

Sebury Access Control System Software Operation Guide

September 26, 2013

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Part 1 Installation and unload of Software

1.1 Basic Steps of Installation

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

1.2 Basic requirements for hardware of Installation

Memory: 1GB.

Hard Disk: 1GB above of free space.

1.3 Operating system supported by software

Windows XP SP3

Windows 7

Windows Server 2003 SP2

Windows Server 2008

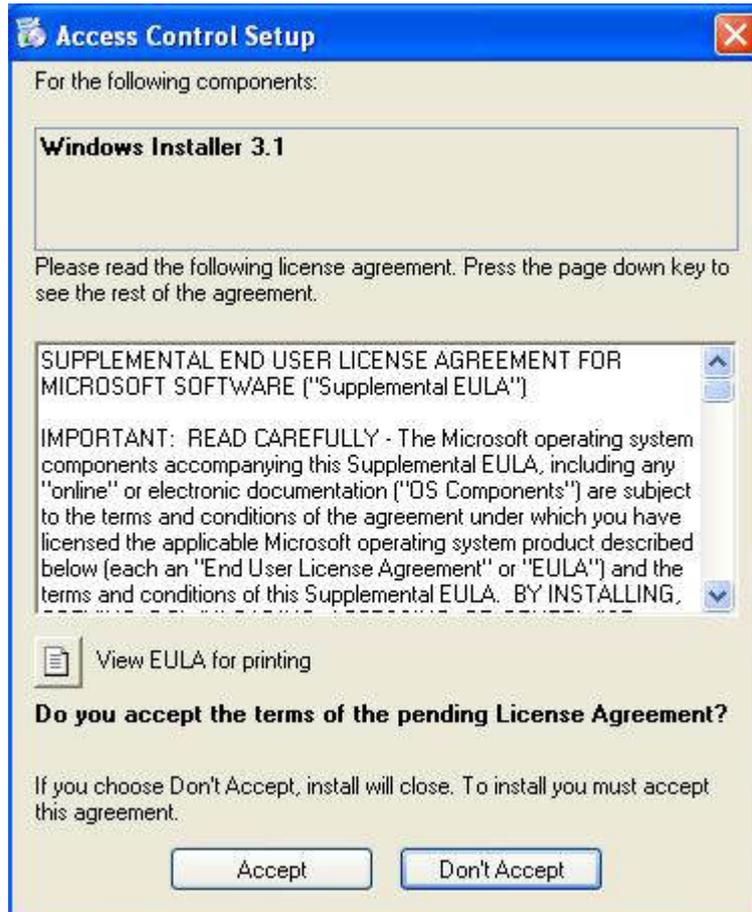
Windows Server 2008 R2

1.4 Software setup

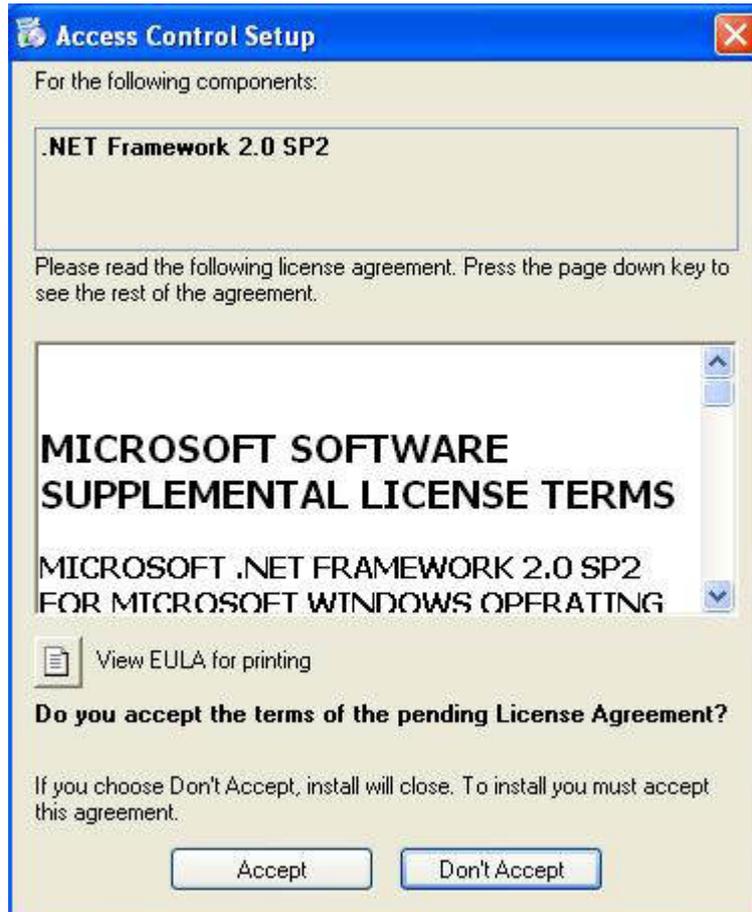
First puts in the CD to CD-ROM, then run the applications of "setup.exe".



Click "English"



Click "Accept"



Click "Accept"



Click "Yes"



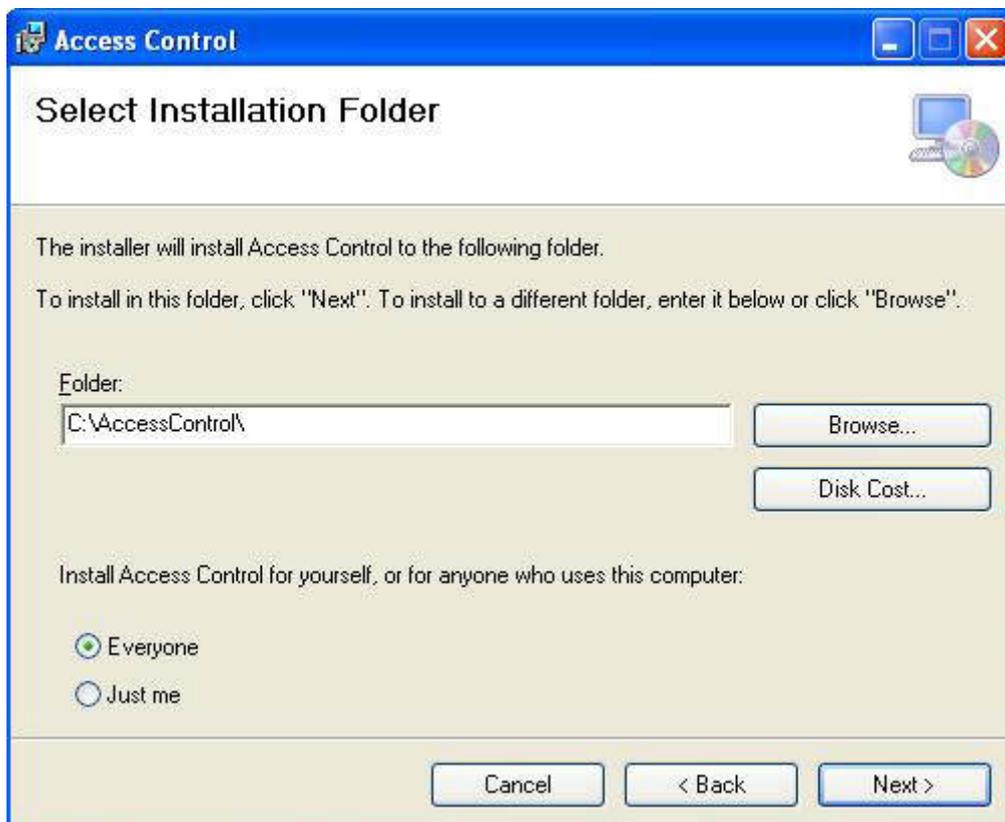
If the error occurs, need to install xp sp3. then install the software.

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

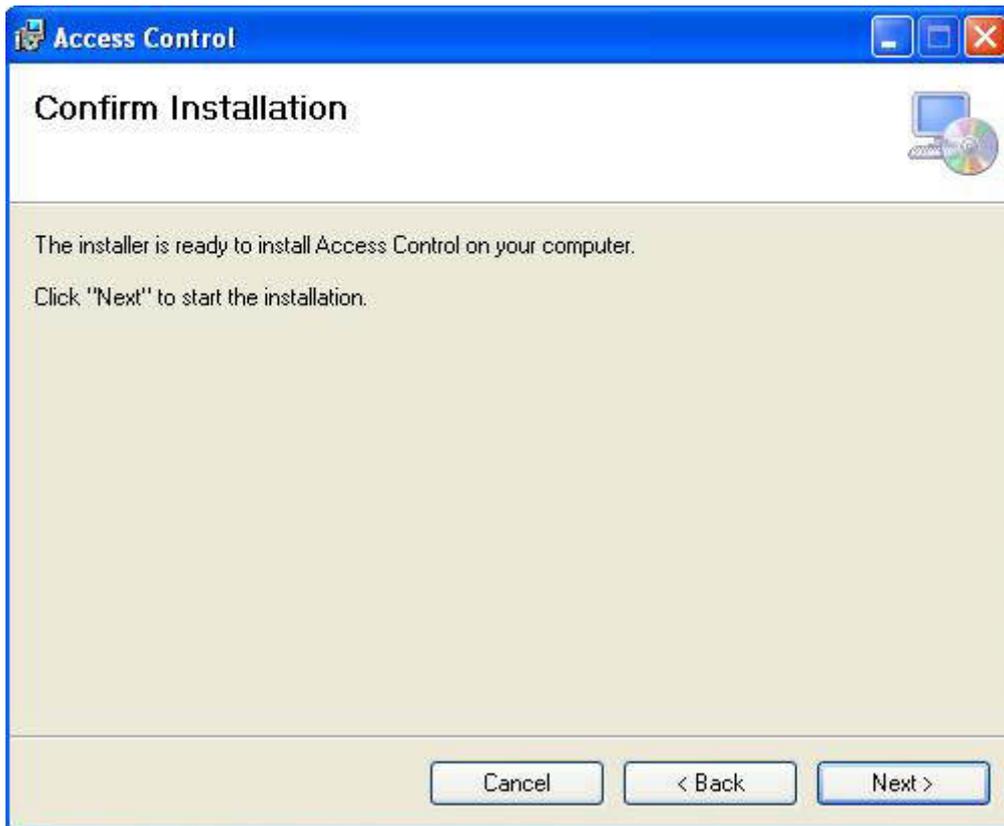
The system will enter into next step for you to install Access Control , if your computer has installed it.



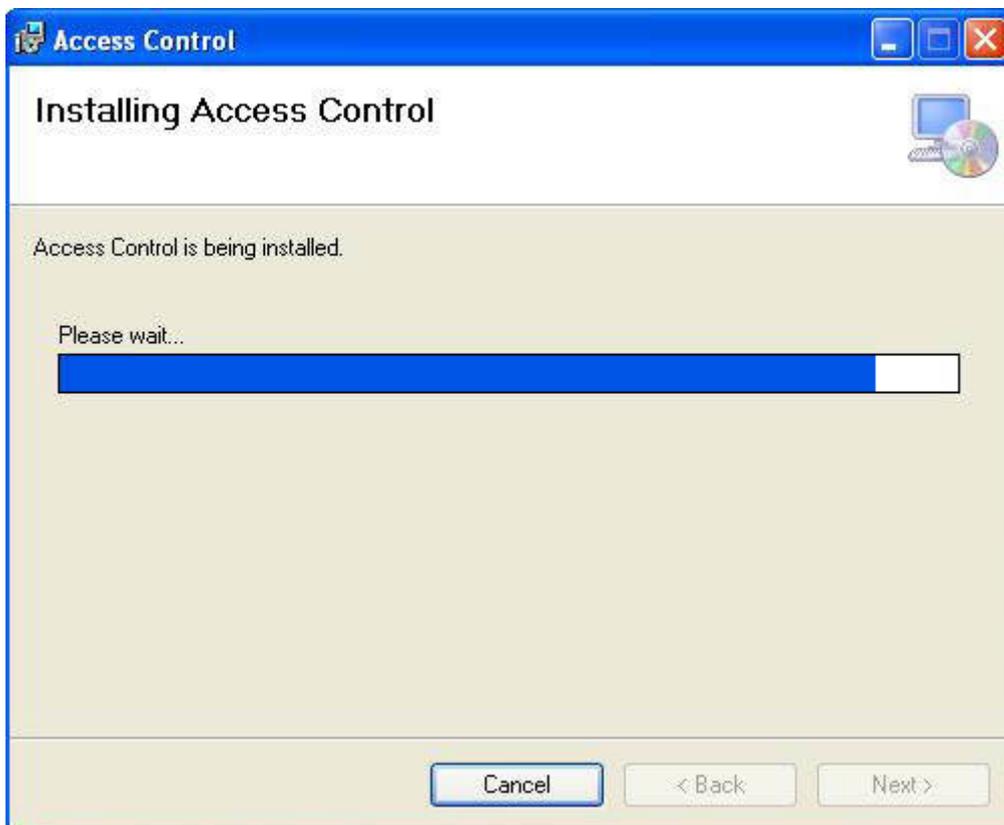
Click "Next"

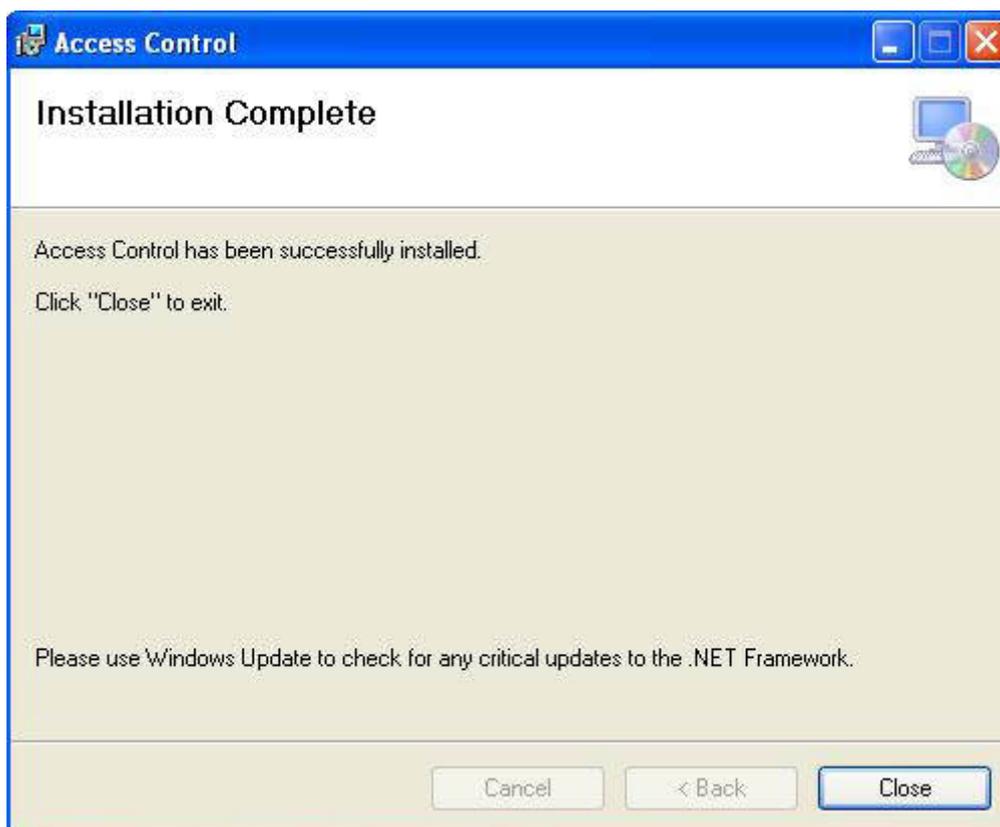


Click "Next"



Click "Next"



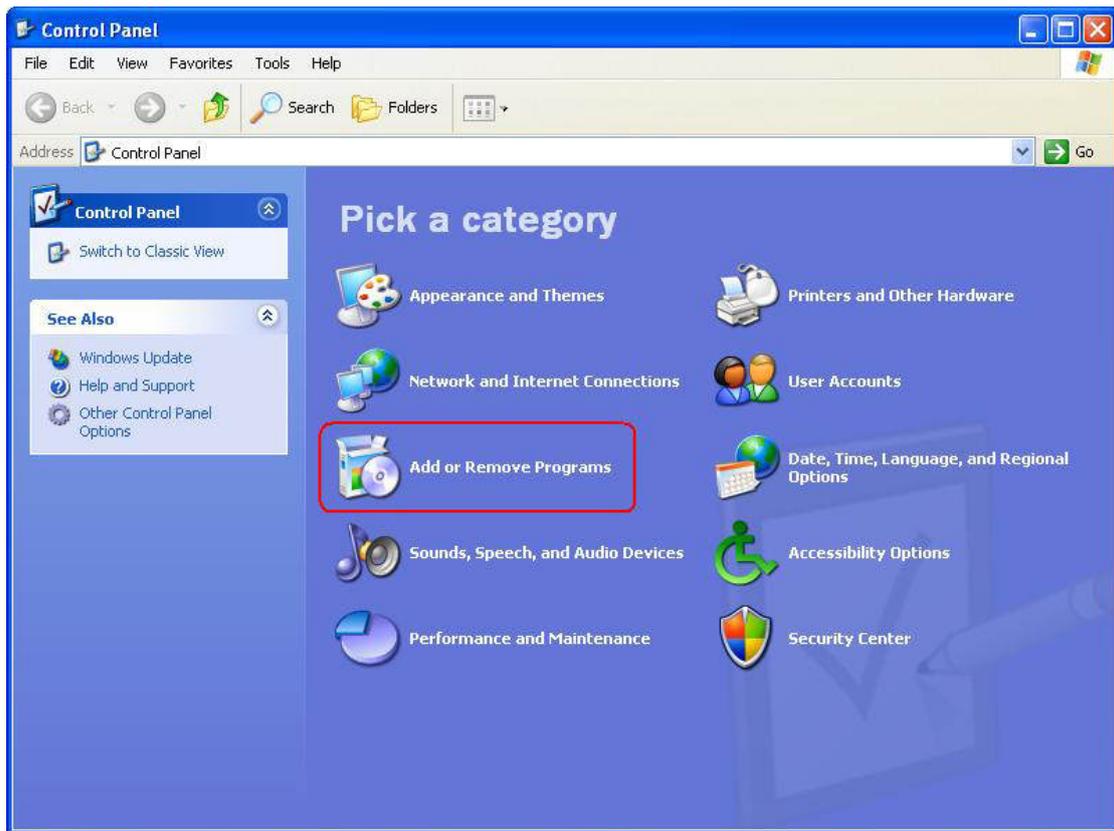


Click "Close"

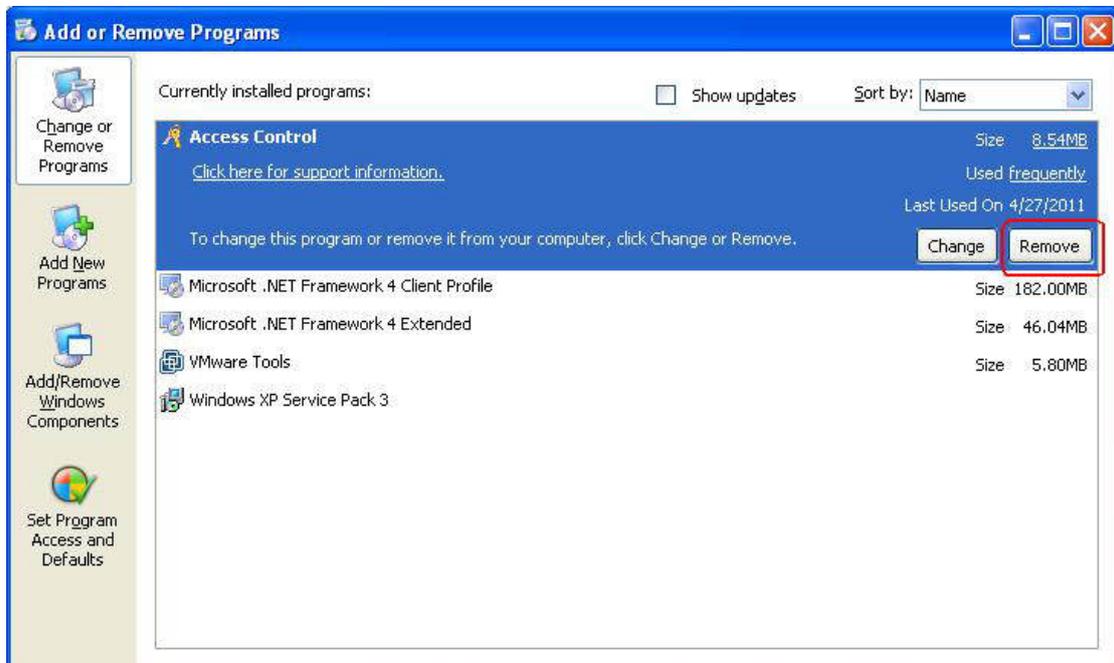
After the installment completes, The  will created automatically and display in computer screen.

1.5 Software Remove

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



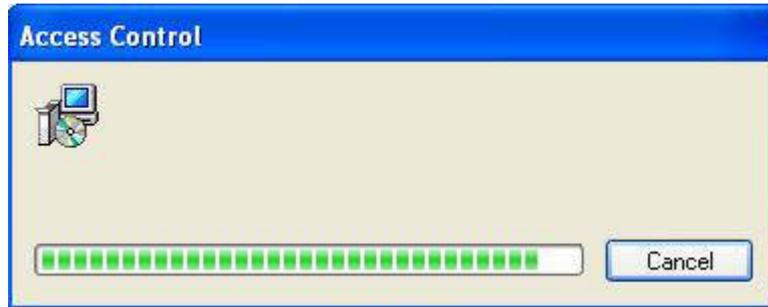
Click "Add or Remove Programs"



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



Click "Yes"



Part 2 Basic Operation of Software

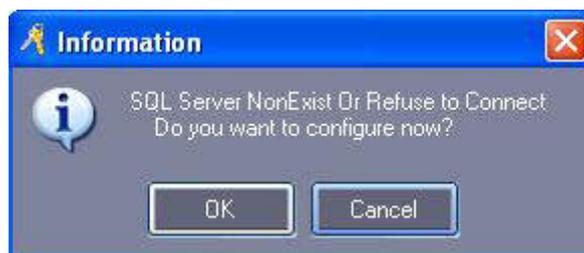
2.1 Login

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



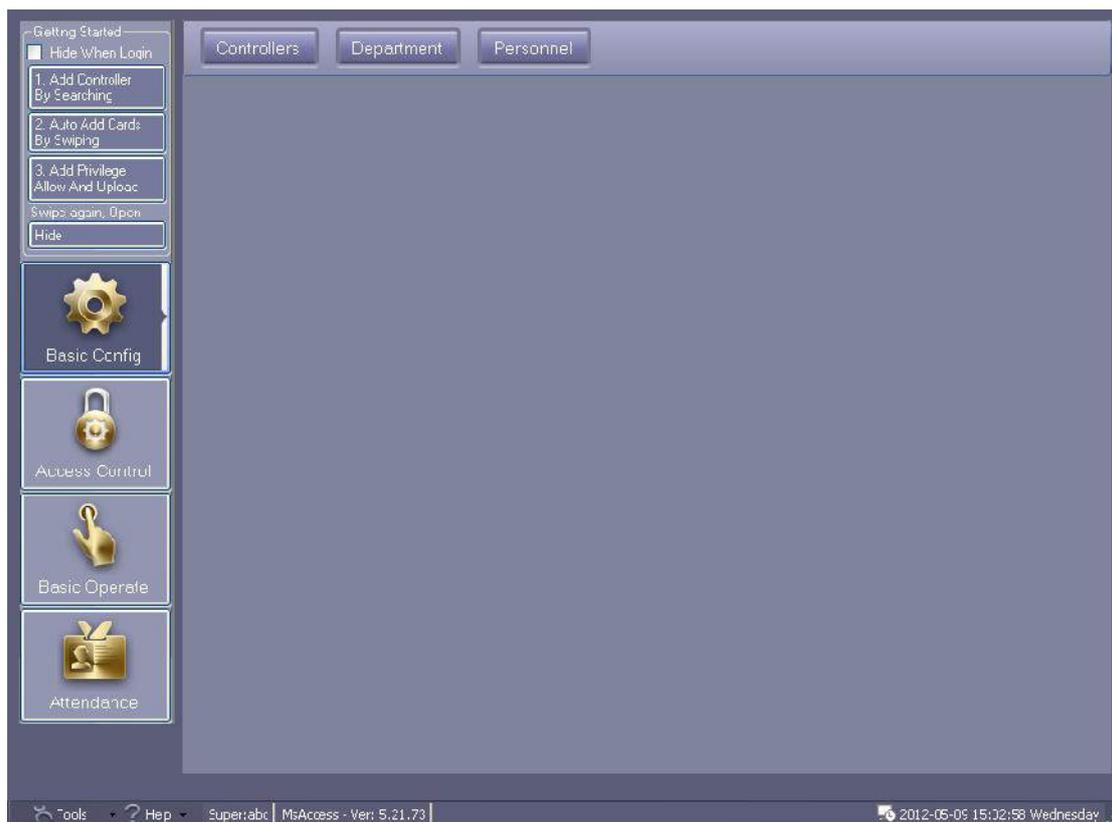
The default user name is “ abc ”, the password is “123”.
It is recommend to change the user name and password at the first use.

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



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

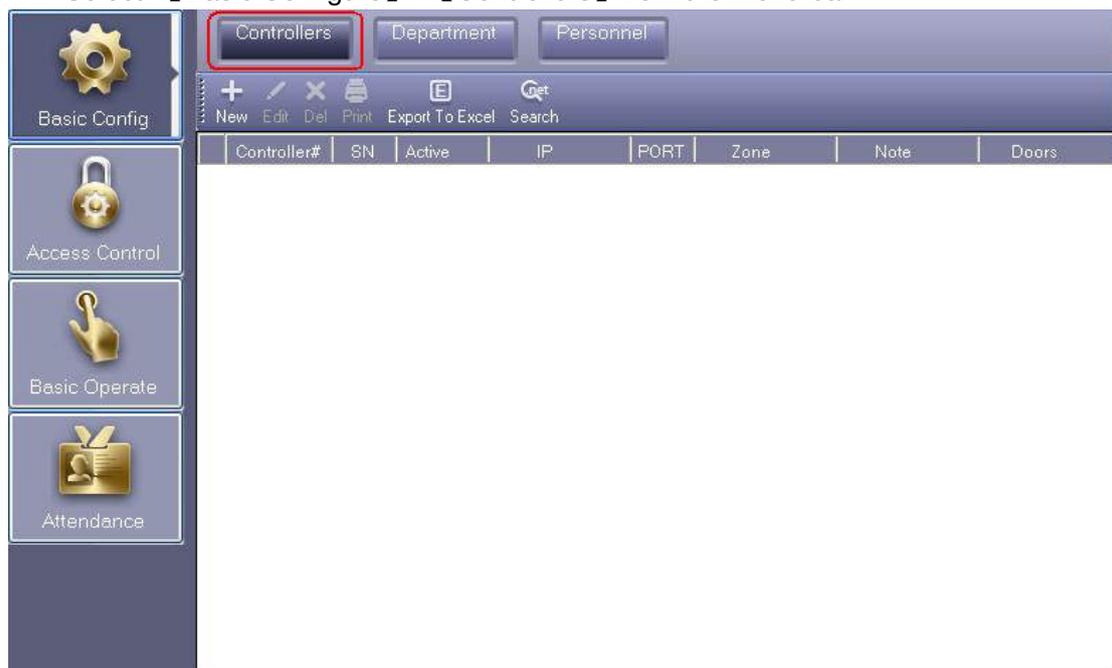
After login , It will show the main windows . as follows:



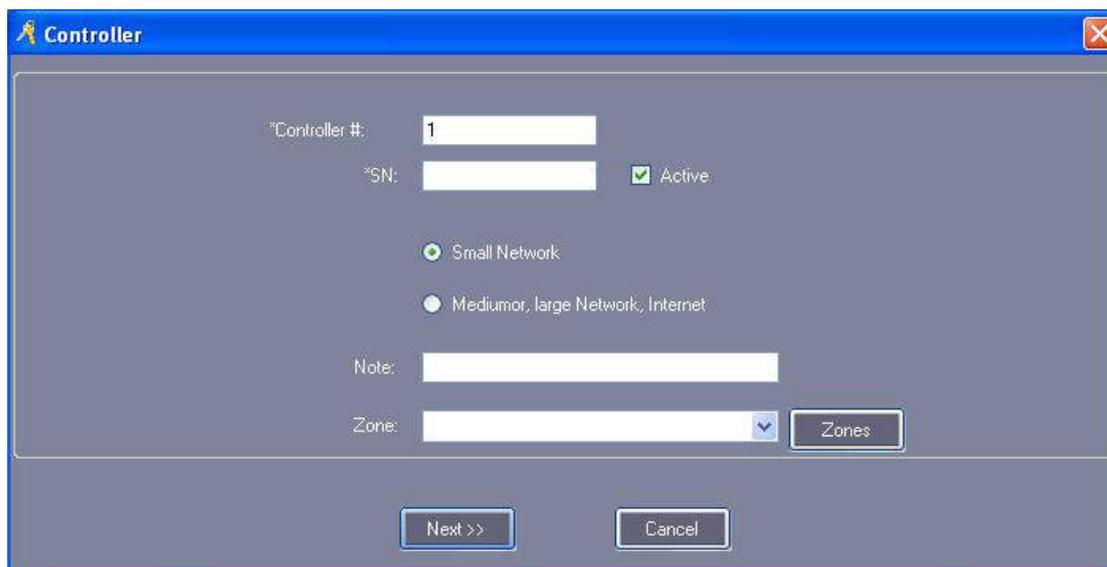
2.2 Parameter Settings of Equipment

2.2.1 Add/Set up Controller

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



click the  to add the controllers into system.



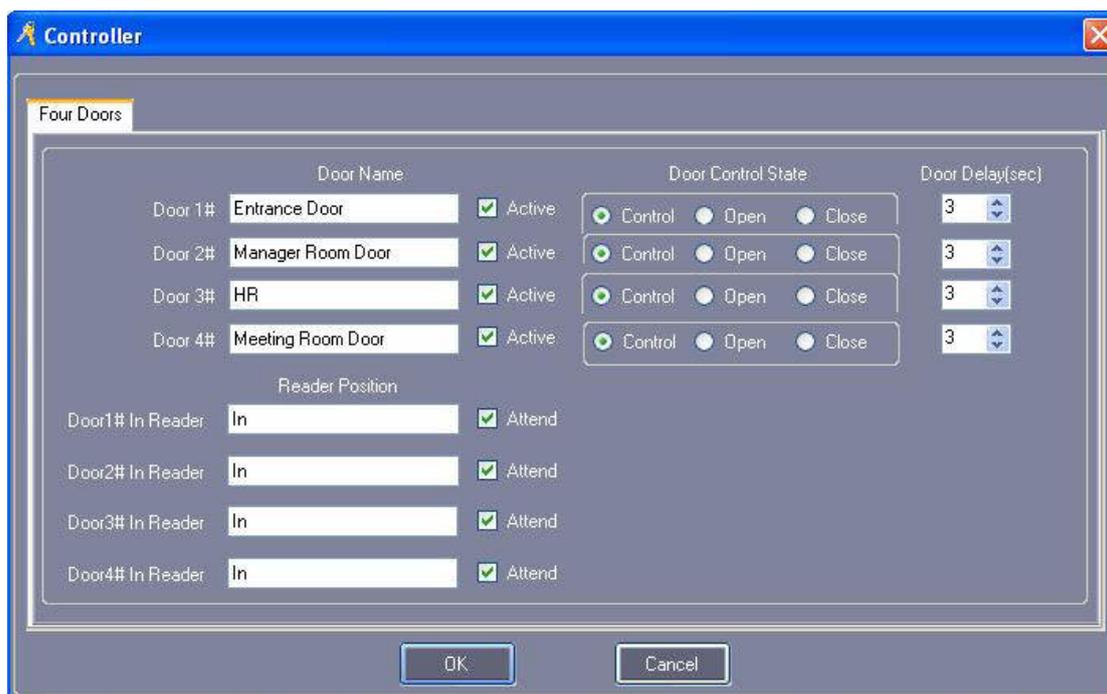
The product S/N (namely each controller serial number) may check on the PCB's label S/N:***** of the controller . please fills that five numerals.

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

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

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

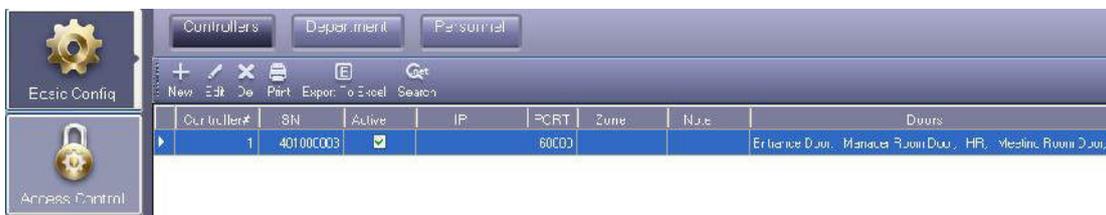
Click "Next"



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

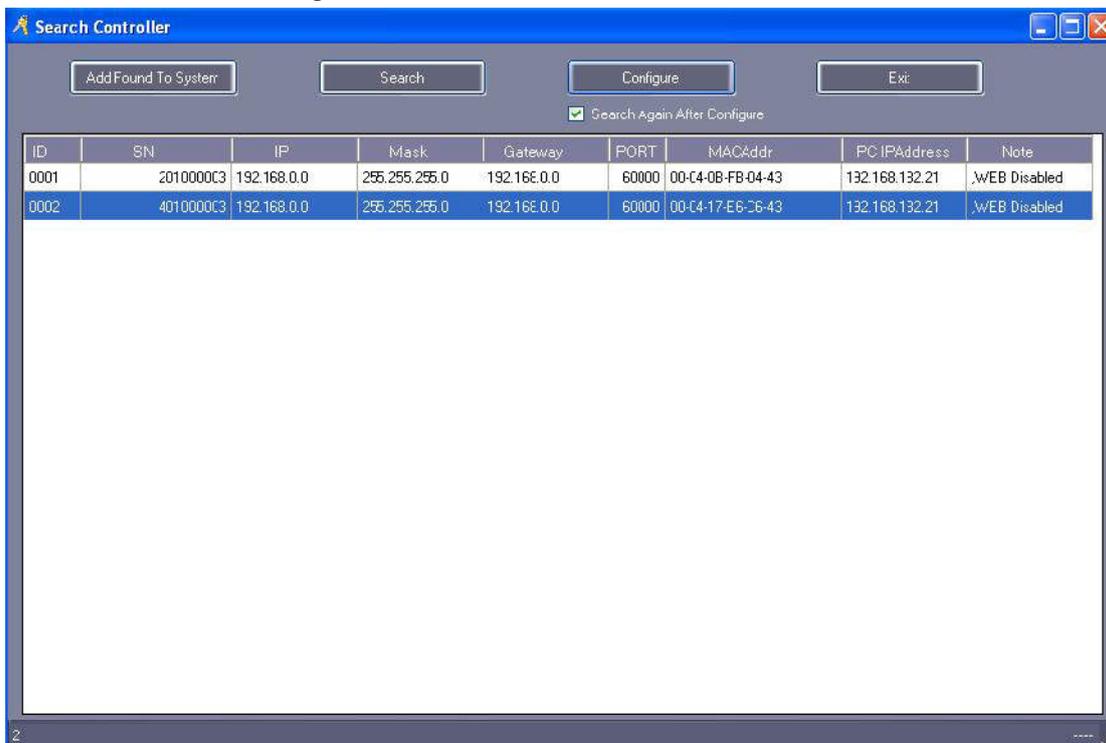
Mark “Active”: by , the control console will display each door; otherwise, it won't display.
 Mark “Attend”:by , the records on card reader can be used as attendance records; otherwise, it can't.

Click “OK”



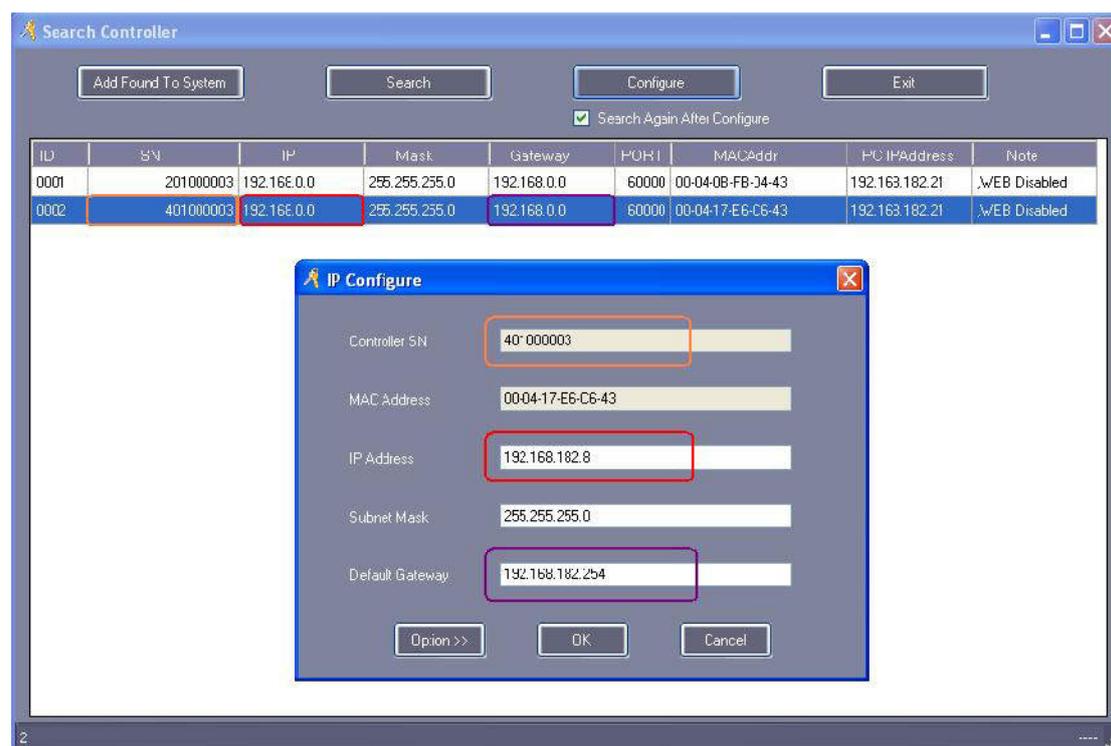
2.2.2 IP setting of Controller

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

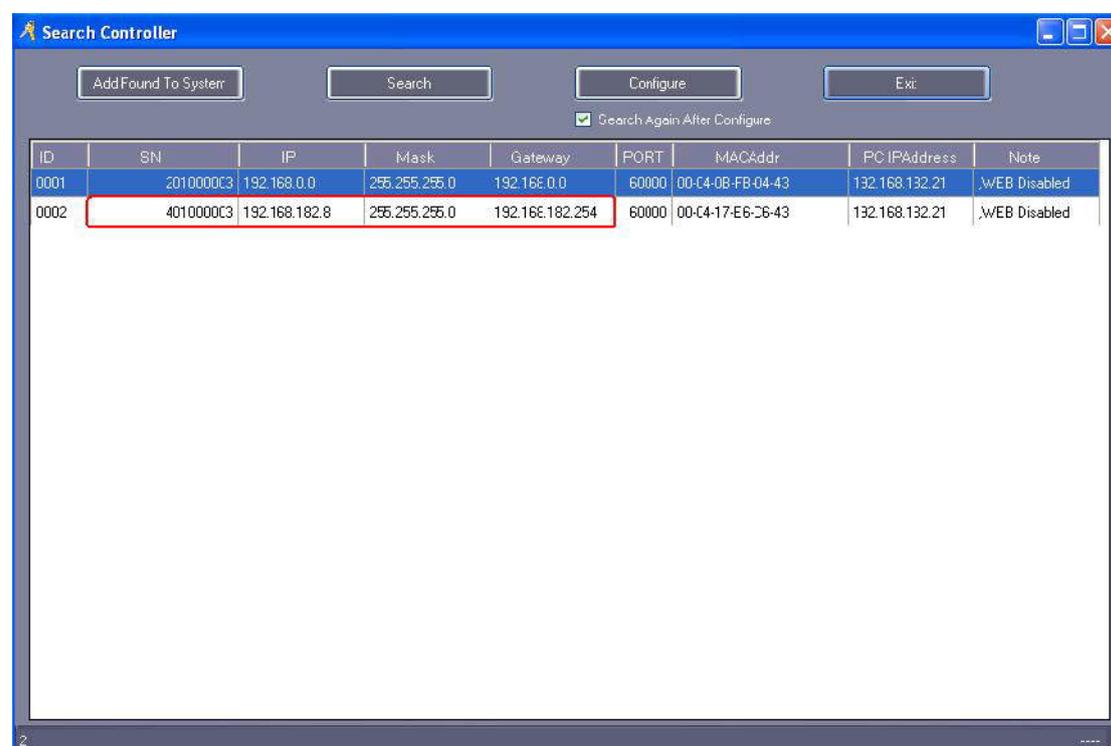


Search need take around 5 Seconds.

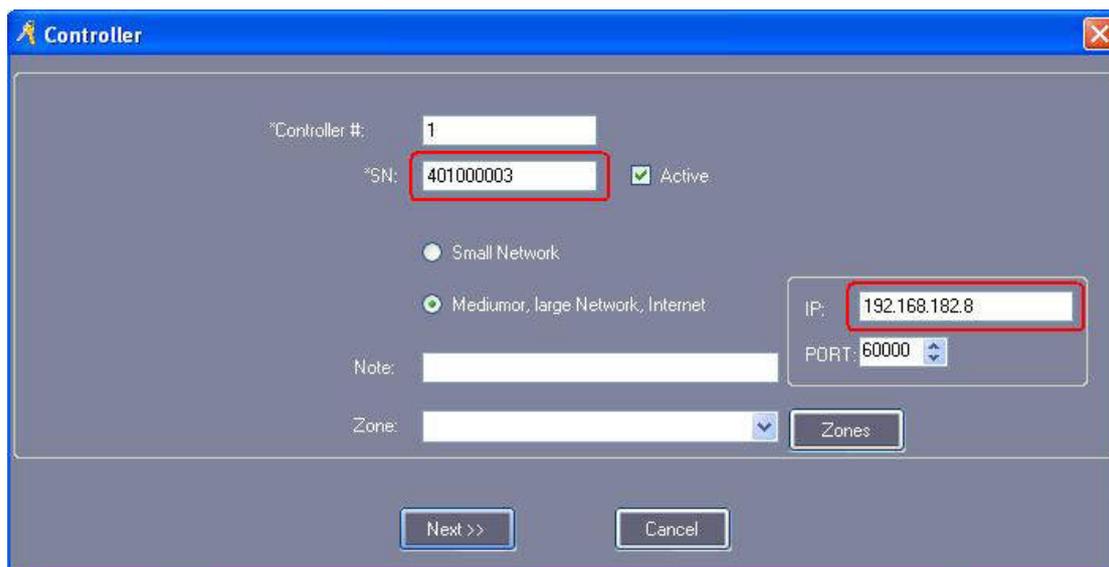
Click “Configure”



Click "OK"



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



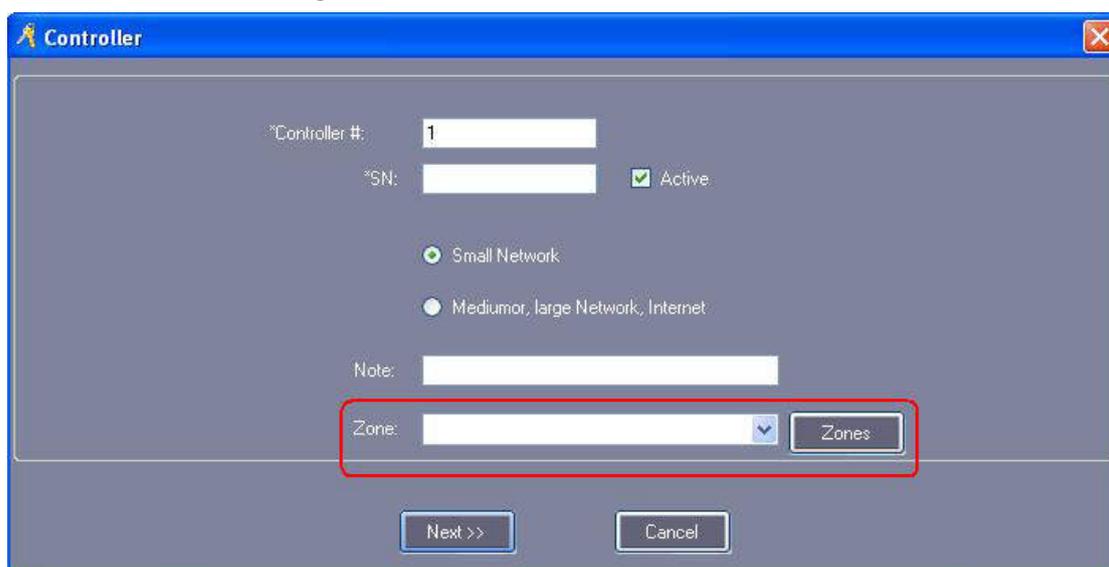
Result, You can see IP address.



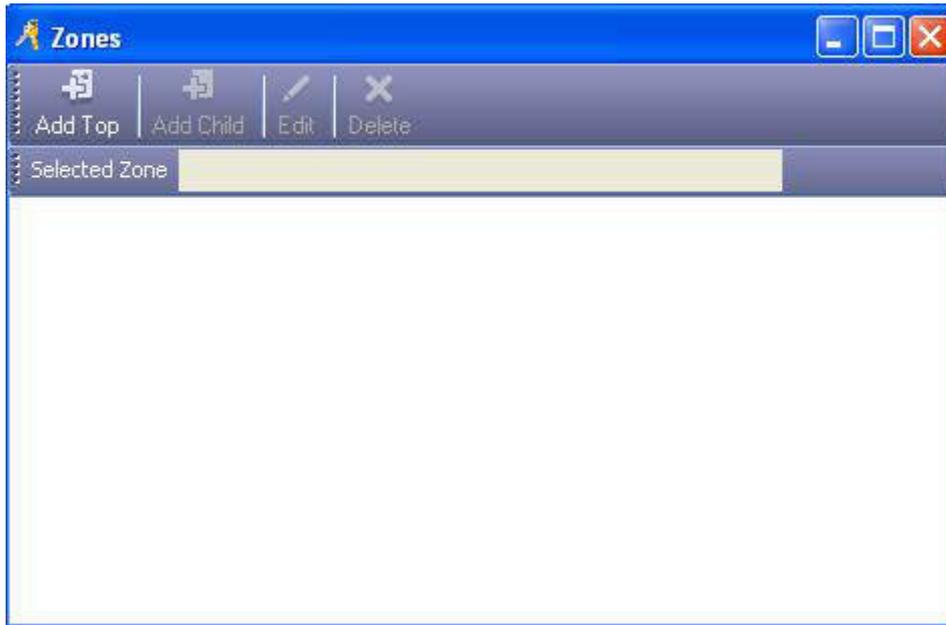
The controllers are separated into different network . Each controller must be assigned a unique IP address .

2.2.3 Controller Zone

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



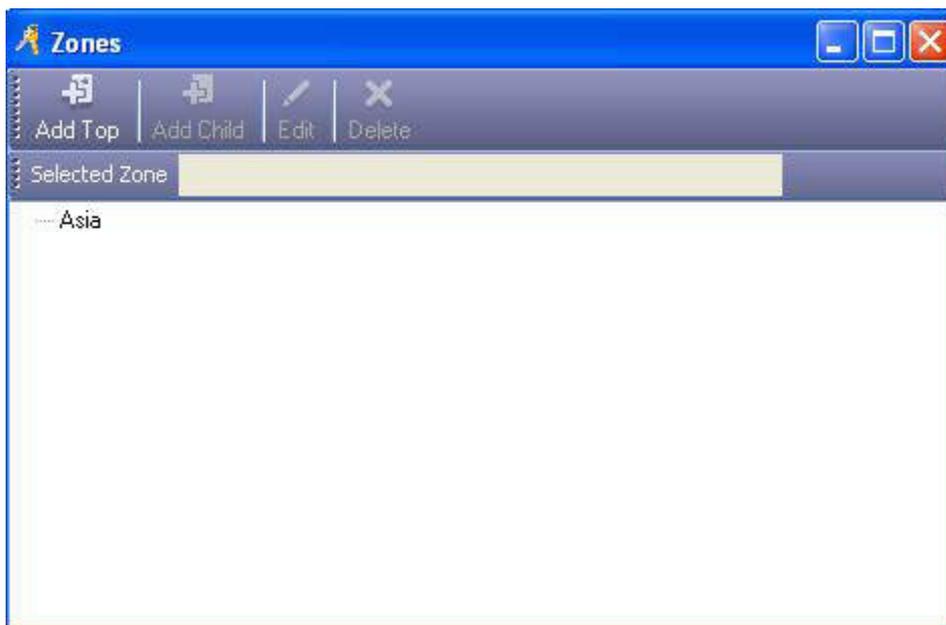
Click "Zones"



Click "Add Top"



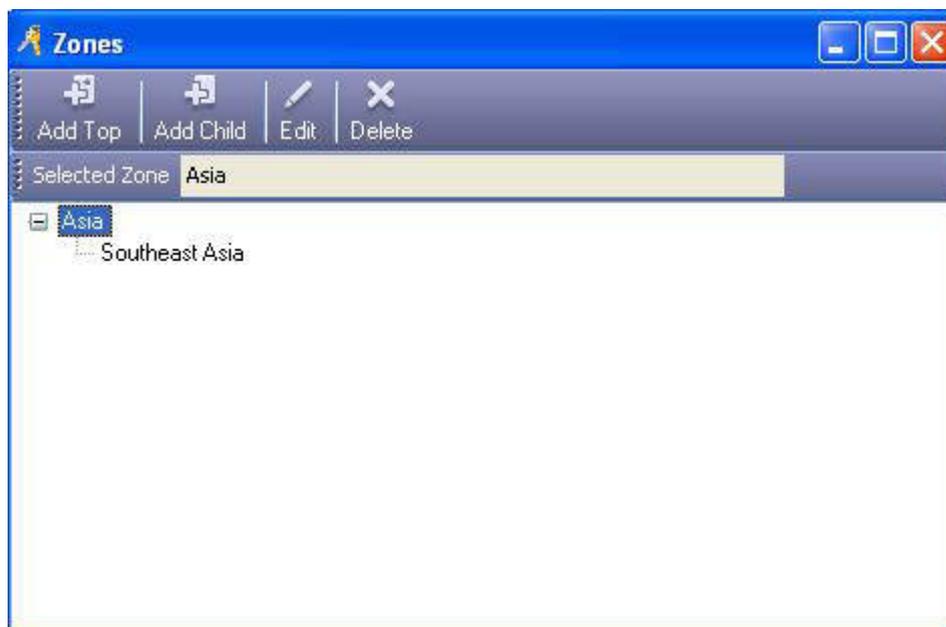
Click "OK"



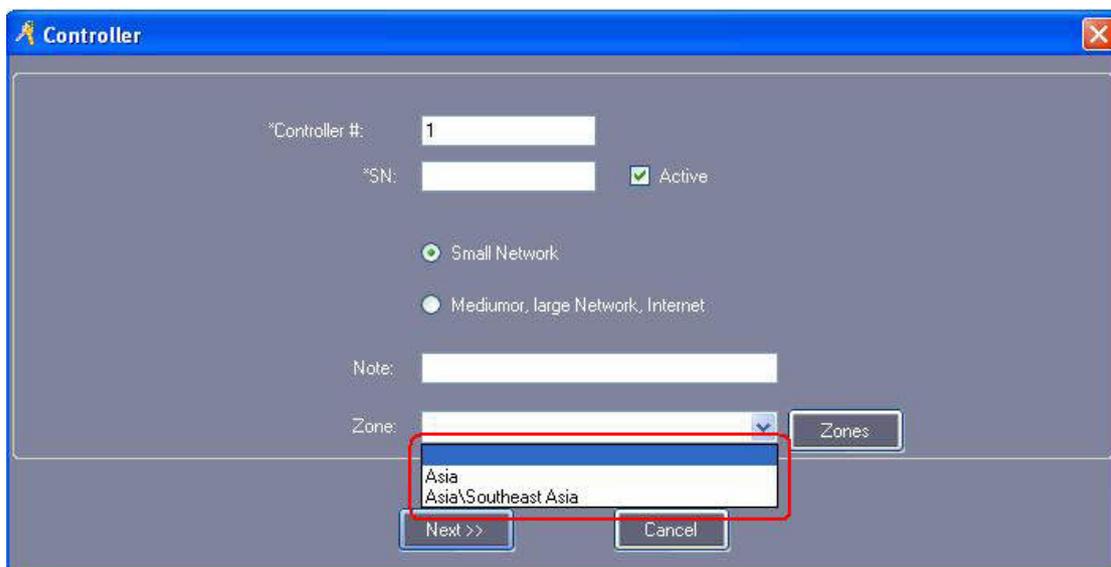
Click the “Add Child” to add a new Child under the Top.



Click “OK”



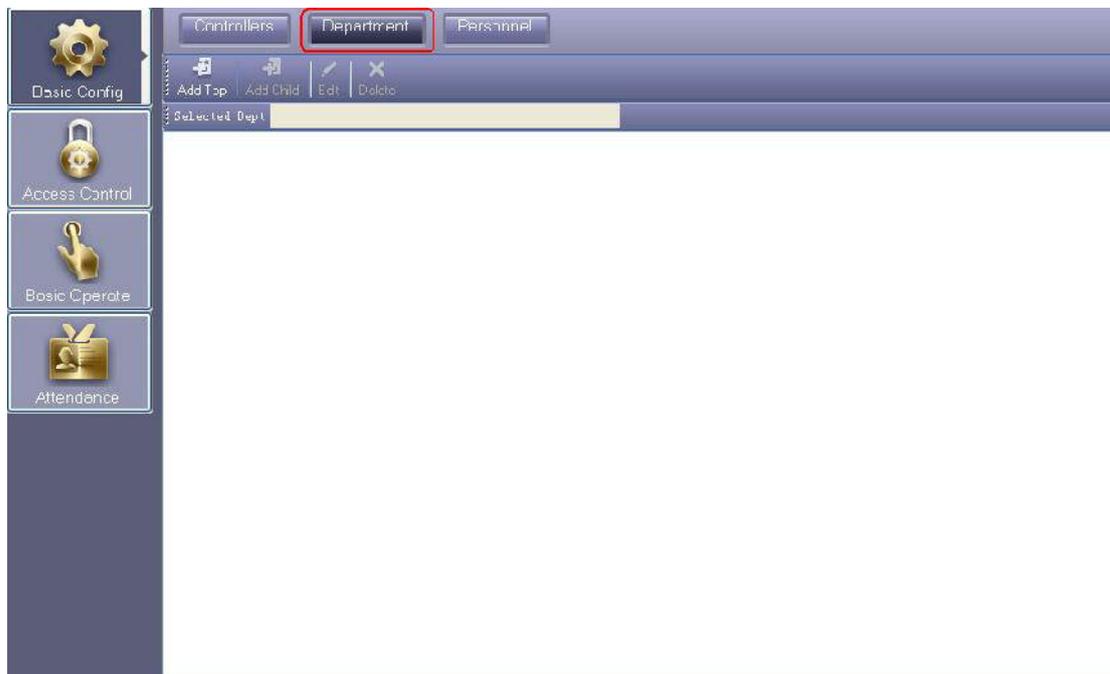
Click 



2.3 Operation of Department and Registered User

2.3.1 Add Department

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



click the  to create a new department.



Click "OK"



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

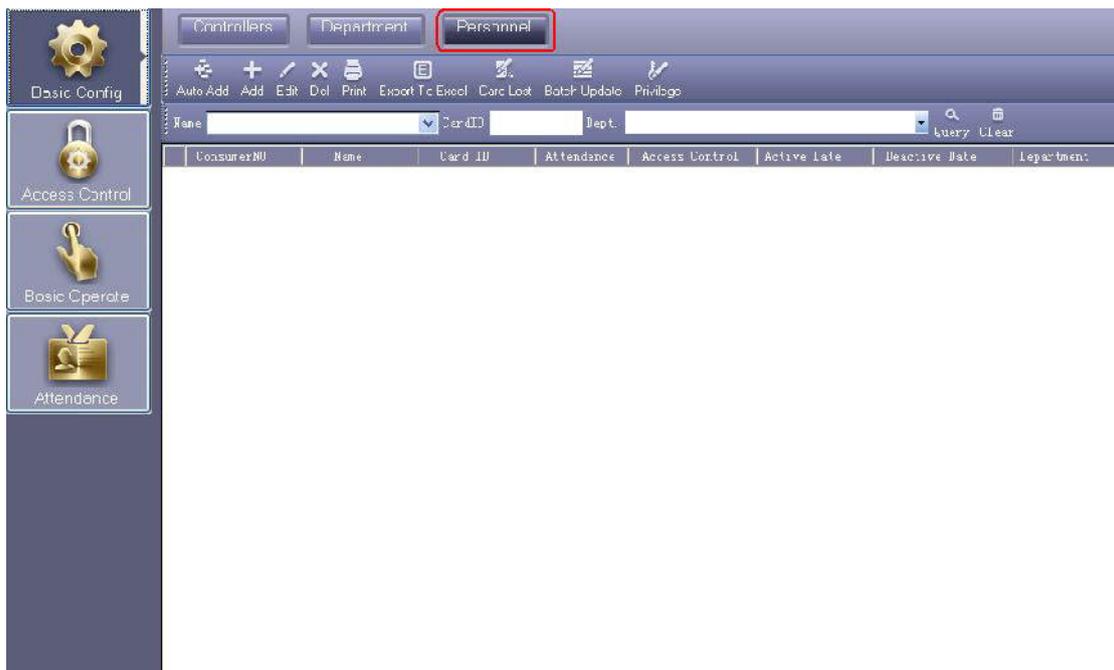


Click "OK"



2.3.2 Add and Edit a User

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



Click “Add” to add users.

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

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

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

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

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

User “Others” information

The screenshot shows a window titled "User" with a blue header bar. Below the header are two tabs: "Main" and "Others", with "Others" being the active tab. The main area contains two columns of input fields. The left column includes: Sex (dropdown), Nationality, Religion, Hometown, Birthday, Marriage, Political, Culture, Work Phone, Mobile, Home Phone, and En. Name. The right column includes: Corp., Title, Tech Grade, Cert. Type, Cert. ID, Social Insurance No., Join Date, Leave Date, Email, Addr, PostCode, and Note. At the bottom of the window are three buttons: "Add Next", "OK", and "Exit".

2.3.3 Auto Add the registration card

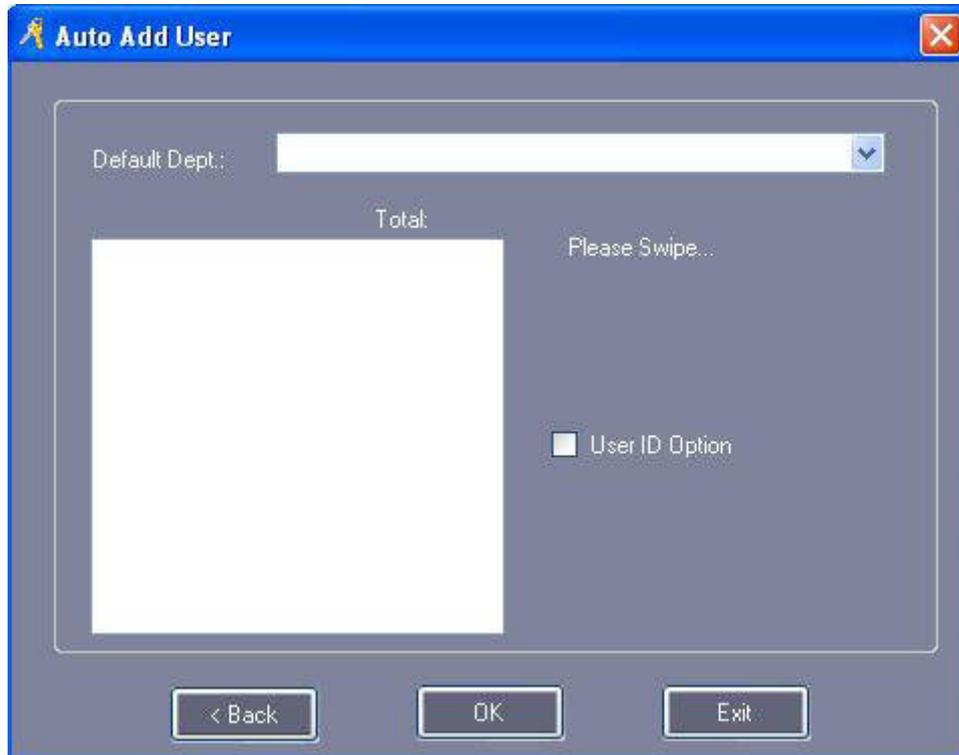
Select **【Basic Configure】 > 【Personnel】 > 【Auto Add】**

The screenshot shows a dialog box titled "Auto Add User" with a blue header bar. Below the header is a section titled "Select Device" containing three radio button options: "USB Reader" (which is selected), "Door", and "Manual Batch Input". To the right of the "Door" option is a dropdown menu showing "Entrance Door". At the bottom of the dialog are two buttons: "Next >" and "Cancel".

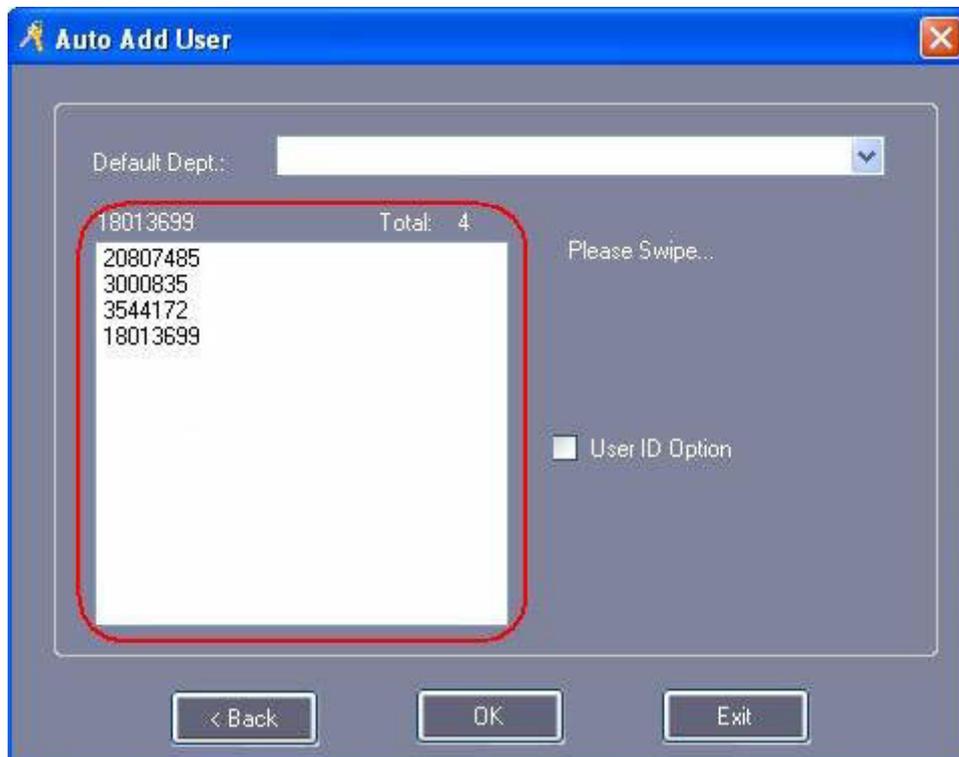
If you selected "USBReader", must connect the assign card reader

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

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

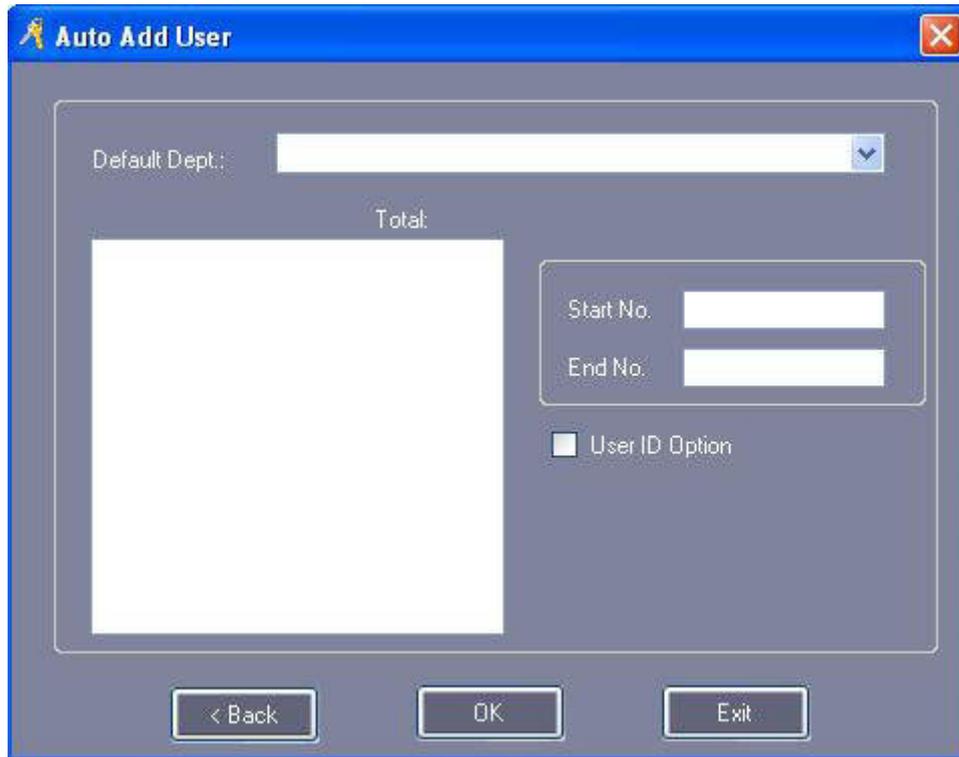


After the card swiping

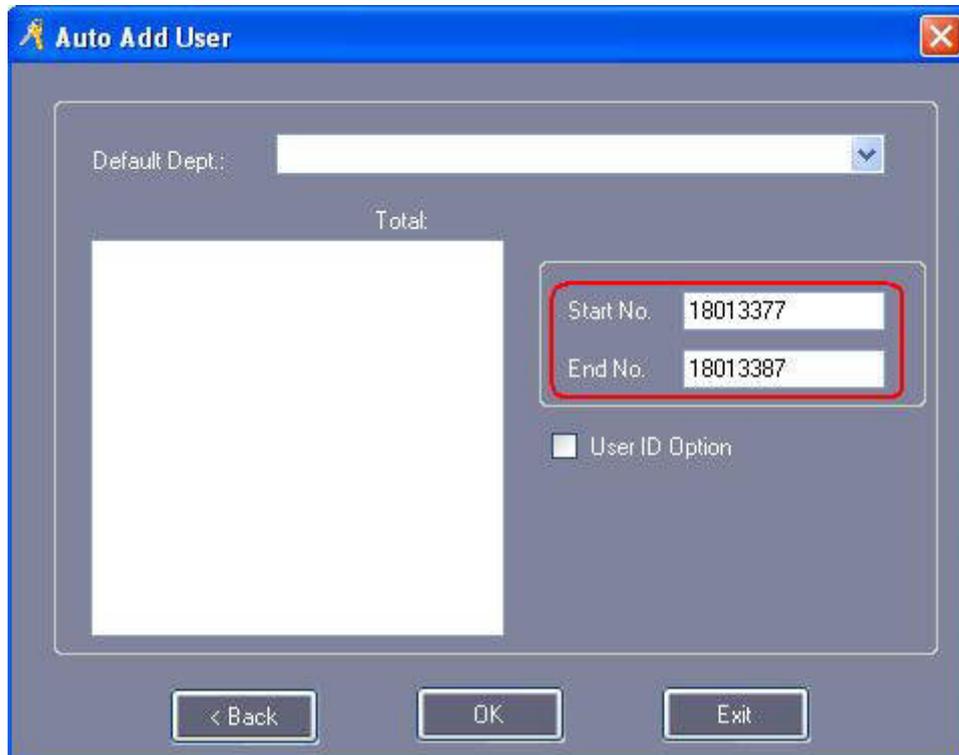


Click "OK", Auto added to the Software.

Select "Manual Batch Input" ,Click "Next"



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



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

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

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

2.3.4 Alter Single-user’s Privilege

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

2.3.5 Card Lost

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

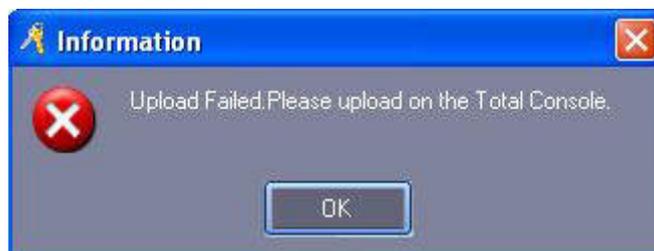
Select **【Basic Configure】 > 【Personnel】 > 【Card Lost】**

Input "New Card ID" :18014987

Click "OK"

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

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

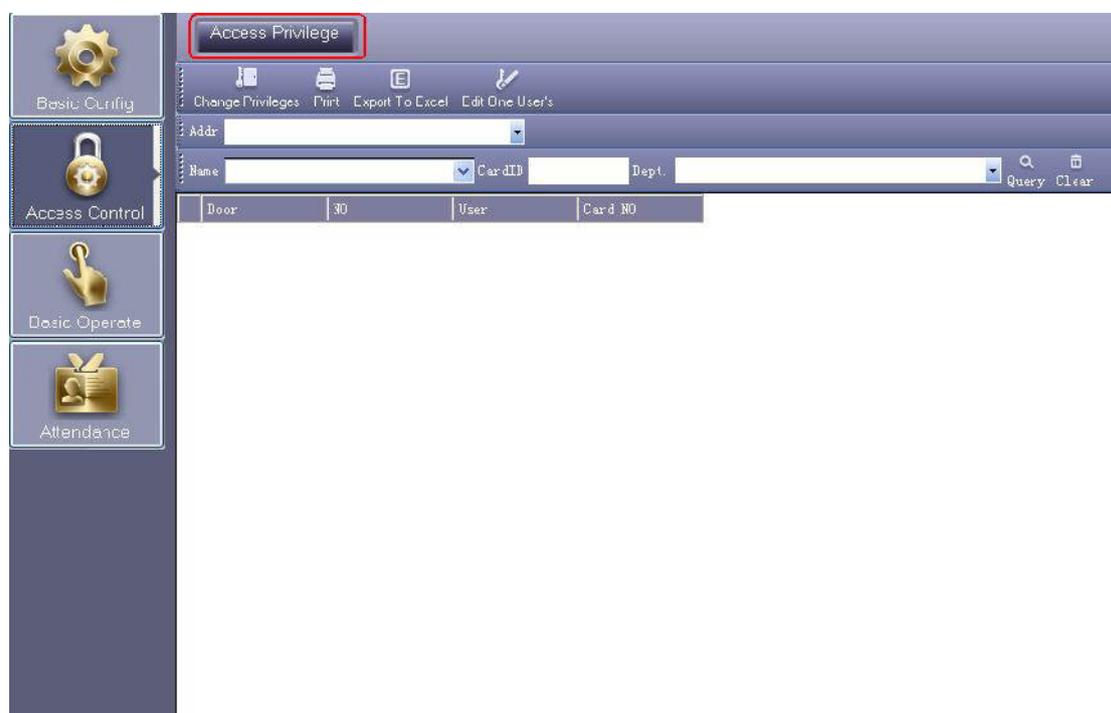


2.4 Basic Operate

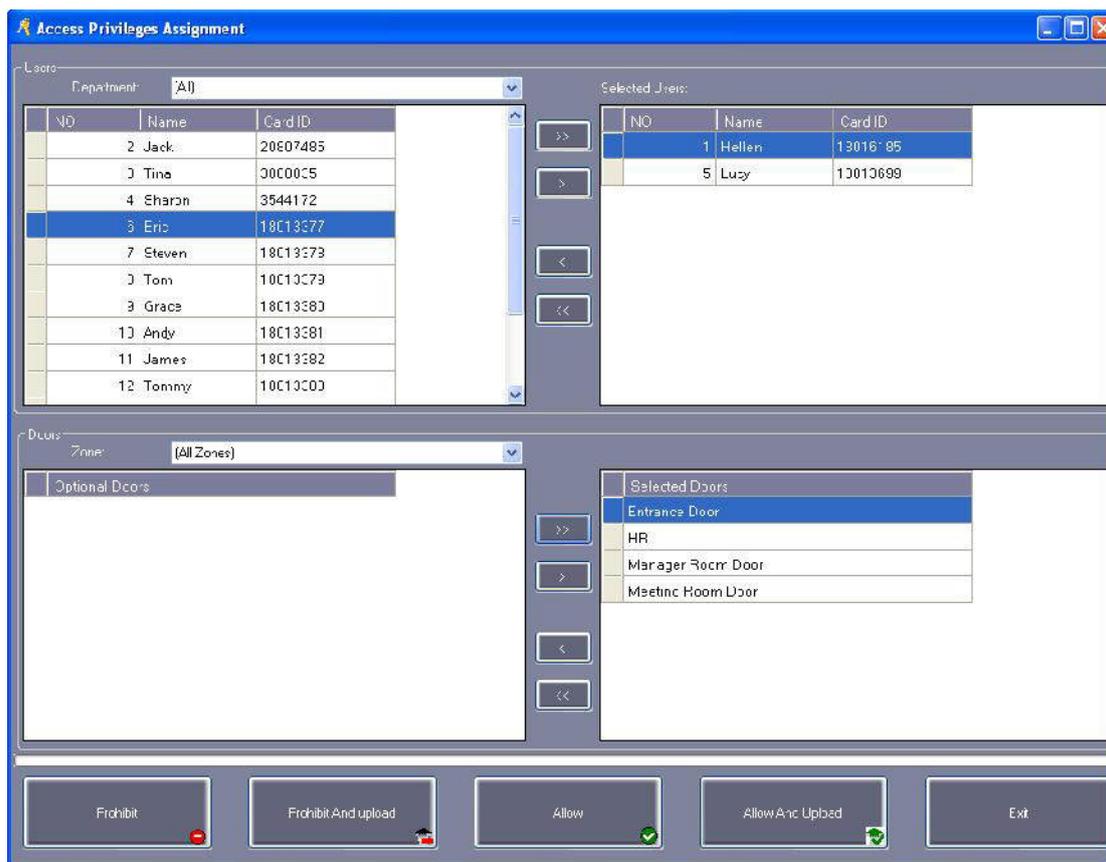
2.4.1 Privilege Management

2.4.1.1 Access Privilege

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



Click  Change Privileges

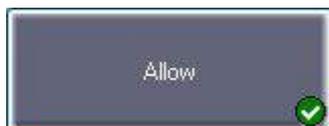


">>":Select all "Users" or Select all "Optional Doors"

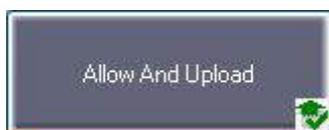
">":Select one "Users" or Select one "Optional Doors".

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

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



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



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

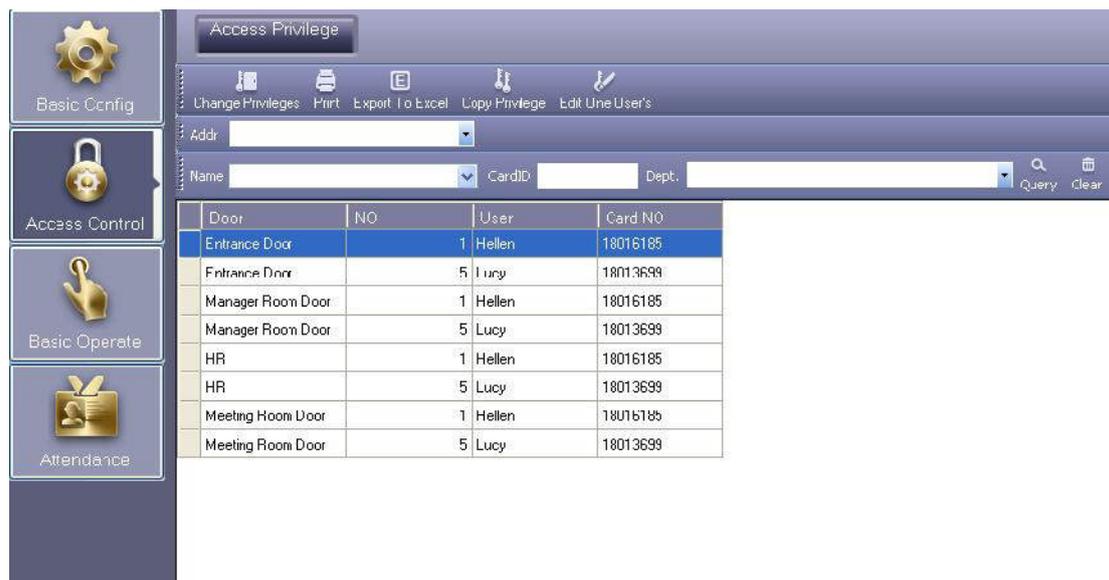


After clicking this button, and then **basic operation << upload**, the selected users can't pass through selected doors.



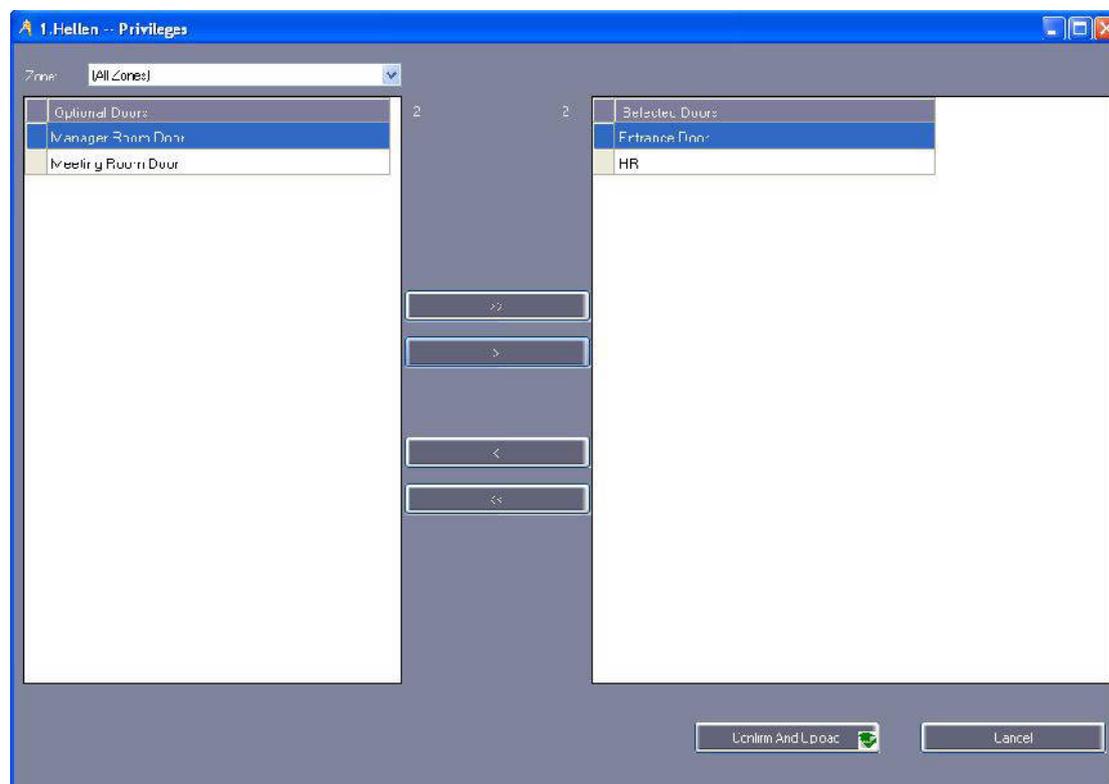
After clicking this button, the selected users can't pass through

selected doors.

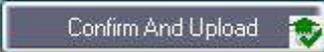


After adding all privilege into the system, you must go to the **basic operate** << **upload** the operation, please consult (Chapter [2.5.2 Upload Setting](#)).

2.4.1.2 Edit One User's Privilege



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

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

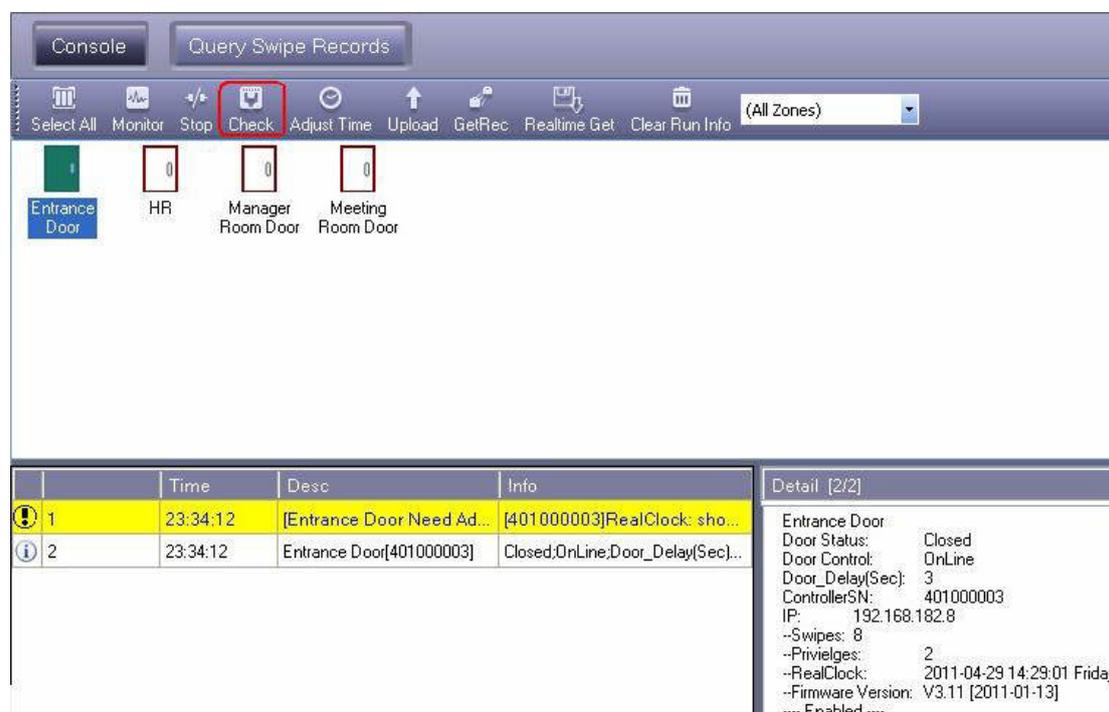
2.5 Console

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

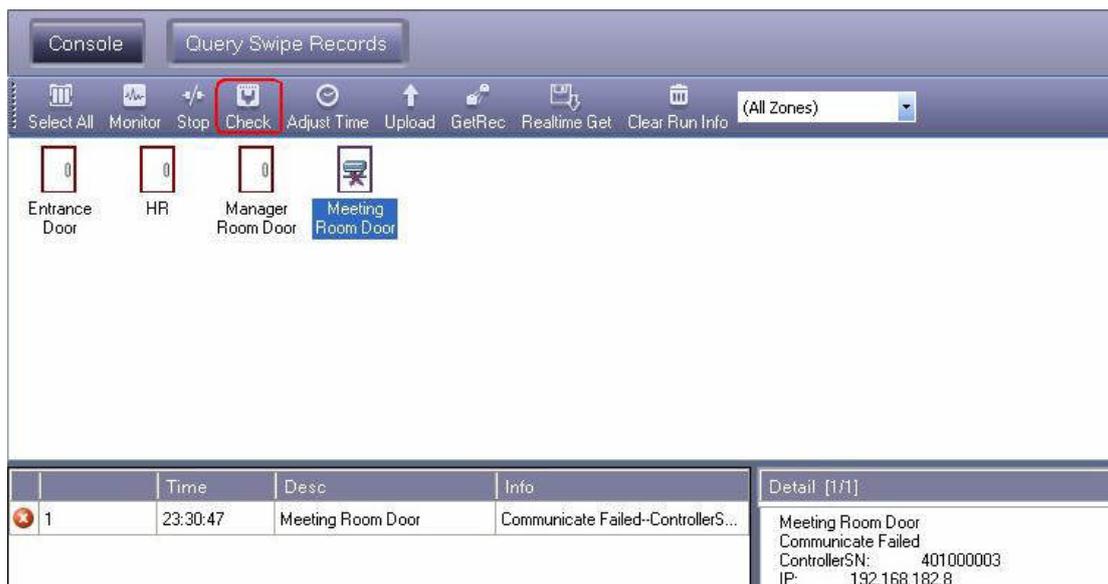


2.5.1 Controller’s Info Check

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

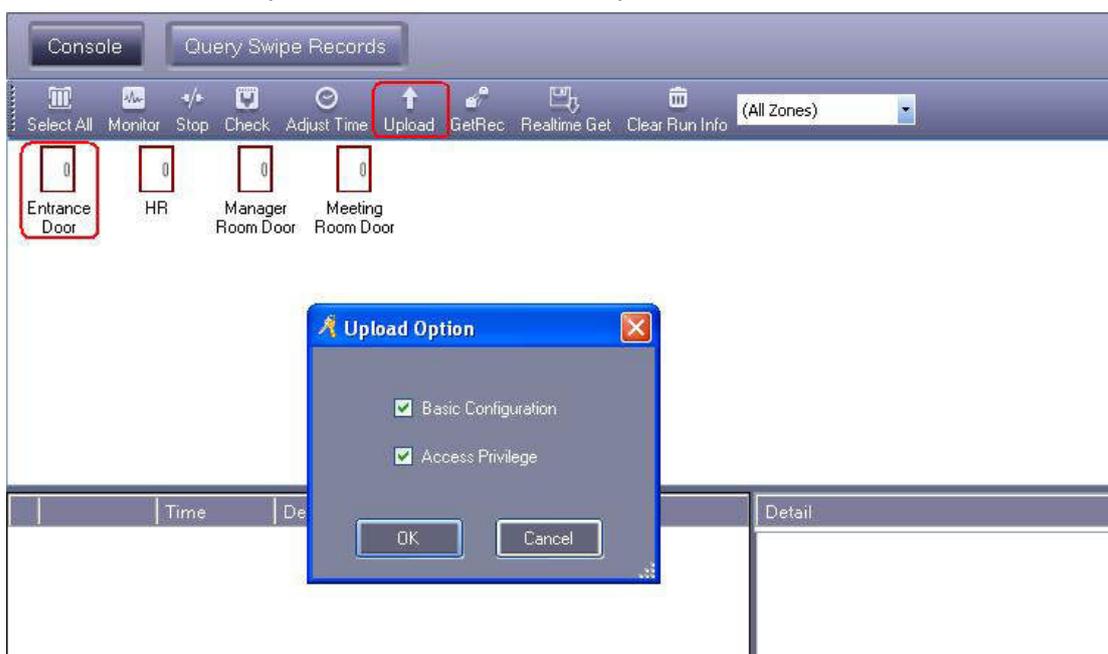


It will show the control's basic information .such as the amount of swipings and privileges, Door status, control status, open delay (sec) .If the controller is well communicated with computer, the door label's color is green , and otherwise the color is red.

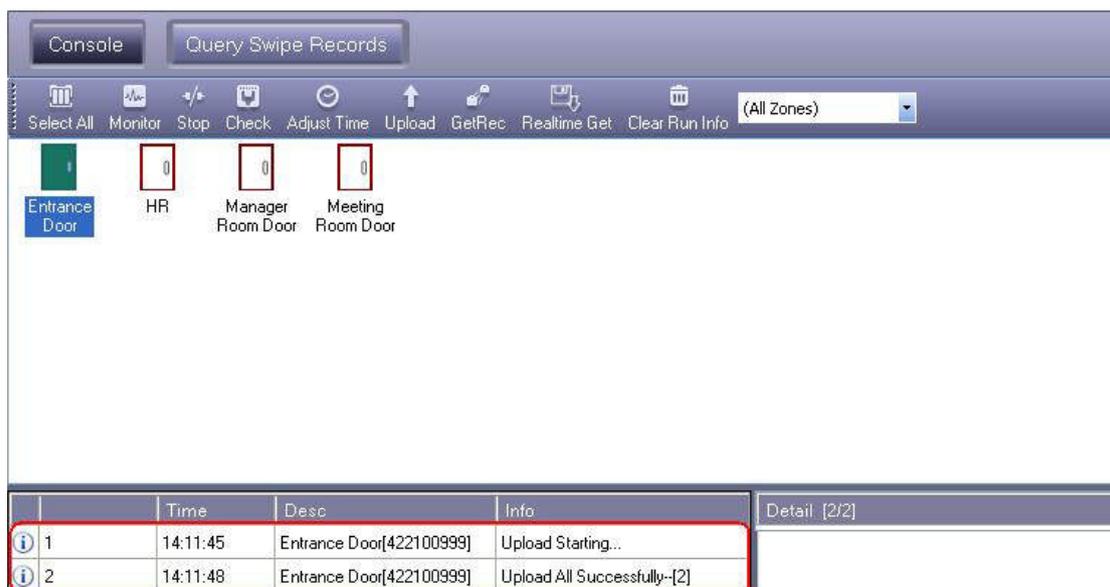


2.5.2 Upload Setting

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



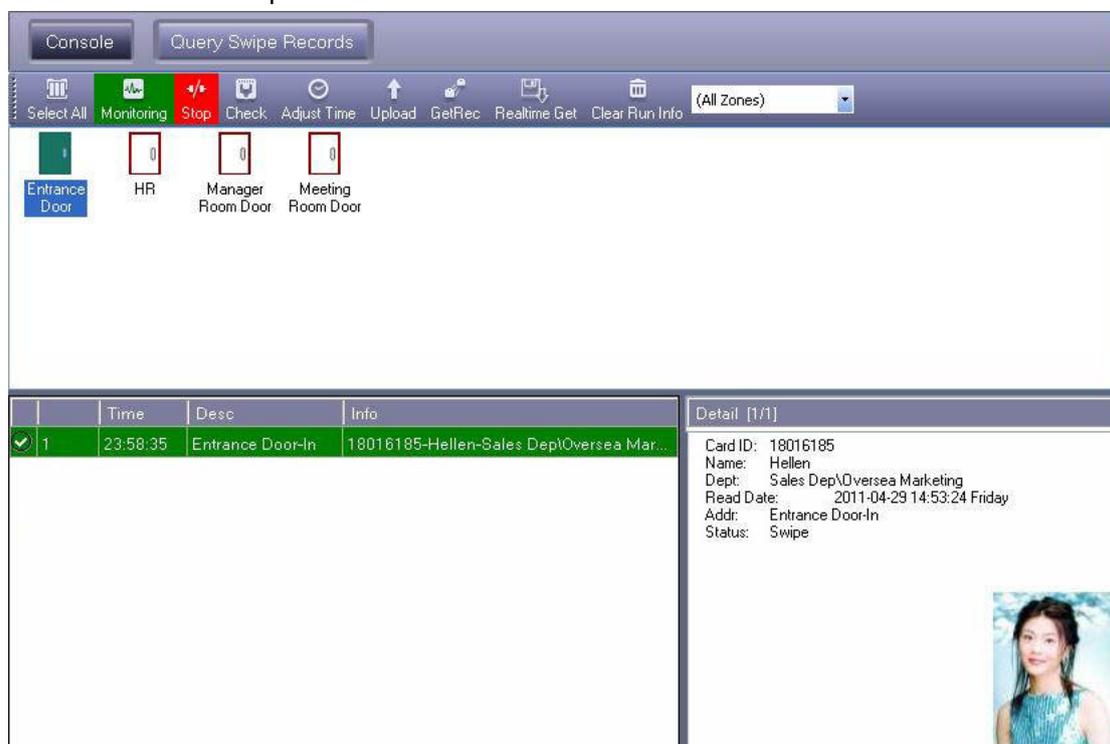
Click "OK"



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

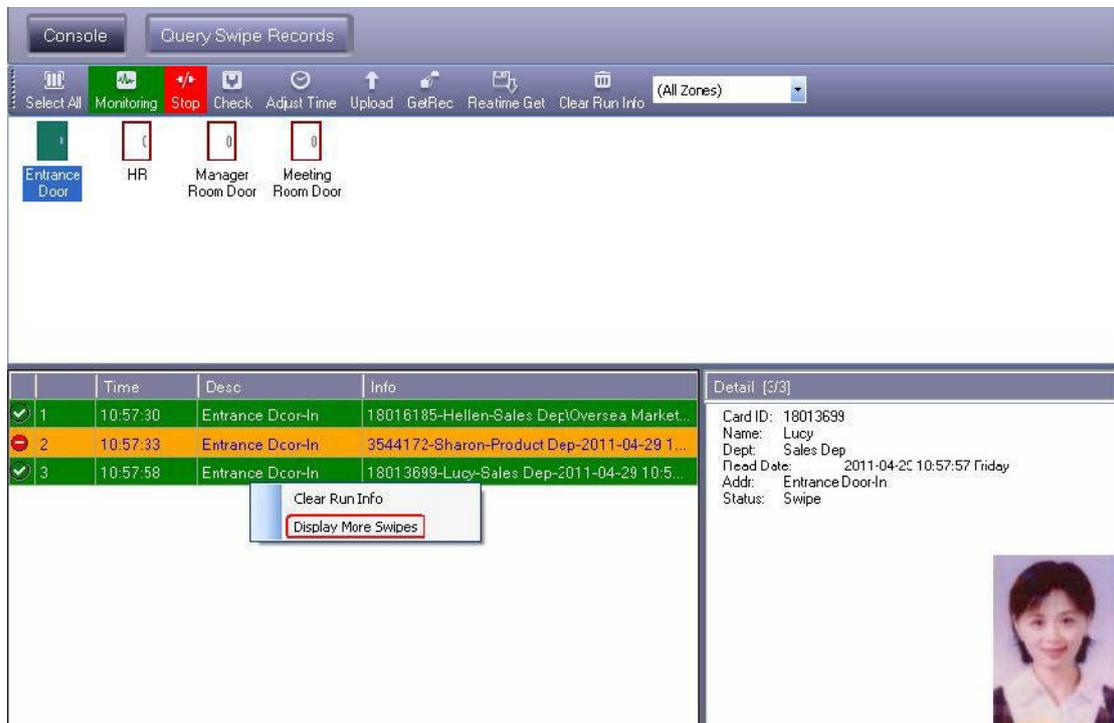
2.5.3 Real-time Monitoring

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



2.5.4 Display More Swipes

Only display swipe card records.



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

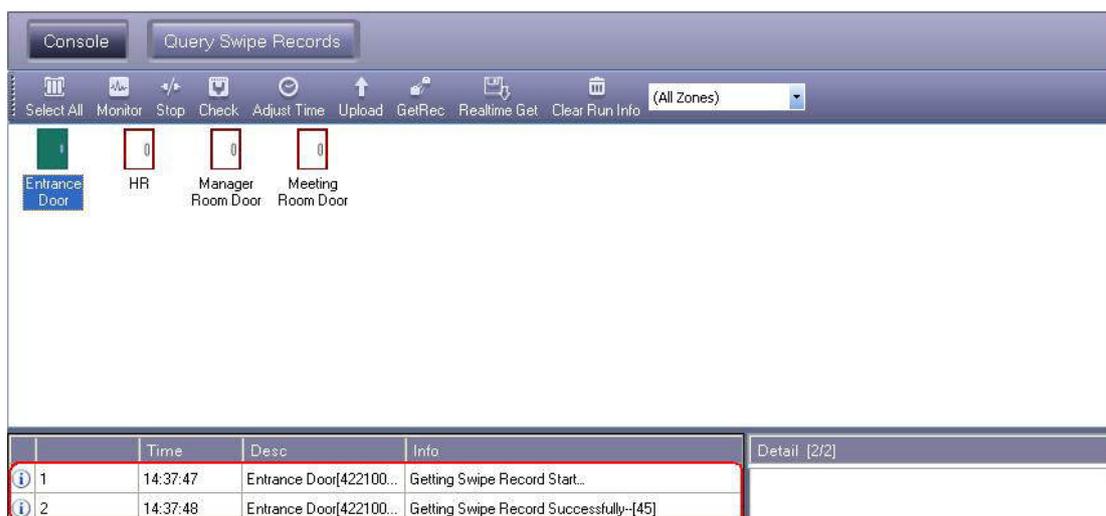


Right click "Photo". You can adjust the display of information.



2.5.5 Download Records

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



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

2.6 Records Query

Please "GetRec" Records and then query.

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

| RecID | Card No | Consumer No | User | Dept | Date/Time | Addr | Pass | Desc |
|-------|----------|-------------|--------|------------------------------|----------------------------|----------------------|-------------------------------------|-----------------------------|
| 15 | 70110105 | 1 | Hallen | Sales Dept/Oversea Marketing | 2011-04-29 15:07:11 Friday | Entrance Door In | <input checked="" type="checkbox"/> | Swipe |
| 04 | 20507485 | 2 | Jack | Sales Dept | 2011-04-29 15:07:52 Friday | Meeting Room Door In | <input type="checkbox"/> | Denied Access: No PRIVILEGE |
| 03 | 18213277 | 6 | Elio | Sales Dept/Oversea Marketing | 2011-04-29 15:07:50 Friday | Meeting Room Door In | <input type="checkbox"/> | Denied Access: No PRIVILEGE |
| 104 | 70110101 | 5 | Luz | Sales Dept | 2011-04-29 15:07:40 Friday | Meeting Room Door In | <input checked="" type="checkbox"/> | Swipe |
| 01 | 3544172 | 4 | Eheron | Product Dept | 2011-04-29 15:07:38 Friday | Meeting Room Door In | <input type="checkbox"/> | Denied Access: No PRIVILEGE |
| 00 | 18216185 | 1 | Hallen | Sales Dept/Oversea Marketing | 2011-04-29 15:07:47 Friday | Meeting Room Door In | <input checked="" type="checkbox"/> | Swipe |
| 00 | 20107405 | 3 | Jack | Sales Dept | 2011-04-29 15:07:43 Friday | HR In | <input type="checkbox"/> | Denied Access: No PRIVILEGE |
| 98 | 18213277 | 6 | Elio | Sales Dept/Oversea Marketing | 2011-04-29 15:07:42 Friday | HR In | <input type="checkbox"/> | Denied Access: No PRIVILEGE |
| 97 | 18213277 | 6 | Elio | Sales Dept | 2011-04-29 15:07:41 Friday | HR In | <input checked="" type="checkbox"/> | Swipe |
| 96 | 3544172 | 4 | Eheron | Product Dept | 2011-04-29 15:07:39 Friday | HR In | <input type="checkbox"/> | Denied Access: No PRIVILEGE |
| 95 | 18216185 | 1 | Hallen | Sales Dept/Oversea Marketing | 2011-04-29 15:07:38 Friday | HR In | <input checked="" type="checkbox"/> | Swipe |
| 94 | 20507485 | 2 | Jack | Sales Dept | 2011-04-29 15:07:33 Friday | Manager Room Door In | <input type="checkbox"/> | Denied Access: No PRIVILEGE |
| 93 | 18213277 | 6 | Elio | Sales Dept/Oversea Marketing | 2011-04-29 15:07:30 Friday | Manager Room Door In | <input type="checkbox"/> | Denied Access: No PRIVILEGE |
| 92 | 18213277 | 6 | Luz | Sales Dept | 2011-04-29 15:07:29 Friday | Manager Room Door In | <input checked="" type="checkbox"/> | Swipe |
| 91 | 3544172 | 4 | Eheron | Product Dept | 2011-04-29 15:07:28 Friday | Manager Room Door In | <input type="checkbox"/> | Denied Access: No PRIVILEGE |
| 90 | 18216185 | 1 | Hallen | Sales Dept/Oversea Marketing | 2011-04-29 15:07:24 Friday | Manager Room Door In | <input checked="" type="checkbox"/> | Swipe |
| 89 | 20507485 | 2 | Jack | Sales Dept | 2011-04-29 15:07:18 Friday | Entrance Door In | <input type="checkbox"/> | Denied Access: No PRIVILEGE |
| 88 | 3000885 | 3 | Tina | Sales Dept | 2011-04-29 15:07:17 Friday | Entrance Door In | <input type="checkbox"/> | Denied Access: No PRIVILEGE |
| 87 | 18213277 | 6 | Elio | Sales Dept/Oversea Marketing | 2011-04-29 15:07:14 Friday | Entrance Door In | <input type="checkbox"/> | Denied Access: No PRIVILEGE |
| 86 | 18213277 | 6 | Luz | Sales Dept | 2011-04-29 15:07:13 Friday | Entrance Door In | <input checked="" type="checkbox"/> | Swipe |
| 85 | 3544172 | 4 | Eheron | Product Dept | 2011-04-29 15:07:12 Friday | Entrance Door In | <input type="checkbox"/> | Denied Access: No PRIVILEGE |

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

Query result as follows:

| RecID | Card No | Consumer No | User | Dept | Date/Time | Addr | Pass | Desc |
|-------|----------|-------------|--------|------------------------------|----------------------------|------------------|-------------------------------------|-----------------------------|
| 105 | 18016185 | 1 | Hallen | Sales Dept/Oversea Marketing | 2011-04-29 15:08:13 Friday | Entrance Door In | <input checked="" type="checkbox"/> | Swipe |
| 89 | 20507485 | 2 | Jack | Sales Dept | 2011-04-29 15:07:13 Friday | Entrance Door In | <input type="checkbox"/> | Denied Access: No PRIVILEGE |
| 00 | 3000005 | 3 | Tina | Sales Dept | 2011-04-29 15:07:17 Friday | Entrance Door In | <input type="checkbox"/> | Denied Access: No PRIVILEGE |
| 87 | 18013277 | 6 | Elio | Sales Dept/Oversea Marketing | 2011-04-29 15:07:14 Friday | Entrance Door In | <input type="checkbox"/> | Denied Access: No PRIVILEGE |
| 06 | 10013200 | 5 | Luz | Sales Dept | 2011-04-29 15:07:11 Friday | Entrance Door In | <input checked="" type="checkbox"/> | Swipe |
| 85 | 3544172 | 4 | Eheron | Product Dept | 2011-04-29 15:07:12 Friday | Entrance Door In | <input type="checkbox"/> | Denied Access: No PRIVILEGE |
| 84 | 18016185 | 1 | Hallen | Sales Dept/Oversea Marketing | 2011-04-29 15:07:11 Friday | Entrance Door In | <input checked="" type="checkbox"/> | Swipe |
| 01 | 30007405 | 3 | Jack | Sales Dept | 2011-04-29 15:06:51 Friday | Entrance Door In | <input type="checkbox"/> | Denied Access: No PRIVILEGE |
| 82 | 3000885 | 3 | Tina | Sales Dept | 2011-04-29 15:06:51 Friday | Entrance Door In | <input type="checkbox"/> | Denied Access: No PRIVILEGE |
| 01 | 10013277 | 6 | Luz | Sales Dept/Oversea Marketing | 2011-04-29 15:06:41 Friday | Entrance Door In | <input type="checkbox"/> | Denied Access: No PRIVILEGE |
| 80 | 18013277 | 6 | Luz | Sales Dept | 2011-04-29 15:06:43 Friday | Entrance Door In | <input checked="" type="checkbox"/> | Swipe |

2.7 Tools

2.7.1 Change Password

Change operator's password.

Select **【Tools】 > 【Edit Operator】**



Modify the Name and password for abc operator.

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

Remark: Only one abc user display the interface above.

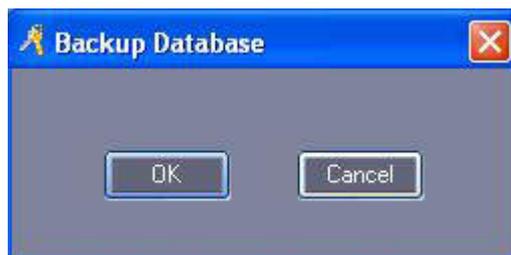
Active "Operator Management" in the "Extended Functions" enabled, if have more than one operator will display "change password".



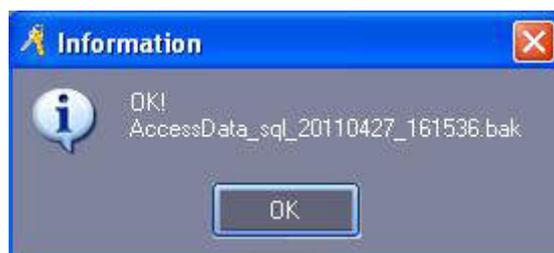
【Change Password】

2.7.2 DB Backup

Select **【Tools】 > 【DB Backup】**



Click "OK"



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

2.7.3 Language Option

Select **【Tools】** > **【Option】**



Select "English", Software interface language displays in English

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

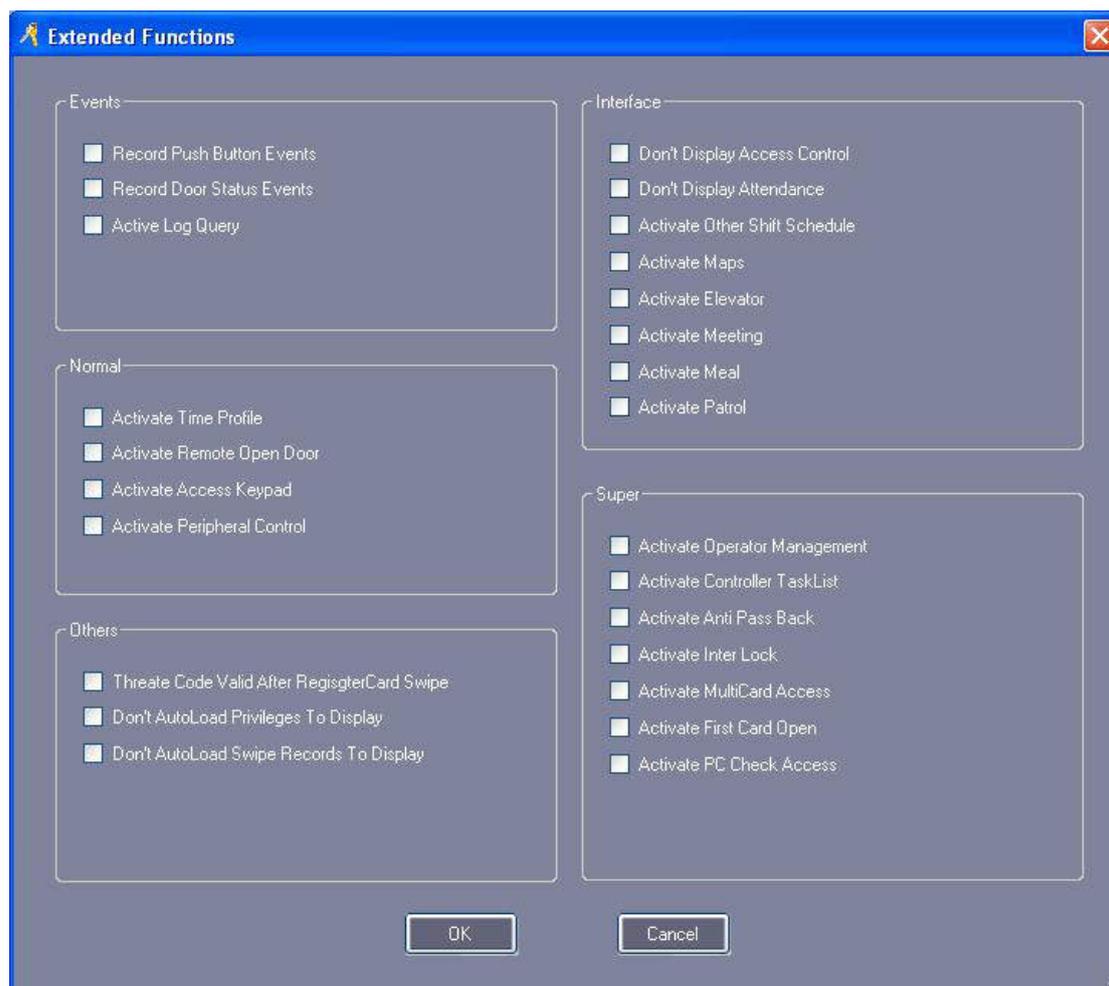
Select "Auto Login", In "Login" windows, you don't need to input "User Name" and "Password".

Part 3 Extended Function

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



If you want to Activate the Extended Function . please input the password .
Please ask provider for password.
The extended function list is as follows:



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

3.1 Events

3.1.1 Record Push Button Events

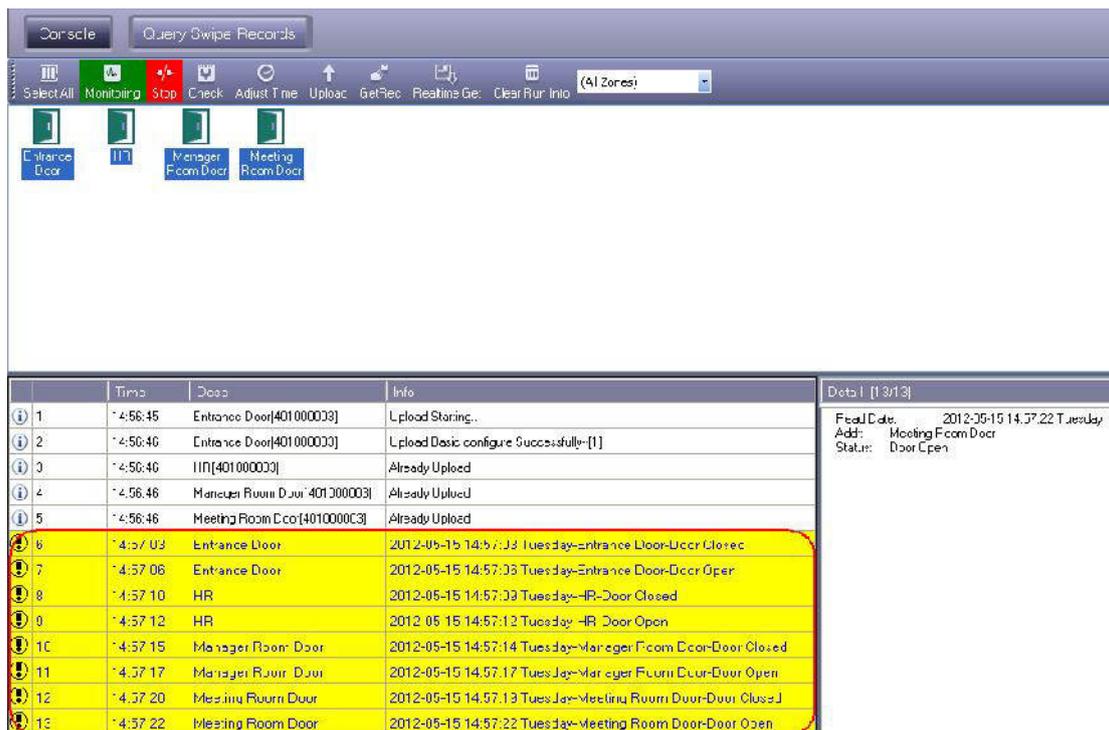
Record each time the button operation, active this function, you must upload to console.

| | 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 | 14:40:13 | Meeting Room Door(401000003) | Already Upload |
| 6 | 14:48:28 | 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 | 14:40:34 | Manager Room Door | 2012-05-15 14:40:33 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]
 Recd Date: 2012-05-15 14:48:35 Tuesday
 Addr: Meeting Room Door
 Status: Push Button

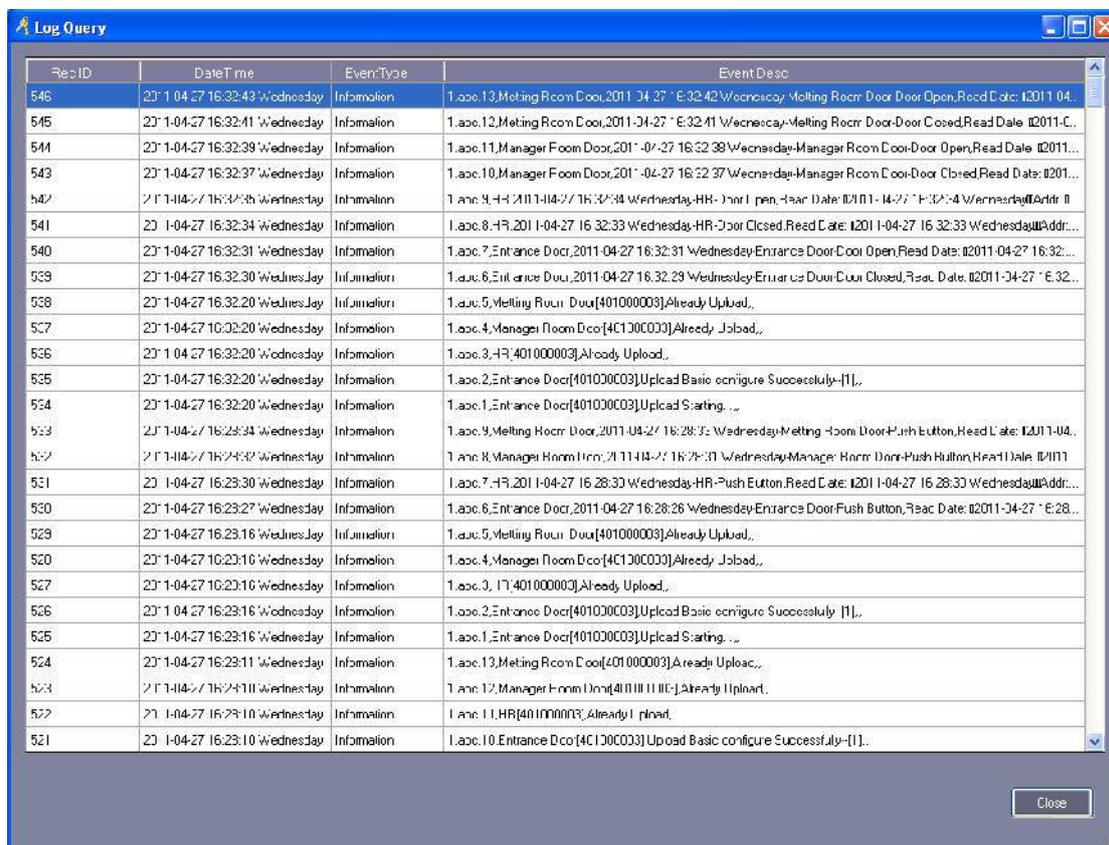
3.1.2 Record Door Status Events

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



3.1.3 Active Log Query

Select **【Tools】 > 【Log Query】**



3.2 Interface

3.2.1 Activate Elevator

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

3.2.1.1 Add Elevator

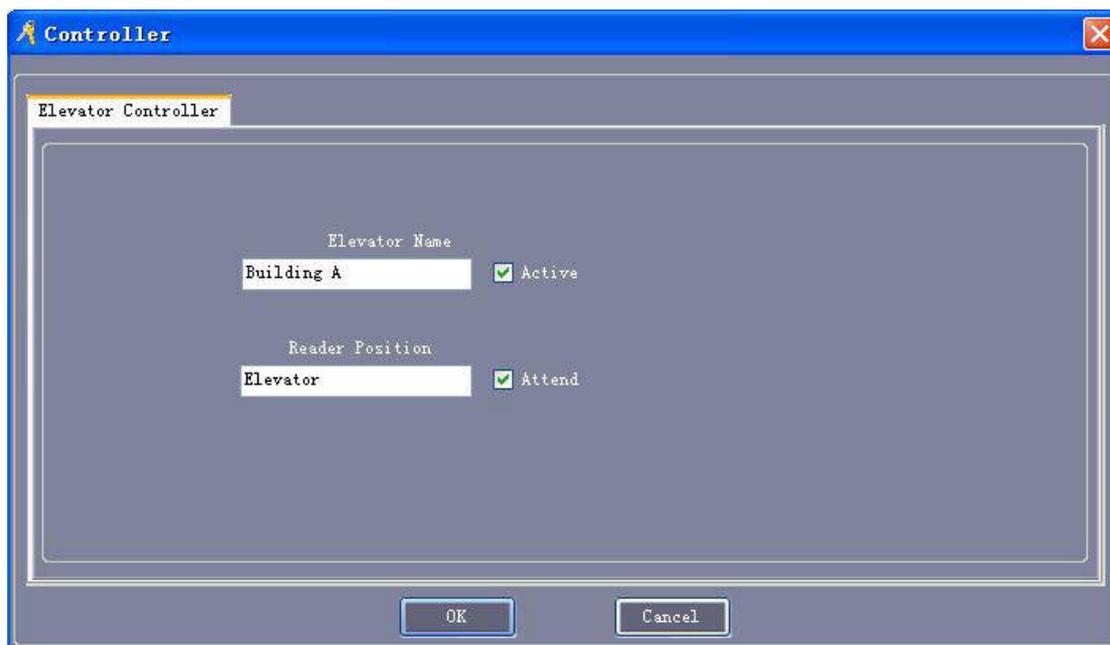
Select **【Basic Config】** > **【Controllers】** ,Click “New”.

The screenshot shows a configuration window titled "Controller". It has a blue header bar with a small icon on the left and a close button on the right. The main area is light gray and contains the following elements:

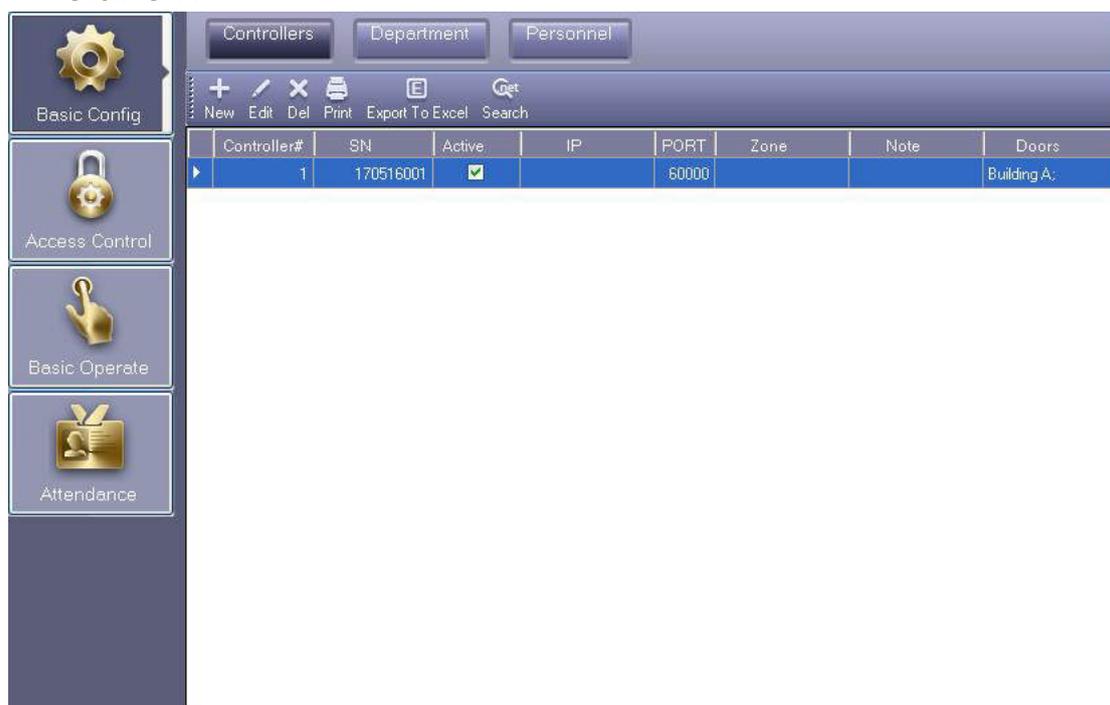
- *Controller #: 1 (text input)
- *SN: 170516001 (text input)
- Active: (checkbox)
- Small Network: (radio button)
- Mediumor, large Network, Internet: (radio button)
- Note: (text input)
- Zone: (text input)
- Zones: (button)
- Next >>: (button)
- Cancel: (button)

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

Click “Next”.

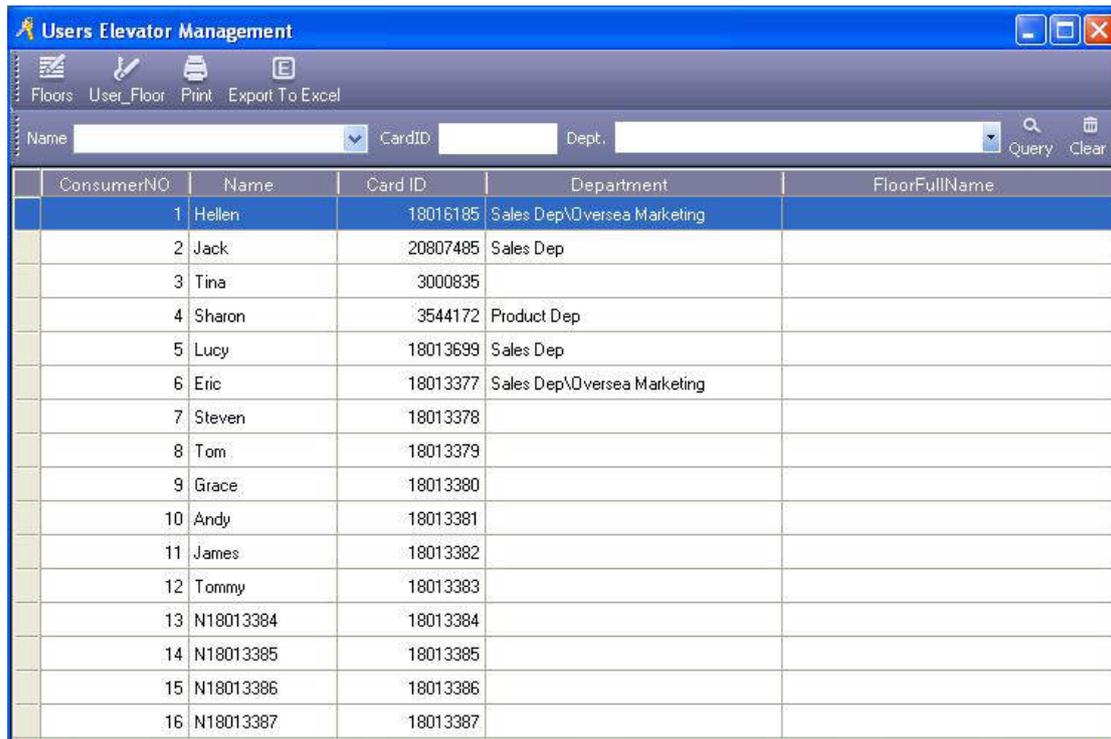


Click "OK".



3.2.1.2 Elevator Management

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



The screenshot shows a software window titled "Users Elevator Management". The window has a menu bar with "Floors", "User_Floor", "Print", and "Export To Excel". Below the menu bar are search fields for "Name", "CardID", and "Dept.", along with "Query" and "Clear" buttons. The main area contains a table with the following columns: ConsumerNO, Name, Card ID, Department, and FloorFullName. The table lists 16 users with their respective IDs, names, card numbers, and departments.

| 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:

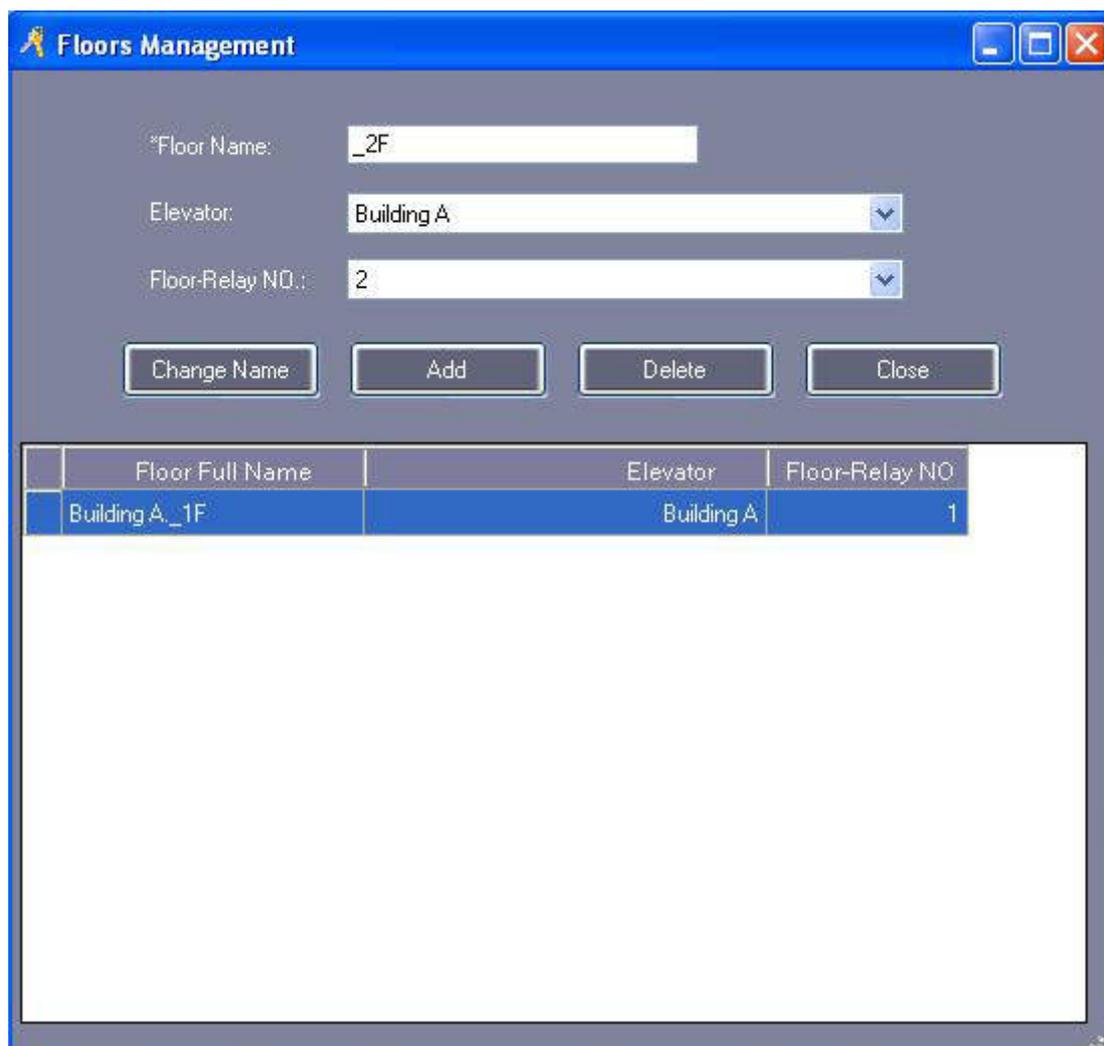
Floor-Relay NO.:

| 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】

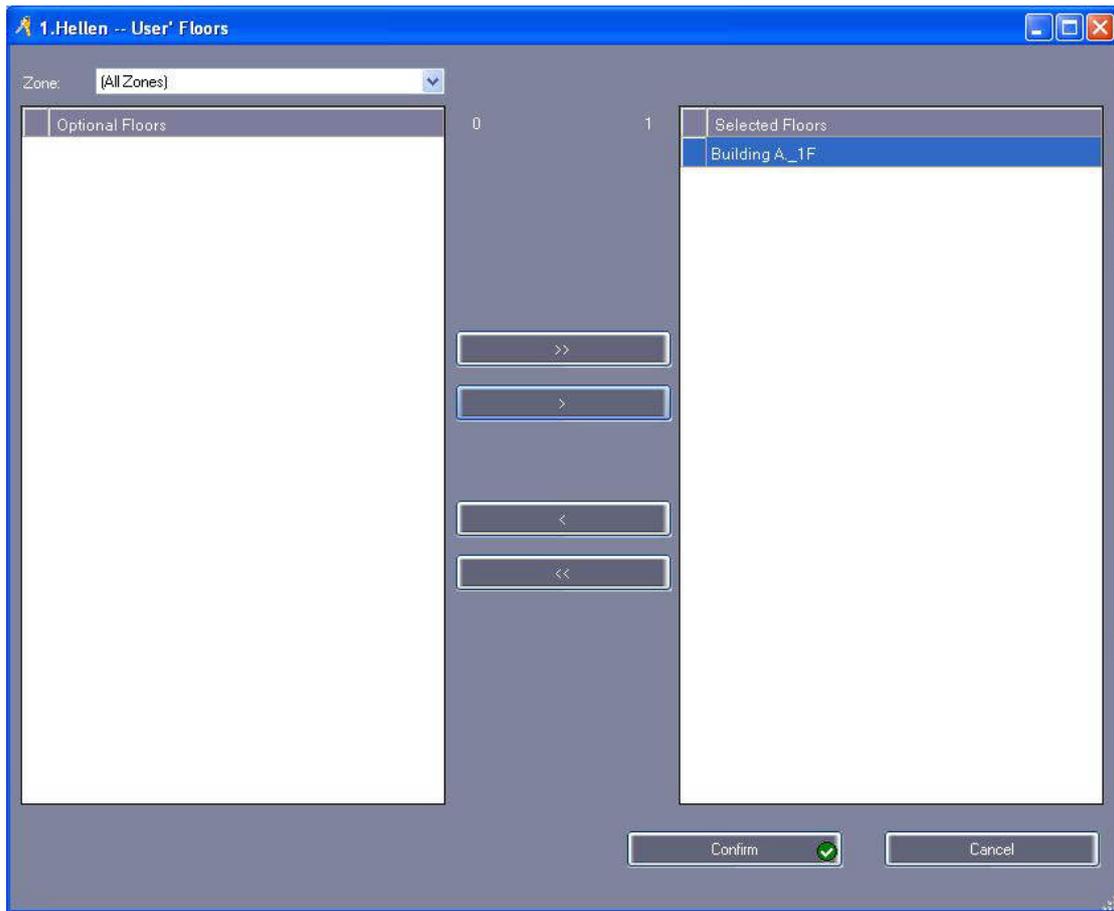
Fill in "Floor Name" , select "Elevator" and "Floor-Relay NO", Click "Add". If you do not need to re-fill, Click "Add".



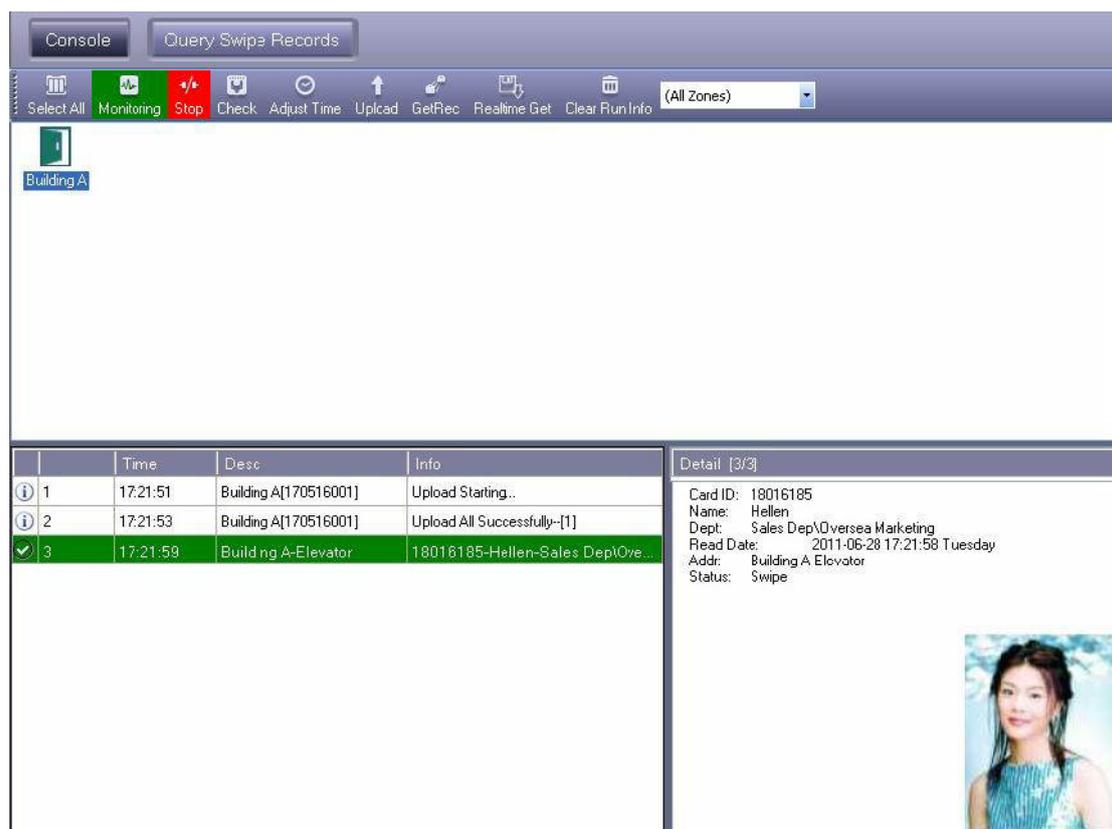
3.2.1.2.2 Set user up to floor

Fist selected user, Then click "User_Floor".

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



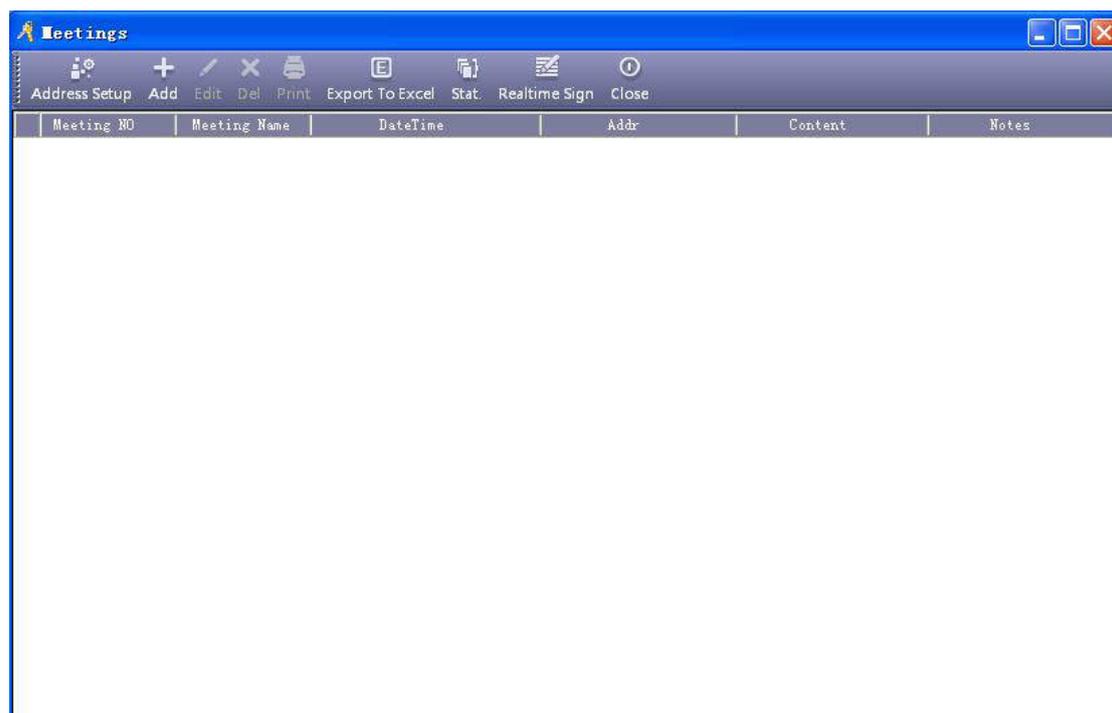
Click "Confirm", Back to "Console" click "Upload". Then Swiping Card, "Hellen" will be enter into 3rd floor.



3.2.2 Activate Meeting

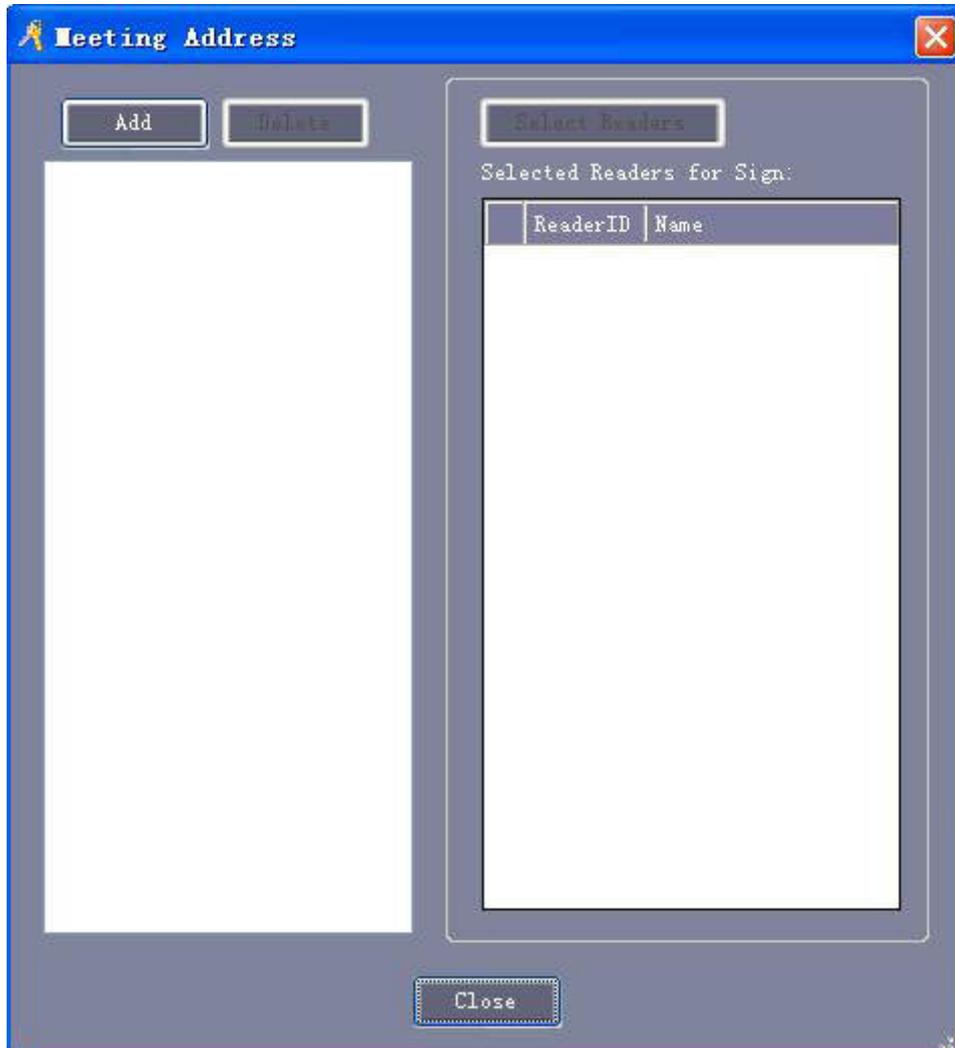
Enter "Extended Function", In front of "Activate Meeting" mark this with to activate this function.

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

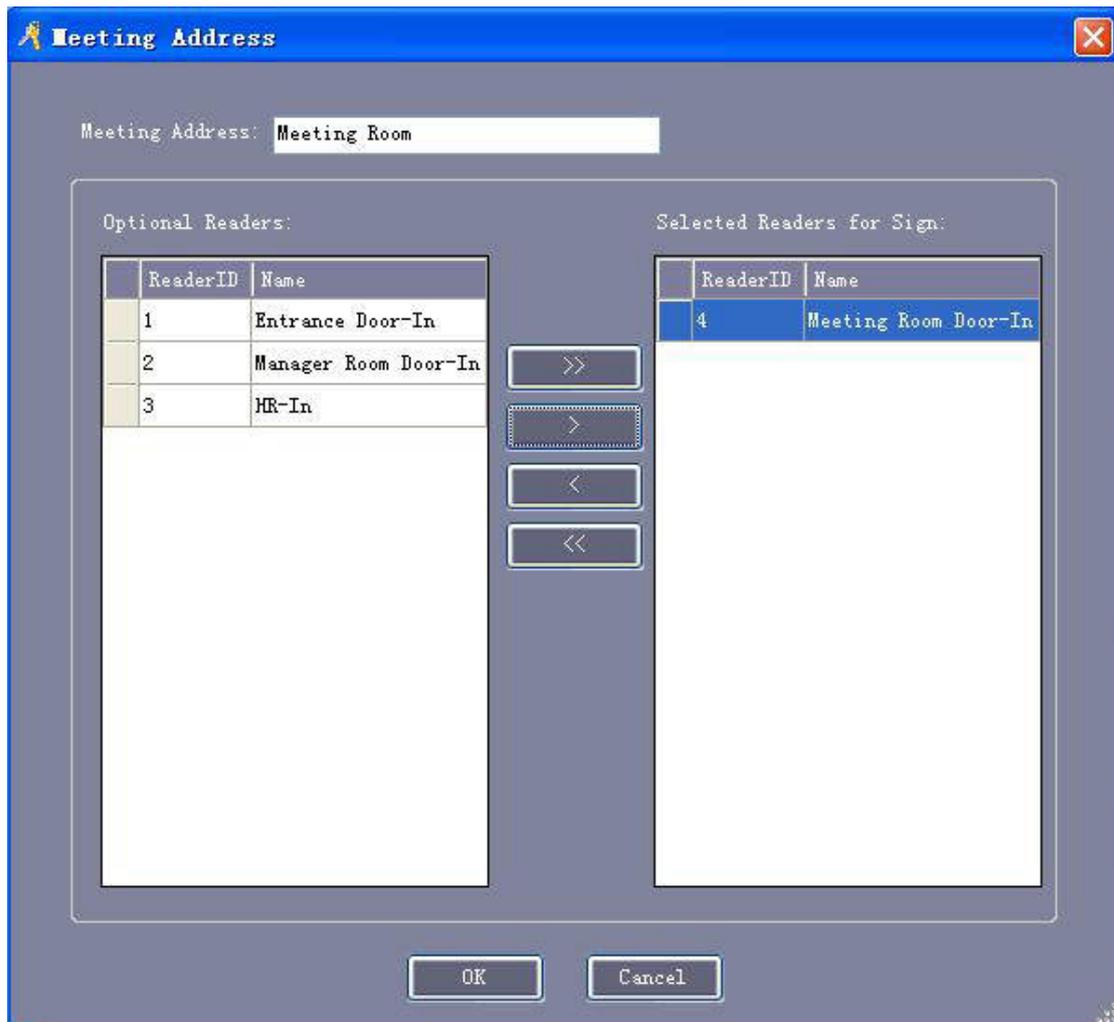


3.2.2.1 Address Setup

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



Click “Add” to add the Meeting Address.

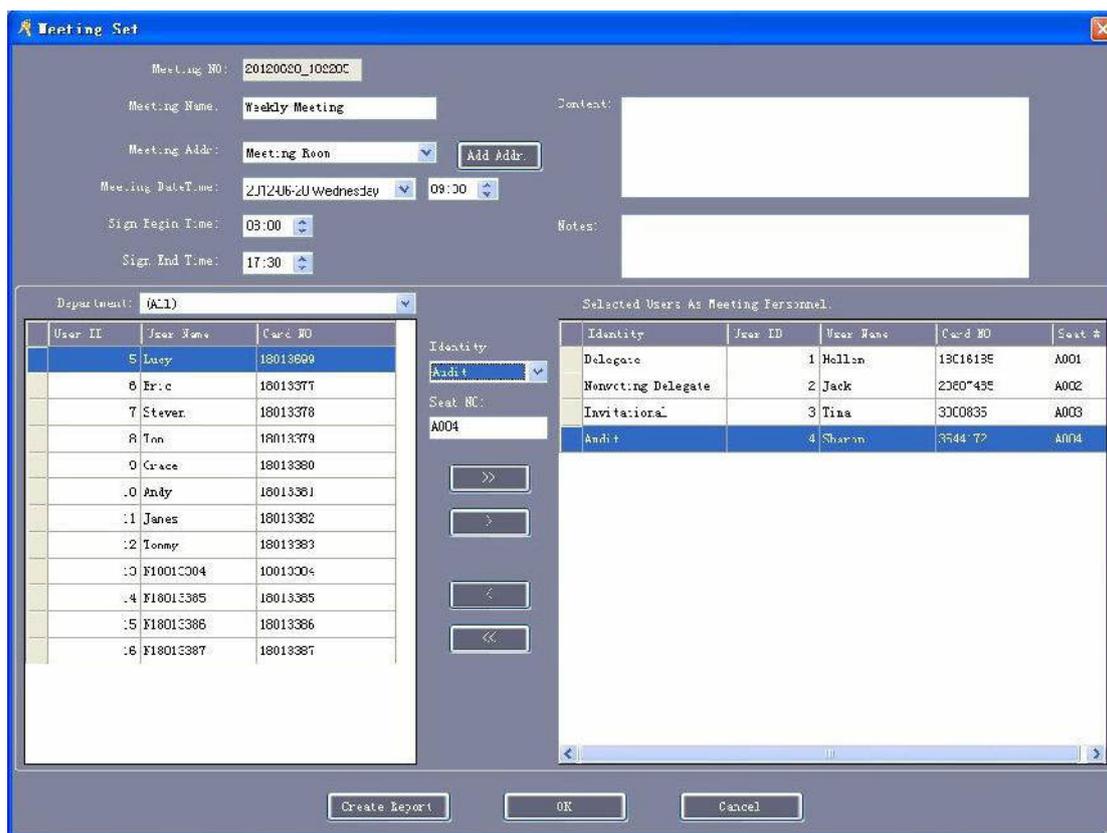


You must input a "Name" at the "Meeting Address."

3.2.2.2 Add Meeting

Click "Add", At the meeting interface.

Eg: Add "Weekly Meeting".



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

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

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

3.2.2.3 Meeting Stat

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

The screenshot shows a software window titled "Meeting Stat. Detail [Weekly Meeting]". At the top, there are several buttons: Refresh, Leave, Manual Sign, Recreate, Print, and Export Excel. Below these buttons is a tabbed interface with tabs for "Should", "In Fact", "Leave", "Absent", "Late", and "Stat.". The "Stat." tab is currently selected. The main area of the window contains a table with the following data:

| 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% |

At the bottom of the window, there is a "Close" button.

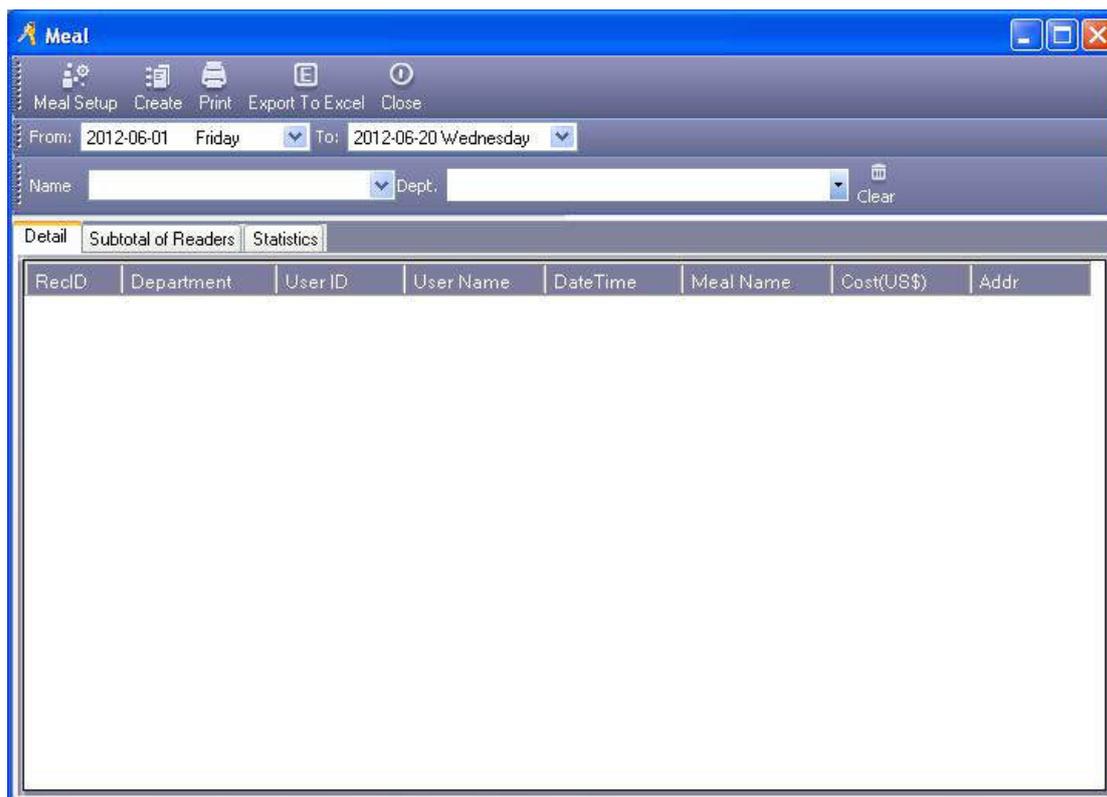
3.2.2.4 Realtime Sign

Click "Real-time Sign", Real-time attendance of the meeting.



3.2.3 Active Meal

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

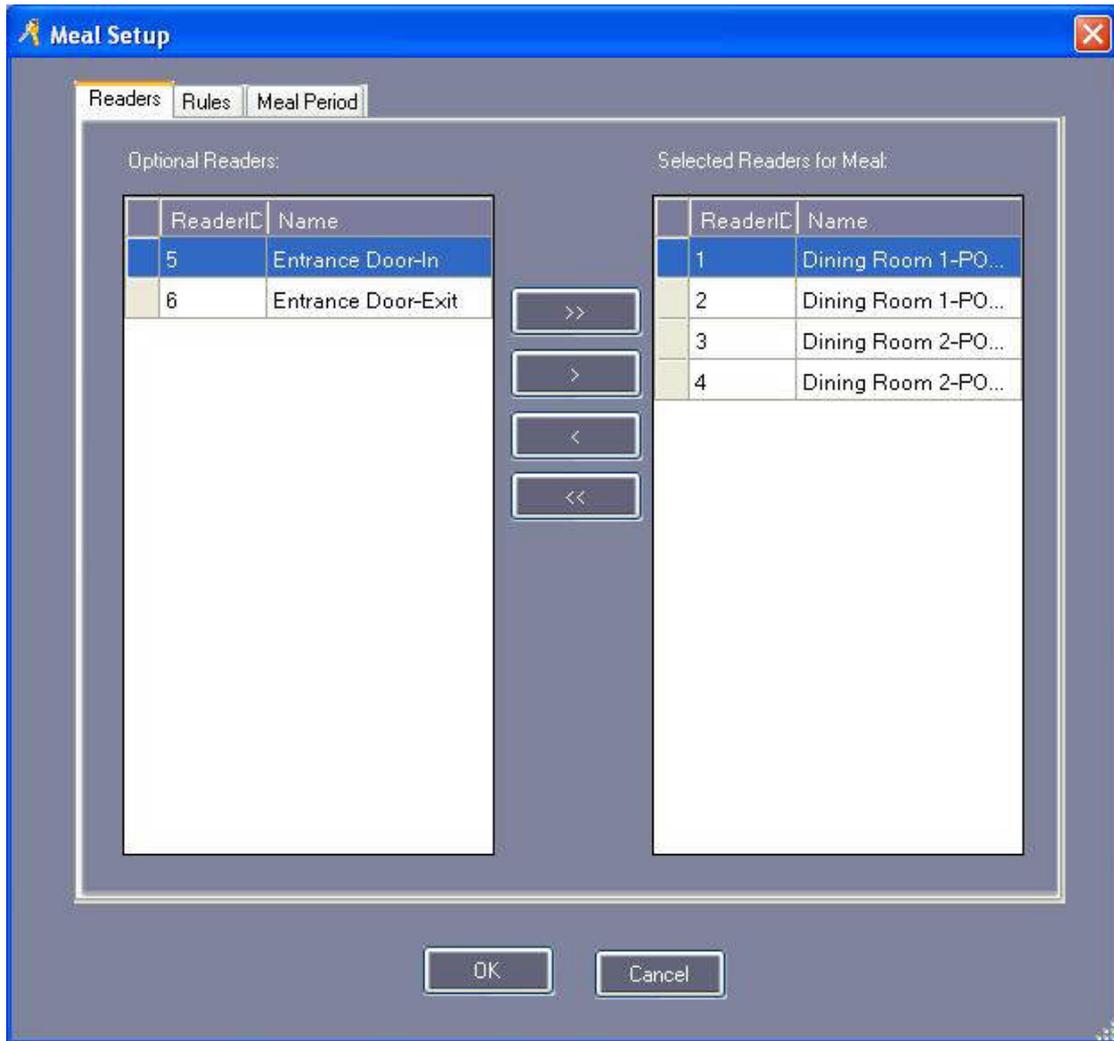


3.2.3.1 Meal Setup

3.2.3.1.1 Readers

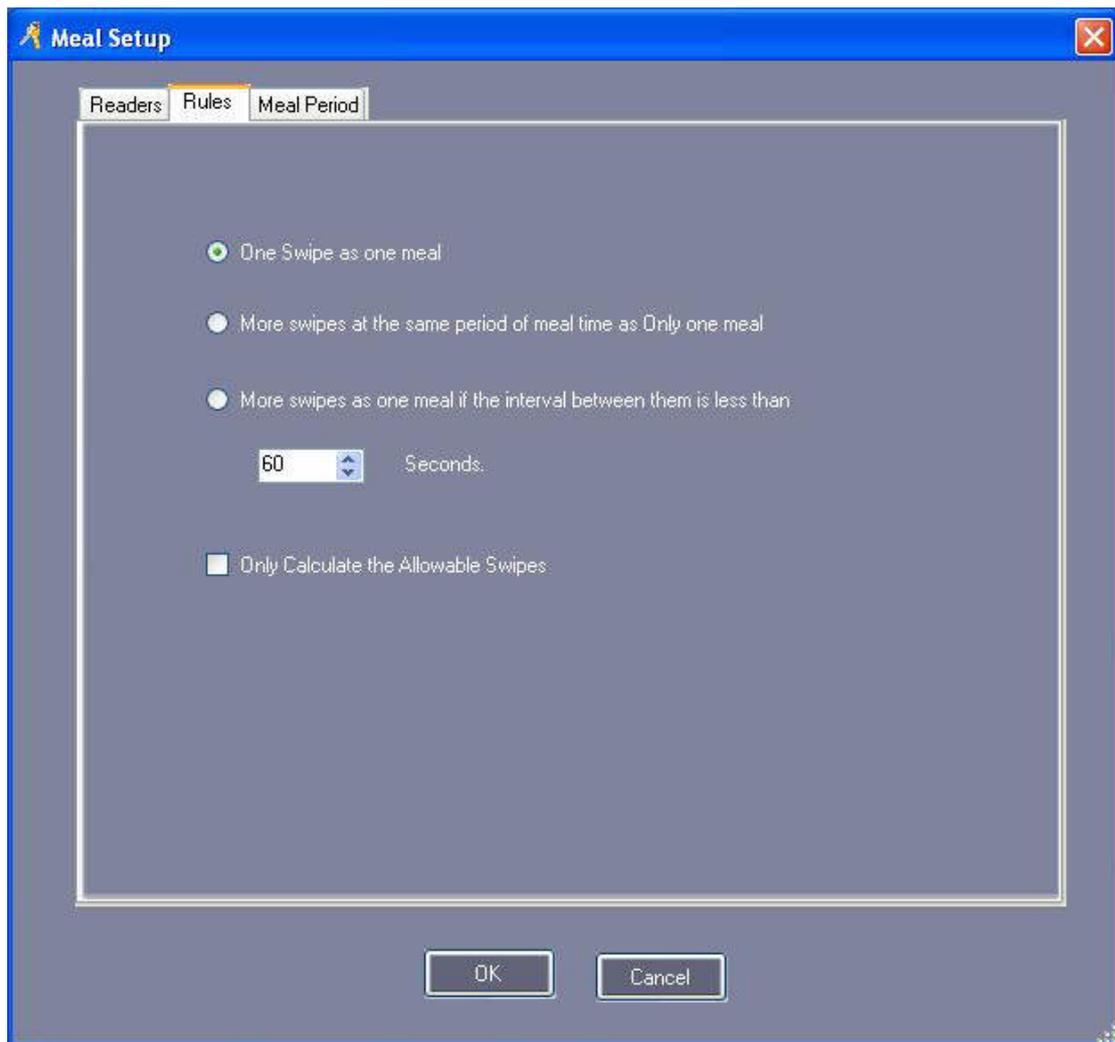
Click "Meal Setup", At the meal interface, Select "Readers".

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



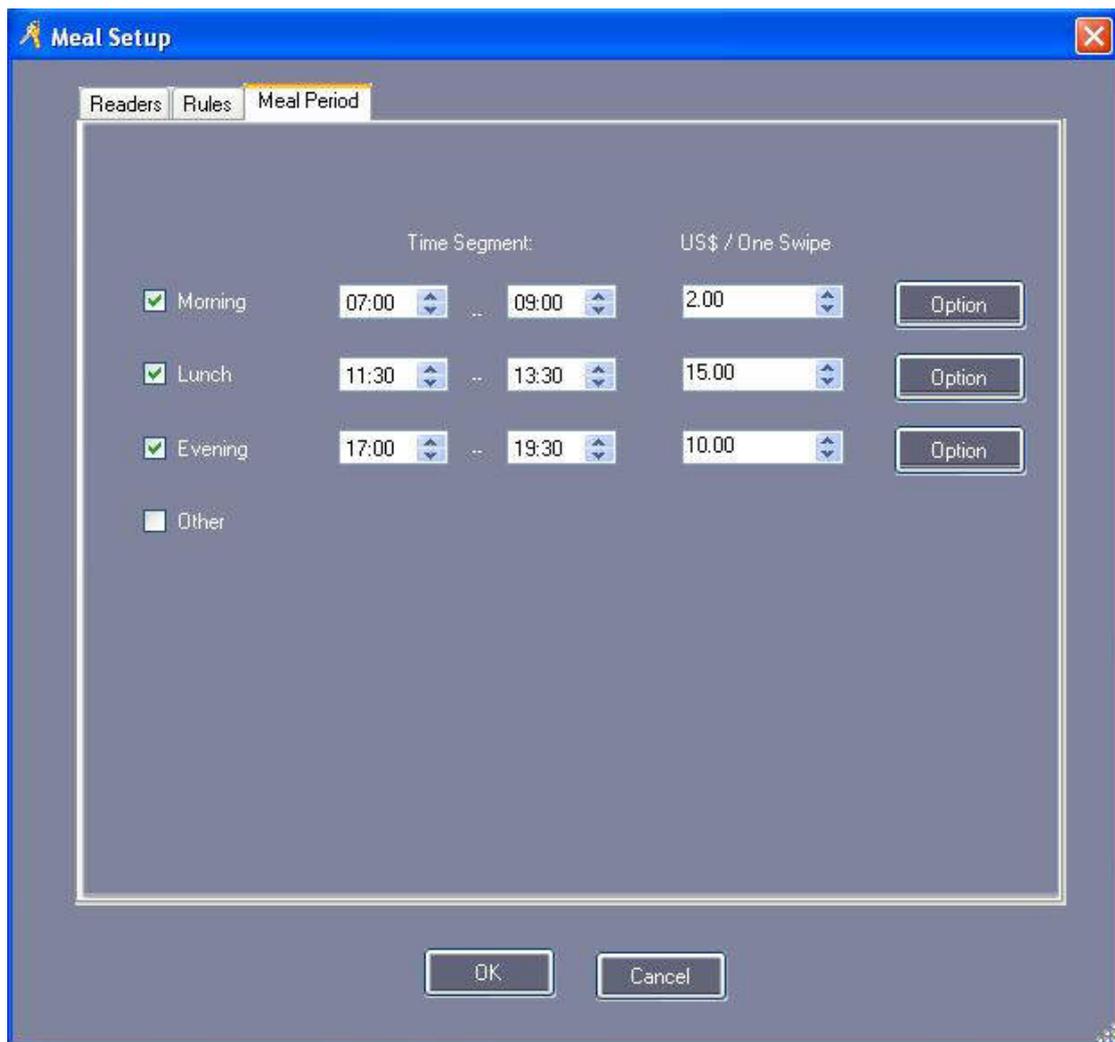
3.2.3.1.2 Rules

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



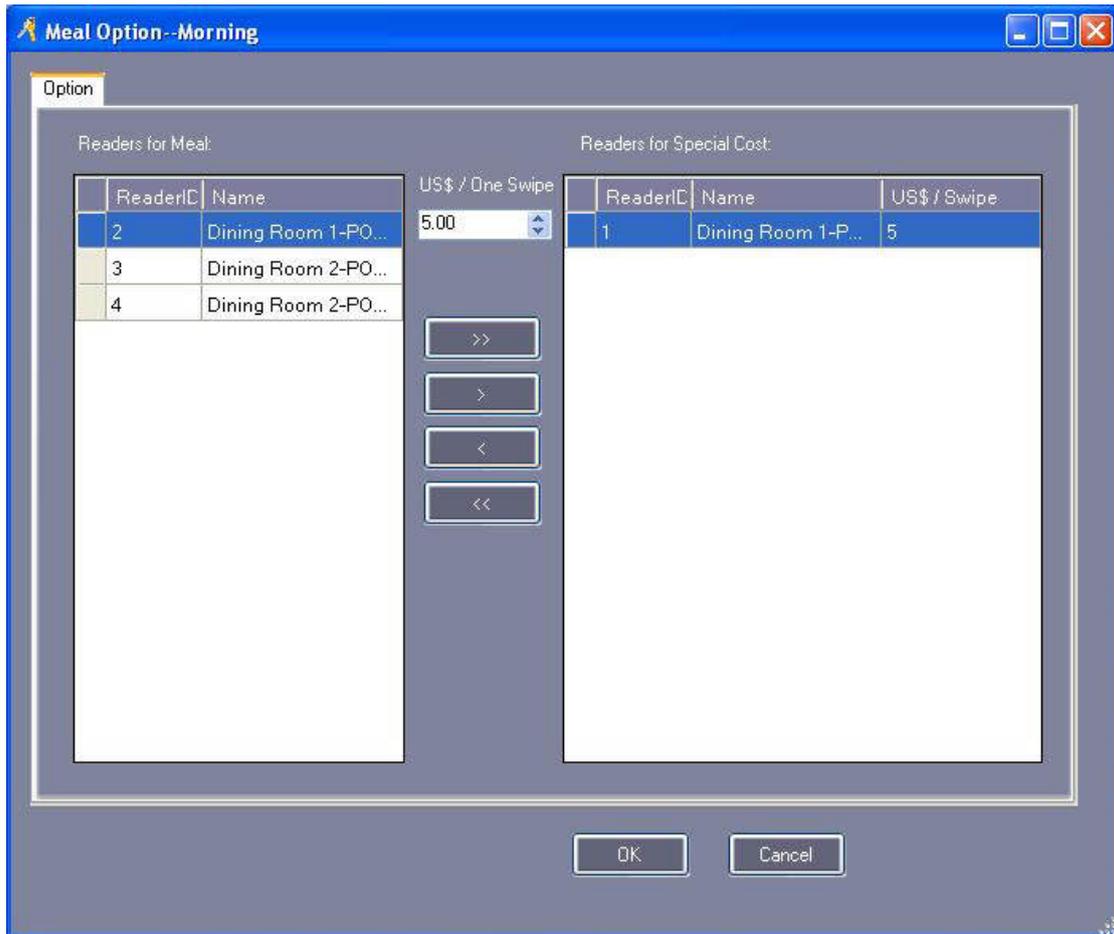
3.2.3.1.3 Meal Period

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



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

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



3.2.3.2 Meal Report

3.2.3.2.1 Meal Details Report

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

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)

| RecID | Department | User ID | User Name | DateTime | Meal Name | Cost(US\$) | Adcr |
|-------|---------------------|---------|-----------|-------------------------------|-----------|------------|---------------------|
| 1 | Sales Dept/Overs... | 1 | Hellen | 2012-06-20 07:17:36 Wednesday | Morning | 2.00 | Dining Room 1-POS 1 |
| 5 | Sales Dept/Overs... | 1 | Hellen | 2012-06-20 08:17:45 Wednesday | Morning | 2.00 | Dining Room 1-POS 1 |
| 9 | Sales Dept/Overs... | 1 | Hellen | 2012-06-20 12:17:52 Wednesday | Lunch | 15.00 | Dining Room 1-POS 2 |
| 25 | Sales Dept/Overs... | 1 | Hellen | 2012-06-20 12:10:10 Wednesday | Lunch | 15.00 | Dining Room 2-POS 2 |
| 13 | Sales Dept/Overs... | 1 | Hellen | 2012-06-20 13:18:02 Wednesday | Lunch | 15.00 | Dining Room 2-POS 1 |
| 17 | Sales Dept/Overs... | 1 | Hellen | 2012-06-20 17:18:07 Wednesday | Evening | 10.00 | Dining Room 2-POS 1 |
| 21 | Sales Dept/Overs... | 1 | Hellen | 2012-06-20 19:18:15 Wednesday | Evening | 10.00 | Dining Room 2-POS 2 |
| 3 | Sales Dep | 2 | Jack | 2012-06-20 07:17:40 Wednesday | Morning | 2.00 | Dining Room 1-POS 1 |
| 7 | Sales Dep | 2 | Jack | 2012-06-20 08:17:45 Wednesday | Morning | 2.00 | Dining Room 1-POS 1 |
| 11 | Sales Dep | 2 | Jack | 2012-06-20 12:17:55 Wednesday | Lunch | 15.00 | Dining Room 1-POS 2 |
| 15 | Sales Dep | 2 | Jack | 2012-06-20 13:10:04 Wednesday | Lunch | 15.00 | Dining Room 2-POS 1 |
| 19 | Sales Dep | 2 | Jack | 2012-06-20 17:18:05 Wednesday | Evening | 10.00 | Dining Room 2-POS 1 |
| 27 | Sales Dep | 2 | Jack | 2012-06-20 18:18:21 Wednesday | Evening | 10.00 | Dining Room 2-POS 2 |
| 23 | Sales Dep | 2 | Jack | 2012-06-20 19:18:17 Wednesday | Evening | 10.00 | Dining Room 2-POS 2 |
| 2 | Product Dep | 4 | Sharon | 2012-06-20 07:17:35 Wednesday | Morning | 2.00 | Dining Room 1-POS 1 |
| 6 | Product Dep | 4 | Sharon | 2012-06-20 08:17:44 Wednesday | Morning | 2.00 | Dining Room 1-POS 1 |
| 10 | Product Dep | 4 | Sharon | 2012-06-20 12:17:54 Wednesday | Lunch | 15.00 | Dining Room 1-POS 2 |
| 26 | Product Dep | 4 | Sharon | 2012-06-20 12:18:20 Wednesday | Lunch | 15.00 | Dining Room 2-POS 2 |
| 14 | Product Dep | 4 | Sharon | 2012-06-20 13:18:05 Wednesday | Lunch | 15.00 | Dining Room 2-POS 1 |
| 18 | Product Dep | 4 | Sharon | 2012-06-20 17:18:07 Wednesday | Evening | 10.00 | Dining Room 2-POS 1 |
| 22 | Product Dep | 4 | Sharon | 2012-06-20 19:18:15 Wednesday | Evening | 10.00 | Dining Room 2-POS 2 |
| 4 | Sales Dept/Overs... | 6 | Eric | 2012-06-20 07:17:41 Wednesday | Morning | 2.00 | Dining Room 1-POS 1 |
| 8 | Sales Dept/Overs... | 6 | Eric | 2012-06-20 08:17:46 Wednesday | Morning | 2.00 | Dining Room 1-POS 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 interface. At the top, there is a menu bar with options: Meal Setup, Create, Print, Export To Excel, and Close. Below the menu, 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 content 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 the following data:

| 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.

| Department | User ID | UserName | Morning | Lunch | Evening | Other | Sum (Times) | Amount(US\$) |
|-------------------|---------|-----------|---------|-------|---------|-------|-------------|--------------|
| Saes Dep\Overs... | 1 | Hellen | 2 | 3 | 2 | 0 | 7 | 69.00 |
| Saacs 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 |
| Saes Dep | 5 | Lucy | 0 | 0 | 0 | 0 | 0 | 0 |
| Saes 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 | N10013305 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 15 | N18013386 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 16 | N18013387 | 0 | 0 | 0 | 0 | 0 | 0 |
| ===== | ===== | Total | 8 | 10 | 10 | 0 | 28 | 266.00 |

3.2.4 Active Patrol

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

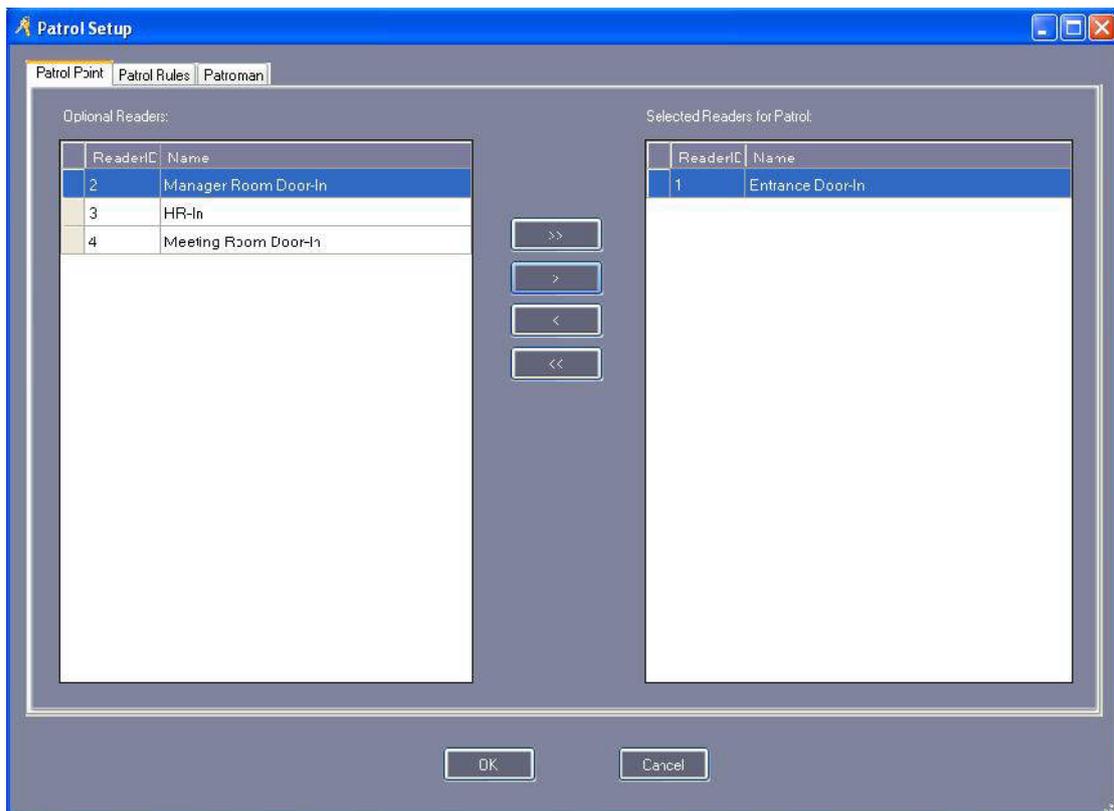
| Department | User ID | User Name | Date | Planned Patrol Time | Actual Patrol Time | Event Desc | Route Name | Patrol Point |
|------------|---------|-----------|------|---------------------|--------------------|------------|------------|--------------|
| | | | | | | | | |

3.2.4.1 Patrol Setup

3.2.4.1.1 Patrol Point

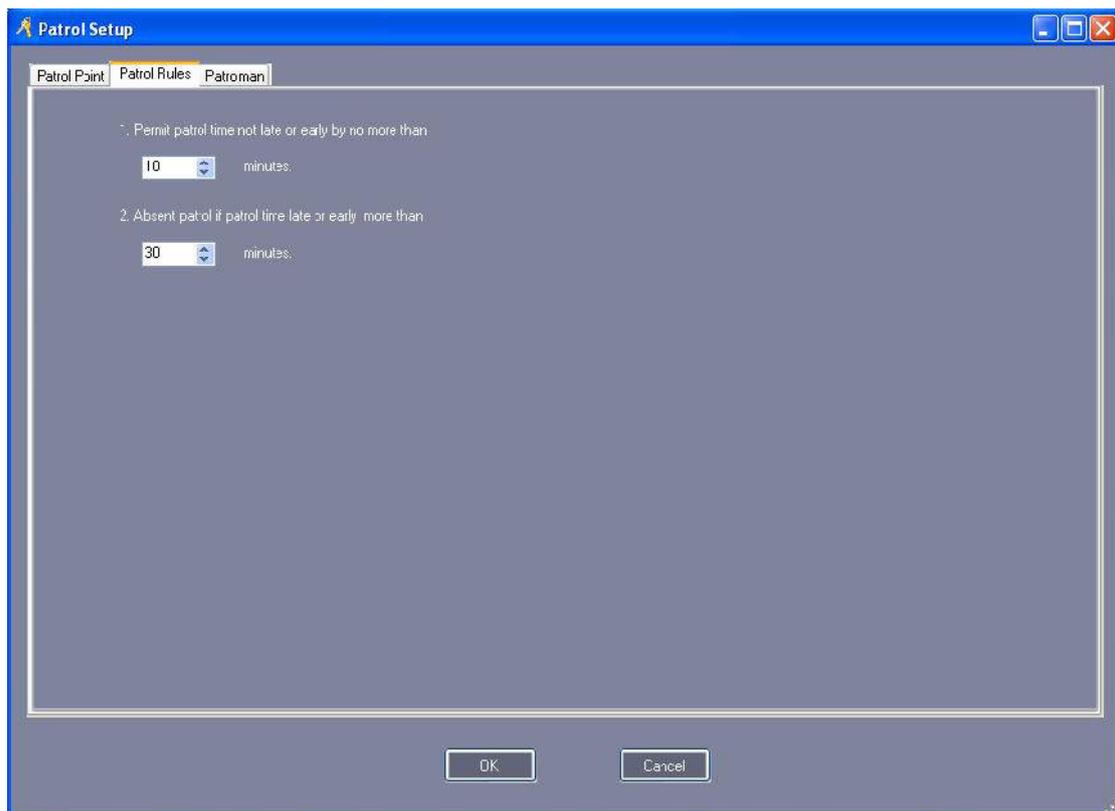
Click “Patrol Setup”, At the patrol interface.

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



3.2.4.1.2 Patrol Rules

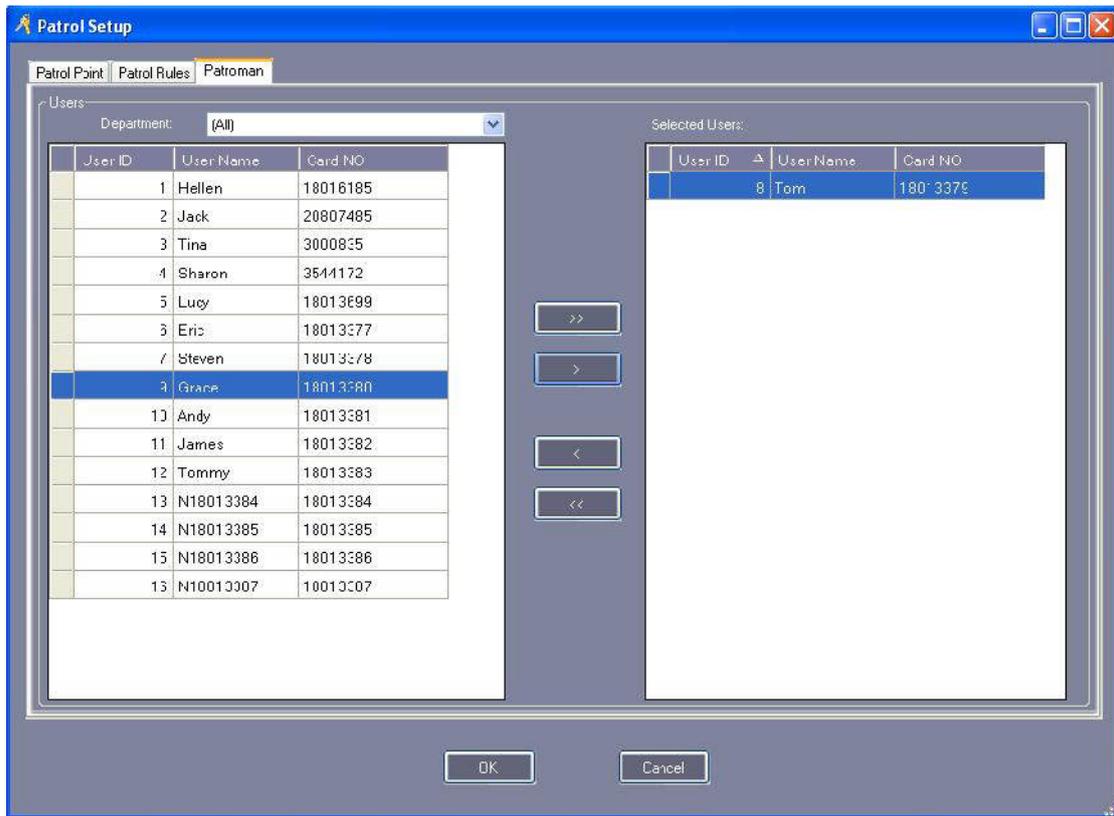
Click “Patrol Setup”, At the patrol interface, Select “Patrol Rules” and set recording to your actually rules.



3.2.4.1.3 Patrolman

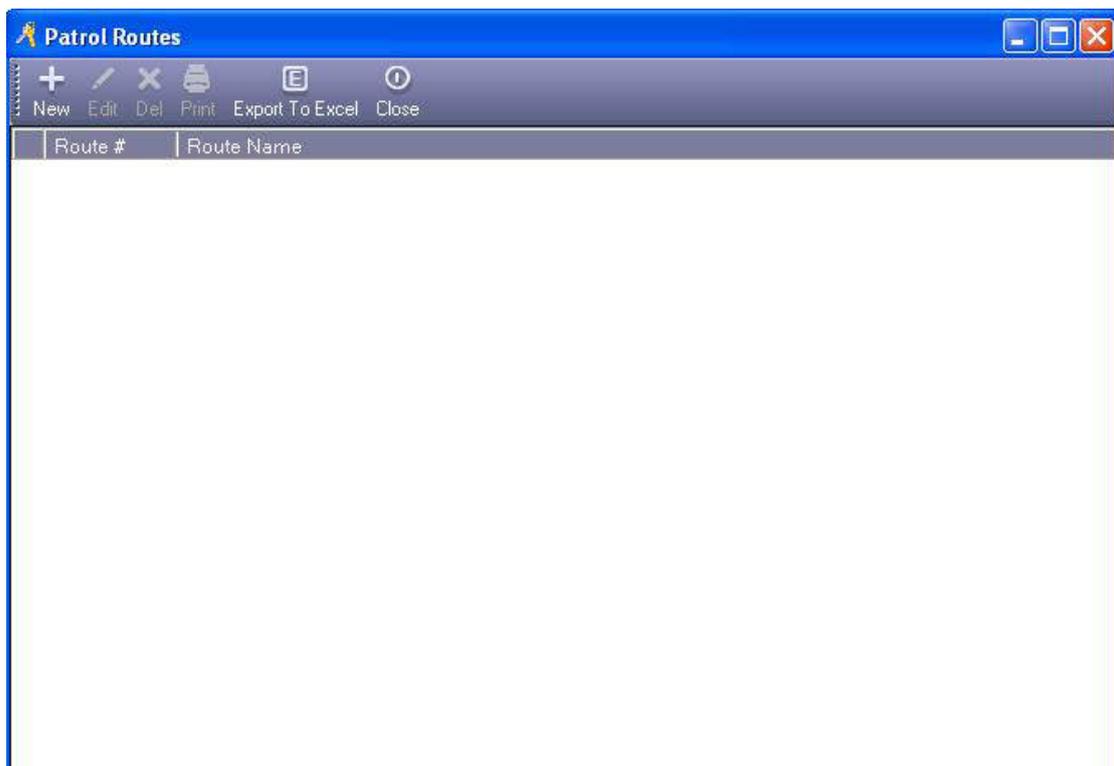
Click "Patrol Setup", At the patrol interface, Select "Patrolman".

Eg : Set "Tom" is a Patrolman.

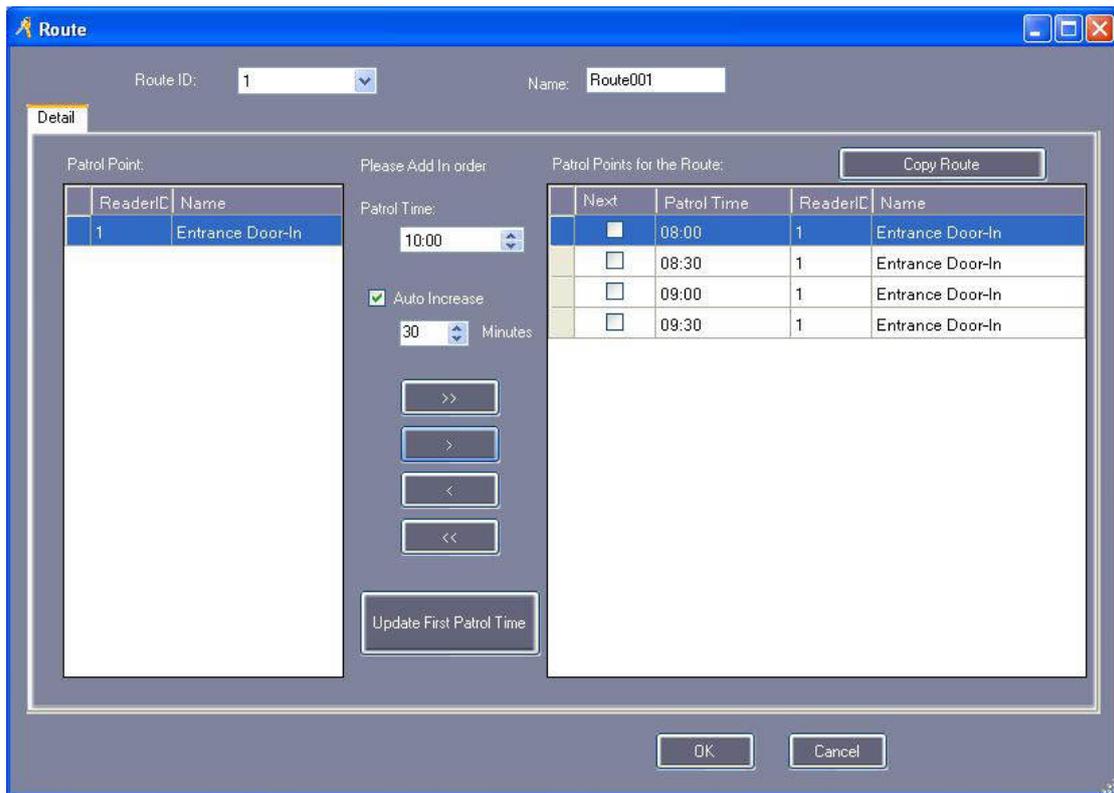


3.2.4.2 Patrol Route

Click "Route", At the patrol interface.

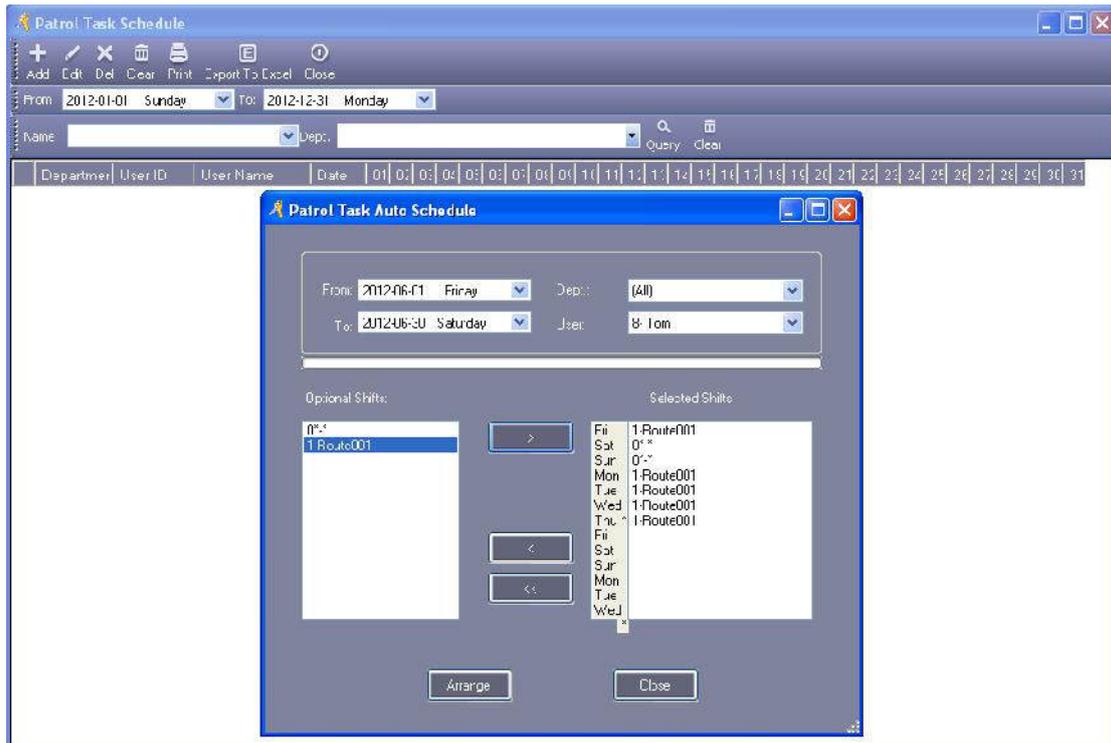


Click “New”, Add the Patrol Route.



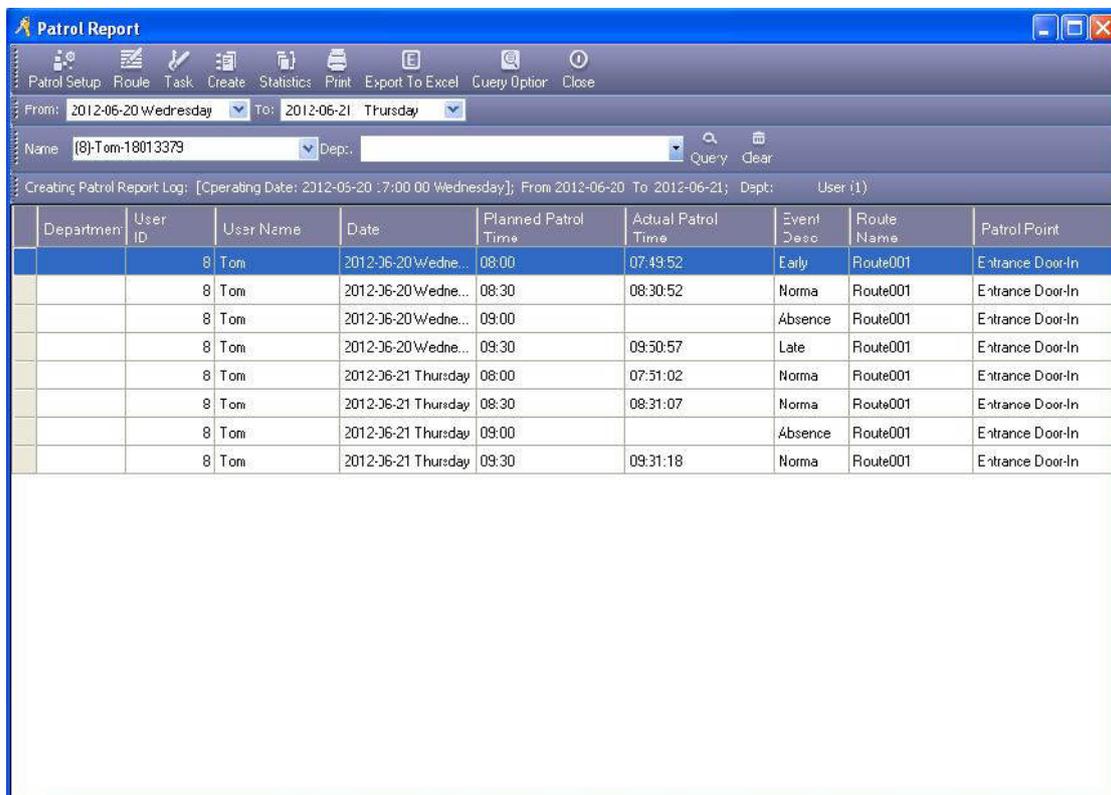
3.2.4.3 Patrol Task

Click “Task”, At the patrol interface.
Eg: Set Tom’s patrol route

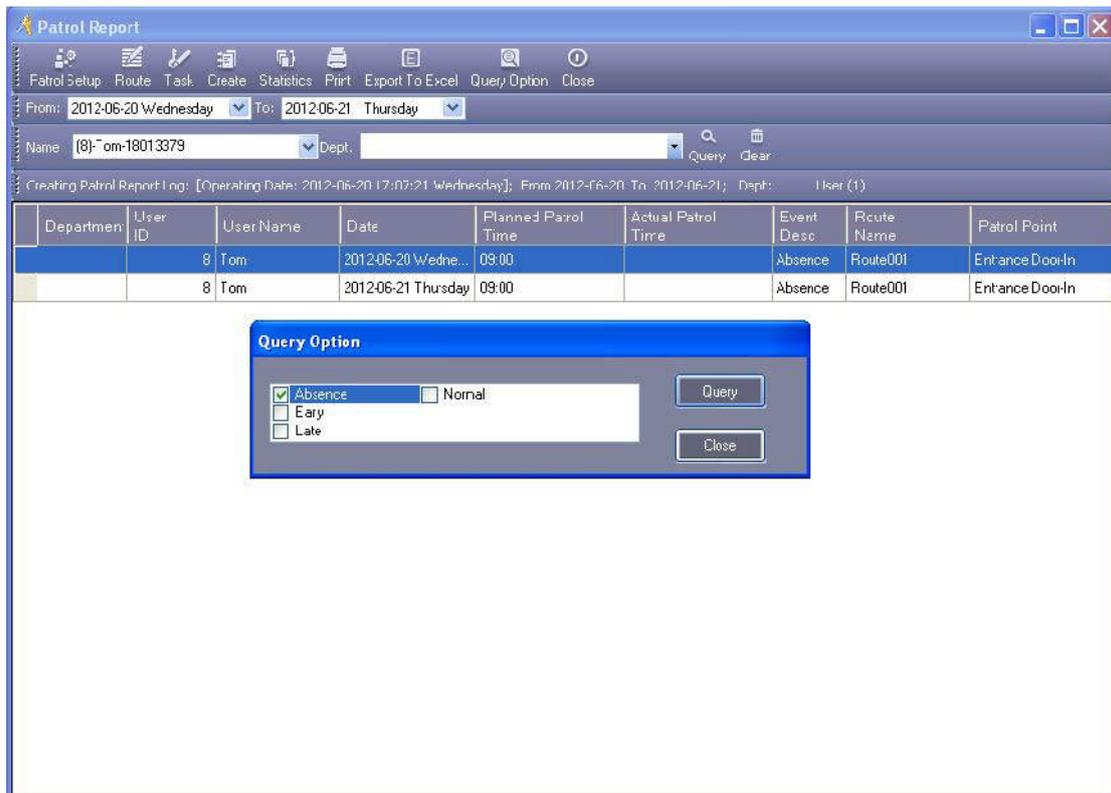


3.2.4.4 Patrol Report

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

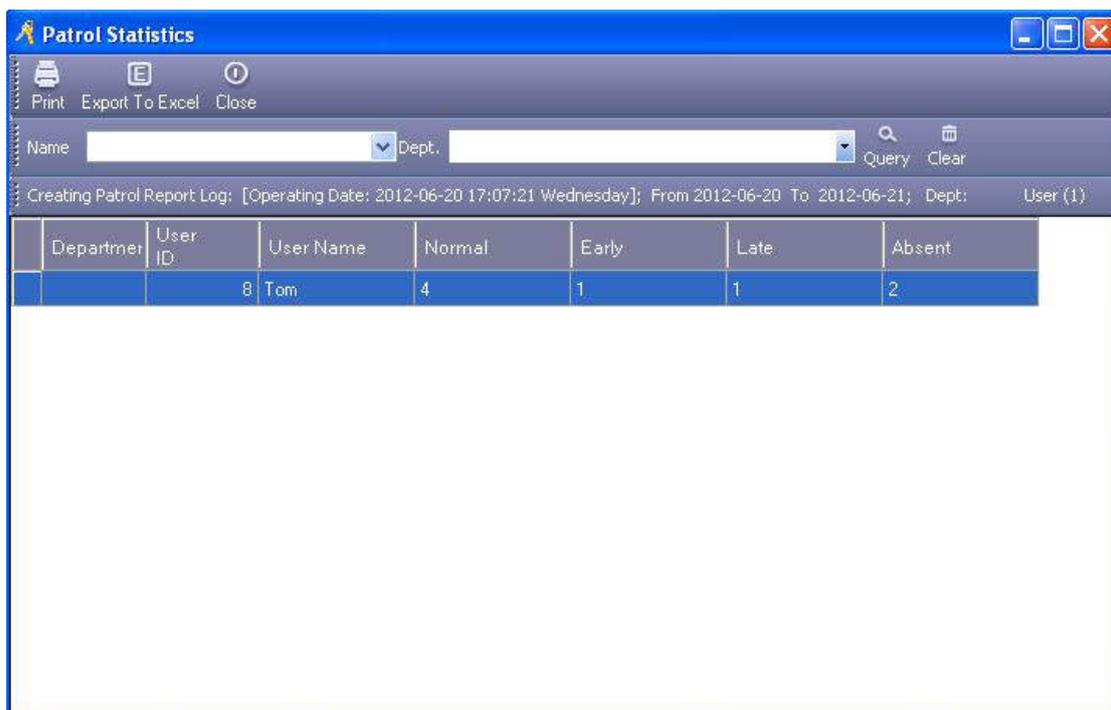


Click "Query Option", Query "Event Desc".



3.2.4.5 Patrol Statistics

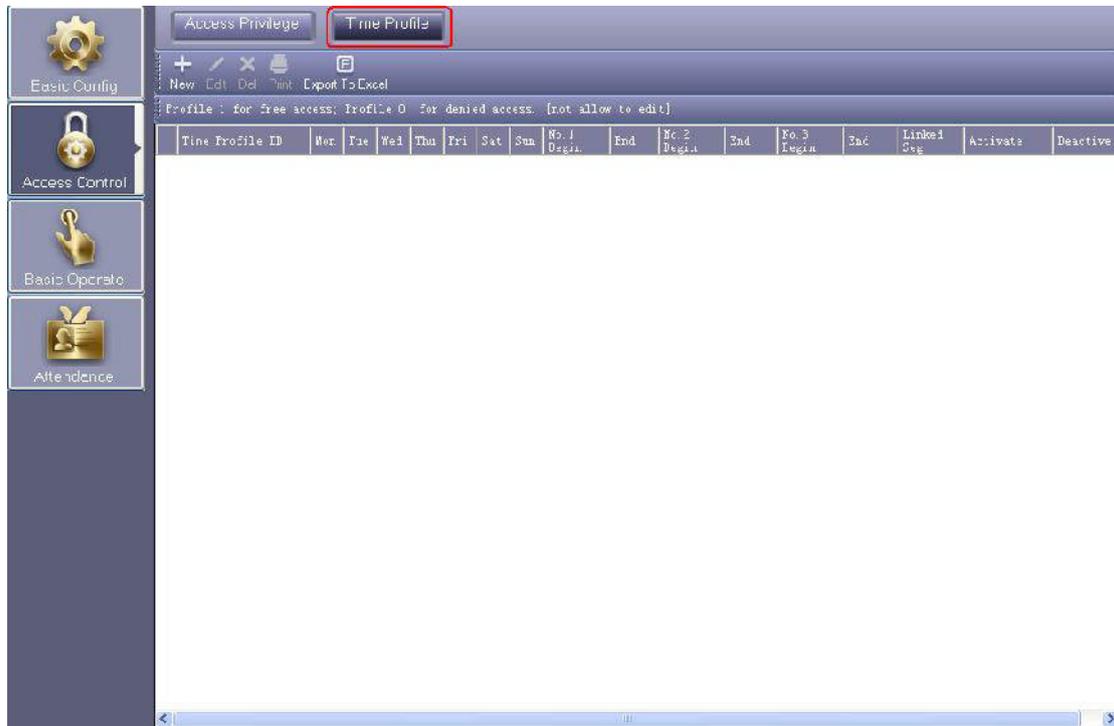
Click "Statistics", At the Patrol interface .
 Statistics Patrolman of the Event Desc.



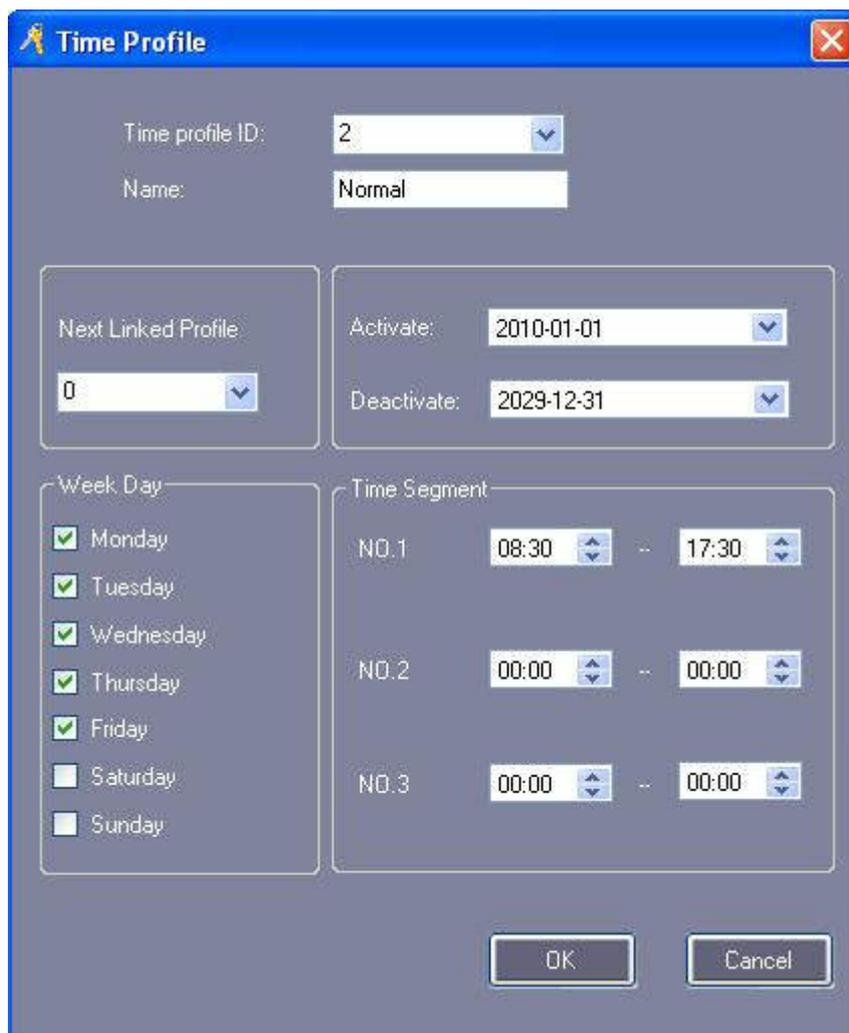
3.3 Normal

3.3.1 Activate Time profile

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



Click "New" to add new Time Profile and setting.



Click "OK"



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

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

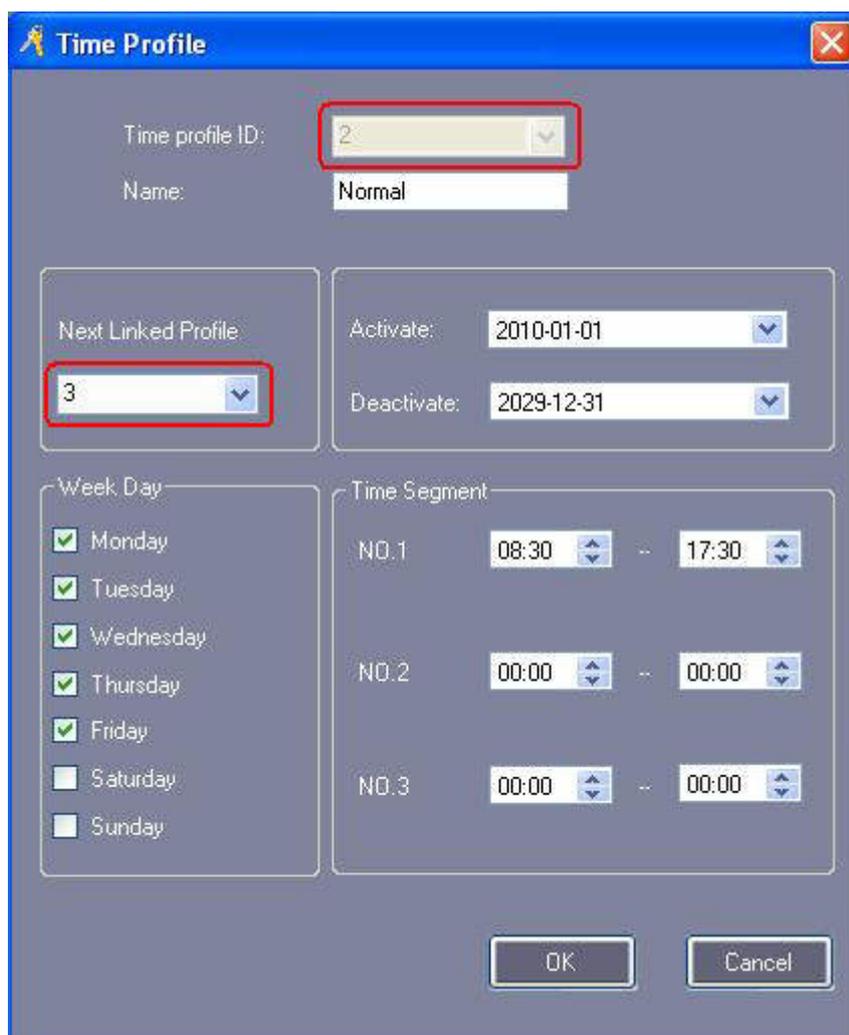
Add new "Time Profile 3"



Click "OK"

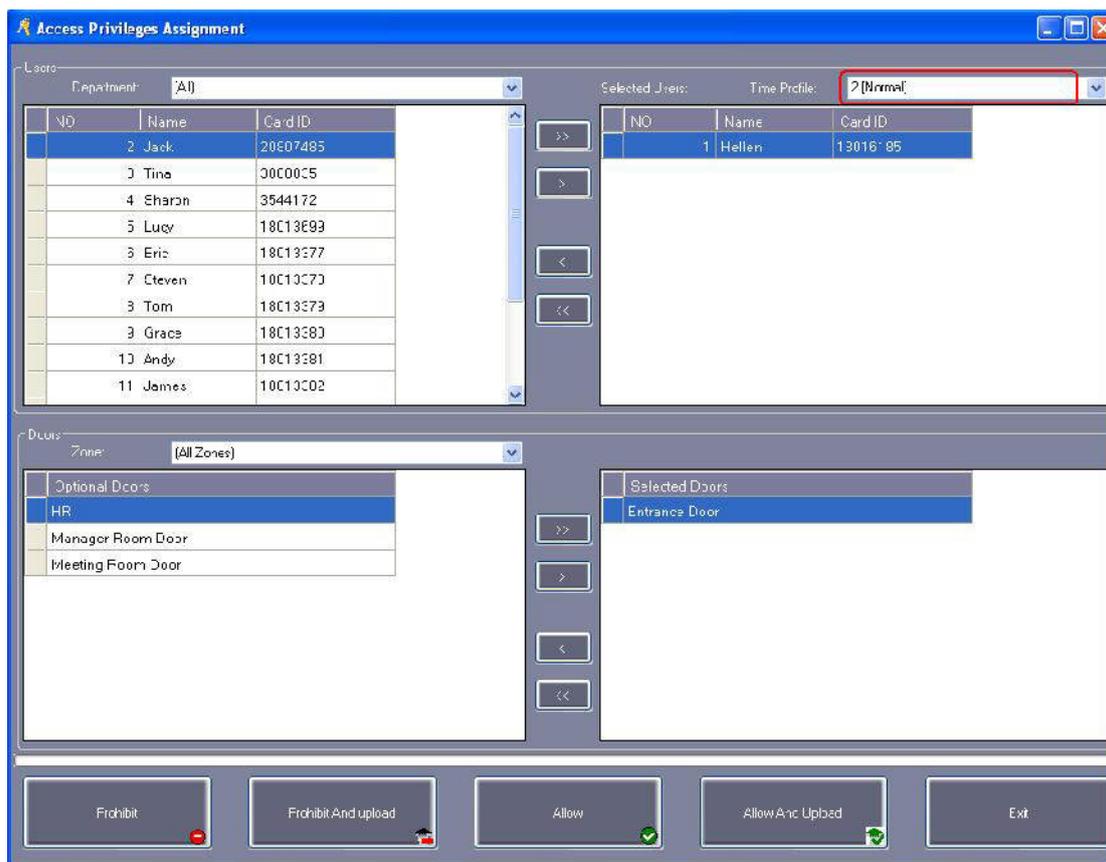


"Time Profile 2" link "Time Profile 3"



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

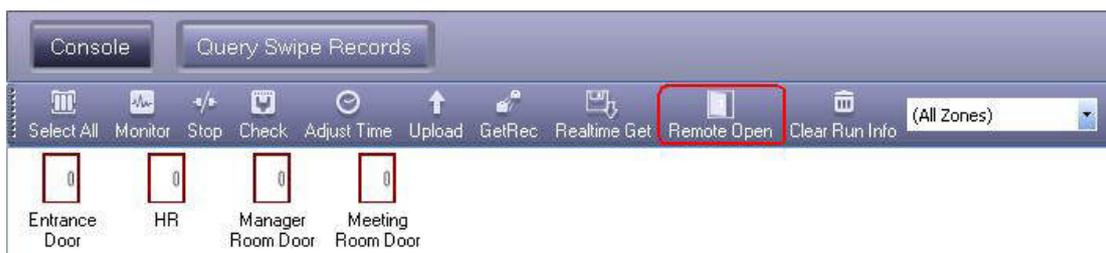
Select **【Access Control】** > **【Access Privilege】** > **【Change Privilege】**



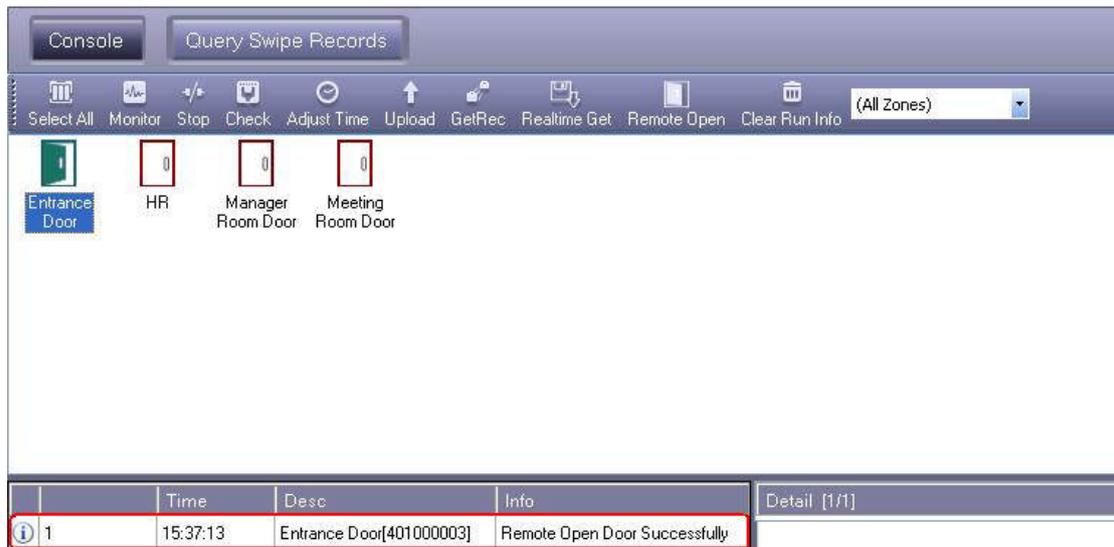
After setting privilege, please select **【Basic Operate】** > **【Console】** > **【Upload】**

3.3.2 Activate Remote Open Door

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



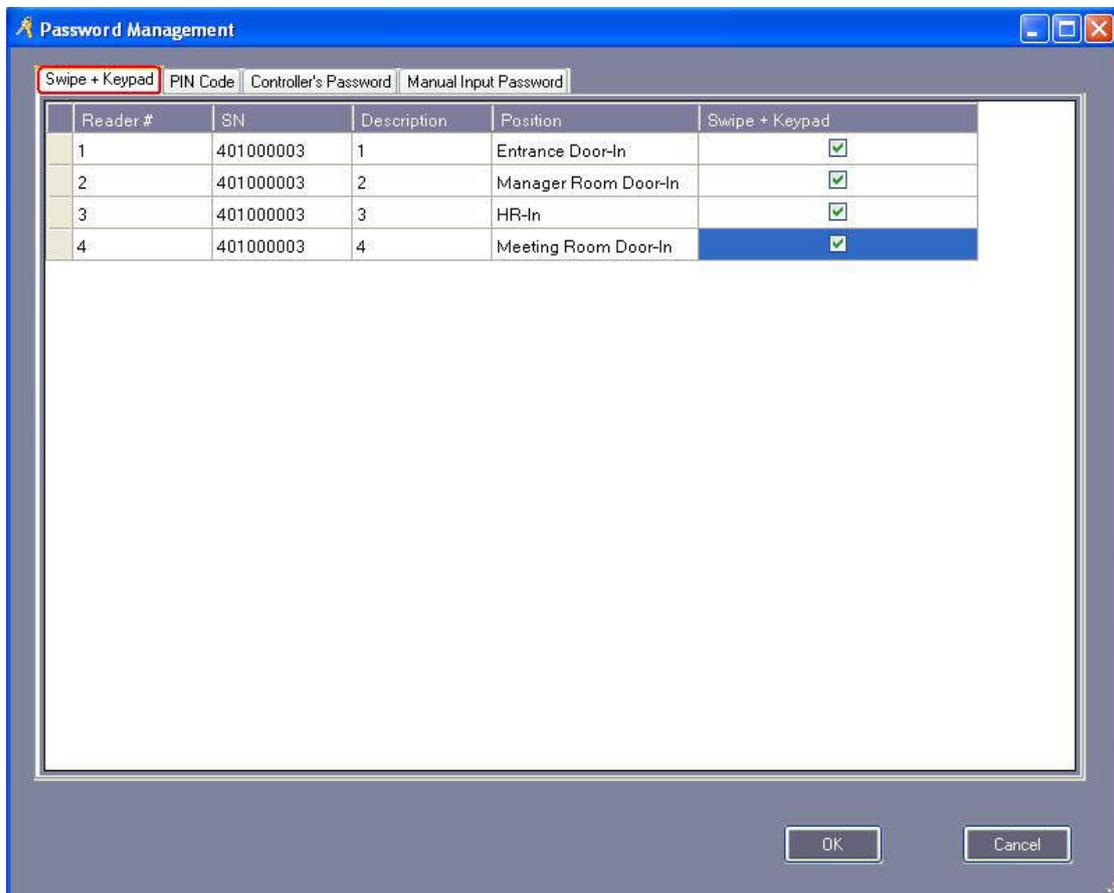
First selected “Front Door”, Then click “Remote Open”.



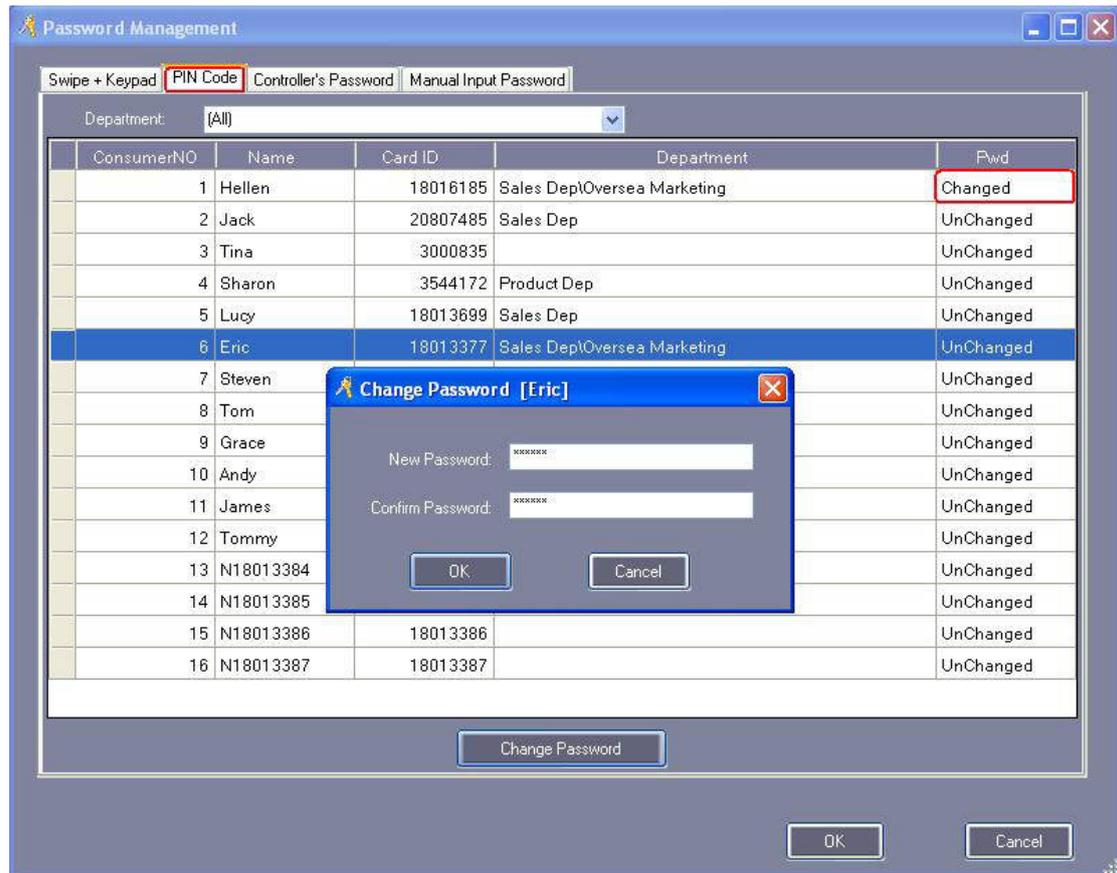
3.3.3 Activate Access Keypad

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

【Active Keypad】

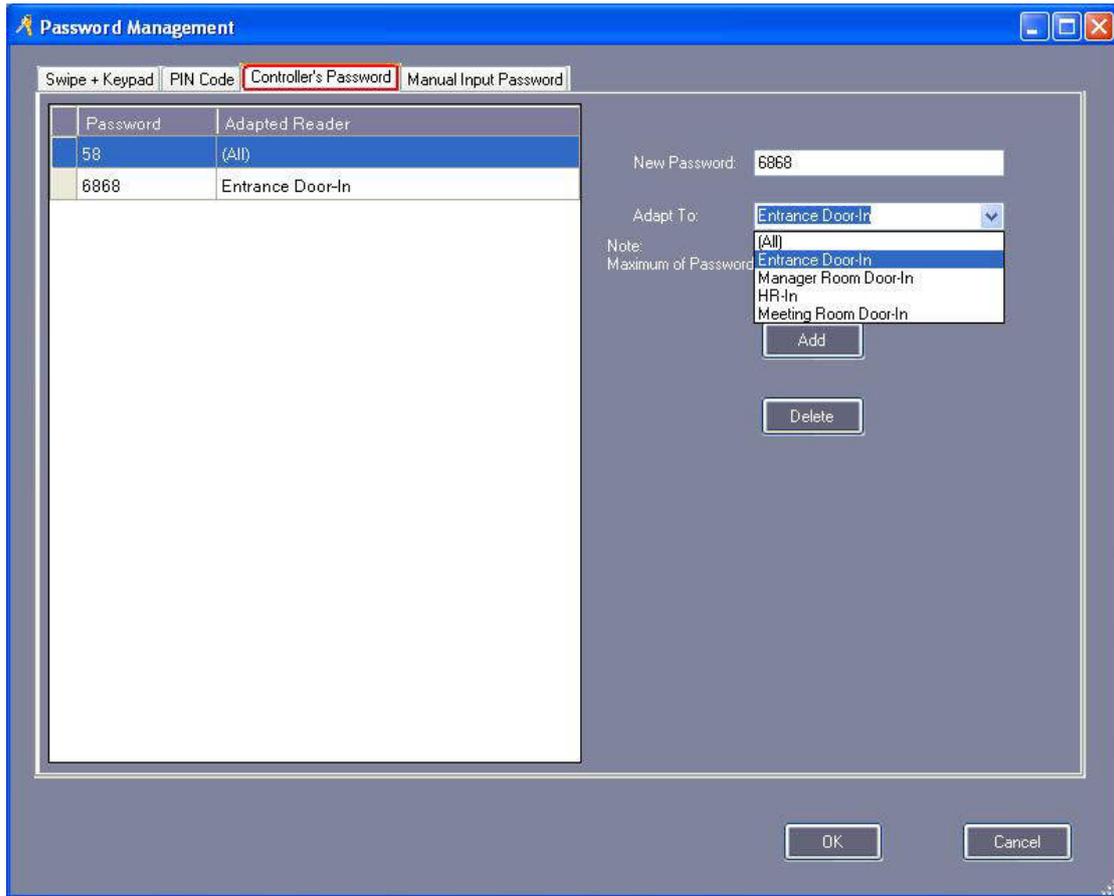


【PIN Code】

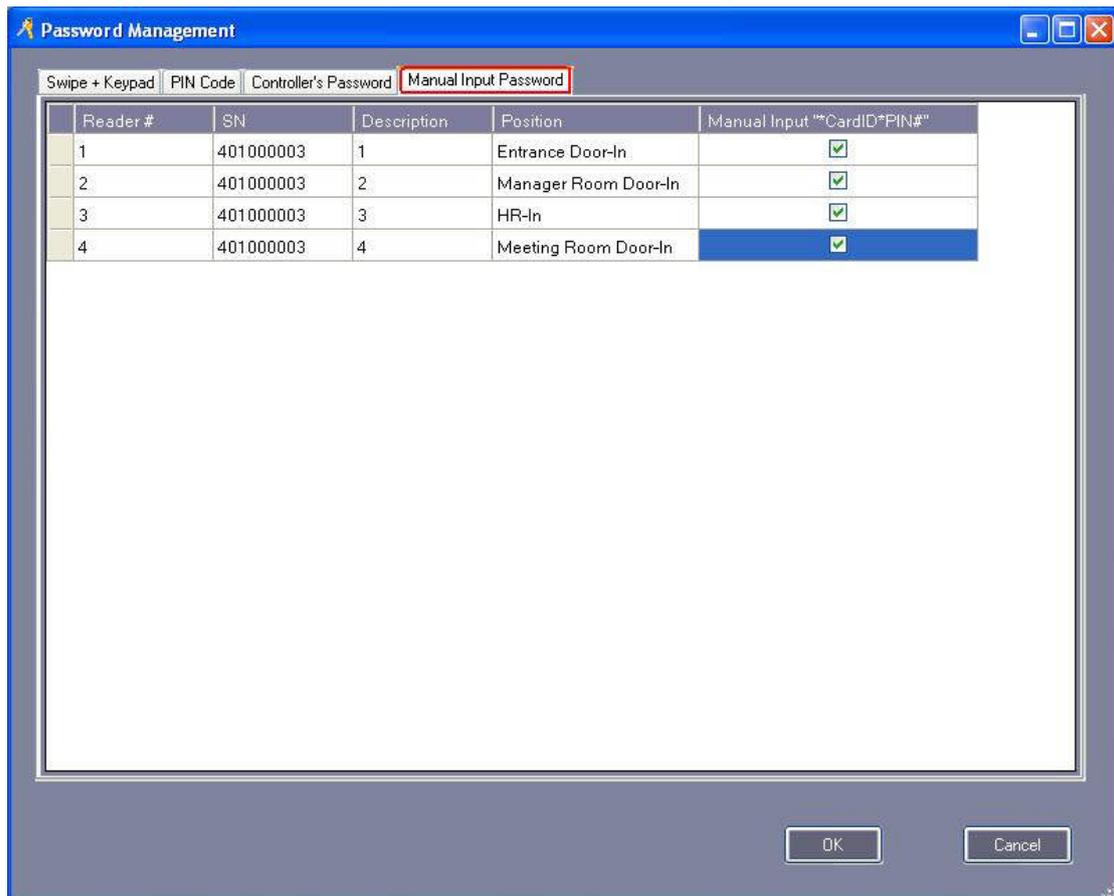


User's password is default 345678.

【Controller's Password】

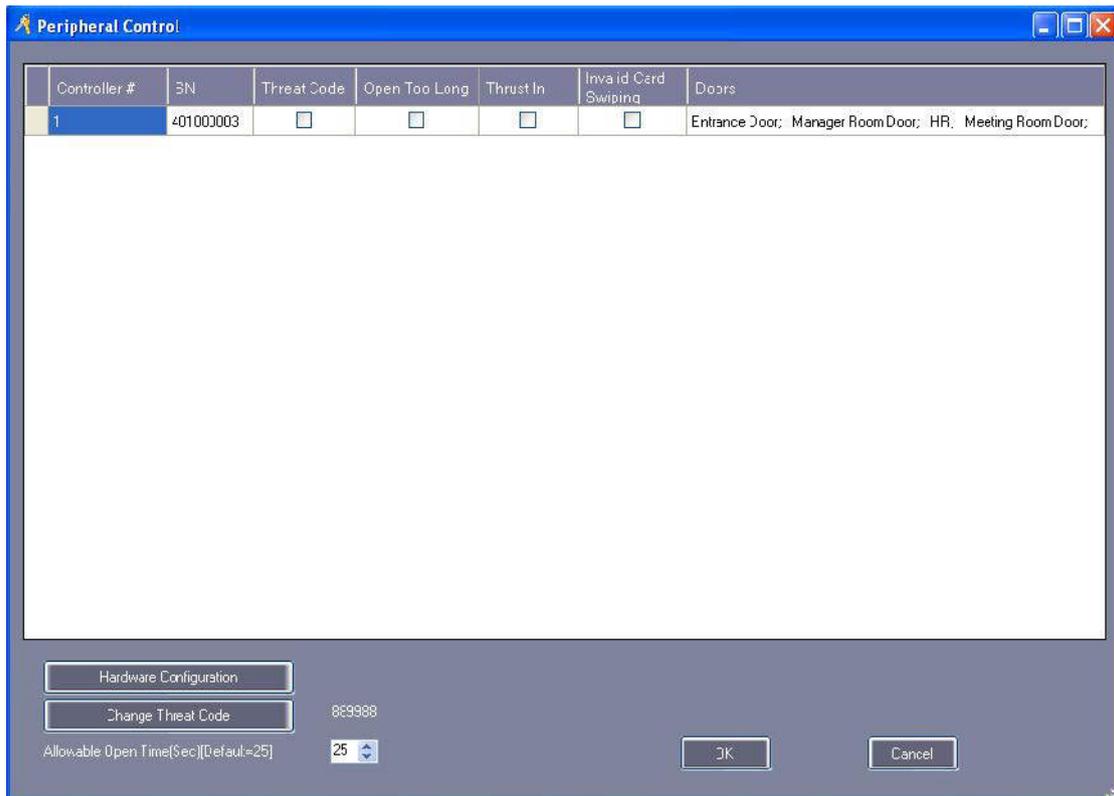


【Manual Input Password】



3.3.4 Activate Peripheral control

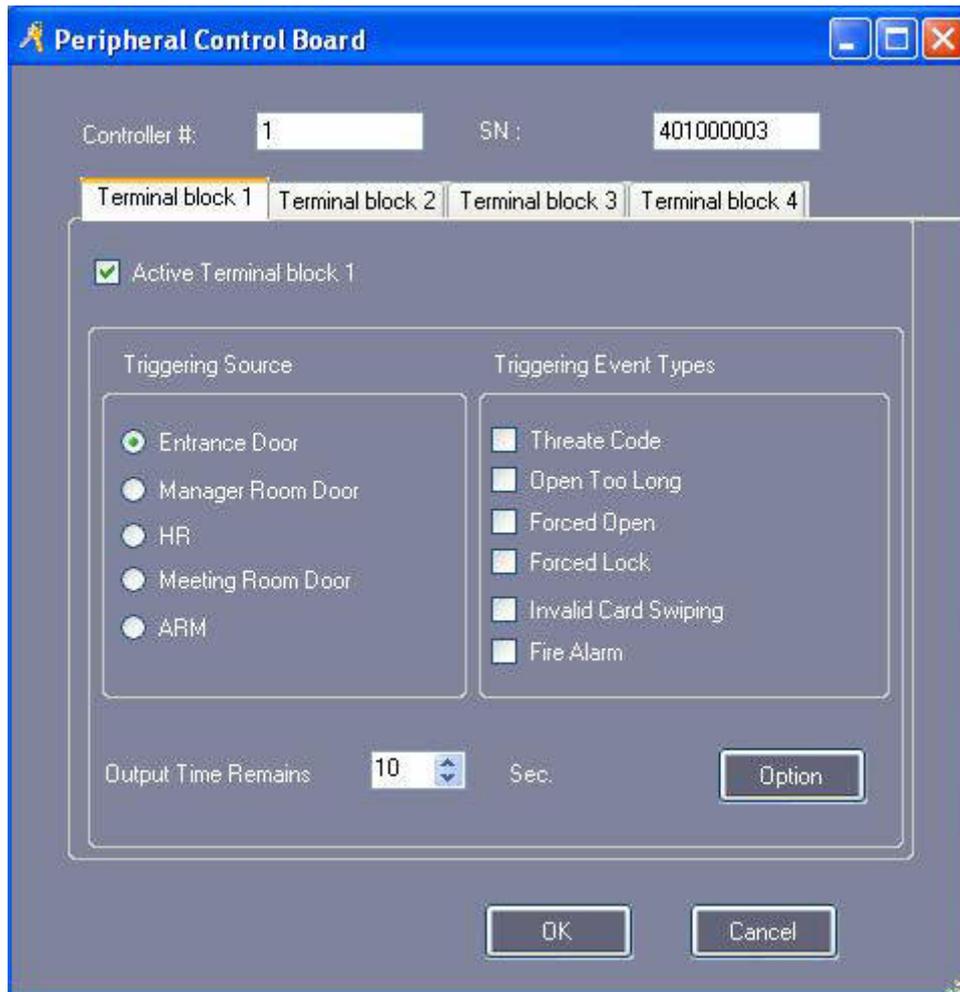
Select **【Access Control】** > **【Peripheral control】**



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

“Thrust In”: Must be connect with MenCi.

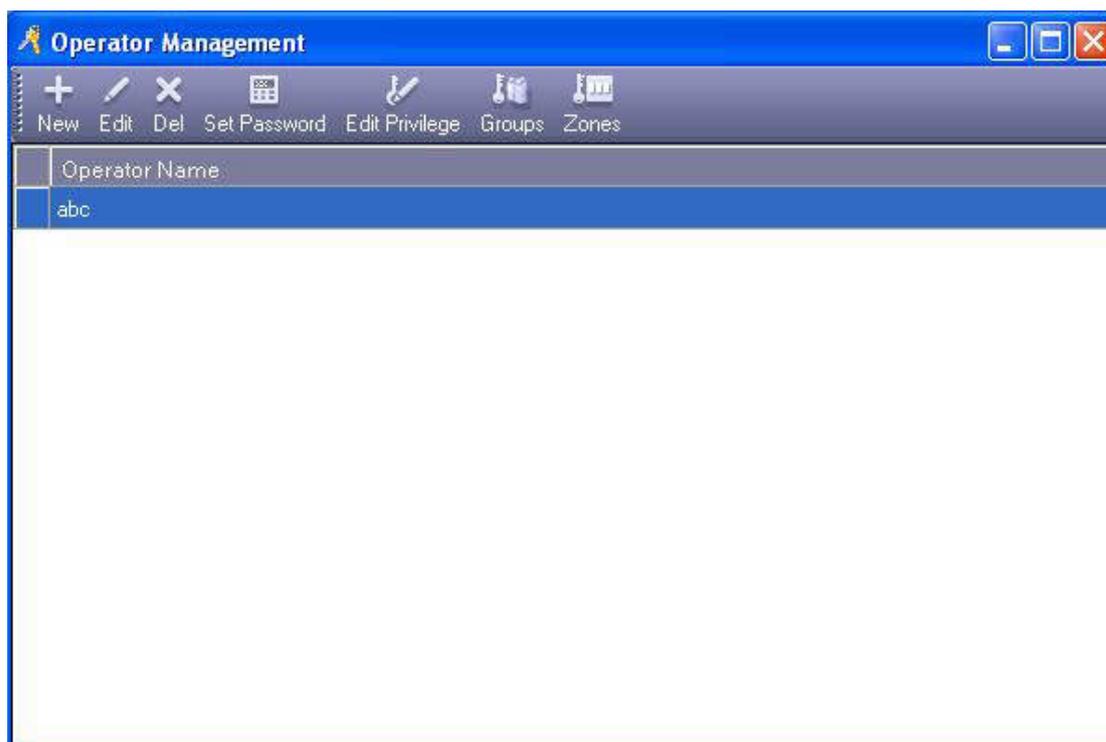
【 Hardware Configuration 】



3.4 Super

3.4.1 Activate Operator Management

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



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



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

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

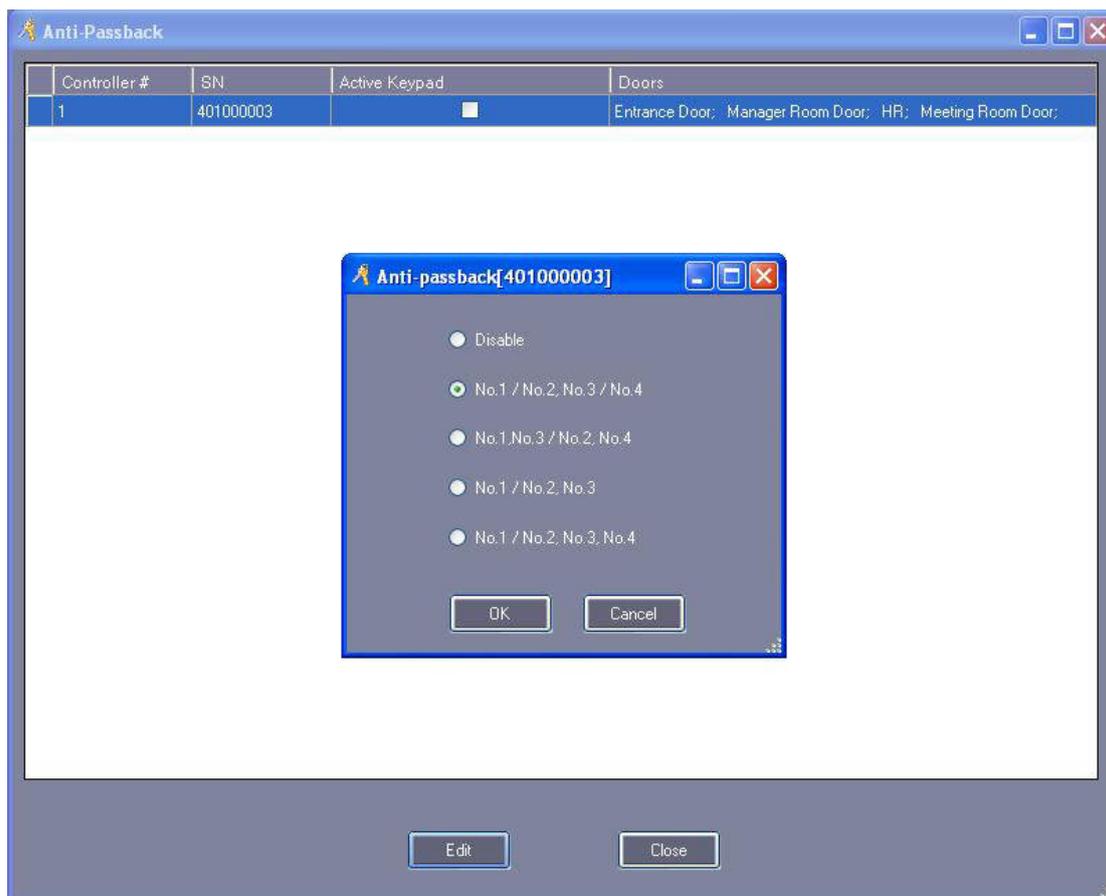
3.4.2 Activate Controller TaskList

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

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

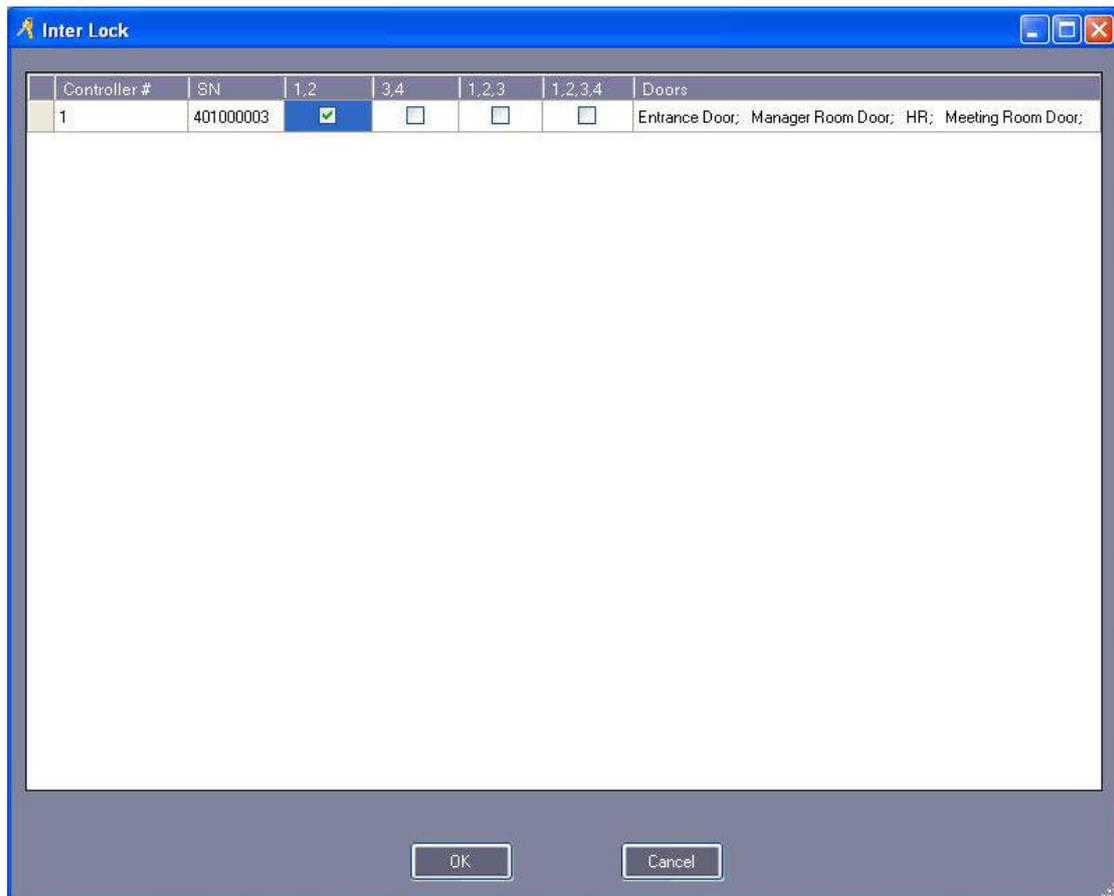
3.4.3 Activate Anti Pass Back

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



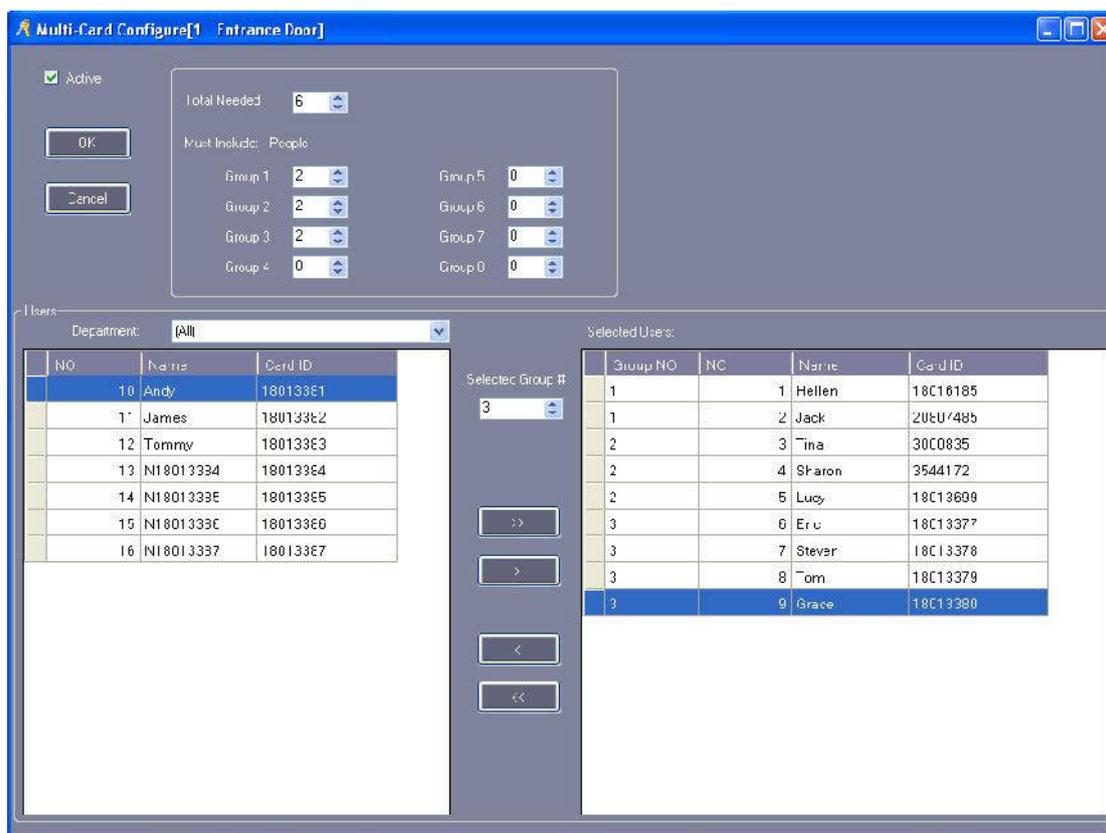
3.4.4 Activate Inter Lock

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



3.4.5 Activate Multicard Access

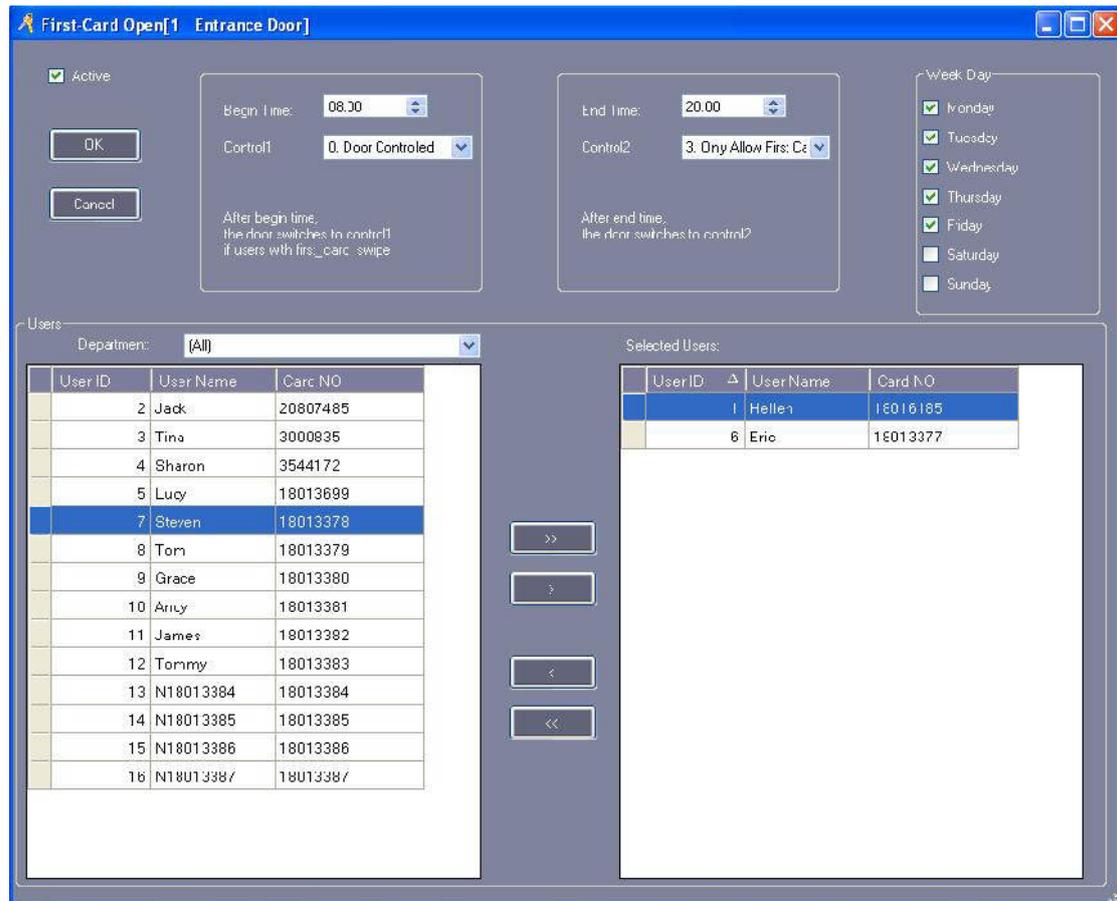
Select **【Access Control】** > **【Multi-card access】**



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

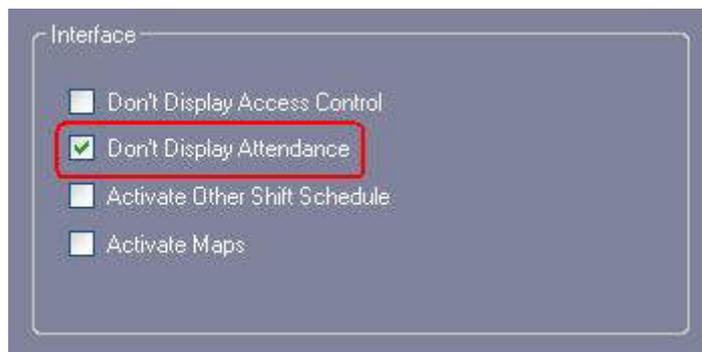
3.4.6 Activate First Card Open

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



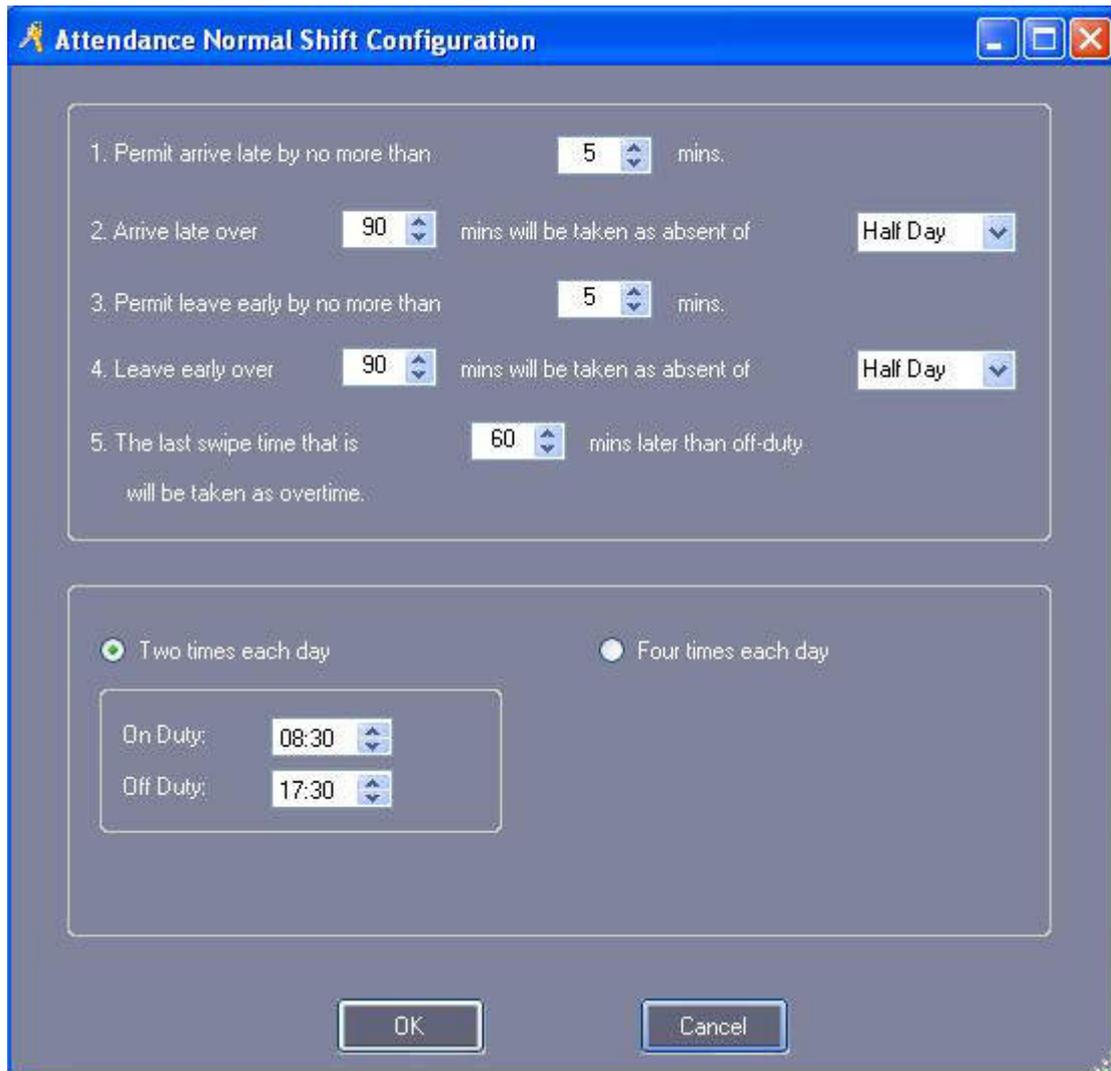
Part 4 Attendance

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



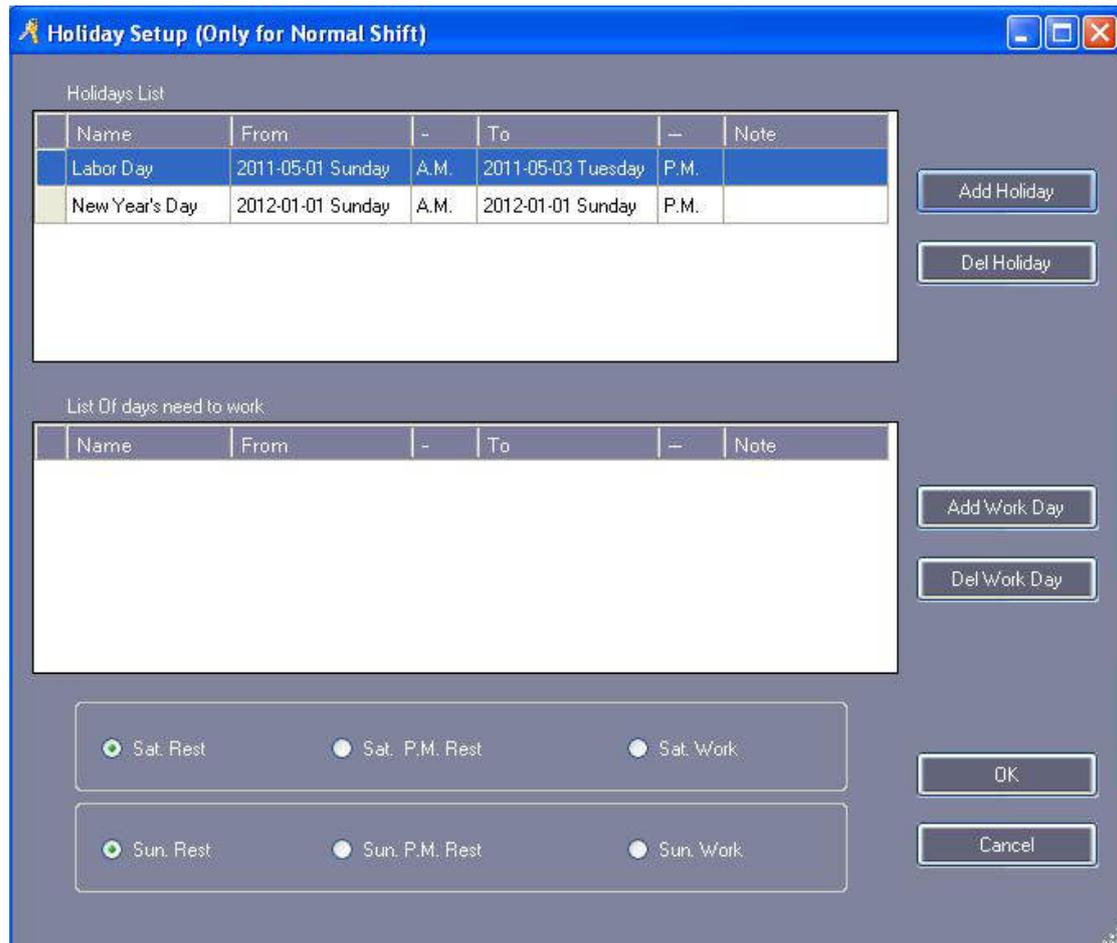
4.1 Normal Shift Configuration

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



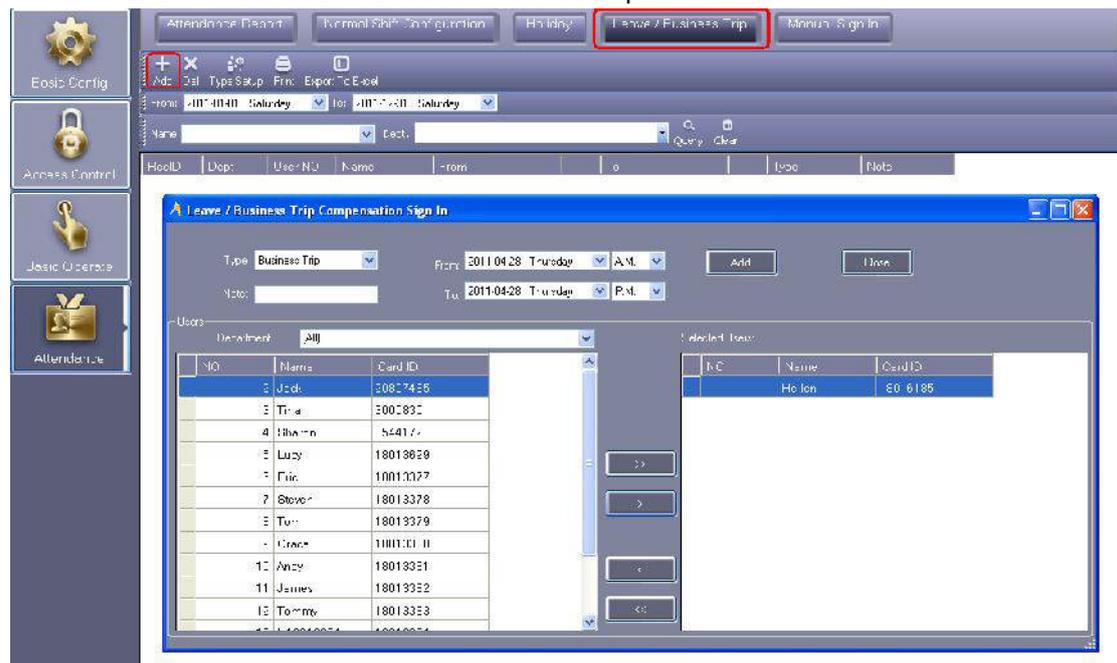
4.2 Holiday

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



4.3 Leave/Business Trip

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



4.4 Manual Sign In

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

The screenshot shows the 'Manual Sign In' application window. At the top, there are fields for 'Time' (2011-04-29, Friday, 03:30) and a 'Note' field containing 'forgot swipe card'. Below these are 'Add' and 'Close' buttons. The main area is divided into 'Users' and 'Selected Users' sections. The 'Users' list includes names like Jack, Tina, Charon, Lucy, Eric, Steven, Tom, Grace, Andy, James, Tommy, and others. 'Hellen' is selected and moved to the 'Selected Users' list. The bottom of the window features a navigation bar with buttons for 'Attendance Report', 'Normal Shift Configuration', 'Holiday', 'Leave / Business Trip', and 'Manual Sign In'. Below the navigation bar are search and filter options, including 'From: 2011-01-01 Saturday' and 'To: 2011-12-31 Saturday'. At the very bottom, a data table displays the sign-in record for Hellen.

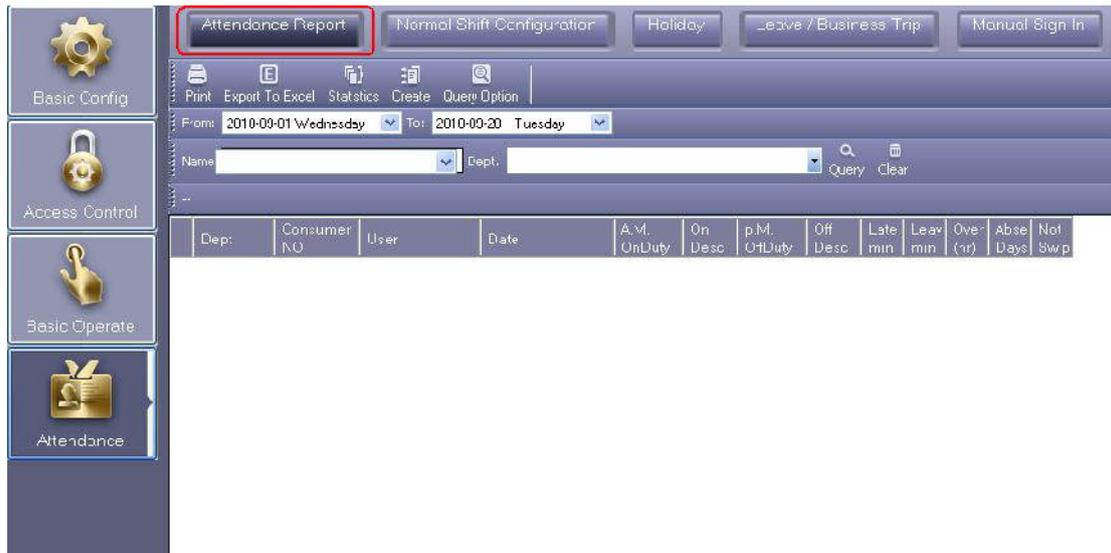
| NO | Name | Card ID |
|----|-----------|----------|
| 2 | Jack | 20E07485 |
| 3 | Tina | 30C0835 |
| 4 | Charon | 0544172 |
| 5 | Lucy | 18C13E93 |
| 3 | Eric | 18C13E77 |
| 7 | Steven | 18C13E73 |
| 0 | Tom | 10C13C73 |
| 3 | Grace | 18C13E80 |
| 10 | Andy | 18C13E81 |
| 11 | James | 18C13E82 |
| 12 | Tommy | 10C13C00 |
| 13 | N18013384 | 18C13E84 |
| 14 | N18013385 | 18C13E85 |
| 15 | N18013386 | 18C13E86 |
| 13 | N18013307 | 10C13C07 |

| RecID | Dept | User NO | Name | Date Time (Sign-In) | Note |
|-------|-----------------------------|---------|--------|----------------------------|-------------------|
| 1 | Sales Dep\Oversea Marketing | 1 | Hellen | 2011-04-29 03:30:00 Friday | forgot swipe card |

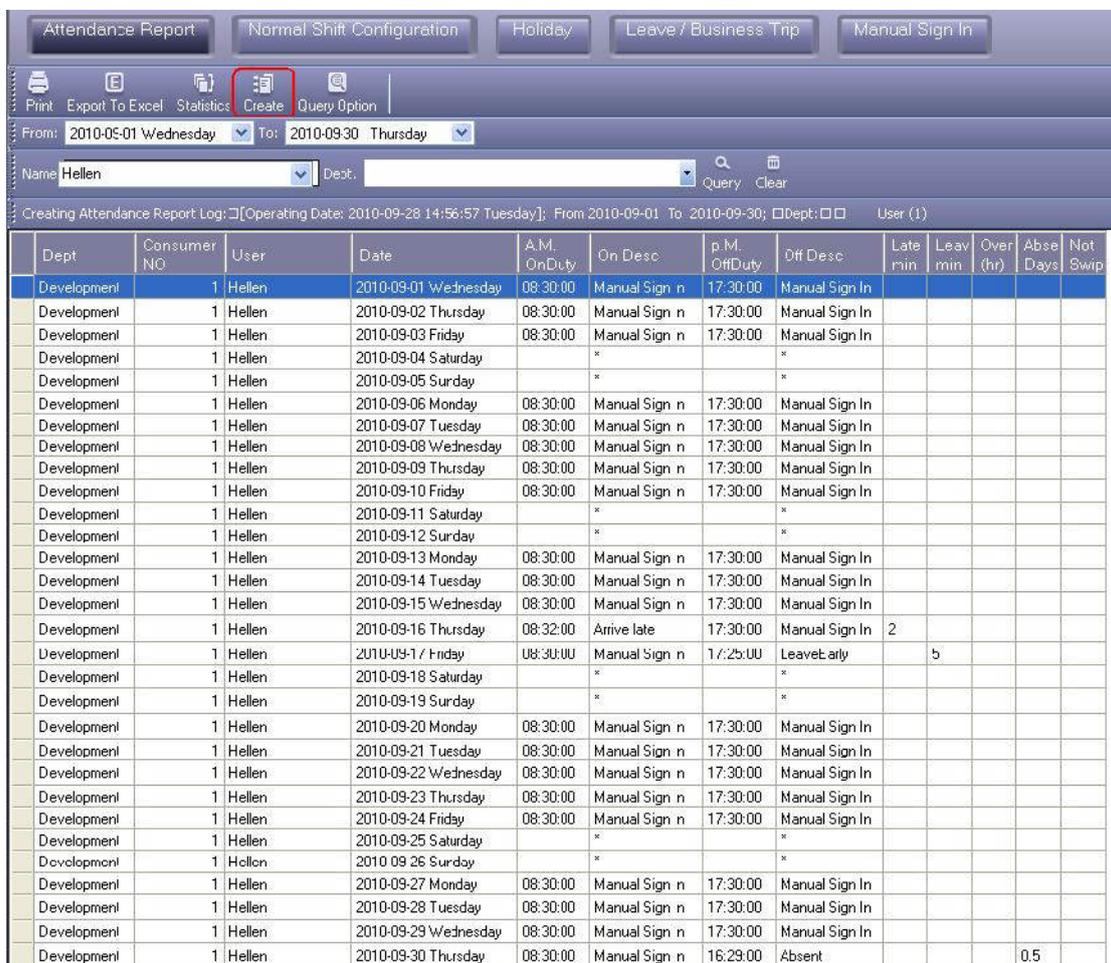
4.5 Attendance Report

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

Sebury Access Control System Software Operation Guide



Click "Create"



Click "Statistics"

Sebury Access Control System Software Operation Guide

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 Minutes | Leave Count | Over (hr) | Abs Days | Not Swip | Manual Signlr (Times) | Busine Trip (Days) | Sick Leave | Private Leave |
|------------|-------------------|----------|--------------|----------------|--------------|------------|---------------|-------------|-----------|----------|----------|-----------------------|--------------------|------------|---------------|
| Sales Dept | Oversea marketing | 1 Hellen | 22 | 19 | 2 | 1 | 5 | 1 | 0.5 | 44 | | | | | |

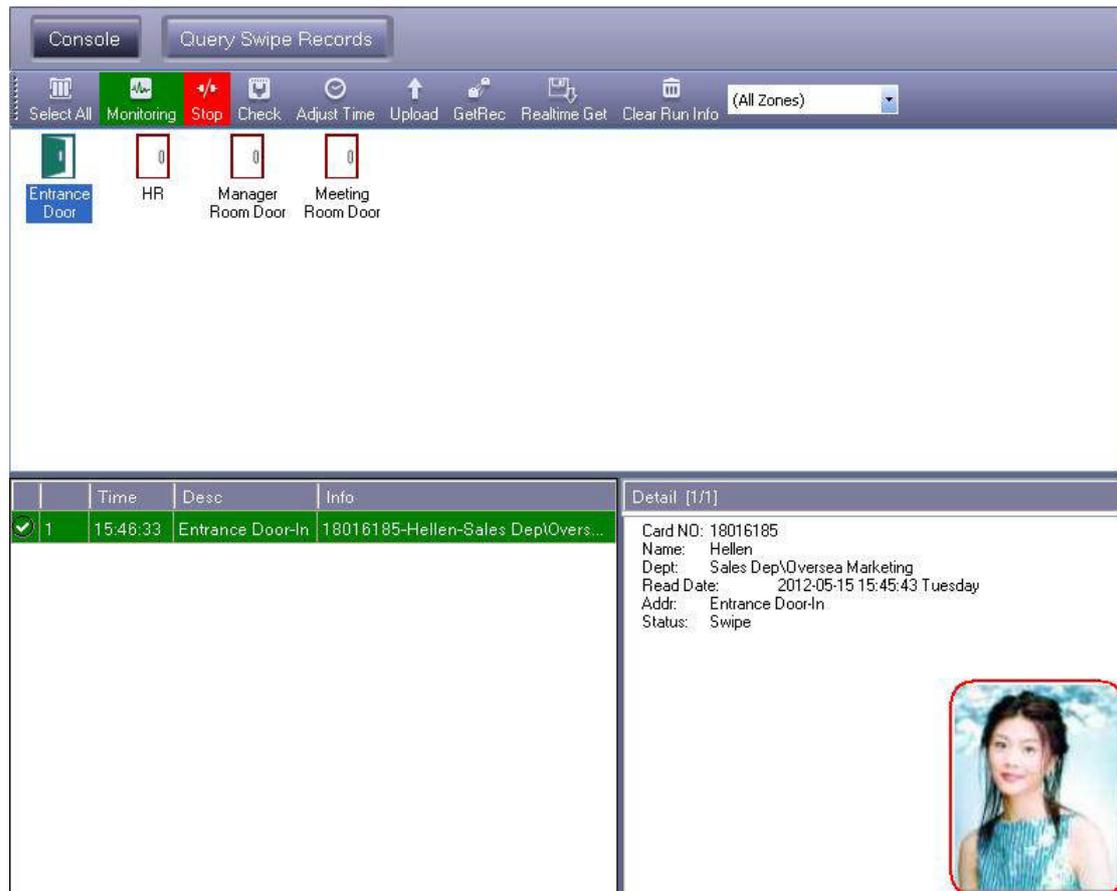
Part 5 Excursus

5.1 How to display user's photo at Monitor

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



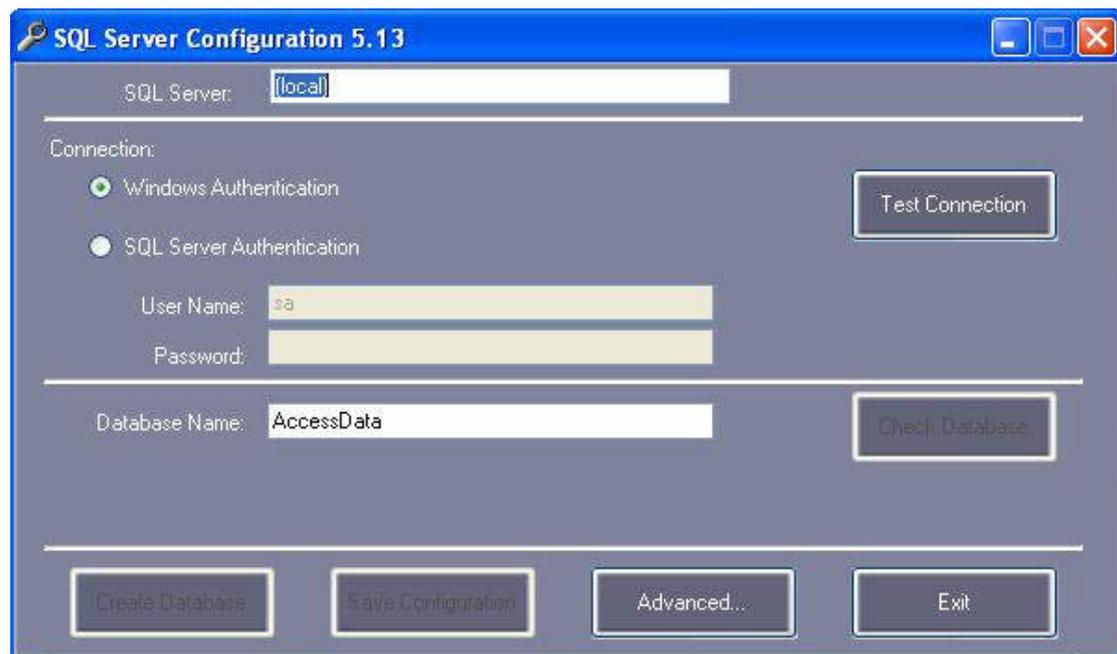
At the monitor window, it can show the user's photo when the user swiping card.



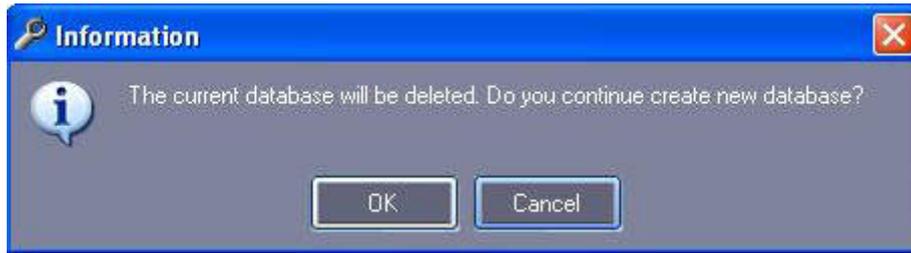
5.2 SQL Server Configuration

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

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



Click "Create Database"



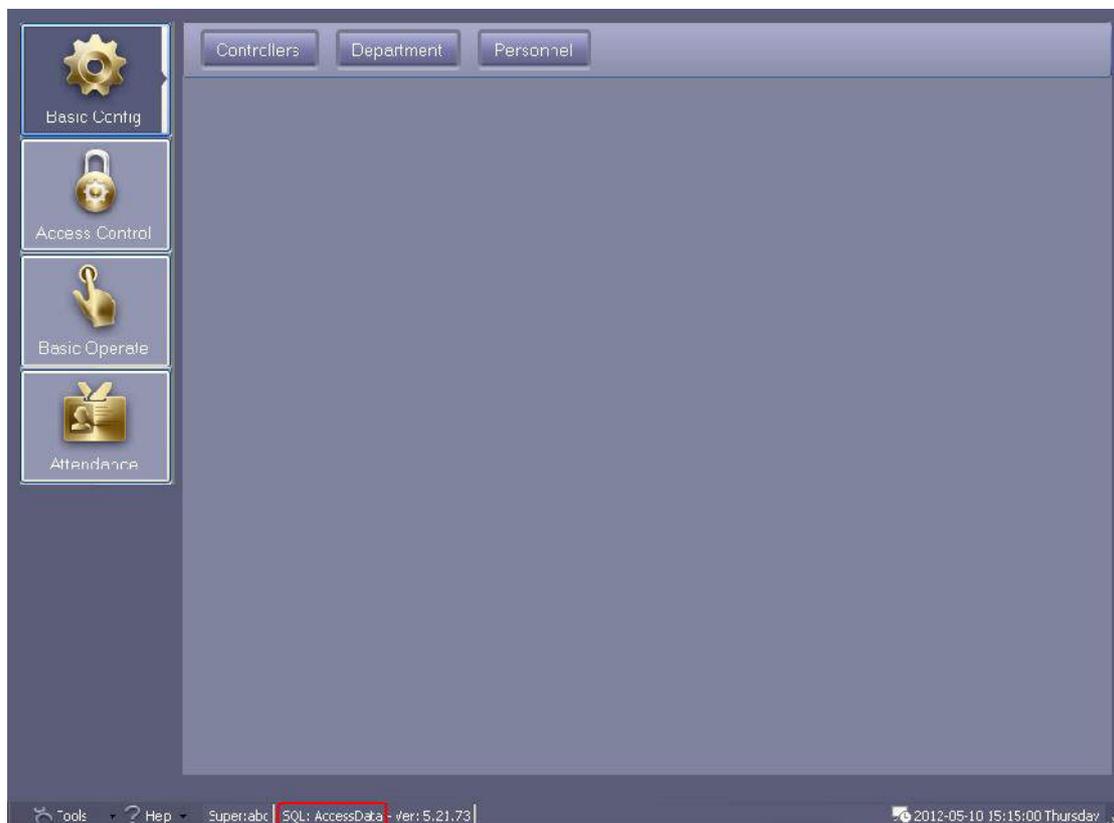
Click "OK"



Click "OK", Then Click "Confirm"



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

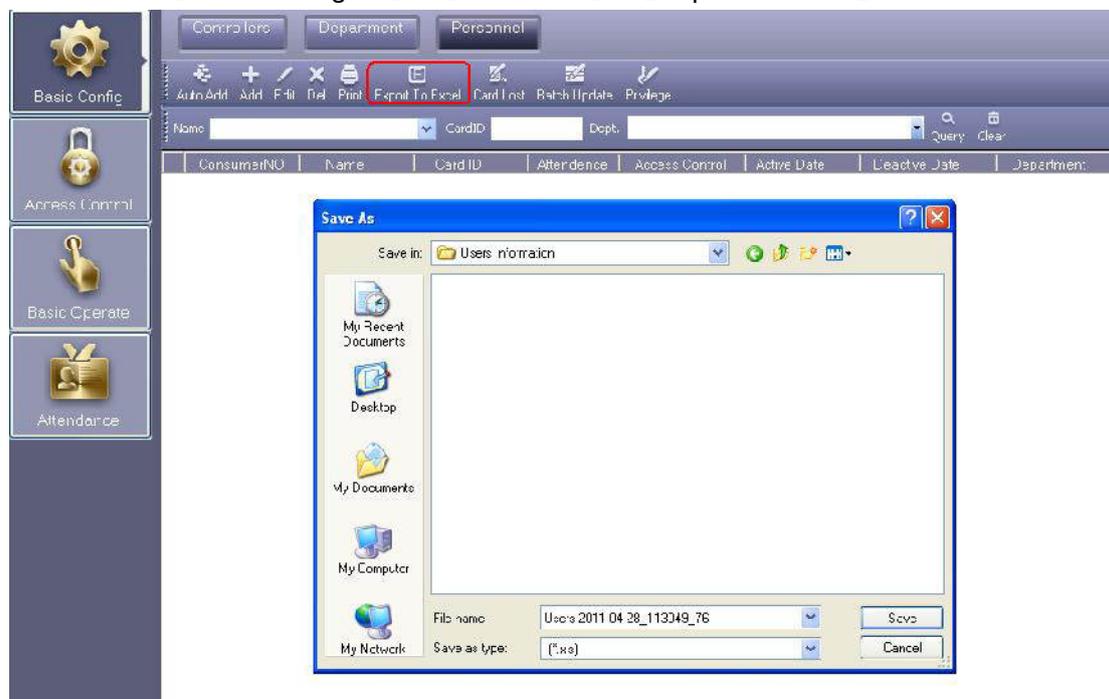


5.3 Import consumer's information from Excel

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

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

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



Click "Save"



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

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

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

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

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

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

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

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

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



Import Result as:

| ConsumerNO | Name | Card ID | Attendance | Access Control | Active Date | Deactive Date | Department |
|------------|--------|----------|-------------------------------------|-------------------------------------|-------------|---------------|-----------------------------|
| 1 | Hellen | 18016185 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 2010-01-01 | 2025-12-31 | Sales Dep\Oversea Marketing |
| 2 | Lucy | 18013699 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 2010-01-01 | 2025-12-31 | Sales Dep |
| 3 | Eric | 18013377 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 2010-01-01 | 2025-12-31 | Sales Dep\Oversea Marketing |
| 4 | Sharon | 3544172 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 2010-01-01 | 2025-12-31 | Product Dep |