

ACCESS CONTROL MANAGEMENT

Software Suite Guide

Release 6.8



Aug.18, 2009

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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:

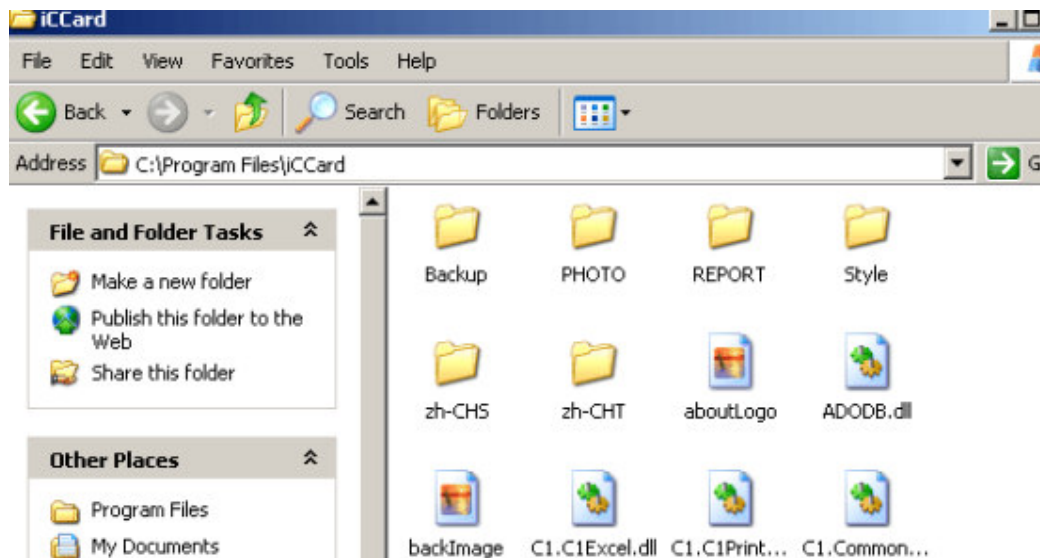
Badging
Hardware configuration
Database configuration
Monitoring
Reporting
Administration

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.

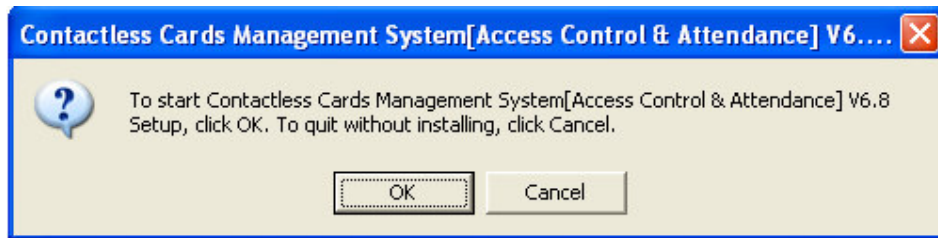
Part 1 Setup and Remove applications

1.1 Setup applications

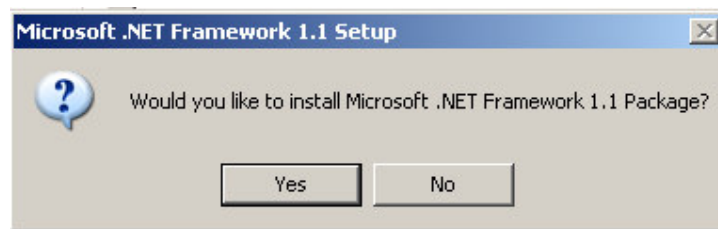


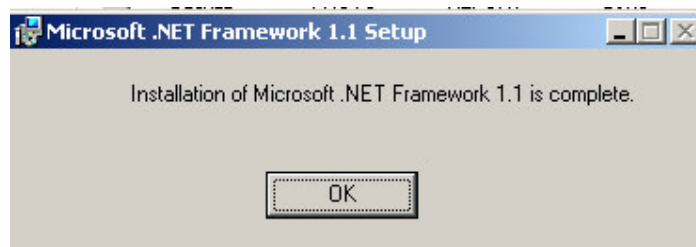
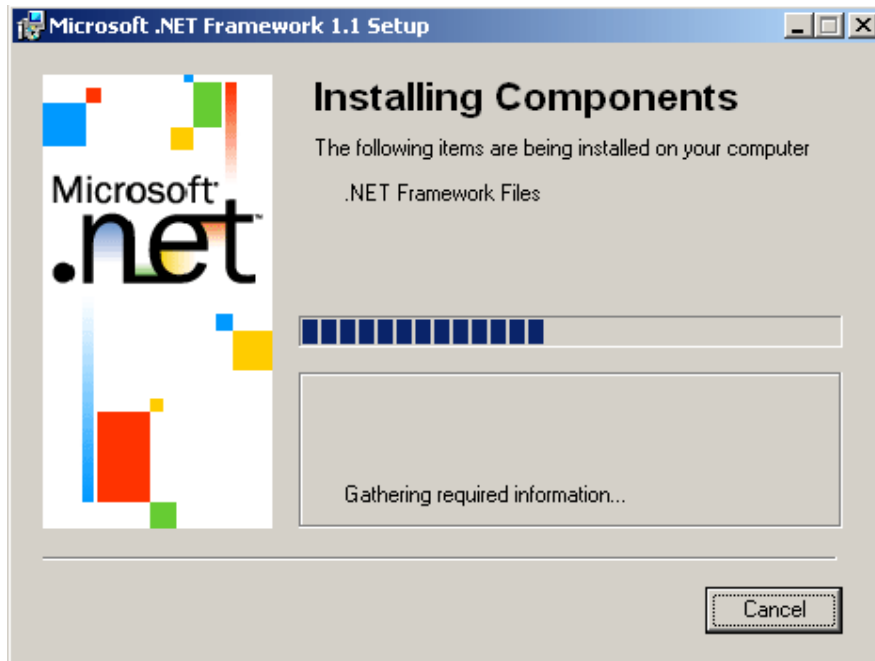
First puts in the CD to CD-ROM, then run the applications of setup ( setup).

1.1.1 Setup Microsoft.Net



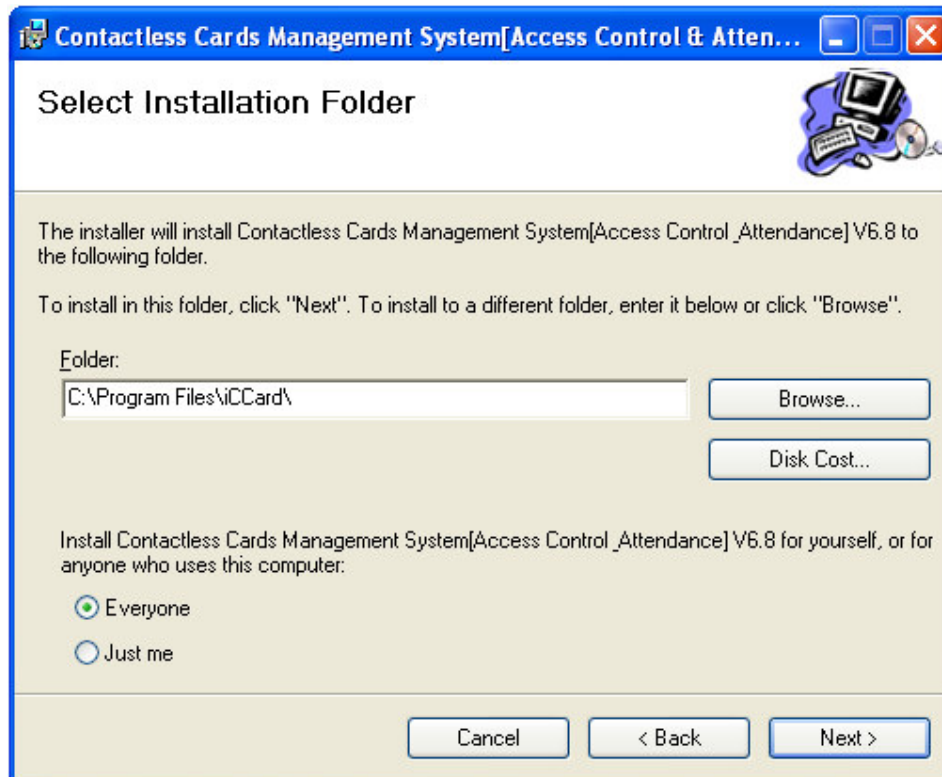
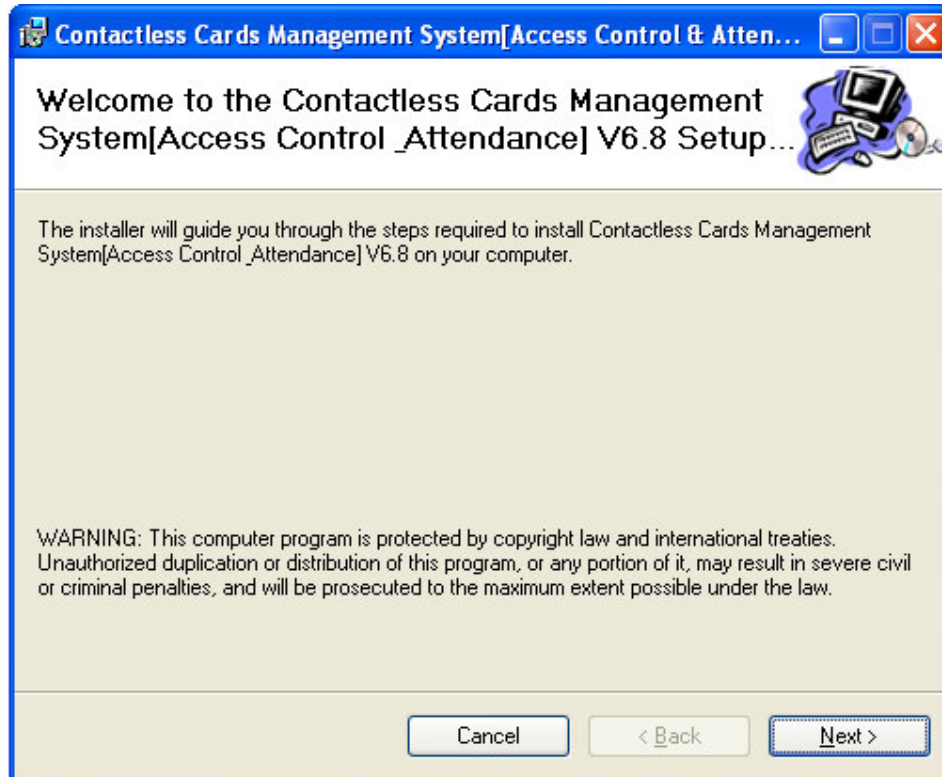
When in your computer has not installed **Microsoft.NET Framework**, The system can from next step for you to install **Microsoft.NET Framework 1.1**.

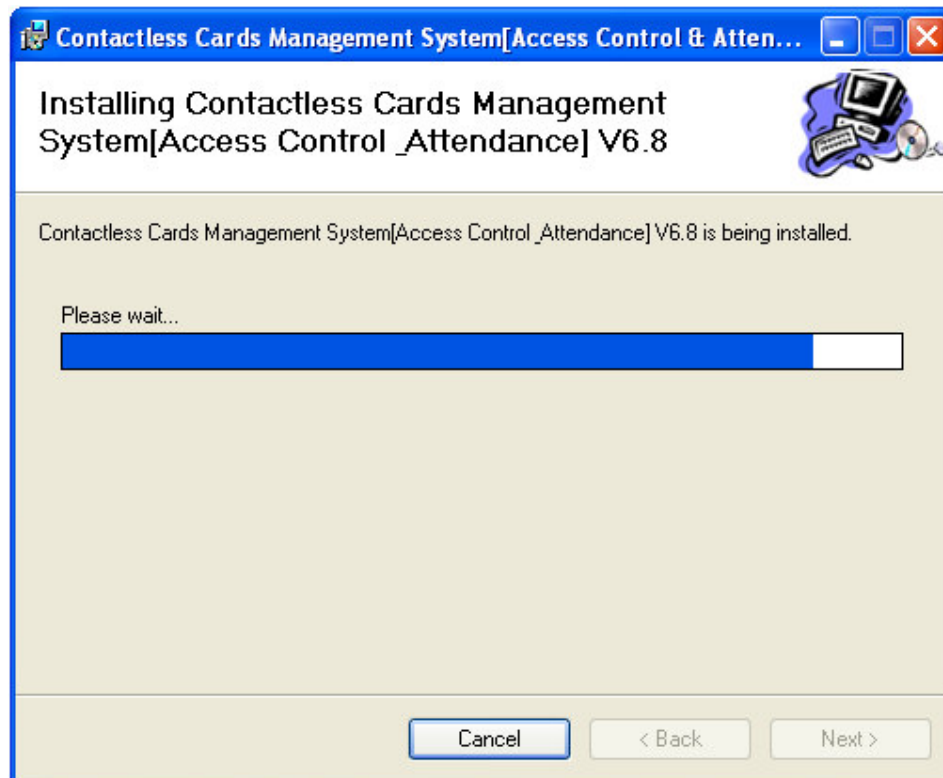
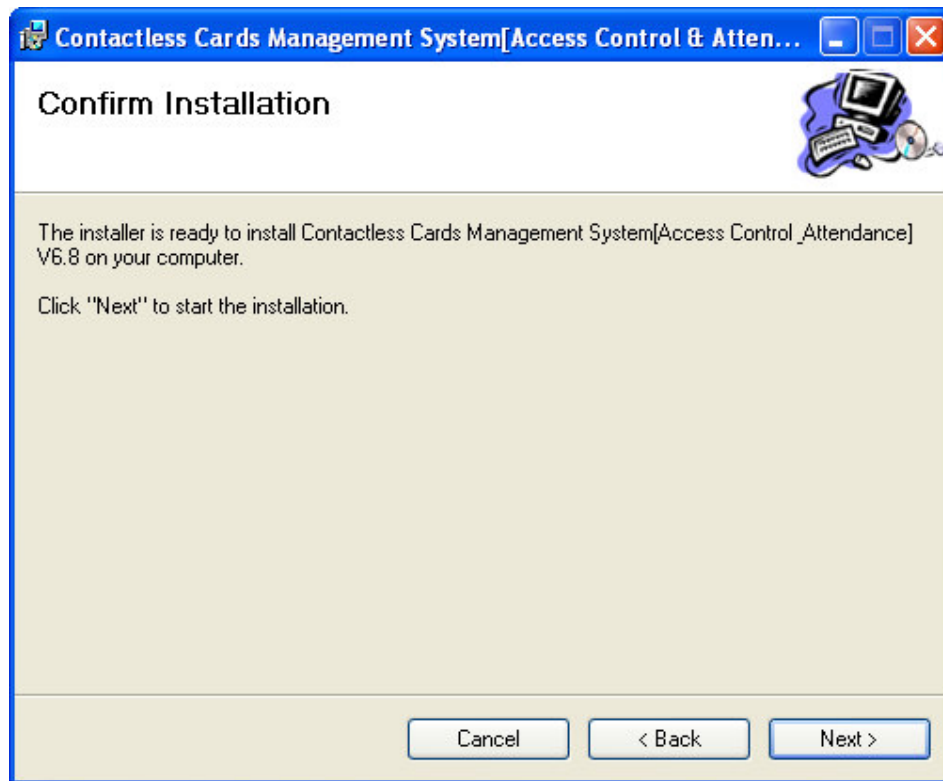


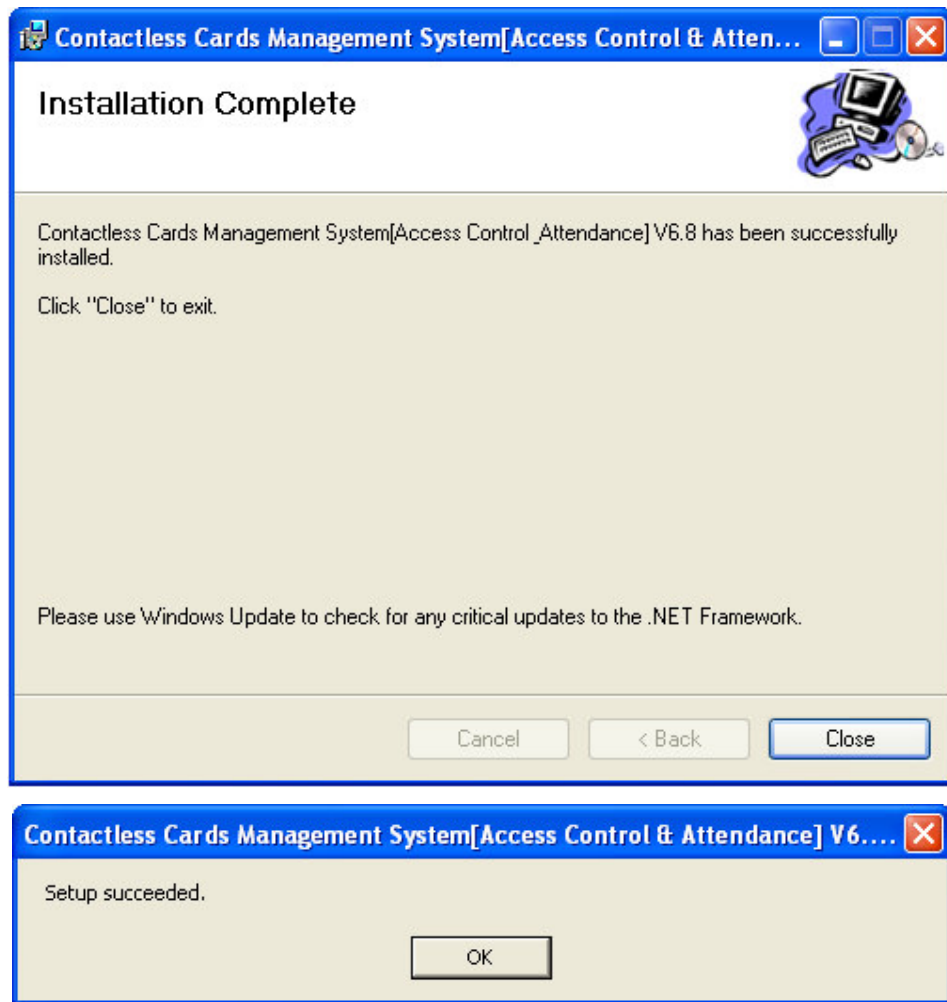


If your computer has installed **Microsoft.NET Framework**, The system will from next step for you to install Access Control System.

1.1.2 Setup Access Control software

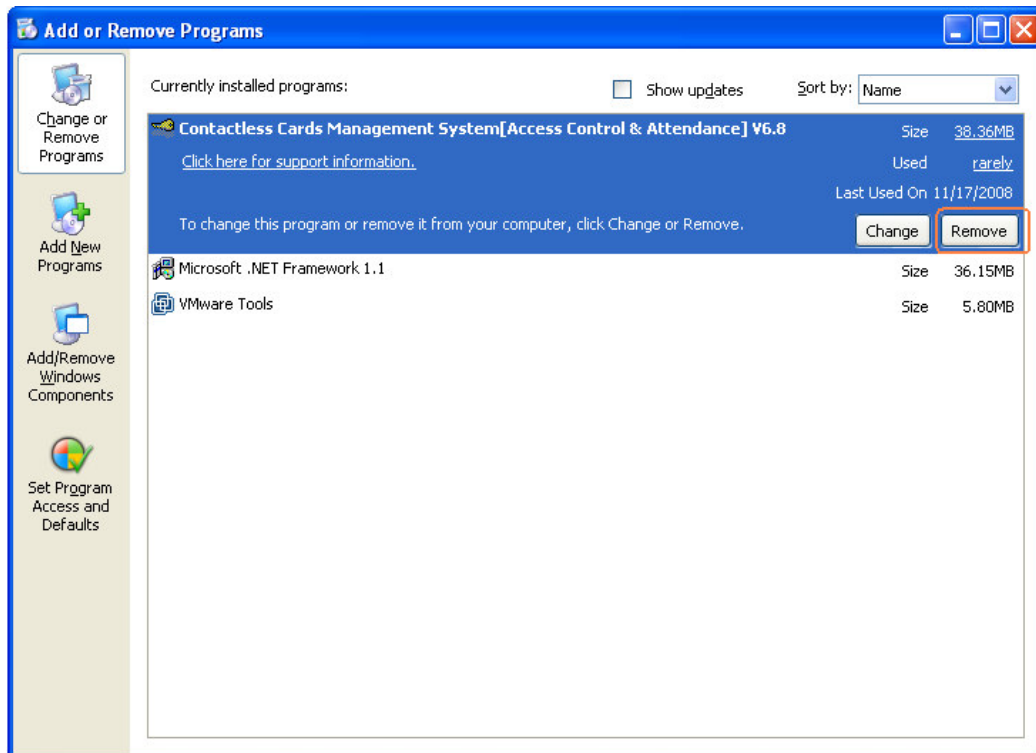
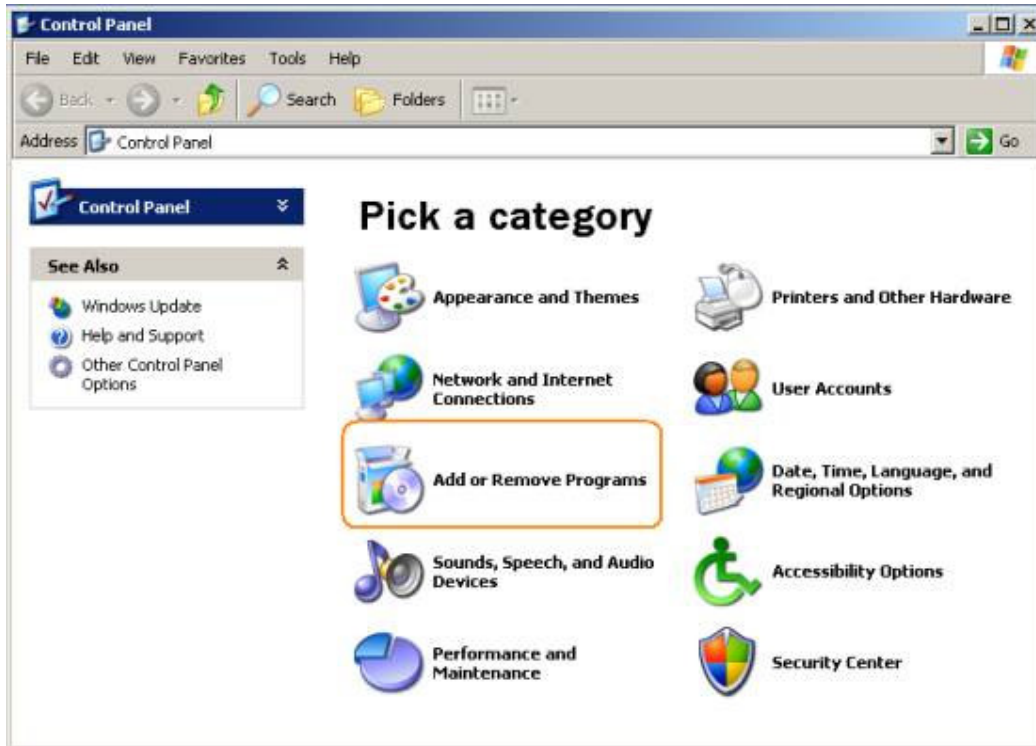


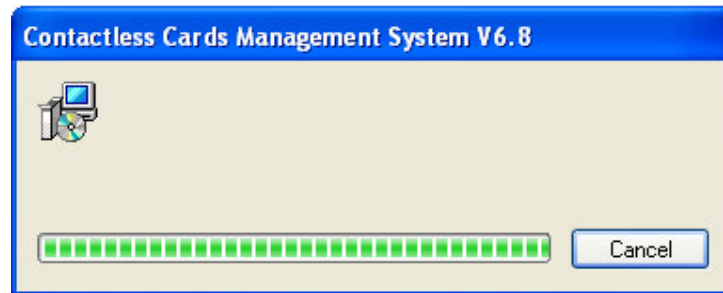
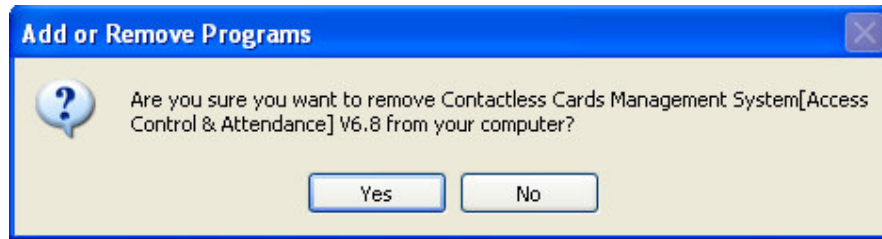




After the installment completes, the desktop automatically will create  Management Center V6.8.

1.2 Remove applications





Part 2 Login



Click the **Management Center V6.8** or run All Programs << iccard << Access Control & Attendance V6.8.

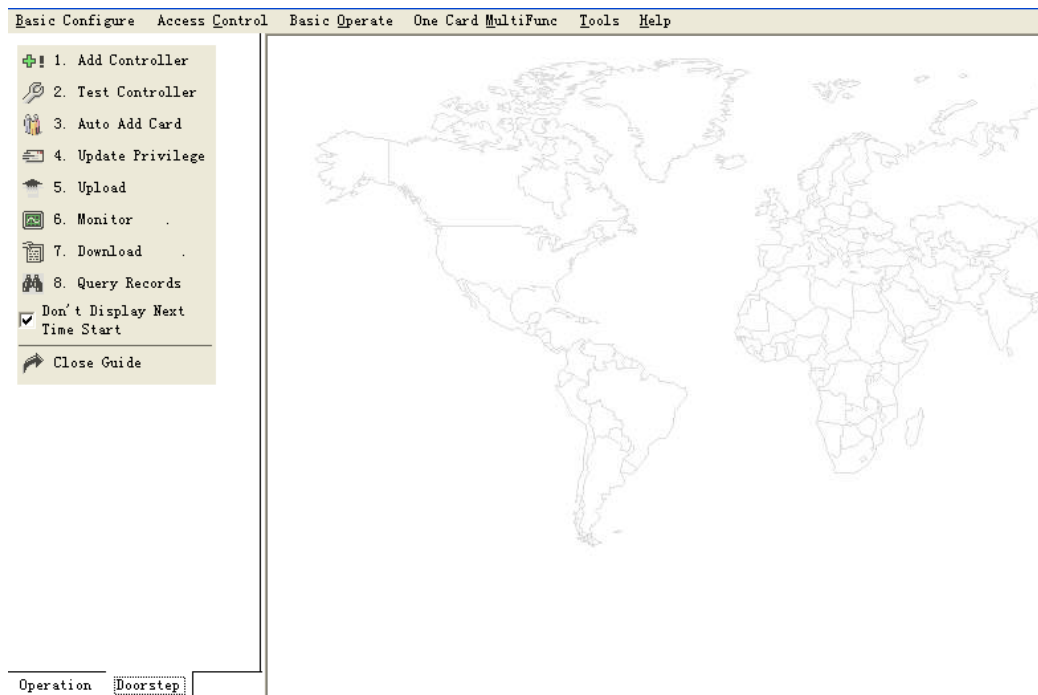


It will open up the Login windows .As follows:



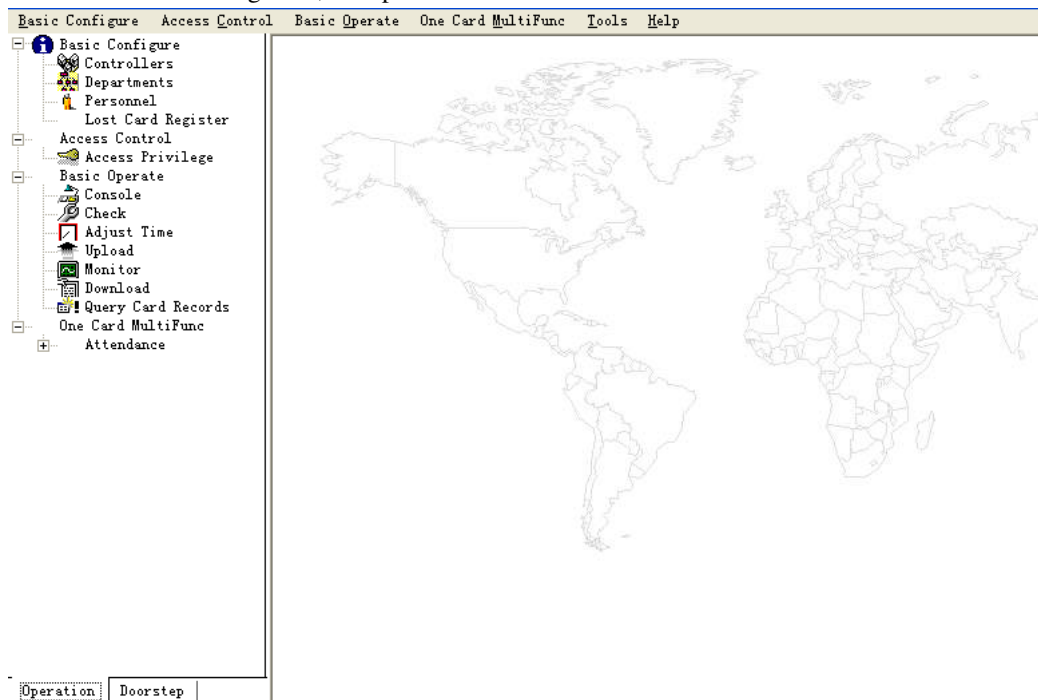
By default, the user name required is " abc ", the password required is "123". It is recommend to change the name and password at the first use.

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



At you first login ,it will shows 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.

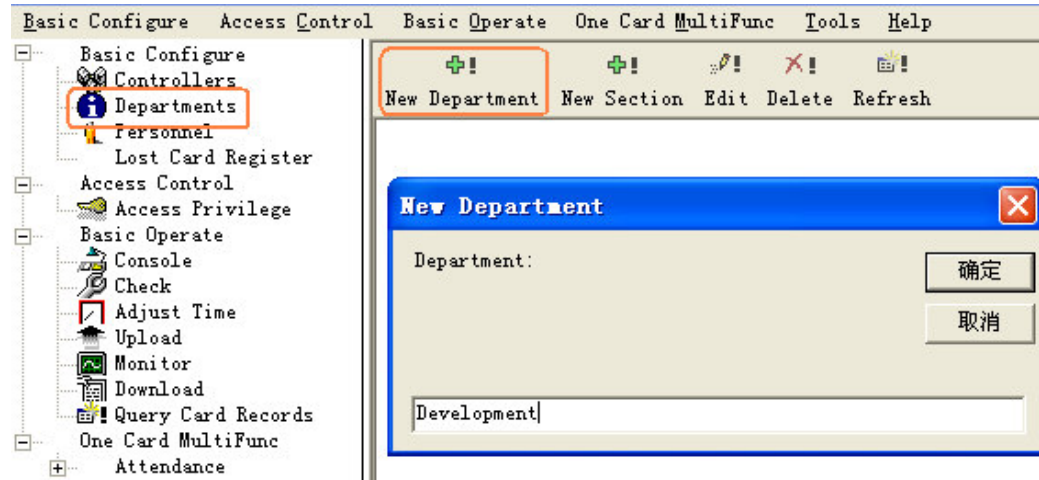
After close the " basic guide", the operation windows as follows.



Part 3 Adding and Editing Basic Configure

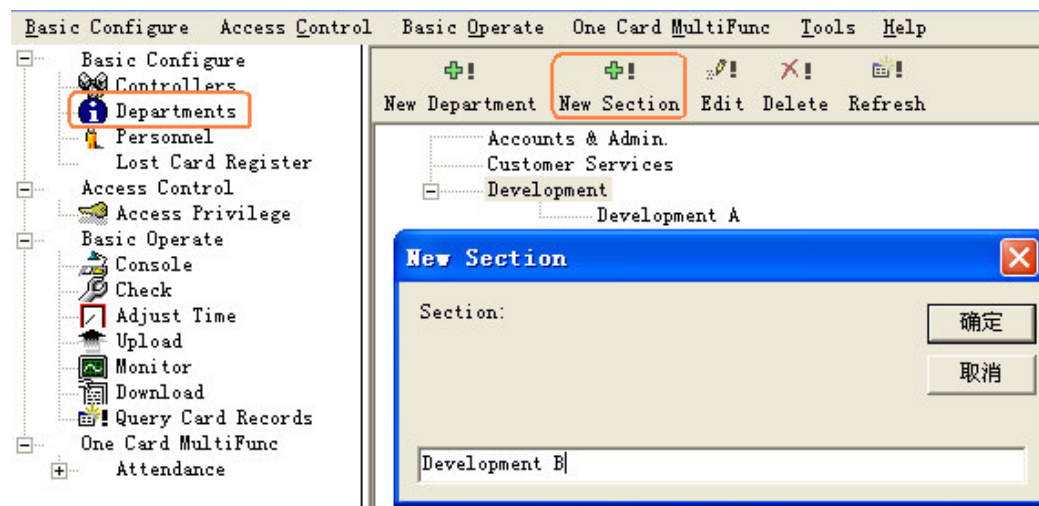
3.1 Add Department

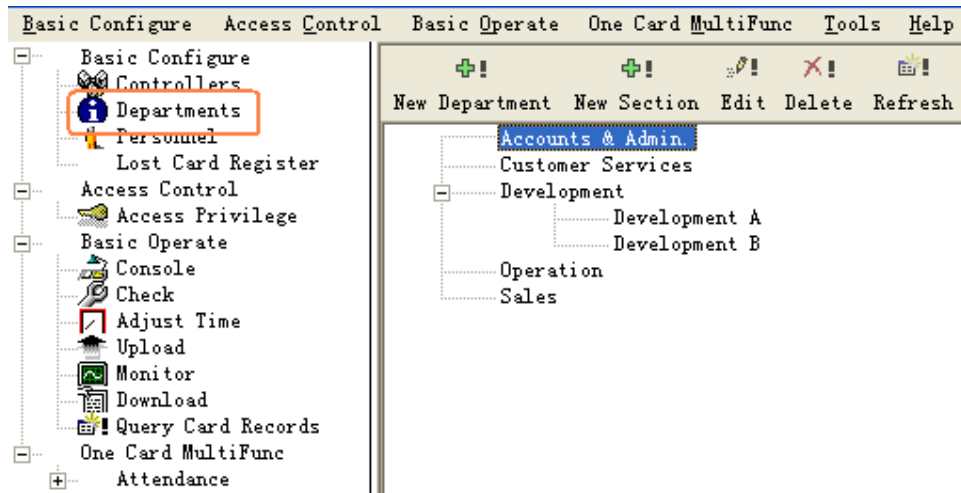
Select **Basic Configure > Departments** from the menu bar



click the  to create a new department.

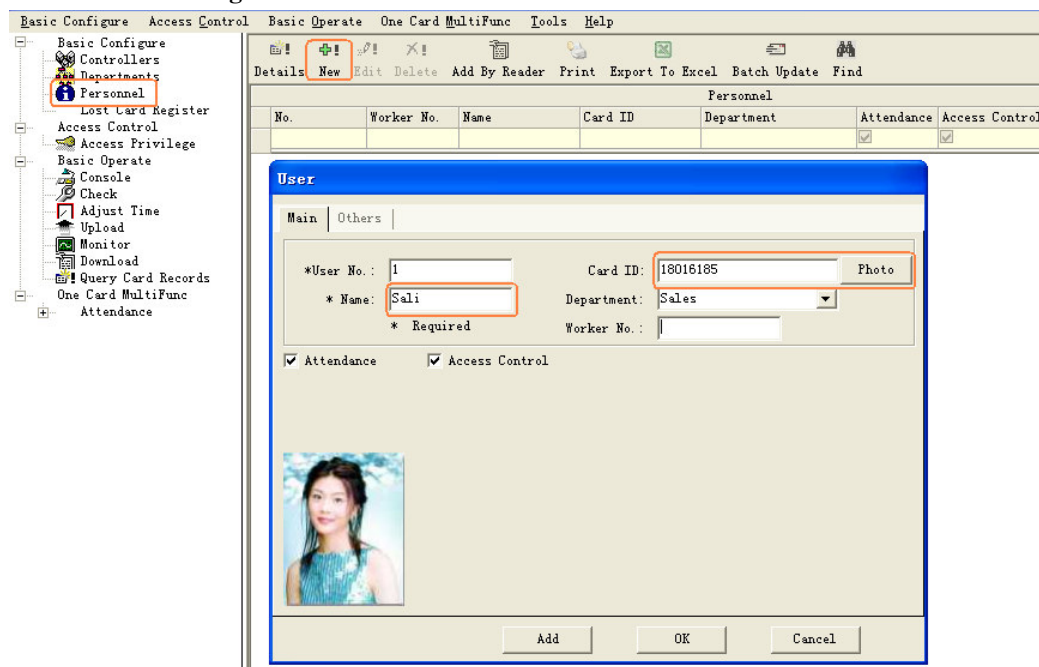
Click the  to add a new section under a department.





3.2 Add and Edit a Personnel

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



Add

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 .

User

Main **Others**

Sex: Corp.:

Nationality: Title:

Religion: Tech. Grade:

Hometown: Cert. Type:

Birthday: Cert. ID:

Marriage: Socail Insurance No.:

Political: Join Date:

Culture: Leave Date:

Work Phone: Email:

Mobile: Addr:

Home Phone: PostCode:

En. Name: Note:

OK Cancel

Basic Configure Access Control Basic Operate One Card MultiFunc Tools Help

Basic Configure
 Controllers
Departments
Personnel
 Lost Card Register
 Access Control
 Access Privilege
 Basic Operate
 Console
 Check
 Adjust Time
 Upload
 Monitor
 Download
 Query Card Records
 One Card MultiFunc
 Attendance

Details New Edit Delete Add By Reader Print Export To Excel Batch Update Find

No.	Worker No.	Name	Card ID	Department	Attendance	Acc
1		Sali	18016185	Sales	✓	✓
2		Amber	18013377	Development\Developm	✓	✓
3		Jack	18013699	Customer Services	✓	✓
4		Lily	20755857	Operation	✓	✓

3.3 Import customer's information from Excel

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

Basic Configure Access Control Basic Operate One Card MultiFunc Tools Help

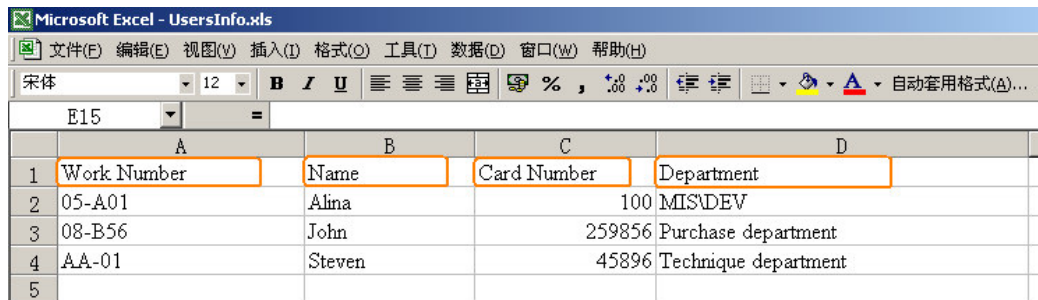
Basic Configure
 Controllers
Departments
Personnel
 Lost Card Register
 Access Control
 Access Privilege

Details New Edit Delete Add By Reader Print Export To Excel **Import From Excel**

No.	Worker No.	Name	Card ID	Department	Attendance	Acc
					✓	✓

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:





	A	B	C	D
1	Work Number	Name	Card Number	Department
2	05-A01	Alina	100	MIS\DEV
3	08-B56	John	259856	Purchase department
4	AA-01	Steven	45896	Technique department
5				

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.

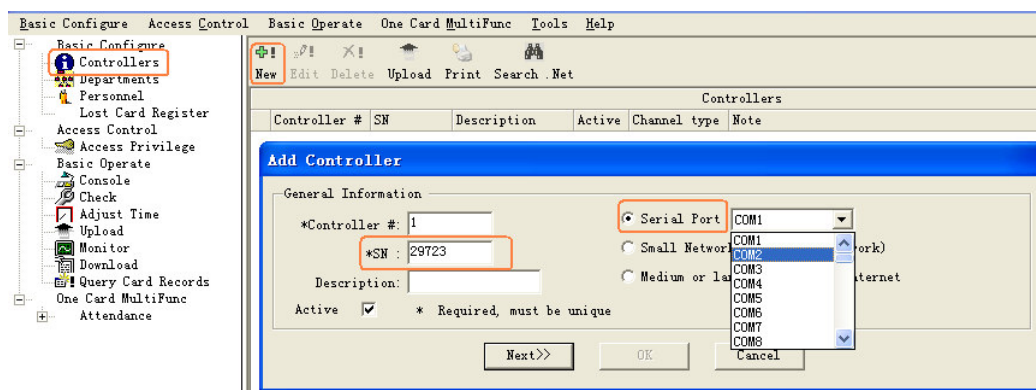
Access control parameters are mainly defined in the "Parameter" section of the application.

4.1.1 Hardware Configure

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

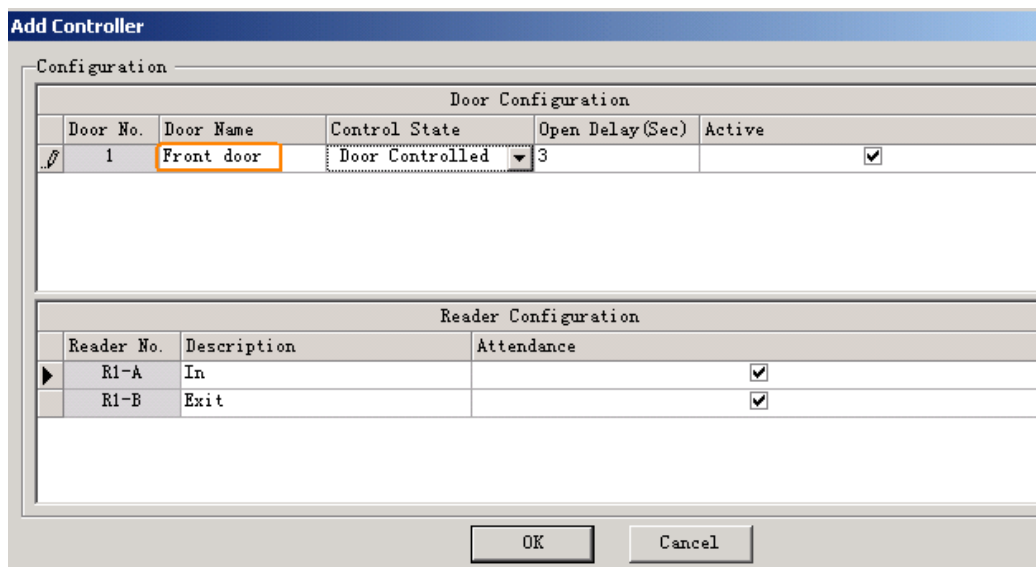


click the  to add the controllers into system.

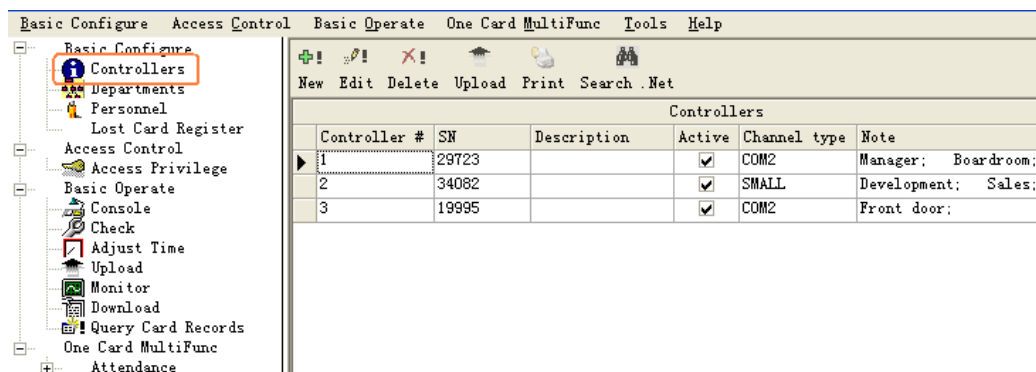


The product S/N (namely each controller serial number) may check on the PCB's label S/N:***** of the controller. please fills that five numerals.

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.

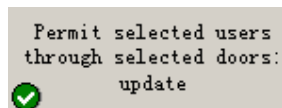
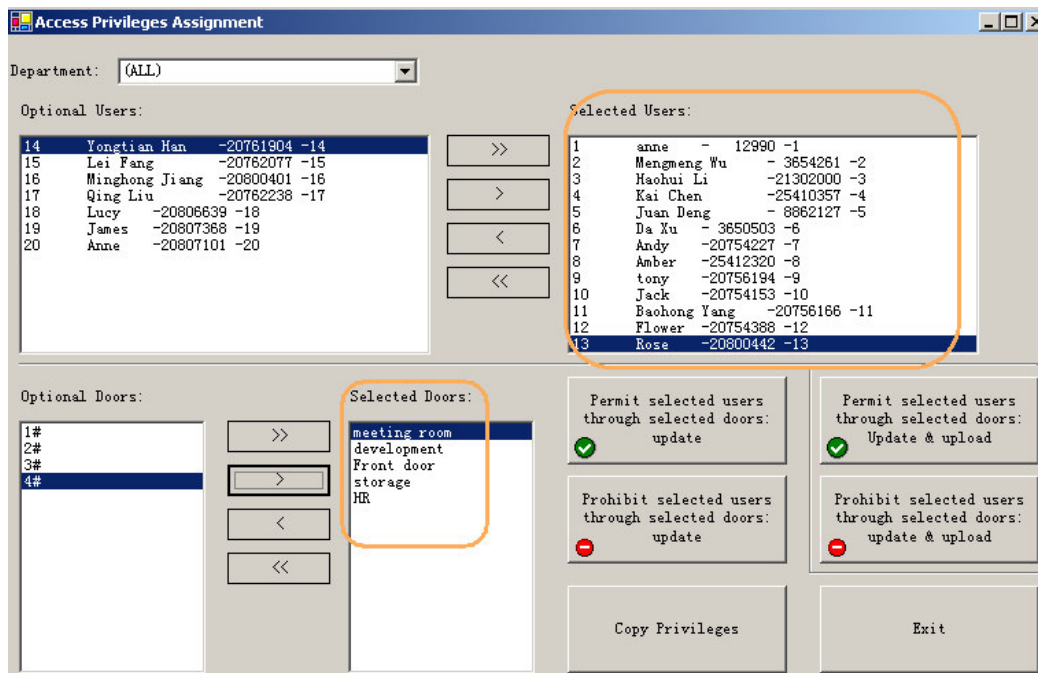
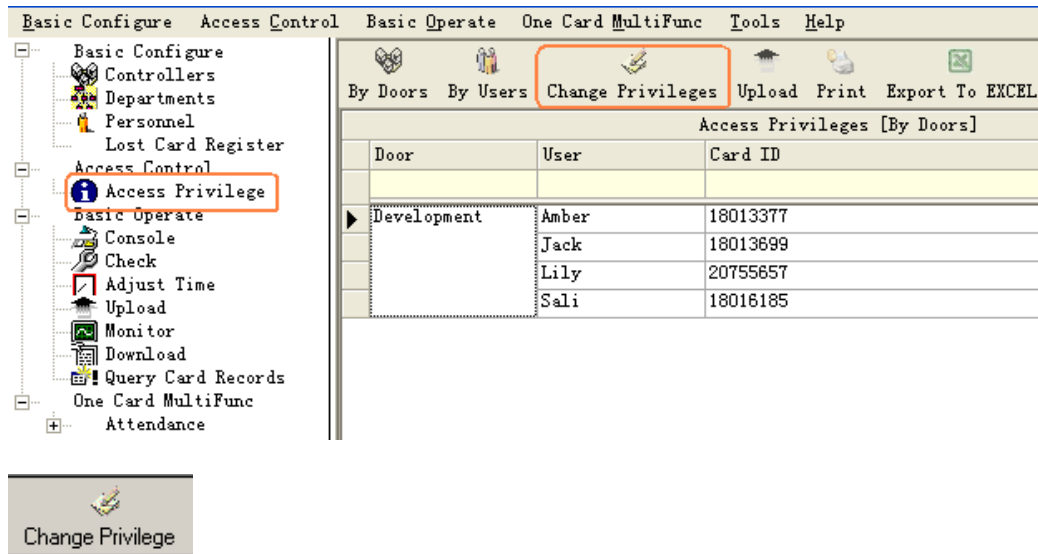


If you want to see the setting details , please consult the [Excursus](#) .



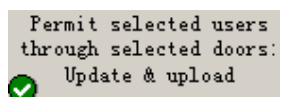
4.1.2 Access Privilege

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 button, the selected users can through selected doors .

Prohibit selected users
through selected doors:
update



After you click this button ,and then **basic operate << upload** ,the selected users can't through selected doors .

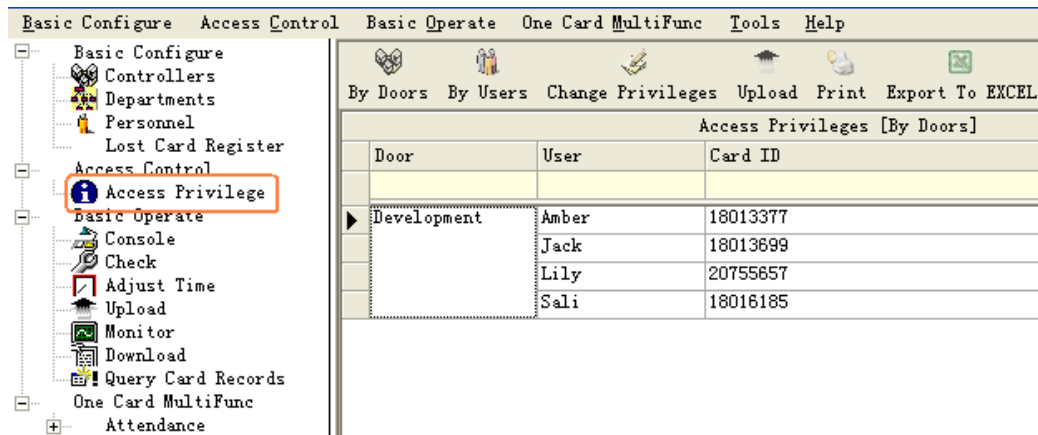
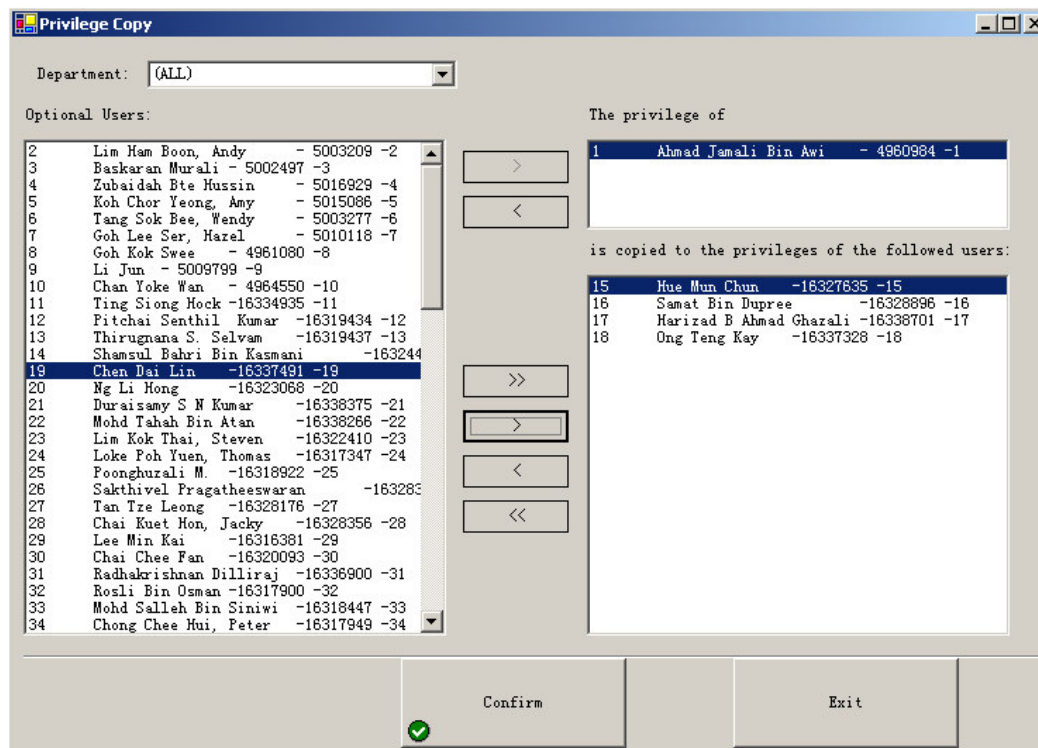
Prohibit selected users
through selected doors:
update & upload



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

Copy Privileges

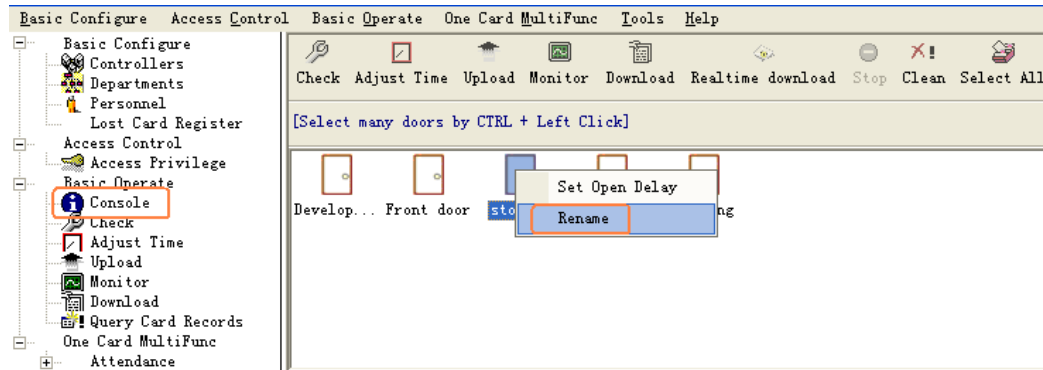
: If user A and the user B have the same privileges, we can copy user A's privileges to user B.



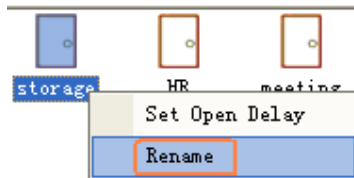
After you add the all privilege into the system ,you must go to the **basic operate << upload** to Upload Setting([Part 4.2.2](#)).

4.1.3 Rename Door

Select **Basic Operate << Console** ,



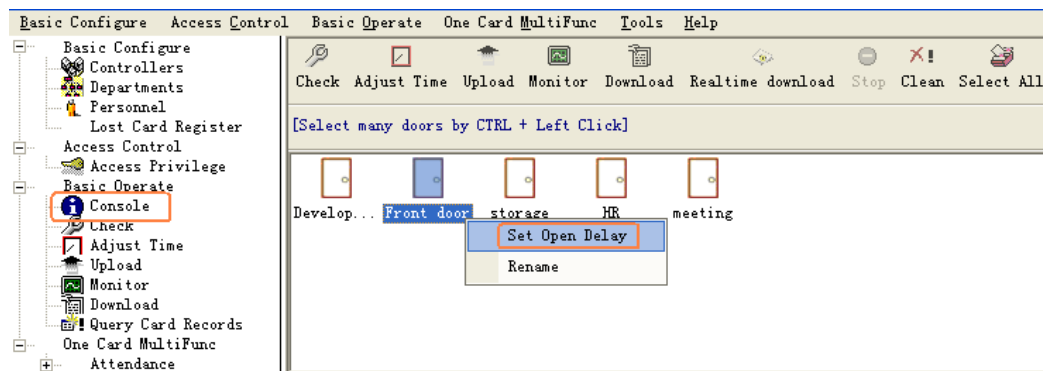
Select the door first and then Right Click pop-up menu.

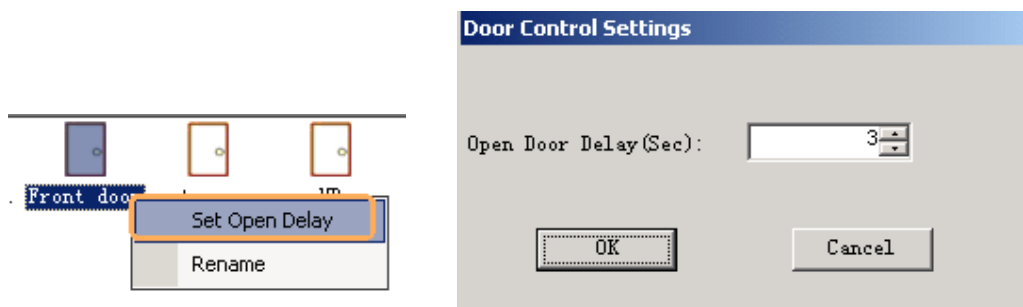


4.1.4 Set Open Delay

Select **Basic Operate << Console**

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



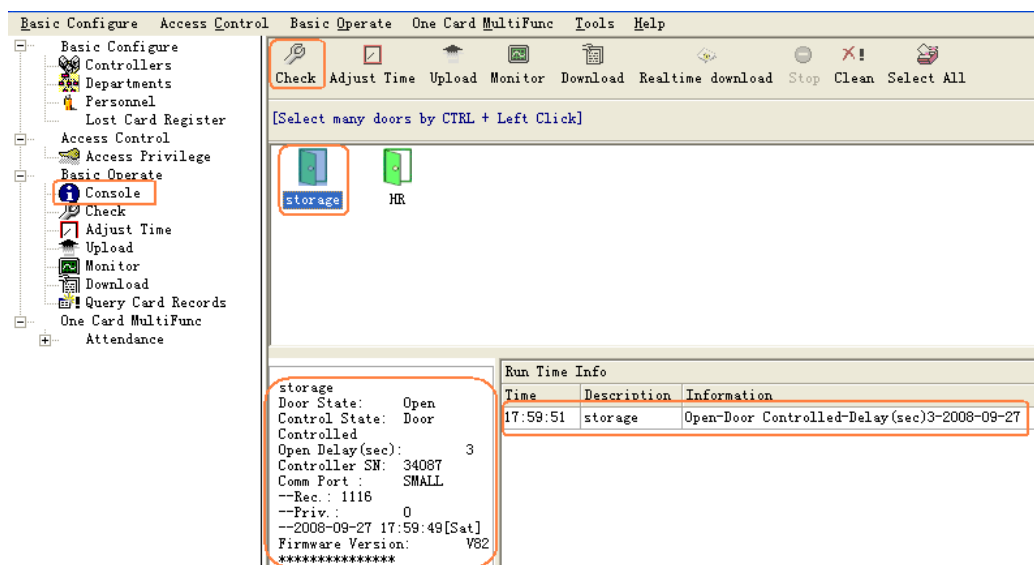


4.2 Basic Operate

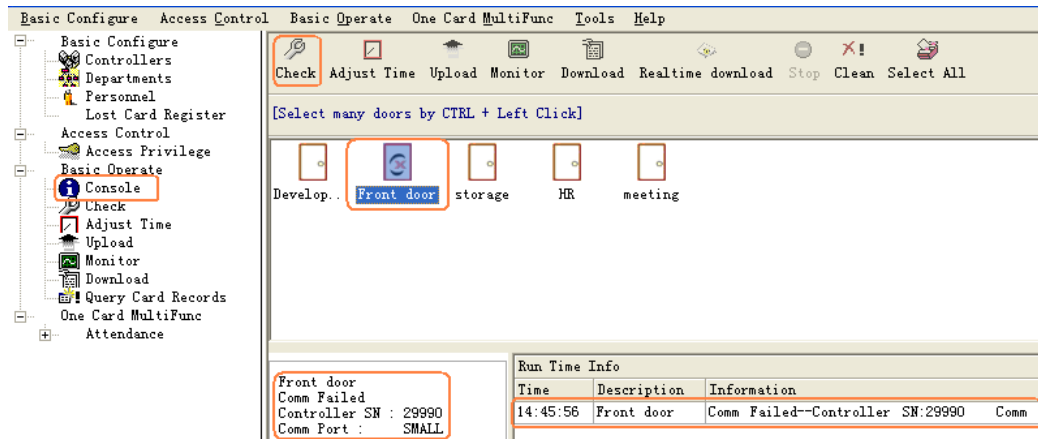
Select **Basic Operate** << **Console** from the menu bar .The console windows contain many basic operate for controller .For example ,check info Adjust Time Upload Monitor Collect Data etc.

4.2.1 Check controller's Info

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

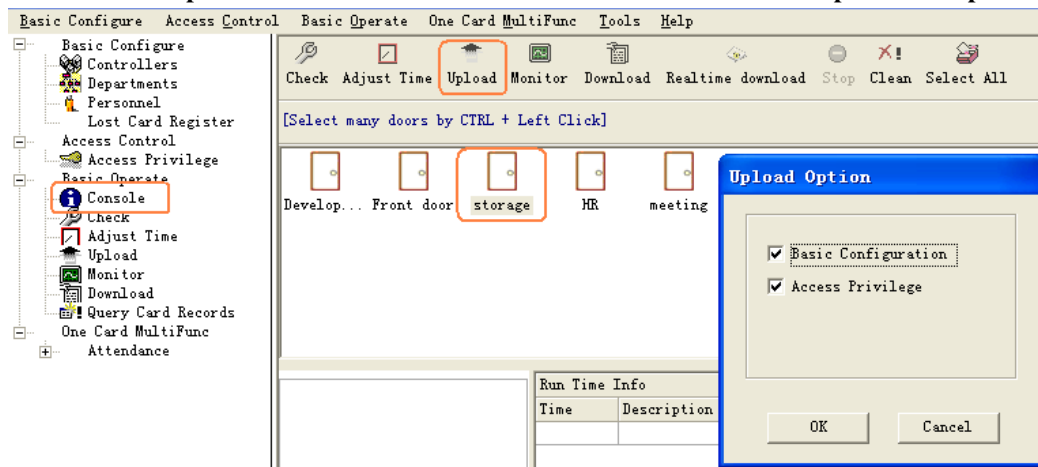


It will show the control's basic information .such as the amount of records and privileges ,door state ,control state ,open delay(sec) .If the controller is good Communicate with computer , the door label's color is green , otherwise the door label's color is red .

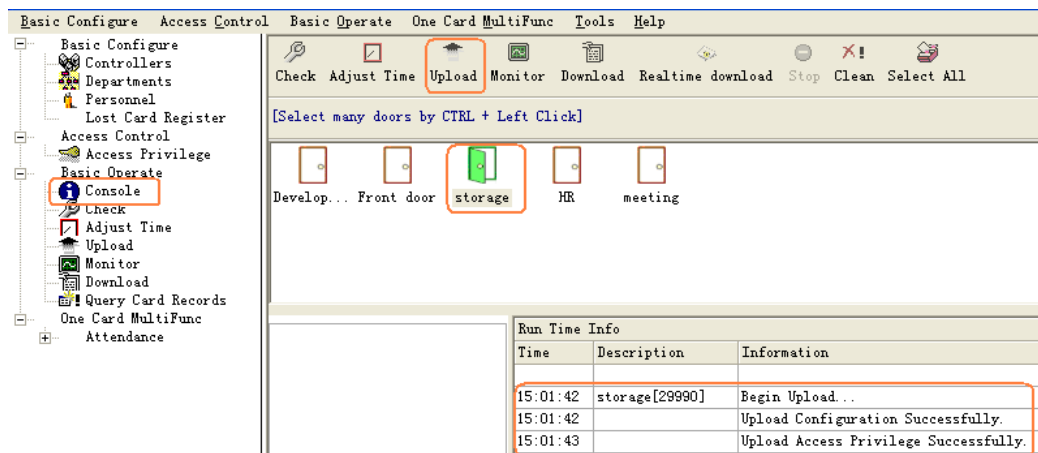


4.2.2 Upload Setting

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

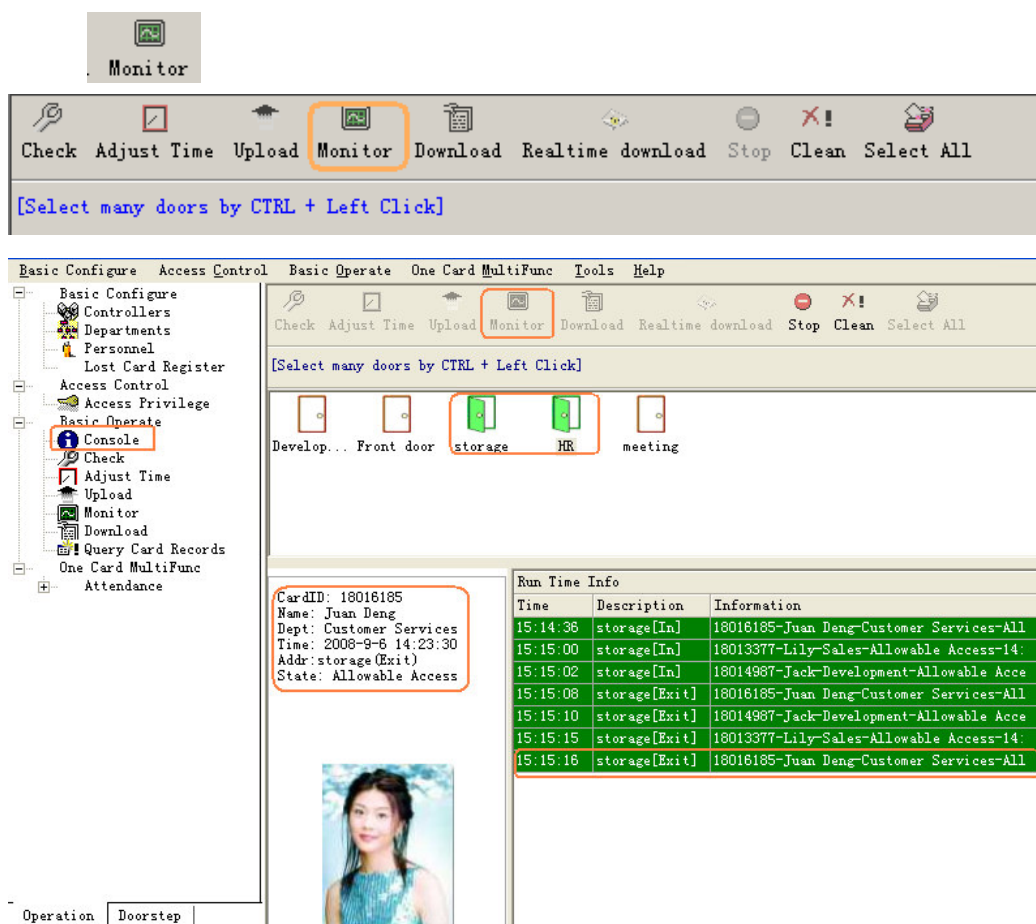


After you set the access controller's information, you must upload the database's configuration to access controllers.



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.

User

Main | Others

*User No.: 13 Card ID: 8862127 Photo

* Name: Juan Deng Department: ▼

* Required Worker No.:

☒ Attendance ☒ Access Control



Add OK Cancel

At the monitor window

Check Adjust Time Upload Monitor Download Realtime download Stop Clean Select All

[Select many doors by CTRL + Left Click]

development Front door storage HR meeting room

CardID: 8862127
Name: Juan Deng
Dept: finance department
Time: 2007-07-19 15:49:42
Addr: storage(out)
State: Allowable Access



Run Time Info		
Time	Description	Information
15:15:36	storage[out]	8862127-Juan Deng-finance department-Allowable Access-15

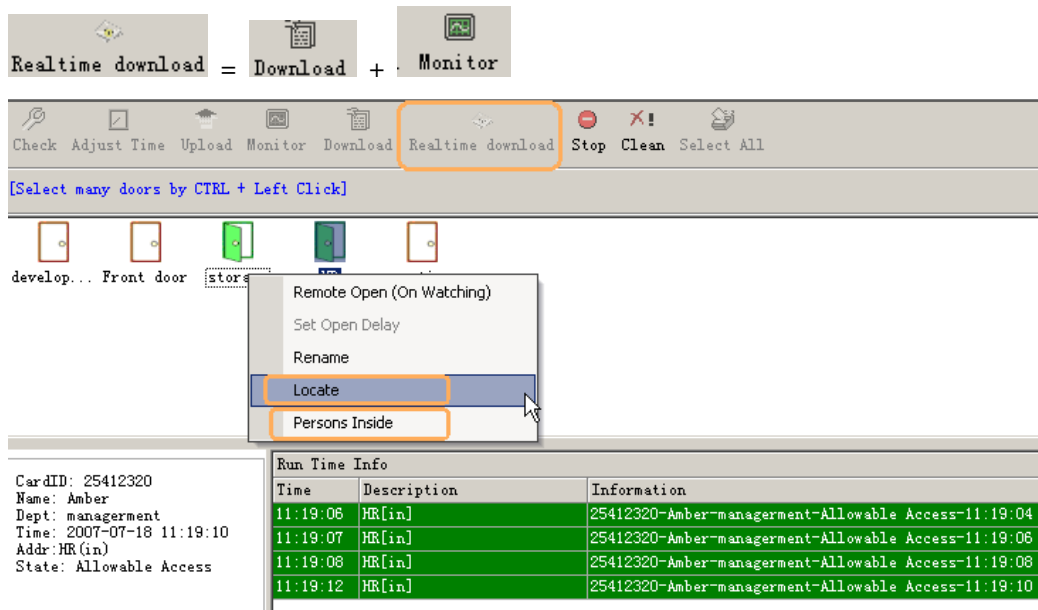
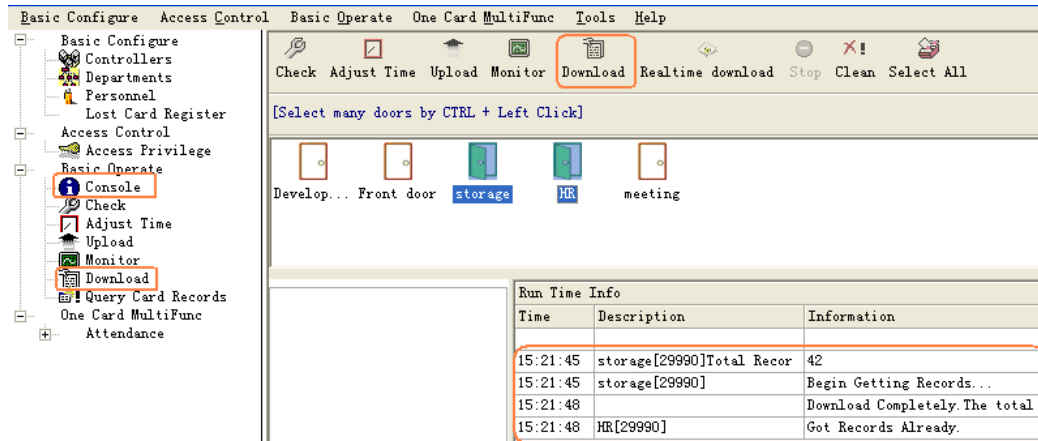
When the user swiping card, the monitor window could show the user's photo at the same time.

4.2.4 Download

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

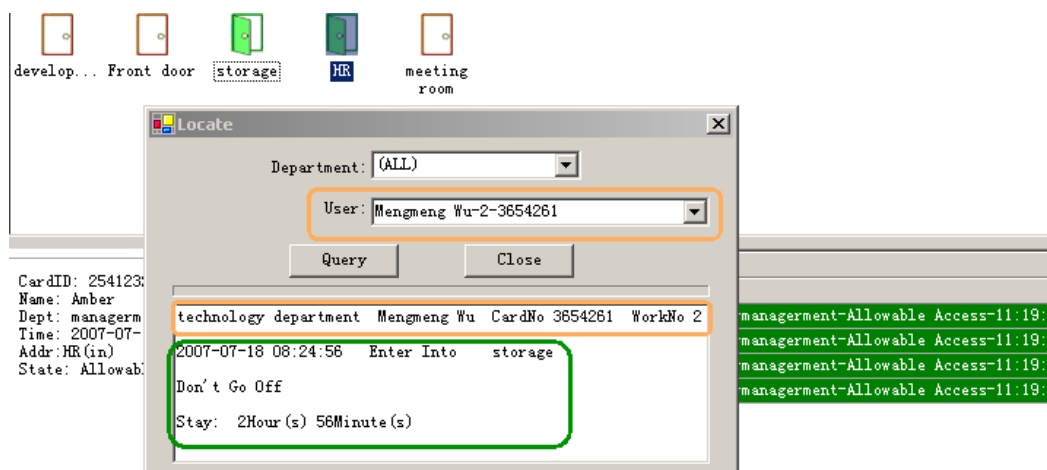


Download: Gather the access controller's records to database.



4.2.5 Locate

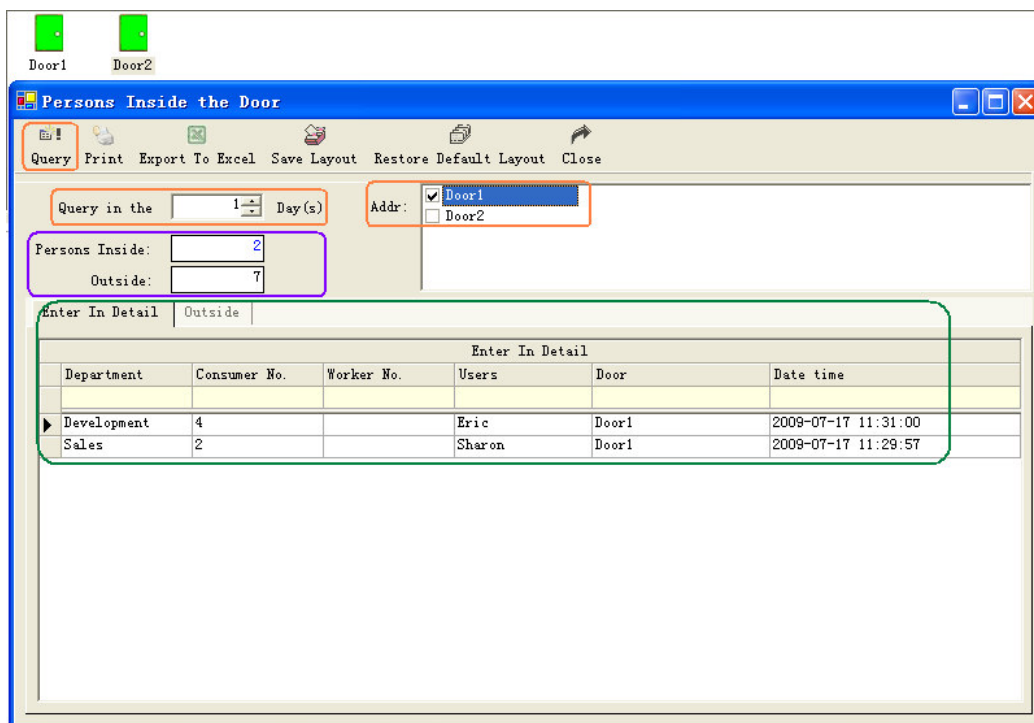
At the Realtime download window, Select the door first and then Right Click pop-up menu, then choose **Locate** .you can carry out Personnel localization.



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.

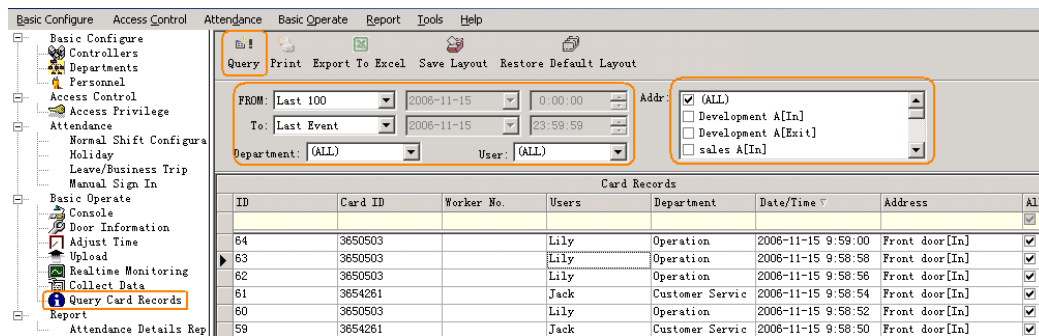
4.2.6 Persons Inside

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**

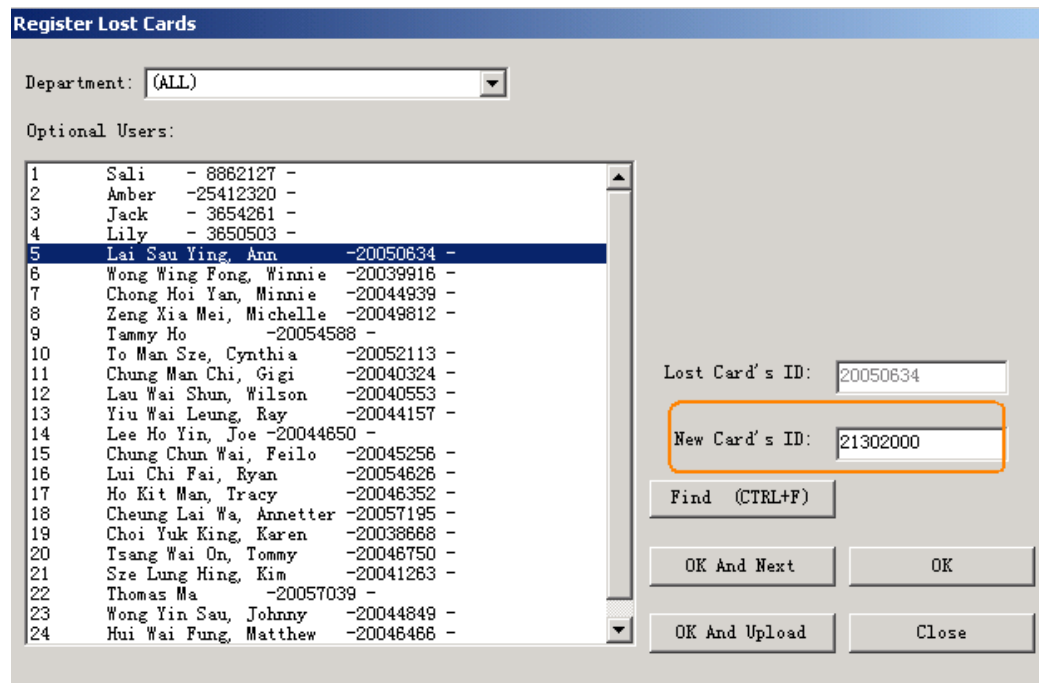
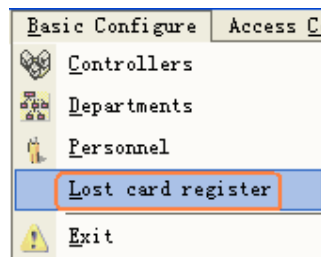


Part 5 Tools

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:

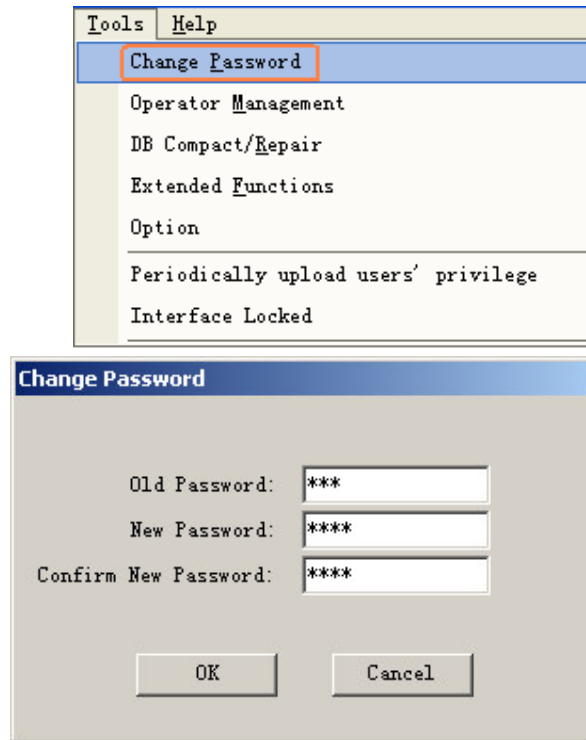
Select **Basic Configure<<Lost Card register**



5.2 Change Password

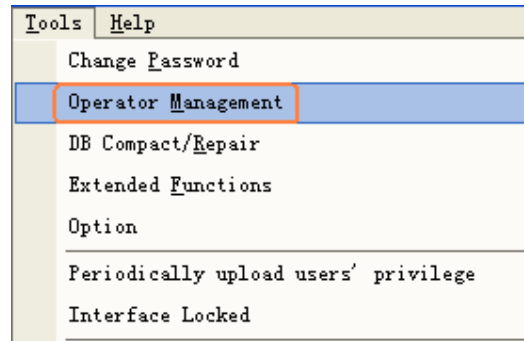
Change operator's password.

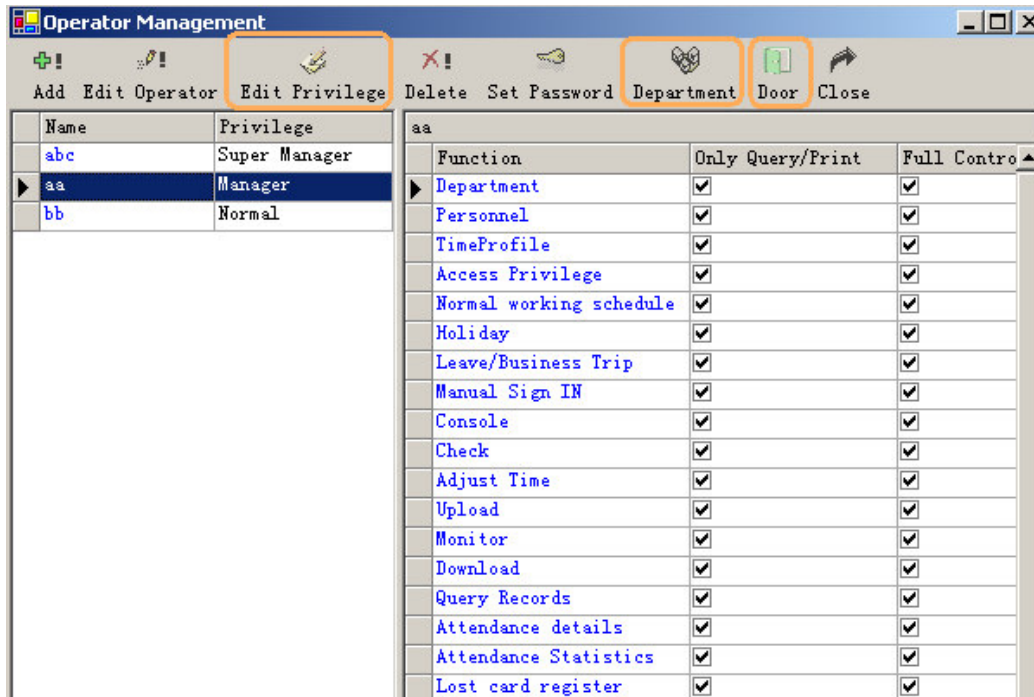
Select **Tools**<< **Change Password**



5.3 Operator Management

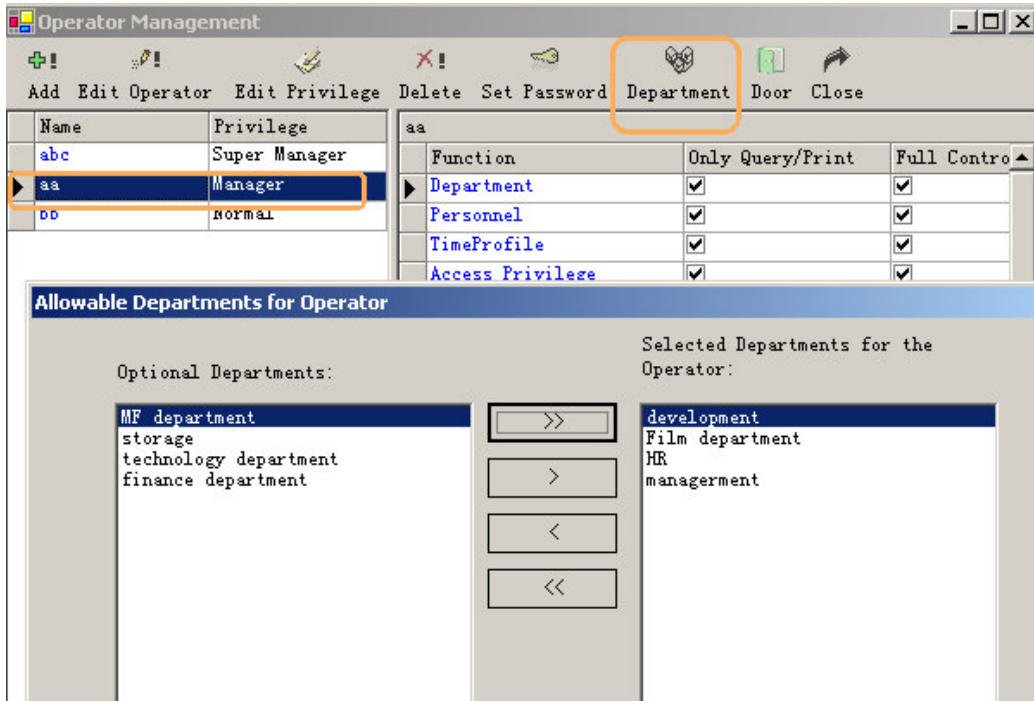
Select **Tools**<< **operator Management**



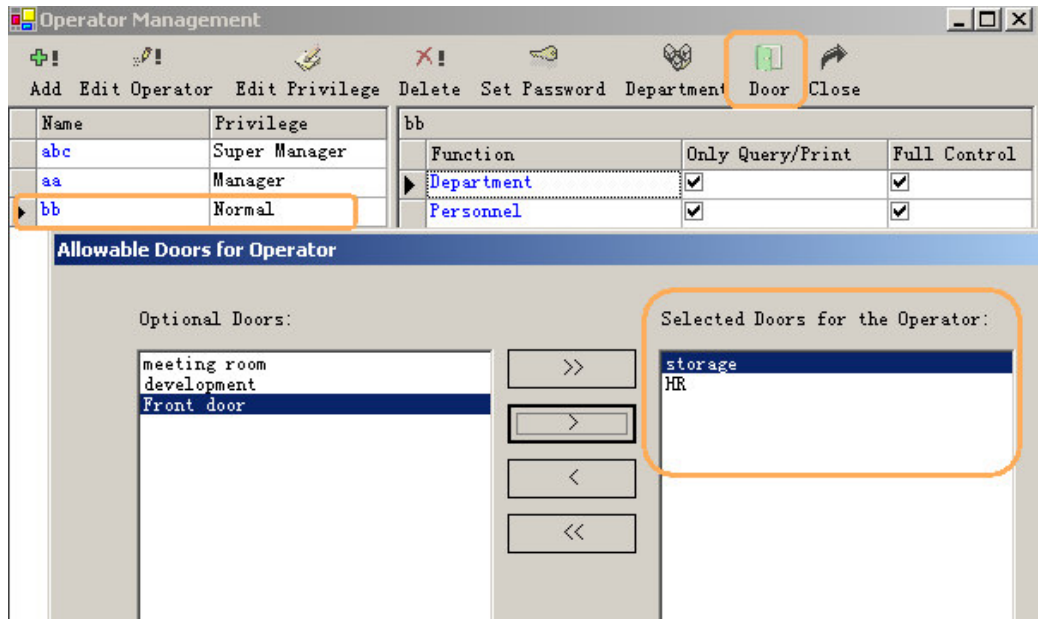


Edit Privilege: assign the executable operation and function to operators

Department: assign the Department that the operator can manage.

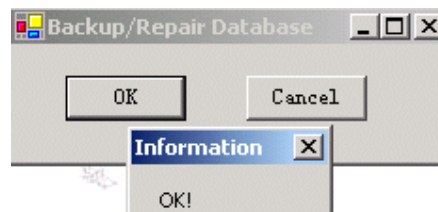
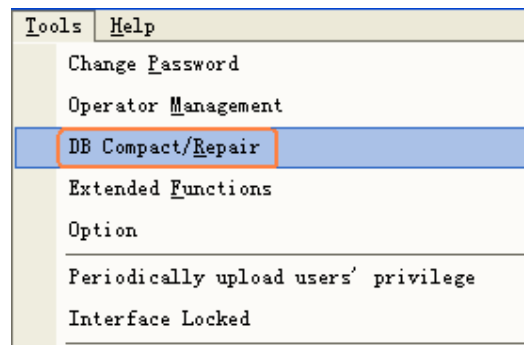


Door: assign the Door that the operator can manage.



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.

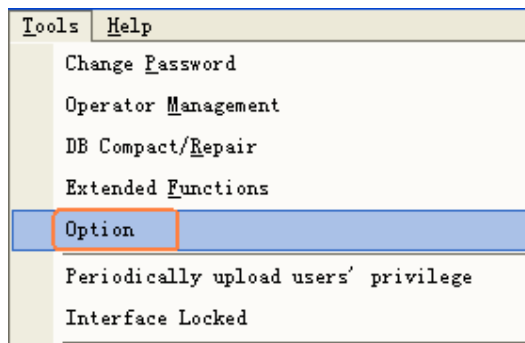
Select **Tools<< Interface Locked**

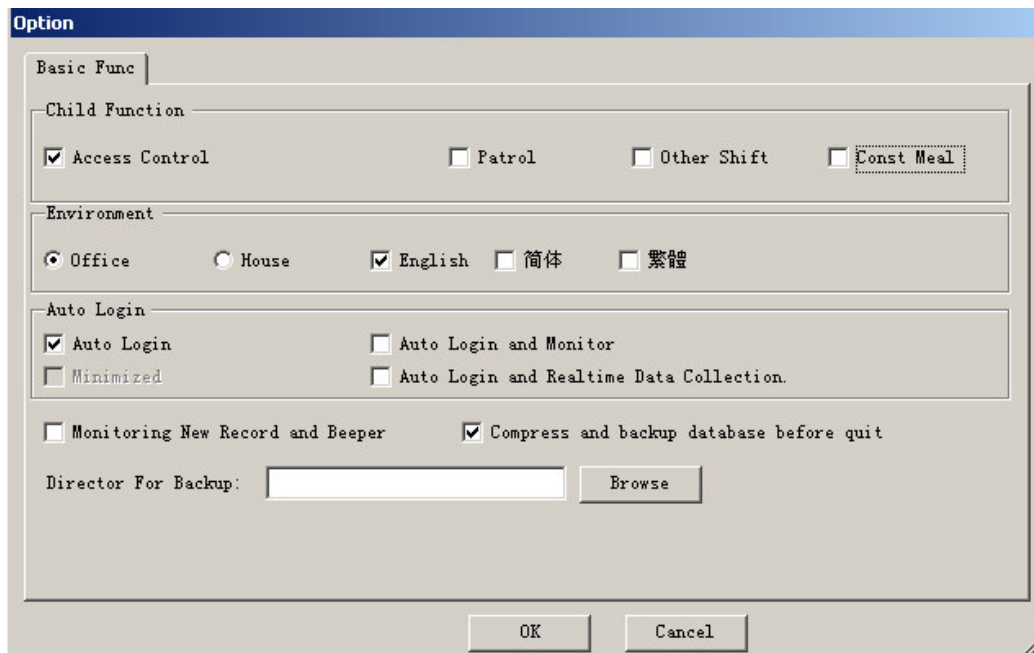


After he or she comes back , he or she inputs the password all right.

5.6 Option

Tools<< Option





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

Select Environment(Office ,House)

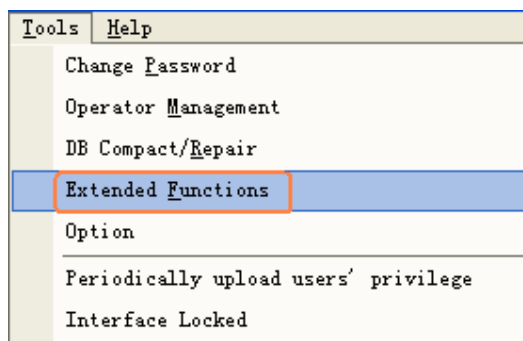
Select language (English,Chinese)

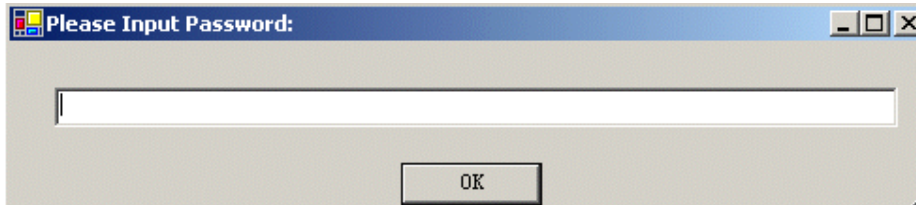
Set Auto Login

Set Director of Backup

Part 6 Extended Function

Select **【tools】 << 【Extended Functions】** from the menu bar

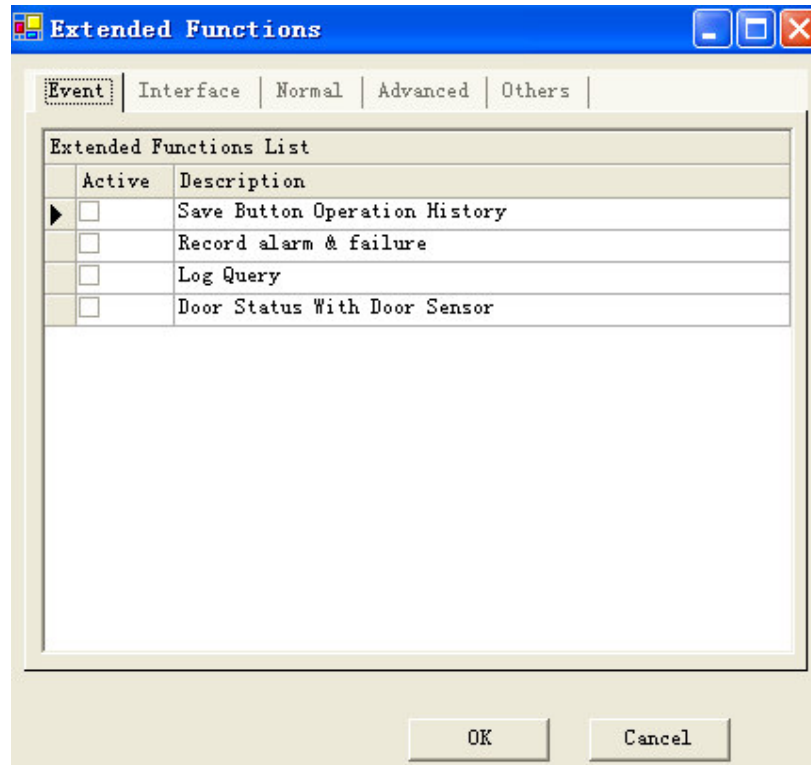


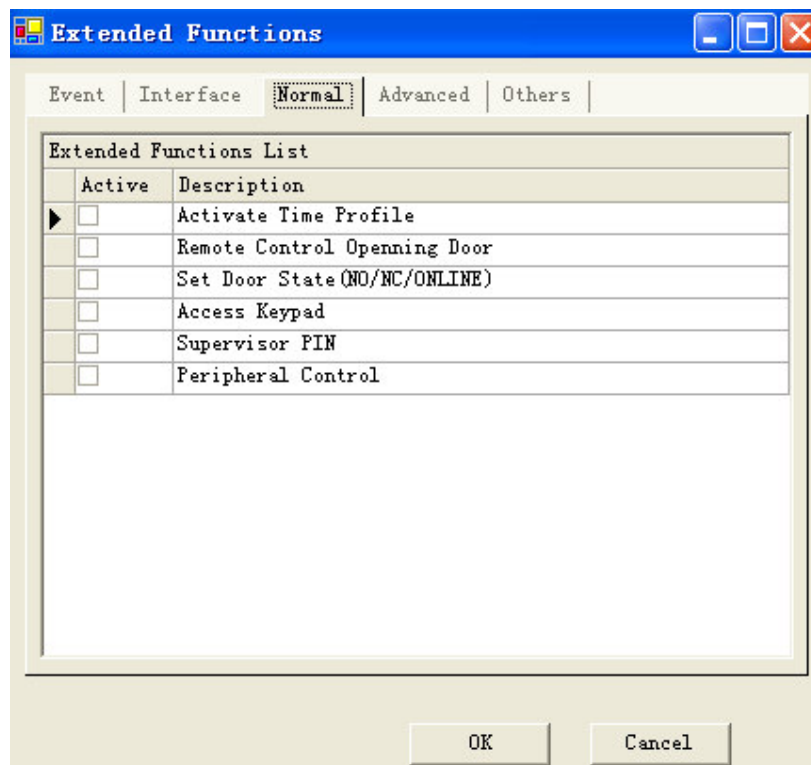
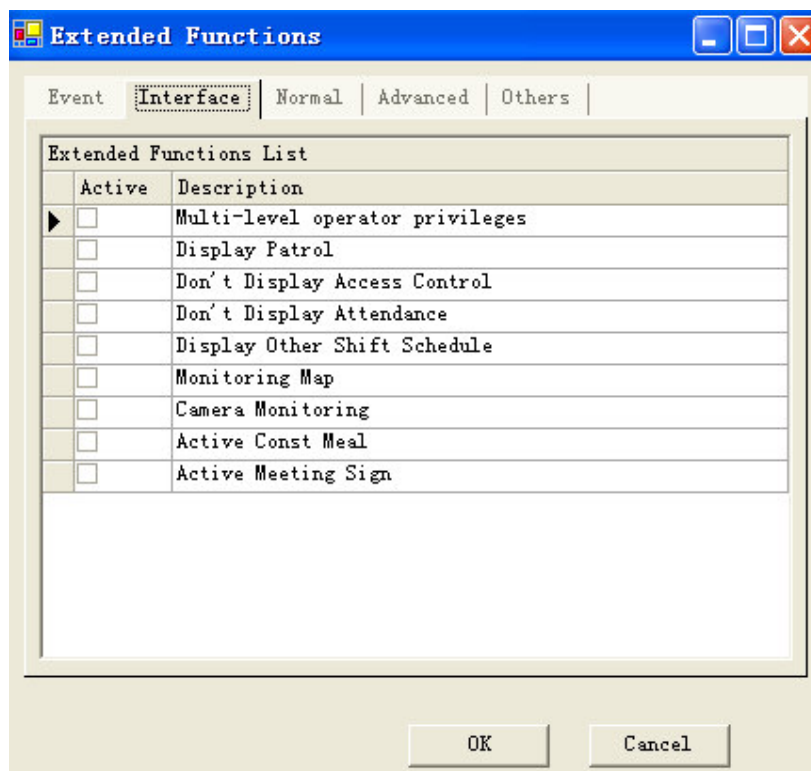


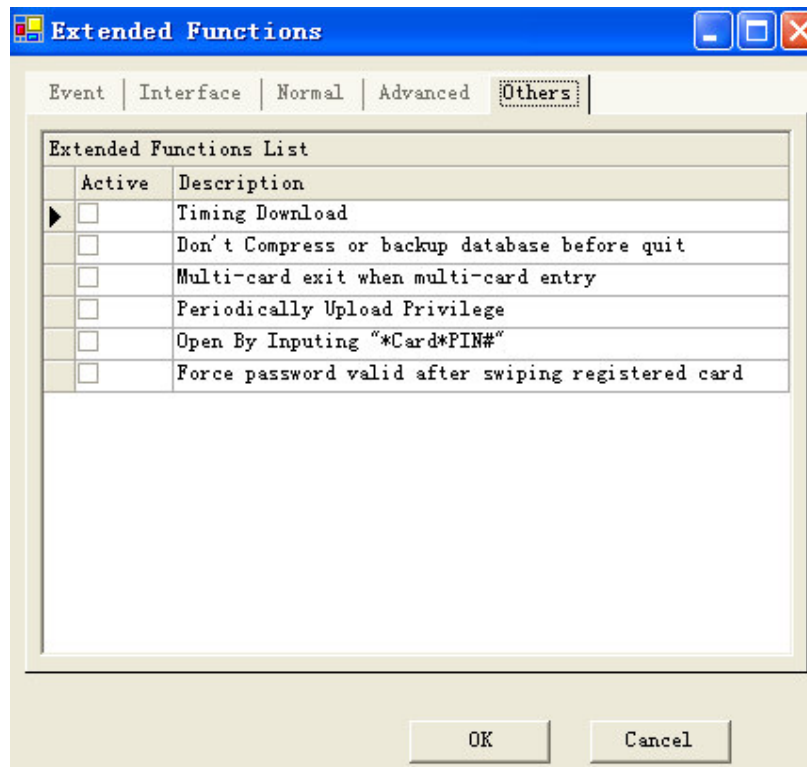
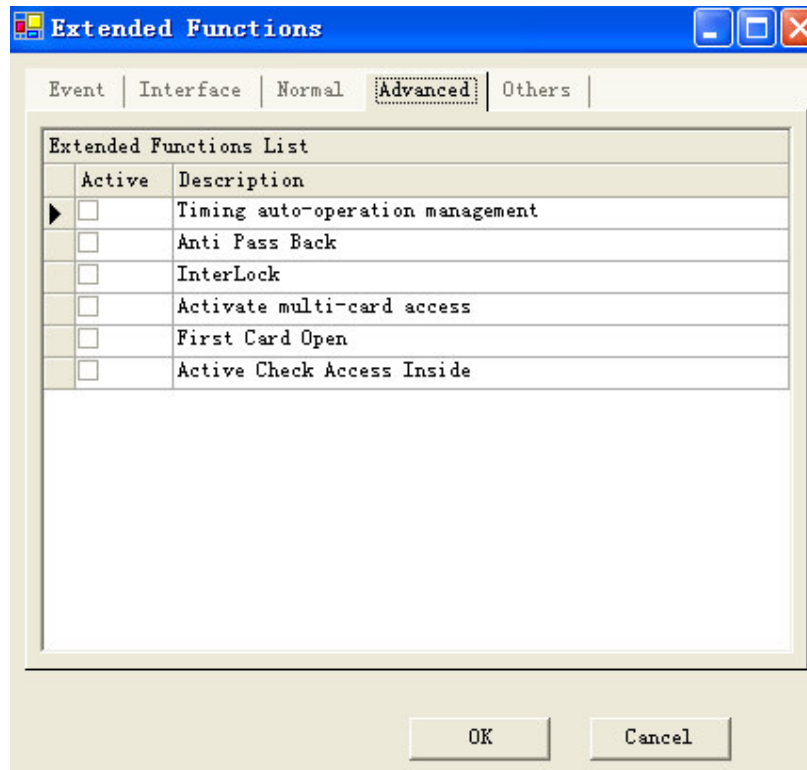
If you want to Activate the Extended Function , please input the password .

Please ask provider for password.

The extended function as follows:

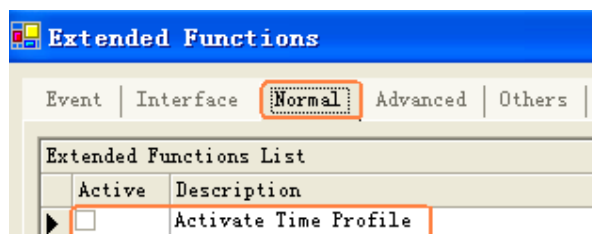




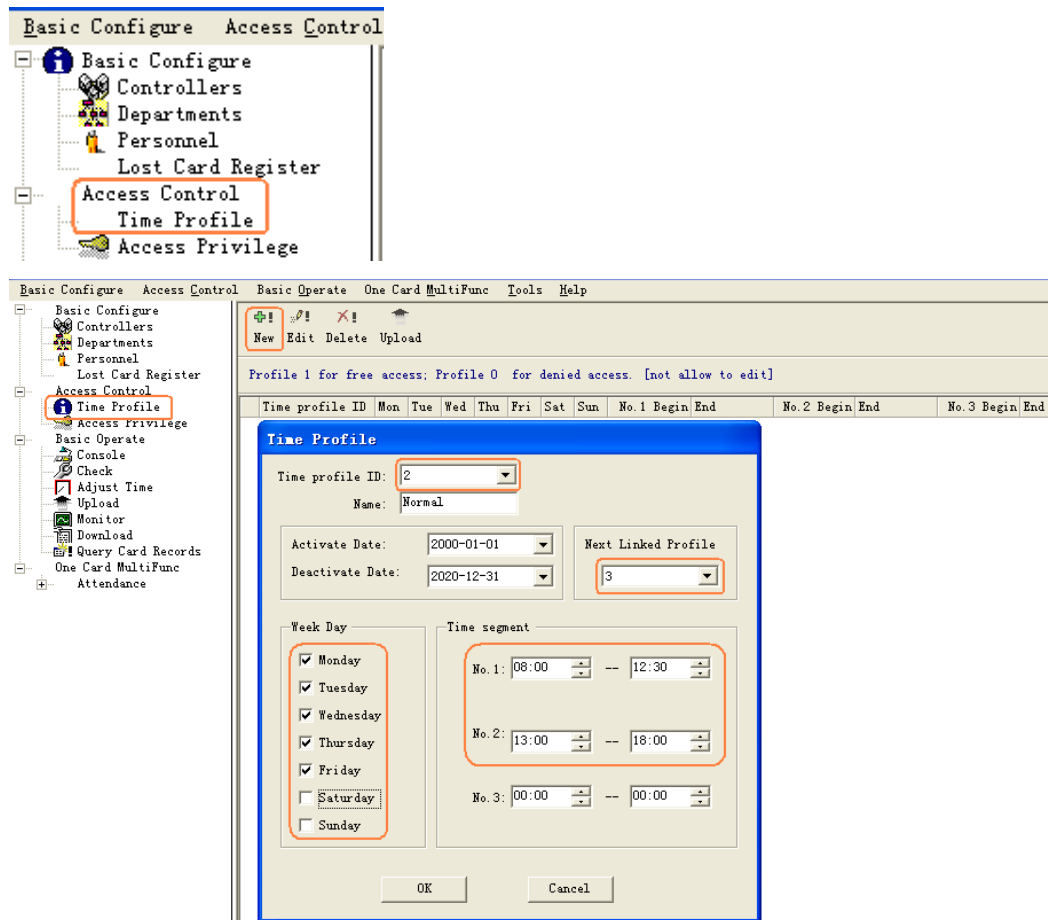


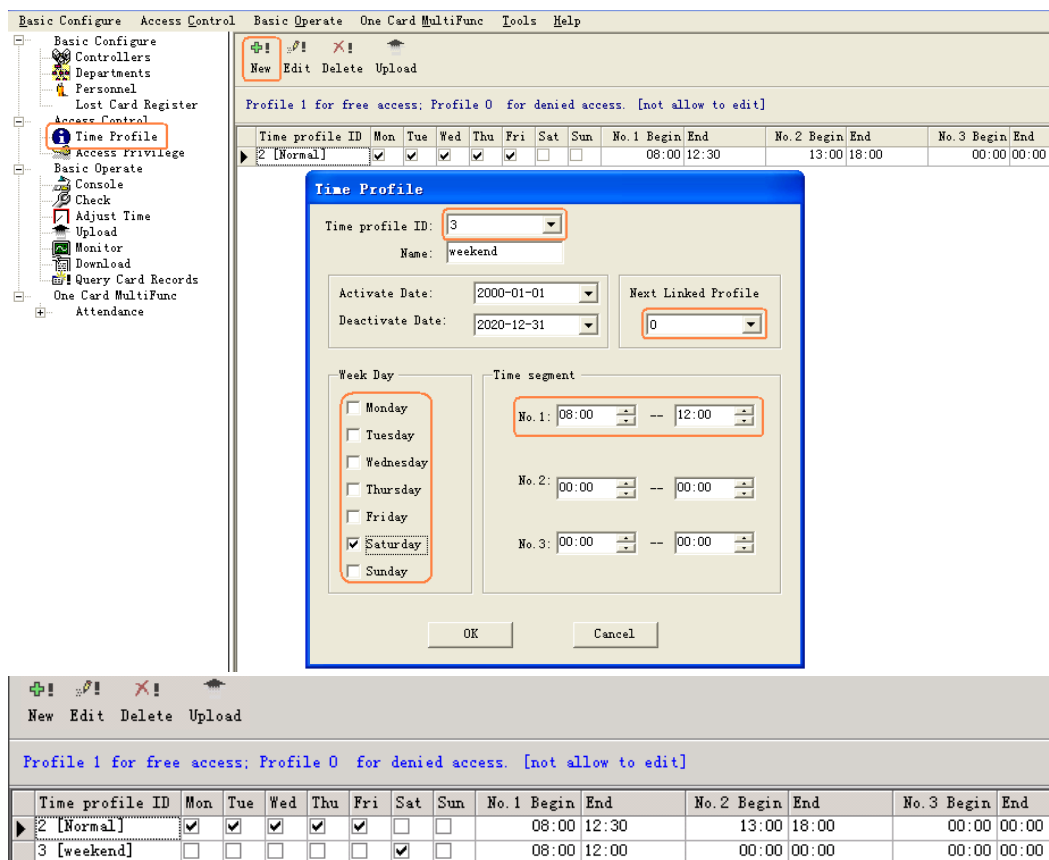
6.1 Time profile

【Extended Functions】 << 【Normal】 << 【Active Time Profile】

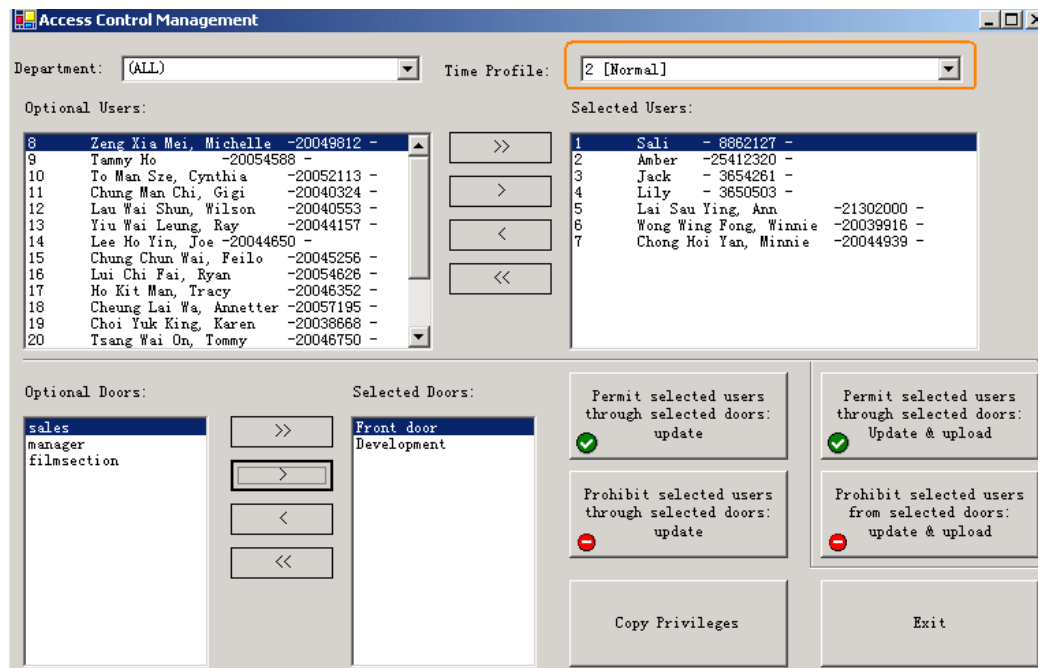


Select Access Control << Time Profile



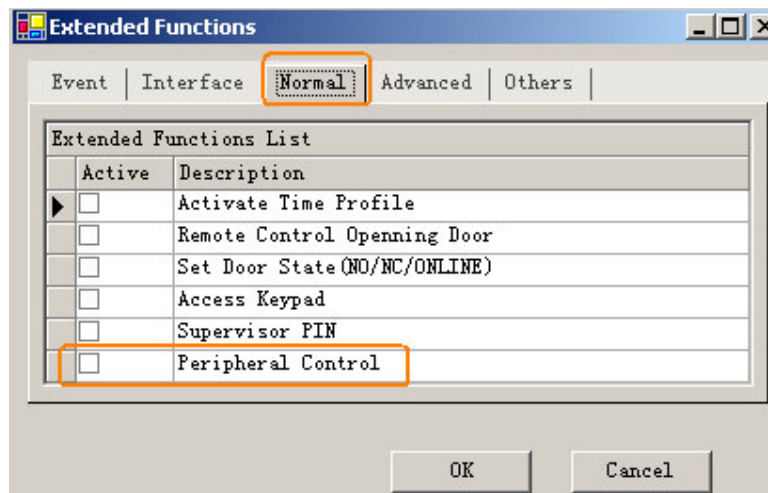


Select **Basic Configure**<<**Access Control** << **Access Privilege** << **Change Privilege**

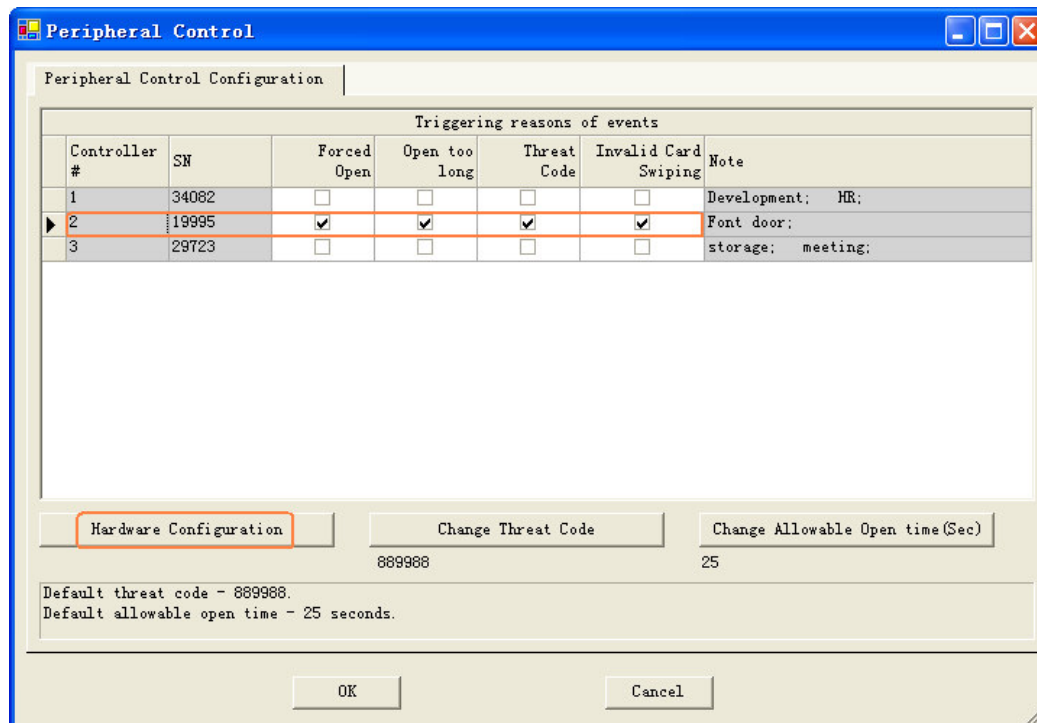
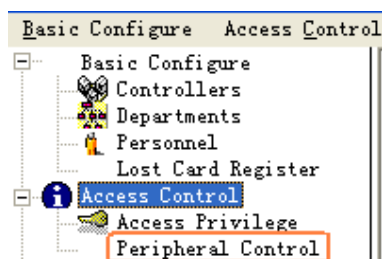


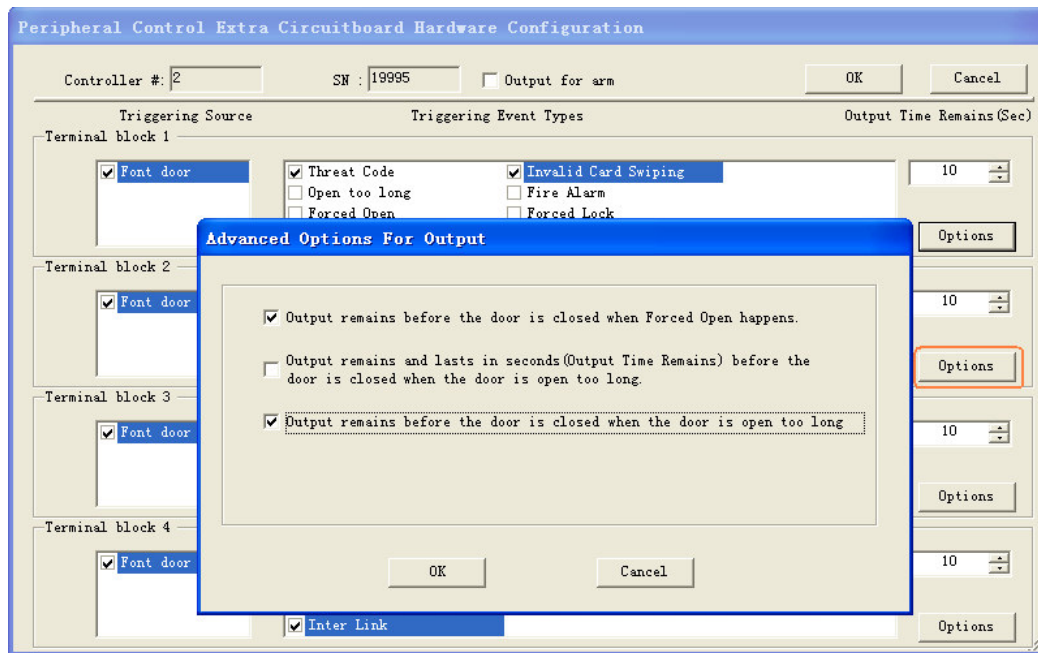
6.2 Peripheral control

【Extended Functions】 << 【Normal】 << 【Peripheral control】



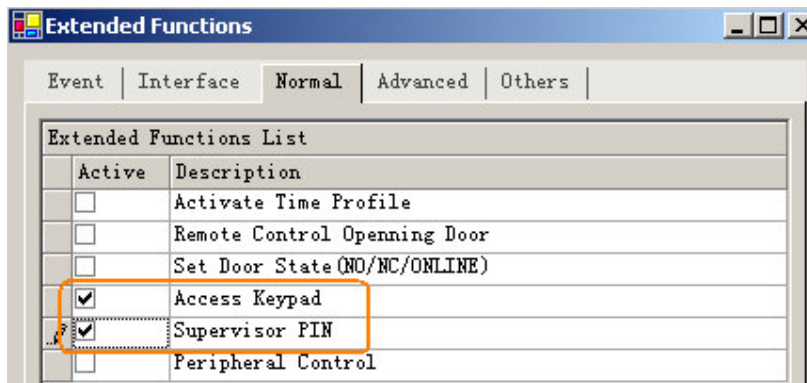
Select Basic Configure << Access Control << Peripheral control



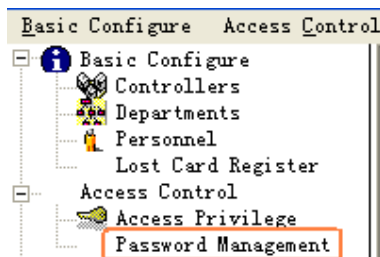


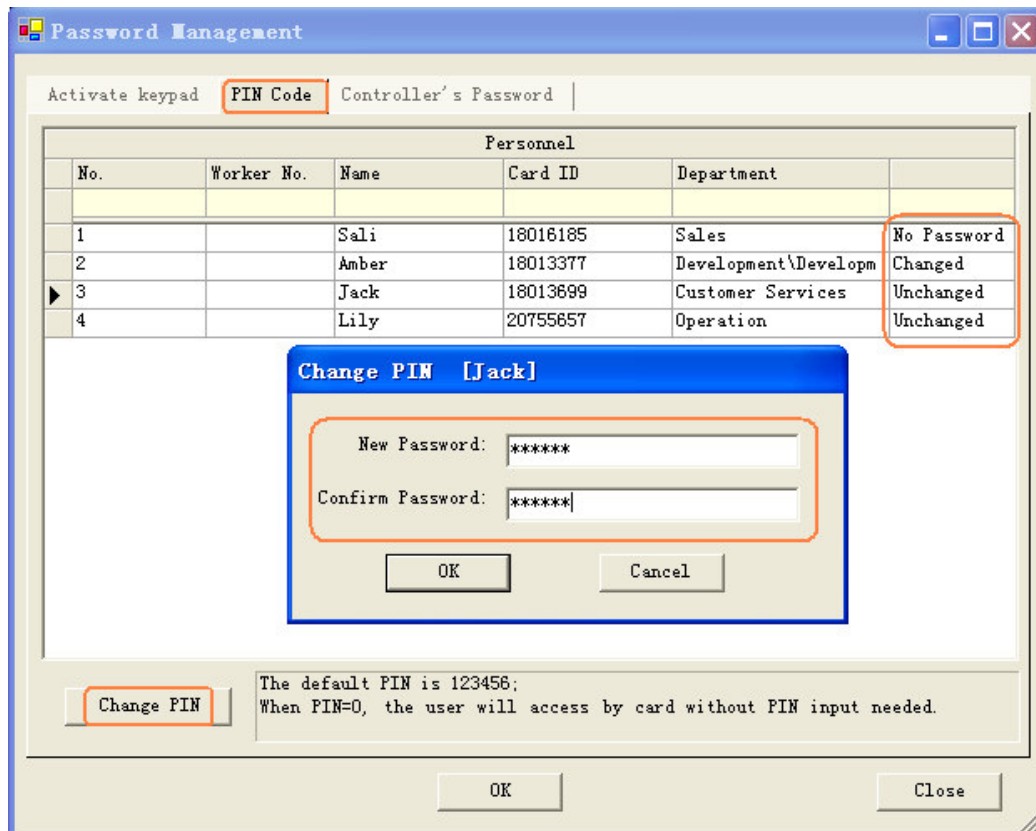
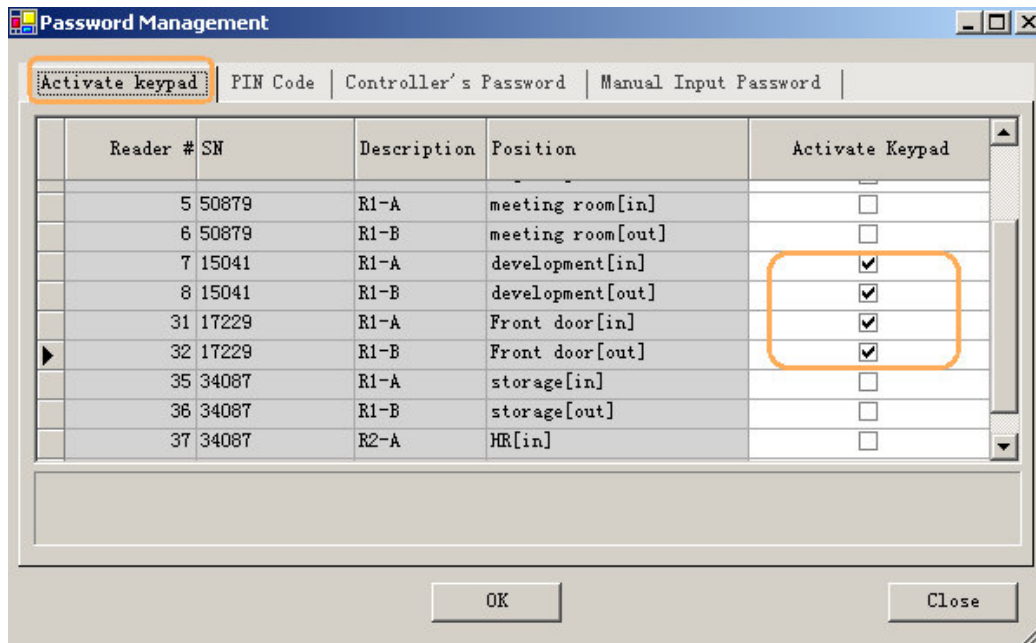
6.3 Pass Word Management

【Extended Functions】 << 【Normal】 << 【Access Keypad】

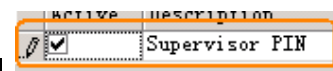


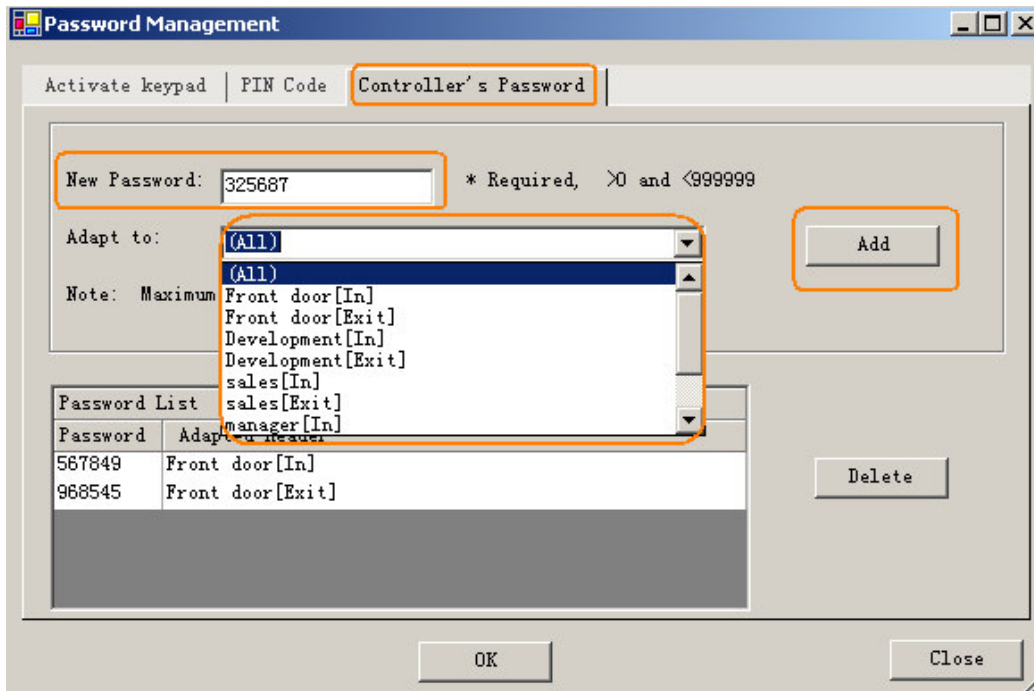
Select **Basic Configure**<<**Access Control**<<**Password Management**



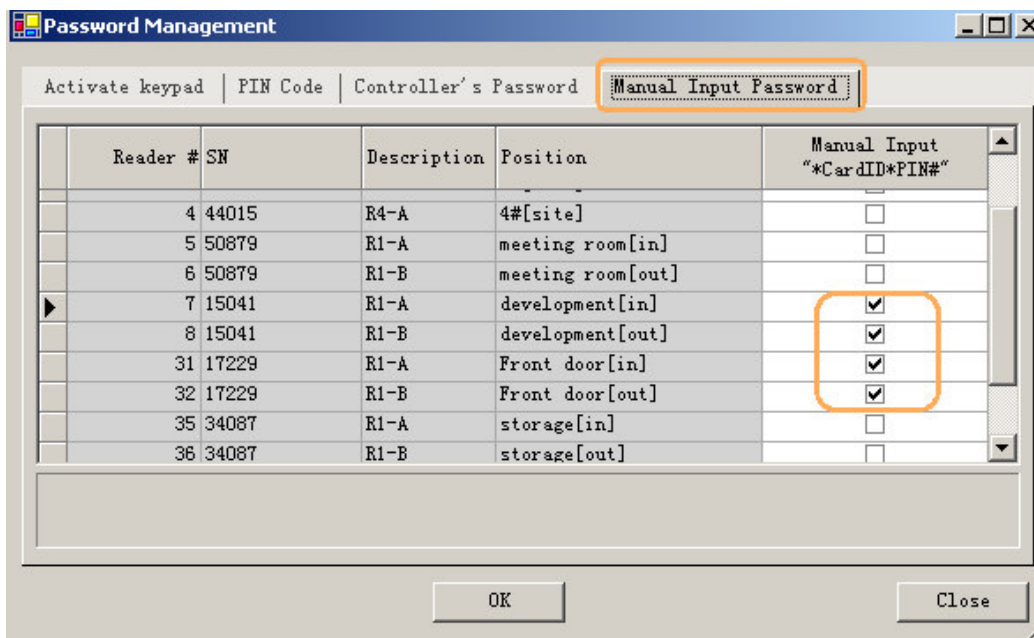


【Extended Functions】 << 【Normal】 << 【Supervisor PIN】



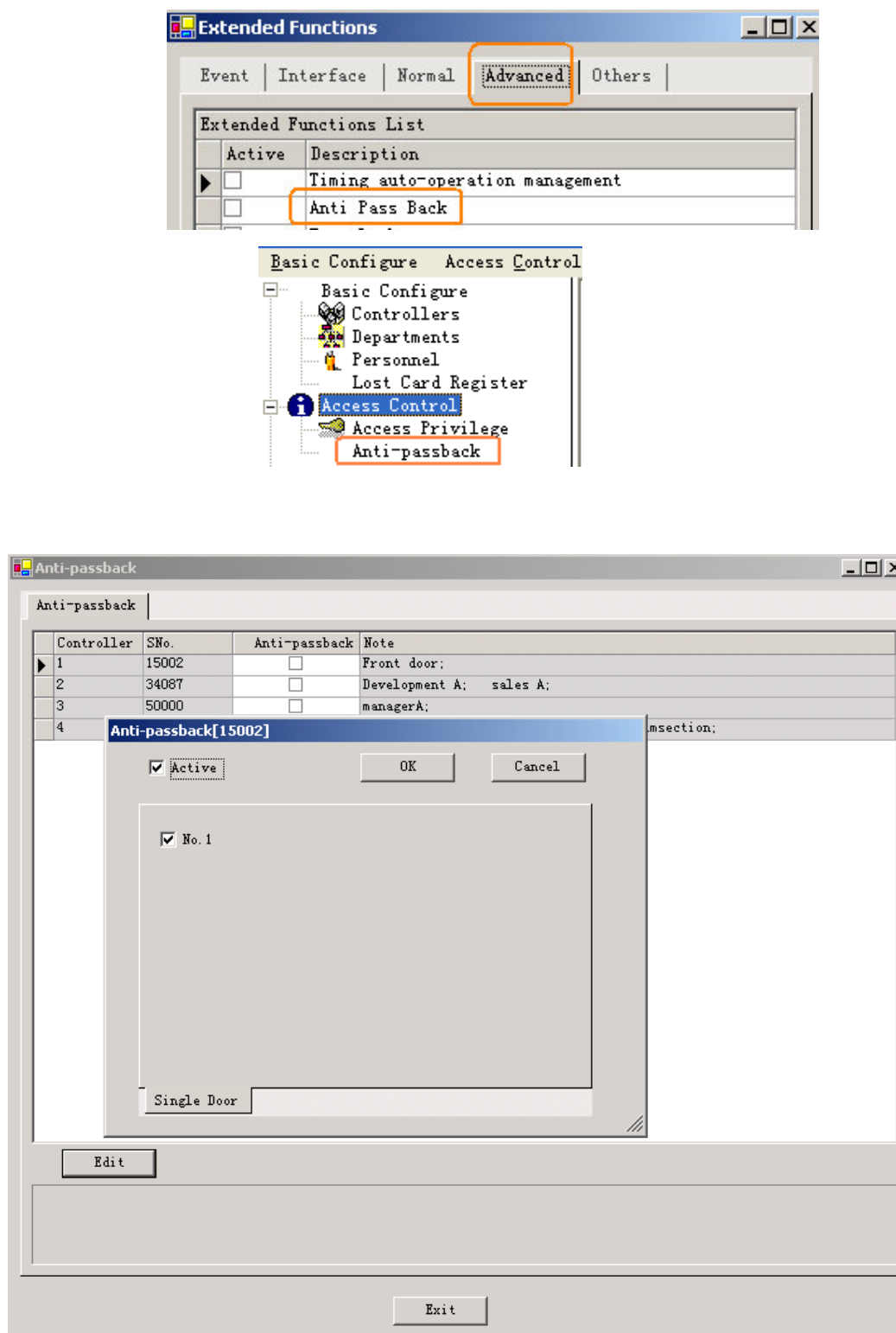


【Extended Functions】 << 【Others】 << 【Supervisor PIN】 Open By Inputting "*Card*PIN#"



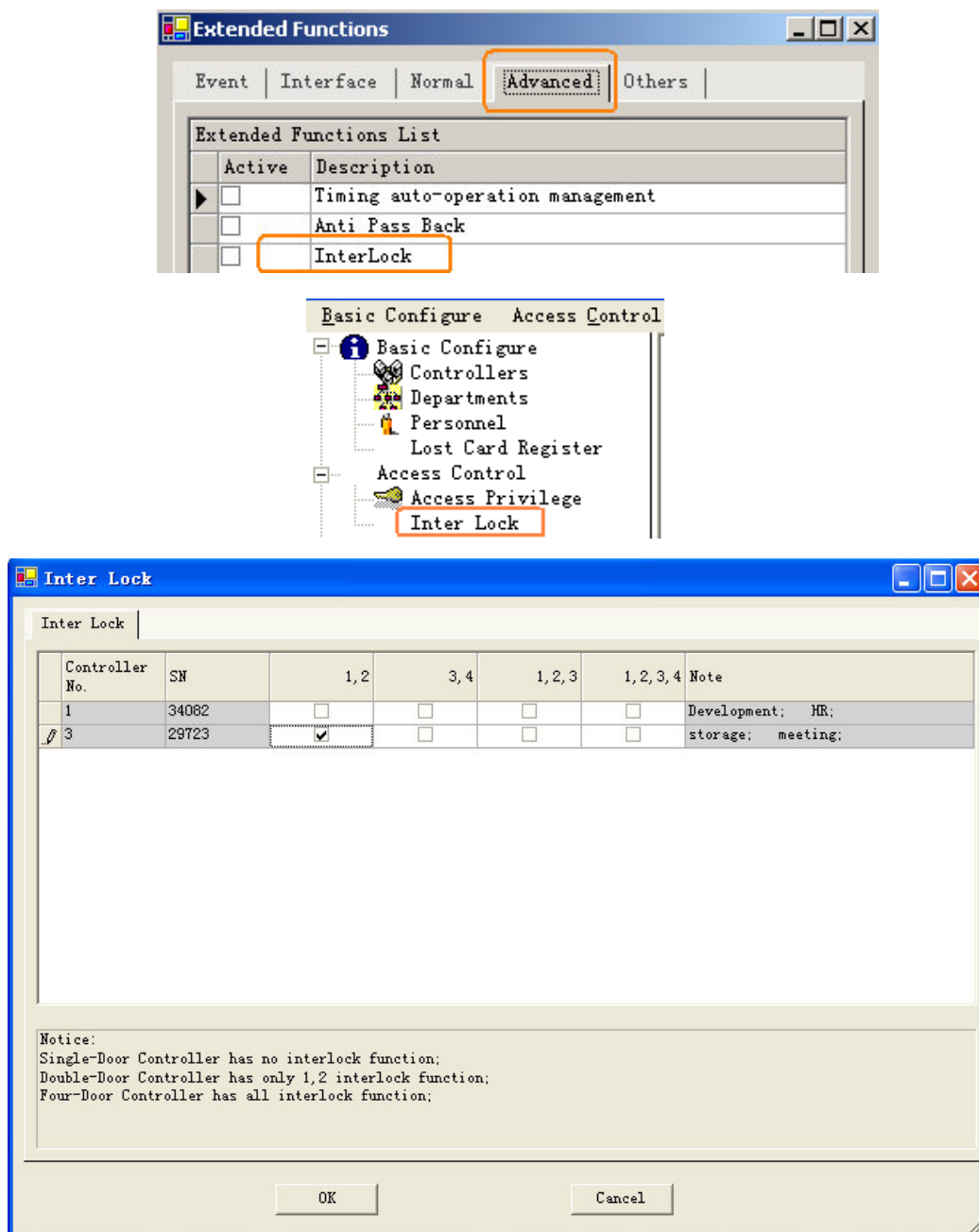
6.4 Anti-passback

【Extended Functions】 << 【Advanced】 << 【Anti-pass back】



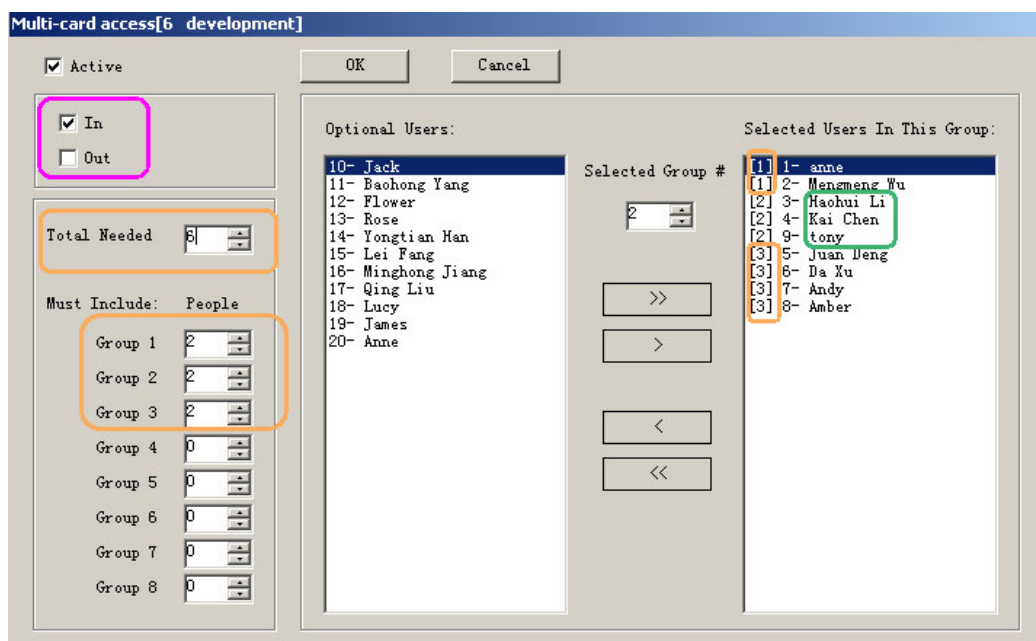
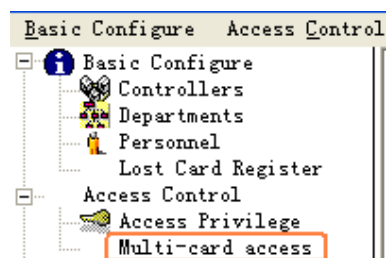
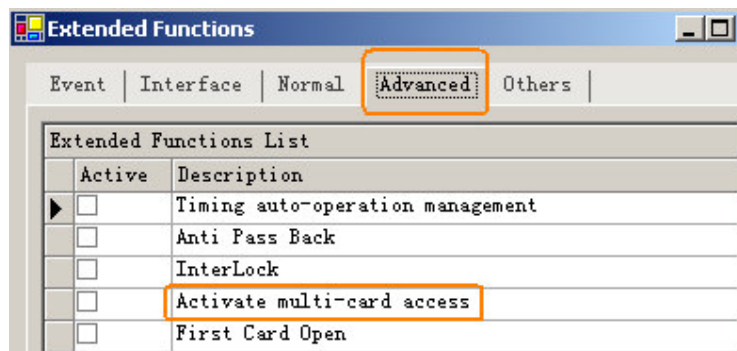
6.5 InterLock

【Extended Functions】 << 【Advanced】 << 【InterLock】



6.6 Activate Multi-card access

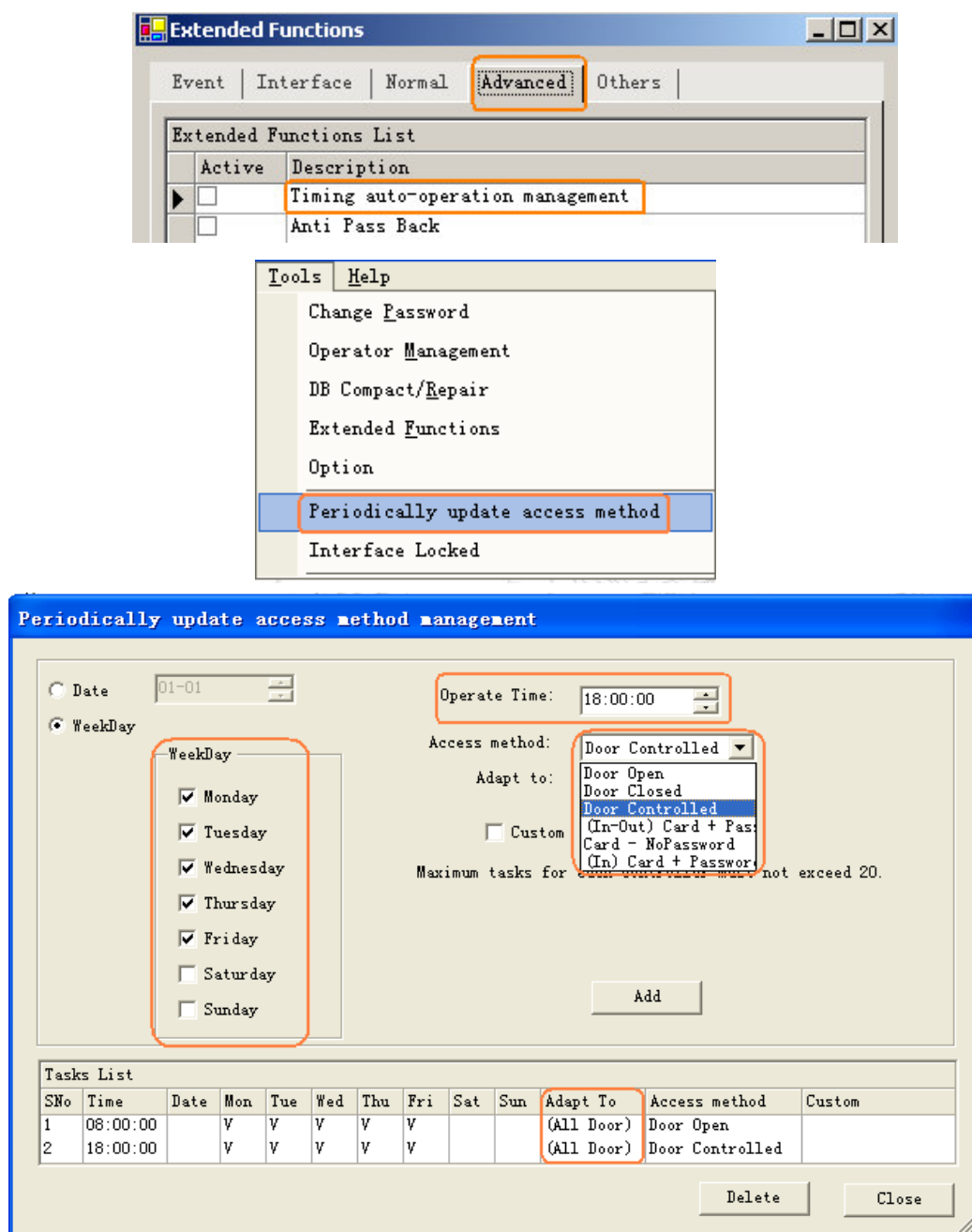
【Extended Functions】 << 【Advanced】 << 【Activate Multi-card access】



The first group has two peoples the second group has two people , the third group has four people . each group comes two people to be allowed to open the door.

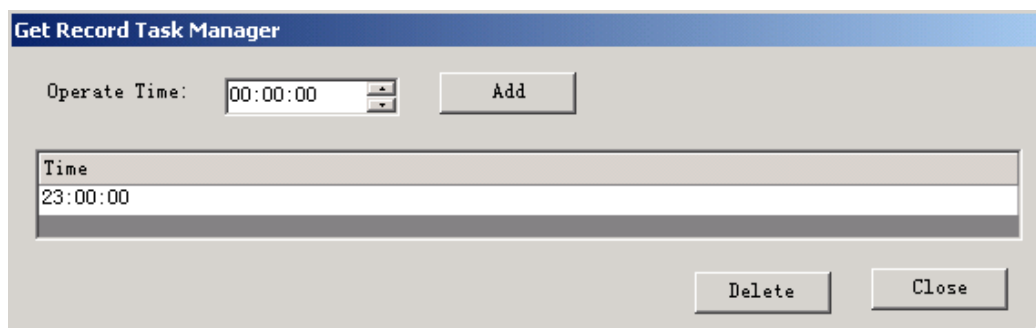
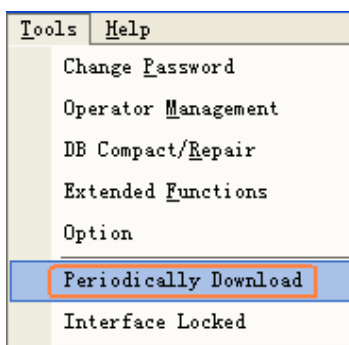
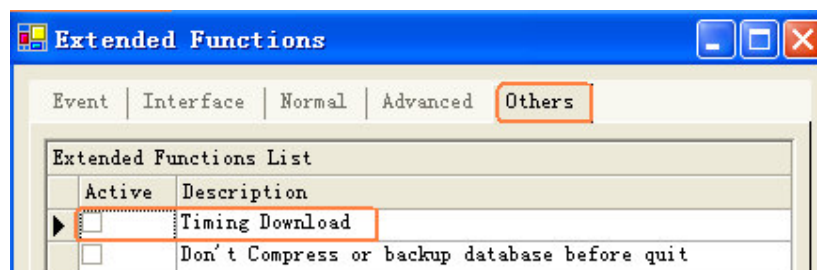
6.7 Timing auto-operation management

【Extended Functions】 << 【Advanced】 << 【Timing auto-operation management】



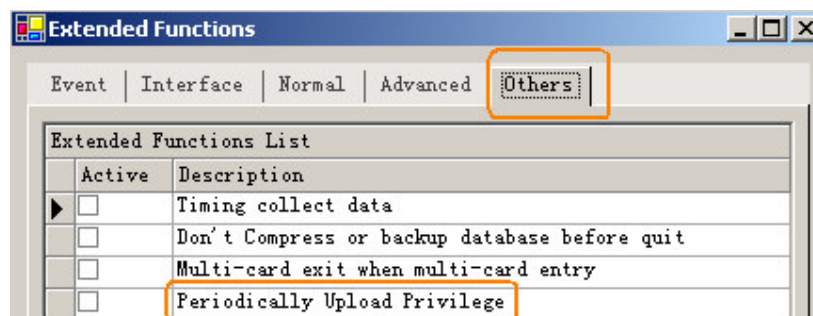
6.8 Timing collect data

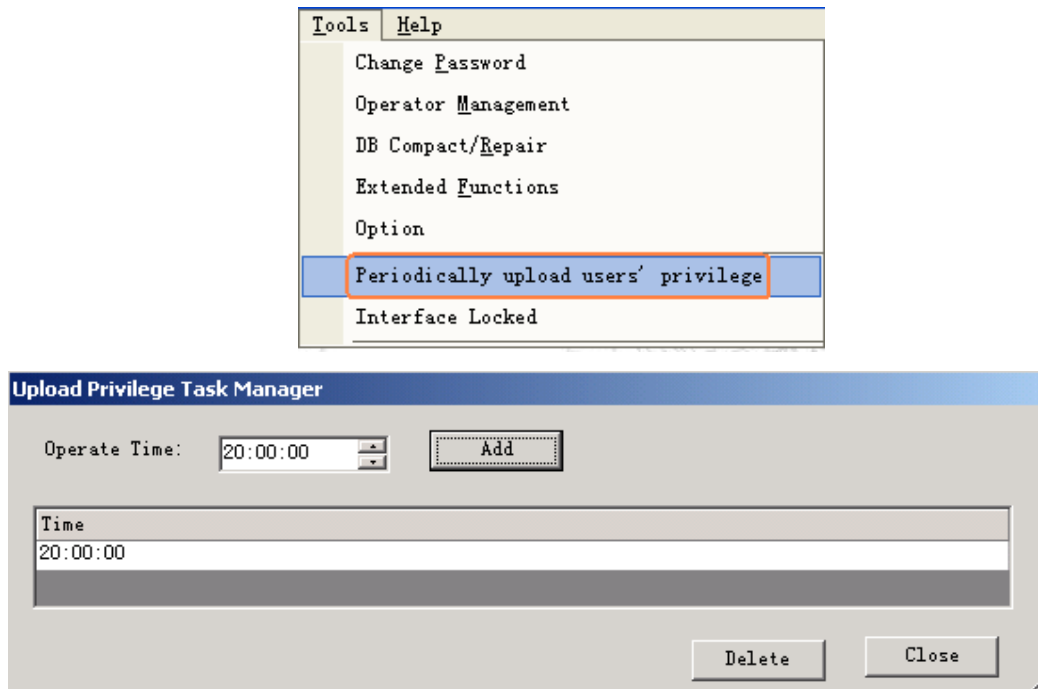
【Extended Functions】 << 【Others】 << 【Timing Download】



6.9 Periodically Upload Privilege

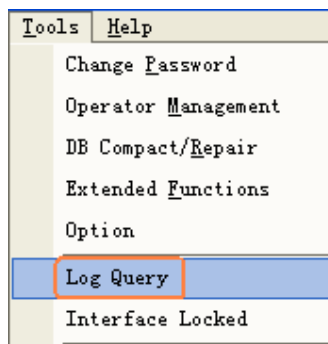
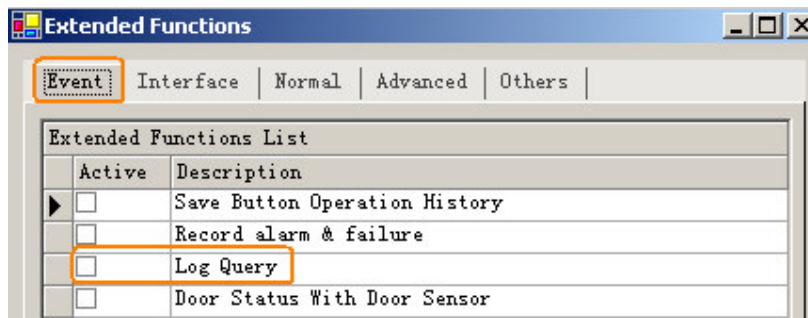
【Extended Functions】 << 【Others】 << 【Periodically Upload Privilege】

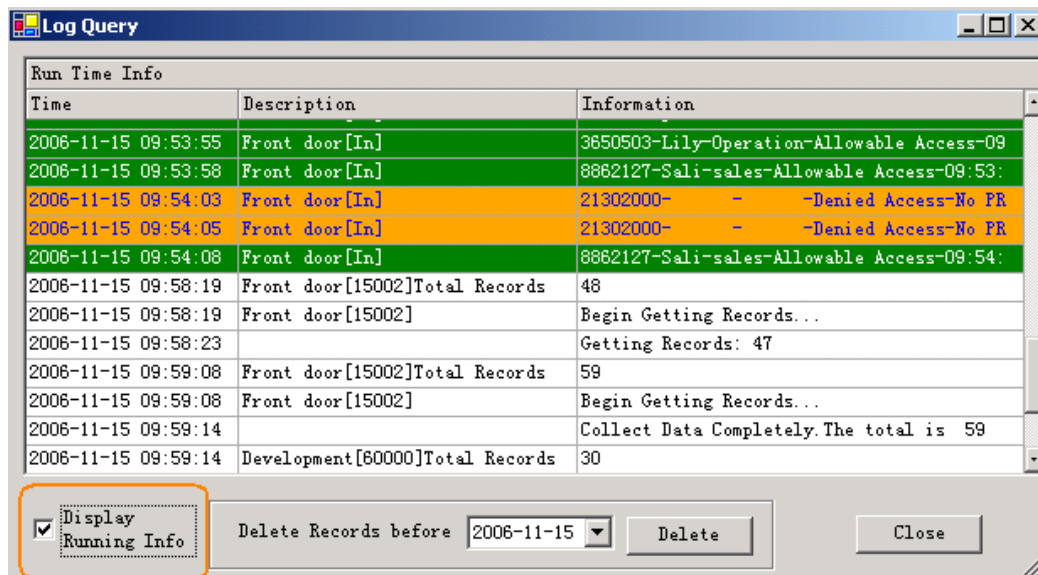
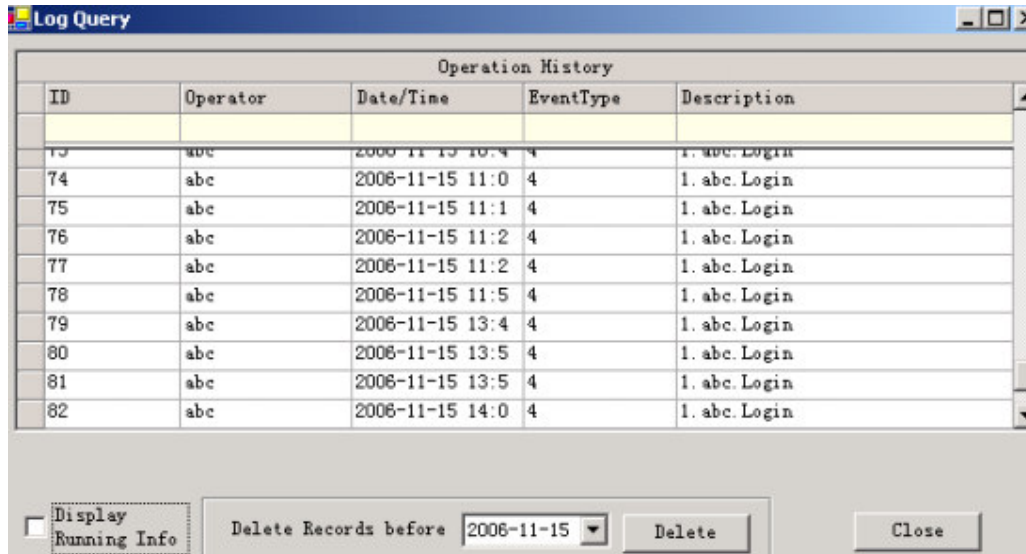




6.10 Log Query

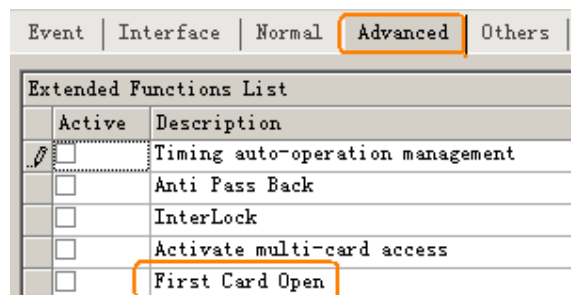
【Extended Functions】 << 【Event】 << 【Log Query】

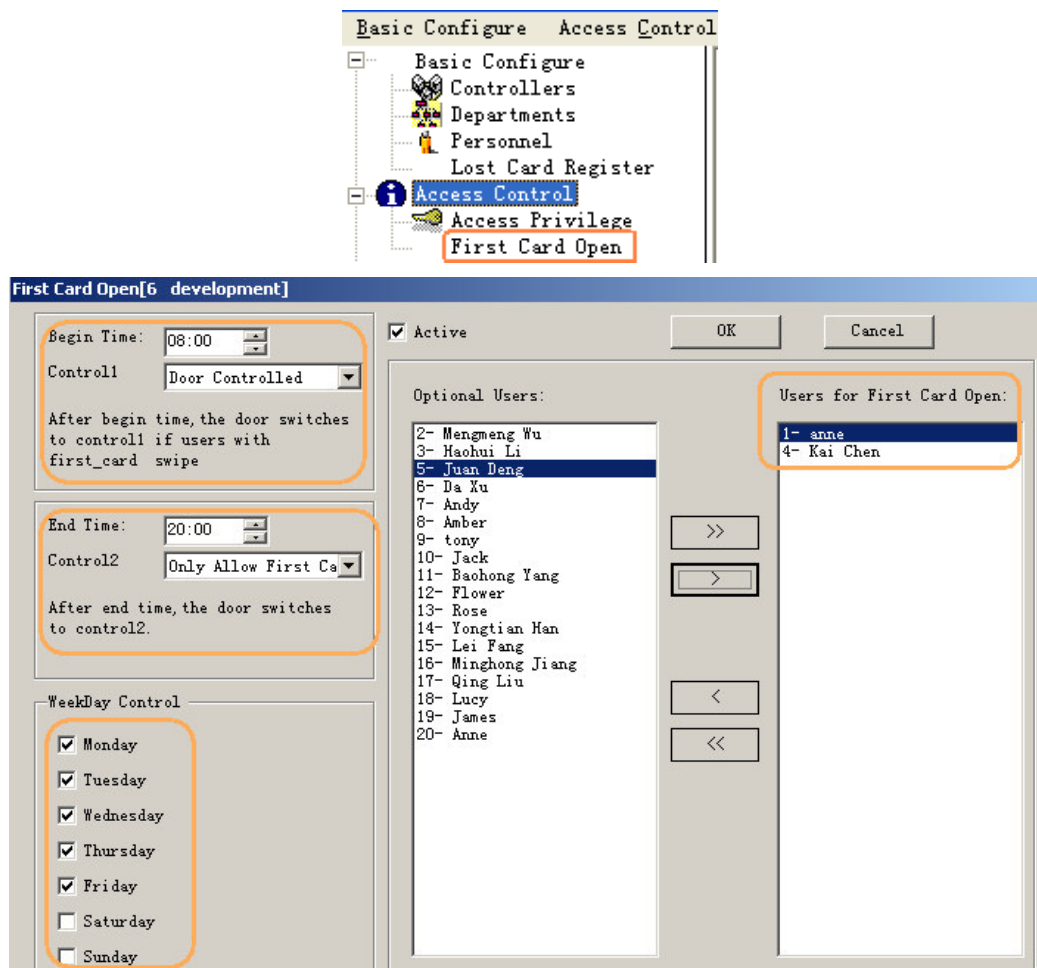




6.11 First Card Open

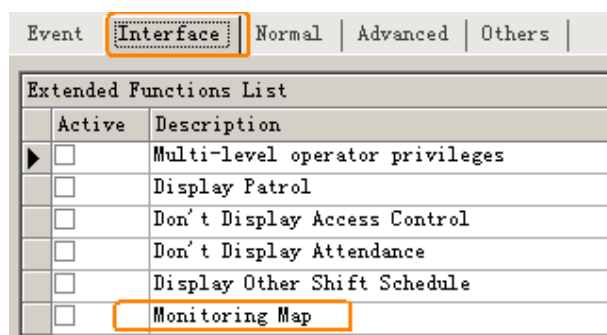
【Extended Functions】 << 【Advanced】 << 【First Card Open】

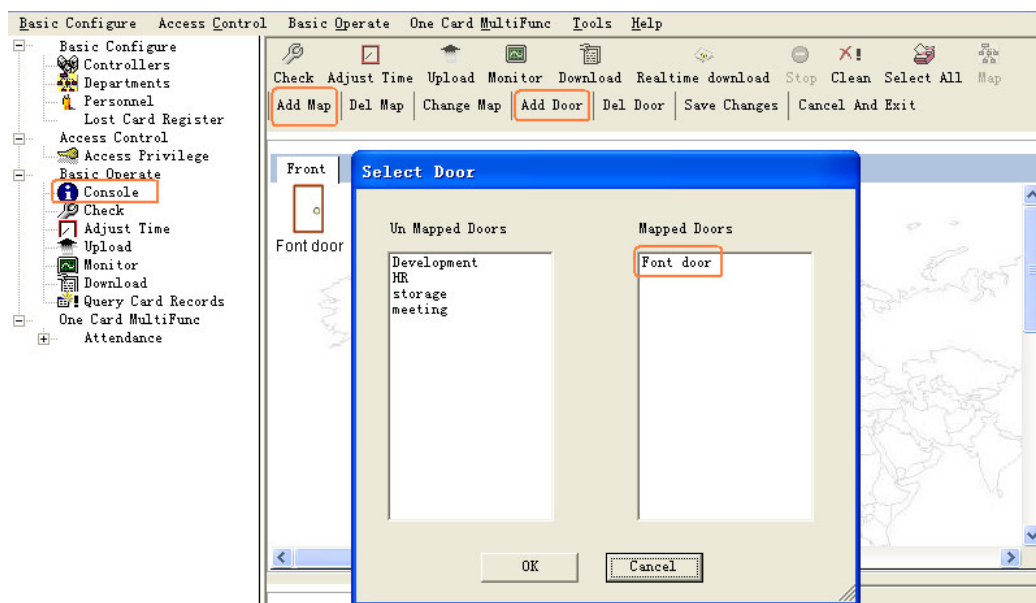
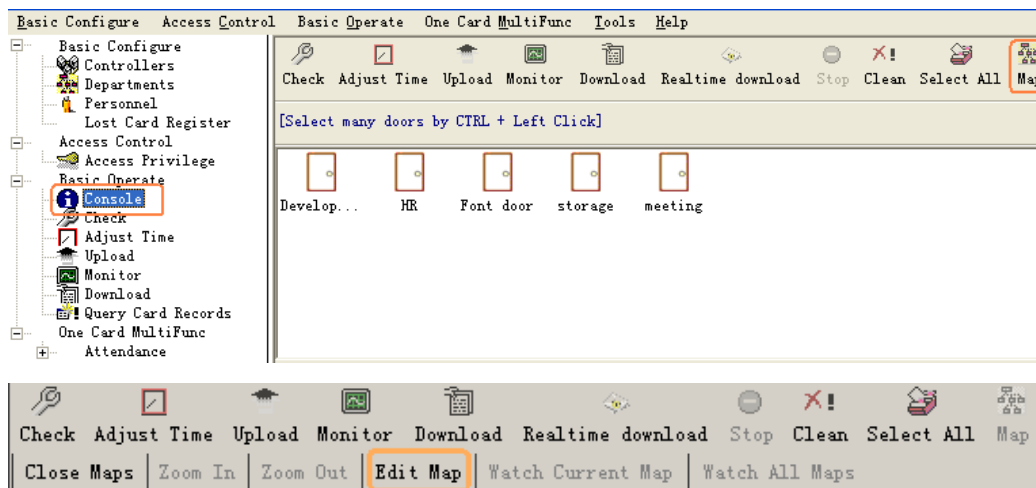




6.12 Monitoring Map

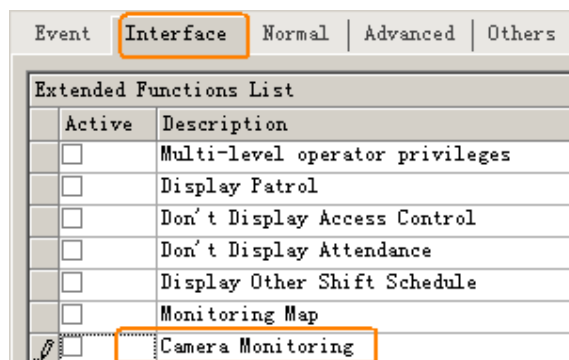
【Extended Functions】 << 【Interface】 << 【Monitoring Map】



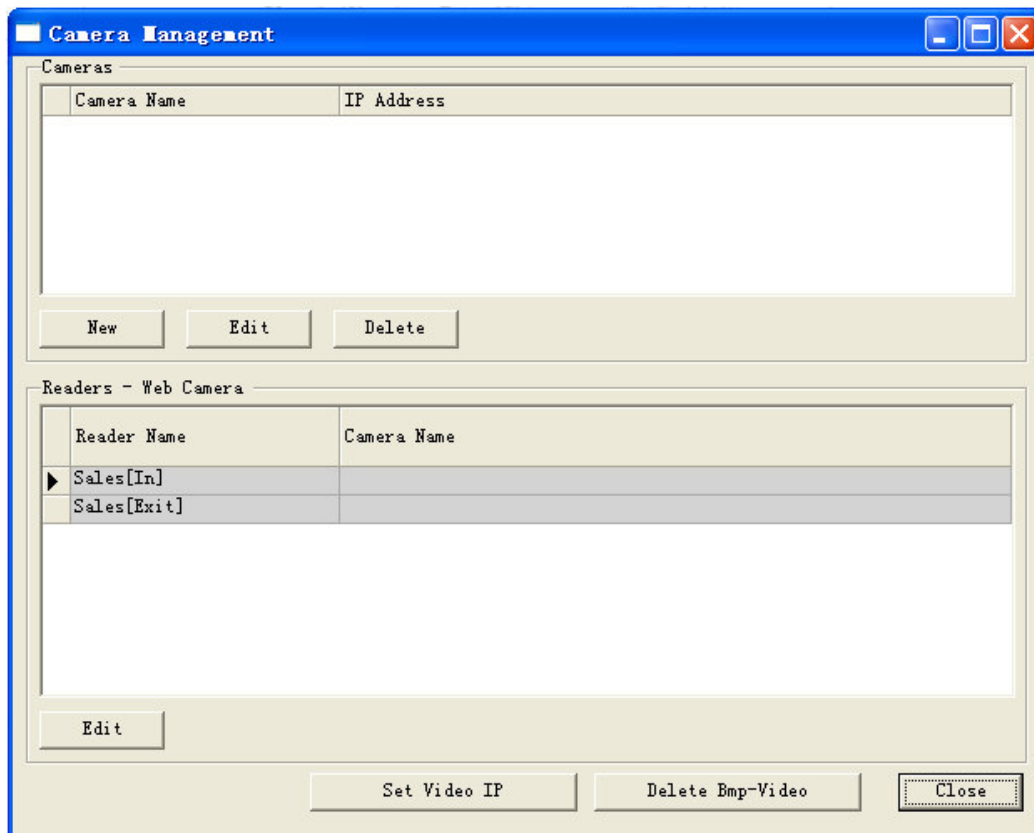
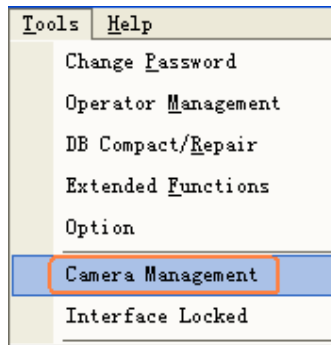


6.13 Camera Monitoring

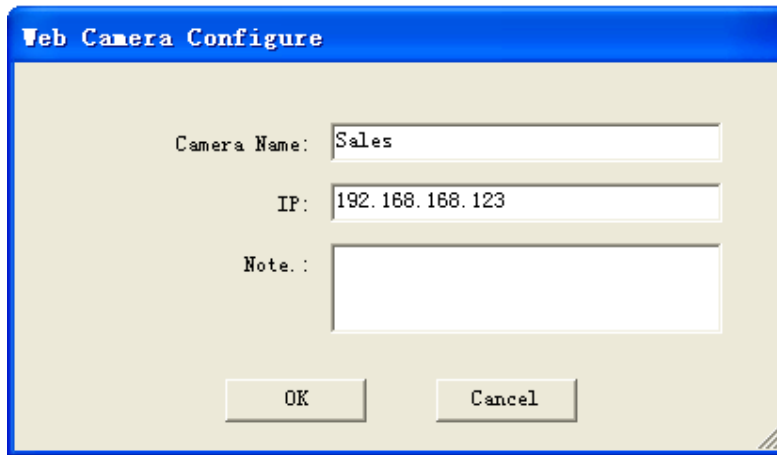
【Extended Functions】 << 【Interface】 << 【Camera Monitoring】



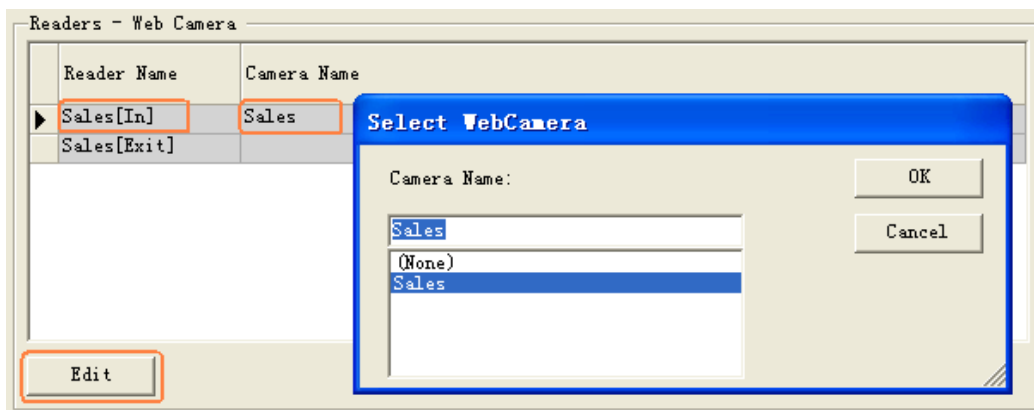
Select **【Tools】 << 【Camera Management】**



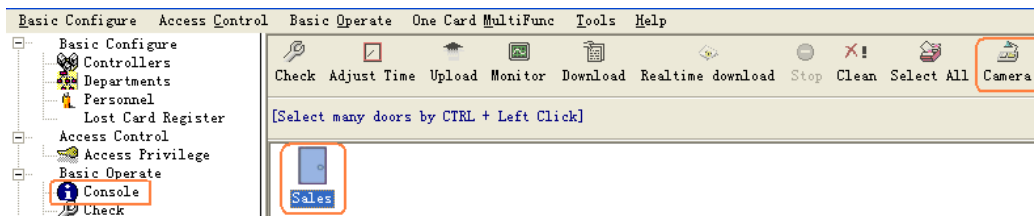
Add camera, click “New”, as shown:

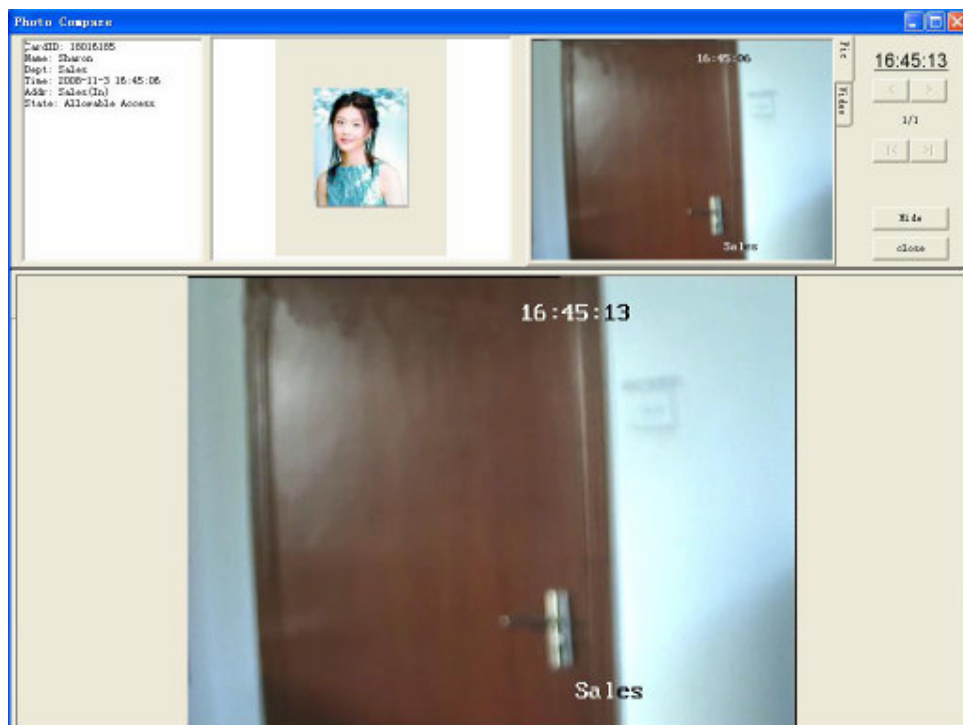


Set the Readers corresponding Web Camera



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:

The 'Video IP Edit' dialog box has a blue title bar. It contains several input fields: 'Old IP Address' with the value '192.168.168.123', 'MAC address' (empty), 'New IP Address' (empty), 'Confirmed New IP' (empty), 'Subnet Mask' with the value '255.255.255.0', and 'Default Gateway' (empty). At the bottom, there are 'OK' and 'Cancel' buttons.

Please input "New IP Address" and re-input "Confirmed New IP".
Information for the show:



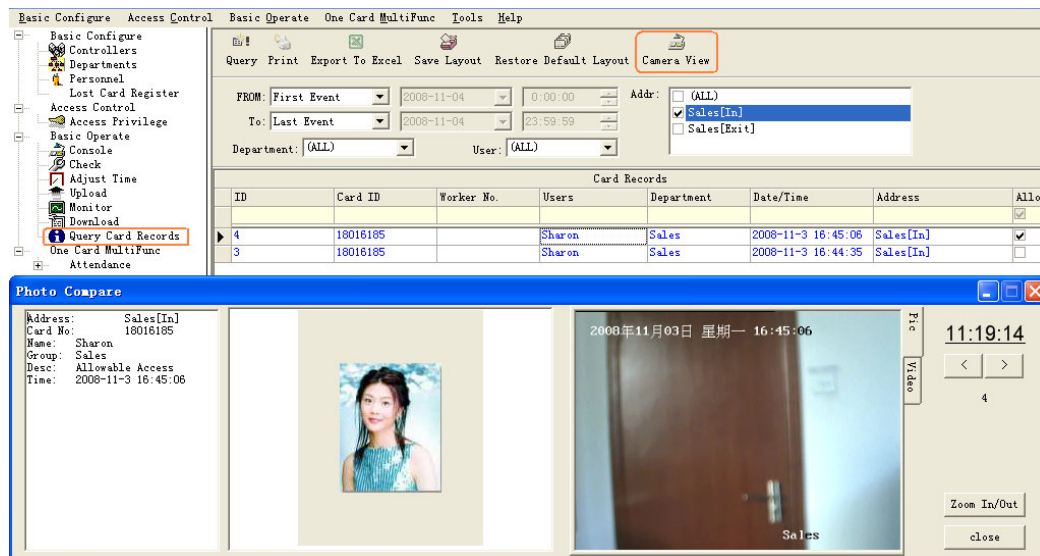
Set Video IP Successfully.

If the Information Display:



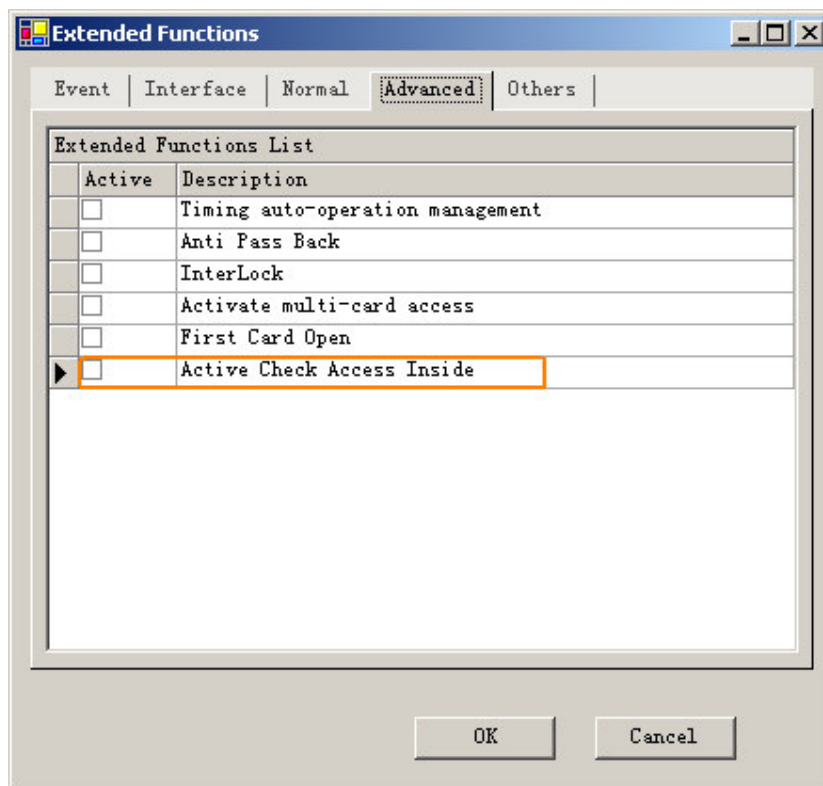
Set Video IP Failed.

Query Camera View, Select **【Query Card Records】** << **【Camera View】**

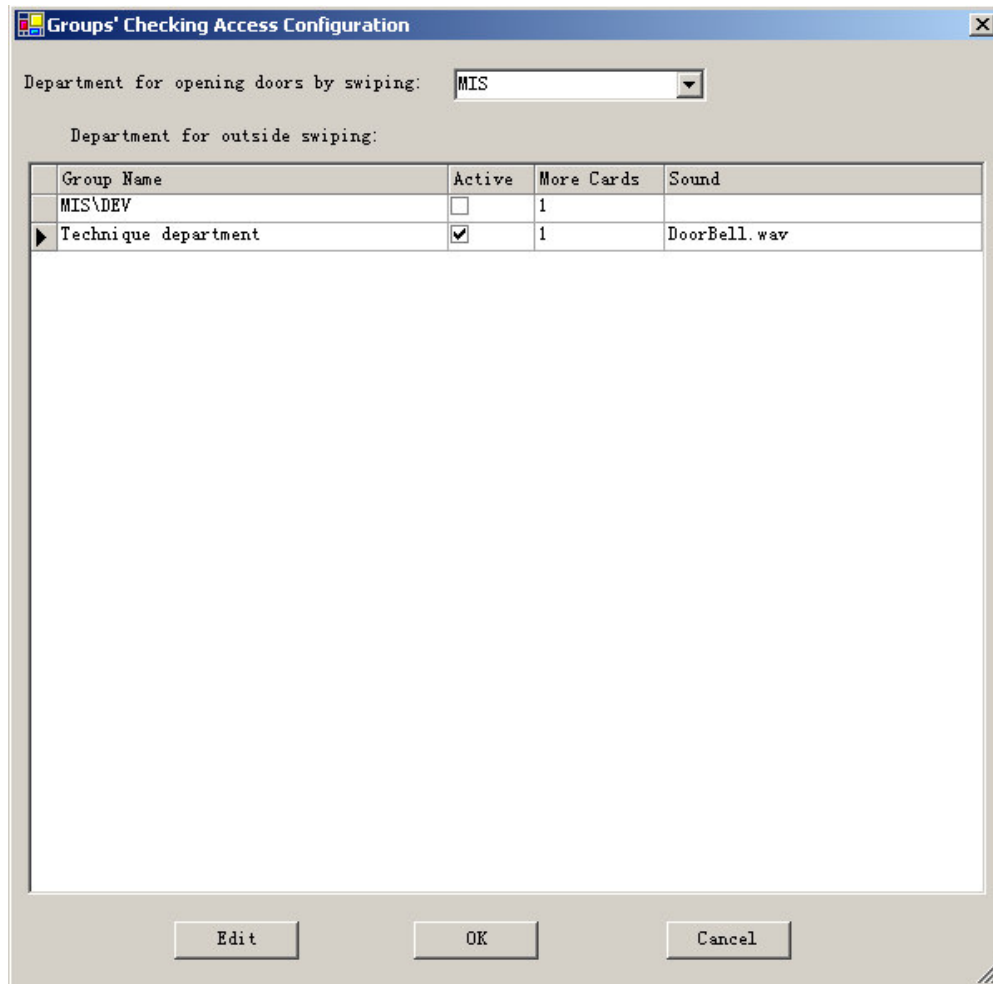


6.14 Check Access Manger

【Extended Functions】 << **【Advanced】** << **【Active Check Access Inside】**



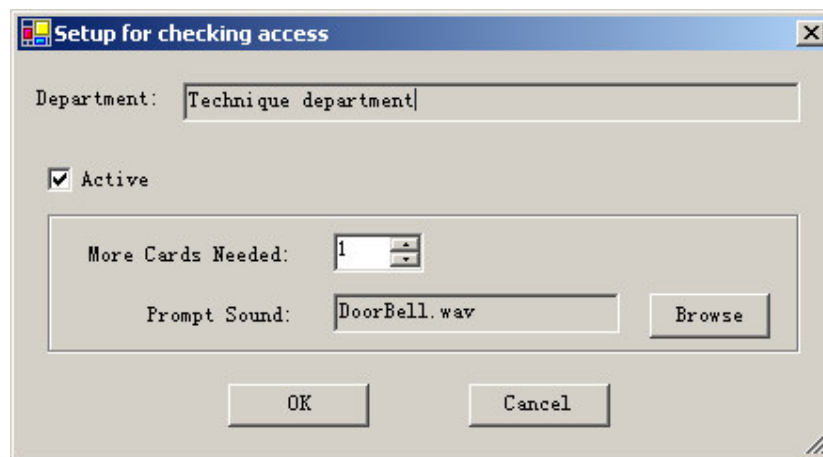
Select **Tools << Check Access Manager**



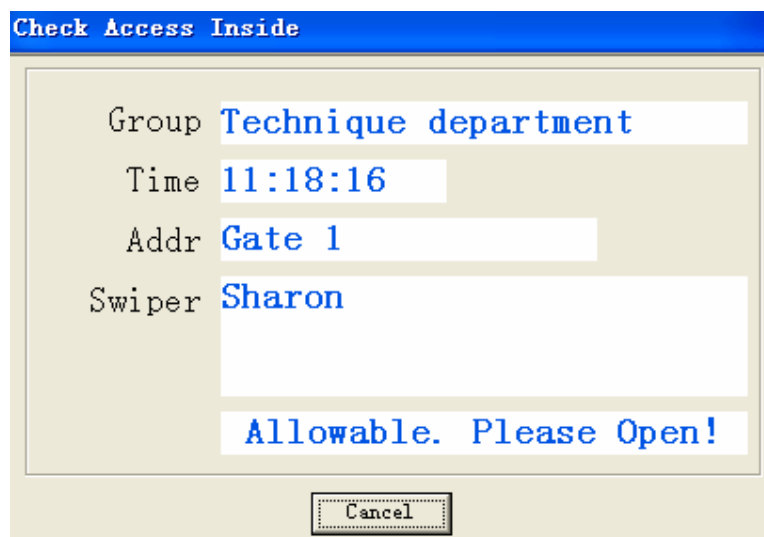
Set the department for opening doors by swiping.

Set the departments for outside swiping.

click "Edit".

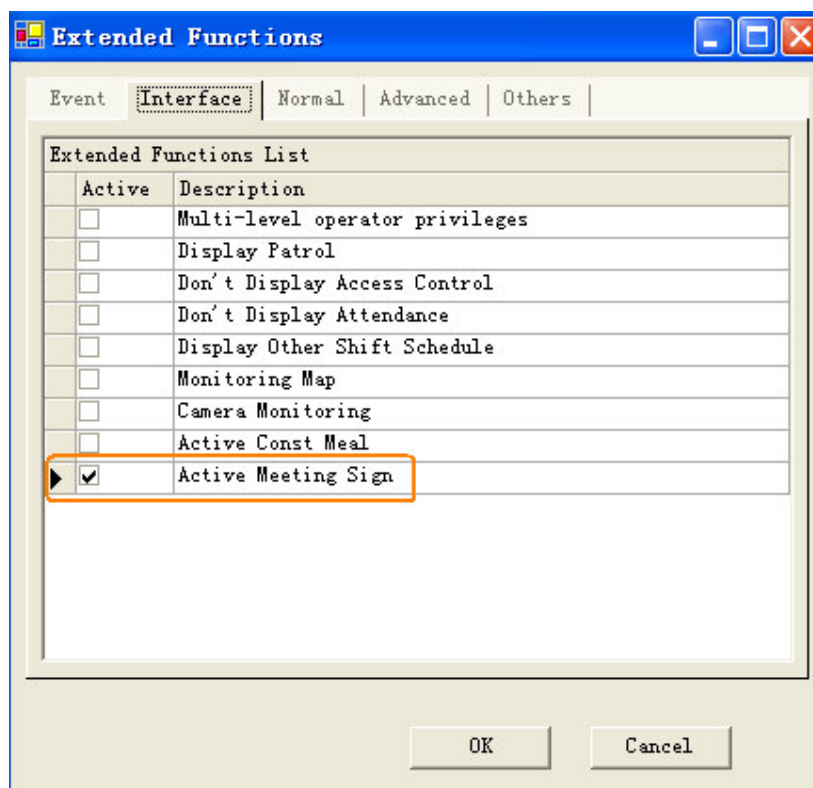


In the console "realtime-download", external swipings will active pop-up message box, as followed:

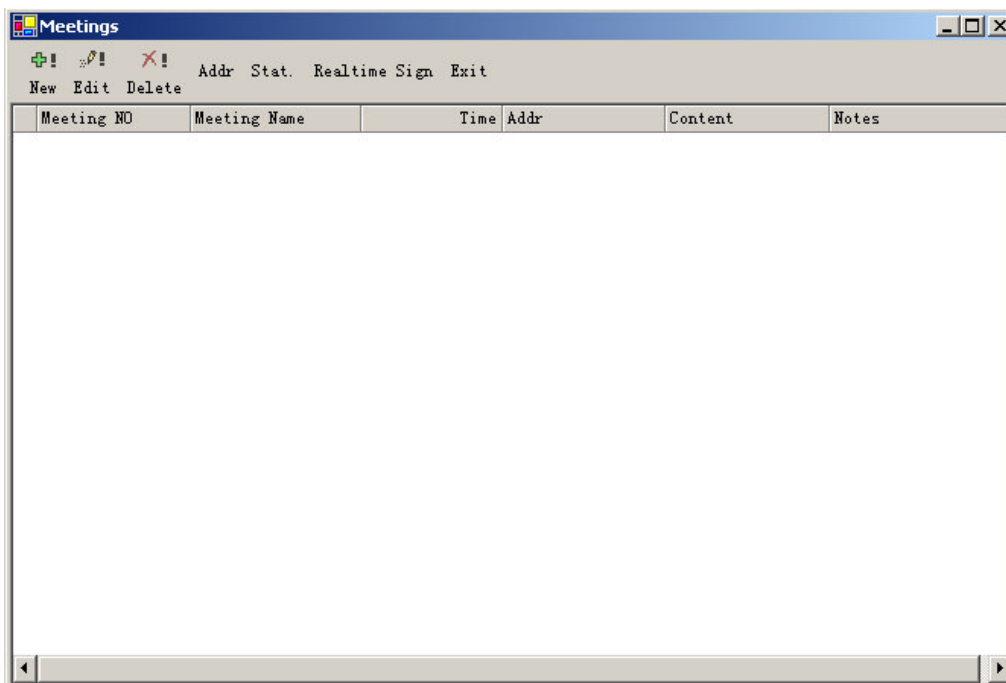


6.15 Meeting Sign

【Extended Functions】 << 【Interface】 << 【Active Meeting Sign】



Select Meeting << Meeting Sign



The screenshot shows a window titled "Meetings" with a menu bar containing "New", "Edit", "Delete", "Addr", "Stat.", "Realtime Sign", and "Exit". Below the menu bar is a table with the following columns: "Meeting NO", "Meeting Name", "Time", "Addr", "Content", and "Notes". The table is currently empty.

Add the meeting, please click



The screenshot shows a "New" button with a green plus sign and an exclamation mark. Below it is a form for adding a meeting. The form has a "Meeting NO:" field with the value "20080712_110422". There are two tabs: "Basic" and "Meeting Personnel". The "Basic" tab is selected. The form contains the following fields:

- Meeting Name: Weekly Meeting
- Meeting Addr: (empty dropdown menu) Add Addr.
- Meeting DateTime: 2008-07-12 9:00:00
- Sign Begin Time: 8:00:00
- Sign End Time: 17:30:00
- Content: (empty text area)
- Notes: (empty text area)

At the bottom of the form are three buttons: "Create Report", "OK", and "Cancel".

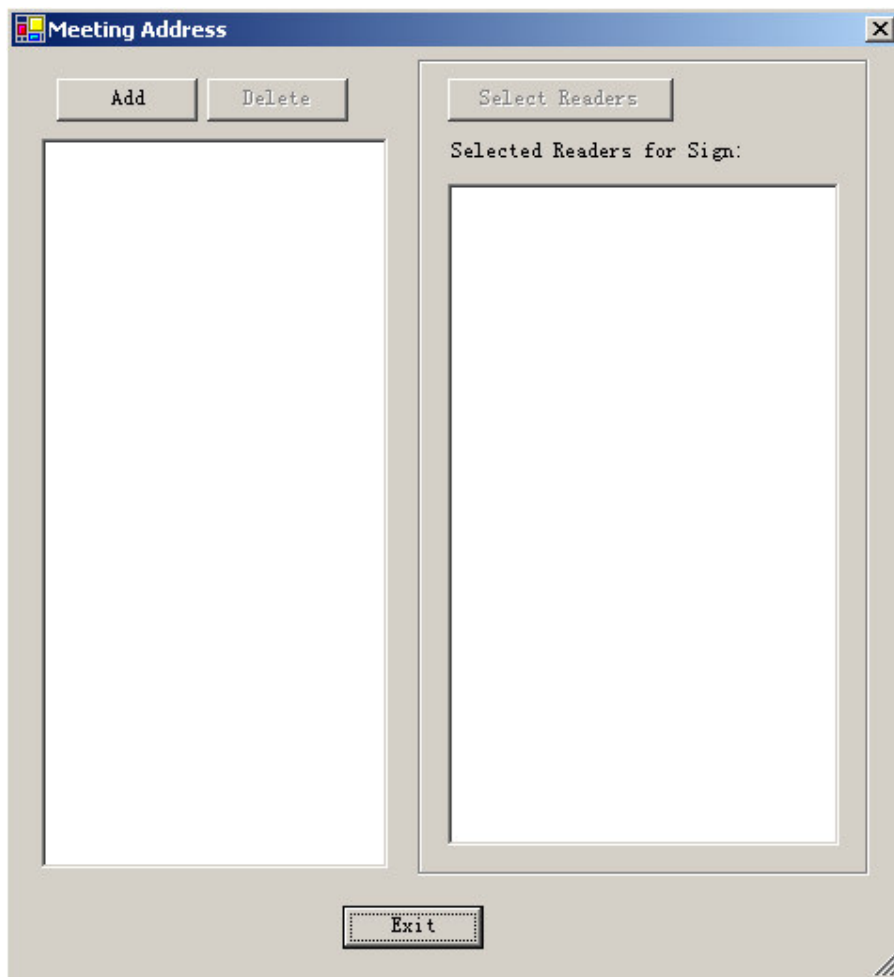


Click **Edit** , modify the meeting.



Click **Delete** to delete the meeting.

click "Add Addr", as shown:



click "Add" ,

Meeting Address:

Optional Readers: Selected Readers for Sign:

Gate 1[In]	>>	
Gate 1[Exit]	>	
Gate 2[In]	<	
Gate 2[Exit]	<<	

Click "Stat.":

Refresh Leave Manual Sign Recreate Print Export Excel

Should | In Fact | Leave | Absent | Late | Stat. |

Weekly meeting[Stat.]						
Identity	Should	In Fact	Leave	Absent	Late	Ratio
▶ Delegate	2	2	0	0	2	100%
Nonvoting De	0	0	0	0	0	0%
Invitational	0	0	0	0	0	0%
Audit	0	0	0	0	0	0%
Employee	0	0	0	0	0	0%
Other	0	0	0	0	0	0%
Sub Total	2	2	0	0	2	100%

Click "Real-time Sign":

Weekly Meeting

11:09:02	Should	In Fact	Leave	Absent	Ratio
Delegate	2	2	0	0	100%
Nonvoting	0	0	0	0	0%
Invitatio	0	0	0	0	0%
Audit	0	0	0	0	0%
Total	2	2	0	0	100%

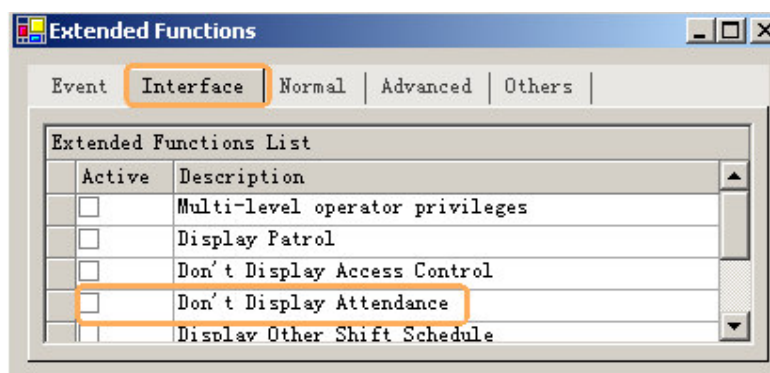
Manual Sign Stat. Exit

Latest Swipe

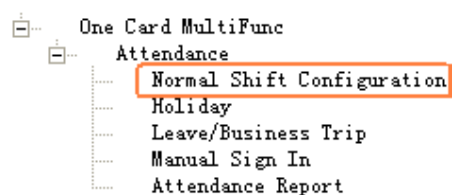
1	2	3	4	5
Sharon. Delegat				
A - 1				
				

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



Attendance Normal Shift Configuration

1. Permit arrive late by no more than mins.

2. Arrive late over mins will be taken as absent of

3. Permit leave early by no more than mins.

4. Leave early over mins will be taken as absent of

5. The last swipe time that is mins later than off-duty will be taken as overtime.

☒ Two times each day ☐ Four times each day

Two times

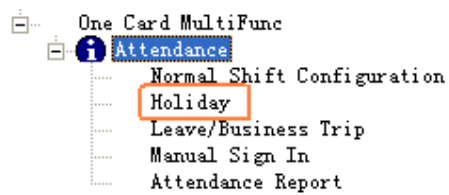
On Duty:

Off Duty:

OK

Cancel

7.2 Holiday



Holiday Setup (Only for Normal Shift)

Holidays List			
Description	Begin	End	Note
Labor Day	2008-05-01 A.M.	2008-05-03 P.M.	
National Day	2008-10-01 A.M.	2008-10-03 P.M.	
New Year	2009-01-01 A.M.	2009-01-01 P.M.	

Add Holiday
Del Holiday

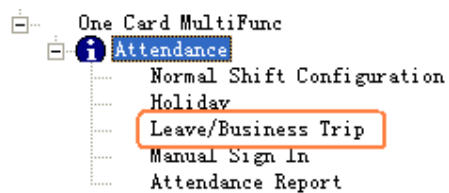
List of Days Need to Work			
Description	Begin	End	Note

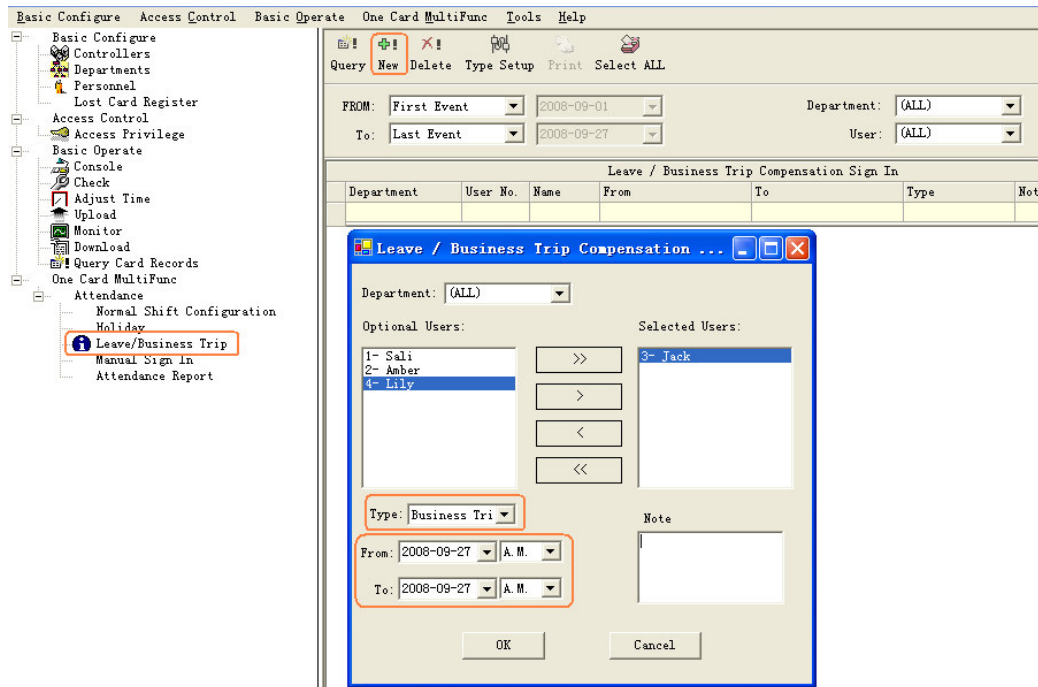
Add Work Day
Del Work Day

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

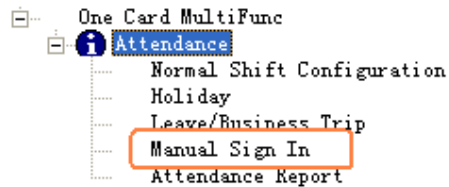
OK Cancel

7.3 Leave/Business Trip





7.4 Manual Sign In



Manual Sign In

Department: (ALL)

Optional Users:

- 1- Sali
- 2- Amber
- 4- Lily
- 5- Lai Sau Ying, An
- 6- Wong Wing Fong,
- 7- Chong Hoi Yan, M
- 8- Zeng Xia Mei, Mi
- 9- Tammy Ho
- 10- To Man Sze, Cyn
- 11- Chung Man Chi,

Selected Users:

- 3- Jack

Note

Time: 2006-11-23 17:30:00

forgot swipe card

OK and Continue OK Close

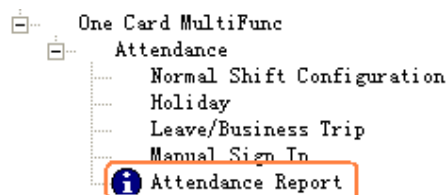
Query New Delete Print Select All

FROM: First Event 2006-11-01 0:00:00 Department: (ALL)

To: Last Event 2006-11-16 23:59:59 User: (ALL)

Manual Sign In Records					
User No.	Worker No.	Name	Department	Date/Time	Note
2		Amber	development\dev	2006-11-13 8:30:00	
3		Jack	Customer Servic	2006-11-23 17:30:00	forgot swipe card

7.5 Report



Attendance Detail

Query Print Export to Excel Stat. Report **Create Report** Save Layout Restore Default Layout

Basic Configure Access Control Basic Operate One Card MultiFunc Tools Help

Query Print Export To Excel Stat. Report Create Report Save Layout Restore Default Layout

From: 2009-07-01 Department: (ALL) Condition: ☒ ALL ☐ Arrive late ☐ Manual Sign In
 To: 2009-07-31 Users: 2- Sharon ☐ Select ☐ LeaveEarly ☐ Not Swipe
 Condition ☐ Absent ☐ Overtime

Attendance Details

Department	User No.	Worker No.	Name	Date	Shift ID	Times	OnDuty1	On Desc	OffDuty1	Off Desc	Late min	Leave min	Overtime (hr)	Absent day	Not Swipe
Sales	2		Sharon	2009-07-01	Wed	2	08:30:00	Manual	17:30:00	Manual Sign					
Sales	2		Sharon	2009-07-02	Thu	2	08:30:00	Manual	17:30:00	Manual Sign					
Sales	2		Sharon	2009-07-03	Fri	2	08:30:00	Manual	17:30:00	Manual Sign					
Sales	2		Sharon	2009-07-04	Sat	2	*		*						
Sales	2		Sharon	2009-07-05	Sun	2	*		*						
Sales	2		Sharon	2009-07-06	Mon	2	08:30:00	Manual	17:30:00	Manual Sign					
Sales	2		Sharon	2009-07-07	Tue	2	08:30:00	Manual	17:30:00	Manual Sign					
Sales	2		Sharon	2009-07-08	Wed	2	08:30:00	Manual	17:30:00	Manual Sign					
Sales	2		Sharon	2009-07-09	Thu	2	08:30:00	Manual	17:30:00	Manual Sign					
Sales	2		Sharon	2009-07-10	Fri	2	08:30:00	Manual	17:30:00	Manual Sign					
Sales	2		Sharon	2009-07-11	Sat	2	*		*						
Sales	2		Sharon	2009-07-12	Sun	2	*		*						
Sales	2		Sharon	2009-07-13	Mon	2	08:30:00	Manual	17:30:00	Manual Sign					
Sales	2		Sharon	2009-07-14	Tue	2	08:30:00	Manual	17:30:00	Manual Sign					
Sales	2		Sharon	2009-07-15	Wed	2	08:30:00	Manual	17:30:00	Manual Sign					
Sales	2		Sharon	2009-07-16	Thu	2	08:32:00	Arrive	17:30:00		2				
Sales	2		Sharon	2009-07-17	Fri	2	08:31:00		17:25:00	LeaveEarly		5			
Sales	2		Sharon	2009-07-18	Sat	2	*		*						
Sales	2		Sharon	2009-07-19	Sun	2	*		*						
Sales	2		Sharon	2009-07-20	Mon	2	08:30:00	Manual	17:30:00	Manual Sign					
Sales	2		Sharon	2009-07-21	Tue	2	08:30:00	Manual	17:30:00	Manual Sign					
Sales	2		Sharon	2009-07-22	Wed	2	08:30:00	Manual	17:30:00	Manual Sign					
Sales	2		Sharon	2009-07-23	Thu	2	08:30:00	Manual	17:30:00	Manual Sign					
Sales	2		Sharon	2009-07-24	Fri	2	08:30:00	Manual	17:30:00	Manual Sign					
Sales	2		Sharon	2009-07-25	Sat	2	*		*						
Sales	2		Sharon	2009-07-26	Sun	2	*		*						
Sales	2		Sharon	2009-07-27	Mon	2	08:30:00	Manual	17:30:00	Manual Sign					
Sales	2		Sharon	2009-07-28	Tue	2	08:30:00	Manual	17:30:00	Manual Sign					
Sales	2		Sharon	2009-07-29	Wed	2	08:30:00	Manual	17:30:00	Manual Sign					
Sales	2		Sharon	2009-07-30	Thu	2	08:30:00	Manual	17:30:00	Manual Sign					
Sales	2		Sharon	2009-07-31	Fri	2	08:30:00	Manual	18:29:00	Absent			0.5		

Operation Doorstep

Attendance Statistics Report

Query Print Export To Excel Stat. Report Create Report Save Layout Restore Default Layout

Attendance Statistics

Query Print Export To Excel Save Layout Restore Default Layout Exit

Department: (ALL) Portrait Creating Attendance Report Log [Operating Date: 2009-07-17 13:08:25]
 Users: (ALL) Landscape From 2009-07-01 To 2009-07-31
 Department: (ALL) User 2- Sharon

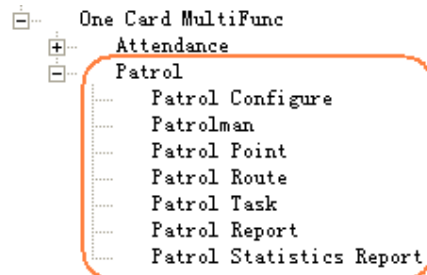
Attendance Statistics Report [2009.07.01--2009.07.31]

Department	User No.	WorkerNo.	Name	Planned Days	FullWork Days	Late Minutes	Late Count	LeaveEarly Minutes	LeaveEarly Count	Overtime Hours	Absent (day)	Not Swipe [Times]	Manual Sign In [Times]	Business Trip Day	Sick Leave Day	Private Leave Day
Sales	2		Sharon	23	20	2	1	5	1		0.5		42			

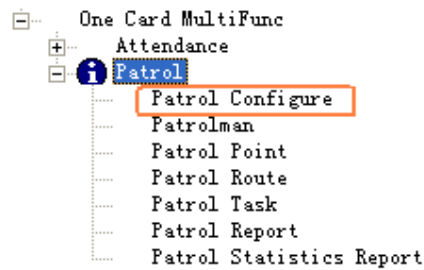
Part 8 Module:Patrol

【Extended Functions】 << 【Interface】 << 【Display Patrol】

Event	Interface	Normal	Advanced	Others
Extended Functions List				
Active	Description			
☐	Multi-level operator privileges			
☐	Display Patrol			



8.1 Patrol Configure

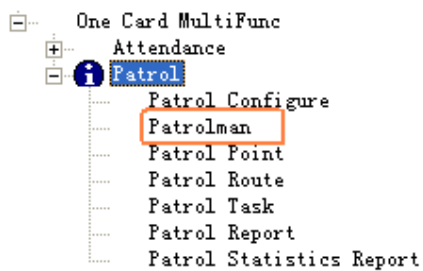


Patrol Parameter

1. Permit patrol time not late or early by no more than	10	mins.
2. Absent patrol if patrol time late or early more than	30	mins.

OK Cancel

8.2 Patrolman



Patrolman

Department: (ALL)

Personnel				
No.	Name	Card ID	Department	Patrol
1	Sali	8862127	sales	☒
2	Amber	25412320	development\develop	☒
3	Jack	3654261	Customer Services	☐
4	Lily	3650503	Operation	☐
5	Lai Sau Ying, A	21302000	sales	☐
6	Wong Wing Fong,	20039916	sales	☐
7	Chong Hoi Yan,	20044839	Customer Services	☐
8	Zeng Xia Mei, M	20049812	Operation	☐
9	Tammy Ho	20054588	Accounts & Admin.	☐
10	To Man Sze, Cyn	20052113	Operation	☐
11	Chung Man Chi,	20040324	Customer Services	☐
12	Lau Wai Shun, W	20040553	sales	☐
13	Yiu Wai Leung,	20044157	sales	☐
14	Lee Ho Yin, Joe	20044650	sales	☐
15	Chung Chun Wai,	20045256	Operation	☐

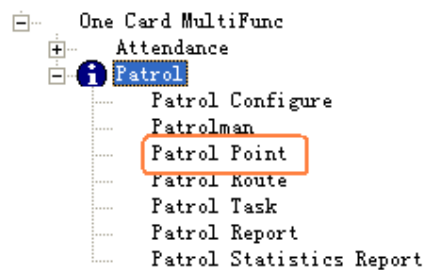
Enable All Patrol

Disable All Patrol

OK

Cancel

8.3 Patrol Point



Patrol Point

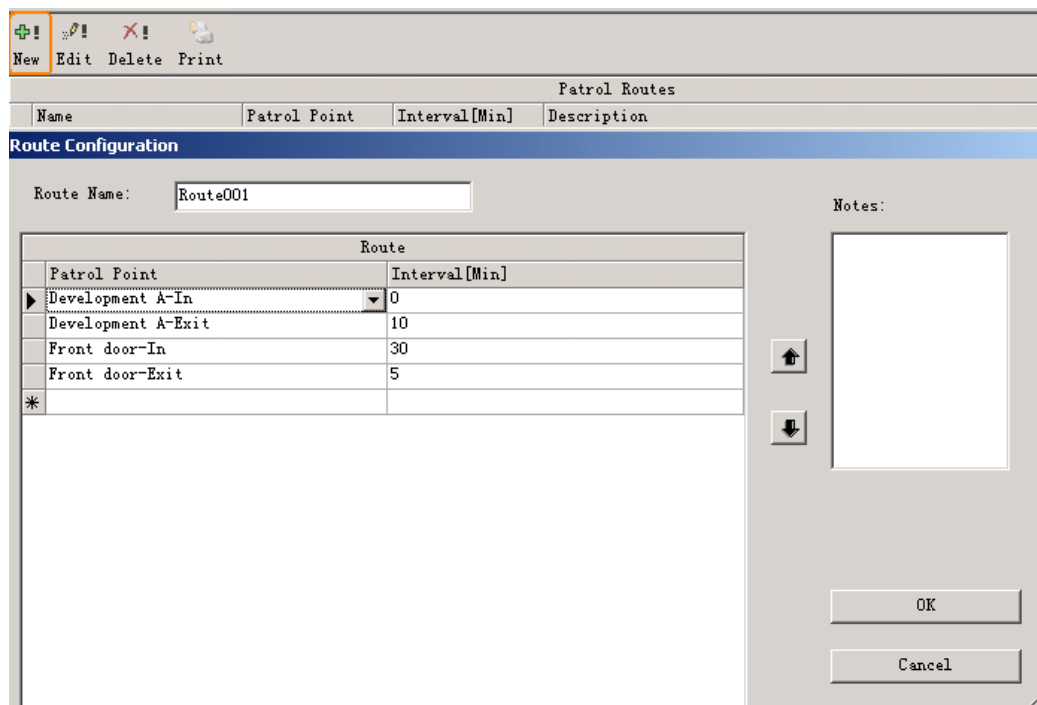
Patrol Point	
Name	Patrol
	☒
Development A-In	☒
Development A-Exit	☒
sales A-In	☐
sales A-Exit	☐
managerA-In	☐
managerA-Exit	☐
Front door-In	☒
Front door-Exit	☒
Development-In	☐
sales-In	☐
manager-In	☐
filmsection-In	☐

Enable All Patrol Point

Disable All Patrol Point

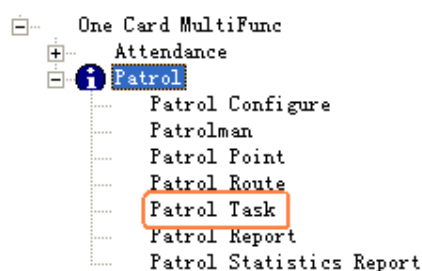
Update

Cancel



Patrol Routes			
Name	Patrol Point	Interval[Min]	Description
Route001	Development A-I	0	
	Development A-E	10	
	Front door-In	30	
	Front door-Exit	5	

8.5 Patrol Task



New Edit Delete Print

Patrol Task				
Patrolman	Route Name	Start Date	Start Time	Description
Patrol Task Management				

Department: (ALL) ▼

Optional Patrolman: Selected Patrolman:

2- Amber

>>
>
<
<<

1- Sali

Selected Route:

Route001
Rest
Route001

Begin Date: 2006-11-01

Begin Time: 09:30:00

Set task for appointed Patrolman

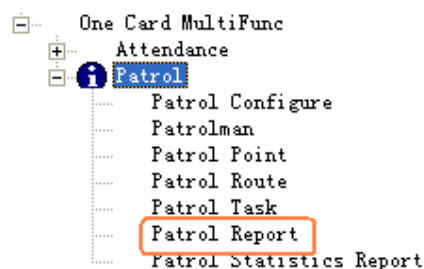
Delete tasks of appointed patrolman before defined date

Exit

New Edit Delete Print

Patrol Task				
Patrolman	Route Name	Start Date	Start Time	Description
Sali	Route001	2006年11月1日	9:30:00	

8.6 Patrol Report



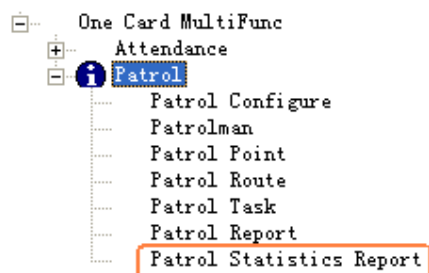
Query **Create Report** Print Export to Excel

From: 2006-11-01 Department: (ALL) Creating Patrol Report Log: [Operating Date: 2006-11-01 10:14:46]
 To: 2006-11-16 Patrolman: 1- Sali From 2006-11-01 To 2006-11-16
 Department: (ALL) Patrolman 1- Sali

Patrol Record Details

Patrolman	Date	Planned PatrolTime	Actual Patrol Time	Event Desc.	RouteName	Patrol Point	Des
Sali	2006-11-01	2006-11-01 9:30:00		Absent	Route001	Development A	
		2006-11-01 9:40:00		Absent	Route001	Development A	
		2006-11-01 10:10:00	2006-11-01 10:11:54	Normal	Route001	Front door-In	
		2006-11-01 10:15:00	2006-11-01 10:14:28	Normal	Route001	Front door-Ex	

8.7 Patrol Statistics Report



Query **Create Report** Print Export to Excel

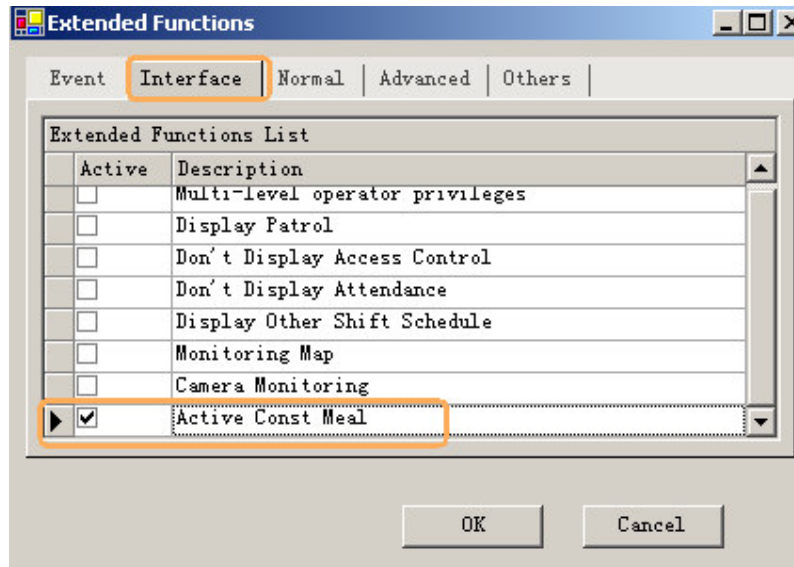
Department: (ALL) Creating Patrol Report Log: [Op
 From 2006-11-01 To 200
 Patrolman: (ALL) Department: (ALL)

Patrol Statistics Report

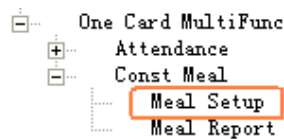
Department	Patrolman	Normal	Early	Late	Absent	Rest
sales	Sali	2			2	

Part 9 Const meal

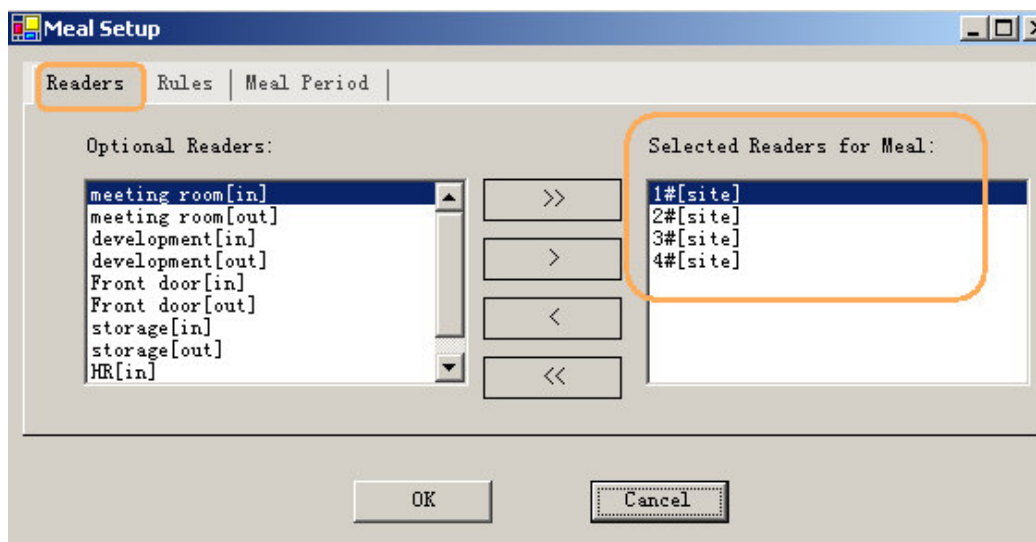
【Extended Functions】 << 【Interface】 << 【Const meal】



9.1 Meal setup

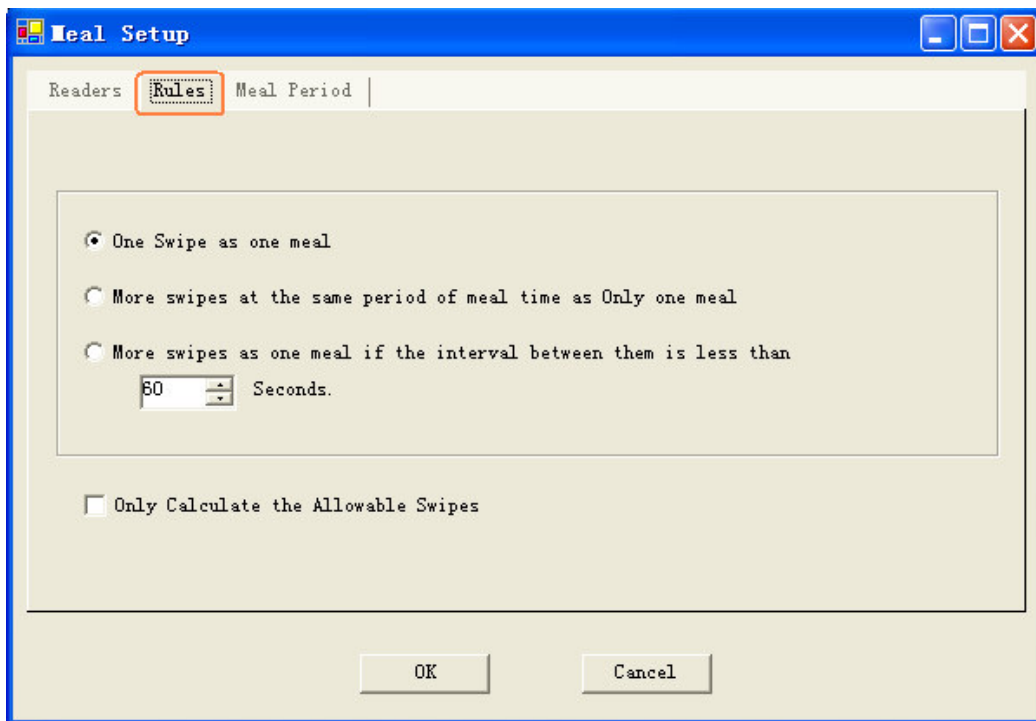


9.1.1 Readers for Meal

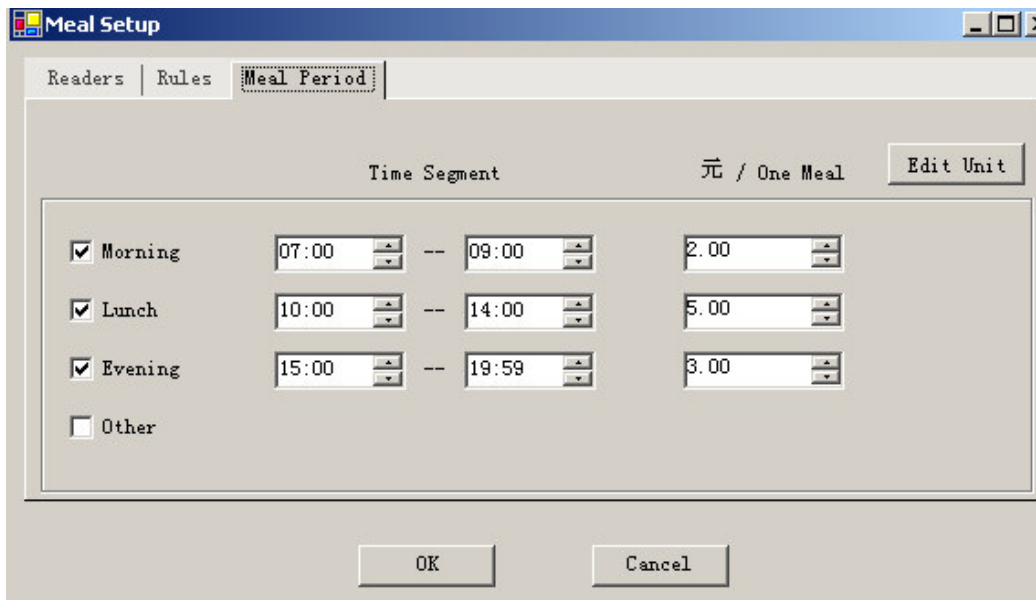


Select Readers for Meal from Optional Readers

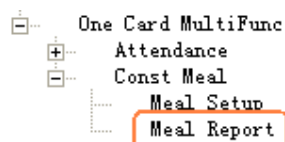
9.1.2 Meal Rules



9.1.3 Meal Period



9.2 Meal Report



Meal Details Report

Create Print Export To Excel Save Layout Restore Default Layout

FROM: 2007-07-18 00:00:00 To: 2007-07-18 23:59:59

Department: (ALL) User: (ALL)

Detail Subtotal of Readers Statistics

Meal Detail[FROM 2007-07-18 To 2007-07-18]

Department	Consumer No	Worker No	Users	Time	Meal Nam	Cost (元)	Addr
storage	1	1	anne	2007-07-18 07:57:12	Morning	2	4#[site]
		1		2007-07-18 12:54:14	Lunch	5	1#[site]
		1		2007-07-18 18:01:26	Evening	3	3#[site]
technology depa	2	2	Mengmeng Wu	2007-07-18 07:56:52	Morning	2	3#[site]
		2		2007-07-18 12:54:22	Lunch	5	3#[site]
		2		2007-07-18 18:01:16	Evening	3	2#[site]
	3	3	Haohui Li	2007-07-18 07:57:14	Morning	2	3#[site]
		3		2007-07-18 18:01:12	Evening	3	2#[site]
	4	4	Kai Chen	2007-07-18 07:57:30	Morning	2	1#[site]
		4		2007-07-18 12:53:04	Lunch	5	1#[site]
		4		2007-07-18 12:53:48	Lunch	5	2#[site]
		4		2007-07-18 18:01:14	Evening	3	1#[site]
		4		2007-07-18 18:01:14	Evening	3	1#[site]
finance departm	5	5	Juan Deng	2007-07-18 07:57:32	Morning	2	2#[site]
		5		2007-07-18 12:53:08	Lunch	5	1#[site]
		5		2007-07-18 12:54:04	Lunch	5	1#[site]
		5		2007-07-18 18:01:36	Evening	3	4#[site]
	6	6	Da Xu	2007-07-18 07:57:04	Morning	2	4#[site]
		6		2007-07-18 12:54:40	Lunch	5	4#[site]
		6		2007-07-18 18:01:32	Evening	3	4#[site]
		6					
		6					

Meal Stat. report of Readers for Meal

Create Print Export To Excel Save Layout Restore Default Layout

FROM: 2007-07-18 00:00:00 To: 2007-07-18 23:59:59

Department: (ALL) User: (ALL)

Detail Subtotal of Readers Statistics

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

Addr	Count (Times)	Amount (元)
1#[site]	6	25
2#[site]	4	13
3#[site]	4	12
4#[site]	5	15
Total	19	65

Meal Stat. report of Users

Create Print Export To Excel Save Layout Restore Default Layout

FROM: 2007-07-18 00:00:00 To: 2007-07-18 23:59:59

Department: (ALL) User: (ALL)

Detail Subtotal of Readers **Statistics**

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

Department	Consumer No	Worker No	Users	Morning	Lunch	Evening	Sum (Times)	Amount (元)
storage	1	1	anne	1	1	1	3	10
technology depa	2	2	Mengmeng Wu	1	1	1	3	10
	3	3	Haohui Li	1		1	2	5
	4	4	Kai Chen	1	2	1	4	15
finance departm	5	5	Juan Deng	1	2	1	4	15
	6	6	Da Xu	1	1	1	3	10
	7	7	Andy					
managemnt	8	8	Amber					
MF department	10	10	Jack					
development	11	11	Baohong Yang					
MF department	12	12	Flower					
	13	13	Rose					
	14	14	Yongtian Han					
	15	15	Lei Fang					
	16	16	Minghong Jiang					
	17	17	Qing Liu					
	18	18	Lucy					
	19	19	James					
	20	20	Anne					
managemnt	9	9	tony					
=====			Total	6	7	6	19	65

Part 10 Excursus:

10.1 RS232/RS485

Edit Controller

General Information

*Controller #: 17229

*SN : 17229

Description:

Active ☒ * Required, must be unique

☒ Serial Port COM2

☐ Small Network(In the same network)

☐ Medium or large network, or internet

Edit Controller

General Information

*Controller #: 17229

*SN : 17229

Description:

Active ☒ * Required, must be unique

☒ Serial Port

COM1

COM2

COM3

COM4

COM5

COM6

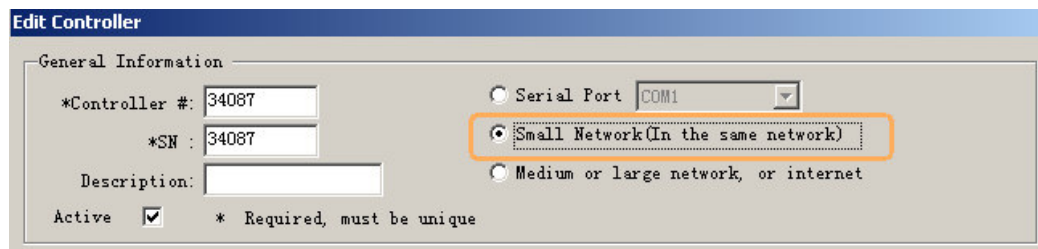
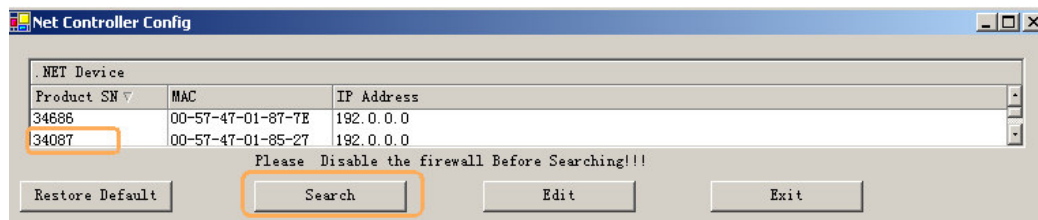
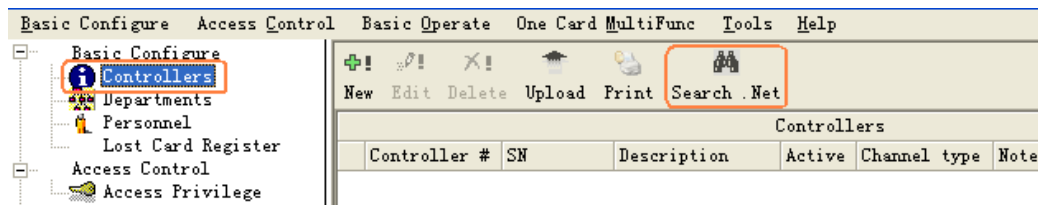
COM7

COM8

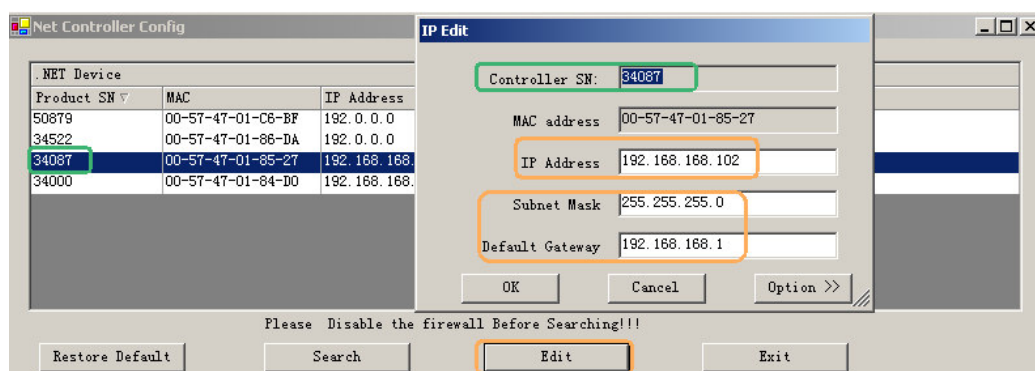
Next>> OK Cancel

10.2 TCP/IP

all controllers are in the same network..



10.3 Complex network



Add Controller

General Information

*Controller #: 1

*SN : 34087

Description:

Active ☒ * Required, must be unique

Serial Port: COM1

Small Network(In the same network)

Medium or large network, or internet

IP: 192.168.168.102 PORT: 60000

Next>> OK Cancel

Basic Configure

Controllers

Departments

Personnel

Access Control

Access Privilege

Attendance

Normal Shift Configura

Holiday

New Edit Delete Upload Print Search .Net

Controllers						
Controller #	SN	Description	Active	Channel type	Note	
1	34087		☒	IP	1-1; 1-2;	

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

Basic Configure Access Control Basic Operate One Card MultiFunc Tools Help

Check Adjust Time Upload Monitor Download Realtime download Stop Clean Select All

[Select many doors by CTRL + Left Click]

1-1 1-2

1-2

Door State: Open
Control State: Door Controlled
Open Delay(sec): 3
Controller SN: 34087
Comm Port : SMALL
--Rec.: 1118
--Priv.: 0
--2008-09-27 17:53:55[Sat]
Firmware Version: V82

Run Time Info		
Time	Description	Information
17:53:58	1-1	Open-Door Controlled-Delay(sec)3-2008-09-27
17:53:57	1-2	Open-Door Controlled-Delay(sec)3-2008-09-27