

Access Control Software Operation Guide

July. 1, 2015

CONTENTS

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

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

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

Part 1 Installation and Uninstallation of Software

1.1 Basic Steps of Installation

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

1.2 Basic requirements for hardware of Installation

Memory: 1GB.

Hard Disk: 1GB above of free space.

1.3 Operating system supported by software

Windows XP SP3

Windows 7

Windows Server 2003 SP2

Windows Server 2008

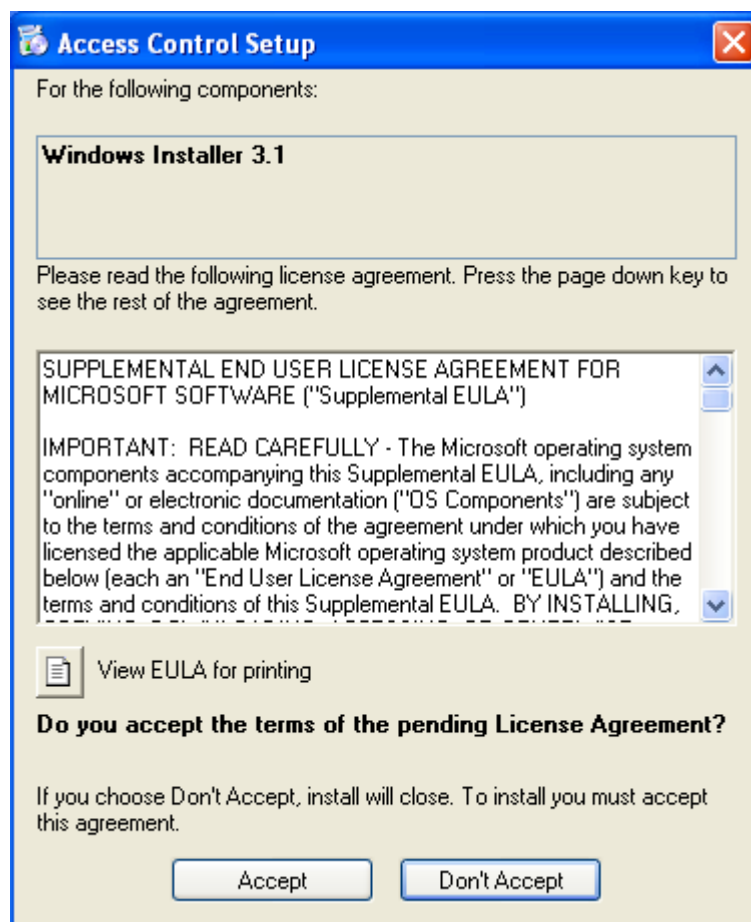
Windows Server 2008 R2

1.4 Software Setup

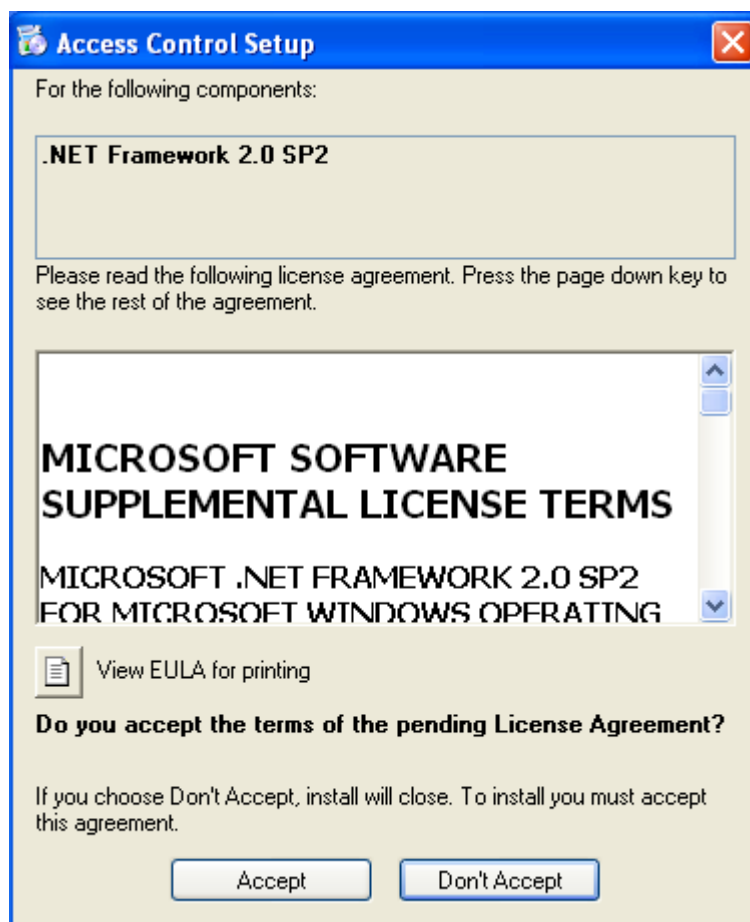
First puts in the CD to CD-ROM, then run the applications of “setup.exe”.



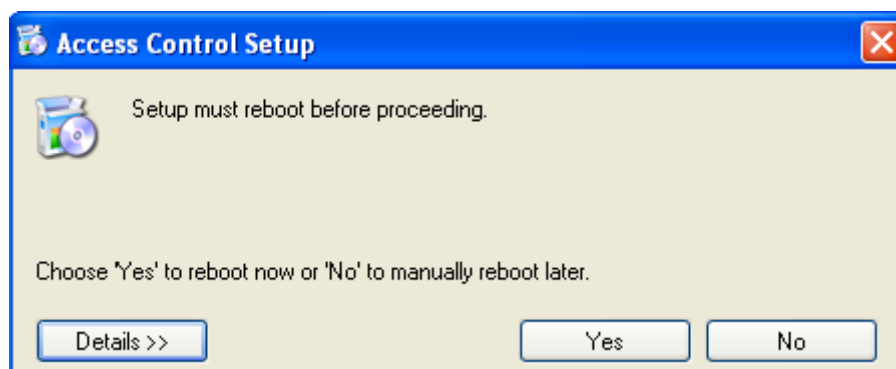
Click “English”



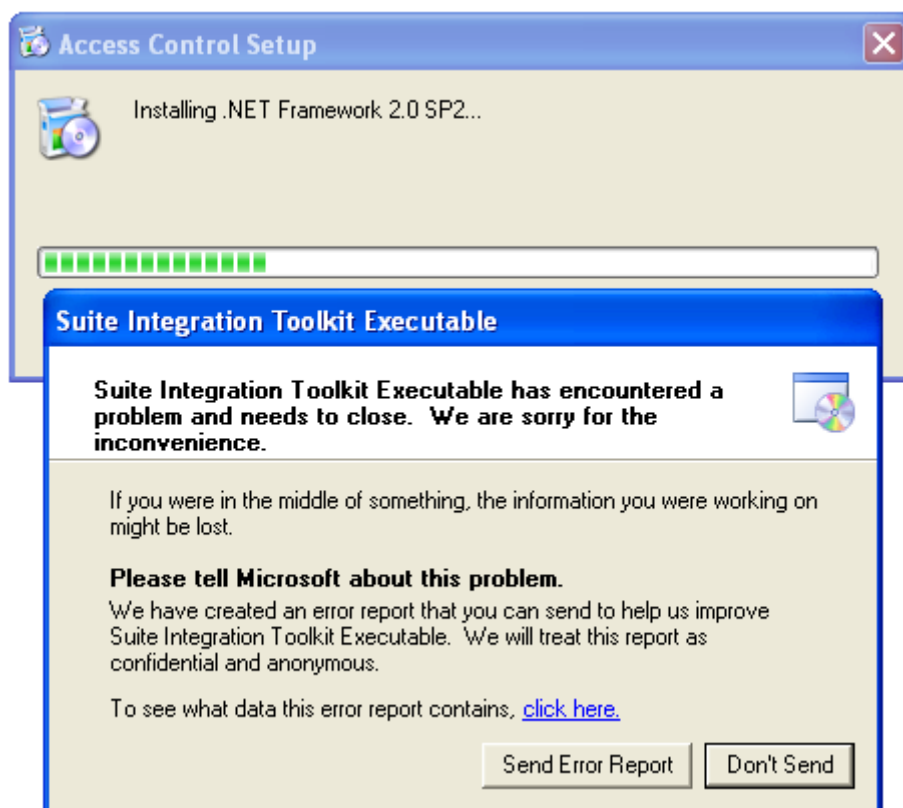
Click "Accept"



Click "Accept"



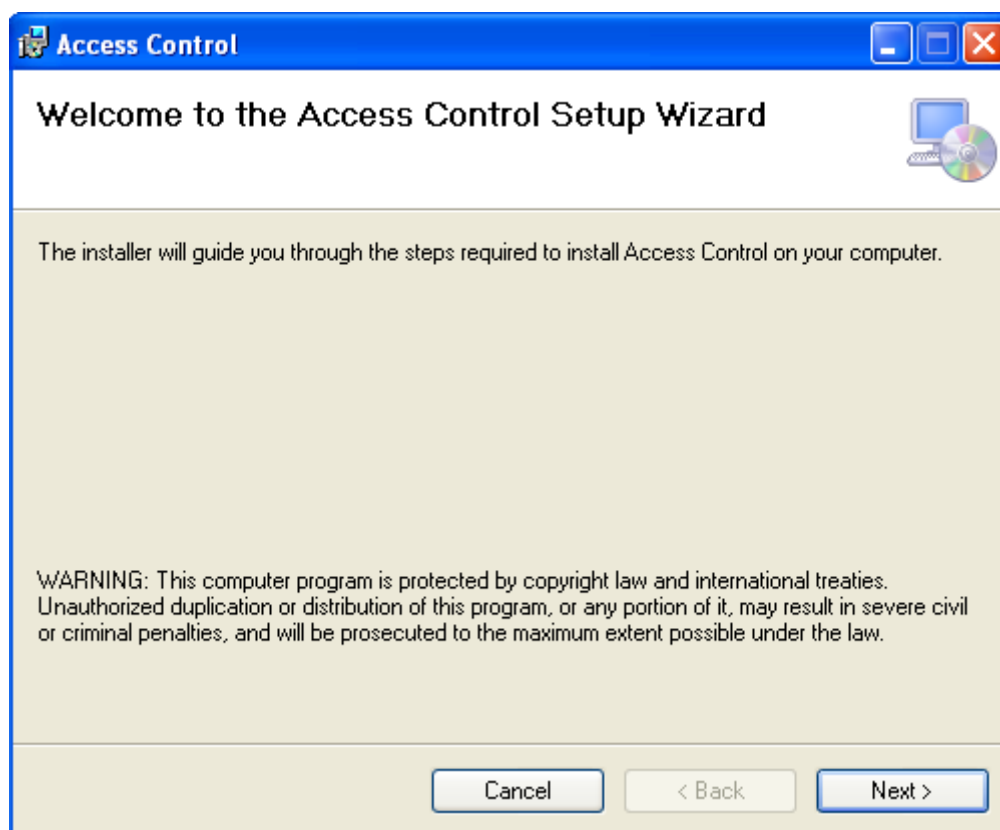
Click "Yes"



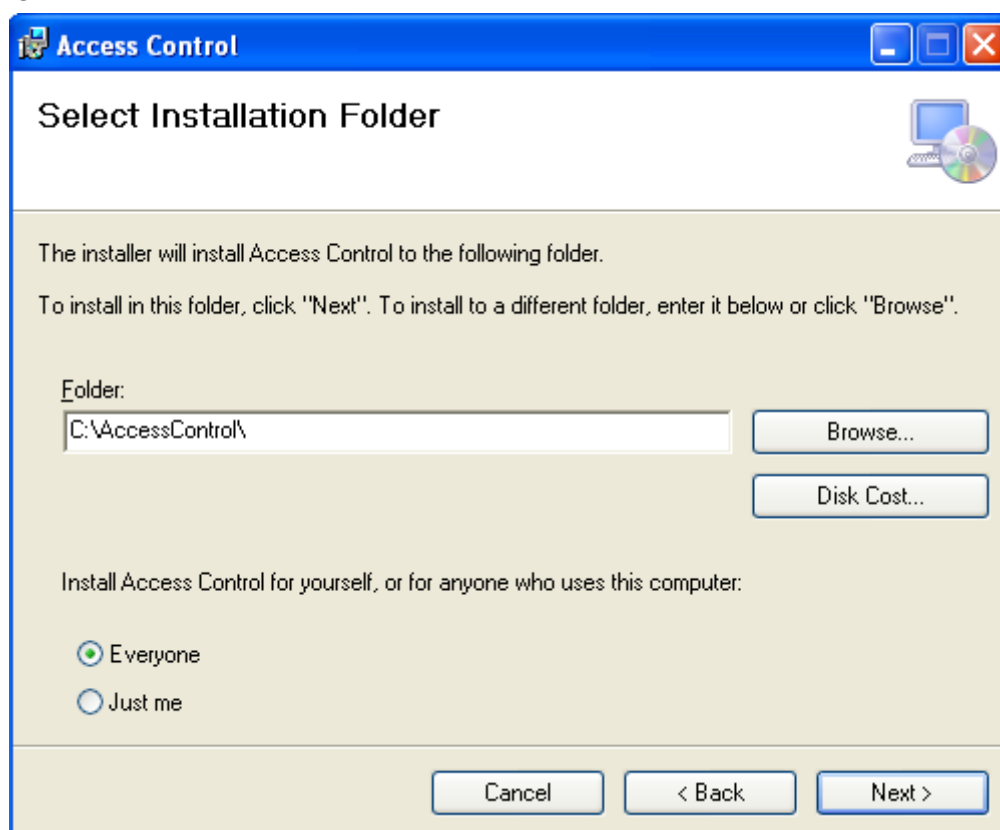
If the error occurs, need to install xp sp3. then install the software.

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

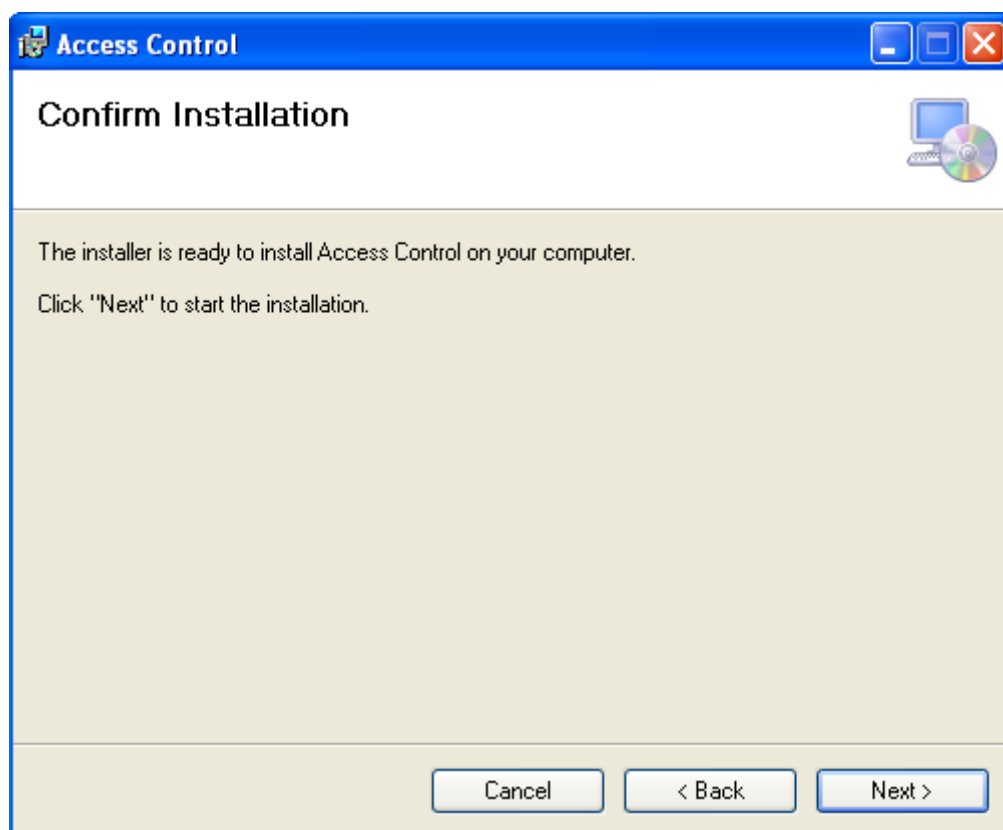
The system will enter into next step for you to install Access Control , if your computer has installed it.



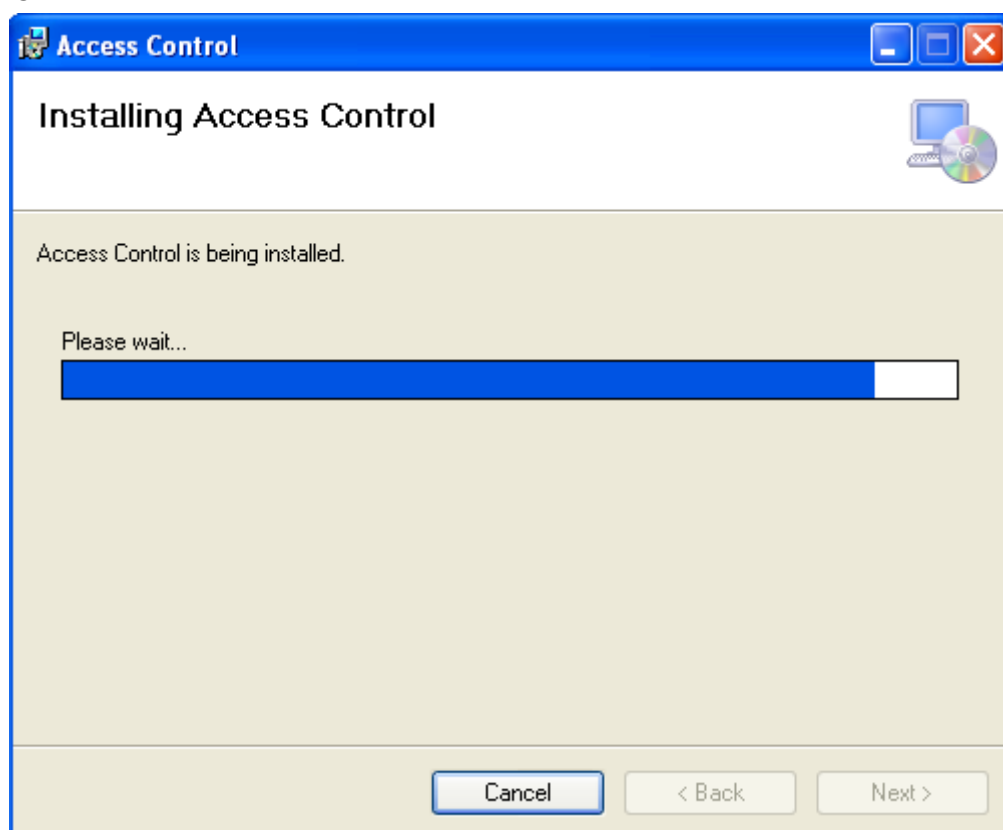
Click "Next"

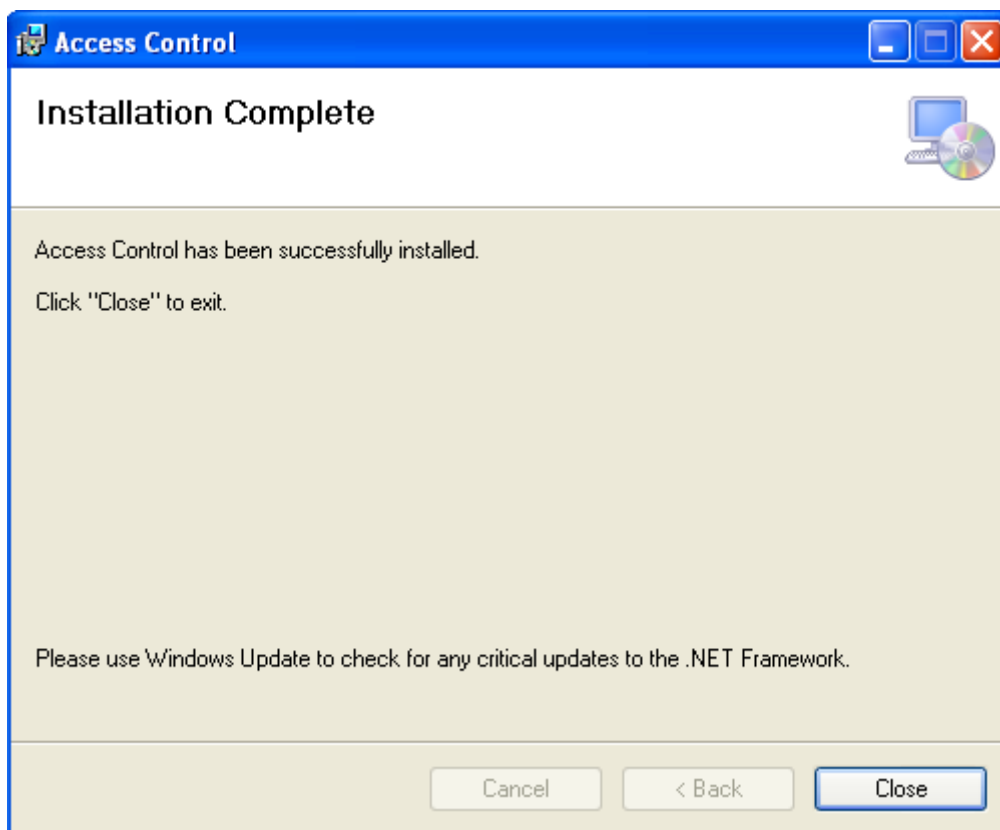


Click "Next"



Click "Next"



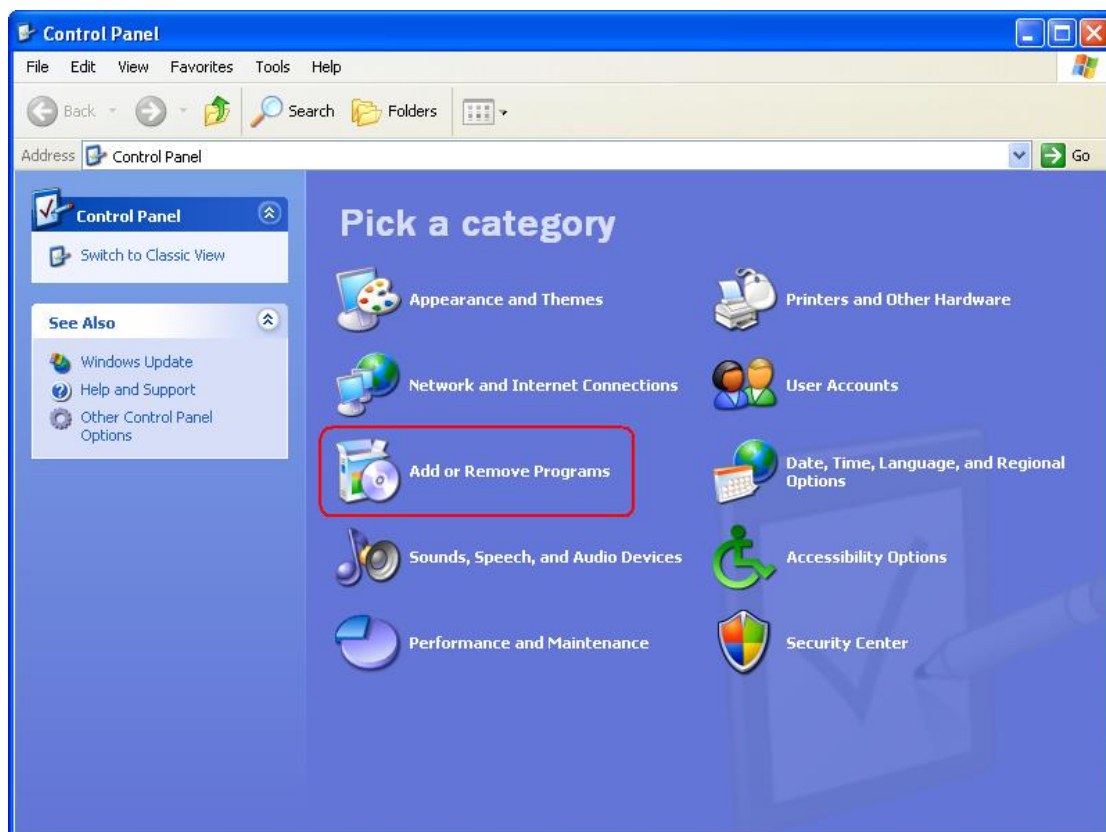


Click "Close"

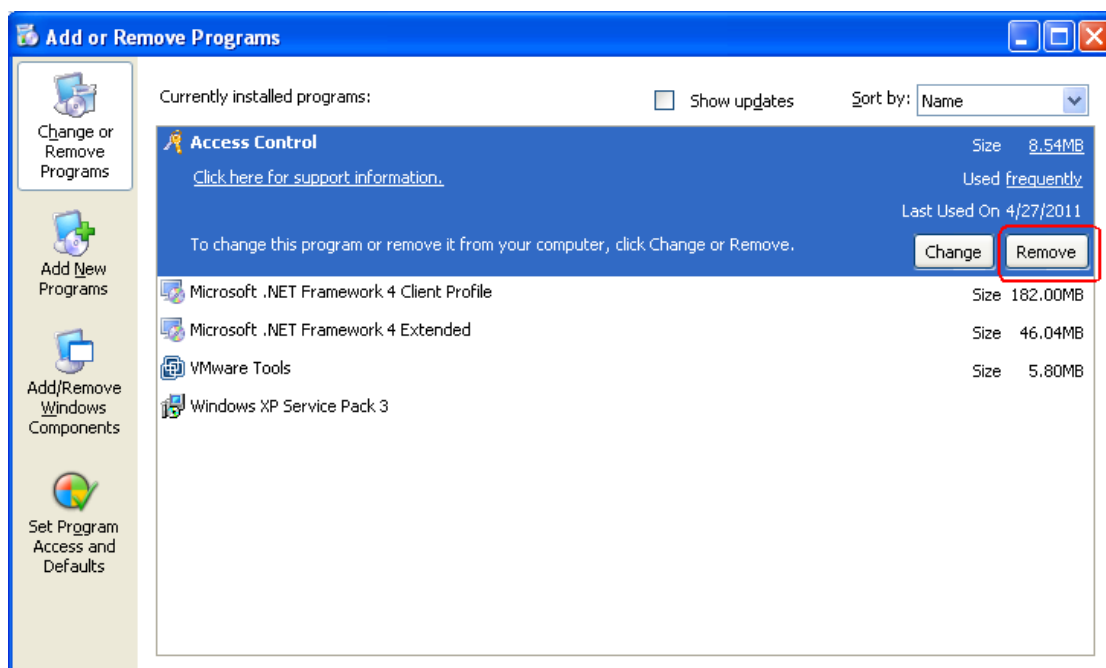
After the installation completes, The  will be created automatically and display in the computer screen.

1.5 Software Remove

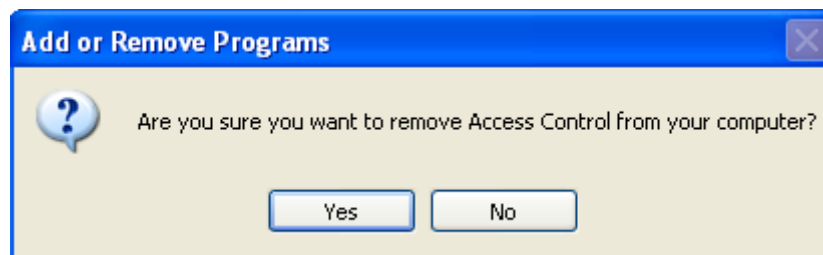
Click **【start】** > **【Settings】** > **【Control Panel】**



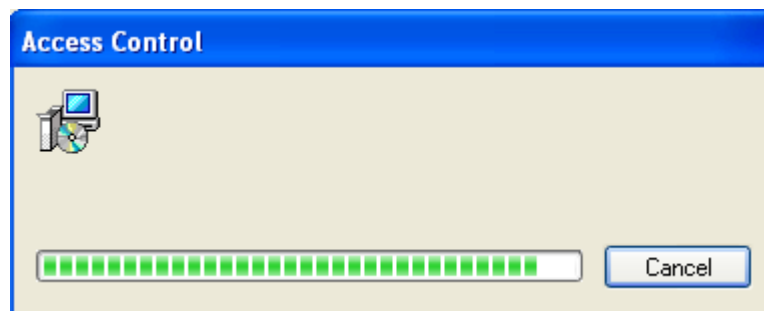
Click “Add or Remove Programs”



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



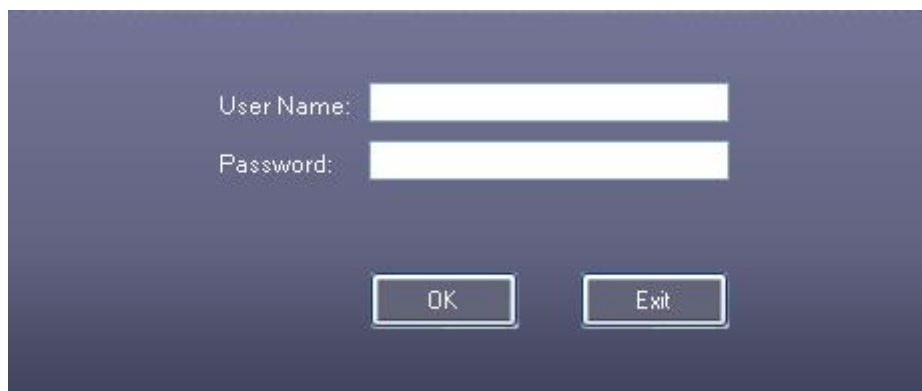
Click "Yes"



Part 2 Basic Operation of Software

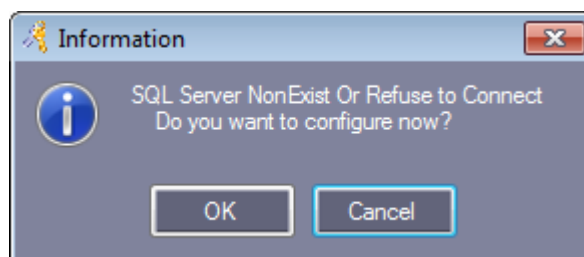
2.1 Login

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



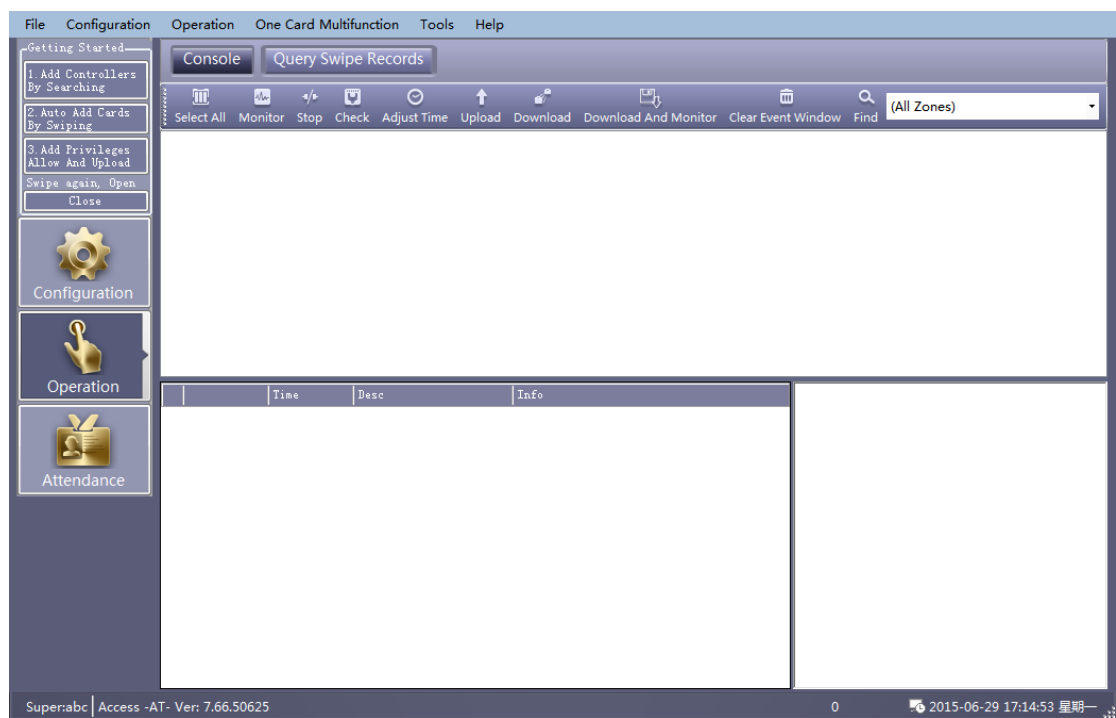
The default user name is “ abc ”, the password is “123”.
It is recommend to change the user name and password at the first use.

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



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

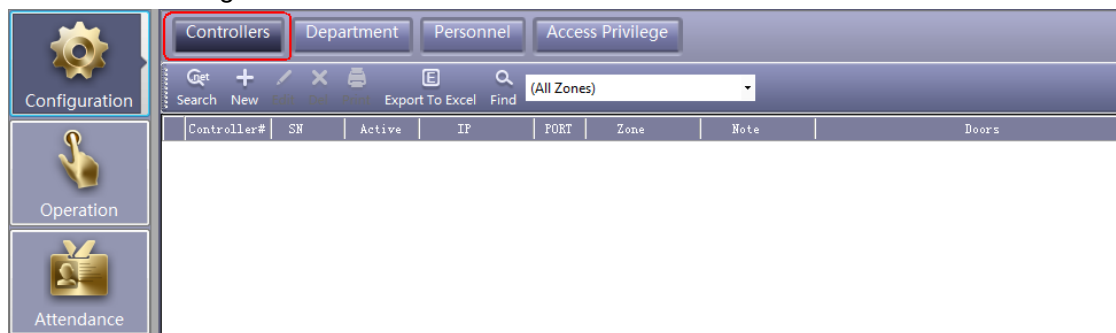
After login , It will show the main windows . as follows:



2.2 Parameter Settings of Equipment

2.2.1 Add/Set up Controller

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



click the  to add the controllers into system.

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

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

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

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

Click "Next"

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

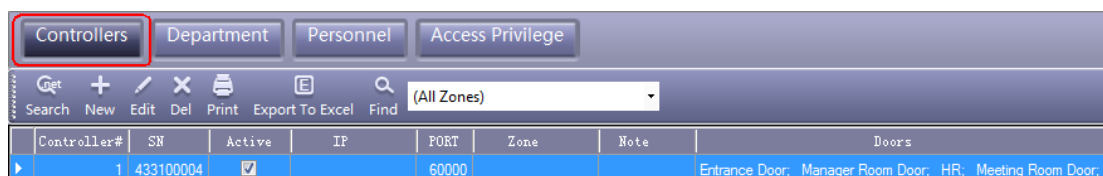
Reader Position	
Door1# In Reader	☒ Attendance
Door2# In Reader	☒ Attendance
Door3# In Reader	☒ Attendance
Door4# In Reader	☒ Attendance

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

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

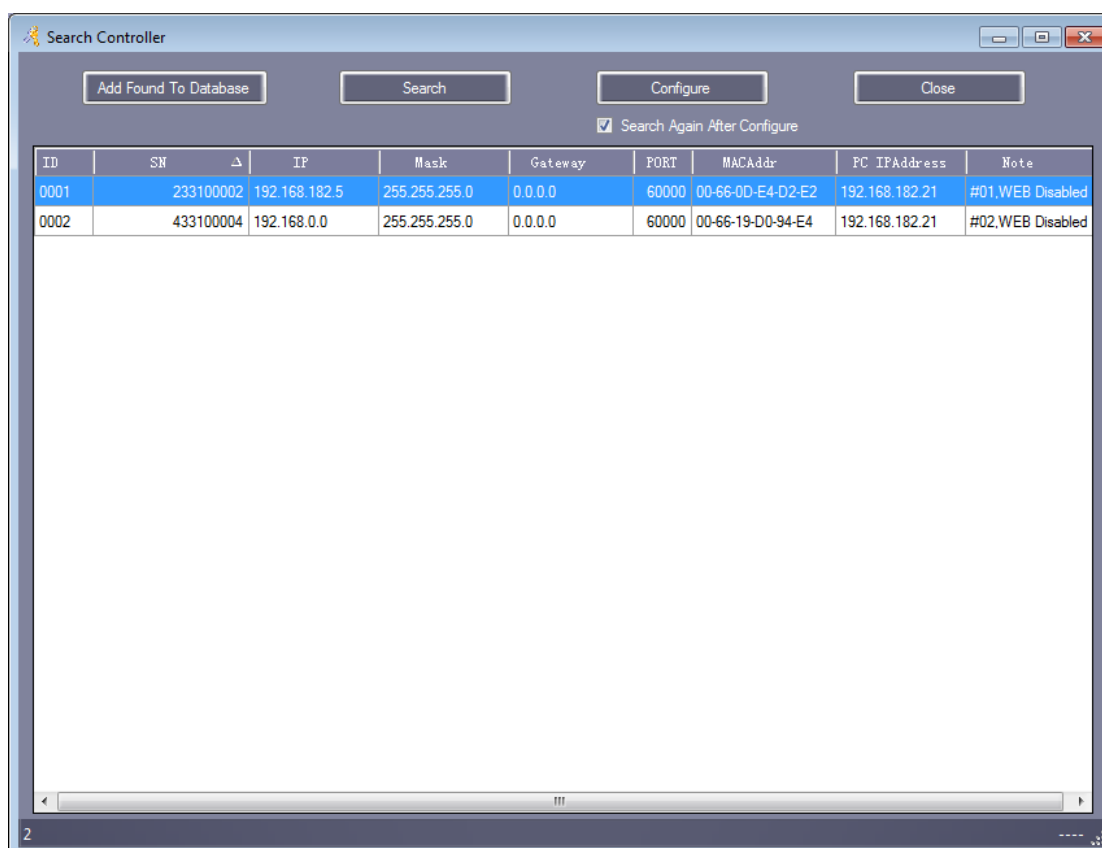
Mark "Attend":by ☒, the records on the card reader can be used as attendance records; otherwise, it can't.

Click "OK"



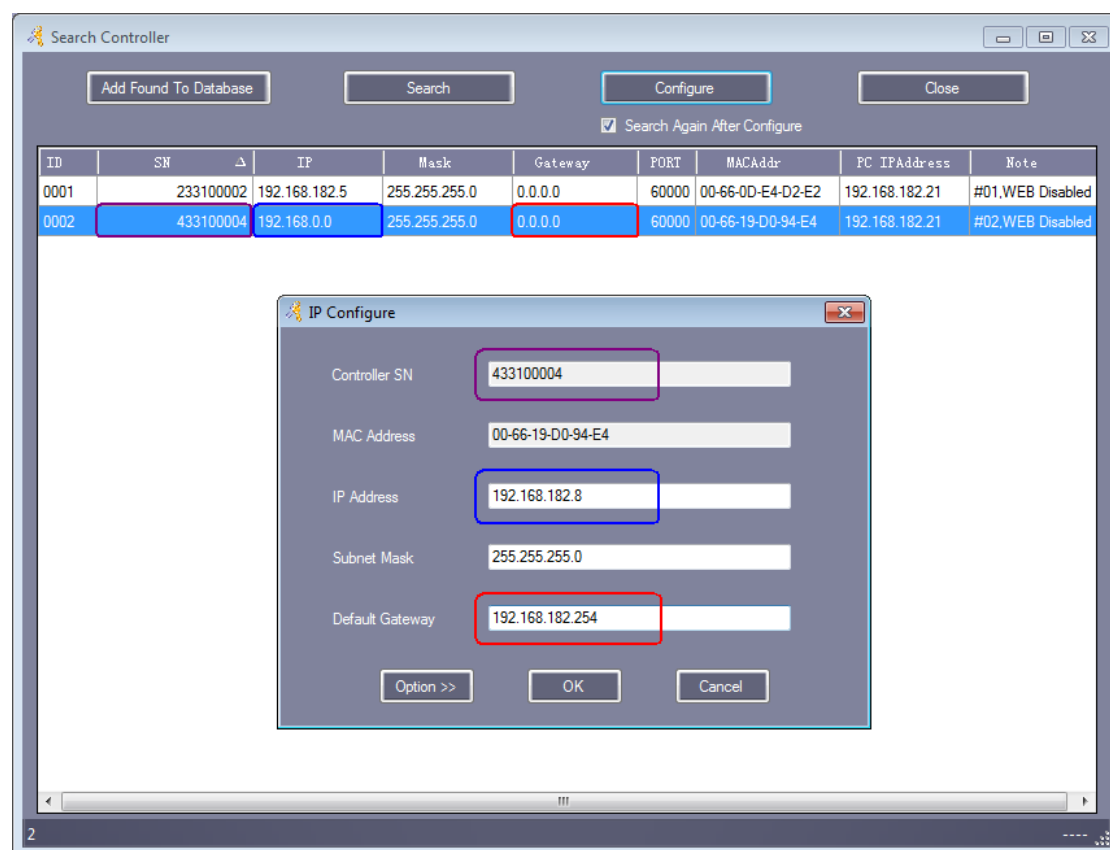
2.2.2 IP setting of Controller

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

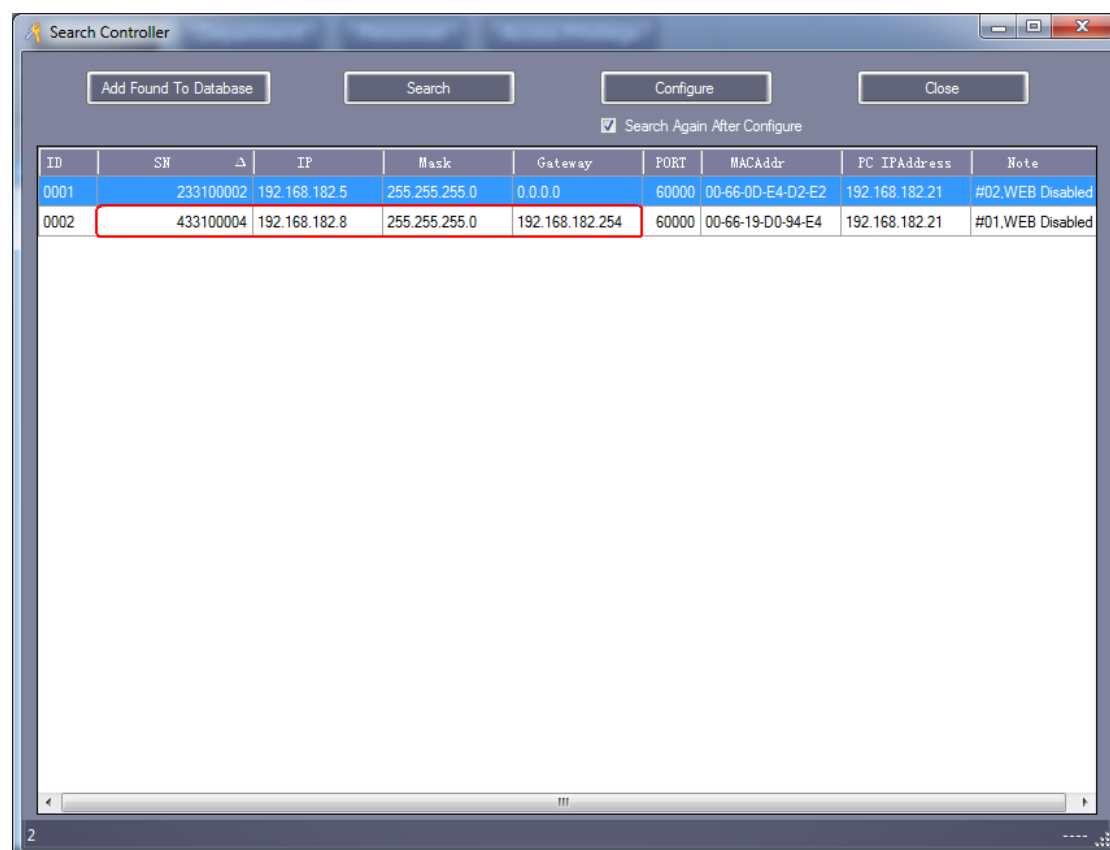


Search need take around 5 Seconds.

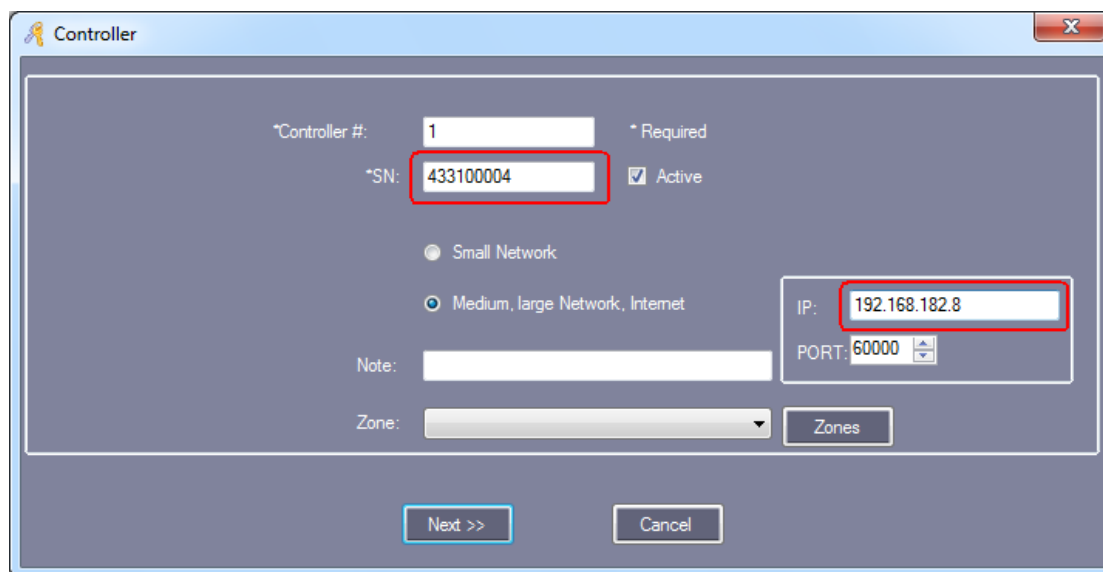
Click "Configure"



Click "OK"



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



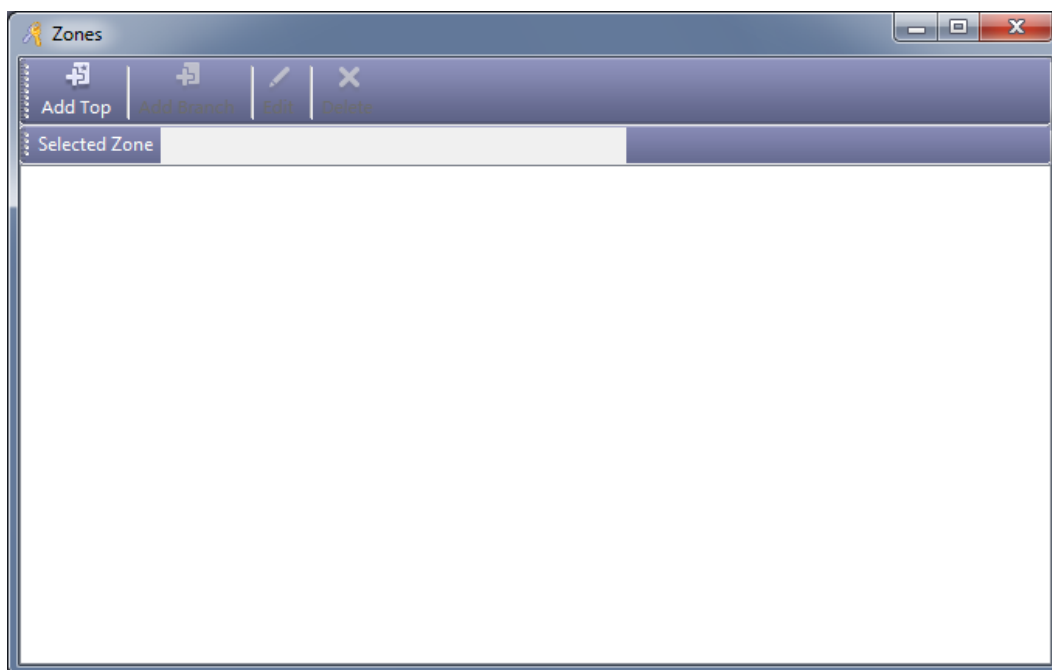
Result, You can see IP address.

Controllers Department Personnel Access Privilege									
Get + X Print Export To Excel Find (All Zones)									
Controller#	SN	Active	IP	PORT	Zone	Note	Doors		
1	433100004	☒	192.168.182.8	60000			Entrance Door; Manager Room Door; HR; Meeting Room Door;		

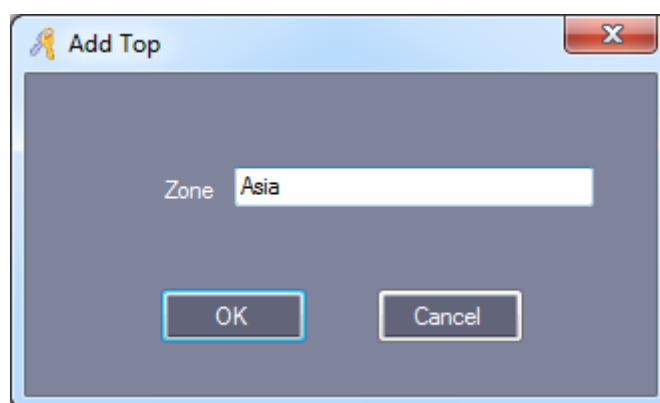
The controllers are separated into different network . Each controller must be assigned a unique IP address .

2.2.3 Controller Zone Management

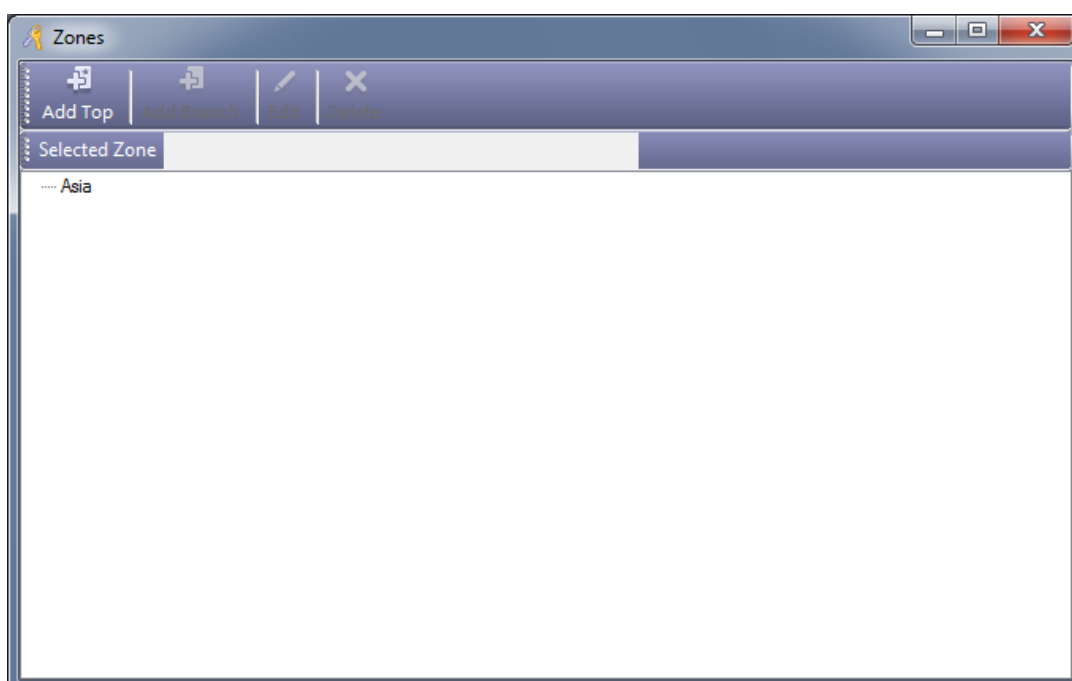
Click **【Configuration】** > **【Zones】**



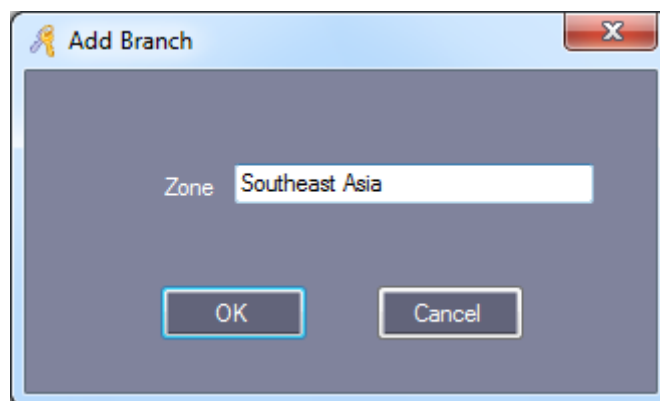
Click "Add Top"



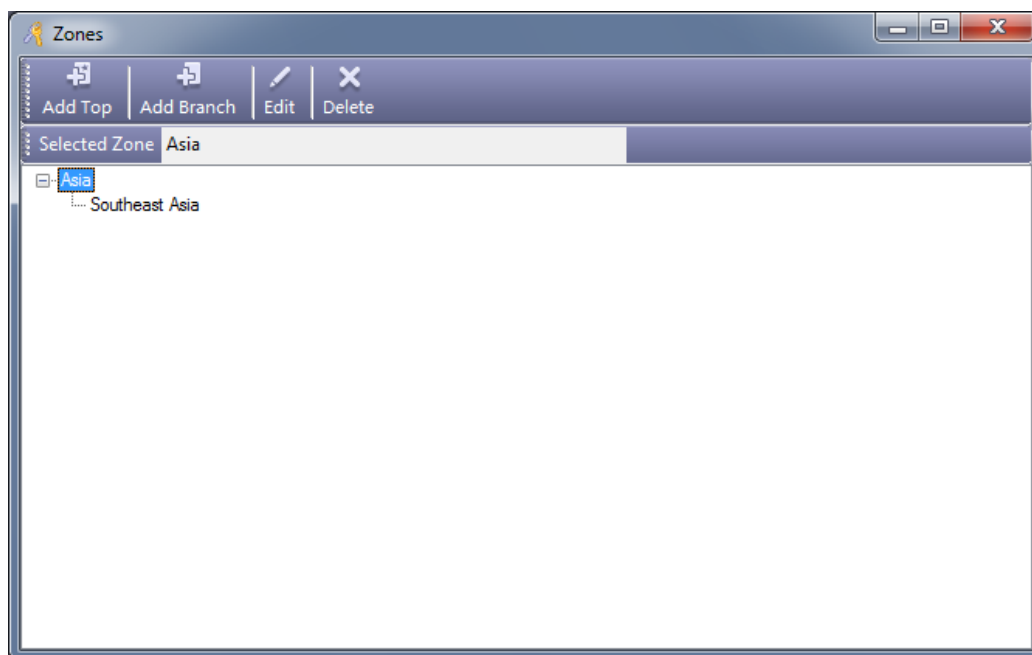
Click "OK"



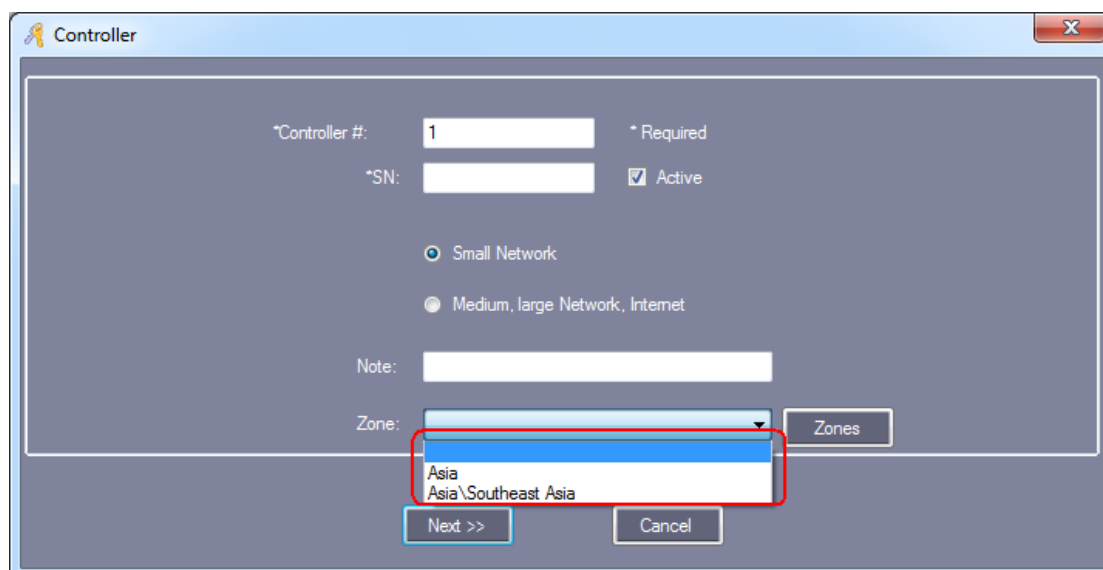
Click the “Add Branch” to add a new Branch under the Top.



Click “OK”



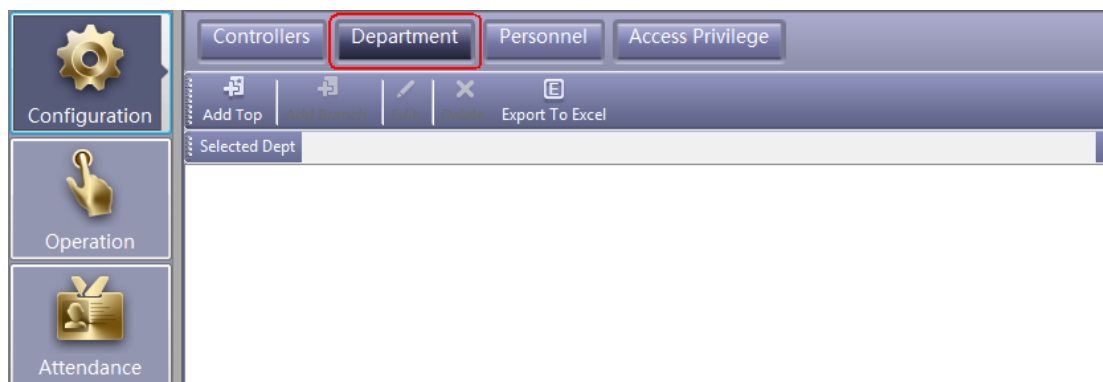
Click , Click **【Configuration】 > 【Controllers】 > 【New】** .



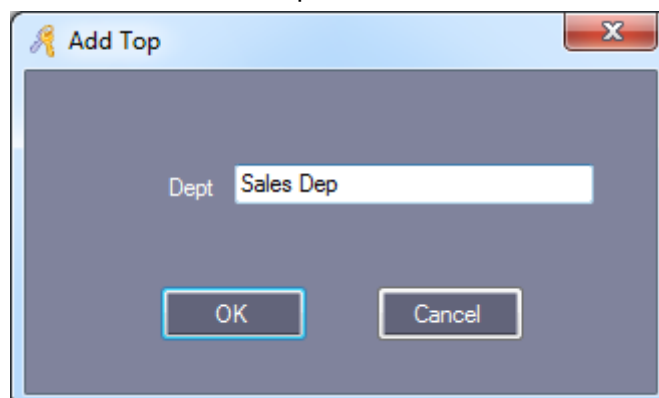
2.3 Operation of Department and Registered User

2.3.1 Add Department

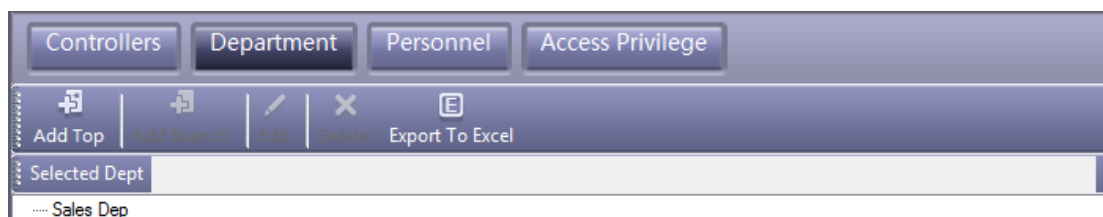
Click **【Configuration】** > **【Department】** from the menu bar



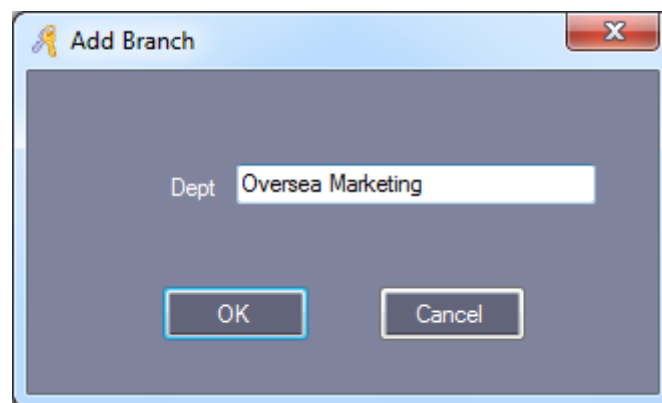
click the  to create a new department.



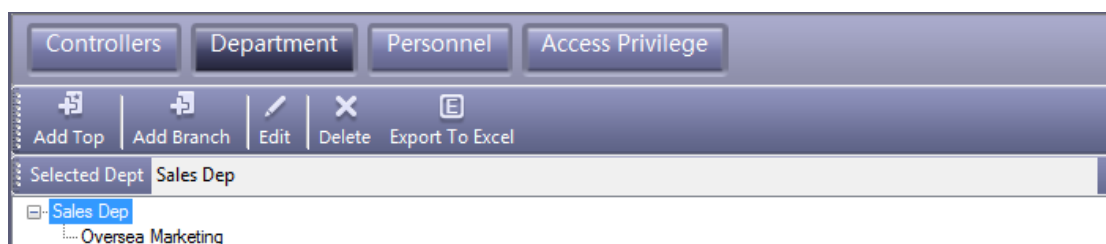
Click "OK"



Click the  to add a new Branch under the Top.

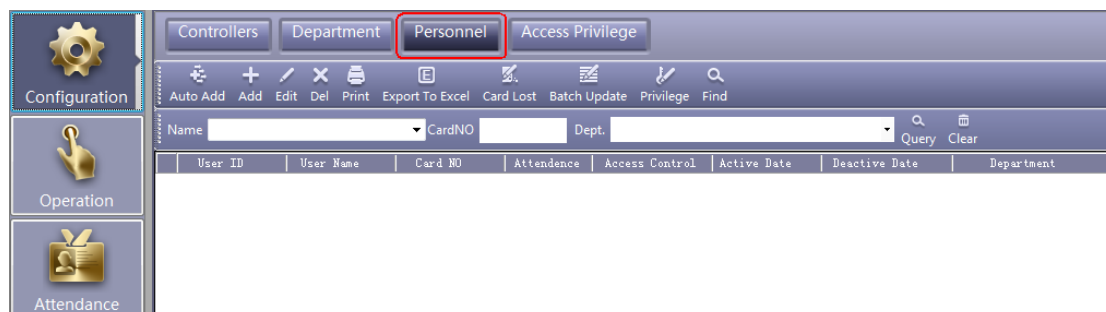


Click “OK”



2.3.2 Add and Edit a User

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



Click “Add” to add users.

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

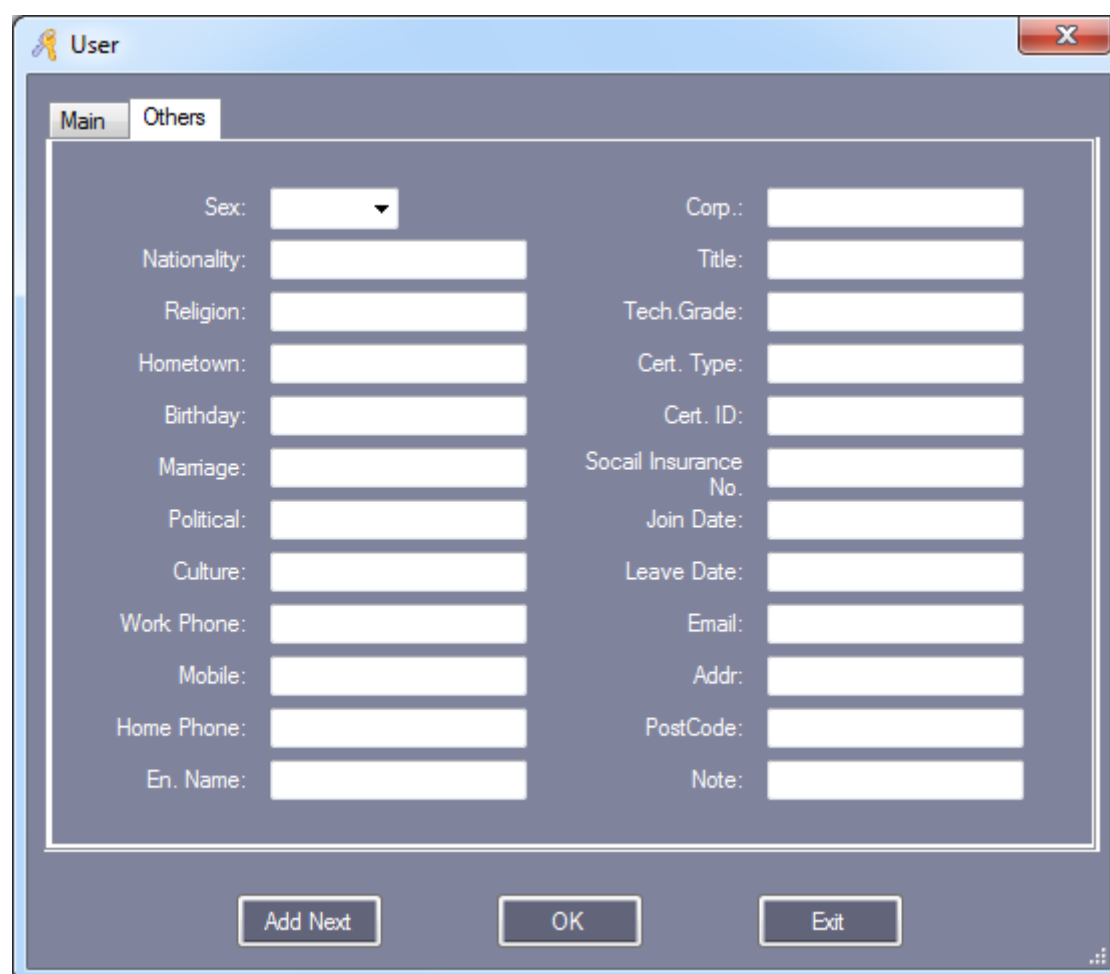
 After you input all information of the user, click this button, you complete adding a user to the system, Meanwhile it will remain showing the user windows and wait for you inputing the next user's information.

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

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

Controllers Department Personnel Access Privilege								
Auto Add Add Edit Del Print Export To Excel Card Lost Batch Update Privilege Find								
Name			CardNO	Dept.		Query Clear		
User ID	User Name	Card NO	Attendance	Access Control	Active Date	Deactive Date	Department	
1	Hellen	18016185	☒	☒	2014-03-03	2029-12-31	Sales Dep\Oversea Marketing	

User "Others" information

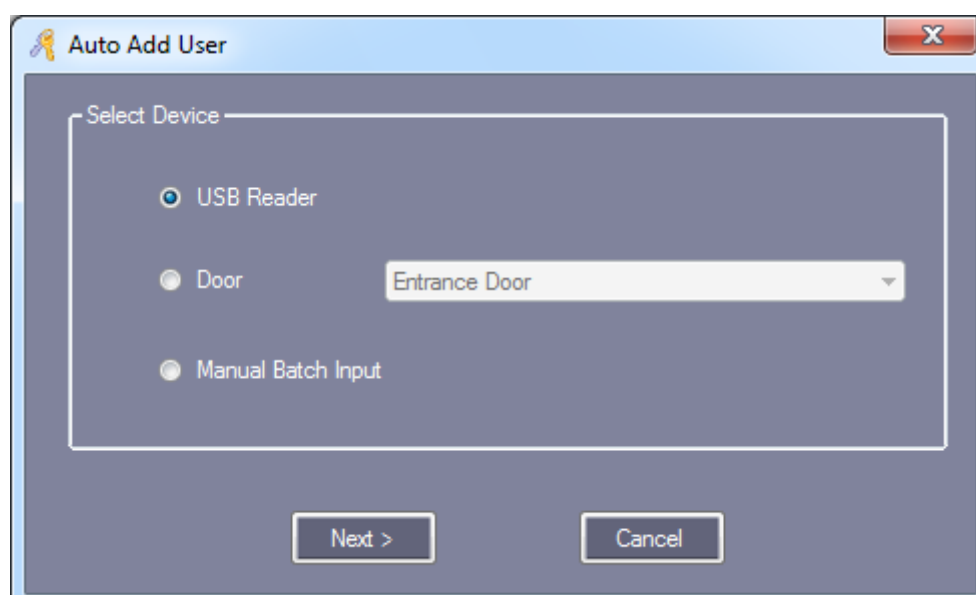


The 'User' window is a registration form with a title bar containing a key icon and the text 'User'. It has two tabs: 'Main' and 'Others', with 'Main' selected. The form is divided into two columns of input fields. The left column contains: Sex (dropdown), Nationality, Religion, Hometown, Birthday, Marriage,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

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

2.3.3 Auto Add the registration card

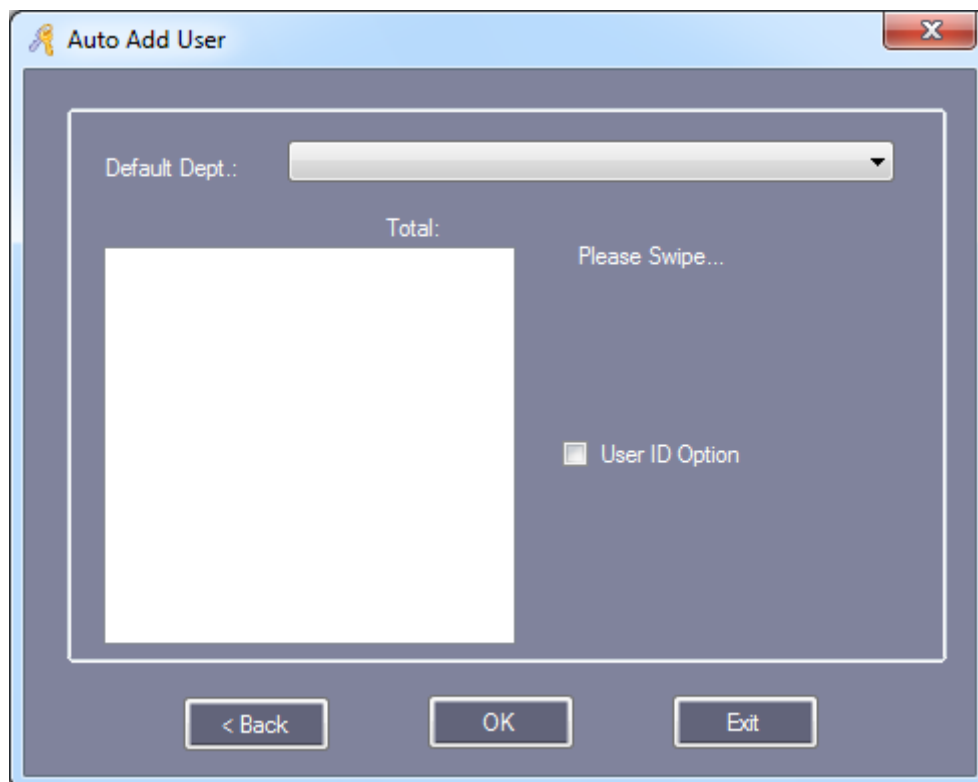
Click **【Configuration】** > **【Personnel】** > **【Auto Add】**



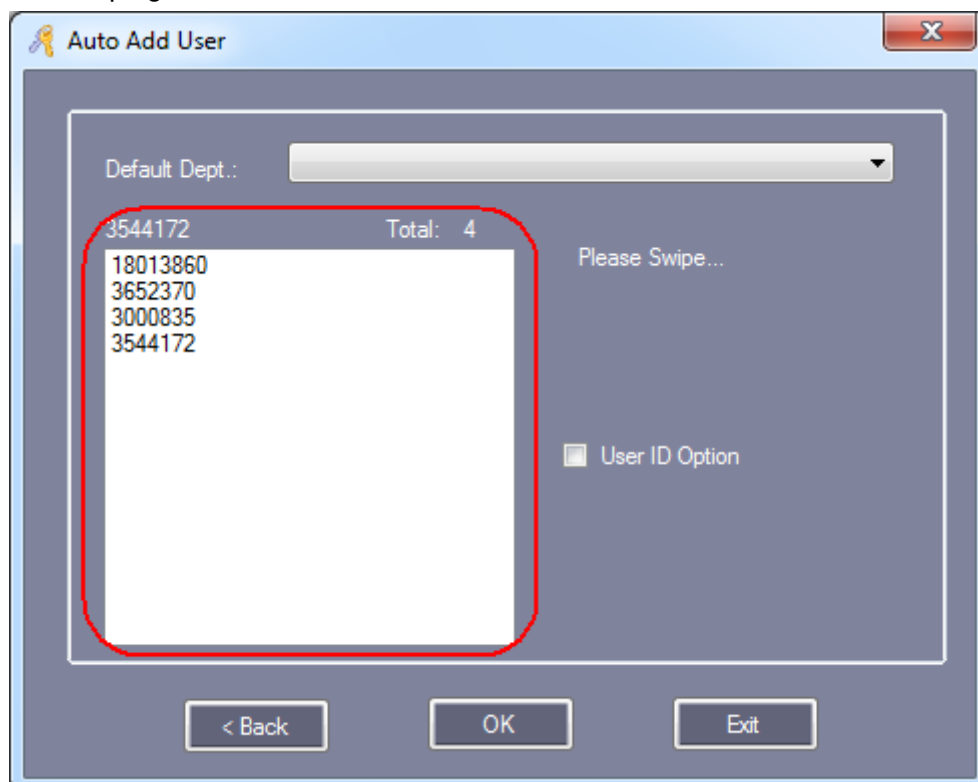
The 'Auto Add User' window has a title bar with a key icon and the text 'Auto Add User'. It contains a 'Select Device' section with three radio buttons: 'USB Reader' (selected), 'Door', and 'Manual Batch Input'. Next to the 'Door' radio button is a dropdown menu currently showing 'Entrance Door'. At the bottom 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”

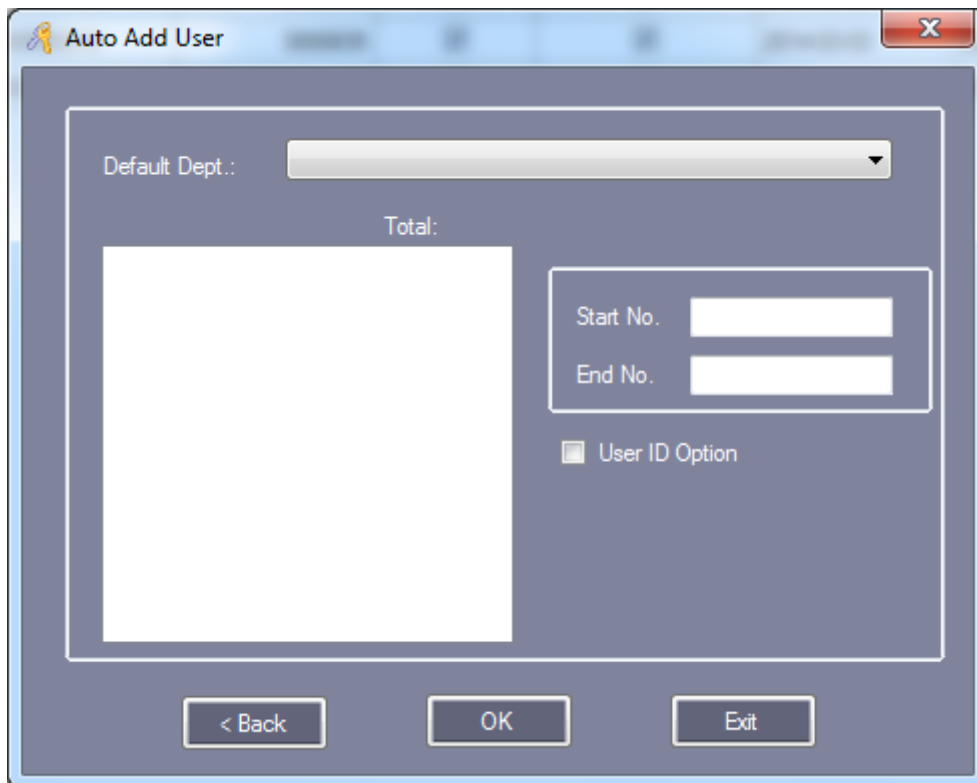


After swiping



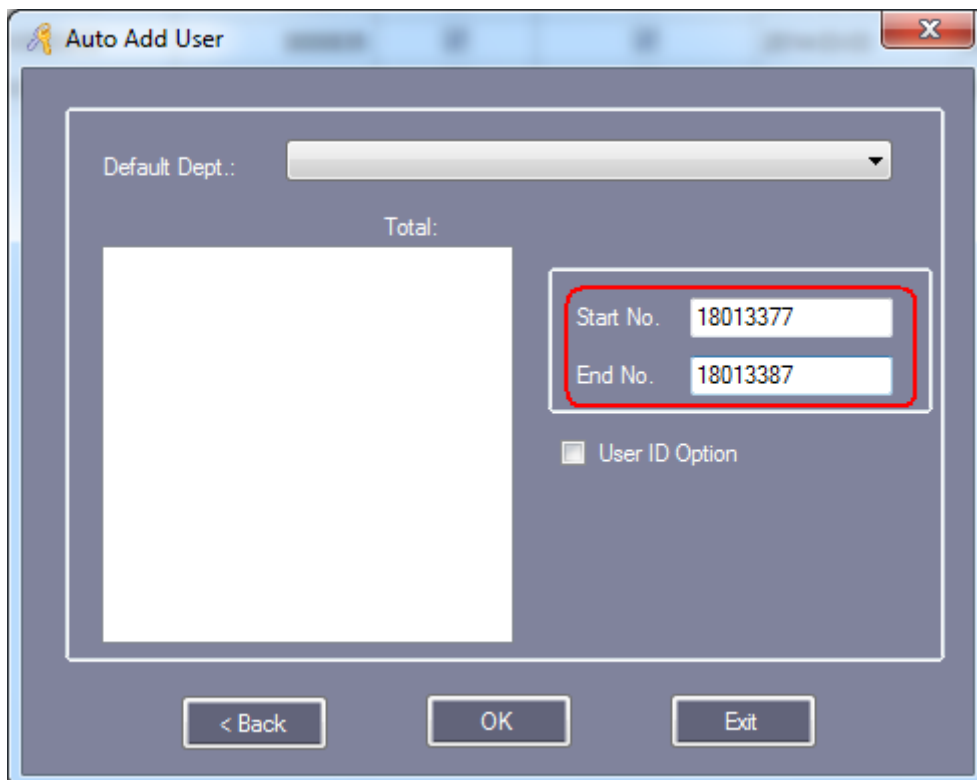
Click “OK”, Auto added to the Software.

Click “Manual Batch Input” ,Click “Next”



The screenshot shows the 'Auto Add User' dialog box. It has a title bar with a key icon and the text 'Auto Add User'. Inside, there is a 'Default Dept.: ' label followed by a dropdown menu. Below this is a 'Total:' label above a large empty rectangular box. To the right of this box are two input fields: 'Start No.' and 'End No.'. Below these fields is a checkbox labeled 'User ID Option'. At the bottom of the dialog are three buttons: '< Back', 'OK', and 'Exit'.

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



This screenshot shows the same 'Auto Add User' dialog box, but with manual input. The 'Start No.' field now contains the value '18013377' and the 'End No.' field contains '18013387'. These two input fields are highlighted with a red rectangular border. All other elements, including the 'Default Dept.' dropdown, the 'Total:' box, the 'User ID Option' checkbox, and the bottom buttons, remain the same as in the previous screenshot.

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 CardNO Dept. Query Clear								
User ID	User Name	Card NO	Attendance	Access Control	Active Date	Deactive Date	Department	
1	Hellen	18016185	☒	☒	2014-03-03	2029-12-31	Sales Dep\Oversea Marketing	
2	N18013860	18013860	☒	☒	2014-03-03	2029-12-31		
3	N3652370	3652370	☒	☒	2014-03-03	2029-12-31		
4	N3000835	3000835	☒	☒	2014-03-03	2029-12-31		
5	N3544172	3544172	☒	☒	2014-03-03	2029-12-31		
6	N18013377	18013377	☒	☒	2014-03-03	2029-12-31		
7	N18013378	18013378	☒	☒	2014-03-03	2029-12-31		
8	N18013379	18013379	☒	☒	2014-03-03	2029-12-31		
9	N18013380	18013380	☒	☒	2014-03-03	2029-12-31		
10	N18013381	18013381	☒	☒	2014-03-03	2029-12-31		
11	N18013382	18013382	☒	☒	2014-03-03	2029-12-31		
12	N18013383	18013383	☒	☒	2014-03-03	2029-12-31		
13	N18013384	18013384	☒	☒	2014-03-03	2029-12-31		
14	N18013385	18013385	☒	☒	2014-03-03	2029-12-31		
15	N18013386	18013386	☒	☒	2014-03-03	2029-12-31		
16	N18013387	18013387	☒	☒	2014-03-03	2029-12-31		

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

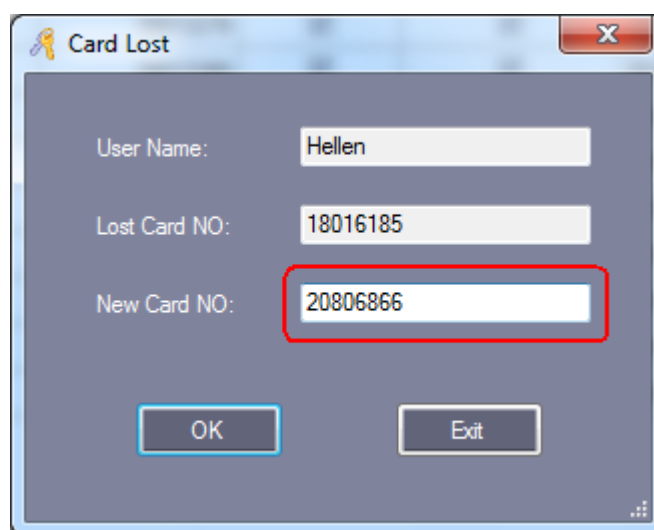
2.3.4 Alter Single-user's Privilege

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

2.3.5 Card Lost

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

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



The image shows a 'Card Lost' dialog box with the following fields and buttons:

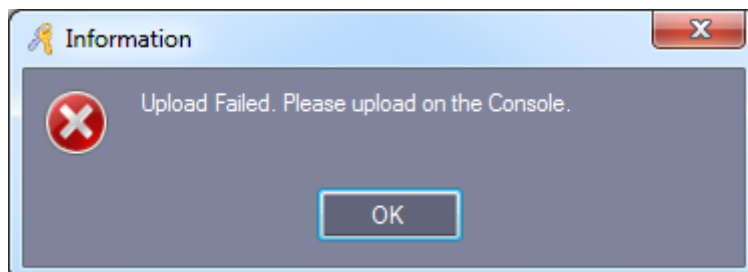
- User Name:** Hellen
- Lost Card NO:** 18016185
- New Card NO:** 20806866 (This field is highlighted with a red rectangle)
- Buttons:** OK, Exit

Input "New Card ID" :20806866

Click "OK"

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

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

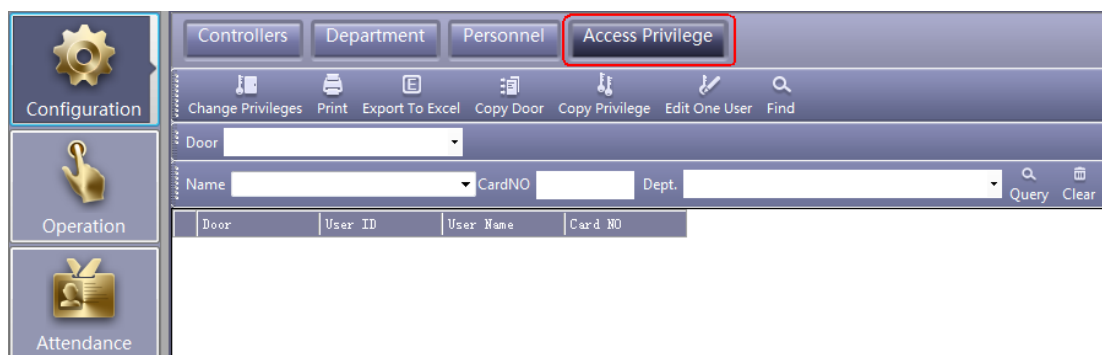


2.4 Operation

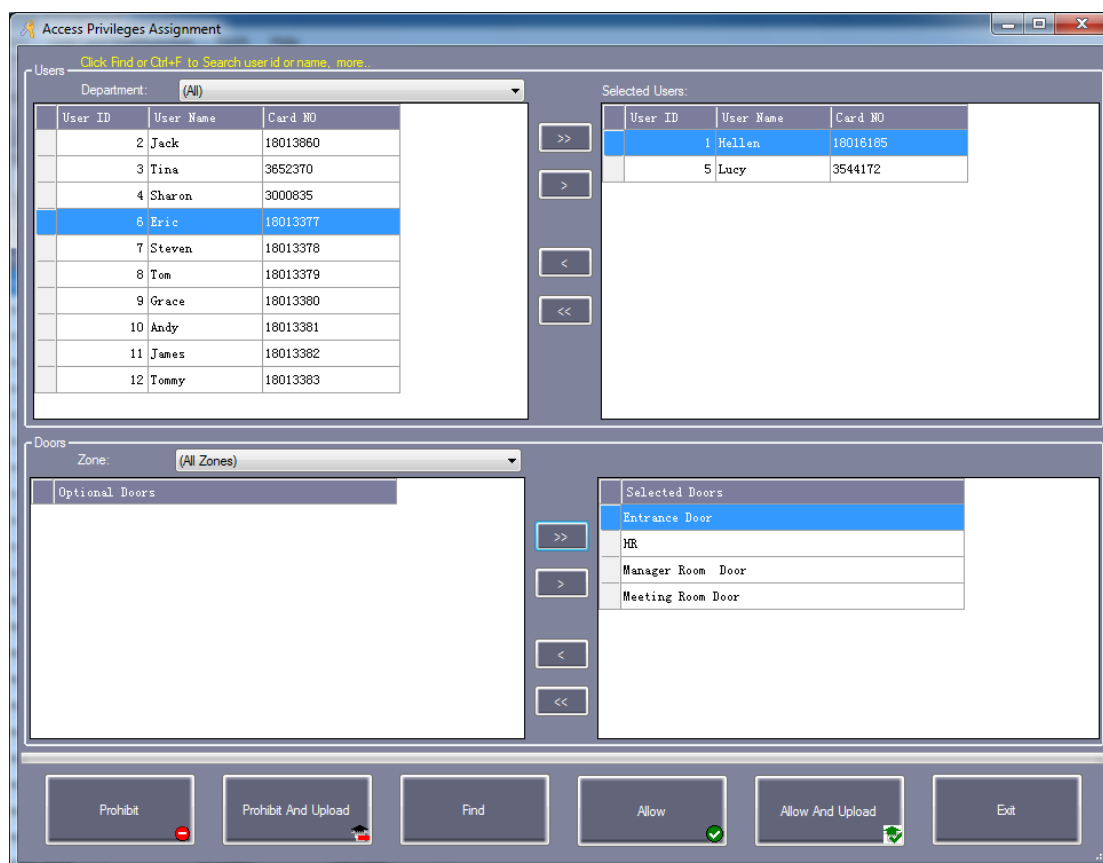
2.4.1 Privilege Management

2.4.1.1 Access Privilege

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



Click  Change Privileges

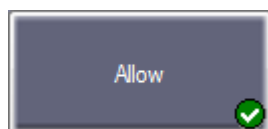


">>":Select all "Users" or all "Optional Doors"

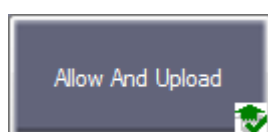
">":Select one "Users" or one "Optional Doors".

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

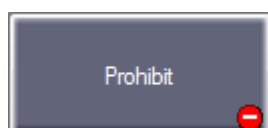
"<<":Cancel all "Selected Users" or all "Selected Doors".



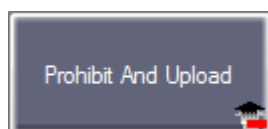
After clicking this button, and then **Operation -> Upload**, the selected users can pass through the selected doors.



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



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



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

selected doors.

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

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

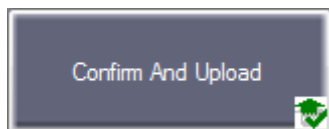
2.4.1.2 Edit One User's Privilege

">>": Select all "Optional Doors"

">": Select one "Optional Doors"

"<": Cancel one "Selected Doors"

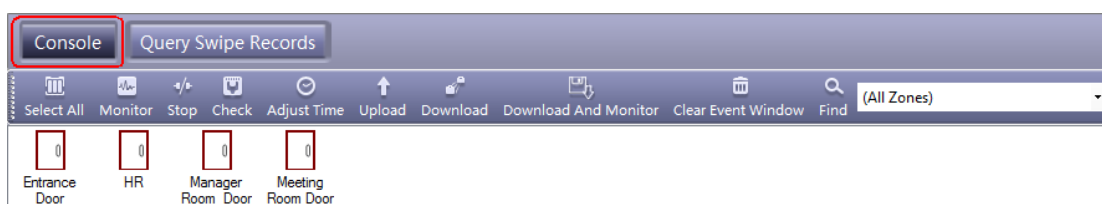
"<<": Cancel all "Selected Doors"



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

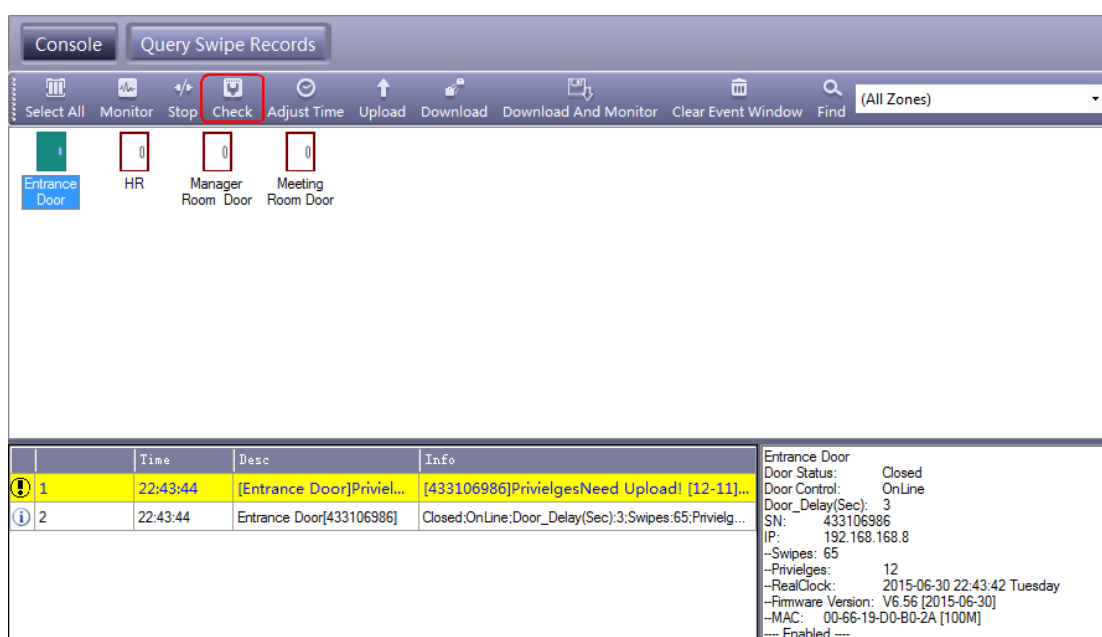
2.5 Console

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

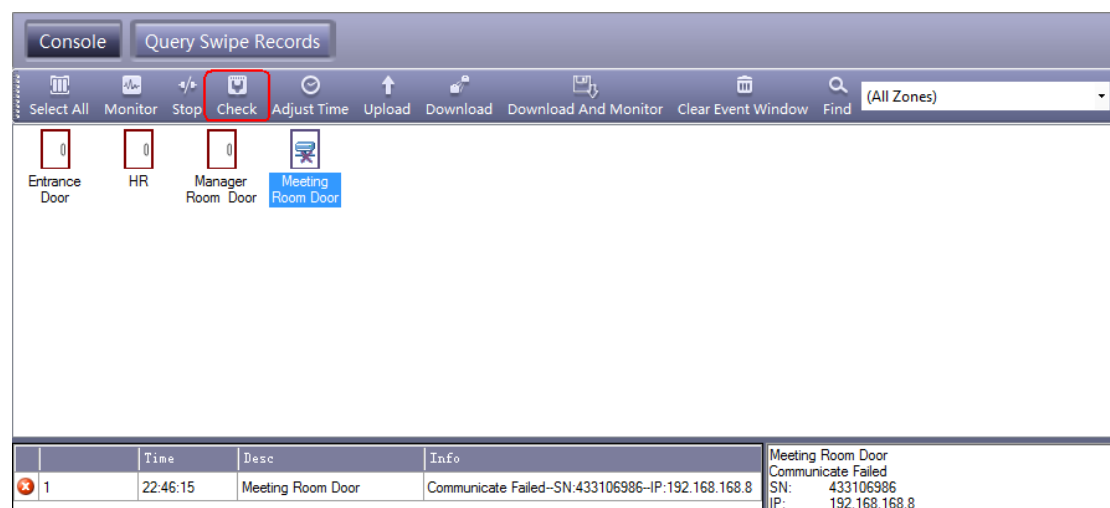


2.5.1 Controller's Info Check

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

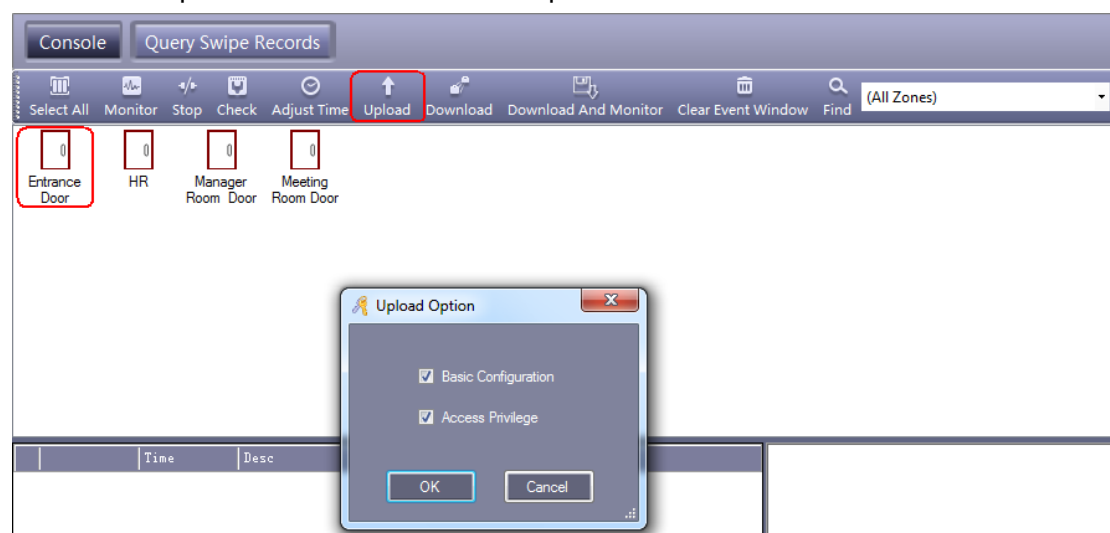


It will show the controller's basic information .such as the amount of swipings and privileges, Door status, control status, open delay (sec) .If the controller is well communicated with computer, the door label's color is green , otherwise the color is red.

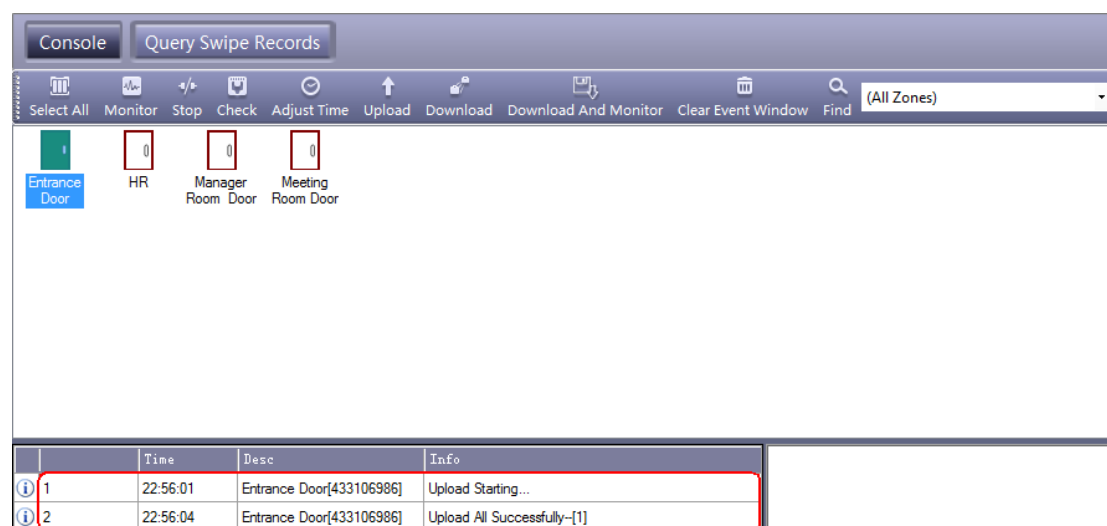


2.5.2 Upload Setting

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



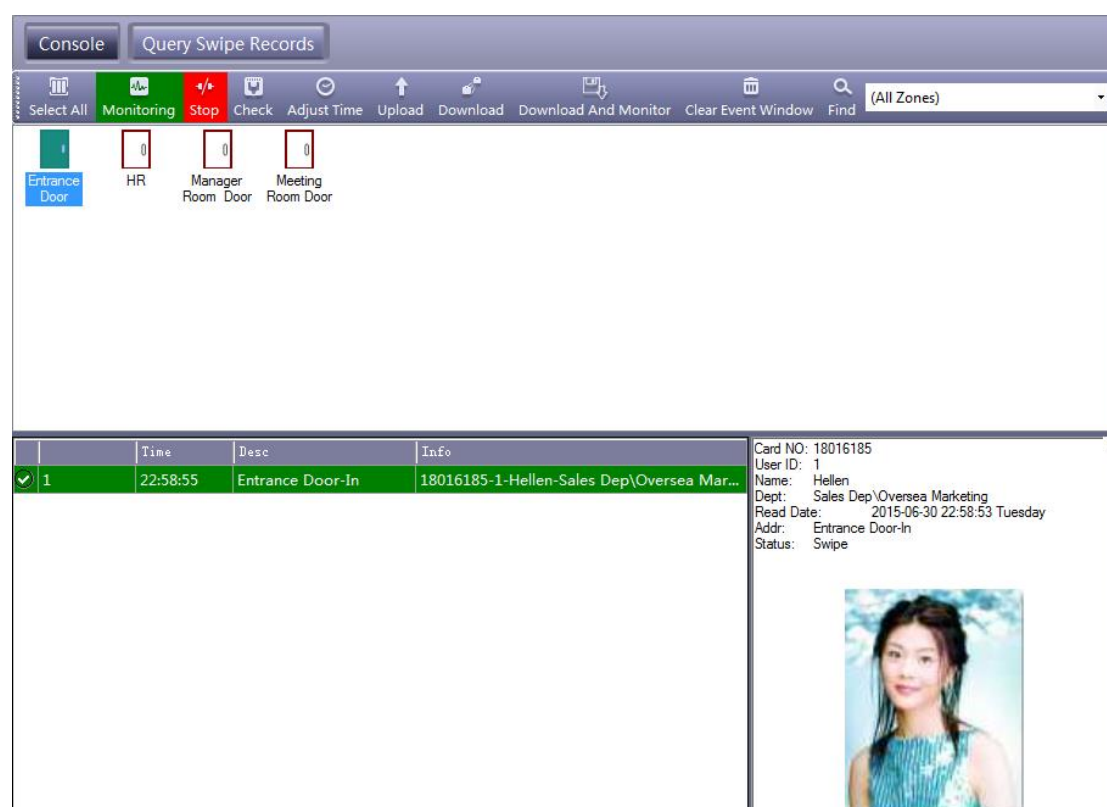
Click "OK"



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

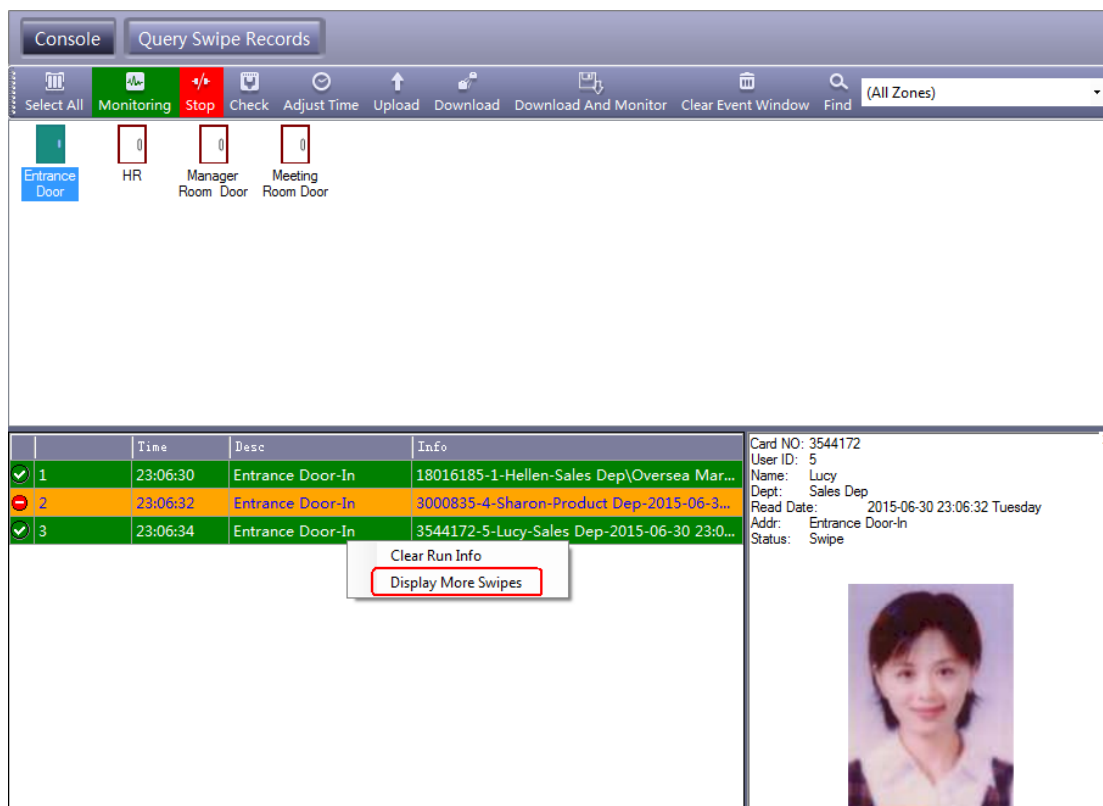
2.5.3 Monitor

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



2.5.4 Display More Swipes

Only display swipe card records.



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

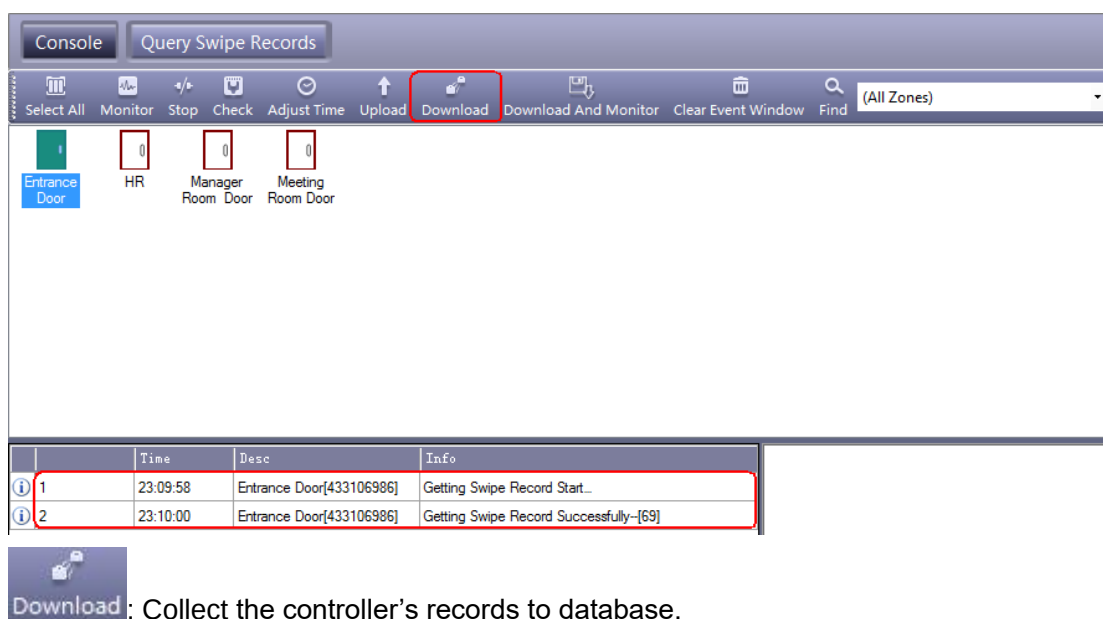


Right click "Photo". You can adjust the display of information.



2.5.5 Getting Swipe Records

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



2.6 Records Query

Please "Download" Records and then query.

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

Console **Query Swipe Records**

Print Export To Excel Query Options Find

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

Name CardNO Dept. Query Clear

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

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

Select Addr

Selected Zone: (All Zones)

Select All Select None

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

Query

Close

Query result as follows:

Console

Query Swipe Records

Print

Export To Excel

Query Options

Find

From:

First Event

2014-03-03 Monday

To:

Last Event

2014-03-03 Monday

Time:

00:00

To:

23:59

Name

CardNO

Dept.

Query

Clear

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

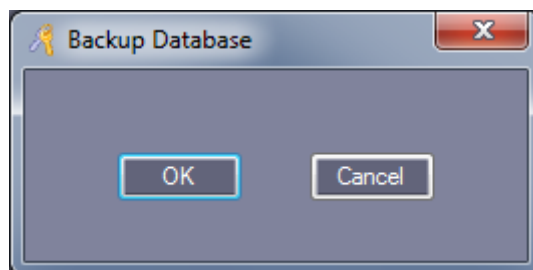
OK Cancel

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

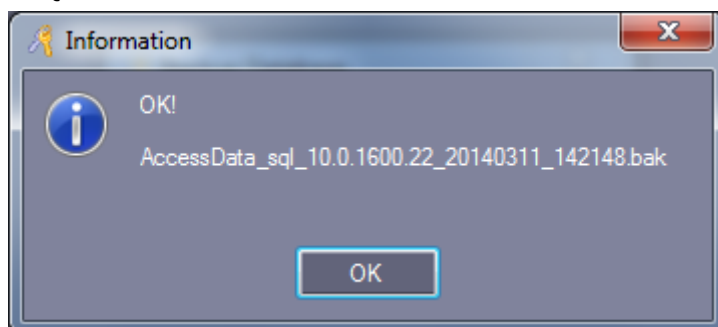
Click **【File】 > 【DB Backup】**



Click "OK".

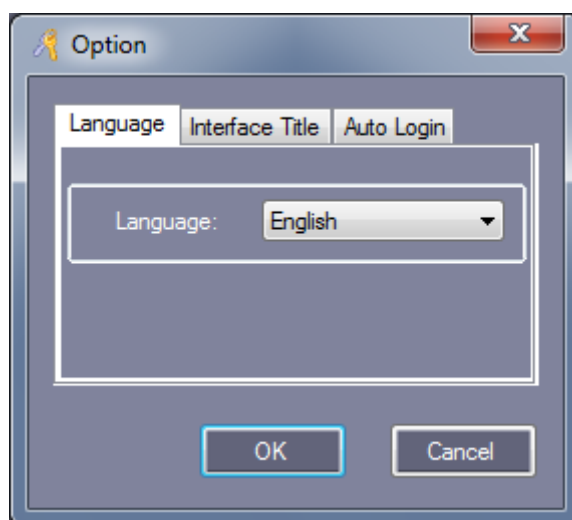
This backup file is saved in software under the default installation path "C:\AccessControl".

If Backup is SQL DB.



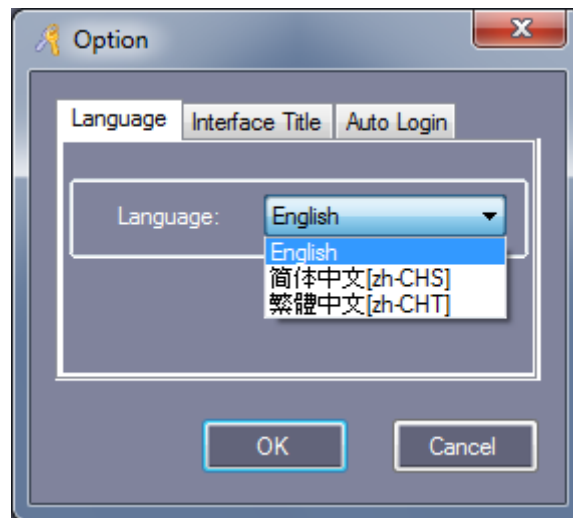
Click "OK", This backup file is saved in database under the default installation path. "C:\Program Files\Microsoft SQL Server\MSSQL10.MSSQLSERVER\MSSQL\Backup"

2.7.3 Option



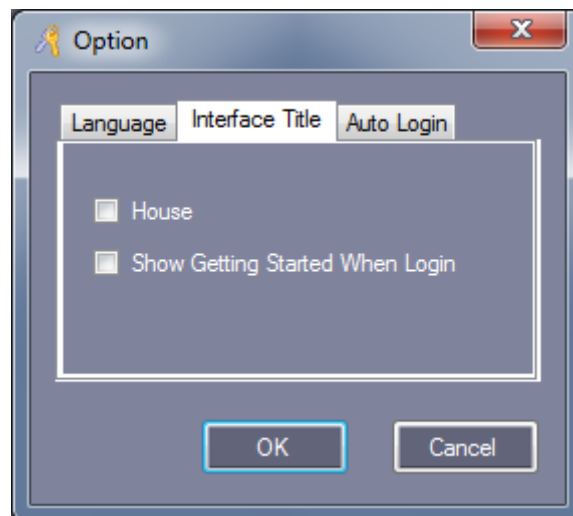
【Language】

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



【Interface Title】

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

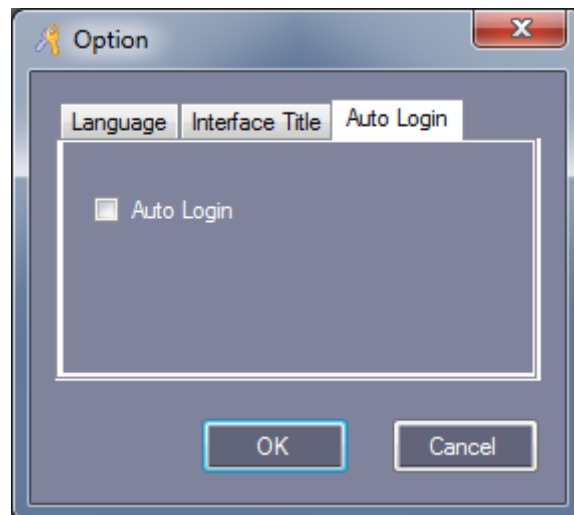


【House】 : Used in community management.

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

【Auto Login】

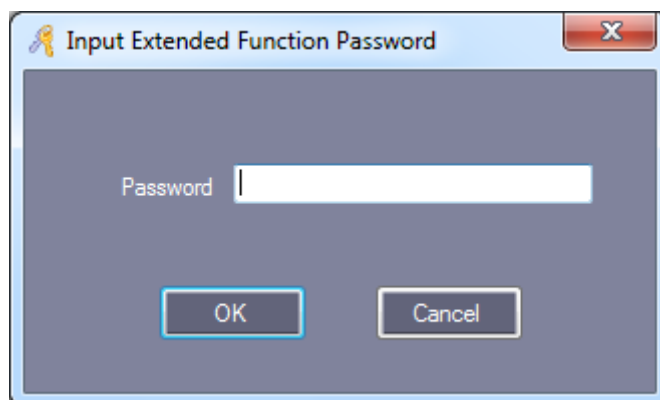
Click **【Tools】** > **【Auto Login】** from menu bar.



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

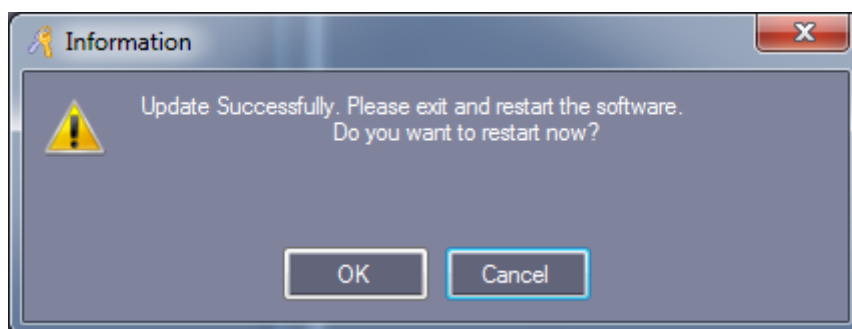
Part 3 Extended Function

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



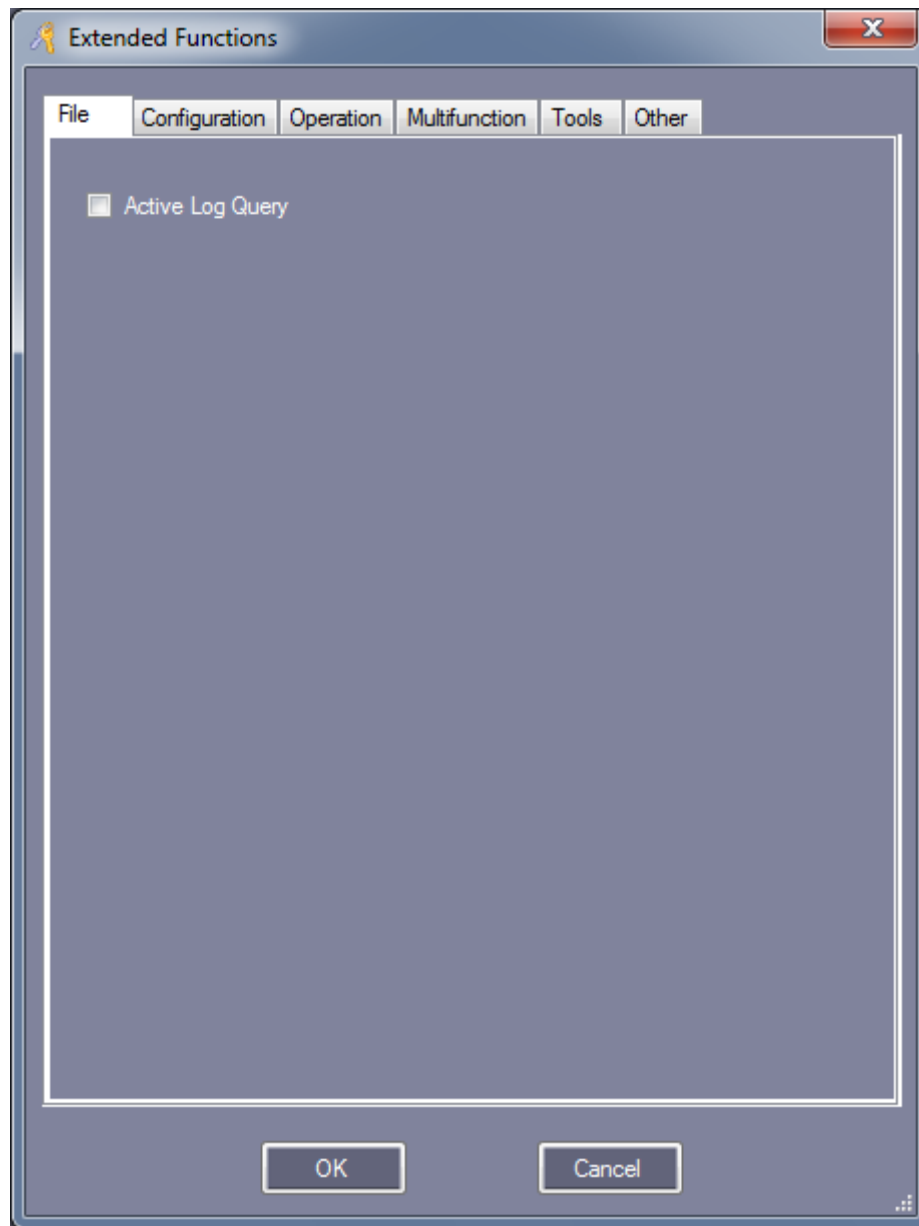
If you want to Activate the Extended Function . please input the password .
Please ask provider for password.

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



Extended Functions introduced as follows:

3.1 File



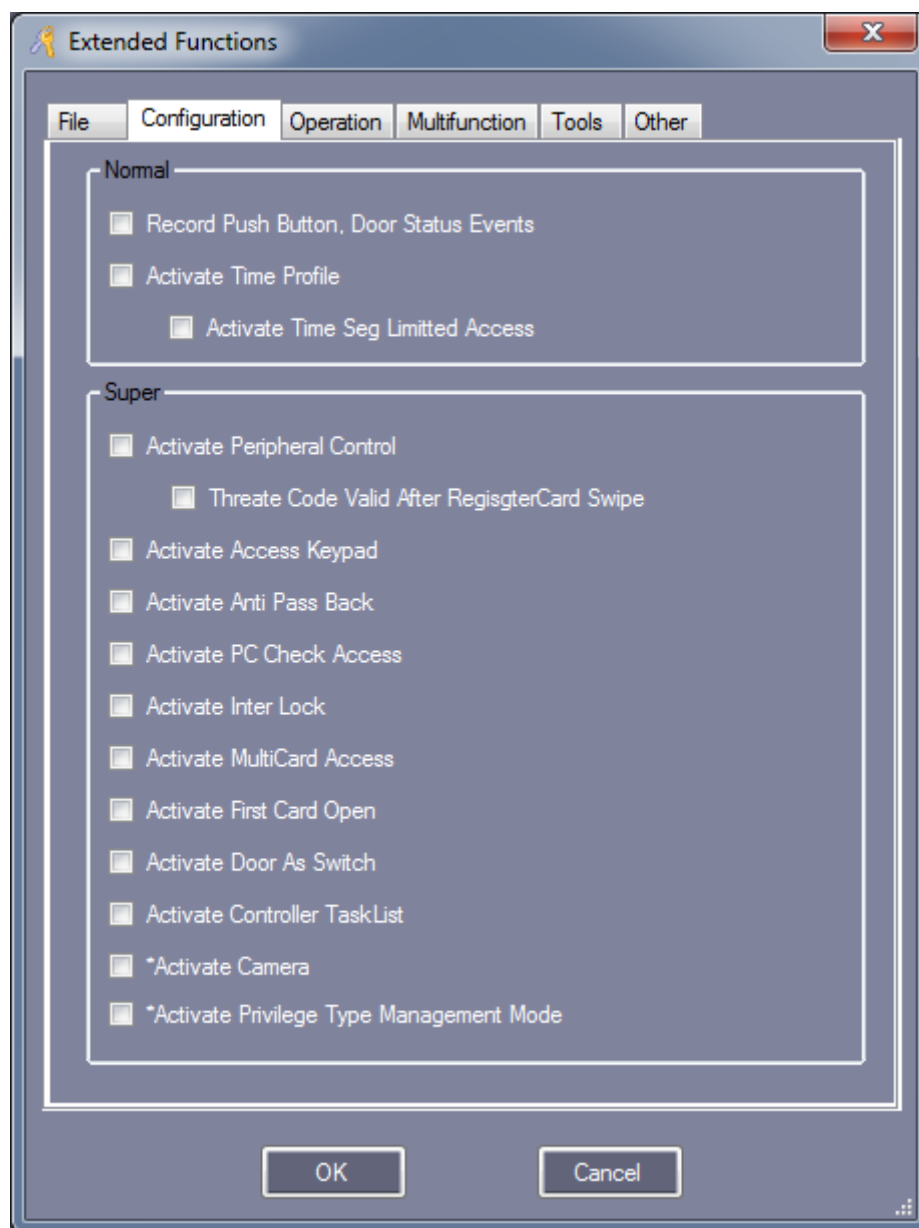
3.1.1 Active Log Query

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.Adrotor 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.

Console Query Swipe Records

Select All Monitoring Stop Check Adjust Time Upload Download Download And Monitor Clear Event Window Find (All Zones)

Entrance Door HR Manager Room Door Meeting Room Door

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

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

3.2.2 Record Door Status Events

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

Console Query Swipe Records

Select All Monitoring Stop Check Adjust Time Upload Download Download And Monitor Clear Event Window Find (All Zones)

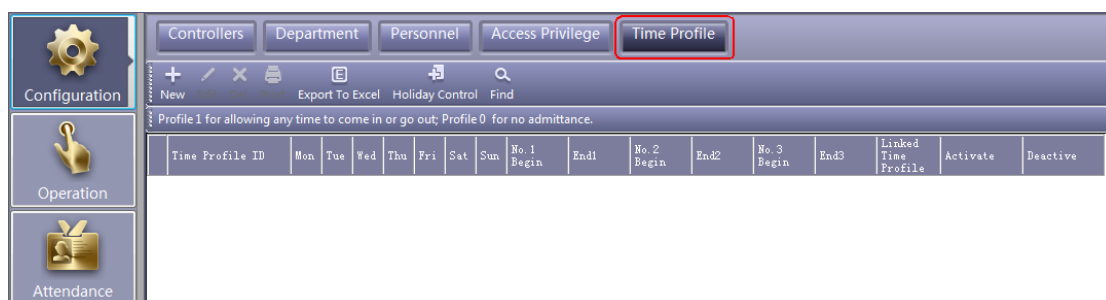
Entrance Door HR Manager Room Door Meeting Room Door

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

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

3.2.3 Activate Time Profile

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



Click “New” to add new Time Profile and setting.

Time Profile ID: 2

Description: Normal

Linked Time Profile: 0

Activate: 2010-01-01

Deactivate: 2029-12-31

Week Day:

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

Time Segment:

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

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

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

OK Cancel

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
2 [Normal]	☒	☒	☒	☒	☒	☐	☐	08:30	17:30	00:00	00:00	00:00	00:00	0

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

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

Add new "Time Profile 3"

Time Profile

Time Profile ID: 3

Description: Weekend

Linked Time Profile: 0

Activate: 2010-01-01

Deactivate: 2029-12-31

Week Day

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

Time Segment

No.1: 08:30 -- 12:30

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

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

OK Cancel

Click "OK"

Controllers

Department

Personnel

Access Privilege

Time Profile

New

Edit

Del

Print

Export To Excel

Holiday Control

Find

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

	Time Profile ID	Mon	Tue	Wed	Thu	Fri	Sat	Sun	No. 1 Begin	End1	No. 2 Begin	End2	No. 3 Begin	End3	Linked Time Profile	Activate	Deactive
	2 [Normal]	☒	☒	☒	☒	☒	☐	☐	08:30	17:30	00:00	00:00	00:00	00:00	0	2010-01-01	2029-12-31
	3 [Weekend]	☐	☐	☐	☐	☐	☒	☐	08:30	12:30	00:00	00:00	00:00	00:00	0	2010-01-01	2029-12-31

“Time Profile 2” link “Time Profile 3”

Time Profile

Time Profile ID: 2

Description: Normal

Linked Time Profile: 3

Activate: 2010-01-01

Deactivate: 2029-12-31

Week Day

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

Time Segment

No.1: 08:30 – 17:30

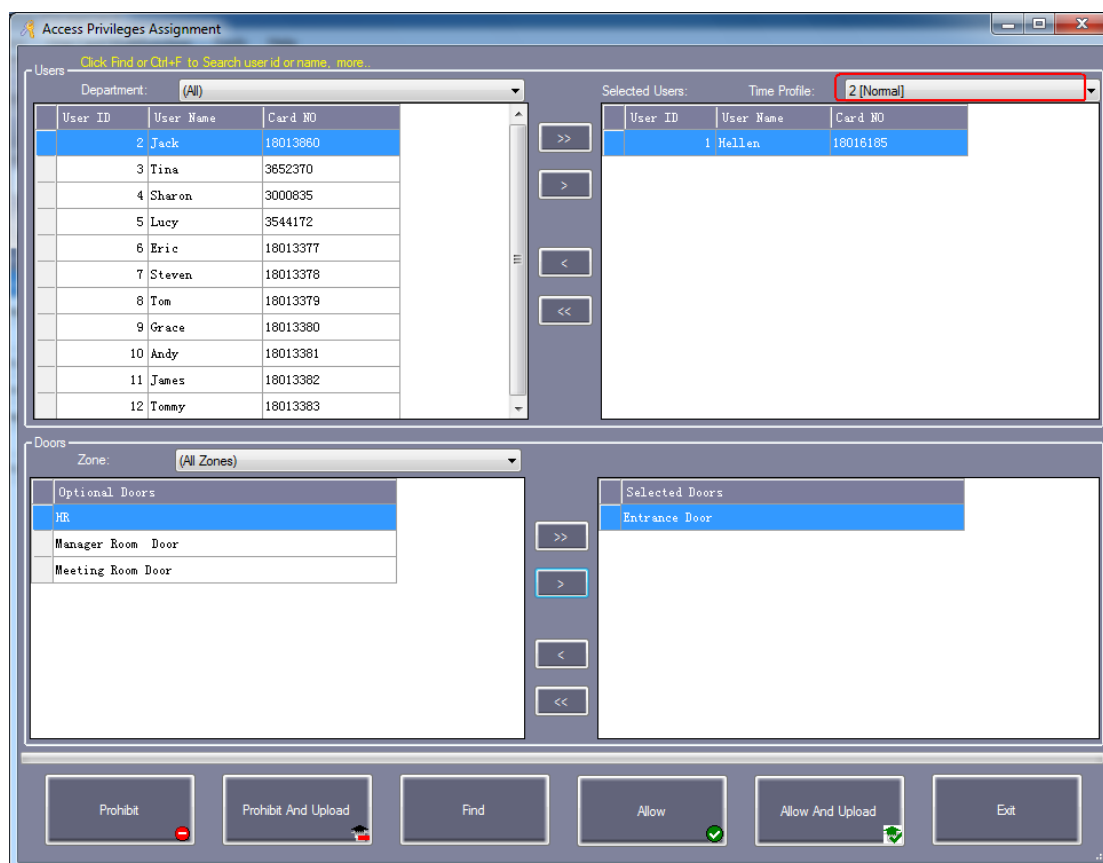
No.2: 00:00 – 00:00

No.3: 00:00 – 00:00

OK Cancel

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

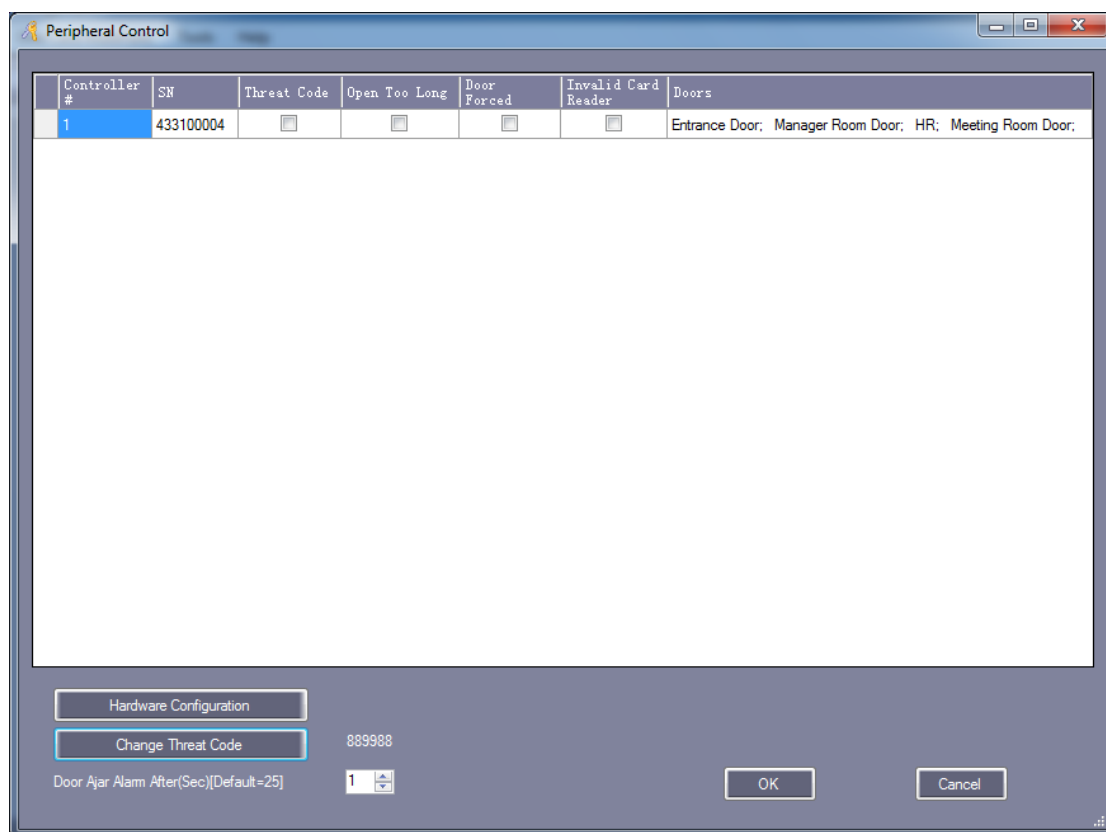
Click **【Configuration】** > **【Access Privilege】** > **【Change Privileges】**



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

3.2.4 Activate Peripheral Control

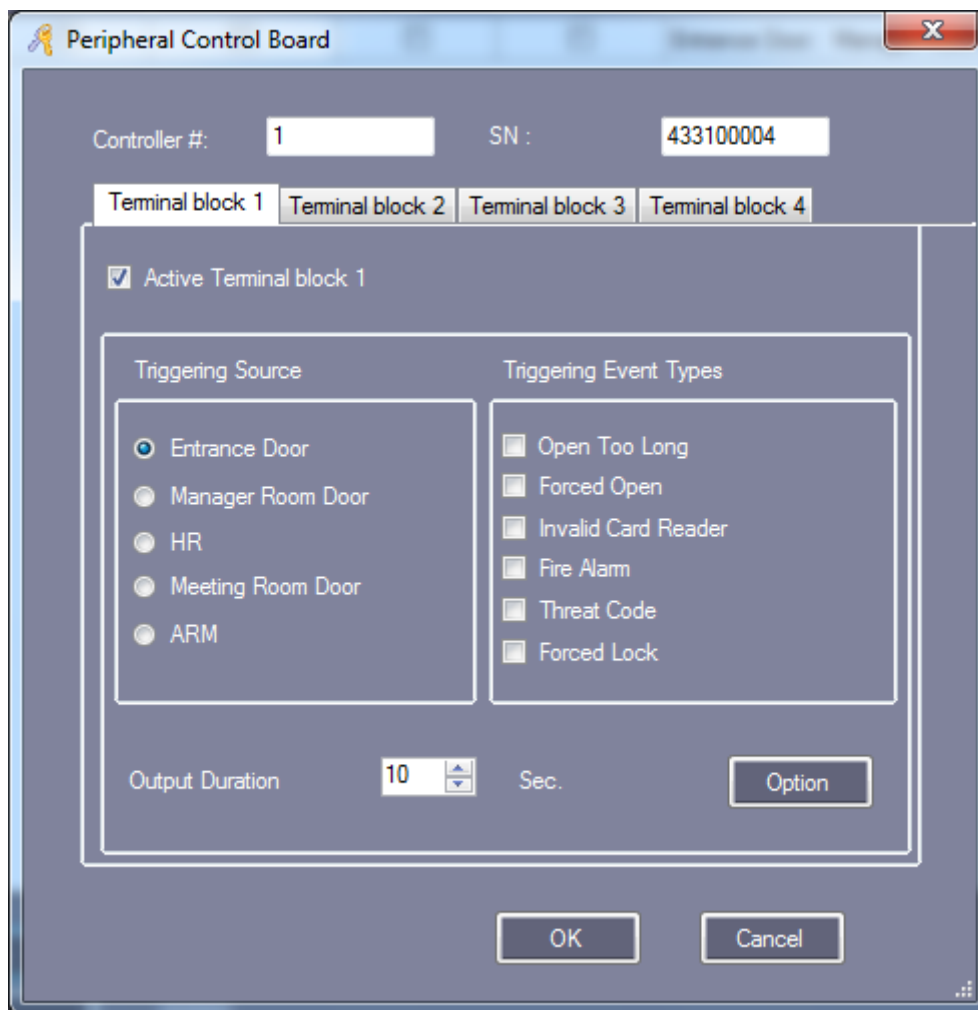
Click **【Configuration】 > 【Peripheral】**



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

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

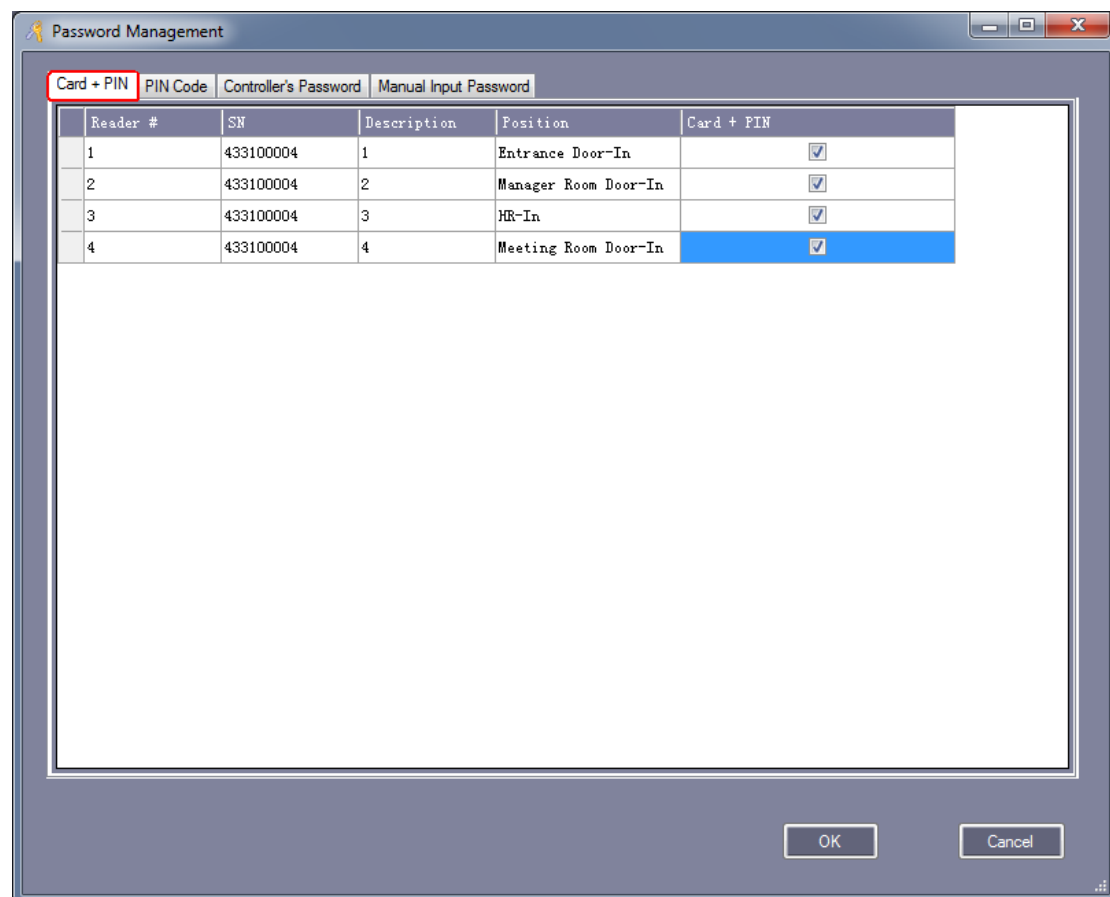
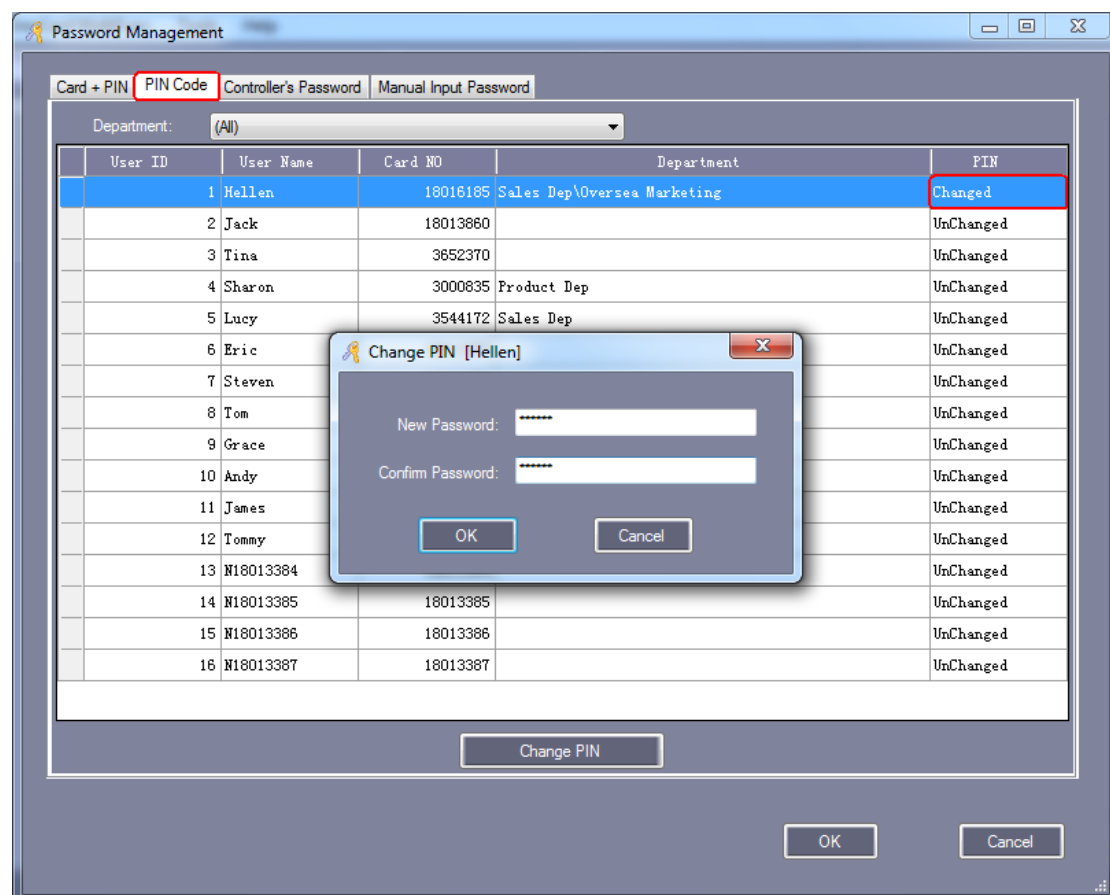
【Hardware Configuration】



3.2.5 Activate Access Keypad

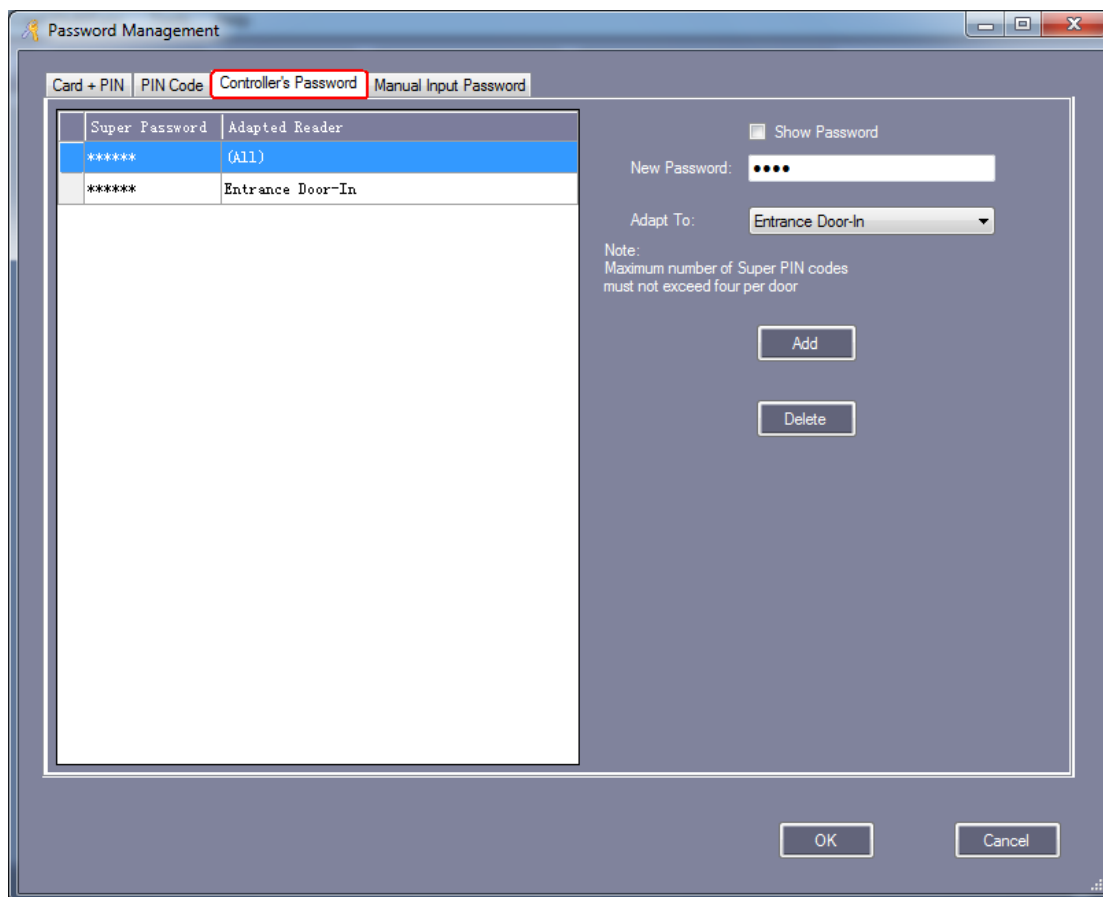
Click **【Configuration】** > **【Pwd MGT】**

【Card + PIN】

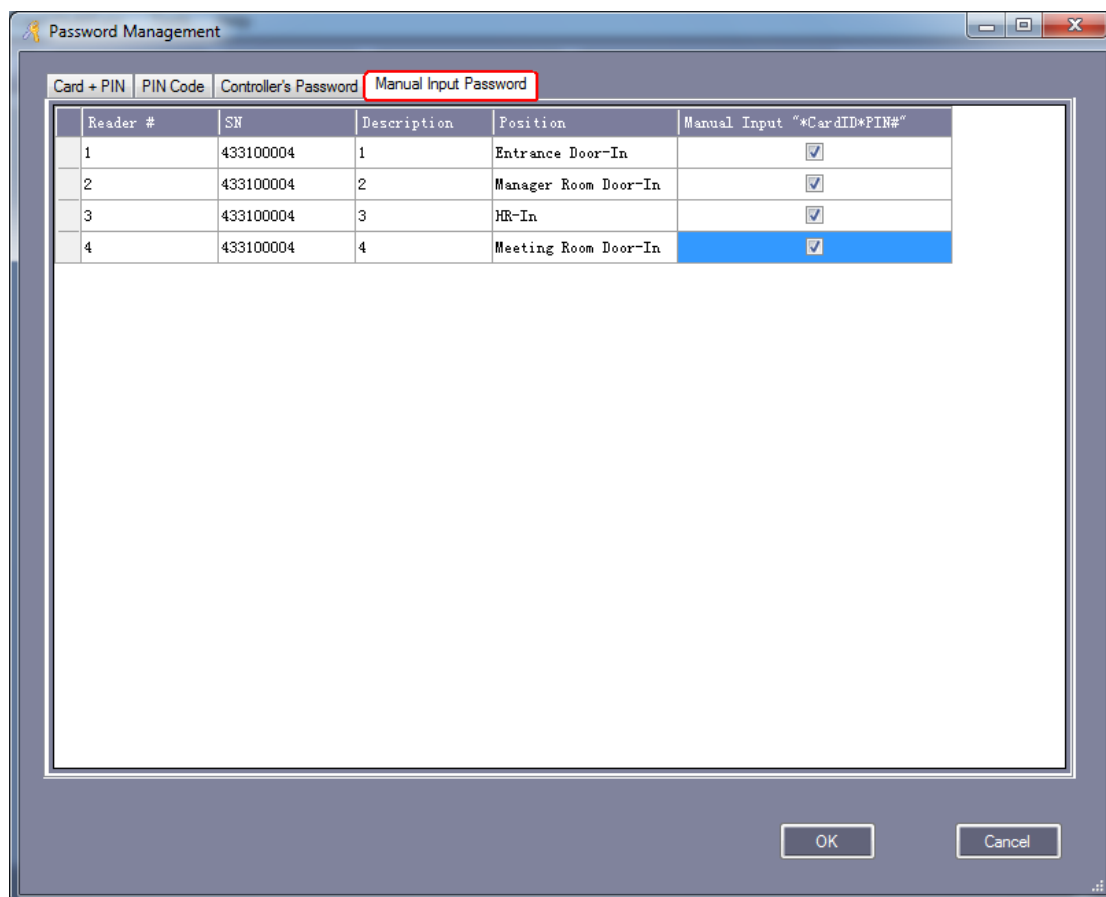
**【PIN Code】**

User's default password is 345678.

【Controller's Password】

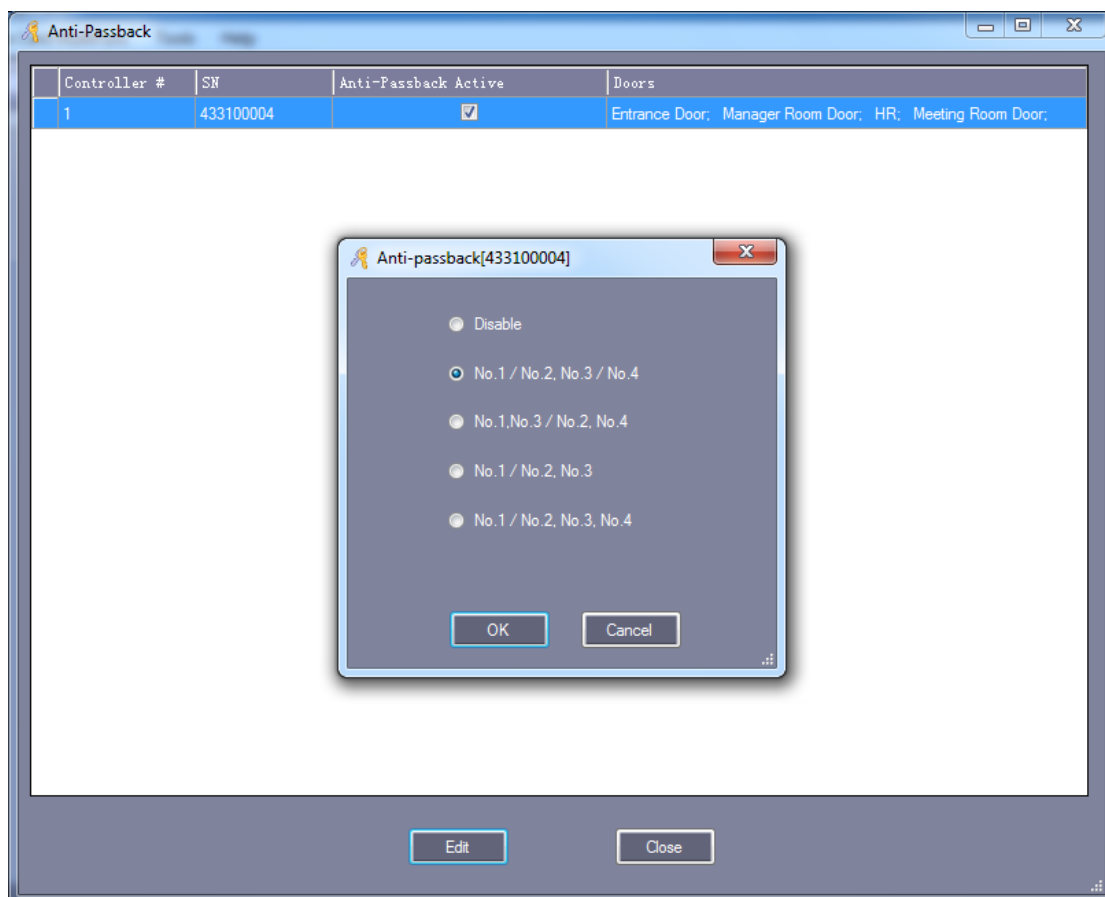


【Manual Input Password】



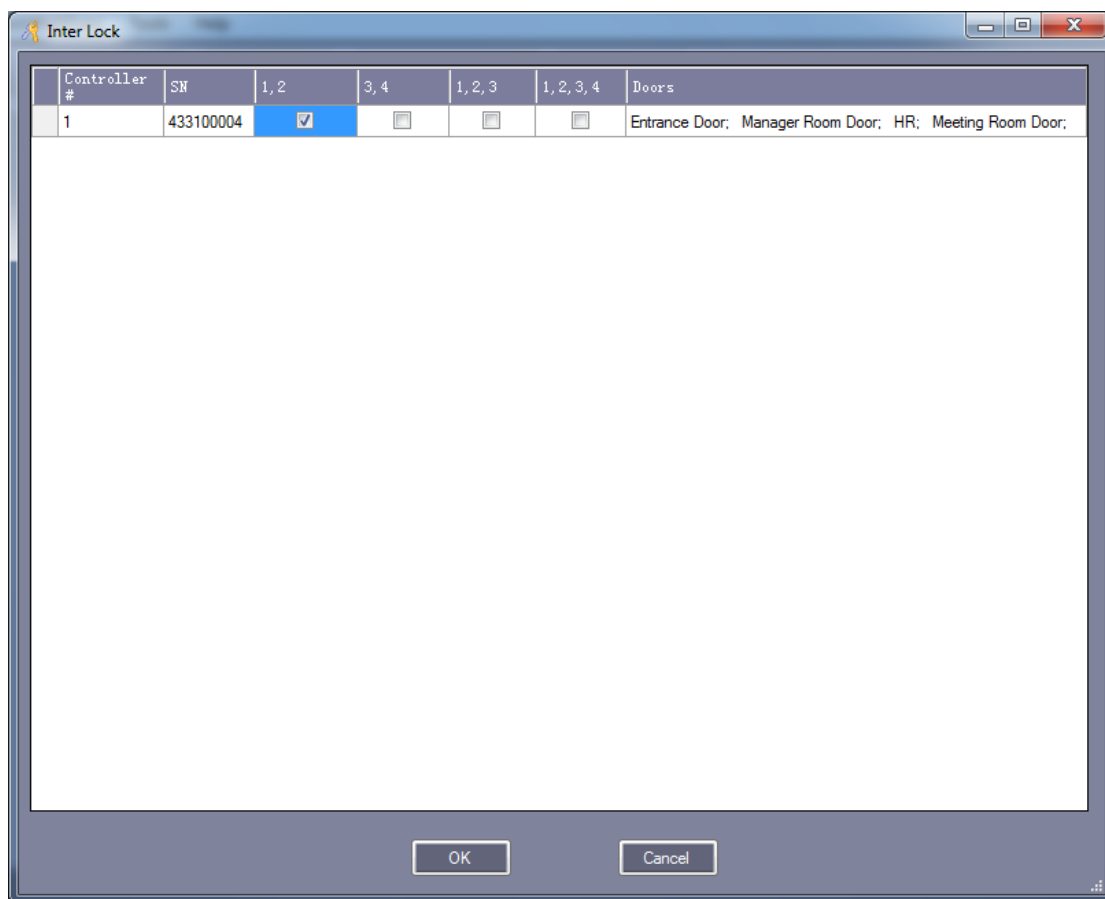
3.2.6 Activate Anti Pass Back

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



3.2.7 Activate Inter Lock

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



3.2.8 Activate MultiCard Access

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

Multi-Card Configure[1 Entrance Door]

☒ Active

OK Cancel

Total Cards Needed: 6

Must Include: People

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

Users

Department: (All)

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

Selected Group #: 3

>> > < <<

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

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

3.2.9 Activate First Card Open

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

First-Card Open[1 Entrance Door]

☒ Active

OK Cancel

Start Time: 08:00
Control1: 0. Door Controlled
After begin time, the door switches to control1 if users with first_card swipe

End Time: 20:00
Control2: 3. Only Allow First Ca
After end time, the door switches to control2.

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

Users
Department: (All)

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

>> > < <<

Selected Users:

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

3.2.10 Activate Controller TaskList

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

Controller Task List

Activate Date:

2014-03-04 Tuesday

Deactivate Date:

2029-12-31 Monday

Activation Time:

20:00

Week Day

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

Adapt To:

(All)

Task:

10. Trigger Once (V3.9)

Note:

Add

Delete

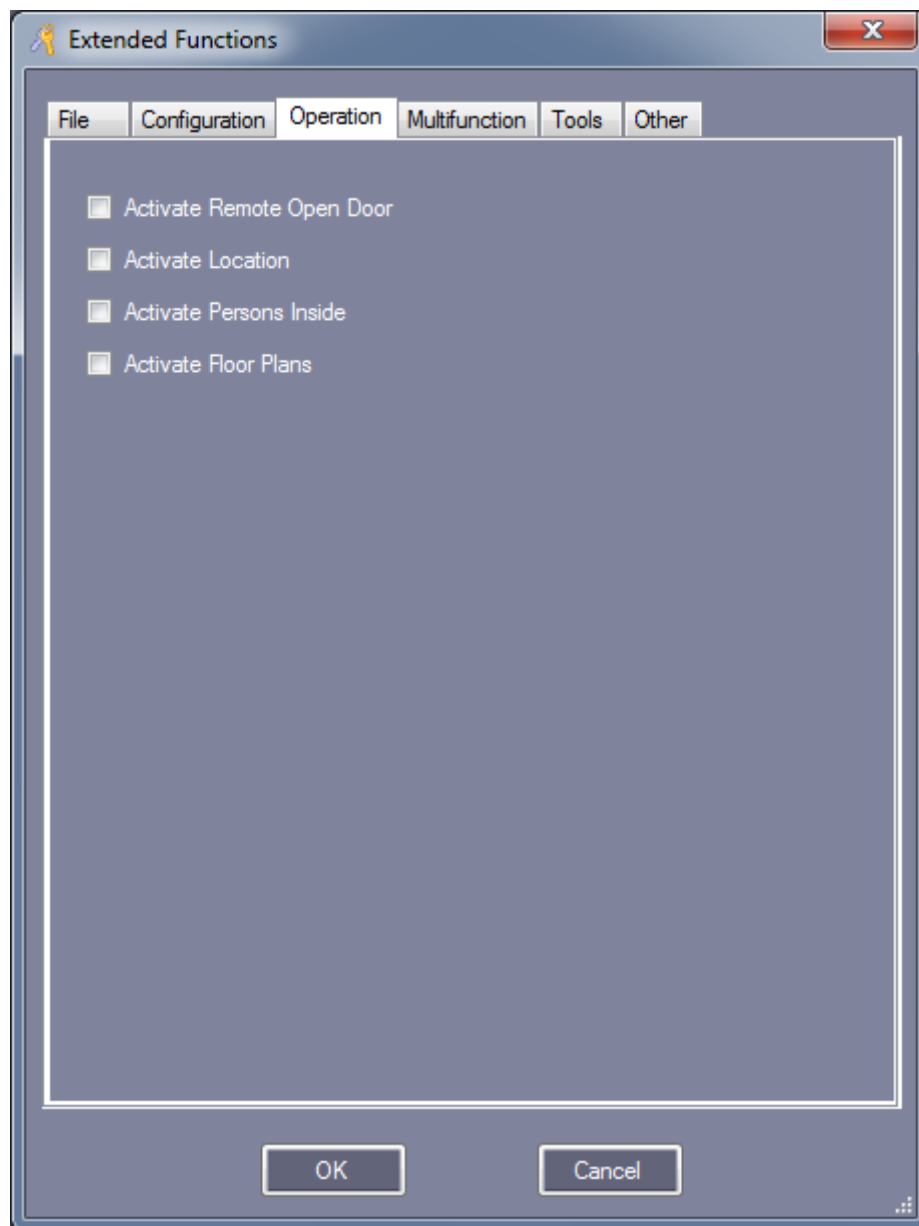
Edit

Close

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

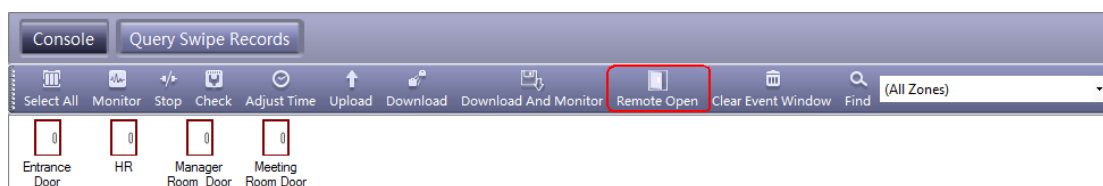
- 60 -

3.3 Operation

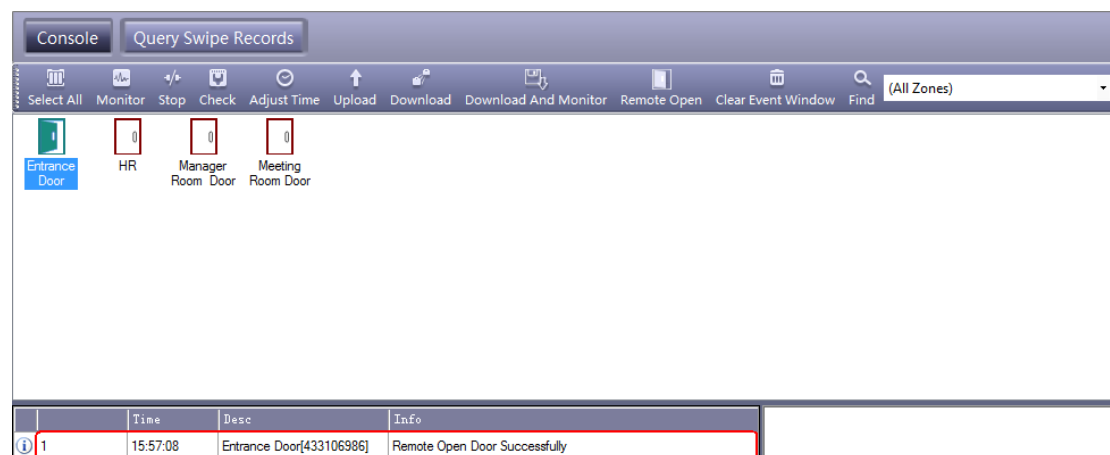


3.3.1 Activate Remote Open Door

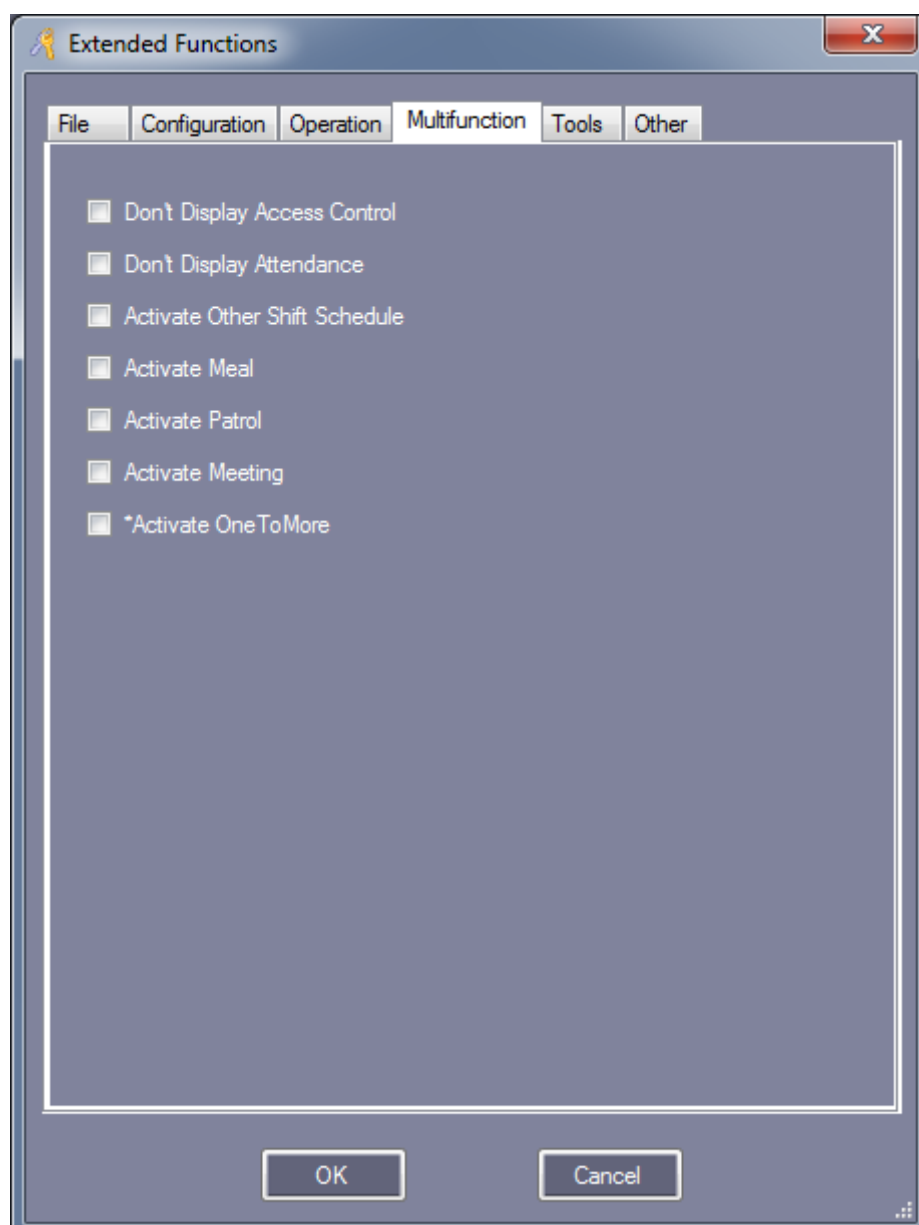
Click **【Operation】** > **【Console】**



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



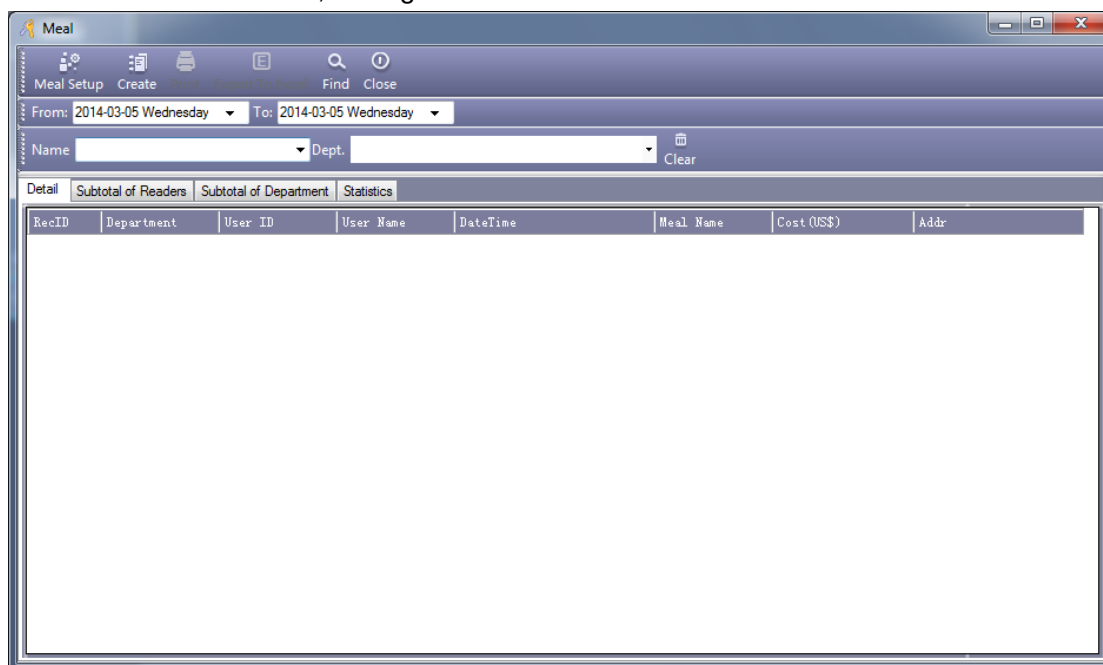
3.4 Multifunction



3.4.1 Activate Meal

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

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

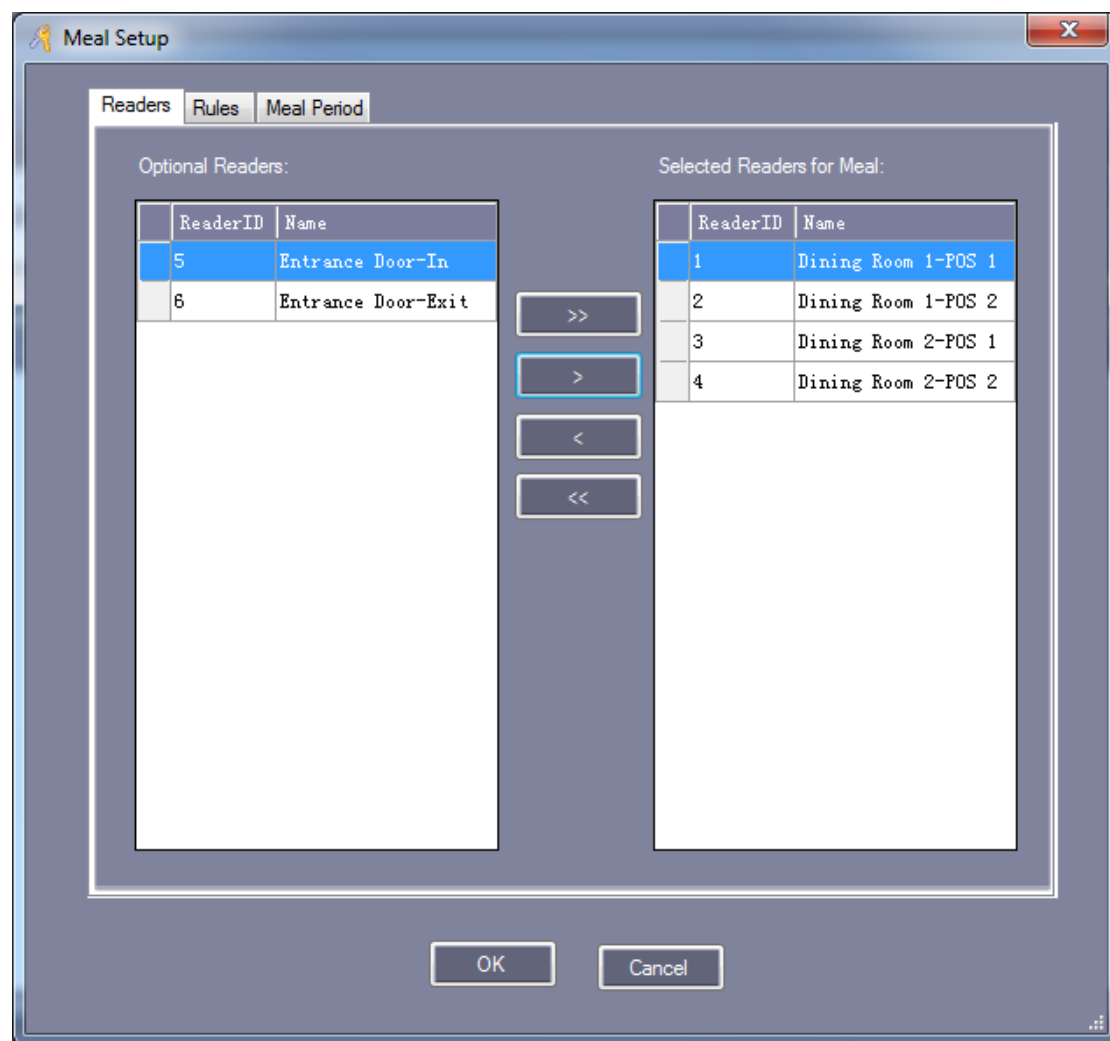


3.4.1.1 Meal Setup

3.4.1.1.1 Readers

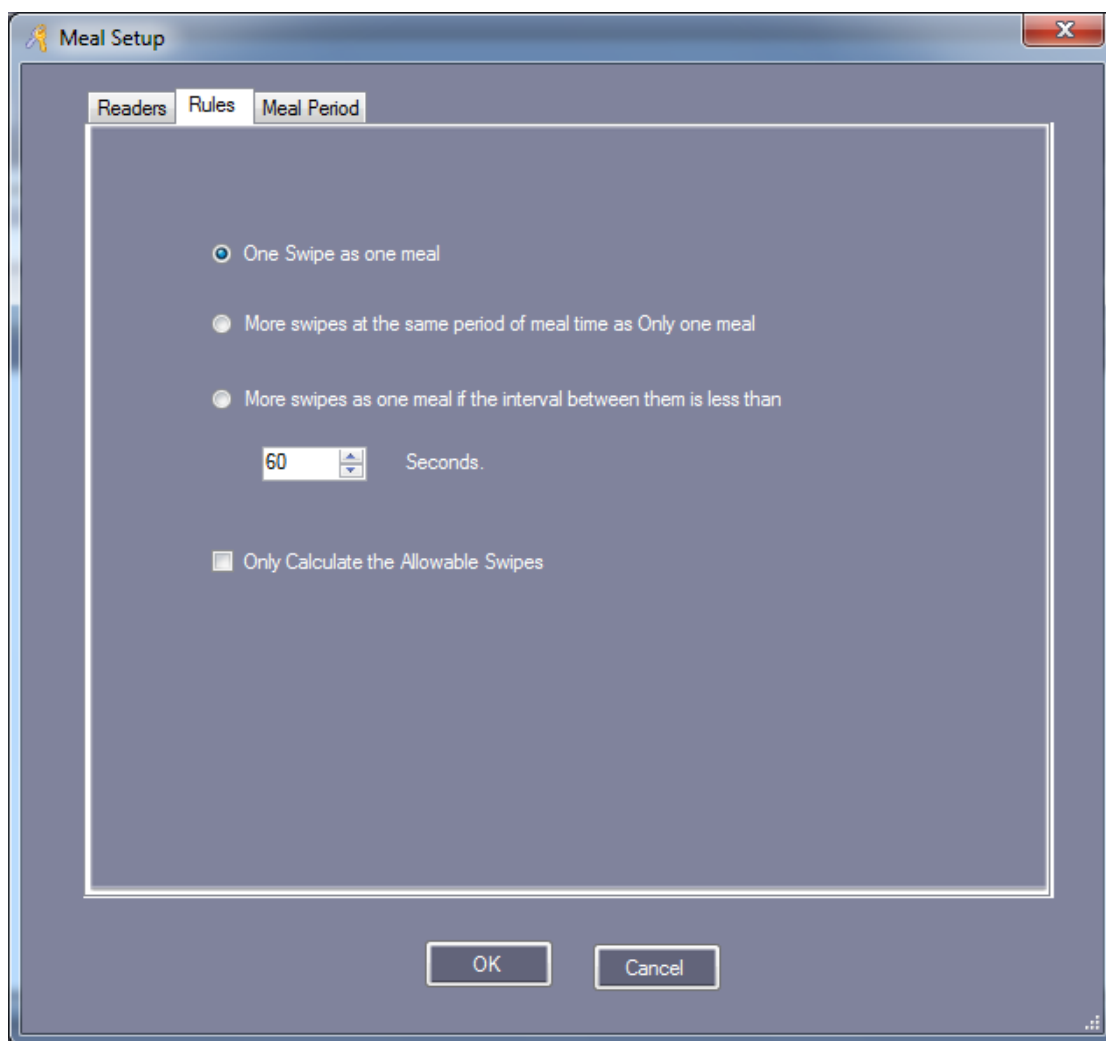
Click “Meal Setup”, At the meal interface, Select “Readers”.

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



3.4.1.1.2 Rules

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



3.4.1.1.3 Meal Period

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

The image shows a 'Meal Setup' dialog box with three tabs: 'Readers', 'Rules', and 'Meal Period'. The 'Meal Period' tab is active. It contains a table for configuring meal periods. The table has two main columns: 'Time Segment' and 'US\$ / One Swipe'. The 'Time Segment' column is further divided into a checkbox, a start time, a separator, and an end time. The 'US\$ / One Swipe' column contains a value and an 'Option' button. The rows are for Morning, Lunch, Evening, and Other. The 'Other' row is currently unchecked. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

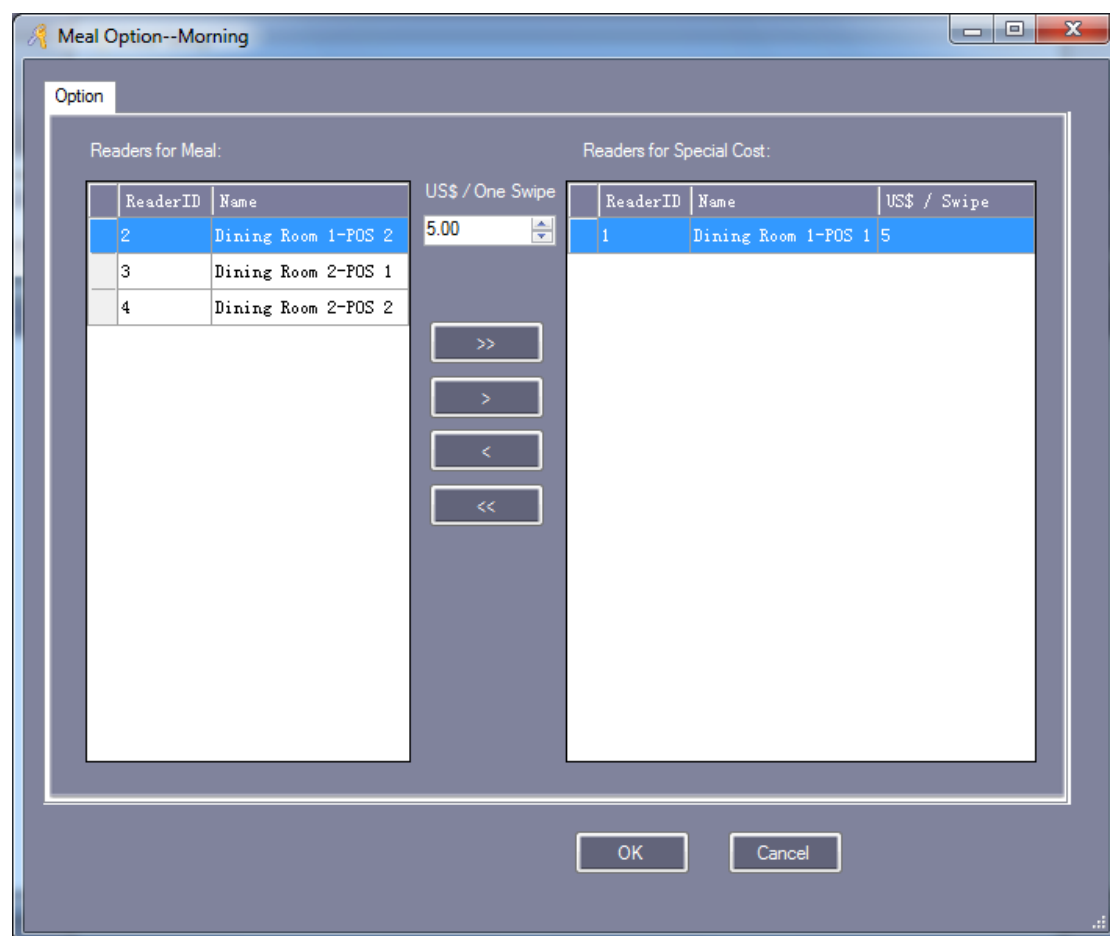
Time Segment:				US\$ / One Swipe	
☒ Morning	07:00	-	09:00	2.00	Option
☒ Lunch	11:30	-	13:30	15.00	Option
☒ Evening	17:00	-	19:30	10.00	Option
☐ Other					

☐ Department Method

OK Cancel

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

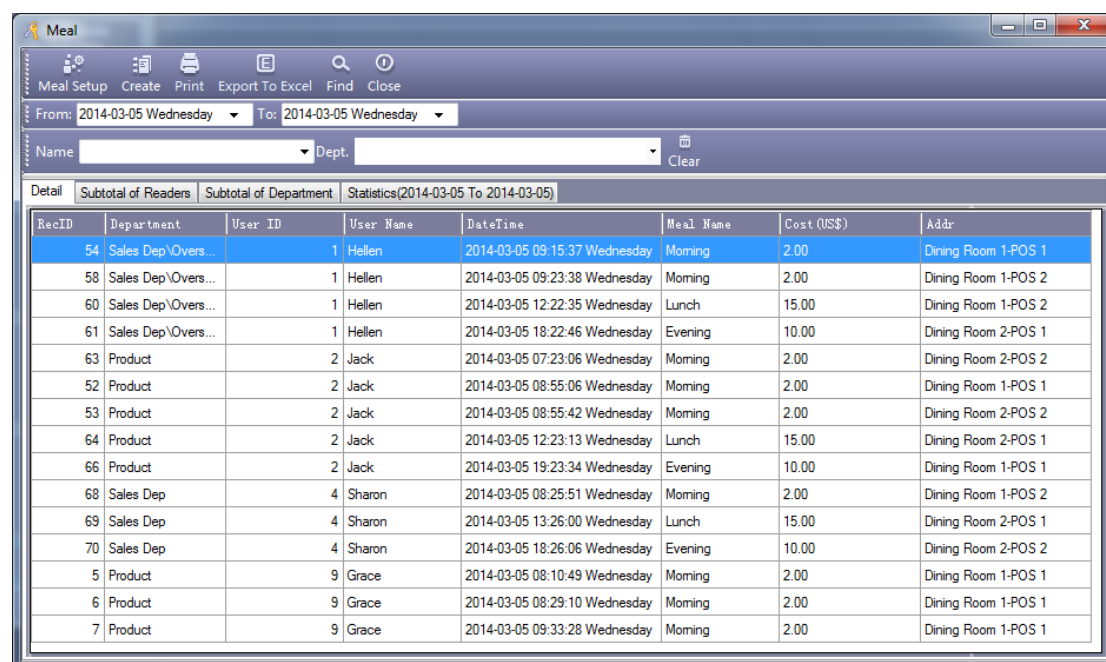
If you want set a fixed amount of consumption, Click "Option" to finish the settings.



3.4.1.2 Meal Report

3.4.1.2.1 Meal Details Report

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

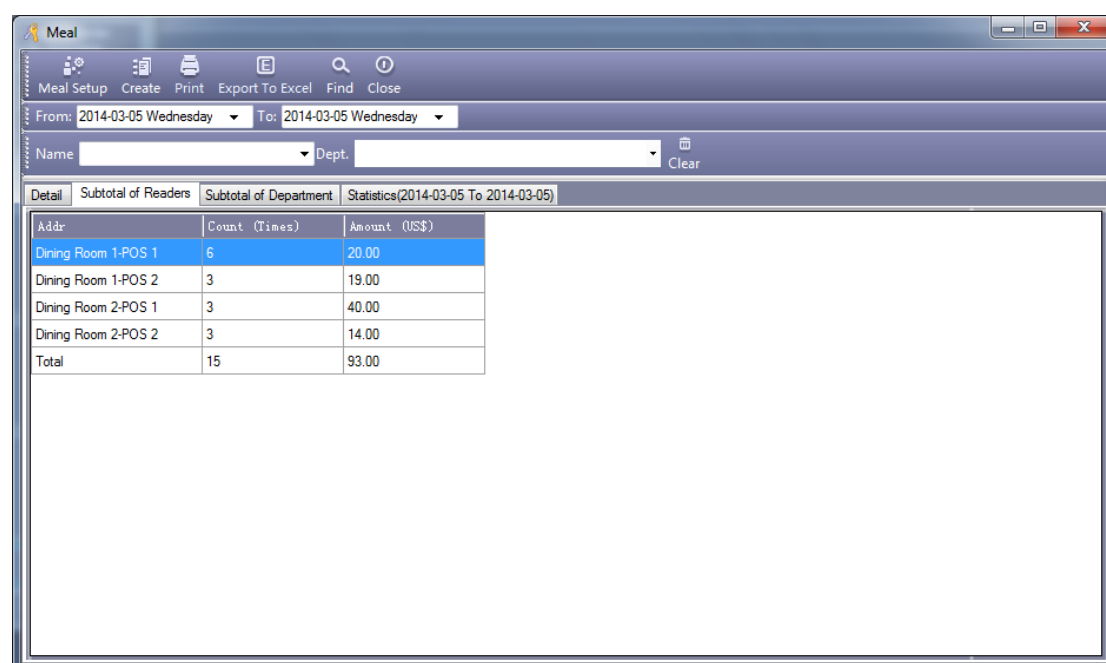


The screenshot shows the 'Meal' application window. The 'From' and 'To' dates are both set to '2014-03-05 Wednesday'. The 'Name' and 'Dept.' fields are empty. The 'Detail' tab is selected, showing a table of meal records.

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



The screenshot shows the 'Meal' application window with the 'Subtotal of Readers' tab selected. The report displays the following data:

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

3.4.1.2.3 Meal Stat. report of Subtotal of Department

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

dining department and total money.

The screenshot shows the 'Meal' application window with the 'Statistics' tab selected. The report is for the date 2014-03-05 Wednesday. The summary table is as follows:

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

3.4.1.2.4 Meal Stat. report of Users

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

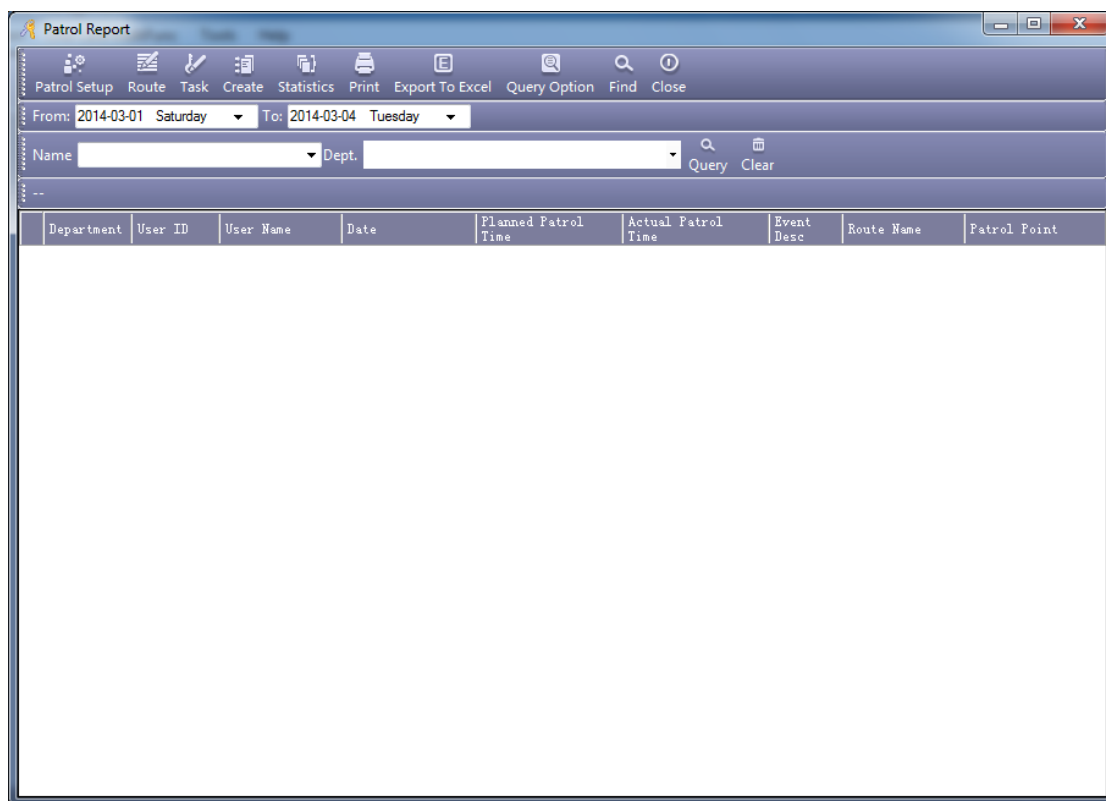
The screenshot shows the 'Meal' application window with the 'Statistics' tab selected. The report is for the date 2014-03-05 Wednesday. The detailed table is as follows:

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

3.4.2 Activate Patrol

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

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

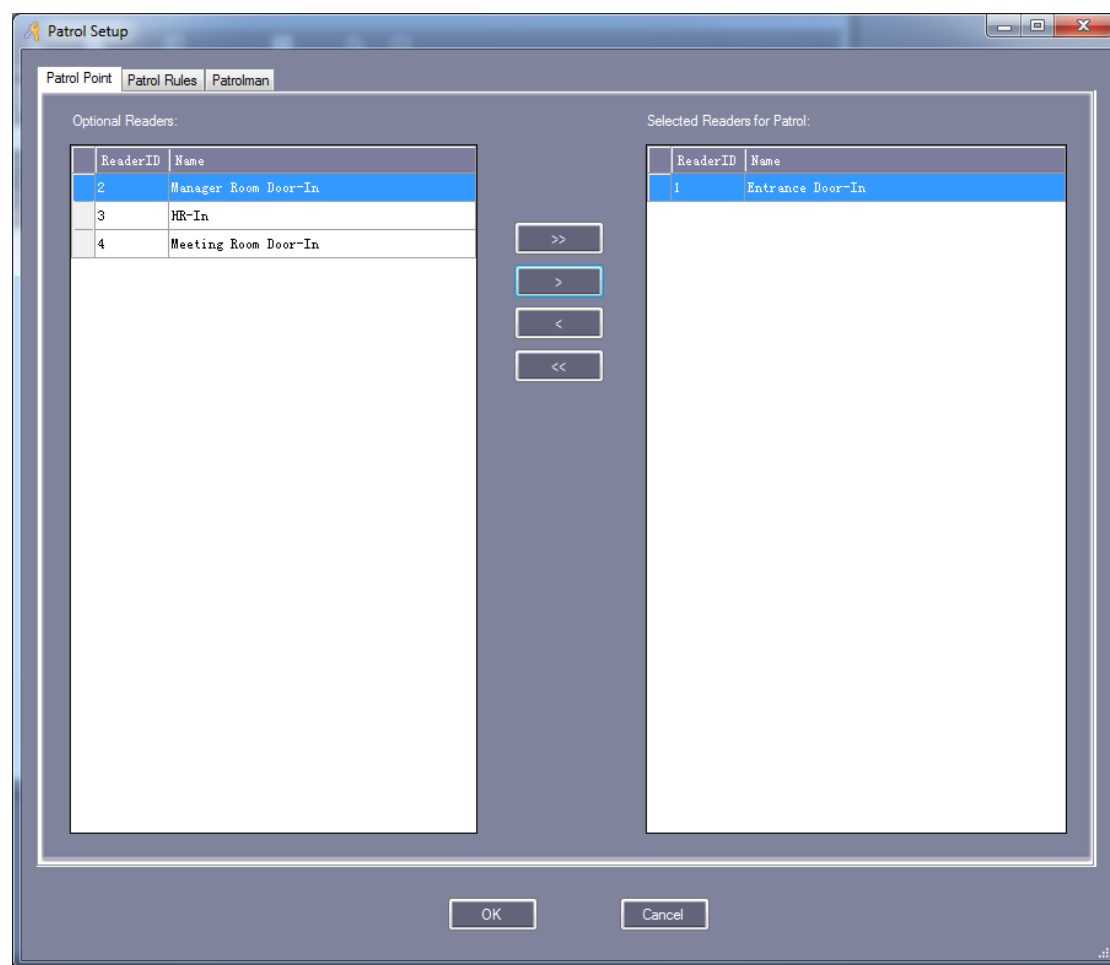


3.4.2.1 Patrol Setup

3.4.2.1.1 Patrol Point

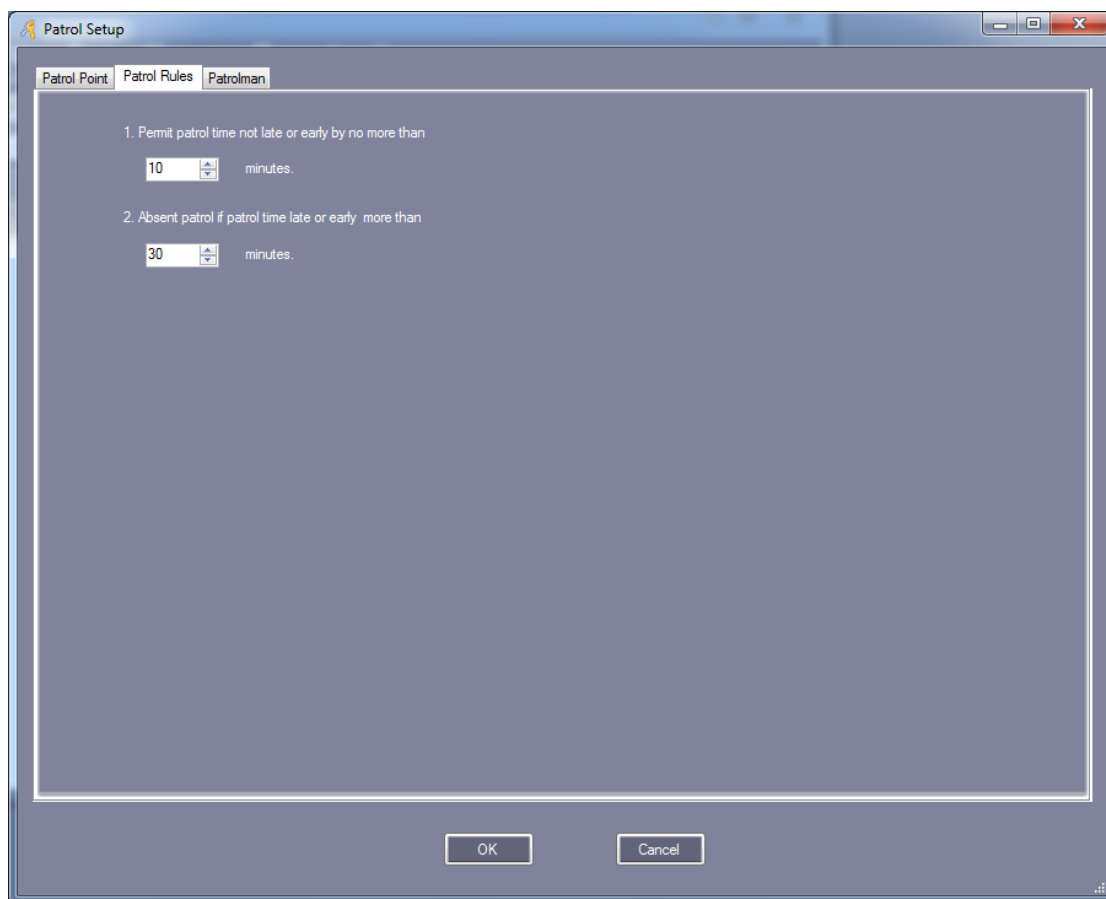
Click "Patrol Setup", At the patrol interface.

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



3.4.2.1.2 Patrol Rules

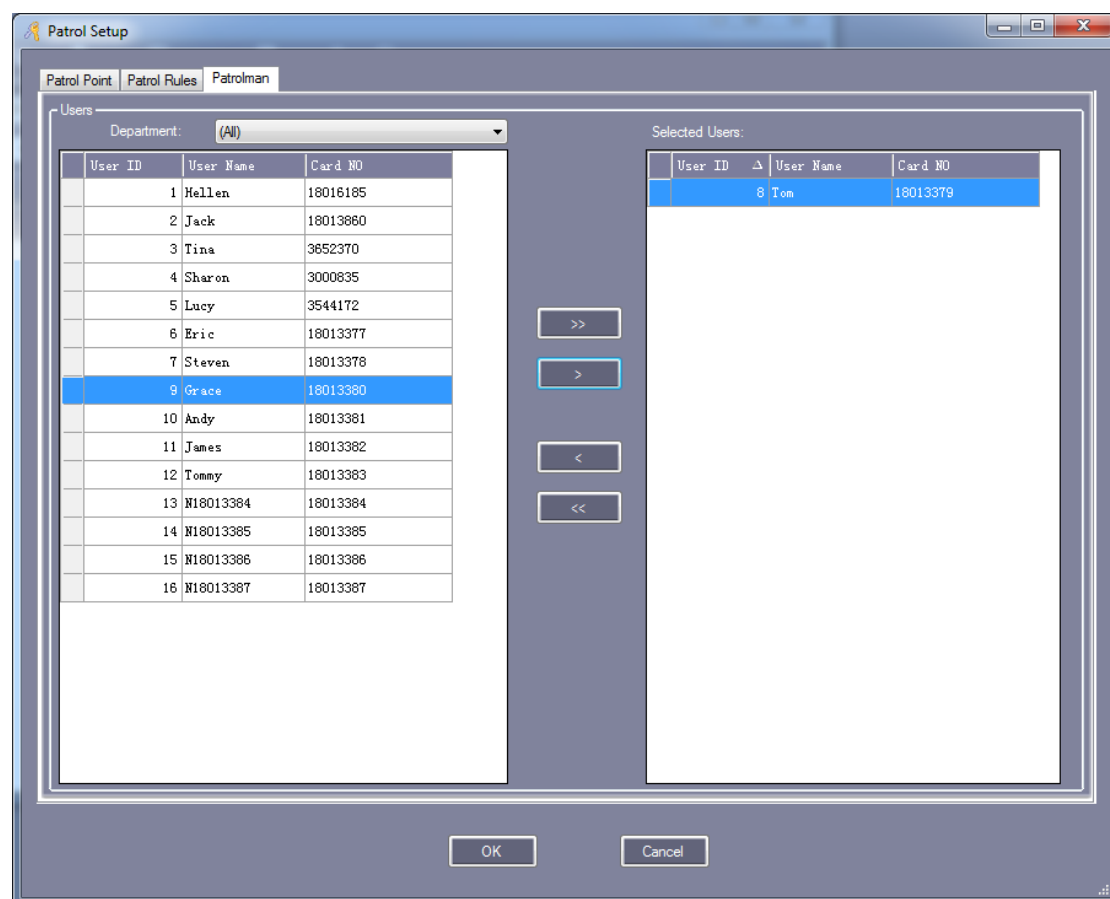
Click "Patrol Setup", At the patrol interface, Select "Patrol Rules" and set recording to your actually rules.



3.4.2.1.3 Patrolman

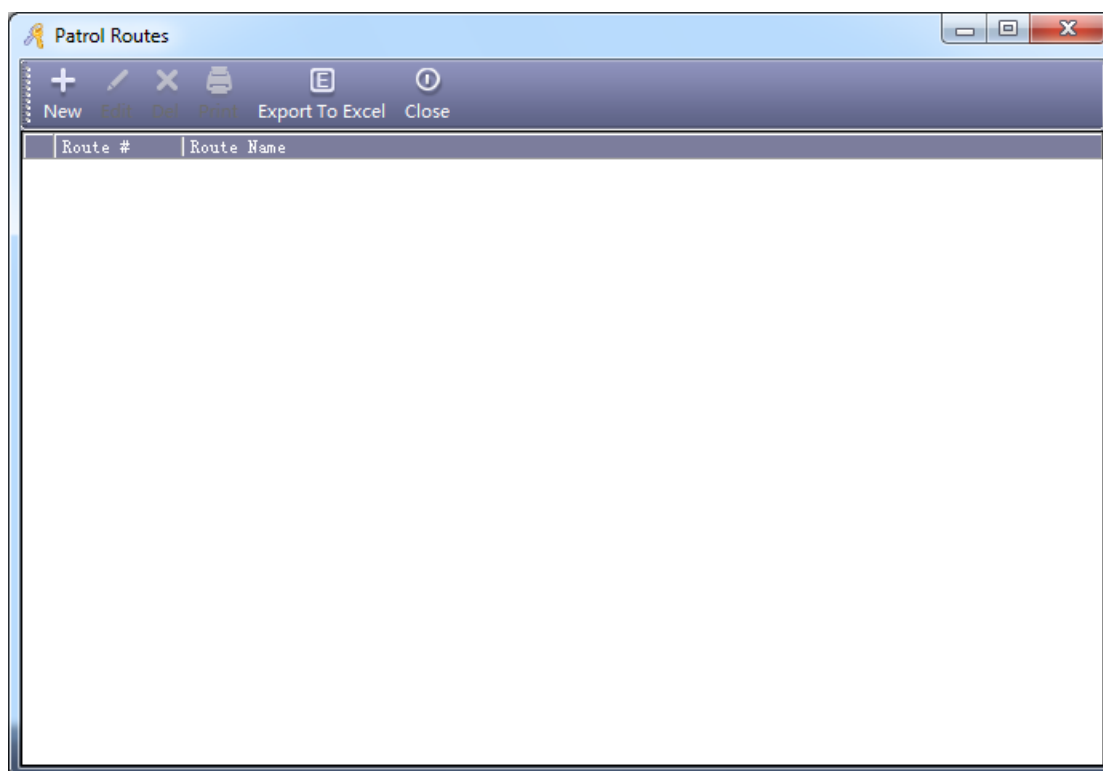
Click "Patrol Setup", At the patrol interface, Select "Patrolman".

Eg : Set "Tom" is a Patrolman.

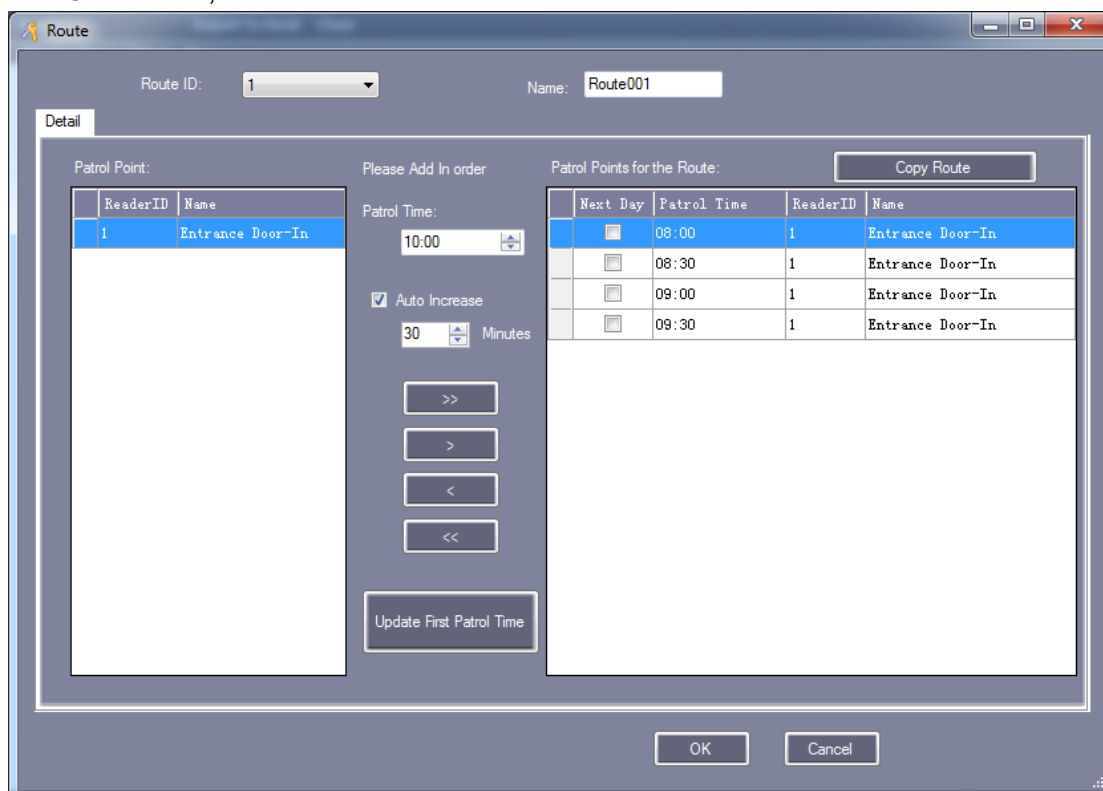


3.4.2.2 Patrol Route

Click "Route", At the patrol interface.



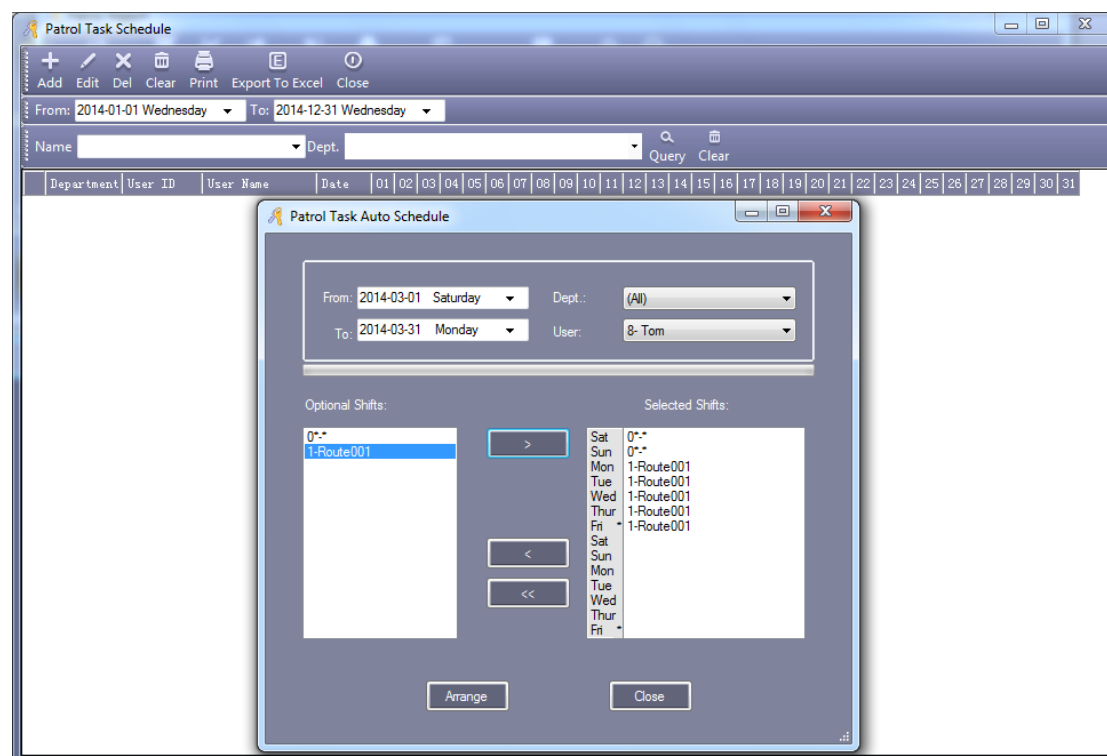
Click "New", Add the Patrol Route.



3.4.2.3 Patrol Task

Click "Task", At the patrol interface.

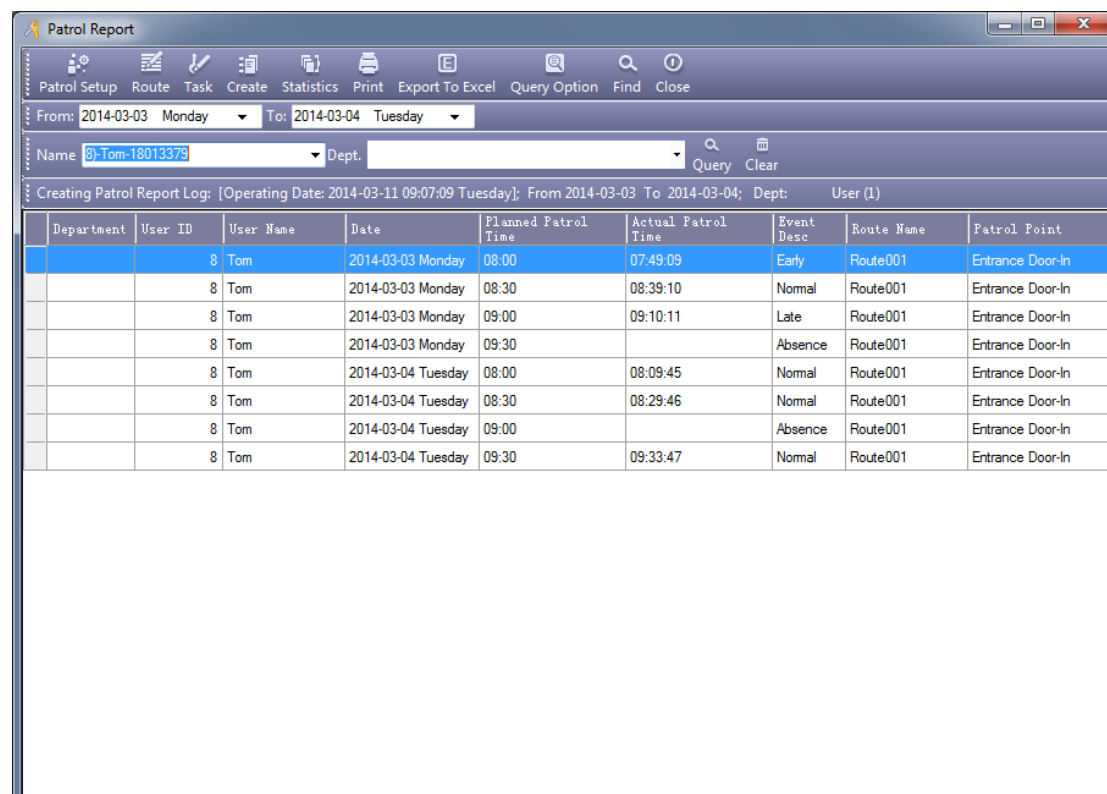
Eg: Set Tom's patrol route



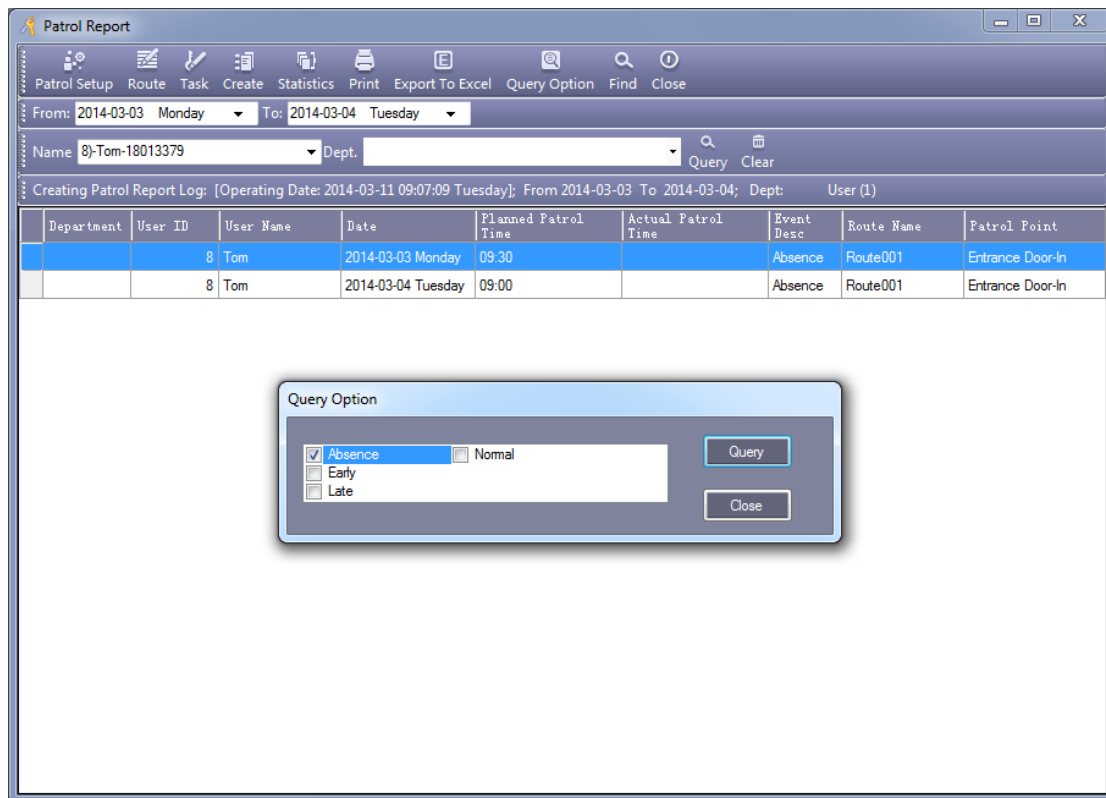
3.4.2.4 Patrol Report

Please Get Records Before Creating Report.

Click "Create", At the Patrol interface ,

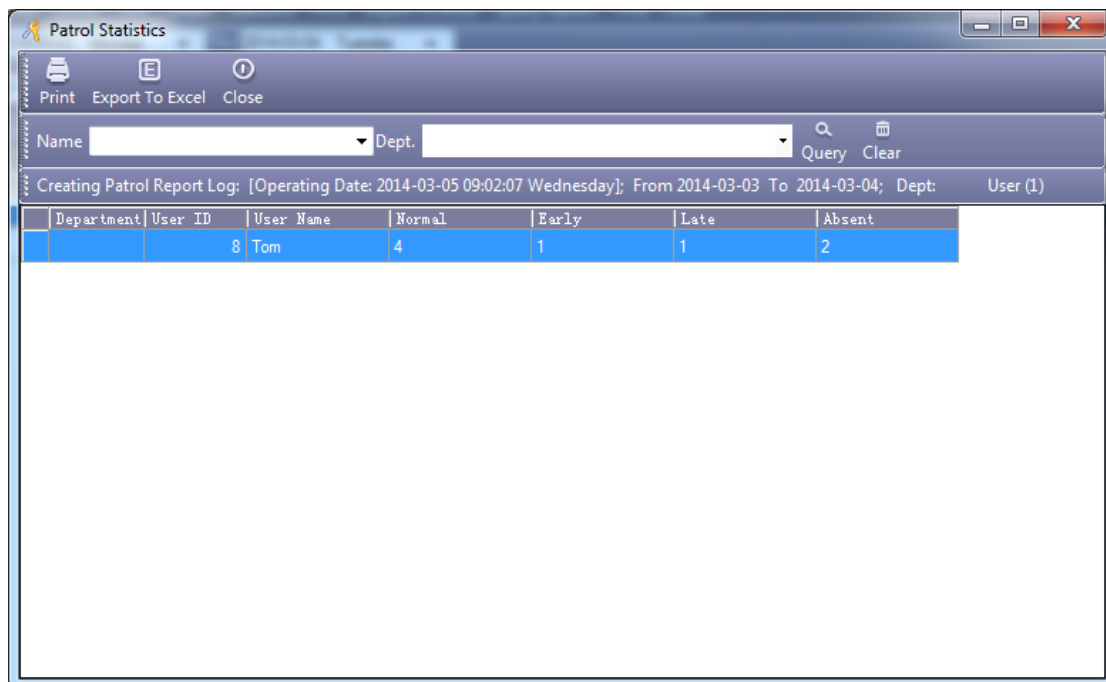


Click “Query Option”, Query “Event Desc”.



3.4.2.5 Patrol Statistics

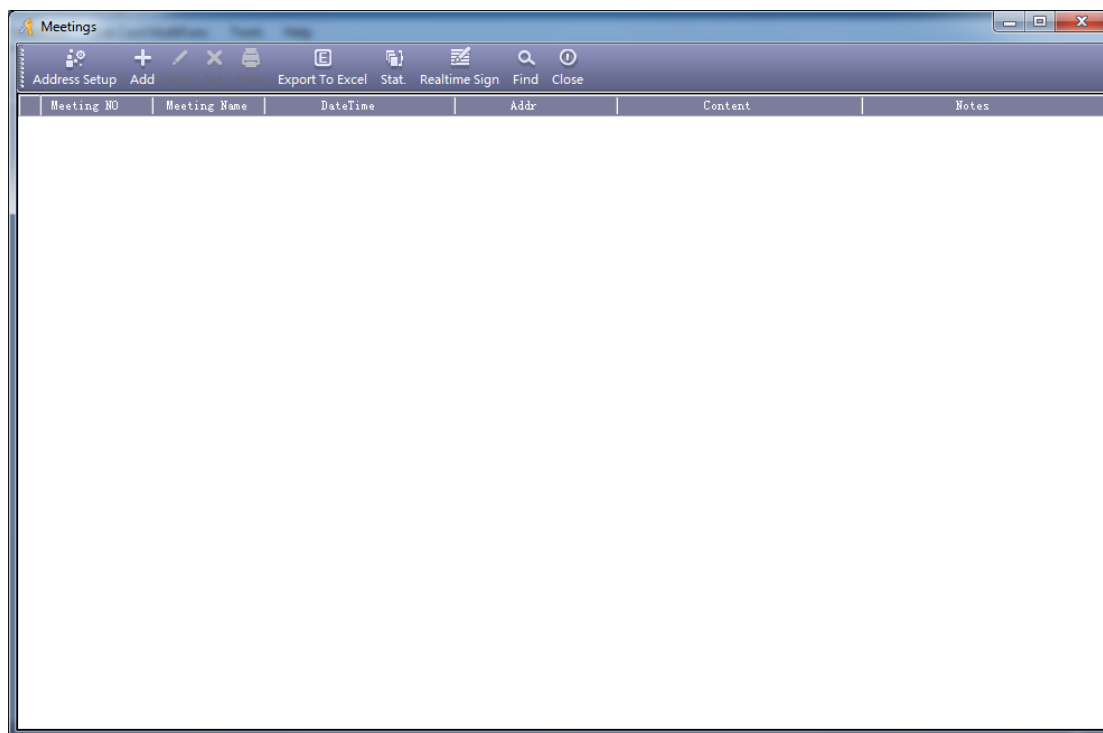
Click “Statistics”, At the Patrol interface .
Statistics Patrolman of the Event Desc.



3.4.3 Activate Meeting

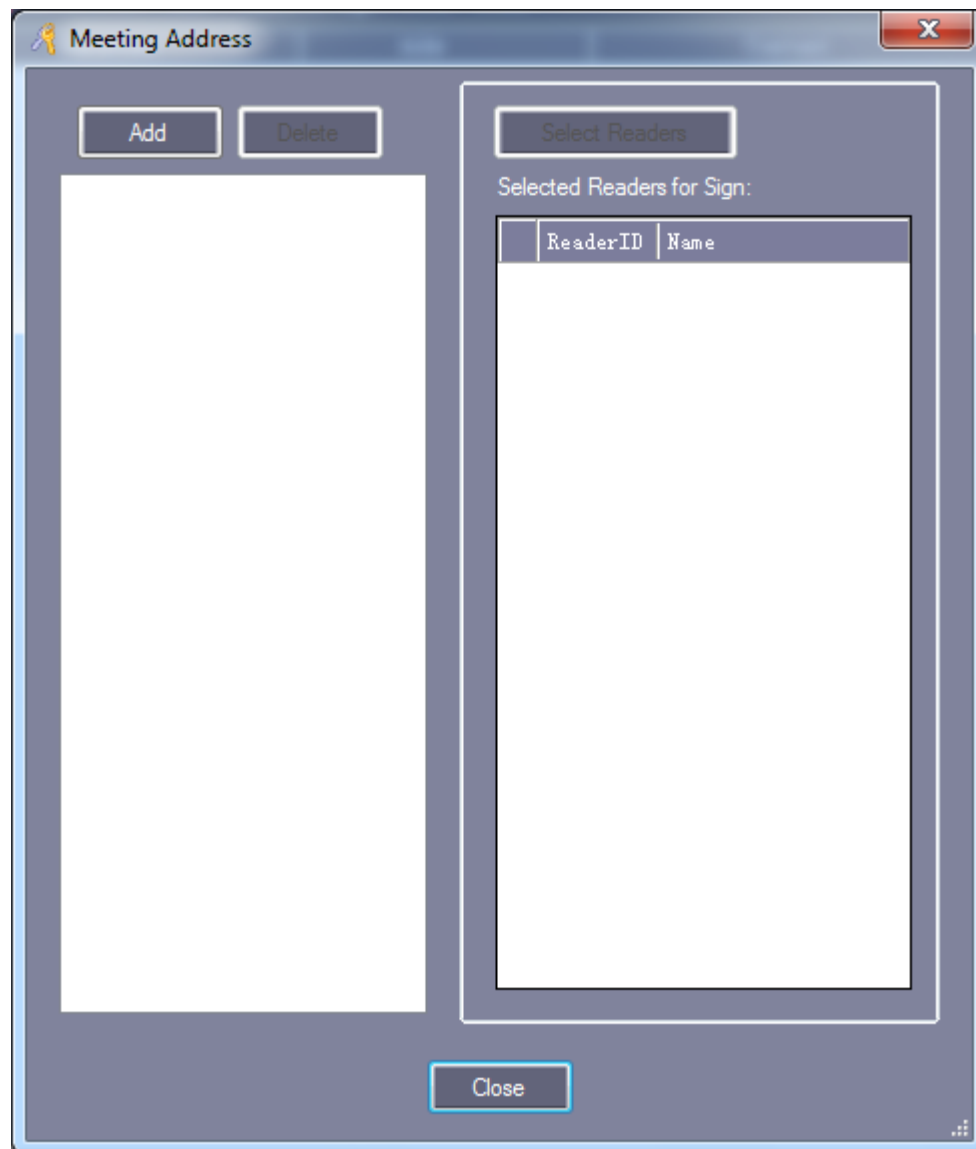
Enter “Extended Function”, In front of “Activate Meeting” mark this ☐ with  to active this function.

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

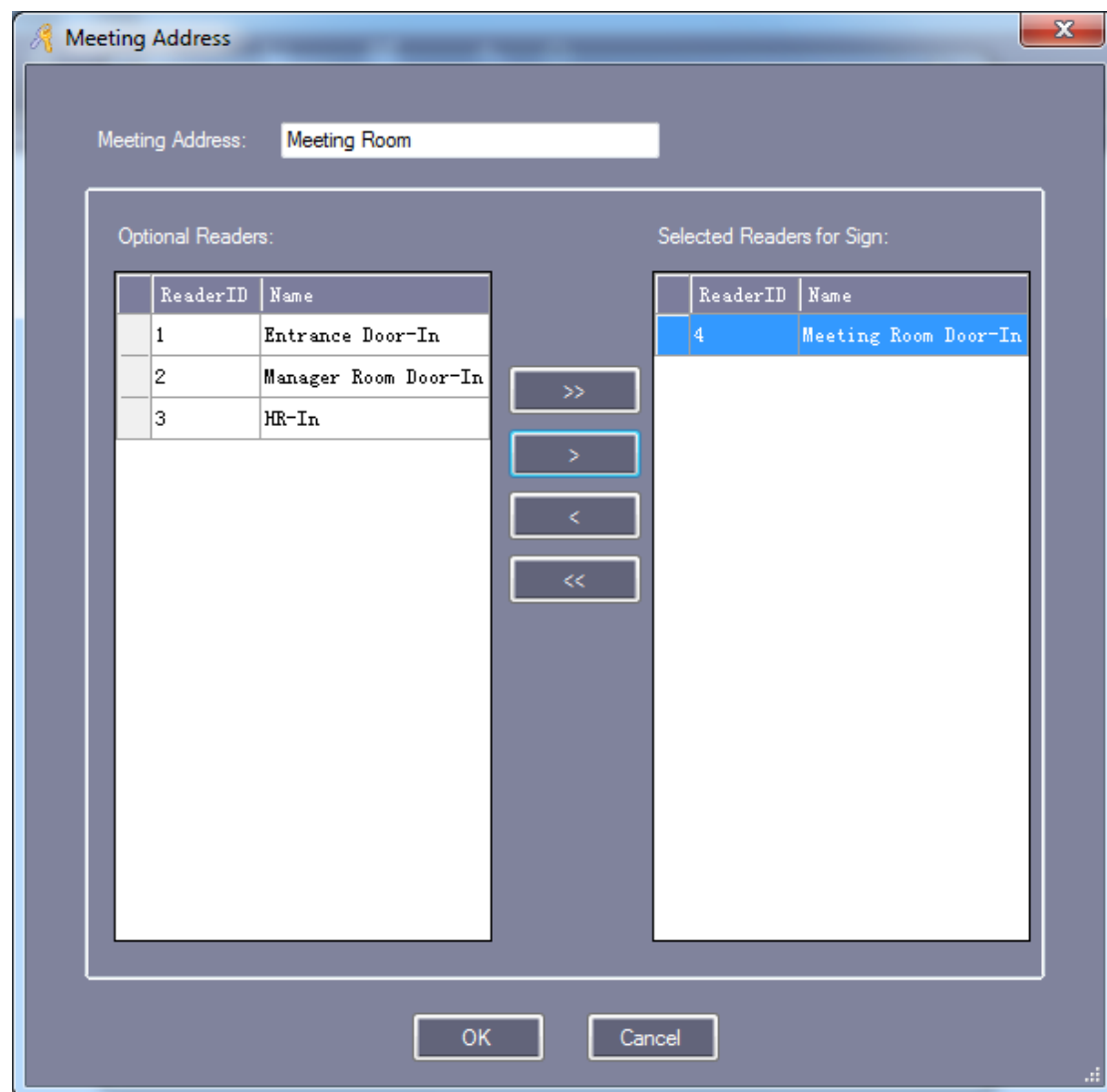


3.4.3.1 Address Setup

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



Click "Add" to add the Meeting Address.



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

3.4.3.2 Add Meeting

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

Meeting NO: 20140304_173136

Meeting Name: Weekly Meeting

Meeting Addr: Meeting Room Add Addr:

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

Sign Begin Time: 08:00

Sign End Time: 17:30

Content:

Notes:

Department: (All)

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

Identity: Audit

Seat NO: A004

>> > < <<

Identity	User ID	User Name	Card NO	Seat #
Delegate	1	Hellen	18016165	A001
Nonvoting Delegate	2	Jack	18013860	A002
Invitational	3	Tina	3652370	A003
Audit	4	Sharon	3000835	A004

Find Create Report OK Cancel

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

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

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

3.4.3.3 Meeting Stat

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

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

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

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

3.4.3.4 Realtime Sign

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

Meeting Sign

Weekly Meeting

08:57:50

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

Manual Sign Stat. InterfaceLock Close

1 Hellen. Delegat
A001


2

3

4

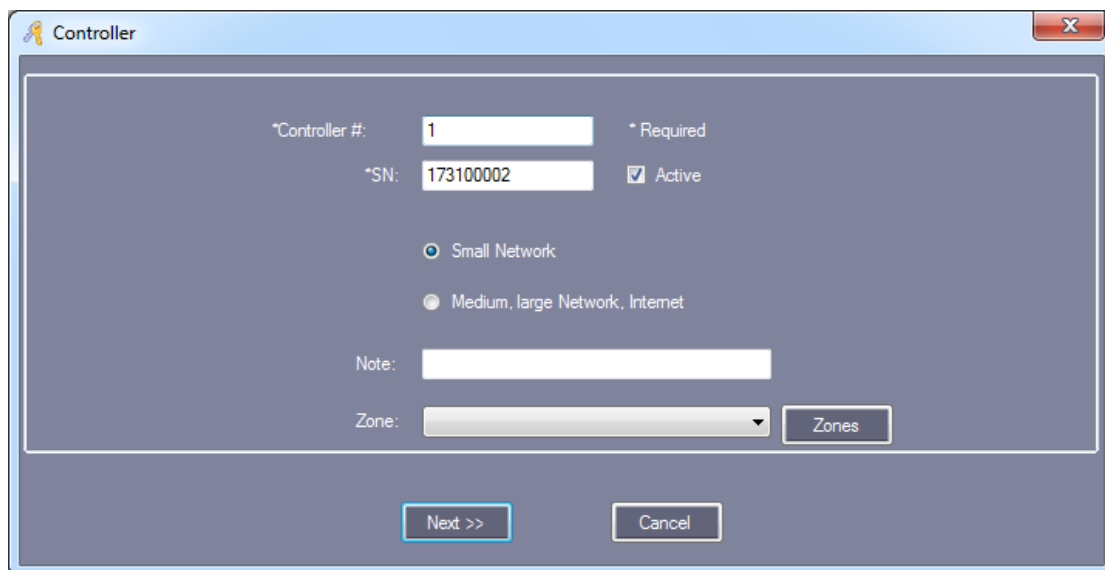
5

3.4.4 Activate One To More

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

3.4.4.1 Add One To More Controller

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

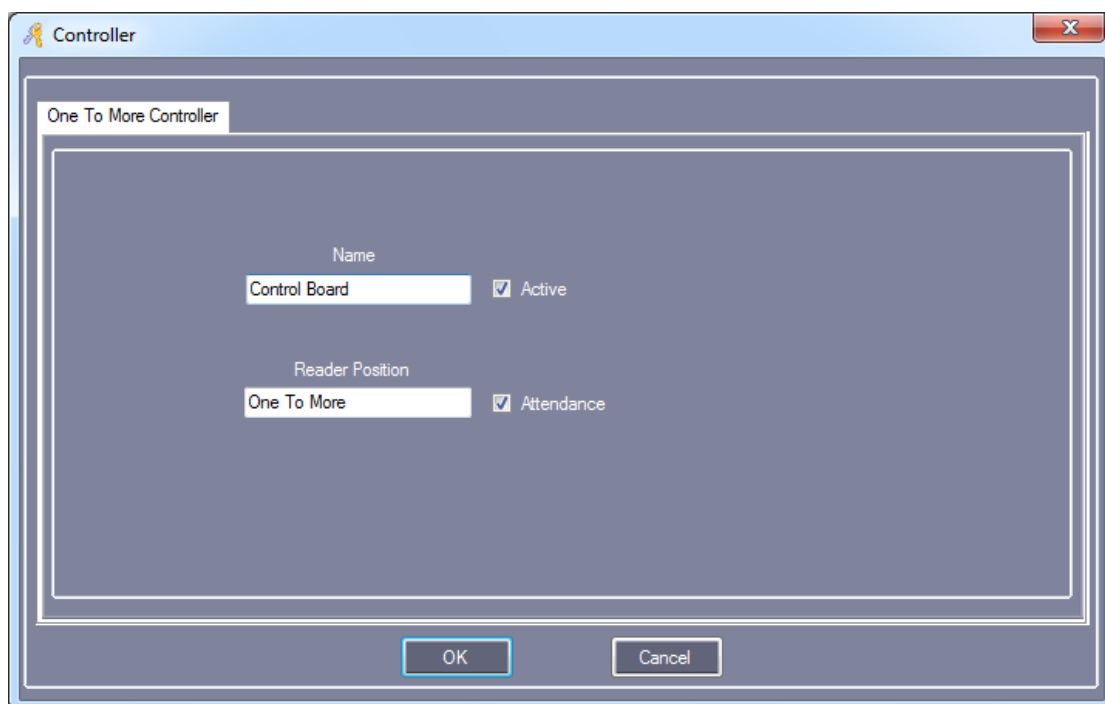


The 'Controller' window contains the following fields and options:

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

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

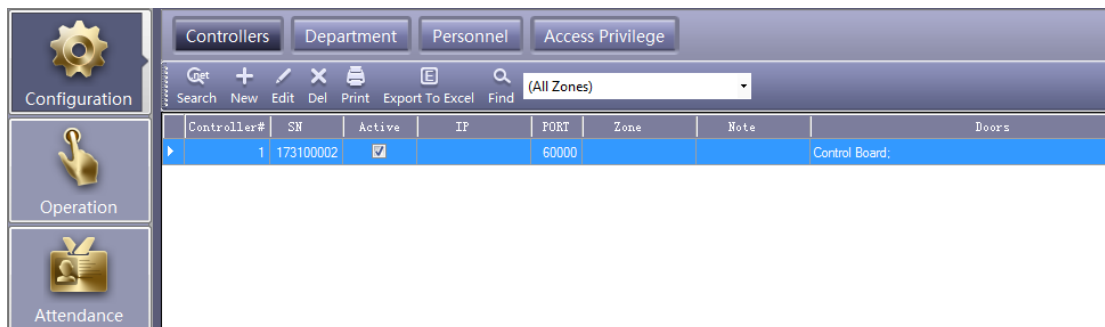
Click "Next".



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

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

Click "OK".

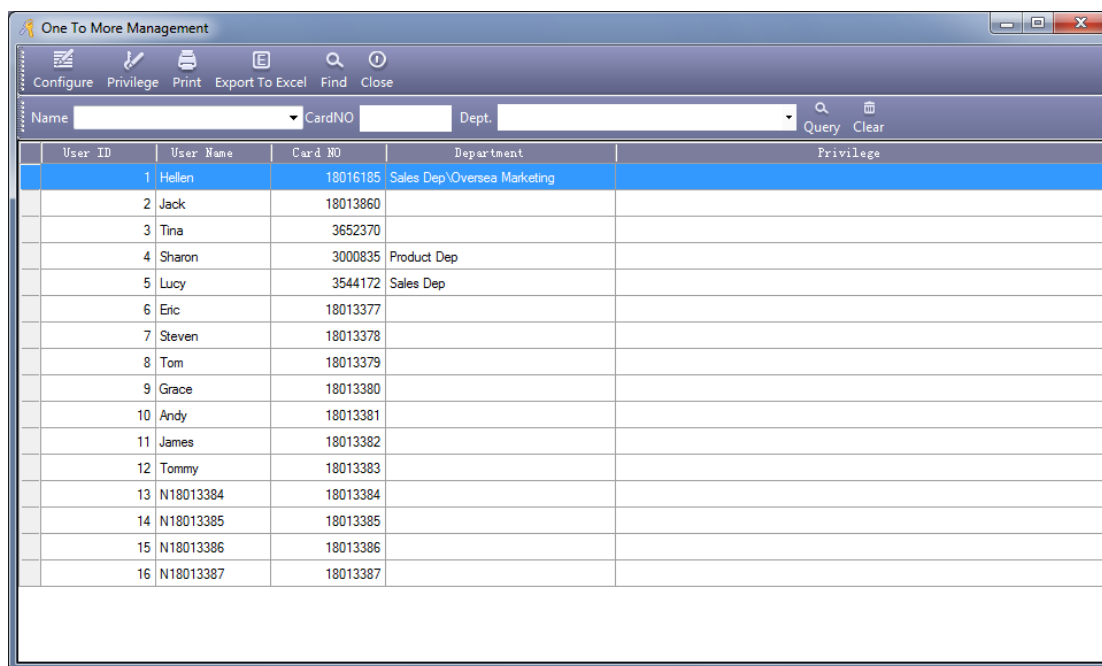


The main interface shows a sidebar with 'Configuration', 'Operation', and 'Attendance' options. The 'Configuration' tab is active, displaying a table of controllers.

Controller#	SN	Active	IP	PORT	Zone	Note	Doors
1	173100002	☒		60000		Control Board;	

3.4.4.2 One To More Management

Click **【One To More】** .



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

3.4.4.2.1 Door Management

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

*Door Name:

Controller:

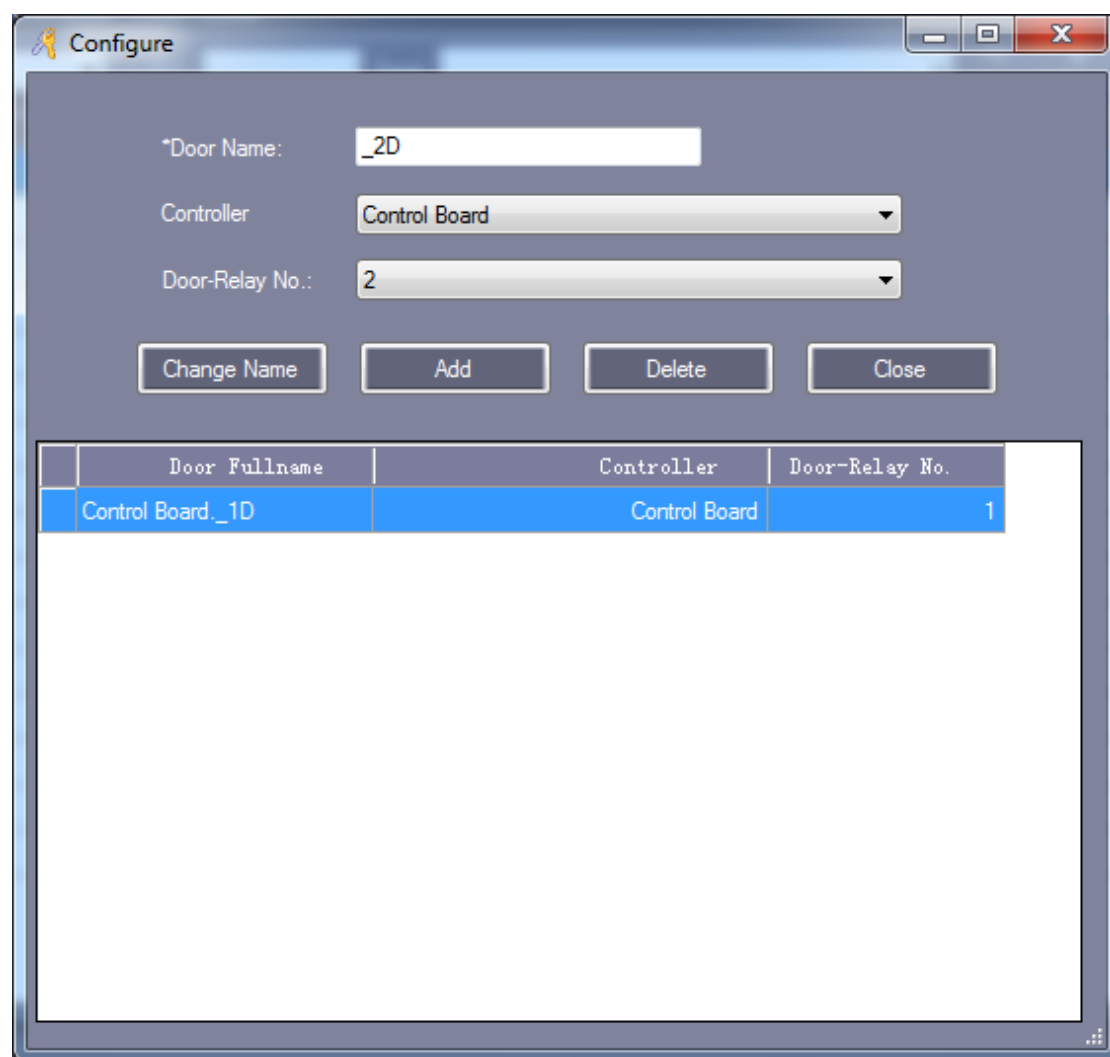
Door-Relay No.:

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

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

【Add Door】

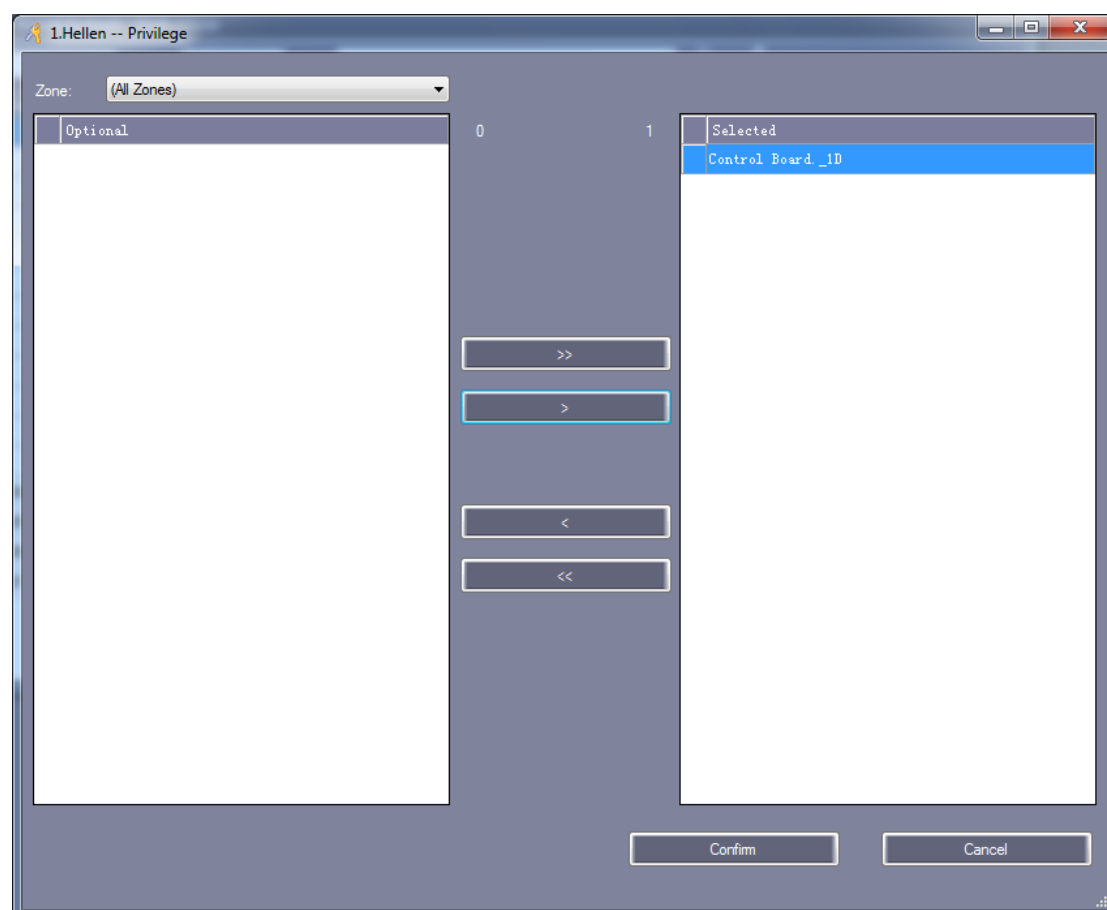
Fill in "Door Name", select "Controller" and "Door-Relay NO", Click "Add". If you do not need to re-fill, Click "Add".



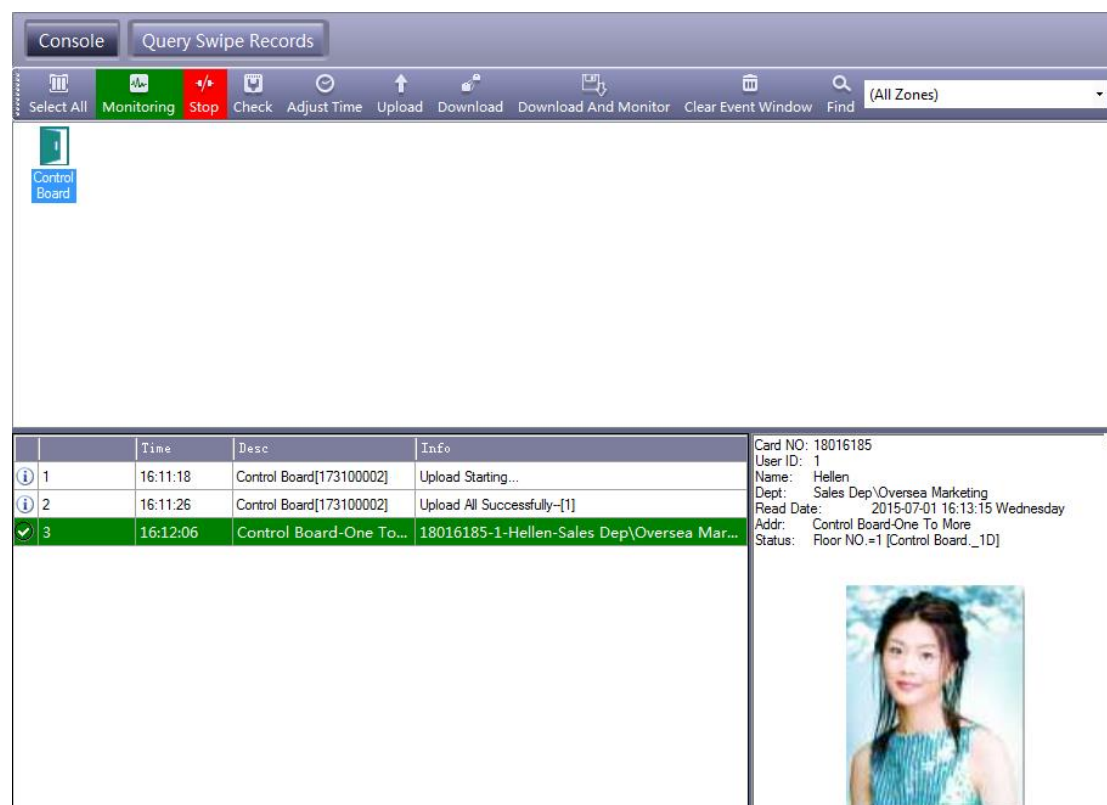
3.4.4.2.2 Set user up to door

Fist selected user, Then click "Privilege".

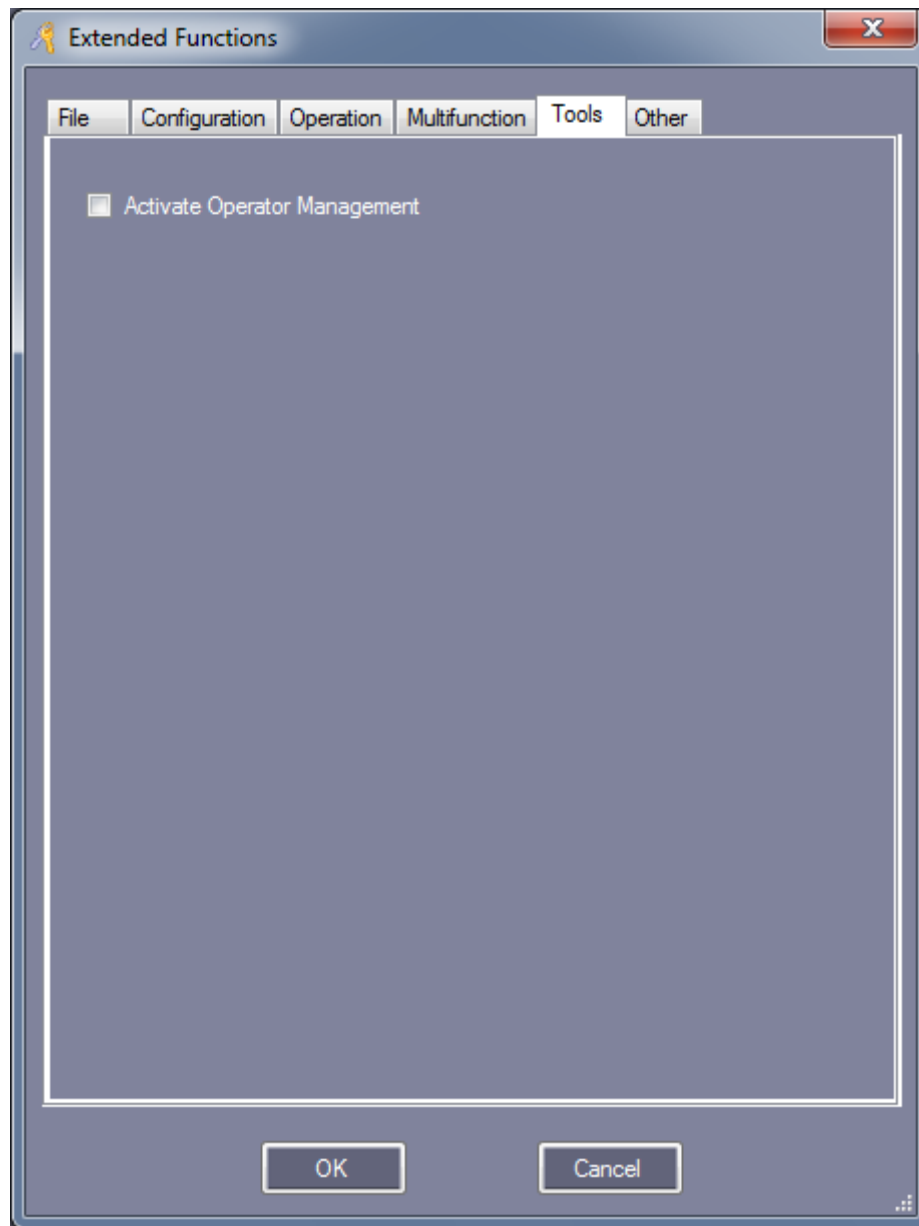
Example: Set "Hellen" up to "1 Door".



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

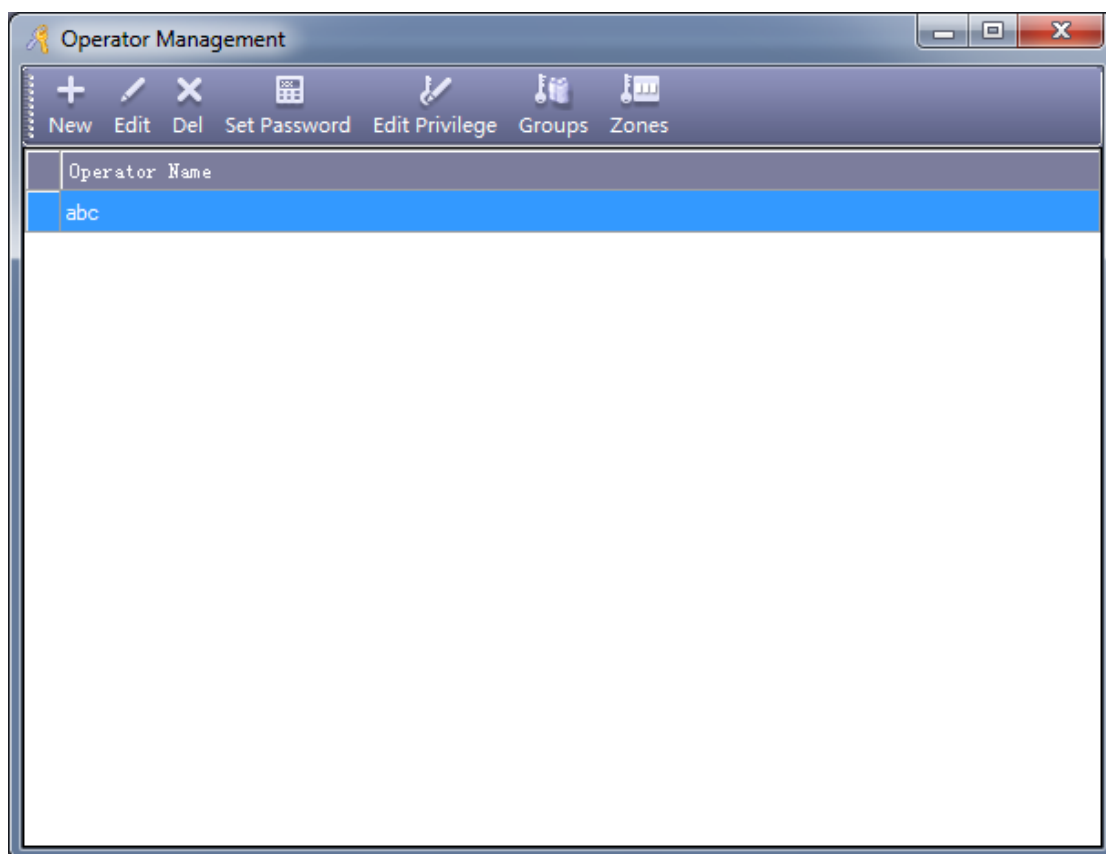


3.5 Tools



3.5.1 Activate Operator Management

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



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

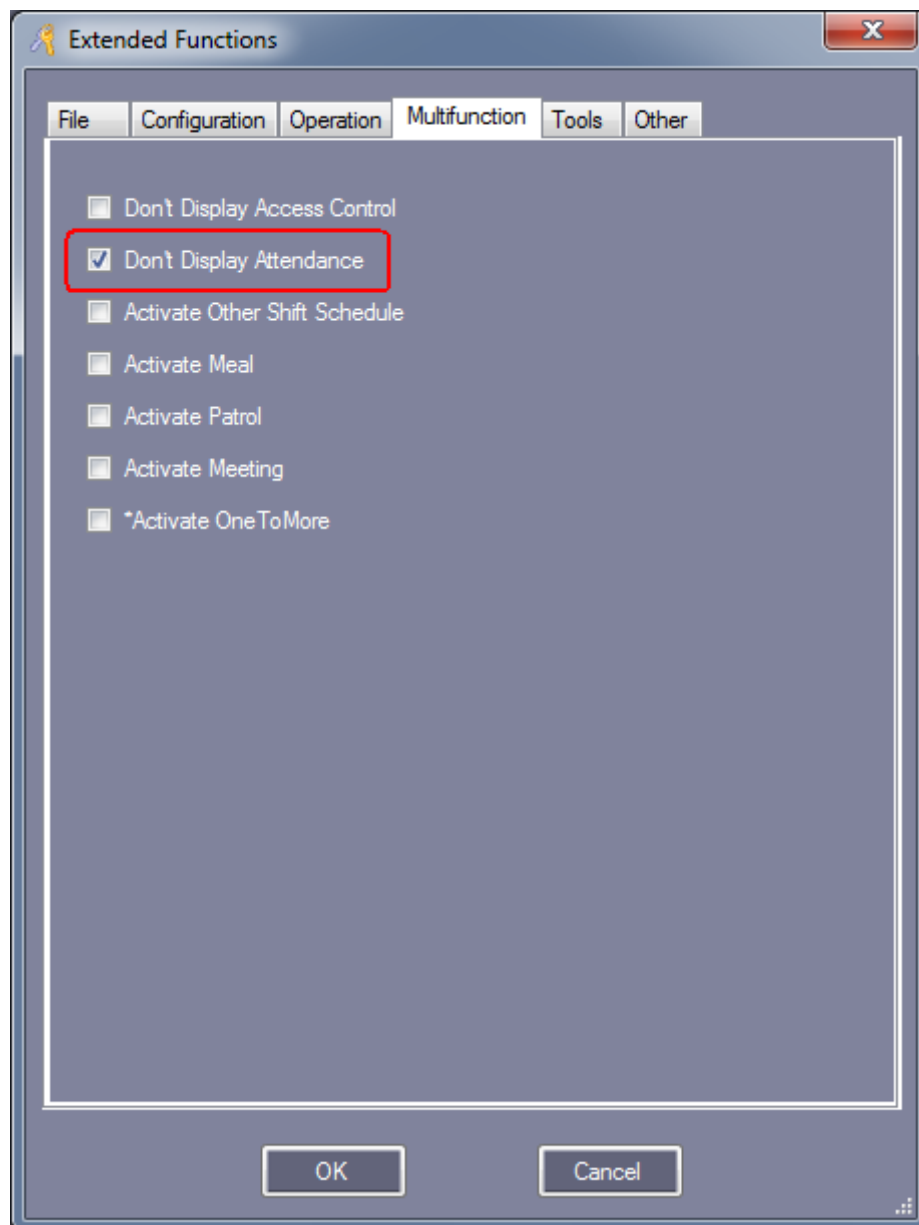


Edit Privilege: assign the executive operation and function privilege to operators.

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

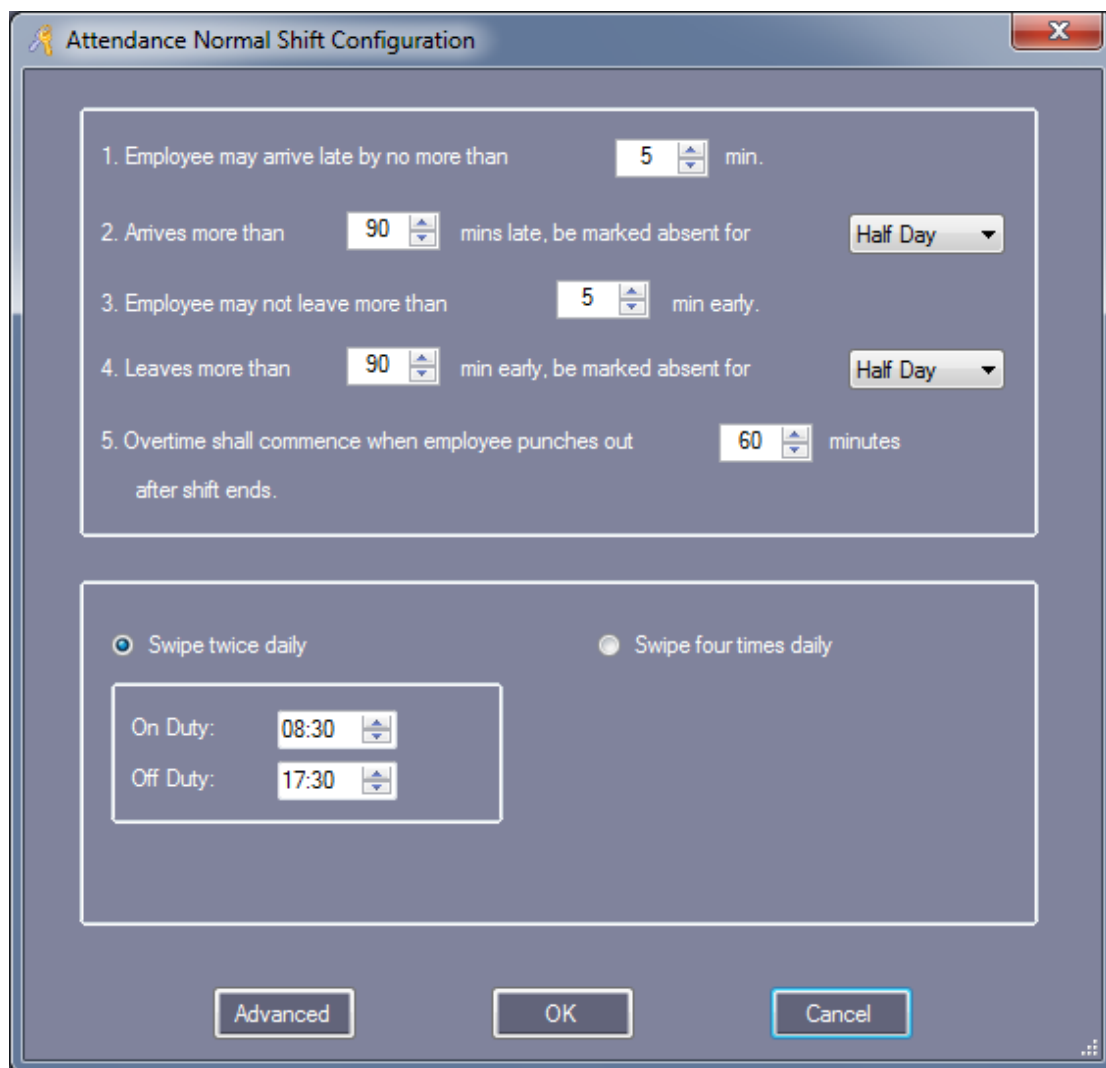
Part 4 Attendance

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



4.1 Normal Shift Rules

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



Attendance Normal Shift Configuration

1. Employee may arrive late by no more than min.

2. Arrives more than mins late, be marked absent for

3. Employee may not leave more than min early.

4. Leaves more than min early, be marked absent for

5. Overtime shall commence when employee punches out minutes after shift ends.

☒ Swipe twice daily ☐ Swipe four times daily

On Duty:

Off Duty:

4.2 Holiday

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

Holiday Setup (Only for Normal Shift)

Holidays List

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

Add Holiday
Del Holiday

List Of days need to work

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

Add Work Day
Del Work Day

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

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

OK
Cancel

4.3 Leave/Business Trip

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

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

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

Name: Dept: Query Clear

RecID | Department | User ID | User Name | From | To | Type | Note

Leave / Business Trip Compensation Sign In

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

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

Users Department: (All)

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

>> > < <<

Selected Users:

User ID	User Name	Card NO
1	Hellen	18016105

4.4 Manual Sign In

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

Time: 2014-03-04 Tuesday 08:30

Note: forgot swipe card

Department: (All)

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

User ID	User Name	Card NO
1	Hellen	18016185

Configuration

Operation

Attendance

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

+ x Print Export To Excel Find

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

Name Dept. Query Clear

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

4.5 Attendance Report

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

Access Control Software Operation Guide

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

Print Export To Excel Statistics Create Query Option Find

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

Name Dept. Query Clear

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

Click "Create"

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

Print Export To Excel Statistics Create Query Option Find

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

Name: Hellen-18016185 Dept. Query Clear

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

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

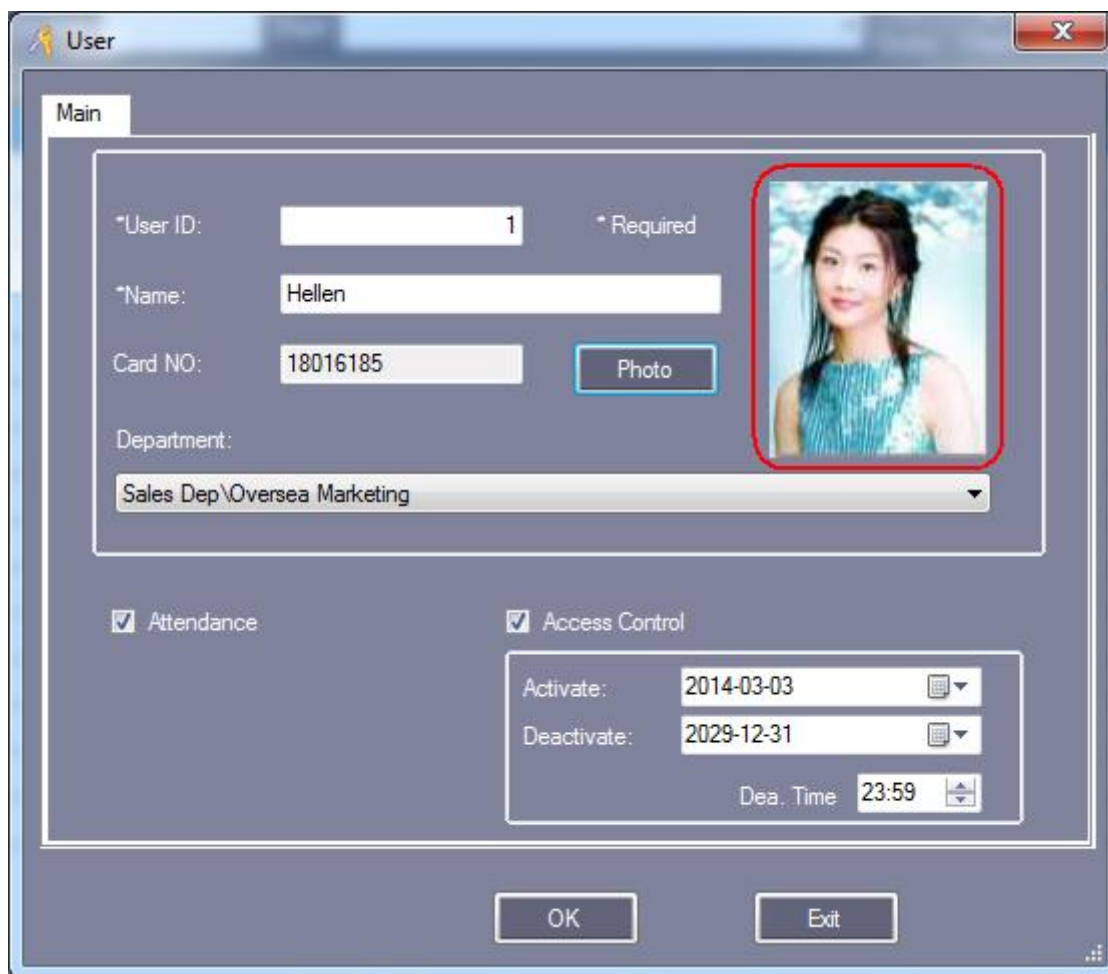
Click "Statistics"

Attendance Statistics															
Print Export To Excel Find Close															
Name Dept. Query Clear															
Creating Attendance Report Log: [Operating Date: 2014-03-04 16:07:42 Tuesday]; From 2014-03-01 To 2014-03-31; Dept: User (1)															
Department	User ID	User Name	Planned Days	FullWork Days	Late Minutes	Late Count	LeaveEa Minutes	LeaveEarl Count	Overl (hr)	Abser Days	Not Swipe	Manual SignIn (Times)	Busine Trip (Days)	Sick Leave (Days)	Privat Leave (Days)
Sales Dep\Oversea Marketing	1	Hellen	21	18	5	1	5	1	0.5			1			

Part 5 Appendix

5.1 How to display user's photo when Monitoring

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

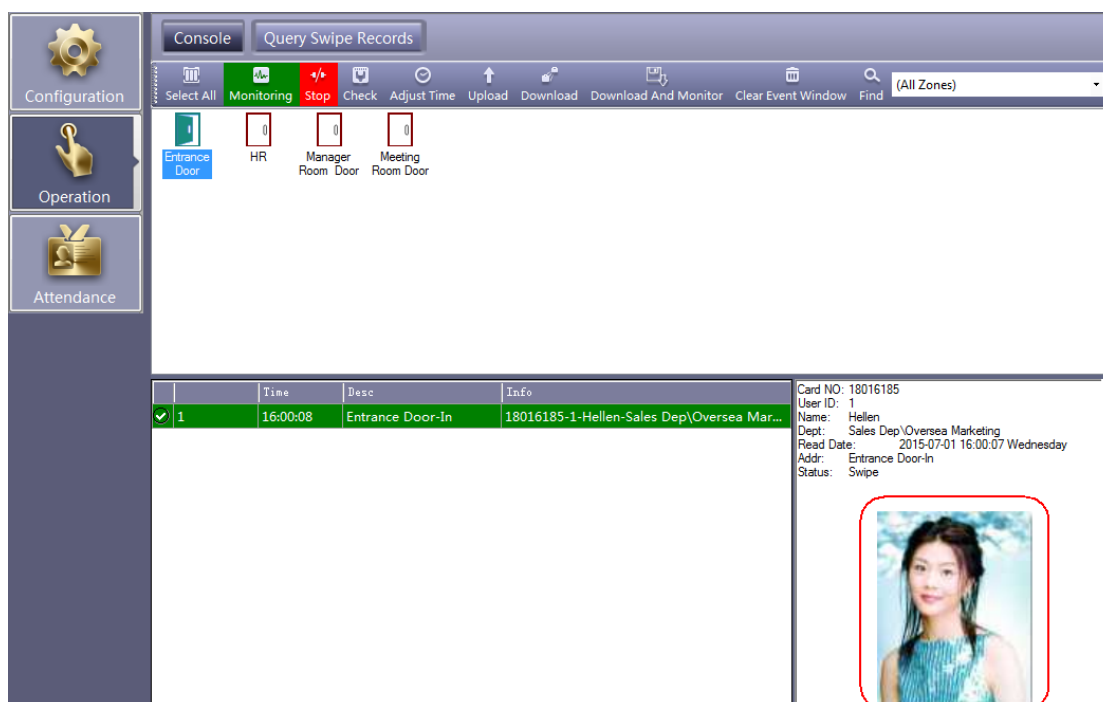


The screenshot shows a window titled "User" with a "Main" tab. The form contains the following fields and controls:

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

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

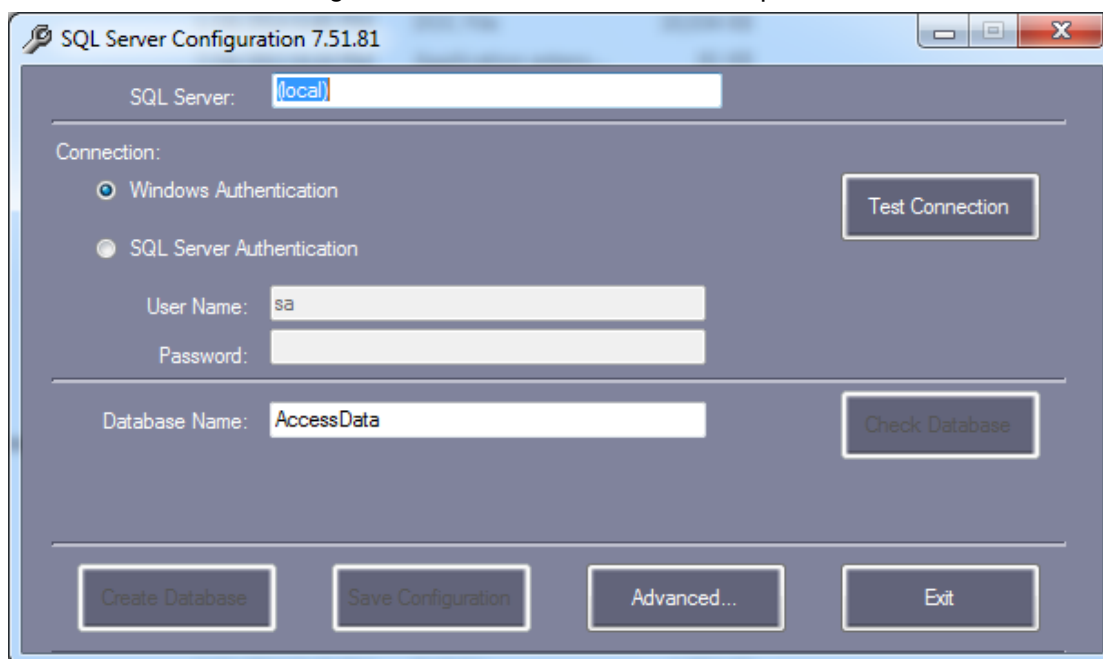
At the monitor window, it can show the user's photo when the user swiping card.



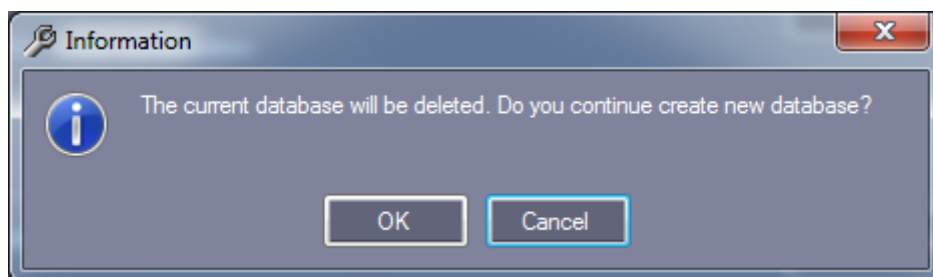
5.2 SQL Server Configuration

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

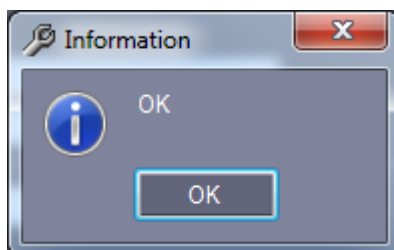
Click **【Start】 > 【Programs】 > 【AccessControl】 > 【SqlSet】**



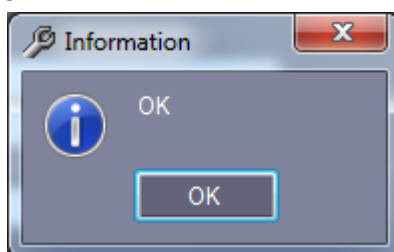
Click "Create Database"



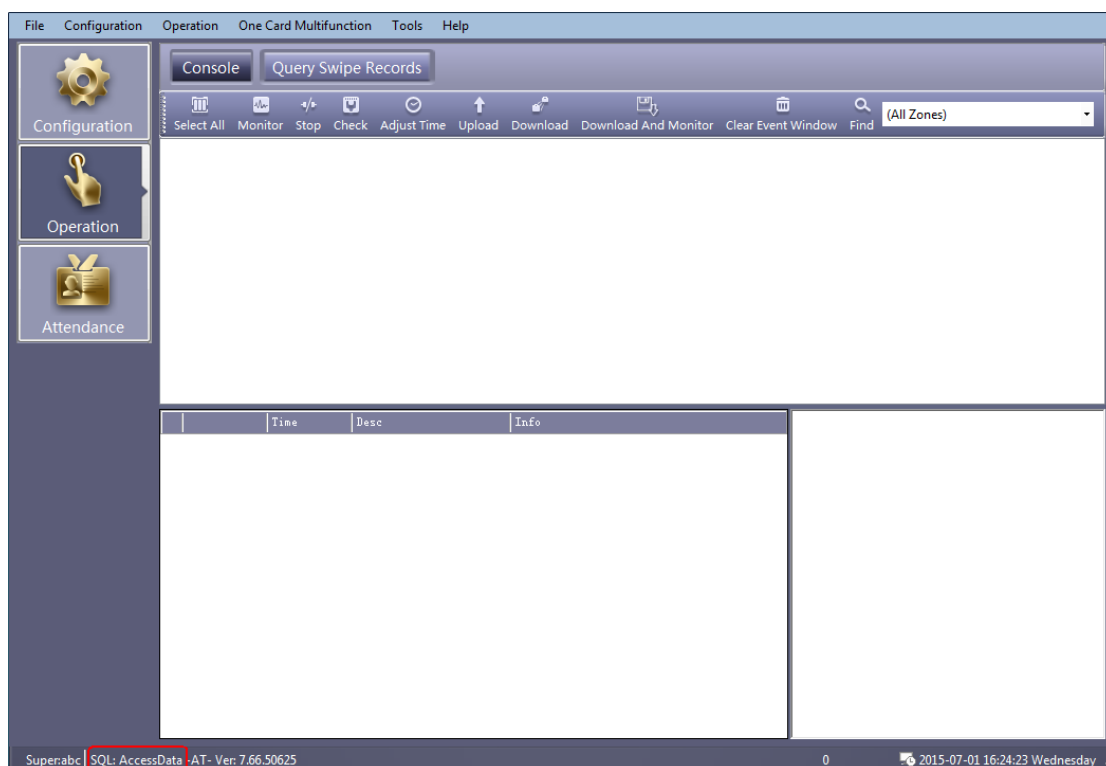
Click "OK"



Click "OK", Then Click "Confirm"



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

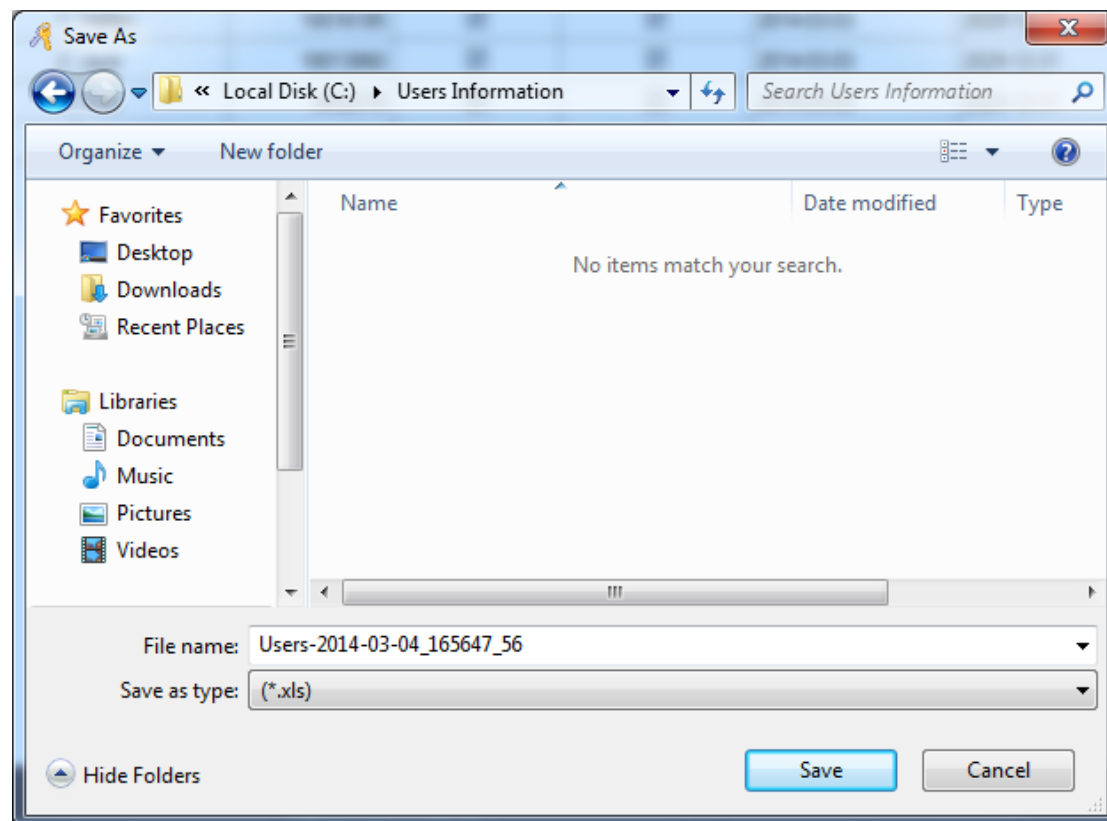


5.3 Import consumer's information from Excel

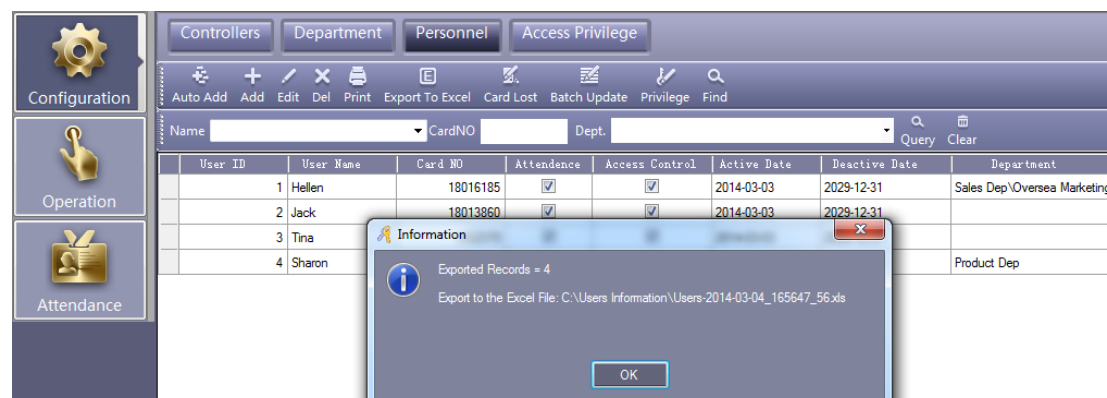
Attention: It can only import valid “ConsumerNO”, “Name”, “CardID” and “Department”.

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

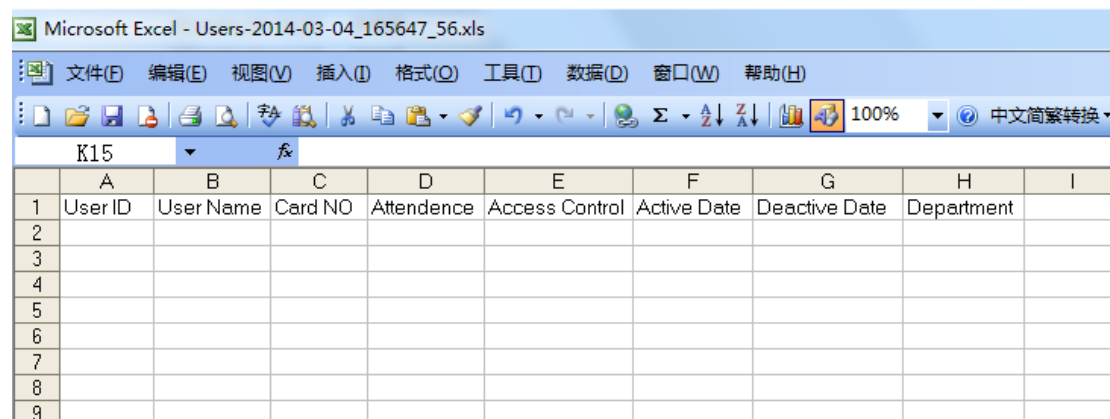
Click **【Configuration】 > 【Personnel】 > 【Export To Excel】**



Click “Save”



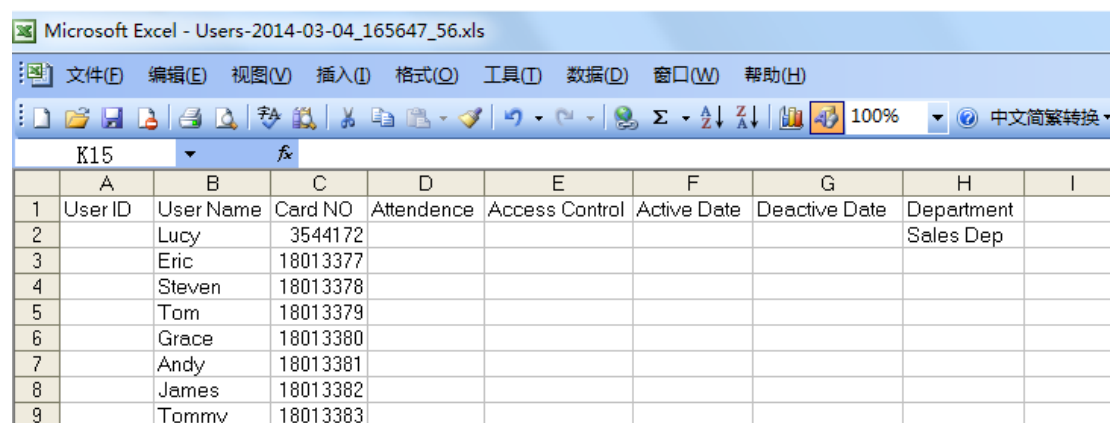
Open the exported Excel document “Users-2014-03-04_165647_56.xls”.



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

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

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

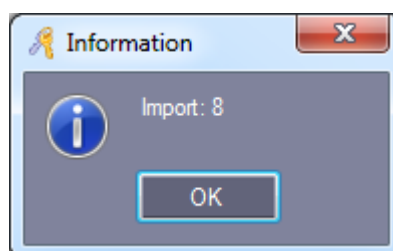


	A	B	C	D	E	F	G	H	I
1	User ID	User Name	Card NO	Attendance	Access Control	Active Date	Deactive Date	Department	
2		Lucy	3544172					Sales Dep	
3		Eric	18013377						
4		Steven	18013378						
5		Tom	18013379						
6		Grace	18013380						
7		Andy	18013381						
8		James	18013382						
9		Tommy	18013383						

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

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

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



Import Result as:

Access Control Software Operation Guide


Configuration


Operation


Attendance

Controllers

Department

Personnel

Access Privilege

 Auto Add

 Add

 Edit

 Del

 Print

 Export To Excel

 Card Lost

 Batch Update

 Privilege

 Find

Name

CardNO

Dept.

 Query

 Clear

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