

Access Control Software Operation Guide

July. 1, 2015

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Part 1 Installation and Uninstallation of Software

1.1 Basic Steps of Installation

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

1.2 Basic requirements for hardware of Installation

Memory: 1GB.

Hard Disk: 1GB above of free space.

1.3 Operating system supported by software

Windows XP SP3

Windows 7

Windows Server 2003 SP2

Windows Server 2008

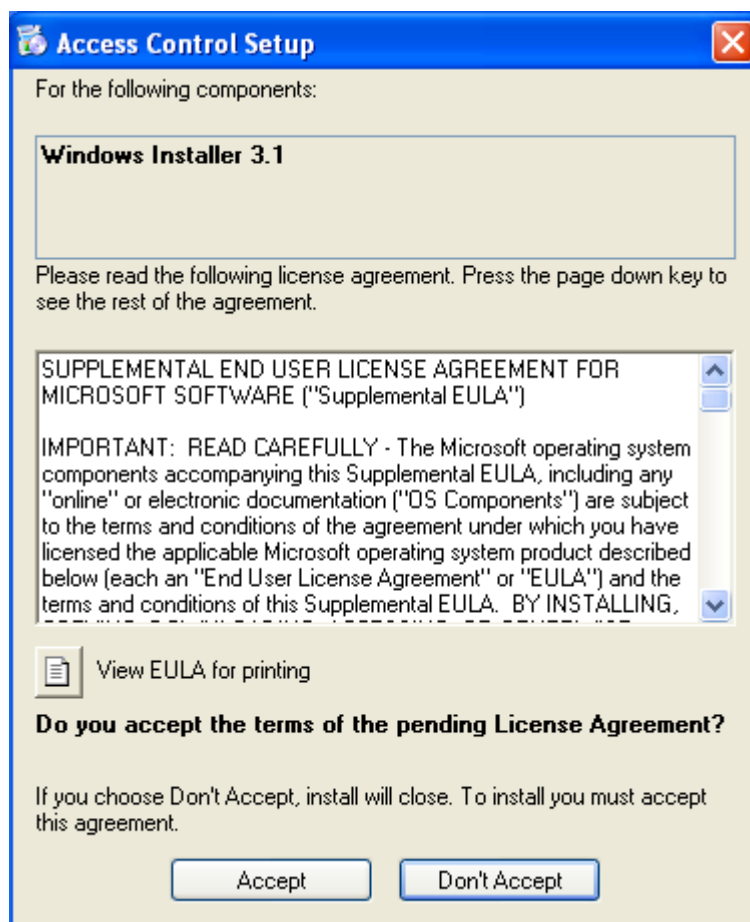
Windows Server 2008 R2

1.4 Software Setup

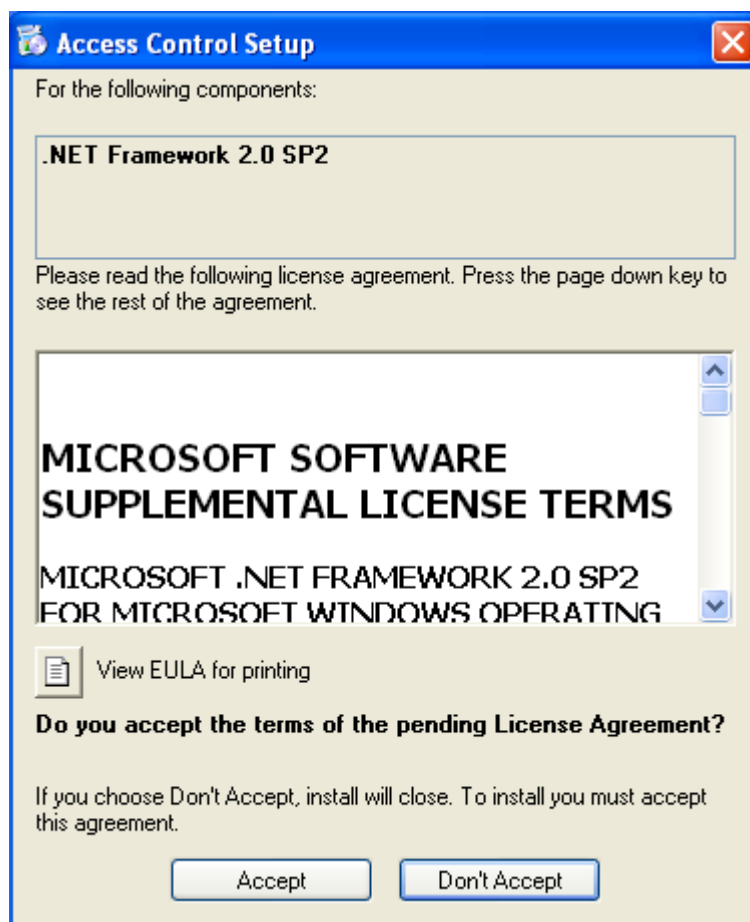
First puts in the CD to CD-ROM, then run the applications of "setup.exe".



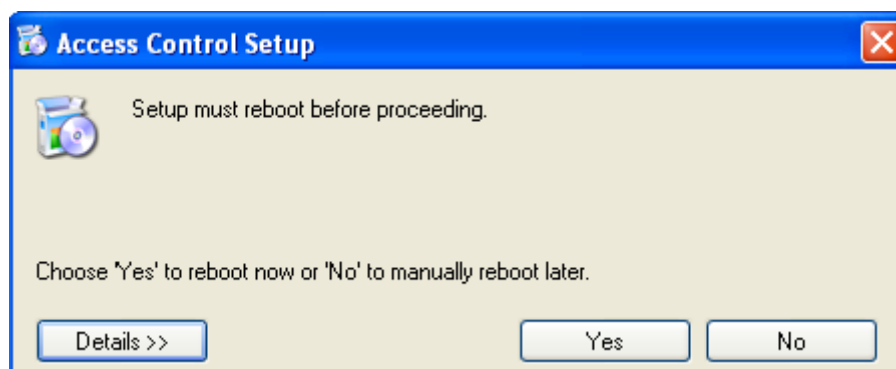
Click "English"



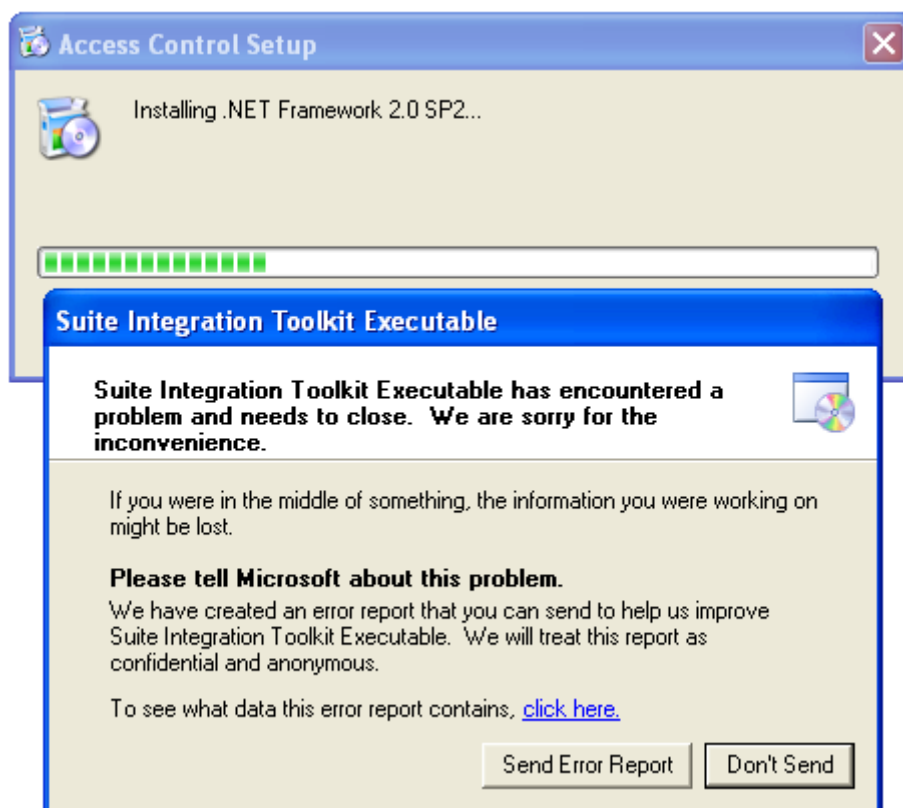
Click "Accept"



Click "Accept"



Click "Yes"



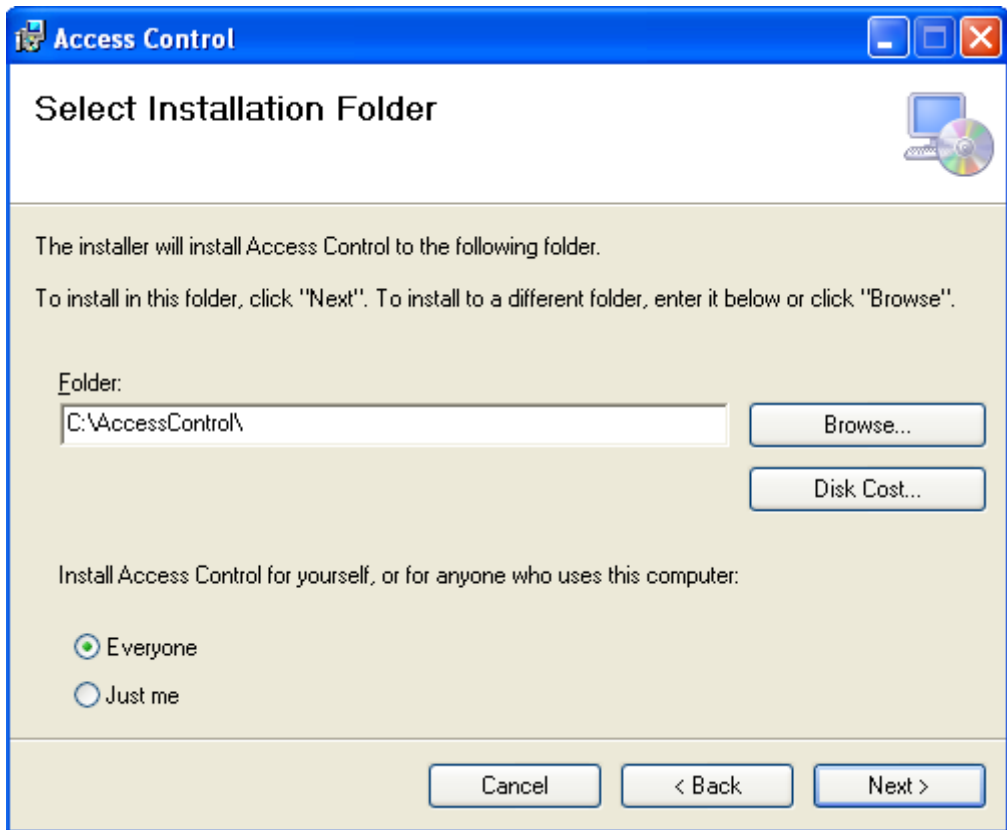
If the error occurs, need to install xp sp3. then install the software.

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

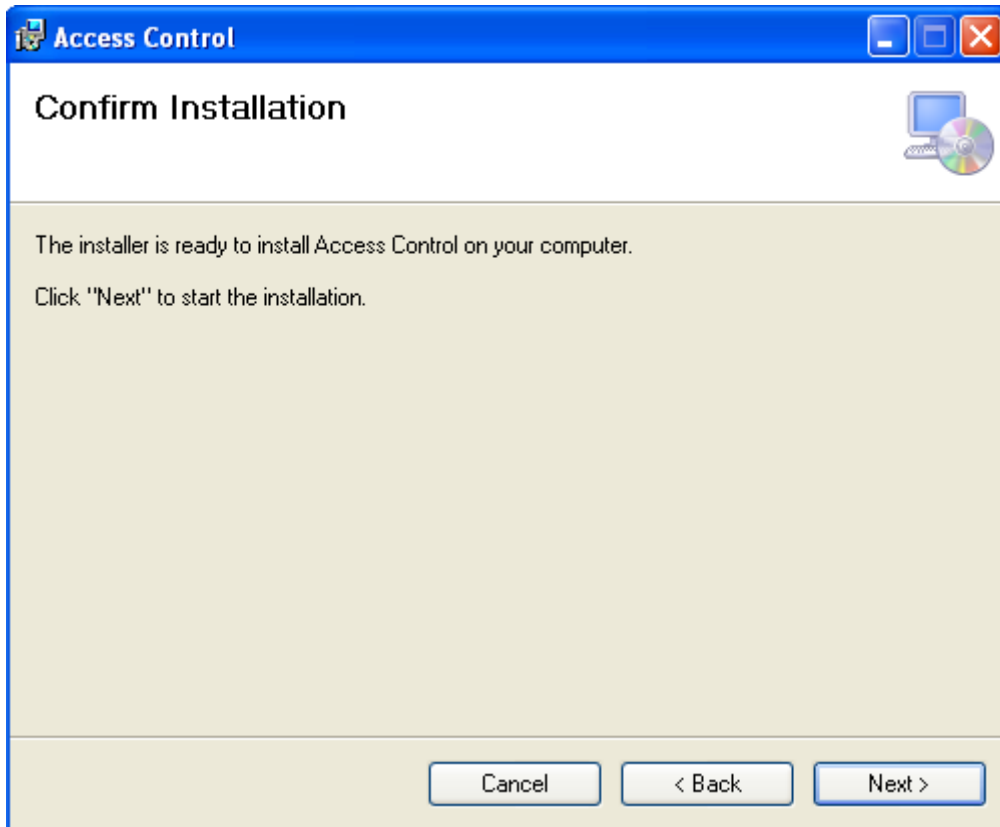
The system will enter into next step for you to install Access Control , if your computer has installed it.



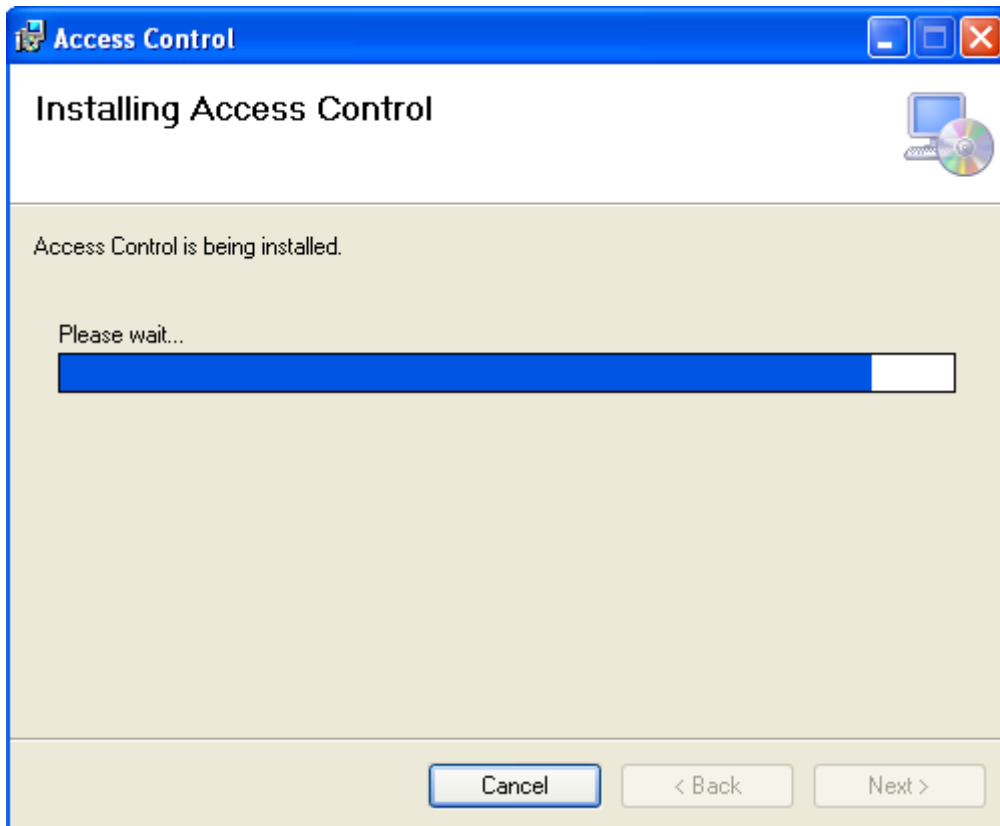
Click "Next"

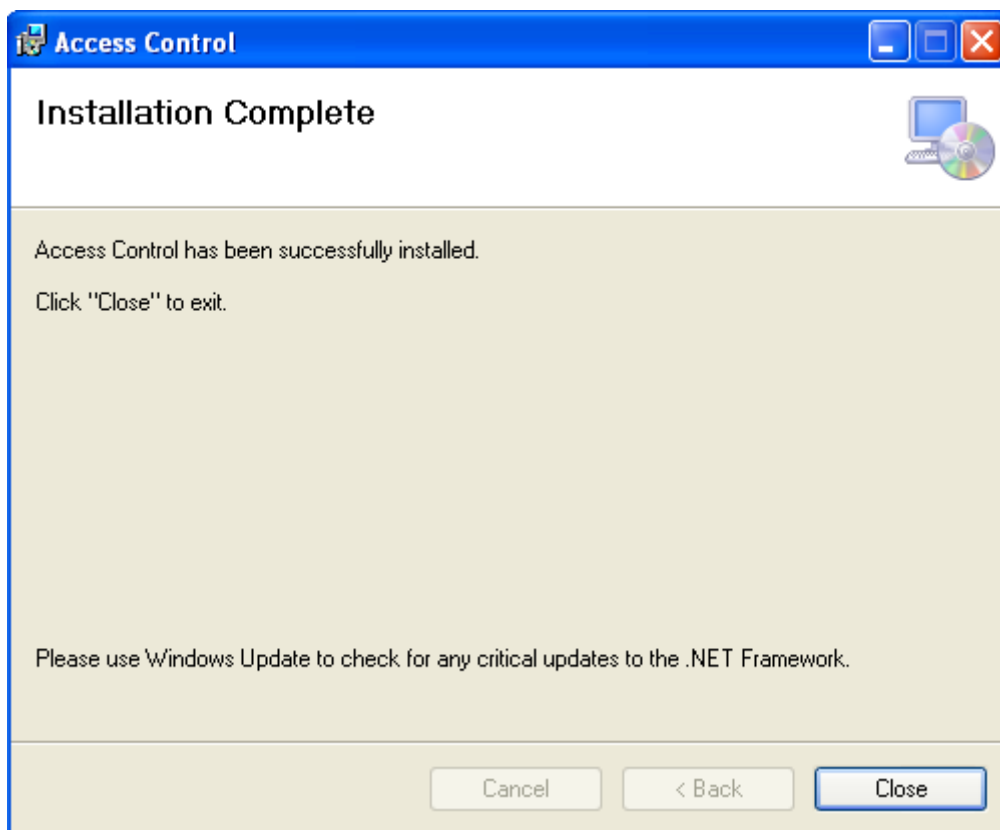


Click "Next"




Click "Next"



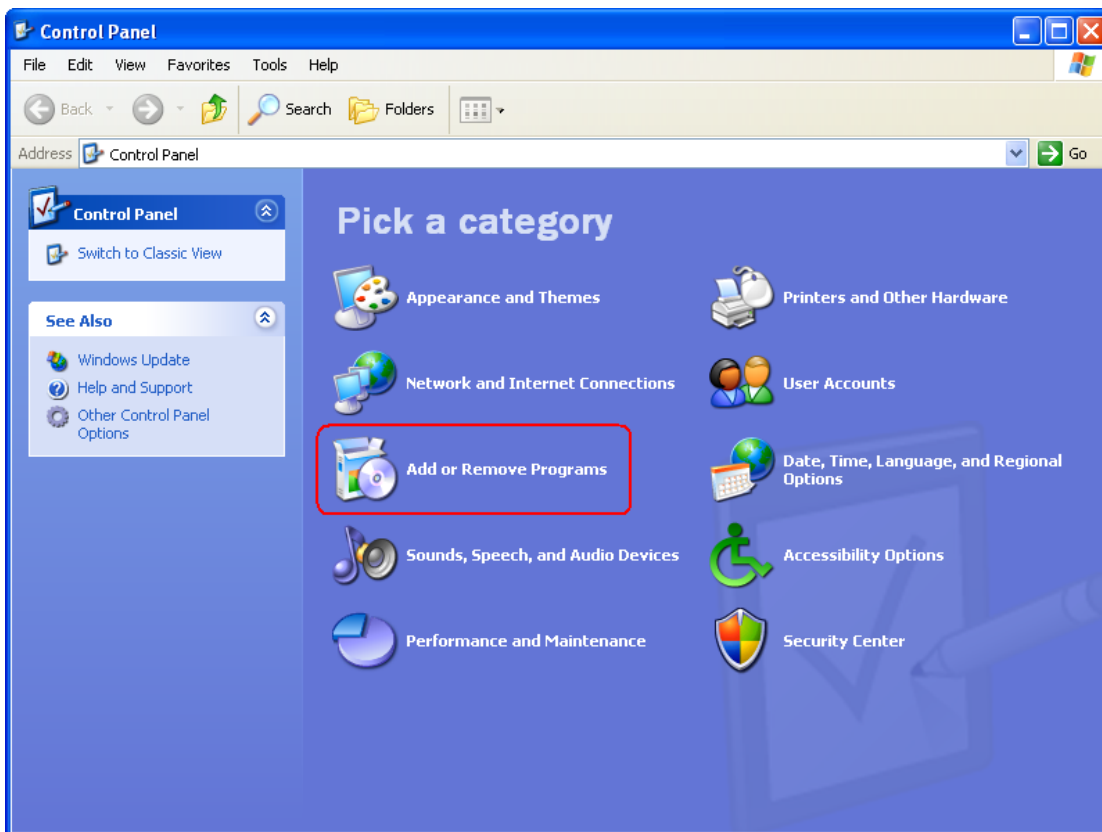


Click "Close"

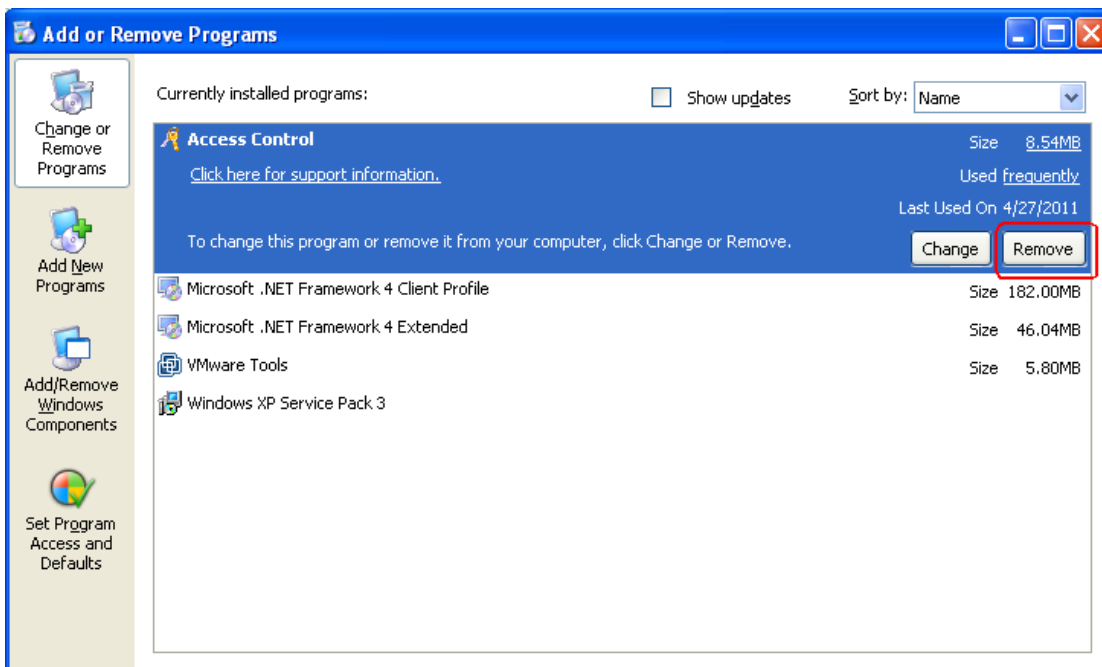
After the installation completes, The  will be created automatically and display in the computer screen.

1.5 Software Remove

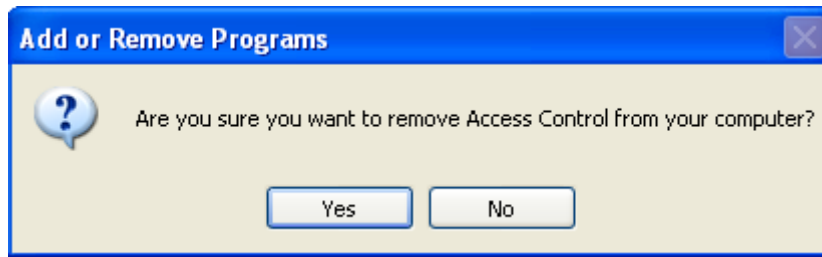
Click **【start】** > **【Settings】** > **【Control Panel】**



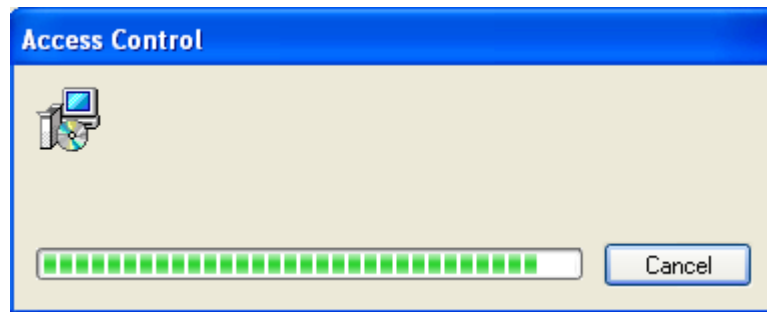
Click "Add or Remove Programs"



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




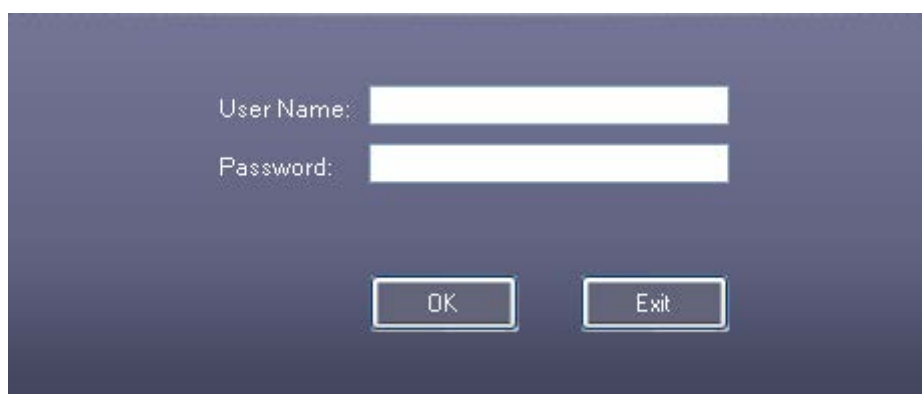
Click "Yes"



Part 2 Basic Operation of Software

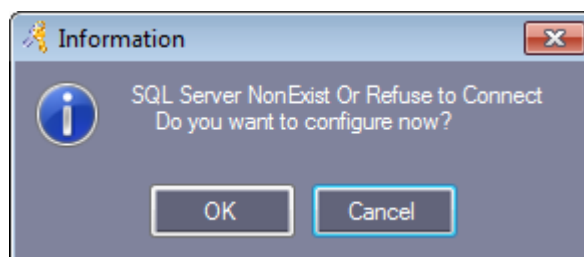
2.1 Login

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



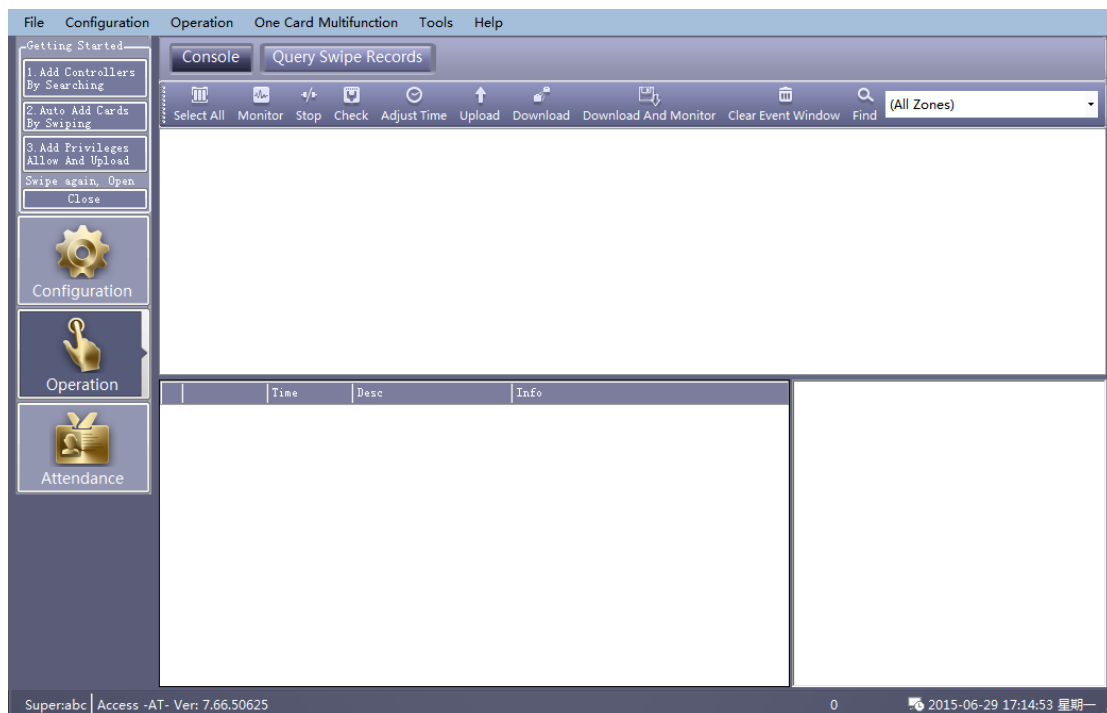
The default user name is “ abc ”, the password is “123”.
It is recommend to change the user name and password at the first use.

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



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

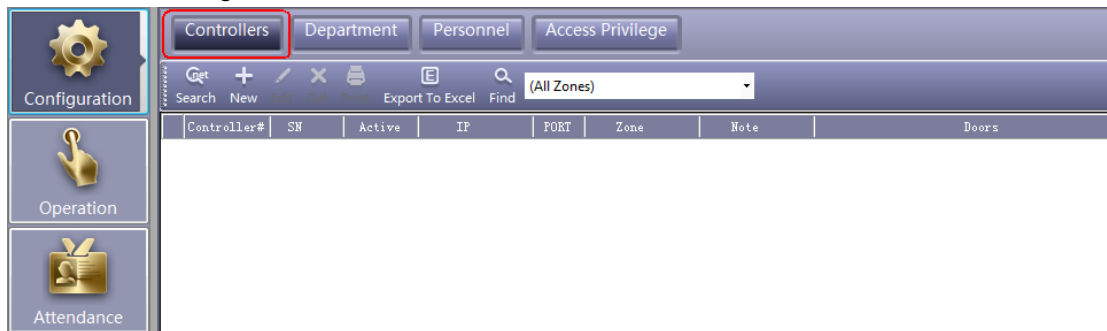
After login , It will show the main windows . as follows:




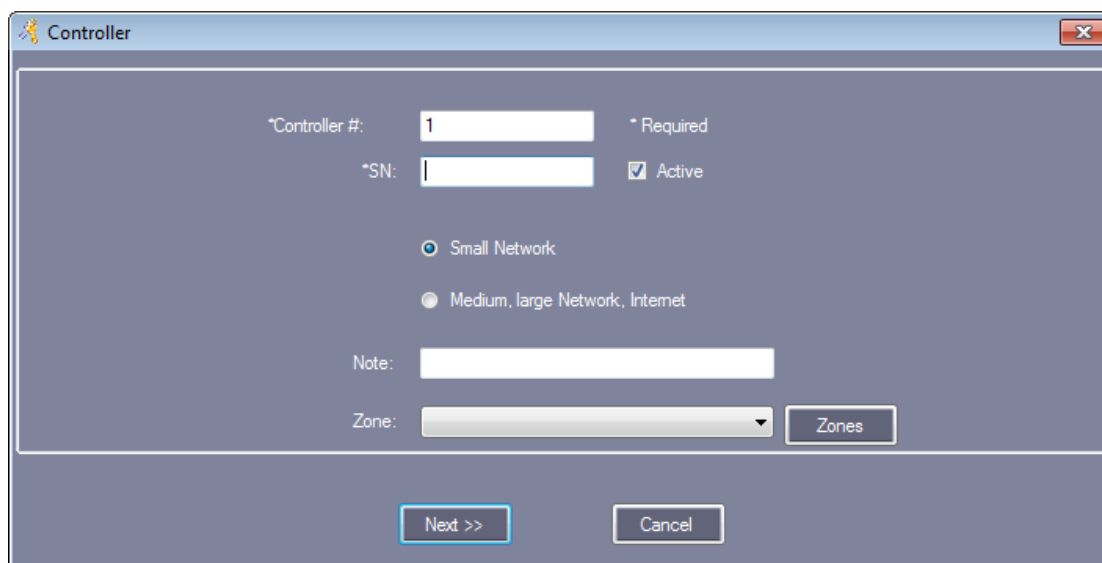
2.2 Parameter Settings of Equipment

2.2.1 Add/Set up Controller

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



click the  to add the controllers into system.



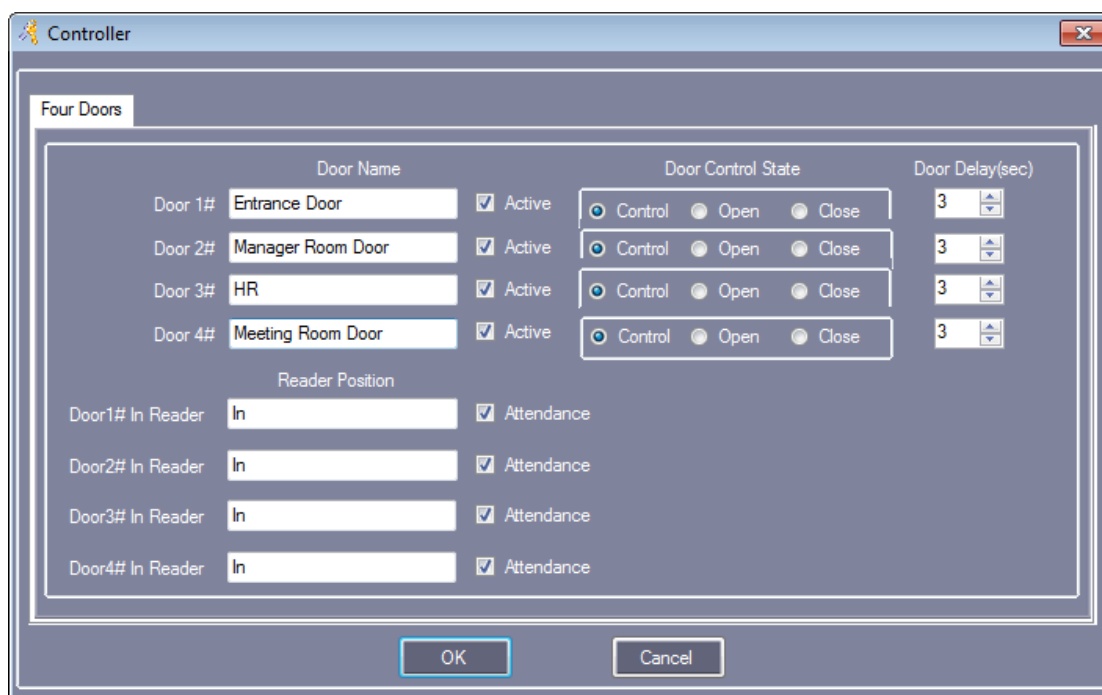
*Controller # (namely each controller serial number) may check on the label S/N:***** of the controller . please fills that nine numerals.

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

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

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

Click "Next"

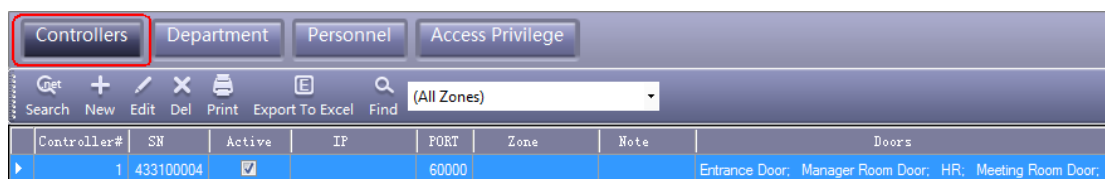


"Door Name" and "Reader Position" can be modified

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

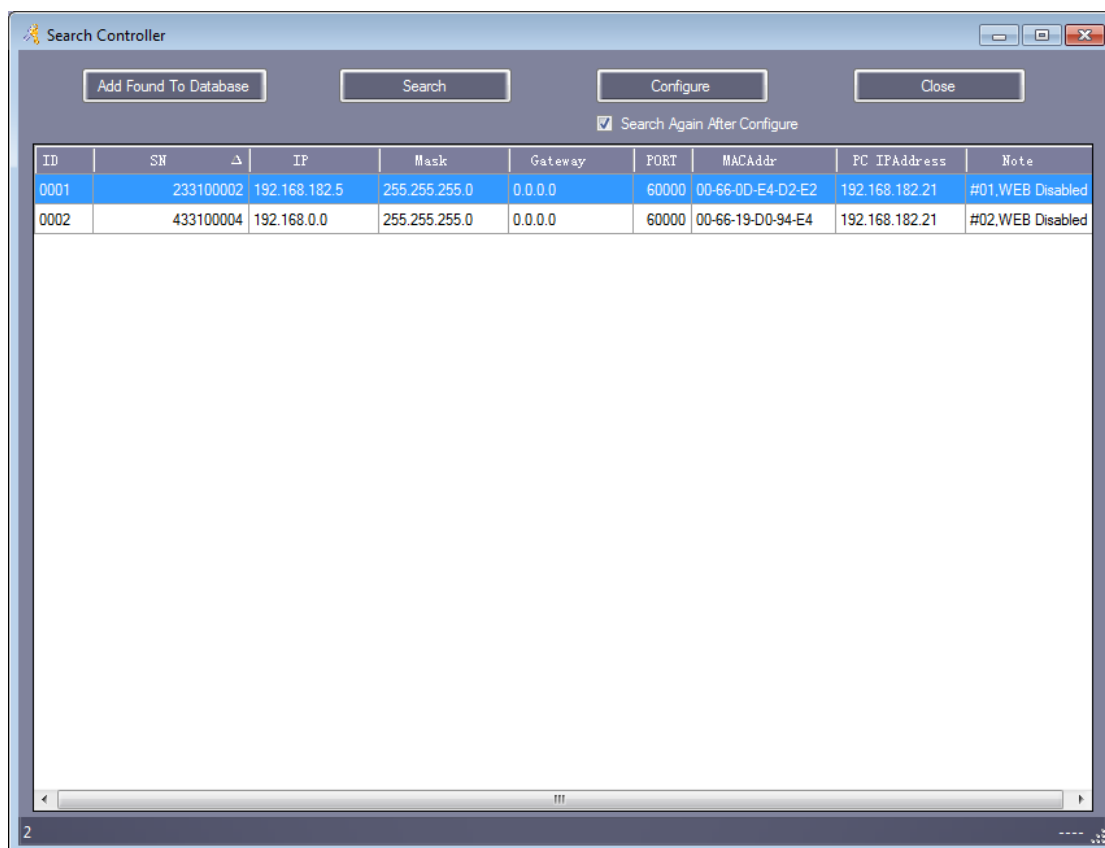
Mark "Attend":by , the records on the card reader can be used as attendance records; otherwise, it can't.

Click "OK"



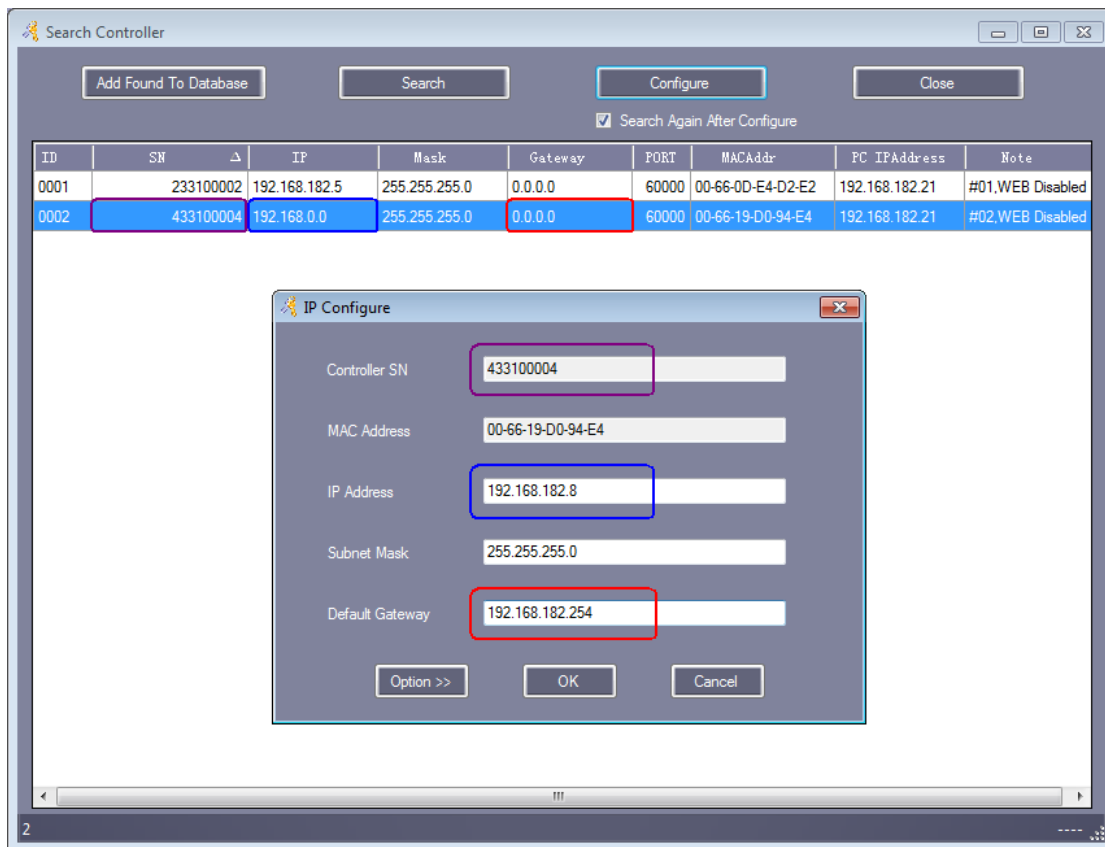
2.2.2 IP setting of Controller

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

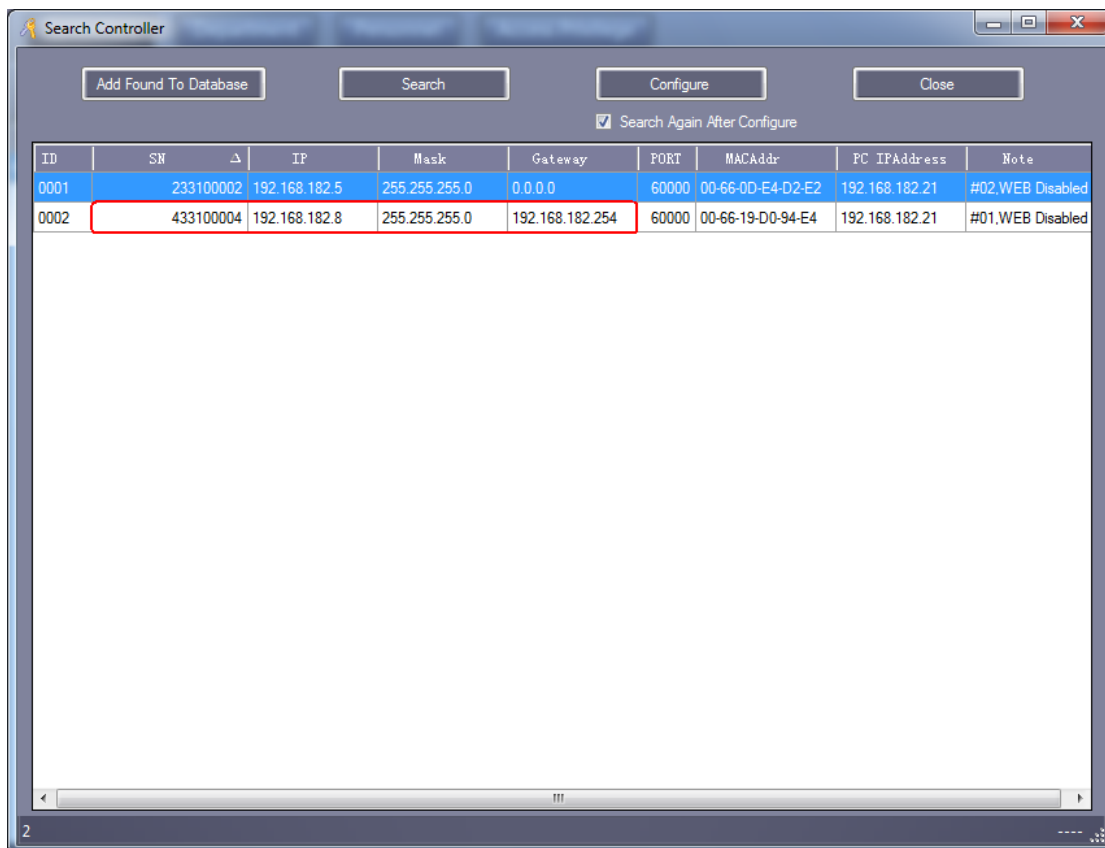


Search need take around 5 Seconds.

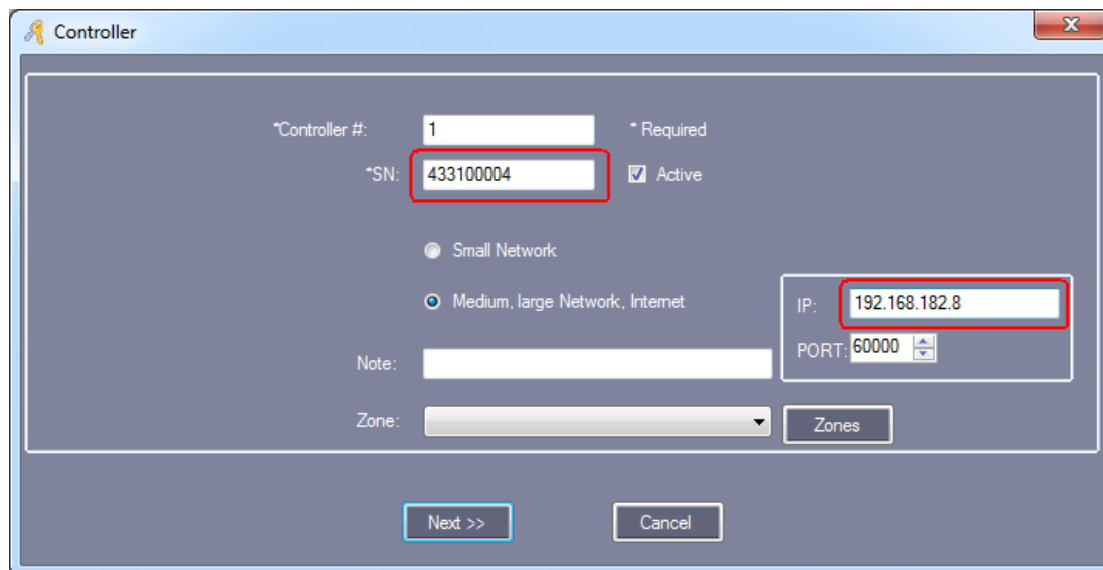
Click "Configure"



Click "OK"



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



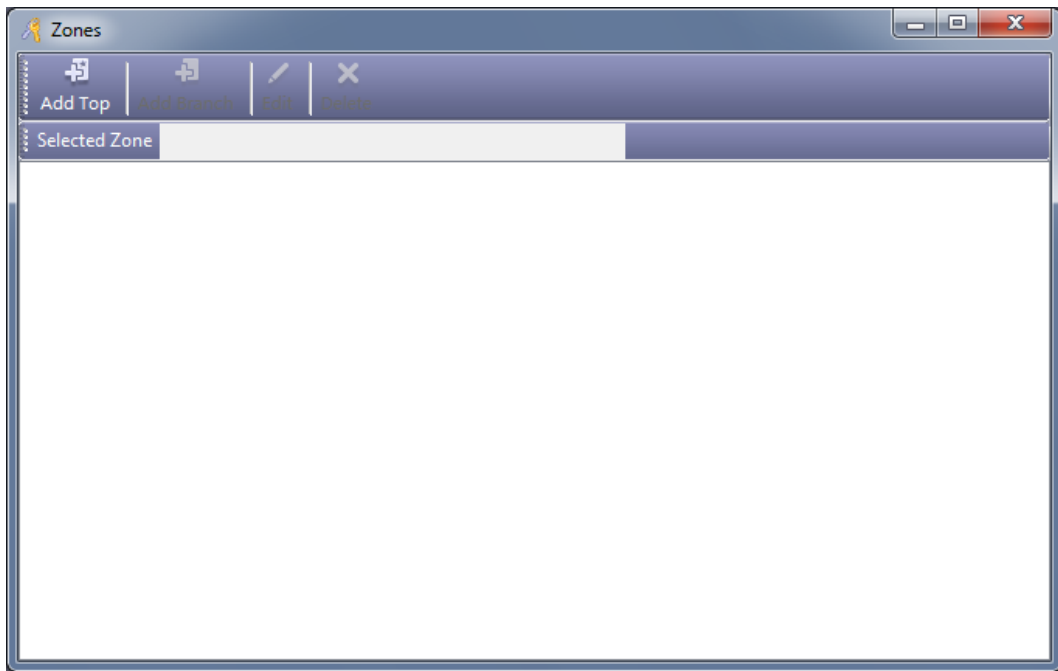
Result, You can see IP address.

Controller#	SN	Active	IP	PORT	Zone	Note	Doors
1	433100004	<input checked="" type="checkbox"/>	192.168.182.8	60000			Entrance Door; Manager Room Door; HR; Meeting Room Door;

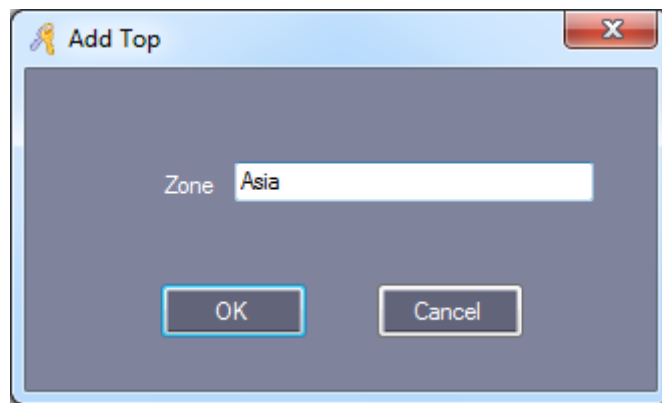
The controllers are separated into different network . Each controller must be assigned a unique IP address .

2.2.3 Controller Zone Management

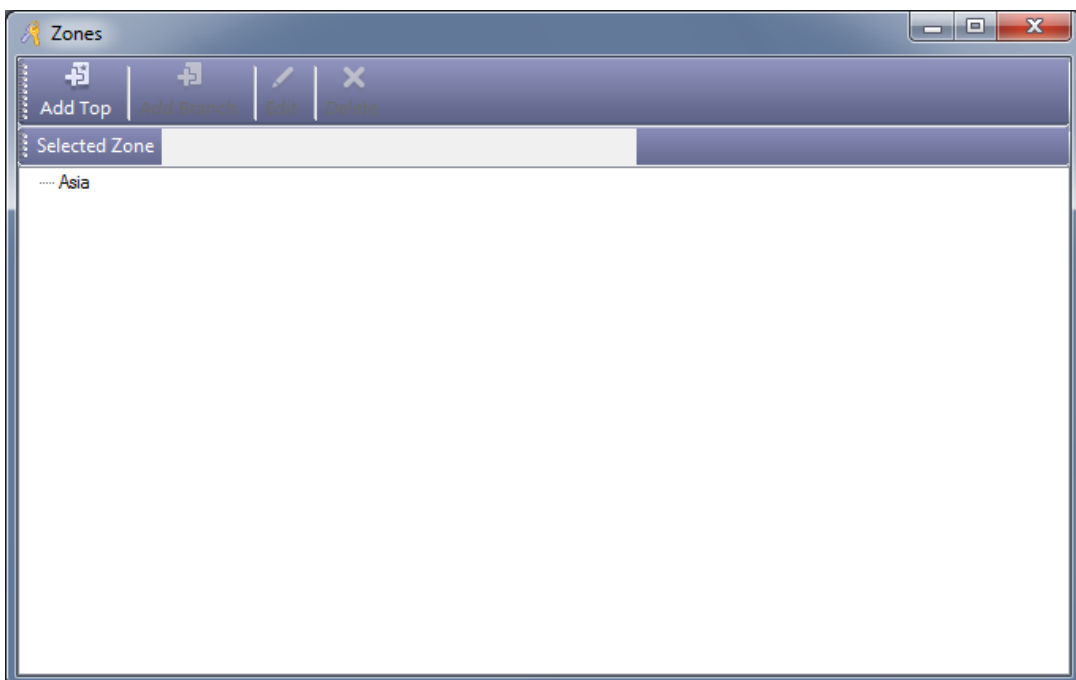
Click **【Configuration】** > **【Zones】**



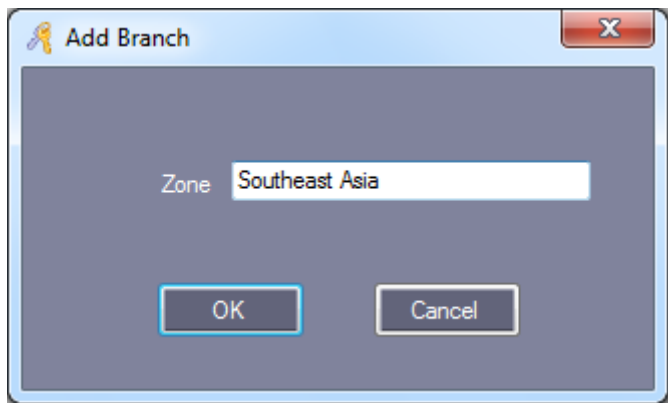
Click "Add Top"



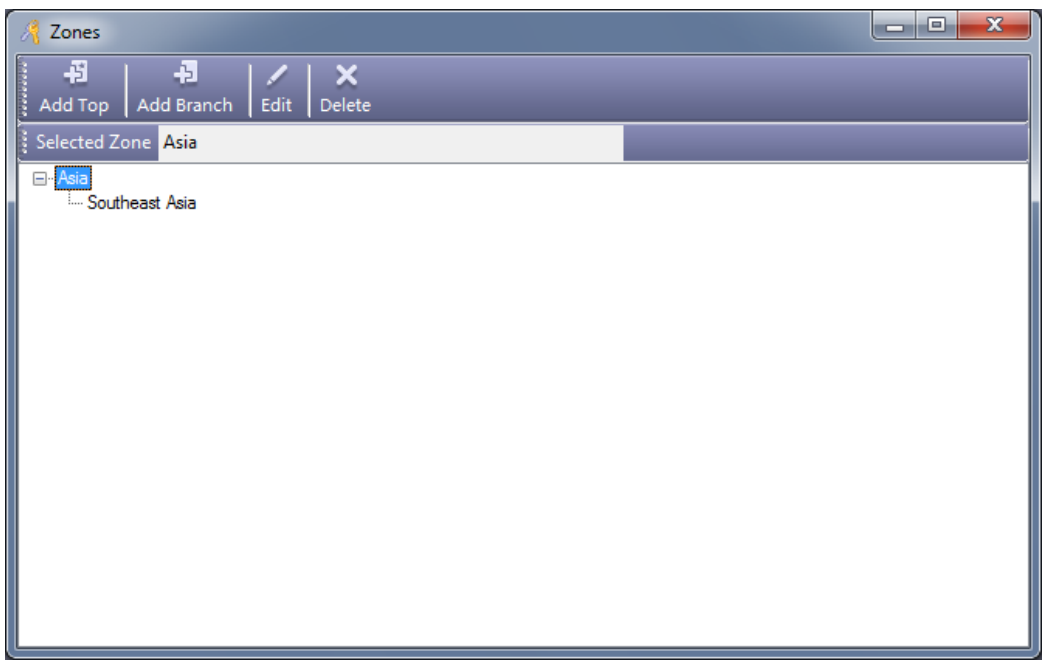
Click "OK"



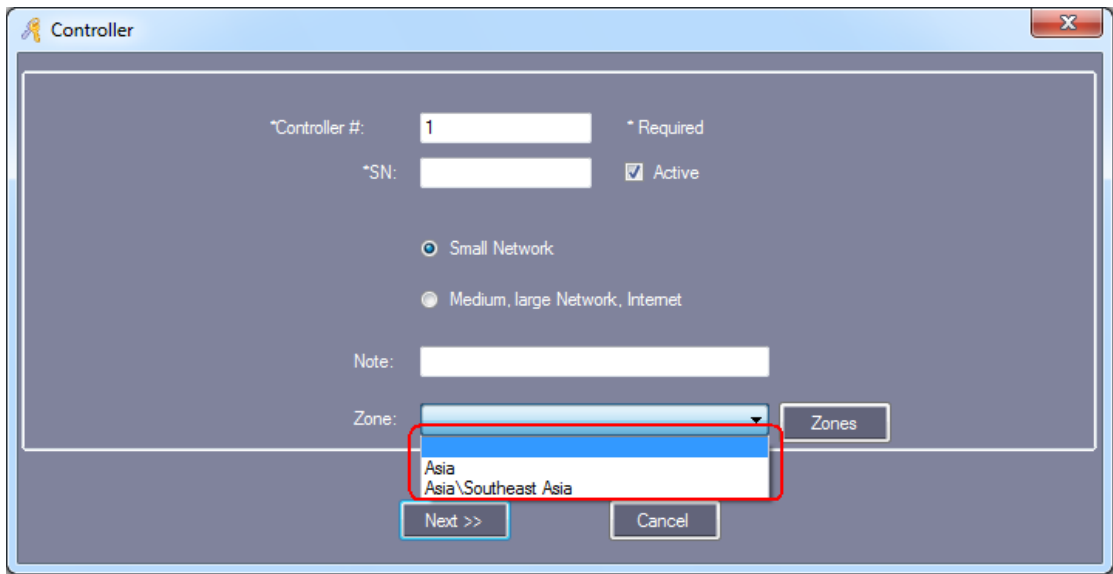
Click the “Add Branch” to add a new Branch under the Top.



Click “OK”



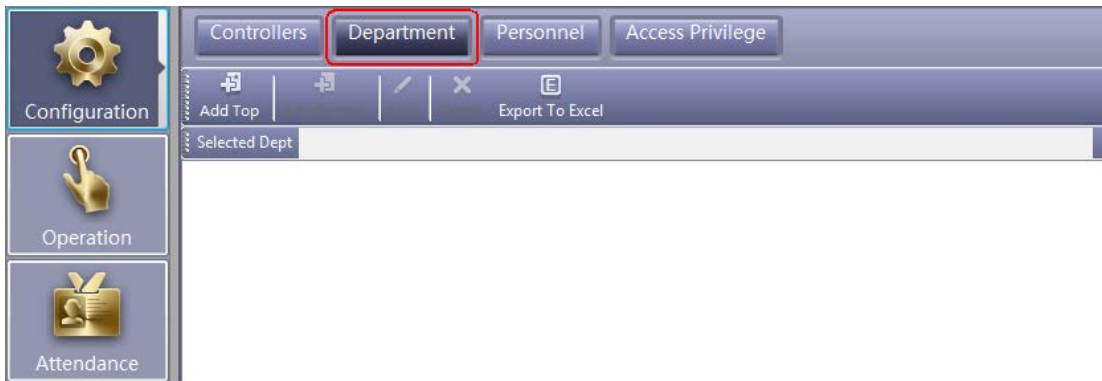
Click , Click **【Configuration】 > 【Controllers】 > 【New】** .



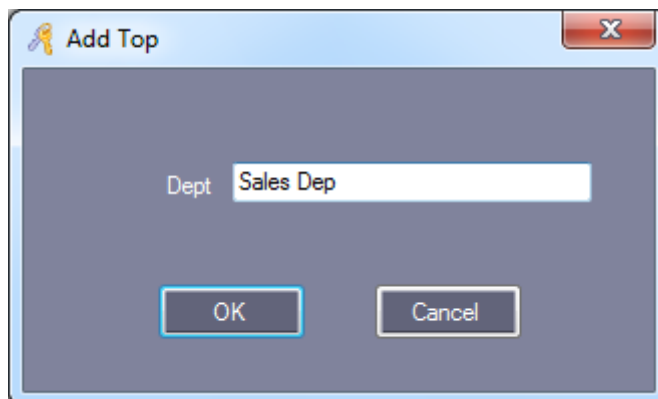
2.3 Operation of Department and Registered User

2.3.1 Add Department

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



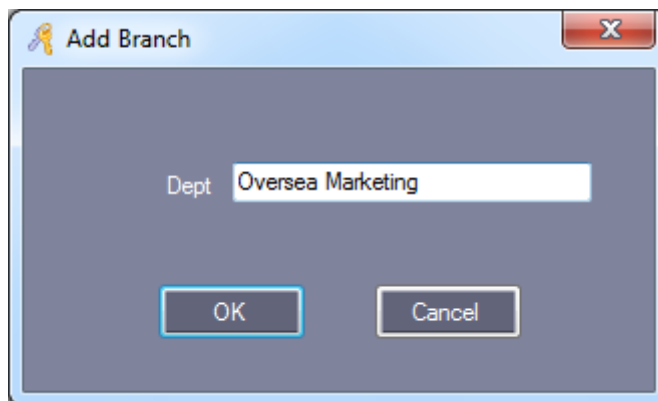
click the **Add Top** to create a new department.



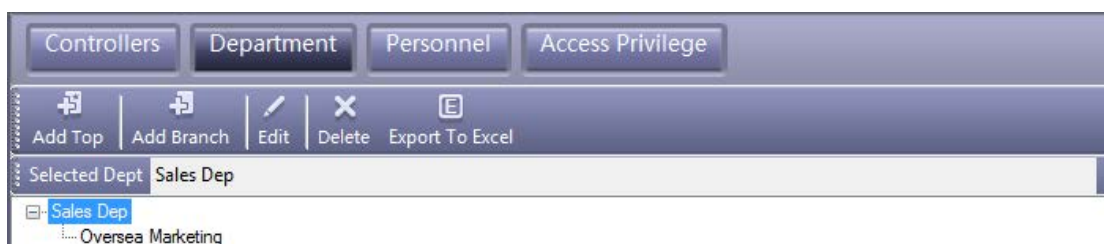
Click "OK"



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

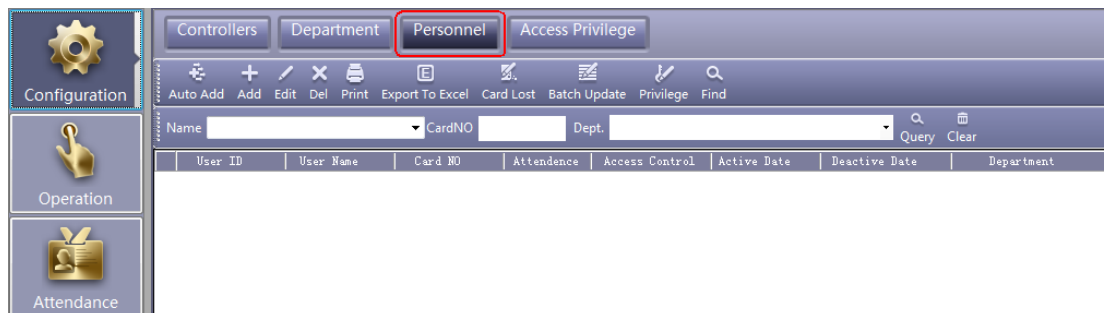


Click "OK"

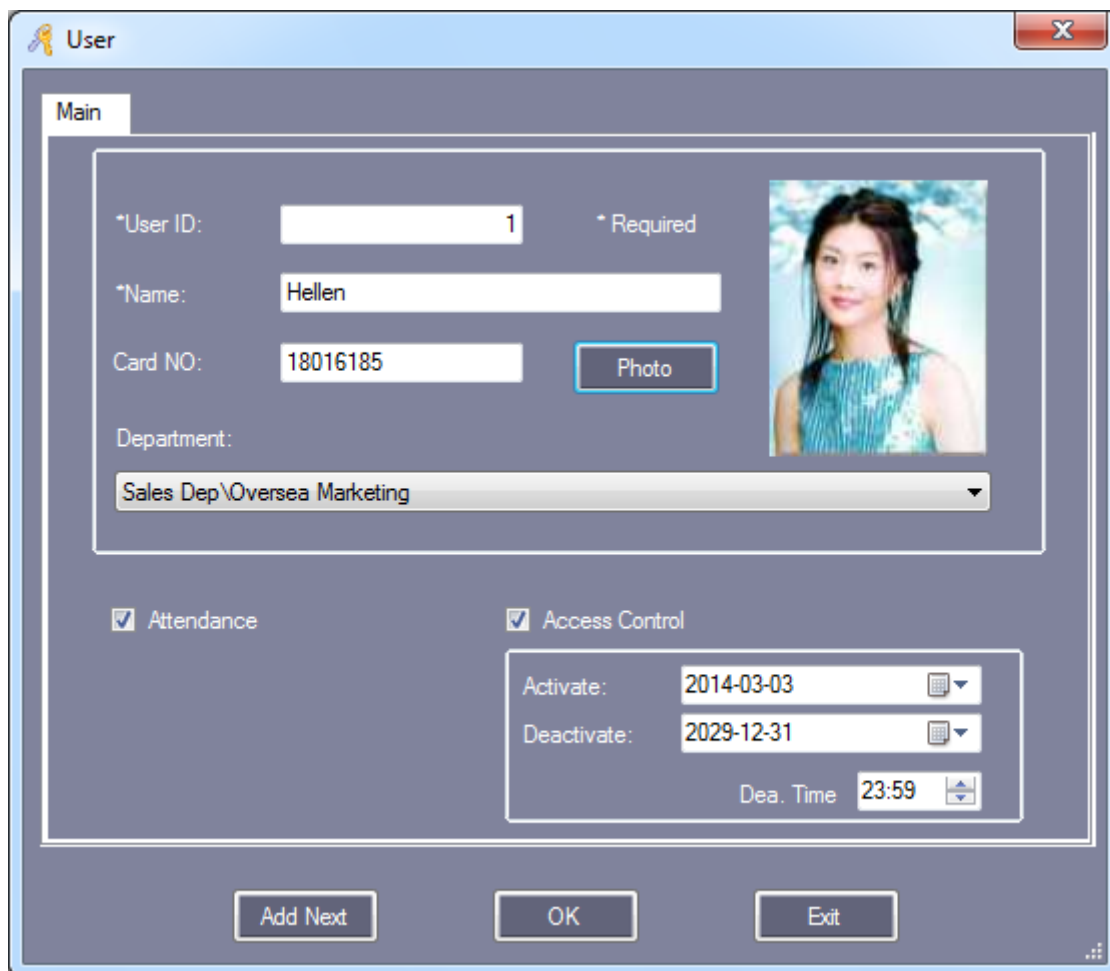


2.3.2 Add and Edit a User

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



Click "Add" to add users.



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

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

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

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

Controllers		Department		Personnel		Access Privilege	
User ID	User Name	Card NO	Attendance	Access Control	Active Date	Deactive Date	Department
1	Hellen	18016185	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-03-03	2029-12-31	Sales Dep\Oversea Marketing

User "Others" information

The 'User' window is a registration form with two tabs: 'Main' and 'Others'. The 'Main' tab is active. The form contains the following fields:

Sex:	<input type="text"/>	Corp.:	<input type="text"/>
Nationality:	<input type="text"/>	Title:	<input type="text"/>
Religion:	<input type="text"/>	Tech. Grade:	<input type="text"/>
Hometown:	<input type="text"/>	Cert. Type:	<input type="text"/>
Birthday:	<input type="text"/>	Cert. ID:	<input type="text"/>
Marriage:	<input type="text"/>	Social Insurance No.:	<input type="text"/>
Political:	<input type="text"/>	Join Date:	<input type="text"/>
Culture:	<input type="text"/>	Leave Date:	<input type="text"/>
Work Phone:	<input type="text"/>	Email:	<input type="text"/>
Mobile:	<input type="text"/>	Addr.:	<input type="text"/>
Home Phone:	<input type="text"/>	PostCode:	<input type="text"/>
En. Name:	<input type="text"/>	Note:	<input type="text"/>

At the bottom of the window are three buttons: 'Add Next', 'OK', and 'Exit'.

2.3.3 Auto Add the registration card

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

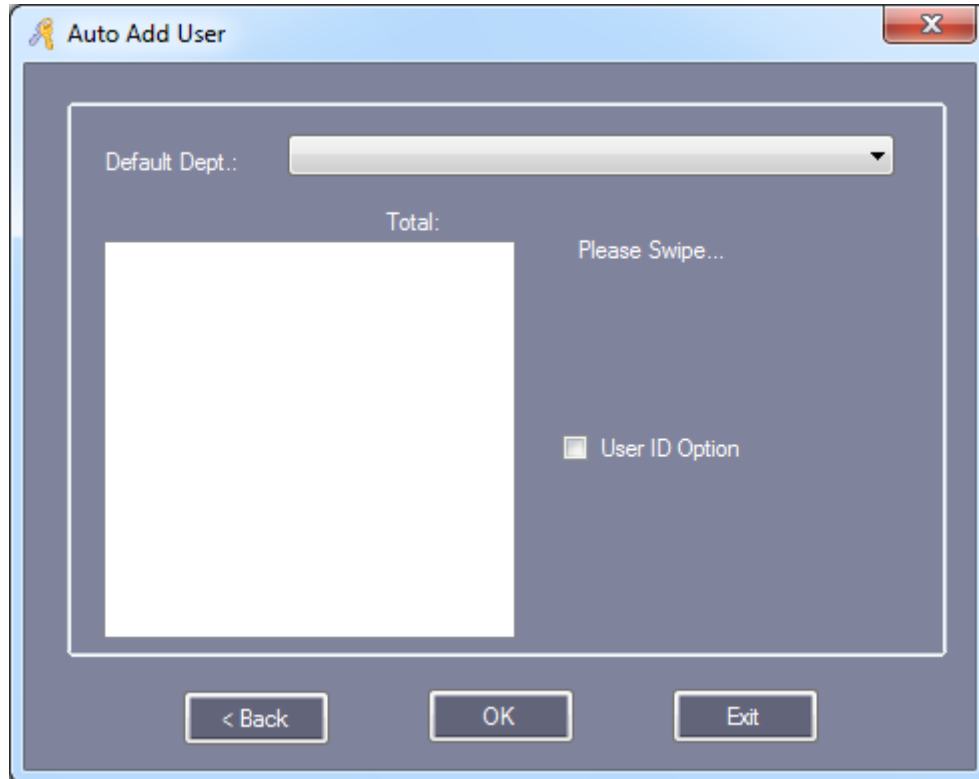
The 'Auto Add User' dialog box is used to select a device for user registration. It contains the following options:

- USB Reader
- Door
- Manual Batch Input

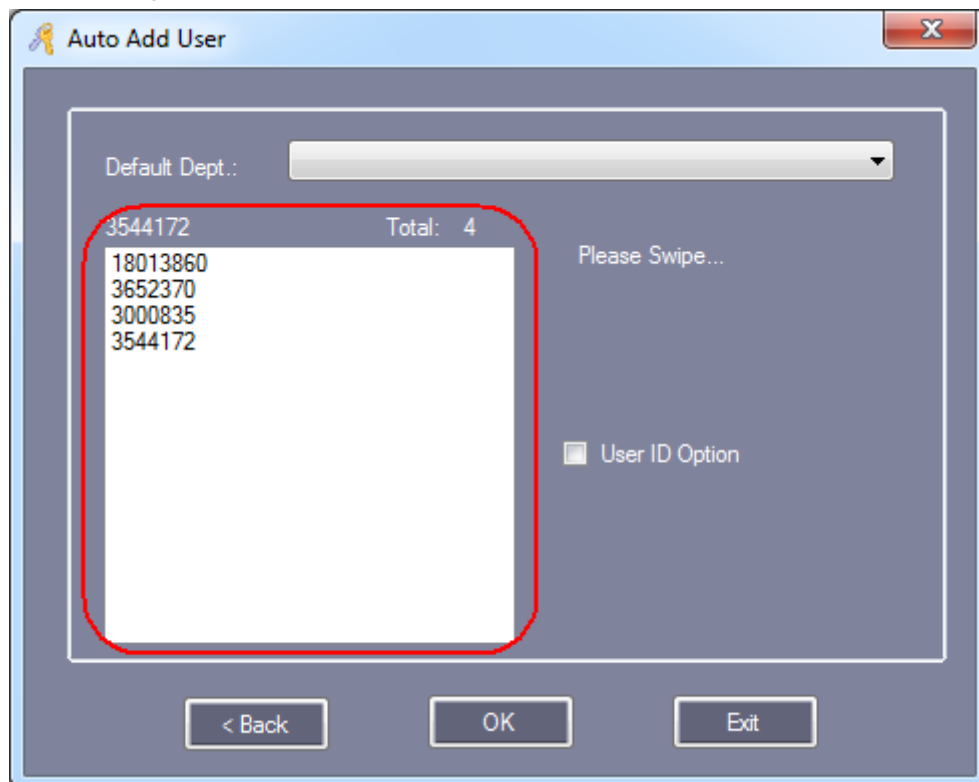
At the bottom of the dialog are two buttons: 'Next >' and 'Cancel'.

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

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

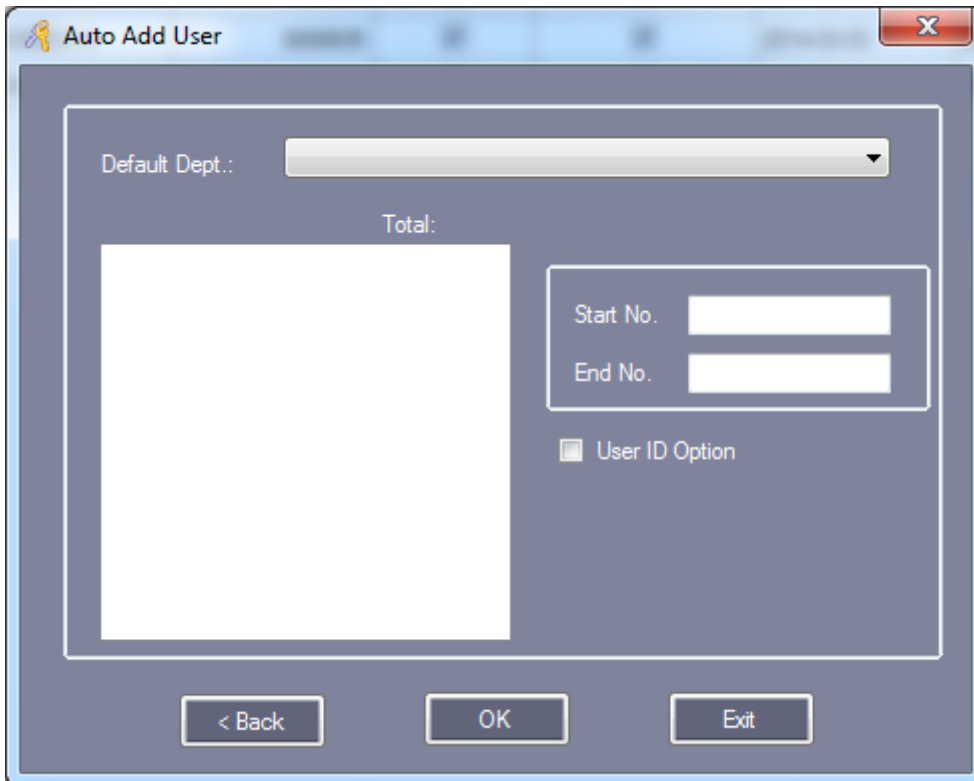


After swiping

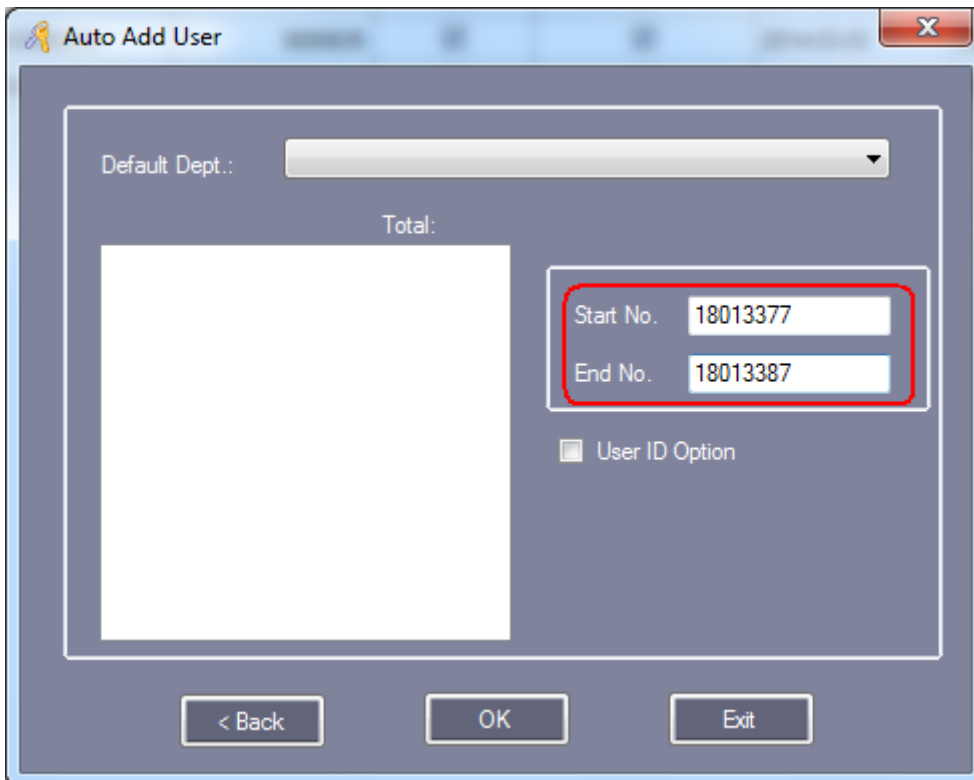


Click “OK”, Auto added to the Software.

Click “Manual Batch Input” ,Click “Next”



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



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

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

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

2.3.4 Alter Single-user’s Privilege

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

2.3.5 Card Lost

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

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

The screenshot shows a dialog box titled "Card Lost" with a close button (X) in the top right corner. It contains three text input fields:

- User Name: Hellen
- Lost Card NO: 18016185
- New Card NO: 20806866 (This field is highlighted with a red border)

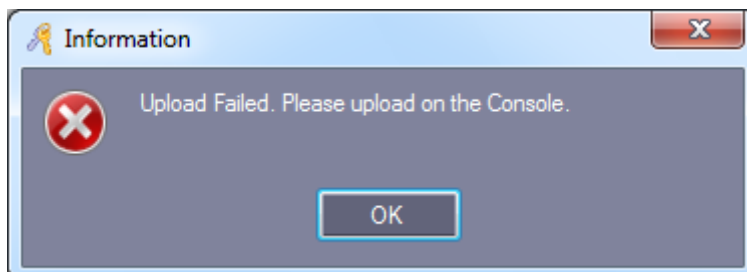
 At the bottom of the dialog, there are two buttons: "OK" and "Exit".

Input "New Card ID" :20806866

Click "OK"

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

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

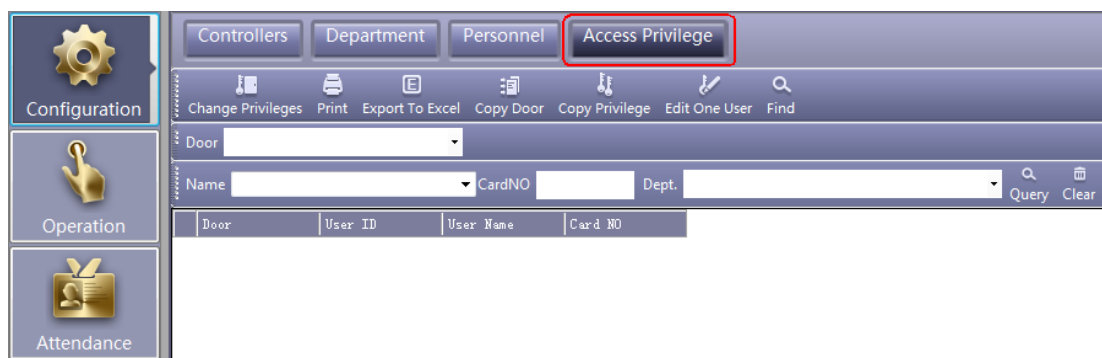


2.4 Operation

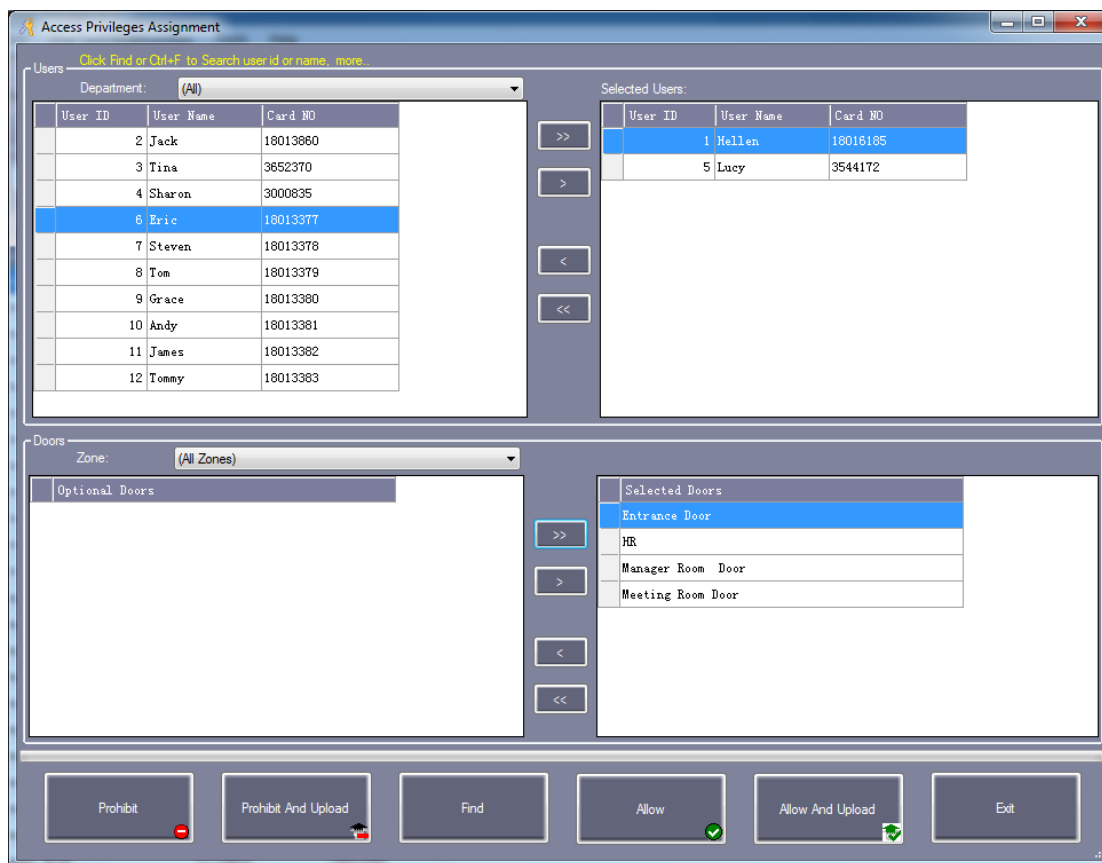
2.4.1 Privilege Management

2.4.1.1 Access Privilege

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



Click  Change Privileges

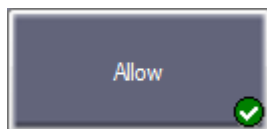


">>": Select all "Users" or all "Optional Doors"

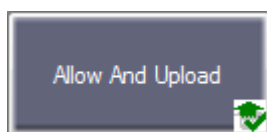
">": Select one "Users" or one "Optional Doors".

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

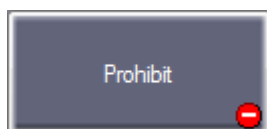
"<<": Cancel all "Selected Users" or all "Selected Doors".



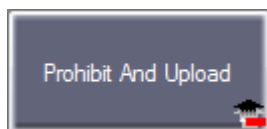
After clicking this button, and then **Operation -> Upload**, the selected users can pass through the selected doors.



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



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



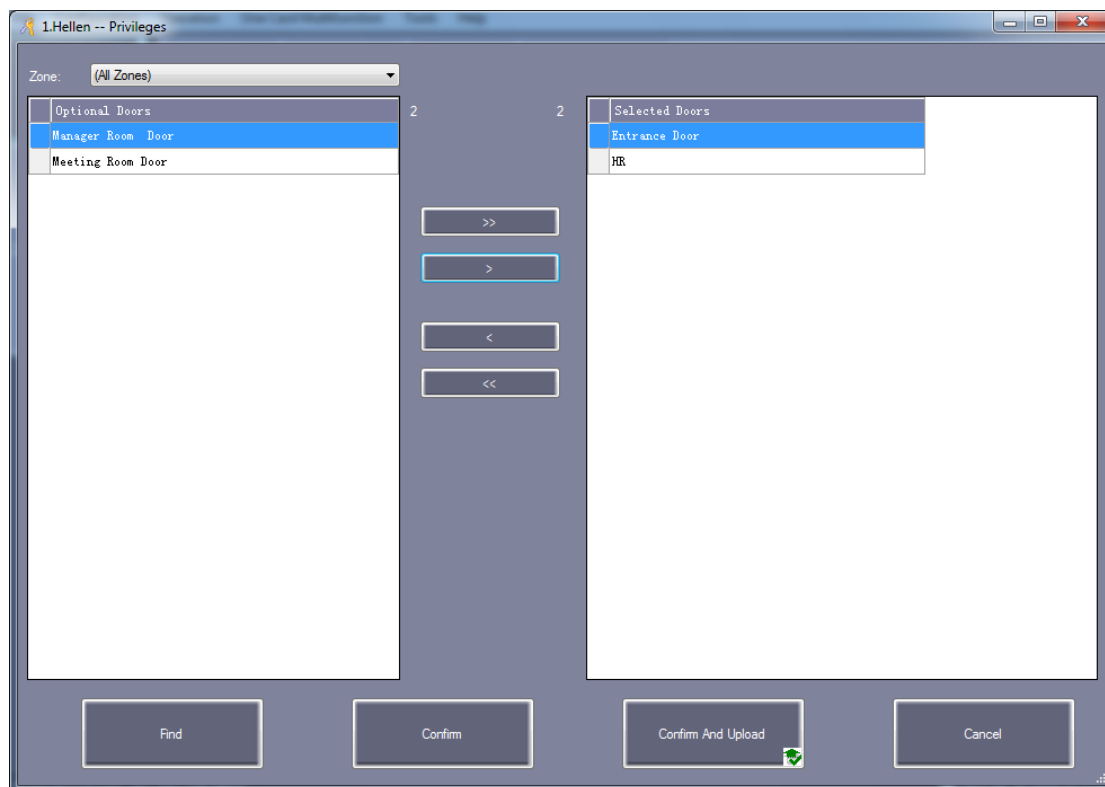
After clicking this button, the selected users can't pass through the

selected doors.

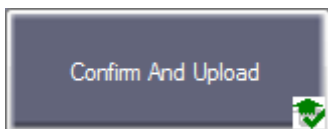
Door	User ID	User Name	Card NO
Entrance Door	1	Hellen	18016185
Manager Room Door	1	Hellen	18016185
HR	1	Hellen	18016185
Meeting Room Door	1	Hellen	18016185
Entrance Door	5	Lucy	3544172
Manager Room Door	5	Lucy	3544172
HR	5	Lucy	3544172
Meeting Room Door	5	Lucy	3544172

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

2.4.1.2 Edit One User’s Privilege



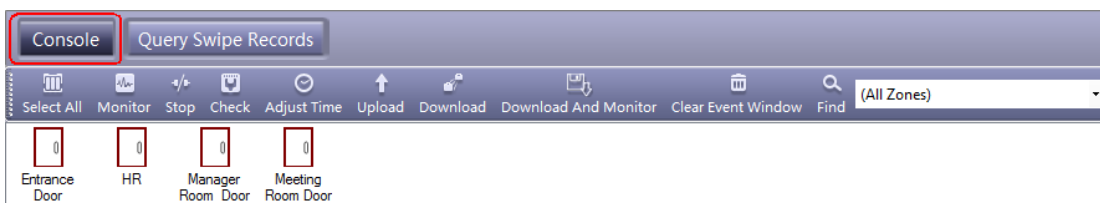
- “>>”: Select all “Optional Doors”
- “>”: Select one “Optional Doors”
- “<”: Cancel one “Selected Doors”
- “<<”: Cancel all “Selected Doors”



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

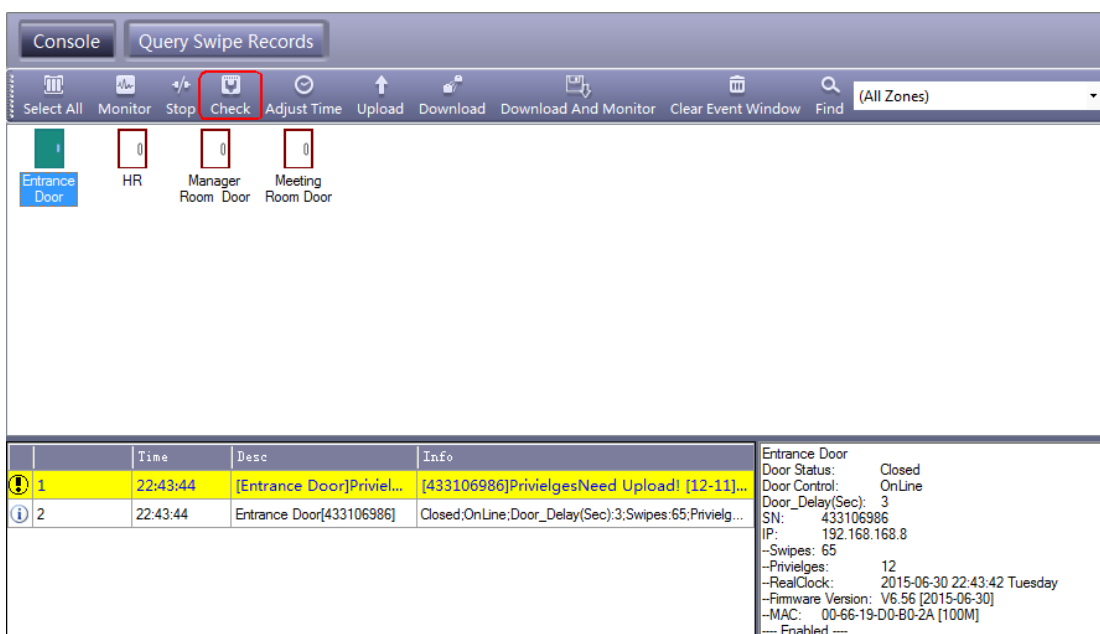
2.5 Console

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

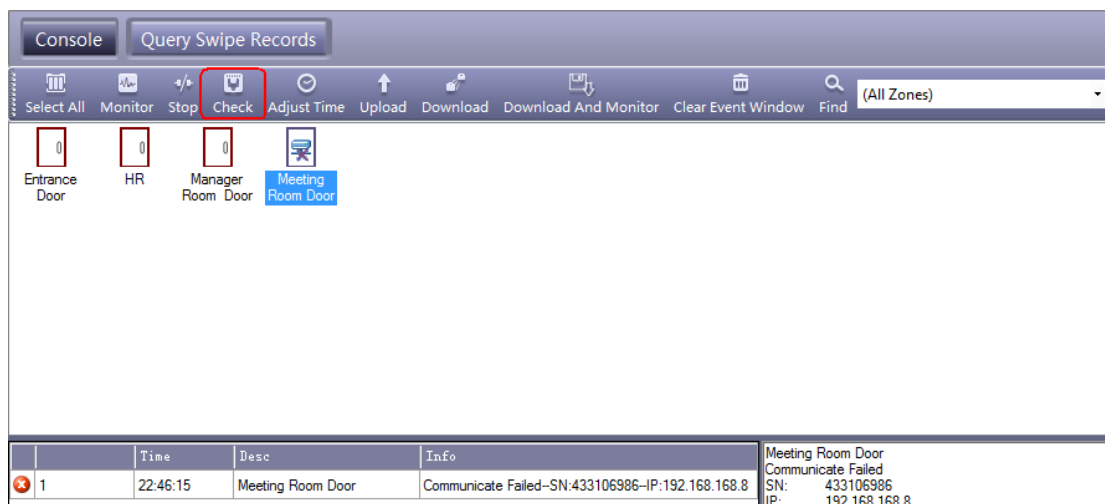


2.5.1 Controller’s Info Check

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

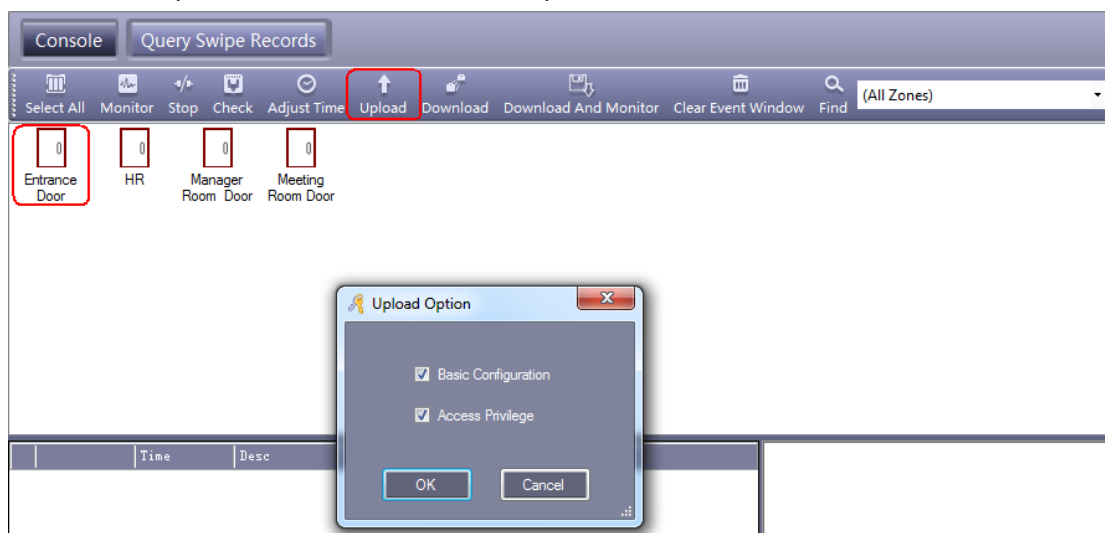


It will show the controller’s basic information .such as the amount of swipings and privileges, Door status, control status, open delay (sec) .If the controller is well communicated with computer, the door label’s color is green , otherwise the color is red.

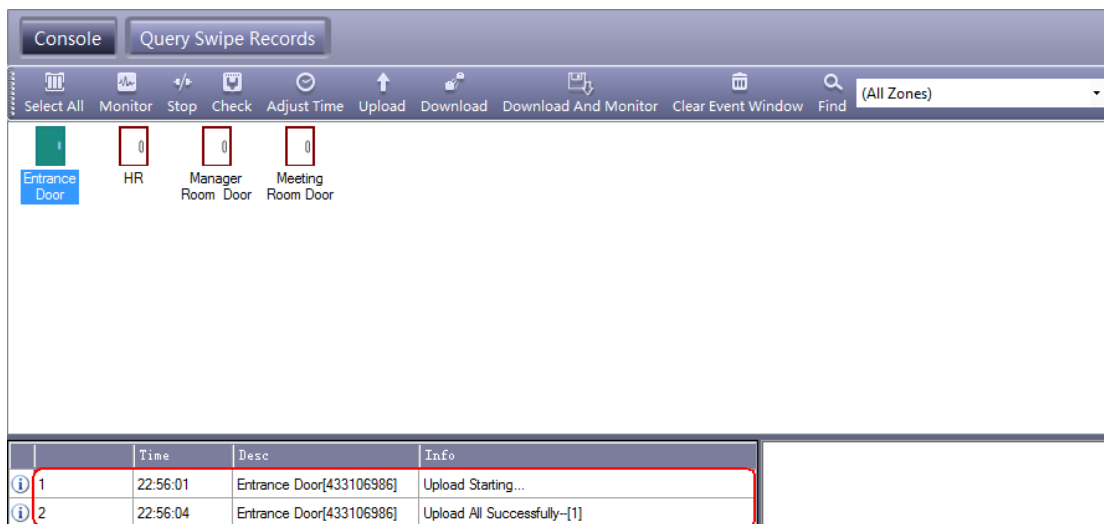


2.5.2 Upload Setting

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



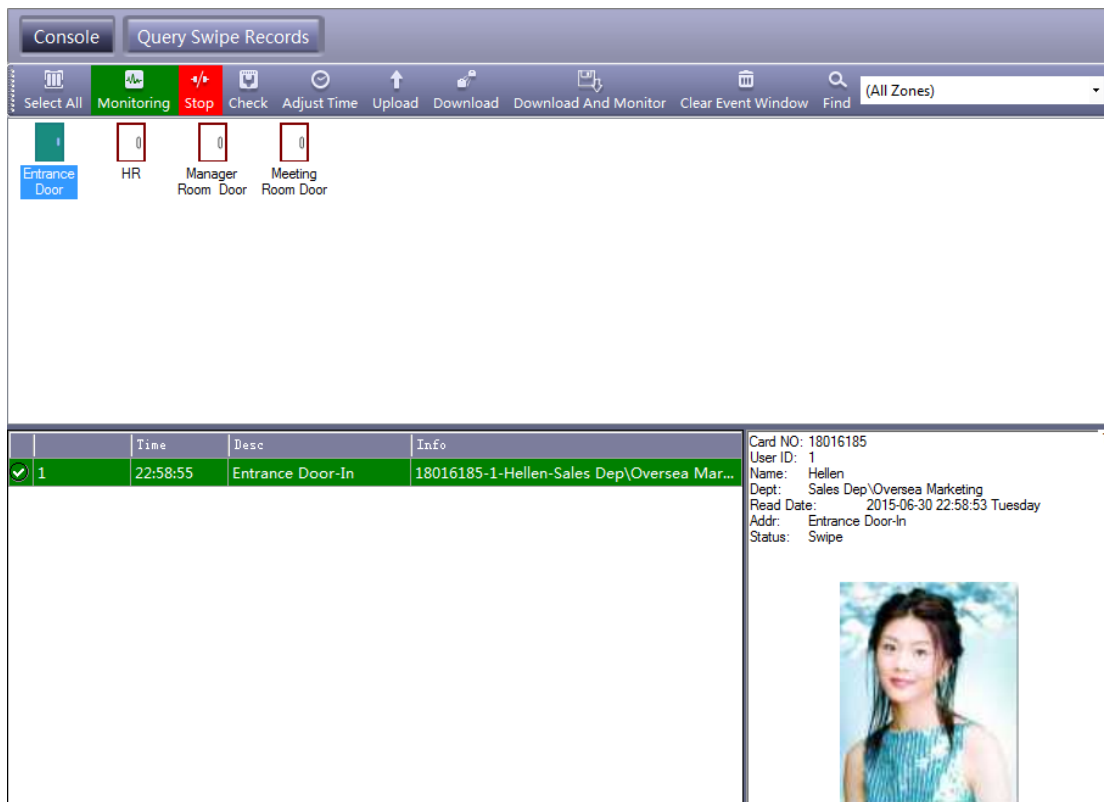
Click "OK"



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

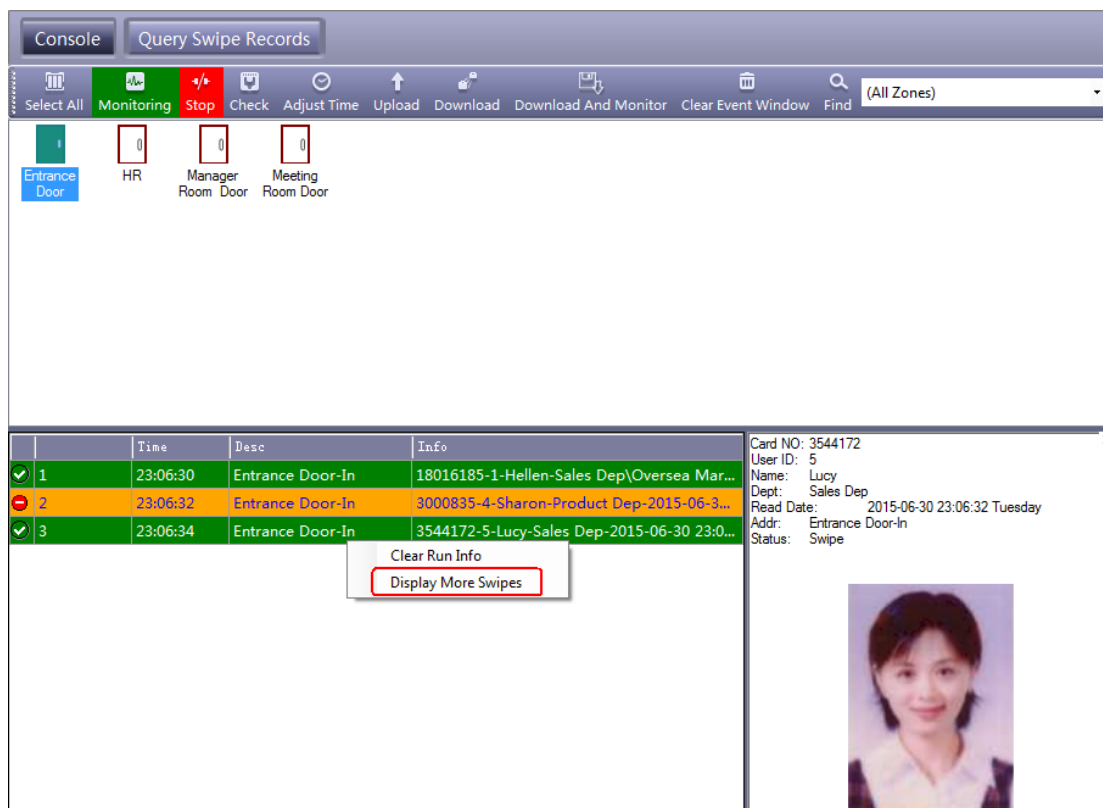
2.5.3 Monitor

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



2.5.4 Display More Swipes

Only display swipe card records.



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

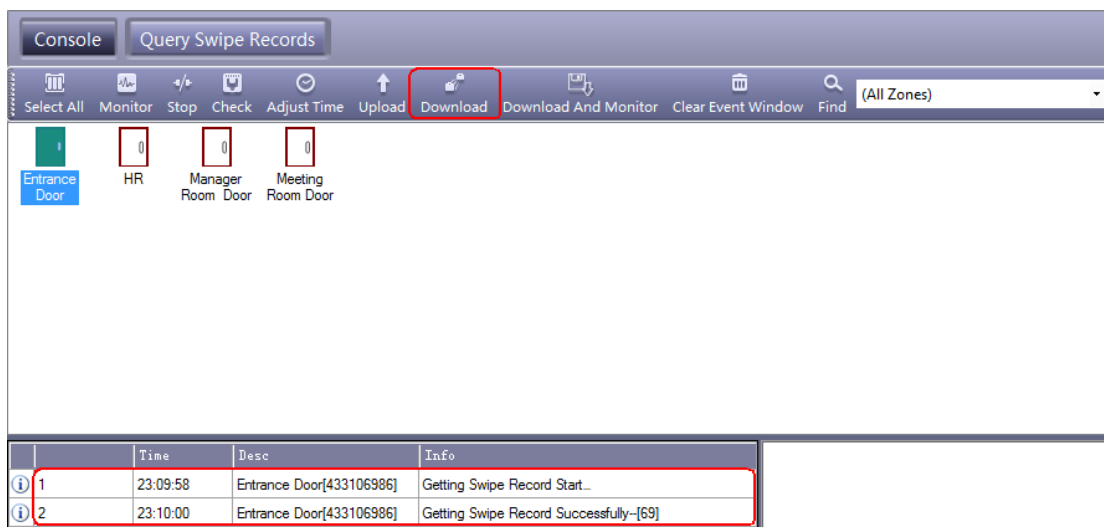


Right click "Photo". You can adjust the display of information.



2.5.5 Getting Swipe Records

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



Download: Collect the controller’s records to database.

2.6 Records Query

Please “Download” Records and then query.

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

Console **Query Swipe Records**

Print Export To Excel Query Options Find

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

Name CardNO Dept. Query Clear

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

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

Select Addr

Selected Zone: (All Zones)

Select All Select None

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

Query

Close

Query result as follows:

Console Query Swipe Records

Print Export To Excel Query Options Find

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

Name CardNO Dept. Query Clear

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

2.7 Tools

2.7.1 Change Password

Change operator and operator's password.

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

Operator--abc

Name: abc

New Password:

Confirmed Password:

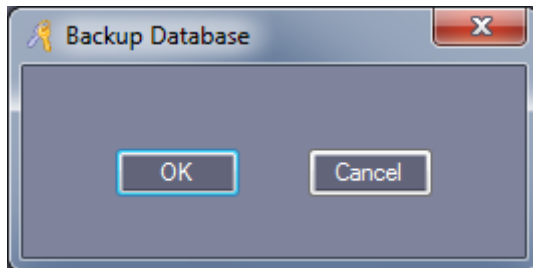
OK Cancel

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

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

2.7.2 DB Backup

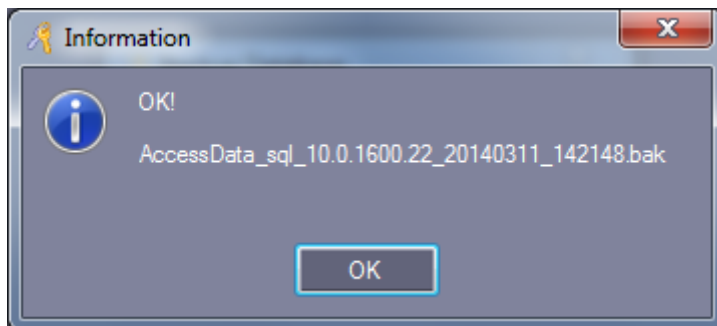
Click **File** > **DB Backup**



Click "OK".

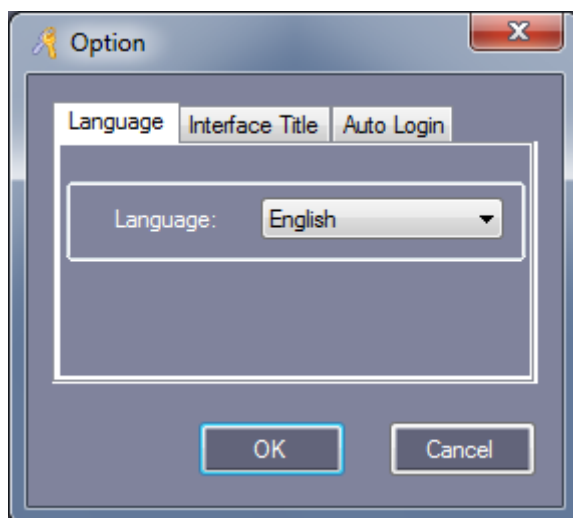
This backup file is saved in software under the default installation path "C:\AccessControl".

If Backup is SQL DB.



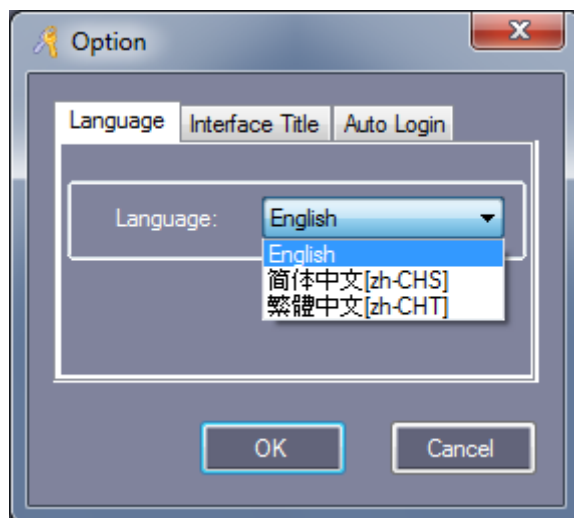
Click "OK", This backup file is saved in database under the default installation path. "C:\Program Files\Microsoft SQL Server\MSSQL10.MSSQLSERVER\MSSQL\Backup"

2.7.3 Option



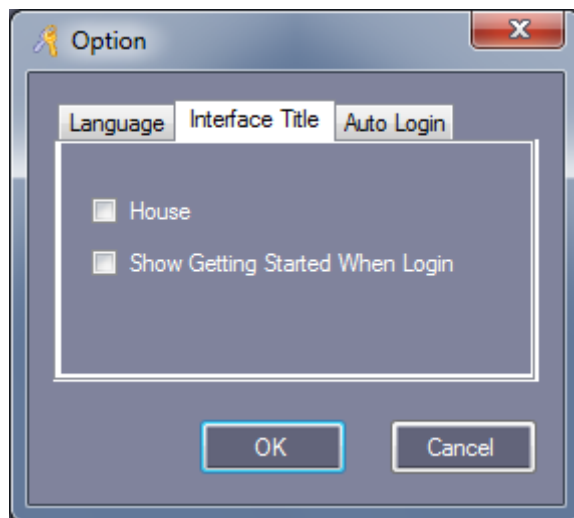
【Language】

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



【Interface Title】

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

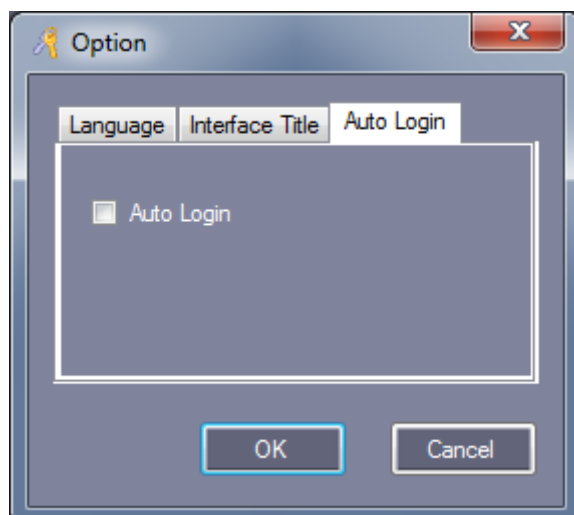


【House】 : Used in community management.

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

【Auto Login】

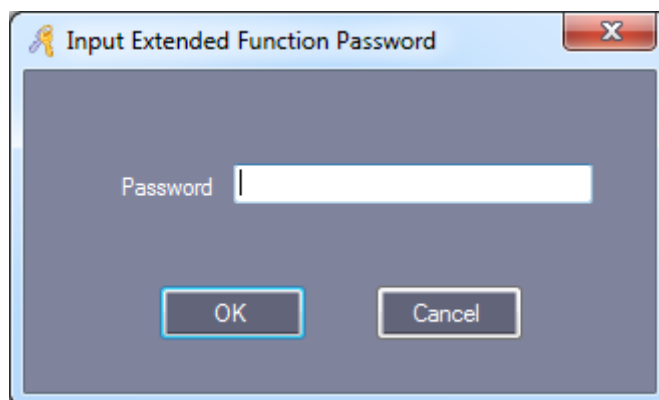
Click **【Tools】** > **【Auto Login】** from menu bar.



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

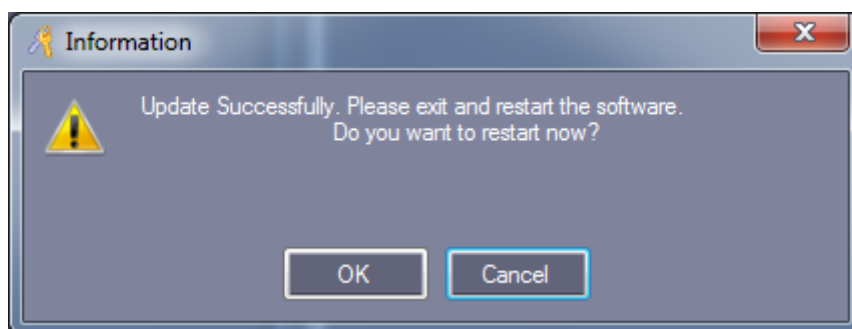
Part 3 Extended Function

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



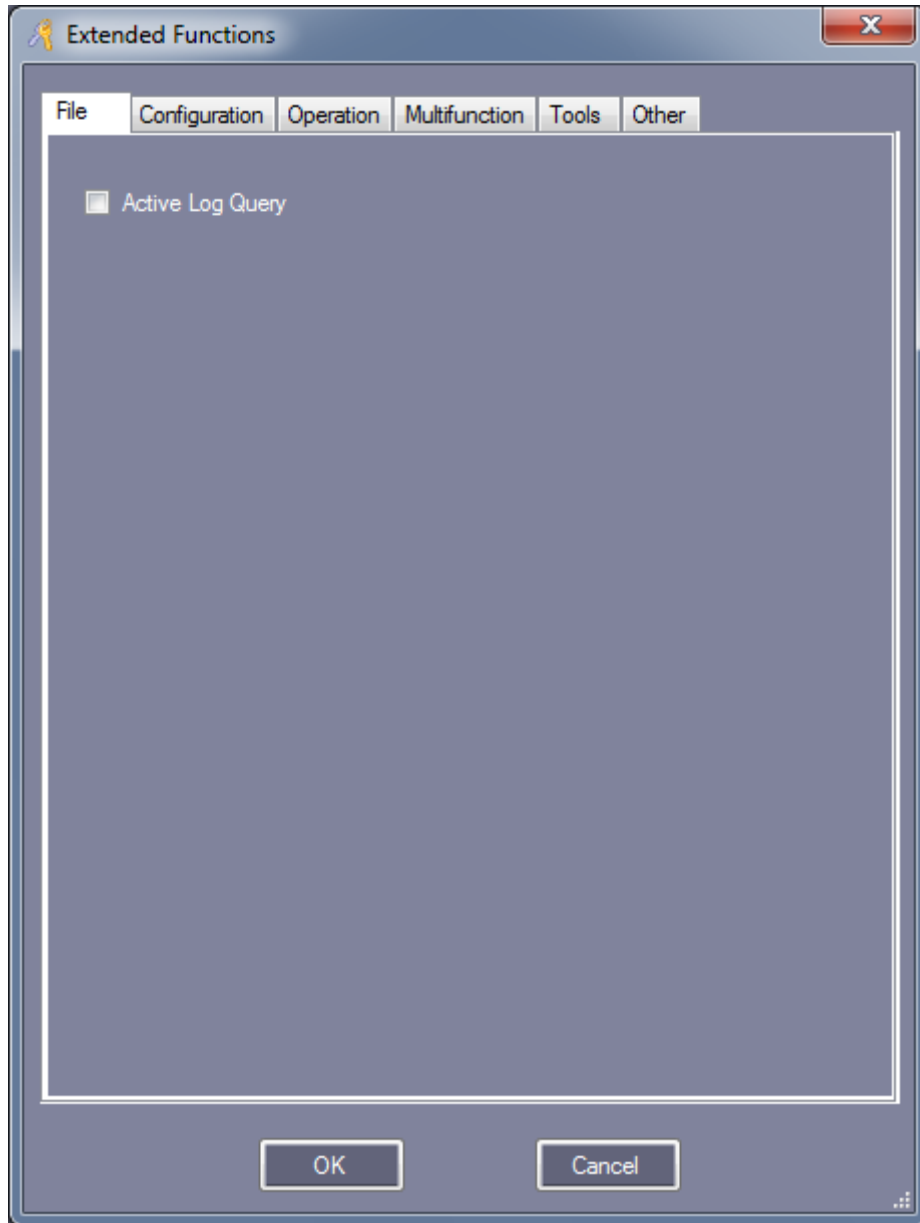
If you want to Activate the Extended Function . please input the password .
Please ask provider for password.

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



Extended Functions introduced as follows:

3.1 File



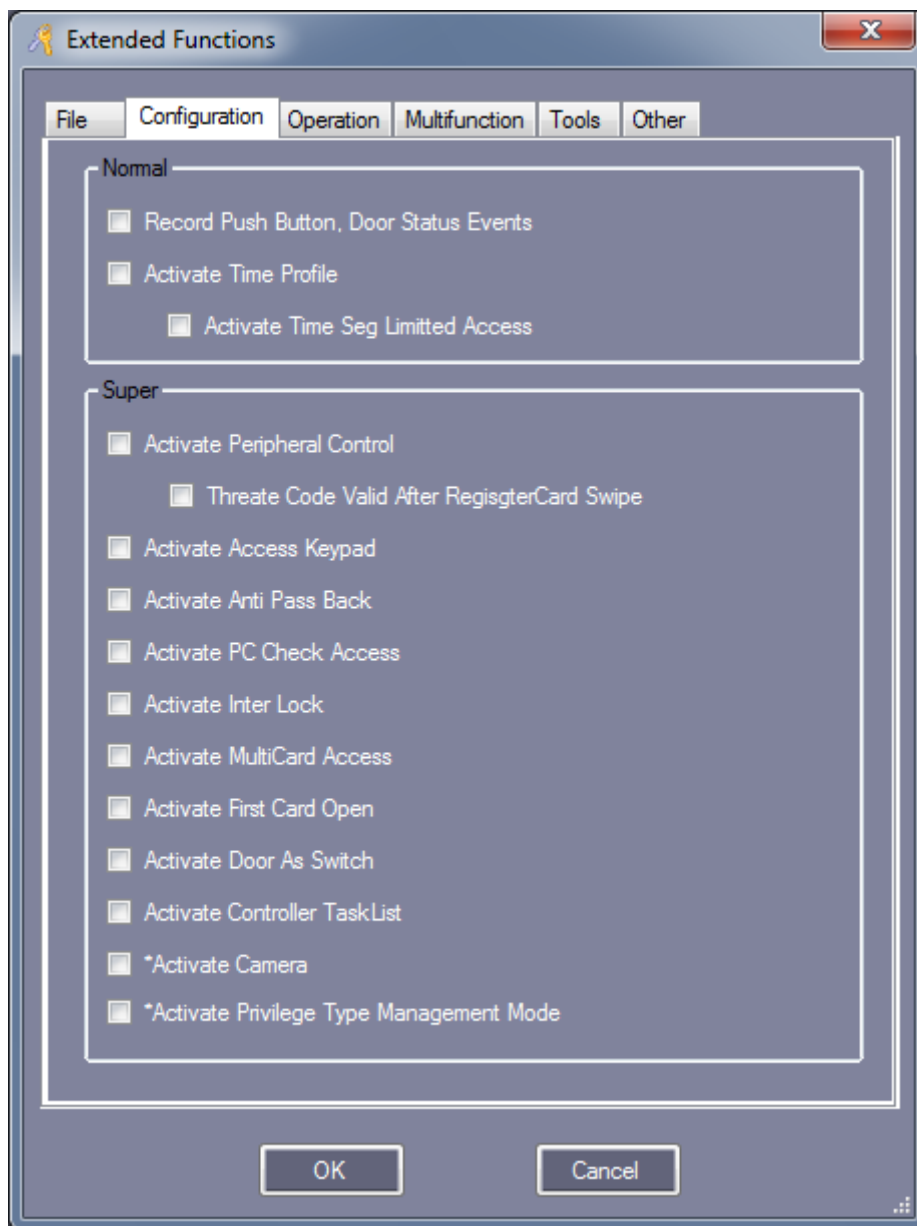
3.1.1 Active Log Query

Click **【File】** > **【Log Query】**

Access Control Software Operation Guide

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

3.2 Configuration



3.2.1 Record Push Button Events

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

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

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

3.2.2 Record Door Status Events

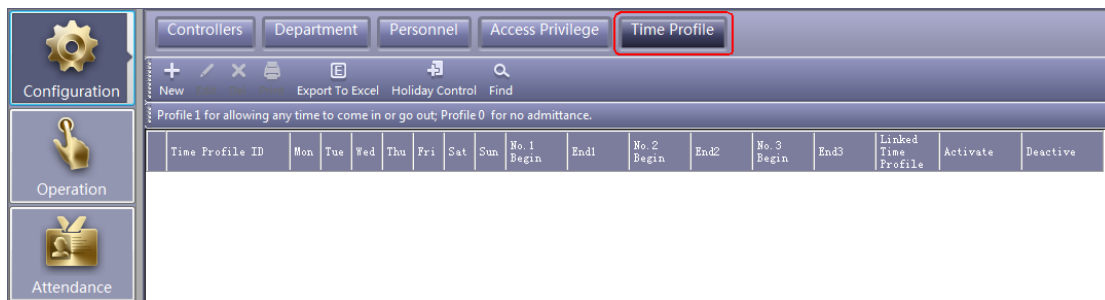
Record “Door Open” and “Door Closed” time. Must connect door sensor.
 Active this function, you must upload on the console.

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

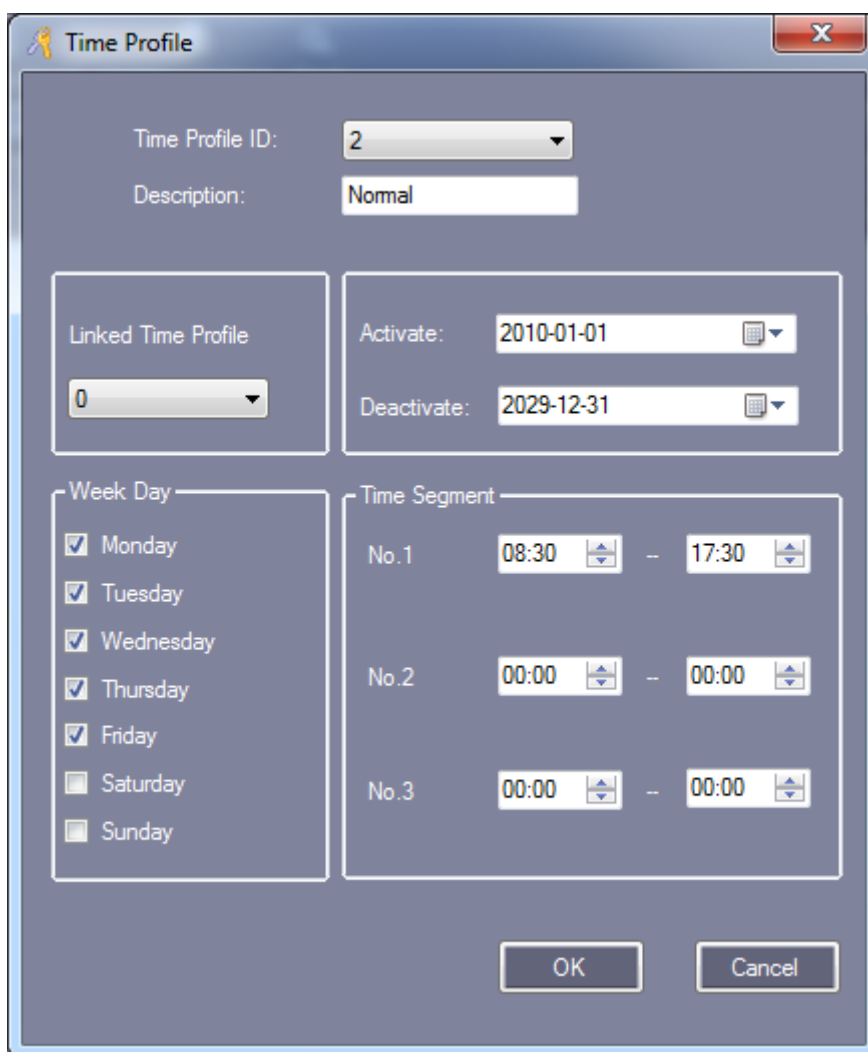
Read Date: 2015-07-01 14:54:51 Wednesday
 Addr: Meeting Room Door
 Status: Door Open

3.2.3 Activate Time Profile

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



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



Click "OK"

Time Profile																
Profile 1 for allowing any time to come in or go out; Profile 0 for no admittance.																
Time Profile ID	Mon	Tue	Wed	Thu	Fri	Sat	Sun	No. 1 Begin	End1	No. 2 Begin	End2	No. 3 Begin	End3	Linked Time Profile	Activate	Deactive
2 [Normal]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08:30	17:30	00:00	00:00	00:00	00:00	0	2010-01-01	2029-12-31

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

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

Add new “Time Profile 3”

Click “OK”

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

“Time Profile 2” link “Time Profile 3”

Time Profile

Time Profile ID: 2

Description: Normal

Linked Time Profile: 3

Activate: 2010-01-01

Deactivate: 2029-12-31

Week Day

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

Time Segment

No.1: 08:30 -- 17:30

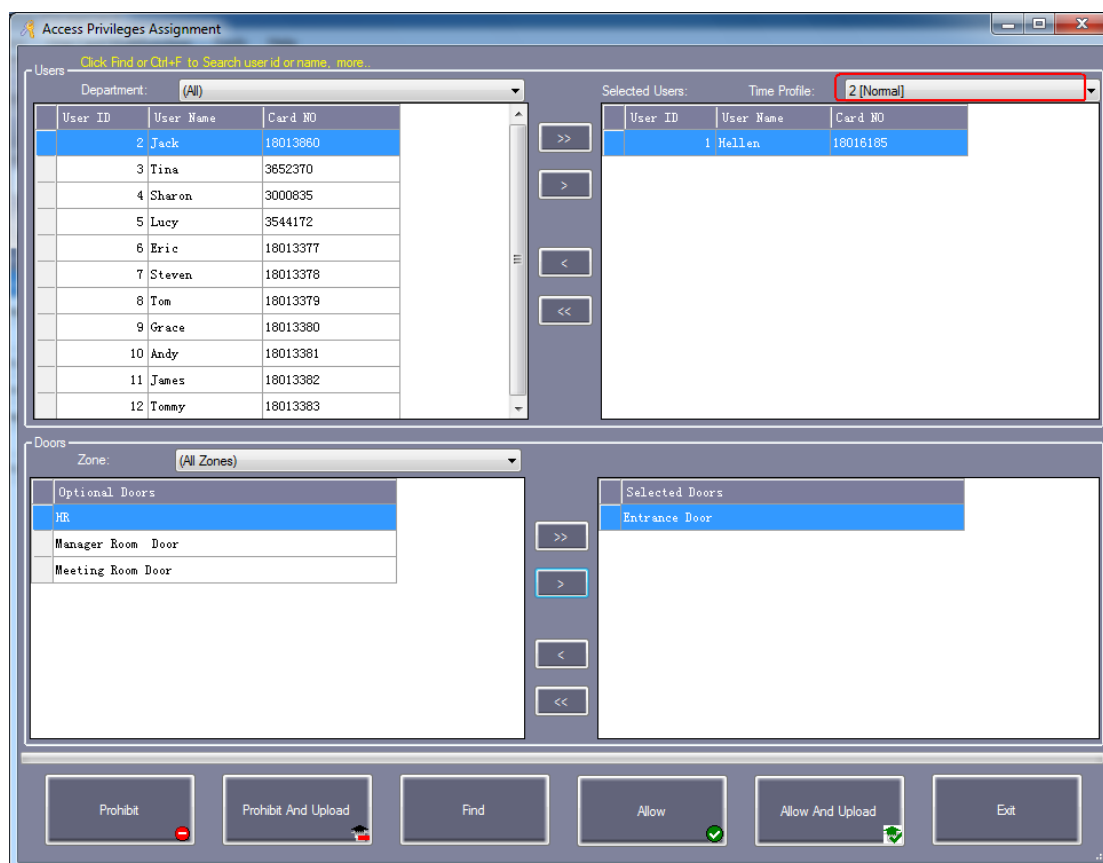
No.2: 00:00 -- 00:00

No.3: 00:00 -- 00:00

OK Cancel

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

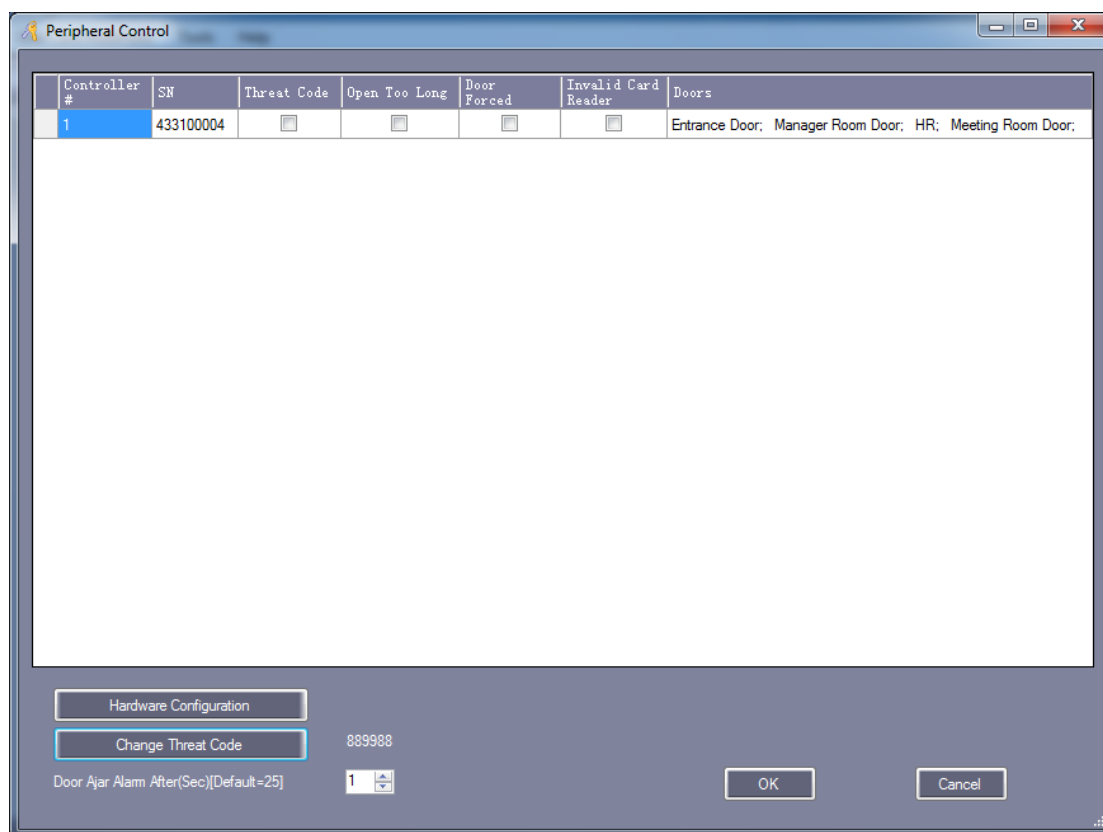
Click **【Configuration】** > **【Access Privilege】** > **【Change Privileges】**



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

3.2.4 Activate Peripheral Control

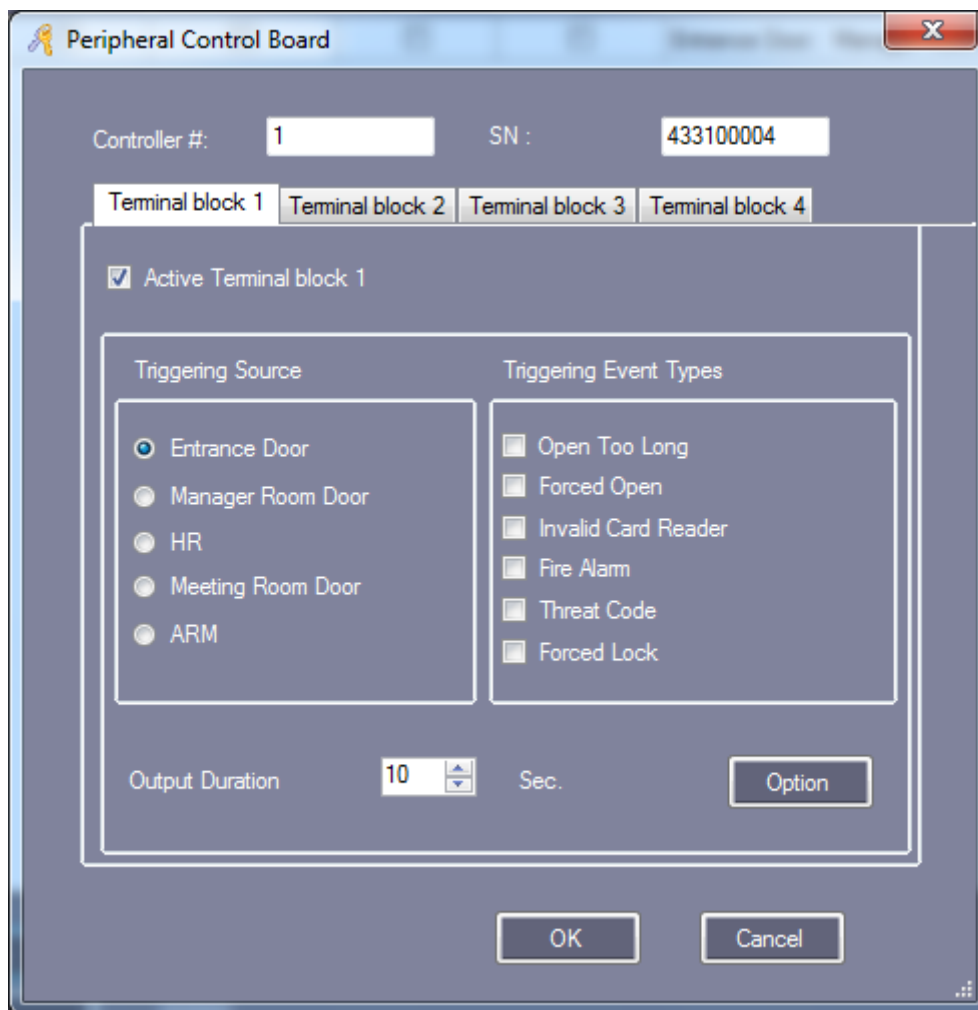
Click **【Configuration】 > 【Peripheral】**



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

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

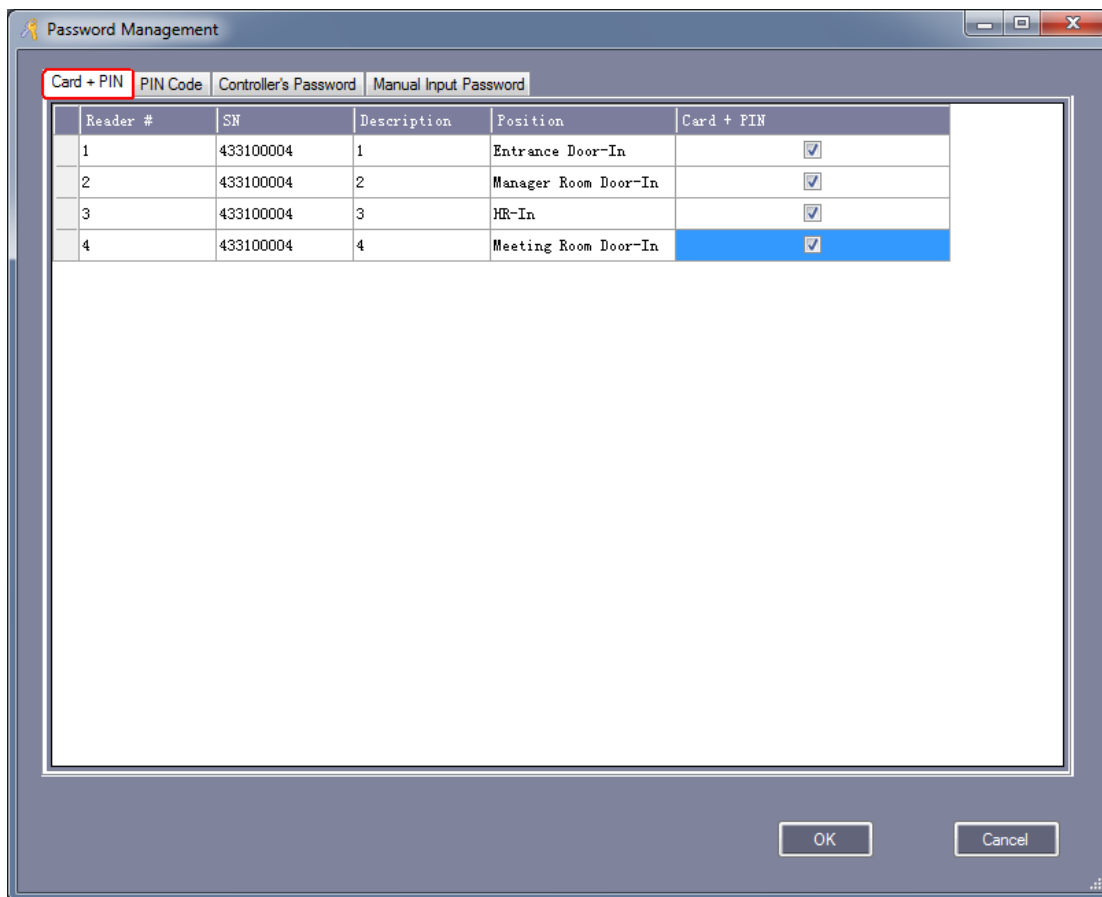
【Hardware Configuration】



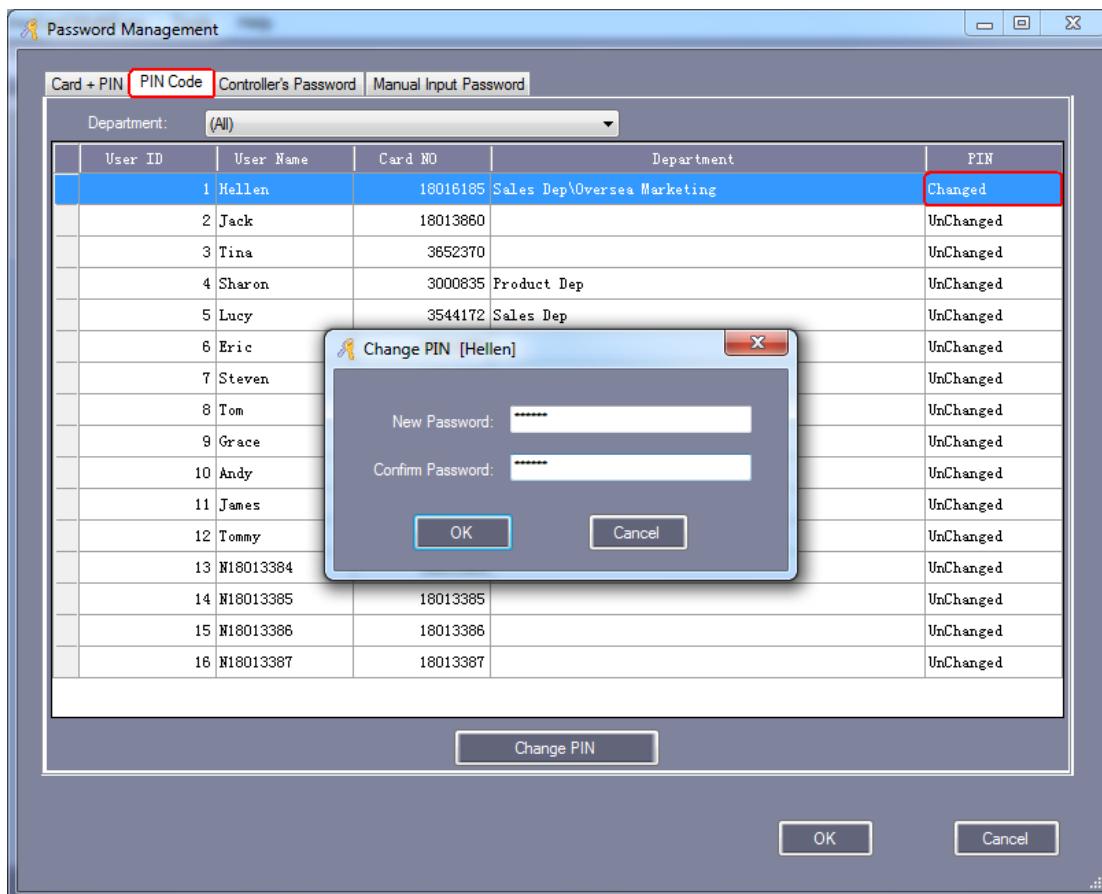
3.2.5 Activate Access Keypad

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

【Card + PIN】

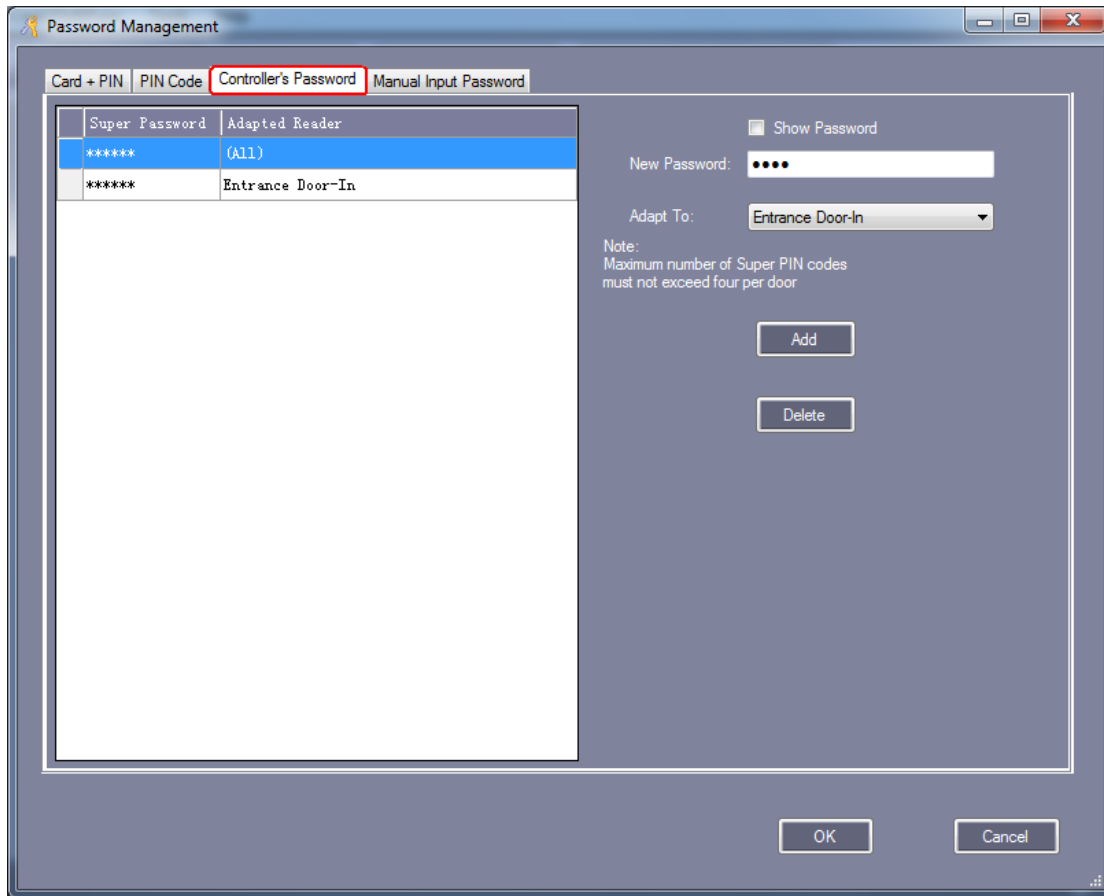


【PIN Code】

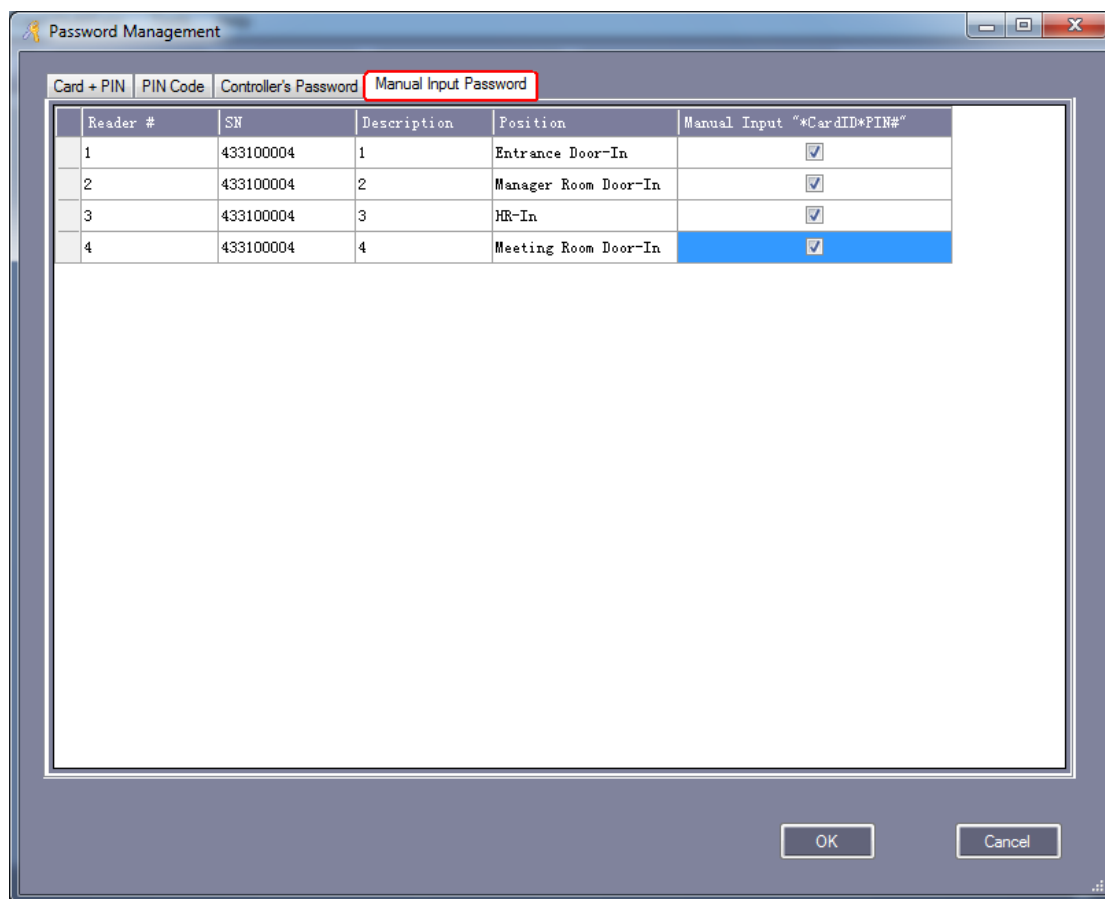


User's default password is 345678.

【Controller's Password】

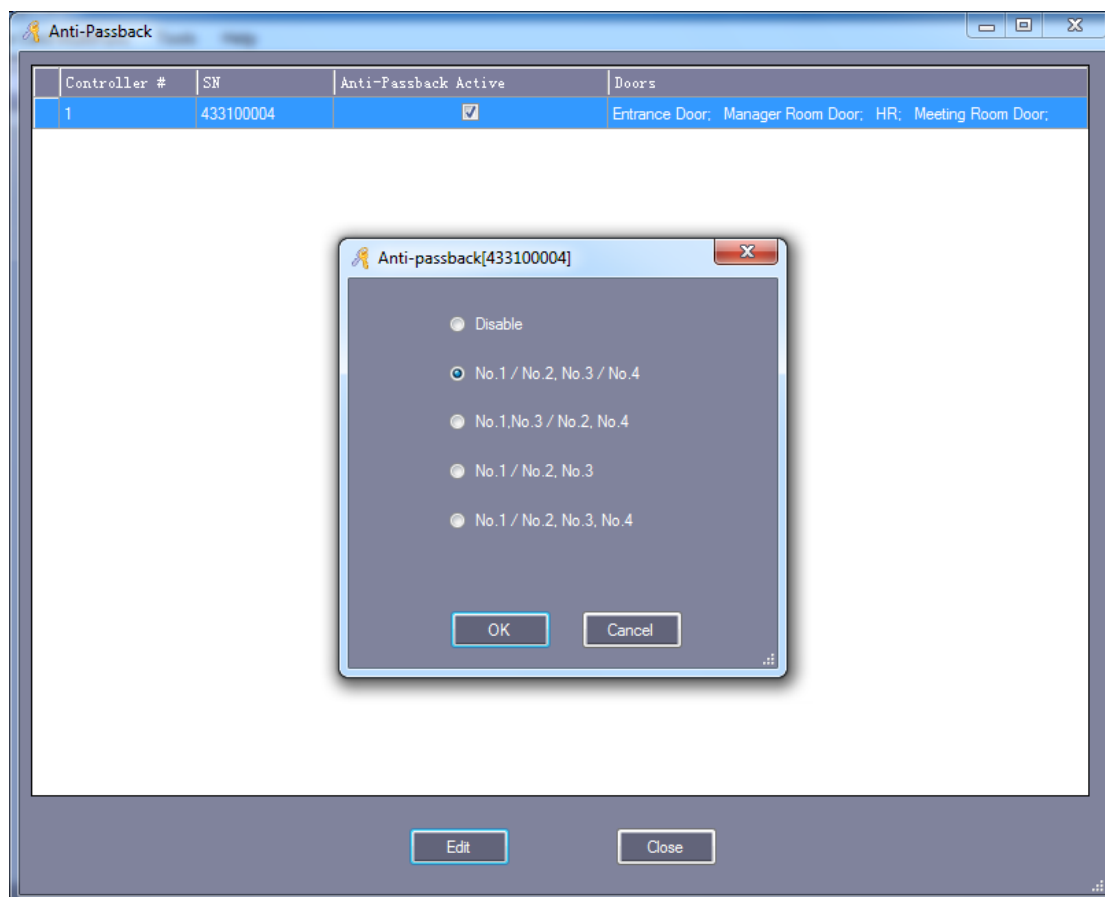


【Manual Input Password】



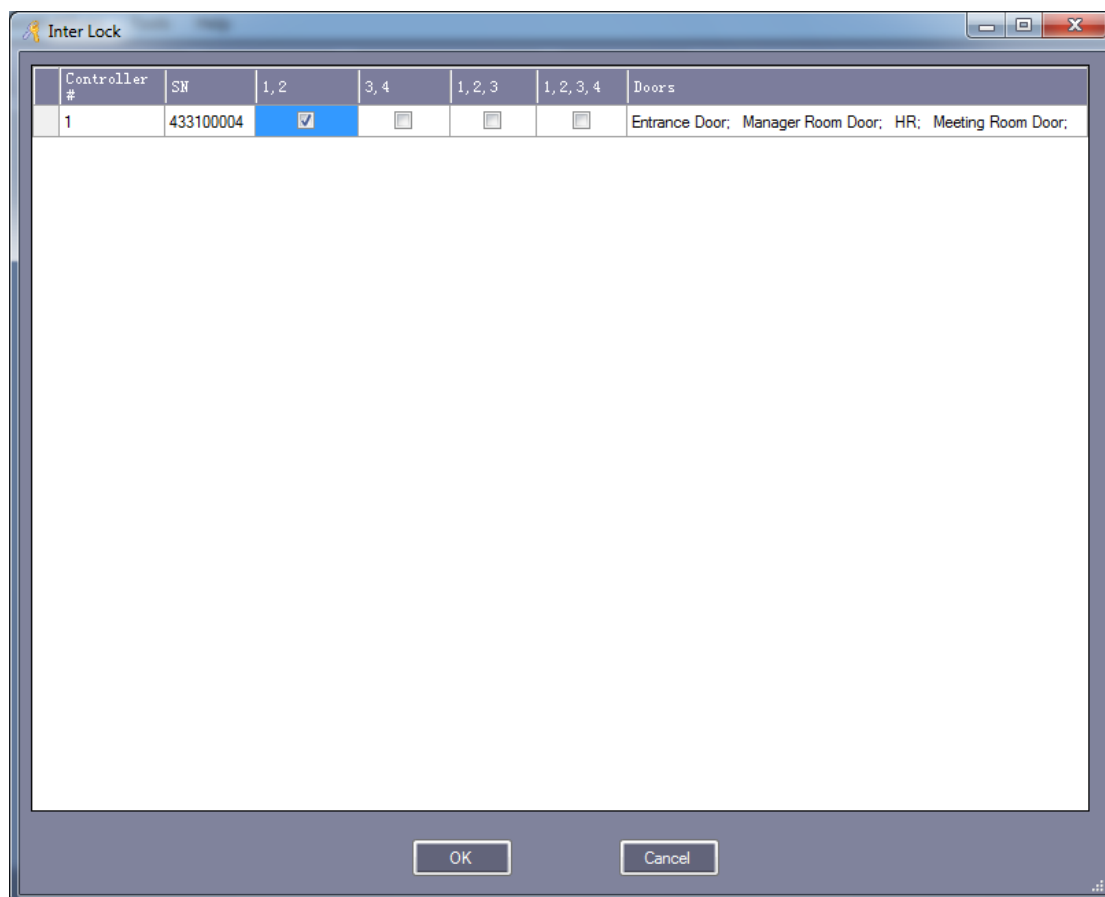
3.2.6 Activate Anti Pass Back

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



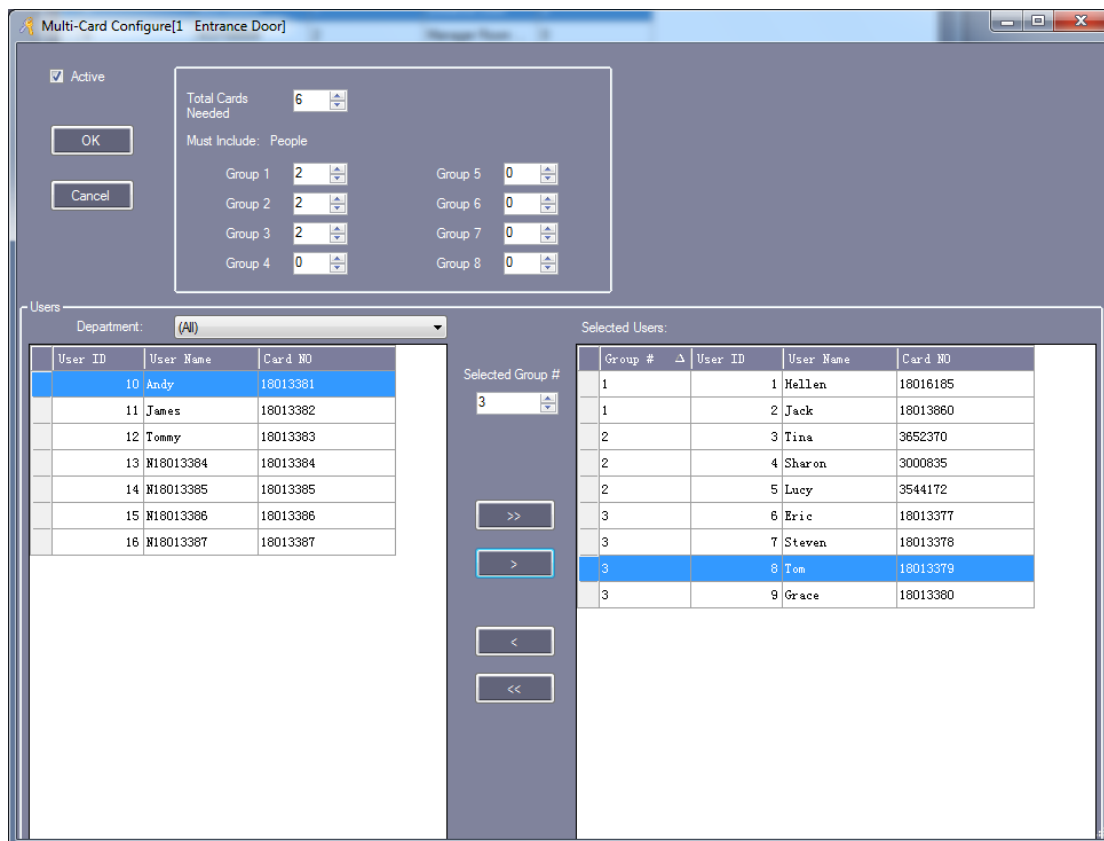
3.2.7 Activate Inter Lock

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



3.2.8 Activate MultiCard Access

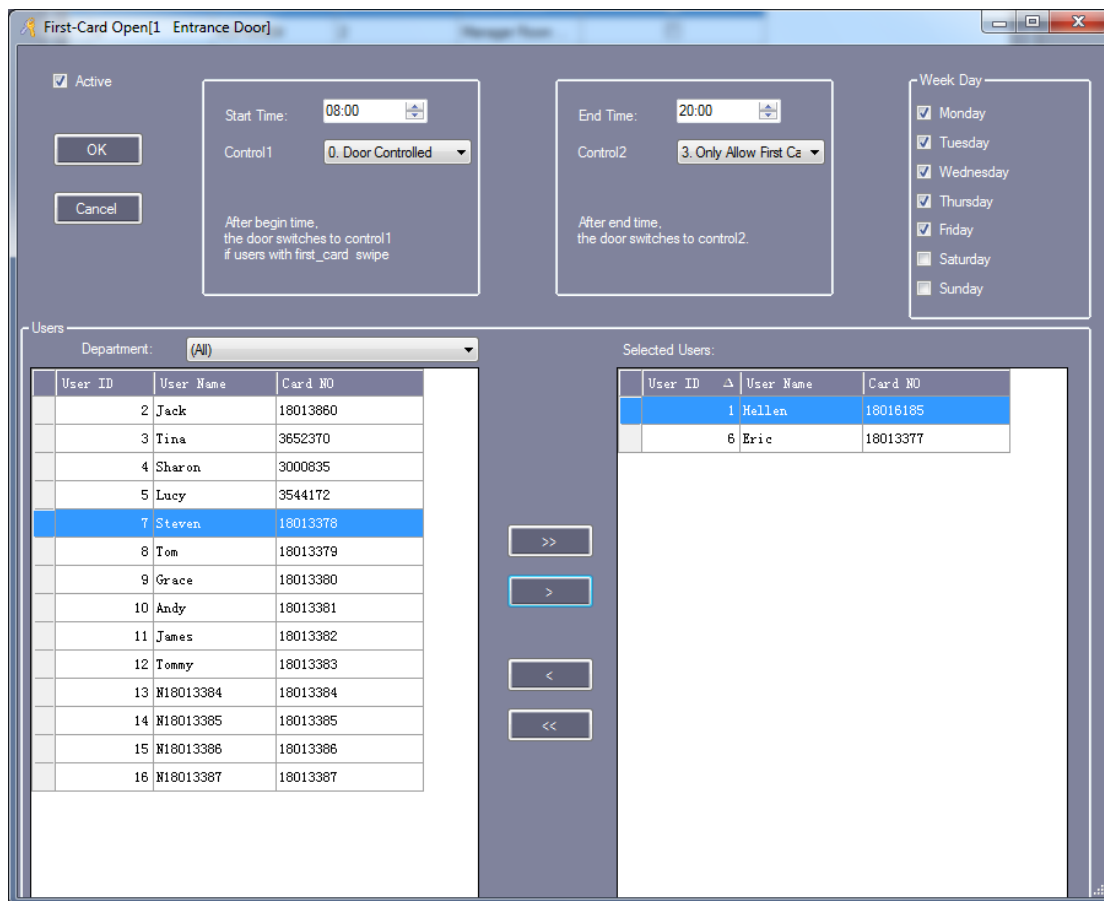
Click **【Configuration】** > **【Multi-card】**



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

3.2.9 Activate First Card Open

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



3.2.10 Activate Controller TaskList

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

Access Control Software Operation Guide

Controller Task List

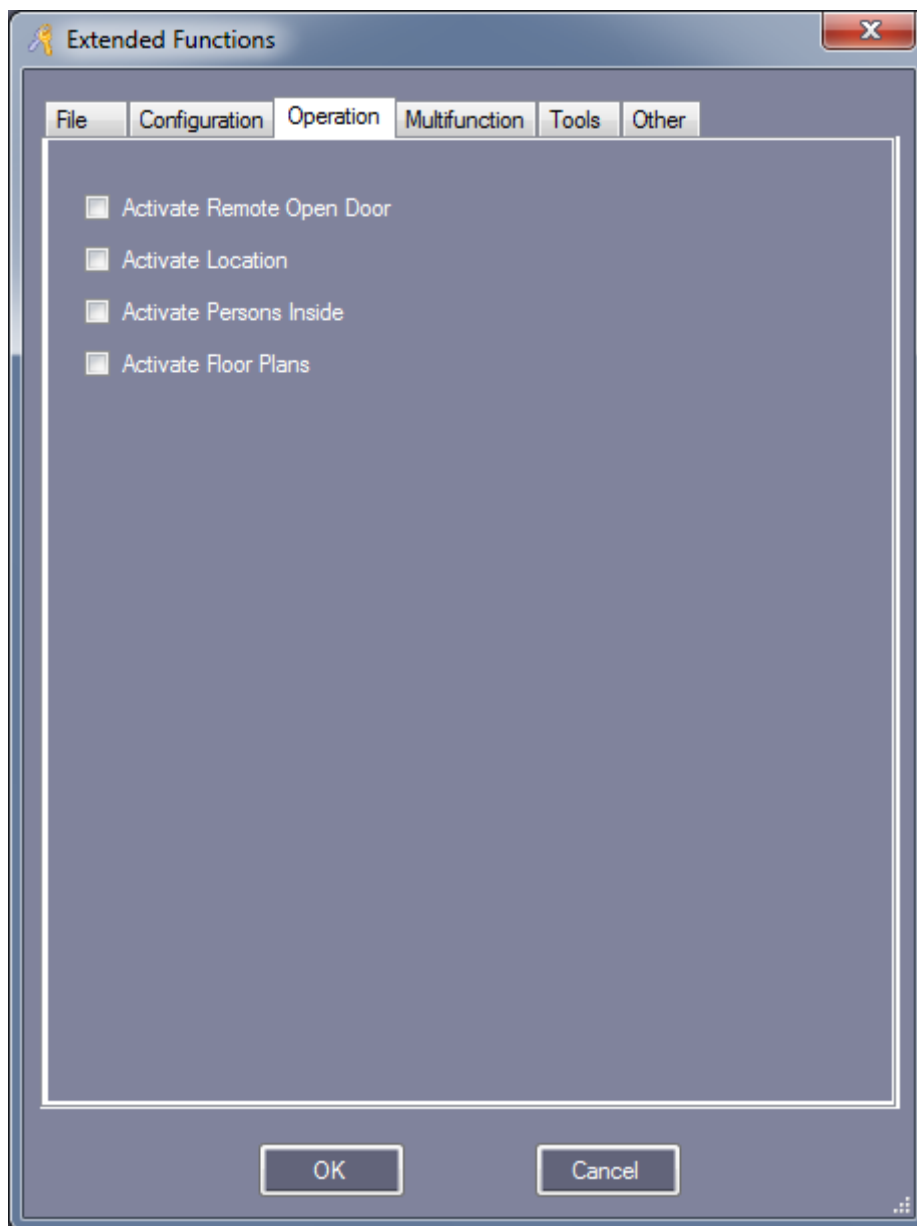
Activate Date: 2014-03-04 Tuesday
 Deactivate Date: 2029-12-31 Monday
 Activation Time: 20:00
 Week Day: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Adapt To: (All)
 Task: 10. Trigger Once (V3.9)
 Note:

Add Delete
 Edit Close

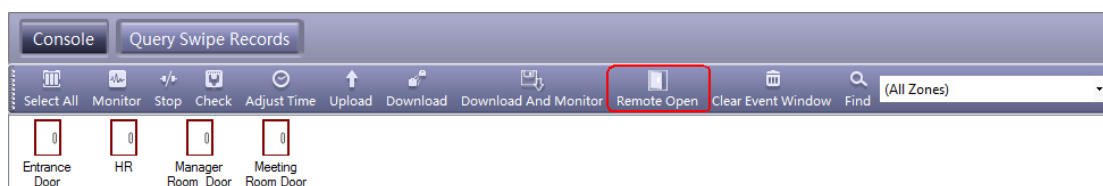
TaskID	From	To	Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Adapt To	Task	Note
1	2014-03-04 Tuesday	2029-12-31 Monday	08:30	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked=""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

3.3 Operation

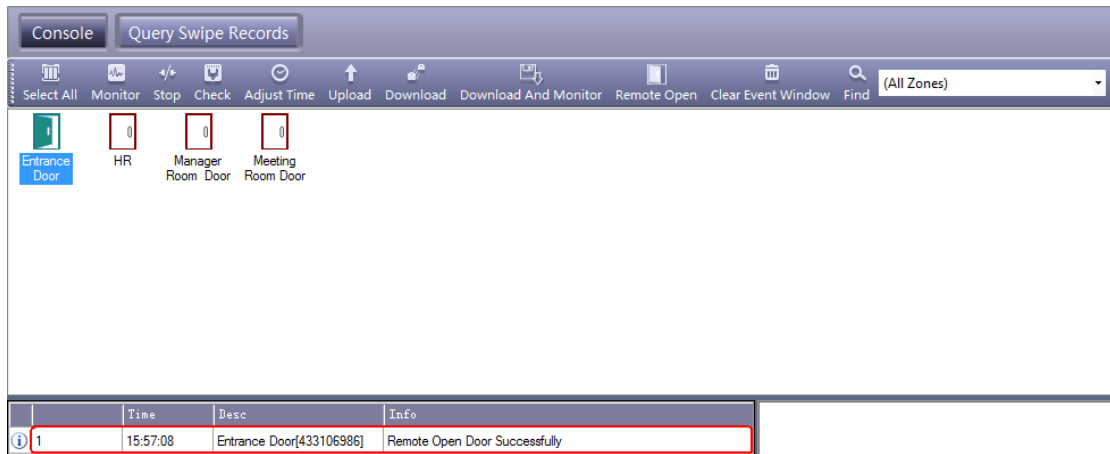


3.3.1 Activate Remote Open Door

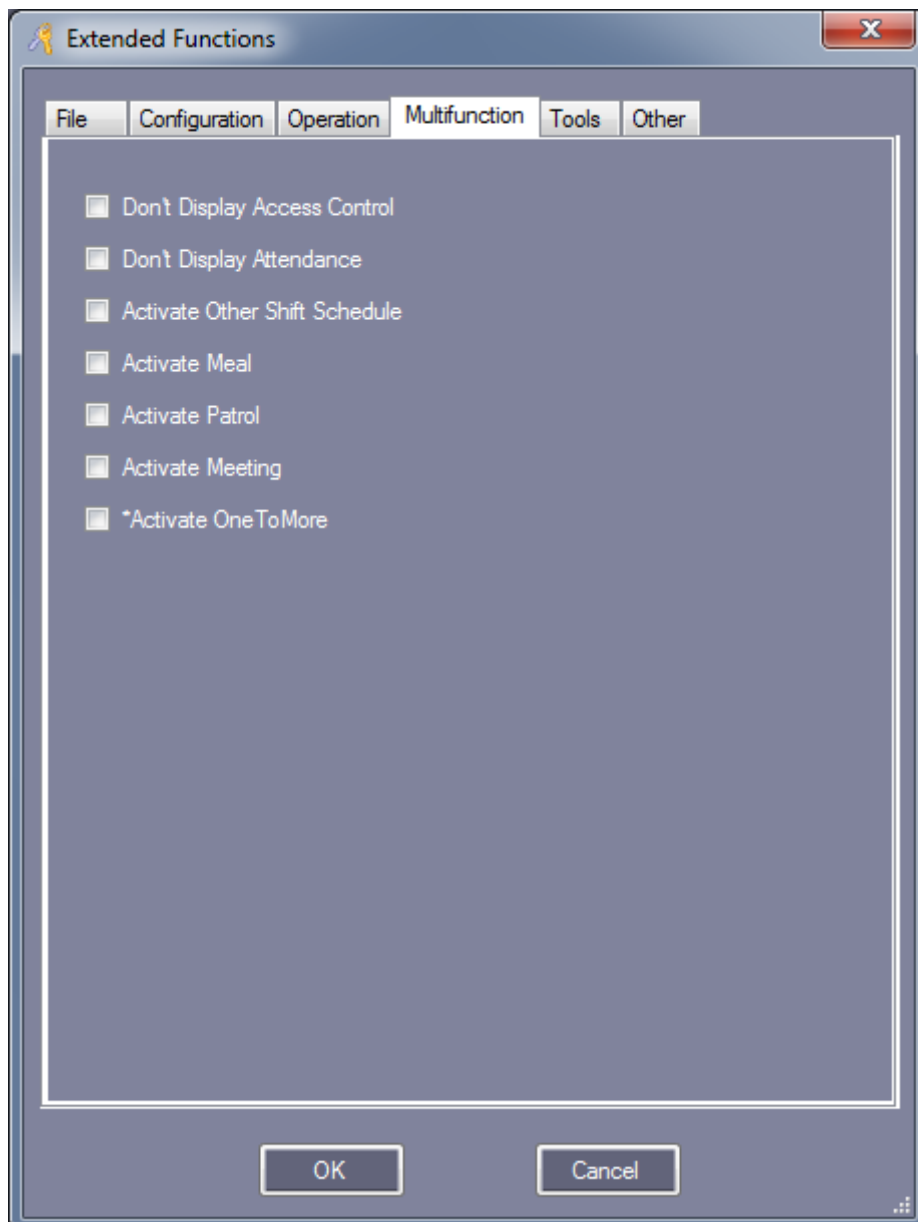
Click **【Operation】** > **【Console】**



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



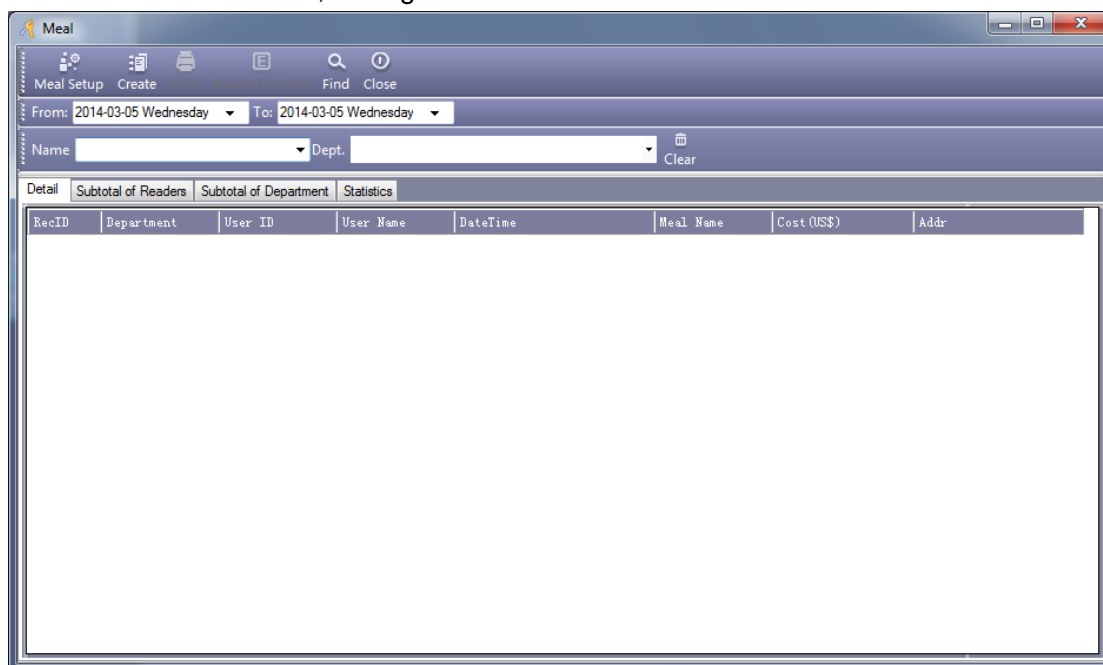
3.4 Multifunction



3.4.1 Activate Meal

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

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

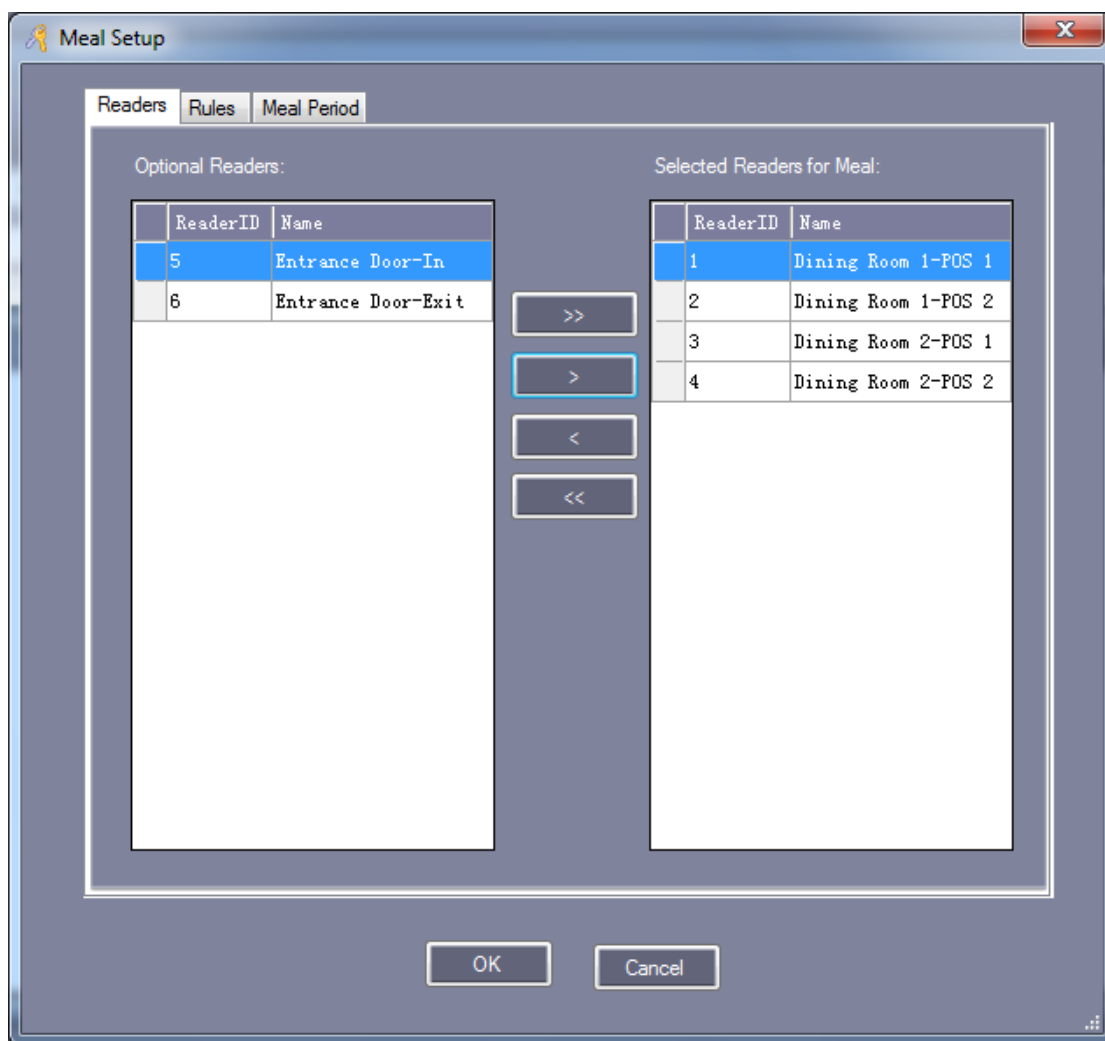


3.4.1.1 Meal Setup

3.4.1.1.1 Readers

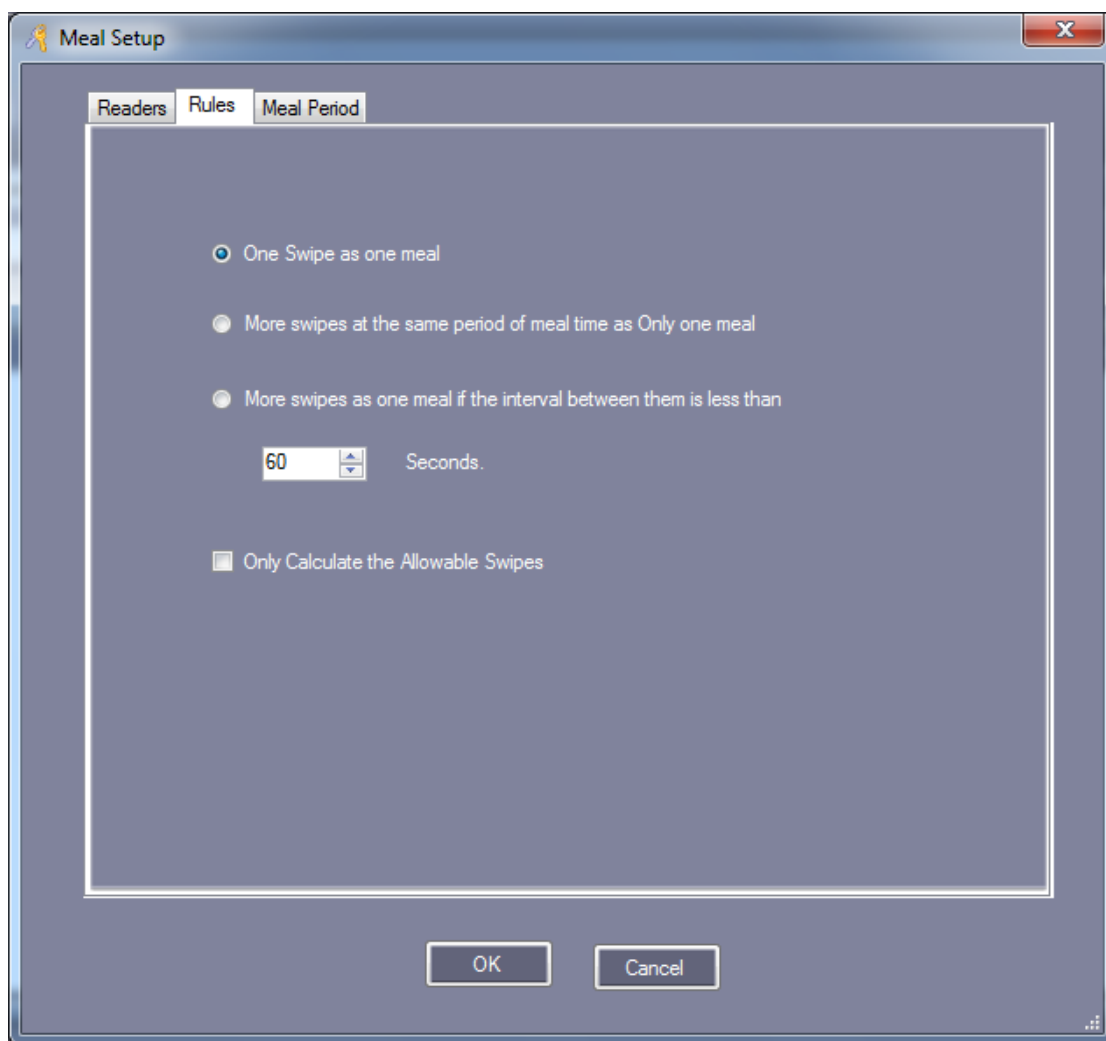
Click “Meal Setup”, At the meal interface, Select “Readers”.

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



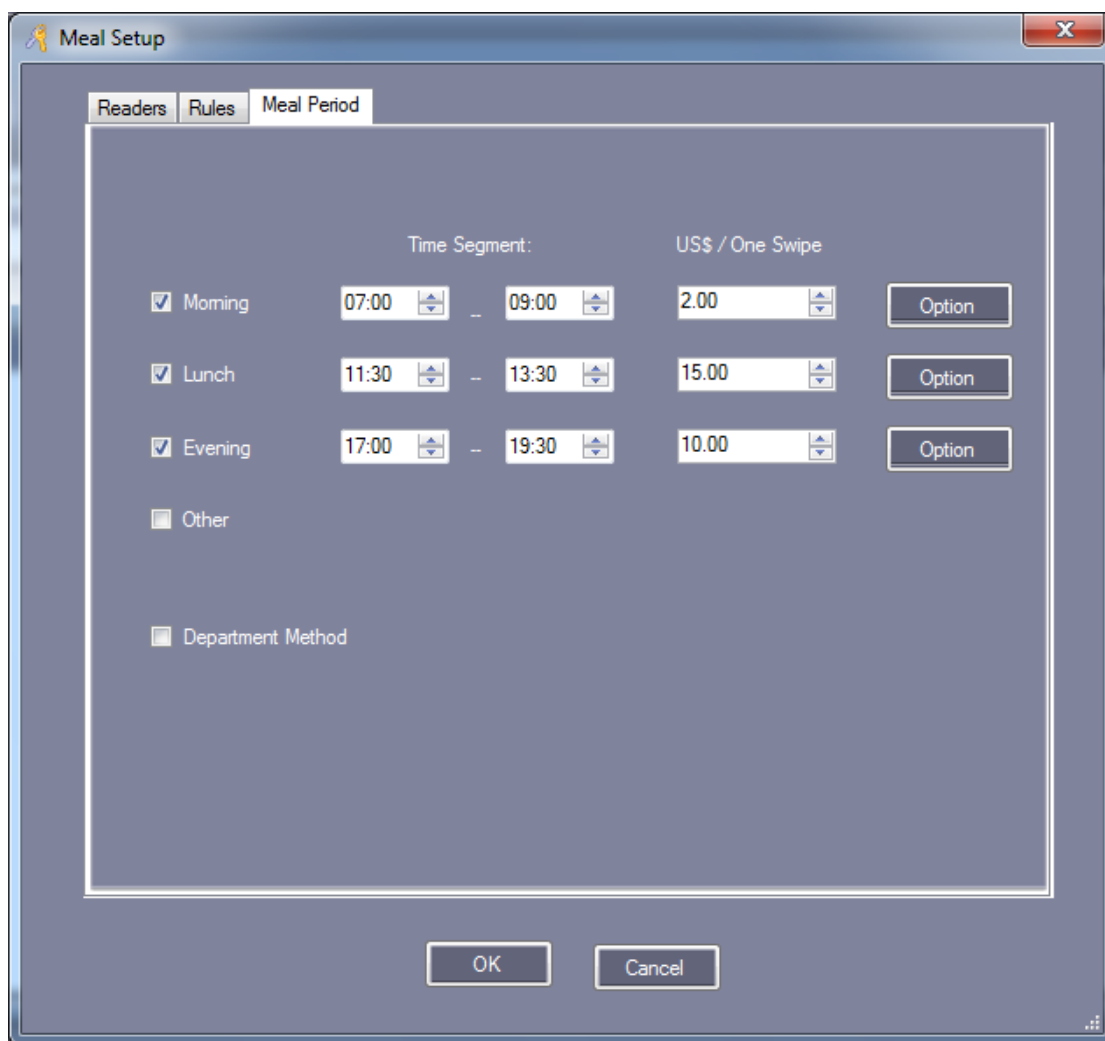
3.4.1.1.2 Rules

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

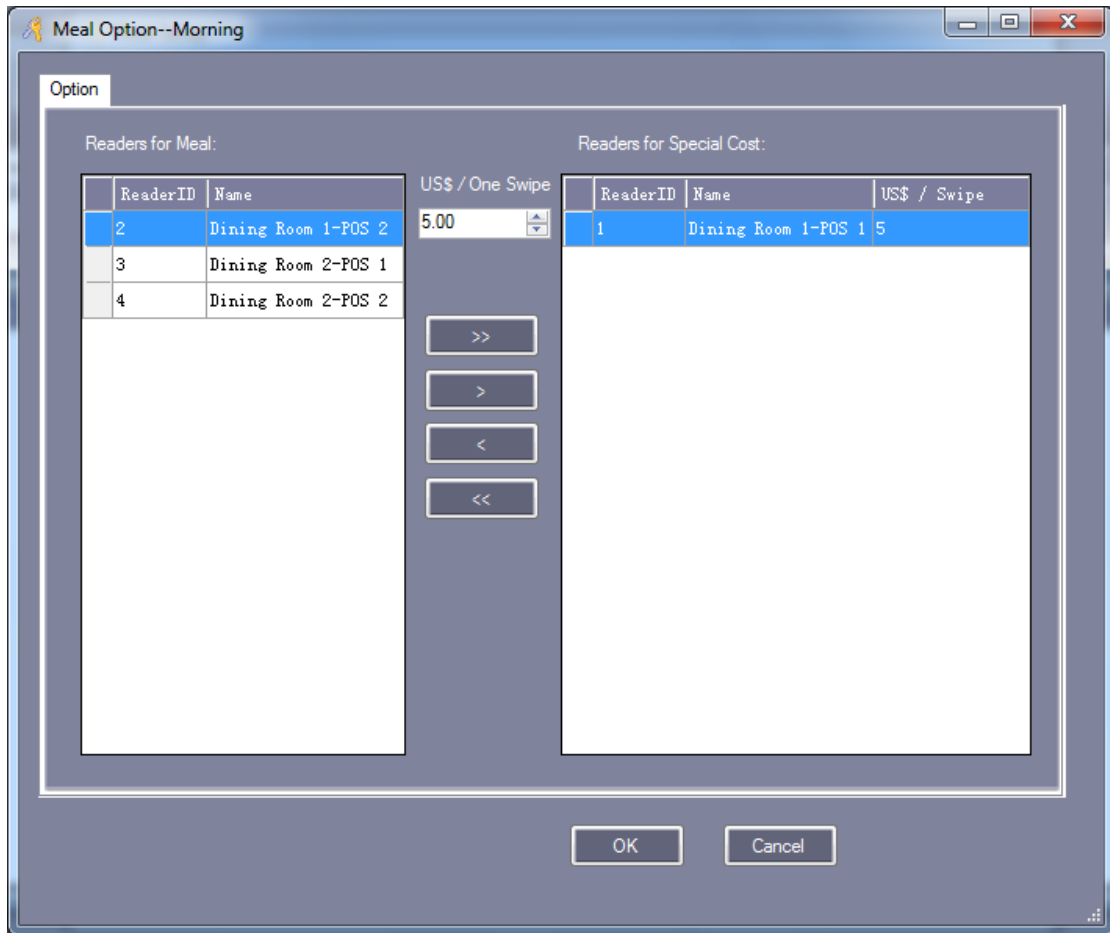


3.4.1.1.3 Meal Period

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



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



3.4.1.2 Meal Report

3.4.1.2.1 Meal Details Report

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

RecID	Department	User ID	User Name	DateTime	Meal Name	Cost (US\$)	Addr
54	Sales Dep\Overs...	1	Hellen	2014-03-05 09:15:37 Wednesday	Morning	2.00	Dining Room 1-POS 1
58	Sales Dep\Overs...	1	Hellen	2014-03-05 09:23:38 Wednesday	Morning	2.00	Dining Room 1-POS 2
60	Sales Dep\Overs...	1	Hellen	2014-03-05 12:22:35 Wednesday	Lunch	15.00	Dining Room 1-POS 2
61	Sales Dep\Overs...	1	Hellen	2014-03-05 18:22:46 Wednesday	Evening	10.00	Dining Room 2-POS 1
63	Product	2	Jack	2014-03-05 07:23:06 Wednesday	Morning	2.00	Dining Room 2-POS 2
52	Product	2	Jack	2014-03-05 08:55:06 Wednesday	Morning	2.00	Dining Room 1-POS 1
53	Product	2	Jack	2014-03-05 08:55:42 Wednesday	Morning	2.00	Dining Room 2-POS 2
64	Product	2	Jack	2014-03-05 12:23:13 Wednesday	Lunch	15.00	Dining Room 2-POS 1
66	Product	2	Jack	2014-03-05 19:23:34 Wednesday	Evening	10.00	Dining Room 1-POS 1
68	Sales Dep	4	Sharon	2014-03-05 08:25:51 Wednesday	Morning	2.00	Dining Room 1-POS 2
69	Sales Dep	4	Sharon	2014-03-05 13:26:00 Wednesday	Lunch	15.00	Dining Room 2-POS 1
70	Sales Dep	4	Sharon	2014-03-05 18:26:06 Wednesday	Evening	10.00	Dining Room 2-POS 2
5	Product	9	Grace	2014-03-05 08:10:49 Wednesday	Morning	2.00	Dining Room 1-POS 1
6	Product	9	Grace	2014-03-05 08:29:10 Wednesday	Morning	2.00	Dining Room 1-POS 1
7	Product	9	Grace	2014-03-05 09:33:28 Wednesday	Morning	2.00	Dining Room 1-POS 1

3.4.1.2.2 Meal Stat. report of Readers for Meal

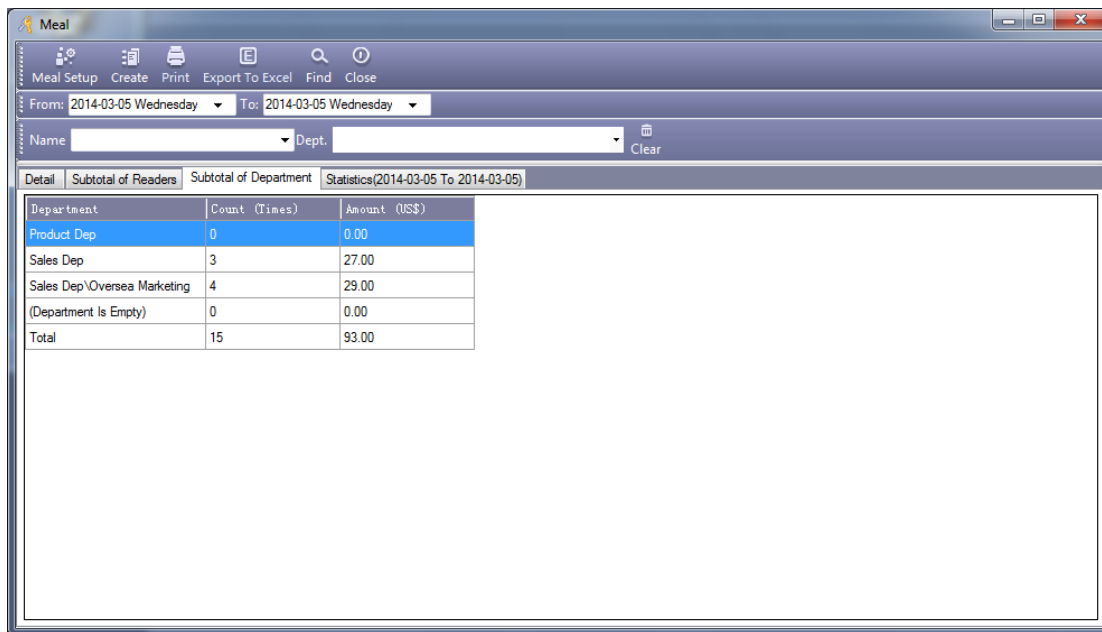
Click “Create”, At the meal interface , Select “Subtotal of Readers”, Display all dining times and total money at the each dining point.

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

3.4.1.2.3 Meal Stat. report of Subtotal of Department

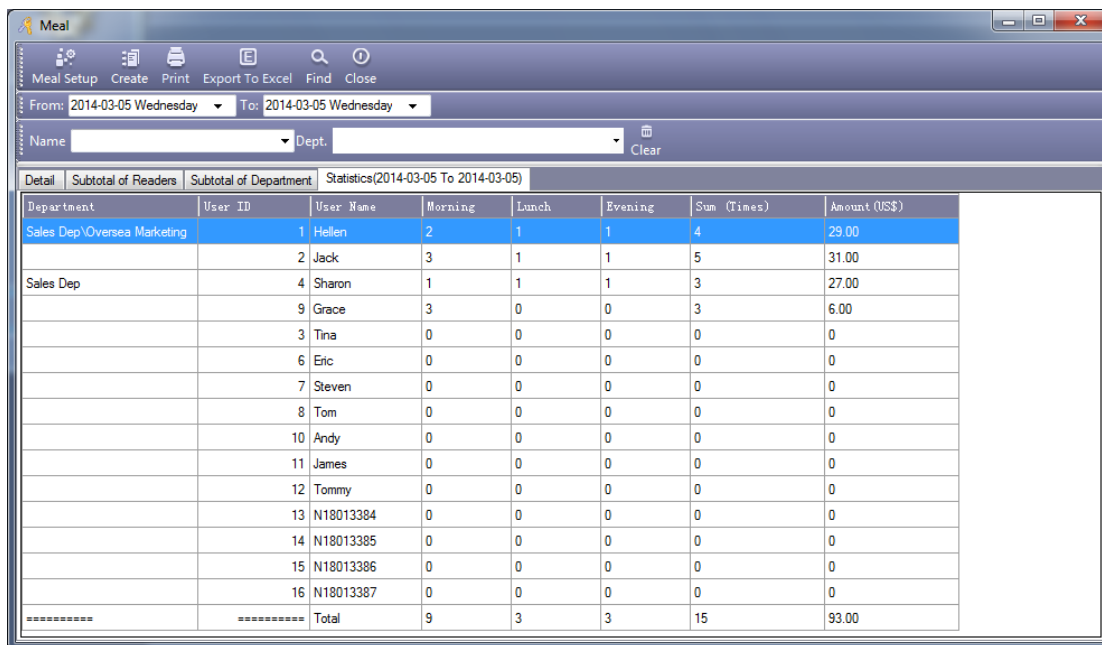
Click “Create”, At the meal interface , Select “Subtotal of Department”, Display all

dining department and total money.



3.4.1.2.4 Meal Stat. report of Users

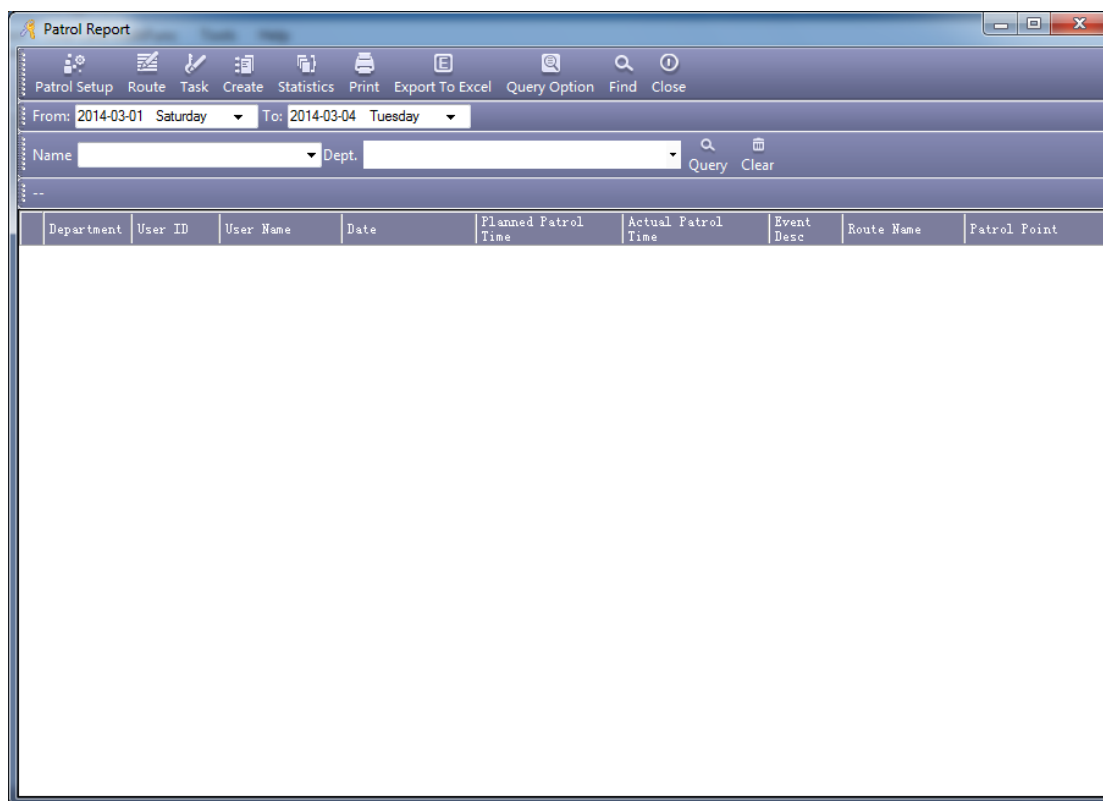
Click “Create”, At the meal interface , Select “Statistics”, Statistics of each employee dining times and total money.



3.4.2 Activate Patrol

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

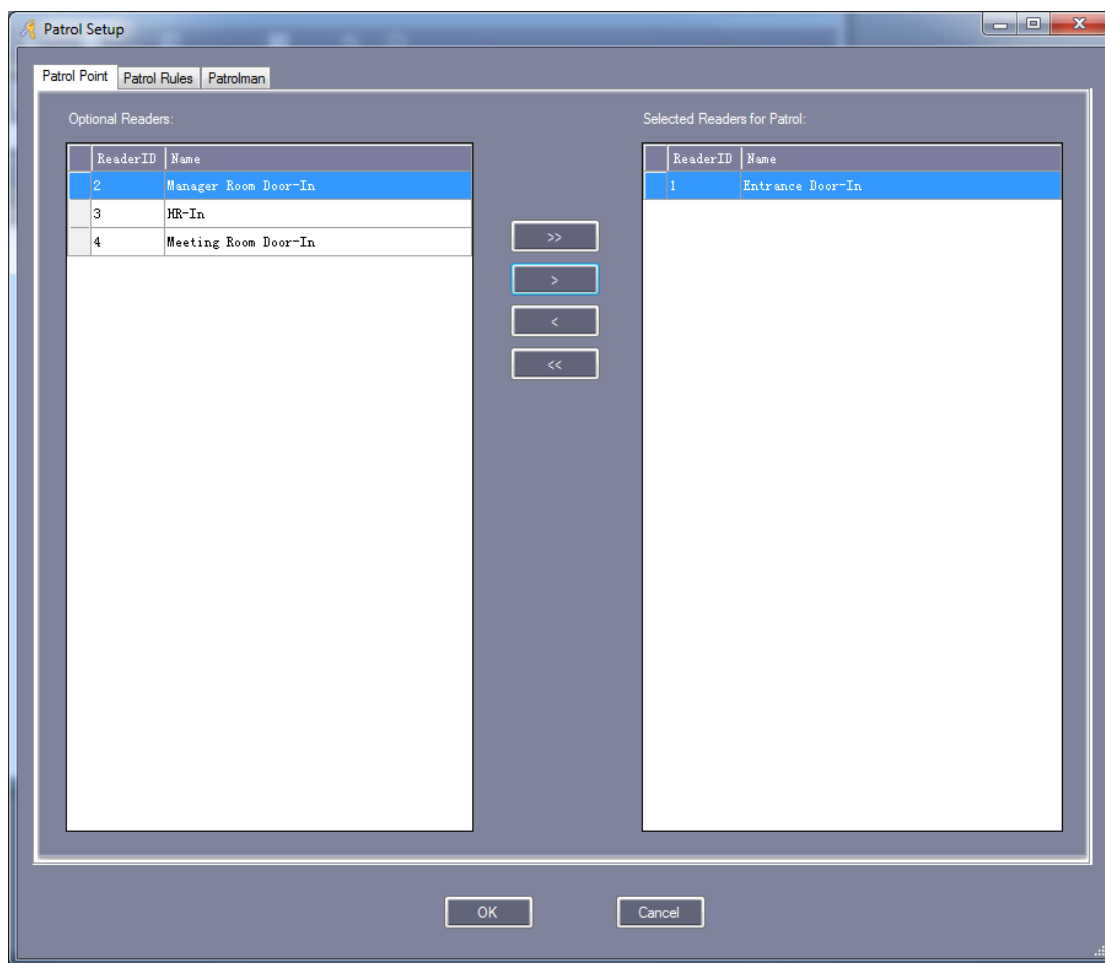
After Active this function , Re-login software. Click **【Patrol】** .



3.4.2.1 Patrol Setup

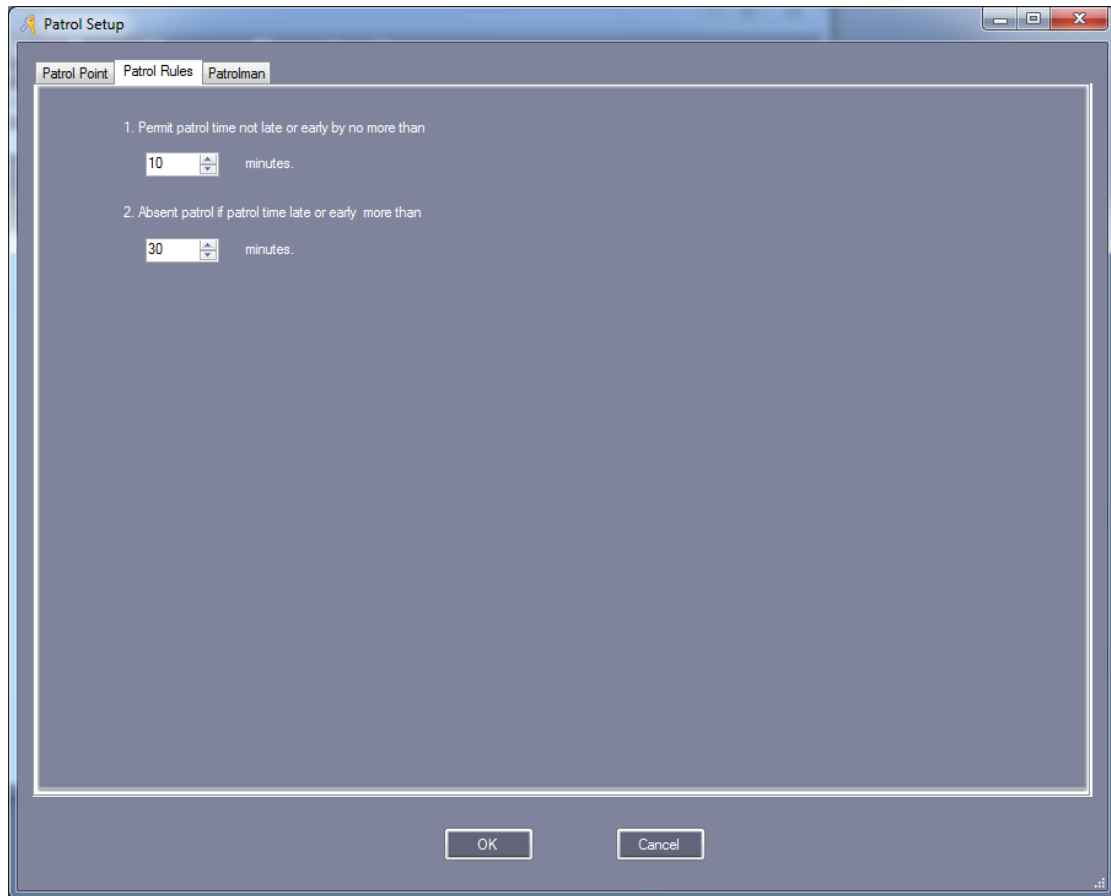
3.4.2.1.1 Patrol Point

Click “Patrol Setup”, At the patrol interface.
Eg: Set “Entrance Door” is a Patrol Point.



3.4.2.1.2 Patrol Rules

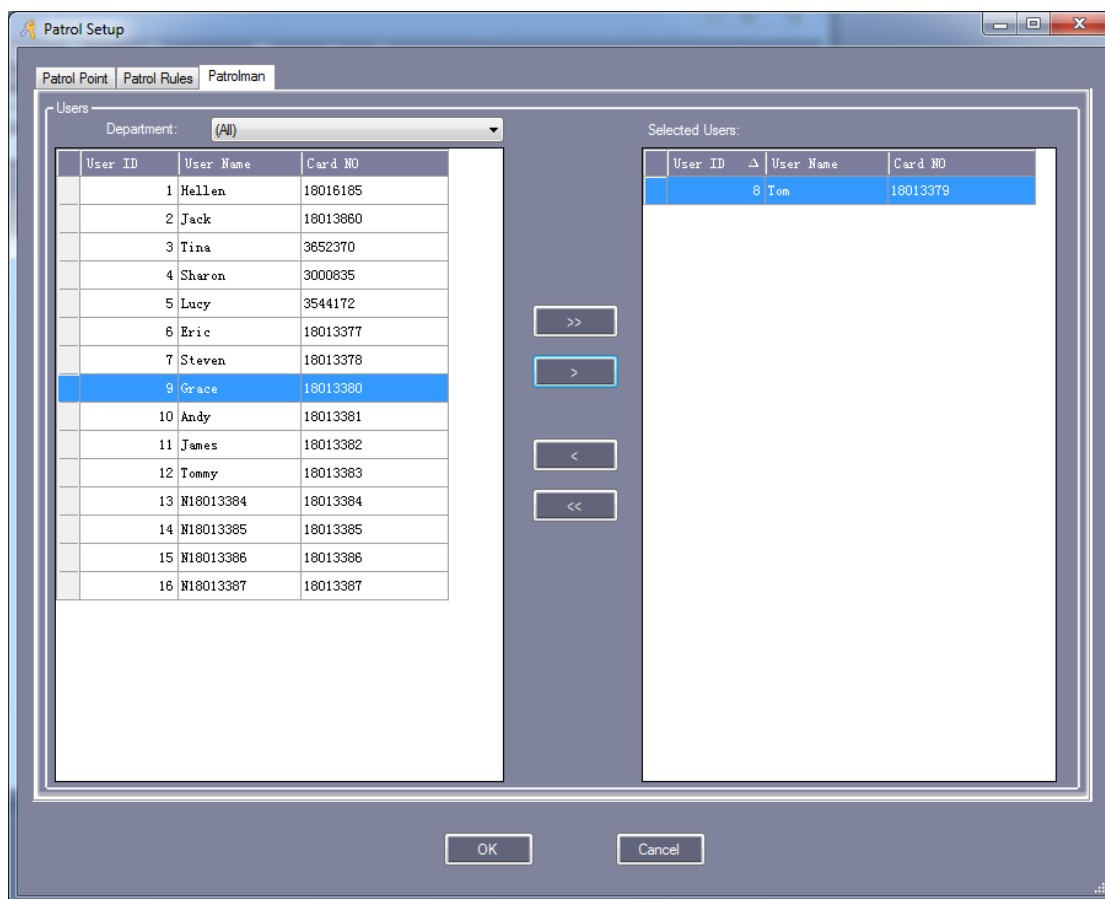
Click "Patrol Setup", At the patrol interface, Select "Patrol Rules" and set recording to your actually rules.



3.4.2.1.3 Patrolman

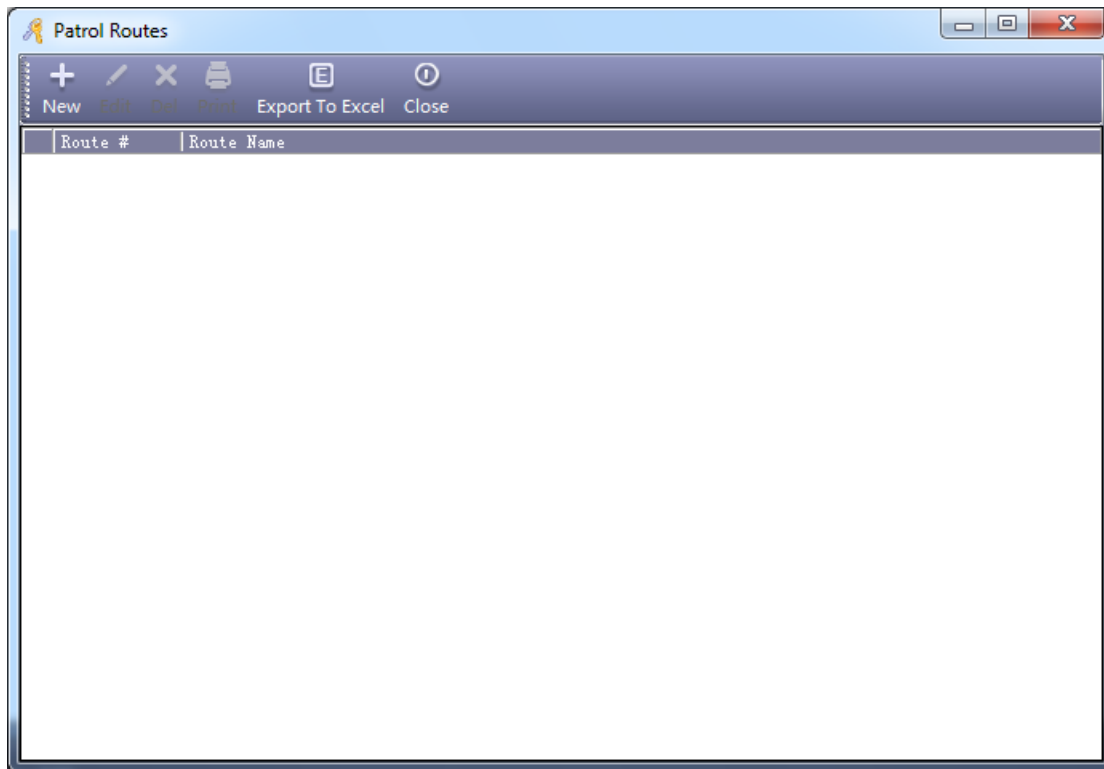
Click "Patrol Setup", At the patrol interface, Select "Patrolman".

Eg : Set "Tom" is a Patrolman.

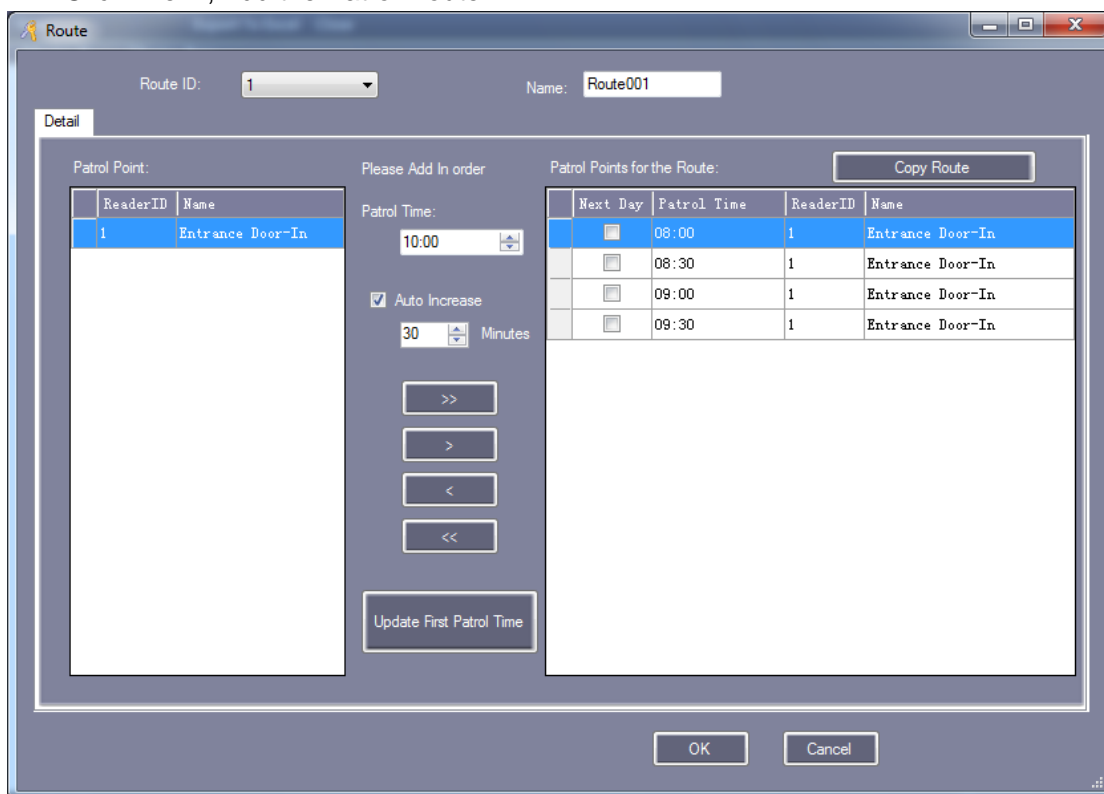


3.4.2.2 Patrol Route

Click "Route", At the patrol interface.

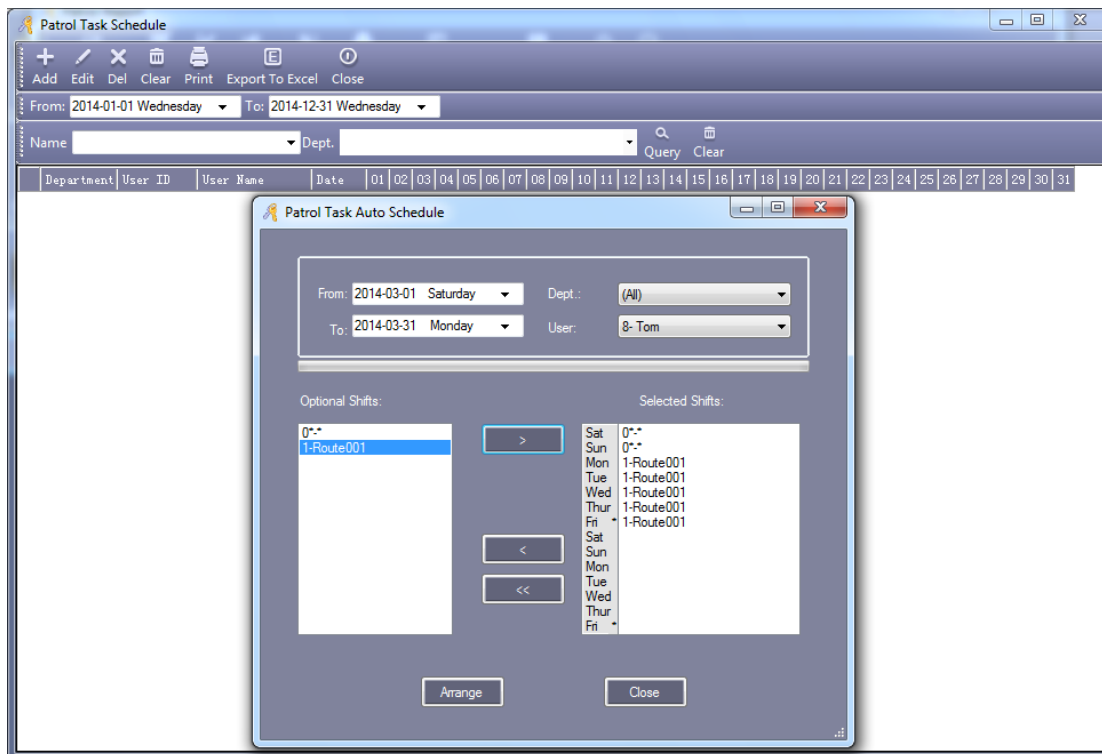


Click "New", Add the Patrol Route.



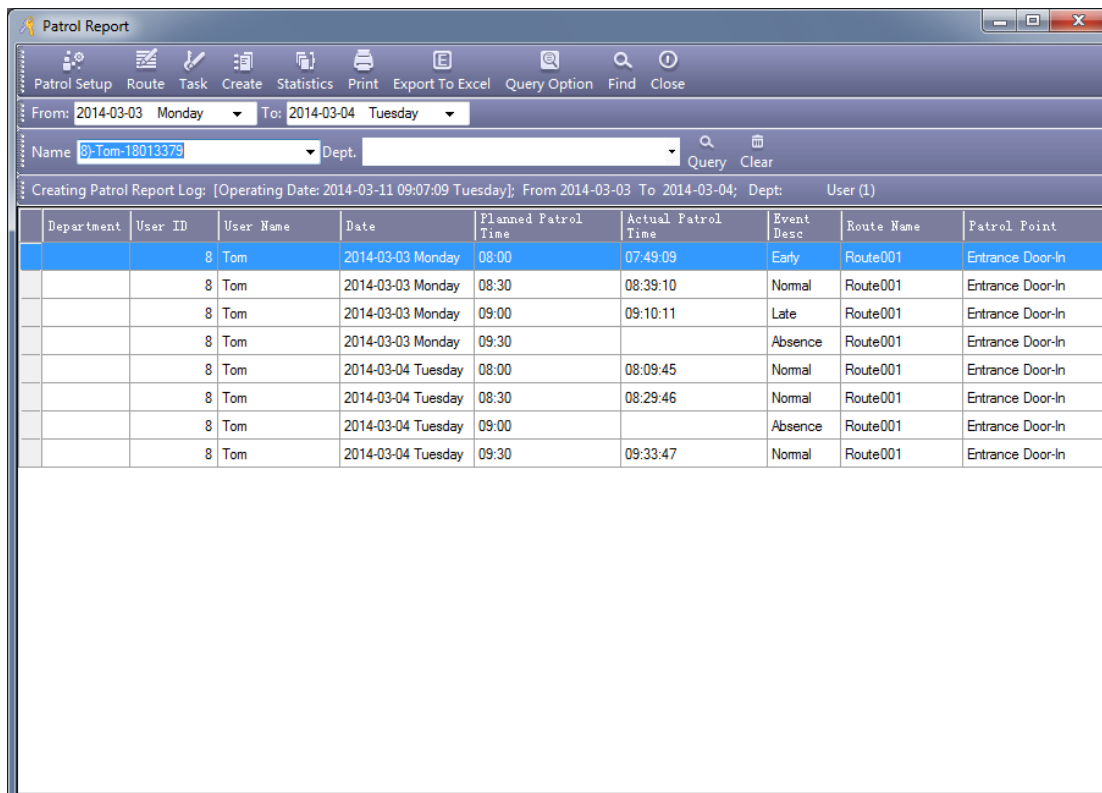
3.4.2.3 Patrol Task

Click "Task", At the patrol interface.
 Eg: Set Tom's patrol route

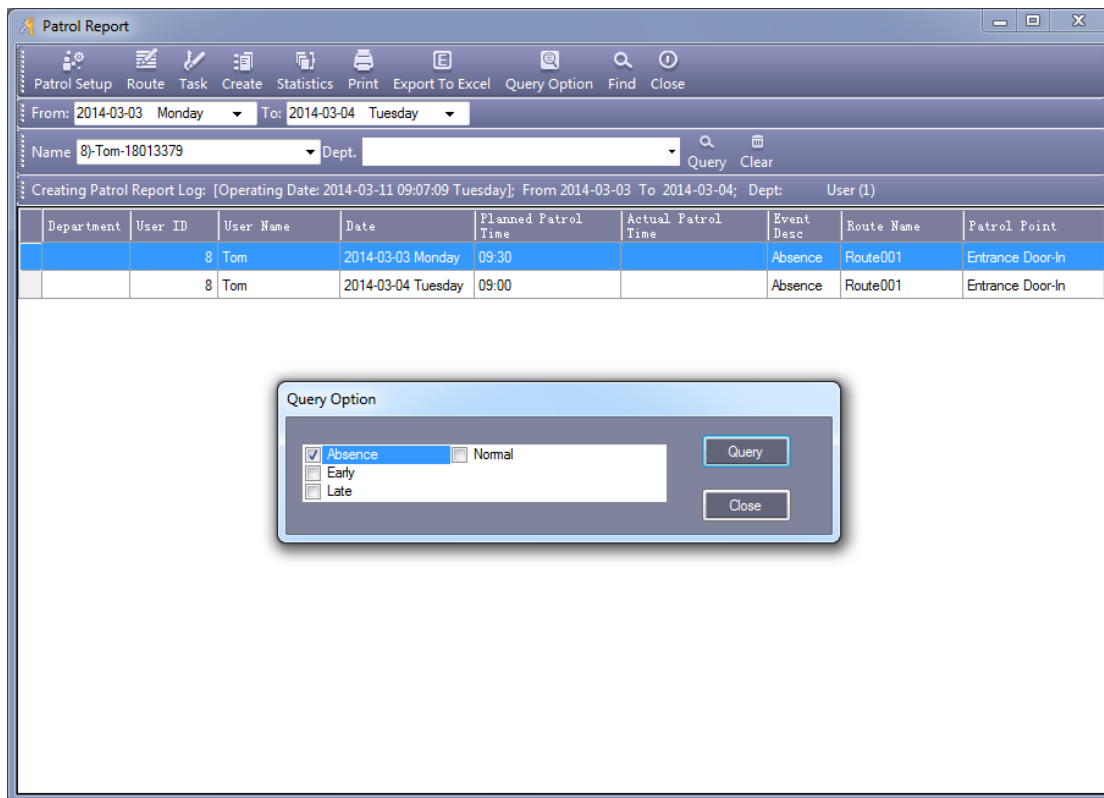


3.4.2.4 Patrol Report

Please Get Records Before Creating Report.
Click “Create”, At the Patrol interface ,

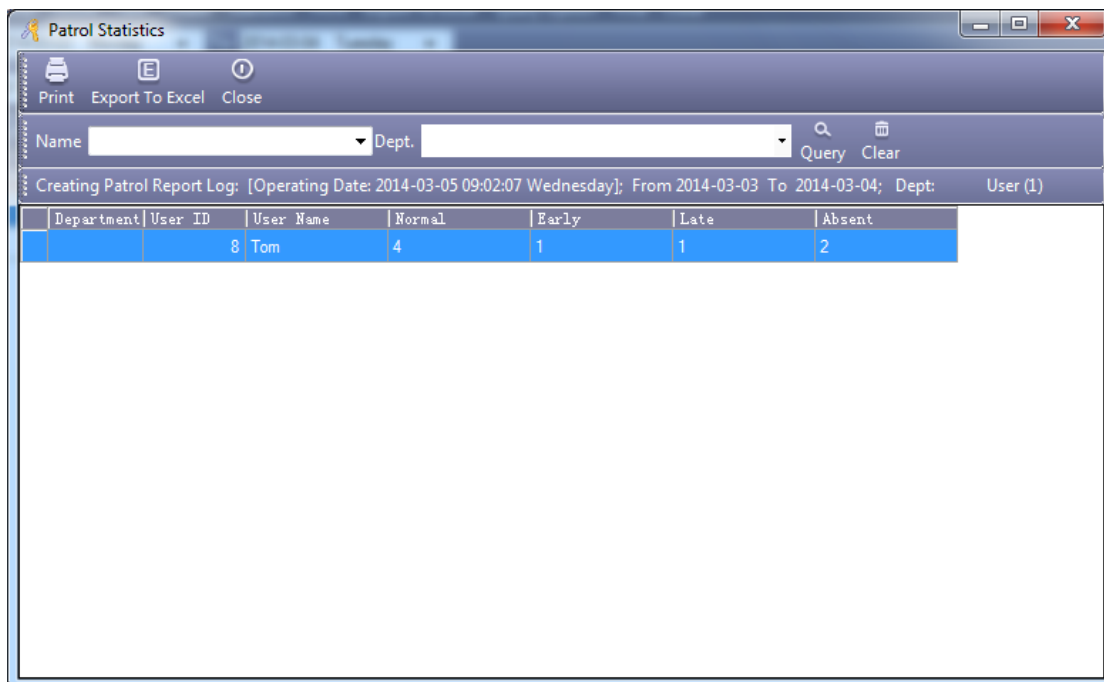


Click “Query Option”, Query “Event Desc”.



3.4.2.5 Patrol Statistics

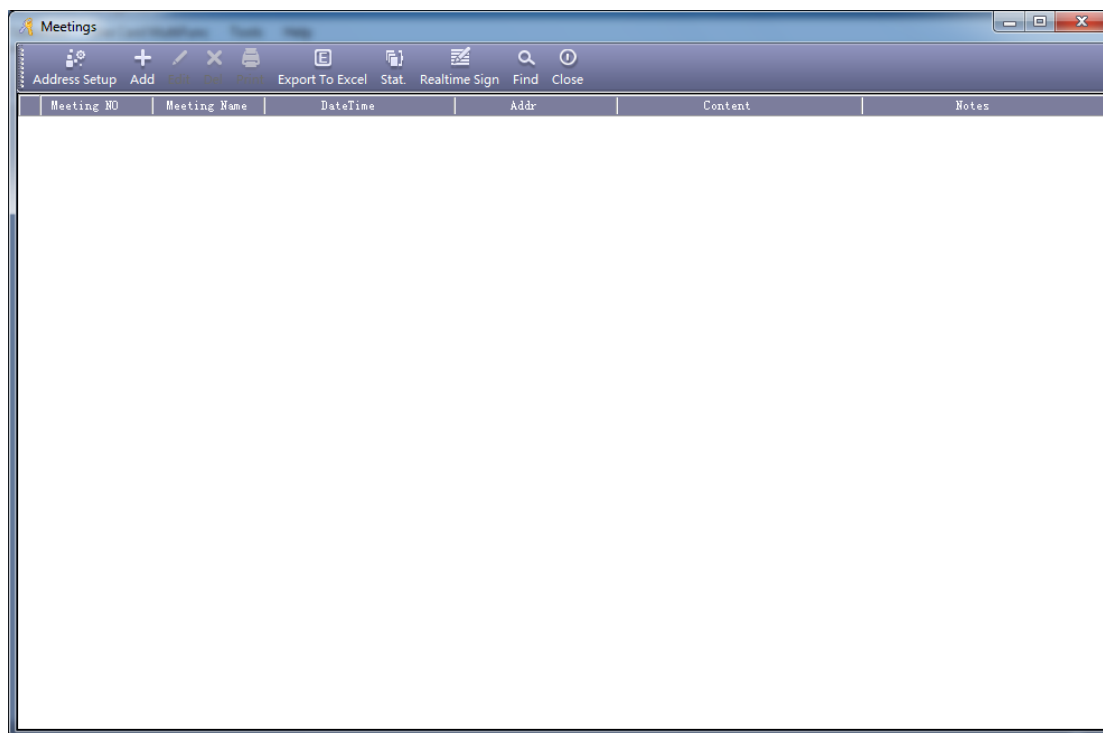
Click “Statistics”, At the Patrol interface .
 Statistics Patrolman of the Event Desc.



3.4.3 Activate Meeting

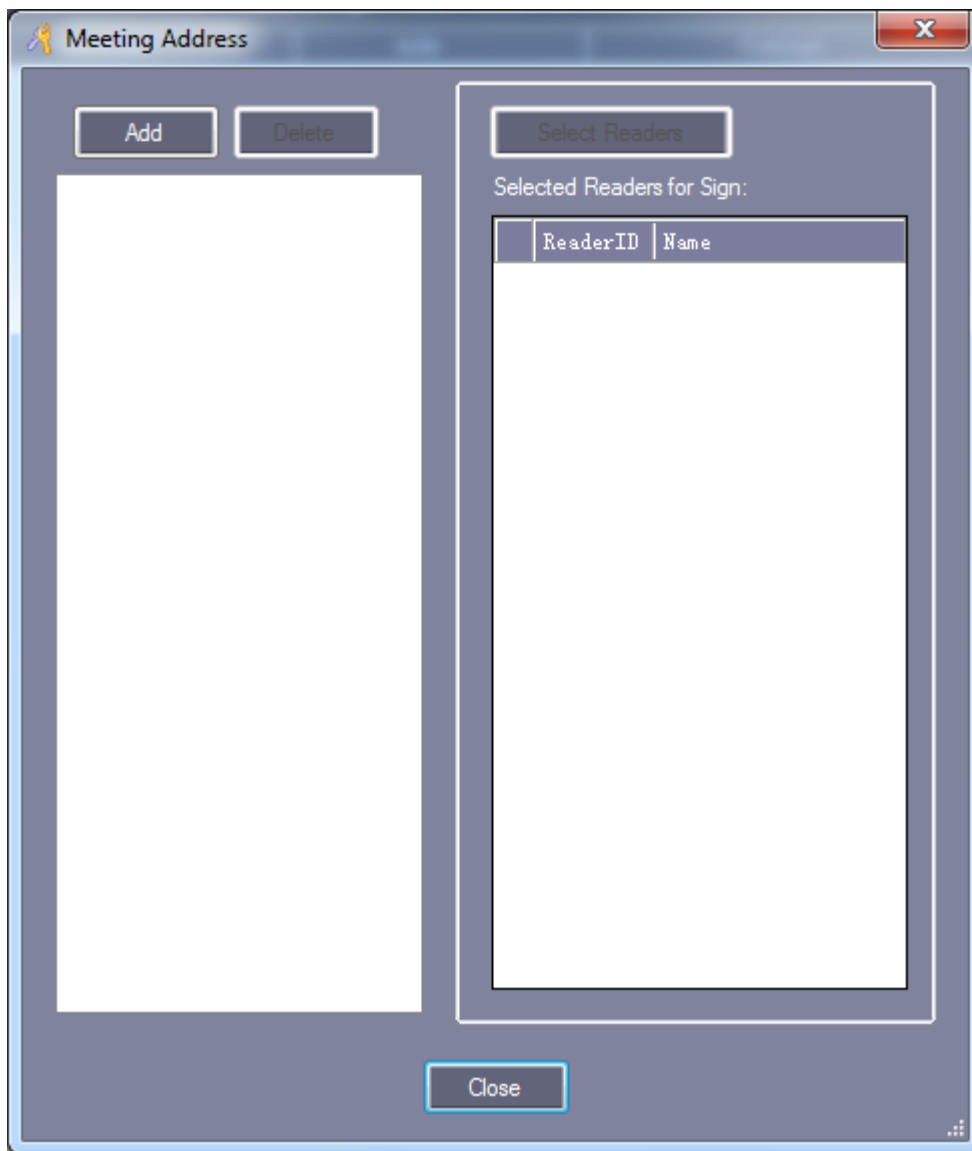
Enter “Extended Function”, In front of “Activate Meeting” mark this with to active this function.

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

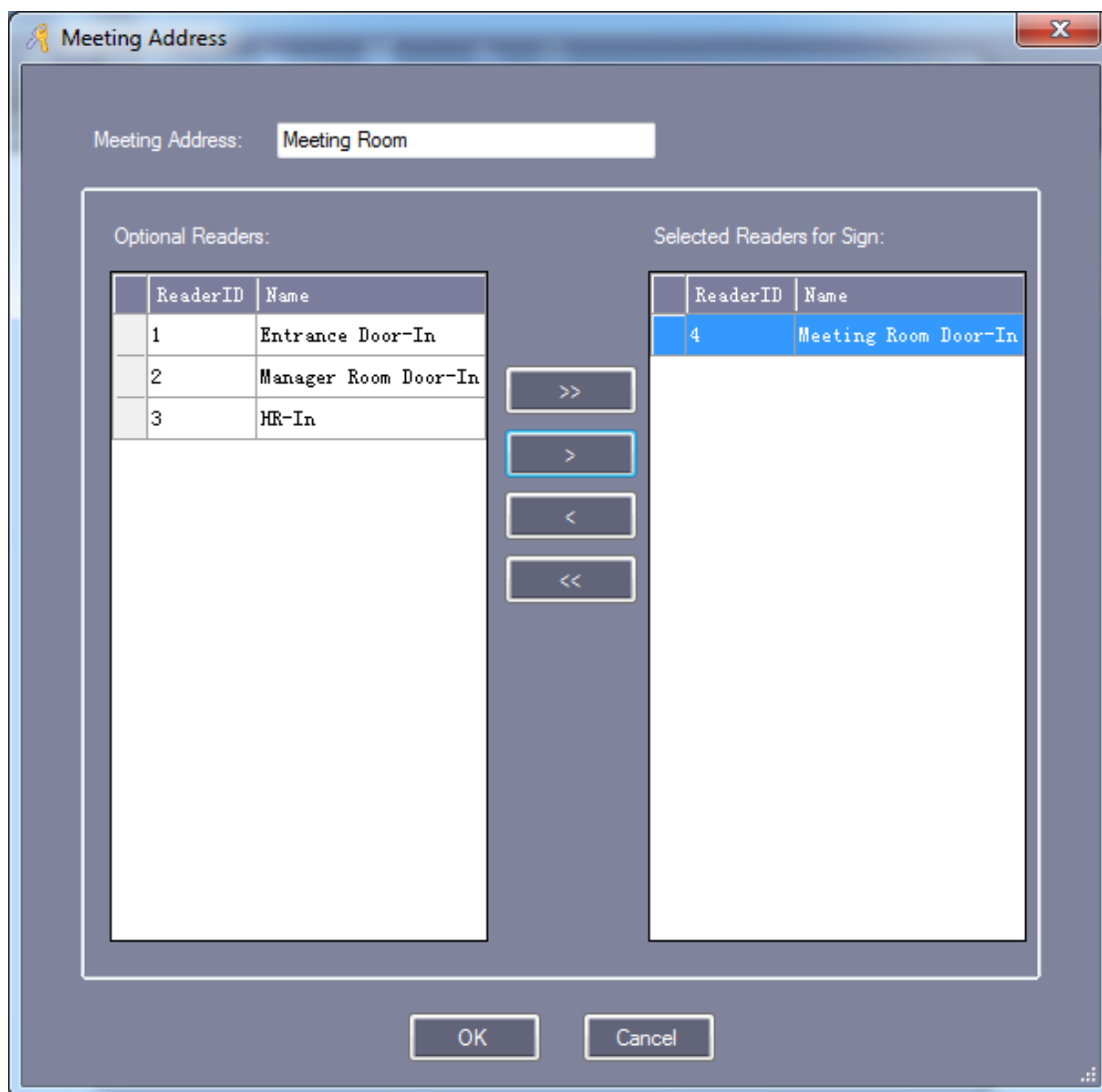


3.4.3.1 Address Setup

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



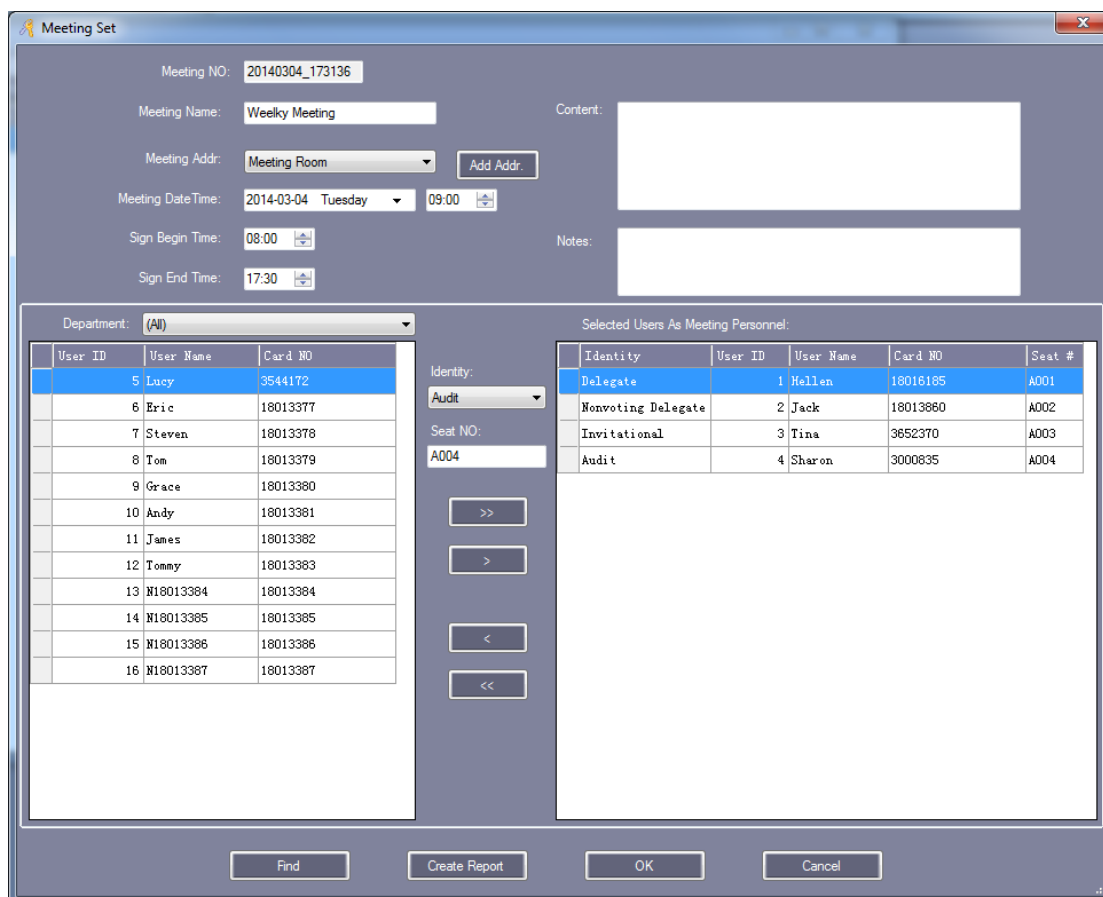
Click "Add" to add the Meeting Address.



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

3.4.3.2 Add Meeting

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



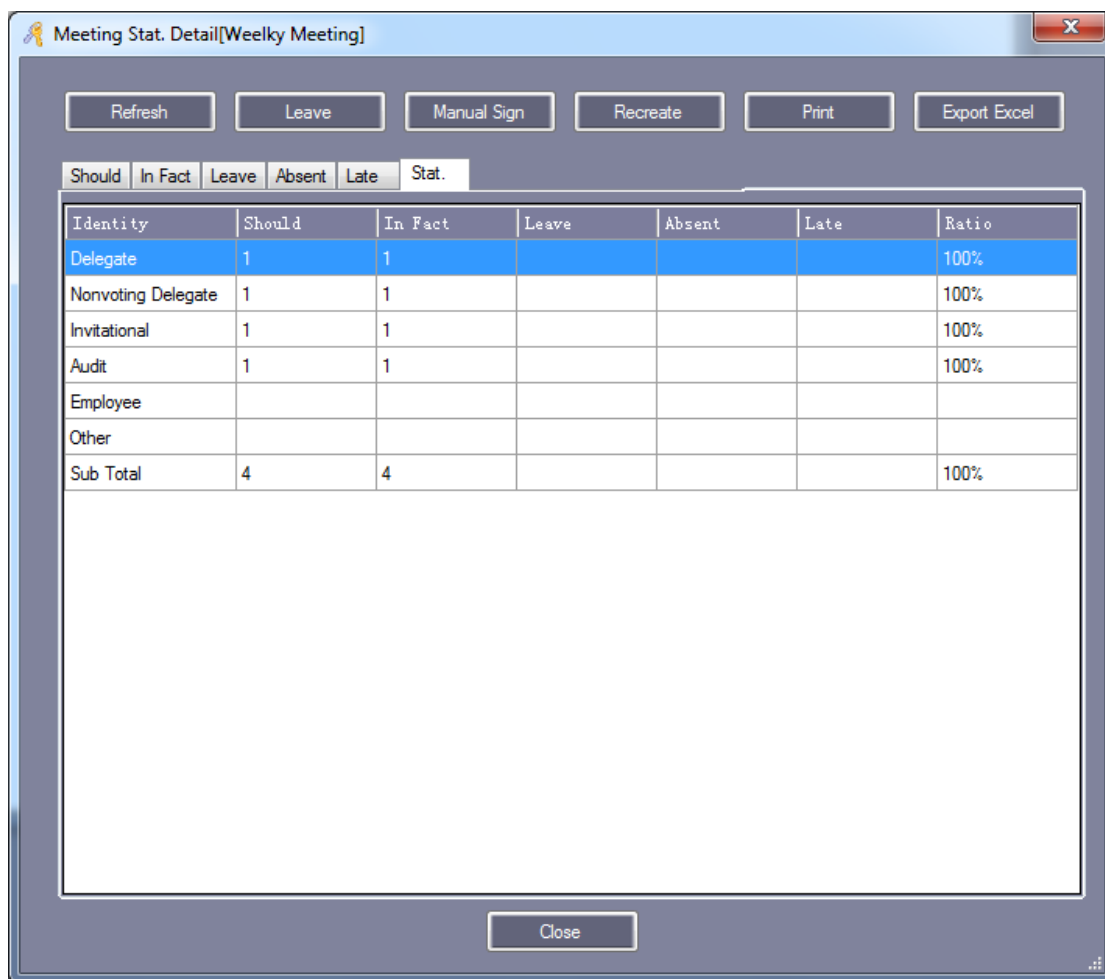
【 Identity 】 : Have “Delegate” 、 “Nonvoting Delegate” 、 “Invitational” 、 “Audit” 、 “Employee” 、 “Other”

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

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

3.4.3.3 Meeting Stat

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



3.4.3.4 Realtime Sign

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

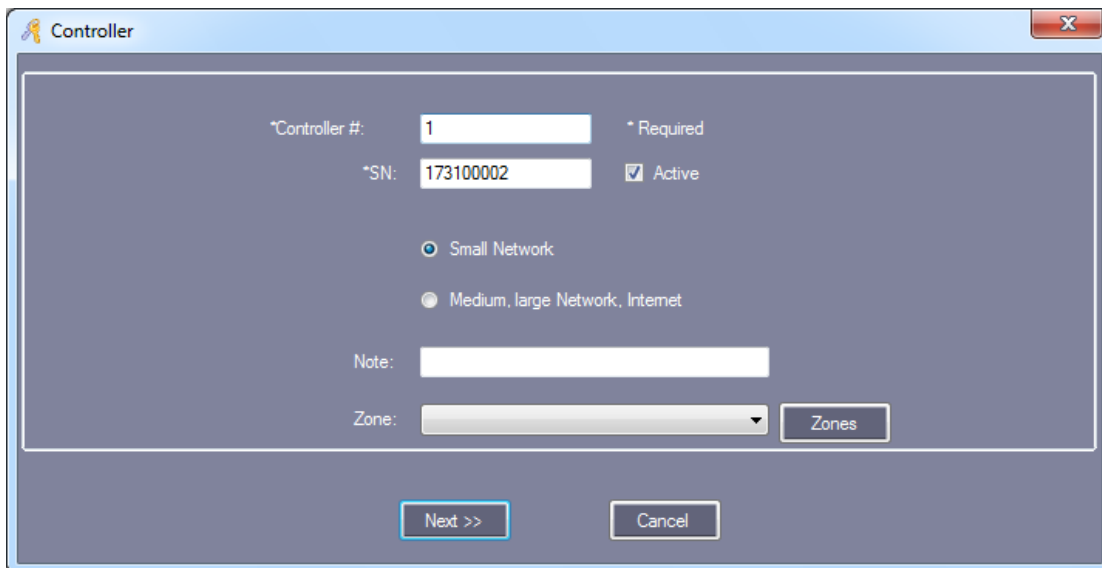


3.4.4 Activate One To More

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

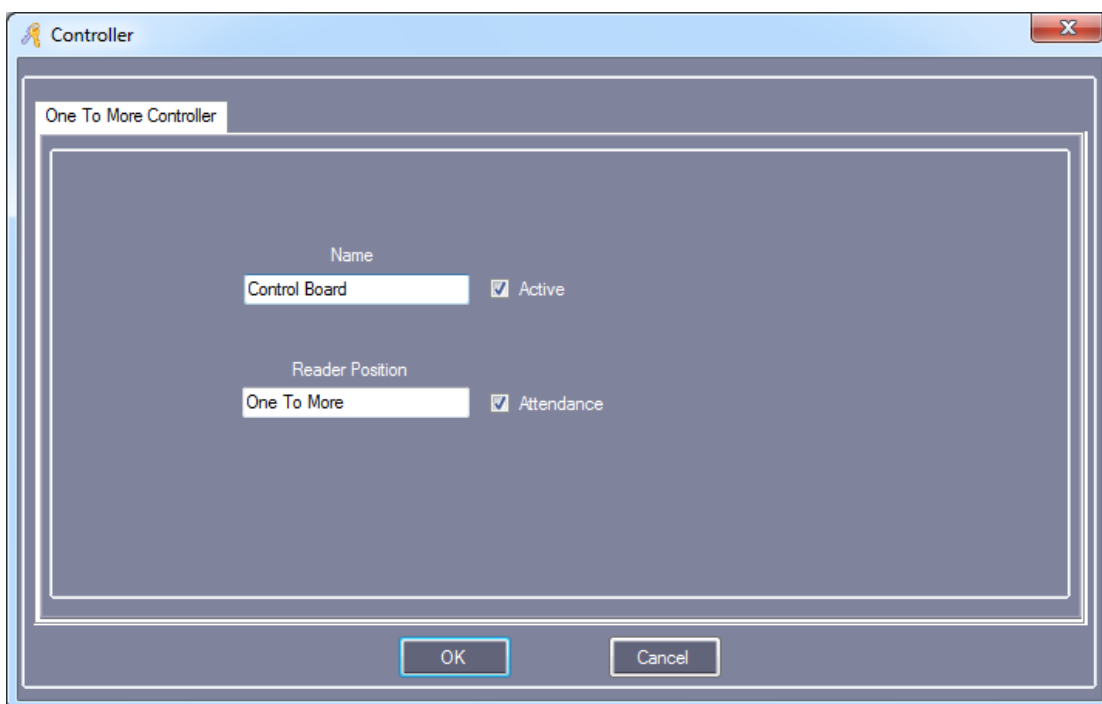
3.4.4.1 Add One To More Controller

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

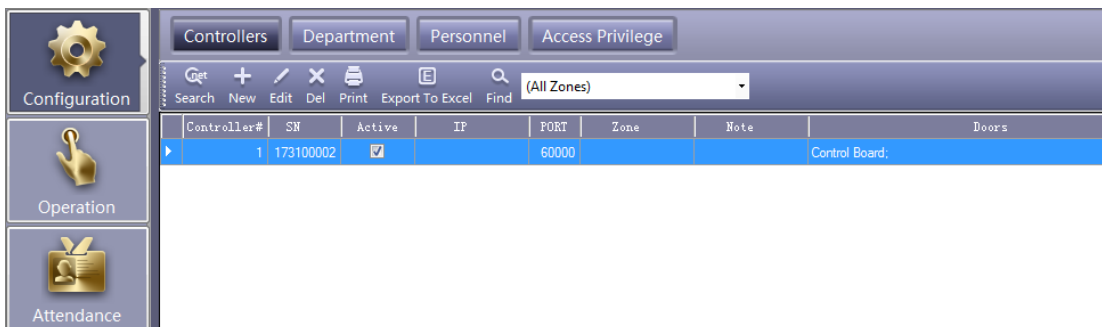


The details please reference chapter [2.2 Parameter Settings of Equipment](#).

Click "Next".

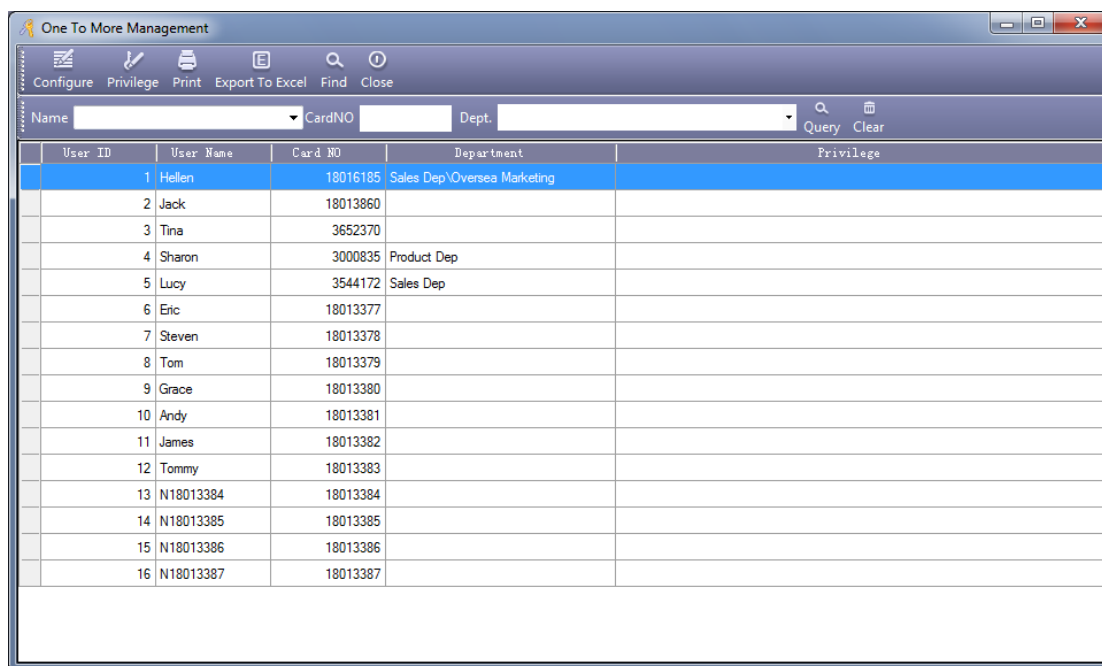


Click "OK".



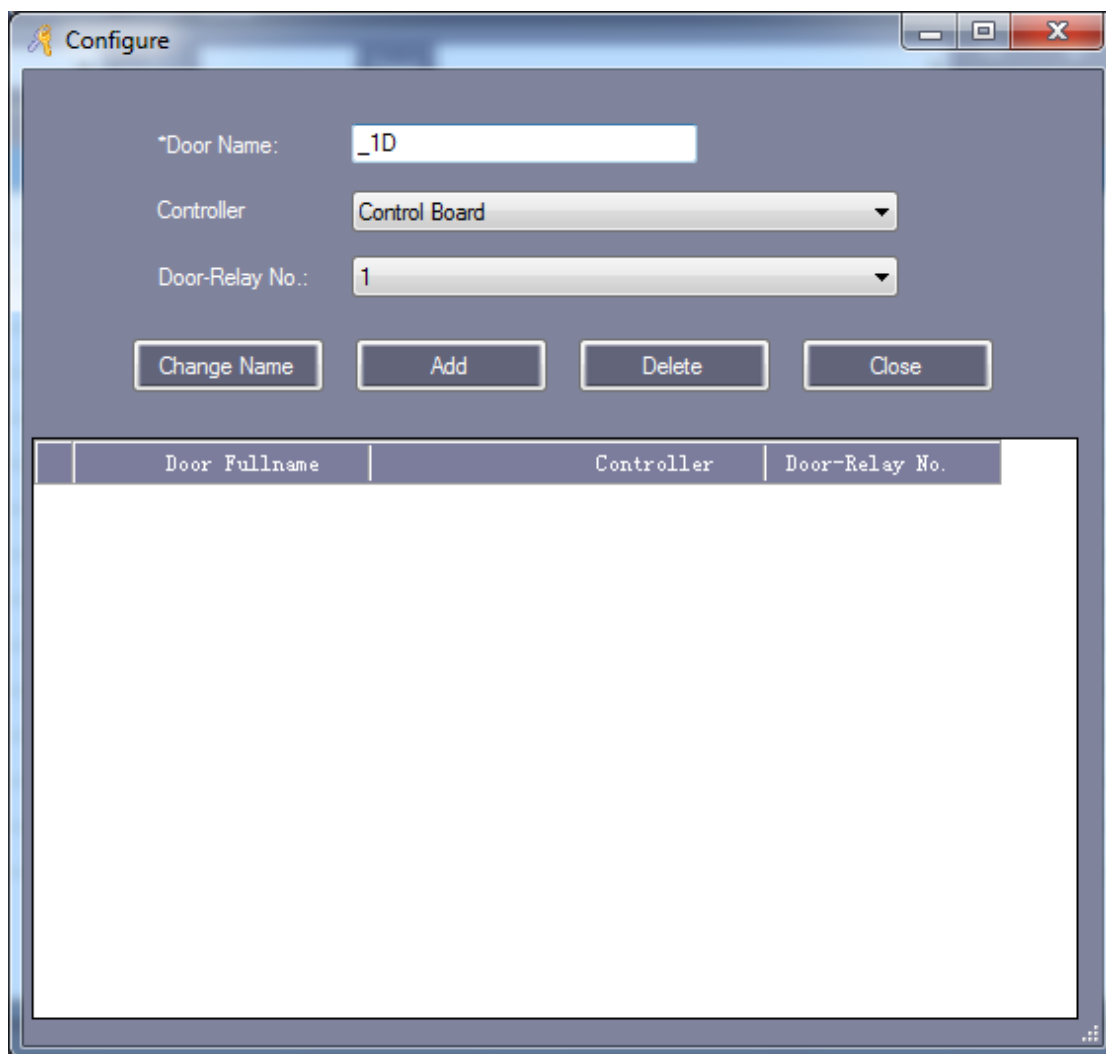
3.4.4.2 One To More Management

Click **【One To More】** .



3.4.4.2.1 Door Management

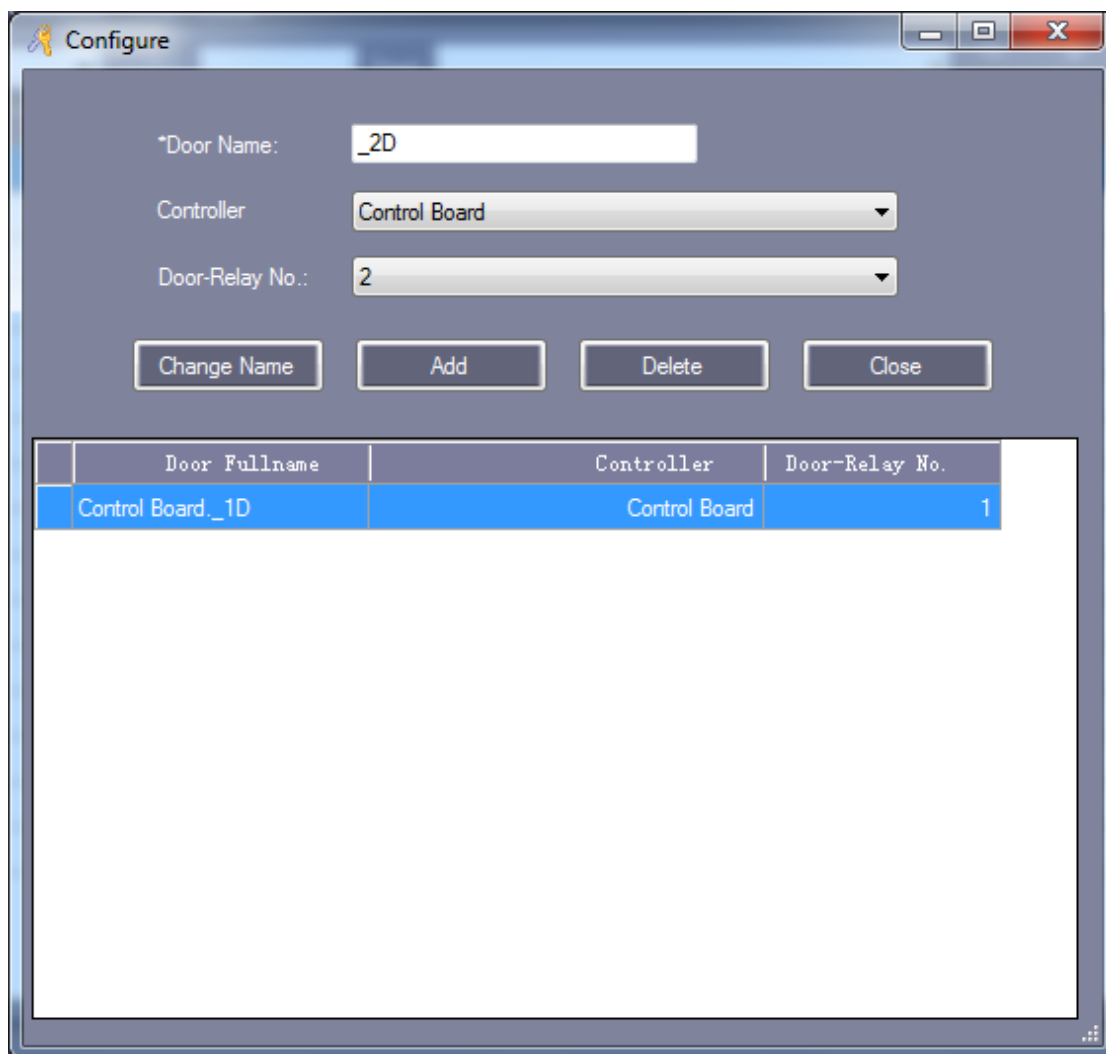
Click "Configure", Enter into the door management interface.



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

【Add Door】

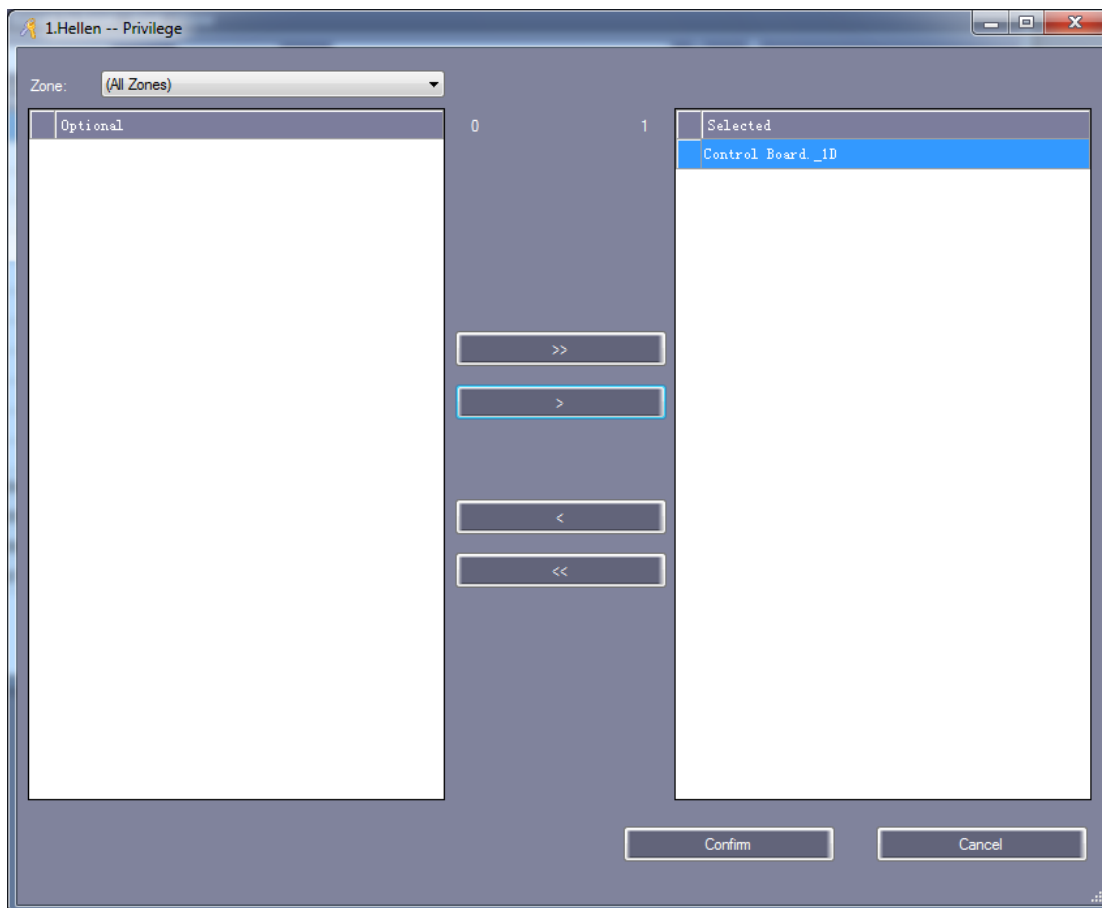
Fill in "Door Name" , select "Controller" and "Door-Relay NO", Click "Add". If you do not need to re-fill, Click "Add".



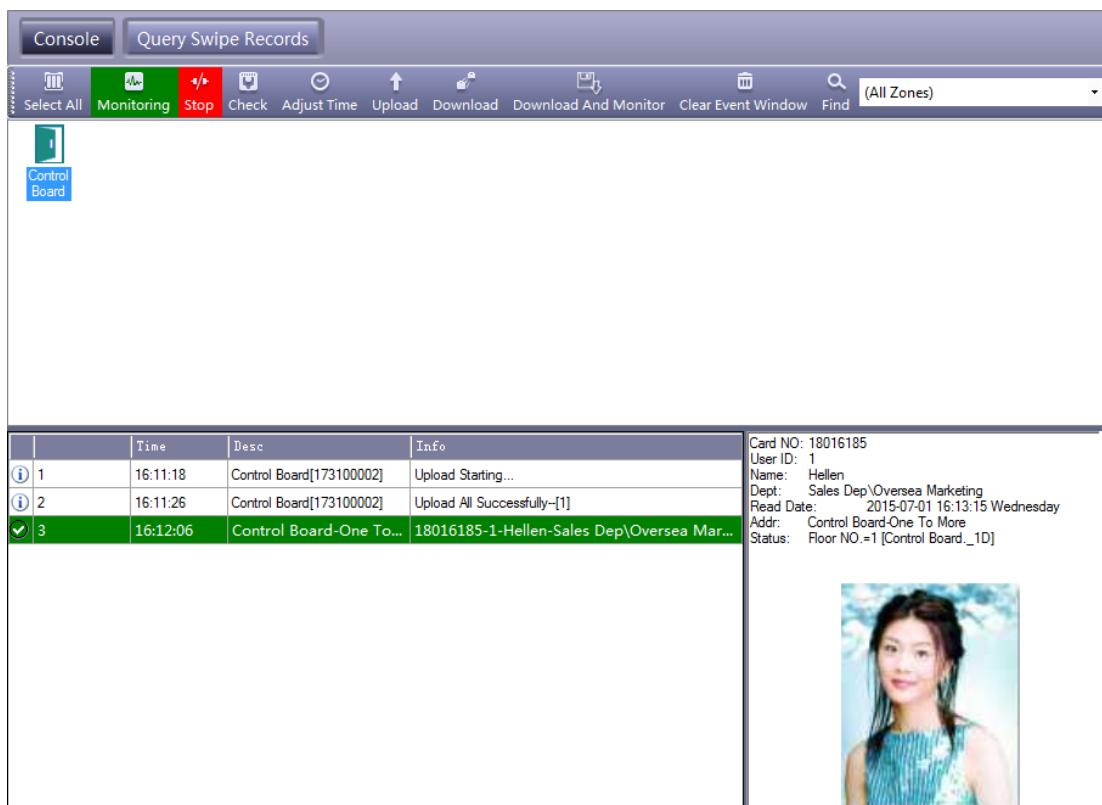
3.4.4.2.2 Set user up to door

Fist selected user, Then click "Privilege".

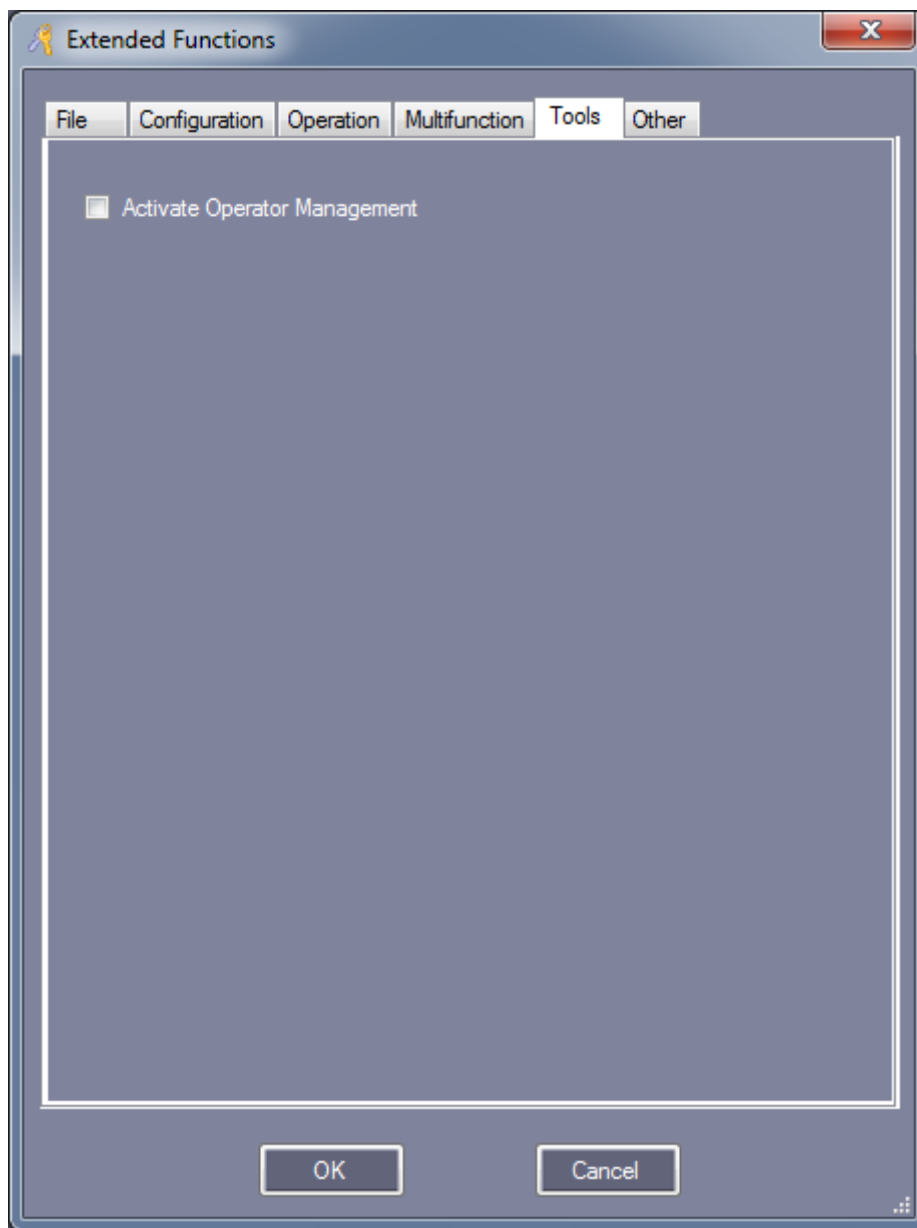
Example: Set "Hellen" up to "1 Door".



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

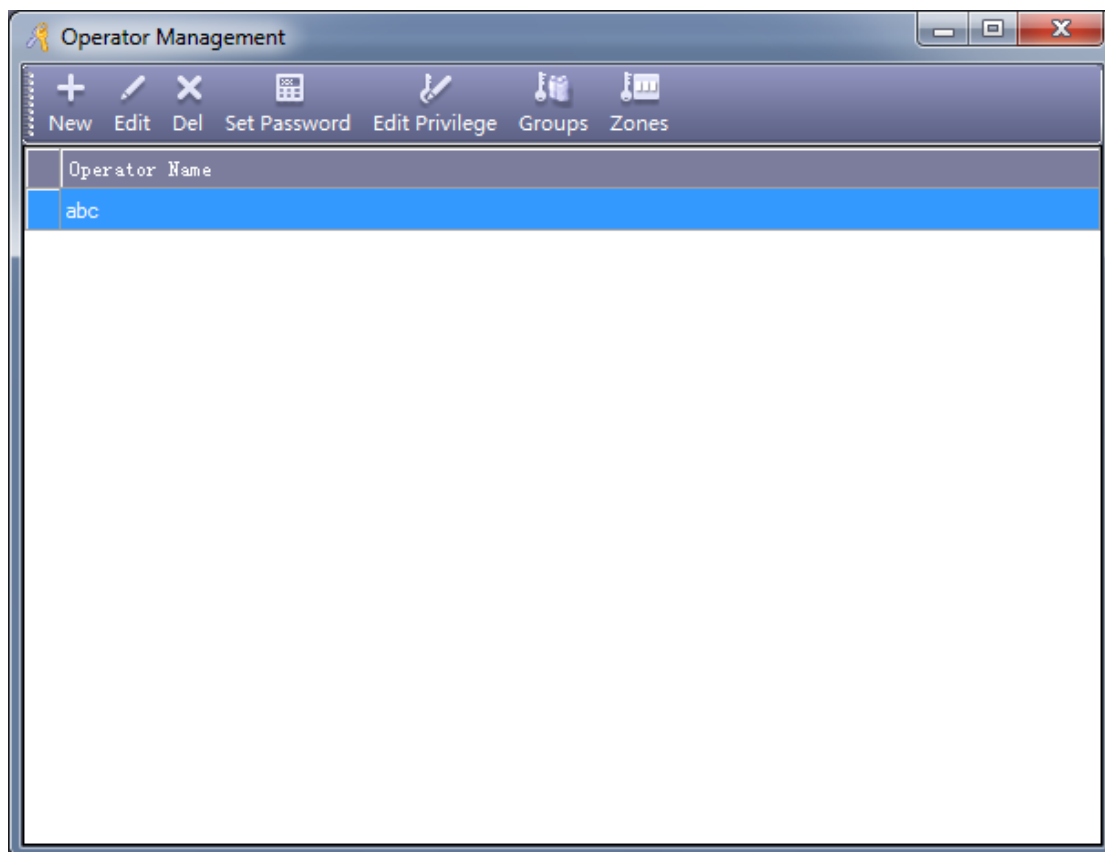


3.5 Tools



3.5.1 Activate Operator Management

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



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

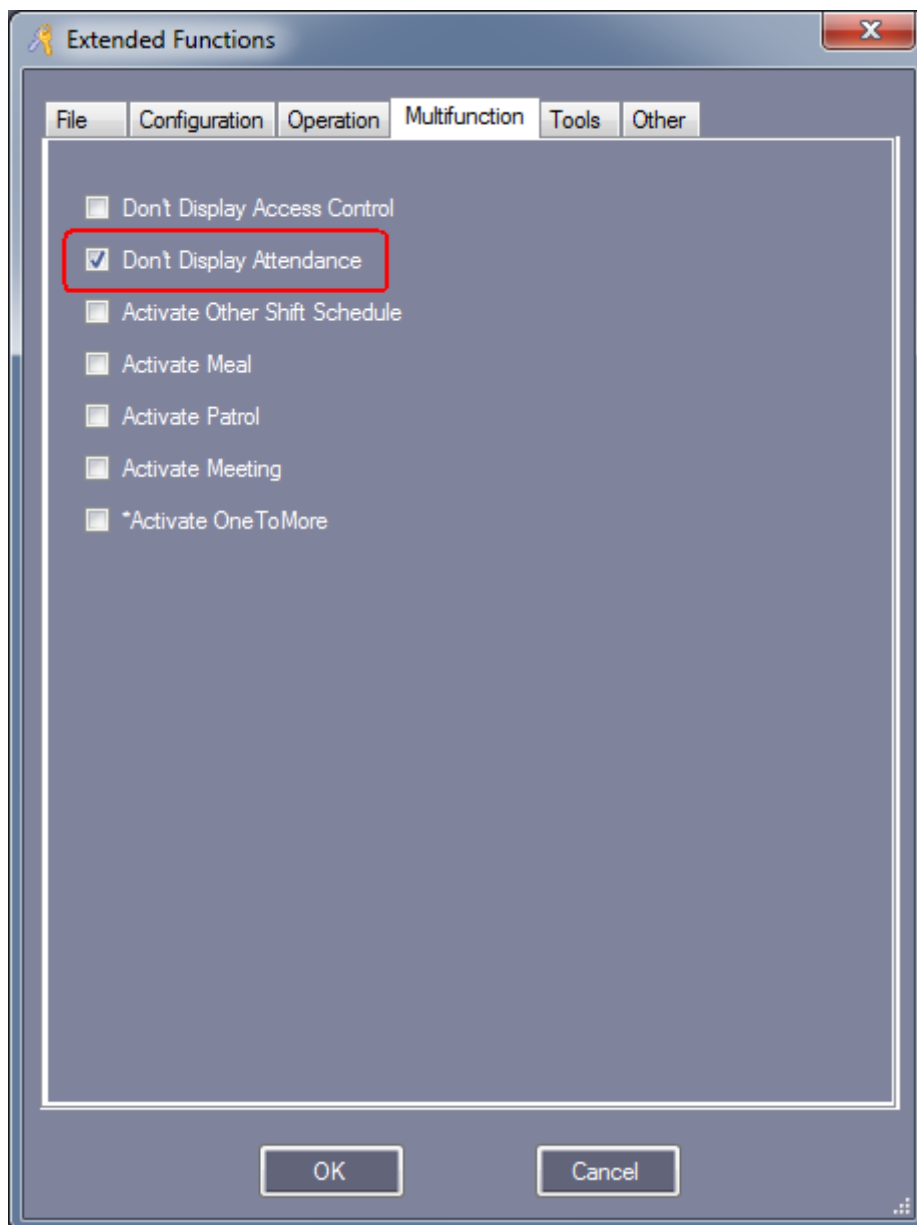


Edit Privilege: assign the executive operation and function privilege to operators.

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

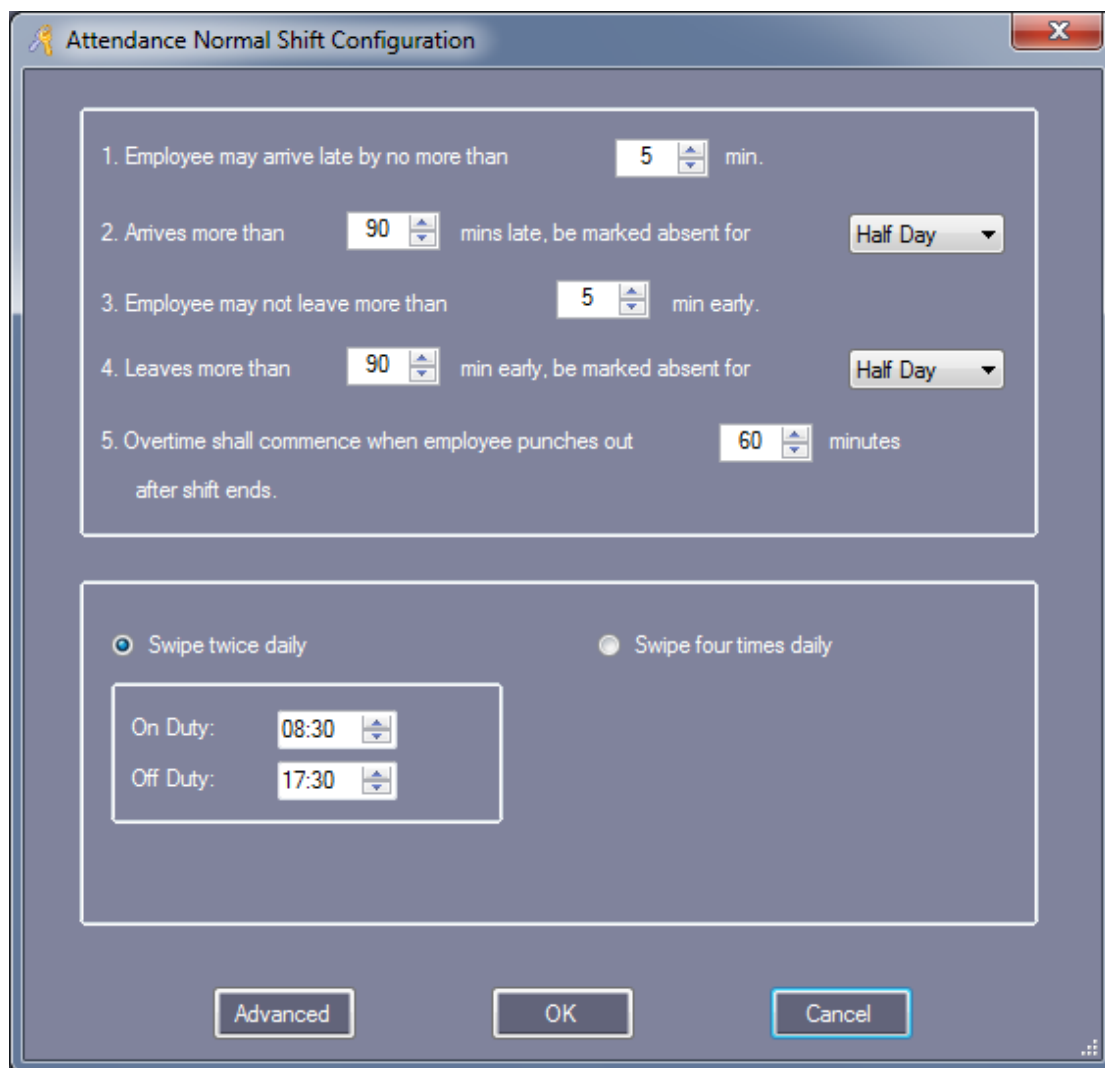
Part 4 Attendance

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



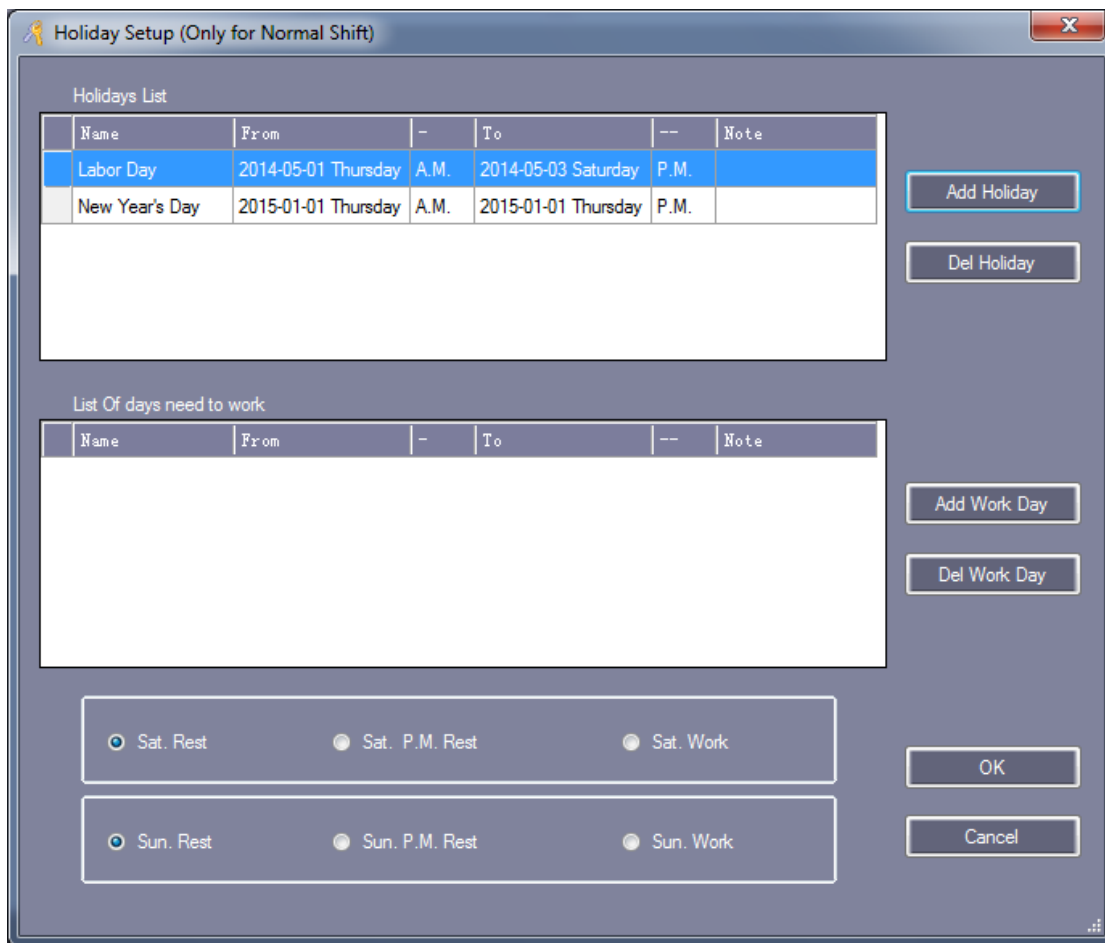
4.1 Normal Shift Rules

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



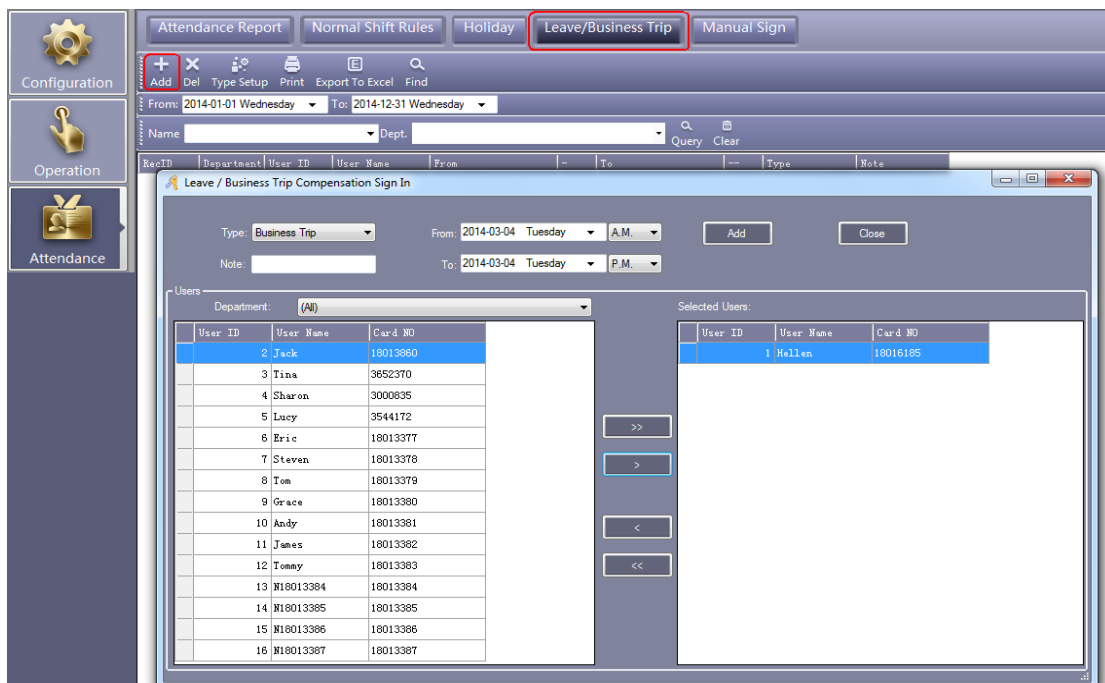
4.2 Holiday

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



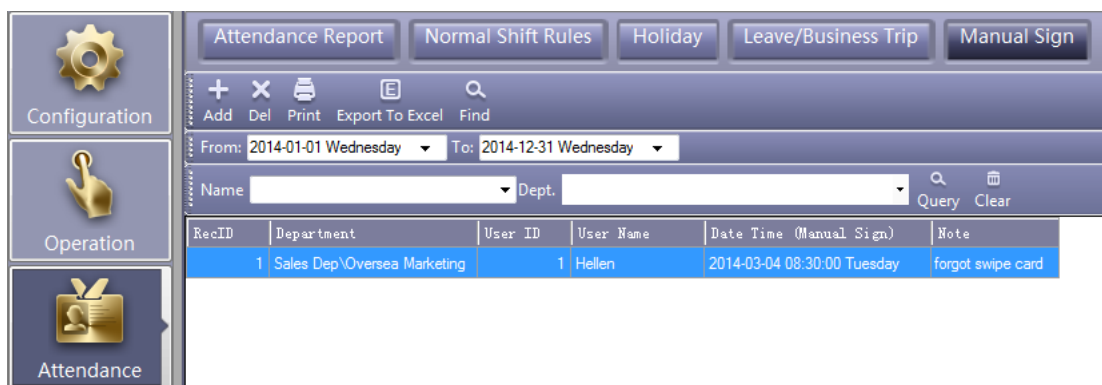
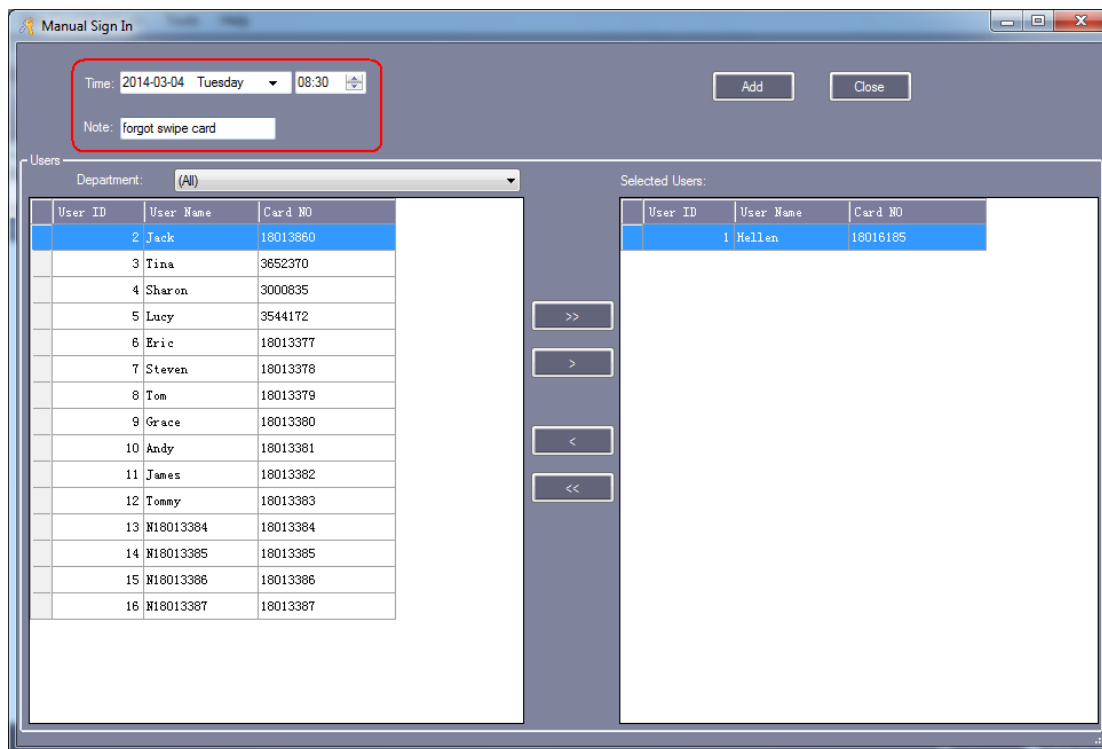
4.3 Leave/Business Trip

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



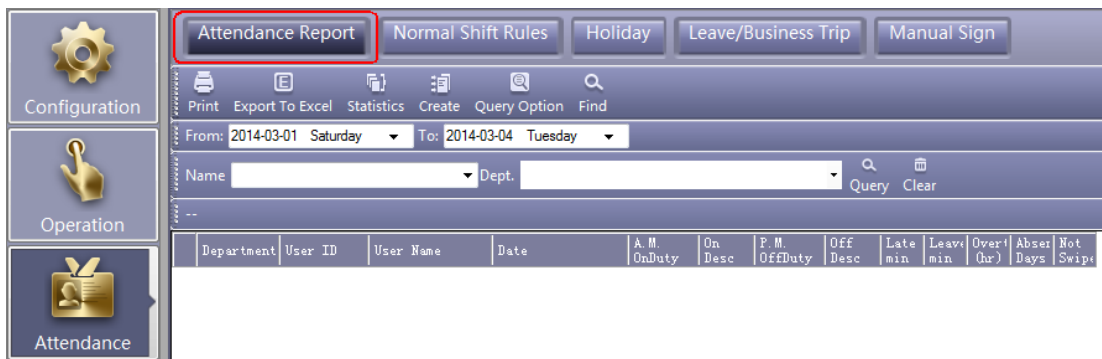
4.4 Manual Sign In

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

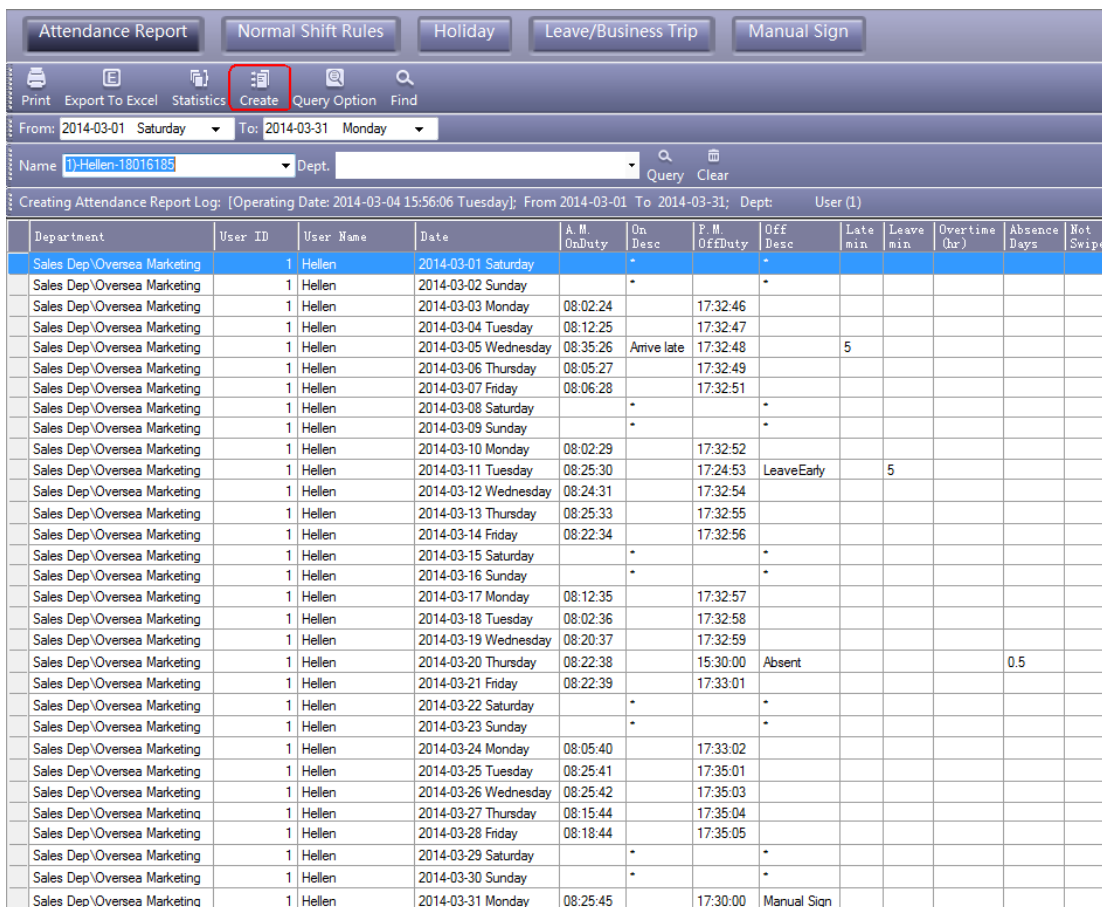


4.5 Attendance Report

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



Click "Create"



Click "Statistics"

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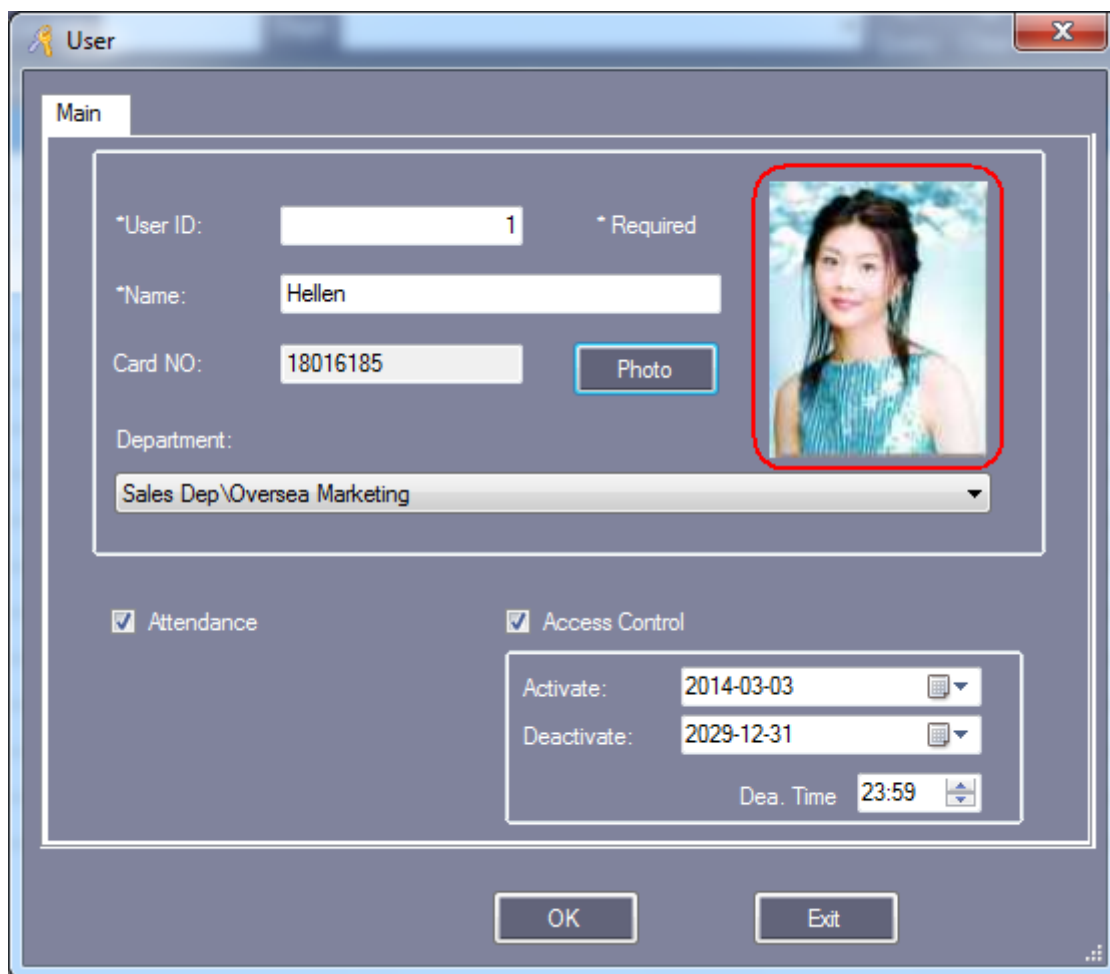
The screenshot shows the 'Attendance Statistics' application window. At the top, there are menu options: Print, Export To Excel, Find, and Close. Below the menu is a search bar with 'Name' and 'Dept.' dropdowns, and 'Query' and 'Clear' buttons. The main area displays the report title: 'Creating Attendance Report Log: [Operating Date: 2014-03-04 16:07:42 Tuesday]; From 2014-03-01 To 2014-03-31; Dept: User (1)'. Below this is a data table with the following columns and values:

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

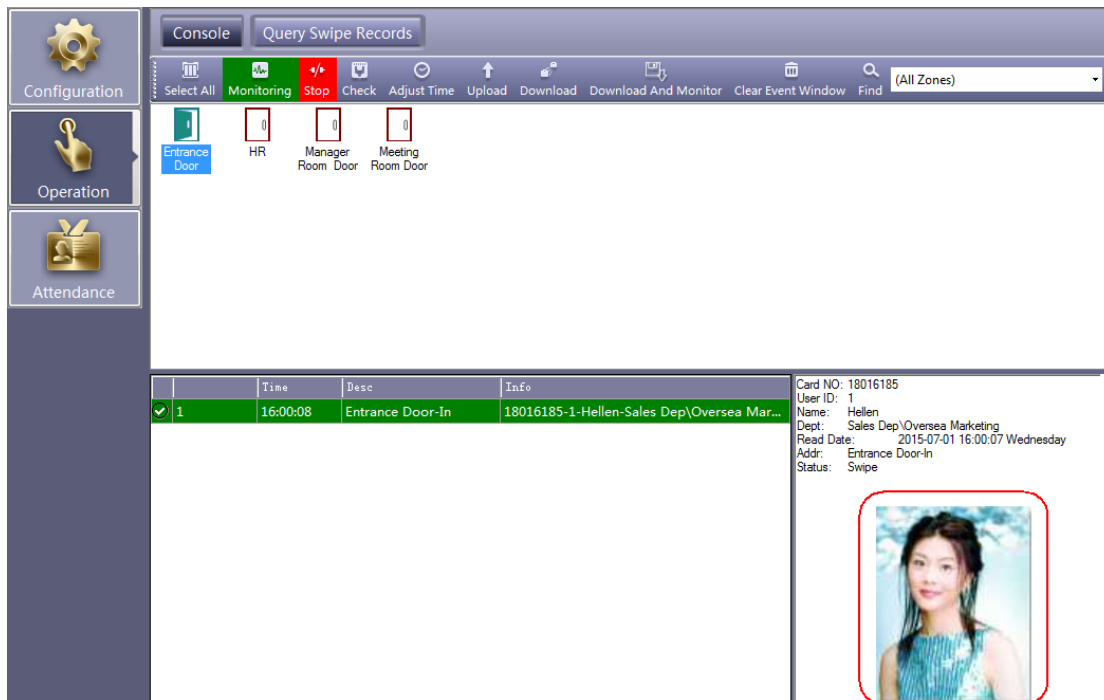
Part 5 Appendix

5.1 How to display user's photo when Monitoring

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



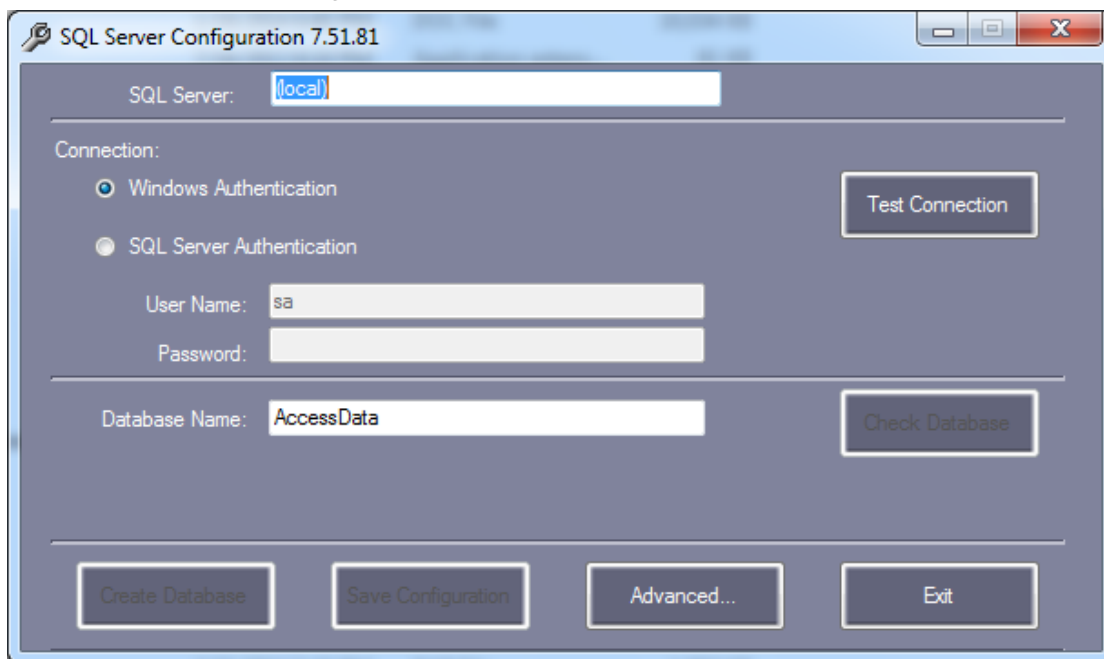
At the monitor window, it can show the user's photo when the user swiping card.



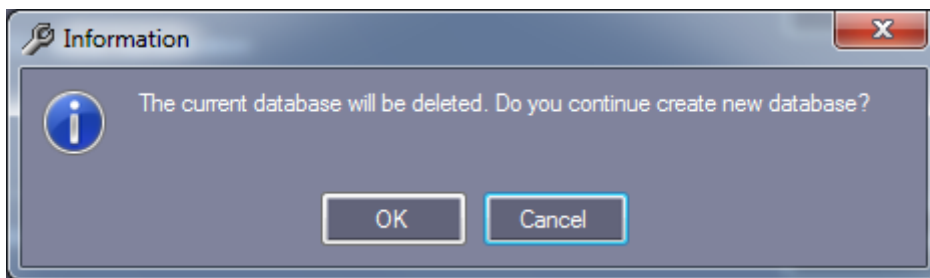
5.2 SQL Server Configuration

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

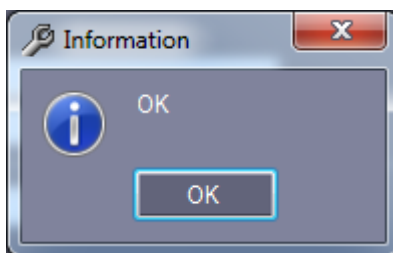
Click **【Start】 > 【Programs】 > 【AccessControl】 > 【SqlSet】**



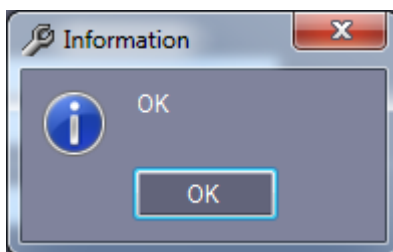
Click "Create Database"



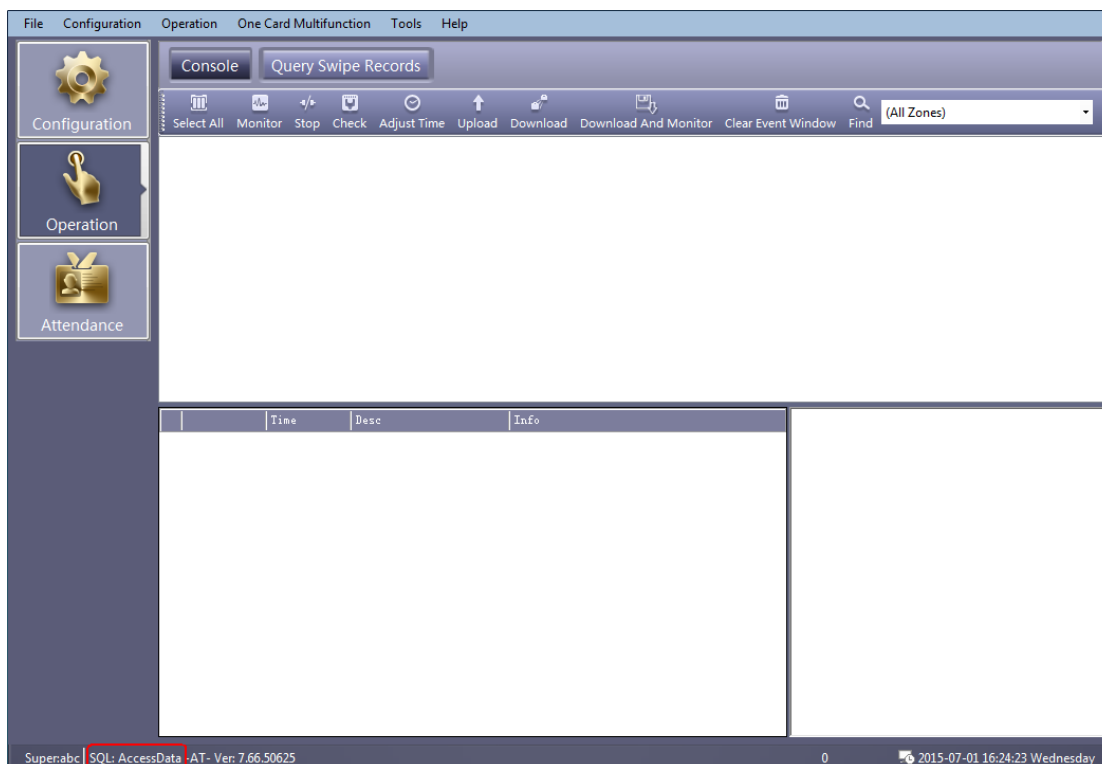
Click "OK"



Click "OK", Then Click "Confirm"



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

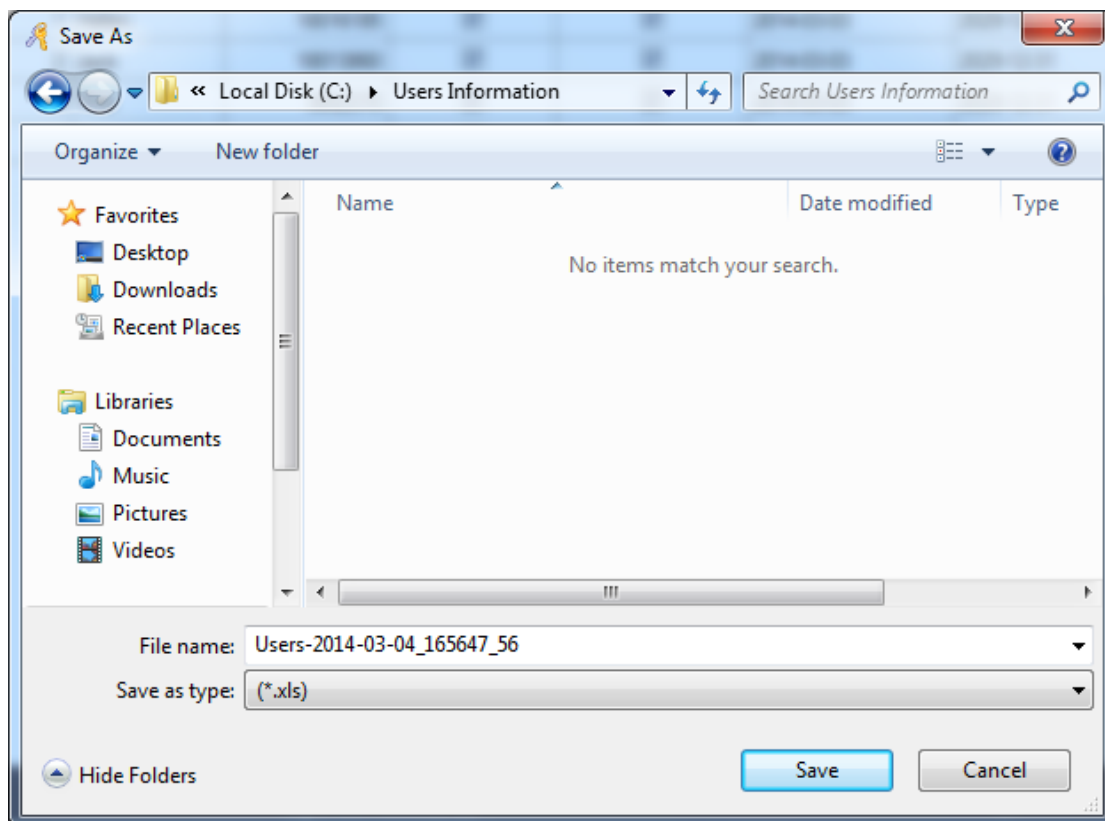


5.3 Import consumer's information from Excel

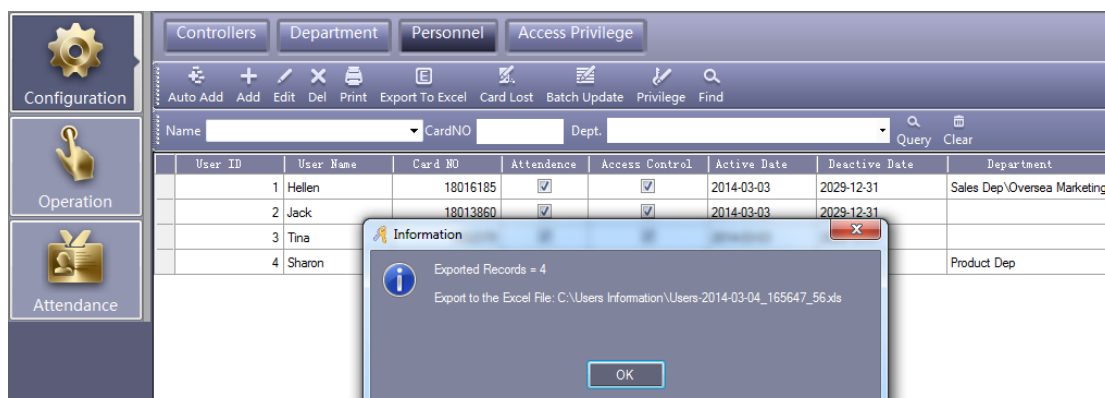
Attention: It can only import valid “ConsumerNO”, “Name”, “CardID” and “Department”.

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

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



Click “Save”



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

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

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

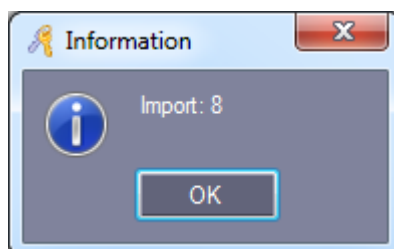
You just create users "ConsumerNO", "Name", "Card ID" and "Department" of the data. For example:

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

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

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

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



Import Result as:

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The screenshot displays the 'Personnel' tab of the software. The interface includes a sidebar with 'Configuration', 'Operation', and 'Attendance' sections. The main area features a toolbar with options like 'Auto Add', 'Add', 'Edit', 'Del', 'Print', 'Export To Excel', 'Card Lost', 'Batch Update', 'Privilege', and 'Find'. Below the toolbar are search fields for 'Name', 'CardNO', and 'Dept.'. The central table lists personnel with columns for User ID, User Name, Card NO, Attendance, Access Control, Active Date, Deactive Date, and Department. A red rounded rectangle highlights rows 5 through 12 of the table.

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