Follow the installation wizard to complete installation.

b) Configuring The System Form The First Time

- Run JBS Attendance Software from the desktop or from the start-menu. When the configuration window appears, leave the server name part with the default name (`localhost`), and enter the password you configured MySQL with. Click *continue*.
- The program will then request for institution details: Supply the details and proceed.



- On the login window, use initial login details for JBS Attendance Software:-
 - ❖ **username:** admin
 - ❖ **password:** admin
- Once logged in, at the bottom-left section of the interface is a '*System password*' link that allows you to change the system password at wish.

USERS

a) Procedure

- For easy management, users are registered in the system in groups, and so you first create the user groups to proceed registering the users.
- Click the Add a User button on the Users page to open the New User interface, where you have a link to 'User Groups'.
- Click the *Groups* link to go to Add User Group interface.
- Right-click a user on the users list to get more functions on the selected user.

b) Registering Users One At A Time

- On the Users interface, click the Add a User button.
- Enter the details of the new user in the interface that opens, by first selecting the user group to which the user belongs to first.
- The contact details are vital for communication on 'user-marking-register' event where applicable. Click Save User to save details.

c) Importing Users From Ms Excel File

- Click the Add a User button on the Users page to open the New User interface, where you find a link to 'Import Users'.
- Click the 'Import Users' link to open the user importing page.
- Click the Import from MS Excel link to select the file of users to import.
- The MS Excel document should have columns arranged in the format of the table shown, from column A of the file. Headers are not necessary.



d) Importing Users From JBS System for Schools

- Click the Add a User button on the Users page to open the New User interface, where you find a link to 'Import Users'.
- Click the 'Import Users' link to open the user importing page.
- Click the 'Import from JBS' link to fetch users from JBS System.
- The system will first request the Mysql server settings for JBS System so it can read users from the JBS System database.
- Click *Import* after supplying the settings required to import users.

e) Importing Users From A Biometric Device

- You may be having an existing biometric device already having your users registered in it.
- Have the device connected to the network and powered on.
- On the Users page, click the '*Import users from device..*' link.
- Select the device to import users from, then the user group to register the imported users to.
- If device is not yet linked to the system, click the Add New link to add it.

DEVICES

- On the Add a New Device interface, you add a new device to the system by only supplying the device's IP Address and clicking Connect to fetch the device details.
- Every device with Ethernet Access connectivity provides an interface to view/set the device's IP Address on the networked it is connected to.
- Now, on the Dashboard interface, right-click a device on the devices list to get more functions on the selected device.

REGISTERS

- The Registers interface is also a straight-forward page to use. Click the 'Add a Register' button to add a register.



- Right-clicking a register on the registers list will give you more functions on the selected register.
- Registers are to be marked by the users upon activation and linking to a device, as shall be discussed later in this document at the Active Registers section.
- The *pivot time* in this section is the time that defines;
 - Who marked the register in time and
 - Who marked the register late.
- Pivot time would for instance be the arrival time set by the institution for a check in register.

COMMUNICATION

- As earlier mentioned, the system adds the communication by SMS functionality for notifications in any register where necessary.
- This functionality links up with JBS SMS for SMS delivery.
- You first open an account at <https://sms.jbs.co.ke> – it's free.
- When logged in to your JBS SMS account, go to the HTTP API tab, so that you can fetch your API Key via the My API Key link.
- Use this API Key to link your system to the account.
- We have SMS plans for the SMS cost charges as indicated in the included document.
- You top-up your account via the provided MPesa Paybill number, with your account number as indicated on the 'Communication' page, or use the subscription option.

REPORTS & STATISTICS

- These two interfaces provide tools for reporting and data mining from your database.
- Well laid out are controls to help you define the report you require from the system.
- Below are some of the reports you can fetch from the system, depending on the settings you apply while fetching reports on these interfaces:
 - ✓ Users present on a given day
 - ✓ Users absent on a given day
 - ✓ Users who were on time on a given day



- ✓ Users who were late on a given day
- ✓ Comparison of registers' clock-time for users, e.g. check in & check out
- ✓ Clock-time for users over a specified period of time
- ✓ Number of days present/absent for users over a specified period of time
- ✓ Number of days on time / late for users over a specified period of time
- ✓ Etc.

DASHBOARD – ACTIVE REGISTERS

- This is where you activate a given register on a given device, supplying settings on what how the system should act when a user places their thumbprint on the linked device.
- Click the 'New Active Register' button to add a new active register.
- Upon selecting the device and the register to link, you specify if the system should send an SMS to the user's registered phone number when the user marks the register.
- Proceed to type in the [template] message to send, by using the tags shown to fetch data as per the tag.
- Use the sample message link for illustration of using the tags.
- For institutions using the JBS System for Schools, you can also integrate this system with your JBS for Schools, so that you use this system to mark students on the daily register using the biometrics system.
- Tick the 'Mark daily register for JBS..' checkbox so that when a student marks this register, the system will also mark the daily register for the user/student in JBS for Schools.
- Submit your active register.
- The table of Active Registers provides links to activate, deactivate or delete active registers.
- While activating a register, specify the period within which the register will be active, default being the whole day the register is active.
- Double-click an active register to edit.



Managed Users Limit

- The system has no limit on the number of devices you can link, or the number of users you can register in it.
- Nonetheless, the system comes with a limited number of users whose attendance will be managed, as indicated at the bottom-right section.
- To grow the managed users limit, a charge applies.
- Double-click the Users Limit number on the system for an interface on how to grow the number.

✓ For more information and updates, visit attendance.jbs.co.ke.