

# **Access Control Software Operation Guide**

**Jan.,6,2012**

# CONTENTS

<b>Part 1 Installation and unload of Software.....</b>	<b>4</b>
1.1 Basic Steps of Installation .....	4
1.2 Basic requirements for hardware of Installation .....	4
1.3 Operating system supported by software.....	4
1.4 Software setup .....	4
1.5 Software Remove.....	10
<b>Part 2 Basic Operation of Software .....</b>	<b>13</b>
2.1 Login .....	13
2.2 Parameter Settings of Equipment .....	14
2.2.1 Add/Set up Controller .....	14
2.2.2 IP setting of Controller .....	16
2.2.3 Controller Zone.....	18
2.3 Operation of Department and Registered User .....	21
2.3.1 Add Department.....	21
2.3.2 Add and Edit a User.....	22
2.3.3 Auto Add the registration card .....	24
2.3.4 Alter Single-user's Privilege.....	27
2.3.5 Card Lost.....	27
2.4 Basic Operate .....	28
2.4.1 Privilege Management.....	28
2.4.1.1 Access Privilege.....	28
2.4.1.2 Edit One User's Privilege .....	30
2.5 Console.....	31
2.5.1 Controller's Info Check .....	31
2.5.2 Upload Setting.....	33
2.5.3 Real-time Monitoring .....	34
2.5.4 Display More Swipes.....	34
2.5.5 Download Records .....	35
2.6 Records Query.....	36
2.7 Tools.....	37
2.7.1 Change Password .....	37
2.7.2 Operator Management .....	38
2.7.3 DB Backup .....	38
2.7.4 Language Option.....	39
<b>Part 3 Extended Function.....</b>	<b>40</b>
3.1 Events .....	41
3.1.1 Record Push Button Events .....	41

3.1.2 Record Door Status Events .....	41
3.1.3 Active Log Query .....	42
3.2 Interface .....	43
3.2.1 Activate Elevator .....	43
3.2.1.1 Add Elevator .....	43
3.2.1.2 Elevator Management .....	44
3.2.1.2.1 Floor Management .....	45
3.2.1.2.2 Set user up to floor .....	47
3.3 Normal .....	49
3.3.1 Activate Time profile .....	49
3.3.2 Activate Remote Open Door .....	53
3.3.3 Activate Access Keypad .....	54
3.3.4 Activate Peripheral control .....	57
3.4 Super .....	59
3.4.1 Activate Controller TaskList .....	60
3.4.2 Activate Anti Pass Back .....	60
3.4.3 Activate Inter Lock .....	61
3.4.4 Activate Multicard Access .....	62
3.4.5 Activate First Card Open .....	63
<b>Part 4 Attendance.....</b>	<b>65</b>
4.1 Normal Shift Configuration .....	65
4.2 Holiday .....	66
4.3 Leave/Business Trip.....	67
4.4 Manual Sign In .....	68
4.5 Attendance Report .....	68
<b>Part 5 Excursus.....</b>	<b>71</b>
5.1 How to display user's photo at Monitor .....	71
5.2 SQL Server Configuration .....	72
5.3 Import consumer's information from Excel .....	74

## 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

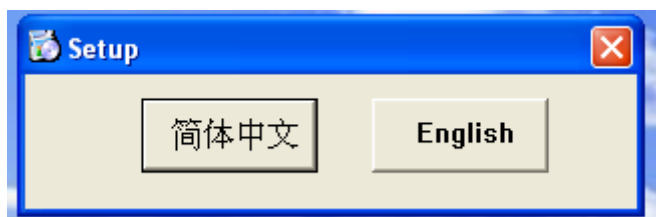
Windows Server 2003 SP2

Windows Server 2008

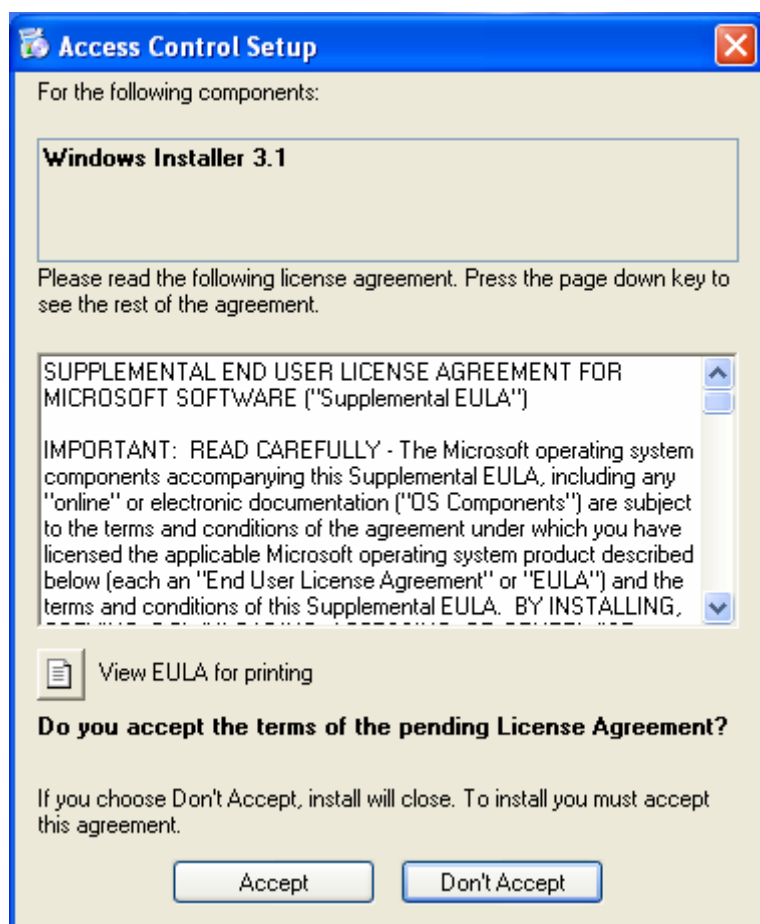
Windows Server 2008 R2

### 1.4 Software setup

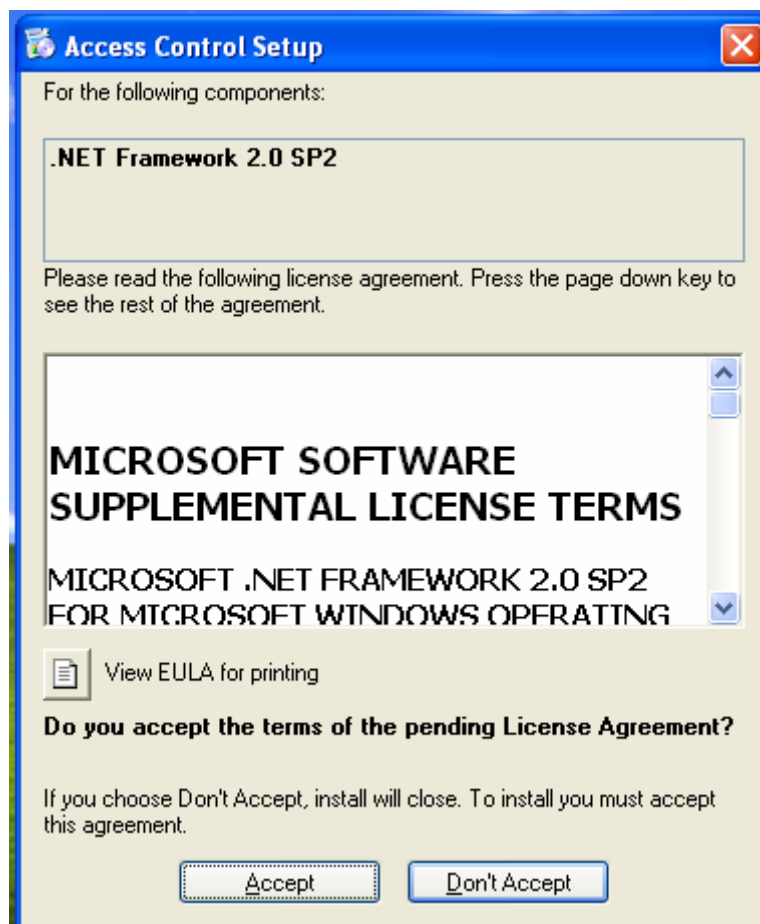
First puts in the CD to CD-ROM, then run the applications of "setup.exe".



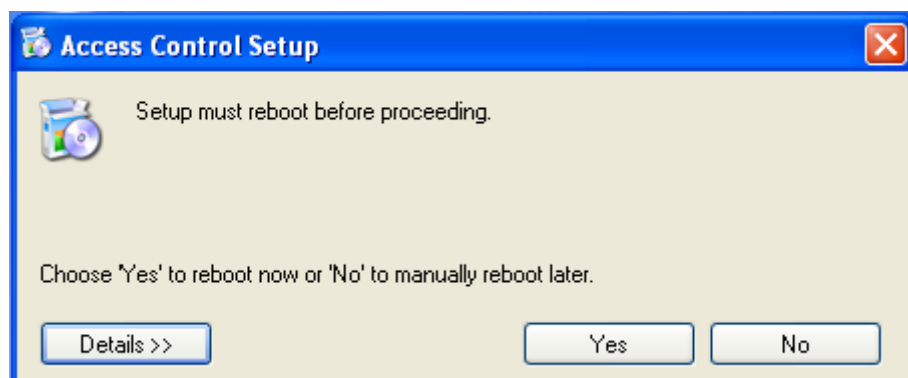
Click "English"



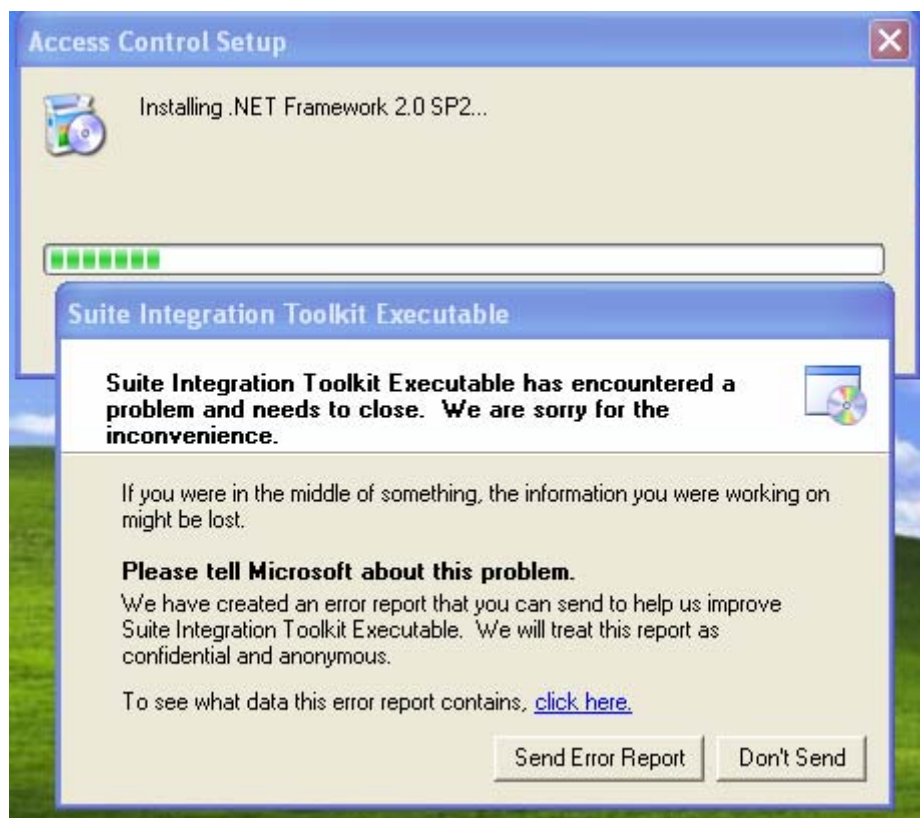
Click "Accept"



Click "Accept"



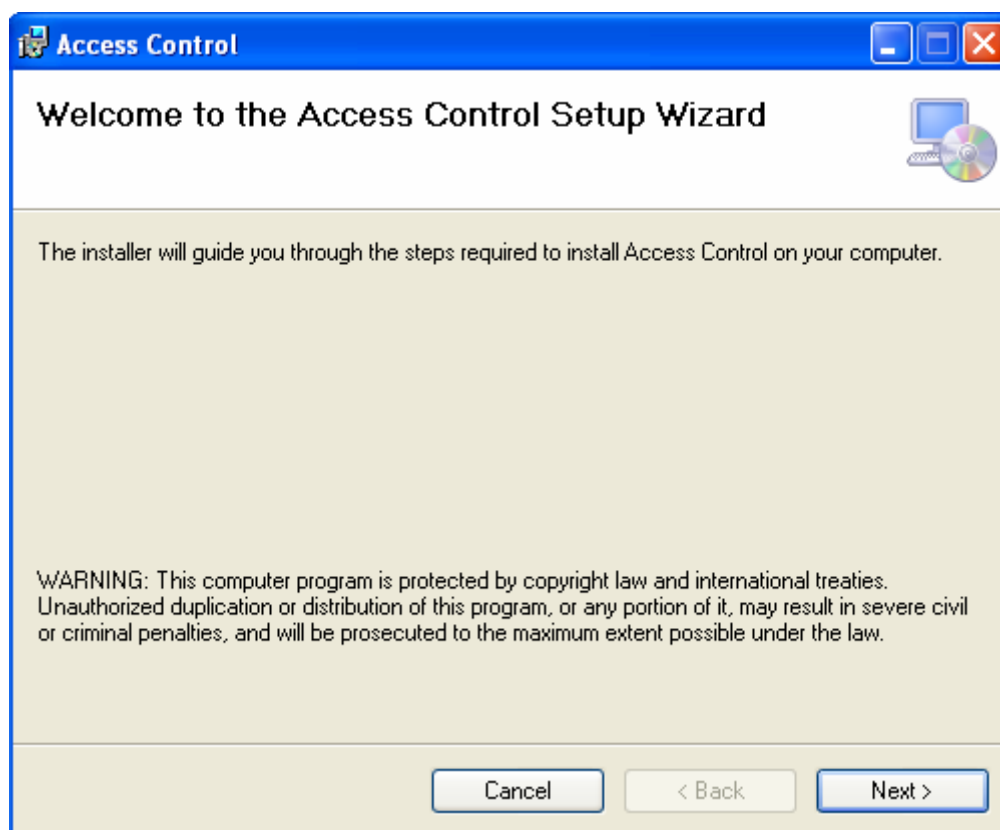
Click "Yes"



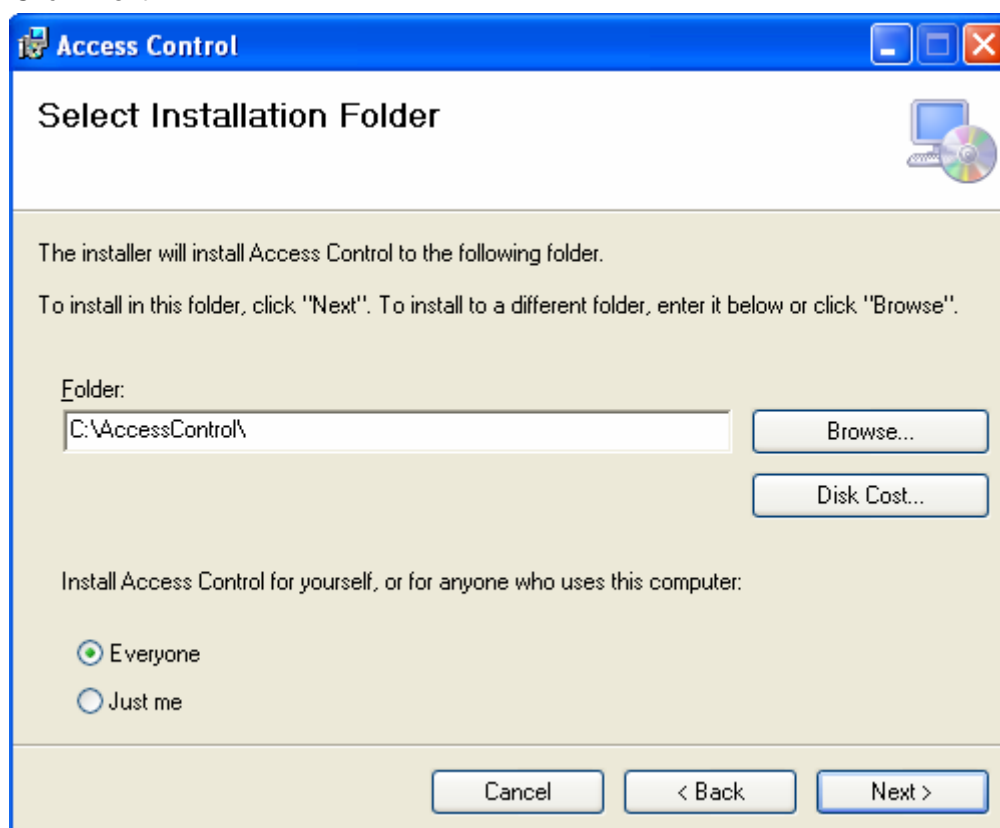
If the error occurs, need to install xp sp3. then install the software.

“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.

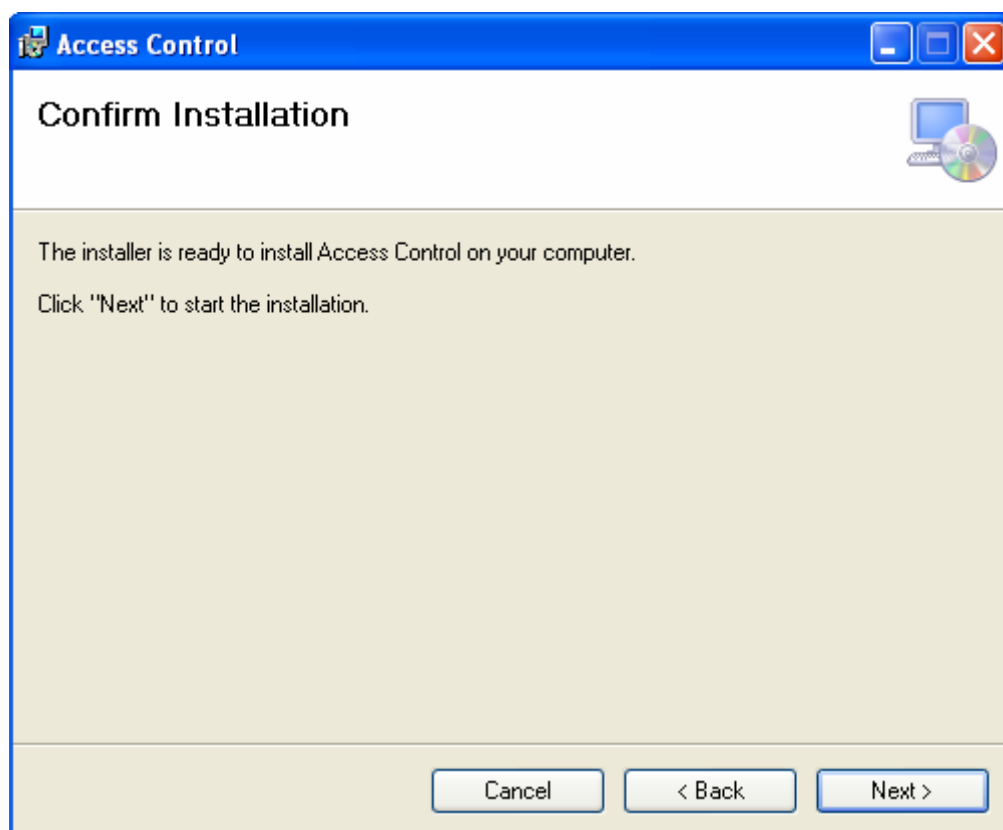


Click "Next"

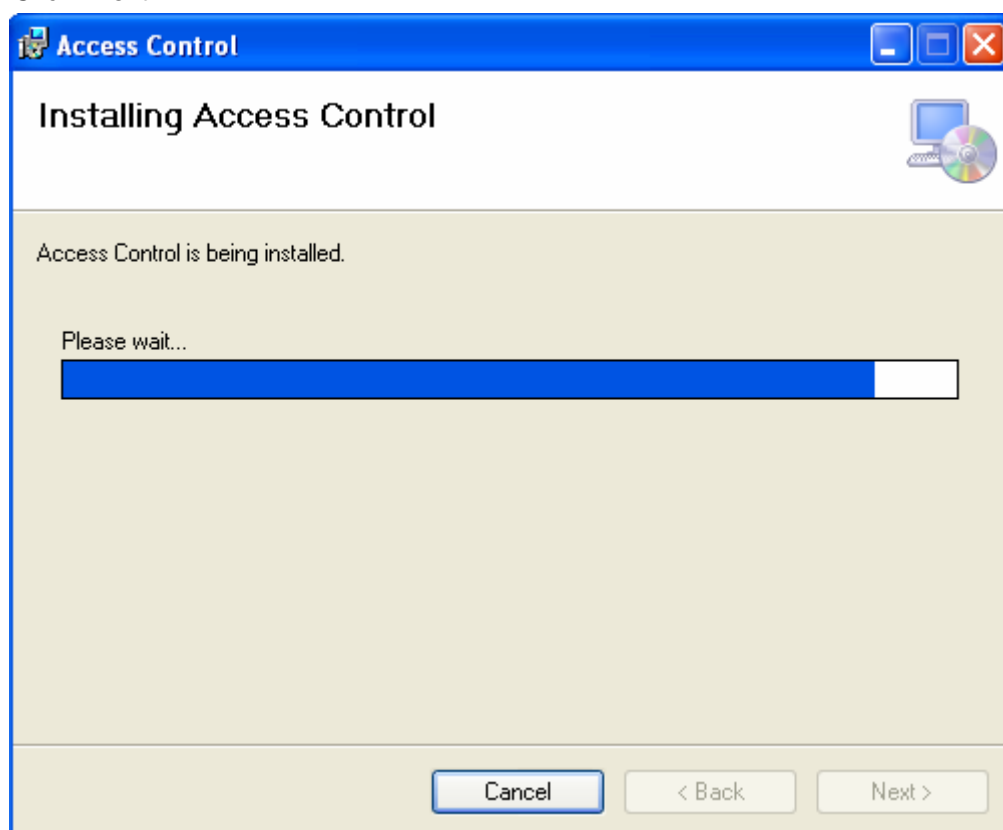


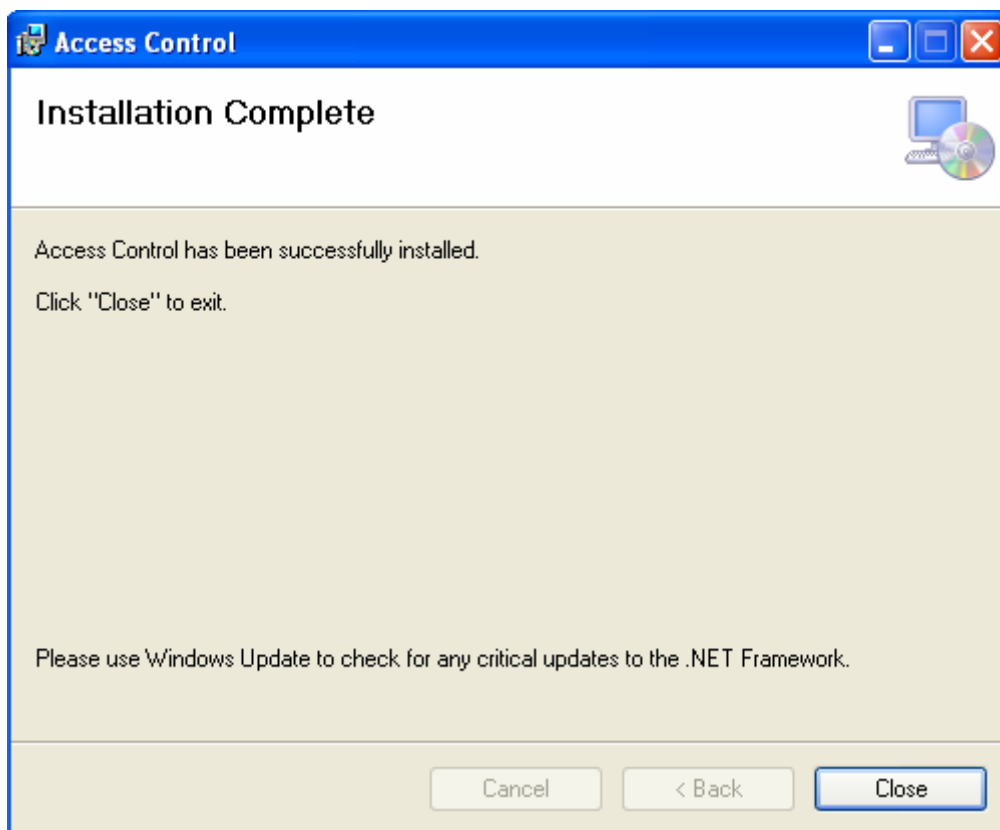
Click "Next"





Click "Next"





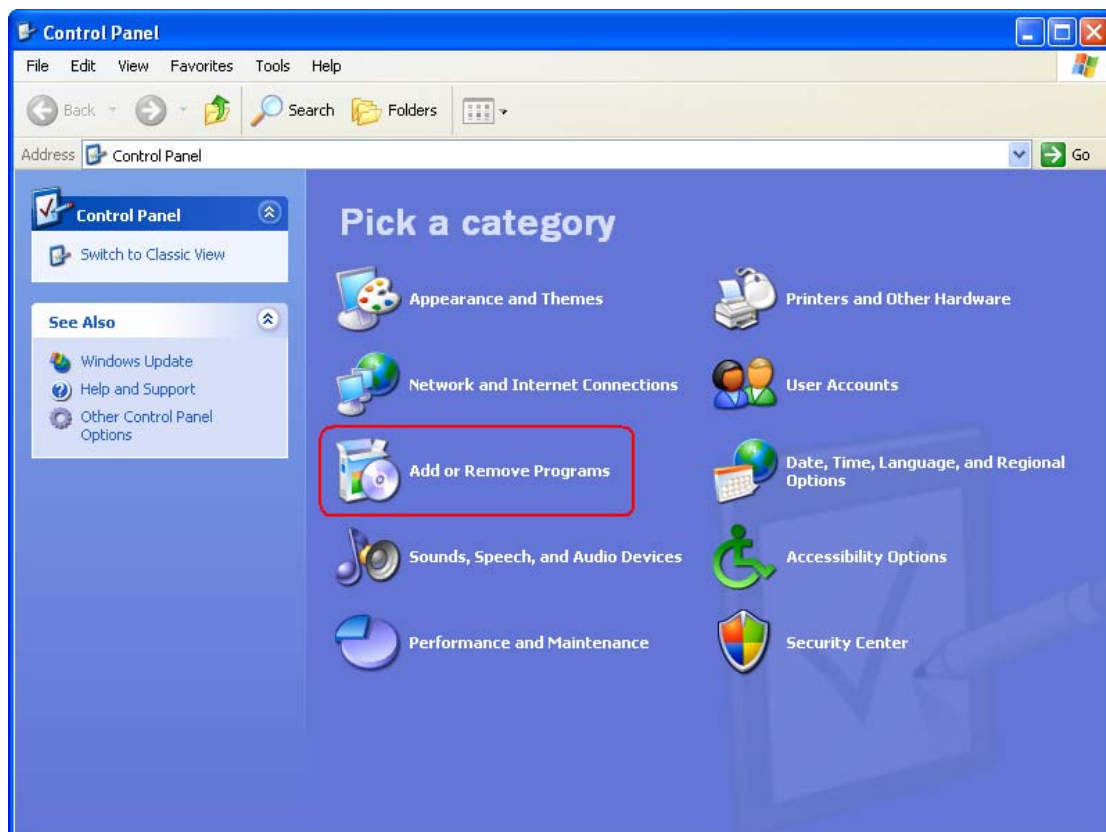
Click "Close"



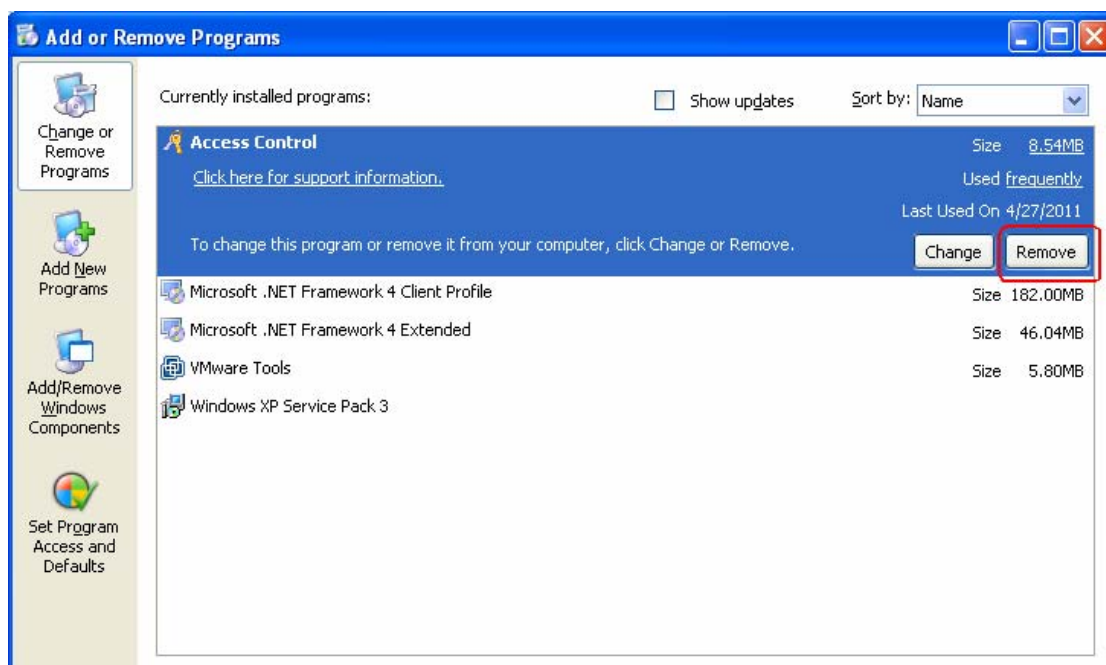
After the installment completes, The **AccessControl** will created automatically and display in computer screen.

## 1.5 Software Remove

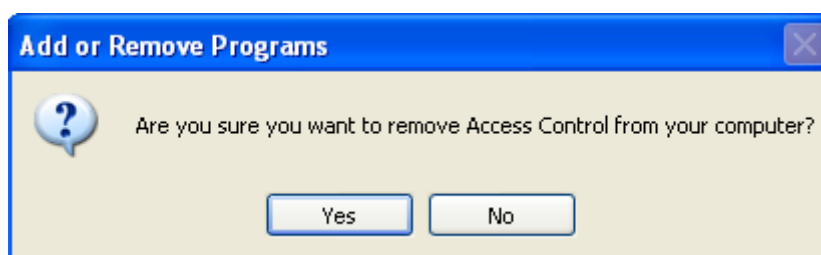
Click **【start】 > 【Settings】 > 【Control Panel】**



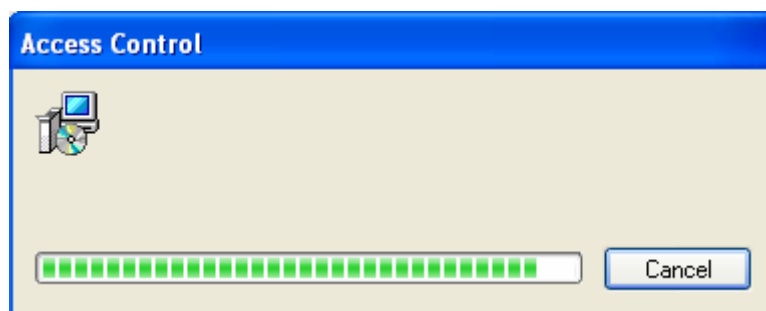
Click “Add or Remove Programs”



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



Click "Yes"

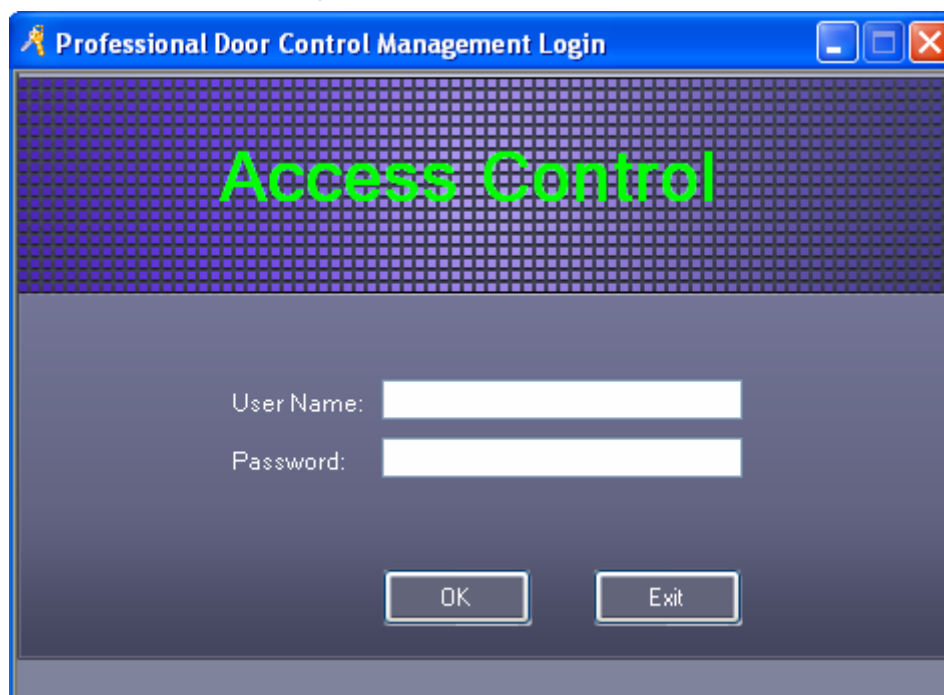


## Part 2 Basic Operation of Software

### 2.1 Login



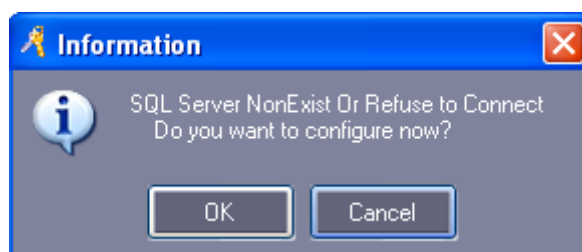
Click the **AccessControl** or run **【start】 > 【Programs】 > 【Access Control】 > 【Access Control】** ,It will open up the Login windows as follows:



The default user name is “ abc ”, the password is “123”.

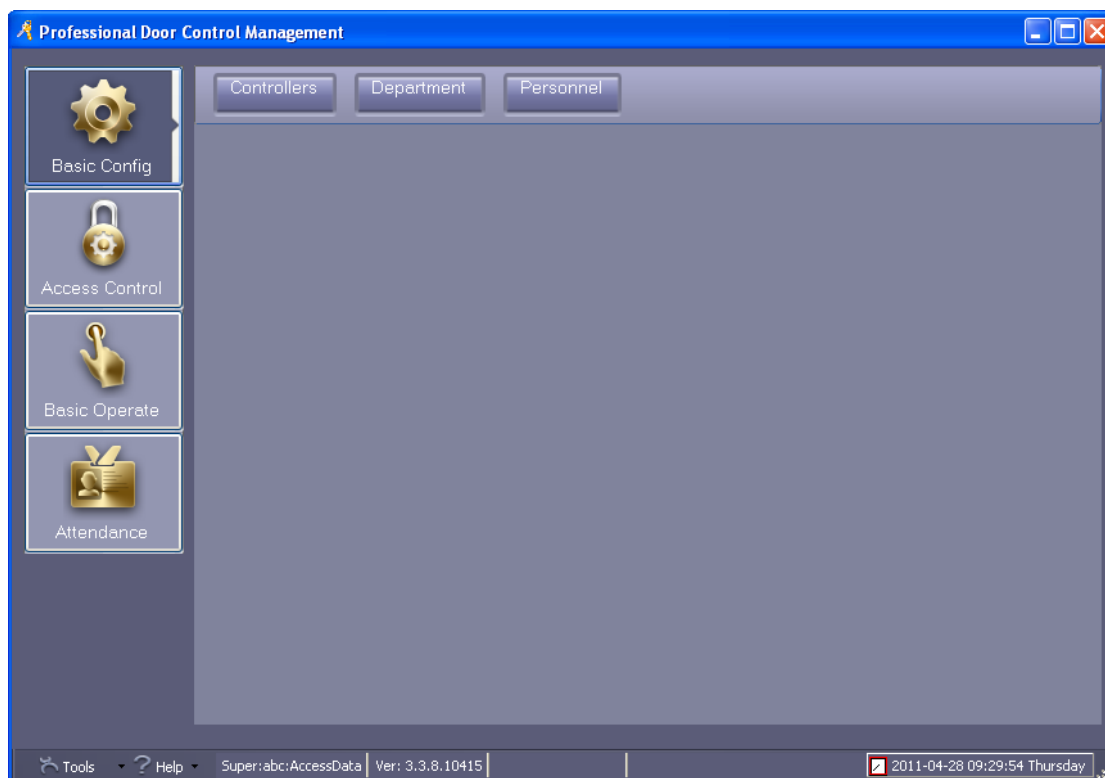
It is recommend to change the user name and password at the first use.

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](#).

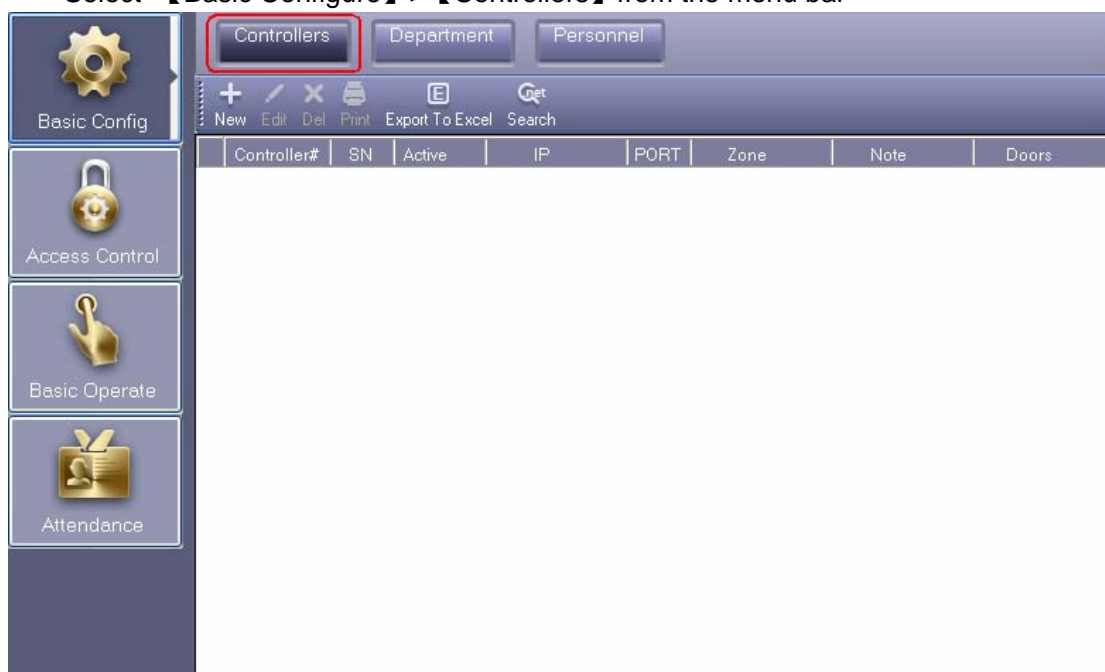
After login , It will show the main windows . as follows:




## 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.

**Controller**

\*Controller #: 1

\*SN:  ☒ Active

☒ Small Network

☐ Medium or large Network, Internet

Note:

Zone:  Zones

Next >> Cancel

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

Attention: If the product S/N which you wrote 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"

**Controller**

Four Doors

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

Reader Position

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

OK Cancel

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

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

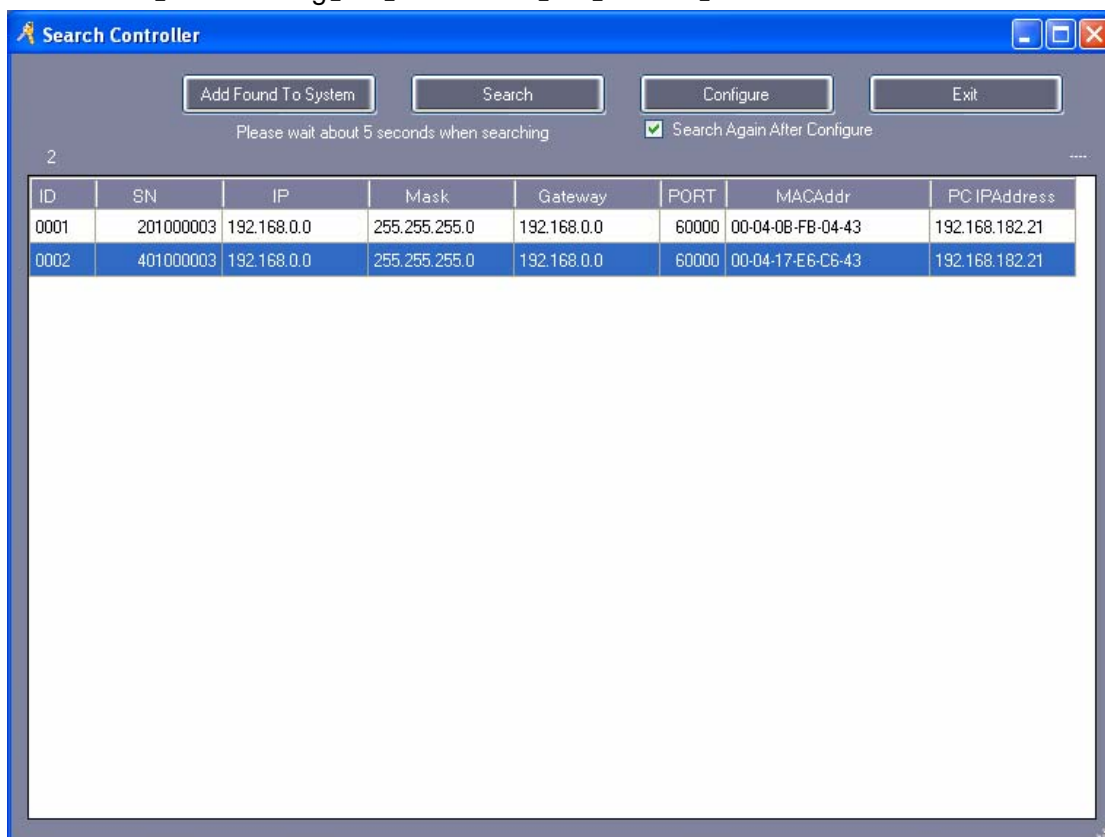
Mark “Attend”:by ☒, the records on card reader can be used as attendance records; otherwise, it can't.

Click “OK”



## 2.2.2 IP setting of Controller

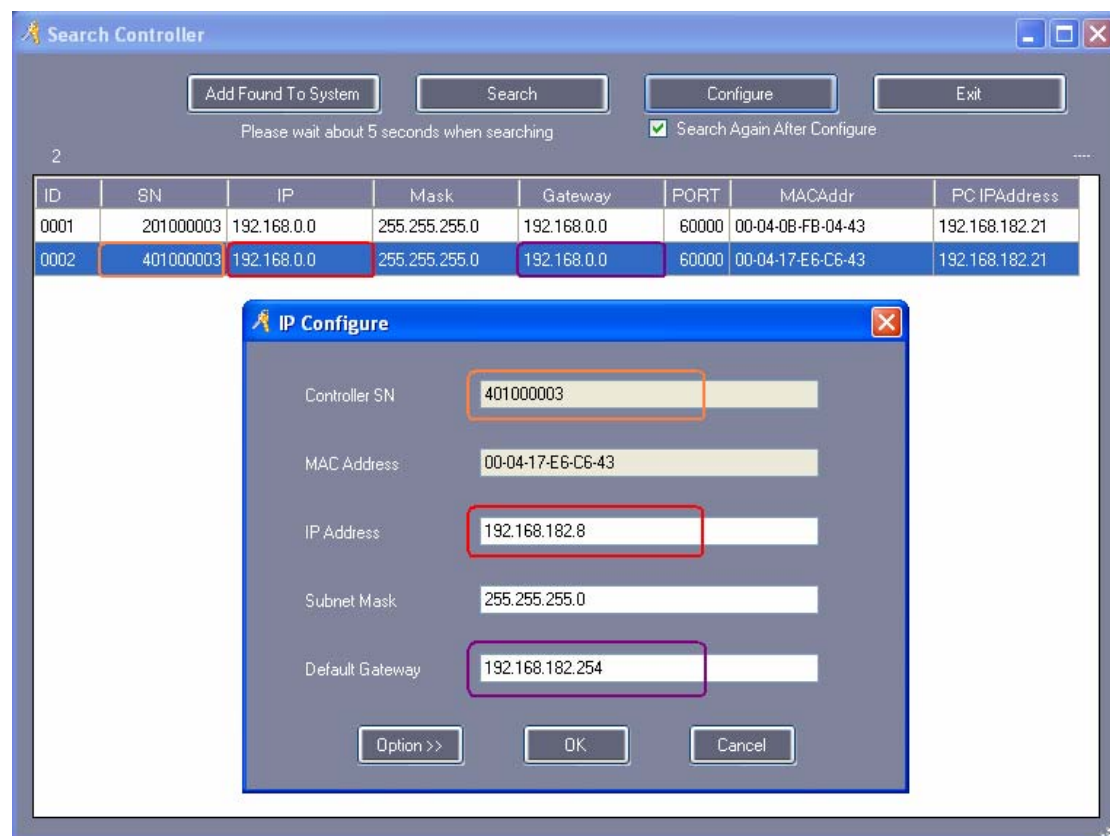
Select **【Basic Config】 > 【Controllers】 > 【Search】**



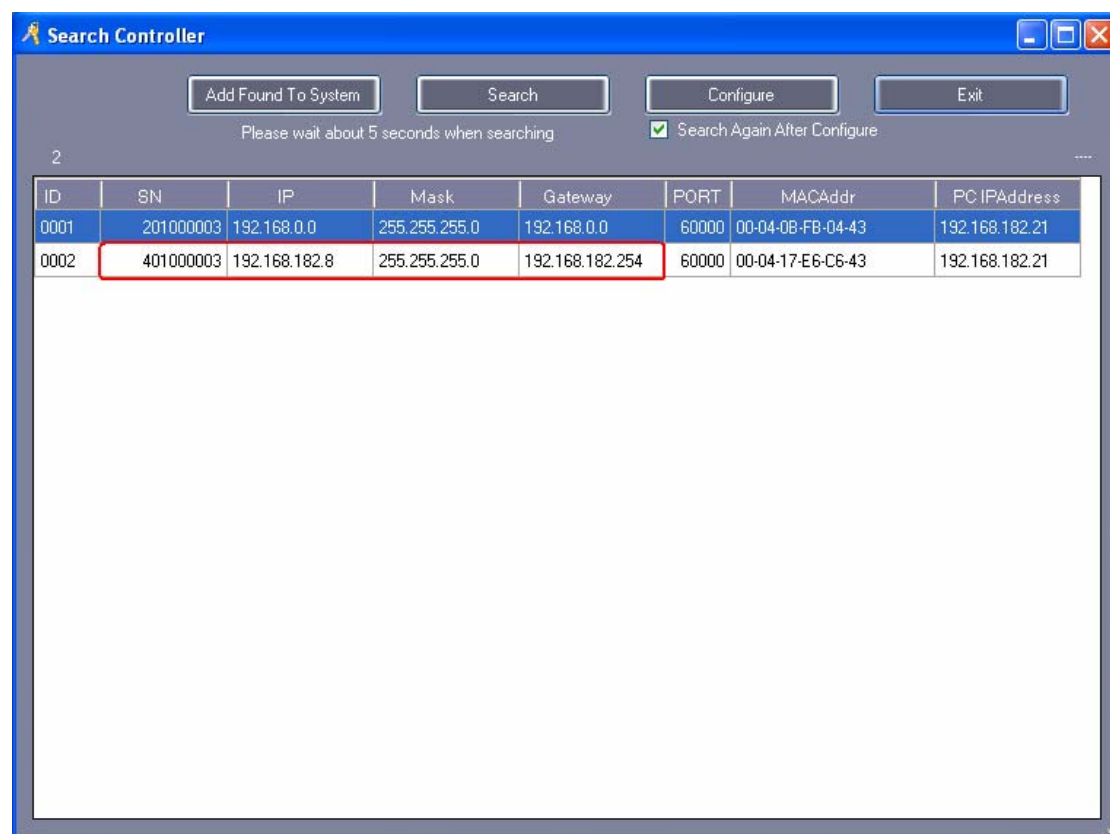
Search need take around 5 Seconds.

Click “Configure”



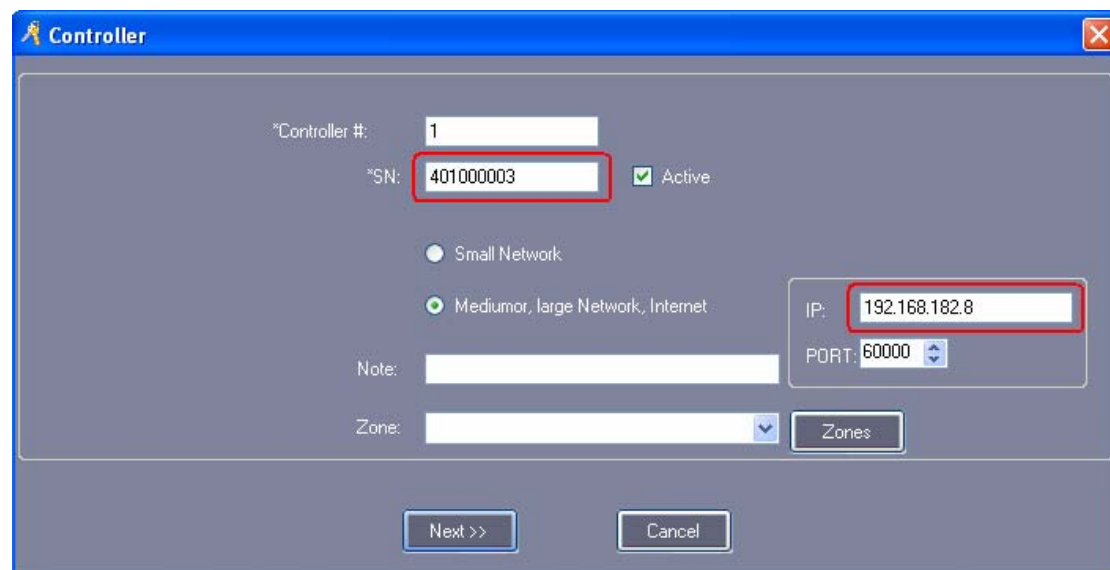


Click "OK"

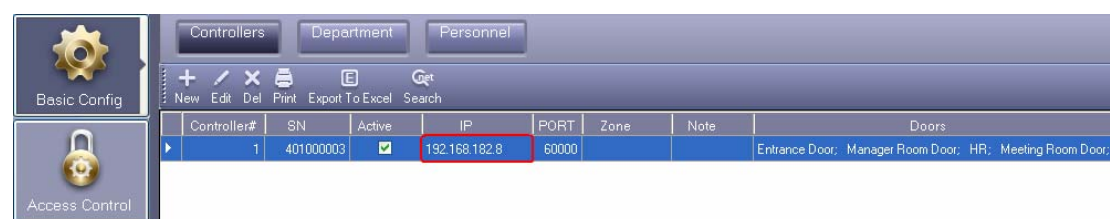


After IP address setting, you can move to chapter [2.2.1 Add/Set up Controller](#) to set

the controller parameters, the IP address should be assigned to the corresponding Controller.



Result, You can see IP address.

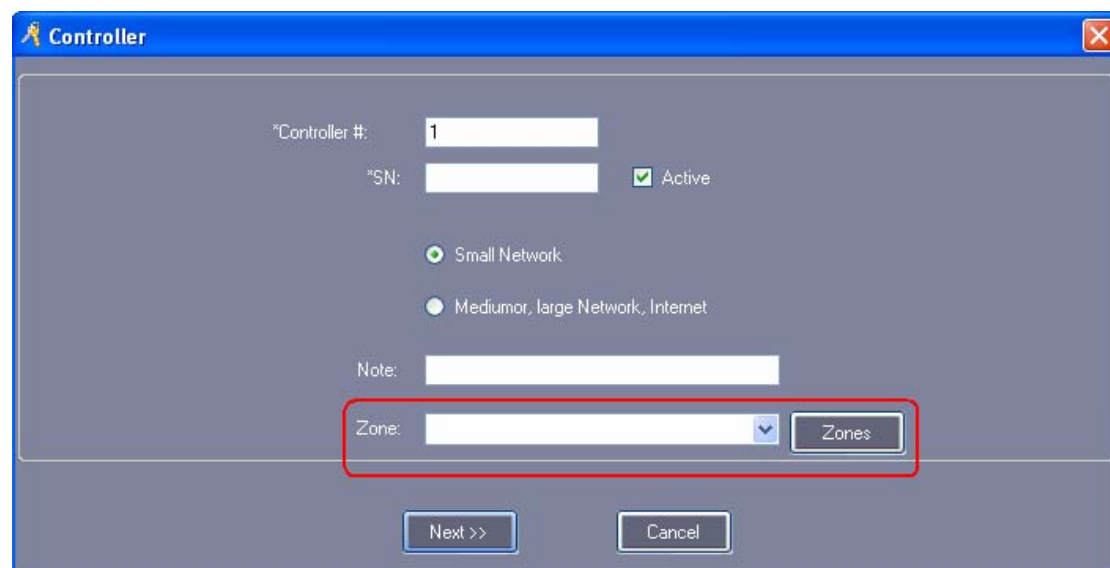


Controller#	SN	Active	IP	PORT	Zone	Note	Doors
1	401000003	<input checked="" type="checkbox"/>	192.168.182.8	60000			Entrance Door; Manager Room Door; HR; Meeting Room Door;

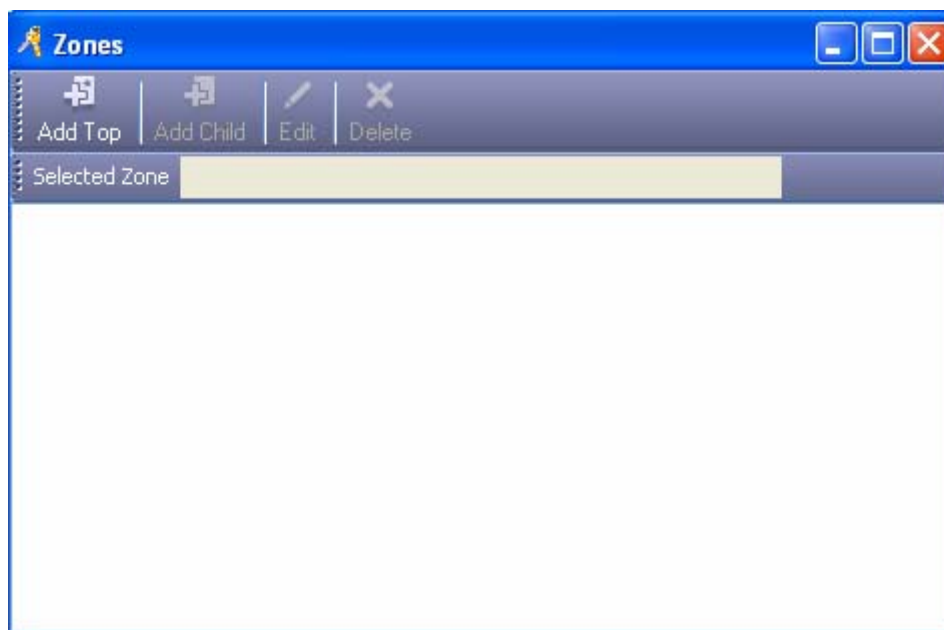
The controllers are separated into different network . Each controller must be assigned a unique IP address .

## 2.2.3 Controller Zone

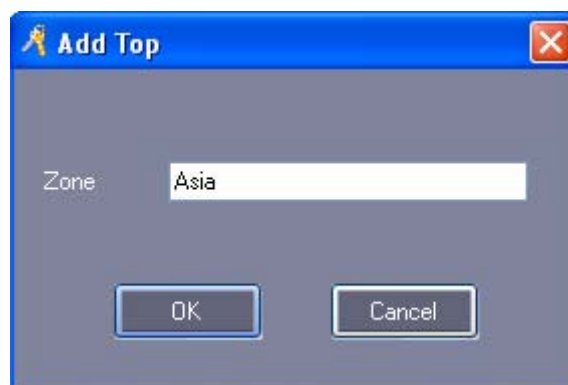
Select **【Basic Config】 > 【Controllers】 > 【New】**



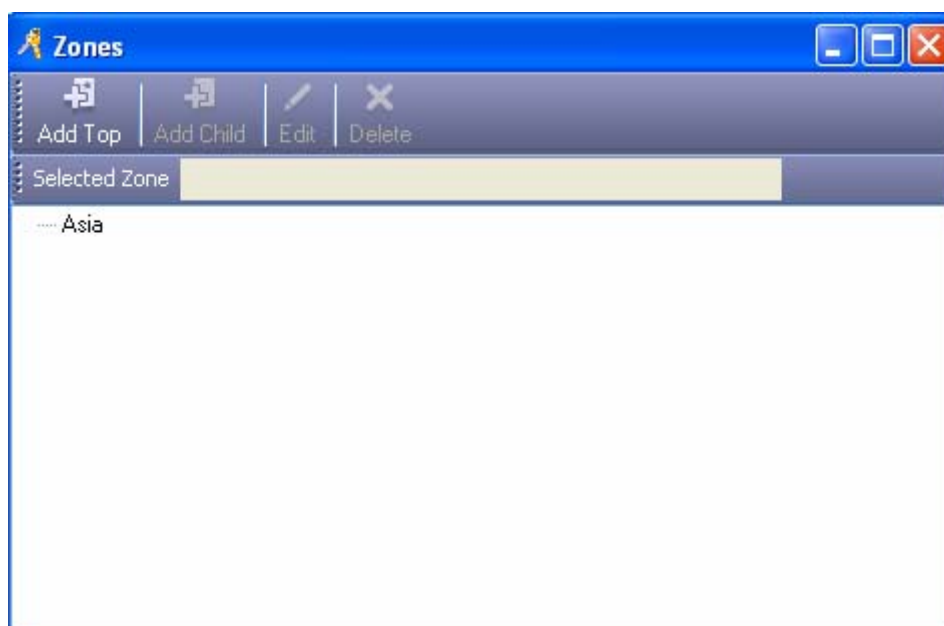
Click “Zones”



Click “Add Top”



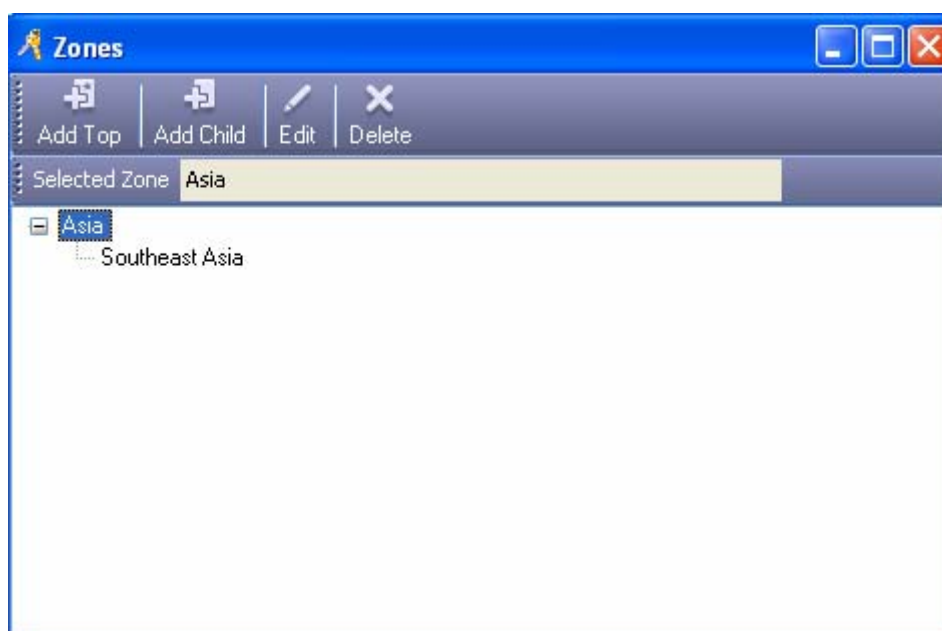
Click “OK”



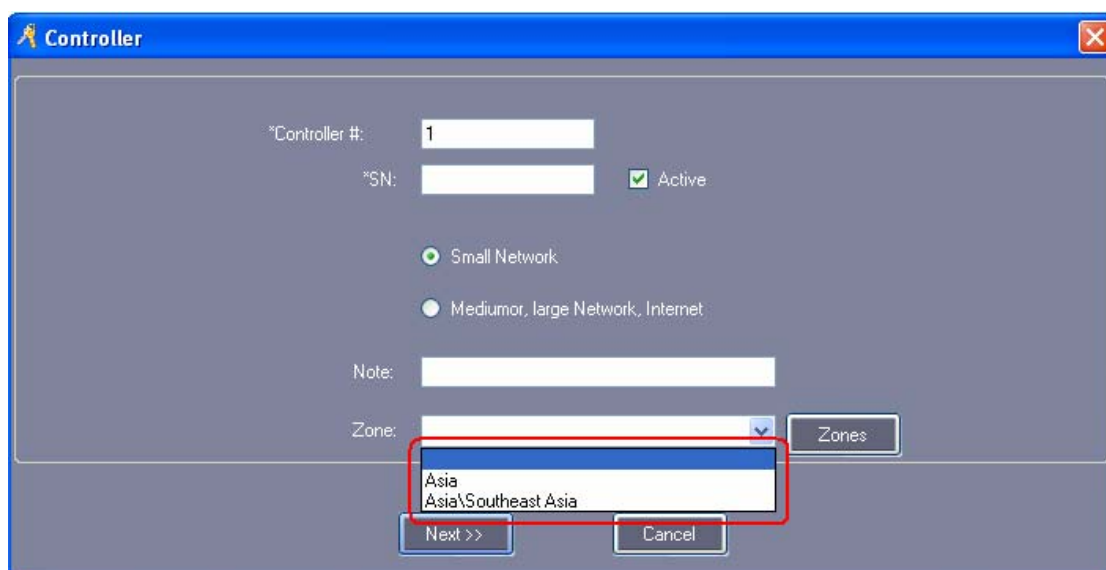
Click the “Add Child” to add a new Child under the Top.



Click “OK”



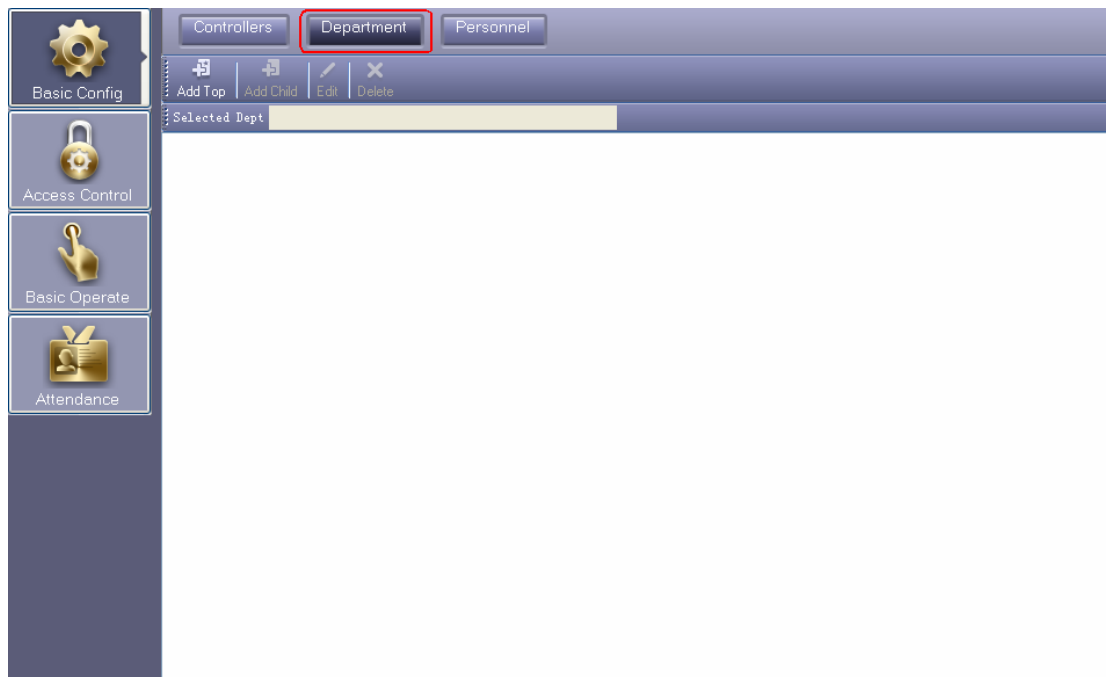
Click 




## 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.

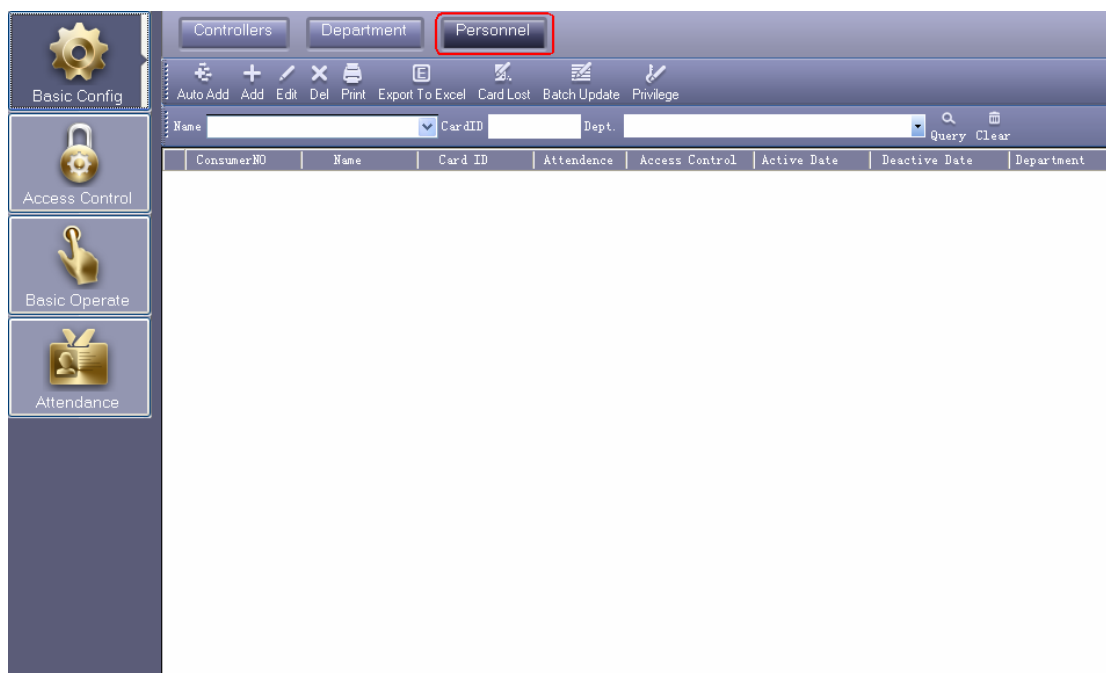


Click "OK"



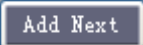
## 2.3.2 Add and Edit a User

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.

ConsumerNO	Name	Card ID	Attendance	Access Control	Active Date	Deactive Date	Department
1	Hellen	18016185	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	Sales Dep\Oversea Marketing

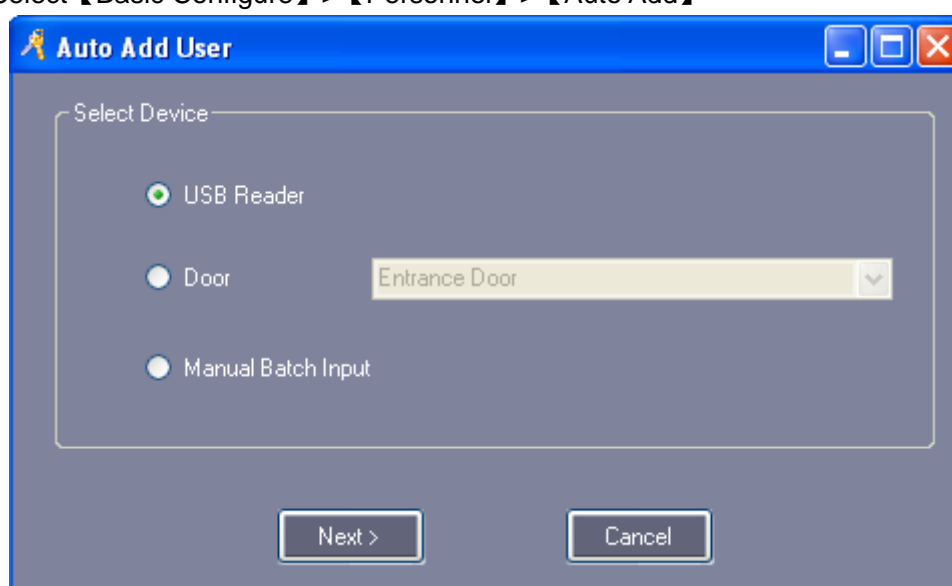
User “Others” information



The 'User' window is a software interface for user registration. It features a blue title bar with a user icon and the text 'User'. 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: Sex (a dropdown menu), 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 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】**



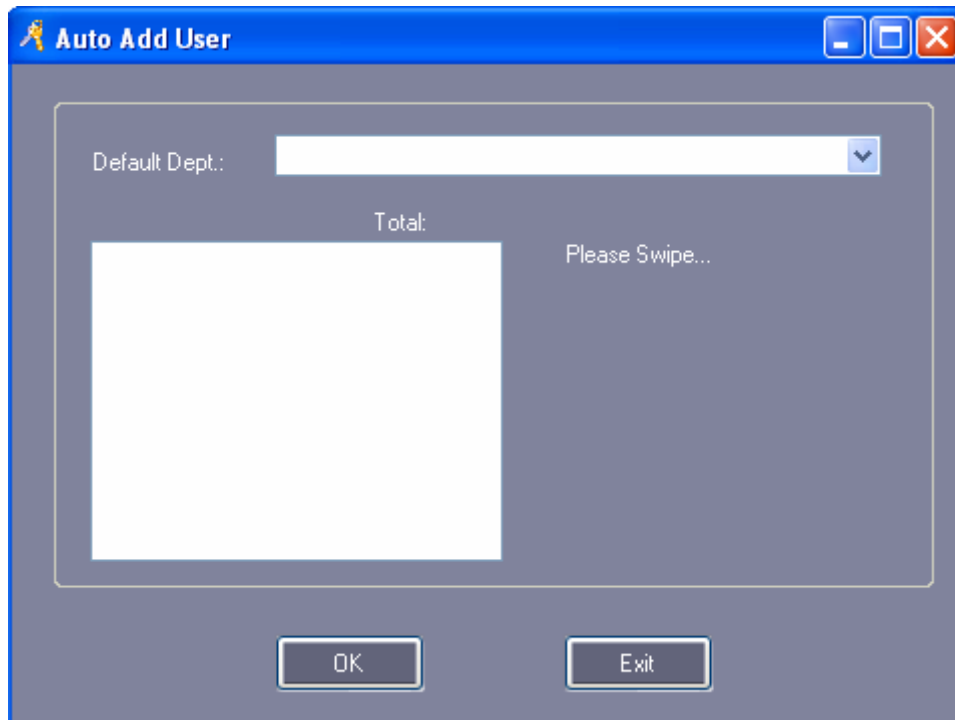
The 'Auto Add User' window is a software interface for selecting a device. It has a blue title bar with a user icon and the text 'Auto Add User'. Below the title bar is a section titled 'Select Device' which contains three radio buttons: 'USB Reader' (which is selected), 'Door', and 'Manual Batch Input'. To the right of the 'Door' radio button is a dropdown menu showing 'Entrance Door'. At the bottom of the window are two buttons: 'Next >' and 'Cancel'.

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

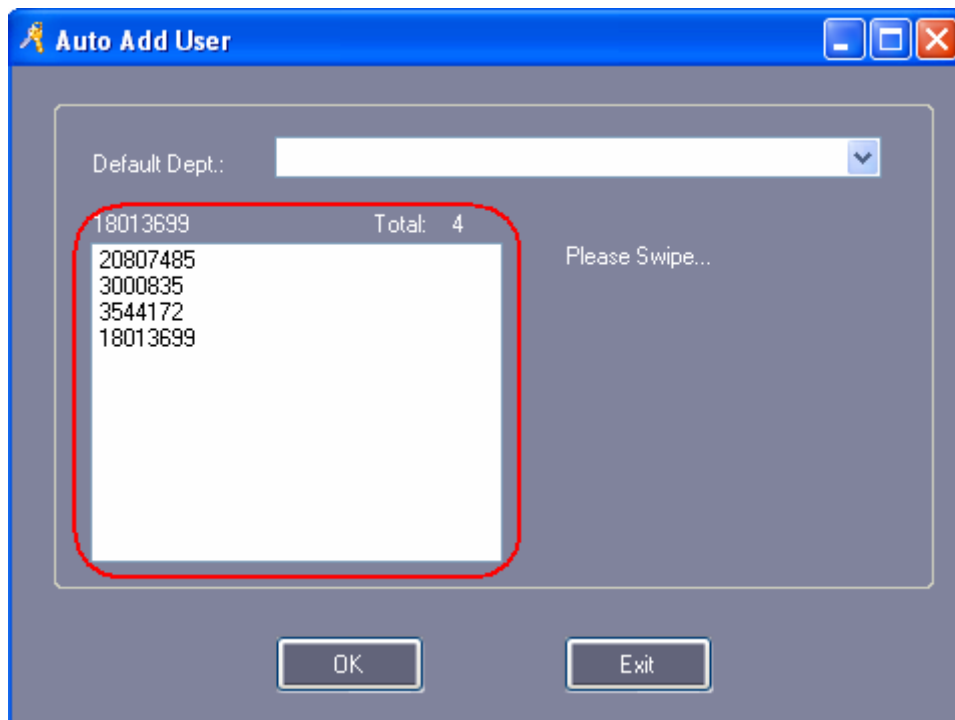


(The model # for wiegand product is WG1028) with computer .

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

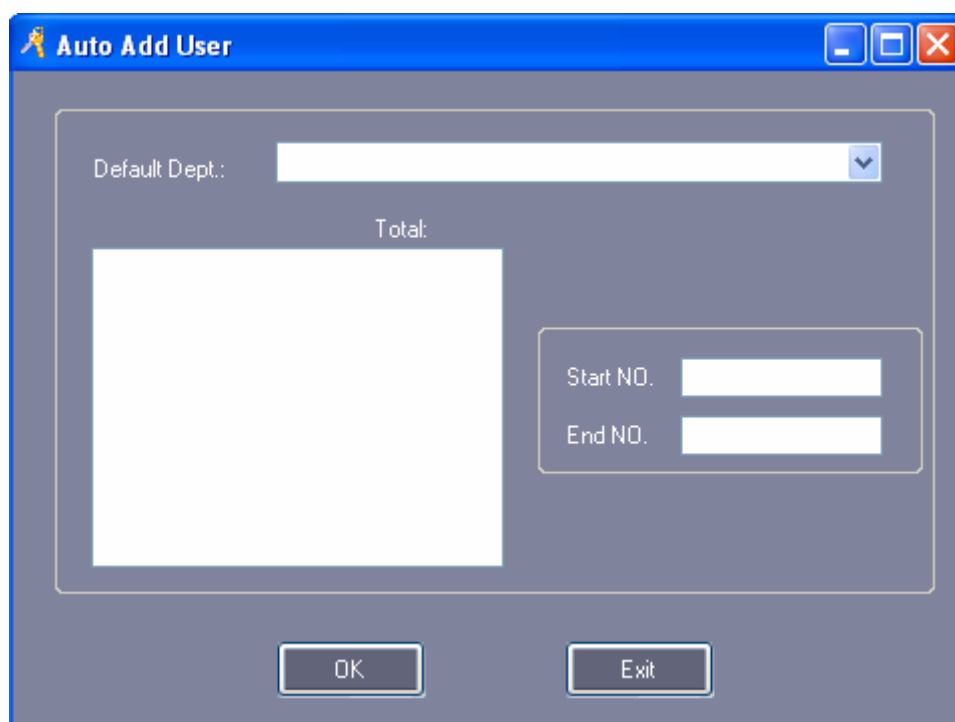


After the card swiping

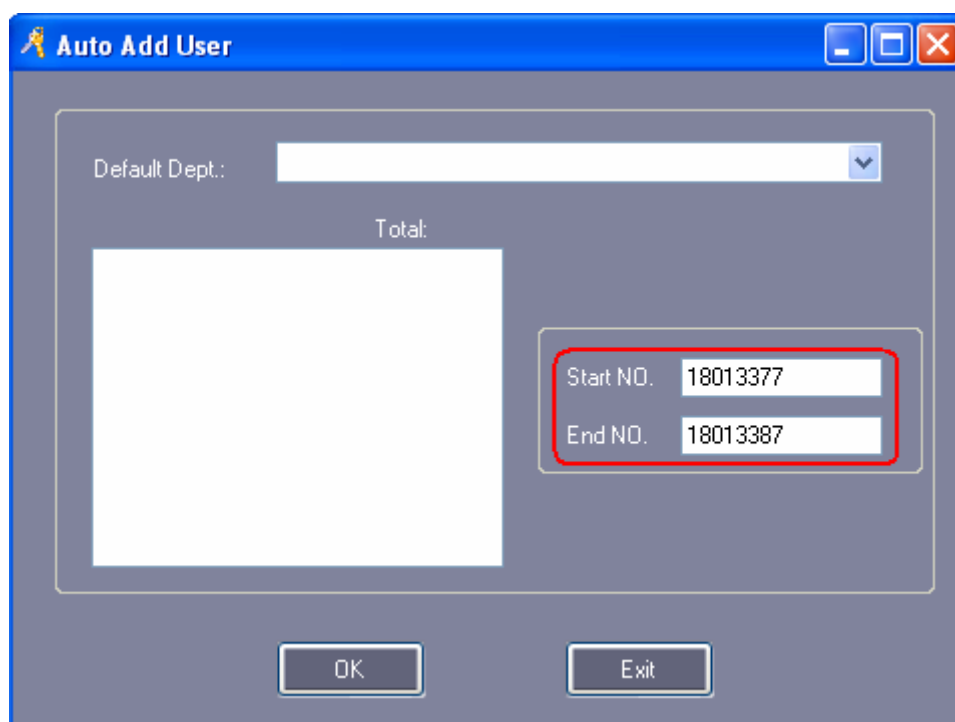


Click “OK”, Auto added to the Software.

Select “Manual Batch Input” ,Click “Next”



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



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

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

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

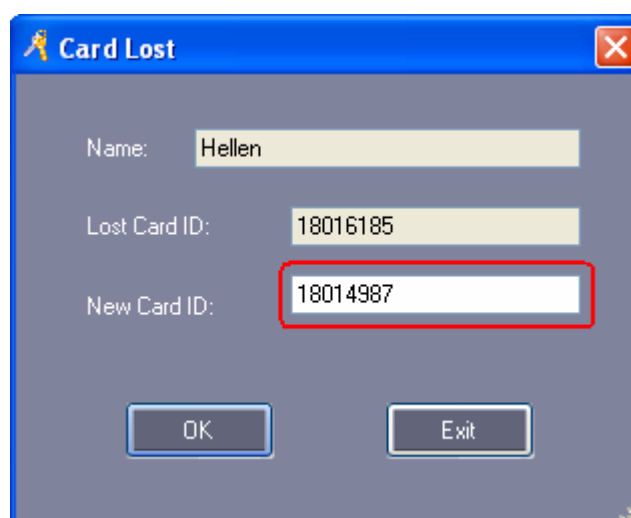
## 2.3.4 Alter Single-user's Privilege

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】**



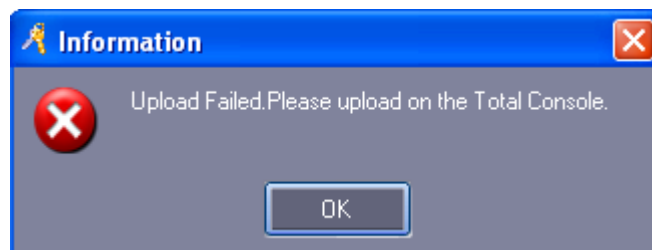
The image shows a 'Card Lost' dialog box with a blue title bar and a red close button. It contains three text input fields: 'Name' with the value 'Hellen', 'Lost Card ID' with the value '18016185', and 'New Card ID' with the value '18014987'. The 'New Card ID' field is highlighted with a red rectangular border. At the bottom, there are two buttons: 'OK' and '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:

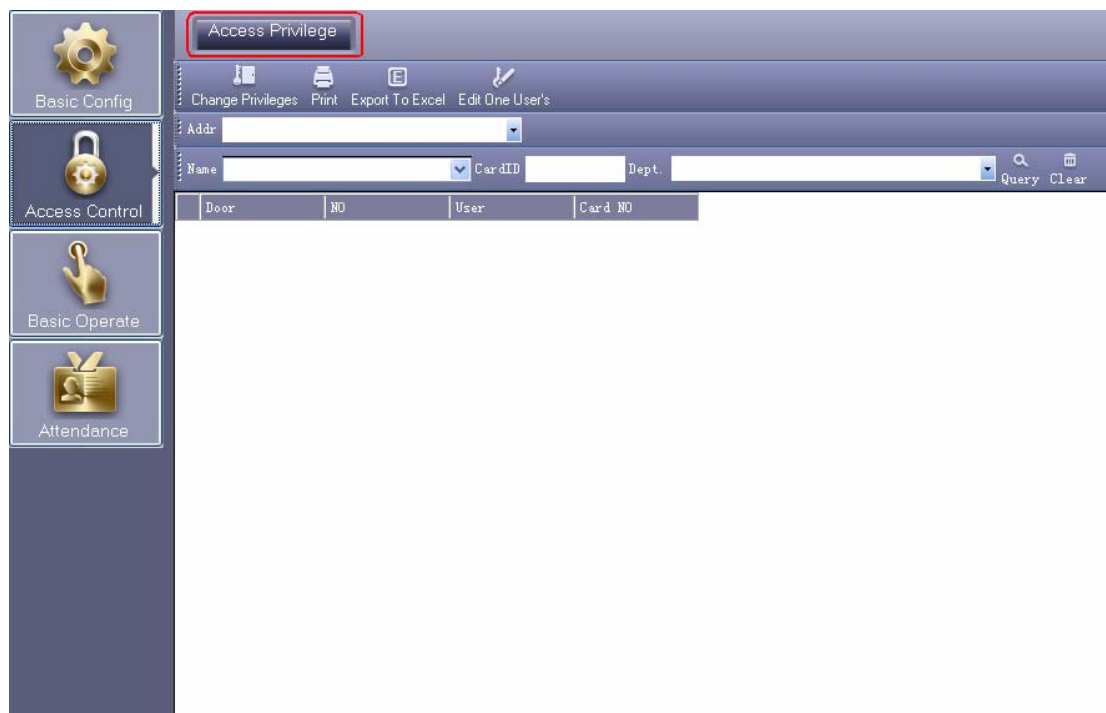


## 2.4 Basic Operate

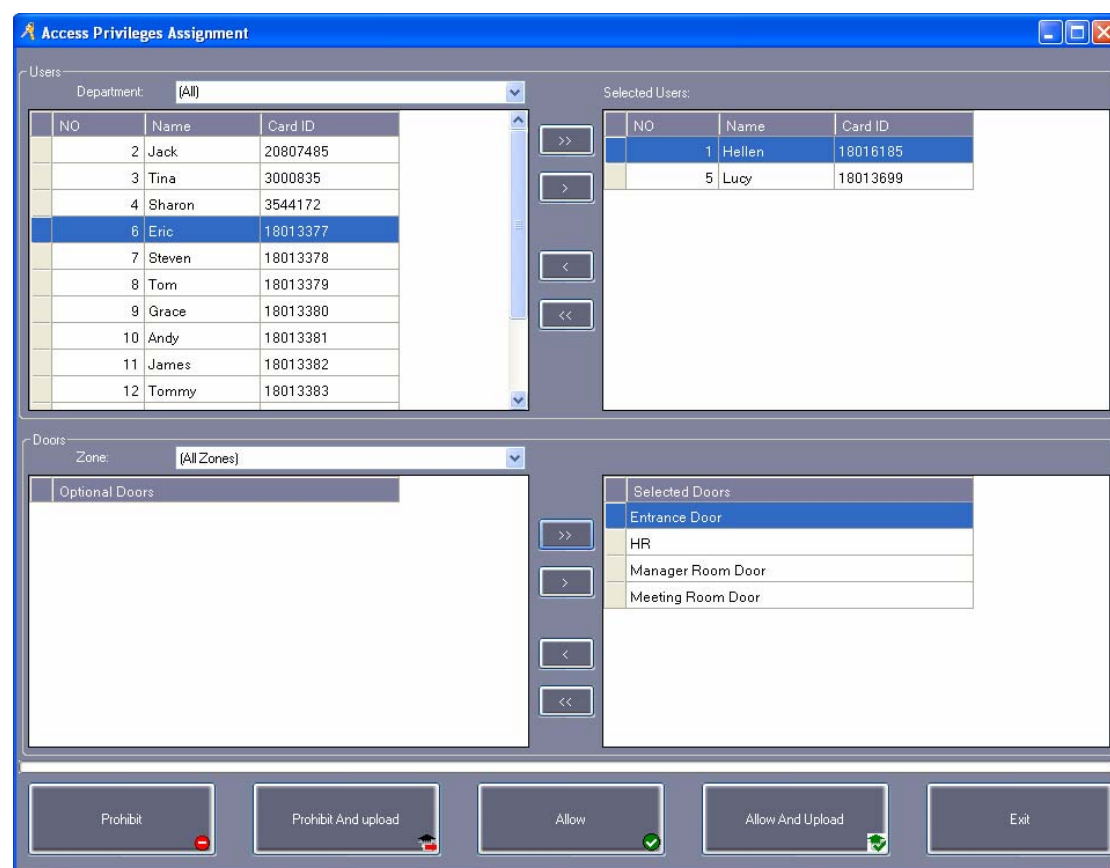
### 2.4.1 Privilege Management

#### 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"

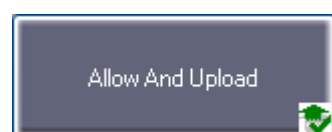
">": Select one "Users" or Select one "Optional Doors".

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

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



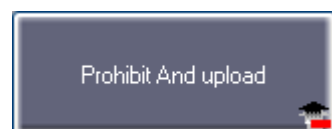
After clicking this button, and then **basic operation << upload**, the selected users can pass through selected doors.



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

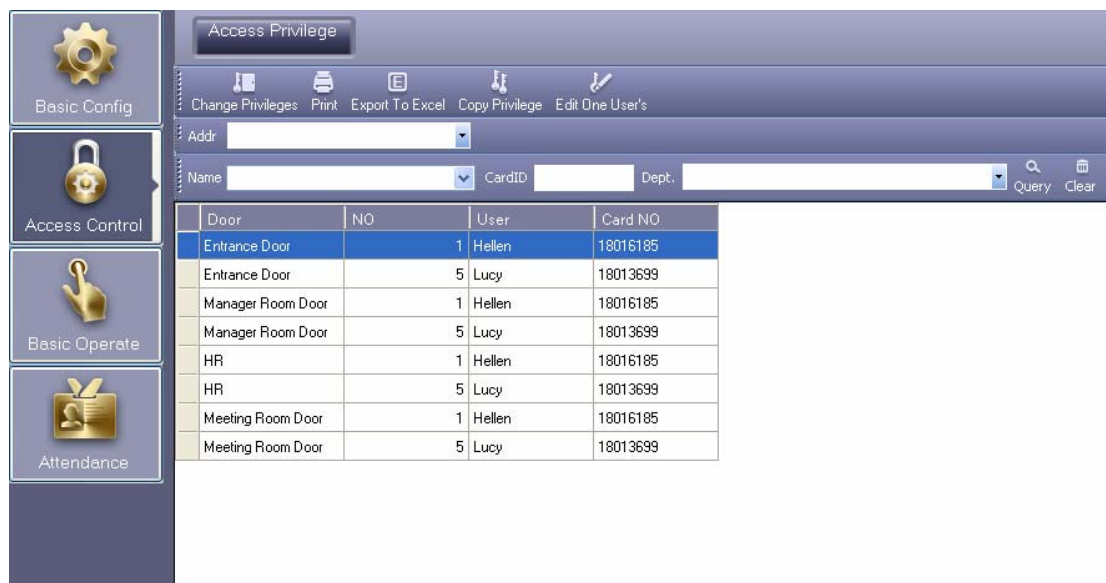


After clicking this button, and then **basic operation << upload**, the selected users can't pass through selected doors.



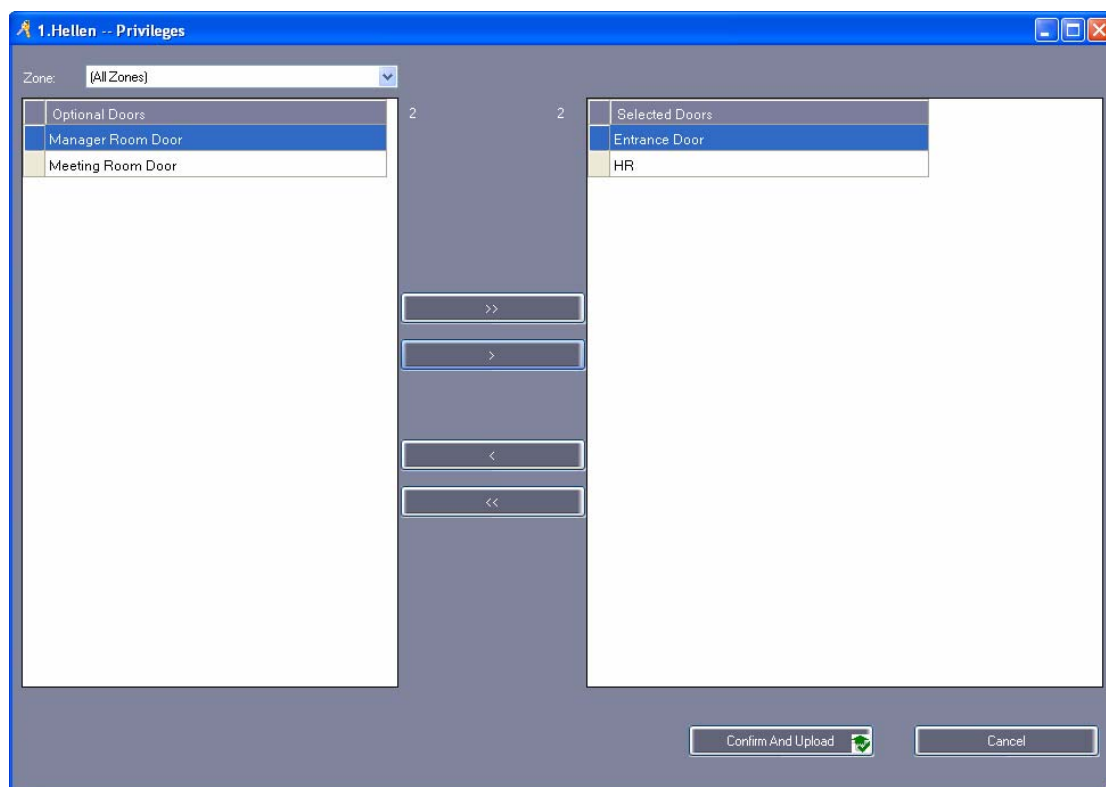
After clicking this button, the selected users can't pass through

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

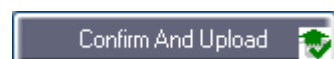


“>>”: Select all “Optional Doors”

“>”: Select one “Optional Doors”

“<”: Cancel one “Selected Doors”

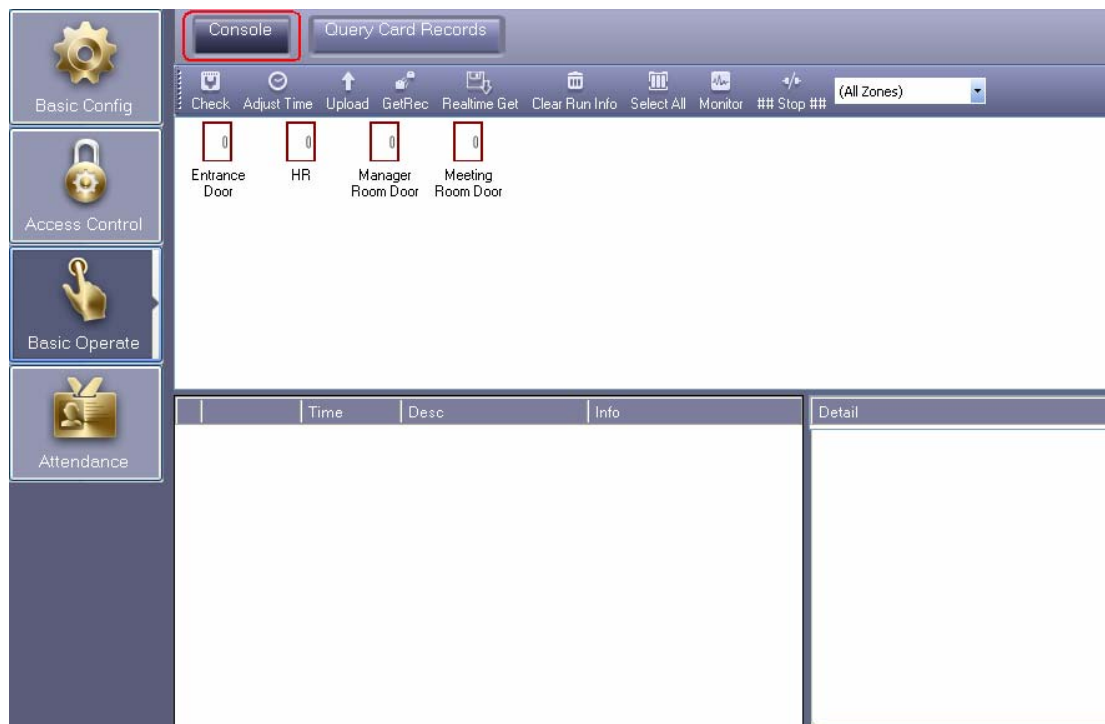
“<<”: Cancel all “Selected Doors”



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

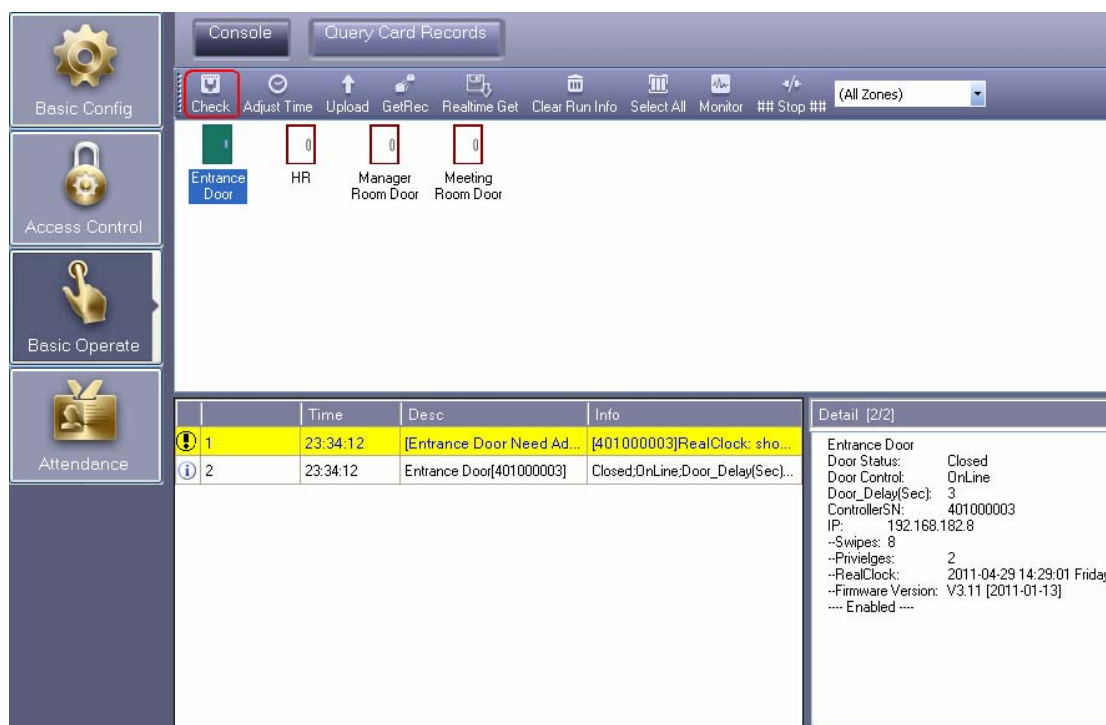
## 2.5 Console

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

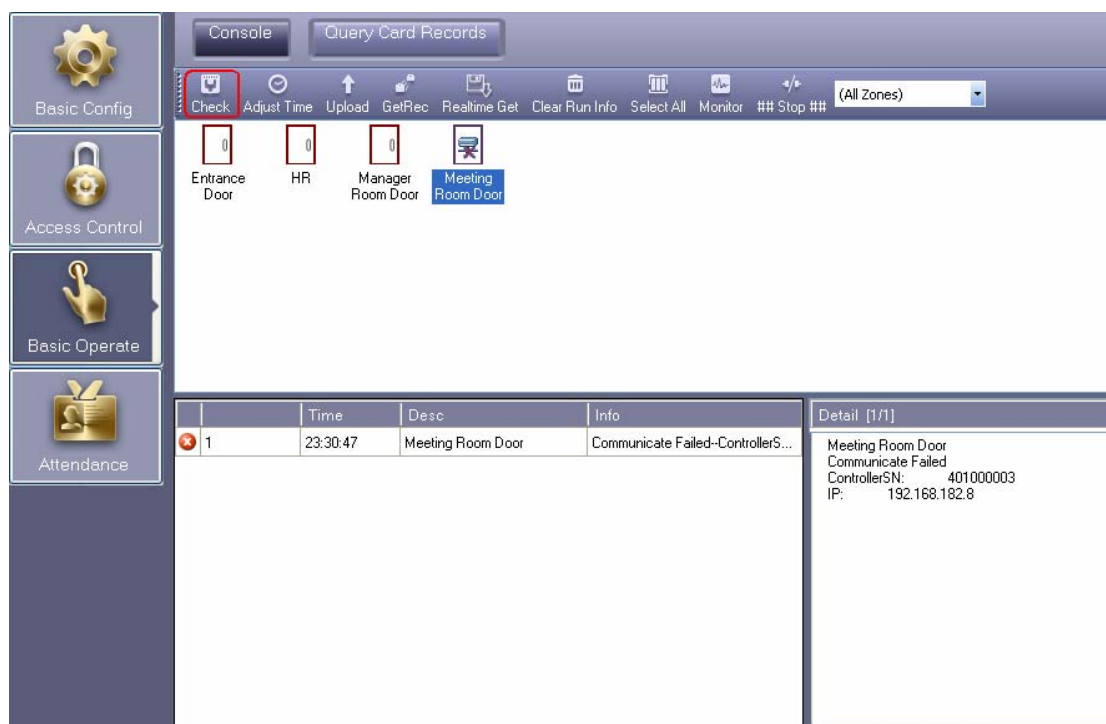


### 2.5.1 Controller's Info Check

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



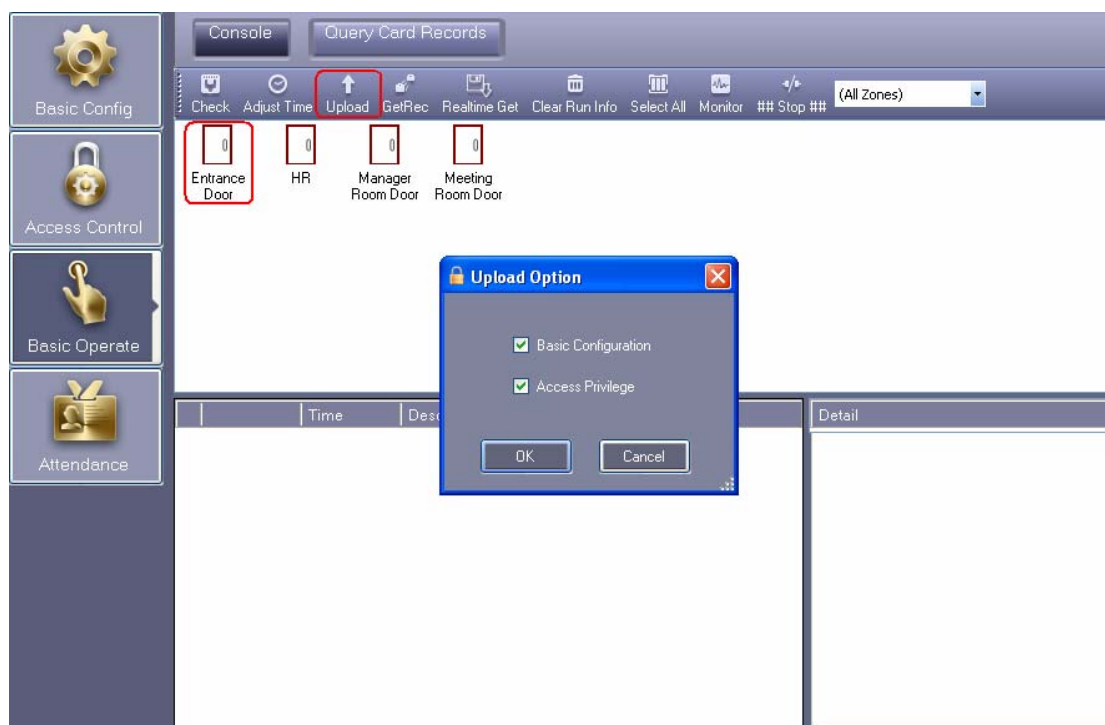
It will show the control's basic information .such as the amount of swipings and privileges, Door status, control status, open delay (sec) .If the controller is well communicated with computer, the door label's color is green , and otherwise the color is red.



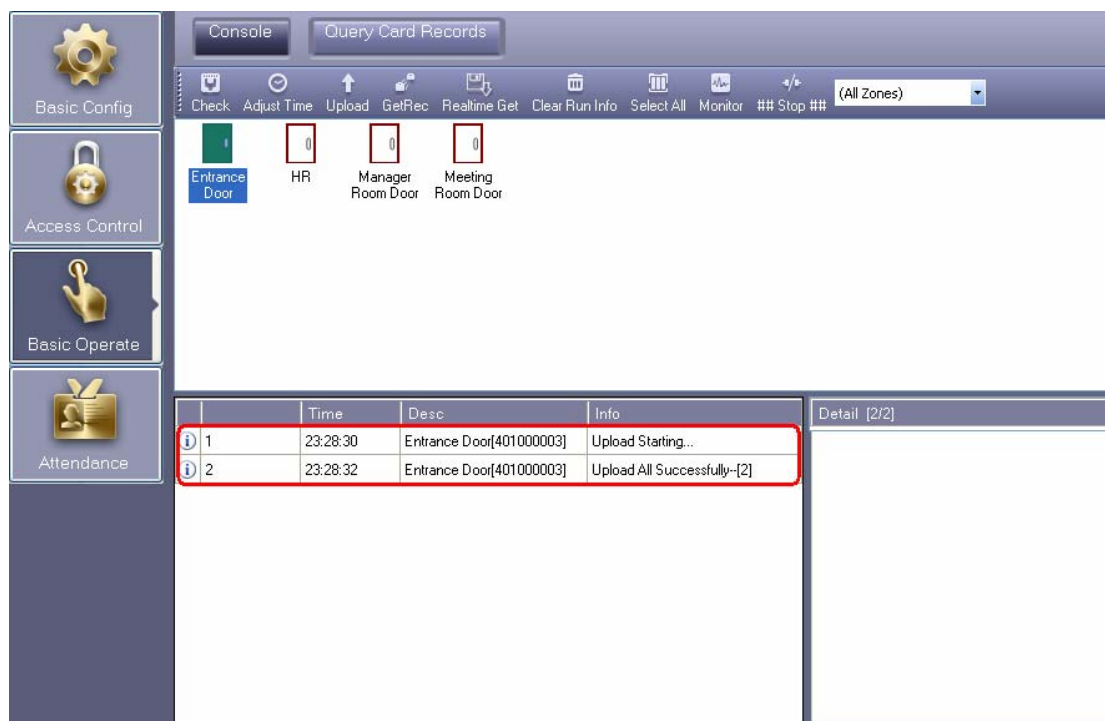


## 2.5.2 Upload Setting

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



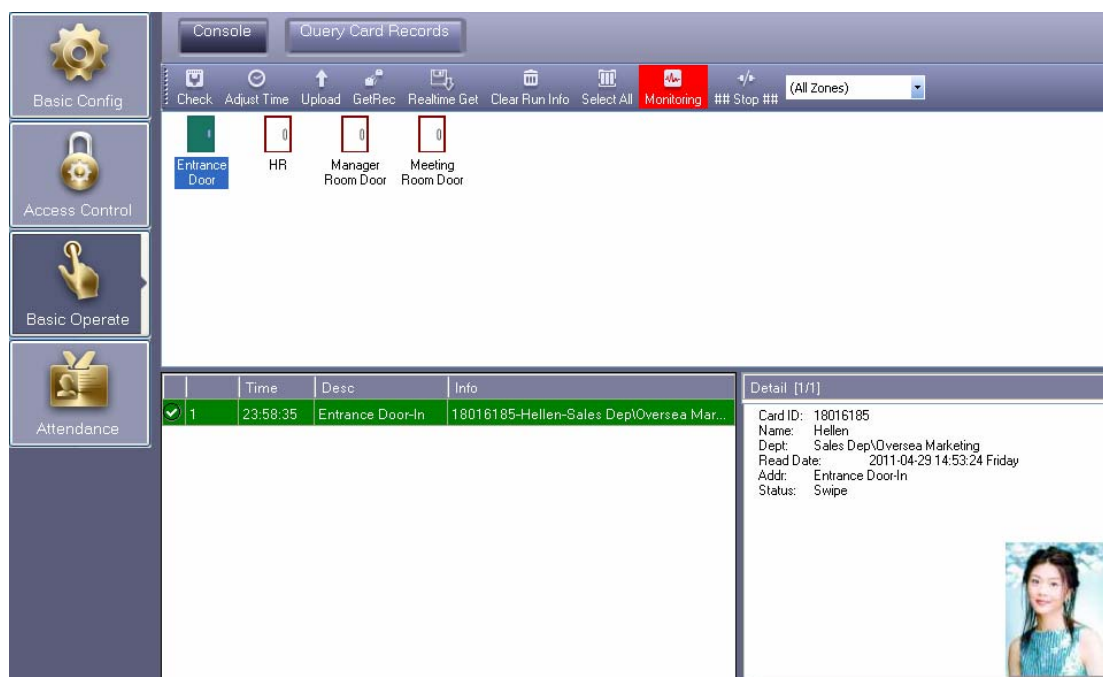
Click "OK"



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.

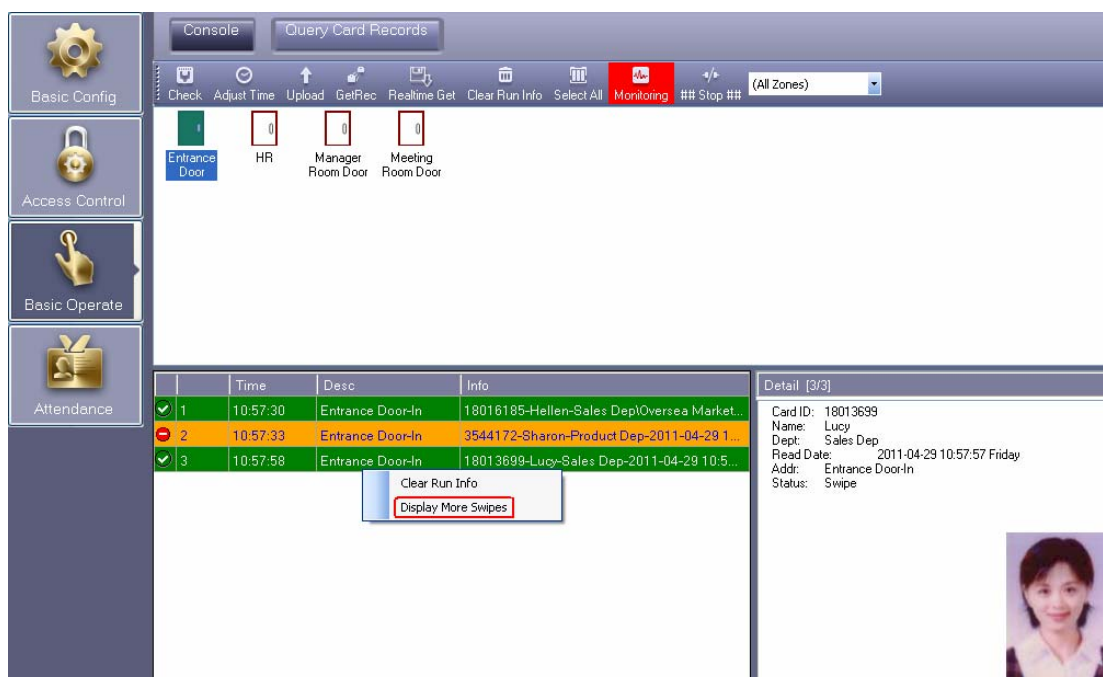
## 2.5.3 Real-time Monitoring

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”.

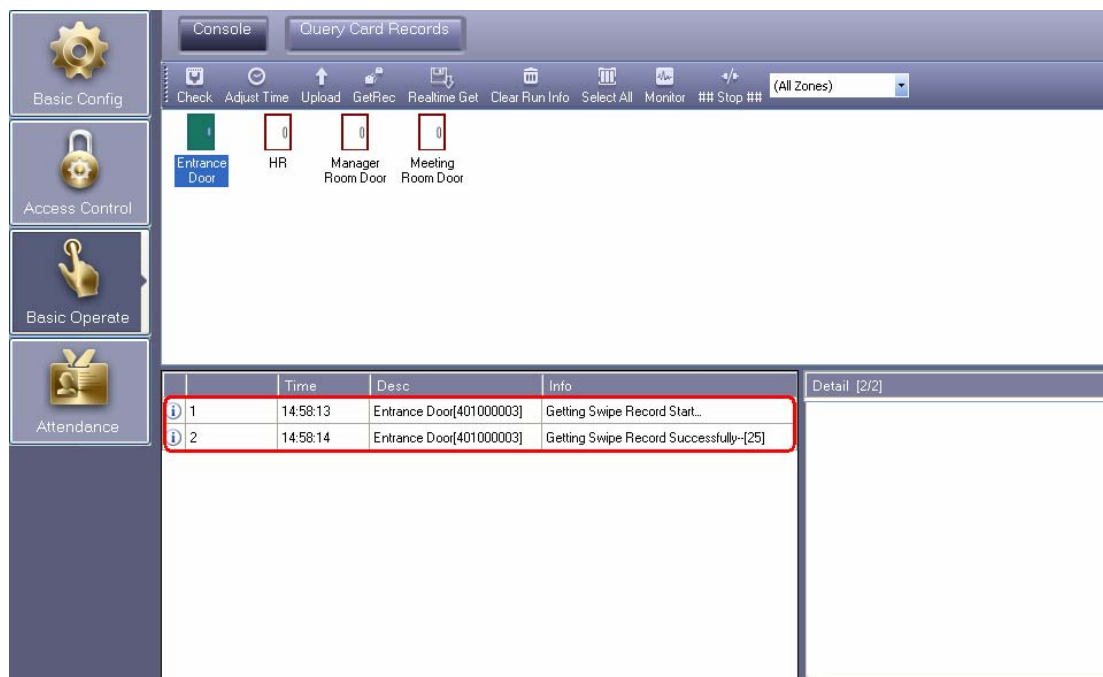


Right click "Photo". You can adjust the display of information.



## 2.5.5 Download Records

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

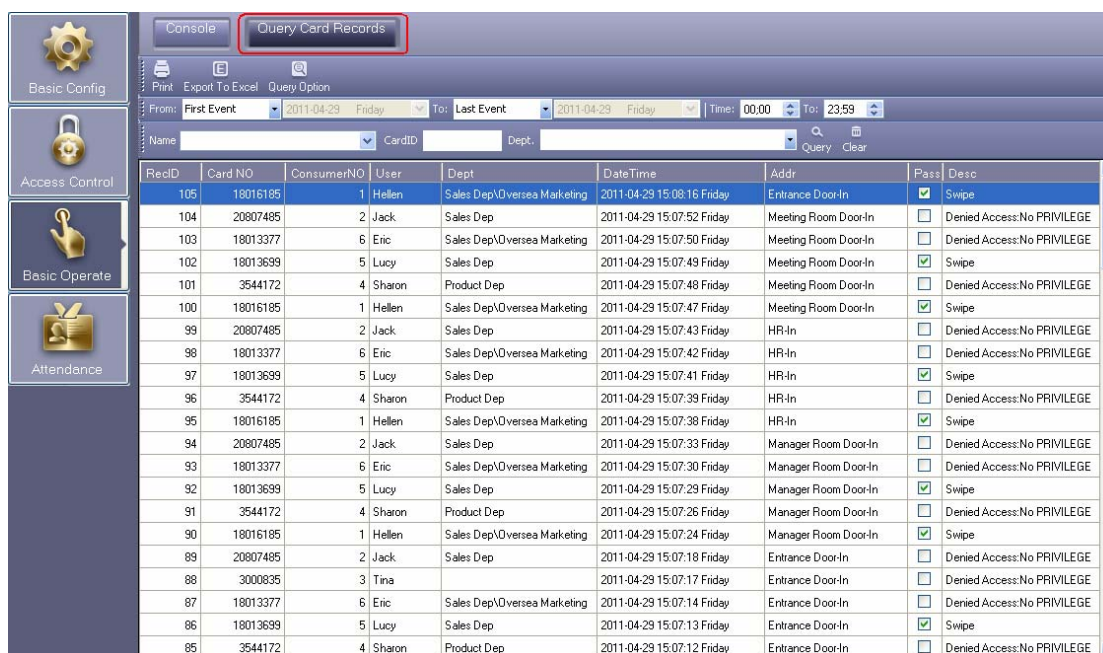


**GetRec** : Collect the access controller's records to database.

## 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:

RecID	Card NO	ConsumerNO	User	Dept	DateTime	Addr	Pass	Desc
105	18016185	1	Hellen	Sales Dep\Oversea Marketing	2011-04-29 15:08:16 Friday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
89	20807485	2	Jack	Sales Dep	2011-04-29 15:07:18 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
98	3000835	3	Tina		2011-04-29 15:07:17 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
87	18013377	6	Eric	Sales Dep\Oversea Marketing	2011-04-29 15:07:14 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
86	18013699	5	Lucy	Sales Dep	2011-04-29 15:07:13 Friday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
85	3544172	4	Sharon	Product Dep	2011-04-29 15:07:12 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
84	18016185	1	Hellen	Sales Dep\Oversea Marketing	2011-04-29 15:07:11 Friday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
83	20807485	2	Jack	Sales Dep	2011-04-29 15:06:51 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
82	3000835	3	Tina		2011-04-29 15:06:50 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
81	18013377	6	Eric	Sales Dep\Oversea Marketing	2011-04-29 15:06:49 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
80	18013699	5	Lucy	Sales Dep	2011-04-29 15:06:48 Friday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe

## 2.7 Tools

### 2.7.1 Change Password

Change operator's password.

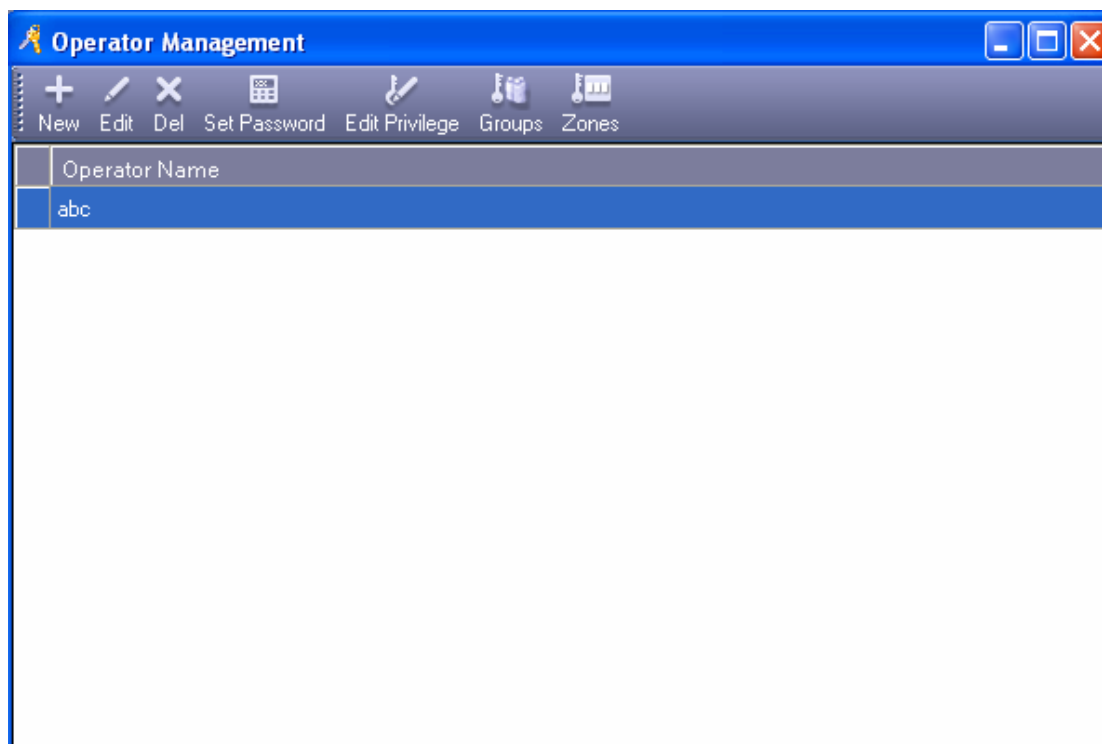
Select **【Tools】 > 【Super Configure】 > 【Change Password】**

Modify the password for current operator.

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

## 2.7.2 Operator Management

Select **【Tools】** > **【Super Configure】** > **【Operator Management】**



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

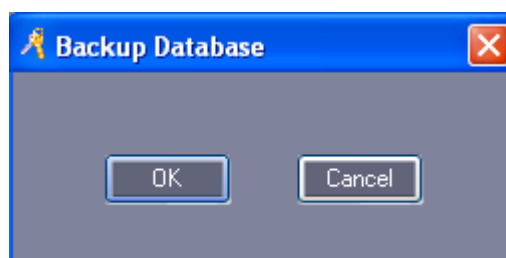


**Edit Privilege**: assign the executive operation and function privilege to operators.

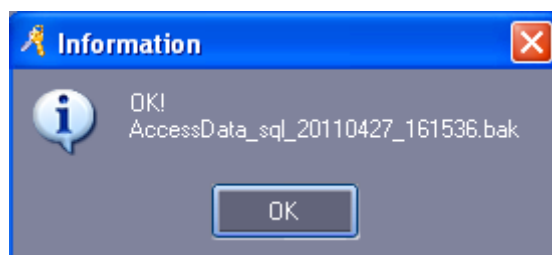
Attention: "abc" is the default high-level Administrators, can not "Del" and "Edit Privilege".

## 2.7.3 DB Backup

Select **【Tools】** > **【Super Configure】** > **【DB Backup】**



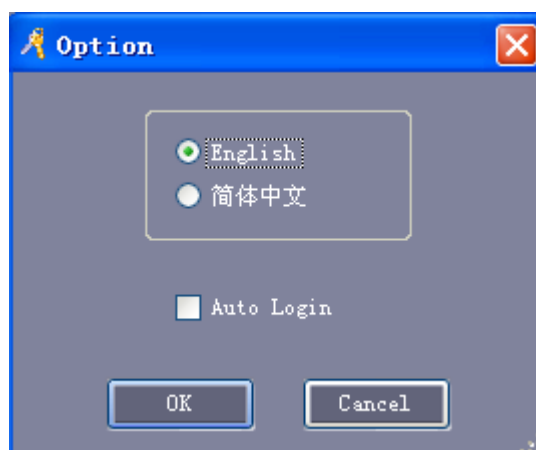
Click "OK"



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

## 2.7.4 Language Option

Select **【Tools】** > **【Super Configure】** > **【Option】**



Select "English", Software interface language displays in English

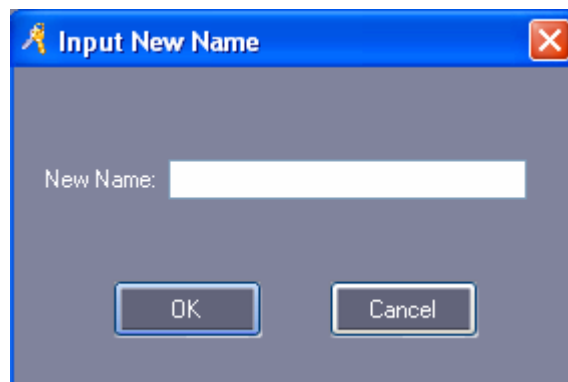
Select "简体中文", Software interface language displays in Simplified Chinese.

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



## Part 3 Extended Function

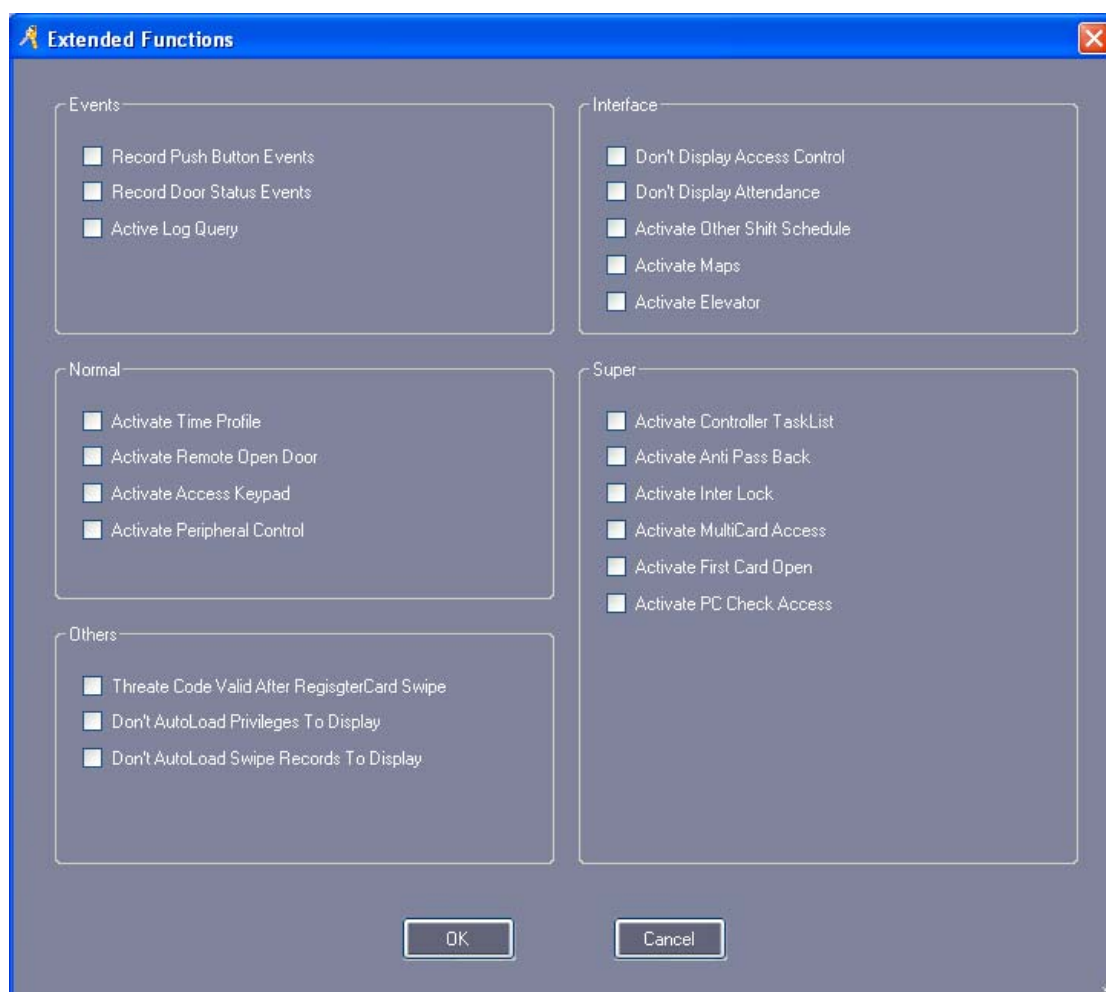
Select **【Tools】 > 【Super Configure】 > 【Extended Functions】** from the menu bar



If you want to Activate the Extended Function . please input the password .

Please ask provider for password.

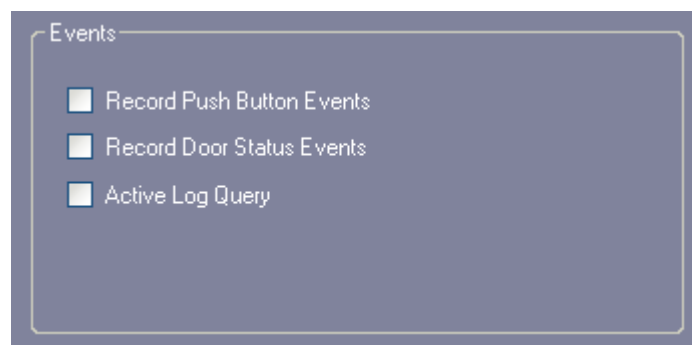
The extended function list is as follows:



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.

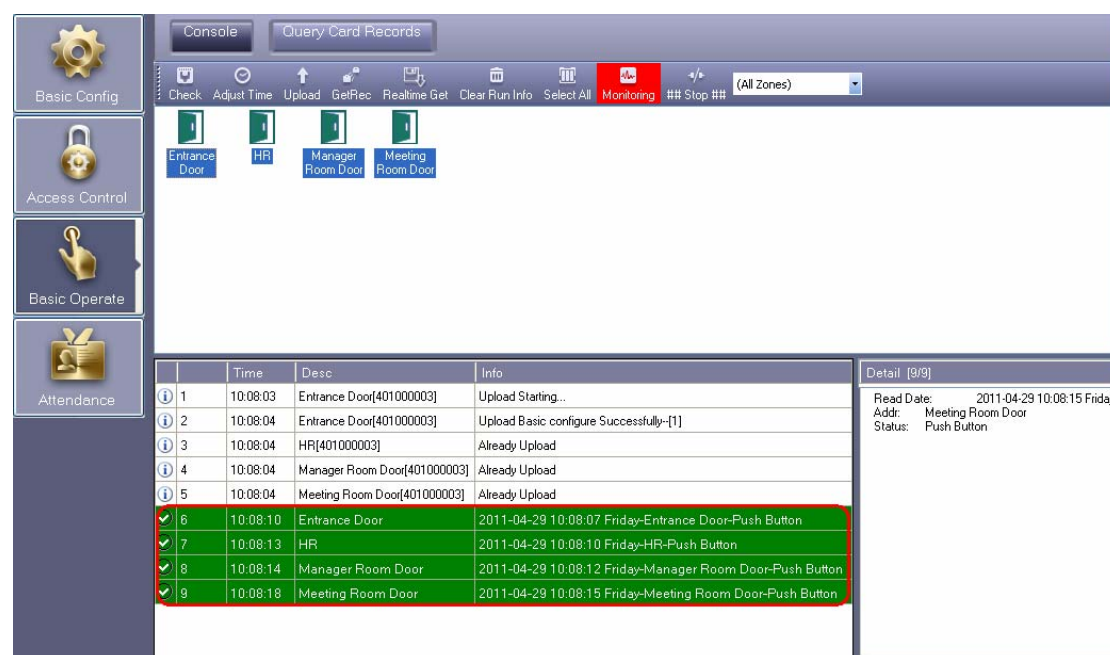


## 3.1 Events



### 3.1.1 Record Push Button Events

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



	Time	Desc	Info
1	10:08:03	Entrance Door[401000003]	Upload Starting...
2	10:08:04	Entrance Door[401000003]	Upload Basic configure Successfully-[1]
3	10:08:04	HR[401000003]	Already Upload
4	10:08:04	Manager Room Door[401000003]	Already Upload
5	10:08:04	Meeting Room Door[401000003]	Already Upload
6	10:08:10	Entrance Door	2011-04-29 10:08:07 Friday-Entrance Door-Push Button
7	10:08:13	HR	2011-04-29 10:08:10 Friday-HR-Push Button
8	10:08:14	Manager Room Door	2011-04-29 10:08:12 Friday-Manager Room Door-Push Button
9	10:08:18	Meeting Room Door	2011-04-29 10:08:15 Friday-Meeting Room Door-Push Button

**Detail [9/9]**  
Read Date: 2011-04-29 10:08:15 Friday  
Addr: Meeting Room Door  
Status: 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.

**Query Card Records**

	Time	Desc	Info
1	10:12:28	Entrance Door[401000003]	Upload Starting...
2	10:12:28	Entrance Door[401000003]	Upload Basic configure Successfully-[1]
3	10:12:28	HR[401000003]	Already Upload
4	10:12:28	Manager Room Door[401000003]	Already Upload
5	10:12:28	Meeting Room Door[401000003]	Already Upload
6	10:12:34	Entrance Door	2011-04-29 10:12:32 Friday-Entrance Door-Door Closed
7	10:12:35	Entrance Door	2011-04-29 10:12:33 Friday-Entrance Door-Door Open
8	10:12:39	HR	2011-04-29 10:12:35 Friday-HR-Door Closed
9	10:12:40	HR	2011-04-29 10:12:38 Friday-HR-Door Open
10	10:12:44	Manager Room Door	2011-04-29 10:12:41 Friday-Manager Room Door-Door Closed
11	10:12:45	Manager Room Door	2011-04-29 10:12:44 Friday-Manager Room Door-Door Open
12	10:12:49	Meeting Room Door	2011-04-29 10:12:46 Friday-Meeting Room Door-Door Closed
13	10:12:50	Meeting Room Door	2011-04-29 10:12:48 Friday-Meeting Room Door-Door Open

**Detail [1/3/13]**

Read Date: 2011-04-29 10:12:48 Friday  
 Addr: Meeting Room Door  
 Status: Door Open

## 3.1.3 Active Log Query

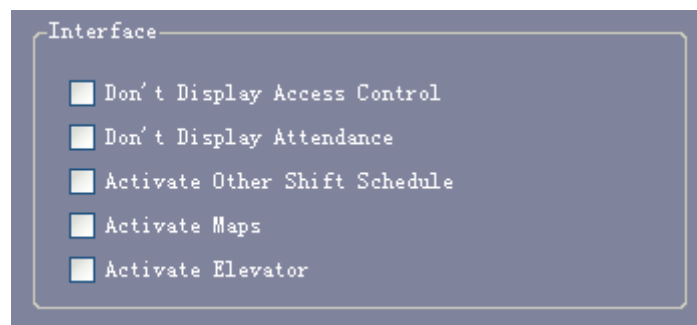
Select **【Tools】** > **【Super Configure】** > **【Log Query】**

**Log Query**


Rec ID	DateTime	EventType	Event Desc
546	2011-04-27 16:32:43 Wednesday	Information	1.abc.13.Meeting Room Door,2011-04-27 16:32:42 Wednesday-Meeting Room Door-Door Open,Read Date: #2011-04...
545	2011-04-27 16:32:41 Wednesday	Information	1.abc.12.Meeting Room Door,2011-04-27 16:32:41 Wednesday-Meeting Room Door-Door Closed,Read Date: #2011-0...
544	2011-04-27 16:32:39 Wednesday	Information	1.abc.11.Manager Room Door,2011-04-27 16:32:38 Wednesday-Manager Room Door-Door Open,Read Date: #2011...
543	2011-04-27 16:32:37 Wednesday	Information	1.abc.10.Manager Room Door,2011-04-27 16:32:37 Wednesday-Manager Room Door-Door Closed,Read Date: #201...
542	2011-04-27 16:32:35 Wednesday	Information	1.abc.9.HR,2011-04-27 16:32:34 Wednesday-HR-Door Open,Read Date: #2011-04-27 16:32:34 Wednesday#Addr: I...
541	2011-04-27 16:32:34 Wednesday	Information	1.abc.8.HR,2011-04-27 16:32:33 Wednesday-HR-Door Closed,Read Date: #2011-04-27 16:32:33 Wednesday#Addr: I...
540	2011-04-27 16:32:31 Wednesday	Information	1.abc.7.Entrance Door,2011-04-27 16:32:31 Wednesday-Entrance Door-Door Open,Read Date: #2011-04-27 16:32:...
539	2011-04-27 16:32:30 Wednesday	Information	1.abc.6.Entrance Door,2011-04-27 16:32:29 Wednesday-Entrance Door-Door Closed,Read Date: #2011-04-27 16:32:...
538	2011-04-27 16:32:20 Wednesday	Information	1.abc.5.Meeting Room Door[401000003]Already Upload,,
537	2011-04-27 16:32:20 Wednesday	Information	1.abc.4.Manager Room Door[401000003]Already Upload,,
536	2011-04-27 16:32:20 Wednesday	Information	1.abc.3.HR[401000003]Already Upload,,
535	2011-04-27 16:32:20 Wednesday	Information	1.abc.2.Entrance Door[401000003]Upload Basic configure Successfully-[1],,
534	2011-04-27 16:32:20 Wednesday	Information	1.abc.1.Entrance Door[401000003]Upload Starting....
533	2011-04-27 16:28:34 Wednesday	Information	1.abc.9.Meeting Room Door,2011-04-27 16:28:33 Wednesday-Meeting Room Door-Push Button,Read Date: #2011-04...
532	2011-04-27 16:28:32 Wednesday	Information	1.abc.8.Manager Room Door,2011-04-27 16:28:31 Wednesday-Manager Room Door-Push Button,Read Date: #2011...
531	2011-04-27 16:28:30 Wednesday	Information	1.abc.7.HR,2011-04-27 16:28:30 Wednesday-HR-Push Button,Read Date: #2011-04-27 16:28:30 Wednesday#Addr: I...
530	2011-04-27 16:28:27 Wednesday	Information	1.abc.6.Entrance Door,2011-04-27 16:28:26 Wednesday-Entrance Door-Push Button,Read Date: #2011-04-27 16:28...
529	2011-04-27 16:28:16 Wednesday	Information	1.abc.5.Meeting Room Door[401000003]Already Upload,,
528	2011-04-27 16:28:16 Wednesday	Information	1.abc.4.Manager Room Door[401000003]Already Upload,,
527	2011-04-27 16:28:16 Wednesday	Information	1.abc.3.HR[401000003]Already Upload,,
526	2011-04-27 16:28:16 Wednesday	Information	1.abc.2.Entrance Door[401000003]Upload Basic configure Successfully-[1],,
525	2011-04-27 16:28:16 Wednesday	Information	1.abc.1.Entrance Door[401000003]Upload Starting....
524	2011-04-27 16:28:11 Wednesday	Information	1.abc.13.Meeting Room Door[401000003]Already Upload,,
523	2011-04-27 16:28:10 Wednesday	Information	1.abc.12.Manager Room Door[401000003]Already Upload,,
522	2011-04-27 16:28:10 Wednesday	Information	1.abc.11.HR[401000003]Already Upload,,
521	2011-04-27 16:28:10 Wednesday	Information	1.abc.10.Entrance Door[401000003]Upload Basic configure Successfully-[1],,

Close

## 3.2 Interface

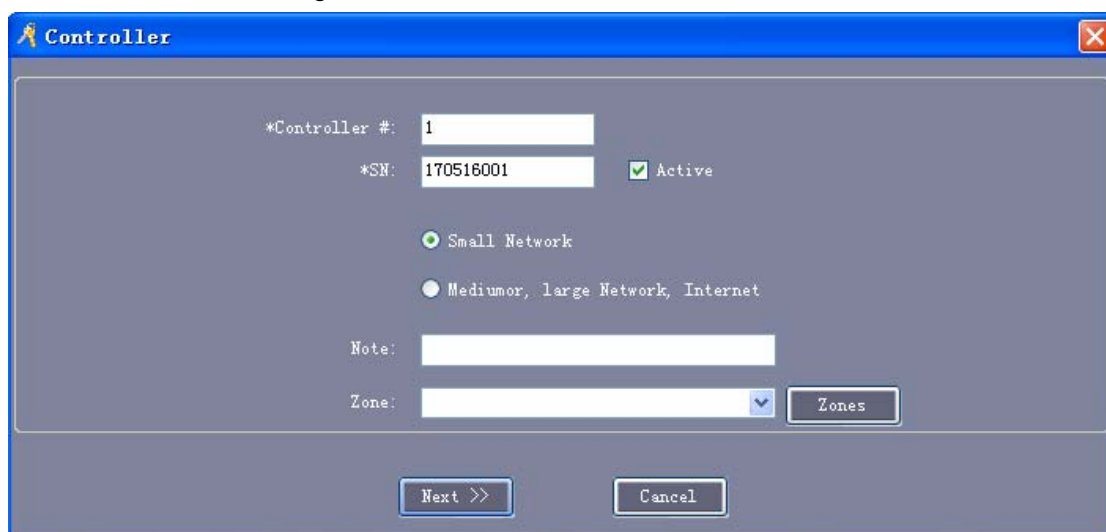


### 3.2.1 Activate Elevator

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

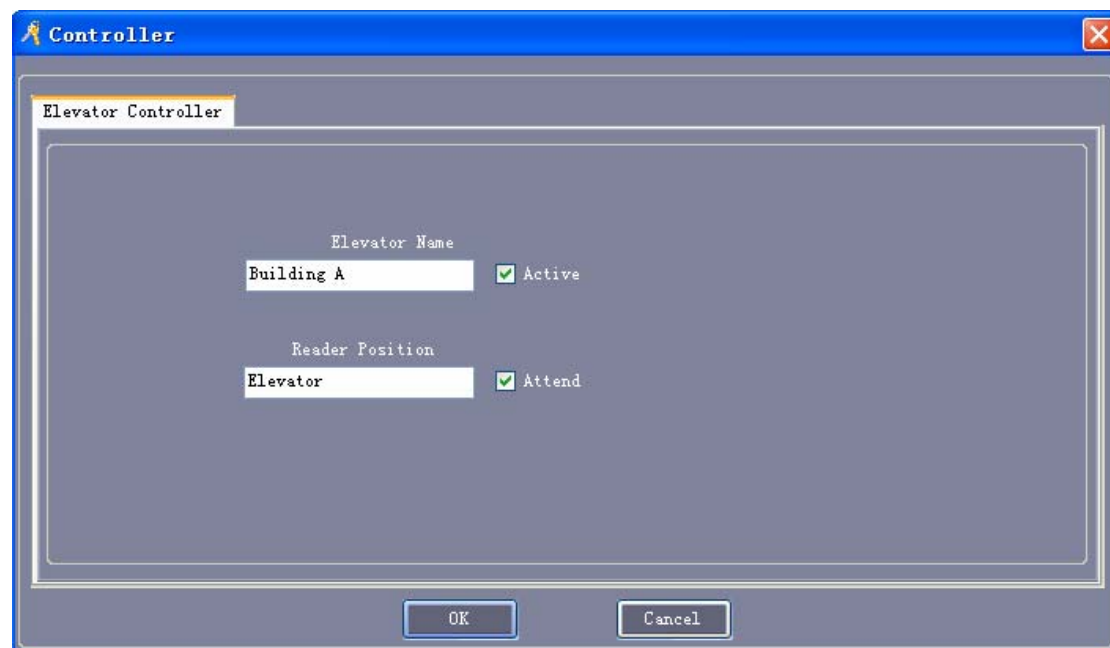
#### 3.2.1.1 Add Elevator

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

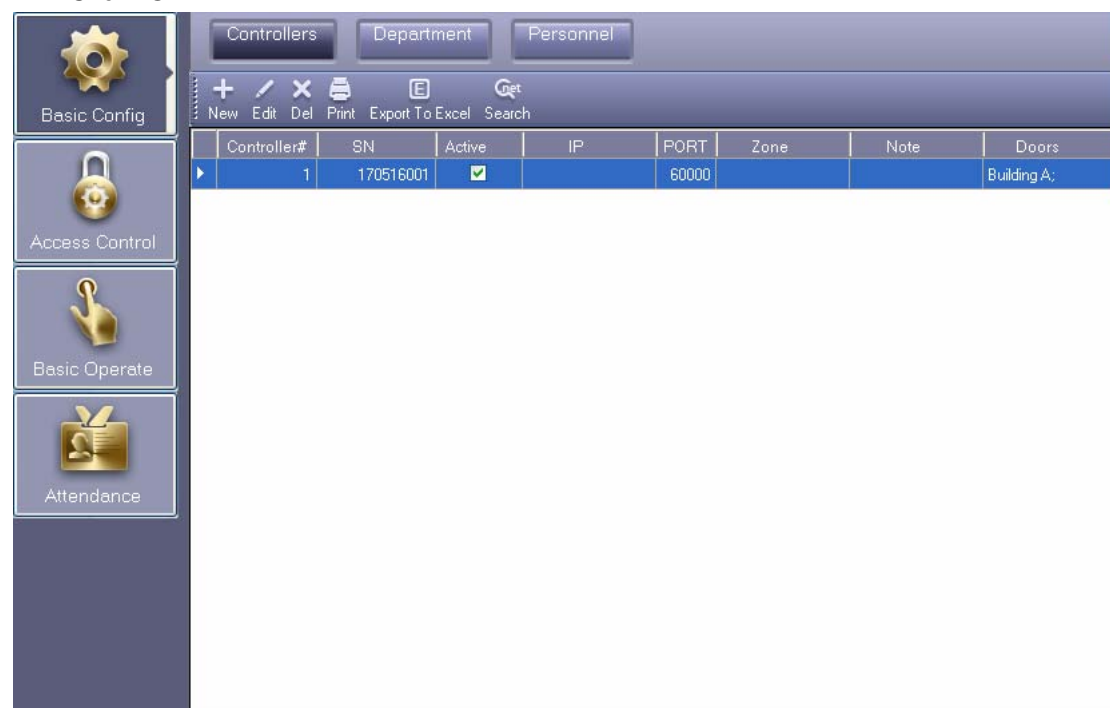


The details please reference chapter [2.2 Parameter Settings of Equipment](#).

Click “Next”.

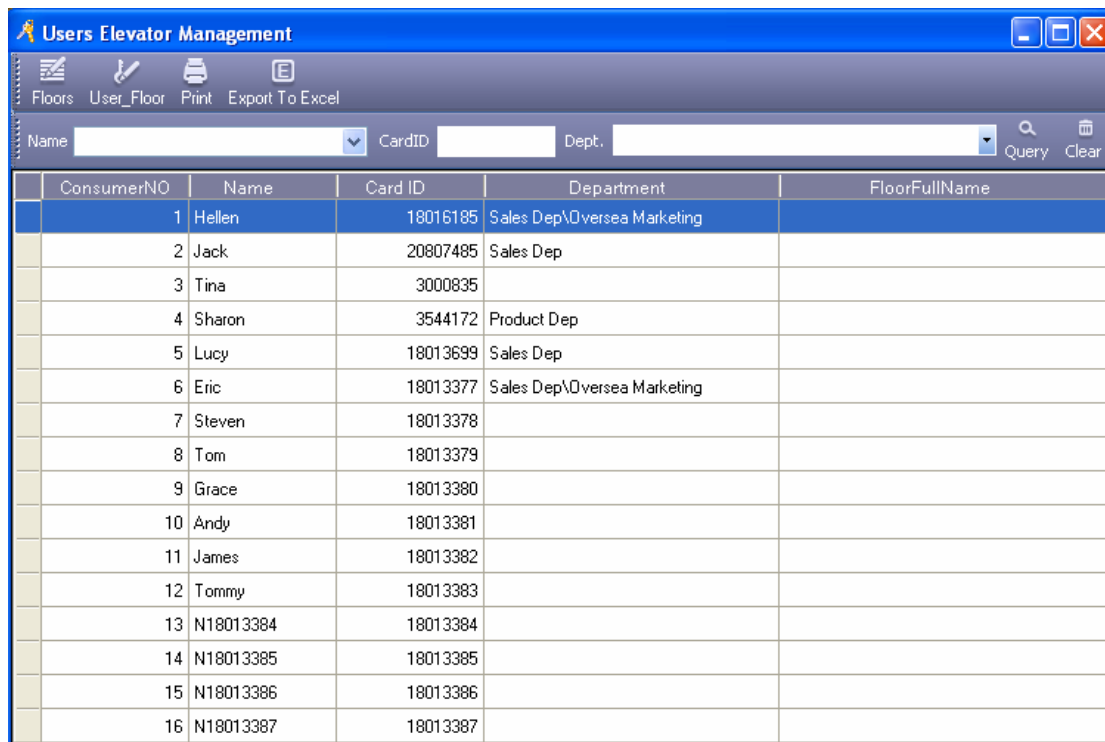


Click "OK".



### 3.2.1.2 Elevator Management

Select **【Tools】** > **【Super Configure】** > **【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:

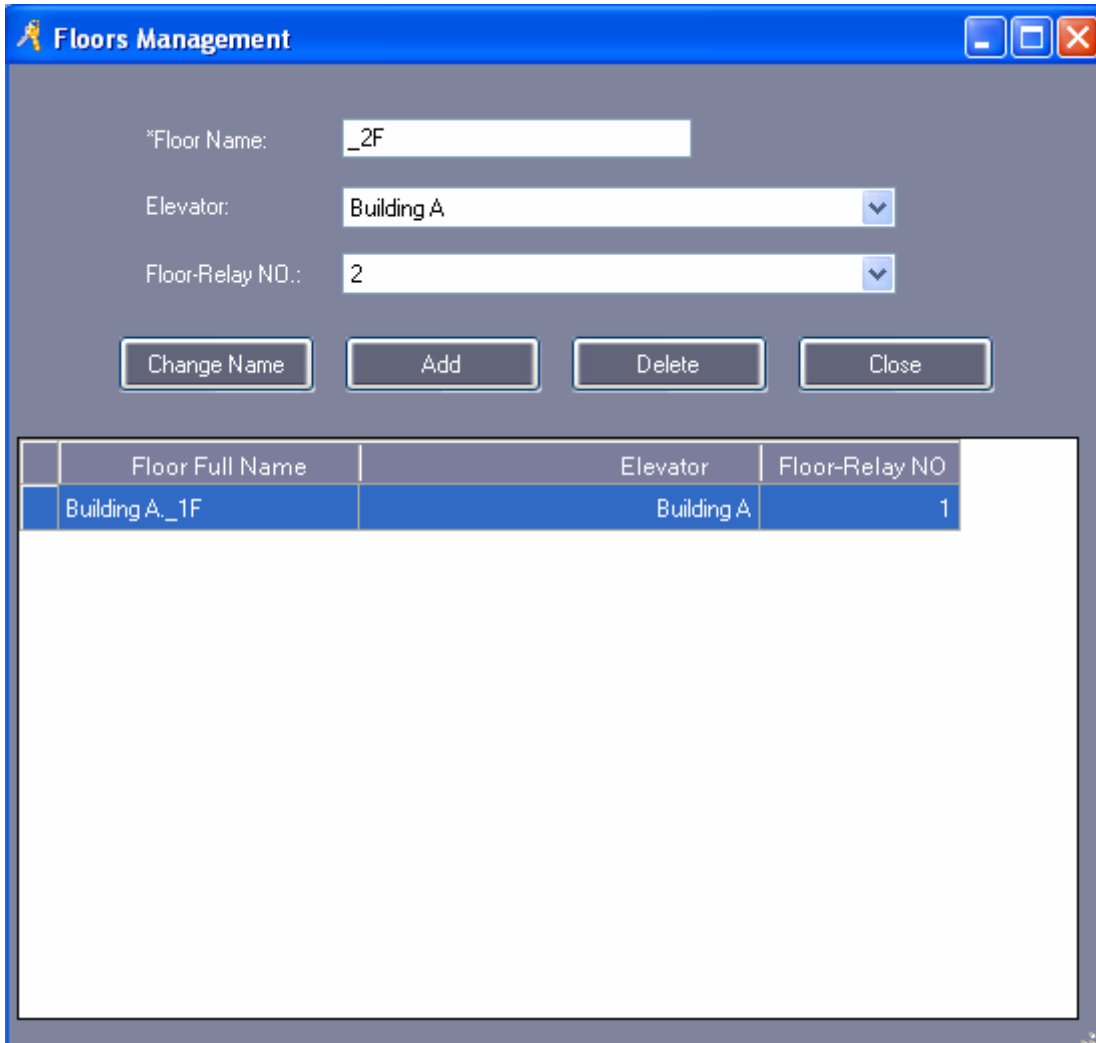
Floor-Relay NO.:

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:

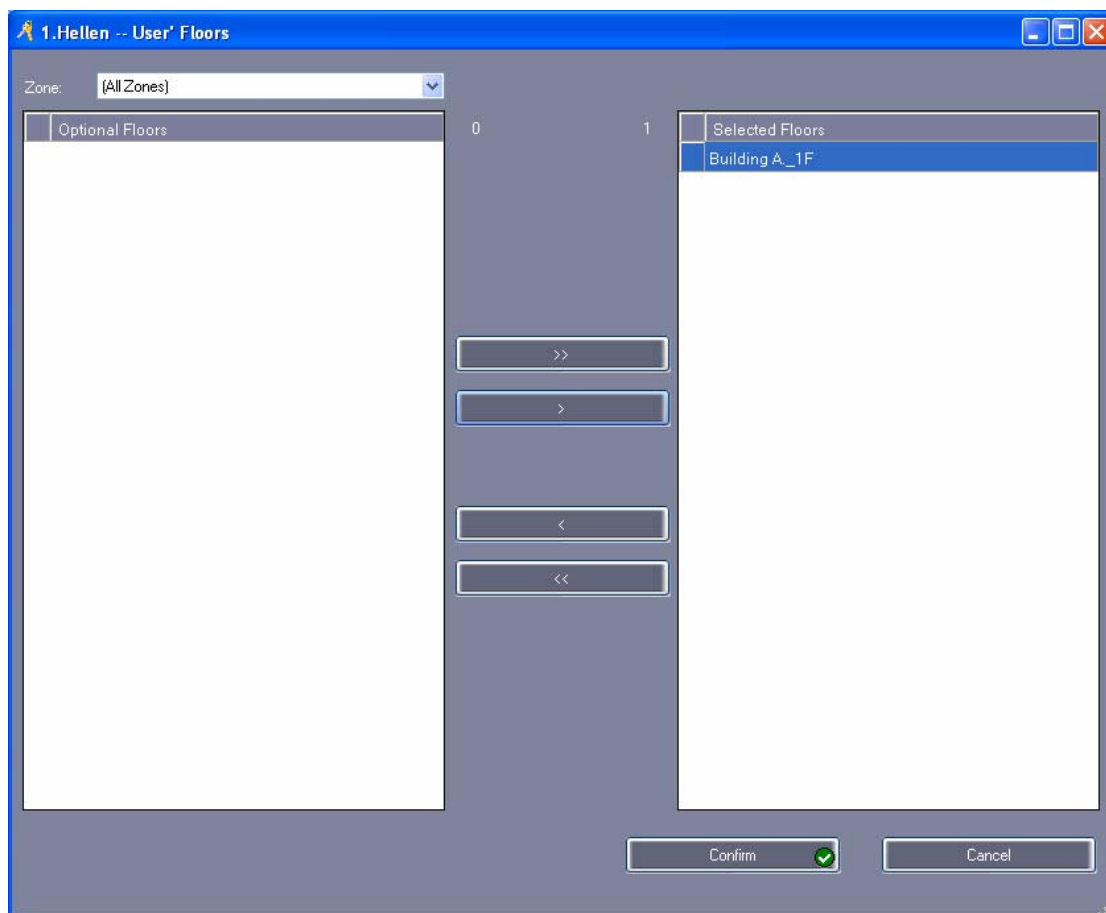
Floor-Relay NO.:

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

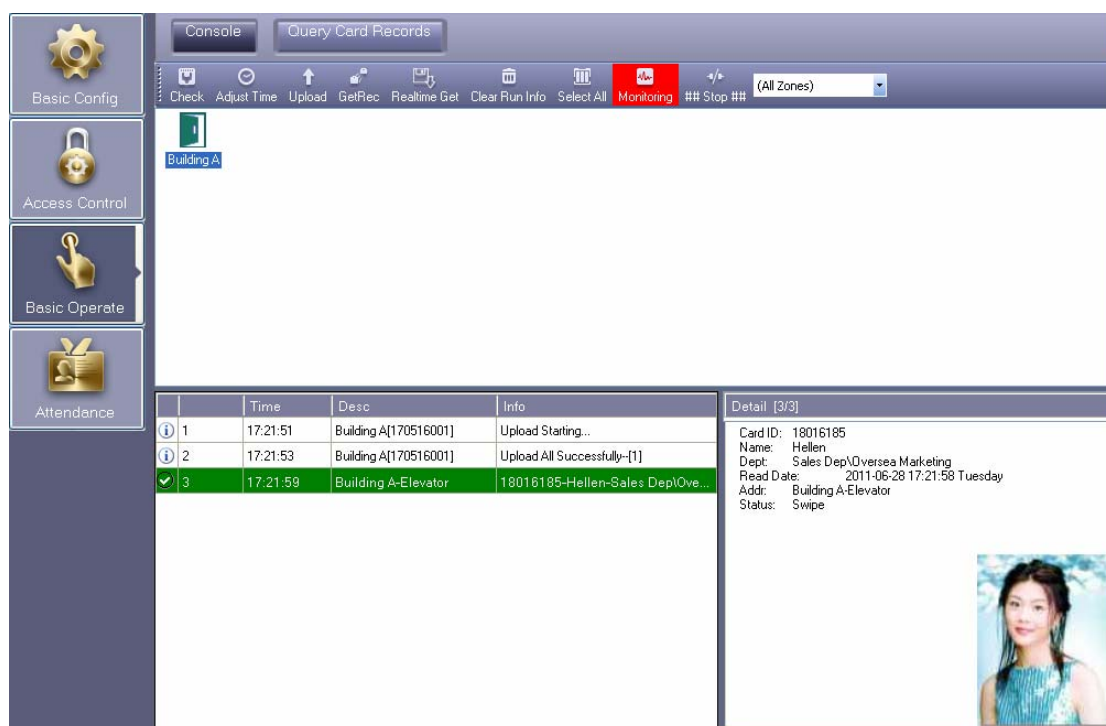
### 3.2.1.2.2 Set user up to floor

Fist selected user, Then click "User\_Floor".

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

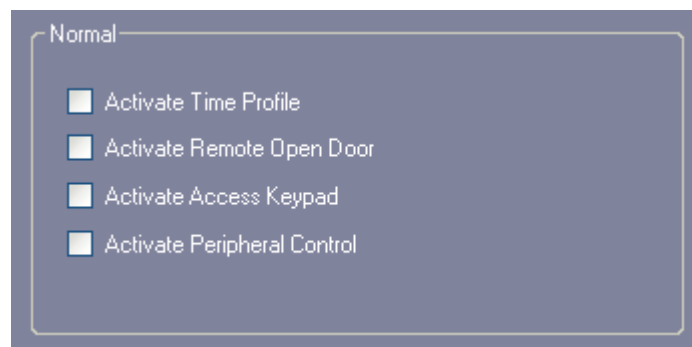


Click “Confirm”, Back to “Console” click “Upload”. Then Swiping Card, “Hellen” will be enter into 3rd floor.



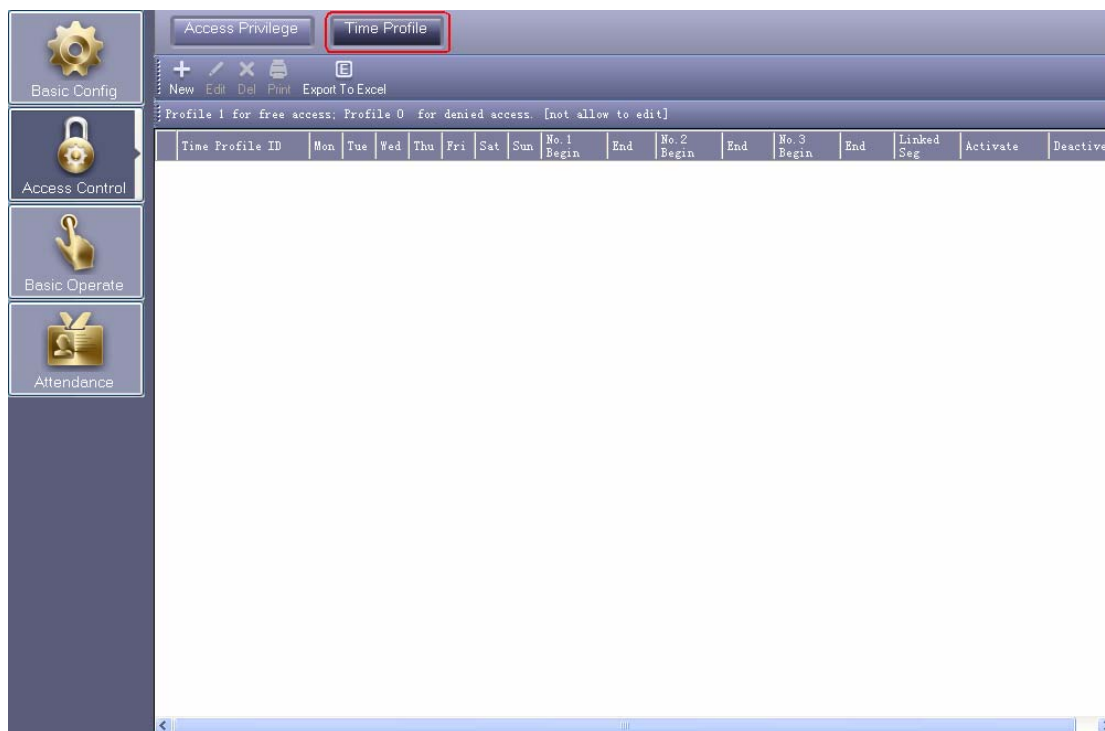


## 3.3 Normal

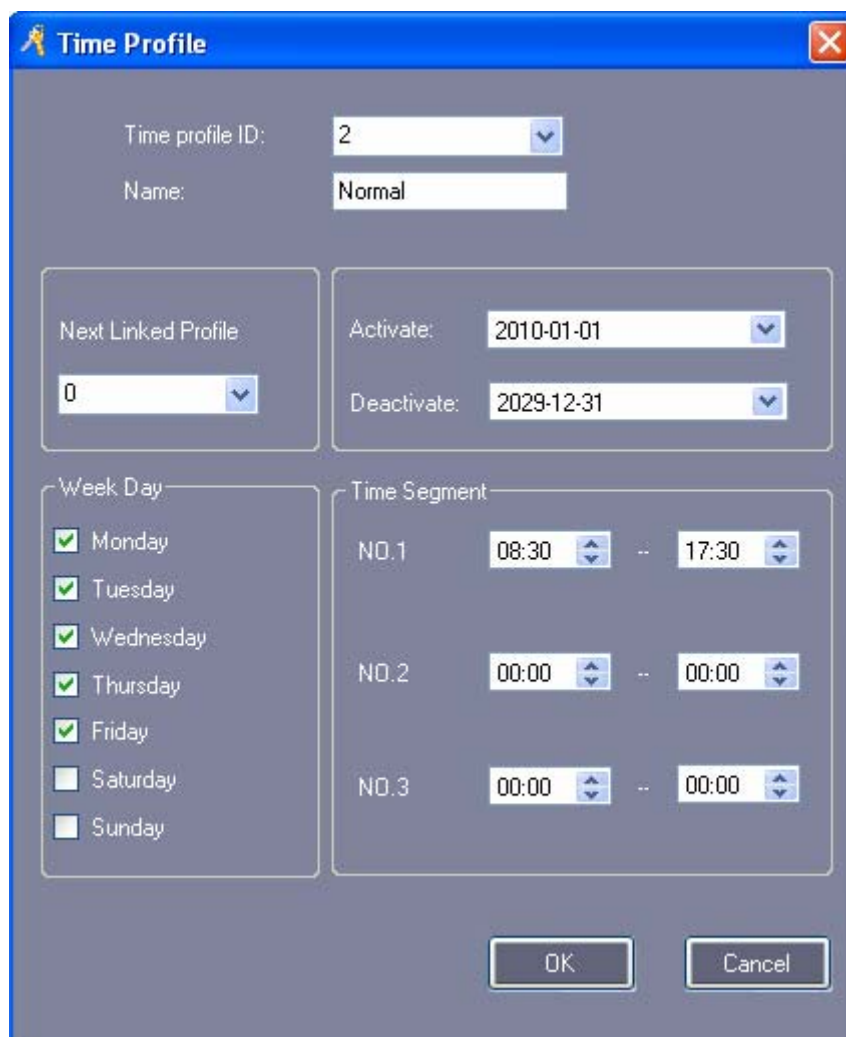


### 3.3.1 Activate Time profile

Select **【Access Control】 > 【Time Profile】**



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



**Time Profile**

Time profile ID:

Name:

Next Linked Profile:

Activate:

Deactivate:

**Week Day**

☒ Monday

☒ Tuesday

☒ Wednesday

☒ Thursday

☒ Friday

☐ Saturday

☐ Sunday

**Time Segment**

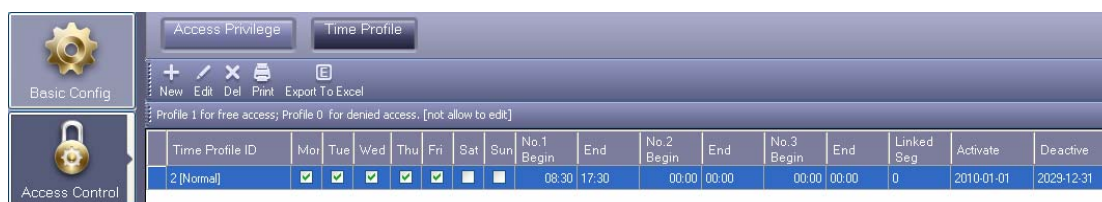
NO.1  ..

NO.2  ..

NO.3  ..

OK Cancel

Click "OK"



Access Privilege Time Profile

New Edit Del Print Export To Excel

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 Seg	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

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"



Basic Config



Access Control

Access Privilege

Time Profile

+

-

✕

🖨

📄

New

Edit

Del

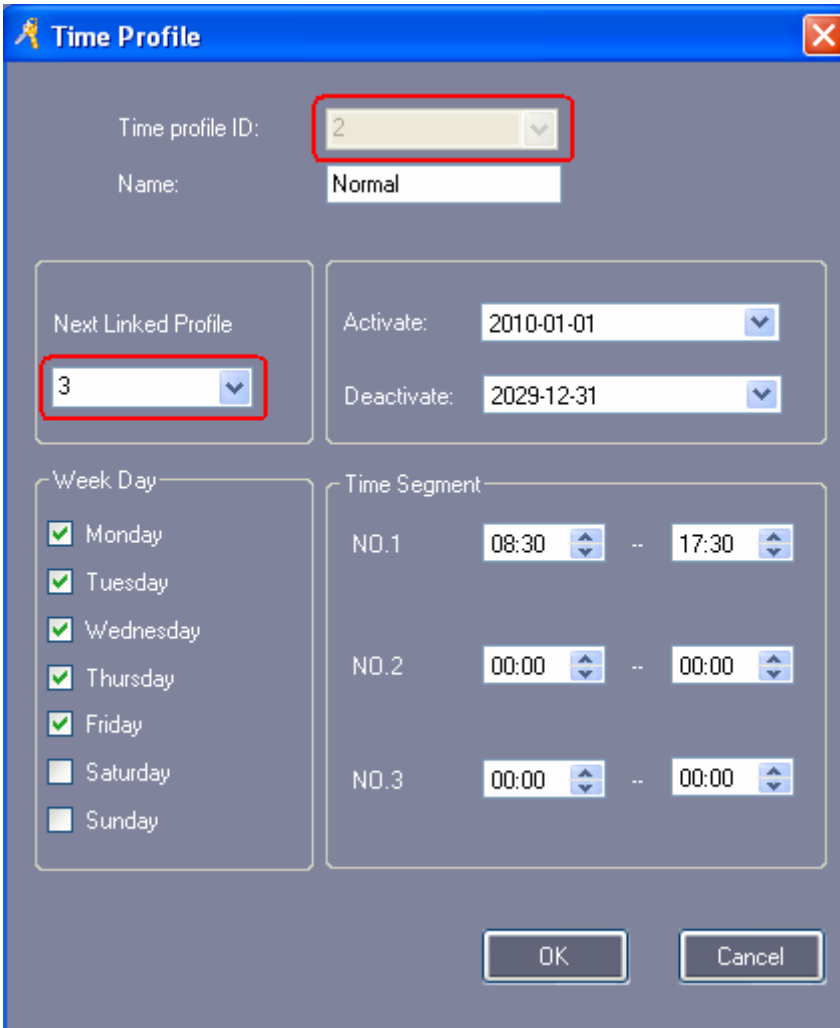
Print

Export To Excel

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 Seg	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
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"



The image shows a 'Time Profile' configuration window. At the top, the title bar says 'Time Profile' with a close button. Below the title bar, there are two fields: 'Time profile ID:' with a dropdown menu showing '2', and 'Name:' with a text box containing 'Normal'. Below these, there are two columns of settings. The left column has 'Next Linked Profile' with a dropdown menu showing '3'. The right column has 'Activate:' with a date field '2010-01-01' and 'Deactivate:' with a date field '2029-12-31'. Below these, there are two columns of settings. The left column has 'Week Day' with checkboxes for Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday. The right column has 'Time Segment' with three rows: NO.1 (08:30 to 17:30), NO.2 (00:00 to 00:00), and NO.3 (00:00 to 00:00). At the bottom, there are 'OK' and 'Cancel' buttons.

Time Profile

Time profile ID: 2

Name: Normal

Next Linked 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

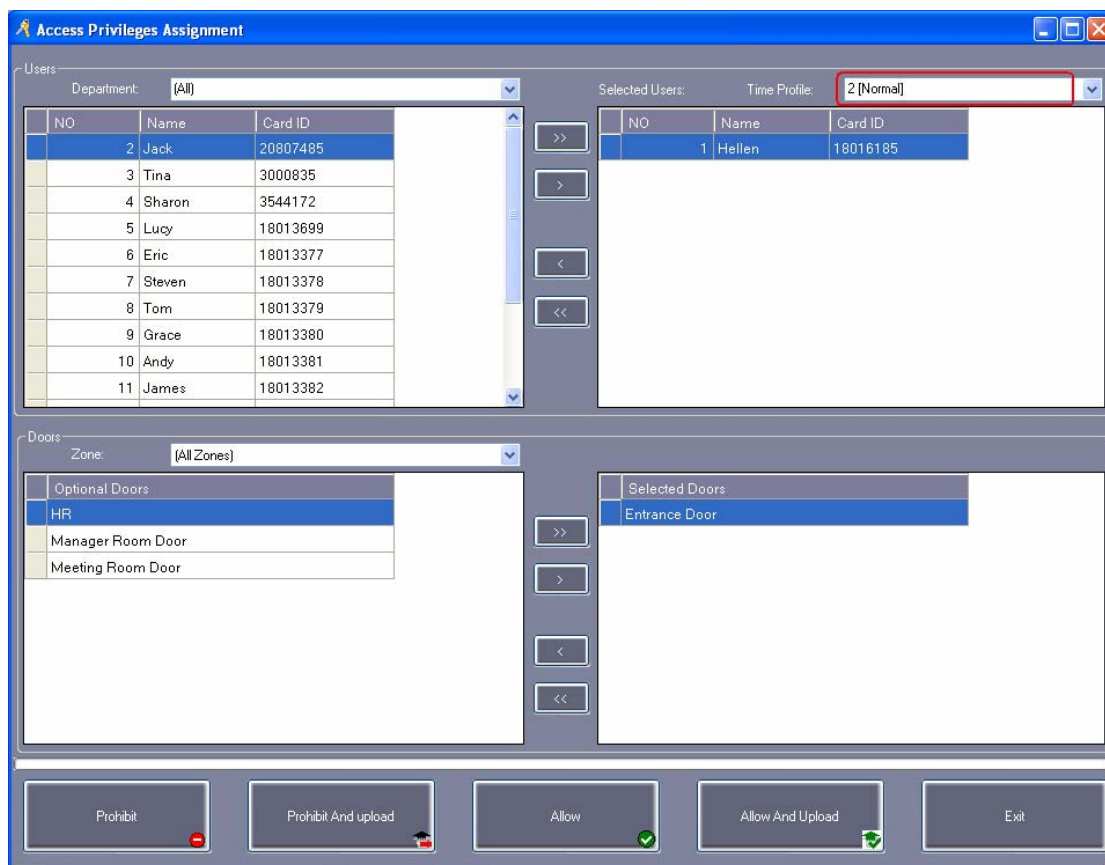
NO.2 00:00 -- 00:00

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”.

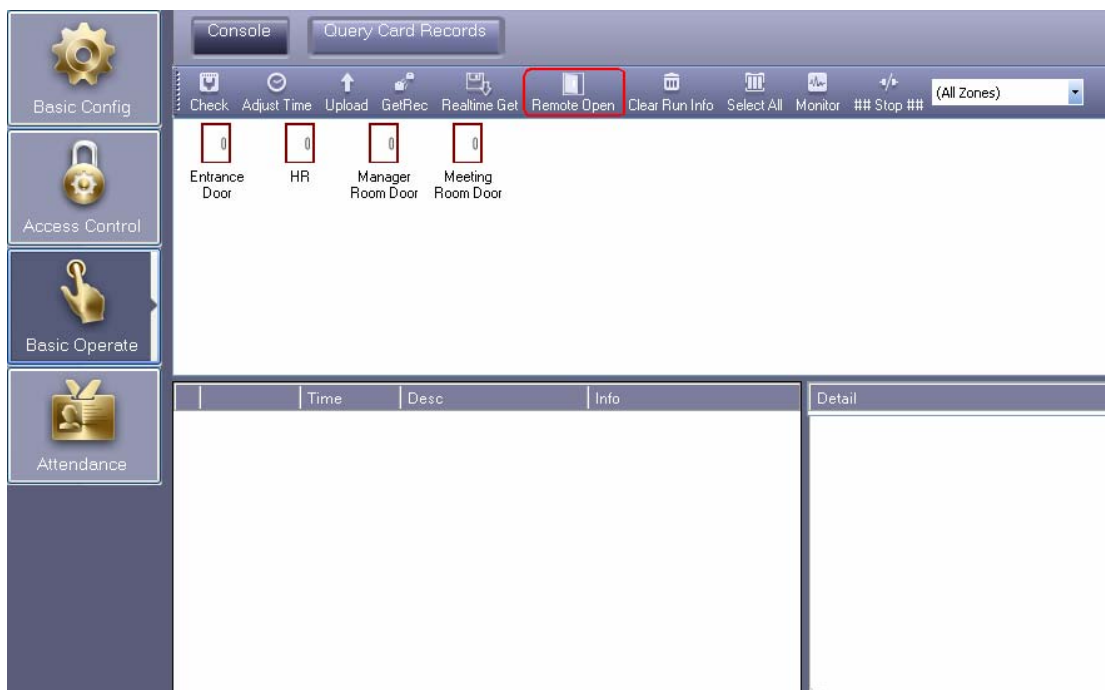
Select **【Access Control】 > 【Access Privilege】 > 【Change Privilege】**



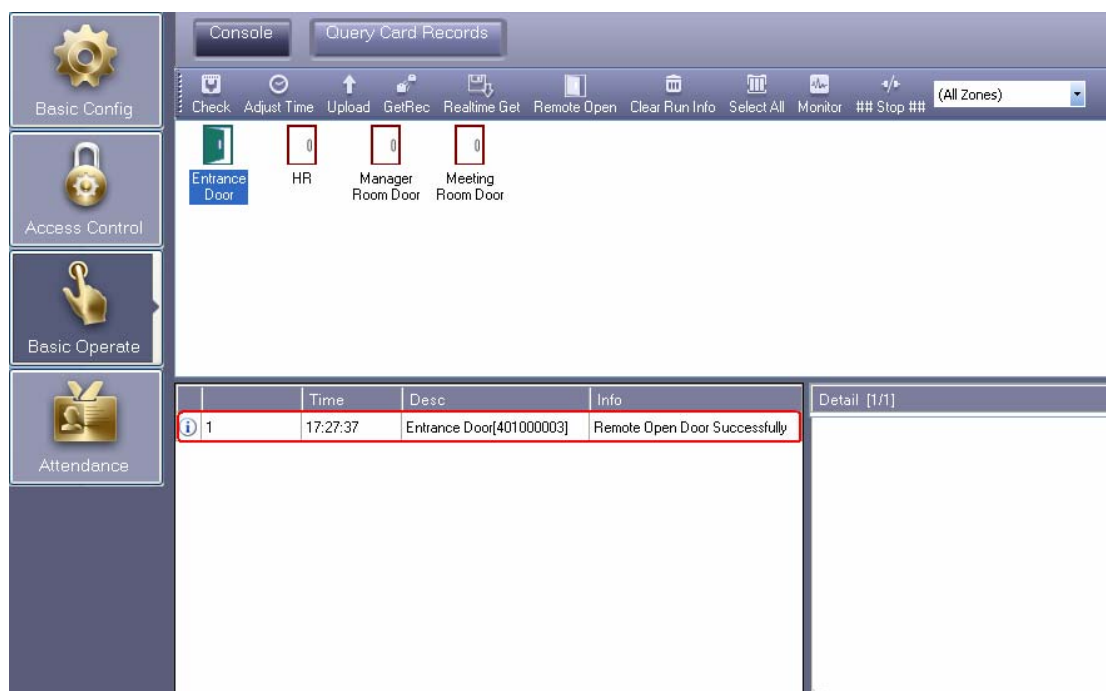
After setting privilege, please select **【Basic Operate】** > **【Console】** > **【Upload】**

### 3.3.2 Activate Remote Open Door

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



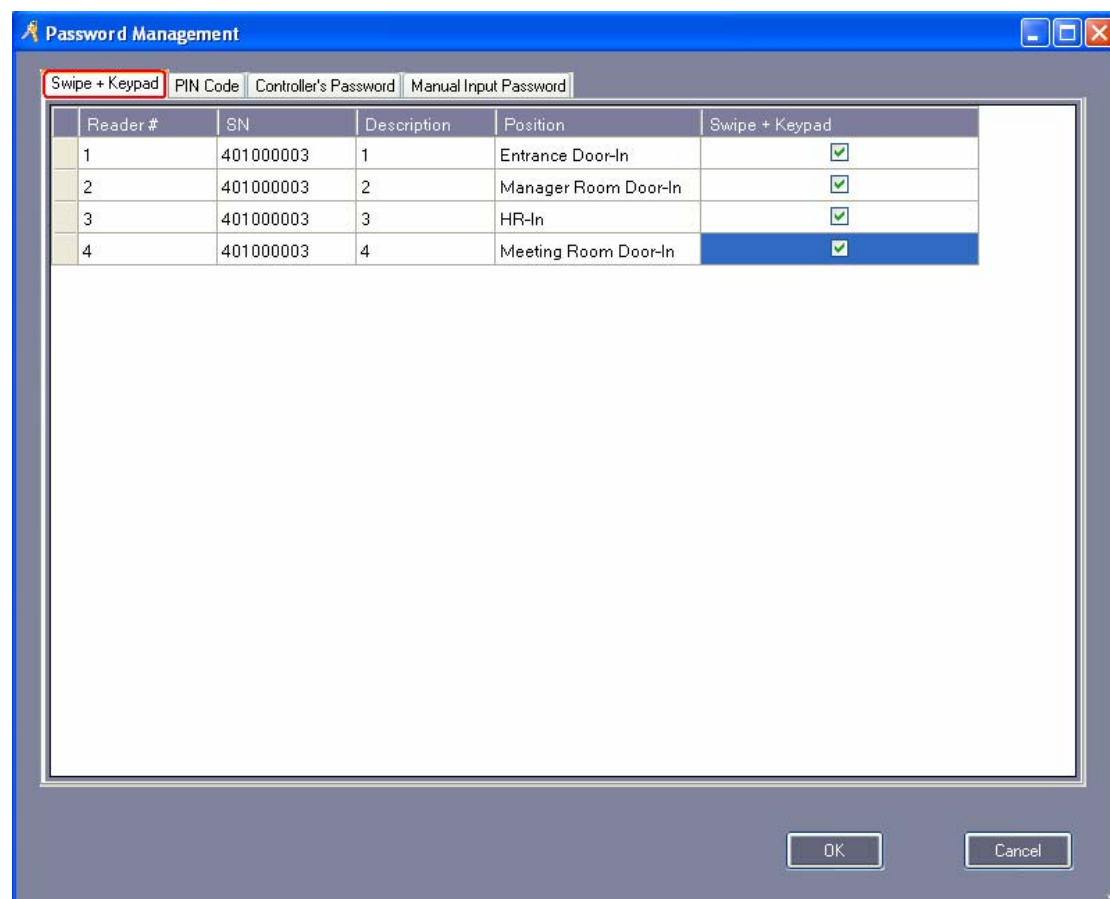
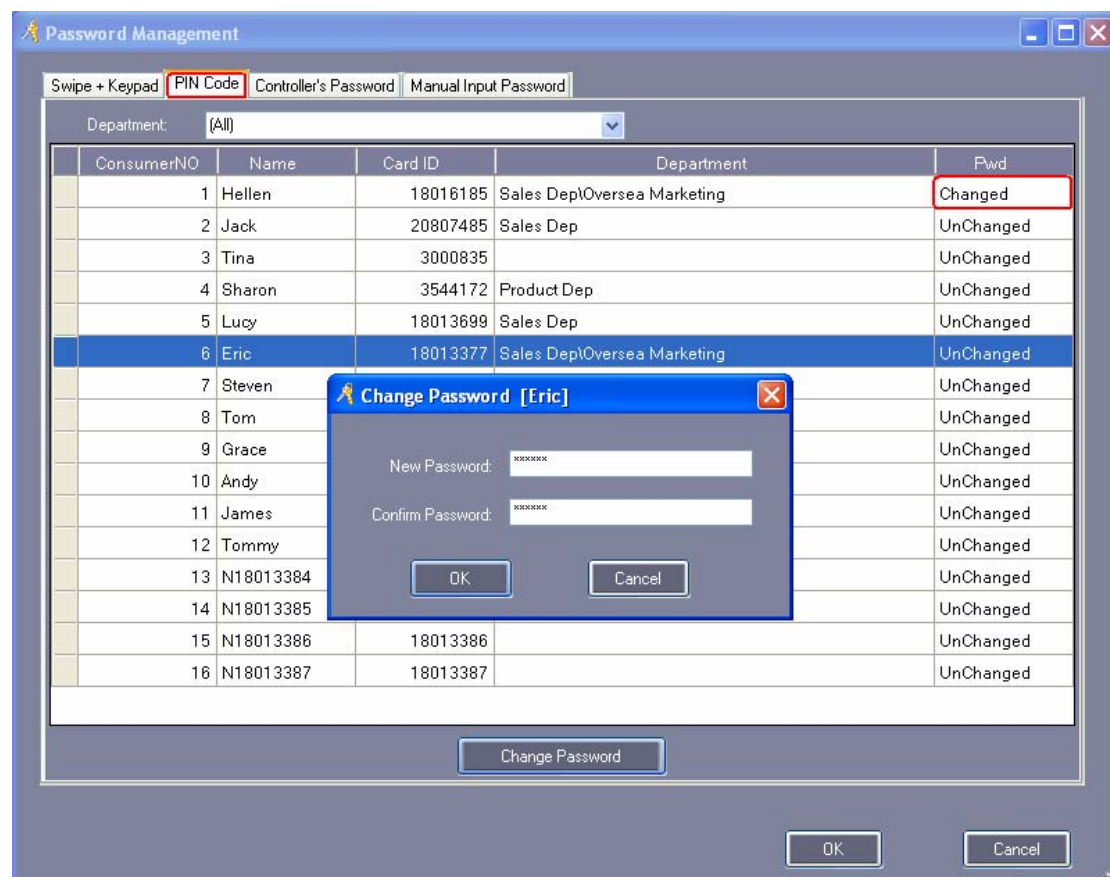
First selected “Front Door”, Then click “Remote Open”.



### 3.3.3 Activate Access Keypad

Select 【Access Control】 > 【Password Management】

【Active Keypad】

**【PIN Code】**

User's password is default 345678.

### 【Controller's Password】

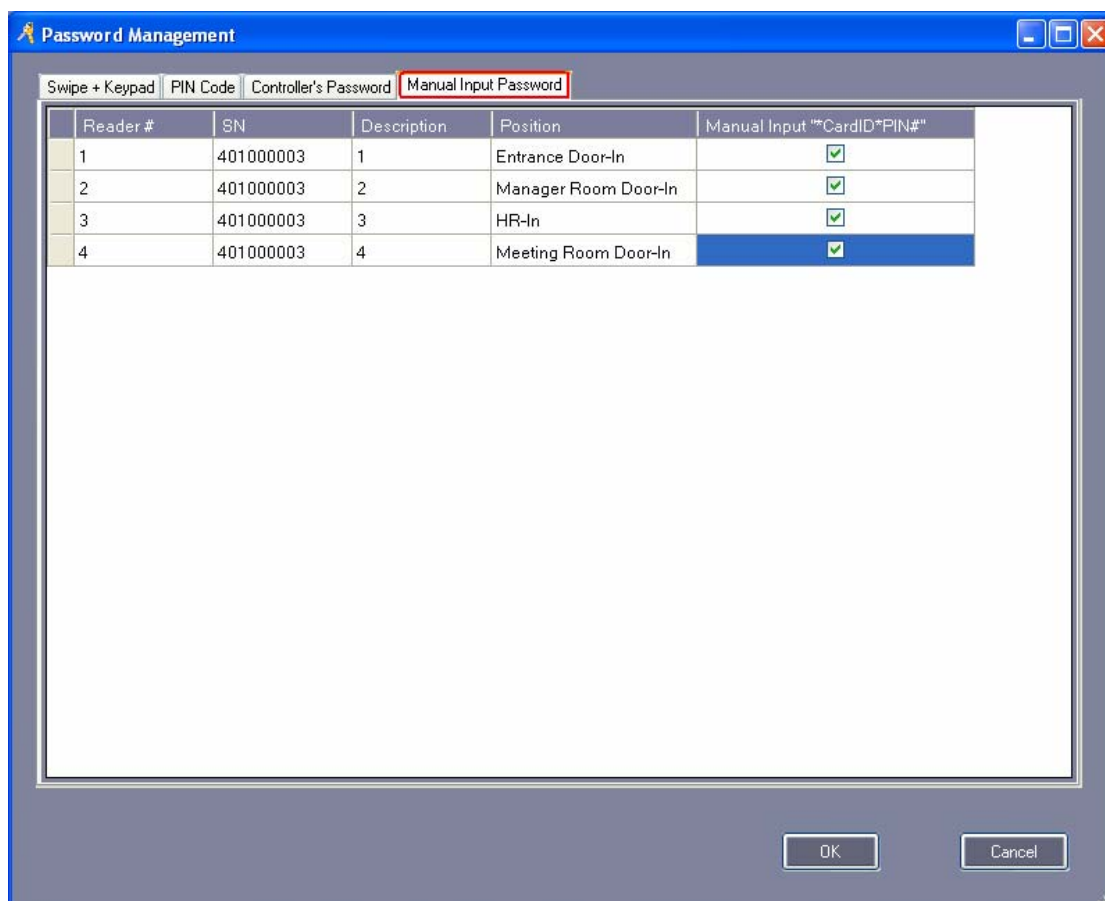
The screenshot shows the 'Password Management' window with the 'Controller's Password' tab selected. The window contains a table of passwords and a configuration area on the right.

Password	Adapted Reader
58	(All)
6868	Entrance Door-In

On the right side of the window, there is a 'New Password' field containing '6868'. Below it is an 'Adapt To' dropdown menu currently set to 'Entrance Door-In'. A 'Note' section indicates the 'Maximum of Password' and lists the following options: (All), Entrance Door-In, Manager Room Door-In, HR-In, and Meeting Room Door-In. There are 'Add' and 'Delete' buttons below the list. At the bottom of the window are 'OK' and 'Cancel' buttons.

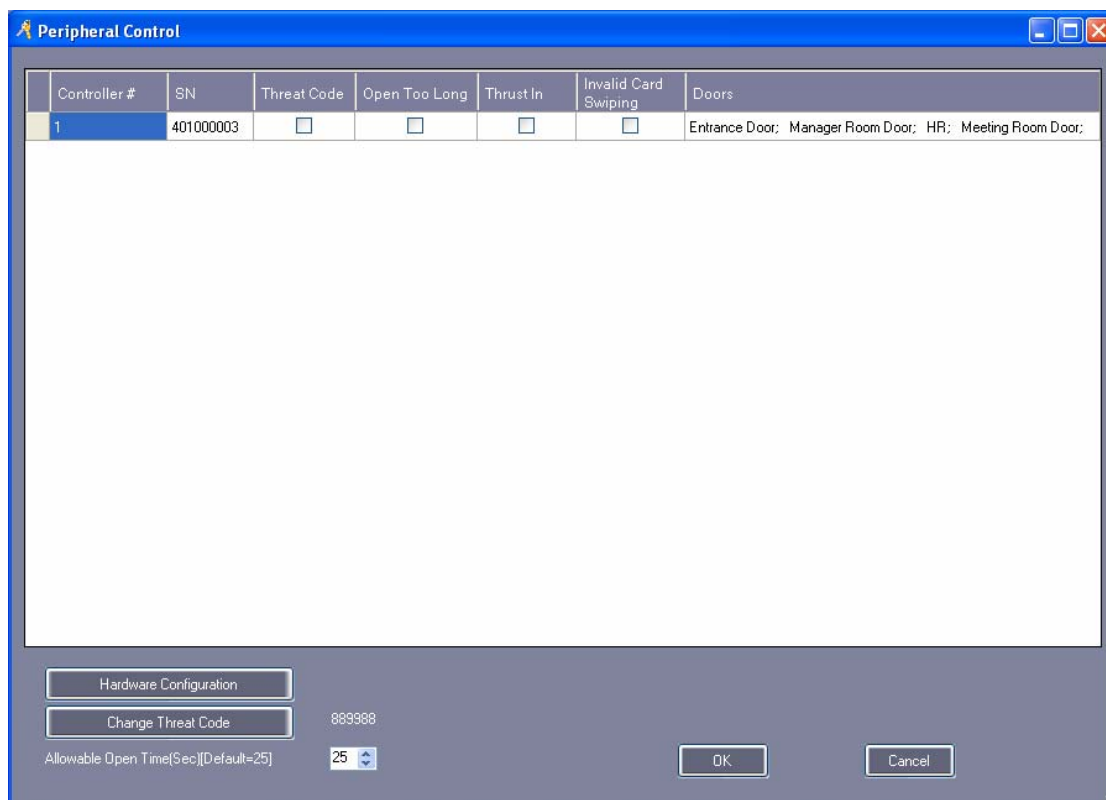
### 【Manual Input Password】





### 3.3.4 Activate Peripheral control

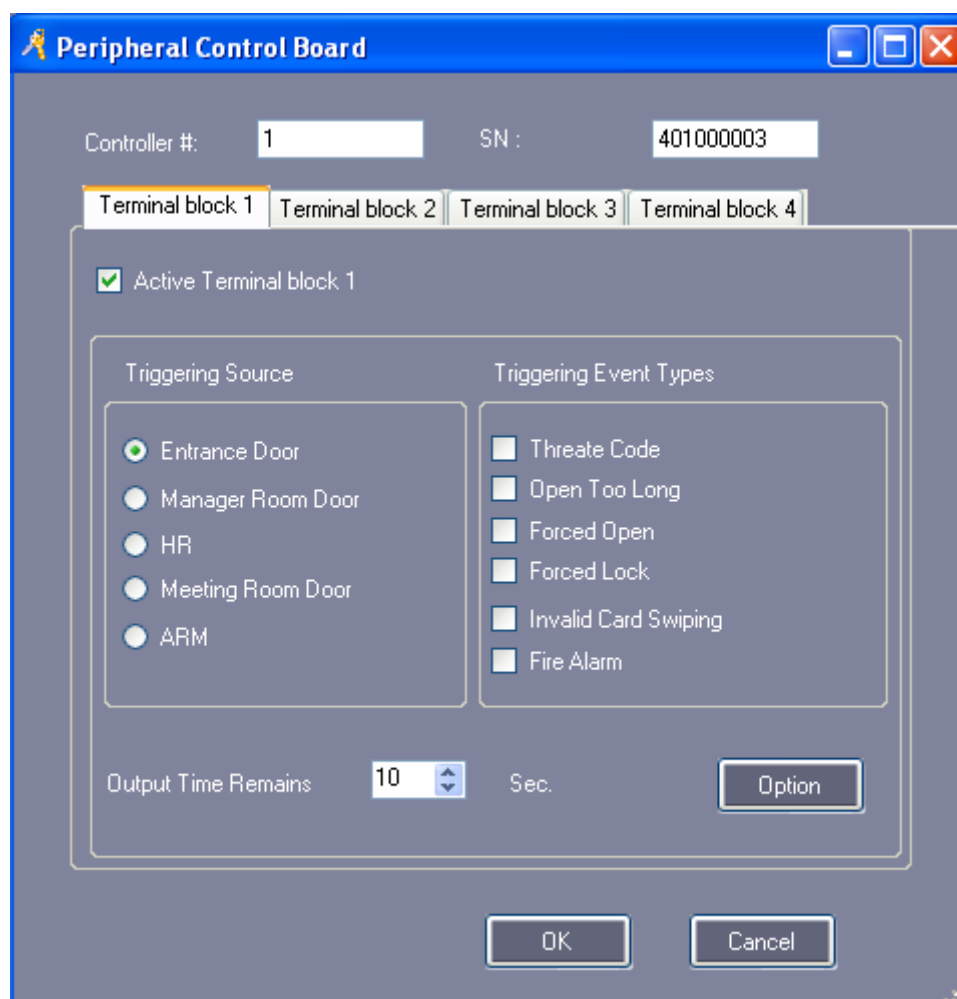
Select **【Access Control】** > **【Peripheral control】**



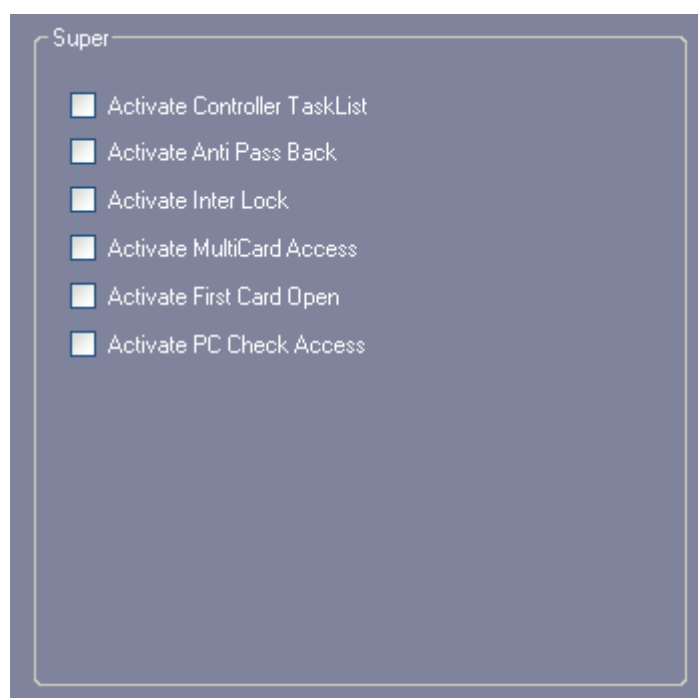
“Threat Code”: Must be used with the PIN keyboard Card Reader.

“Thrust In”: Must be connect with MenCi.

## 【Hardware Configuration】



### 3.4 Super



### 3.4.1 Activate 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

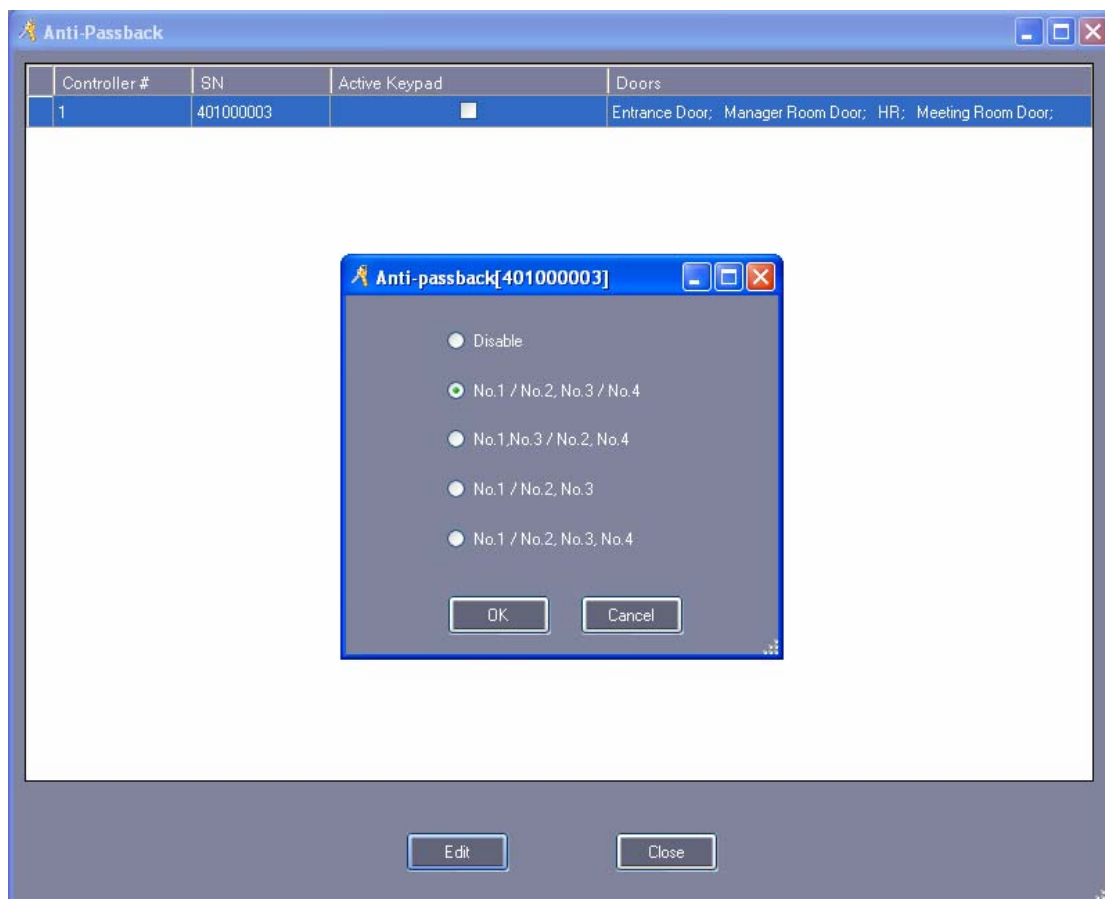
Notes:

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	<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	10. Trigger Once (V3.9)	
2	2011-04-28 Thursday	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	0. Door Controlled	
3	2011-04-28 Thursday	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	1. Door Open	
4	2011-04-28 Thursday	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"/>	HR	2. Door Closed	
5	2011-04-28 Thursday	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	
6	2011-04-28 Thursday	2029-12-31 Monday	12:00	<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"/>	Meeting Room Door	4. Enable Time Profile	
7	2011-04-28 Thursday	2029-12-31 Monday	13:30	<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	
8	2011-04-28 Thursday	2029-12-31 Monday	14:00	<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"/>	Meeting Room Door	9. MoreCard Enable	
9	2011-04-28 Thursday	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	8. MoreCard Disable	
10	2011-04-28 Thursday	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	
11	2011-04-28 Thursday	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	
12	2011-04-28 Thursday	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	

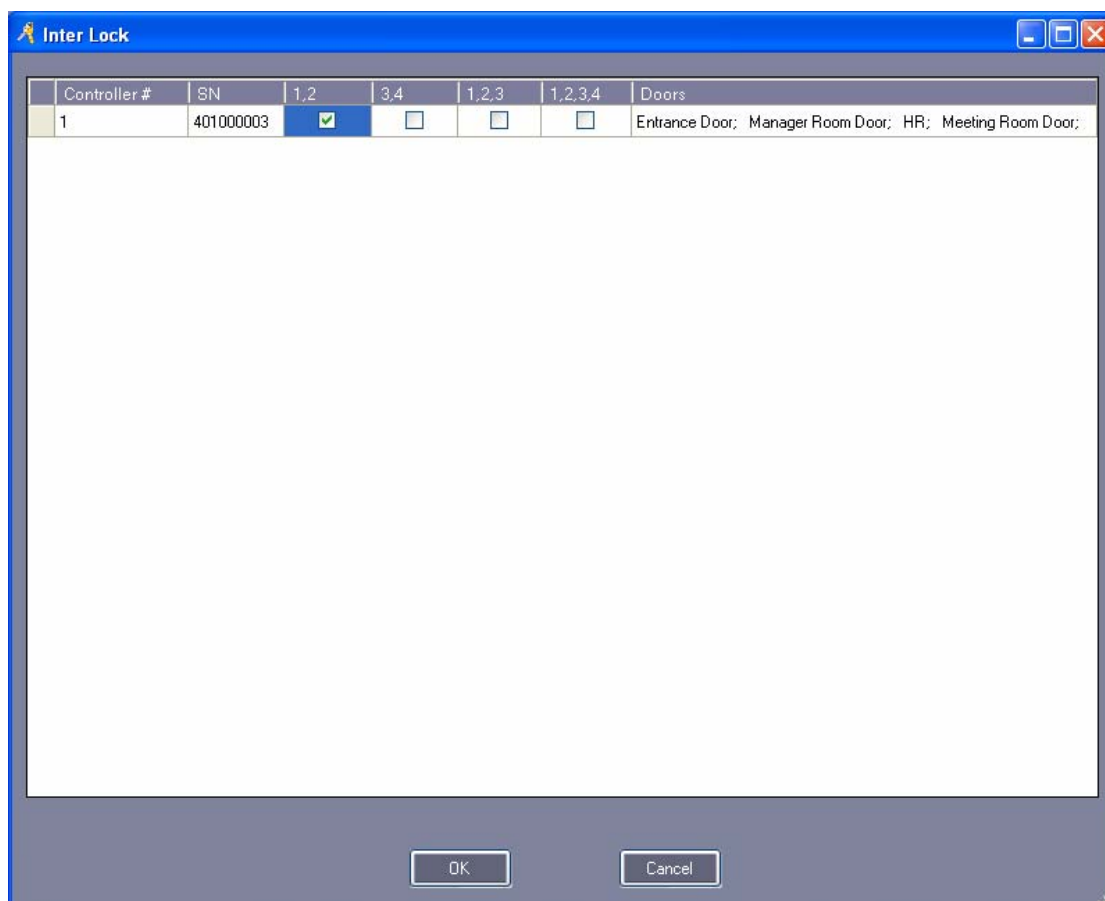
### 3.4.2 Activate Anti Pass Back

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



### 3.4.3 Activate Inter Lock

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



### 3.4.4 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 2: 2, Group 3: 2, Group 4: 0, Group 5: 0, Group 6: 0, Group 7: 0, Group 8: 0

Users

Department: [All]

NO	Name	Card ID
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 NO	NO	Name	Card ID
1	1	Hellen	18016185
1	2	Jack	20807485
2	3	Tina	3000835
2	4	Sharon	3544172
2	5	Lucy	18013699
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.

### 3.4.5 Activate First Card Open

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

☒ Active

OK

Cancel

Begin 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 Ca

After end time,  
the door switches to control2.

Week Day

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

Users

Department: (All)

NO	Name	Card ID
2	Jack	20807485
3	Tina	3000835
4	Sharon	3544172
5	Lucy	18013699
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

>>

>

<

<<

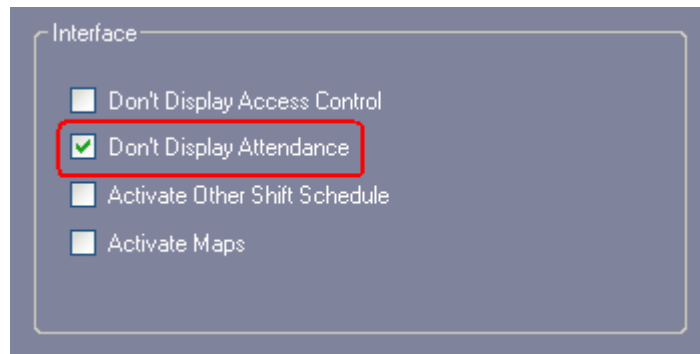
Selected Users:

NO	Name	Card ID
1	Hellen	18016185
6	Eric	18013377



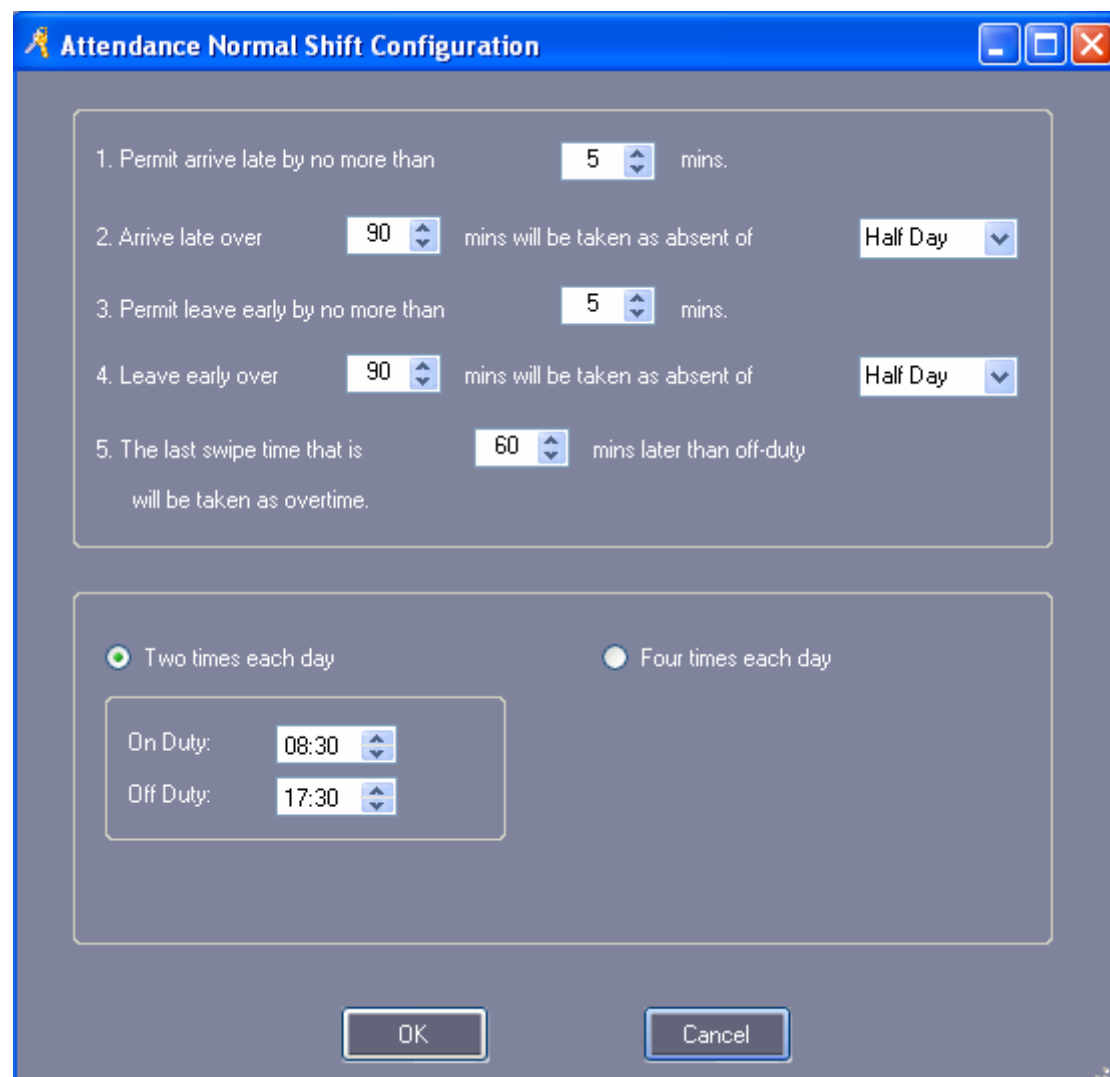
## Part 4 Attendance

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" and features a blue header bar with standard window controls (minimize, maximize, close). The main content area is divided into two sections. The top section contains five numbered configuration items, each with a numeric input field and a unit label "mins". Item 1: "Permit arrive late by no more than" with a value of 5. Item 2: "Arrive late over" with a value of 90, followed by "mins will be taken as absent of" and a dropdown menu set to "Half Day". Item 3: "Permit leave early by no more than" with a value of 5. Item 4: "Leave early over" with a value of 90, followed by "mins will be taken as absent of" and a dropdown menu set to "Half Day". Item 5: "The last swipe time that is" with a value of 60, followed by "mins later than off-duty" and "will be taken as overtime." The bottom section contains two radio buttons: "Two times each day" (selected) and "Four times each day". Below the radio buttons is a box containing two time input fields: "On Duty:" with a value of 08:30 and "Off Duty:" with a value of 17:30. At the bottom of the dialog are "OK" and "Cancel" buttons.

**Attendance Normal Shift Configuration**

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.

☒ Two times each day ☐ Four times each day

On Duty:

Off Duty:

OK Cancel

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

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

Name: Dept: Query Clear

RecID	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 Close

Note: To: 2011-04-28 Thursday P.M.

Department: [All]

NO	Name	Card ID
2	Jack	20807485
3	Tina	3000835
4	Sharon	3544172
5	Lucy	18013699
6	Eric	18013377
7	Steven	18013378
8	Tom	18013379
9	Grace	18013380
10	Andy	18013381
11	James	18013382
12	Tommy	18013383

Selected Users:

NO	Name	Card ID
1	Hellen	18016185

## 4.4 Manual Sign In

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

Manual Sign In

Time: 2011-04-29 Friday 08:30

Note: forgot swipe card

Add Close

Users

Department: [All]

NO	Name	Card ID
2	Jack	20807485
3	Tina	3000835
4	Sharon	3544172
5	Lucy	18013699
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

>> > < <<

Selected Users:

NO	Name	Card ID
1	Hellen	18016185

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

+ X 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 08:30:00 Friday	forgot swipe card

## 4.5 Attendance Report

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

## Access Control Software Operation Guide

Basic Config  
 Access Control  
 Basic Operate  
 Attendance

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: 2010-09-28 Tuesday

Name: Dept:
 

Query

Clear

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

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. OnDuty	On Desc	p.M. OffDuty	Off Desc	Late min	Leav min	Over (hr)	Abse Days	Not Swip
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	LeaveEarly		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	

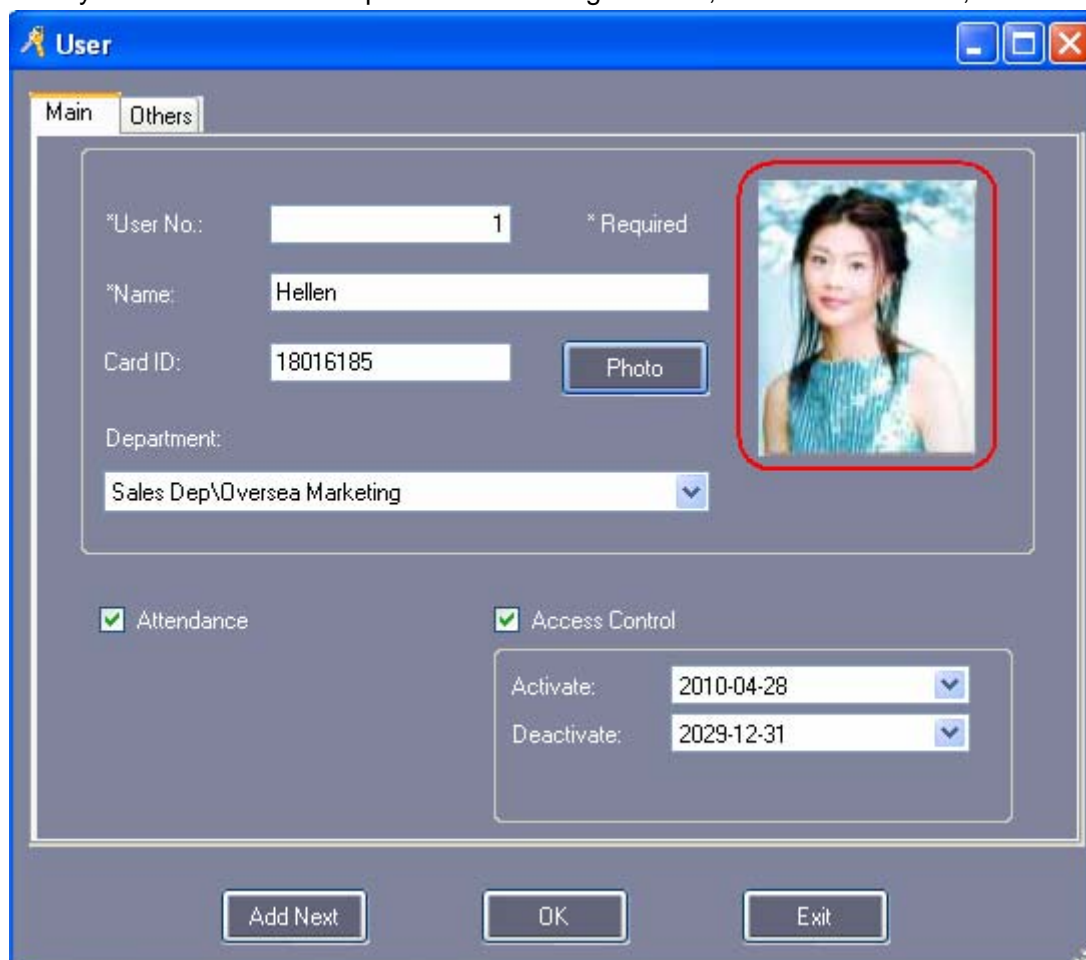
Click "Statistics"

Attendance Statistics															
<div> <div>Print</div> <div>Export To Excel</div> <div>Close</div> </div>															
<div> <div>Name</div> <div>Dept.</div> <div>Query</div> <div>Clear</div> </div>															
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 Early Minutes	Leave Early Count	Over (hr)	Absent Days	Not Swip	Manual Sign In (Times)	Business Trip (Days)	Sick Leave	Private Leave
Sales Dept\Oversea marketing	1	Hellen	22	19	2	1	5	1		0.5		44			

## Part 5 Excursus

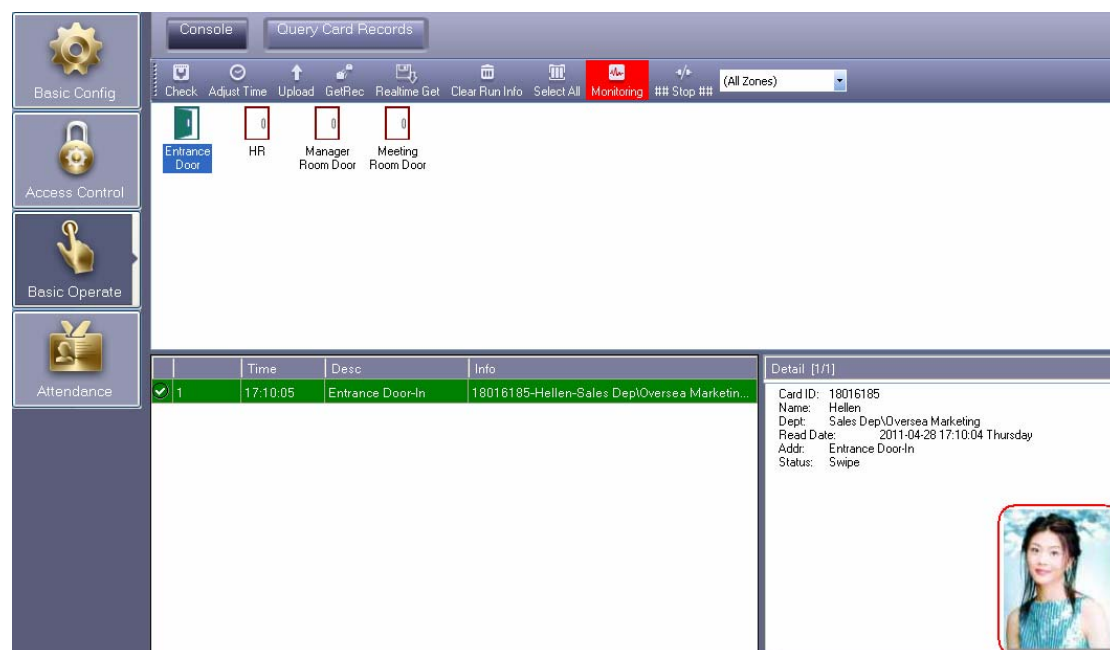
### 5.1 How to display user's photo at Monitor

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 a "Department" dropdown menu currently showing "Sales Dep\Oversea Marketing". To the right of these fields is a "Photo" button and a rectangular area displaying a user's photo of a woman with dark hair, which is highlighted by a red border. Below the input fields, there are two checked checkboxes: "Attendance" and "Access Control". Under "Access Control", there are two date dropdowns: "Activate:" set to "2010-04-28" and "Deactivate:" set to "2029-12-31". At the bottom of the window, there are three buttons: "Add Next", "OK", and "Exit".

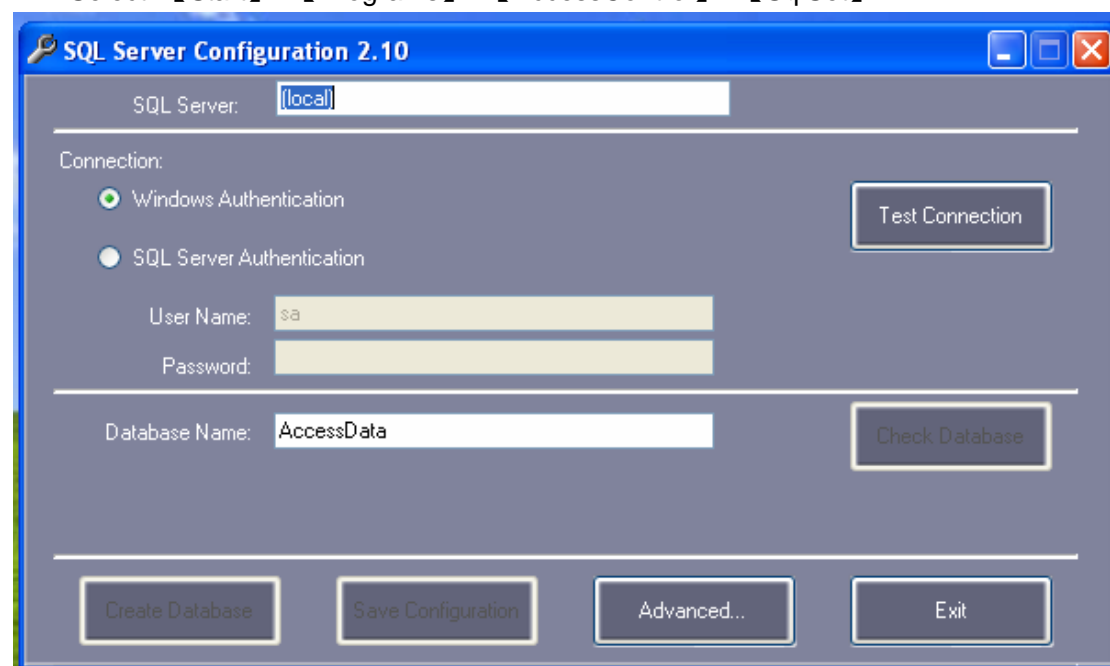
At the monitor window, it can show the user's photo when the user swiping card.



## 5.2 SQL Server Configuration

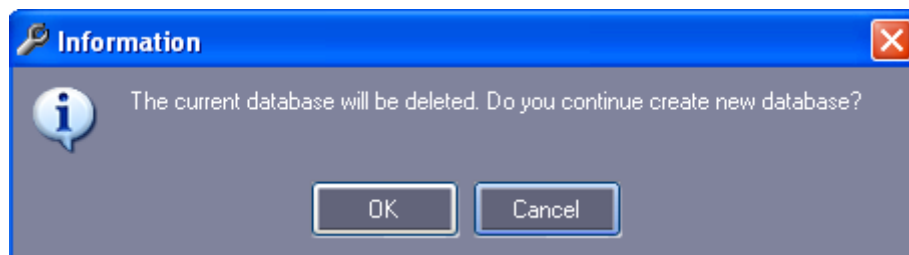
Install the SQL Server, and then configure Access Control SQL Server.

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

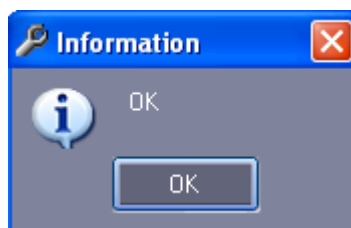


Click "Create Database"

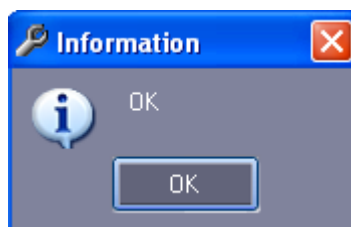




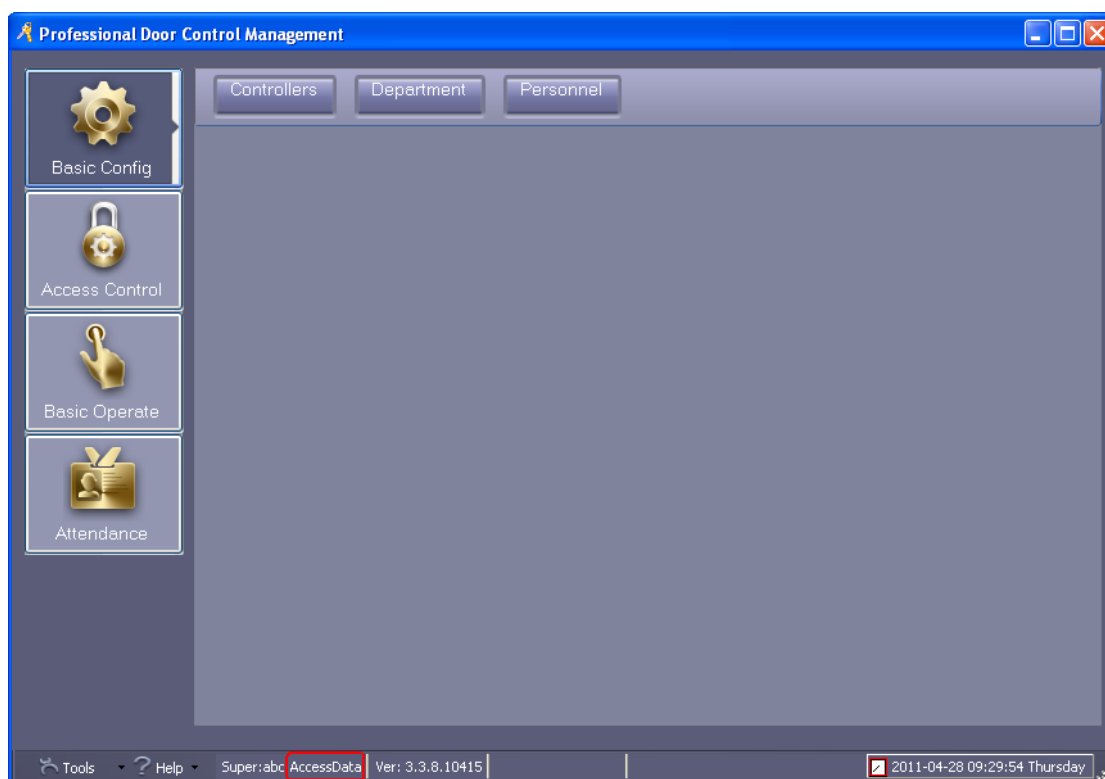
Click "OK"



Click "OK", Then Click "Confirm"



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

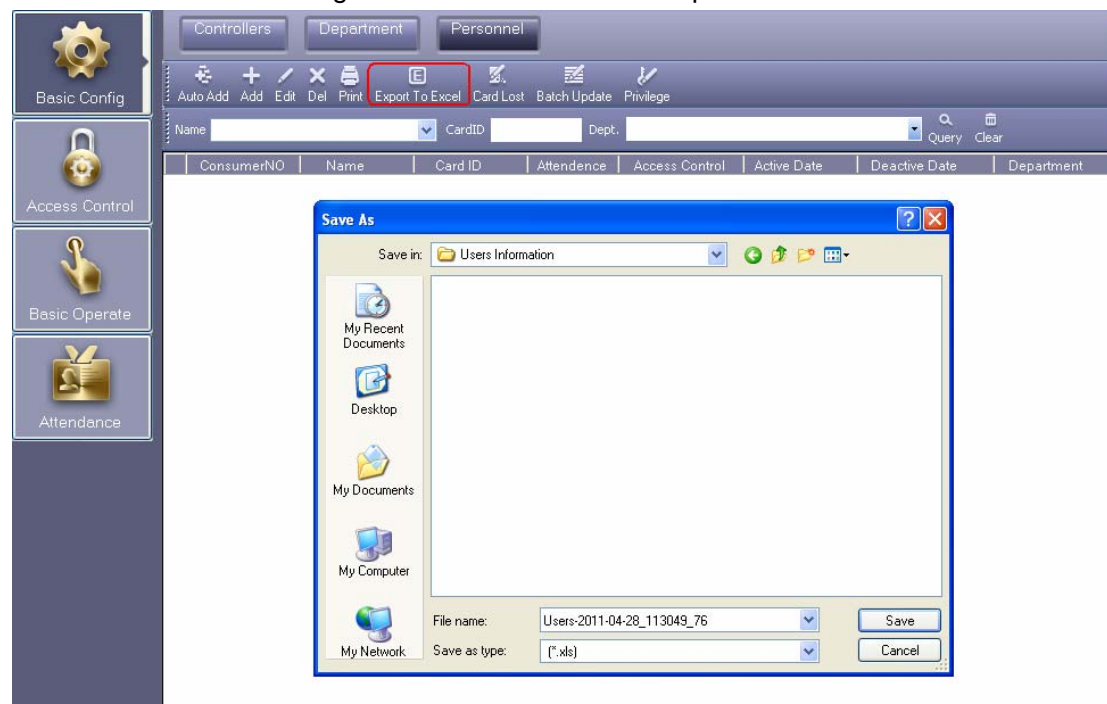


## 5.3 Import consumer's information from Excel

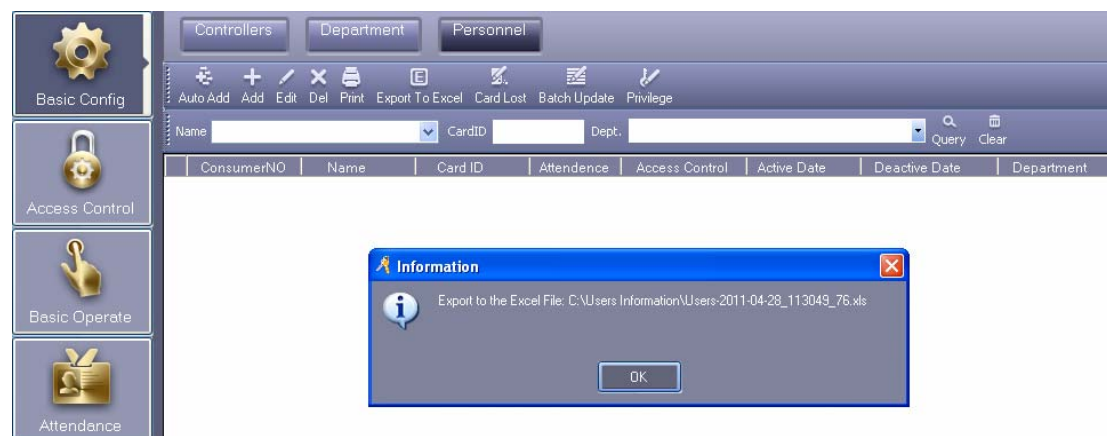
Attention: It can only import valid "ConsumerNO", "Name", "CardID" and "Department".

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"



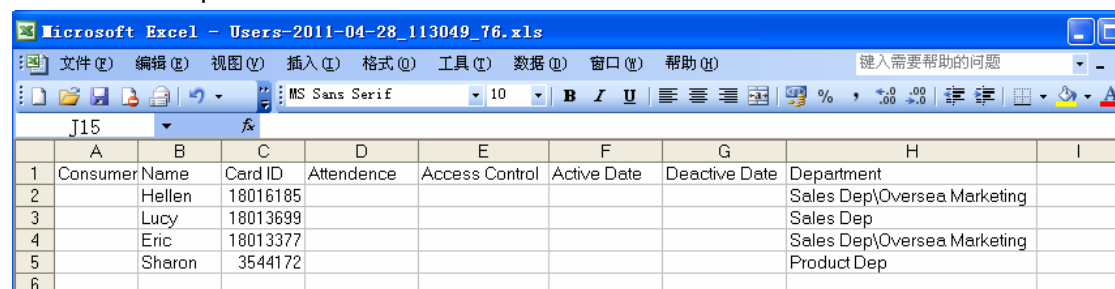
Open the exported Excel document "Users-2011-04-28\_113049\_76.xls.xls".

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:



Microsoft Excel - Users-2011-04-28\_113049\_76.xls

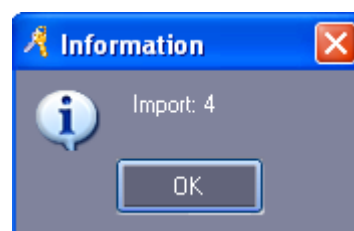
	A	B	C	D	E	F	G	H	I
1	Consumer	Name	Card ID	Attendance	Access Control	Active Date	Deactive Date	Department	
2		Hellen	18016185					Sales Dep\Oversea Marketing	
3		Lucy	18013699					Sales Dep	
4		Eric	18013377					Sales Dep\Oversea Marketing	
5		Sharon	3544172					Product Dep	
6									

**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 or Enter keyboard "Ctrl + Shift + Q", Click "Import". 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:




Basic Config



Access Control



Basic Operate













Attendance

Controllers

Department

Personnel



Auto AddAddEditDelPrintExport To ExcelImportCard LostBatch UpdatePrivilege

Name

▼

CardID

▼

Dept.

▼

Query

Clear

	ConsumerNO	Name	Card ID	Attendance	Access Control	Active Date	Deactive Date	Department
1	Hellen	18016185	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2010-01-01	2029-12-31	Sales Dep\Oversea Marketing	
2	Lucy	18013699	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2010-01-01	2029-12-31	Sales Dep	
3	Eric	18013377	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2010-01-01	2029-12-31	Sales Dep\Oversea Marketing	
4	Sharon	3544172	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2010-01-01	2029-12-31	Product Dep	