

Micro Access C
User Manual
(Ver 2.2)

【Content】

Micro Access C introduction	1
Specification and Features	1
Installation and Un-installation.....	2
Micro Access C Function Directory	11
1. TERMINAL.....	11
1-1 Terminal.....	11
1-1.1 Add Terminal	12
1-1.2 Modify Terminal.....	14
1-1.3 Delete Terminal	15
1-1.4 Setting Terminal.....	16
1-2 Time Set.....	17
1-2.1 Add new Time Set	18
1-2.2 Modify Time Set.....	19
1-2.3 Delete Time Set	20
1-2.4 Upload Time Set.....	21
1-2.5 Delete Time Set from Terminal	22
1-2.6 Clear all Time Set from Terminal	23
1-3 Time Zone.....	24
1-3.1 Add Time Zone	25
1-3.2 Modify Time Zone.....	26
1-3.3 Delete Time Zone	27
1-3.4 Time Zone Upload.....	28
1-3.5 Delete Time Zone from Terminal	29
1-3.6 Clear Time Zone item from Terminal	30
1-3.7 Display Detail.....	31
1-4 Door.....	32
1-4.1 Add Door	33
1-4.2 Modify Door.....	34
1-4.3 Delete Door	35
1-4.4 Door configuration	36
1-4.5 Remote control	37
1-5 Group.....	38
1-5.1 Add Group	39
1-5.2 Modify Group.....	40
1-5.3 Delete Group	41
1-5.4 Display Detail.....	42
1-5.5 Upload Group.....	43

1-5.6 Upload Group to all terminals	44
1-5.7 Delete Group from Terminal	45
1-5.8 Clear Group from Terminal	46
1-6 Holiday	47
1-6.1 Add Holiday.....	48
1-6.2 Modify Holiday	49
1-6.3 Delete Holiday	50
1-6.4 Upload Holiday to Terminal	51
1-6.5 Download Holiday information from Terminal.....	52
1-6.6 Check uploaded Holiday information	53
1-6.7 Delete Holiday information from Terminal	54
1-6.8 Clear all Holiday information from Terminal.....	55
1-7 Multiple Badge ID	56
1-8 Event Process.....	58
1-9 Email alarm	60
1-10 Control Center	62
1-10.1 Reboot Terminal(s)	64
1-10.2 Synchronization Date and Time	64
1-10.3 Entry Logs	65
1-10.3.1 Download un-received logs	65
1-10.3.2 Download all entry logs.....	65
1-10.3.3 Check entry log amount.....	66
1-10.3.4 Clear entry logs from terminal	66
1-10.3.5 Auto Download Setting	67
1-10.4 Remote control	68
1-10.4.1 Fire Alarm Detection start	68
1-10.4.2 Fire Alarm Detection Off.....	69
1-10.4.3 Alarm release	70
1-10.4.4 Emergency Open All Doors.....	71
1-10.4.5 Emergency Close All Doors	72
1-10.4.6 Door Security back to normal.....	73
1-10.5 Check Terminal.....	74
1-10.5.1 Terminal Information.....	74
1-10.5.2 Terminal Date and Time	74
1-10.5.3 Search BF-50/BF-20.....	75
1-10.5.4 BF-50/BF-20 Status	75
1-10.6 More Operation	76
1-10.6.1 IP Camera configuration.....	76
1-10.6.2 Sub-controller Setting.....	77
1-10.6.3 Password Setting	78

1-10.6.3.1 Web Logon Setting	78
1-10.6.3.2 Entrance Password.....	78
2. GUEST INFO	79
2-1 Guests	79
2-1.1 Add User.....	82
2-1.2 Modify User information.....	83
2-1.3 Delete User account.....	84
2-1.4 Batch Modify.....	85
2-1.5 Look Up User information	86
2-1.6 Export	87
2-1.7 Print	89
2-1.8 Setting.....	90
2-1.8.1 General	90
2-1.8.2 Display.....	91
2-1.8.3 Position	92
2-1.8.4 Skill Level	93
2-1.8.5 Credential ID name.....	94
2-1.8.6 Education.....	95
2-1.8.7 Political Status	96
2-1.8.8 Religion	97
2-1.8.9 Nationality	98
2-1.8.10 Native Place.....	99
2-1.9 Upload	100
2-1.10 Download	102
2-1.11 More Operation.....	103
2-1.11.1 Check user list on terminal	103
2-1.11.2 Delete user from terminal	104
2-1.11.3 Clear all users from terminal	105
2-1.11.4 Modify Employee ID	106
2-1.11.5 Modify User ID.....	107
2-2 Department	108
2-2.1 Add department	109
2-2.2 Add Sub-Sector.....	110
2-2.3 Modify Department/Sub-sector	111
2-2.4 Delete Department/Subsidiary.....	112
2-2.5 Refresh.....	112
2-3 Work Title	113
2-3.1 Add Position	114
2-3.2 Modify Position information	115
2-3.3 Delete Position.....	116

2-3.4 Refresh.....	116
2-4 Automatically Registry User	117
2-4.1 Delete.....	118
2-4.2 Execute At Once	118
2-4.3 Refresh.....	118
2-4.4 Setting.....	119
3. Monitor	120
3-1 Monitor Image	120
3-1.1 Setting.....	121
3-1.1.1 General	121
3-1.1.2 Activated Event	121
3-1.1.3 Event Color.....	122
3-1.1.4 Sound Alarm.....	123
3-1.1.5 Monitor Image	124
3-2 Real Time Text mode Monitor.....	125
3-2.1 Setting.....	127
3-2.1.1 General	127
3-2.1.2 Activated Event	127
3-2.1.3 Event Color.....	128
3-2.1.4 Sound Alarm	129
3-2.2 Print	130
3-2.3 Export	131
3-2.4 New Window	132
3-3 Monitor Map.....	133
3-3.1 Add	135
3-3.2 Modify	137
3-3.3 Delete.....	137
3-3.4 Setting.....	138
3-3.4.1 General	138
3-3.4.2 Event Trigger	138
3-3.4.3 Capture Image :	139
3-3.4.4 Sound Alarm	141
4. Report.....	143
4-1 Entry Log Report.....	143
4-1.1.1 Look Up.....	144
4-1.2 Print	146
4-1.3 Export a Text format report	147
4-1.4 Export Excel	148
4-1.5 Export Access	149
4-1.6 Export Format.....	150

4-1.6.1 Text	150
4-1.6.2 Excel	151
4-1.6.3 Access	152
4-2 First and Last Report	153
4-2.1 Look Up	154
4-2.2 Print	155
4-2.3 Export	156
4-3 Card History Report	157
4-3.1 Look Up	158
4-3.2 Print	160
4-3.3 Export	161
5. Tool	162
5-1 System log	162
5-1.1 Look Up	163
5-1.2 Detail	165
5-1.3 Refresh	165
5-1.4 Print	166
5-1.5 Export	167
5-2 Micro Access C information	168
5-3 Account	170
5-3.1 Role management	170
5-3.1.1 Add a new Role	171
5-3.1.2 Modify Role	172
5-3.1.3 Delete Role account	173
5-3.2 Account Management	174
5-3.2.1 Add new account	175
5-3.2.2 Modify Account	176
5-3.2.3 Delete Account	177
5-3.3 Modify Password	178
5-4 Import	179
5-4.1 Import user account	179
5-4.2 Import data from old version (Micro Access C1.2)	184
5-5 Back Up and Restore	187
5-6 Database connection	190
5-7 Option	192
5-7.1 General	192
5-7.2 Display	193
5-7.3 Advance	197
5-8 Help	198
FAQ	199

6. Elevator	206
6-1 Group list	206
6-1.1 Setup Elevator group	208
6-2 Elevator Control Center	209
6-2.1 Set Start Floor	209
6-2.2 Call to specific floor	209
6-2.3 Clear Floor information	209
7. Time attendance	210
7-1 Attendance Rule	210
7-2 Shift setting	211
7-3 Holiday Setting	213
7-4 Employee Schedule Setting	214
7-5 Scheduled Employee Search	216
7-6 Unscheduled Employee Search	217
7-7 Leave record	218
7-8 Sign-in record	220
7-9 Business Trip Record	222
7-10 Overtime Record	224
7-11 Report setting update	227
7-12 Detail Report	228
7-13 Monthly Statistics	229
8. Zone	230
8-1 Zone management	230
8-2 Zone option	233
8-3 Entry Exit Detail Report	234
8-4 Entry amount sum report	235
8-5 Current In-Zone report	236
8-6 Exited Record Guest report	237
8-7 No Record Guest Report	238
8-8 Stay time sum report	239
8-9 Stay time detail report	240
8-10 Unusual Report	241

Micro Access C introduction

Micro Access C is a proprietary management software for MX60 series, which provides a diversity management interface that has systematically centralized access control and surveillance, monitoring function and application in one.

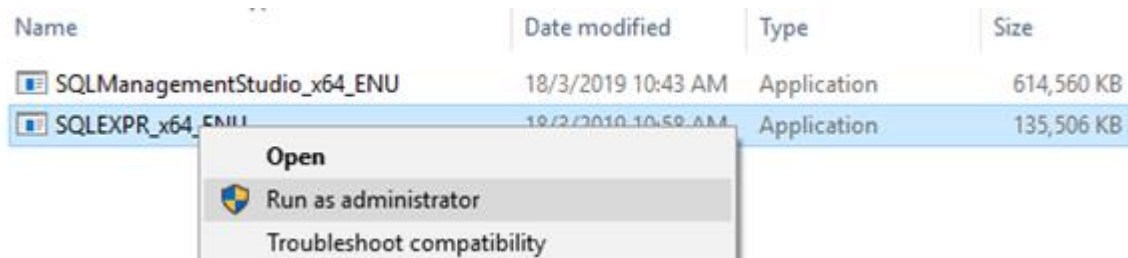
Specification and Features

- 1 、 Independently terminal and database operation.
- 2 、 Use standard on screen software interface to operate individual terminal.
- 3 、 Order or batch mode command execution for terminal is available.
- 4 、 Default on screen display language for Micro Access C can be Simplified, Traditional and English. Other display language can be choosing.
- 5 、 Control Panel interface is to centralize terminal's management.
- 6 、 Enhancement real-time on-screen surveillance mode, including image, text and map monitor.
- 7 、 Sounds Alarm set up is available and different event type can be with different color.
- 8 、 Automatically pop-up alarm window when Fire Alarm event is triggered.
- 9 、 User profile contents diversity fields, provides batch modification or customization set-ups function.
- 10 、 User profile can be imported with Excel, Access or MSSQL format.
- 11 、 Different user can be authorized different role (access authority).
- 12 、 Diversity query methods provided for customized a report.
- 13 、 System log records routine operation and probable error information is easily for query.
- 14 、 Directly interface to connect databases like SQL Express, SQL Server or Access.
- 15 、 Configurable Listen Port, maximum user account number for system and maximum auxiliary threads.
- 16 、 Automatically user registry function is configurable, and can also bridge the function to any existing Human Resource program.
- 17 、 Background mode access log receiving, based on specific time or terminals.
- 18 、 Enhanced report printing function.
- 19 、 Report format can be option: Text, Excel or Access.
- 20 、 Background mode Real time access log received and stored.

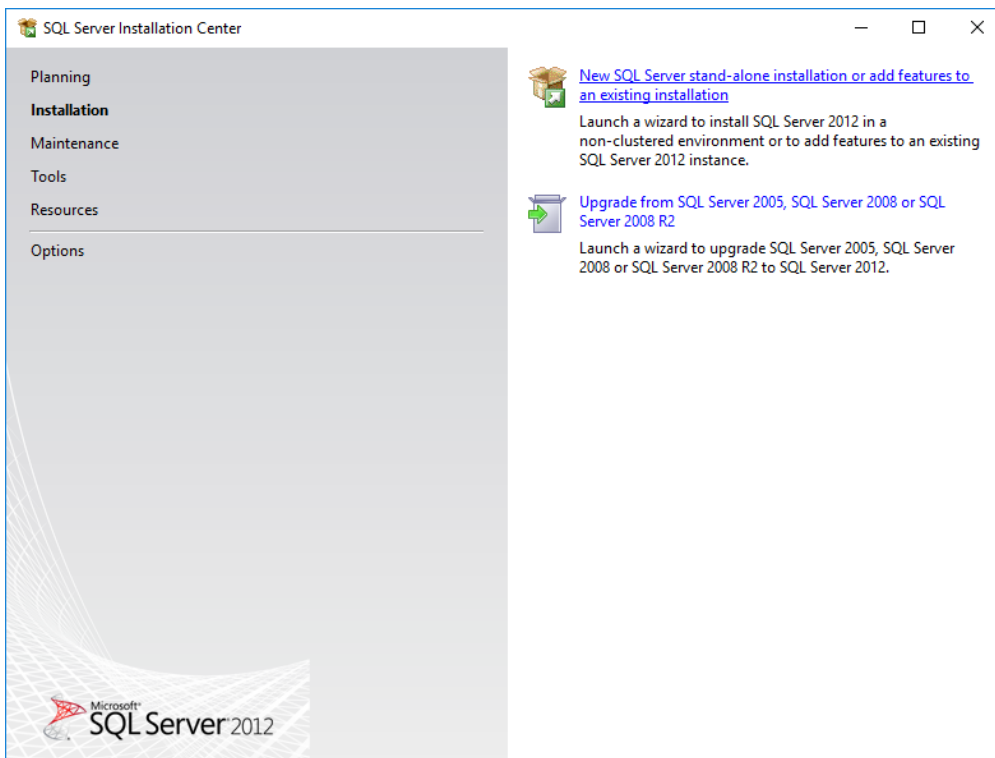
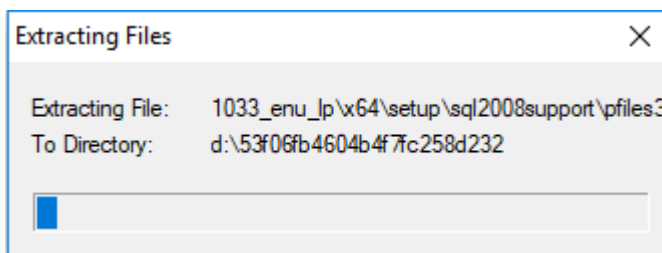
Installation and Un-installation

Installation:

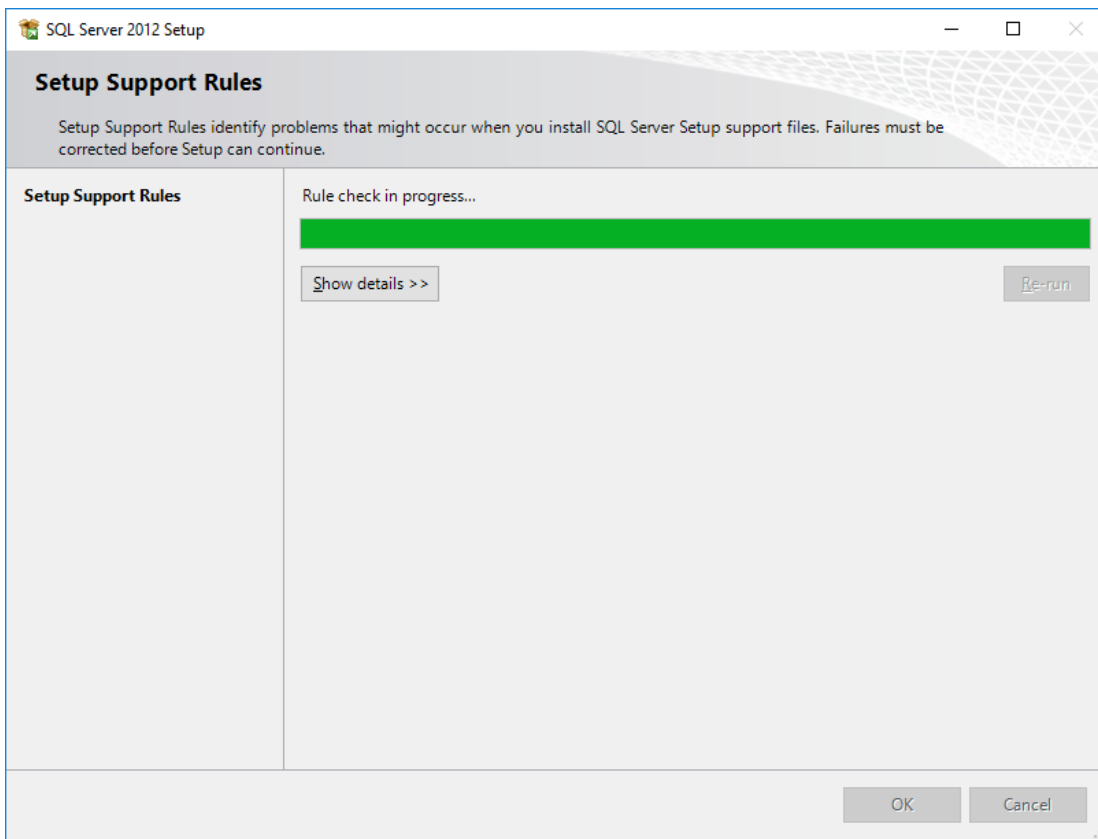
1. Please install SQL database before Run the Miro Access C Software. With **Windows 10, 64Bit** Operation System as a base. Click **SQLEXPRESS_x64_ENU.exe** and Run as Administrator to install SQL database.



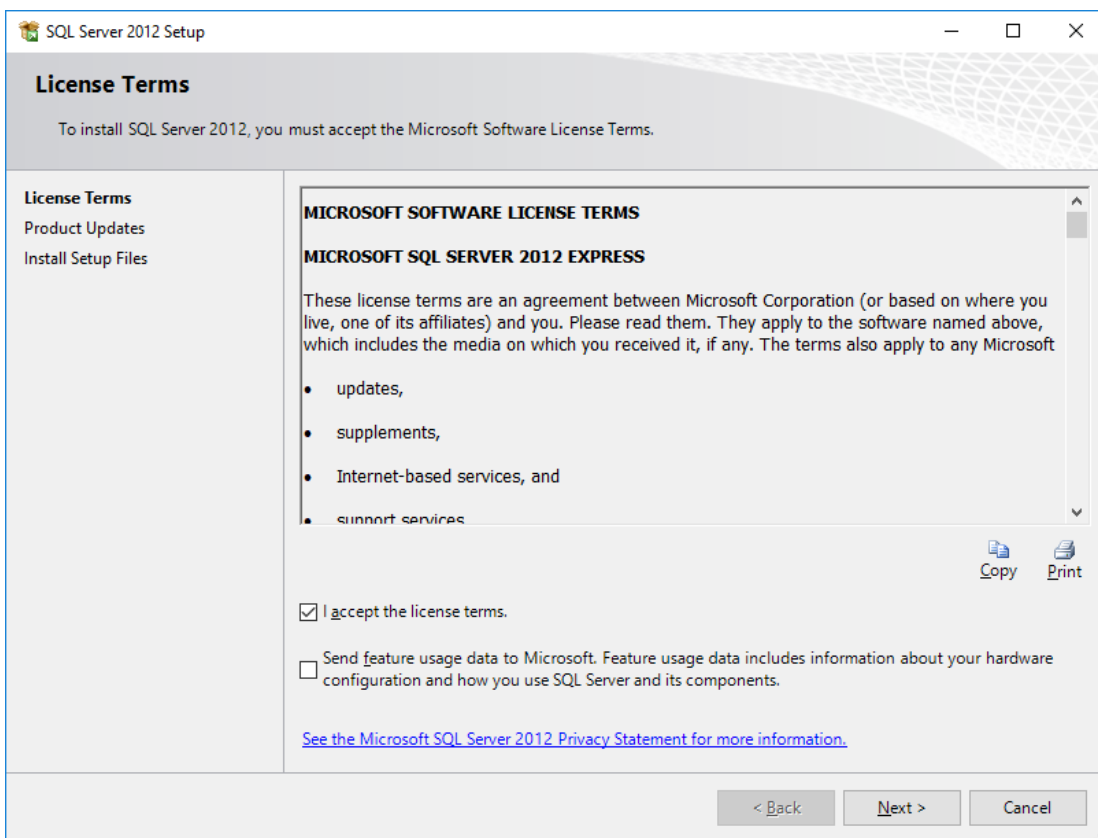
2. After extracting the file. Click “New SQL Server stand-alone installation or add features to an existing installation” button to continue.



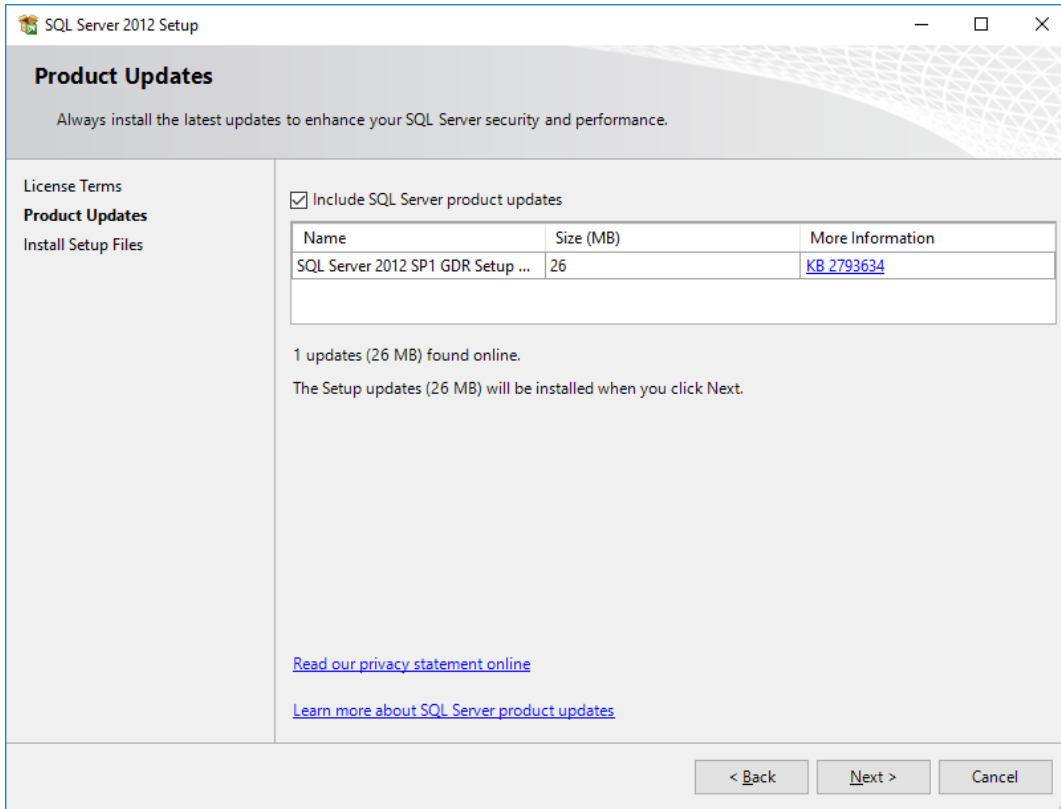
3、Click “OK” button to continue.



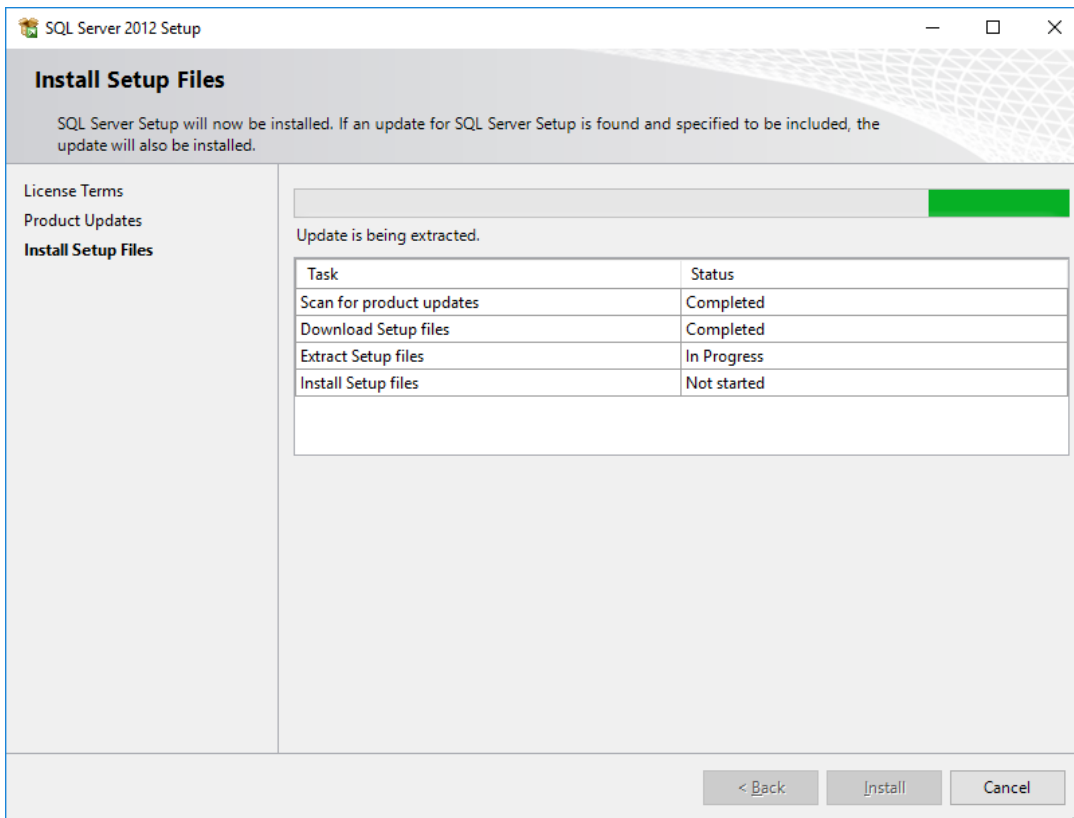
4、Tick “I accept the license terms” and click “Next” button to continue.



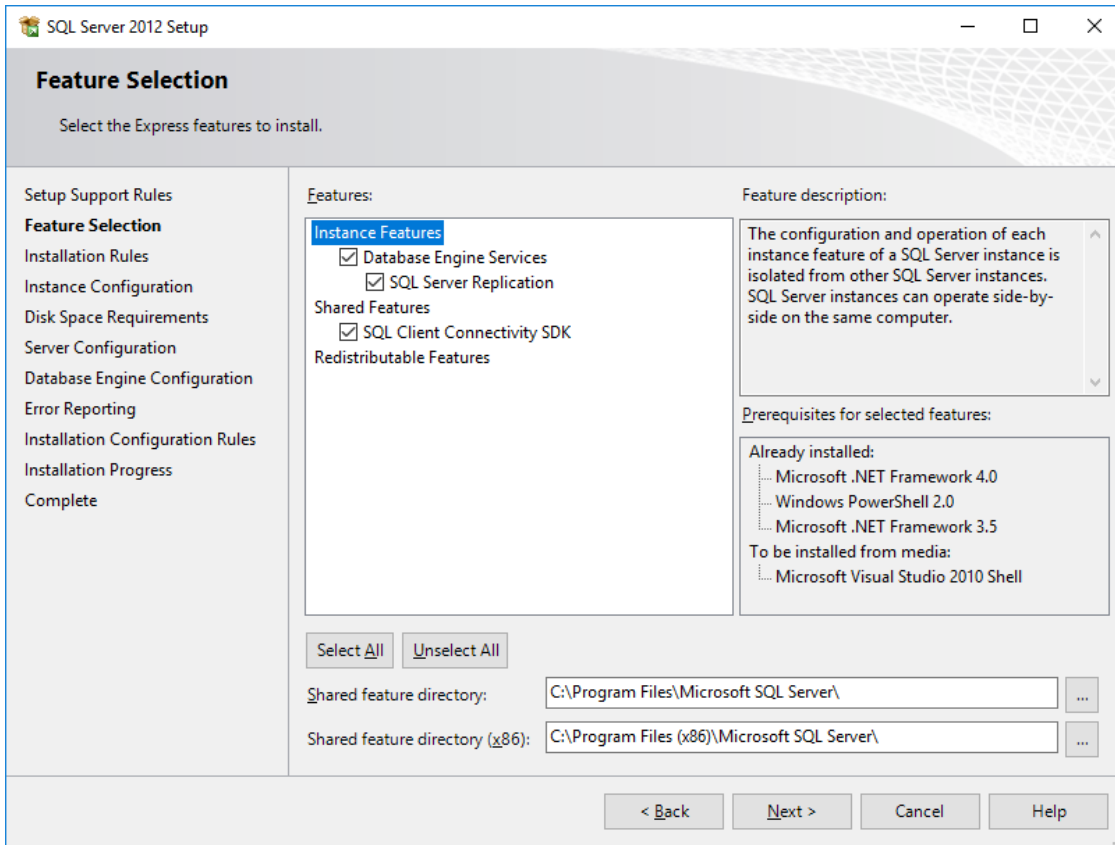
5、Click “Next” to continue.



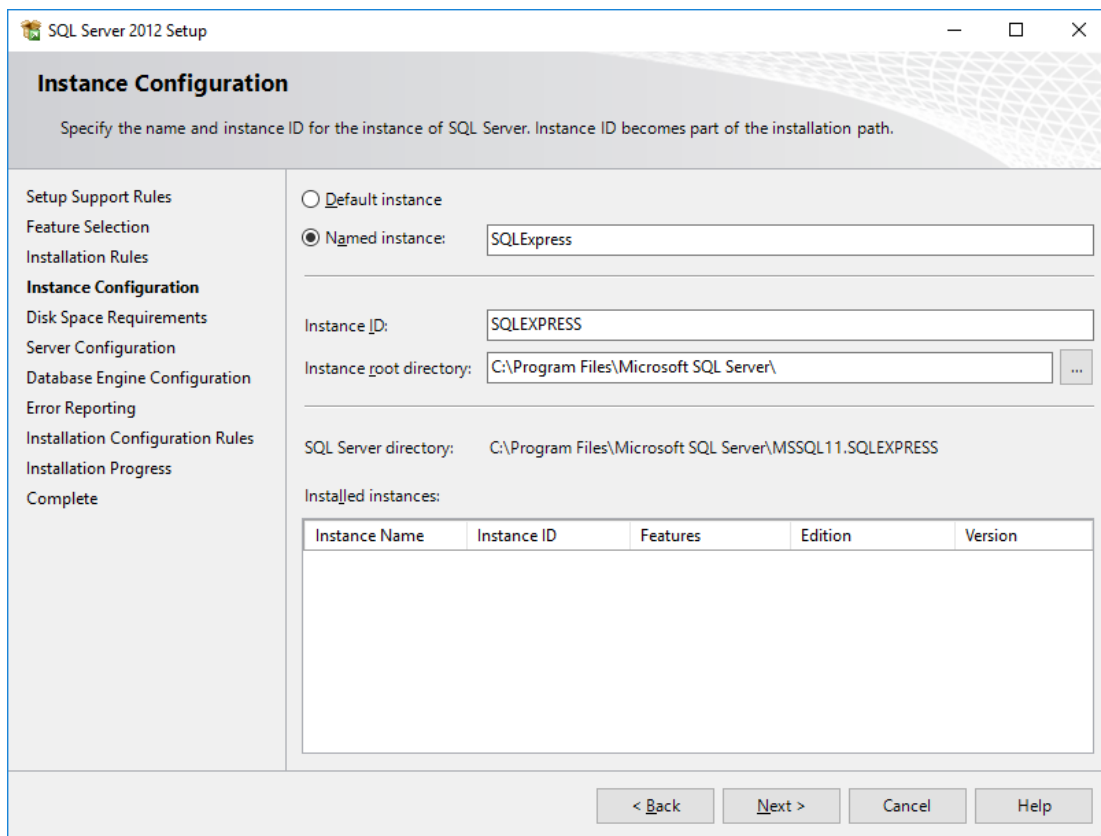
6、Clicking “Install” button to continue.



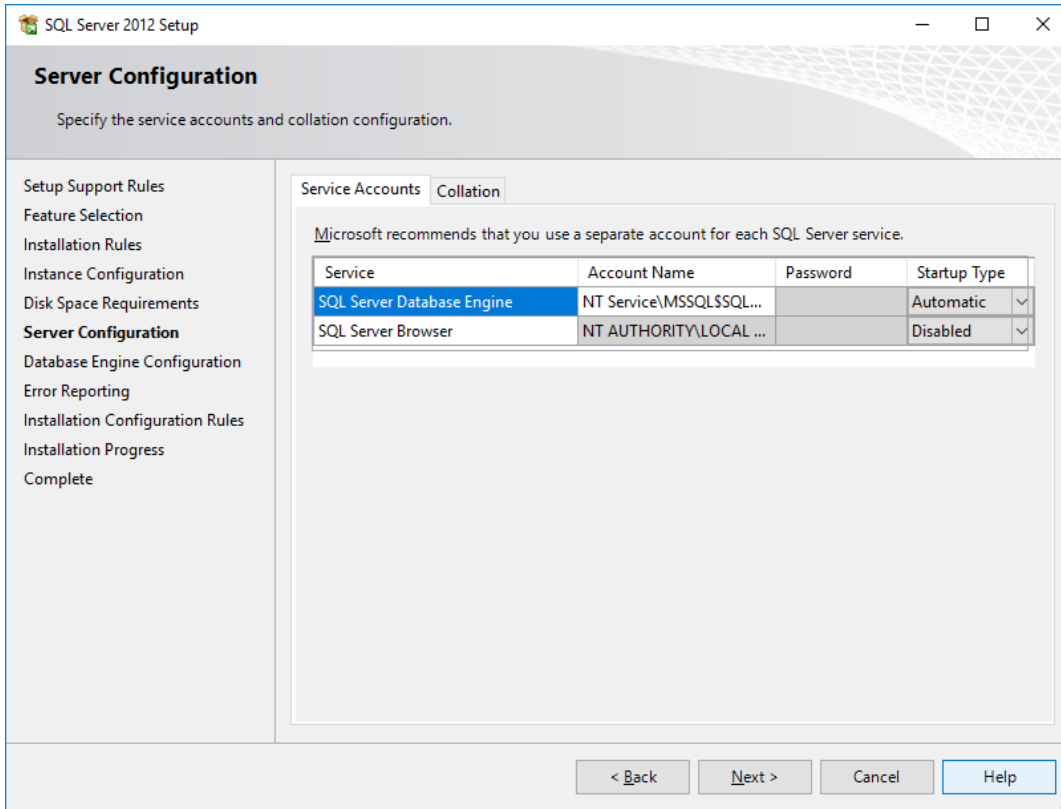
7、Select file location and click “Next” button to continue.



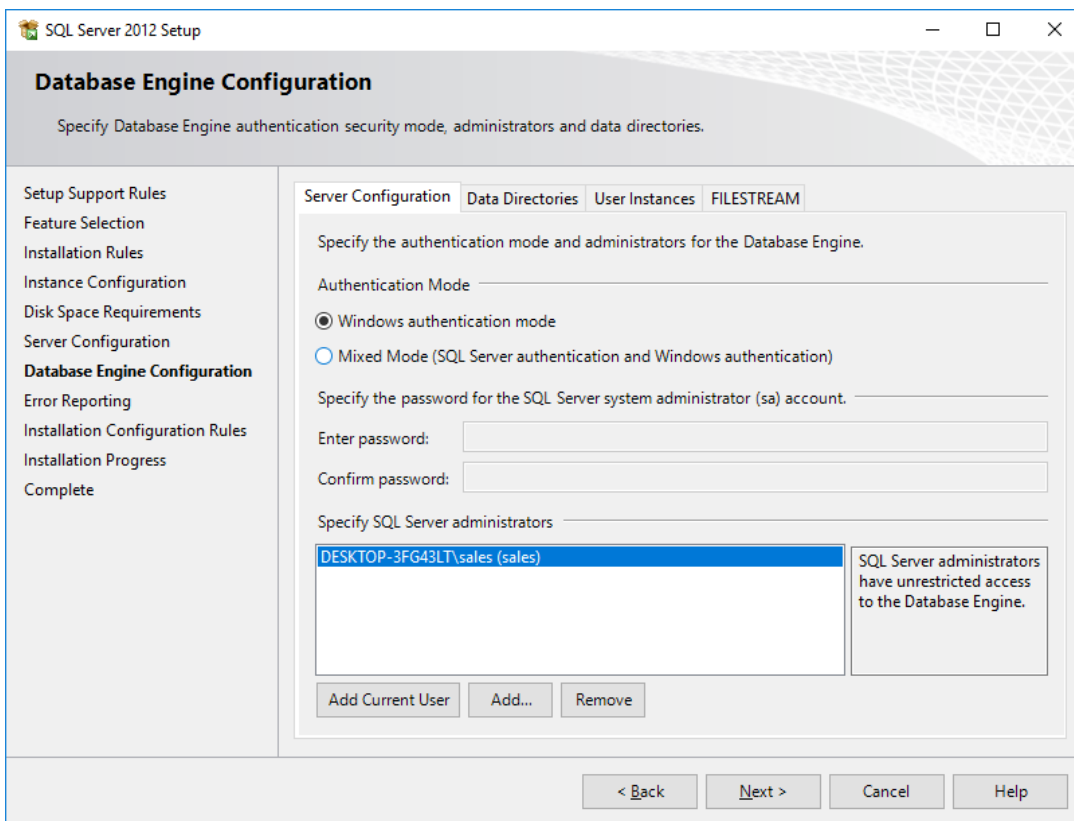
8、Specify the name and instance ID and click “Next” to continue.



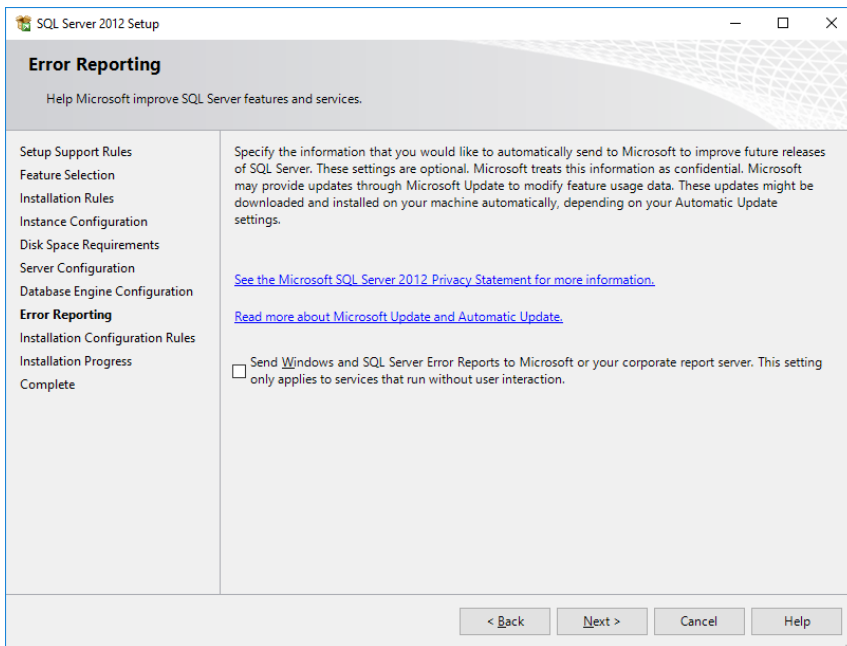
9、Click “Next” to continue.



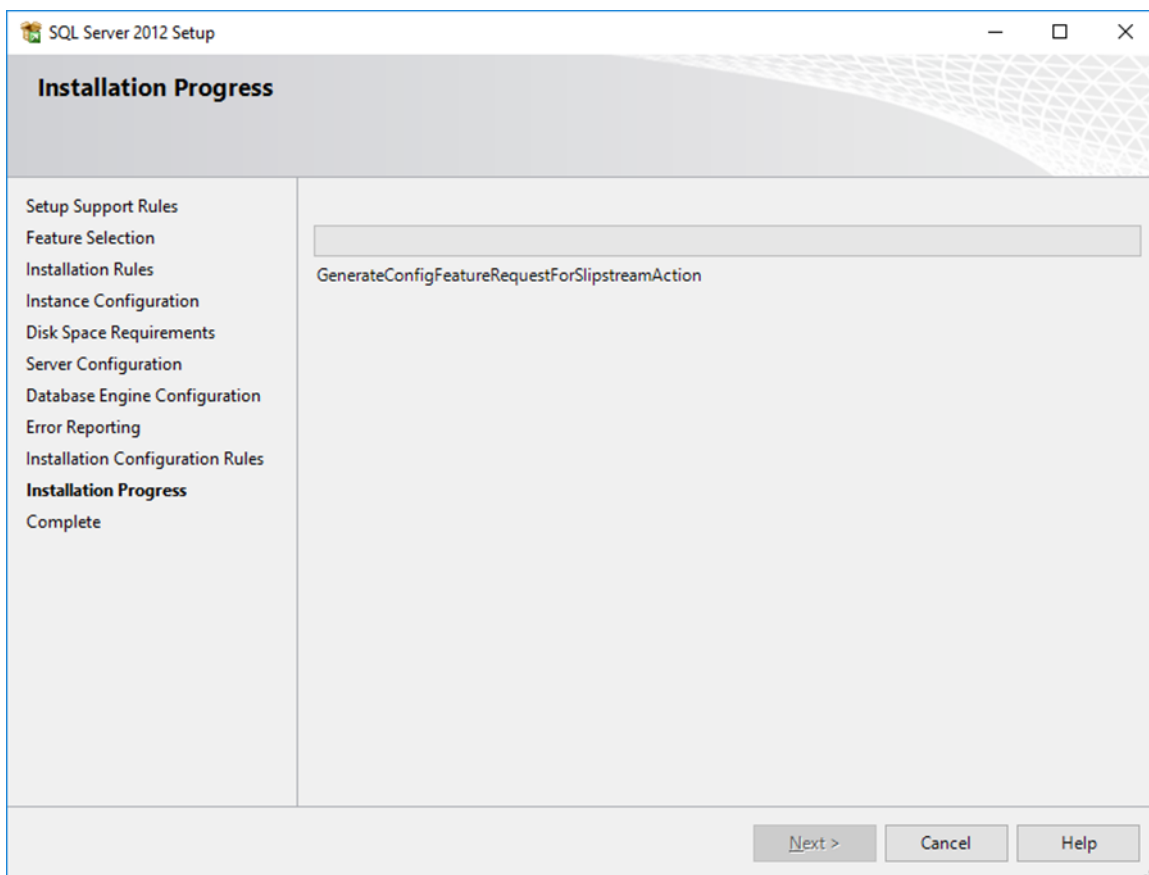
10、After clicking “Next” button, a **Windows Authentication Mode** term is recommended. Click “Next” to continue.



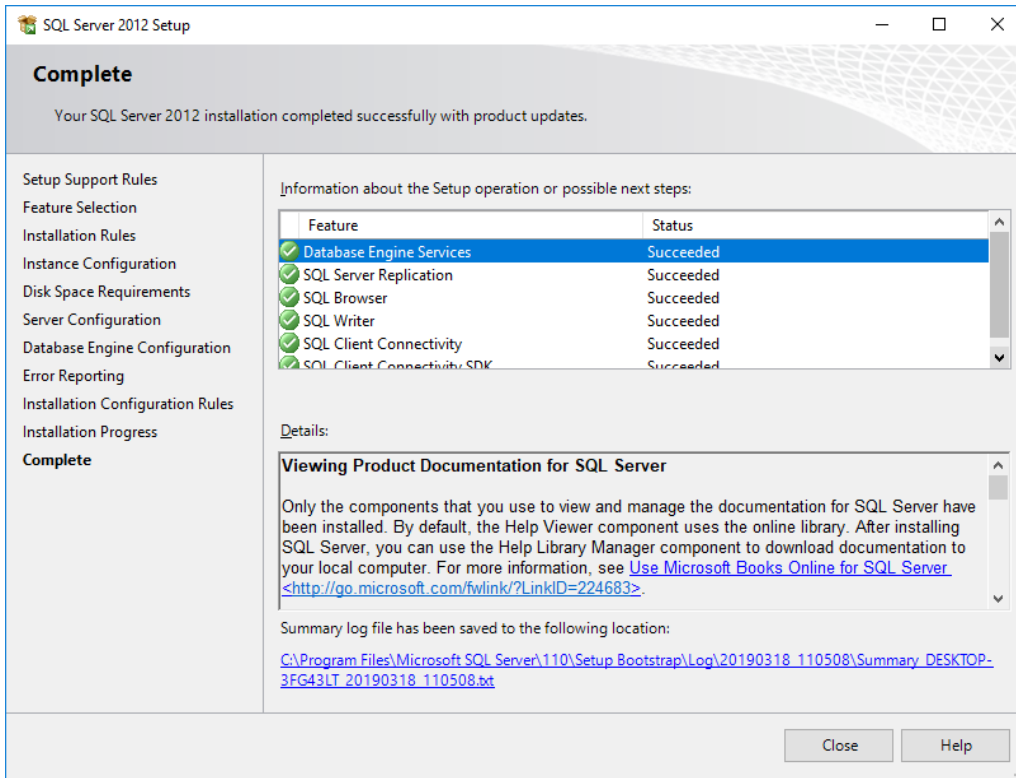
- 11、 After clicking “Next” button, continue to decide if it is needed to send error report to Microsoft company when SQL Server 2012 is error. Default setting is “Not Checked”. Click “Next” button to continue.



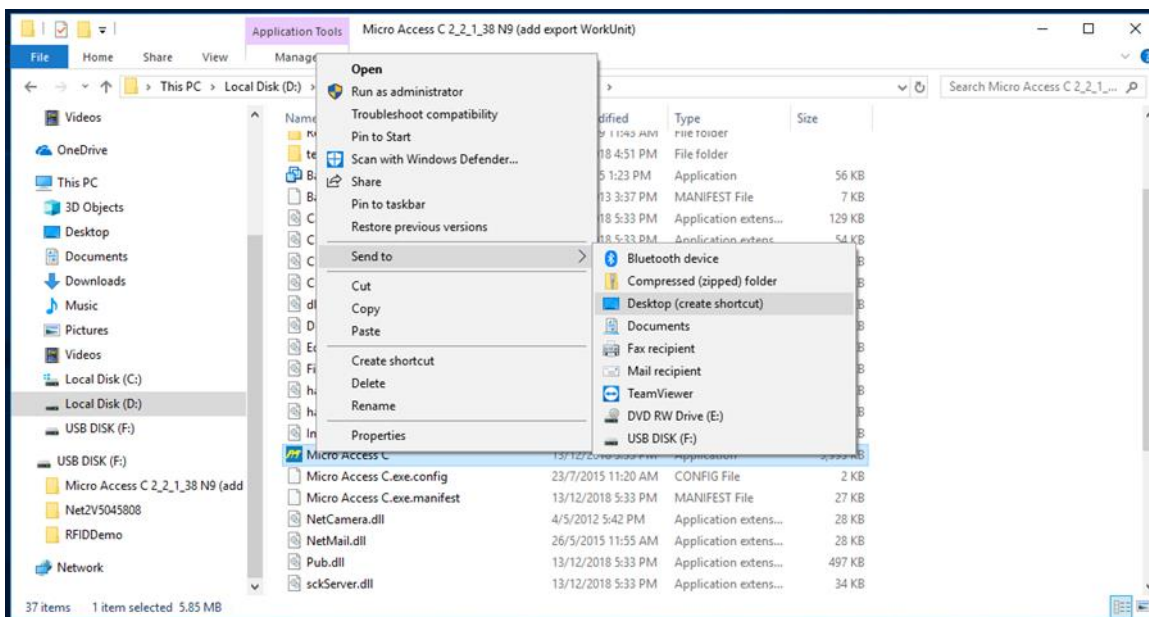
- 12、 After clicking “Next” button refers to everything is prepared for installing SQL Server Database Services. Make sure if below window is shown and press “Next” button to continue.



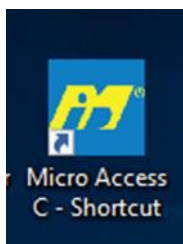
- 13 · Once completed, all installation progress of SQL Server components will be shown on the status fields. Click “Close” button to finish the database installation.



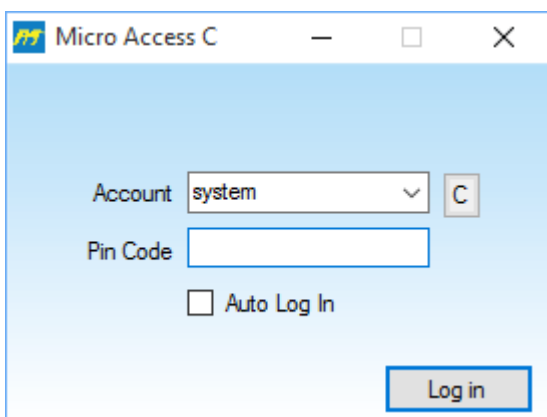
- 14 · When installation of SQL Server 2012 is completed, copy Micro Access C program in computer C:\\ drive and create shortcut in desktop.



15、Double click the icon to Run Micro Access C program.



16、After double clicking Micro Access C program icon, a Username, Password window will be shown. The default username is “system”, password is blank. Click “Log in” to start Micro Access C program.



Un-installation:

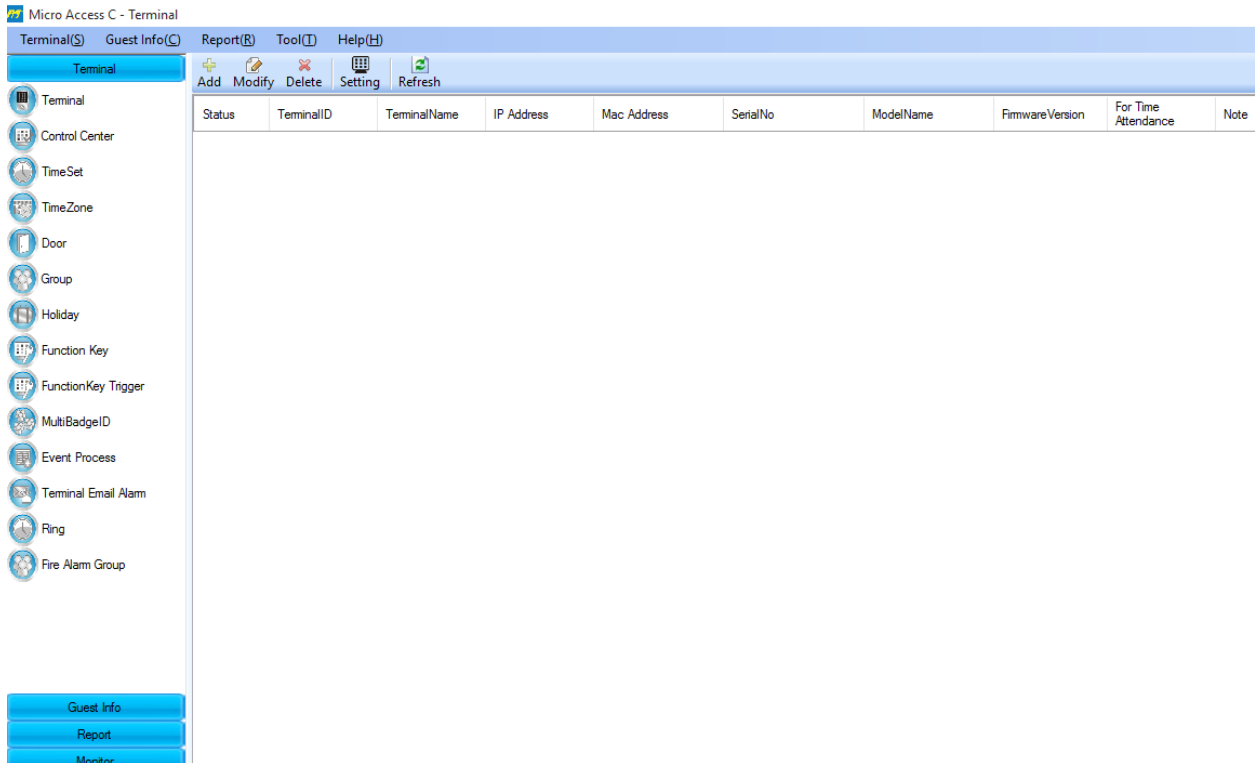
1 、 Delete the Micro Access C folder in C:\\ drive to un-install the software

Micro Access C Function Directory

1. TERMINAL

1-1 Terminal

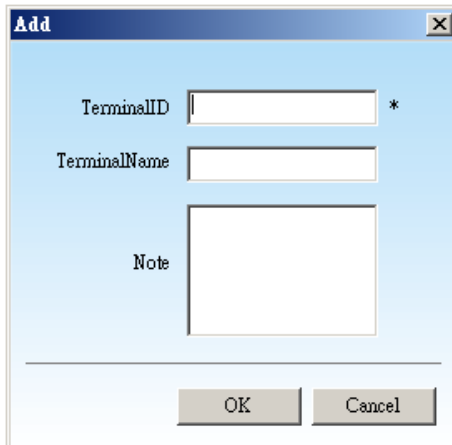
Click “Terminal” → “Terminal” to call a terminal management window :



- **Add** : Add new terminal
- **Modify** : Modify terminal
- **Delete** : Delete terminal
- **Setting** : Configure Terminal ID, IP address, Control mode ... etc.

1-1.1 Add Terminal

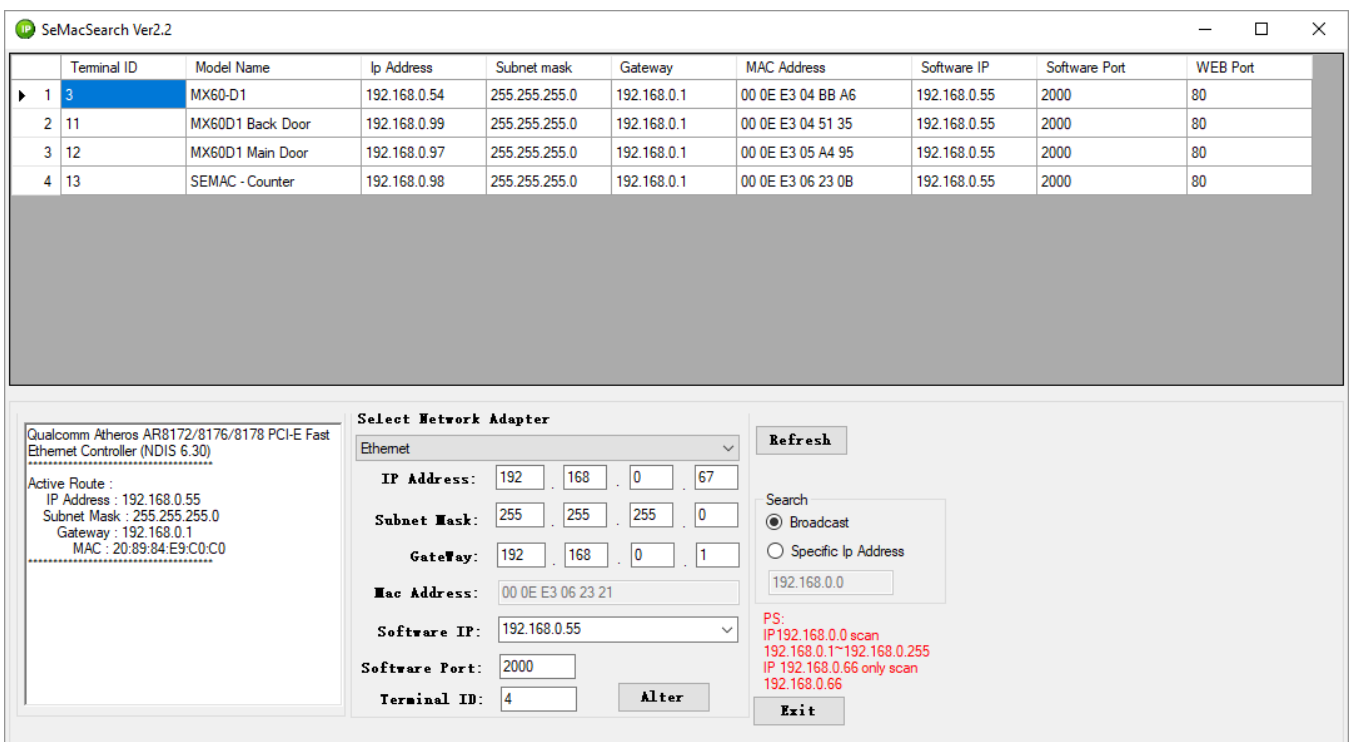
1、Click “Add” button to manual add terminal to the software:



- Terminal ID must be the same number with the terminal which is going to be connected to Micro Access C and the terminal ID on Micro Access C cannot be “blank” or “0”, also, it cannot be duplicated with other terminal ID.
- Terminal refers to MX60 series product.

2、Micro Access C software can also auto detect terminal once the terminal set to correct Software IP:

2.1 Use SemacSearch to set Terminal IP address, Subnet, Gateway, Software IP, Software Port and Terminal ID.



Terminal ID	Model Name	Ip Address	Subnet mask	Gateway	MAC Address	Software IP	Software Port	WEB Port
3	MX60-D1	192.168.0.54	255.255.255.0	192.168.0.1	00 0E E3 04 BB A6	192.168.0.55	2000	80
11	MX60D1 Back Door	192.168.0.99	255.255.255.0	192.168.0.1	00 0E E3 04 51 35	192.168.0.55	2000	80
12	MX60D1 Main Door	192.168.0.97	255.255.255.0	192.168.0.1	00 0E E3 05 A4 95	192.168.0.55	2000	80
13	SEMAC - Counter	192.168.0.98	255.255.255.0	192.168.0.1	00 0E E3 06 23 0B	192.168.0.55	2000	80

Qualcomm Atheros AR8172/8176/8178 PCI-E Fast Ethernet Controller (NDIS 6.30)

Active Route :
IP Address : 192.168.0.55
Subnet Mask : 255.255.255.0
Gateway : 192.168.0.1
MAC : 20:89:84:E9:C0:C0

Select Network Adapter: Ethernet

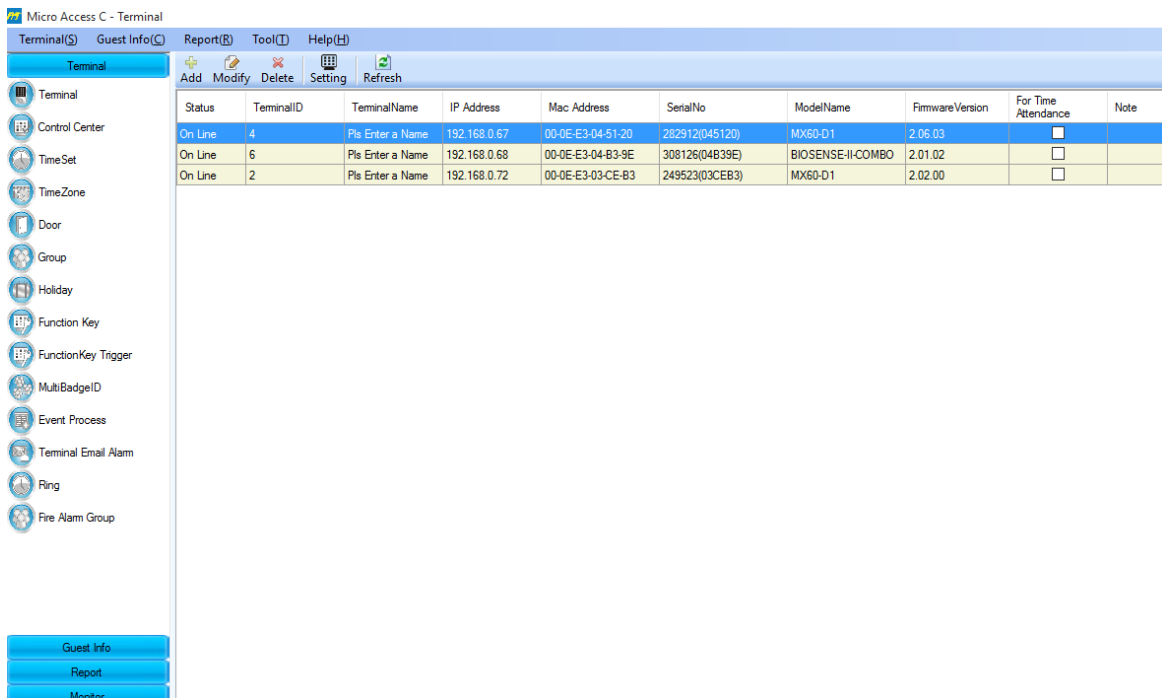
IP Address: 192 . 168 . 0 . 67
Subnet Mask: 255 . 255 . 255 . 0
GateWay: 192 . 168 . 0 . 1
Mac Address: 00 0E E3 06 23 21
Software IP: 192.168.0.55
Software Port: 2000
Terminal ID: 4

Refresh

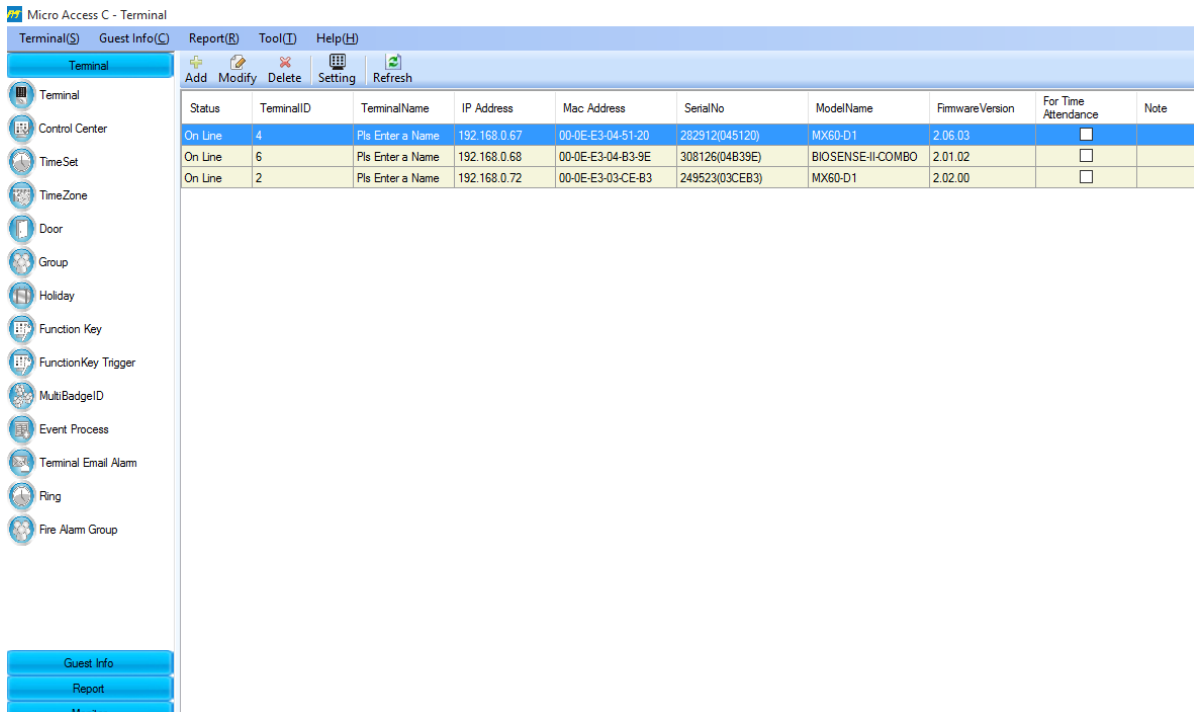
Search
 Broadcast
 Specific Ip Address
192.168.0.0

PS:
IP 192.168.0.0 scan
192.168.0.1~192.168.0.255
IP 192.168.0.66 only scan
192.168.0.66

2.2 Terminal information window will list the terminal status which has been successful connected to Micro Access C:



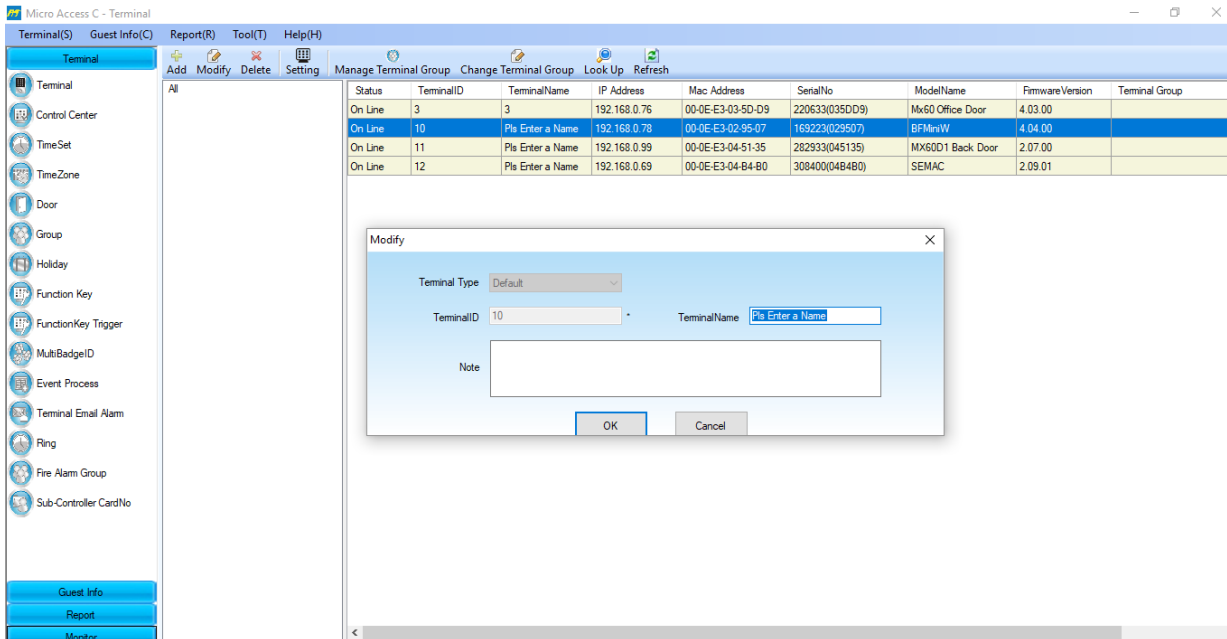
3. For the terminal has not yet connected to Micro Access C, hence, an Off-line status will be shown, and when Terminal and Micro Access C has connected, the status will turn to On-Line (Input Micro Access C IP to terminal is must-needed) :



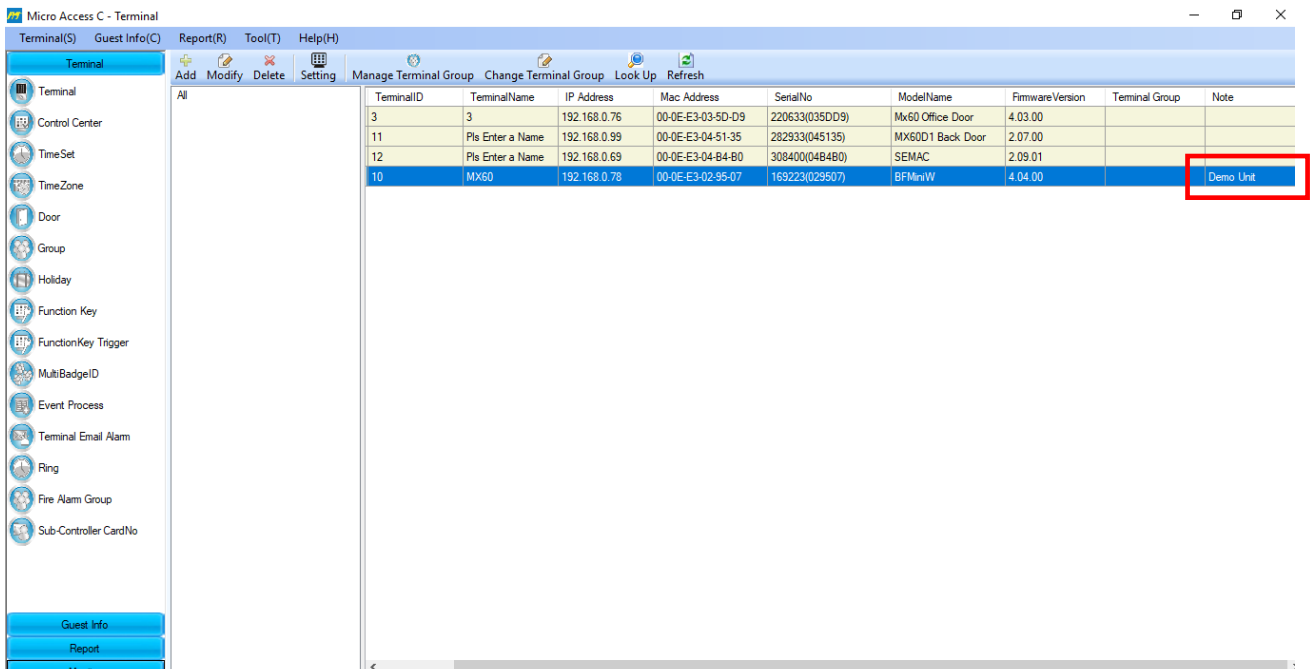
Every connected terminal will display the “Status”, “Terminal ID”, “Terminal Name”, “IP address”, “Mac address”, “Serial number”, “Model name” and “Firmware version” on the list.

1-1.2 Modify Terminal

1、Select a terminal from the terminal list then click “**Modify**” button to call a modification screen:



2、Input the “Terminal name” and “Note” if necessary. (Terminal ID should not be modified). Click “OK” button to complete.

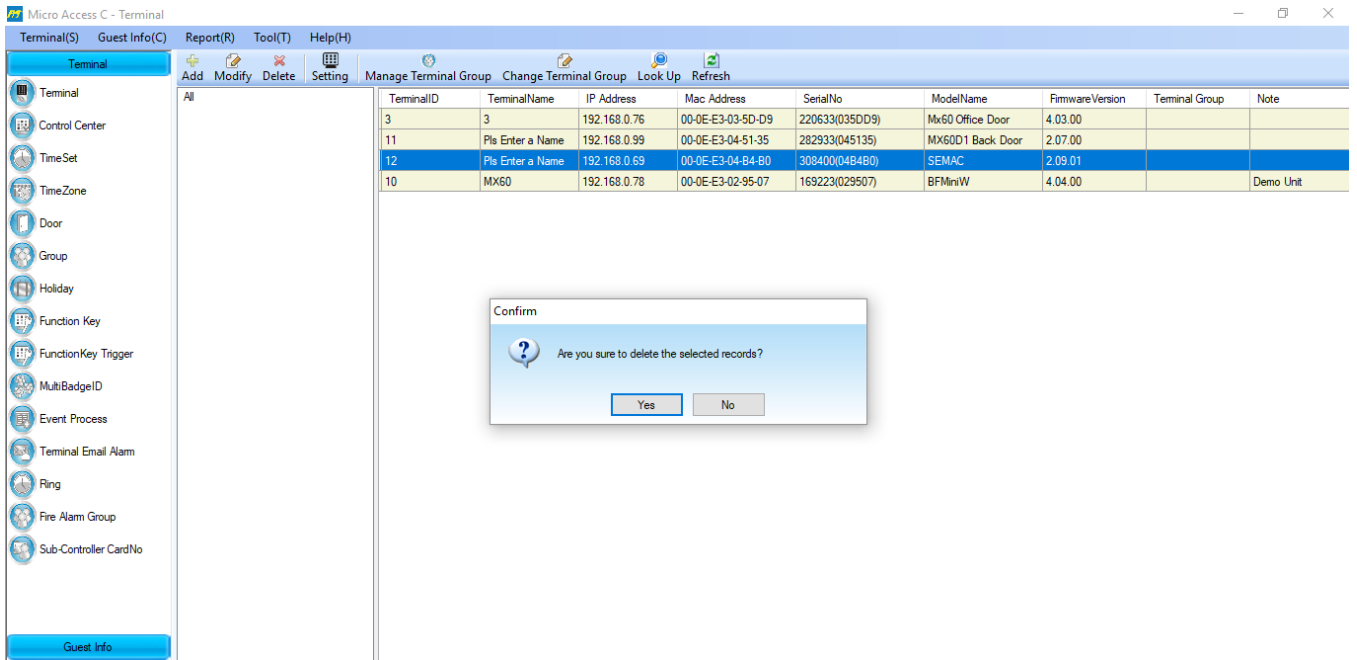


3、Double click one of Terminal name from the list will call a terminal modification screen.

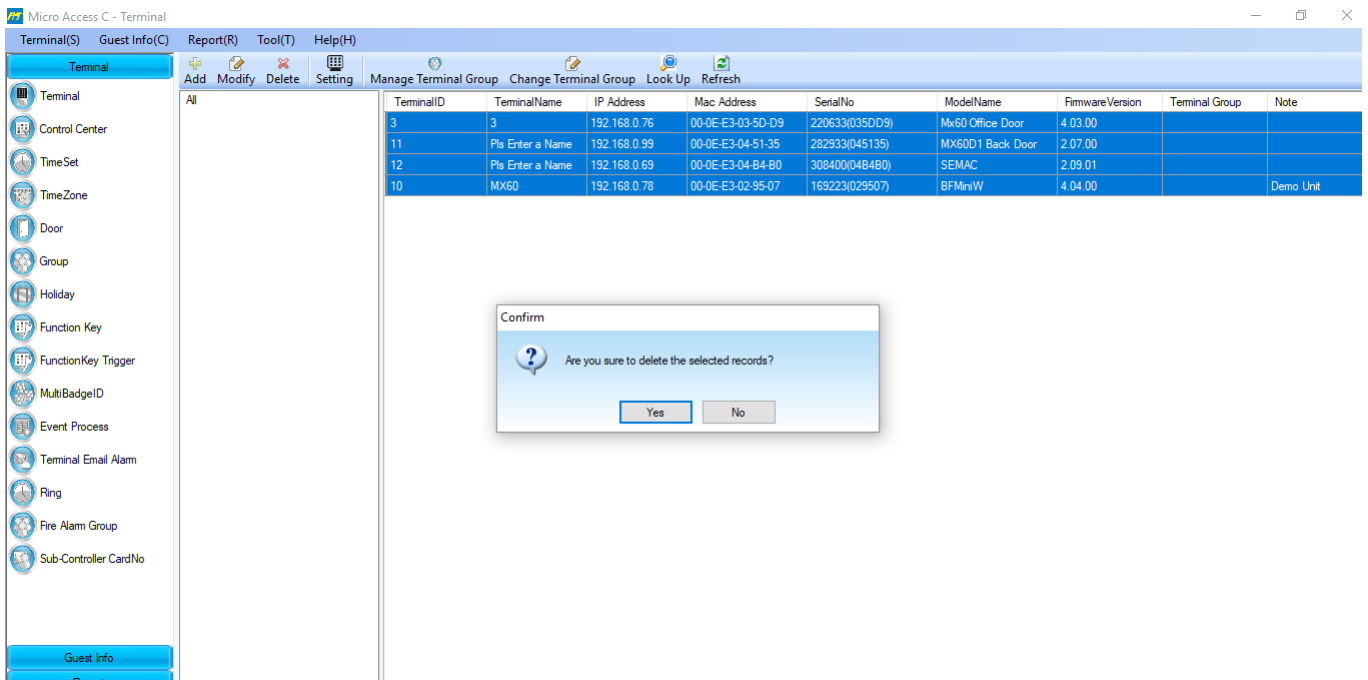
4、Terminal information can only be modified one by one.

1-1.3 Delete Terminal

1、Select a terminal from the terminal list then click “Delete” button to call a confirmation screen as below shown. Click “Yes” to delete or “No” to cancel.



2、Mouse with Ctrl key could select and delete more than one terminal in a time.: Press “Yes” to continue or “No” to cancel the deletion.



1-1.4 Setting Terminal

1、Select terminal from the terminal list then click “Setting” button to call a Setting screen for a terminal.

The screenshot shows a 'Setting' dialog box with the following fields and values:

TerminalID	1		
IP Address	192.168.2.58		
Subnew Mask	255.255.255.0		
Default Getway	192.168.2.1		
DNS Server	198.65.1.1		
Web ManagementPort	80		
SoftwareIP	192.168.2.59		
SoftwarePort	2000		
ControlMode	TwoDoor One Way		
Anti-PassBack	Disalbed	0	PassBack Time
Anti-Duress	Disalbed	9	Password
Next Semac IP	0.0.0.0		

Buttons: OK, Cancel

2、When setting configuration is done, press “OK” to update information to the terminal or press “Cancel”.

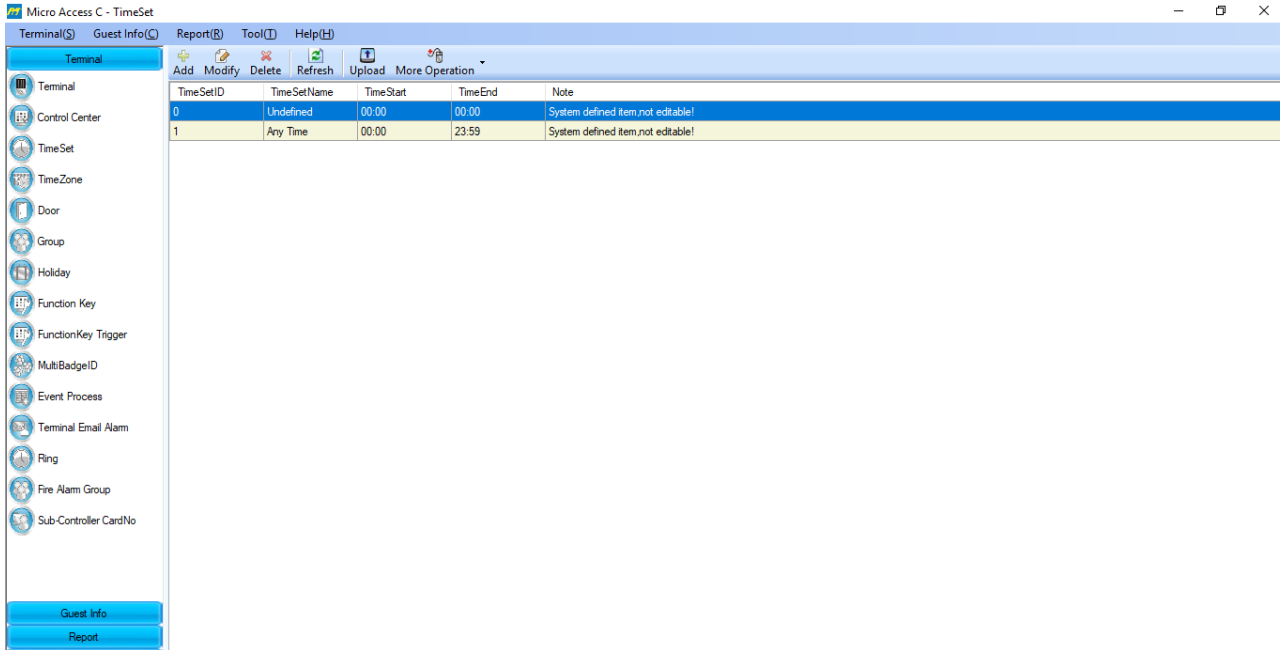
3、When press “OK”, will call a confirmation box again. Press “Yes” to confirm or press “No” to cancel.

4、When “OK” is selected, terminal will be restart.

5、“Setting” for terminal can be configured each by each only.

1-2 Time Set

1. Click “System”→ “Access Setting”→ “Time Set” will call a time set configuration screen as shown.



- **Add** : Add new time set
- **Modify** : Modify time set
- **Delete** : Delete time set
- **Refresh** : Refresh time set configuration screen
- **Upload** : Upload time set to terminal

More Operation :

- Delete particular time set from terminal
- Remove time set configuration from terminal

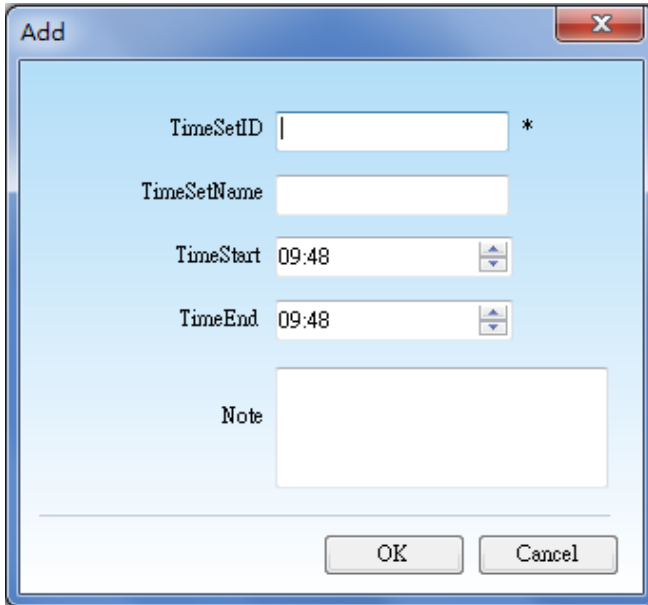
2、Time Set list will display:

Time Set ID, Time Set name, Time Start, Time End, Note

3、Time Set list will display two time sets: Not Define and Anytime as default time set, which should not be modified or removed.

1-2.1 Add new Time Set

1、Click “Add” to call a new Time Set configuration screen.



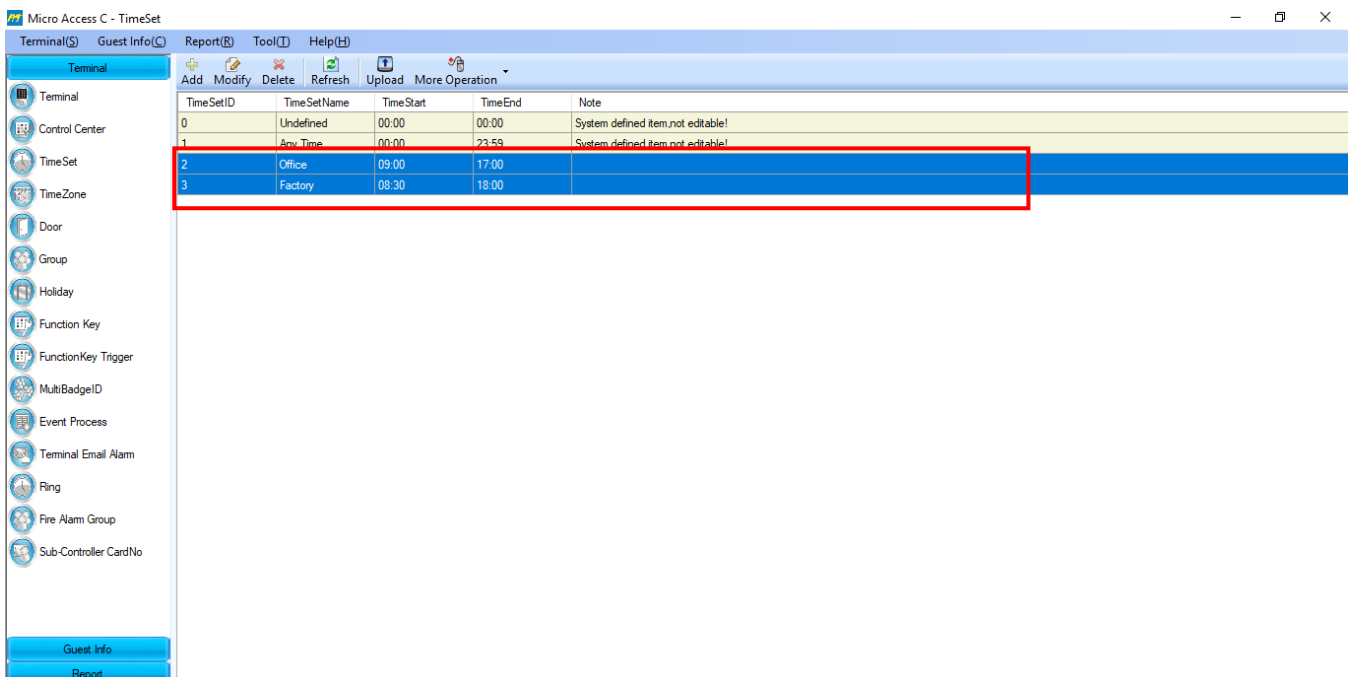
The 'Add' dialog box contains the following fields:

- TimeSetID: *
- TimeSetName:
- TimeStart: (with up/down arrows)
- TimeEnd: (with up/down arrows)
- Note:

Buttons: OK, Cancel

- Time Set ID value should not be blank, 0, 1, or duplicated.
- Time set name can be option.
- Beginning time and finish time for time set can be selected by the Up-down selection buttons; beginning time value must be earlier than finish time value.

2、When Time Set values have configured, time set information will be display on the list.

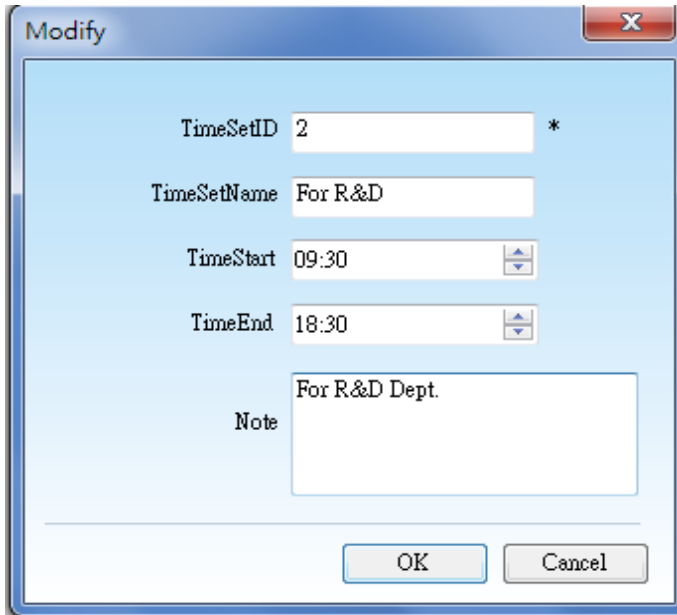


The application window displays the following table:

TimeSetID	TimeSetName	TimeStart	TimeEnd	Note
0	Undefined	00:00	00:00	System defined item not editable!
1	Awp Time	00:00	23:59	System defined item not editable!
2	Office	09:00	17:00	
3	Factory	08:30	18:00	

1-2.2 Modify Time Set

1、Select a specific Time Set from the list, click “Modify” button to call a time set modify screen.



Modify

TimeSetID 2 *

TimeSetName For R&D

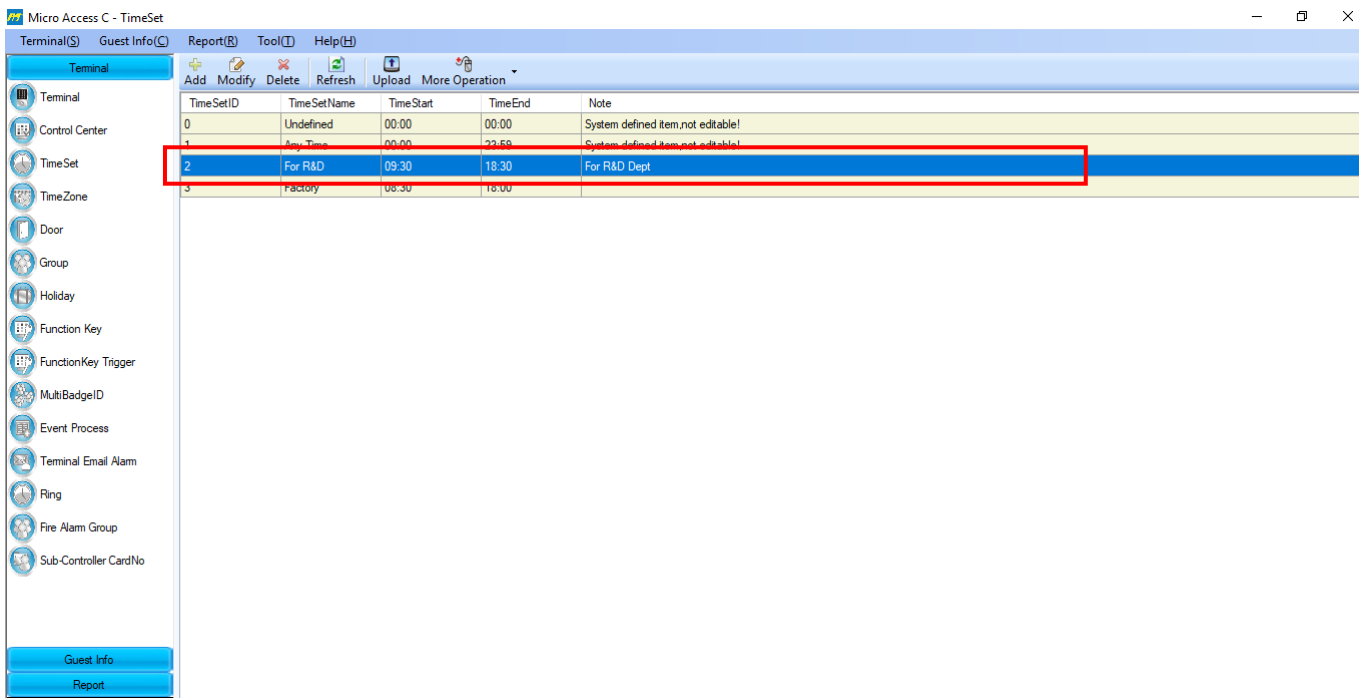
TimeStart 09:30

TimeEnd 18:30

Note For R&D Dept.

OK Cancel

2、Modify the Time Set name, Start time, End time and Note if necessary (Time Set ID should not be modified). Press “OK” button to complete.



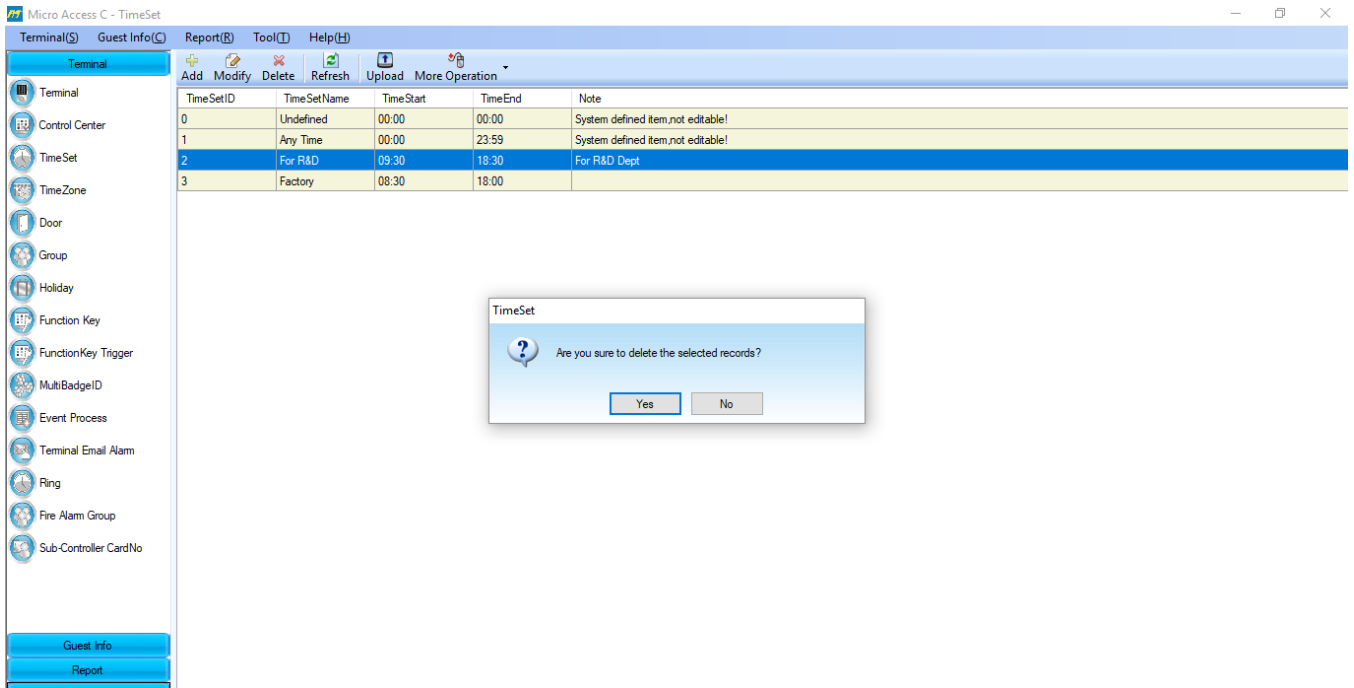
TimeSetID	TimeSetName	TimeStart	TimeEnd	Note
0	Undefined	00:00	00:00	System defined item,not editable!
1	Any Time	00:00	23:59	System defined item,not editable!
2	For R&D	09:30	18:30	For R&D Dept
3	Factory	08:30	18:00	

3、Time Set modification can also be done by double clicking the time set from the list, a time set information screen will be pop-up.

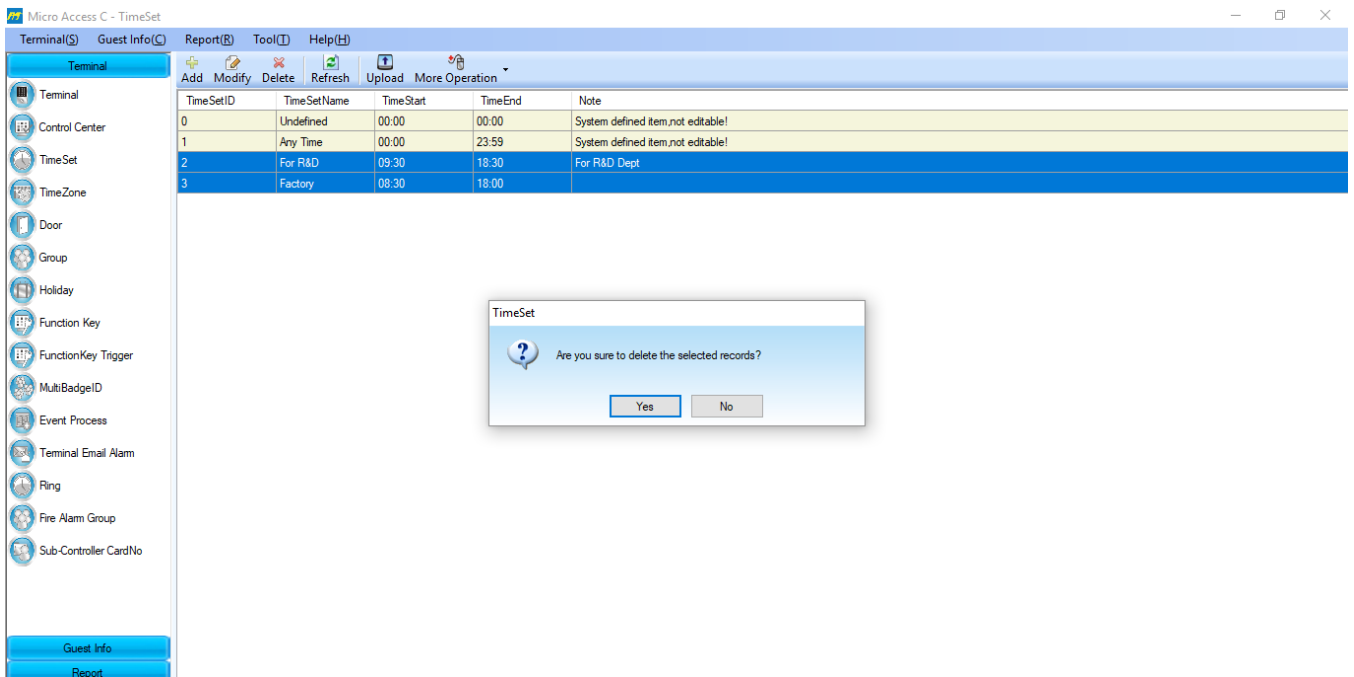
4、Time Set information can only be modified one by one.

1-2.3 Delete Time Set

- 1、Select the time set which is going to be removed from the list, then click “Delete” button to call a time set delete confirmation screen. Click “Yes” to delete a time set or “No” to cancel.

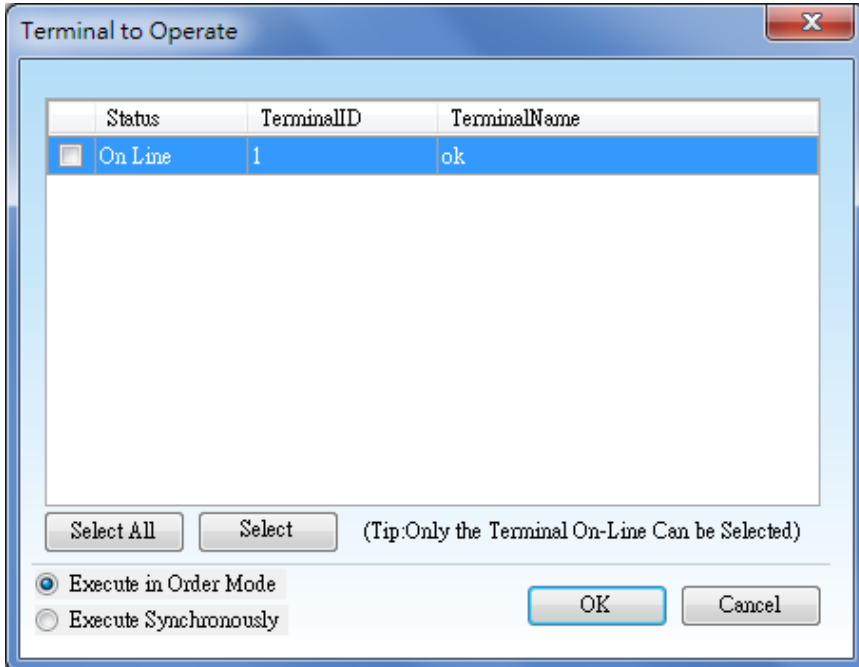


- 2、”Mouse with Ctrl” key could help to remove more than one time set in a time. Click “Yes” to delete or “No” to cancel.

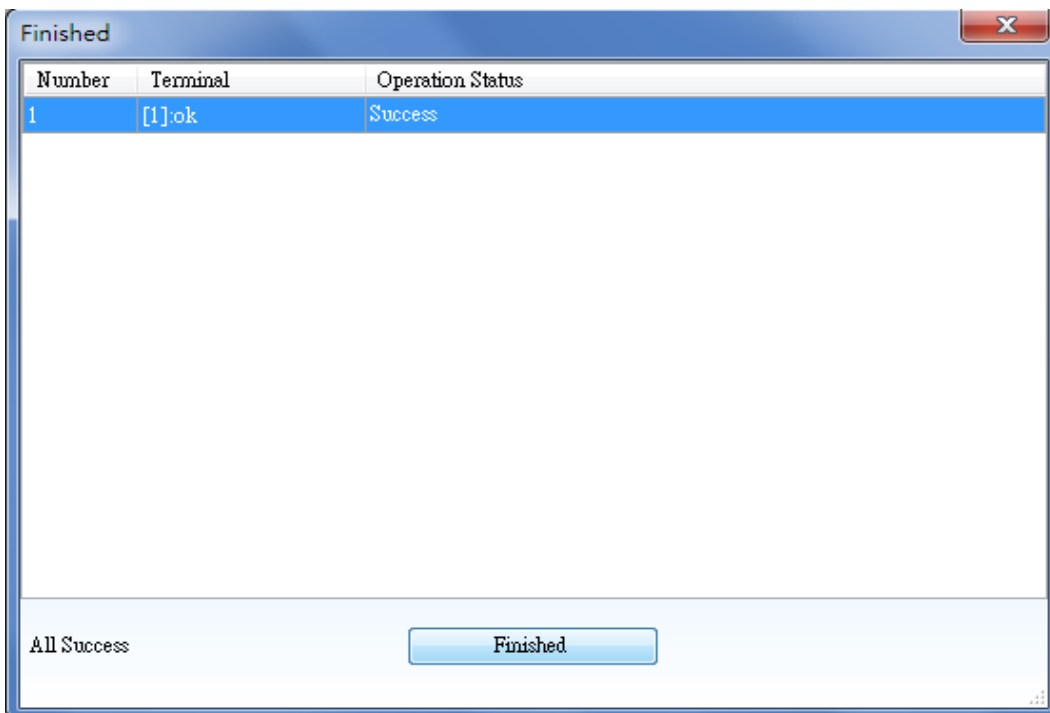


1-2.4 Upload Time Set

- 1、Select time set from the list (more than two time sets can be chosen in a time) then click “Upload” to call a terminal list and choose terminal(s) where the time set item will be uploaded to. An orderly and synchronous mode uploading method can be option.

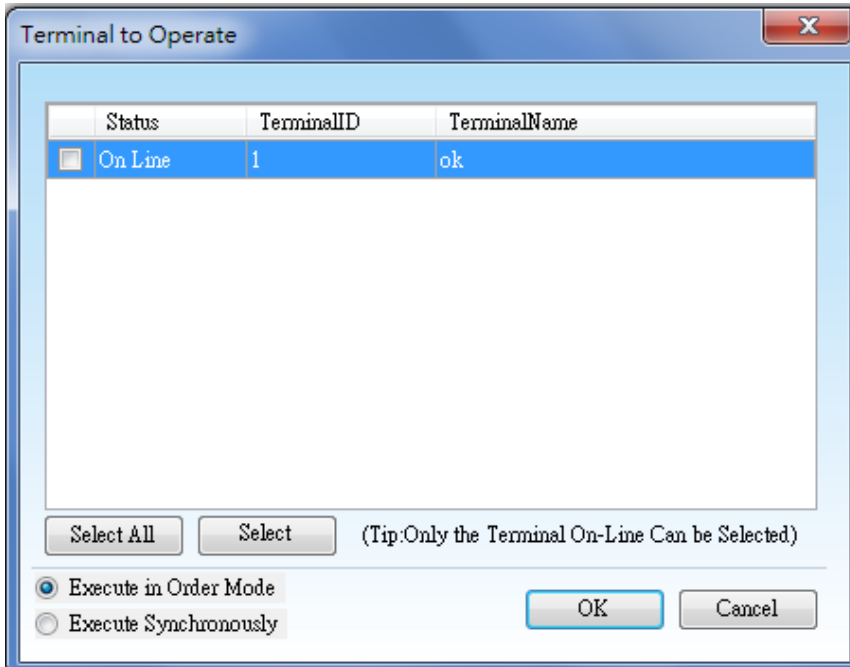


- 2、Check terminal(s) from the screen which is (are) going to be received the time set data from Micro Access C. Press “OK” to upload time set to terminal(s). A status for time set uploading will be display. Press “Finished” button to close the screen.

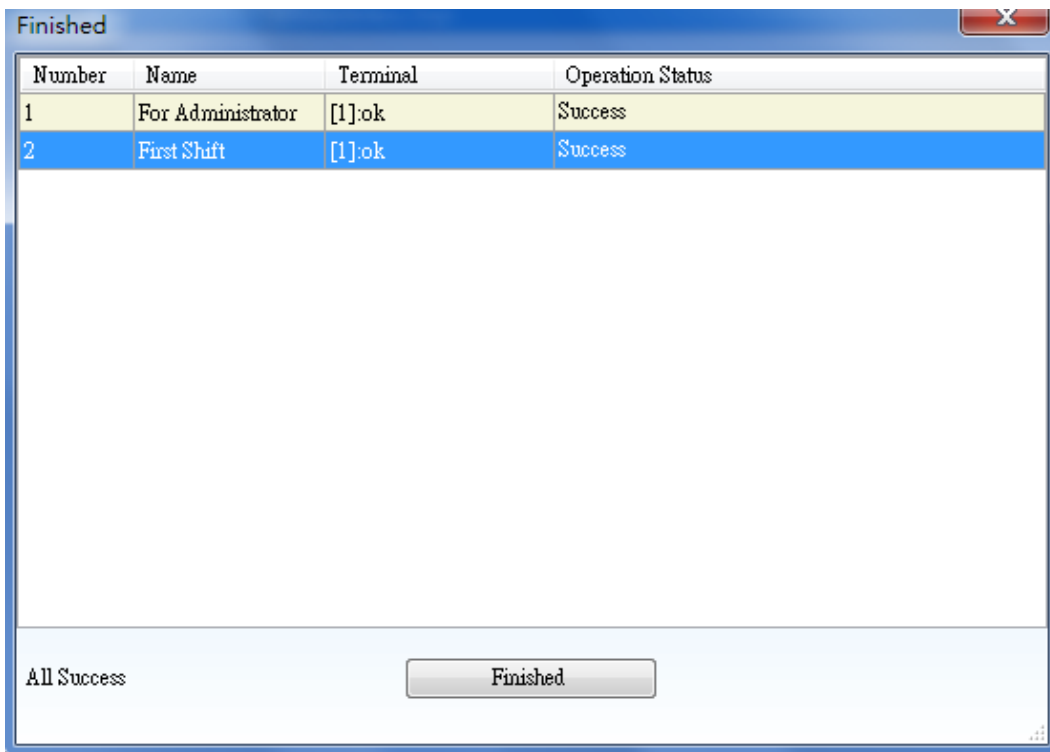


1-2.5 Delete Time Set from Terminal

1. Select time set(s) from the list which is (are) going to be removed from terminal(s) then click “More Operation” → “Delete Time set from Terminal” will call a terminal list to be checked (V). An orderly operation or Synchronous mode can be optional.

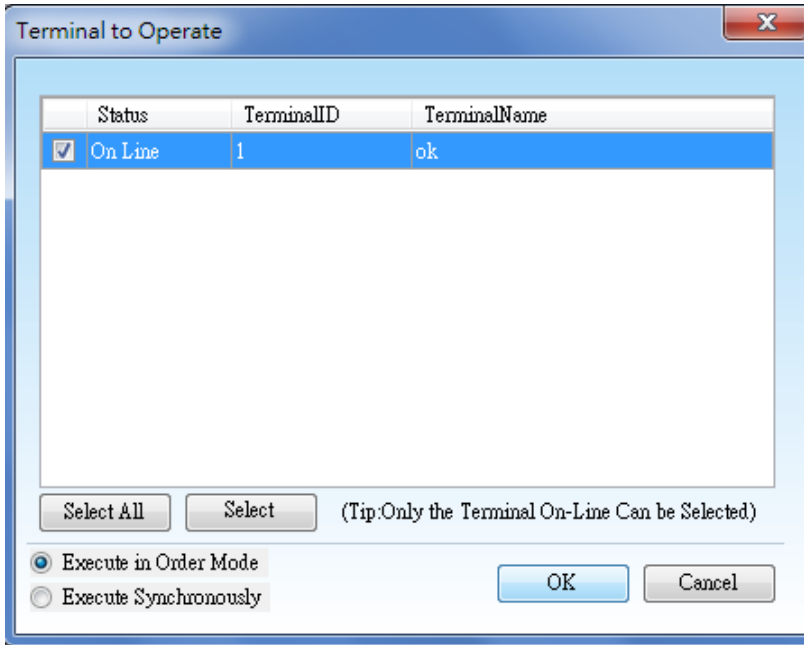


2. Click “OK” to proceed to time set deletion, also, will display a progress result on screen. Press “Finished” button to close the screen.

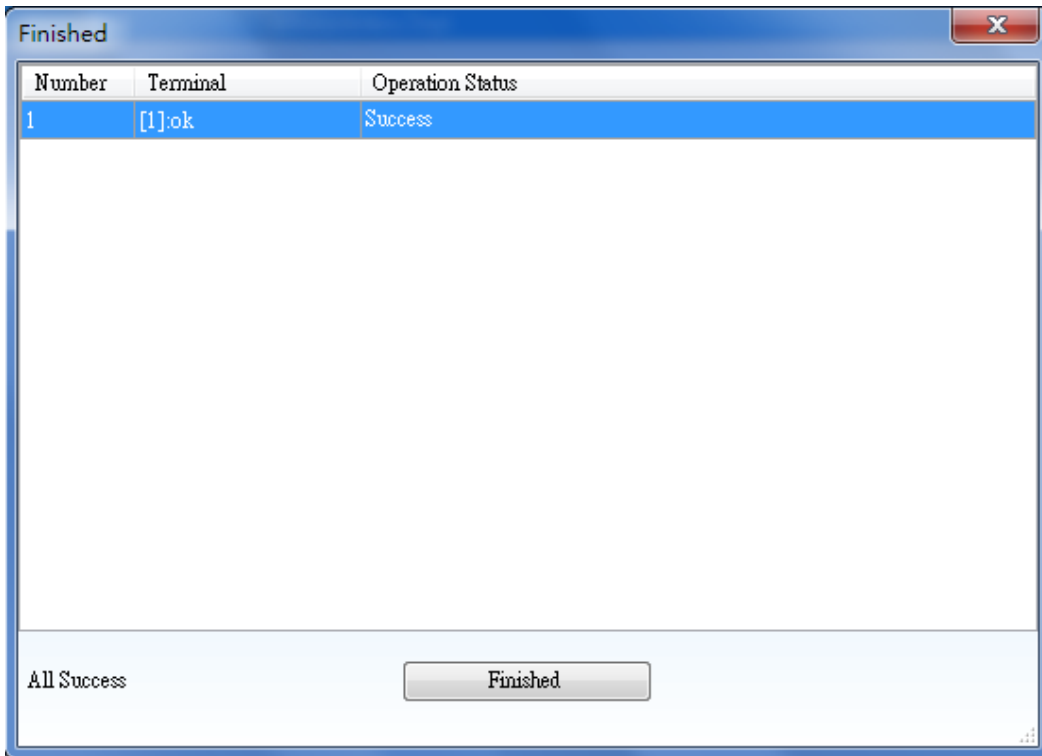


1-2.6 Clear all Time Set from Terminal

- 1、Click “More Operation”→“Clear Time set from Terminal” will call a terminal list as shown. Select (V) terminal(s) from the list which the time set should be removed from. An orderly operation or Synchronous mode is optional. Press “OK” to delete time set from terminal or “Cancel” to close the screen.

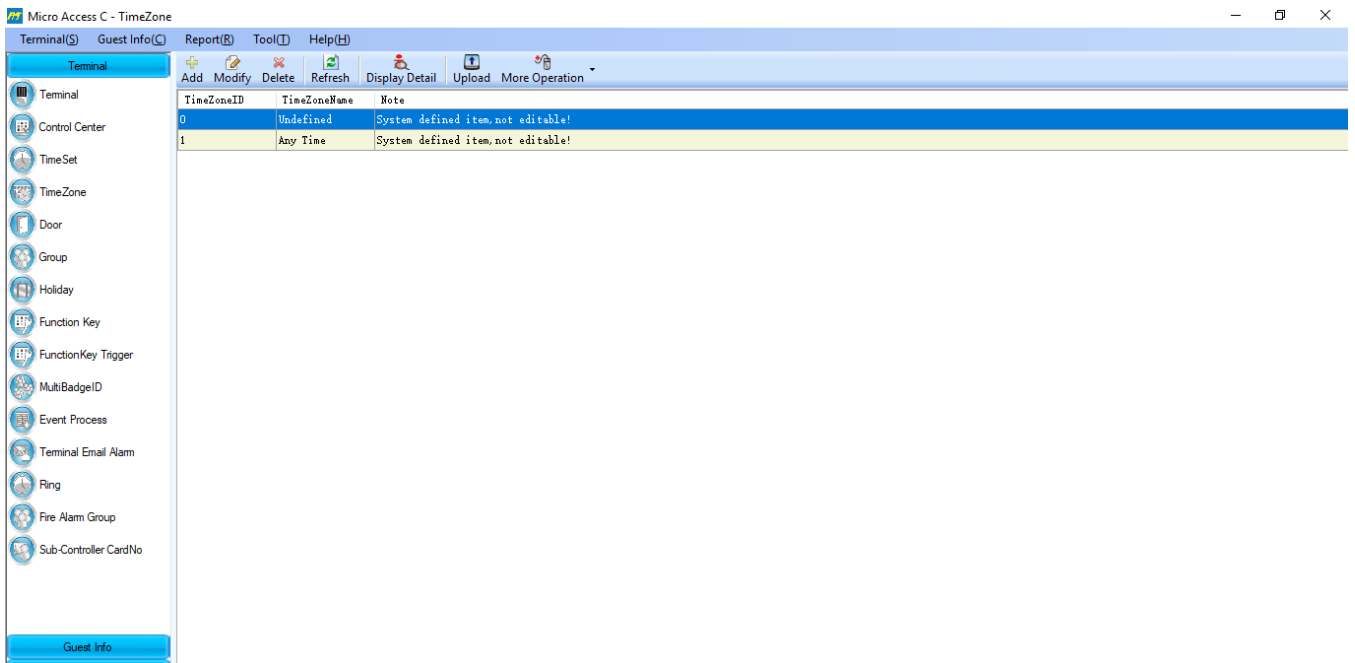


- 2、An operation status screen will be displayed. Press “Finished” to close the screen.



1-3 Time Zone

1、Click “System”→ “Access Setting”→ “Time Zone” will call a time zone list as shown.



- **Add** : Add new Time Zone
- **Modify** : Modify Time Zone
- **Delete** : Delete Time Zone
- **Refresh** : Refresh Time Zone screen
- **Display Detail** : Display detail Time Zone information on screen
- **Upload** : Upload Time Zone data to Terminal

More Operation :

- Remove selected time zone from terminal
- Remove all time zone from terminal

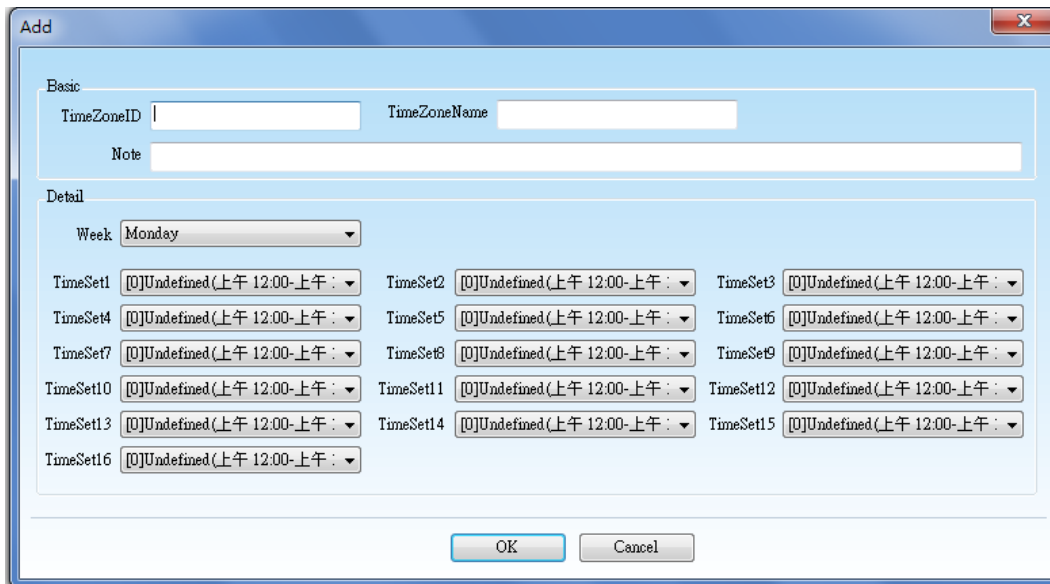
2、Time zone information displays on the list:

Time Zone ID, Time Zone Name, Note

3、Default Time zone displays on the list will be “Not define” and “Anytime”. These items cannot be removed or modified.

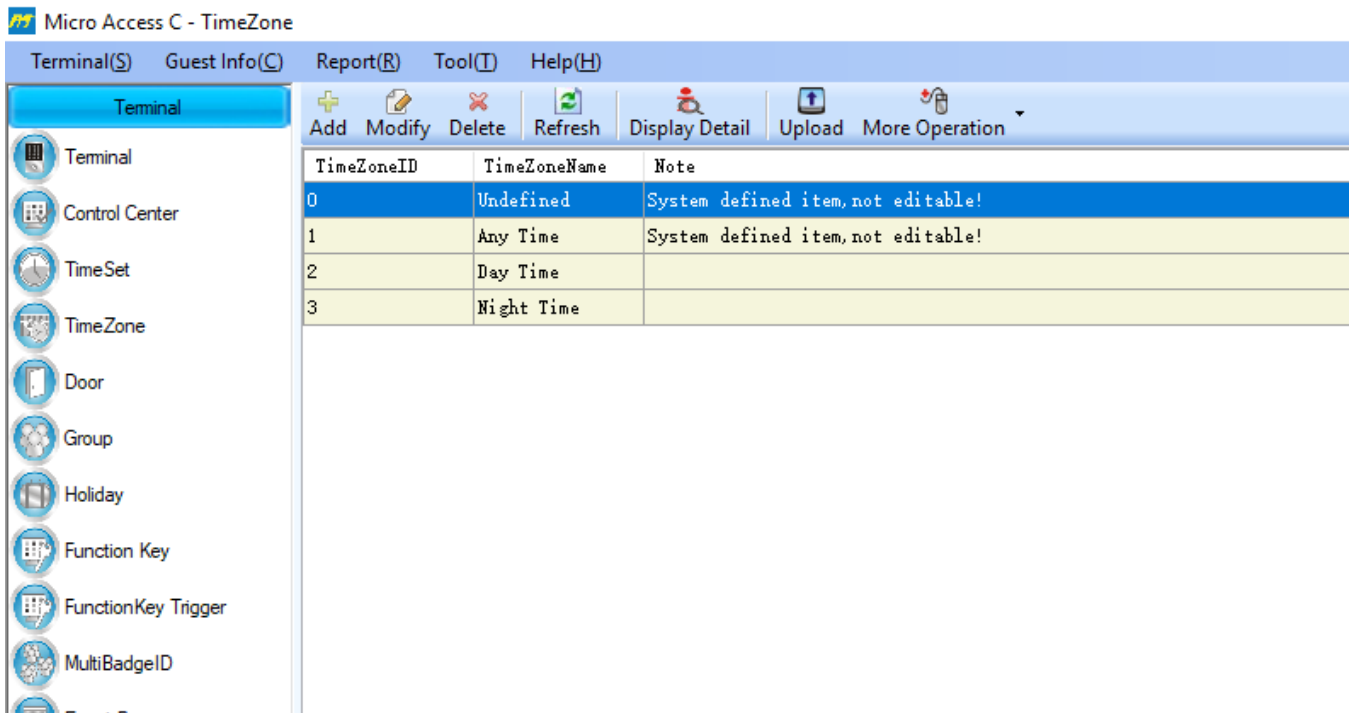
1-3.1 Add Time Zone

1、Click “Add” to call a Time Zone configuration screen.



- Time Zone ID cannot be blank,0,1 or duplicated.
- Time Zone Name is optional
- Monday to Sunday and Holiday week day information should be determined. Up to 16 time sets can be selected each week day.

2、Time Zone list will display the information after Time Zone configuration screen input.



TimeZoneID	TimeZoneName	Note
0	Undefined	System defined item, not editable!
1	Any Time	System defined item, not editable!
2	Day Time	
3	Night Time	

1-3.2 Modify Time Zone

1、Select a time zone from the list then click “Modify” button to call a modification screen.

The 'Modify' dialog box contains the following fields:

- Basic:**
 - TimeZoneID: 3
 - TimeZoneName: Night Time
 - Note: (empty text area)
- Detail:**
 - Week: Monday
 - TimeSet1 through TimeSet16: All set to [0]Undefined(上午 12:00-上午 :)

2、Modify Time Zone Name, Time Set and Note if necessary (Time Zone ID cannot be modified), and click “OK” to complete.

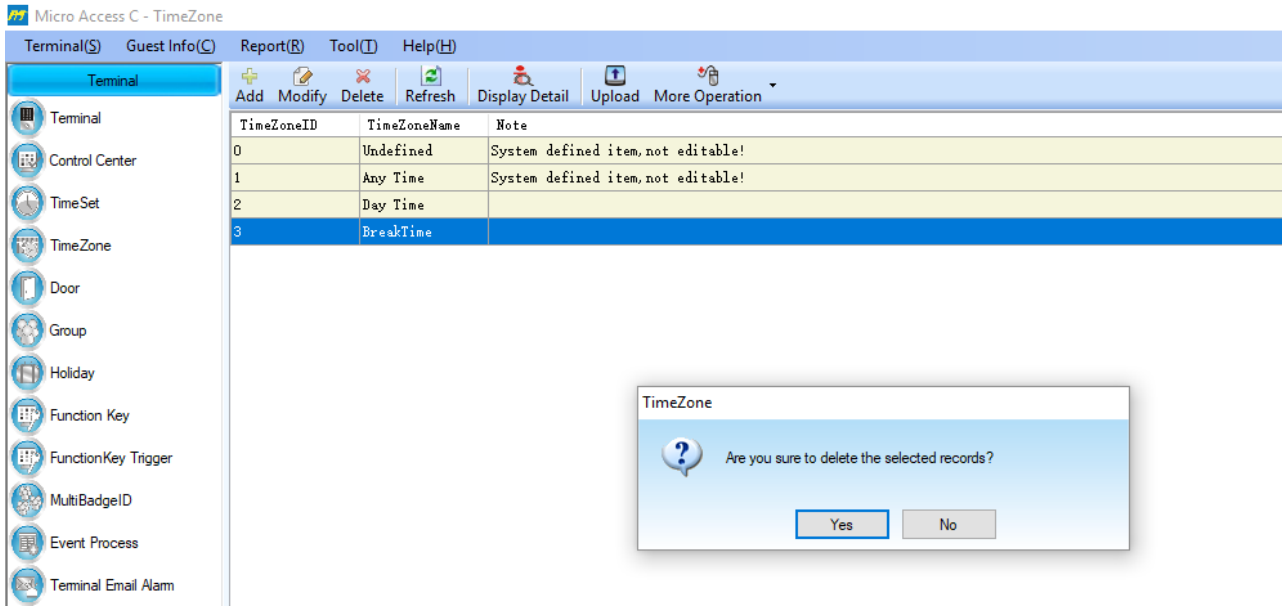
TimeZoneID	TimeZoneName	Note
0	Undefined	System defined item, not editable!
1	Any Time	System defined item, not editable!
2	Day Time	
3	BreakTime	

3、Time Zone detail can also be modified by double clicking time zone information from the list. The same time zone configuration window will be display.

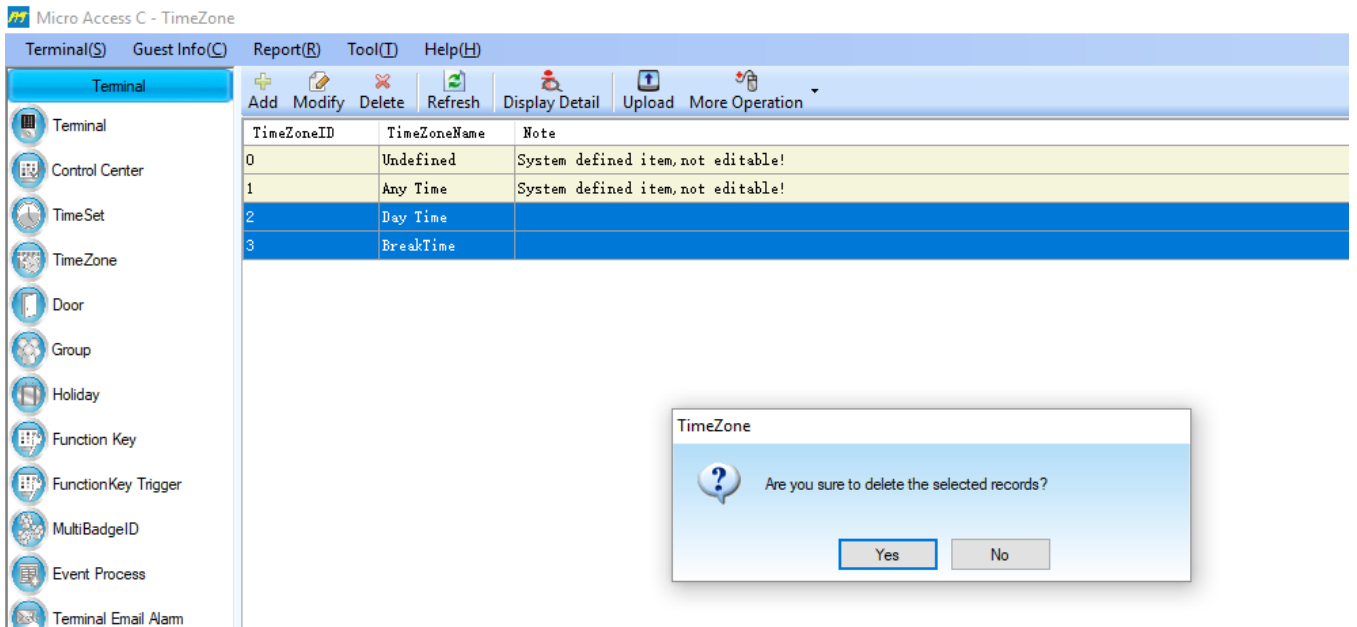
4、Time Zone detail can only be modified one by one.

1-3.3 Delete Time Zone

1、Select time zone from the list then click “Delete” button will call a delete confirmation screen. Press “Yes” to delete or “No” to cancel.

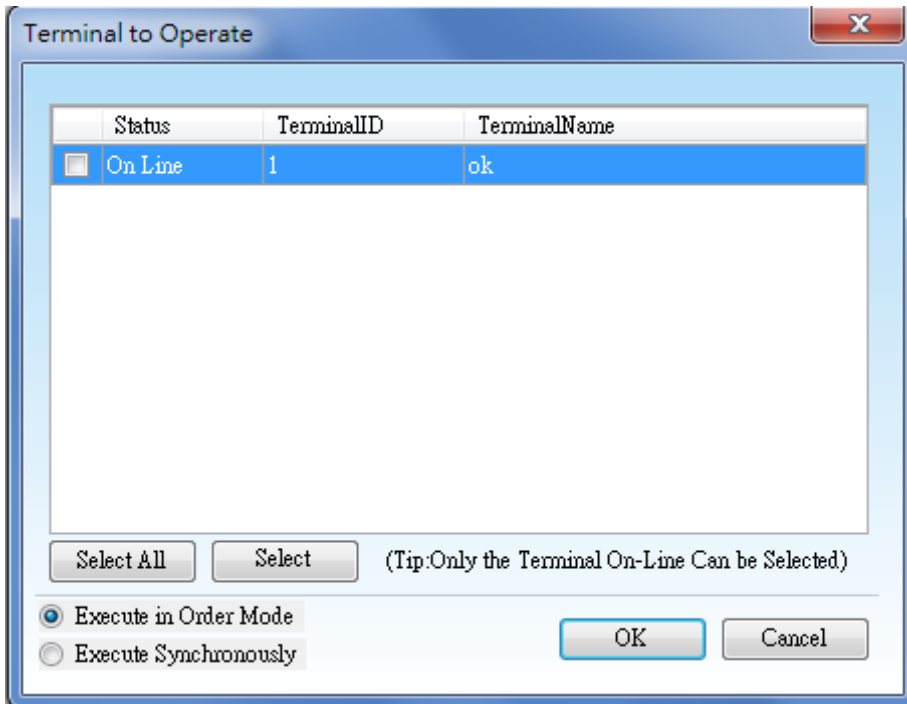


2、Mouse with Ctrl key will allow to select more than one time zone to be deleted. Press “Yes“ to delete or “No” to cancel.

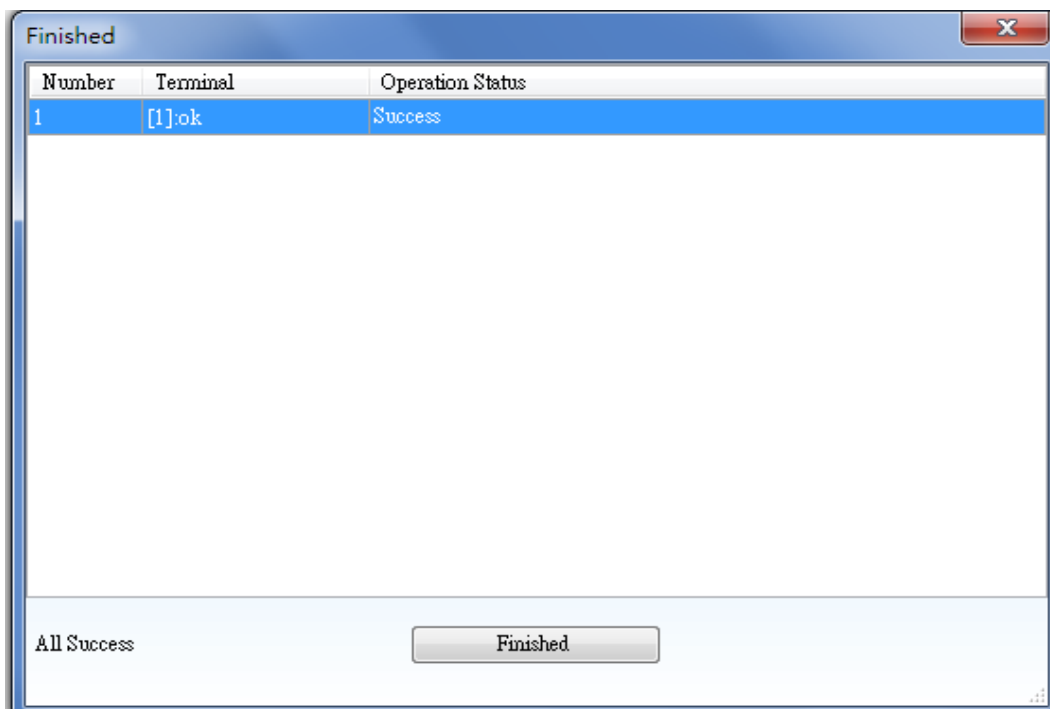


1-3.4 Time Zone Upload

- 1、Select Time Zone item (s) from the time zone list (more than one time zone item can be selectable). Click “Upload” button to call a terminal list to select (V) terminal(s). And an orderly operation and synchronous mode is optional. Press “OK” to upload time zone to terminal(s) or press “Cancel” to quit.

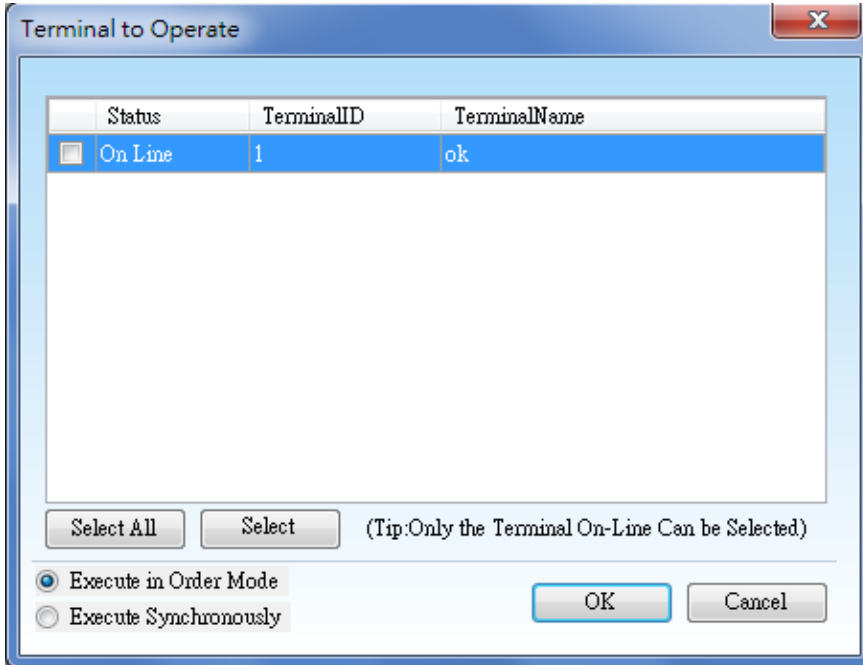


- 2、A upload status will be display on the screen, Press Finished to quit.

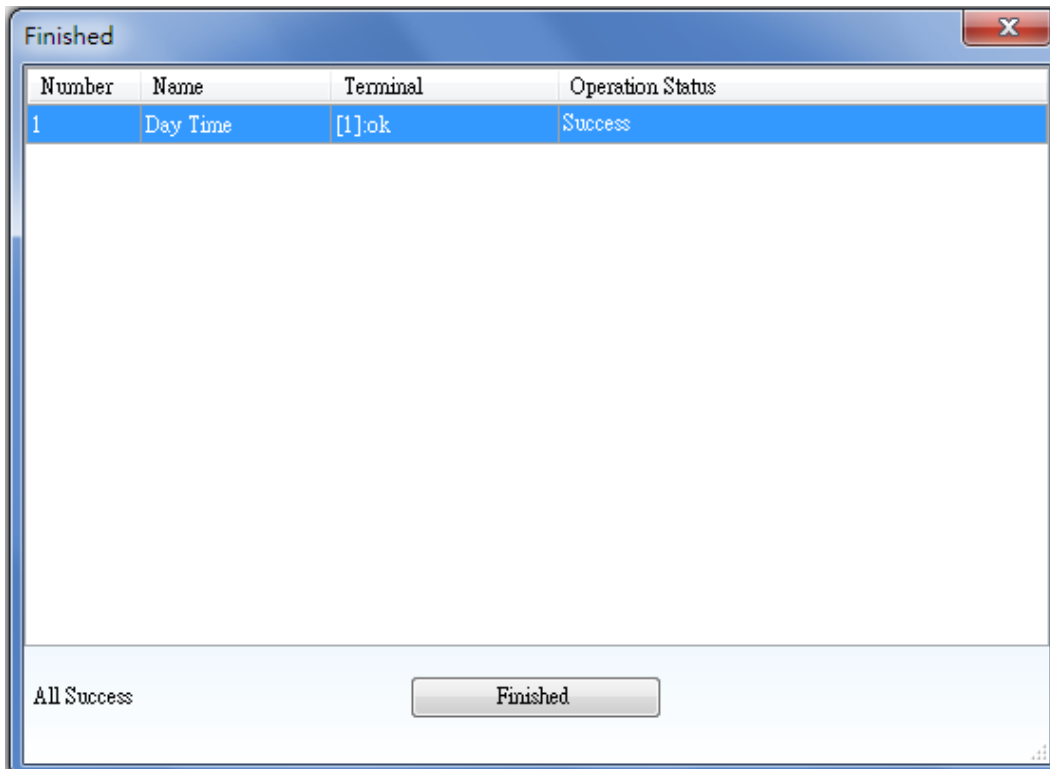


1-3.5 Delete Time Zone from Terminal

- 1、Select Time Zone item(s) from Time Zone list (can be select more than two time zone items) then click **“More Operation”**→**“Delete Time Zone from Terminal”** to call a terminal list and then select (V) a terminal where the Time Zone item will be going to be delete from.

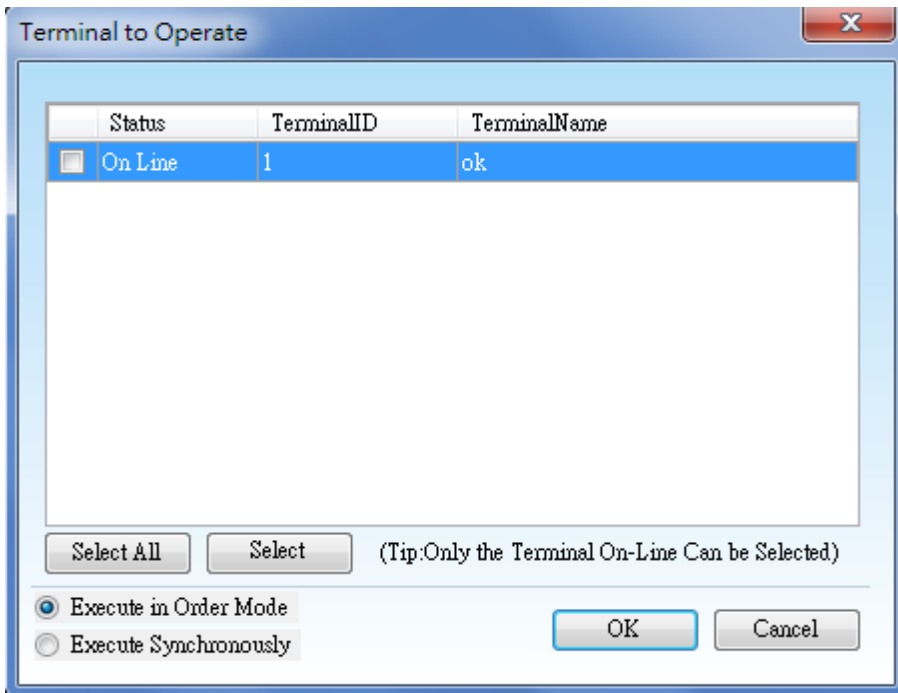


- 2、When Terminal is selected, press **“OK”** to delete the Time Zone item from Terminal, also, a status will be display. Press **“Finished”** to quit.

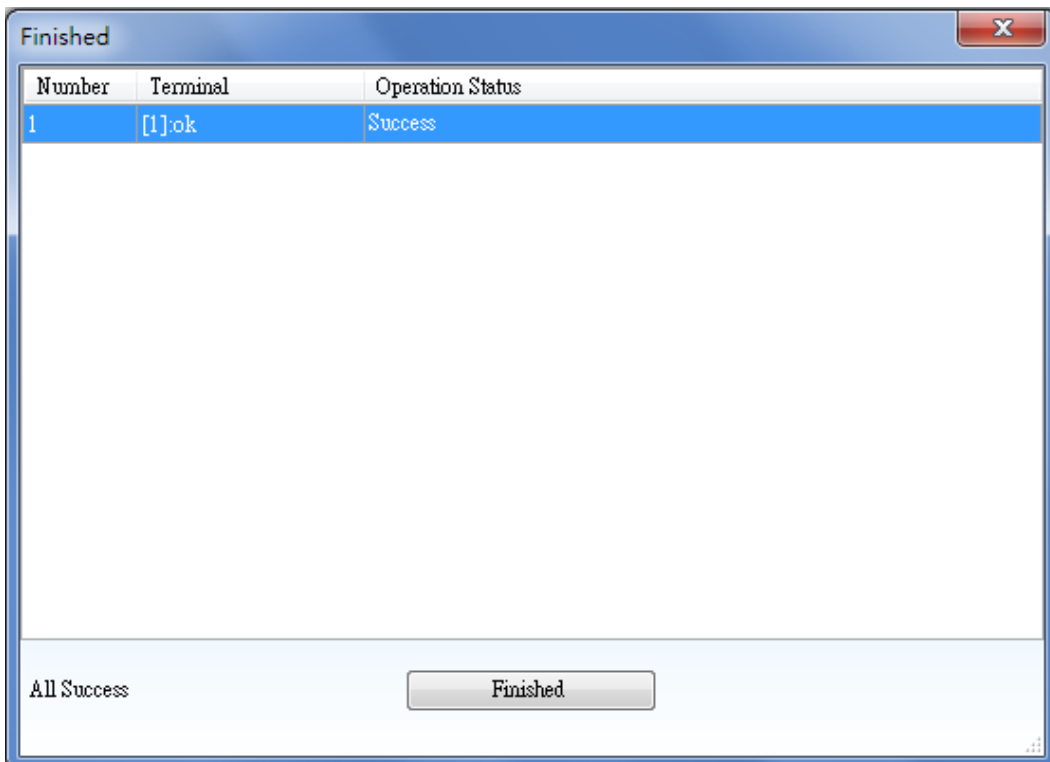


1-3.6 Clear Time Zone item from Terminal

- 1、Click “More Operation”→“Clear Time Zone from Terminal” will call a terminal list where the existed time zone item will be going to be cleared.



- 2、When terminal is selected, press OK to delete time zone item from Terminal. Then a status will be display and press Finished to quit.



1-3.7 Display Detail

1、Select a Time Zone item from the list and press the “Display Detail” button to get the detail time zone figures on screen.

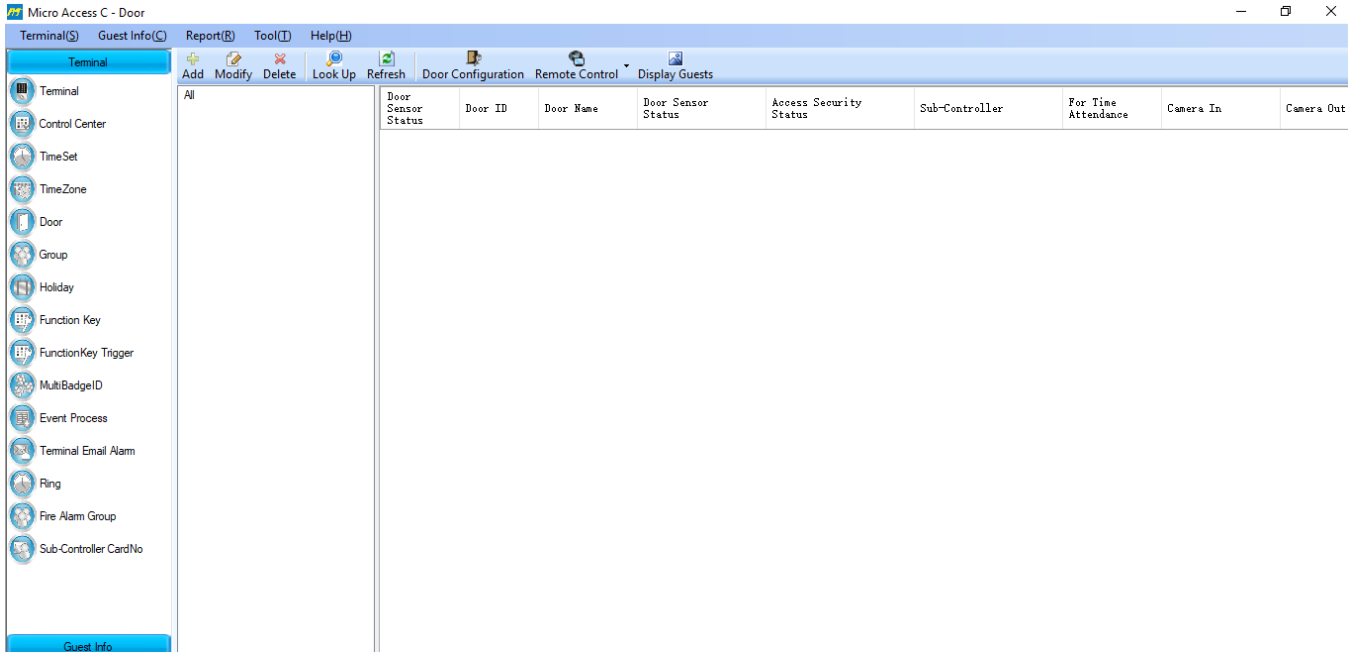
TimeZoneID	TimeZoneName	Note	TimeZone Detail						
TimeSet	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Holiday	
TimeSet1	[2].09.30-18.30	[2].09.30-18.30	[2].09.30-18.30	[2].09.30-18.30	[2].09.30-18.30	-	-	-	
TimeSet2	-	-	-	-	-	-	-	-	
TimeSet3	-	-	-	-	-	-	-	-	
TimeSet4	-	-	-	-	-	-	-	-	
TimeSet5	-	-	-	-	-	-	-	-	
TimeSet6	-	-	-	-	-	-	-	-	
TimeSet7	-	-	-	-	-	-	-	-	
TimeSet8	-	-	-	-	-	-	-	-	
TimeSet9	-	-	-	-	-	-	-	-	
TimeSet10	-	-	-	-	-	-	-	-	
TimeSet11	-	-	-	-	-	-	-	-	
TimeSet12	-	-	-	-	-	-	-	-	
TimeSet13	-	-	-	-	-	-	-	-	
TimeSet14	-	-	-	-	-	-	-	-	
TimeSet15	-	-	-	-	-	-	-	-	
TimeSet16	-	-	-	-	-	-	-	-	

2、Time Zone detail can only be display one by one.

3、Press again the Display Detail button to close the current window.

1-4 Door

1、Click “System”→ “Access Setting→ ” Door” to call a Door configuration window.



- **Add** : Add door item
- **Modify** : Modify door’s information
- **Delete** : Delete door item
- **Refresh** : Refresh door information screen
- **Door Configuration** : Configure door’s information

Remote Control :

- Open
- Force Open
- Force Close
- Back to normal status
- Force open all doors
- Force open all doors
- All doors back to normal status

2、Door list contents below information:

Connection status, Door ID, Door Name, Door Status, Door Security Status, BF-50 status, Terminal Status, Door No., index, Note.

1-4.1 Add Door

1、Click “Add” button to call a door item configuration window.

The 'Add' dialog box is a light blue window with a title bar containing 'Add' and a close button. It contains the following fields:

- Door ID: A text input field with a vertical cursor.
- Door Name: A text input field.
- Terminal Location: A dropdown menu showing '[1]:ok'.
- Door No Index: A dropdown menu showing '1'.
- Remark: A large text area.
- Buttons: 'OK' and 'Cancel' buttons at the bottom.

- Door ID : door ID should not be blank or duplicated.
- Door Name : door name is option
- Terminal Location and Door No. Index can be selected from its pull down men but the combination of Terminal and Door No. should not be duplicated.

Note: Door ID for MX60M can be 1~8 Door ID for MX60 can be 1 only.

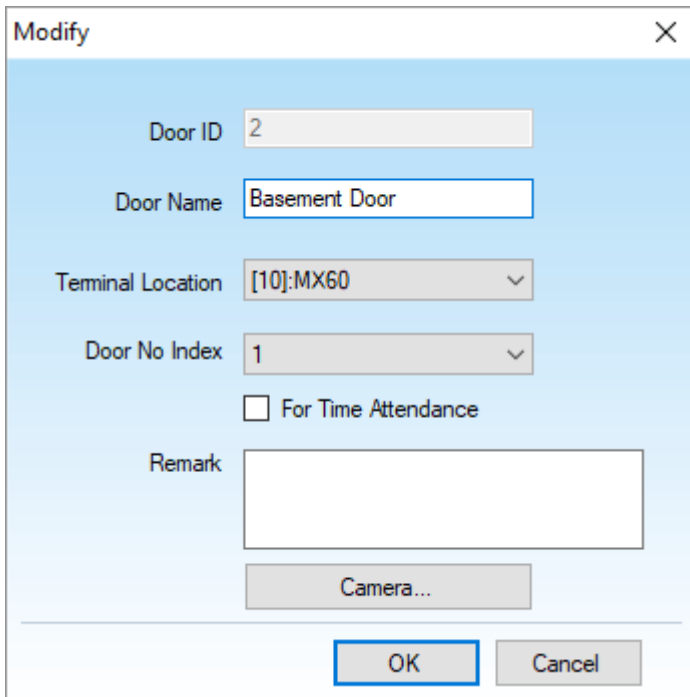
2、Door list will be display all configured door information on screen as below:

The screenshot shows the 'Micro Access C - Door' application window. The 'Terminal' menu is selected, and the 'Door Configuration' option is active. The main area displays a table of configured doors.

Door Sensor Status	Door ID	Door Name	Door Sensor Status	Access Security Status	Sub-Controller	For Time Attendance	Camera In	Camera Out
On Line	1	Main Door	Normal Close	Normal	Not Found	<input type="checkbox"/>		
On Line	2	Side Door	Normal Close	Normal	Not Found	<input type="checkbox"/>		

1-4.2 Modify Door

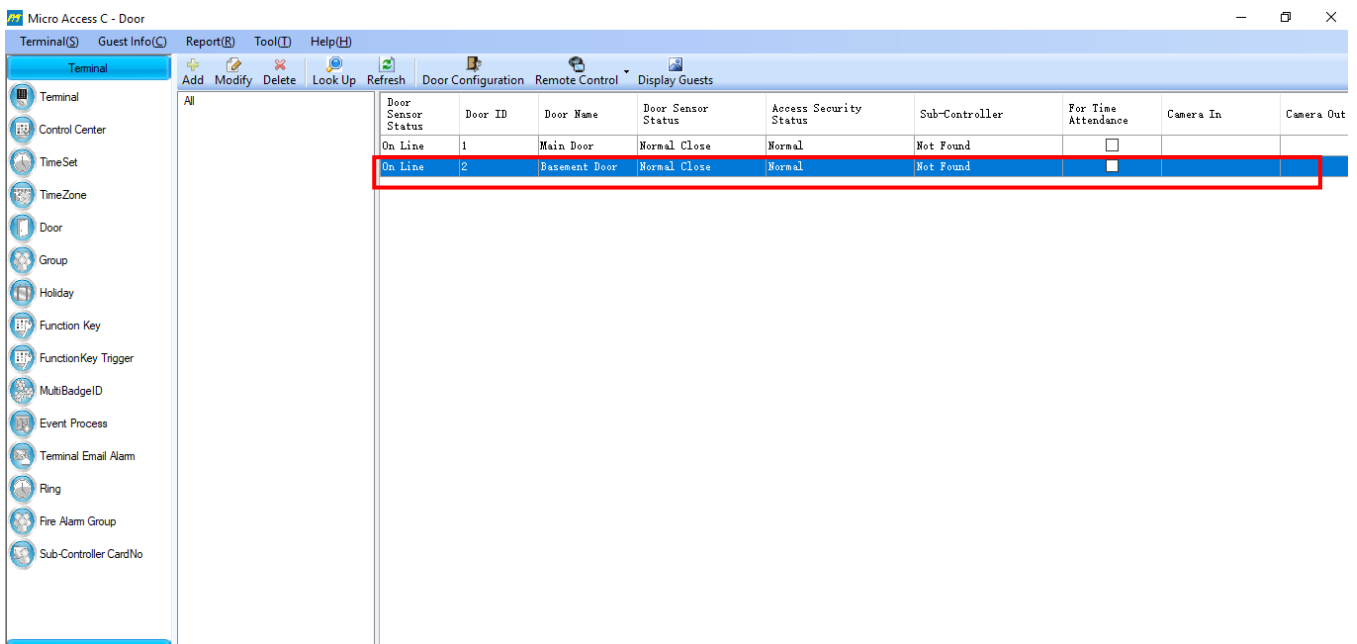
1、Select a door item from the door list, click Modify button to call a door modification screen.



The 'Modify' dialog box contains the following fields and controls:

- Door ID: 2
- Door Name: Basement Door
- Terminal Location: [10]:MX60
- Door No Index: 1
- For Time Attendance
- Remark: (empty text box)
- Camera... (button)
- OK (button)
- Cancel (button)

2、Input modification information for Door Name., Terminal Location, Door Index and Remark if necessary. (Door ID should not be modified). Press OK to confirmed.



The application window displays a table of door configurations. The table has the following columns: Door Sensor Status, Door ID, Door Name, Door Sensor Status, Access Security Status, Sub-Controller, For Time Attendance, Camera In, and Camera Out. The row for Door ID 2 is highlighted in blue and has a red border around it.

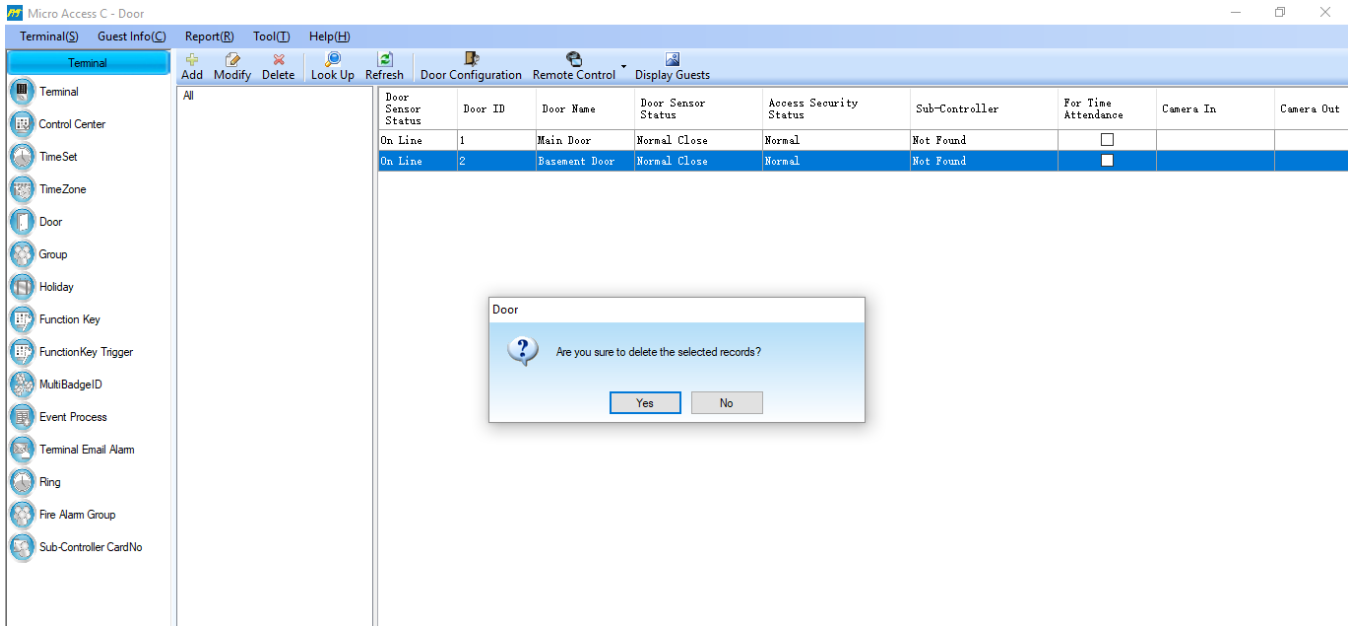
Door Sensor Status	Door ID	Door Name	Door Sensor Status	Access Security Status	Sub-Controller	For Time Attendance	Camera In	Camera Out
On Line	1	Main Door	Normal Close	Normal	Not Found	<input type="checkbox"/>		
On Line	2	Basement Door	Normal Close	Normal	Not Found	<input checked="" type="checkbox"/>		

3、Door modification can also be done by double clicking the door item from the door list directly.

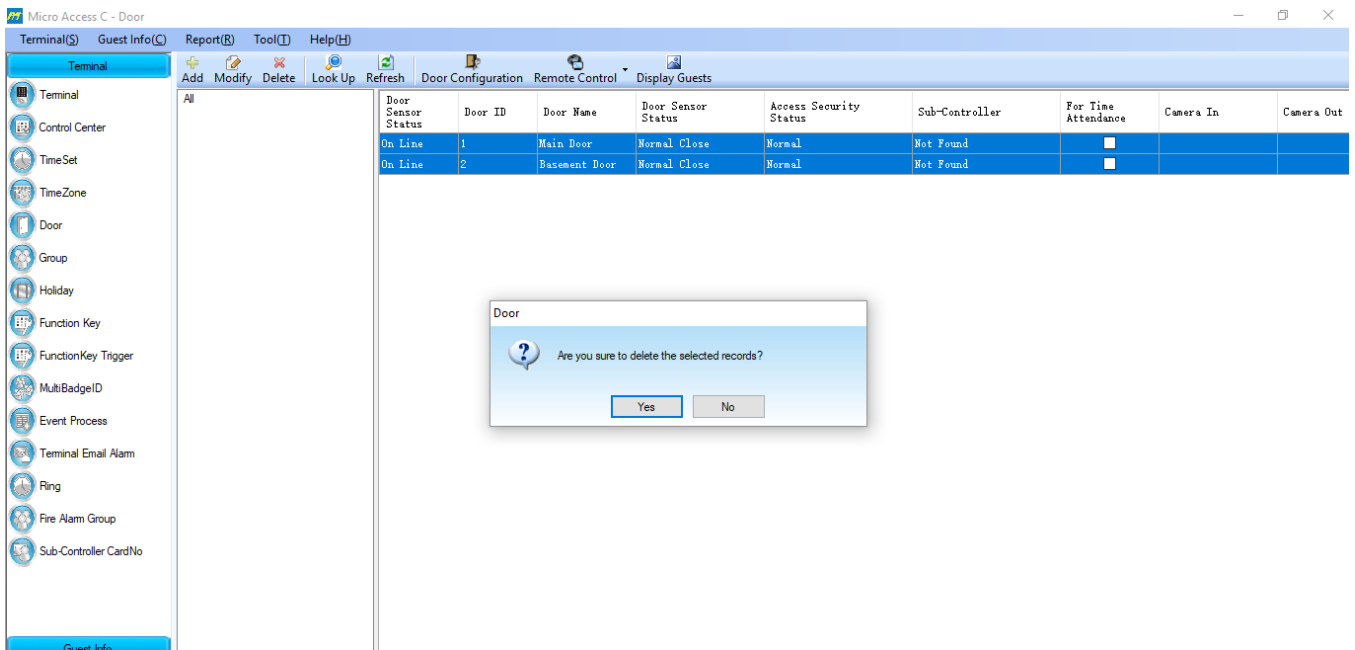
4、Door information can only be modified one by one.

1-4.3 Delete Door

1. Select a door item from the door list and then click Delete to call a confirmation message window. Click Yes to delete or No to cancel.



2. With Mouse and Ctrl key allows to select more than two doors to be deleted. Click Yes to confirm or No to cancel.



1-4.4 Door configuration

- 1、Select a door from the door list and click Door configuration for the door. Press Door configuration button will call a setup window. Press OK to confirm the configuration or No to cancel and quit.

The 'Door Configuration' dialog box contains the following settings:

- First Card TimeZone: [0]:Undefined
- Multi-Card and Management Password Time: [0]:Undefined
- Multi-Card and Personal Password Time Zone: [0]:Undefined
- Multi-Card Time Zone: [0]:Undefined
- Card and Admin Password TimeZone: [0]:Undefined
- Manage Password TimeZone: [0]:Undefined
- Card and Personal Password TimeZone: [0]:Undefined
- Password Time Zone: [0]:Undefined
- Card TimeZone: [0]:Undefined
- Card or Password TimeZone: [1]:Any Time
- Lock Release Time Zone: [0]:Undefined
- Exit Button TimeZone: [1]:Any Time
- Anti-Passback Level: In 0, Out 0
- Multi-door Interlock: Disable
- Remote Control Only: Disabled
- Door Close Delay Time: 10 Second
- Door Open Delay Time: 10 Second
- Logs: Record
- Door Sensor Detection Mode: N/A
- First Card: Not Need

Buttons: OK, Cancel

- 2、After OK confirmed, the door list will display all the door status on screen. Press “Finished” to quit.

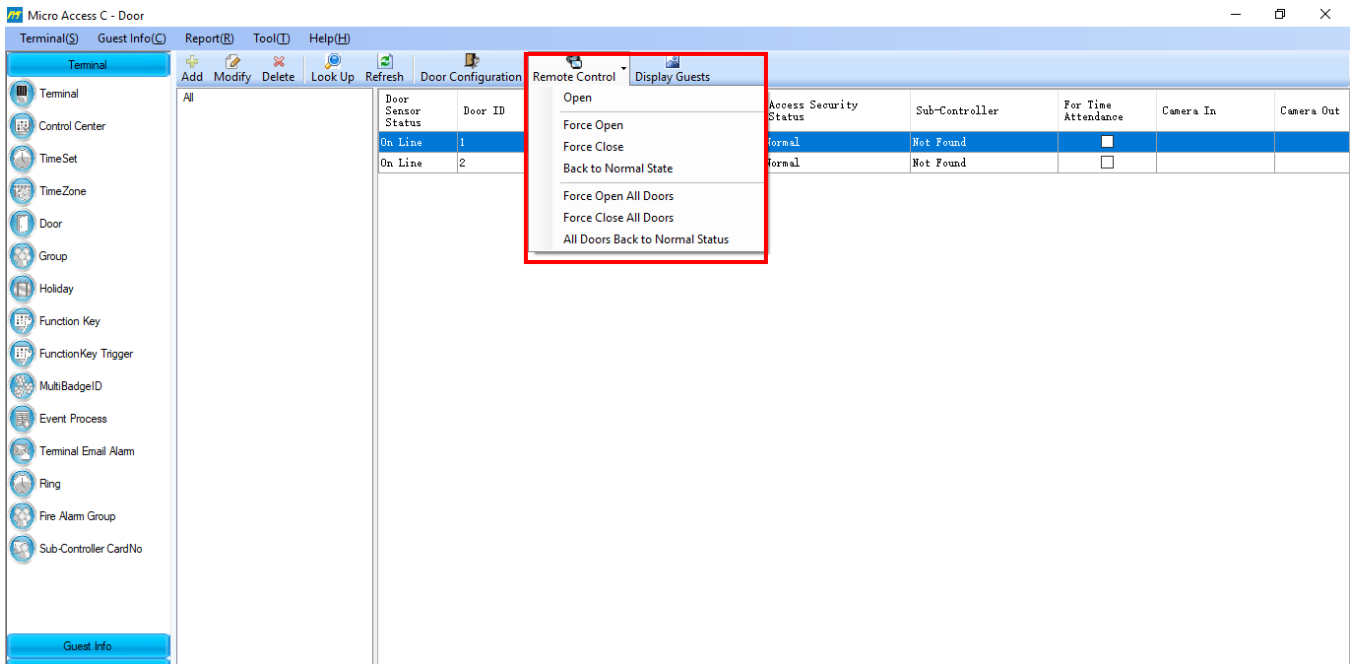
The 'Finished' dialog box displays the following table:

Number	Terminal	Operation Status
1	[1]:ok	Success

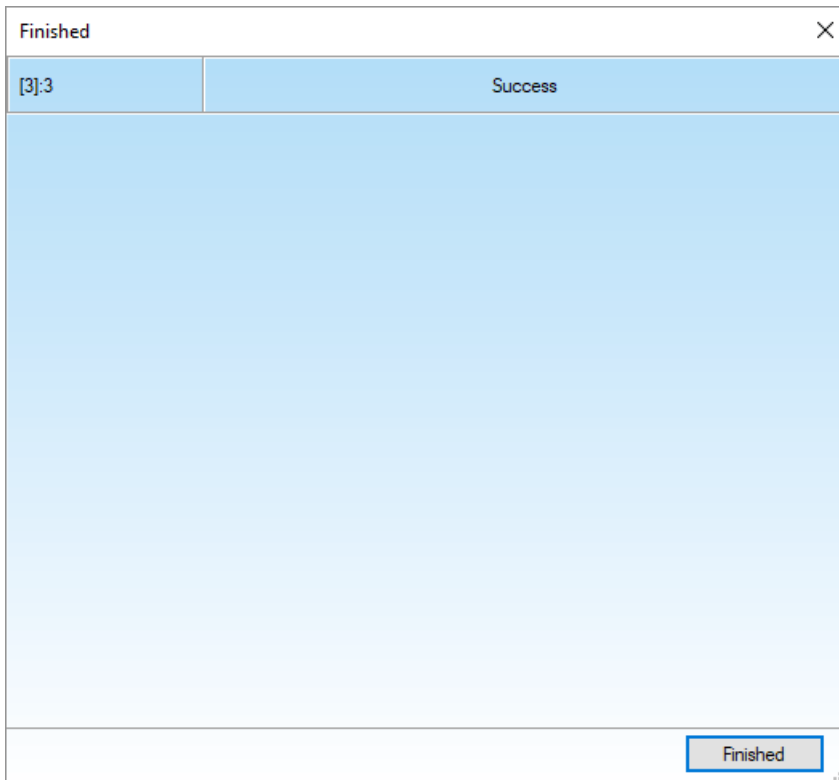
Buttons: All Success, Finished

1-4.5 Remote control

1、Select a door from the door list (one by one only) and click “**Remote Control**” there are specified remote control items as shown:



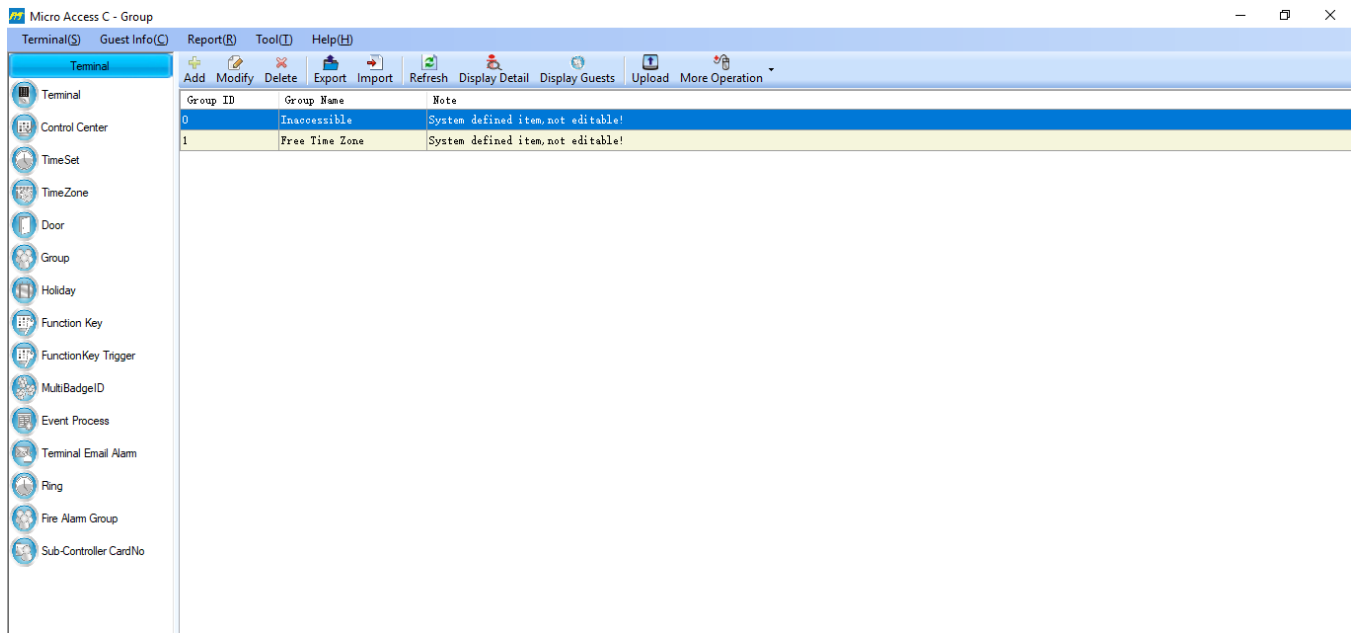
2、Select a remote control item from the pull down menu will display a status as shown:



3、More than two door items is selectable for remote control.

1-5 Group

1、Click “System”→”Access Setting→ “Group” to call a Group configuration window.



- **Add** : Add Group
- **Modify** : Modify Group
- **Delete** : Delete Group
- **Refresh** : Refresh Group list screen
- **Display Detail** : Display Group information
- **Upload** : Upload Group information to Terminal

More Operation :

- Upload Group to terminal(s)
- Delete Group from terminal(s)
- Clear Group from terminal(s)

2、Group list display items are :

Group ID, Group Name, Note

3、Two default Groups will be display on the Group list :

“Inaccessible” and **“Free Time Zone”**. Both Groups cannot be removed or modify.

1-5.1 Add Group

1、Click “Add” to call an “Add” a group window.

The 'Add' dialog box contains the following fields and table:

Group ID:

Group Name:

Note:

Door ID	Door Name	Accessible or Inaccessible	Accessible TimeZone
1	Main Door	<input type="checkbox"/>	[0]:Undefined
2	Side door	<input type="checkbox"/>	[0]:Undefined
3	Basement doo...	<input type="checkbox"/>	[0]:Undefined
4	Gym center door	<input type="checkbox"/>	[0]:Undefined
5	Fincial Door	<input type="checkbox"/>	[0]:Undefined

Buttons: Select All, Select, OK, Cancel

- Group ID cannot be blank, 0 or 1, and cannot be duplicated.
- Group name is optional.
- Check(V) if door “Accessible or Inaccessible” and select Time Zone from the pull down selection menu.

2、After input Group information, Group list will display the Group information.

The application window displays the following table of groups:

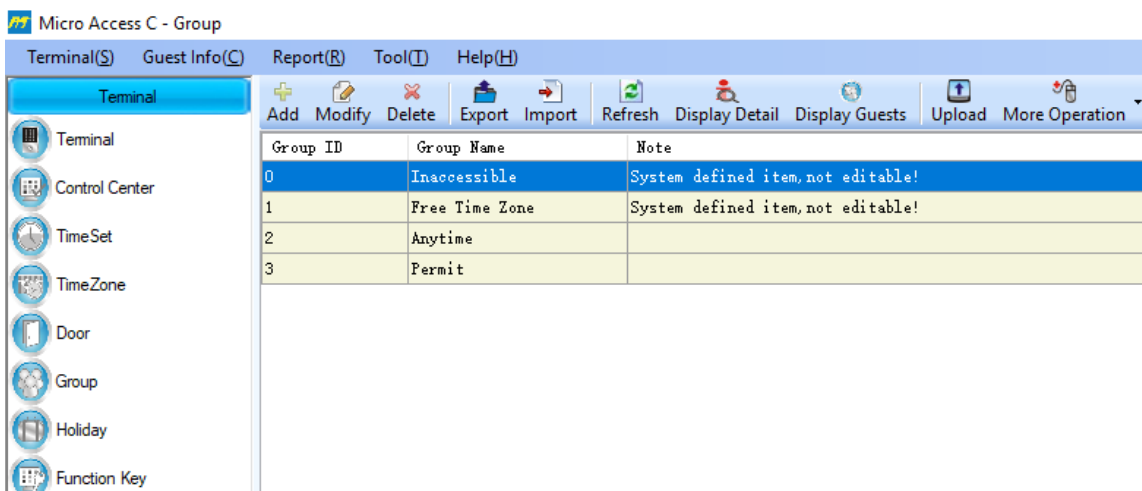
Group ID	Group Name	Note
0	Inaccessible	System defined item, not editable!
1	Free Time Zone	System defined item, not editable!
2	Anytime	
3	Permit	

1-5.2 Modify Group

1、Select a Group from the Group list and click Modify to call a Modify configuration screen.

Door ID	Door Name	Accessible or Inaccessible	Accessible TimeZone
1	Main Door	<input type="checkbox"/>	[0]:Undefined
2	Side door	<input checked="" type="checkbox"/>	[1]:Any Time
3	Basement doo...	<input type="checkbox"/>	[0]:Undefined
4	Gym center door	<input type="checkbox"/>	[0]:Undefined
5	Fincial Door	<input type="checkbox"/>	[0]:Undefined

2、Input the Group Name, check(V) if the door Accessible or not, Accessible time zone for a Group and click OK to confirm the modification. (Group ID cannot be modified).

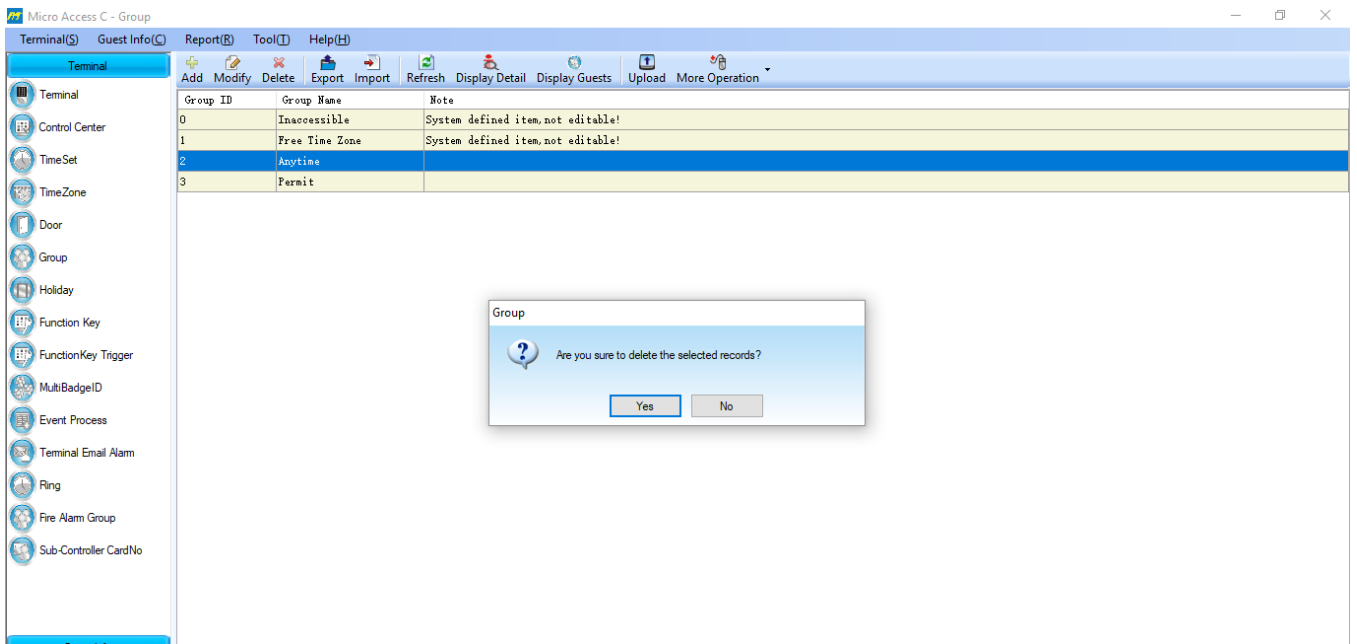


3、Double clicking Group name from the group list will call a Group configuration window for Group modification.

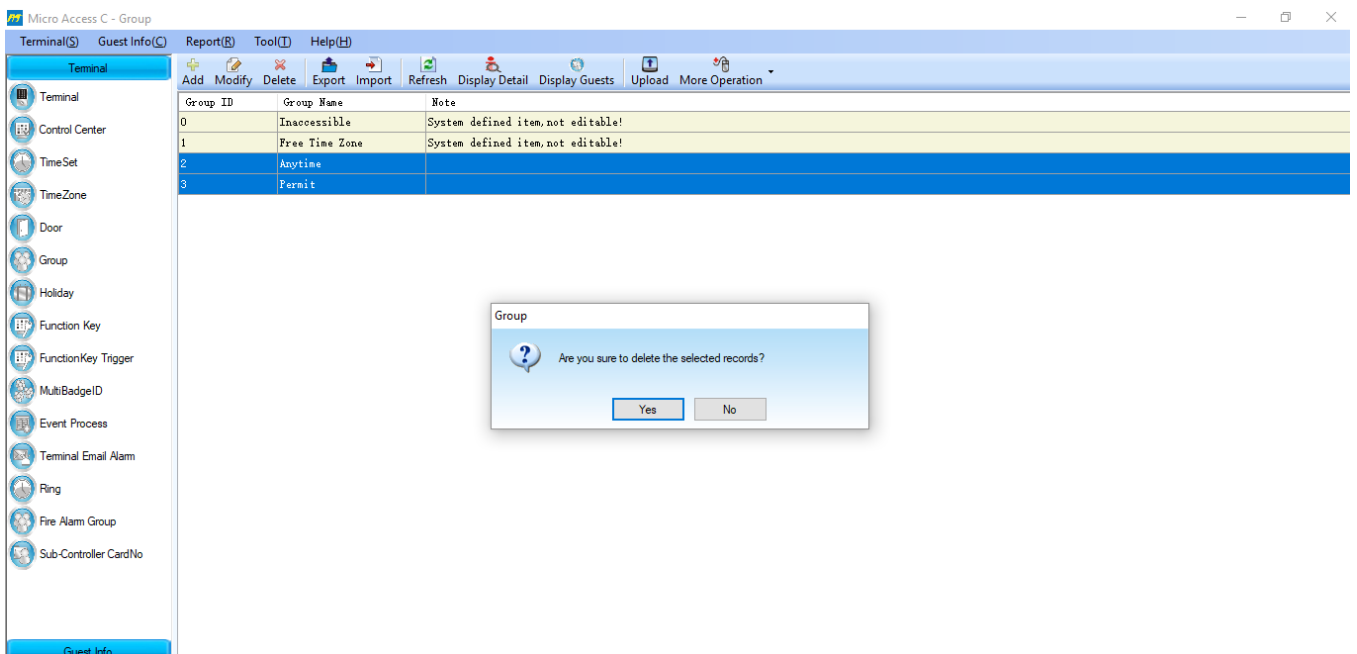
4、Group information can only be modified one by one.

1-5.3 Delete Group

1、Select a Group from the Group List and click “Delete” button to call a delete confirmation screen. Click Yes to delete a Group or No to cancel.

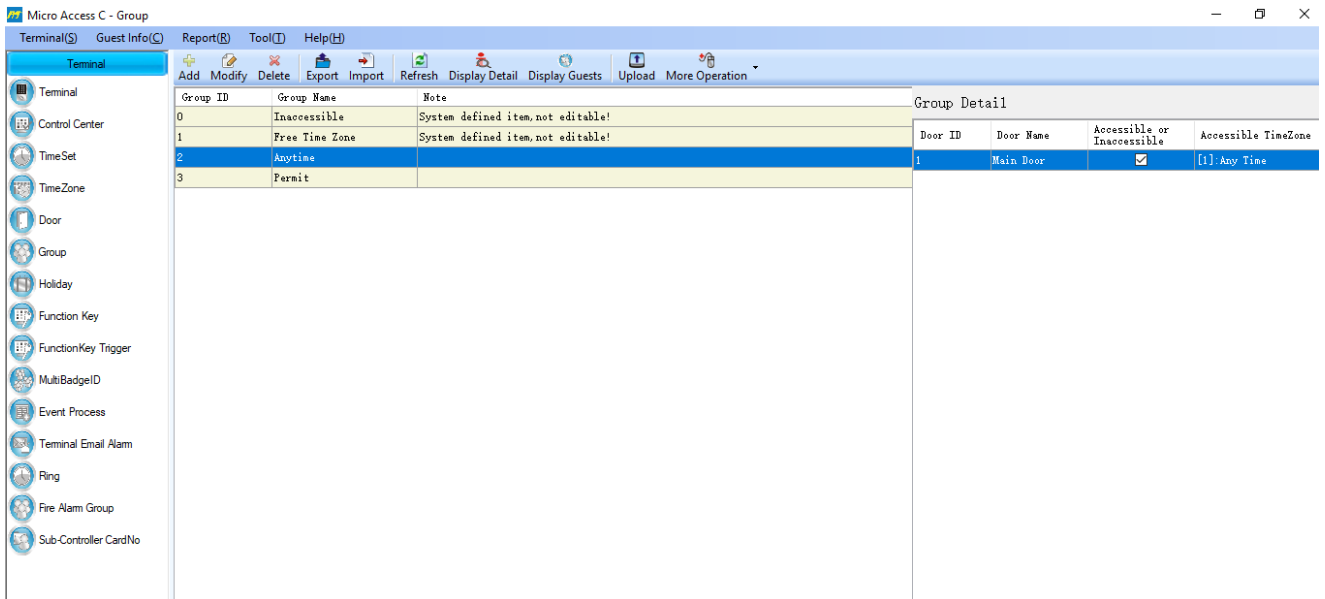


2、With Mouse and Ctrl key to select and delete more than two Group items in a time. Click Yes to delete a Group or No to cancel.



1-5.4 Display Detail

1、Select a Group item from the Group list and click Display Detail button to call a right-side display window for the Group information.

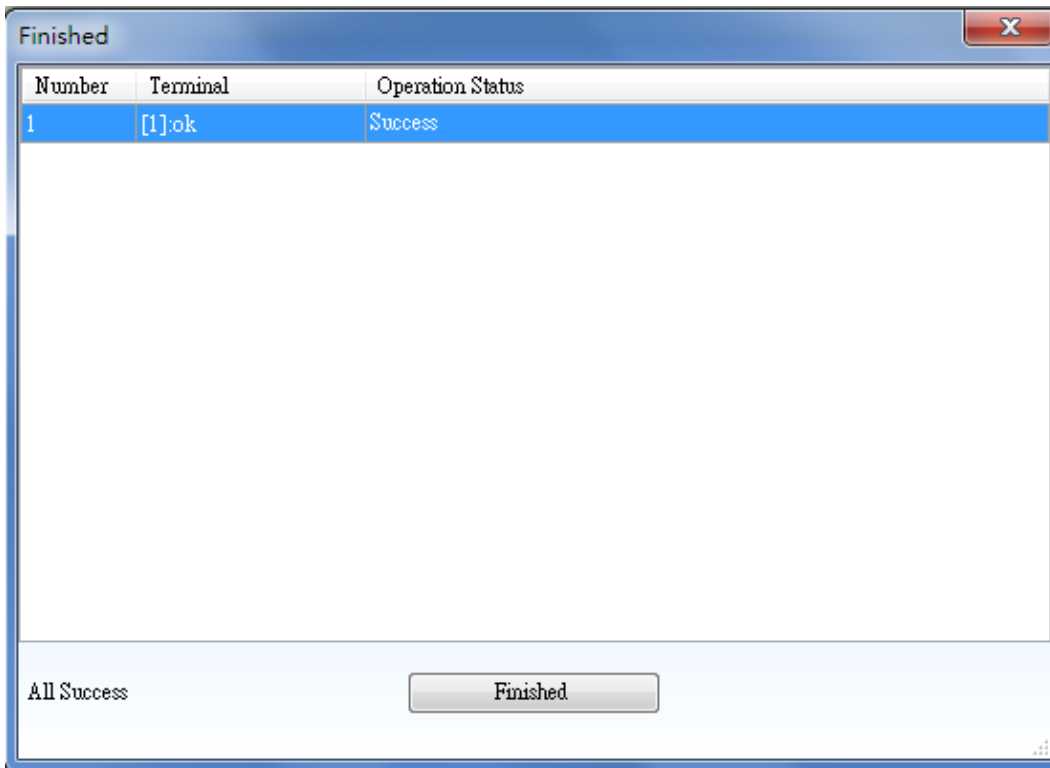


2、Group's detail can only be display one by one based on Group item.

3、Click Display Detail button again to close the screen.

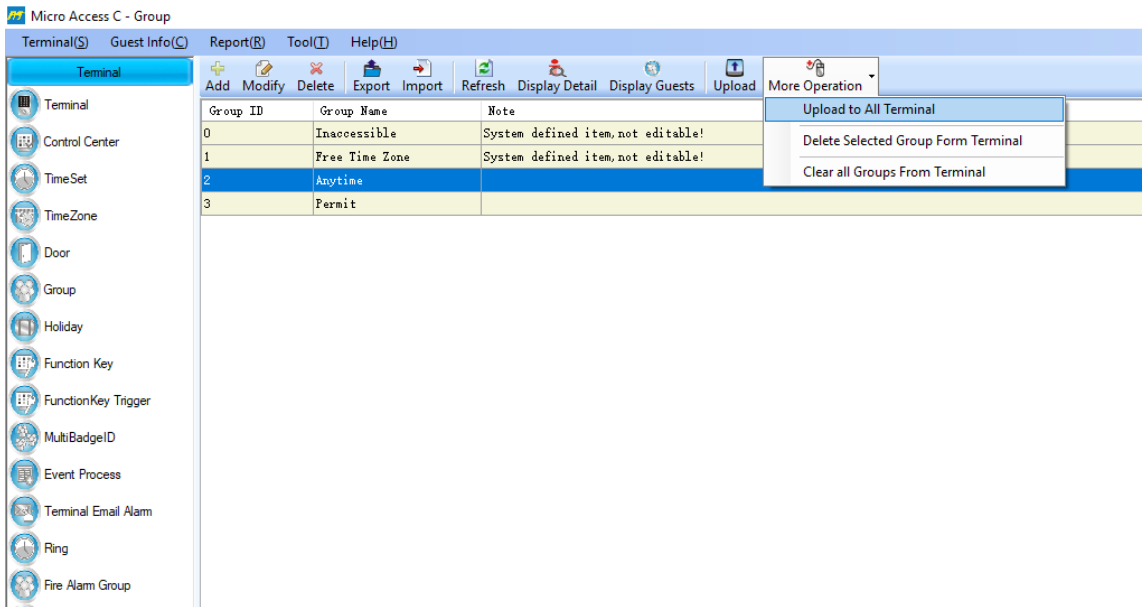
1-5.5 Upload Group

Select Group item(s) from the Group list and click “Upload” button to upload information to terminal. A status will be display on screen. Click Finished button to quit.

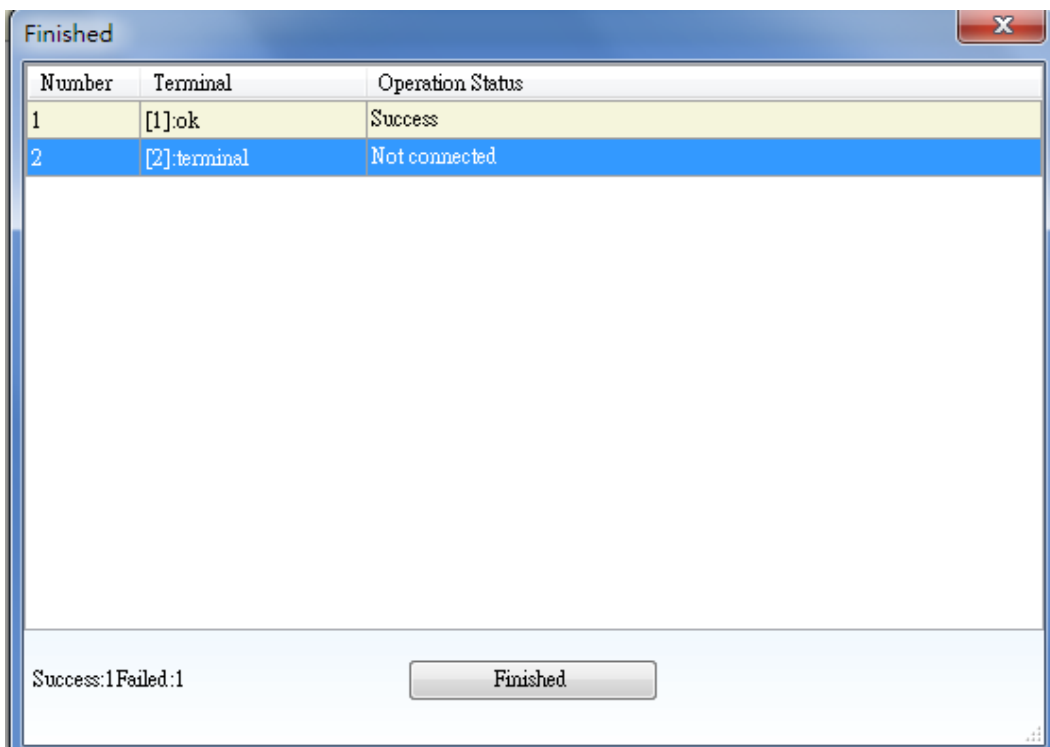


1-5.6 Upload Group to all terminals

1、Select Group item from the Group list and click “More Operation”→ “Upload to all terminals”：

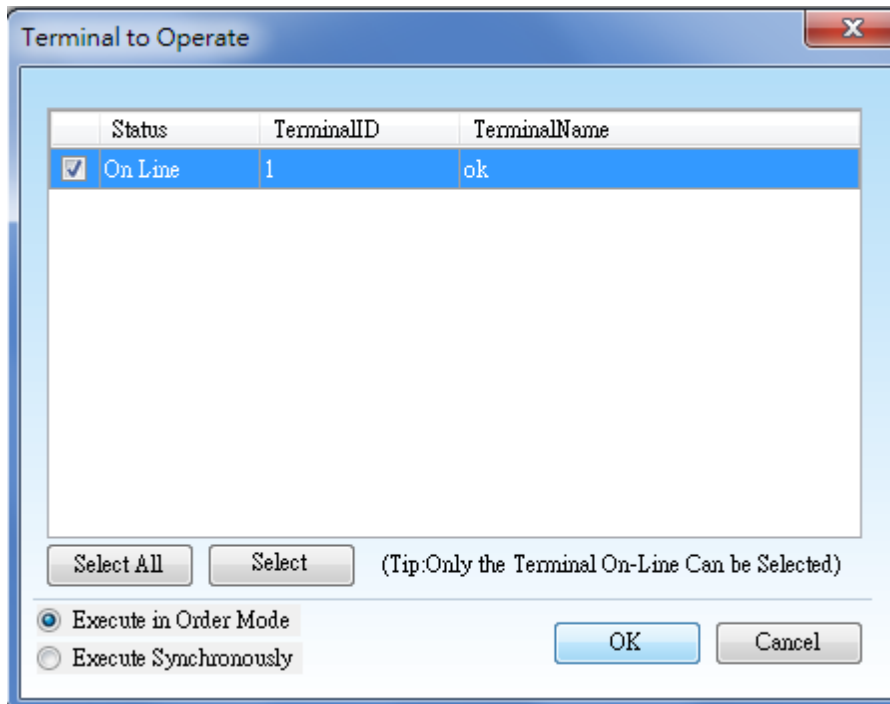


2、Click “Upload to all terminals” will start to upload Group information to all connected terminal(s). Also, a status will be display after transmission finished. Press “Finished” button to quit.

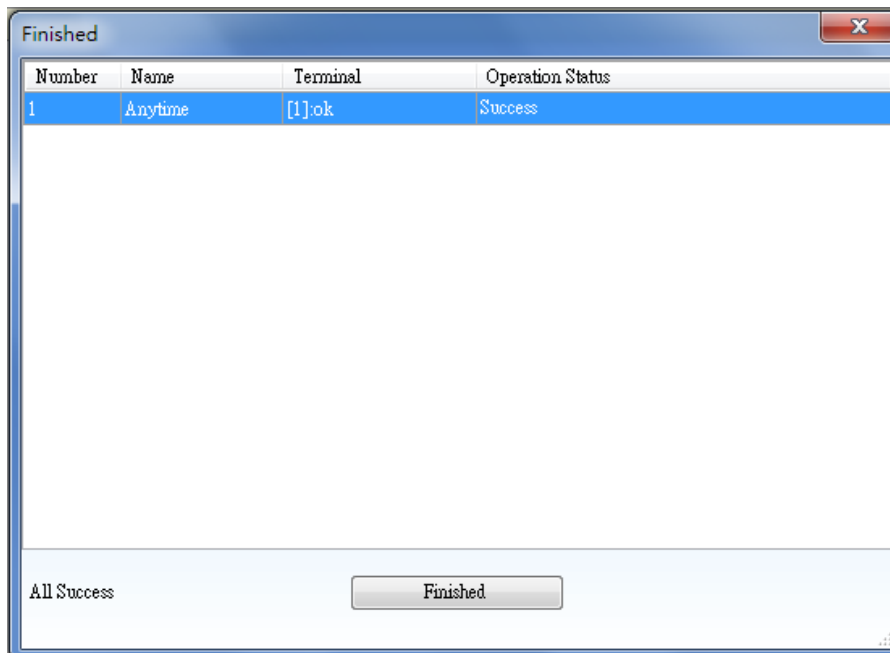


1-5.7 Delete Group from Terminal

1、Select group item(s) from the list and click “More Operation”→ “Delete Group from Terminal” will call a terminal list. An orderly or synchronous mode operation is optional.

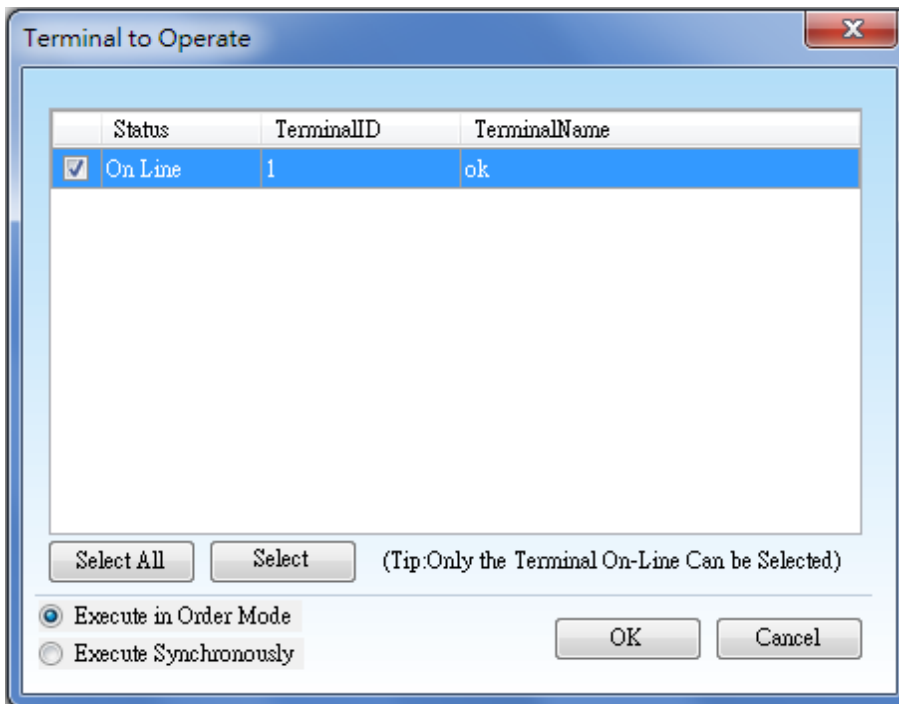


2、Select (V) terminal from terminal list，click “OK” to remove group from the terminal, and click “Finished” button to quit.

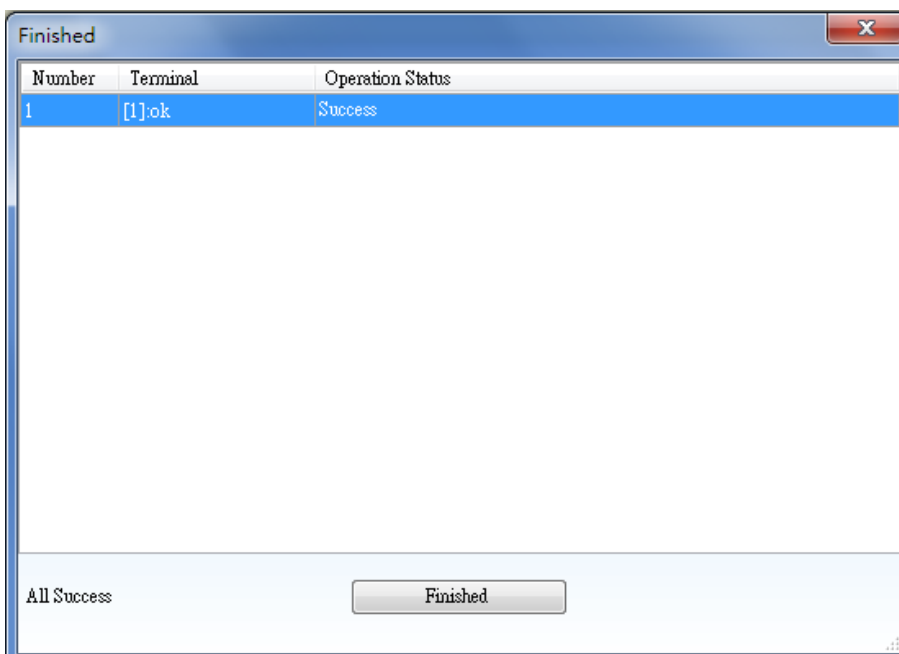


1-5.8 Clear Group from Terminal

1、Click “More Operation”→“Clear Group from Terminal” will call a terminal list for check(V) terminal(s). An orderly or synchronous mode is optional. Press “OK” to confirm or Cancel to quit.

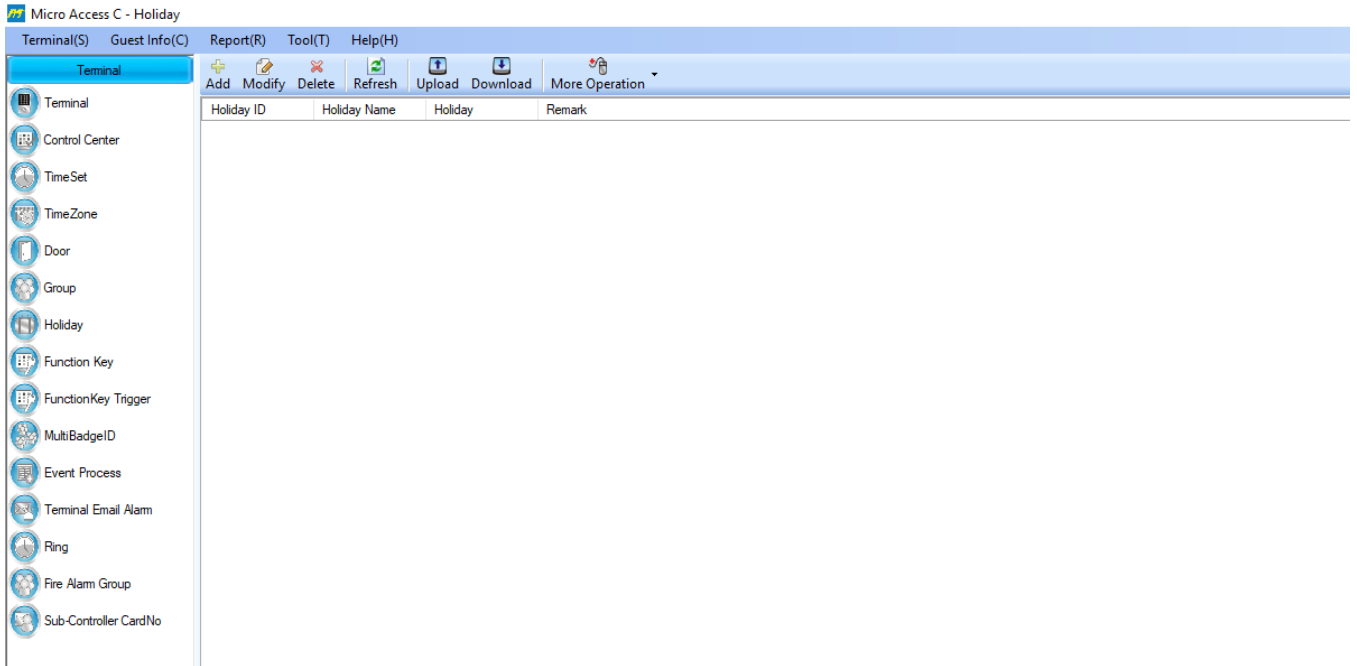


2、A status will be display then press “Finished” to confirm.



1-6 Holiday

1、Click “System”→ “Access Setting”→ “Holiday” to call a configuration window.



- **Add** : Add Holiday
- **Modify** : Modify Holiday
- **Delete** : Delete Holiday
- **Refresh** : Refresh Holiday list
- **Upload** : Upload Holiday information to Terminal
- **Download** : Download Holiday information from Terminal to Micro Access C

More Operation :

- Check upload Holiday
- Delete selected holiday item(s) from terminal
- Remove all Holiday item(s) from terminal

2、Holiday list display below status:

Holiday ID, Holiday Name, Holiday, Remark

1-6.1 Add Holiday

1、Click “Add” to call a holiday configuration window.

The 'Add' dialog box contains the following fields:

- Holiday ID: *
- Holiday Name:
- Month: (dropdown menu)
- Day: (dropdown menu)
- Remark:

Buttons: OK, Cancel

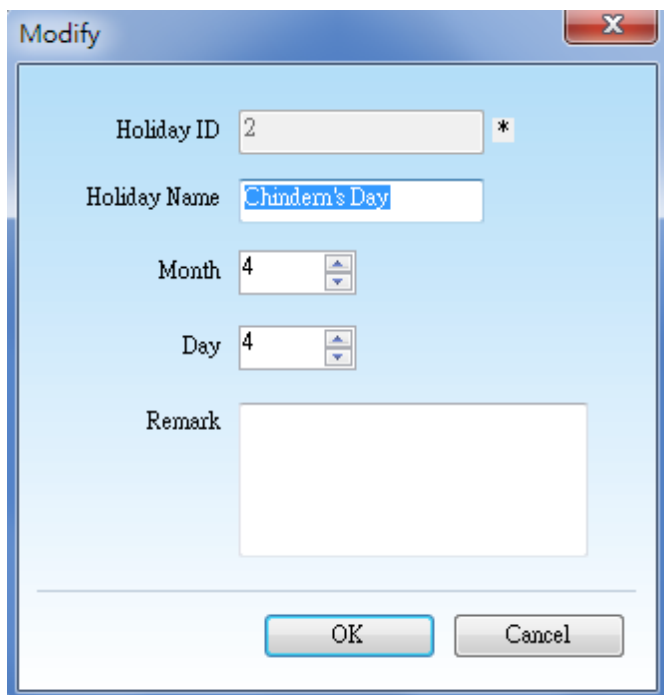
- Holiday ID should not be duplicated
- Holiday name is optional
- Month and Day value can be option by the up-down selection menu

2、Holiday item(s) will be display after holiday information input.

Holiday ID	Holiday Name	Holiday	Remark
1	New Yaer	01\01	
2	Christmas	12\25	

1-6.2 Modify Holiday

1、Select a holiday item from the list and click “Modify” button to call a modification window.



Modify

Holiday ID 2 *

Holiday Name Chindem's Day

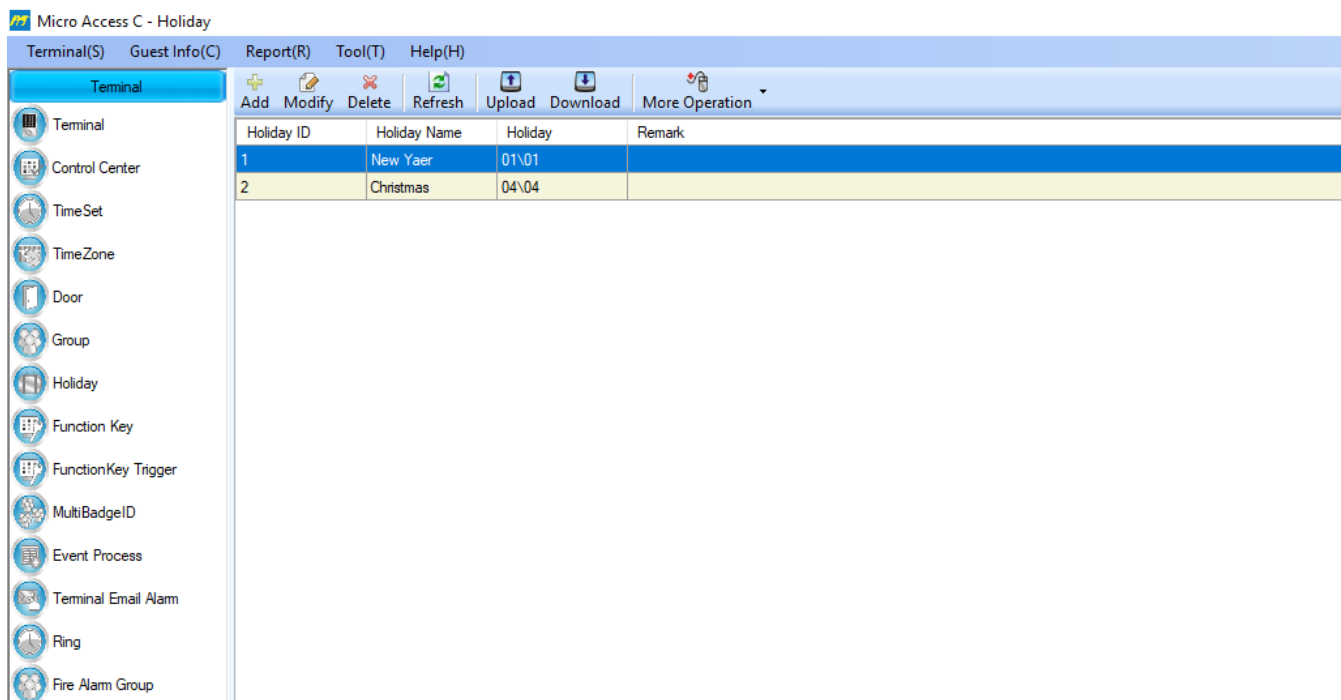
Month 4

Day 4

Remark

OK Cancel

2、Input Holiday Name and Date (Holiday ID should not be modified), click “OK” to confirm.



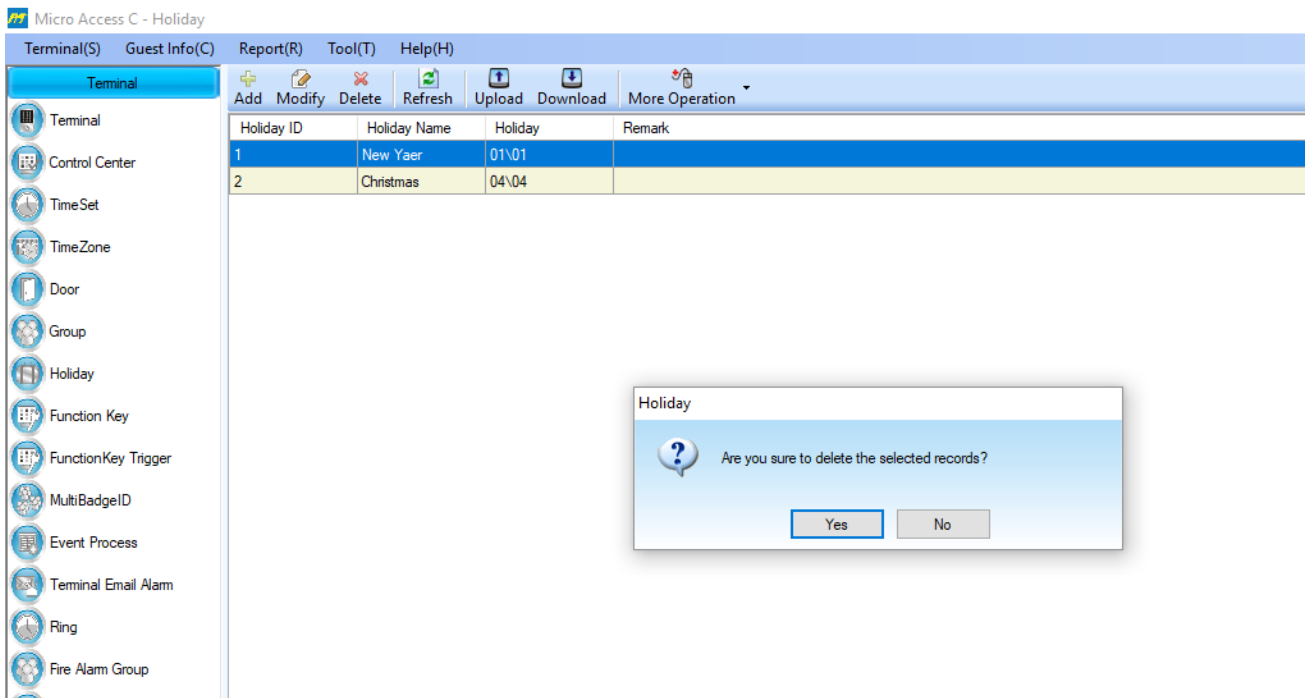
Holiday ID	Holiday Name	Holiday	Remark
1	New Yaer	01\01	
2	Christmas	04\04	

3、Holiday information can also be modified by double clicking the holiday item from the list.

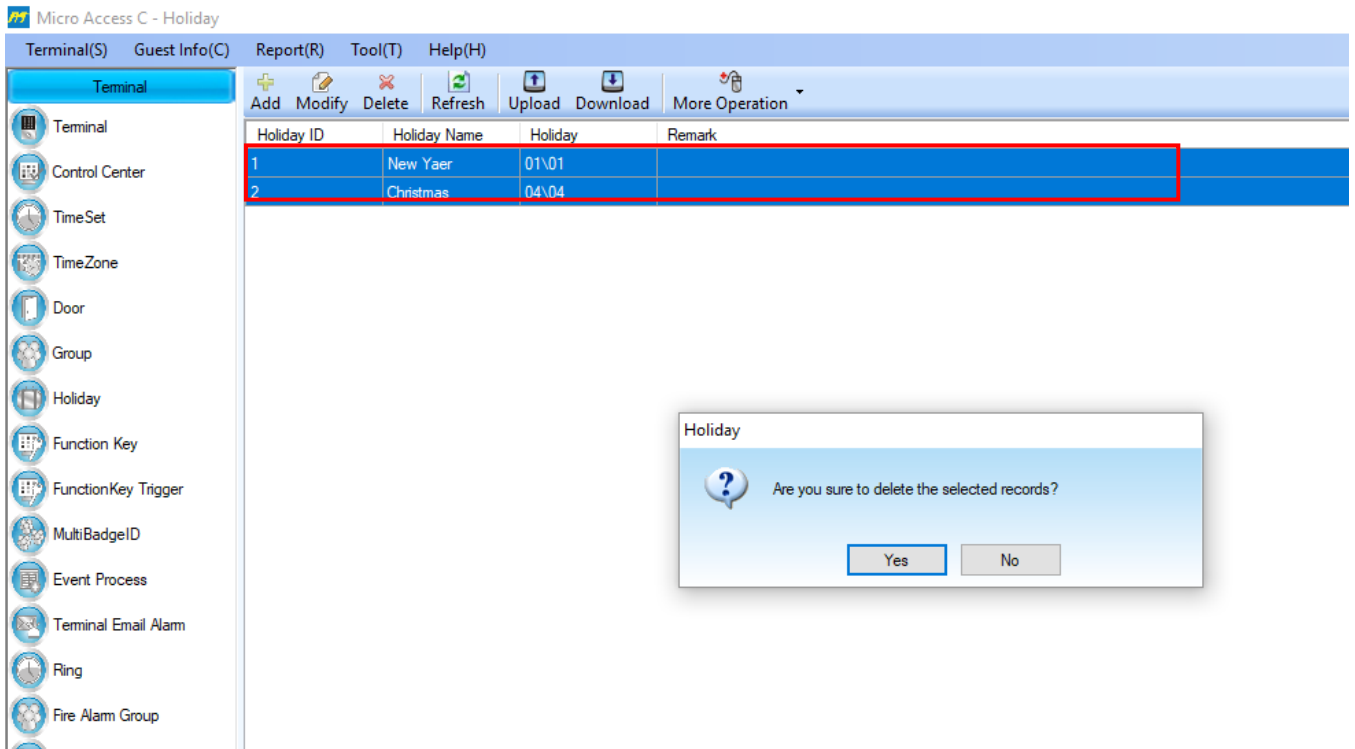
4、Holiday item can only be modified one by one.

1-6.3 Delete Holiday

- 1、Select holiday item from the list and click “Delete” button will display a holiday deletion warning message. Click “Yes” to confirm or “No” to cancel.

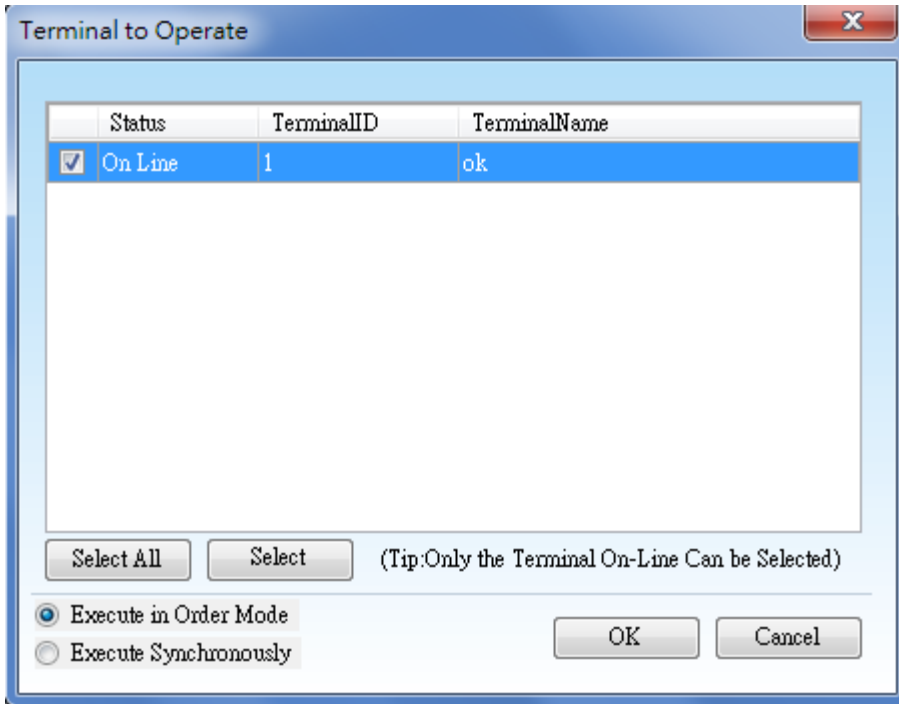


- 2、With Mouse and Ctrl key, more than two holiday items can be deleted in a time. Click “Yes” to delete holiday item(s) or “No” to cancel.

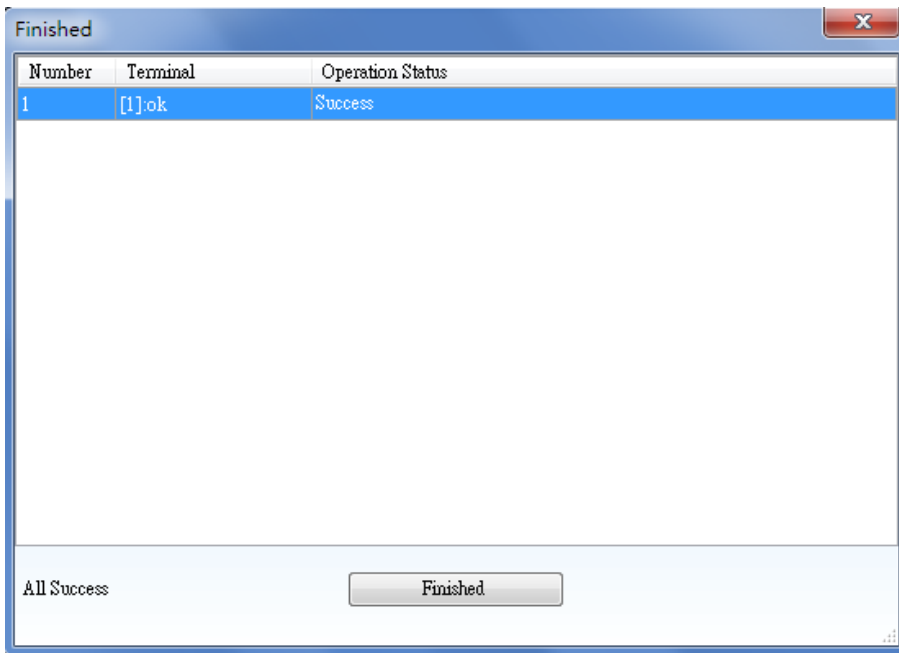


1-6.4 Upload Holiday to Terminal

- 1、Select holiday item(s) from the list and click “Upload” button to call a terminal list to select terminal(s) where the holiday item(s) will be upload to. An orderly or synchronous mode is optional.



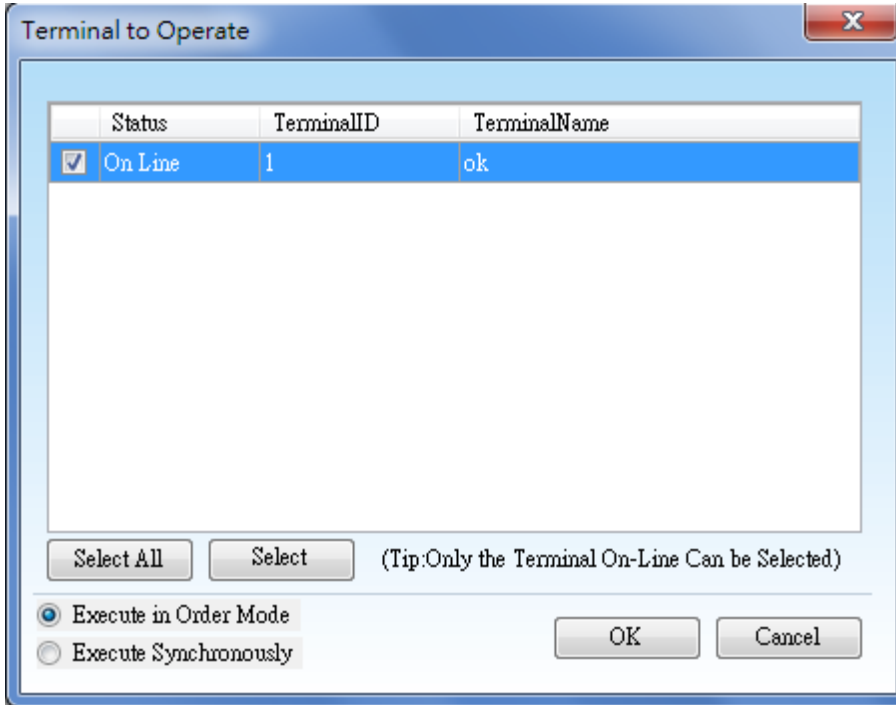
- 2、Click “OK” to upload holiday item to terminal(s) or “Cancel” to quit. An uploading status will be display after pressing OK, then pressing “Finished” to complete.



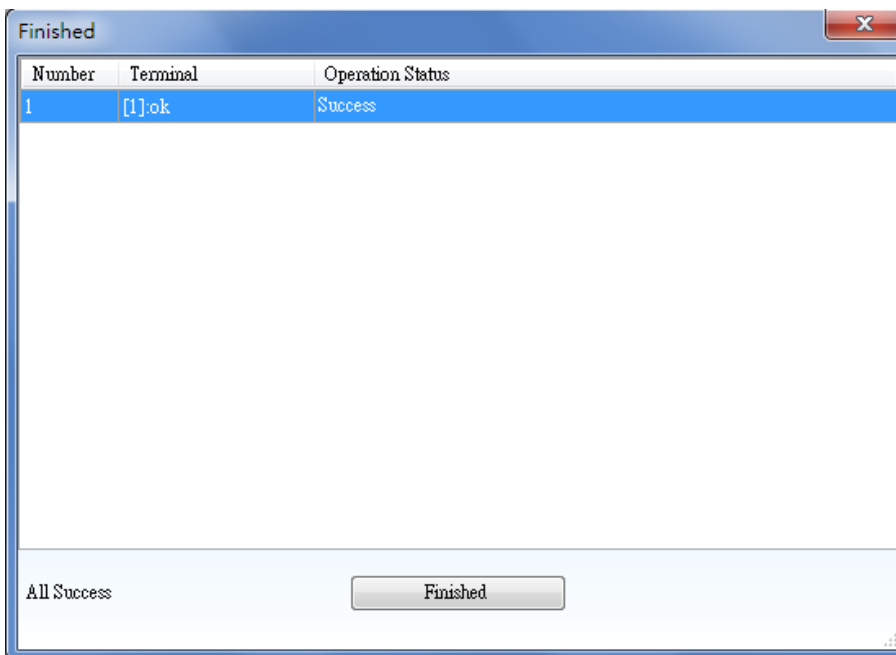
1-6.5 Download Holiday information from Terminal

1、Click “**Download**” will call a terminal list and select terminals from it, which is ready to share the holiday information to Micro Access C.

An order mode or synchronous mode is optional.

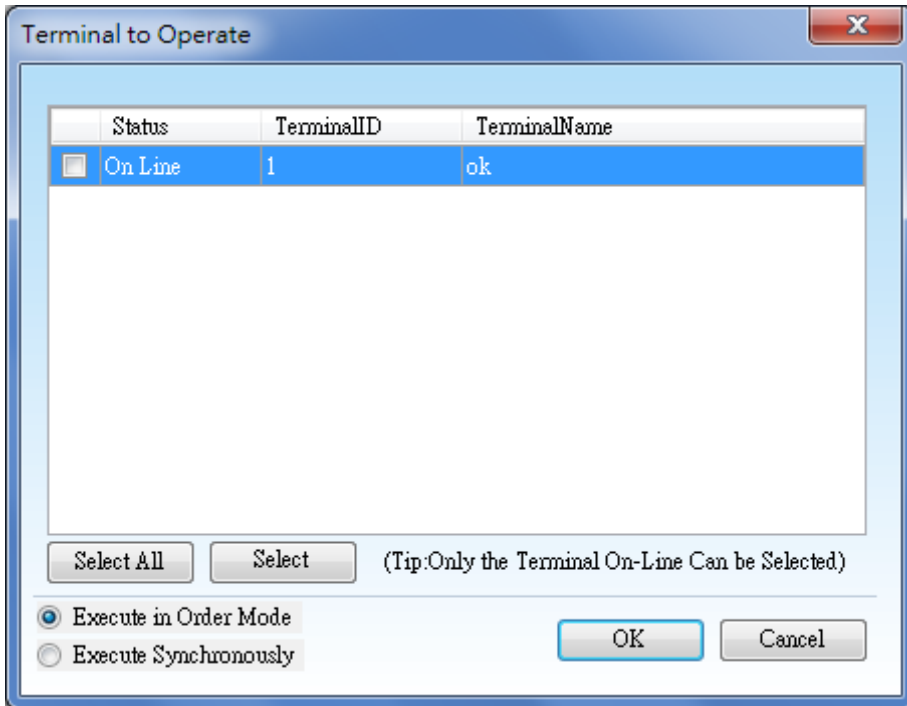


2、When terminal(s) selected, click “OK” to start downloading holiday from terminal(s). A status will be shown on the screen. Press “Finished” to complete.

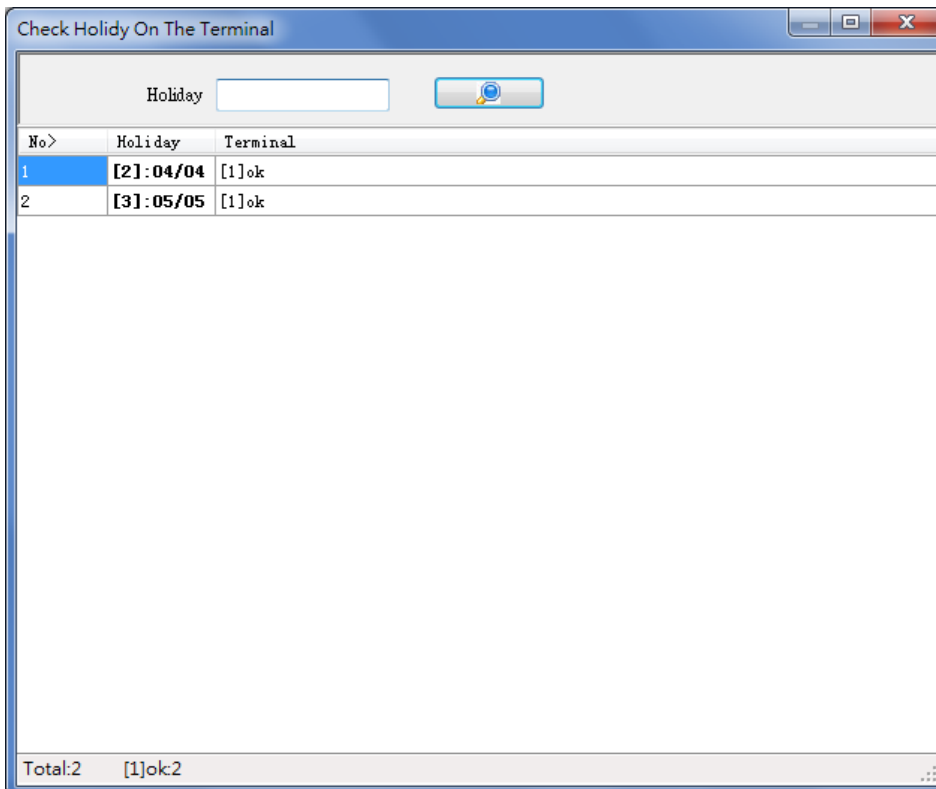


1-6.6 Check uploaded Holiday information

1、Click “More Operation”→“ Check upload holiday” will call a terminal list. An order or synchronous mode is optional.

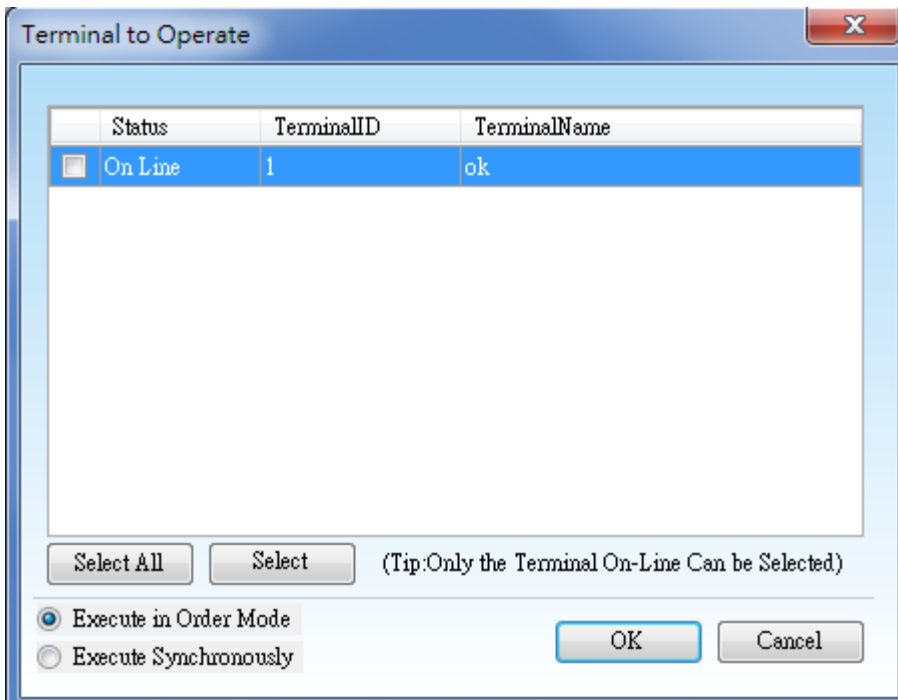


2、Select terminal(s) from the list and click “OK” to check holiday information from the terminal as shown:

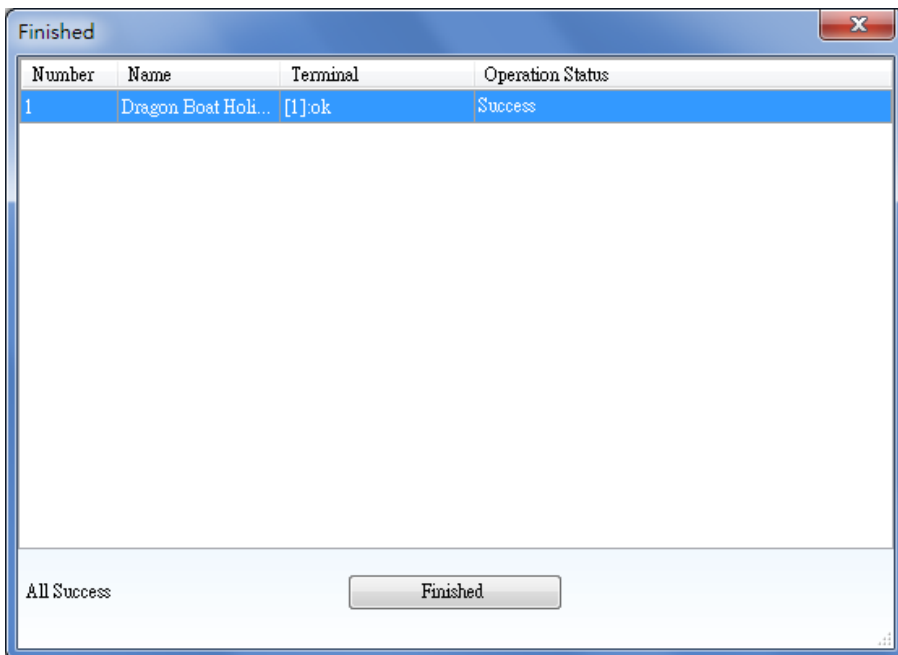


1-6.7 Delete Holiday information from Terminal

- 1、Select holiday(s) from the list and click “More Operation”→“Delete selected holiday from terminal” will call a terminal list. An order mode or synchronous mode is optional.

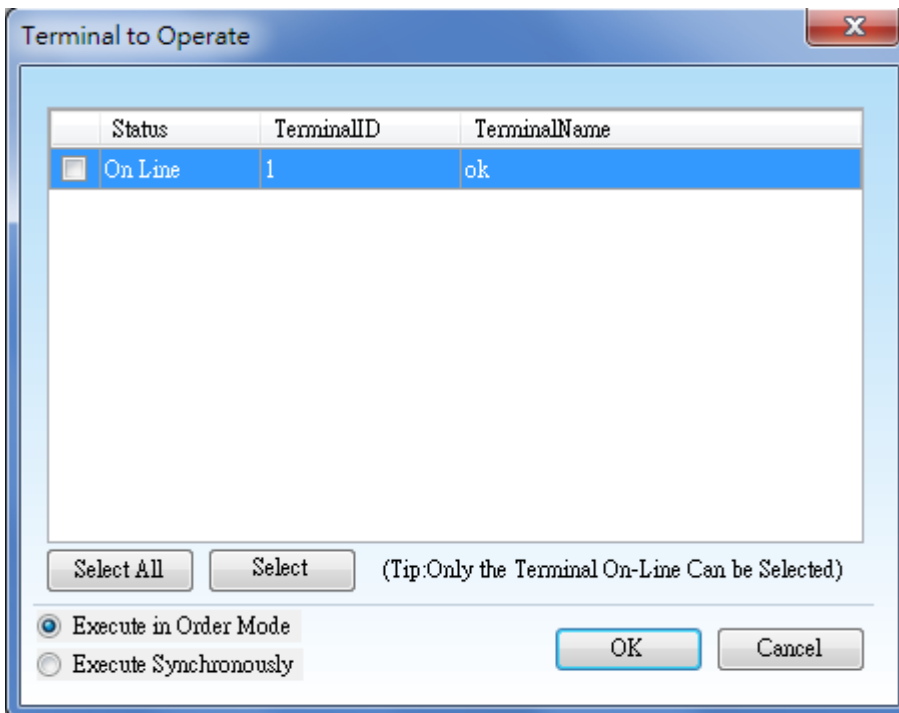


- 2、Select terminal(s) from the list then click “OK” to remove the holiday item(s) from the terminal and a deletion status will be shown as below. Press “Finished” to close the window.

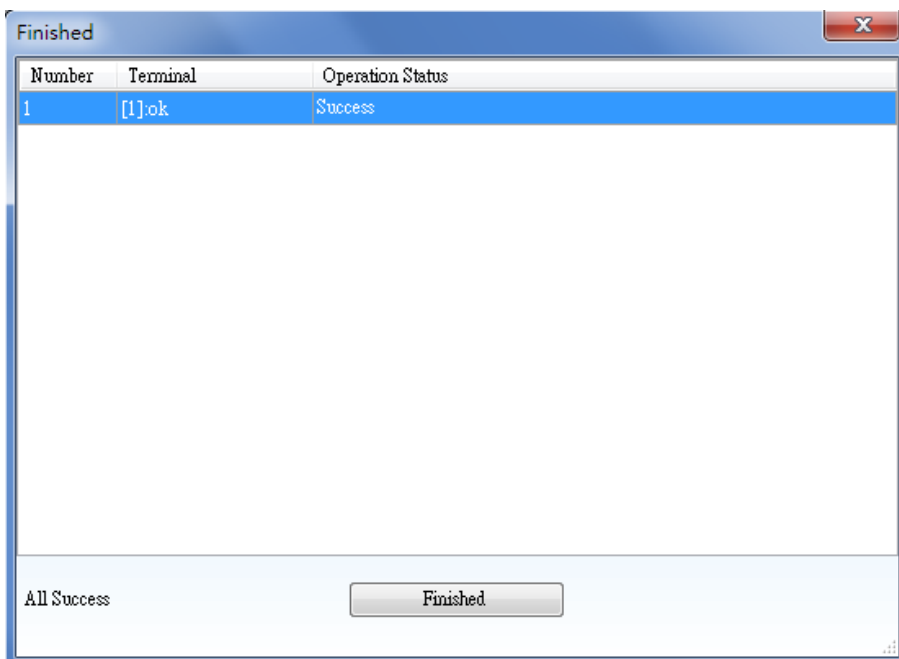


1-6.8 Clear all Holiday information from Terminal

- 1、Click “More Operation”→“Clear all holiday from terminal” will call a terminal list to select terminal as shown.

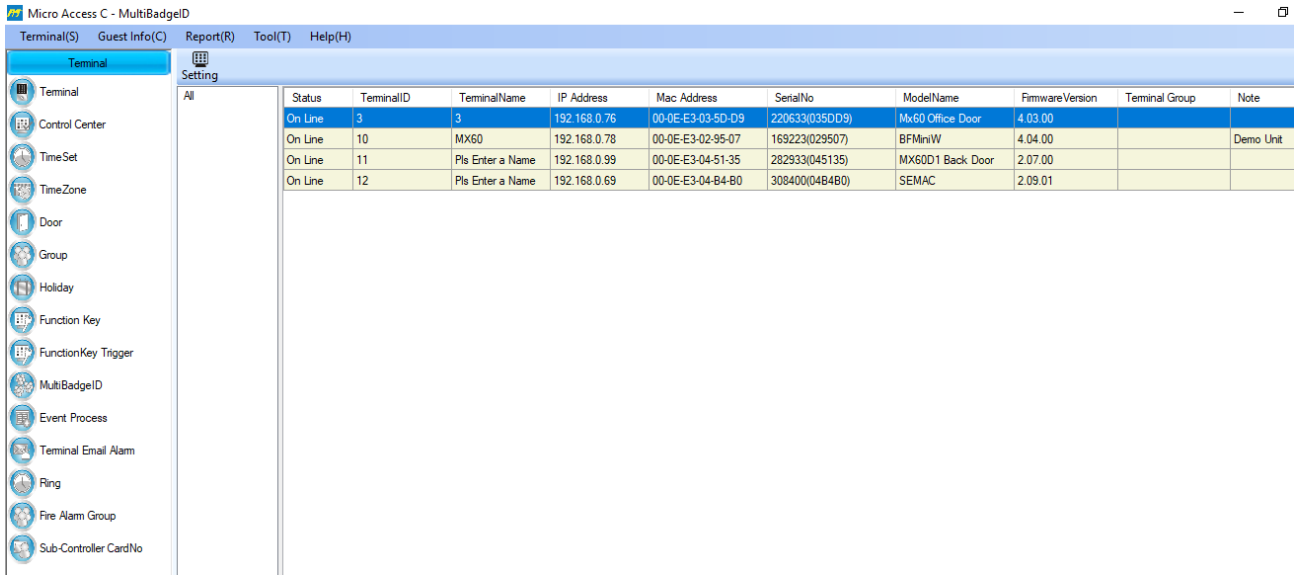


- 2、Select a terminal from the list and click “OK”, a status will be shown as below. Press Finished to close the window.

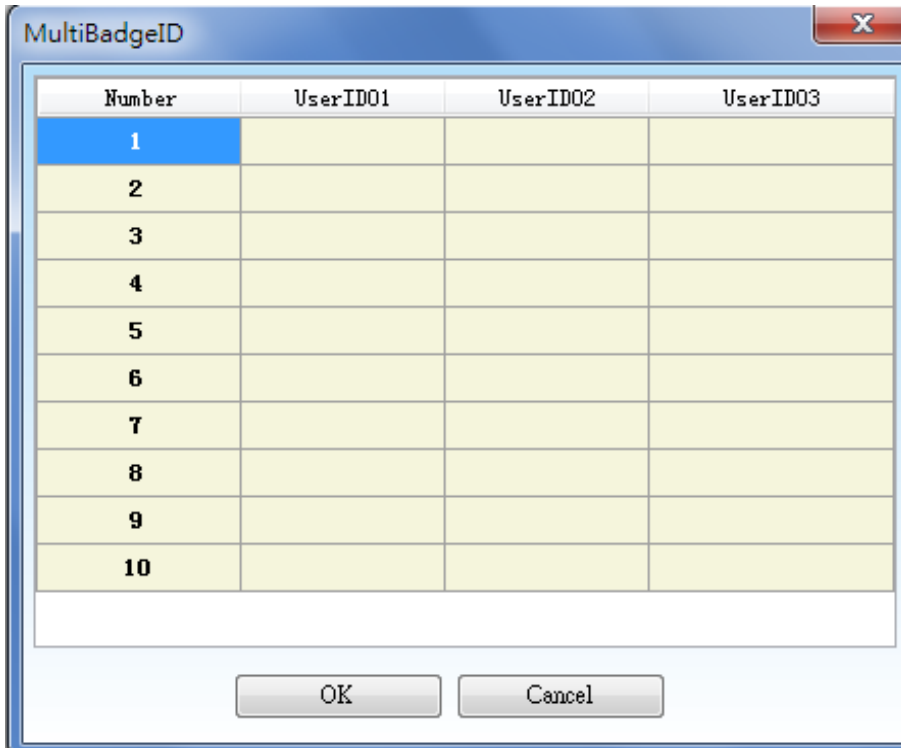


1-7 Multiple Badge ID

1、Click “System”→”Access Setting”→“Multi Badge ID” will display all terminals as shown.

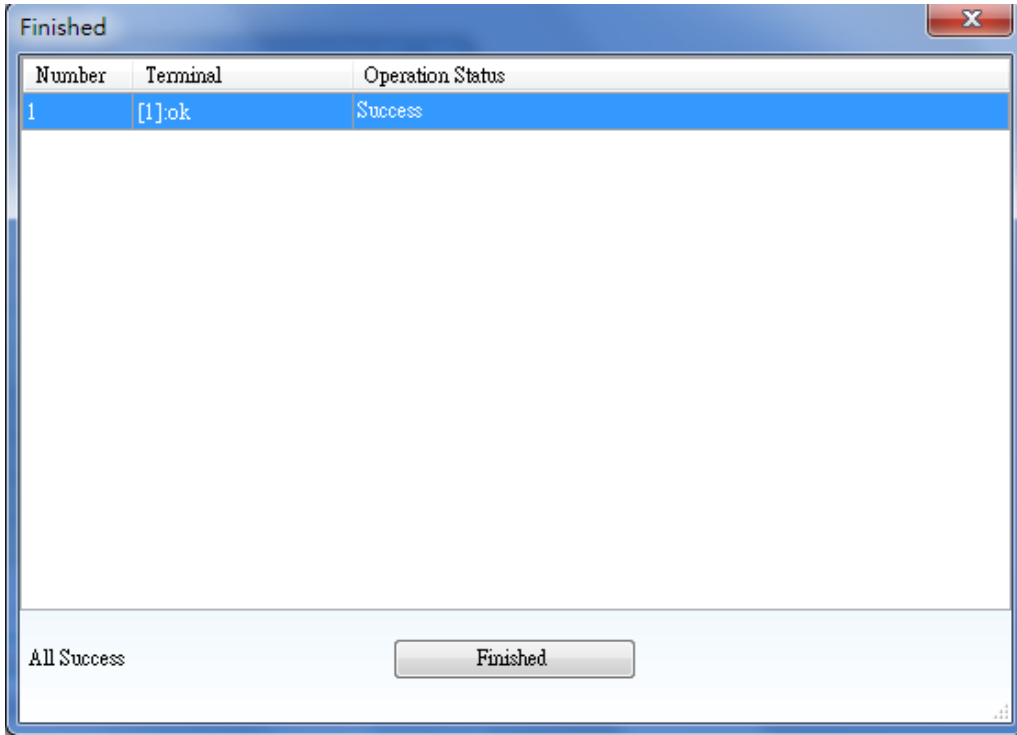


2、Select a terminal from the list and click “Setting” button will call a multi-badge ID configuration window as shown.



There are 10 sets of multi-badge ID combinations provides, each multi-badge ID set should be given two or three of user IDs.

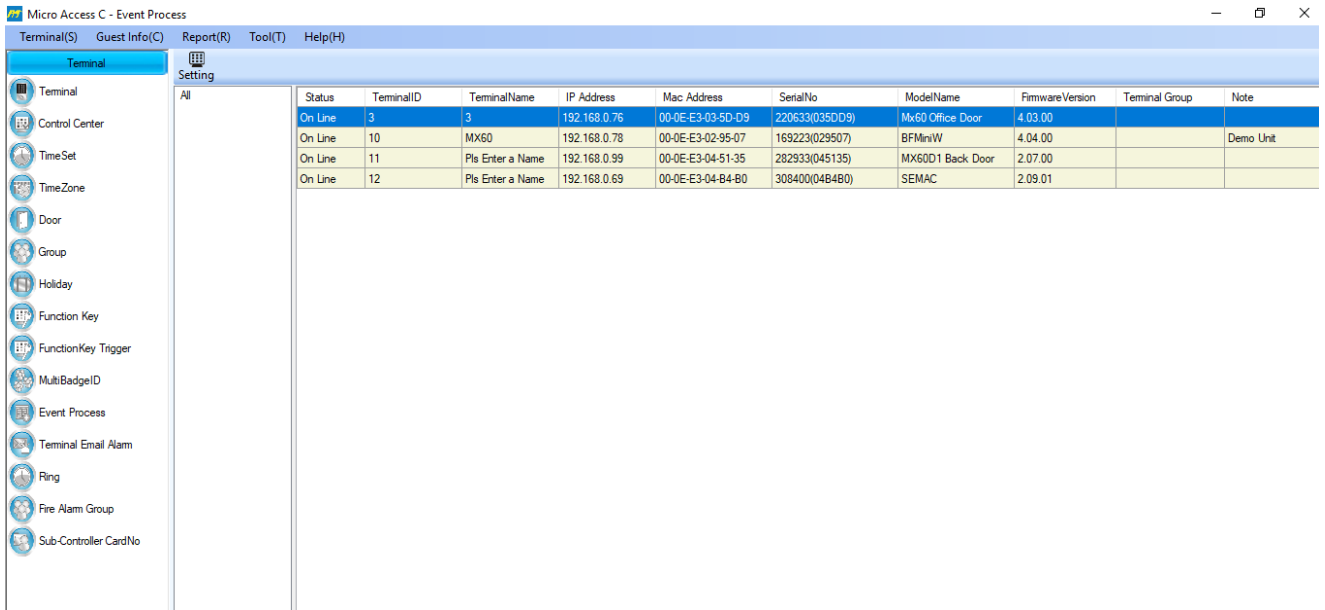
3、Input ID number to the list then click “OK”, a status will be display as shown.



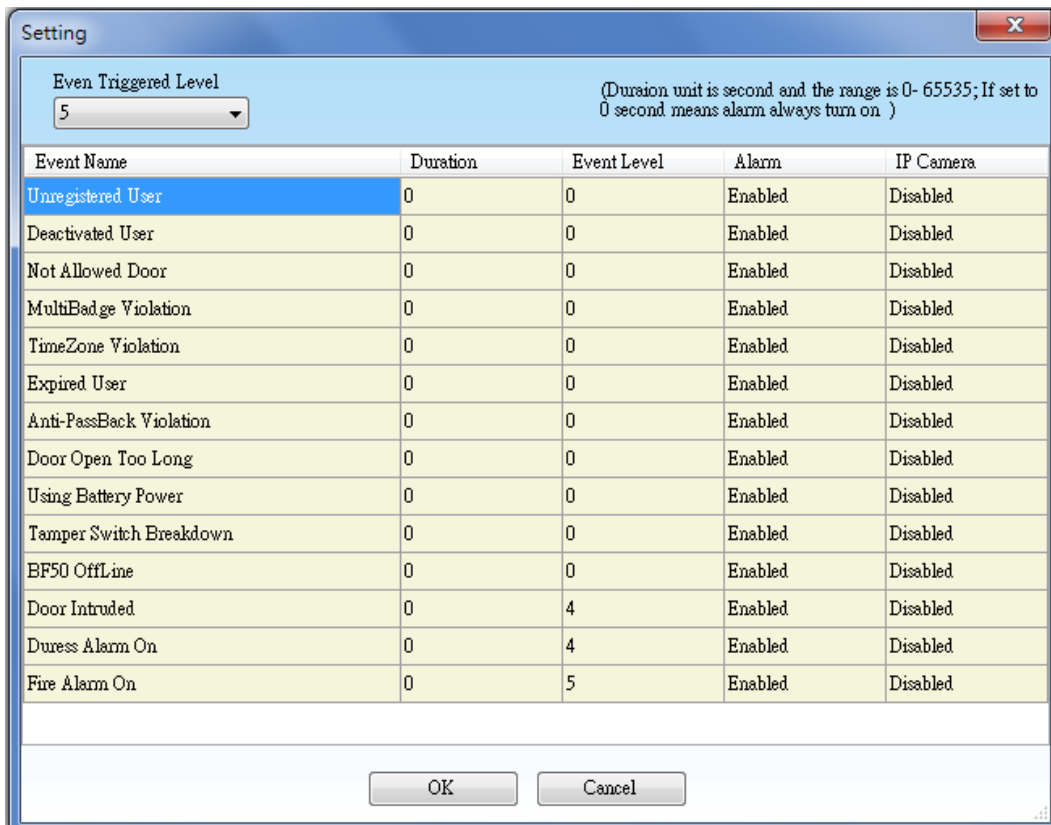
4、Multi-Badge ID function has not yet applied to all product series.

1-8 Event Process

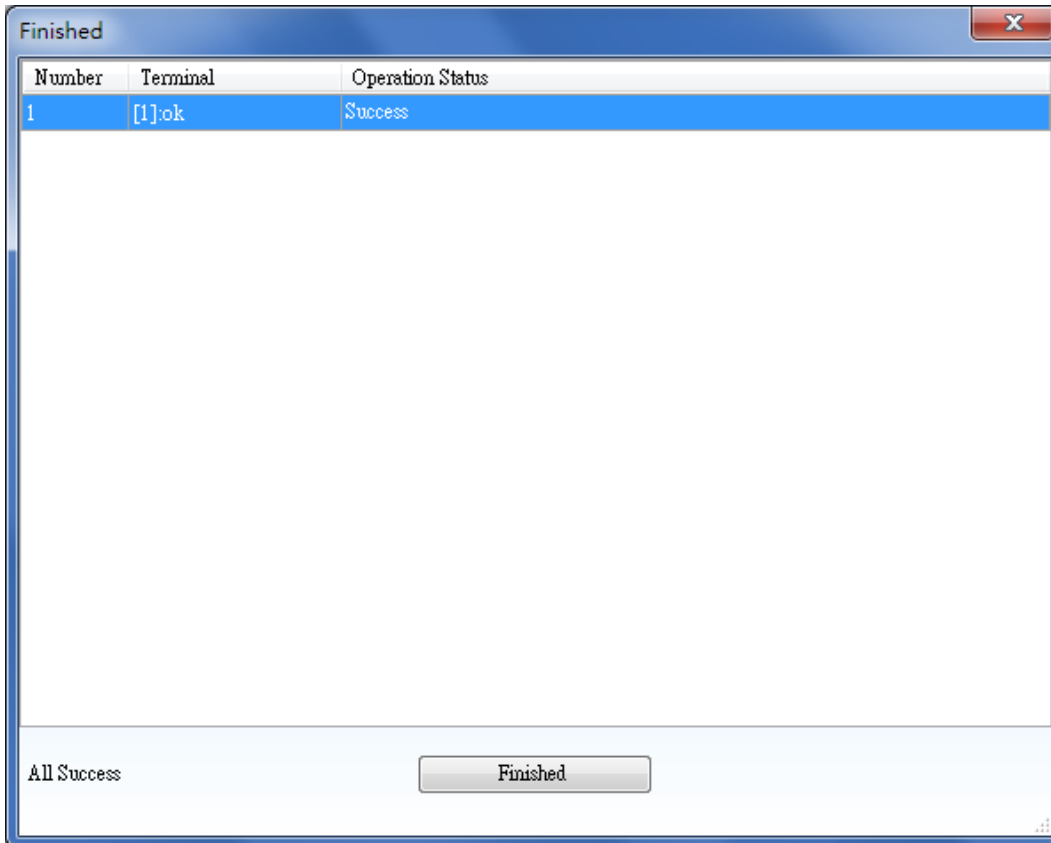
1、Click “System”→”Access Setting”→“Event Process” to call an event process window and select a terminal from the list.



2、Then click “Setting” button to call an Event Process configuration window as shown. There are “Event Triggered Level”, “Event duration”, “Trigger level”, “Alarm” and “IP Camera” information should be configured.

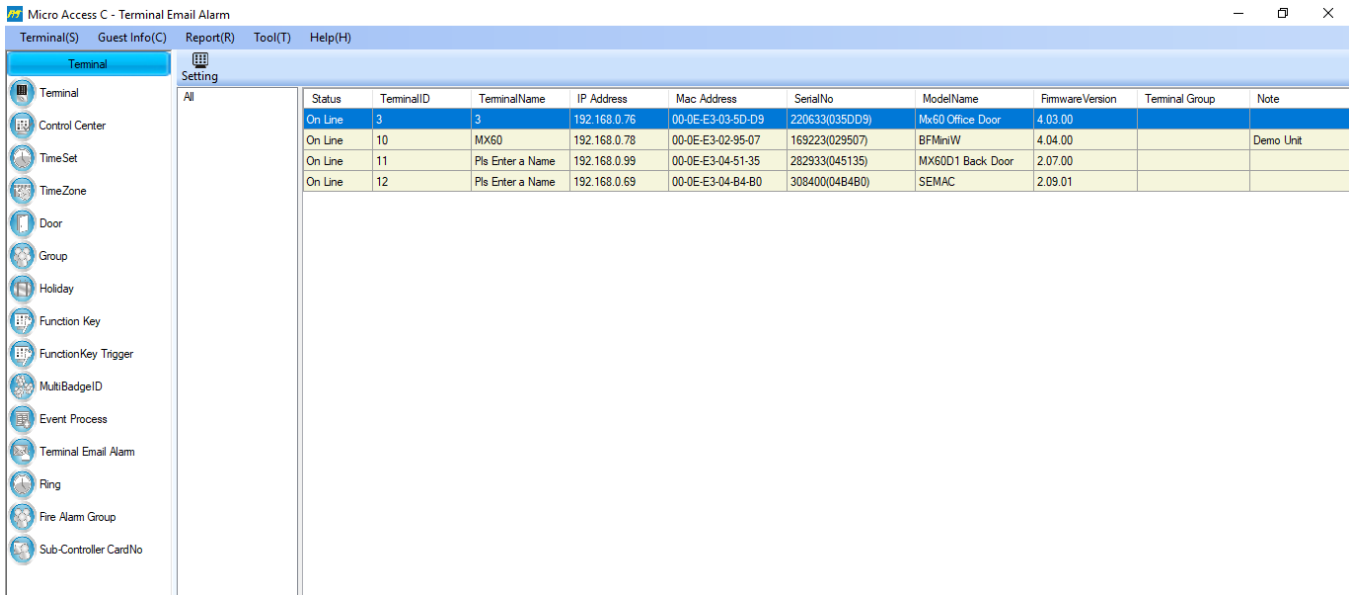


3、Click “OK” will get a setting status and press “Finished” to complete.

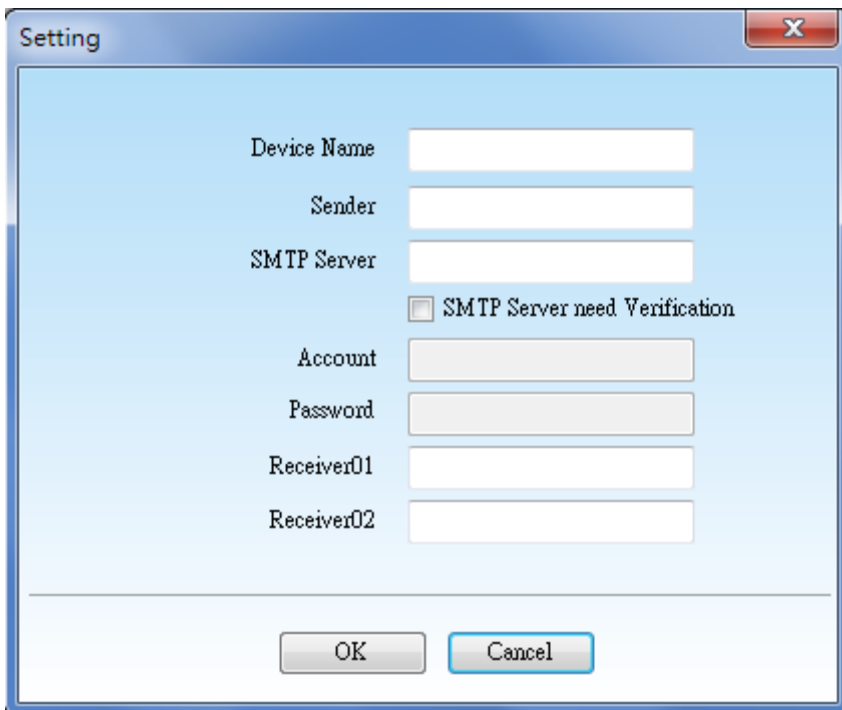


1-9 Email alarm

1、Click “System”→”Access Setting”→“Email Alarm” will call a window for Email alarm status.

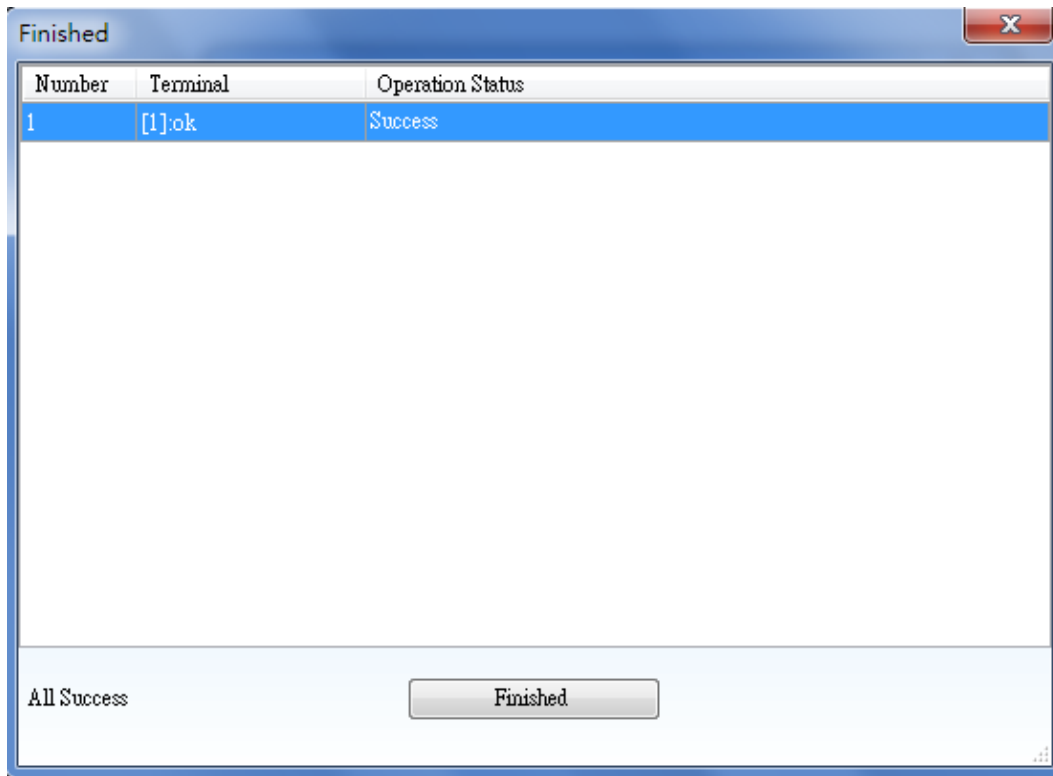


2、Select terminal(s) from the list and click Setting button to call a window for Event Process configuration.



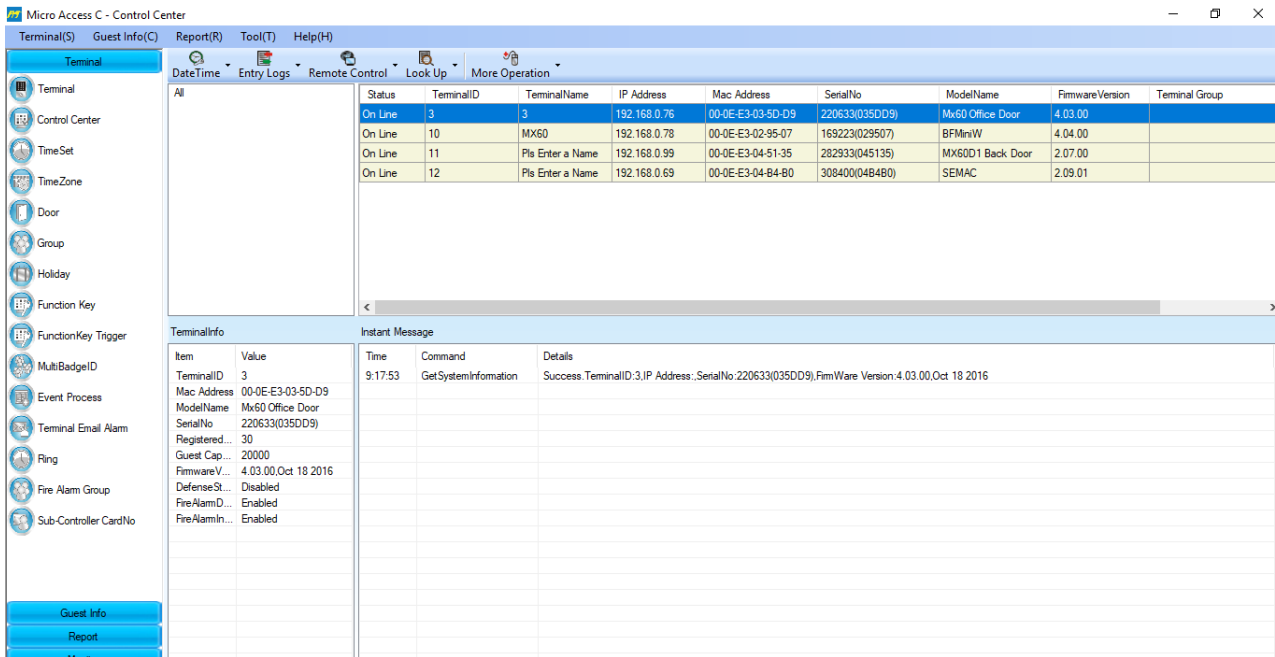
There are Device Name, Sender, SMTP Server, Account, Password, Receiver 1 and Receiver 2 should be input to this configuration window.

3、Click “OK” will display a status for the configuration. Press Finished to quit.



1-10 Control Center

1、Click “System”→ “Control Center” will call a window for the control panel.



2、Control Center contents:

Status, Terminal ID, Terminal Name, IP address, Mac address, Serial Number, Model name and Firmware version.

Sync Date/Time : Date and Time synchronization for terminal & system

Entry Log :

- Download un-received log
- Download all log
- Check entry log
- Clear all logs from terminal
- Auto download setting

Remote Control :

- Fire alarm detection ON
- Firm alarm detection OFF
- Release Alarm
- Emergency open all doors
- Emergency close all doors
- Back to normal

Look Up Terminal :

- Terminal Information
- Search Sub-controller
- Sub-controller status

More Operation :

- IP Camera configuration
- Sun-controller configuration
- Password setting
- Reboot Terminal

Terminal Information :

Display information contents Terminal ID 、 Mac address 、 Model name 、 Serial Number 、 Registered User 、 User Capacity 、 Firmware version 、 Defense status 、 Fire alarm detection and Fire alarm input status.

Current operation text :

Display current operation text for the connected terminal. The text contents: Time, Command and Details information.

1-10.1 Reboot Terminal(s)

Select terminal(s) from the list then click Reboot Terminal button. After terminal(s) reboot, Current operation text will display terminal reboot message as shown:

The screenshot shows the 'Micro Access C - Control Center' interface. The 'Terminal' tab is active, displaying a list of terminals. Terminal 3 is selected. The 'More Operation' menu is open, and 'Reboot Terminal' is highlighted. Below the terminal list, the 'TerminalInfo' and 'Instant Message' sections are visible.

Status	TerminalID	TerminalName	IP Address	Mac Address	SerialNo	ModelName	FirmwareVersion	Terminal Group
Off Line	3							
On Line	10	MX60	192.168.0.78	00-0E-E3-02-95-07	169223(029507)	BFMiniW	4.04.00	
On Line	11	Pls Enter a Name	192.168.0.99	00-0E-E3-04-51-35	282933(045135)	MX60D1 Back Door	2.07.00	
On Line	12	Pls Enter a Name	192.168.0.69	00-0E-E3-04-B4-B0	308400(04B4B0)	SEMAC	2.09.01	

Item	Value	Time	Command	Details
TerminalID	3	9:20:17	Disconnected	TerminalID:3,IP Address:192.168.0.76,62751,SerialNo:.,FimWare Version:
Mac Address	00-0E-E3-03-5D-D9	9:20:17	RebootSystem	Success.
ModelName	Mx60 Office Door	9:19:23	GetDoorSensorStatus	Success.ModelType:SEMAC_Door01:NormalClose,...
SerialNo	220633(035DD9)	9:19:23	RealtimeTransaction	UserName:.,CardNo:0,UserID:0,Department:.,EntryDate:2018/7/11 9:21:11,TerminalID:11,DoorNo:Door01,InOutIndication:Access Out,EventAlarmCode:Exit Button,...
Registered...	30	9:17:53	GetSystemInformation	Success.TerminalID:3,IP Address:.,SerialNo:220633(035DD9),FimWare Version:4.03.00,Oct 18 2016

1-10.2 Synchronization Date and Time

Select terminal from list then click "DateTimeSyn" button to process the synchronization. After adjusted, current operation text will display message as "Set New Time and Date" as shown.

The screenshot shows the 'Micro Access C - Control Center' interface. The 'Terminal' tab is active, displaying a list of terminals. Terminal 3 is selected. The 'More Operation' menu is open, and 'DateTimeSyn' is highlighted. Below the terminal list, the 'TerminalInfo' and 'Instant Message' sections are visible.

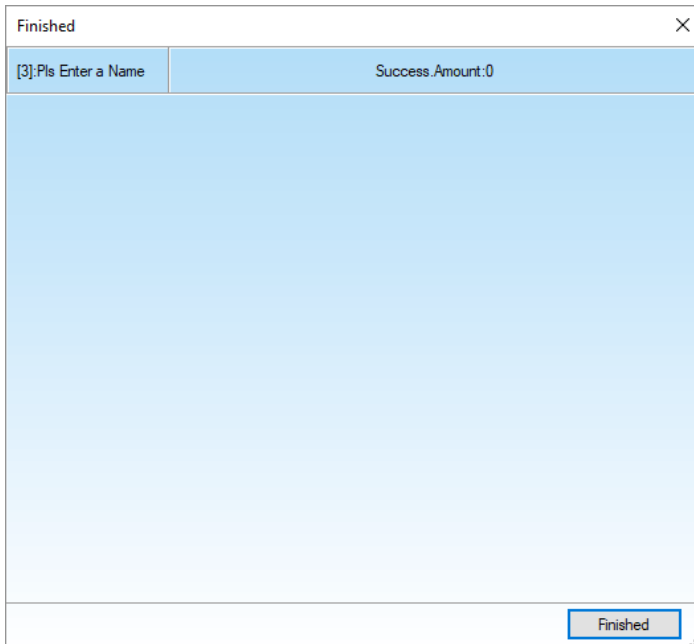
Status	TerminalID	TerminalName	IP Address	Mac Address	SerialNo	ModelName	FirmwareVersion	Terminal Group
On Line	3	3	192.168.0.76	00-0E-E3-03-5D-D9	220633(035DD9)	Mx60 Office Door	4.03.00	
On Line	10	MX60	192.168.0.78	00-0E-E3-02-95-07	169223(029507)	BFMiniW	4.04.00	
On Line	11	Pls Enter a Name	192.168.0.99	00-0E-E3-04-51-35	282933(045135)	MX60D1 Back Door	2.07.00	
On Line	12	Pls Enter a Name	192.168.0.69	00-0E-E3-04-B4-B0	308400(04B4B0)	SEMAC	2.09.01	

Item	Value	Time	Command	Details
TerminalID	3	9:21:00	SetNewTimeAndDate	Success.
Mac Address	00-0E-E3-03-5D-D9	9:20:47	Connected	TerminalID:3,IP Address:192.168.0.76,SerialNo:220633(035DD9),FimWare Version:4.03.00
ModelName	Mx60 Office Door	9:20:30	RealtimeTransaction	UserName:CHEAM KAR MUN (R),CardNo:15043675,UserID:6,Department:Season,EntryDate:2018/7/11 9:22:18,TerminalID:11,DoorNo:Door01,InOutIndication:...
SerialNo	220633(035DD9)	9:20:17	Disconnected	TerminalID:3,IP Address:192.168.0.76,62751,SerialNo:.,FimWare Version:
Registered...	30	9:20:17	RebootSystem	Success.
Guest Cap...	20000	9:19:23	GetDoorSensorStatus	Success.ModelType:SEMAC_Door01:NormalClose,...
FirmwareV...	4.03.00,Oct 18 2016	9:19:23	RealtimeTransaction	UserName:.,CardNo:0,UserID:0,Department:.,EntryDate:2018/7/11 9:21:11,TerminalID:11,DoorNo:Door01,InOutIndication:Access Out,EventAlarmCode:Exit Button,...
DefenseSt...	Disabled	9:17:53	GetSystemInformation	Success.TerminalID:3,IP Address:.,SerialNo:220633(035DD9),FimWare Version:4.03.00,Oct 18 2016
FireAlamD...	Enabled			
FireAlamIn...	Enabled			

1-10.3 Entry Logs

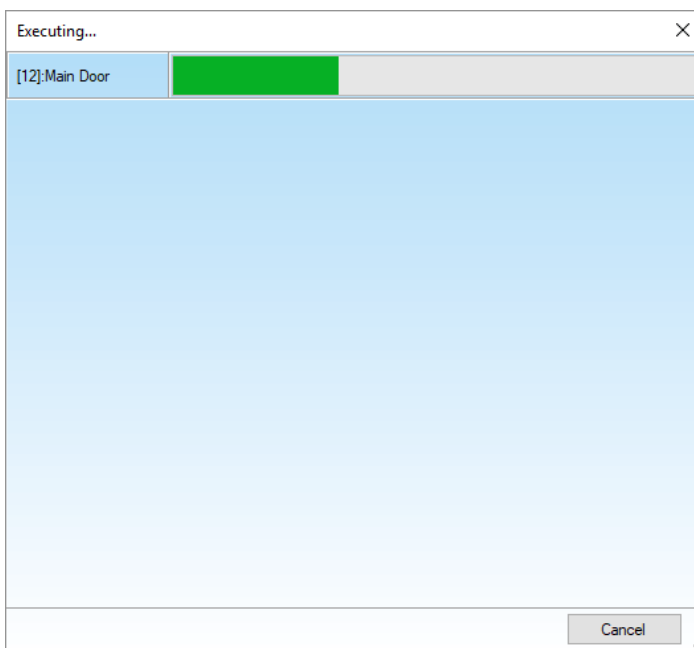
1-10.3.1 Download un-received logs

Select terminal(s) from the list, click “Entry Log” → Download un-received entry log will display download status.



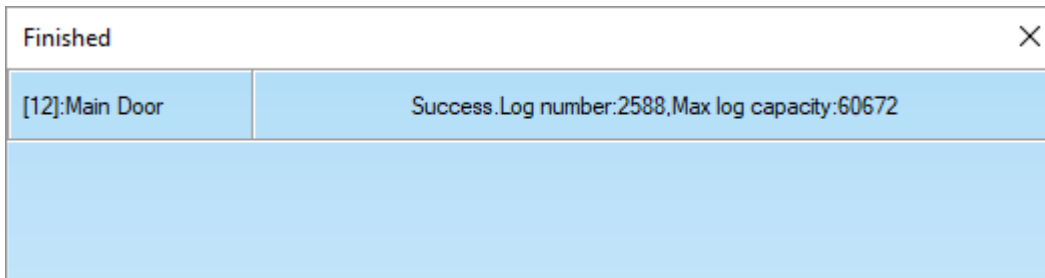
1-10.3.2 Download all entry logs

Select terminal(s) from the list then click “Entry Log” → “Download all logs” will display download status as shown:



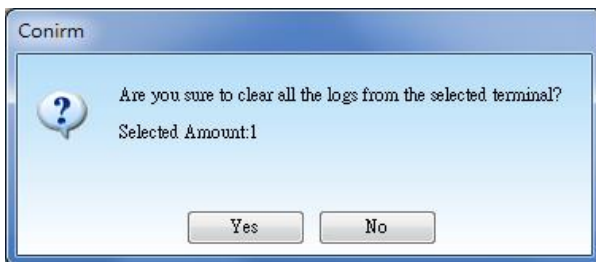
1-10.3.3 Check entry log amount

Select terminal(s) from terminal list then click “Entry Log”→“Check entry log amount”, a current operation text will display the log amount on screen.

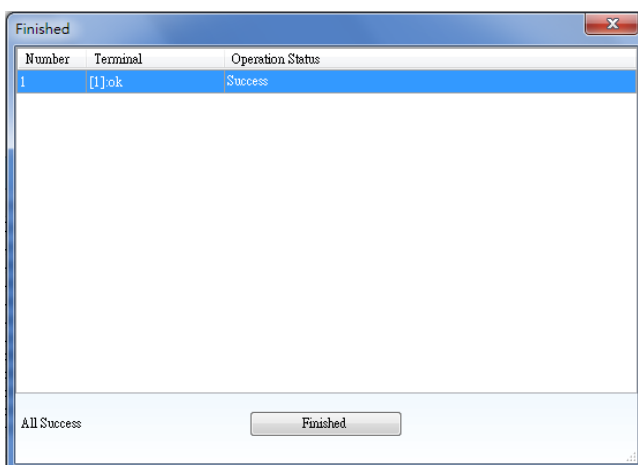


1-10.3.4 Clear entry logs from terminal

1、Select terminal(s) from the list then click “Entry log”→“Clear all logs from terminal” will display a confirmation message as shown.

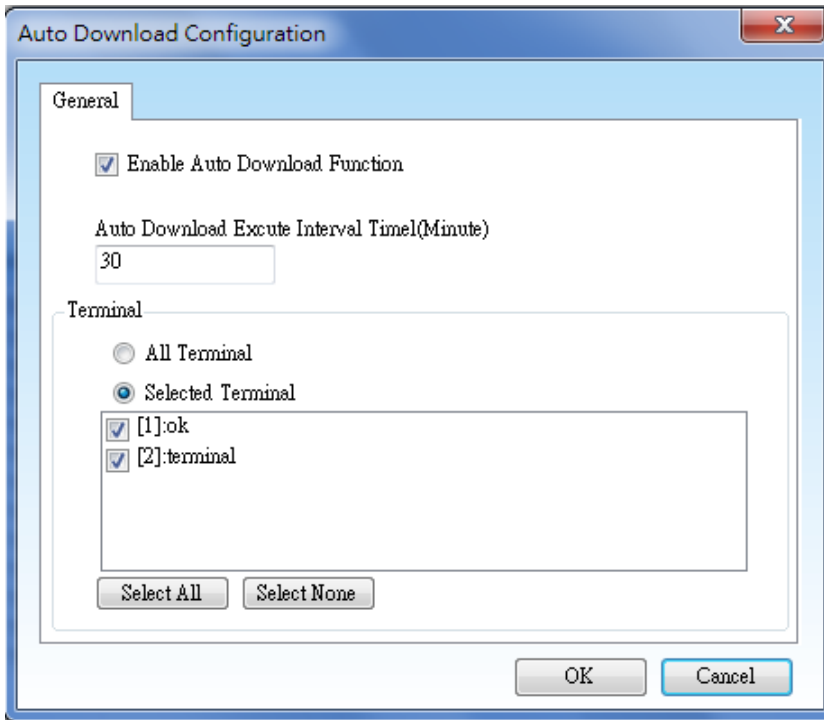


2、Click Yes to continue and will display a delete status as shown. Press Finished button to complete the operation.

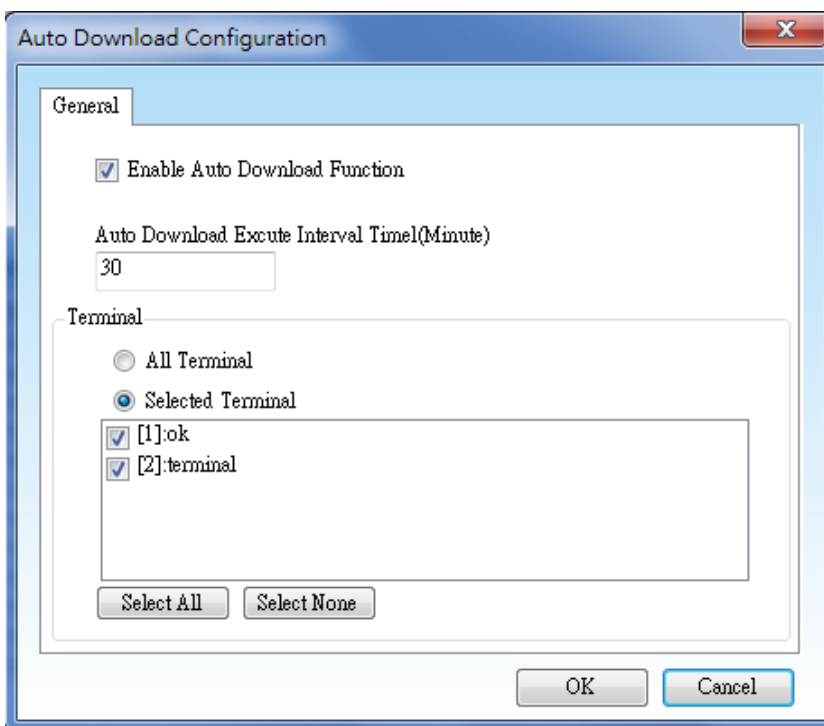


1-10.3.5 Auto Download Setting

1、Click “Entry Log”→“Auto Download Setting” will display a configuration window as shown.



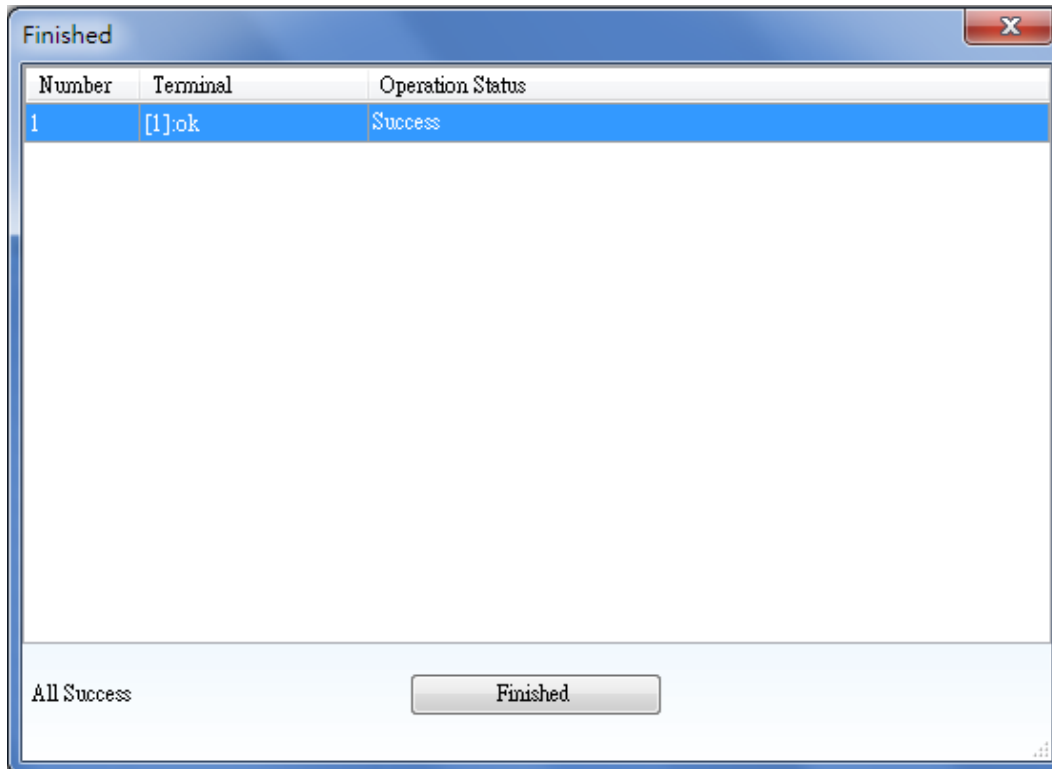
2、Select (V) “Enable Auto Download Function” and input a time period and select all or specific Terminal(s) from a sub-list for download entry log from the terminal(s) automatically. Press OK to complete configuration.



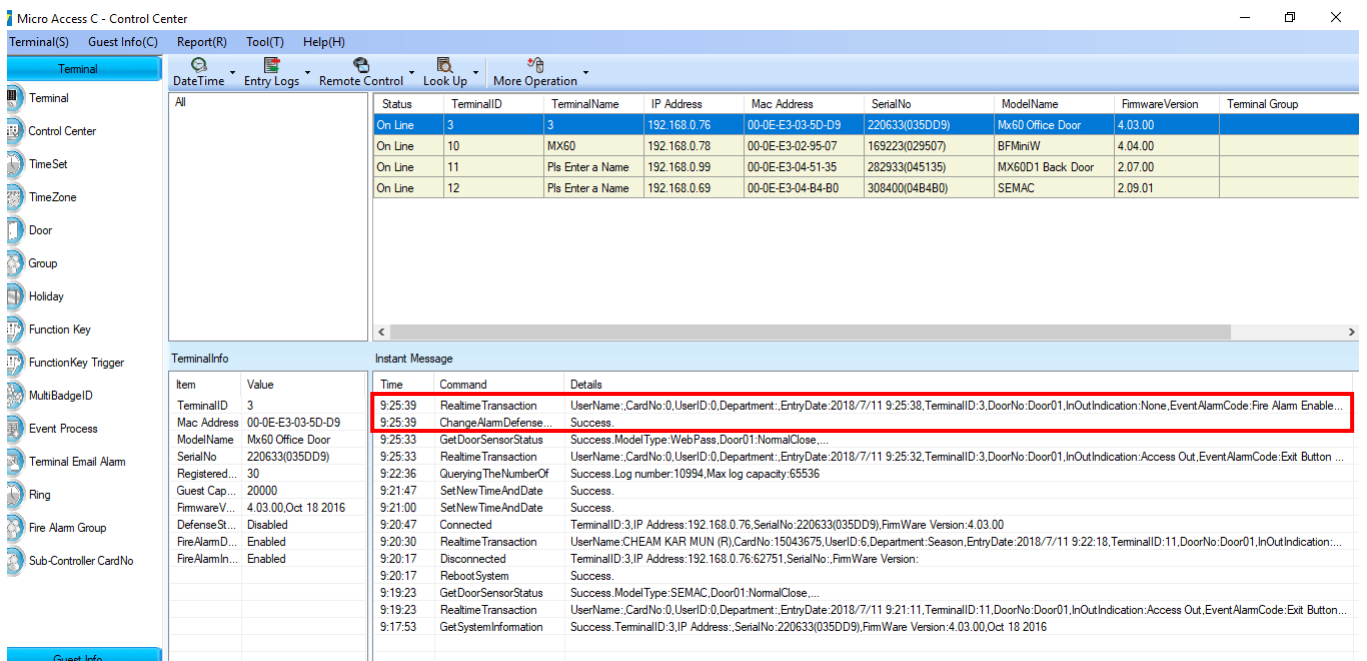
1-10.4 Remote control

1-10.4.1 Fire Alarm Detection start

- 1、Select terminal(s) from the list then click **“Remote Control”**→**“Firm Alarm Detection ON”** to call a status statement screen. Click the Finished button to quit.

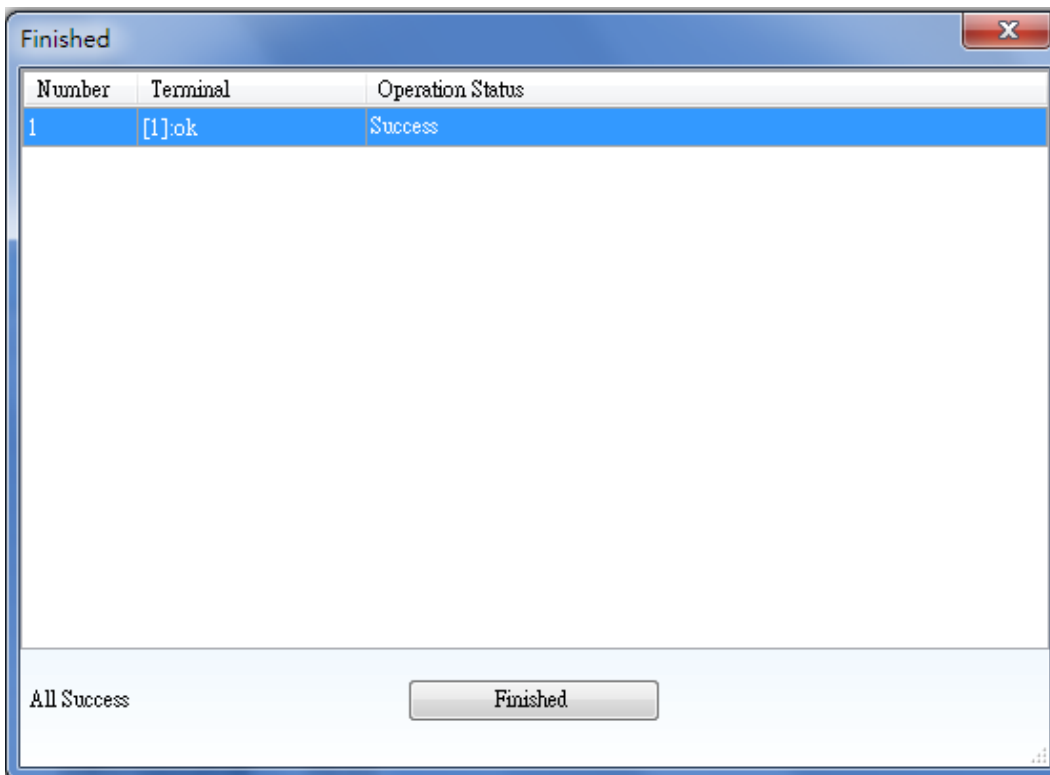


- 2、Current Operation text will be display after pressing Finished button as shown.

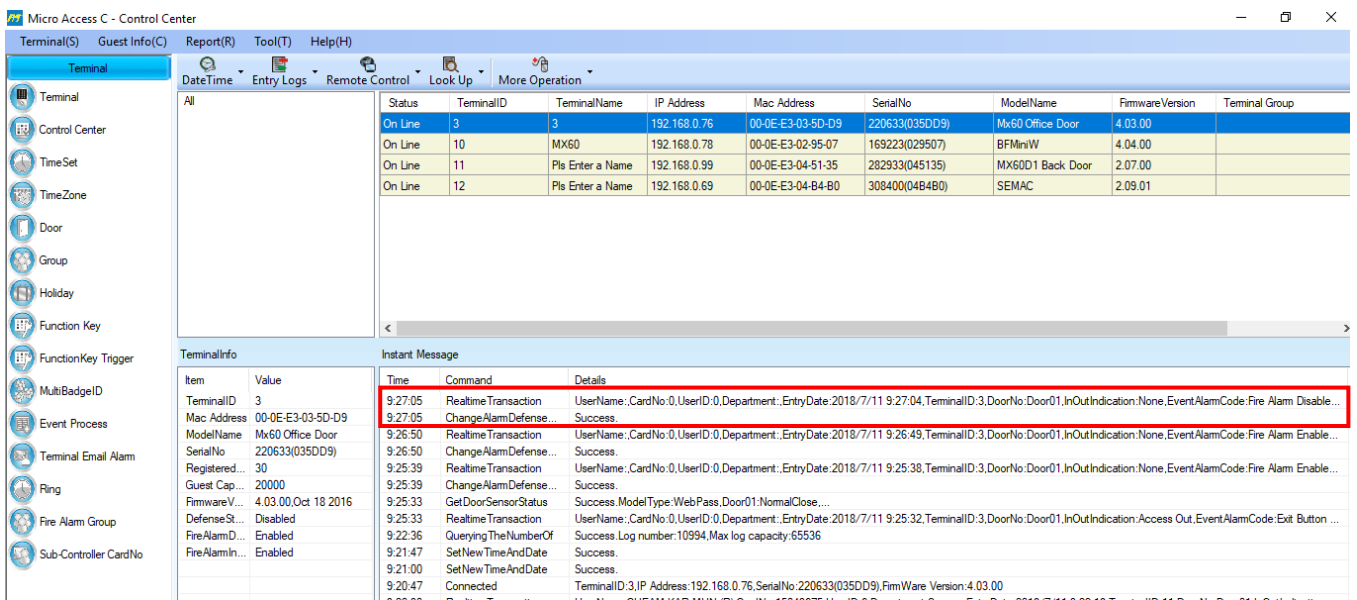


1-10.4.2 Fire Alarm Detection Off

- 1、Select terminal(s) from the terminal list then click “Remote Control”→ “Fire Alarm Detection OFF” will display current configuration status. Click the Finished button to complete.

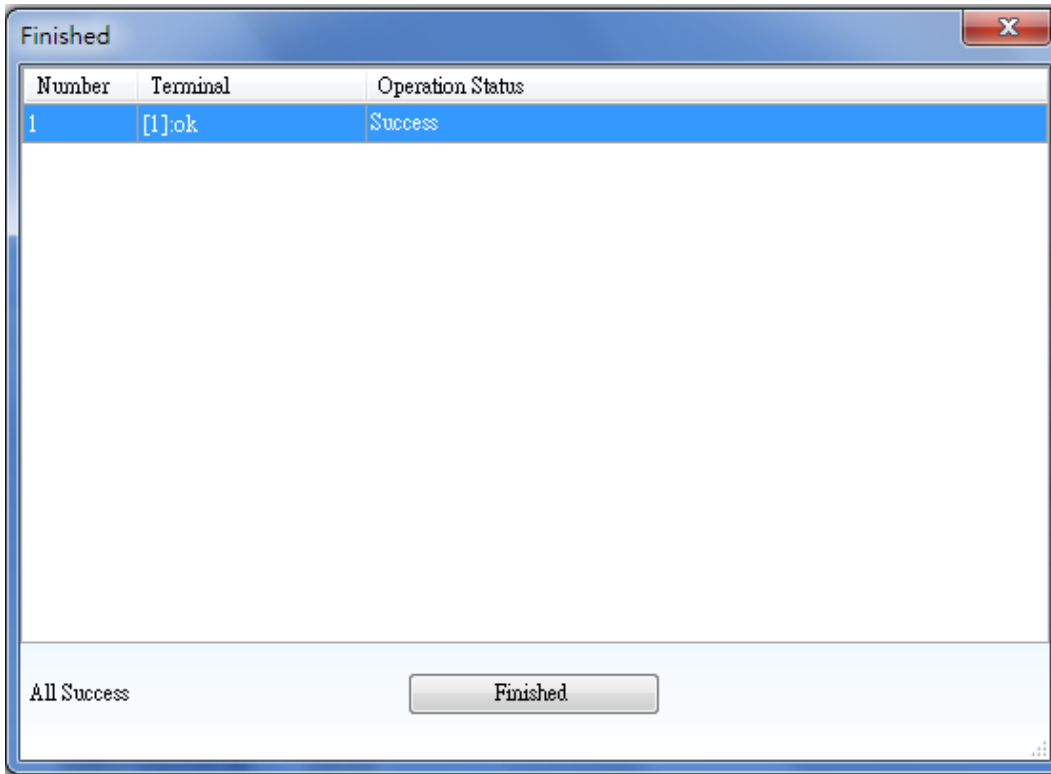


- 2、A current Operation text will be display after pressing “Finished” button as shown.

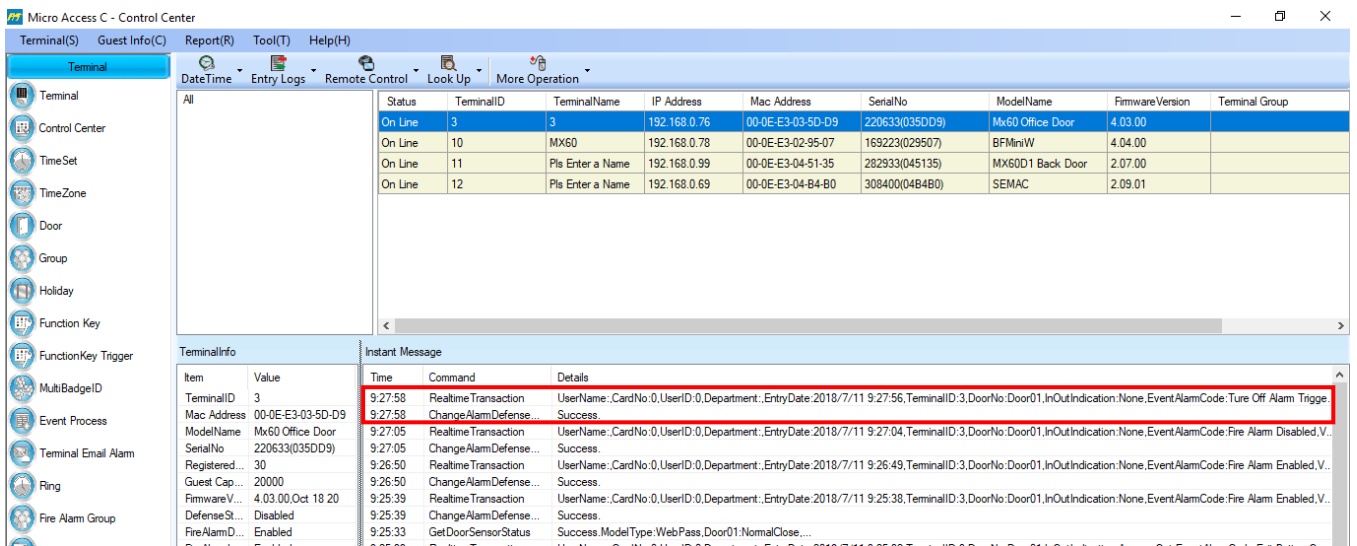


1-10.4.3 Alarm release

- 1、Select terminal(s) from the list then click **“Remote Control”**→**“Alarm release”** will display current setting and status, click Finished button to complete.

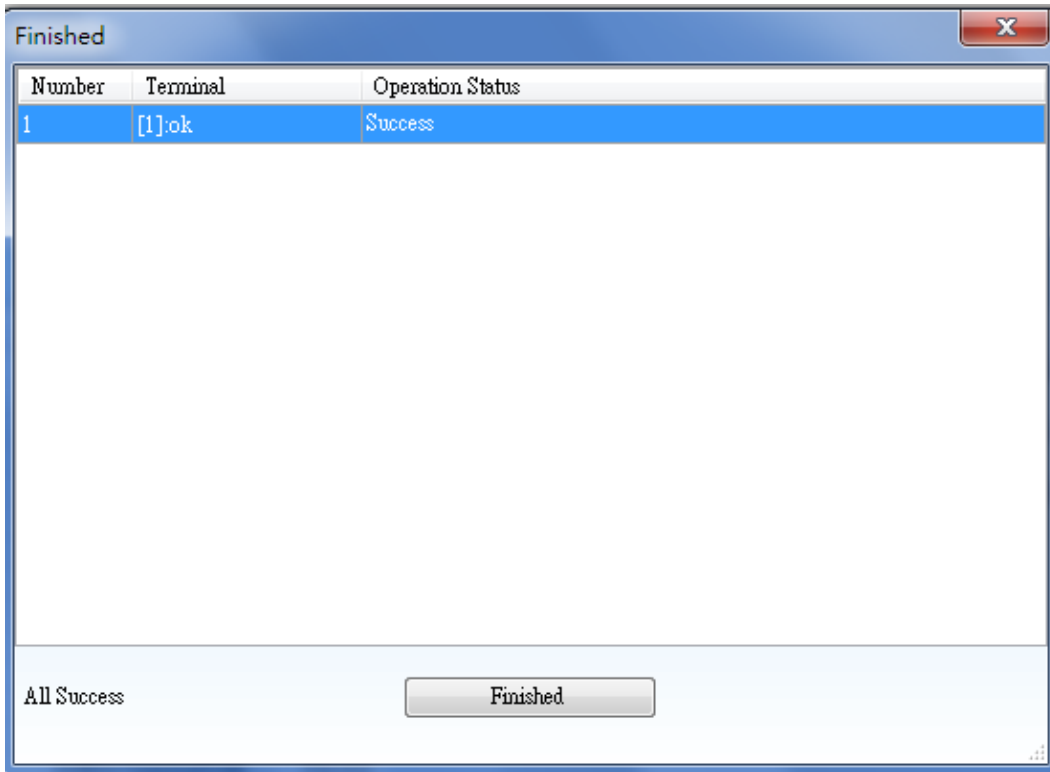


- 2、A current operation text message will be display after pressing Finished button.

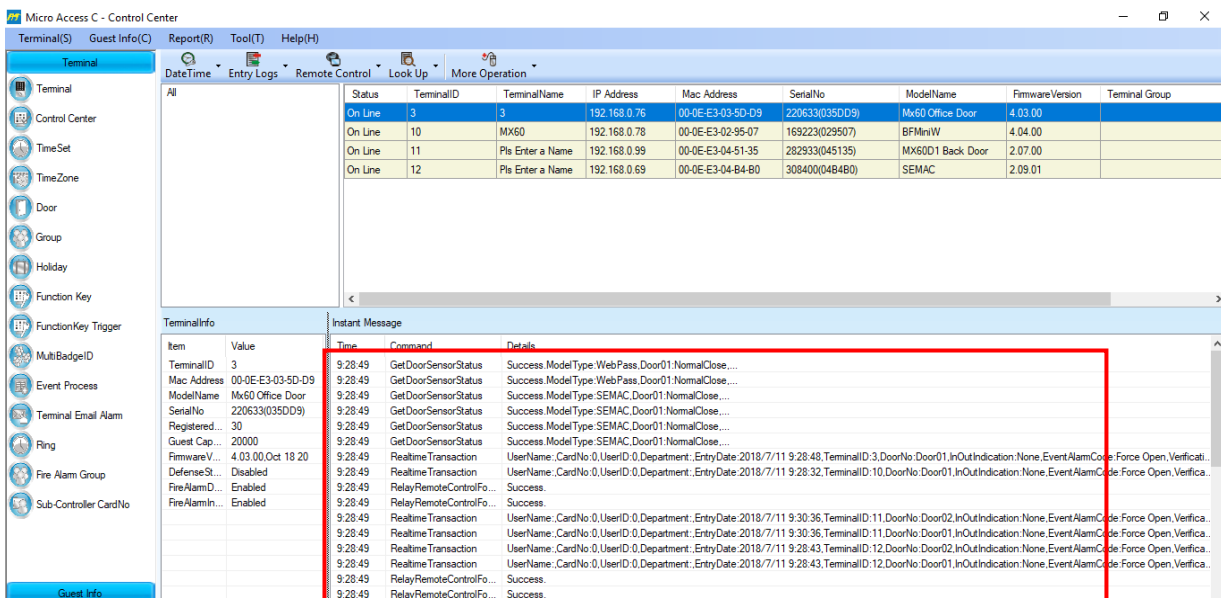


1-10.4.4 Emergency Open All Doors

- 1、Click “Remote Control”→“Emergency open all doors” will open all doors immediately and display current status right away. Click Finished button to close the statement window.

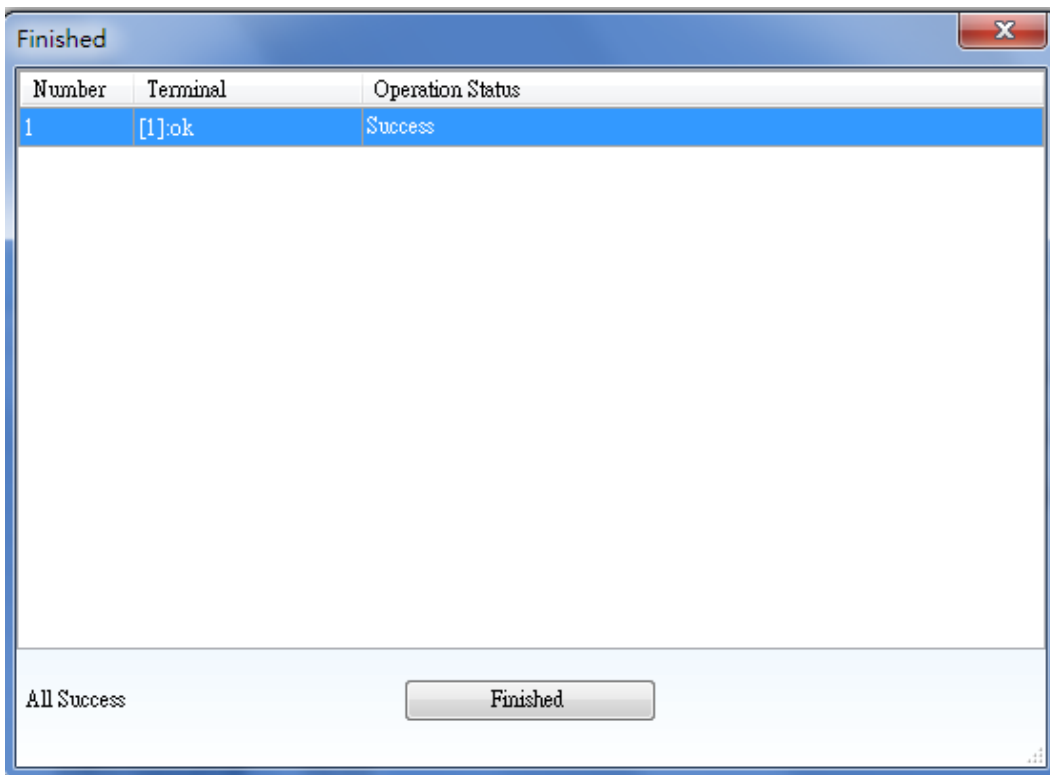


- 2、A current operation text will be display after doors are opened emergently.

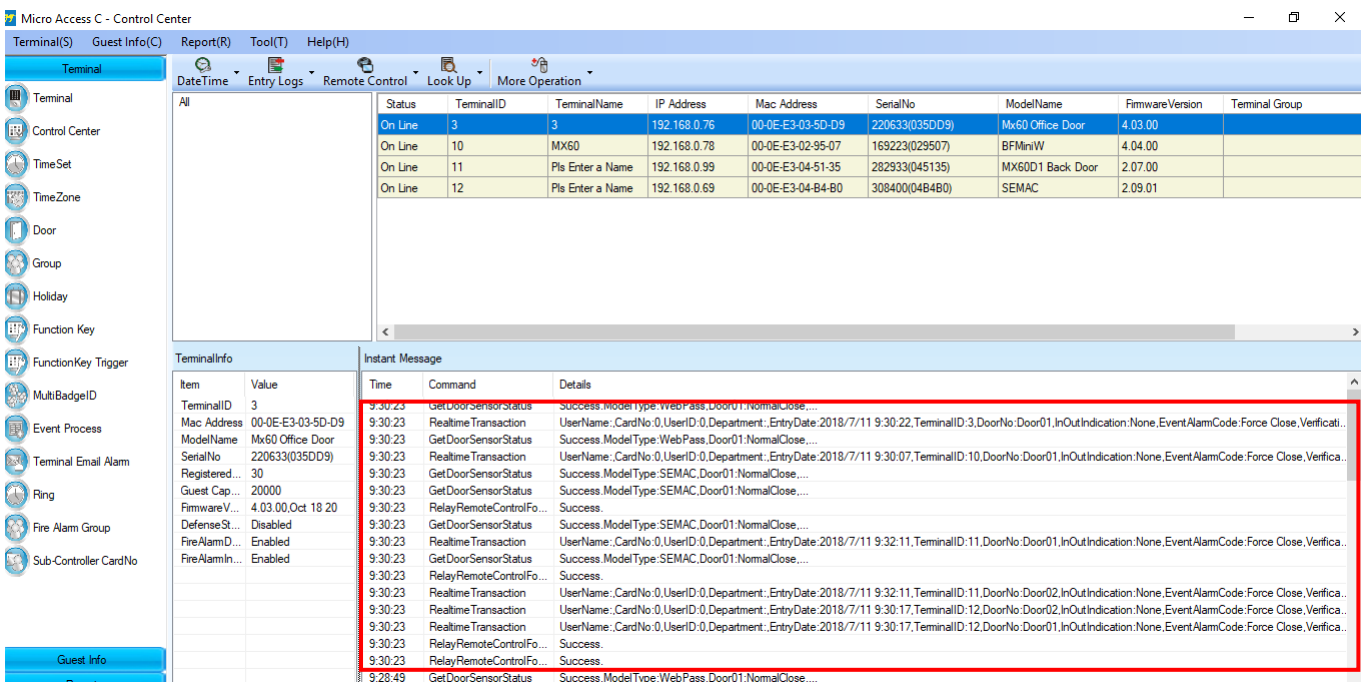


1-10.4.5 Emergency Close All Doors

- 1、Click “Remote Control”→“Emergency close all doors” will close all doors immediately and display current status right away on screen. Click Finished button to close the statement window.

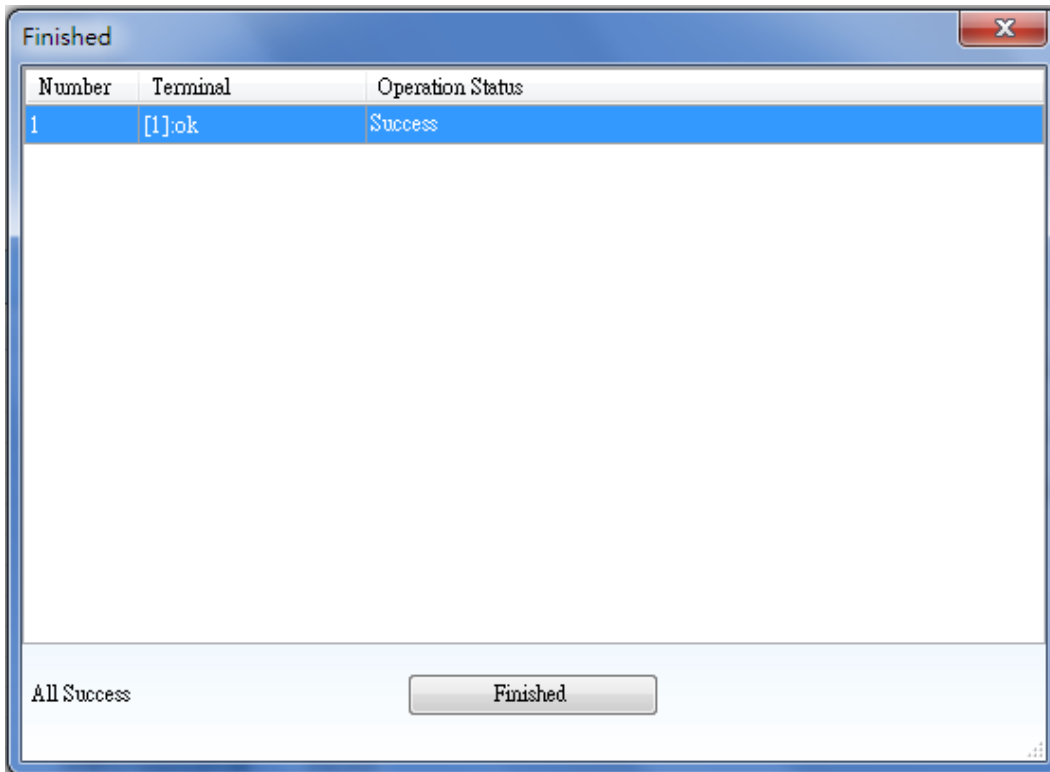


- 2、A current operation text will be display after doors are closed emergently.

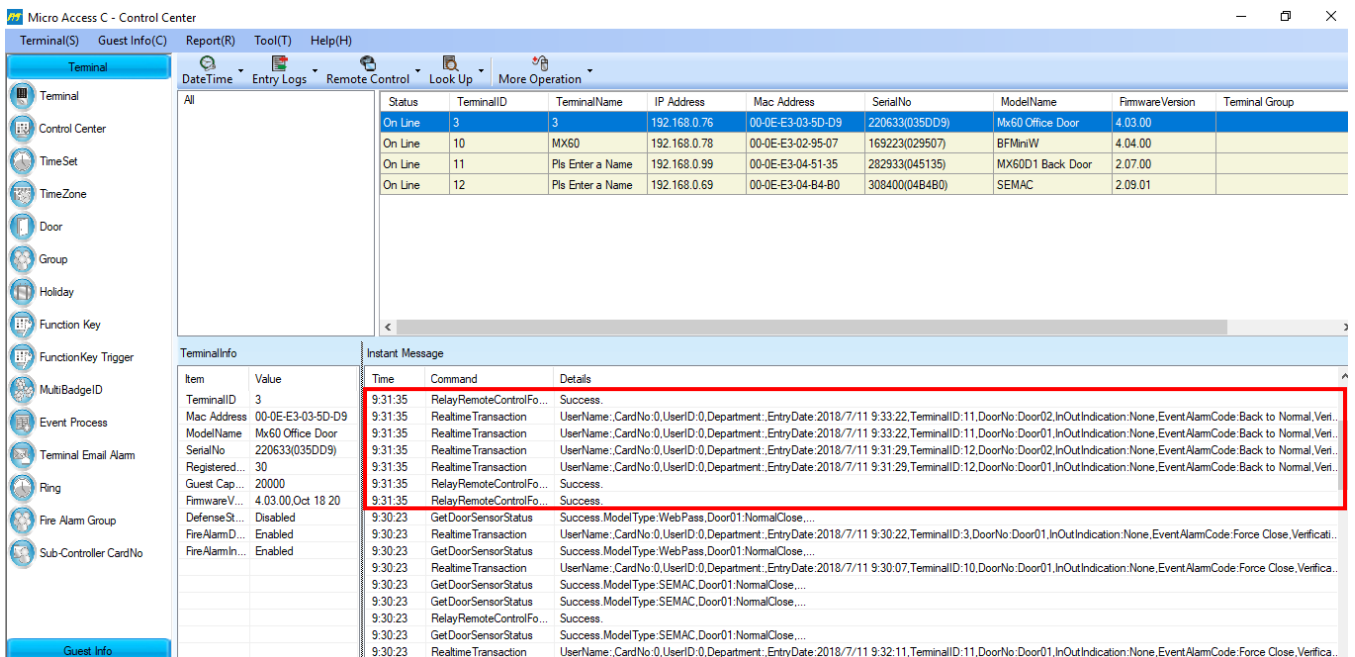


1-10.4.6 Door Security back to normal

- 1、Click “Remote Control”→“Door’s Security back to normal” will return door’s security to normal status and display the status on screen. Click finished button to quit.



- 2、Current Operation Text will be display on screen after pressing Finished button.



1-10.5 Check Terminal

1-10.5.1 Terminal Information

Select terminal(s) from the list then click “Look Up”→ “Terminal Information”, a current operation text will display terminal information on screen (or click the terminal from the list could also check the terminal content directly).

The screenshot shows the 'Terminal Information' window for terminal ID 3. The 'TerminalInfo' section displays the following details:

Item	Value
TerminalID	3
Mac Address	00-0E-E3-03-5D-D9
ModelName	Mx60 Office Door
SerialNo	220633(035DD9)
Registered...	30
Guest Cap...	20000
FirmwareV...	4.03.00.Oct 18 20
DefenseSt...	Disabled
FireAlarmD...	Enabled
FireAlarmIn...	Enabled

The 'Instant Message' section shows a log of events for terminal 3, including 'RelayRemoteControlFo...', 'Realtime Transaction', and 'GetDoorSensorStatus'.

1-10.5.2 Terminal Date and Time

Select terminal(s) from the list then click “Check”→”Terminal Date and Time”, a current operation text will display Date and Time for the selected terminal.

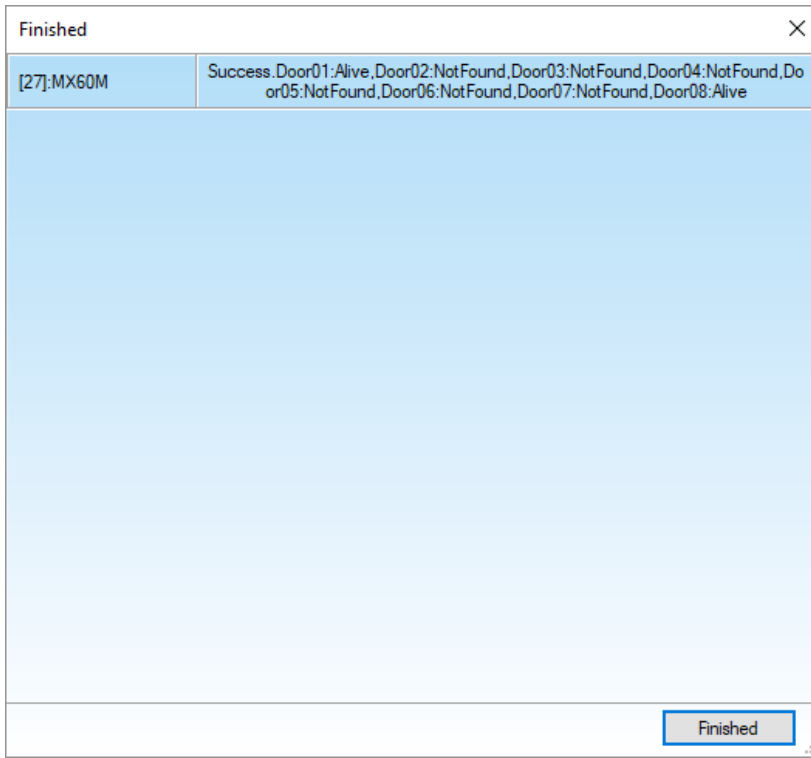
The screenshot shows the 'Terminal Date and Time' window for terminal ID 3. The 'TerminalInfo' section displays the following details:

Item	Value
TerminalID	3
Mac Address	00-0E-E3-03-5D-D9
ModelName	Mx60 Office Door
SerialNo	220633(035DD9)
Registered...	30
Guest Cap...	20000
FirmwareV...	4.03.00.Oct 18 20
DefenseSt...	Disabled
FireAlarmD...	Enabled
FireAlarmIn...	Enabled

The 'Instant Message' section shows a log of events for terminal 3, including 'Realtime Transaction', 'GetDoorSensorStatus', and 'Success ModelType:WebPass.Door01.NormalClose...'. The event at 9:47:20 is highlighted in red.

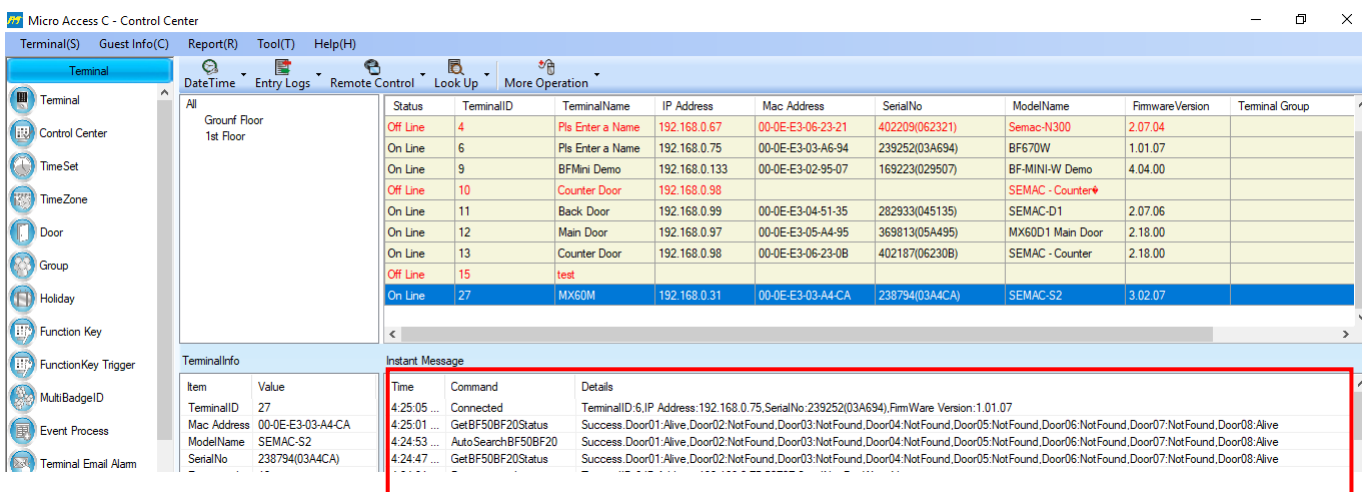
1-10.5.3 Search Sub-controller

Select terminal(s) from the list then click “Check”→“Search Sub-controller” , a current operation text will be display as shown.



1-10.5.4 BF-50/BF-20 Status

Select terminal(s) from the list then click “Check”→”BF-50/BF-20 status, a current operation text will display BF-50/BF-20 connection status with the terminal as shown.



1-10.6 More Operation

1-10.6.1 IP Camera configuration

- 1、Select terminal(s) from the list then click “**More Operation**”→“**IP Camera configuration**” will call a window for IP Camera configuration, which allows to configure IP address, Port number, types of the IP Camera, username and password.

Camera IP	Port	Type	Account	Pin Code
1	0.0.0.0	80	VIVOTEK IP7133/7330	
2	0.0.0.0	80	VIVOTEK IP7133/7330	
3	0.0.0.0	80	ACTI TCM/ACM Series	
4	0.0.0.0	80	SoftWell WE1612H	
5	0.0.0.0	80	D-LINK DCS-2102/2121	
6	0.0.0.0	80	HIKVISION Series	
7	0.0.0.0	80	Customize	
8			CITIVIEW IPX	

- 2、Click OK to confirm the configuration, it will also display the status. Click “Finished” button to quit.

Number	Terminal	Operation Status
1	[1].ok	Success

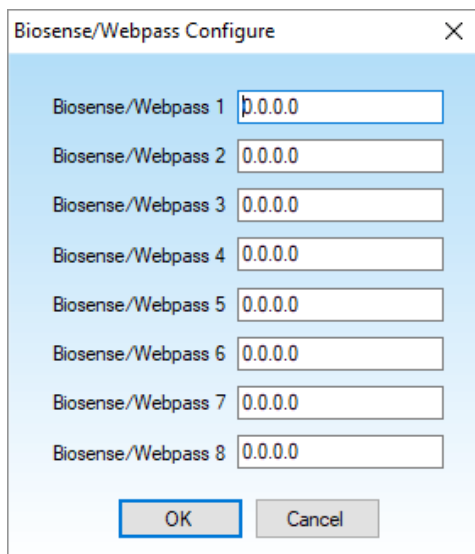
All Success

Finished

- 3、Up to eight sets of IP Camera can be configured under MX60M and only one set of IP Camera can be configured for MX60 series.

1-10.6.2 Sub-controller Setting

- 1、Select MX60M terminal from the list then click “More operation”→“Sub-controller Setting” will call sub-controller configuration window.



Biosense/Webpass Configure

Biosense/Webpass 1 0.0.0.0

Biosense/Webpass 2 0.0.0.0

Biosense/Webpass 3 0.0.0.0

Biosense/Webpass 4 0.0.0.0

Biosense/Webpass 5 0.0.0.0

Biosense/Webpass 6 0.0.0.0

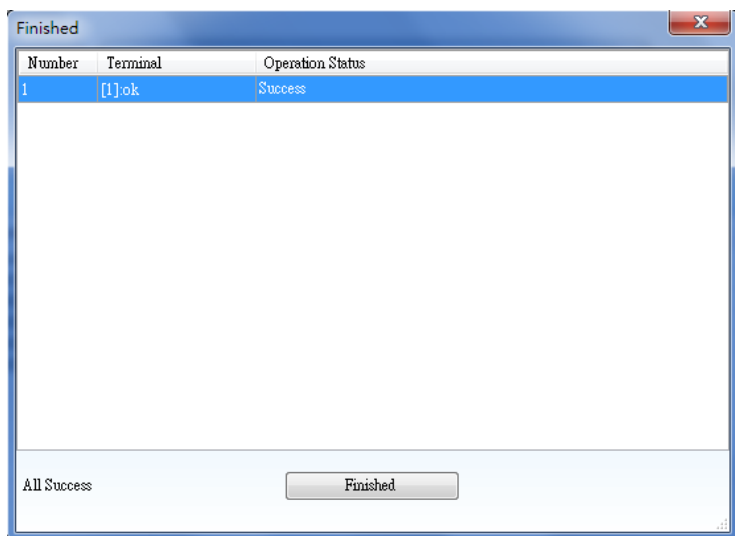
Biosense/Webpass 7 0.0.0.0

Biosense/Webpass 8 0.0.0.0

OK Cancel

There are eight sets of sub-controller can be configured through MX60M terminal.

- 2、Click OK to confirm the configuration and will display current status of setting. Press “Finished” button to quit.



Finished

Number	Terminal	Operation Status
1	[1]ok	Success

All Success

Finished

1-10.6.3 Password Setting

1-10.6.3.1 Web Logon Setting

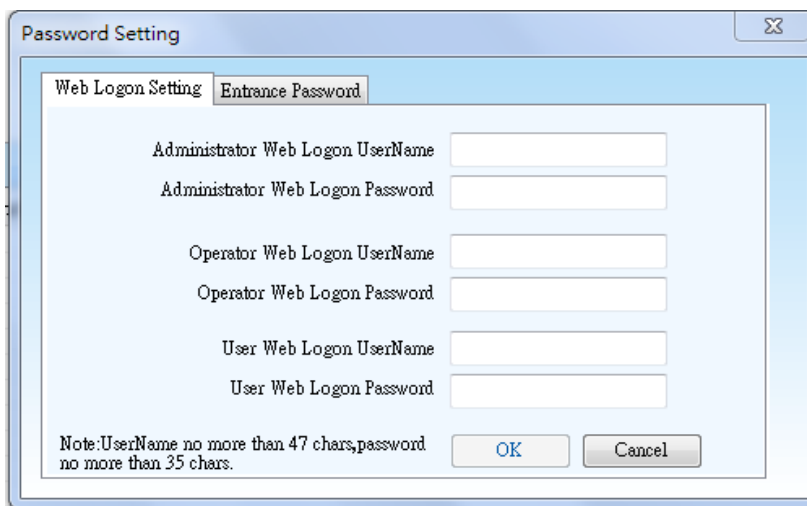
Click **“More Operation”**→**“Password setting”**→**“Web logon setting”** which would allow to be configured three types of user name and password:

Administrator,

operator,

User.

These are used for logging on to WEB screen. Click OK when information input.

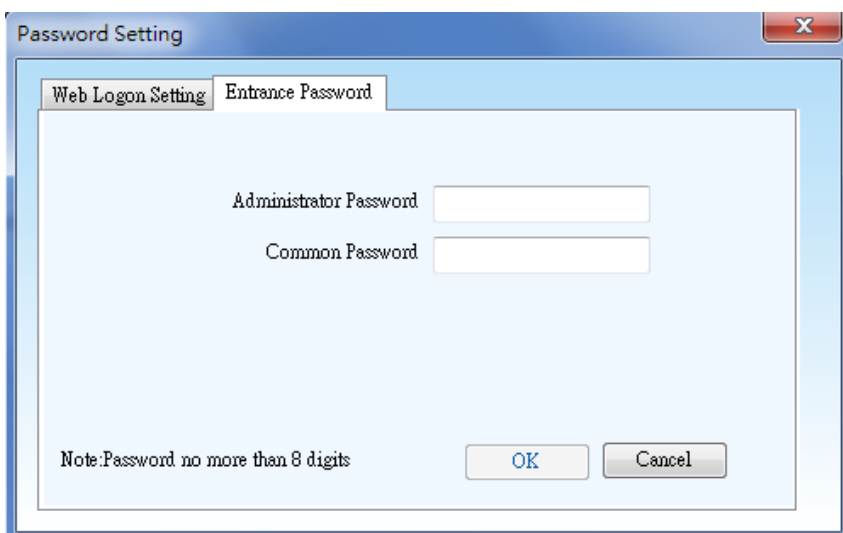


The screenshot shows a dialog box titled "Password Setting" with a close button in the top right corner. It has two tabs: "Web Logon Setting" (selected) and "Entrance Password". Under the "Web Logon Setting" tab, there are six text input fields arranged in three pairs. The first pair is for "Administrator Web Logon UserName" and "Administrator Web Logon Password". The second pair is for "Operator Web Logon UserName" and "Operator Web Logon Password". The third pair is for "User Web Logon UserName" and "User Web Logon Password". At the bottom left, there is a note: "Note:UserName no more than 47 chars,password no more than 35 chars." At the bottom right, there are "OK" and "Cancel" buttons.

1-10.6.3.2 Entrance Password

The Password setting is for hardware used.

Click **“More Operation”**→**“Password Setting”**→**“Entrance Password”** to configure Administrator Password and Common Password. Both password cannot be duplicated with others. Click OK to complete the configuration. Characters should less than 8 digits.

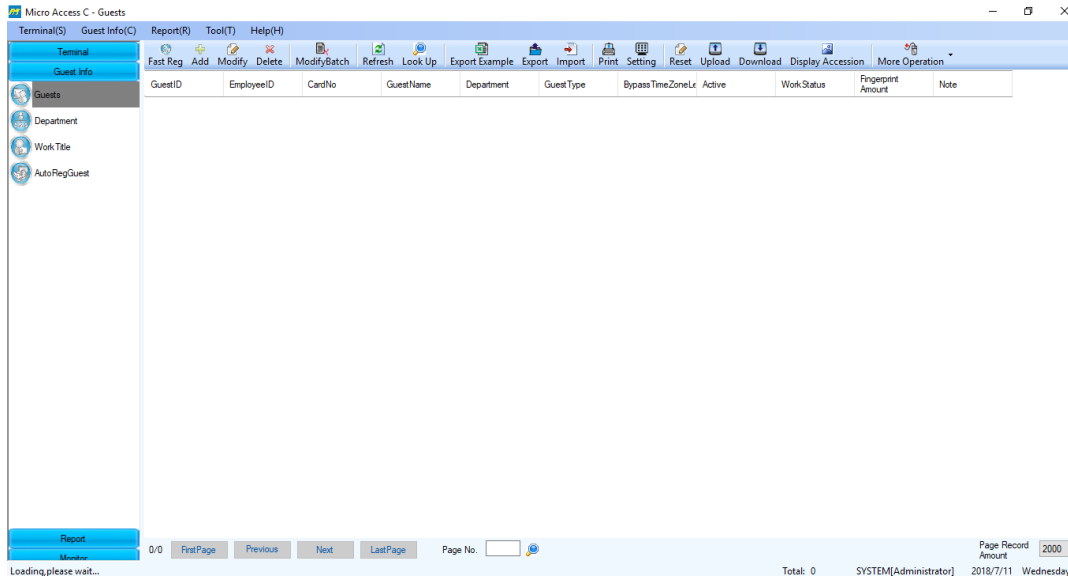


The screenshot shows a dialog box titled "Password Setting" with a close button in the top right corner. It has two tabs: "Web Logon Setting" and "Entrance Password" (selected). Under the "Entrance Password" tab, there are two text input fields. The first is labeled "Administrator Password" and the second is labeled "Common Password". At the bottom left, there is a note: "Note:Password no more than 8 digits". At the bottom right, there are "OK" and "Cancel" buttons.

2. Guest Info

2-1 Guests

1、Click “Guest Info”→“Guests” will call a user information configuration window as shown.



2、Guest information contents :

Guest ID, Employee ID, Name, Card ID, Department, Guest Types, Bypass Time Zone level, Guest account activation (Enabled or Not), On job status, Note

Add、Modify :

➤ Profile label contents

Add、Employee ID (Cannot be modified after information stored) 、Card Number、Name、Department、Guest type、Bypass Time zone level、Activation(Enable)、Expire date check、Personal Password、Group、Photo

➤ Basic Information (Can be blank)

Add、Modify Guest offwork status、Gender, Name、Nickname、English name、Position、Job Title、Skill Level、Birthday、Marriage status、Date of On-Job、Date of offwork、Credential Name、Credential ID、Education、Major in、School name、Date of Graduation

➤ Contact (Can be blank)

Add、Modify Guest’s office phone number, personal phone number, home phone number, E-Mail to office, E-mail to home, Post code, Home Address and other contact methods.

➤ Other (Fields can be blank)

Add, Modify Guest's other information

Delete :

Remove Guest information

Batch Modification :

Modify more than one Guest information in a time

Refresh :

Refresh current Guest information screen

Look Up :

Check Guest information by Guest ID, Employee ID, Name, Card number, Department, Group 1, Group 2, Group 3, Group 4 condition

Export :

Export Guest information as Excel or TXT format

Print :

Print Guest information

Setting :

➤ **General**

1. Last name and first name printing rule
2. Override Guest information while upload
3. Prompt a reminder to "Remove Guest from terminal same time?" when on-job status has changed to offwork status.

➤ **Display**

1. Select (V) contents to be displayed.
2. Select (V) to display offwork Guest(s)

➤ **Position 、 Skill Level 、 Credential Name 、 Education 、 Politic 、 Region 、 Nationality 、 Native Place**

Add, Delete position 、 Skill level 、 Credential Name 、 Education 、 Politics 、 Region 、 Nationality 、 Native place information will be included to Basic Information label.

Upload :

Upload Guest information to terminal

Download :

Download Guest information to Micro Access C

More Operation :

- Check uploaded Guest information
- Delete selected Guest information from terminal
- Clear Guest information from terminal
- Modify employee ID

2-1.1 Add User

1、Click “Add” button to call a user configuration window as shown.

- Employee ID cannot be blank and should not duplicate
- Card number range should not be greater than 4294967295
- Five user types including: Normal user, Administrator, Visitor, Guard Touring, Defense card.
- Activation of a user account (Enable)
- Expire date check
- Personal Password and Confirmation
- Group setting from Group 1 to Group 4
- Basic information, Contact, Others

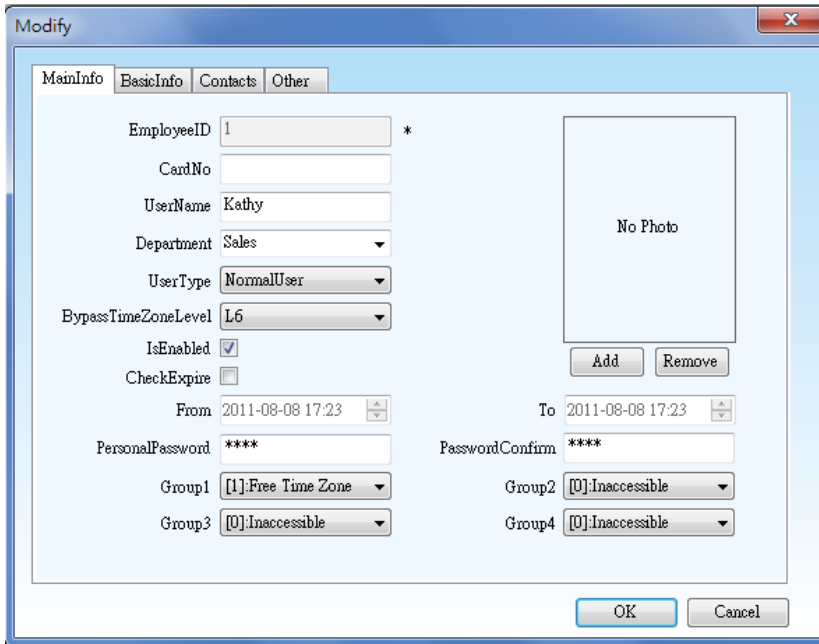
2、User information will be display on screen when user information contents are input.

Micro Access C - Guests

GuestID	EmployeeID	CardNo	GuestName	Department	GuestType	BypassTimeZoneLe	Active	WorkStatus	Fingerprint Amount	Note
17001	17001	11114166	SHANMUGA VE...	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17002	17002	11114042	SHANMUGA VE...	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17003	17003	11114041	SHANMUGA VE...	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17004	17004	11114055	TEOH CHOOI H	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17005	17005	11114054	TEOH CHOOI H	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17006	17006	11114028	KWAN CHAN FAI	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17007	17007	11114026	KWAN CHAN FAI	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17008	17008	11114027	CHONG YOON LI	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17009	17009	11114040	WONG HAW W...	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17010	17010	11114167	WONG HAW W...	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17011	17011	11114038	LIM WAI KWON...	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17012	17012	11114037	NG YOKE YING	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17013	17013	11114036	NG TEE WOOL	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17014	17014	11114032	YAN SIEW LOO	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		

2-1.2 Modify User information

1、Click “Modify” button to call a user information window for modification.

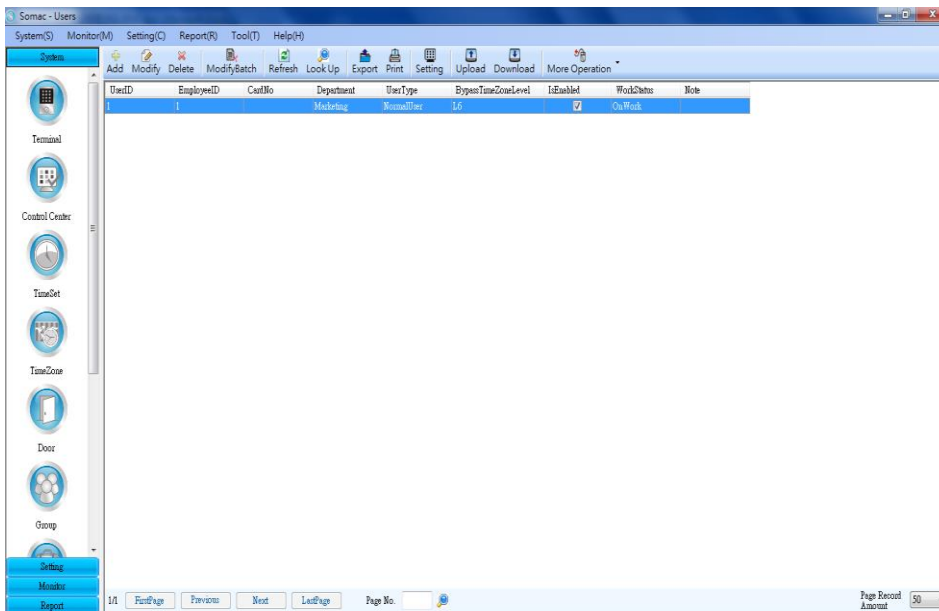


The 'Modify' window is a standard Windows-style dialog box with a title bar and a close button. It contains several tabs: 'MainInfo', 'BasicInfo', 'Contacts', and 'Other'. The 'MainInfo' tab is active. The form includes the following fields and controls:

- EmployeeID: Text box containing '1', followed by an asterisk (*).
- CardNo: Empty text box.
- UserName: Text box containing 'Kathy'.
- Department: Dropdown menu showing 'Sales'.
- UserType: Dropdown menu showing 'NormalUser'.
- BypassTimeZoneLevel: Dropdown menu showing 'L6'.
- isEnabled: Checked checkbox.
- CheckExpire: Unchecked checkbox.
- From: Date-time picker showing '2011-08-08 17:23'.
- To: Date-time picker showing '2011-08-08 17:23'.
- PersonalPassword: Text box containing '****'.
- PasswordConfirm: Text box containing '****'.
- Group1, Group2, Group3, Group4: Four dropdown menus, each showing '[0].Inaccessible'.
- Buttons: 'Add' and 'Remove' buttons are located below the photo area. 'OK' and 'Cancel' buttons are at the bottom of the window.
- Photo Area: A large rectangular area on the right side containing the text 'No Photo'.

➤ Employee ID should not be modified.

2、Modified information will be display after user information contents modified.



The screenshot shows a web-based interface for user management. The title bar reads 'System - Users'. The interface includes a menu bar with options like 'Add', 'Modify', 'Delete', 'ModifyBatch', 'Refresh', 'Lock Up', 'Export', 'Print', 'Setting', 'Upload', 'Download', and 'More Operation'. A sidebar on the left contains icons for 'Terminal', 'Control Center', 'TimeSet', 'TimeZone', 'Door', 'Group', 'Setting', 'Monitor', and 'Report'. The main area displays a table with the following data:

UserID	EmployeeID	CardNo	Department	UserType	BypassTimeZoneLevel	isEnabled	WorkStatus	Note
1	1		Marketing	NormalUser	L6	<input checked="" type="checkbox"/>	OnWork	

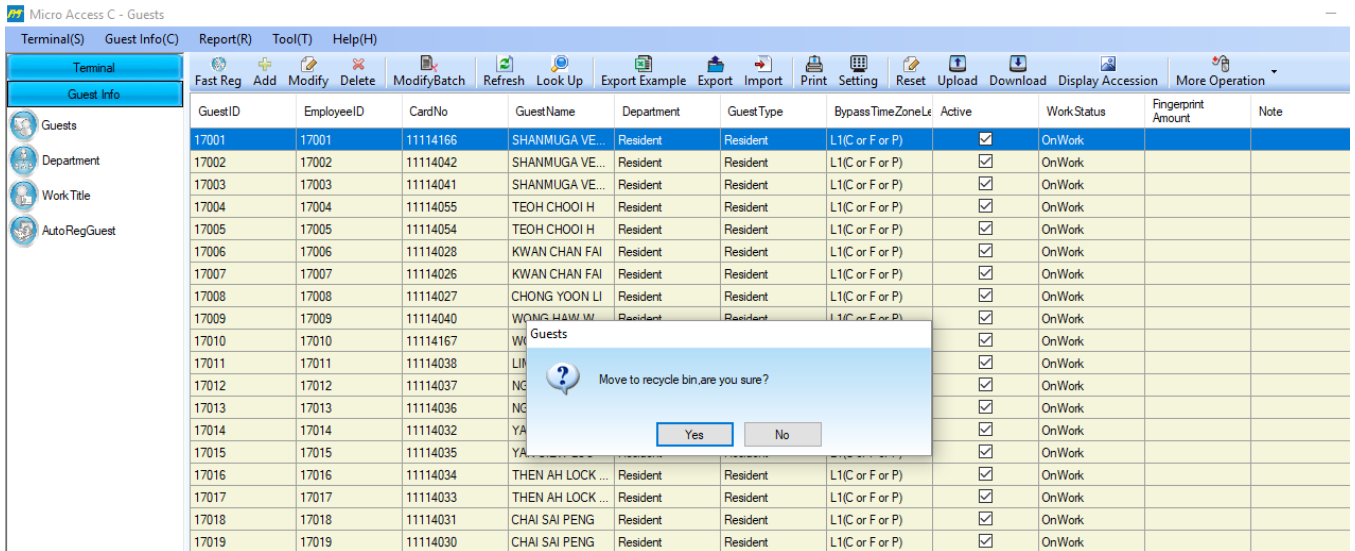
At the bottom of the window, there are navigation controls: '1/1', 'FirstPage', 'Previous', 'Next', 'LastPage', 'Page No.', and 'Page Record Amount' (set to 50).

3、Modify user information by double clicking the name from the list, will also call the window to be modified.

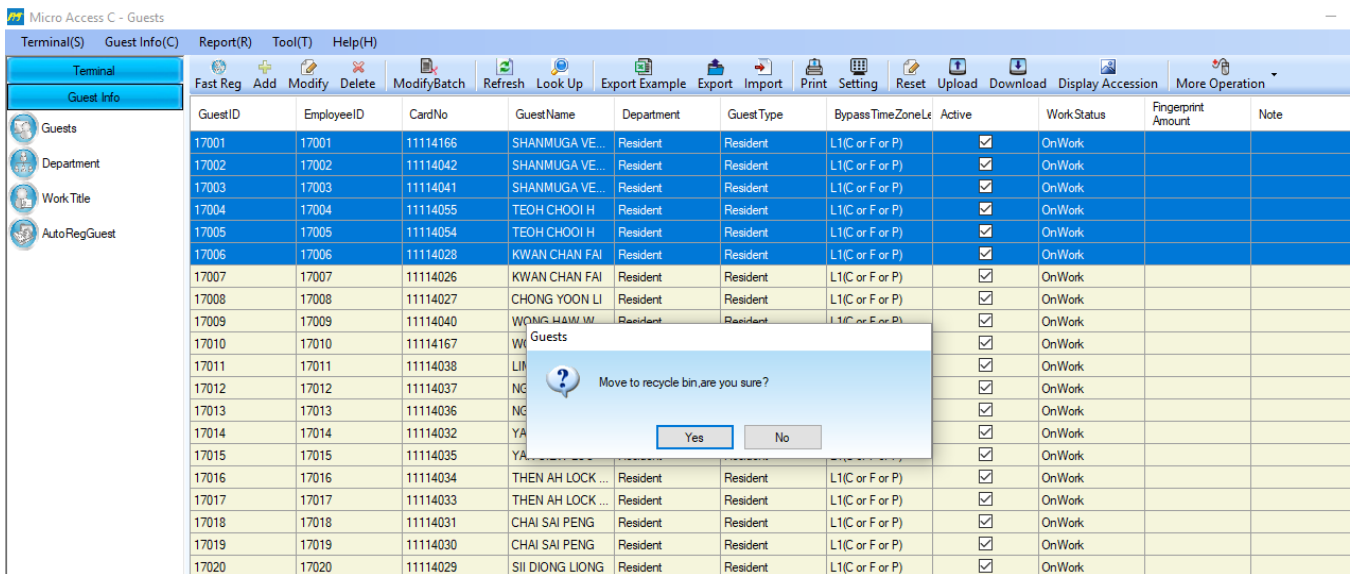
4、User information can only be modify one by one.

2-1.3 Delete User account

1、Select user from the list (user account won't be removed from terminal), then click Delete button to call a confirmation window as shown. Click Yes to delete or click No to cancel.

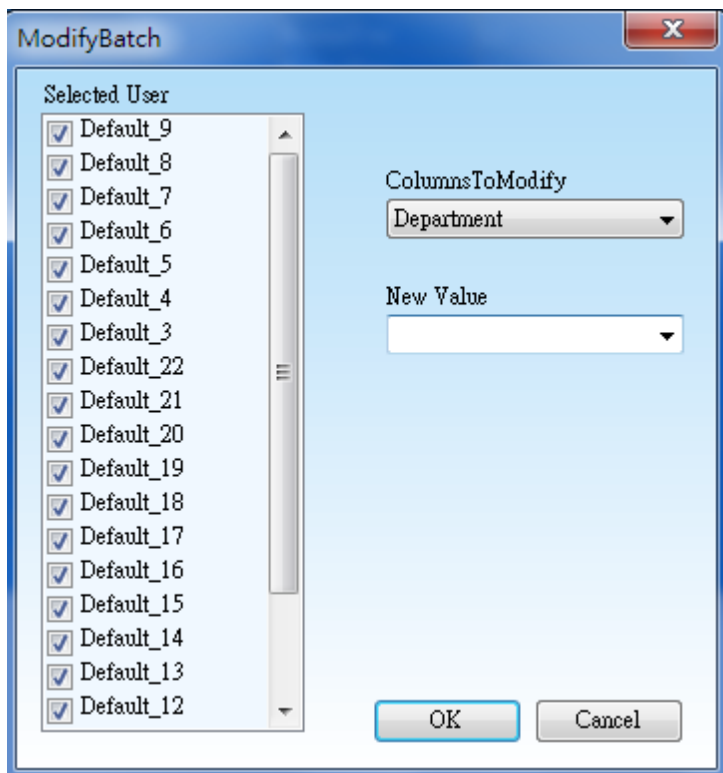


2、With Mouse and Ctrl key could select more than one user account to be delete. Click Yes to delete user(s) or No to cancel.



2-1.4 Batch Modify

- 1、Select (V) user(s) from the user list then click “Modify Batch” button to call a configuration window as shown.



- 2、Choose the information to be modified from the pull down menu and input new value to the field then click OK. User information screen will display with new value as shown.

Micro Access C - Guests

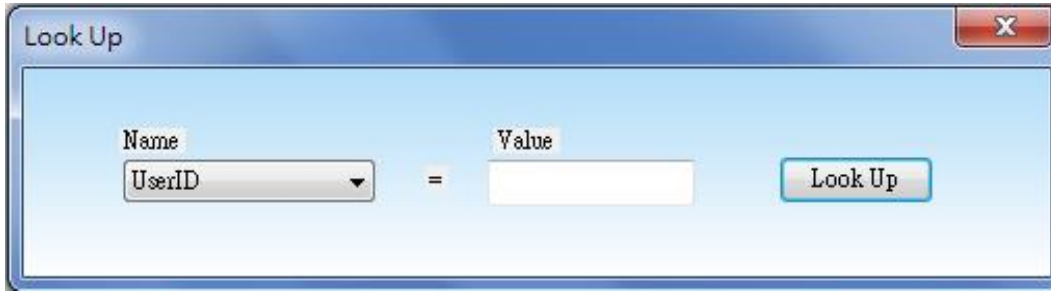
Terminal(S) Guest Info(C) Report(R) Tool(T) Help(H)

Fast Reg Add Modify Delete ModifyBatch Refresh Look Up Export Example Export Import Print Setting Reset Upload Download Display Accession More Operation

GuestID	EmployeeID	CardNo	GuestName	Department	Guest Type	BypassTimeZoneLk	Active	Work Status	Fingerprint Amount	Note
17001	17001	11114166	SHANMUGA VE...	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17002	17002	11114042	SHANMUGA VE...	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17003	17003	11114041	SHANMUGA VE...	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17004	17004	11114055	TEOH CHOOI H	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17005	17005	11114054	TEOH CHOOI H	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17006	17006	11114028	KWAN CHAN FAI	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17007	17007	11114026	KWAN CHAN FAI	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17008	17008	11114027	CHONG YOON LI	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17009	17009	11114040	WONG HAW W...	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17010	17010	11114167	WONG HAW W...	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17011	17011	11114038	LIM WAI KWON...	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17012	17012	11114037	NG YOKE YING	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17013	17013	11114036	NG TEE WOOL	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17014	17014	11114032	YAN SIEW LOO	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17015	17015	11114035	YAN SIEW LOO	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17016	17016	11114034	THEN AH LOCK ...	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17017	17017	11114033	THEN AH LOCK ...	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17018	17018	11114031	CHAI SAI PENG	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17019	17019	11114030	CHAI SAI PENG	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17020	17020	11114029	SII DIONG LIONG	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		
17021	17021	11113711	THAM YEW MUN	Resident	Resident	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		

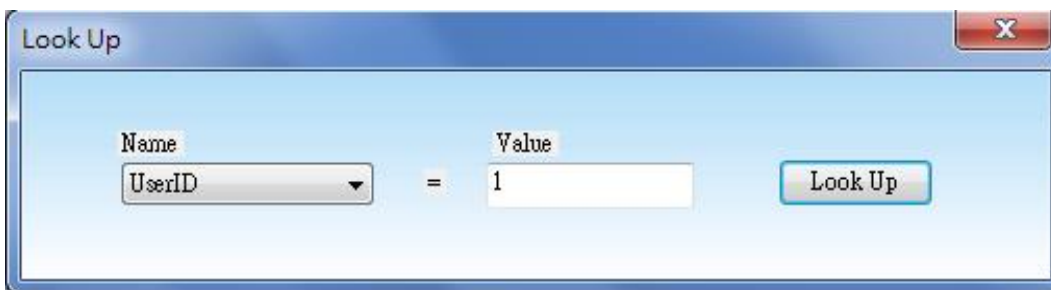
2-1.5 Look Up User information

1、Click “Look Up” button to call a window for checking user information as shown.



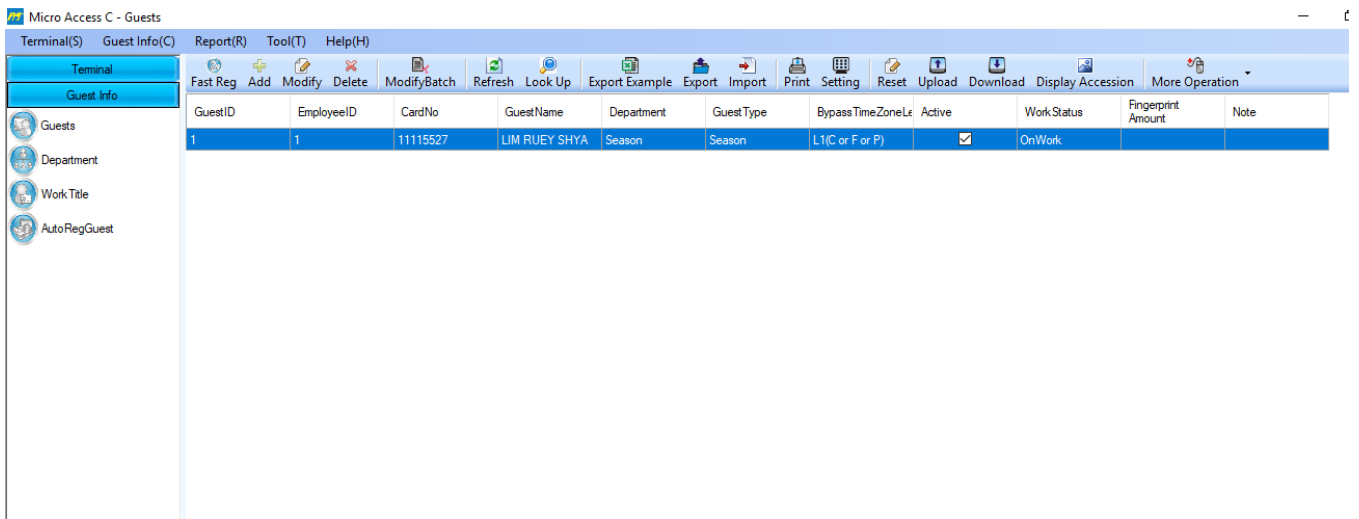
The screenshot shows a dialog box titled "Look Up". It contains two main input areas: "Name" and "Value". The "Name" dropdown menu is currently set to "UserID". The "Value" text box is empty. To the right of these inputs is a "Look Up" button.

2、Input the user condition as a condition and press “Look Up” button as shown.



The screenshot shows the same "Look Up" dialog box. The "Name" dropdown is still set to "UserID", but the "Value" text box now contains the number "1". The "Look Up" button remains on the right.

3、Click “Look Up” button to display the user information as shown.

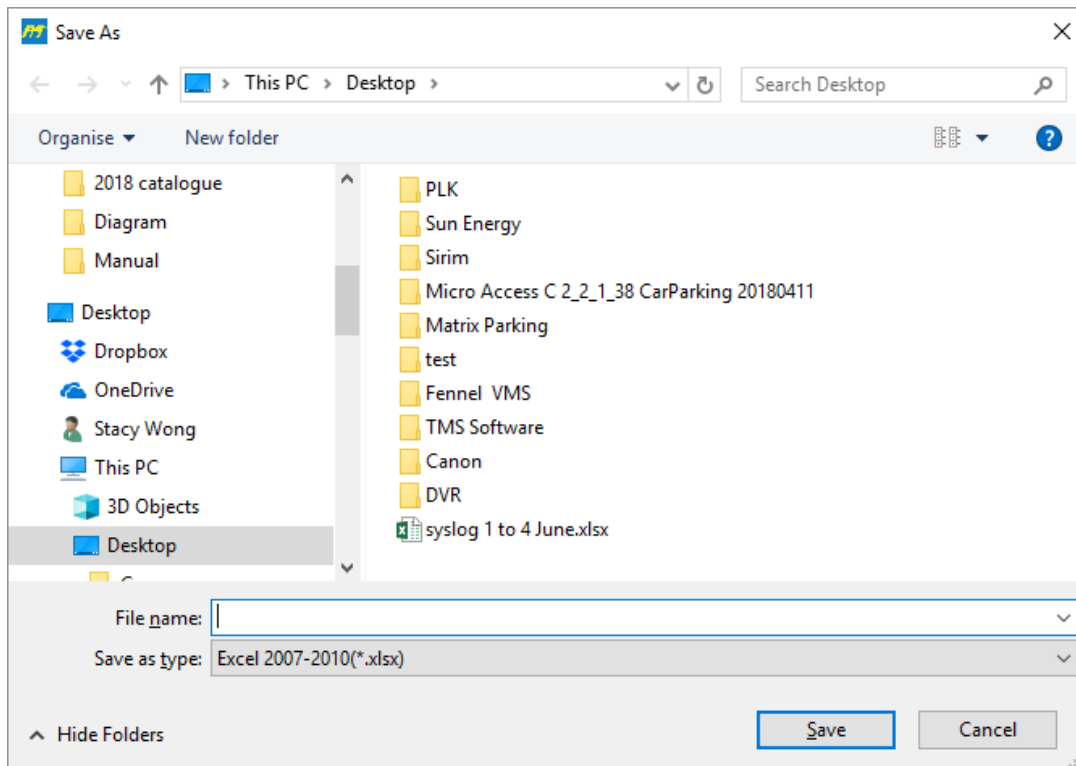


The screenshot shows the "Micro Access C - Guests" application interface. The "Guest Info" table is displayed, showing a single record for GuestID 1, EmployeeID 1, CardNo 11115527, GuestName LIM RUEY SHYA, Department Season, GuestType Season, BypassTimeZoneLe L1(C or F or P), Active checked, WorkStatus OnWork, Fingerprint Amount, and Note.

GuestID	EmployeeID	CardNo	GuestName	Department	GuestType	BypassTimeZoneLe	Active	WorkStatus	Fingerprint Amount	Note
1	1	11115527	LIM RUEY SHYA	Season	Season	L1(C or F or P)	<input checked="" type="checkbox"/>	OnWork		

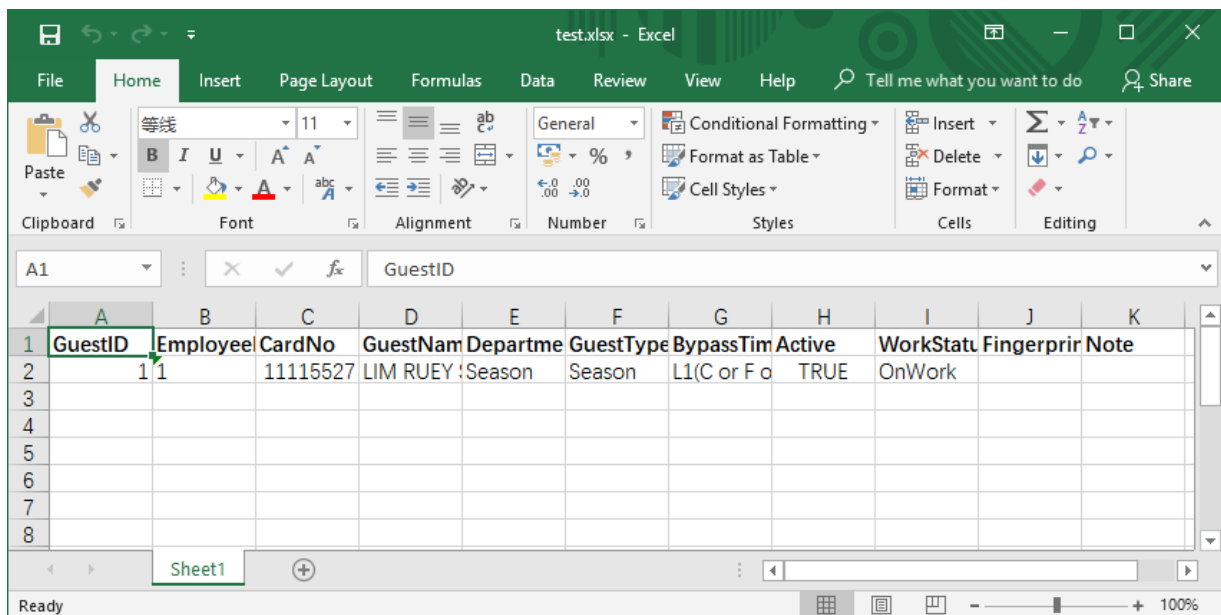
2-1.6 Export

1、Click Export button to call a window which is the User information to be saved to.

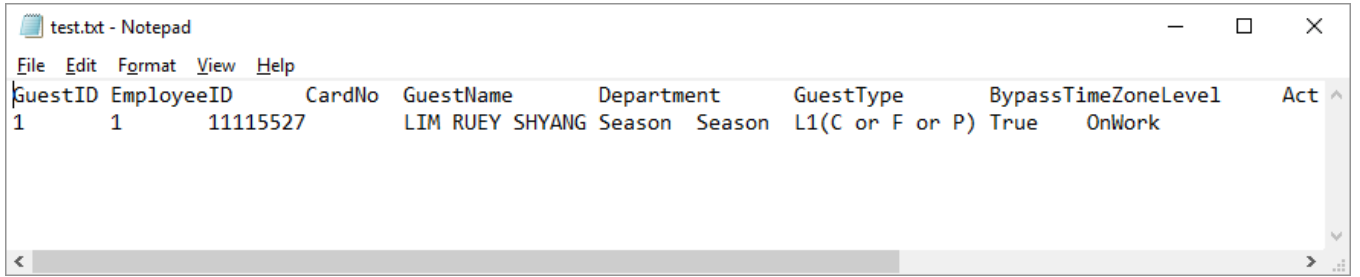


2、Click Save button will export user information to a folder with Excel or TXT format.

● Excel



● **TXT**

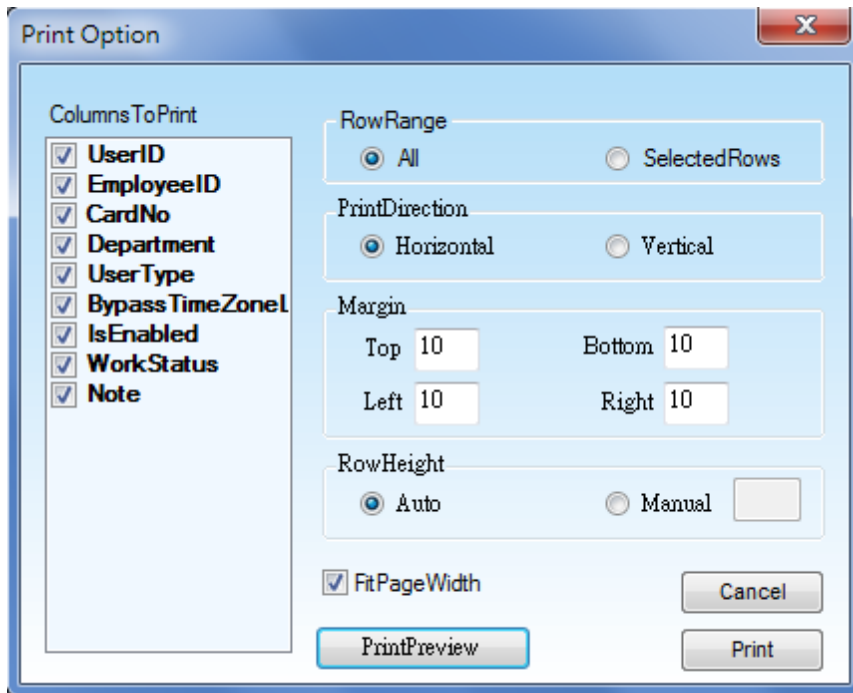


The image shows a Notepad window titled "test.txt - Notepad". The window contains a table with the following data:

GuestID	EmployeeID	CardNo	GuestName	Department	GuestType	BypassTimeZoneLevel	Act
1	1	11115527	LIM RUEY SHYANG	Season	Season	L1(C or F or P) True	OnWork

2-1.7 Print

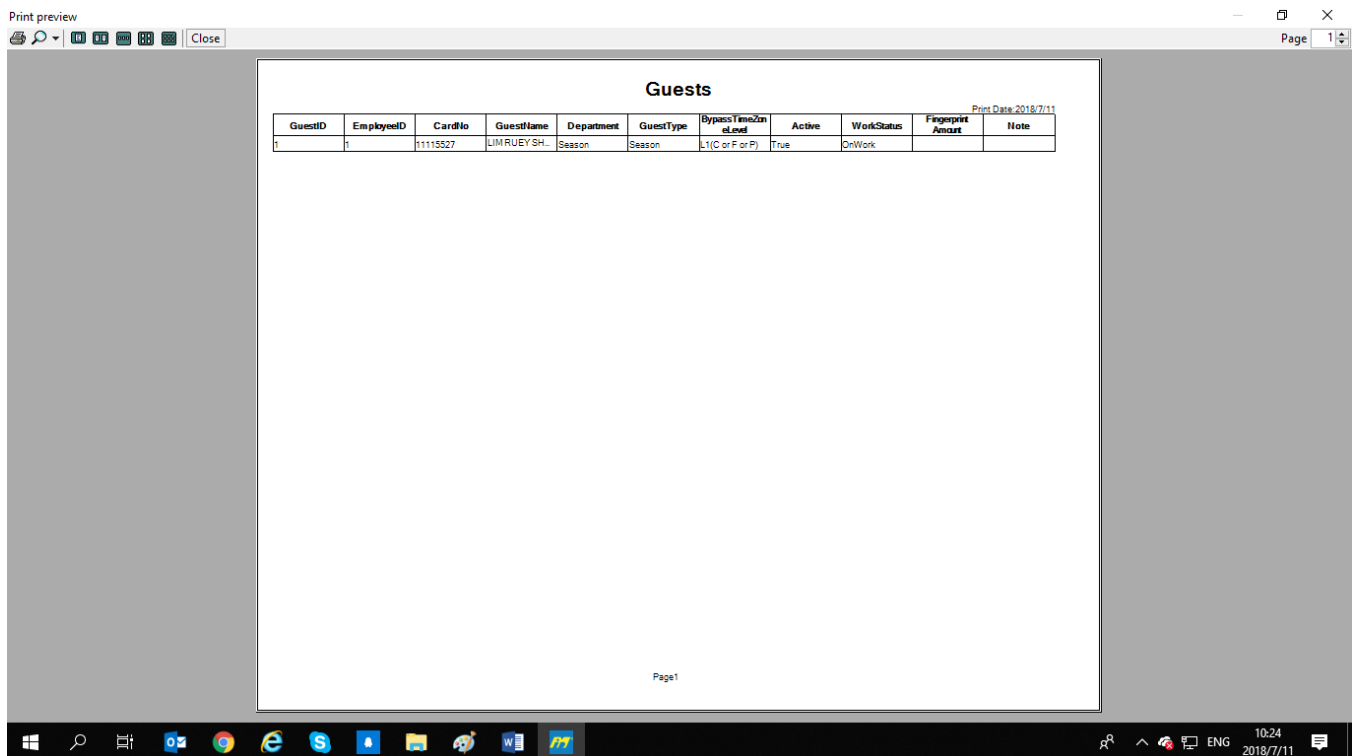
1. Click “Print” button to display a window which can be selected the columns of Row Range, Print Direction, Margin and Row of height to be printing.



The "Print Option" dialog box is shown with the following settings:

- ColumnsToPrint:** A list of columns with checkboxes: UserID, EmployeeID, CardNo, Department, UserType, Bypass TimeZoneLevel, IsEnabled, WorkStatus, and Note. All are checked.
- RowRange:** Radio buttons for "All" (selected) and "SelectedRows".
- PrintDirection:** Radio buttons for "Horizontal" (selected) and "Vertical".
- Margin:** Input fields for Top (10), Bottom (10), Left (10), and Right (10).
- RowHeight:** Radio buttons for "Auto" (selected) and "Manual" (with an empty input field).
- FitPageWidth:** A checked checkbox.
- Buttons:** "PrintPreview", "Cancel", and "Print".

2. Also provide Preview function before printing.



The "Print preview" window displays a table titled "Guests" with the following data:

GuestID	EmployeeID	CardNo	GuestName	Department	GuestType	BypassTimezoneLevel	Active	WorkStatus	Fingerprint Amort	Note
1		11115527	LIMRUEY SH...	Season	Season	L(G or F or P)	True	OnWork		

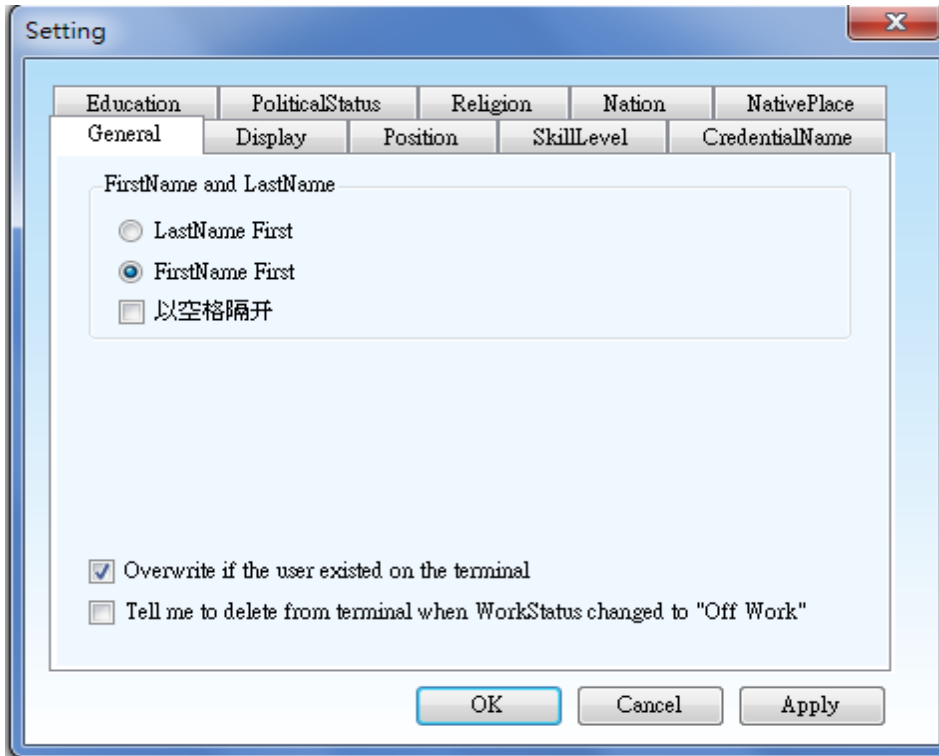
Print Date: 2018/7/11

Page 1

2-1.8 Setting

2-1.8.1 General

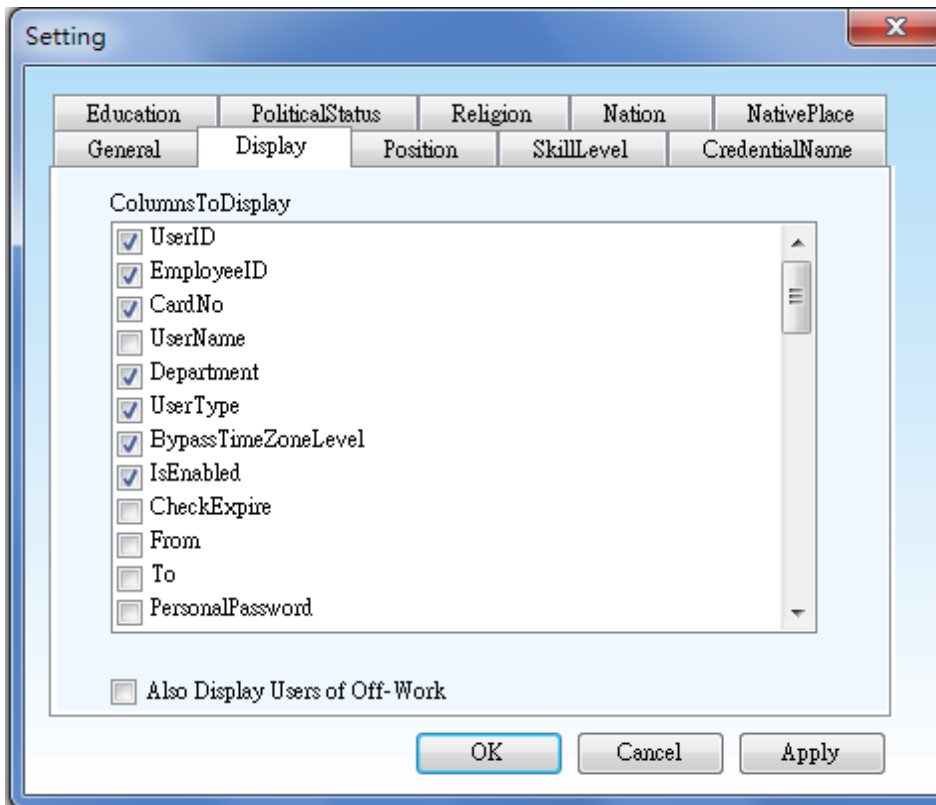
Click Setting → General to call a configuration window for user information.



- Print last name first or print first name first is an option, also, first name and last name can be print together with Space or not.
- Override user(s) is an option when uploading user information to terminal(s).
- Prompt a user remove reminder when on-job-status changed. Default value is show no reminder. Click OK to complete.

2-1.8.2 Display

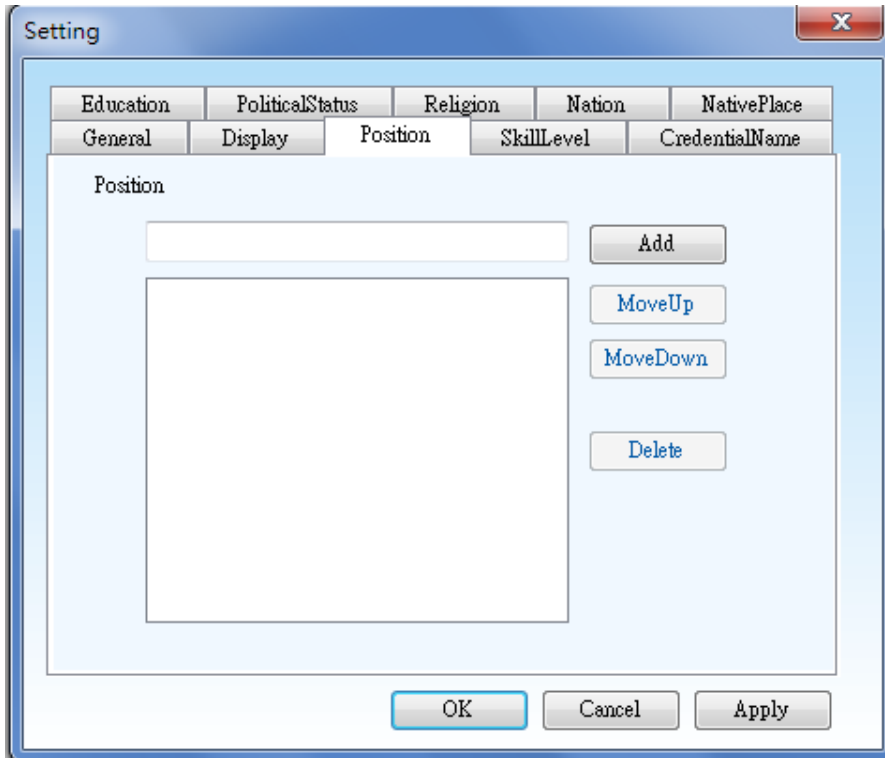
Click “Setting” → “Display” label to call a configuration window for column(s) to be display.



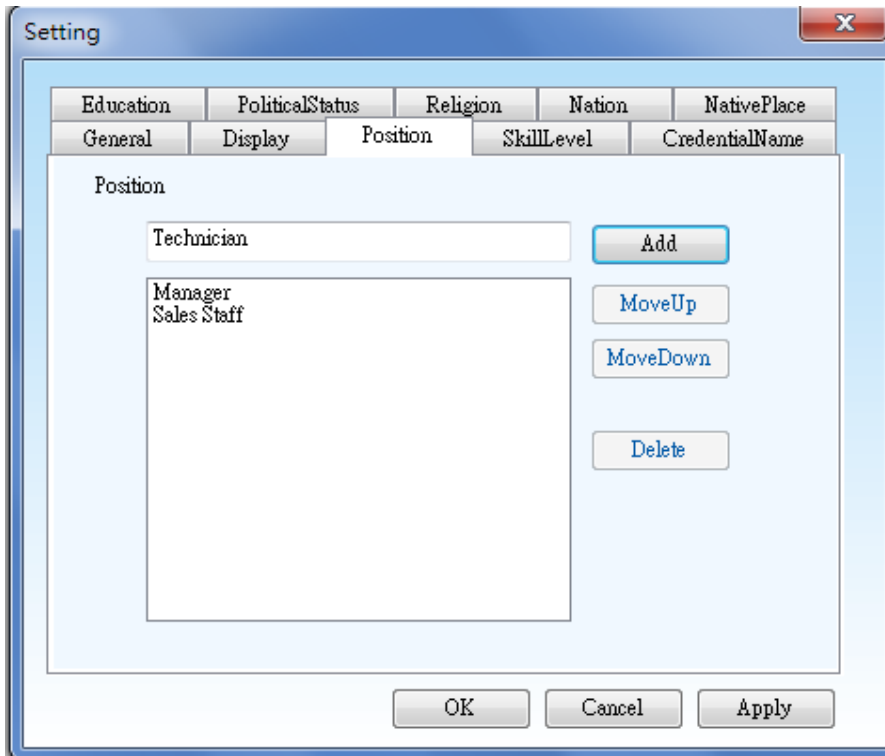
- Select (V) the type of columns from the list. Default display items will be : User ID, Employee ID, Name, Card Number, Department, User Type, Bypass Time zone Level, User Activation or not.
- Select (V) also Display User(s) when status has changed to “leave the job” Default is no display. Click OK to complete.

2-1.8.3 Position

1、Click “Setting” → “Position” to call a configuration window for user’s designation.

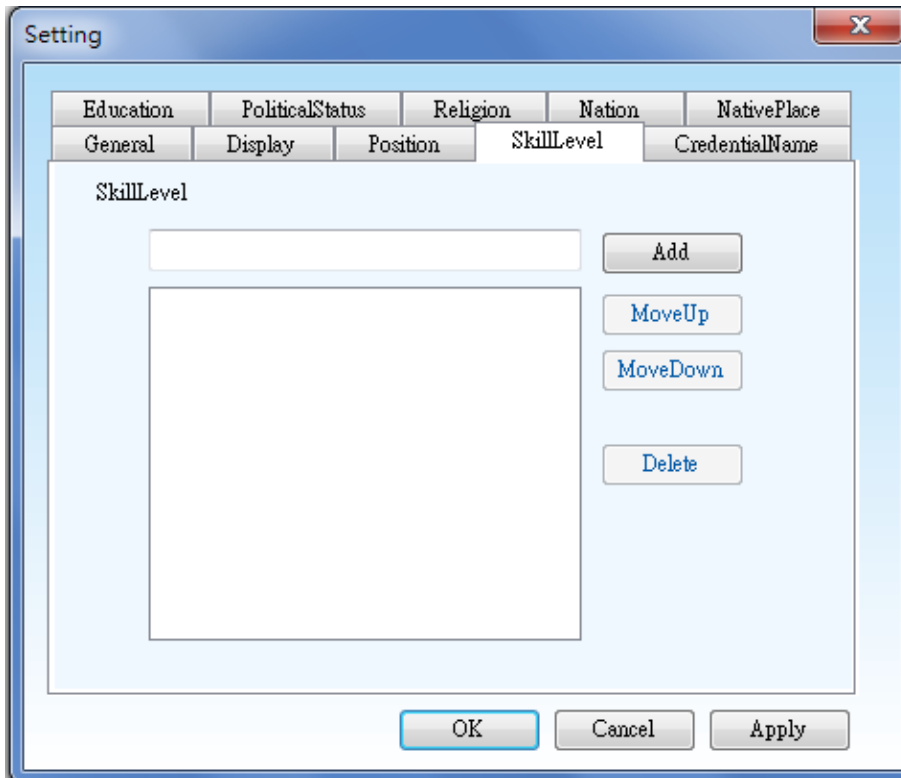


2、Add ad Position name and click OK to complete the input as shown.

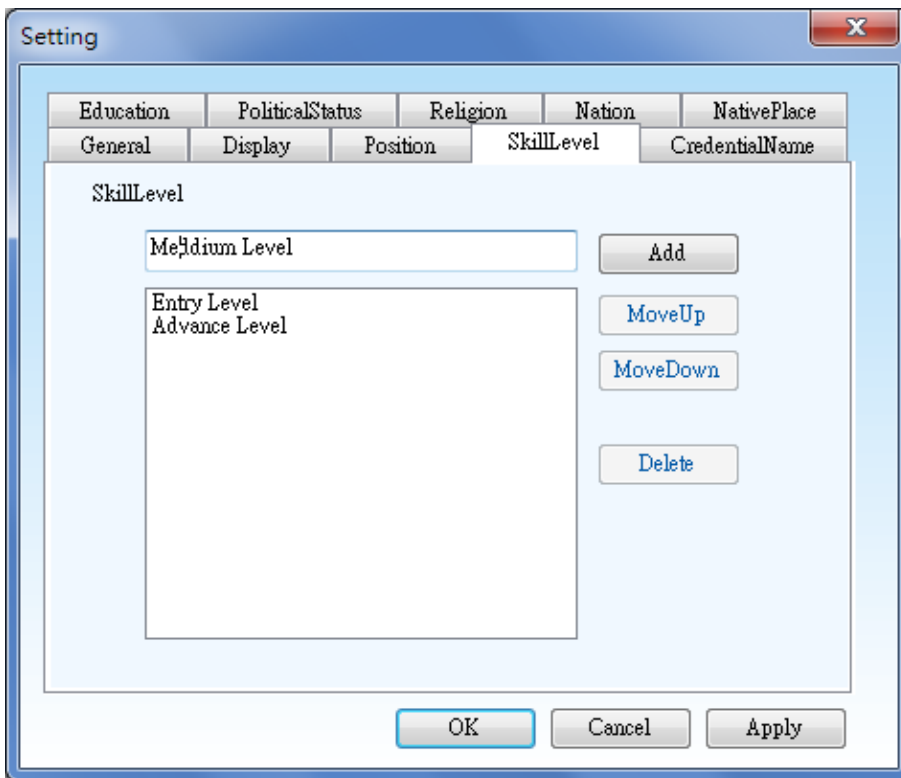


2-1.8.4 Skill Level

1、Click “Setting” → “Skill Level” to call a configuration window for personnel skill level as shown.

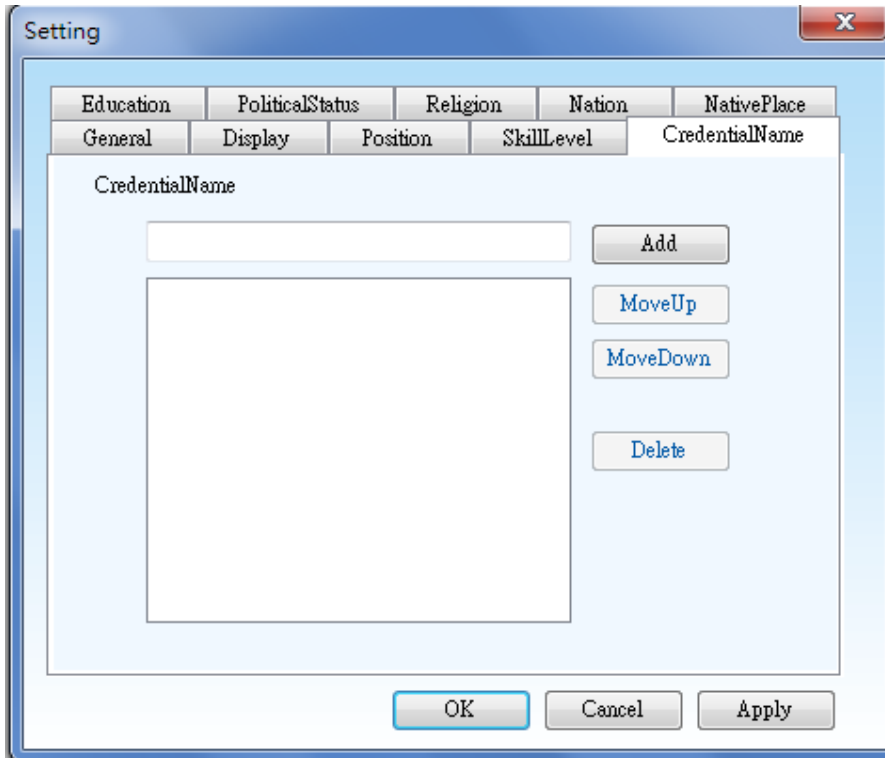


2、Input Skill level then click Add to add a skill level to system and click OK to finish.

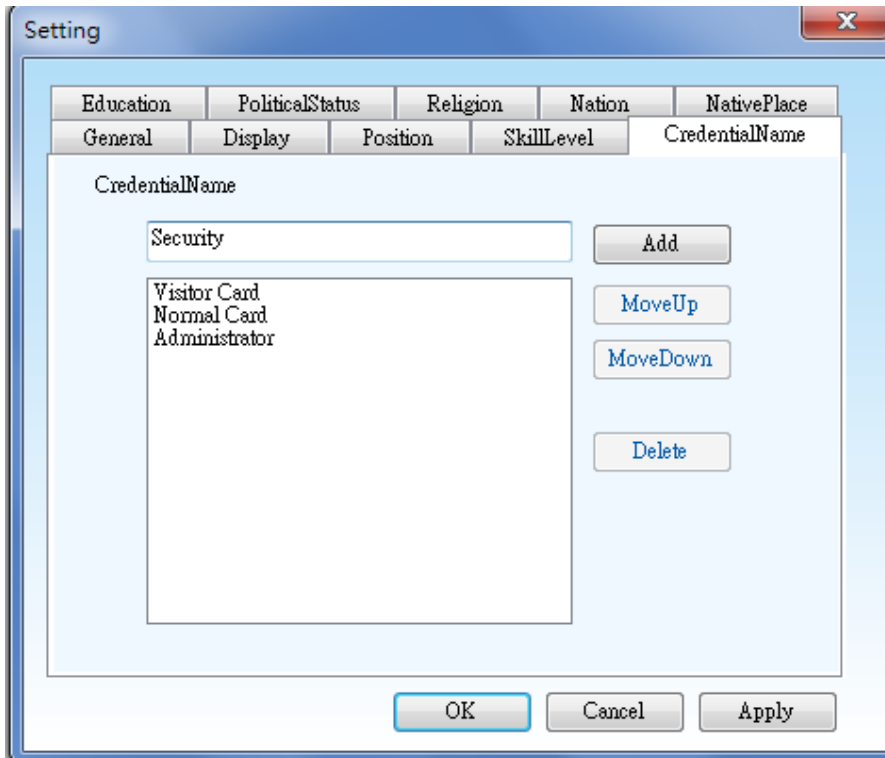


2-1.8.5 Credential ID name

1、Click “Setting”→“Credential Name” to call a configuration window for credential name.

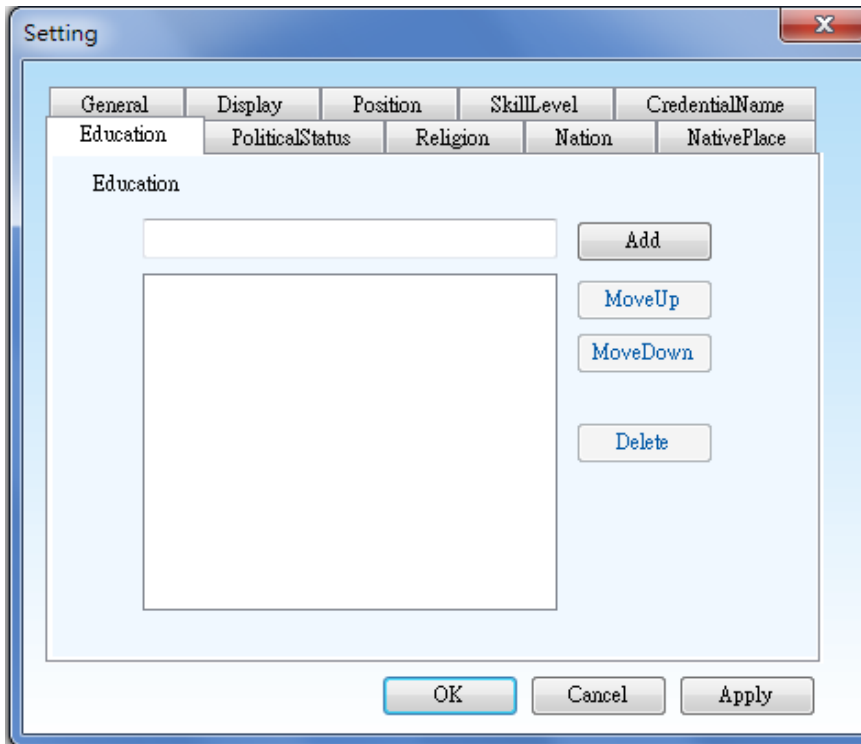


2、Input a credential name and click Add button to confirm.

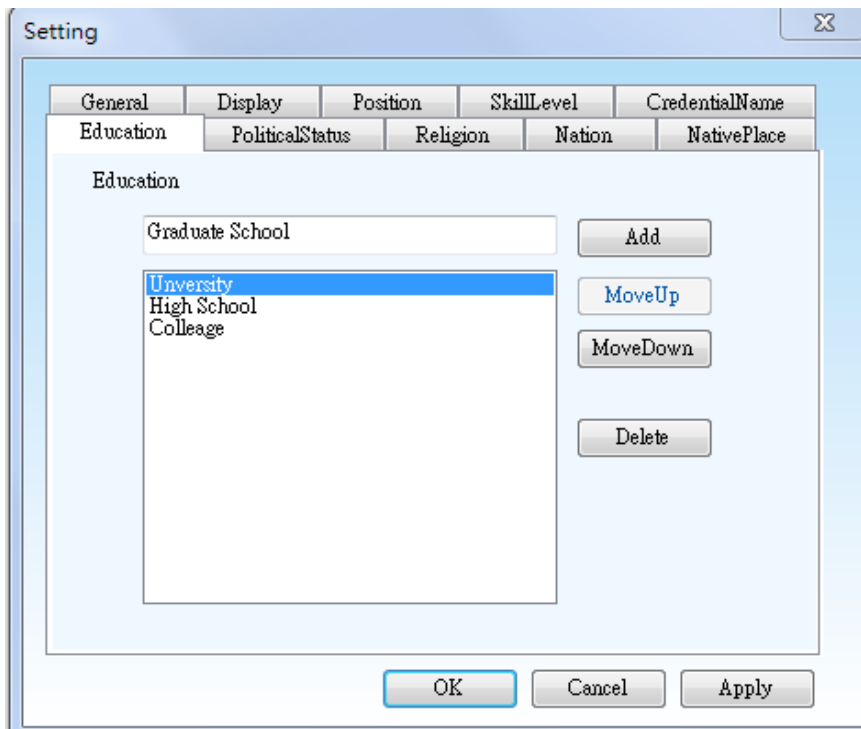


2-1.8.6 Education

- 1、Click “Setting”→“Education” to call a configuration window to edit education information for user(s).

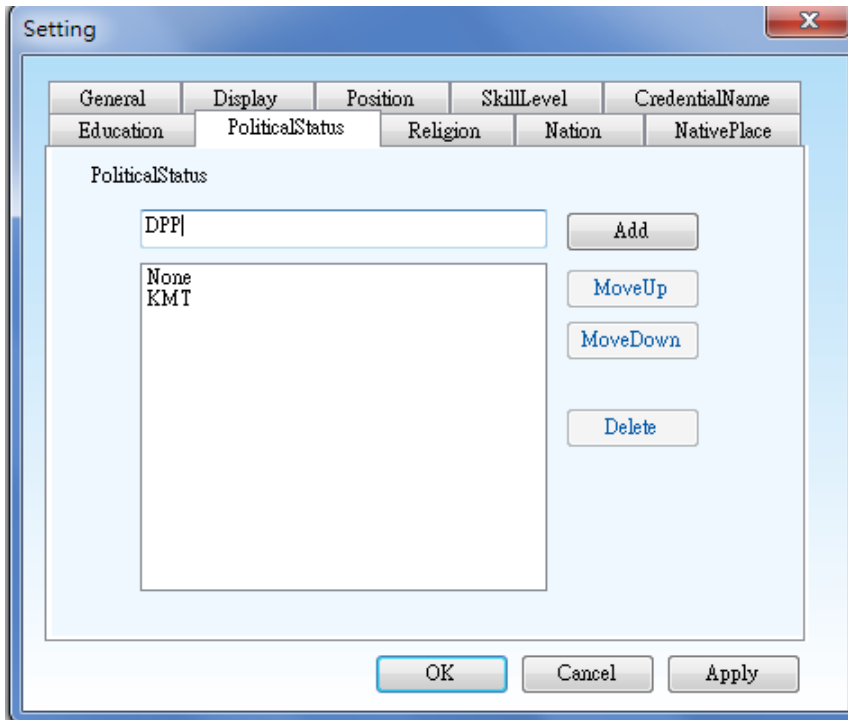


- 2、Input Education information then click Add button to add the information and click OK to complete.

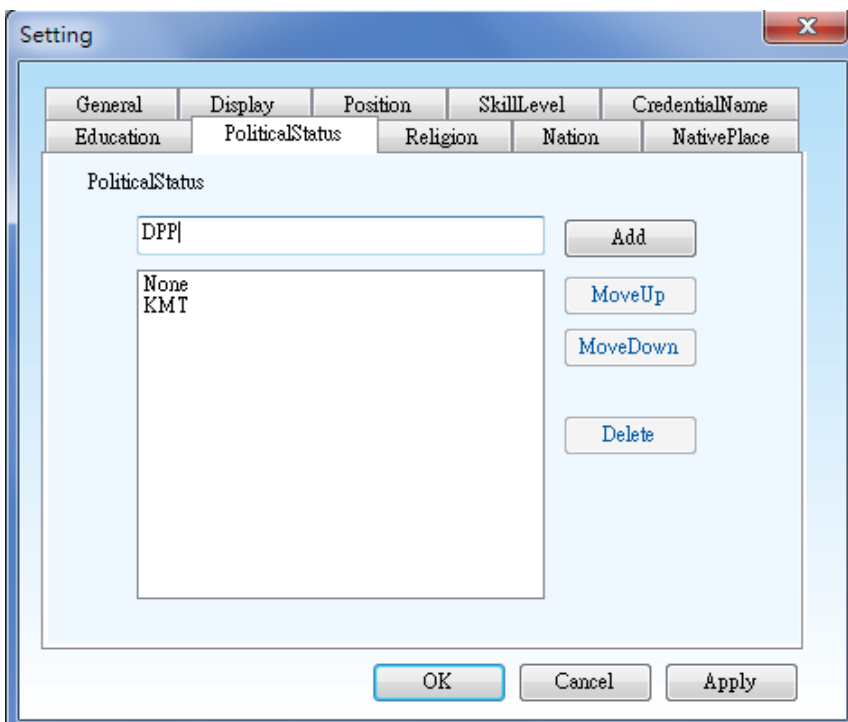


2-1.8.7 Political Status

- 1、Click “Setting”→“Political Status” to call a configuration window for editing personal political status.

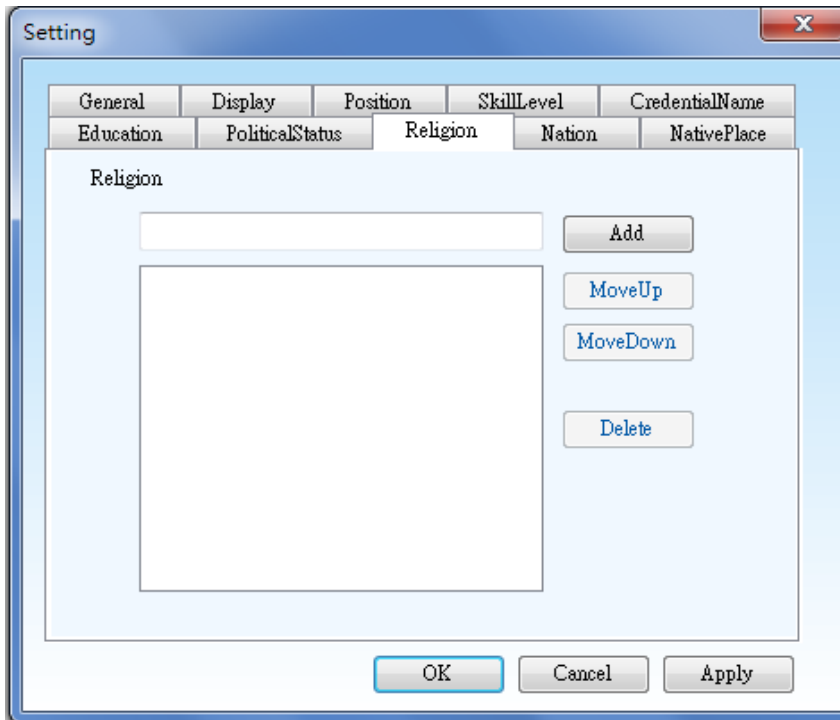


- 2、Input Political types to the window then click “Add” button to add the information to system and click “OK” to complete.

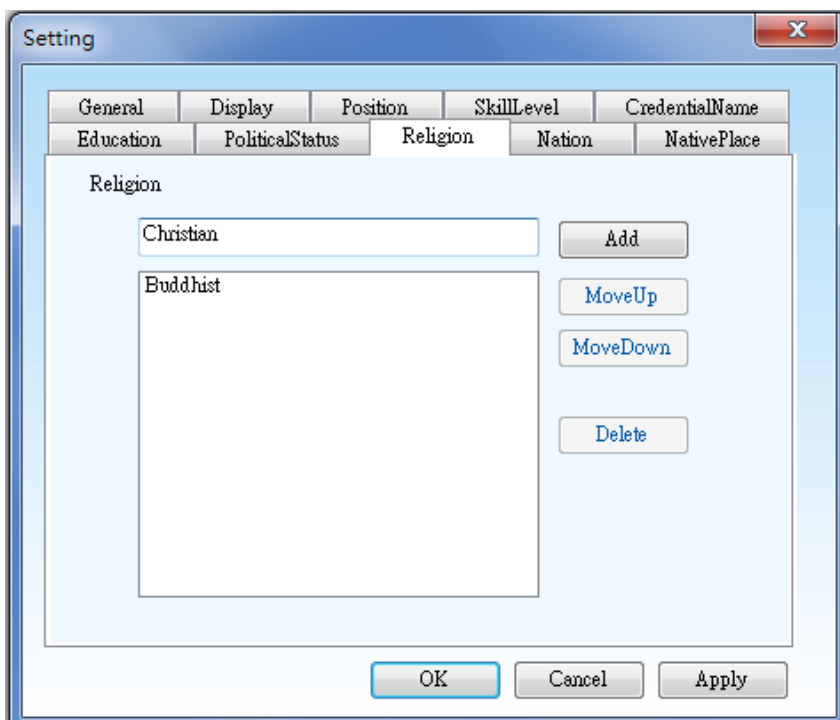


2-1.8.8 Religion

- 1、Click “Setting”→“Religion” will call a configuration window for adding religion types to system if necessary.

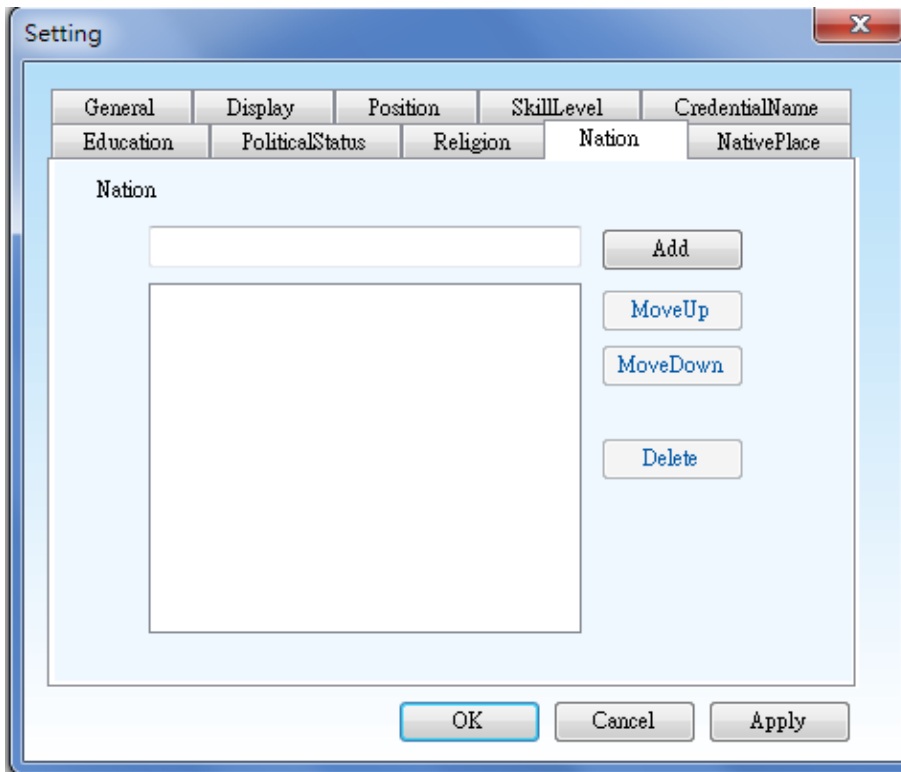


- 2、Input religion type then click Add button to add the religion information to the system. Press OK to complete.

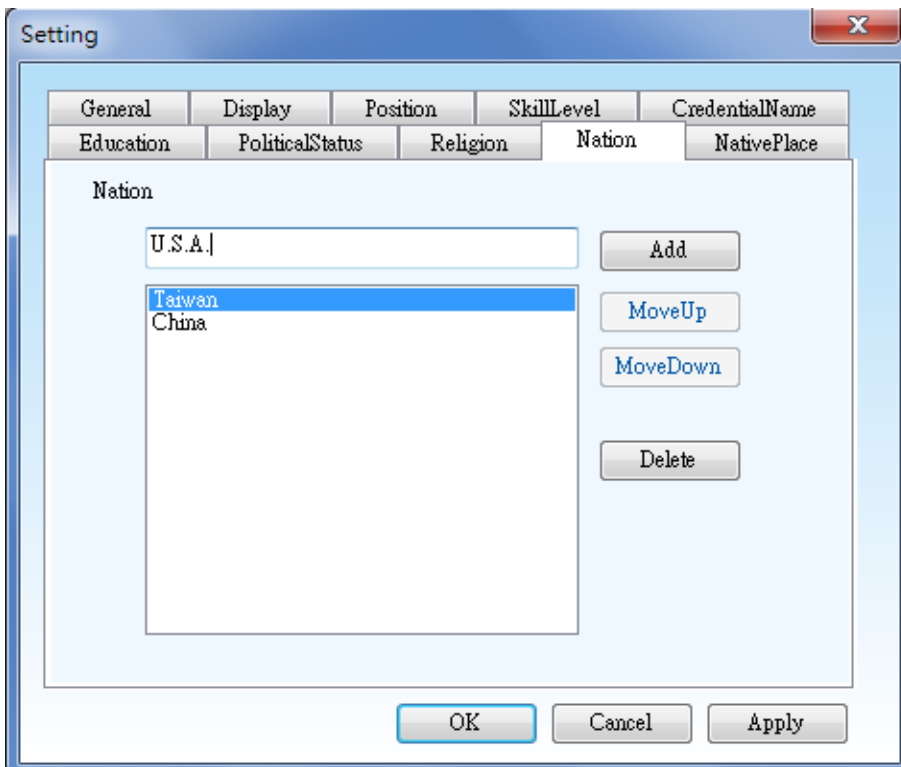


2-1.8.9 Nationality

1、Click “Setting”→“Nationality” to call a configuration window for adding nationality item.

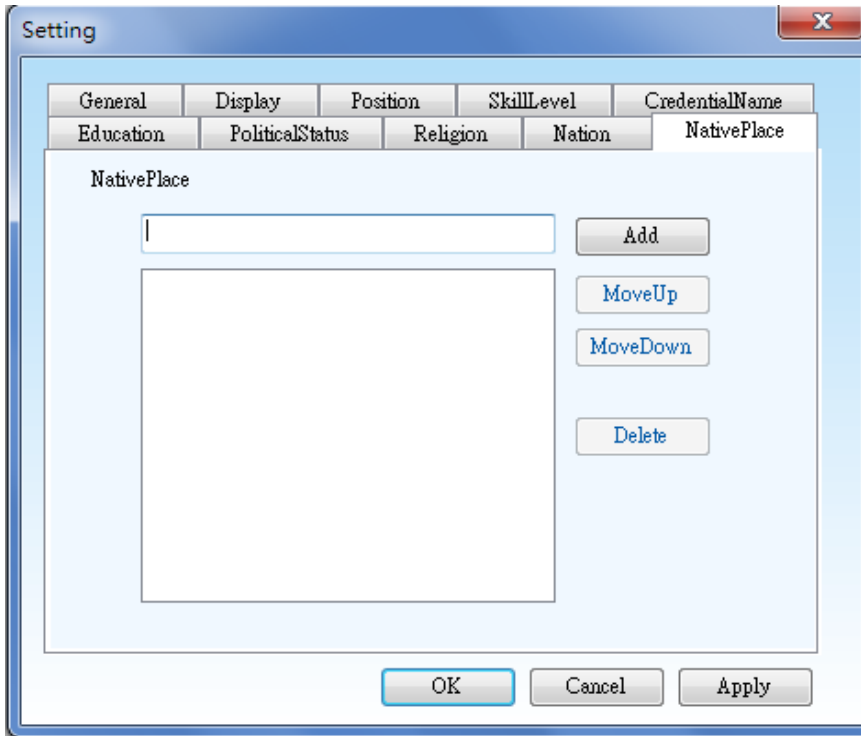


2、Input nationality type(s) then click “Add” button to add item(s) to window. Click “OK” to complete.

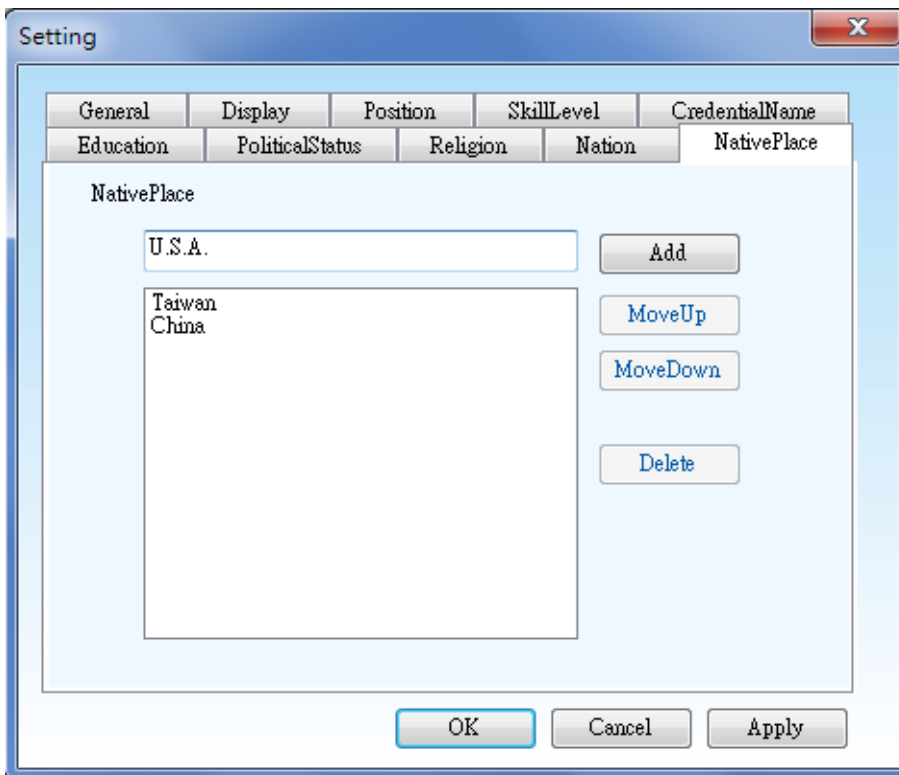


2-1.8.10 Native Place

1、Click “Setting”→“Native Place” will call a configuration window for native place.

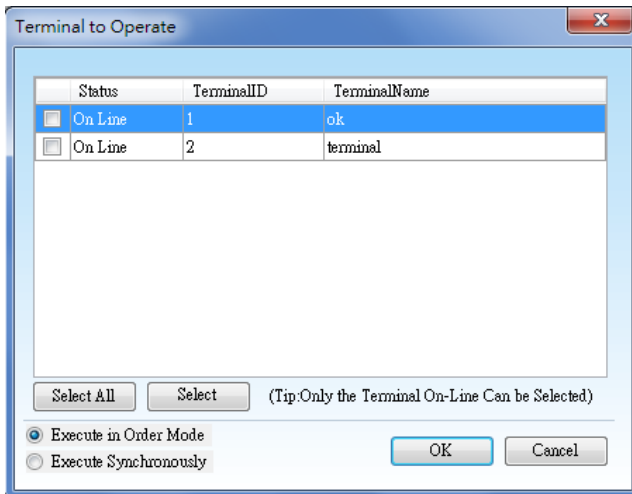


2、Input native place information then click Add to add native place types to window. Click OK to confirm.



2-1.9 Upload

Select user (s) from the user list then click “Upload” to call a terminal list to choose terminal(s) where the user list will be uploaded to.



Uploading process can be option as:

- **Order mode**

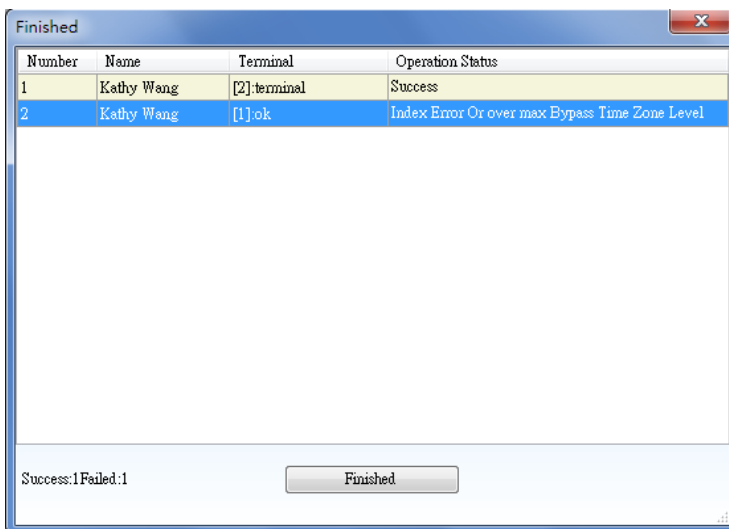
When order mode is chosen, user list will be uploaded to terminal(s) one by one orderly, if there's more than one terminal connected.

- **Synchronous mode**

When synchronous mode is chosen, user list will be uploaded to terminal(s) in a time.

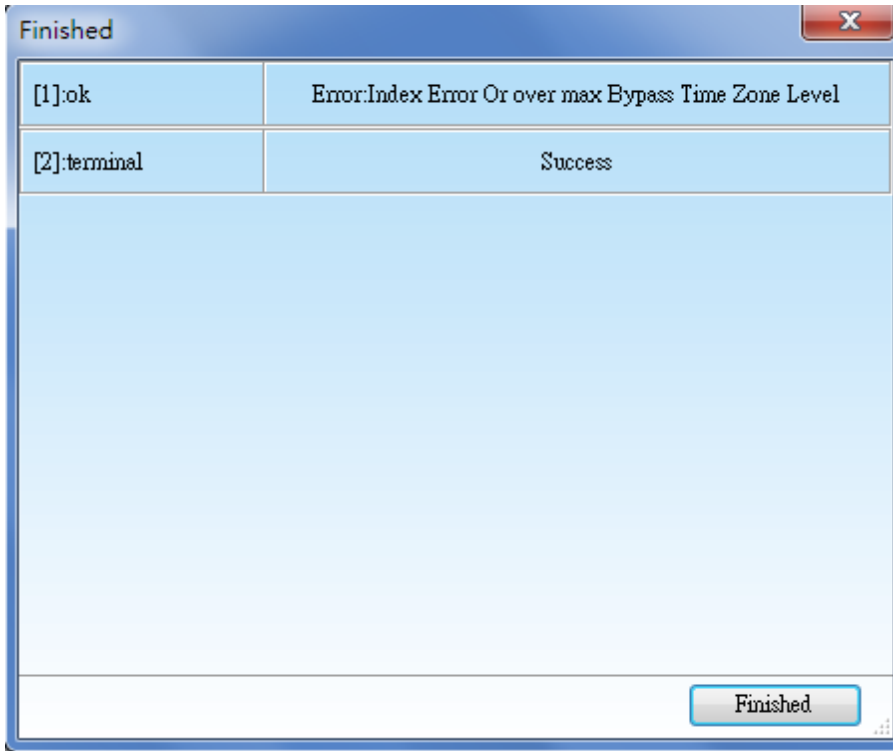
- **Order mode**

Select (V) terminal(s) from the list and uploading mode the same time then click “OK” to start uploading. After user list has been uploaded, will return a status on screen, press “Finished” button to close the window as shown.



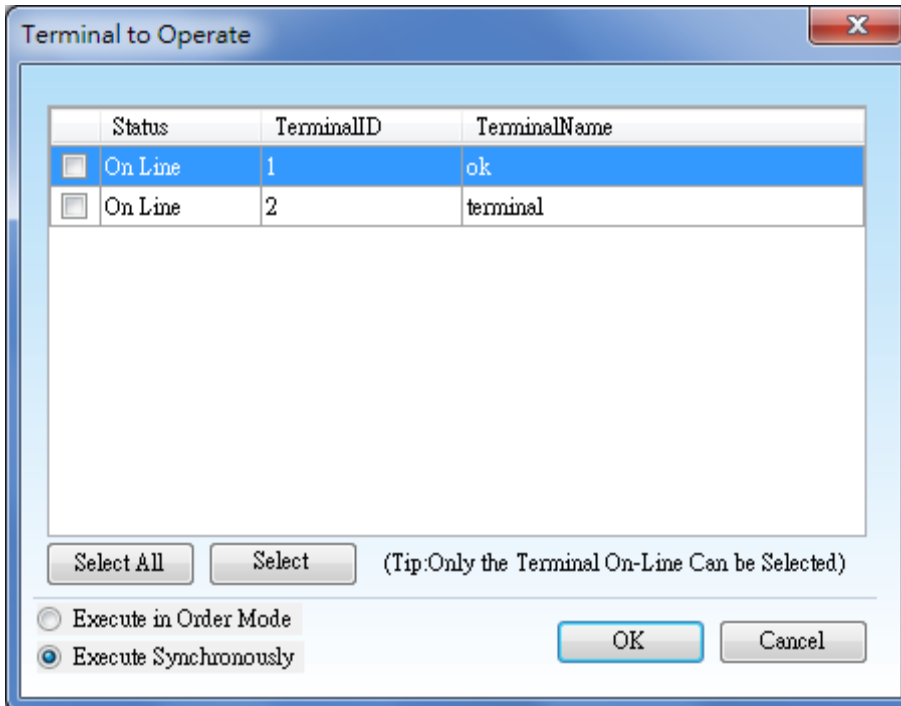
- **Synchronous mode**

Select (V) “Synchronous mode” then click “OK” button to upload user list to terminal(s) in a time. When uploading is finished, a status will be display on screen. Press “Finished” button to close the window as shown.



2-1.10 Download

Click “**Download**” to call a terminal selection list, select terminal(s) from the list to be prepared and there’s two download mode options:



- **Order Mode**

When Order mode is chosen, click “OK” to download user list from Micro Access C orderly.

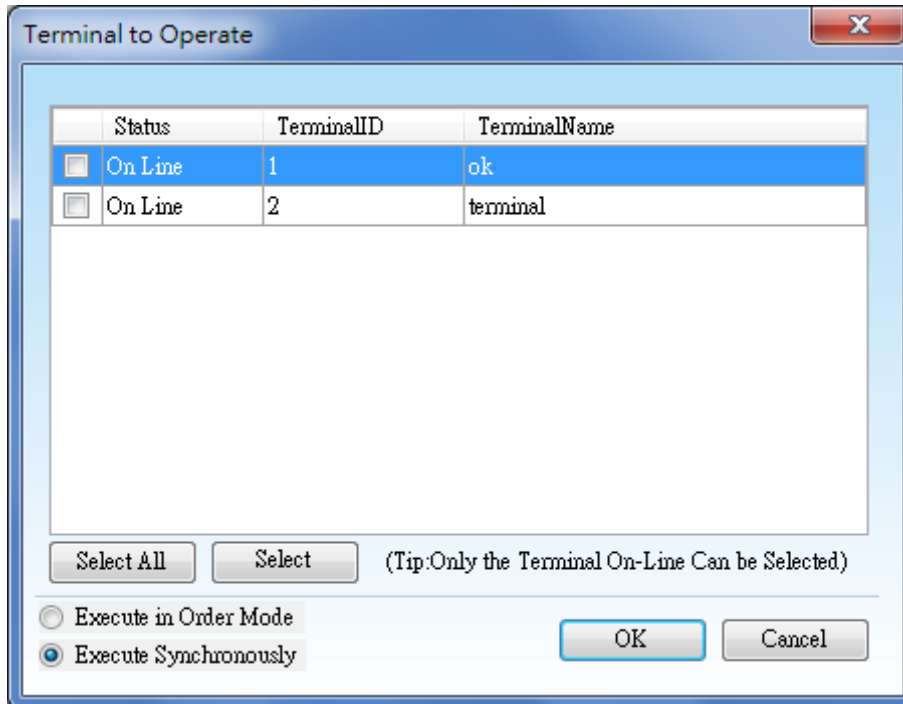
- **Synchronous Mode**

When Synchronous mode is chosen, click “OK” to download user list terminal(s) from Micro Access C in a time.

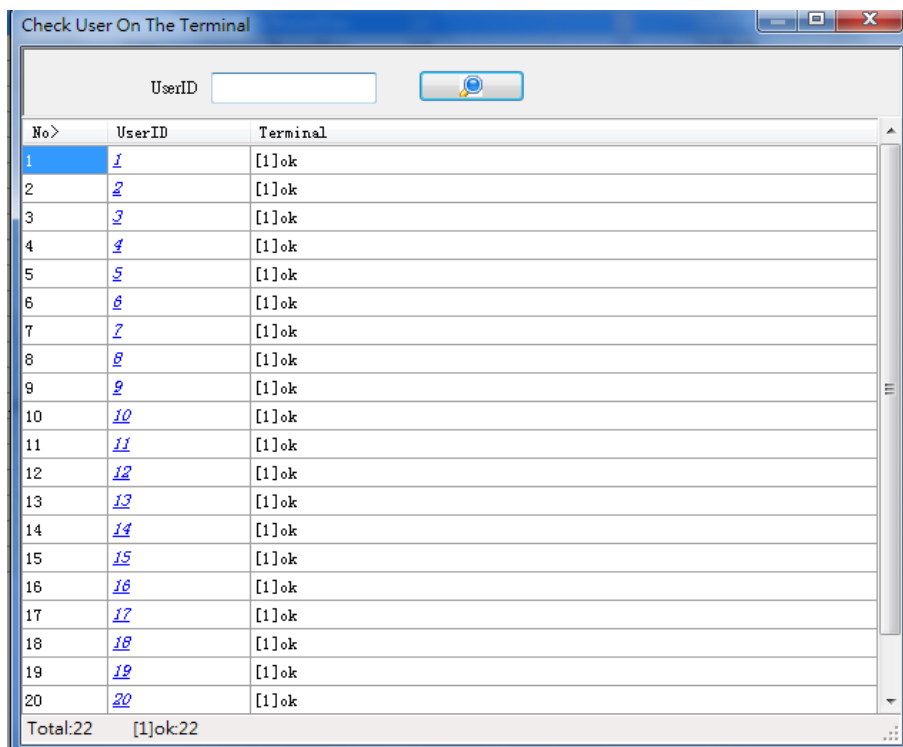
2-1.11 More Operation

2-1.11.1 Check user list on terminal

1、Click “More operation”→“Check user list on terminal” to call a terminal list to select (V) terminal(s) from it as shown. There are order mode and synchronous mode can be option.

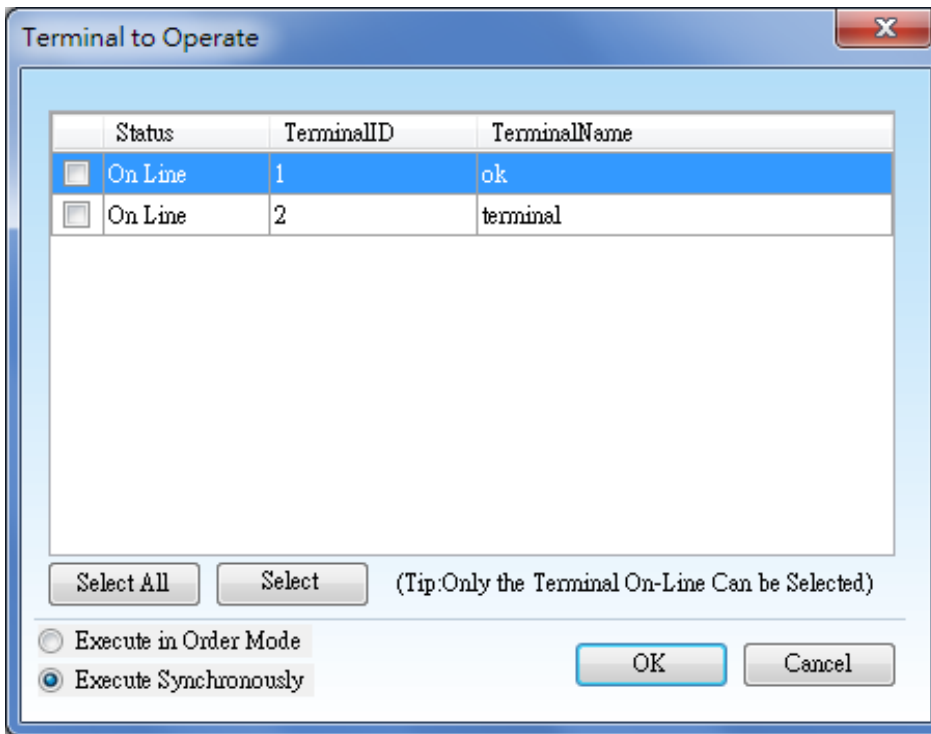


2、Click OK to look up user list on terminal(s).

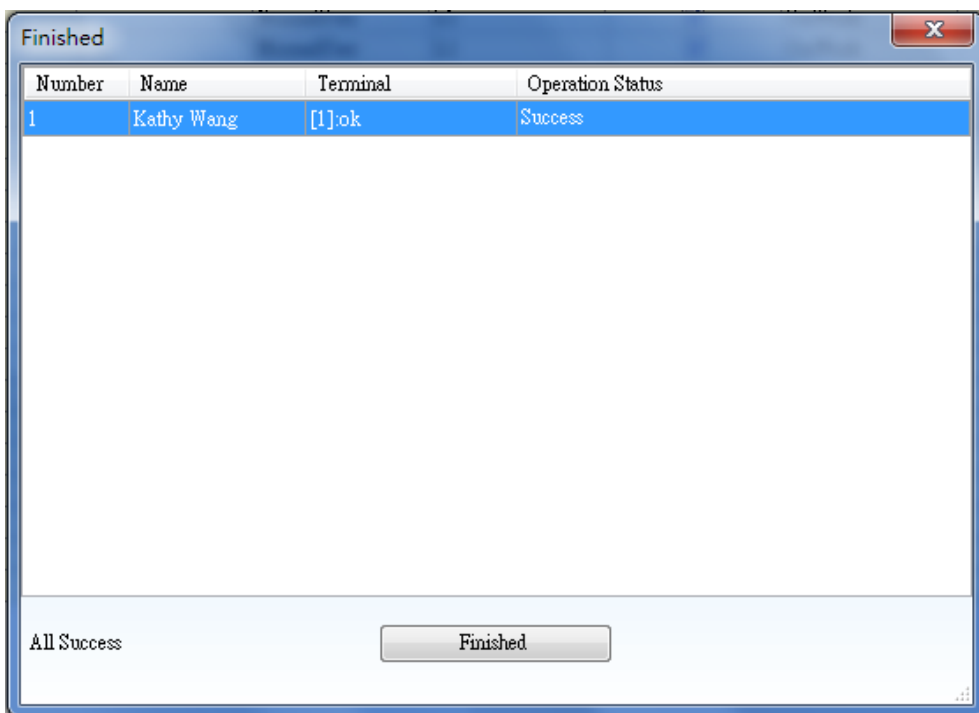


2-1.11.2 Delete user from terminal

- 1、Click “More operation”→“Delete user from terminal” to call a terminal list, There are order mode and synchronous mode can be option.

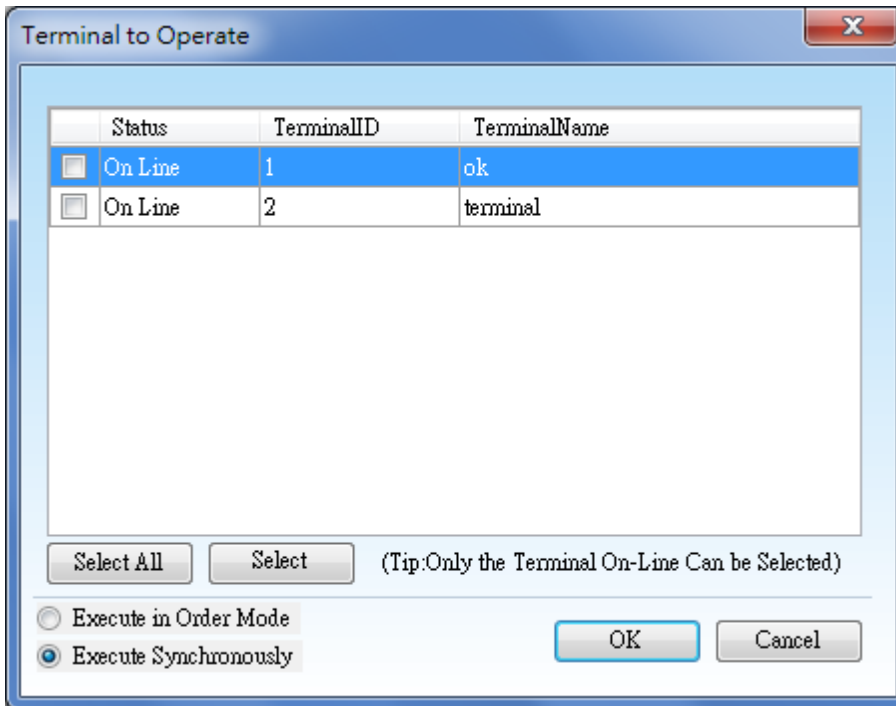


- 2、Select terminal(s) from the list then click OK to delete, when process of deletion is done, a status will be shown on screen. Press “Finished” button to quit.

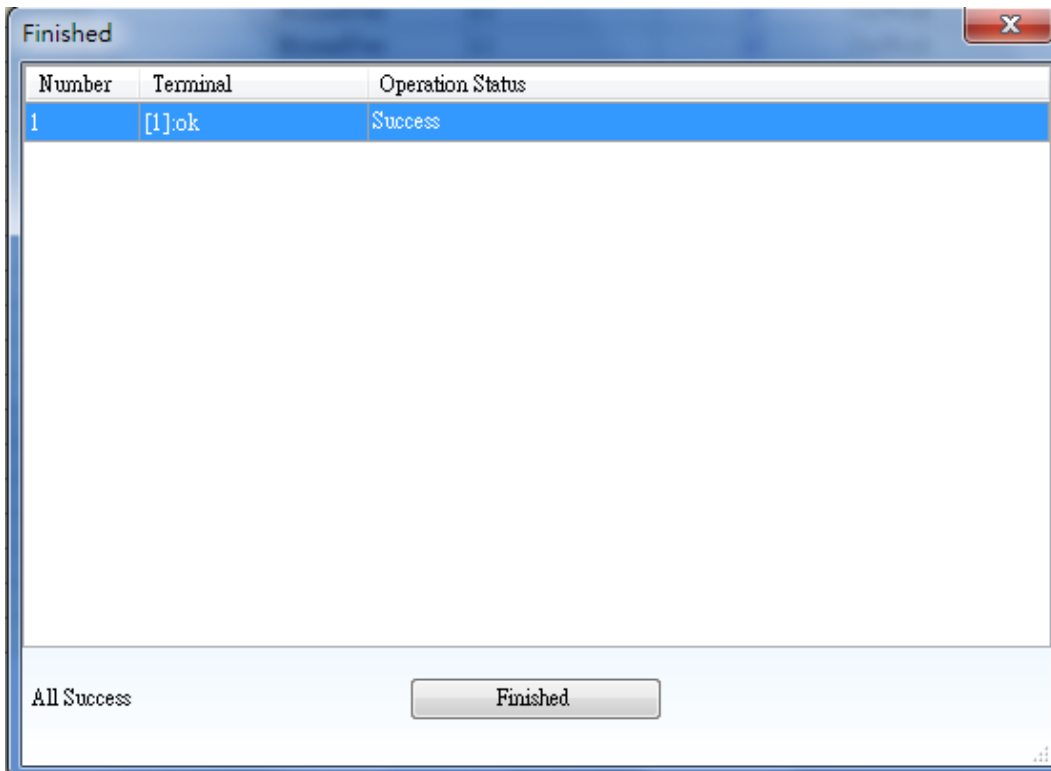


2-1.11.3 Clear all users from terminal

1、Click “More Operation”→“Clear all users from terminal” to call a terminal list to be chosen, which can be process in order or synchronous mode.

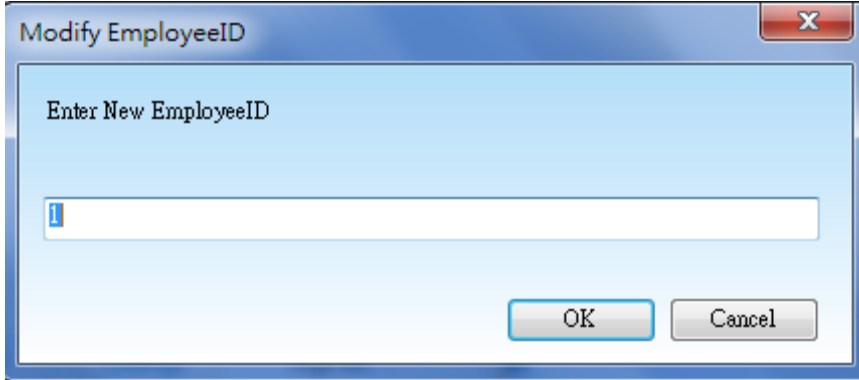


2、Check (V) terminal(s) from the list and click “OK” button to delete all users from the terminal(s). Upon deletion is done, press “Finished” button to close the window.



2-1.11.4 Modify Employee ID

- 1、Select user from the user list then click "More operation"→"Modify Employee ID" to call an Employee ID modification window as shown.

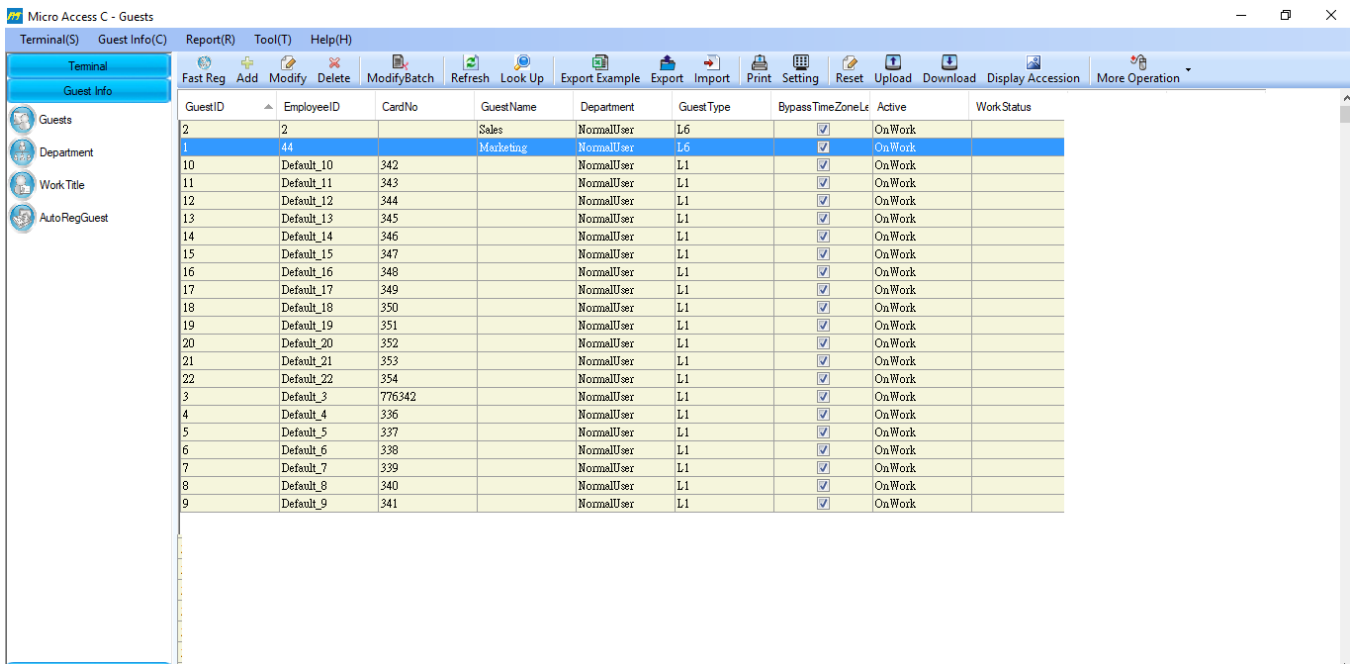


Modify EmployeeID

Enter New EmployeeID

OK Cancel

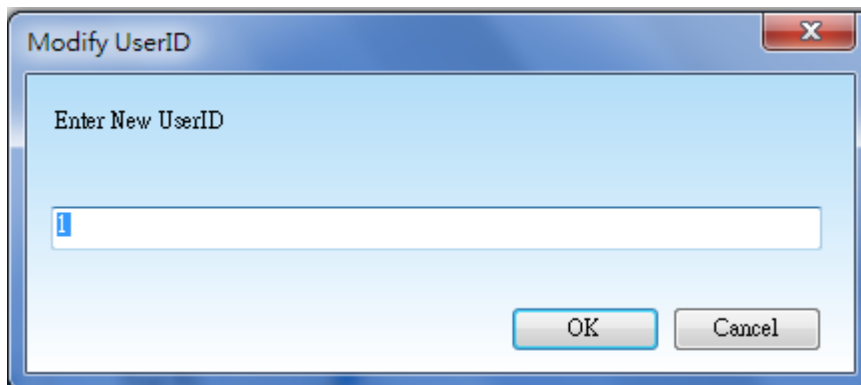
- 2、When employee ID modified, press "OK" will update new Employee ID information to user list.



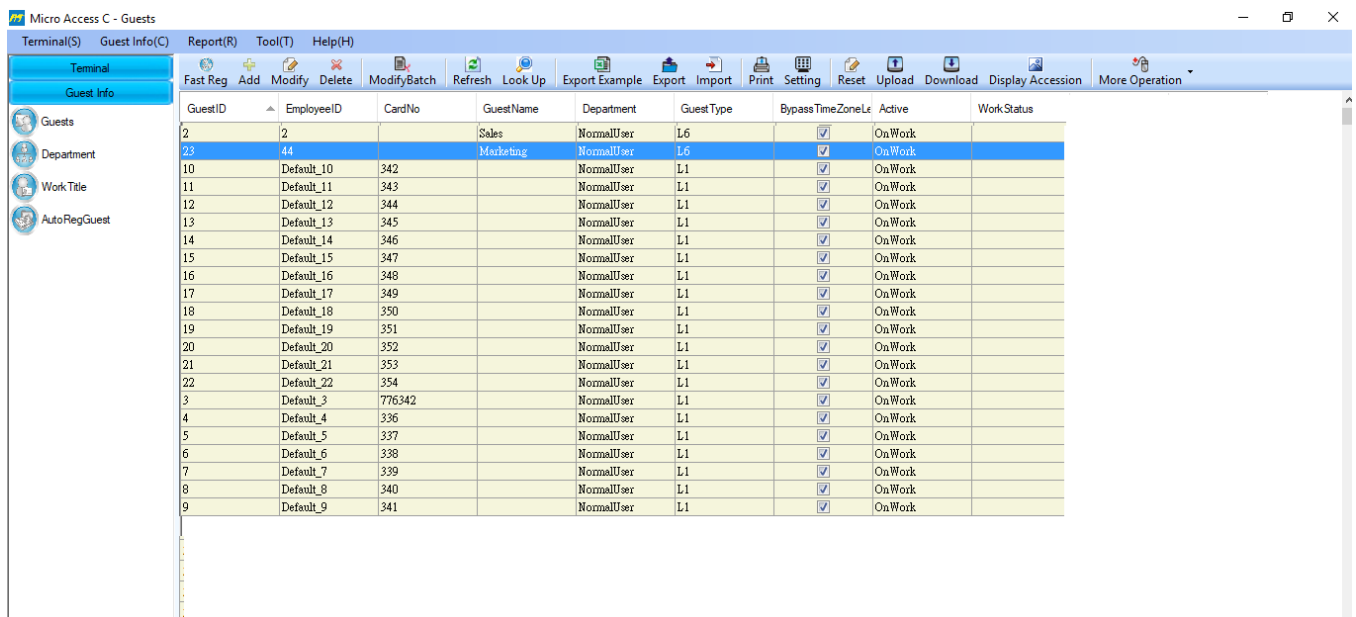
GuestID	EmployeeID	CardNo	GuestName	Department	GuestType	BypassTimeZoneLe	Active	WorkStatus
2	2		Sales	NormalUser	L6	<input checked="" type="checkbox"/>	OnWork	
1	44		Marketing	NormalUser	L6	<input checked="" type="checkbox"/>	OnWork	
10	Default_10	342		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
11	Default_11	343		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
12	Default_12	344		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
13	Default_13	345		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
14	Default_14	346		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
15	Default_15	347		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
16	Default_16	348		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
17	Default_17	349		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
18	Default_18	350		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
19	Default_19	351		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
20	Default_20	352		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
21	Default_21	353		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
22	Default_22	354		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
3	Default_3	776342		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
4	Default_4	336		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
5	Default_5	337		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
6	Default_6	338		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
7	Default_7	339		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
8	Default_8	340		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
9	Default_9	341		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	

2-1.11.5 Modify User ID

- 1、Select user from the user list then click “More operation”→“Modify User ID” will call a User ID Modification window as shown.



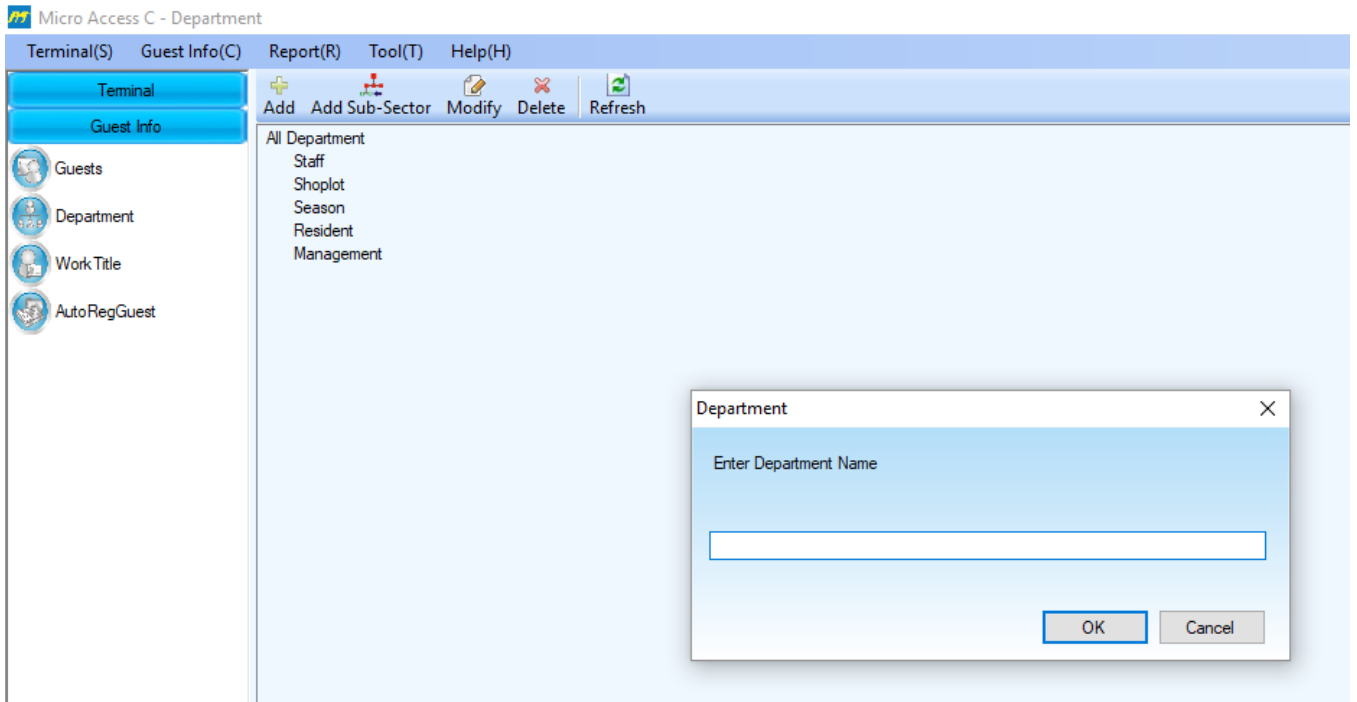
- 2、When User ID modified, press “OK” will update new User ID information to user list. As below case, User ID 1 has modified to 23.



GuestID	EmployeeID	CardNo	GuestName	Department	Guest Type	BypassTimeZoneLe	Active	Work Status
2	2		Sales	NormalUser	L6	<input checked="" type="checkbox"/>	OnWork	
23	44		Marketing	NormalUser	L6	<input checked="" type="checkbox"/>	OnWork	
10	Default_10	342		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
11	Default_11	343		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
12	Default_12	344		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
13	Default_13	345		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
14	Default_14	346		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
15	Default_15	347		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
16	Default_16	348		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
17	Default_17	349		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
18	Default_18	350		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
19	Default_19	351		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
20	Default_20	352		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
21	Default_21	353		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
22	Default_22	354		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
3	Default_3	776342		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
4	Default_4	336		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
5	Default_5	337		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
6	Default_6	338		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
7	Default_7	339		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
8	Default_8	340		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	
9	Default_9	341		NormalUser	L1	<input checked="" type="checkbox"/>	OnWork	

2-2 Department

1、Click “Setting”→“Department” to call a Department modification window as shown.

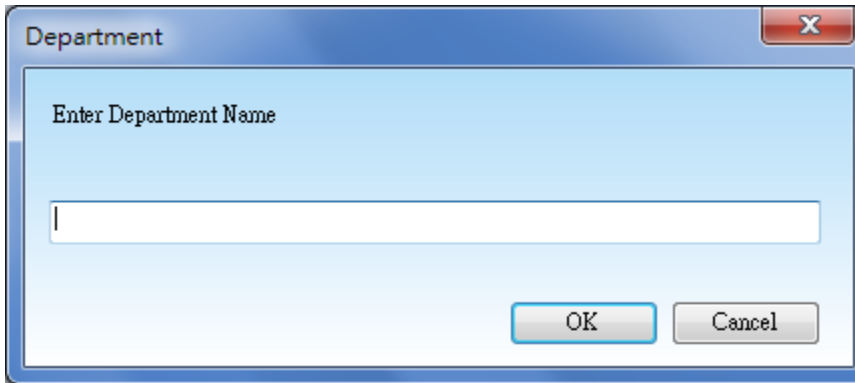


2、For Department, there are:

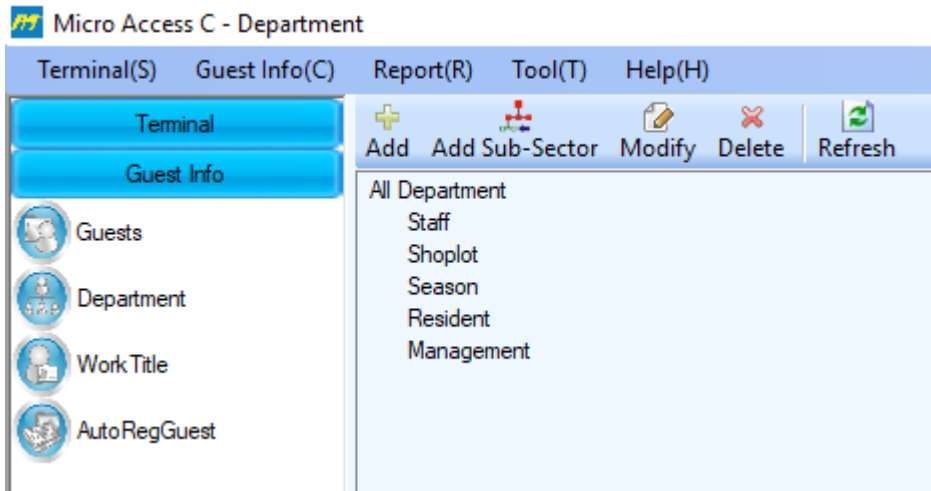
- **Add、Add Sub-Department、Modification：**
Add、Modify Department and Sub-Department
- **Delete**
Delete department and sub-department
- **Refresh**
Refresh department configuration window

2-2.1 Add department

1、Click “Add” to call a department configuration window as shown.

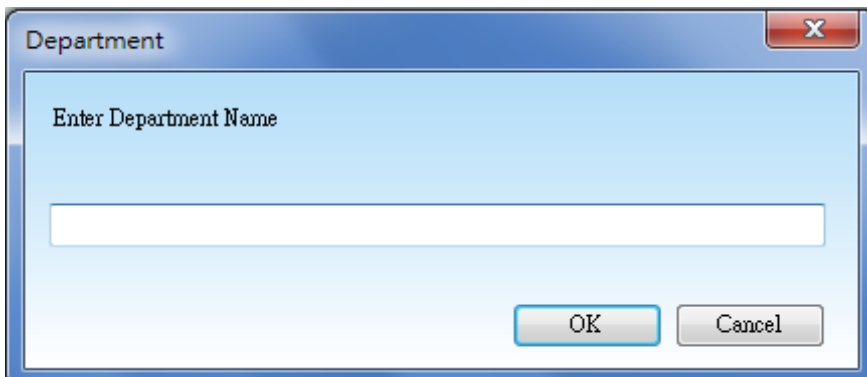


2、When department information input, new information and status will be display on screen as shown.

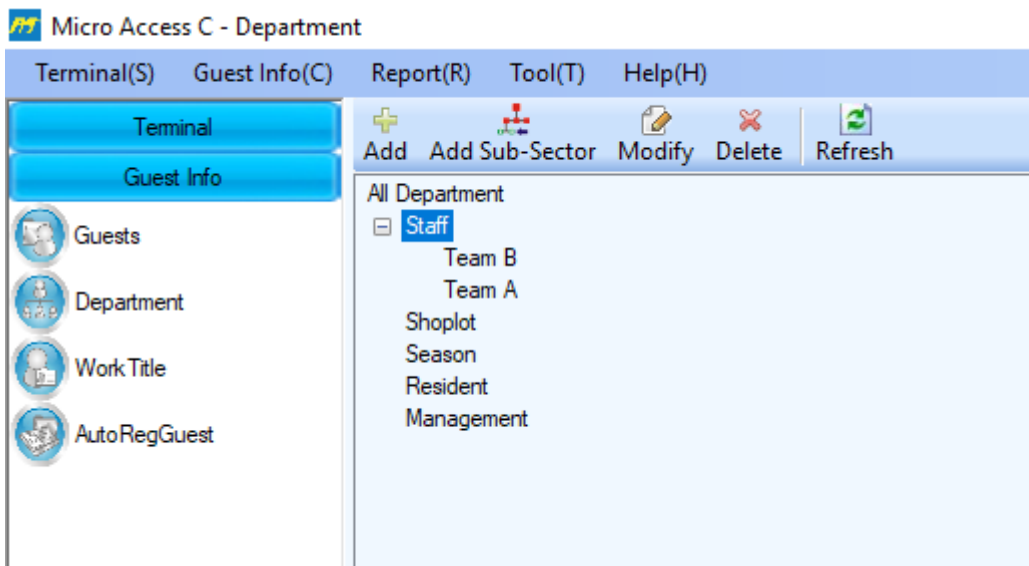


2-2.2 Add Sub-Sector

- 1、Select a department from the list then click “Add Sub-Sector” button to call a window to configure a subsidiary for the selected department as shown.

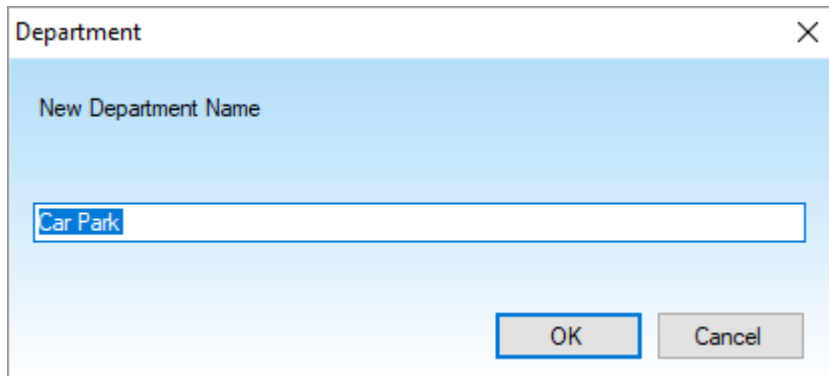


- 2、When a sub-sector has input, new information will be updated to the department list as shown

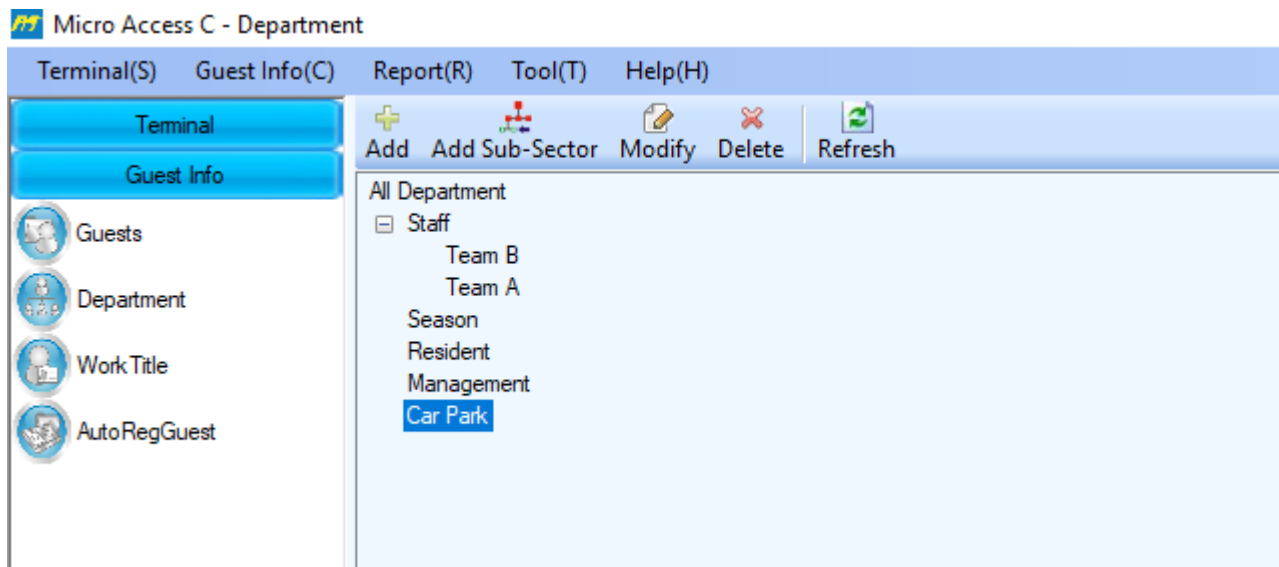


2-2.3 Modify Department/Sub-sector

- 1、Select Department/Sub-sector from the list then click “Modification” button to call a configuration window as shown.



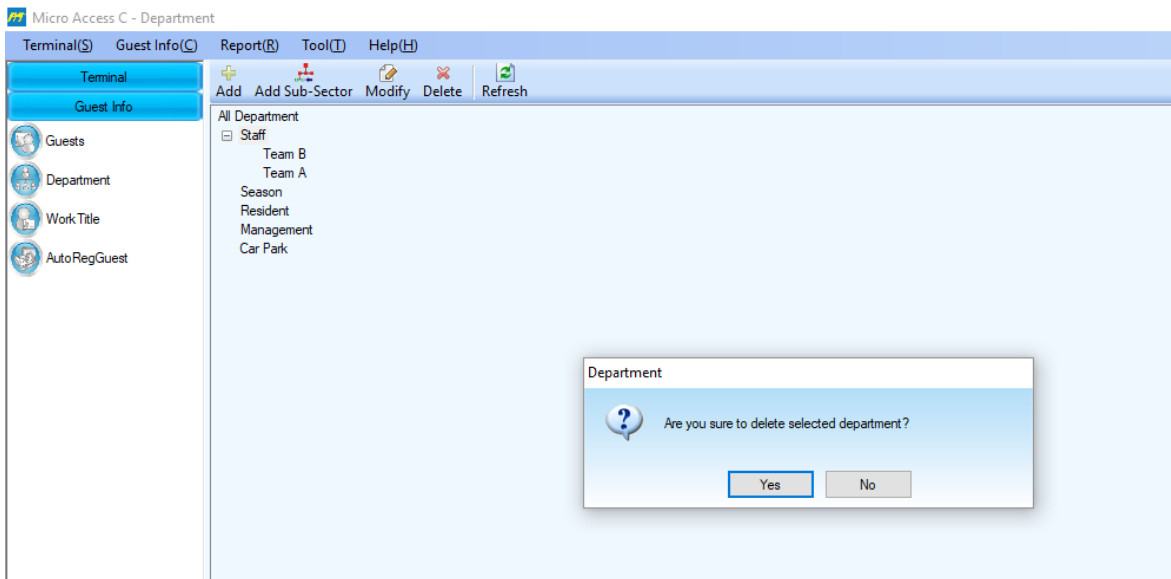
- 2、When new information input, it will be updated and display on screen as shown.



- 3、The modification can also be done by double clicking the department/sub-sector from the list, the same configuration window will be display.
- 4、Department/Sub-department information can only be modified one by one.

2-2.4 Delete Department/Subsidiary

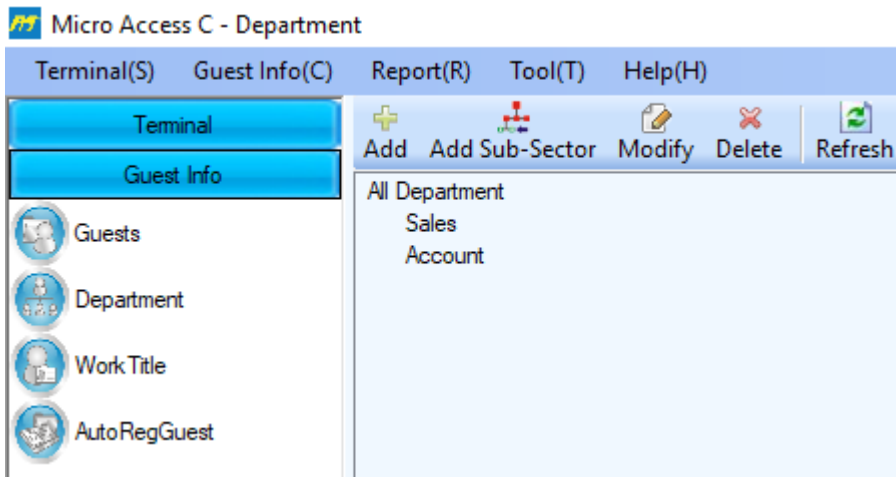
1、Select Department/Subsidiary from the list then click “Delete” button to call a confirmation message as shown.



2、When “Department”, the subsidiary will also be removed.

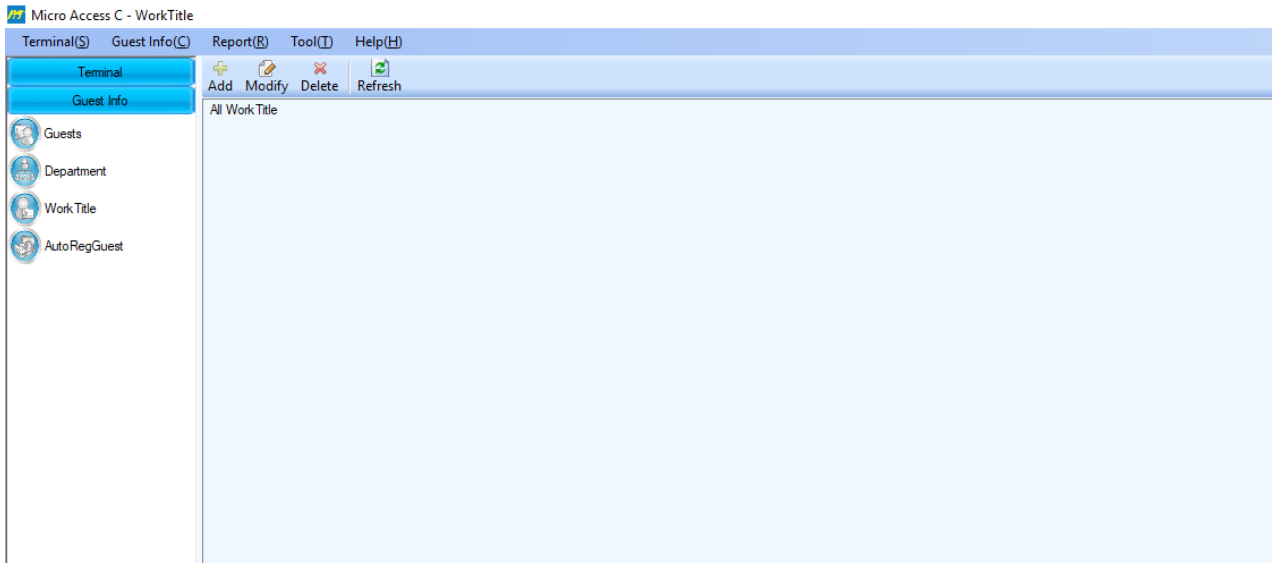
2-2.5 Refresh

Refresh current display all department information.



2-3 Work Title

1、Click “Setting”→ “Work Title” to call a position configuration window as shown.



2、Position configuration will be:

- **Add、Modify：**

Add, Modify position name

- **Delete**

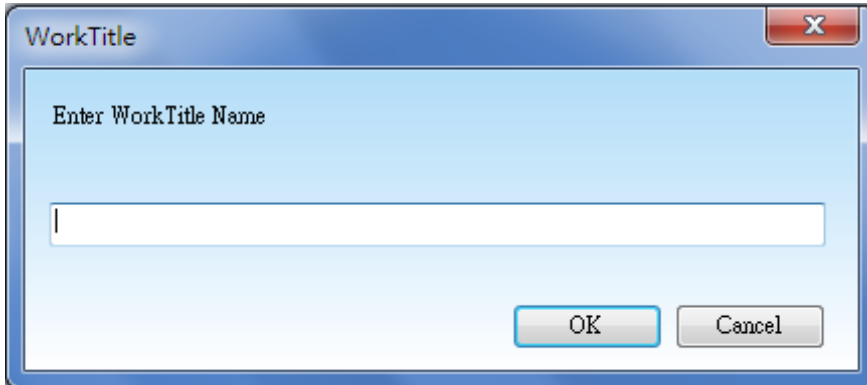
Delete existing position

- **Refresh**

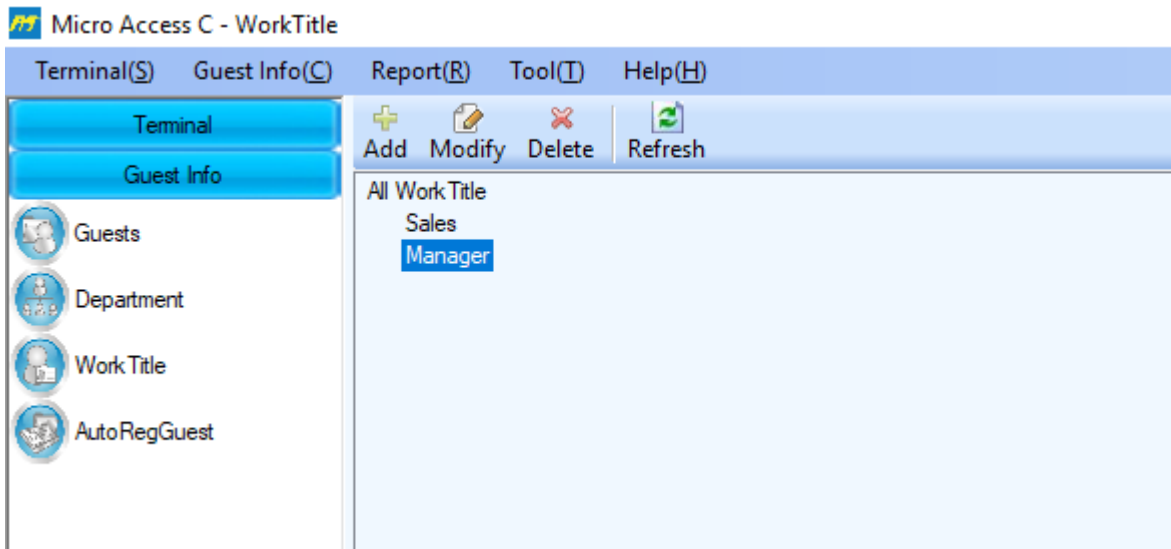
Refresh position configuration screen

2-3.1 Add Position

1、Click “Add” to call a configuration window for position as shown.

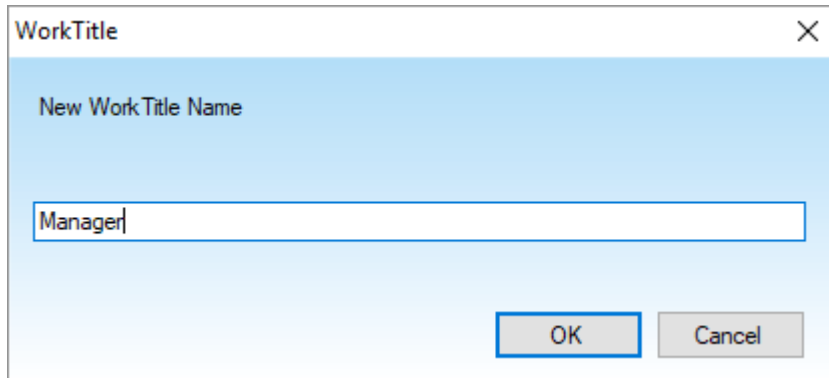


2、When Position information input, the new information will be display on screen as below.



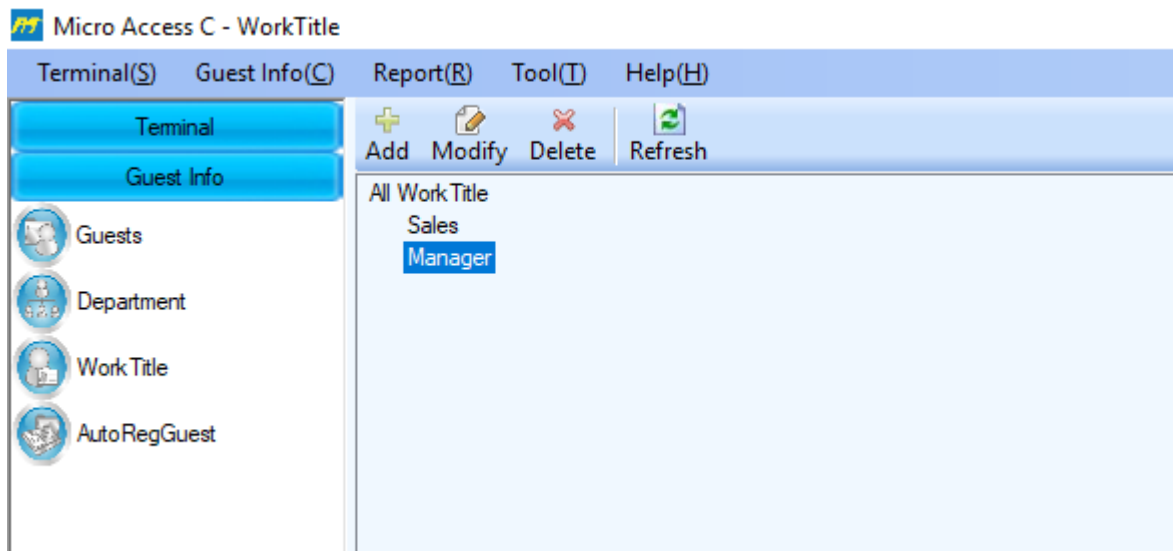
2-3.2 Modify Position information

1、Select position from the list then click "Modify" button to call a configuration window.



The screenshot shows a dialog box titled "WorkTitle" with a close button (X) in the top right corner. Inside the dialog, there is a label "New WorkTitle Name" above a text input field. The input field contains the text "Manager". At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

2、Upon click "OK" button will save the new information, it be display on the list as below.

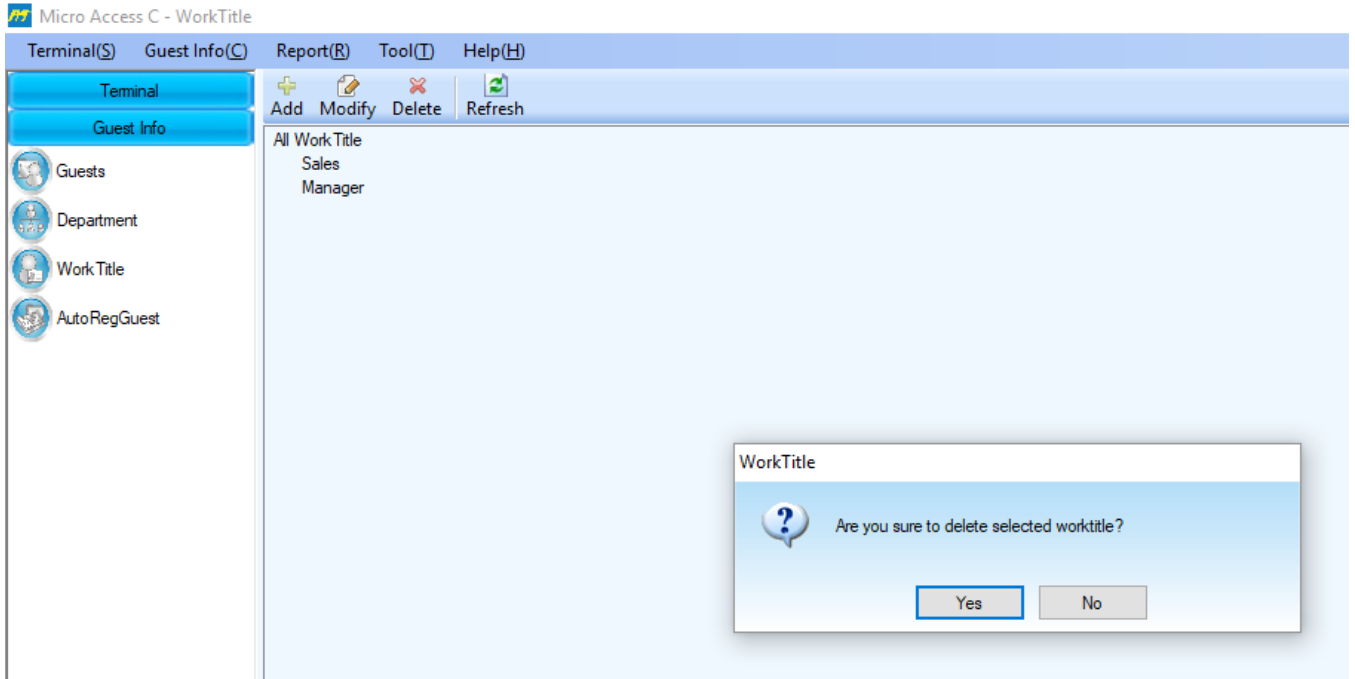


3、Modification can also be done by clicking "Deletion" button from the menu, double click position name from the list will also call a same configuration window.

4、Position modification can only be done only one by one.

2-3.3 Delete Position

Select position from the list and click “Delete” button will display a warning message as shown. Click “Yes” to delete or “No” to cancel.



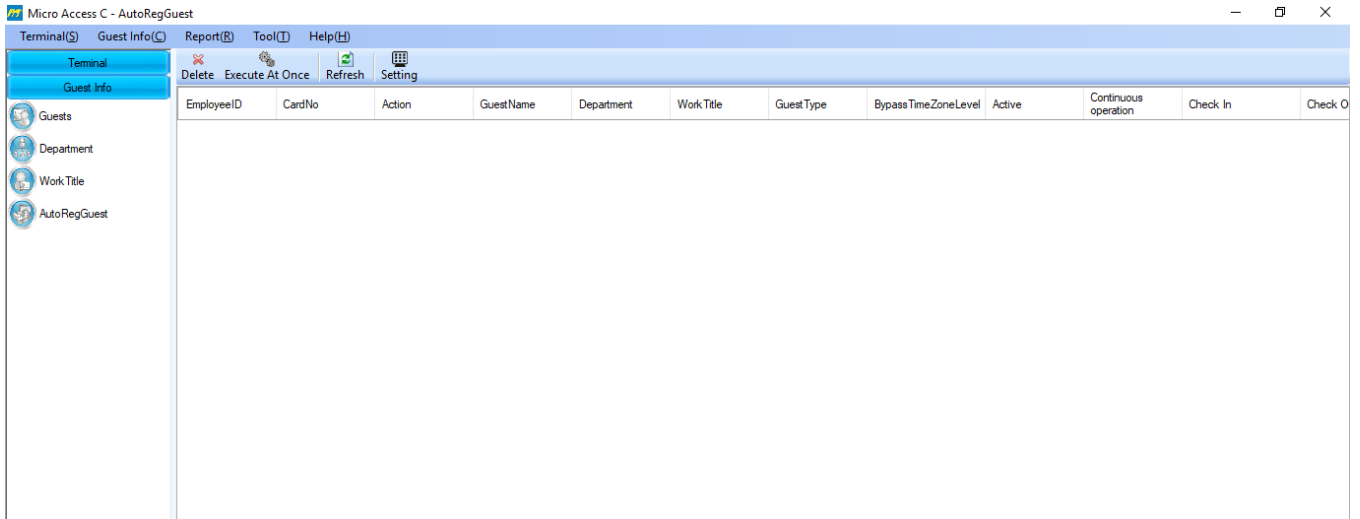
2-3.4 Refresh

Refresh current information on screen.

2-4 Automatically Registry User

Automatically registry user function on Micro Access C 2.0 serves Add, Modify, Delete user(s) function to connect different database resource like HR payroll system database to Micro Access C. When indicating next step (Add, Modify or Delete), AutoRegUser function will run user list uploading, modification or deletion.

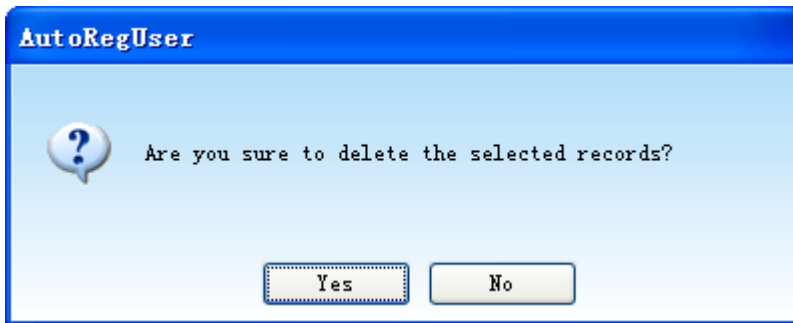
Click "Setting" → "AutoRegUser" to call a registry user window as below:



- **Delete** : Delete Registry information
- **Execute at once** : Manually execute progress of user registry
- **Refresh** : Reloading user registry information
- **Setting** : Configuration AutoRegUser function content: AutoRegUser function activation, and period of AutoRegUser function (in minute).

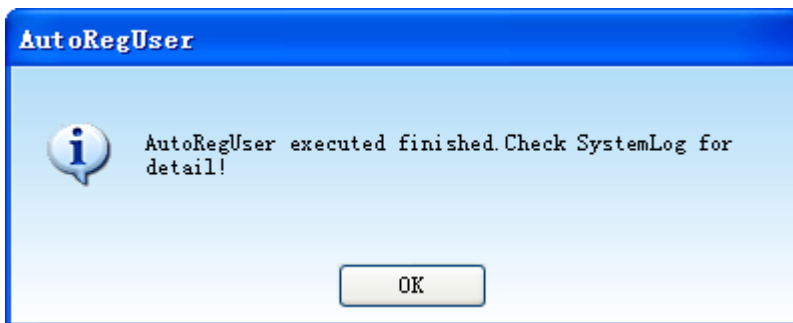
2-4.1 Delete

Delete AutoRegUser queued item(s) will call a confirmation message box as shown. Click “YES” to delete or “No” to cancel



2-4.2 Execute At Once

Click the Execute at Once function to execute “AutoRegUser” progress at once. After progress is done, a message box will be display as shown, click “OK” button to finish the function.



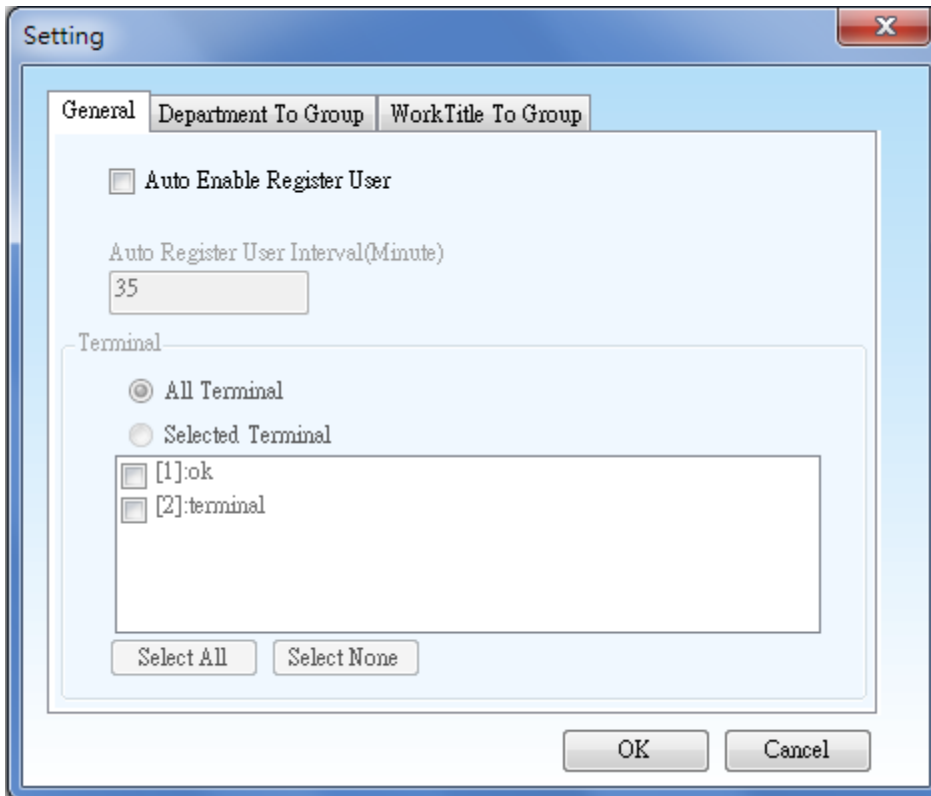
Normally, queued items will be cleared when progress is done, or check the list to see if there’s any error.

2-4.3 Refresh

Click “Refresh” button to reload queue items to run Auto-Registry.

2-4.4 Setting

Click “Setting” to call a configuration window as shown.



General :

Determine “Auto Enable Register User” and a “Auto Register User Interval” which means a period of execution time for “Auto-Registry User” function (in minute).

Department and Group :

Determine department’s accessibility between group(s). I

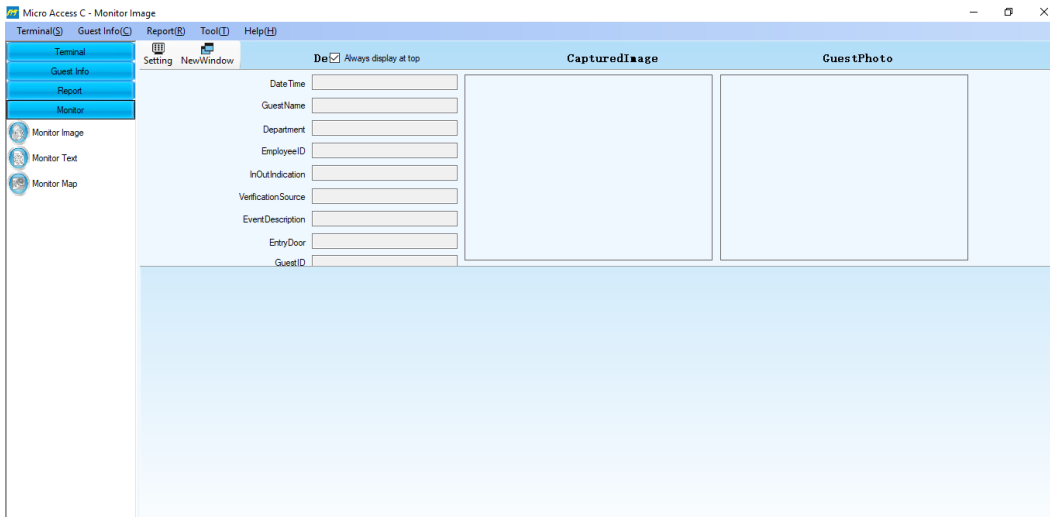
Work title to Group :

Determine “Position” between group(s).

3. Monitor

3-1 Monitor Image

1、Click “Monitor”→ “Monitor Image” to call live monitor image as shown.



2、Image monitor will display :

Date Time, User Name, Department, Employee ID, In or Out indication, Verification Source, Event Description, Entry Door, User ID, Captured image, User photo

Setting :

General

(1) Configure maximum access record amount at a screen

Maximum = 100 transactions. Minimum (Default)=10 transactions

(2) Captured image display mode

Automatically zoom-in, zoom-out, ratio zoom-in/zoom-out, Original size. Default mode is automatically zoom-in/zoom-out.

(3) Image width and height

Configure image size. Default value is: Width=320, Height=240

(4) Captured image file saves to a directory.

Activated Event : configure the event types.

Event Color : Configure different color for different event

Sound Alarm : Select event type(s) to alarm Sound

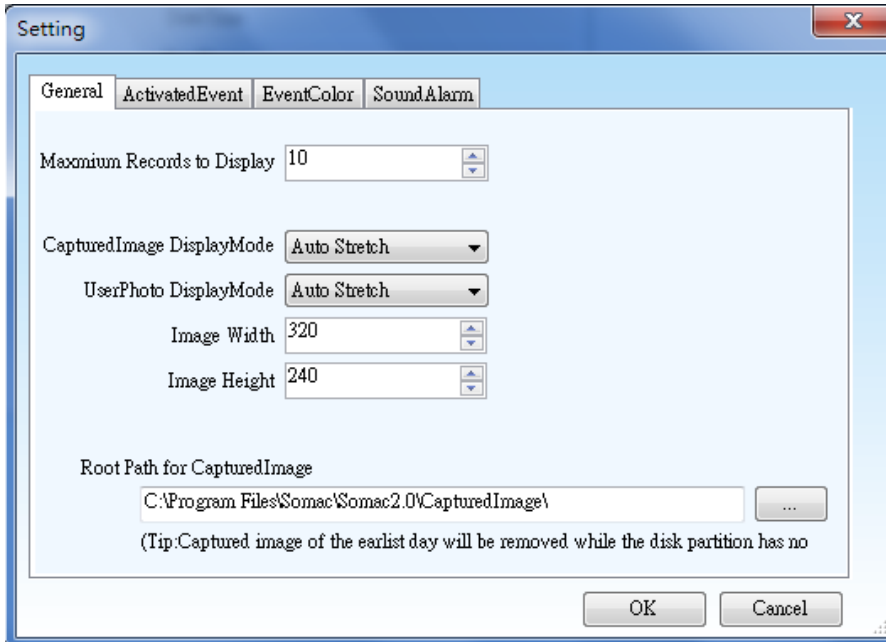
Monitor Image : will call a new image capture window

3、IP Camera image captured function should be activated when “Image Monitor” mode is selected.

3-1.1 Setting

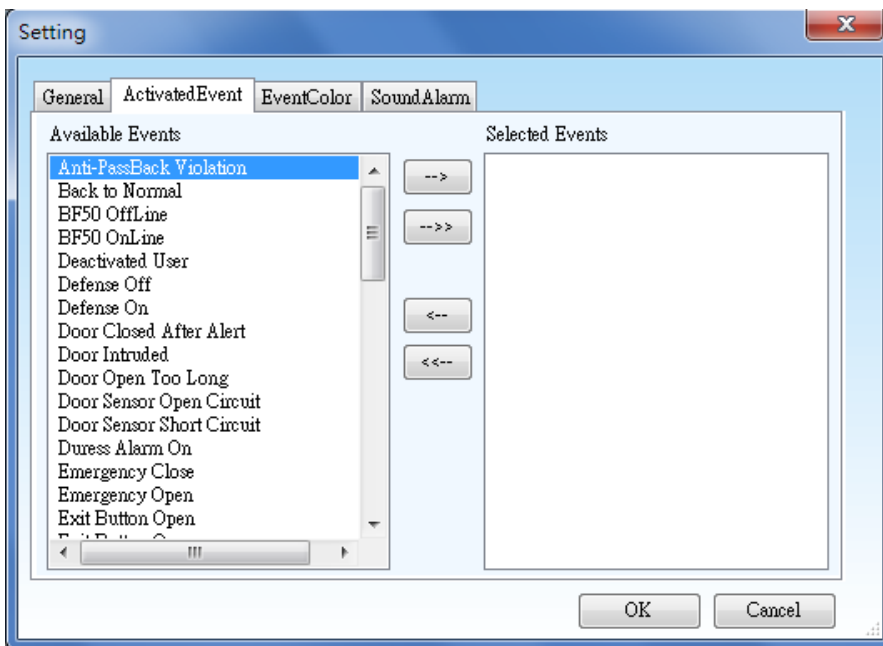
3-1.1.1 General

Click “Setting”→“General” to call a configuration window to set maximum access log entries display at a screen, display mode, image width, height, file directory. Click “OK” button to finish.



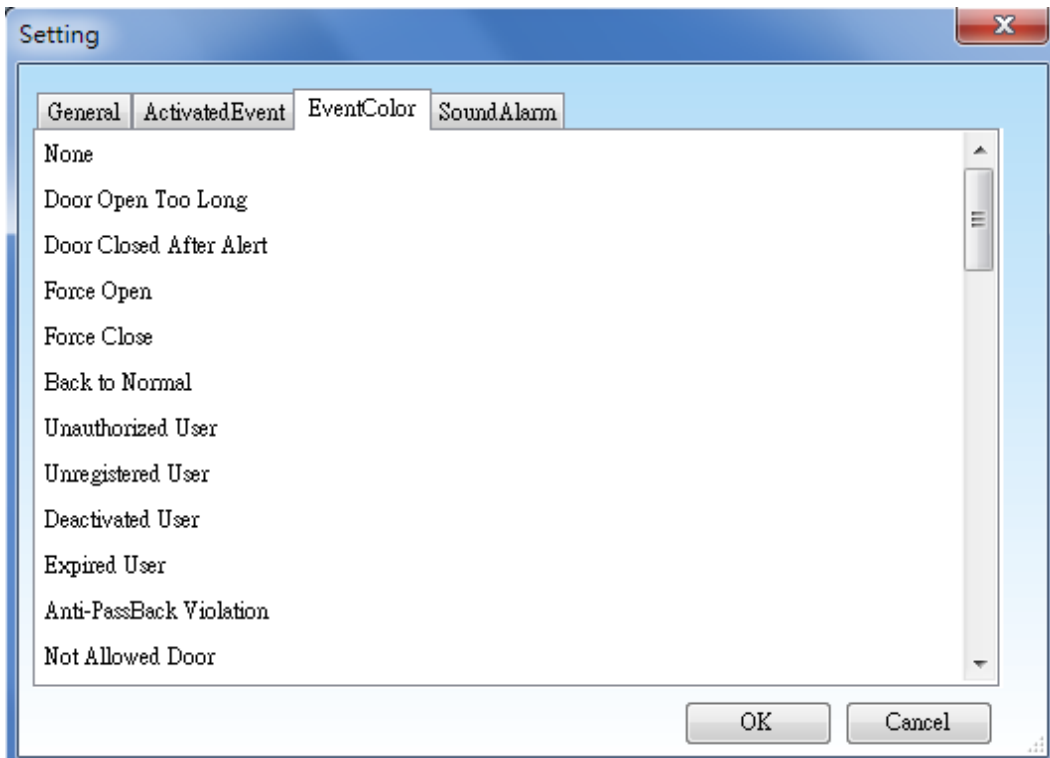
3-1.1.2 Activated Event

Click “Setting”→“Activated Event” to call a configuration window for event trigger type. Move the right/left direction button to select event(s) from the event type window then click “OK” to finish.

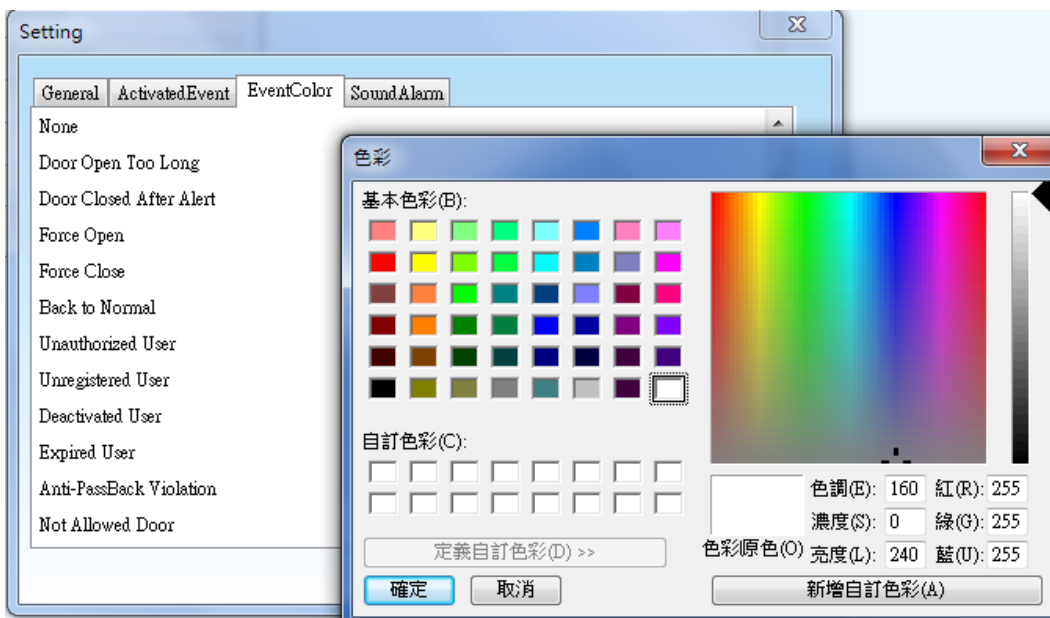


3-1.1.3 Event Color

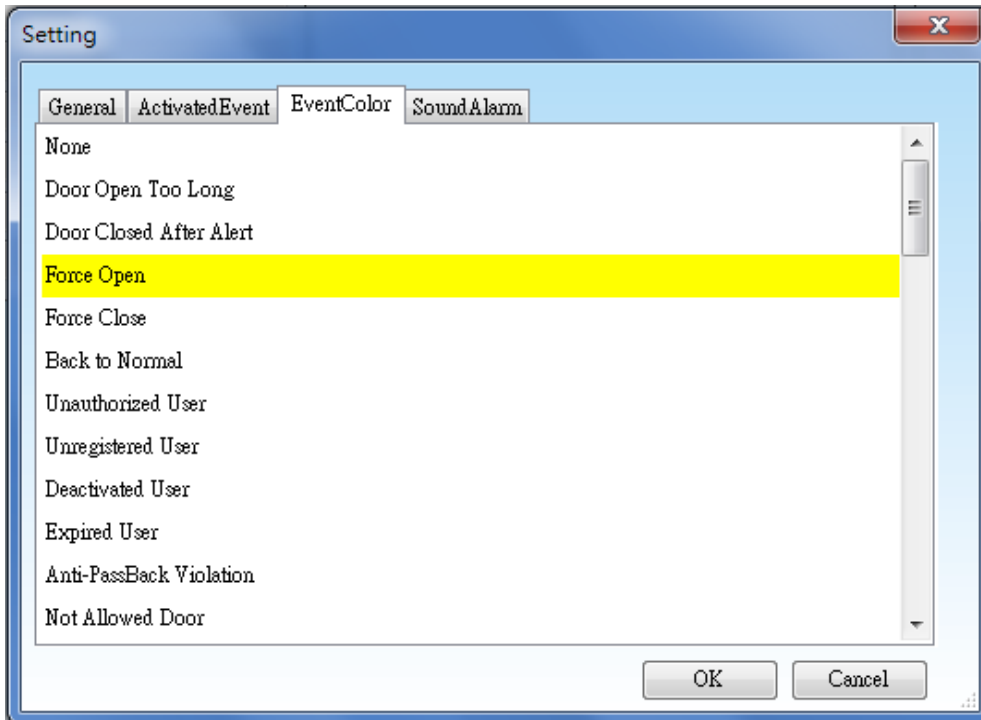
1、Click “Setting”→“Event Color” to call a configuration window for event color selection.



2、When event is selected will call a color configuration window as shown.

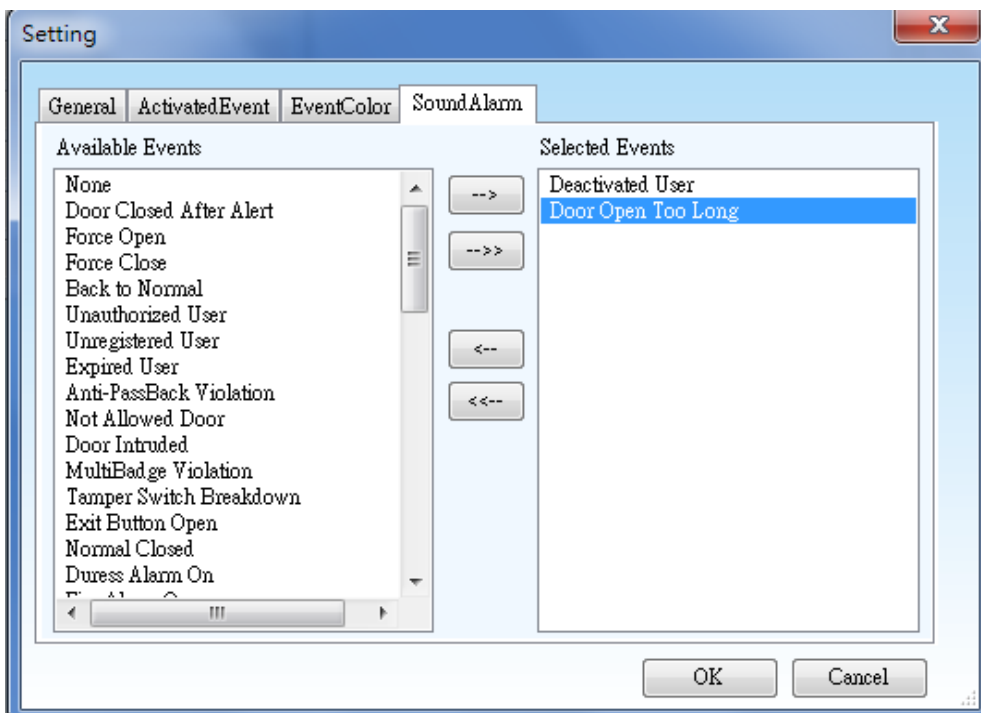


3、When color is selected, click “OK” to flag the color to the event as shown.



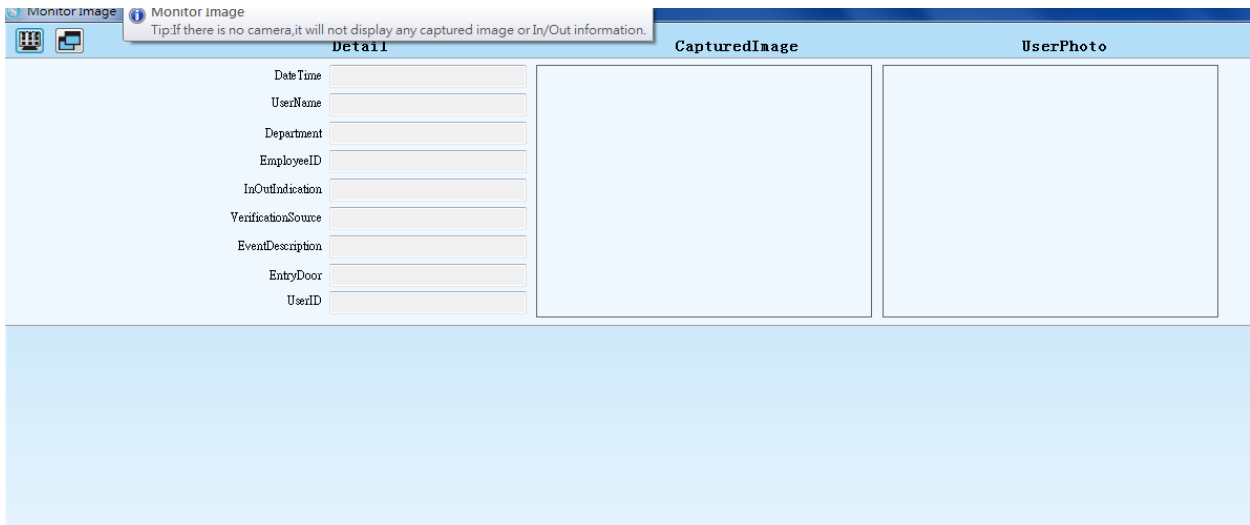
3-1.1.4 Sound Alarm

Click “Setting”→“Sound Alarm” to call a configuration window to set alarm sound for event(s). Left-hand window displays all events. Select even(s) then use arrow button to shift them to right side “Selected events” field, Click “OK” to activate sound alarm configuration.

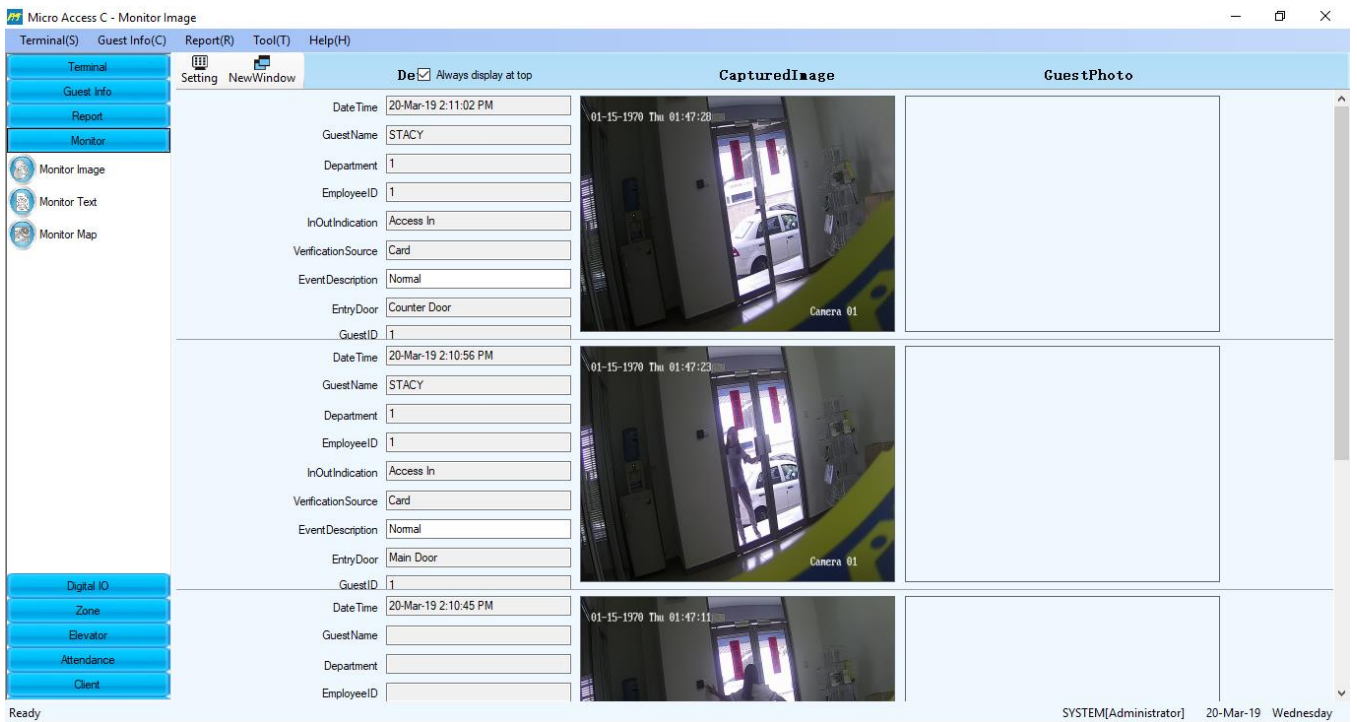


3-1.1.5 Monitor Image

1、Click “Monitor Image” icon to call a new image monitor screen as shown.

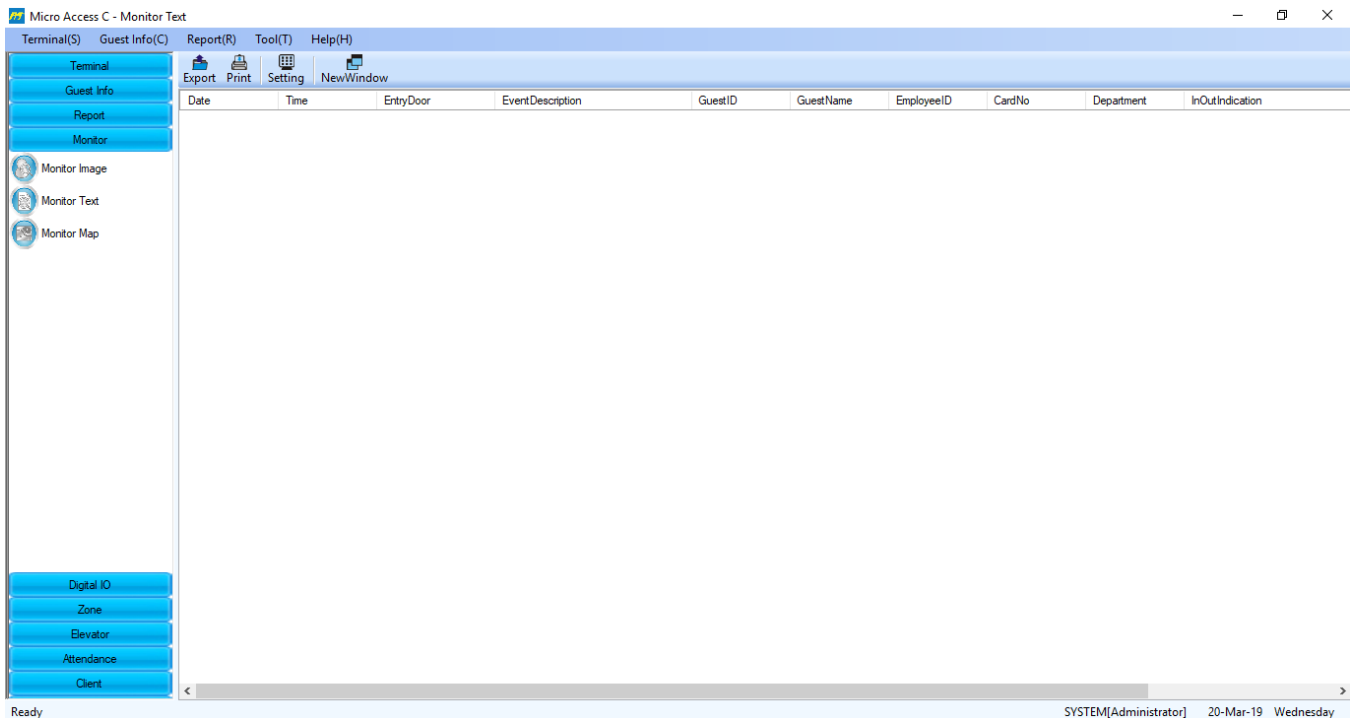


2、Monitor Image function will be continuing when other function is being executed the same time.



3-2 Real Time Text mode Monitor

1、Click “Monitor”→ “Monitor Text” to call a live text mode monitoring screen as shown.



2、Text mode monitor displays :

Date, Time, Entry Door, Event Description, User ID, Name, Employee ID, Card number, Department, In/Out indication, Verification source

Setting :

➤ General

Maximum access log amount can be displayed at a screen.

Maximum = 2000 transactions, Default = 50 transactions

➤ Activated Event

To configure event-triggered items

➤ Event color

To configure event colors when triggered

➤ Sound Alarm

To configure event types for Sound alarm

Print :

Print the text mode access log, printed fields can be selectable

Export :

Export text mode access log as Excel or TXT format

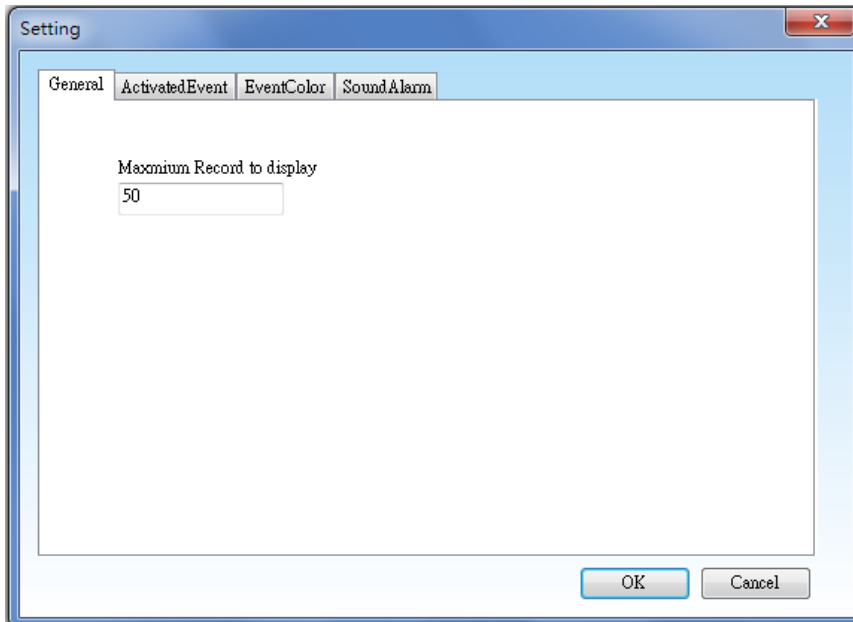
New Window:

To call a new text mode monitoring window

3-2.1 Setting

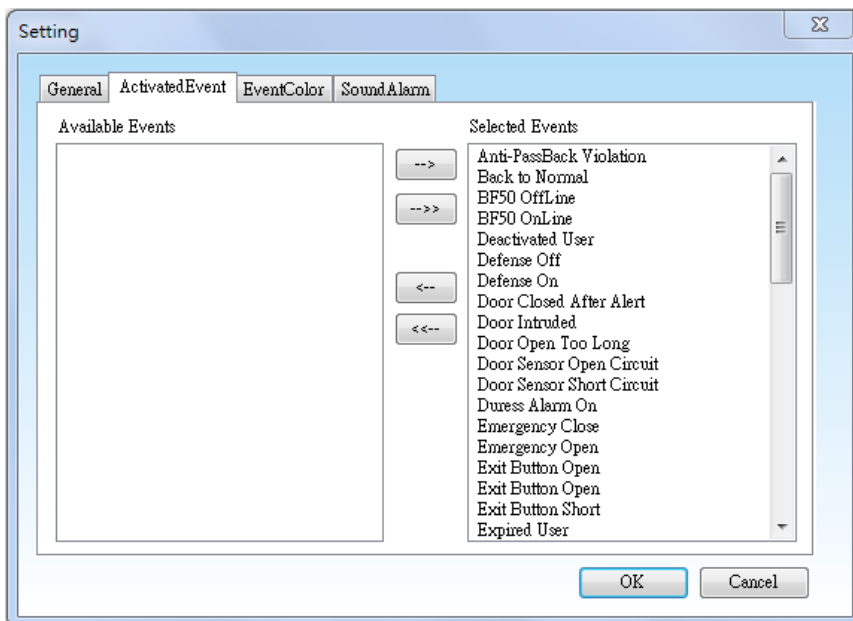
3-2.1.1 General

Click “Setting”→“General” to call a configuration window for maximum access log amount at a screen. Click “OK” to finish.



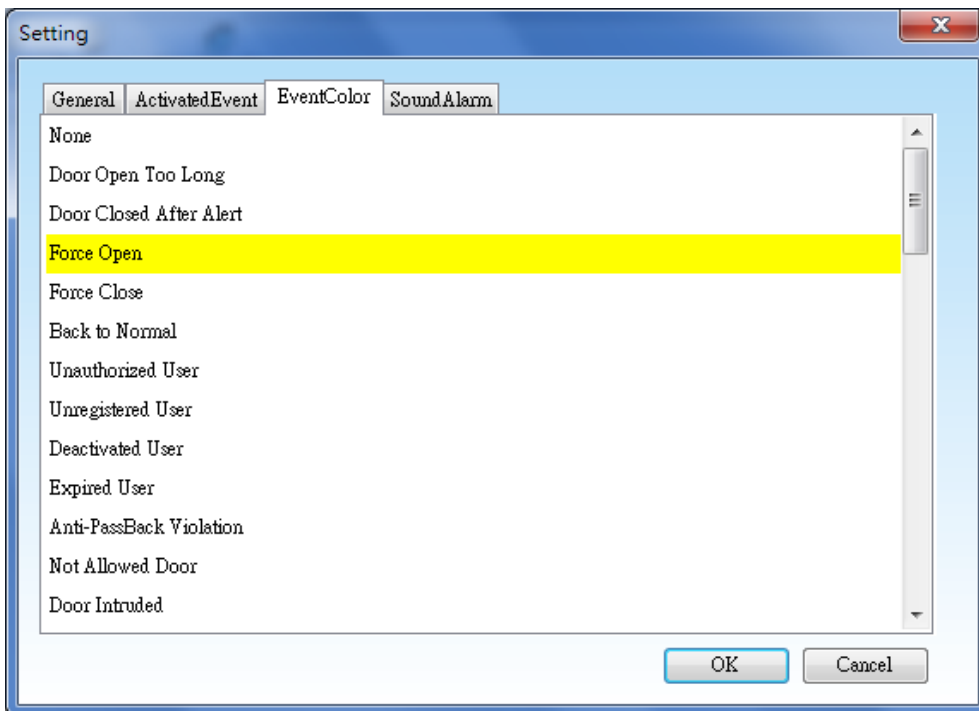
3-2.1.2 Activated Event

Click “Setting”→“Activate Event” to call a configuration window for event trigger. Select event(s) from the left-hand available event (un-trigger event) window and using Arrow buttons to shift trigger event(s) to right-hand window. Click “OK” to finish.

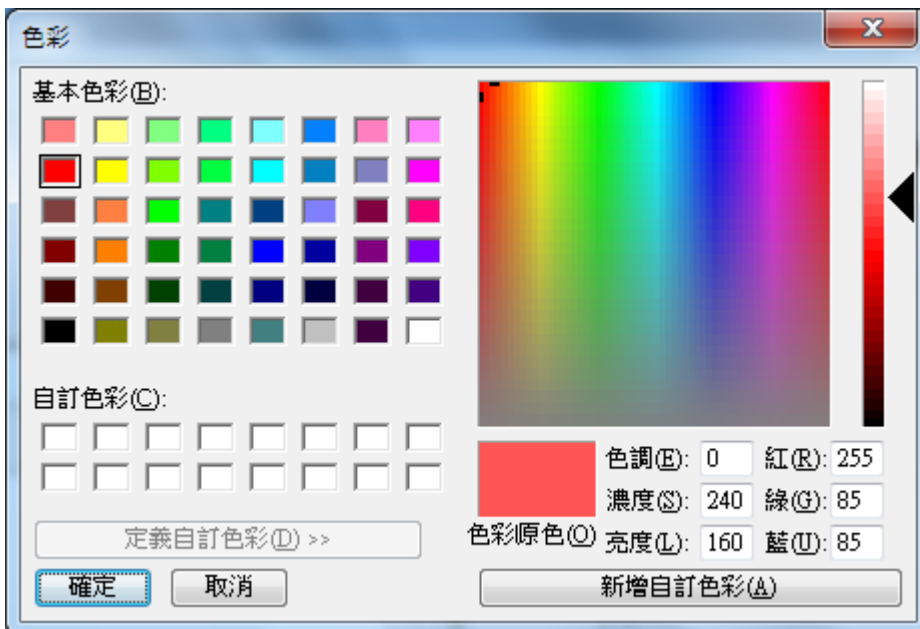


3.2-1.3 Event Color

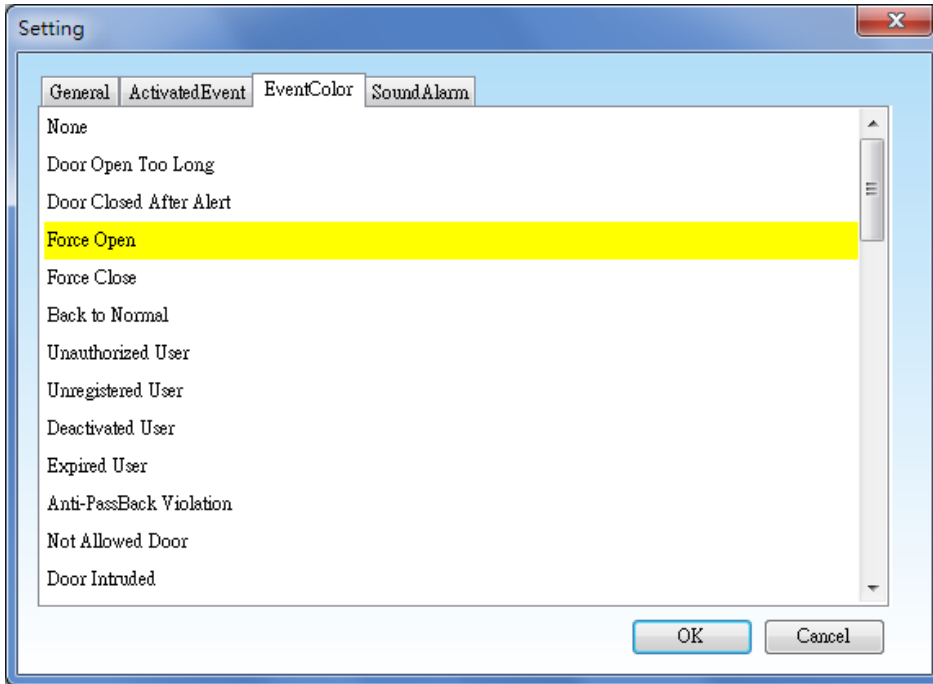
1、Click “Setting”→“Event Color” to call a configuration window for event color as shown.



2、Select color unit from the color plate .



3、Select a color then click “OK” to determine event color.

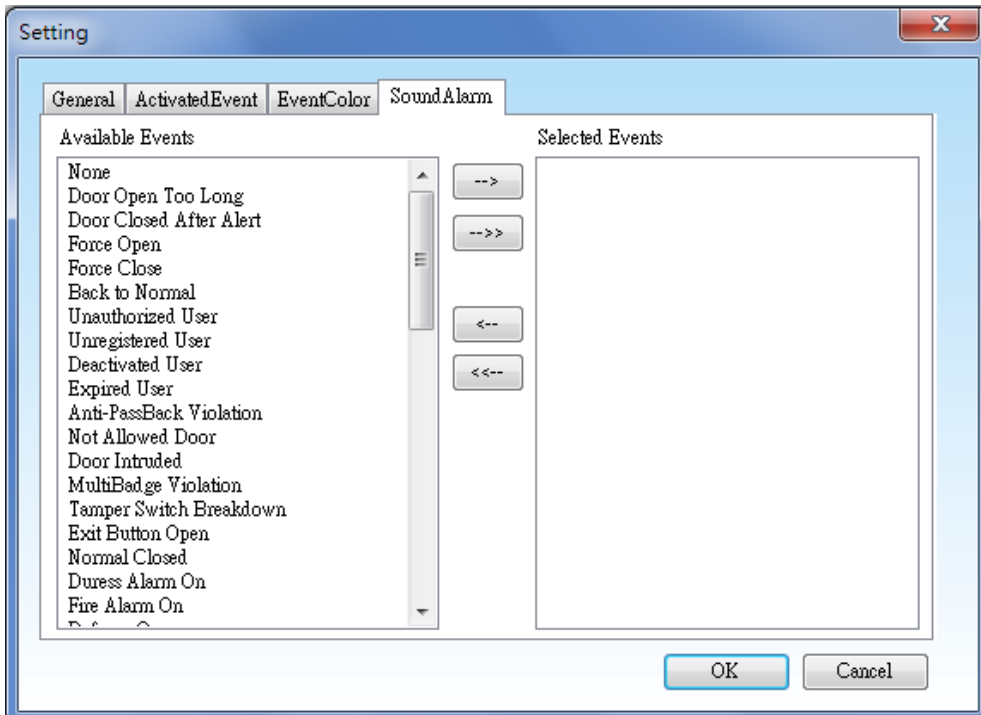


3-2.1.4 Sound Alarm

Click “Setting”→“Sound Alarm” to call a configuration window for Sound alarm setting.

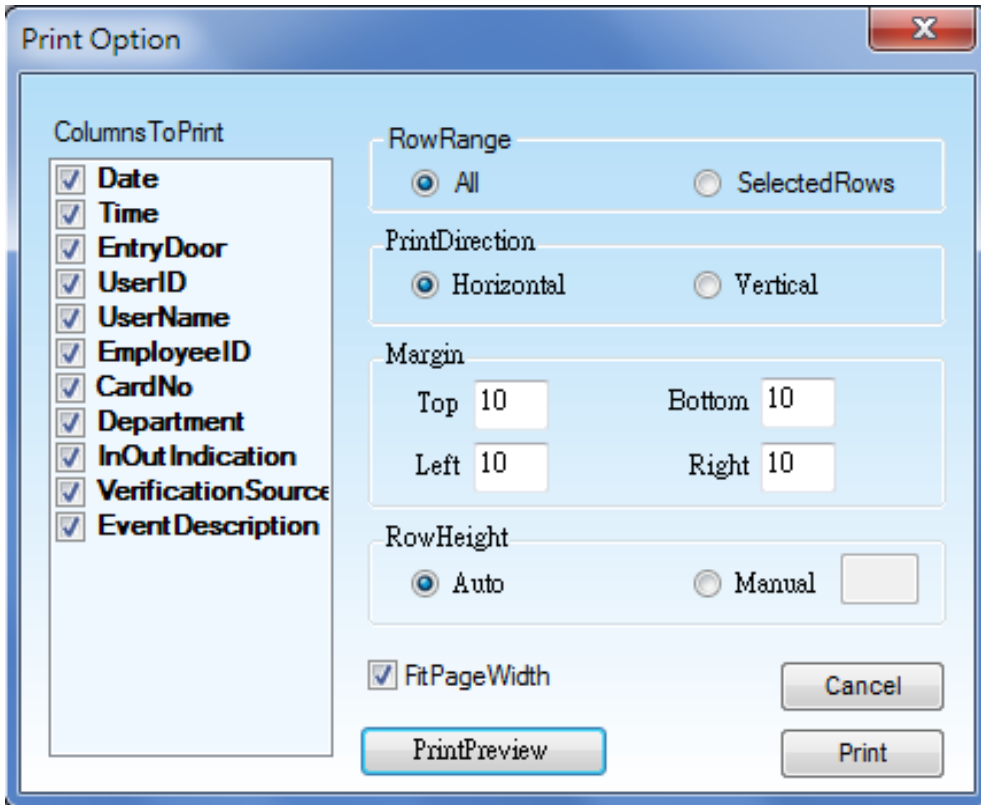
Left-hand window is un-Sound alarm event window. Use “Arrow” buttons to determine Sound event type(s) from the left-hand window to right-hand window.

Click “OK” to finish.

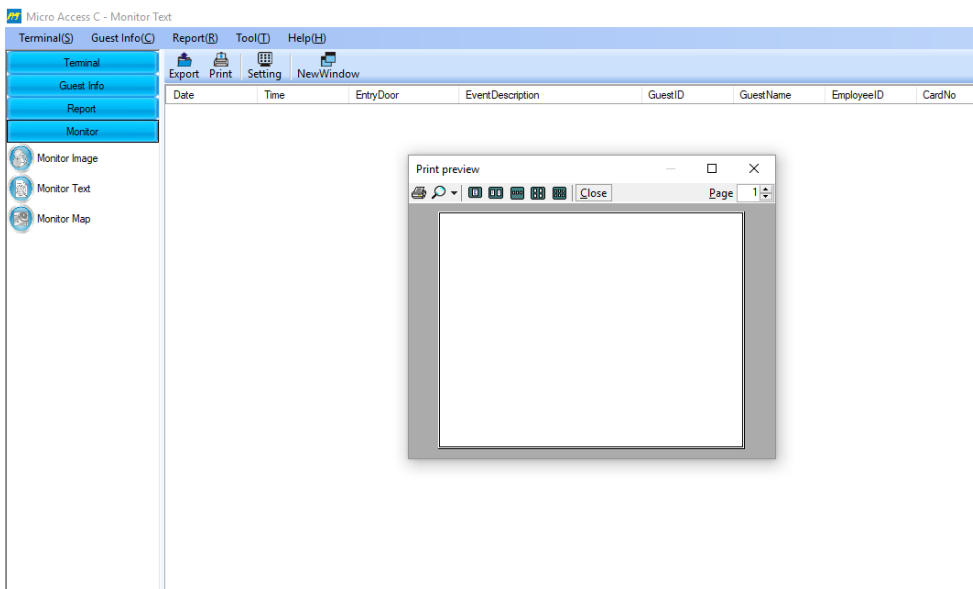


3-2.2 Print

1、Click “Print” to call a configuration window for printing access log record.



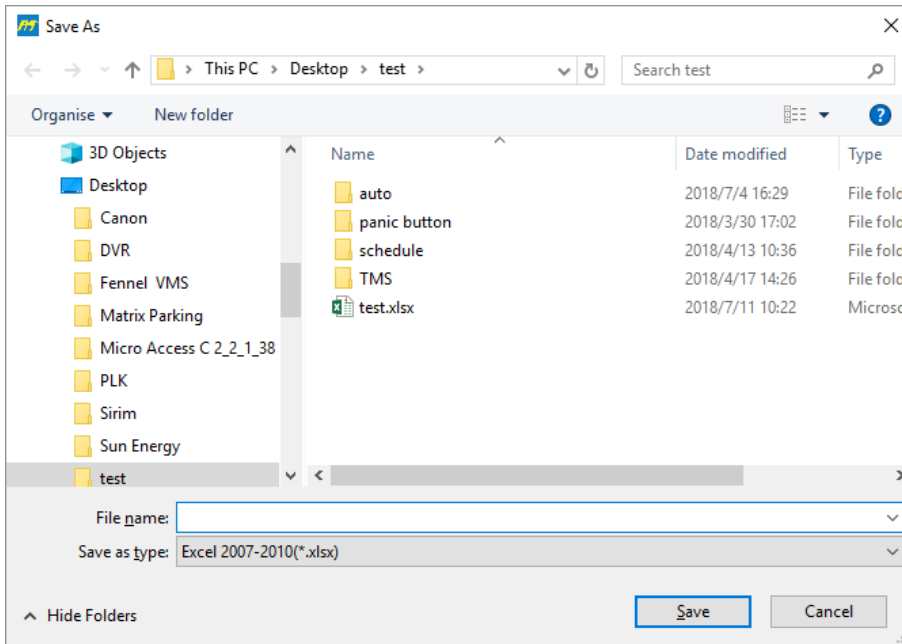
2、Select printed fields and printed width / height ...etc for report, also provides Preview function.



Report can be printing directly or print after preview.

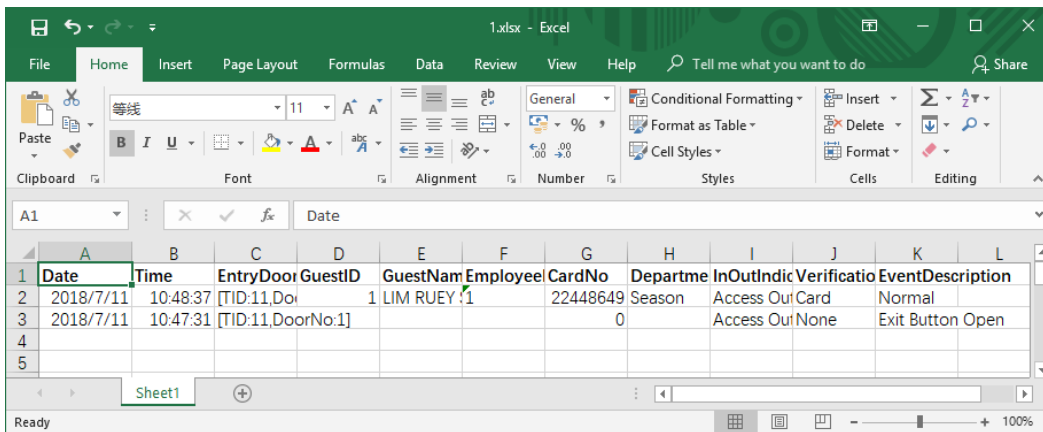
3-2.3 Export

Click “Export” to call a report storage location configuration window. Excel or TXT format is selectable.

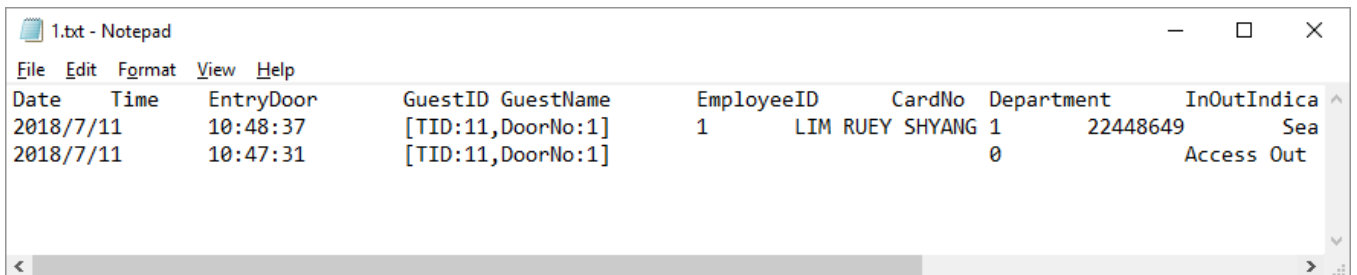


Export format can be:

- **Excel**

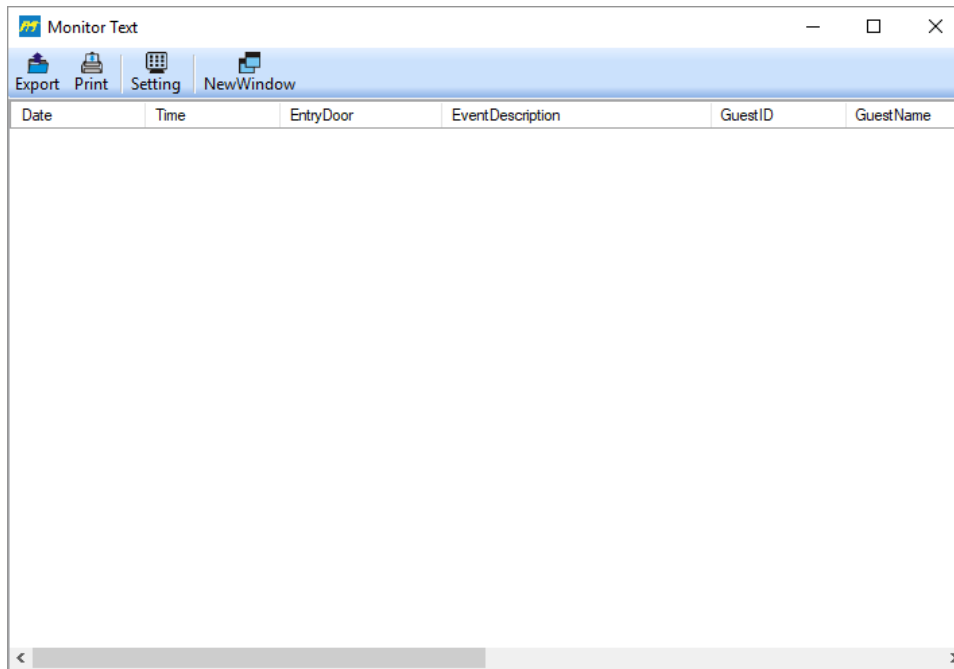


- **TXT**



3-2.4 New Window

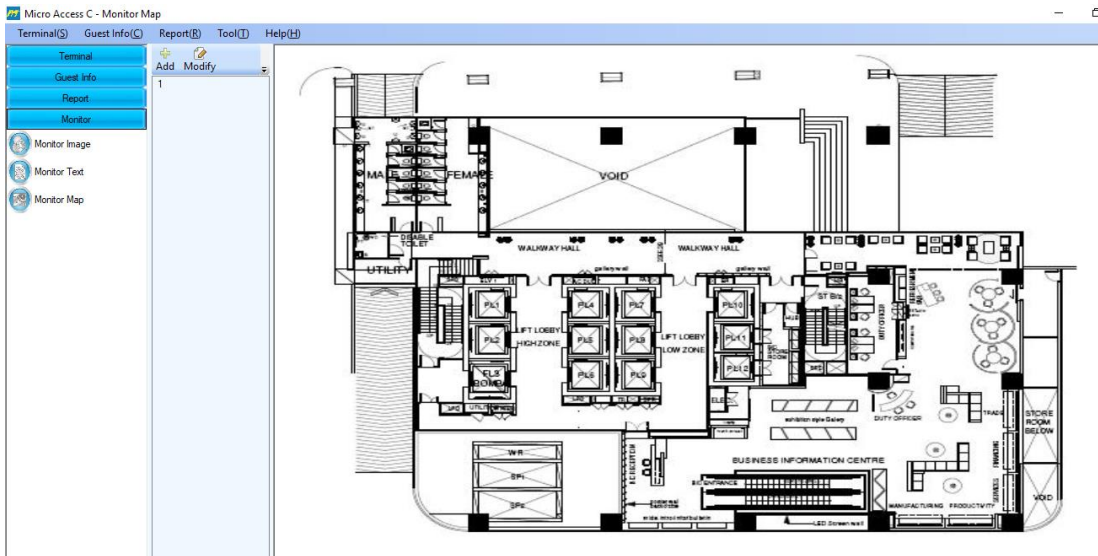
1、Click “New Window” icon from tool bar to call a text mode monitoring window as shown.



2、Access log monitoring will be continually processing when new window is being used.

3-3 Monitor Map

1、Click “Monitor”→“Monitor Map” to call a live monitor map window as shown.



2、Monitor Map function provides:

➤ **Add、Delete、Modify**

1. Add、Delete、Modify displaying image for Monitor Map
2. Add、Delete、Modify Access Control location
3. Cleared all access control location information

➤ **Refresh：**

Refresh Monitor Map screen

➤ **Setting：**

1. General

- Configure icon size on map: 16X16、24X24、36X36、48X48 selectable
- Configure displaying mode for icon: blink、enlarge or shrink the icon size、brighter
- Configure period of time for displaying mode for Blink、Enlarge or Shrink、Brighter, default value is 3 seconds
- Configure display reminder for coming access logs. Default is “Display reminder for coming access log “ (Default is recommended)

2. Activated Event

Configure event trigger mode

3. Capture Image

- Select special event(s) and configured event image to be captured
- Configure “display all captured image”
- Configure captured image size (default is 320X320), and display image amount (default is 30 pieces)

➤ Sound Alarm

Configure Sound alarm for particular event(s)

➤ New window :

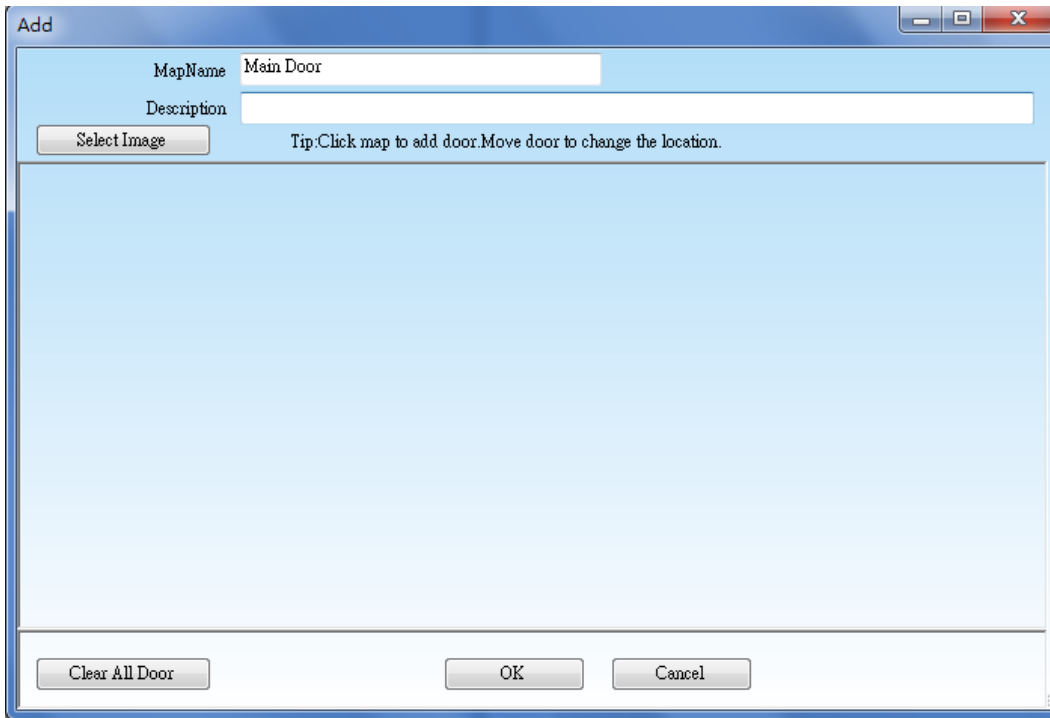
Call a new text mode real time monitor window

➤ Remote location access control :

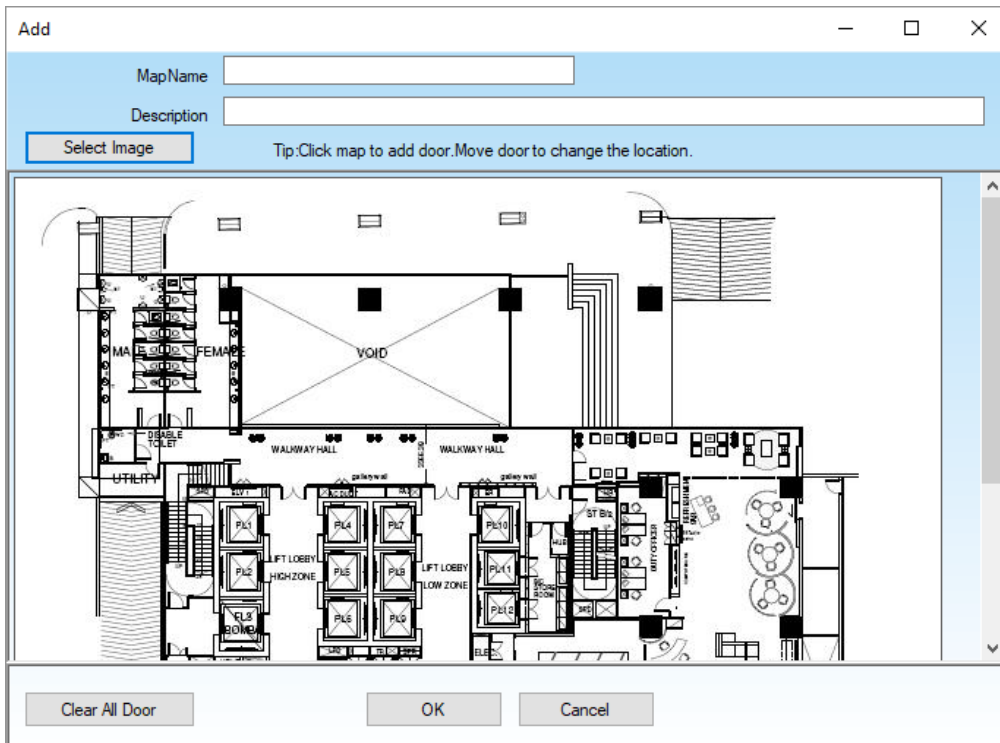
It can be set Normal Open, Force Open, Force close, Back to Normal status

3-3.1 Add

1、Click “Add” to call a configuration window for map monitor.



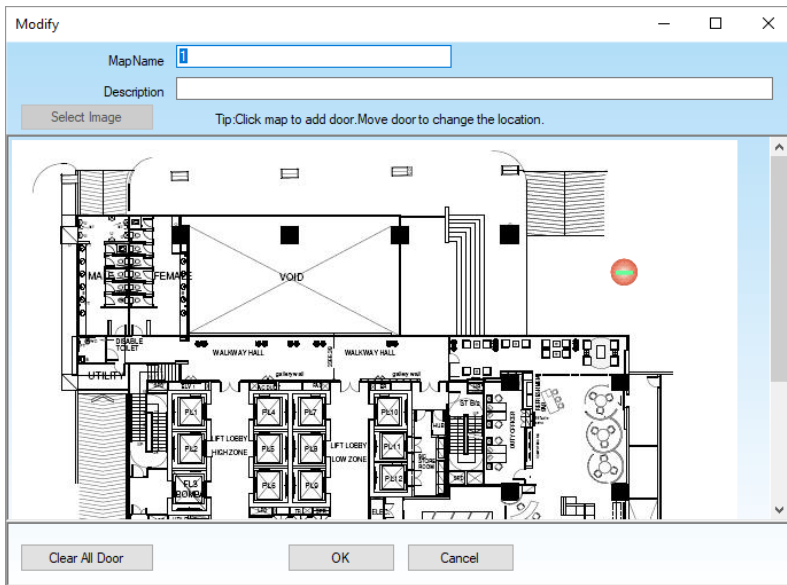
2、Input Map name and Description, then select a map image from folder.



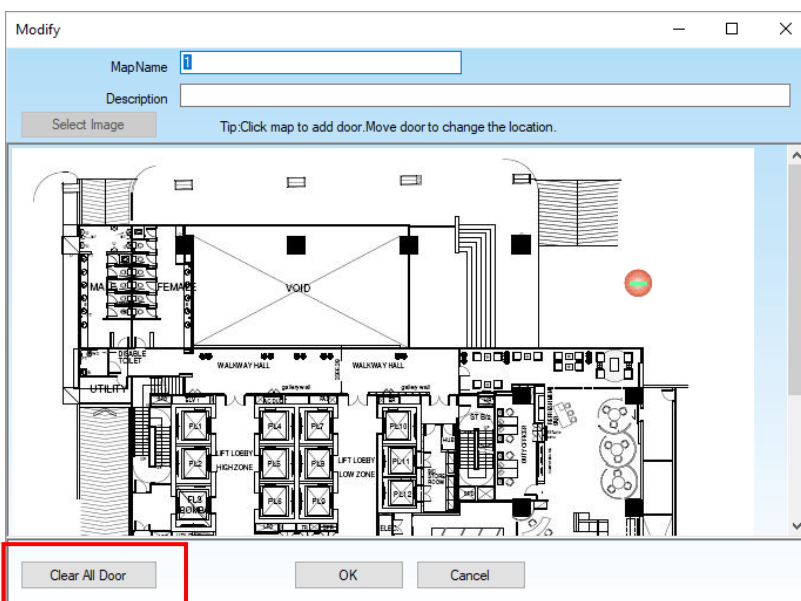
3、Move cursor to an access control location on the map will call a Access control configuration window as shown, click “OK” to finish.



4、When access control location is configured, map monitor window will display the entrance status.

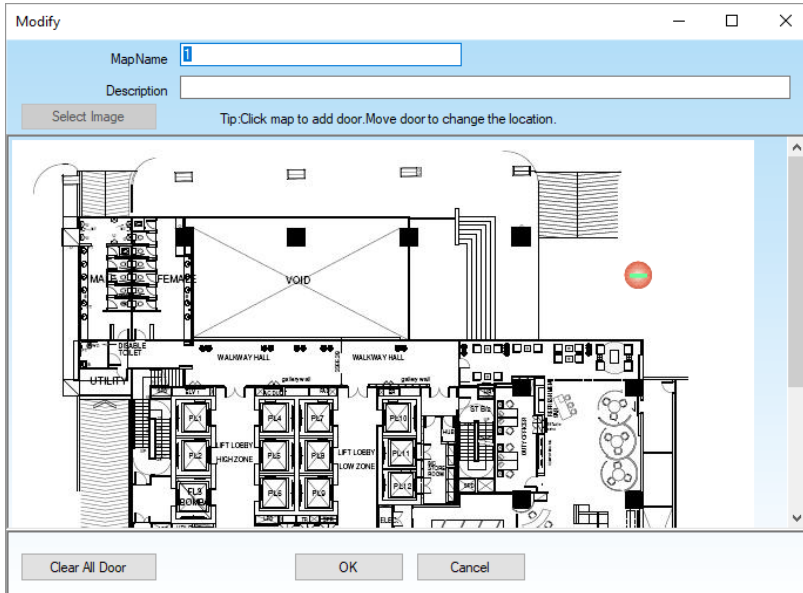


5、Press “Clear All Door” button to clear all entrance locations have configured.



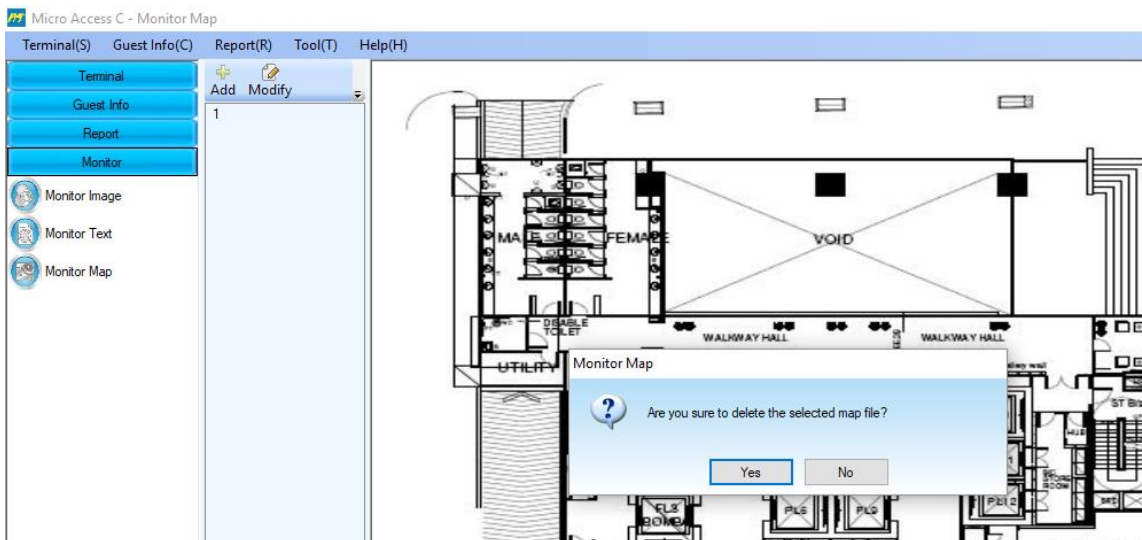
3-3.2 Modify

- 1、Click a monitor map then press “Modify” button will call an editable map configuration window for modification.
- 2、Click an access location from the map to modify the access point information. It will also display a selection list. After deletion or modification is done click “OK” to finish.



3-3.3 Delete

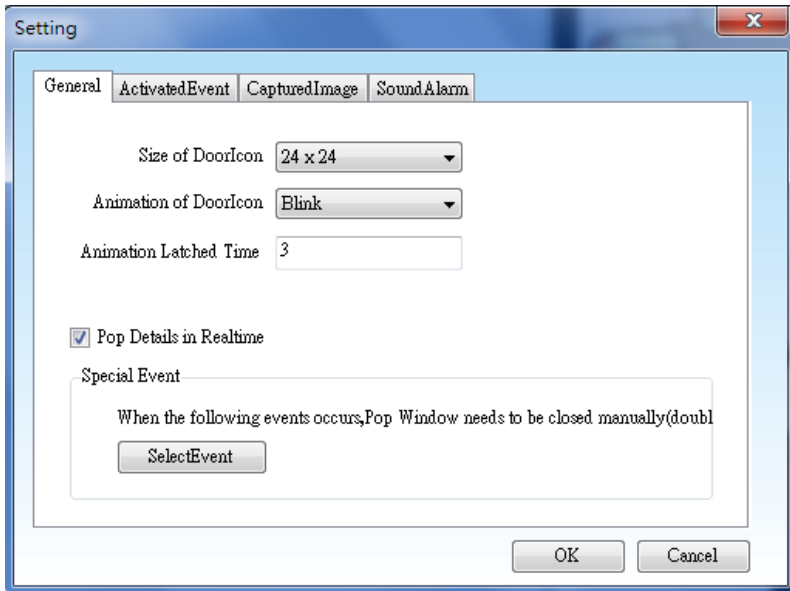
Select a map and click “Delete” button to remove a monitor map.



3-3.4 Setting

3-3.4.1 General

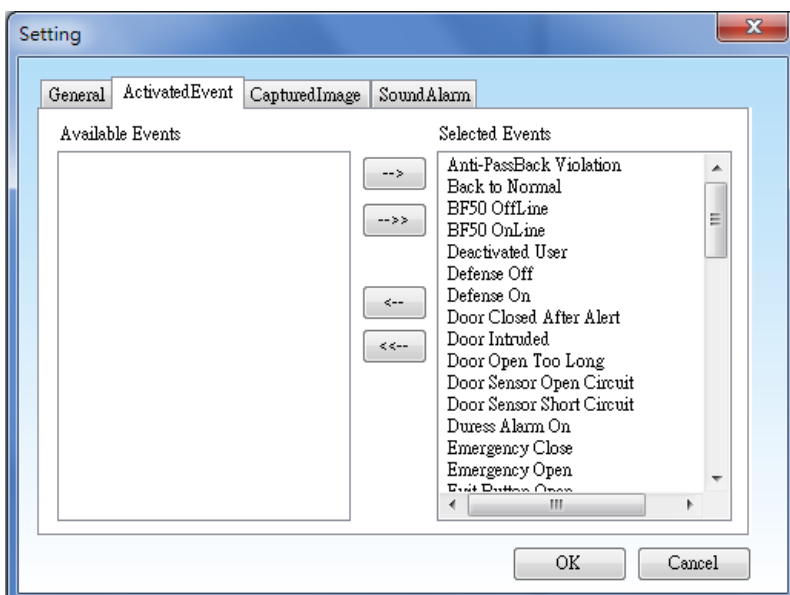
Click “Setting”→“General” to call a configuration window for image size, display mode, period of time, special event. Click “OK” to finish.



3-3.4.2 Event Trigger

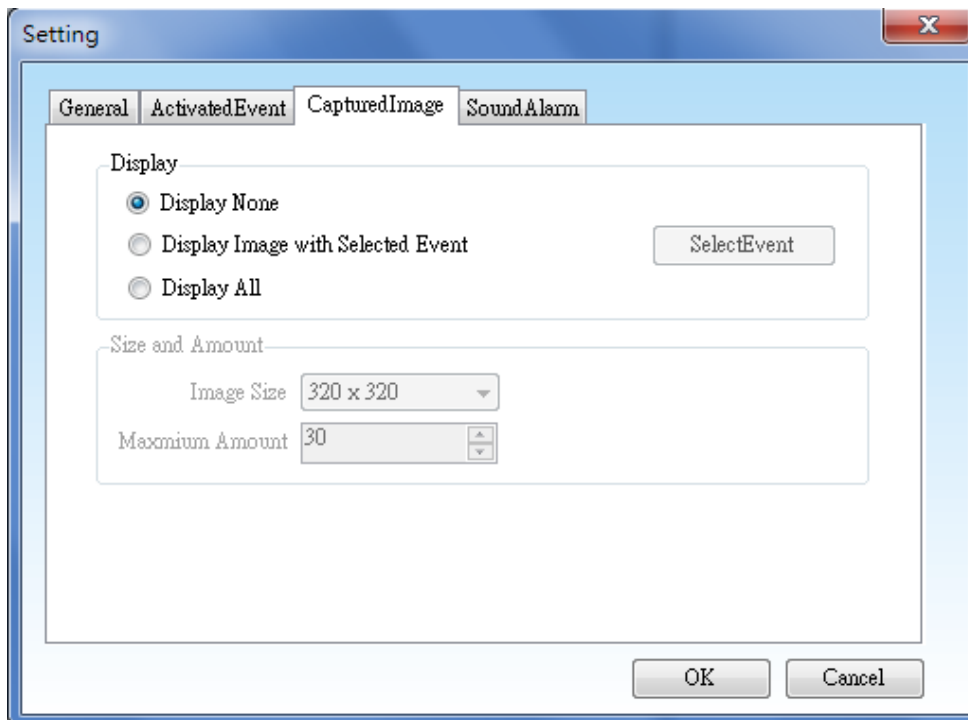
Click “Setting”→“Event Trigger” to call the event trigger setup window. Left-hand side displays all un-trigger events (available events).

By using Arrow button(s) to shift the event(s) to right-hand event triggered window. Click “OK” to finish.

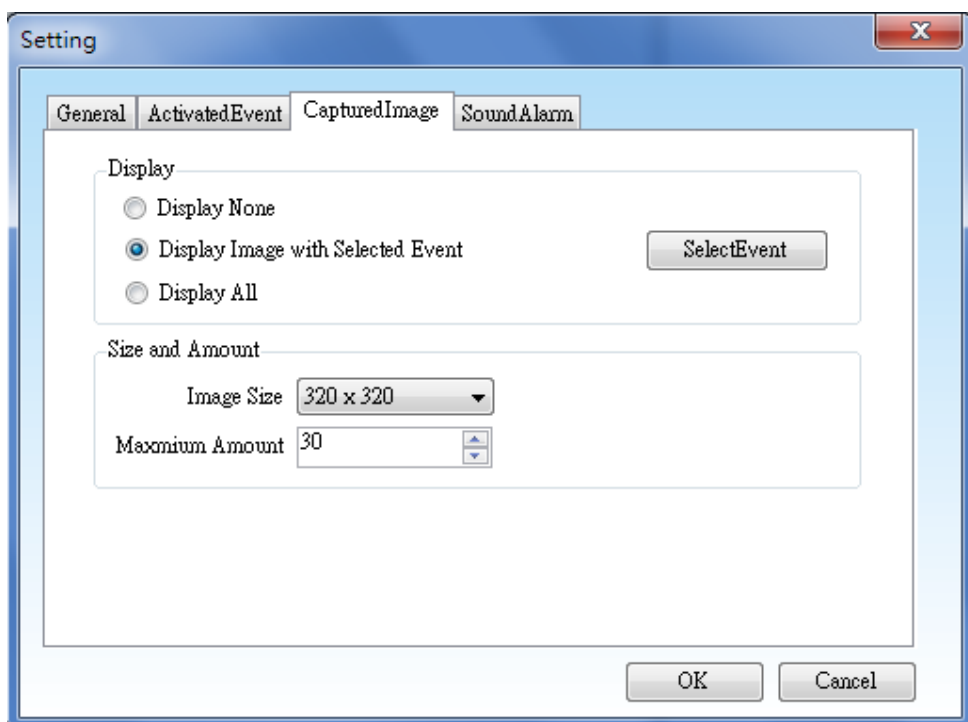


3-3.4.3 Capture Image :

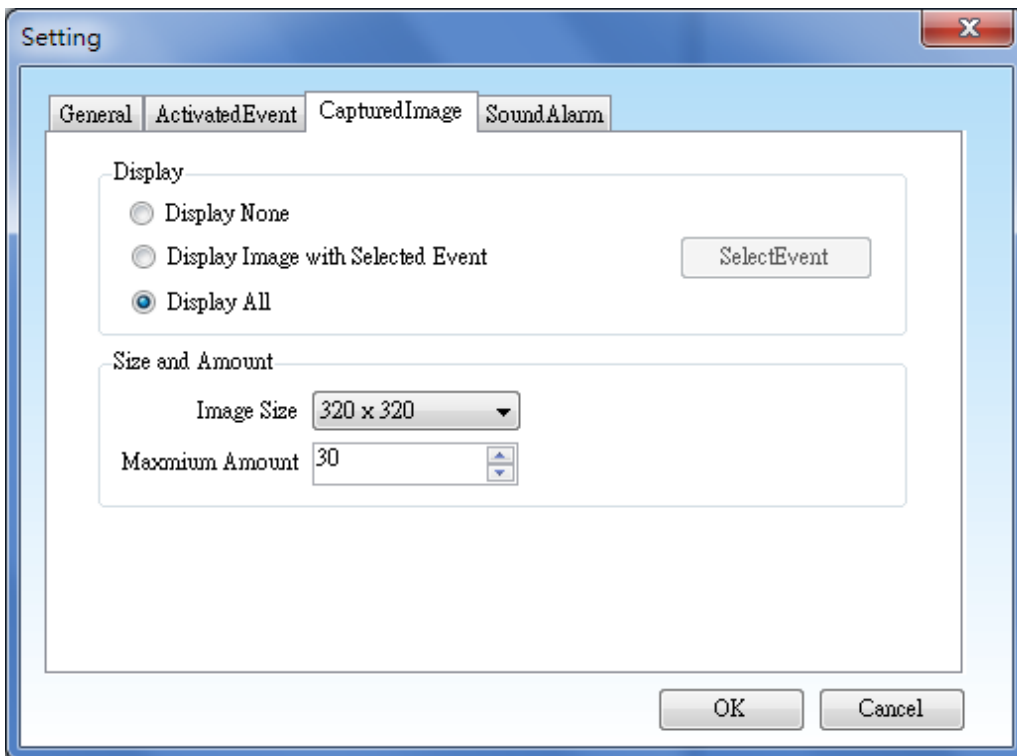
- 1、Click “Setting”→“Capture Image” to call image capture configuration screen. Default is “Display None”



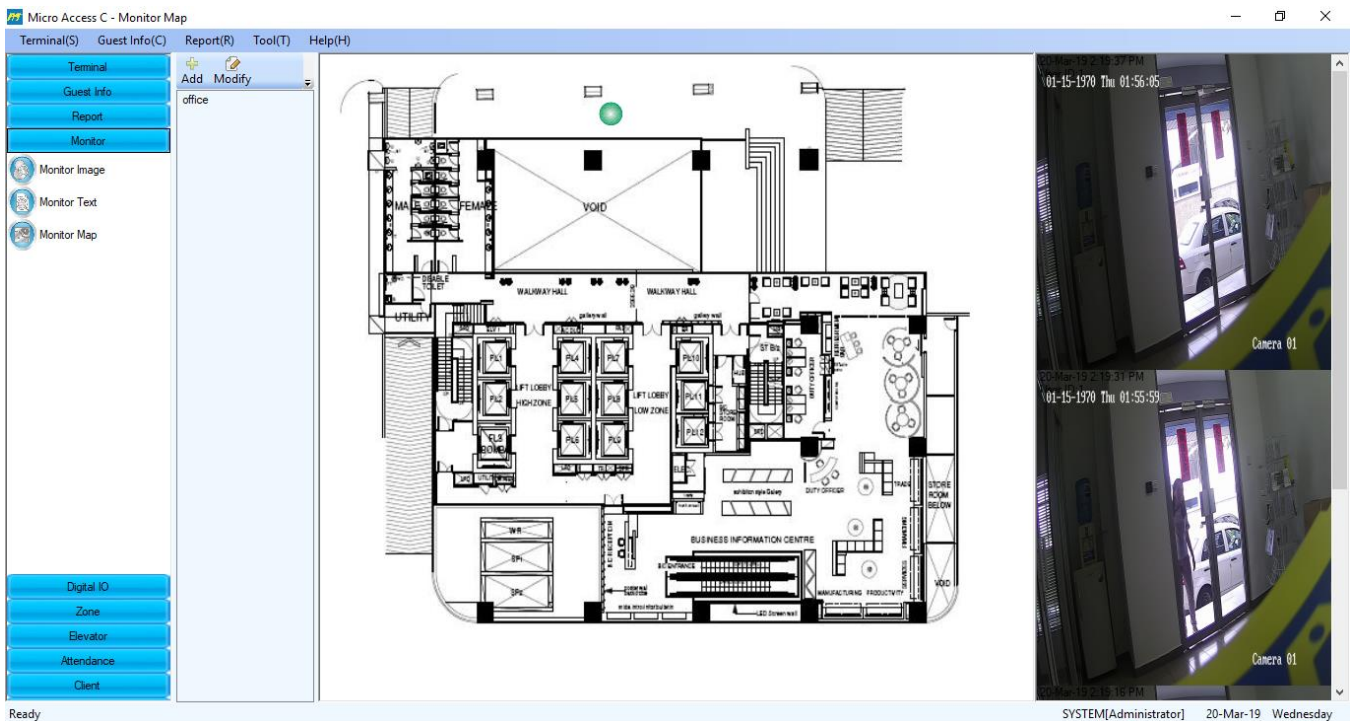
- 2、Display mode can also “Display Image with selected event” when item selected. Image size and display image amount can be setup as well.



3、Select “Display All” will display all captured image. Image size and image amount can be configured.

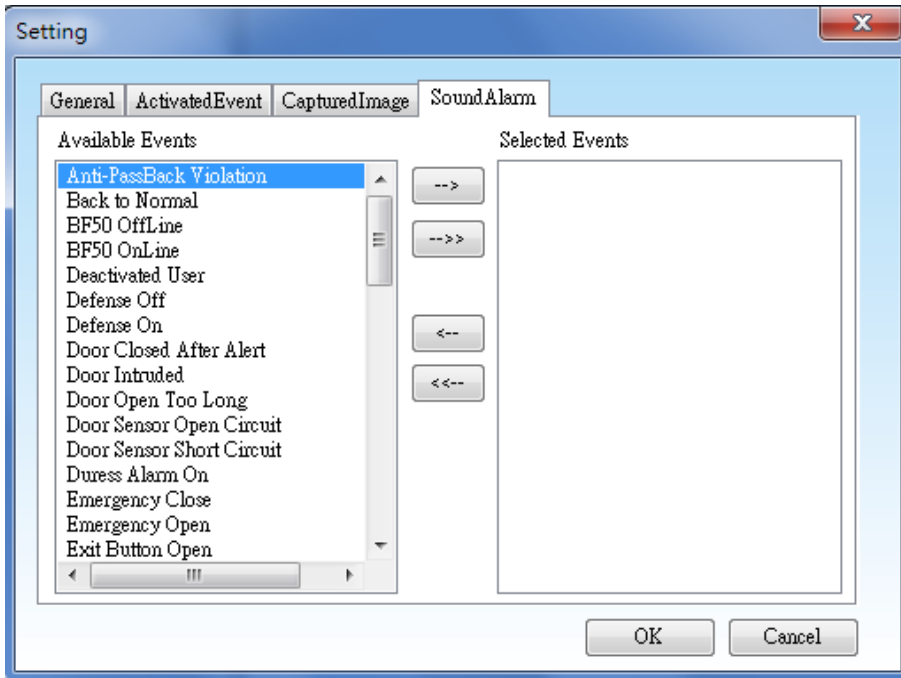


4、When image capture function is setup, map monitor screen will display the captured image as below.



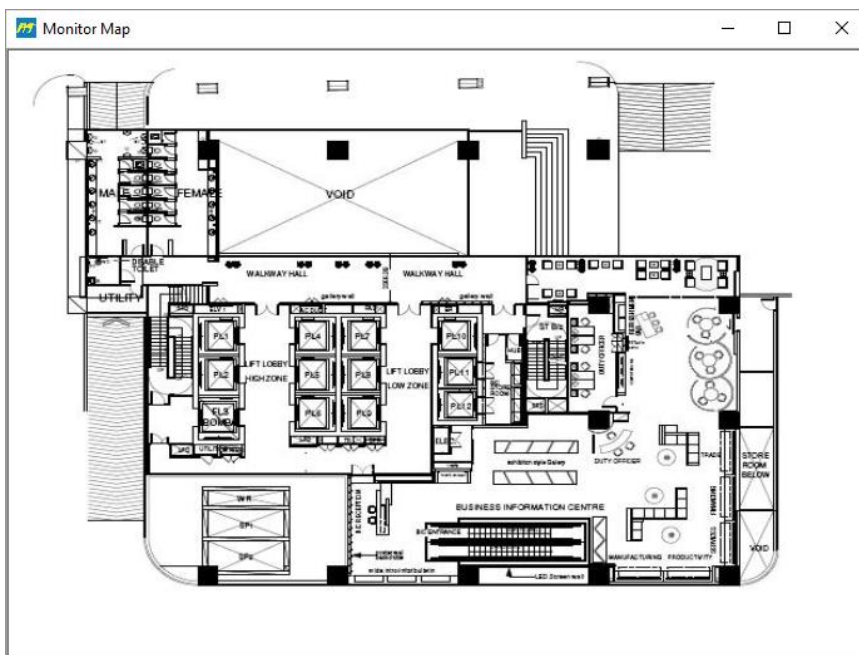
3-3.4.4 Sound Alarm

Click “Setting”→“Sound Alarm” will call a sound alarm configuration window. Left-hand window will be all selectable event types (non-triggered), and Right-hand window will be the event triggered (sound alarm) window which can be configured by pressing arrow buttons to move events between two windows. Click “OK” to finish.

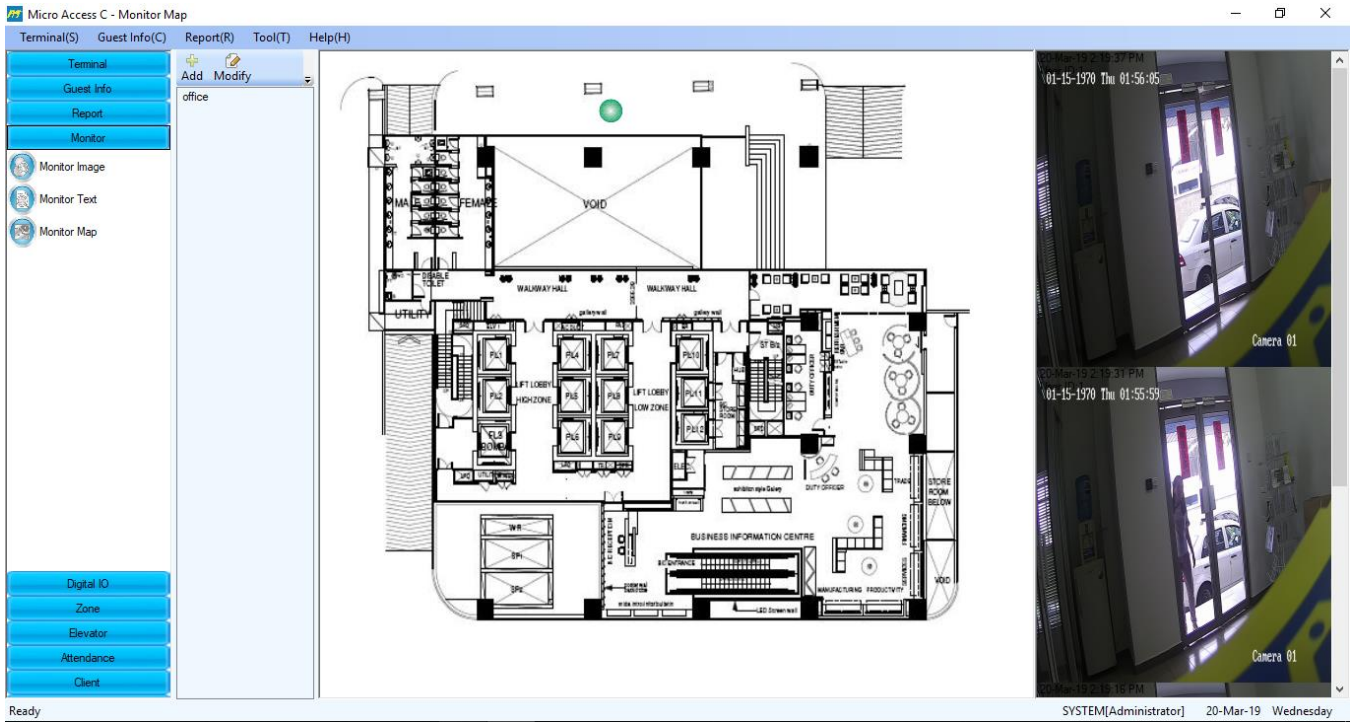


● New Window

1、Click “New Window” icon to call a new map monitor window as shown.



2、Map monitor will be continually processing when the monitor screen is being used.



4. Report

4-1 Entry Log Report

1、Click “Report”→“Entry log report” to call access log configuration window.

TerminalID	Date	Time	EntryDoor	FunctionKey	GuestID	EmployeeID	CardNo	GuestName	Department	EventDescription
------------	------	------	-----------	-------------	---------	------------	--------	-----------	------------	------------------

2、Access Log will display for :

Date, Time, Entry Door, User ID, Employee ID, Card No. , Name, Department, Event description, IN/OUT indication, Verification source, Log arrival time

3、Look Up by criteria:

Date, Employee ID, Card ID、Name, User ID can all be the crossing check criteria for a particular result. “Display captured image” mode can also be selected when necessary.

4、Function Bar :

Printer :

Print access report with crossing check parameters

Export TEXT format :

Export report with TXT format

Export Excel format :

Export report with Excel format

Export Access format :

Export report with Access format

Export format configuration :

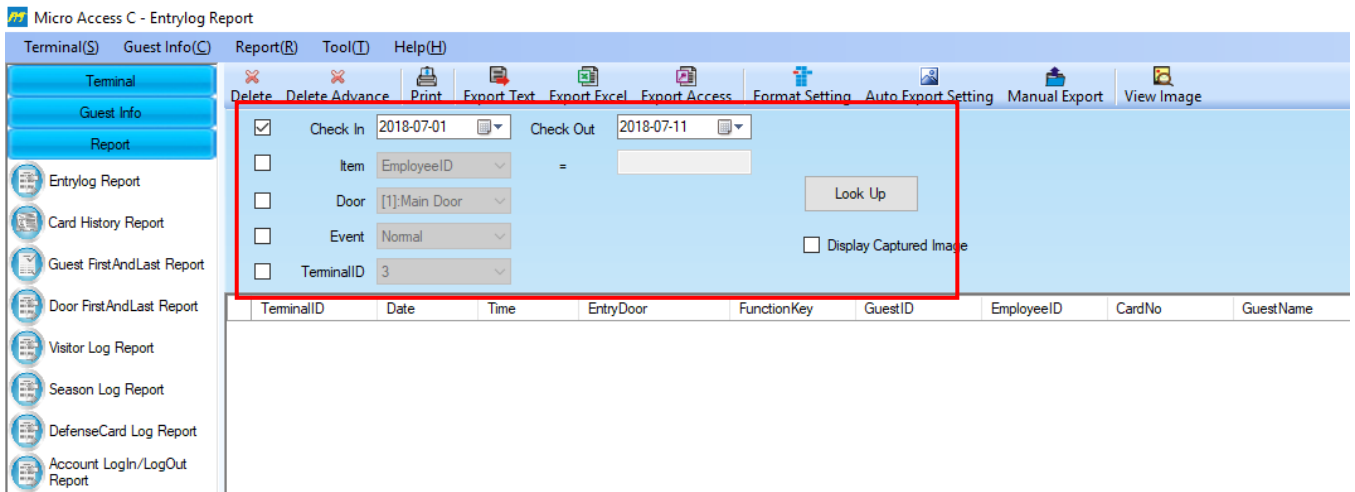
Configure export report format

Look up image :

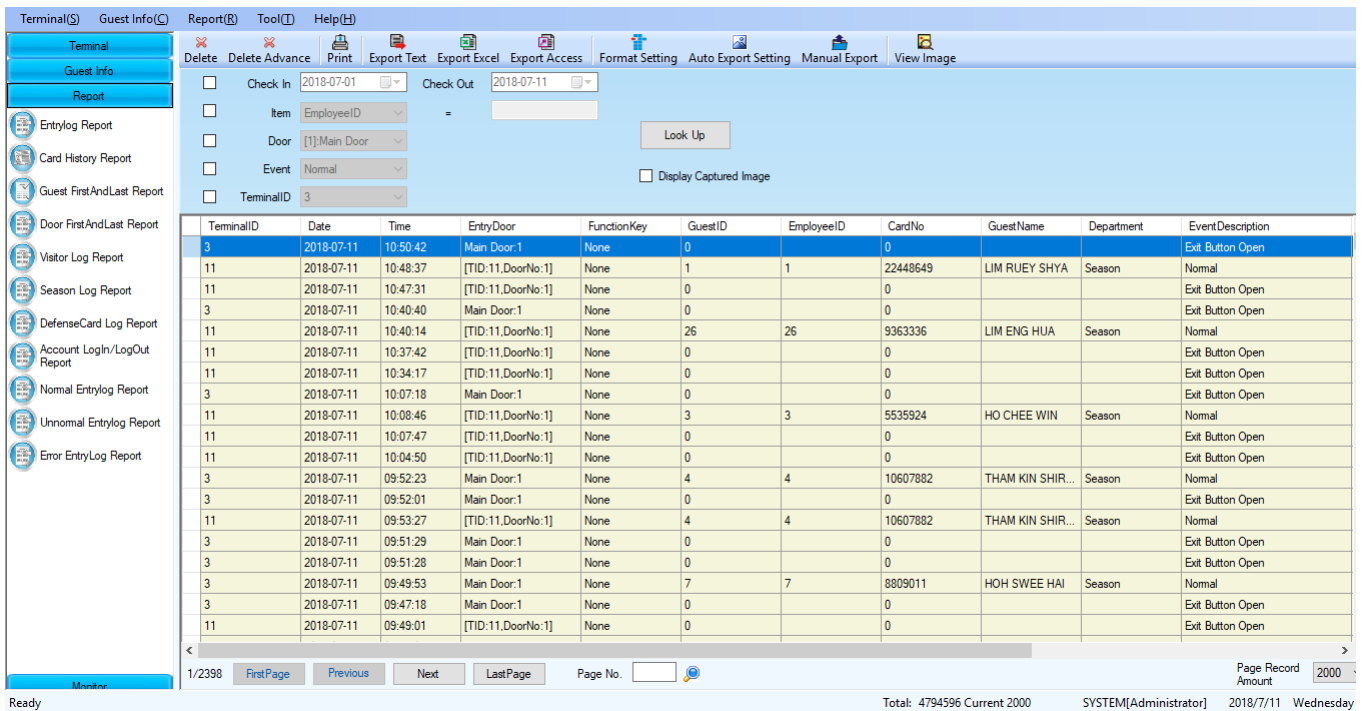
Look up image captured by IP Camera

4-1.1.1 Look Up

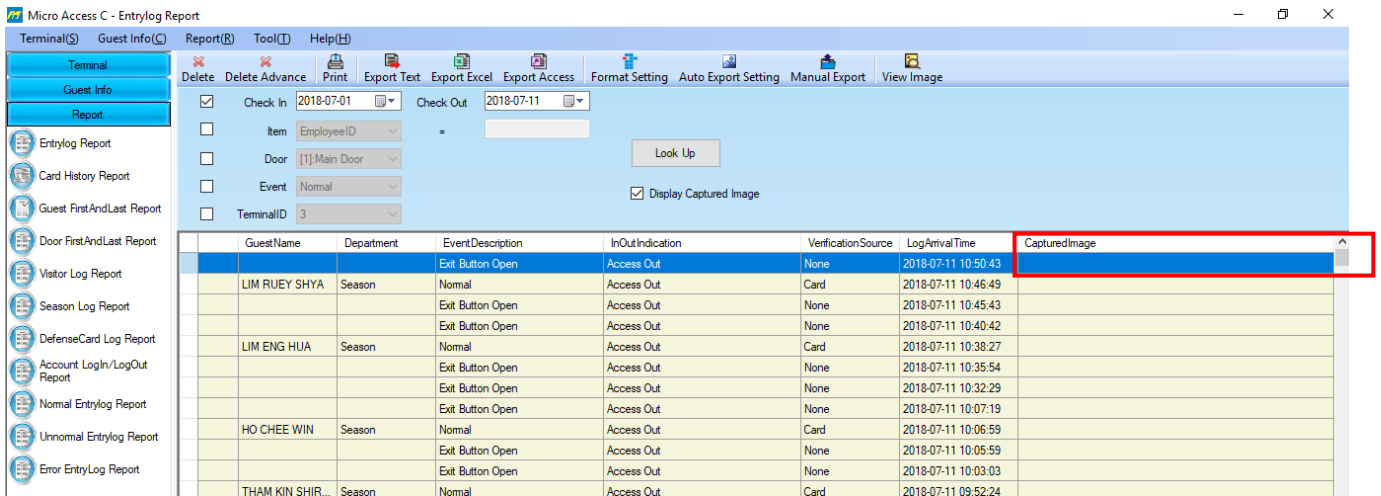
- 1、Select a Date、Employee ID、Card ID、Name、User ID and input information for each field then click “Look Up” key to start searching access log based on input condition.



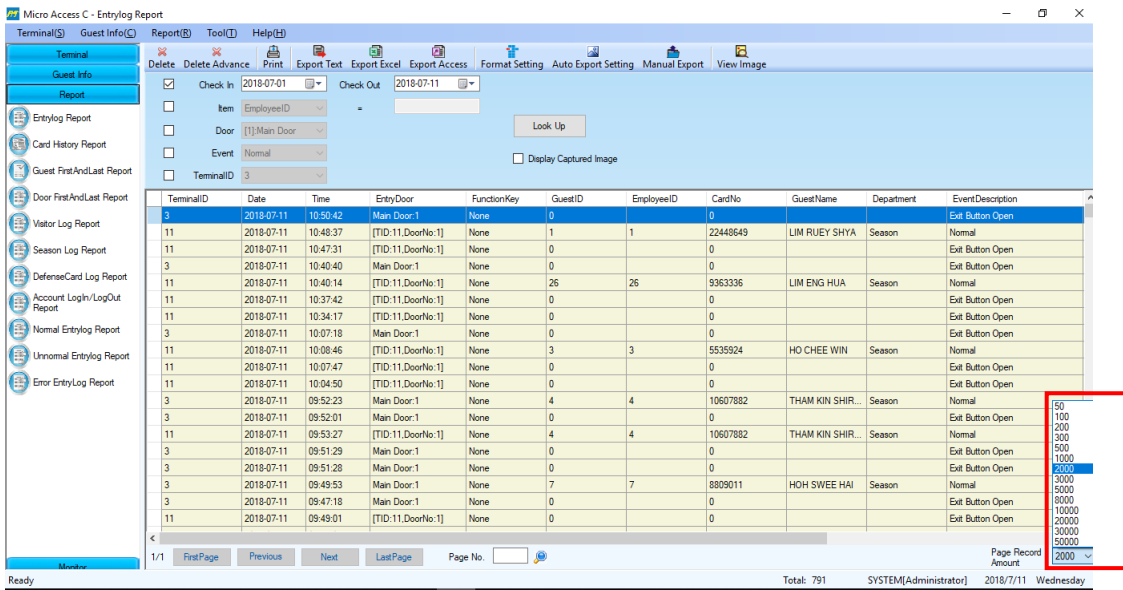
- 2、Uncheck all condition will display all access logs in a time.



3、When “Display Captured image” selected, it will display image captured by IP Camera and the directory name for the image files.



4、Access log entries can be display on screen by different number, default is 50 entries and maximum display entry is 10,000 on a screen.



4-1.2 Print

- 1、Click “Print” button to print the entry log report based on listed terms: Columns to be printed, Row range, Printer direction, Page margin, Line height... etc.

Print Option

Columns To Print

- Date
- Time
- EntryDoor
- UserID
- EmployeeID
- CardNo
- UserName
- Department
- EventDescription
- InOut Indication
- VerificationSource
- LogArrivalTime
- ImagePath
- CapturedImage

RowRange

All SelectedRows

PrintDirection

Horizontal Vertical

Margin

Top Bottom

Left Right

RowHeight

Auto Manual

FitPageWidth

- 2、Click Print button to finish, or pressing a “Preview” button to preview report before print it.

Print preview

Print Date: 20-Mar-19

Page 1

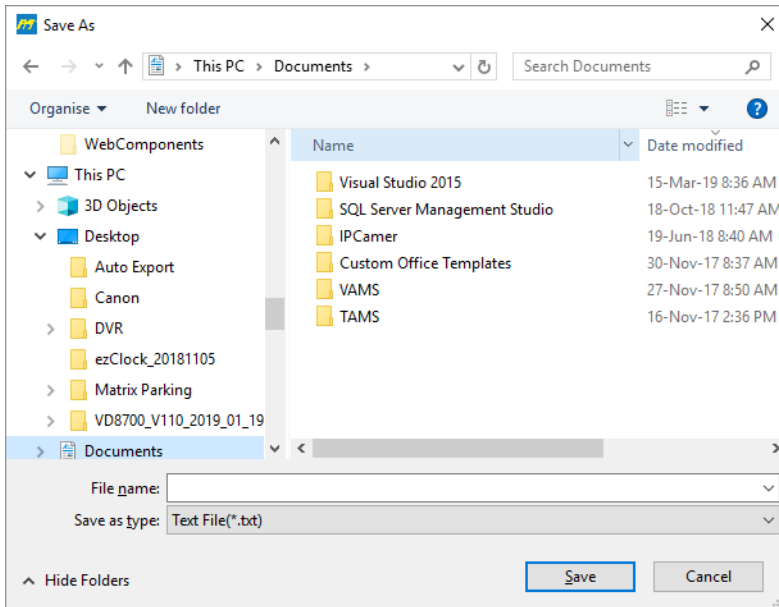
Entrylog Report

TerminalID	Date	Time	EntryDoor	FunctionKey	GuestID	EmployeeID	CardNo	GuestName	Department	EventDescription	InOutIndication	VerificationSource	LogArrivalTime
11	2019-0-	14:39:04	Back Door:2	None	3	3	3640404	STAN	1	Normal	Access In	Pin Code	2019-03-20...
11	2019-0-	14:37:42	Back Door:2	None	3	3	3640404	STAN	1	Normal	Access Out	Card	2019-03-20...
11	2019-0-	14:28:27	Back Door:2	None	2	2	1636858	DARMA	1	Normal	Access In	Pin Code	2019-03-20...
13	2019-0-	14:19:37	Counter Doo...	None	1	1	14728713	STACY	1	Normal	Access In	Card	2019-03-20...
12	2019-0-	14:19:31	Main Door:1	None	1	1	14728713	STACY	1	Normal	Access In	Card	2019-03-20...
12	2019-0-	14:19:20	Main Door:1	None	0	0				Exit Button Open	Access Out	None	2019-03-20...
13	2019-0-	14:19:16	Counter Doo...	None	0	0				Exit Button Open	Access Out	None	2019-03-20...
11	2019-0-	14:15:51	Back Door:2	None	6	6	15043675	SUKI	1	Normal	Access In	Pin Code	2019-03-20...
11	2019-0-	14:11:50	Back Door:2	None	6	6	15043675	SUKI	1	Normal	Access Out	Card	2019-03-20...
13	2019-0-	14:11:02	Counter Doo...	None	1	1	14728713	STACY	1	Normal	Access In	Card	2019-03-20...
12	2019-0-	14:10:56	Main Door:1	None	1	1	14728713	STACY	1	Normal	Access In	Card	2019-03-20...
12	2019-0-	14:10:45	Main Door:1	None	0	0				Exit Button Open	Access Out	None	2019-03-20...
13	2019-0-	14:10:41	Counter Doo...	None	0	0				Exit Button Open	Access Out	None	2019-03-20...
13	2019-0-	14:01:35	Counter Doo...	None	5	5	6854688	KONI	1	Normal	Access Out	Card	2019-03-20...
6	2019-0-	10:29:30	TTID:6.Door	None	3	3	3640404	STAN	1	Normal	Access In	Fingerprint	2019-03-20...
6	2019-0-	10:29:26	TTID:6.Door	None	3	3	3640404	STAN	1	Normal	Access In	Fingerprint	2019-03-20...
6	2019-0-	10:29:17	TTID:6.Door	None	3	3	3640404	STAN	1	Normal	Access In	Fingerprint	2019-03-20...
6	2019-0-	10:29:15	TTID:6.Door	None	3	3	3640404	STAN	1	Normal	Access In	Fingerprint	2019-03-20...
6	2019-0-	10:29:10	TTID:6.Door	None	3	3	3640404	STAN	1	Normal	Access In	Fingerprint	2019-03-20...
6	2019-0-	10:29:06	TTID:6.Door	None	3	3	3640404	STAN	1	Normal	Access In	Fingerprint	2019-03-20...
6	2019-0-	10:29:02	TTID:6.Door	None	3	3	3640404	STAN	1	Normal	Access In	Fingerprint	2019-03-20...
12	2019-0-	13:37:36	Main Door:1	None	0	0				Exit Button Open	Access Out	None	2019-03-20...
12	2019-0-	13:37:24	Main Door:1	None	0	0				Exit Button Open	Access Out	None	2019-03-20...
11	2019-0-	13:36:04	Back Door:2	None	5	5	6854688	KONI	1	Normal	Access In	Pin Code	2019-03-20...
11	2019-0-	13:00:39	Back Door:2	None	6	6	15043675	SUKI	1	Normal	Access In	Pin Code	2019-03-20...
11	2019-0-	12:59:41	Back Door:2	None	6	6	15043675	SUKI	1	Normal	Access Out	Card	2019-03-20...
11	2019-0-	11:48:48	Back Door:2	None	6	6	15043675	SUKI	1	Normal	Access In	Pin Code	2019-03-20...
11	2019-0-	11:46:50	Back Door:2	None	6	6	15043675	SUKI	1	Normal	Access Out	Card	2019-03-20...
11	2019-0-	11:46:16	Back Door:2	None	5	5	6854688	KONI	1	Normal	Access In	Pin Code	2019-03-20...
11	2019-0-	11:44:22	Back Door:2	None	5	5	6854688	KONI	1	Normal	Access Out	Card	2019-03-20...
11	2019-0-	11:42:04	Back Door:2	None	3	3	3640404	STAN	1	Normal	Access In	Pin Code	2019-03-20...
11	2019-0-	11:41:45	Back Door:2	None	1	1	14728713	STACY	1	Normal	Access In	Pin Code	2019-03-20...

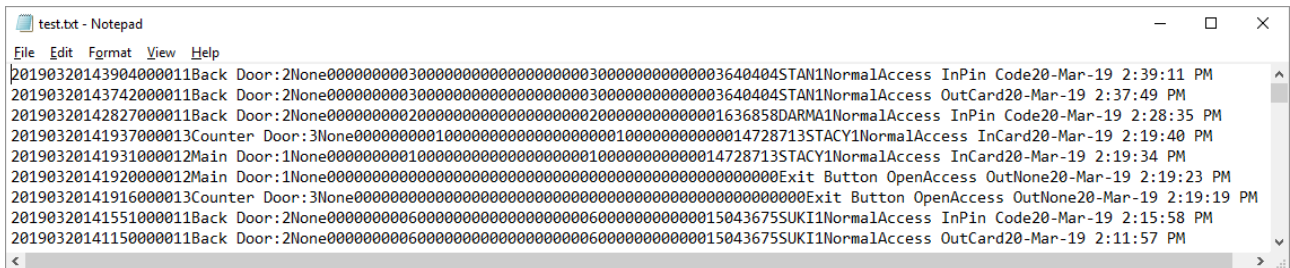
Page1

4-1.3 Export a Text format report

1、Click “Export Text” button when “Look Up” process is done. (Report Format should be determined first). And choose a file name and the directory location for the report.

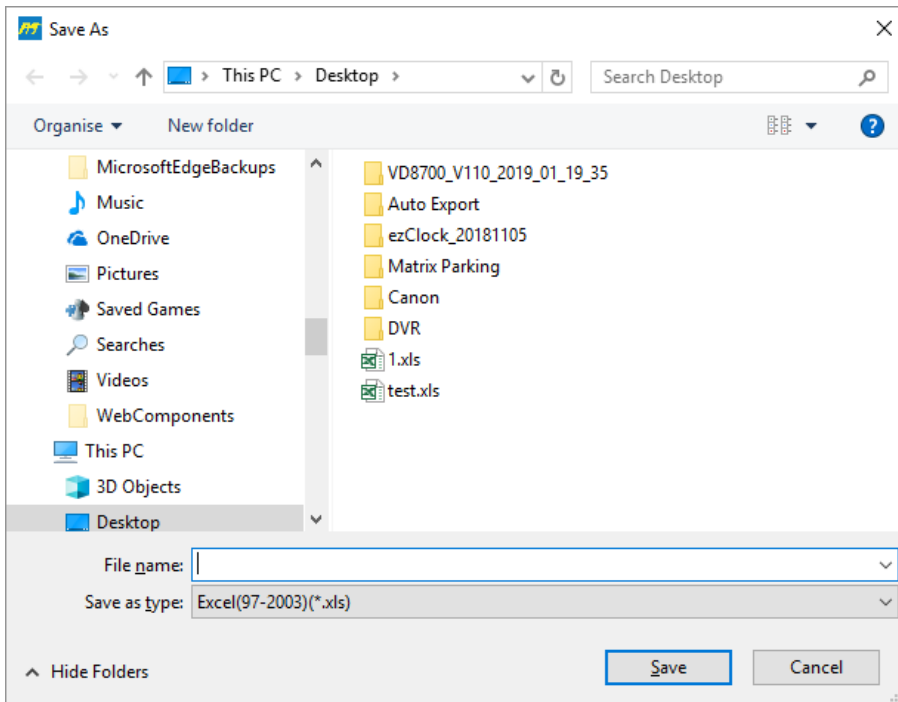


2、When input file name and the file format, then click “Save” button to save the report. A text format report will be display as shown.

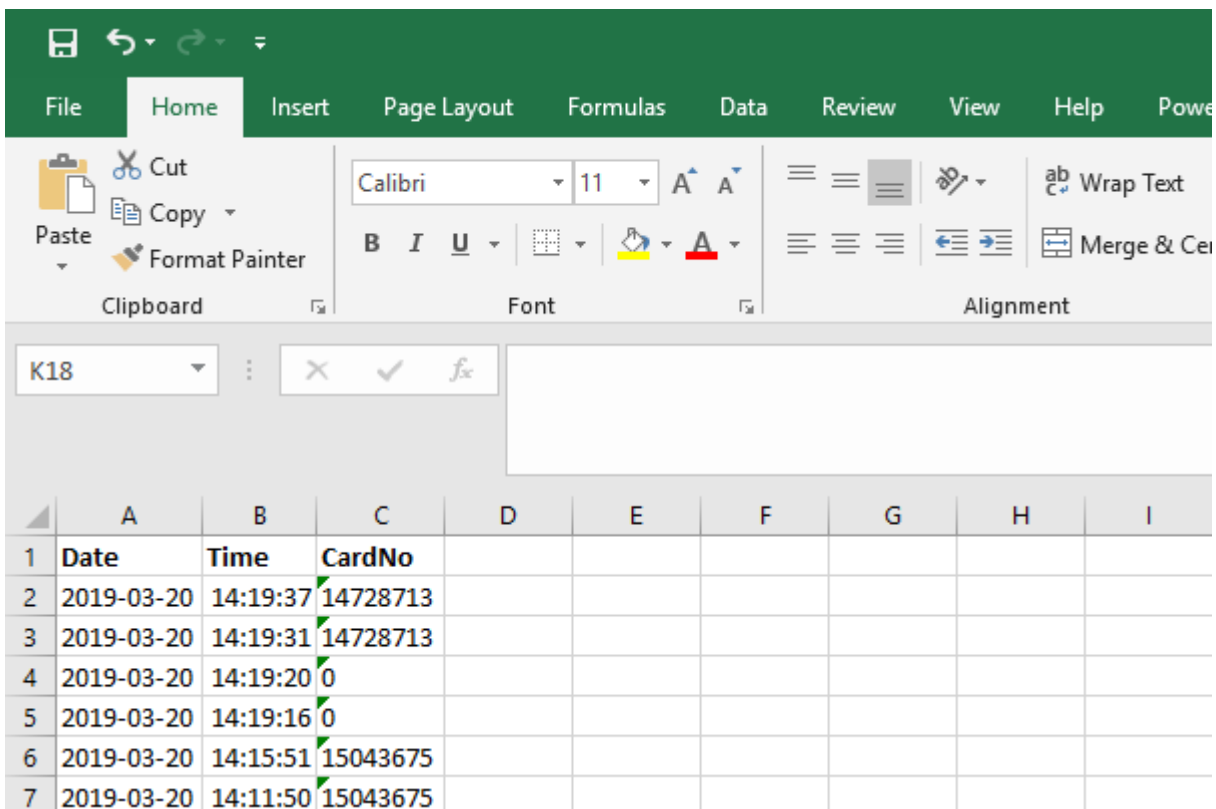


4-1.4 Export Excel

1. Click “Export Excel” button when look up process is done. (Export Format should be determined first).
Choose a file name, file type and directory for the report as shown.



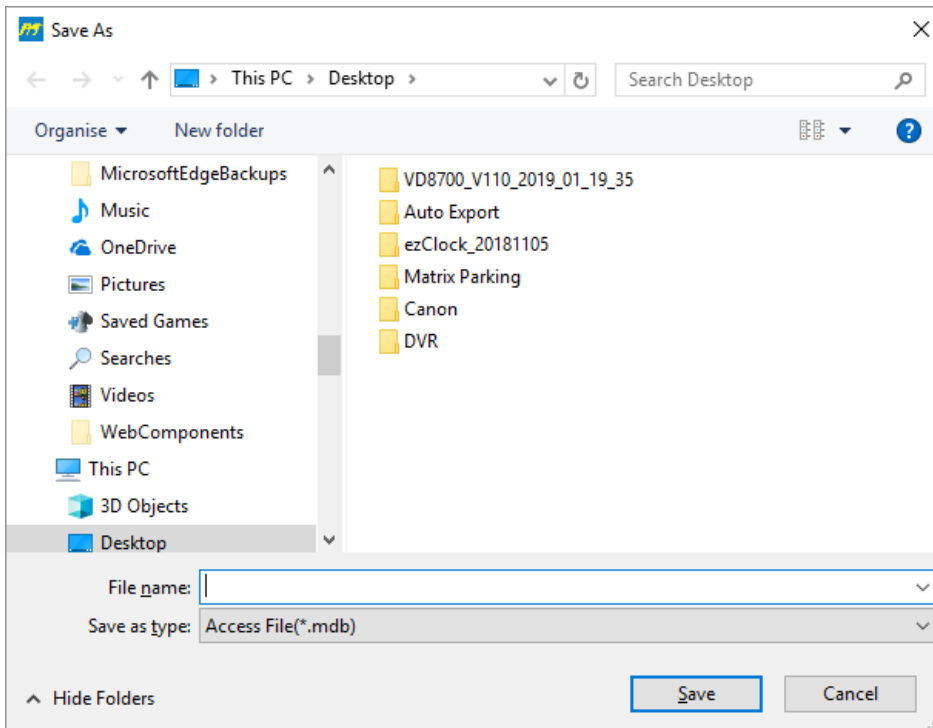
2. An Excel format report will be produced when report storage location is determined.



	A	B	C	D	E	F	G	H	I
1	Date	Time	CardNo						
2	2019-03-20	14:19:37	14728713						
3	2019-03-20	14:19:31	14728713						
4	2019-03-20	14:19:20	0						
5	2019-03-20	14:19:16	0						
6	2019-03-20	14:15:51	15043675						
7	2019-03-20	14:11:50	15043675						

4-1.5 Export Access

1、Click “Export Access” to export report with Access format. Export report fields should be determined first by Export Format. A file name, type and directory location will be display as shown.



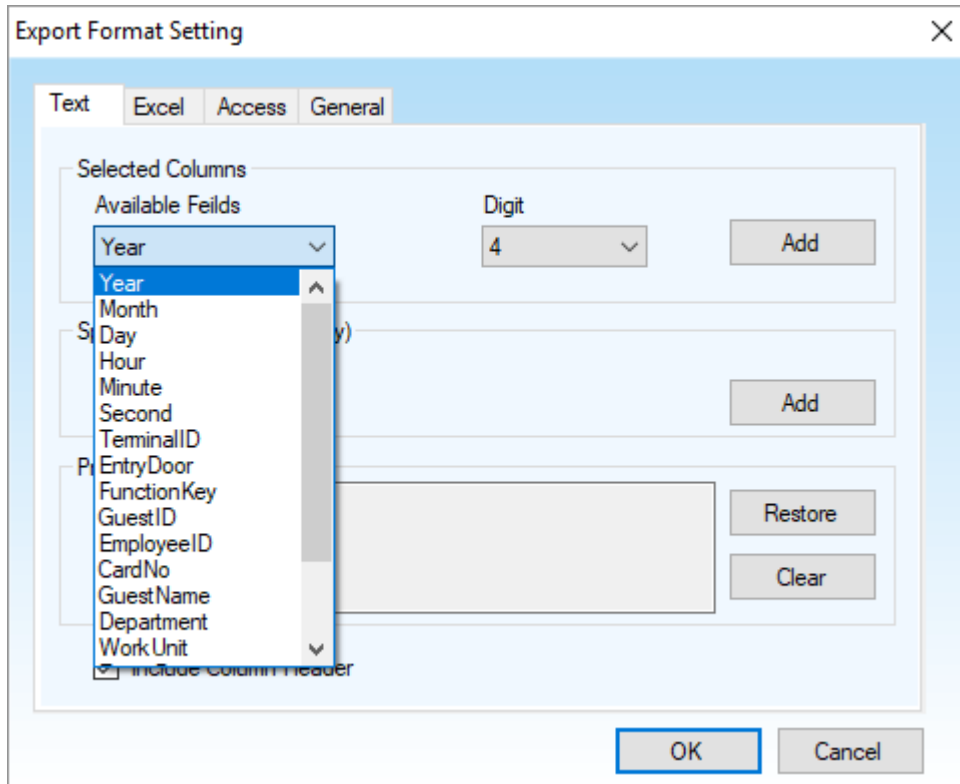
2、Access format folder will be produced when storage location and file name is determined.

TerminalID	Date	Time	Door	FKeyDescr	UserID	EmployeeID	CardNo	Name	Department	WorkUnit	EventA
13	2019-03-20	14:19:37	Counter Door	None	1	1	14728713	STACY	1	01	Normal
12	2019-03-20	14:19:31	Main Door:1	None	1	1	14728713	STACY	1	01	Normal
12	2019-03-20	14:19:20	Main Door:1	None	0		0				Exit Bu
13	2019-03-20	14:19:16	Counter Door	None	0		0				Exit Bu
11	2019-03-20	14:15:51	Back Door:2	None	6	6	15043675	SUKI	1	01	Normal
11	2019-03-20	14:11:50	Back Door:2	None	6	6	15043675	SUKI	1	01	Normal
13	2019-03-20	14:11:02	Counter Door	None	1	1	14728713	STACY	1	01	Normal
12	2019-03-20	14:10:56	Main Door:1	None	1	1	14728713	STACY	1	01	Normal
12	2019-03-20	14:10:45	Main Door:1	None	0		0				Exit Bu
13	2019-03-20	14:10:41	Counter Door	None	0		0				Exit Bu
13	2019-03-20	14:01:35	Counter Door	None	5	5	6954698	KONI	1	01	Normal

4-1.6 Export Format

4-1.6.1 Text

Click “Export Format (Text)” to call export format configuration window as shown.



(1) Select report column

Select display columns, characters length (digit) each field:

Year, Month, Day, Hour, Minute, Second, Entry door, User ID, Card ID, Employee ID, Name, Department, Event Description, In/Out direction, Verification source, Log recorded time.

(2) Symbol to separate each column (not a necessary)

A punctuation can be selected to distinguish each field.

For example: "Year"/"Month"/"Day"

(3) Preview

Preview report

(4) Click “OK” to finish. Export format should be configured by editing “Export Format” or a blank report will be produced.

4-1.6.2 Excel

Click “Export Excel” to call an export format configuration window as shown.

Export Format Setting

Text **Excel** Access General

Selected Columns

Available Feilds

TerminalID Add

Include Column Header

Preview

Date	Time	CardNo
20-Mar-19	2:33:28 PM	1111111

Restore Clear

OK Cancel

(1) Select display columns as:

Year, Month, Day, Hour, Minute, Second, Entry Door, User ID, Card ID, Employee ID, Name, Department, Event Description, IN/OUT indication, Verification source, Log arrival time

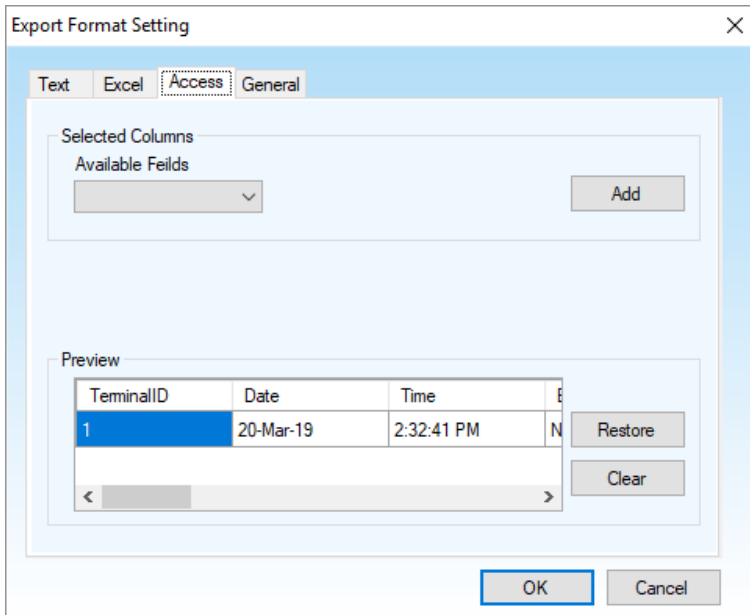
(2) Preview

Preview an excel report before export

(3) Click “OK” to finish. Export format should be configured by editing “Export Format” or a blank report will be produced.

4-1.6.3 Access

Click “Export Access” to call a configuration window for Access format report.



(1) Select columns for report to be display:

Year, Month, Day, Hour, Minute, Second, Entry door, User ID, Card ID, Employee ID, Name, Department, Event Description, IN/OUT indication, Verification source, Log arrival time

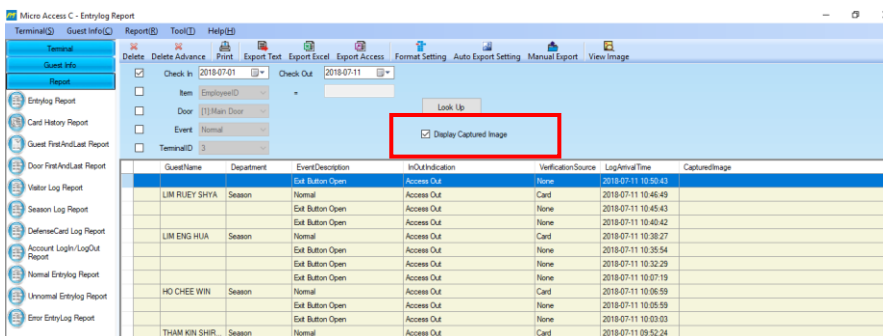
(2) Preview

Preview report with display columns

(3) Click “OK” to finish. Export format should be configured by editing Access Export Format or a blank report will be exported

View image

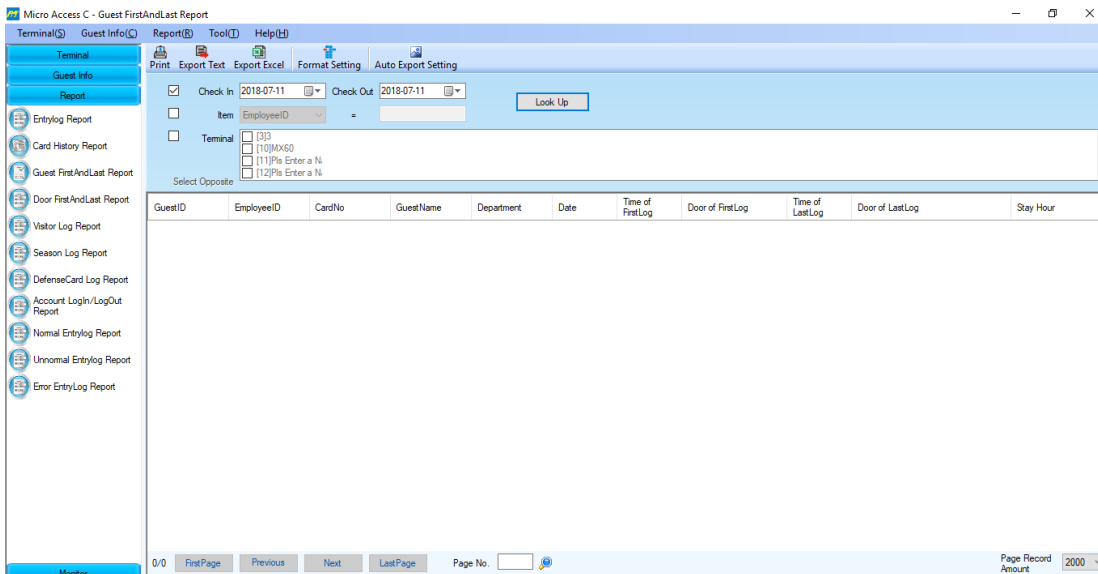
1、Select “Display captured image” to display captured image with the logs.



2、Choose a log from the entry log list then click “View Image” to display captured image for the selected log.

4-2 First and Last Report

1、Click “Report”→ “First and Last Report” to call a report configuration window.



2、Access log report will display :

User ID, Employee ID, Card ID, Name, Department, Date, First-In Time, First-In/Out time, Last out Time, Last In/Out time.

3、Look Up condition :

Date、Employee ID、Card ID、Name、User ID can be crossing checked for particular result needed.

4、Function bar :

Print :

Print “First and Last report” based on look up term(s)

Export :

Export First and Last report as Txt or Excel format.

5、Display “First and Last “entries can be configured. Default value is 50 entries and the maximum size can be up to 10,000 entries per page.

4-2.1 Look Up

- 1、Select the Date、Employee ID、Card ID、Name、User ID as a record displaying condition then click “Look Up” button to produce a record.

The screenshot shows the 'Micro Access C - Guest FirstAndLast Report' application. The left sidebar lists various reports, with 'Report' selected. The main window has a menu bar (Terminal, Guest Info, Report, Tool, Help) and a toolbar (Print, Export Text, Export Excel, Format Setting, Auto Export Setting). A red box highlights the search criteria section, which includes: a checked checkbox for 'Check In' with a date of 2018-07-11, a 'Check Out' date of 2018-07-11, a 'Look Up' button, an 'Item' dropdown set to 'EmployeeID', an equals sign, and an empty input field. Below this, there are four unchecked checkboxes for terminal types: [3]3, [10]MX60, [11]Pls Enter a N., and [12]Pls Enter a N., with a 'Select Opposite' label below them. At the bottom, a table header is visible with columns: GuestID, EmployeeID, CardNo, GuestName, Department, Date, and Time of FirstLog.

- 2、All the first and last records can be display when the condition un-checked.

This screenshot is similar to the one above, but the checkboxes for 'Check In', 'Item', and 'Terminal' are now unchecked. The 'Look Up' button remains highlighted by the red box. The table header at the bottom now includes an additional column: 'Door of FirstLog'.

4-2.2 Print

1. When first and last record produced then click “Print” button to choose the printing term(s) from the list as shown.

Print Option

Columns To Print

- UserID
- EmployeeID
- CardNo
- UserName
- Department
- Date
- Time of FirstLog
- Door of FirstLog
- Time of LastLog
- Door of LastLog

RowRange

All SelectedRows

PrintDirection

Horizontal Vertical

Margin

Top Bottom

Left Right

RowHeight

Auto Manual

FitPageWidth

2. When Column to be print, Row Range, Print Direction, Margin, and Row of Height are all determined, a Preview function can be used before printing record.

Print preview

Page 1

Guest FirstAndLast Report

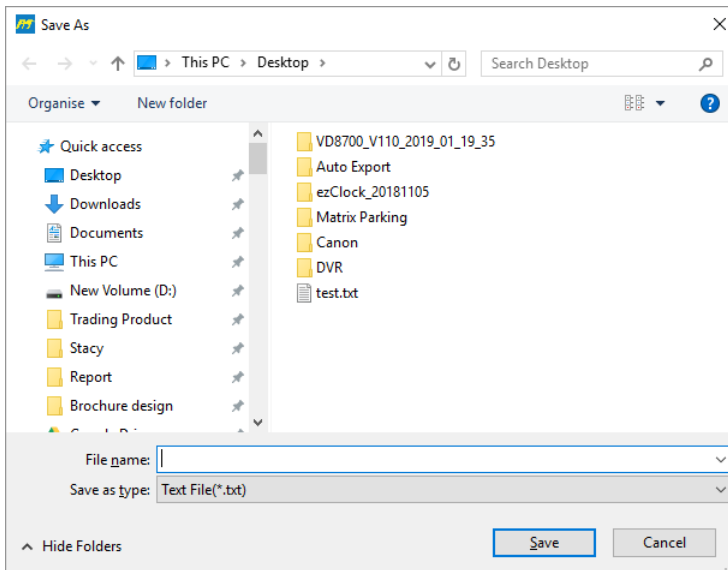
Print Date: 20-Mar-19

GuestID	EmployeeID	CardNo	GuestName	Department	Date	Time of FirstLog	Door of FirstLog	Time of LastLog	Door of LastLog	Stay Hour
5	8854688	KONI		1	2019-03-20	08:04:12	Back Door 2	14:01:35	Counter Door 3	5.85
6	15043675	SUKO		1	2019-03-20	07:58:47	Main Door 1	14:15:51	Back Door 2	6.28
2	1636858	DARMA		1	2019-03-20	07:55:52	Back Door 2	14:28:27	Back Door 2	6.53
7	5778179	NURUL		1	2019-03-20	07:48:36	Main Door 1	09:16:17	Counter Door 3	1.45
10	14722406	NR_YAP		1	2019-03-20	07:40:58	Counter Door 3	08:32:13	Main Door 1	3.65
3	3640404	STAN		1	2019-03-20	07:33:46	Main Door 1	12:35:52	Counter Door 3	5.03
1	14728713	STACY		1	2019-03-20	07:29:17	Main Door 1	14:19:37	Counter Door 3	6.83

Page 1

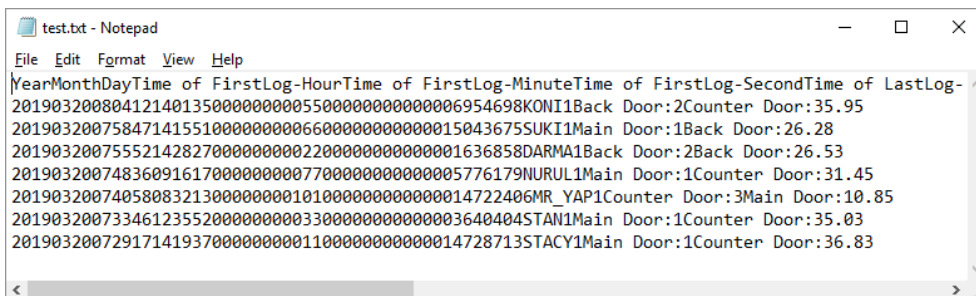
4-2.3 Export

1. When First and Last record produced, click “Export” button to determine a file name, type and directory location as shown.

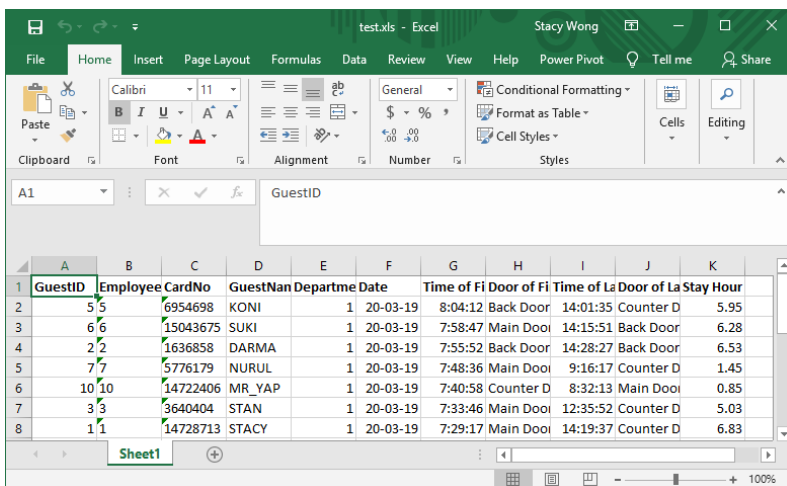


2. Export format can be TXT or Excel

● TXT

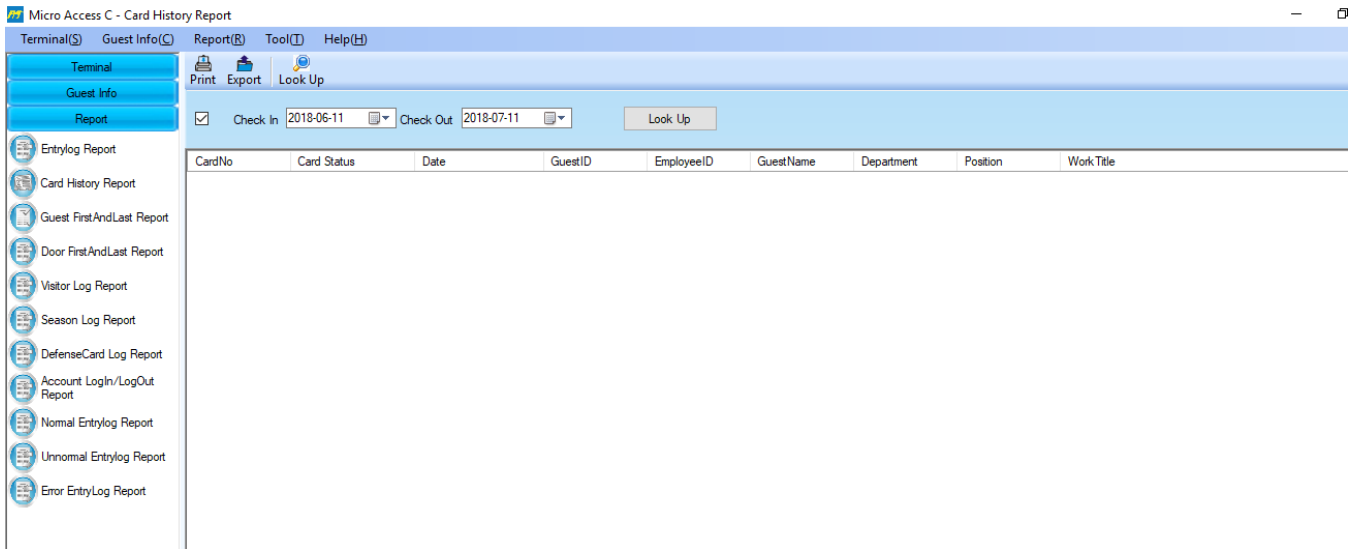


● Excel



4-3 Card History Report

1、Click “Report”→ “Card History Report” to call a card history report window as shown.



2、Card History Record will display :

Card ID, Card status, Date, User ID, Employee ID, Name, Department, Position, Worktitle

3、Look up condition can be :

Date, Card ID, Card status, User ID, Employee ID, Name, Department, Position, Worktitle

4、Function bar :

Print :

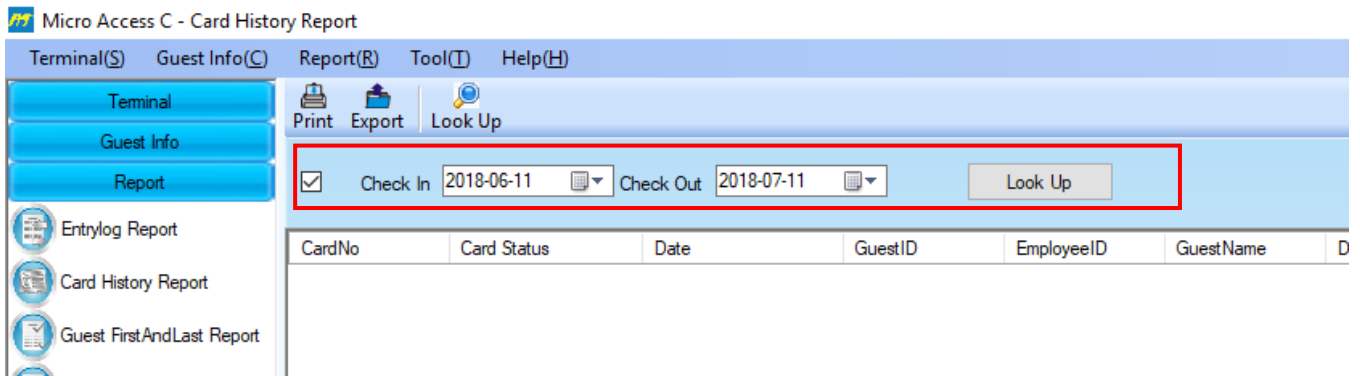
Print card history based on look up condition

Export :

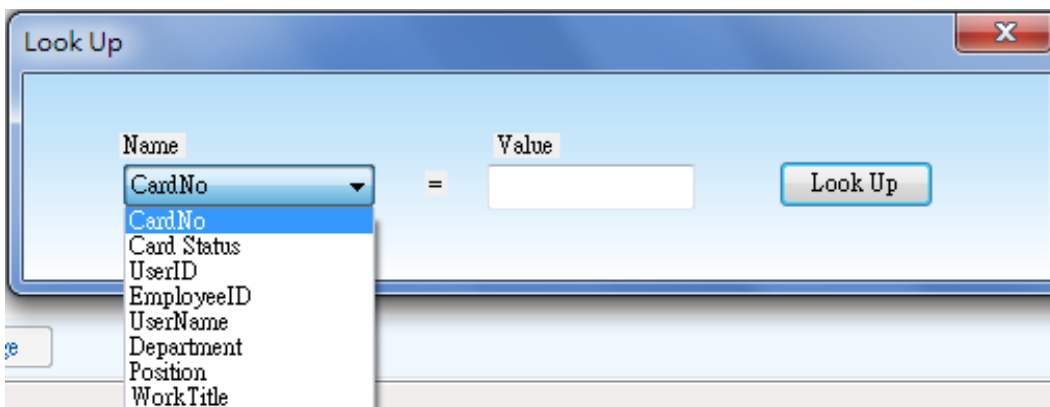
Print first and last record as TXT or Excel format

4-3.1 Look Up

- 1、Select and input a date period from and to then click “Look Up” button to produce a record based on the date period condition.



- 2、Click “Look Up” button on function bar could select more term(s). Select a look up item name first and input value for them and press “Look Up” key to continue.



3、After clicking “Look Up” key will display a crossing check result as shown.

The screenshot shows the 'Micro Access C - Card History Report' application. The main window displays a table with columns: CardNo, Card Status, Date, GuestID, EmployeeID, GuestName, Department, Position, and WorkTitle. A 'Look Up' dialog box is open in the foreground, containing a dropdown menu for 'Name' with 'GuestID' selected, an equals sign, a text input field with '1', and a 'Look Up' button.

CardNo	Card Status	Date	GuestID	EmployeeID	GuestName	Department	Position	WorkTitle
11115527	ModifyContinuous op...	2018-06-04 11:13:13	1	1	LIM RUEY SHYA	Season		
11115527	ModifyContinuous op...	2018-05-11 12:13:50	1	1	LIM RUEY SHYA	Season		
11115527	ModifyContinuous op...	2018-04-03 22:52:41	1	1	LIM RUEY SHYA	Season		
11115527	ModifyGuestName.LI...	2018-03-06 18:05:54	1	1		Season		
11115527	ModifyContinuous op...	2018-03-06 18:03:35	1	1		Season		
11115527	ModifyContinuous op...	2018-02-08 16:42:33	1	1		Season		
11115527	Begin using	2018-01-30 13:35:33	1	1		Season		

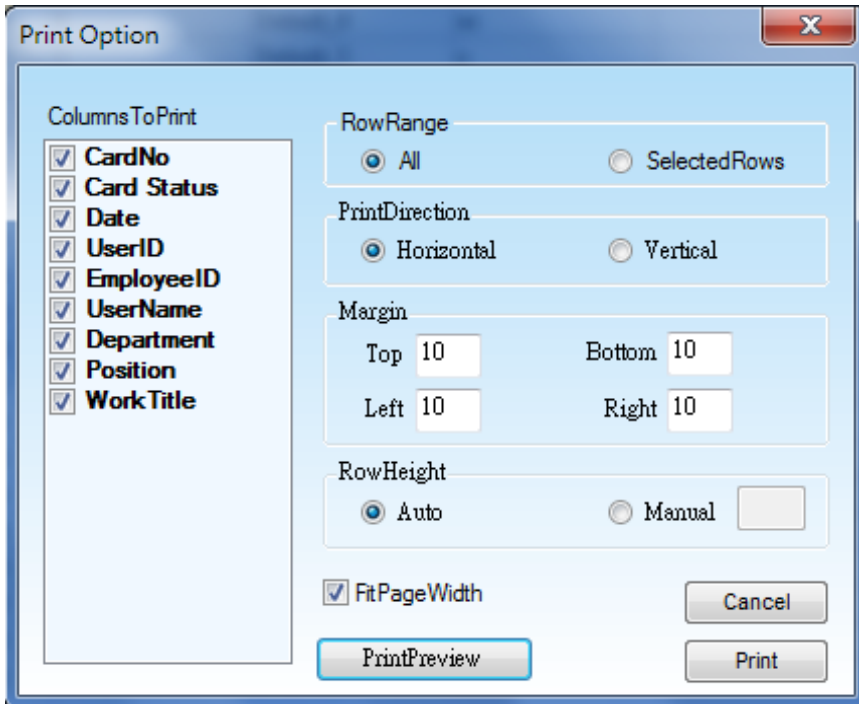
4、Un-checked condition will display all records for card history.

The screenshot shows the 'Micro Access C - Card History Report' application. The main window displays a table with columns: CardNo, Card Status, Date, GuestID, EmployeeID, GuestName, Department, Position, and WorkTitle. The 'Look Up' button is visible. The table displays multiple rows of data.

CardNo	Card Status	Date	GuestID	EmployeeID	GuestName	Department	Position	WorkTitle
11112534	ModifyGroup 1:1	2018-06-05 20:16:46	21613	21613	CHUA CHONG Y	Resident		
11115523	ModifyContinuous op...	2018-06-05 18:54:57	26	26	LIM ENG HUA	Season		
11115553	ModifyContinuous op...	2018-06-05 11:49:44	43	43	HEW LEE LEE (R)	Season		
11115573	ModifyContinuous op...	2018-06-05 11:49:29	50	50	LOKE KIEM FEI	Season		
11115520	ModifyContinuous op...	2018-06-05 11:49:06	6	6	CHEAM KAR MU...	Season		
11115016	ModifyContinuous op...	2018-06-05 11:48:48	8105	8105	GOH AI JONG	Season		
11115529	ModifyContinuous op...	2018-06-05 11:47:59	17	17	KEVIN TENG GI...	Season		
11115619	ModifyContinuous op...	2018-06-05 11:45:27	89	89	ABD AZIM BIN A...	Season		
11115512	ModifyContinuous op...	2018-06-05 11:45:13	28	28	FELICIA WONG ...	Season		
11115564	ModifyContinuous op...	2018-06-05 11:44:57	76	76	HOW KOK KUA	Season		
11115536	ModifyContinuous op...	2018-06-05 11:44:41	46	46	NOOR AINA BT...	Season		
11115569	ModifyContinuous op...	2018-06-05 11:44:27	72	72	MUHAMMAD ZA...	Season		
11115021	ModifyContinuous op...	2018-06-05 11:44:13	8109	8109		Season		
11115508	ModifyContinuous op...	2018-06-05 11:43:56	71	71	WONG HUET T	Season		
11115017	ModifyContinuous op...	2018-06-05 11:43:39	8104	8104	GON SENG KHIM	Season		
11115018	ModifyContinuous op...	2018-06-04 11:36:08	8106	8106	ONG SENG YE	Season		
11115520	ModifyContinuous op...	2018-06-04 11:35:51	6	6	CHEAM KAR MU...	Season		
11115543	ModifyContinuous op...	2018-06-04 11:13:40	25	25	CHAN SOOK HAR	Season		
11115527	ModifyContinuous op...	2018-06-04 11:13:13	1	1	LIM RUEY SHYA	Season		
11115570	ModifyContinuous op...	2018-06-04 11:12:56	51	51	LO WAI LING	Season		
11115504	ModifyContinuous op...	2018-06-04 11:12:39	65	65	MUZAMMIL BIN ...	Season		
11115515	ModifyContinuous op...	2018-06-04 11:12:09	35	35	MAK CHENG HUA	Season		
11115519	ModifyContinuous op...	2018-06-04 11:11:51	9	9	ONG HOCK CHYE	Season		
11115599	ModifyContinuous op...	2018-06-04 11:11:33	57	57	ANUSUYA GOB...	Season		

4-3.2 Print

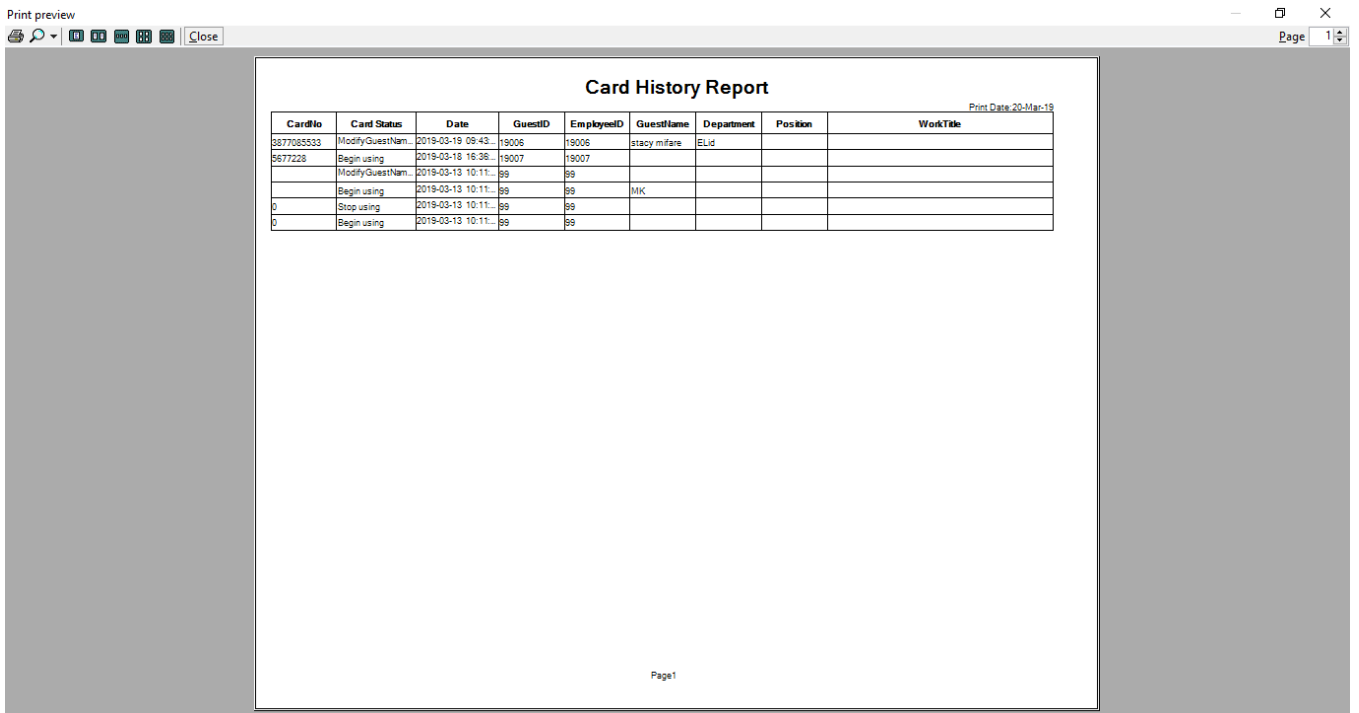
1、Click Print button will call a configuration window for displaying card history record.



The 'Print Option' dialog box is used to configure the printing of card history records. It includes the following settings:

- Columns To Print:** A list of columns with checkboxes: CardNo, Card Status, Date, UserID, EmployeeID, UserName, Department, Position, and Work Title. All are checked.
- RowRange:** Radio buttons for 'All' (selected) and 'SelectedRows'.
- PrintDirection:** Radio buttons for 'Horizontal' (selected) and 'Vertical'.
- Margin:** Input fields for Top (10), Bottom (10), Left (10), and Right (10).
- RowHeight:** Radio buttons for 'Auto' (selected) and 'Manual'.
- FitPageWidth:** A checked checkbox.
- Buttons:** 'PrintPreview', 'Print', and 'Cancel'.

2、Select display condition based on the dialogue box, it can also be preview before printed.



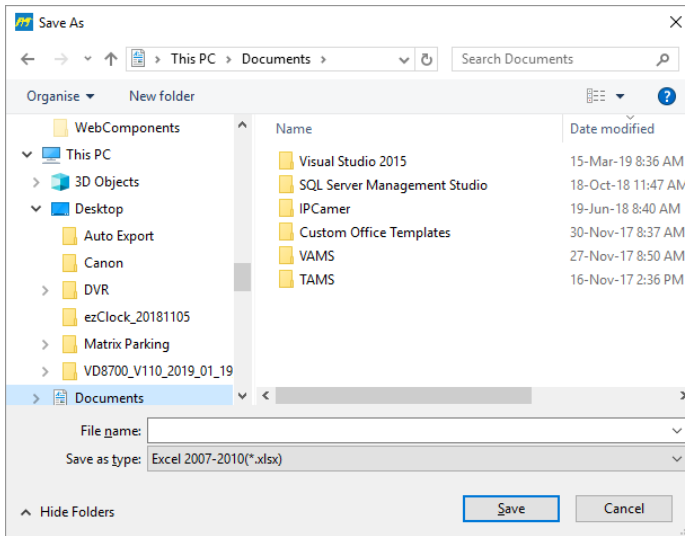
The print preview window displays a 'Card History Report' table. The report includes the following data:

CardNo	Card Status	Date	GuestID	EmployeeID	GuestName	Department	Position	WorkTitle
3877085533	ModifyGuestName	2019-03-19 09:43	19006	19006	stacy mifare	ELid		
5677228	Begin using	2019-03-18 16:36	19007	19007				
	ModifyGuestName	2019-03-13 10:11	99	99				
	Begin using	2019-03-13 10:11	99	99	MK			
0	Stop using	2019-03-13 10:11	99	99				
0	Begin using	2019-03-13 10:11	99	99				

Print Date: 20-Mar-19
Page 1

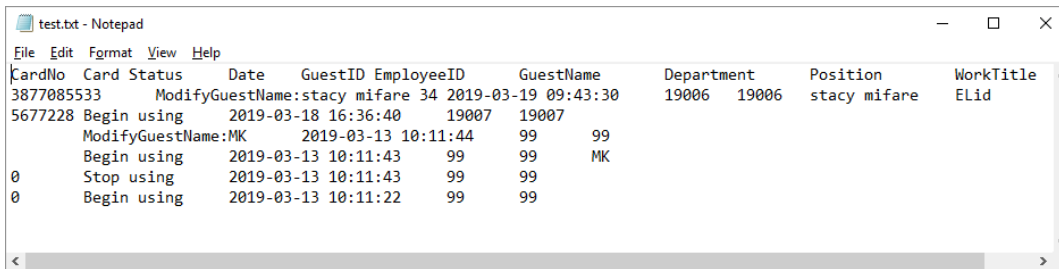
4-3.3 Export

1、Click “Export” button to determine file name, type and file directory on system as shown.

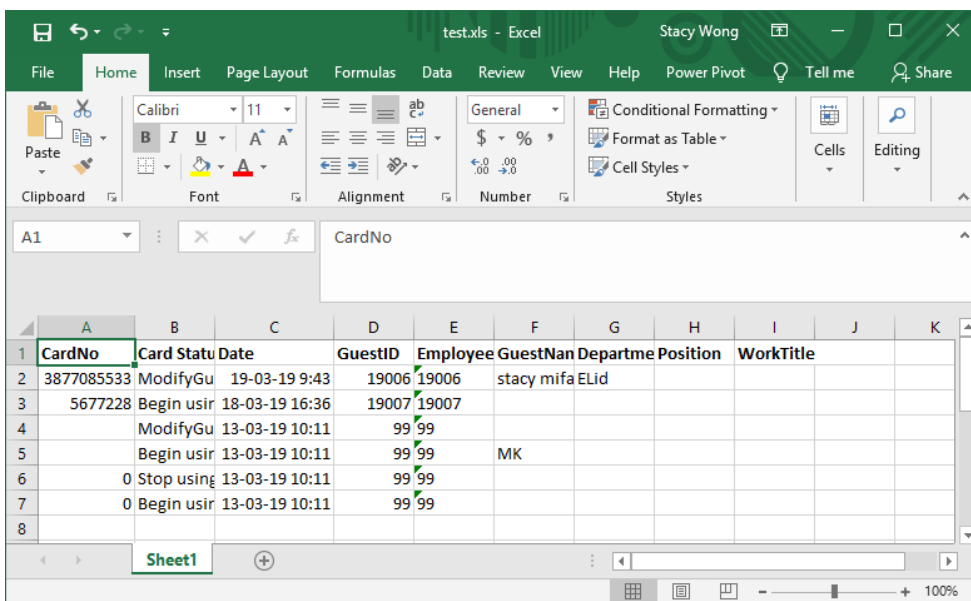


2、Export format can be TXT or Excel as shown:

- **TXT**



- **Excel**



5. Tool

5-1 System log

1、Click “Tool”→“System Log” to call a system log list on screen.

Account	Client IP	Date	Time	Action	Detail
system	192.168.0.55	2018-07-11	10:50:39	Add Map	Success.Amount:1 , Map name:1
system	192.168.0.55	2018-07-11	10:47:57	To Text File	(Stream) OK!
system	192.168.0.55	2018-07-11	10:47:51	To Excel	(Dynamical) OK!
system	192.168.0.55	2018-07-11	10:45:18	To Excel	(Dynamical) OK!
system	192.168.0.55	2018-07-11	10:38:15	Update Title	Success.Amount:1 , Title name:Manager
system	192.168.0.55	2018-07-11	10:37:39	Add Title	Success.Amount:1 , Title name:Account
system	192.168.0.55	2018-07-11	10:37:34	Add Title	Success.Amount:1 , Title name:Sales
system	192.168.0.55	2018-07-11	10:34:13	Update Department	Success.Amount:1 , Department:Car Park
system	192.168.0.55	2018-07-11	10:33:26	Add Department	Success.Amount:1 , Department:Staff\Team B
system	192.168.0.55	2018-07-11	10:33:17	Add Department	Success.Amount:1 , Department:Staff\Team A
system	192.168.0.55	2018-07-11	10:27:41	Update Setting of Per	Success
system	192.168.0.55	2018-07-11	10:23:19	To Text File	(Stream) OK!
system	192.168.0.55	2018-07-11	10:22:19	To Excel	(Dynamical) OK!
system	192.168.0.55	2018-07-11	10:08:20	Execute Command	Finished.Command:GetBF50BF20Status.TerminalID:3.Success.Door01:NotFound
system	192.168.0.55	2018-07-11	10:07:34	Execute Command	Finished.Command:AutoSearchBF50BF20.TerminalID:3(3)Version.No.Support
system	192.168.0.55	2018-07-11	10:07:15	Execute Command	Finished.Command:AutoSearchBF50BF20.TerminalID:3(3)Version.No.Support
system	192.168.0.55	2018-07-11	09:56:51	Execute Command	Finished.Command:AskingCurrentTimeAndDate.TerminalID:3.Success.DateTime:2018-07-11 09:56:50
system	192.168.0.55	2018-07-11	09:49:55	DBStore.SaveDoorLo...	Violation of PRIMARY KEY constraint 'PK_DoorLog'. Cannot insert duplicate key in object 'dbo.DoorLog'. The statement has been tem...
system	192.168.0.55	2018-07-11	09:47:16	DBStore.SaveDoorLo...	Violation of PRIMARY KEY constraint 'PK_DoorLog'. Cannot insert duplicate key in object 'dbo.DoorLog'. The statement has been tem...
system	192.168.0.55	2018-07-11	09:47:16	DBStore.SaveDoorLo...	Violation of PRIMARY KEY constraint 'PK_DoorLog'. Cannot insert duplicate key in object 'dbo.DoorLog'. The statement has been tem...
system	192.168.0.55	2018-07-11	09:34:47	Execute Command	Finished.Command:AskingCurrentTimeAndDate.TerminalID:3.Success.DateTime:2018-07-11 09:34:46
system	192.168.0.55	2018-07-11	09:31:35	Execute Command	Finished.Command:RelayRemoteControlForDoorLock.TerminalID:3.Success
system	192.168.0.55	2018-07-11	09:31:35	Execute Command	Finished.Command:RelayRemoteControlForDoorLock.TerminalID:10.Success
system	192.168.0.55	2018-07-11	09:31:35	Execute Command	Finished.Command:RelayRemoteControlForDoorLock.TerminalID:12.Success
system	192.168.0.55	2018-07-11	09:31:35	Execute Command	Finished.Command:RelayRemoteControlForDoorLock.TerminalID:11.Success

2、System log display fields are :

User ID, IP, Date, Time, Action, Detail

3、Look Up conditions are :

Date, User name, IP, Action and Detail can be crossing check

4、Function :

Delete :

Delete system log based on selected conditions

Refresh :

Refresh screen

Print :

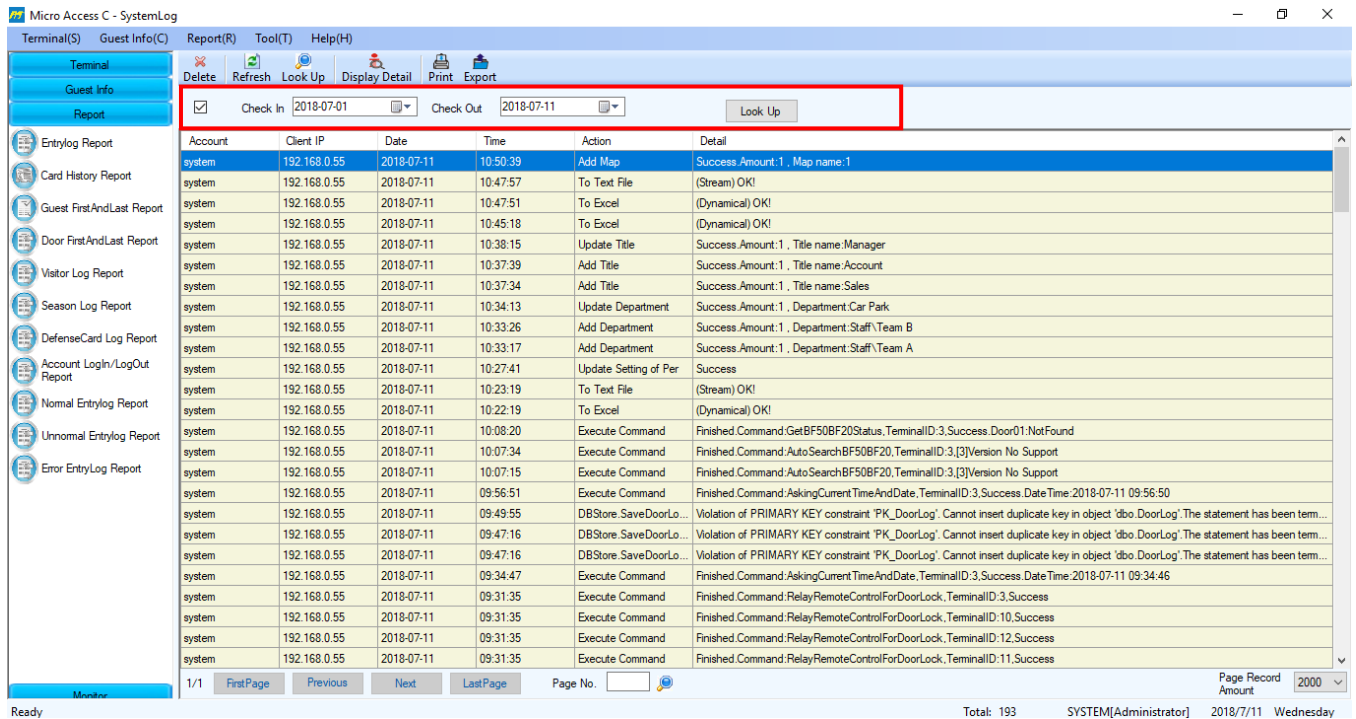
Print card history record based on selected conditions

Export :

Export system log as TXT or EXCEL format based on selected conditions

5-1.1 Look Up

- 1、Select the date and a period of date then click “Look Up” button to produce an on screen system log based on “date” condition.



Micro Access C - SystemLog

Terminal(S) Guest Info(C) Report(R) Tool(T) Help(H)

Terminal Guest Info Report

Delete Refresh Look Up Display Detail Print Export

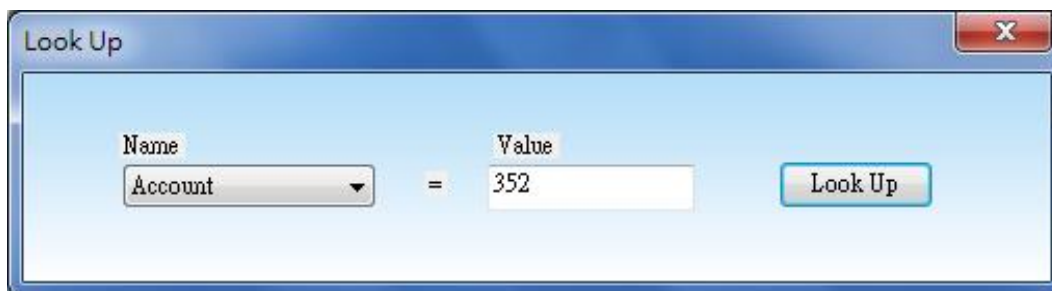
Check In 2018-07-01 Check Out 2018-07-11 Look Up

Account	Client IP	Date	Time	Action	Detail
system	192.168.0.55	2018-07-11	10:50:39	Add Map	Success.Amount:1, Map name:1
system	192.168.0.55	2018-07-11	10:47:57	To Text File	(Stream) OK!
system	192.168.0.55	2018-07-11	10:47:51	To Excel	(Dynamical) OK!
system	192.168.0.55	2018-07-11	10:45:18	To Excel	(Dynamical) OK!
system	192.168.0.55	2018-07-11	10:38:15	Update Title	Success.Amount:1, Title name:Manager
system	192.168.0.55	2018-07-11	10:37:39	Add Title	Success.Amount:1, Title name:Account
system	192.168.0.55	2018-07-11	10:37:34	Add Title	Success.Amount:1, Title name:Sales
system	192.168.0.55	2018-07-11	10:34:13	Update Department	Success.Amount:1, Department:Car Park
system	192.168.0.55	2018-07-11	10:33:26	Add Department	Success.Amount:1, Department:Staff\Team B
system	192.168.0.55	2018-07-11	10:33:17	Add Department	Success.Amount:1, Department:Staff\Team A
system	192.168.0.55	2018-07-11	10:27:41	Update Setting of Per	Success
system	192.168.0.55	2018-07-11	10:23:19	To Text File	(Stream) OK!
system	192.168.0.55	2018-07-11	10:22:19	To Excel	(Dynamical) OK!
system	192.168.0.55	2018-07-11	10:08:20	Execute Command	Finished Command:GetBF50BF20Status.TerminalID:3.Success.Door01:NotFound
system	192.168.0.55	2018-07-11	10:07:34	Execute Command	Finished Command:AutoSearchBF50BF20.TerminalID:3.[3]Version No Support
system	192.168.0.55	2018-07-11	10:07:15	Execute Command	Finished Command:AutoSearchBF50BF20.TerminalID:3.[3]Version No Support
system	192.168.0.55	2018-07-11	09:56:51	Execute Command	Finished Command:AskingCurrentTimeAndDate.TerminalID:3.Success.DateTime:2018-07-11 09:56:50
system	192.168.0.55	2018-07-11	09:49:55	DBStore.SaveDoorLo...	Violation of PRIMARY KEY constraint 'PK_DoorLog'. Cannot insert duplicate key in object 'dbo.DoorLog'. The statement has been terminated.
system	192.168.0.55	2018-07-11	09:47:16	DBStore.SaveDoorLo...	Violation of PRIMARY KEY constraint 'PK_DoorLog'. Cannot insert duplicate key in object 'dbo.DoorLog'. The statement has been terminated.
system	192.168.0.55	2018-07-11	09:47:16	DBStore.SaveDoorLo...	Violation of PRIMARY KEY constraint 'PK_DoorLog'. Cannot insert duplicate key in object 'dbo.DoorLog'. The statement has been terminated.
system	192.168.0.55	2018-07-11	09:34:47	Execute Command	Finished Command:AskingCurrentTimeAndDate.TerminalID:3.Success.DateTime:2018-07-11 09:34:46
system	192.168.0.55	2018-07-11	09:31:35	Execute Command	Finished Command:RelayRemoteControlForDoorLock.TerminalID:3.Success
system	192.168.0.55	2018-07-11	09:31:35	Execute Command	Finished Command:RelayRemoteControlForDoorLock.TerminalID:10.Success
system	192.168.0.55	2018-07-11	09:31:35	Execute Command	Finished Command:RelayRemoteControlForDoorLock.TerminalID:12.Success
system	192.168.0.55	2018-07-11	09:31:35	Execute Command	Finished Command:RelayRemoteControlForDoorLock.TerminalID:11.Success

1/1 FirstPage Previous Next LastPage Page No. 2000

Ready Total: 193 SYSTEM\Administrator 2018/7/11 Wednesday

- 2、Apart from using Date as a look up condition, by clicking “Look Up” button from function bar could select more conditions for further crossing check as shown.



Look Up

Name Value

Account = 352 Look Up

3、A new system log will be display based on new conditions as shown.

Micro Access C - SystemLog

Terminal(S) Guest Info(C) Report(R) Tool(T) Help(H)

Terminal Guest Info Report

Check In: 2018-07-01 Check Out: 2018-07-11 Look Up

Account	Client IP	Date	Time	Action	Detail
system	192.168.0.55	2018-07-11	10:50:39	Add Map	Success.Amount:1 , Map name:1
system	192.168.0.55	2018-07-11	10:47:57	To Text File	(Stream) OK!
system	192.168.0.55	2018-07-11	10:47:51	To Excel	(Dynamical) OK!
system	192.168.0.55	2018-07-11	10:45:18	To Excel	(Dynamical) OK!
system	192.168.0.55	2018-07-11	10:38:15	Update Title	Success.Amount:1 , Title name:Manager
system	192.168.0.55	2018-07-11	10:37:39	Add Title	Success.Amount:1 , Title name:Account
system	192.168.0.55	2018-07-11	10:37:34	Add Title	Success.Amount:1 , Title name:Sales
system	192.168.0.55	2018-07-11	10:34:13	Update Department	Success.Amount:1 , Department:Car Park
system	192.168.0.55	2018-07-11	10:33:26	Add Department	Success.Amount:1 , Department:Staff\Team B
system	192.168.0.55	2018-07-11	10:33:17	Add Department	Success.Amount:1 , Department:Staff\Team A
system	192.168.0.55	2018-07-11	10:27:41	Update Setting of Per	Success
system	192.168.0.55	2018-07-11	10:23:19	To Text File	(Stream) OK!
system	192.168.0.55	2018-07-11	10:22:19	To Excel	(Dynamical) OK!
system	192.168.0.55	2018-07-11	10:08:20	Execute Command	Finished Command:GetBF50BF20Status,TerminalID:3,Success.Door01:NotFound
system	192.168.0.55	2018-07-11	10:07:34	Execute Command	Finished Command:AutoSearchBF50BF20,TerminalID:3,[3]Version No Support
system	192.168.0.55	2018-07-11	10:07:15	Execute Command	Finished Command:AutoSearchBF50BF20,TerminalID:3,[3]Version No Support
system	192.168.0.55	2018-07-11	09:56:51	Execute Command	Finished Command:AskingCurrentTimeAndDate,TerminalID:3,Success.DateTime:2018-07-11 09:56:50
system	192.168.0.55	2018-07-11	09:49:55	DBStore.SaveDoorLo...	Violation of PRIMARY KEY constraint 'PK_DoorLog'. Cannot insert duplicate key in object 'dbo.DoorLog'. The statement has been tem...
system	192.168.0.55	2018-07-11	09:47:16	DBStore.SaveDoorLo...	Violation of PRIMARY KEY constraint 'PK_DoorLog'. Cannot insert duplicate key in object 'dbo.DoorLog'. The statement has been tem...
system	192.168.0.55	2018-07-11	09:47:16	DBStore.SaveDoorLo...	Violation of PRIMARY KEY constraint 'PK_DoorLog'. Cannot insert duplicate key in object 'dbo.DoorLog'. The statement has been tem...
system	192.168.0.55	2018-07-11	09:34:47	Execute Command	Finished Command:AskingCurrentTimeAndDate,TerminalID:3,Success.DateTime:2018-07-11 09:34:46
system	192.168.0.55	2018-07-11	09:31:35	Execute Command	Finished Command:RelayRemoteControlForDoorLock,TerminalID:3,Success
system	192.168.0.55	2018-07-11	09:31:35	Execute Command	Finished Command:RelayRemoteControlForDoorLock,TerminalID:10,Success
system	192.168.0.55	2018-07-11	09:31:35	Execute Command	Finished Command:RelayRemoteControlForDoorLock,TerminalID:12,Success
system	192.168.0.55	2018-07-11	09:31:35	Execute Command	Finished Command:RelayRemoteControlForDoorLock,TerminalID:11,Success

1/1 FirstPage Previous Next LastPage Page No. 2000

Total: 193 SYSTEM\Administrator 2018/7/11 Wednesday

4、When “Date” condition is un-checked, system log will be all display.

Micro Access C - SystemLog

Terminal(S) Guest Info(C) Report(R) Tool(T) Help(H)

Terminal Guest Info Report

Check In: 2018-07-01 Check Out: 2018-07-11 Look Up

Account	Client IP	Date	Time	Action	Detail
system	192.168.0.55	2018-07-11	10:50:39	Add Map	Success.Amount:1 , Map name:1
system	192.168.0.55	2018-07-11	10:47:57	To Text File	(Stream) OK!
system	192.168.0.55	2018-07-11	10:47:51	To Excel	(Dynamical) OK!
system	192.168.0.55	2018-07-11	10:45:18	To Excel	(Dynamical) OK!
system	192.168.0.55	2018-07-11	10:38:15	Update Title	Success.Amount:1 , Title name:Manager
system	192.168.0.55	2018-07-11	10:37:39	Add Title	Success.Amount:1 , Title name:Account
system	192.168.0.55	2018-07-11	10:37:34	Add Title	Success.Amount:1 , Title name:Sales
system	192.168.0.55	2018-07-11	10:34:13	Update Department	Success.Amount:1 , Department:Car Park
system	192.168.0.55	2018-07-11	10:33:26	Add Department	Success.Amount:1 , Department:Staff\Team B
system	192.168.0.55	2018-07-11	10:33:17	Add Department	Success.Amount:1 , Department:Staff\Team A
system	192.168.0.55	2018-07-11	10:27:41	Update Setting of Per	Success
system	192.168.0.55	2018-07-11	10:23:19	To Text File	(Stream) OK!
system	192.168.0.55	2018-07-11	10:22:19	To Excel	(Dynamical) OK!
system	192.168.0.55	2018-07-11	10:08:20	Execute Command	Finished Command:GetBF50BF20Status,TerminalID:3,Success.Door01:NotFound
system	192.168.0.55	2018-07-11	10:07:34	Execute Command	Finished Command:AutoSearchBF50BF20,TerminalID:3,[3]Version No Support
system	192.168.0.55	2018-07-11	10:07:15	Execute Command	Finished Command:AutoSearchBF50BF20,TerminalID:3,[3]Version No Support
system	192.168.0.55	2018-07-11	09:56:51	Execute Command	Finished Command:AskingCurrentTimeAndDate,TerminalID:3,Success.DateTime:2018-07-11 09:56:50
system	192.168.0.55	2018-07-11	09:49:55	DBStore.SaveDoorLo...	Violation of PRIMARY KEY constraint 'PK_DoorLog'. Cannot insert duplicate key in object 'dbo.DoorLog'. The statement has been tem...
system	192.168.0.55	2018-07-11	09:47:16	DBStore.SaveDoorLo...	Violation of PRIMARY KEY constraint 'PK_DoorLog'. Cannot insert duplicate key in object 'dbo.DoorLog'. The statement has been tem...
system	192.168.0.55	2018-07-11	09:47:16	DBStore.SaveDoorLo...	Violation of PRIMARY KEY constraint 'PK_DoorLog'. Cannot insert duplicate key in object 'dbo.DoorLog'. The statement has been tem...
system	192.168.0.55	2018-07-11	09:34:47	Execute Command	Finished Command:AskingCurrentTimeAndDate,TerminalID:3,Success.DateTime:2018-07-11 09:34:46
system	192.168.0.55	2018-07-11	09:31:35	Execute Command	Finished Command:RelayRemoteControlForDoorLock,TerminalID:3,Success
system	192.168.0.55	2018-07-11	09:31:35	Execute Command	Finished Command:RelayRemoteControlForDoorLock,TerminalID:10,Success
system	192.168.0.55	2018-07-11	09:31:35	Execute Command	Finished Command:RelayRemoteControlForDoorLock,TerminalID:12,Success
system	192.168.0.55	2018-07-11	09:31:35	Execute Command	Finished Command:RelayRemoteControlForDoorLock,TerminalID:11,Success

1/1 FirstPage Previous Next LastPage Page No. 2000

Total: 193 SYSTEM\Administrator 2018/7/11 Wednesday

5-1.2 Detail

Click “Display Detail” button to display detail system log as shown.

The screenshot shows the Micro Access C - SystemLog application window. The main area displays a table of system logs with columns for Account, Client IP, Date, Time, Action, and Detail. The 'Display Detail' button is highlighted in the toolbar. A red box highlights the 'SystemLog Detail' pane on the right, which shows the expanded details for a selected log entry.

Account	Client IP	Date	Time	Action	Detail
system	192.168.0.55	2018-07-11	10:50:39	Add Map	Success.Amount:1 , Map name:1
system	192.168.0.55	2018-07-11	10:47:57	To Text File	(Stream) OK!
system	192.168.0.55	2018-07-11	10:47:51	To Excel	(Dynamical) OK!
system	192.168.0.55	2018-07-11	10:45:18	To Excel	(Dynamical) OK!
system	192.168.0.55	2018-07-11	10:38:15	Update Title	Success.Amount:1 , Title name:Manager
system	192.168.0.55	2018-07-11	10:37:39	Add Title	Success.Amount:1 , Title name:Account
system	192.168.0.55	2018-07-11	10:37:34	Add Title	Success.Amount:1 , Title name:Sales
system	192.168.0.55	2018-07-11	10:34:13	Update Department	Success.Amount:1 , Department:Car Park
system	192.168.0.55	2018-07-11	10:33:26	Add Department	Success.Amount:1 , Department:Staff\Team B
system	192.168.0.55	2018-07-11	10:33:17	Add Department	Success.Amount:1 , Department:Staff\Team A
system	192.168.0.55	2018-07-11	10:27:41	Update Setting of Per	Success
system	192.168.0.55	2018-07-11	10:23:19	To Text File	(Stream) OK!
system	192.168.0.55	2018-07-11	10:22:19	To Excel	(Dynamical) OK!
system	192.168.0.55	2018-07-11	10:08:20	Execute Command	Finished Command:GetBF50BF20Status.Ter...
system	192.168.0.55	2018-07-11	10:07:34	Execute Command	Finished Command:AutoSearchBF50BF20,Te...
system	192.168.0.55	2018-07-11	10:07:15	Execute Command	Finished Command:AutoSearchBF50BF20,Te...
system	192.168.0.55	2018-07-11	09:56:51	Execute Command	Finished Command:AskingCurrentTimeAndDa...
system	192.168.0.55	2018-07-11	09:49:55	DBStore.SaveDoorLo...	Violation of PRIMARY KEY constraint 'PK_D...
system	192.168.0.55	2018-07-11	09:47:16	DBStore.SaveDoorLo...	Violation of PRIMARY KEY constraint 'PK_D...
system	192.168.0.55	2018-07-11	09:47:16	DBStore.SaveDoorLo...	Violation of PRIMARY KEY constraint 'PK_D...
system	192.168.0.55	2018-07-11	09:34:47	Execute Command	Finished Command:AskingCurrentTimeAndDa...
system	192.168.0.55	2018-07-11	09:31:35	Execute Command	Finished Command:RelayRemoteControlForD...
system	192.168.0.55	2018-07-11	09:31:35	Execute Command	Finished Command:RelayRemoteControlForD...
system	192.168.0.55	2018-07-11	09:31:35	Execute Command	Finished Command:RelayRemoteControlForD...
system	192.168.0.55	2018-07-11	09:31:35	Execute Command	Finished Command:RelayRemoteControlForD...

SystemLog Detail

Account
system

Client IP
192.168.0.55

Date
2018-07-11

Time
10:50:39

Action
Add Map

Detail
Success.Amount:1 , Map name:1

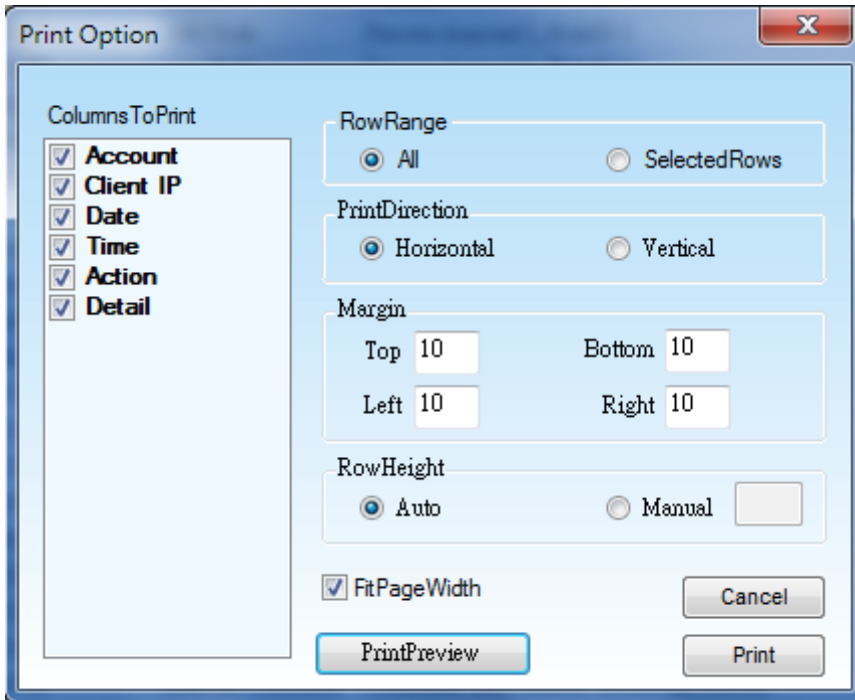
Total: 193 SYSTEM\Administrator 2018/7/11 Wednesday

5-1.3 Refresh

Click “Refresh” to refresh system log screen

5-1.4 Print

1、Click Print button to call a system log displaying configuration window as shown.



2、Configuration window can also determine system log printing columns, range, direction, margin, row of height or preview.

Print preview

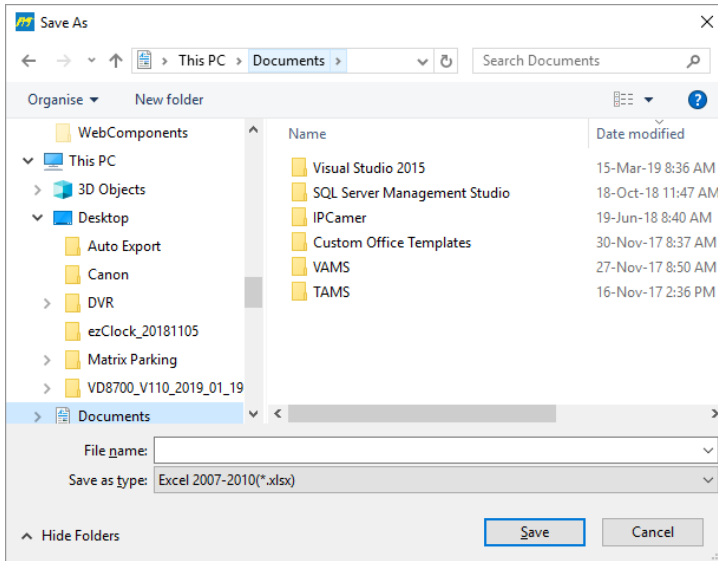
SystemLog Print Date: 20-Mar-19

Account	Client IP	Date	Time	Action	Detail
system	192.168.0.55	2019-03-20	14:49:42	DBStore SaveTer	Violation of PRIMARY KEY constraint 'PK_TerminalSysLog': Cannot insert duplicate key in object 'dbo.Ter
system	192.168.0.55	2019-03-20	14:49:42	DBStore SaveTer	Violation of PRIMARY KEY constraint 'PK_TerminalSysLog': Cannot insert duplicate key in object 'dbo.Ter
system	192.168.0.55	2019-03-20	14:49:42	DBStore SaveTer	Violation of PRIMARY KEY constraint 'PK_TerminalSysLog': Cannot insert duplicate key in object 'dbo.Ter
system	192.168.0.55	2019-03-20	14:49:06	Terminal Connect	Disconnected TerminalID:9:192.168.0.133:33080
system	192.168.0.55	2019-03-20	14:47:49	Terminal Connect	Connected TerminalID:27:192.168.0.31
system	192.168.0.55	2019-03-20	14:47:45	DBStore SaveTer	Violation of PRIMARY KEY constraint 'PK_TerminalSysLog': Cannot insert duplicate key in object 'dbo.Ter
system	192.168.0.55	2019-03-20	14:47:45	DBStore SaveTer	Violation of PRIMARY KEY constraint 'PK_TerminalSysLog': Cannot insert duplicate key in object 'dbo.Ter
system	192.168.0.55	2019-03-20	14:47:45	DBStore SaveTer	Violation of PRIMARY KEY constraint 'PK_TerminalSysLog': Cannot insert duplicate key in object 'dbo.Ter
system	192.168.0.55	2019-03-20	14:47:43	To Excel	(Dynamic) OK
system	192.168.0.55	2019-03-20	14:47:26	To Text File	(Stream) OK
system	192.168.0.55	2019-03-20	14:46:39	Terminal Connect	Connected TerminalID:9:192.168.0.133
system	192.168.0.55	2019-03-20	14:44:14	To Text File	(Stream) OK
system	192.168.0.55	2019-03-20	14:43:43	To Text File	(Stream) OK
system	192.168.0.55	2019-03-20	14:43:21	Terminal Connect	Connected TerminalID:9:192.168.0.133
system	192.168.0.55	2019-03-20	14:43:18	DBStore SaveTer	Violation of PRIMARY KEY constraint 'PK_TerminalSysLog': Cannot insert duplicate key in object 'dbo.Ter
system	192.168.0.55	2019-03-20	14:43:18	DBStore SaveTer	Violation of PRIMARY KEY constraint 'PK_TerminalSysLog': Cannot insert duplicate key in object 'dbo.Ter
system	192.168.0.55	2019-03-20	14:43:18	DBStore SaveTer	Violation of PRIMARY KEY constraint 'PK_TerminalSysLog': Cannot insert duplicate key in object 'dbo.Ter
system	192.168.0.55	2019-03-20	14:40:51	DBStore SaveTer	Violation of PRIMARY KEY constraint 'PK_TerminalSysLog': Cannot insert duplicate key in object 'dbo.Ter
system	192.168.0.55	2019-03-20	14:40:46	Terminal Connect	Connected TerminalID:9:192.168.0.133
system	192.168.0.55	2019-03-20	14:40:46	DBStore SaveTer	Violation of PRIMARY KEY constraint 'PK_TerminalSysLog': Cannot insert duplicate key in object 'dbo.Ter
system	192.168.0.55	2019-03-20	14:40:26	Terminal Connect	Connected TerminalID:6:192.168.0.75
system	192.168.0.55	2019-03-20	14:39:52	Terminal Connect	Connected TerminalID:9:192.168.0.133
system	192.168.0.55	2019-03-20	14:38:34	Terminal Connect	Connected TerminalID:27:192.168.0.31
system	192.168.0.55	2019-03-20	14:38:16	Terminal Connect	Disconnected TerminalID:27:192.168.0.31:11829
system	192.168.0.55	2019-03-20	14:38:08	Terminal Connect	Connected TerminalID:9:192.168.0.133
system	192.168.0.55	2019-03-20	14:37:11	To Excel	(Dynamic) OK
system	192.168.0.55	2019-03-20	14:37:05	Terminal Connect	Connected TerminalID:9:192.168.0.133
system	192.168.0.55	2019-03-20	14:36:31	Terminal Connect	Disconnected TerminalID:9:192.168.0.133:12716
system	192.168.0.55	2019-03-20	14:34:31	Terminal Connect	Connected TerminalID:6:192.168.0.75
system	192.168.0.55	2019-03-20	14:34:12	Terminal Connect	Disconnected TerminalID:6:192.168.0.75:3726
system	192.168.0.55	2019-03-20	14:34:01	Terminal Connect	Connected TerminalID:27:192.168.0.31
system	192.168.0.55	2019-03-20	14:33:28	Terminal Connect	Disconnected TerminalID:27:192.168.0.31:14246

Page1

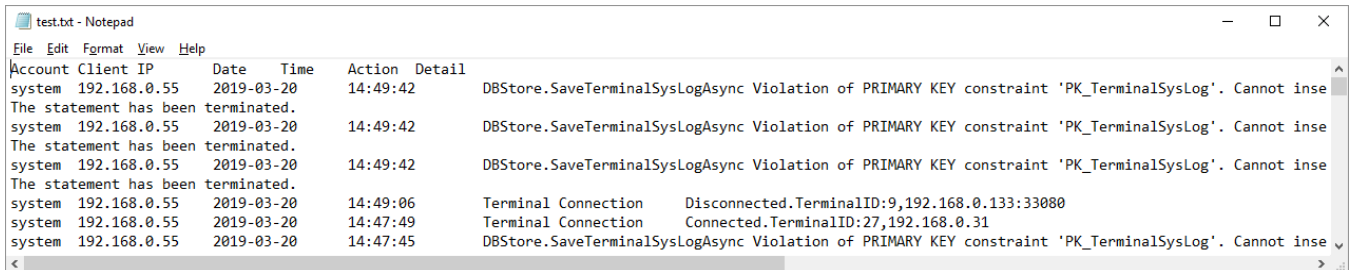
5-1.5 Export

1、Click “Export” to select system log record storage location on system as shown.

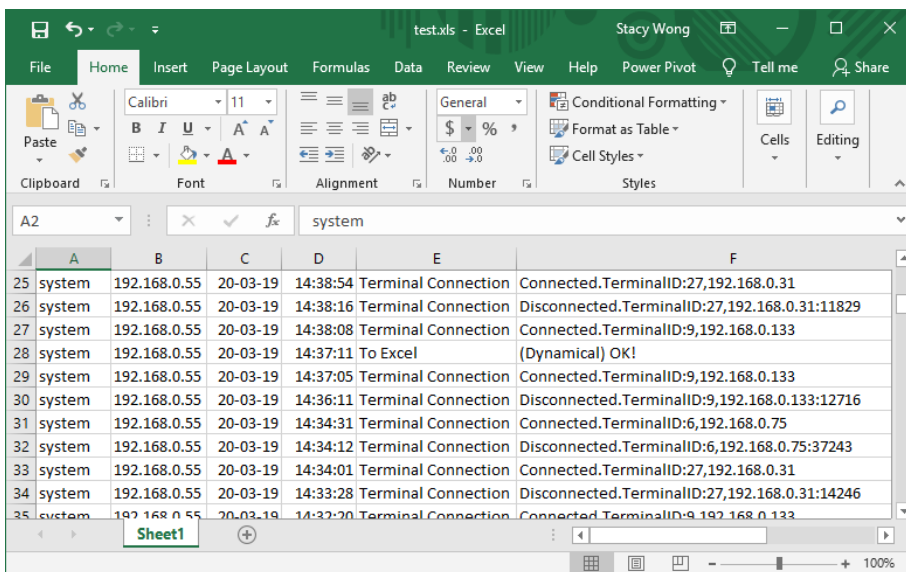


2、System log can be export as TXT or Excel format as shown.

● TXT

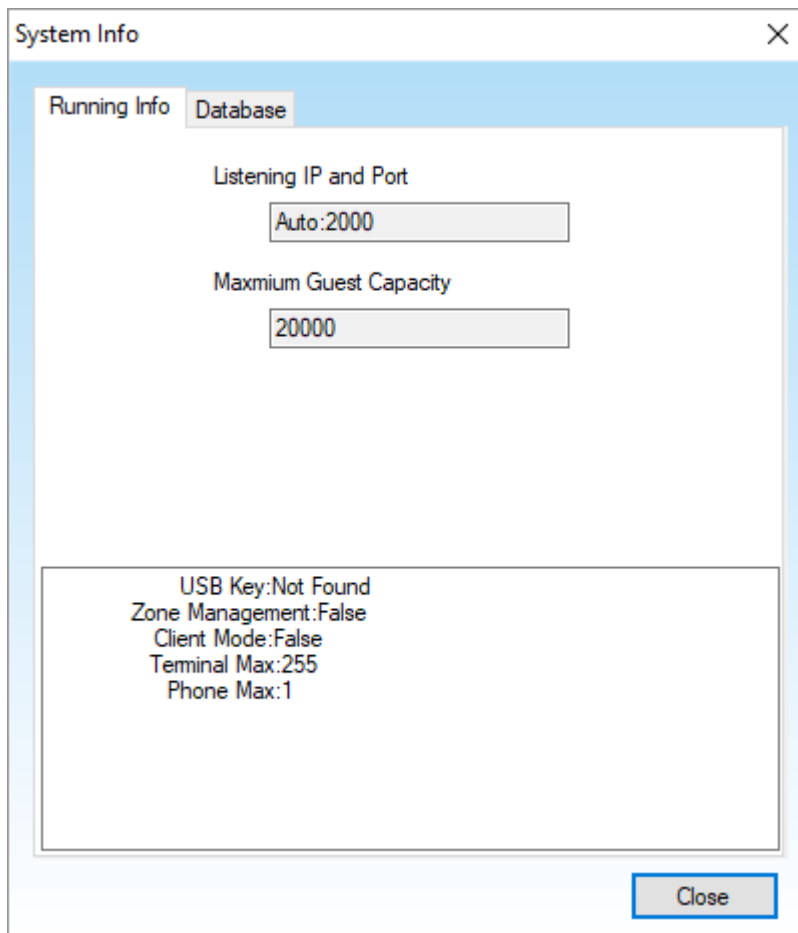


● Excel



5-2 Micro Access C information

Click “**Tool**”→“**Micro Access C information**” to call a Micro Access C information window as shown.



- Listening IP and Port number

Display current Micro Access C listening IP and Port number. The IP refers to the “Software IP” that configured to Terminal

- Maximum user registries

Display current maximum user registry amount for connected terminal

- Maximum auxiliary threads

Display maximum auxiliary threads, which is to be notified system supervisor or administrator a maximum batch processing ability provided to a system.

- Maximum asynchronous I/O thread

Display maximum asynchronous I/O thread

- Available auxiliary thread

Display current available auxiliary thread

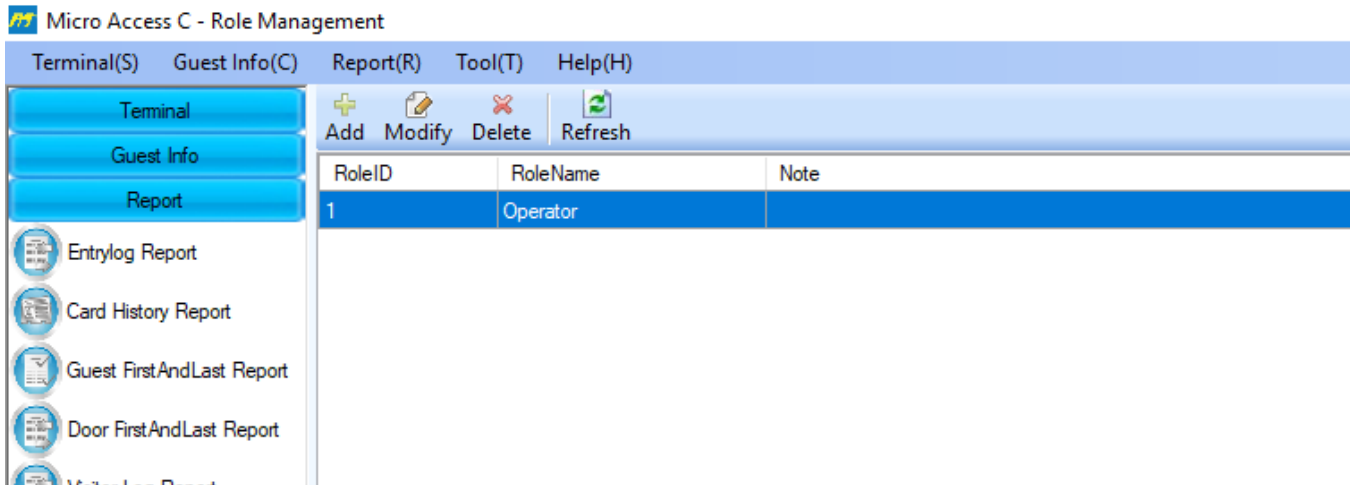
- Available asynchronous I/O thread

Display current available asynchronous I/O thread

5-3 Account

5-3.1 Role management

1、Click “Tool”→“Role management” to call a configuration window for role management.



2、Account management will display :

Role ID, Role name, Note

3、Function bar :

Add :

Add new role ID and role name

Modify :

Modify role ID and role name

Delete :

Delete role ID and role name

Refresh :

Refresh current screen

4、Authorities for different roles can be leverage as View, Modify Data, Operate Terminal

● **View**

View data only, cannot modify data or operate terminal

● **Modify Data**

View and modify data only, it is not allowed to operate terminal (View authority should be selected at the same time when Modify data authority is checked).

● **Operate Terminal**

When Operate Terminal authority has been checked, View and Modify Data authorities should be selected at the same time.

5-3.1.1 Add a new Role

1、Click “Add” to call a new configuration window as shown.

Module Name	View	Modify Data	Operate Terminal	Export	Print
Terminal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Terminal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TimeSet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TimeZone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holiday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Function Key	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FunctionKey Trigger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MultiBadgeID	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event Process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Terminal Email Alarm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Control Center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Role number can be set from 1-65535
- Role name should be input
- Select authority types from the list for operating Micro Access C.
- Select “Print” and “Export” function

2、When a role information input, new role information will be display on screen as shown.

RoleID	RoleName	Note
1	Operator	
2	boss	

5-3.1.2 Modify Role

1、Select a role from the list then click Modify button to call a modification window as shown.

Module Name	View	Modify Data	Operate Terminal	Export	Print
Terminal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Terminal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TimeSet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TimeZone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Door	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Holiday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Function Key	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FunctionKey Trigger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MultiBadgeID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Event Process	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Terminal Email Alarm	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Control Center	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

2、Input modified role name and authorities when necessary (Role ID should not be modified). Click “OK” to finish as shown.

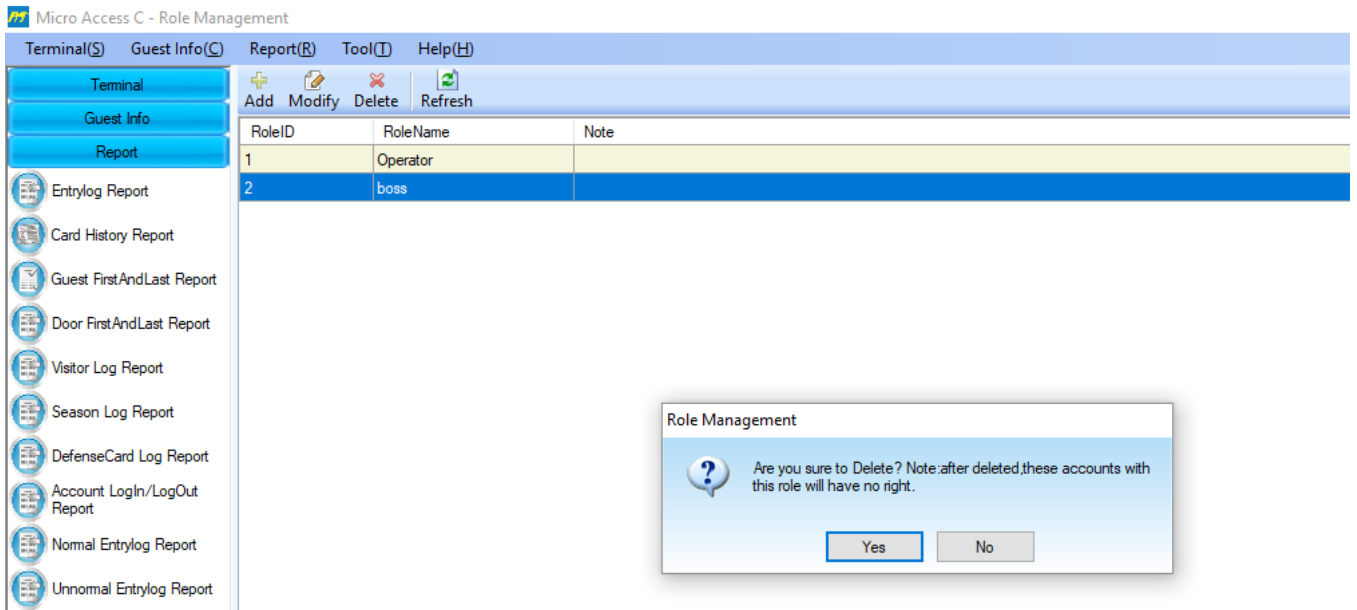
RoleID	RoleName	Note
1	Operator	
2	boss	

3、Modify can also be done by double clicking the role account on the list. It will call a modification window for further modification.

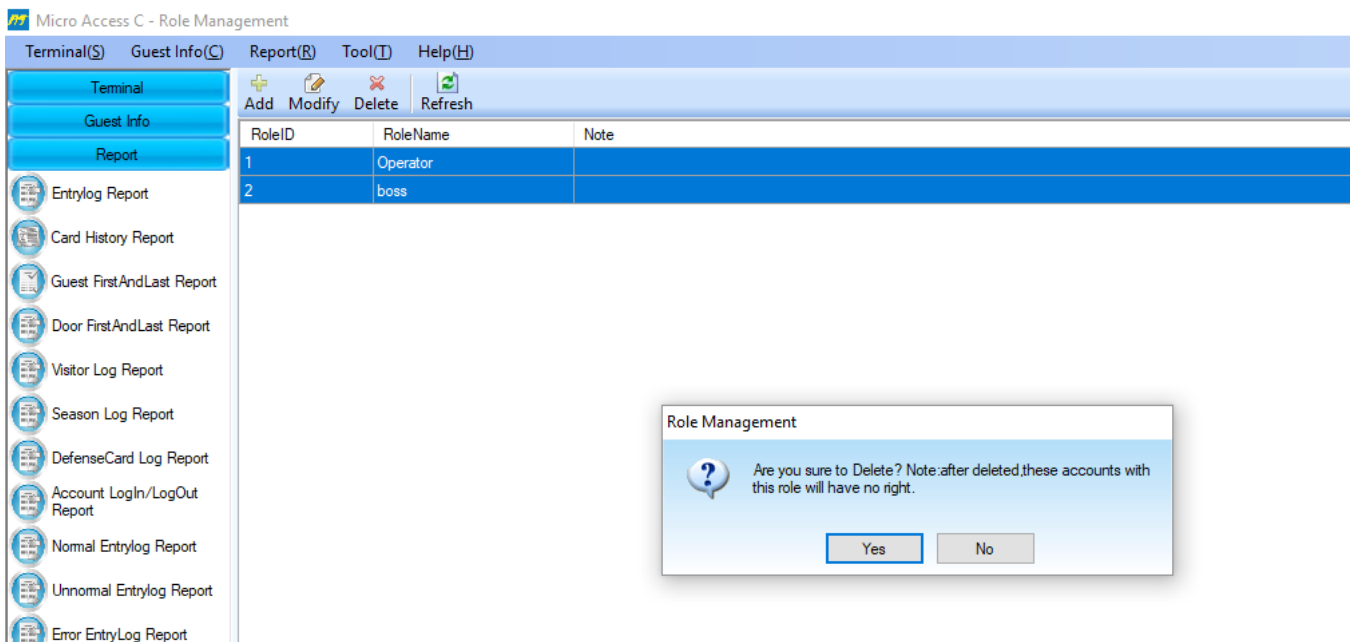
4、Role management modification can only be done one by one.

5-3.1.3 Delete Role account

- 1、Select a role account from the list then click Delete button to call a deletion confirmation box as shown. Click “YES” to delete a role or “No” to cancel.

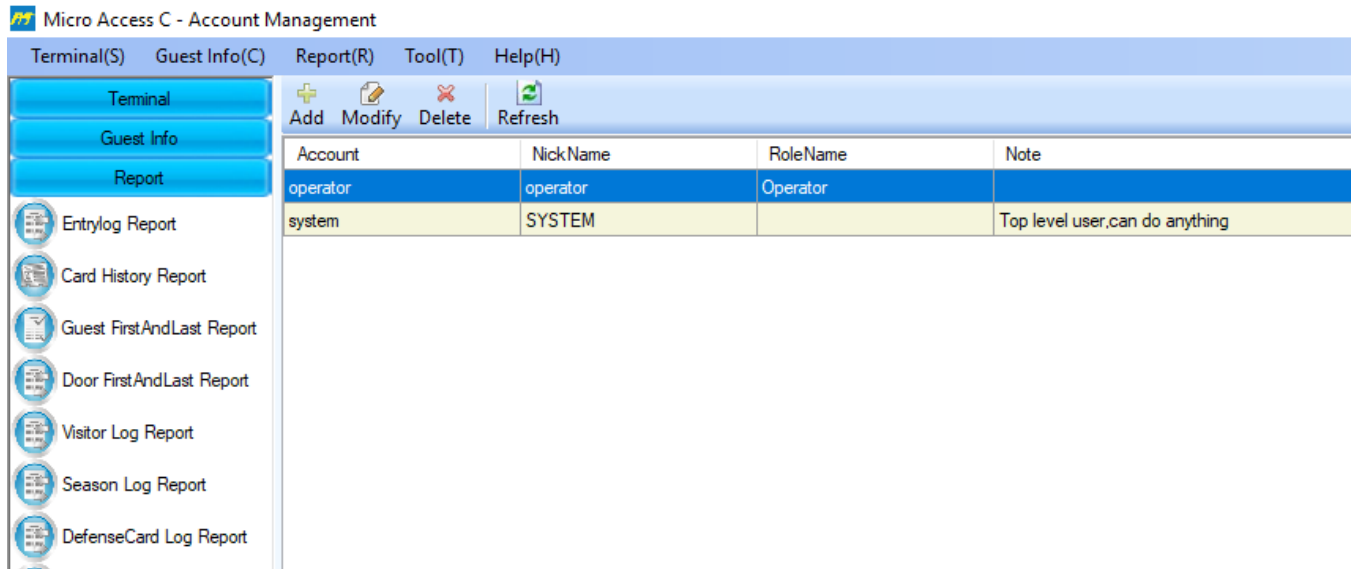


- 2、With Mouse and Ctrl key to select more account of roles in a time from the list to be removed.



5-3.2 Account Management

1、Click “Tool”→“Account Management” to call a window for configuration.



2、Account management will display :

User name, Nickname, Role name, Password, (Default account is “system” , Password is “blank”)

3、Function bar :

Add :

Add new Account and Password

Modify :

Modify Account and Password

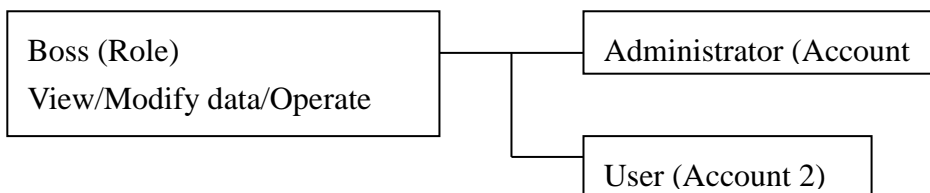
Delete :

Delete Account and Password

Refresh :

Refresh current screen

4、Each account can only be authorized a unique role authority, but each role authority can be assigned to different accounts as shown.



5-3.2.1 Add new account

1、Click “Add” to call a new account window as shown.

The 'Add' dialog box contains the following fields and controls:

- Account: Text input field with an asterisk (*) indicating it is required.
- NickName: Text input field.
- Password: Text input field.
- PasswordConfirm: Text input field.
- Role: Dropdown menu currently set to 'Assistant'.
- Note: Text area for additional information.
- Buttons: 'OK' and 'Cancel' buttons at the bottom.

- Account filed cannot be blank and should not be duplicated
- Role information should be input first or the role pull down selection menu will be blank.

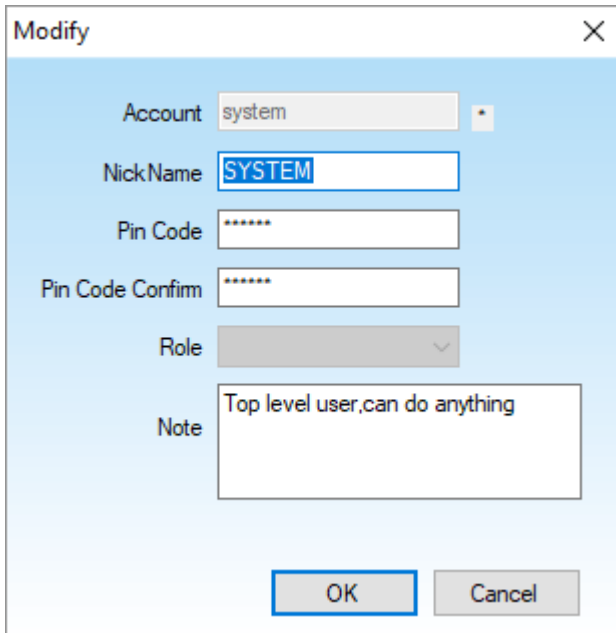
2、Input account information, it will be display on screen.

The application window title is 'Micro Access C - Account Management'. The menu bar includes 'Terminal(S)', 'Guest Info(C)', 'Report(R)', 'Tool(T)', and 'Help(H)'. The toolbar contains 'Add', 'Modify', 'Delete', and 'Refresh' buttons. The main area displays a table of accounts:

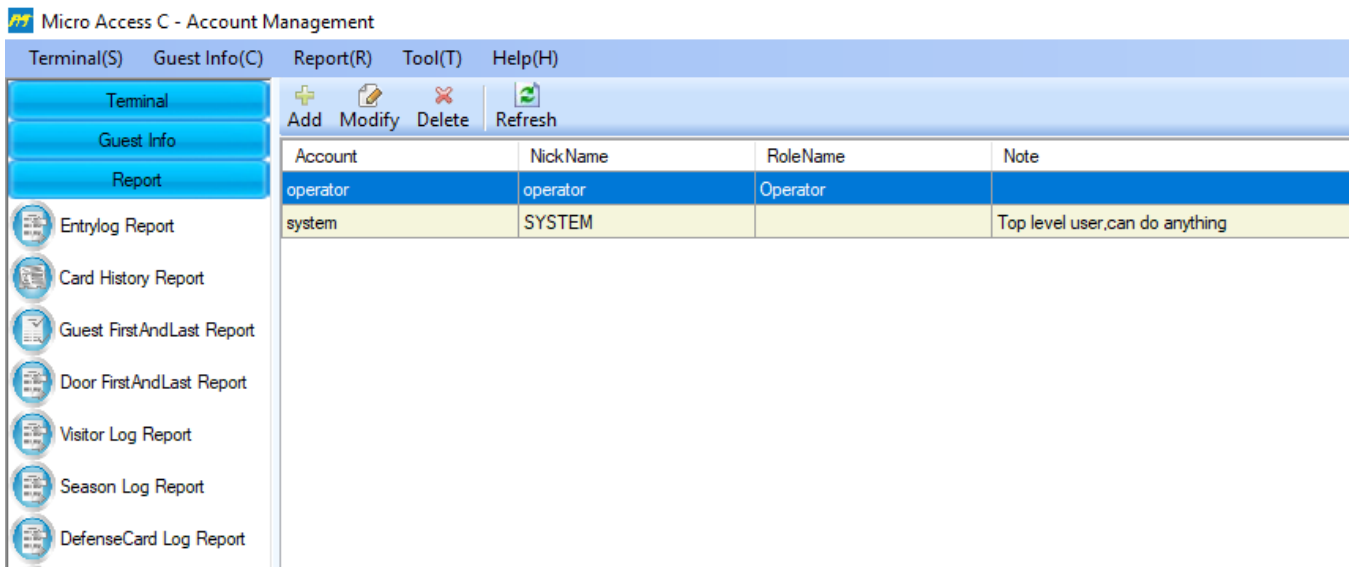
Account	NickName	RoleName	Note
operator	operator	Operator	
system	SYSTEM		Top level user,can do anything

5-3.2.2 Modify Account

1、Select an account from the list then click “Modify” button to call a modification window as shown.



2、Input a Nickname, Password and Role for an user account (account name cannot be modified) then click “OK” to finish.

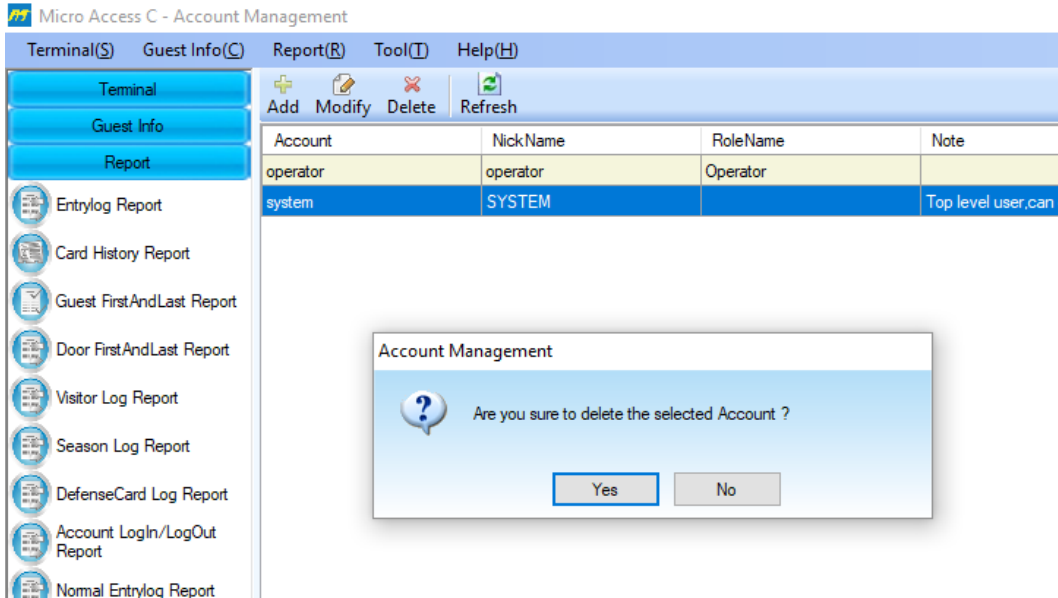


3、User account can also be modified by double clicking the user from the user list, it will also call a configuration window to be modified.

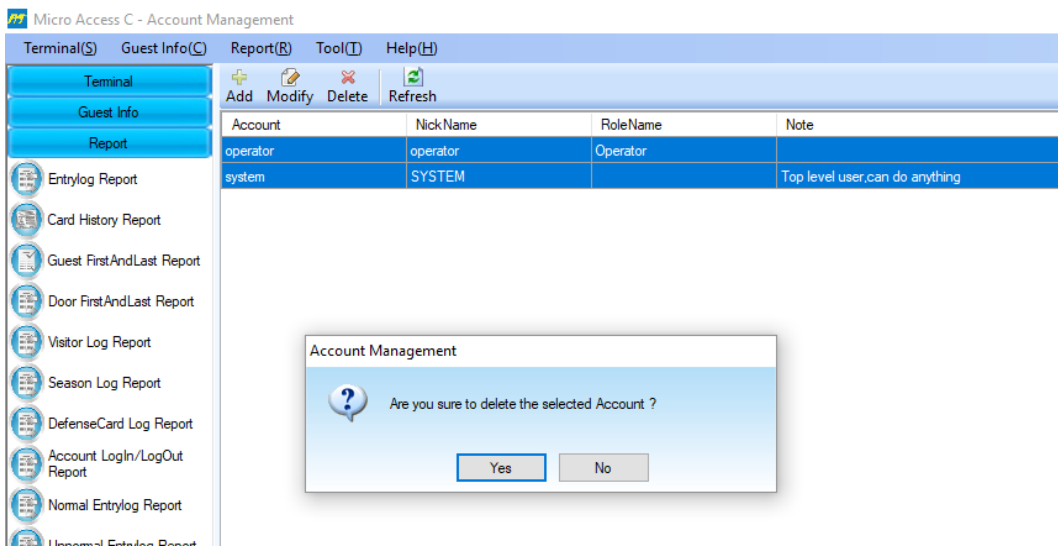
4、User account can only be modified one by one.

5-3.2.3 Delete Account

- 1、 Select an account from the list then click “Delete” button to delete account. A confirmation message will be display as shown. Click “YES” to delete account or “No” to cancel.

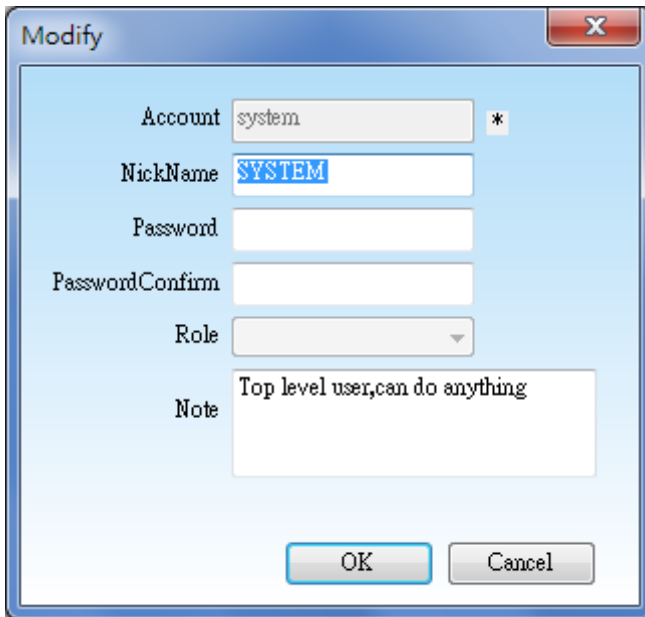


- 2、 With mouse and Ctrl key could select more user account to be deleted as shown. Click “Yes” to delete or “No” to cancel.



5-3.3 Modify Password

- 1、To modify current account password, click “Tool”→“Modify Password” to call a password modification window as shown. Click “OK” to confirm password modification,



The image shows a 'Modify' dialog box with the following fields and controls:

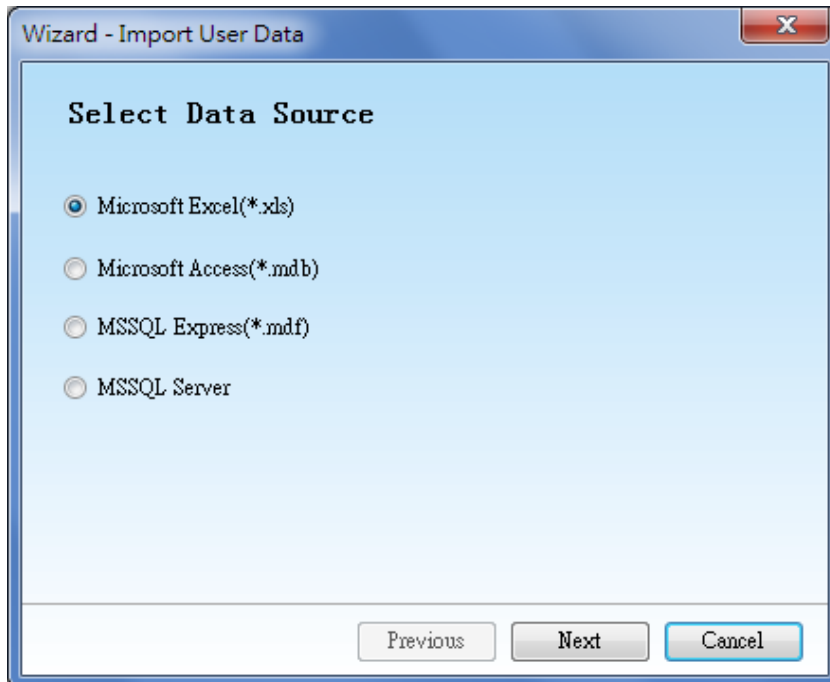
- Account:** A text box containing 'system' with an asterisk (*) to its right.
- NickName:** A text box containing 'SYSTEM'.
- Password:** An empty text box.
- PasswordConfirm:** An empty text box.
- Role:** A dropdown menu.
- Note:** A text area containing the text 'Top level user,can do anything'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

- 2、When password is modified, new password should be input when log in to system next time.

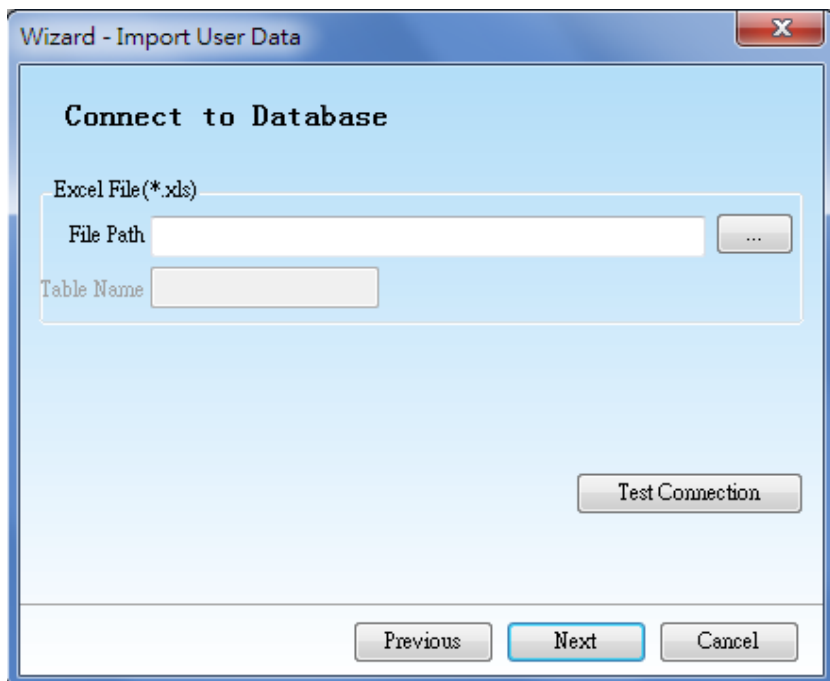
5-4 Import

5-4.1 Import user account

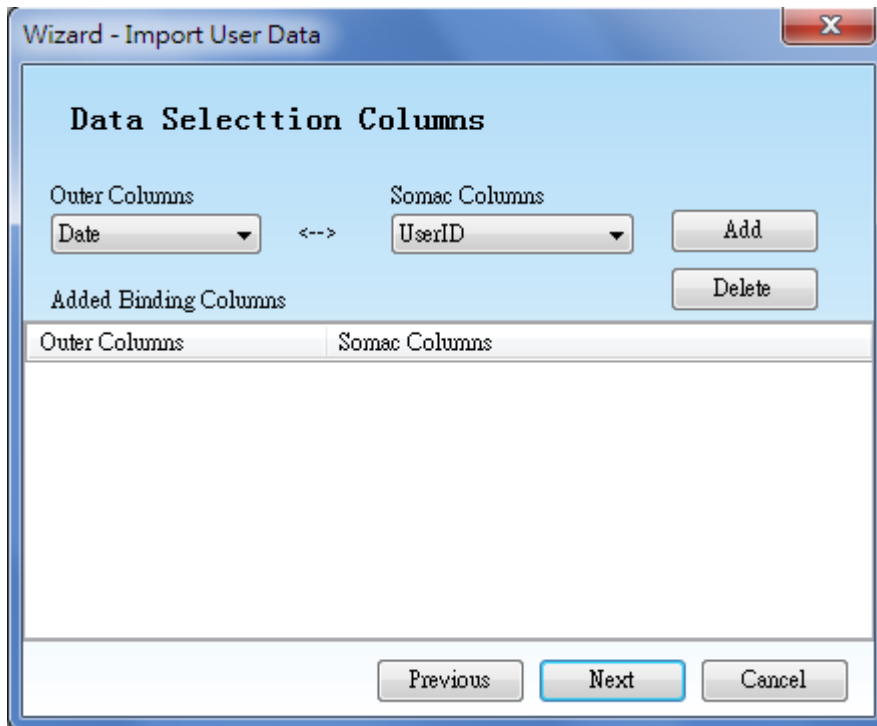
- 1、User account can be import to Micro Access C (Excel, Access, SQL format). Click “Tool”→“Import”→“Wizard- Import user data” to call a window to import user data to Micro Access C as shown.



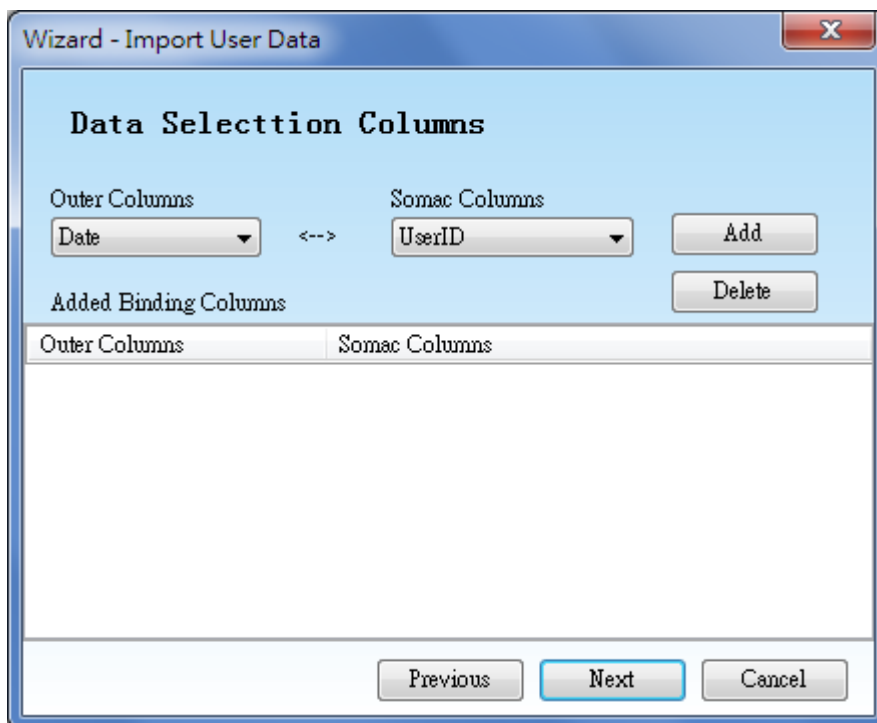
- 2、Select a file format then click “Next” to select import user file from database. Click “Next” to continue.



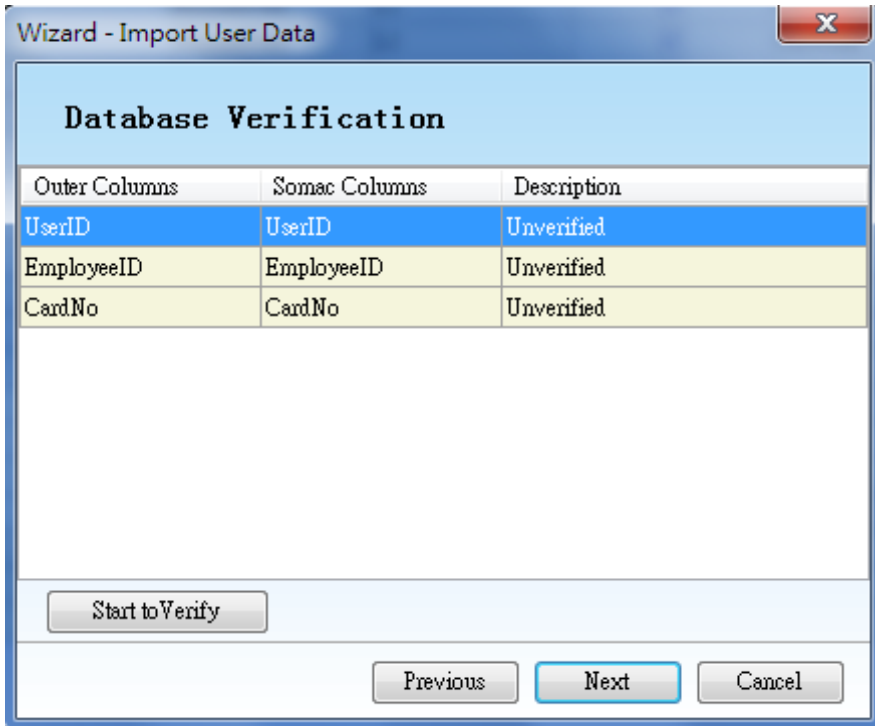
- 3、Select an import file then click “Next” to call a Wizard- Import user data window for Data selecting columns as shown.



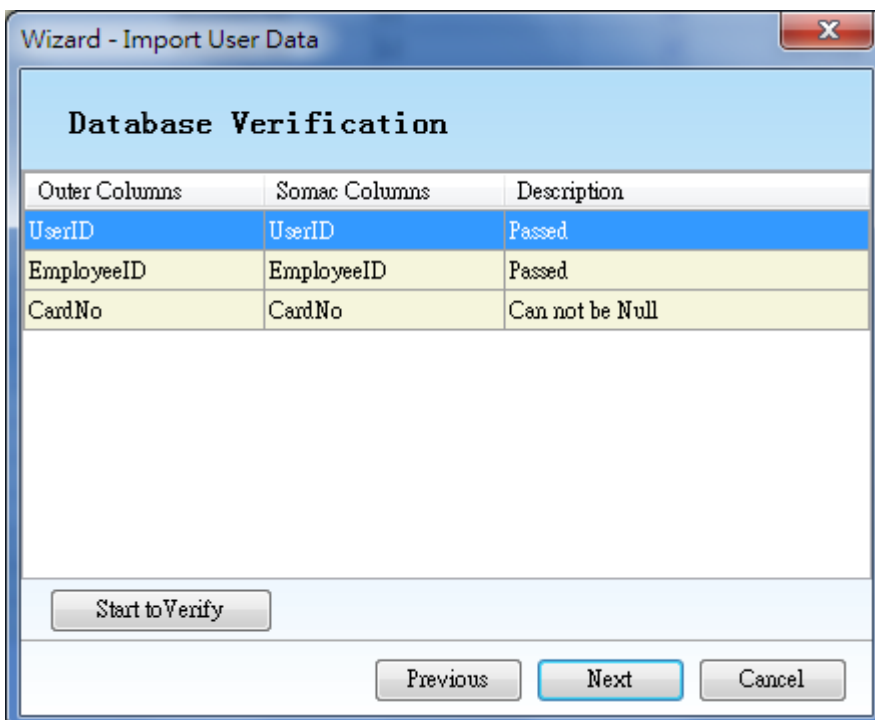
- 4、Select columns to be import to Micro Access C from Outer columns pull down menu and make sure the columns can be applied on Micro Access C. Click “Add” button to display the import data to the list.



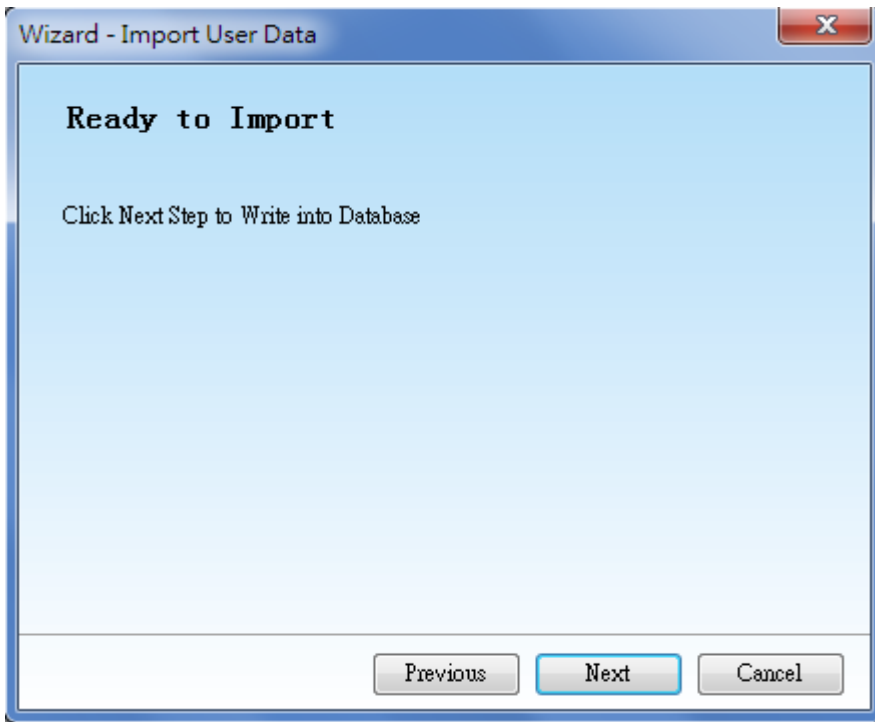
5、Click “Next” to call a database verification window.



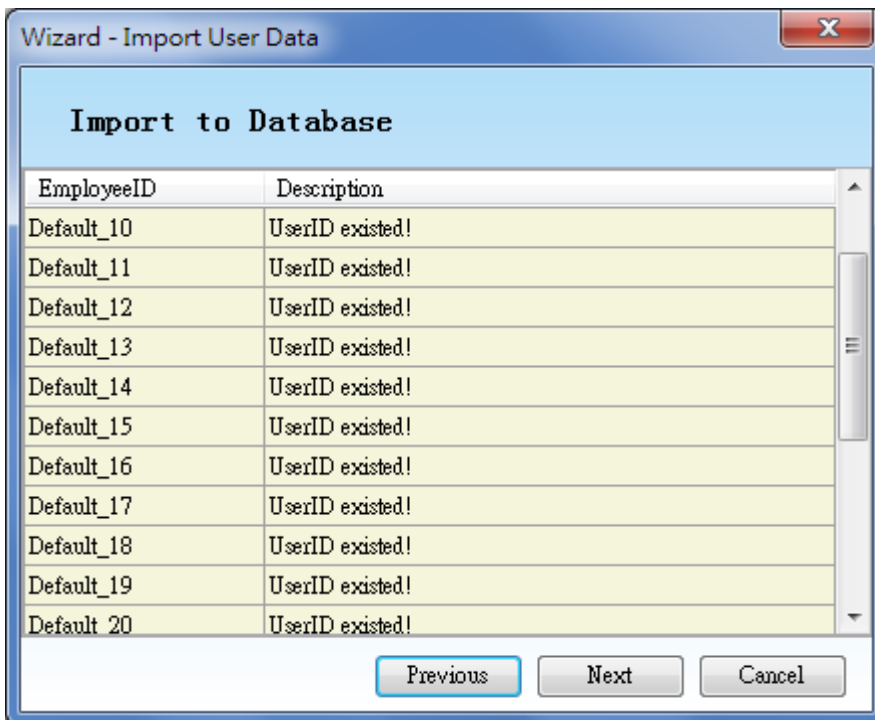
6、Click “Start to Verify” button to start to verify import data efficiency.



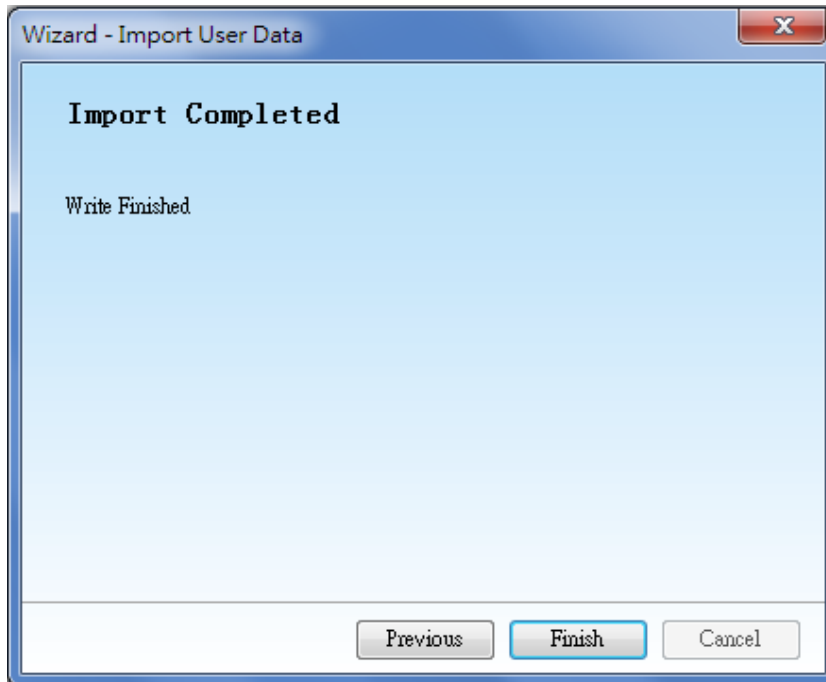
7、When data displays error, it should be double checked and process again. Press “Next” to call a “Ready to Import” account data to Micro Access C database window as shown.



8、Click “Next“ button to call data import status on screen as shown.

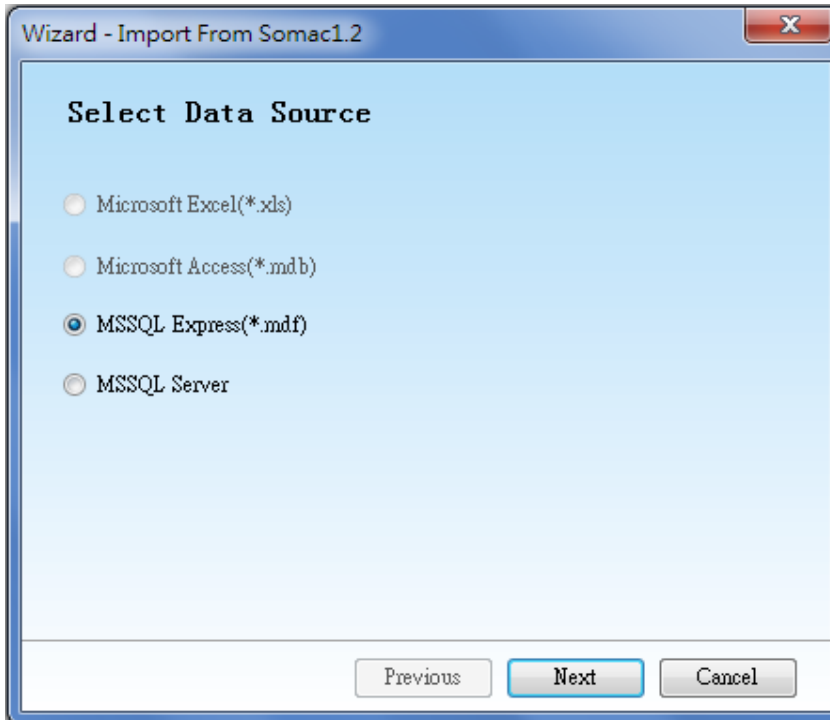


9、Click “Finish” to complete data import process

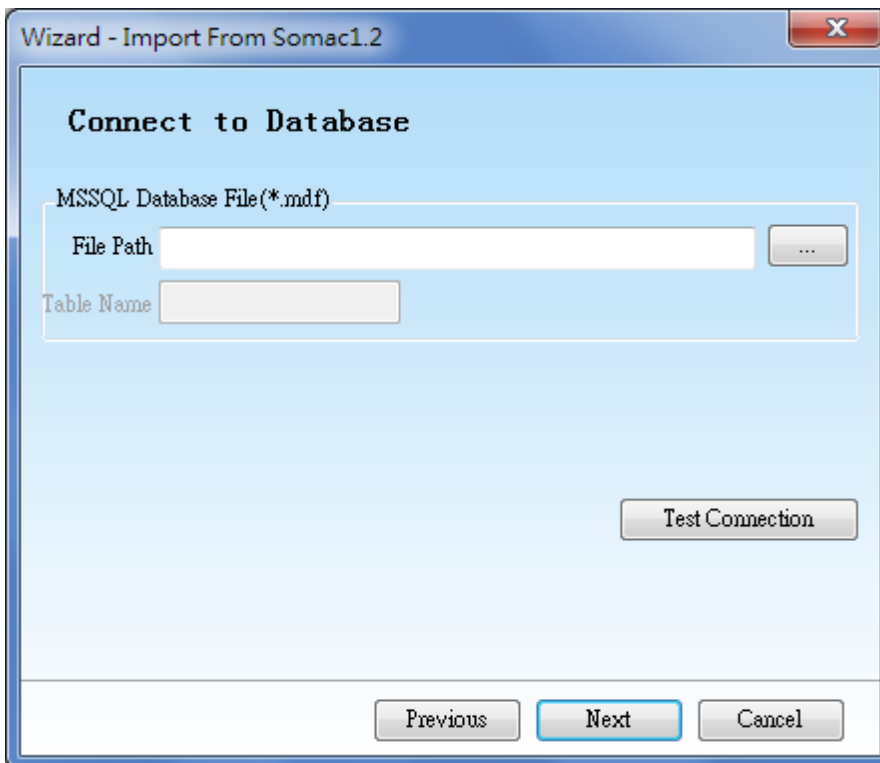


5-4.2 Import data from old version (Micro Access C1.2)

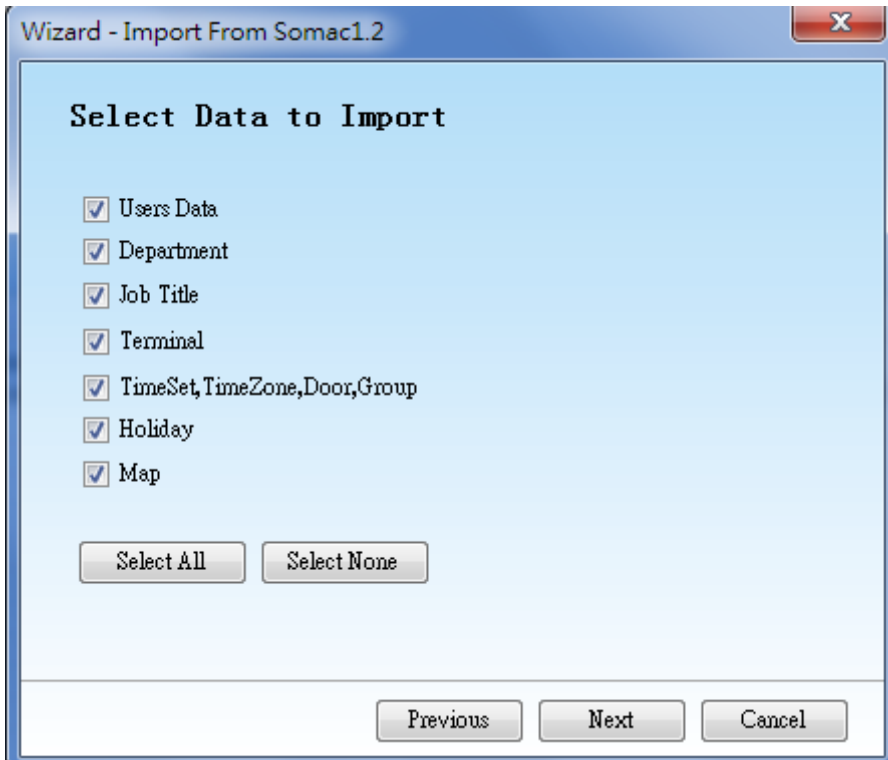
- 1、When import data is produced by old version (Micro Access C 1.2 or earlier), click “Tool”→“Import”→“From Old version”→“Wizard – Import from Micro Access C 1.2” will display a window to Select Data Source as shown.



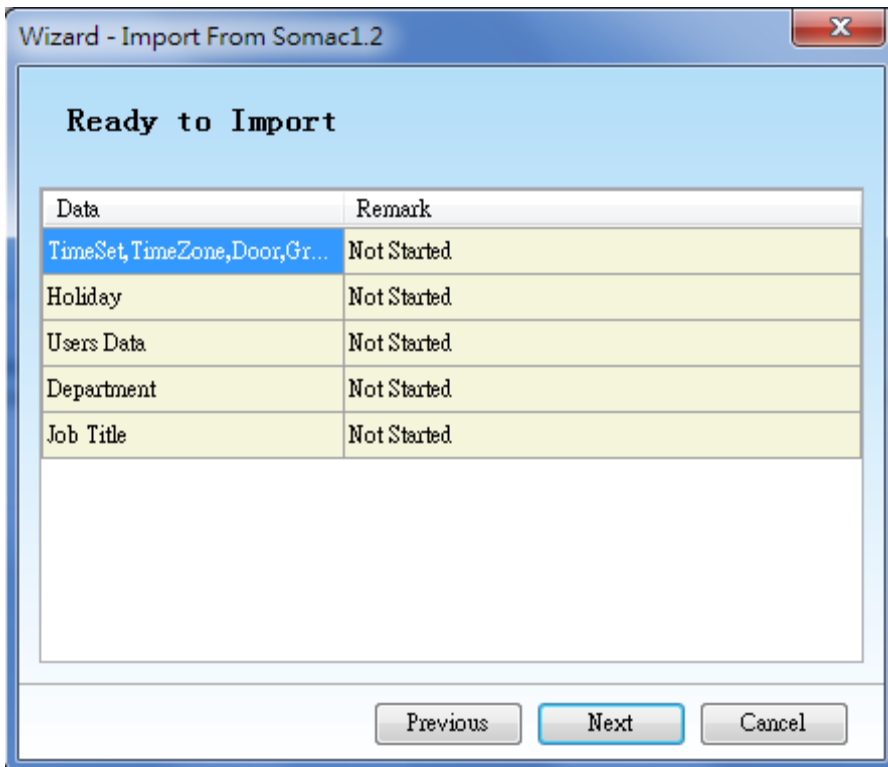
- 2、Select SQL as a file format then click “Next” to determine file directory location.



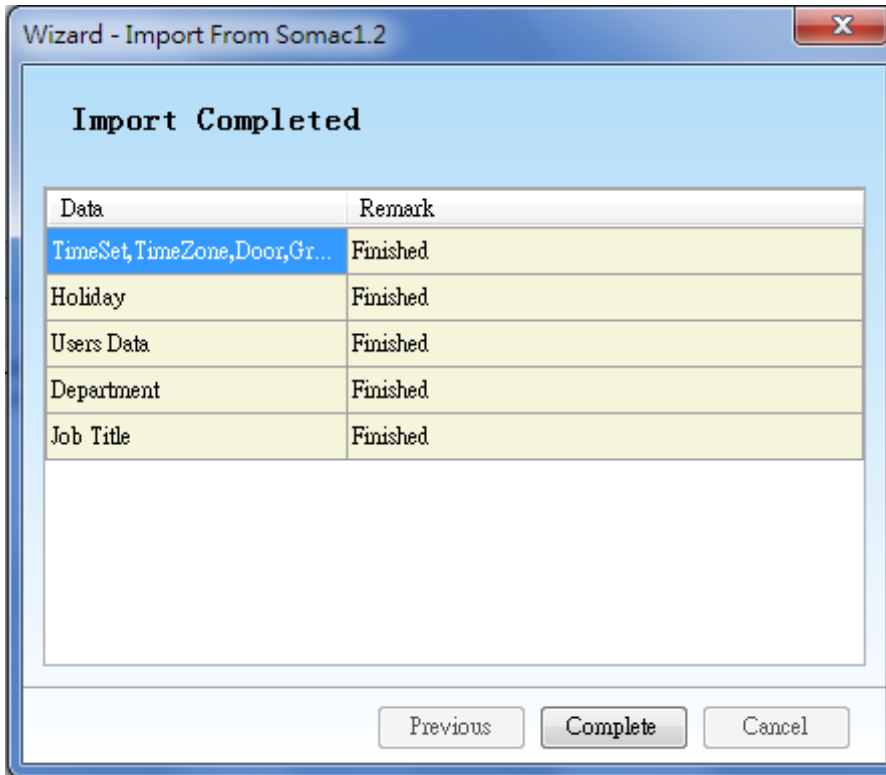
3、When import file selected, click “Next” to call a selection window to select import data.



4、Select import data from the chart then click “Next” to call a Ready to import window as shown.

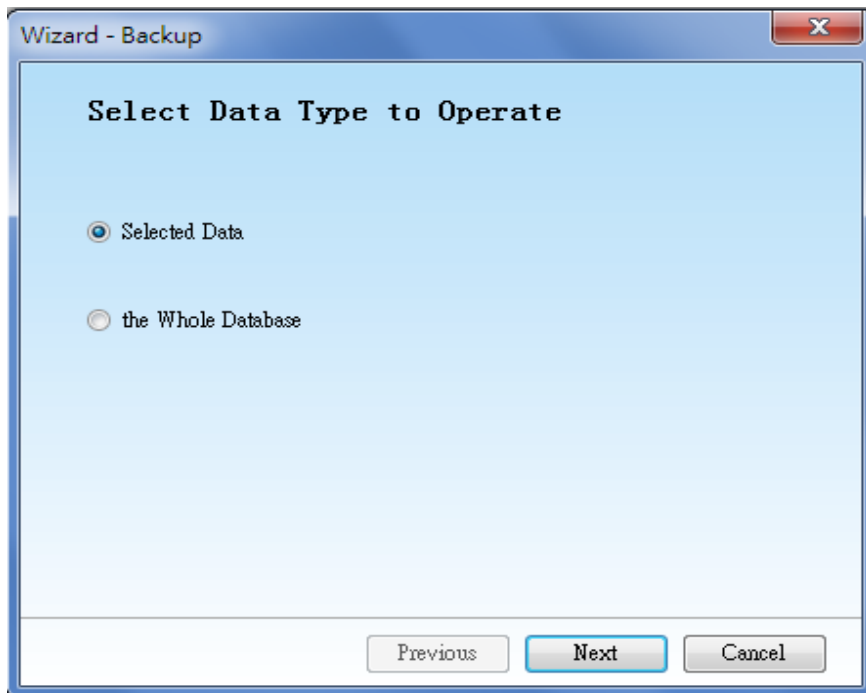


5、Click “Next” to start to import data, Note column will be display import status. Click “Finish” button to quit.

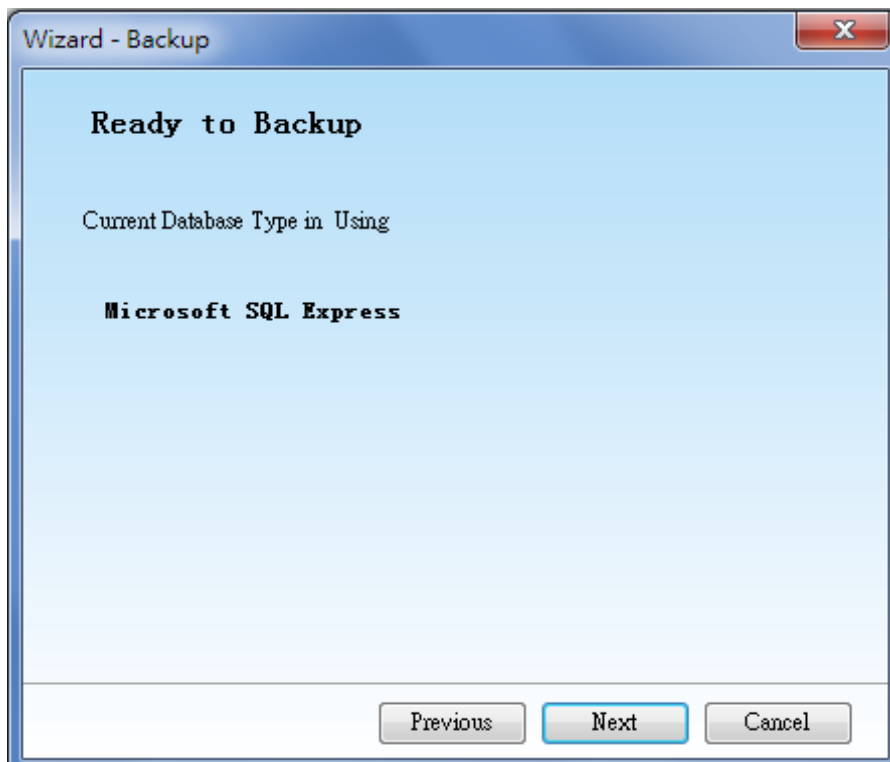


5-5 Back Up and Restore

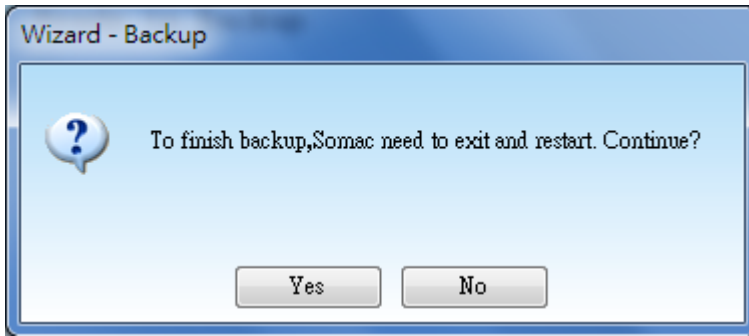
- 1、Click “Tool”→“Backup and Restore”→“Wizard – Backup“ to call a Select Data type to operate window as shown.



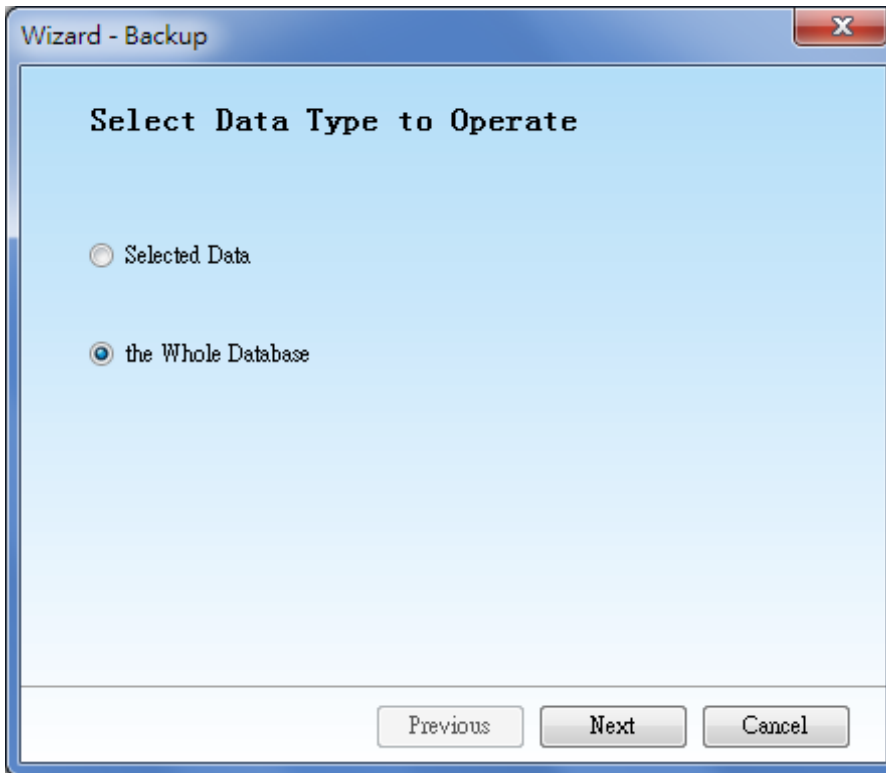
- 2、Determine “Selected Data” to select data to be backup or select “Whole Database “to backup whole database in a time. (Recommended). Click “Next’ to ready to backup.



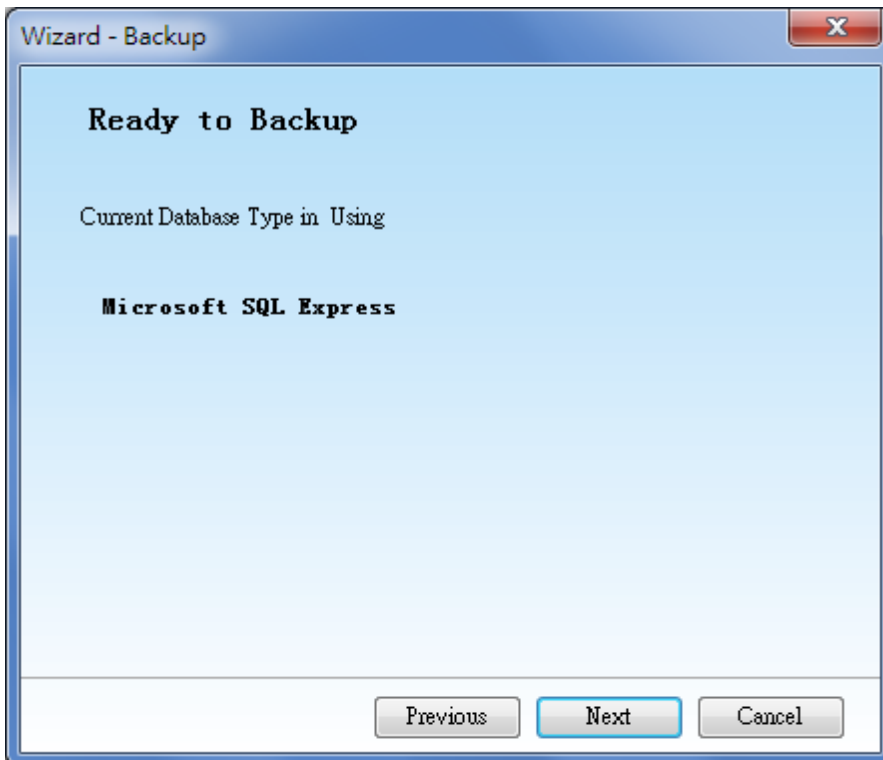
- 3、Click “Next” button will display a restart Micro Access C request as shown. Click “YES” to start data backup and it will also restart Micro Access C after backup progress is done, or click “No” to cancel.



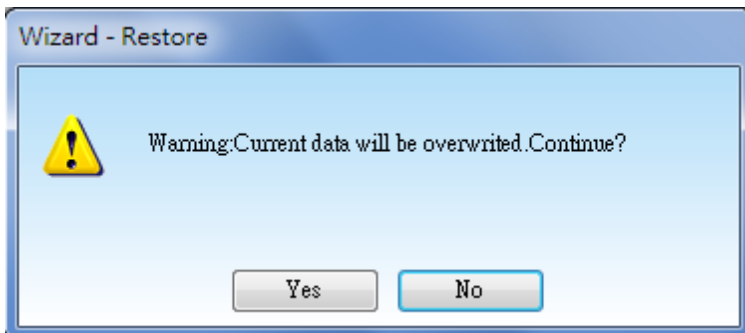
- 4、Click “Tool”→“Backup and Restore”→“Wizard – Restore” to call a database restore selection window as shown.



- 5、 Select “Selected data” to select data to be restored or select “Whole database” to restore whole database in a time (Recommended). Click “Next” to display data to be back up as shown.

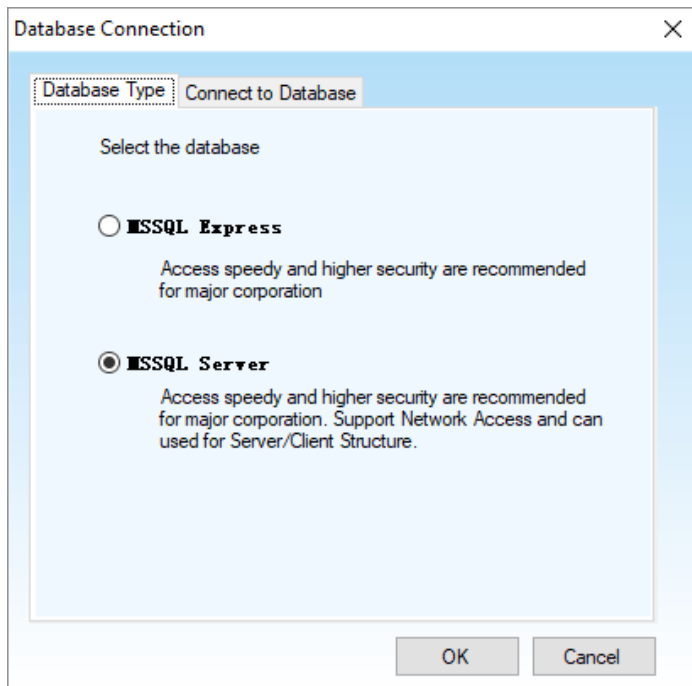


- 6、 Click “Next” button will display a warning message and restart reminder. Click “Yes” to continue or “No” o cancel.



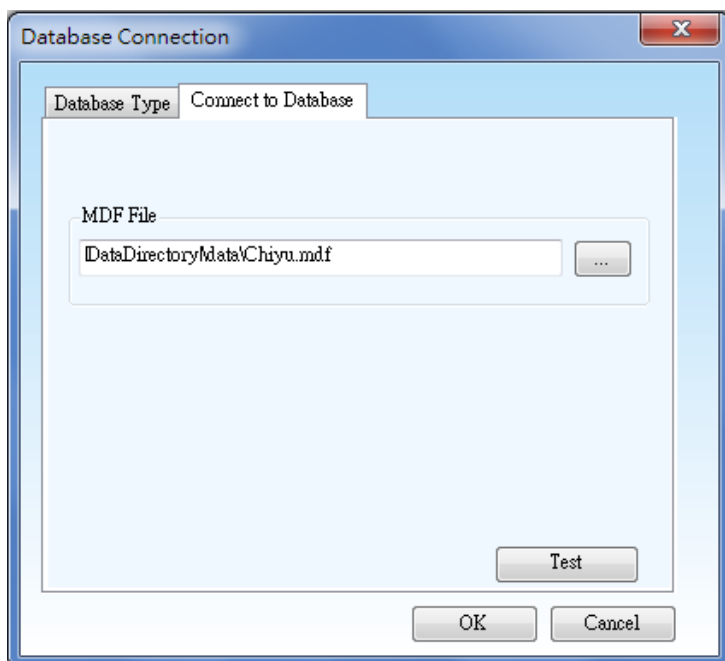
5-6 Database connection

- 1、Click “Tool”→“Database connection” to call a Database connection window. SQL type and SQL database location should be configured.



- 2、Supported database types are MSSQL Express and MSSQL Server.
- 3、MSSQL Express and MSSQL Server is separately link to different database connection.

MSSQL Express



When a database selected, click “OK” to finish. Press “Test” button to test database connection.

MSSQL Server

The screenshot shows a 'Database Connection' dialog box with the following fields and options:

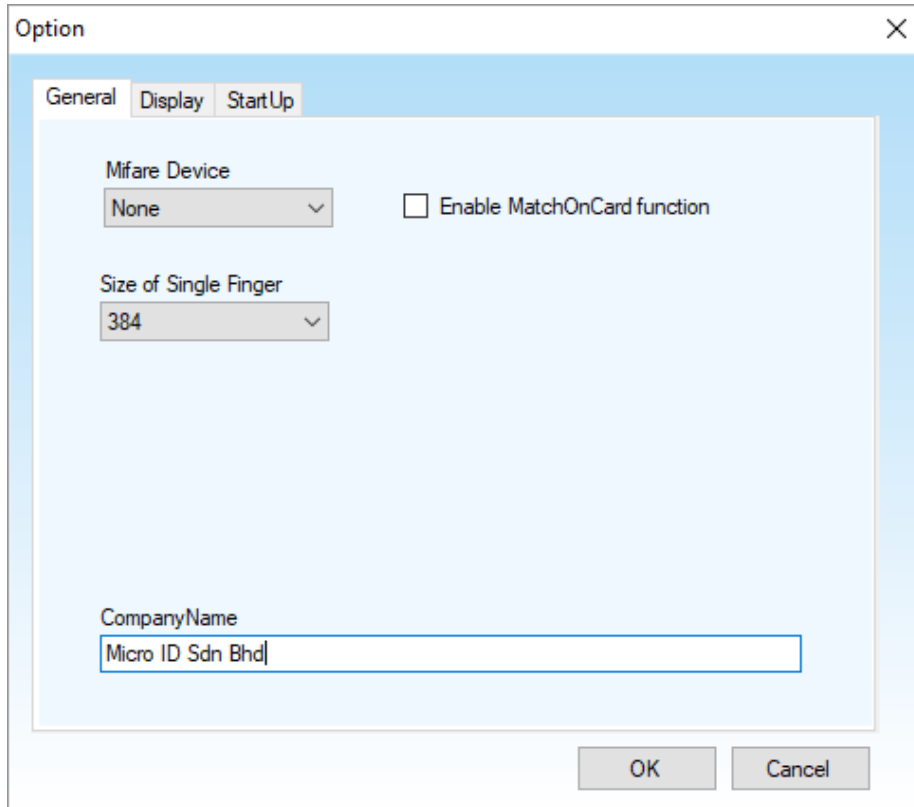
- Database Type:** Connect to Database
- SQL Server:**
 - 1, Server Name or IP Address: [Empty text box]
 - 2, Database Name: Chiyu
 - 3, Login Info:
 - Integrated Security with Windows NT
 - Use the specified account and password
 - Account Name: [Empty text box]
 - Password: [Empty text box]
- Buttons:** Test, OK, Cancel

Input Server Name or IP address, Database name and Login information. Click “OK” to finish the configuration or click “Test” to text database connection.

5-7 Option

5-7.1 General

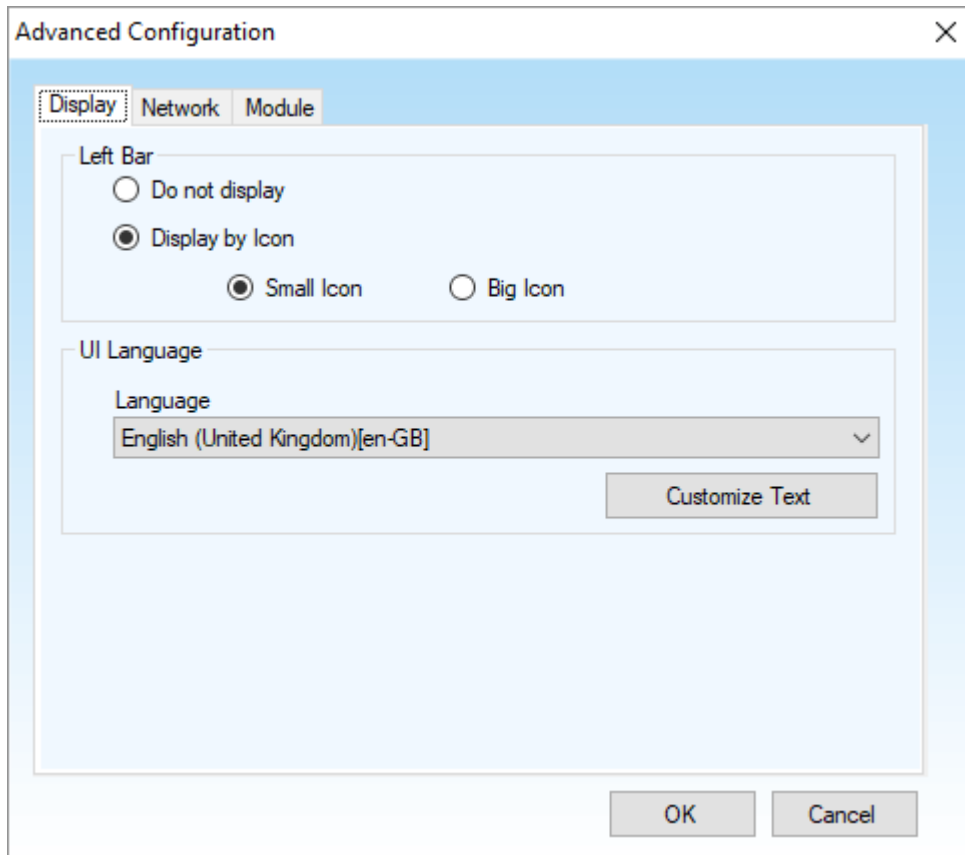
1、Click “Tool”→“Option”→ “General” to configure company name first.



2、Click “OK” to finish configuration. Micro Access C will be restart after clicking OK.

5-7.2 Display

- 1、Click “Tool”→“Advanced Configuration”→“Display” to call a window to configure Left bar, UI language and Display mode.

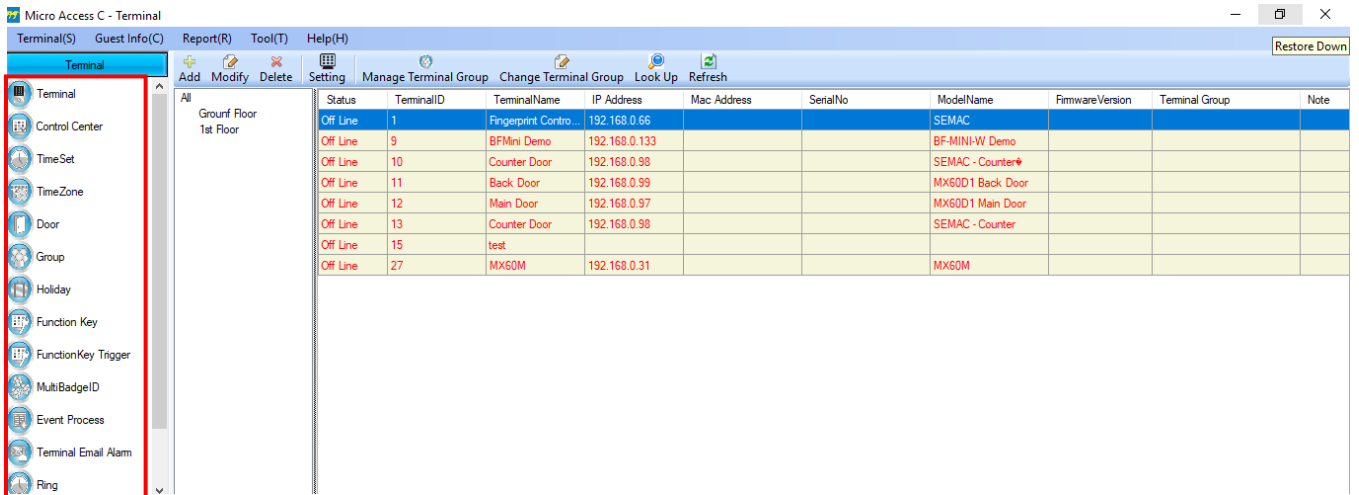


- 2、Left bar can be “Not display”, but Micro Access C left side margin will be hidden

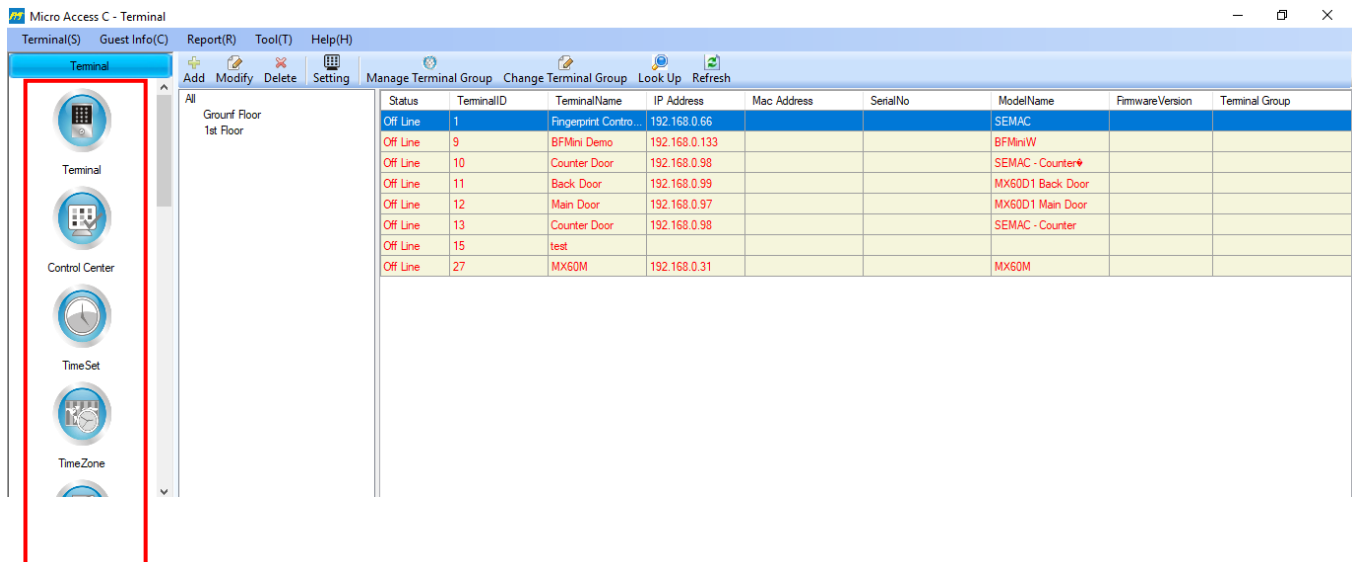
Status	TerminalID	TerminalName	IP Address	Mac Address	SerialNo	ModelName	FirmwareVersion	Terminal Group	Note
Off Line	1	Fingerprint Contro...	192.168.0.66			SEMACE			
On Line	9	BFMini Demo	192.168.0.133	00-0E-E3-02-95-07	169223(029507)	BF-MINI-W Demo	4.04.00		
Off Line	10	Counter Door	192.168.0.98			SEMACE - Counter			
On Line	11	Back Door	192.168.0.99	00-0E-E3-04-51-35	282933(045135)	MX60D1 Back Door	2.07.06		
On Line	12	Main Door	192.168.0.97	00-0E-E3-05-A4-95	369813(05A495)	MX60D1 Main Door	2.18.00		
On Line	13	Counter Door	192.168.0.98	00-0E-E3-06-23-0B	402187(06230B)	SEMACE - Counter	2.18.00		
Off Line	15	test							
On Line	27	MX60M	192.168.0.31	00-0E-E3-03-A4-CA	238794(03A4CA)	MX60M	3.02.07		
On Line	6	Pls Enter a Name	192.168.0.75	00-0E-E3-03-A6-94	239252(03A694)	BF670W	1.01.07		

Ready Total: 9, On Line: 6 SYSTEM[Administrator] 20-Mar-19 Wednesday ...

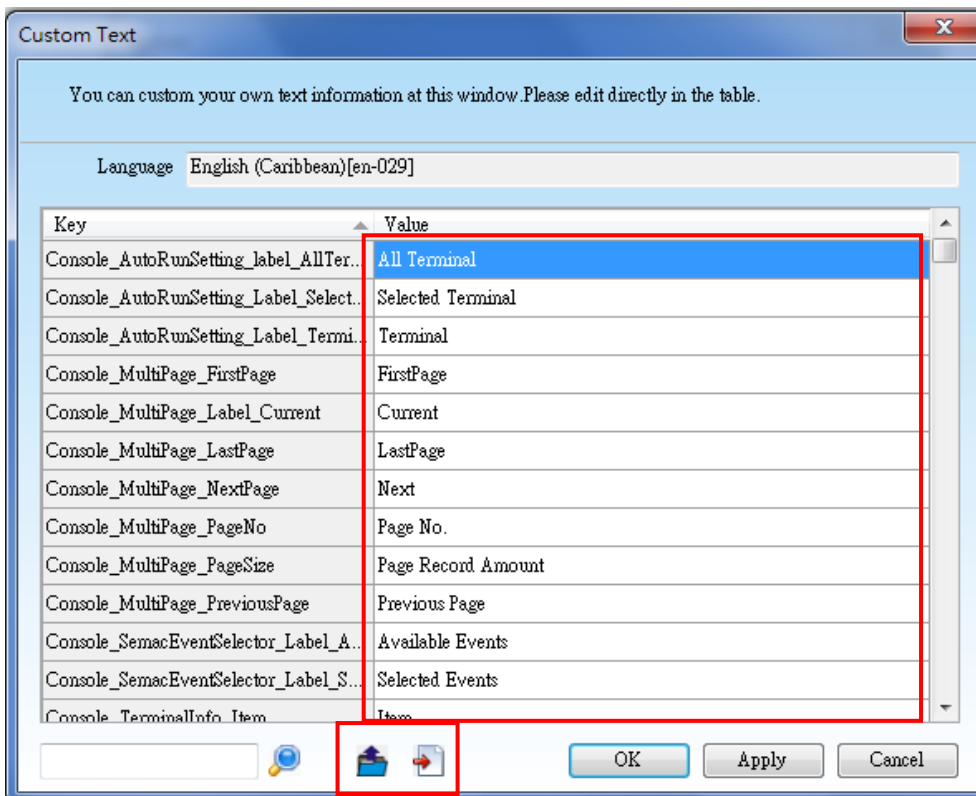
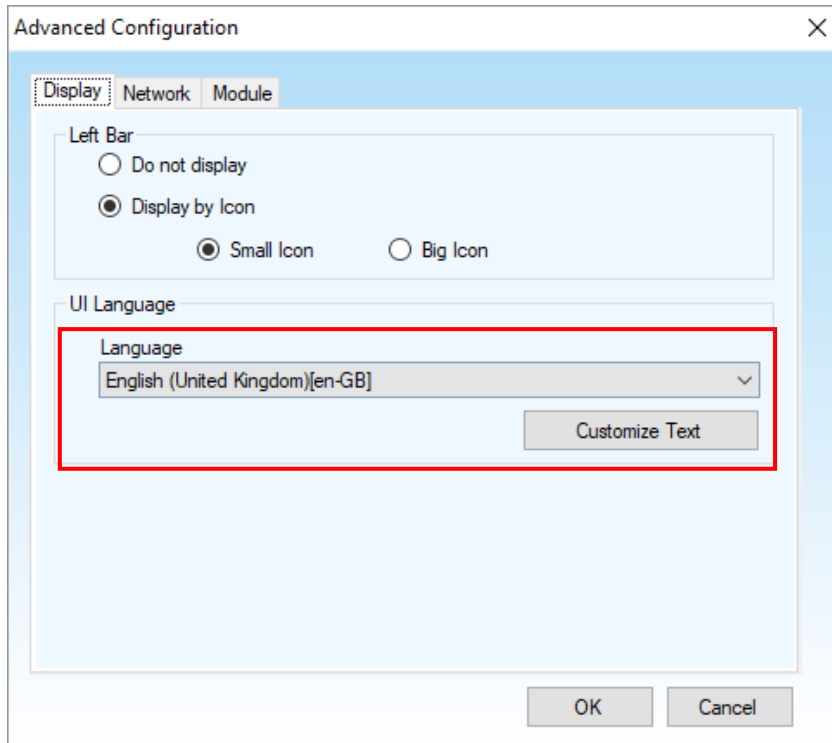
3、Icon on the left function bar can be folded. When “Display by Small Icon” is selected as shown.



4、When “Display by Big Icon” is selected as shown.



5、User Interface (UI) can be Chinese (Traditional), Chinese (Simplified) and English. For other UI display language can be selected from the pull down menu and click “Custom Text” button to call a UI configuration window as shown.



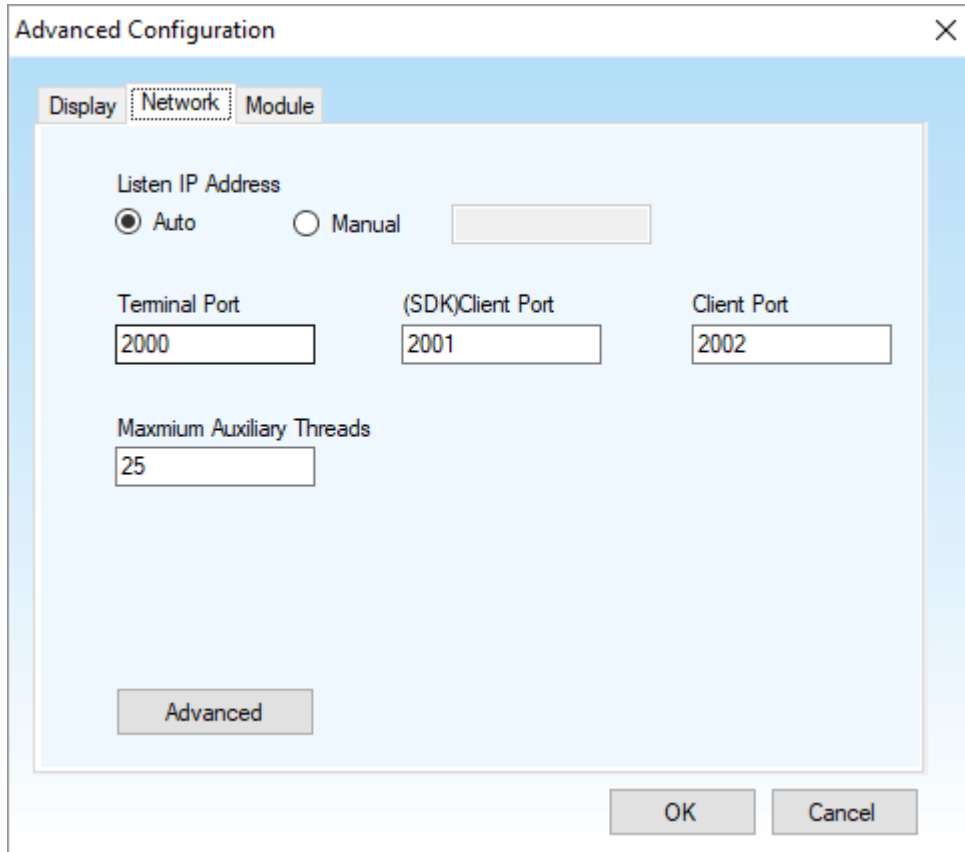
- (1) Directly input custom language at “Value” section based on original language, click “OK” button to finish.
- (2) Apart from directly input the custom language, click “Export” button to export an Excel format language file to a location, while all interface language has been renewed, click “Import” to feed the new language to Micro Access C.

	A	B	C	D	E	F	G	H	I
1	Key	Value							
2	Console_AutoRunSetting_label_AllTerminal	All Terminal							
3	Console_AutoRunSetting_Label_SelectedTerminal	Selected Terminal							
4	Console_AutoRunSetting_Label_Terminal	Terminal							
5	Console_MultiPage_FirstPage	FirstPage							
6	Console_MultiPage_Label_Current	Current							
7	Console_MultiPage_LastPage	LastPage							
8	Console_MultiPage_NextPage	Next							
9	Console_MultiPage_PageNo	Page No.							
10	Console_MultiPage_PageSize	Page Record Amount							
11	Console_MultiPage_PreviousPage	Previous Page							
12	Console_SemacEventSelector_Label_AvailableEvent	Available Events							
13	Console_SemacEventSelector_Label_SelectedEvent	Selected Events							
14	Console_TerminalInfo_Item	Item							
15	Console_TerminalInfo_Label_TerminalInformation	TerminalInfo							
16	Console_TerminalInfo_Value	Value							
17	DateTime_Date	Date							
18	DateTime_DateTime	Date&Time							
19	DateTime_Day	Day							
20	DateTime_Hour	Hour							
21	DateTime_Minute	Minute							
22	DateTime_Month	Month							
23	DateTime_Second	Second							
24	DateTime_Time	Time							

6、Display style can be Classic and Windows Default. Micro Access C default display style is Classic.

5-7.3 Advance

- 1、Click “Tool”→“Advanced Configuration”→“Network” to call an Option configuration window, which will be display a basic information as: Listen IP address, Port number and Maximum Auxiliary Threads.



The screenshot shows a dialog box titled "Advanced Configuration" with a close button (X) in the top right corner. The dialog has three tabs: "Display", "Network", and "Module". The "Network" tab is selected. Inside the dialog, there are several configuration fields:

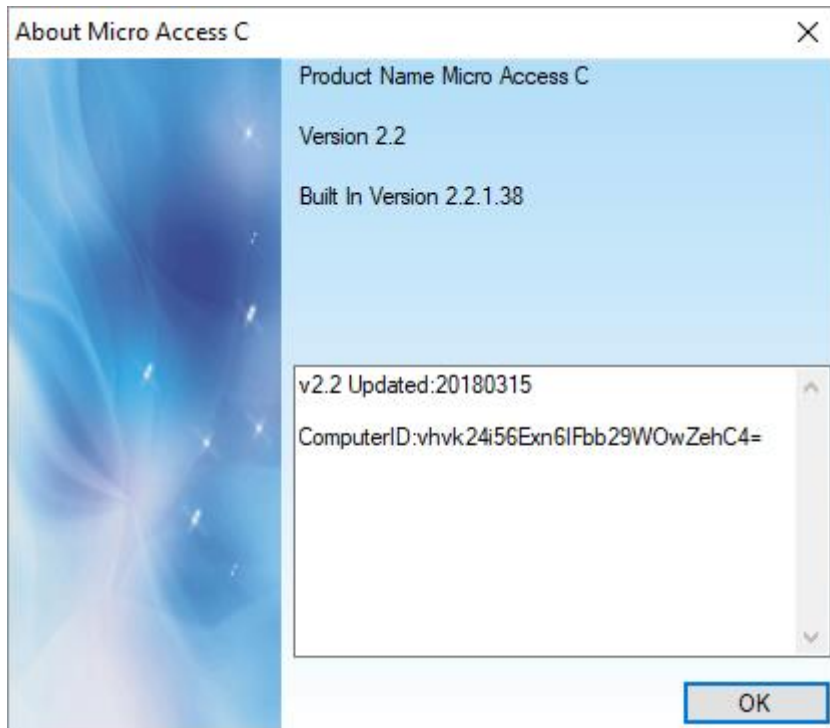
- Listen IP Address:** Two radio buttons, "Auto" (selected) and "Manual", followed by an empty text input field.
- Terminal Port:** A text input field containing the value "2000".
- (SDK)Client Port:** A text input field containing the value "2001".
- Client Port:** A text input field containing the value "2002".
- Maximum Auxiliary Threads:** A text input field containing the value "25".

At the bottom of the dialog, there is an "Advanced" button on the left, and "OK" and "Cancel" buttons on the right.

- 2、Listen IP address can be “Automatically” default or “Manually” configuration
- 3、Click “OK” button to finish and Micro Access C will be restart

5-8 Help

Click **“Help”**→**“About”** will display information about Micro Access C.
“Product Name”, Micro Access C “Version number” and “Internal version number”



FAQ

1、Why a “Service Model Begin Listen” error message comes up when Micro Access C software is being started ?

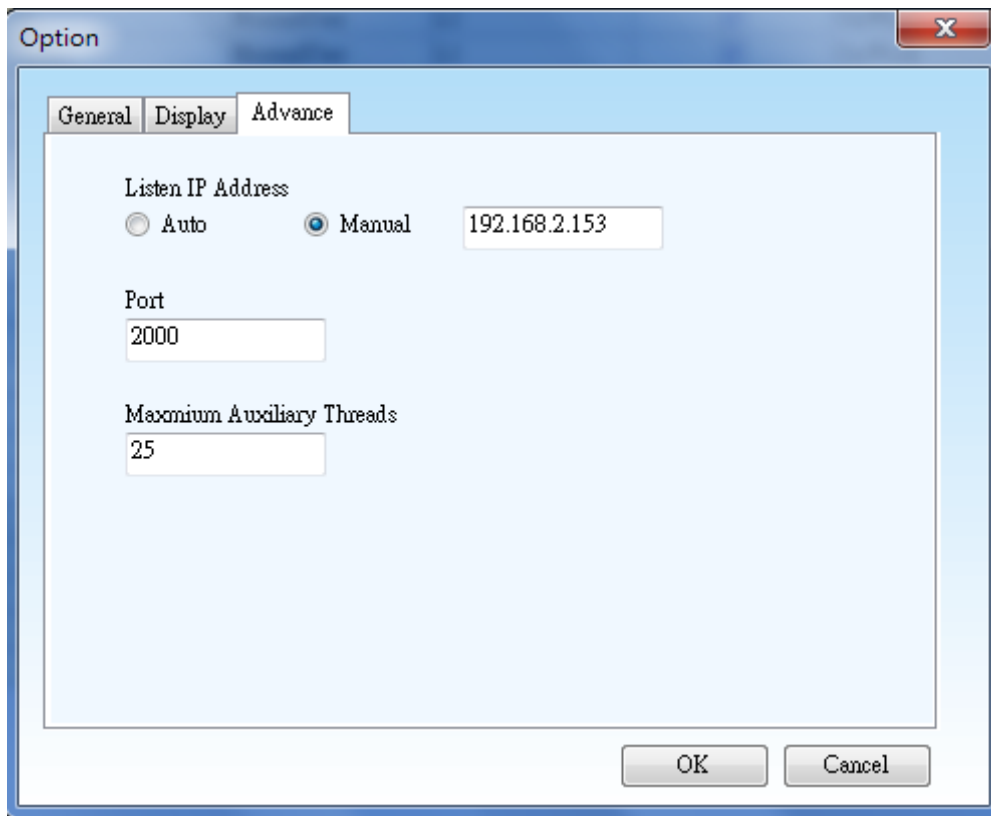
- Reason :

Micro Access C will use/listen IPv6 IP address when Micro Access C software is installed on a Windows 7 system. Currently, Micro Access C support only IPv4 IP address, hence error message will be pop up.

- Resolution :

Click “Tool”→”Option”→”Advance” window then change Listen IP address to be ”Manually change” and input IP address which should be according to current PC IP address.(Default is “Auto”)

Restart Micro Access C software and the error message will not display.



2、 Why a selection terminal pull down menu is blank when add a door ?

The 'Add' dialog box contains the following fields:

- Door ID:
- Door Name:
- Terminal Location: (highlighted with a red box)
- Door No Index:
- Remark:

Buttons: OK, Cancel

● Reason :

Terminal location is blank is because there's no terminal(s) connected to system when add a new door information.

● Resolution :

(1) Click "System"→Terminal will display a connected terminal on list.

Status	TerminalID	TerminalName	IP Address	Mac Address	SerialNo	ModelName	FirmwareVersion	Term
On Line	3	3	192.168.0.76	00-0E-E3-03-5D-D9	220633(035DD9)	Mx60 Office Door	4.03.00	
On Line	10	MX60	192.168.0.78	00-0E-E3-02-95-07	169223(029507)	BFMiniW	4.04.00	
On Line	11	Pls Enter a Name	192.168.0.99	00-0E-E3-04-51-35	282933(045135)	MX60D1 Back Door	2.07.00	
On Line	12	Pls Enter a Name	192.168.0.69	00-0E-E3-04-84-B0	308400(0484B0)	SEMACE	2.09.01	

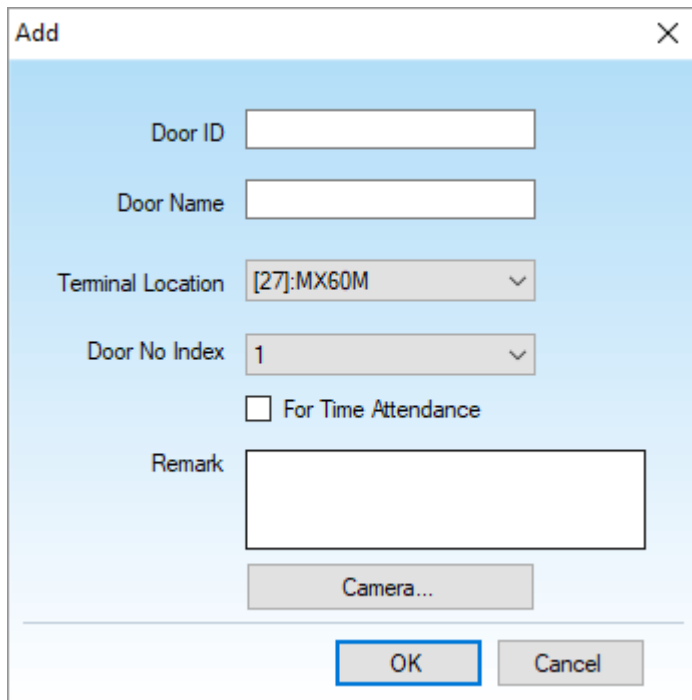
(2) Double click terminal on the list will display a modification window as shown, input Terminal name.

The 'Modify' dialog box contains the following fields:

- Terminal Type:
- TerminalID:
- TerminalName:
- Note:

Buttons: OK, Cancel

(3) Click OK to connect the terminal to Micro Access C system. The terminal will be display on the pull down menu when adding a new door information.



The image shows a software dialog box titled "Add" with a close button (X) in the top right corner. The dialog box has a light blue background and contains the following fields and controls:

- Door ID:** A text input field.
- Door Name:** A text input field.
- Terminal Location:** A dropdown menu with the selected value "[27]:MX60M".
- Door No Index:** A dropdown menu with the selected value "1".
- For Time Attendance:** An unchecked checkbox.
- Remark:** A text area for entering additional information.
- Camera...:** A button to open a file selection dialog for a camera image.
- OK:** A button to confirm the addition, highlighted with a blue border.
- Cancel:** A button to cancel the operation.

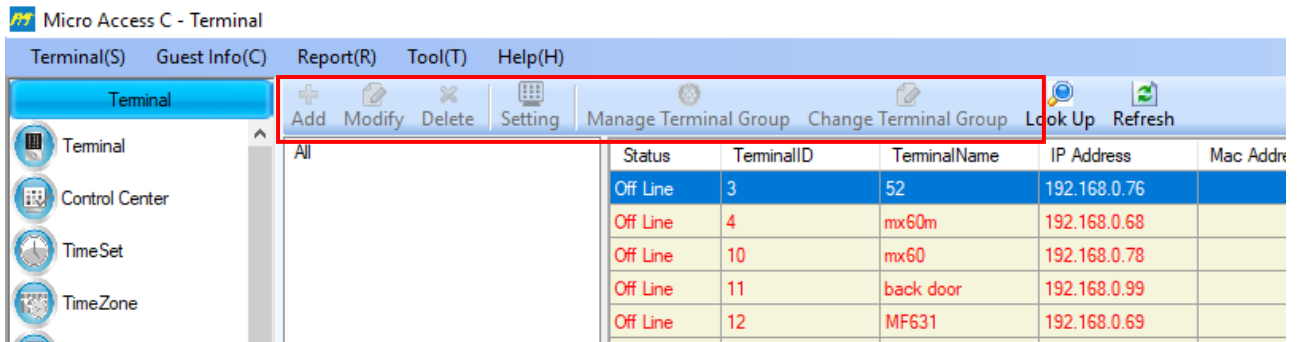
3、Why some buttons on Micro Access C became grey ?

● Reason :

When user is not authorized with some access authority, the buttons will be in grey (not allow to access) upon using the account to login to Micro Access C.

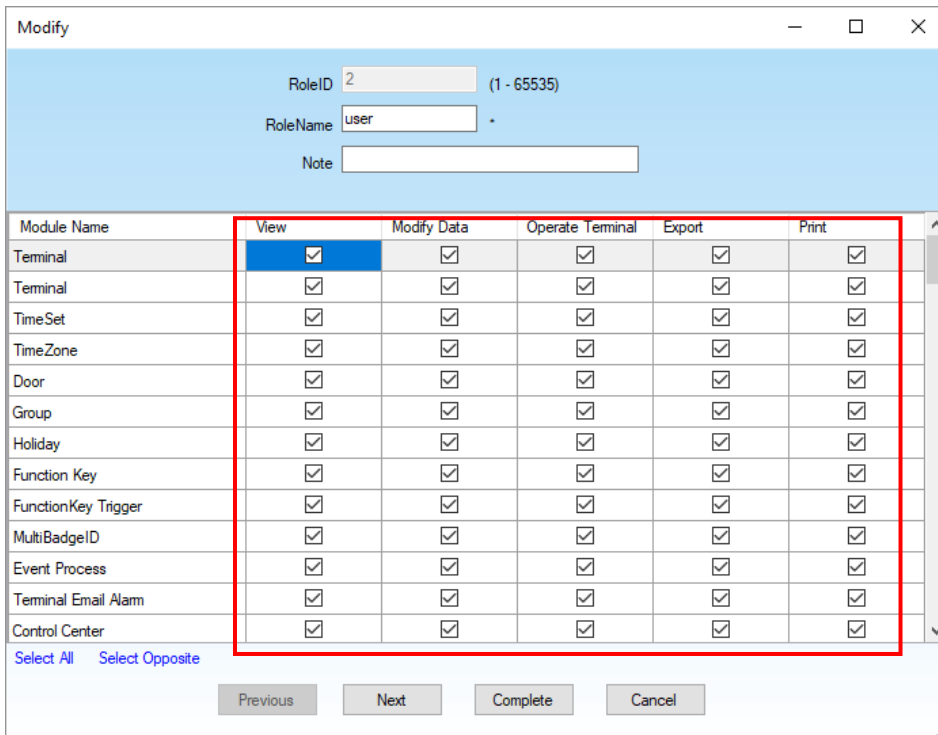
● Resolution :

(1) Check what is the function of the grey button provided. For example: cannot add/delete/modify/Setting a terminal.



(2) Login Micro Access C by System account then click "Tool→Role management", double clicking the role

and Select (V) the authority, and the role authorization can be modified.



(3) When press OK and restart Micro Access C and login to system by an original account again, the grey button became black which can be operation by current account as shown.

Terminal(S) Guest Info(C) Report(R) Tool(T) Help(H)

Terminal

Add
 Modify
 Delete
 Setting
 Manage Terminal Group
 Change Terminal Group
 Look Up
 Refresh

Terminal

Control Center

TimeSet

TimeZone

Door

Group

Holiday

All

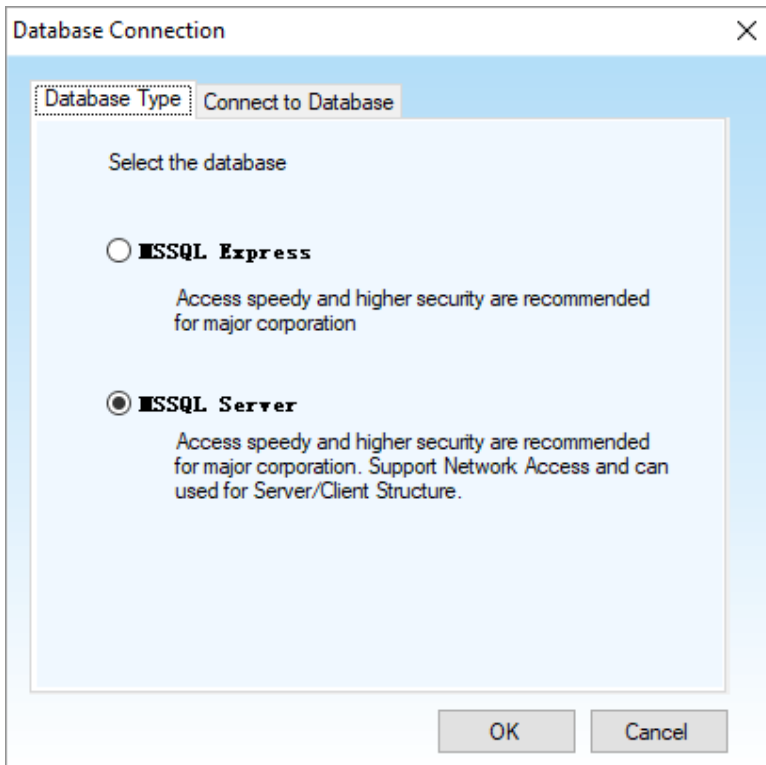
Status	TerminalID	TerminalName	IP Address	Mac
On Line	3	52	192.168.0.76	00-0E
Off Line	4	mx60m	192.168.0.68	
On Line	10	mx60	192.168.0.78	00-0E
On Line	11	back door	192.168.0.99	00-0E
Off Line	12	MF631	192.168.0.69	
Off Line	15	MX60D Demo	192.168.0.55	
Off Line	18	MX60L	192.168.0.189	
Off Line	22	60 demo	192.168.0.56	

4、Does Micro Access C software support Client/Server mode? How to operate it ?

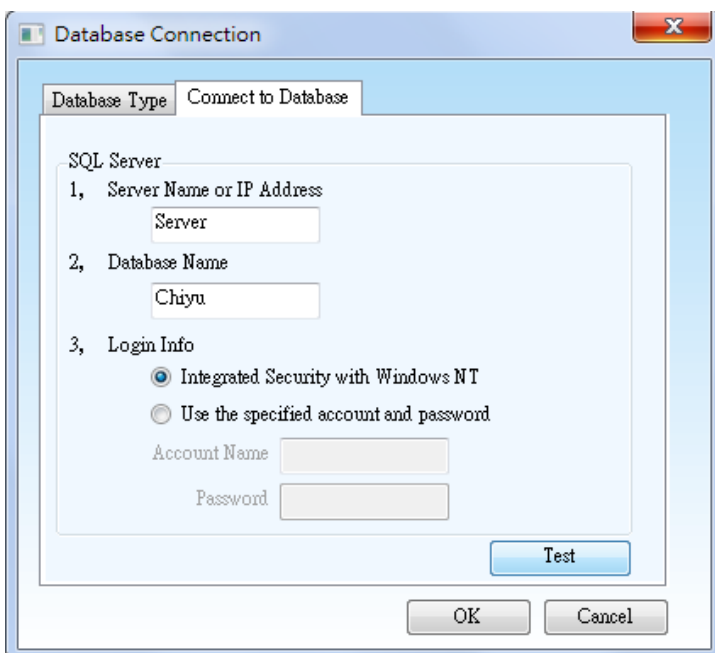
Micro Access C support C/S mode :

(1) Click “Tool “→**Option**→**Database connection**→**Select MSSQL Server**

MSSQL Server as shown.



(2) Select “Connect to database” label and input SQL Server information as shown.

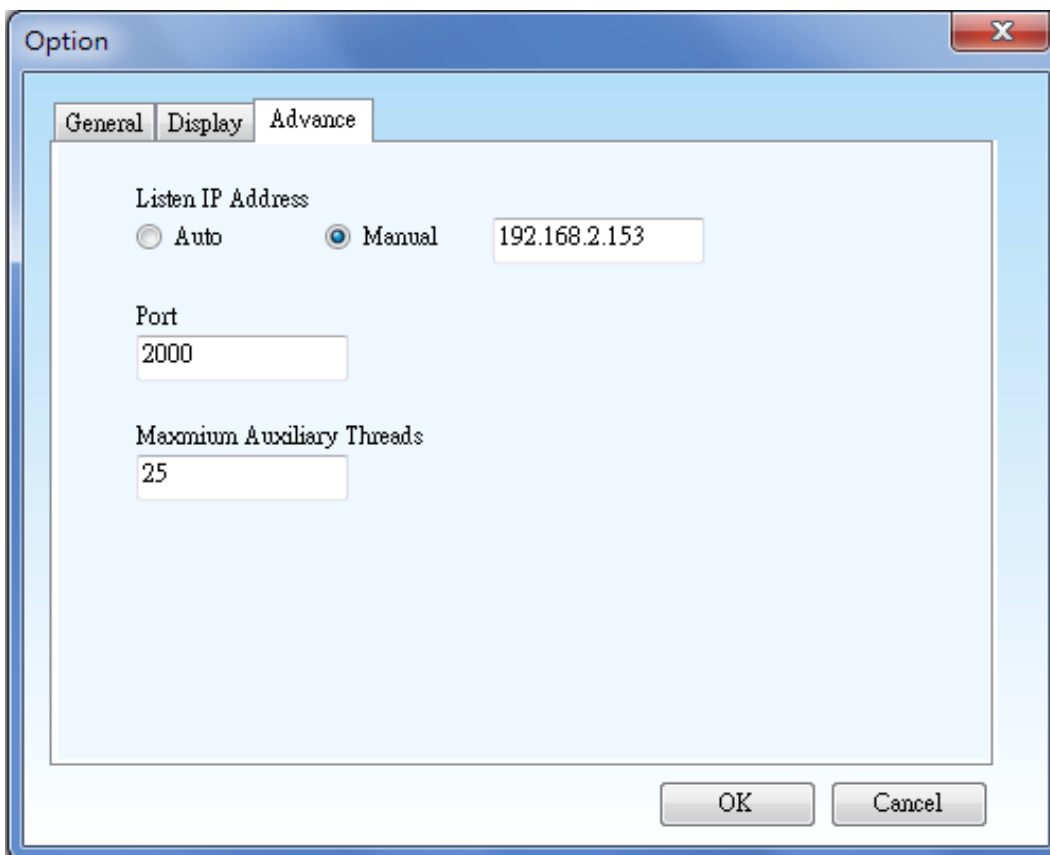


(3) Click Test to find if database connection is normal.

5. What is the main purpose of setting maximum auxiliary thread ?

For example: when 50 terminals in a system receives user sign in records in a time, if the maximum auxiliary thread amount set to ≥ 50 then all access records came from 50 terminals can be received by Micro Access C in the same time. Or, if the maximum auxiliary thread amount set to < 50 then records came from individual terminal(s) can only be received by Micro Access C after other records received by Micro Access C came from terminal(s). Practically, the chance of all 50 terminals produced records in the same time is mini.

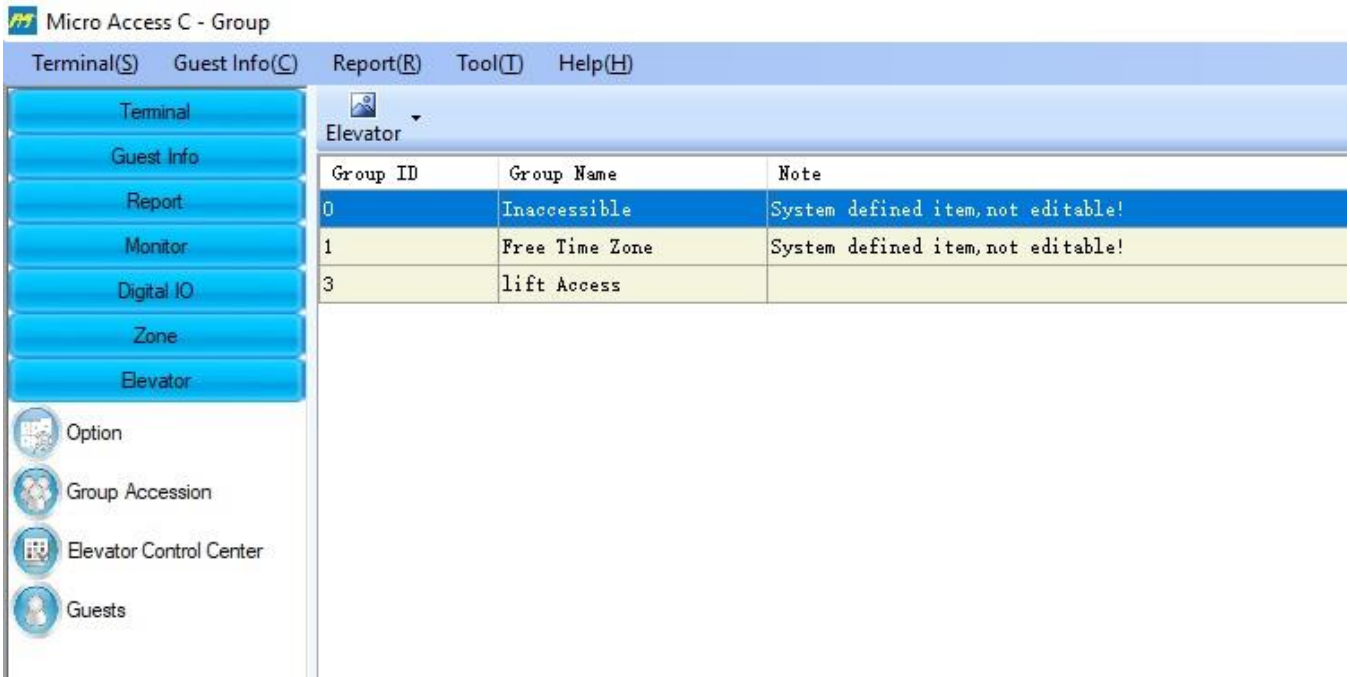
Micro Access C default “Maximum auxiliary thread” is 25 , when necessary, it can be modified by “Tool→Option→Advance as shown.



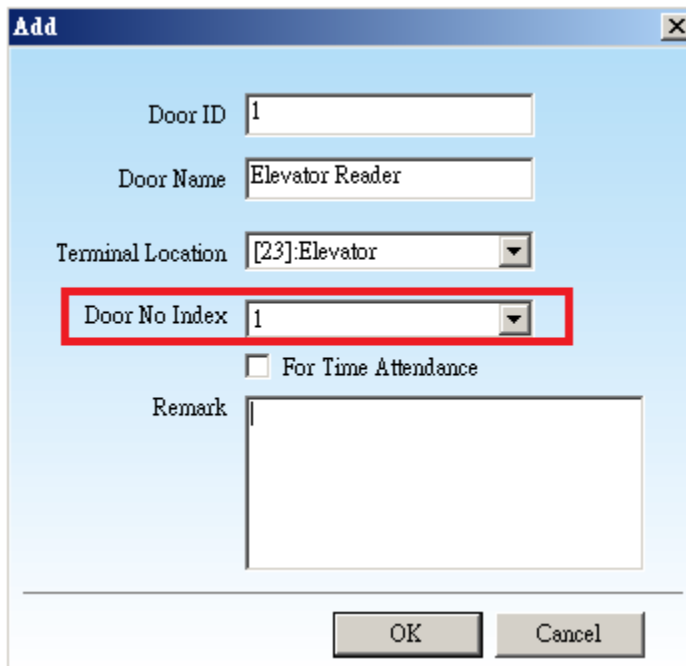
6. Elevator

6-1 Group list

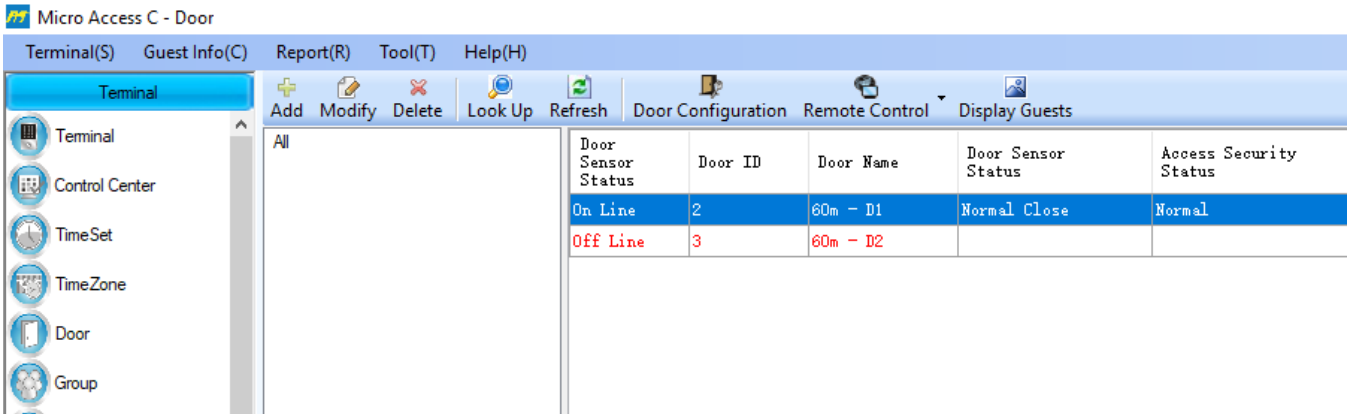
Click “Group Accession”, you will find out the screen as below picture shows :



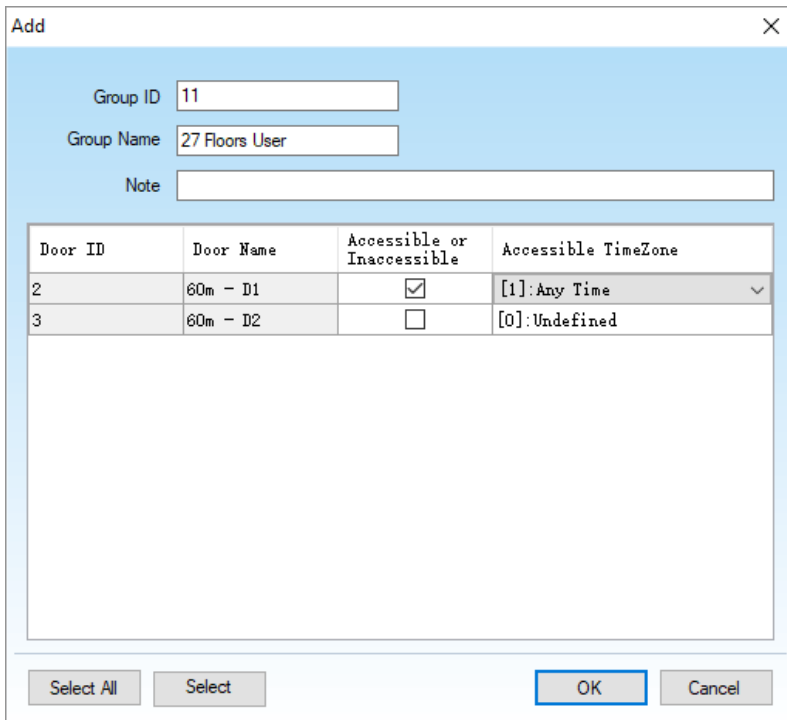
1、 You have to set door number at first, please only select door 1, due to door 2 ~ 8 is using for calling lift function.



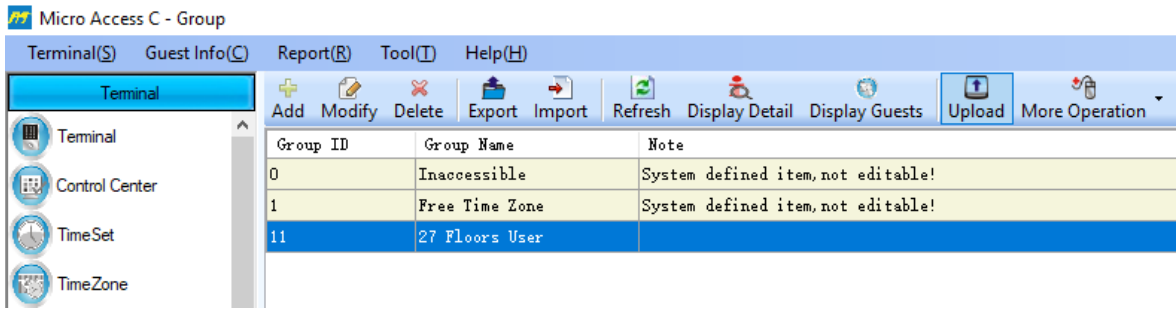
You will find out this screen after finish setting :



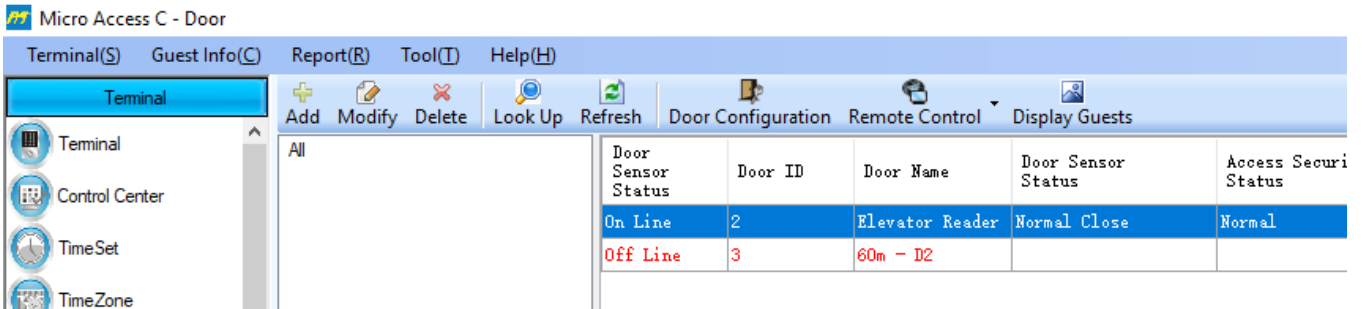
2、Add new groups



Please upgrade the new group to terminal, as below shows :

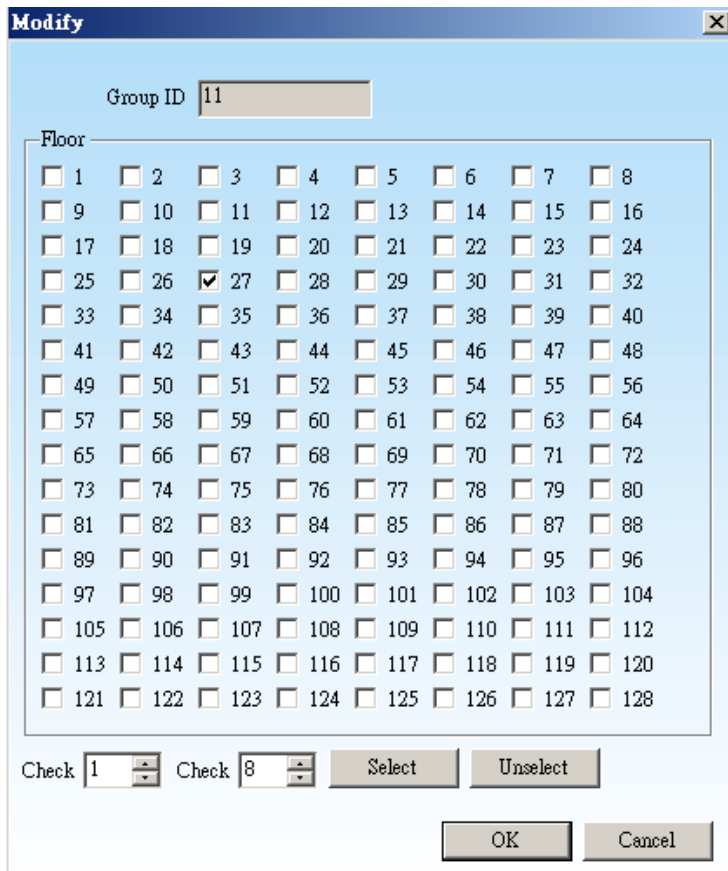


3、After this step, please click group for checking



6-1.1 Setup Elevator group

Click “Elevator” → “Elevator Group Accession”, then, you can set which floor is acceptable for entering. Please also remember to upgrade this data to terminal.



6-2 Elevator Control Center

Click “Elevator” →” Elevator Control Center”

The screenshot shows the 'Micro Access C - Control Center' application. The 'Elevator' menu item is selected in the left sidebar. The main window displays a table of elevator terminals and a detailed view of terminal information and instant messages.

Status	TerminalID	TerminalName	IP Address	Mac Address	SerialNo	ModelName
On Line	7	Pls Enter a Name	192.168.0.73	00-0E-E3-04-F9-A3	326051(04F9A3)	SEMAC-S3

Item	Value	Time	Command	Details
TerminalID	7	14:56:21	Connected	TerminalID:7,IP Address:192.168.0.73,SerialNo:326051(04F9A3),FimWare Version:1.51.00
Mac Address	00-0E-E3-04-F9-A3	14:56:21	GetSystemInformation	Success.TerminalID:7,IP Address:,SerialNo:326051(04F9A3),FimWare Version:1.51.00,Jan 28 2015
ModelName	SEMAC-S2			
SerialNo	326051(04F9A3)			
Registered...	28			
Guest Cap...	20000			
FirmwareV...	1.51.00,Jan 28 2015			
DefenseSt...	Disabled			
FireAlamD...	Enabled			
FireAlamIn...	Enabled			

6-2.1 Set Start Floor

floor can be setting from -127 to 1 or 1~127.

The 'Set Start Floor' dialog box has a text input field containing the number '1'. To the right of the input field is the range '(-127~-1,1~127)'. Below the input field are 'OK' and 'Cancel' buttons.

6-2.2 Call to specific floor

You can set one floor for this function. It is used for force open when there is someone is locked in the elevator. Or you can make visitors only enter the specific floor.

6-2.3 Clear Floor information

Delete the start floor setting, and you can resent it again.

7. Time attendance

7-1 Attendance Rule

Click “Attendance”→“ Attendance Rule”, will pop-up attendance rule configuration window as following :

The screenshot shows the "Attendance Rule" configuration window. It has a title bar with "Attendance Rule" and a close button. The window is divided into sections. The "General" section contains four spinners: "Minutes tolerance for late-in" (10), "Minutes or more late-in see as absence" (90), "Minutes tolerance for early-out" (10), and "Minutes or more early-leave see as absence" (90). Below these are three checkboxes: "Based on actual clock-in time and Overtime Record to count Overtime working" (unchecked), "Take overtime late-in, early leave and absence into account for overtime working calculation" (unchecked), and "Minutes late-in(or early leave) to overtime working see as absence" (60). A spinner for "Minutes as min unit for overtime calculation" is set to 30. The "Other" section has a checked checkbox for "Record public holiday attendance". At the bottom are "OK(O)" and "Cancel(C)" buttons.

As following figure, you can do below functions :

Setup () Minutes to tolerance for late-in

Setup () Minutes or more late-in see as absence

Setup () Minutes to tolerance for early-out

Setup () Minutes or more early-leave see as absence

Click whether overtime counting is based on actual clock-in and overtime record.

(1) Click whether overtime working calculation will include late-in, early leave and absence or not.

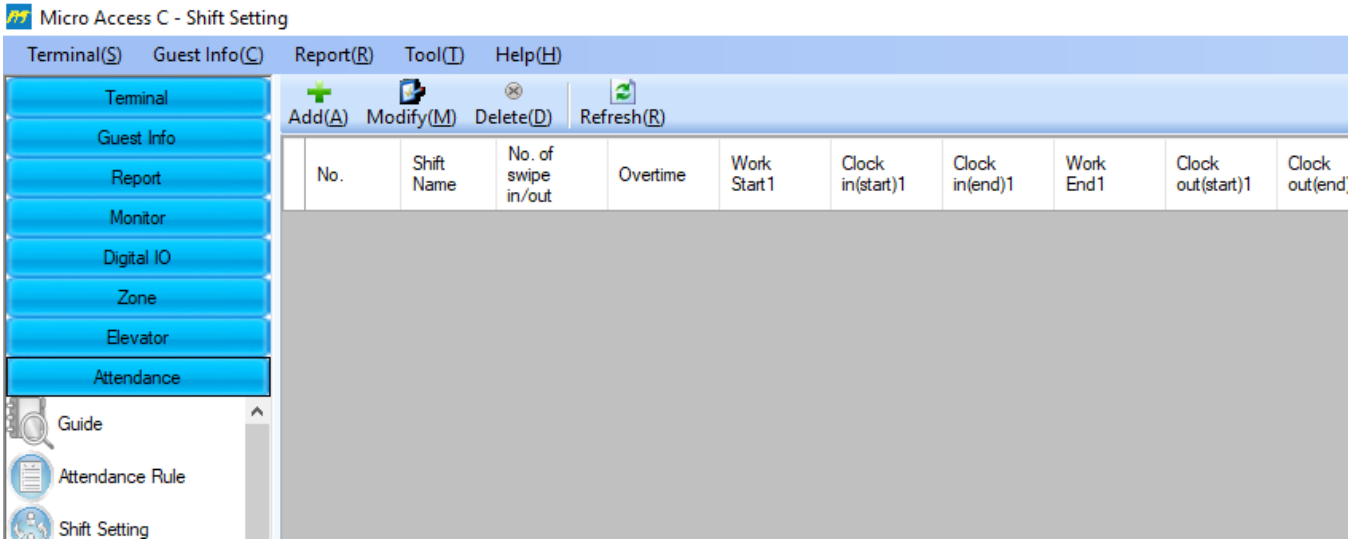
(2) Click () minutes late-in (or early leave) to working see as absence.

(3) Click () minutes as min unit for overtime calculation.

Click for recording public holiday attendance

7-2 Shift setting

Click “Attendance”→“Shift setting”, you will get the setting windows as below shows :



You can do those functions as following figure :

- Add working shift

(1) Setting

- Shift number
- Shift name
- Number of swipe in/out could be adjustable (ex, 2,4, 6, 8,) to achieve multi shift slot in accordance with different requirement.

(2) Option

- Setting working hour for one day
- Setting for overtime working time
If “Overtime” button doesn’t check, then here could be left blank.
- Calculate the overtime:
Overtime work start and end is used for checking the exactly overtime
- Click for night shift:
It is for night working shift
- Check whether whole day count as overtime working: (Direct overtime) :
If it is checked means overall work hour is equal to overall work hour.
- Check whether the shift slot across day:
If it is checked means the shift cross two days. The off-work time would be at second day.

(3) Setting for normal work starts and end time

(4) Setting for swipe card time period :

Please set working start and end time. If you swipe card not during this time period, we will consider you are late, leave earlier, or absence. If this is not setting (all 0) system will detect on work and off work time automatically.

(5) You can only check one between “overtime” and “Whole day count as overtime”. “Cross day shift” could only be checked in one shift.

➤ Modify shift setting

➤ Delete shift setting

If the deleted shift setting already had some shift record, then while deleting the setting, the record will be deleted simultaneously.

➤ Refresh the page

7-3 Holiday Setting

Click “Attendance”→“Holiday setting”, you will get the setting windows as below shows :

Holiday name	Date begin	Date end	Note
New Year	2013/1/1	2013/1/1	

You can do those functions as following figure :

➤ **Add**

Add holidays, start and end of holiday, holiday name need to be specified.

➤ **Modify**

Modify selected holiday

➤ **Delete**

Delete selected holiday

Notice :

After setting “holiday”, unless the option in Attendance Rule, “Record Public Holiday Attendance” is checked, otherwise, the attendance won’t be take into consider.

7-4 Employee Schedule Setting

Click “Attendance”→“Employee Schedule Setting”, you will get the setting windows as below shows :

Employee schedule setting

Find

Department list	Available us 1	Selected Users												
All(2) Others(2)	<table border="1"><thead><tr><th>Name</th><th>Employ...</th><th>Depa...</th></tr></thead><tbody><tr><td>Mary</td><td>45</td><td></td></tr></tbody></table>	Name	Employ...	Depa...	Mary	45		<table border="1"><thead><tr><th>Name</th><th>Employ...</th><th>Depa...</th></tr></thead><tbody><tr><td>Akira</td><td>32</td><td></td></tr></tbody></table>	Name	Employ...	Depa...	Akira	32	
Name	Employ...	Depa...												
Mary	45													
Name	Employ...	Depa...												
Akira	32													

Select SHIFT

Select Month: 2012 Year: 10 Month: Month

Shift Schedule Setting: [Dropdown]

Date	Weekday	Shift Shedu...
2012/10/1	Monday	
2012/10/2	Tuesday	
2012/10/3	Wednesday	
2012/10/4	Thursday	
2012/10/5	Friday	
2012/10/6	Saturday	
2012/10/7	Sunday	
2012/10/8	Monday	
2012/10/9	Tuesday	
2012/10/10	Wednesday	
2012/10/11	Thursday	
2012/10/12	Friday	
2012/10/13	Saturday	
2012/10/14	Sunday	

Apply

Apply to Weekdays

Apply to Saturday only

Apply to Sunday only

Apply to all days

Invert Selection

Cancel all selection

Notice: After SHIFT is selected, by simply clicking button list or click on the date in the column to apply

Save Close

The window can be divided into two parts. Upper part is to select “Employee”. The lower part is to select “Shift”

Please refer to the operation below :

- 1、Select the employee
- 2、Select Month
- 3、Select shift
- 4、Apply shift to corresponding date.
- 5、Save

Note : By repeating step 3 and 4, you can easily arrange employee with different shift.

➤ **Select Staff**

Available staff list will show all “on work” staff information. Select the available staff and move to selected list

➤ **Select Month**

Select **month for shift arrangement**. Default is current Month and Year.

➤ **Select Shift slot**

(1) In shift slot drop-down menu, it will list the entire available shift from shift setting. Display by Shift NO- Shift Name.

(2) After choosing month and shift, click the button in Apply column to apply shift to different days

➤ **Apply**

Each button function as following :

(1) Apply to weekdays (Monday to Friday)

Apply selected shift to all the weekdays to corresponding month.

(2) Apply to Saturday

Apply selected shift to all the Saturday to corresponding month.

(3) Apply to Sunday

Apply selected shift to all the Sunday to corresponding month.

(4) Apply to all days

Apply selected shift to all the days to corresponding month.

(5) Inverse selection

Inversely select current shift setting.

(6) Cancel all Selection

Cancel all current shift arrangement.

Note :

1 、 If there is no shift for employee, then the employee attendance cannot be calculated.

2 、 If you'd like to modify shift arrangement, select the date and employee and rearrange the shift again, then the modification will be done.

3 、 One day for one shift only.

4 、 Same staff in the same month could have different shift.

7-5 Scheduled Employee Search

Click “Attendance”→“Scheduled Employee Search”, you will get the setting windows as below shows :

Sort Criteria

Date range From To

Find =

Employee ID	Card number	Name	Department	Date	Weekday	Shift Name	Note
1	14728713	STACY	1	01-Mar-19	Friday	1-office	
1	14728713	STACY	1	02-Mar-19	Saturday		No SHIFT
1	14728713	STACY	1	03-Mar-19	Sunday		No SHIFT
1	14728713	STACY	1	04-Mar-19	Monday	1-office	
1	14728713	STACY	1	05-Mar-19	Tuesday	1-office	
1	14728713	STACY	1	06-Mar-19	Wednesday	1-office	
1	14728713	STACY	1	07-Mar-19	Thursday	1-office	
1	14728713	STACY	1	08-Mar-19	Friday	1-office	
1	14728713	STACY	1	09-Mar-19	Saturday		No SHIFT
1	14728713	STACY	1	10-Mar-19	Sunday		No SHIFT
1	14728713	STACY	1	11-Mar-19	Monday	1-office	
1	14728713	STACY	1	12-Mar-19	Tuesday	1-office	
1	14728713	STACY	1	13-Mar-19	Wednesday	1-office	
1	14728713	STACY	1	14-Mar-19	Thursday	1-office	
1	14728713	STACY	1	15-Mar-19	Friday	1-office	
1	14728713	STACY	1	16-Mar-19	Saturday		No SHIFT
1	14728713	STACY	1	17-Mar-19	Sunday		No SHIFT

The window will display detail shift information

➤ Search

Select date range and sort criteria then click Search to look up detail employee shift information.

7-6 Unscheduled Employee Search

Click “Attendance”→“Unscheduled Employee Search”, you will get the setting windows as below shows :

Sort Criteria

Select Month Year Month

Employee ID	Card number	Name	Department	Month	Note
1000	12345678	Guest Name	ELid	2019-3	No SHIFT
11	7798203	Lawrence Yap	Micro ID	2019-3	No SHIFT
12	11106082	Cindy	ELid	2019-3	No SHIFT
13	11110601	Chay	ELid	2019-3	No SHIFT
14	12708224	Mr. Yap Key tag	Micro ID	2019-3	No SHIFT
15	11107967	Kakak	ELid	2019-3	No SHIFT
16	9851766	Koni	Micro ID	2019-3	No SHIFT
18	2801770	Nurul	Micro ID	2019-3	No SHIFT
19001	2283162	V001	ELid	2019-3	No SHIFT
19002	164724352	V002	ELid	2019-3	No SHIFT
19003	12481116	V003	ELid	2019-3	No SHIFT
19004	7780567	V004	ELid	2019-3	No SHIFT
19005	10197911	test	ELid	2019-3	No SHIFT
19006	3877085533	stacy mifare 34	ELid	2019-3	No SHIFT

Select Year, Month then click Search. If the list is blank implies that the entire employee has been scheduled.

7-7 Leave record

Click “Attendance”→“Leave record”, you will get the setting windows as below shows :

Employee...	Card number	Name	Department	Date begin	Date end	Leave R...
45	123456	Mary		2012/10/8	2012/10/8	personal

- Add (Before adding new leave record, **category of leave reason** has to be setup first, otherwise, the drop-down menu for choosing leave reason will be blank)

The window can be divided into two parts; the upper part is where to select staff and the lower part is detail leave information.

Find
Department list
Available us 1 :
Selected Users

	Name	Employ...	Depa...
All(2)	Akira	32	
Others(2)			

Name	Employ...	Depa...
Mary	45	

Leave Detail

Date From: 2012/10/ 8 To: 2012/10/ 8

Leave Reason: personal leave

Leave Type(time): Full Day Interval (time)

Interval 1 From: 00:00 To: 00:00

Interval 2 From: 00:00 To: 00:00

Deduct Work hour(per): 0

Note:

Ok and Add New(N) OK(O) Cancel(C)

Please refer to following operation :

- 1 、 Select staffs who ask for leave
- 2 、 Select date, leave reason, leave type, and deduct work hour .etc.

(1) Available User

It will list all “on work” staff. Click to select staff that ask for leave then by double click or click the arrow to move them into selected user list

(2) Selected User

The people in this list are those who asking for leave

(3) Leave Date

Select date for the leave

(4) Leave Reason

Select leave reason (has to be defined first in **Configure**)

(5) Leave type

Full day or a time interval can be selected

(6) Deduct Work Hour

Setting deduct work hour

- Modify
Modify leave record content
- Delete
Delete leave record content
- Find
Find leave content according to different criteria
- Refresh
Refresh data
- Export
Exports leave data into Excel or txt format
- Configure
Add new leave category ex, personal leave, bereavement leave .etc.

7-8 Sign-in record

Click “Attendance”→“Sign-in record”, you will get the setting windows as below shows :

Employee...	Card number	Name	Department	Date	Sign-in Reason	Inter...	Inter...	Inter...	Inter...
32	654321	Akira		2012/10/8	Forget to	07:00	00:00	00:00	00:00
32	654321	Akira		2012/10/9	Reader is	08:00	00:00	00:00	00:00
45	123456	Mary		2012/10/9	Reader is	08:00	00:00	00:00	00:00

- Add (Before adding new sign-in record, category of **sign-in reason** has to be setup first, otherwise, the drop-down menu for choosing sign-in reason will be blank)

The window can be divided into two parts; the upper part is where to select staff and the lower part is detail leave information.

Add

Find

Department list: All(2), Others(2)

Available us 1:

Name	Employ...	Depa...
Akira	32	

Selected Users:

Name	Employ...	Depa...
Mary	45	

Sign in Detail

Date: 2012/10/16

Sign-in Reason: Forget to verify

Interval 1: 00:00, Interval 2: 00:00, Interval 3: 00:00, Interval 4: 00:00, Interval 5: 00:00, Interval 6: 00:00

Note:

Ok and Add New(N) OK(O) Cancel(C)

Please refer to following order :

- 1 、 Select staffs that need to sign-in
- 2 、 Select date, sign-in reason, sign-in time, note ... etc.

(1) Available User

It will list all “on work” staff. Click to select staff that needs to sign-in then by double click or click the arrow to move them into selected user list

(2) Selected User

The people in this list are those needs to sign-in

(3) Sign-in Date

Setting sign-in date

(4) Sign-in Reason

Select sign-in reason (has to be defined first in **Configure**)

(5) Sign-in time

Up to 6 sign-in time slot could be established

- Modify
Modify Sign-in content
- Delete
Delete Sign-in content
- Find
Look up information about sign-in record
- Refresh
Refresh information
- Export
Export sign-in record into Excel or txt format
- Configure
Add new sign-in reason ex, forget clock-in, card reader malfunction, bug...etc.

Note :

- 1 、 Sign-in record has higher priority than Swipe-in card record. If system identifies two records overlap, system will only recognize sign-in record.
- 2 、 Sign-in function cannot be applied to overtime setting.

7-9 Business Trip Record

Click “Attendance”→“Business Trip Record” will pop-up business trip record configuration window as following :

Employee...	Card number	Name	Department	Date begin	Date end	Reason	Busines...
45	123456	Mary		2012/10/9	2012/10/9	Exhibition	Full Day

- Add (Before adding new leave record, category of business reason has to be setup first, otherwise, the drop-down menu for choosing business trip reason will be blank)

The window can be divided into two parts; the upper part is where to select staff and the lower part is detail leave information

Add ✕

Find

Department list

- All(2)
- Others(2)

Available us2 :

Name	Employ...	Depa...
Akira	32	
Mary	45	

Selected Users

Name	Employ...	Depa...

>

>>

<

<<

Detail

Date From To Reason

Business Trip Time Full Day Interval (time)

Interval 1 From To

Interval 2 From To

vertime hour (min/day) Note

Please refer to the following operation :

1 、 Select staff that needs to go on business trip

2 、 Select date, business trip reason and time, work hour during business trip ... etc.

(1) Available User

It will list all “on work” staff. Click to select staff that needs to sign-in then by double click or click the arrow to move them into selected user list

(2) Selected User

The person in this list is those who are going to a business trip

(3) Business Trip Date

Select business trip date

(4) Business Trip Reason

Select reason for the business trip (has to be defined first in **Configure**)

(5) Business Trip Time

Full day or a time interval can be selected

(6) Work Hour

Setting work hour (in minute) during business trip

➤ Modify

Modify business trip information

➤ Delete

Delete business trip record

➤ Find

Search business trip record

➤ Refresh

Refresh information

➤ Export

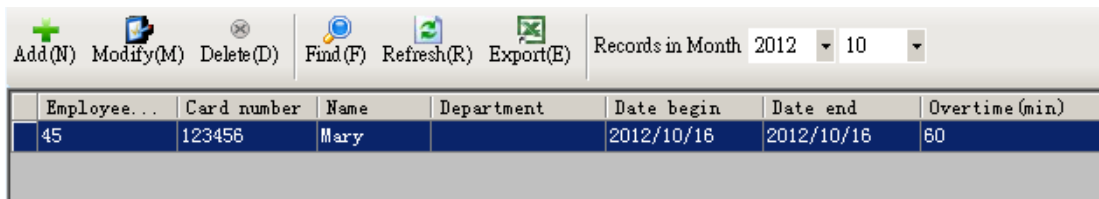
Export business trip record into Excel or txt format

➤ Configure

Add new business trip reason ex: exhibition, attending conference...etc.

7-10 Overtime Record

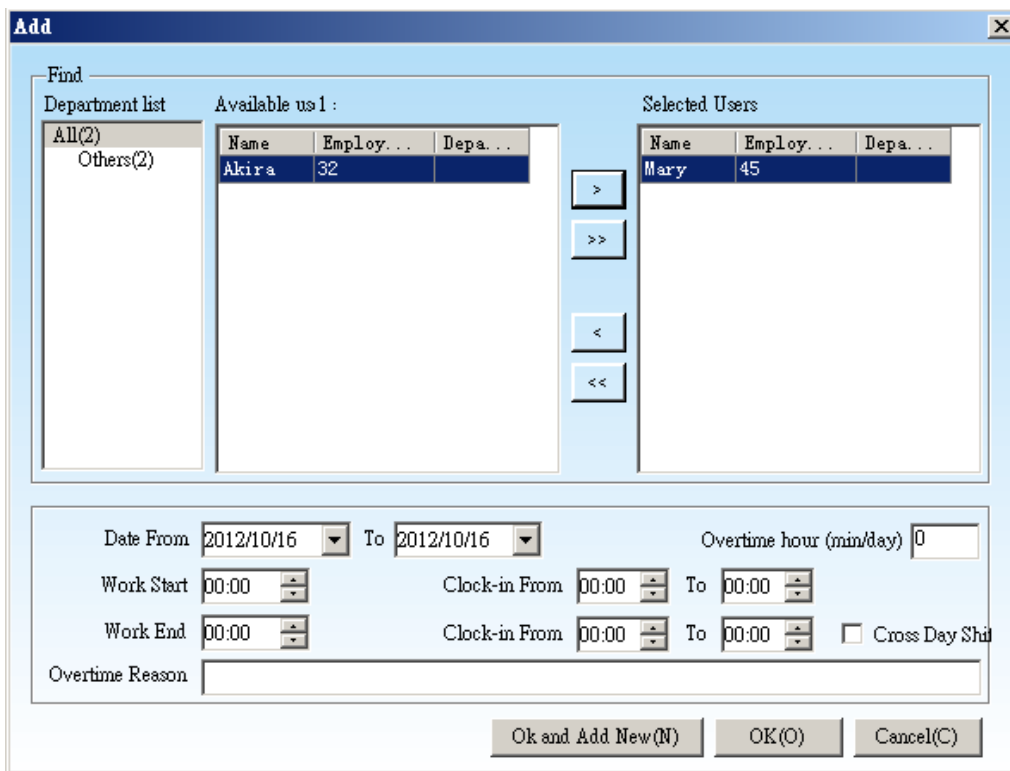
Click “Attendance”→“Overtime Record” will pop-up Overtime record configuration window as following :



Employee...	Card number	Name	Department	Date begin	Date end	Overtime (min)
45	123456	Mary		2012/10/16	2012/10/16	60

➤ Add

The window can be divided into two parts; the upper part is where to select staff and the lower part is to setup time regulation.



Add

Find

Department list: All(2), Others(2)

Available us 1:

Name	Employ...	Depa...
Akira	32	

Selected Users:

Name	Employ...	Depa...
Mary	45	

Date From: 2012/10/16 To: 2012/10/16 Overtime hour (min/day): 0

Work Start: 00:00 Clock-in From: 00:00 To: 00:00

Work End: 00:00 Clock-in From: 00:00 To: 00:00 Cross Day Shift

Overtime Reason: _____

Ok and Add New(N) OK(O) Cancel(C)

Please refer to following operation :

1 、 Select staff for overtime working

2 、 Select date, overtime hour, start and end of work time, swipe In/Out time, reason...etc.

(1) Available User

It will list all “on work” staff. Click to select staff that needs to sign-in then by double click or click the arrow to move them into selected user list

(2) Selected User

The person in this list are will be arranged overtime.

(3) Overtime Date

Setting overtime date

(4) Work Hour

Setting overtime work hour(in minute)

(5) Start and End work time

Select when to start and end of overtime work

(6) Clock In/Out time

Select the range for clock-in/out for overtime record.

(7) Work across day

If is checked, it means the shift will be crossing days. (It is something to do with system work time calculation)

(8) Overtime Reason

Describe reason for overtime works

➤ Modify

Modify overtime content

➤ Delete

Delete overtime content

➤ Find

Search overtime record

➤ Refresh

Refresh information

➤ Export

Export overtime record into Excel or txt format

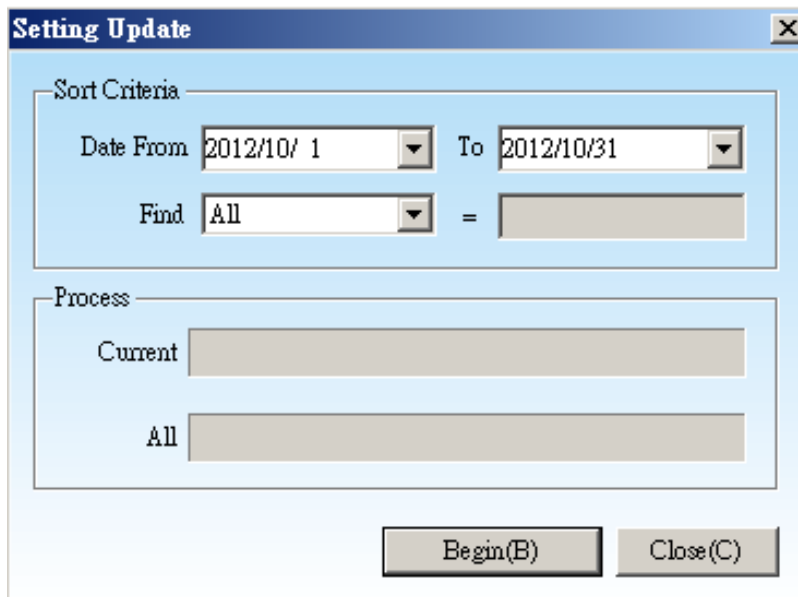
Note :

1 、 If overtime record overlap with the “overtime” in shift setting, system will only base on overtime record to do overtime calculation.

2、Overtime work setting should be apart from normal work time setting.

7-11 Report setting update

Click “Report”→“Setting Update” will pop-up report setting update configuration window as following :



The screenshot shows a dialog box titled "Setting Update". It is divided into two main sections: "Sort Criteria" and "Process".

Sort Criteria:

- "Date From" is set to 2012/10/ 1.
- "To" is set to 2012/10/31.
- "Find" is set to All.
- There is an equals sign followed by an empty text box.

Process:

- "Current" is followed by an empty text box.
- "All" is followed by an empty text box.

At the bottom of the dialog box, there are two buttons: "Begin(B)" and "Close(C)".

This window could help you update setting and data to report. Please refer to following operation :
After selecting date range and people, then click “Start” to start updating data and setting. The bar will show the process of updating.

Note :

- 1、Report setting update is for the purpose of look up “Detail Report” and “Monthly Statistics”. In other words, “Report Setting Update” is based on clock in/out record and different attendance setting to form “Detail report” and Monthly statistics”.
- 2、Before doing setting update, please make sure corresponding data has been downloaded from communication software (BF/Micro Access C system)
- 3、To find out whether corresponding data has been, please look into “Report”-> “All attendance record”
- 4、To obtain latest swipe card data, please click “Tool” -> “Synchronization” to download latest data.

7-12 Detail Report

Click “Report”→“Detail Report” will pop-up detail report configuration window as following :

Employee ID	Card number	Name	Department	Date	Shift Name	Timecard Ti...
32	654321	Akira		2012/9/1	Normal	2
32	654321	Akira		2012/9/2	Normal	2
32	654321	Akira		2012/9/3	Normal	2
32	654321	Akira		2012/9/4	Normal	2
32	654321	Akira		2012/9/5	Normal	2
32	654321	Akira		2012/9/6	Normal	2
32	654321	Akira		2012/9/7	Normal	2
32	654321	Akira		2012/9/8	Normal	2
32	654321	Akira		2012/9/9	Normal	2
32	654321	Akira		2012/9/10	Normal	2
32	654321	Akira		2012/9/11	Normal	2
32	654321	Akira		2012/9/12	Normal	2
32	654321	Akira		2012/9/13	Normal	2
32	654321	Akira		2012/9/14	Normal	2
32	654321	Akira		2012/9/15	Normal	2
32	654321	Akira		2012/9/16	Normal	2
32	654321	Akira		2012/9/17	Normal	2
32	654321	Akira		2012/9/18	Normal	2
32	654321	Akira		2012/9/19	Normal	2
32	654321	Akira		2012/9/20	Normal	2
32	654321	Akira		2012/9/21	Normal	2
32	654321	Akira		2012/9/22	Normal	2
32	654321	Akira		2012/9/23	Normal	2

In this window, you can look up, export and print detail attendance report.

- **Search**
After select date and condition, click Search to look up the attendance record.
- **Print**
Print out attendance report
- **Export**
Export report into Excel or txt format.

7-13 Monthly Statistics

Click “Report”→“Monthly Statistics” will pop-up detail Monthly statistics look up window as following :

Month	Employee ID	Card number	Name	Department	Needed Work ..	Actual Work ..	Work Time Hour
2012-9	32	654321	Akira		30	0	0
2012-9	45	123456	Mary		30	0	0

In this window, you can look up, export and print monthly statistics

➤ **Search**

After selecting month and criteria, click “Start” to show monthly statistics result.

➤ **Print**

Print out the statistics report.

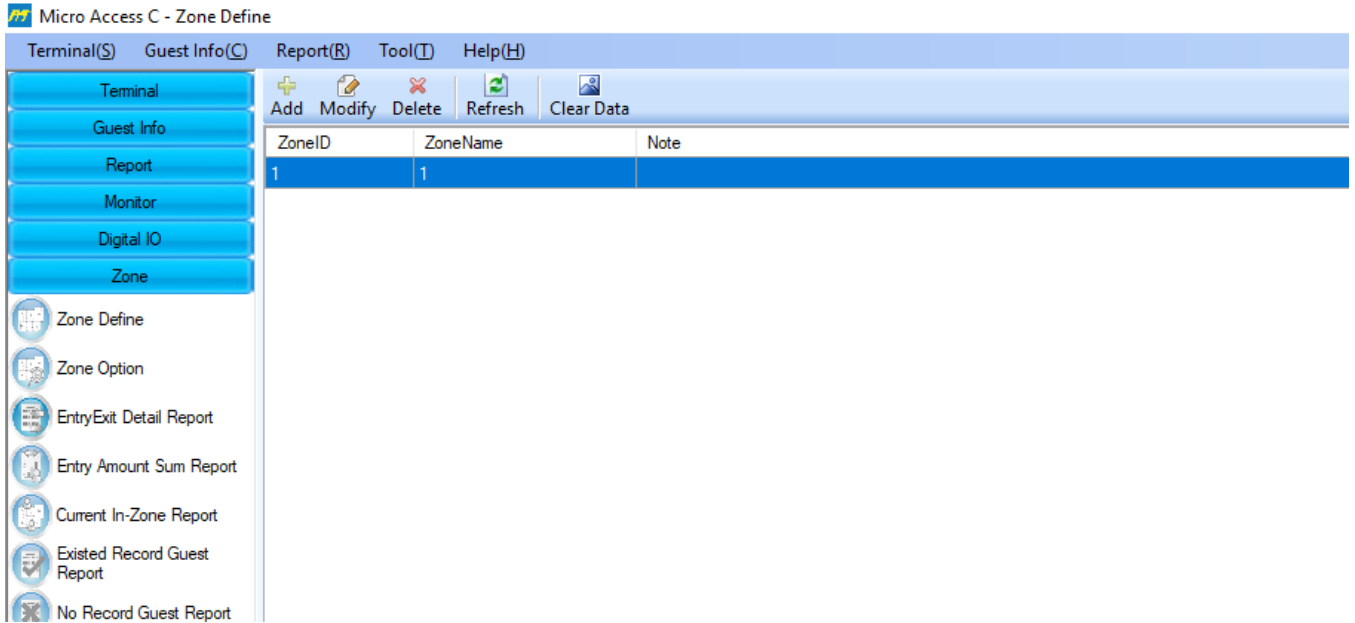
➤ **Export**

Export statistics report into Excel or txt format.

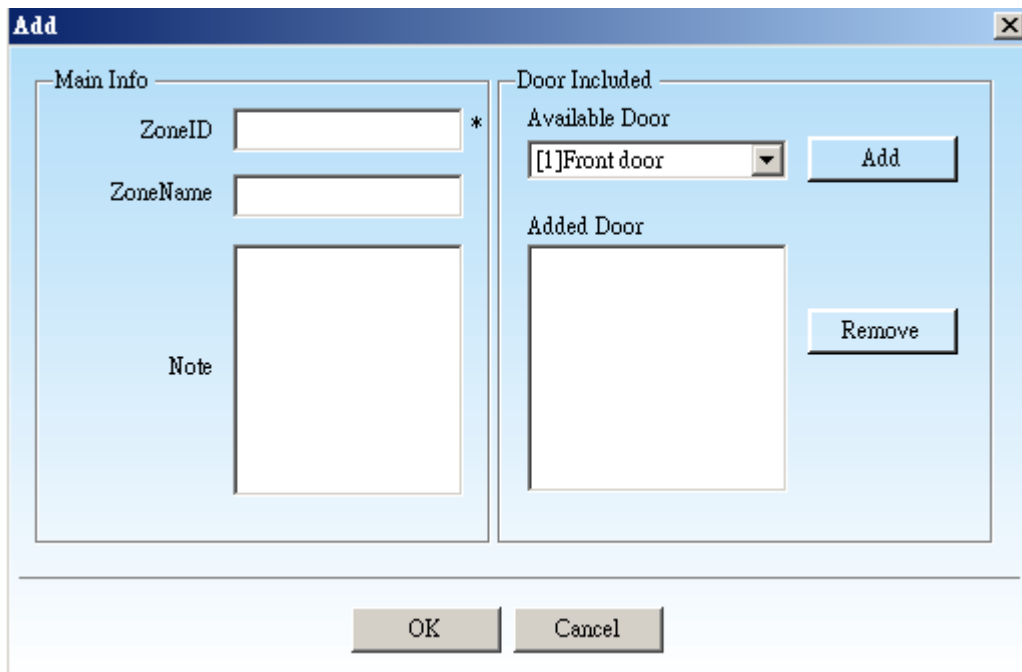
8. Zone

8-1 Zone management

Click “Zone” will pop-up all attendance record look up window as following :



Click “add”, you will see below windows :



Notice : Zone number only can enter 1~8, zone number 8 is the biggest number.

Click “Modify” will pop-up below windows :

Micro Access C - Zone Define

Terminal(S) Guest Info(C) Report(R) Tool(T) Help(H)

Terminal Add Modify Delete Refresh Clear Data

ZoneID	ZoneName	Note
1	Factory	

Modify

Main Info

ZoneID: 1 *

ZoneName: generator room

Note:

Door Included

Available Door: [1]Front door Add

Added Door: Remove

OK Cancel

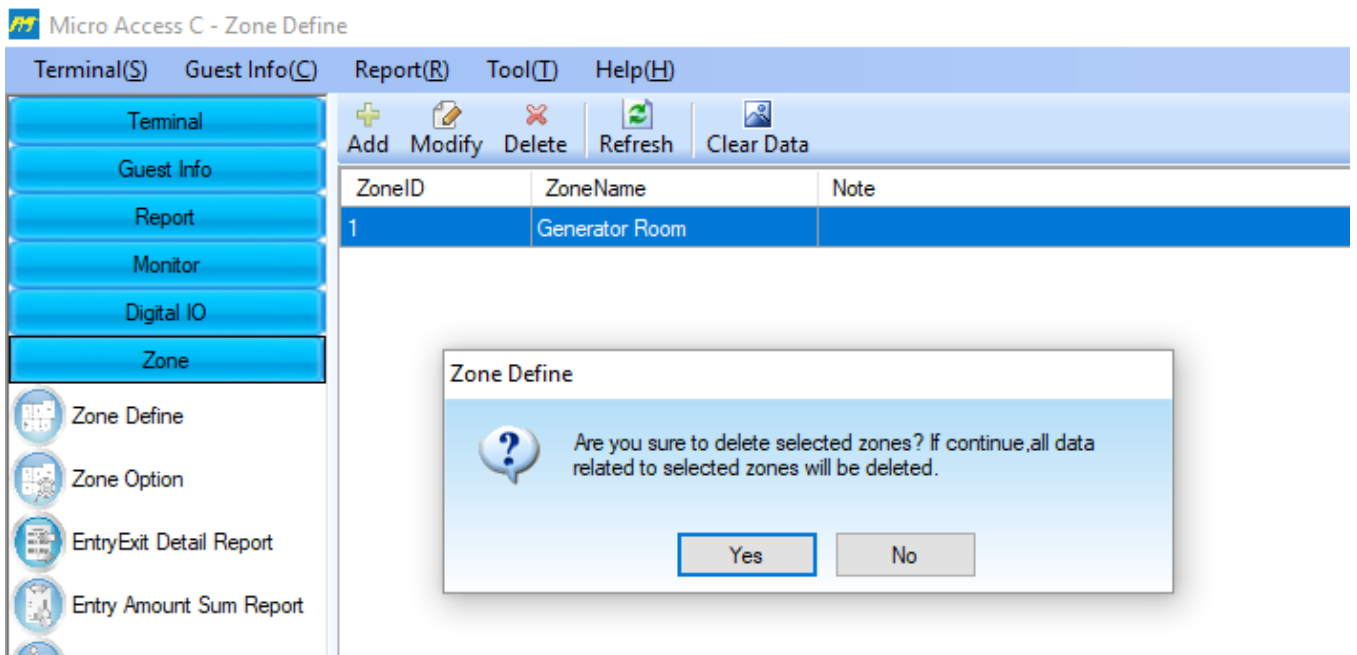
Micro Access C - Zone Define

Terminal(S) Guest Info(C) Report(R) Tool(T) Help(H)

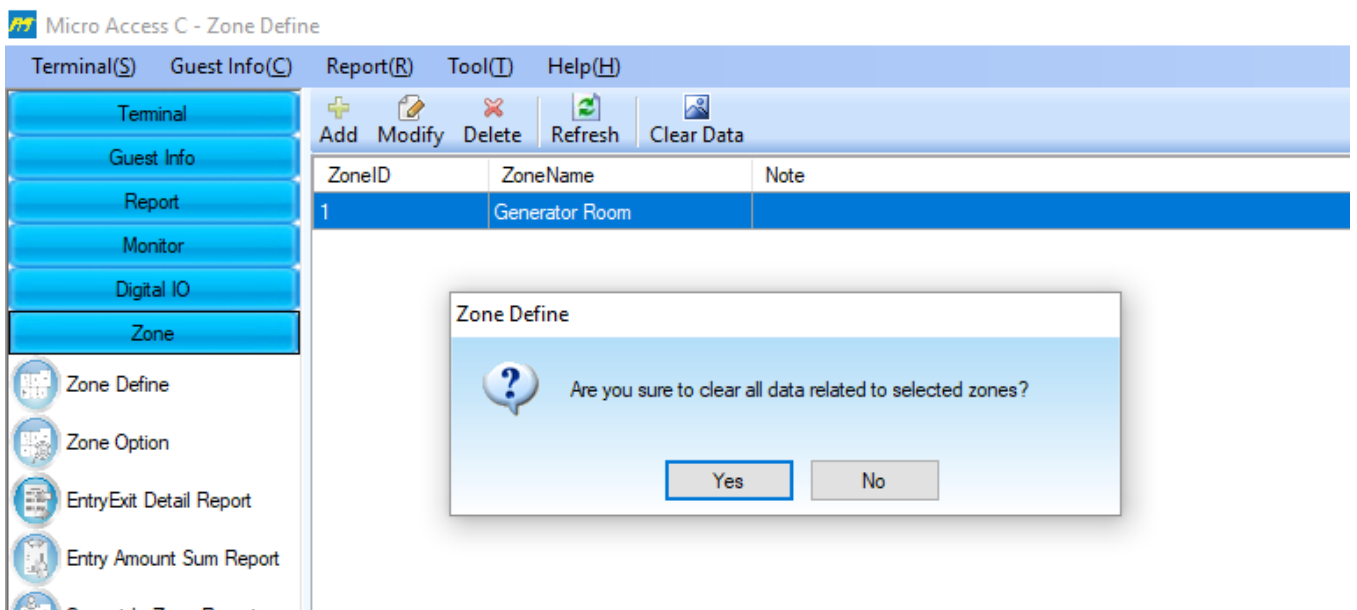
Terminal Add Modify Delete Refresh Clear Data

ZoneID	ZoneName	Note
1	Generator Room	

Click “delete”, you will find out below windows :



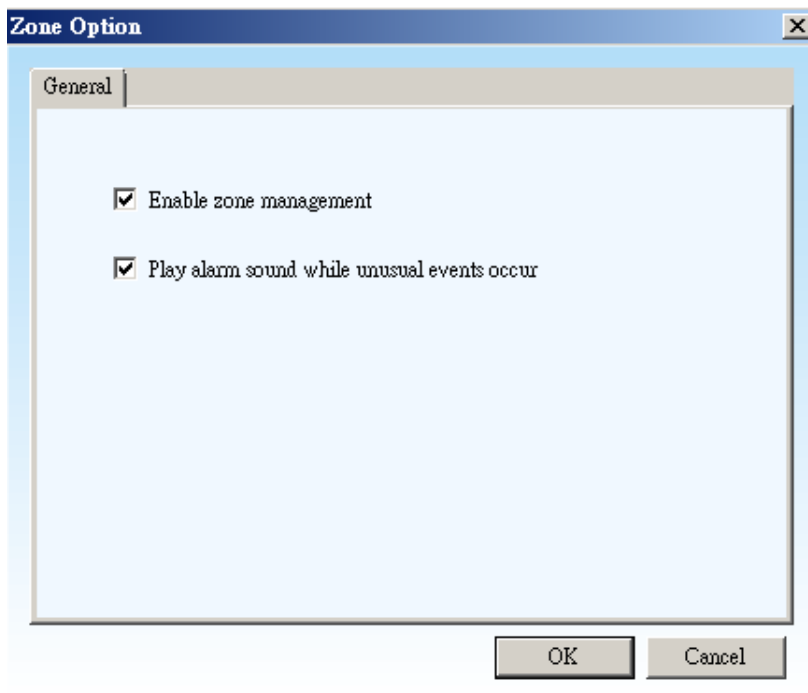
Click “**Clear Data**”, you will get the pop-up window as below figure :



- © All of access logs which shows on Zone management will be deleted, but we will not delete the access logs from report.

8-2 Zone option

Click “Zone option”, you will get the popup window as below shows :



- ◆ Enable Zone management: access log report, Entry Exit Detail report, Entry amount sum report, Current In-Zone Report, No Record Guest Record, Stay Time Sum Report, Stay Time Detail Report, and Unusual report (This function will check whether each employee gets one IN and one OUT log). Usually, zone management is used for control big factory.
- ◆ when the event is happened, our system will start to beep. When you keep swiping cards to reader, you will get the alarm.

8-3 Entry Exit Detail Report

Click “Entry Exit Detail Report”, you will see below windows :

Date	Time	Direction	GuestID	EmployeeID	CardNo	GuestName
2012-10-26	15:11:58	Entry	36	U36	158374379	Mary
2012-10-26	15:11:58	Entry	36	U36	158374379	Mary
2012-10-26	15:11:59	Entry	36	U36	158374379	Mary
2012-10-26	15:12:00	Entry	36	U36	158374379	Mary
2012-10-26	15:12:01	Entry	36	U36	158374379	Mary
2012-10-26	15:12:07	Entry	36	U36	158374379	Mary

◆ Search : Guest ID, Employee ID, Card number, Department, card number

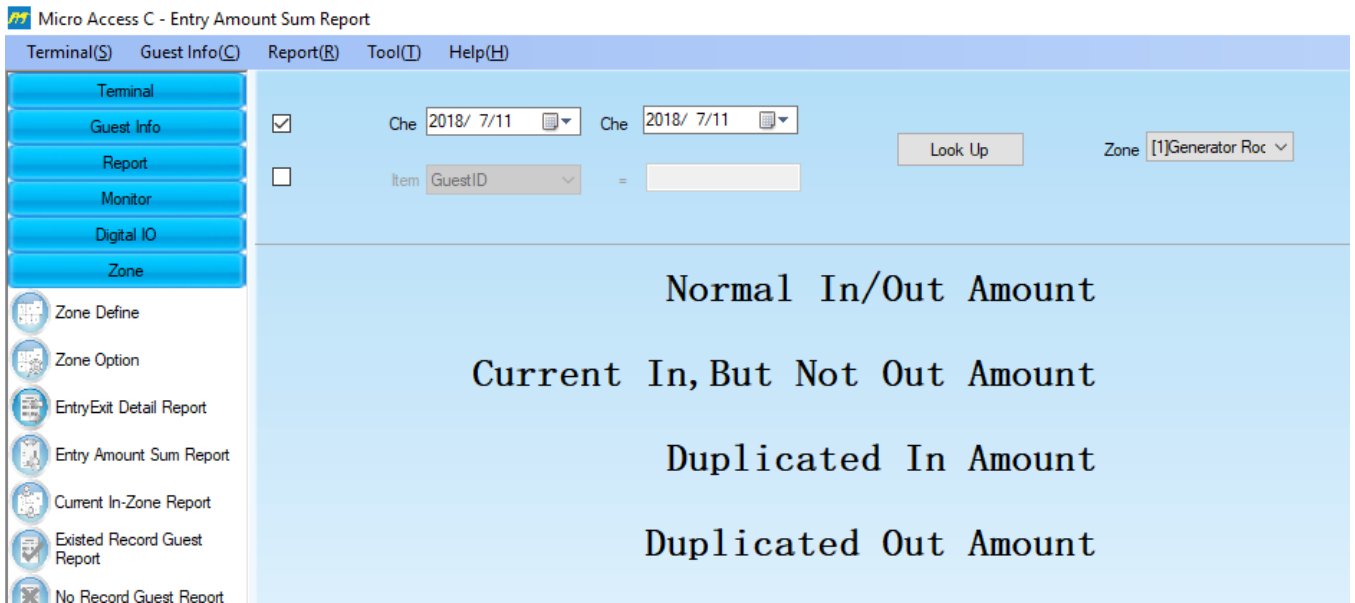
◆ Search Direction : Entry or Exit

◆ Export Report (there are three file format can be chosen)

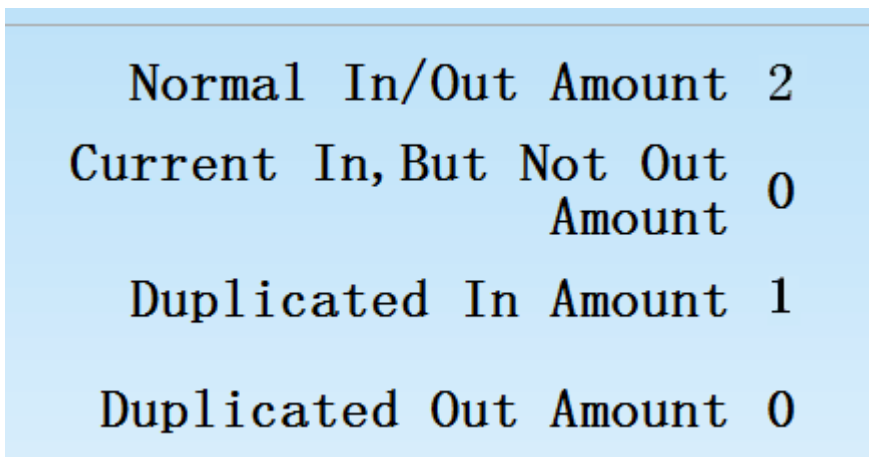
◆ Print Report

8-4 Entry amount sum report

Click “Entry amount sum report”, you will find out the picture as below shows :



◆ Search item : Employee number, card number and department



8-5 Current In-Zone report

Click “Current In-Zone report”, you get the pop-up windows, as below shows :

Date	Time	Stay Hour	GuestID	EmployeeID	CardNo	GuestName	Department
2019-03-20	09:06:52	6.52	7	7	5776179	NURUL	1
2019-03-20	14:15:51	1.37	6	6	15043675	SUKI	1
2019-03-20	14:28:27	1.15	2	2	1636858	DARMA	1
2019-03-20	14:55:18	0.7	1	1	14728713	STACY	1
2019-03-20	15:36:52	0.02	5	5	6954698	KONI	1

◆ Search Zone : Date (It will show all of employees who are in this zone now)

◆ Export file (three types of file)

◆ Print report

◆ Delete

8-6 Exited Record Guest report

Click “Exited Record Guest report”, you will find out the pop-up message

GuestID	EmployeeID	CardNo	GuestName	Department
1	1	14728713	STACY	1
10	10	14722406	MR_YAP	1
2	2	1636858	DARMA	1
3	3	3640404	STAN	1
5	5	6954698	KONI	1
6	6	15043675	SUKI	1
7	7	5776179	NURUL	1

◆ Search : Date

◆ Export report (three types)

File name:

Save as type:

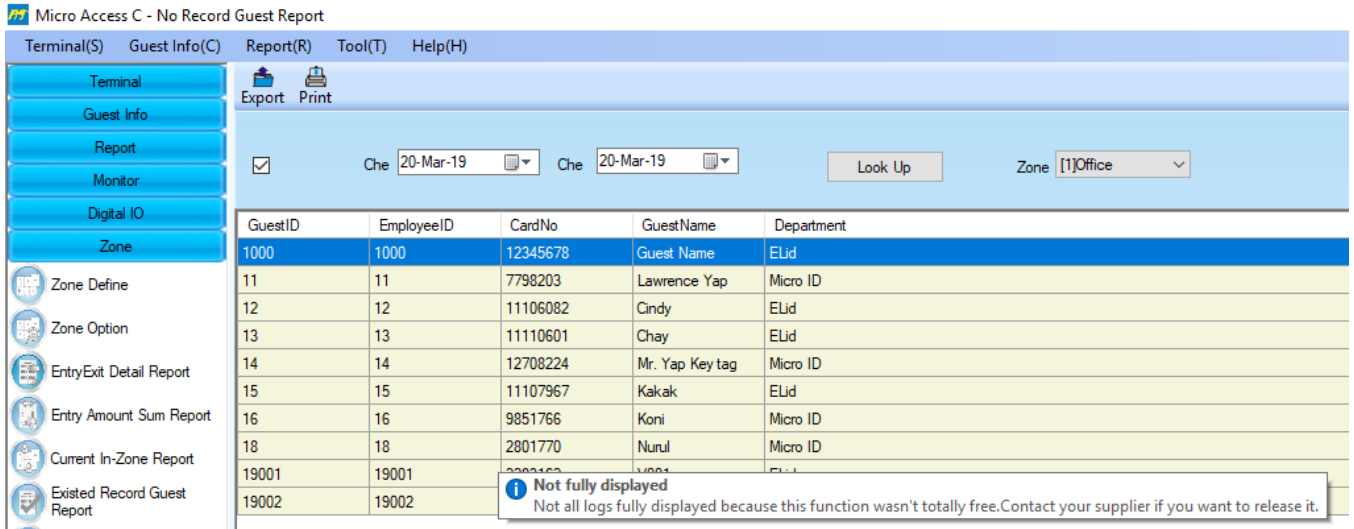
- Excel 2007-2010(*.xlsx)
- Excel 2007-2010(*.xlsx)
- Excel 97-2003(*.xls)
- Text File(*.txt)

Hide Folders

◆ Print report

8-7 No Record Guest Report

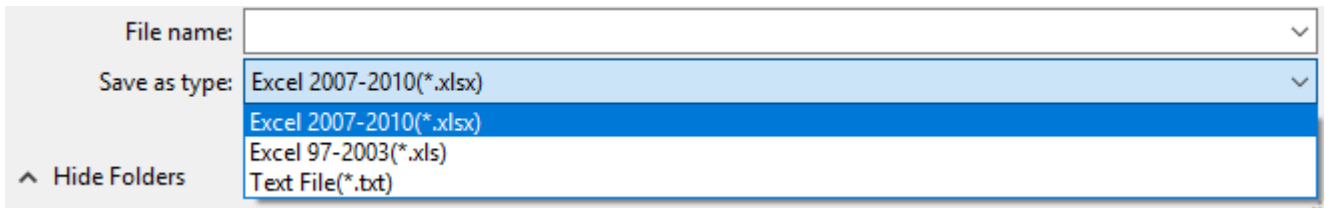
Click “No Record Guest Report”, you will find out the pop-up message



GuestID	EmployeeID	CardNo	GuestName	Department
1000	1000	12345678	Guest Name	ELid
11	11	7798203	Lawrence Yap	Micro ID
12	12	11106082	Cindy	ELid
13	13	11110601	Chay	ELid
14	14	12708224	Mr. Yap Key tag	Micro ID
15	15	11107967	Kakak	ELid
16	16	9851766	Koni	Micro ID
18	18	2801770	Nurul	Micro ID
19001	19001			
19002	19002			

◆ Search : Date (all of zone member which do not have Out and IN logs)

◆ Export Report (three types file)



◆ Print

8-8 Stay time sum report

Click “Stay time sum report”, you will find out the pop-up message as below shows :

Stay Hour	GuestID	EmployeeID	CardNo	GuestName	Department
1.93	2	2	1636858	DARMA	1
4.34	3	3	3640404	STAN	1
3.57	5	5	6954698	KONI	1
4.8	6	6	15043675	SUKI	1
1.18	7	7	5776179	NURUL	1

◆ Search : Date (all of zone member which mush two access logs (IN & OUT))

◆ Export report (three file types)

◆ Print Report

8-9 Stay time detail report

Click “Stay time detail report”, you will find out the pop-up message as below shows :

Micro Access C - Stay Time Detail Report

Terminal(S) Guest Info(C) Report(R) Tool(T) Help(H)

Terminal
Guest Info
Report
Monitor
Digital IO
Zone

Zone Define
Zone Option
EntryExit Detail Report
Entry Amount Sum Report
Current In-Zone Report
Existed Record Guest Report
No Record Guest Report

Export Print

Che 20-Mar-19 Che 20-Mar-19

Item GuestID =

Look Up Zone [1]Office

Entry	Exit	Stay Hour	GuestID	EmployeeID	CardNo	GuestName	Department
20-Mar-19 7:55:52 AM	20-Mar-19 9:52:07 AM	1.93	2	2	1636858	DARMA	1
20-Mar-19 9:52:46 AM	20-Mar-19 9:53:09 AM	0	2	2	1636858	DARMA	1
20-Mar-19 7:34:00 AM	20-Mar-19 7:34:35 AM	0	3	3	3640404	STAN	1
20-Mar-19 7:35:54 AM	20-Mar-19 9:10:04 AM	1.57	3	3	3640404	STAN	1
20-Mar-19 9:13:26 AM	20-Mar-19 10:24:15 AM	1.17	3	3	3640404	STAN	1
20-Mar-19 10:25:10 AM	20-Mar-19 10:29:03 AM	0.05	3	3	3640404	STAN	1
20-Mar-19 10:30:36 AM	20-Mar-19 10:35:02 AM	0.07	3	3	3640404	STAN	1
20-Mar-19 11:06:32 AM	20-Mar-19 11:40:12 AM	0.55	3	3	3640404	STAN	1
20-Mar-19 11:42:04 AM	20-Mar-19 12:25:53 PM	0.44	3	3	3640404	STAN	1
20-Mar-19 2:39:04 PM	20-Mar-19 2:40:04 PM	0.01	3	3	3640404	STAN	1

Not fully displayed
Not all logs fully displayed because this function wasn't totally free. Contact your supplier if you want to release it.

◆ Search : Date (all of zone member which mush two access logs (IN & OUT))

◆ Export report (three file types)

File name:

Save as type: Excel 2007-2010(*.xlsx)

Excel 2007-2010(*.xlsx)

Excel 97-2003(*.xls)

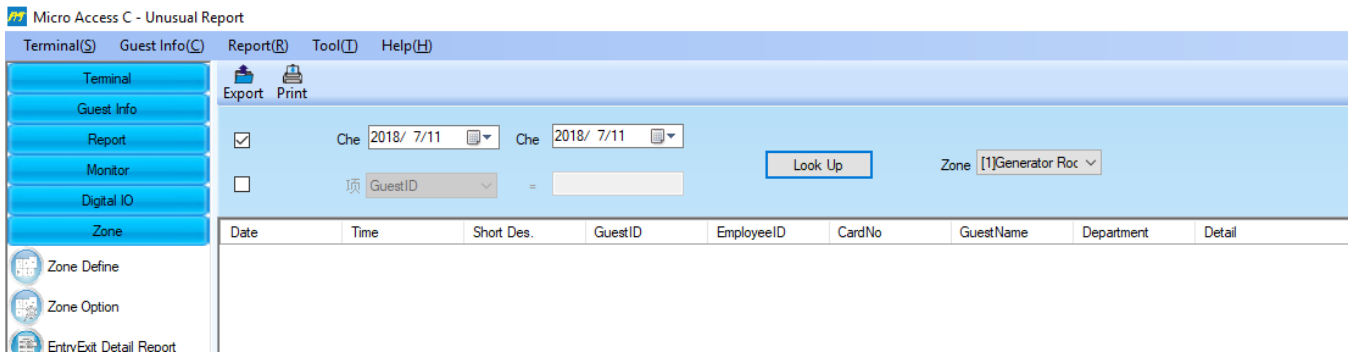
Text File(*.txt)

Hide Folders

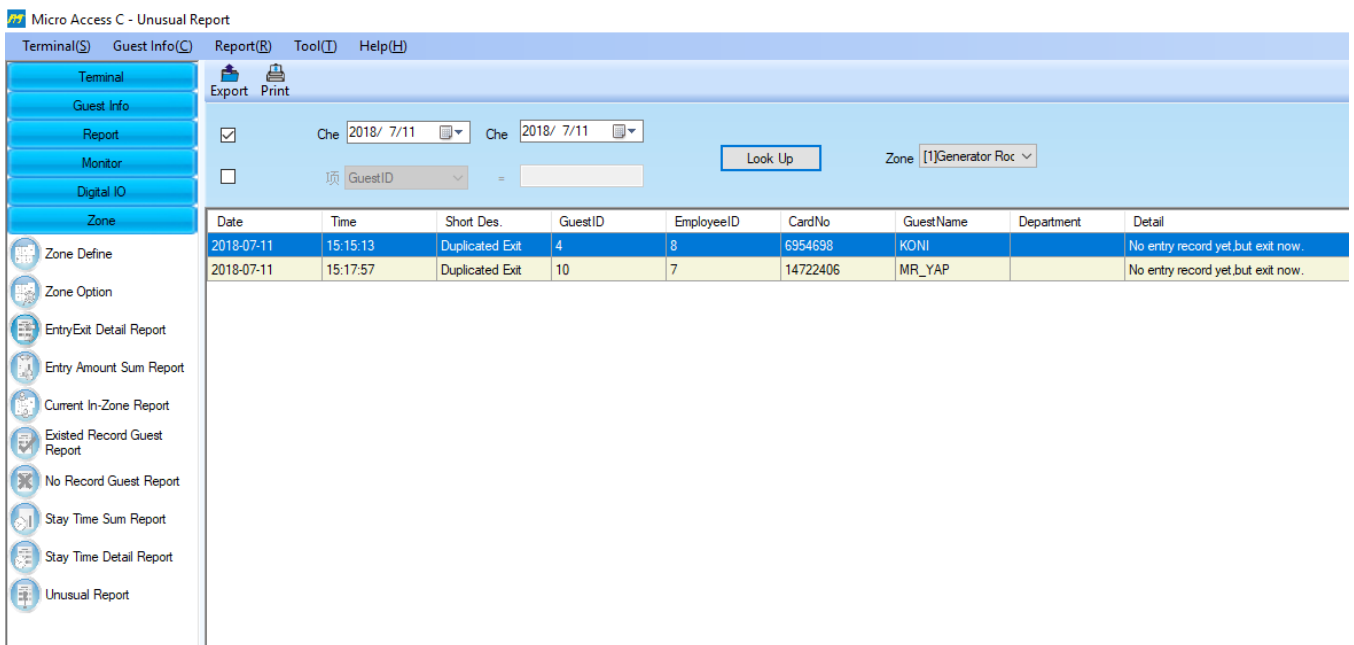
◆ Print Report

8-10 Unusual Report

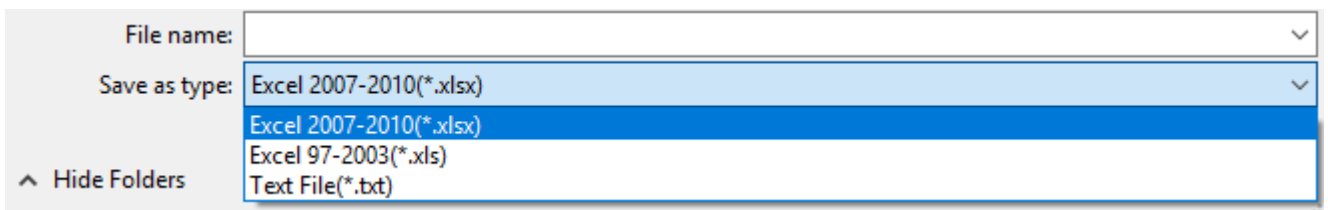
Click “Unusual report”, you will get will enter to this page.



◆ Search : Date (all of zone members which have double access logs for IN or OUT)



◆ Export (three file types)



◆ Print report