

Access Control System Software Operation Guide

September 26, 2013

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Part 1 Installation and unload 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

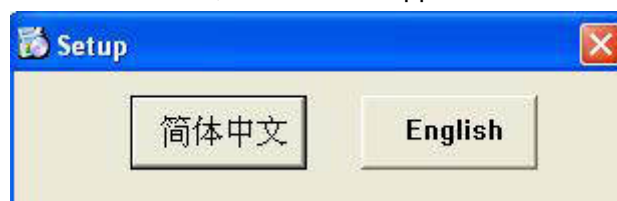
Windows Server 2003 SP2

Windows Server 2008

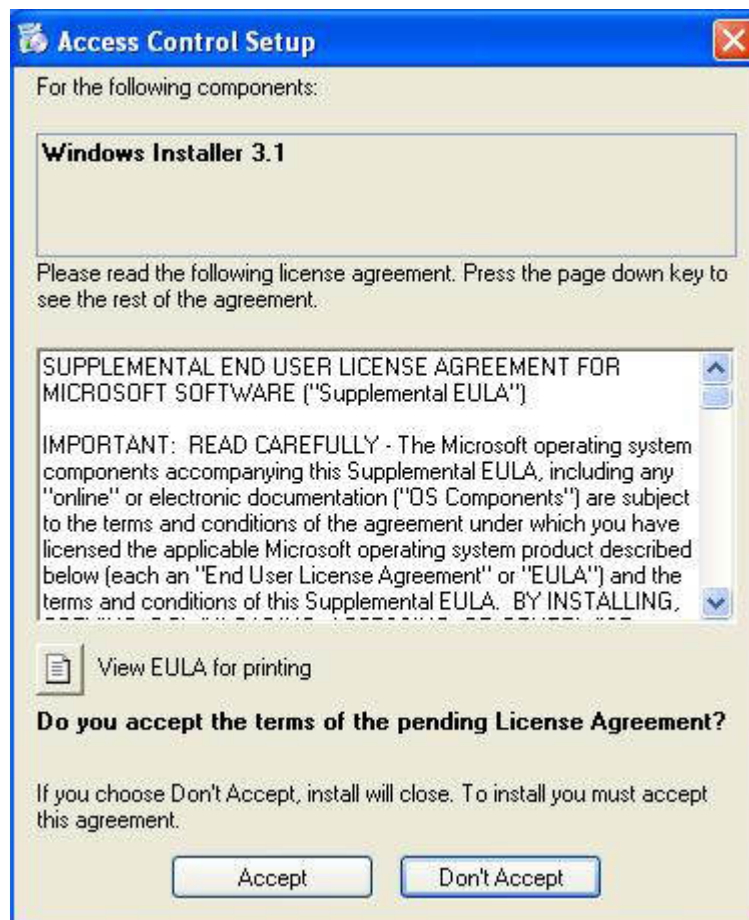
Windows Server 2008 R2

1.4 Software setup

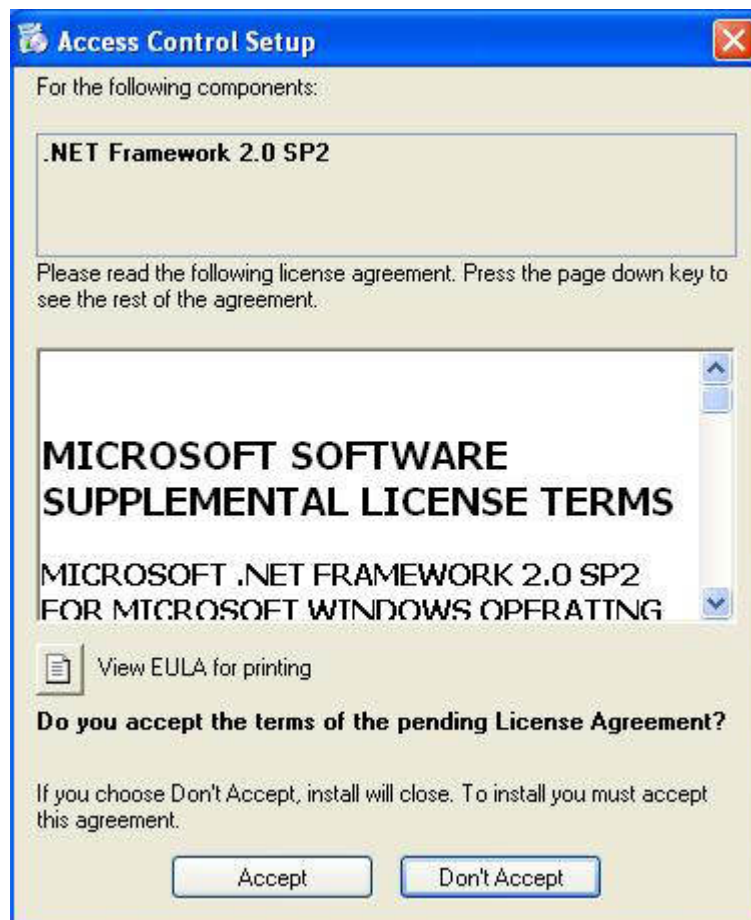
First puts in the CD to CD-ROM, then run the applications of "setup.exe".



Click "English"



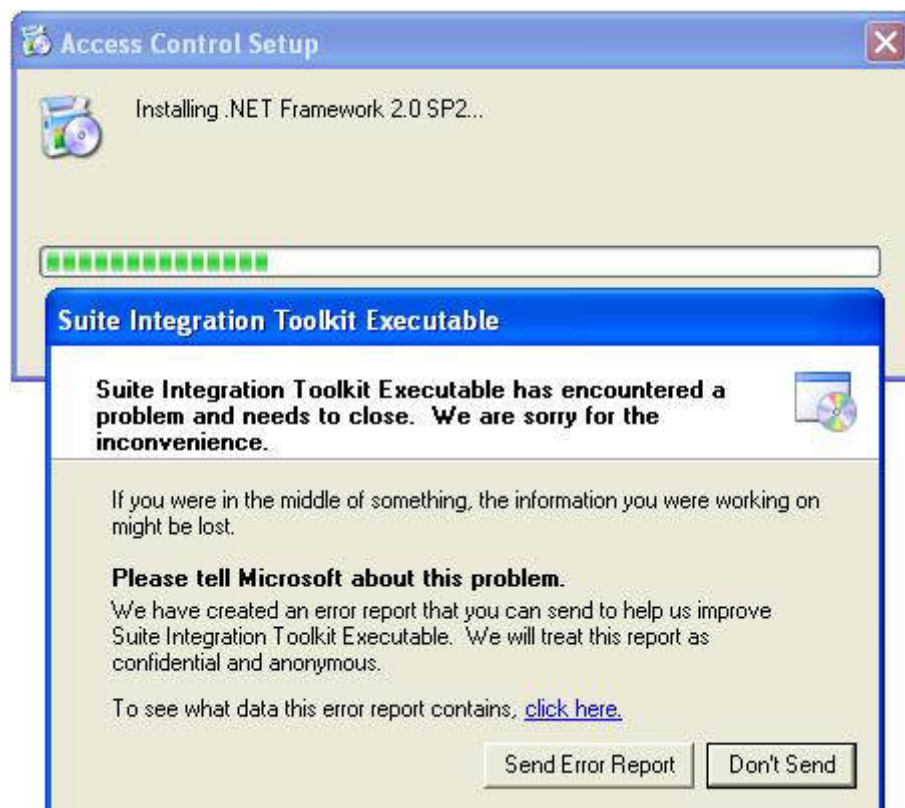
Click "Accept"



Click "Accept"



Click "Yes"



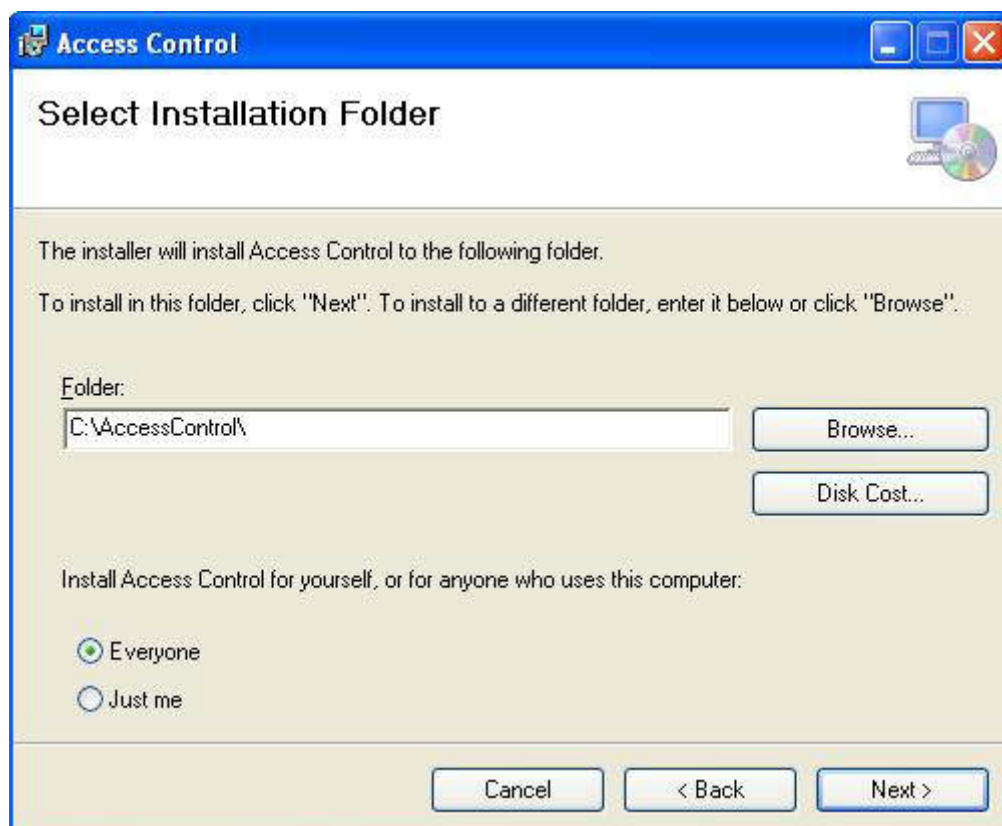
If the error occurs, need to install xp sp3. then install the software.

“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.

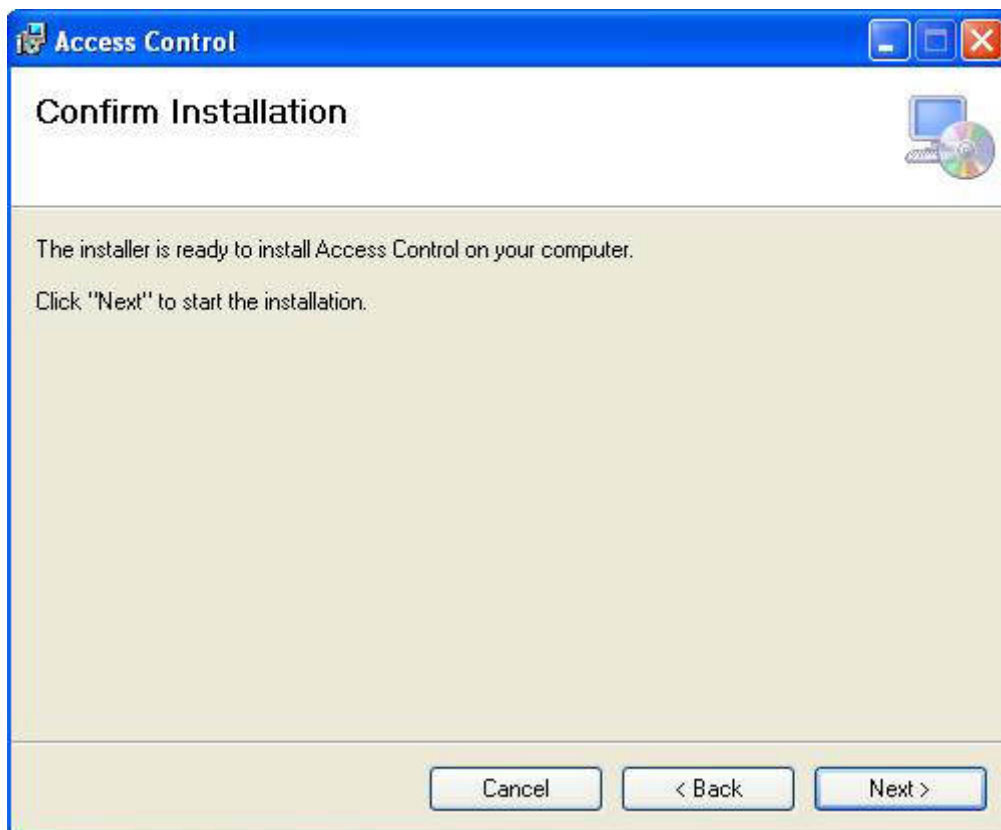
The system will enter into next step for you to install Access Control , if your computer has installed it.



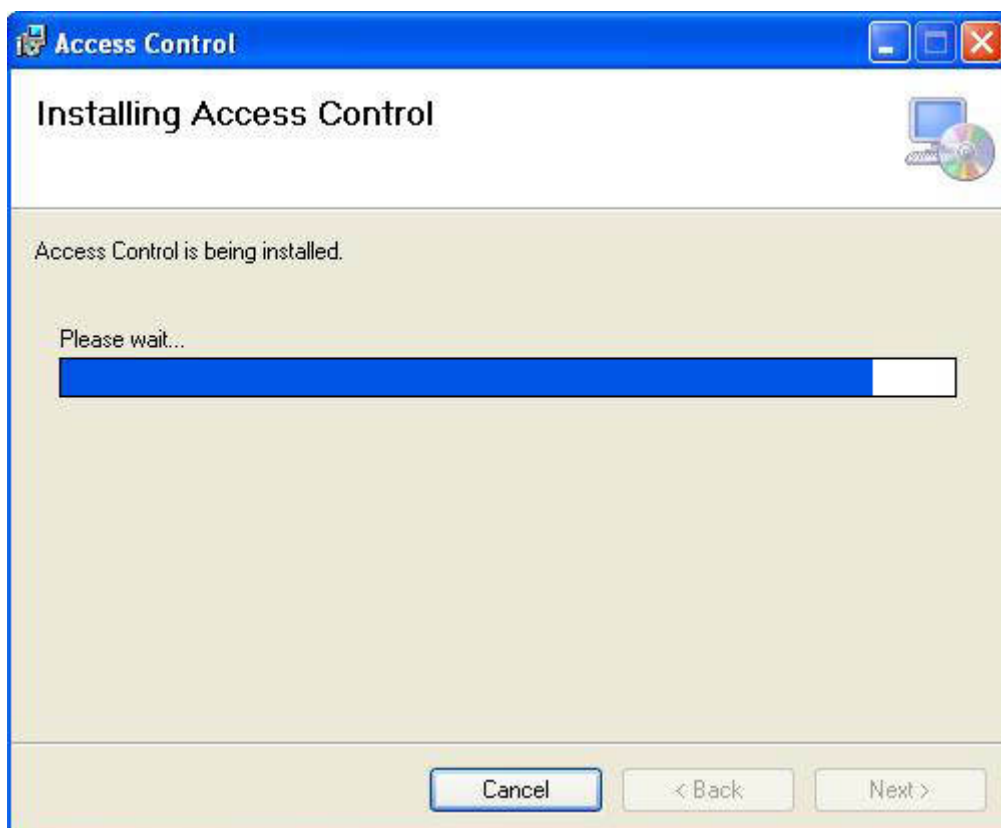
Click "Next"

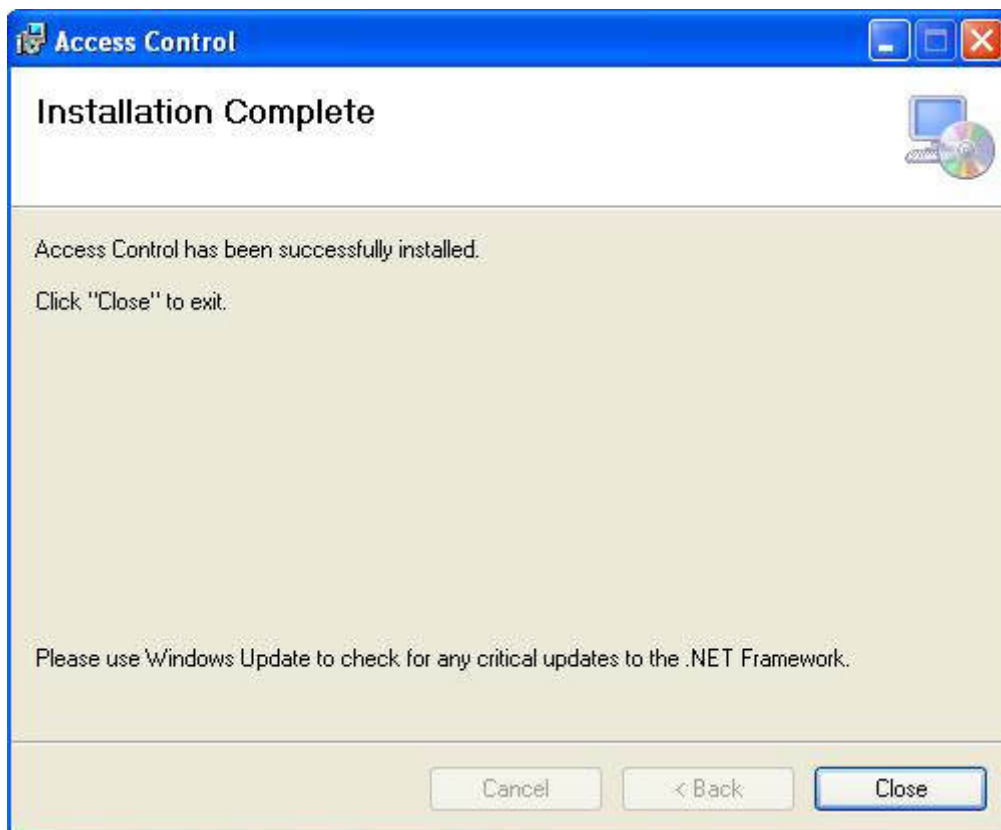


Click "Next"



Click "Next"



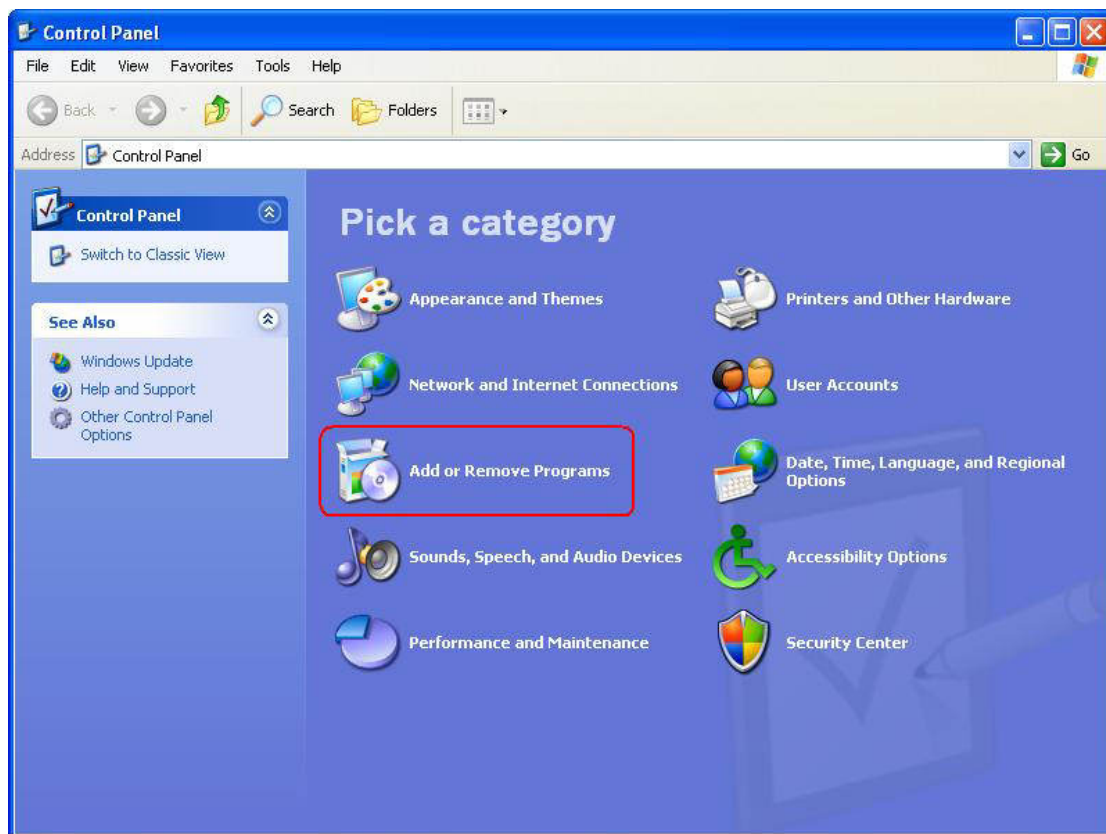


Click "Close"

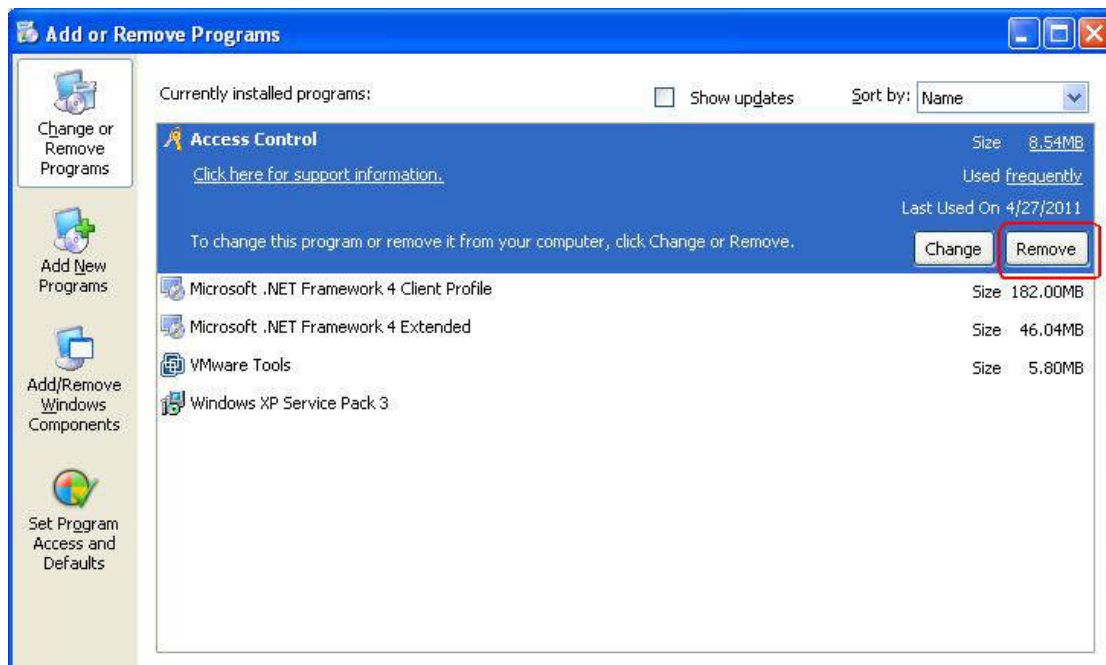
After the installment completes, The  will created automatically and display in computer screen.

1.5 Software Remove

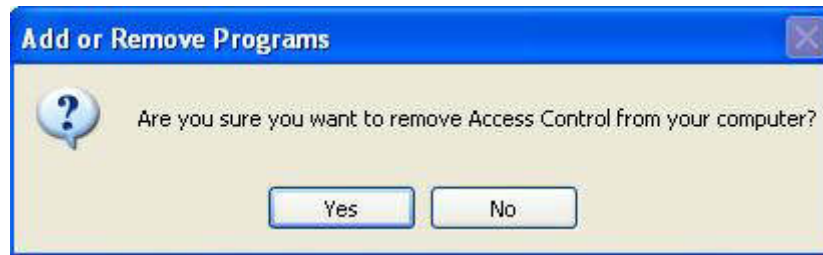
Click **【start】** > **【Settings】** > **【Control Panel】**



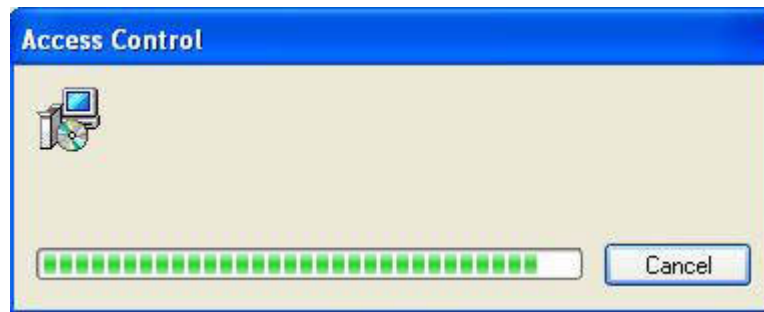
Click “Add or Remove Programs”



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



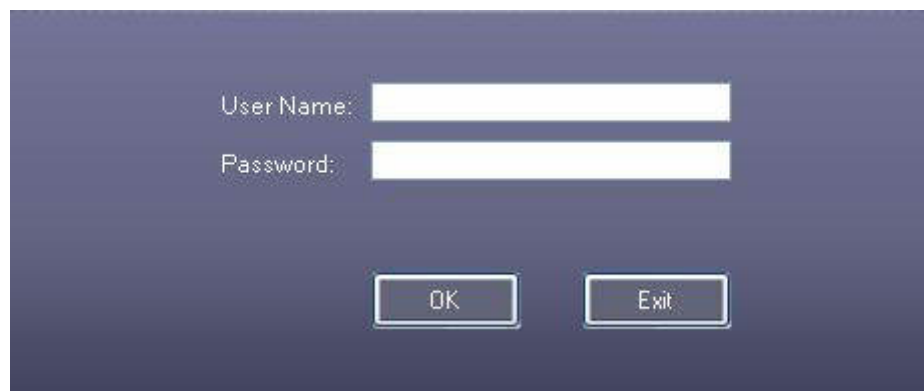
Click "Yes"



Part 2 Basic Operation of Software

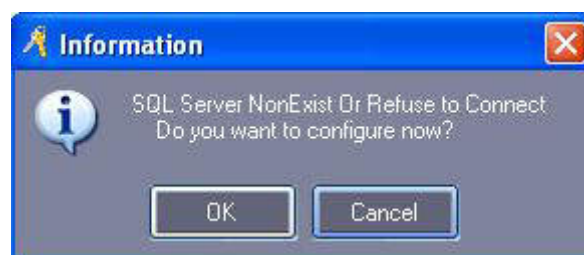
2.1 Login

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



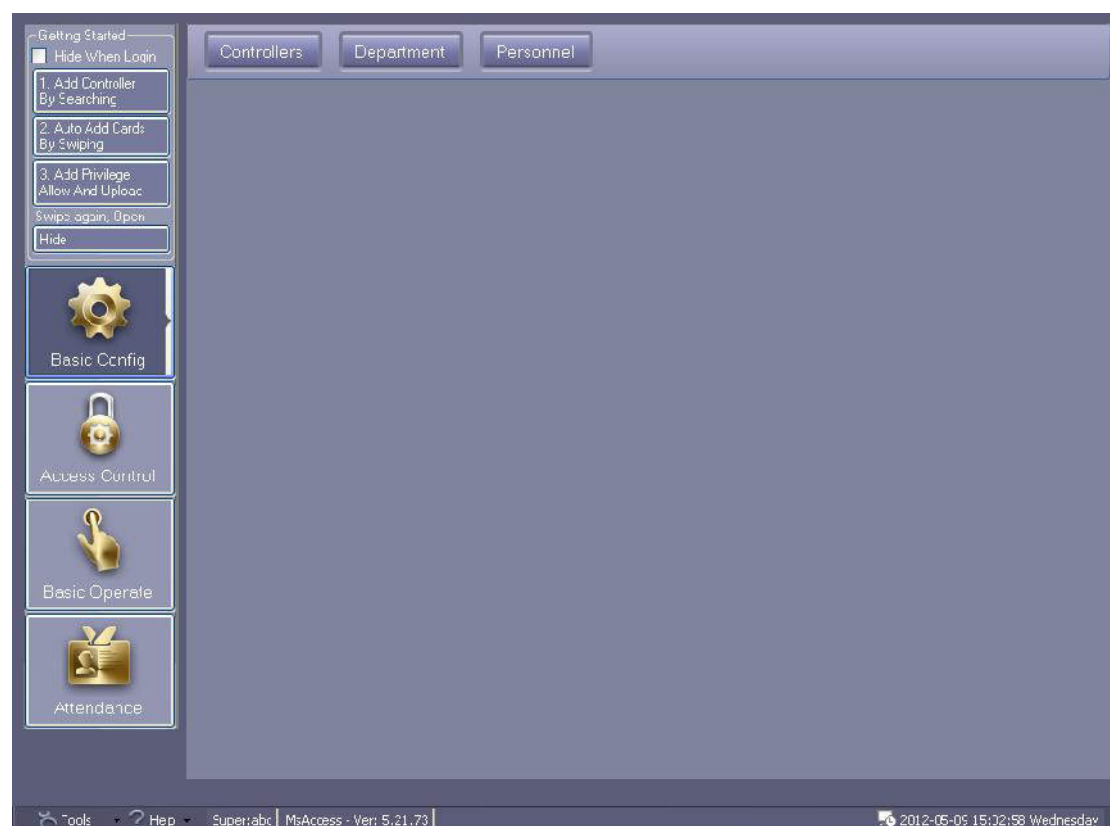
The default user name is “ abc ”, the password is “123”.
It is recommend to change the user name and password at the first use.

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



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

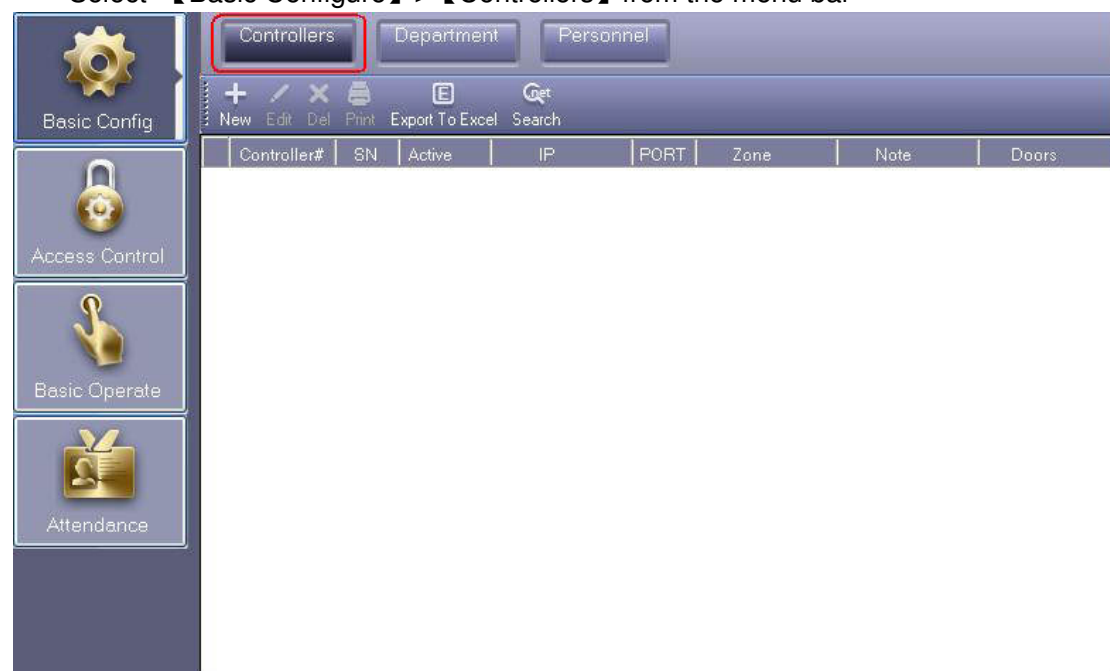
After login , It will show the main windows . as follows:



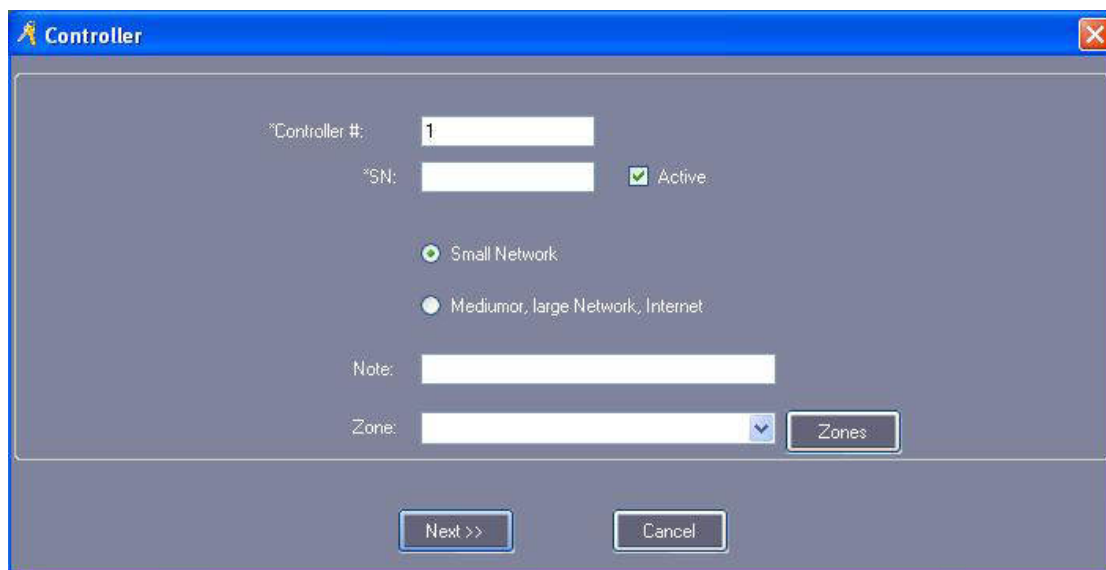
2.2 Parameter Settings of Equipment

2.2.1 Add/Set up Controller

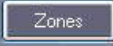
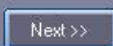
Select **【Basic Configure】 > 【Controllers】** from the menu bar



click the  to add the controllers into system.



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

- *Controller #:
- *SN: ☒ Active
- ☒ Small Network
- ☐ Medium or, large Network, Internet
- Note:
- Zone:  
-  

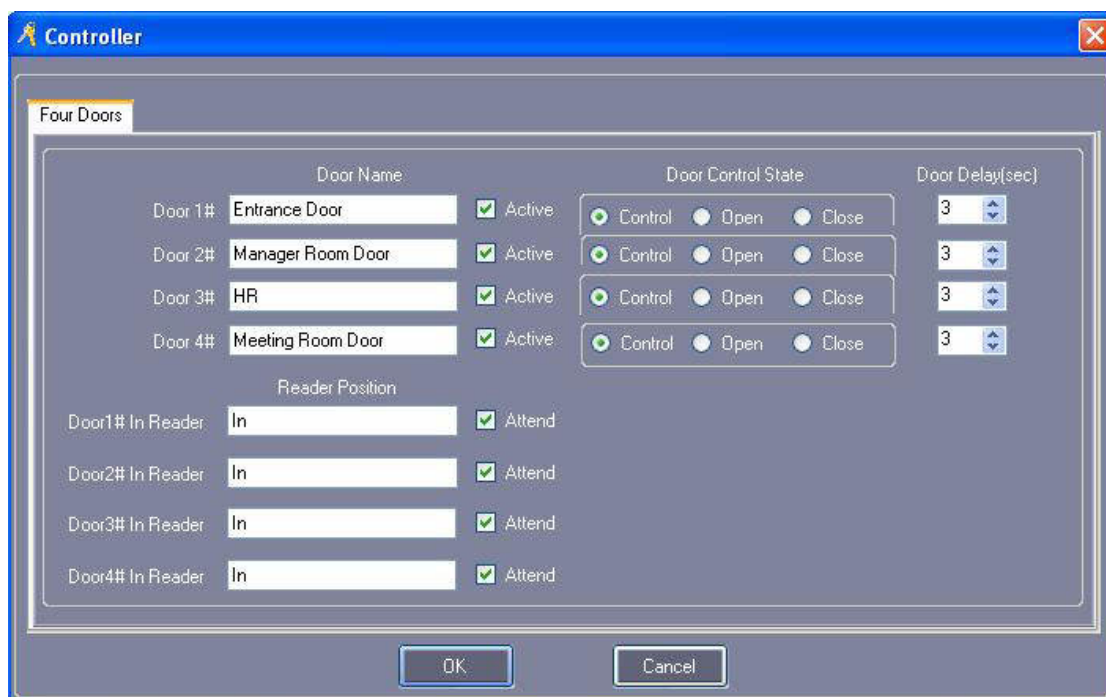
The product S/N (namely each controller serial number) may check on the PCB's label S/N:***** of the controller. please fills that five numerals.

Attention: If the product S/N which you writed is not same as the PCB's label S/N:***** the software can't communicate with the controllers.

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

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

Click "Next"



The 'Four Doors' window contains the following configuration options:

Door Name	Door Control State	Door Delay(sec)
Door 1# Entrance Door ☒ Active	☒ Control ☐ Open ☐ Close	3
Door 2# Manager Room Door ☒ Active	☒ Control ☐ Open ☐ Close	3
Door 3# HR ☒ Active	☒ Control ☐ Open ☐ Close	3
Door 4# Meeting Room Door ☒ Active	☒ Control ☐ Open ☐ Close	3

Reader Position:

Door1# In Reader	In ☒ Attend
Door2# In Reader	In ☒ Attend
Door3# In Reader	In ☒ Attend
Door4# In Reader	In ☒ Attend

“Door Name” and “Reader Position” can be modified

Mark “Active”: by ☒, the control console will display each door; otherwise, it won't display.

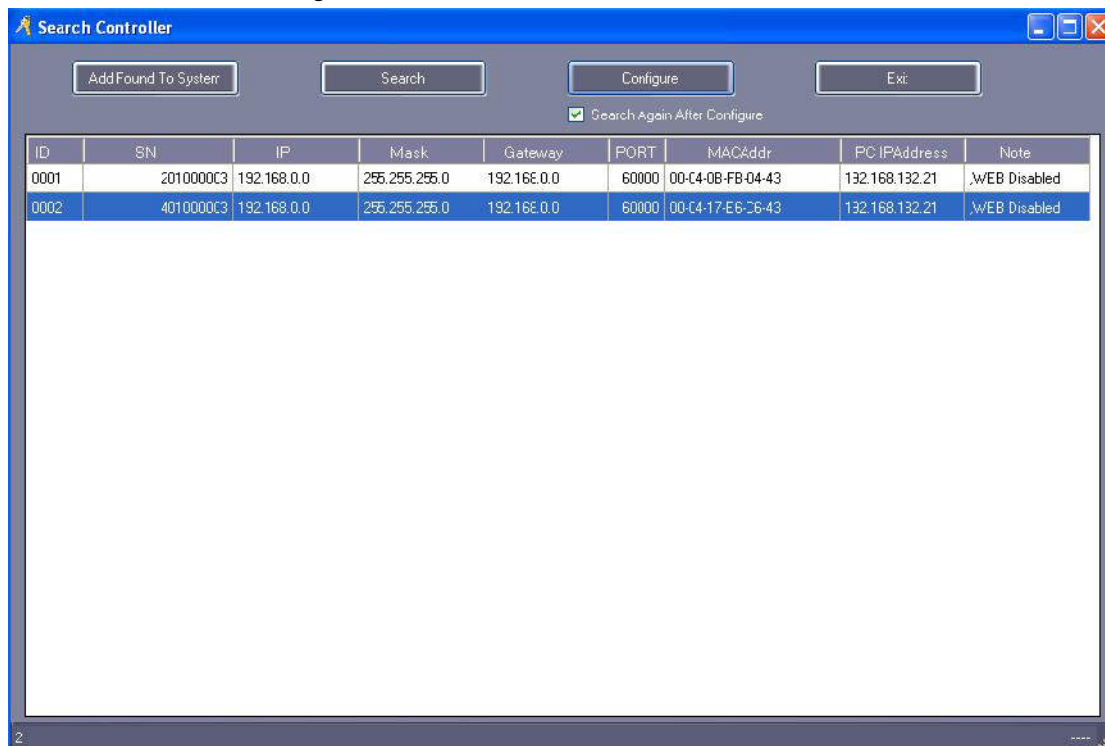
Mark “Attend”:by ☒, the records on card reader can be used as attendance records; otherwise, it can't.

Click “OK”



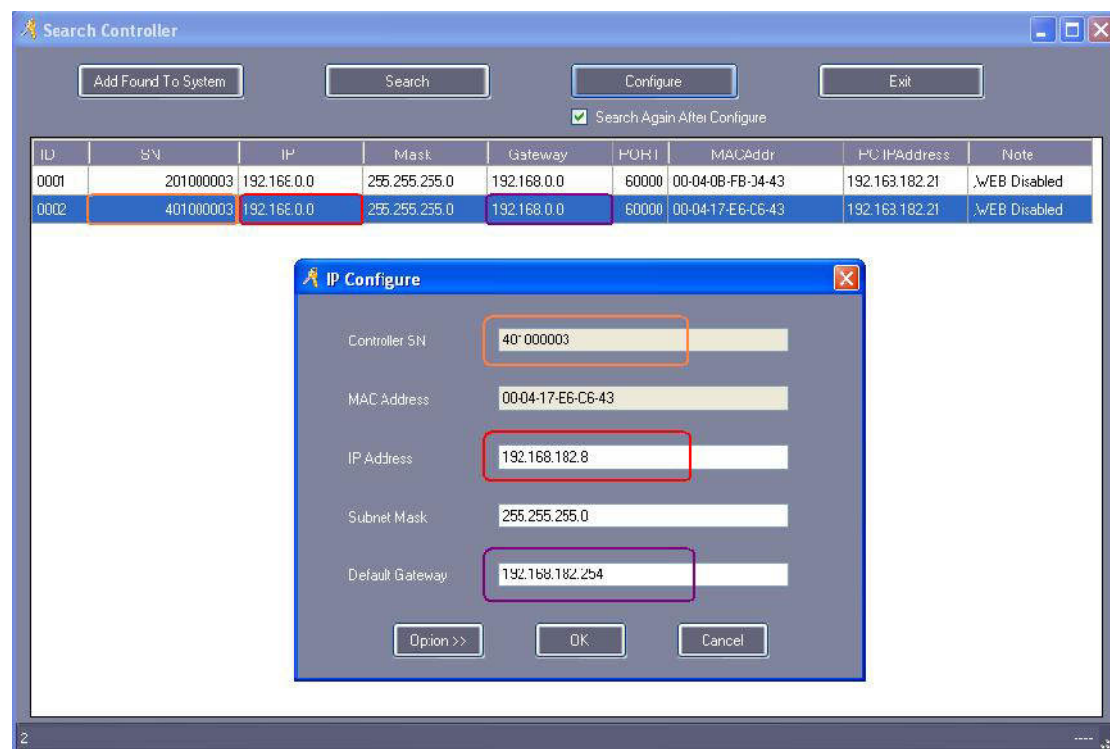
2.2.2 IP setting of Controller

Select **【Basic Config】 > 【Controllers】 > 【Search】**

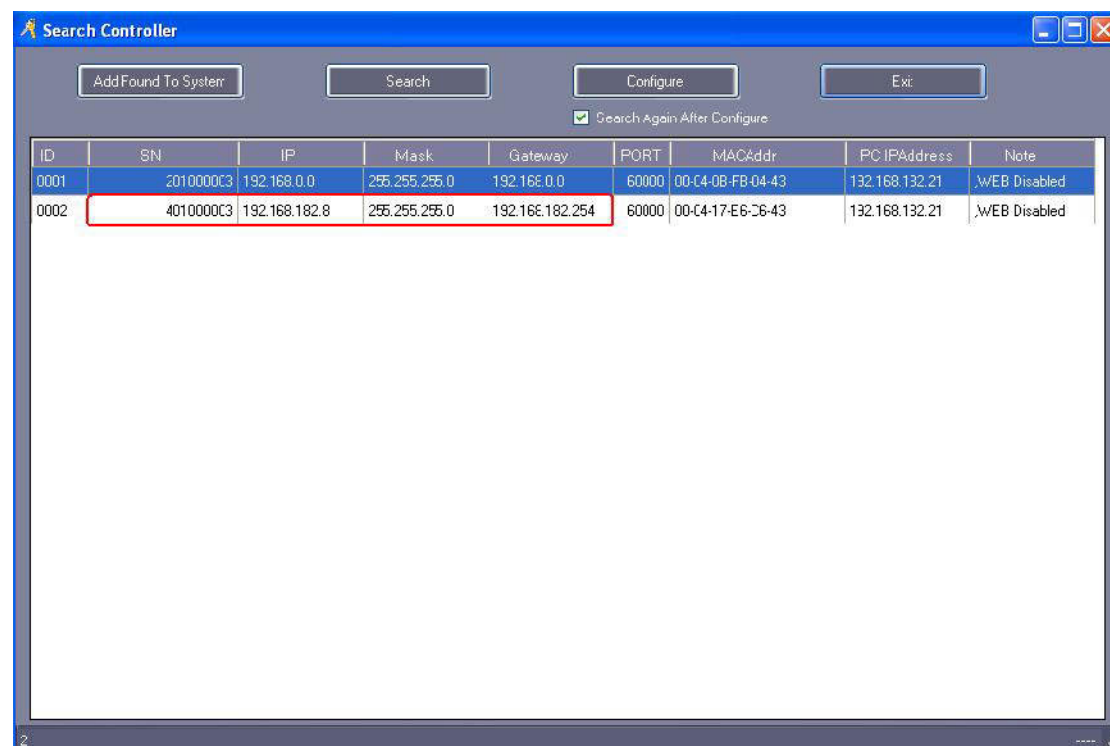


Search need take around 5 Seconds.

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.

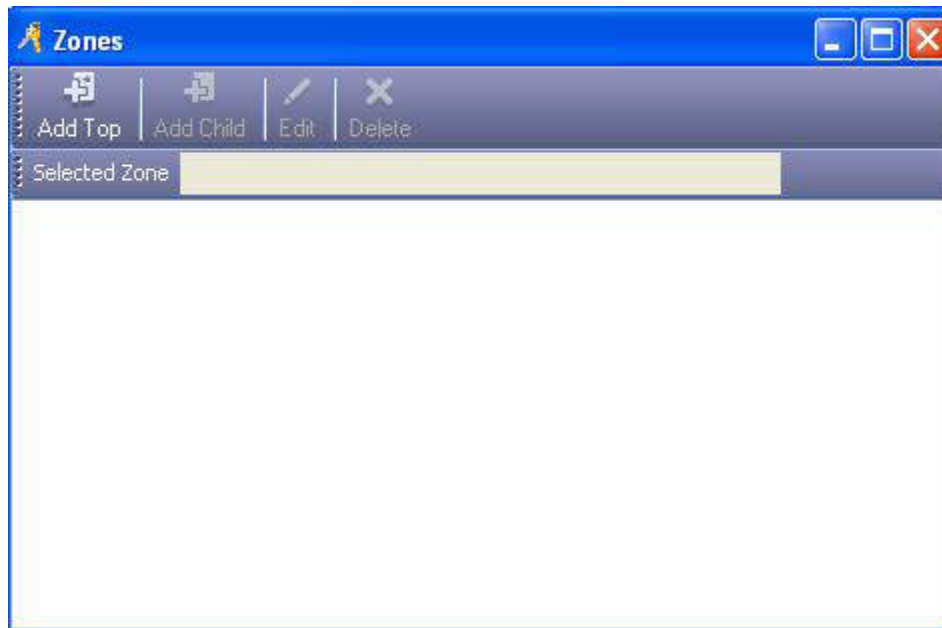
Controller#	SN	Active	IP	PORT	Zone	Note	Doors
1	401000003	☒	192.168.182.8	60000			Entrance Door, Main Gate Room Door, HR, Meeting Room Door

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

2.2.3 Controller Zone

Select **【Basic Config】 > 【Controllers】 > 【New】**

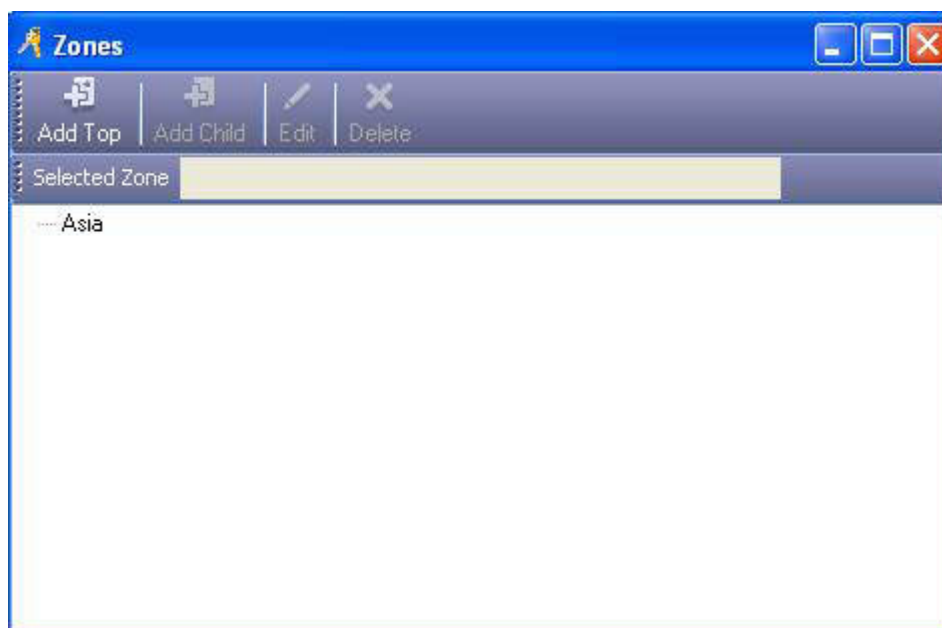
Click "Zones"



Click "Add Top"



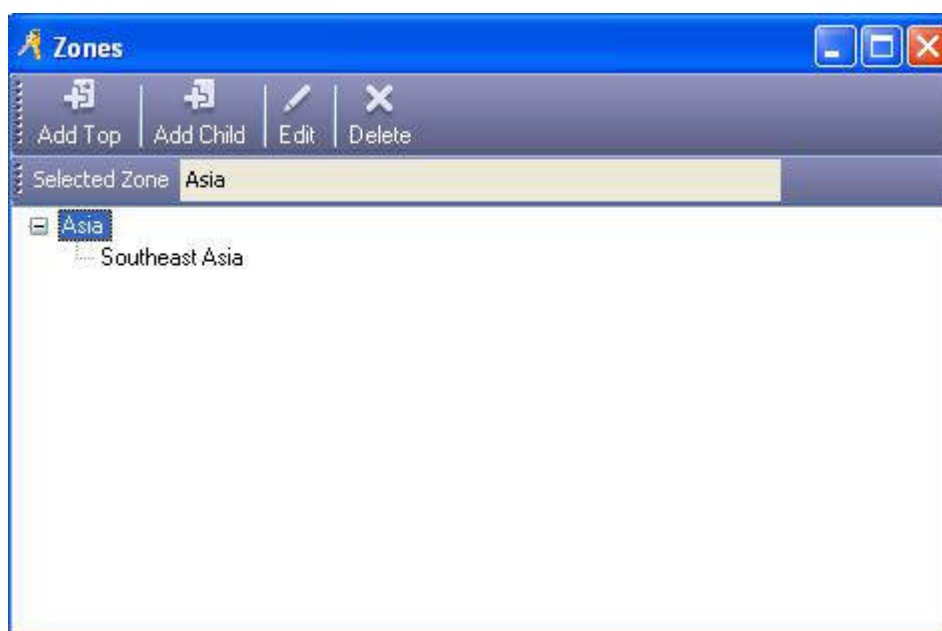
Click "OK"



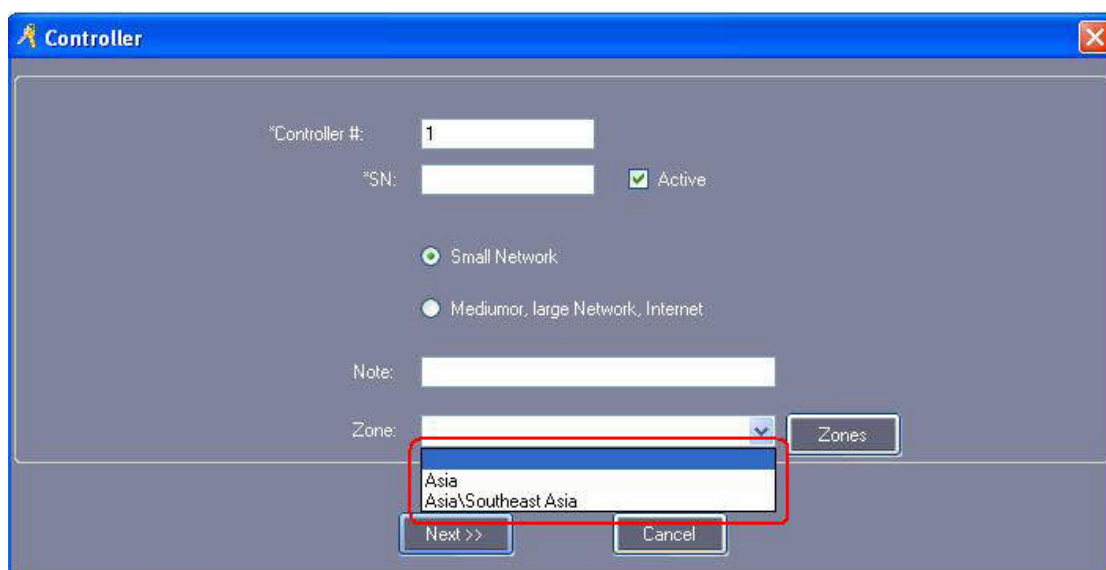
Click the “Add Child” to add a new Child under the Top.



Click “OK”



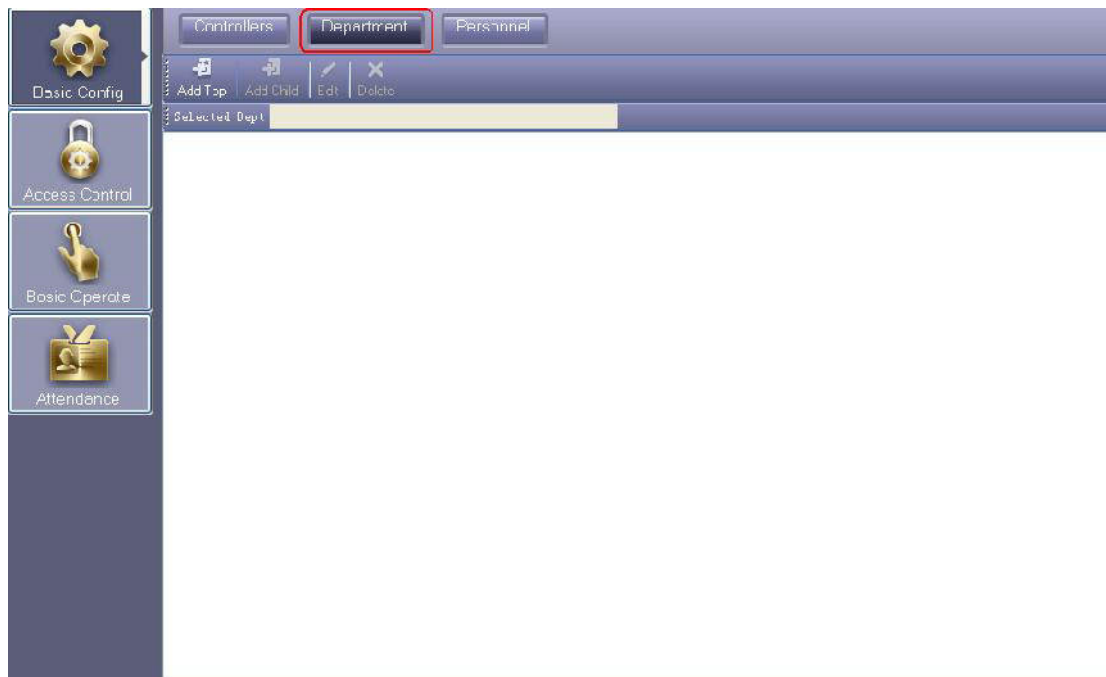
Click 



2.3 Operation of Department and Registered User

2.3.1 Add Department

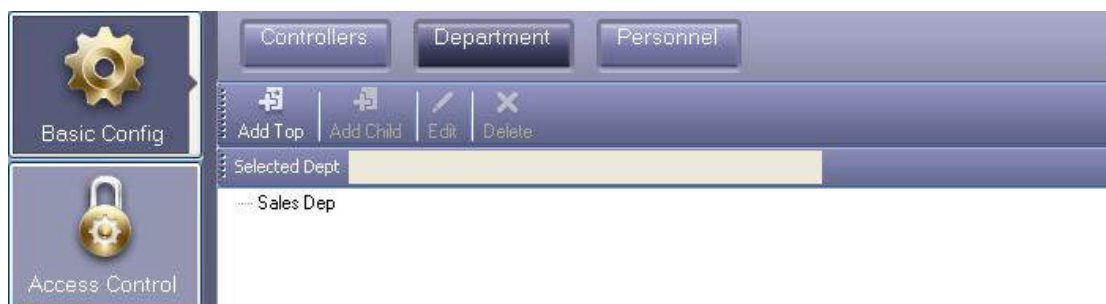
Select **【Basic Configure】** > **【Department】** from the menu bar



click the  to create a new department.



Click "OK"





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

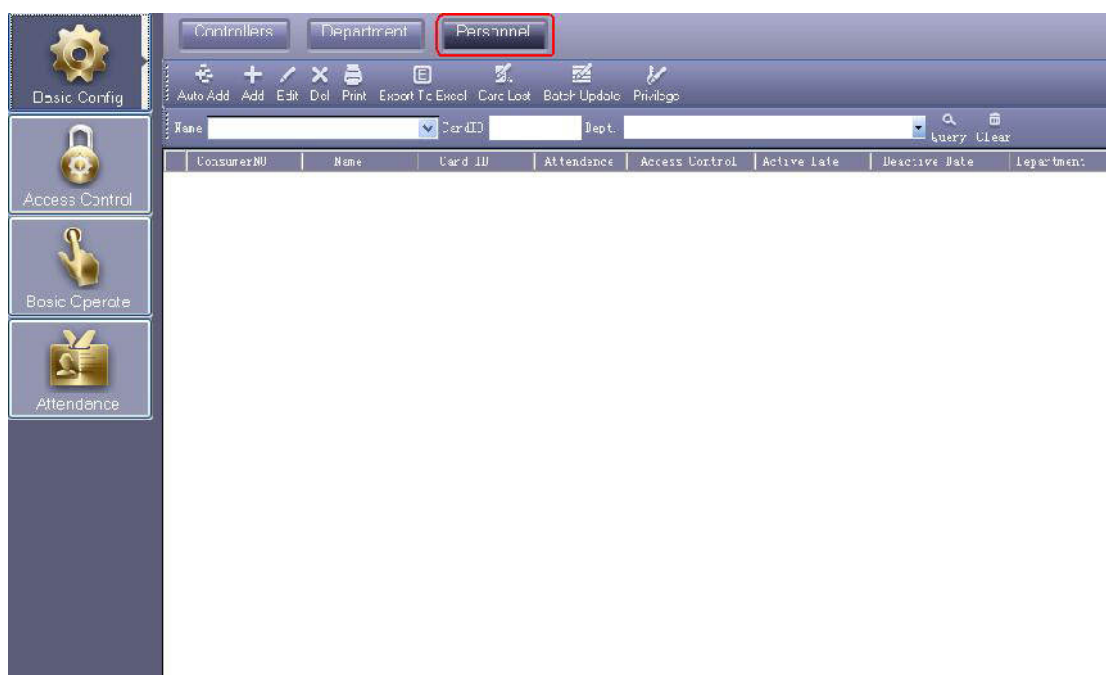


Click “OK”



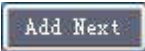
2.3.2 Add and Edit a User

Select **【Basic Configure】 > 【Personnel】** from the menu bar



Click “Add” to add users.

Remark: “User No.” and “Name” must input.

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

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

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

ConsumerID	Name	CardID	Attendance	Access Control	Active Date	Deactive Date	Department
1	Helen	18016185	☒	☒	2010-04-28	2029-12-31	Sales Dep\Oversea Marketing

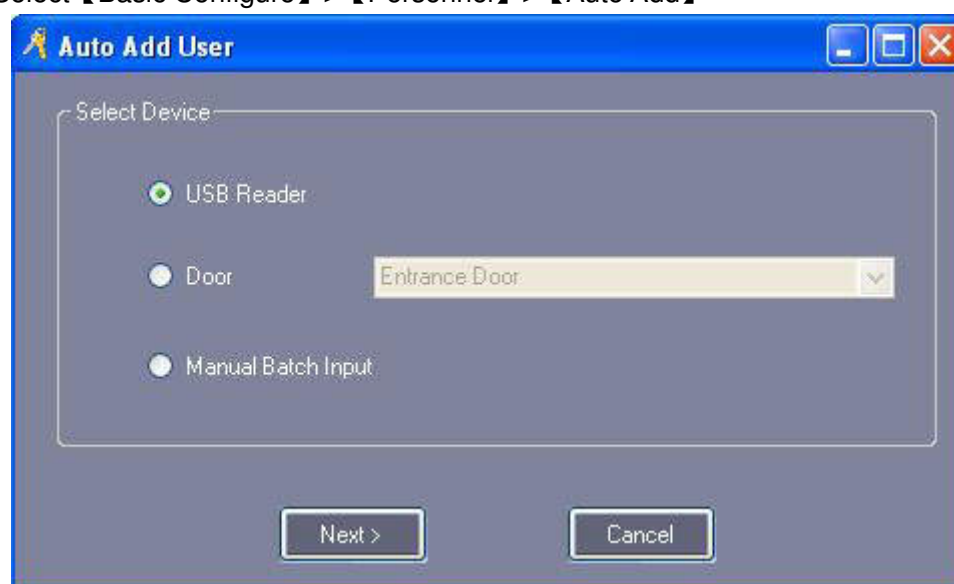
User “Others” information



The 'User' window is a software interface for user registration. It features a blue title bar with the text 'User' and standard window controls. Below the title bar are two tabs: 'Main' and 'Others', with 'Main' currently selected. The main area contains two columns of input fields. The left column includes fields for Sex (a dropdown menu), Nationality, Religion, Hometown, Birthday, Marriage, Political, Culture, Work Phone, Mobile, Home Phone, and En. Name. The right column includes fields for Corp., Title, Tech. Grade, Cert. Type, Cert. ID, Social Insurance No., Join Date, Leave Date, Email, Addr., PostCode, and Note. At the bottom of the window are three buttons: 'Add Next', 'OK', and 'Exit'.

2.3.3 Auto Add the registration card

Select **【Basic Configure】 > 【Personnel】 > 【Auto Add】**

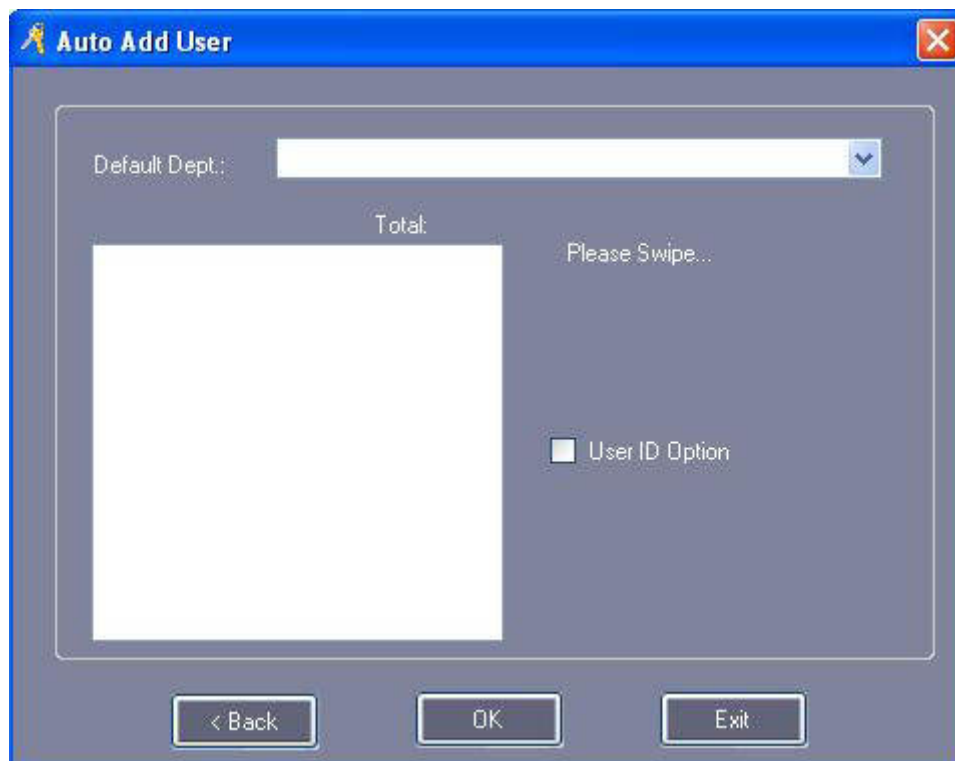


The 'Auto Add User' dialog box has a blue title bar with the text 'Auto Add User' and standard window controls. It contains a section titled 'Select Device' with three radio button options: 'USB Reader' (which is selected), 'Door', and 'Manual Batch Input'. To the right of the 'Door' option is a dropdown menu currently showing 'Entrance Door'. At the bottom of the dialog are two buttons: 'Next >' and 'Cancel'.

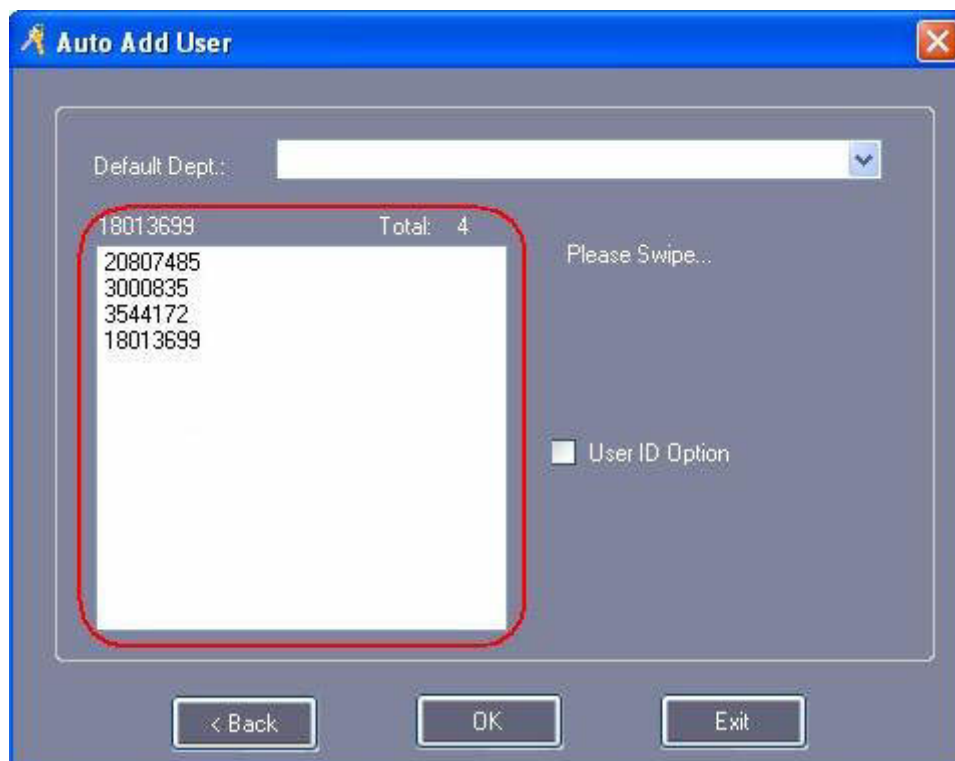
If you selected "USBReader", must connect the assign card reader

(The model # for wiegand product is WG1028) with computer .

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

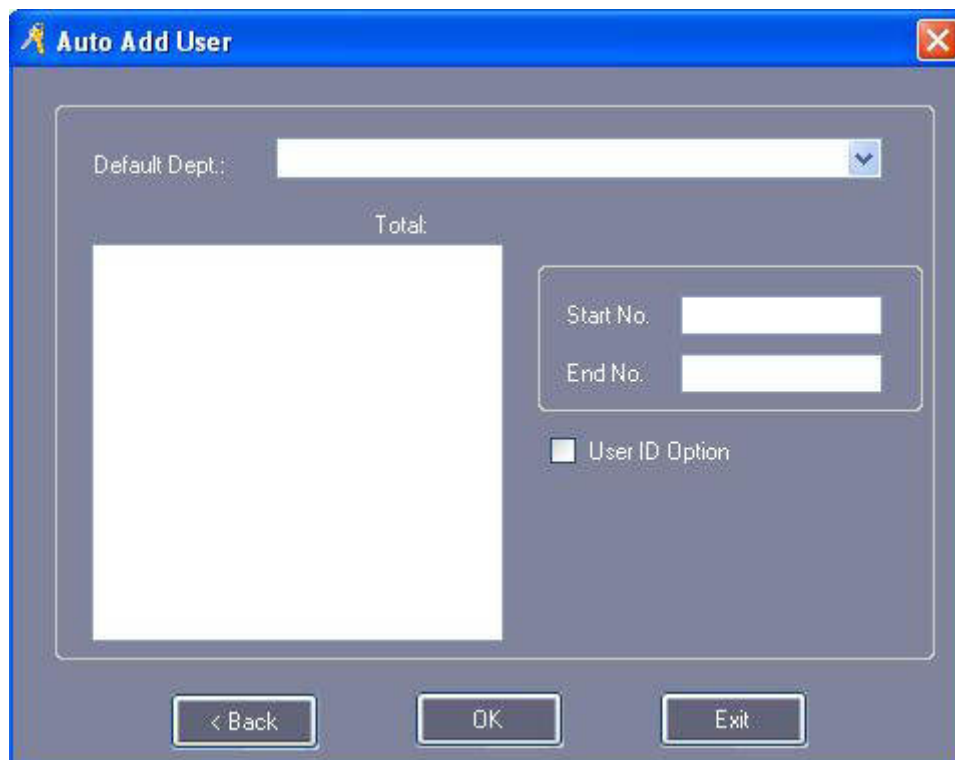


After the card swiping

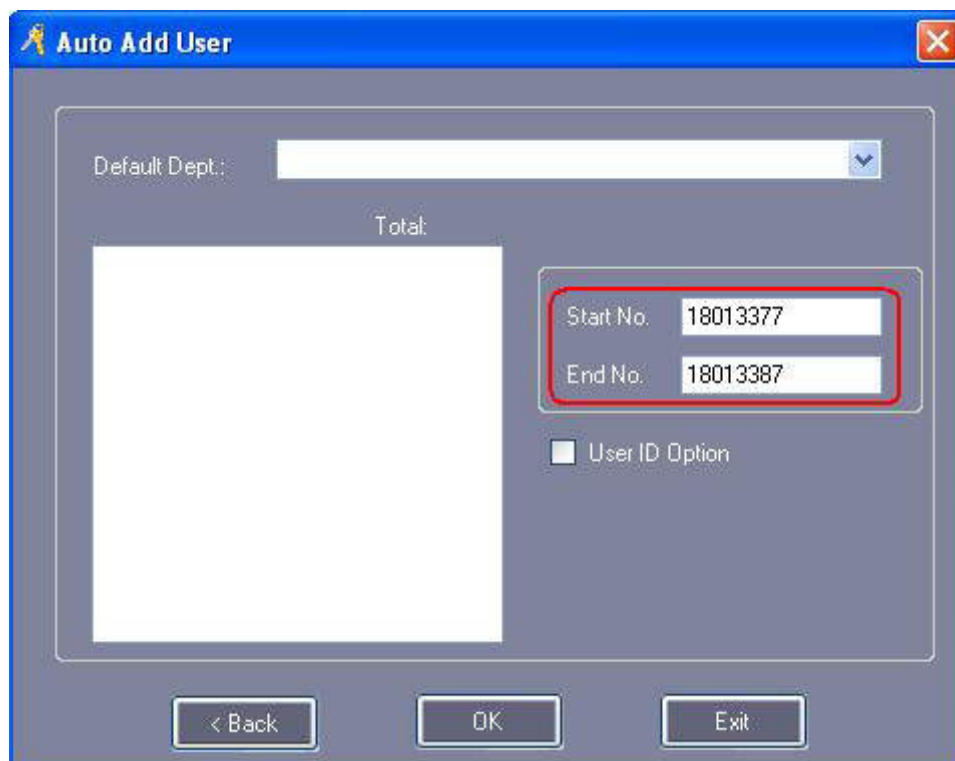


Click “OK”, Auto added to the Software.

Select “Manual Batch Input” ,Click “Next”



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



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

Controllers Department Personnel								
Auto Add Add Edit Del Print Export To Excel Import Card Lost Batch Update Privilege								
Name CardID Dept. Query Clear								
ConsumerNO	Name	Carc ID	Attendance	Access Control	Active Date	Deactive Date	Department	
1	Hellen	18016185	☒	☒	2011-04-28	2029-12-31	Sales Dept\Oversea Marketing	
2	N20807485	20807485	☒	☒	2011-04-28	2029-12-31		
3	N3000835	3000835	☒	☒	2011-04-28	2029-12-31		
4	N3544172	3544172	☒	☒	2011-04-28	2029-12-31		
5	N18013699	18013699	☒	☒	2011-04-28	2029-12-31		
6	N18013377	18013377	☒	☒	2011-04-28	2029-12-31		
7	N18013378	18013378	☒	☒	2011-04-28	2029-12-31		
8	N18013379	18013379	☒	☒	2011-04-28	2029-12-31		
9	N18013380	18013380	☒	☒	2011-04-28	2029-12-31		
10	N18013381	18013381	☒	☒	2011-04-28	2029-12-31		
11	N18013382	18013382	☒	☒	2011-04-28	2029-12-31		
12	N18013383	18013383	☒	☒	2011-04-28	2029-12-31		
13	N18013384	18013384	☒	☒	2011-04-28	2029-12-31		
14	N18013385	18013385	☒	☒	2011-04-28	2029-12-31		
15	N18013386	18013386	☒	☒	2011-04-28	2029-12-31		
16	N18013387	18013387	☒	☒	2011-04-28	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 someone. The steps as follows:

Select **【Basic Configure】 > 【Personnel】 > 【Card Lost】**

Card Lost

Name: Hellen

Lost Card ID: 18016185

New Card ID: 18014987

OK

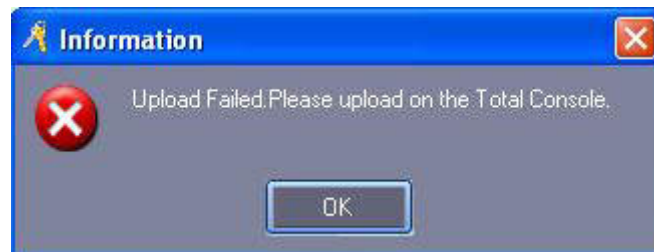
Exit

Input "New Card ID" :18014987

Click "OK"

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

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

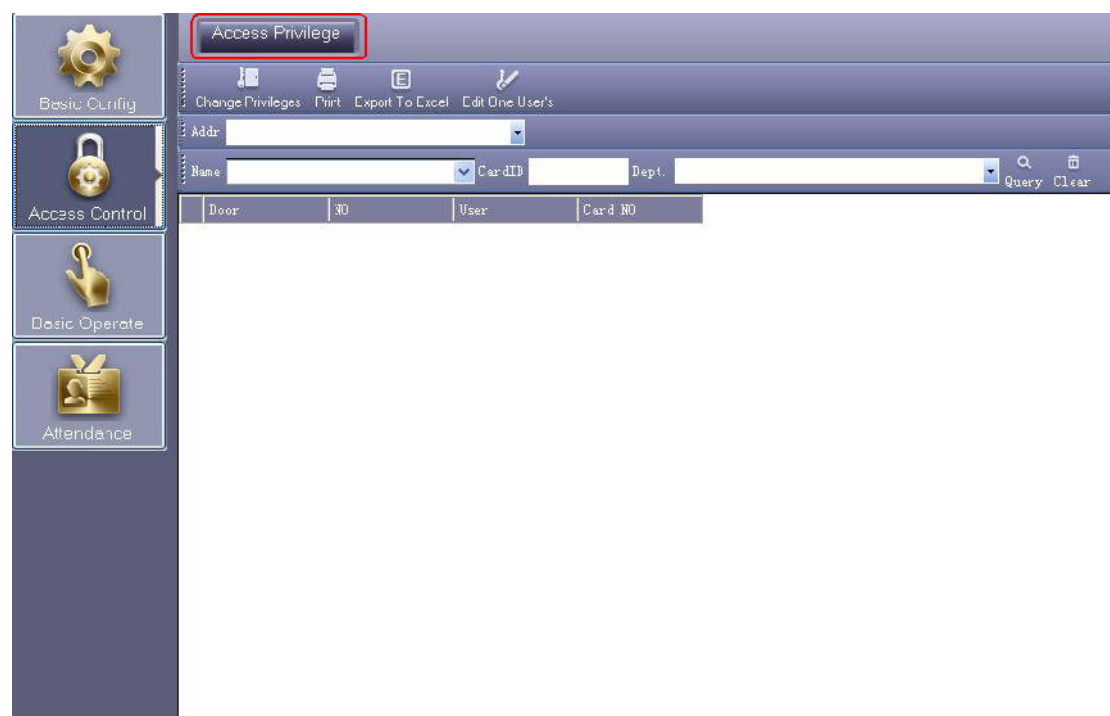


2.4 Basic Operate

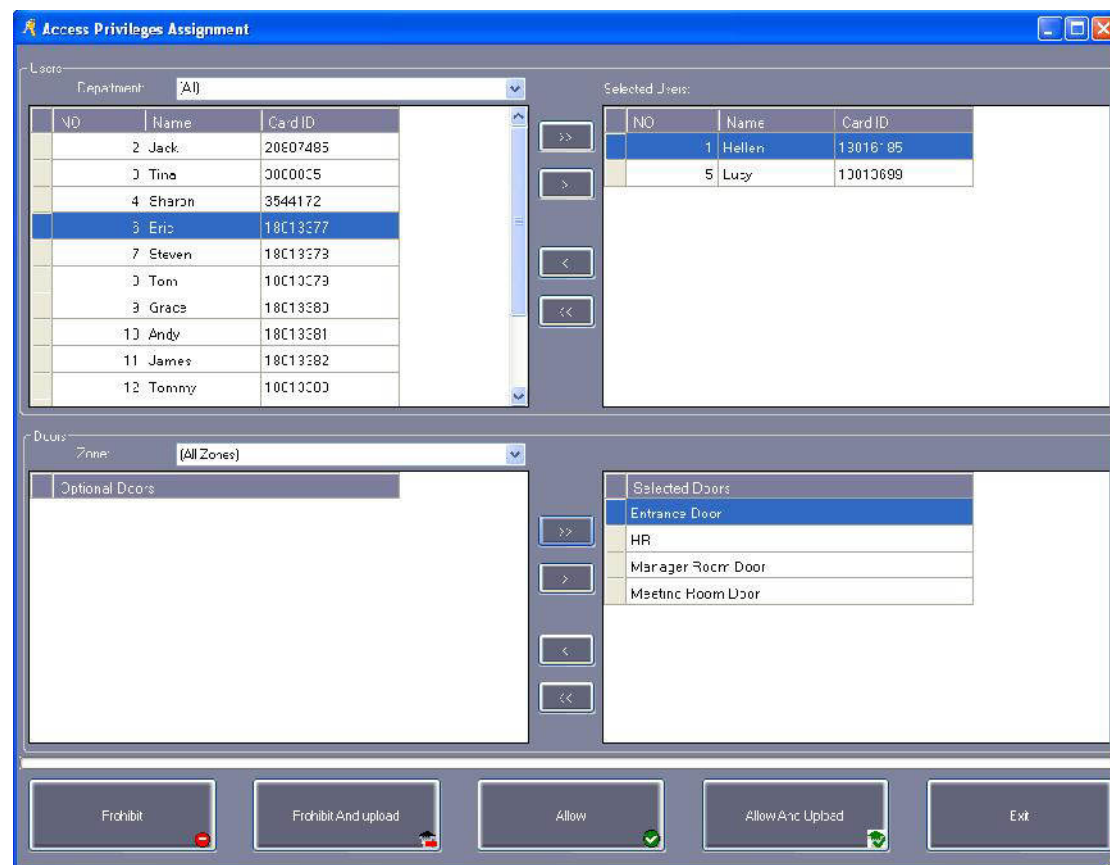
2.4.1 Privilege Management

2.4.1.1 Access Privilege

Select **【Access Control】** > **【Access Privilege】** from the menu bar or shortcut.



Click  Change Privileges

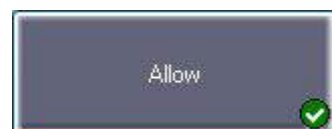


">>":Select all "Users" or Select all "Optional Doors"

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

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

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



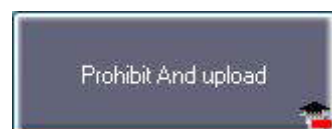
After clicking this button, and then **basic operation << upload**, the selected users can pass through selected doors.



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

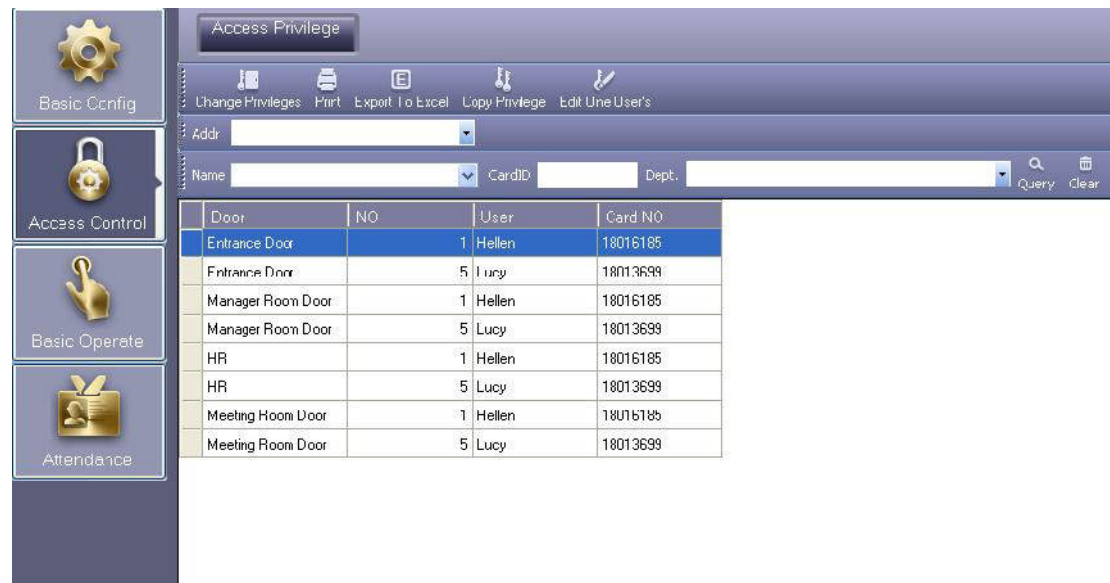


After clicking this button, and then **basic operation << upload**, the selected users can't pass through selected doors.



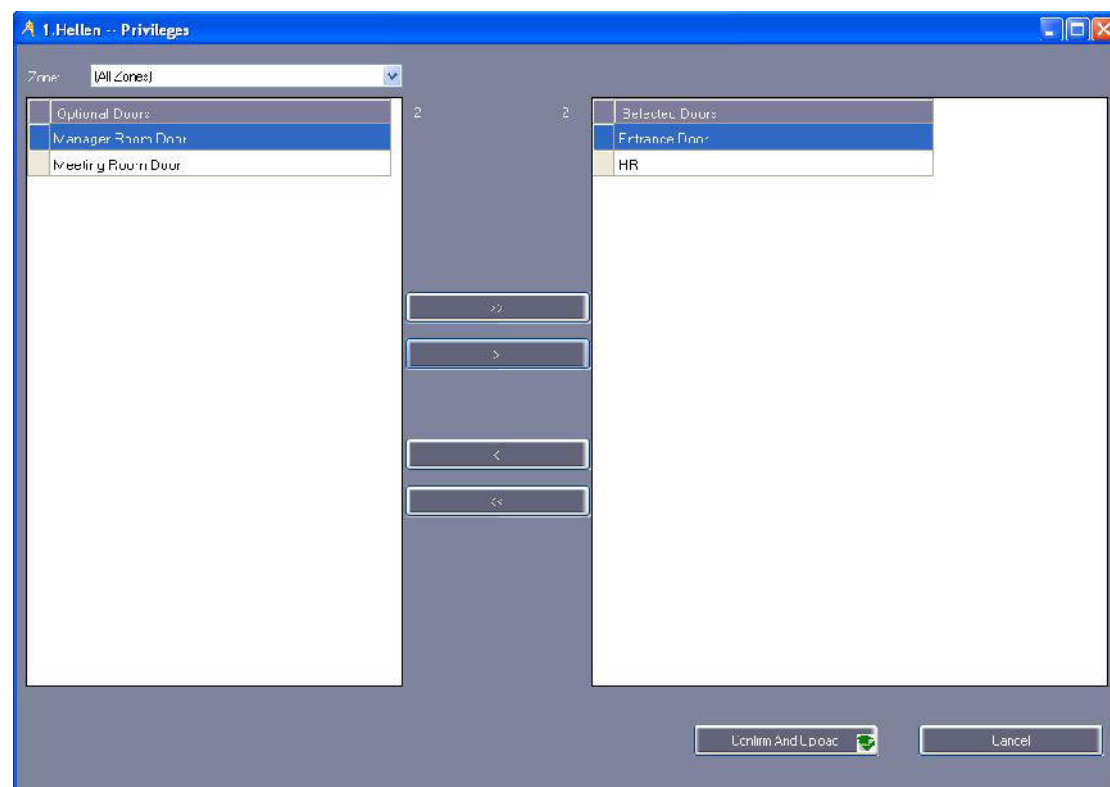
After clicking this button, the selected users can't pass through

selected doors.



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

2.4.1.2 Edit One User's Privilege

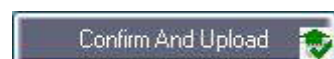


">>": Select all "Optional Doors"

">": 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 control, you can pass through “Selected Doors”.

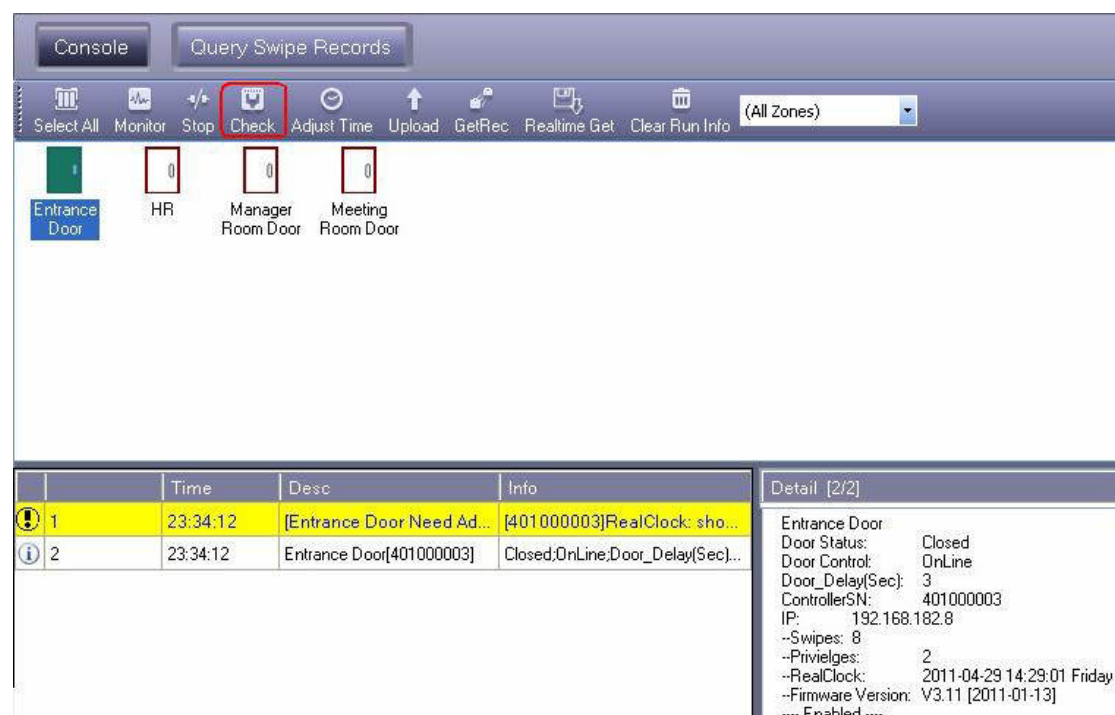
2.5 Console

Select **【Basic Operate】 > 【Console】** from the menu bar .The console window contains many basic operations. For example, “Check”, “Adjust Time”, “Upload”, “GetRec” and “Monitor”.

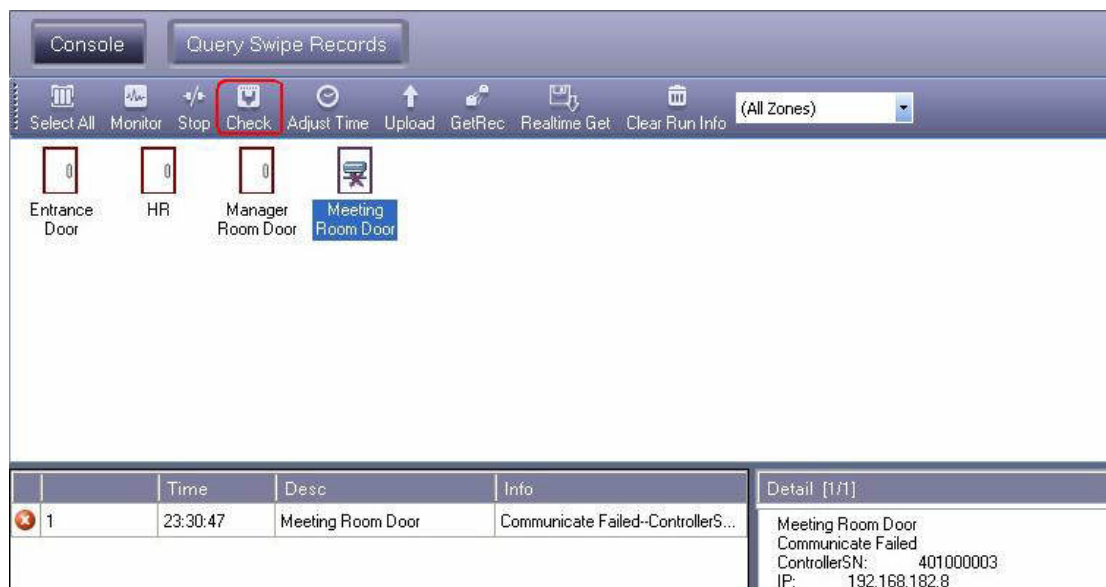


2.5.1 Controller's Info Check

Select **【Basic Operate】 > 【Console】 > 【Check】** from the menu bar

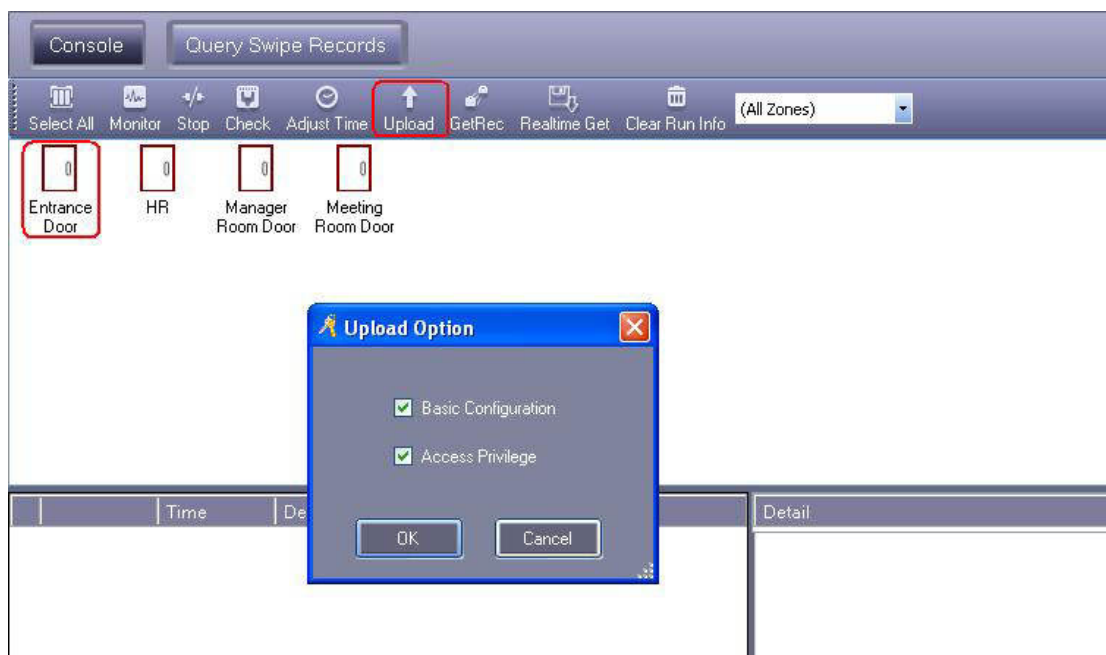


It will show the control's basic information .such as the amount of swipings and privileges, Door status, control status, open delay (sec) .If the controller is well communicated with computer, the door label's color is green , and otherwise the color is red.

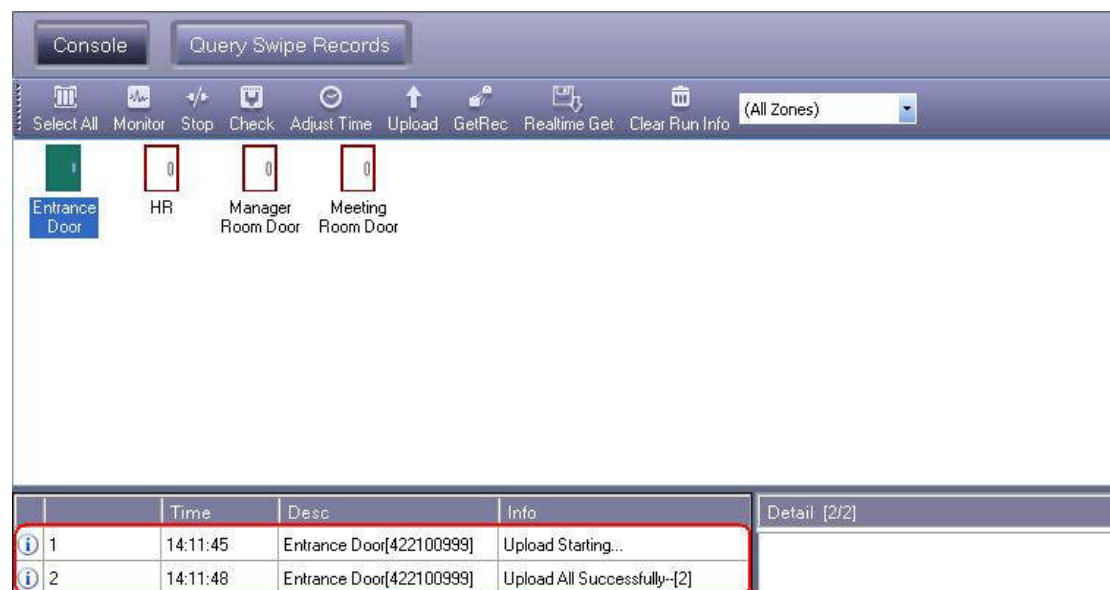


2.5.2 Upload Setting

Select **【Basic Operate】** > **【Console】** > **【Upload】** from the menu bar



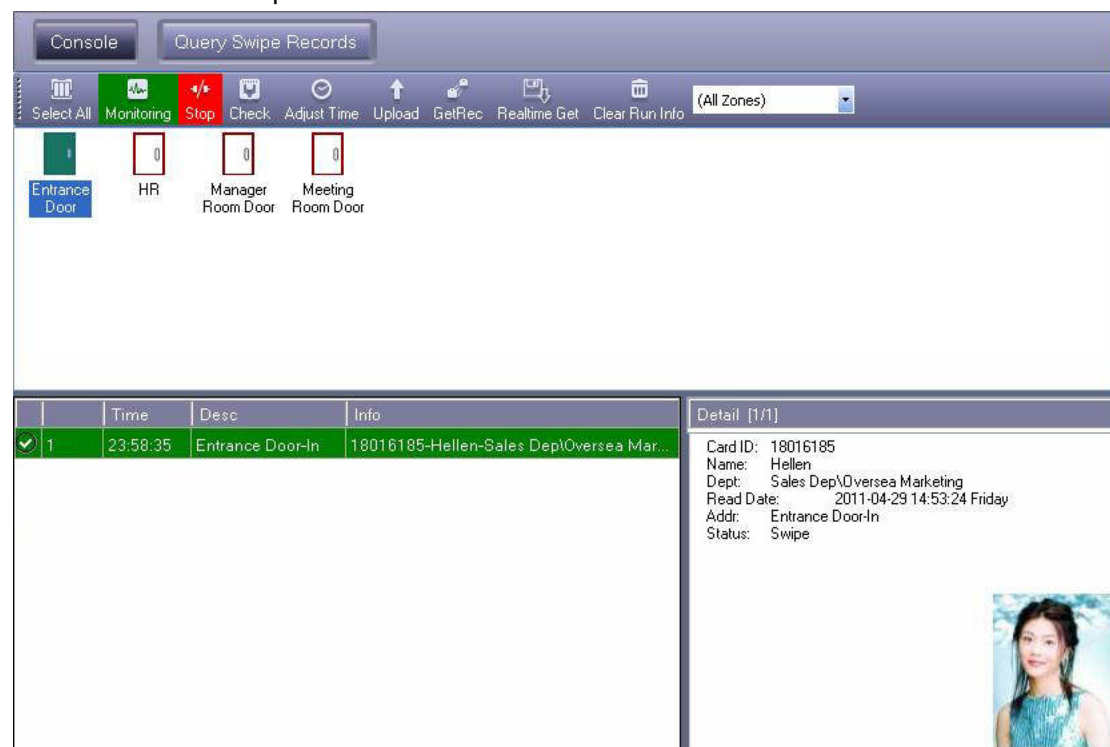
Click "OK"



If there have setting any information, you must upload the database' configuration to access controllers in order to keep the software have same information with controllers.

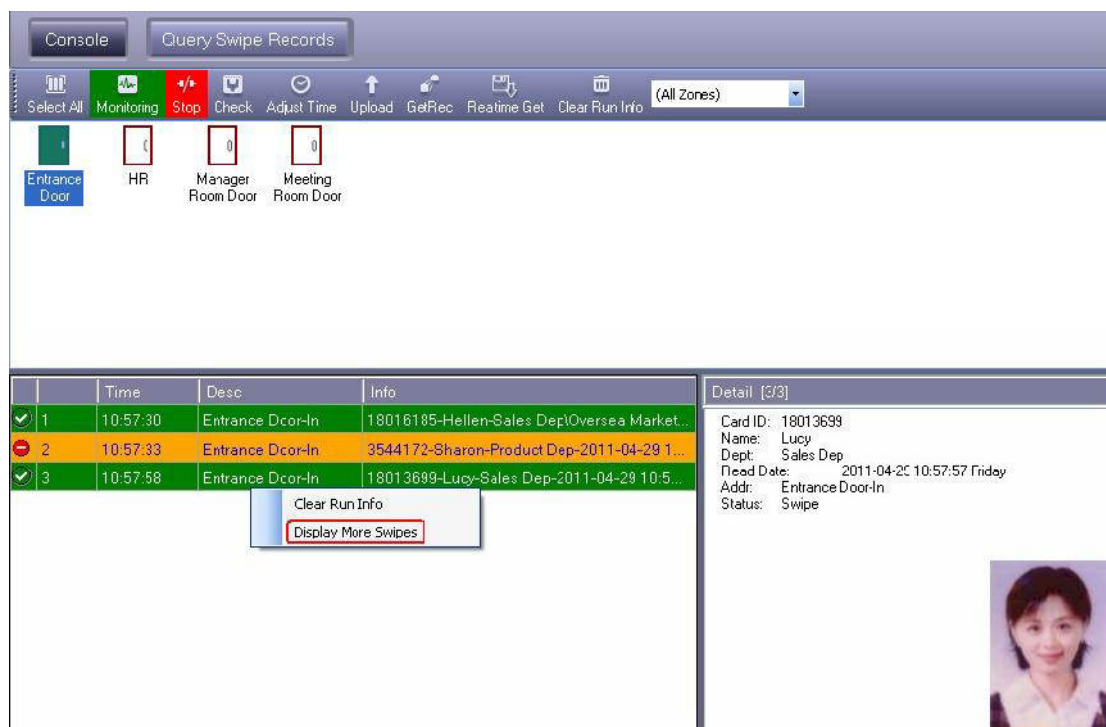
2.5.3 Real-time Monitoring

Select **【Basic Operate】** > **【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".

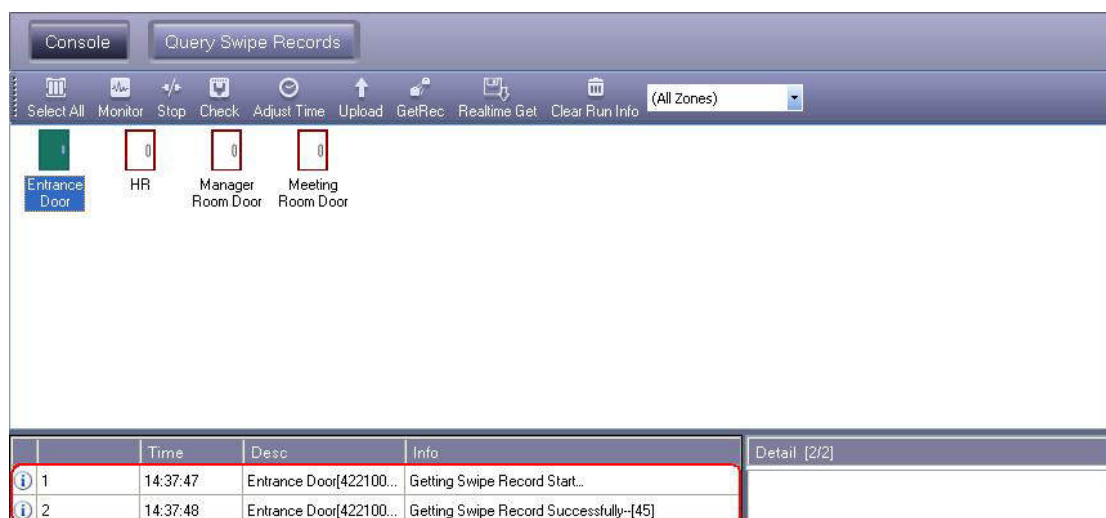


Right click "Photo". You can adjust the display of information.



2.5.5 Download Records

Select **【Basic Operate】** > **【Console】** > **【GetRec】** from the menu bar

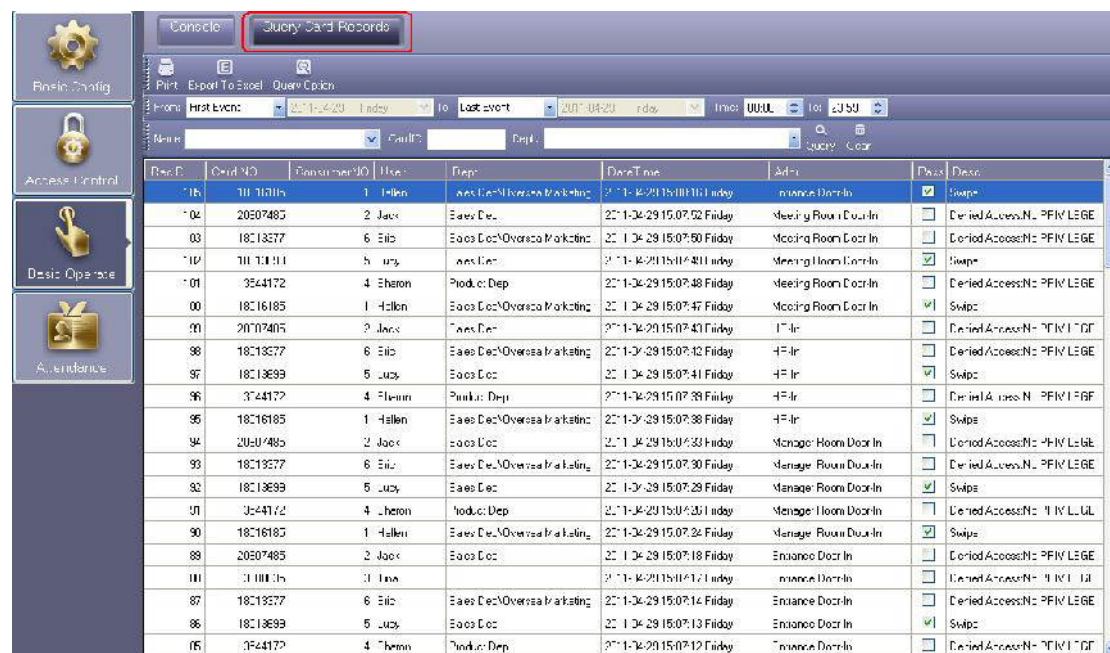


GetRec : Collect the access controller's records to database.

2.6 Records Query

Please "GetRec" Records and then query.

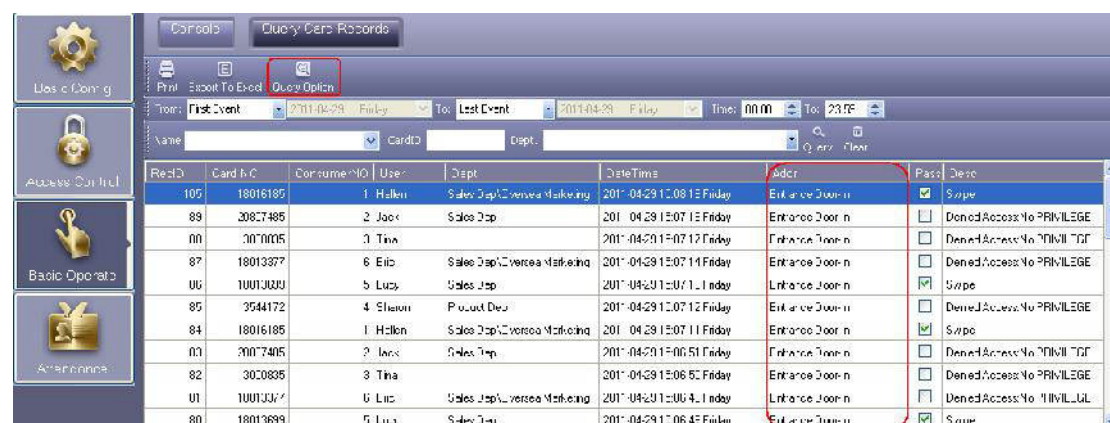
Select **【Basic Operate】** > **【Query Card Records】** from the menu bar



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



Query result as follows:



2.7 Tools

2.7.1 Change Password

Change operator's password.

Select **【Tools】** > **【Edit Operator】**



Modify the Name and password for abc operator.

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

Remark: Only one abc user display the interface above.

Active "Operator Management" in the "Extended Functions" enabled, if have more than one operator will display "change password".



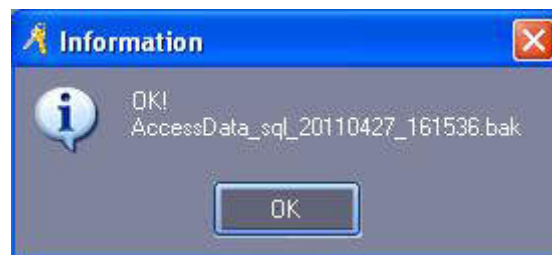
【Change Password】

2.7.2 DB Backup

Select **【Tools】** > **【DB Backup】**



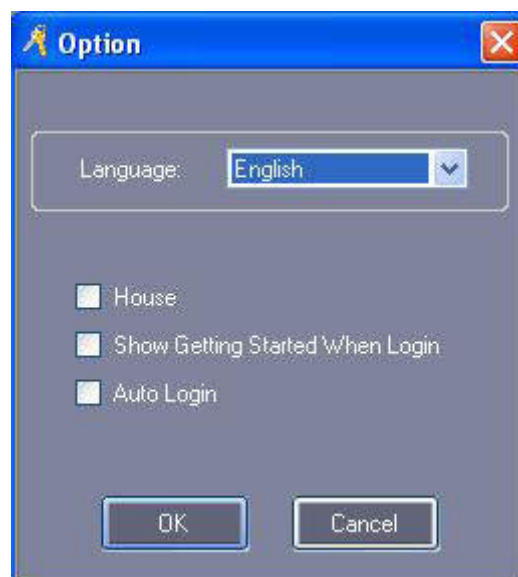
Click "OK"



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 Language Option

Select **【Tools】** > **【Option】**



Select "English", Software interface language displays in English

Select "简体中文", Software interface language displays in Simplified Chinese.

Select "Auto Login", In "Login" windows, you don't need to input "User Name" and "Password".

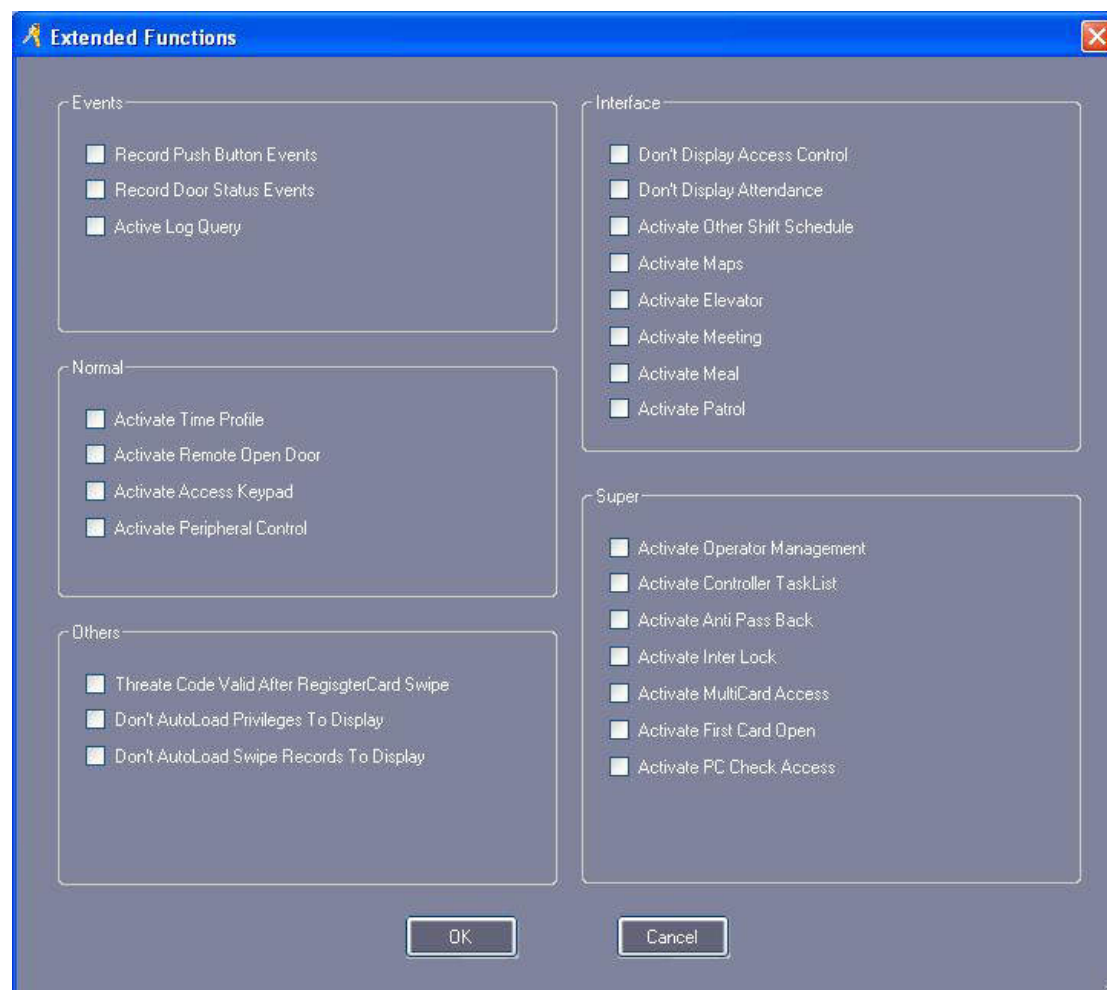
Part 3 Extended Function

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



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

The extended function list is as follows:



If you want to use "Events", "Interface", "Normal", "Super", "Others" in the function, must mark this ☐ with ☒ to active this function, Then, Re-Login the software.

3.1 Events

3.1.1 Record Push Button Events

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

	Time	Desc	Info	Detail [9/9]
1	14:48:13	Entrance Door[401000003]	Upload Starting	
2	14:48:13	Entrance Door[401000003]	Upload Basic Configure Successfully-[1]	
3	14:48:13	HR[401000003]	Already Upload	
4	14:48:13	Manager Room Door[401000003]	Already Upload	
5	14:40:13	Meeting Room Door[401000003]	Already Upload	
6	14:48:27	Entrance Door	2012-05-15 14:48:27 Tuesday-Entrance Door-Push Button	Rec Date: 2012-05-15 14:48:35 Tuesday Addr: Meeting Room Door Status: Push Button
7	14:48:30	HR	2012-05-15 14:48:30 Tuesday-HR-Push Button	
8	14:40:33	Manager Room Door	2012-05-15 14:40:33 Tuesday-Manager Room Door-Push Button	
9	14:48:36	Meeting Room Door	2012-05-15 14:48:36 Tuesday-Meeting Room Door-Push Button	

3.1.2 Record Door Status Events

Record "Door Open" and "Door Closed" time. Must connect MenCi.
Active this function, you must upload to console.

Access Control System Software Operation Guide

Console Query Swipe Records

Select All Monitoring Stop Check Adjust Time Upload GetRec Realtime Ge Clear Run Info (All Zones)

Entrance Door Manager Room Door Meeting Room Door

	Time	Door	Info
1	*4:56:45	Entrance Door[401000033]	Upload Starting...
2	*4:56:46	Entrance Door[401000033]	Upload Basic configure Successfully-[1]
3	*4:56:46	HR[401000003]	Already Upload
4	*4:56:46	Manager Room Door[401000003]	Already Upload
5	*4:56:46	Meeting Room Door[401000003]	Already Upload
6	*4:57:03	Entrance Door	2012-05-15 14:57:03 Tuesday-Entrance Door-Door Closed
7	*4:57:06	Entrance Door	2012-05-15 14:57:06 Tuesday-Entrance Door-Door Open
8	*4:57:10	HR	2012-05-15 14:57:10 Tuesday-HR-Door Closed
9	*4:57:12	HR	2012-05-15 14:57:12 Tuesday-HR-Door Open
10	*4:57:15	Manager Room Door	2012-05-15 14:57:15 Tuesday-Manager Room Door-Door Closed
11	*4:57:17	Manager Room Door	2012-05-15 14:57:17 Tuesday-Manager Room Door-Door Open
12	*4:57:20	Meeting Room Door	2012-05-15 14:57:20 Tuesday-Meeting Room Door-Door Closed
13	*4:57:22	Meeting Room Door	2012-05-15 14:57:22 Tuesday-Meeting Room Door-Door Open

Details [1/13]

Read Date: 2012-05-15 14:57:22 Tuesday
Add: Meeting Room Door
Status: Door Open

3.1.3 Active Log Query

Select **【Tools】** > **【Log Query】**

Log Query

RecID	Date Time	Event Type	Event Desc
546	2011-04-27 16:32:43 Wednesday	Information	1.aoc.13,Meeting Room Door,2011-04-27 16:32:42 Wednesday-Meeting Room Door-Door Open,Read Date: 2011-04-27 16:32:43 Wednesday
545	2011-04-27 16:32:41 Wednesday	Information	1.aoc.12,Meeting Room Door,2011-04-27 16:32:41 Wednesday-Meeting Room Door-Door Closed,Read Date: 2011-04-27 16:32:41 Wednesday
544	2011-04-27 16:32:39 Wednesday	Information	1.aoc.11,Manager Room Door,2011-04-27 16:32:38 Wednesday-Manager Room Door-Door Open,Read Date: 2011-04-27 16:32:39 Wednesday
543	2011-04-27 16:32:37 Wednesday	Information	1.aoc.10,Manager Room Door,2011-04-27 16:32:37 Wednesday-Manager Room Door-Door Closed,Read Date: 2011-04-27 16:32:37 Wednesday
542	2011-04-27 16:32:35 Wednesday	Information	1.aoc.9,HR,2011-04-27 16:32:34 Wednesday-HR-Door Open,Read Date: 2011-04-27 16:32:35 Wednesday
541	2011-04-27 16:32:34 Wednesday	Information	1.aoc.8,HR,2011-04-27 16:32:33 Wednesday-HR-Door Closed,Read Date: 2011-04-27 16:32:34 Wednesday
540	2011-04-27 16:32:31 Wednesday	Information	1.aoc.7,Entrance Door,2011-04-27 16:32:31 Wednesday-Entrance Door-Door Open,Read Date: 2011-04-27 16:32:31 Wednesday
539	2011-04-27 16:32:30 Wednesday	Information	1.aoc.6,Entrance Door,2011-04-27 16:32:29 Wednesday-Entrance Door-Door Closed,Read Date: 2011-04-27 16:32:30 Wednesday
538	2011-04-27 16:32:20 Wednesday	Information	1.aoc.5,Meeting Room Door[401000003],Already Upload,
537	2011-04-27 16:32:20 Wednesday	Information	1.aoc.4,Manager Room Door[401000003],Already Upload,
536	2011-04-27 16:32:20 Wednesday	Information	1.aoc.3,HR[401000003],Already Upload,
535	2011-04-27 16:32:20 Wednesday	Information	1.aoc.2,Entrance Door[401000003],Upload Basic configure Successfully-[1],
534	2011-04-27 16:32:20 Wednesday	Information	1.aoc.1,Entrance Door[401000003],Upload Starting...
533	2011-04-27 16:28:34 Wednesday	Information	1.aoc.9,Meeting Room Door,2011-04-27 16:28:33 Wednesday-Meeting Room Door-Push Button,Read Date: 2011-04-27 16:28:34 Wednesday
532	2011-04-27 16:28:33 Wednesday	Information	1.aoc.8,Manager Room Door,2011-04-27 16:28:32 Wednesday-Manager Room Door-Push Button,Read Date: 2011-04-27 16:28:33 Wednesday
531	2011-04-27 16:28:30 Wednesday	Information	1.aoc.7,HR,2011-04-27 16:28:30 Wednesday-HR-Push Button,Read Date: 2011-04-27 16:28:30 Wednesday
530	2011-04-27 16:28:27 Wednesday	Information	1.aoc.6,Entrance Door,2011-04-27 16:28:26 Wednesday-Entrance Door-Push Button,Read Date: 2011-04-27 16:28:27 Wednesday
529	2011-04-27 16:28:16 Wednesday	Information	1.aoc.5,Meeting Room Door[401000003],Already Upload,
528	2011-04-27 16:28:16 Wednesday	Information	1.aoc.4,Manager Room Door[401000003],Already Upload,
527	2011-04-27 16:28:16 Wednesday	Information	1.aoc.3,HR[401000003],Already Upload,
526	2011-04-27 16:28:16 Wednesday	Information	1.aoc.2,Entrance Door[401000003],Upload Basic configure Successfully-[1],
525	2011-04-27 16:28:16 Wednesday	Information	1.aoc.1,Entrance Door[401000003],Upload Starting...
524	2011-04-27 16:28:11 Wednesday	Information	1.aoc.13,Meeting Room Door[401000003],Already Upload,
523	2011-04-27 16:28:11 Wednesday	Information	1.aoc.12,Manager Room Door[401000003],Already Upload,
522	2011-04-27 16:28:10 Wednesday	Information	1.aoc.11,HR[401000003],Already Upload,
521	2011-04-27 16:28:10 Wednesday	Information	1.aoc.10,Entrance Door[401000003],Upload Basic configure Successfully-[1],

Close

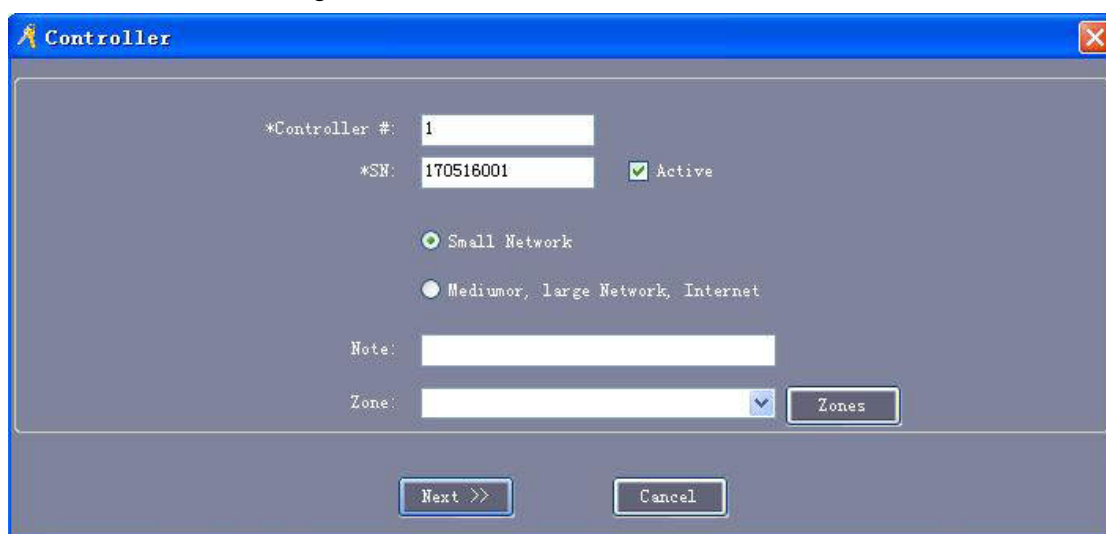
3.2 Interface

3.2.1 Activate Elevator

Into the “Extended Function”, In front of “Activate Elevator” mark this ☐ with ☒ to activate this function.

3.2.1.1 Add Elevator

Select **【Basic Config】** > **【Controllers】** ,Click “New”.



*Controller #: 1

*SN: 170518001 ☒ Active

☒ Small Network

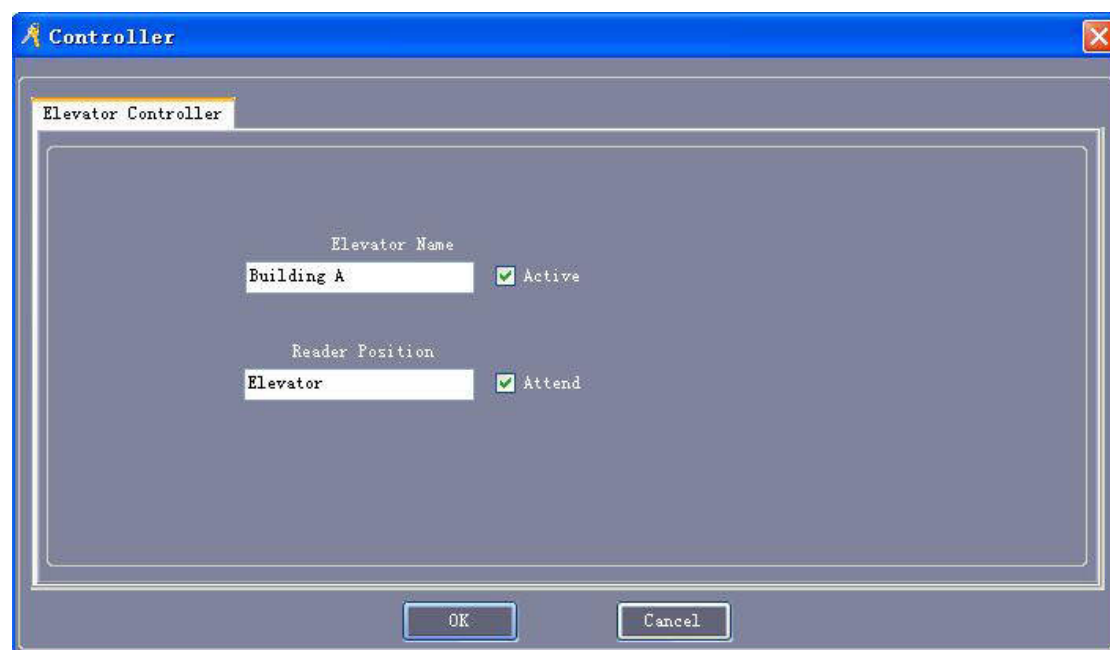
☐ Mediumor, large Network, Internet

Note:

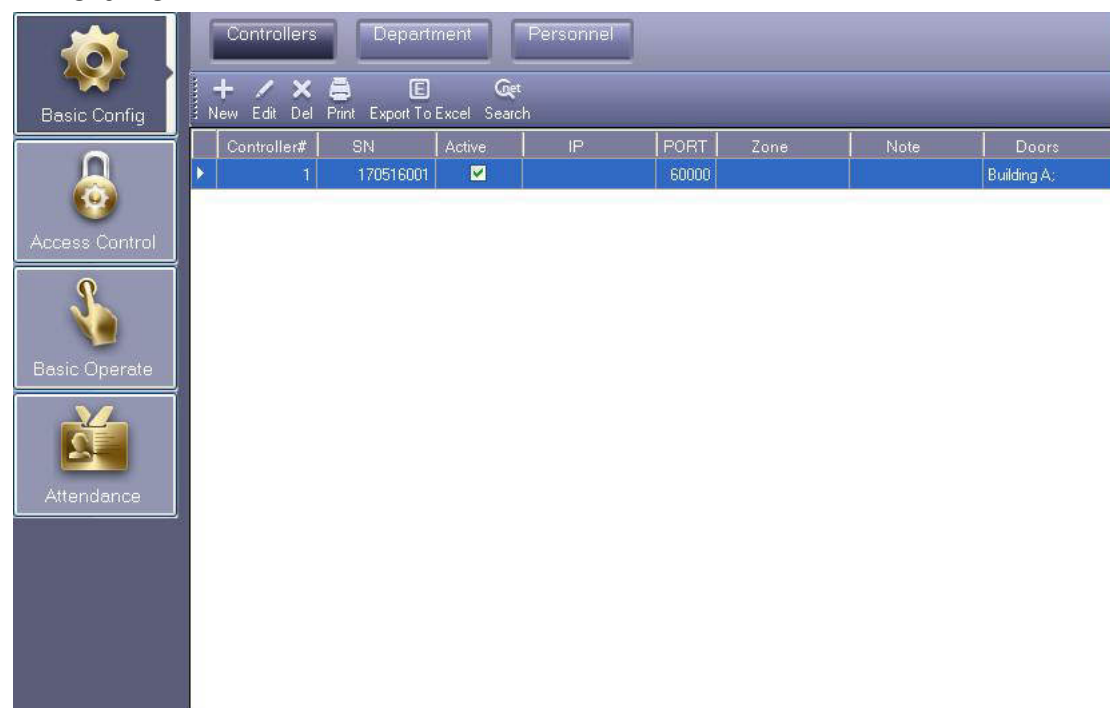
Zone:

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

Click “Next”.

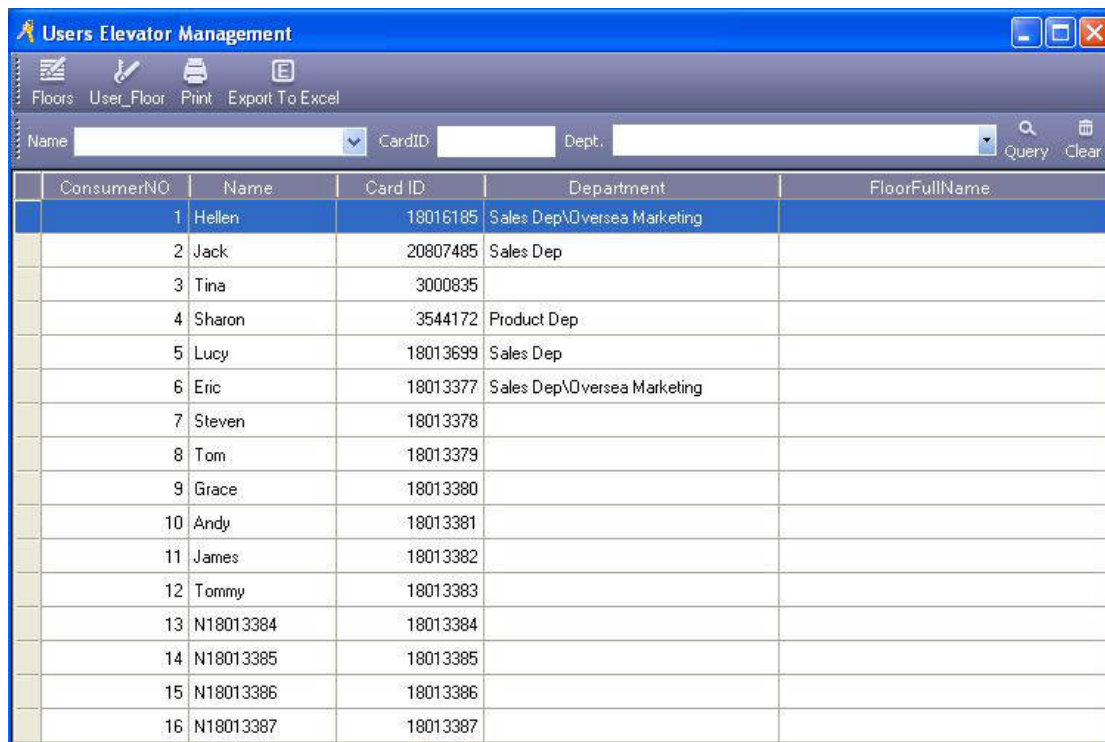


Click "OK".



3.2.1.2 Elevator Management

Select **【Tools】** > **【Elevator Management】** .



ConsumerNO	Name	Card ID	Department	FloorFullName
1	Hellen	18016185	Sales Dep\Oversea Marketing	
2	Jack	20807485	Sales Dep	
3	Tina	3000835		
4	Sharon	3544172	Product Dep	
5	Lucy	18013699	Sales Dep	
6	Eric	18013377	Sales Dep\Oversea Marketing	
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		

3.2.1.2.1 Floor Management

Click “Floors”, Enter into the floor management interface.

*Floor Name:

Elevator:

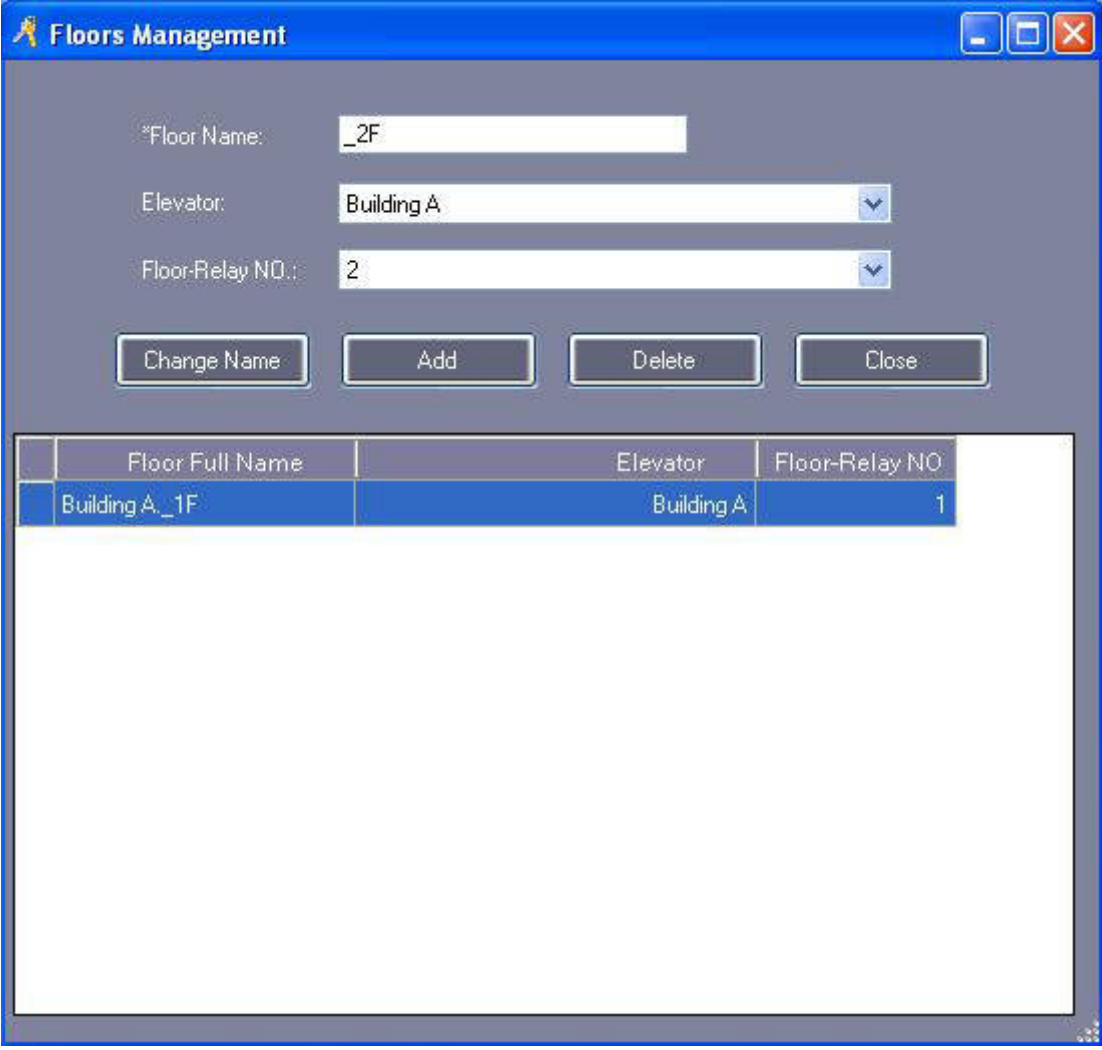
Floor-Relay NO.:

Floor Full Name	Elevator	Floor-Relay NO
-----------------	----------	----------------

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

【Add Floor】

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



*Floor Name:

Elevator:

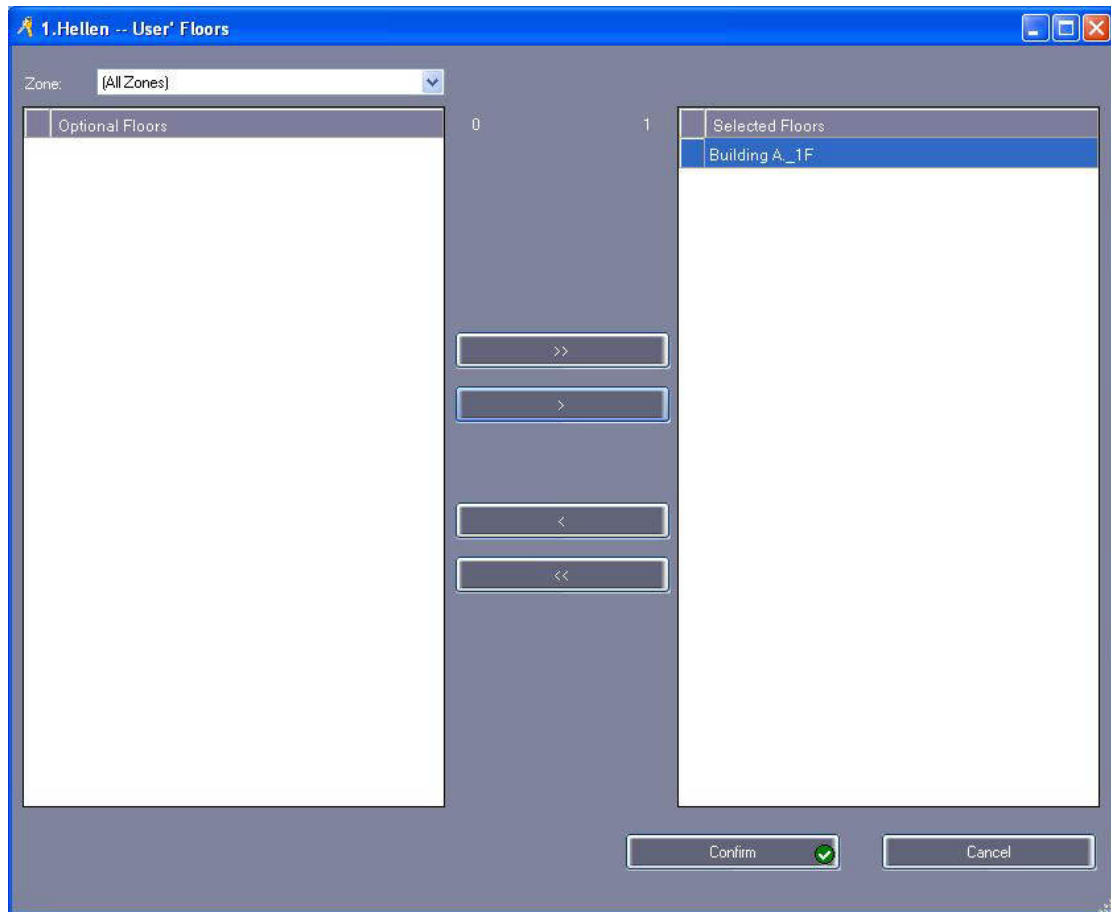
Floor-Relay NO.:

Floor Full Name	Elevator	Floor-Relay NO.
Building A_1F	Building A	1

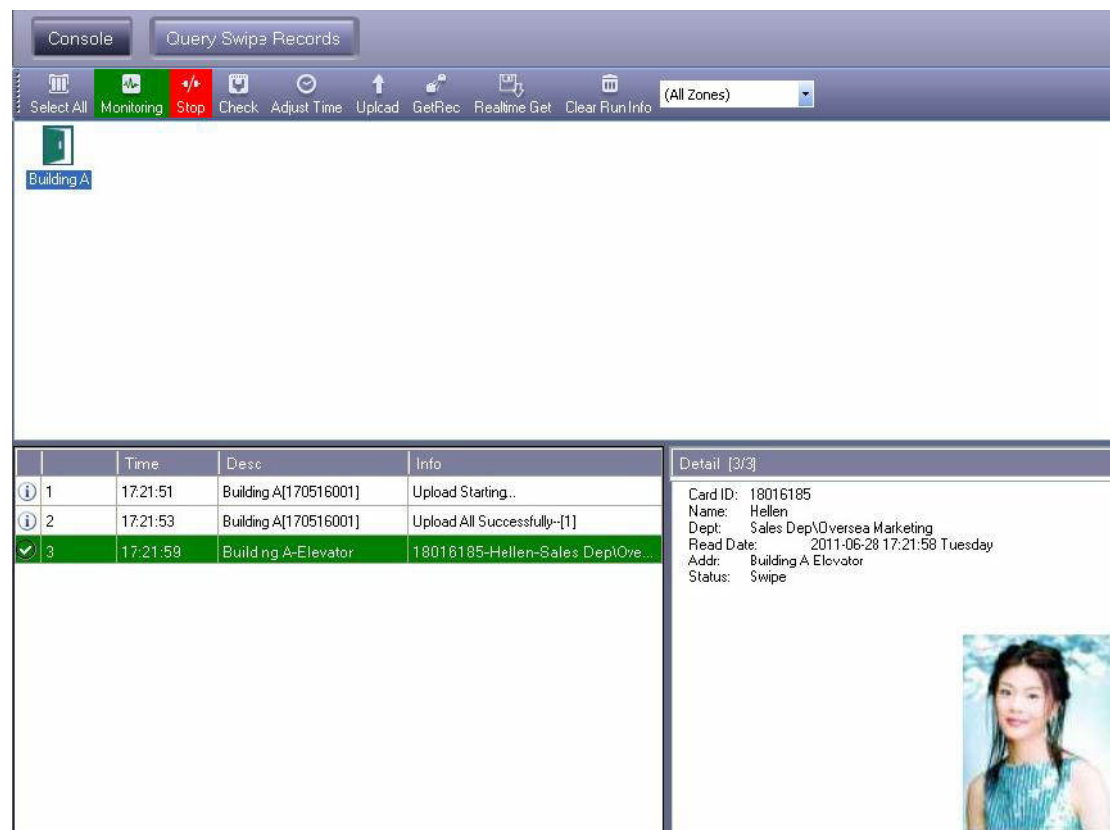
3.2.1.2.2 Set user up to floor

Fist selected user, Then click "User_Floor".

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



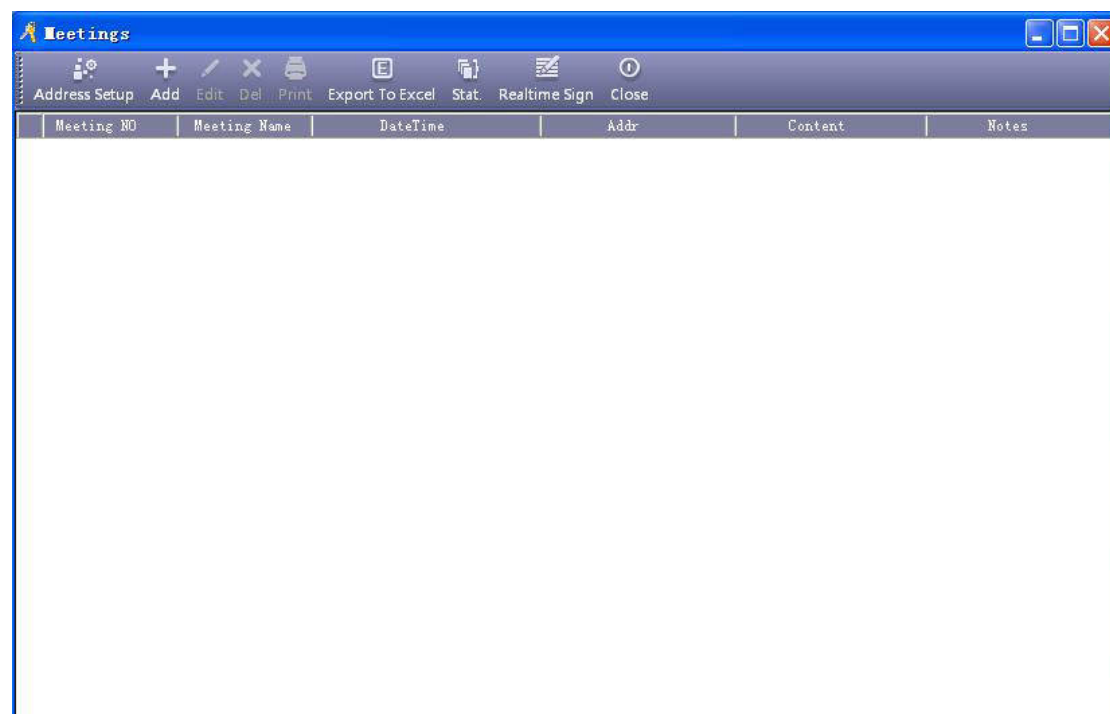
Click "Confirm", Back to "Console" click "Upload". Then Swiping Card, "Hellen" will be enter into 3rd floor.



3.2.2 Activate Meeting

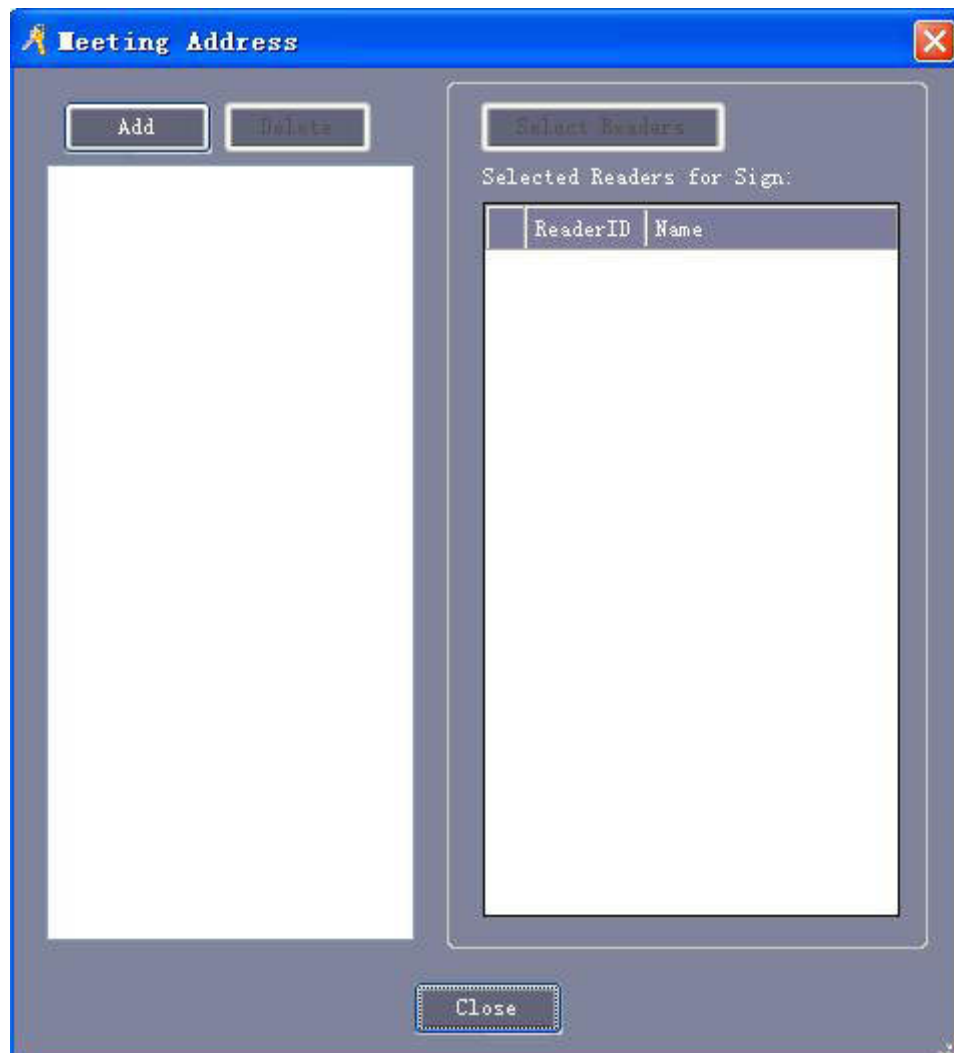
Enter "Extended Function", In front of "Activate Meeting" mark this ☐ with ☒ to active this function.

After Active this function , Re-login software. Select **【Tools】 > 【Meeting Sign】** .

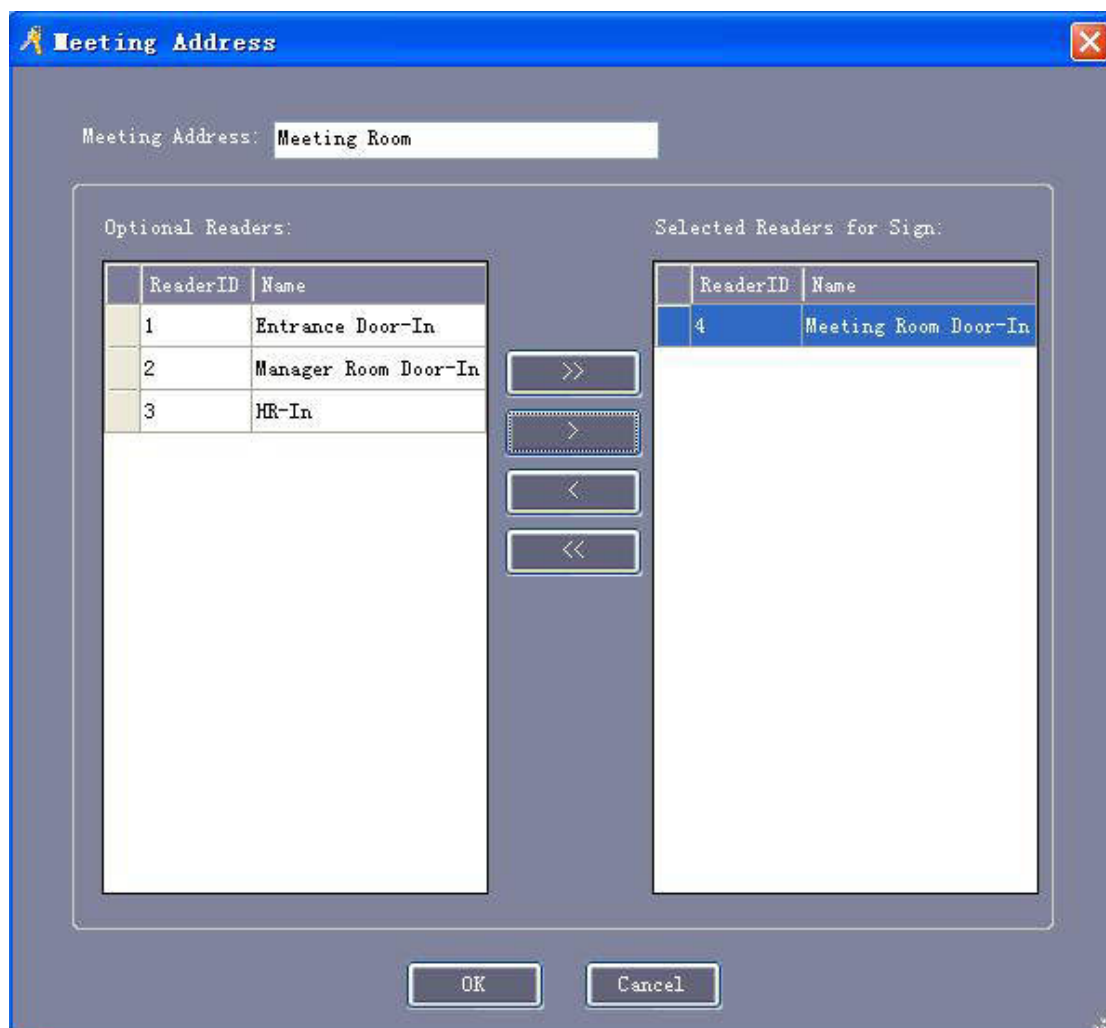


3.2.2.1 Address Setup

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."

3.2.2.2 Add Meeting

Click "Add", At the meeting interface.

Eg: Add "Weekly Meeting".

Meeting NO.: 20120020_100200

Meeting Name: Weekly Meeting

Meeting Address: Meeting Room

Meeting Date/Time: 2/12/2016 Wednesday 09:30

Sign Begin Time: 09:00

Sign End Time: 17:30

Context:

Notes:

Department: ALL

User ID	User Name	Card NO
5	Lucy	18013309
6	Eric	18013377
7	Steven	18013378
8	Ton	18013379
9	Grace	18013380
10	Andy	18013381
11	Jane	18013382
12	Tomy	18013383
13	F10013304	18013304
14	F18013385	18013385
15	F18013386	18013386
16	F18013387	18013387

Identity: Audit

Seat NO: A004

Selected Users As Meeting Personnel:

Identity	User ID	User Name	Card NO	Seat #
Delegate	1	Hollan	13016135	A001
Nonvoting Delegate	2	Jack	23607435	A002
Invitational	3	Tina	3300835	A003
Audit	4	Sharon	354472	A004

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.

3.2.2.3 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]". At the top, there are six buttons: "Refresh", "Leave", "Manual Sign", "Recreate", "Print", and "Export Excel". Below these buttons is a tabbed interface with tabs labeled "Should", "In Fact", "Leave", "Absent", "Late", and "Stat.". The "Stat." tab is currently selected. The main area of the window contains a table with the following data:

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

At the bottom center of the window is a "Close" button.

3.2.2.4 Realtime Sign

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

Meeting Sign

Weekly Meeting

10:50:05

	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

3.2.3 Active Meal

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

After Active this function , Re-login software. Select **【Tools】 > 【Const Meal】** .

The screenshot shows a software window titled "Meal". It has a menu bar with "Meal Setup", "Create", "Print", "Export To Excel", and "Close". Below the menu bar, there are date and time filters: "From: 2012-06-01 Friday" and "To: 2012-06-20 Wednesday". There are also input fields for "Name" and "Dept." with a "Clear" button. Below these are three tabs: "Detail", "Subtotal of Readers", and "Statistics". The "Detail" tab is active, showing a table with the following columns: RecID, Department, User ID, User Name, DateTime, Meal Name, Cost(US\$), and Addr. The table is currently empty.

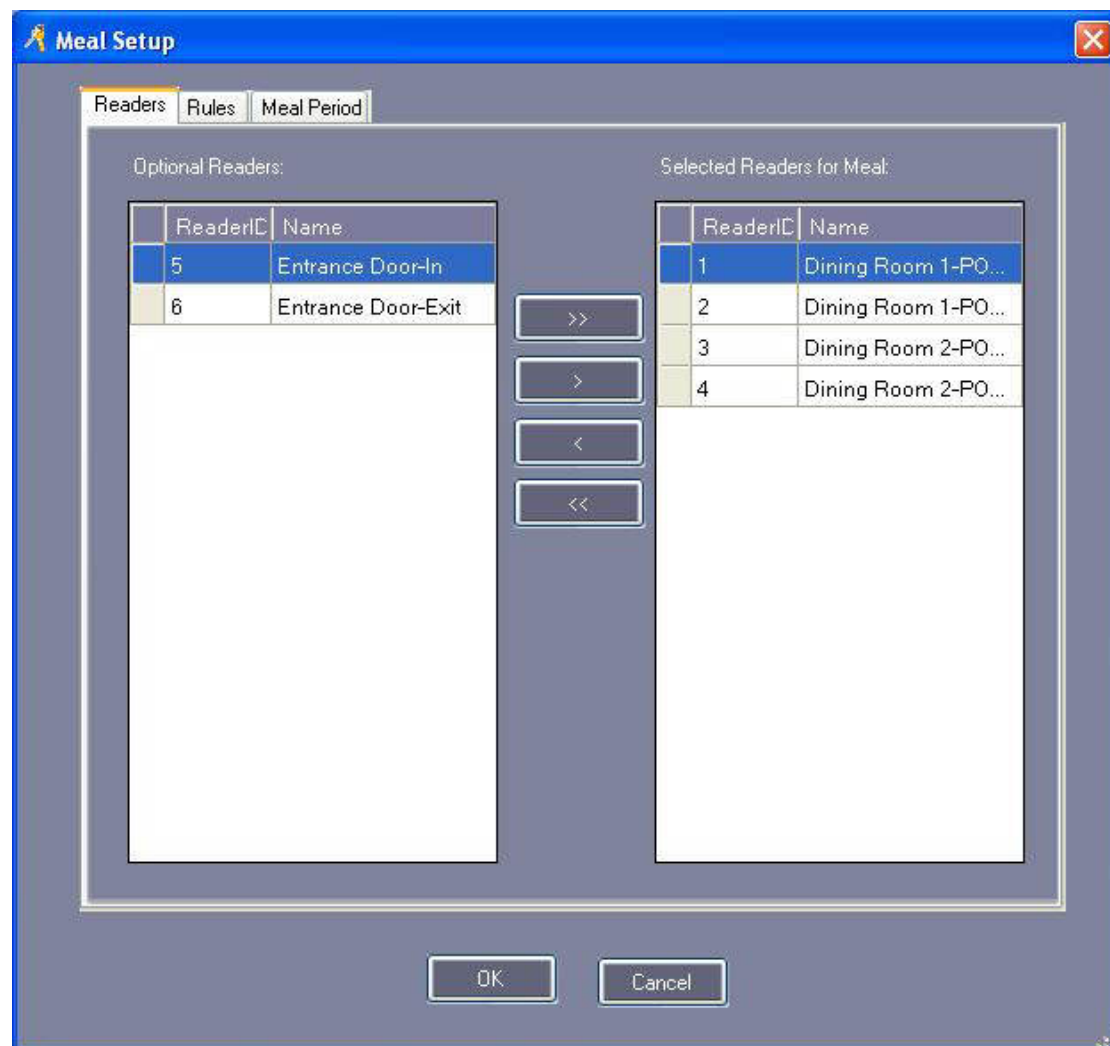
RecID	Department	User ID	User Name	DateTime	Meal Name	Cost(US\$)	Addr
-------	------------	---------	-----------	----------	-----------	------------	------

3.2.3.1 Meal Setup

3.2.3.1.1 Readers

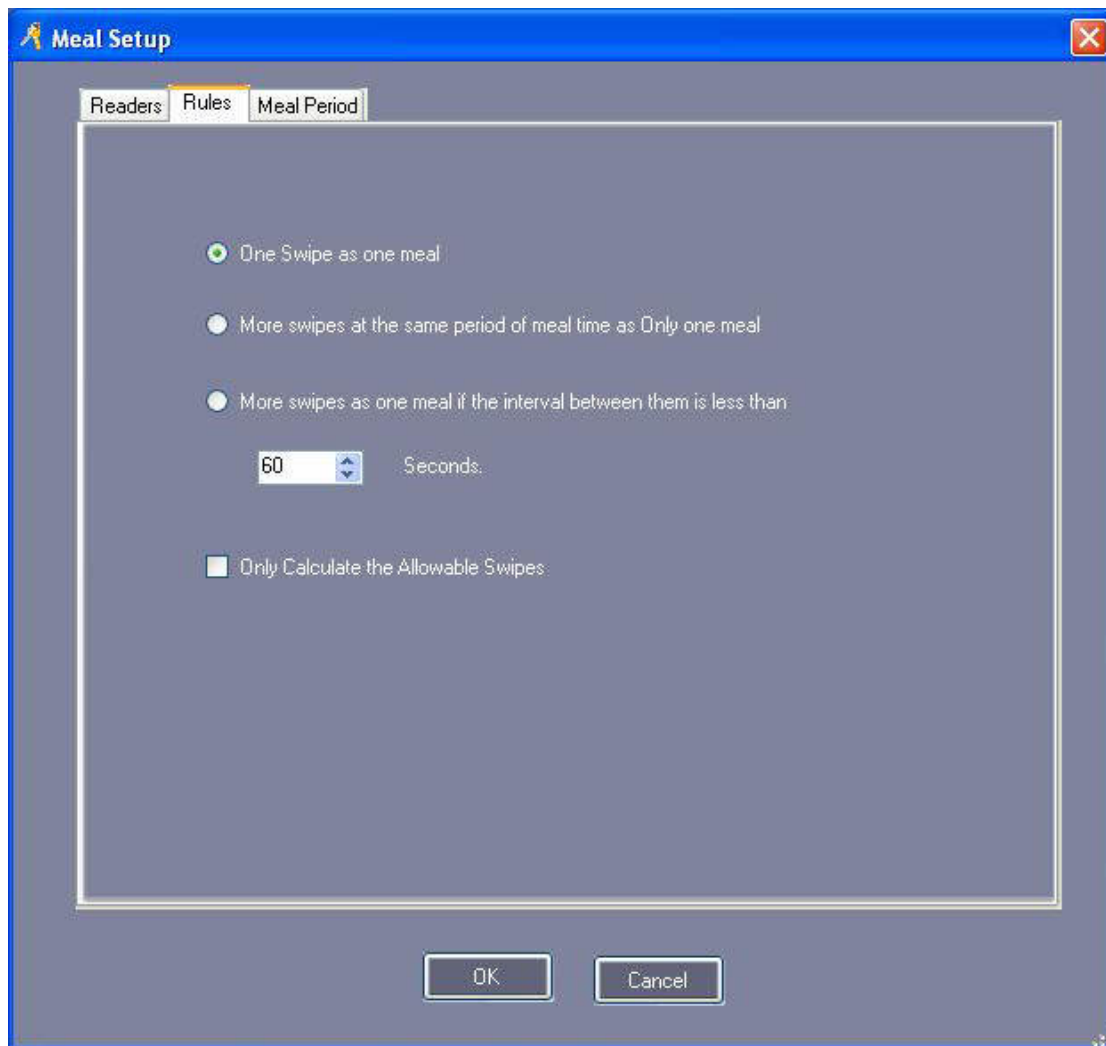
Click "Meal Setup", At the meal interface, Select "Readers".

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



3.2.3.1.2 Rules

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



3.2.3.1.3 Meal Period

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

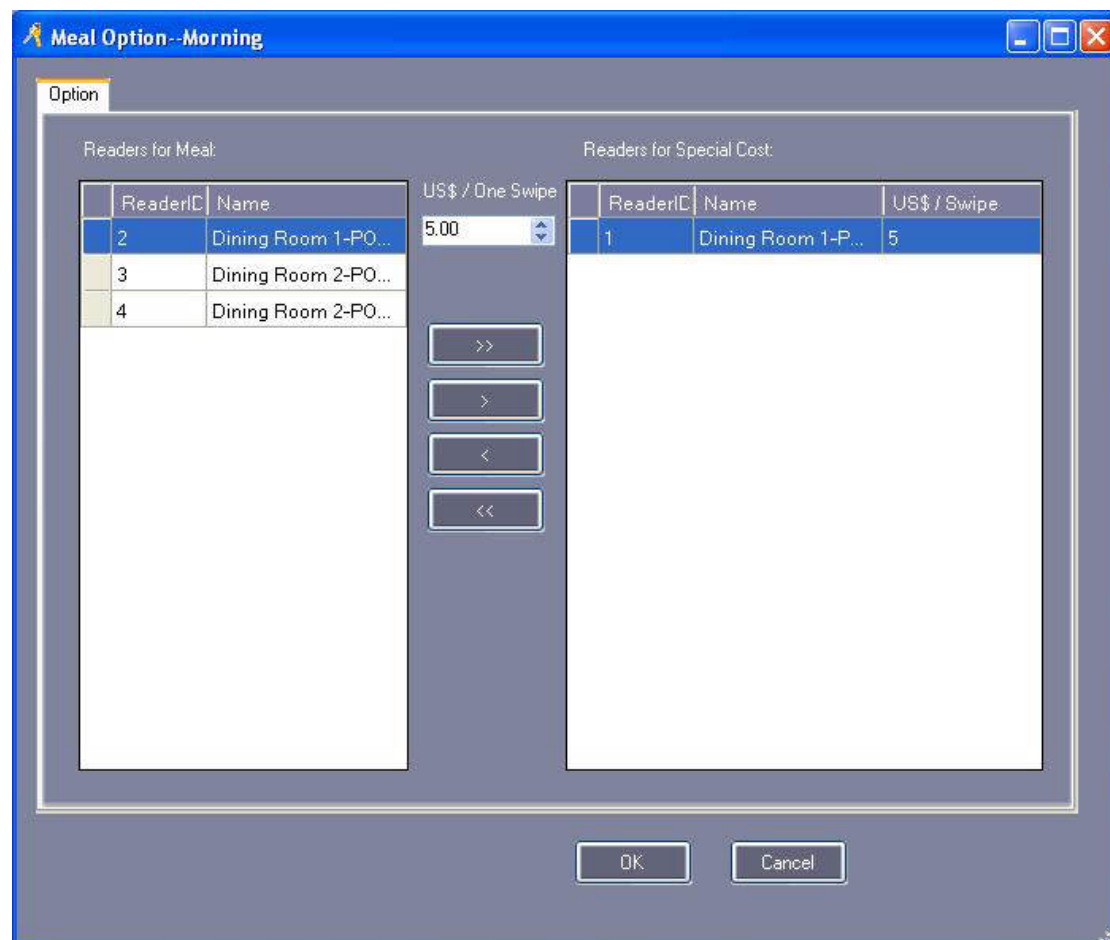
The image shows a 'Meal Setup' dialog box with three tabs: 'Readers', 'Rules', and 'Meal Period'. The 'Meal Period' tab is selected. It contains a table for setting meal periods and a table for setting consumption amounts.

	Time Segment:		US\$ / One Swipe	
☒ Morning	07:00	09:00	2.00	Option
☒ Lunch	11:30	13:30	15.00	Option
☒ Evening	17:00	19:30	10.00	Option
☐ Other				

At the bottom of the dialog box are 'OK' and 'Cancel' buttons.

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

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



3.2.3.2 Meal Report

3.2.3.2.1 Meal Details Report

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

RecID	Department	User ID	User Name	DateTime	Meal Name	Cost(US\$)	Addr
1	Sales Dept/Overs...	1	Hellen	2012-06-20 07:17:36 Wednesday	Morning	2.00	Dining Room 1-POS 1
5	Sales Dept/Overs...	1	Hellen	2012-06-20 08:17:45 Wednesday	Morning	2.00	Dining Room 1-POS 1
9	Sales Dept/Overs...	1	Hellen	2012-06-20 12:17:52 Wednesday	Lunch	15.00	Dining Room 1-POS 2
25	Sales Dept/Overs...	1	Hellen	2012-06-20 12:10:10 Wednesday	Lunch	15.00	Dining Room 2-POS 2
13	Sales Dept/Overs...	1	Hellen	2012-06-20 13:18:02 Wednesday	Lunch	15.00	Dining Room 2-POS 1
17	Sales Dept/Overs...	1	Hellen	2012-06-20 17:18:07 Wednesday	Evening	10.00	Dining Room 2-POS 1
21	Sales Dept/Overs...	1	Hellen	2012-06-20 19:18:15 Wednesday	Evening	10.00	Dining Room 2-POS 2
3	Sales Dept	2	Jack	2012-06-20 07:17:40 Wednesday	Morning	2.00	Dining Room 1-POS 1
7	Sales Dept	2	Jack	2012-06-20 08:17:45 Wednesday	Morning	2.00	Dining Room 1-POS 1
11	Sales Dept	2	Jack	2012-06-20 12:17:55 Wednesday	Lunch	15.00	Dining Room 1-POS 2
15	Sales Dept	2	Jack	2012-06-20 13:10:04 Wednesday	Lunch	15.00	Dining Room 2-POS 1
19	Sales Dept	2	Jack	2012-06-20 17:18:05 Wednesday	Evening	10.00	Dining Room 2-POS 1
27	Sales Dept	2	Jack	2012-06-20 18:18:21 Wednesday	Evening	10.00	Dining Room 2-POS 2
23	Sales Dept	2	Jack	2012-06-20 19:18:17 Wednesday	Evening	10.00	Dining Room 2-POS 2
2	Product Dept	4	Sharon	2012-06-20 07:17:35 Wednesday	Morning	2.00	Dining Room 1-POS 1
6	Product Dept	4	Sharon	2012-06-20 08:17:44 Wednesday	Morning	2.00	Dining Room 1-POS 1
10	Product Dept	4	Sharon	2012-06-20 12:17:54 Wednesday	Lunch	15.00	Dining Room 1-POS 2
26	Product Dept	4	Sharon	2012-06-20 12:18:20 Wednesday	Lunch	15.00	Dining Room 2-POS 2
14	Product Dept	4	Sharon	2012-06-20 13:18:03 Wednesday	Lunch	15.00	Dining Room 2-POS 1
18	Product Dept	4	Sharon	2012-06-20 17:18:07 Wednesday	Evening	10.00	Dining Room 2-POS 1
22	Product Dept	4	Sharon	2012-06-20 19:18:15 Wednesday	Evening	10.00	Dining Room 2-POS 2
4	Sales Dept/Overs...	6	Eric	2012-06-20 07:17:41 Wednesday	Morning	2.00	Dining Room 1-POS 1
8	Sales Dept/Overs...	6	Eric	2012-06-20 08:17:46 Wednesday	Morning	2.00	Dining Room 1-POS 1

3.2.3.2.2 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' software window. The title bar is blue with the 'Meal' logo and standard window controls. The menu bar includes 'Meal Setup', 'Create', 'Print', 'Export To Excel', and 'Close'. Below the menu bar, there are date pickers for 'From: 2012-06-20 Wednesday' and 'To: 2012-06-20 Wednesday'. There are also input fields for 'Name' and 'Dept.' with a 'Clear' button. The main area has three tabs: 'Detail', 'Subtotal of Readers', and 'Statistics(2012-06-20 To 2012-06-20)'. The 'Statistics' tab is active, displaying a table with three columns: 'Addr', 'Count (Times)', and 'Amount (US\$)'. The table lists data for Dining Room 1-POS 1, Dining Room 1-POS 2, Dining Room 2-POS 1, Dining Room 2-POS 2, and a Total row.

Addr	Count (Times)	Amount (US\$)
Dining Room 1-POS 1	8	16.00
Dining Room 1-POS 2	4	60.00
Dining Room 2-POS 1	8	100.00
Dining Room 2-POS 2	8	90.00
Total	28	266.00

3.2.3.2.3 Meal Stat. report of Users

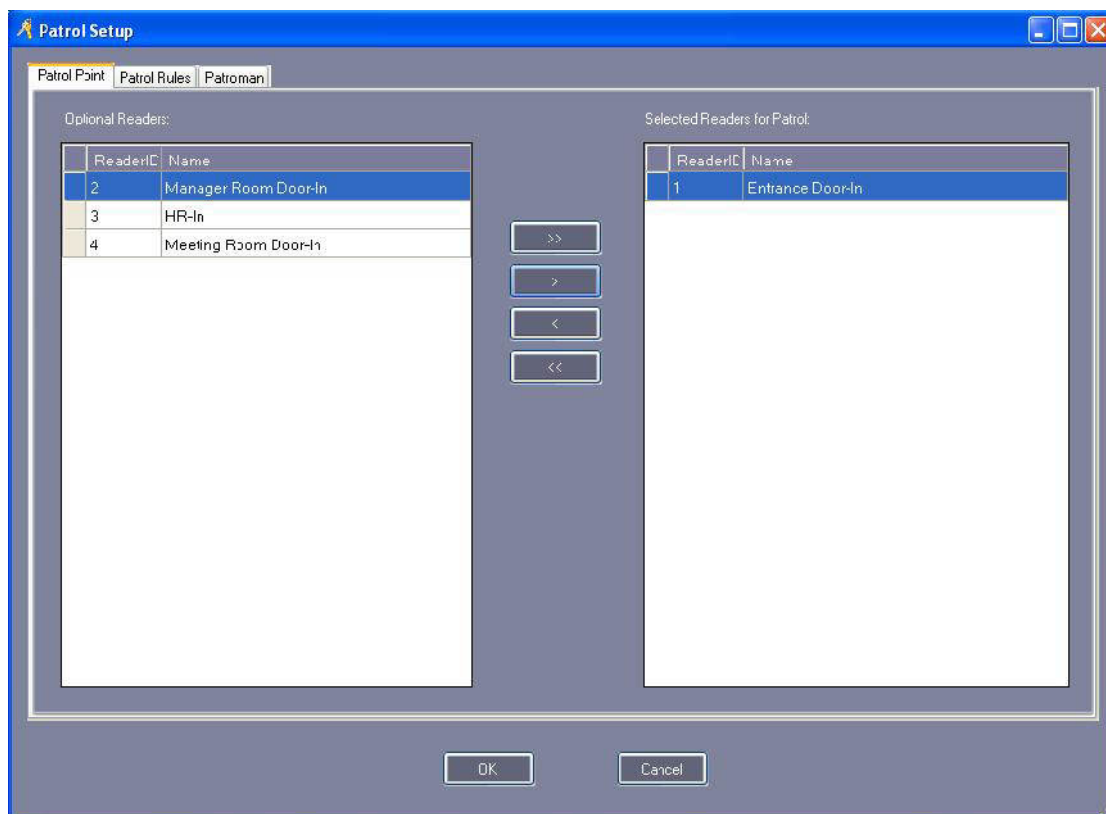
Click "Create", At the meal interface , Select "Statistics", Statistics of each employee dining times and total money.

3.2.4.1 Patrol Setup

3.2.4.1.1 Patrol Point

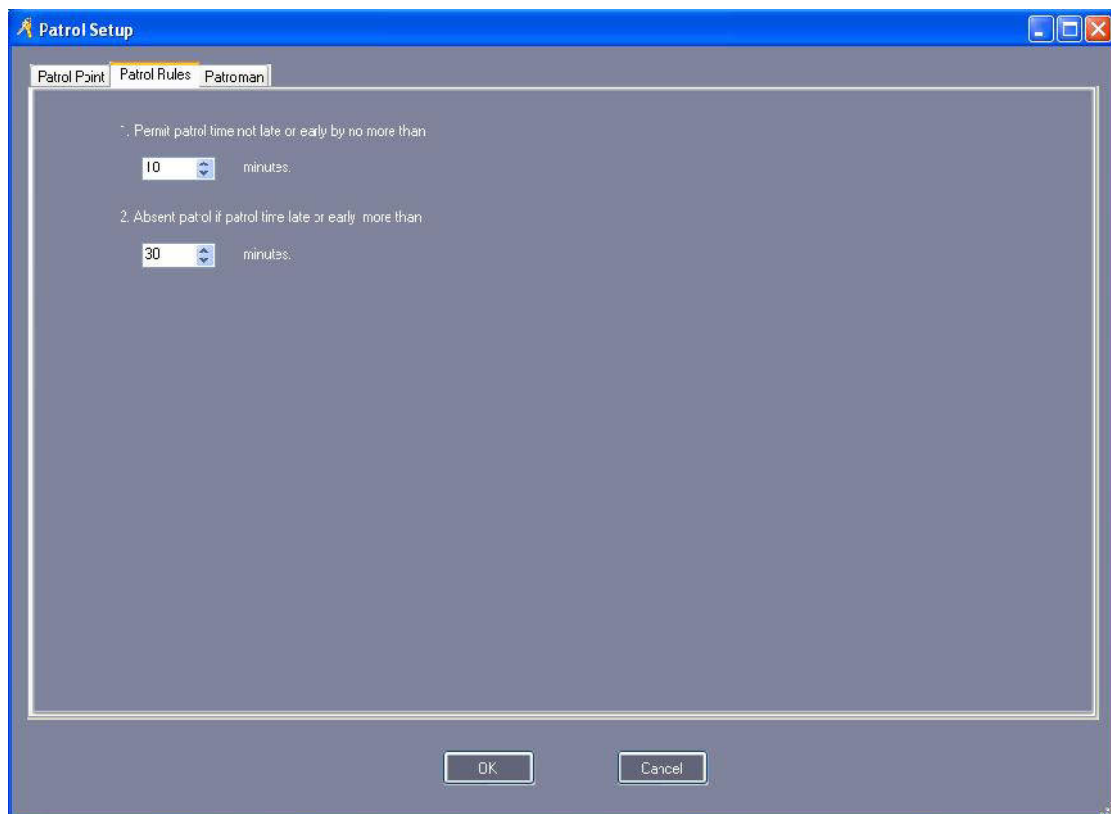
Click “Patrol Setup”, At the patrol interface.

Eg: Set “Entrance Door” is a Patrol Point.



3.2.4.1.2 Patrol Rules

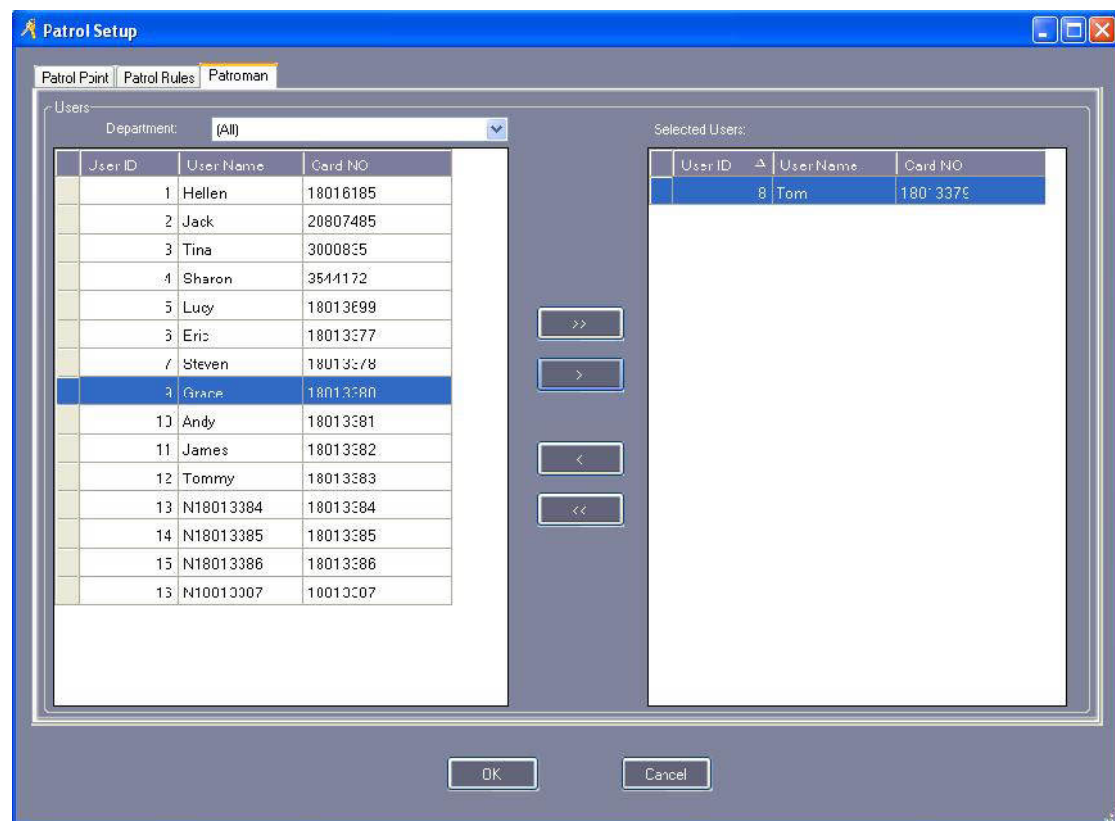
Click “Patrol Setup”, At the patrol interface, Select “Patrol Rules” and set recording to your actually rules.



3.2.4.1.3 Patrolman

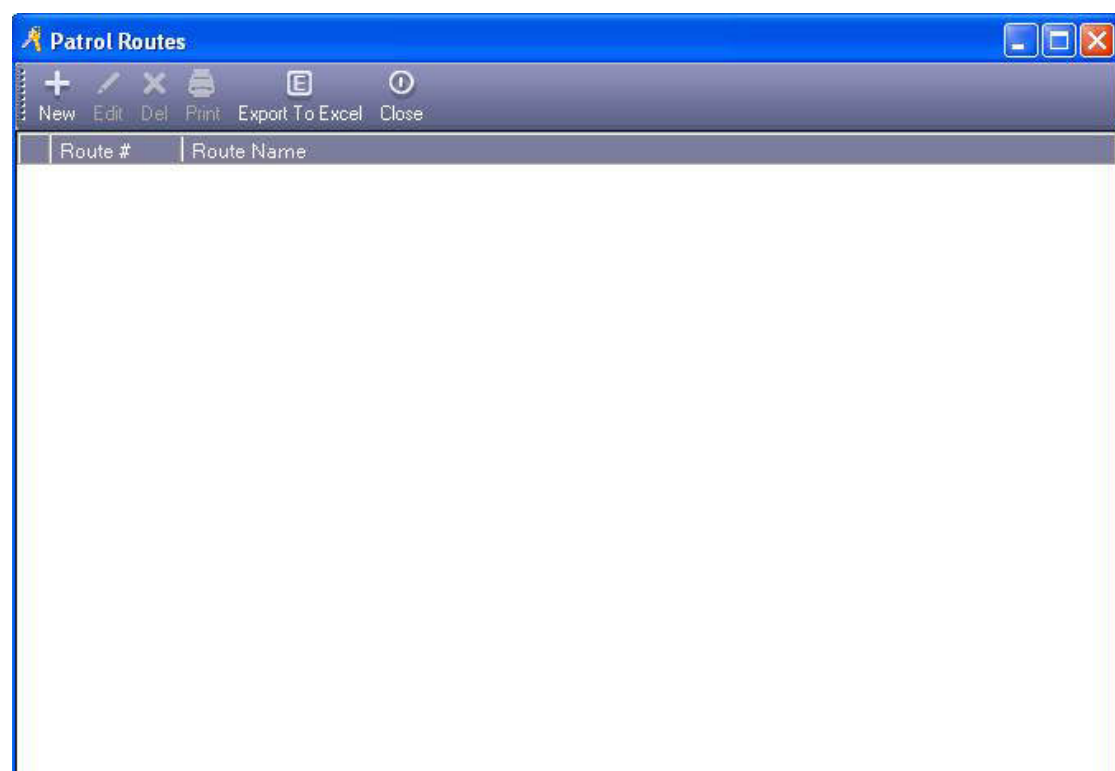
Click "Patrol Setup", At the patrol interface, Select "Patrolman".

Eg : Set "Tom" is a Patrolman.



3.2.4.2 Patrol Route

Click "Route", At the patrol interface.



Click “New”, Add the Patrol Route.

Route ID: 1 Name: Route001

Detail

Patrol Point:

ReaderID	Name
1	Entrance Door-In

Please Add In order

Patrol Time: 10:00

☒ Auto Increase

30 Minutes

>> > < <<

Update First Patrol Time

Patrol Points for the Route:

Next	Patrol Time	ReaderID	Name
☐	08:00	1	Entrance Door-In
☐	08:30	1	Entrance Door-In
☐	09:00	1	Entrance Door-In
☐	09:30	1	Entrance Door-In

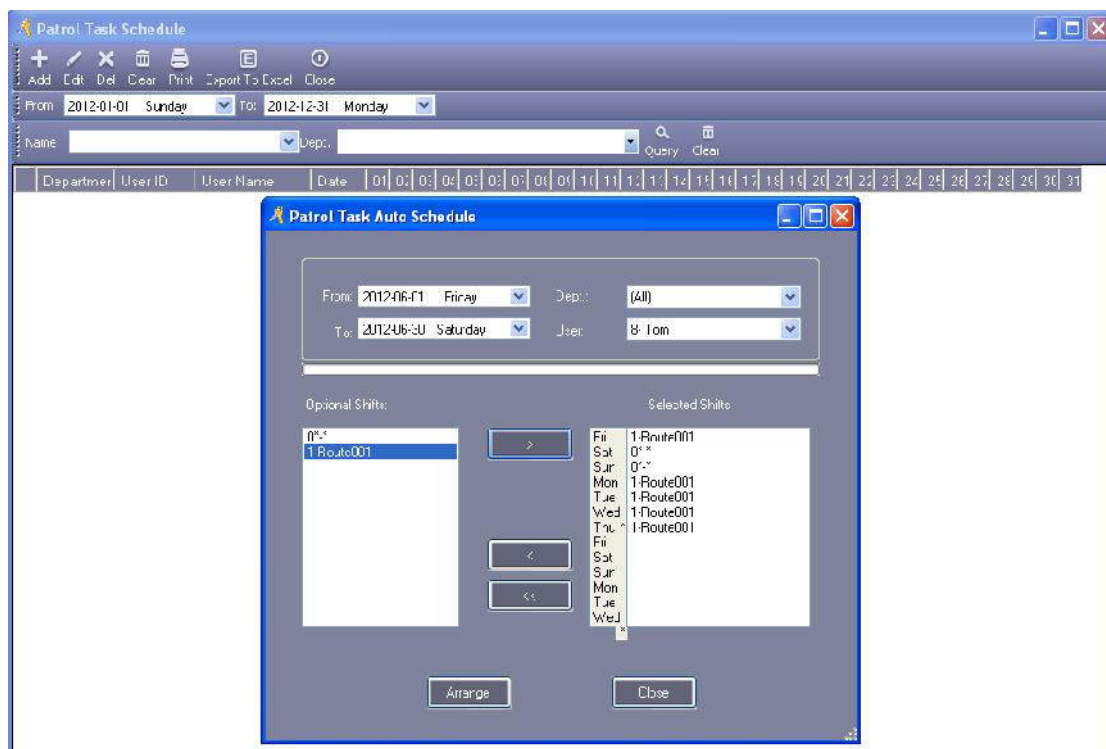
Copy Route

OK Cancel

3.2.4.3 Patrol Task

Click “Task”, At the patrol interface.

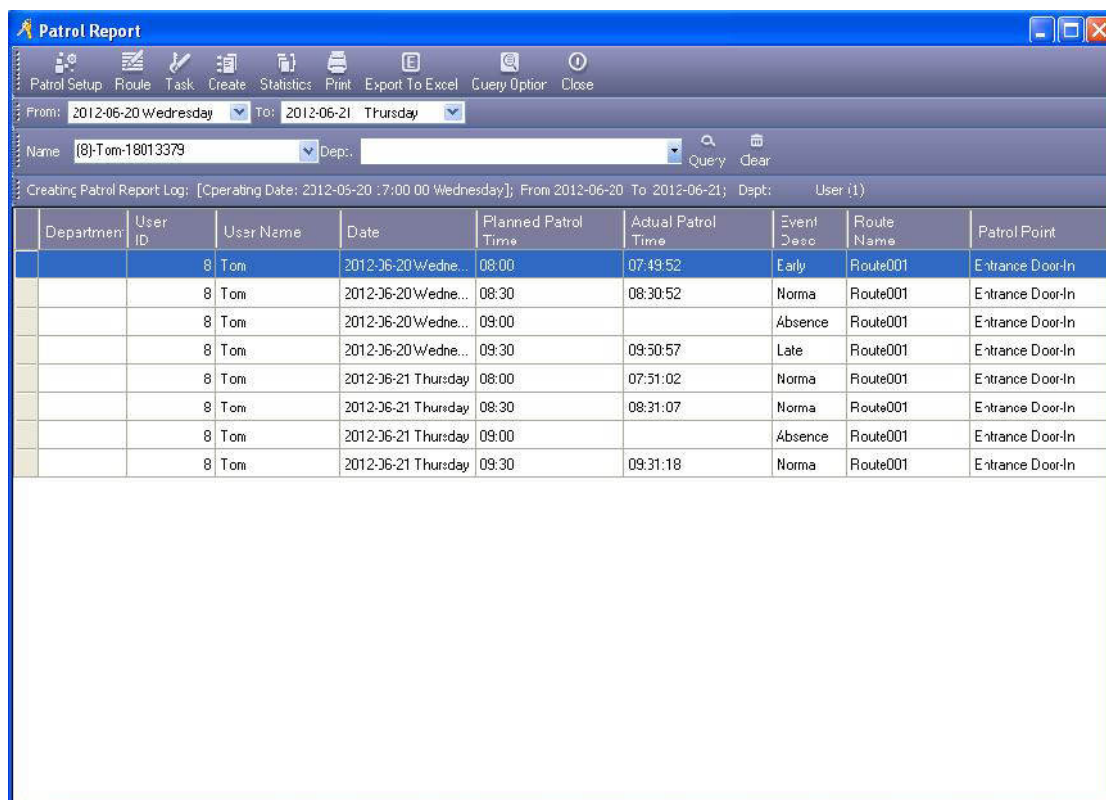
Eg: Set Tom’s patrol route



3.2.4.4 Patrol Report

Please Get Records Before Creating Report.

Click "Create", At the Patrol interface ,



Click "Query Option", Query "Event Desc".

Patrol Report

Patrol Setup Route Task Create Statistics Print Export To Excel Query Option Close

From: 2012-06-20 Wednesday To: 2012-06-21 Thursday

Name: [8]-Tom-18013379 Dept: [] Query Clear

Creating Patrol Report Log: [Operating Date: 2012-06-20 17:07:21 Wednesday]; From: 2012-06-20 To: 2012-06-21; Dept: User (1)

Department	User ID	User Name	Date	Planned Patrol Time	Actual Patrol Time	Event Desc	Route Name	Patrol Point
	8	Tom	2012-06-20 Wedne...	09:00		Absence	Route001	Entrance Door-In
	8	Tom	2012-06-21 Thursday	09:00		Absence	Route001	Entrance Door-In

Query Option

☒ Absence ☐ Normal ☐ Early ☐ Late

Query Close

3.2.4.5 Patrol Statistics

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

Patrol Statistics

Print Export To Excel Close

Name: [] Dept: [] Query Clear

Creating Patrol Report Log: [Operating Date: 2012-06-20 17:07:21 Wednesday]; From: 2012-06-20 To: 2012-06-21; Dept: User (1)

Department	User ID	User Name	Normal	Early	Late	Absent
	8	Tom	4	1	1	2

Query Option

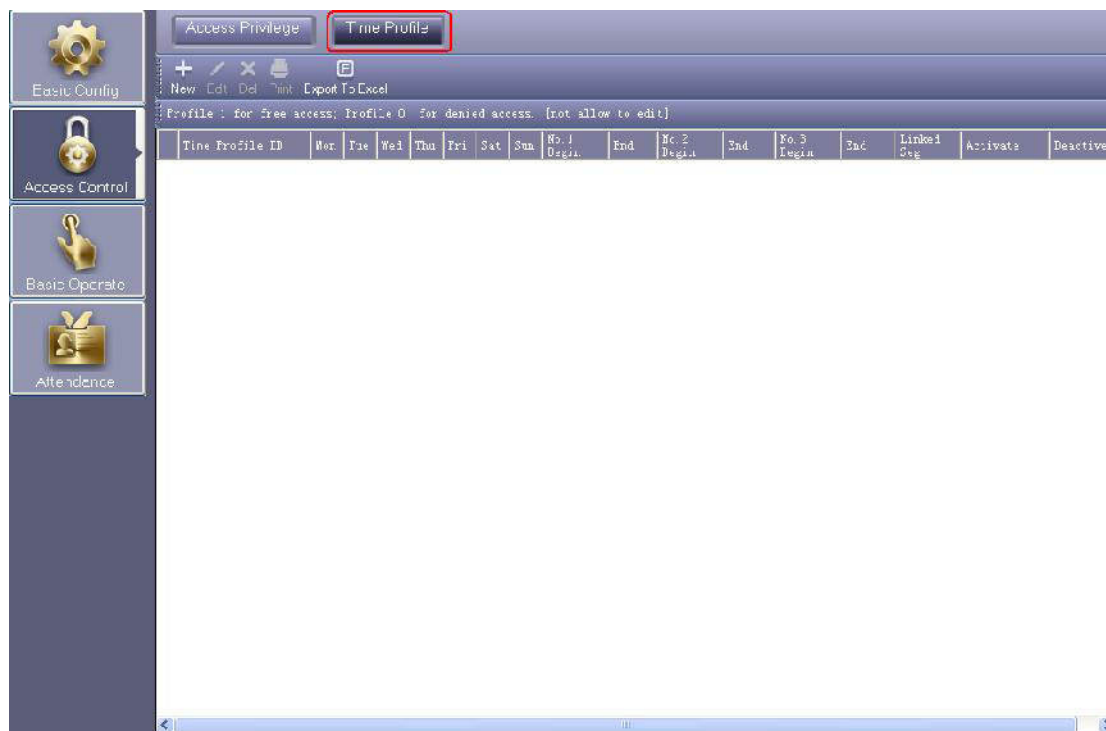
☒ Absence ☐ Normal ☐ Early ☐ Late

Query Close

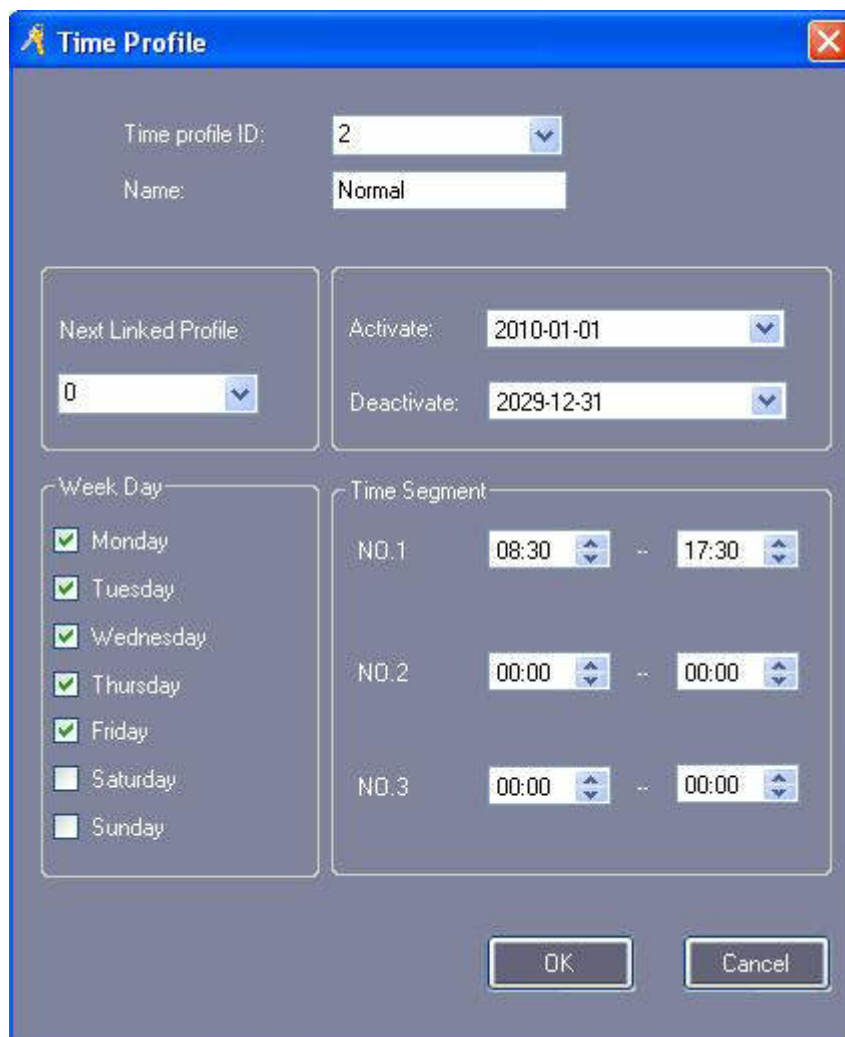
3.3 Normal

3.3.1 Activate Time profile

Select 【Access Control】 > 【Time Profile】



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



Time Profile

Time profile ID: 2

Name: Normal

Next Linked Profile: 0

Activate: 2010-01-01

Deactivate: 2029-12-31

Week Day

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

Time Segment

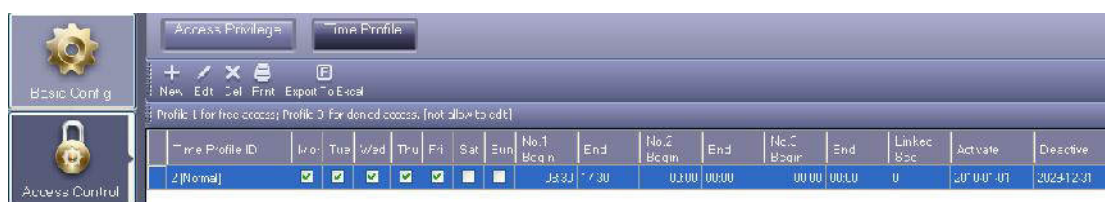
NO.1 08:30 -- 17:30

NO.2 00:00 -- 00:00

NO.3 00:00 -- 00:00

OK Cancel

Click "OK"



Access Privilege Time Profile

New Edit Del Print Export To Excel

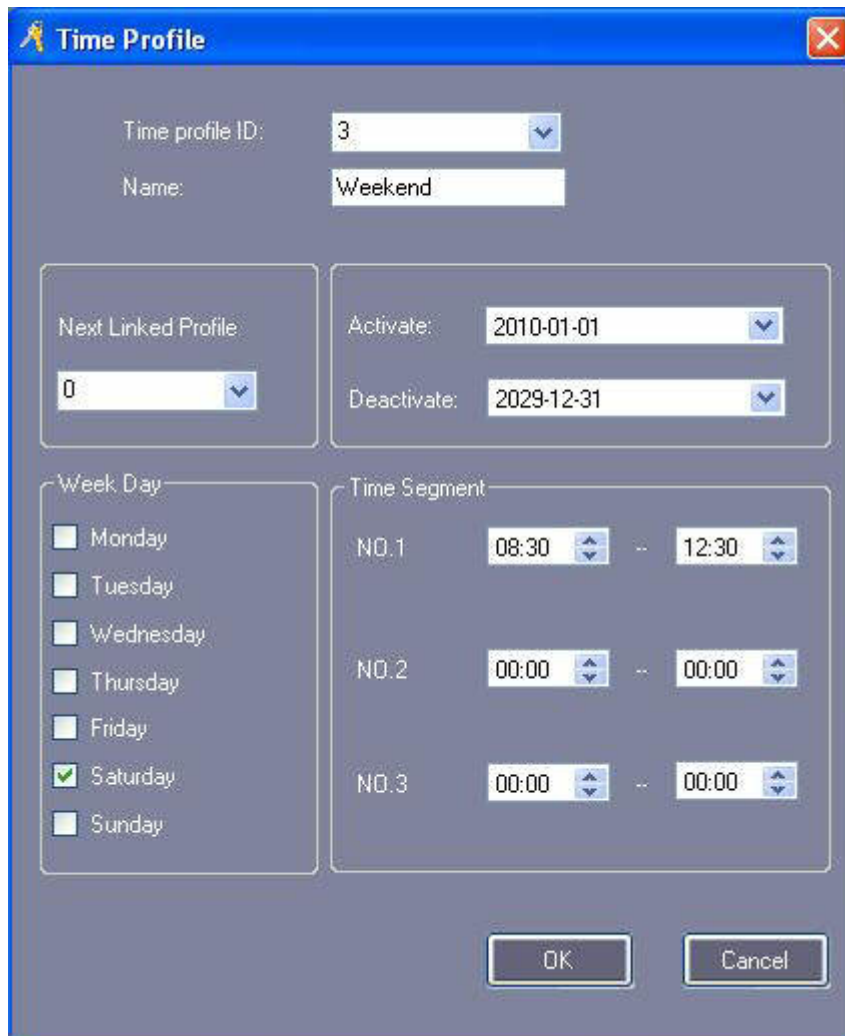
Profile 1 for free access; Profile 3 for denied access; (not allow to edit)

Time Profile ID	Mon	Tue	Wed	Thu	Fri	Sat	Sun	No.1 Begin	End	No.2 Begin	End	No.3 Begin	End	Linked Sec	Activate	Deactivate
2 [Normal]	☒	☒	☒	☒	☒	☐	☐	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

Name: Weekend

Next Linked Profile: 0

Activate: 2010-01-01

Deactivate: 2029-12-31

Week Day

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

Time Segment

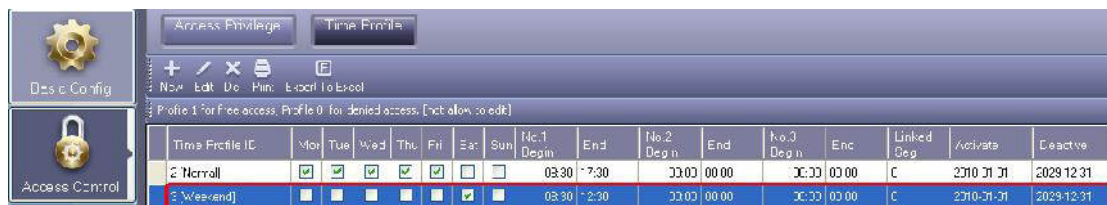
NO.1 08:30 -- 12:30

NO.2 00:00 -- 00:00

NO.3 00:00 -- 00:00

OK Cancel

Click "OK"



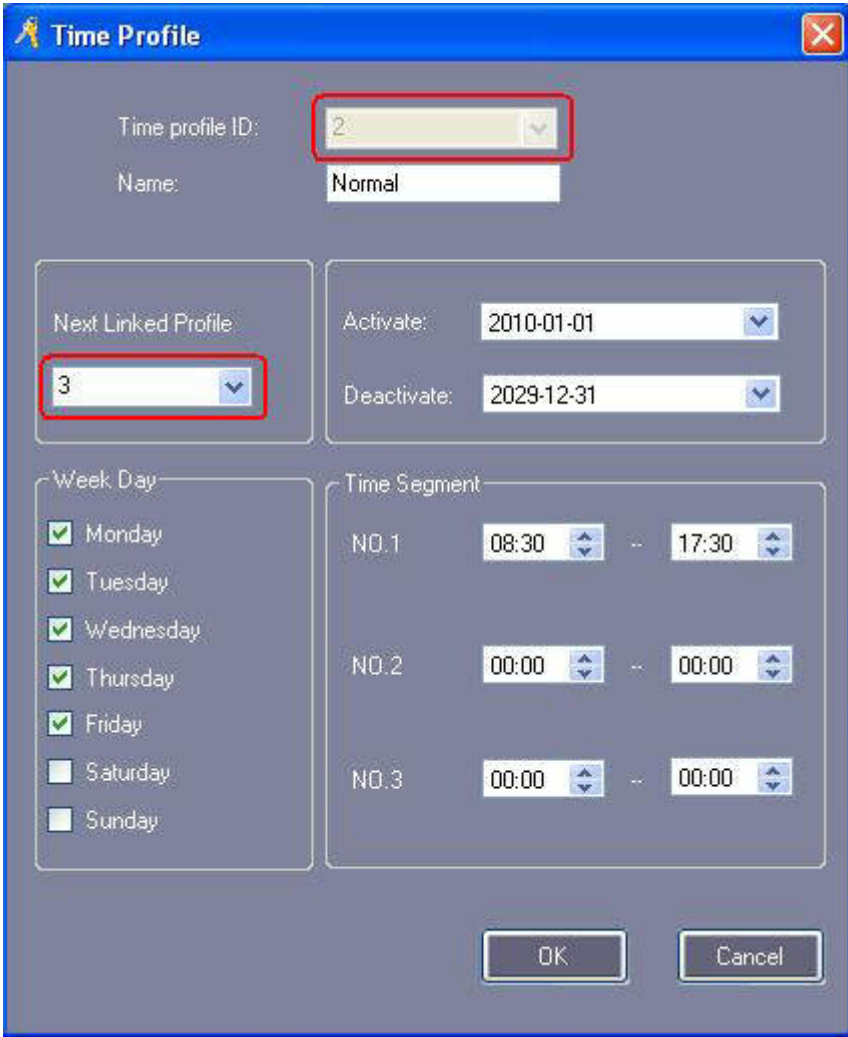
Access Control

Time Profile

Profile 1 for free access, Profile 0 for denied access. [not allow to edit]

Time Profile ID	Mon	Tue	Wed	Thu	Fri	Sat	Sun	No.1 Begin	End	No.2 Begin	End	No.3 Begin	End	Linked Profile	Activate	Deactive
2 [Normal]	☒	☒	☒	☒	☒	☐	☐	03:30	17:30	00:00	00:00	00:00	00:00	0	2010-01-01	2029-12-31
3 [Weekend]	☐	☐	☐	☐	☐	☒	☒	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"

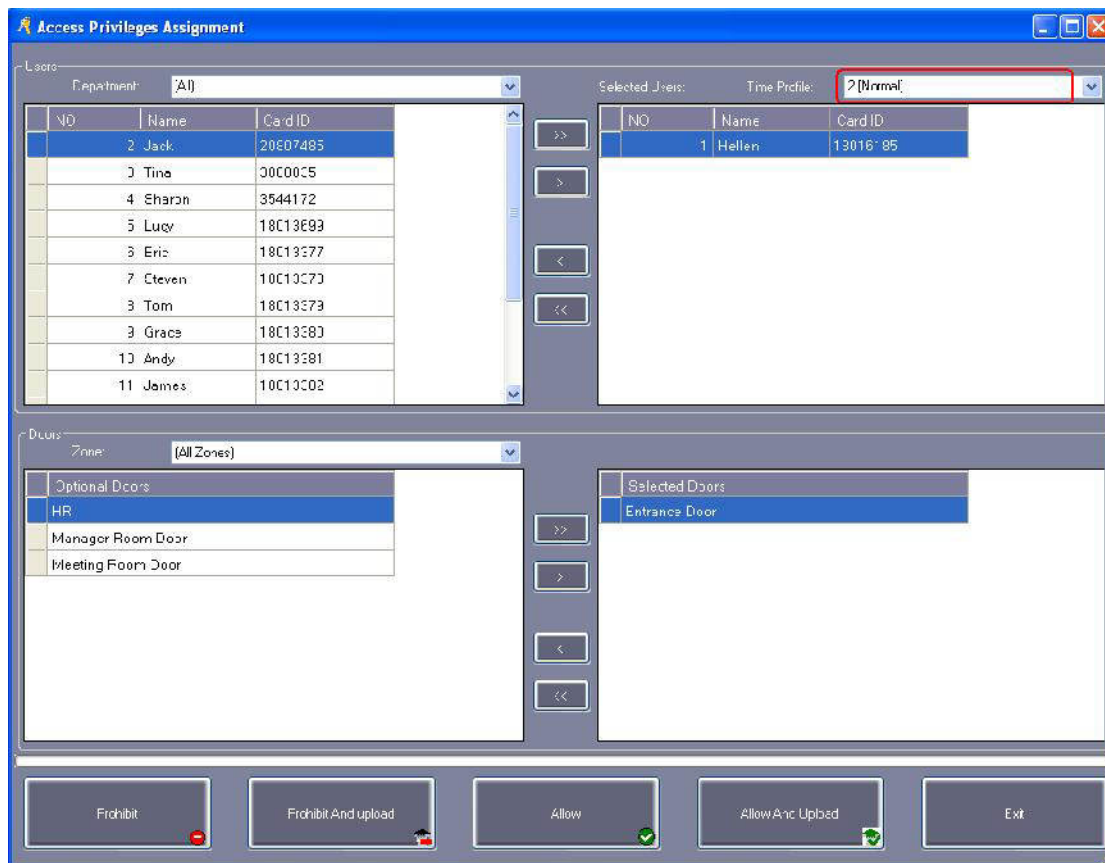


The image shows a 'Time Profile' configuration window. It has a title bar with a blue icon and the text 'Time Profile'. The window contains several fields and sections:

- Time profile ID:** A dropdown menu with the value '2' selected, highlighted by a red rectangle.
- Name:** A text field containing the word 'Normal'.
- Next Linked Profile:** A dropdown menu with the value '3' selected, highlighted by a red rectangle.
- Activate:** A date field set to '2010-01-01'.
- Deactivate:** A date field set to '2029-12-31'.
- Week Day:** A list of days with checkboxes: Monday, Tuesday, Wednesday, Thursday, Friday (all checked), Saturday, and Sunday (unchecked).
- Time Segment:** A section with three rows (NO.1, NO.2, NO.3) each containing two time pickers separated by a double dash. NO.1 shows 08:30 to 17:30. NO.2 and NO.3 show 00:00 to 00:00.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

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”.

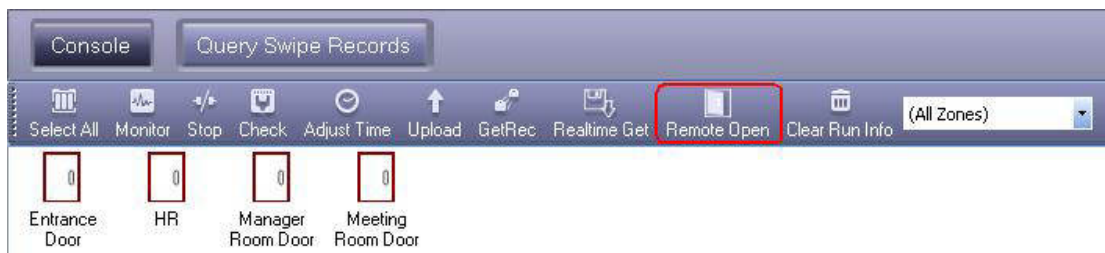
Select **【Access Control】 > 【Access Privilege】 > 【Change Privilege】**



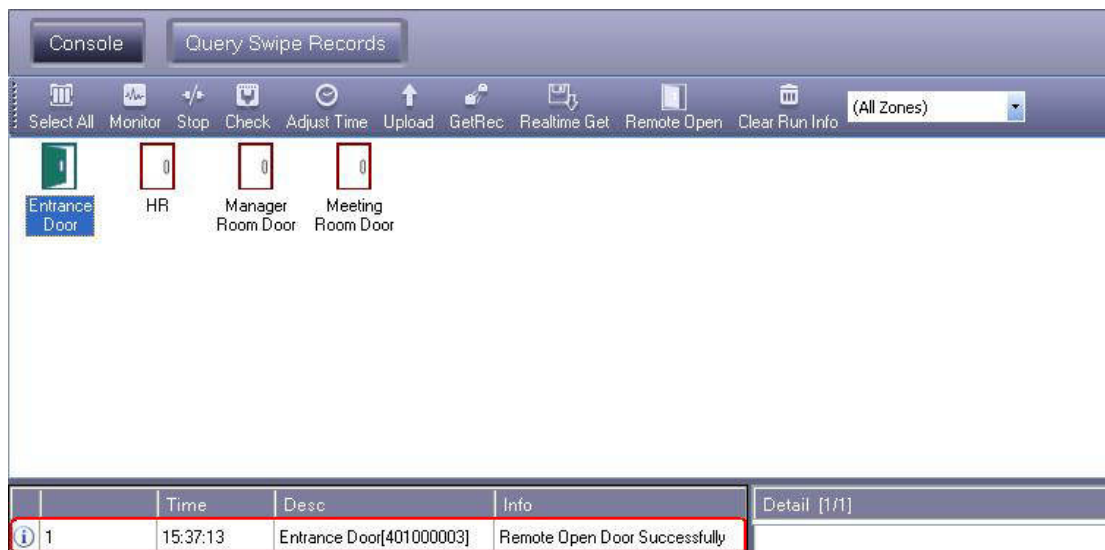
After setting privilege, please select **【Basic Operate】** > **【Console】** > **【Upload】**

3.3.2 Activate Remote Open Door

Select **【Basic Operate】** > **【Console】**



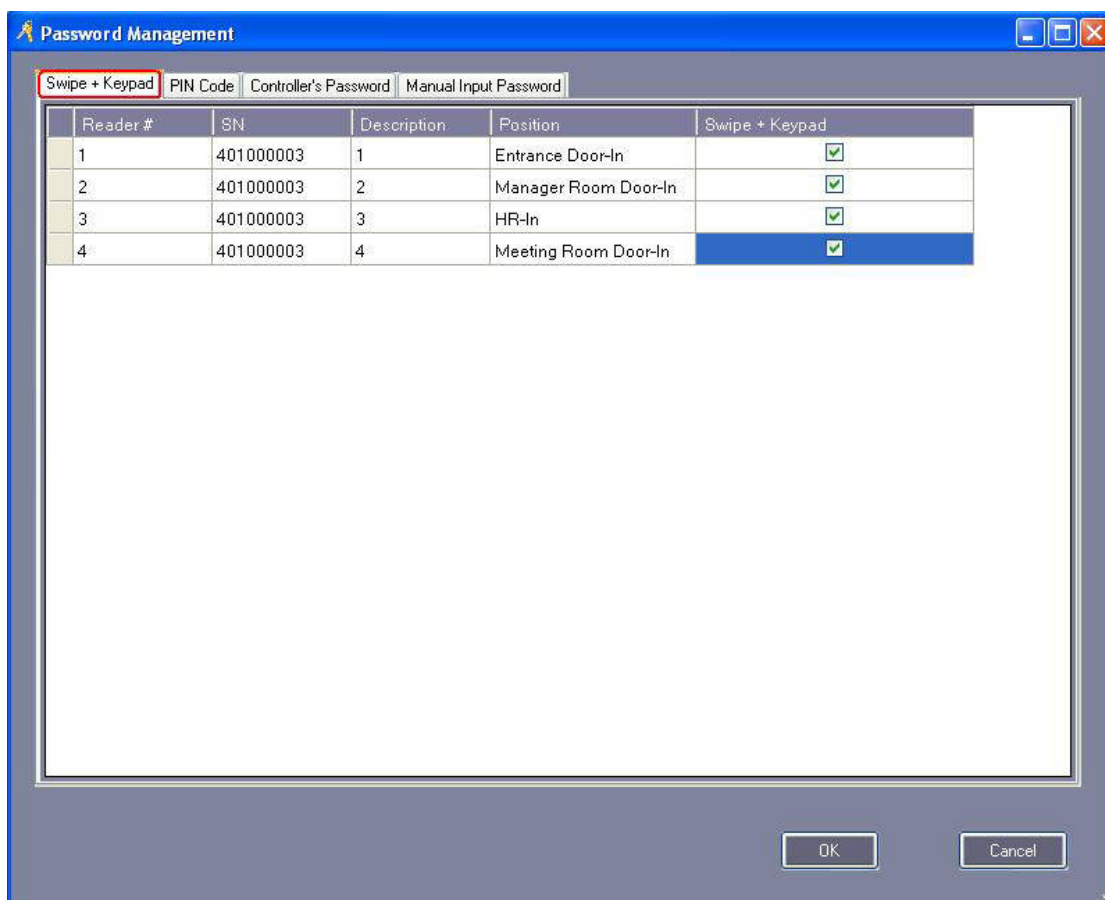
First selected “Front Door”, Then click “Remote Open”.



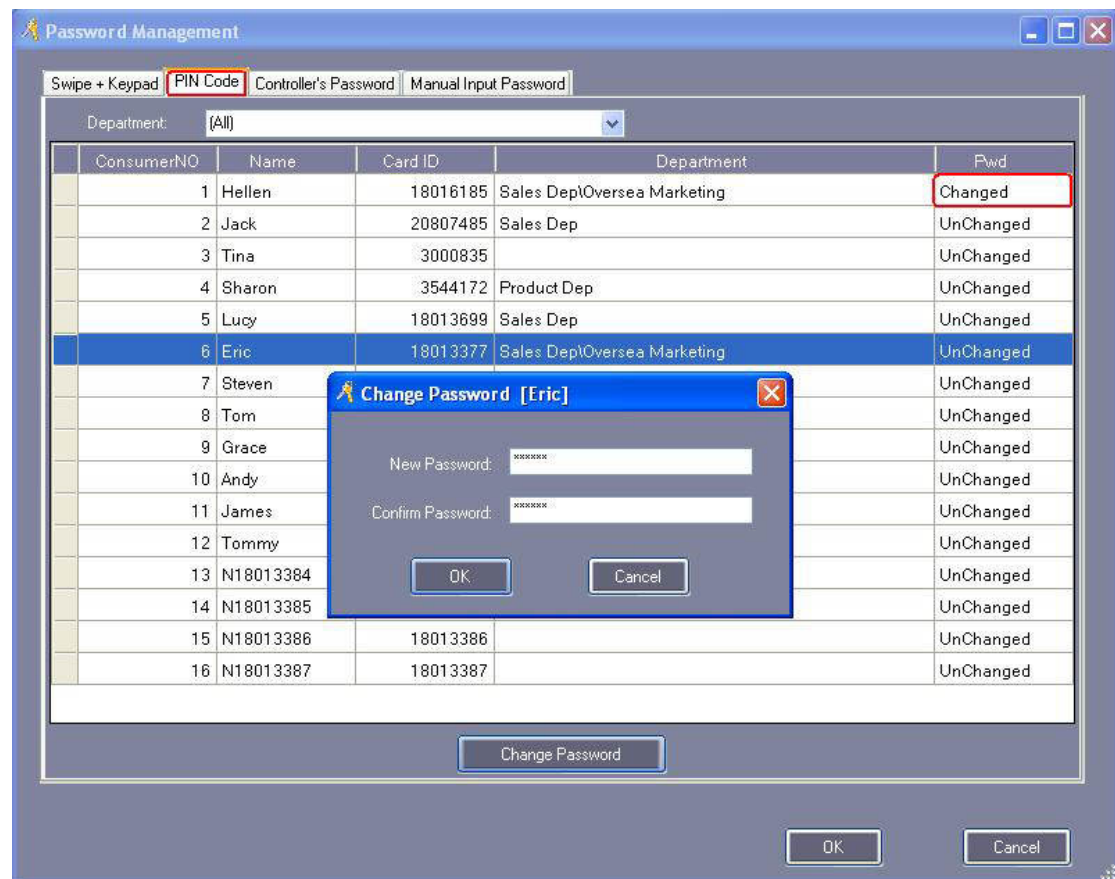
3.3.3 Activate Access Keypad

Select **【Access Control】** > **【Password Management】**

【Active Keypad】

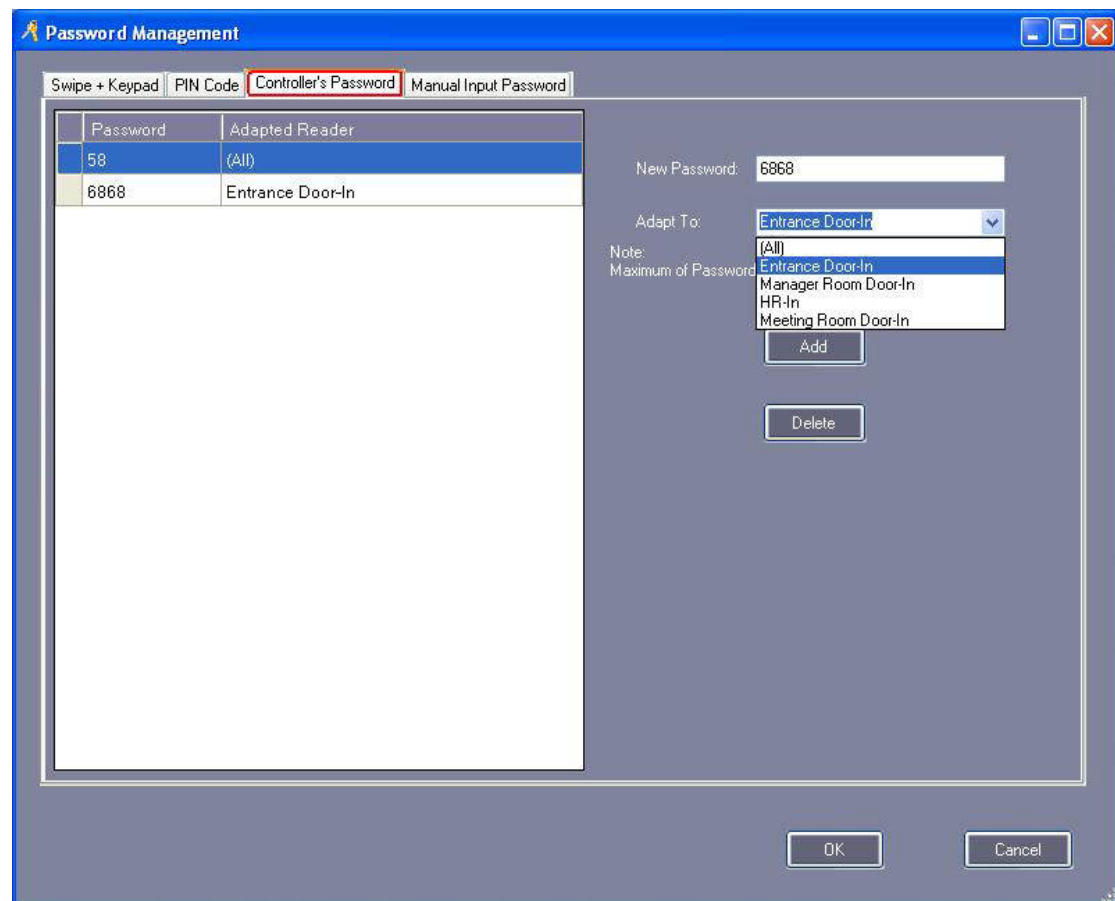


【PIN Code】

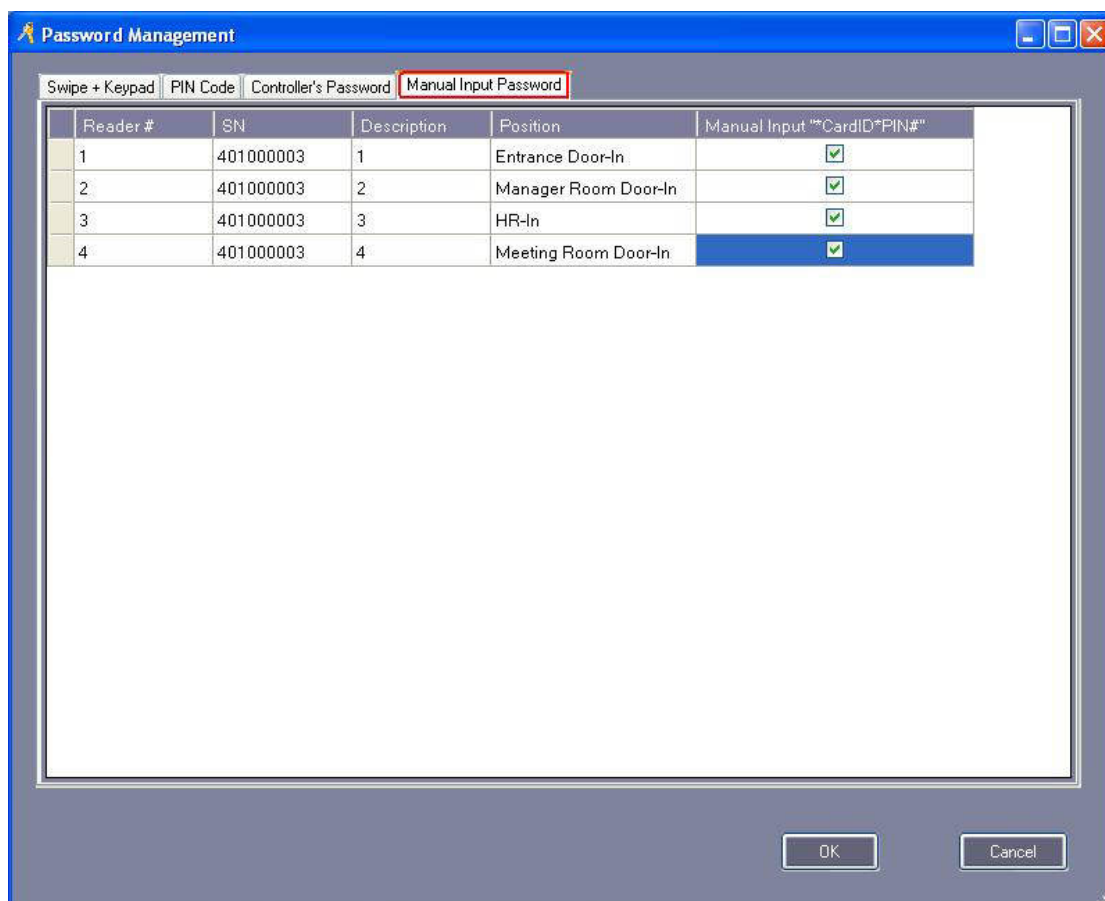


User's password is default 345678.

【Controller's Password】

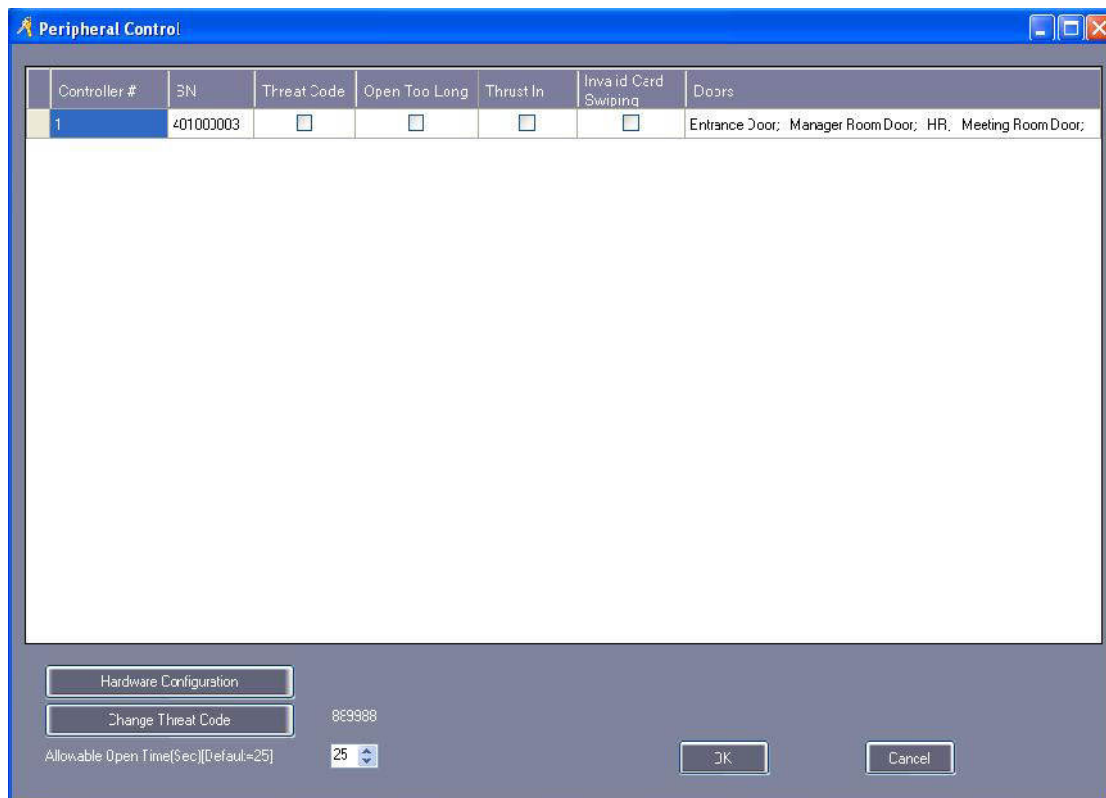


【Manual Input Password】



3.3.4 Activate Peripheral control

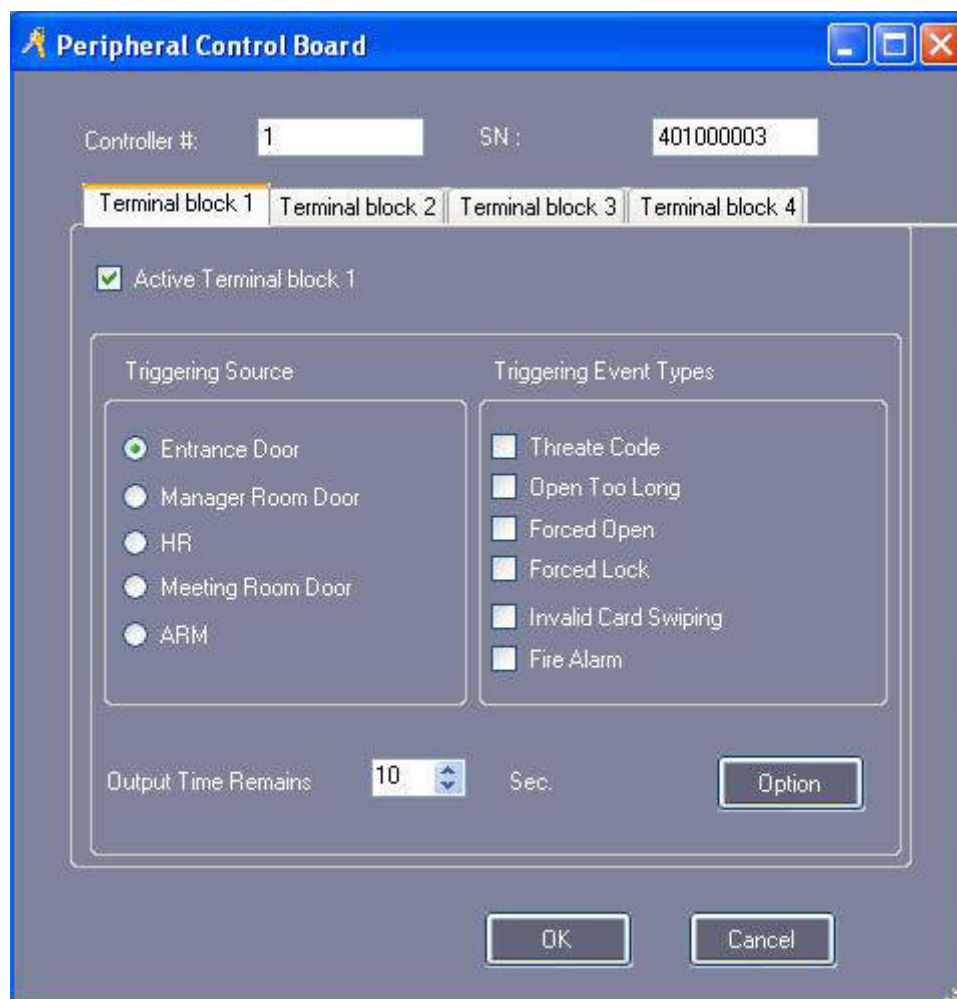
Select **【Access Control】** > **【Peripheral control】**



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

“Thrust In”: Must be connect with MenCi.

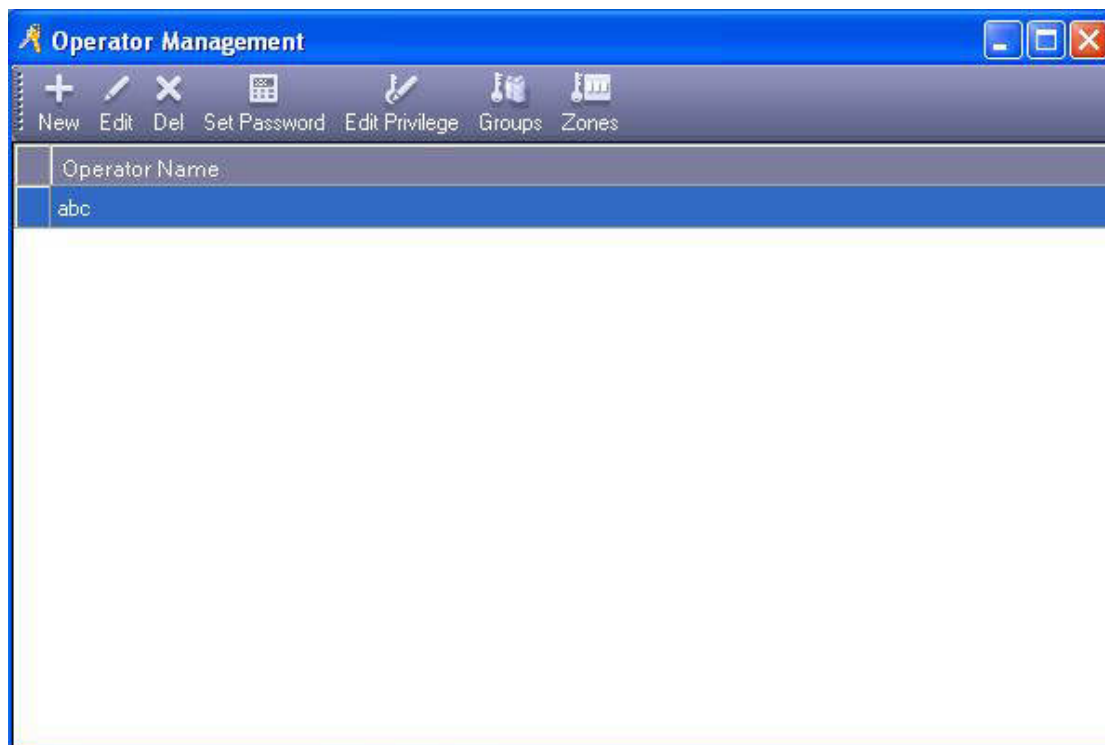
【Hardware Configuration】



3.4 Super

3.4.1 Activate Operator Management

Select **【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”.

3.4.2 Activate Controller TaskList

Select **【Access Control】** > **【Periodically update access method】**

Controller Task List

Activate: 2010-04-28 Wednesday

Deactivate: 2029-12-31 Monday

Operate Time: 19:00

Week Day: ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☒ Saturday ☒ Sunday

Adapt To: Manager Room Door

Access Method: 7. (In-Out) Card + Password

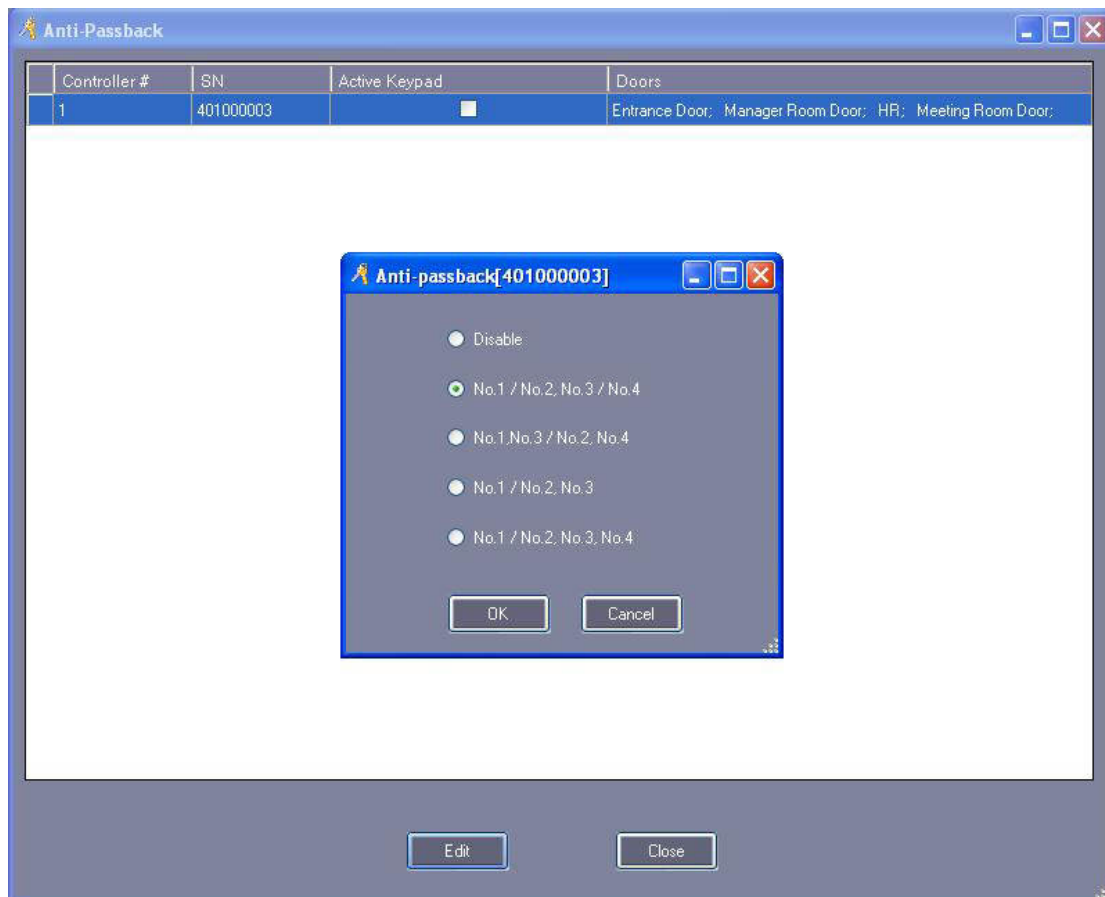
Notes:

Add Delete Close

TaskID	From	To	Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Adapt To	Access Method	Note
1	2011-04-28 Thursday	2029-12-31 Monday	08:30	☒	☒	☒	☒	☒	☒	☒	Entrance Door	10. Trigger Once (V3.9)	
2	2011-04-28 Thursday	2029-12-31 Monday	08:30	☒	☒	☒	☒	☒	☒	☒	HR	0. Door Controlled	
3	2011-04-28 Thursday	2029-12-31 Monday	17:30	☒	☒	☒	☒	☒	☒	☒	HR	1. Door Open	
4	2011-04-28 Thursday	2029-12-31 Monday	19:30	☒	☒	☒	☒	☒	☒	☒	HR	2. Door Closed	
5	2011-04-28 Thursday	2029-12-31 Monday	08:30	☒	☒	☒	☒	☒	☒	☒	Meeting Room Door	3. Disable Time Profile	
6	2011-04-28 Thursday	2029-12-31 Monday	12:00	☒	☒	☒	☒	☒	☒	☒	Meeting Room Door	4. Enable Time Profile	
7	2011-04-28 Thursday	2029-12-31 Monday	13:30	☒	☒	☒	☒	☒	☒	☒	Meeting Room Door	3. Disable Time Profile	
8	2011-04-28 Thursday	2029-12-31 Monday	14:00	☒	☒	☒	☒	☒	☒	☒	Meeting Room Door	9. MoreCard Enable	
9	2011-04-28 Thursday	2029-12-31 Monday	17:30	☒	☒	☒	☒	☒	☒	☒	Meeting Room Door	8. MoreCard Disable	
10	2011-04-28 Thursday	2029-12-31 Monday	08:30	☒	☒	☒	☒	☒	☒	☒	Manager Room Door	5. Card - NoPassword	
11	2011-04-28 Thursday	2029-12-31 Monday	17:30	☒	☒	☒	☒	☒	☒	☒	Manager Room Door	6. (In) Card + Password	
12	2011-04-28 Thursday	2029-12-31 Monday	19:30	☒	☒	☒	☒	☒	☒	☒	Manager Room Door	7. (In-Out) Card + Password	

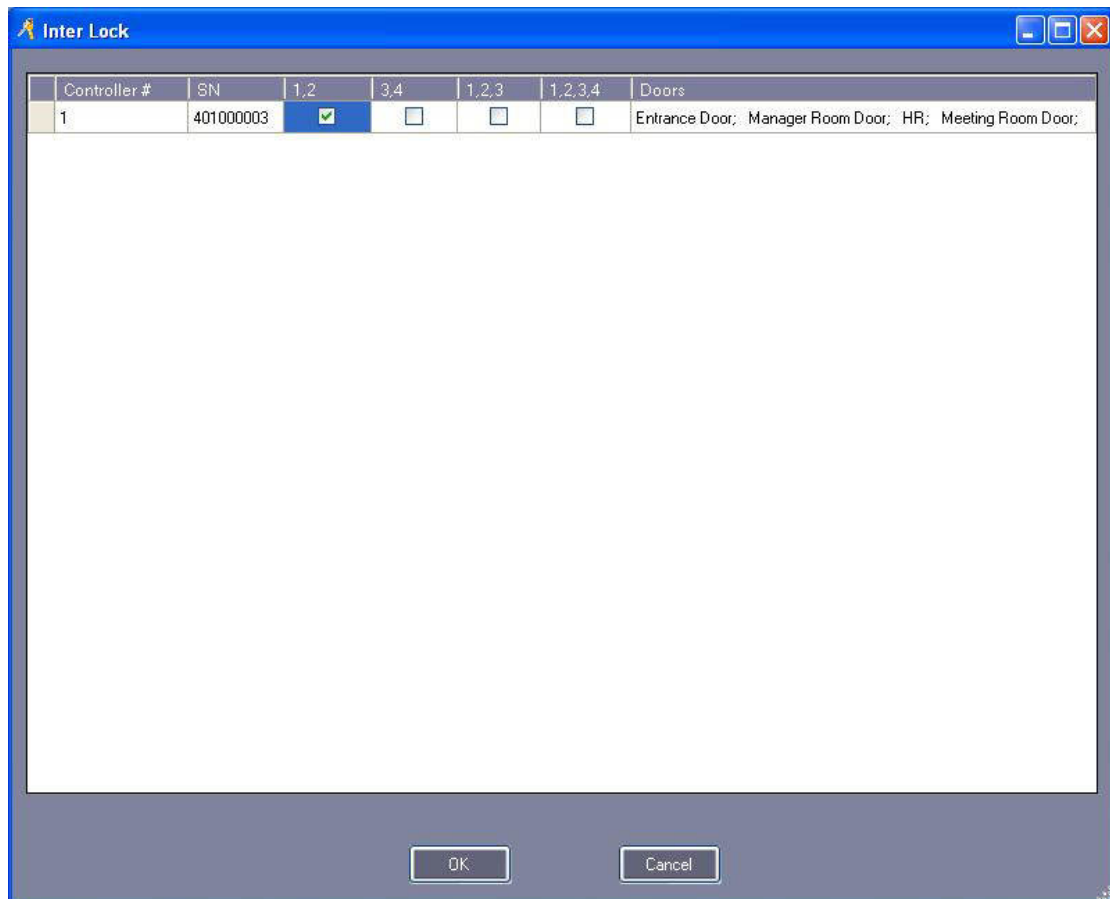
3.4.3 Activate Anti Pass Back

Select **【Access Control】** > **【Anti-passback】**



3.4.4 Activate Inter Lock

Select **【Access Control】** > **【Inter Lock】**



3.4.5 Activate Multicard Access

Select **【Access Control】** > **【Multi-card access】**

Multi-Card Configure[1 Entrance Door]

☒ Active

OK Cancel

Total Needed: 6

Must Include: People

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

Users

Department: [All]

NO	Name	Card ID
10	Andy	180133E1
11	James	180133E2
12	Tommy	180133E3
13	N18013334	180133E4
14	N1801333E	180133E5
15	N1801333C	180133E6
16	N18013337	180133E7

Select Group #: 3

>> > < <<

Selected Users:

Group NO	NC	Name	Card ID
1	1	Hellen	18C16185
1	2	Jack	20E07485
2	3	Tina	30C0835
2	4	Sharon	3544172
2	5	Lucy	18C13609
3	6	Eric	18C13377
3	7	Steven	18C13378
3	8	Tom	18C13379
3	9	Grace	18C13380

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.

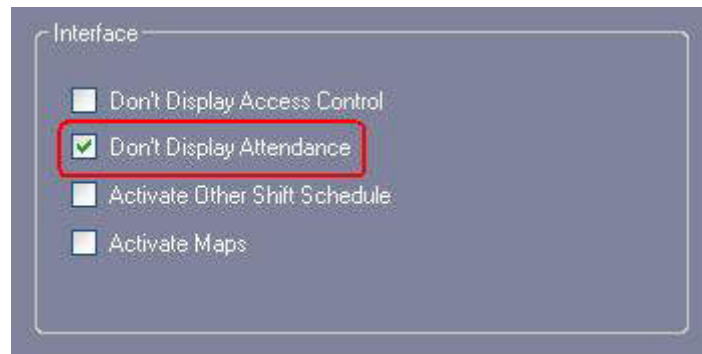
3.4.6 Activate First Card Open

Select **【Access Control】** > **【First Card Open】**

[illegible]

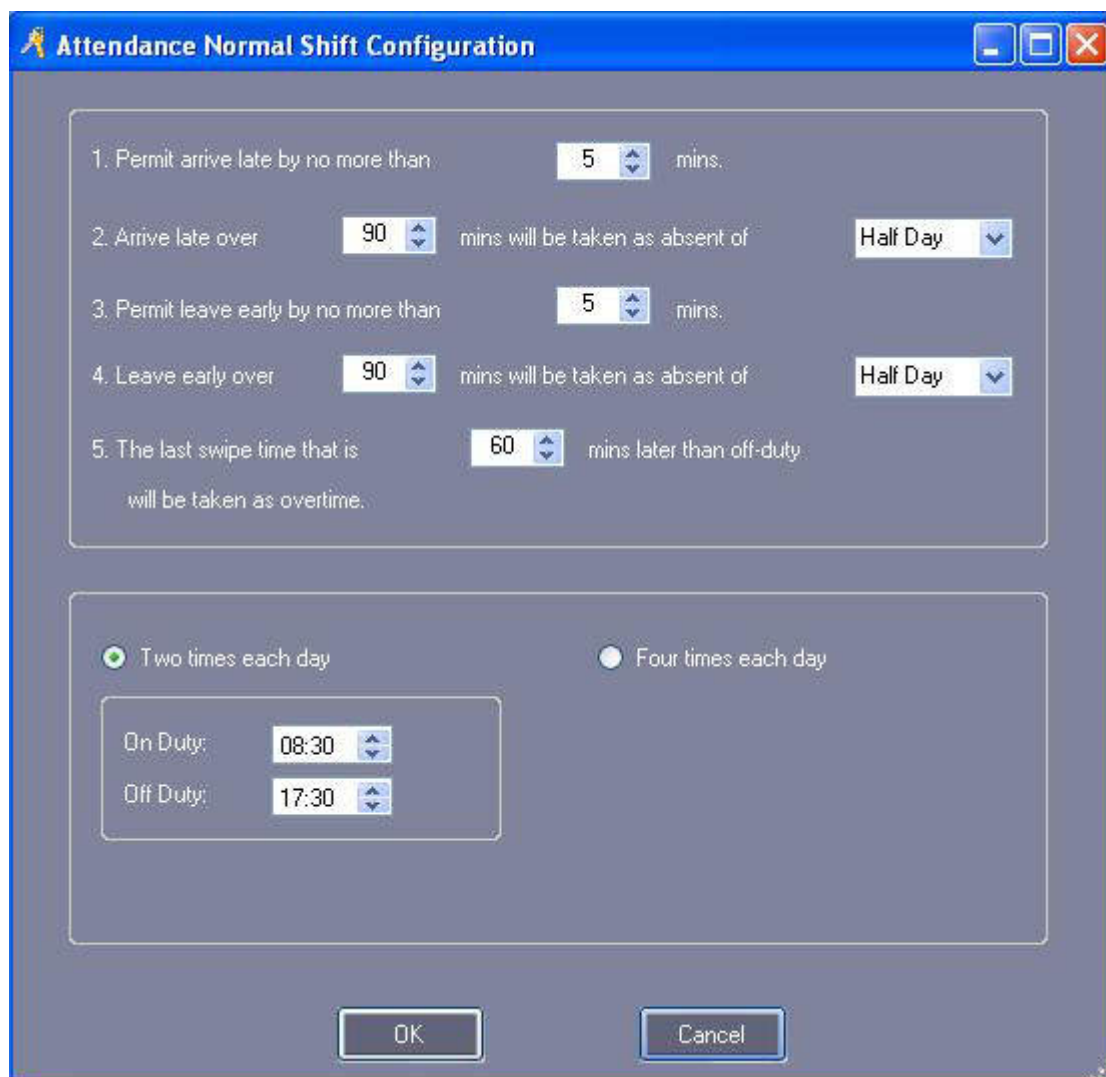
Part 4 Attendance

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



4.1 Normal Shift Configuration

Select **【Attendance】 > 【Normal Shift Configuration】**



The dialog box is titled "Attendance Normal Shift Configuration". It contains five numbered settings for attendance rules, each with a numeric input field and a unit of "mins".

- 1. Permit arrive late by no more than mins.
- 2. Arrive late over mins will be taken as absent of
- 3. Permit leave early by no more than mins.
- 4. Leave early over mins will be taken as absent of
- 5. The last swipe time that is mins later than off-duty will be taken as overtime.

Below these settings are two radio buttons for shift frequency:

- ☒ Two times each day
- ☐ Four times each day

Under the "Two times each day" option, there is a box containing two time inputs:

- On Duty:
- Off Duty:

At the bottom of the dialog are "OK" and "Cancel" buttons.

4.2 Holiday

Select **【Attendance】** > **【Holiday】**

Holiday Setup (Only for Normal Shift)

Holidays List

Name	From	-	To	-	Note
Labor Day	2011-05-01 Sunday	A.M.	2011-05-03 Tuesday	P.M.	
New Year's Day	2012-01-01 Sunday	A.M.	2012-01-01 Sunday	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

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

Attendance Record Normal Shift Compensation Holiday **Leave / Business Trip** Manual Sign In

Add Del Type Setup Print Export to Excel
 From: 2011-01-01 Saturday To: 2011-12-31 Sunday
 Name: Dept: Query Clear

HolID	Dept	User No	Name	From	To	Type	Note
-------	------	---------	------	------	----	------	------

Leave / Business Trip Compensation Sign In

Type: **Business Trip** From: 2011-04-28 Thursday A.M. Add Done
 Note: To: 2011-04-28 Thursday P.M.

Department: All

No	Name	Card ID
1	Jack	10817435
2	Tina	1001891
3	William	1541171
4	Luz	18013829
5	Eric	10011027
6	Steven	18013378
7	Tina	18013379
8	Grace	11001011
9	Anny	18013331
10	James	18013332
11	Tommy	18013333
12	...	...

Selected User:

No	Name	Card ID
1	William	1541171

>> > < <<

4.4 Manual Sign In

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

Manual Sign In

Time: 2011-04-29 Friday 03:30

Note: forgot swipe card

Leave

Department: All

NO	Name	Card ID
2	Jack	20E07485
3	Tina	30C0835
4	Charon	0544172
5	Lucy	18C13E93
6	Eric	18C13E77
7	Steven	18C13E73
8	Tom	10C13C79
9	Grace	18C13E80
10	Andy	18C13E81
11	James	18C13E82
12	Tommy	10C13C00
13	N18013384	18C13E84
14	N18013385	18C13E85
15	N18013386	18C13E86
16	N10013307	10C13C07

Selected Users

NO	Name	Card ID
1	Hellen	13013185

Attendance Report Normal Shift Configuration Holiday Leave / Business Trip Manual Sign In

Add Del Print Export To Excel

From: 2011-01-01 Saturday To: 2011-12-31 Saturday

Name Dept. Query Clear

RecID	Dept	User NO	Name	Date Time (Sign-In)	Note
1	Sales Dep\Oversea Marketing	1	Hellen	2011-04-29 03:30:00 Friday	forgot swipe card

4.5 Attendance Report

Select **【Attendance】** > **【Attendance Report】**

Access Control System Software Operation Guide

Attendance Report Normal Shift Configuration Holiday Leave / Business Trip Manual Sign In

Print Export To Excel Statistics Create Query Option

From: 2010-09-01 Wednesday To: 2010-09-20 Tuesday

Name: Dept: Query Clear

Dept	Consumer NO	User	Date	A.M. On Duty	On Desc	p.M. Off Duty	Off Desc	Late min	Leav min	Over (hr)	Abse Days	Not Swp
------	-------------	------	------	--------------	---------	---------------	----------	----------	----------	-----------	-----------	---------

Click "Create"

Attendance Report Normal Shift Configuration Holiday Leave / Business Trip Manual Sign In

Print Export To Excel Statistics Create Query Option

From: 2010-09-01 Wednesday To: 2010-09-30 Thursday

Name: Hellen Dept: Query Clear

Creating Attendance Report Log: [Operating Date: 2010-09-28 14:56:57 Tuesday]; From 2010-09-01 To 2010-09-30; Dept: User (1)

Dept	Consumer NO	User	Date	A.M. On Duty	On Desc	p.M. Off Duty	Off Desc	Late min	Leav min	Over (hr)	Abse Days	Not Swp
Development	1	Hellen	2010-09-01 Wednesday	08:30:00	Manual Sign in	17:30:00	Manual Sign In					
Development	1	Hellen	2010-09-02 Thursday	08:30:00	Manual Sign in	17:30:00	Manual Sign In					
Development	1	Hellen	2010-09-03 Friday	08:30:00	Manual Sign in	17:30:00	Manual Sign In					
Development	1	Hellen	2010-09-04 Saturday		*		*					
Development	1	Hellen	2010-09-05 Sunday		*		*					
Development	1	Hellen	2010-09-06 Monday	08:30:00	Manual Sign in	17:30:00	Manual Sign In					
Development	1	Hellen	2010-09-07 Tuesday	08:30:00	Manual Sign in	17:30:00	Manual Sign In					
Development	1	Hellen	2010-09-08 Wednesday	08:30:00	Manual Sign in	17:30:00	Manual Sign In					
Development	1	Hellen	2010-09-09 Thursday	08:30:00	Manual Sign in	17:30:00	Manual Sign In					
Development	1	Hellen	2010-09-10 Friday	08:30:00	Manual Sign in	17:30:00	Manual Sign In					
Development	1	Hellen	2010-09-11 Saturday		*		*					
Development	1	Hellen	2010-09-12 Sunday		*		*					
Development	1	Hellen	2010-09-13 Monday	08:30:00	Manual Sign in	17:30:00	Manual Sign In					
Development	1	Hellen	2010-09-14 Tuesday	08:30:00	Manual Sign in	17:30:00	Manual Sign In					
Development	1	Hellen	2010-09-15 Wednesday	08:30:00	Manual Sign in	17:30:00	Manual Sign In					
Development	1	Hellen	2010-09-16 Thursday	08:32:00	Arrive late	17:30:00	Manual Sign In	2				
Development	1	Hellen	2010-09-17 Friday	08:30:00	Manual Sign in	17:25:00	Leave early		5			
Development	1	Hellen	2010-09-18 Saturday		*		*					
Development	1	Hellen	2010-09-19 Sunday		*		*					
Development	1	Hellen	2010-09-20 Monday	08:30:00	Manual Sign in	17:30:00	Manual Sign In					
Development	1	Hellen	2010-09-21 Tuesday	08:30:00	Manual Sign in	17:30:00	Manual Sign In					
Development	1	Hellen	2010-09-22 Wednesday	08:30:00	Manual Sign in	17:30:00	Manual Sign In					
Development	1	Hellen	2010-09-23 Thursday	08:30:00	Manual Sign in	17:30:00	Manual Sign In					
Development	1	Hellen	2010-09-24 Friday	08:30:00	Manual Sign in	17:30:00	Manual Sign In					
Development	1	Hellen	2010-09-25 Saturday		*		*					
Development	1	Hellen	2010-09-26 Sunday		*		*					
Development	1	Hellen	2010-09-27 Monday	08:30:00	Manual Sign in	17:30:00	Manual Sign In					
Development	1	Hellen	2010-09-28 Tuesday	08:30:00	Manual Sign in	17:30:00	Manual Sign In					
Development	1	Hellen	2010-09-29 Wednesday	08:30:00	Manual Sign in	17:30:00	Manual Sign In					
Development	1	Hellen	2010-09-30 Thursday	08:30:00	Manual Sign in	16:29:00	Absent				0.5	

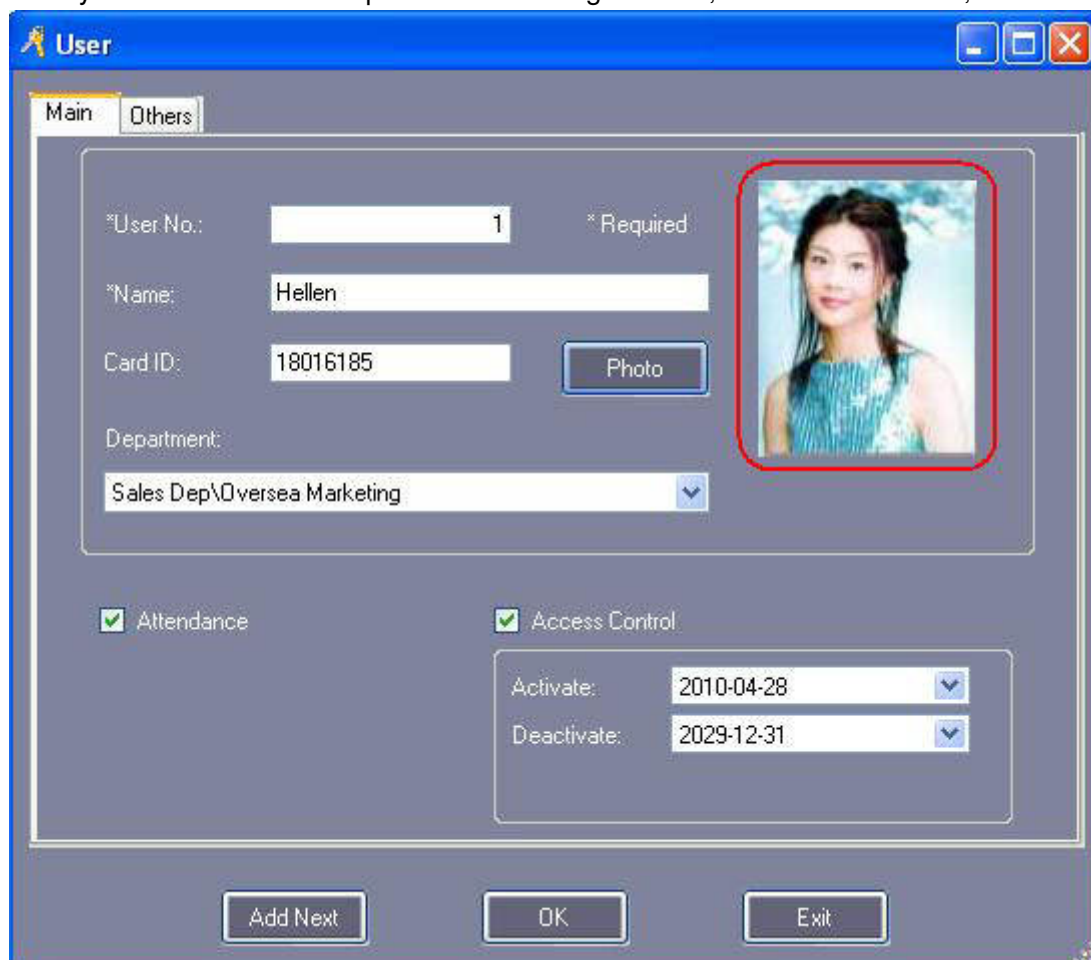
Click "Statistics"

Attendance Statistics															
Print Export To Excel Close Name Dept. Query Clear Creating Attendance Report Log: Operating Date: 2010-09-28 14:21:23 Tuesday From 2010-09-01 To 2010-09-30 Dept: User (1)															
Dept	Consumer NO	User	Planned Days	Full Work Days	Late Minutes	Late Count	Leave Ed. Minutes	Leave Ed. Count	Over (hr)	Ause Days	Nat. Swip	Manua Signlr (Times)	Busine Trip (Days)	Sick Leave	Private Leave
Sales Dep\Oversea marketing	1	Hellen	22	19	2	1	5	1		0.5		44			

Part 5 Excursus

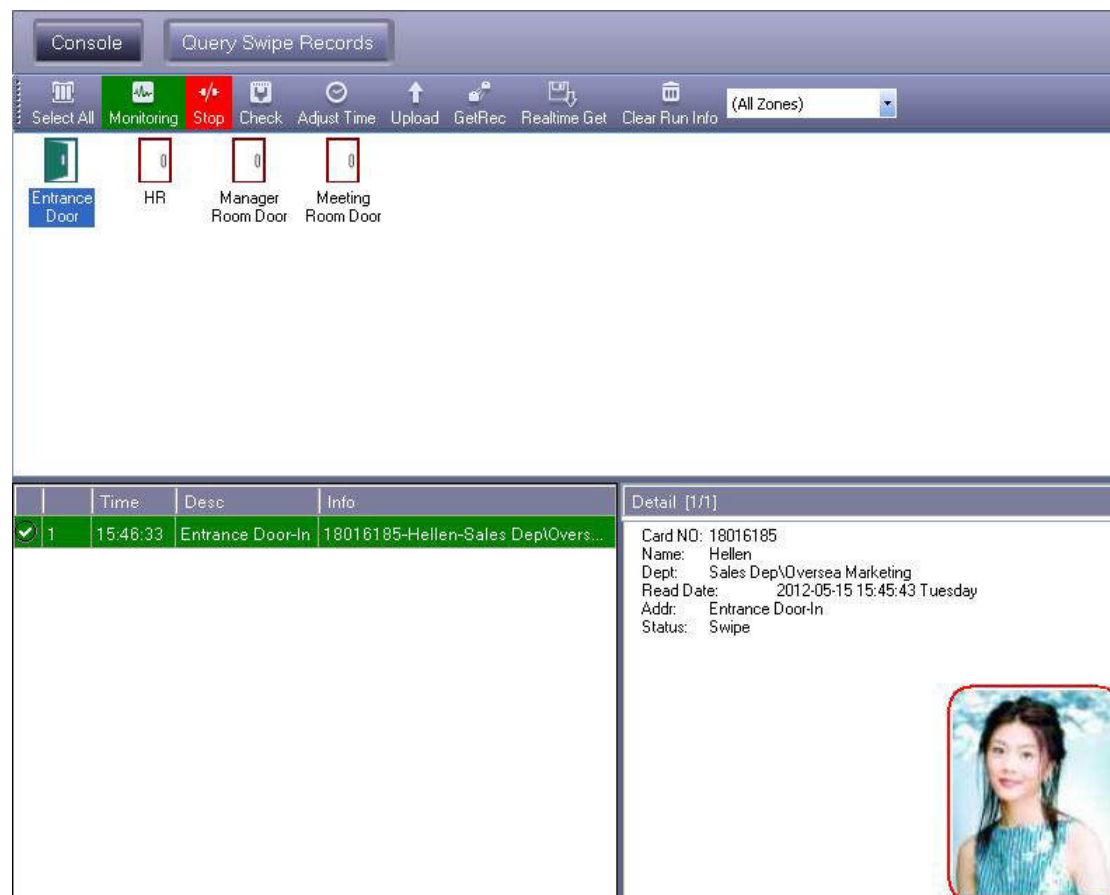
5.1 How to display user's photo at Monitor

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



The screenshot shows a software window titled "User" with a blue title bar and standard Windows window controls. Inside, there are two tabs: "Main" (selected) and "Others". The "Main" tab contains several input fields: "*User No.:" with the value "1" and a "* Required" label; "*Name:" with the value "Hellen"; "Card ID:" with the value "18016185"; and "Department:" with a dropdown menu showing "Sales Dep\Oversea Marketing". To the right of these fields is a "Photo" button and a rectangular area containing a user photo of a woman, which is highlighted with a red border. Below the input fields, there are two checked checkboxes: "Attendance" and "Access Control". Under "Access Control", there are two date fields: "Activate:" with the date "2010-04-28" and "Deactivate:" with the date "2029-12-31". At the bottom of the window, there are three buttons: "Add Next", "OK", and "Exit".

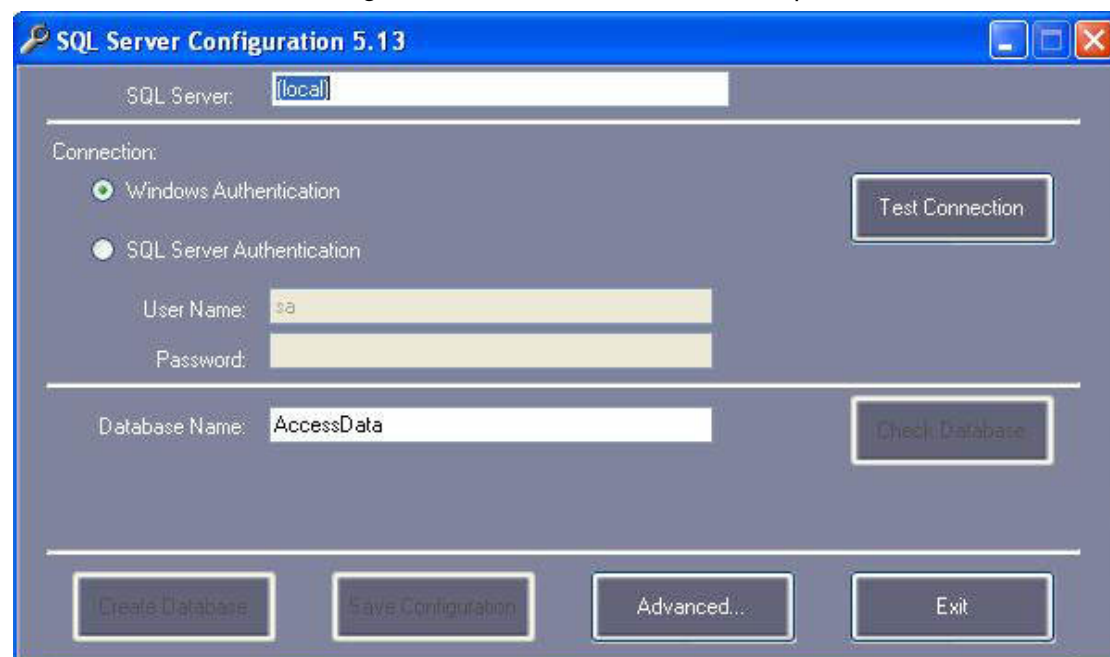
At the monitor window, it can show the user's photo when the user swiping card.



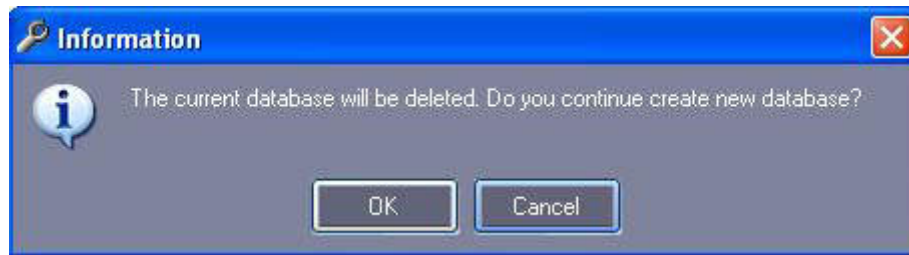
5.2 SQL Server Configuration

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

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



Click "Create Database"



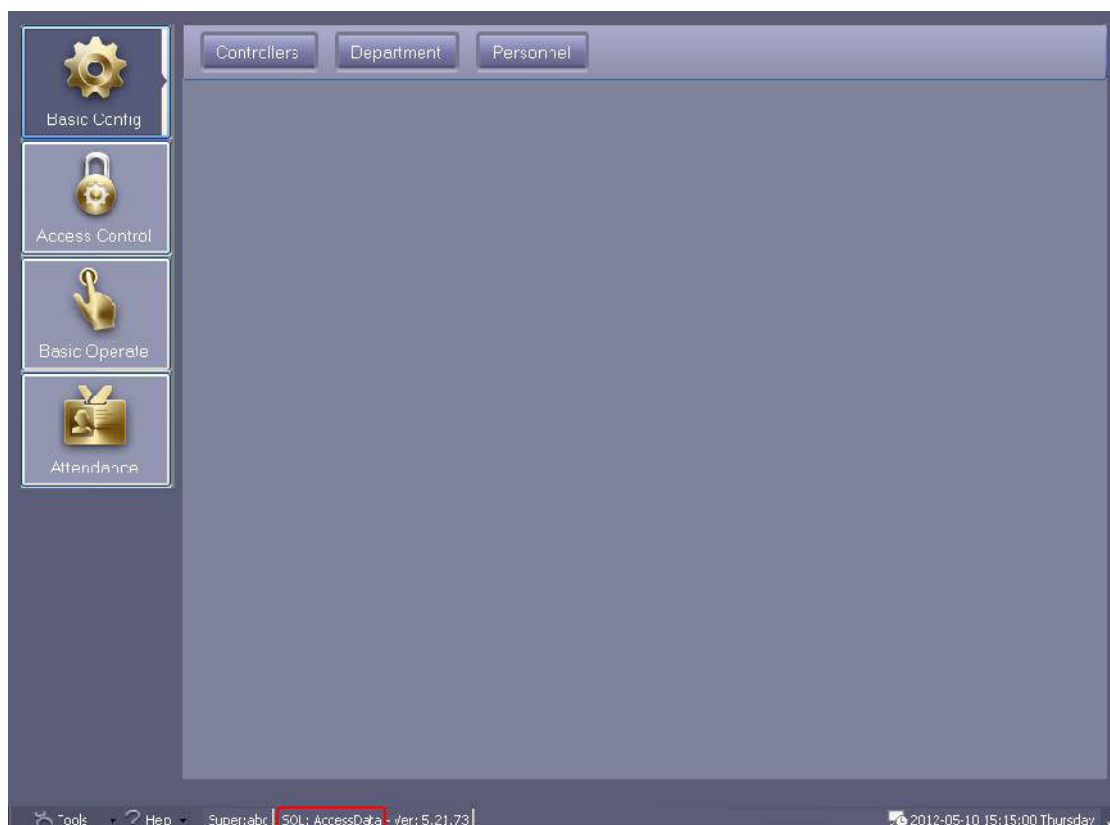
Click "OK"



Click "OK", Then Click "Confirm"



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

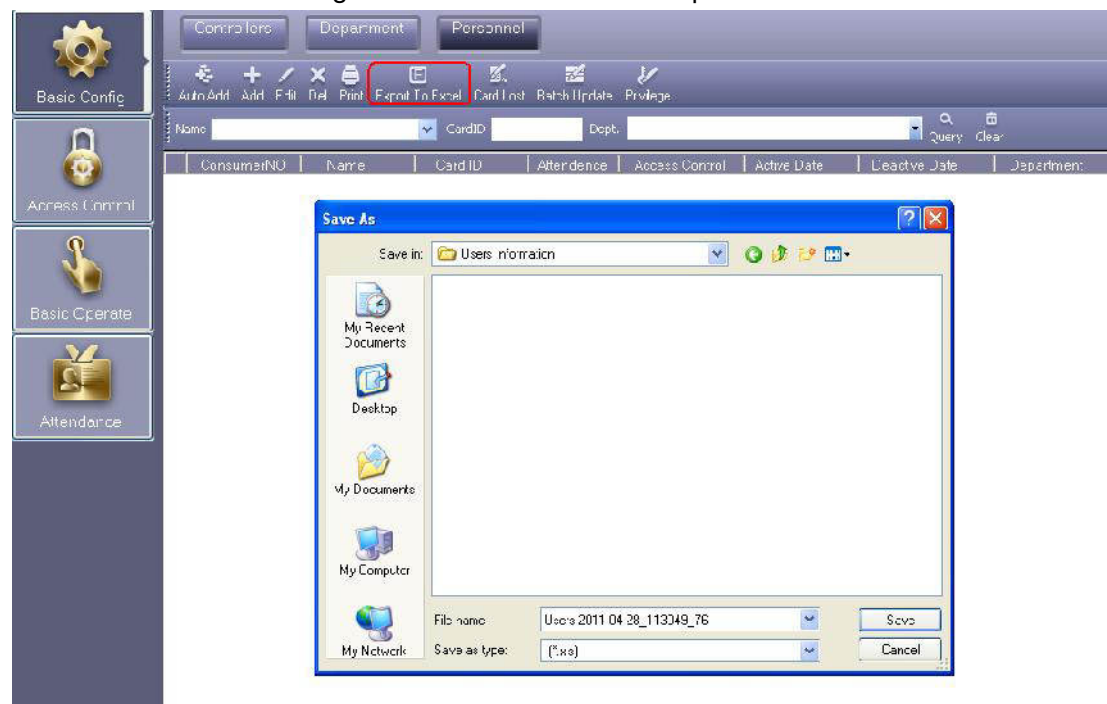


5.3 Import consumer's information from Excel

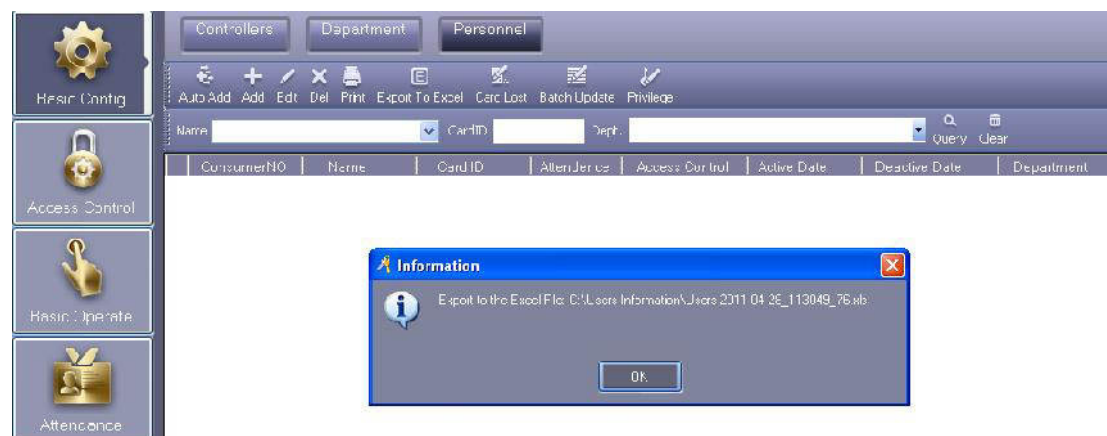
Attention: It can only import valid "ConsumerNO", "Name", "CardID" and "Department".

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

Select **【Basic Configure】 > 【Personnel】 > 【Export To Excel】**



Click "Save"



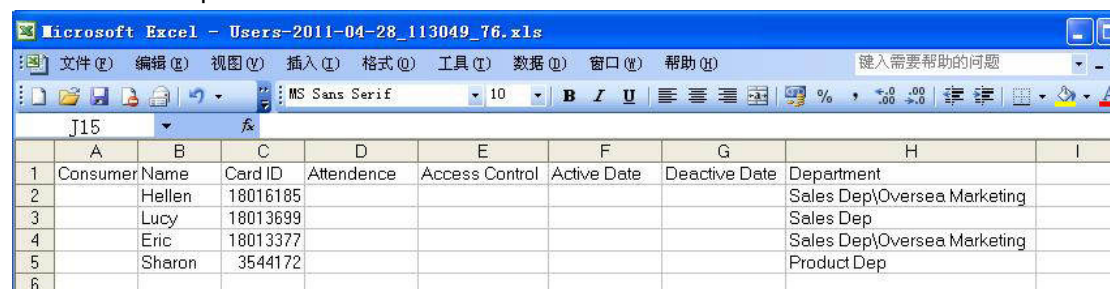
Open the exported Excel document "Users-2011-04-28_113049_76.xls.xls".

The screenshot shows the Microsoft Excel spreadsheet titled 'Users-2011-04-28_113049_76.xls'. The spreadsheet has columns for ConsumerNO, Name, Card ID, Attendance, Access Control, Active Date, Deactive Date, and Department. The data is as follows:

	A	B	C	D	E	F	G	H	I
1	ConsumerNO	Name	Card ID	Attendance	Access Control	Active Date	Deactive Date	Department	
2									
3									
4									
5									
6									

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	Consumer	Name	Card ID	Attendance	Access Control	Active Date	Deactive Date	Department	
2		Hellen	18016185					Sales Dep\Oversea Marketing	
3		Lucy	18013699					Sales Dep	
4		Eric	18013377					Sales Dep\Oversea Marketing	
5		Sharon	3544172					Product Dep	
6									

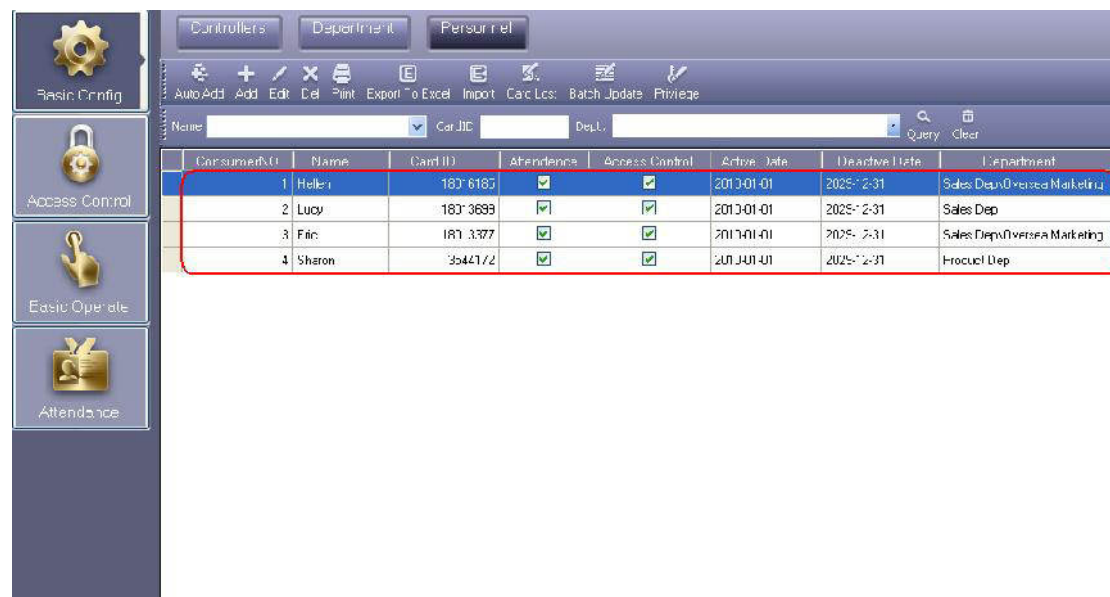
Remark: department can only use "\" as separator. For example: Sales Dep\Oversea Marketing.

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-2011-04-28_113049_76.xls"

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



Import Result as:



	ConsumerNO	Name	Card ID	Attendance	Access Control	Active Date	Deactive Date	Department
1		Hellen	18016185	☒	☒	2013-01-01	2025-12-31	Sales Dep\Oversea Marketing
2		Lucy	18013699	☒	☒	2013-01-01	2025-12-31	Sales Dep
3		Eric	18013377	☒	☒	2013-01-01	2025-12-31	Sales Dep\Oversea Marketing
4		Sharon	3544172	☒	☒	2013-01-01	2025-12-31	Product Dep