

Access Control Software Operation Guide

July. 1, 2015

CONTENTS

Part 1 Installation and Uninstallation of Software.....	5
1.1 Basic Steps of Installation.....	5
1.2 Basic requirements for hardware of Installation.....	5
1.3 Operating system supported by software.....	5
1.4 Software Setup.....	5
1.5 Software Remove.....	11
Part 2 Basic Operation of Software.....	14
2.1 Login.....	14
2.2 Parameter Settings of Equipment.....	15
2.2.1 Add/Set up Controller.....	15
2.2.2 IP setting of Controller.....	17
2.2.3 Controller Zone Management.....	19
2.3 Operation of Department and Registered User.....	22
2.3.1 Add Department.....	22
2.3.2 Add and Edit a User.....	23
2.3.3 Auto Add the registration card.....	25
2.3.4 Alter Single-user's Privilege.....	28
2.3.5 Card Lost.....	28
2.4 Operation.....	29
2.4.1 Privilege Management.....	29
2.4.1.1 Access Privilege.....	29
2.4.1.2 Edit One User's Privilege.....	31
2.5 Console.....	32
2.5.1 Controller's Info Check.....	32
2.5.2 Upload Setting.....	33
2.5.3 Monitor.....	34
2.5.4 Display More Swipes.....	35
2.5.5 Getting Swipe Records.....	36
2.6 Records Query.....	36
2.7 Tools.....	38
2.7.1 Change Password.....	38
2.7.2 DB Backup.....	39
2.7.3 Option.....	39
Part 3 Extended Function.....	42
3.1 File.....	43
3.1.1 Active Log Query.....	43
3.2 Configuration.....	45

3.2.1 Record Push Button Events.....	45
3.2.2 Record Door Status Events.....	46
3.2.3 Activate Time Profile.....	47
3.2.4 Activate Peripheral Control.....	50
3.2.5 Activate Access Keypad.....	52
3.2.6 Activate Anti Pass Back.....	55
3.2.7 Activate Inter Lock.....	56
3.2.8 Activate MultiCard Access.....	57
3.2.9 Activate First Card Open.....	58
3.2.10 Activate Controller TaskList.....	59
3.3 Operation.....	61
3.3.1 Activate Remote Open Door.....	61
3.4 Multifunction.....	62
3.4.1 Activate Meal.....	63
3.4.1.1 Meal Setup.....	63
3.4.1.1.1 Readers.....	63
3.4.1.1.2 Rules.....	64
3.4.1.1.3 Meal Period.....	65
3.4.1.2 Meal Report.....	67
3.4.1.2.1 Meal Details Report.....	67
3.4.1.2.2 Meal Stat. report of Readers for Meal.....	68
3.4.1.2.3 Meal Stat. report of Subtotal of Department.....	68
3.4.1.2.4 Meal Stat. report of Users.....	69
3.4.2 Activate Patrol.....	69
3.4.2.1 Patrol Setup.....	70
3.4.2.1.1 Patrol Point.....	70
3.4.2.1.2 Patrol Rules.....	71
3.4.2.1.3 Patrolman.....	72
3.4.2.2 Patrol Route.....	73
3.4.2.3 Patrol Task.....	74
3.4.2.4 Patrol Report.....	75
3.4.2.5 Patrol Statistics.....	76
3.4.3 Activate Meeting.....	77
3.4.3.1 Address Setup.....	77
3.4.3.2 Add Meeting.....	79
3.4.3.3 Meeting Stat.....	80
3.4.3.4 Realtime Sign.....	81
3.4.4 Activate One To More.....	82

3.4.4.1 Add One To More Controller.....	82
3.4.4.2 One To More Management.....	84
3.4.4.2.1 Door Management.....	84
3.4.4.2.2 Set user up to door.....	86
3.5 Tools.....	88
3.5.1 Activate Operator Management.....	88
Part 4 Attendance.....	90
4.1 Normal Shift Rules.....	90
4.2 Holiday.....	91
4.3 Leave/Business Trip.....	92
4.4 Manual Sign In.....	93
4.5 Attendance Report.....	93
Part 5 Appendix.....	96
5.1 How to display user's photo when Monitoring.....	96
5.2 SQL Server Configuration.....	97
5.3 Import consumer's information from Excel.....	99

Part 1 Installation and Uninstallation of Software

1.1 Basic Steps of Installation

- 1、 If you system is Windows XP, it's required to install patch Windows XP SP3.
- 2、 Install software Access Control.

1.2 Basic requirements for hardware of Installation

Memory: 1GB.

Hard Disk: 1GB above of free space.

1.3 Operating system supported by software

Windows XP SP3

Windows 7

Windows Server 2003 SP2

Windows Server 2008

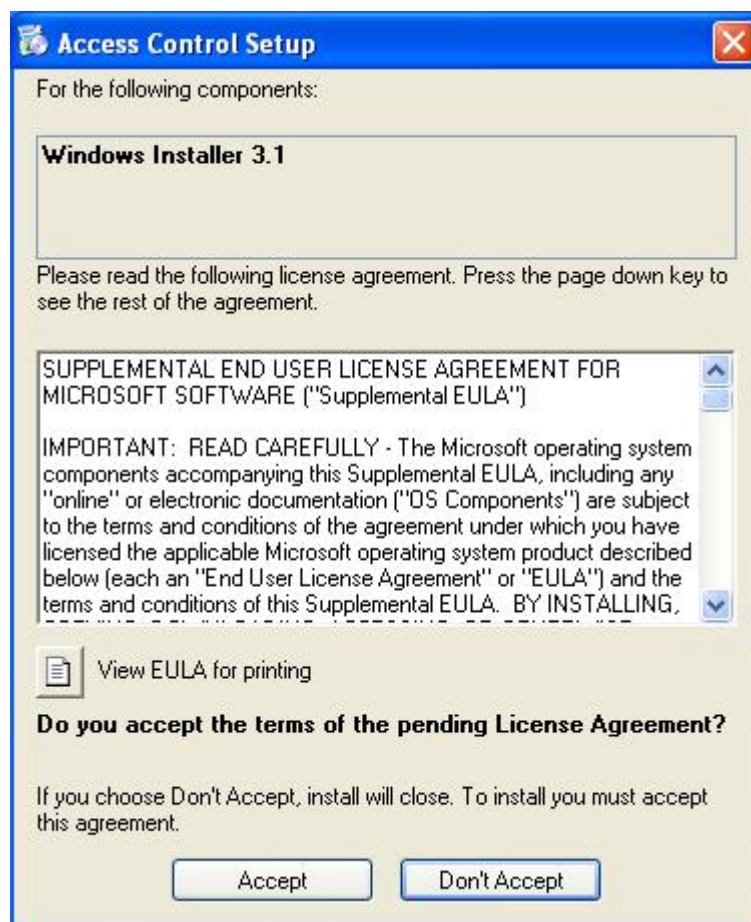
Windows Server 2008 R2

1.4 Software Setup

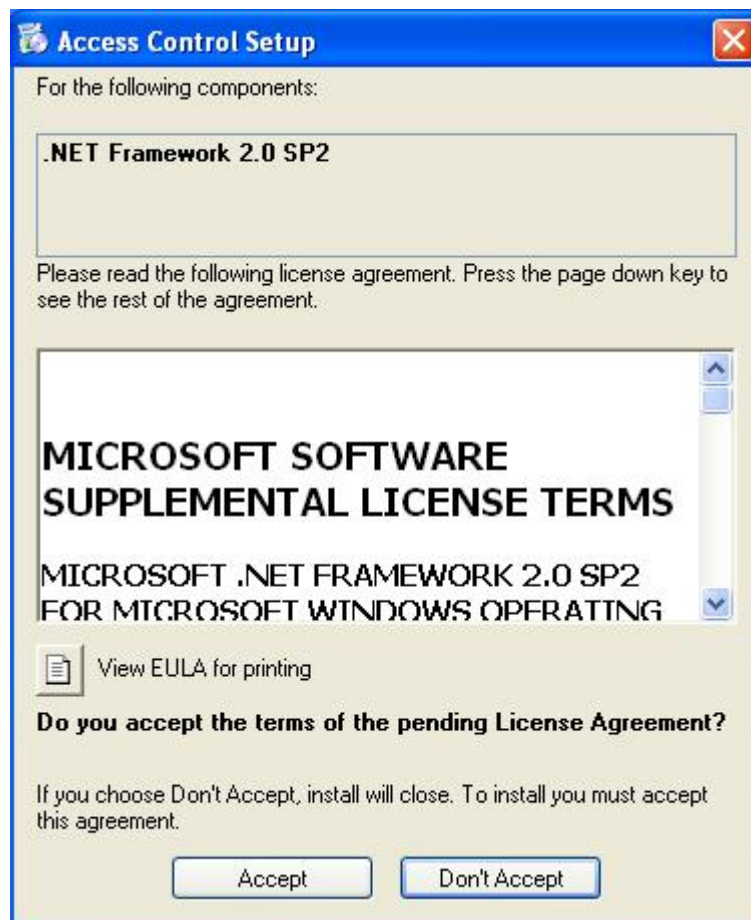
First puts in the CD to CD-ROM, then run the applications of “setup.exe”.



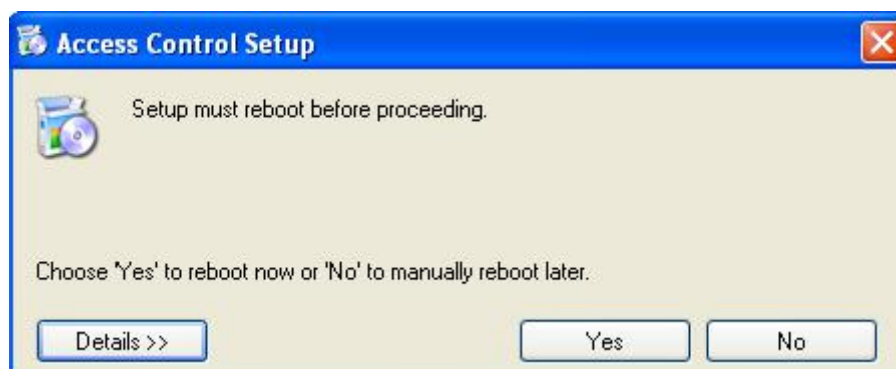
Click “English”



Click "Accept"



Click "Accept"



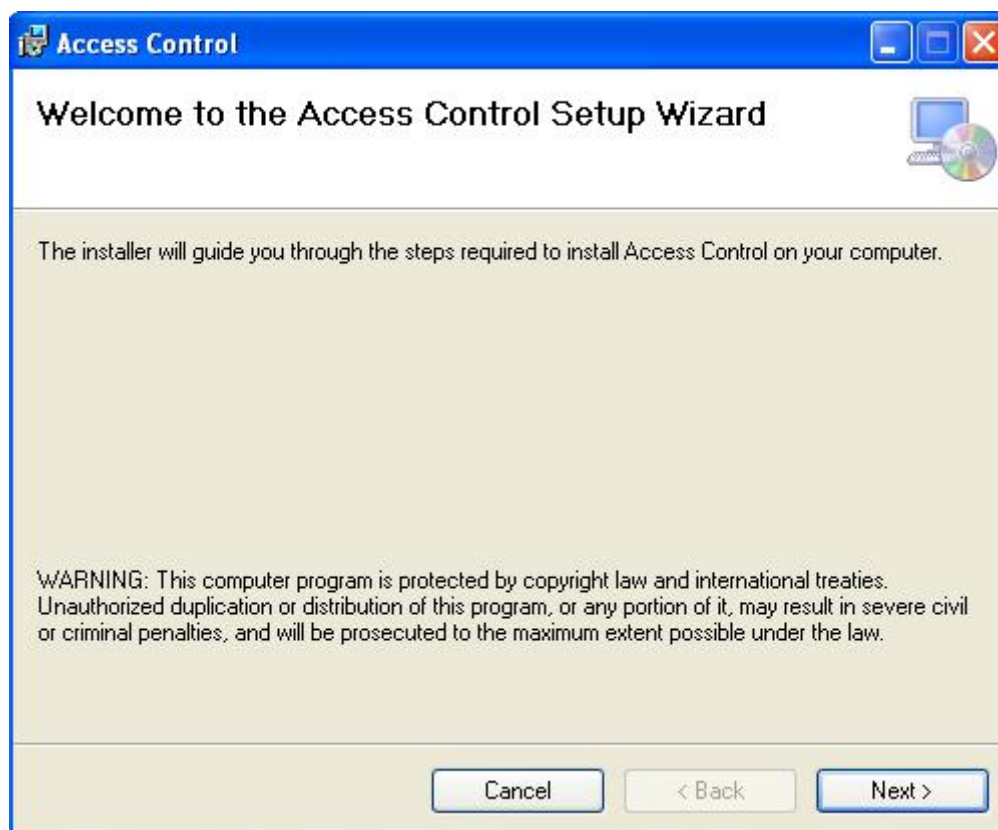
Click "Yes"



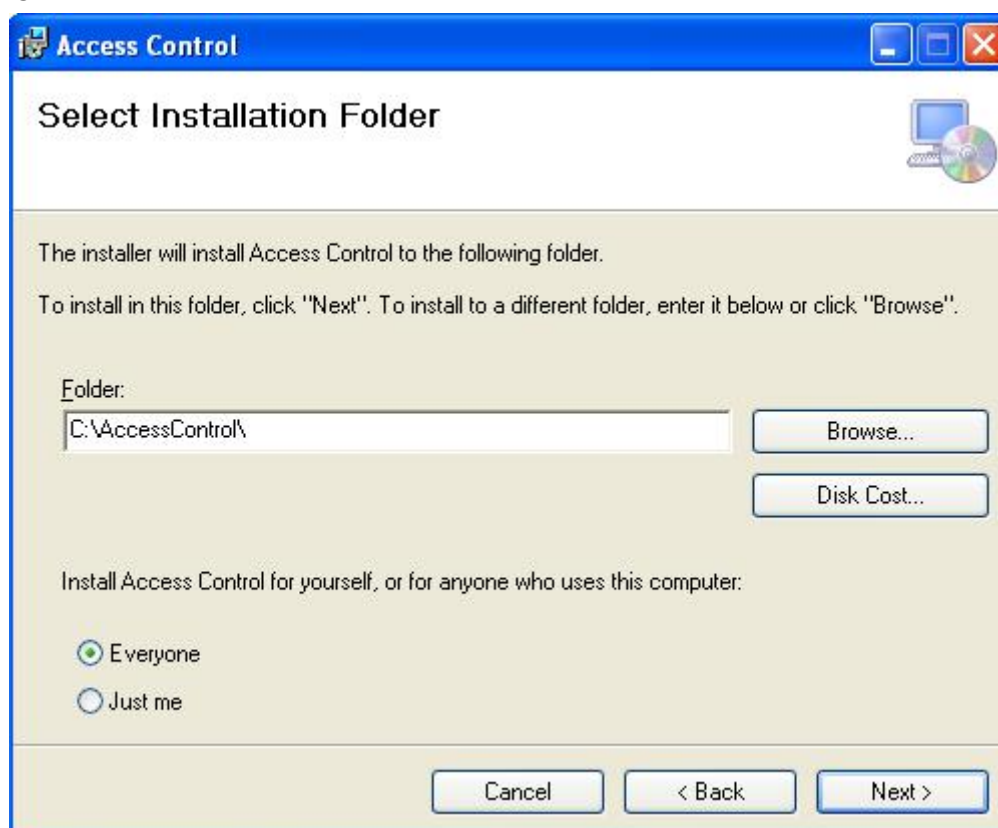
If the error occurs, need to install xp sp3. then install the software.

“Microsoft . NET Framework” is required to install, please do not skip. If you do not install “Microsoft . NET Framework”, the program will not work correctly.

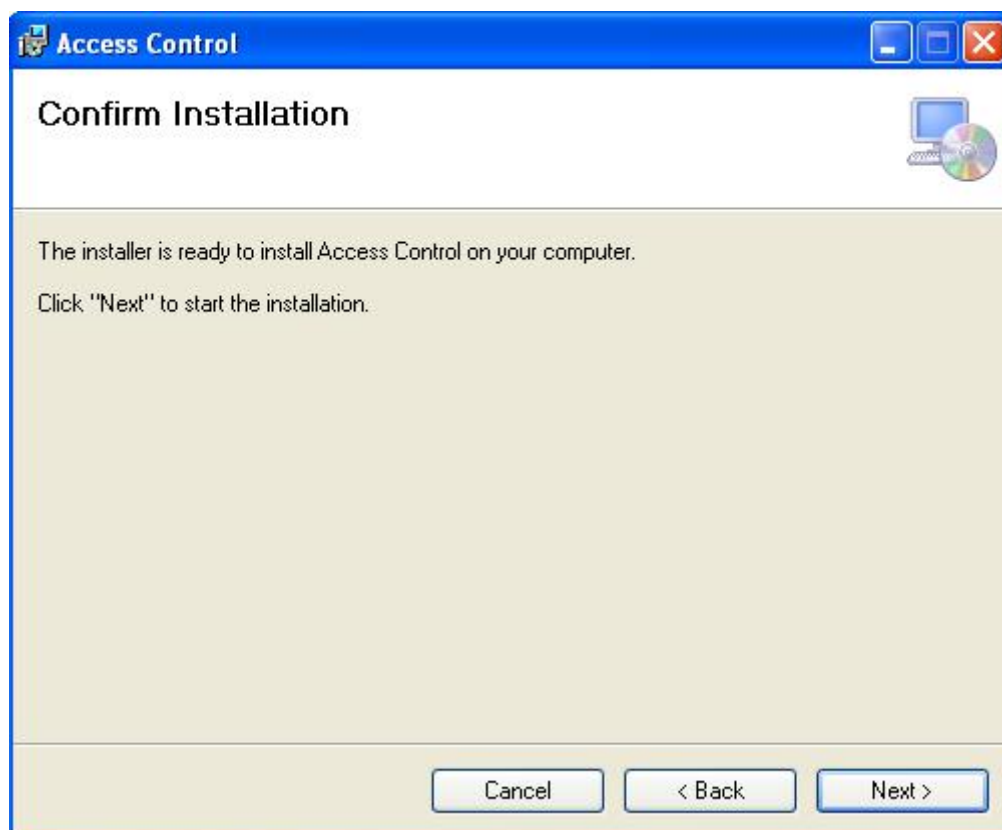
The system will enter into next step for you to install Access Control , if your computer has installed it.



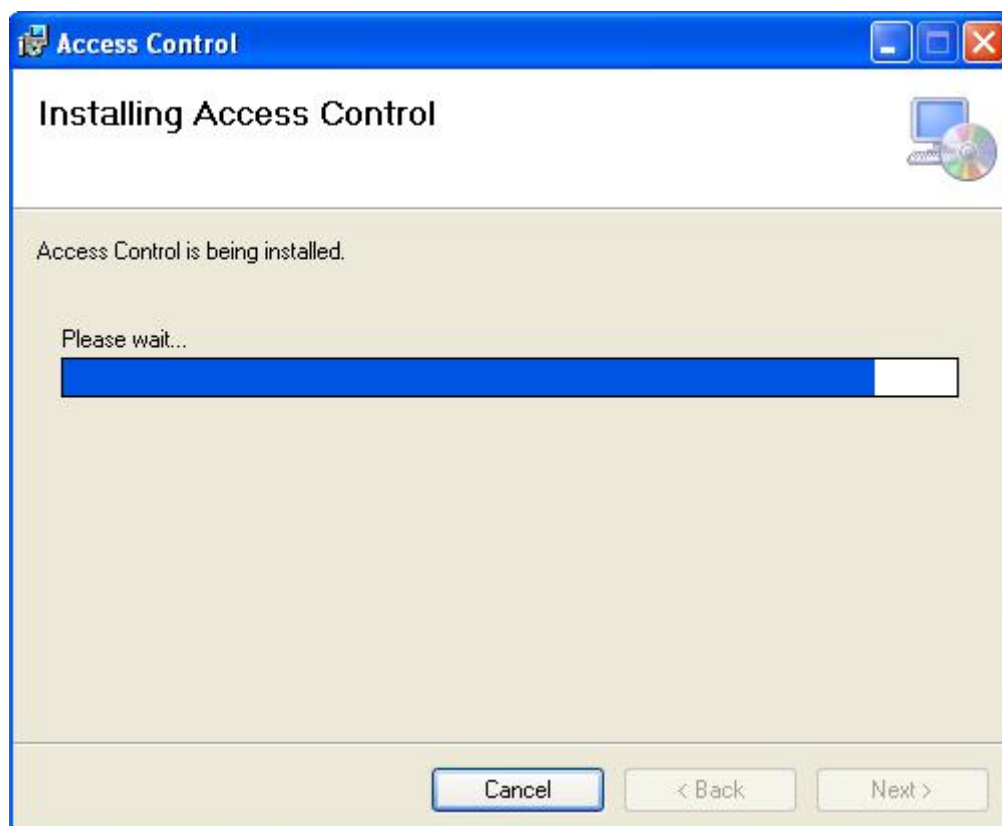
Click "Next"

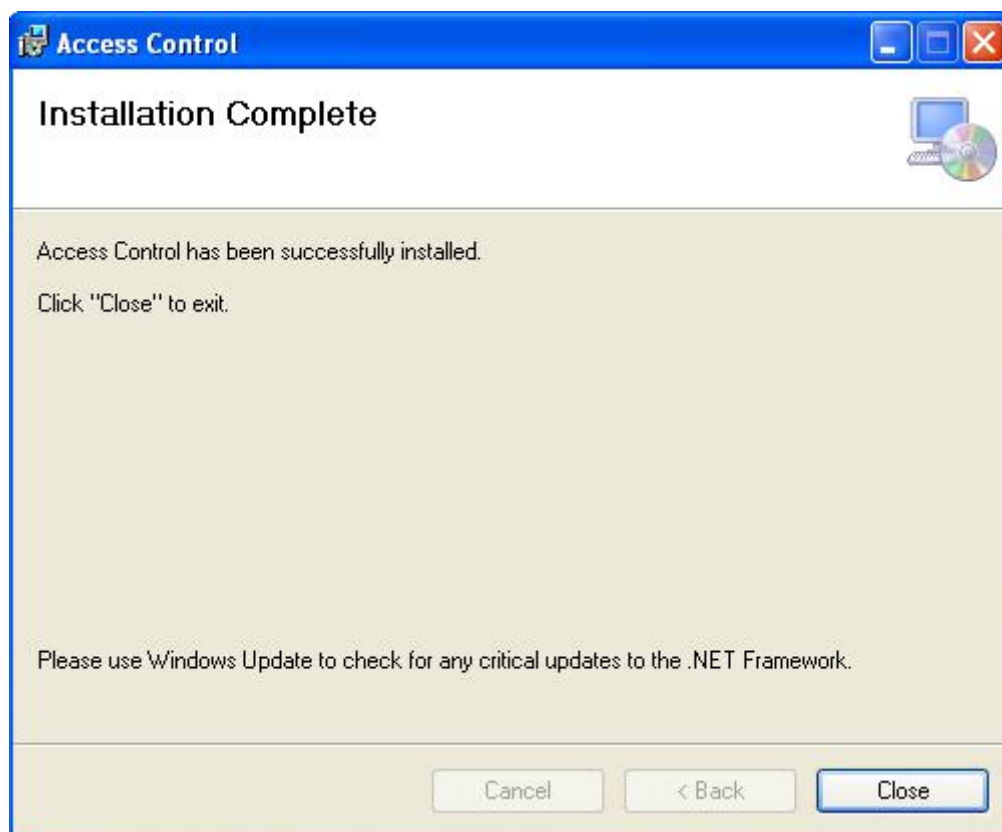


Click "Next"



Click "Next"



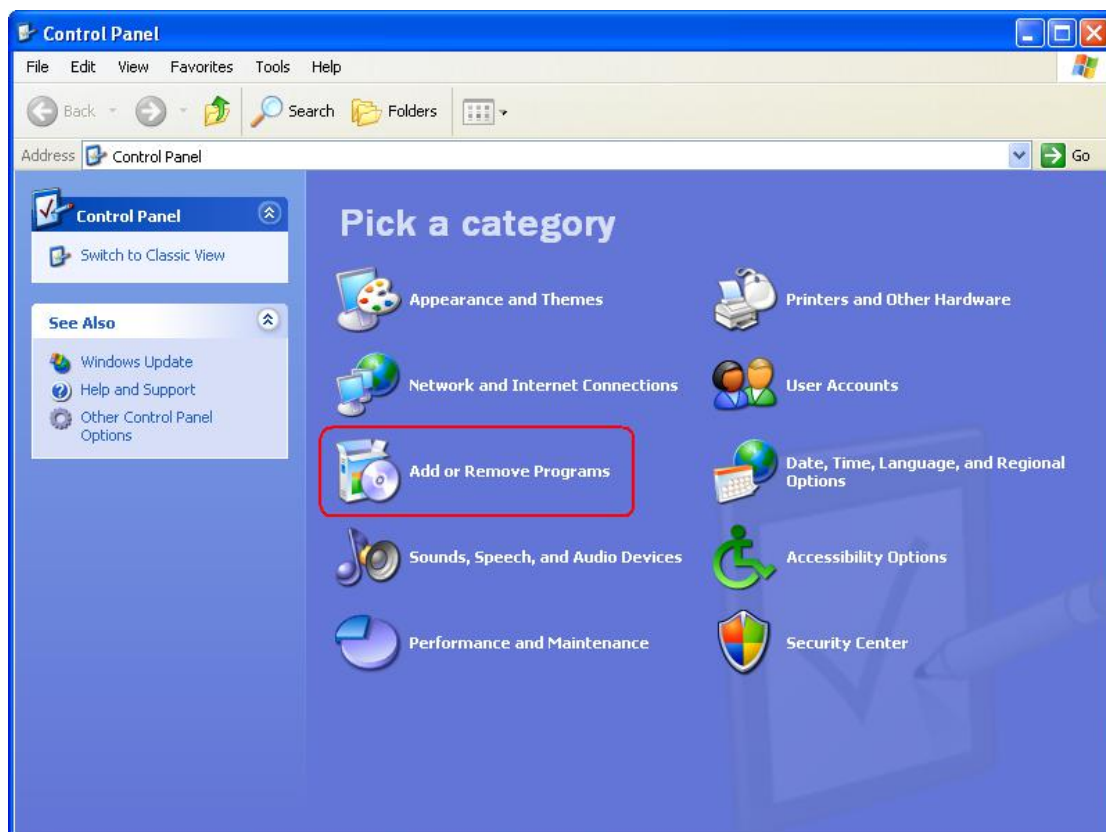


Click "Close"

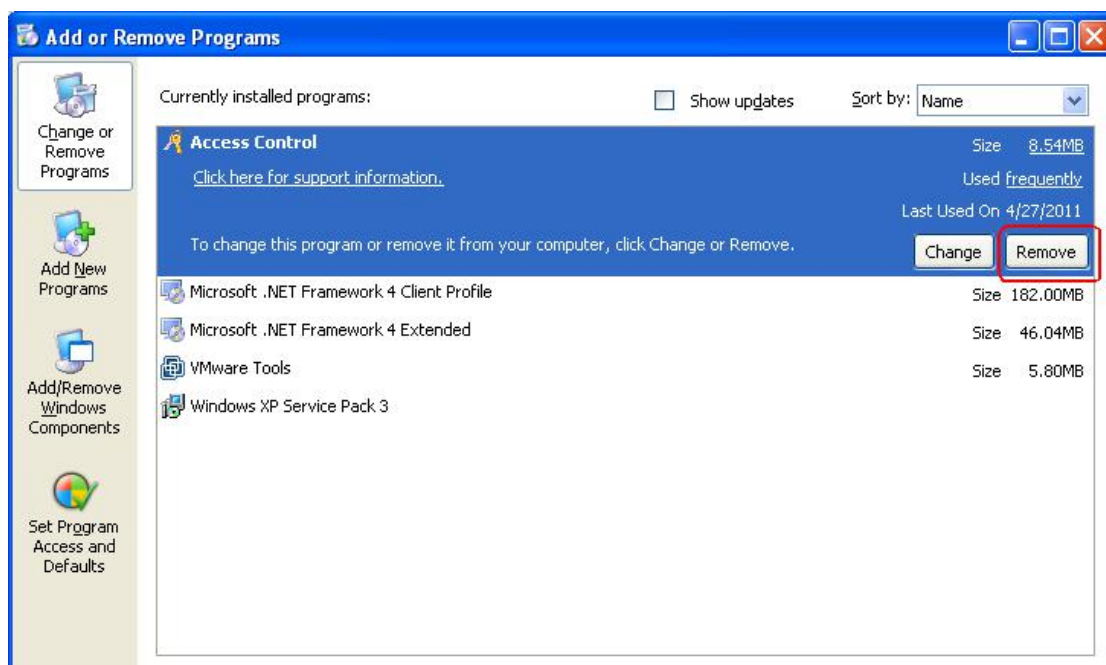
After the installation completes, The  will be created automatically and display in the computer screen.

1.5 Software Remove

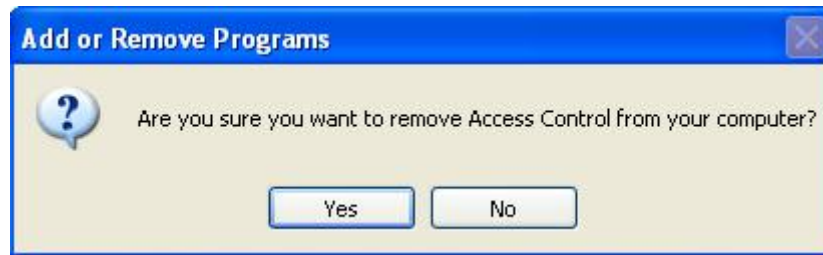
Click **【start】** > **【Settings】** > **【Control Panel】**



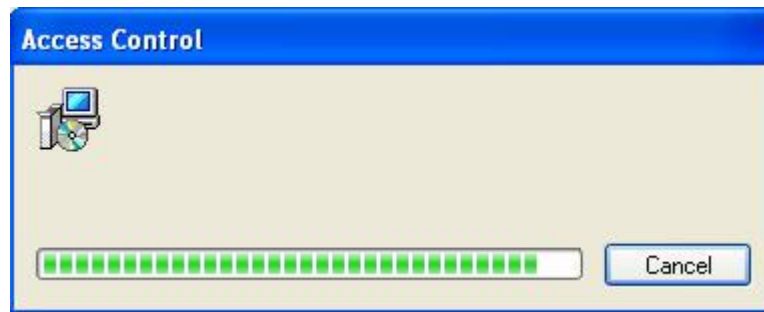
Click “Add or Remove Programs”



Find software “Access Control” in “Currently installed programs”, Click “Remove”.




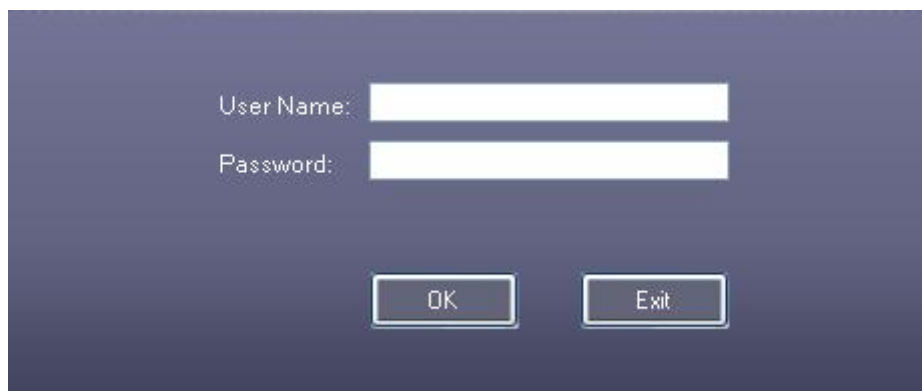
Click "Yes"



Part 2 Basic Operation of Software

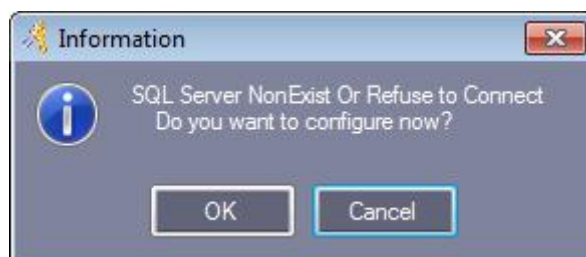
2.1 Login

Click the  or run **【start】>【Programs】>【Access Control】>【Access Control】**, it will open up the Login windows as follows:



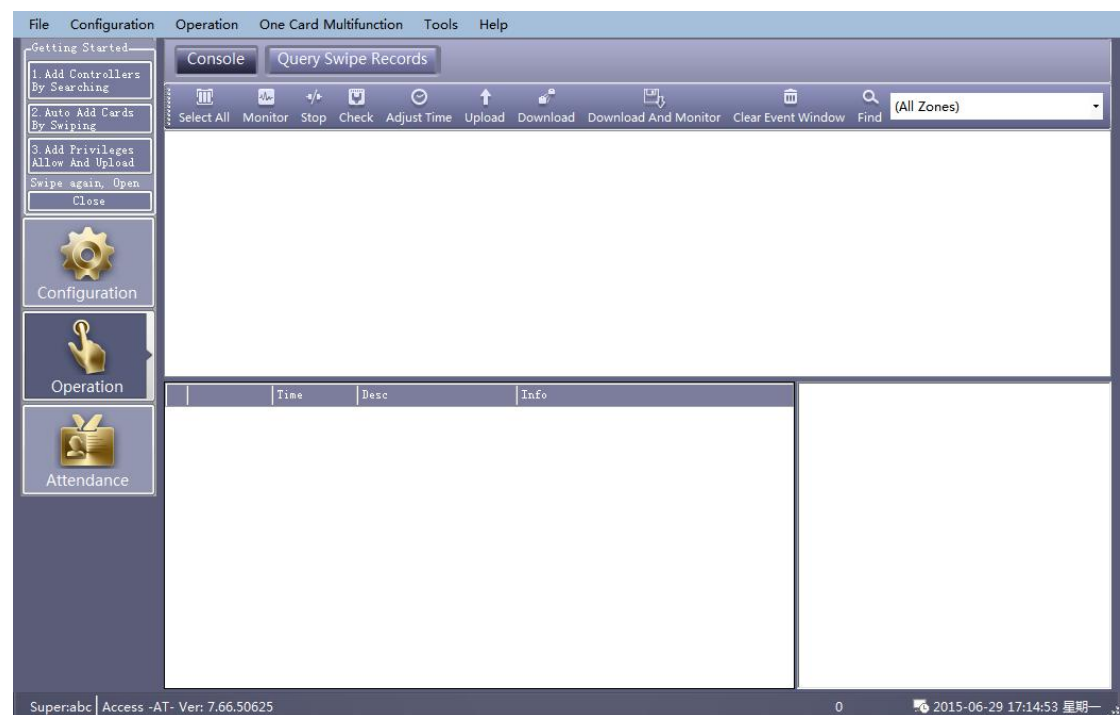
The default user name is “ abc ”, the password is “123”.
It is recommend to change the user name and password at the first use.

If the SQL Server connection fail. There will appear a dialog box as follows:



Click “OK”, Please consult the Appendix [5.2 SQL Server Configuration](#).

After login , It will show the main windows . as follows:




2.2 Parameter Settings of Equipment

2.2.1 Add/Set up Controller

Click **【Configuration】** > **【Controllers】** from the menu bar



click the  to add the controllers into system.

*Controller # (namely each controller serial number) may check on the label S/N:***** of the controller . please fills that nine numerals.

Attention: If the controller S/N which you wrote is not same as the label S/N:***** the software can't communicate with the controller.

Small Network: Support TCP/IP communication, all controllers are in the same network segment

Medium, large Network, or Internet: Support TCP/IP communication for different network segment controllers.

Click "Next"

Door Name	Door Control State	Door Delay(sec)
Door 1# Entrance Door	<input checked="" type="radio"/> Control <input type="radio"/> Open <input type="radio"/> Close	3
Door 2# Manager Room Door	<input checked="" type="radio"/> Control <input type="radio"/> Open <input type="radio"/> Close	3
Door 3# HR	<input checked="" type="radio"/> Control <input type="radio"/> Open <input type="radio"/> Close	3
Door 4# Meeting Room Door	<input checked="" type="radio"/> Control <input type="radio"/> Open <input type="radio"/> Close	3

Reader Position
Door1# In Reader In <input checked="" type="checkbox"/> Attendance
Door2# In Reader In <input checked="" type="checkbox"/> Attendance
Door3# In Reader In <input checked="" type="checkbox"/> Attendance
Door4# In Reader In <input checked="" type="checkbox"/> Attendance

"Door Name" and "Reader Position" can be modified

Mark "Active": by ☒, the console will display the door; otherwise, it won't display.

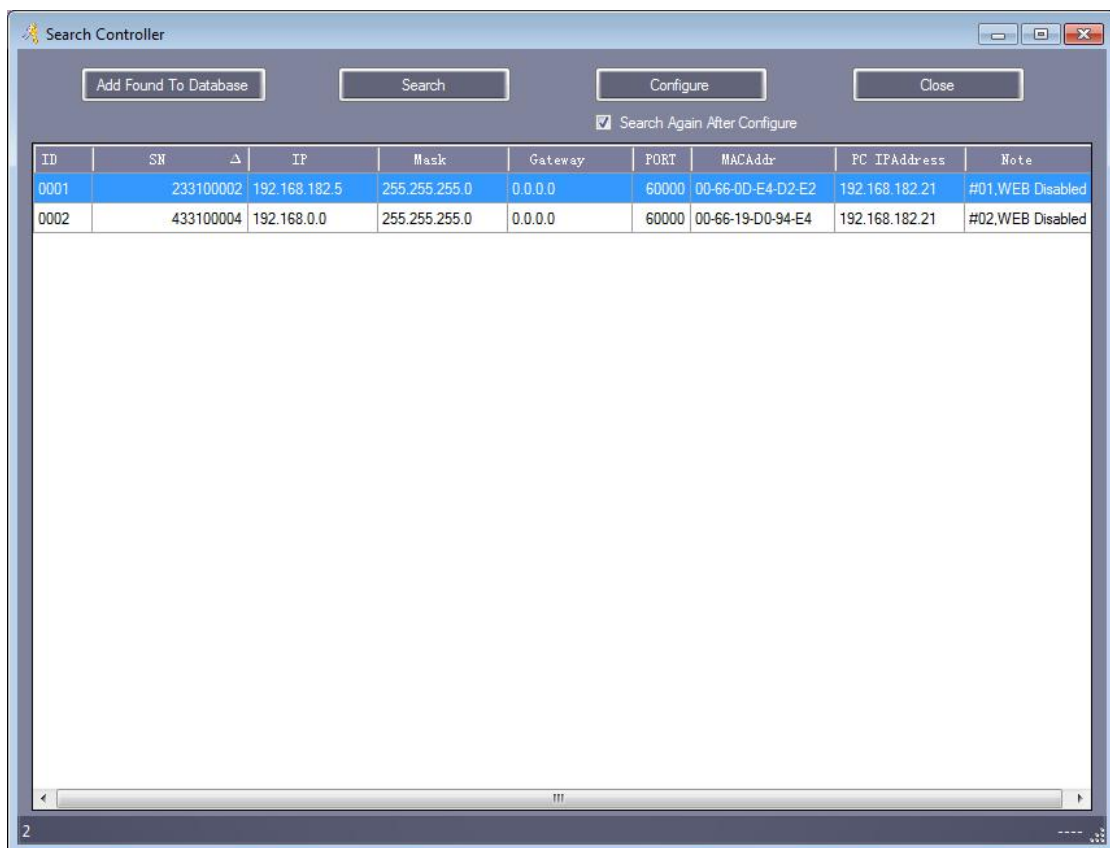
Mark "Attend":by ☒ , the records on the card reader can be used as attendance records; otherwise, it can't.

Click "OK"



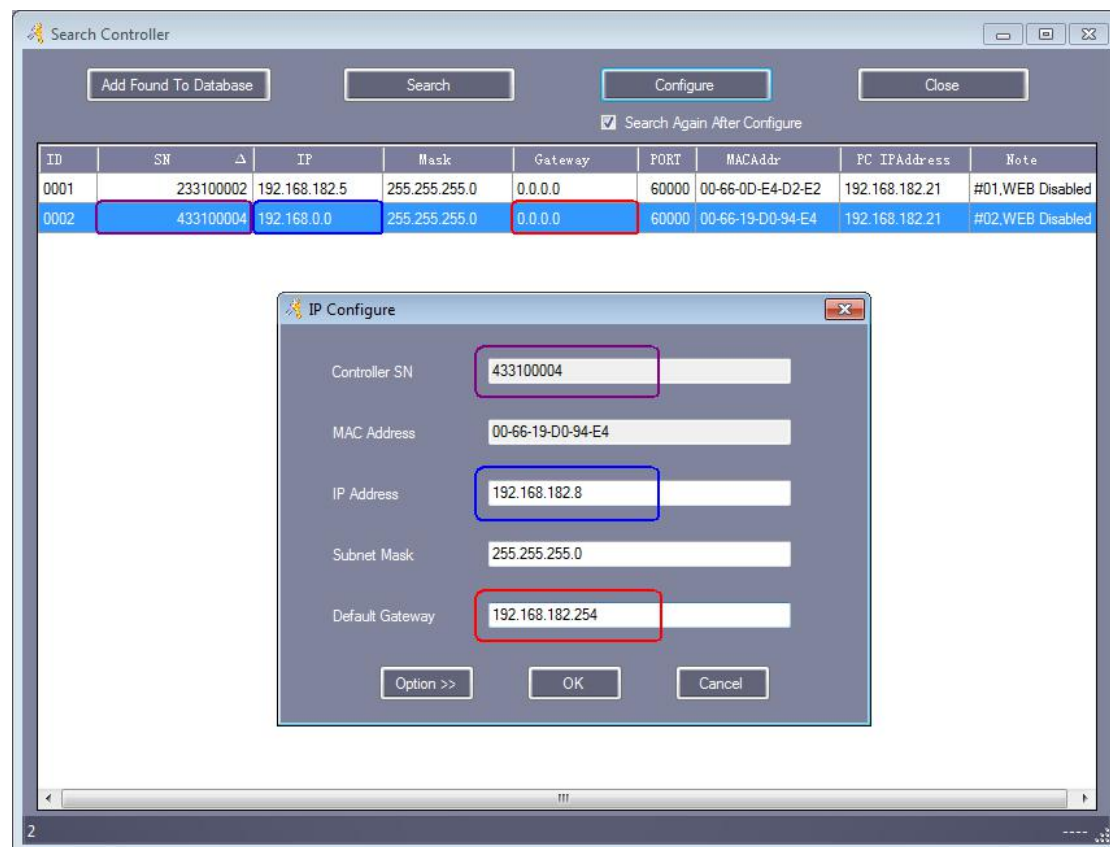
2.2.2 IP setting of Controller

Click 【Configuration】 > 【Controllers】 > 【Search】 .

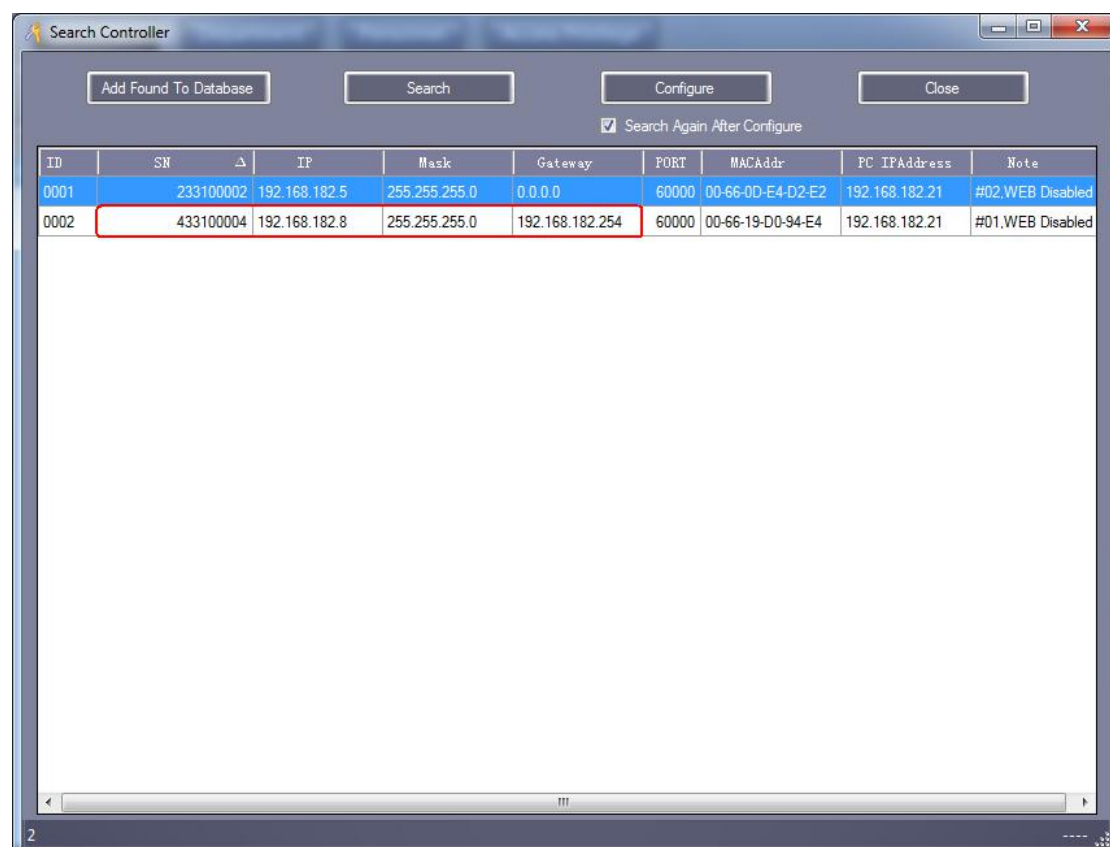


Search need take around 5 Seconds.

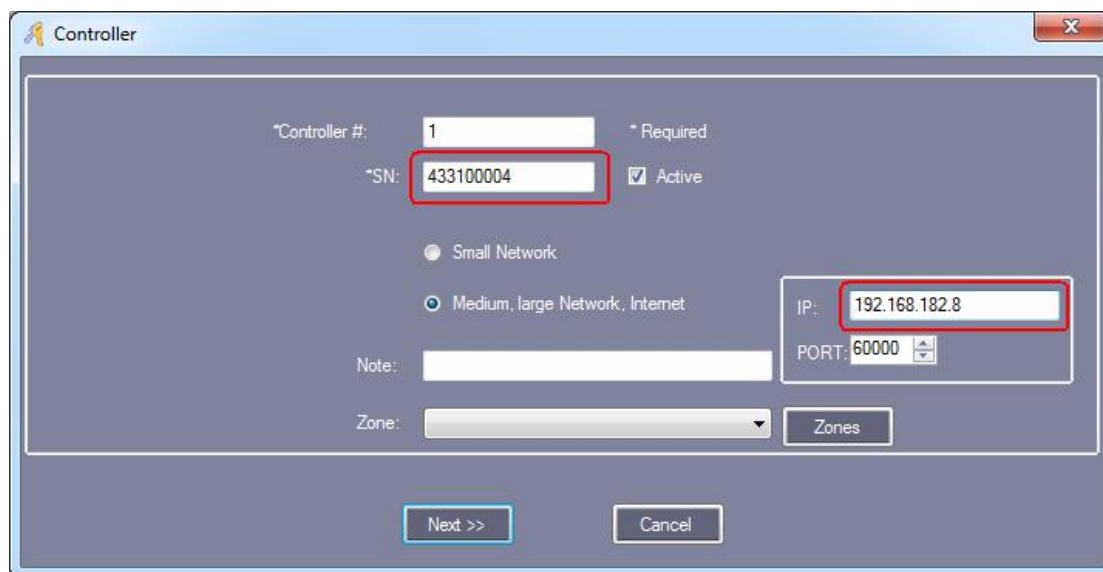
Click "Configure"



Click "OK"



After IP address setting, you can move to chapter [2.2.1 Add/Set up Controller](#) to set the controller parameters, the IP address should be assigned to the corresponding Controller.



Result, You can see IP address.

Controllers Department Personnel Access Privilege									
Get + - X Print Export To Excel Find (All Zones)									
Controller#	SN	Active	IP	PORT	Zone	Note	Doors		
1	433100004	<input checked="" type="checkbox"/>	192.168.182.8	60000			Entrance Door; Manager Room Door; HR; Meeting Room Door;		

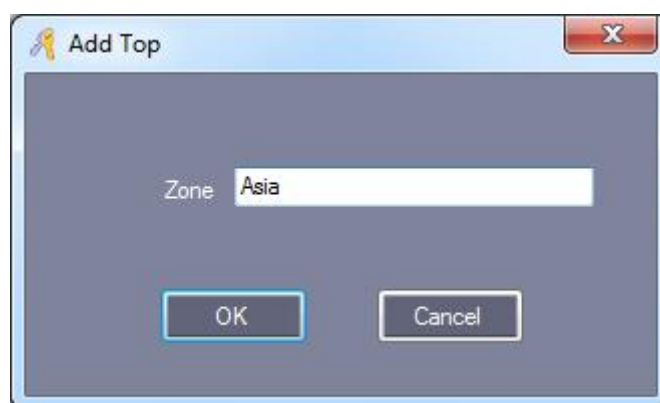
The controllers are separated into different network . Each controller must be assigned a unique IP address .

2.2.3 Controller Zone Management

Click **【Configuration】** > **【Zones】**



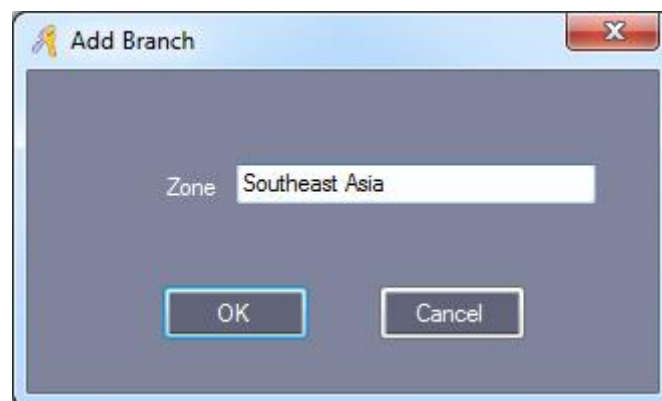
Click "Add Top"



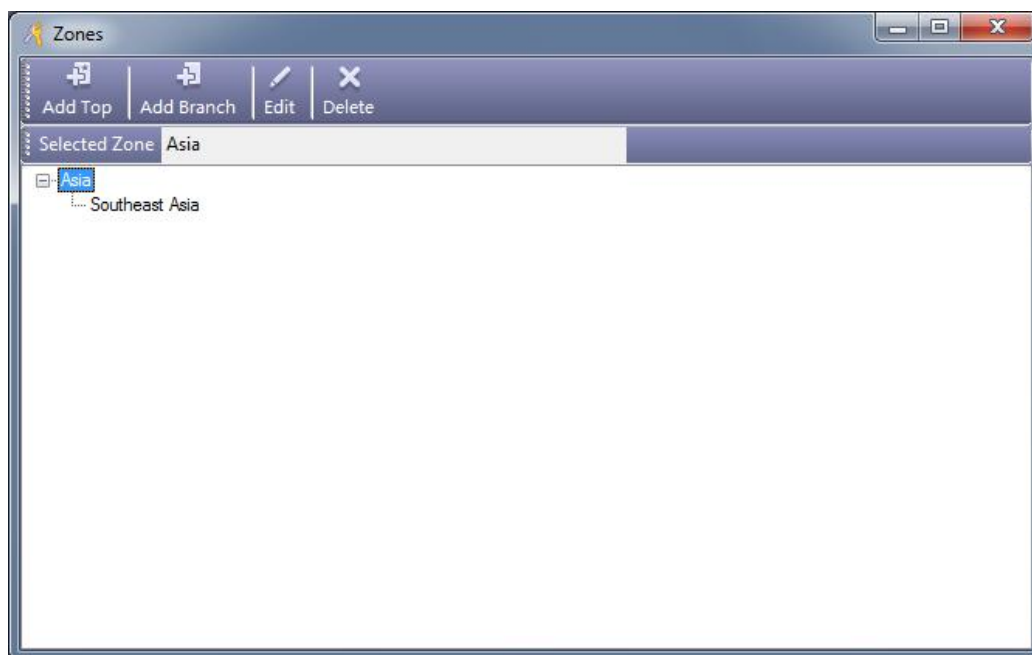
Click "OK"



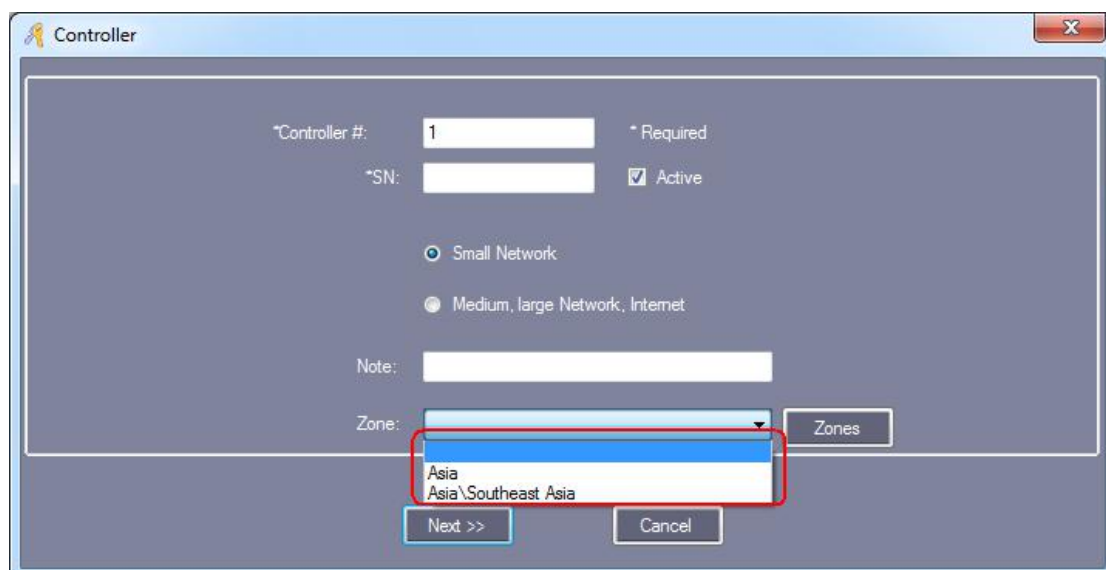
Click the “Add Branch” to add a new Branch under the Top.



Click “OK”



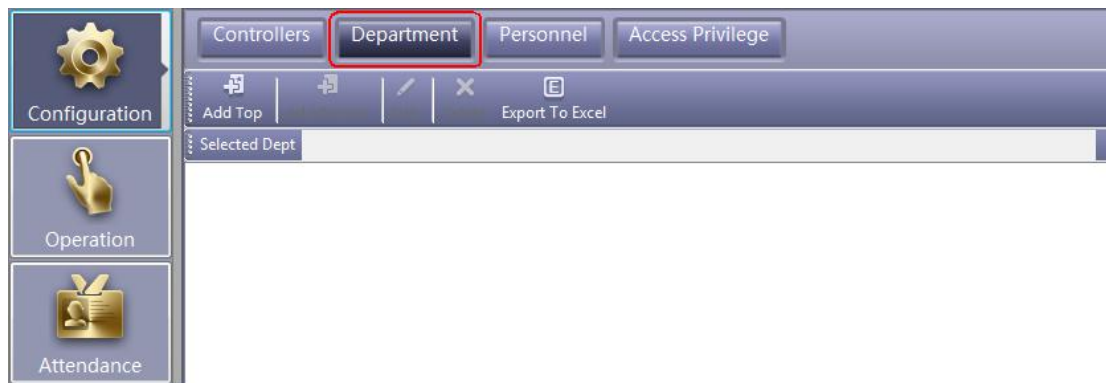
Click , Click **【Configuration】 > 【Controllers】 > 【New】** .



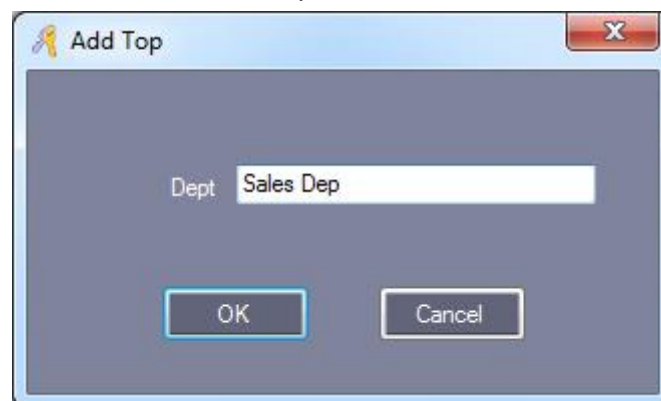
2.3 Operation of Department and Registered User

2.3.1 Add Department

Click **【Configuration】** > **【Department】** from the menu bar



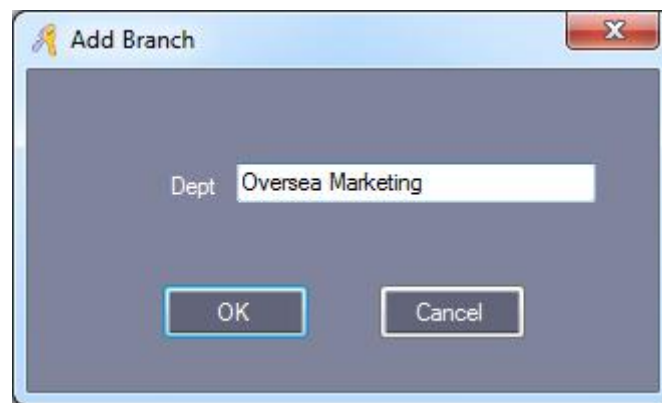
click the **Add Top** to create a new department.



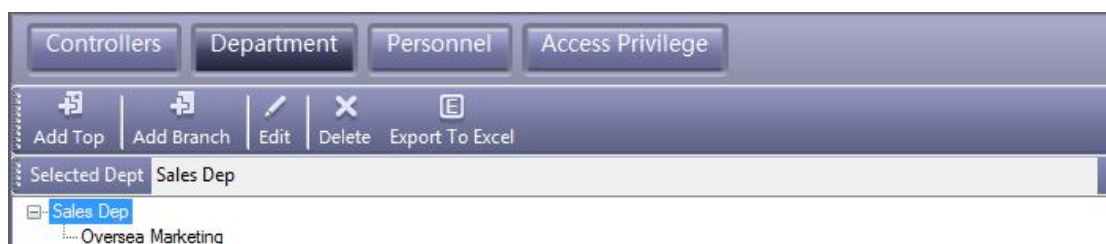
Click "OK"



Click the **Add Branch** to add a new Branch under the Top.

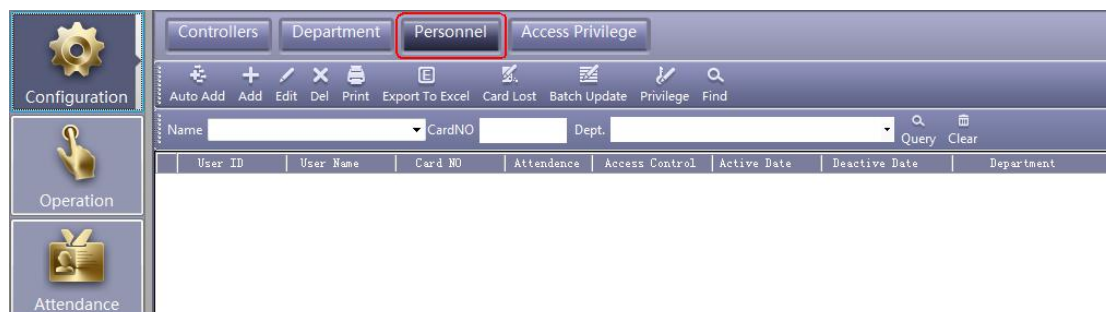


Click "OK"




2.3.2 Add and Edit a User

Click **【Configuration】** > **【Personnel】** from the menu bar



Click "Add" to add users.

Remark: "User No." and "Name" must be input.

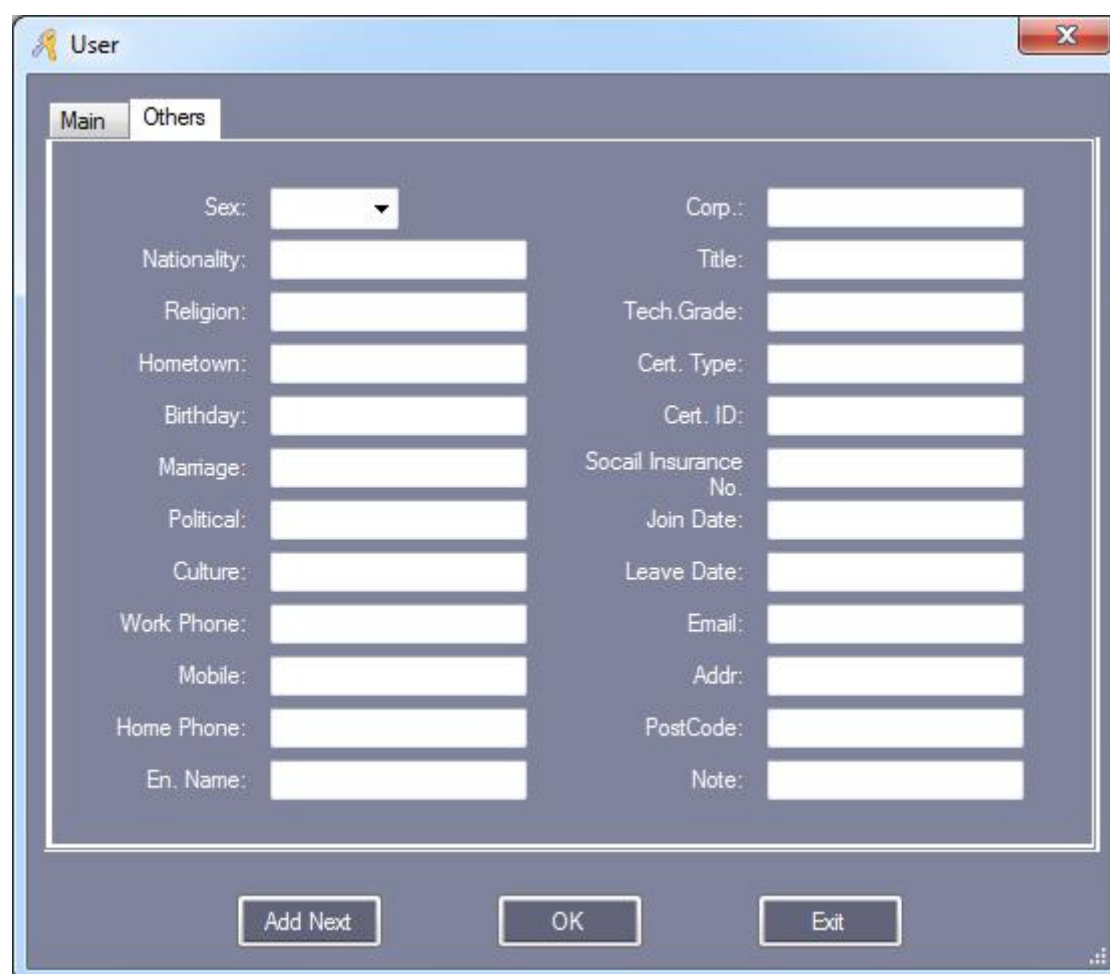
 After you input all information of the user, click this button, you complete adding a user to the system, Meanwhile it will remain showing the user windows and wait for you inputing the next user's information.

Add photo, please consult the Appendix [5.1 How to display user's photo at Monitor](#).

Click "OK", This user has been added to the System.

<div>Controllers</div> <div>Department</div> <div>Personnel</div> <div>Access Privilege</div>								
<div>Auto Add</div> <div>Add</div> <div>Edit</div> <div>Del</div> <div>Print</div> <div>Export To Excel</div> <div>Card Lost</div> <div>Batch Update</div> <div>Privilege</div> <div>Find</div>								
Name <input type="text"/>			CardNO <input type="text"/>	Dept. <input type="text"/>		Query <input type="text"/>		
					Clear			
User ID	User Name	Card NO	Attendance	Access Control	Active Date	Deactive Date	Department	
1	Hellen	18016185	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	Sales Dep\Oversea Marketing	

User "Others" information

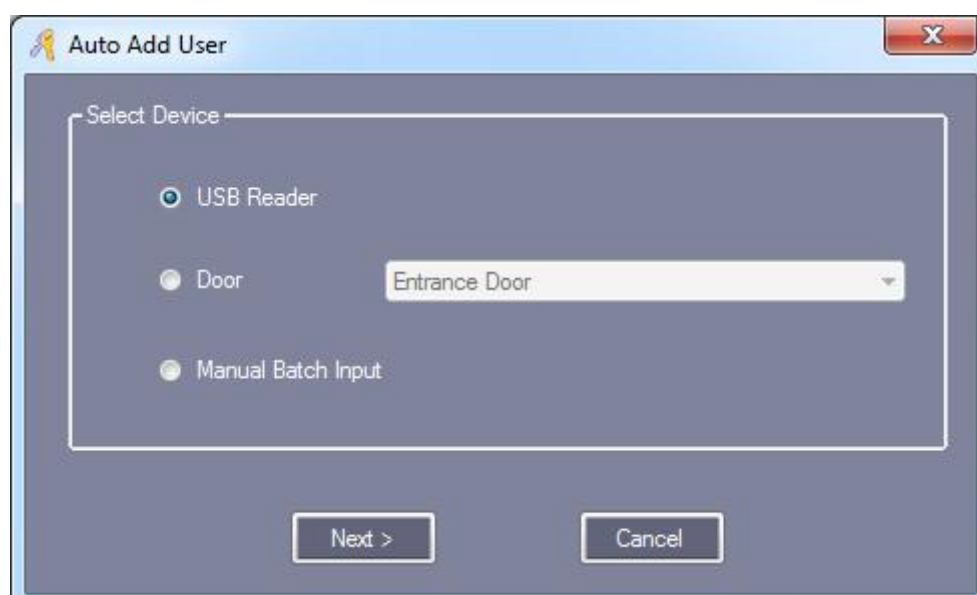


The 'User' window is a registration form with two tabs: 'Main' and 'Others'. The 'Main' tab is active. It contains two columns of input fields. The left column includes: Sex (dropdown), Nationality, Religion, Hometown, Birthday, Marriage, Political, Culture, Work Phone, Mobile, Home Phone, and En. Name. The right column includes: Corp., Title, Tech. Grade, Cert. Type, Cert. ID, Social Insurance No., Join Date, Leave Date, Email, Addr., PostCode, and Note. At the bottom are three buttons: 'Add Next', 'OK', and 'Exit'.

Field	Type
Sex	Dropdown
Nationality	Text
Religion	Text
Hometown	Text
Birthday	Text
Marriage	Text
Political	Text
Culture	Text
Work Phone	Text
Mobile	Text
Home Phone	Text
En. Name	Text
Corp.	Text
Title	Text
Tech. Grade	Text
Cert. Type	Text
Cert. ID	Text
Social Insurance No.	Text
Join Date	Text
Leave Date	Text
Email	Text
Addr.	Text
PostCode	Text
Note	Text

2.3.3 Auto Add the registration card

Click **【Configuration】** > **【Personnel】** > **【Auto Add】**

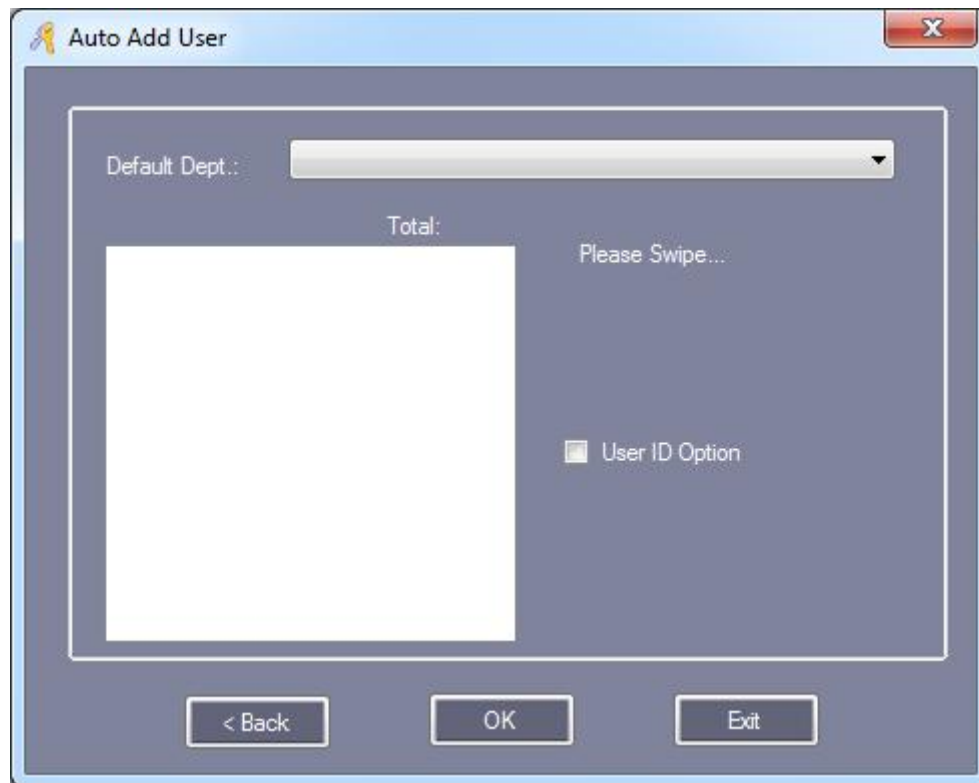


The 'Auto Add User' window is a dialog box for selecting a device. It has a title bar with a key icon and the text 'Auto Add User'. The main area is titled 'Select Device' and contains three radio button options: 'USB Reader' (selected), 'Door', and 'Manual Batch Input'. The 'Door' option has a dropdown menu next to it showing 'Entrance Door'. At the bottom are two buttons: 'Next >' and 'Cancel'.

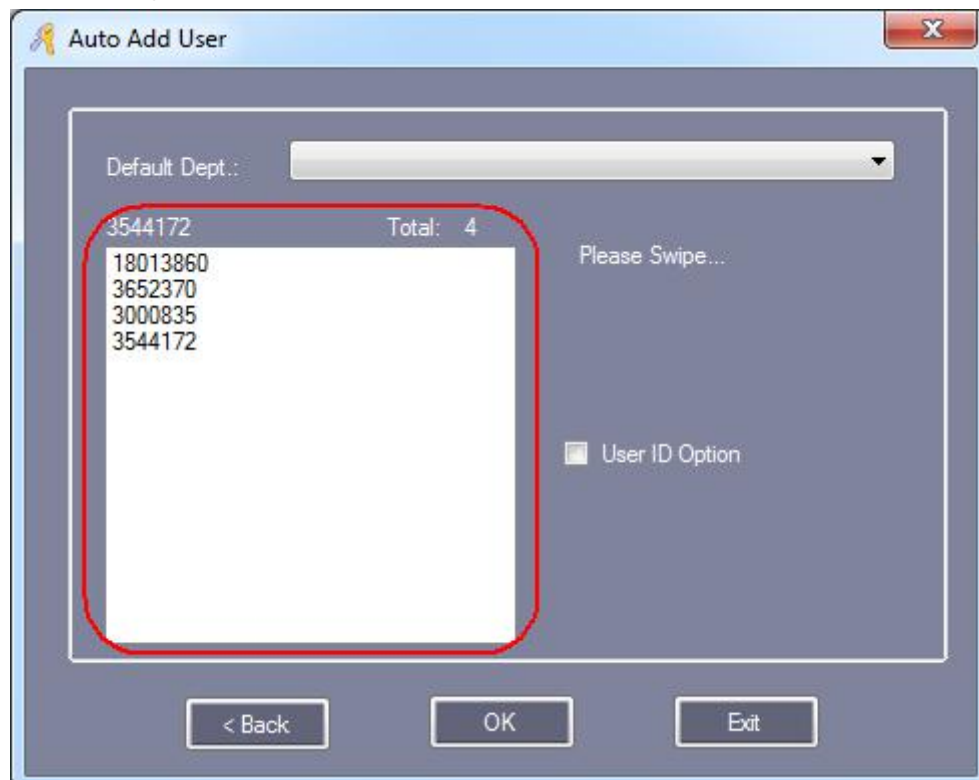
Device Type	Selected
USB Reader	Yes
Door	No
Manual Batch Input	No

If you selected “USBReader”, you must connect the USB card reader (The model # for wiegand product is WG1028) with the computer .

Click “USB Reader” or “Controller”, Click “Next”

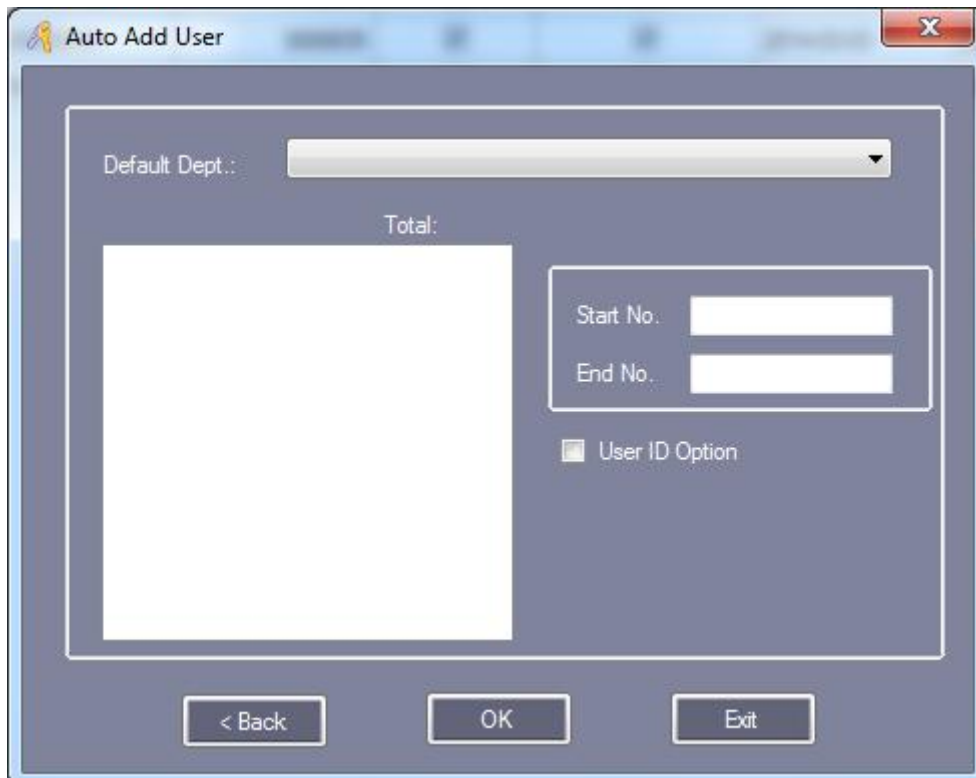


After swiping



Click “OK”, Auto added to the Software.

Click “Manual Batch Input” ,Click “Next”



Auto Add User

Default Dept.:

Total:

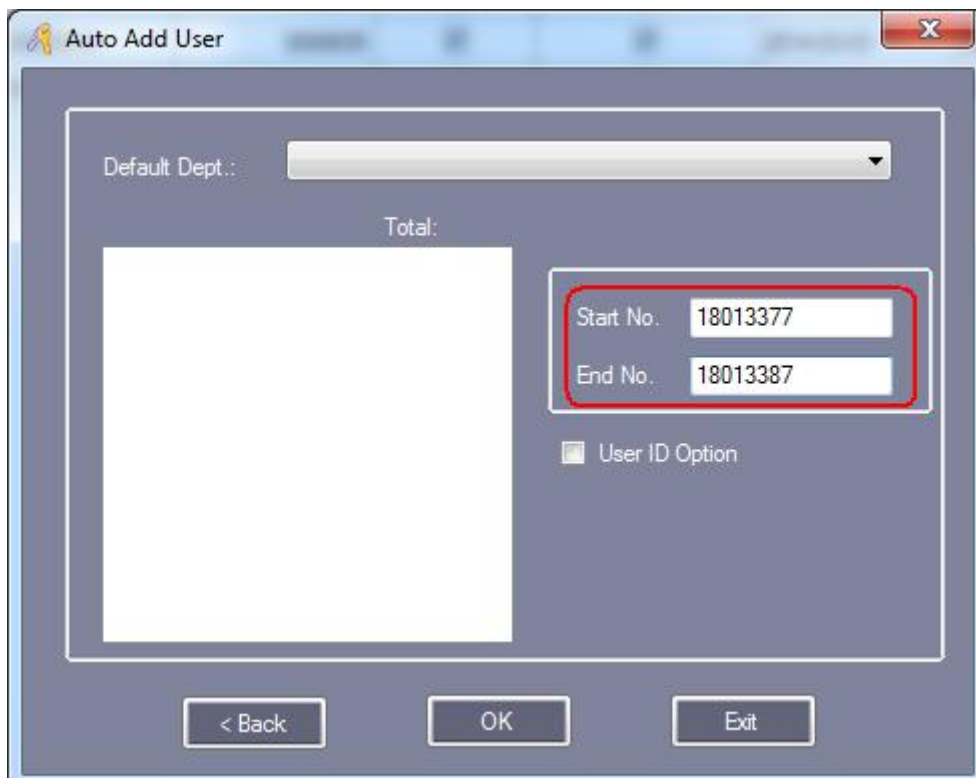
Start No.

End No.

☐ User ID Option

< Back OK Exit

Manual Input “Start NO.” and “End NO.”



Auto Add User

Default Dept.:

Total:

Start No.

End No.

☐ User ID Option

< Back OK Exit

Click “OK”, All users card auto added to the Software.

<div> <div>Controllers</div> <div>Department</div> <div>Personnel</div> <div>Access Privilege</div> </div>								
<div> <div>Auto Add</div> <div>Add</div> <div>Edit</div> <div>Del</div> <div>Print</div> <div>Export To Excel</div> <div>Card Lost</div> <div>Batch Update</div> <div>Privilege</div> <div>Find</div> </div>								
<div> <div>Name</div> <div>CardNO</div> <div>Dept.</div> <div>Query</div> <div>Clear</div> </div>								
User ID	User Name	Card NO	Attendance	Access Control	Active Date	Deactive Date	Department	
1	Hellen	18016185	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	Sales Dep\Oversea Marketing	
2	N18013860	18013860	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31		
3	N3652370	3652370	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31		
4	N3000835	3000835	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31		
5	N3544172	3544172	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31		
6	N18013377	18013377	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31		
7	N18013378	18013378	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31		
8	N18013379	18013379	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31		
9	N18013380	18013380	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31		
10	N18013381	18013381	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31		
11	N18013382	18013382	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31		
12	N18013383	18013383	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31		
13	N18013384	18013384	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31		
14	N18013385	18013385	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31		
15	N18013386	18013386	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31		
16	N18013387	18013387	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31		

Attention: Auto add users, Name default is "N + Card Number"

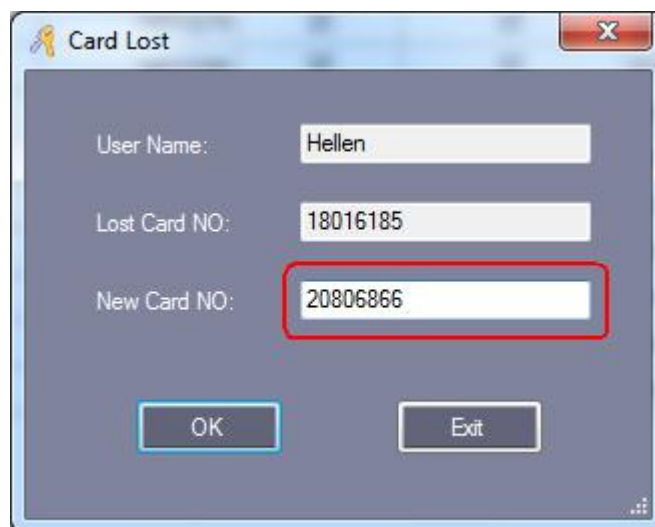
2.3.4 Alter Single-user's Privilege

Please consult the chapter [2.4.1.2 Edit One User's Privilege](#).

2.3.5 Card Lost

If someone has lost his card, he must register the lost card, and then redistributes a new card to him. The steps as follows:

Click **【Configuration】** > **【Personnel】** > **【Card Lost】**



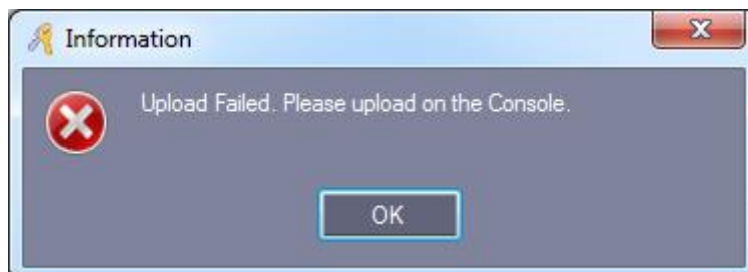
The image shows a 'Card Lost' dialog box with a title bar containing a key icon and the text 'Card Lost'. The dialog has three input fields: 'User Name' with the value 'Hellen', 'Lost Card NO' with the value '18016185', and 'New Card NO' with the value '20806866'. The 'New Card NO' field is highlighted with a red rectangle. At the bottom, there are two buttons: 'OK' and 'Exit'.

Input "New Card ID" :20806866

Click "OK"

If the user card has privilege, after report the loss, Meanwhile upload to the controller.

If the controller communication failure, display information "Upload Failed. Please upload on the Console, Show as follows:

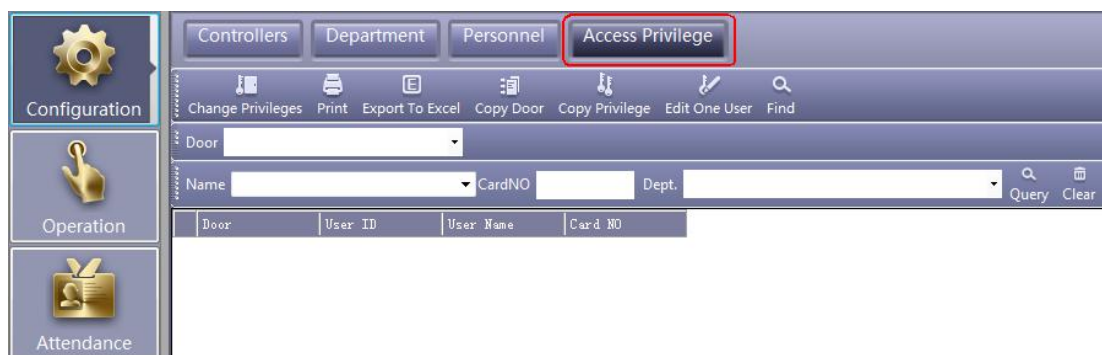


2.4 Operation

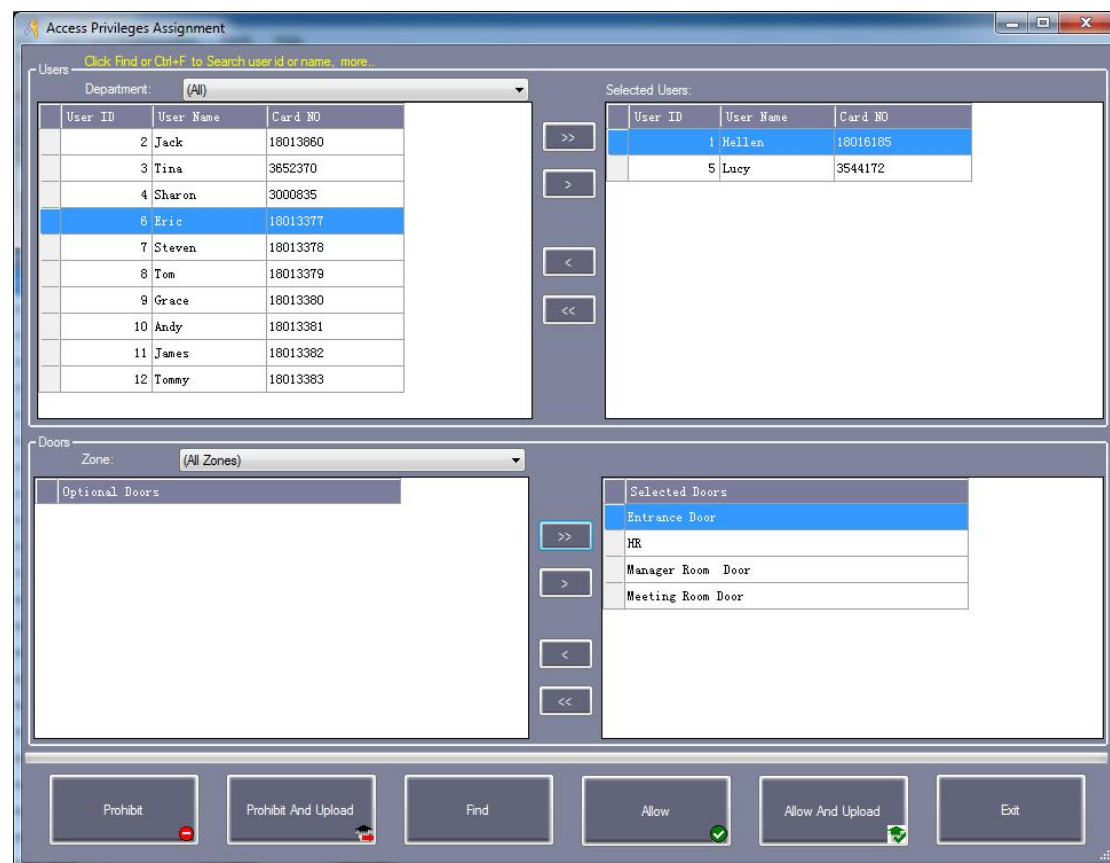
2.4.1 Privilege Management

2.4.1.1 Access Privilege

Click **【Configuration】** > **【Access Privilege】** from the menu bar or shortcut.



Click  Change Privileges



">>": Select all "Users" or all "Optional Doors"

">": Select one "Users" or one "Optional Doors".

"<": Cancel one "Selected Users" or one "Selected Doors".

"<<": Cancel all "Selected Users" or all "Selected Doors".



After clicking this button, and then **Operation -> Upload**, the selected users can pass through the selected doors.



After clicking this button, the selected users can pass through the selected doors.



After clicking this button, and then **Operation -> Upload**, the selected users can't pass through the selected doors.



After clicking this button, the selected users can't pass through the

selected doors.

Door	User ID	User Name	Card NO
Entrance Door	1	Hellen	18016185
Manager Room Door	1	Hellen	18016185
HR	1	Hellen	18016185
Meeting Room Door	1	Hellen	18016185
Entrance Door	5	Lucy	3544172
Manager Room Door	5	Lucy	3544172
HR	5	Lucy	3544172
Meeting Room Door	5	Lucy	3544172

After adding all privileges into the system, you must go to the **Operation << Upload** the operation, please consult (Chapter [2.5.2 Upload Setting](#)).

2.4.1.2 Edit One User's Privilege

">>": Select all "Optional Doors"

">": Select one "Optional Doors"

"<": Cancel one "Selected Doors"

"<<": Cancel all "Selected Doors"



If you add “Optional Doors” or cancel “Selected Doors”, Click this button, and Upload to the controller, you can pass through “Selected Doors”.

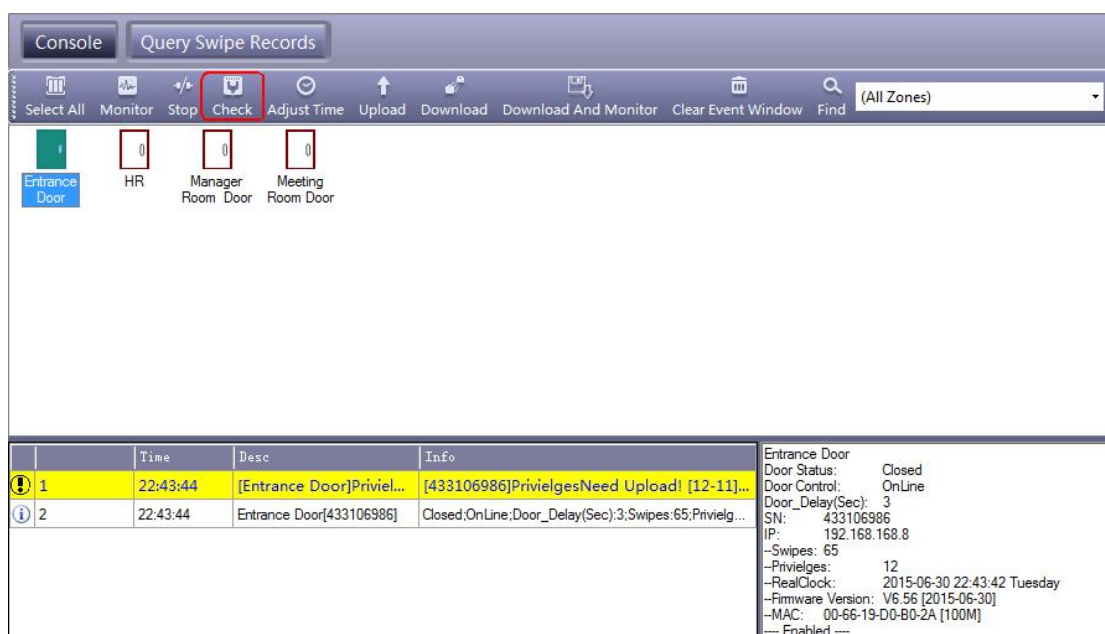
2.5 Console

Click **【Operation】 > 【Console】** from the menu bar .The console window contains many basic operations. For example, “Monitor”, “Check”, “Adjust Time”, “Upload”, “Download” and “Download And Monitor”.

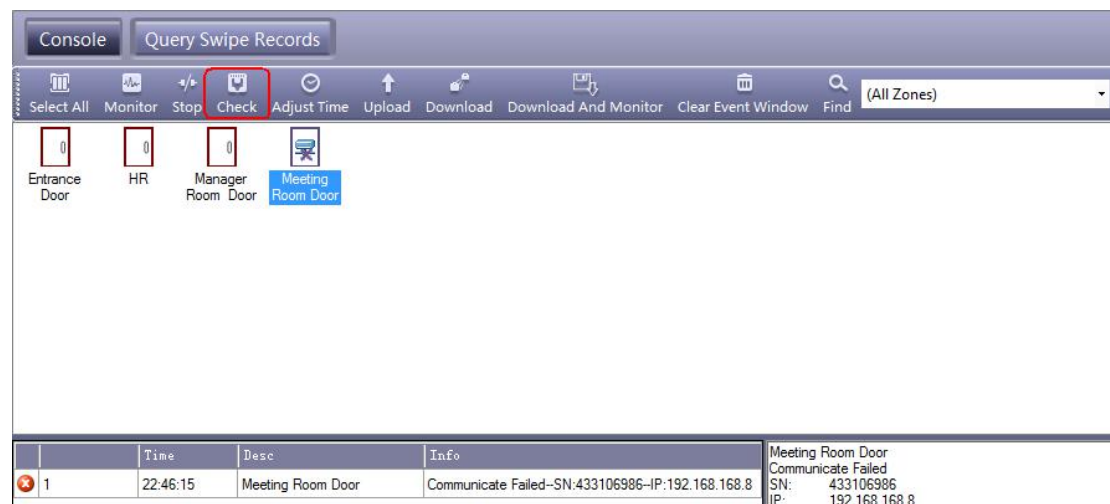


2.5.1 Controller's Info Check

Click **【Operation】 > 【Console】 > 【Check】** from the menu bar .

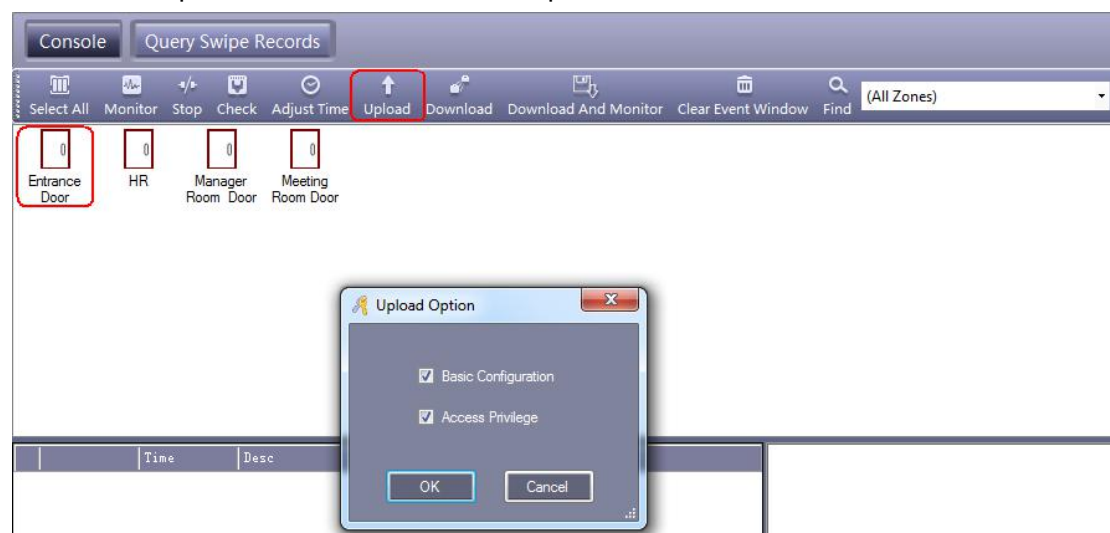


It will show the controller's basic information .such as the amount of swipings and privileges, Door status, control status, open delay (sec) .If the controller is well communicated with computer, the door label's color is green , otherwise the color is red.

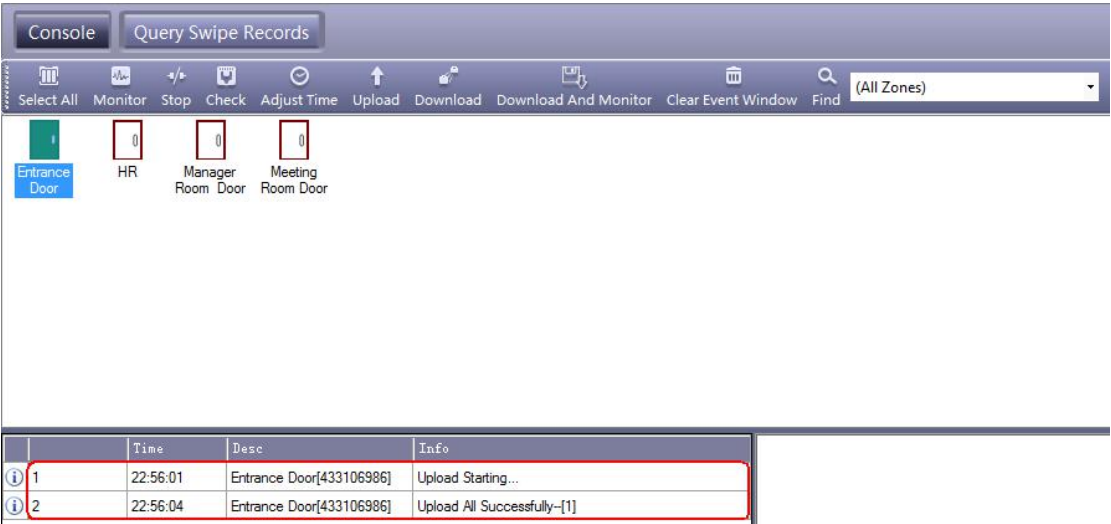


2.5.2 Upload Setting

Click **【Operation】 > 【Console】 > 【Upload】** from the menu bar.



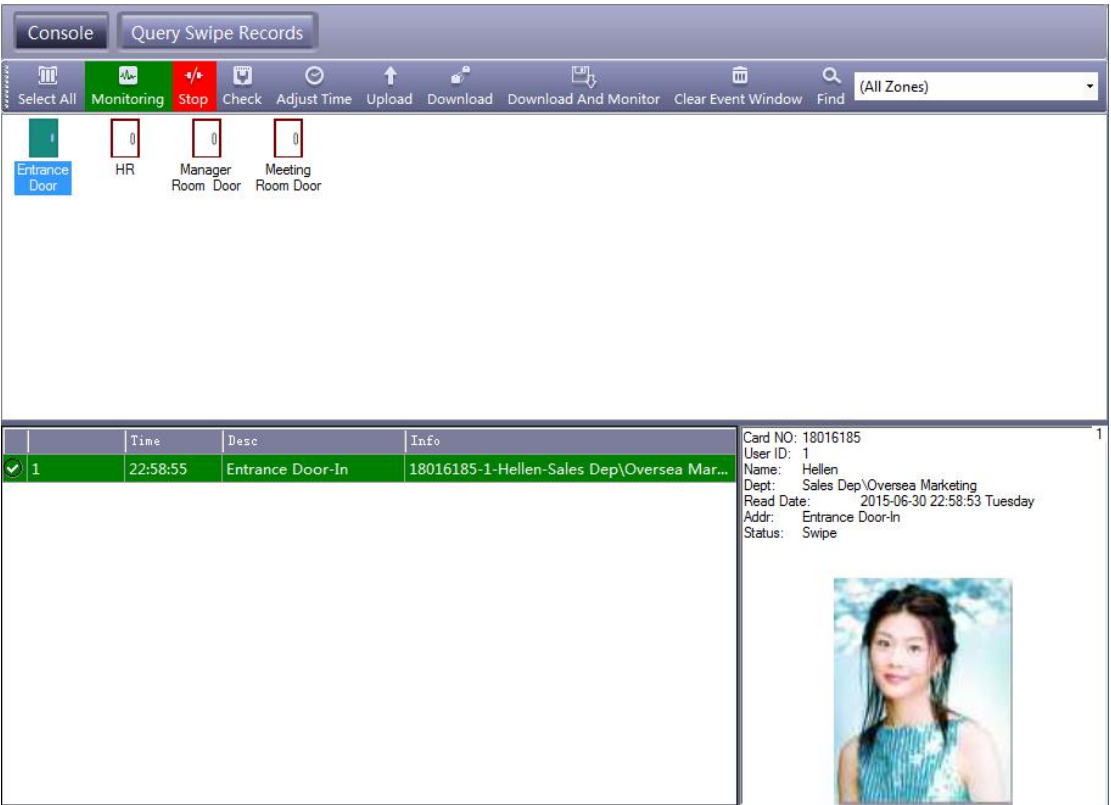
Click "OK"



If you update the controllers configuration such as privileges or door-delay etc., you must upload to the controllers.

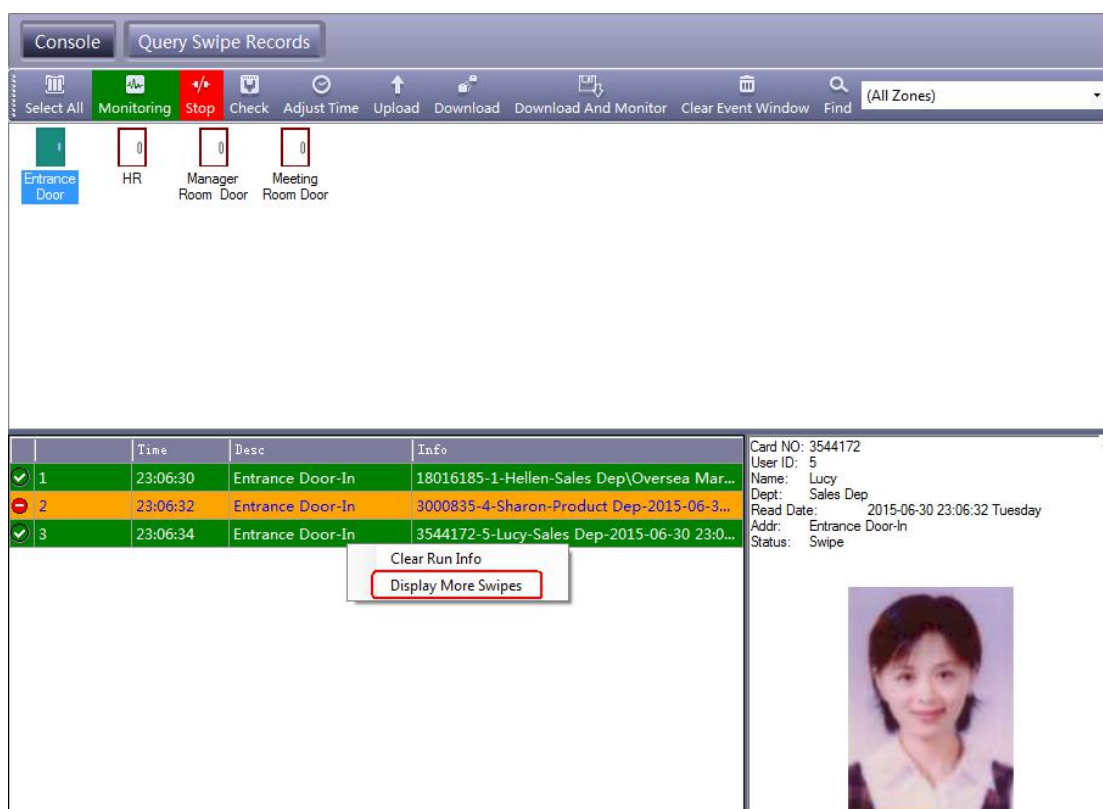
2.5.3 Monitor

Click 【Operation】 > 【Console】 > 【Monitor】 from the menu bar

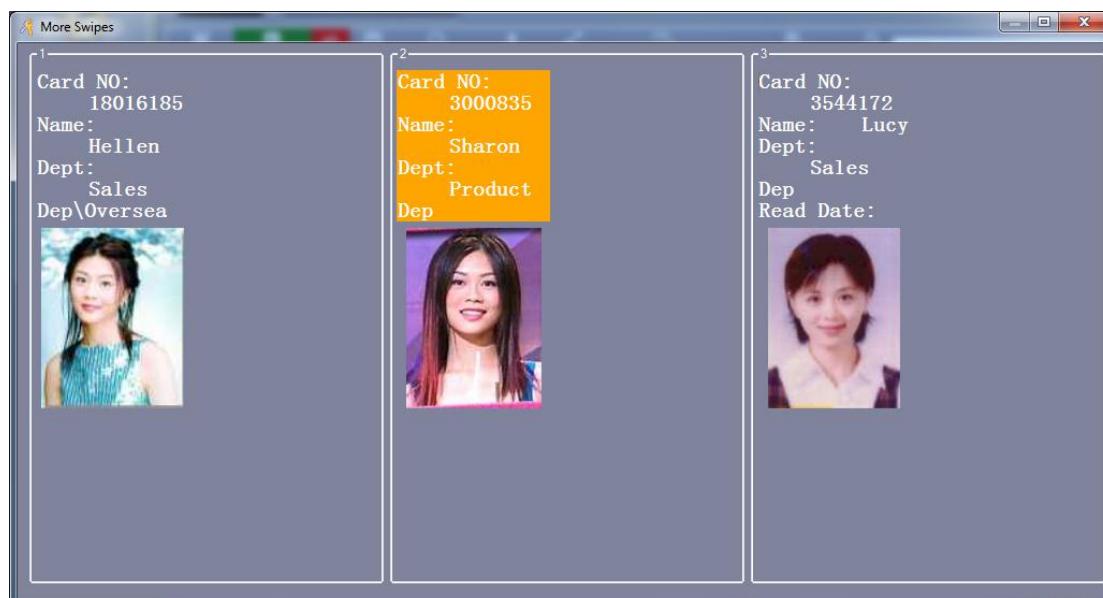


2.5.4 Display More Swipes

Only display swipe card records.



Right click card records, select "Display More Swipes".

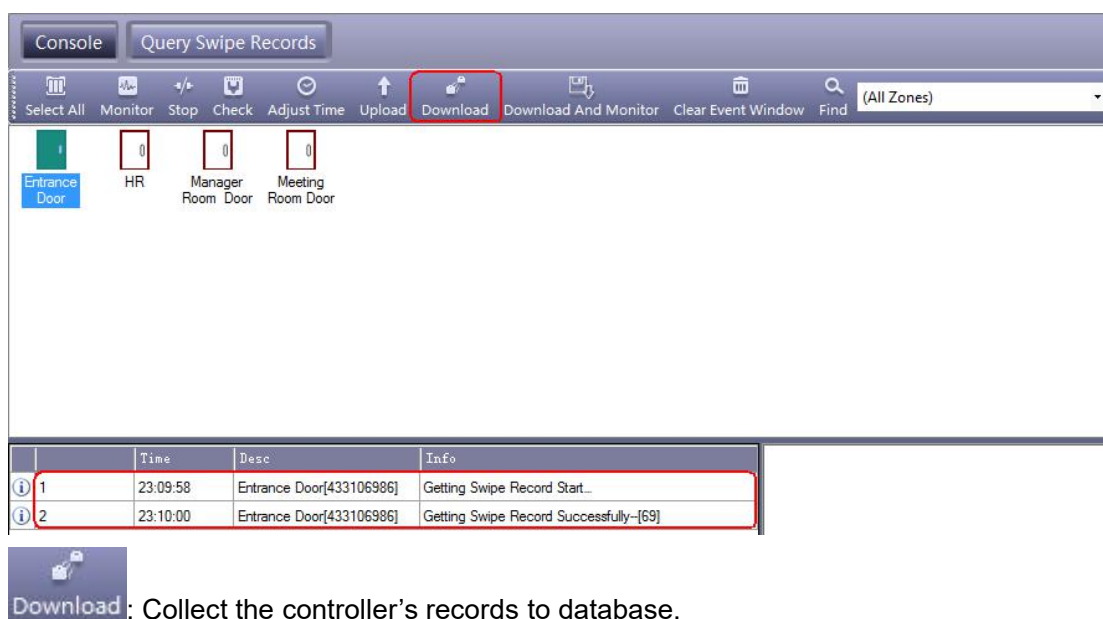


Right click "Photo". You can adjust the display of information.



2.5.5 Getting Swipe Records

Click **【Operation】 > 【Console】 > 【Download】** from the menu bar .



2.6 Records Query

Please "Download" Records and then query.

Click **【Operation】 > 【Query Swipe Records】** from the menu bar

Console **Query Swipe Records**

Print Export To Excel Query Options Find

From: First Event To: Last Event 2014-03-03 Monday 2014-03-03 Monday Time: 00:00 To: 23:59

Name CardNO Dept. Query Clear

RecID	Card NO	User ID	User Name	Department	DateTime	Addr	Valid	Description
159	3544172	5	Lucy	Sales Dep	2014-03-03 16:32:35 Monday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
158	3000835	4	Sharon	Product Dep	2014-03-03 16:32:14 Monday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
157	18016185	1	Hellen	Sales Dep\Ov...	2014-03-03 16:30:04 Monday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
156	3544172	5	Lucy	Sales Dep	2014-03-03 16:28:16 Monday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
155	3000835	4	Sharon	Product Dep	2014-03-03 16:28:02 Monday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
154	18016185	1	Hellen	Sales Dep\Ov...	2014-03-03 16:27:59 Monday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
153	3000835	4	Sharon	Product Dep	2014-03-03 16:23:34 Monday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
152	18013860	2	Jack		2014-03-03 16:23:20 Monday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
151	18016185	1	Hellen	Sales Dep\Ov...	2014-03-03 16:16:04 Monday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
150	3544172	5	Lucy	Sales Dep	2014-03-03 14:54:03 Monday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
149	3000835	4	Sharon	Product Dep	2014-03-03 14:54:02 Monday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
148	3652370	3	Tina		2014-03-03 14:54:00 Monday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
147	18013860	2	Jack		2014-03-03 14:53:59 Monday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
146	85				2014-03-03 11:58:29 Monday	Entrance Door-In	<input type="checkbox"/>	Forced Open
145	85				2014-03-03 11:43:08 Monday	Entrance Door-In	<input type="checkbox"/>	Forced Open
144	85				2014-03-03 08:25:47 Monday	Entrance Door-In	<input type="checkbox"/>	Forced Open
143	85				2014-02-28 17:06:53 Friday	Entrance Door-In	<input type="checkbox"/>	Forced Open
142	20806866	1	Hellen	Sales Dep\Ov...	2014-02-28 17:06:50 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
141	84				2014-02-28 17:06:45 Friday	Entrance Door-In	<input type="checkbox"/>	Open too long
140	18016185	1	Hellen	Sales Dep\Ov...	2014-02-28 17:06:41 Friday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe

If you want to query by "Addr", Click "Query Option"

Select Addr

Selected Zone: (All Zones)

Select All Select None

- ☒ Entrance Door-In
- ☐ Manager Room Door-In
- ☐ HR-In
- ☐ Meeting Room Door-In

Query

Close

Query result as follows:

Console

Query Swipe Records

Print

Export To Excel

Query Options

Find

From: First Event

2014-03-03 Monday

To: Last Event

2014-03-03 Monday

Time: 00:00

To: 23:59

Name

CardNO

Dept.

Query

Clear

RecID	Card NO	User ID	User Name	Department	DateTime	Addr	Valid	Description
159	3544172	5	Lucy	Sales Dep	2014-03-03 16:32:35 Monday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
158	3000835	4	Sharon	Product Dep	2014-03-03 16:32:14 Monday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
157	18016185	1	Hellen	Sales Dep\Ov...	2014-03-03 16:30:04 Monday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
156	3544172	5	Lucy	Sales Dep	2014-03-03 16:28:16 Monday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
155	3000835	4	Sharon	Product Dep	2014-03-03 16:28:02 Monday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
154	18016185	1	Hellen	Sales Dep\Ov...	2014-03-03 16:27:59 Monday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
153	3000835	4	Sharon	Product Dep	2014-03-03 16:23:34 Monday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
152	18013860	2	Jack		2014-03-03 16:23:20 Monday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
151	18016185	1	Hellen	Sales Dep\Ov...	2014-03-03 16:16:04 Monday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
150	3544172	5	Lucy	Sales Dep	2014-03-03 14:54:03 Monday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
149	3000835	4	Sharon	Product Dep	2014-03-03 14:54:02 Monday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
148	3652370	3	Tina		2014-03-03 14:54:00 Monday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
147	18013860	2	Jack		2014-03-03 14:53:59 Monday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
146	85				2014-03-03 11:58:29 Monday	Entrance Door-In	<input type="checkbox"/>	Forced Open
145	85				2014-03-03 11:43:08 Monday	Entrance Door-In	<input type="checkbox"/>	Forced Open
144	85				2014-03-03 08:25:47 Monday	Entrance Door-In	<input type="checkbox"/>	Forced Open
143	85				2014-02-28 17:06:53 Friday	Entrance Door-In	<input type="checkbox"/>	Forced Open
142	20806866	1	Hellen	Sales Dep\Ov...	2014-02-28 17:06:50 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
141	84				2014-02-28 17:06:45 Friday	Entrance Door-In	<input type="checkbox"/>	Open too long
140	18016185	1	Hellen	Sales Dep\Ov...	2014-02-28 17:06:41 Friday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe

2.7 Tools

2.7.1 Change Password

Change operator and operator's password.

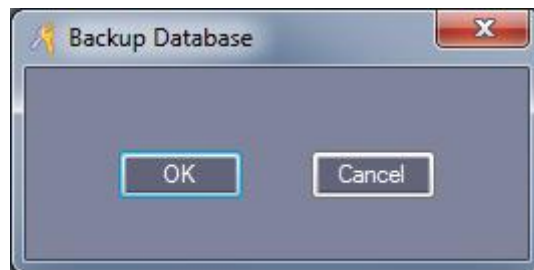
Click **【Tools】** > **【Edit Operator】**

Modify operator Name, input the new name in "Name".

Input "New Password" and "Confirm Password" must be the same, After the modify current password, Re-login to take effect.

2.7.2 DB Backup

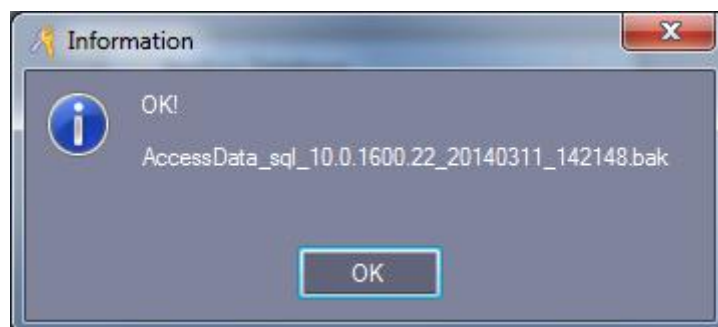
Click **【File】 > 【DB Backup】**



Click "OK".

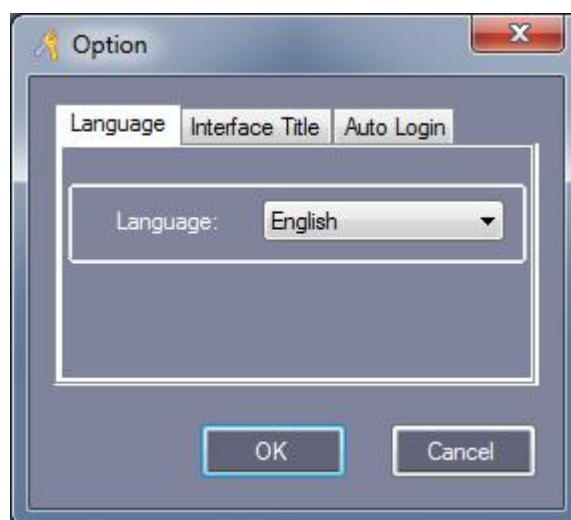
This backup file is saved in software under the default installation path "C:\AccessControl".

If Backup is SQL DB.



Click "OK", This backup file is saved in database under the default installation path. "C:\Program Files\Microsoft SQL Server\MSSQL10.MSSQLSERVER\MSSQL\Backup"

2.7.3 Option



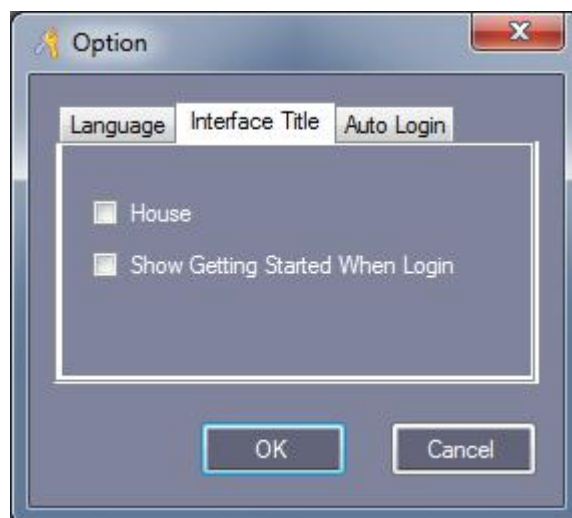
【Language】

Click **【Tools】** > **【Language】** from menu bar.



【Interface Title】

Click **【Tools】** > **【Interface Setting】** from menu bar.

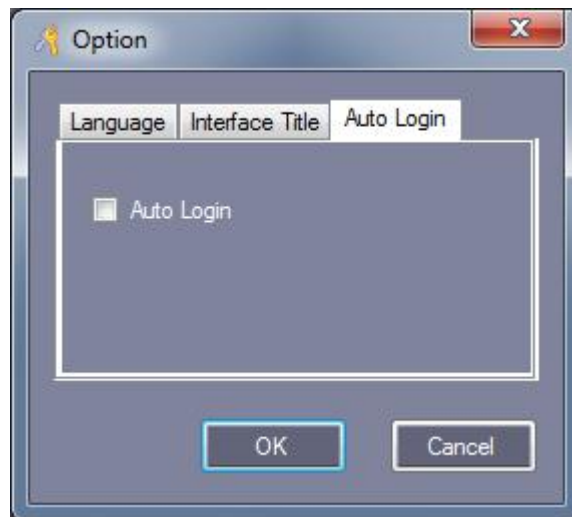


【House】 : Used in community management.

【Show Getting Started When Login】 : To guide the operation software.

【Auto Login】

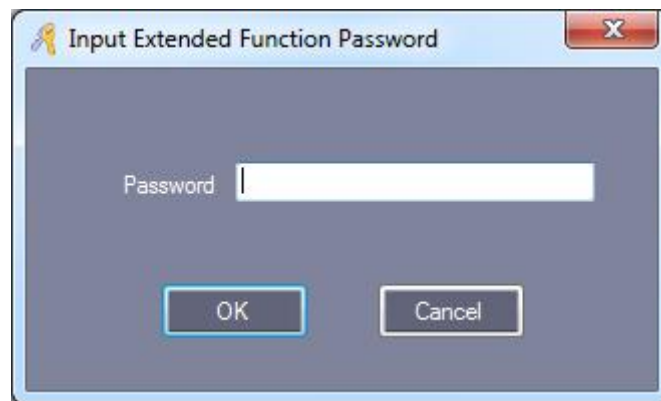
Click **【Tools】** > **【Auto Login】** from menu bar.



【Auto Login】 : Select “Auto Login”, In “Login” windows, you don’t need to input “User Name” and “Password”.

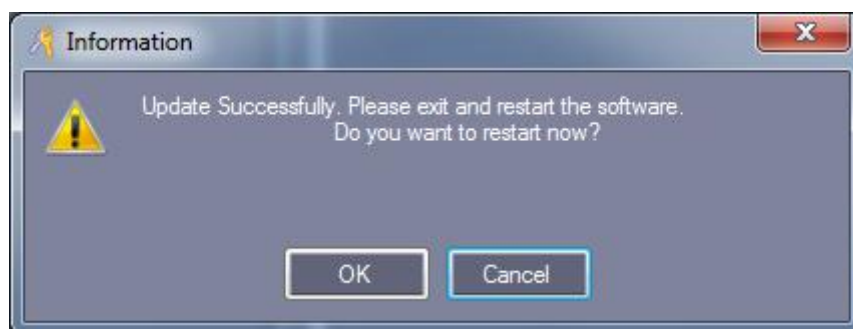
Part 3 Extended Function

Click **【Tools】 > 【Extended Functions】** from the menu bar



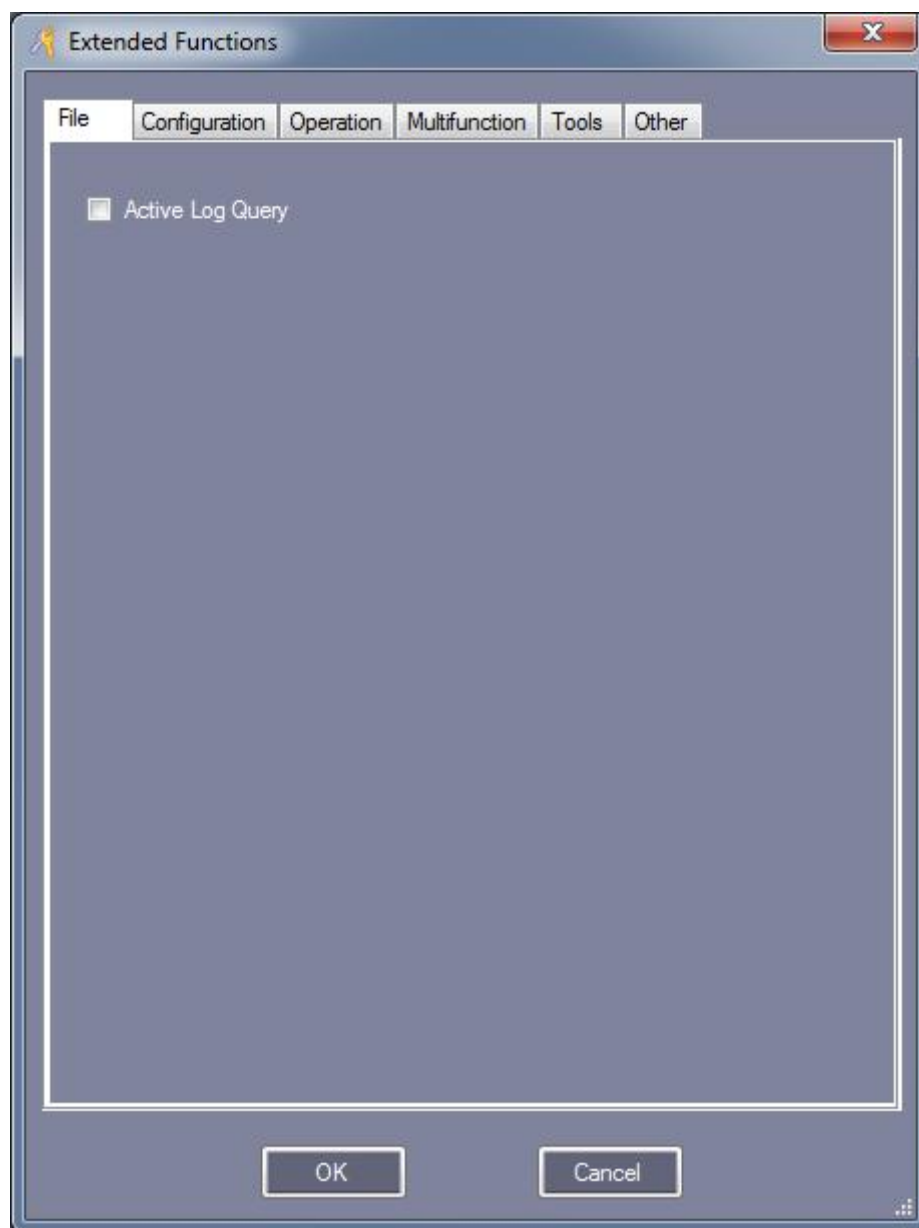
If you want to Activate the Extended Function . please input the password .
Please ask provider for password.

Active the Extended Functions, must Re-Login the software.



Extended Functions introduced as follows:

3.1 File



3.1.1 Active Log Query

Click **【File】** > **【Log Query】**

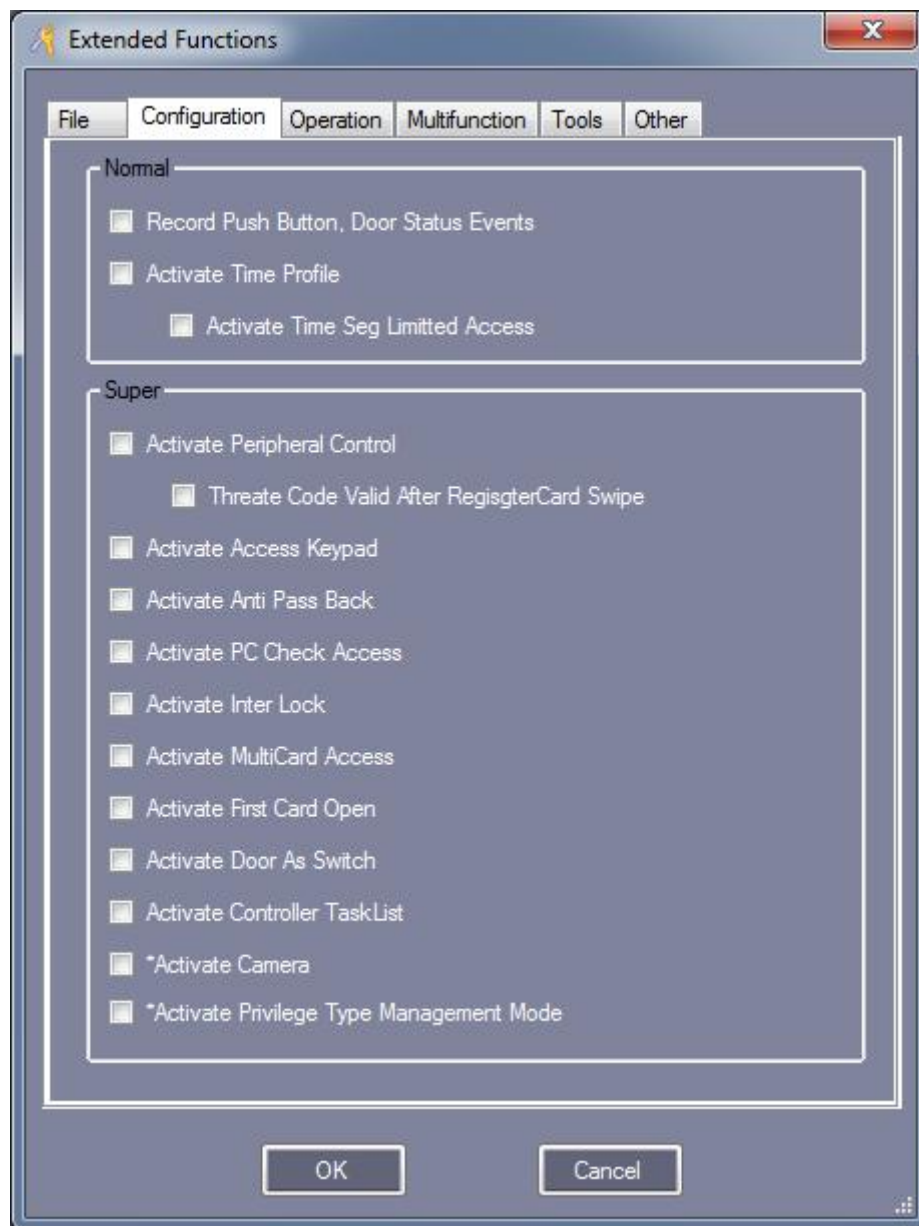
Access Control Software Operation Guide

Log Query			
Rec ID	DateTime	EventType	Event Description
626	2014-03-04 09:32:19 Tuesday	Information	1.abc.Adirolor Professional Door Control Management, Ver. 7.53.81.40228, Super.abc. MsAccess.
625	2014-03-04 09:32:17 Tuesday	Information	1.abc.Exit
624	2014-03-04 09:29:53 Tuesday	Information	1.abc.13.Meeting Room Door,2014-03-04 09:29:49 Tuesday-Meeting Room Door-Door Open,Read Date: 2014-03-04 09:29...
623	2014-03-04 09:29:50 Tuesday	Information	1.abc.12.Meeting Room Door,2014-03-04 09:29:47 Tuesday-Meeting Room Door-Door Closed,Read Date: 2014-03-04 09:2...
622	2014-03-04 09:29:48 Tuesday	Information	1.abc.11.Manager Room Door,2014-03-04 09:29:44 Tuesday-Manager Room Door-Door Open,Read Date: 2014-03-04 09:...
621	2014-03-04 09:29:46 Tuesday	Information	1.abc.10.Manager Room Door,2014-03-04 09:29:43 Tuesday-Manager Room Door-Door Closed,Read Date: 2014-03-04 09:...
620	2014-03-04 09:29:44 Tuesday	Information	1.abc.9.HR,2014-03-04 09:29:40 Tuesday-HR-Door Open,Read Date: 2014-03-04 09:29:40 TuesdayAddr: HRStatus: Door ...
619	2014-03-04 09:29:41 Tuesday	Information	1.abc.8.HR,2014-03-04 09:29:37 Tuesday-HR-Door Closed,Read Date: 2014-03-04 09:29:37 TuesdayAddr: HRStatus: Doo...
618	2014-03-04 09:29:35 Tuesday	Information	1.abc.7.Entrance Door,2014-03-04 09:29:31 Tuesday-Entrance Door-Door Open,Read Date: 2014-03-04 09:29:31 Tuesday...
617	2014-03-04 09:29:32 Tuesday	Information	1.abc.6.Entrance Door,2014-03-04 09:29:28 Tuesday-Entrance Door-Door Closed,Read Date: 2014-03-04 09:29:28 Tuesd...
616	2014-03-04 09:28:43 Tuesday	Information	1.abc.5.Meeting Room Door[433100004],Already Upload,.
615	2014-03-04 09:28:43 Tuesday	Information	1.abc.4.Manager Room Door[433100004],Already Upload,.
614	2014-03-04 09:28:43 Tuesday	Information	1.abc.3.HR[433100004],Already Upload,.
613	2014-03-04 09:28:43 Tuesday	Information	1.abc.2.Entrance Door[433100004],Upload Basic configure Successfully-[1],.
612	2014-03-04 09:28:43 Tuesday	Information	1.abc.1.Entrance Door[433100004],Upload Starting.....
611	2014-03-04 09:26:10 Tuesday	Information	1.abc.9.Meeting Room Door,2014-03-04 09:26:07 Tuesday-Meeting Room Door-Push Button,Read Date: 2014-03-04 09:26...
610	2014-03-04 09:26:06 Tuesday	Information	1.abc.8.Manager Room Door,2014-03-04 09:26:02 Tuesday-Manager Room Door-Push Button,Read Date: 2014-03-04 09:...
609	2014-03-04 09:26:04 Tuesday	Information	1.abc.7.HR,2014-03-04 09:26:00 Tuesday-HR-Push Button,Read Date: 2014-03-04 09:26:00 TuesdayAddr: HRStatus: Pus...
608	2014-03-04 09:25:59 Tuesday	Information	1.abc.6.Entrance Door,2014-03-04 09:25:56 Tuesday-Entrance Door-Push Button,Read Date: 2014-03-04 09:25:56 Tuesd...
607	2014-03-04 09:25:54 Tuesday	Information	1.abc.5.Meeting Room Door[433100004],Already Upload,.
606	2014-03-04 09:25:54 Tuesday	Information	1.abc.4.Manager Room Door[433100004],Already Upload,.
605	2014-03-04 09:25:54 Tuesday	Information	1.abc.3.HR[433100004],Already Upload,.
604	2014-03-04 09:25:54 Tuesday	Information	1.abc.2.Entrance Door[433100004],Upload Basic configure Successfully-[1],.
603	2014-03-04 09:25:53 Tuesday	Information	1.abc.1.Entrance Door[433100004],Upload Starting.....
602	2014-03-04 09:25:46 Tuesday	Information	1.abc.8.HR,2014-03-04 09:25:42 Tuesday-HR-Push Button,Read Date: 2014-03-04 09:25:42 TuesdayAddr: HRStatus: Pus...
601	2014-03-04 09:25:38 Tuesday	Information	1.abc.7.Manager Room Door,2014-03-04 09:25:35 Tuesday-Manager Room Door-Push Button,Read Date: 2014-03-04 09:...
600	2014-03-04 09:25:34 Tuesday	Information	1.abc.6.Entrance Door,2014-03-04 09:25:30 Tuesday-Entrance Door-Push Button,Read Date: 2014-03-04 09:25:30 Tuesd...
599	2014-03-04 09:24:25 Tuesday	Information	1.abc.5.Meeting Room Door[433100004],Already Upload,.
598	2014-03-04 09:24:24 Tuesday	Information	1.abc.4.Manager Room Door[433100004],Already Upload,.

Find

Close

3.2 Configuration



3.2.1 Record Push Button Events

Record each time the button operation, active this function, you must upload on the console.

	Time	Desc	Info
1	14:44:25	Entrance Door[433106986]	Upload Starting...
2	14:44:25	Entrance Door[433106986]	Upload Basic configure Successfully--[1]
3	14:44:25	HR[433106986]	Already Upload
4	14:44:25	Manager Room Door[4331...	Already Upload
5	14:44:25	Meeting Room Door[43310...	Already Upload
6	14:44:38	Entrance Door	2015-07-01 14:44:36 Wednesday-Entrance Door-Push Button
7	14:44:41	HR	2015-07-01 14:44:39 Wednesday-HR-Push Button
8	14:44:44	Manager Room Door	2015-07-01 14:44:42 Wednesday-Manager Room Door-Push Button
9	14:44:46	Meeting Room Door	2015-07-01 14:44:45 Wednesday-Meeting Room Door-Push Button

Read Date: 2015-07-01 14:44:45 Wednesday
Addr: Meeting Room Door
Status: Push Button

3.2.2 Record Door Status Events

Record "Door Open" and "Door Closed" time. Must connect door sensor.

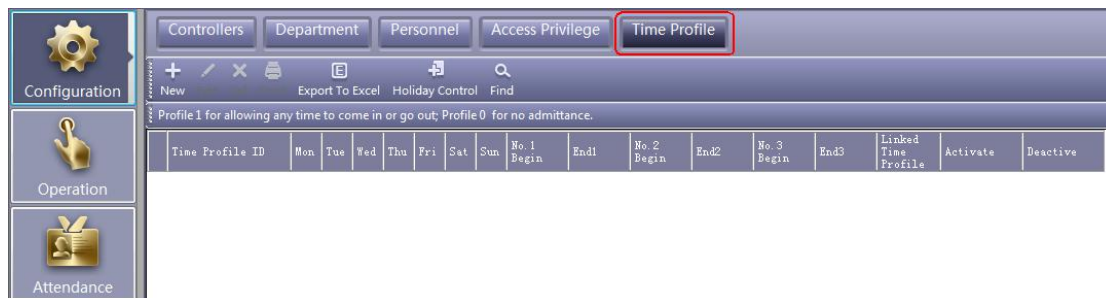
Active this function, you must upload on the console.

	Time	Desc	Info
1	14:54:29	Entrance Door[433106986]	Upload Starting...
2	14:54:30	Entrance Door[433106986]	Upload Basic configure Successfully--[1]
3	14:54:30	HR[433106986]	Already Upload
4	14:54:30	Manager Room Door[4331...	Already Upload
5	14:54:30	Meeting Room Door[43310...	Already Upload
6	14:54:35	Entrance Door	2015-07-01 14:54:34 Wednesday-Entrance Door-Door Closed
7	14:54:37	Entrance Door	2015-07-01 14:54:35 Wednesday-Entrance Door-Door Open
8	14:54:40	HR	2015-07-01 14:54:39 Wednesday-HR-Door Closed
9	14:54:42	HR	2015-07-01 14:54:41 Wednesday-HR-Door Open
10	14:54:46	Manager Room Door	2015-07-01 14:54:45 Wednesday-Manager Room Door-Door Closed
11	14:54:47	Manager Room Door	2015-07-01 14:54:46 Wednesday-Manager Room Door-Door Open
12	14:54:50	Meeting Room Door	2015-07-01 14:54:49 Wednesday-Meeting Room Door-Door Closed
13	14:54:52	Meeting Room Door	2015-07-01 14:54:51 Wednesday-Meeting Room Door-Door Open

Read Date: 2015-07-01 14:54:51 Wednesday
Addr: Meeting Room Door
Status: Door Open

3.2.3 Activate Time Profile

Click **【Configuration】** > **【Time Profile】**



Click "New" to add new Time Profile and setting.

The 'Time Profile' dialog box is shown. It has a title bar with a close button (X). The main area contains the following fields and options:

- Time Profile ID:** A dropdown menu with the value '2' selected.
- Description:** A text field with the value 'Normal'.
- Linked Time Profile:** A dropdown menu with the value '0' selected.
- Activate:** A date field with the value '2010-01-01' and a calendar icon.
- Deactivate:** A date field with the value '2029-12-31' and a calendar icon.
- Week Day:** A list of days with checkboxes: Monday (checked), Tuesday (checked), Wednesday (checked), Thursday (checked), Friday (checked), Saturday (unchecked), and Sunday (unchecked).
- Time Segment:** A section with three rows, each with a time range and a calendar icon:
 - No.1: 08:30 – 17:30
 - No.2: 00:00 – 00:00
 - No.3: 00:00 – 00:00
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

Click "OK"

Controllers

Department

Personnel

Access Privilege

Time Profile

+

✎

✕

🖨

📄

🔍

New

Edit

Del

Print

Export To Excel

Holiday Control

Find

Profile 1 for allowing any time to come in or go out; Profile 0 for no admittance.

	Time Profile ID	Mon	Tue	Wed	Thu	Fri	Sat	Sun	No. 1 Begin	End1	No. 2 Begin	End2	No. 3 Begin	End3	Linked Time Profile	Activate	Deactive
	2 [Normal]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08:30	17:30	00:00	00:00	00:00	00:00	0	2010-01-01	2029-12-31

If you assign the user card “Normal”, authority that work from Monday to Friday at 08:30-17:30, it has permissions to get in or out during this time range.

If you need to work on Saturday, First write 3 in “Time Profile ID”, Then the “Time Profile ID” 2 linked “Time Profile ID”3.

Add new “Time Profile 3”

Time Profile

Time Profile ID: 3

Description: Weekend

Linked Time Profile: 0

Activate: 2010-01-01

Deactivate: 2029-12-31

Week Day

☐ Monday
 ☐ Tuesday
 ☐ Wednesday
 ☐ Thursday
 ☐ Friday
 ☒ Saturday
 ☐ Sunday

Time Segment

No.1 08:30 – 12:30

No.2 00:00 – 00:00

No.3 00:00 – 00:00

OK

Cancel

Click “OK”

- 48 -

Controllers

Department

Personnel

Access Privilege

Time Profile

+

✎

✕

🖨

📁

📄

🔍

New

Edit

Del

Print

Export To Excel

Holiday Control

Find

Profile 1 for allowing any time to come in or go out; Profile 0 for no admittance.

	Time Profile ID	Mon	Tue	Wed	Thu	Fri	Sat	Sun	No.1 Begin	End1	No.2 Begin	End2	No.3 Begin	End3	Linked Time Profile	Activate	Deactive
	2 [Normal]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	08:30	17:30	00:00	00:00	00:00	00:00	0	2010-01-01	2029-12-31
	3 [Weekend]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	08:30	12:30	00:00	00:00	00:00	00:00	0	2010-01-01	2029-12-31

“Time Profile 2” link “Time Profile 3”

Time Profile

Time Profile ID: 2

Description: Normal

Linked Time Profile: 3

Activate: 2010-01-01

Deactivate: 2029-12-31

Week Day

- ☒ Monday
- ☒ Tuesday
- ☒ Wednesday
- ☒ Thursday
- ☒ Friday
- ☐ Saturday
- ☐ Sunday

Time Segment

No.1 08:30 – 17:30

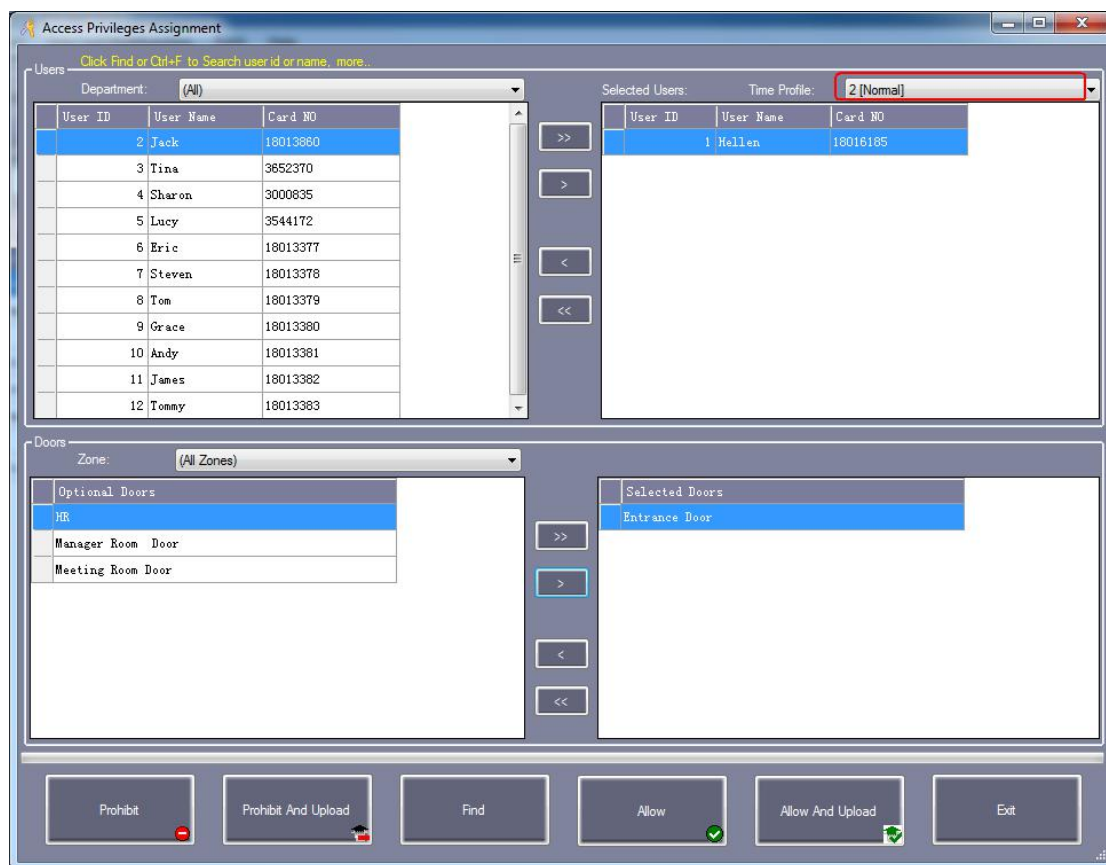
No.2 00:00 – 00:00

No.3 00:00 – 00:00

OK Cancel

After setting “Time Profile”, you need to assign permissions to the corresponding user in the Access Privilege, and then the users can pass in and out at the specified “Time Profile”.

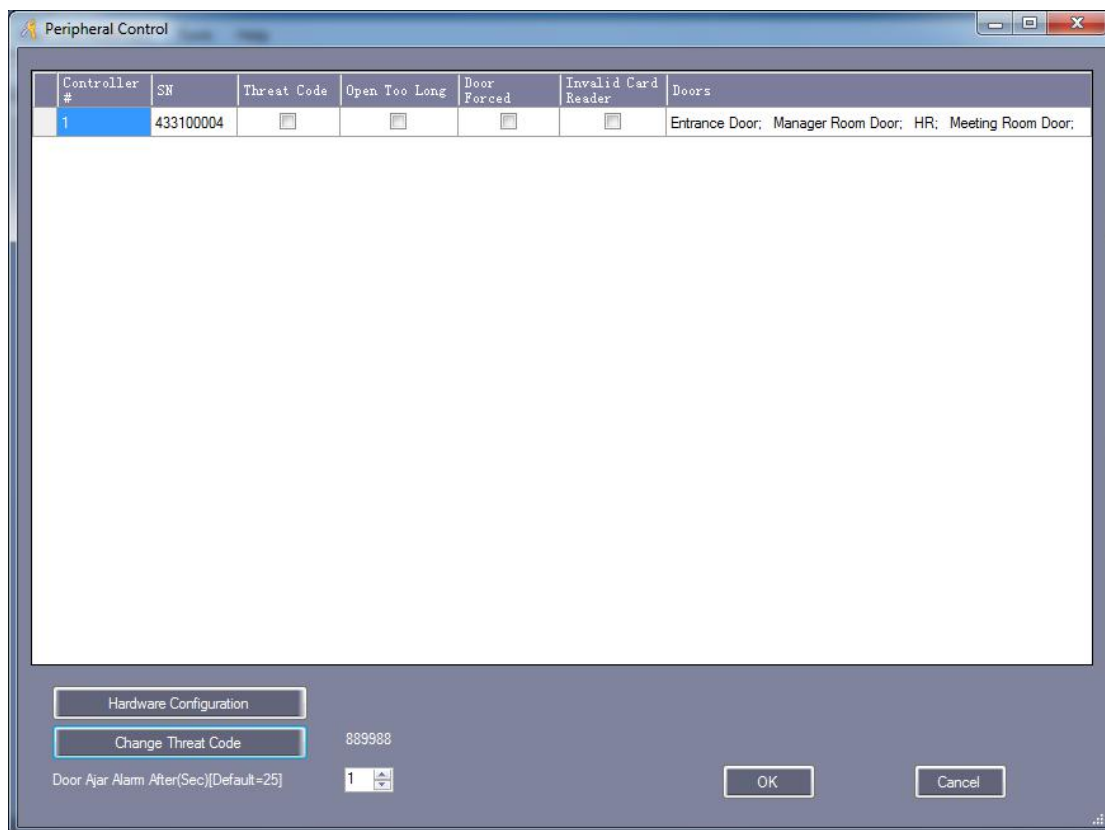
Click **【Configuration】** > **【Access Privilege】** > **【Change Privileges】**



After setting privilege, please select **【Operation】** > **【Console】** > **【Upload】** .

3.2.4 Activate Peripheral Control

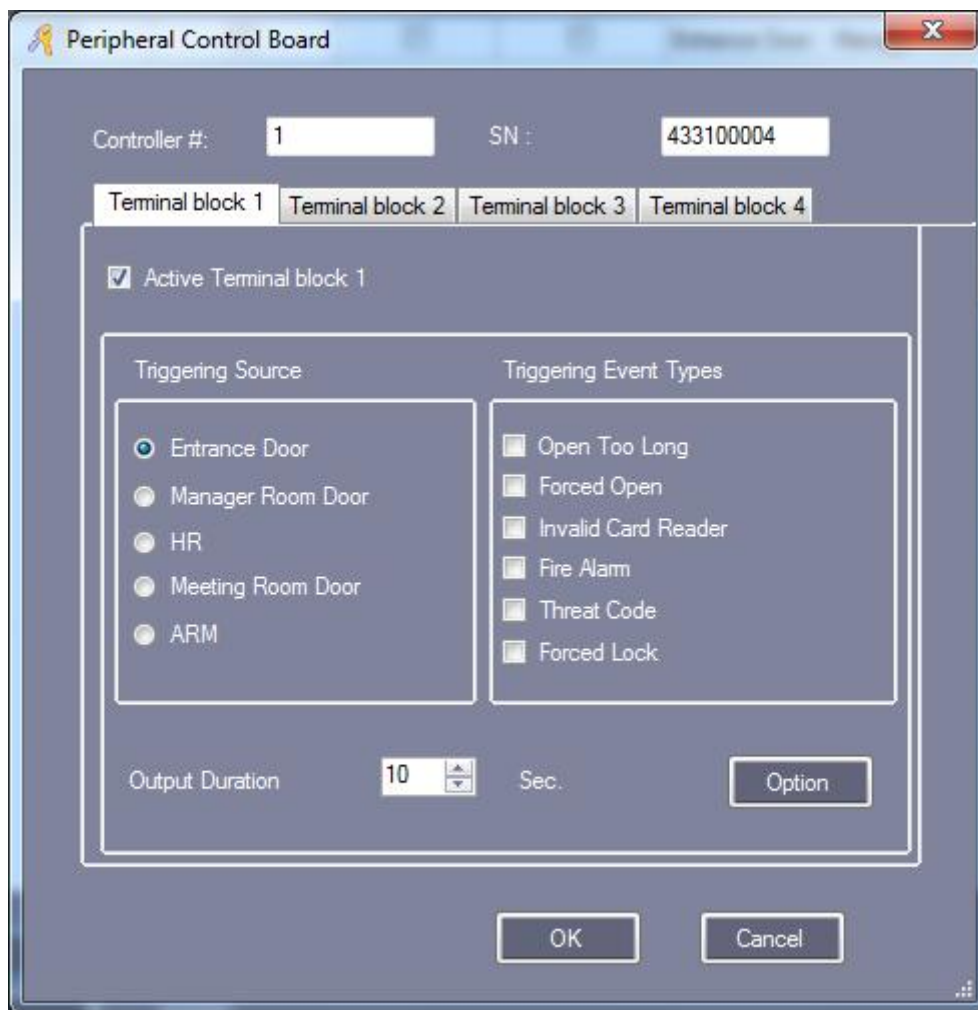
Click **【Configuration】** > **【Peripheral】**



“Threat Code”: Must be used with the PIN keyboard Card Reader.

“Thrust In”: Must be connect with door sensor.

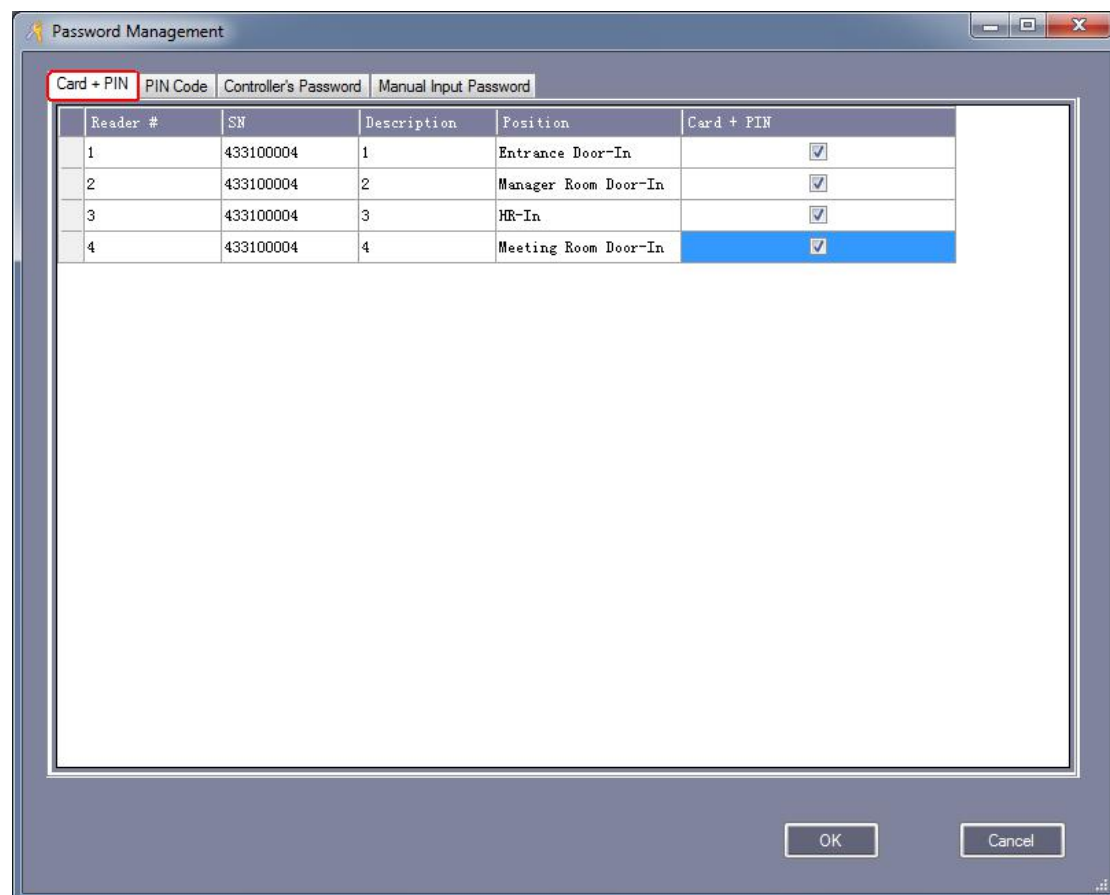
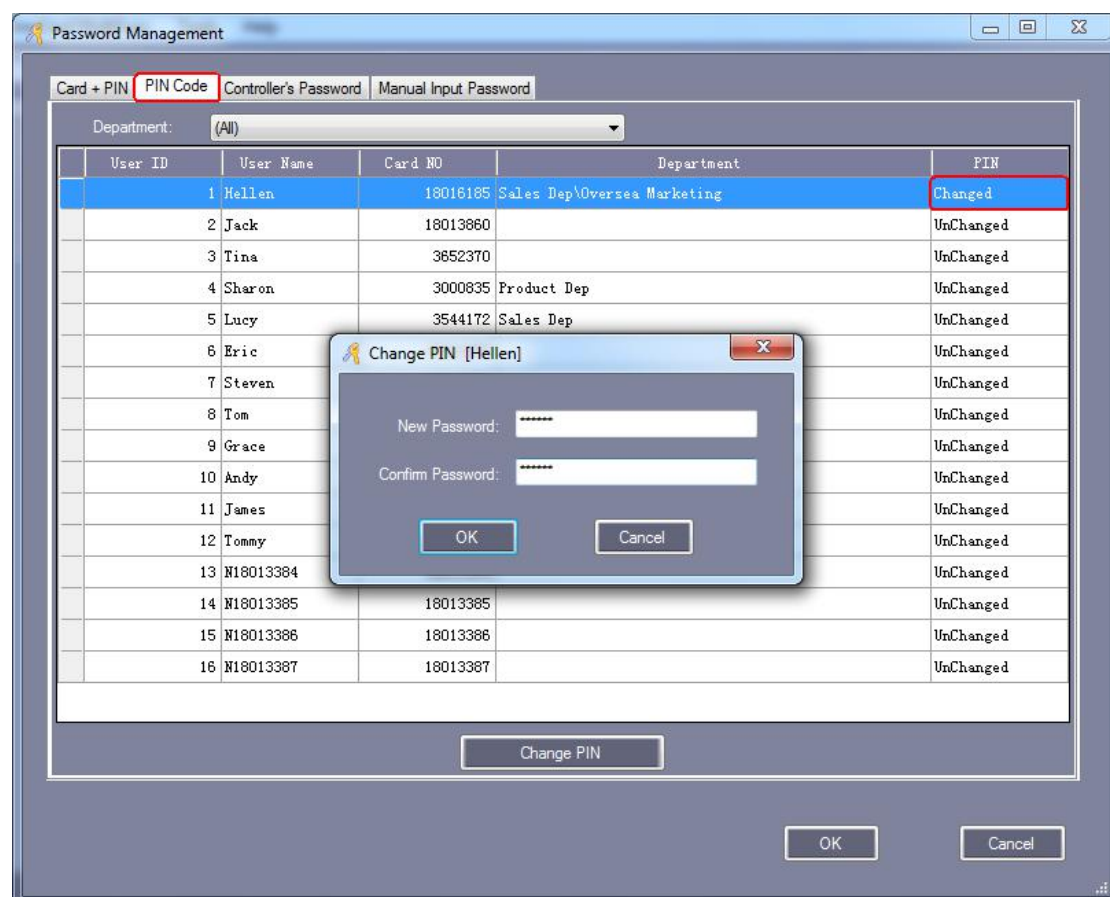
【Hardware Configuration】



3.2.5 Activate Access Keypad

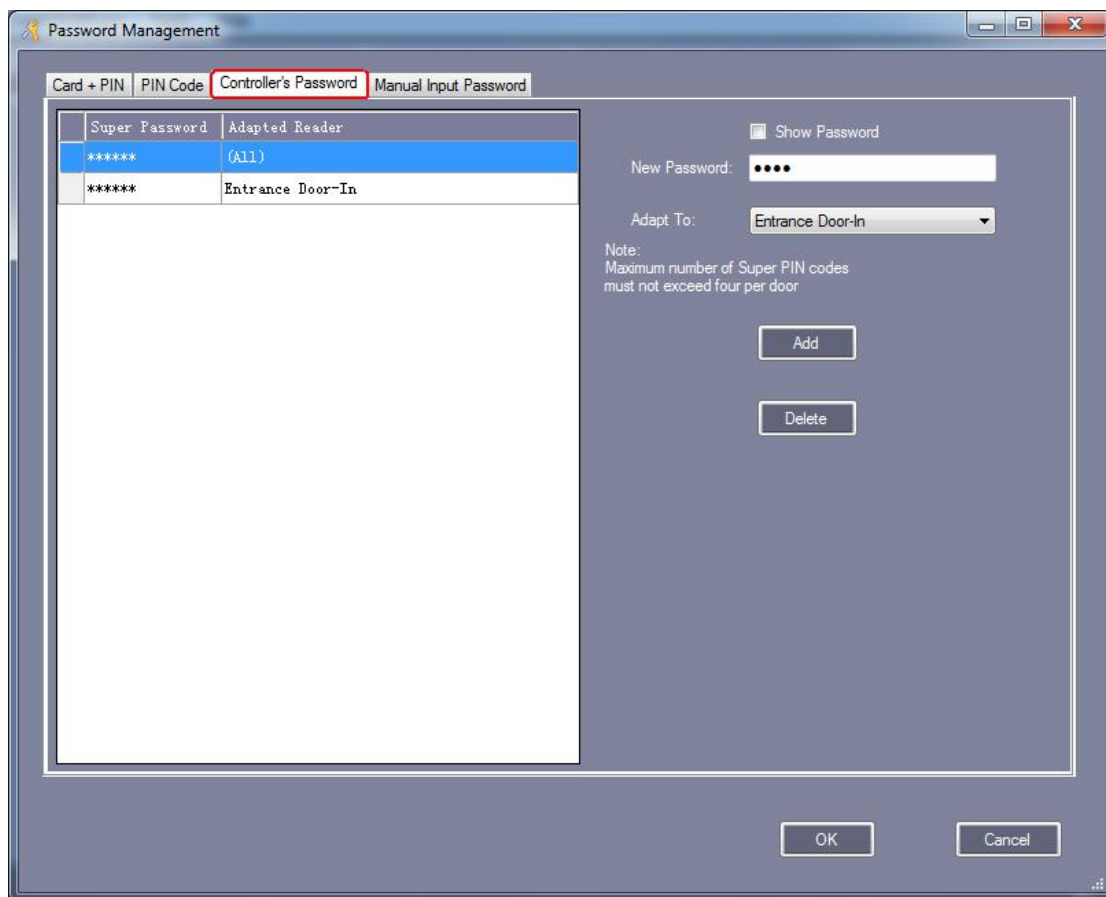
Click **【Configuration】** > **【Pwd MGT】**

【Card + PIN】

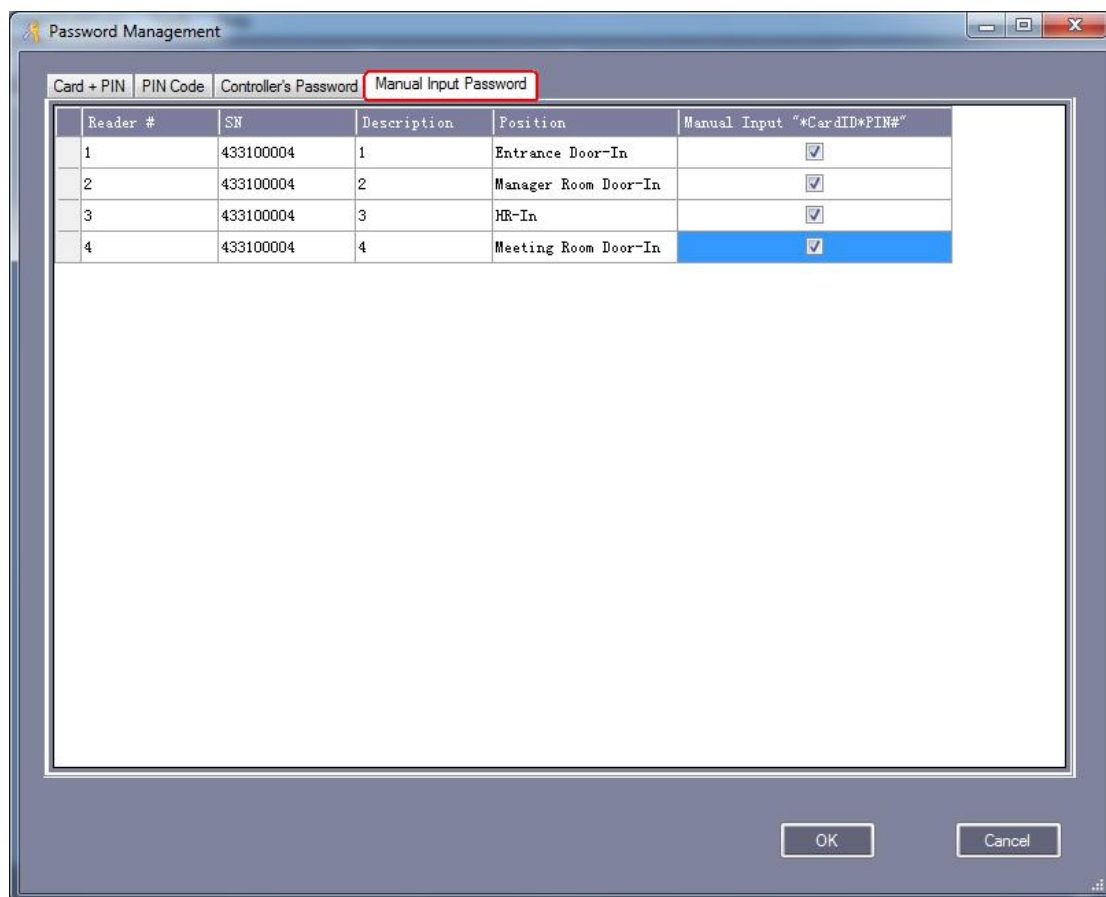
**【PIN Code】**

User's default password is 345678.

【Controller's Password】

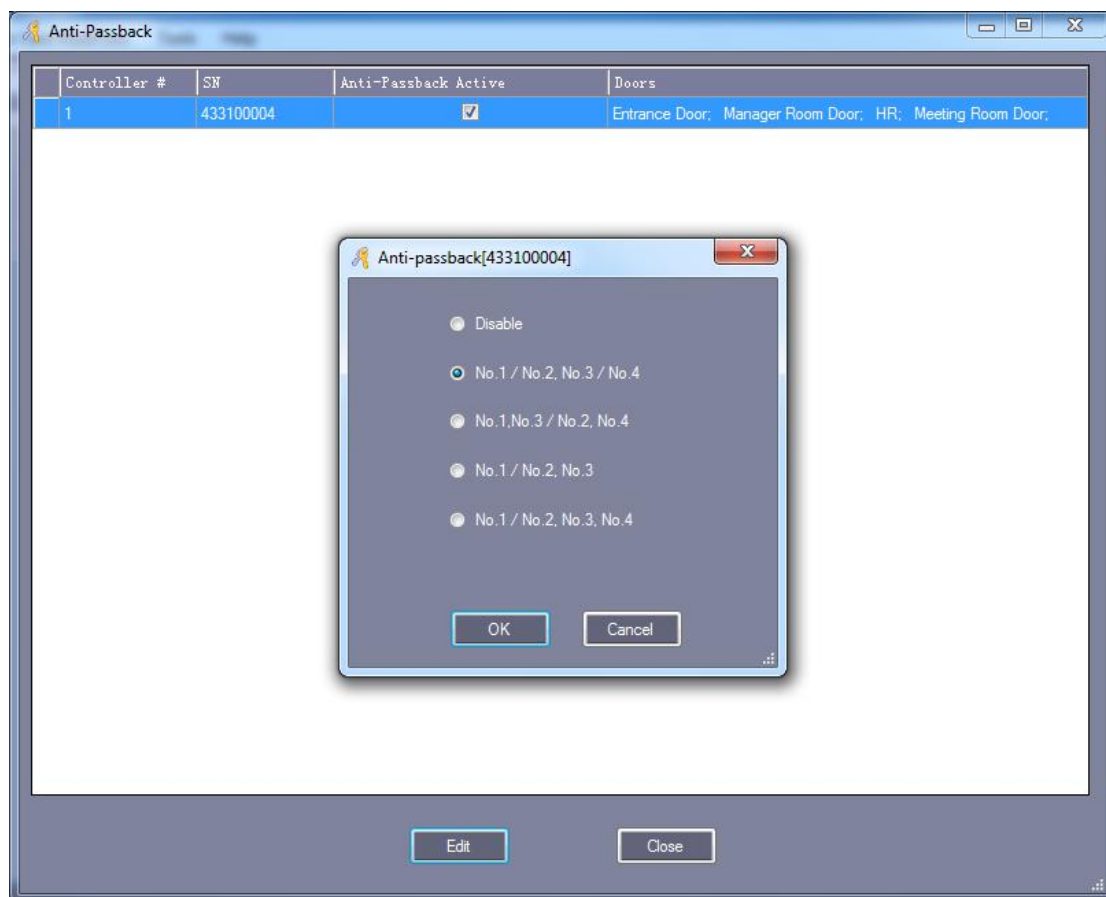


【Manual Input Password】



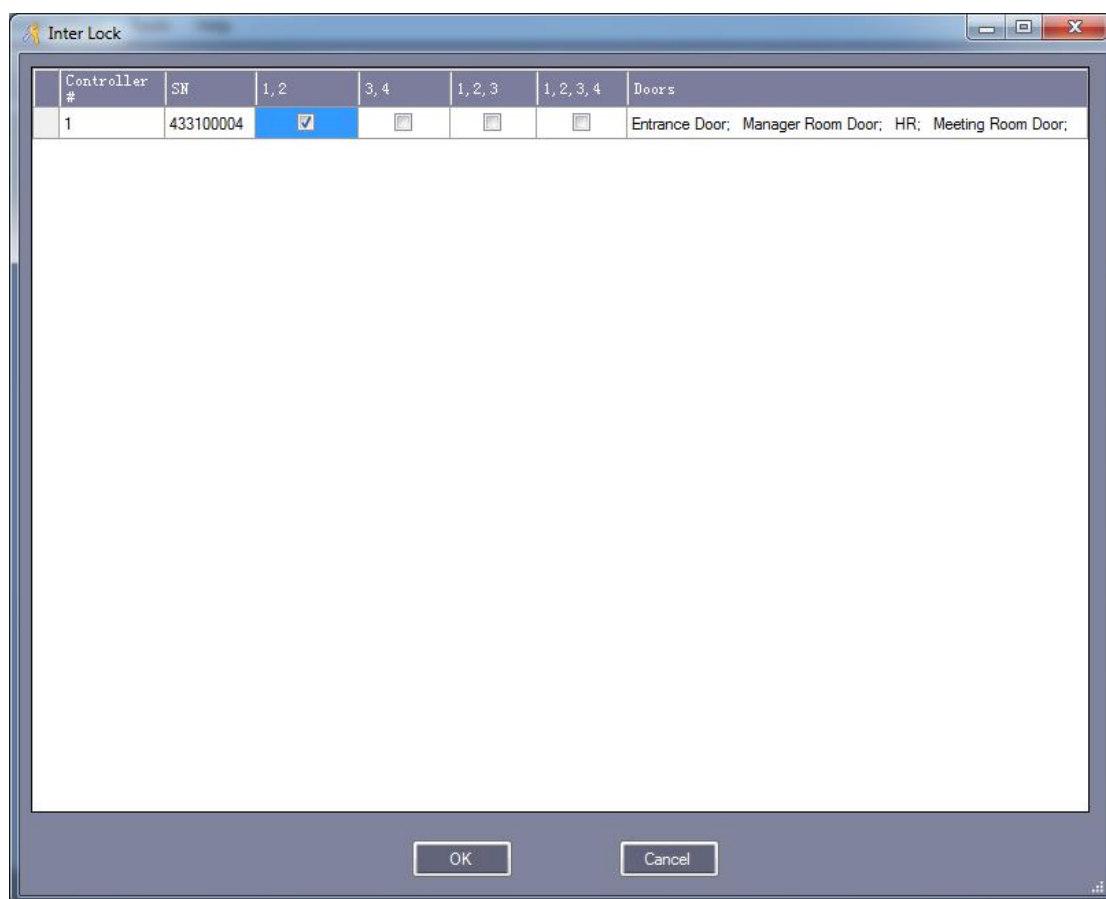
3.2.6 Activate Anti Pass Back

Click **【Configuration】** > **【Anti-passback】**



3.2.7 Activate Inter Lock

Click **【Configuration】** > **【Inter Lock】**



3.2.8 Activate MultiCard Access

Click **【Configuration】** > **【Multi-card】**

Multi-Card Configure[1 Entrance Door]

☒ Active

OK Cancel

Total Cards Needed: 6

Must Include: People

Group 1: 2 Group 2: 2 Group 3: 2 Group 4: 0 Group 5: 0 Group 6: 0 Group 7: 0 Group 8: 0

Users

Department: (All)

User ID	User Name	Card NO
10	Andy	18013381
11	James	18013382
12	Tommy	18013383
13	N18013384	18013384
14	N18013385	18013385
15	N18013386	18013386
16	N18013387	18013387

Selected Group #: 3

>> > < <<

Group #	User ID	User Name	Card NO
1	1	Hellen	18016185
1	2	Jack	18013860
2	3	Tina	3652370
2	4	Sharon	3000835
2	5	Lucy	3544172
3	6	Eric	18013377
3	7	Steven	18013378
3	8	Tom	18013379
3	9	Grace	18013380

The first group has two persons, the second group has two persons, and the third group has two persons. Each group comes two persons read the card together then allowed to open the door.

3.2.9 Activate First Card Open

Click **【Configuration】** > **【First Card】**

First-Card Open[1 Entrance Door]

☒ Active

OK

Cancel

Start Time: 08:00

Control1: 0. Door Controlled

After begin time, the door switches to control1 if users with first_card swipe

End Time: 20:00

Control2: 3. Only Allow First Ce

After end time, the door switches to control2.

Week Day

☒ Monday

☒ Tuesday

☒ Wednesday

☒ Thursday

☒ Friday

☐ Saturday

☐ Sunday

Users

Department: (All)

User ID	User Name	Card NO
2	Jack	18013860
3	Tina	3652370
4	Sharon	3000835
5	Lucy	3544172
7	Steven	18013378
8	Tom	18013379
9	Grace	18013380
10	Andy	18013381
11	James	18013382
12	Tommy	18013383
13	N18013384	18013384
14	N18013385	18013385
15	N18013386	18013386
16	N18013387	18013387

>>

>

<

<<

Selected Users:

User ID	User Name	Card NO
1	Hellen	18016185
6	Eric	18013377

3.2.10 Activate Controller TaskList

Click **【Configuration】** > **【Task List】**

Controller Task List

Activate Date:

2014-03-04 Tuesday

Deactivate Date:

2029-12-31 Monday

Activation Time:

20:00

Week Day

☒ Monday
 ☒ Tuesday
 ☒ Wednesday
 ☒ Thursday
 ☒ Friday
 ☒ Saturday
 ☒ Sunday

Adapt To:

(All)

Task:

10. Trigger Once (V3.9)

Note:

Add

Delete

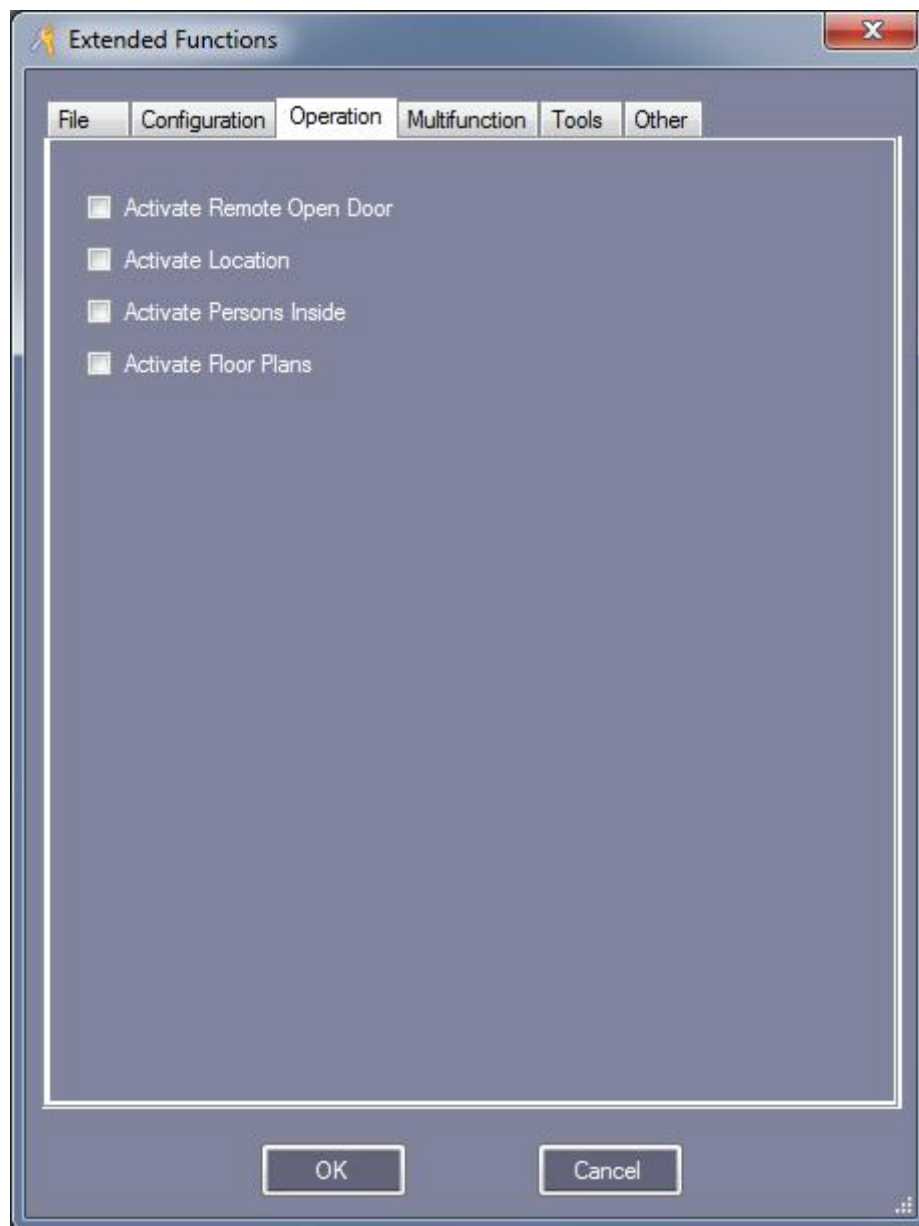
Edit

Close

TaskID	From	To	Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Adapt To	Task	Note
1	2014-03-04 Tuesday	2029-12-31 Monday	08:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Entrance Door	0. Door Controlled	
2	2014-03-04 Tuesday	2029-12-31 Monday	17:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Entrance Door	1. Door Open	
3	2014-03-04 Tuesday	2029-12-31 Monday	19:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Entrance Door	2. Door Closed	
4	2014-03-04 Tuesday	2029-12-31 Monday	08:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Meeting Room Door	3. Disable Time Profile	
5	2014-03-04 Tuesday	2029-12-31 Monday	17:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Meeting Room Door	4. Enable Time Profile	
6	2014-03-04 Tuesday	2029-12-31 Monday	08:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HR	9. MoreCard Enable	
7	2014-03-04 Tuesday	2029-12-31 Monday	17:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	HR	8. MoreCard Disable	
8	2014-03-04 Tuesday	2029-12-31 Monday	08:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Manager Room Door	5. Card - NoPassword	
9	2014-03-04 Tuesday	2029-12-31 Monday	17:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Manager Room Door	6. (In) Card + Password	
10	2014-03-04 Tuesday	2029-12-31 Monday	19:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Manager Room Door	7. (In-Out) Card + Password	
11	2014-03-04 Tuesday	2029-12-31 Monday	20:00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	(All)	10. Trigger Once (V3.9)	

- 60 -

3.3 Operation

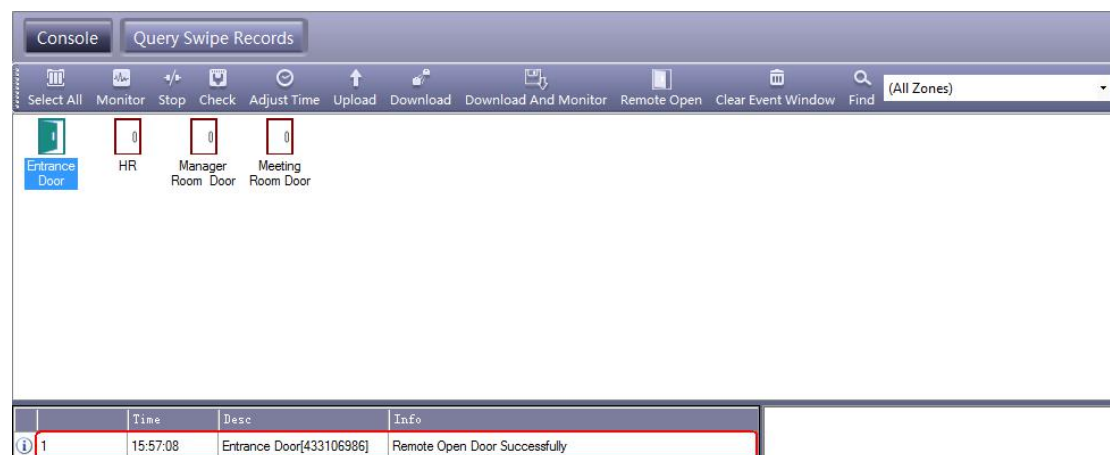


3.3.1 Activate Remote Open Door

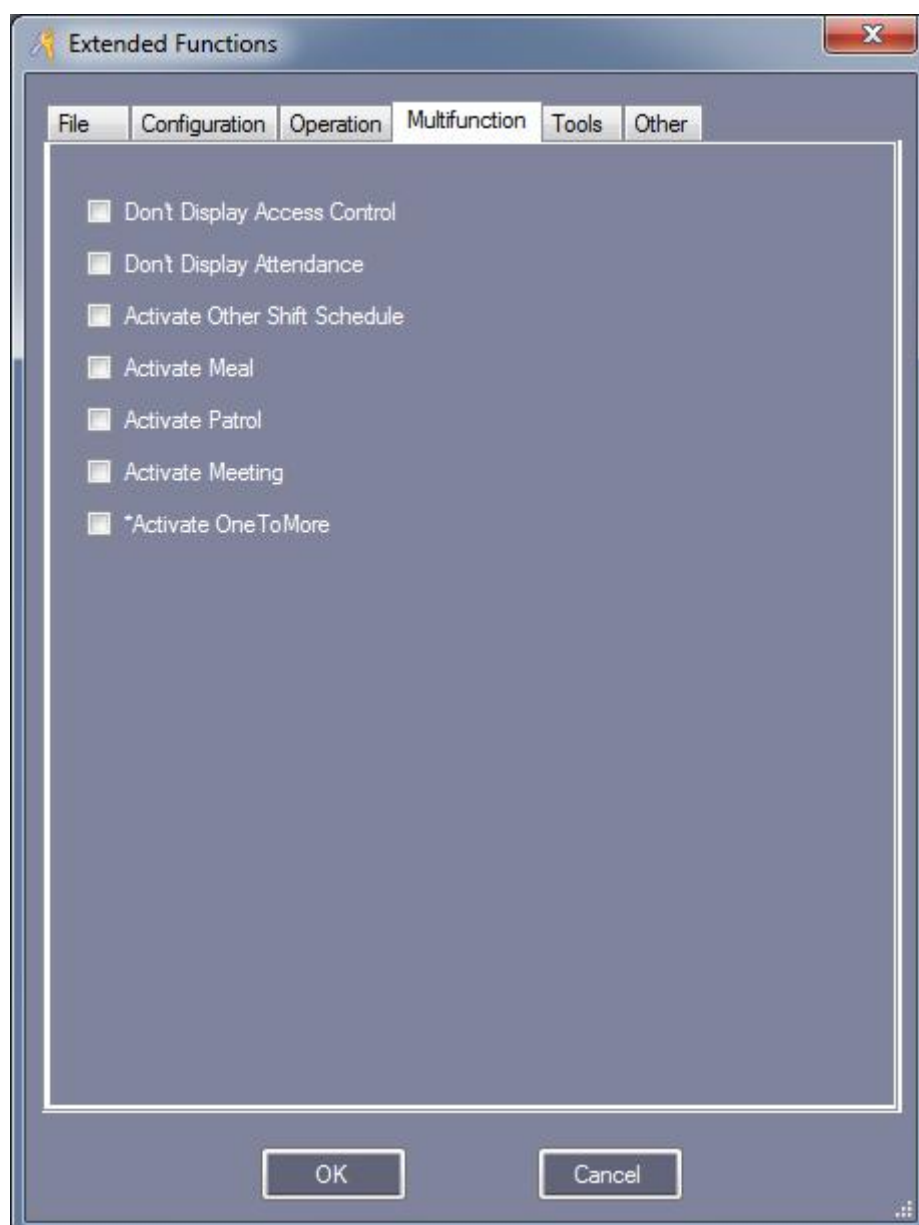
Click **【Operation】** > **【Console】**



First selected "Entrance Door", Then click "Remote Open".



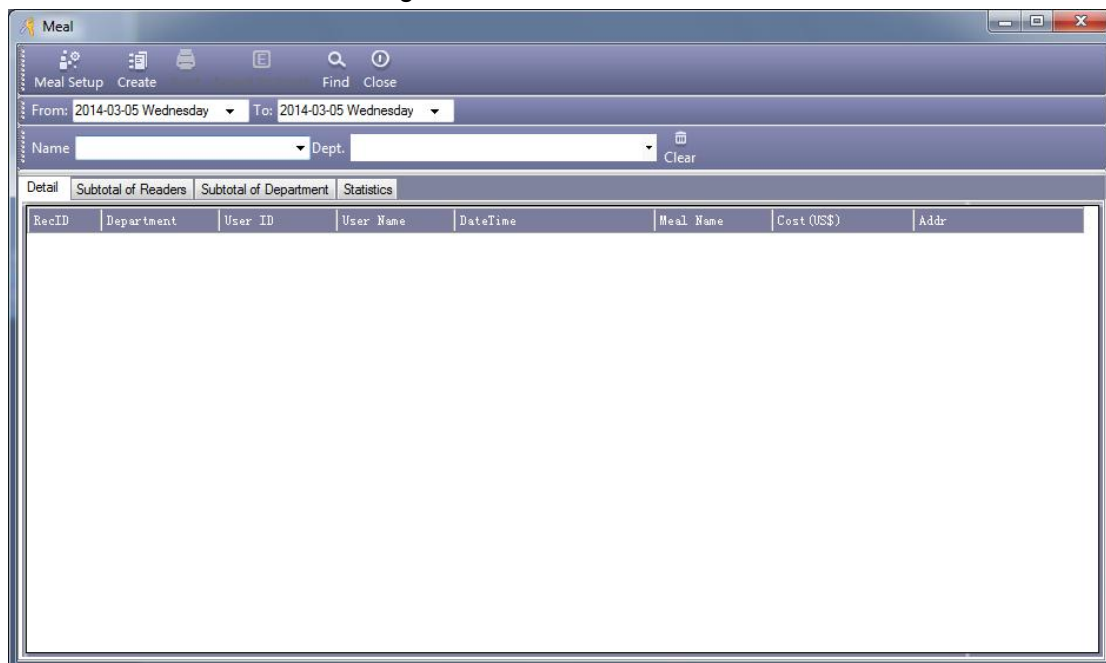
3.4 Multifunction



3.4.1 Activate Meal

Enter the “Extended Function”, In front of “Activate Meel” mark this ☐ with ☒ to active this function.

After Active this function , Re-login software. Click **【Const Meal】** .

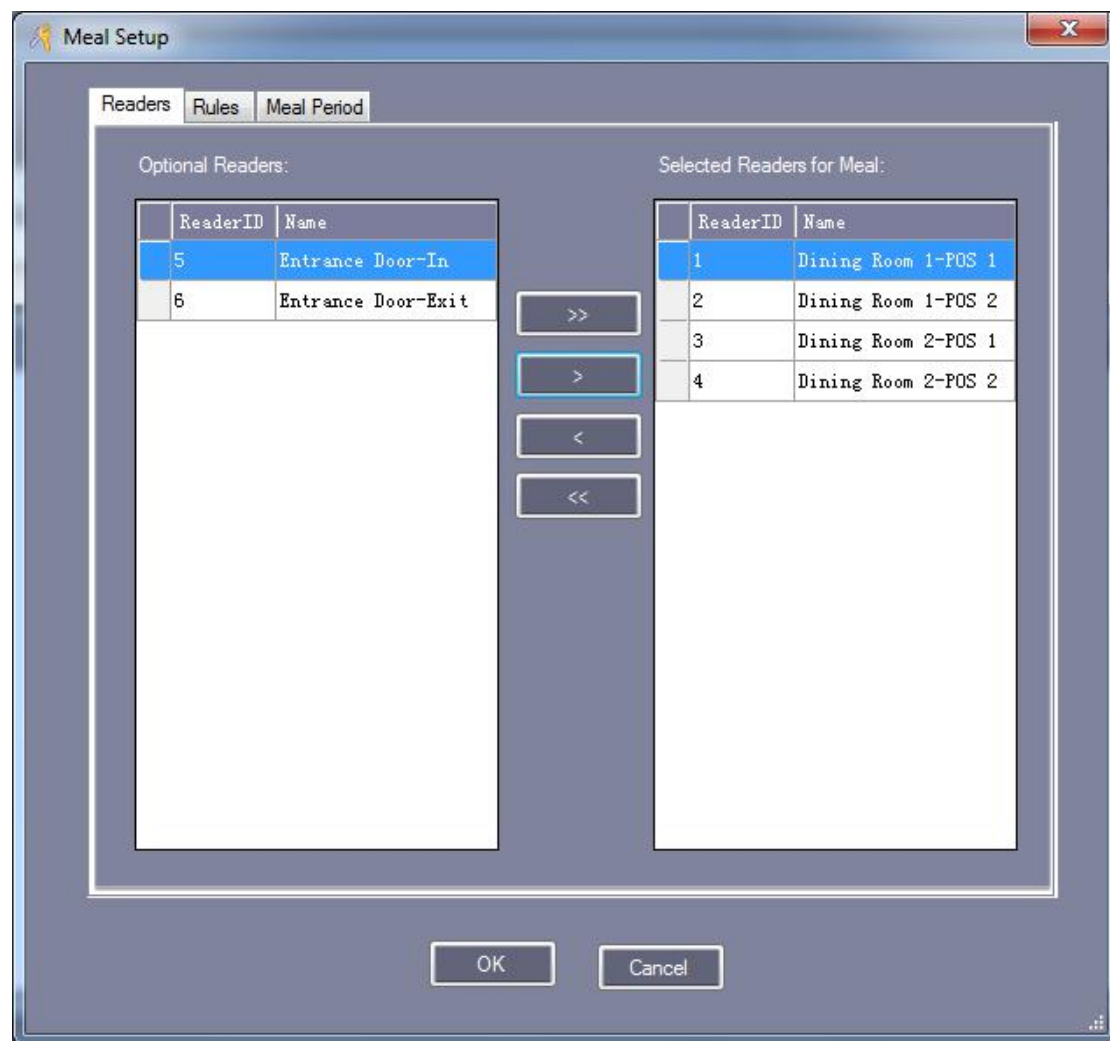


3.4.1.1 Meal Setup

3.4.1.1.1 Readers

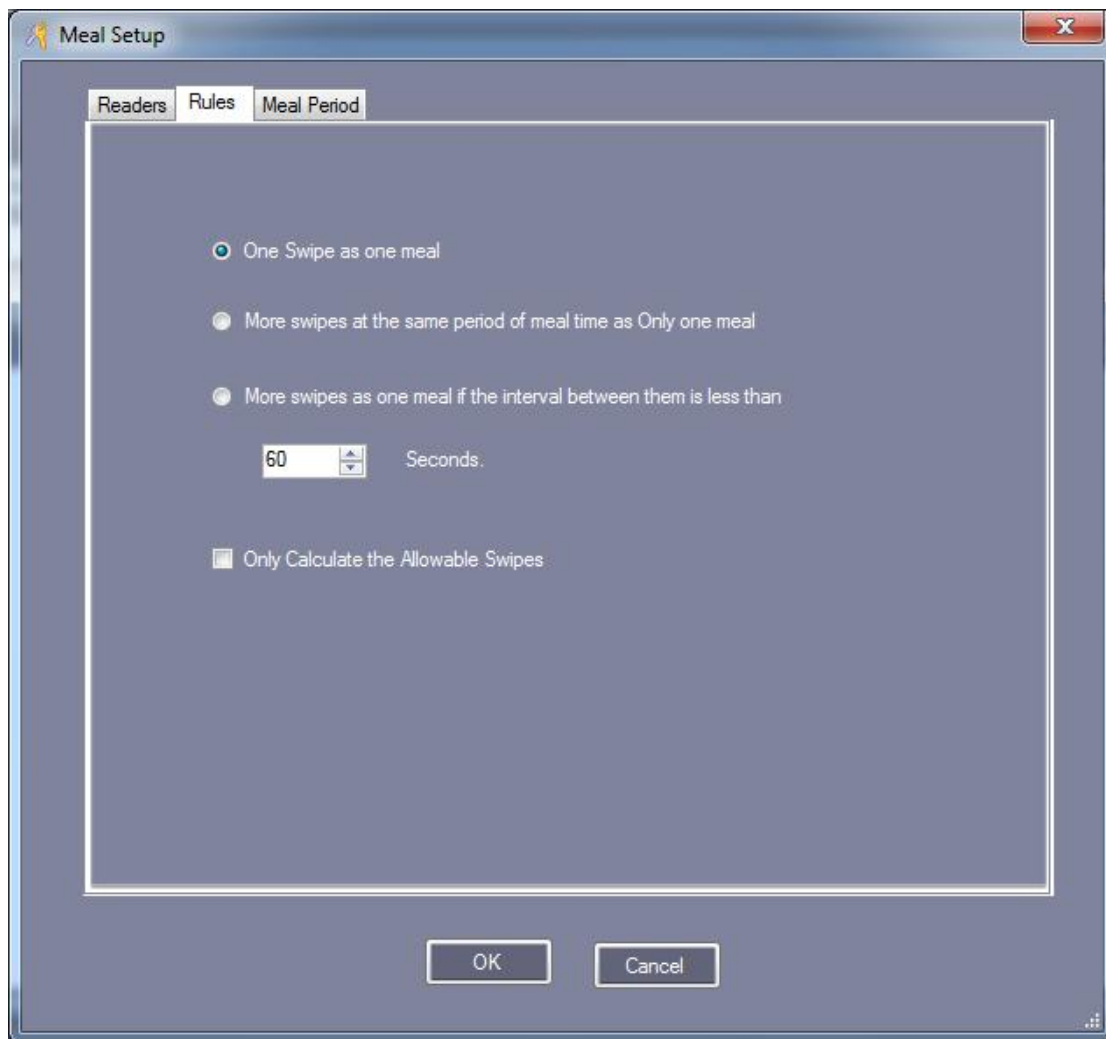
Click “Meal Setup”, At the meal interface, Select “Readers”.

Eg: Set “Dining Room 1” and “Dining Room 2” is a dining point.



3.4.1.1.2 Rules

Click "Meal Setup", At the meal interface, Select "Rules".



3.4.1.1.3 Meal Period

Click "Meal Setup", At the meal interface, Select "Meal Period".

The image shows a 'Meal Setup' dialog box with three tabs: 'Readers', 'Rules', and 'Meal Period'. The 'Meal Period' tab is active. It contains a table for configuring meal periods. The table has columns for 'Time Segment' (with checkboxes for 'Morning', 'Lunch', 'Evening', and 'Other'), 'Time' (start and end times with spinners), and 'USS / One Swipe' (a value with a spinner). Each row has an 'Option' button. At the bottom, there are 'OK' and 'Cancel' buttons. A 'Department Method' checkbox is also present.

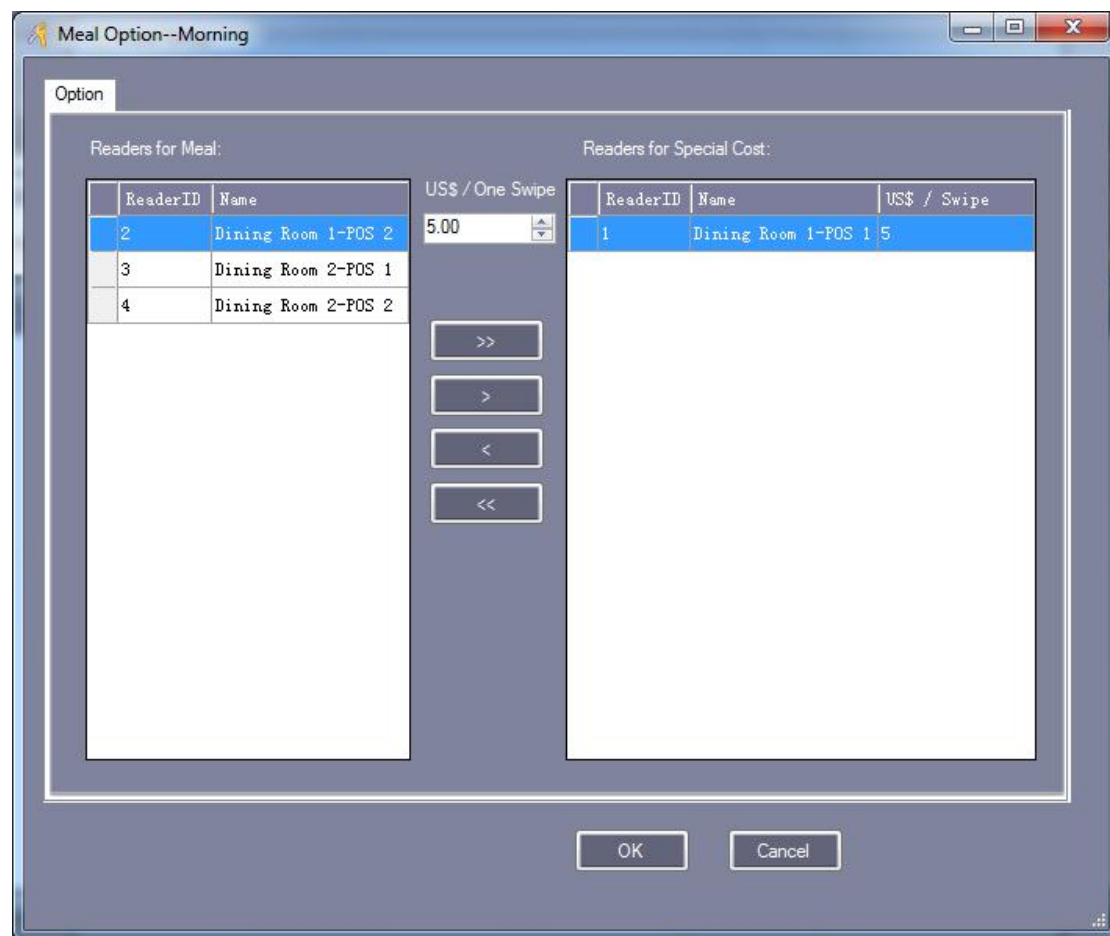
Time Segment:	Time	USS / One Swipe	Option
<input checked="" type="checkbox"/> Morning	07:00 - 09:00	2.00	Option
<input checked="" type="checkbox"/> Lunch	11:30 - 13:30	15.00	Option
<input checked="" type="checkbox"/> Evening	17:00 - 19:30	10.00	Option
<input type="checkbox"/> Other			

☐ Department Method

OK Cancel

Click "Option", Set a fixed amount of consumption.

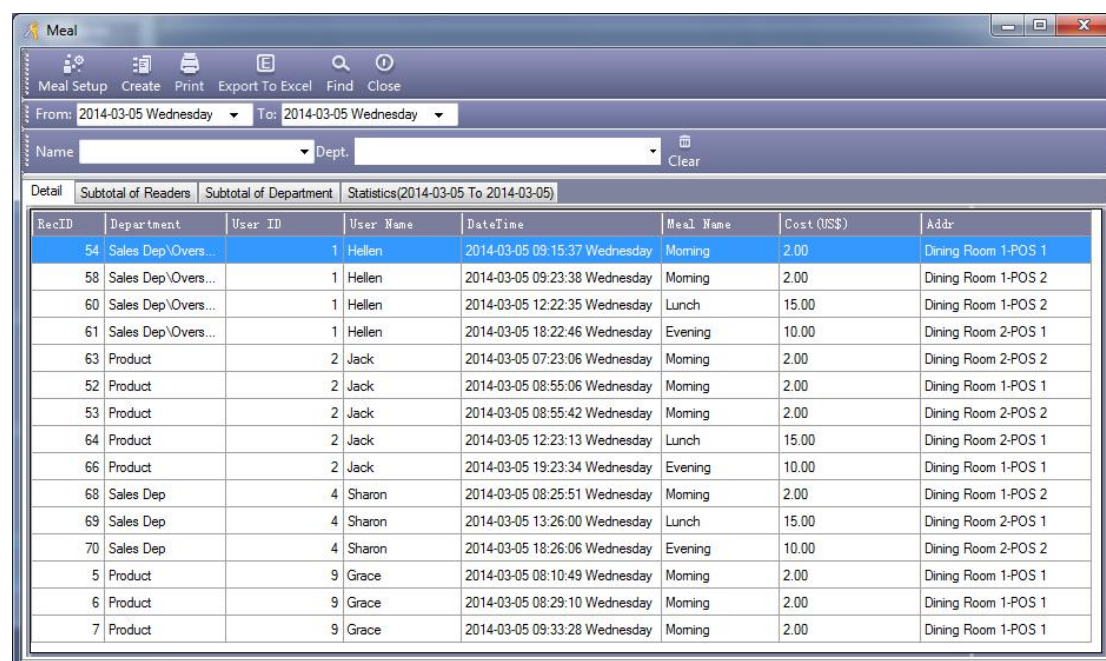
If you want set a fixed amount of consumption, Click "Option" to finish the settings.



3.4.1.2 Meal Report

3.4.1.2.1 Meal Details Report

Click "Create", At the meal interface , Display the details of the staff dining at which POS machine.

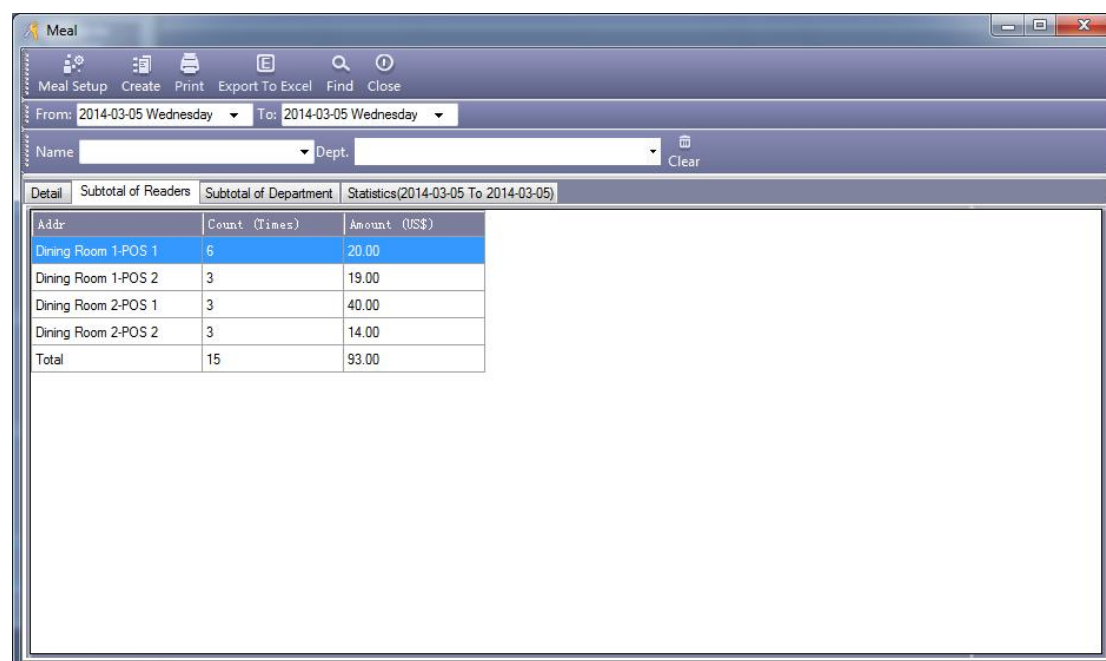


The screenshot shows the 'Meal' application window. The menu bar includes 'Meal Setup', 'Create', 'Print', 'Export To Excel', 'Find', and 'Close'. The date range is set from '2014-03-05 Wednesday' to '2014-03-05 Wednesday'. The 'Name' and 'Dept.' fields are empty. The 'Detail' tab is selected, showing a table of meal records.

RecID	Department	User ID	User Name	DateTime	Meal Name	Cost (US\$)	Addr
54	Sales Dep\Overs...	1	Hellen	2014-03-05 09:15:37 Wednesday	Morning	2.00	Dining Room 1-POS 1
58	Sales Dep\Overs...	1	Hellen	2014-03-05 09:23:38 Wednesday	Morning	2.00	Dining Room 1-POS 2
60	Sales Dep\Overs...	1	Hellen	2014-03-05 12:22:35 Wednesday	Lunch	15.00	Dining Room 1-POS 2
61	Sales Dep\Overs...	1	Hellen	2014-03-05 18:22:46 Wednesday	Evening	10.00	Dining Room 2-POS 1
63	Product	2	Jack	2014-03-05 07:23:06 Wednesday	Morning	2.00	Dining Room 2-POS 2
52	Product	2	Jack	2014-03-05 08:55:06 Wednesday	Morning	2.00	Dining Room 1-POS 1
53	Product	2	Jack	2014-03-05 08:55:42 Wednesday	Morning	2.00	Dining Room 2-POS 2
64	Product	2	Jack	2014-03-05 12:23:13 Wednesday	Lunch	15.00	Dining Room 2-POS 1
66	Product	2	Jack	2014-03-05 19:23:34 Wednesday	Evening	10.00	Dining Room 1-POS 1
68	Sales Dep	4	Sharon	2014-03-05 08:55:51 Wednesday	Morning	2.00	Dining Room 1-POS 2
69	Sales Dep	4	Sharon	2014-03-05 13:26:00 Wednesday	Lunch	15.00	Dining Room 2-POS 1
70	Sales Dep	4	Sharon	2014-03-05 18:26:06 Wednesday	Evening	10.00	Dining Room 2-POS 2
5	Product	9	Grace	2014-03-05 08:10:49 Wednesday	Morning	2.00	Dining Room 1-POS 1
6	Product	9	Grace	2014-03-05 08:29:10 Wednesday	Morning	2.00	Dining Room 1-POS 1
7	Product	9	Grace	2014-03-05 09:33:28 Wednesday	Morning	2.00	Dining Room 1-POS 1

3.4.1.2.2 Meal Stat. report of Readers for Meal

Click "Create", At the meal interface , Select "Subtotal of Readers", Display all dining times and total money at the each dining point.



The screenshot shows the 'Meal' application window with the 'Subtotal of Readers' tab selected. The table displays the count of dining times and the total amount for each dining point.

Addr	Count (Times)	Amount (US\$)
Dining Room 1-POS 1	6	20.00
Dining Room 1-POS 2	3	19.00
Dining Room 2-POS 1	3	40.00
Dining Room 2-POS 2	3	14.00
Total	15	93.00

3.4.1.2.3 Meal Stat. report of Subtotal of Department

Click "Create", At the meal interface , Select "Subtotal of Department", Display all

dining department and total money.

The screenshot shows the 'Meal' application window. At the top, there is a menu bar with options: Meal Setup, Create, Print, Export To Excel, Find, and Close. Below the menu, there are date filters: 'From: 2014-03-05 Wednesday' and 'To: 2014-03-05 Wednesday'. There are also input fields for 'Name' and 'Dept.' with a 'Clear' button. The main area displays a table with the following data:

Department	Count (Times)	Amount (US\$)
Product Dep	0	0.00
Sales Dep	3	27.00
Sales Dep\Oversea Marketing	4	29.00
(Department Is Empty)	0	0.00
Total	15	93.00

3.4.1.2.4 Meal Stat. report of Users

Click “Create”, At the meal interface , Select “Statistics”, Statistics of each employee dining times and total money.

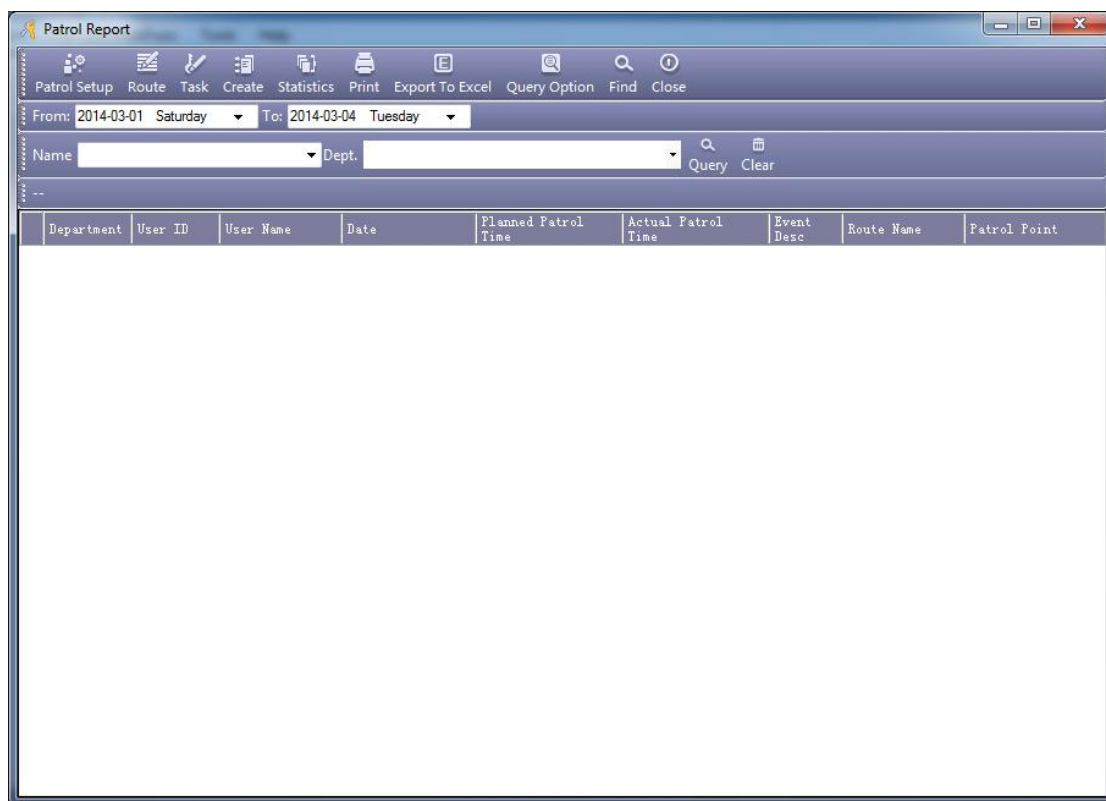
The screenshot shows the 'Meal' application window with the 'Statistics' tab selected. The table displays detailed dining statistics for each user, including their department, user ID, name, and dining times for Morning, Lunch, and Evening, along with the total amount.

Department	User ID	User Name	Morning	Lunch	Evening	Sum (Times)	Amount (US\$)
Sales Dep\Oversea Marketing	1	Hellen	2	1	1	4	29.00
	2	Jack	3	1	1	5	31.00
Sales Dep	4	Sharon	1	1	1	3	27.00
	9	Grace	3	0	0	3	6.00
	3	Tina	0	0	0	0	0
	6	Eric	0	0	0	0	0
	7	Steven	0	0	0	0	0
	8	Tom	0	0	0	0	0
	10	Andy	0	0	0	0	0
	11	James	0	0	0	0	0
	12	Tommy	0	0	0	0	0
	13	N18013384	0	0	0	0	0
	14	N18013385	0	0	0	0	0
	15	N18013386	0	0	0	0	0
	16	N18013387	0	0	0	0	0
*****	*****	Total	9	3	3	15	93.00

3.4.2 Activate Patrol

Enter the “Extended Function”, In front of “Activate Meel” mark this ☐ with ☒ to active this function.

After Active this function , Re-login software. Click **【Patrol】** .

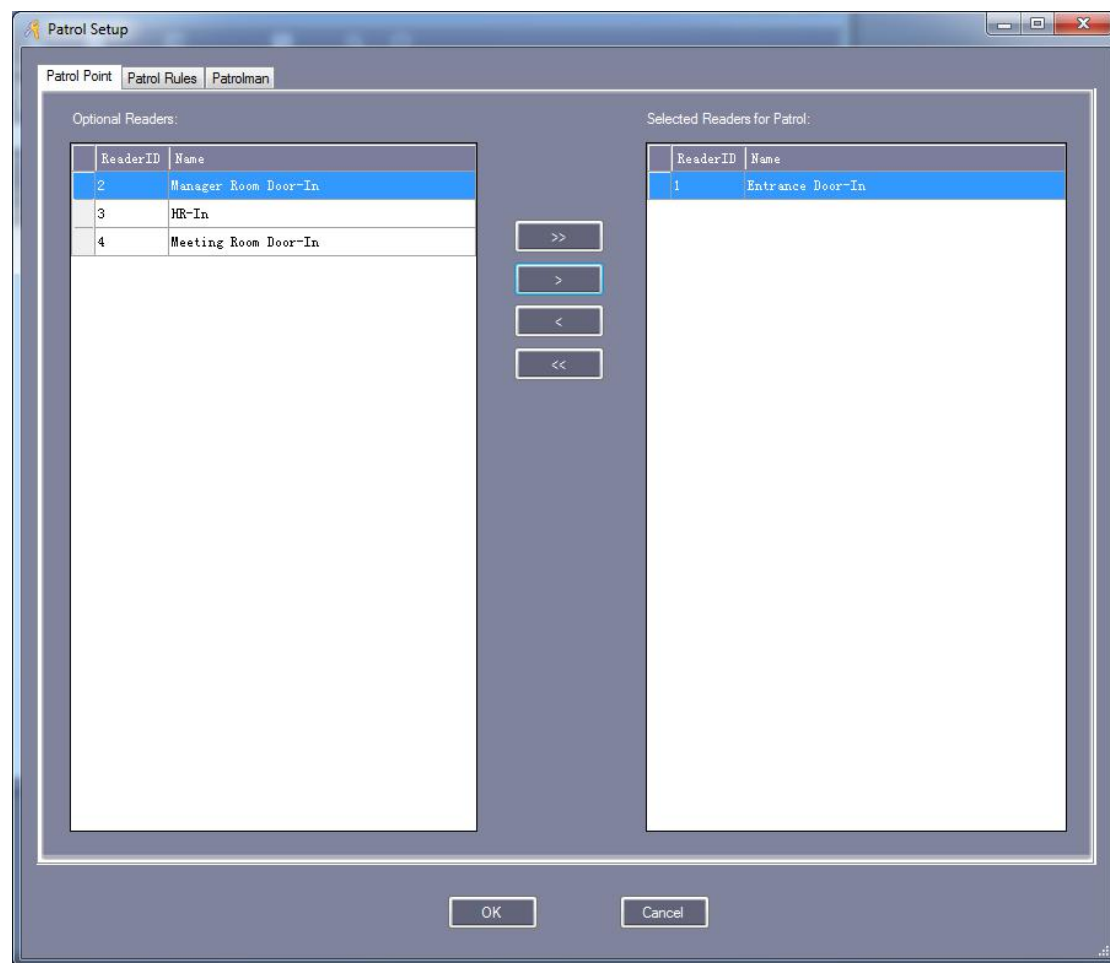


3.4.2.1 Patrol Setup

3.4.2.1.1 Patrol Point

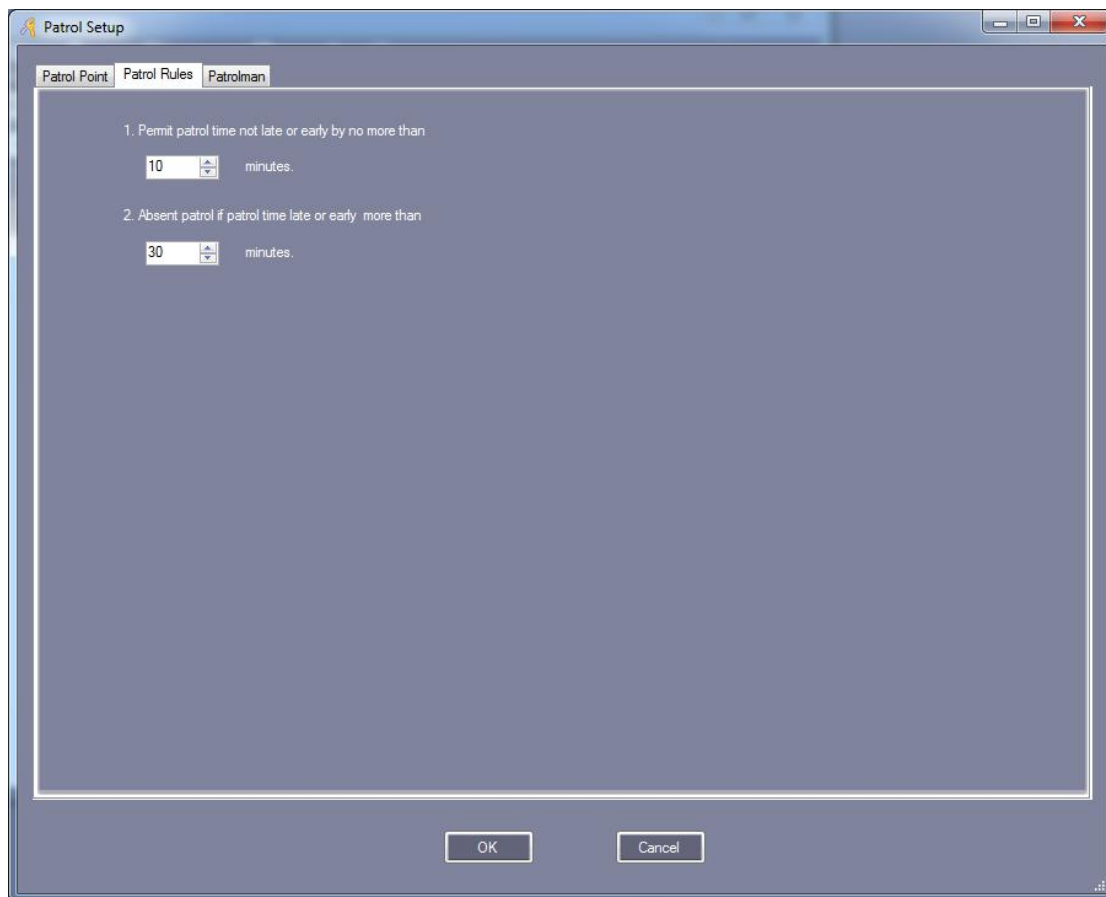
Click "Patrol Setup", At the patrol interface.

Eg: Set "Entrance Door" is a Patrol Point.



3.4.2.1.2 Patrol Rules

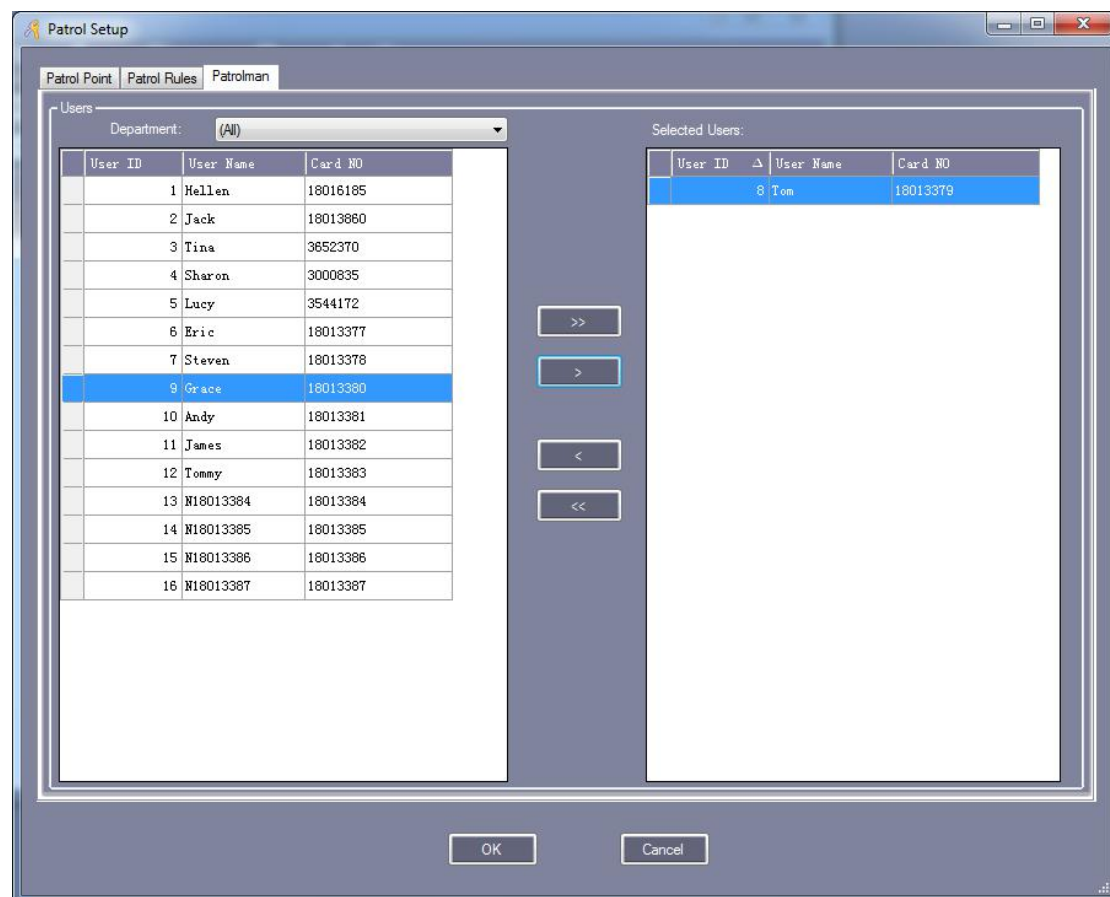
Click "Patrol Setup", At the patrol interface, Select "Patrol Rules" and set recording to your actually rules.



3.4.2.1.3 Patrolman

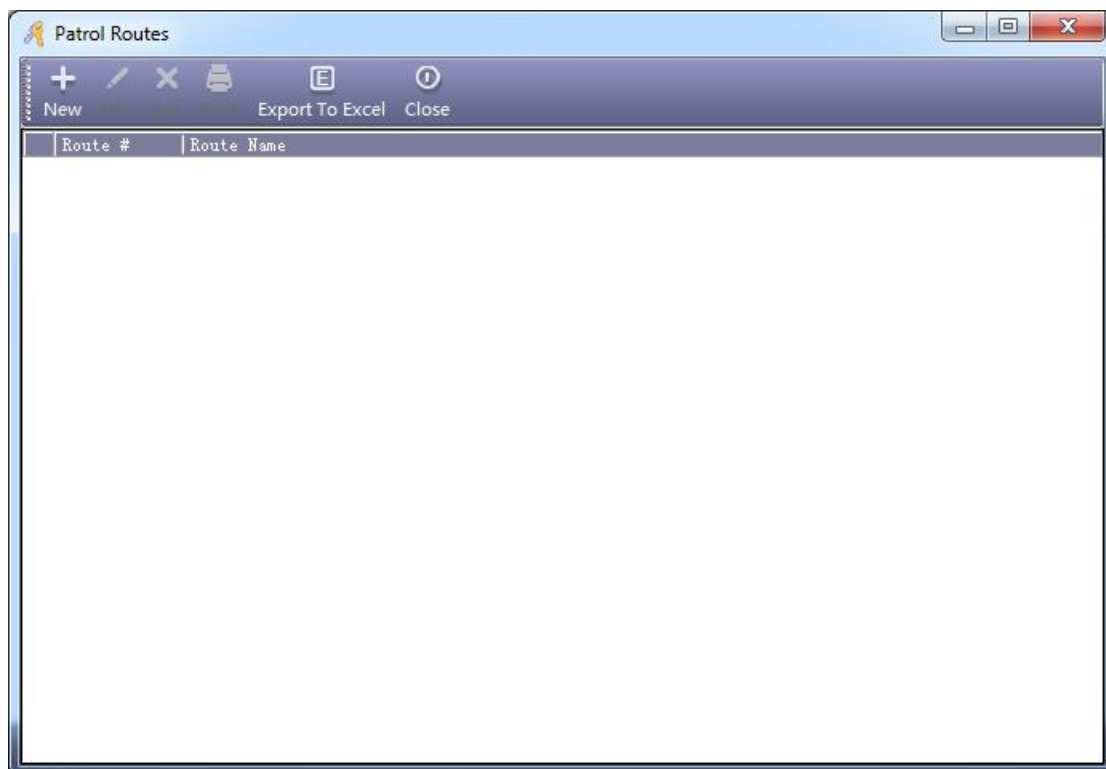
Click "Patrol Setup", At the patrol interface, Select "Patrolman".

Eg : Set "Tom" is a Patrolman.

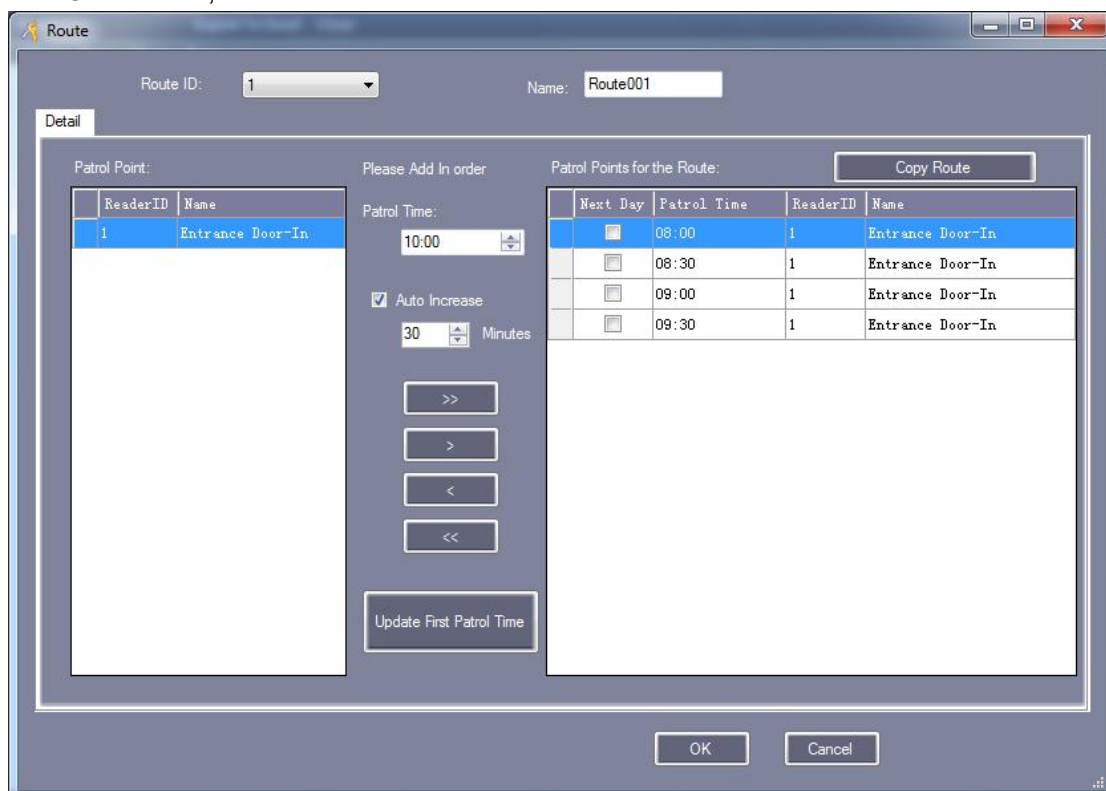


3.4.2.2 Patrol Route

Click "Route", At the patrol interface.



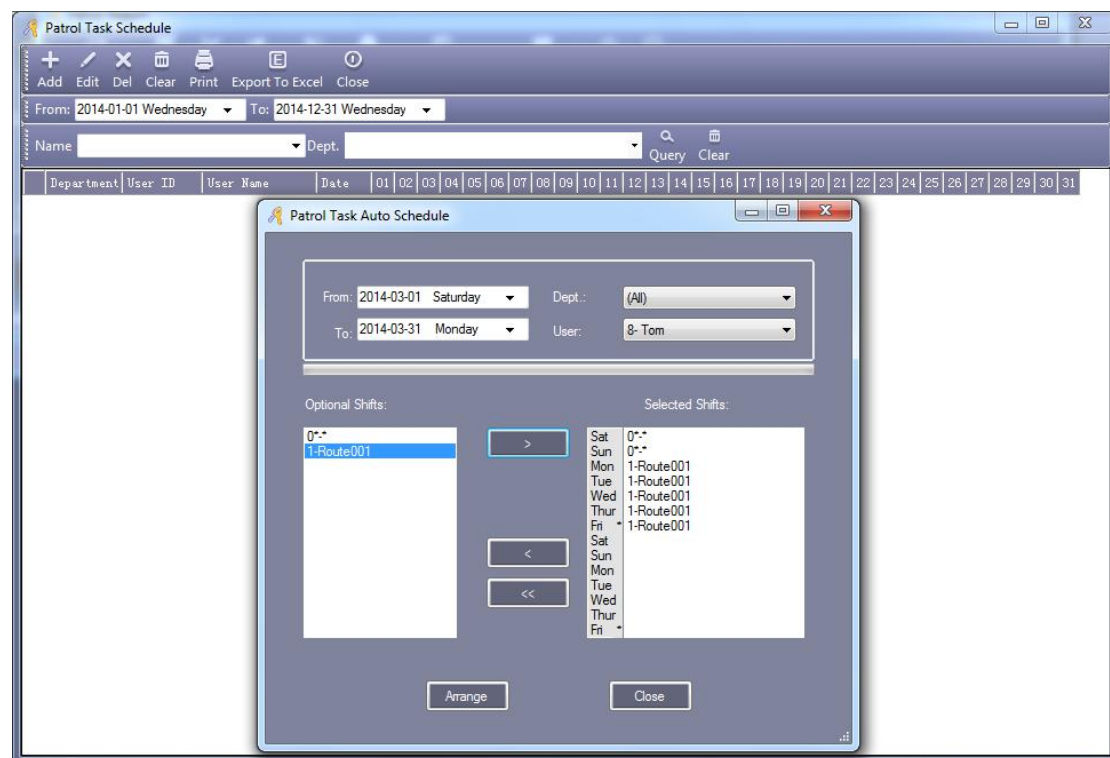
Click "New", Add the Patrol Route.



3.4.2.3 Patrol Task

Click "Task", At the patrol interface.

Eg: Set Tom's patrol route



3.4.2.4 Patrol Report

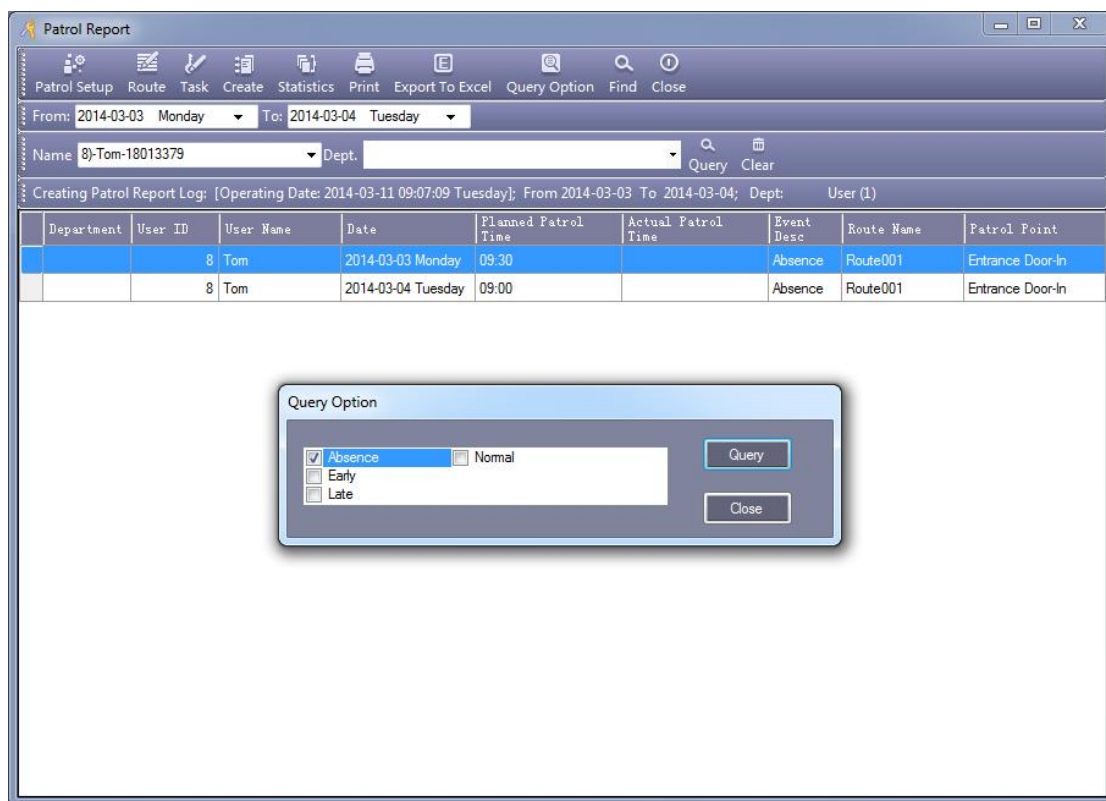
Please Get Records Before Creating Report.

Click "Create", At the Patrol interface ,

The screenshot shows the 'Patrol Report' application. The menu bar includes: Patrol Setup, Route, Task, Create, Statistics, Print, Export To Excel, Query Option, Find, Close. The date range is set to 'From: 2014-03-03 Monday' to 'To: 2014-03-04 Tuesday'. The Name field contains '8-Tom-18013379'. Below the table, it says 'Creating Patrol Report Log: [Operating Date: 2014-03-11 09:07:09 Tuesday]: From 2014-03-03 To 2014-03-04; Dept: User (1)'. The table data is as follows:

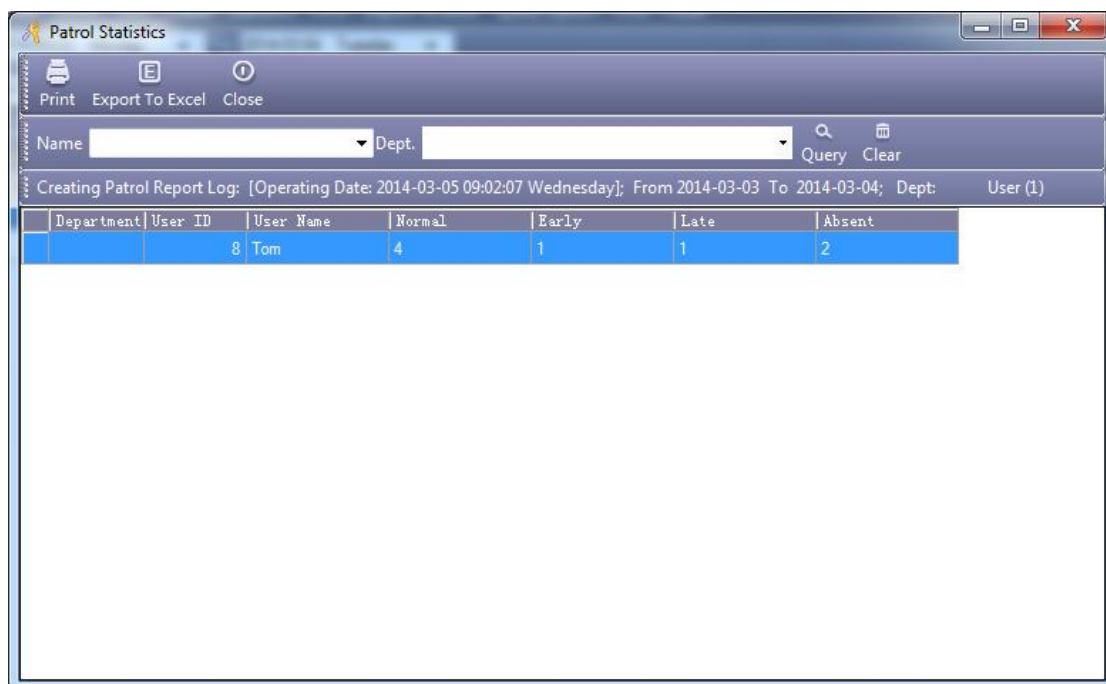
Department	User ID	User Name	Date	Planned Patrol Time	Actual Patrol Time	Event Desc	Route Name	Patrol Point
	8	Tom	2014-03-03 Monday	08:00	07:49:09	Early	Route001	Entrance Door-In
	8	Tom	2014-03-03 Monday	08:30	08:39:10	Normal	Route001	Entrance Door-In
	8	Tom	2014-03-03 Monday	09:00	09:10:11	Late	Route001	Entrance Door-In
	8	Tom	2014-03-03 Monday	09:30		Absence	Route001	Entrance Door-In
	8	Tom	2014-03-04 Tuesday	08:00	08:09:45	Normal	Route001	Entrance Door-In
	8	Tom	2014-03-04 Tuesday	08:30	08:29:46	Normal	Route001	Entrance Door-In
	8	Tom	2014-03-04 Tuesday	09:00		Absence	Route001	Entrance Door-In
	8	Tom	2014-03-04 Tuesday	09:30	09:33:47	Normal	Route001	Entrance Door-In

Click “Query Option”, Query “Event Desc”.



3.4.2.5 Patrol Statistics

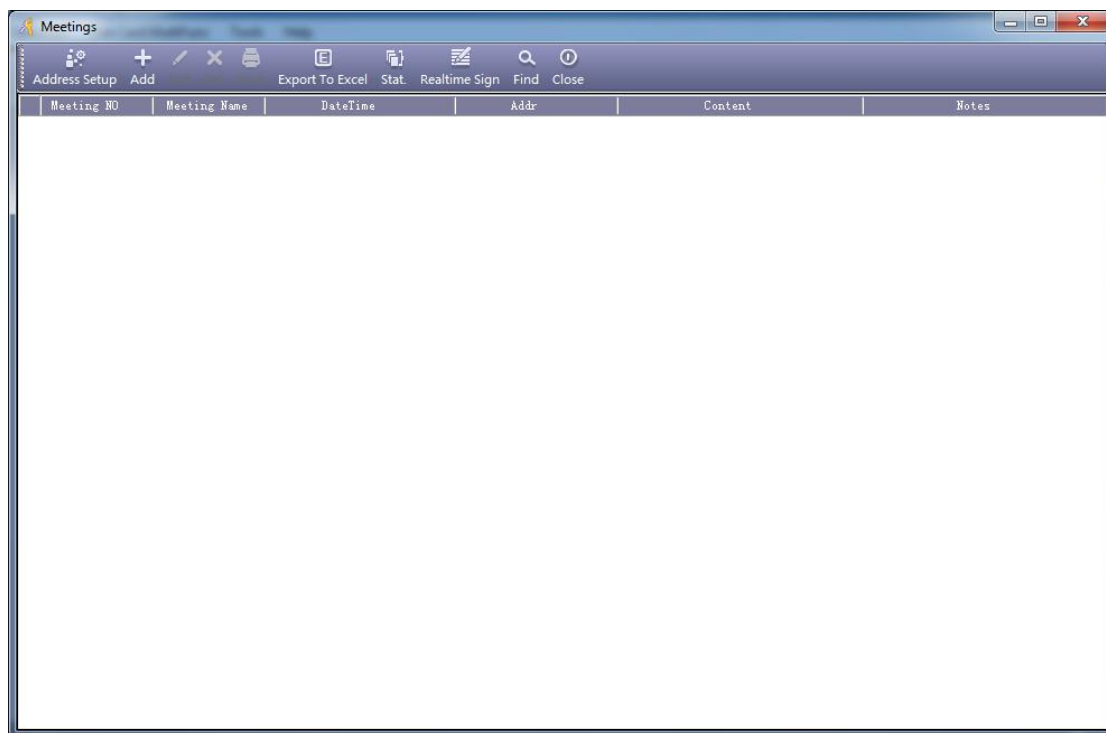
Click “Statistics”, At the Patrol interface .
Statistics Patrolman of the Event Desc.



3.4.3 Activate Meeting

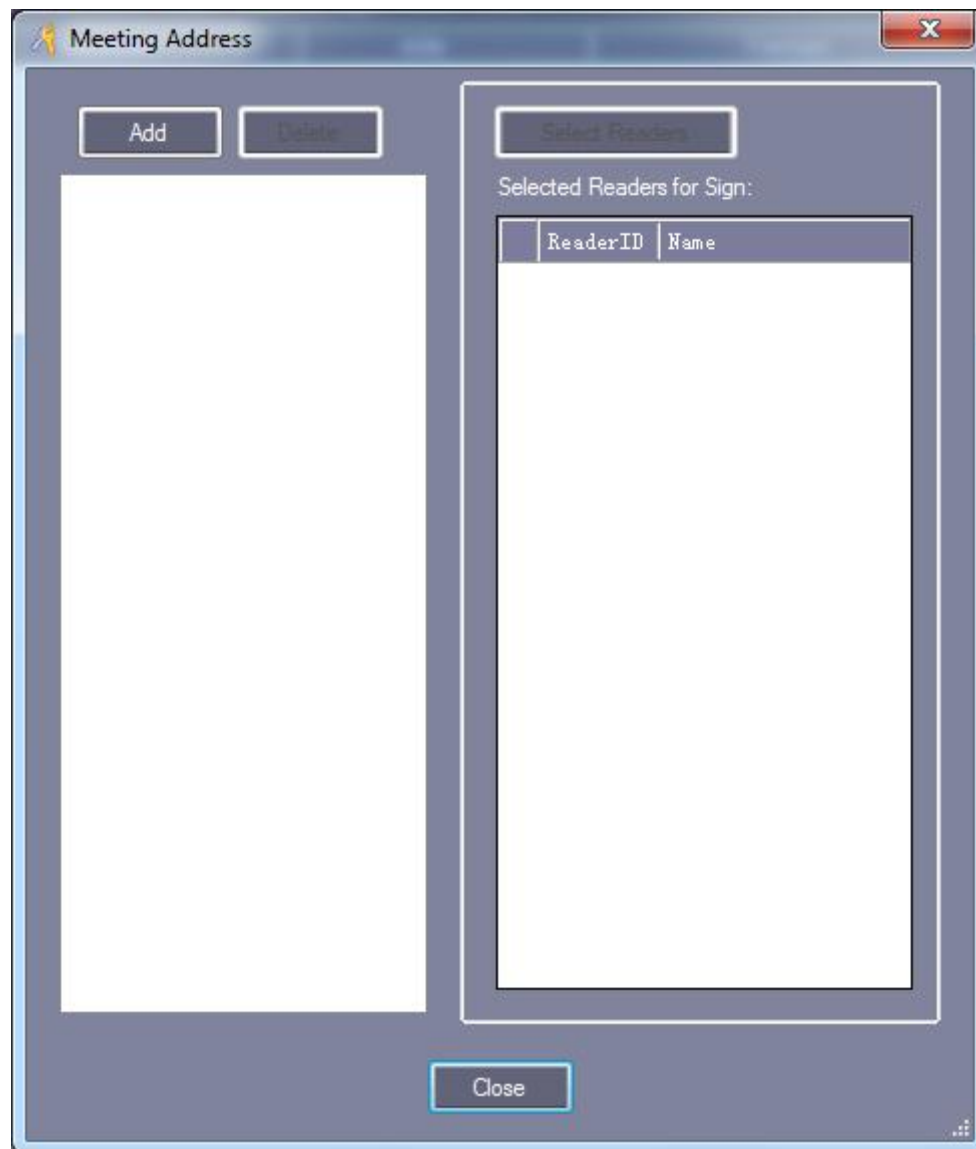
Enter “Extended Function”, In front of “Activate Meeting” mark this ☐ with ☒ to active this function.

After Active this function , Re-login software. Click **【Meeting Sign】** .

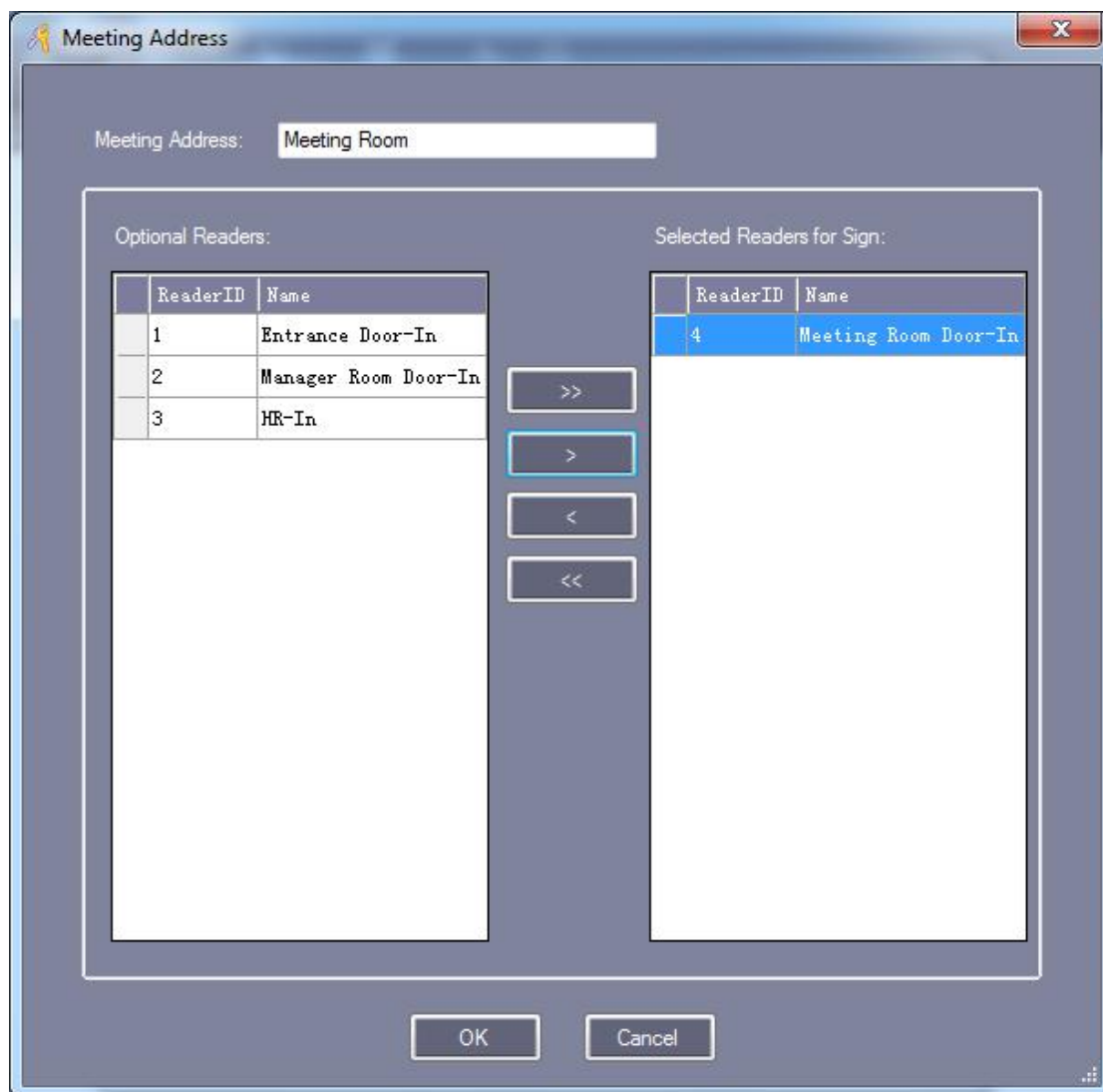


3.4.3.1 Address Setup

Click “Address Setup”, Enter into the Address Setup interface.



Click "Add" to add the Meeting Address.



You must input a "Name" at the "Meeting Address."

3.4.3.2 Add Meeting

Click "Add", At the meeting interface.
Eg: Add "Weekly Meeting".

Meeting NO: 20140304_173136

Meeting Name: Weekly Meeting

Meeting Addr: Meeting Room Add Addr.

Meeting DateTime: 2014-03-04 Tuesday 09:00

Sign Begin Time: 08:00

Sign End Time: 17:30

Content:

Notes:

Department: (All)

User ID	User Name	Card NO
5	Lucy	3544172
6	Eric	18013377
7	Steven	18013378
8	Tom	18013379
9	Grace	18013380
10	Andy	18013381
11	James	18013382
12	Tommy	18013383
13	H18013384	18013384
14	H18013385	18013385
15	H18013386	18013386
16	H18013387	18013387

Identity: Audit

Seat NO: A004

Selected Users As Meeting Personnel:

Identity	User ID	User Name	Card NO	Seat #
Delegate	1	Hellen	18016185	A001
Nonvoting Delegate	2	Jack	18013860	A002
Invitational	3	Tina	3652370	A003
Audit	4	Sharon	3000835	A004

Find Create Report OK Cancel

【 Identity 】 : Have “Delegate” 、 “Nonvoting Delegate” 、 “Invitational” 、 “Audit” 、 “Employee” 、 “Other”

Modify the meeting, Click “Edit”, At the meeting interface.

Delete meeting, Click “Delete”, At the meeting interface.

3.4.3.3 Meeting Stat

Click “Stat”, Detailed statistical a single meeting attendance. Can statistical “Should” 、 “In Fact” 、 “Leave” 、 “Absent” 、 “Late” 、 “Total statistical” and “Calculate participants rate”.

The screenshot shows a software window titled "Meeting Stat. Detail[Weekly Meeting]". It contains a toolbar with buttons: Refresh, Leave, Manual Sign, Recreate, Print, and Export Excel. Below the toolbar is a tabbed interface with tabs: Should, In Fact, Leave, Absent, Late, and Stat. The "Stat." tab is selected, displaying a table with the following data:

Identity	Should	In Fact	Leave	Absent	Late	Ratio
Delegate	1	1				100%
Nonvoting Delegate	1	1				100%
Invitational	1	1				100%
Audit	1	1				100%
Employee						
Other						
Sub Total	4	4				100%

Below the table is a large empty rectangular area. At the bottom center of the window is a "Close" button.

3.4.3.4 Realtime Sign

Click "Real-time Sign", Real-time attendance of the meeting.

Meeting Sign

Weekly Meeting

08:57:50

	Should	In Fact	Leave	Absent	Ratio
Delegate	1	1			100%
Nonvotin	1	1			100%
Invitati	1	1			100%
Audit	1	1			100%
Total	4	4			100%

Manual Sign Stat. InterfaceLock Close

1 Hellen. Delegat
A001



2

3

4

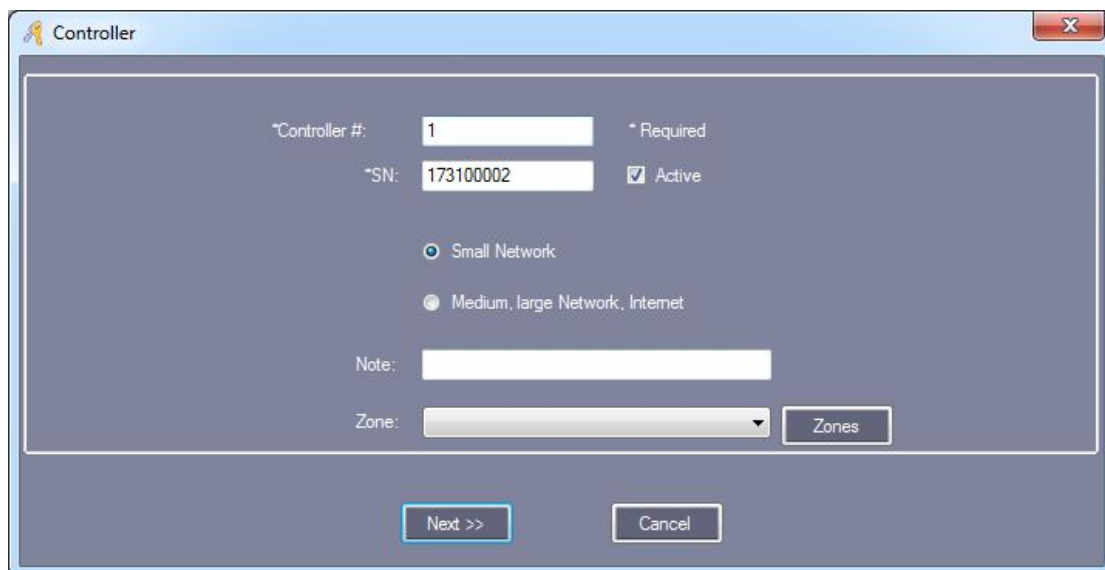
5

3.4.4 Activate One To More

Into the "Extended Function", In front of "Activate One To More" mark this ☐ with  to activate this function.

3.4.4.1 Add One To More Controller

Click **【Configuration】** > **【Controllers】** ,Click "New".

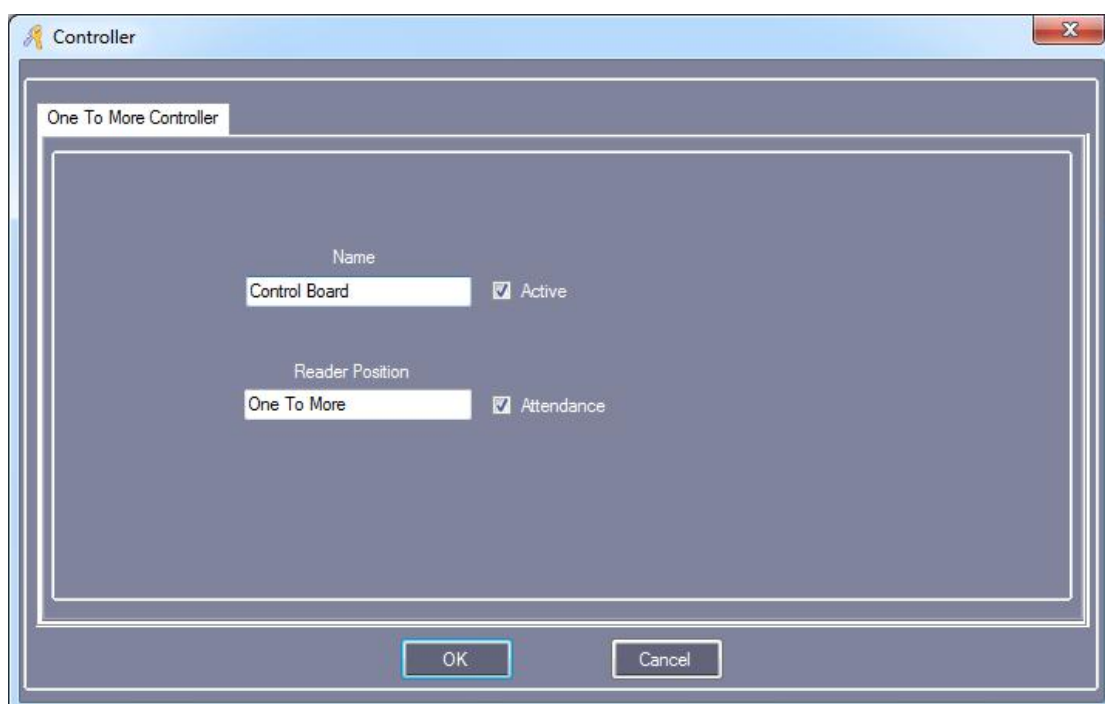


The 'Controller' window contains the following fields and options:

- *Controller #: 1 (Required)
- *SN: 173100002
- ☒ Active
- ☒ Small Network
- ☐ Medium, large Network, Internet
- Note: (empty text box)
- Zone: (dropdown menu)
- Zones (button)
- Next >> (button)
- Cancel (button)

The details please reference chapter [2.2 Parameter Settings of Equipment](#).

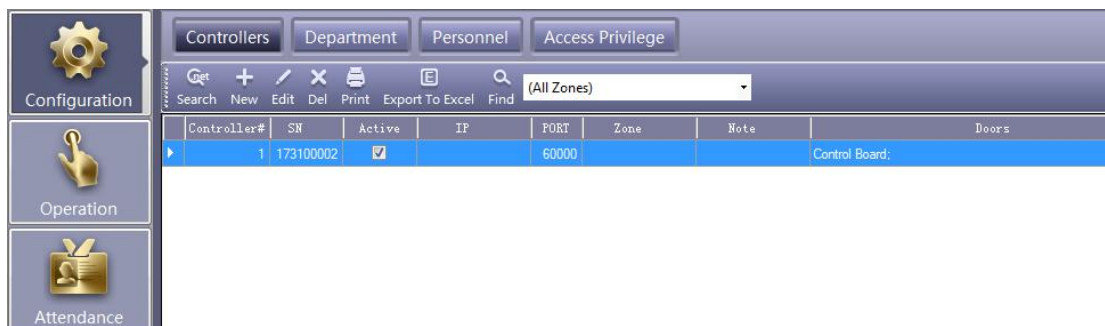
Click "Next".



The 'One To More Controller' window contains the following fields and options:

- Name: Control Board
- ☒ Active
- Reader Position: One To More
- ☒ Attendance
- OK (button)
- Cancel (button)

Click "OK".

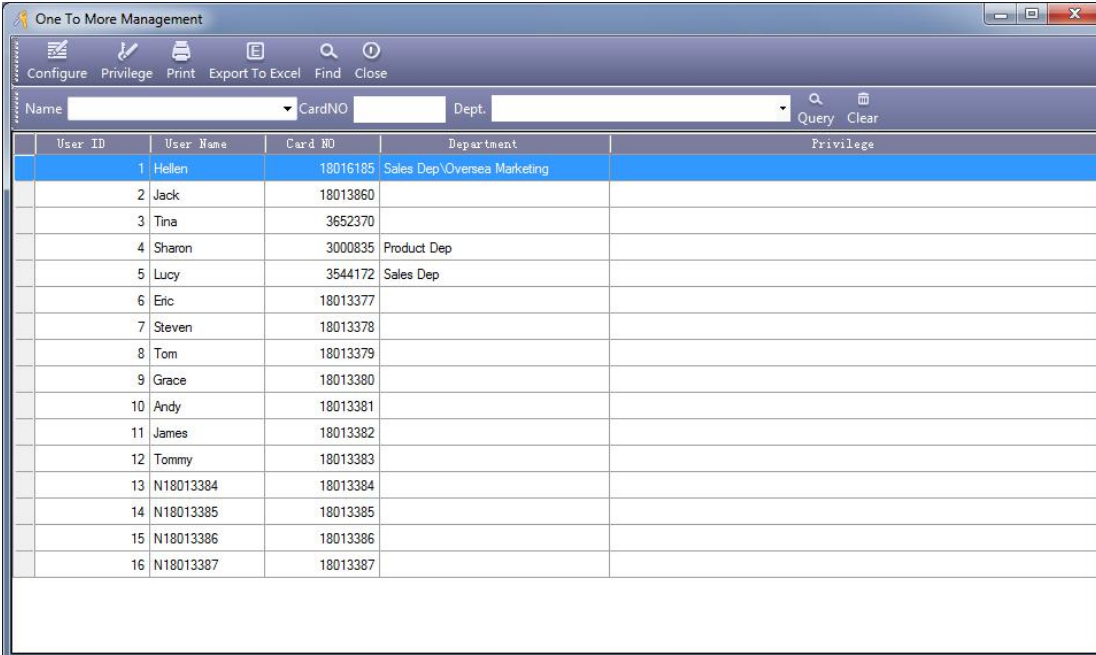


The main interface shows a sidebar with 'Configuration', 'Operation', and 'Attendance' options. The top navigation bar includes 'Controllers', 'Department', 'Personnel', and 'Access Privilege'. Below this is a toolbar with icons for search, new, edit, delete, print, export to excel, and find. A dropdown menu shows '(All Zones)'. The main table displays the following data:

Controller#	SN	Active	IP	PORT	Zone	Note	Doors
1	173100002	<input checked="" type="checkbox"/>		60000		Control Board;	

3.4.4.2 One To More Management

Click 【One To More】 .



User ID	User Name	Card NO	Department	Privilege
1	Hellen	18016185	Sales Dep\Oversea Marketing	
2	Jack	18013860		
3	Tina	3652370		
4	Sharon	3000835	Product Dep	
5	Lucy	3544172	Sales Dep	
6	Eric	18013377		
7	Steven	18013378		
8	Tom	18013379		
9	Grace	18013380		
10	Andy	18013381		
11	James	18013382		
12	Tommy	18013383		
13	N18013384	18013384		
14	N18013385	18013385		
15	N18013386	18013386		
16	N18013387	18013387		

3.4.4.2.1 Door Management

Click “Configure”, Enter into the door management interface.

*Door Name:

Controller:

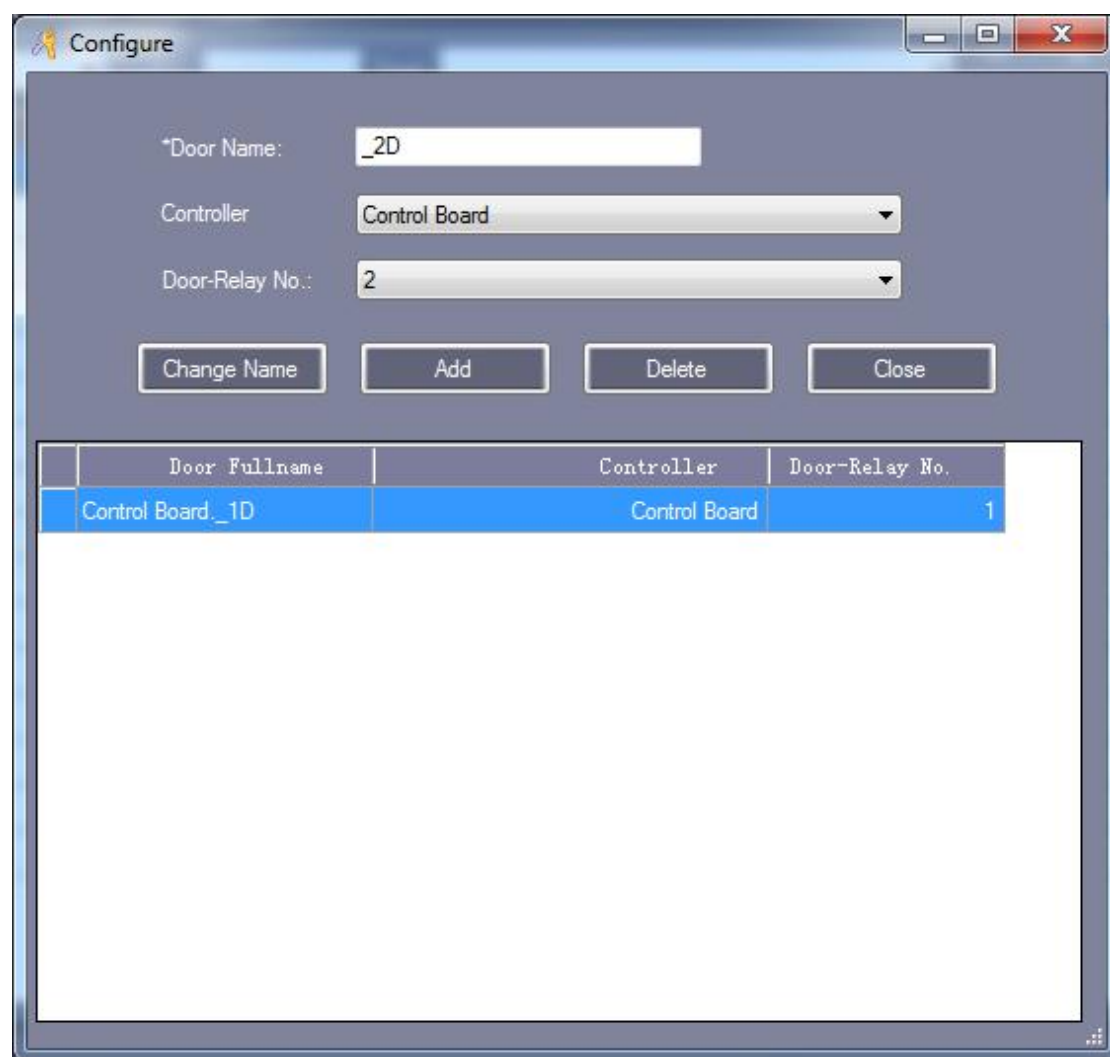
Door-Relay No.:

Door Fullname	Controller	Door-Relay No.
---------------	------------	----------------

Door Name: Click can be modified. Default value is "_1 D" and the corresponding Floor-Relay NO."1"

【Add Door】

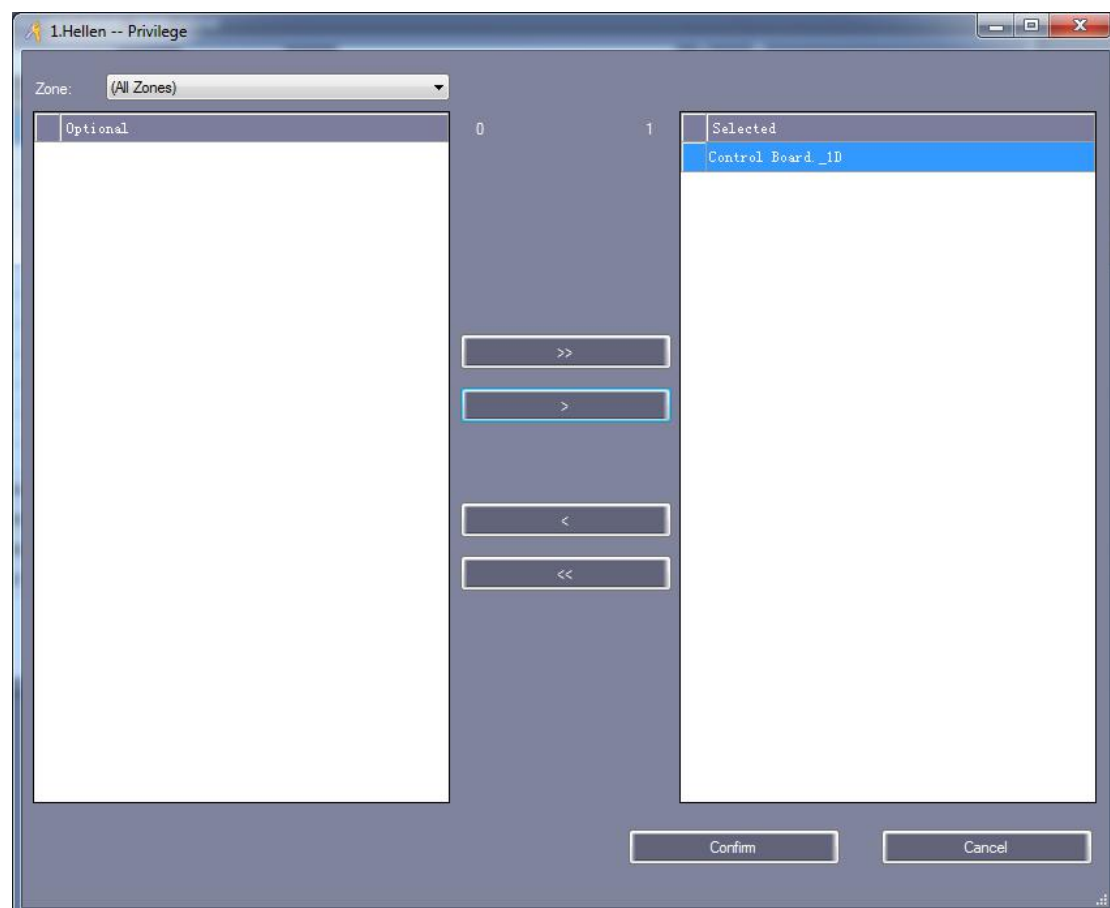
Fill in "Door Name" , select "Controller" and "Door-Relay NO", Click "Add". If you do not need to re-fill, Click "Add".



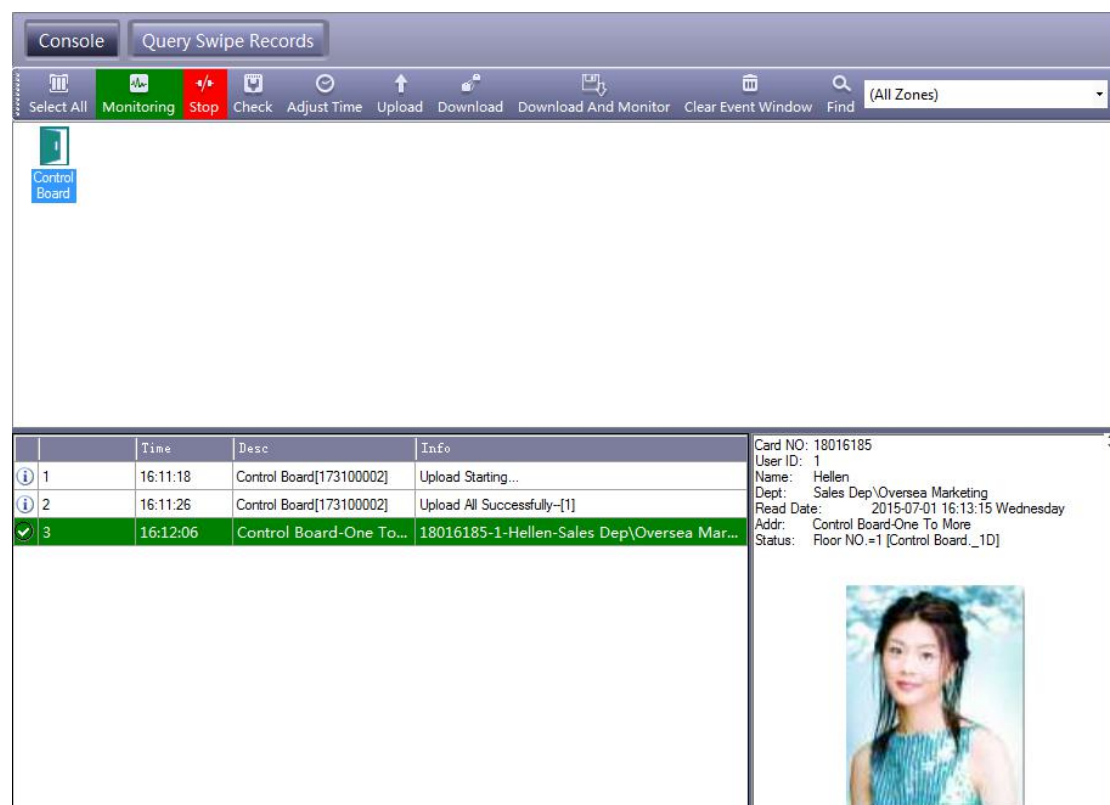
3.4.4.2.2 Set user up to door

Fist selected user, Then click "Privilege".

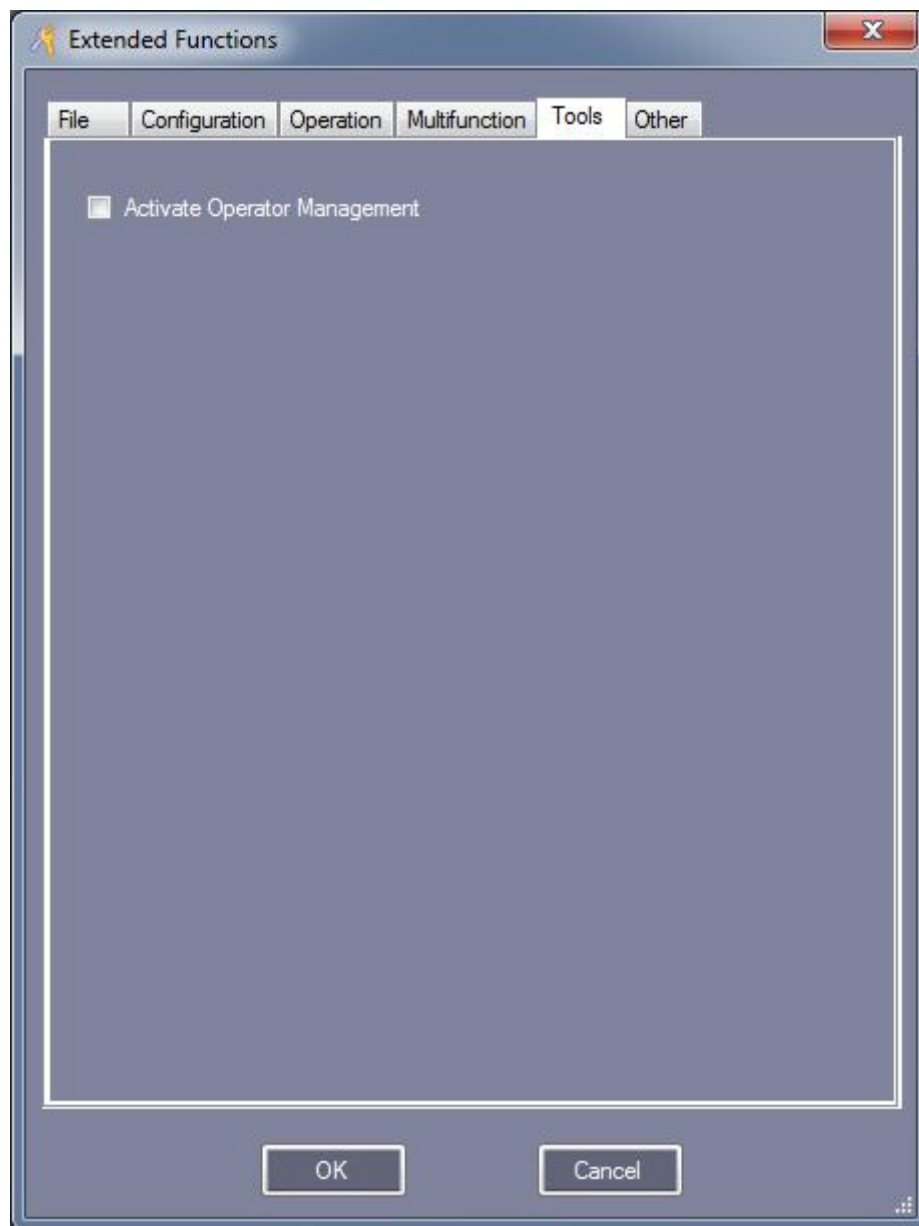
Example: Set "Hellen" up to "1 Door".



Click “Confirm”, Back to “Console” click “Upload”. Then Swiping Card, “Hellen” will be enter into 1 door.

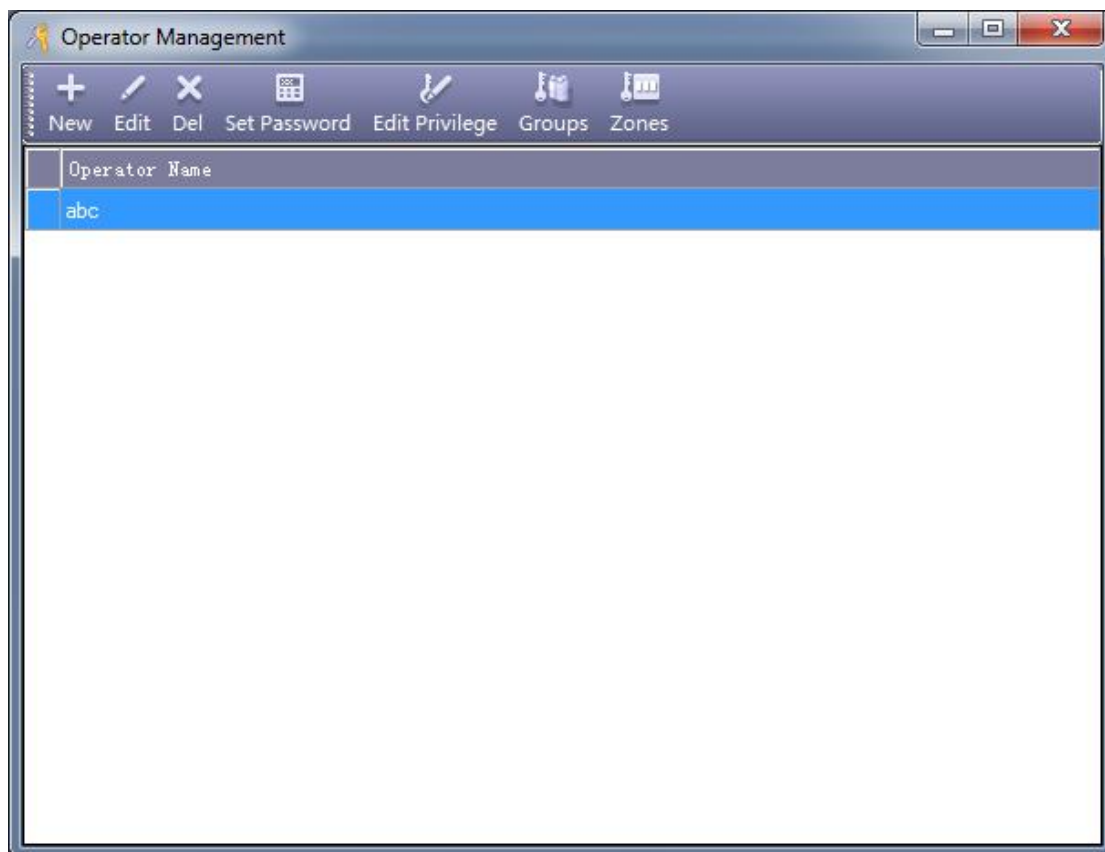


3.5 Tools



3.5.1 Activate Operator Management

Click **【Tools】** > **【Operator Management】**



You can use the “New”, “Edit”, “Del”, “Edit Privilege”, “Groups” and “Zones” for the operator.

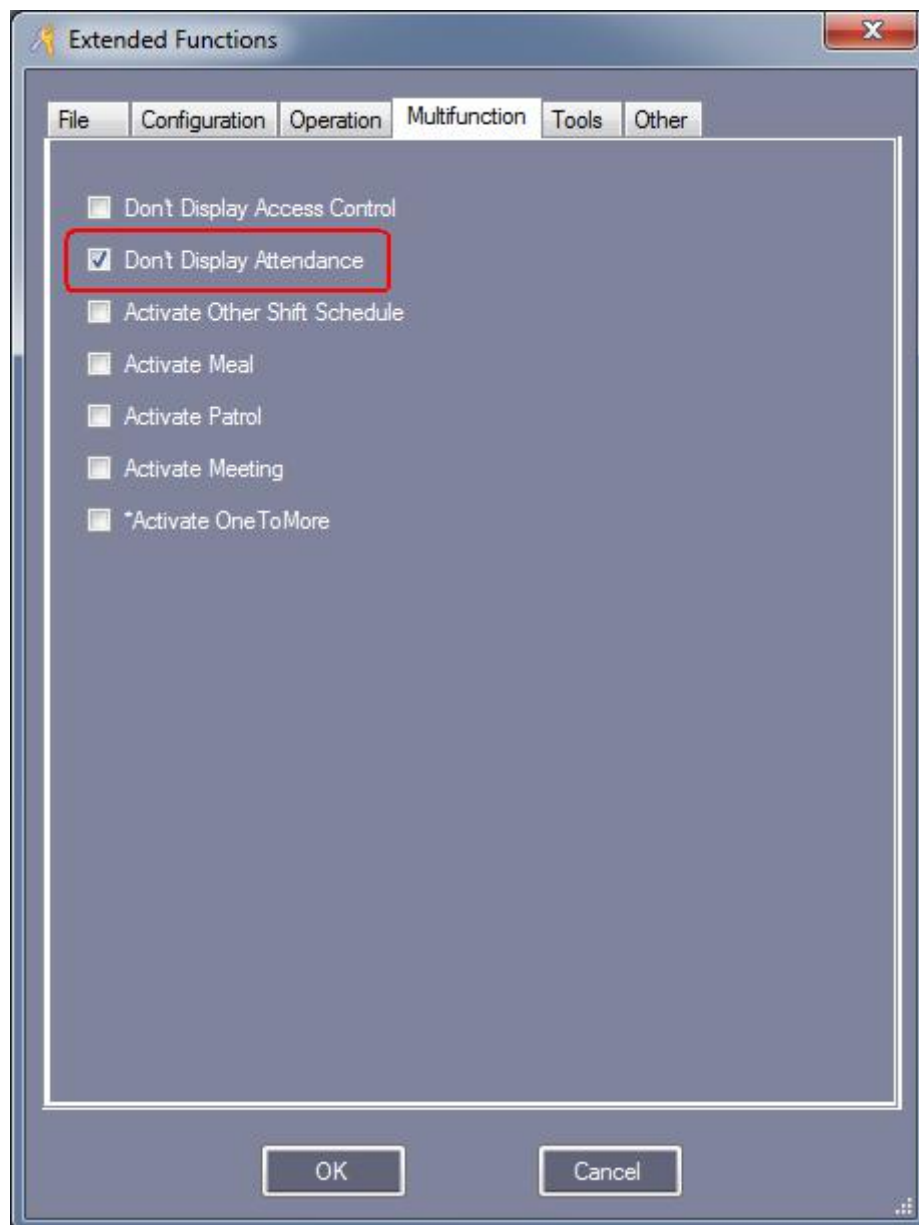


Edit Privilege: assign the executive operation and function privilege to operators.

Attention: “abc” is the default high-level Administrators, can not “Del” and “Edit Privilege”.

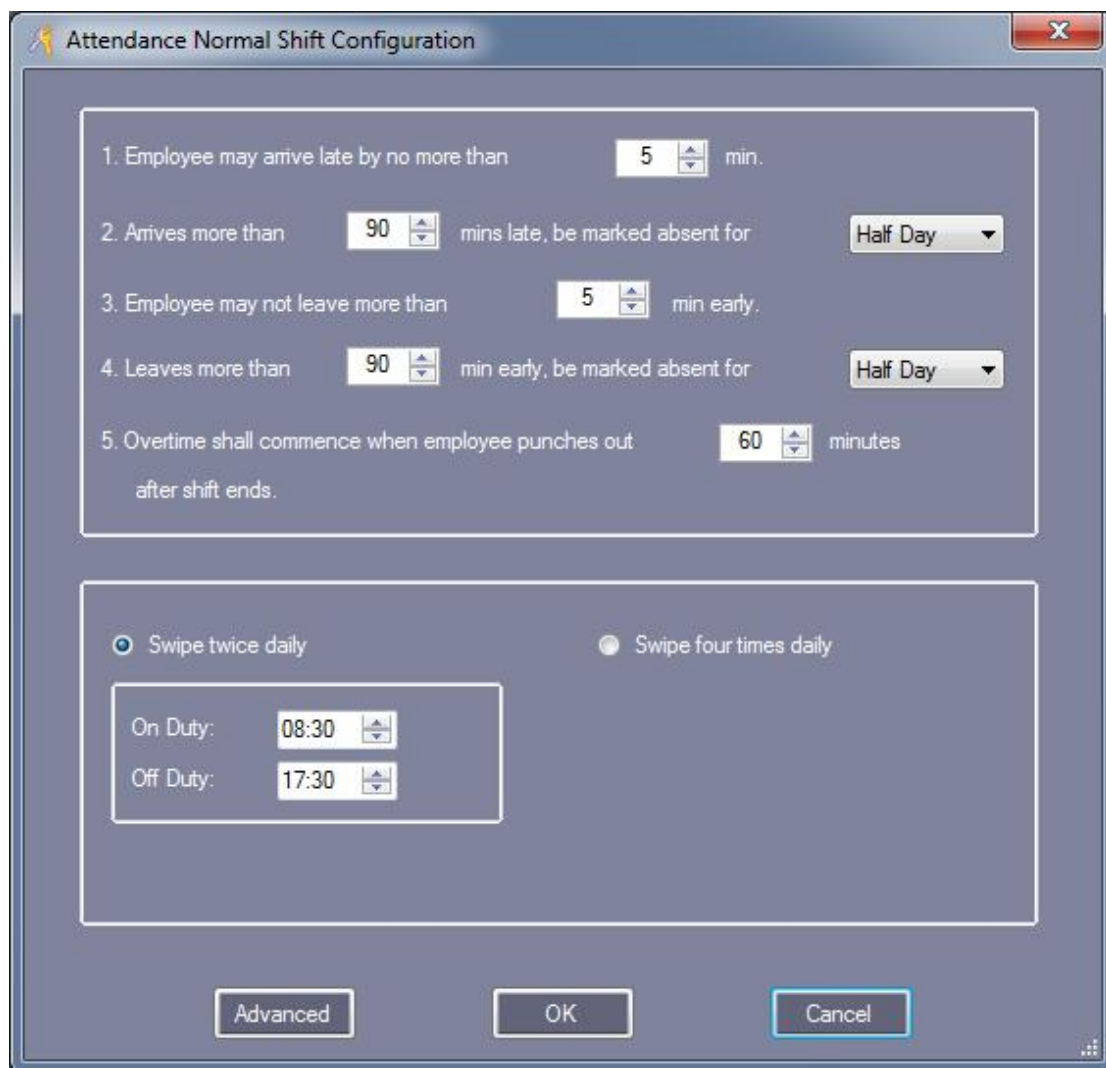
Part 4 Attendance

The Access Control System has activated the Attendance by default. If you want cancel this function ,please select **【Extended Functions】 > 【One Card Multifunction】 > 【Don't Display Attendance】**



4.1 Normal Shift Rules

Click **【Attendance】 > 【Normal Shift Rules】**



The dialog box is titled "Attendance Normal Shift Configuration" and contains the following settings:

- 1. Employee may arrive late by no more than min.
- 2. Arrives more than mins late, be marked absent for
- 3. Employee may not leave more than min early.
- 4. Leaves more than min early, be marked absent for
- 5. Overtime shall commence when employee punches out minutes after shift ends.

Below these settings, there are two radio buttons: ☒ Swipe twice daily and ☐ Swipe four times daily.

Under the "Swipe twice daily" option, there is a box containing two time fields: "On Duty:" with the value "08:30" and "Off Duty:" with the value "17:30".

At the bottom of the dialog, there are three buttons: "Advanced", "OK", and "Cancel".

4.2 Holiday

Click **【Attendance】** > **【Holiday】**

Holiday Setup (Only for Normal Shift)

Holidays List

Name	From	-	To	--	Note
Labor Day	2014-05-01 Thursday	A.M.	2014-05-03 Saturday	P.M.	
New Year's Day	2015-01-01 Thursday	A.M.	2015-01-01 Thursday	P.M.	

Add Holiday
Del Holiday

List Of days need to work

Name	From	-	To	--	Note
------	------	---	----	----	------

Add Work Day
Del Work Day

☒ Sat. Rest
 ☐ Sat. P.M. Rest
 ☐ Sat. Work

☒ Sun. Rest
 ☐ Sun. P.M. Rest
 ☐ Sun. Work

OK
Cancel

4.3 Leave/Business Trip

Click **【Attendance】** > **【Leave/Business Trip】**

Configuration
Operation
Attendance

Attendance Report Normal Shift Rules Holiday **Leave/Business Trip** Manual Sign

From: 2014-01-01 Wednesday To: 2014-12-31 Wednesday

Name Dept. Query Clear

Leave / Business Trip Compensation Sign In

Type: Business Trip From: 2014-03-04 Tuesday A.M. Add Close

Note: To: 2014-03-04 Tuesday P.M.

Users Department: (All)

User ID	User Name	Card NO
2	Jack	18013860
3	Tina	3652370
4	Sharon	3000835
5	Lucy	3544172
6	Eric	18013377
7	Steven	18013378
8	Tom	18013379
9	Grace	18013380
10	Andy	18013381
11	James	18013382
12	Tommy	18013383
13	W18013384	18013384
14	W18013385	18013385
15	W18013386	18013386
16	W18013387	18013387

>> > < <<

Selected Users:

User ID	User Name	Card NO
1	Kellen	18016185

4.4 Manual Sign In

Click **【Attendance】** > **【Manual Sign In】**

Time: 2014-03-04 Tuesday 08:30

Note: forgot swipe card

Department: (All)

User ID	User Name	Card NO
2	Jack	18013860
3	Tina	3652370
4	Sharon	3000835
5	Lucy	3544172
6	Eric	18013377
7	Steven	18013378
8	Tom	18013379
9	Grace	18013380
10	Andy	18013381
11	James	18013382
12	Tommy	18013383
13	N18013384	18013384
14	N18013385	18013385
15	N18013386	18013386
16	N18013387	18013387

User ID	User Name	Card NO
1	Hellen	18016185

Configuration

Operation

Attendance

Attendance Report Normal Shift Rules Holiday Leave/Business Trip Manual Sign

Add Del Print Export To Excel Find

From: 2014-01-01 Wednesday To: 2014-12-31 Wednesday

Name Dept. Query Clear

RecID	Department	User ID	User Name	Date Time (Manual Sign)	Note
1	Sales Dep\Oversea Marketing	1	Hellen	2014-03-04 08:30:00 Tuesday	forgot swipe card

4.5 Attendance Report

Click **【Attendance】** > **【Attendance Report】**

Access Control Software Operation Guide

Configuration

Operation

Attendance

Attendance Report Normal Shift Rules Holiday Leave/Business Trip Manual Sign

Print Export To Excel Statistics Create Query Option Find

From: 2014-03-01 Saturday To: 2014-03-04 Tuesday

Name Dept. Query Clear

Department	User ID	User Name	Date	A. M. OnDuty	On Desc	P. M. OffDuty	Off Desc	Late min	Leave min	Overtime (hr)	Absence Days	Not Swipe
------------	---------	-----------	------	--------------	---------	---------------	----------	----------	-----------	---------------	--------------	-----------

Click "Create"

Attendance Report Normal Shift Rules Holiday Leave/Business Trip Manual Sign

Print Export To Excel Statistics Create Query Option Find

From: 2014-03-01 Saturday To: 2014-03-31 Monday

Name: 01-Hellen-18016185 Dept. Query Clear

Creating Attendance Report Log: [Operating Date: 2014-03-04 15:56:06 Tuesday]; From 2014-03-01 To 2014-03-31; Dept: User (1)

Department	User ID	User Name	Date	A. M. OnDuty	On Desc	P. M. OffDuty	Off Desc	Late min	Leave min	Overtime (hr)	Absence Days	Not Swipe
Sales Dep\Oversea Marketing	1	Hellen	2014-03-01 Saturday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-02 Sunday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-03 Monday	08:02:24		17:32:46						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-04 Tuesday	08:12:25		17:32:47						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-05 Wednesday	08:35:26	Arrive late	17:32:48		5				
Sales Dep\Oversea Marketing	1	Hellen	2014-03-06 Thursday	08:05:27		17:32:49						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-07 Friday	08:06:28		17:32:51						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-08 Saturday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-09 Sunday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-10 Monday	08:02:29		17:32:52						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-11 Tuesday	08:25:30		17:24:53	Leave Early	5				
Sales Dep\Oversea Marketing	1	Hellen	2014-03-12 Wednesday	08:24:31		17:32:54						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-13 Thursday	08:25:33		17:32:55						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-14 Friday	08:22:34		17:32:56						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-15 Saturday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-16 Sunday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-17 Monday	08:12:35		17:32:57						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-18 Tuesday	08:02:36		17:32:58						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-19 Wednesday	08:20:37		17:32:59						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-20 Thursday	08:22:38		15:30:00	Absent				0.5	
Sales Dep\Oversea Marketing	1	Hellen	2014-03-21 Friday	08:22:39		17:33:01						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-22 Saturday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-23 Sunday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-24 Monday	08:05:40		17:33:02						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-25 Tuesday	08:25:41		17:35:01						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-26 Wednesday	08:25:42		17:35:03						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-27 Thursday	08:15:44		17:35:04						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-28 Friday	08:18:44		17:35:05						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-29 Saturday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-30 Sunday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-31 Monday	08:25:45		17:30:00	Manual Sign					

Click "Statistics"

Attendance Statistics

PrintExport To ExcelFindClose

Name

Dept.

QueryClear

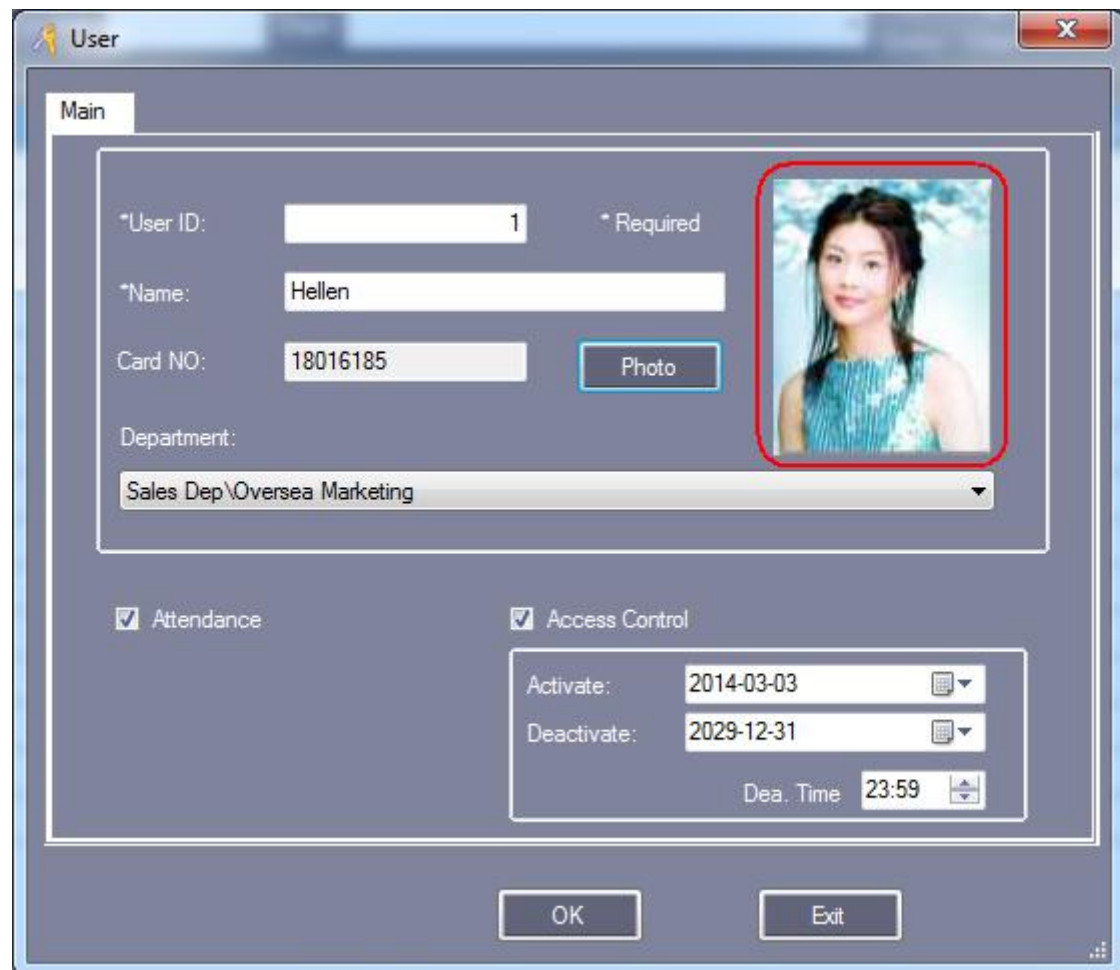
Creating Attendance Report Log: [Operating Date: 2014-03-04 16:07:42 Tuesday]; From 2014-03-01 To 2014-03-31; Dept: User (1)

Department	User ID	User Name	Planned Days	FullWork Days	Late Minutes	Late Count	LeaveEa Minutes	LeaveEarl Count	Overl (hr)	Abser Days	Not Swipe	Manual SignIn (Times)	Busine Trip (Days)	Sick Leave (Days)	Privat Leave (Days)
Sales Dep\Oversea Marketing	1	Hellen	21	18	5	1	5	1		0.5		1			

Part 5 Appendix

5.1 How to display user's photo when Monitoring

If you want to add user's photo when adding the user, click "Photo" button, and add it.

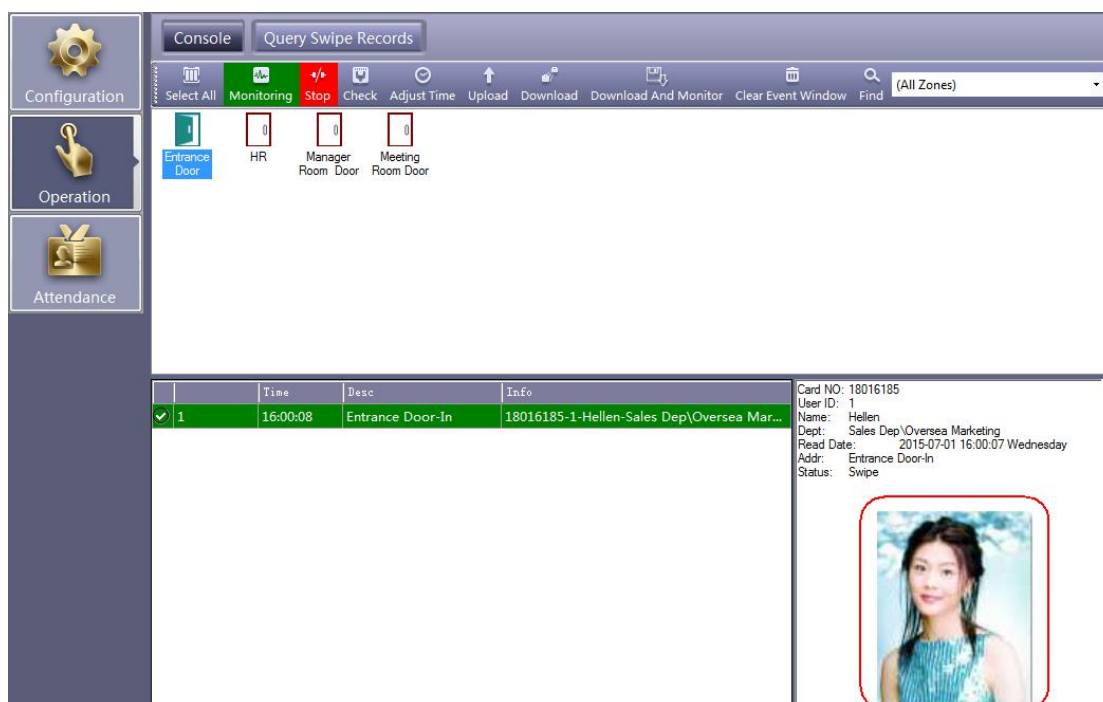


The screenshot shows a 'User' management window with a 'Main' tab. The form contains the following fields and controls:

- *User ID: 1 (marked as * Required)
- *Name: Hellen
- Card NO: 18016185
- Photo button (highlighted with a red box)
- Department: Sales Dep\Oversea Marketing (dropdown menu)
- ☒ Attendance
- ☒ Access Control
- Activate: 2014-03-03 (calendar icon)
- Deactivate: 2029-12-31 (calendar icon)
- Dea. Time: 23:59 (clock icon)
- OK button
- Exit button

A photo of a woman is displayed in a red-bordered box next to the 'Photo' button.

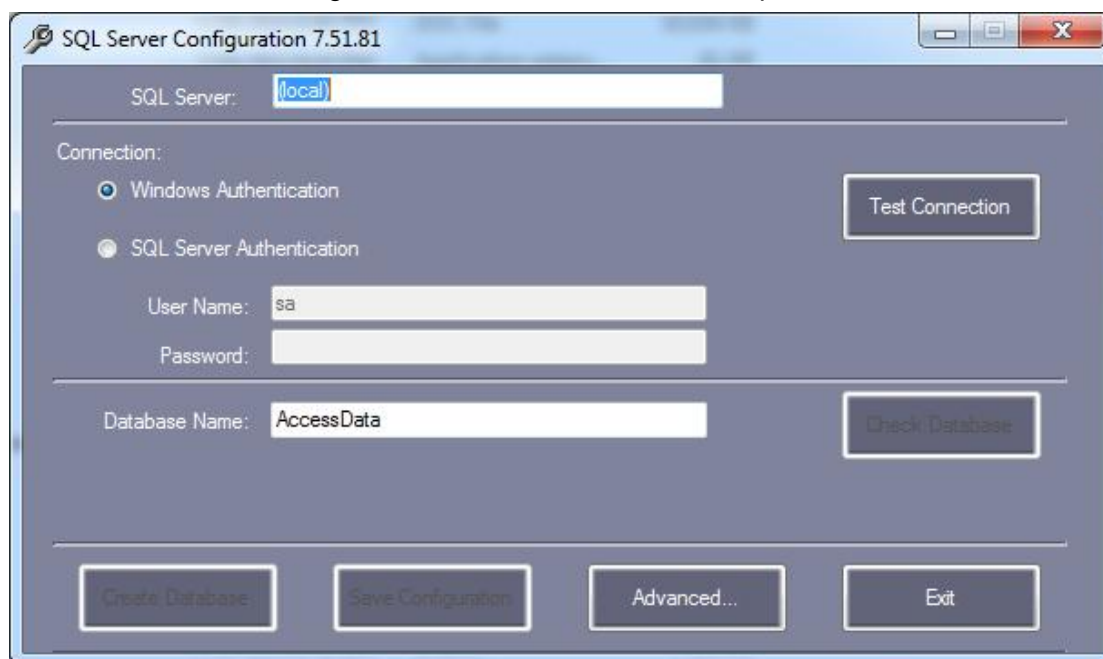
At the monitor window, it can show the user's photo when the user swiping card.



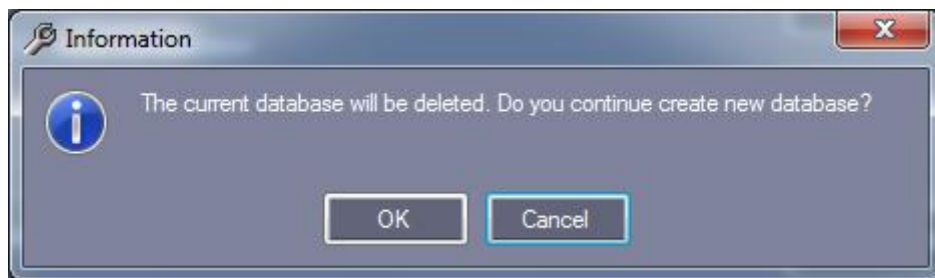
5.2 SQL Server Configuration

Install the SQL Server, and then configure Access Control SQL Server.

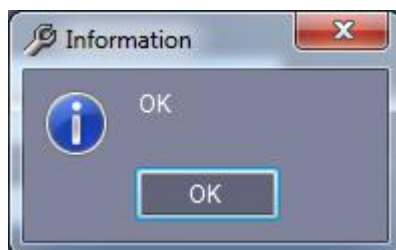
Click **【Start】 > 【Programs】 > 【AccessControl】 > 【SqlSet】**



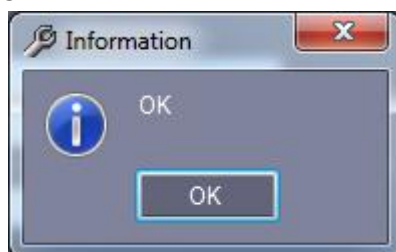
Click "Create Database"



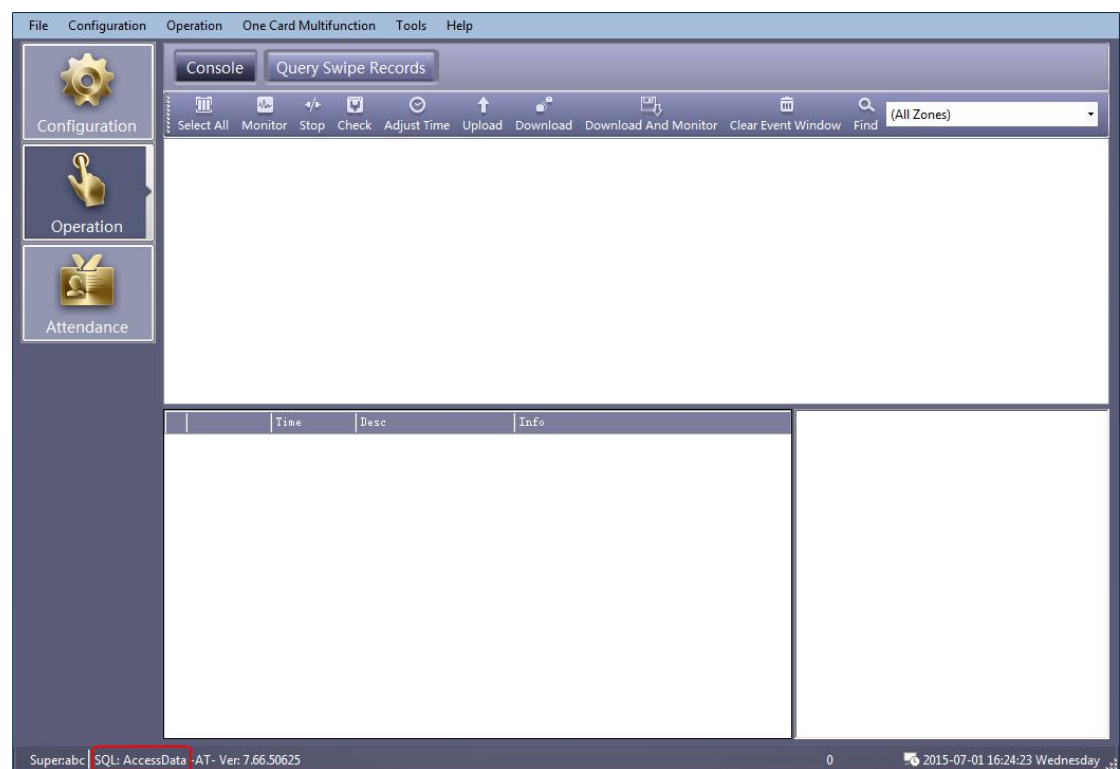
Click "OK"



Click "OK", Then Click "Confirm"



Click "OK", Run Software "Access Control", You can see the created database icon as "SQL:AccessData".

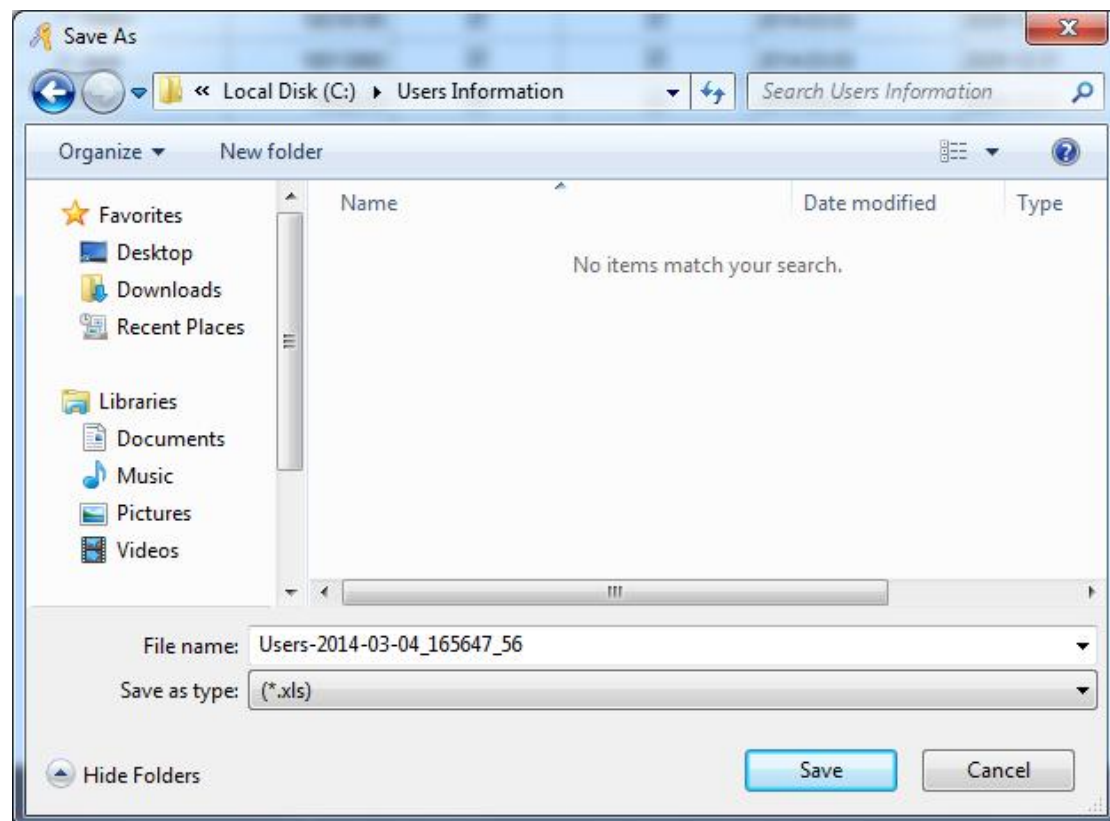


5.3 Import consumer's information from Excel

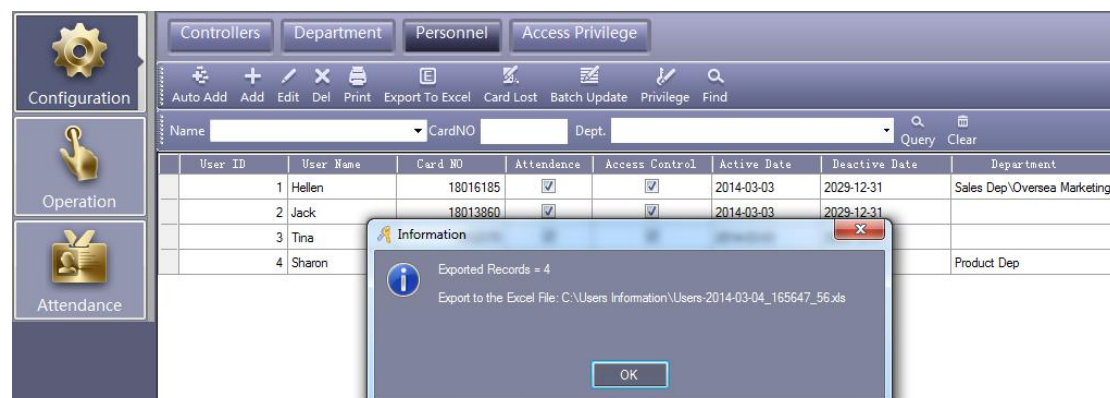
Attention: It can only import valid “ConsumerNO”, “Name”, “CardID” and “Department”.

First “Export To Excel”, Open the document, then export the new users information to Excel table.

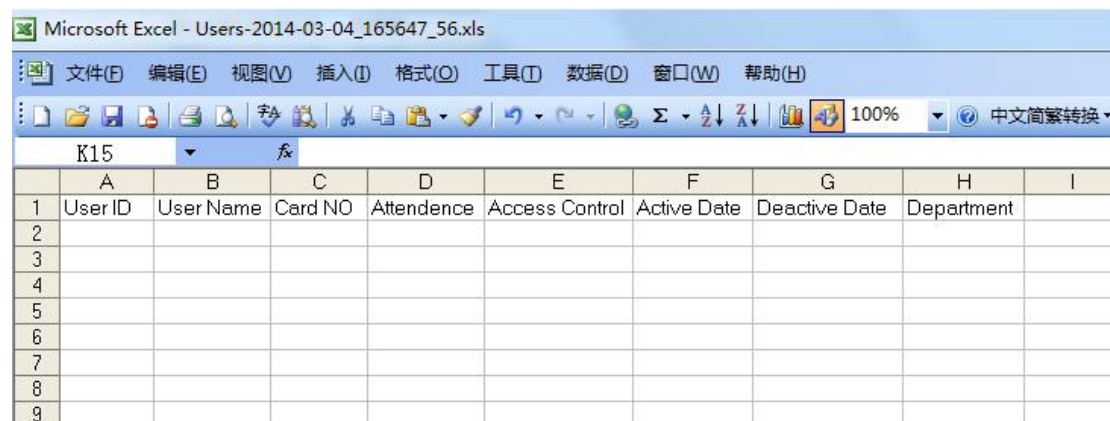
Click **【Configuration】 > 【Personnel】 > 【Export To Excel】**



Click “Save”



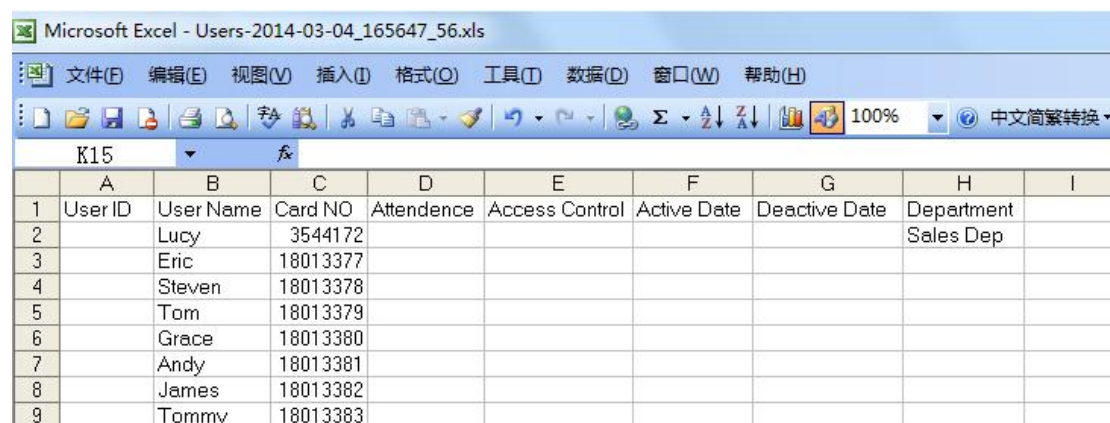
Open the exported Excel document “Users-2014-03-04_165647_56.xls”.



	A	B	C	D	E	F	G	H	I
1	User ID	User Name	Card NO	Attendance	Access Control	Active Date	Deactive Date	Department	
2									
3									
4									
5									
6									
7									
8									
9									

If the document has already users' information, delete, and then create new users data table.

You just create users "ConsumerNO", "Name", "Card ID" and "Department" of the data. For example:



	A	B	C	D	E	F	G	H	I
1	User ID	User Name	Card NO	Attendance	Access Control	Active Date	Deactive Date	Department	
2		Lucy	3544172					Sales Dep	
3		Eric	18013377						
4		Steven	18013378						
5		Tom	18013379						
6		Grace	18013380						
7		Andy	18013381						
8		James	18013382						
9		Tommy	18013383						

Remark: department can only use "\" as separator. For example: Sales Dep\Oversea Marketing.


After create users' data, Login software "Access Control", Click **【Basic Configure】** > **【Personnel】** Mouse Right Click, Select **【Import From Excel】** and Click. Select edited Excel document "Users-2014-03-04_165647_56.xls"


Import customer's information from Excel successfully, there will be information prompt




Import Result as:

Access Control Software Operation Guide


Configuration


Operation


Attendance

ControllersDepartmentPersonnelAccess Privilege

Auto AddAddEditDelPrintExport To ExcelCard LostBatch UpdatePrivilegeFind

NameCardNODept.QueryClear

User ID	User Name	Card NO	Attendance	Access Control	Active Date	Deactive Date	Department
1	Helen	18016185	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	Sales Dep\Oversea Marketing
2	Jack	18013860	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	
3	Tina	3652370	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	
4	Sharon	3000835	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	Product Dep
5	Lucy	3544172	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2012-01-01	2029-12-31	Sales Dep
6	Eric	18013377	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2012-01-01	2029-12-31	
7	Steven	18013378	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2012-01-01	2029-12-31	
8	Tom	18013379	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2012-01-01	2029-12-31	
9	Grace	18013380	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2012-01-01	2029-12-31	
10	Andy	18013381	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2012-01-01	2029-12-31	
11	James	18013382	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2012-01-01	2029-12-31	
12	Tommy	18013383	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2012-01-01	2029-12-31	