

Access Control Software Operation Guide

September 1, 2012

Note: user : abc, password:123

Extend function password : 5678

Register code: 2004

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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

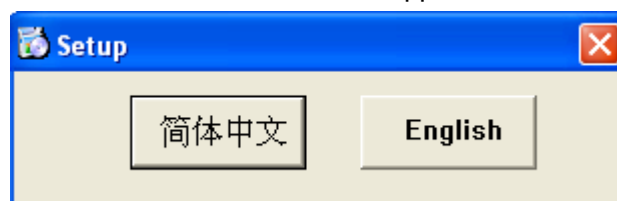
Windows Server 2003 SP2

Windows Server 2008

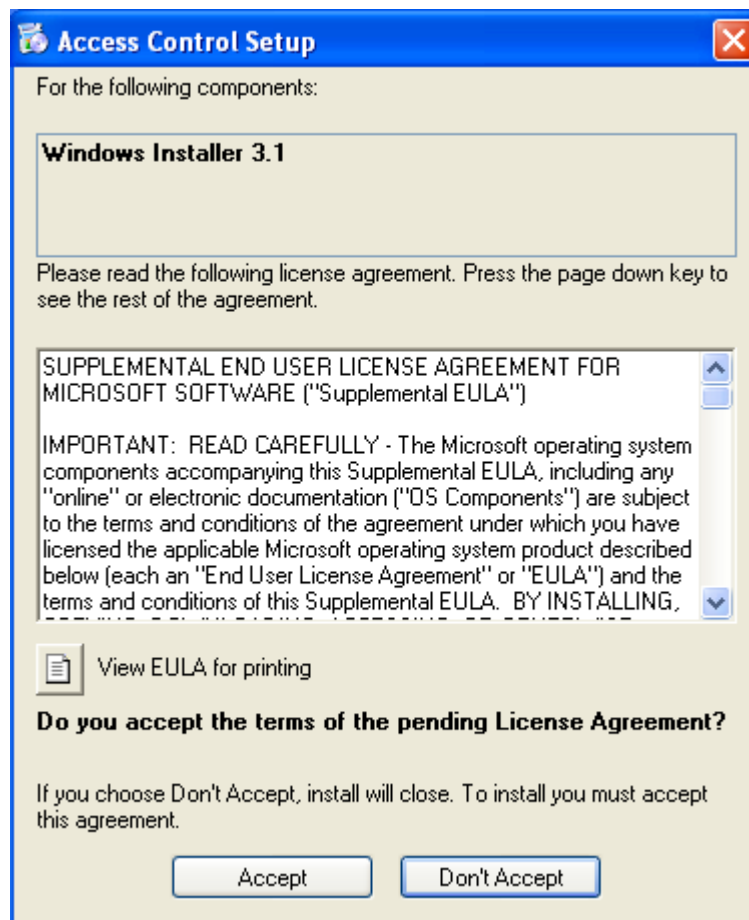
Windows Server 2008 R2

1.4 Software setup

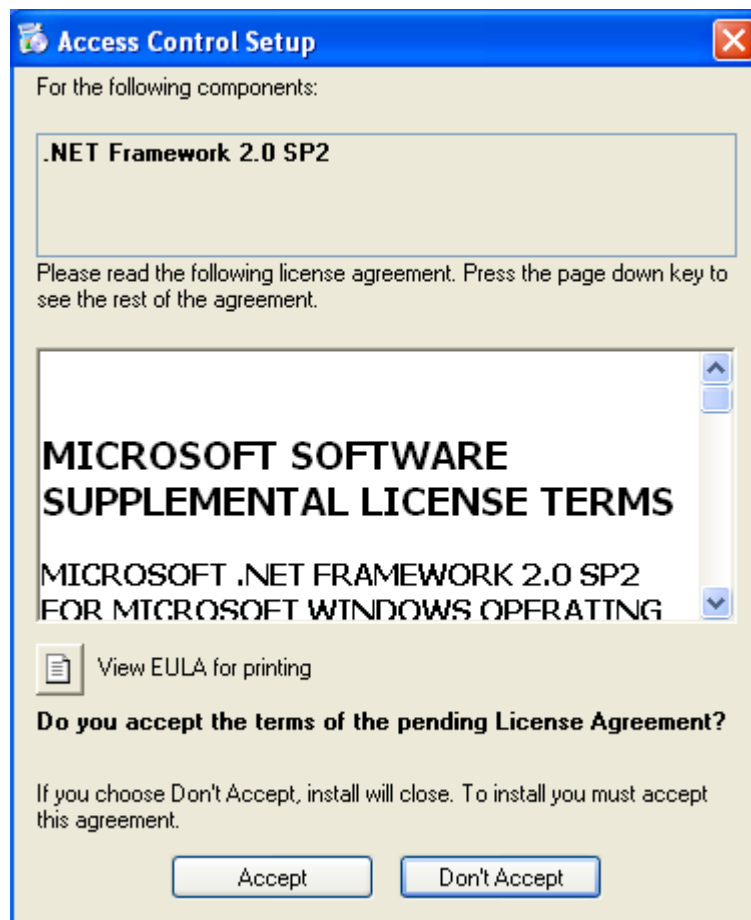
First puts in the CD to CD-ROM, then run the applications of "setup.exe".



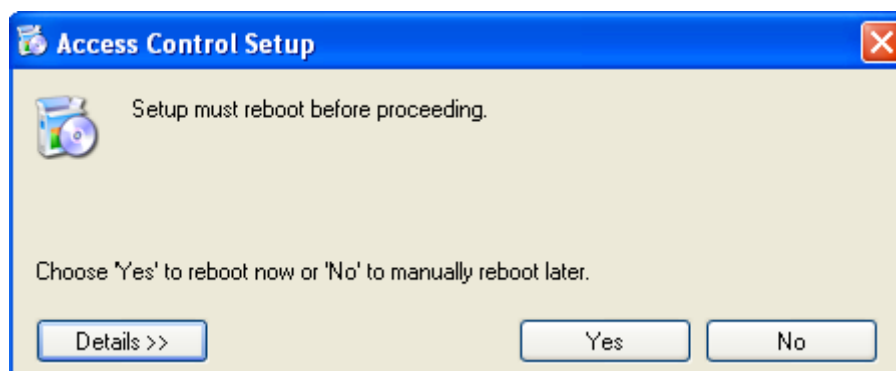
Click "English"



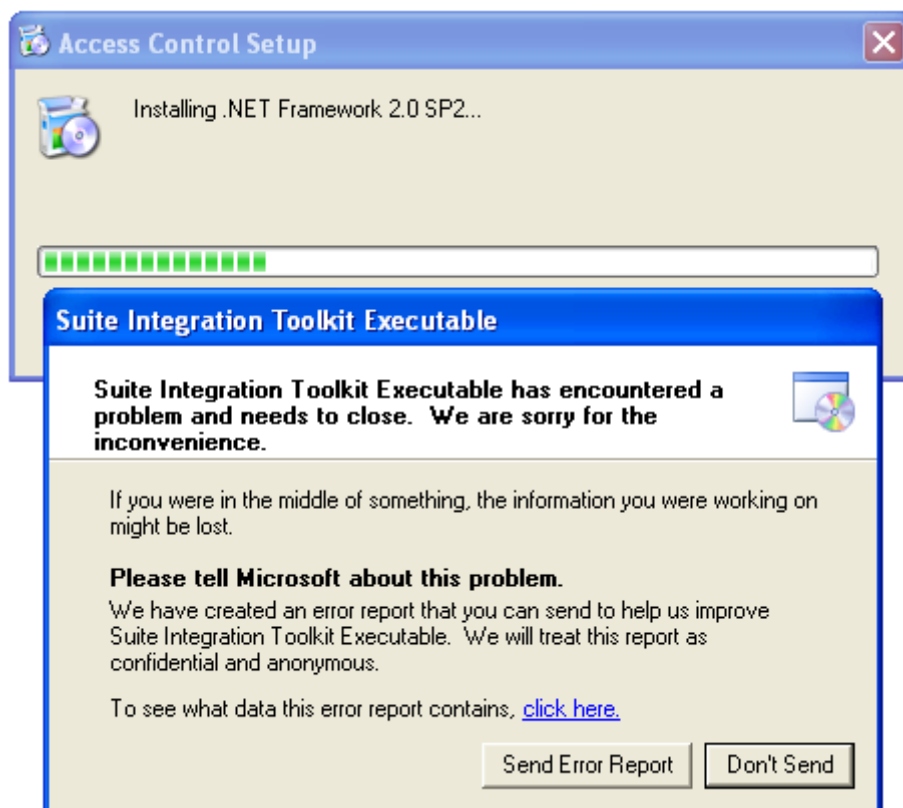
Click "Accept"



Click "Accept"



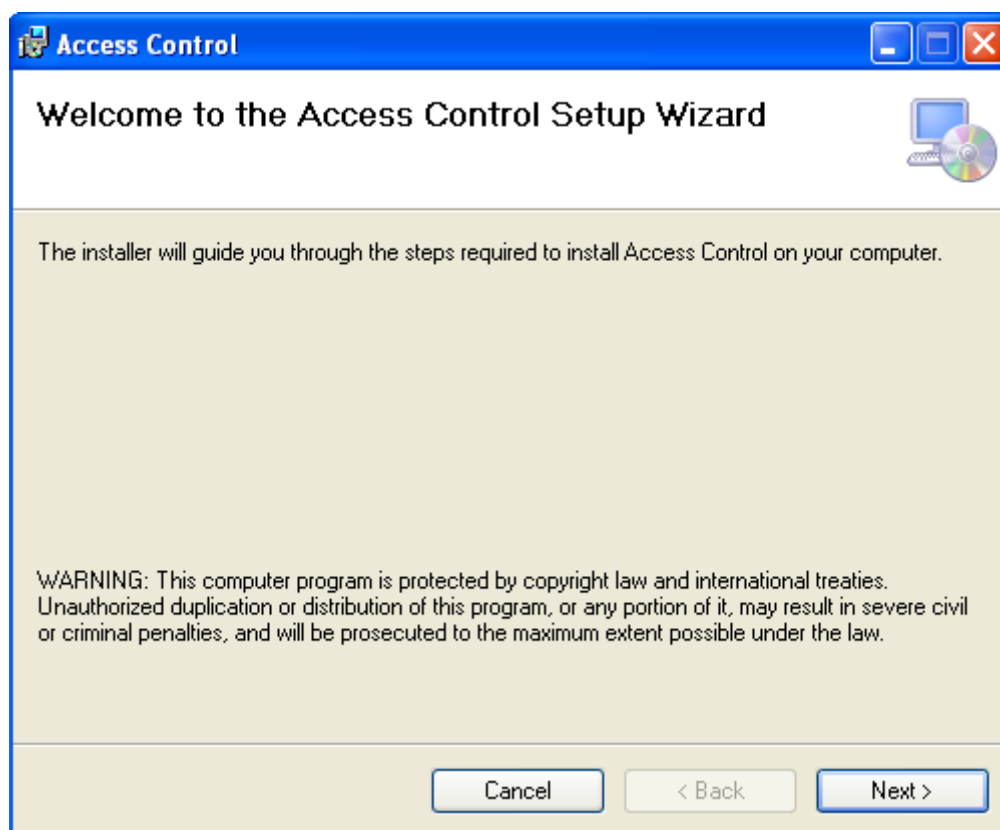
Click "Yes"



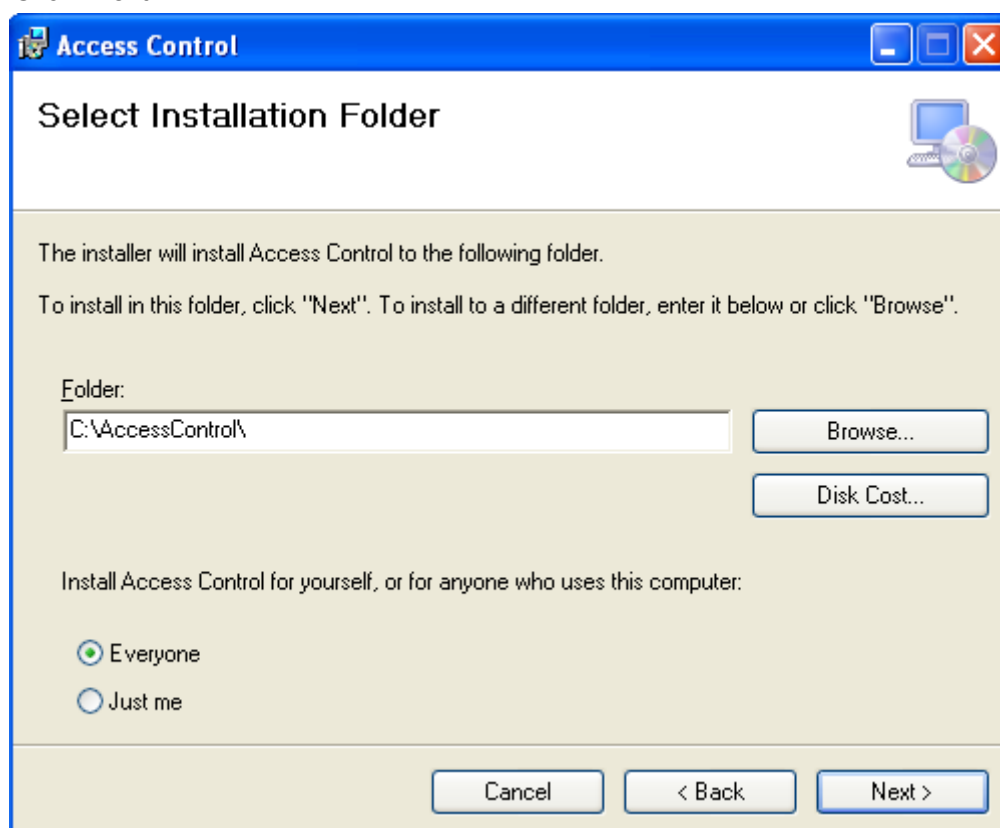
If the error occurs, need to install xp sp3. then install the software.

“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.

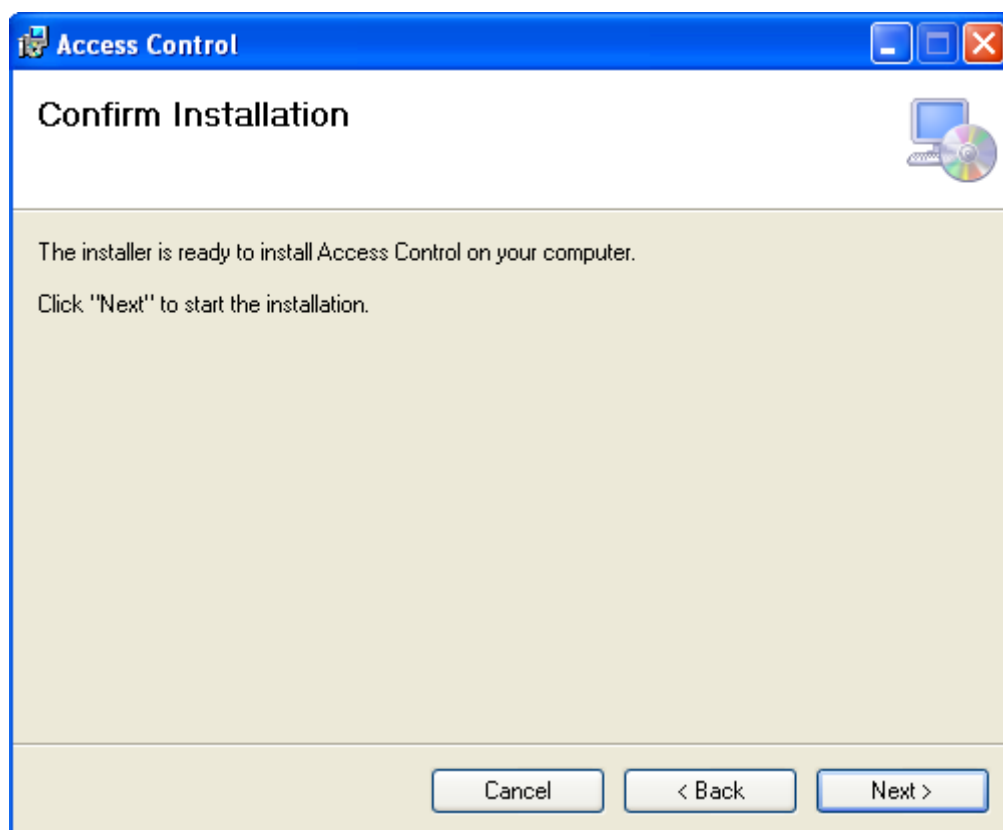
The system will enter into next step for you to install Access Control , if your computer has installed it.



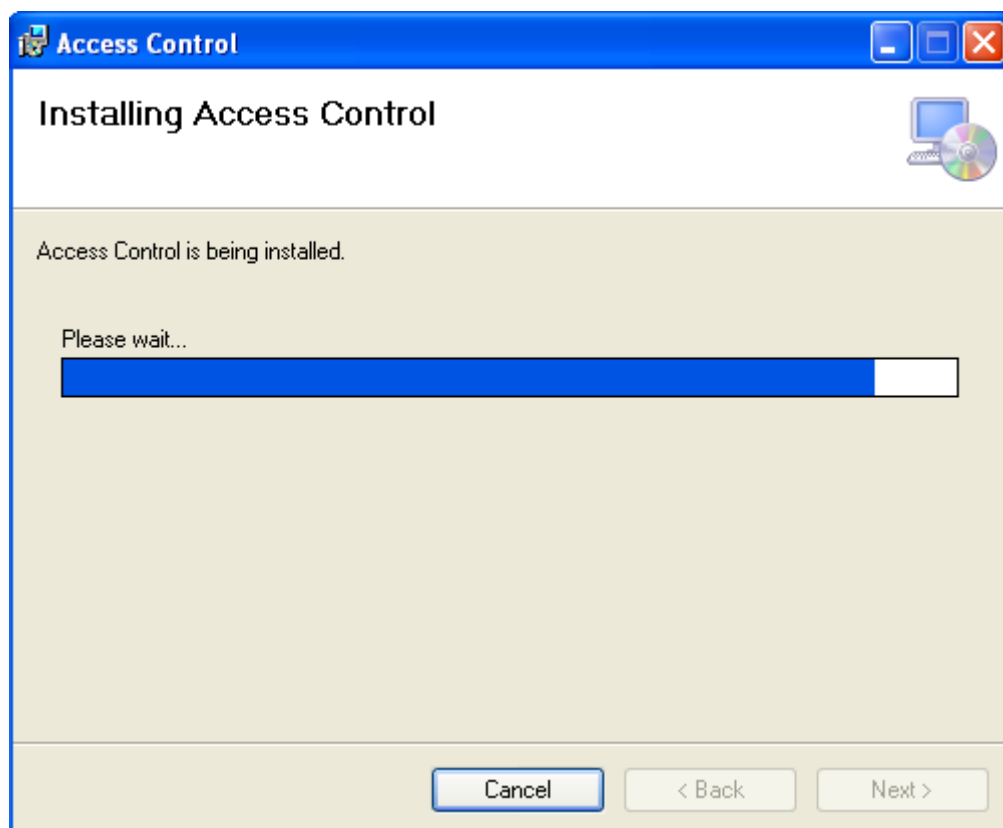
Click "Next"

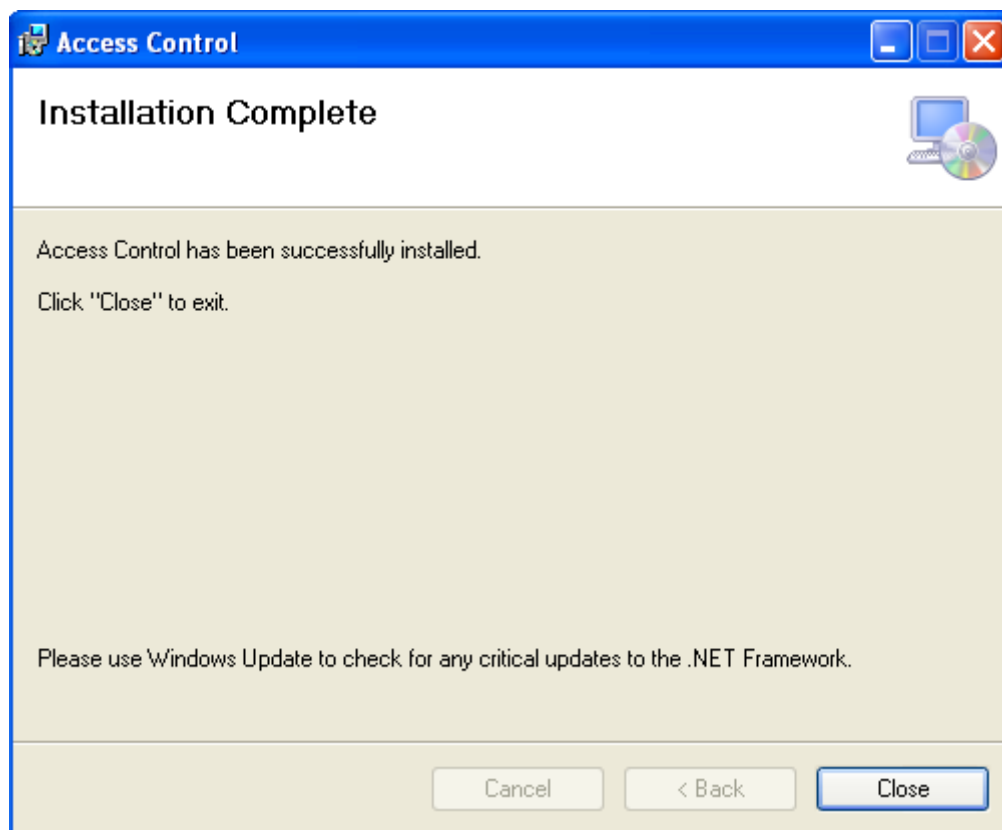


Click "Next"



Click "Next"



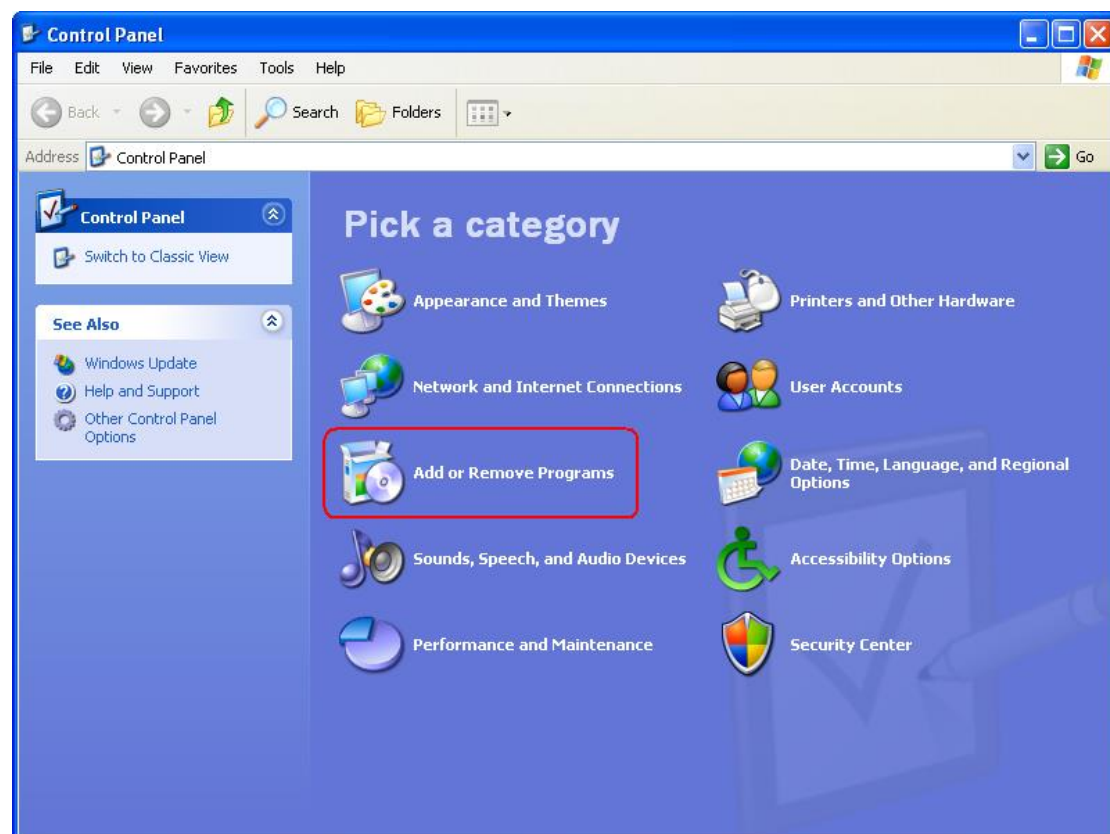


Click "Close"

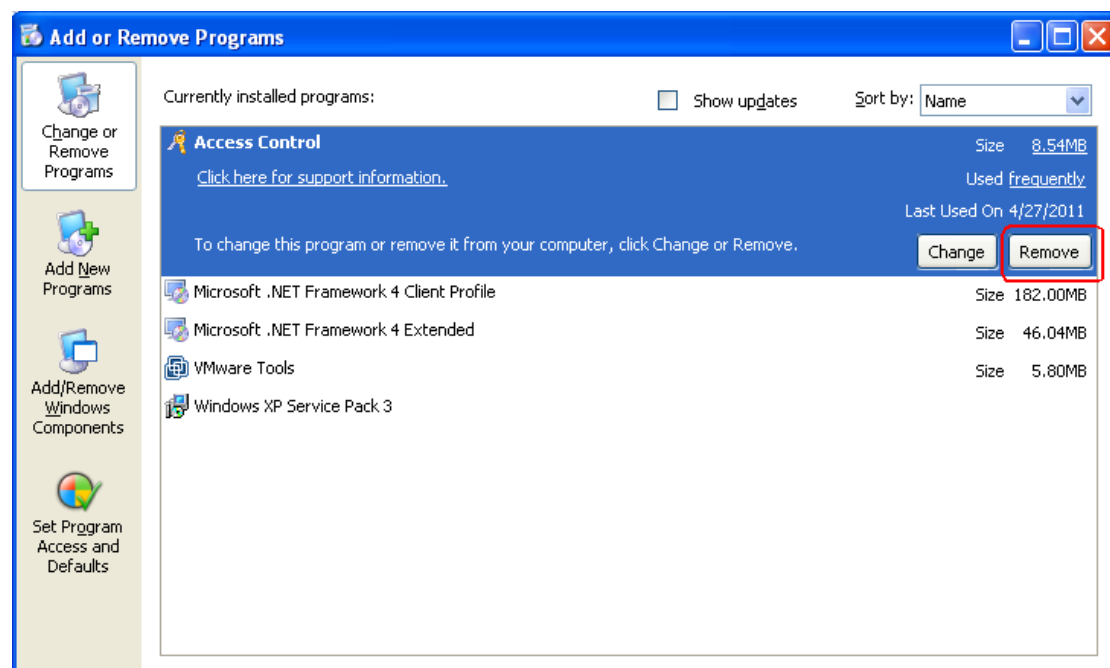
After the installment completes, The  will created automatically and display in computer screen.

1.5 Software Remove

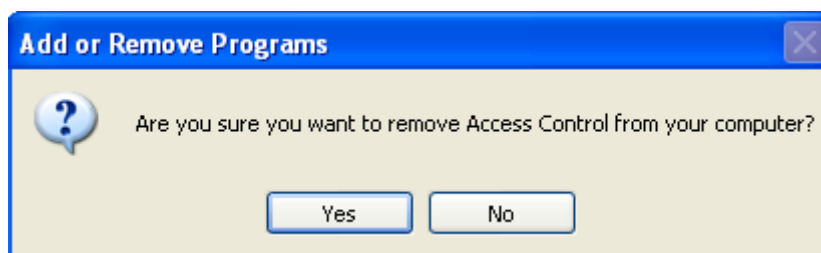
Click **【start】** > **【Settings】** > **【Control Panel】**



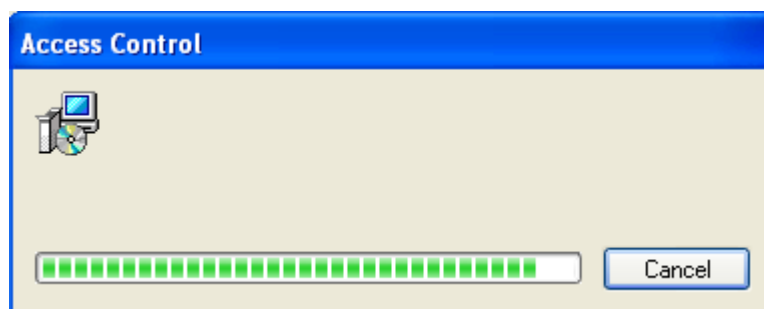
Click “Add or Remove Programs”



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



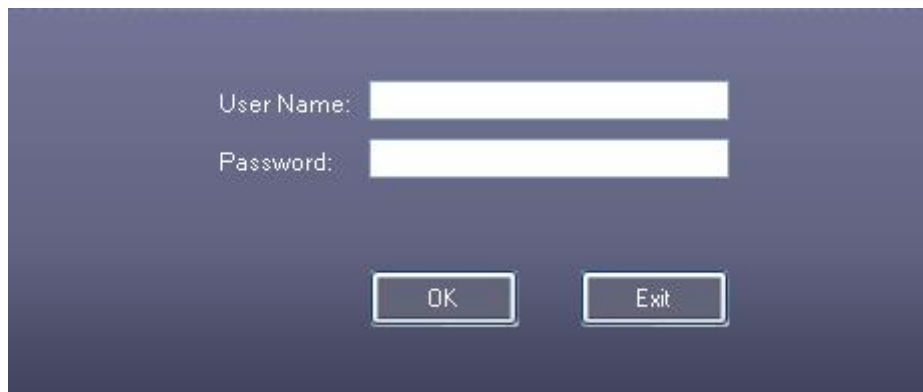
Click "Yes"



Part 2 Basic Operation of Software

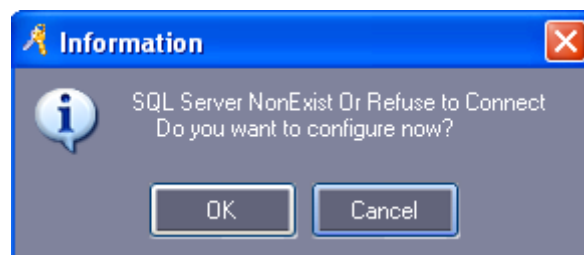
2.1 Login

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

A login window with a dark blue background. It contains two text input fields: "User Name:" and "Password:". Below the fields are two buttons: "OK" and "Exit".

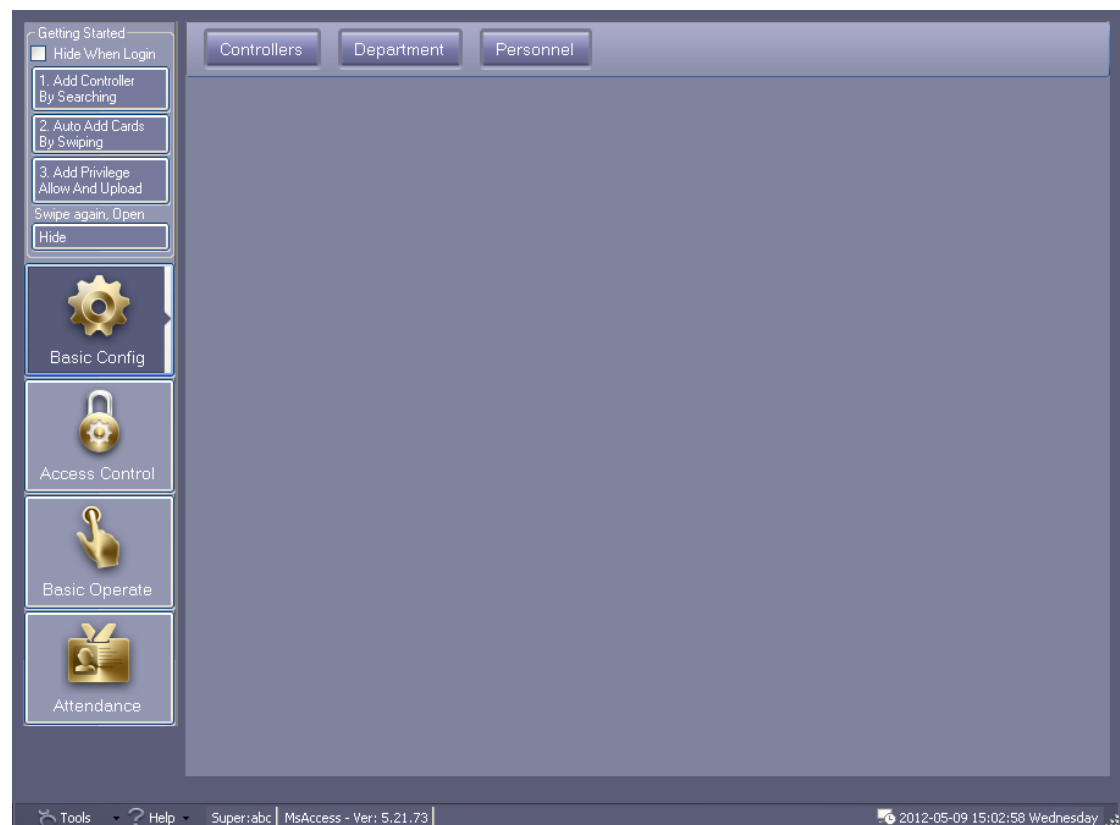
The default user name is “ abc ”, the password is “123”.
It is recommend to change the user name and password at the first use.

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](#).

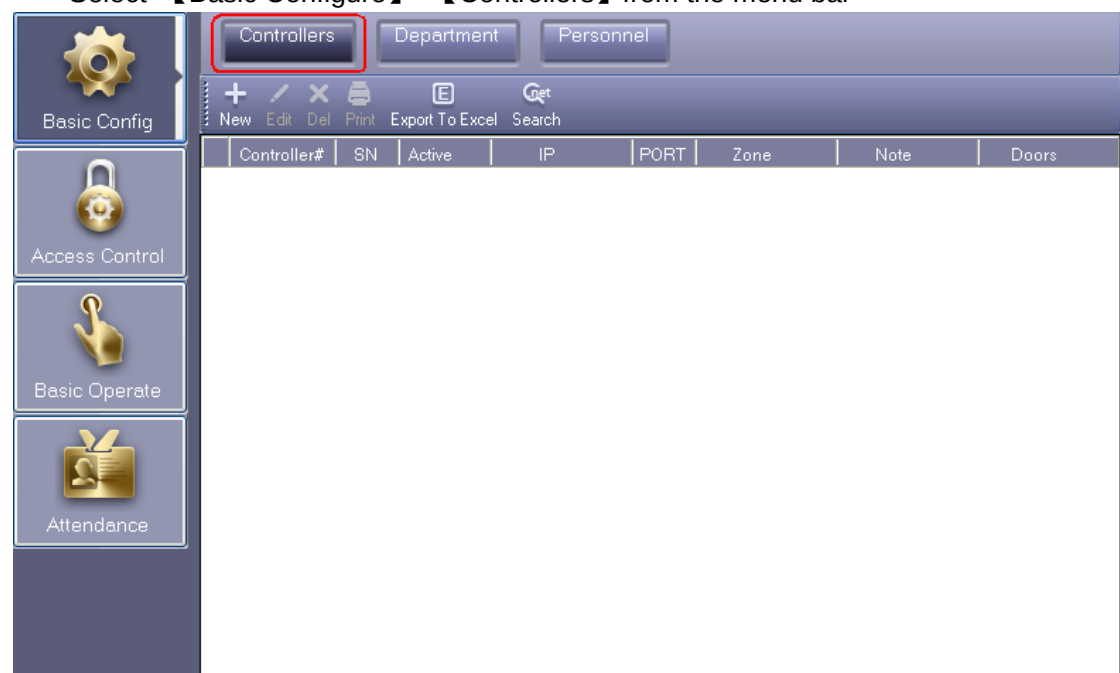
After login , It will show the main windows . as follows:



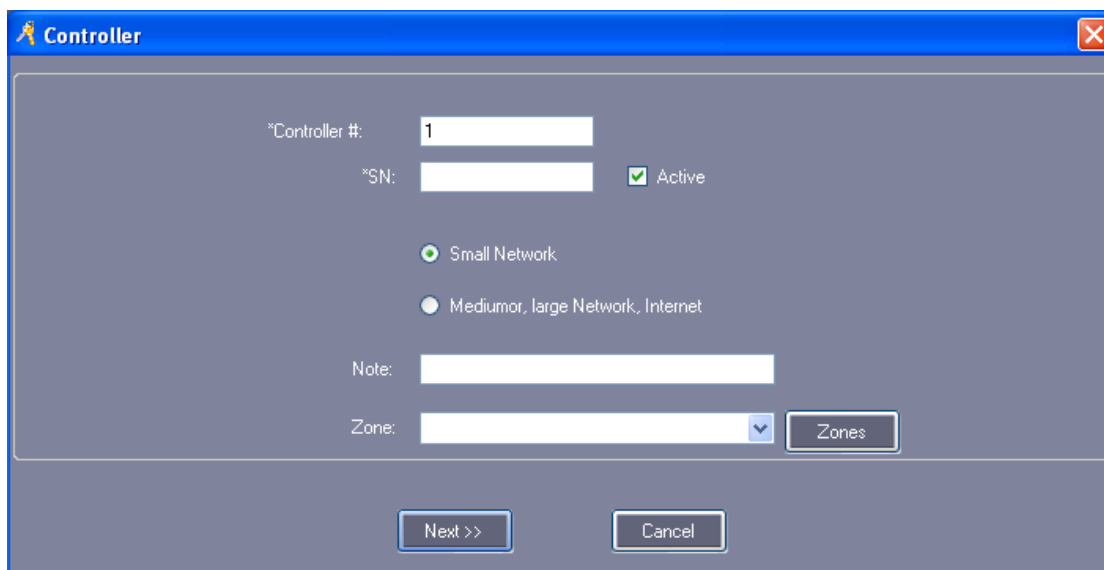
2.2 Parameter Settings of Equipment

2.2.1 Add/Set up Controller

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



click the  to add the controllers into system.



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

- *Controller #: 1
- *SN: [Empty field] ☒ Active
- ☒ Small Network
- ☐ Mediumor, large Network, Internet
- Note: [Empty text area]
- Zone: [Dropdown menu] Zones
- Buttons: Next >>, Cancel

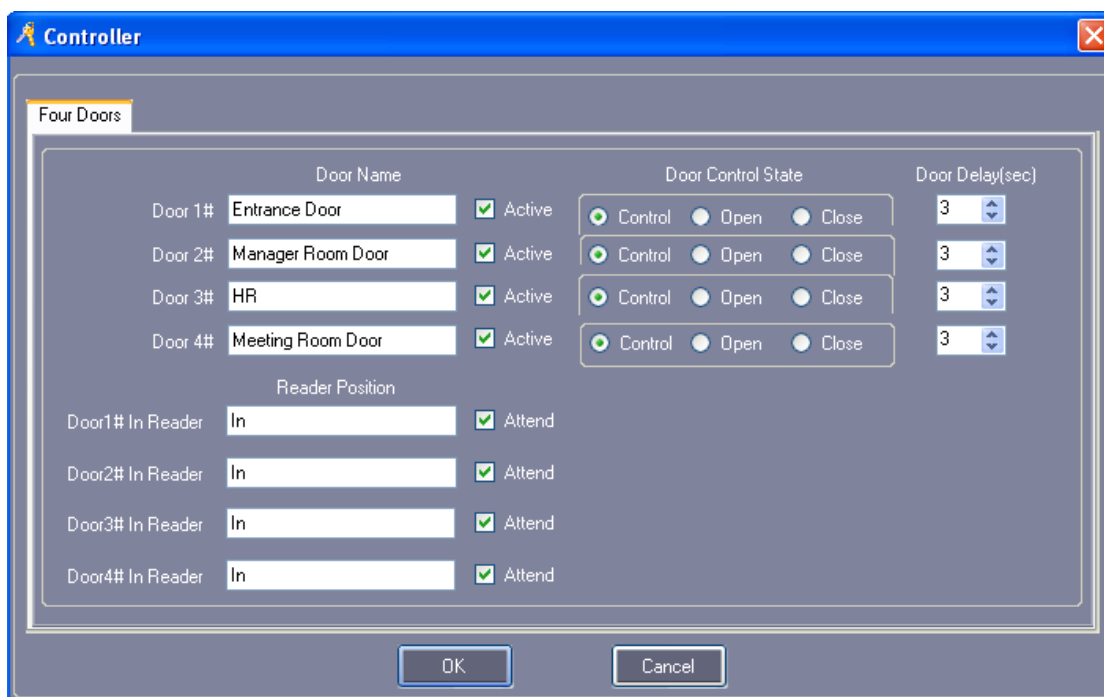
The product S/N (namely each controller serial number) may check on the PCB's label S/N:***** of the controller . please fills that five numerals.

Attention: If the product S/N which you writed 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 'Four Doors' window displays configuration for four doors:

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

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

Buttons: OK, Cancel

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

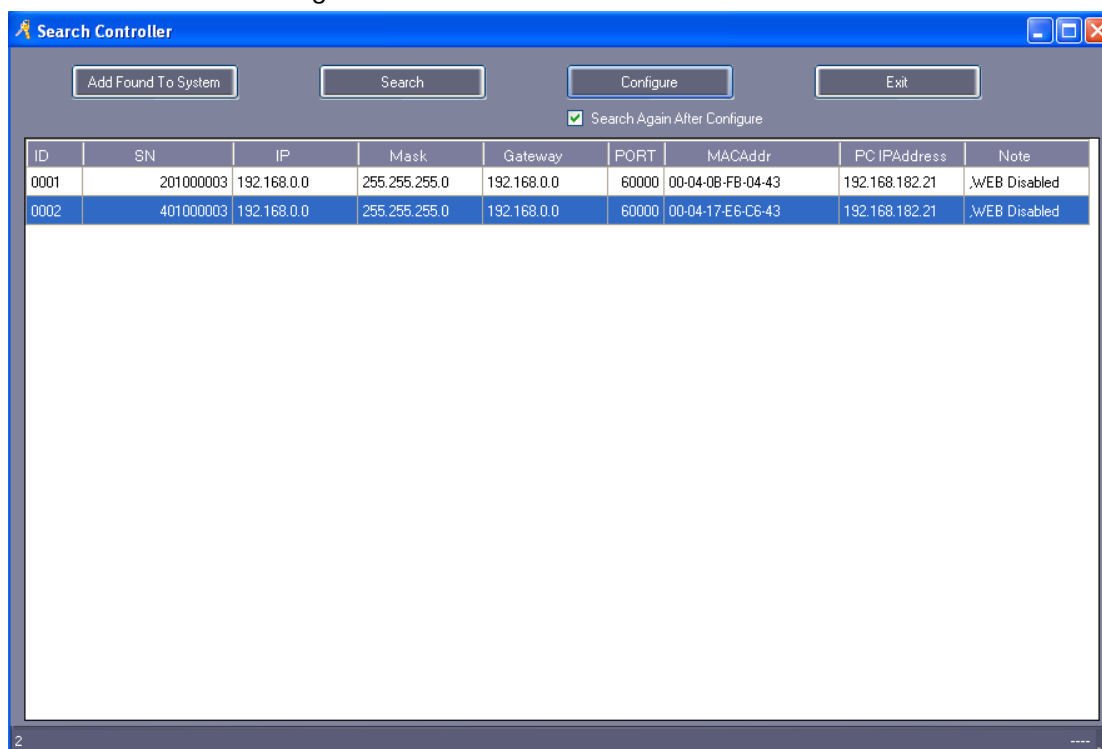
Mark “Active”: by ☒, the control console will display each door; otherwise, it won't display.
Mark “Attend”:by ☒, the records on card reader can be used as attendance records; otherwise, it can't.

Click “OK”



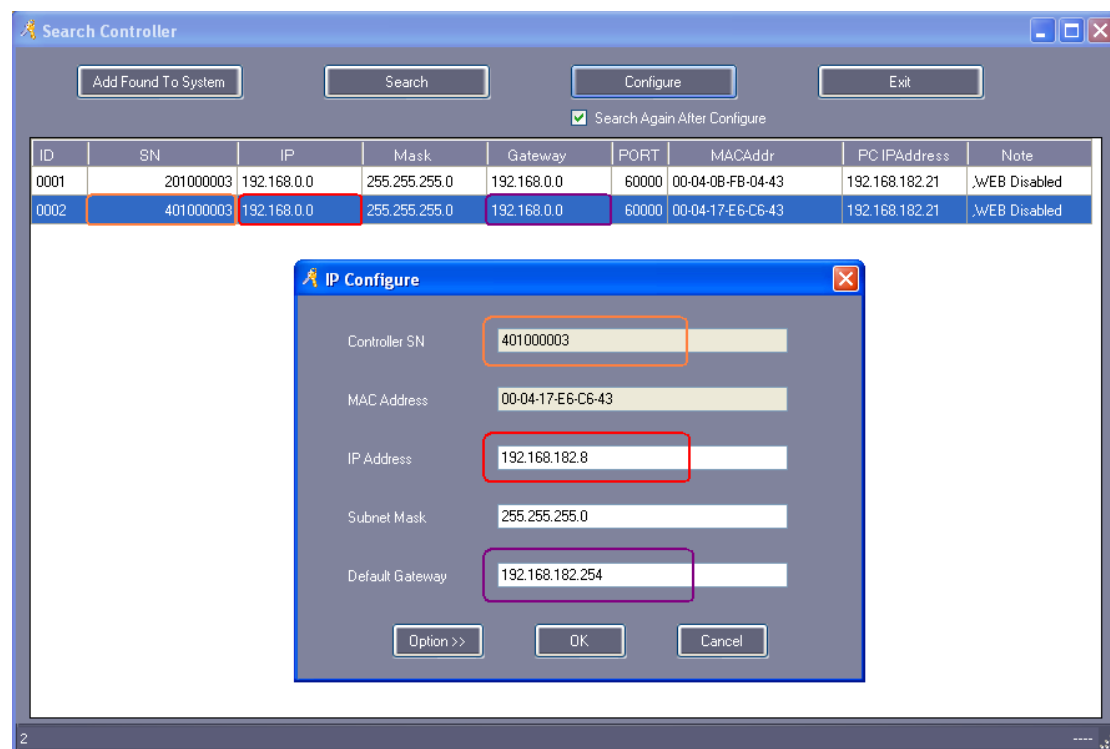
2.2.2 IP setting of Controller

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

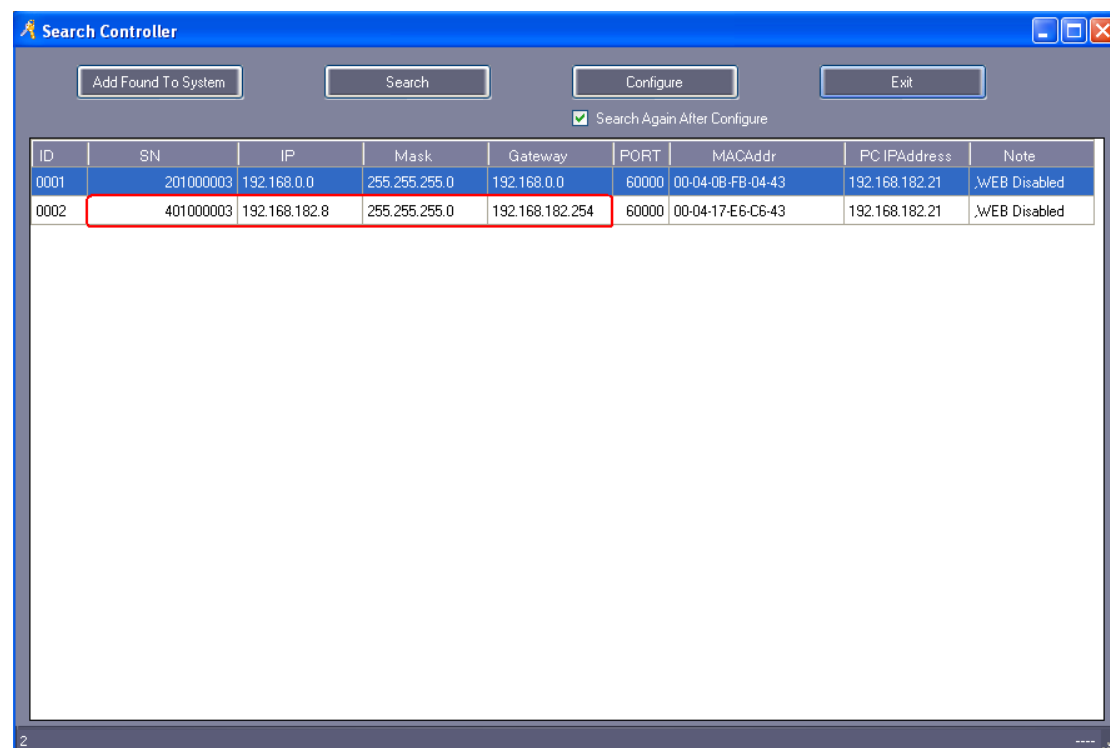


Search need take around 5 Seconds.

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.

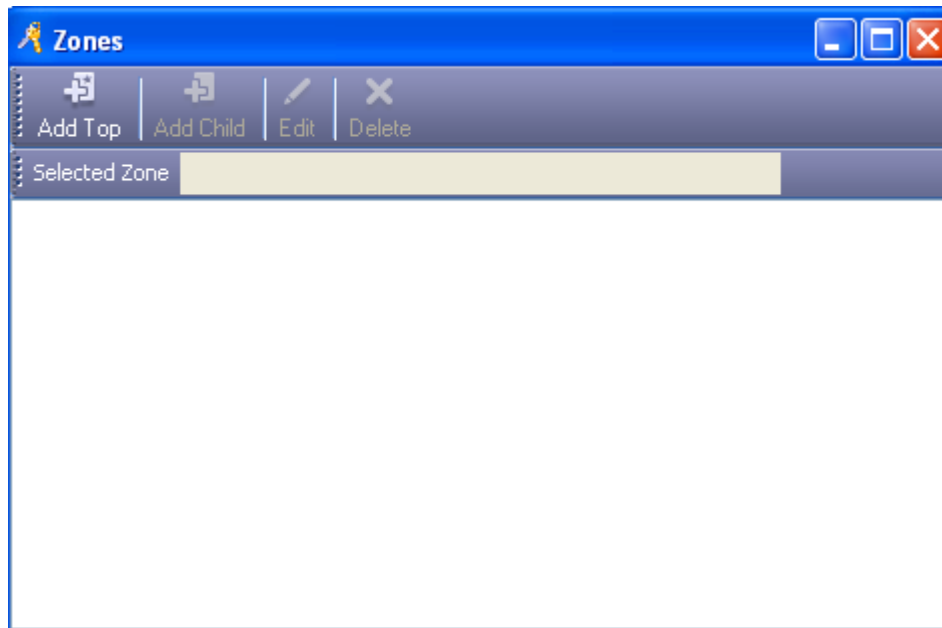
Controller#	SN	Active	IP	PORT	Zone	Note	Doors
1	401000003	☒	192.168.182.8	60000			Entrance Door; Manager Room Door; HR; Meeting Room Door;

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

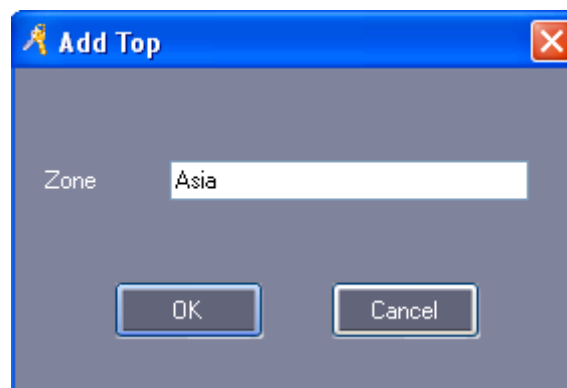
2.2.3 Controller Zone

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

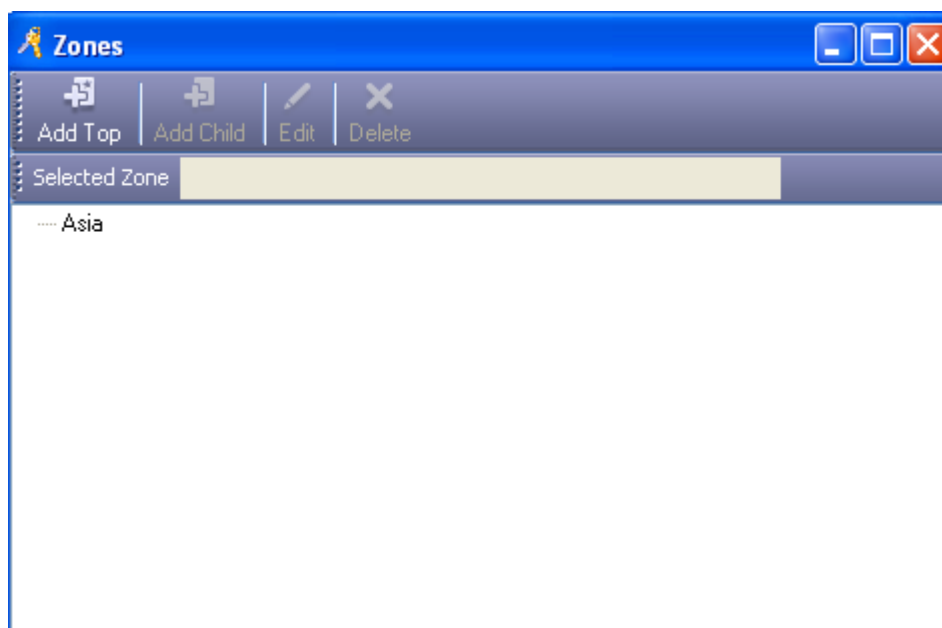
Click “Zones”



Click “Add Top”



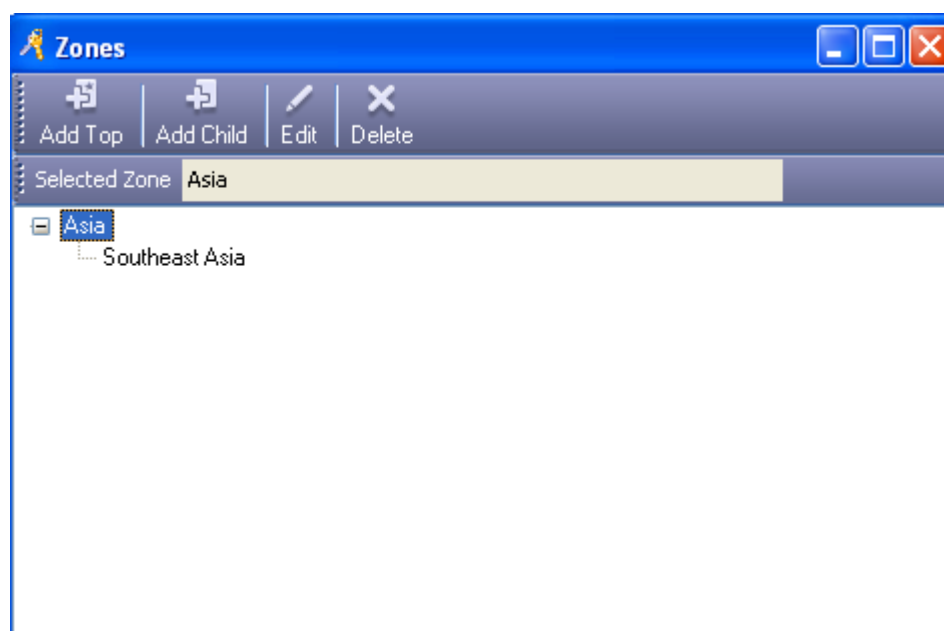
Click “OK”



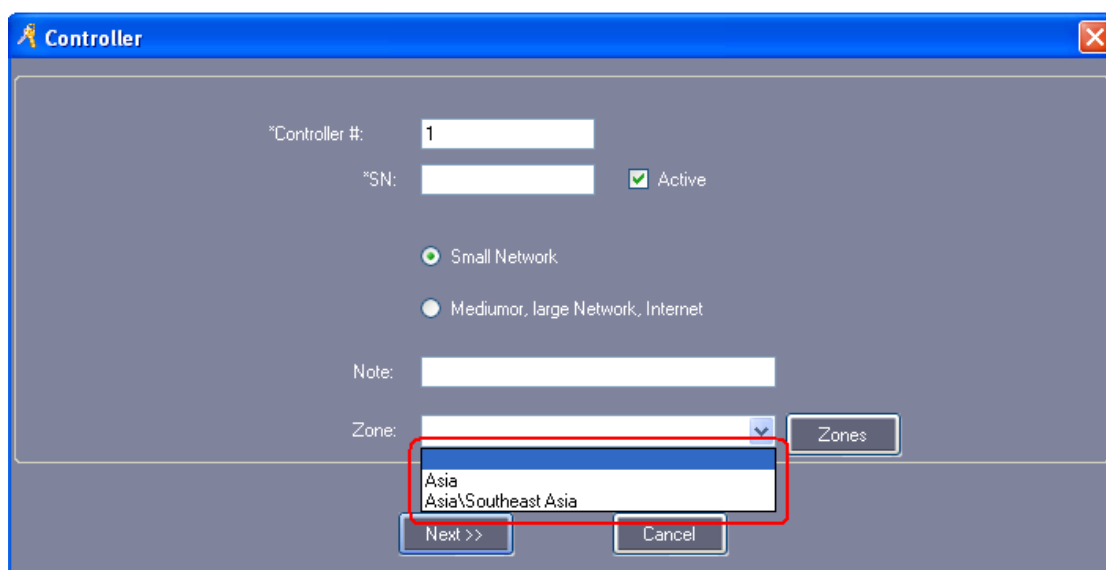
Click the “Add Child” to add a new Child under the Top.



Click “OK”



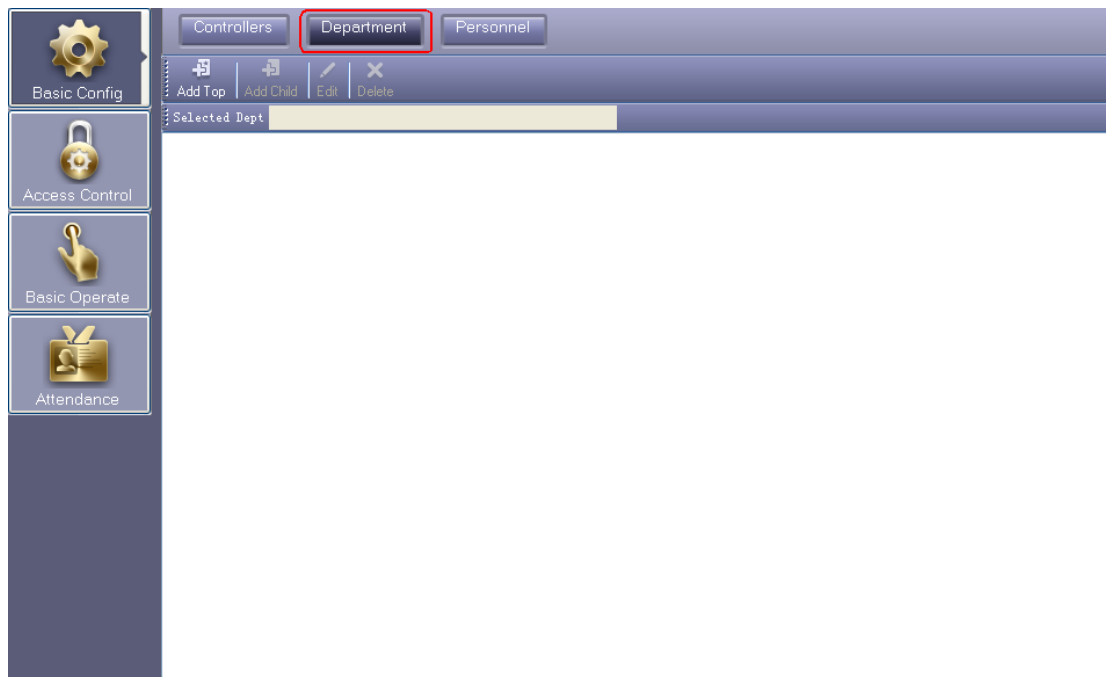
Click 



2.3 Operation of Department and Registered User

2.3.1 Add Department

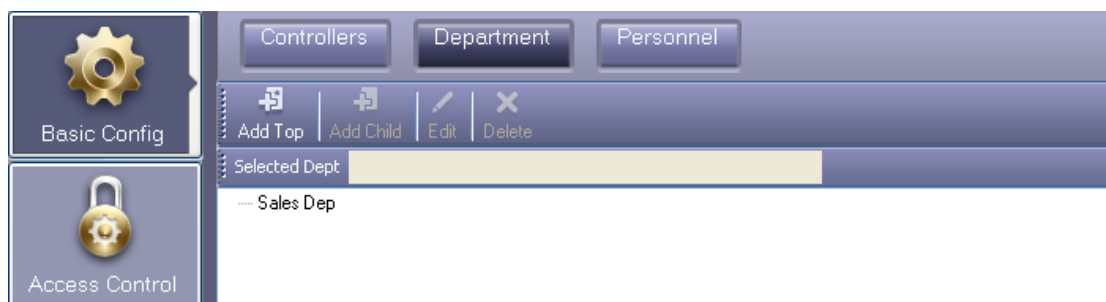
Select **【Basic Configure】 > 【Department】** from the menu bar



click the **Add Top** to create a new department.



Click "OK"

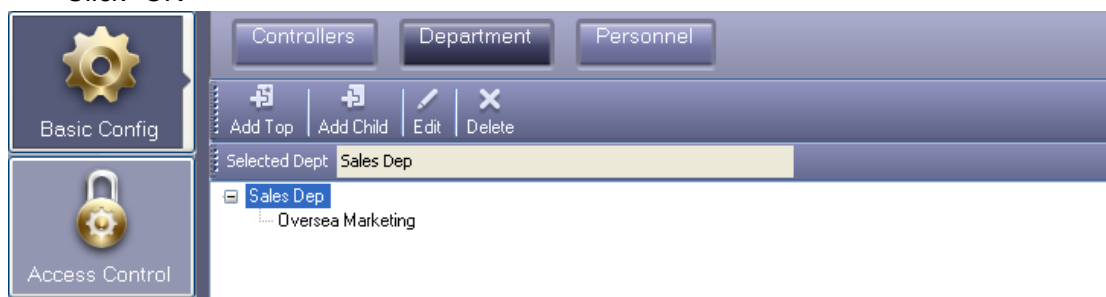




Click the **Add Child** to add a new Child under the Top.

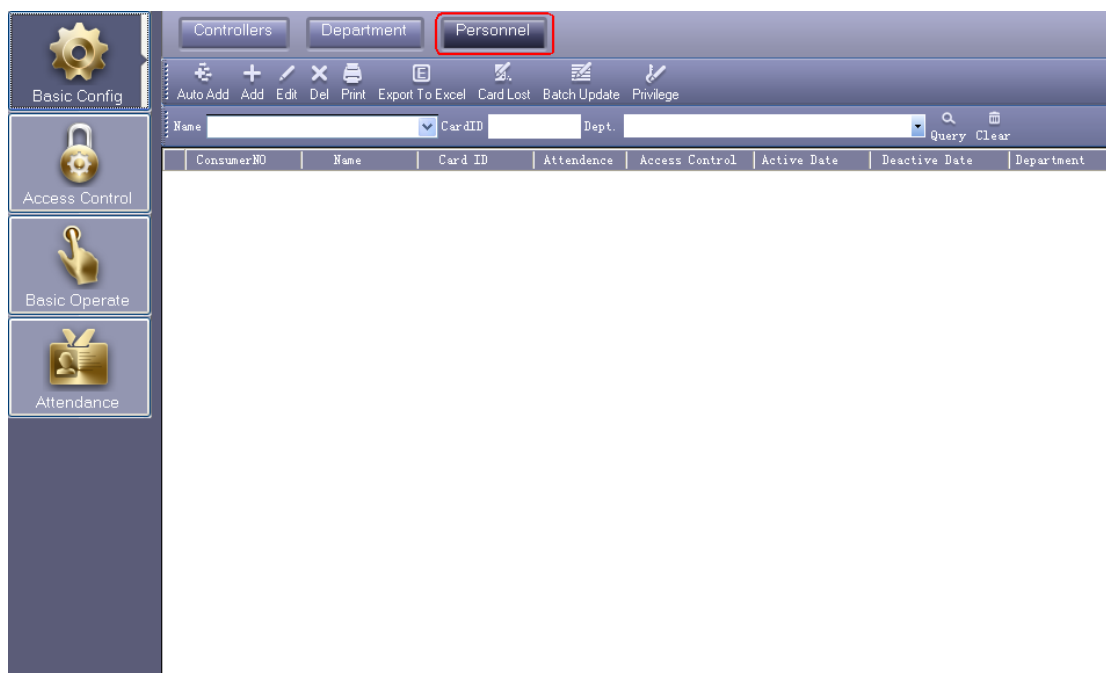


Click “OK”



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	☒	☒	2011-04-28	2029-12-31	Sales Dep\Oversea Marketing

User “Others” information

User

Sex:
 Nationality:
 Religion:
 Hometown:
 Birthday:
 Marriage:
 Political:
 Culture:
 Work Phone:
 Mobile:
 Home Phone:
 En. Name:

Corp.:
 Title:
 Tech. Grade:
 Cert. Type:
 Cert. ID:
 Social Insurance No.:
 Join Date:
 Leave Date:
 Email:
 Addr:
 PostCode:
 Note:

2.3.3 Auto Add the registration card

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

Auto Add User

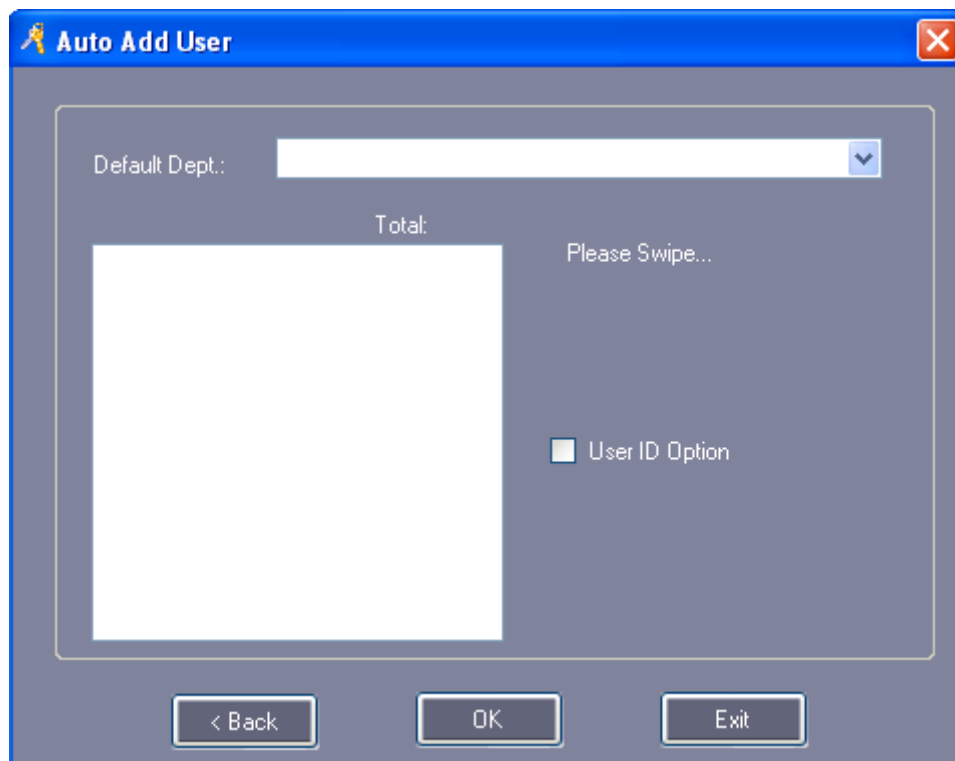
Select Device

☒ USB Reader
☐ Door
☐ Manual Batch Input

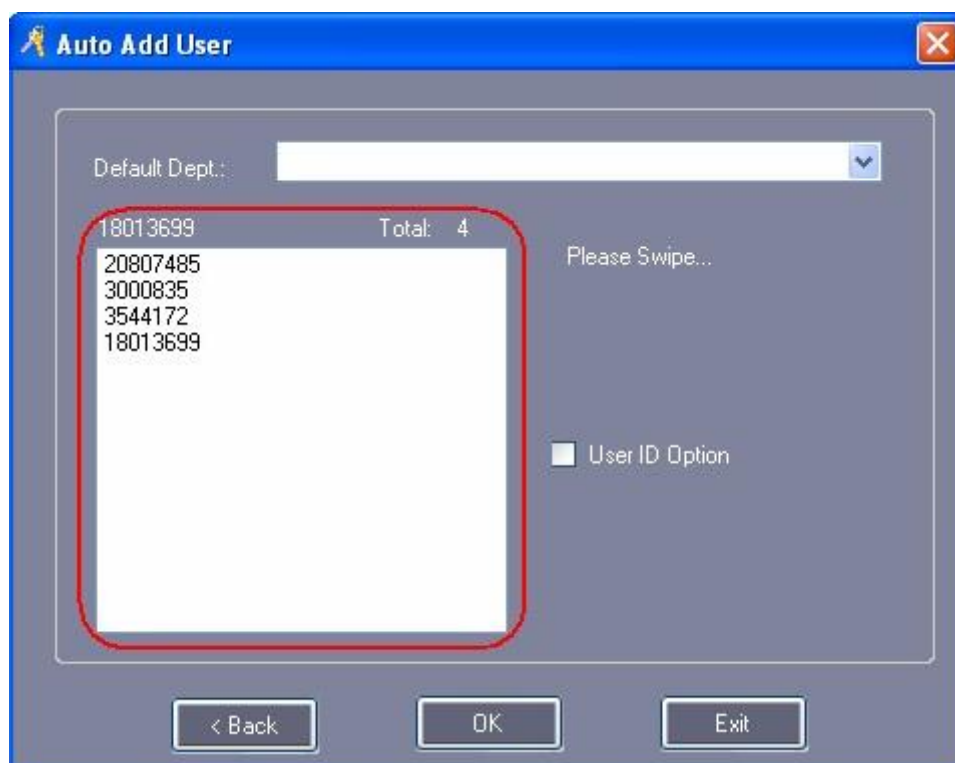
If you selected "USBReader", must connect the assign card reader

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

Select “USB Reader” or “Controller”, Click “Next”

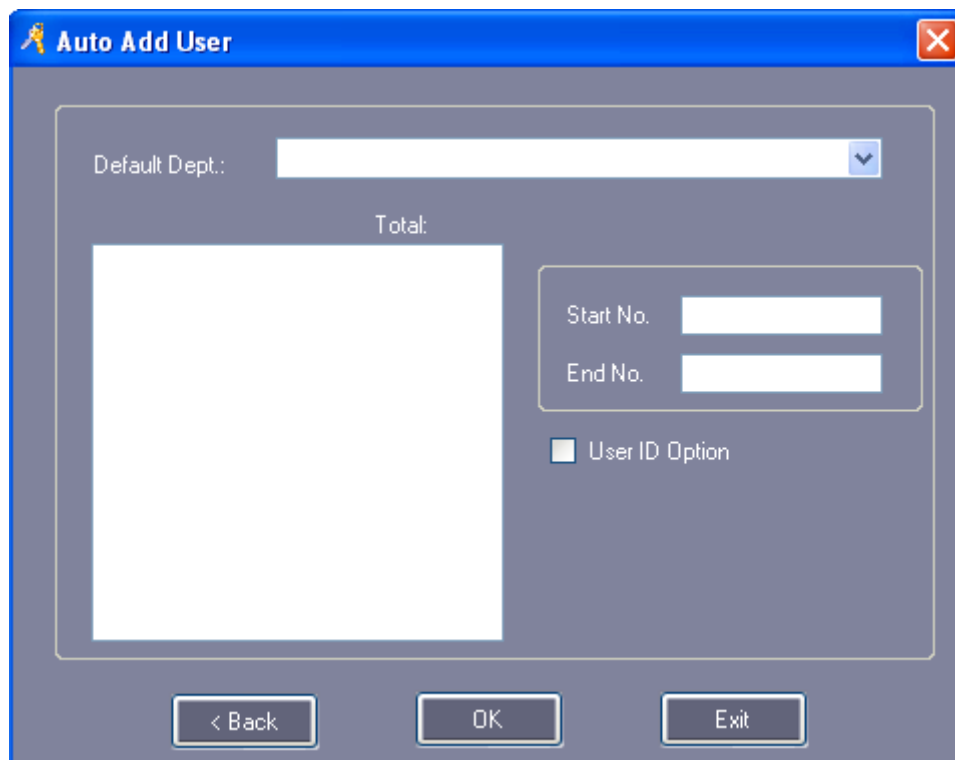


After the card swiping

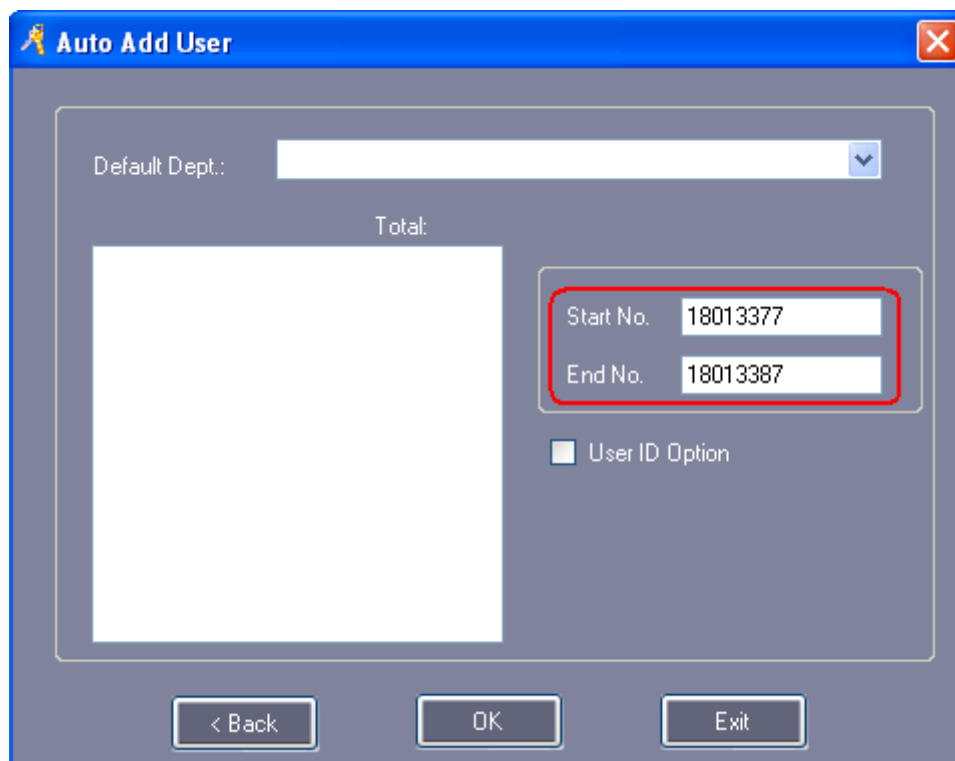


Click “OK”, Auto added to the Software.

Select “Manual Batch Input” ,Click “Next”



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



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

Controllers Department Personnel								
Auto Add Add Edit Del Print Export To Excel Import Card Lost Batch Update Privilege								
Name		CardID	Dept.		Query Clear			
ConsumerNO	Name	Card ID	Attendance	Access Control	Active Date	Deactive Date	Department	
1	Hellen	18016185	☒	☒	2011-04-28	2029-12-31	Sales Dep\Oversea Marketing	
2	N20807485	20807485	☒	☒	2011-04-28	2029-12-31		
3	N3000835	3000835	☒	☒	2011-04-28	2029-12-31		
4	N3544172	3544172	☒	☒	2011-04-28	2029-12-31		
5	N18013699	18013699	☒	☒	2011-04-28	2029-12-31		
6	N18013377	18013377	☒	☒	2011-04-28	2029-12-31		
7	N18013378	18013378	☒	☒	2011-04-28	2029-12-31		
8	N18013379	18013379	☒	☒	2011-04-28	2029-12-31		
9	N18013380	18013380	☒	☒	2011-04-28	2029-12-31		
10	N18013381	18013381	☒	☒	2011-04-28	2029-12-31		
11	N18013382	18013382	☒	☒	2011-04-28	2029-12-31		
12	N18013383	18013383	☒	☒	2011-04-28	2029-12-31		
13	N18013384	18013384	☒	☒	2011-04-28	2029-12-31		
14	N18013385	18013385	☒	☒	2011-04-28	2029-12-31		
15	N18013386	18013386	☒	☒	2011-04-28	2029-12-31		
16	N18013387	18013387	☒	☒	2011-04-28	2029-12-31		

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

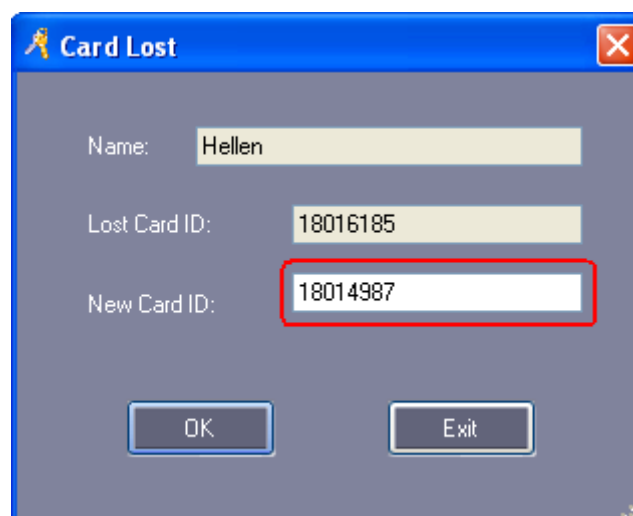
2.3.4 Alter Single-user's Privilege

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】**



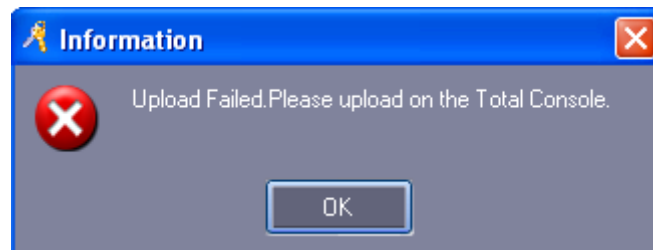
The image shows a 'Card Lost' dialog box with a blue title bar and a red close button. It contains three text input fields: 'Name' with the value 'Hellen', 'Lost Card ID' with the value '18016185', and 'New Card ID' with the value '18014987'. The 'New Card ID' field is highlighted with a red rectangular border. At the bottom, there are two buttons: 'OK' and 'Exit'.

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:

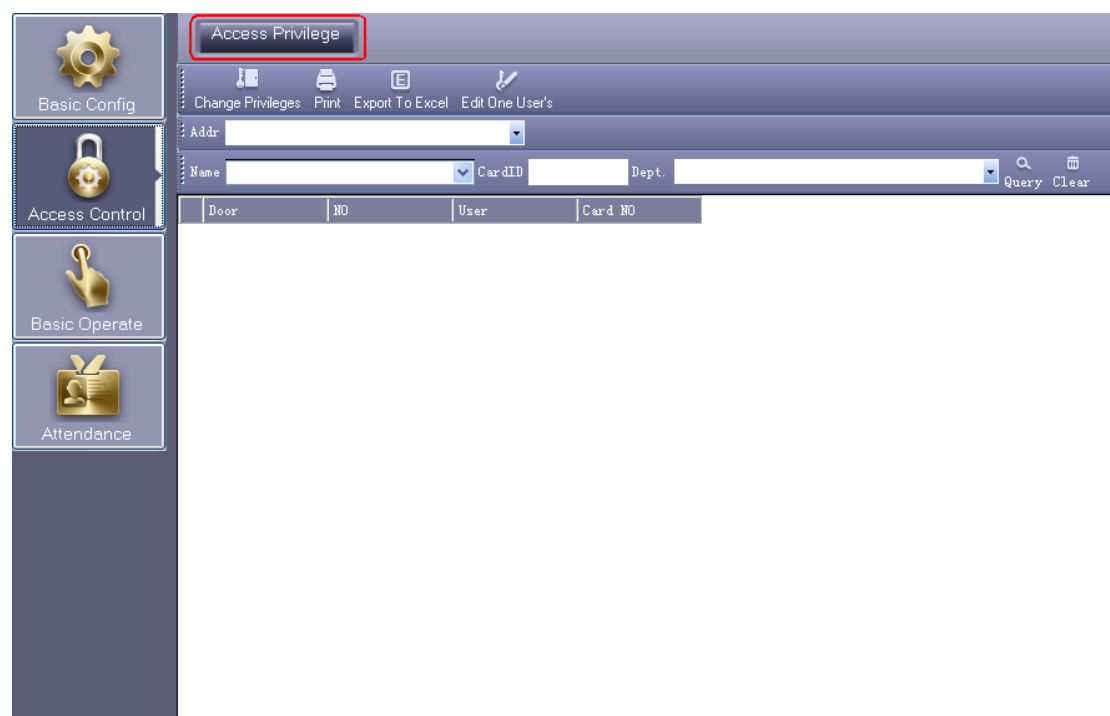


2.4 Basic Operate

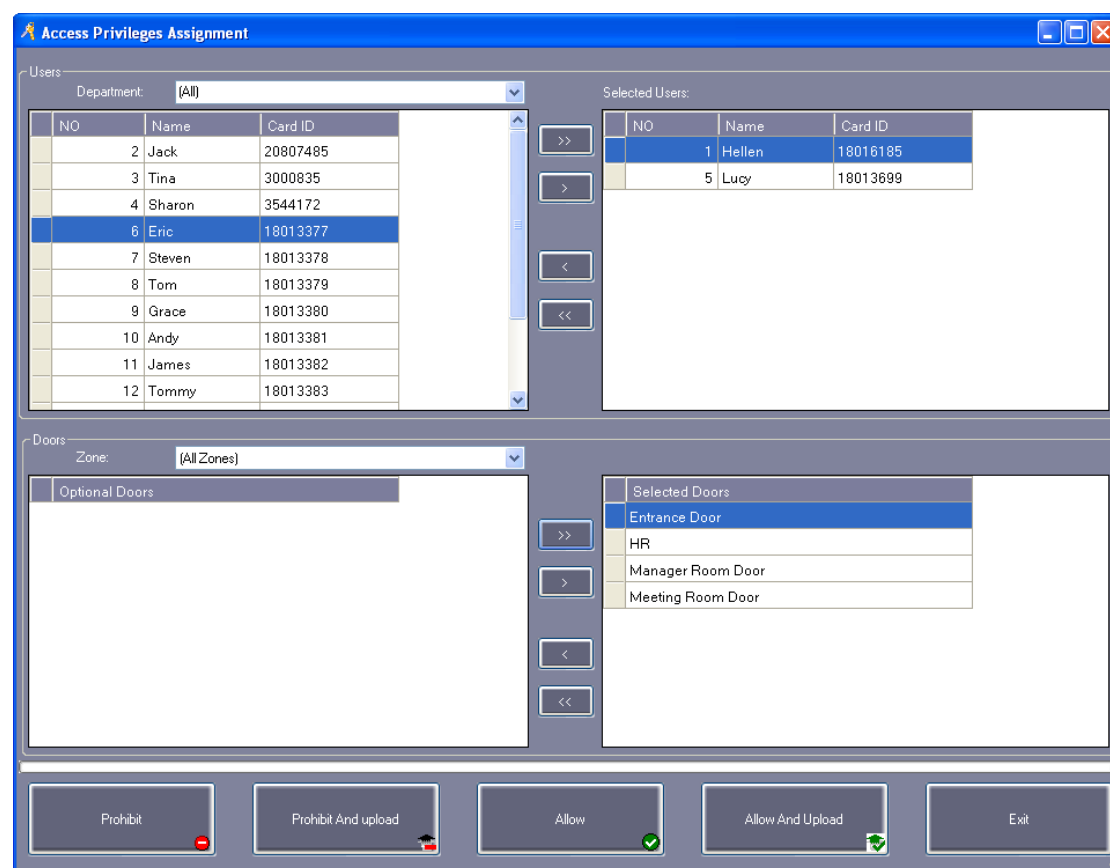
2.4.1 Privilege Management

2.4.1.1 Access Privilege

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



Click  Change Privileges

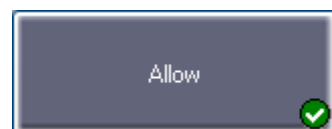


">>": Select all "Users" or Select all "Optional Doors"

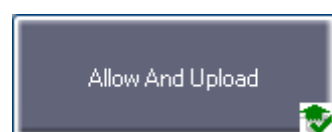
">": Select one "Users" or Select one "Optional Doors".

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

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



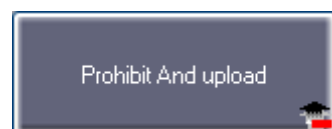
After clicking this button, and then **basic operation << upload**, the selected users can pass through selected doors.



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.

Door	NO	User	Card NO
Entrance Door	1	Hellen	18016185
Entrance Door	5	Lucy	18013699
Manager Room Door	1	Hellen	18016185
Manager Room Door	5	Lucy	18013699
HR	1	Hellen	18016185
HR	5	Lucy	18013699
Meeting Room Door	1	Hellen	18016185
Meeting Room Door	5	Lucy	18013699

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](#)).

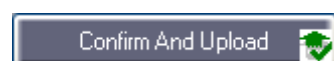
2.4.1.2 Edit One User's Privilege

“>>”: Select all “Optional Doors”

“>”: Select one “Optional Doors”

“<”: Cancel one “Selected Doors”

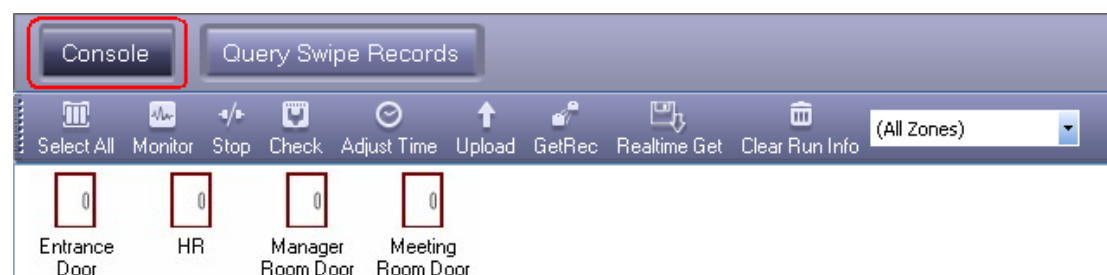
“<<”: Cancel all “Selected Doors”



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

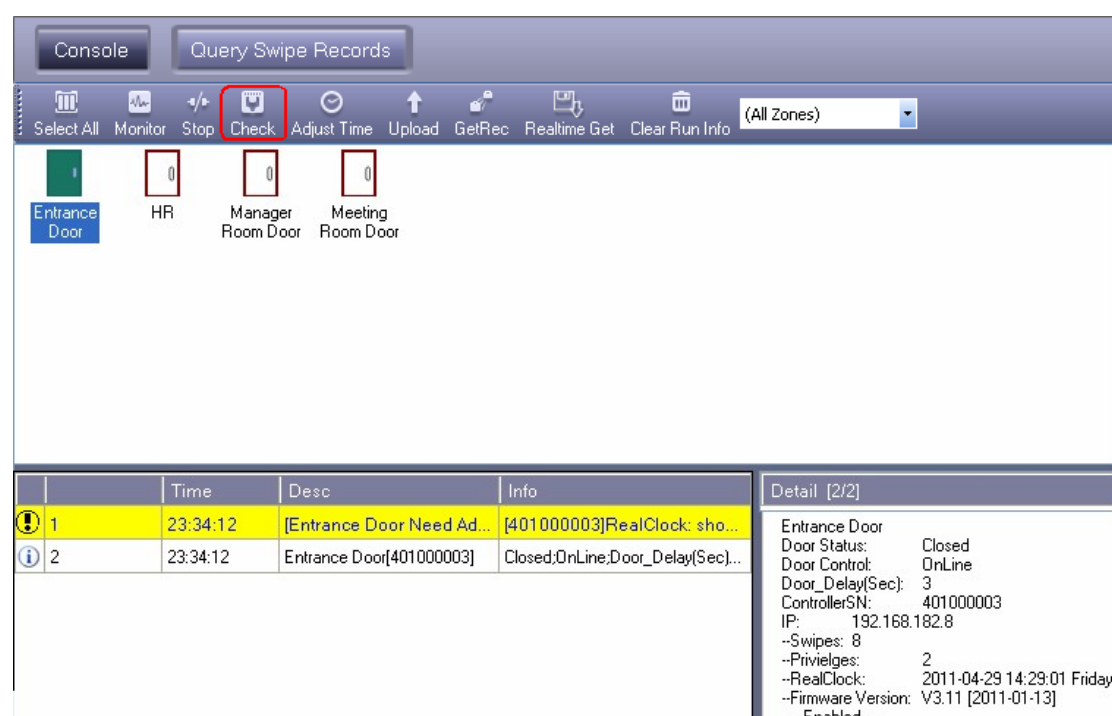
2.5 Console

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

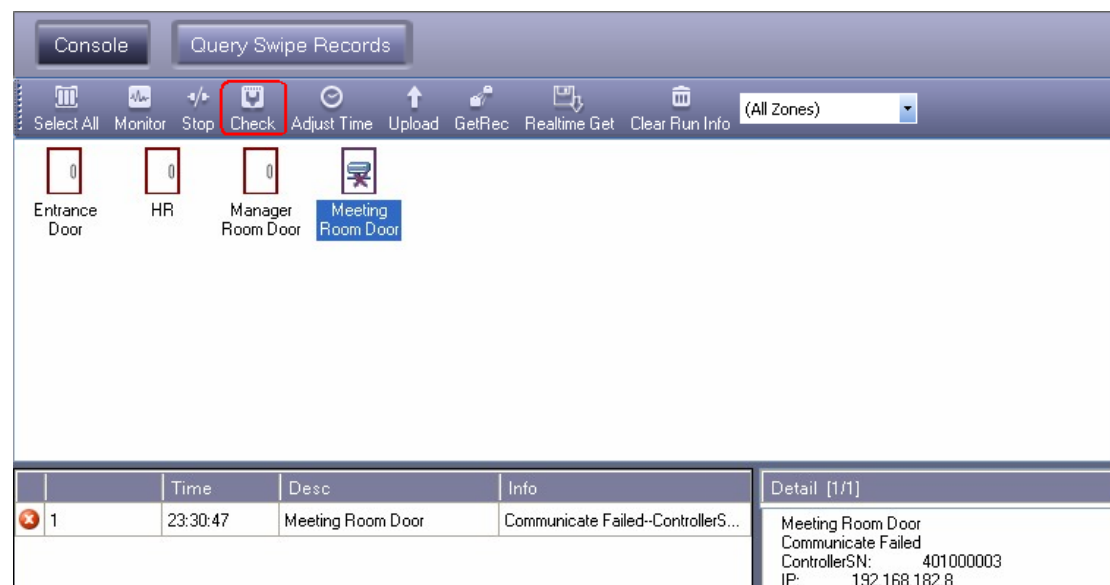


2.5.1 Controller's Info Check

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

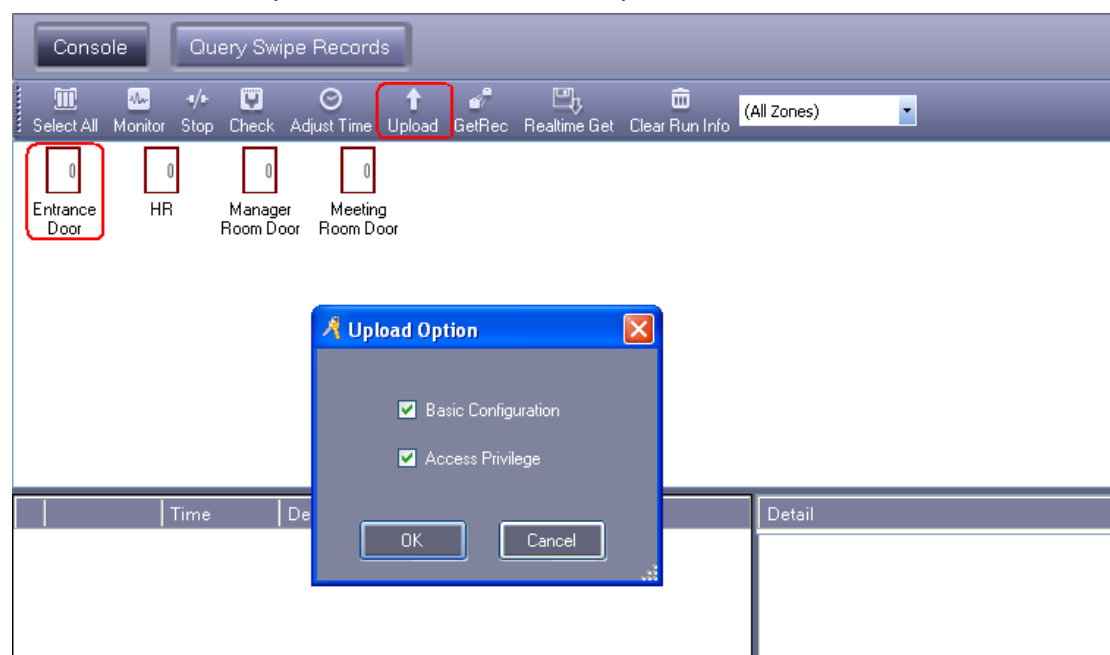


It will show the control's basic information .such as the amount of swipings and privileges, Door status, control status, open delay (sec) .If the controller is well communicated with computer, the door label's color is green , and otherwise the color is red.

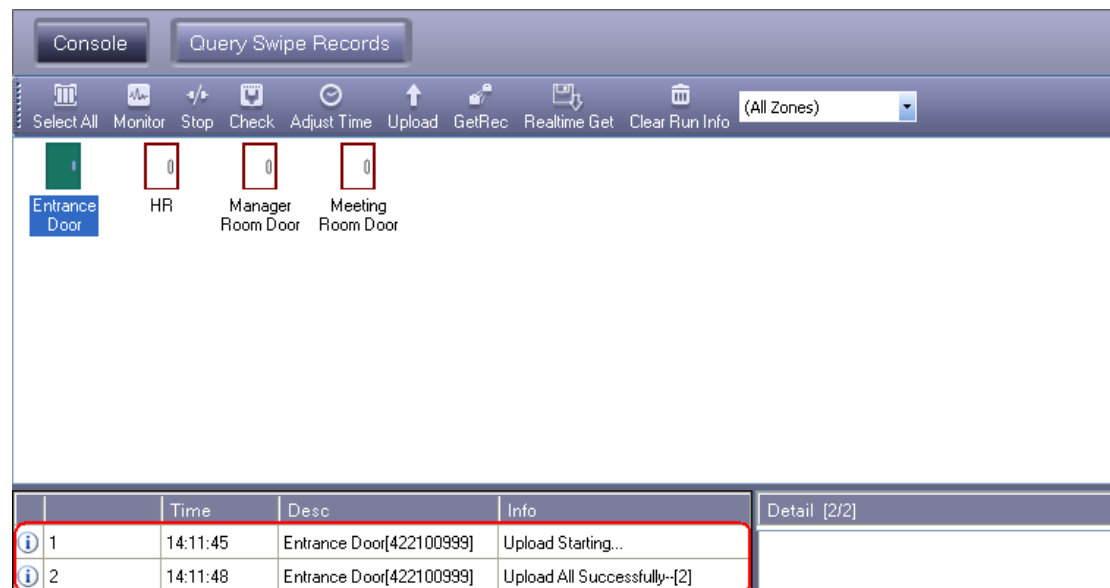


2.5.2 Upload Setting

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



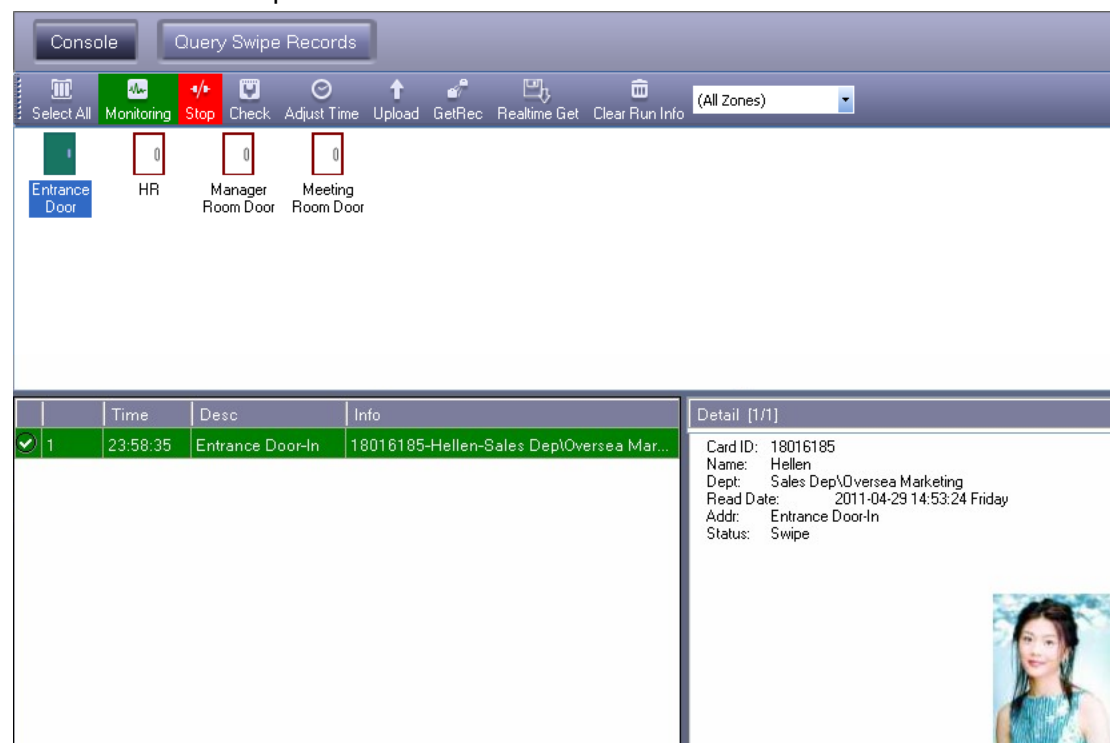
Click "OK"



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.

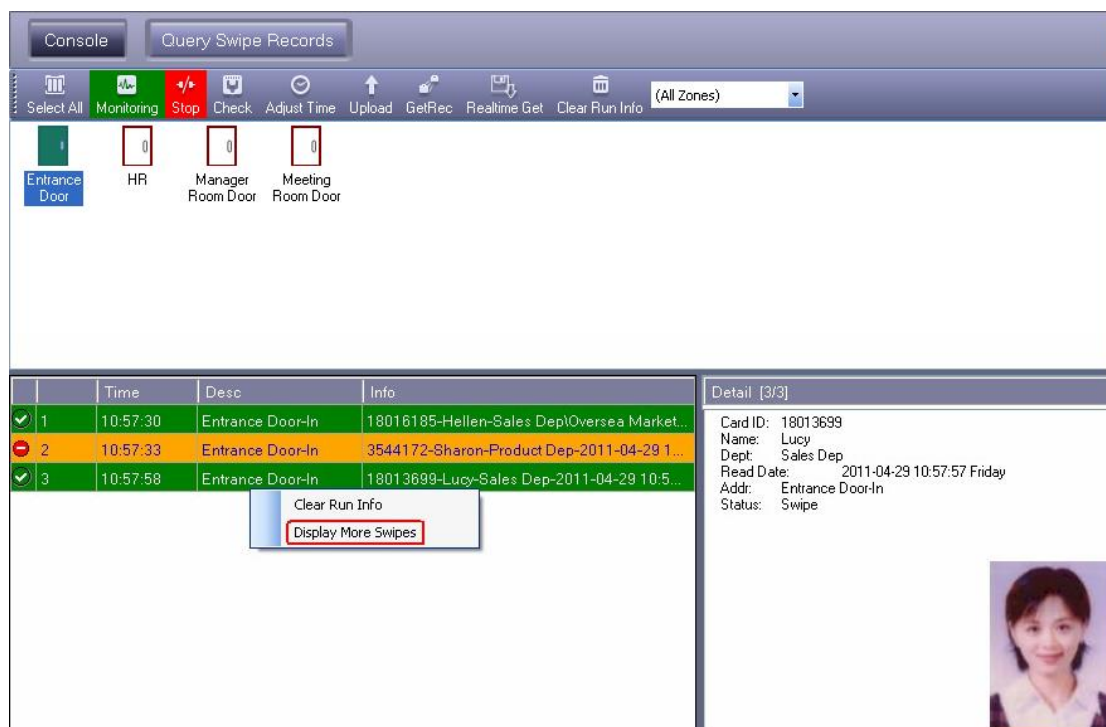
2.5.3 Real-time Monitoring

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".

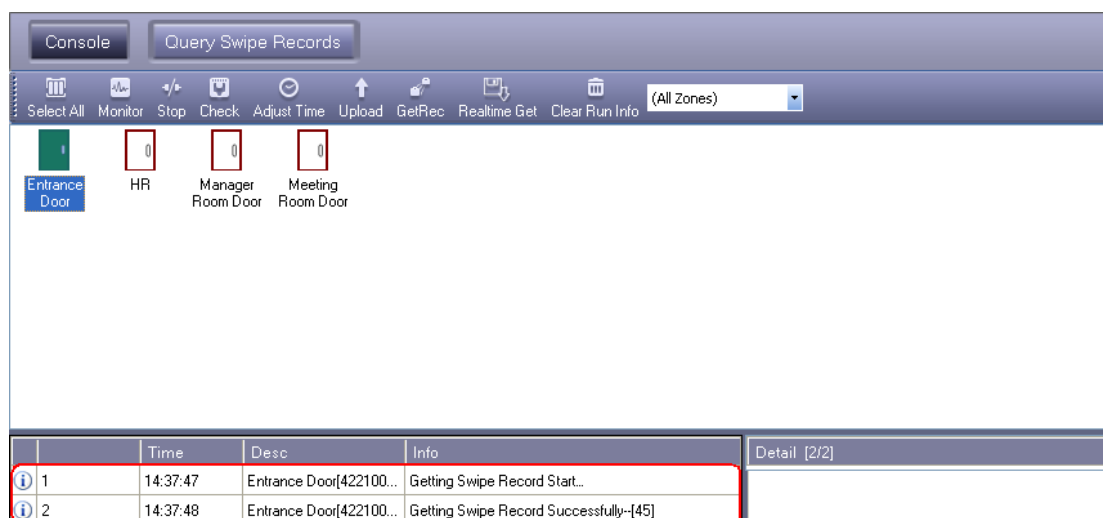


Right click "Photo". You can adjust the display of information.



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

Console Query Card Records

Print Export To Excel Query Option

From: First Event 2011-04-29 Friday To: Last Event 2011-04-29 Friday Time: 00:00 To: 23:59

Name CardID Dept: Query Clear

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	☒	Swipe
104	20807485	2	Jack	Sales Dep	2011-04-29 15:07:52 Friday	Meeting Room Door-In	☐	Denied Access:No PRIVILEGE
103	18013377	6	Eric	Sales Dep\Oversea Marketing	2011-04-29 15:07:50 Friday	Meeting Room Door-In	☐	Denied Access:No PRIVILEGE
102	18013699	5	Lucy	Sales Dep	2011-04-29 15:07:49 Friday	Meeting Room Door-In	☒	Swipe
101	3544172	4	Sharon	Product Dep	2011-04-29 15:07:48 Friday	Meeting Room Door-In	☐	Denied Access:No PRIVILEGE
100	18016185	1	Hellen	Sales Dep\Oversea Marketing	2011-04-29 15:07:47 Friday	Meeting Room Door-In	☒	Swipe
99	20807485	2	Jack	Sales Dep	2011-04-29 15:07:43 Friday	HR-In	☐	Denied Access:No PRIVILEGE
98	18013377	6	Eric	Sales Dep\Oversea Marketing	2011-04-29 15:07:42 Friday	HR-In	☐	Denied Access:No PRIVILEGE
97	18013699	5	Lucy	Sales Dep	2011-04-29 15:07:41 Friday	HR-In	☒	Swipe
96	3544172	4	Sharon	Product Dep	2011-04-29 15:07:39 Friday	HR-In	☐	Denied Access:No PRIVILEGE
95	18016185	1	Hellen	Sales Dep\Oversea Marketing	2011-04-29 15:07:38 Friday	HR-In	☒	Swipe
94	20807485	2	Jack	Sales Dep	2011-04-29 15:07:33 Friday	Manager Room Door-In	☐	Denied Access:No PRIVILEGE
93	18013377	6	Eric	Sales Dep\Oversea Marketing	2011-04-29 15:07:30 Friday	Manager Room Door-In	☐	Denied Access:No PRIVILEGE
92	18013699	5	Lucy	Sales Dep	2011-04-29 15:07:29 Friday	Manager Room Door-In	☒	Swipe
91	3544172	4	Sharon	Product Dep	2011-04-29 15:07:26 Friday	Manager Room Door-In	☐	Denied Access:No PRIVILEGE
90	18016185	1	Hellen	Sales Dep\Oversea Marketing	2011-04-29 15:07:24 Friday	Manager Room Door-In	☒	Swipe
89	20807485	2	Jack	Sales Dep	2011-04-29 15:07:18 Friday	Entrance Door-In	☐	Denied Access:No PRIVILEGE
88	3000835	3	Tina		2011-04-29 15:07:17 Friday	Entrance Door-In	☐	Denied Access:No PRIVILEGE
87	18013377	6	Eric	Sales Dep\Oversea Marketing	2011-04-29 15:07:14 Friday	Entrance Door-In	☐	Denied Access:No PRIVILEGE
86	18013699	5	Lucy	Sales Dep	2011-04-29 15:07:13 Friday	Entrance Door-In	☒	Swipe
85	3544172	4	Sharon	Product Dep	2011-04-29 15:07:12 Friday	Entrance Door-In	☐	Denied Access:No PRIVILEGE

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

Select Addr

Selected Zone: [All Zones]

Select All Select None

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

Query

Close

Query result as follows:

Console Query Card Records

Print Export To Excel Query Option

From: First Event 2011-04-29 Friday To: Last Event 2011-04-29 Friday Time: 00:00 To: 23:59

Name CardID Dept: Query Clear

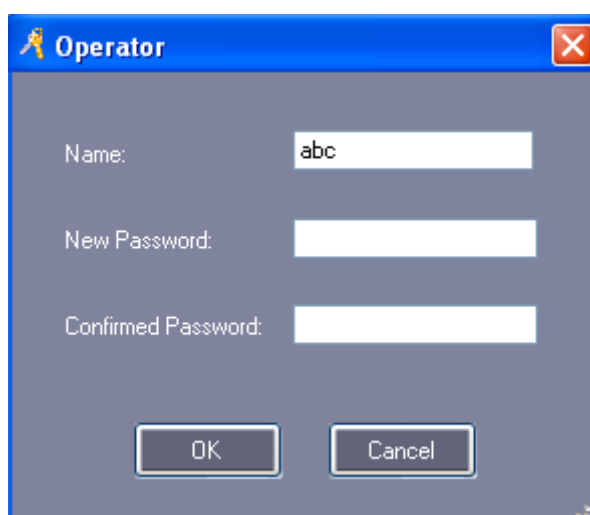
RecID	Card NO	ConsumerNO	User	Dept	DateTime	Addr	Pass	Desc
105	18016185	1	Hellen	Sales Dep\Oversea Marketing	2011-04-29 15:08:16 Friday	Entrance Door-In	☒	Swipe
89	20807485	2	Jack	Sales Dep	2011-04-29 15:07:18 Friday	Entrance Door-In	☐	Denied Access:No PRIVILEGE
88	3000835	3	Tina		2011-04-29 15:07:17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

2.7 Tools

2.7.1 Change Password

Change operator's password.

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

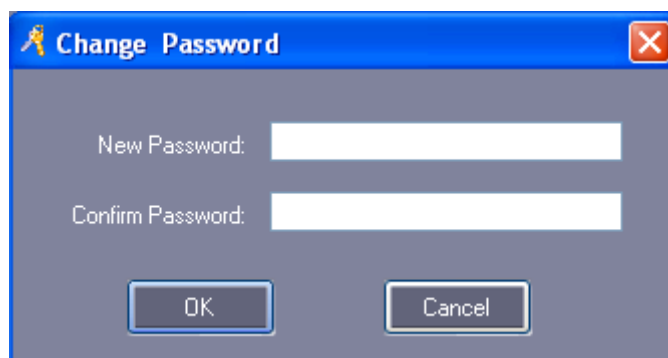
A dialog box titled "Operator" with a blue header bar containing a key icon and a close button. The dialog has a grey background. It contains three text input fields: "Name:" with the value "abc", "New Password:", and "Confirmed Password:". At the bottom, there are two buttons: "OK" and "Cancel".

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.

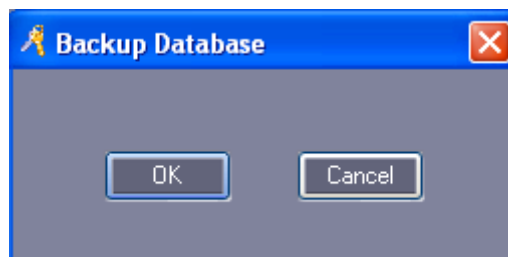
Active "Operator Management" in the "Extended Functions" enabled, if have more than one operator will display "change password".

A dialog box titled "Change Password" with a blue header bar containing a key icon and a close button. The dialog has a grey background. It contains two text input fields: "New Password:" and "Confirm Password:". At the bottom, there are two buttons: "OK" and "Cancel".

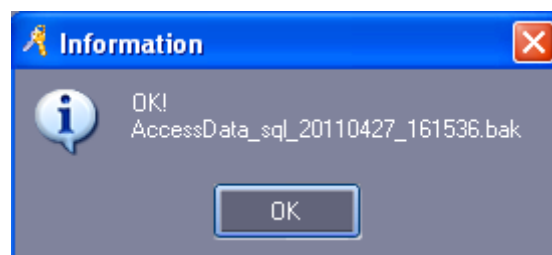
【Change Password】

2.7.2 DB Backup

Select **【Tools】** > **【DB Backup】**



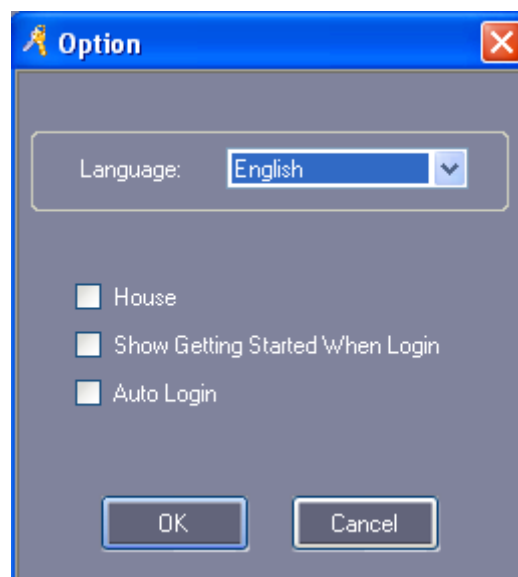
Click "OK"



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】**



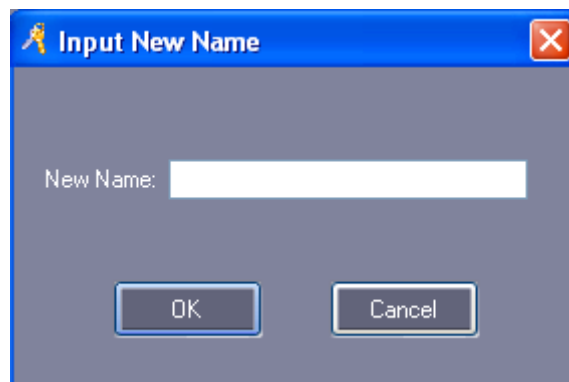
Select "English", Software interface language displays in English

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".

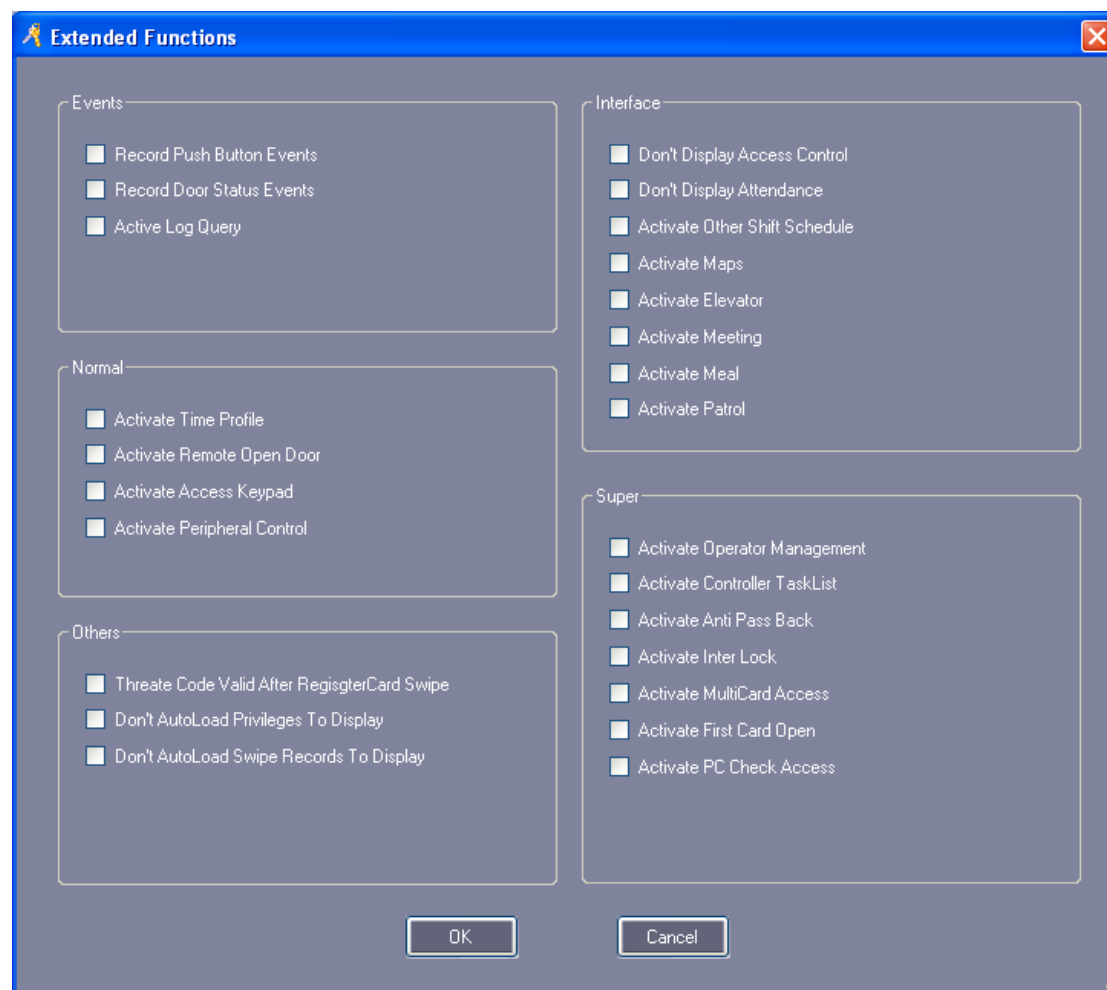
Part 3 Extended Function

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 active 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.

	Time	Desc	Info
1	14:48:13	Entrance Door[401000003]	Upload Starting...
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

Detail [9/9]
 Read Date: 2012-05-15 14:48:36 Tuesday
 Addr: Meeting Room Door
 Status: 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.

Console Query Swipe Records

Select All Monitoring Stop Check Adjust Time Upload GetRec Realtime Get Clear Run Info (All Zones)

Entrance Door HR Manager Room Door Meeting Room Door

	Time	Desc	Info	Detail [13/13]
1	14:56:45	Entrance Door[401000003]	Upload Starting...	Read Date: 2012-05-15 14:57:22 Tuesday Addr: Meeting Room Door Status: Door Open
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	

3.1.3 Active Log Query

Select **【Tools】** > **【Log Query】**

Log Query

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: 2011-04-27 16:32:43 Wednesday
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: 2011-04-27 16:32:41 Wednesday
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: 2011-04-27 16:32:39 Wednesday
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: 2011-04-27 16:32:37 Wednesday
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: 2011-04-27 16:32:34 Wednesday
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: 2011-04-27 16:32:33 Wednesday
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: 2011-04-27 16:32:31 Wednesday
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: 2011-04-27 16:32:30 Wednesday
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: 2011-04-27 16:28:34 Wednesday
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: 2011-04-27 16:28:32 Wednesday
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: 2011-04-27 16:28:30 Wednesday
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: 2011-04-27 16:28:27 Wednesday
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],,

Close

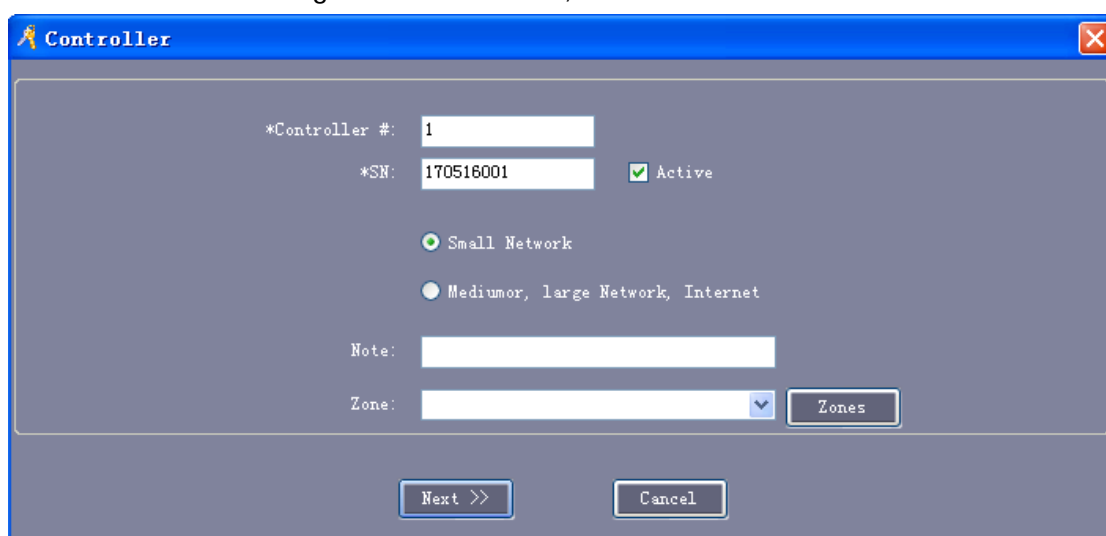
3.2 Interface

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”.



*Controller #: 1

*SN: 170516001 ☒ Active

☒ Small Network

☐ Mediumor, large Network, Internet

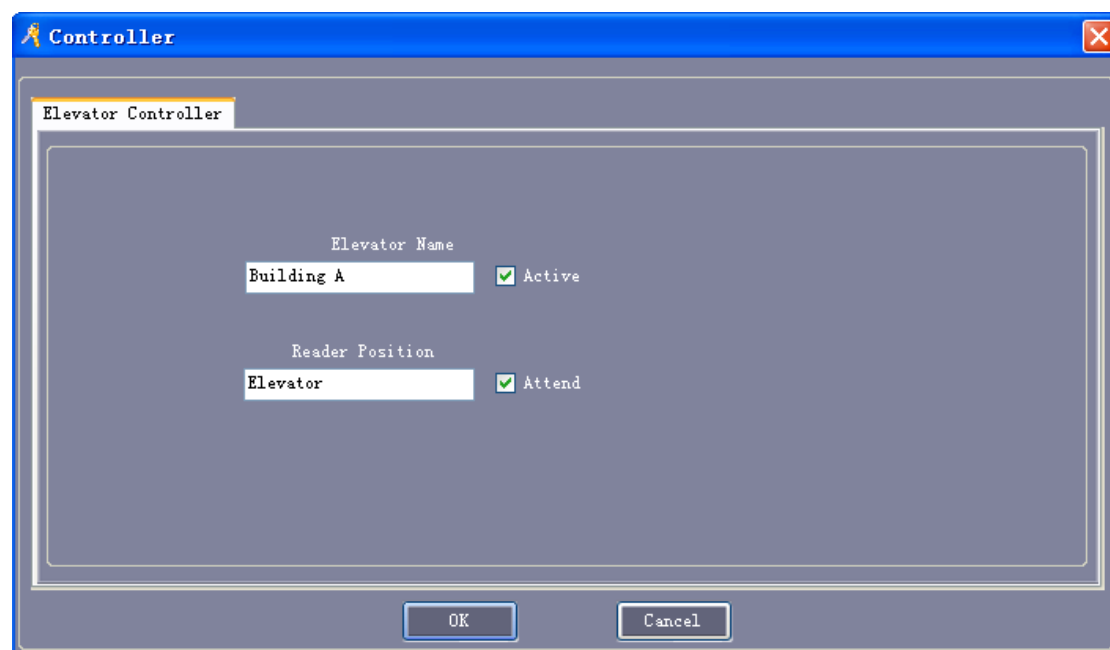
Note:

Zone: Zones

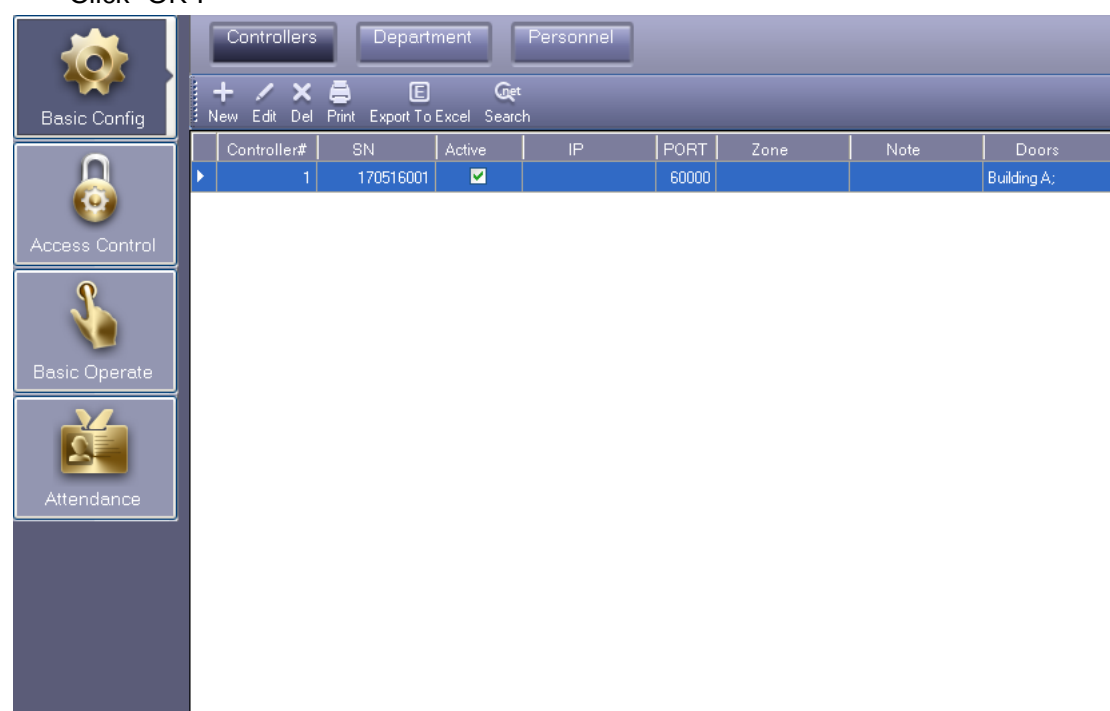
Next >> Cancel

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

Click “Next”.



Click “OK”.



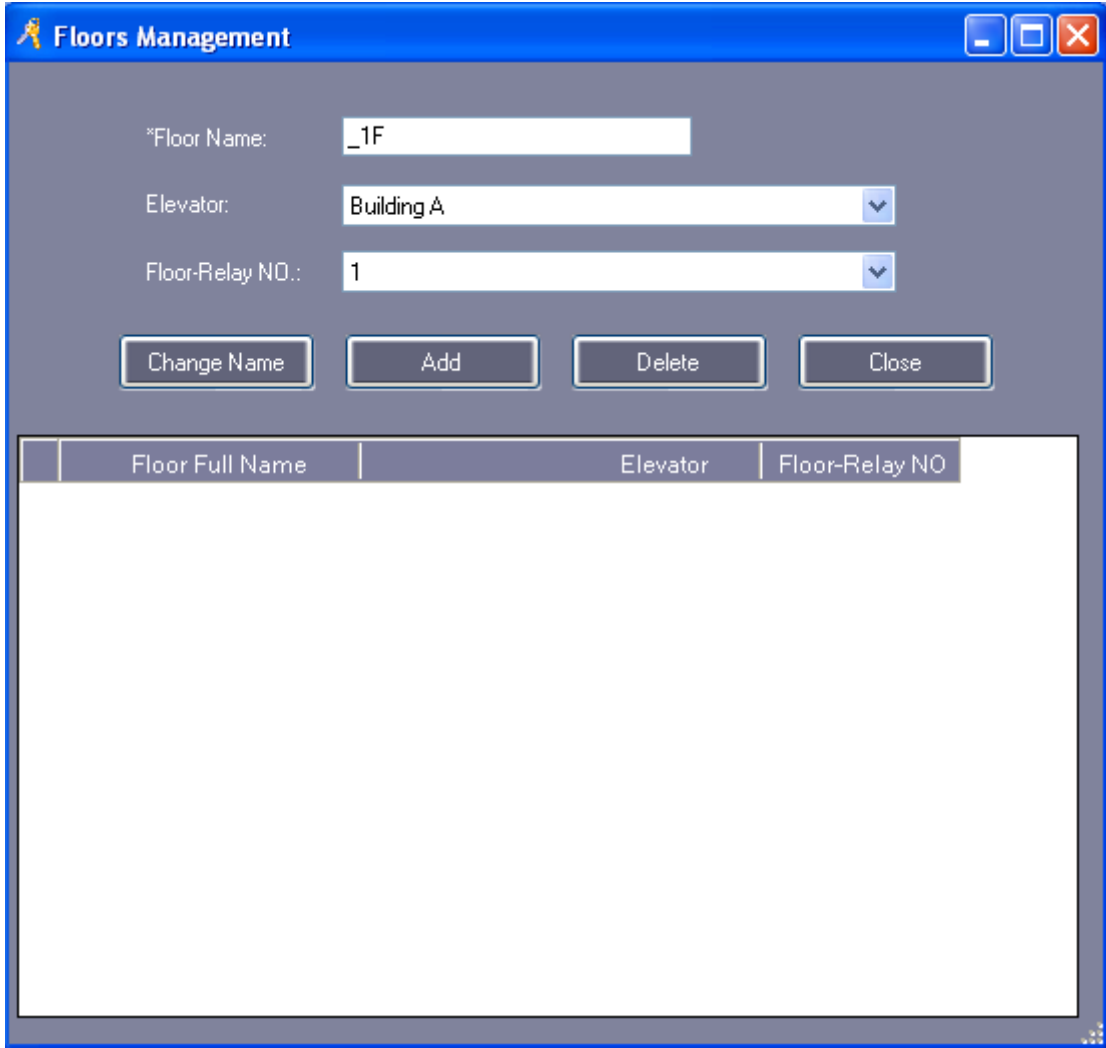
3.2.1.2 Elevator Management

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

Users Elevator Management					
Floors User_Floor Print Export To Excel					
Name CardID Dept. Query Clear					
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:

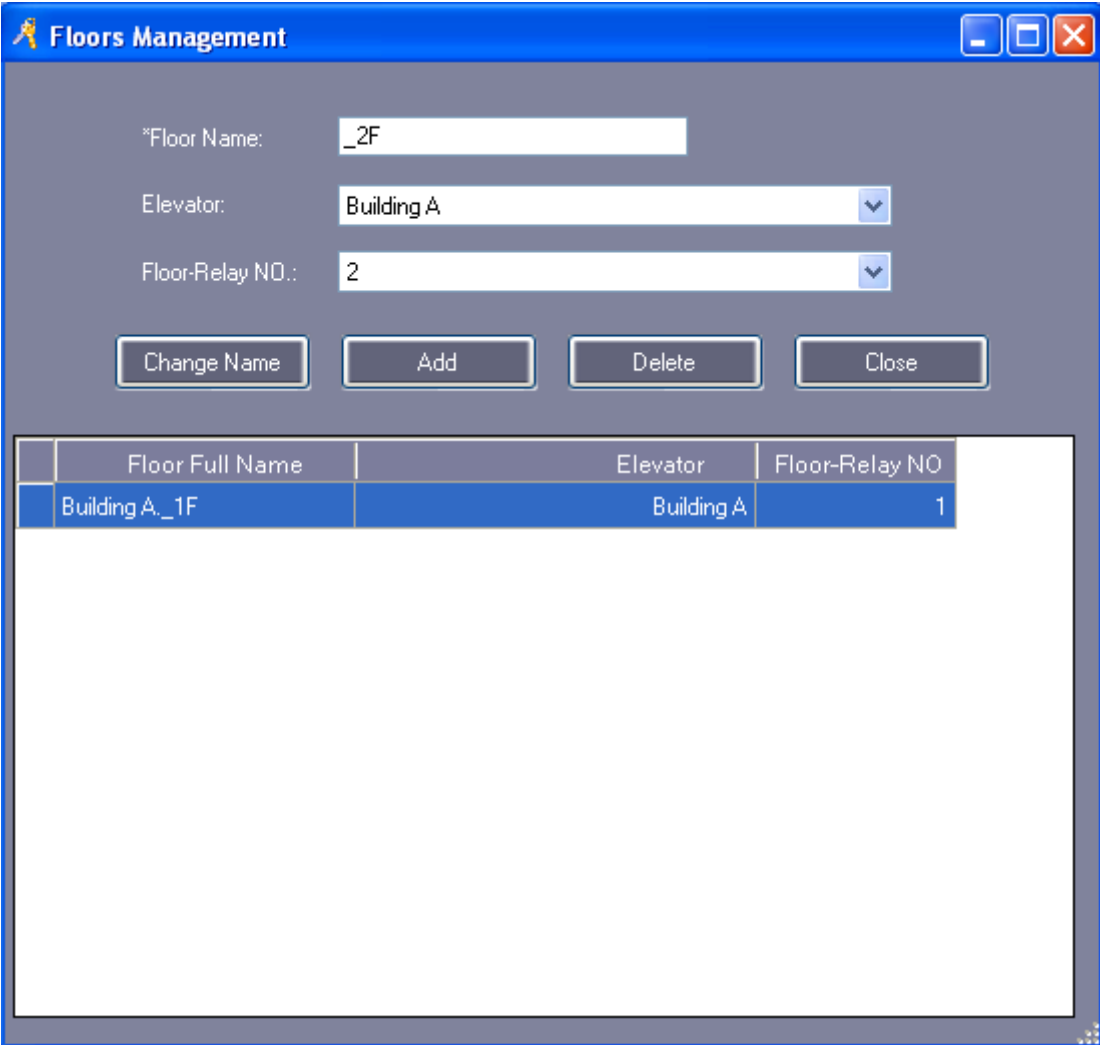
Floor-Relay NO.:

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".

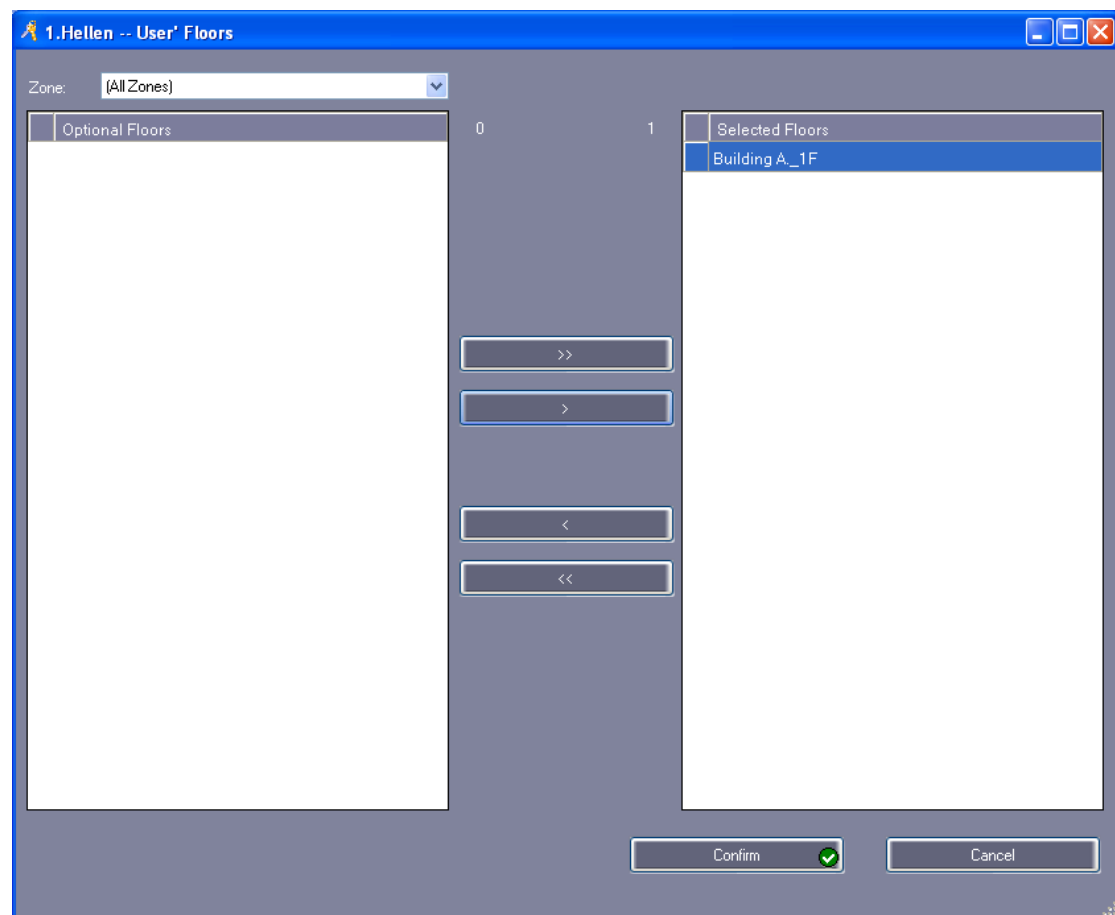


Floor Full Name	Elevator	Floor-Relay NO.
Building A_1F	Building A	1

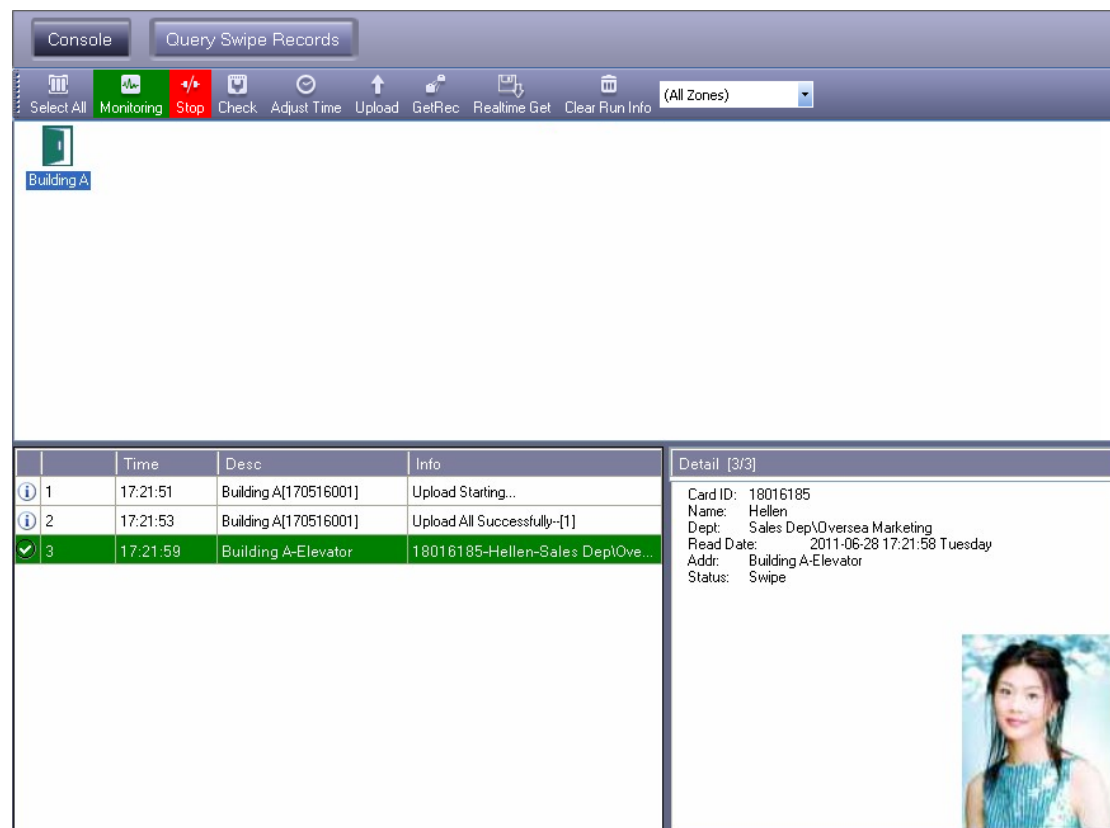
3.2.1.2.2 Set user up to floor

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.



The screenshot shows the 'Query Swipe Records' window. At the top, there are tabs for 'Console' and 'Query Swipe Records'. Below the tabs is a toolbar with icons for 'Select All', 'Monitoring', 'Stop', 'Check', 'Adjust Time', 'Upload', 'GetRec', 'Realtime Get', and 'Clear Run Info'. A dropdown menu shows '(All Zones)'. The main area displays a list of records for 'Building A'.

	Time	Desc	Info
1	17:21:51	Building A[170516001]	Upload Starting...
2	17:21:53	Building A[170516001]	Upload All Successfully--[1]
3	17:21:59	Building A-Elevator	18016185-Hellen-Sales Dep\Ove...

On the right, the 'Detail [3/3]' panel shows the following information:

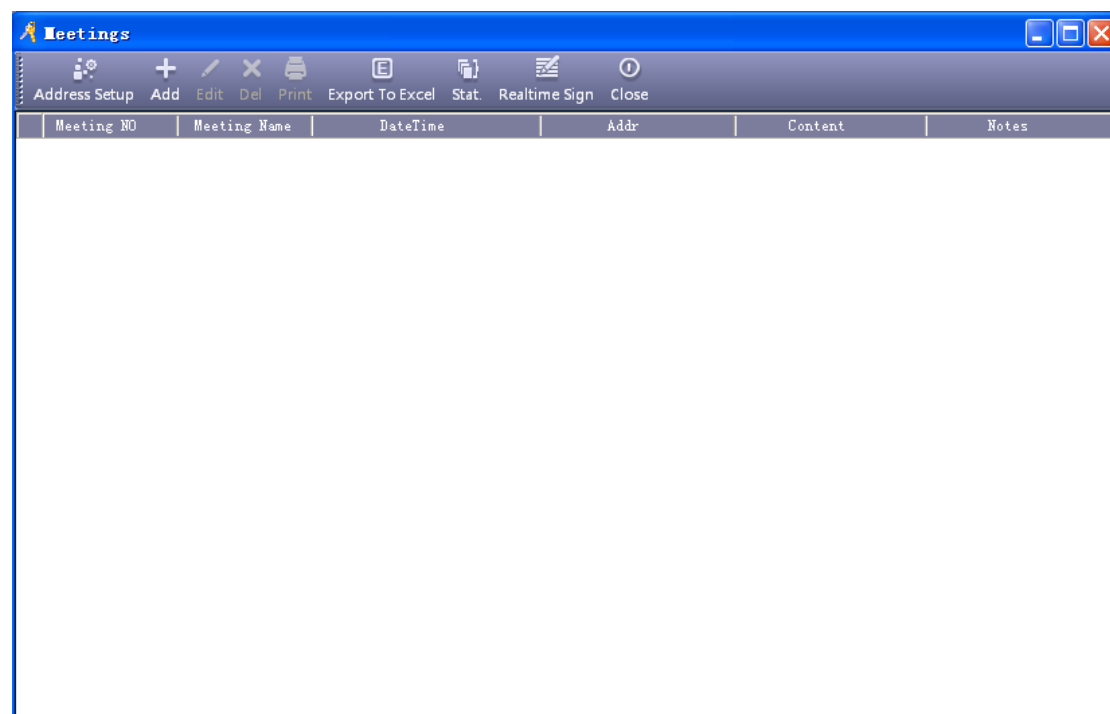
- Card ID: 18016185
- Name: Hellen
- Dept: Sales Dep\Oversea Marketing
- Read Date: 2011-06-28 17:21:58 Tuesday
- Addr: Building A-Elevator
- Status: Swipe

Below the details, there is a small portrait photo of a woman.

3.2.2 Activate Meeting

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

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

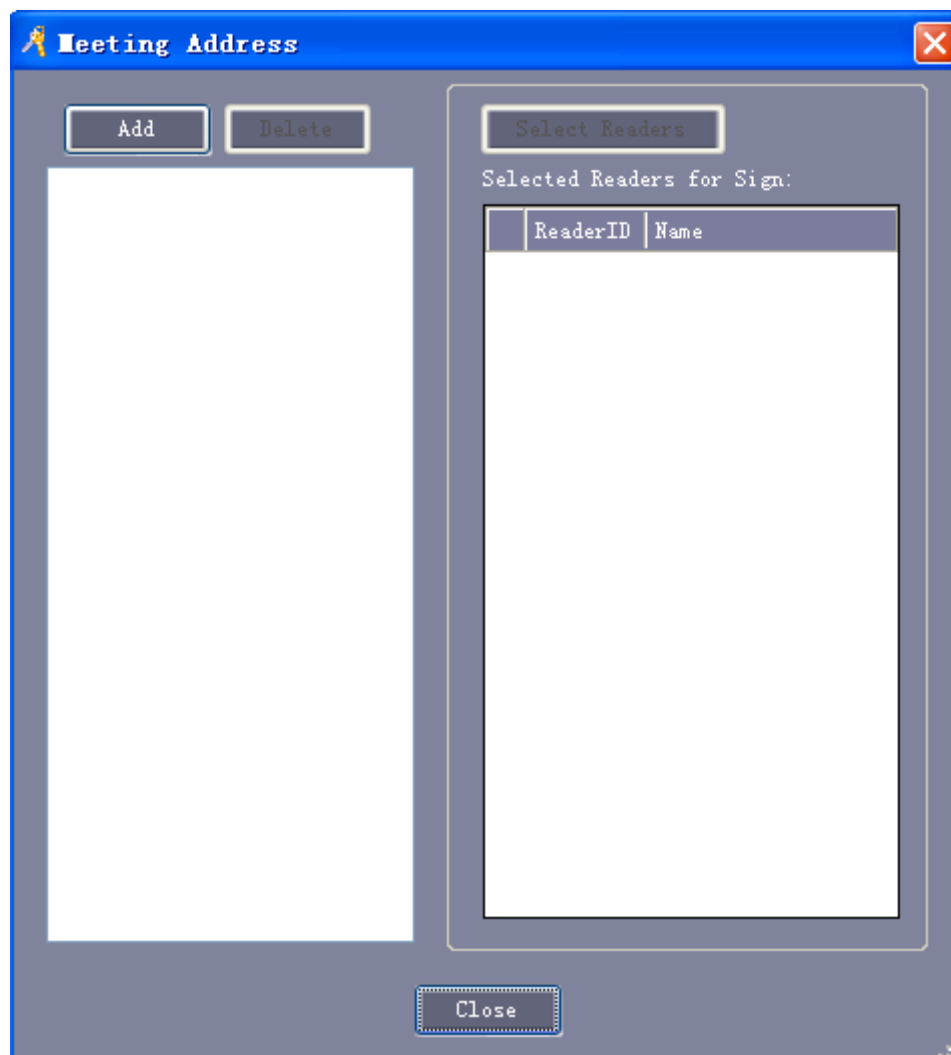


The screenshot shows the 'Meetings' window. The title bar says 'Meetings'. The menu bar includes 'Address Setup', 'Add', 'Edit', 'Del', 'Print', 'Export To Excel', 'Stat', 'Realtime Sign', and 'Close'. The main area is a table with the following columns:

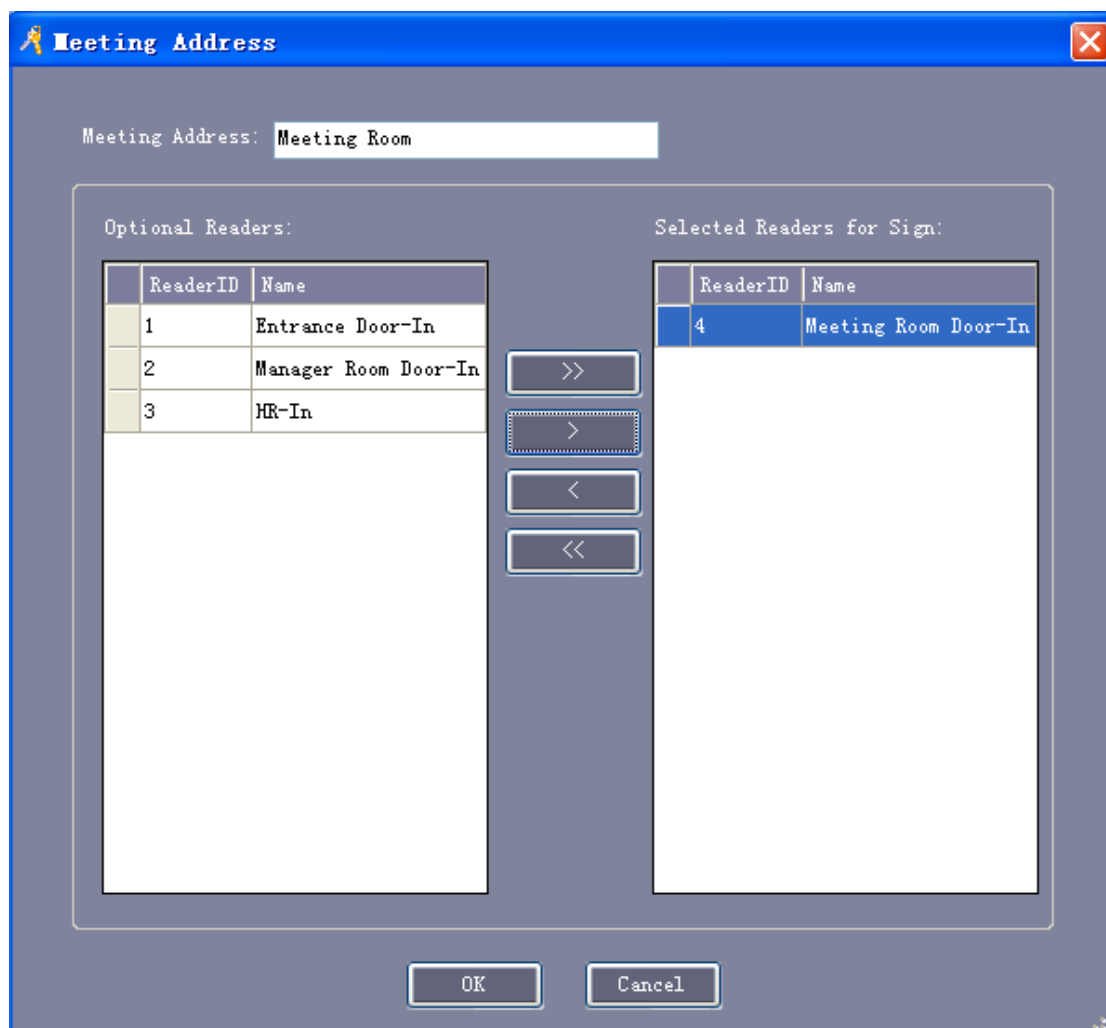
Meeting NO	Meeting Name	DateTime	Addr	Content	Notes

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".

Meeting NO: 20120620_102205

Meeting Name: Weekly Meeting

Meeting Addr: Meeting Room

Meeting DateTime: 2012-06-20 Wednesday

Sign Begin Time: 08:00

Sign End Time: 17:30

Department: (All)

User ID	User Name	Card NO
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

Identity: Audit

Seat NO: A004

Selected Users As Meeting Personnel:

Identity	User ID	User Name	Card NO	Seat #
Delegate	1	Hellen	18016185	A001
Nonvoting Delegate	2	Jack	20807485	A002
Invitational	3	Tina	3000835	A003
Audit	4	Sharon	3544172	A004

Create Report OK Cancel

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

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

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

3.2.2.3 Meeting Stat

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

Meeting Stat. Detail[Weekly Meeting]

Refresh Leave Manual Sign Recreate Print Export Excel

Should In Fact Leave Absent Late Stat.

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%

Close

3.2.2.4 Realtime Sign

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

Meeting Sign

Weekly Meeting

10:50:05	Should	In Fact	Leave	Absent	Ratio
Delegate	1	1			100%
Nonvotin	1	1			100%
Invitati	1	1			100%
Audit	1	1			100%
Total	4	4			100%

1

Hellen. Delegat

A001



2

3

4

5

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】** .

Meal

Meal Setup Create Print Export To Excel Close

From: 2012-06-01 Friday To: 2012-06-20 Wednesday

Name Dept. Clear

Detail Subtotal of Readers Statistics

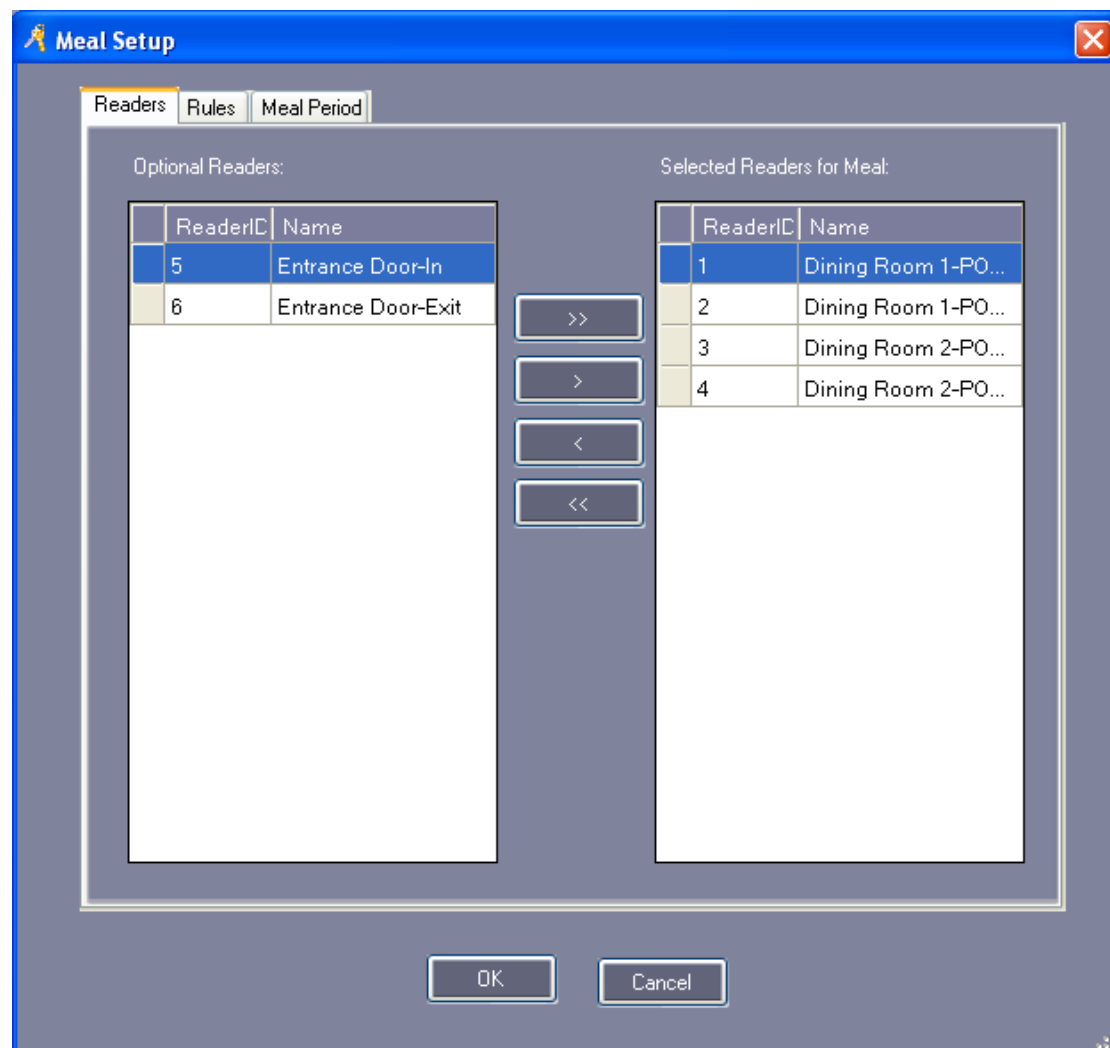
RecID	Department	User ID	User Name	DateTime	Meal Name	Cost(US\$)	Addr
-------	------------	---------	-----------	----------	-----------	------------	------

3.2.3.1 Meal Setup

3.2.3.1.1 Readers

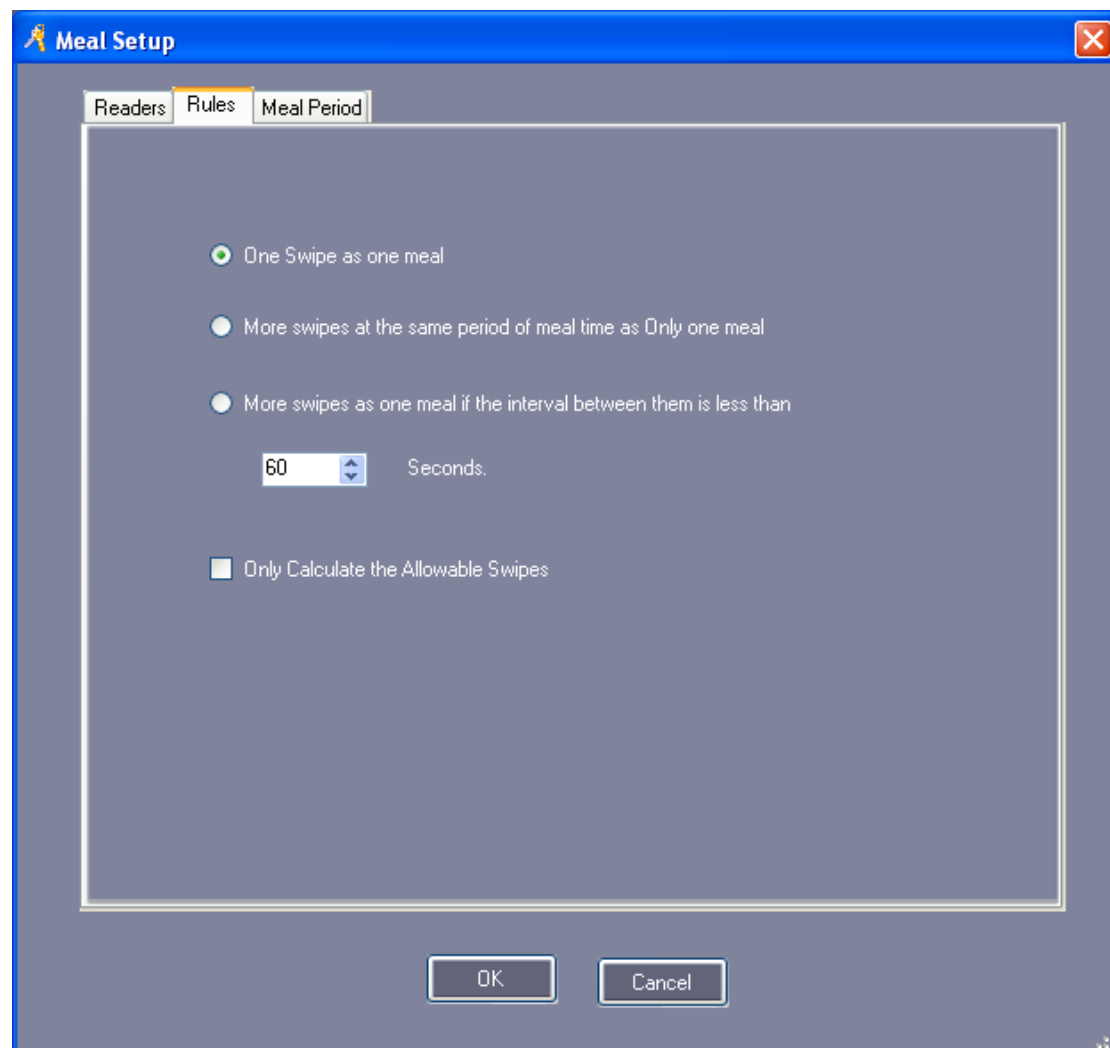
Click "Meal Setup", At the meal interface, Select "Readers".

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".

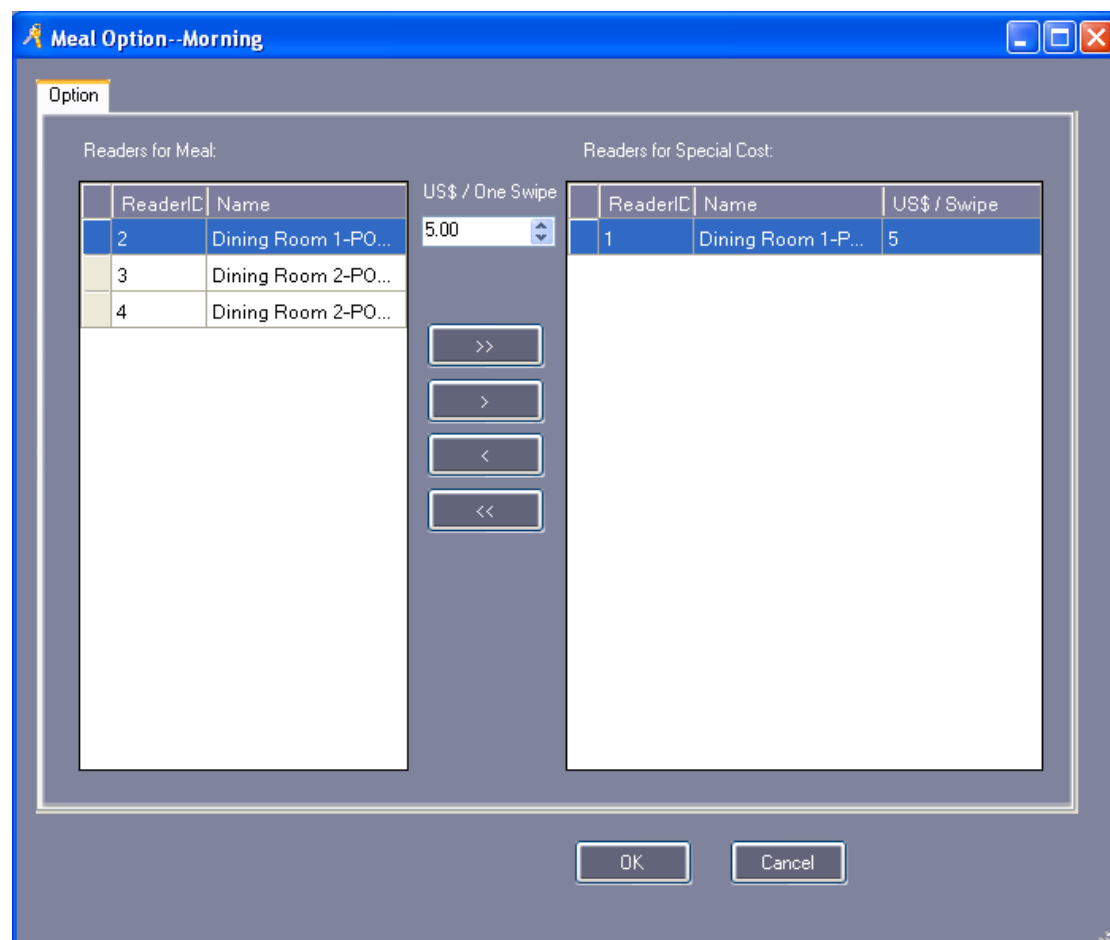
The image shows a 'Meal Setup' dialog box with three tabs: 'Readers', 'Rules', and 'Meal Period'. The 'Meal Period' tab is selected. It contains a table for setting meal periods and a price per swipe.

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

At the bottom of the dialog are 'OK' and 'Cancel' buttons.

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.

The screenshot shows the 'Meal' software window. At the top, there is a menu bar with 'Meal Setup', 'Create', 'Print', 'Export To Excel', and 'Close'. Below the menu bar, there are date selection fields: 'From: 2012-06-20 Wednesday' and 'To: 2012-06-20 Wednesday'. There are also input fields for 'Name' and 'Dept.' with a 'Clear' button. The main area has three tabs: 'Detail', 'Subtotal of Readers', and 'Statistics(2012-06-20 To 2012-06-20)'. The 'Statistics' tab is active, displaying a table with three columns: 'Addr', 'Count (Times)', and 'Amount (US\$)'. The table lists dining room POS systems and their respective counts and amounts.

Addr	Count (Times)	Amount (US\$)
Dining Room 1-POS 1	8	16.00
Dining Room 1-POS 2	4	60.00
Dining Room 2-POS 1	8	100.00
Dining Room 2-POS 2	8	90.00
Total	28	266.00

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.


Meal









Meal Setup Create Print Export To Excel Close

From: 2012-06-20 Wednesday To: 2012-06-20 Wednesday

Name Dept. Clear

Detail Subtotal of Readers Statistics(2012-06-20 To 2012-06-20)

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】** .


Patrol Report















Patrol Setup Route Task Create Statistics Print Export To Excel Query Option Close

From: 2012-06-01 Friday To: 2012-06-20 Wednesday

Name Dept.

Query Clear

--

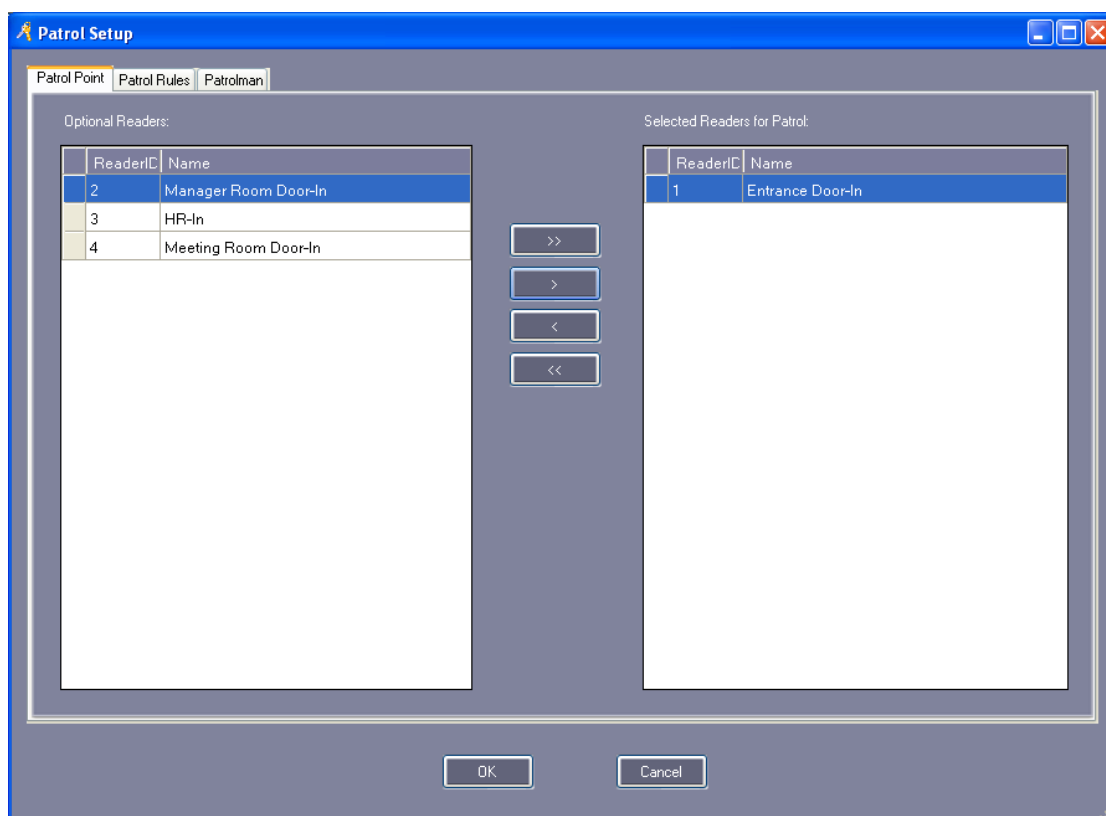
Department	User ID	User Name	Date	Planned Patrol Time	Actual Patrol Time	Event Desc	Route Name	Patrol Point

3.2.4.1 Patrol Setup

3.2.4.1.1 Patrol Point

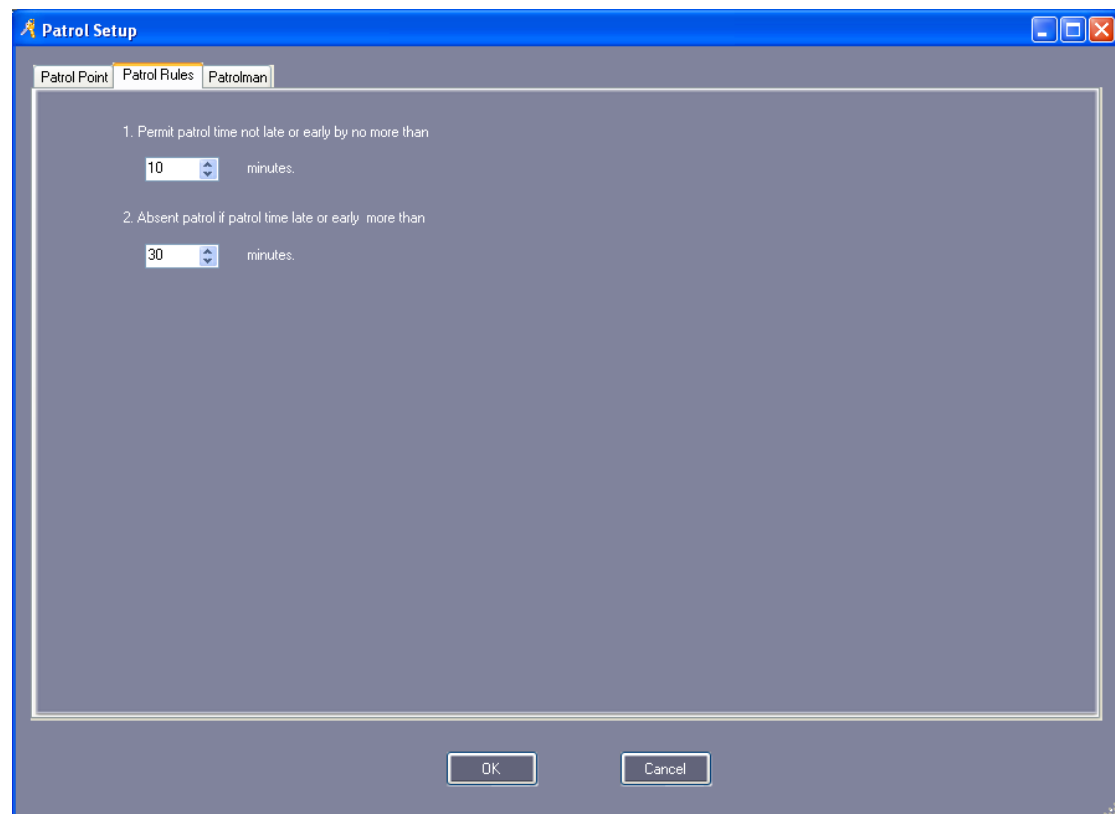
Click “Patrol Setup”, At the patrol interface.

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



3.2.4.1.2 Patrol Rules

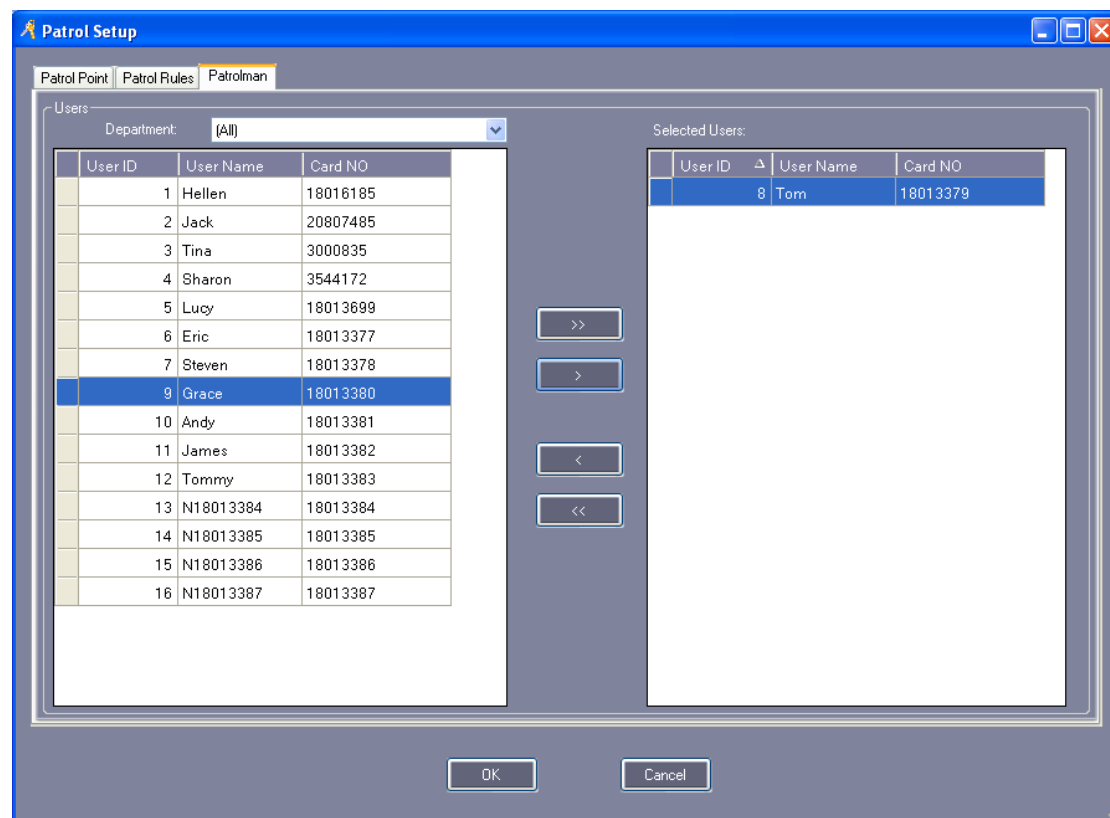
Click “Patrol Setup”, At the patrol interface, Select “Patrol Rules” and set recording to your actually rules.



3.2.4.1.3 Patrolman

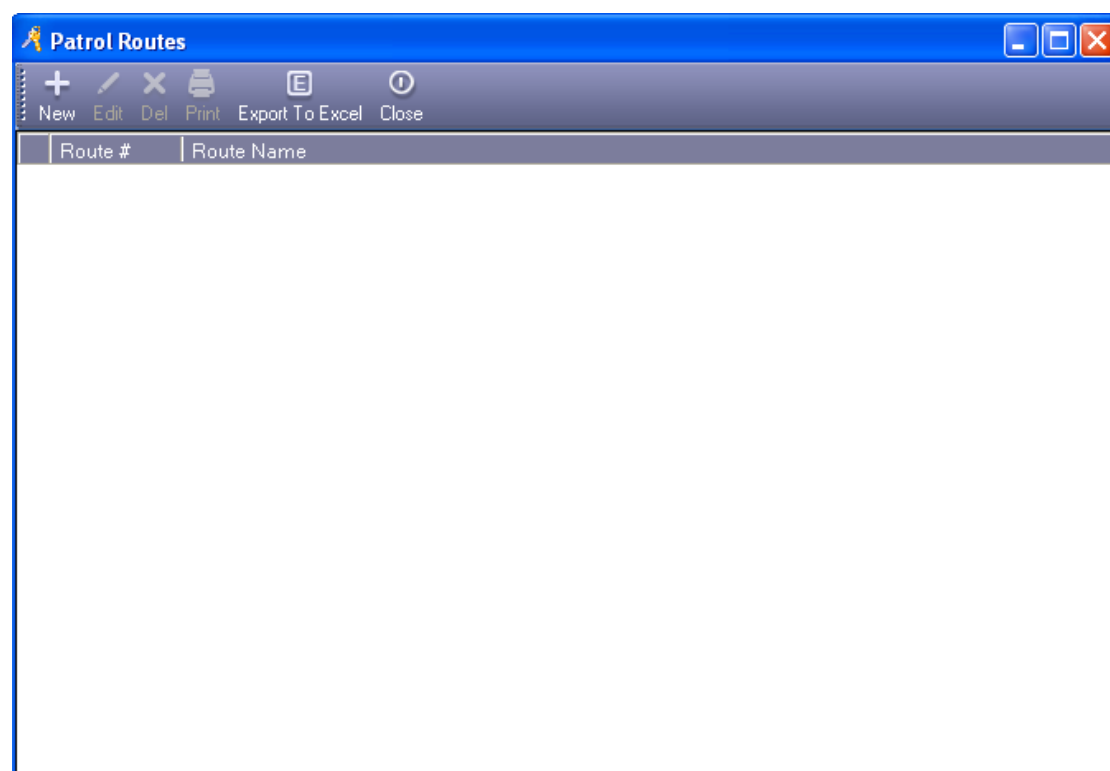
Click "Patrol Setup", At the patrol interface, Select "Patrolman".

Eg : Set "Tom" is a Patrolman.



3.2.4.2 Patrol Route

Click "Route", At the patrol interface.



Click “New”, Add the Patrol Route.

Route ID: 1 Name: Route001

Detail

Patrol Point:

ReaderID	Name
1	Entrance Door-In

Please Add In order

Patrol Time: 10:00

☒ Auto Increase

30 Minutes

>> > < <<

Update First Patrol Time

Patrol Points for the Route:

Next	Patrol Time	ReaderID	Name
☐	08:00	1	Entrance Door-In
☐	08:30	1	Entrance Door-In
☐	09:00	1	Entrance Door-In
☐	09:30	1	Entrance Door-In

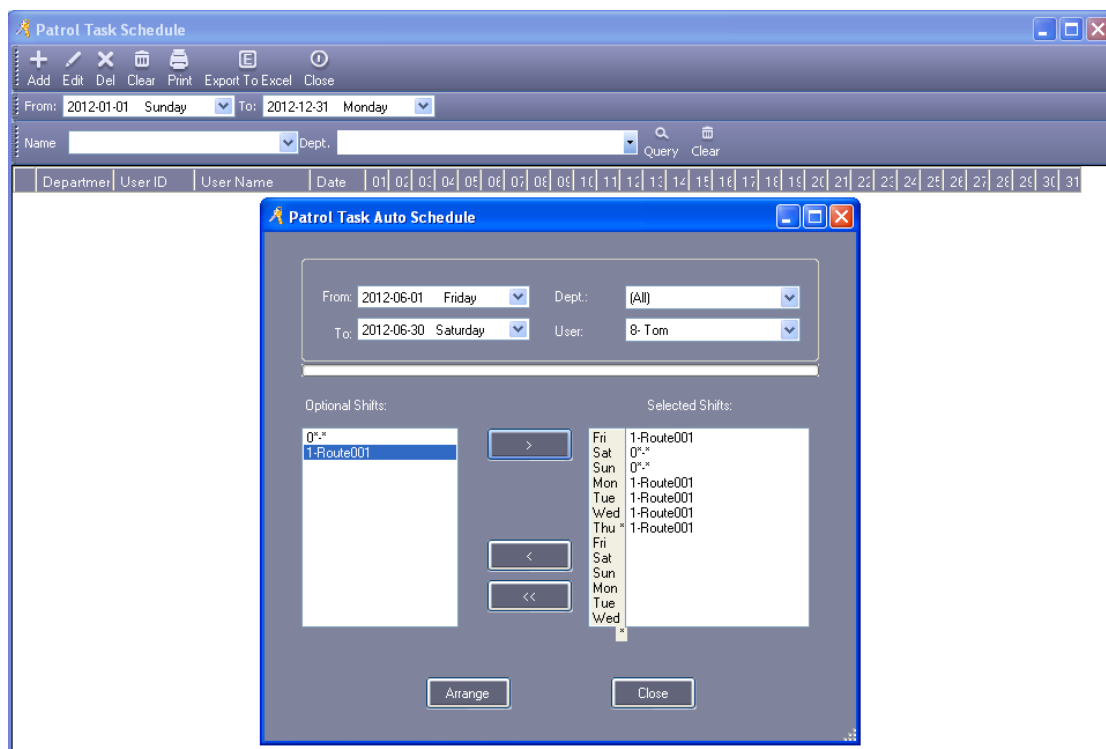
Copy Route

OK Cancel

3.2.4.3 Patrol Task

Click “Task”, At the patrol interface.

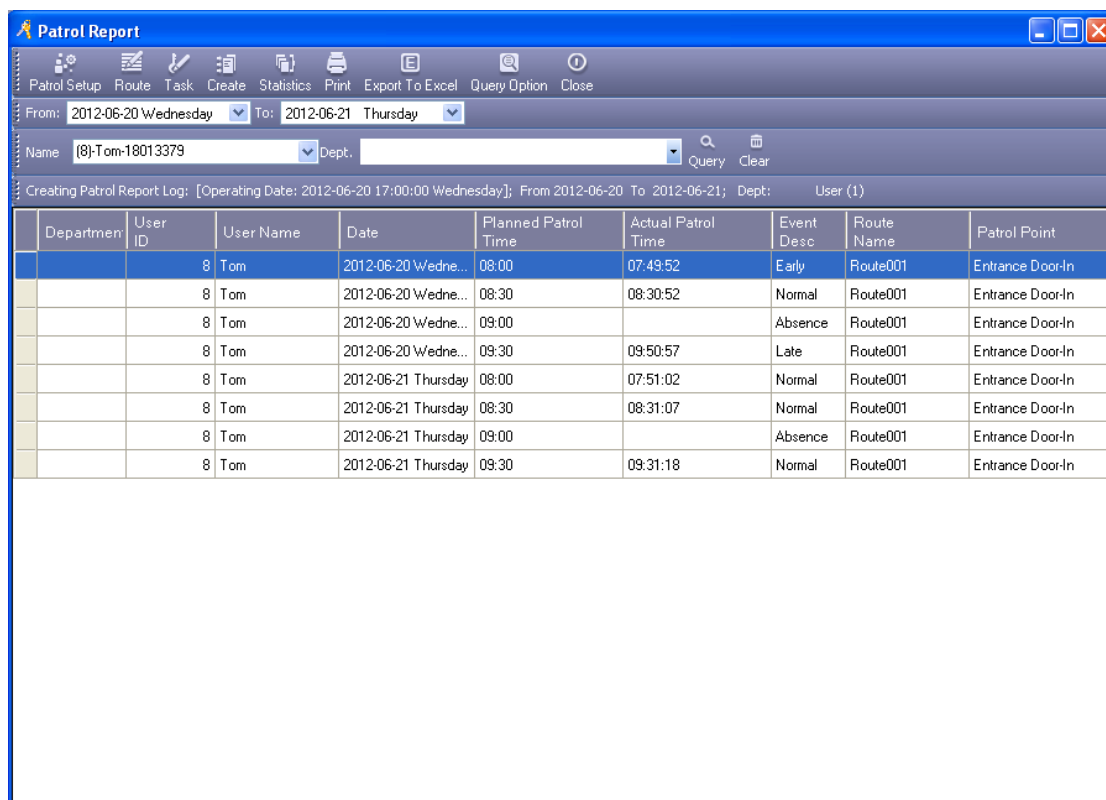
Eg: Set Tom’s patrol route



3.2.4.4 Patrol Report

Please Get Records Before Creating Report.

Click "Create", At the Patrol interface ,



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

Patrol Report

Patrol Setup Route Task Create Statistics Print Export To Excel Query Option Close

From: 2012-06-20 Wednesday To: 2012-06-21 Thursday

Name: [8]-Tom-18013379 Dept. [] Query Clear

Creating Patrol Report Log: [Operating Date: 2012-06-20 17:07:21 Wednesday]; From 2012-06-20 To 2012-06-21; Dept: User (1)

Department	User ID	User Name	Date	Planned Patrol Time	Actual Patrol Time	Event Desc	Route Name	Patrol Point
	8	Tom	2012-06-20 Wedne...	09:00		Absence	Route001	Entrance Door-In
	8	Tom	2012-06-21 Thursday	09:00		Absence	Route001	Entrance Door-In

Query Option

☒ Absence ☐ Normal

☐ Early

☐ Late

Query Close

3.2.4.5 Patrol Statistics

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

Patrol Statistics

Print Export To Excel Close

Name [] Dept. [] Query Clear

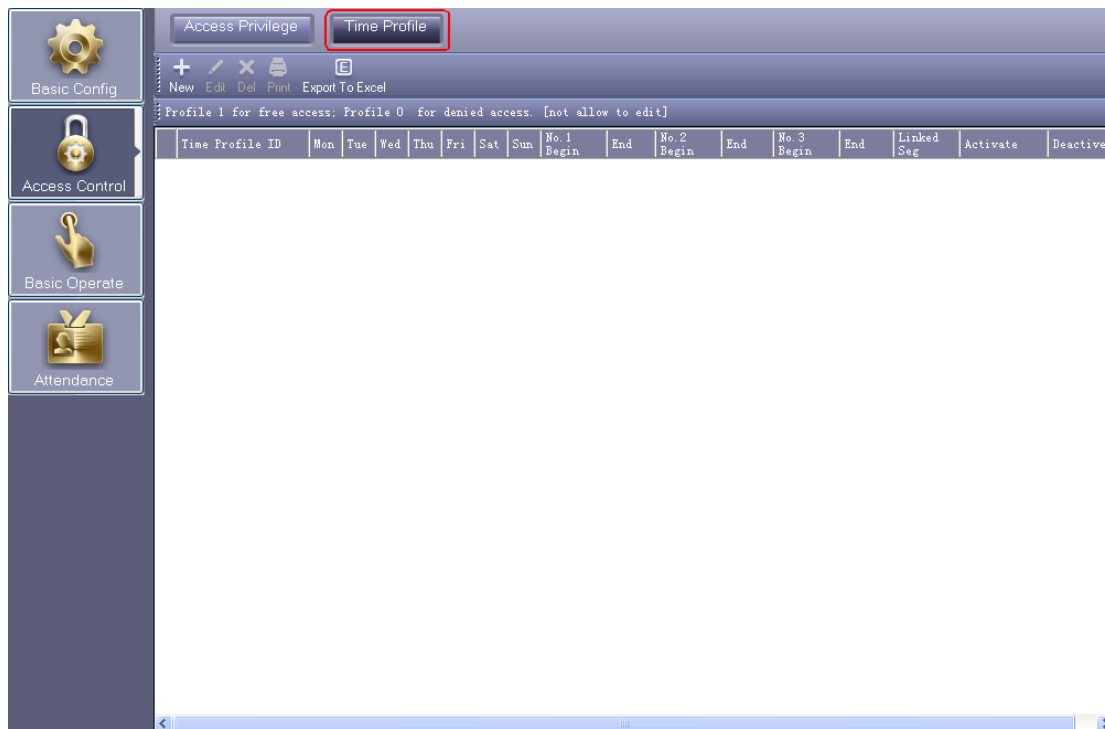
Creating Patrol Report Log: [Operating Date: 2012-06-20 17:07:21 Wednesday]; From 2012-06-20 To 2012-06-21; Dept: User (1)

Department	User ID	User Name	Normal	Early	Late	Absent
	8	Tom	4	1	1	2

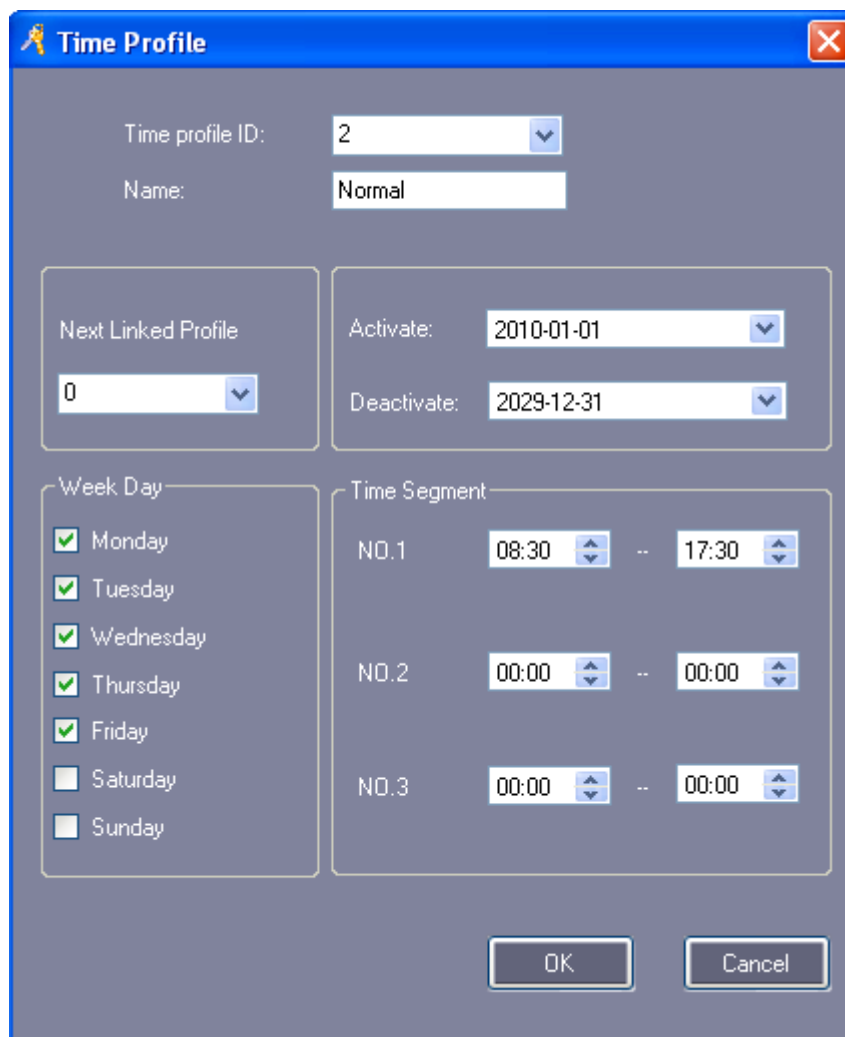
3.3 Normal

3.3.1 Activate Time profile

Select 【Access Control】 > 【Time Profile】



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



Time Profile

Time profile ID: 2

Name: Normal

Next Linked Profile: 0

Activate: 2010-01-01

Deactivate: 2029-12-31

Week Day

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

Time Segment

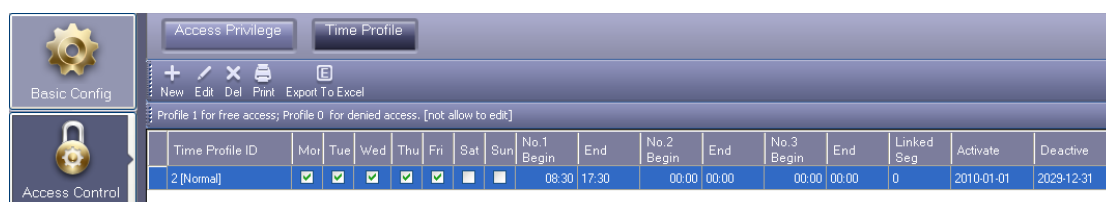
NO.1 08:30 -- 17:30

NO.2 00:00 -- 00:00

NO.3 00:00 -- 00:00

OK Cancel

Click "OK"



Access Privilege Time Profile

Basic Config

Access Control

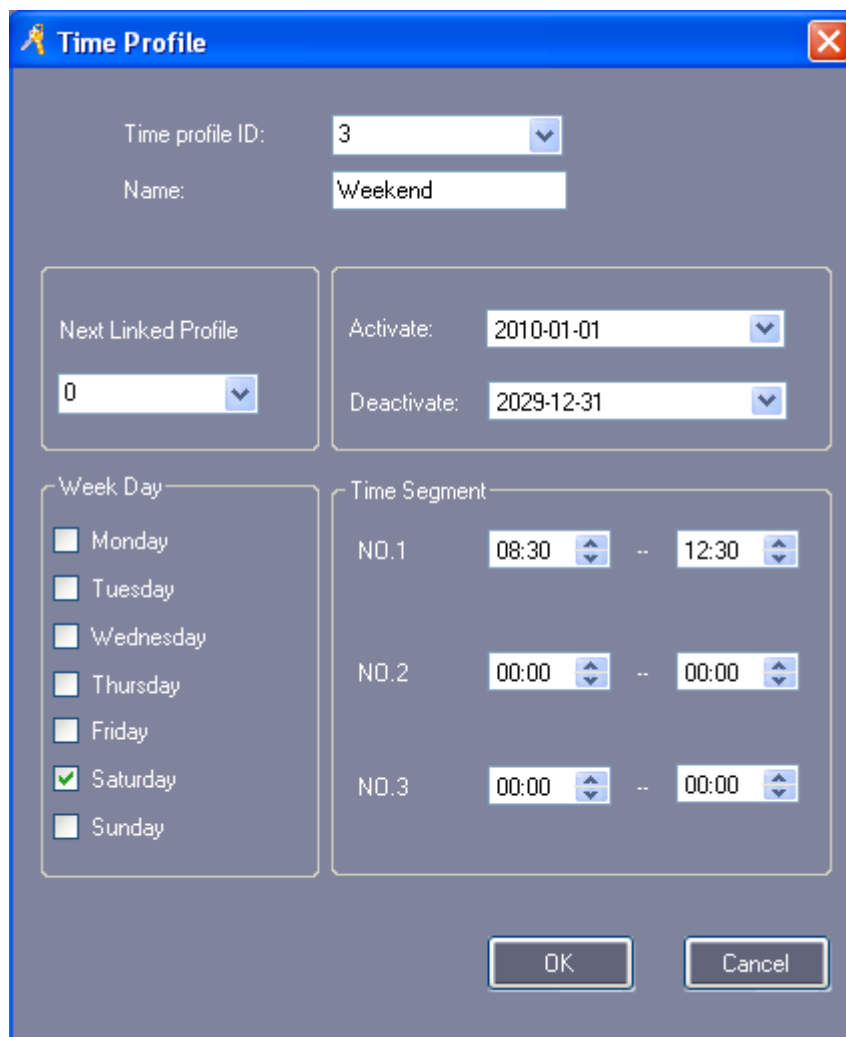
Profile 1 for free access; Profile 0 for denied access. [not allow to edit]

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)	☒	☒	☒	☒	☒	☐	☐	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"



Time Profile

Time profile ID: 3

Name: Weekend

Next Linked Profile: 0

Activate: 2010-01-01

Deactivate: 2029-12-31

Week Day

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

Time Segment

NO.1 08:30 -- 12:30

NO.2 00:00 -- 00:00

NO.3 00:00 -- 00:00

OK Cancel

Click "OK"



Basic Config



Access Control

Access PrivilegeTime Profile









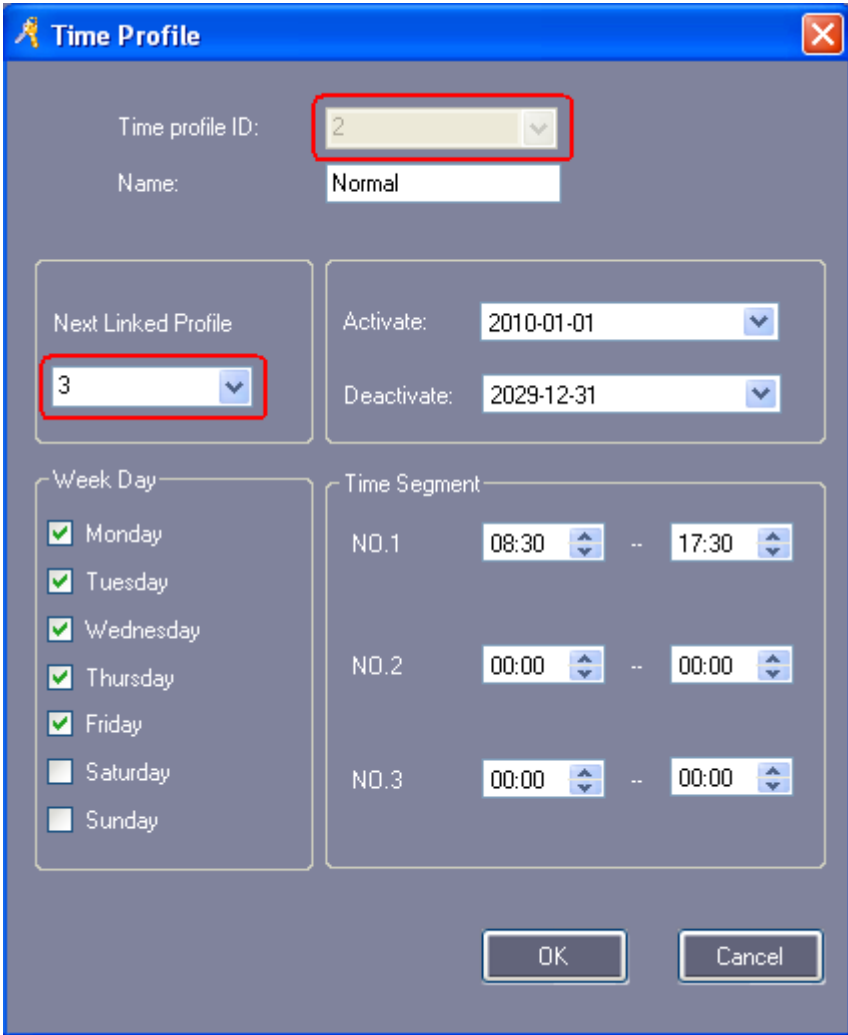


NewEditDelPrintExport To Excel

Profile 1 for free access; Profile 0 for denied access. [not allow to edit]

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]	☒	☒	☒	☒	☒	☐	☐	08:30	17:30	00:00	00:00	00:00	00:00	0	2010-01-01	2029-12-31
3 [Weekend]	☐	☐	☐	☐	☐	☒	☐	08:30	12:30	00:00	00:00	00:00	00:00	0	2010-01-01	2029-12-31

"Time Profile 2" link "Time Profile 3"



The image shows a 'Time Profile' configuration window. At the top, the title bar says 'Time Profile' with a close button. Below the title bar, there are two fields: 'Time profile ID:' with a dropdown menu showing '2', and 'Name:' with a text box containing 'Normal'. Below these, there are two columns of settings. The left column has 'Next Linked Profile' with a dropdown menu showing '3'. The right column has 'Activate:' with a date field '2010-01-01' and 'Deactivate:' with a date field '2029-12-31'. Below these, there are two sections: 'Week Day' and 'Time Segment'. The 'Week Day' section has checkboxes for Monday through Sunday, with Monday through Friday checked. The 'Time Segment' section has three rows: 'NO.1' with times '08:30' and '17:30', 'NO.2' with times '00:00' and '00:00', and 'NO.3' with times '00:00' and '00:00'. At the bottom right, there are 'OK' and 'Cancel' buttons.

Time Profile

Time profile ID: 2

Name: Normal

Next Linked Profile: 3

Activate: 2010-01-01

Deactivate: 2029-12-31

Week Day

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

Time Segment

NO.1 08:30 -- 17:30

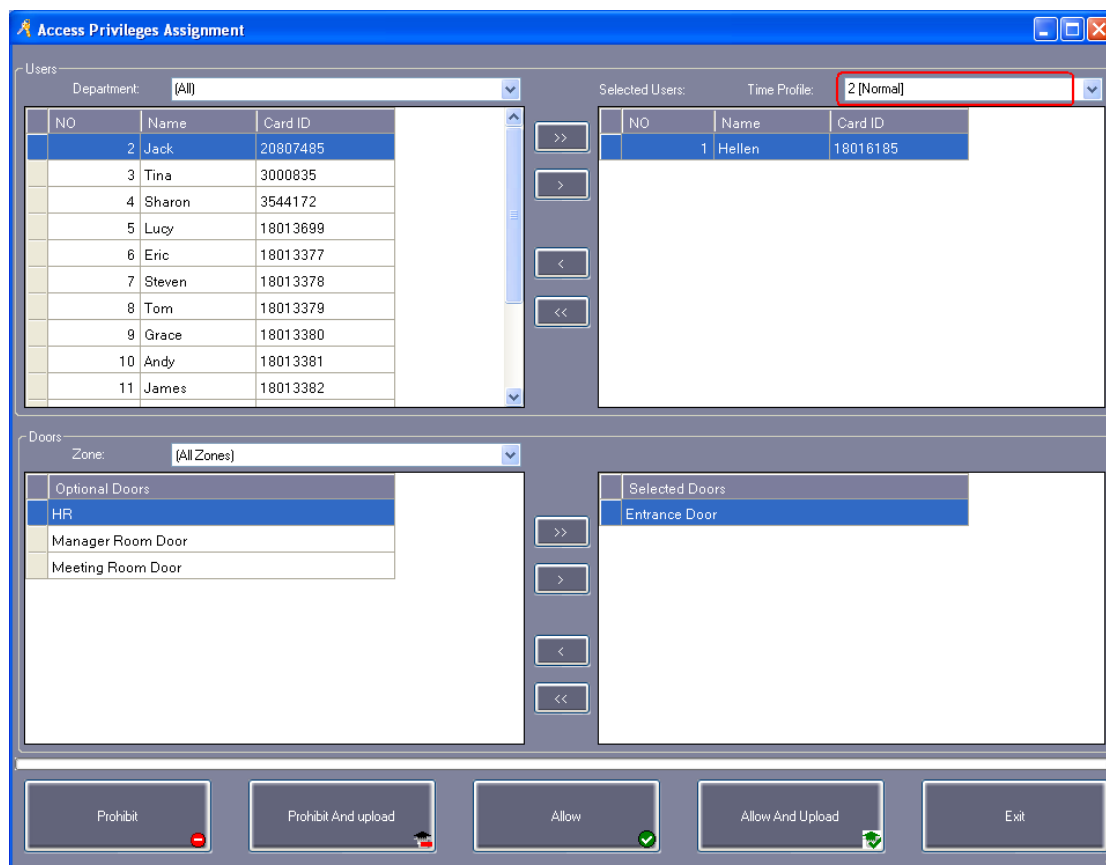
NO.2 00:00 -- 00:00

NO.3 00:00 -- 00:00

OK Cancel

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

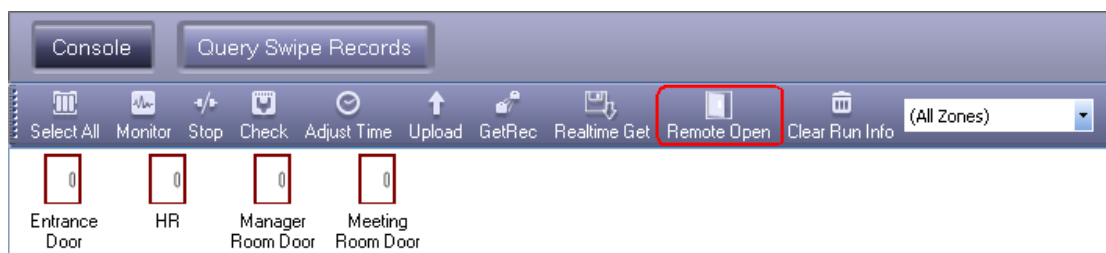
Select **【Access Control】 > 【Access Privilege】 > 【Change Privilege】**



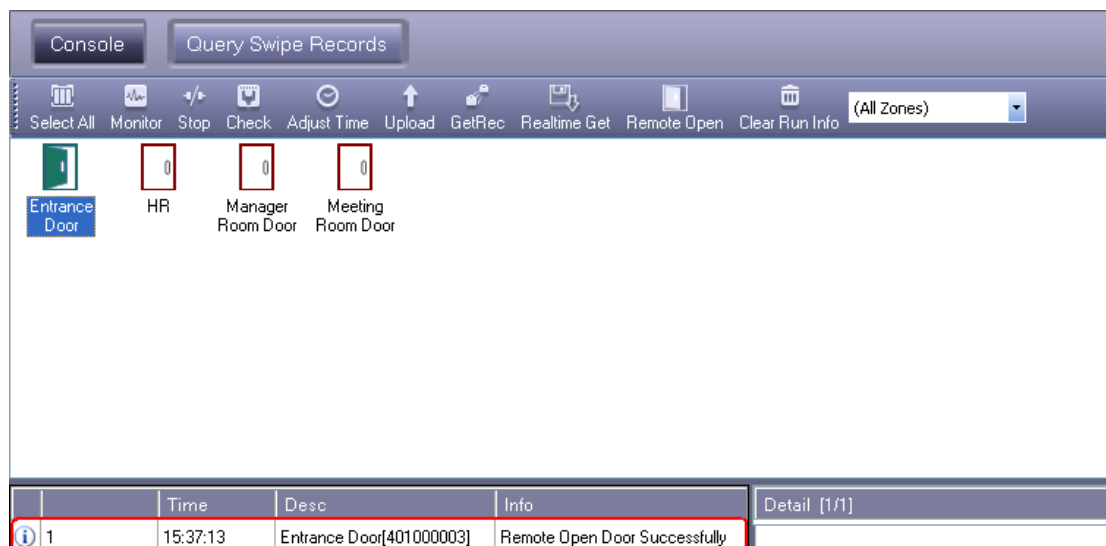
After setting privilege, please select **【Basic Operate】** > **【Console】** > **【Upload】**

3.3.2 Activate Remote Open Door

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



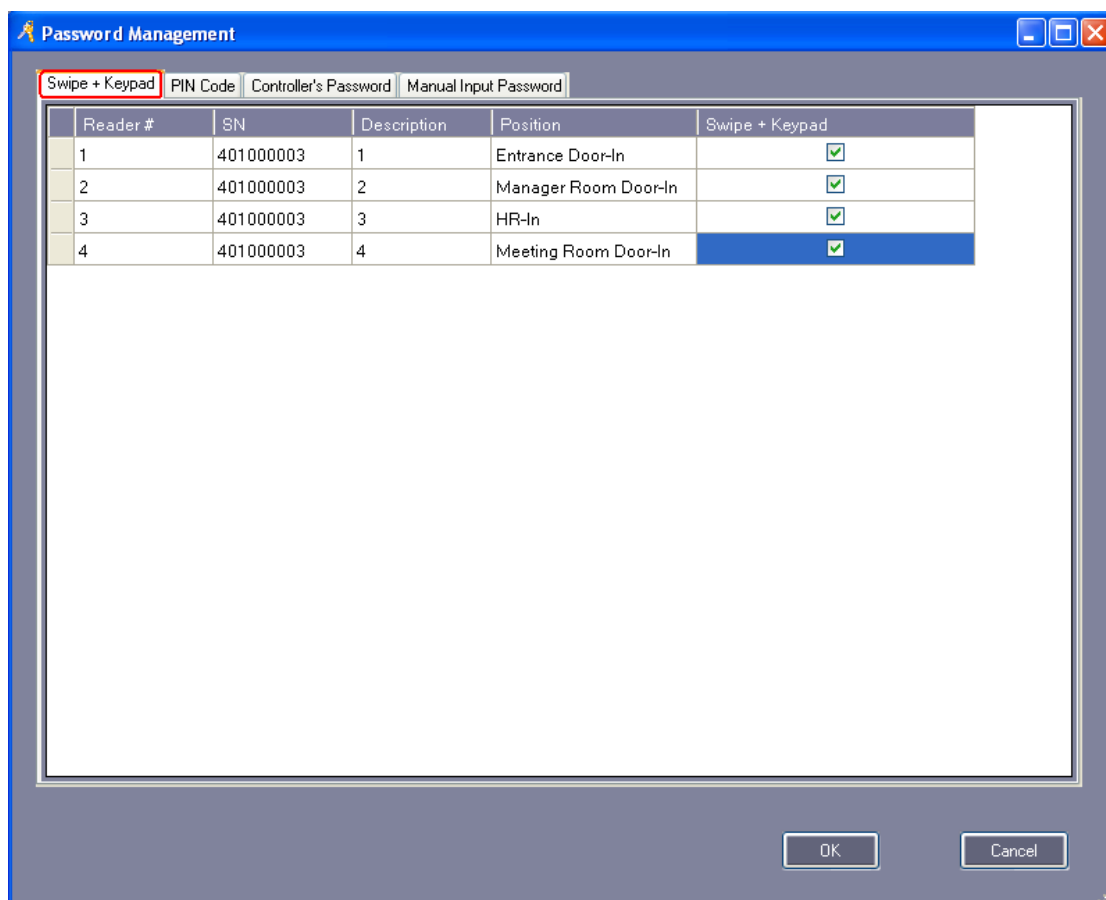
First selected "Front Door", Then click "Remote Open".



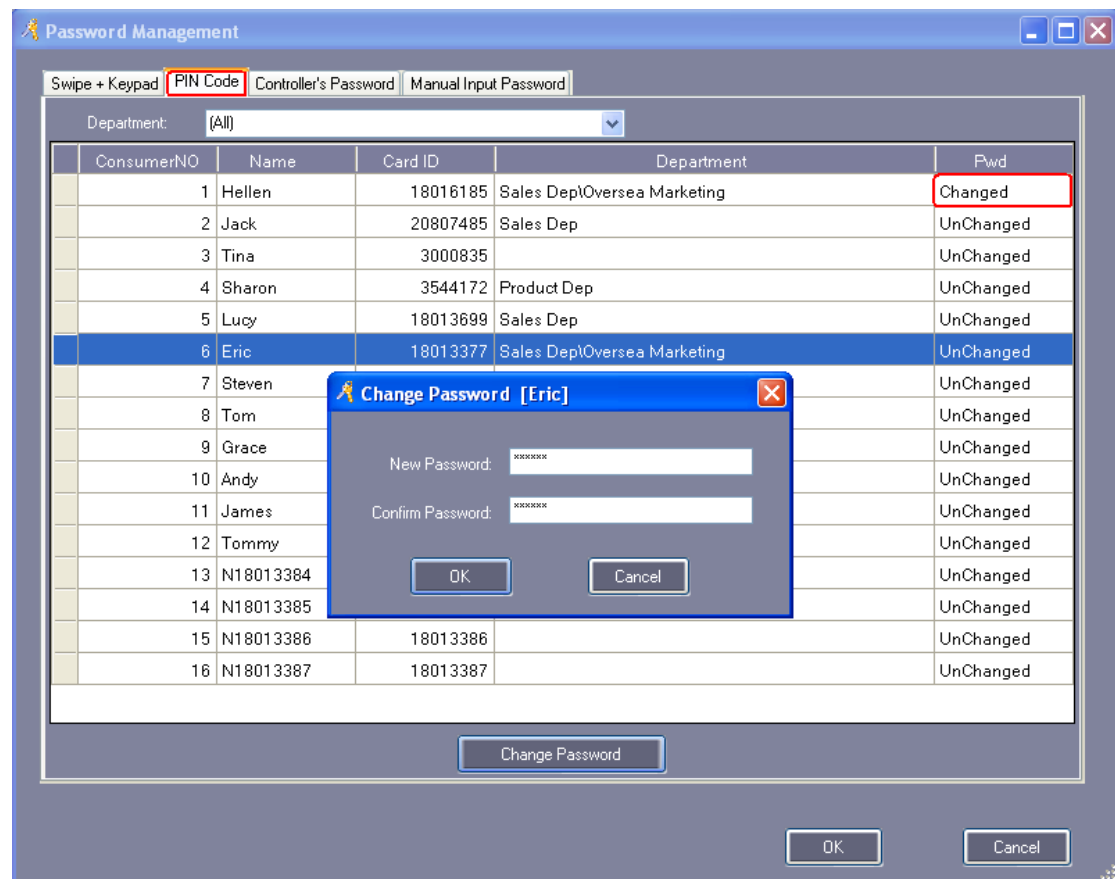
3.3.3 Activate Access Keypad

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

【Active Keypad】

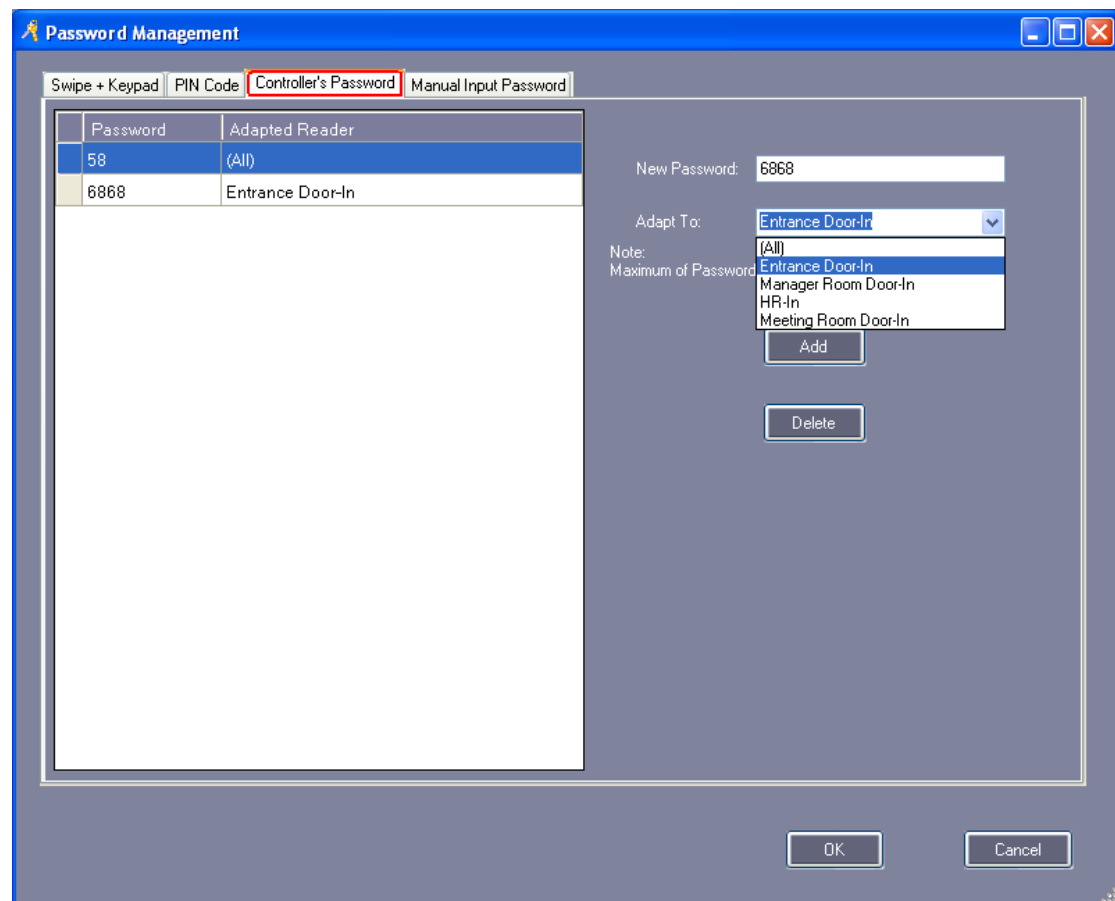


【PIN Code】

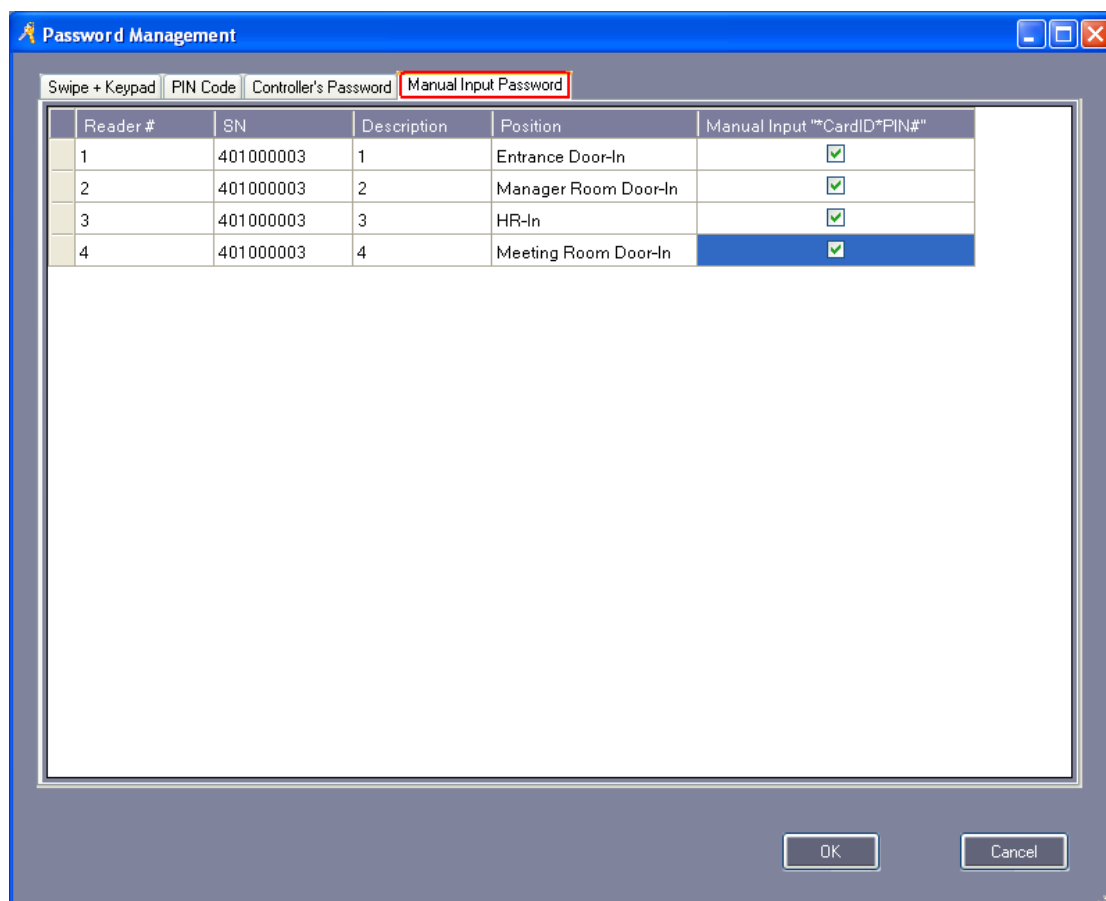


User's password is default 345678.

【Controller's Password】

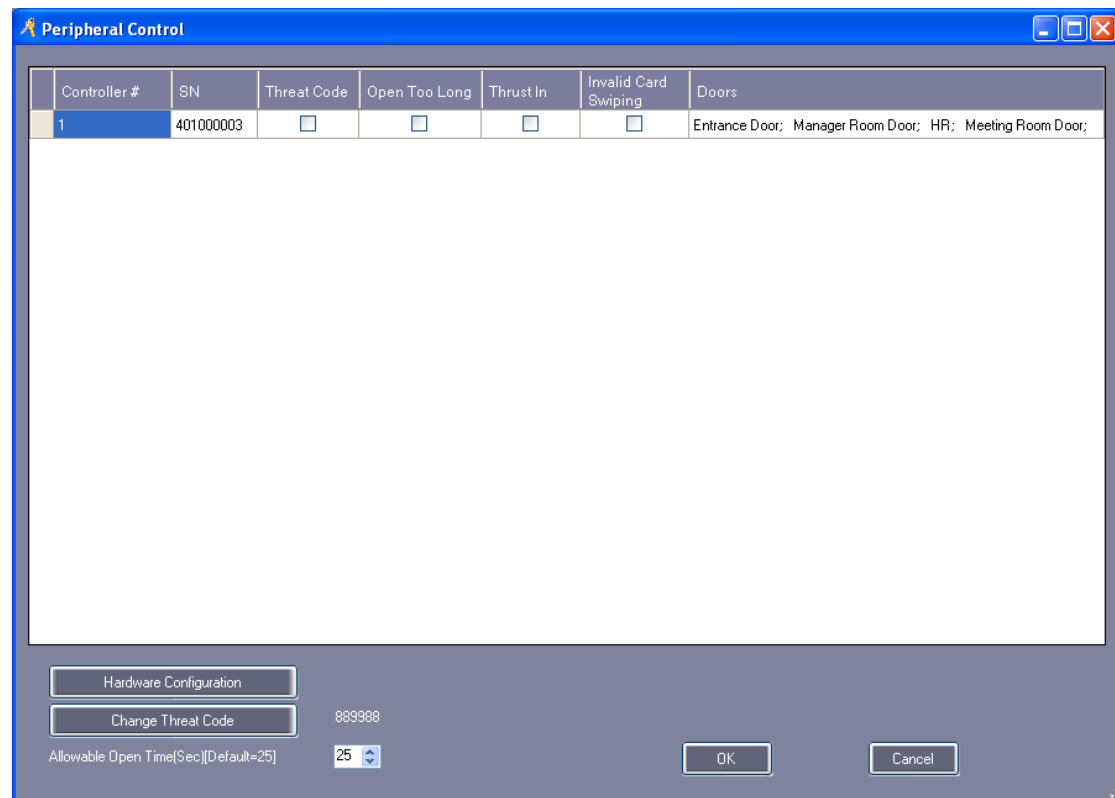


【Manual Input Password】



3.3.4 Activate Peripheral control

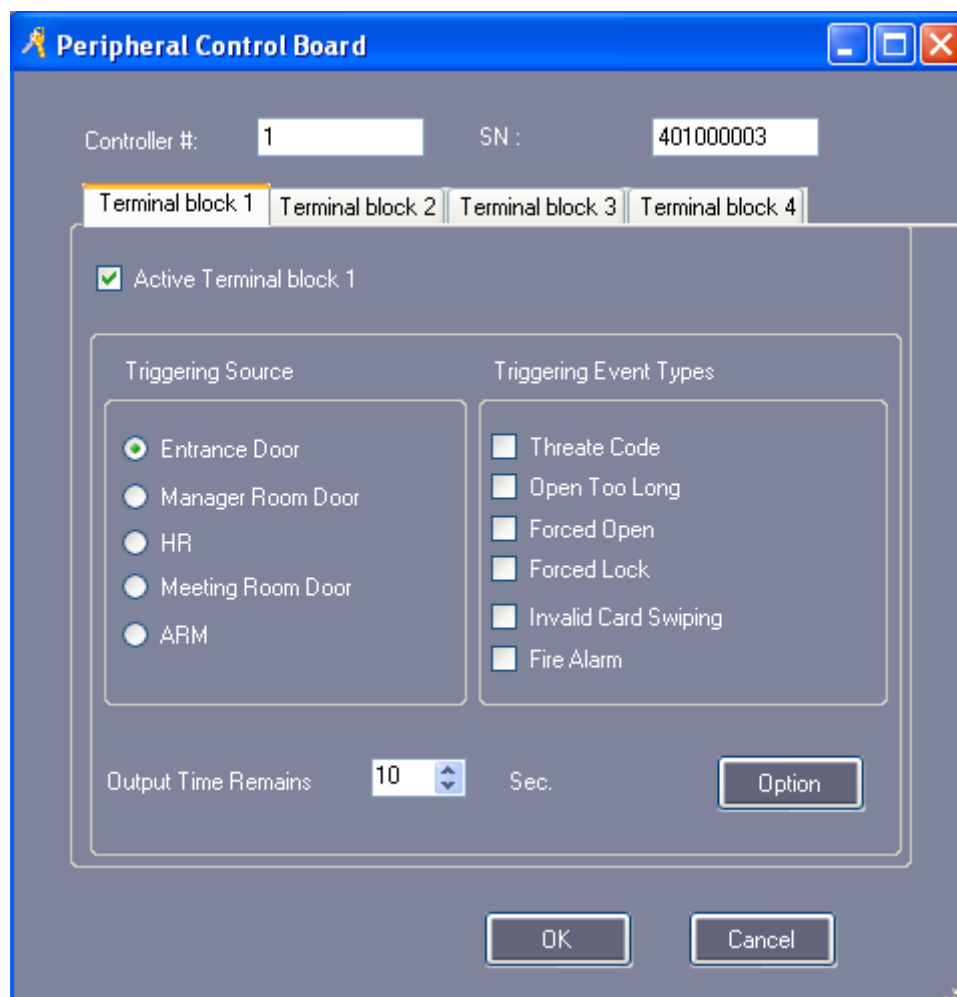
Select **【Access Control】** > **【Peripheral control】**



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

“Thrust In”: Must be connect with MenCi.

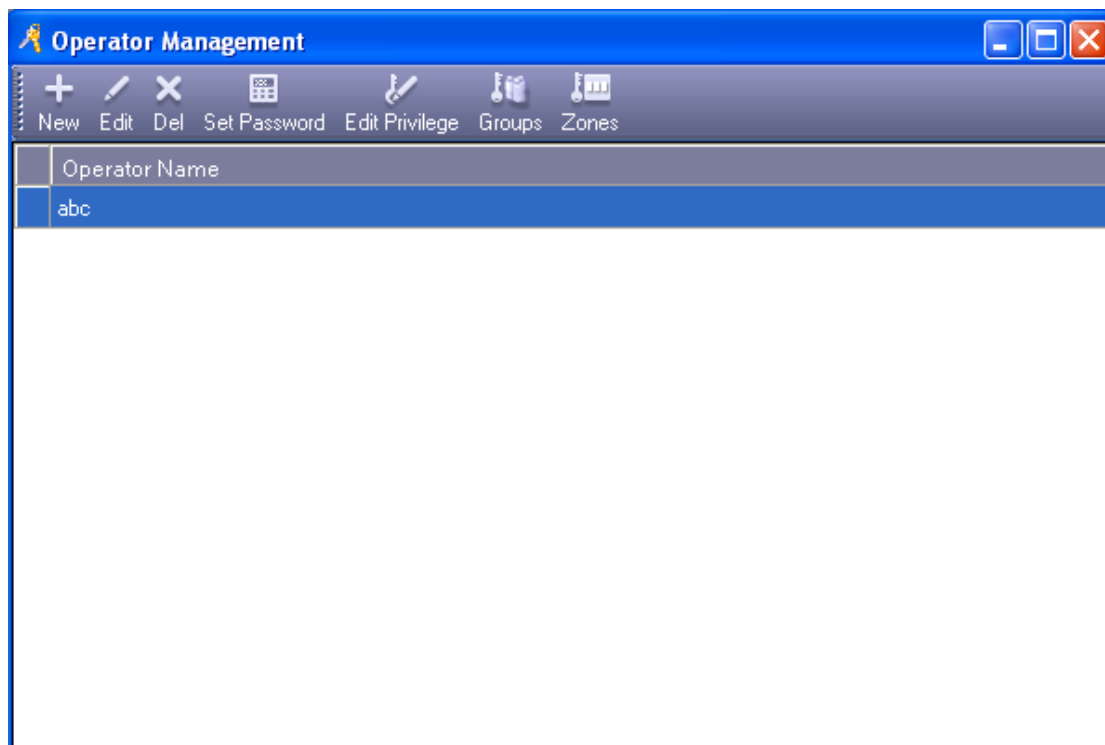
【Hardware Configuration】



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】**

Controller Task List

Activate:

2010-04-28 Wednesday

Deactivate:

2029-12-31 Monday

Operate Time:

19:00

Week Day

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

Adapt To:

Manager Room Door

Access Method:

7. (In-Out) Card + Password

Notes:

Add

Delete

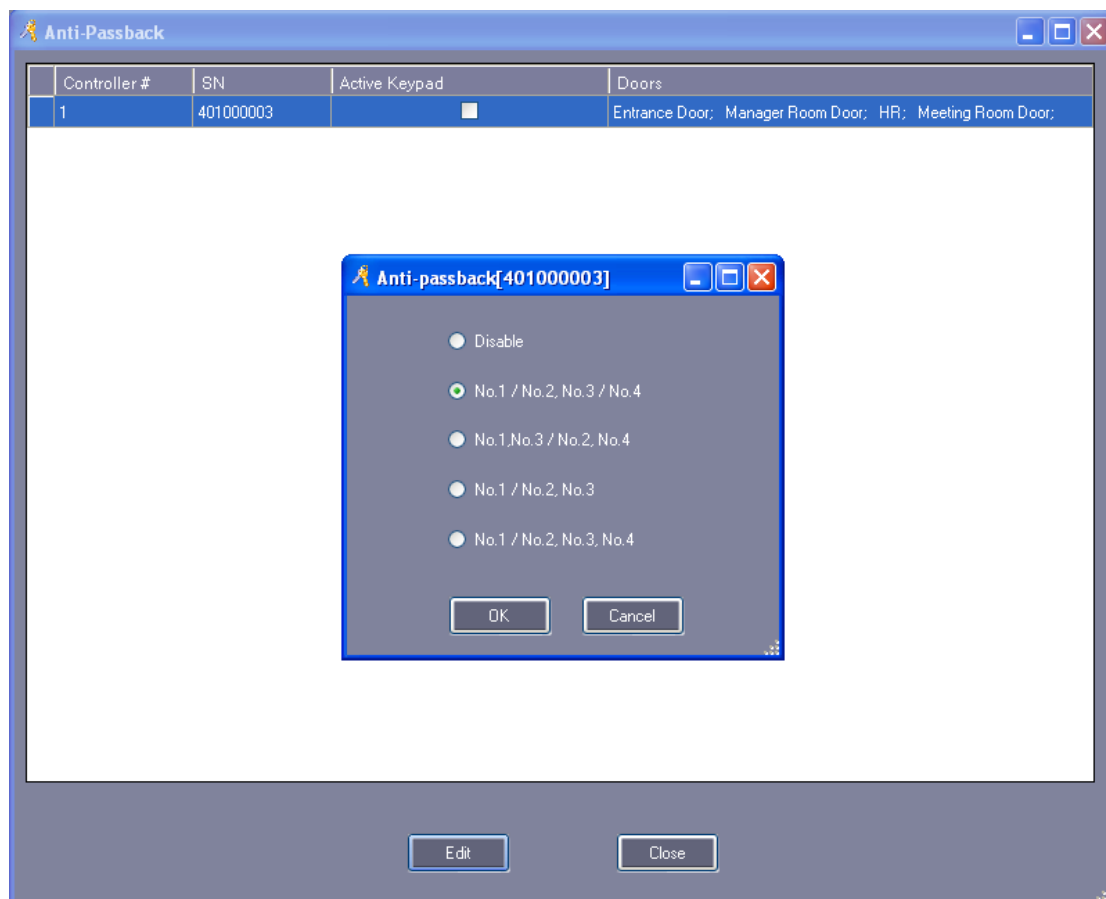
Close

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	☒	☒	☒	☒	☒	☒	☒	Entrance Door	10. Trigger Once (V3.9)	
2	2011-04-28 Thursday	2029-12-31 Monday	08:30	☒	☒	☒	☒	☒	☒	☒	HR	0. Door Controlled	
3	2011-04-28 Thursday	2029-12-31 Monday	17:30	☒	☒	☒	☒	☒	☒	☒	HR	1. Door Open	
4	2011-04-28 Thursday	2029-12-31 Monday	19:30	☒	☒	☒	☒	☒	☒	☒	HR	2. Door Closed	
5	2011-04-28 Thursday	2029-12-31 Monday	08:30	☒	☒	☒	☒	☒	☒	☒	Meeting Room Door	3. Disable Time Profile	
6	2011-04-28 Thursday	2029-12-31 Monday	12:00	☒	☒	☒	☒	☒	☒	☒	Meeting Room Door	4. Enable Time Profile	
7	2011-04-28 Thursday	2029-12-31 Monday	13:30	☒	☒	☒	☒	☒	☒	☒	Meeting Room Door	3. Disable Time Profile	
8	2011-04-28 Thursday	2029-12-31 Monday	14:00	☒	☒	☒	☒	☒	☒	☒	Meeting Room Door	9. MoreCard Enable	
9	2011-04-28 Thursday	2029-12-31 Monday	17:30	☒	☒	☒	☒	☒	☒	☒	Meeting Room Door	8. MoreCard Disable	
10	2011-04-28 Thursday	2029-12-31 Monday	08:30	☒	☒	☒	☒	☒	☒	☒	Manager Room Door	5. Card - NoPassword	
11	2011-04-28 Thursday	2029-12-31 Monday	17:30	☒	☒	☒	☒	☒	☒	☒	Manager Room Door	6. (In) Card + Password	
12	2011-04-28 Thursday	2029-12-31 Monday	19:30	☒	☒	☒	☒	☒	☒	☒	Manager Room Door	7. (In-Out) Card + Password	

3.4.3 Activate Anti Pass Back

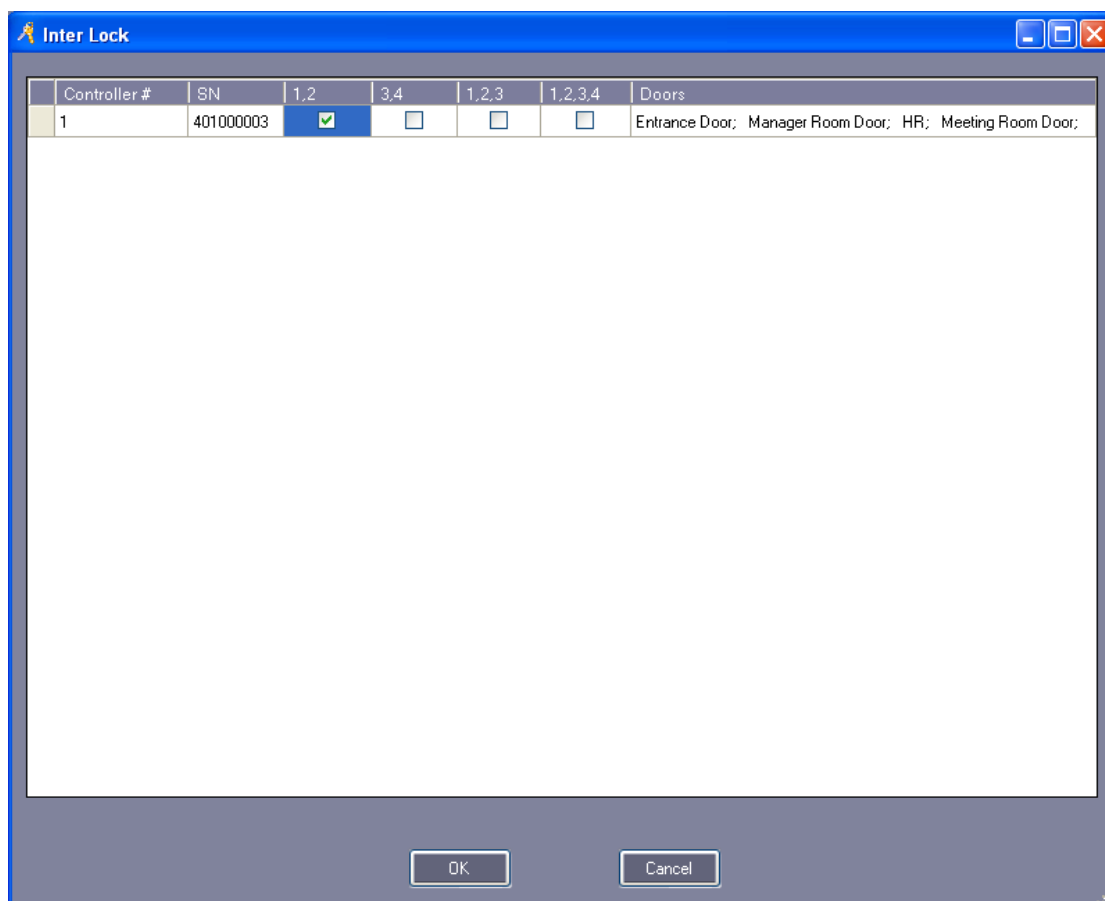
Select **【Access Control】** > **【Anti-passback】**

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3.4.4 Activate Inter Lock

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



3.4.5 Activate Multicard Access

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

Multi-Card Configure[1 Entrance Door]

☒ Active

OK Cancel

Total Needed: 6

Must Include: People

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

Users: Department: [All]

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

Selected Group #: 3

>> > < <<

Group NO	NO	Name	Card ID
1	1	Hellen	18016185
1	2	Jack	20807485
2	3	Tina	3000835
2	4	Sharon	3544172
2	5	Lucy	18013699
3	6	Eric	18013377
3	7	Steven	18013378
3	8	Tom	18013379
3	9	Grace	18013380

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

3.4.6 Activate First Card Open

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

First-Card Open[1] Entrance Door

☒ Active

OK

Cancel

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 Card

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

>>

>

<

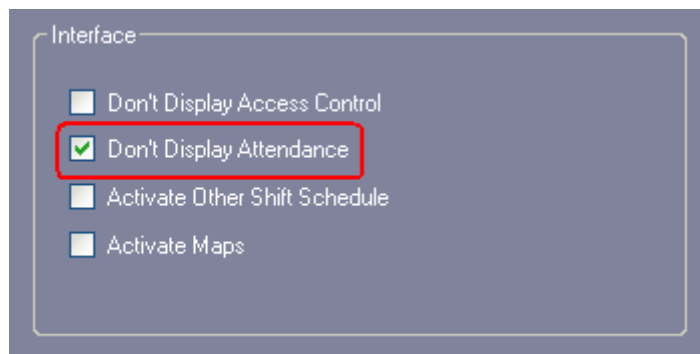
<<

Selected Users:

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

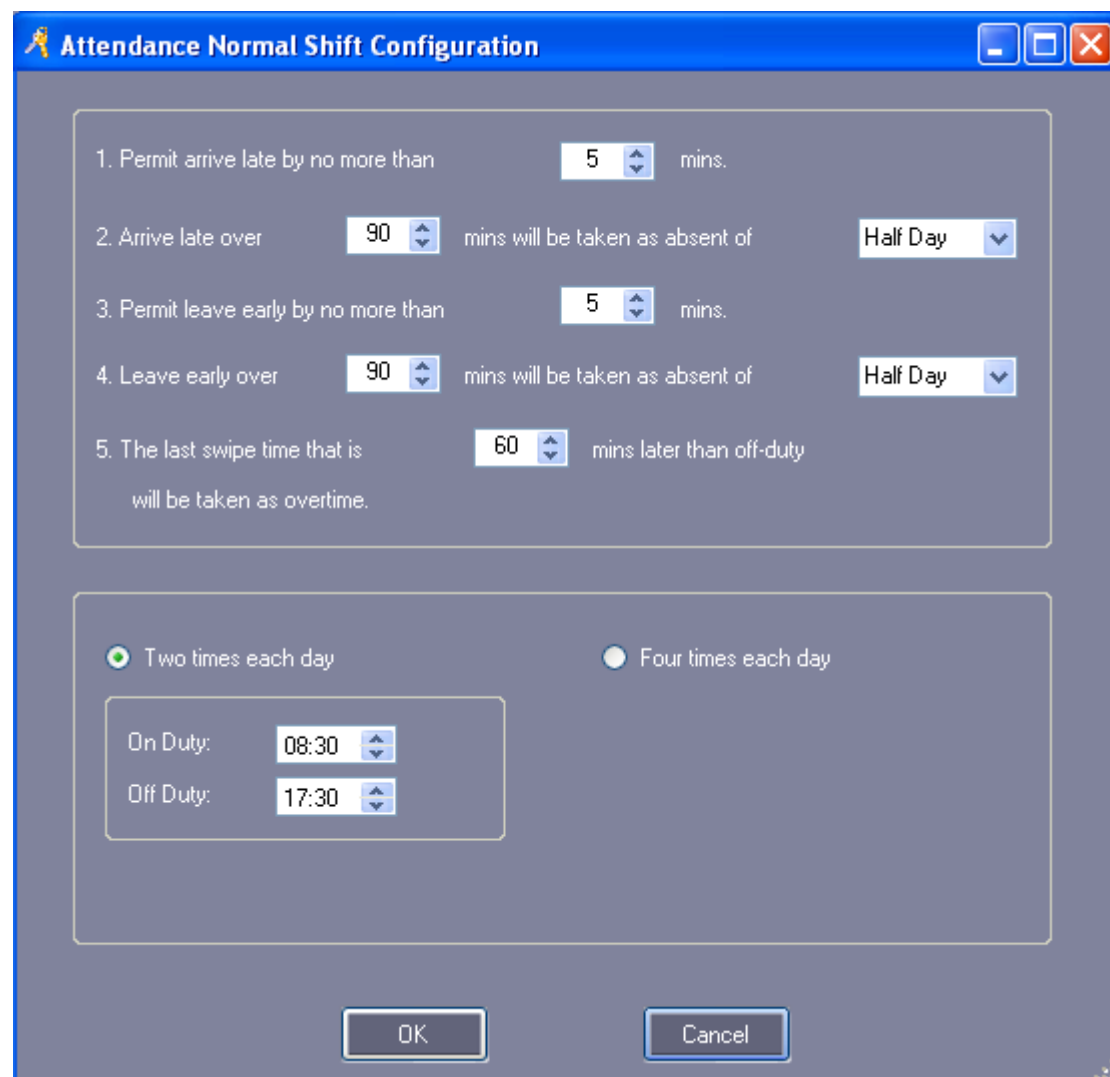
Part 4 Attendance

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】**



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

On Duty:

Off Duty:

OK Cancel

4.2 Holiday

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

Holiday Setup (Only for Normal Shift)

Holidays List

Name	From	-	To	-	Note
Labor Day	2011-05-01 Sunday	A.M.	2011-05-03 Tuesday	P.M.	
New Year's Day	2012-01-01 Sunday	A.M.	2012-01-01 Sunday	P.M.	

Add Holiday
Del Holiday

List Of days need to work

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

Add Work Day
Del Work Day

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

OK
Cancel

4.3 Leave/Business Trip

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

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

+ Add × Del Type Setup Print Export To Excel
 From: 2011-01-01 Saturday To: 2011-12-31 Saturday
 Name: Dept.: Query Clear

RecID	Dept	User NO	Name	From	-	To	Type	Note
-------	------	---------	------	------	---	----	------	------

Leave / Business Trip Compensation Sign In

Type: Business Trip From: 2011-04-28 Thursday A.M. Add Close
 Note: To: 2011-04-28 Thursday P.M.

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

Selected Users:

NO	Name	Card ID
1	Hellen	18016185

>>> > < <<<

4.4 Manual Sign In

Select **【Attendance】** > **【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

NO	Name	Card ID
1	Hellen	18016185

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

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

Name Dept. Query Clear

RecID	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】**

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

Print Export To Excel Statistics Create Query Option

From: 2010-09-01 Wednesday To: 2010-09-28 Tuesday

Name Dept. Query Clear

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
------	-------------	------	------	-------------	---------	--------------	----------	----------	----------	-----------	-----------	----------

Click "Create"

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

Print Export To Excel Statistics Create Query Option

From: 2010-09-01 Wednesday To: 2010-09-30 Thursday

Name Hellen Dept. Query Clear

Creating Attendance Report Log: [Operating Date: 2010-09-28 14:56:57 Tuesday]; From 2010-09-01 To 2010-09-30; Dept: User (1)

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	

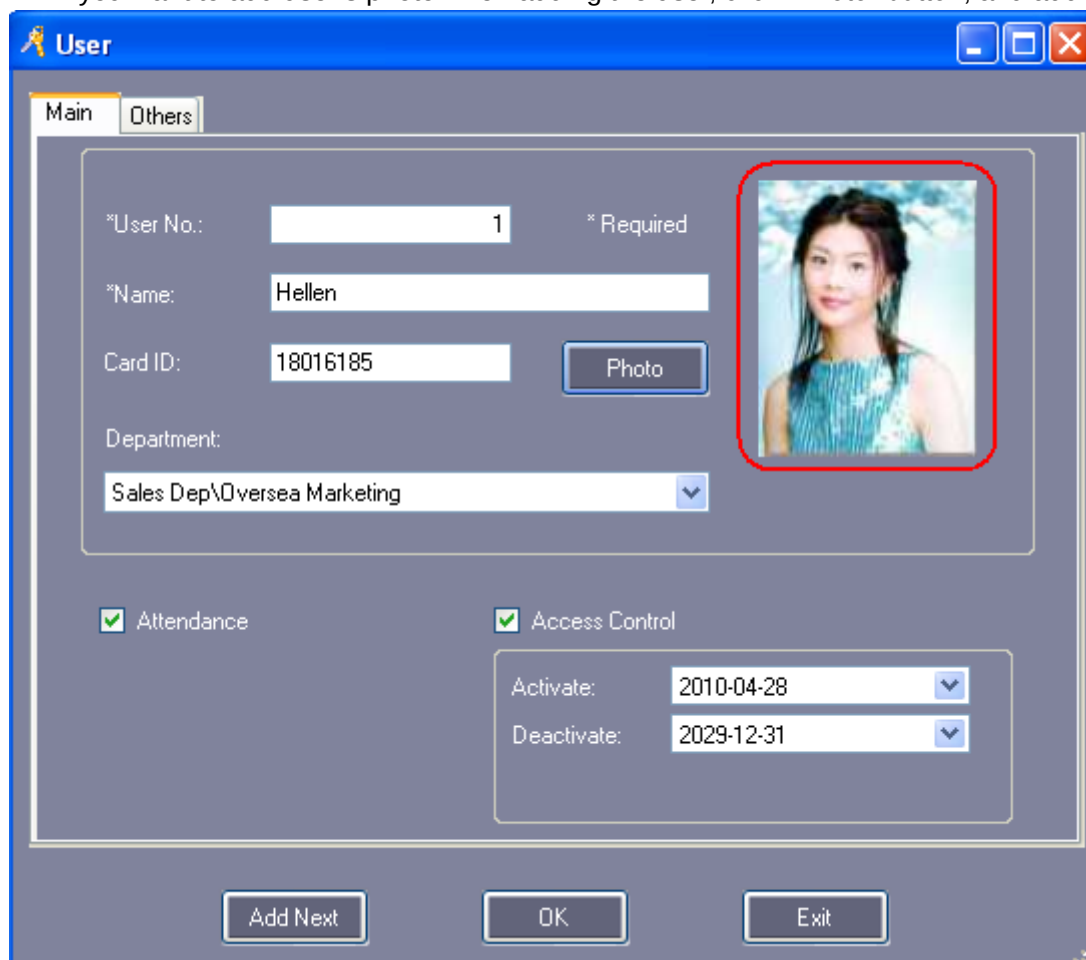
Click "Statistics"

Attendance Statistics															
Print Export To Excel Close															
Name Dept. Query Clear															
Creating Attendance Report Log: [Operating Date: 2010-09-28 14:21:23 Tuesday]; From 2010-09-01 To 2010-09-30; Dept: User (1)															
Dept	Consumer NO	User	Planned Days	Full Work Days	Late Minutes	Late Count	Leave Early Minutes	Leave Early Count	Over (hr)	Absent Days	Not Swiped	Manual Sign In (Times)	Business Trip (Days)	Sick Leave	Private Leave
Sales Dept\Overseas marketing	1	Hellen	22	19	2	1	5	1		0.5		44			

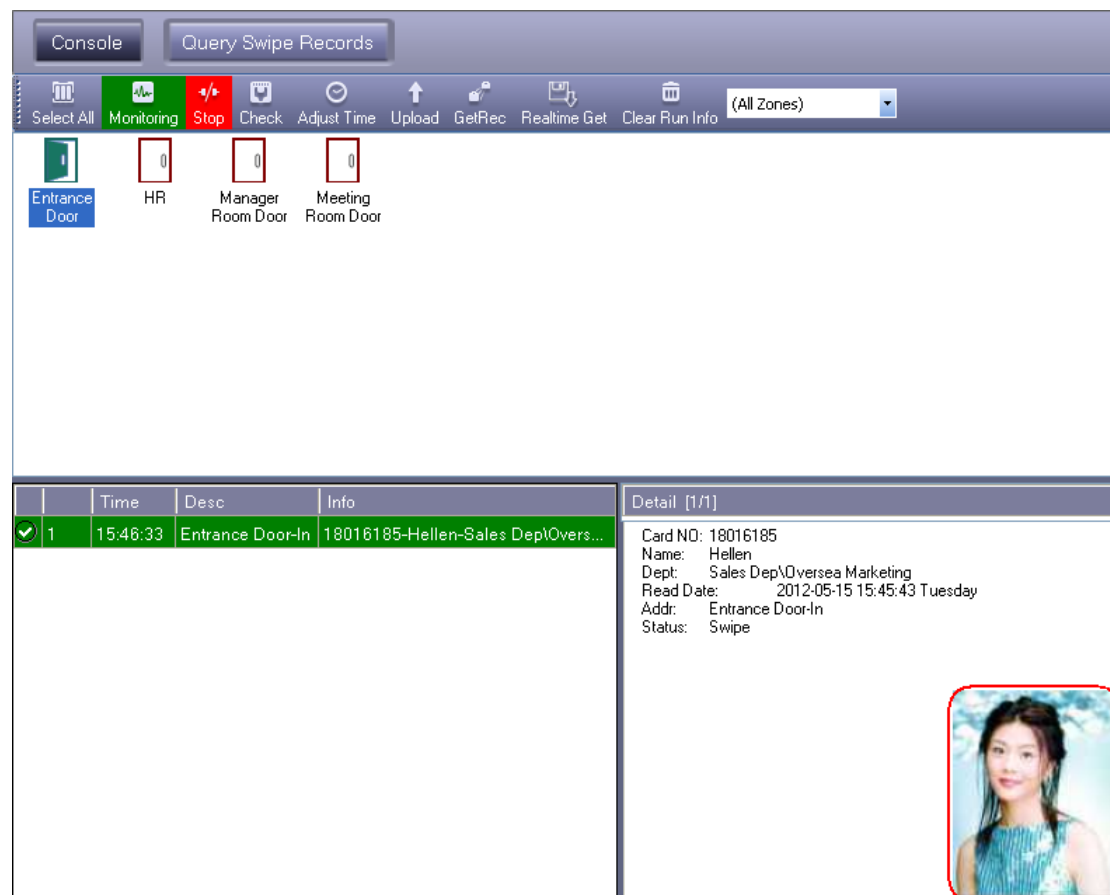
Part 5 Excursus

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.



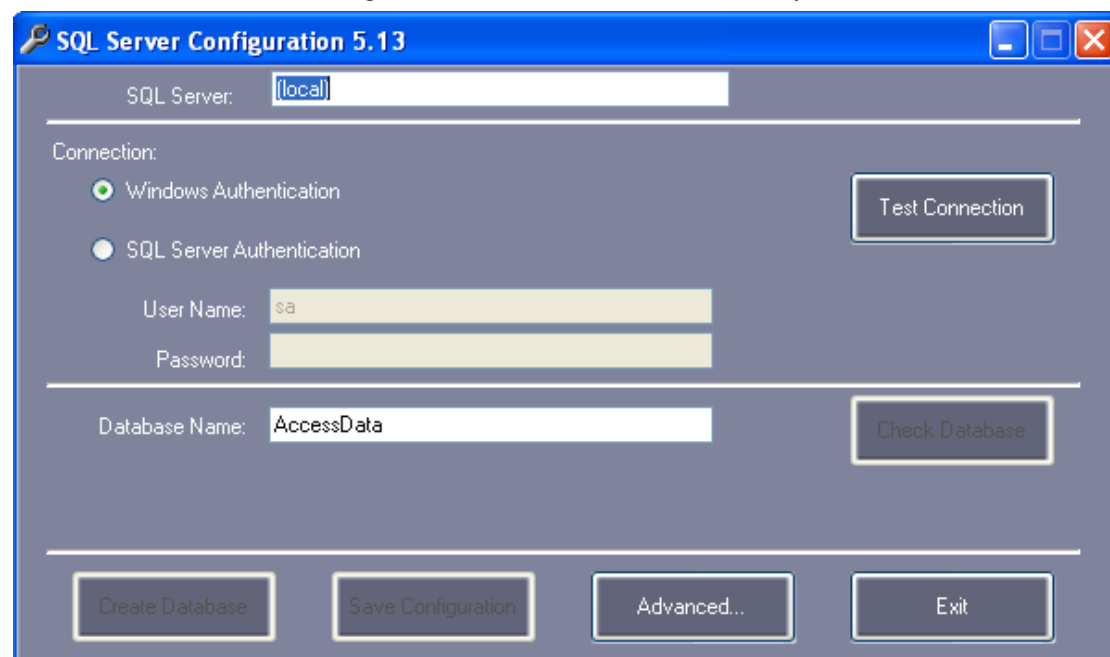
At the monitor window, it can show the user's photo when the user swiping card.



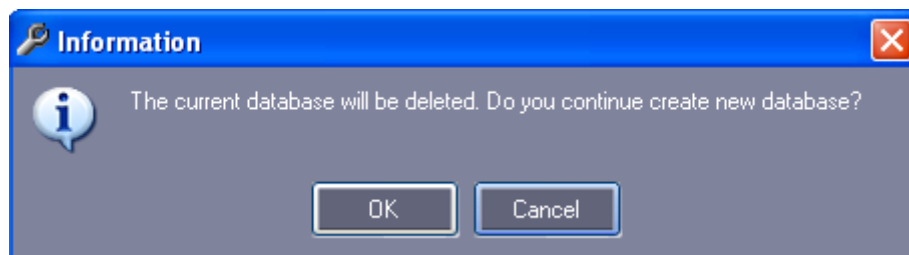
5.2 SQL Server Configuration

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

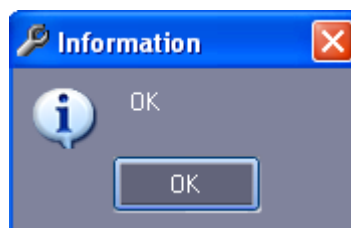
Select **【Start】 > 【Programs】 > 【AccessControl】 > 【SqlSet】**



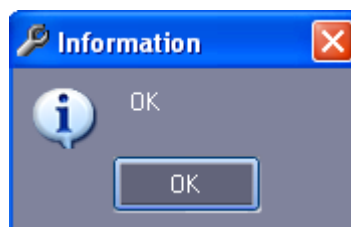
Click "Create Database"



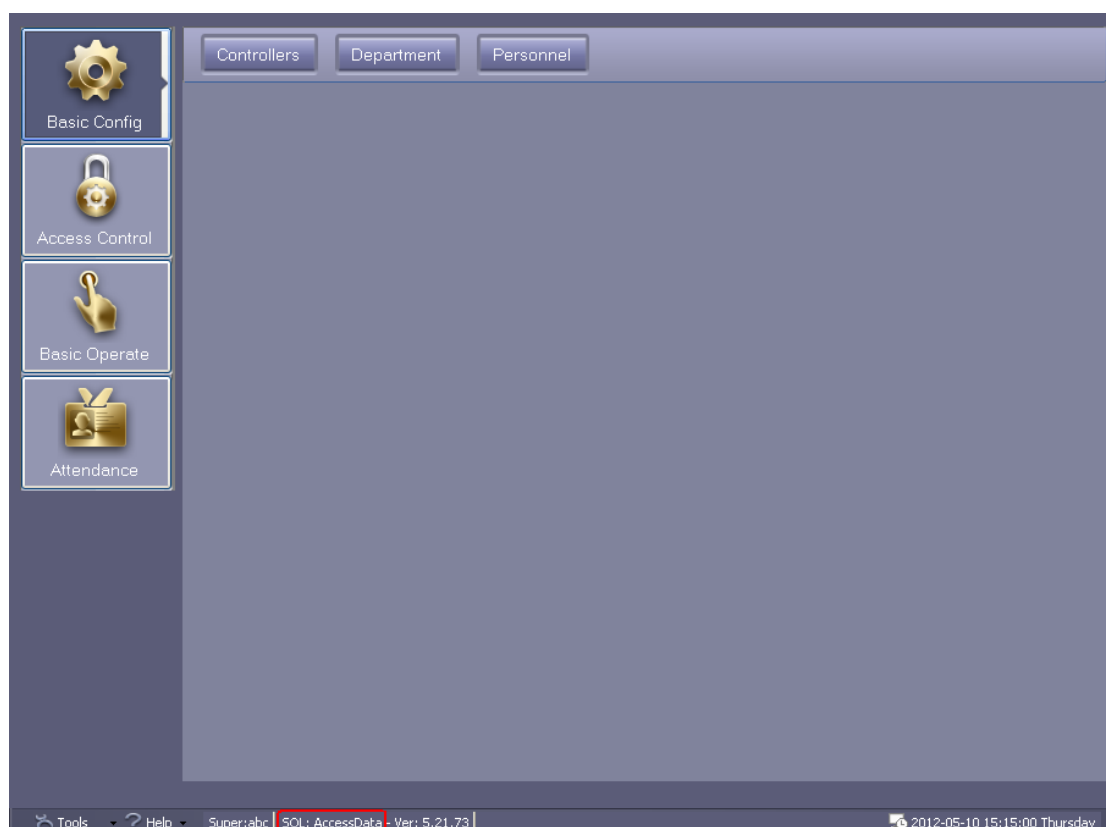
Click "OK"



Click "OK", Then Click "Confirm"



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

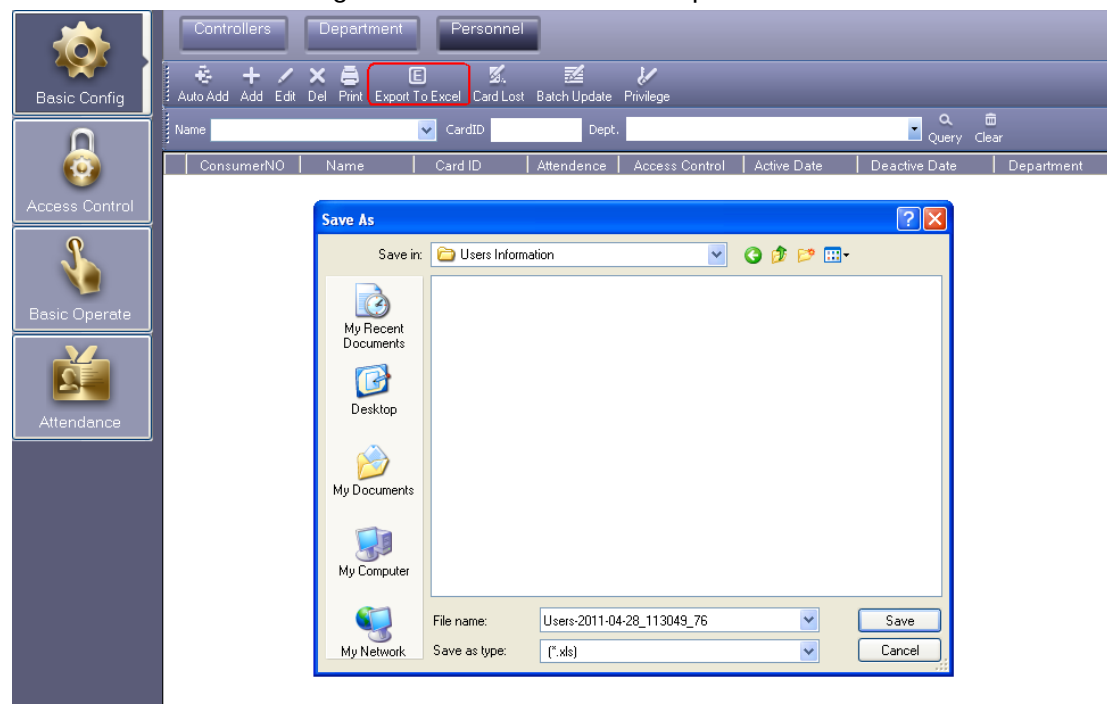


5.3 Import consumer's information from Excel

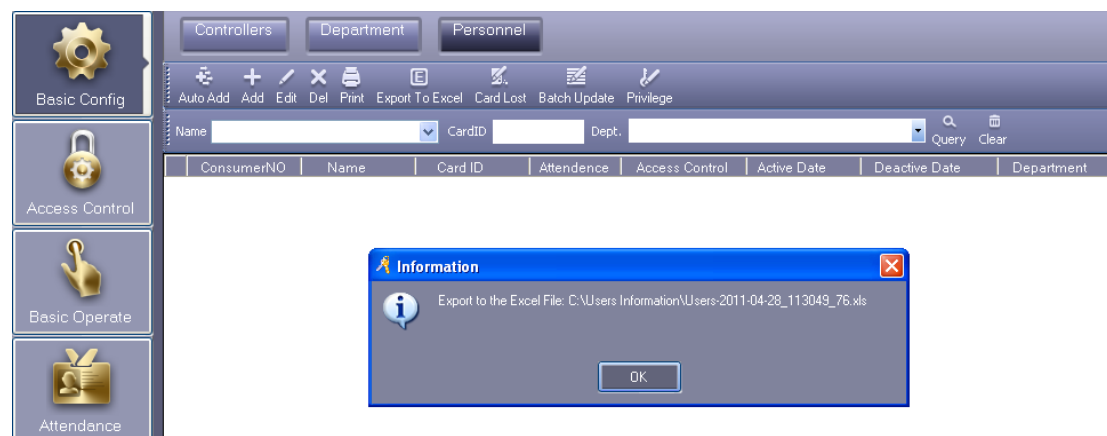
Attention: It can only import valid "ConsumerNO", "Name", "CardID" and "Department".

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"



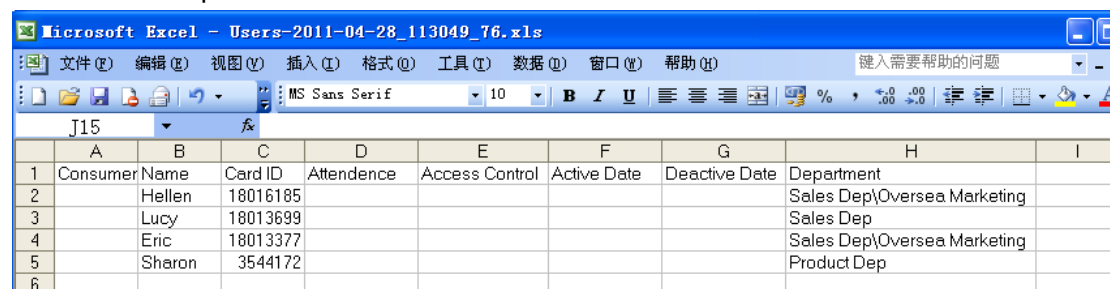
Open the exported Excel document "Users-2011-04-28_113049_76.xls.xls".

The screenshot shows the Microsoft Excel spreadsheet titled 'Users-2011-04-28_113049_76.xls'. 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:



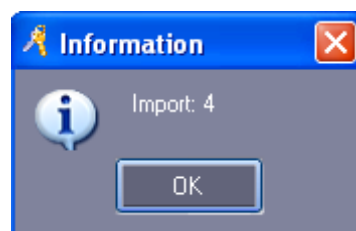
Microsoft Excel - Users-2011-04-28_113049_76.xls

	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									

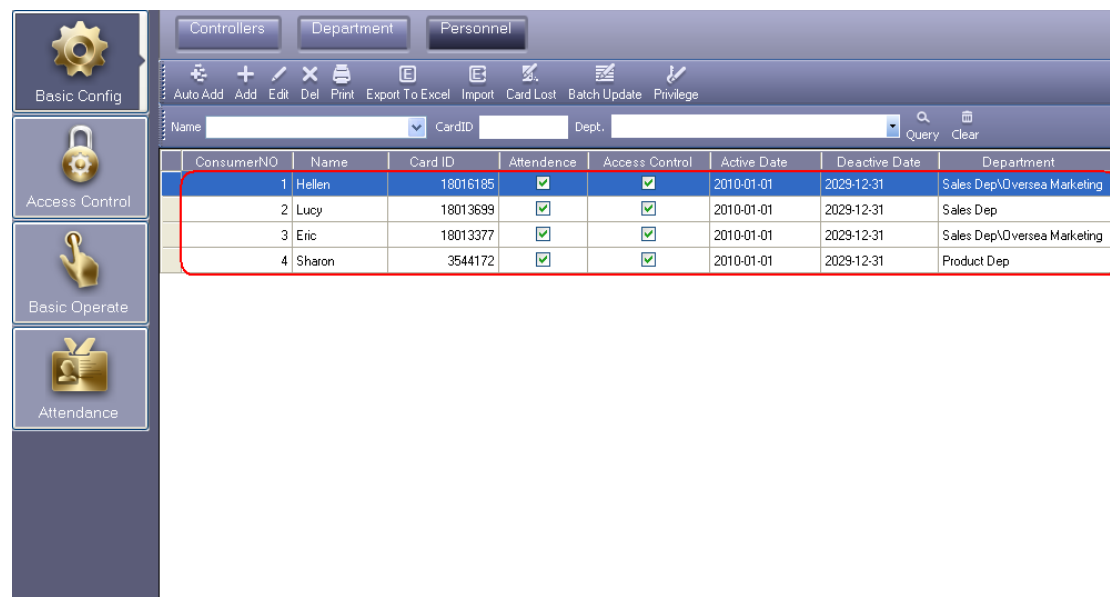
Remark: department can only use "\" as separator. For example: Sales Dep\Oversea Marketing.

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	✓	✓	2010-01-01	2029-12-31	Sales Dep\Oversea Marketing
2	Lucy	18013699	✓	✓	2010-01-01	2029-12-31	Sales Dep
3	Eric	18013377	✓	✓	2010-01-01	2029-12-31	Sales Dep\Oversea Marketing
4	Sharon	3544172	✓	✓	2010-01-01	2029-12-31	Product Dep