

Access Control Software Operation Guide

September 1, 2012

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Part 1 Installation and unload of Software

1.1 Basic Steps of Installation

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

1.2 Basic requirements for hardware of Installation

Memory: 1GB.

Hard Disk: 1GB above of free space.

1.3 Operating system supported by software

Windows XP SP3

Windows 7

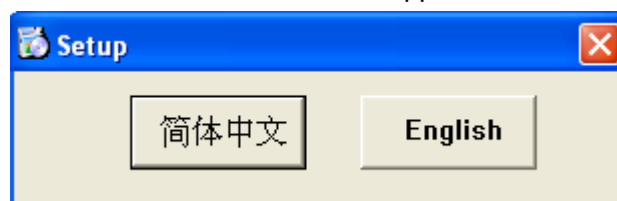
Windows Server 2003 SP2

Windows Server 2008

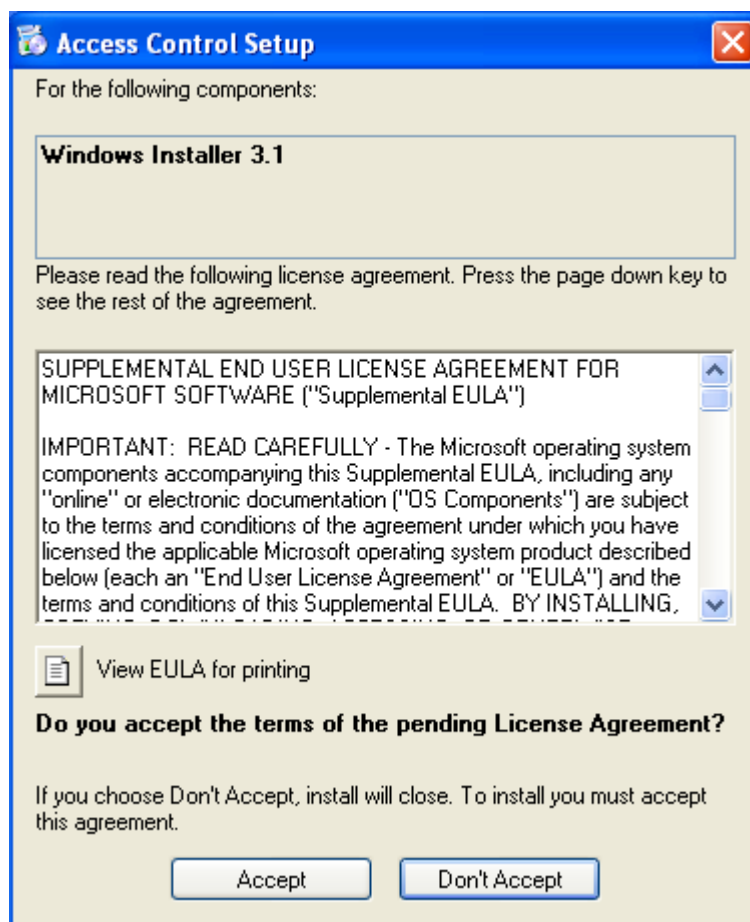
Windows Server 2008 R2

1.4 Software setup

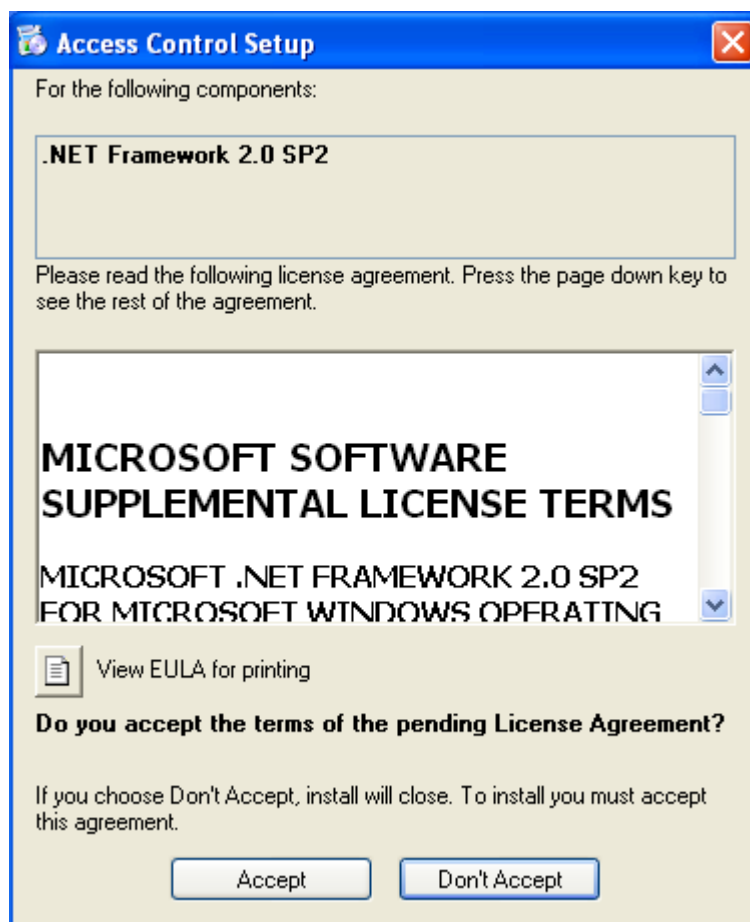
First puts in the CD to CD-ROM, then run the applications of "setup.exe".



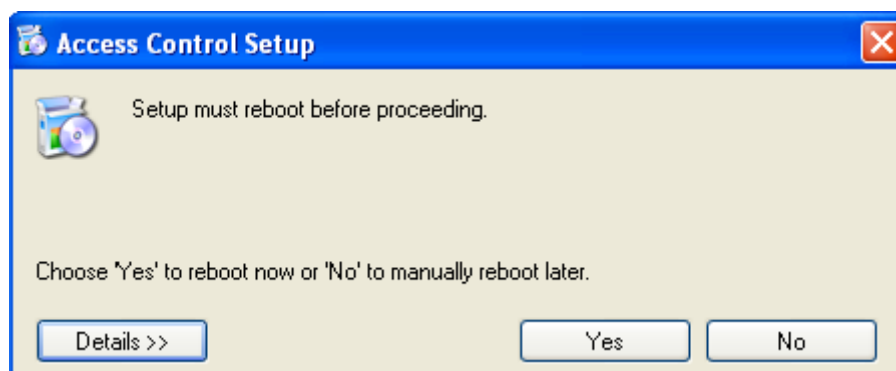
Click "English"



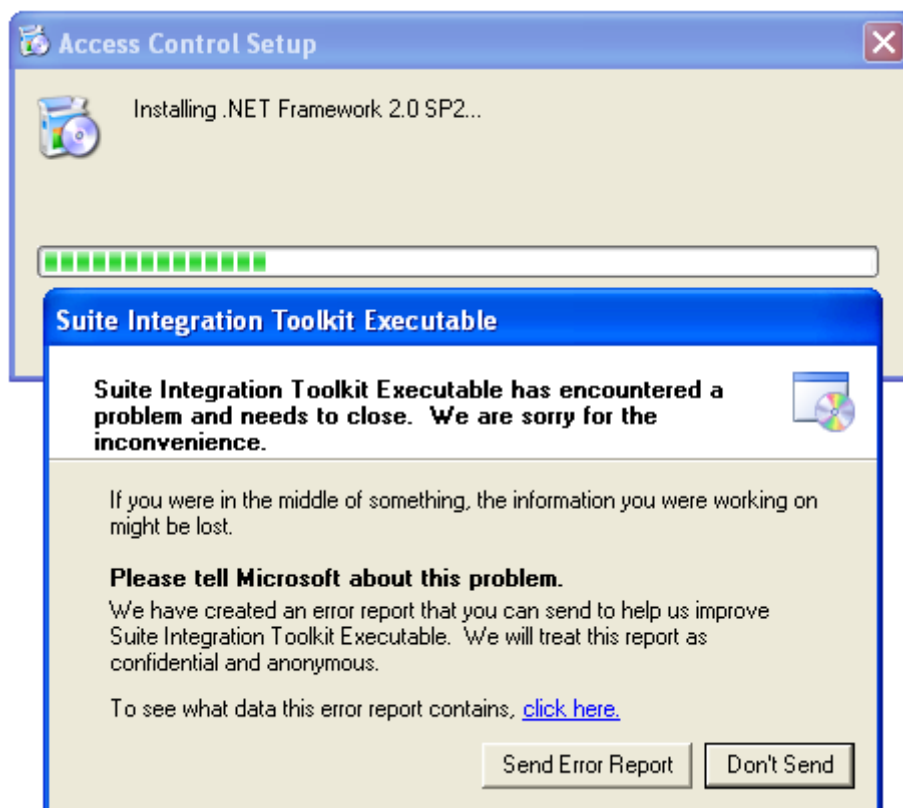
Click "Accept"



Click "Accept"



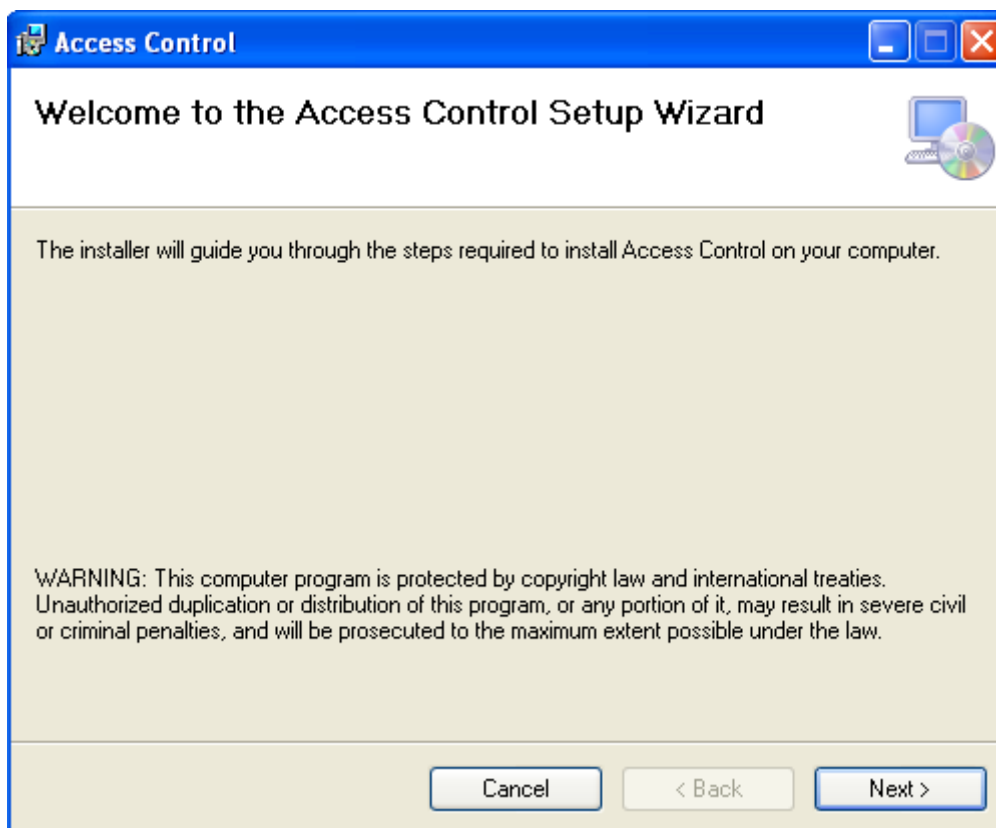
Click "Yes"



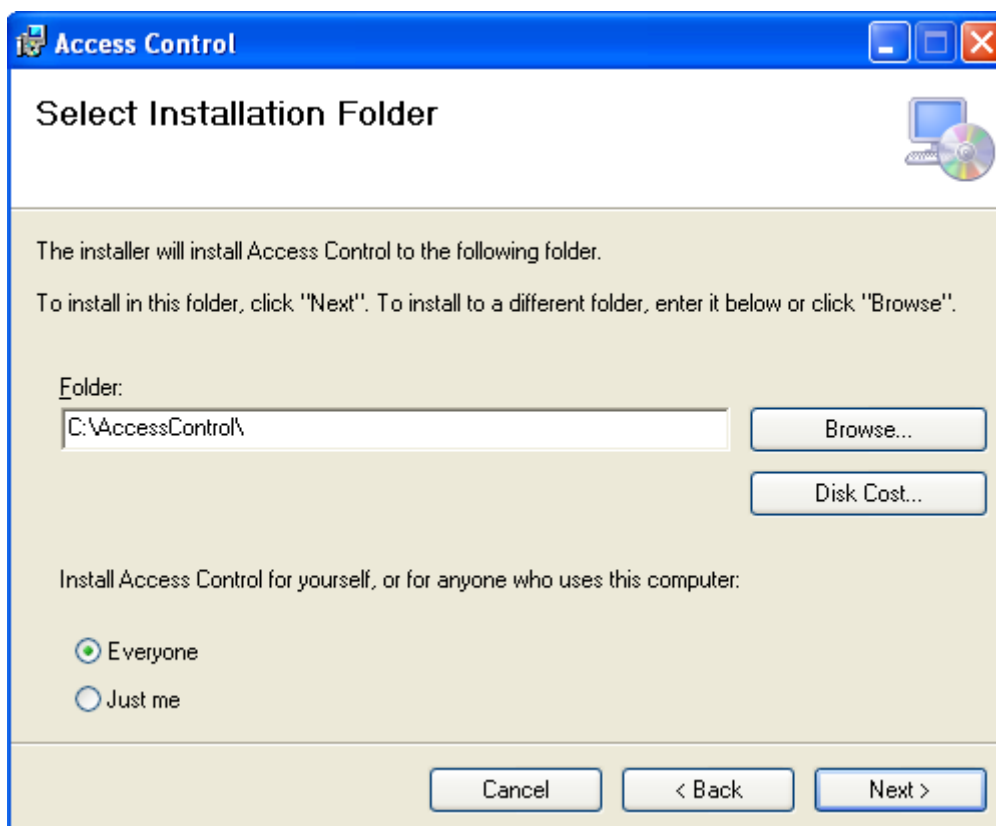
If the error occurs, need to install xp sp3. then install the software.

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

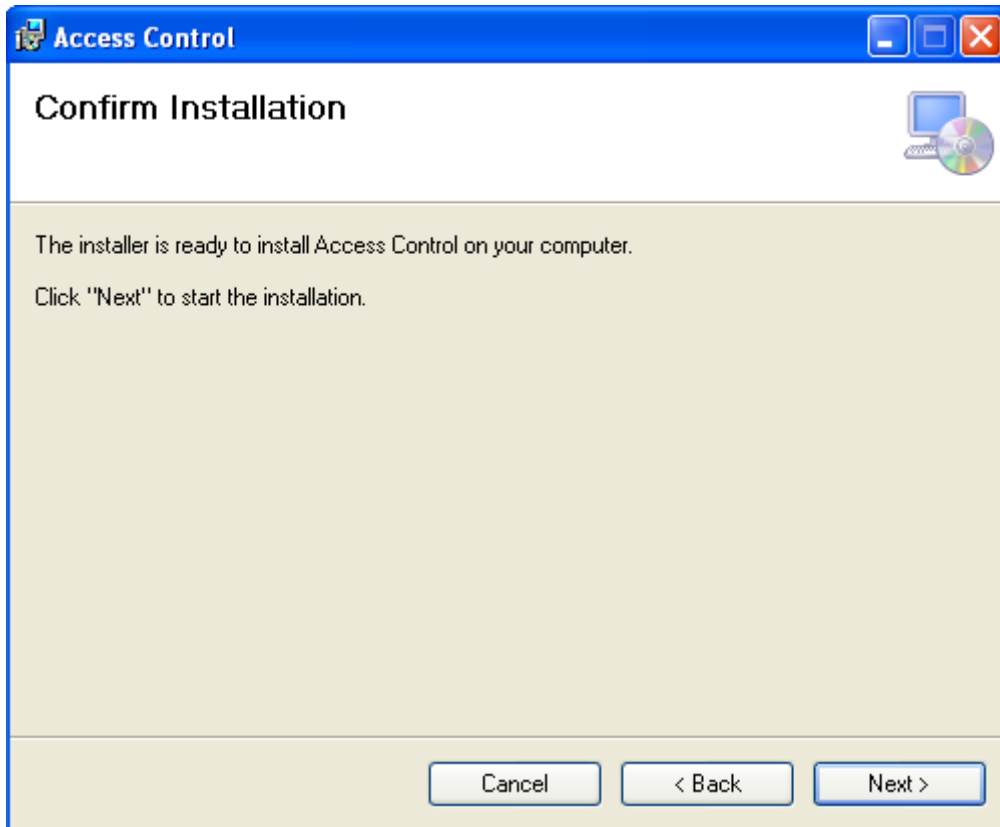
The system will enter into next step for you to install Access Control , if your computer has installed it.



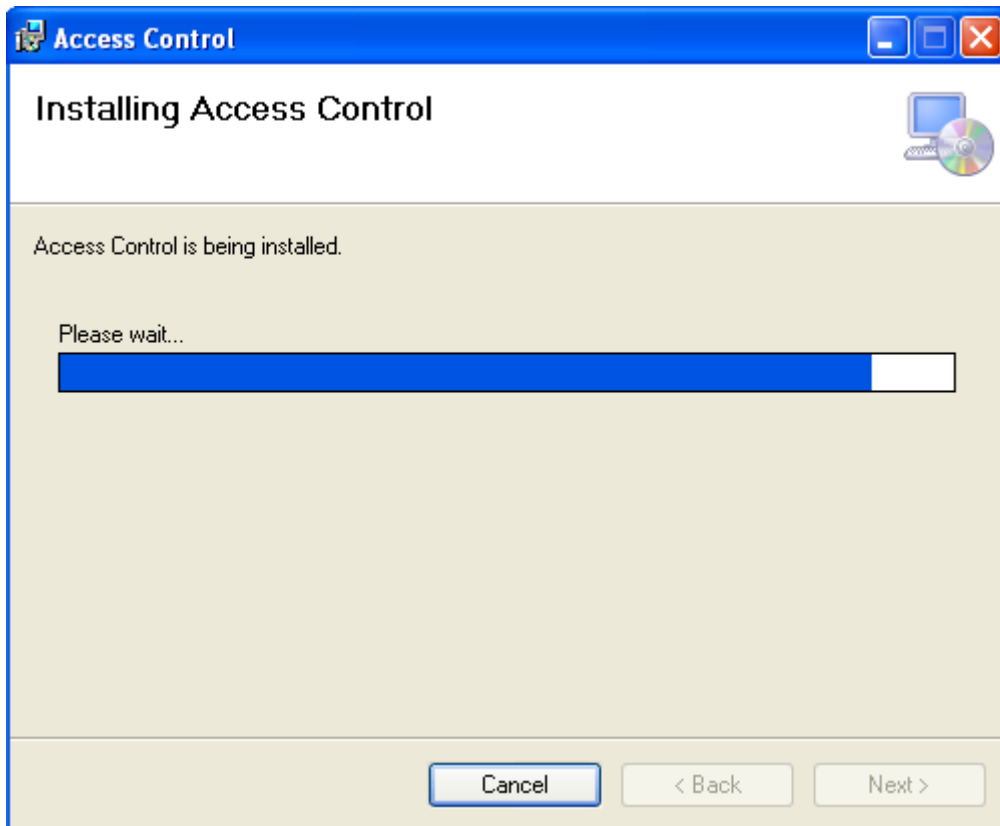
Click "Next"

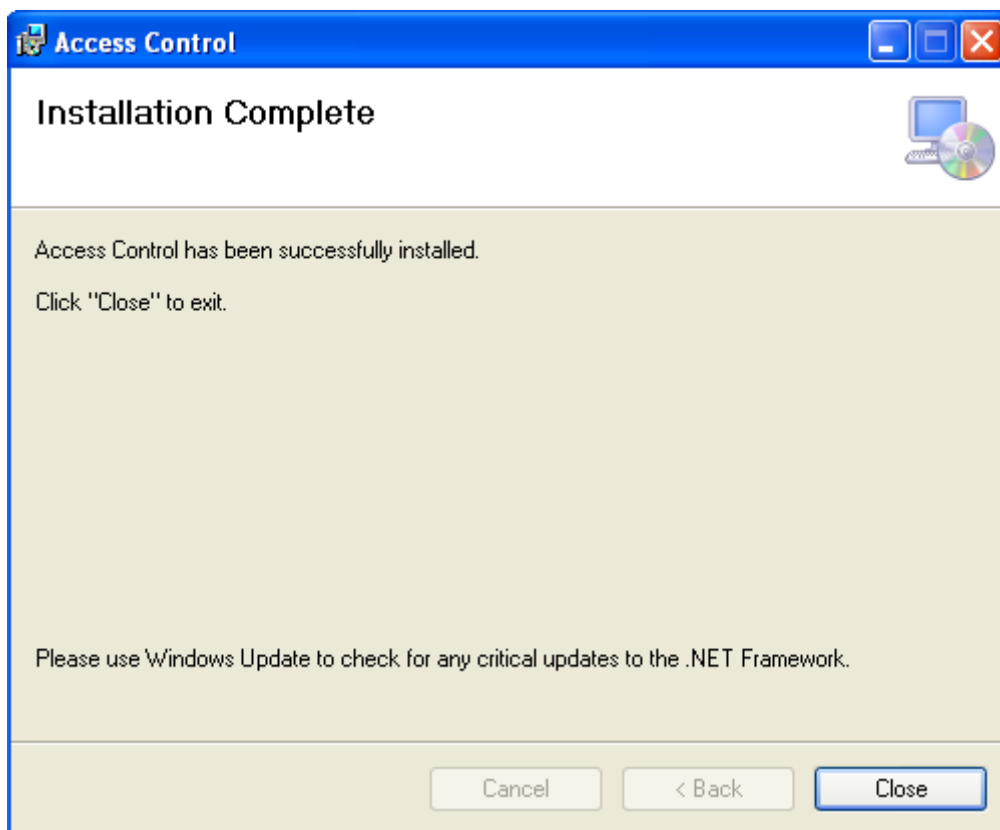


Click "Next"




Click "Next"



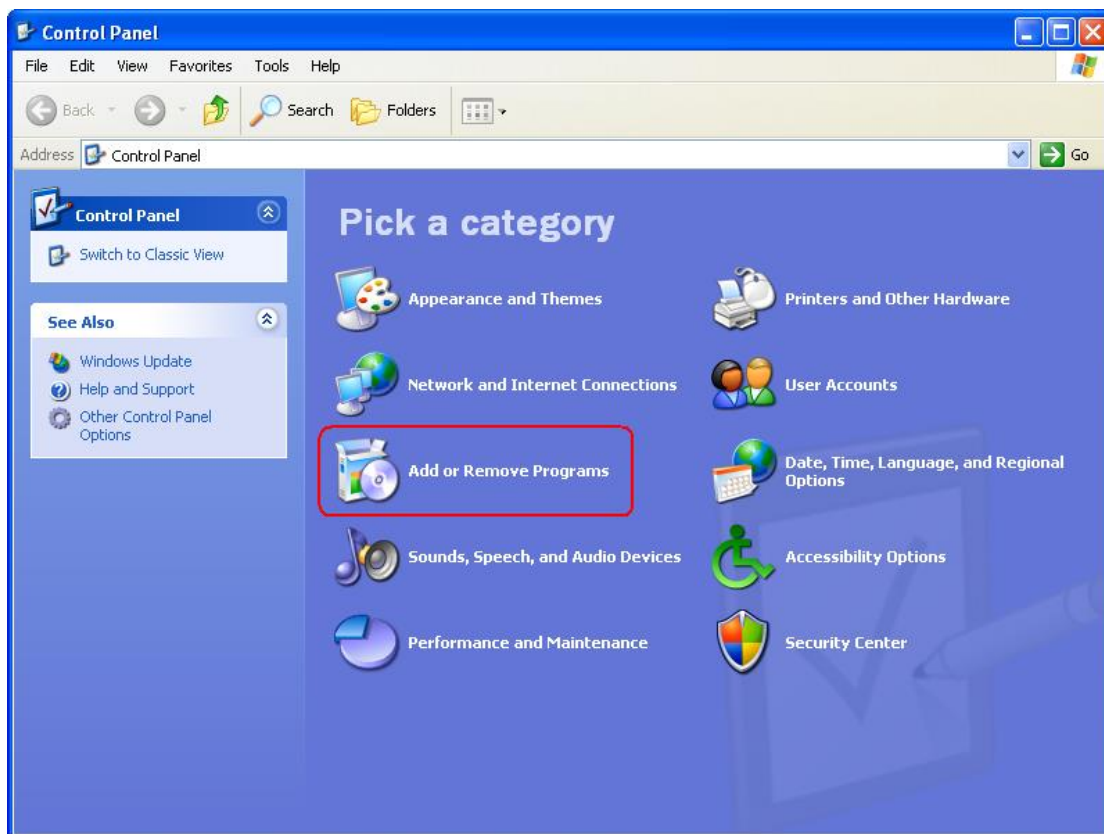


Click "Close"

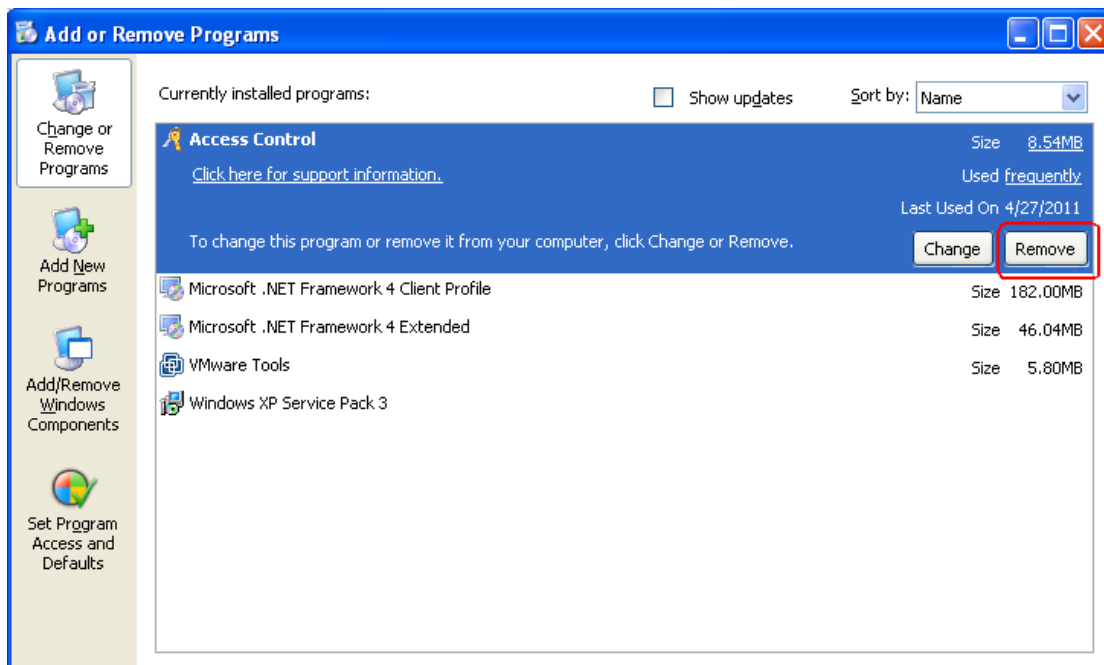
After the installment completes, The  will created automatically and display in computer screen.

1.5 Software Remove

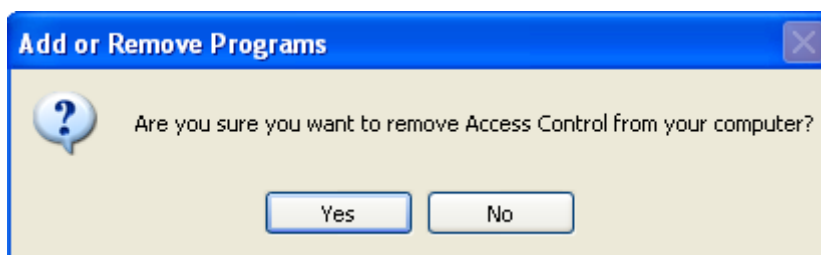
Click **【start】** > **【Settings】** > **【Control Panel】**



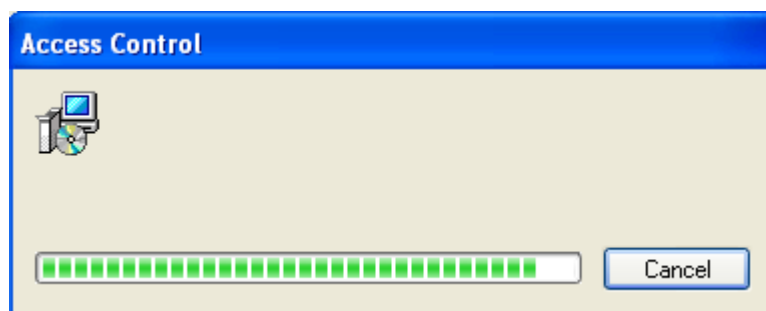
Click "Add or Remove Programs"



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




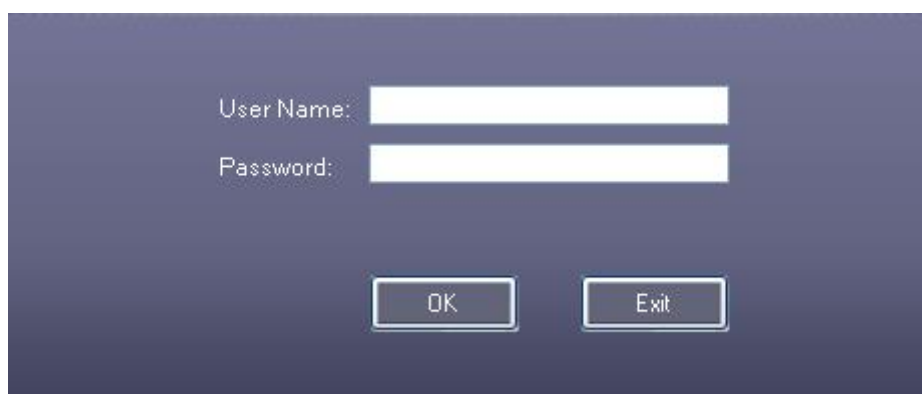
Click "Yes"



Part 2 Basic Operation of Software

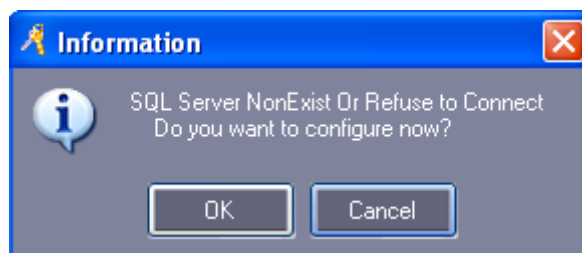
2.1 Login

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



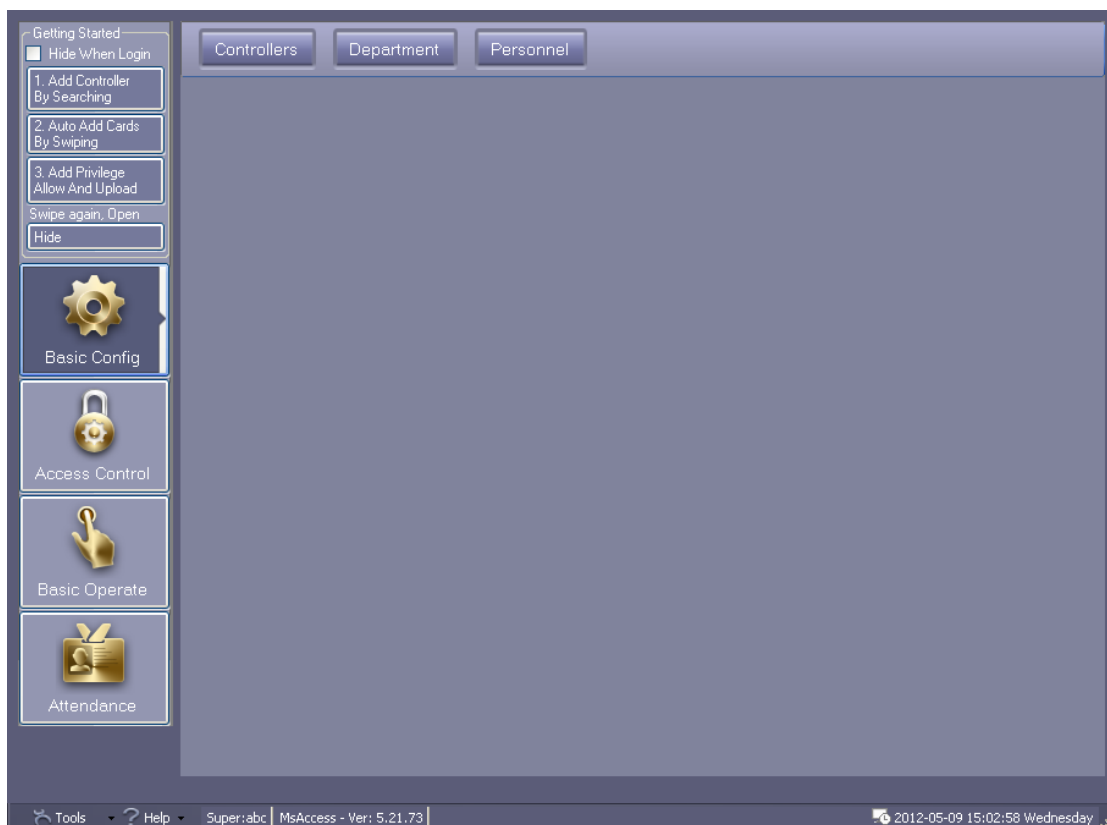
The default user name is “ abc ”, the password is “123”.
It is recommend to change the user name and password at the first use.

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



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

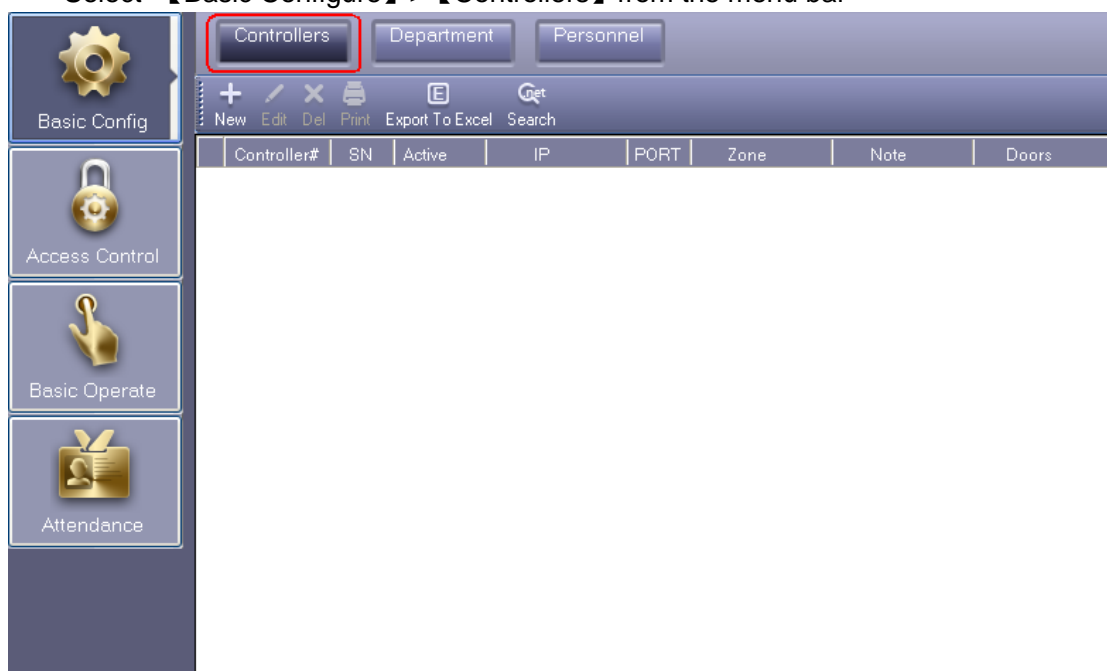
After login , It will show the main windows . as follows:



2.2 Parameter Settings of Equipment

2.2.1 Add/Set up Controller

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





click the **New** to add the controllers into system.

The screenshot shows a window titled "Controller" with the following fields and options:

- *Controller #:
- *SN:
- Active
- Small Network
- Mediumor, large Network, Internet
- Note:
- Zone: Zones
-
-

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

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

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

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

Click "Next"

The screenshot shows a window titled "Controller" with a sub-tab "Four Doors". It contains the following configuration:

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

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

Buttons:

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

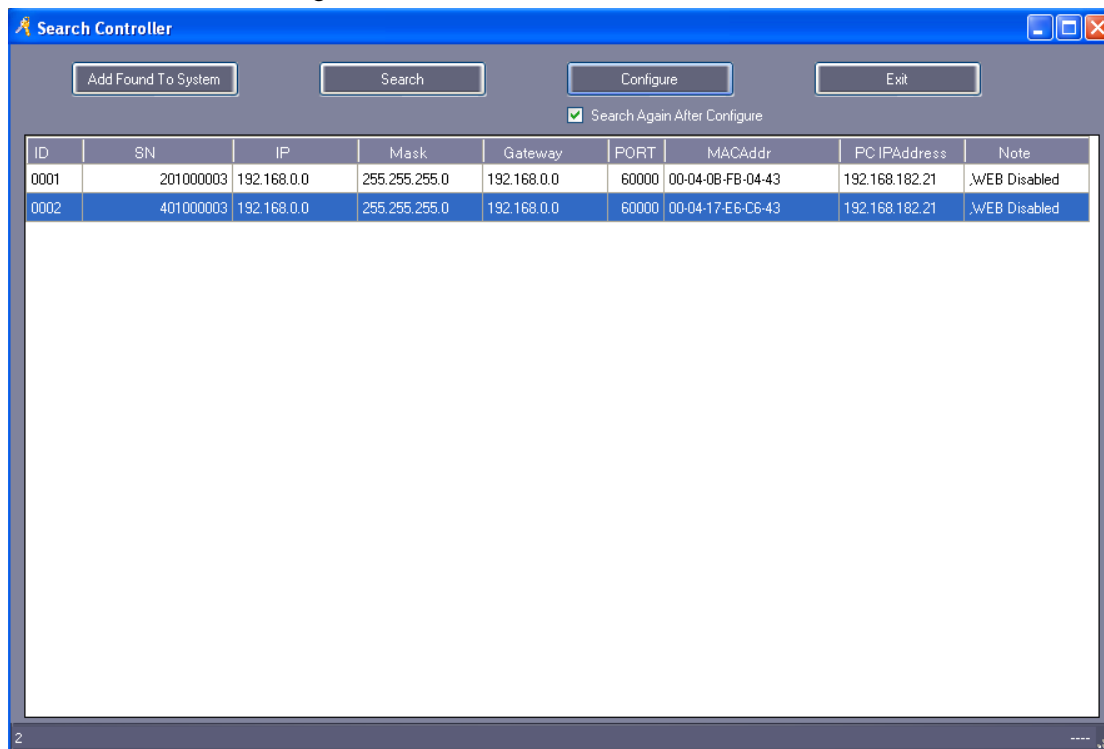
Mark “Active”: by , the control console will display each door; otherwise, it won't display.
Mark “Attend”:by , the records on card reader can be used as attendance records; otherwise, it can't.

Click “OK”



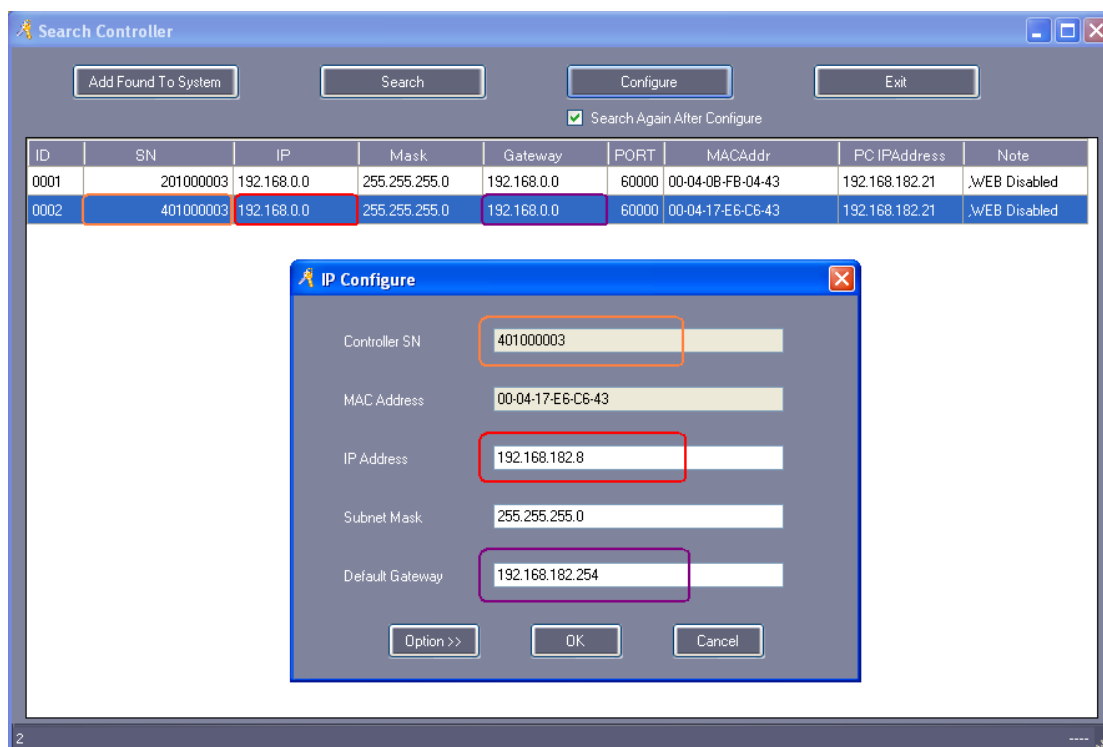
2.2.2 IP setting of Controller

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

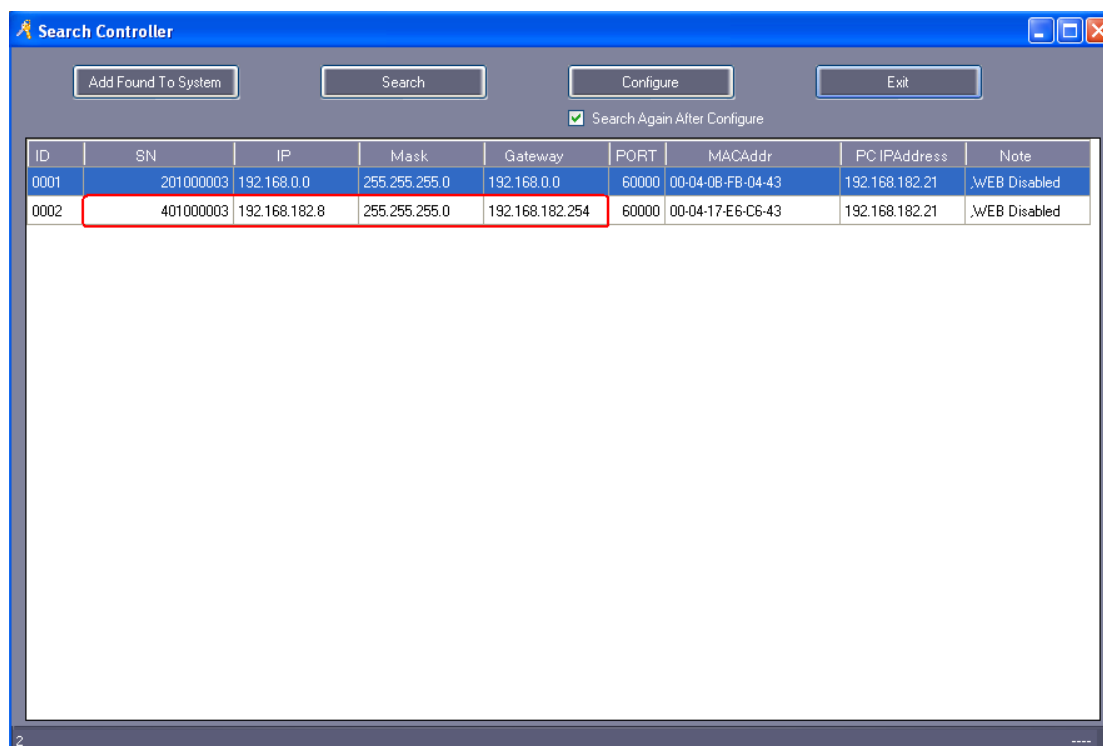


Search need take around 5 Seconds.

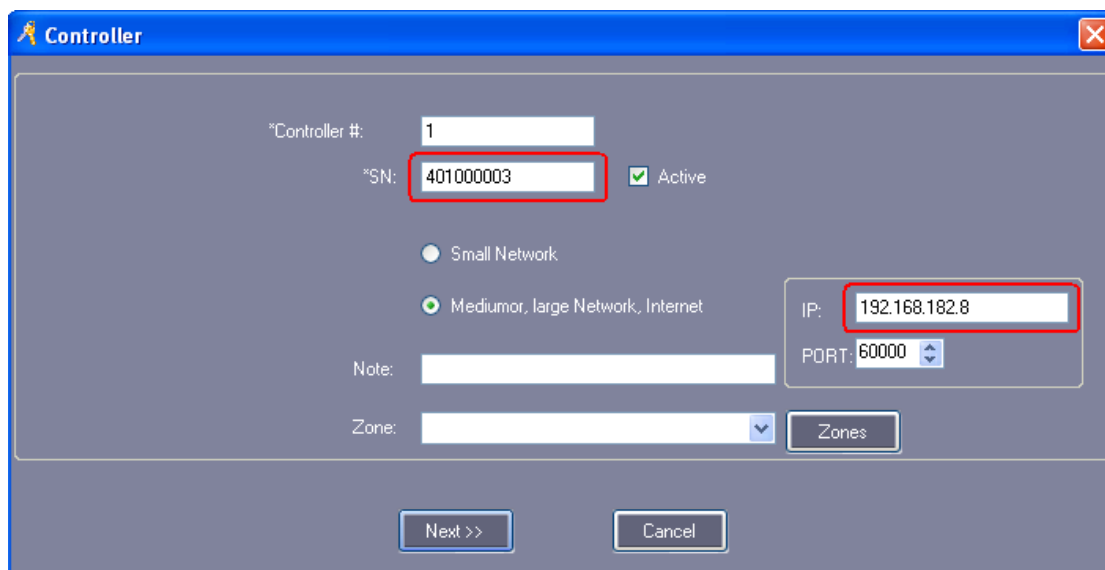
Click “Configure”



Click "OK"



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



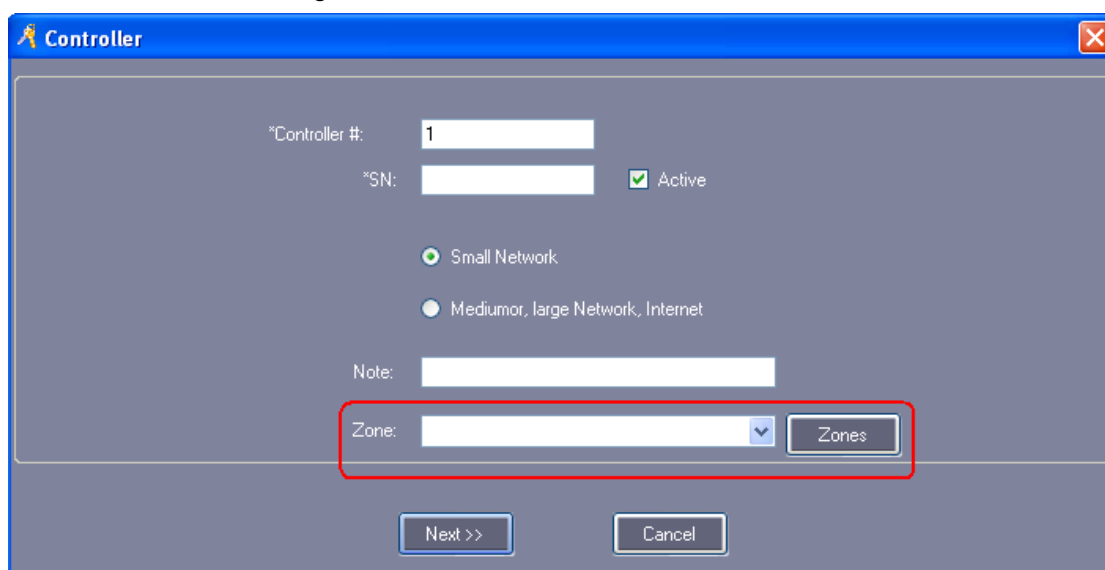
Result, You can see IP address.



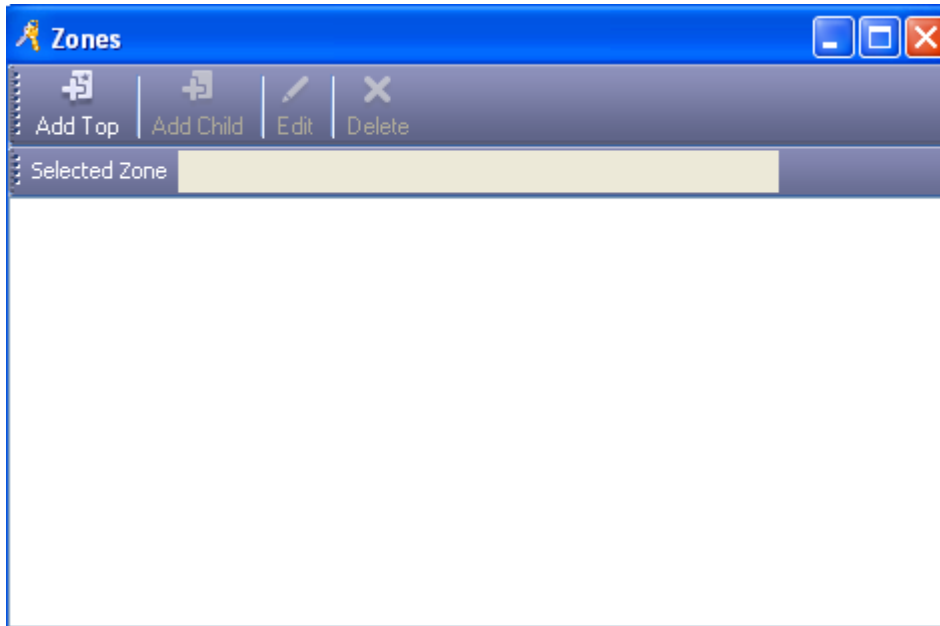
The controllers are separated into different network . Each controller must be assigned a unique IP address .

2.2.3 Controller Zone

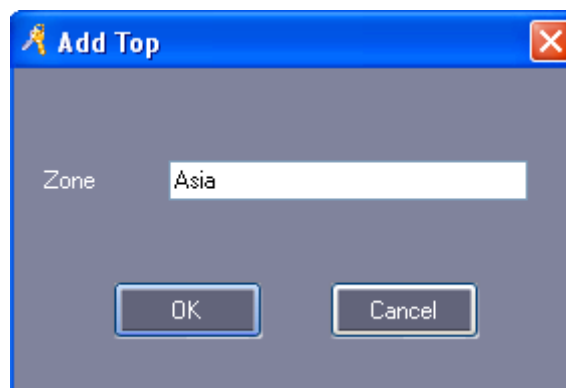
Select **【Basic Config】 > 【Controllers】 > 【New】**



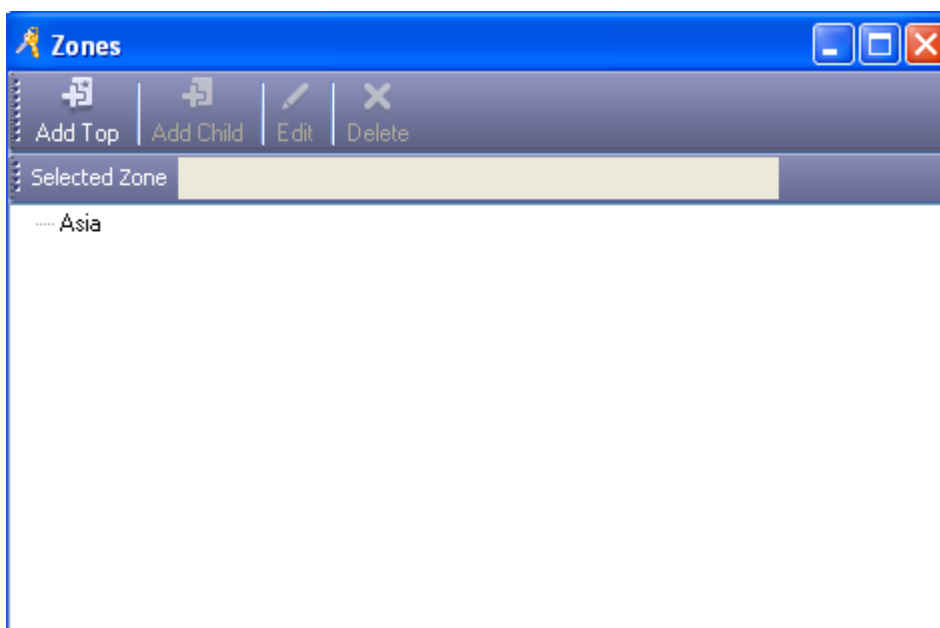
Click “Zones”



Click "Add Top"



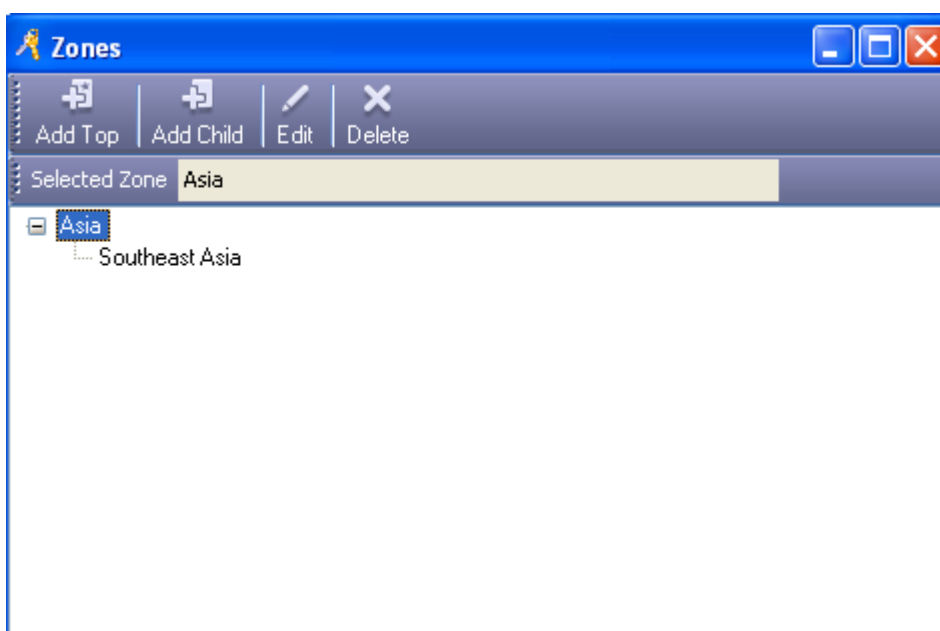
Click "OK"



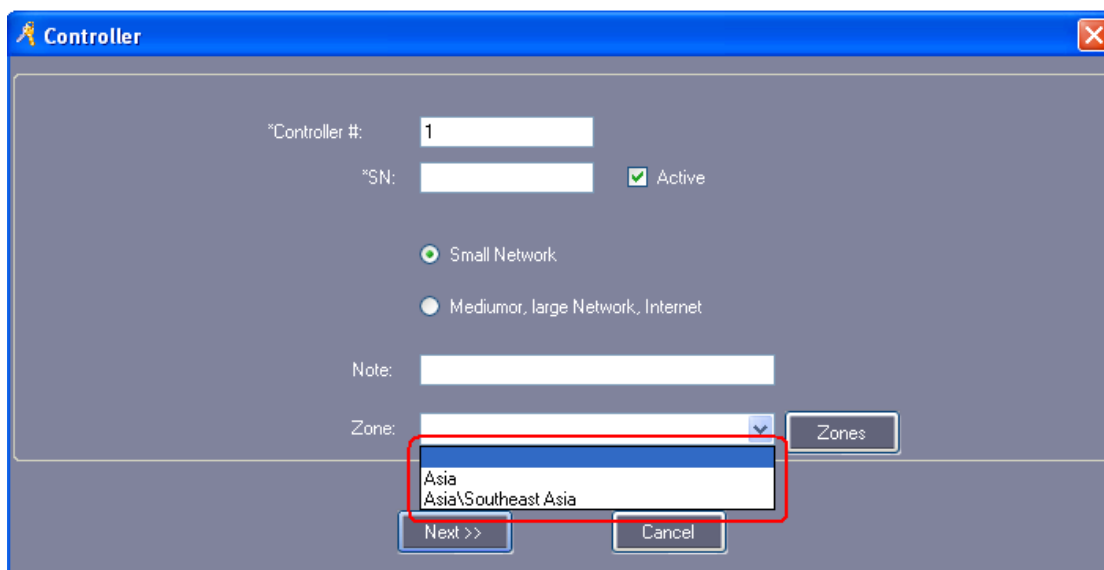
Click the “Add Child” to add a new Child under the Top.



Click “OK”



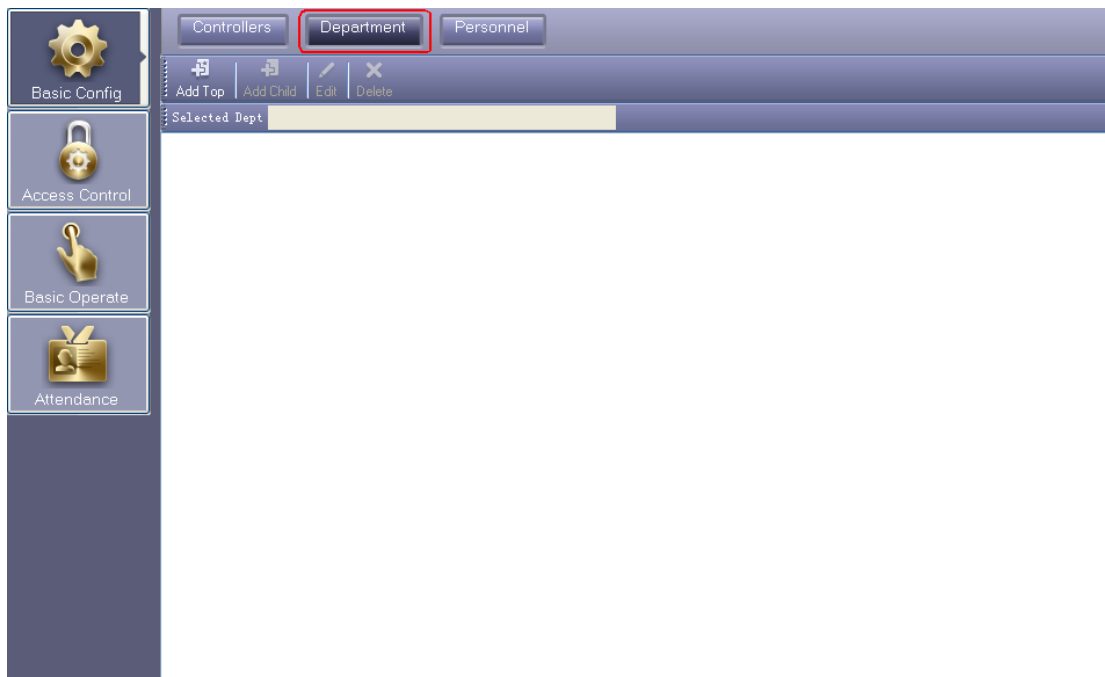
Click 




2.3 Operation of Department and Registered User

2.3.1 Add Department

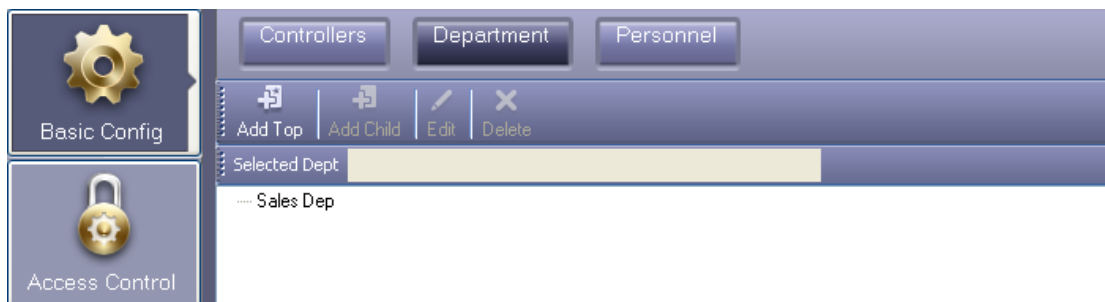
Select **【Basic Configure】** > **【Department】** from the menu bar




click the  to create a new department.



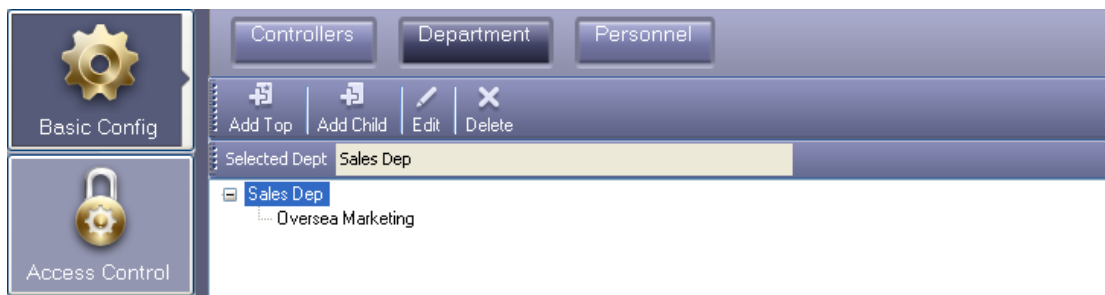
Click "OK"



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

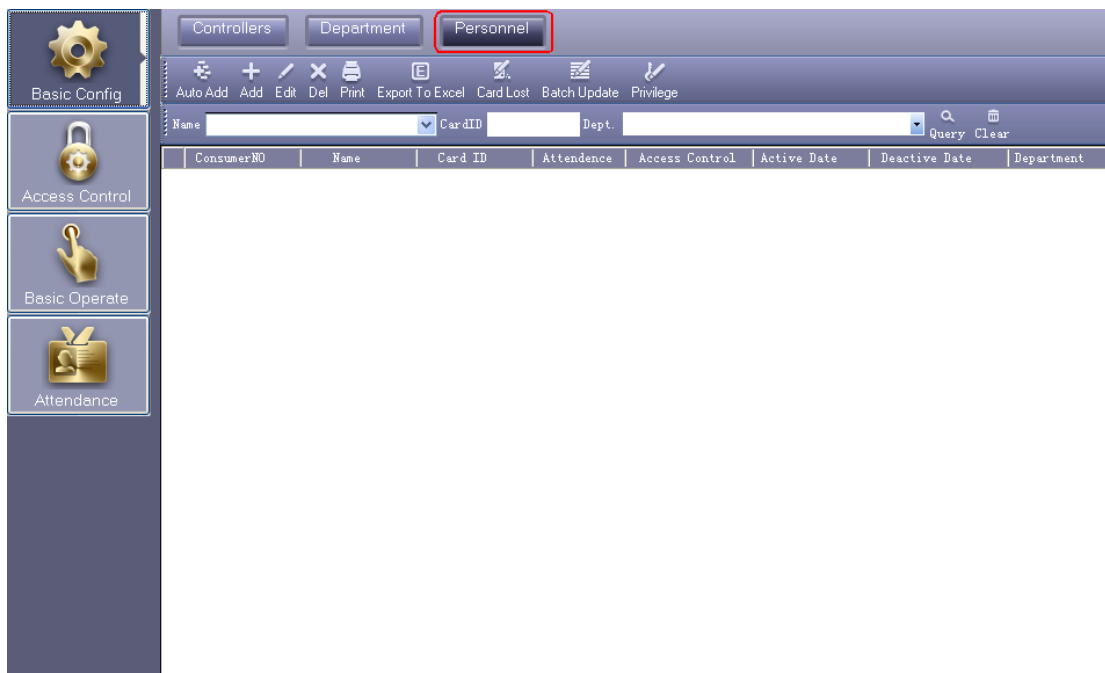


Click "OK"



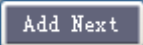
2.3.2 Add and Edit a User

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



Click “Add” to add users.

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

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

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

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

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

User “Others” information

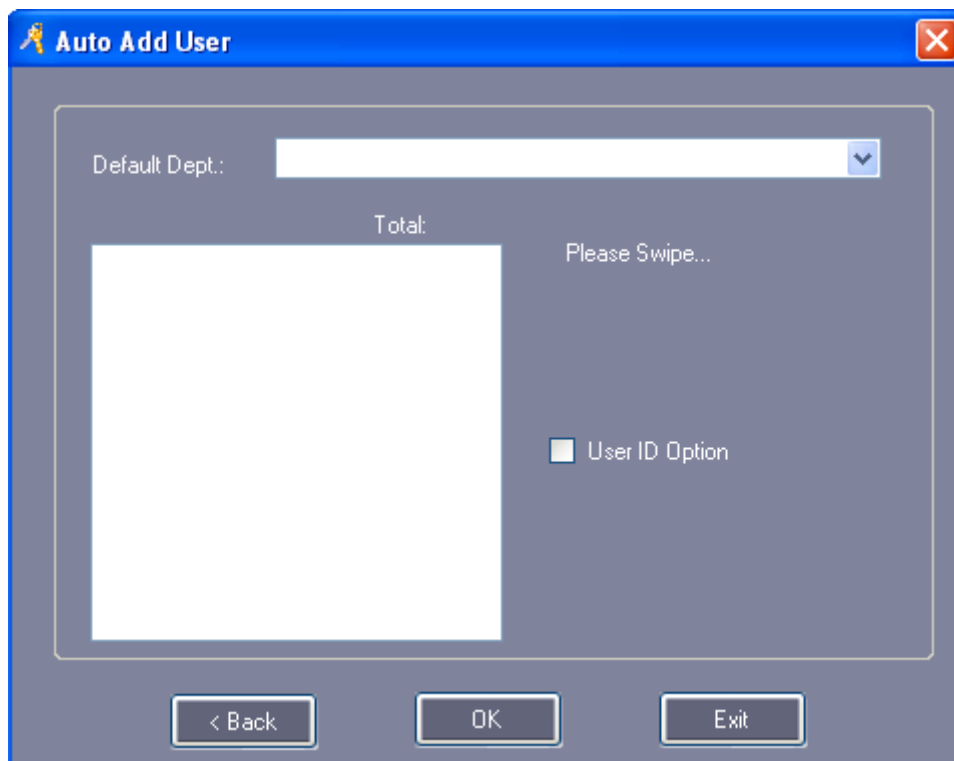
2.3.3 Auto Add the registration card

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

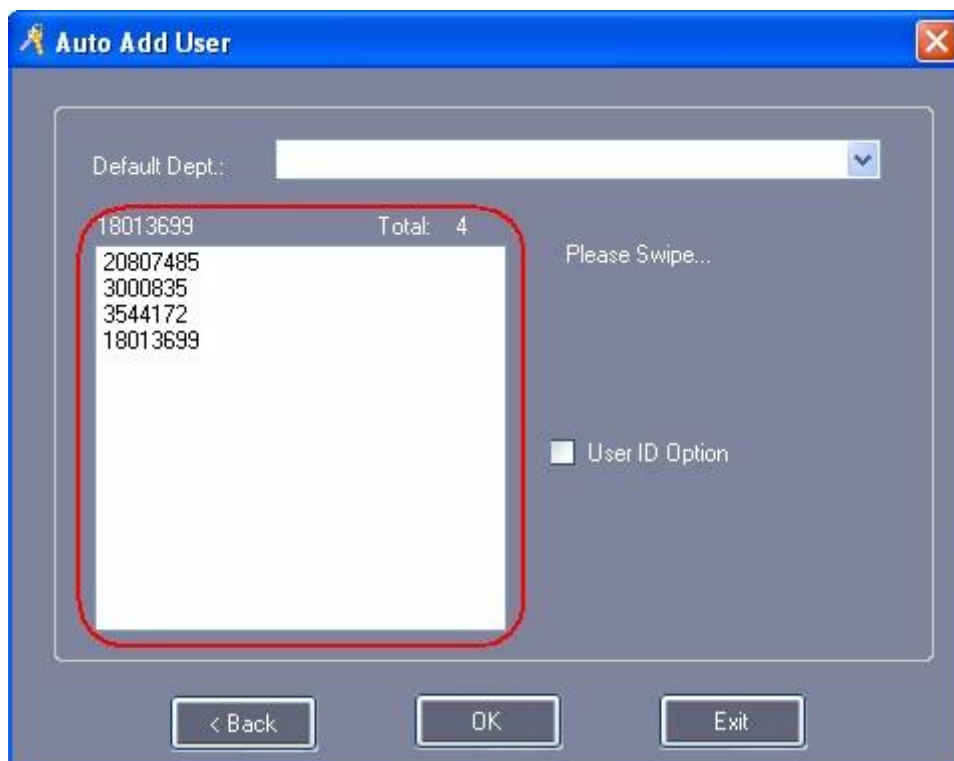
If you selected “USBReader”, must connect the assign card reader

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

Select "USB Reader" or "Controller", Click "Next"

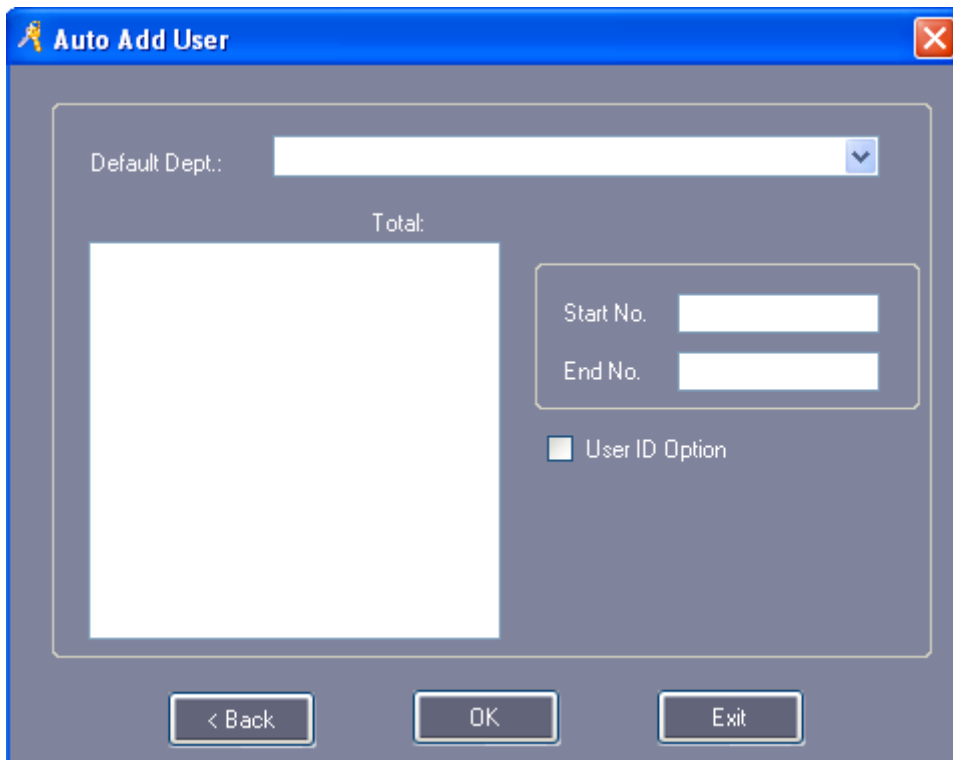


After the card swiping

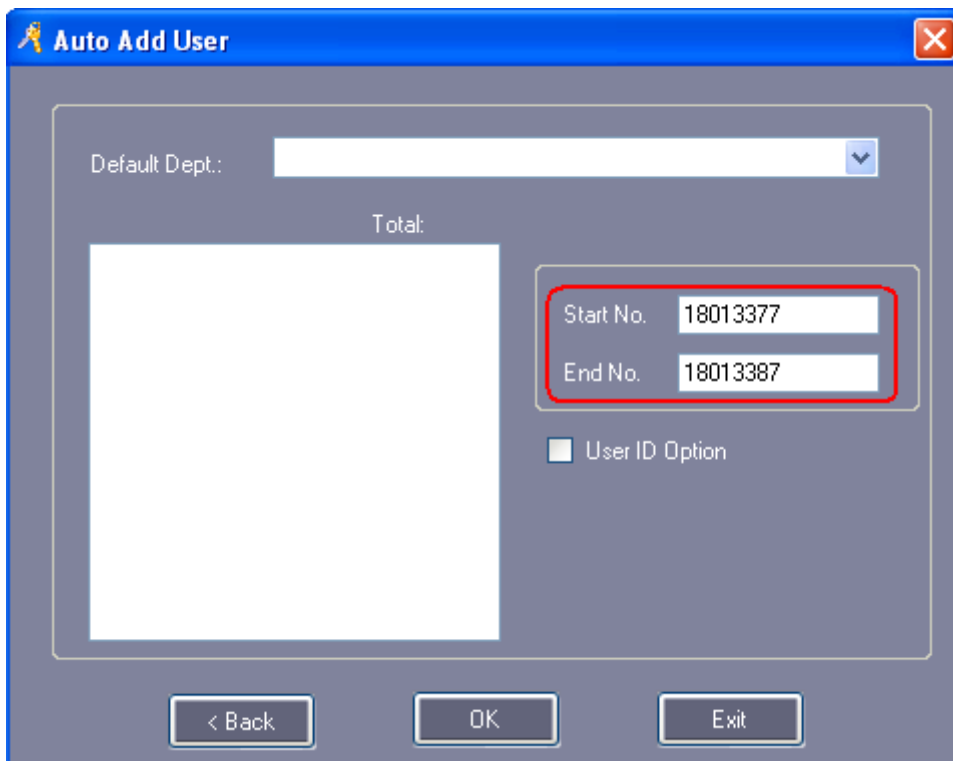


Click "OK", Auto added to the Software.

Select "Manual Batch Input" ,Click "Next"



Manual Input "Start NO." and "End NO."



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

ConsumerNO	Name	Card ID	Attendance	Access Control	Active Date	Deactive Date	Department
1	Hellen	18016185	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	Sales Dep\Oversea Marketing
2	N20807485	20807485	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
3	N3000835	3000835	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
4	N3544172	3544172	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
5	N18013699	18013699	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
6	N18013377	18013377	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
7	N18013378	18013378	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
8	N18013379	18013379	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
9	N18013380	18013380	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
10	N18013381	18013381	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
11	N18013382	18013382	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
12	N18013383	18013383	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
13	N18013384	18013384	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
14	N18013385	18013385	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
15	N18013386	18013386	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	
16	N18013387	18013387	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2011-04-28	2029-12-31	

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

2.3.4 Alter Single-user’s Privilege

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

2.3.5 Card Lost

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

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

The screenshot shows a dialog box titled "Card Lost" with a blue border and a yellow icon. It contains the following fields and values:

- Name: Hellen
- Lost Card ID: 18016185
- New Card ID: 18014987 (highlighted with a red box)

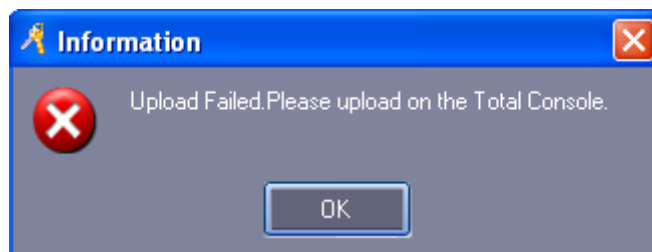
Buttons for "OK" and "Exit" are located at the bottom of the dialog.

Input "New Card ID" :18014987

Click "OK"

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

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

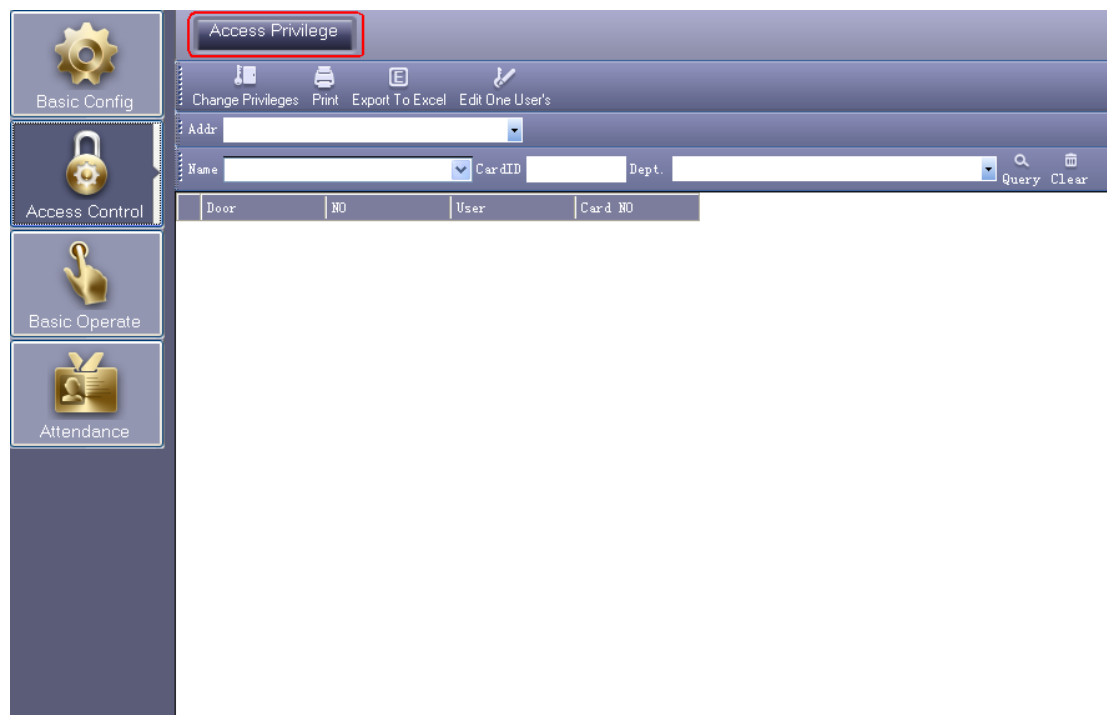


2.4 Basic Operate

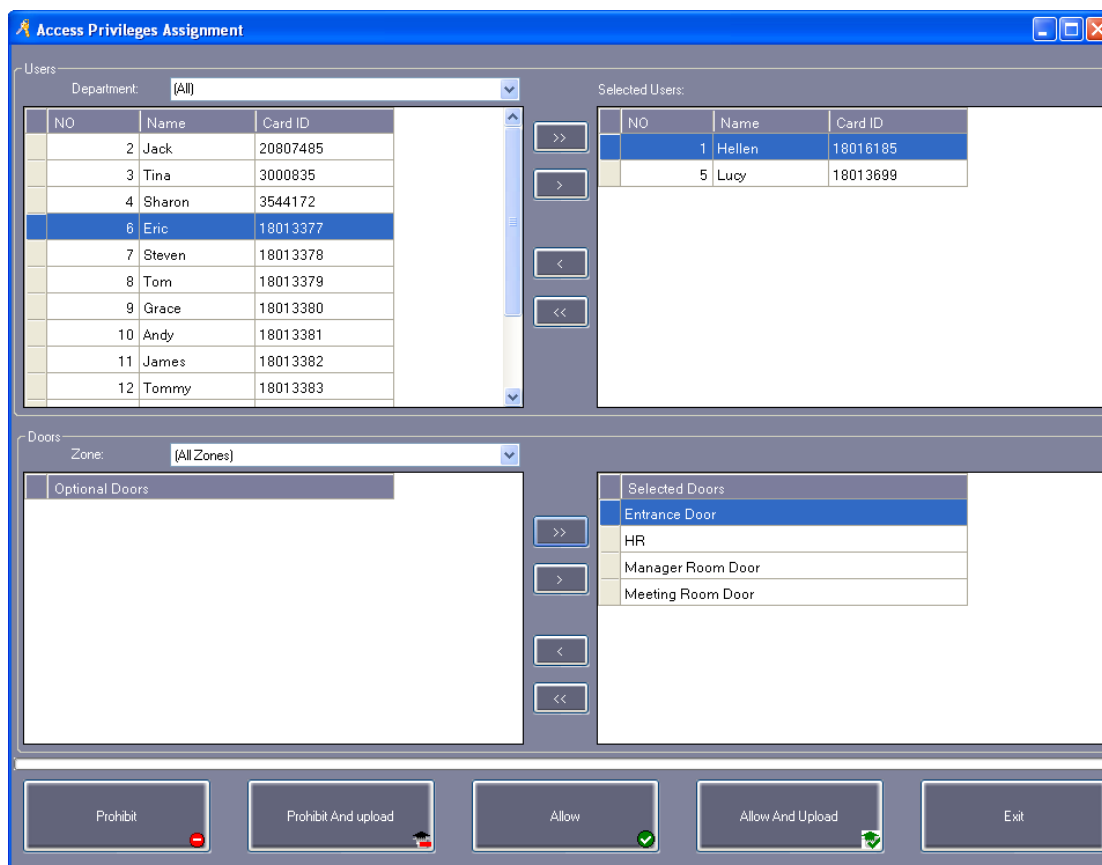
2.4.1 Privilege Management

2.4.1.1 Access Privilege

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



Click  Change Privileges

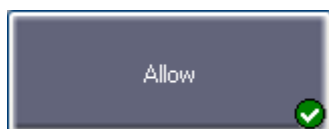


">>":Select all "Users" or Select all "Optional Doors"

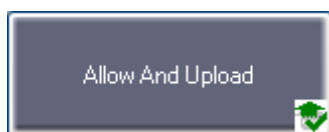
">":Select one "Users" or Select one "Optional Doors".

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

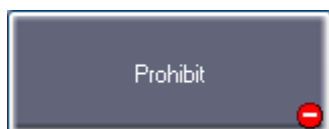
"<<":Cancel all "Selected Users" or Cancel all "Selected Doors".



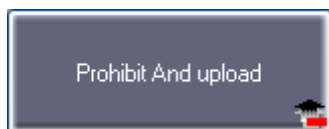
After clicking this button, and then **basic operation << upload**, the selected users can pass through selected doors.



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

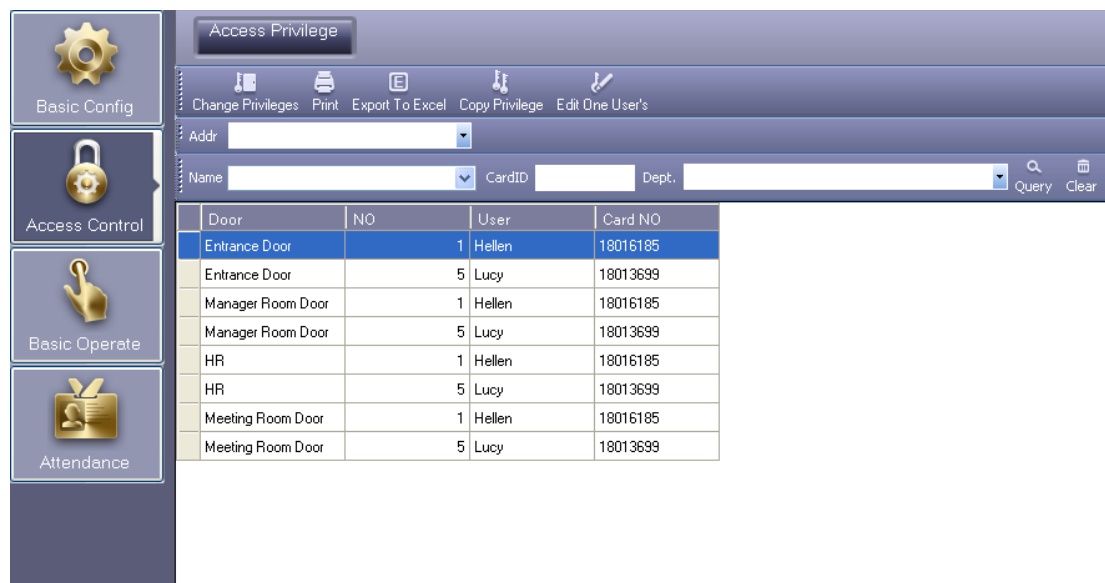


After clicking this button, and then **basic operation << upload**, the selected users can't pass through selected doors.



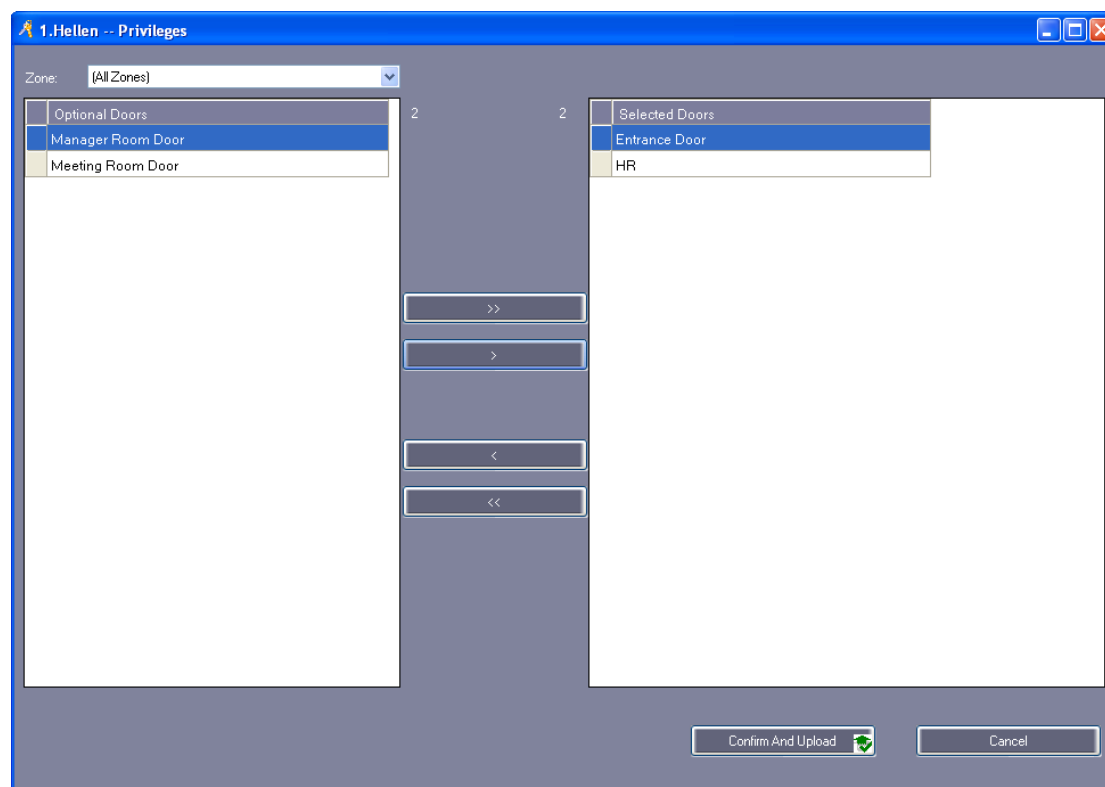
After clicking this button, the selected users can't pass through

selected doors.

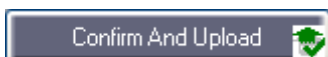


After adding all privilege into the system, you must go to the **basic operate** << **upload** the operation, please consult (Chapter [2.5.2 Upload Setting](#)).

2.4.1.2 Edit One User's Privilege



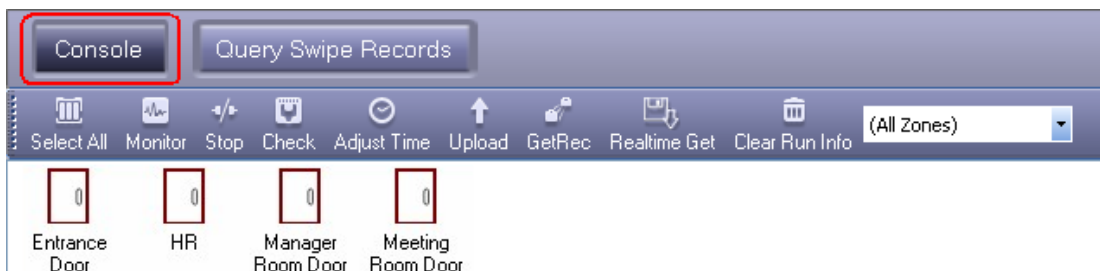
- “>>”: Select all “Optional Doors”
- “>”: Select one “Optional Doors”
- “<”: Cancel one “Selected Doors”
- “<<”: Cancel all “Selected Doors”



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

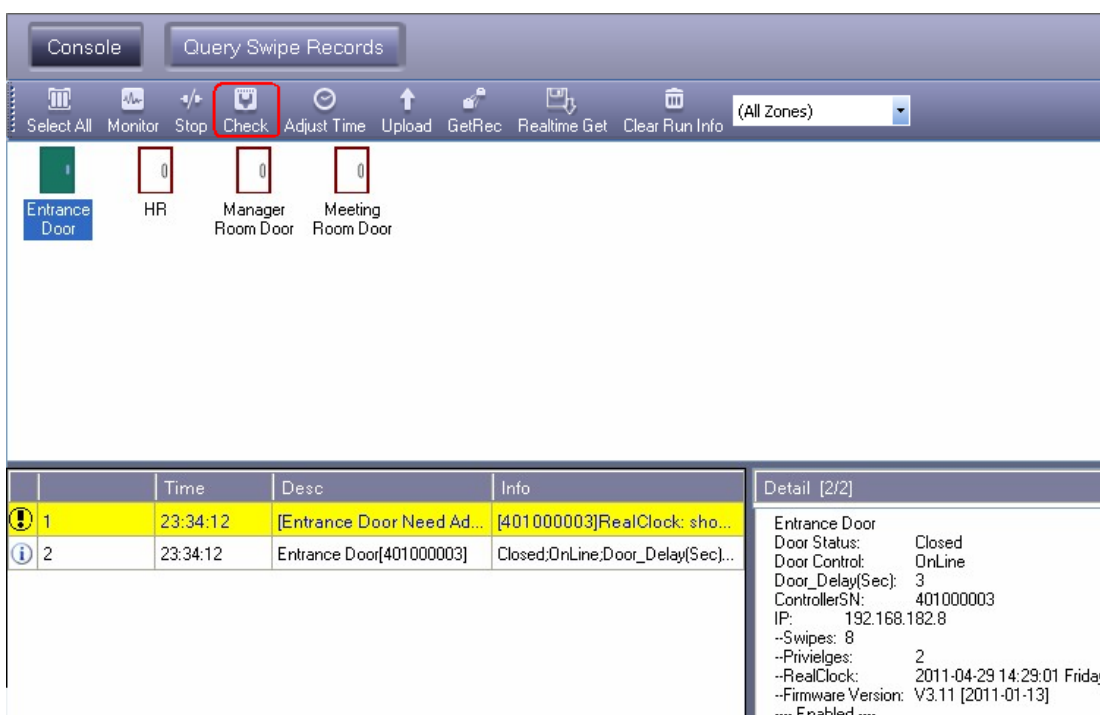
2.5 Console

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

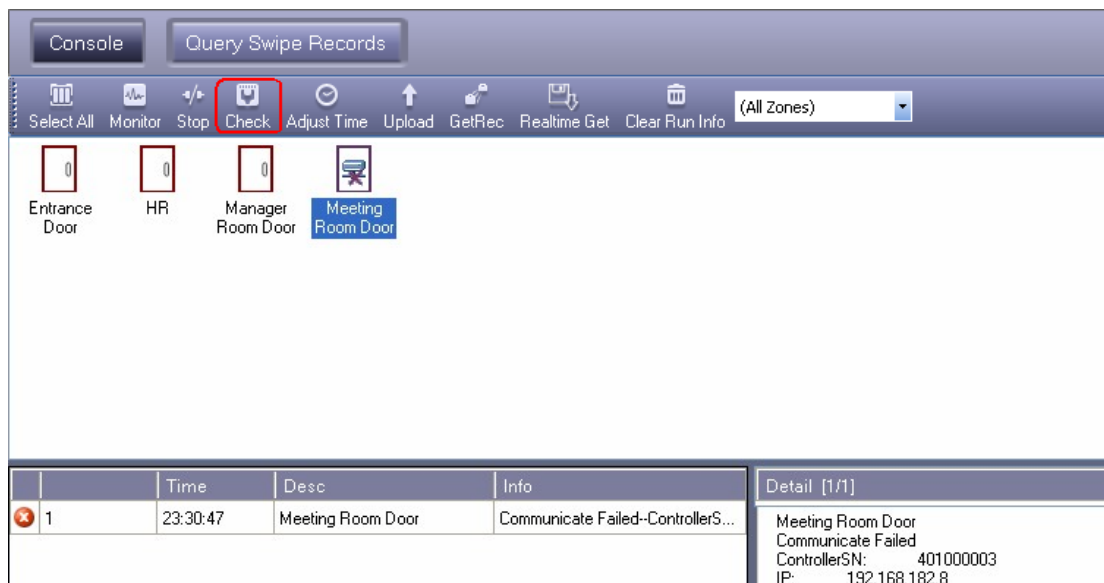


2.5.1 Controller’s Info Check

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

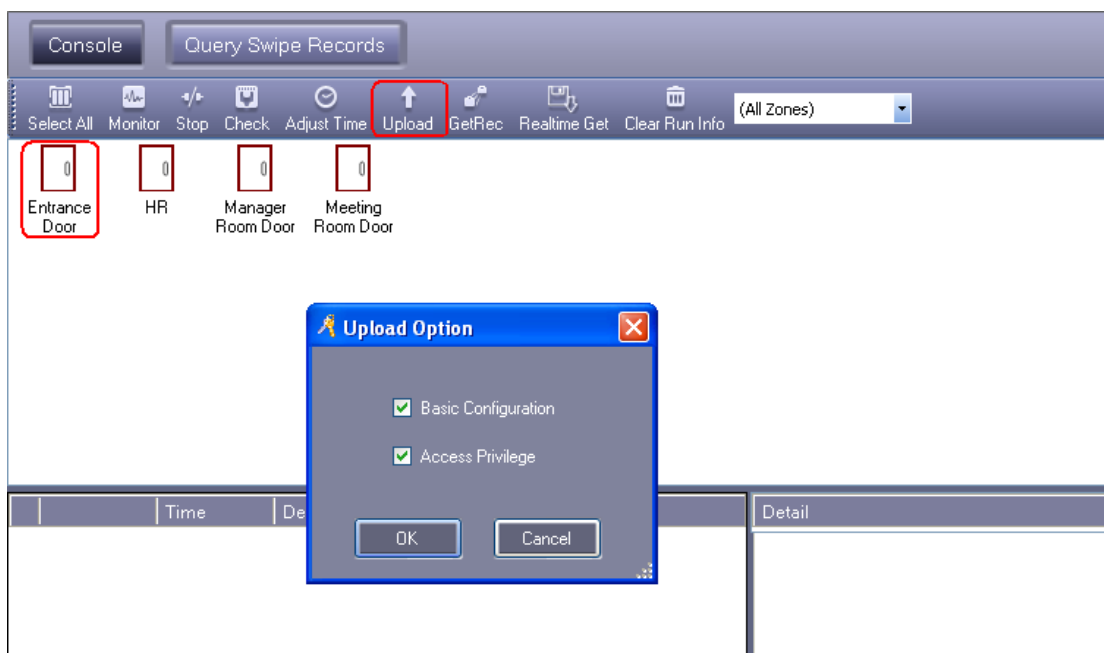


It will show the control’s basic information .such as the amount of swipings and privileges, Door status, control status, open delay (sec) .If the controller is well communicated with computer, the door label’s color is green , and otherwise the color is red.

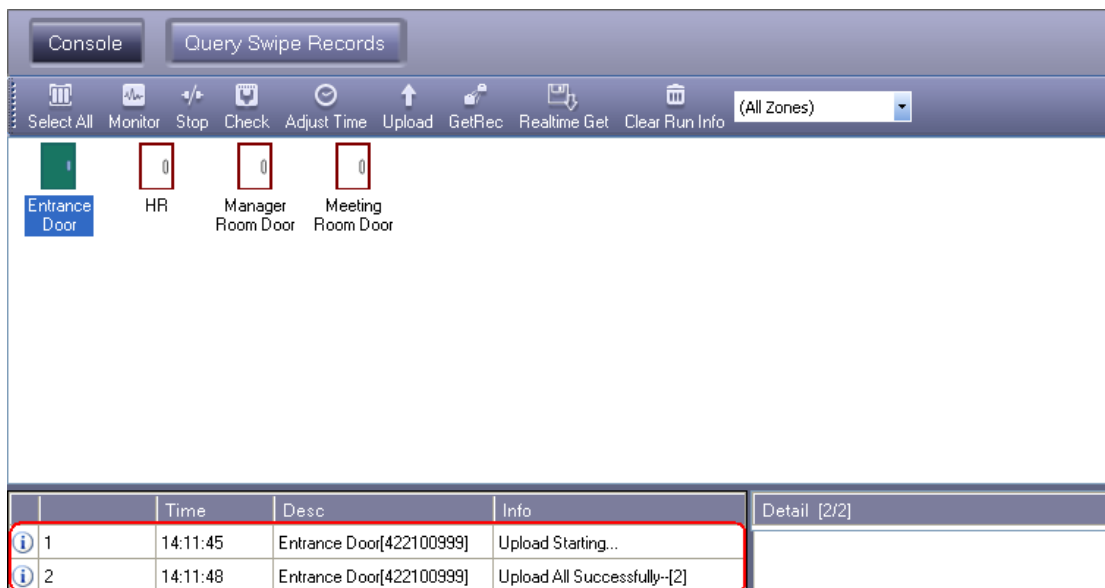


2.5.2 Upload Setting

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



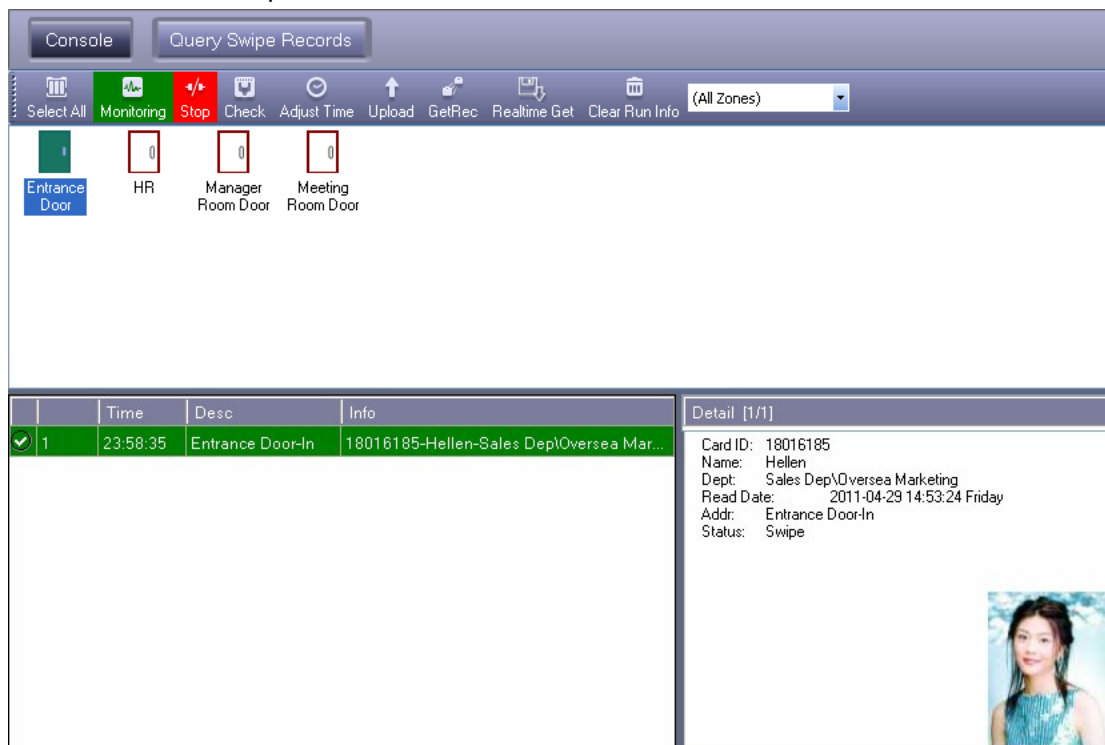
Click "OK"



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

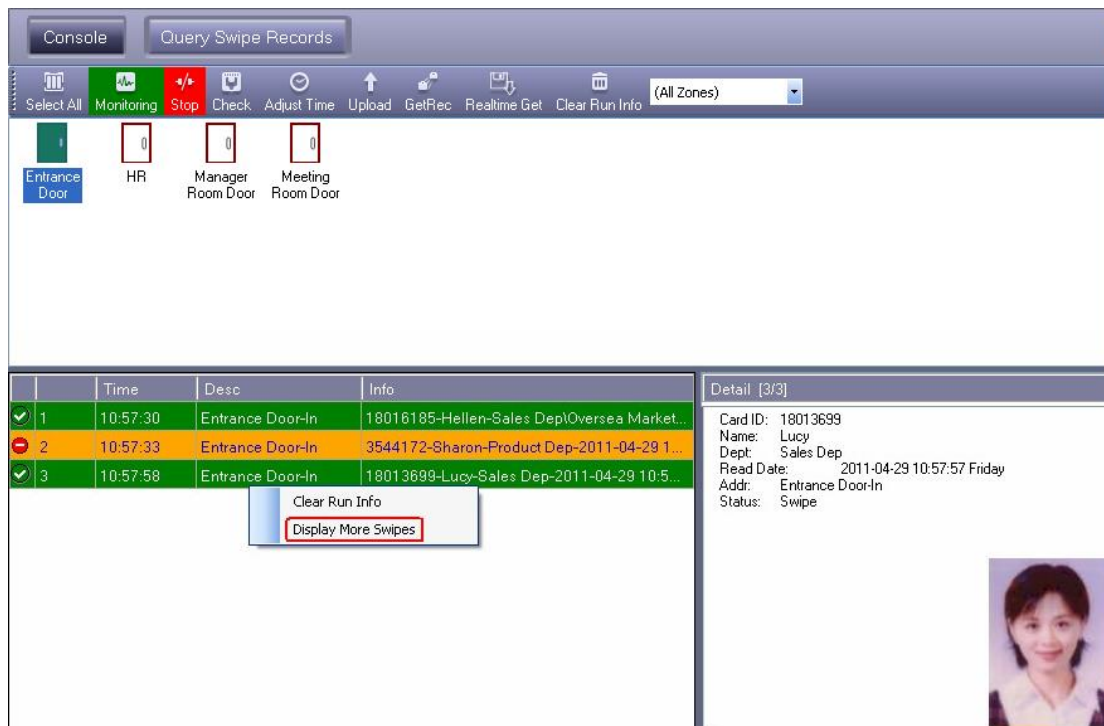
2.5.3 Real-time Monitoring

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

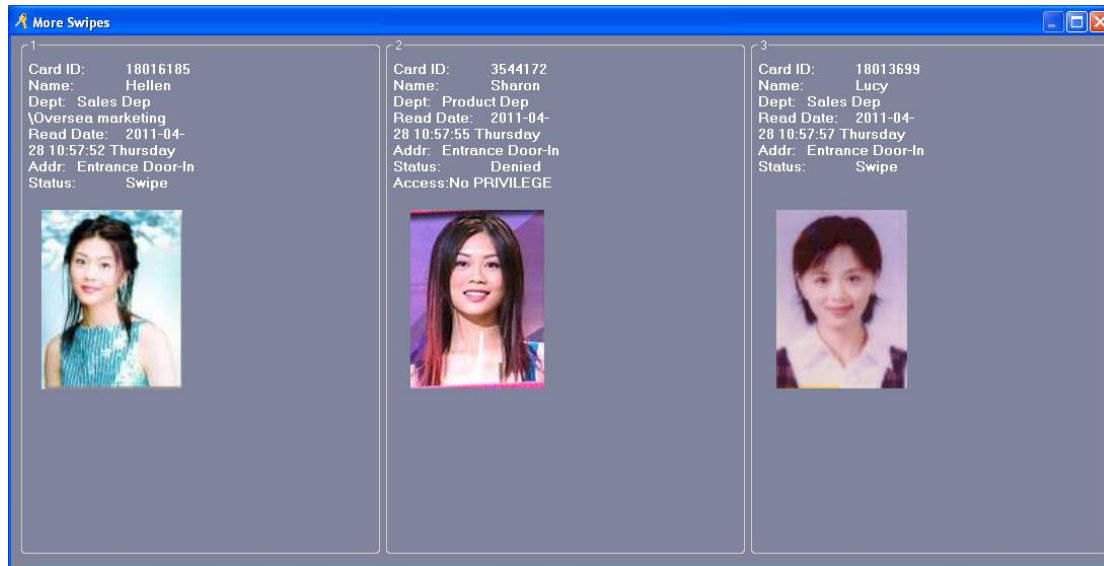


2.5.4 Display More Swipes

Only display swipe card records.



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

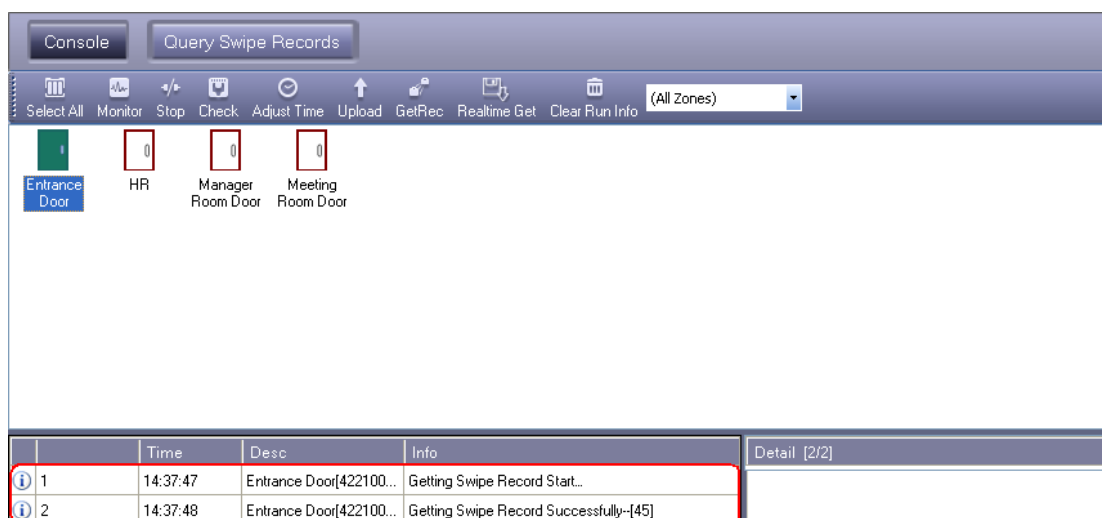


Right click "Photo". You can adjust the display of information.



2.5.5 Download Records

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



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

2.6 Records Query

Please "GetRec" Records and then query.

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

RecID	Card NO	ConsumerNO	User	Dept	DateTime	Addr	Pass	Desc
105	18016185	1	Hellen	Sales Dep\Oversea Marketing	2011-04-29 15:08:16 Friday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
104	20807485	2	Jack	Sales Dep	2011-04-29 15:07:52 Friday	Meeting Room Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
103	18013377	6	Eric	Sales Dep\Oversea Marketing	2011-04-29 15:07:50 Friday	Meeting Room Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
102	18013699	5	Lucy	Sales Dep	2011-04-29 15:07:49 Friday	Meeting Room Door-In	<input checked="" type="checkbox"/>	Swipe
101	3544172	4	Sharon	Product Dep	2011-04-29 15:07:48 Friday	Meeting Room Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
100	18016185	1	Hellen	Sales Dep\Oversea Marketing	2011-04-29 15:07:47 Friday	Meeting Room Door-In	<input checked="" type="checkbox"/>	Swipe
99	20807485	2	Jack	Sales Dep	2011-04-29 15:07:43 Friday	HR-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
98	18013377	6	Eric	Sales Dep\Oversea Marketing	2011-04-29 15:07:42 Friday	HR-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
97	18013699	5	Lucy	Sales Dep	2011-04-29 15:07:41 Friday	HR-In	<input checked="" type="checkbox"/>	Swipe
96	3544172	4	Sharon	Product Dep	2011-04-29 15:07:39 Friday	HR-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
95	18016185	1	Hellen	Sales Dep\Oversea Marketing	2011-04-29 15:07:38 Friday	HR-In	<input checked="" type="checkbox"/>	Swipe
94	20807485	2	Jack	Sales Dep	2011-04-29 15:07:33 Friday	Manager Room Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
93	18013377	6	Eric	Sales Dep\Oversea Marketing	2011-04-29 15:07:30 Friday	Manager Room Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
92	18013699	5	Lucy	Sales Dep	2011-04-29 15:07:29 Friday	Manager Room Door-In	<input checked="" type="checkbox"/>	Swipe
91	3544172	4	Sharon	Product Dep	2011-04-29 15:07:26 Friday	Manager Room Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
90	18016185	1	Hellen	Sales Dep\Oversea Marketing	2011-04-29 15:07:24 Friday	Manager Room Door-In	<input checked="" type="checkbox"/>	Swipe
89	20807485	2	Jack	Sales Dep	2011-04-29 15:07:18 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
88	3000835	3	Tina		2011-04-29 15:07:17 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
87	18013377	6	Eric	Sales Dep\Oversea Marketing	2011-04-29 15:07:14 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
86	18013699	5	Lucy	Sales Dep	2011-04-29 15:07:13 Friday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
85	3544172	4	Sharon	Product Dep	2011-04-29 15:07:12 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE

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

Query result as follows:

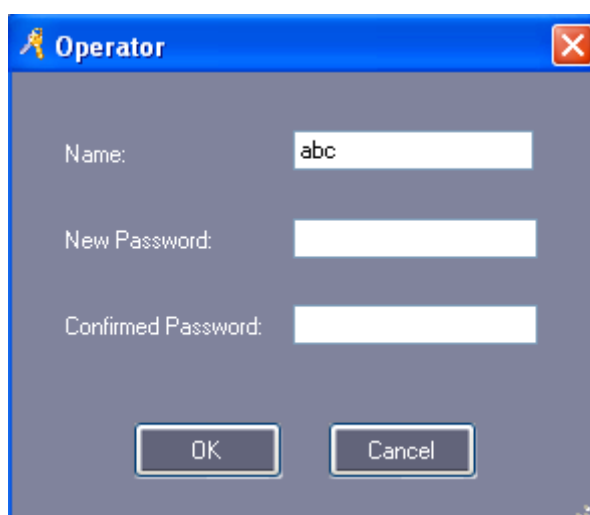
RecID	Card NO	ConsumerNO	User	Dept	DateTime	Addr	Pass	Desc
105	18016185	1	Hellen	Sales Dep\Oversea Marketing	2011-04-29 15:08:16 Friday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
89	20807485	2	Jack	Sales Dep	2011-04-29 15:07:18 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
88	3000835	3	Tina		2011-04-29 15:07:17 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
87	18013377	6	Eric	Sales Dep\Oversea Marketing	2011-04-29 15:07:14 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
86	18013699	5	Lucy	Sales Dep	2011-04-29 15:07:13 Friday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
85	3544172	4	Sharon	Product Dep	2011-04-29 15:07:12 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
84	18016185	1	Hellen	Sales Dep\Oversea Marketing	2011-04-29 15:07:11 Friday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe
83	20807485	2	Jack	Sales Dep	2011-04-29 15:06:51 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
82	3000835	3	Tina		2011-04-29 15:06:50 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
81	18013377	6	Eric	Sales Dep\Oversea Marketing	2011-04-29 15:06:49 Friday	Entrance Door-In	<input type="checkbox"/>	Denied Access:No PRIVILEGE
80	18013699	5	Lucy	Sales Dep	2011-04-29 15:06:48 Friday	Entrance Door-In	<input checked="" type="checkbox"/>	Swipe

2.7 Tools

2.7.1 Change Password

Change operator's password.

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

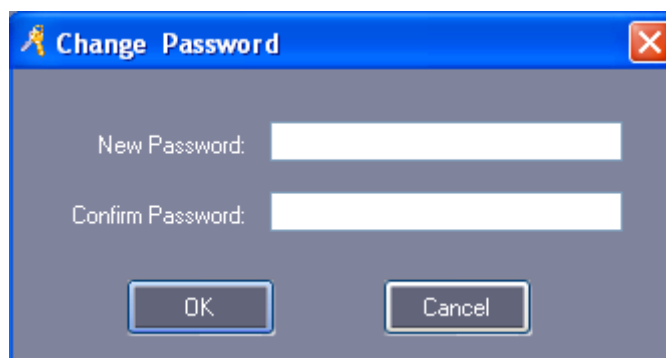


Modify the Name and password for abc operator.

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

Remark: Only one abc user display the interface above.

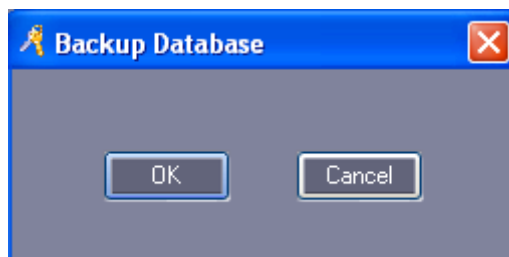
Active "Operator Management" in the "Extended Functions" enabled, if have more than one operator will display "change password".



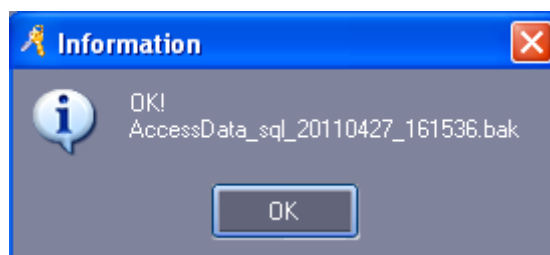
【Change Password】

2.7.2 DB Backup

Select **【Tools】** > **【DB Backup】**



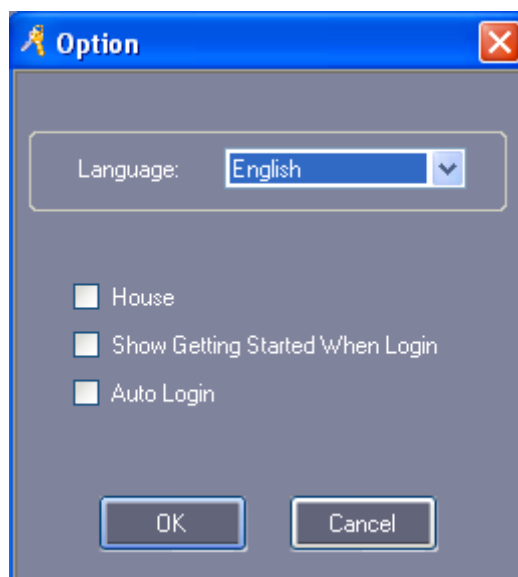
Click “OK”



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

2.7.3 Language Option

Select **【Tools】** > **【Option】**



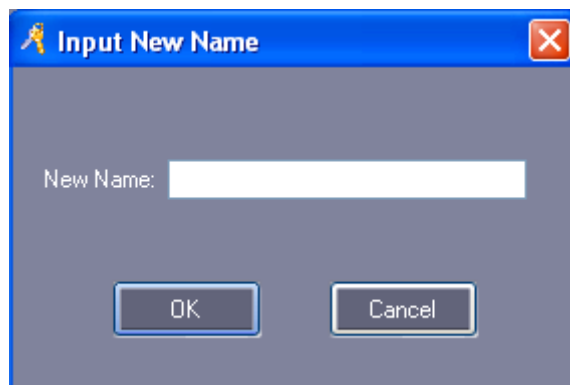
Select “English”, Software interface language displays in English

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

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

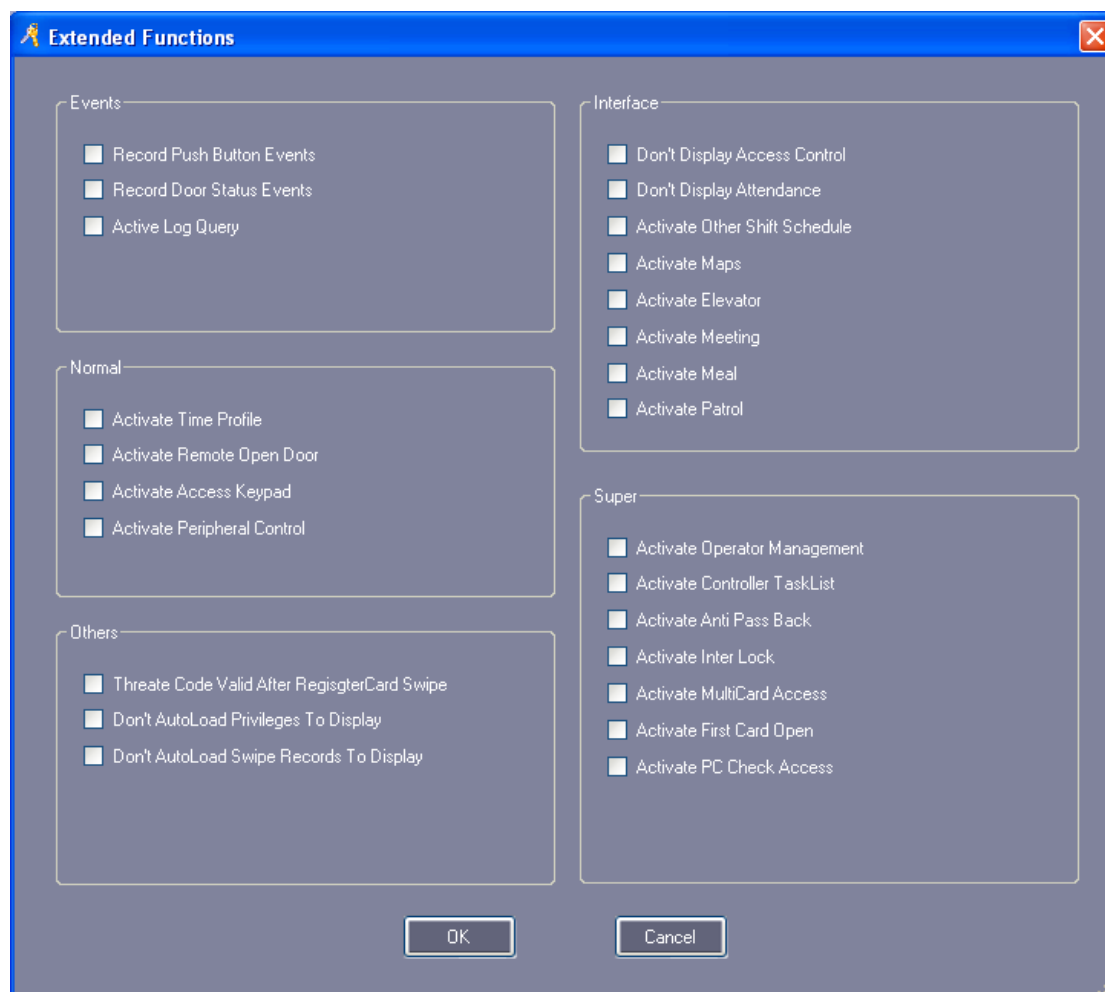
Part 3 Extended Function

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



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

The extended function list is as follows:



If you want to use “Events”, “Interface”, “Normal”, “Super”, “Others” in the function, must mark this with to activate this function, Then, Re-Login the software.

3.1 Events

3.1.1 Record Push Button Events

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

The screenshot shows a software interface with a menu bar and a list of events. The menu bar includes options like 'Console', 'Query Swipe Records', 'Select All', 'Monitoring', 'Stop', 'Check', 'Adjust Time', 'Upload', 'GetRec', 'Realtime Get', and 'Clear Run Info'. Below the menu bar, there are icons for 'Entrance Door', 'HR', 'Manager Room Door', and 'Meeting Room Door'. The main area displays a table of events with columns for 'Time', 'Desc', and 'Info'. The last three rows of the table are highlighted in yellow, indicating push button events.

	Time	Desc	Info	Detail [9/9]
1	14:48:13	Entrance Door[401000003]	Upload Starting...	Read Date: 2012-05-15 14:48:36 Tuesday Addr: Meeting Room Door Status: Push Button
2	14:48:13	Entrance Door[401000003]	Upload Basic configure Successfully--[1]	
3	14:48:13	HR[401000003]	Already Upload	
4	14:48:13	Manager Room Door[401000003]	Already Upload	
5	14:48:13	Meeting Room Door[401000003]	Already Upload	
6	14:48:29	Entrance Door	2012-05-15 14:48:27 Tuesday-Entrance Door-Push Button	
7	14:48:30	HR	2012-05-15 14:48:30 Tuesday-HR-Push Button	
8	14:48:34	Manager Room Door	2012-05-15 14:48:33 Tuesday-Manager Room Door-Push Button	
9	14:48:36	Meeting Room Door	2012-05-15 14:48:36 Tuesday-Meeting Room Door-Push Button	

3.1.2 Record Door Status Events

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

The screenshot shows the 'Query Swipe Records' console. At the top, there are buttons for 'Select All', 'Monitoring', 'Stop', 'Check', 'Adjust Time', 'Upload', 'GetRec', 'Realtime Get', and 'Clear Run Info'. Below these are icons for 'Entrance Door', 'HR', 'Manager Room Door', and 'Meeting Room Door'. The main area contains a table with columns: Rec ID, Time, Desc, and Info. A 'Detail' pane on the right shows information for the selected record (Rec ID 13).

Rec ID	Time	Desc	Info
1	14:56:45	Entrance Door[401000003]	Upload Starting...
2	14:56:46	Entrance Door[401000003]	Upload Basic configure Successfully-[1]
3	14:56:46	HR[401000003]	Already Upload
4	14:56:46	Manager Room Door[401000003]	Already Upload
5	14:56:46	Meeting Room Door[401000003]	Already Upload
6	14:57:03	Entrance Door	2012-05-15 14:57:03 Tuesday-Entrance Door-Door Closed
7	14:57:06	Entrance Door	2012-05-15 14:57:06 Tuesday-Entrance Door-Door Open
8	14:57:10	HR	2012-05-15 14:57:09 Tuesday-HR-Door Closed
9	14:57:12	HR	2012-05-15 14:57:12 Tuesday-HR-Door Open
10	14:57:15	Manager Room Door	2012-05-15 14:57:14 Tuesday-Manager Room Door-Door Closed
11	14:57:17	Manager Room Door	2012-05-15 14:57:17 Tuesday-Manager Room Door-Door Open
12	14:57:20	Meeting Room Door	2012-05-15 14:57:19 Tuesday-Meeting Room Door-Door Closed
13	14:57:22	Meeting Room Door	2012-05-15 14:57:22 Tuesday-Meeting Room Door-Door Open

Detail [13/13]
 Read Date: 2012-05-15 14:57:22 Tuesday
 Addr: Meeting Room Door
 Status: Door Open

3.1.3 Active Log Query

Select **【Tools】** > **【Log Query】**

The 'Log Query' window displays a list of log records. The columns are Rec ID, DateTime, EventType, and Event Desc. The records show various door events such as 'Door Open', 'Door Closed', and 'Push Button' for different zones like Entrance Door, HR, Manager Room Door, and Meeting Room Door.

Rec ID	DateTime	EventType	Event Desc
546	2011-04-27 16:32:43 Wednesday	Information	1.abc.13.Meeting Room Door,2011-04-27 16:32:42 Wednesday-Meeting Room Door-Door Open,Read Date: t2011-04...
545	2011-04-27 16:32:41 Wednesday	Information	1.abc.12.Meeting Room Door,2011-04-27 16:32:41 Wednesday-Meeting Room Door-Door Closed,Read Date: t2011-0...
544	2011-04-27 16:32:39 Wednesday	Information	1.abc.11.Manager Room Door,2011-04-27 16:32:38 Wednesday-Manager Room Door-Door Open,Read Date: t2011-0...
543	2011-04-27 16:32:37 Wednesday	Information	1.abc.10.Manager Room Door,2011-04-27 16:32:37 Wednesday-Manager Room Door-Door Closed,Read Date: t2011-0...
542	2011-04-27 16:32:35 Wednesday	Information	1.abc.9.HR,2011-04-27 16:32:34 Wednesday-HR-Door Open,Read Date: t2011-04-27 16:32:34 Wednesday-Addr: t...
541	2011-04-27 16:32:34 Wednesday	Information	1.abc.8.HR,2011-04-27 16:32:33 Wednesday-HR-Door Closed,Read Date: t2011-04-27 16:32:33 Wednesday-Addr: t...
540	2011-04-27 16:32:31 Wednesday	Information	1.abc.7.Entrance Door,2011-04-27 16:32:31 Wednesday-Entrance Door-Door Open,Read Date: t2011-04-27 16:32:...
539	2011-04-27 16:32:30 Wednesday	Information	1.abc.6.Entrance Door,2011-04-27 16:32:29 Wednesday-Entrance Door-Door Closed,Read Date: t2011-04-27 16:32:...
538	2011-04-27 16:32:20 Wednesday	Information	1.abc.5.Meeting Room Door[401000003]Already Upload,.
537	2011-04-27 16:32:20 Wednesday	Information	1.abc.4.Manager Room Door[401000003]Already Upload,.
536	2011-04-27 16:32:20 Wednesday	Information	1.abc.3.HR[401000003]Already Upload,.
535	2011-04-27 16:32:20 Wednesday	Information	1.abc.2.Entrance Door[401000003]Upload Basic configure Successfully-[1],.
534	2011-04-27 16:32:20 Wednesday	Information	1.abc.1.Entrance Door[401000003]Upload Starting,....
533	2011-04-27 16:28:34 Wednesday	Information	1.abc.9.Meeting Room Door,2011-04-27 16:28:33 Wednesday-Meeting Room Door-Push Button,Read Date: t2011-04-...
532	2011-04-27 16:28:32 Wednesday	Information	1.abc.8.Manager Room Door,2011-04-27 16:28:31 Wednesday-Manager Room Door-Push Button,Read Date: t2011-0...
531	2011-04-27 16:28:30 Wednesday	Information	1.abc.7.HR,2011-04-27 16:28:30 Wednesday-HR-Push Button,Read Date: t2011-04-27 16:28:30 Wednesday-Addr: t...
530	2011-04-27 16:28:27 Wednesday	Information	1.abc.6.Entrance Door,2011-04-27 16:28:26 Wednesday-Entrance Door-Push Button,Read Date: t2011-04-27 16:28:...
529	2011-04-27 16:28:16 Wednesday	Information	1.abc.5.Meeting Room Door[401000003]Already Upload,.
528	2011-04-27 16:28:16 Wednesday	Information	1.abc.4.Manager Room Door[401000003]Already Upload,.
527	2011-04-27 16:28:16 Wednesday	Information	1.abc.3.HR[401000003]Already Upload,.
526	2011-04-27 16:28:16 Wednesday	Information	1.abc.2.Entrance Door[401000003]Upload Basic configure Successfully-[1],.
525	2011-04-27 16:28:16 Wednesday	Information	1.abc.1.Entrance Door[401000003]Upload Starting,....
524	2011-04-27 16:28:11 Wednesday	Information	1.abc.13.Meeting Room Door[401000003]Already Upload,.
523	2011-04-27 16:28:10 Wednesday	Information	1.abc.12.Manager Room Door[401000003]Already Upload,.
522	2011-04-27 16:28:10 Wednesday	Information	1.abc.11.HR[401000003]Already Upload,.
521	2011-04-27 16:28:10 Wednesday	Information	1.abc.10.Entrance Door[401000003]Upload Basic configure Successfully-[1],.

3.2 Interface

3.2.1 Activate Elevator

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

3.2.1.1 Add Elevator

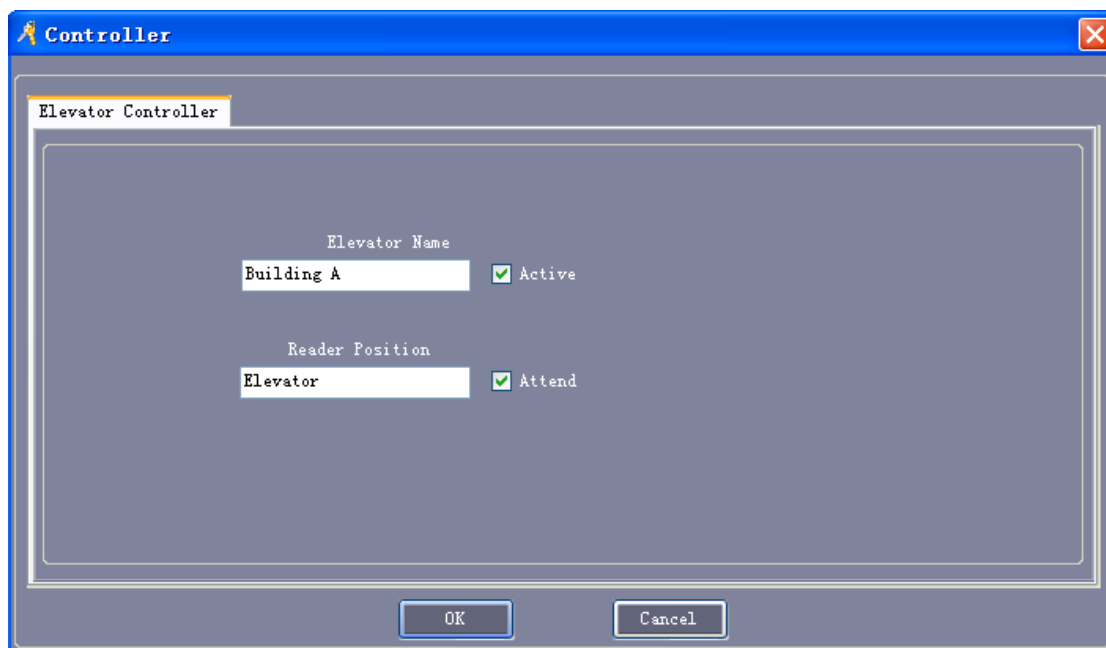
Select **【Basic Config】** > **【Controllers】** ,Click “New”.

The screenshot shows a software window titled "Controller" with a blue header bar. The main area is light gray and contains the following elements:

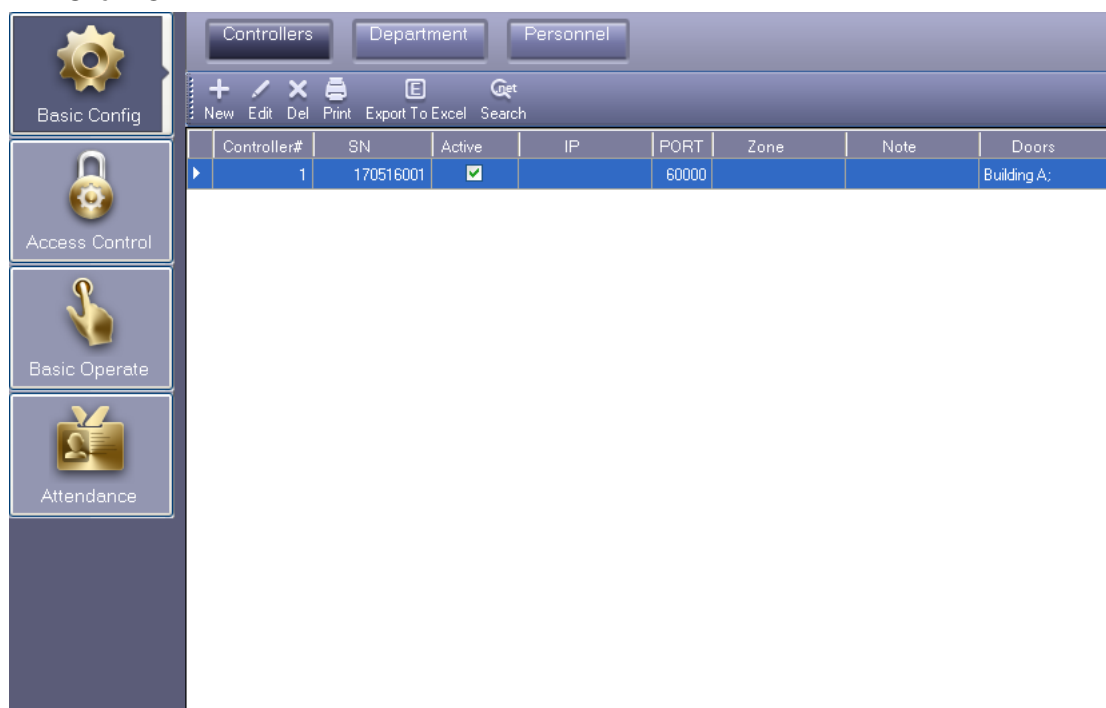
- *Controller #: 1 (text input)
- *SN: 170516001 (text input)
- Active (checkbox, checked)
- Small Network (radio button, selected)
- Mediumor, large Network, Internet (radio button, unselected)
- Note: (text input)
- Zone: (text input)
- Zones (button)
- Next >> (button)
- Cancel (button)

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

Click “Next”.



Click "OK".



3.2.1.2 Elevator Management

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

ConsumerNO	Name	Card ID	Department	FloorFullName
1	Hellen	18016185	Sales Dep\Oversea Marketing	
2	Jack	20807485	Sales Dep	
3	Tina	3000835		
4	Sharon	3544172	Product Dep	
5	Lucy	18013699	Sales Dep	
6	Eric	18013377	Sales Dep\Oversea Marketing	
7	Steven	18013378		
8	Tom	18013379		
9	Grace	18013380		
10	Andy	18013381		
11	James	18013382		
12	Tommy	18013383		
13	N18013384	18013384		
14	N18013385	18013385		
15	N18013386	18013386		
16	N18013387	18013387		

3.2.1.2.1 Floor Management

Click "Floors", Enter into the floor management interface.

*Floor Name:

Elevator:

Floor-Relay NO.:

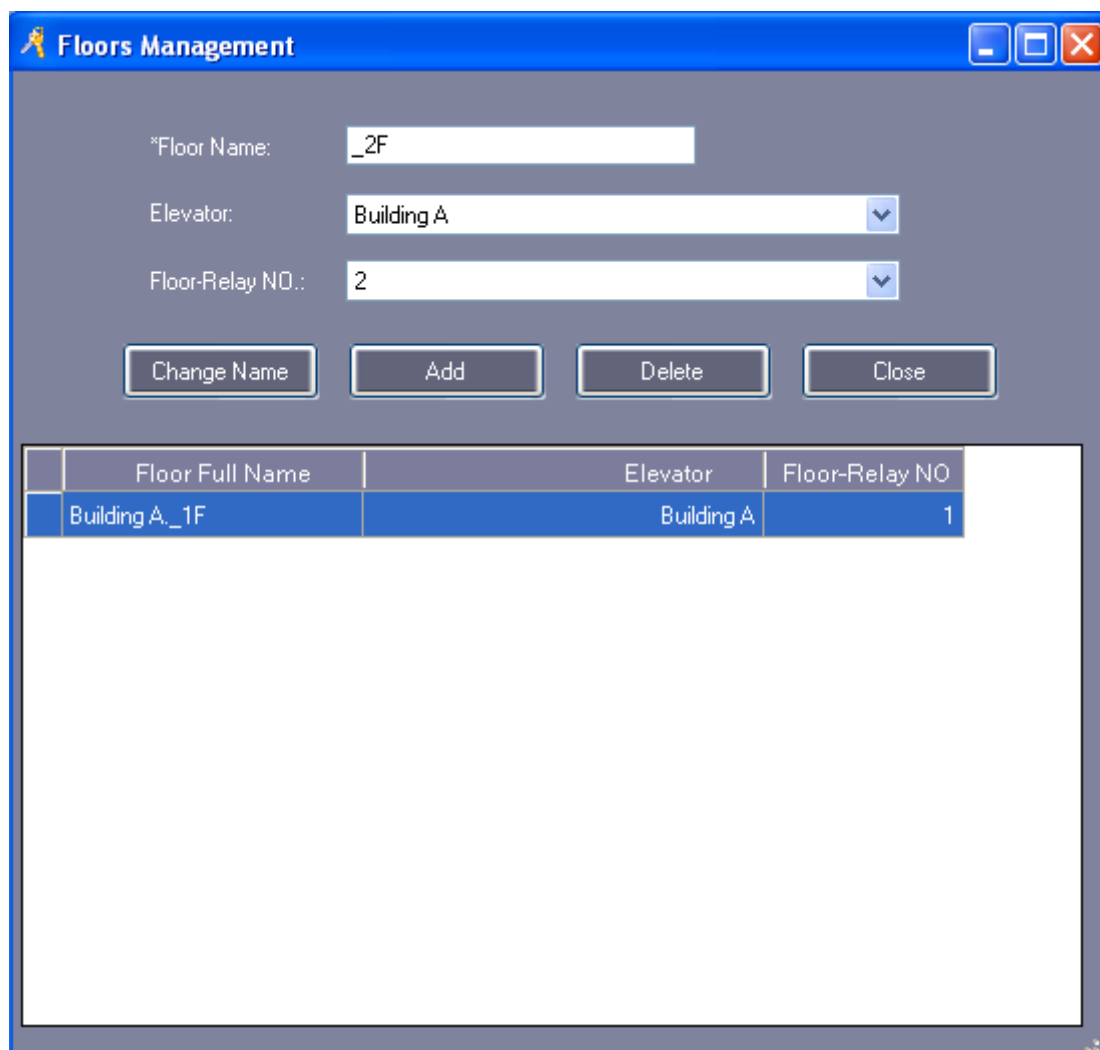
Change Name Add Delete Close

Floor Full Name	Elevator	Floor-Relay NO

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

【Add Floor】

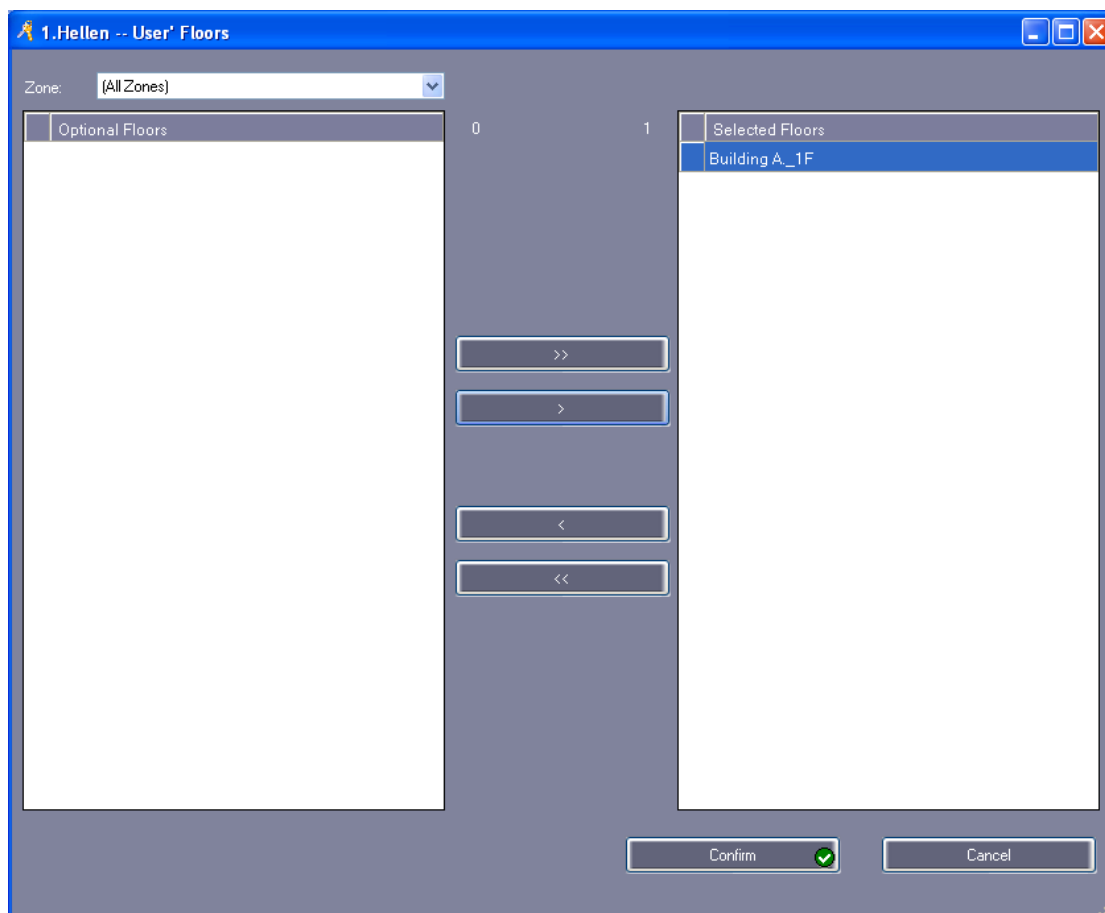
Fill in "Floor Name" , select "Elevator" and "Floor-Relay NO", Click "Add". If you do not need to re-fill, Click "Add".



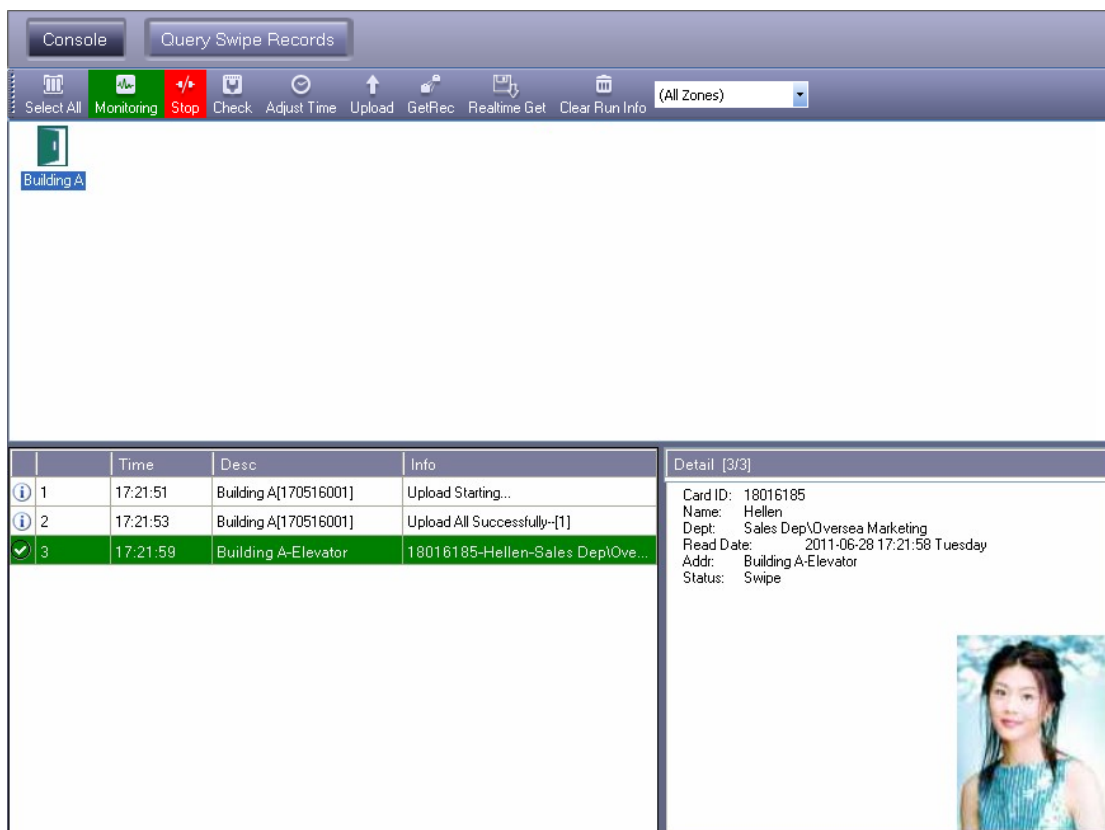
3.2.1.2.2 Set user up to floor

Fist selected user, Then click "User_Floor".

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



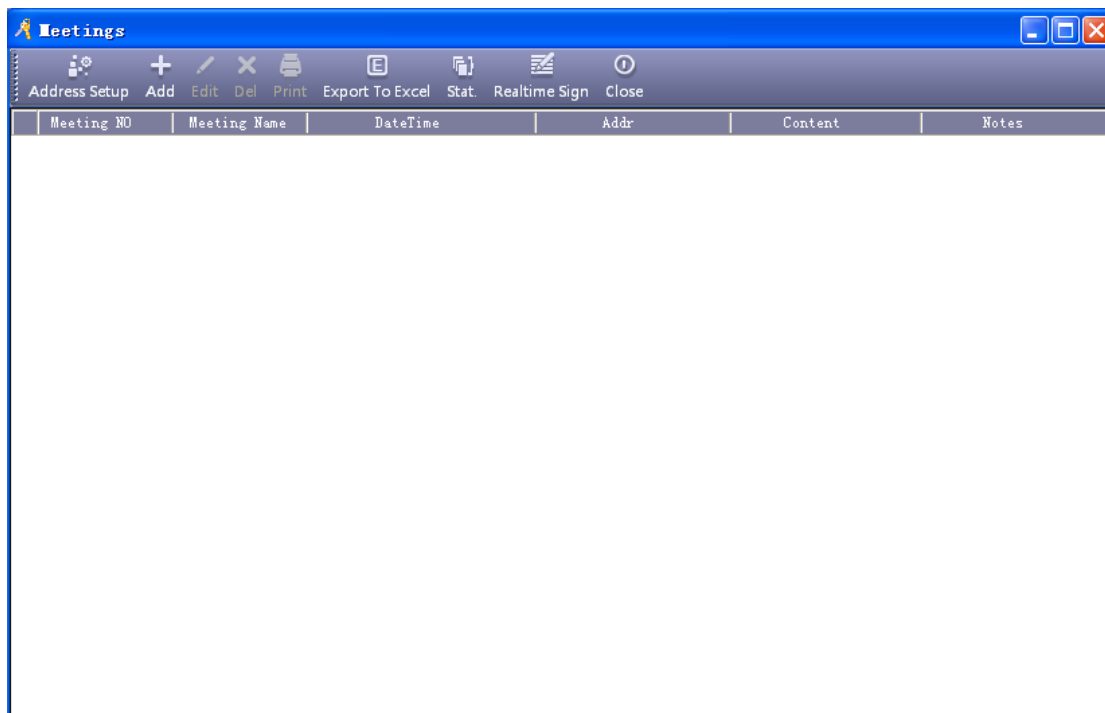
Click "Confirm", Back to "Console" click "Upload". Then Swiping Card, "Hellen" will be enter into 3rd floor.



3.2.2 Activate Meeting

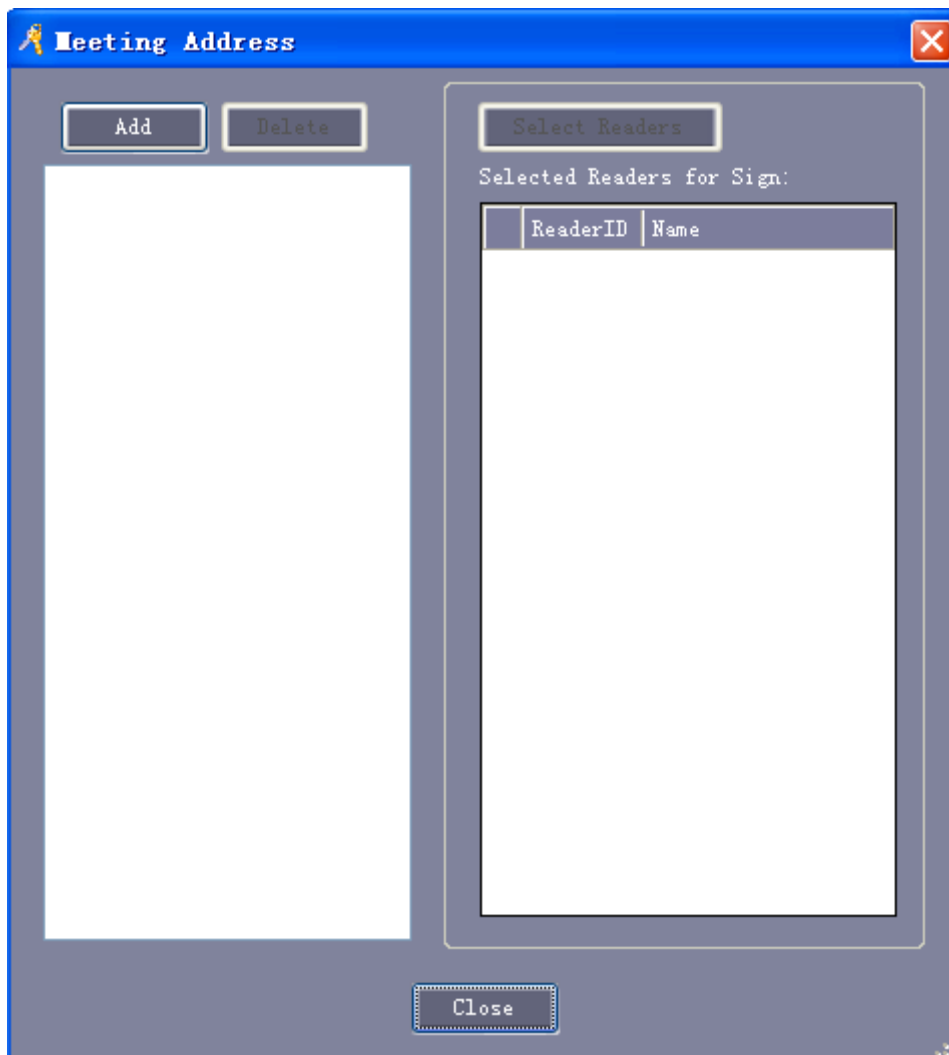
Enter "Extended Function", In front of "Activate Meeting" mark this with to activate this function.

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

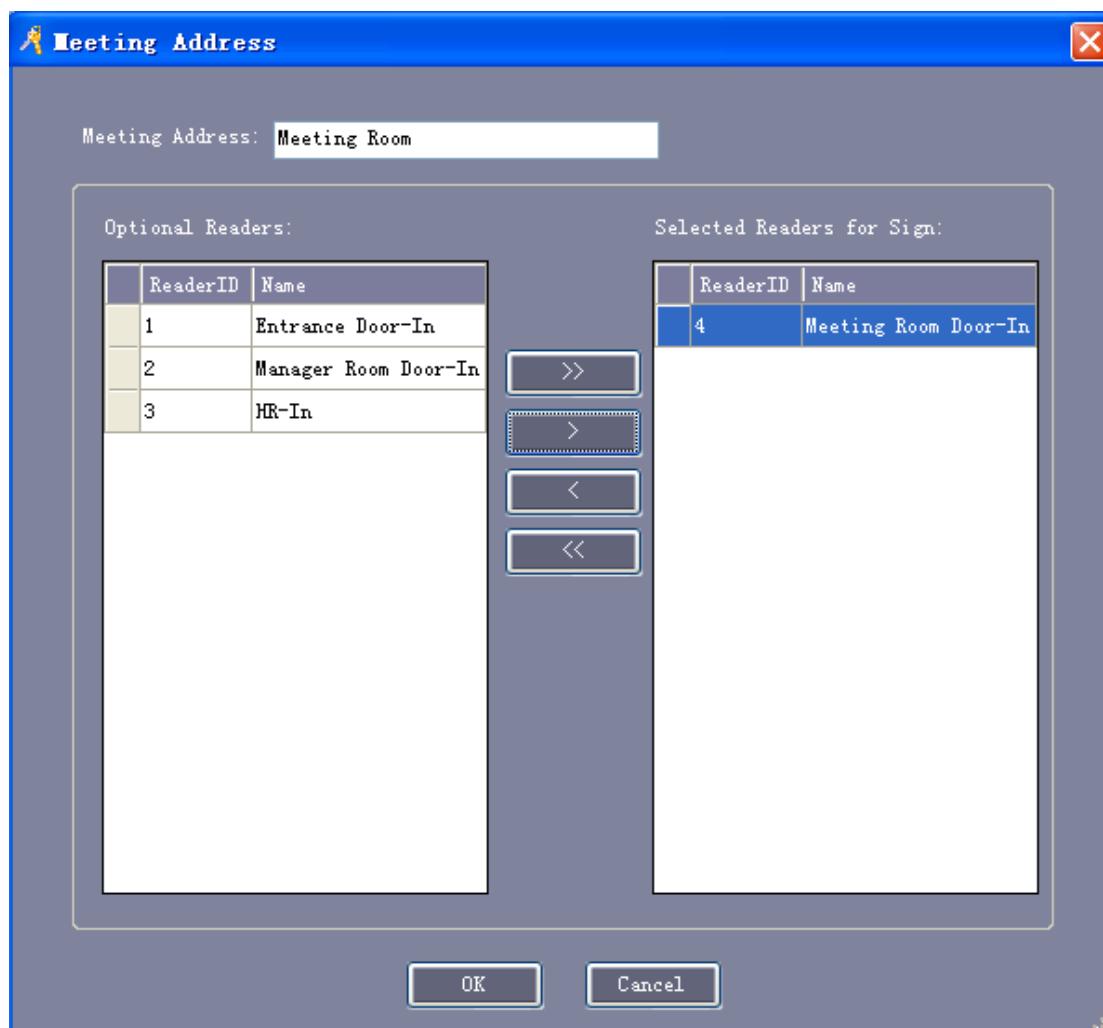


3.2.2.1 Address Setup

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



Click “Add” to add the Meeting Address.

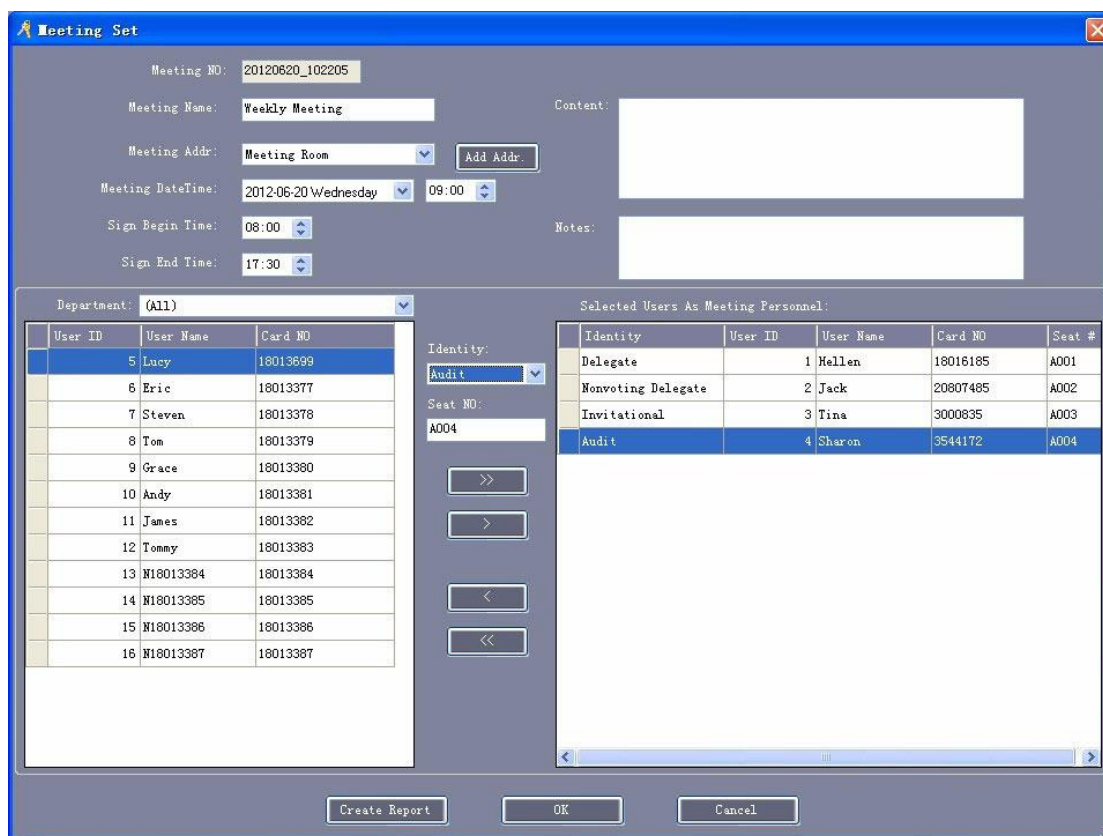


You must input a "Name" at the "Meeting Address."

3.2.2.2 Add Meeting

Click "Add", At the meeting interface.

Eg: Add "Weekly Meeting".



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

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

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

3.2.2.3 Meeting Stat

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

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

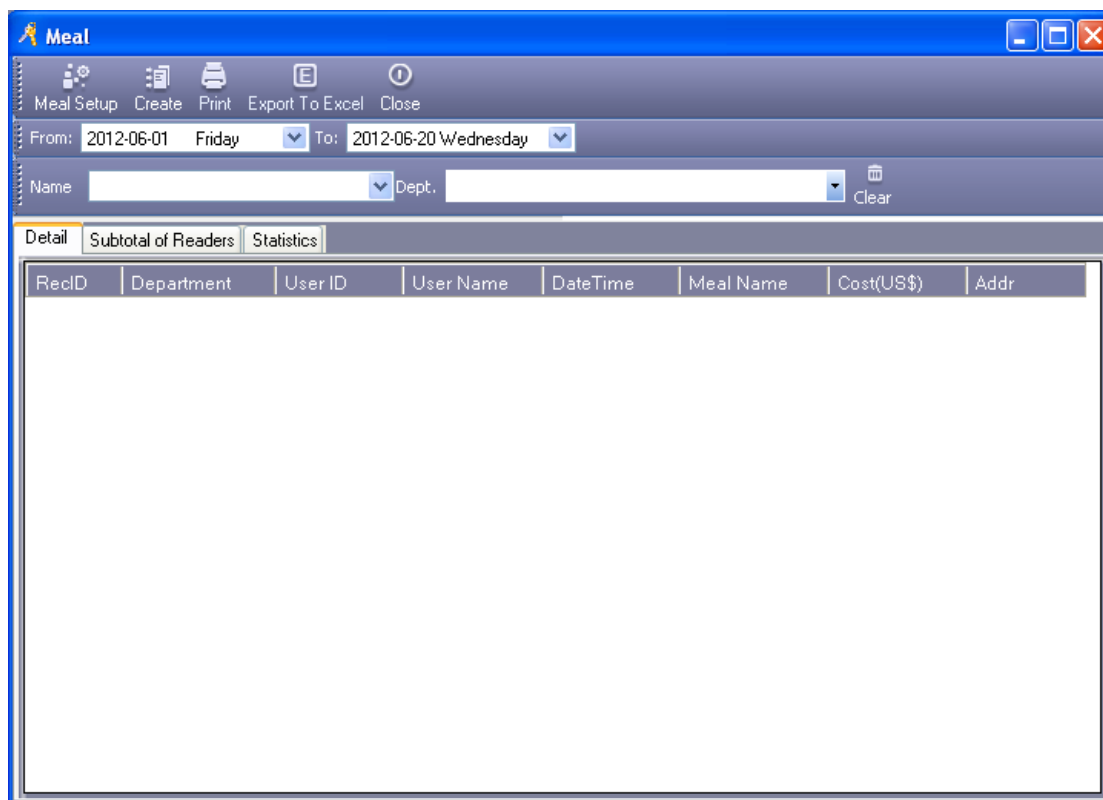
3.2.2.4 Realtime Sign

Click “Real –time Sign”, Real –time attendance of the meeting.



3.2.3 Active Meal

Enter the “Extended Function”, In front of “Activate Meel” mark this with to active this function.
 After Active this function , Re-login software. Select **【Tools】 > 【Const Meal】** .

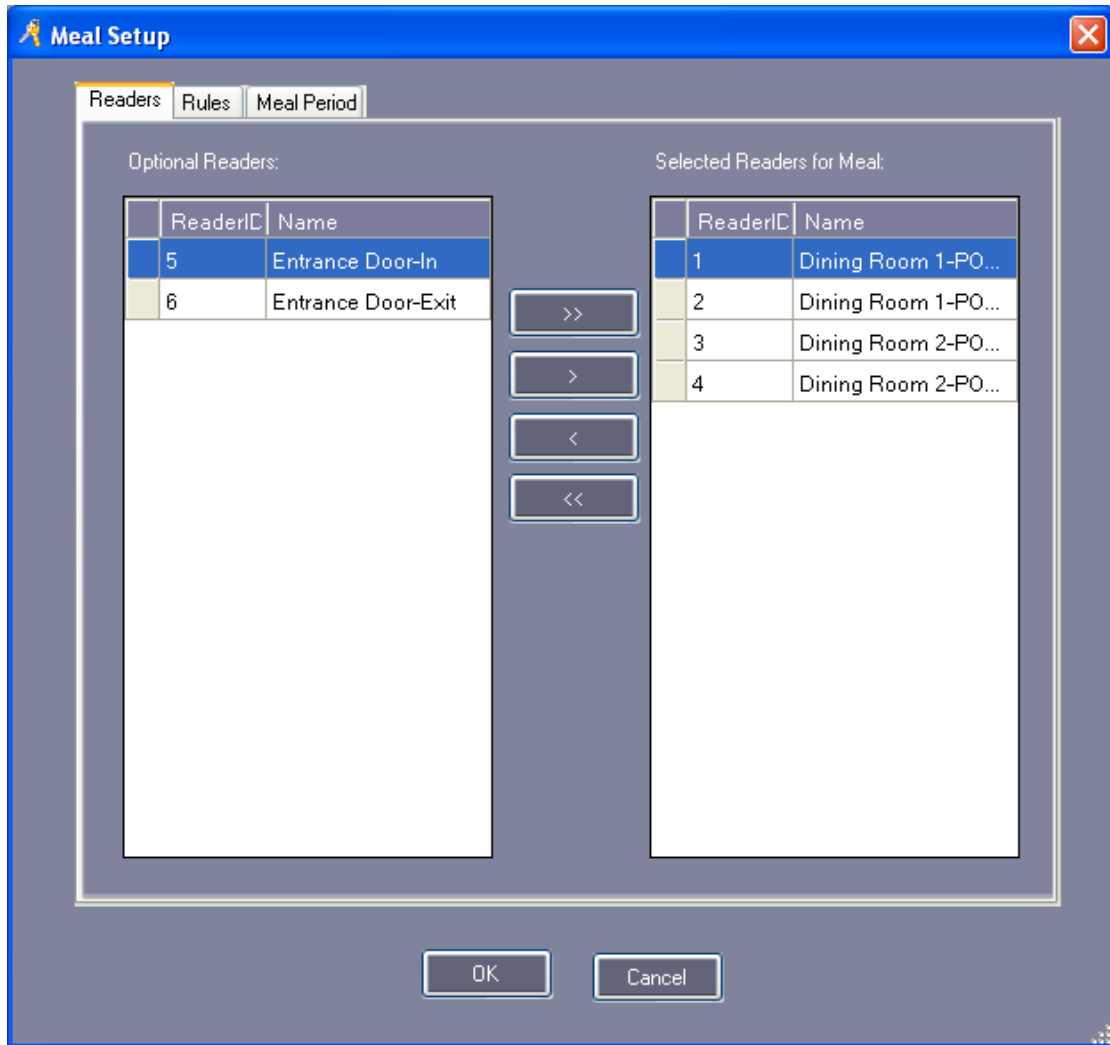


3.2.3.1 Meal Setup

3.2.3.1.1 Readers

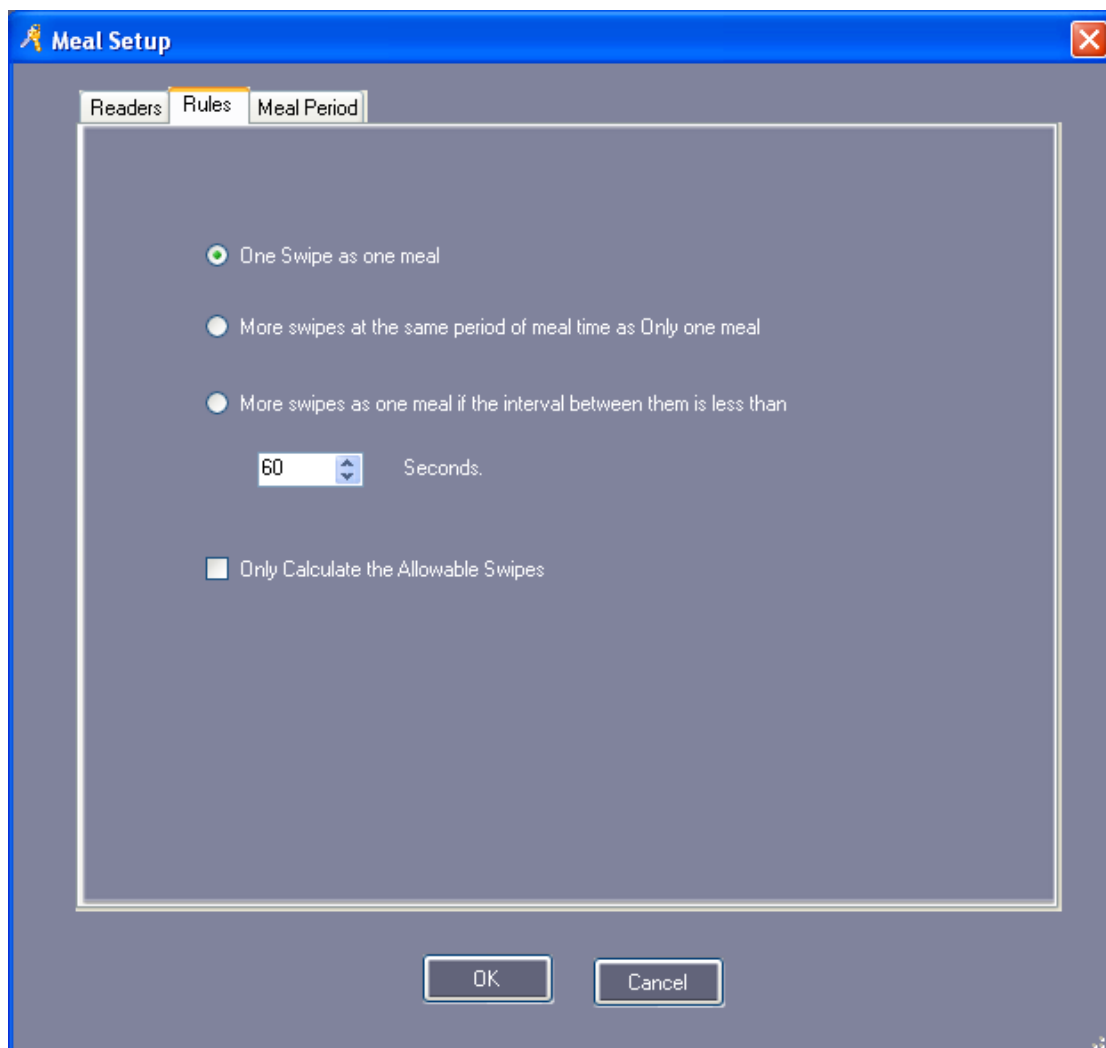
Click "Meal Setup", At the meal interface, Select "Readers".

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



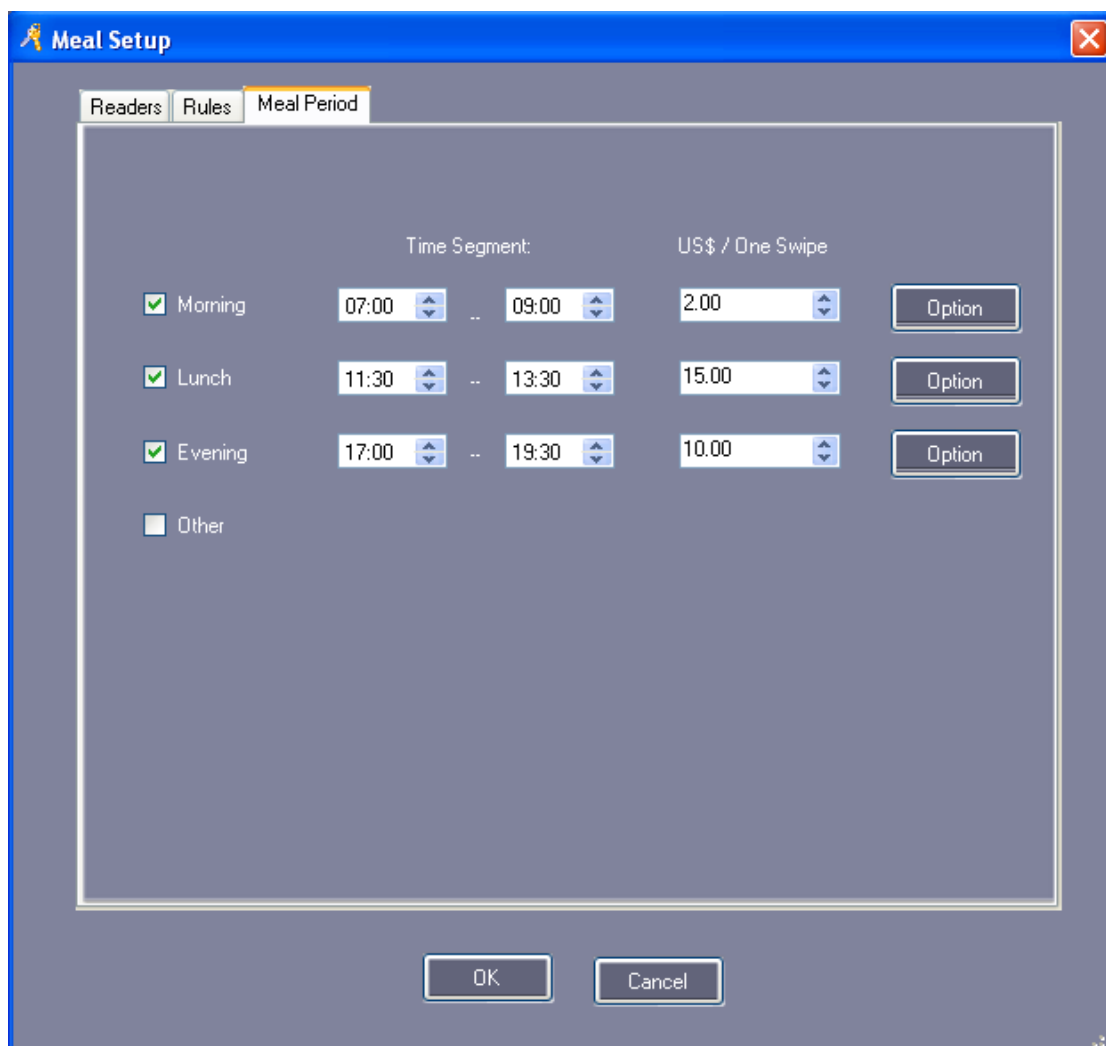
3.2.3.1.2 Rules

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



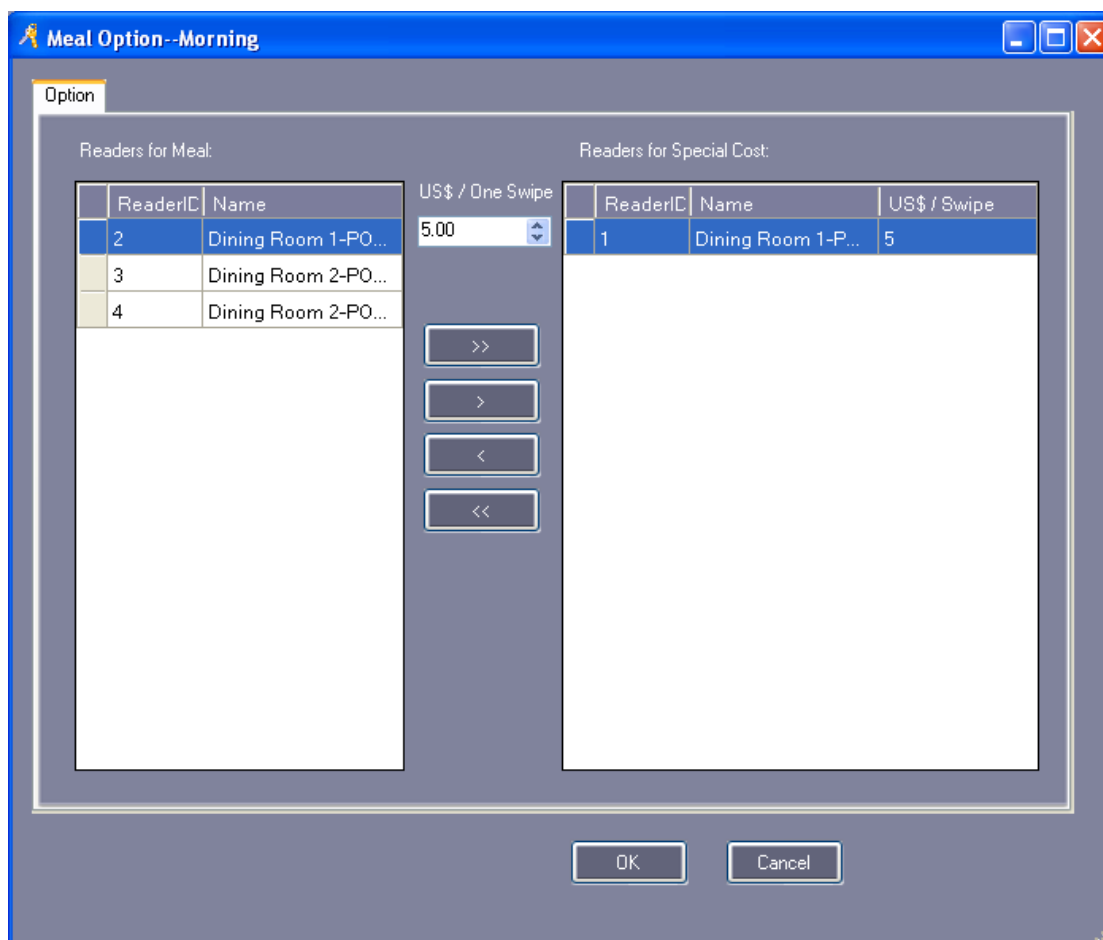
3.2.3.1.3 Meal Period

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



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

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



3.2.3.2 Meal Report

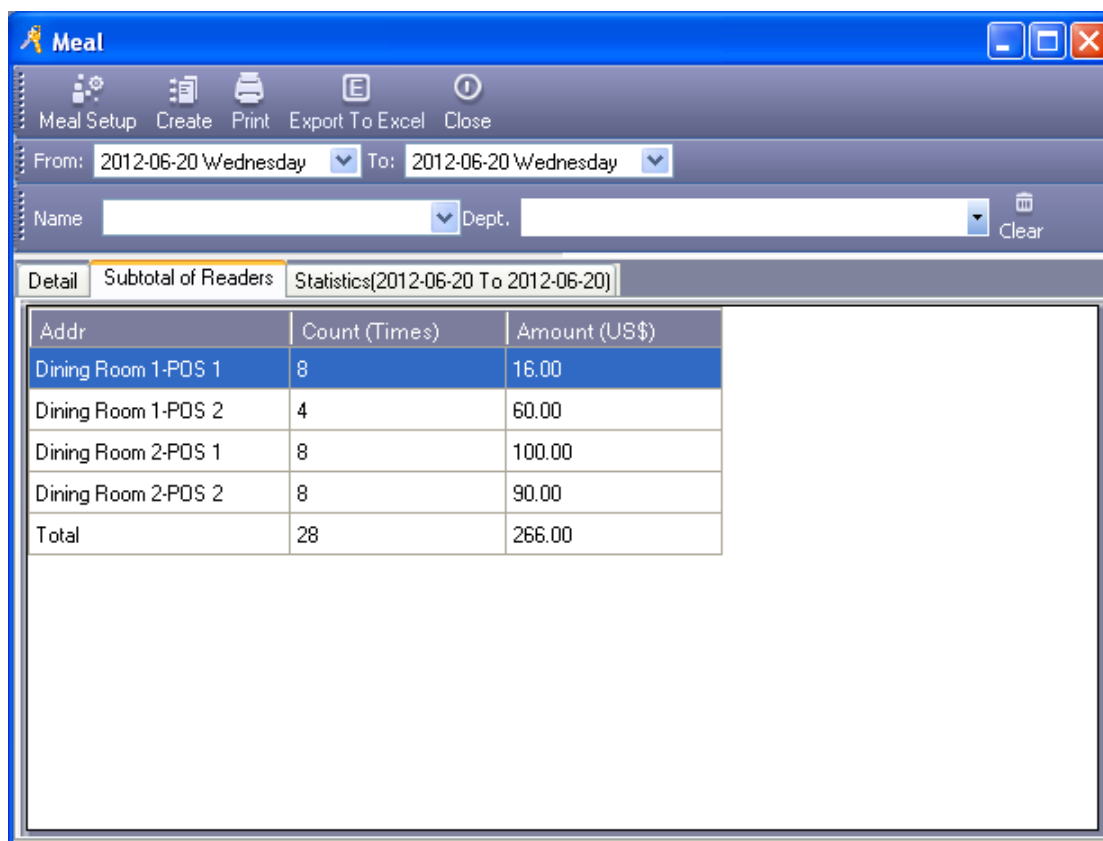
3.2.3.2.1 Meal Details Report

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

RecID	Department	User ID	User Name	DateTime	Meal Name	Cost(US\$)	Addr
1	Sales Dep\Overs...	1	Hellen	2012-06-20 07:17:38 Wednesday	Morning	2.00	Dining Room 1-PDS 1
5	Sales Dep\Overs...	1	Hellen	2012-06-20 08:17:43 Wednesday	Morning	2.00	Dining Room 1-PDS 1
9	Sales Dep\Overs...	1	Hellen	2012-06-20 12:17:52 Wednesday	Lunch	15.00	Dining Room 1-PDS 2
25	Sales Dep\Overs...	1	Hellen	2012-06-20 12:18:19 Wednesday	Lunch	15.00	Dining Room 2-PDS 2
13	Sales Dep\Overs...	1	Hellen	2012-06-20 13:18:02 Wednesday	Lunch	15.00	Dining Room 2-PDS 1
17	Sales Dep\Overs...	1	Hellen	2012-06-20 17:18:07 Wednesday	Evening	10.00	Dining Room 2-PDS 1
21	Sales Dep\Overs...	1	Hellen	2012-06-20 19:18:15 Wednesday	Evening	10.00	Dining Room 2-PDS 2
3	Sales Dep	2	Jack	2012-06-20 07:17:40 Wednesday	Morning	2.00	Dining Room 1-PDS 1
7	Sales Dep	2	Jack	2012-06-20 08:17:45 Wednesday	Morning	2.00	Dining Room 1-PDS 1
11	Sales Dep	2	Jack	2012-06-20 12:17:55 Wednesday	Lunch	15.00	Dining Room 1-PDS 2
15	Sales Dep	2	Jack	2012-06-20 13:18:04 Wednesday	Lunch	15.00	Dining Room 2-PDS 1
19	Sales Dep	2	Jack	2012-06-20 17:18:09 Wednesday	Evening	10.00	Dining Room 2-PDS 1
27	Sales Dep	2	Jack	2012-06-20 18:18:21 Wednesday	Evening	10.00	Dining Room 2-PDS 2
23	Sales Dep	2	Jack	2012-06-20 19:18:17 Wednesday	Evening	10.00	Dining Room 2-PDS 2
2	Product Dep	4	Sharon	2012-06-20 07:17:39 Wednesday	Morning	2.00	Dining Room 1-PDS 1
6	Product Dep	4	Sharon	2012-06-20 08:17:44 Wednesday	Morning	2.00	Dining Room 1-PDS 1
10	Product Dep	4	Sharon	2012-06-20 12:17:54 Wednesday	Lunch	15.00	Dining Room 1-PDS 2
26	Product Dep	4	Sharon	2012-06-20 12:18:20 Wednesday	Lunch	15.00	Dining Room 2-PDS 2
14	Product Dep	4	Sharon	2012-06-20 13:18:03 Wednesday	Lunch	15.00	Dining Room 2-PDS 1
18	Product Dep	4	Sharon	2012-06-20 17:18:07 Wednesday	Evening	10.00	Dining Room 2-PDS 1
22	Product Dep	4	Sharon	2012-06-20 19:18:15 Wednesday	Evening	10.00	Dining Room 2-PDS 2
4	Sales Dep\Overs...	6	Eric	2012-06-20 07:17:41 Wednesday	Morning	2.00	Dining Room 1-PDS 1
8	Sales Dep\Overs...	6	Eric	2012-06-20 08:17:46 Wednesday	Morning	2.00	Dining Room 1-PDS 1

3.2.3.2.2 Meal Stat. report of Readers for Meal

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



3.2.3.2.3 Meal Stat. report of Users

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

Department	User ID	User Name	Morning	Lunch	Evening	Other	Sum (Times)	Amount(US\$)
Sales Dep\Overs...	1	Hellen	2	3	2	0	7	69.00
Sales Dep	2	Jack	2	2	3	0	7	64.00
	3	Tina	0	0	0	0	0	0
Product Dep	4	Sharon	2	3	2	0	7	69.00
Sales Dep	5	Lucy	0	0	0	0	0	0
Sales Dep\Overs...	6	Eric	2	2	3	0	7	64.00
	7	Steven	0	0	0	0	0	0
	8	Tom	0	0	0	0	0	0
	9	Grace	0	0	0	0	0	0
	10	Andy	0	0	0	0	0	0
	11	James	0	0	0	0	0	0
	12	Tommy	0	0	0	0	0	0
	13	N18013384	0	0	0	0	0	0
	14	N18013385	0	0	0	0	0	0
	15	N18013386	0	0	0	0	0	0
	16	N18013387	0	0	0	0	0	0
=====	=====	Total	8	10	10	0	28	266.00

3.2.4 Active Patrol

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

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

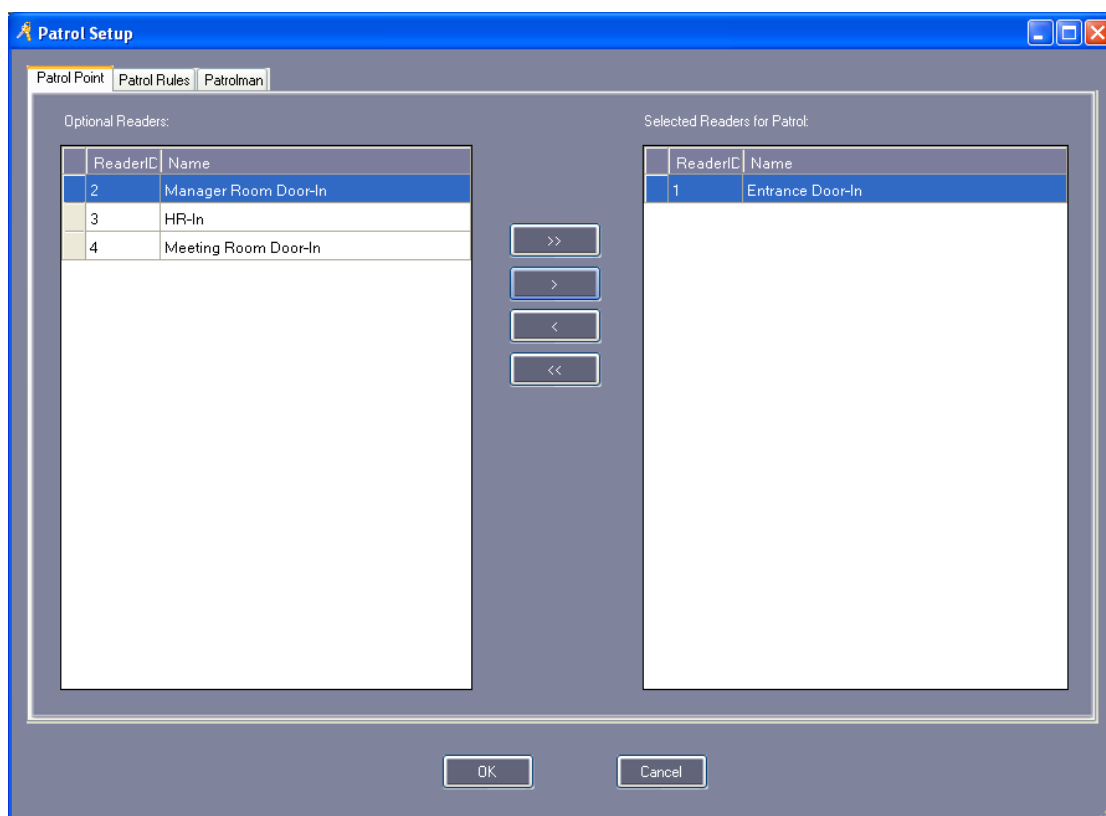
Department	User ID	User Name	Date	Planned Patrol Time	Actual Patrol Time	Event Desc	Route Name	Patrol Point

3.2.4.1 Patrol Setup

3.2.4.1.1 Patrol Point

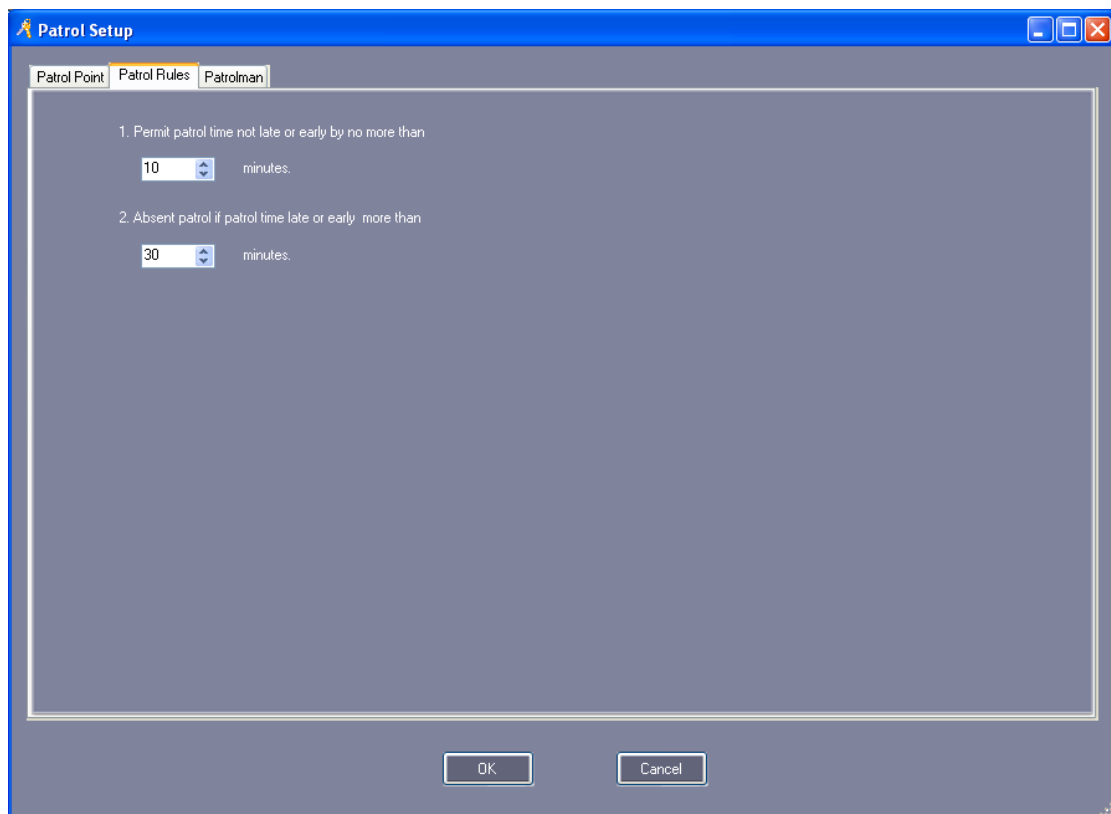
Click “Patrol Setup”, At the patrol interface.

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



3.2.4.1.2 Patrol Rules

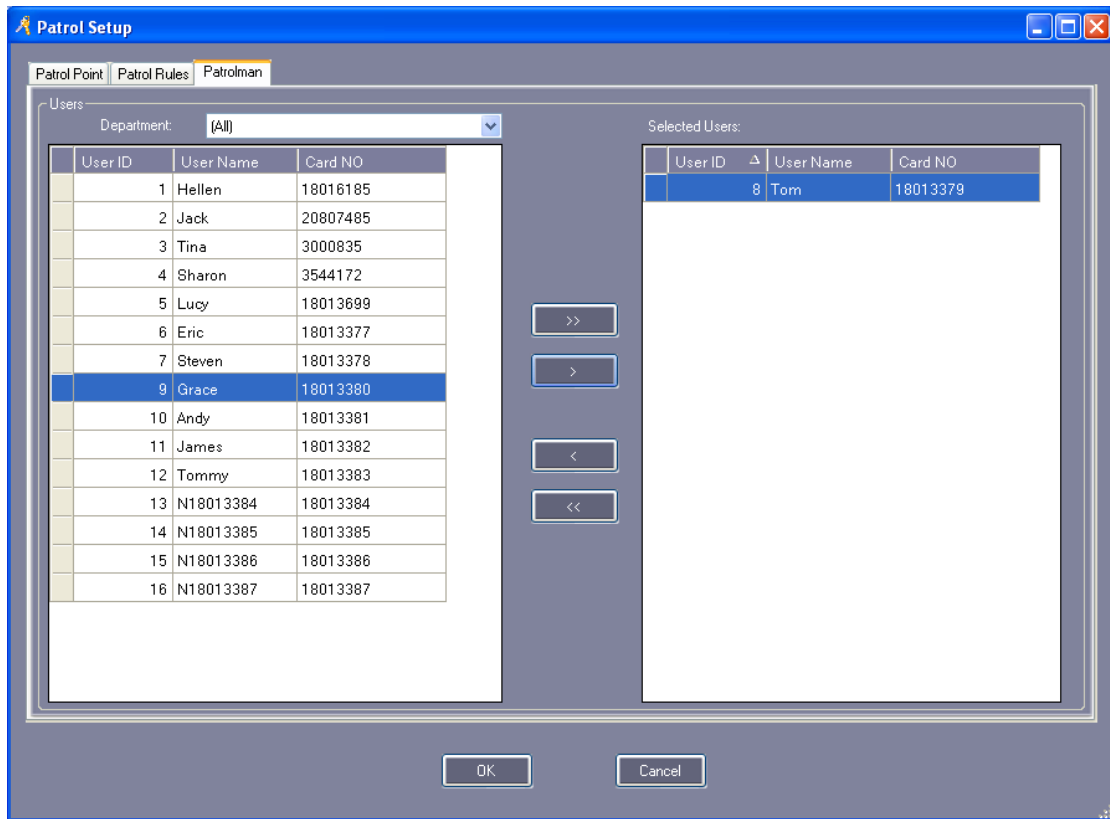
Click “Patrol Setup”, At the patrol interface, Select “Patrol Rules” and set recording to your actually rules.



3.2.4.1.3 Patrolman

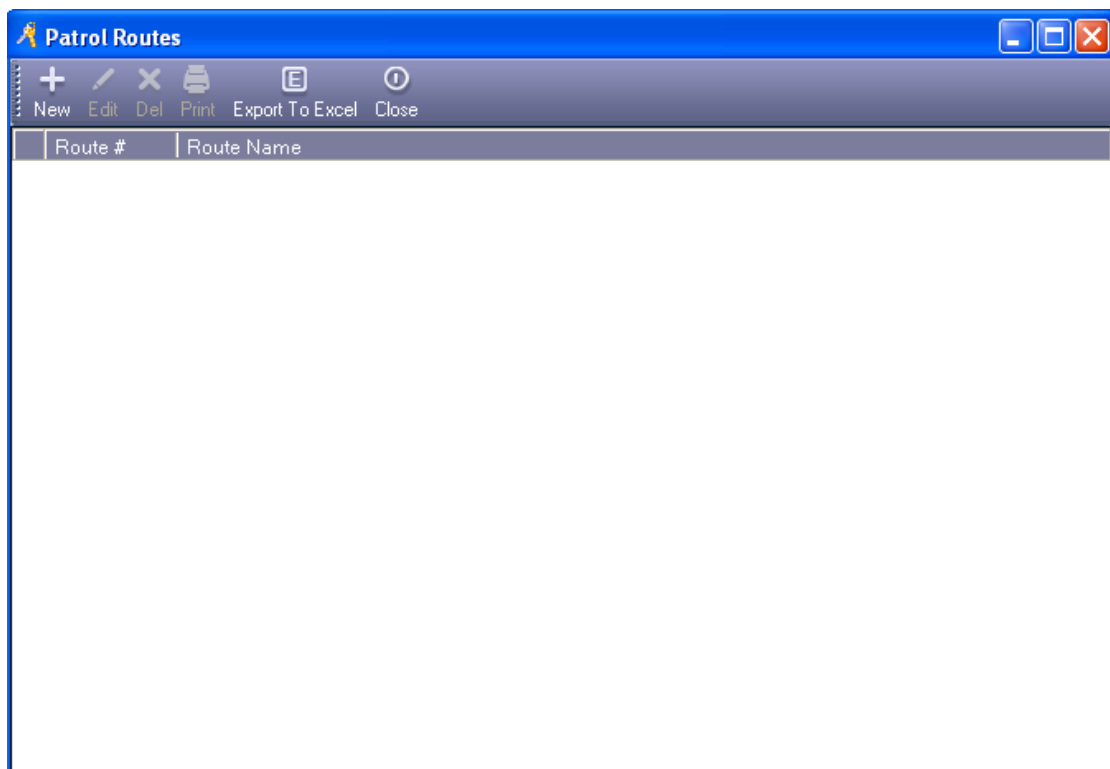
Click "Patrol Setup", At the patrol interface, Select "Patrolman".

Eg : Set "Tom" is a Patrolman.

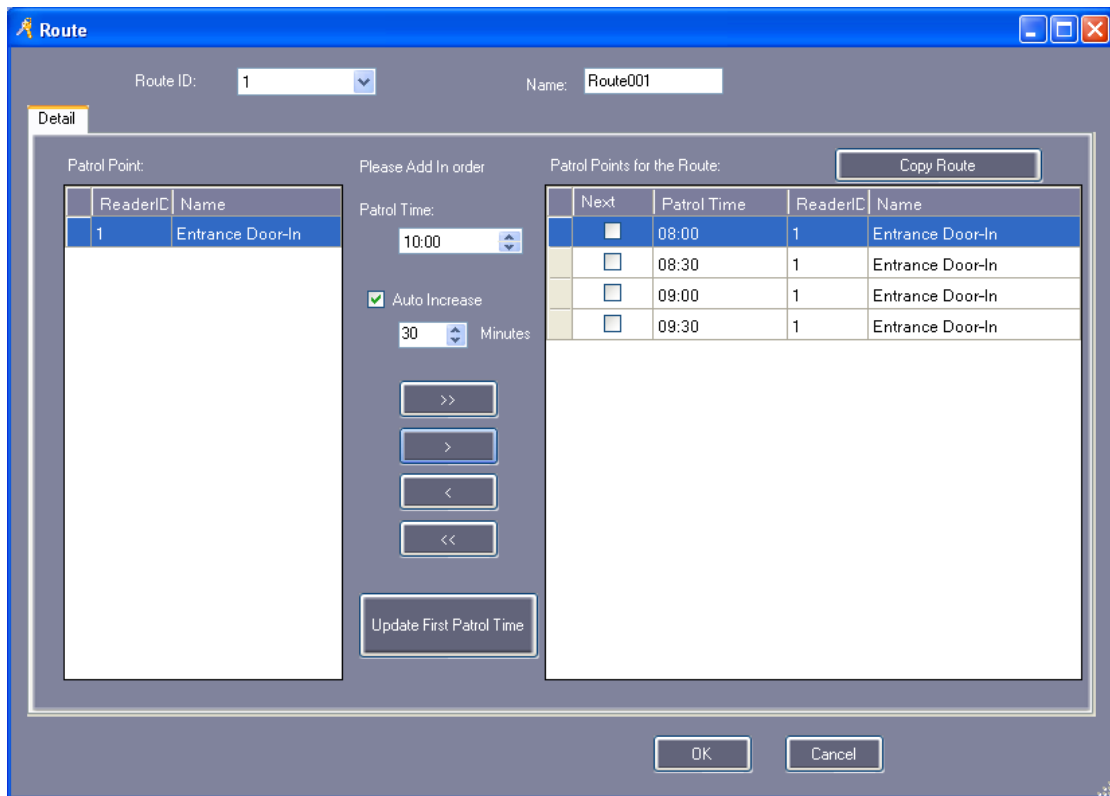


3.2.4.2 Patrol Route

Click "Route", At the patrol interface.



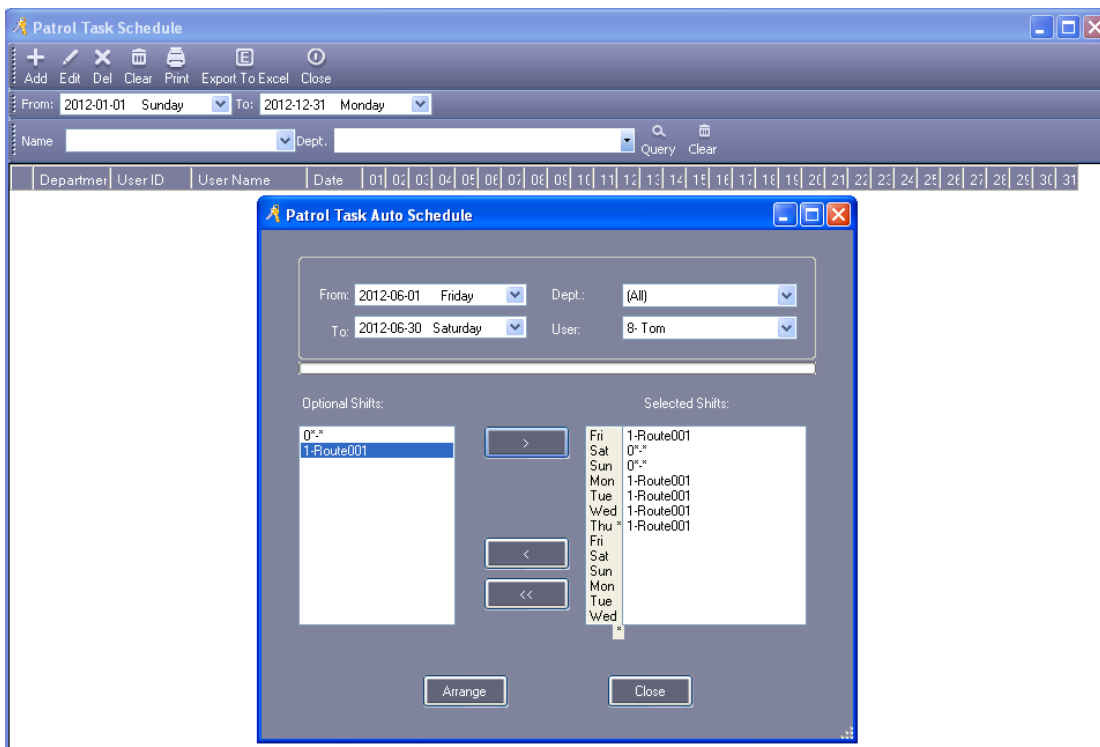
Click “New”, Add the Patrol Route.



3.2.4.3 Patrol Task

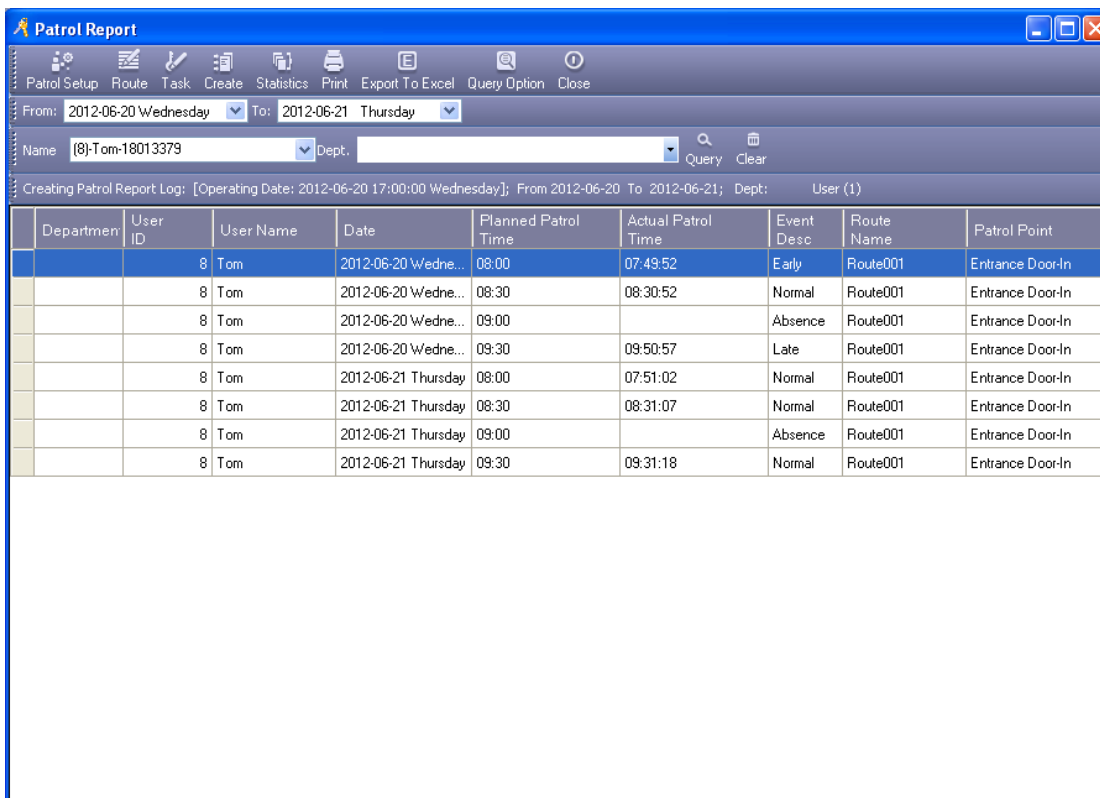
Click “Task”, At the patrol interface.

Eg: Set Tom’s patrol route

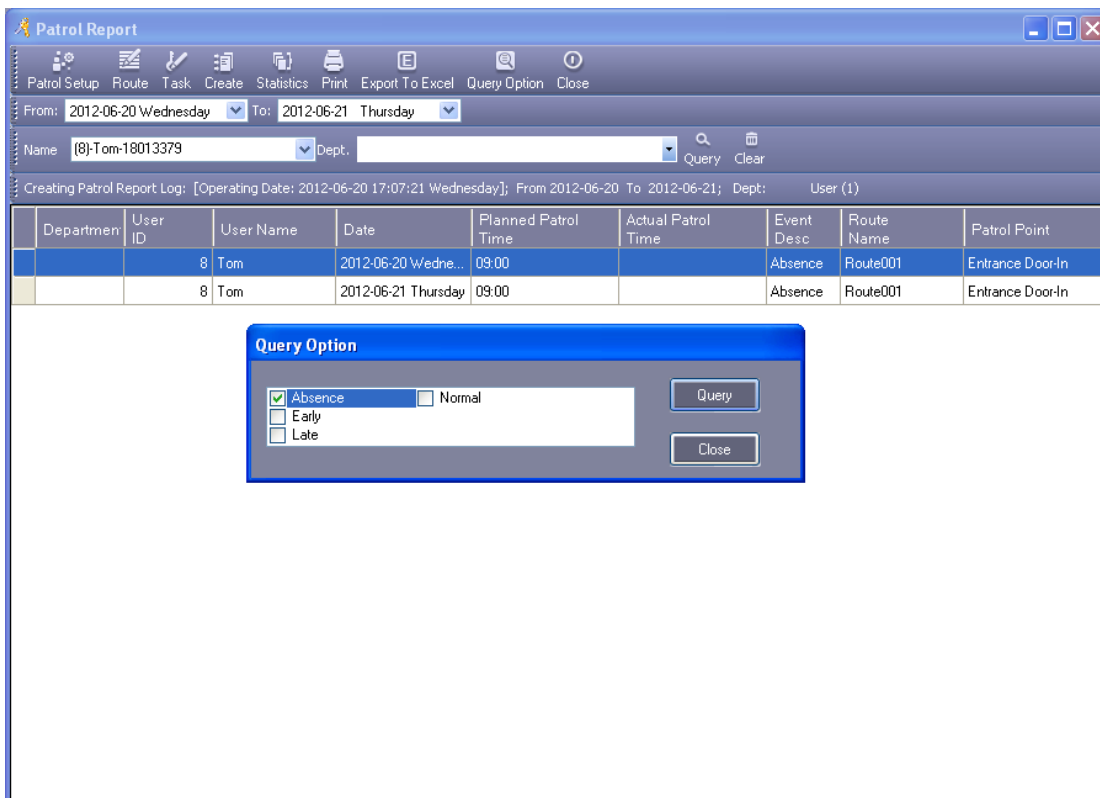


3.2.4.4 Patrol Report

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

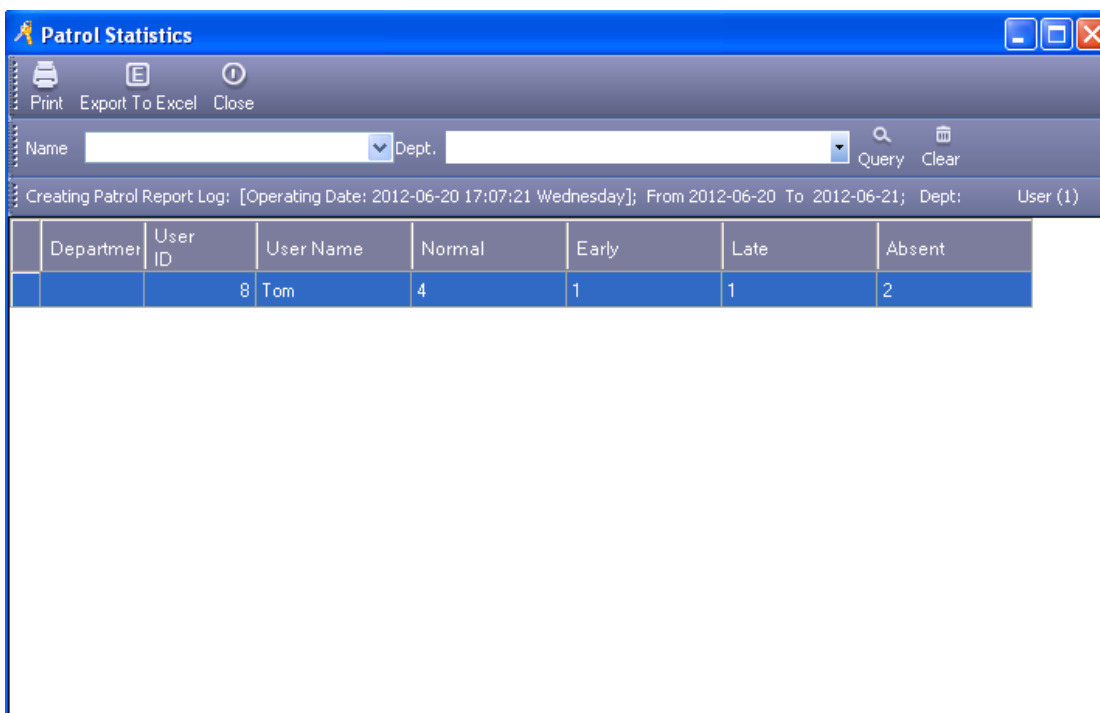


Click "Query Option", Query "Event Desc".



3.2.4.5 Patrol Statistics

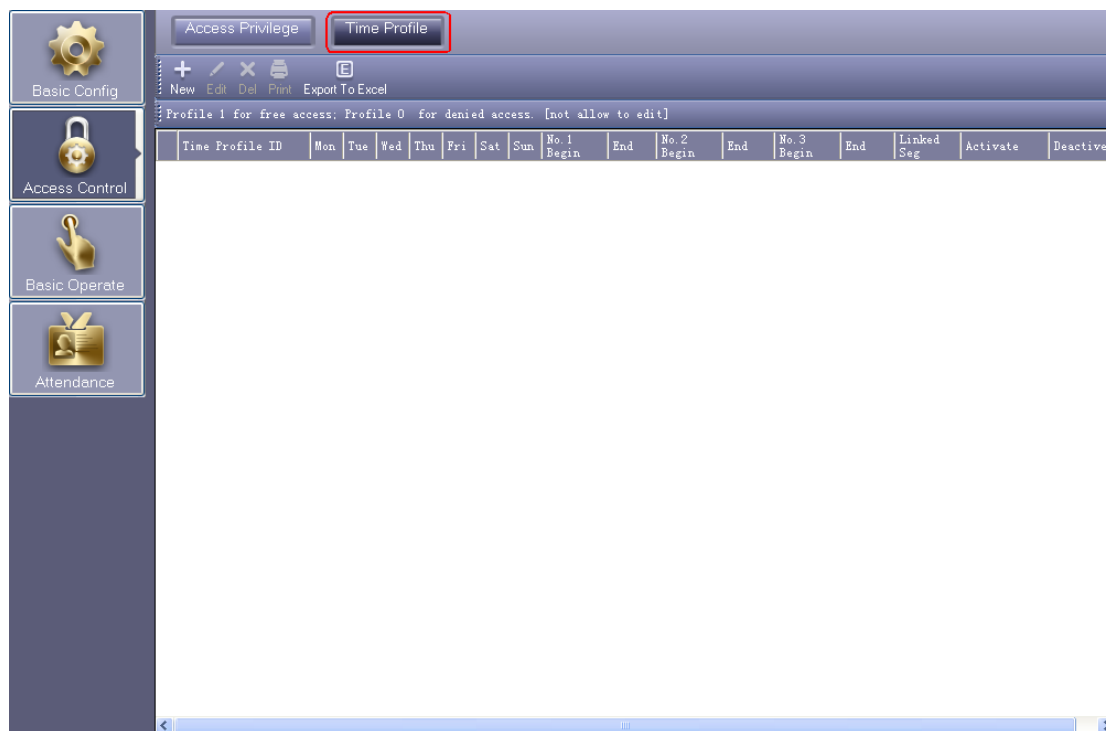
Click "Statistics", At the Patrol interface .
 Statistics Patrolman of the Event Desc.



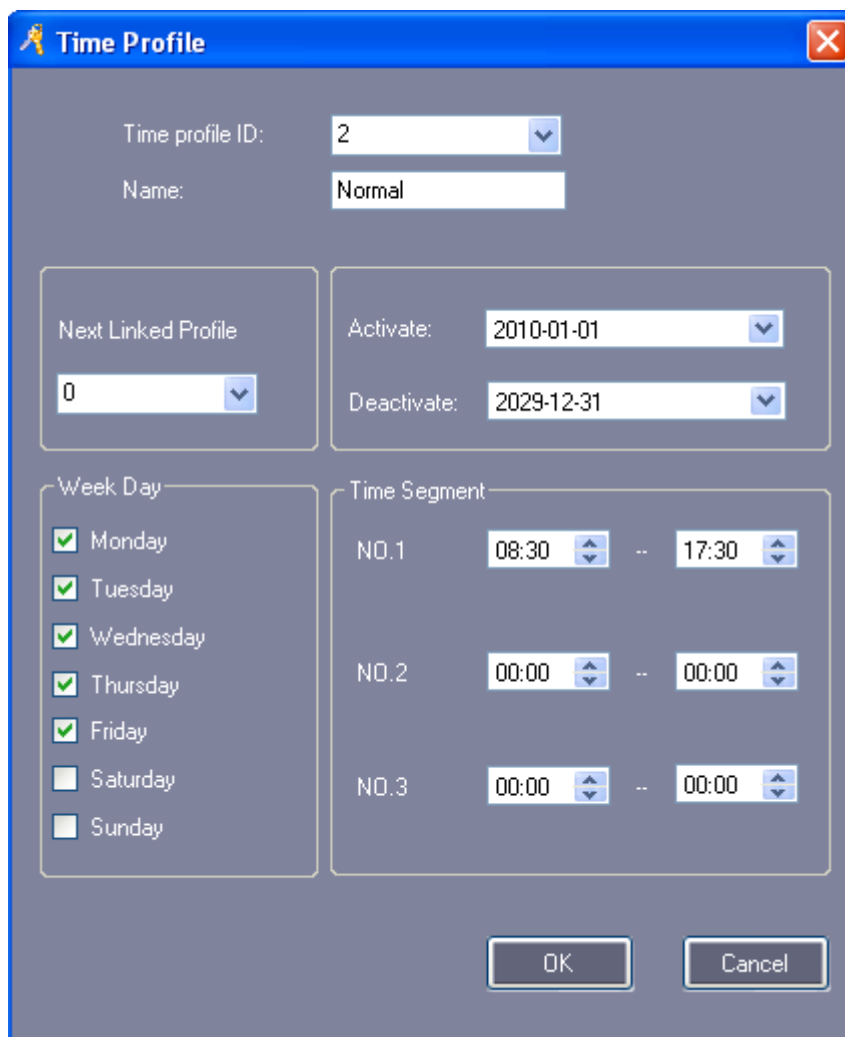
3.3 Normal

3.3.1 Activate Time profile

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



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



Click "OK"

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

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

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

Add new "Time Profile 3"

Click "OK"

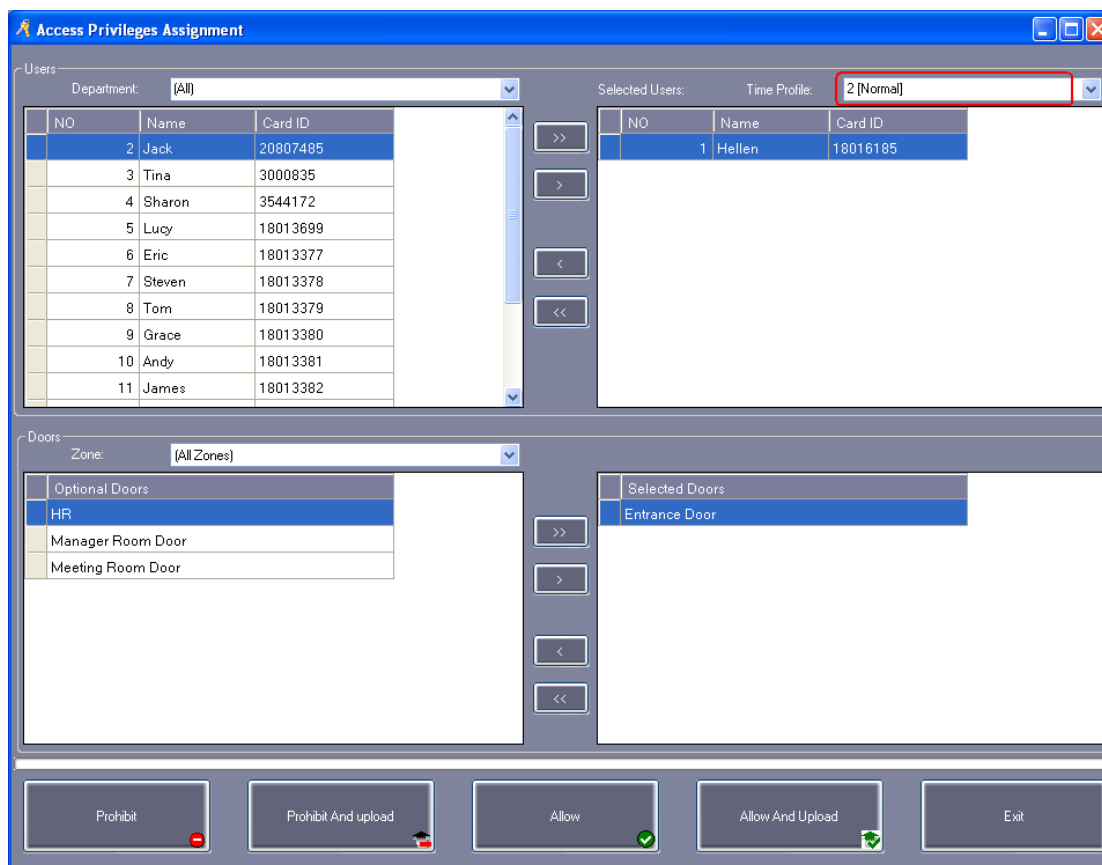
Time Profile ID	Mon	Tue	Wed	Thu	Fri	Sat	Sun	No.1 Begin	End	No.2 Begin	End	No.3 Begin	End	Linked Seg	Activate	Deactive
2 [Normal]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>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

"Time Profile 2" link "Time Profile 3"

The screenshot shows the 'Time Profile' configuration window. The 'Time profile ID' is set to 2, and the 'Name' is 'Normal'. The 'Next Linked Profile' is set to 3. The 'Activate' date is 2010-01-01 and the 'Deactivate' date is 2029-12-31. The 'Week Day' section has checkboxes for Monday, Tuesday, Wednesday, Thursday, and Friday checked, and Saturday and Sunday unchecked. The 'Time Segment' section has three rows: NO.1 with times 08:30 to 17:30, NO.2 with times 00:00 to 00:00, and NO.3 with times 00:00 to 00:00. The 'OK' and 'Cancel' buttons are at the bottom.

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

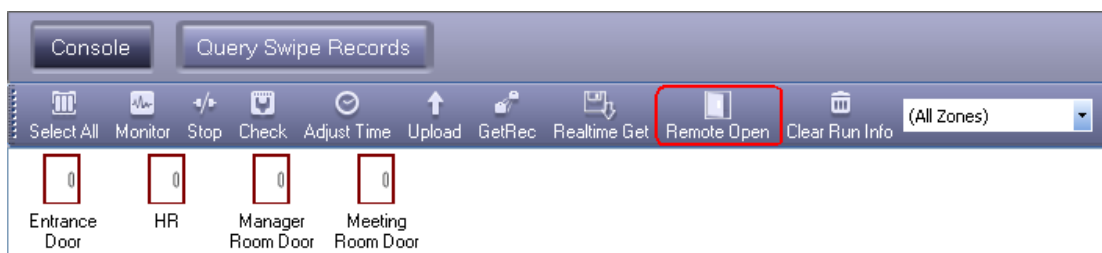
Select **【Access Control】 > 【Access Privilege】 > 【Change Privilege】**



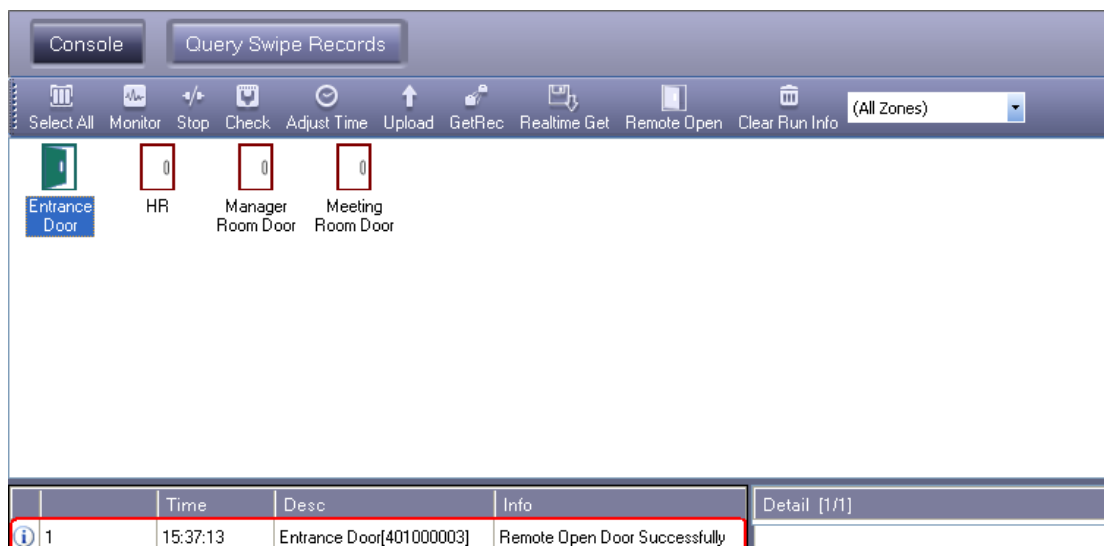
After setting privilege, please select **【Basic Operate】** > **【Console】** > **【Upload】**

3.3.2 Activate Remote Open Door

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



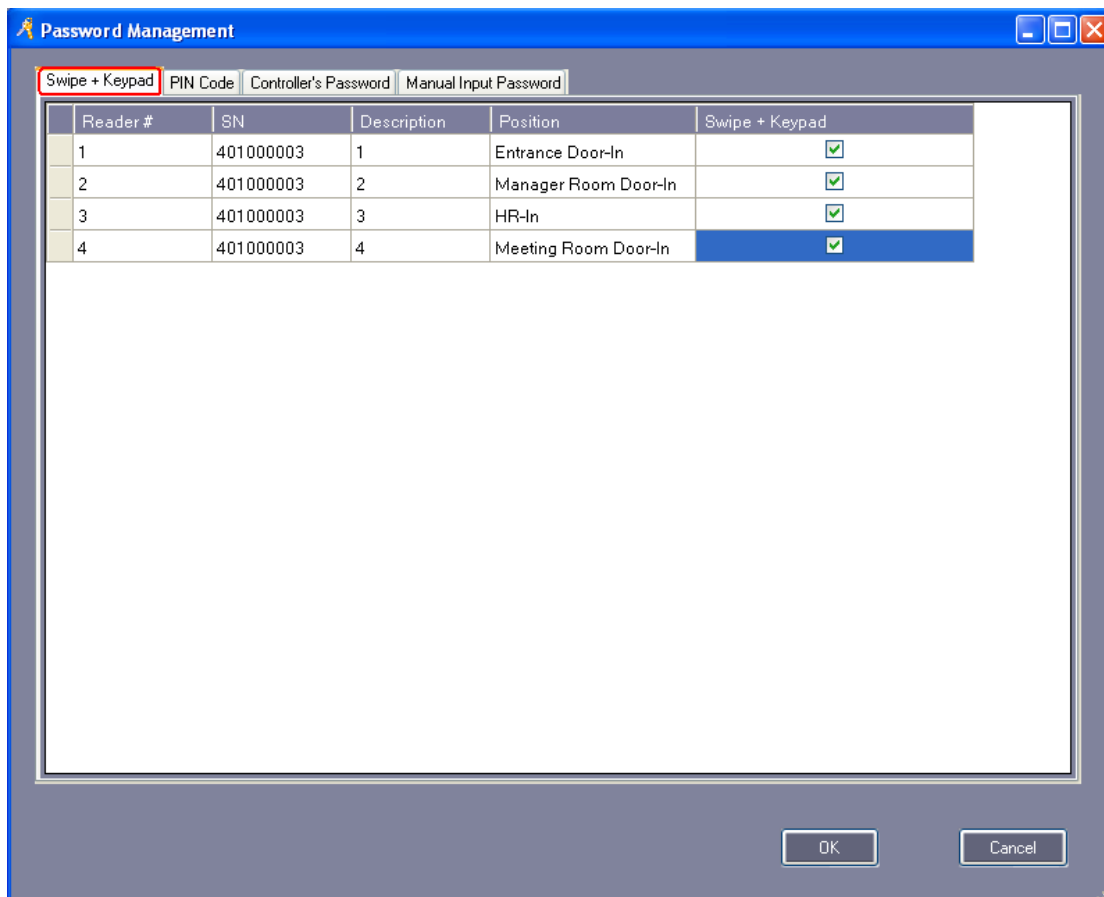
First selected “Front Door”, Then click “Remote Open”.



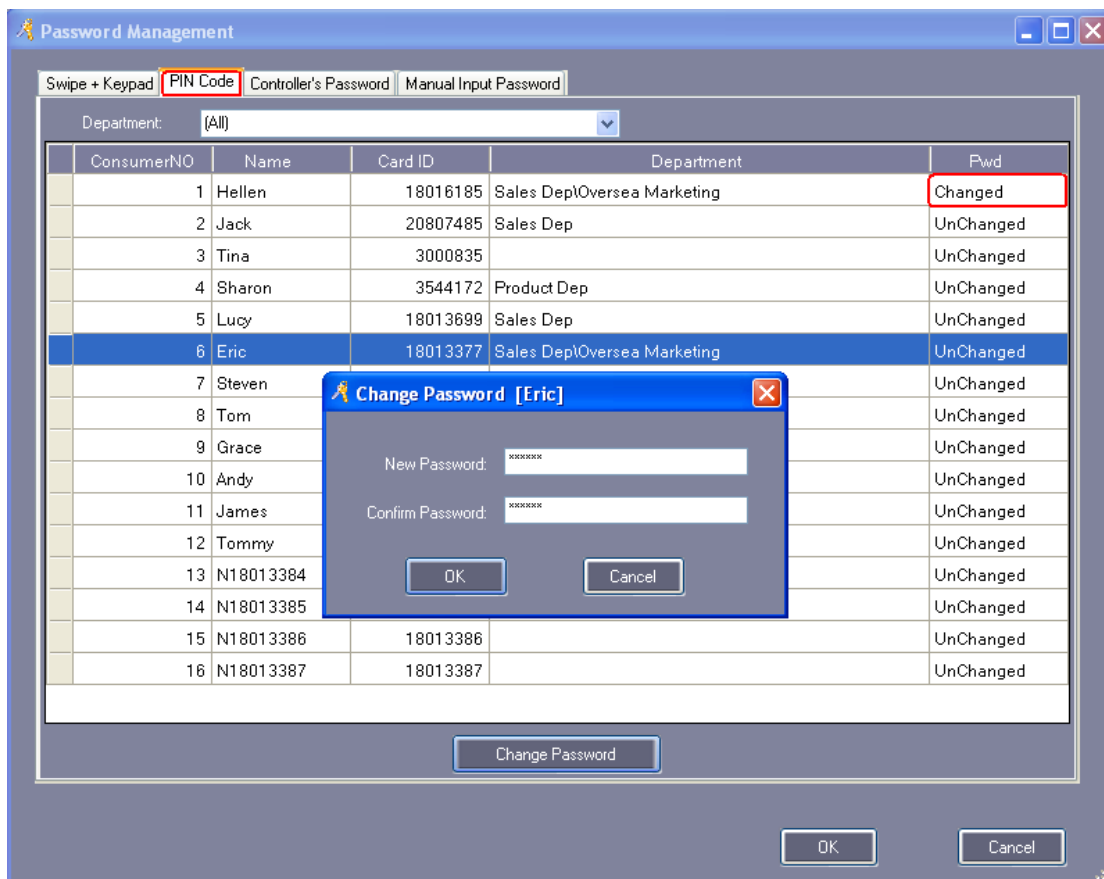
3.3.3 Activate Access Keypad

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

【Active Keypad】

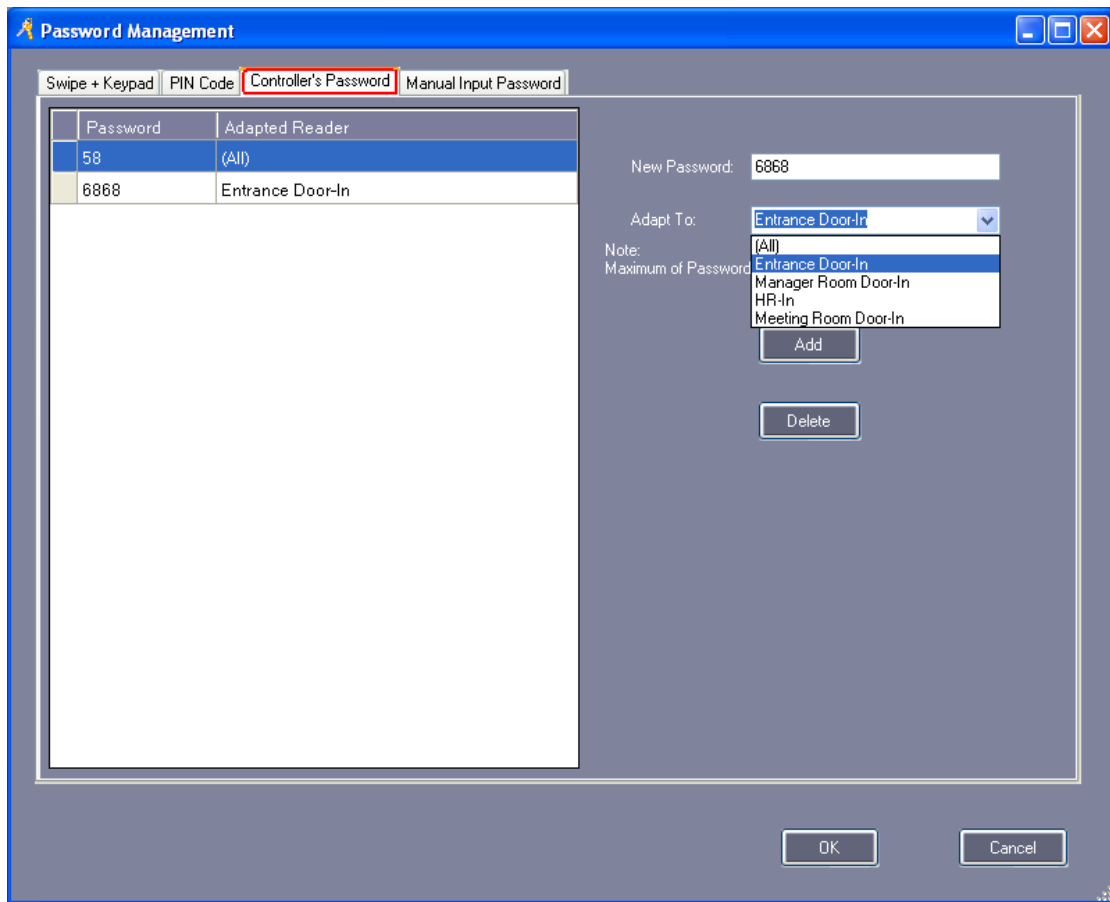


【PIN Code】

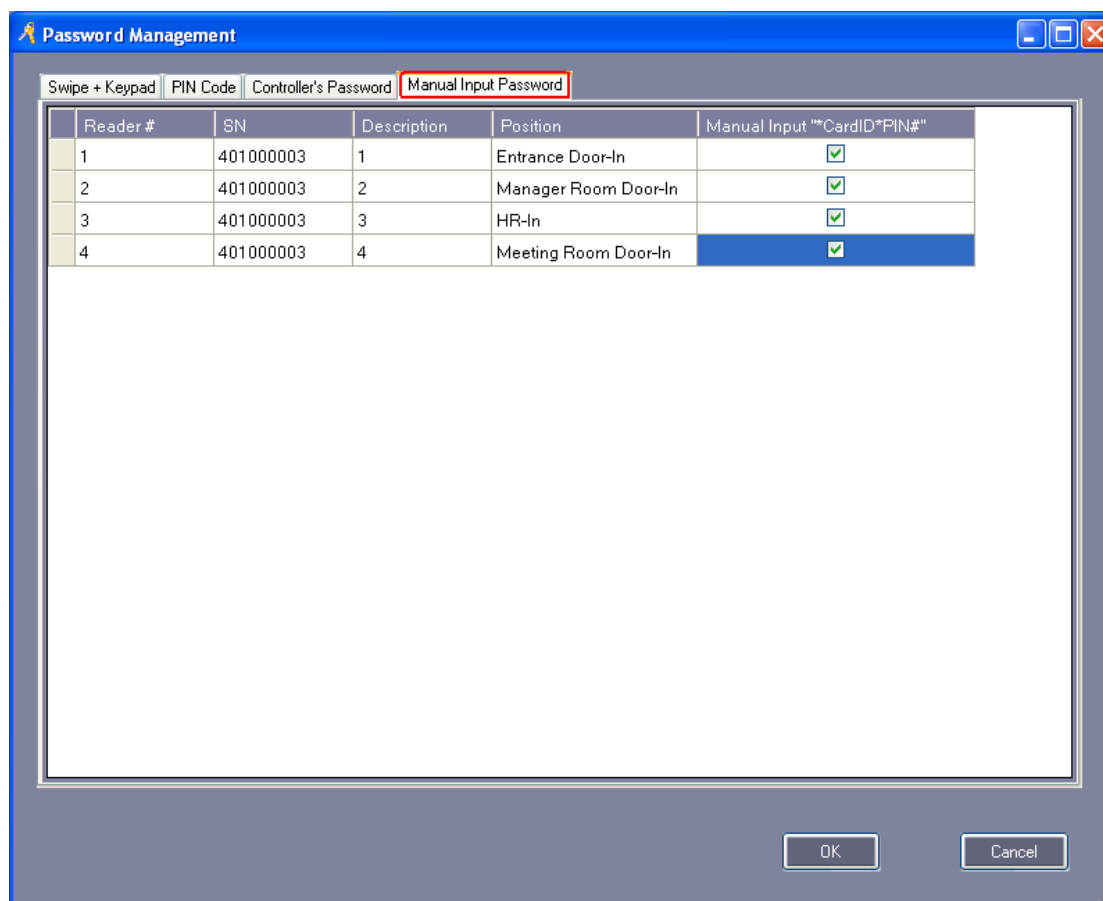


User's password is default 345678.

【Controller's Password】

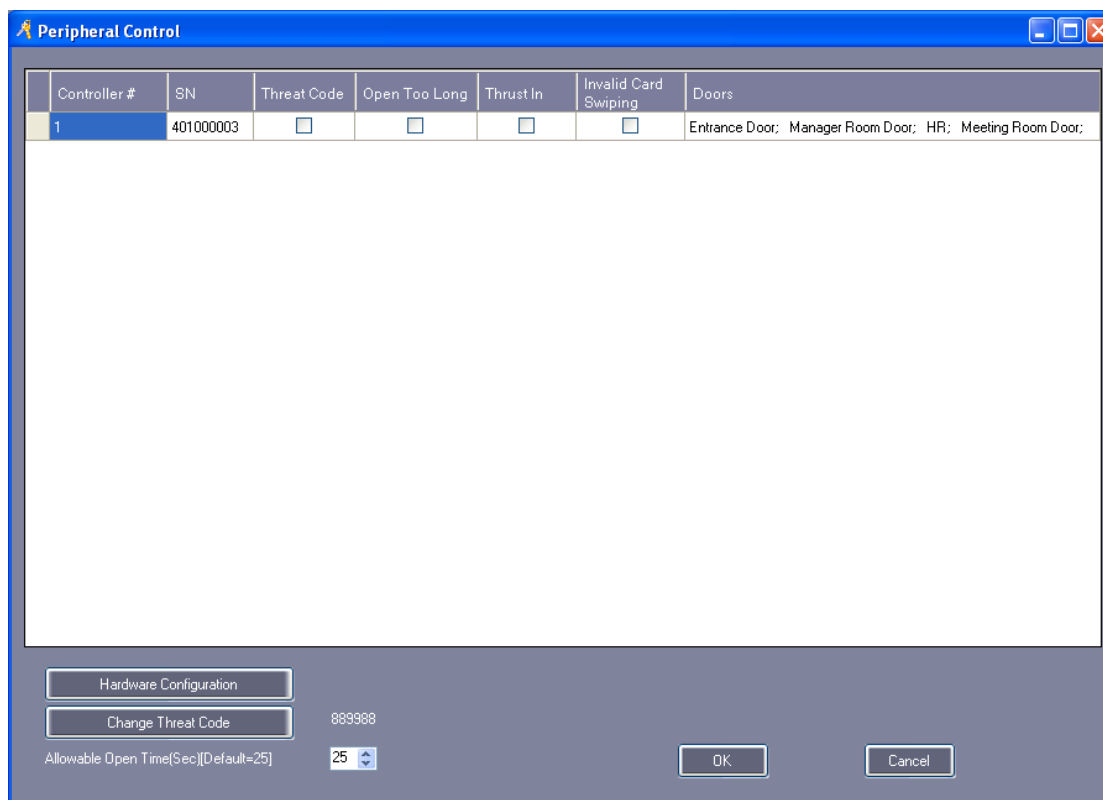


【Manual Input Password】



3.3.4 Activate Peripheral control

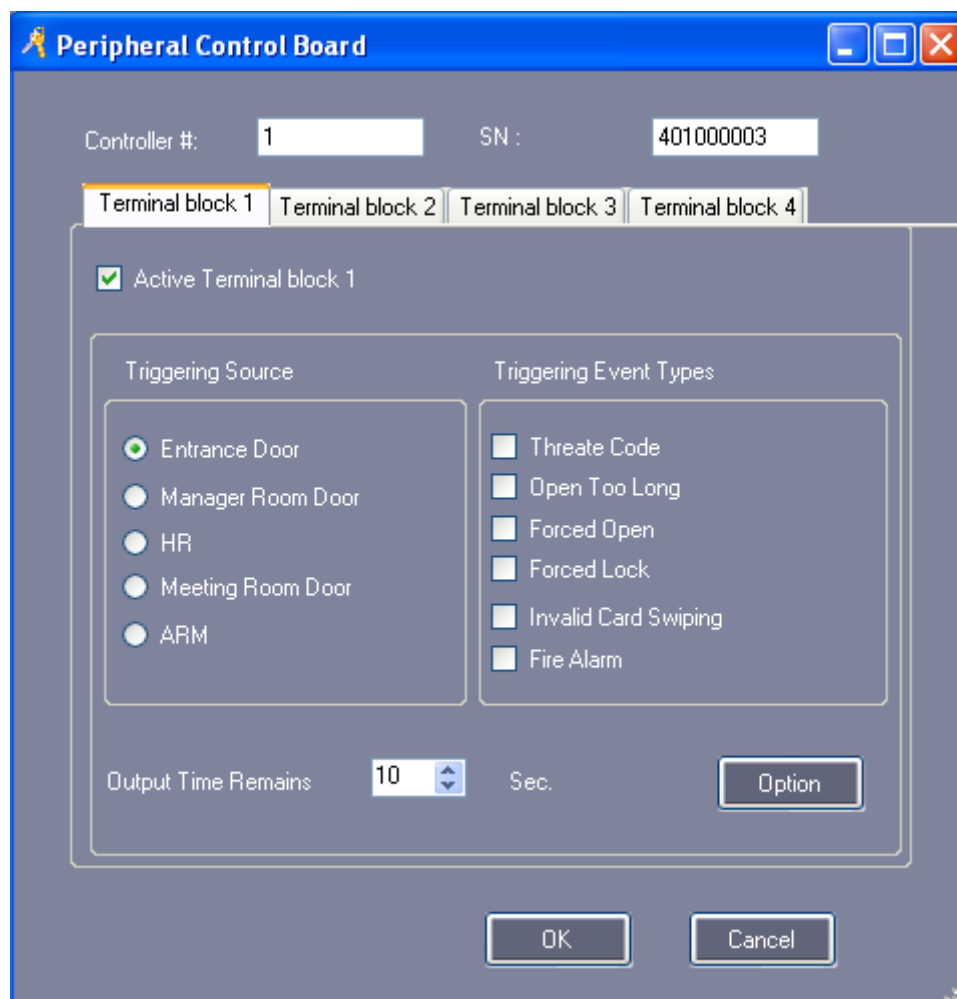
Select **【Access Control】** > **【Peripheral control】**



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

“Thrust In”: Must be connect with MenCi.

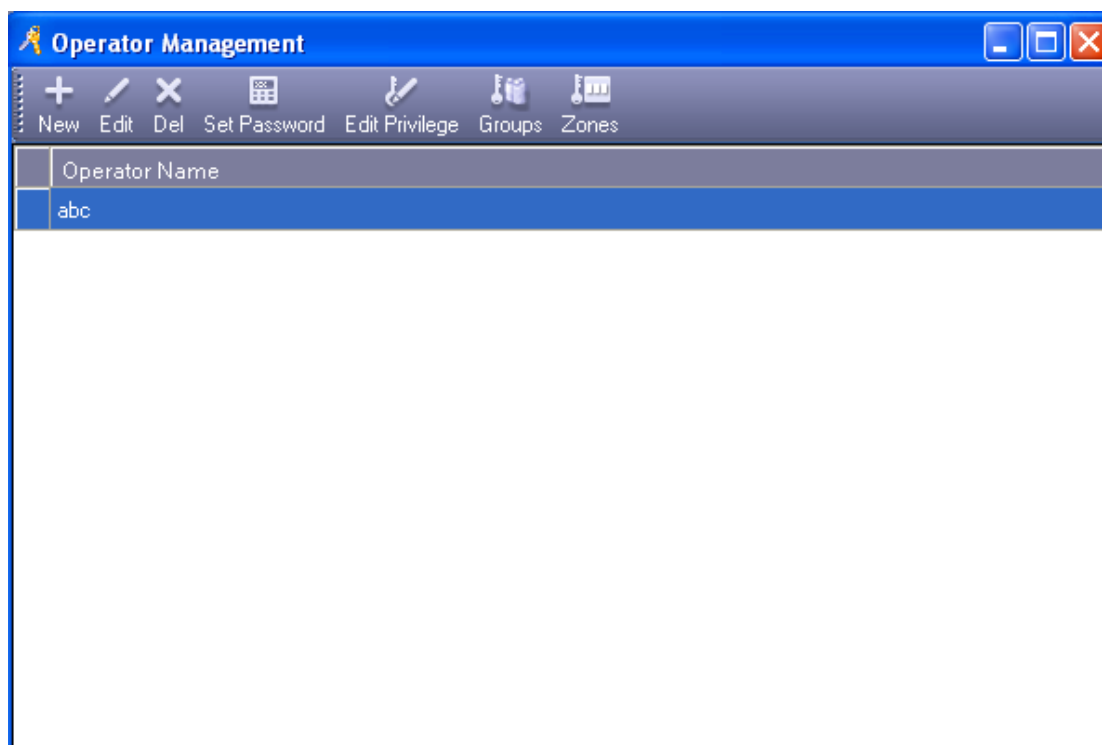
【Hardware Configuration】



3.4 Super

3.4.1 Activate Operator Management

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



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



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

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

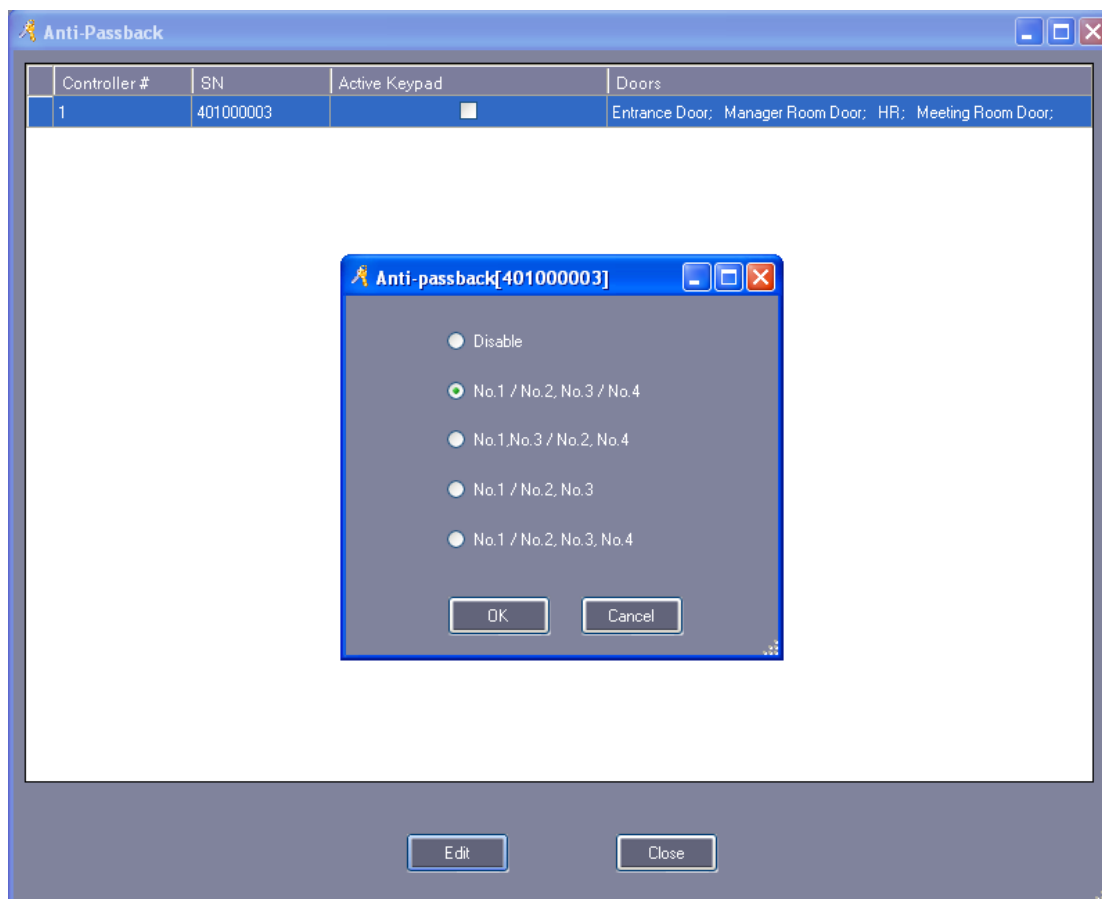
3.4.2 Activate Controller TaskList

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

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

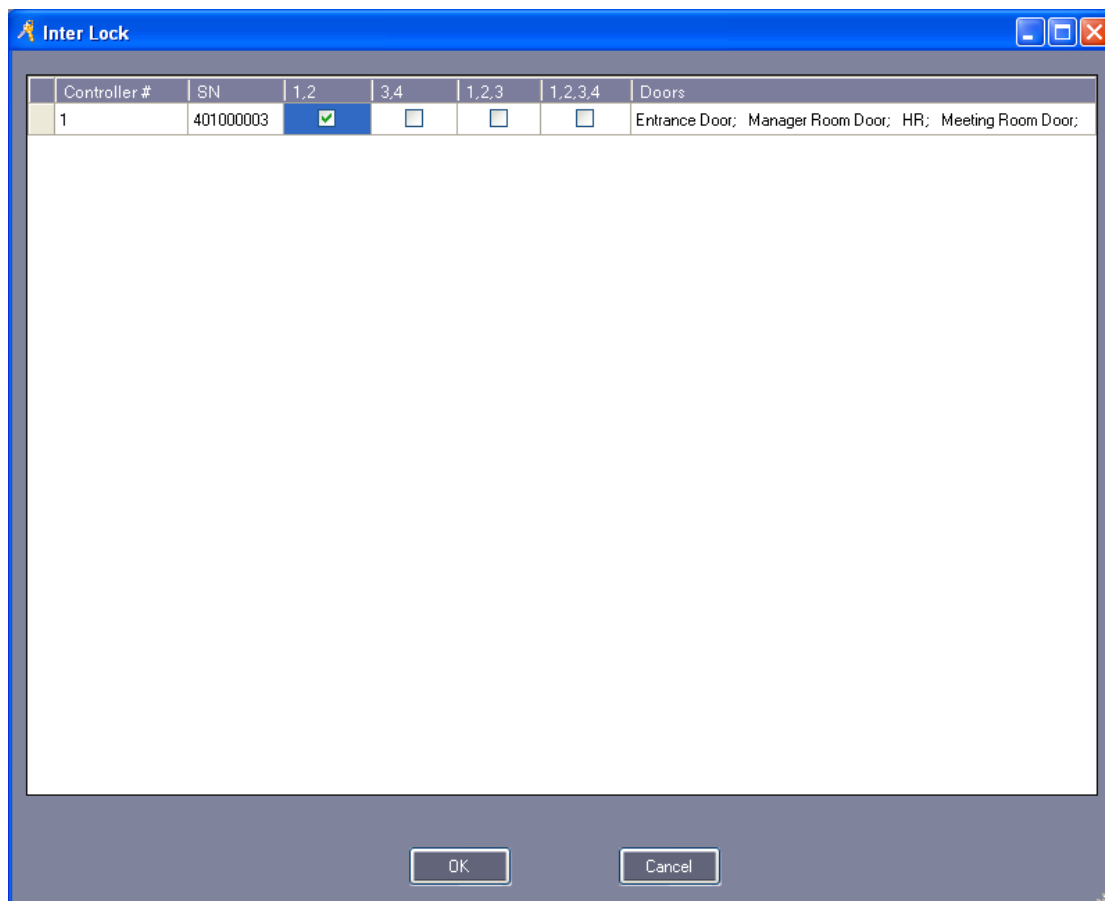
3.4.3 Activate Anti Pass Back

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



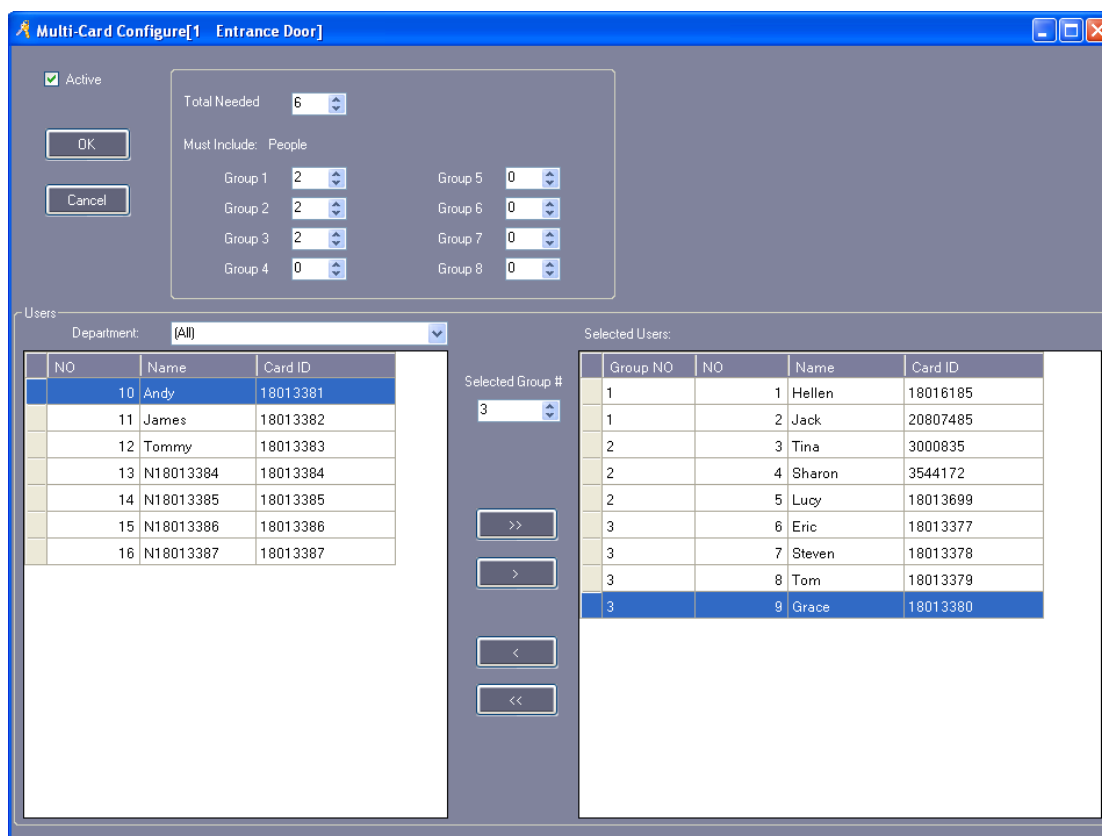
3.4.4 Activate Inter Lock

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



3.4.5 Activate Multicard Access

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



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

3.4.6 Activate First Card Open

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

First-Card Open[1 Entrance Door]

Active

Begin Time: 08:00

Control1: 0. Door Controlled

After begin time, the door switches to control1 if users with first_card swipe

End Time: 20:00

Control2: 3. Only Allow First Ca

After end time, the door switches to control2.

Week Day:

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

Users

Department: (All)

User ID	User Name	Card NO
2	Jack	20807485
3	Tina	3000835
4	Sharon	3544172
5	Lucy	18013699
7	Steven	18013378
8	Tom	18013379
9	Grace	18013380
10	Andy	18013381
11	James	18013382
12	Tommy	18013383
13	N18013384	18013384
14	N18013385	18013385
15	N18013386	18013386
16	N18013387	18013387

Selected Users:

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

>>

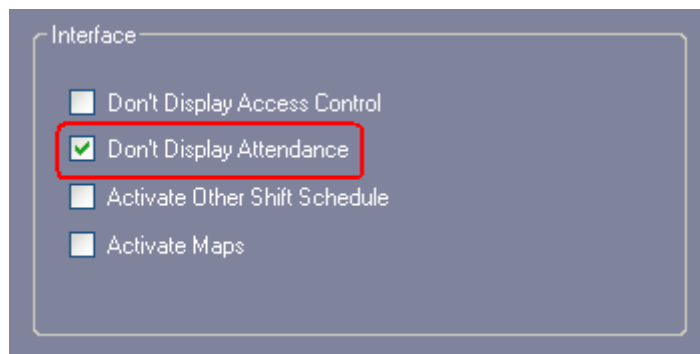
>

<

<<

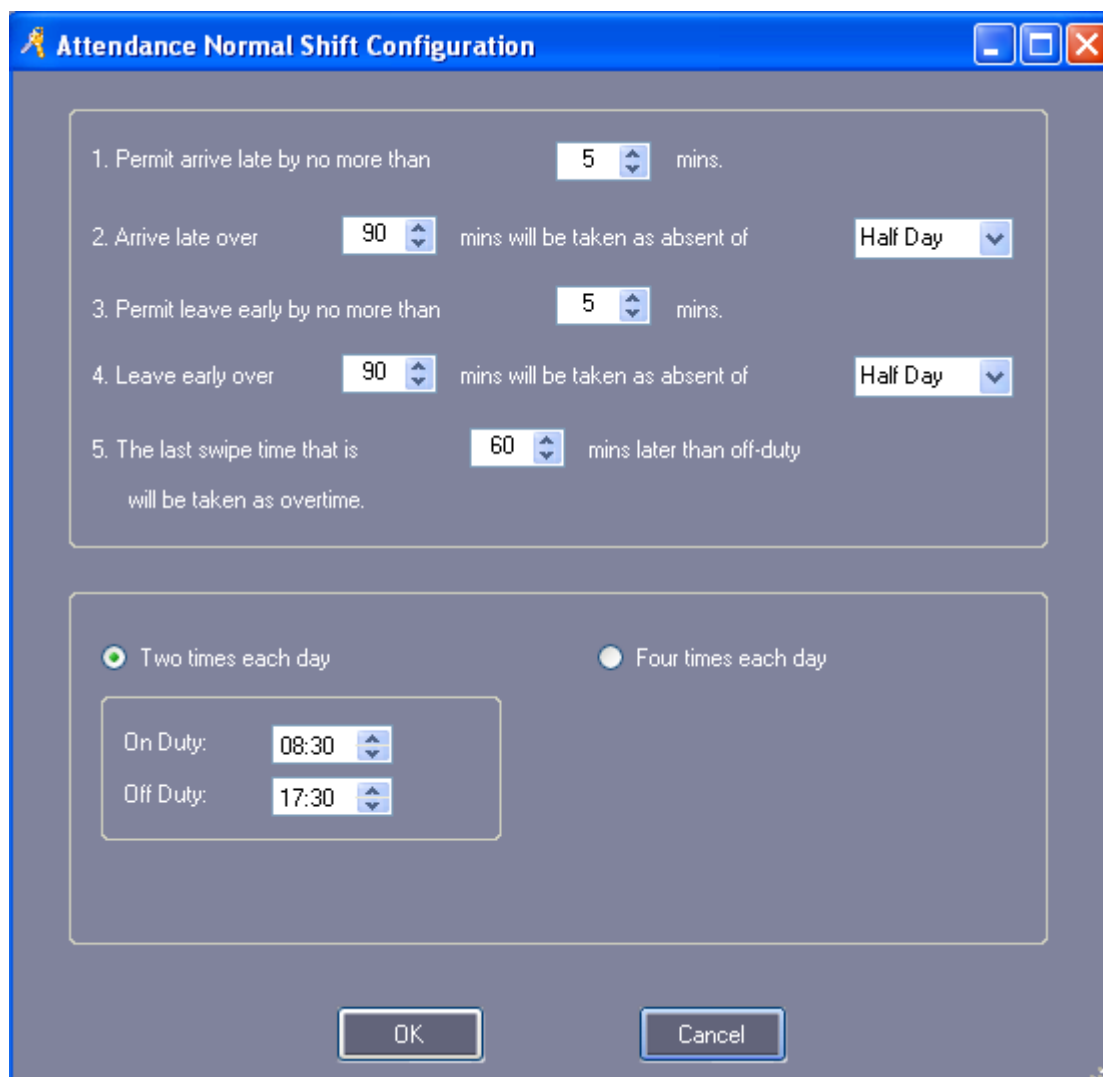
Part 4 Attendance

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



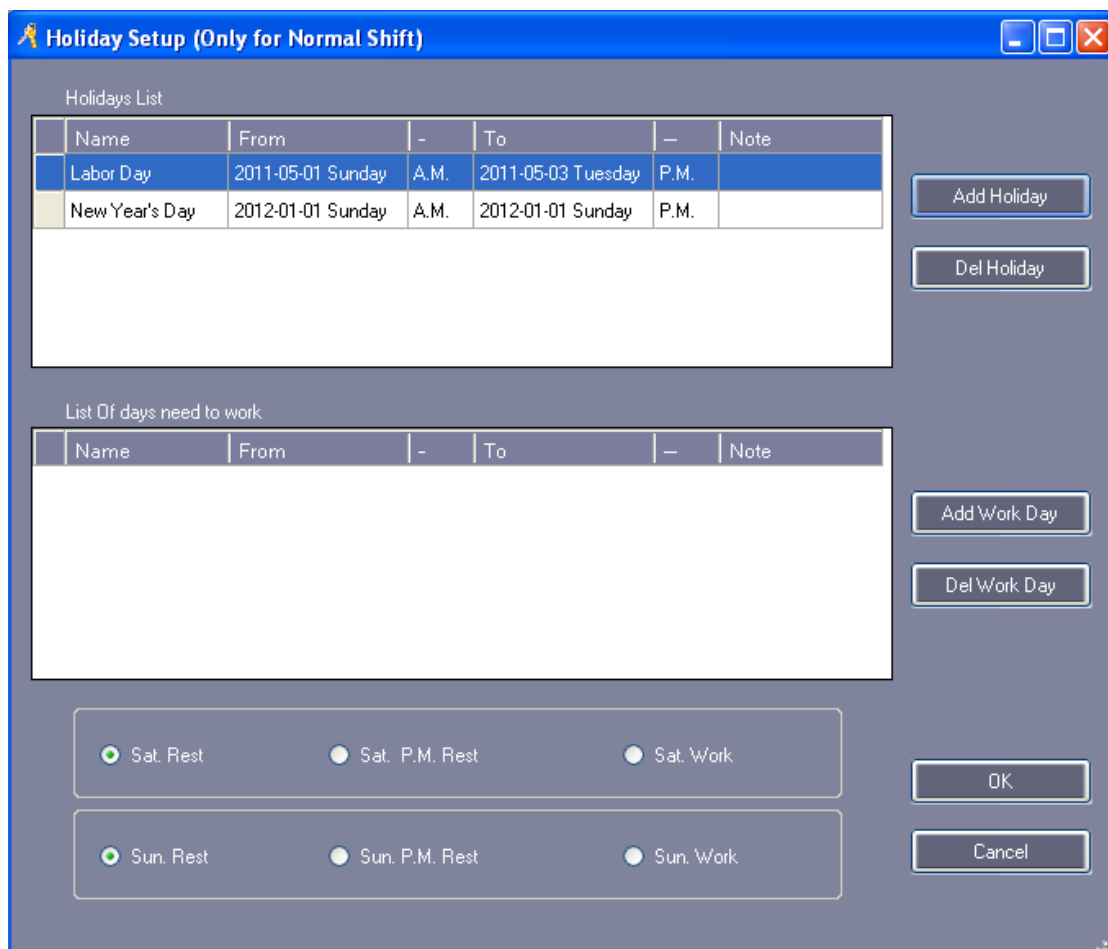
4.1 Normal Shift Configuration

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



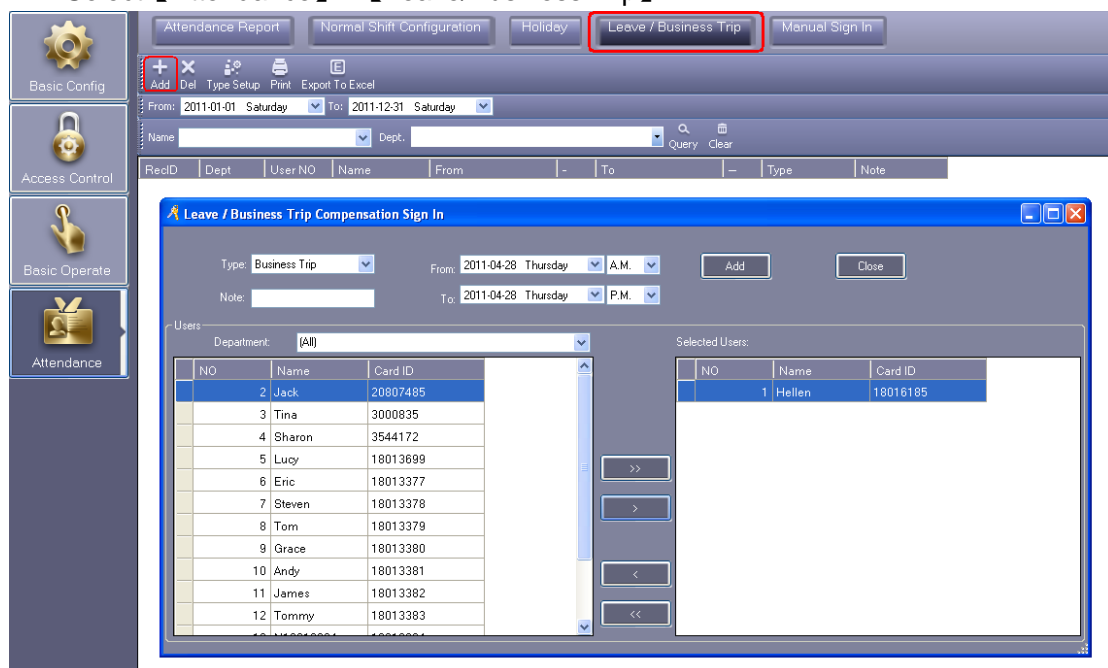
4.2 Holiday

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



4.3 Leave/Business Trip

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



4.4 Manual Sign In

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

Manual Sign In

Time: 2011-04-29 Friday 08:30

Note: forgot swipe card

Department: (All)

NO	Name	Card ID
2	Jack	20807485
3	Tina	3000835
4	Sharon	3544172
5	Lucy	18013699
6	Eric	18013377
7	Steven	18013378
8	Tom	18013379
9	Grace	18013380
10	Andy	18013381
11	James	18013382
12	Tommy	18013383
13	N18013384	18013384
14	N18013385	18013385
15	N18013386	18013386
16	N18013387	18013387

Selected Users:

NO	Name	Card ID
1	Hellen	18016185

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

Add Del Print Export To Excel

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

Name Dept. Query Clear

ReclD	Dept	User NO	Name	Date Time (Sign-In)	Note
1	Sales Dep\Oversea Marketing	1	Hellen	2011-04-29 08:30:00 Friday	forgot swipe card

4.5 Attendance Report

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

Access Control Software Operation Guide

Click "Create"

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

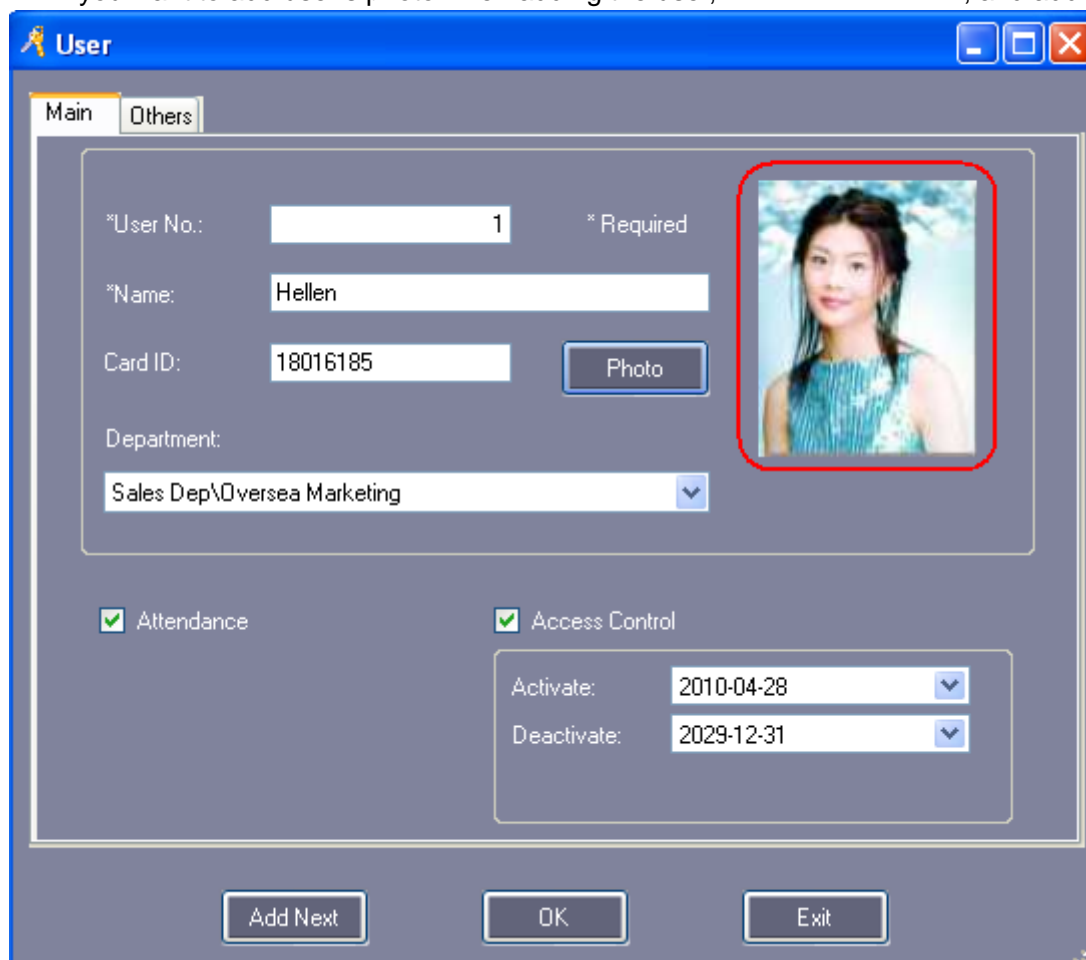
Click "Statistics"

Dept	Consumer NO	User	Planne Days	FullWork Days	Late Minutes	Late Coun	LeaveE: Minutes	LeaveEa Count	Over (hr)	Abse Days	Not Swip	Manua SignIn (Times)	Busine Trip (Days)	Sick Leave	Private Leave
Sales Dep\Oversea marketing	1	Hellen	22	19	2	1	5	1		0.5		44			

Part 5 Excursus

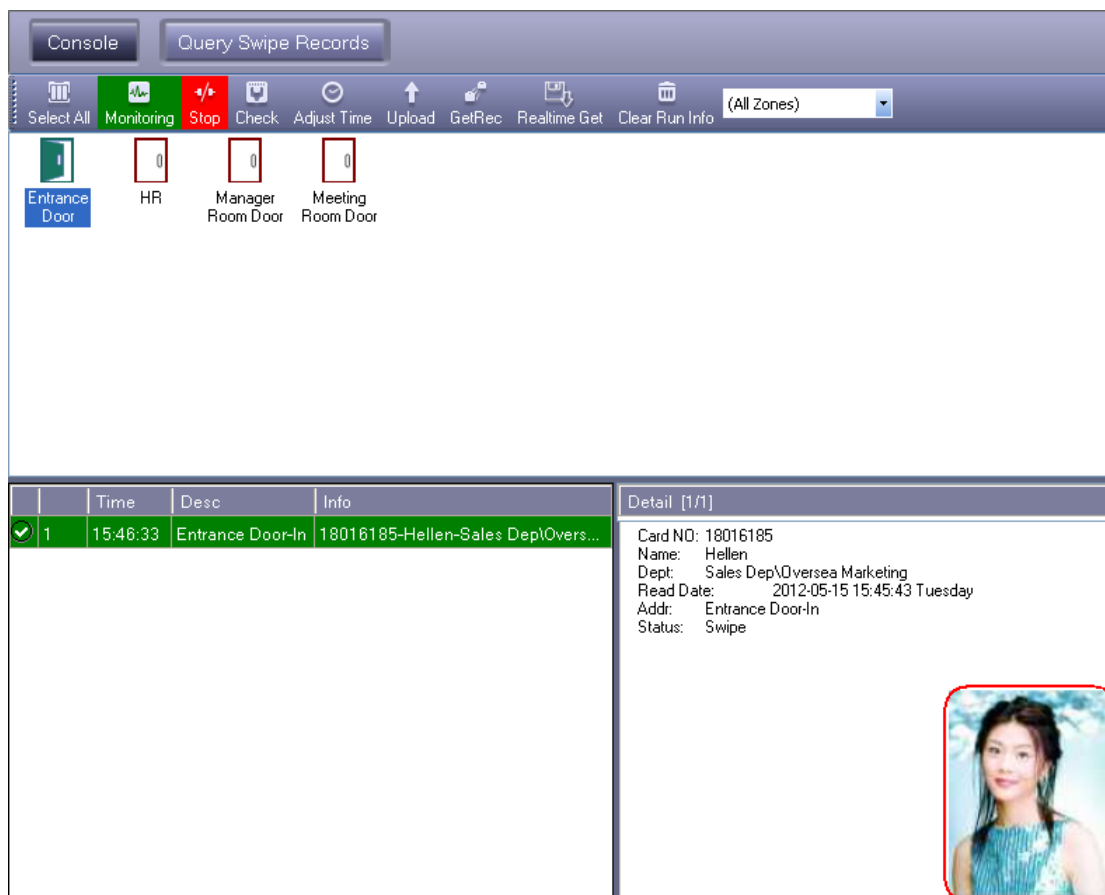
5.1 How to display user's photo at Monitor

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



The screenshot shows a software window titled "User" with a blue header bar. Below the header, there are two tabs: "Main" (selected) and "Others". The main area contains several input fields and a photo. The fields are: "*User No.:" with a text box containing "1" and a "* Required" label; "*Name:" with a text box containing "Hellen"; "Card ID:" with a text box containing "18016185" and a "Photo" button; and "Department:" with a dropdown menu showing "Sales Dep\Oversea Marketing". Below these fields, there are two checked checkboxes: "Attendance" and "Access Control". Under "Access Control", there are two date dropdowns: "Activate:" with "2010-04-28" and "Deactivate:" with "2029-12-31". At the bottom of the window, there are three buttons: "Add Next", "OK", and "Exit". A photo of a woman is displayed in a red-bordered box on the right side of the form.

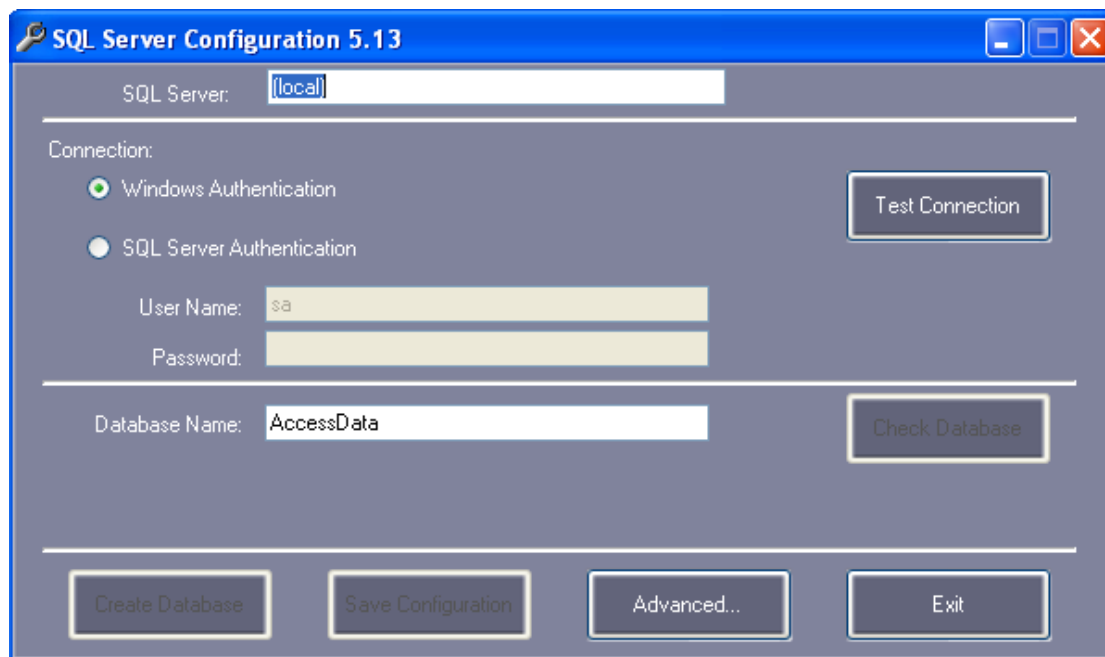
At the monitor window, it can show the user's photo when the user swiping card.



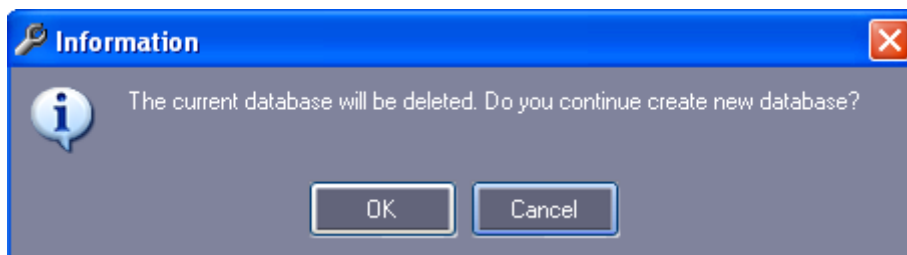
5.2 SQL Server Configuration

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

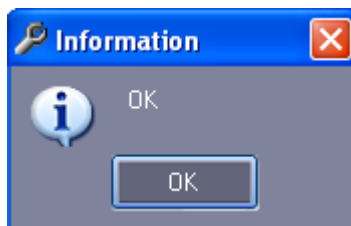
Select **【Start】 > 【Programs】 > 【AccessControl】 > 【SqlSet】**



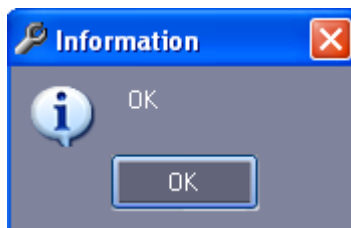
Click "Create Database"



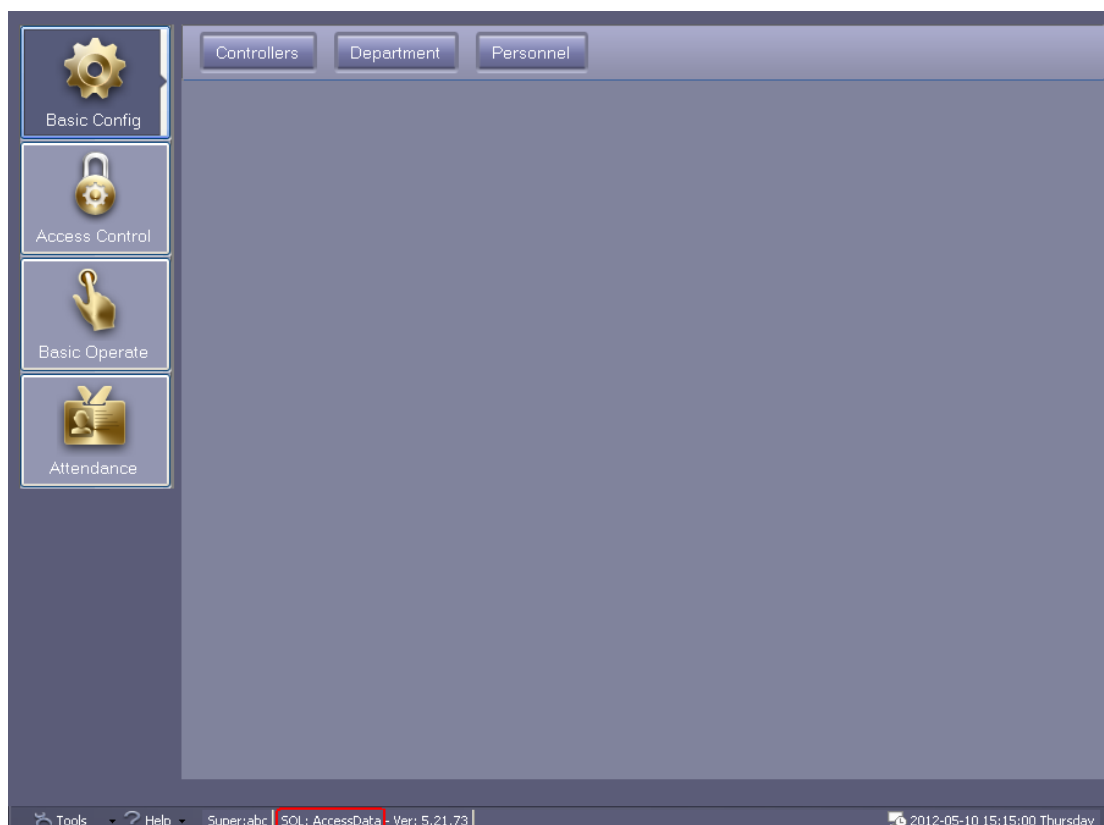
Click "OK"



Click "OK", Then Click "Confirm"



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

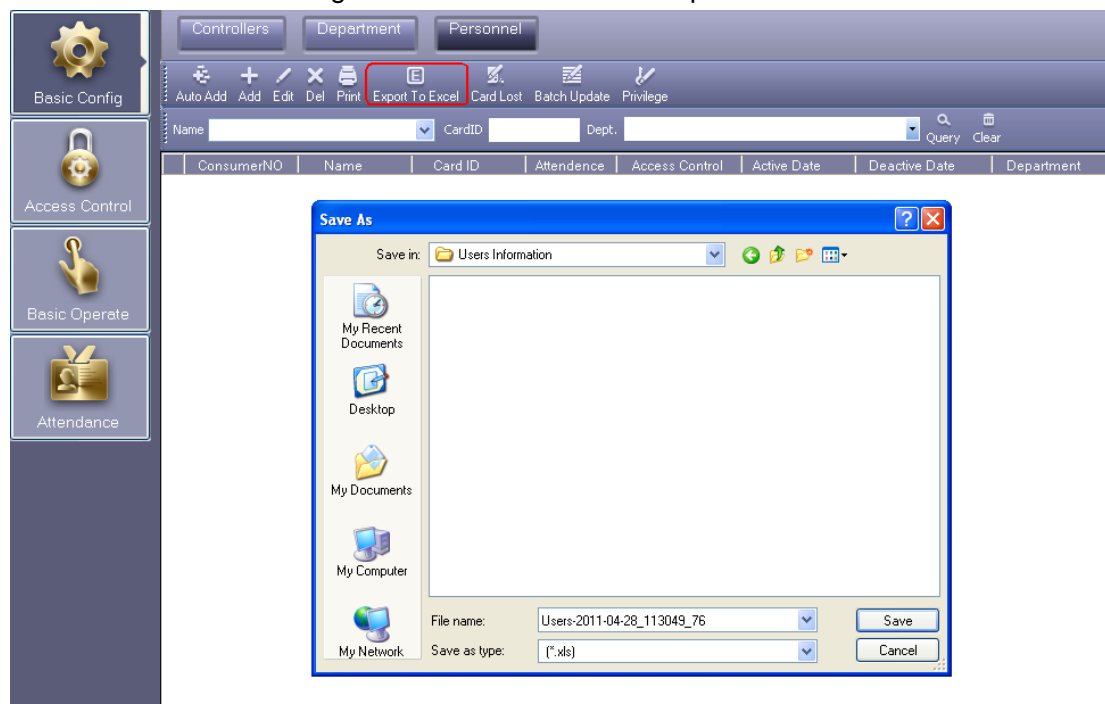


5.3 Import consumer's information from Excel

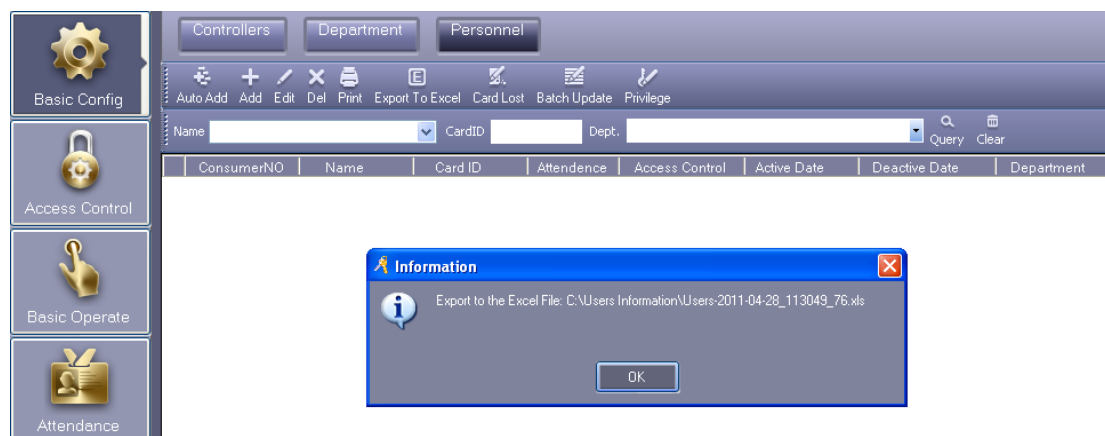
Attention: It can only import valid “ConsumerNO”, “Name”, “CardID” and “Department”.

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

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



Click “Save”



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

The screenshot shows Microsoft Excel with the file 'Users-2011-04-28_113049_76.xls' open. The spreadsheet contains the following data:

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

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

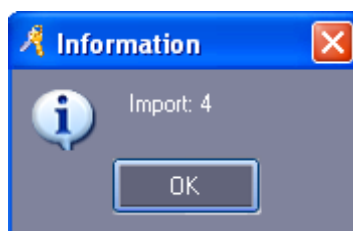
You just create users "ConsumerNO", "Name", "Card ID" and "Department" of the data. For example:

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

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

After create users' data, Login software "Access Control", Click **【Basic Configure】** > **【Personnel】** Mouse Right Click, Select **【Import From Excel】** and Click. Select edited Excel document "Users-2011-04-28_113049_76.xls"

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



Import Result as:

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