

**Software Operation Instruction**

(B/S)

**User Manual**

**Version: V 2.1.6**

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## 1. Operator management:



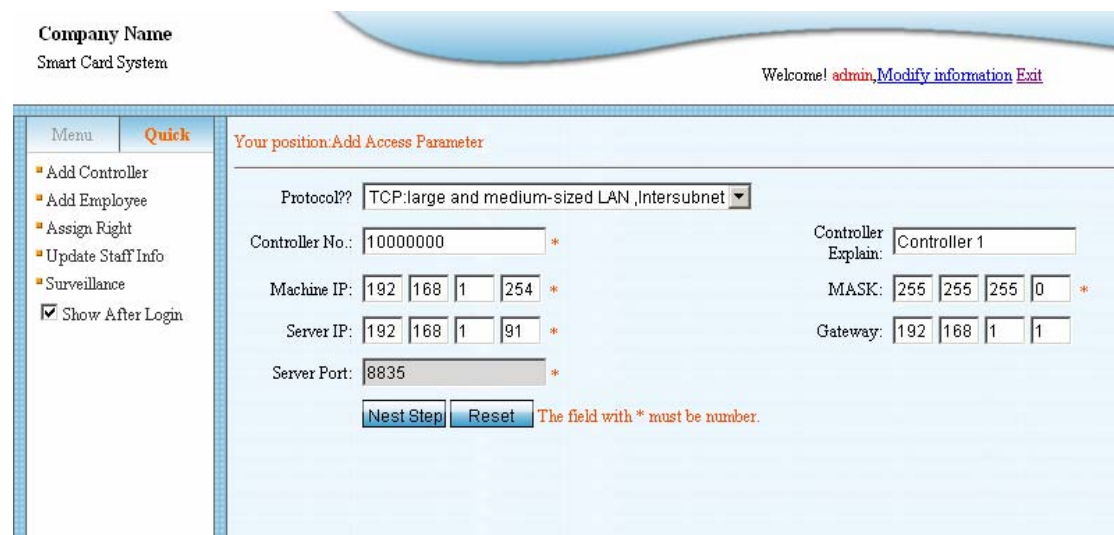
2. Double click , then entry the log in webpage, as follows:



Login User Name: admin

Password: 123456

Login the main operation webpage:



3. It is the fast setting webpage, if you don't have experience for this software, please follow the instruction.

For more setting and enquiry, please log in the main menu.



## 2. System setting

### 2.1 Operator management:

Click Operator, get the following page

The screenshot shows the 'Operator List' page. At the top, it says 'Company Name Smart Card System' and 'Welcome! admin, Modify information Exit'. The left sidebar has a 'Menu' tab and a 'Quick' tab. Under 'Menu', there is a 'System Setting' button and a list of options: 'Operator', 'Log Check', 'Delete Data', 'Holiday Setting', 'Personnel', 'Access', 'Access Data', 'Attendance', and 'Report Check'. The main content area has a header 'Your position: Operator List'. Below this is a table with columns: 'User Name', 'Password', 'Modify', and 'Delete'. The table contains one row with 'admin' as the user name and '\*\*\*\*\*' as the password. To the right of the table are buttons for 'Add', 'Query', and 'Reset'. Below the table, it says 'Page 1, 1 Pages'. There is also a 'User Name' input field with a search icon.

User Name	Password	Modify	Delete
admin	*****		

Click Modify can modify the user password.

The screenshot shows the 'Modify Personal Information' page. At the top, it says 'Company Name Smart Card System' and 'Welcome! admin, Modify information Exit'. The left sidebar is the same as the previous page. The main content area has a header 'Your position: Modify Personal Information'. Below this are four input fields: 'Original Password:', 'New Password:', 'Confirm New Password:', and 'Time of Login Overtime:'. The 'Time of Login Overtime' field has '30' entered and 'Minute' next to it. Below these fields are 'Modify' and 'Reset' buttons. A note next to the 'New Password' field says '(Please leave it blank if not modify!)'.

Original Password:

New Password:  (Please leave it blank if not modify!)

Confirm New Password:

Time of Login Overtime: 30 Minute

Click Add , can add new operator

Company Name  
Smart Card System

Welcome! [admin](#), [Modify information](#) [Exit](#)

**Menu** Quick

- ▼ System Setting
  - Operator
  - Log Check
  - Delete Data
  - Holiday Setting
- ▶ Personnel
- ▶ Access
- ▶ Access Data
- ▶ Attendance
- ▶ Report Check

Assign Right	Readable	Add	Modify	Delete
Department Setting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Staff Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Punch Card	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Exchange Bad Card	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Holiday Setting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Parameter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Time Period	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Staff Right	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
password manage	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
data extraction	<input checked="" type="checkbox"/>			
Surveillance	<input checked="" type="checkbox"/>			
Normal Punching	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>

Click next; there will be the information page for inputting the operator (user):

Company Name  
Smart Card System

Welcome! [admin](#), [Modify information](#) [Exit](#)

**Menu** Quick

- ▼ System Setting
  - Operator
  - Log Check
  - Delete Data
  - Holiday Setting
- ▶ Personnel
- ▶ Access

Your position: Add operator:

User Name:

Password:

Login overtime:  Minute

Input the user name and password and login overtime, click Add , then adding is complete.

## 2.2 Log check:

The function of log check is mainly record the data of all the users whoever login, including user name, login time, date and login IP.

Company Name  
Smart Card System

Welcome! [admin](#), [Modify information](#) [Exit](#)

**Menu** Quick

- ▼ System Setting
  - Operator
  - Log Check
  - Delete Data
  - Holiday Setting
- ▶ Personnel

Your position: Check Log Record

<input type="checkbox"/>	User Name	Login Time	Login Date	Login IP
<input type="checkbox"/>	admin	17:27:50	2011-3-15	192.168.1.91
<input type="checkbox"/>	admin	17:26:02	2011-3-15	192.168.1.91

Page 1, 1 Pages

### 2.3 Delete data:

The main function is delete personnel information, attendance parameter, attendance data, access control parameter, access control data, and temporary data and so on in the database.

**Notice:** Operation must be with caution, since it will delete all the data and can't renew .As following picture:

The screenshot shows a web application interface for deleting data. At the top, it displays 'Company Name' and 'Smart Card System'. A welcome message 'Welcome! admin' is followed by links for 'Modify information' and 'Exit'. The main menu on the left includes 'System Setting', 'Operator', 'Log Check', 'Delete Data', 'Holiday Setting', 'Personnel', 'Access', 'Access Data', and 'Attendance'. The 'Delete Data' section is active, showing a date range from '2011-03-01' to '2011-03-31'. Below this, there are checkboxes for 'Access Data' (checked), 'Access Parameter' (unchecked), 'Attendance Data' (checked), 'Attendance Parameter' (unchecked), 'System Log' (checked), 'Personnel Data' (unchecked), and 'Temporary Data??' (checked). At the bottom, there are 'Delete' and 'Reset' buttons.

From	To
2011-03-01	2011-03-31

Item	Status
Access Data	<input checked="" type="checkbox"/>
Access Parameter	<input type="checkbox"/>
Attendance Data	<input checked="" type="checkbox"/>
Attendance Parameter	<input type="checkbox"/>
System Log	<input checked="" type="checkbox"/>
Personnel Data	<input type="checkbox"/>
Temporary Data??	<input checked="" type="checkbox"/>

## 2.4. Holiday setting:

The function is to add the collective holiday. The corresponding time can be set according to the request for access control and attendance. As following

:

Company Name  
Smart Card System

Welcome! [admin](#), [Modify information](#) [Exit](#)

Menu Quick

▼ System Setting

- Operator
- Log Check
- Delete Data
- Holiday Setting

► Personnel

Your position :Query Holiday

Holiday Name	Start Date	End Date	Modify	Delete
Holiday	2011-3-15	2011-3-15		

Page 1, 1 Pages

Add Query Reset

Holiday Name

It has add, modify, delete function, Click “Add” then setting.

Company Name  
Smart Card System

Welcome! [admin](#), [Modify information](#) [Exit](#)

Menu Quick

▼ System Setting

- Operator
- Log Check
- Delete Data
- Holiday Setting

► Personnel

Your position :Add Holiday Record

Holiday Name:

Start Date: 2011-03-15

End Date: 2011-03-15

Add Reset

## 3 Personnel management

3.1 Department setting: add, modify, delete and check department information.

Company Name  
Smart Card System

Welcome! [admin](#), [Modify information](#) [Exit](#)

Menu Quick

► System Setting

▼ Personnel

- Department Setting
- Staff Management
- Punch Card

► Access

Your position:Check Department Record

Department No.	Department Name	Superior Department	Modify	Delete
01	HR Department			

Page 1, 1 Pages

Add Query Reset

Department No.

Department Name

Click “Add”, can add new department. Department Number must be number. Superior Department (You can set this department as Peak department or as junior department as others.

Company Name  
Smart Card System

Welcome! [admin](#), [Modify information](#) [Exit](#)

Menu Quick

►System Setting

▼Personnel

■Department Setting

■Staff Management

■Punch Card

►Access

Your position: Add Department

Department No.:  \*Only Number

Department Name:

Superior Department: As Peak Department ▼

Add Reset

Modify department: You can modify the department No., name, and the relation among each department after definition.

Delete department: You can delete the bottom department but you can't delete the superior one when it has inferior department.

### 3.2 Staff management: add, modify, delete, exchange card and check staff information.

Company Name  
Smart Card System

Welcome! [admin](#), [Modify information](#) [Exit](#)

Menu Quick

►System Setting

▼Personnel

■Department Setting

■Staff Management

■Punch Card

►Access

►Access Data

Your position: Staff List

Work No.	Card Number	Name	Department	Modify	Delete
Page 1, 0 Page					

Add empl Query Repair car

Work No.

Name

Card Number

Department --Select Department-- ▼

Add employee: The work No. must be numbers. Adding employee information at the same time adding cards, or adds cards in batch after added the staff information will be allowed.

Company Name  
Smart Card System

Welcome! [admin](#), [Modify information](#) [Exit](#)

Menu Quick

System Setting

Personnel

- Department Setting
- Staff Management
- Punch Card

Access

Access Data

Attendance

Report Check

Your position: Add Employee

Work No.:  \*

Name:  \*

Gender: Male ▼

Department: HR Department ▼

Card Number:


Email:

Certificate No.:

Phone:

Picture?:  浏览...

Add Reset



Modify employee: You can modify the work No., name and department, and so on.

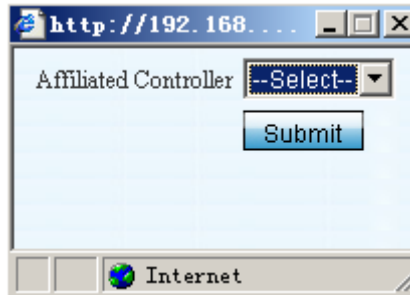
Delete employee: You can delete all the information from the personnel information.

Exchange the bad card: Exchange the card when one staff lost card or the card spoil. Then, the original card will be invalid.

### 3.3 Swipe card in batch:

You can swipe card in batch when there is too many staff. That is to say, swipe card in batch by card issuing device after adding personnel information.

Explanation: Swipe card by card issuing device when there is too many staff, you can get the card number by punching card at the cursor of mouse. Then you can assign the number to staff after submission



Click Submit, input Work No and Name, then choose the Department, click Submit.

Company Name  
Smart Card System

Welcome! [admin](#), [Modify information](#) [Exit](#)

Menu Quick

System Setting

Personnel

- Department Setting
- Staff Management
- Punch Card

Access

Your position: Punch card in batch

Work No.	Name	Department	Card Number
		HR Department	

Page 1, 0 Pages

Query Reset From Bus

Work No.

Name

Department Select Department

## 4 Access Control Management

### 4.1 Controller parameter setting

Basic parameters for add controllers. TCP/IP and RS486 are both optional.

Company Name  
Smart Card System

Welcome! [admin](#), [Modify information](#) [Exit](#)

Menu Quick

System Setting

Personnel

Access

- Parameter
- Time Period
- Staff Right
- Update Staff Info
- data extraction

Your position: Query Controller Parameter

Controller No.	Controller Explain	Protocol	Server IP	Port	Machine IP	Valid Data	Downloaded	Communication Test	Modify	Delete
+ 20018560	Controller 1	TCP	192.168.1.91	8835	192.168.1.200	0	0%			

Page 1, 1 Pages

Add Query Reset

Controller No.

Machine IP

Controller Explain

Controller Position

You can click “Add” ,can add the controller parameter

## ● TCP/IP Mode

It has LAN, Crossover segment and Internet network types.

All these three modes should have fixed IP, that is to say, LAN and Crossover segment the server IP must be set by hand. And Internet Server IP must be Internet Fixed IP.

1. Choose TCP as communication mode:

LAN(crossover segment). controller No. is in the silver sticker of the controller. Each controller has its own unique serial number, for example: **S/N :10012526**

2. Ex-factory default Controller IP address :192.168.0.254. The controller IP is user- defined (The definition can be based on the local server IP.) .For example server IP is 192.168.6.52 , you can set the machine IP as 192.168.6.\*(\* is the number from 1 to 254) not including the Server IP 52 and other IP address using in the LAN.

3. The Server IP (the PC IP which installing software): the Ex-factory default server IP (which is saved in the controller) is: 192.168.0.5. Now you can set it as your local PC IP for installing software. For example, if computer IP install the software is 192.168.6.52, you can set the server IP as 192.168.6.52.

4. MASK and gateway Address only setting when we use crossover segment or connect to the Internet: according to local network setting. For example, it have two segment in the same place, segment A and Segment B. Now the controller connect to the segment B , and the Server in one of the computer named SERVER in segment A .Install the software in one of the computer in segment B, so the Server IP should be set the IP of the computer named SERVER .Machine IP should be in the same segment as the computer in Segment B .

Mask address and gateway address should be same as the subnet mask and default gateway of computer in Segment B. (The premise is the computer in Segment A and Segment B can visit each other).

Same operation for connect to the Internet as below.

All above parameters are confirmed, click next, enter Access control parameter setting page.

## Controller parameter setting

Company Name  
Smart Card System

Welcome! [admin](#), [Modify information](#) [Exit](#)

Menu Quick

Your position: Add Access Parameter

Door No.	Door Position	Opening Delay:	As attendance
M1	Door3	1 *Second	<input type="checkbox"/>
M2	Door4	1 *Second	<input type="checkbox"/>

[Add](#) [Reset](#) The field with \* must be number.

Enter the page setup of access controller parameter after adding the controller parameter successfully. Add the quantity of controller (the quantity of the door) automatically according to the controller No.

For example, we set the controller No. as 20021845 (2 doors controller), then two access control spot will be added automatically as following.

1001234 is one door controller

4003456 is four doors controller.

Door position: You can describe the door position and affiliated controller briefly for checking easily.

Opening Delay: You can set it yourself as your requirement. Usually it is 1second.

As attendance: The main function is access control can be used as attendance. The selected access spot data can be processed as attendance data.

Note: if you use access control as attendance, for the detailed operation such as attendance operation, work schedule management, attendance regulation setting and attendance disposal, please follow the introduction of attendance management and disposal.

## ● RS485 Mode

Company Name  
Smart Card System

Welcome! [admin](#), [Modify information](#) [Exit](#)

Menu Quick

System Setting

Personnel

Access

- Parameter
- Time Period
- Staff Right
- Update Staff Info
- data extraction

Your position: Add Access Parameter

Protocol? COM:485 communication

Controller No.: 20018560 \*

Controller Explain: Controller 1

COM: COM1

Baud rate: 19200

[Next Step](#) [Reset](#) The field with \* must be number.

Instruction: Choose COM: 485 as communication mode. The controller No. is the 5 to 8 numbers in the silver sticker on controller board. Each controller has its own unique serial number. For Example: S/N 40012345. Controller Explain you can use the controller name as you like.

COM: choose the com which connected to the controller, the desktop computer usually is COM1. Make sure all setting correct then click next step. The following steps are same setting as TCP/IP mode.

Then Click modify, add the controller parameter  
After adding successfully, there is a box as following:

Menu Quick

System Setting

Personnel

Access

- Parameter
- Time Period
- Staff Right
- Update Staff Info
- data extraction

Your position: Query Controller Parameter

Controller No.	Controller Explain	Protocol	Server IP	Port	Machine IP	Valid Data	Downloaded	Communication Test	Modify	Delete
+ 20018560	10000000	TCP	192.168.6.1	8835	192.168.6.125	5	0%			
+ 20011444	Controller 1	TCP	192.168.6.125	8835	192.168.6.254	4	100%			

Page 1, 1 Pages

Communication Test: Check the controller online or not, click “Communication Test”. Please see the following for TCP/IP mode

Menu Quick

Your position: Query Controller Parameter Machine: 11487, ServerIP: 192.168.6.20, ServerPort: 8835, ClientIP: 192.168.6.254

Controller No.	Controller Explain	Protocol	Server IP	Port	Machine IP	Valid Data	Downloaded	Communication Test	Modify	Delete
+ 20018560	1□□□□□□□	TCP	192.168.6.1	8835	192.168.6.125	5	0%			
+ 20011444	Controller 1	TCP	192.168.6.125	8835	192.168.6.254	4	100%			

Page 1, 1 Pages

System Setting  
 Personnel  
 Access
 

- Parameter
- Time Period
- Staff Right
- Update Staff Info
- data extraction

485 Mode as follows indicate the controller online, 1001254 is controller number , Version 2.0 is the machine version number.

Menu Quick

Your position: Query Controller Parameter 控制器 10012548 在线 Ver 2.0

Controller No.	Controller Explain	Protocol	Server IP	Port	Machine IP	Valid Data	Downloaded	Communication Test	Modify	Delete
+ 20018560	1□□□□□□□	TCP	192.168.6.1	8835	192.168.6.125	5	0%			
+ 20011444	Controller 1	TCP	192.168.6.125	8835	192.168.6.254	4	100%			
+ 10012548	Controller 1	TCP	192.168.6.125	8835	192.168.6.42	0	0%			

Page 1, 1 Page

System Setting  
 Personnel  
 Access
 

- Parameter
- Time Period
- Staff Right
- Update Staff Info
- data extraction
- Extended Function setting
- Broadcast Management

Modify: Modify the controller parameter

Delete: Delete controller

## 4.2. Time period setting

Menu Quick

Your position: Check Time Period Record

Time Period No.	Time Period Name	Valid Time	Modify	Delete
1	All time	2000-1-1--2020-12-31		

Page 1, 1 Pages

System Setting  
 Personnel  
 Access
 

- Parameter
- Time Period
- Staff Right
- Update Staff Info
- data extraction
- Extended Function Setting
- Broadcast Management

Add Query Reset  
 Time Period No.   
 Time Period Name

The software default setting as follows:

Time Period No.:1

Time Period Name: All time

Valid Time: 2000-1-1--2020-12-31

You can also set the difference time period as your request. You can click add button, 65535 time period can be added at most.

Menu Quick

Add Time Period Record

Time Period Name: Valid Time: 2011-03-17 To 2021-03-17 Add Reset

	0Time	1Time	2Time	3Time	4Time	5Time	6Time	7Time	8Time	9Time	10Time	11Time	12Time	13Time	14Time	15Time	16Time	17Time	18Time	19Time	20Time	21Time	22Time	23Time
<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Thursday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Friday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

You can set the name of the time period as you like. Valid time can be set as request.

Each time period is 30 min. You can only open the door during the selected time period

#### 4.3 Staff Right setting

##### Set Staff Right

After adding staff information, you can click “modify” directly. The added employee can be moved to the Selected employee together. As following:

Menu Quick

Your position: Set Staff Right

<input type="checkbox"/>	Work No.	Name	Card Number	Department	Door No. for In Out
<input type="checkbox"/>	fg	hgh	0005425225	HR Department	2,3,4
<input type="checkbox"/>	gvv	vcb	0004354323	HR Department	2,3,4
<input type="checkbox"/>	1	1	0001234567	HR Department	2,3,4
<input type="checkbox"/>	12	df	0000123456	HR Department	2,3,4

Page 1, 1 Pages

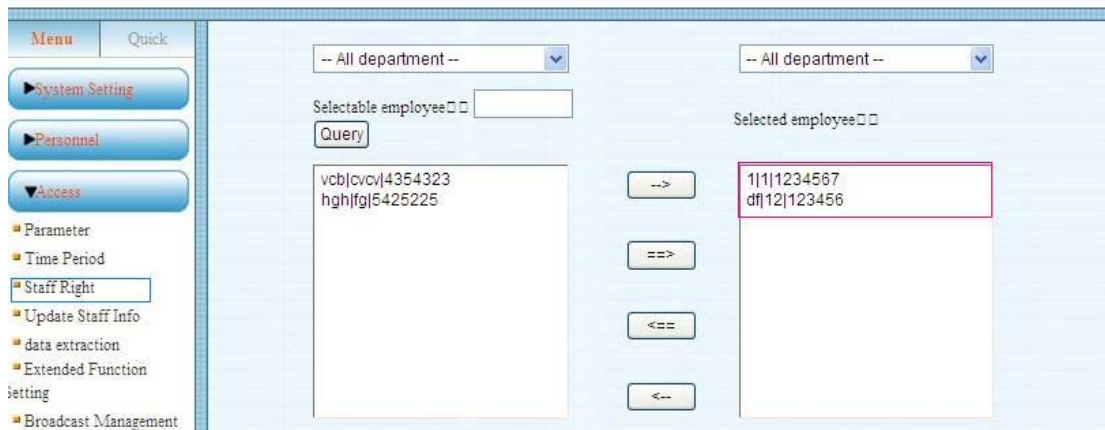
Modify Delete Query

Work No.

Card Number

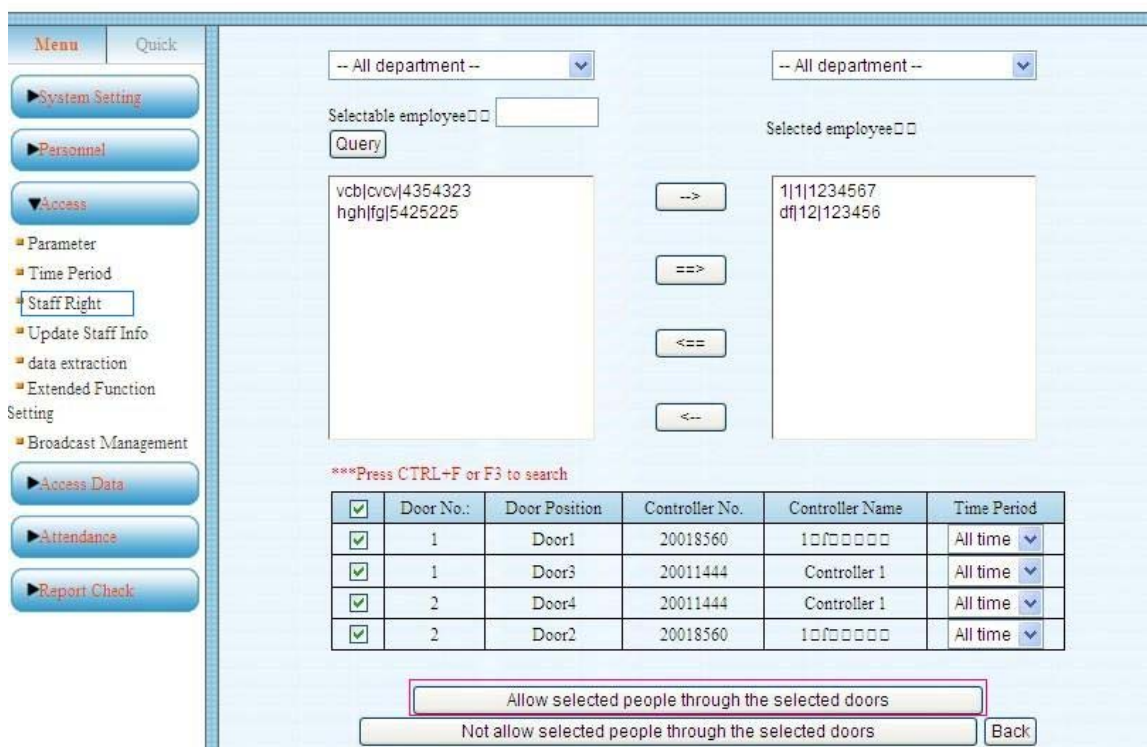
Name

Department -- Select Department --




Choose the door for the Selected employee, click “Allow selected people trough the selected doors”, it will indicated “ Modify the right successfully.

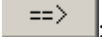
“Query “: this button can be query the Selectable employee according name ,work number or card number



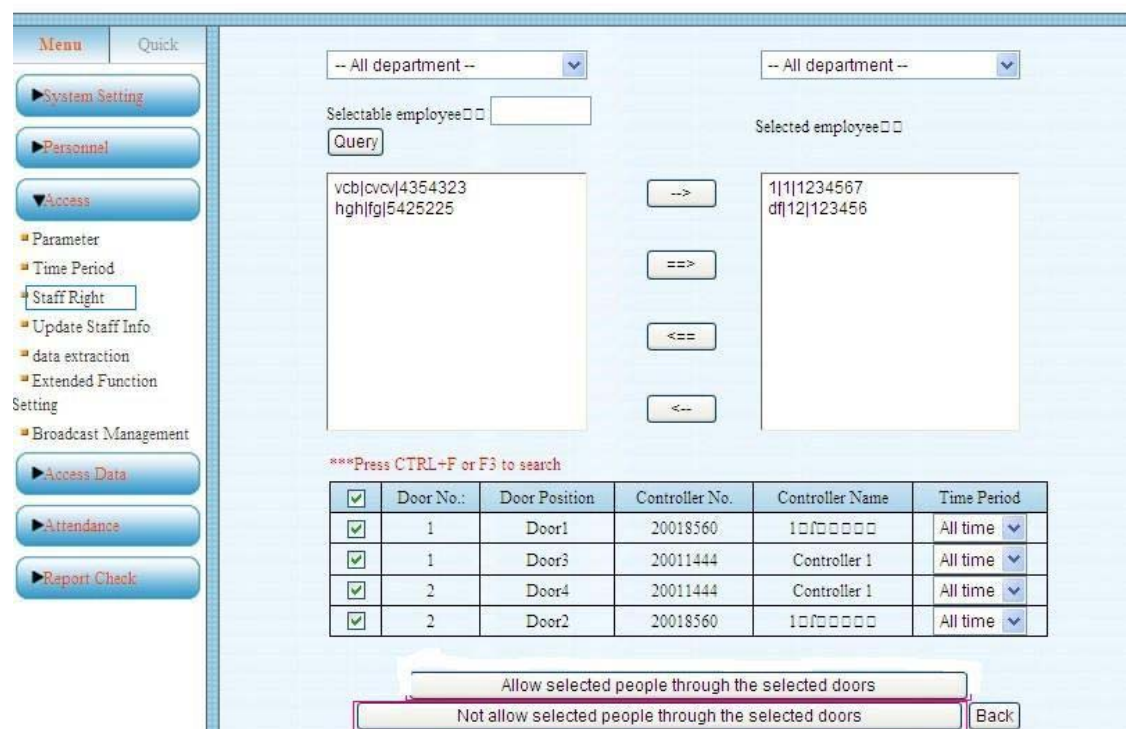
Modify staff right

When modify someone or any staff right, First need delete the original right , then rearrange the new right .

: Choose one of the Selectable employee, click this button , the staff move to Selected employee will move to Selected employee.

: Click this button all Selectable employee will be move to Selected employee

Delete former right: Click Modify directly, then query according name, work number or card number, you can even query according department. Then choose the Selected employee and door right, click “Not allow Selected people through the selected doors “.Delete staff right successfully.



\*\*\*Press CTRL+F or F3 to search

<input checked="" type="checkbox"/>	Door No.:	Door Position	Controller No.	Controller Name	Time Period
<input checked="" type="checkbox"/>	1	Door1	20018560	1□□□□□	All time ▾
<input checked="" type="checkbox"/>	1	Door3	20011444	Controller 1	All time ▾
<input checked="" type="checkbox"/>	2	Door4	20011444	Controller 1	All time ▾
<input checked="" type="checkbox"/>	2	Door2	20018560	1□□□□□	All time ▾

☐ Allow selected people through the selected doors  
☒ Not allow selected people through the selected doors

Back

Update the new staff right: Click modify, then query the Selectable employee, choose them to the Selected employee, choose the door number, click “Allow the Selected people through the selected door”

Menu Quick

System Setting

Personnel

Access

Parameter

Time Period

Staff Right

Update Staff Info

data extraction

Extended Function

Setting

Broadcast Management

Access Data

Attendance

Report Check

-- All department --

Selectable employee

Query

vcblcvv/4354323  
hgh/fg/5425225

-->

==>

<==

<--

-- All department --

Selected employee

1|1|1234567  
df|12|123456

\*\*\*Press CTRL+F or F3 to search

<input checked="" type="checkbox"/>	Door No.:	Door Position	Controller No.	Controller Name	Time Period
<input checked="" type="checkbox"/>	1	Door1	20018560	1□□□□□	All time
<input checked="" type="checkbox"/>	1	Door3	20011444	Controller 1	All time
<input checked="" type="checkbox"/>	2	Door4	20011444	Controller 1	All time
<input checked="" type="checkbox"/>	2	Door2	20018560	1□□□□□	All time

Allow selected people through the selected doors

Not allow selected people through the selected doors

Back

Note: When other version update to V2.1.6 , it should need update the staff right.

#### 4.4 Update Staff right

Menu Quick

System Setting

Personnel

Access

Parameter

Time Period

Staff Right

Update Staff Info

data extraction

Extended Function

Setting

Broadcast Management

Access Data

Your position Update Staff Info

Selectable controller:

20018560'1□□□□□TCP  
20011444'Controller 1TCP

-->

==>

<==

<--

Selected controller

Update Staff Info

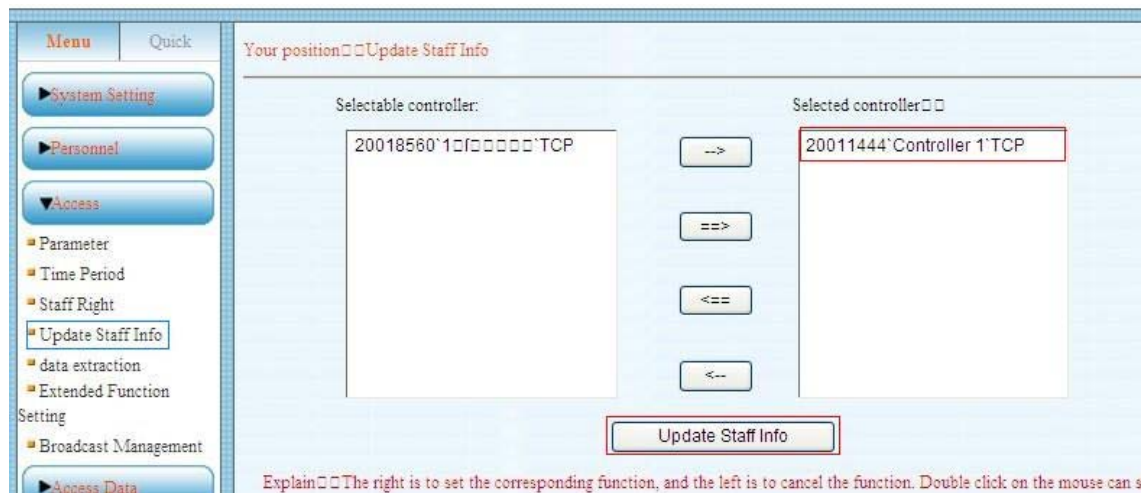
Explain The right is to set the corresponding function, and the left is to cancel the function. Double click on the mouse

-->: Choose one of the Selectable controller need to update, click this button so it will move to Selected controller

==>: Not need choose any controller; all Selectable controller will be move to Selected controller

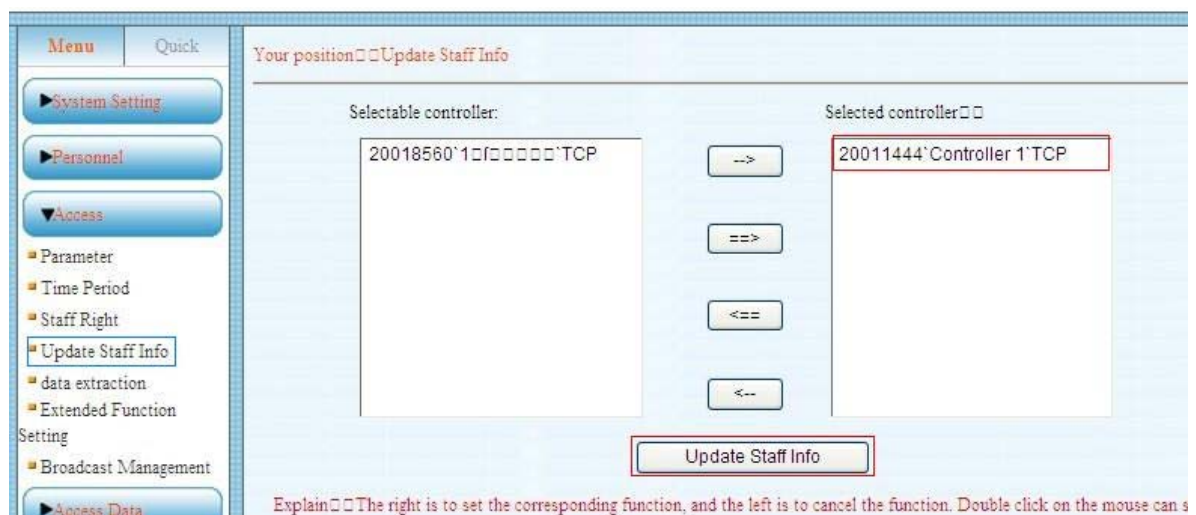
## TCP/IP Mode

First move all the Selectable controller which need update staff information to the Selected controller, then click “Update Staff Info” , the premise is making sure the controller is online .

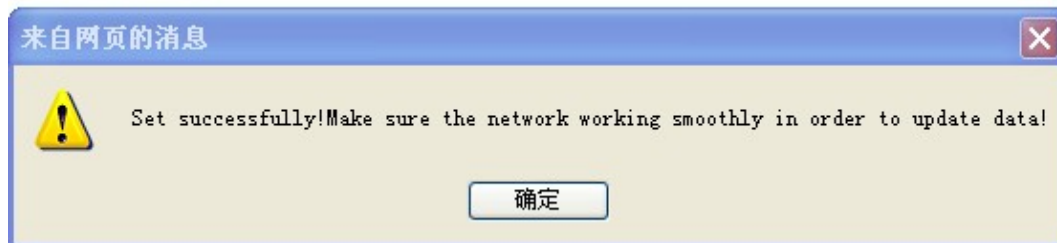


## RS485 mode

First move all Selectable controller which need update staff information to the Selected controller. Then click “Update Staff Info”.



Get a dialog box, you can see the updating staff right. The premise is making sure the RS485 controller is working well.



#### 4.5 Data Extraction.

When the machine stored offline data, you can extract the controller data by this menu. The premise is making sure the controller is online. The operation is same as update the staff right.



TCP/IP mode: will indicate Set Successfully. Please keep the network working well, click sure.

RS484 : will have a dialog box indicate the processing.



## 5 Access control date

### 5.1 Real Time Surveillance

You can read the real time update record. You can see the work number name , department and swipe card time , door position and working State.

Menu Quick

System Setting

Personnel

Access

Access Data

Surveillance

Normal Punching

Lawless Punching

Earliest/Last

Access Alarm

Open/Close Affair

Query Alarm Affair

Attendance

Report Check

Your position: Real Time Surveillance Controller 20011444 Offline

Door2 Door4 Door3 Door1

Work No.	Name	Department	Time	Position	State	Execution Time	Description	Information
----------	------	------------	------	----------	-------	----------------	-------------	-------------

### 5.2 Normal card records

You can read all the normal card data ( the data can show card that can open door) indicates work number , card number , name , door position , time and in and out type. You can get the data by Excel file.

Company Name

Smart Card System

Welcome! admin Modify information Exit

Menu Quick

System Setting

Personnel

Access

Access Data

Surveillance

Normal Punching

Lawless Punching

Earliest/Last

Access Alarm

Open/Close Affair

Work No.	Card Number	Name	Department	Door Position	Time	Type of In/Out	Query	Educe	Reset
12	0000123456	df	HR Department	Door1	2011-2-23 19:05:00	In			
1	0001234567	1	HR Department	Door1	2011-2-23 19:05:00	In			
1	0001234567	1	HR Department	Door1	2011-2-23 19:05:00	In			
1	0001234567	1	HR Department	Door1	2011-2-23 19:05:00	In			
1	0001234567	1	HR Department	Door1	2011-2-23 19:05:00	In			
1	0001234567	1	HR Department	Door1	2011-2-23 19:04:00	In			
1	0001234567	1	HR Department	Door1	2011-2-23 19:04:00	In			
1	0001234567	1	HR Department	Door1	2011-2-23 19:04:00	In			
1	0001234567	1	HR Department	Door1	2011-2-23 19:04:00	In			
1	0001234567	1	HR Department	Door1	2011-2-23 19:04:00	In			
1	0001234567	1	HR Department	Door1	2011-2-23 19:04:00	In			
1	0001234567	1	HR Department	Door1	2011-2-23 19:04:00	In			
1	0001234567	1	HR Department	Door1	2011-2-23 19:04:00	In			
1	0001234567	1	HR Department	Door1	2011-2-23 18:58:00	In			

### 5.3 Invalid card records

You can check the Invalid card data (the data show the record for the card that can not open the door) , including work number , card number , name , department , door position , and in/ out type. You can get the data by Excel file.

This page if the record doesn't have work number indicated the card not in this system.

Company Name  
Smart Card System

Welcome! admin Modify information Exit

Menu Quick

Your position: Browse Access Punching Data Lawless

Work No.	Card Number	Name	Department	Door Position	Time	Type of In Out
	14836141			Door1	2011-2-23 19:05:00	In
	610855			Door1	2011-2-23 19:05:00	In
	610855			Door1	2011-2-23 19:04:00	In
	14836141			Door1	2011-2-23 19:04:00	In
1	1234567	1	HR Department	Door1	2011-2-23 19:02:00	In
1	1234567	1	HR Department	Door1	2011-2-23 19:02:00	In
1	1234567	1	HR Department	Door1	2011-2-23 19:02:00	In
1	1234567	1	HR Department	Door1	2011-2-23 19:02:00	In
	163839			Door1	2011-2-23 18:54:10	Out
	163839			Door1	2011-2-23 18:54:00	Out
	163839			Door1	2011-2-23 18:48:00	Out
	0				2011-2-23 18:42:43	Out

Query Educe Reset

Work No.

Card Number

Name

Department: -- Select Department --

Door Position

Start Date: 2011-03-01

End Date: 2011-03-17

#### 5.4 The earliest and the latest records

The earliest and the latest records indicates as per day, indicate the work number, card number , name and department, date of swiped card , the earliest and latest time , can educe the file by EXCEL form.

Menu Quick

Your position: First / Last Data for Punching Card

Work No.	Card Number	Name	Department	Punching Card Date	Earliest Punching Card Time	Last Punching Card Time

Page 1, 0 Pages

Query Educe Reset

Card Number

Name

Department: -- Select Department --

Start Date: 2011-03-01

End Date: 2011-03-17

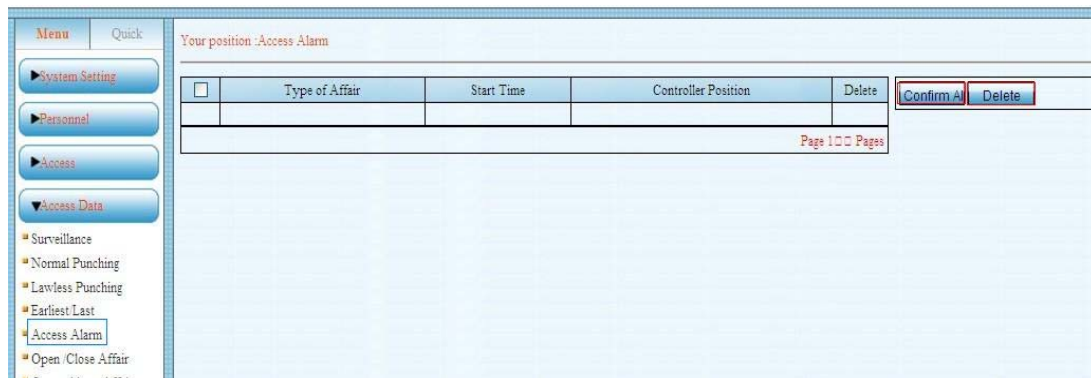
#### 5.5 Access Alarm

This page indicates Only when you used the Extended Function “ Door alarm” or “Intimidated password” .

Only super user own the extended function, if you need this function , kindly ask the supplier for the password.

This page indicate “ door close” and “door sensor alarm ” and the “Intimidated password” record. This step controller should be in the real time mode.

The alarm record will disappear after click Confirm Alarm or Delete record.

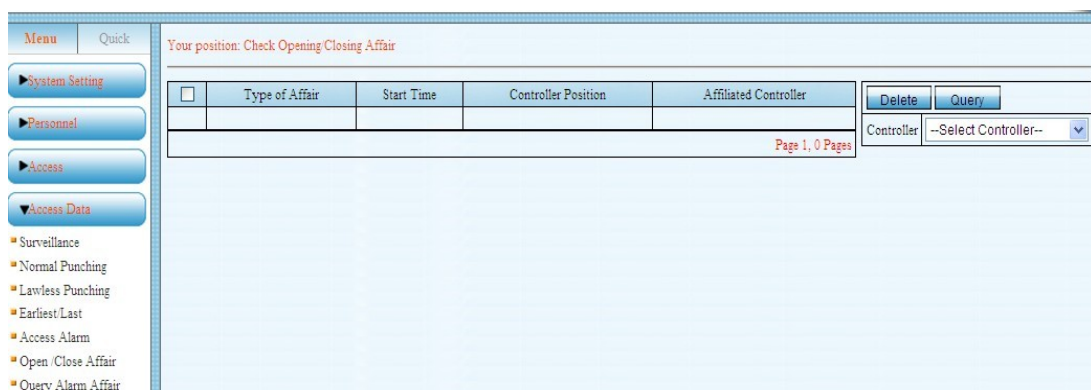


## 5.6 Open/Close door Affair

This page indicates Only when you used the Extended Function “door magnetism alarm” or “Intimidated password” .

Only super user own the Extended function, if you need this function , kindly ask the supplier for the password.

This page indicate “ door close” and “Exit button open door ” record. This step requires the controller in the real time mode.



## 5.7 Access Alarm Checking

This page indicates only when you used the Extended Function “input alarm” .Only super user own this function ,if you need this function , kindly ask the supplier for the password. This page indicates input alarm record, including Affair type, start time , controller position , and the belonged controller.

# 6 Attendance Management

## 6.1 Time attendance setting

This page request use Super User name and password to log in.

Menu-System Setting- Parameter setting- Parameter setting- Software Function

-Time attendance.-Save Setting. Request input the password, password kindly ask your supplier .

Then user the manager user name to log in .

Company Name  
Smart Card System

Welcome!

Menu Quick

▼System Setting

- System Information
- Parameter Setting
- Operator
- Log Check
- Delete Data
- Holiday Setting

Language ☐ English

Software Use: ☒ Office ☐ Community

Software Function ☐ ☒ Access Control ☒ Time Attendance ☐ Inspect

Default menu ☐ Access

Default log on ☐ Add controller parameter

Show attendance machine parameters: ☒ Yes ☐ No

Show attendance machine parameters- choose Yes.

Menu Quick

Your position ☐ Add attendance parameter

Machine No.: 10000

Machine POS: Gate

Machine IP: 192 168 6 254

Machine Name: Machine Name

Server IP: 192 168 6 125

Server Port: 8835

Gateway: 192 168 6 1

MASK: 255 255 255 0

Server Domain: www.yourdomain.c

DNS: 202 96 134 133

Update Time: 1 Minute

Network Mode: LAN/WAN

Punching Card Mode: Continuous Punching

Download Data: Need

Use Keypad: Use

Use Camera: Not Use

Relay Function: Turn on

Record Data: Record All Cards

R1 Relay Delay: 3 Second

R2 Relay Delay: 3 Second

Internet Phone: 0755-10000000

Modify parameter password: 123456

Font: CHS

Internet Password: 123456

User Name: User Name

Display customer name: Customer Name

Display the cue1 ☐ Welcome

Display the cue2 ☐ On time

Save Reset

Machine Number is the 5 digits machine number sticker in the time attendance machine.

Machine Position(machine POS) is user-defined , in order to check the location of the time attendance easier.

Machine IP: is software default IP address, same setting as access controller Machine IP.

But it should be in the same segment as the Server IP. Machine name indicates in the first line of the LCD for the time attendance.

Machine IP address: Local computer IP, this computer IP needs set by hand.

Default Server Port is 8835, you don't have right to change.

Gateway address and MASK address, only request setting when the machine crossover segment or connect to the Internet, setting detail please refer to Access control Gateway address and MASK address.

Server Domain Name and DNS Address are obligate and non-defined.

Automatic Update time is period auto update by the machine, default setting is 1M(1 minute). Can define by the quantity of the people .

When people in a large quantity it will be longer.

Way of connection to the network it has "LAN/WAN" and offline modes, default real time mode is "LAN/WAN",

Punch card type has "continuous Punching" and "Interval punching "

Continuous Punching is default setting.

Data download it has "need" and not need optional. "Need " as default.

Choose "not need", when the machine network off line it will not indicate the user name in the LCD.

Keypad also has need and not need optional, default setting as need

Camera has use and not use optional , default setting as not use, only when using Camera time attendance it choose as use .

Relay Function has Turn on and turn off default is turn on.

If choose turn off, when punch the card, it won't have relay signal output.

Record all card has " record all cards and Not record invalid card optional.

The former one is record the normal card and lawless card, and the later is record the normal card only.

R1/R2 relay delay means normal /abnormal relay delay, default as 3 seconds.

Internet Phone is for obligate usage.

Modify parameter password: modify the machine parameter setting password, default is 123456.

Letterform (Font) has Simple Chinese and Traditional Chinese option.

Internet Password: password and user name is for obligate usage.

Display customer name: can indicate the client name.

Display the cue 1: indicate in the LCD lower left quarter.

Display the cue 2: indicate in the LCD lower left quarter after punch card.

## 6.2. Normal schedule setting

Normal schedule setting as following picture

Company Name  
Smart Card System

Menu Quick

System Setting  
Personnel  
Access  
Access Data  
Attendance  
Normal Work  
Leave Type Setting  
E-L & Eviction  
Sign in out

Your position: Normal work setting

Late	5	Within * not as late	
Late	60	As absent within *	0.5 Day
Ahead of time	5	Within * not as leave early	
Leave early	60	As absent within *	0.5 Day
Off duty in the afternoon	60	After * punch as overtime	
<input checked="" type="radio"/> Punch card twice one day		<input type="radio"/> Punch card fourth one day	
On duty time	08:00		
Off duty time	18:00		
Confirm	Reset		

Normal schedule setting used for only one working shift, punch card 2 or 4 times per day.

## 6.3 Turning shifts setting

This page need log in by super user, Menu-System setting - Parameter setting- Default menu- Turn work disposal.

The default setting is Normal work.

Then request input password, ask your supplier for this password.

Then user operator user name log in.

Smart Card System

Menu Quick

System Setting  
System Information  
Parameter Setting  
Operator  
Log Check  
Delete Data  
Holiday Setting  
Personnel

Your position: Parameter setting

Language ☐ English

Software Use: ☒ Office ☐ Community

Software Function ☐ ☒ Access Control ☒ Time Attendance ☐ Inspect

Default menu ☐ Access

Default log on ☐ Add controller parameter

Show attendance machine parameters: ☒ Yes ☐ No

Type of Time Attendance ☐ Normal work ☒ Work Turn

Turn schedule function: As following picture:

Menu

Quick

System Setting

Personnel

Access

Access Data

Attendance

Parameter

Work Turn Setting

Work Turn

Work Turn Schedule

Leave Type Setting

E-L & Eviction

Sign in/out

Turn work disposal

Report Check

You position: Set work turn

Late	5	Within * not as being late
Advance	5	Within * not as leaving early
Around the on/off duty time	60	Within * punching is valid
last off duty	60	Within * punching as overtime
Longest allowed time for overtime	360	Minute
Confirm	Reset	

Turn schedule function suitable for multi –shift

## 6.4 Turning shifts setting

Using for setting the shifts whose on duty.

Menu

Quick

System Setting

Personnel

Access

Access Data

Attendance

Parameter

Work Turn Setting

Work Turn

Work Turn Schedule

Leave Type Setting

E-L & Eviction

Sign in/out

Turn work disposal

Report Check

Your Position: Work Turn

Work Turn No.	Work Turn Name	Times of punching card	Overtime	On duty time 1	Off duty time 1	On duty time 2	Off duty time 2	On duty time 3	Off duty time 3	On duty time 4	Off duty time 4	Modify	Delete
1	44	2	0	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		

Add

Query

Reset

Work Turn No.

Work Turn Name

Page 1, 1 Pages

Click add button

Menu Quick Your position: Add Work Turn

System Setting  
Personnel  
Access  
Access Data  
Attendance

Parameter  
Work Turn Setting  
Work Turn  
Work Turn Schedule  
Leave Type Setting  
E-L & Eviction  
Sign in/out  
Turn work disposal

Work Turn Name

Times of punching card 4 ☐ All as overtime

On duty time 1 00:00

Off duty time 1 00:00

On duty time 2 00:00 ☐ Overtime period

Off duty time 2 00:00

Confirm Reset

Work shift name is user defined.

Punch card times have 2,4,6,8 times optional, default is twice.

You can add the overtime work shift.

Choose overtime indicate the shift belong to overtime work shift.

## 6.5 Turning shift setting

Menu Quick Your position: Turn work schedule

System Setting  
Personnel  
Access  
Access Data  
Attendance

Parameter  
Work Turn Setting  
Work Turn  
Work Turn Schedule  
Leave Type Setting

Department	Name	Time	Selected Work Turn	Modify	Delete
HR Department	1	2011-3-17	44		
HR Department	df	2011-3-17	44		

Page 1, 1 Pages

Add work Query Reset

Department --All department--

Name

Start Time 2011-03-01

End Time 2011-03-17

Click “Add” work shift.

Menu Quick

System Setting

Personnel

Access

Access Data

Attendance

Parameter

Work Turn Setting

Work Turn

Work Turn Schedule

Leave Type Setting

E-L & Eviction

Sign in/out

Turn work disposal

Report Check

Your position □ □ Turn work schedule

--All department--

--All department--

Selectable employee □ □

Selected employee □ □

1  
df  
vcb  
hgh

-->

==>

<==

<--

Start Time 2011-03-17

End Time 2011-03-17

Selectable Work Turn --Selectable Work Turn--

Add work s Reset

You can set as Individual or as department  
Choose Start time and end time.  
The Selectable Work Turn is the added turning shift.

## 6.6 Leave type setting

Default has three types:  
Travel, Leave and Sick leave.

Menu Quick

System Setting

Personnel

Access

Access Data

Attendance

Normal Work

Leave Type Setting

E-L & Eviction

Sign in/out

Type No.	Type Name	Modify	Delete
1	Travel		
2	Leave		
3	Sick leave		

Page 1, 1 Pages

Add Query Reset

Type No. □ □

Type Name □ □

Click Add , can add user-defined leave type

Menu

Quick

►System Setting

►Personnel

►Access

►Access Data

▼Attendance

Normal Work

Leave Type Setting

E-L & Evection

Sign in/out

Your position□□ Add type of leave

Leave name□□

Add

Reset

## 6.7 Check record of leave and evection

Menu

Quick

►System Setting

►Personnel

►Access

►Access Data

▼Attendance

Normal Work

Leave Type Setting

E-L & Evection

Sign in/out

Your position:Check record of leave and evection

Work No.	Name	Leave date	Start time	End time	Type	Modify	Delete
12	df	2011-3-17	14:36	15:36	Travel		
GVV	vcb	2011-3-17	14:37	15:37	Travel		

Page 1, 1 Pages

Add

Query

Reset

Work No.

Name

Type

Leave date

End time

Please select the type!

2011-03-01

2011-03-17

Click add, can add record of leave and evection

Menu

Quick

►System Setting

►Personnel

►Access

►Access Data

▼Attendance

Normal Work

Leave Type Setting

E-L & Evection

Sign in/out

Work Turn disposal

►Report Check

Your position □□Add record of leave and evection

--All department--

--All department--

Selectable employee□□

Selected employee□□

1

df

vcb

hgh

-->

==>

<==

<--

Start time□□

End time□□

Type of leave□□

2011-03-17 14:42

2011-03-17 15:42

--Please select type--

Add

Reset

You can set as Individual or as department choose start time and end time and type of leave

## 6.8 Sign in/out

Work No.	Name	Department	Sign Date	Time of sign in	Modify	Delete
vcb	vcb	HR Department	2011-3-17	14:46		
hgh	hgh	HR Department	2011-3-17	14:46		

Click add button

-- All department --

-- All department --

Selectable employee

1  
df  
vcb  
hgh

-->  
==>  
<==  
<--

Selected employee

Time of sign in: 2011-03-17 14:49

Remark:

Confirm Reset

You can set as Individual or as department, choose Time of sign in , input remarks, click confirm .

## 6.9 Work turn disposal

You can set as Individual or as department .choose start date and end date ,

Single holiday (Sunday) ☒ Double holiday (Saturday and Sunday)

After setting you can check the data report

## 7 Report checking

7.1 Personnel report: show all the staff in the system

Data can educe by Individual or department, educe format is xls.

## Company Name Personnel Information Report

Print Date: 2011-3-17

Work No.	Card Number	Name	Department	Gender	Certificate No.	Mobile	E-mail
1	0001234567	l	HR Department	□□			
12	0000123456	df	HR Department	□□			
cvcv	0004354323	vcb	HR Department	□□			
fg	0005425225	hgh	HR Department	□□			

### 7.2 Time attendance data

Menu Quick

System Setting

Personnel

Access

Access Data

Attendance

Report Check

Personnel

Attendance data

Attendance Monthly

Daily Normal Report

Work No.

Name:

Department -- Select Department --

Start time  2011-03-01

End time  2011-03-17

Check Photo Educate

Data can educate by Individual or department, educate format is xls.

### 7.3 Attendance monthly report

Menu Quick

System Setting

Personnel

Access

Access Data

Attendance

Report Check

Personnel

Attendance data

Attendance Monthly

Daily Normal Report

Your position: Check attendance monthly report

Work No.

Name:

Department --Select department--

Month of report: 2011-03

Check Educate

Data can educate by Individual or department, educate format is xls. Only get the report after time attendance setting.

#### 7.4 Normal time attendance report.

The screenshot shows a web application interface for generating a 'Daily Normal Report'. On the left is a 'Menu' sidebar with buttons for 'System Setting', 'Personnel', 'Access', 'Access Data', 'Attendance', and 'Report Check'. Under 'Report Check', there are links for 'Personnel', 'Attendance data', 'Attendance Monthly', 'Daily Normal Report' (which is highlighted), and 'Daily Unnormal Report'. The main area is titled 'Your position □ □ Daily Normal Report'. It contains input fields for 'Work No.', 'Name', and a 'Department' dropdown menu (set to '-- Select Department --'). There are also date pickers for 'Start time' (2011-03-01) and 'End time' (2011-03-17). At the bottom are 'Check' and 'Educe' buttons.

This report is the Normal punch card data report. Data can be educed by Individual or by department. Only get the report after time attendance setting.

#### 7.5 Time attendance abnormal report

The screenshot shows a web application interface for generating a 'Daily Unnormal Report'. The layout is identical to the previous form, with the same 'Menu' sidebar and main form area. The title in the main area is 'Your position □ □ Daily Unnormal Report'. The input fields for 'Work No.', 'Name', 'Department', 'Start time', and 'End time' are the same. The 'Check' and 'Educe' buttons are also present at the bottom.

This report is the abnormal punch card data report. Can be educe by Individual or department. Only get the report after time attendance setting

## 8 System Information Management

This page need log in by Super user, Menu-System setting-System information .  
Ask the supplier for password and user name.

Menu Quick

▼System Setting

- System Information
- Parameter Setting
- Operator
- Log Check
- Delete Data
- Holiday Setting

►Personnel

►Access

Your position: Set System Information

Customer Name: Company Name

Service Provider Name: Copyright

Service Provider Tel.: 12345

Service Provider Website: HTTP://12345

Use New Password of Extended Function: (Be blank if not modify, the default is 888888)

Confirm to use new password:

Modify Reset

You can add Customer Name, Service Provider's Tel, and website, modify extended function password.

You can get check the relative information after log in the software

Company Name

Smart Card System

Welcome! admin [Modify information](#) [Exit](#)

Menu Quick

- Add Controller
- Add Employee
- Assign Right
- Update Staff Info
- Surveillance
- ☒ Show After Login

Your position: Add Access Parameter

Protocol ☐ TCP:large and medium-sized LAN ,Intersubnet

Controller No.: 10000000 \*

Machine IP: 192 168 6 254 \*

Server IP: 192 168 6 125 \*

Server Port: 8835 \*

Controller Explain: Controller 1

MASK: 255 255 255 0 \*

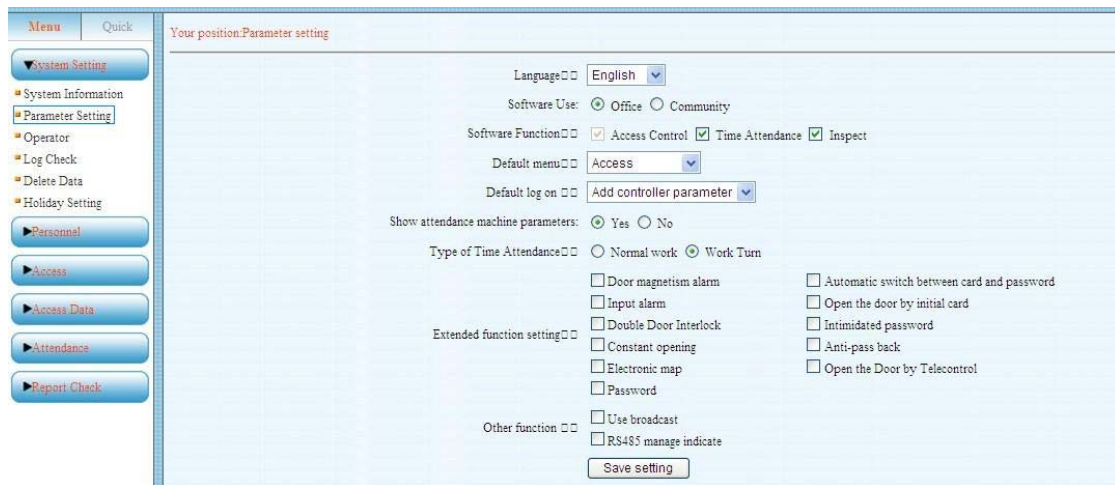
Gateway: 192 168 6 1

Next Step Reset

The field with \* must be number.

Copyright © 2007-2011 Copyright Tel:12345 Web:12345

## 9 Parameter setting



Modify Software Language: Simple Chinese, Traditional Chinese and English .

Software Function: Office and Community.

Software Function: Access Control, Time Attendance, Inspect.

Extended function

Other function

## 10 Controller Initialization

This function also use Super User name to log in, Menu –Access- Initialize, please ask the supplier for the user name and password.



This function for debug usage , operator not need to use this function.

## 11 Extended Function

This page need use Super User name to log in, Menu-System Setting-Extended Function –Extended Function.

Menu Quick

Your position: Parameter setting

Language ☐ English

Software Use: ☒ Office ☐ Community

Software Function ☒ Access Control ☒ Time Attendance ☐ Inspect

Default menu ☐ Access

Default log on ☐ Add controller parameter

Show attendance machine parameters: ☒ Yes ☐ No

Type of Time Attendance ☒ Normal work ☐ Work Turn

Extended function setting ☐

- ☒ Door magnetism alarm
- ☒ Input alarm
- ☒ Double Door Interlock
- ☒ Constant opening
- ☐ Electronic map
- ☒ Password
- ☒ Automatic switch between card and password
- ☒ Open the door by initial card
- ☒ Intimidated password
- ☒ Anti-pass back
- ☒ Open the Door by Telecontrol

Other function ☐

- ☒ Use broadcast
- ☐ RS485 manage indicate

Save setting

Start and log in the software, Menu- Parameter setting- Extended function setting.  
Extended function only used in TCP/IP one door and two doors access controller.

Menu Quick

Your position: Exented Function Setting

Door magnetism alarm

Input alarm

Double Door Interlock

Constant opening

Automatic switch between card and password

Open the door by initial card

Intimidated password

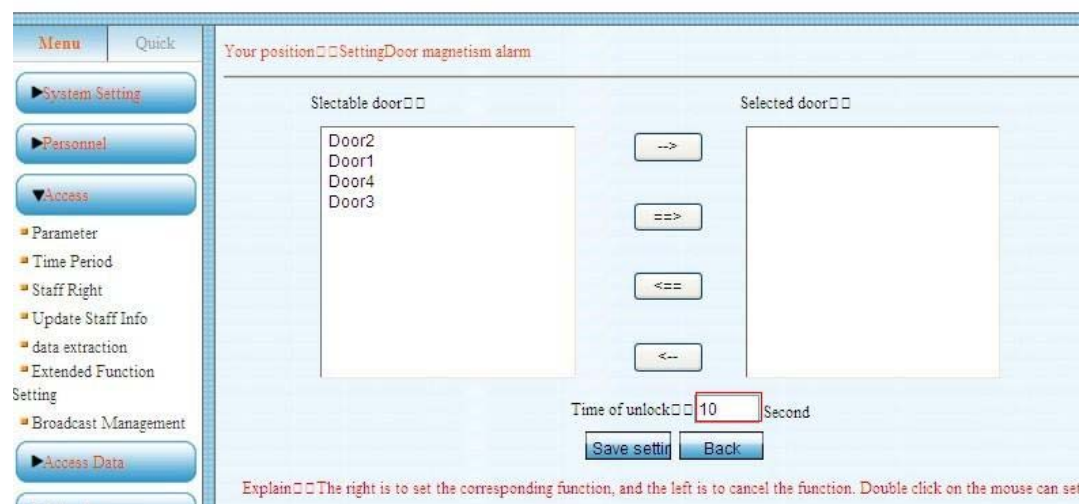
Anti-pass back

Electronic map

Open the Door by Telecontrol

Password

## 11.1 Door magnetism alarm



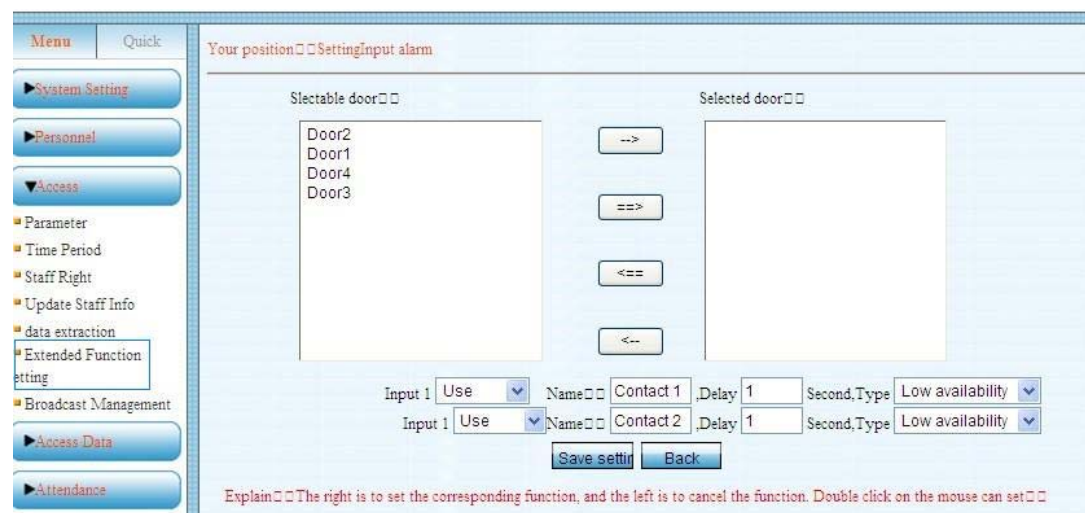
This function used with door sensor, it can set the Time of unlock, default is 10 seconds.

If the door doesn't close after 10 seconds, it will be alarm.

And it will upload one door magnetism alarm record to the software.

This function used only in the real time communication mode.

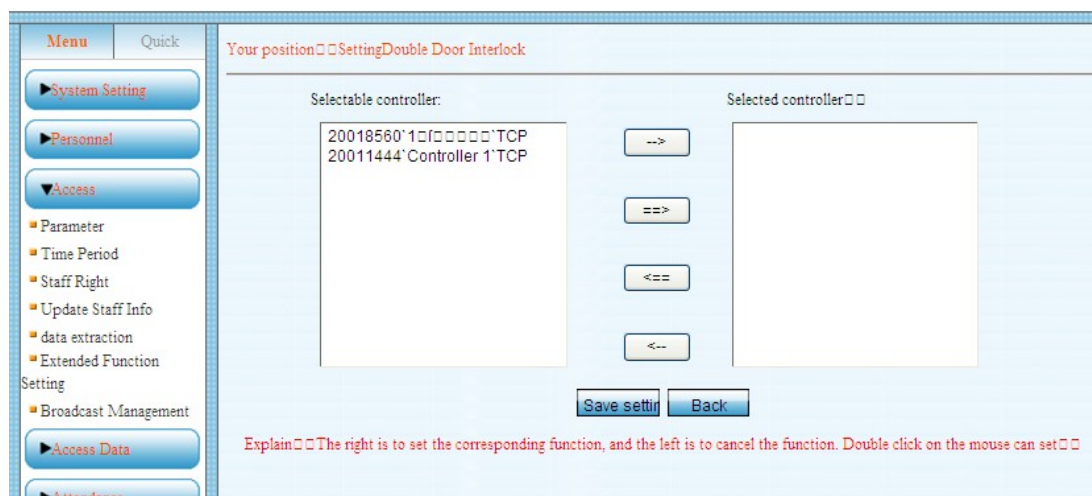
## 11.2 Input alarm



Can input Infrared alarm or firm alarm .When the alarm signal input to the controller, it will upload one relative alarm record.

### 11.3 Double Door Interlock

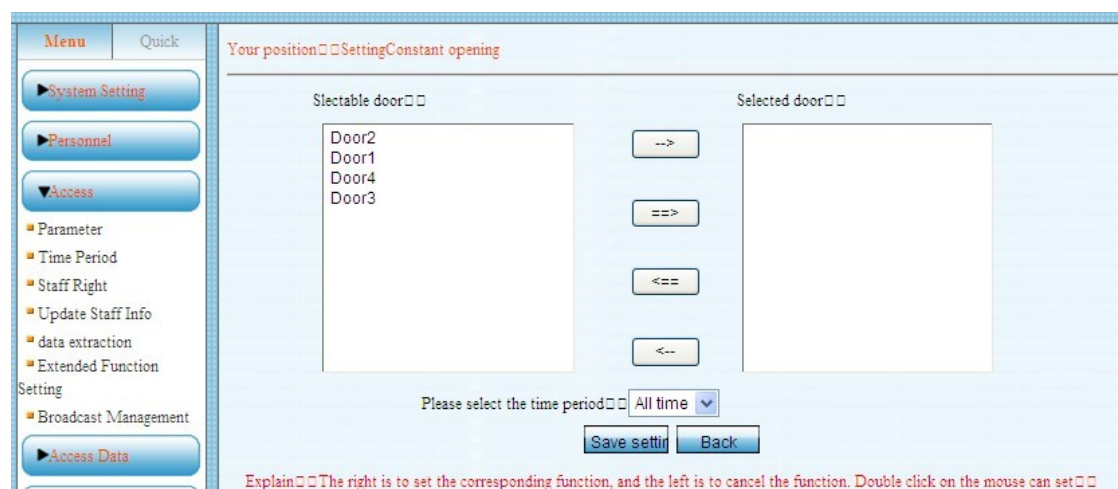
This function only used in two doors access controller



Double Door Interlock need controller connect to door sensor, this function is when door A not close, B door will can not open.

When door A close, Door B can be open.

### 11.4 Door Normal Open



You can set the time period use this function.

## 11.5 Automatic switch between card and password

The screenshot shows a software interface with a left sidebar menu and a main content area. The sidebar menu includes 'Menu' and 'Quick' tabs, with 'Access' expanded to show options like 'Parameter', 'Time Period', 'Staff Right', 'Update Staff Info', 'data extraction', 'Extended Function', 'Setting', and 'Broadcast Management'. The main content area is titled 'Your position □ □ Setting Automatic switch between card and password'. It features two columns: 'Slectable door □ □' (containing Door2, Door1, Door4, Door3) and 'Selected door □ □'. Between these columns are four directional buttons: '-->', '==>', '<==', and '<--'. Below the columns is a dropdown menu for 'Please select the time period □ □' set to 'All time'. At the bottom are 'Save settir' and 'Back' buttons. A red explanatory note at the very bottom states: 'Explain □ □ The right is to set the corresponding function, and the left is to cancel the function. Double click on the mouse can set □ □'.

You can set the time period use this function.

Open this function the open way is card and password mode.

## 11.6 Open the door by initial card

The screenshot shows a software interface similar to the previous one. The sidebar menu is the same. The main content area is titled 'Your position □ □ Setting Open the door by initial card'. It features two columns: 'Slectable door □ □' (containing Door2, Door1, Door4, Door3) and 'Selected door □ □'. Between these columns are four directional buttons: '-->', '==>', '<==', and '<--'. Below the columns is a text input field for 'Please input the initial card number □ □'. At the bottom are 'Save settir' and 'Back' buttons. A red explanatory note at the very bottom states: 'Explain □ □ The right is to set the corresponding function, and the left is to cancel the function. Double click on the mouse can set □ □'.

Start this function, the unit is per day.

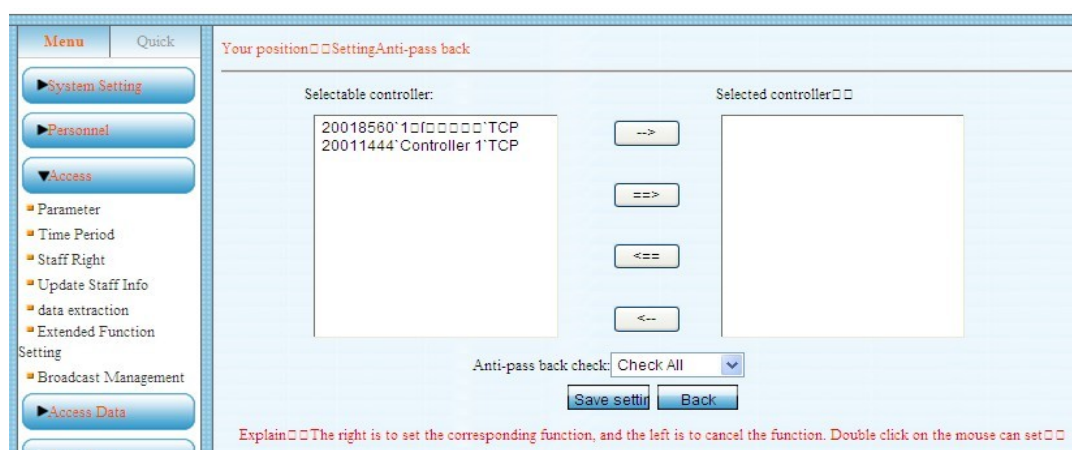
If the Initial card doesn't swipe, other cards can not open the door.

## 11.7 Intimidated password



Can input one password as Intimidated password, this function is one person in the system intimidated by others, he can use this password open the door, the system will not alarm , but the system will have a intimidated alarm record.

## 11.8 Anti-pass back

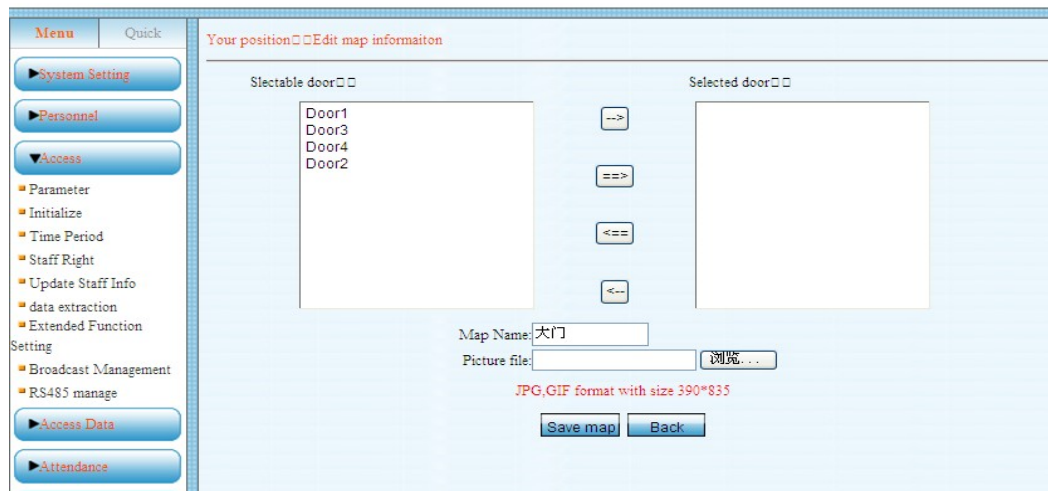


Anti-pass back is according to each door, this function is when one person don't have entry record in the system , even the card is legal card , he can not out after swipe card .

## 11.9 Electronic map



Add Electronic map, choose the map name, choose door and Browse the local picture.



Save the map, then you can move the door to relative position in the map.

## 11.10 Open the Door by remote control



Choose the door need to be open, then click open then the door can open by Tele control

## 11.11 Password management

### 11.11.1 Password management

Menu Quick

System Setting

Personnel

Access

- Parameter
- Initialize
- Time Period
- Staff Right
- Update Staff Info
- data extraction
- Extended Function
- Setting
- Broadcast Management

Your position ☐ password manage

<input type="checkbox"/>	Work No.	Name	Card Number	Department	Enabled	Modify	Mode of op	Query
<input type="checkbox"/>	fg	hgh	0005425225	HR Department	Disabled			
<input type="checkbox"/>	gvvv	vcv	0004354323	HR Department	Disabled			
<input type="checkbox"/>	1	1	0001234567	HR Department	Enabled			
<input type="checkbox"/>	12	df	0000123456	HR Department	Enabled			

Page 1, 1 Pages

Work No.

Card Number

Name

Department -- Select Department --

Click one person then click modify, can modify the password, the default password if blank this function will not valid.

Menu Quick

System Setting

Personnel

Access

- Parameter
- Initialize
- Time Period
- Staff Right
- Update Staff Info
- data extraction
- Extended Function
- Setting
- Broadcast Management

Your position ☐ password change

-- All department --

-- All department --

Selectable employee ☐

Selected employee ☐

1  
df  
vcv

-->

hgh

new password:

password confirm:

Modify Back

Input new password- password confirm-password modify successfully.  
You need update the staff rights.

### 11.11.2 Open door method

Menu Quick

System Setting

Personnel

Access

Parameter

Initialize

Time Period

Staff Right

Update Staff Info

data extraction

Extended Function

Setting

Broadcast Management

Your position: Mode of opening the door

Controller No.	Door No.	Door Position	Opening Delay:	Mode of opening the door	As attendance	Enabled
20018560	M1	Door1	1Second	Card or Password	No	<input checked="" type="checkbox"/>
20018560	M2	Door2	1Second	Card	No	<input type="checkbox"/>
20011444	M1	Door3	1Second	Card	No	<input type="checkbox"/>
20011444	M2	Door4	1Second	Card	No	<input type="checkbox"/>

Page 1, 1 Pages

Modify	password	Query
Controller No.		
Machine IP		
Controller Explain:		
Controller Position		

Choose one of the open door methods, choose modify, open door method modify success.  
Require update the staff right.

## 12 Other function

This function use Supper User to log in, Menu-System Setting -Parameter setting-Other function.

Menu Quick

System Setting

System Information

Parameter Setting

Operator

Log Check

Delete Data

Holiday Setting

Personnel

Access

Access Data

Attendance

Report Check

Your position: Parameter setting

Language: English

Software Use: Office Community

Software Function: Access Control Time Attendance Inspect

Default menu: Access

Default log on: Add controller parameter

Show attendance machine parameters: Yes No

Type of Time Attendance: Normal work Work Turn

Extended function setting:

Door magnetism alarm

Input alarm

Double Door Interlock

Constant opening

Electronic map

Password

Automatic switch between card and password

Open the door by initial card

Intimidated password

Anti-pass back

Open the Door by Telecontrol

Other function:

Use broadcast

RS485 manage indicate

Save setting

### 12.1 Broadcast Management

Log in the software after start. Menu –Access-Broadcast Management. Broadcast Management only used in TCP/IP controller.

This function mostly used in debug.

## 12.2 RS485 management

Log in the software after start. Menu- Access –RS485 management. RS485 manage only used in RS485 controller.

This function mostly used in debug.