## CONTENTS

### Preface
- Purpose of this Document ................................................................. 4
- Audience .......................................................................................... 4

### Part 1 Setup and Remove applications .................................................. 4
1. Setup applications .................................................................................. 4
   1.1.1 Setup Microsoft.Net ....................................................................... 5
   1.1.2 Setup Access Control software ......................................................... 7
1.2 Remove applications ............................................................................... 9

### Part 2 Login .......................................................................................... 11

### Part 3 Adding and Editing Basic Configure .............................................. 13
3.1 Add Department .................................................................................. 13
3.2 Add and Edit a Personnel ..................................................................... 14
3.3 Import customer’s information from Excel .......................................... 15

### Part 4 Access Control ............................................................................ 16
4.1 Configuration ...................................................................................... 16
   4.1.1 Hardware Configure ....................................................................... 16
   4.1.2 Access Privilege ............................................................................... 17
   4.1.3 Rename Door .................................................................................. 20
   4.1.4 Set Open Delay ............................................................................... 20
4.2 Basic Operate ..................................................................................... 21
   4.2.1 Check controller’s Info ................................................................. 21
   4.2.2 Upload Setting .............................................................................. 22
   4.2.3 Monitor ......................................................................................... 22
   4.2.4 Download .................................................................................... 24
   4.2.5 Locate .......................................................................................... 25
   4.2.6 Persons Inside ............................................................................... 26
   4.2.7 Query Records ............................................................................ 26

### Part 5 Tools ............................................................................................ 27
5.1 Lost Card register .............................................................................. 27
5.2 Change Password ............................................................................... 27
5.3 Operator Management ........................................................................ 28
5.4 DB Compact/Repair ........................................................................... 30
5.5 Interface Locked ................................................................................ 30
5.6 Option ............................................................................................... 31

### Part 6 Extended Function ...................................................................... 32
6.1 Time profile ....................................................................................... 35
6.2 Peripheral control ............................................................................... 38
6.3 PassWord Management ...................................................................... 39
6.4 Anti-passback .................................................................................... 41
6.5 InterLock .......................................................................................... 42
6.6 Activate Multi-card access ................................................................. 43
6.7 Timing auto-operation management .................................................. 44
6.8 Timing collect data ................................................................. 45
6.9 Periodically Upload Privilege .................................................. 46
6.10 Log Query ............................................................................ 47
6.11 First Card Open ..................................................................... 48
6.12 Monitoring Map ................................................................... 49
6.13 Camera Monitoring .............................................................. 50
6.14 Check Access Manger .......................................................... 54
6.15 Meeting Sign ....................................................................... 57

Part 7 Module: Attendance .......................................................... 61
7.1 Normal shift configuration ...................................................... 61
7.2 Holiday ................................................................................. 62
7.3 Leave/Business Trip .............................................................. 63
7.4 Manual Sign In ...................................................................... 64
7.5 Report .................................................................................... 65

Part 8 Module: Patrol ................................................................. 66
8.1 Patrol Configure .................................................................... 67
8.2 Patrolman ................................................................. 67
8.3 Patrol Point ........................................................................ 68
8.4 Patrol Route ........................................................................ 69
8.5 Patrol Task .......................................................................... 70
8.6 Patrol Report ....................................................................... 71
8.7 Patrol Statistics Report .......................................................... 71

Part 9 Const meal ..................................................................... 72
9.1 Meal setup .......................................................................... 72
9.1.1 Readers for Meal ............................................................. 72
9.1.2 Meal Rules ..................................................................... 73
9.1.3 Meal Period .................................................................... 73
9.2 Meal Report ......................................................................... 74

Part 10 Excursus: .................................................................. 75
10.1 RS232/RS485 .............................................................. 75
10.2 TCP/IP .............................................................................. 76
10.3 Complex network ............................................................. 76
Preface

Purpose of this Document

The Software Suite Guide provides the procedures and information necessary to use Version 6.8 of the Access Control System. These procedures guide you to use the following groups of functions:

Badging
Hardware configuration
Database configuration
Monitoring
Reporting
Administration

Audience

This direction is written for two kind of readers. Part 1 is opened for actual operation Access Control System’s user, such as security personnel. Part 2 is opened for an administrator who first configures the system.

Part 1 Setup and Remove applications

1.1 Setup applications

First puts in the CD to CD-ROM, then run the applications of setup (insert CD) .
1.1.1 Setup Microsoft.Net

When in your computer has not installed Microsoft.NET Framework, The system can from next step for you to install Microsoft.NET Framework 1.1.
If your computer has installed Microsoft.NET Framework, The system will from next step for you to install Access Control System.
1.1.2 Setup Access Control software

The installer will guide you through the steps required to install Contactless Cards Management System[Access Control, Attendance] V6.8 on your computer.

WARNING: This computer program is protected by copyright law and international treaties. Unauthorized duplication or distribution of this program, or any portion of it, may result in severe civil or criminal penalties, and will be prosecuted to the maximum extent possible under the law.

Select Installation Folder

The installer will install Contactless Cards Management System[Access Control, Attendance] V6.8 to the following folder.

To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".

Folder:
C:\Program Files\ICCard\ Browse..  

Install Contactless Cards Management System[Access Control, Attendance] V6.8 for yourself, or for anyone who uses this computer:

- Everyone
- Just me
Confirm Installation

The installer is ready to install Contactless Cards Management System[Access Control & Attendance] V6.8 on your computer.

Click "Next" to start the installation.

Installing Contactless Cards Management System[Access Control & Attendance] V6.8

Contactless Cards Management System[Access Control & Attendance] V6.8 is being installed

Please wait...
After the installation completes, the desktop automatically will create Center V6.8.

1.2 Remove applications
Part 2  Login

Click the Access Control Management Software Suite Guide or run All Programs << iccard << Access Control & Attendance V6.8.

It will open up the Login windows. As follows:

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

After login, it will show the main windows. as follows:
At your first login, it will show a basic guide. If you do not have the experience, you may complete the basic operation and the establishment under this guide's direction. But, we suggested that you'd better close the basic guide at the same time you should read the manual carefully to familiar with the operation of software.

After close the "basic guide", the operation windows as follows.
Part 3 Adding and Editing Basic Configure

3.1 Add Department

Select Basic Configure > Departments from the menu bar

Click the button to create a new department.

Click the button to add a new section under a department.
3.2 Add and Edit a Personnel

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

After you input all information about the user, click this button, the system had add a user. At the same time, it will remain show the **user windows** and wait for you input the next user’s information.
3.3 Import customer's information from Excel

Select Personnel << Ctrl + Shift + Q << Import From Excel

If you want to use Excel importing customer’s information, please edit the document of userinfo.xls first., the userinfo.xls document is located on the control at gate manages software (C:\Program Files\iCCard), showing as this:
Remark: The card number must be more than three numbers, department and section can with "\" for box off a sign. For example: MIS\DEV

Import customer's information from Excel was successfully, information hints, click an assurance.

### Part 4  Access Control

#### 4.1  Configuration

Your organization can prevent material or information robbery, by limiting / supervising the access to all or part of your facility (lab, computer room, or storage areas) to authorized persons, during specific time periods.

Smart multi-technology controllers, linked to advance identification systems, are programmed to control "who is going where and when". Each person is equipped with a personalised card or another ID that controls access.

When a badge holder needs permission to access a particular area, the information is relayed from the reader to the controller. The controller either grants or refuses access according to the parameters defined (access authorization, time zones, etc.) The operations are then sent to the PC and listed in the backlog and the journal.

Access control parameters are mainly defined in the “Parameter” section of the application.

#### 4.1.1  Hardware Configure

Select **Basic Configure << Controllers** from the menu bar

Click the **New** button to add the controllers into system.
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.

Note: If the product S/N you fills and the PCB’s label S/N:***** are different, it will cause the software can’t communicate with the controllers.

If you want to see the setting details, please consult the Excursus.

4.1.2 Access Privilege

Select Access Control << Access Privilege from the menu bar or shortcut.
After you click this button, and then basic operate << upload, the selected users can through selected doors.

After you click this, the selected users can through selected doors.
After you click this button, and then basic operate >> upload, the selected users can’t through selected doors.

After you click this button, the selected users can’t through selected doors.

Copy Privileges

If user A and the user B have the same privileges, we can copy user A’s privileges to user B.
After you add the all privilege into the system, you must go to the `basic operate << upload` to Upload Setting (Part 4.2.2).

### 4.1.3 Rename Door

Select `Basic Operate << Console`,

Select the door first and then Right Click pop-up menu.

### 4.1.4 Set Open Delay

Select `Basic Operate << Console`

Select the door first and then Right Click pop-up menu.
4.2 Basic Operate

Select **Basic Operate << Console** from the menu bar. The console windows contain many basic operate for controller. For example, check info, Adjust Time, Upload, Monitor, Collect Data etc.

4.2.1 Check controller’s Info

Select **Basic Operate << Console** from the menu bar or the shortcut of **Basic Operate << Check**.

It will show the control’s basic information, such as the amount of records and privileges, door state, control state, open delay (sec). If the controller is good Communicate with computer, the door label’s color is green; otherwise the door label’s color is red.
4.2.2  Upload Setting

Select **Basic Operate << Console** from the menu bar or shortcut of **Basic Operate << Upload**

After you set the access controller’s information, you must upload the database’s configuration to access controllers.

4.2.3  Monitor

Select **Basic Operate << Console** from the menu bar or shortcut of **Basic Operate << Monitor**
Attention: how to display user’s photo at Monitor

First: You must rename the user’s photo name with his or her Card Number. For example: the photo name is 8862127.jpg. In actual 8862127 is Card Number.
Second: When you adding user, the user’s Card Id is the photo name just what you renamed. For example: 8862127 is the photo’s name.
At the monitor window

When the user swiping card, the monitor window could show the user’s photo at the same time.

4.2.4 Download

Select **Basic Operate << Console** from the menu bar or shortcut of **Basic Operate << Download**

**Download**: Gather the access controller’s records to database.
4.2.5 Locate

At the Realtime download window, Select the door first and then Right Click pop-up menu, then choose **Locate**. you can carry out Personnel localization.
You can input the user’s Name or Card ID or Worker No into the User textbox, it will indicate this person the latest record that what’s time which door the person entered. So you can know the place of this person at present.

4.2.6 Persons Inside

At the Realtime download, Select the door first and then Right Click pop-up menu, then choose Persons Inside, it will show the window of Persons Inside the door.

4.2.7 Query Records

Select Basic Operate << Query Card Records from the menu bar or the shortcut of Basic Operate << Query Card Records
Part 5  Tools

5.1 Lost Card register

When someone has lost him or her card, you must carry on the loss registration to the old card, and then redistributes a new card to someone. The steps as follows:

Select Basic Configures<<Lost Card register

5.2 Change Password

Change operator’s password.
Select Tools<< Change Password

<table>
<thead>
<tr>
<th>Tools</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Change Password</strong></td>
<td></td>
</tr>
<tr>
<td>Operator Management</td>
<td></td>
</tr>
<tr>
<td>DB Compact/Repair</td>
<td></td>
</tr>
<tr>
<td>Extended Functions</td>
<td></td>
</tr>
<tr>
<td>Option</td>
<td></td>
</tr>
<tr>
<td>Periodically upload users' privilege</td>
<td></td>
</tr>
<tr>
<td>Interface Locked</td>
<td></td>
</tr>
</tbody>
</table>

**Change Password**

- Old Password: ***
- New Password: ****
- Confirm New Password: ****

[OK] [Cancel]

5.3 Operator Management

Select Tools<< operator Management

<table>
<thead>
<tr>
<th>Tools</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operator Management</strong></td>
<td></td>
</tr>
<tr>
<td>DB Compact/Repair</td>
<td></td>
</tr>
<tr>
<td>Extended Functions</td>
<td></td>
</tr>
<tr>
<td>Option</td>
<td></td>
</tr>
<tr>
<td>Periodically upload users' privilege</td>
<td></td>
</tr>
<tr>
<td>Interface Locked</td>
<td></td>
</tr>
</tbody>
</table>
**Edit Privilege**: assign the executable operation and function to operators.

**Department**: assign the Department that the operator can manage.

**Door**: assign the Door that the operator can manage.
5.4  DB Compact/Repair

Select Tools<< DB Compact/Repair

5.5  Interface Locked

The operator is afraid of someone will operate the software after she or he left, he can interface locked the window, the application run as also.

Select Tools<< Interface Locked
After he or she comes back, he or she inputs the password all right.

5.6 Option

Tools<< Option
Select Child Function (Access Control, Patrol, Other Shift Const Meal)

Select Environment (Office, House)

Select language (English, Chinese)

Set Auto Login

Set Director of Backup

**Part 6  Extended Function**

Select **[tools]** << **[Extended Functions]** from the menu bar

<table>
<thead>
<tr>
<th>Tools</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Change Password</td>
</tr>
<tr>
<td></td>
<td>Operator Management</td>
</tr>
<tr>
<td></td>
<td>DB Compact/Repair</td>
</tr>
<tr>
<td><strong>Extended Functions</strong></td>
<td>Option</td>
</tr>
<tr>
<td></td>
<td>Periodically upload users' privilege</td>
</tr>
<tr>
<td></td>
<td>Interface Locked</td>
</tr>
</tbody>
</table>
If you want to Activate the Extended Function, please input the password.
Please ask provider for password.
The extended function as follows:
## Access Control Management Software Suite Guide

### Extended Functions

<table>
<thead>
<tr>
<th>Event</th>
<th>Interface</th>
<th>Normal</th>
<th>Advanced</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Extended Functions List</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Active</td>
<td>Description</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Multi-level operator privileges</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Display Patrol</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Don't Display Access Control</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Don't Display Attendance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Display Other Shift Schedule</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Monitoring Map</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Camera Monitoring</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Active Cost Meal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Active Meeting Sign</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **OK**
- **Cancel**

### Extended Functions

<table>
<thead>
<tr>
<th>Event</th>
<th>Interface</th>
<th>Normal</th>
<th>Advanced</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Extended Functions List</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Active</td>
<td>Description</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Activate Time Profile</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Remote Control Opening Door</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Set Door State (IN/OUT/ONLINE)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Access Keypad</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Supervisor PIN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐</td>
<td>Peripheral Control</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **OK**
- **Cancel**
6.1 Time profile

[Extended Functions] << [Normal] << [Active Time Profile]
Select Access Control << Time Profile

- Access Control
- Time Profile
- Access Privilege
Select Basic Configure << Access Control << Access Privilege << Change Privilege
6.2 Peripheral control

[Extended Functions] << [Normal] << [Peripheral control]

Select Basic Configure << Access Control << Peripheral control

Peripheral Control Configuration

<table>
<thead>
<tr>
<th>Controller #</th>
<th>Sg</th>
<th>Forced Open</th>
<th>Open Card</th>
<th>Threat Code</th>
<th>Invalid Card Swiping</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>34632</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Development: OK.</td>
</tr>
<tr>
<td>2</td>
<td>31999</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td></td>
<td>Exit door:</td>
</tr>
<tr>
<td>3</td>
<td>26723</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Storage: meeting.</td>
</tr>
</tbody>
</table>

Hardware Configuration

Change Threat Code

Change Allowable Open time (Sec)

Default Threat code is 319999.
Default allowable open time is 25 seconds.
6.3 PassWord Management

Select Basic Configure << Access Control << Password Management
Supervisor PIN
6.4 Anti-passback

[Extended Functions] << [Advanced] << [Anti-pass back]
6.5  InterLock

[Extended Functions] << [Advanced] << [InterLock]

6.6 Activate Multi-card access

[Extended Functions] << [Advanced] << [Activate Multi-card access]
The first group has two people, the second group has two people, the third group has four people. Each group comes two people to be allowed to open the door.

6.7 Timing auto-operation management

[Extended Functions] << [Advanced] << [Timing auto-operation management]
6.8 Timing collect data

[Extended Functions] << [Others] << [Timing Download]
6.9 Periodically Upload Privilege

[Extended Functions] << [Others] << [Periodically Upload Privilege]
6.10  Log Query

[Extended Functions] << [Event] << [Log Query]
6.11 First Card Open

[Extended Functions] << [Advanced] << [First Card Open]

<table>
<thead>
<tr>
<th>Event</th>
<th>Normal</th>
<th>Advanced</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Extended Functions List

Active Description

- Timing auto-operation management
- Anti Pass Back
- InterLock
- Activate multi-card access
- **First Card Open**

Log Query

Operation History

<table>
<thead>
<tr>
<th>ID</th>
<th>Operator</th>
<th>Date/Time</th>
<th>Event Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>abc</td>
<td>2006-11-15 10:44</td>
<td>abc Login</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>abc</td>
<td>2006-11-15 11:04</td>
<td>abc Login</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>abc</td>
<td>2006-11-15 11:14</td>
<td>abc Login</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>abc</td>
<td>2006-11-15 11:24</td>
<td>abc Login</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>abc</td>
<td>2006-11-15 11:34</td>
<td>abc Login</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>abc</td>
<td>2006-11-15 11:44</td>
<td>abc Login</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>abc</td>
<td>2006-11-15 12:44</td>
<td>abc Login</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>abc</td>
<td>2006-11-15 13:44</td>
<td>abc Login</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>abc</td>
<td>2006-11-15 13:54</td>
<td>abc Login</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>abc</td>
<td>2006-11-15 13:55</td>
<td>abc Login</td>
<td></td>
</tr>
</tbody>
</table>

Log Query

Run Time Info

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006-11-15 09:55:19</td>
<td>Front door[150002]</td>
<td>Begin Getting Records...</td>
</tr>
<tr>
<td>2006-11-15 09:59:28</td>
<td>Front door[150002]</td>
<td>Begin Getting Records...</td>
</tr>
<tr>
<td>2006-11-15 09:59:48</td>
<td>Front door[150002]</td>
<td>Collect Data Completely, the total is 59</td>
</tr>
</tbody>
</table>

- 48 -
6.12 Monitoring Map

[Extended Functions] << [Interface] << [Monitoring Map]

- Multi-level operator privileges
- Display Patrol
- Don’t Display Access Control
- Don’t Display Attendance
- Display Other Shift Schedule
- Monitoring Map
6.13 Camera Monitoring

**Extended Functions** << **Interface** << **Camera Monitoring**

<table>
<thead>
<tr>
<th>Event</th>
<th>Interface</th>
<th>Formal</th>
<th>Advanced</th>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>[Camera Monitoring]</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Select **[Tools] << [Camera Management]**

Add camera, click “New”, as shown:
Set the Readers corresponding Web Camera

Display Photo Compare Window. Please [Console] << [Camera]
If you want to delete snap pictures and video files, please 
[Tools] << [Camera Management] << [Delete Bmp-Video].

If you want to set up video server's IP address, please 
[Tools] << [Camera Management] << [Set Video IP], as shown:

```
Video IP Edit

Old IP Address: 192.168.168.123
MAC address:
New IP Address:
Confirmed New IP:
Subnet Mask: 255.255.255.0
Default Gateway:

OK  Cancel
```

Please input "New IP Address" and re-input "Confirmed New IP".  
Information for the show:
Set Video IP Successfully.
If the Information Display:

Set Video IP Failed.

Query Camera View, Select [Query Card Records] << [Camera View]

6.14 Check Access Manager

[Extended Functions] << [Advanced] << [Active Check Access Inside]
Select Tools << Check Access Manager
Set the department for opening doors by swiping.
Set the departments for outside swiping.
Click "Edit".

In the console "realtime-download", external swipings will active pop-up message box, as followed:
6.15 Meeting Sign

**[Extended Functions] << [Interface] << [Active Meeting Sign]**

Select **Meeting **<< **Meeting Sign**
Add the meeting, please click **New**.

**Meeting No:** 20080712_110422

**Meeting Personal**

- **Meeting Name:** Weekly Meeting
- **Meeting Addr:**
- **Meeting Date-Time:** 2008-07-12 9:00:00
- **Sign Begin Time:** 00:00
- **Sign End Time:** 17:30

**Content:**

**Notes:**

[Create Report] [OK] [Cancel]
Click **Edit**, modify the meeting.

Click **Delete** to delete the meeting.

click "Add Addr", as shown:
Click “Stat.”:

<table>
<thead>
<tr>
<th>Identity</th>
<th>Should</th>
<th>In Fact</th>
<th>Leave</th>
<th>Absent</th>
<th>Late</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delegate</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>100%</td>
</tr>
<tr>
<td>Non-Delegating De</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Invitational</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Audit</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Employee</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Other</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0%</td>
</tr>
<tr>
<td>Sub Total</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>100%</td>
</tr>
</tbody>
</table>

Click “Real-time Sign”: 
Part 7  Module: Attendance

The Access Control System had Activated the Attendance by default. If you want cancel this function, please select [Extended Functions] << [Interface] << [Don't Display Attendance]

7.1  Normal shift configuration
7.2 Holiday
7.3 Leave/Business Trip

- One Card MultiFunc
- Attendance
  - Normal Shift Configuration
  - Holiday
  - Leave/Business Trip
  - Manual Sign In
  - Attendance Report
7.4 Manual Sign In

- One Card MultiFunc
  - Attendance
    - Normal Shift Configuration
    - Holiday
    - Leave/Business Trip
    - Manual Sign In
      - Attendance Report
7.5 Report

Attendance Detail
Attendance Statistics Report

<table>
<thead>
<tr>
<th>Department</th>
<th>Day</th>
<th>Name</th>
<th>Late Min</th>
<th>Late Max</th>
<th>In Time</th>
<th>Out Time</th>
<th>Late Count</th>
<th>Total Late</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales</td>
<td>2009-07-01</td>
<td>Sherry</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sales</td>
<td>2009-07-02</td>
<td>John</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sales</td>
<td>2009-07-03</td>
<td>Mary</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sales</td>
<td>2009-07-04</td>
<td>David</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sales</td>
<td>2009-07-05</td>
<td>Emily</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sales</td>
<td>2009-07-06</td>
<td>Lisa</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sales</td>
<td>2009-07-07</td>
<td>Bob</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sales</td>
<td>2009-07-08</td>
<td>Sarah</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sales</td>
<td>2009-07-09</td>
<td>Tom</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sales</td>
<td>2009-07-10</td>
<td>Anna</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sales</td>
<td>2009-07-11</td>
<td>Mike</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sales</td>
<td>2009-07-12</td>
<td>Sam</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sales</td>
<td>2009-07-13</td>
<td>Alex</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sales</td>
<td>2009-07-14</td>
<td>Tom</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sales</td>
<td>2009-07-15</td>
<td>Sally</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sales</td>
<td>2009-07-16</td>
<td>Adam</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sales</td>
<td>2009-07-17</td>
<td>David</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sales</td>
<td>2009-07-18</td>
<td>Sarah</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sales</td>
<td>2009-07-19</td>
<td>Emily</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sales</td>
<td>2009-07-20</td>
<td>John</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Part 8  Module: Patrol

[Extended Functions] << [Interface] << [Display Patrol]
8.1 Patrol Configure

8.2 Patrolman
8.3 Patrol Point

Patrol Point

Patrol Point

Enable All Patrol Point

Disable All Patrol Point

Update

Cancel
8.4 Patrol Route

- One Card MultiFunc
- Attendance
- Patrol
  - Patrol Configure
  - Patrolman
  - Patrol Point
    - Patrol Route
  - Patrol Task
  - Patrol Report
  - Patrol Statistics Report

![Patrol Route Configuration](image)

<table>
<thead>
<tr>
<th>Route Name</th>
<th>Patrol Point</th>
<th>Interval [Min]</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Route001</td>
<td>Development A-1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Development A-E</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Front door-In</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Front door-Exit</td>
<td>5</td>
<td></td>
</tr>
</tbody>
</table>

![Patrol Routes](image)
## 8.5 Patrol Task

![Patrol Task Management](image)

**Department:** [ALL]

**Optional Patrolman:**

<table>
<thead>
<tr>
<th>Patrolman</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amber</td>
</tr>
</tbody>
</table>

**Selected Patrolman:**

<table>
<thead>
<tr>
<th>Patrolman</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sali</td>
</tr>
</tbody>
</table>

**Selected Route:**

<table>
<thead>
<tr>
<th>Route</th>
</tr>
</thead>
<tbody>
<tr>
<td>Route001</td>
</tr>
</tbody>
</table>

**Begin Date:**

- 2006-11-01

**Begin Time:**

- 06:30:00

### Patrol Task Table

<table>
<thead>
<tr>
<th>Patrolman</th>
<th>Route</th>
<th>Start Date</th>
<th>Start Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sali</td>
<td>Route001</td>
<td>2006年11月1日</td>
<td>9:30:00</td>
<td></td>
</tr>
</tbody>
</table>
8.6 Patrol Report

8.7 Patrol Statistics Report
Part 9  Const meal

9.1  Meal setup

9.1.1  Readers for Meal

Select Readers for Meal from Optional Readers
9.1.2 Meal Rules

- One Swipe as one meal
- More swipes at the same period of meal time as Only one meal
- More swipes as one meal if the interval between them is less than 60 Seconds.

- Only Calculate the Allowable Swipes

9.1.3 Meal Period

<table>
<thead>
<tr>
<th>Time Segment</th>
<th>07:00 - 09:00</th>
<th>10:00 - 14:00</th>
<th>15:00 - 19:59</th>
<th>2.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td></td>
<td></td>
<td>5.00</td>
</tr>
<tr>
<td>Evening</td>
<td></td>
<td></td>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
9.2 Meal Report

Meal Details Report

Meal Stat. report of Readers for Meal

Reader Meal Statistics [FROM 2007-07-18 To 2007-07-18]

<table>
<thead>
<tr>
<th>Addr</th>
<th>Count (Times)</th>
<th>Amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1#site</td>
<td>5</td>
<td>25</td>
</tr>
<tr>
<td>2#site</td>
<td>4</td>
<td>13</td>
</tr>
<tr>
<td>3#site</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>4#site</td>
<td>5</td>
<td>15</td>
</tr>
<tr>
<td>Total</td>
<td>19</td>
<td>65</td>
</tr>
</tbody>
</table>
Meal Stat. report of Users

 Petterson by (ALL) User (ALL)
 Detail | Subtotal of Readers Statistics

<table>
<thead>
<tr>
<th>Department</th>
<th>Consumer No</th>
<th>Worker No</th>
<th>Users</th>
<th>Morning</th>
<th>Lunch</th>
<th>Evening</th>
<th>Sun (Times)</th>
<th>Amount (£)</th>
</tr>
</thead>
<tbody>
<tr>
<td>storage</td>
<td>1</td>
<td>1</td>
<td>same</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td>technology</td>
<td>2</td>
<td>2</td>
<td>Wanghong Yu</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>3</td>
<td>Rahmi Li</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>finance</td>
<td>4</td>
<td>4</td>
<td>Kai Chen</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>4</td>
<td>15</td>
</tr>
<tr>
<td>depart</td>
<td>5</td>
<td>5</td>
<td>John Kang</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>4</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>6</td>
<td>Ba Su</td>
<td>1</td>
<td></td>
<td>1</td>
<td>3</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>7</td>
<td>Andy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>management</td>
<td>8</td>
<td>8</td>
<td>Amber</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NF depart</td>
<td>10</td>
<td>10</td>
<td>Jack</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>development</td>
<td>11</td>
<td>11</td>
<td>Hanbong Yang</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NF depart</td>
<td>12</td>
<td>12</td>
<td>Flever</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>13</td>
<td>13</td>
<td>Ross</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>14</td>
<td>Yingtian Han</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>15</td>
<td>Lai Fang</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>16</td>
<td>Wenzhong Jiang</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>17</td>
<td>17</td>
<td>Qing Liu</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>18</td>
<td>Lucy</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>19</td>
<td>Jiemi</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>20</td>
<td>Ann</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>management</td>
<td>9</td>
<td>9</td>
<td>Tony</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td>6</td>
<td>7</td>
<td>6</td>
<td>19</td>
<td>85</td>
</tr>
</tbody>
</table>

Part 10  Excursus:

10.1  RS232/RS485
10.2 TCP/IP

all controllers are in the same network..

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