Access Control Software
Operation Guide

July. 1, 2015

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Part 1 Installation and Uninstallation 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.

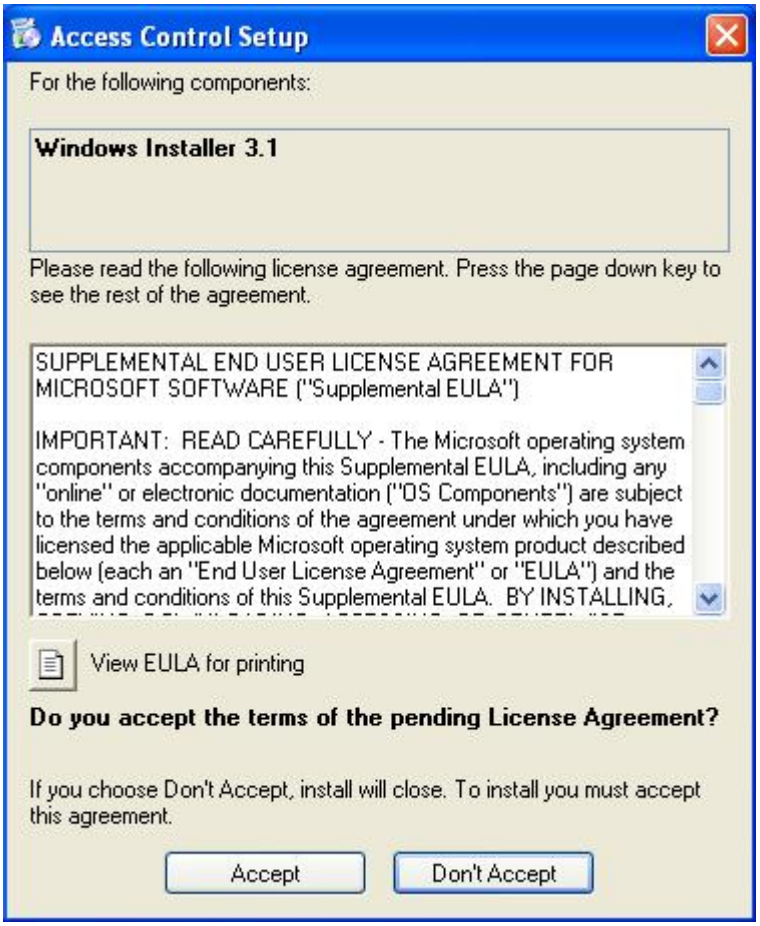
1.3 Operating system supported by software

Windows XP SP3
Windows 7
Windows Server 2003 SP2
Windows Server 2008
Windows Server 2008 R2

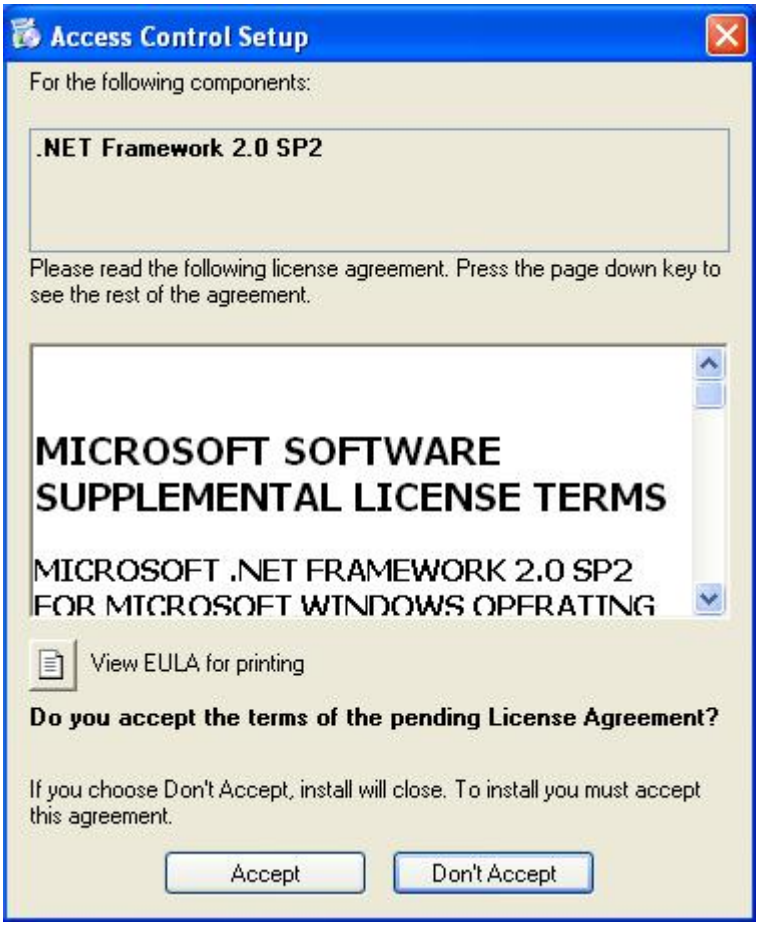
1.4 Software Setup

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

Click "English"

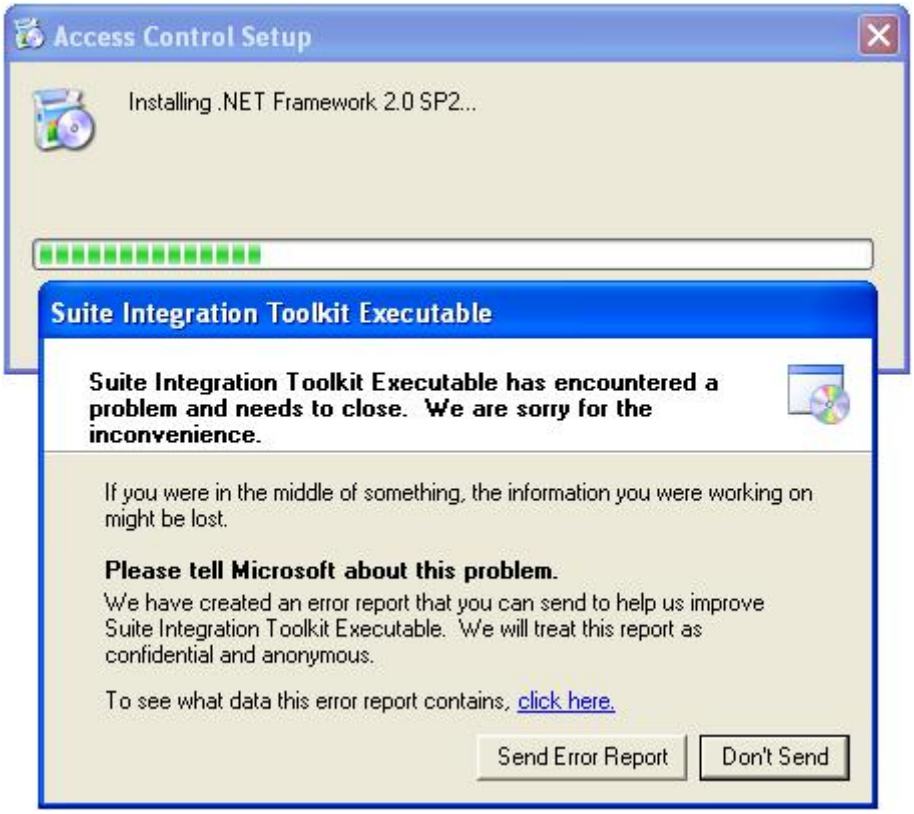


Click “Accept”



Click “Accept”

Click “Yes”

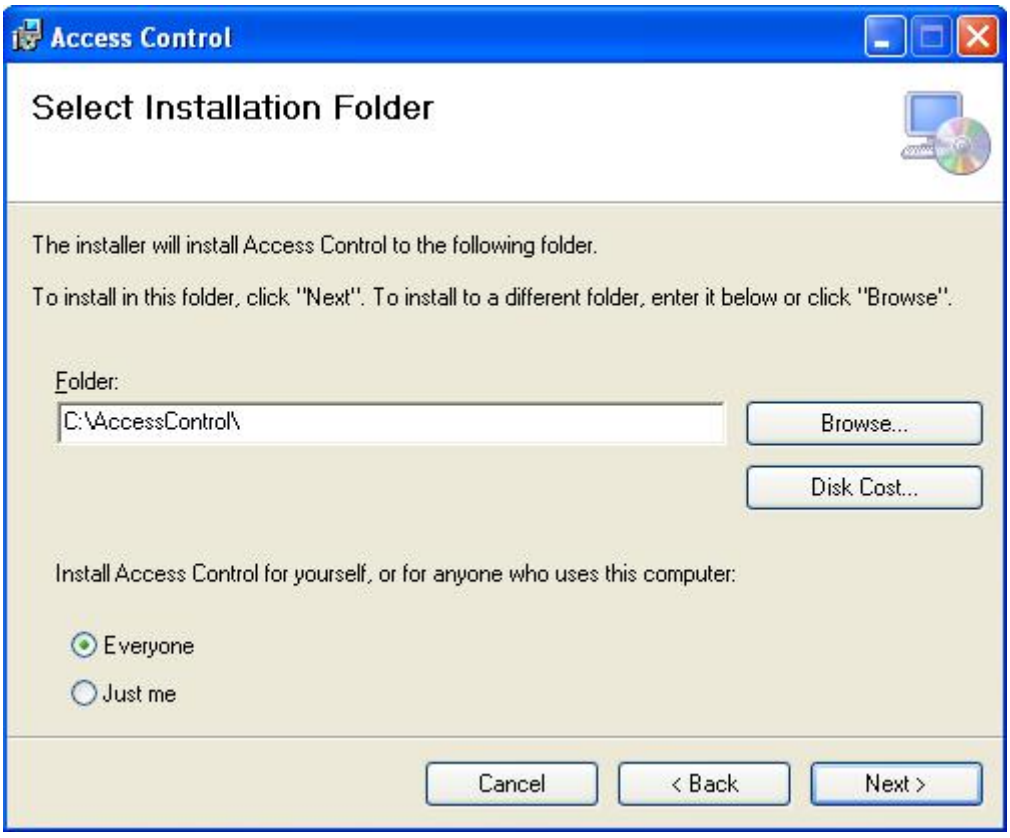


If the error occurs, need to install xp sp3. then install the software.

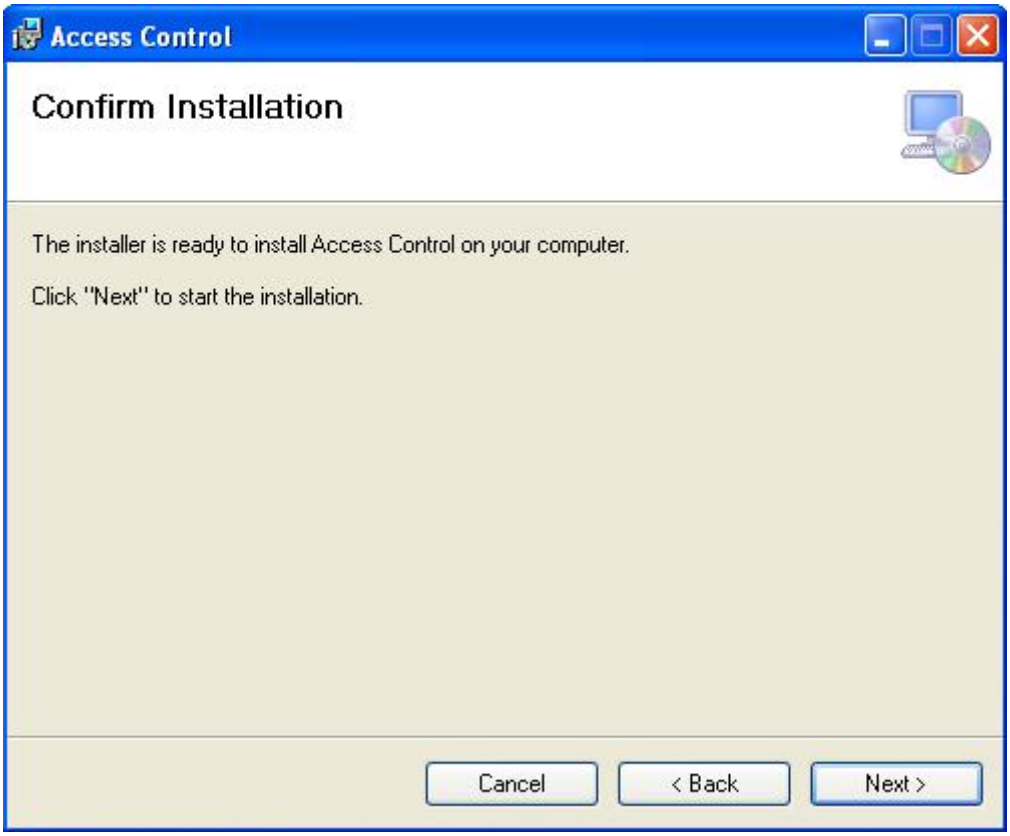
"Microsoft . NET Framework" is required to install, please do not skip. If you do not install "Microsoft . NET Framework", the program will not work correctly.

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

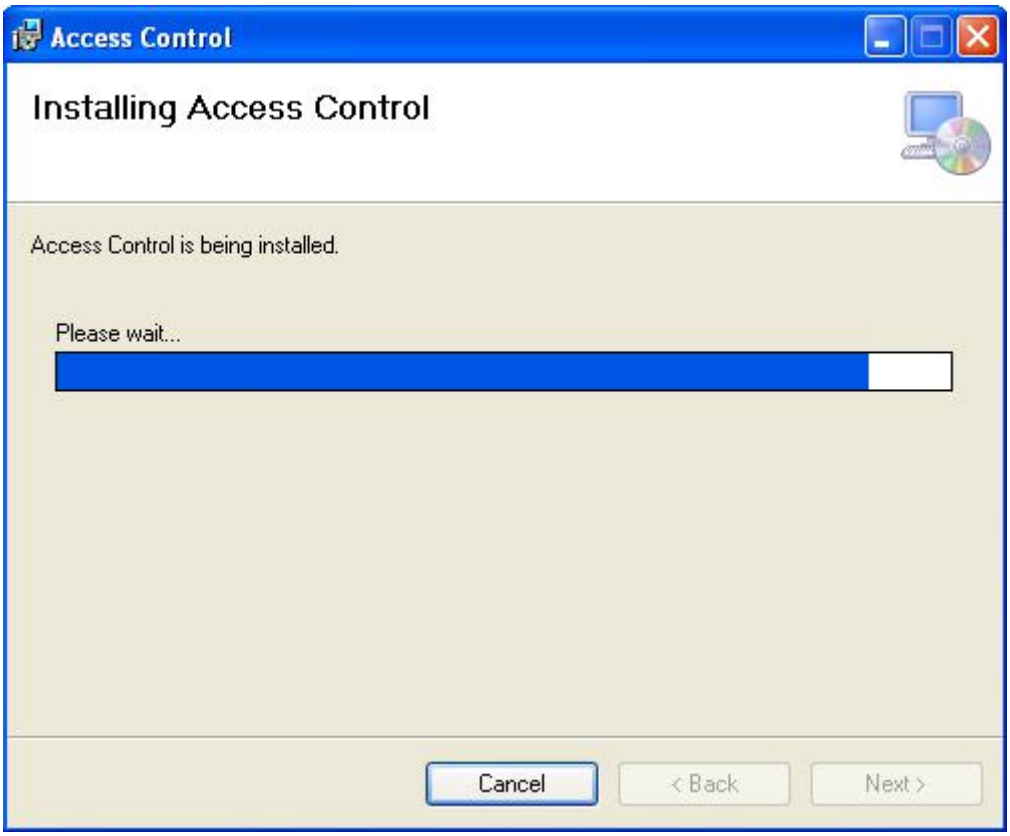
Click “Next”

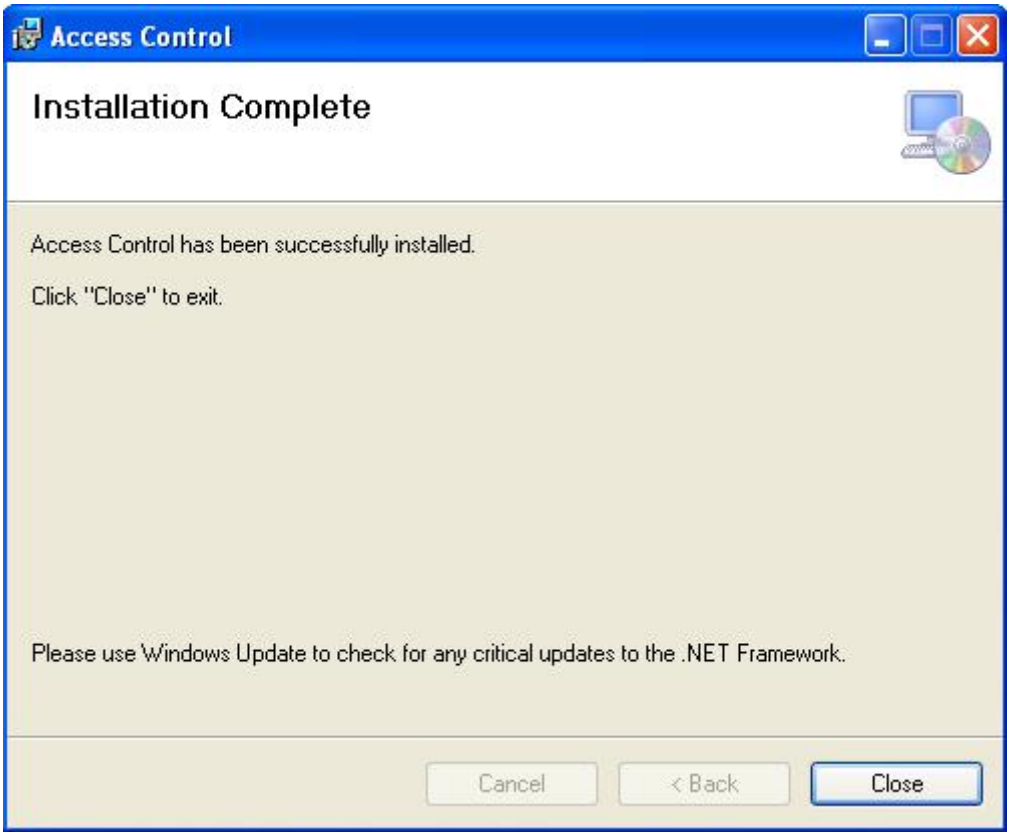


Click “Next”


Access Control
Confirm Installation
The installer is ready to install Access Control on your computer.
Click "Next" to start the installation.
Cancel
< Back
Next >

Click “Next”


Access Control
Installing Access Control
Access Control is being installed.
Please wait...
Cancel
< Back
Next >

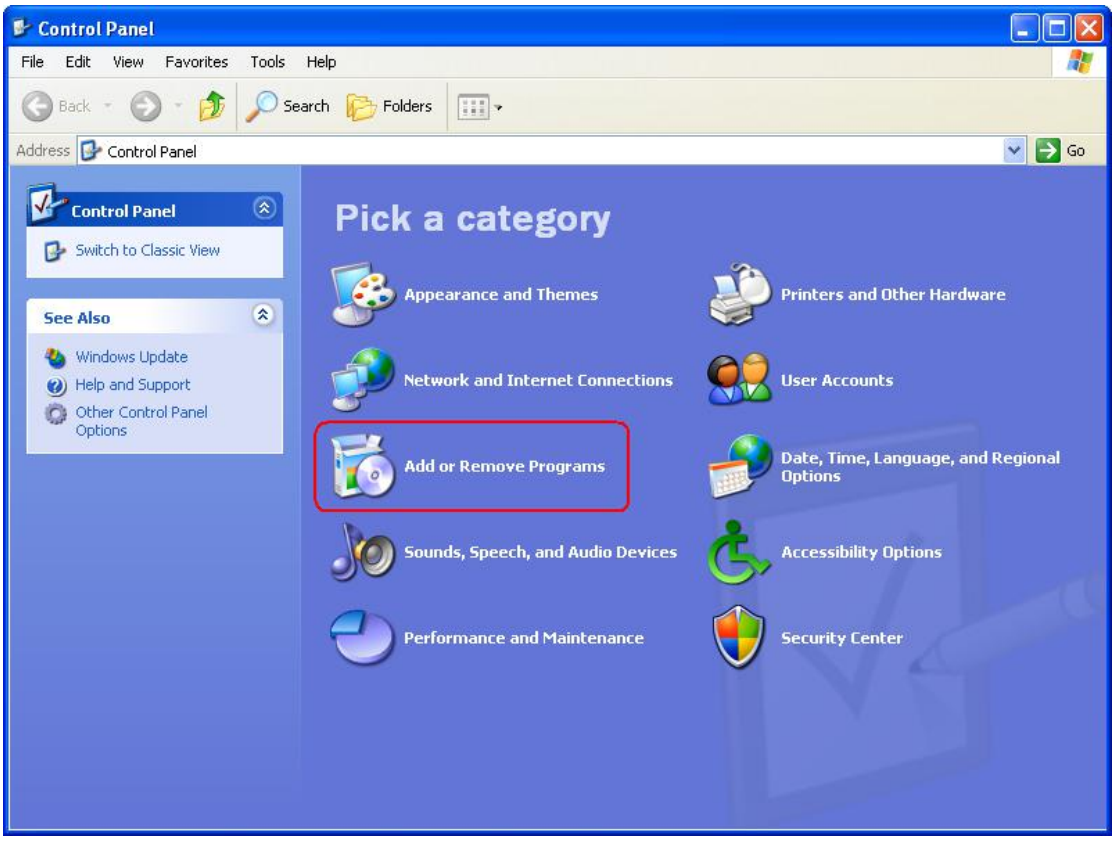


Click “Close”

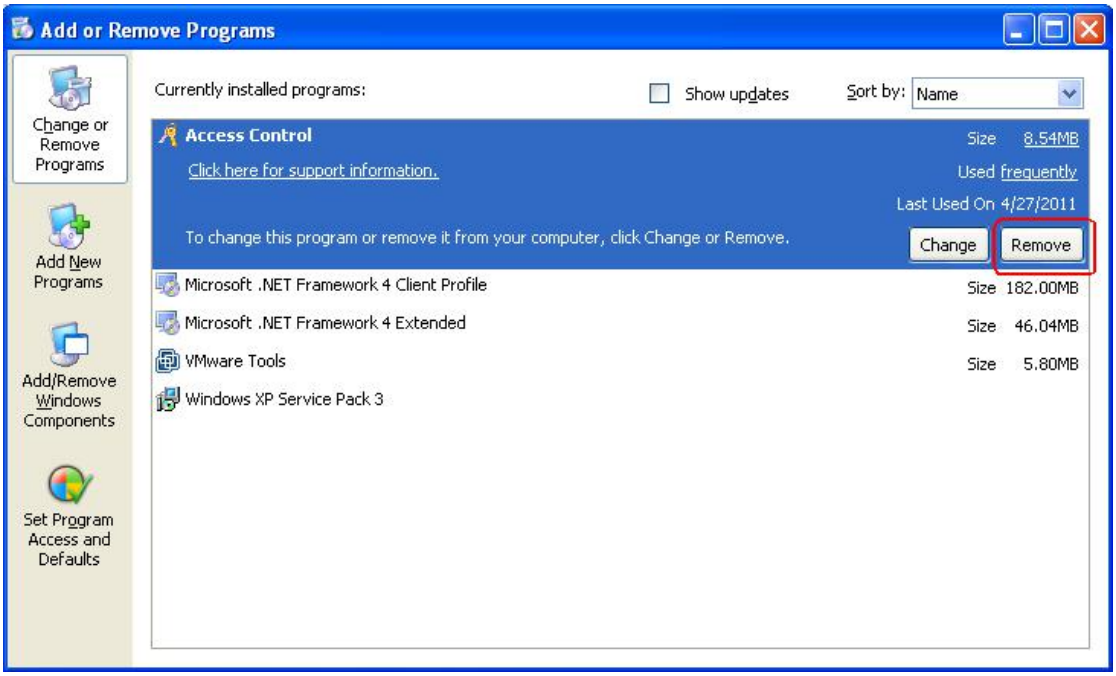
After the installation completes, The will be created automatically and display in the computer screen.

1.5 Software Remove

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



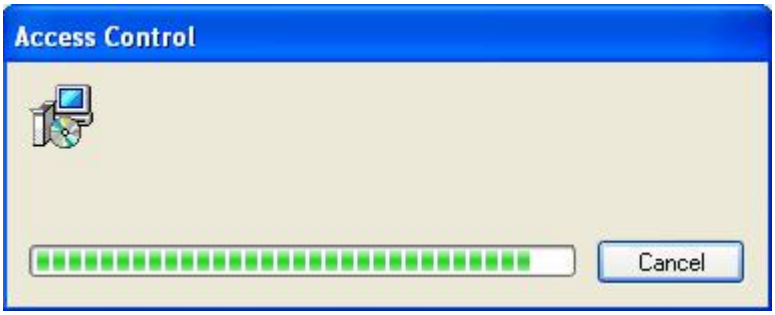
Click “Add or Remove Programs”



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

Add or Remove Programs
Are you sure you want to remove Access Control from your computer?
Yes
No

Click “Yes”


Access Control
Cancel

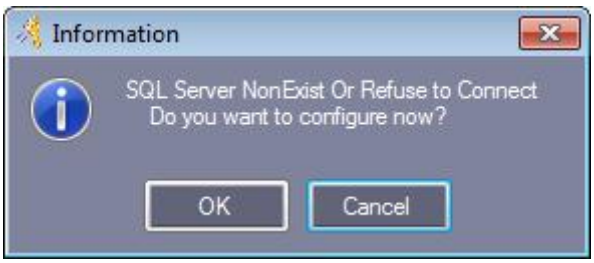
Part 2 Basic Operation of Software

2.1 Login

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

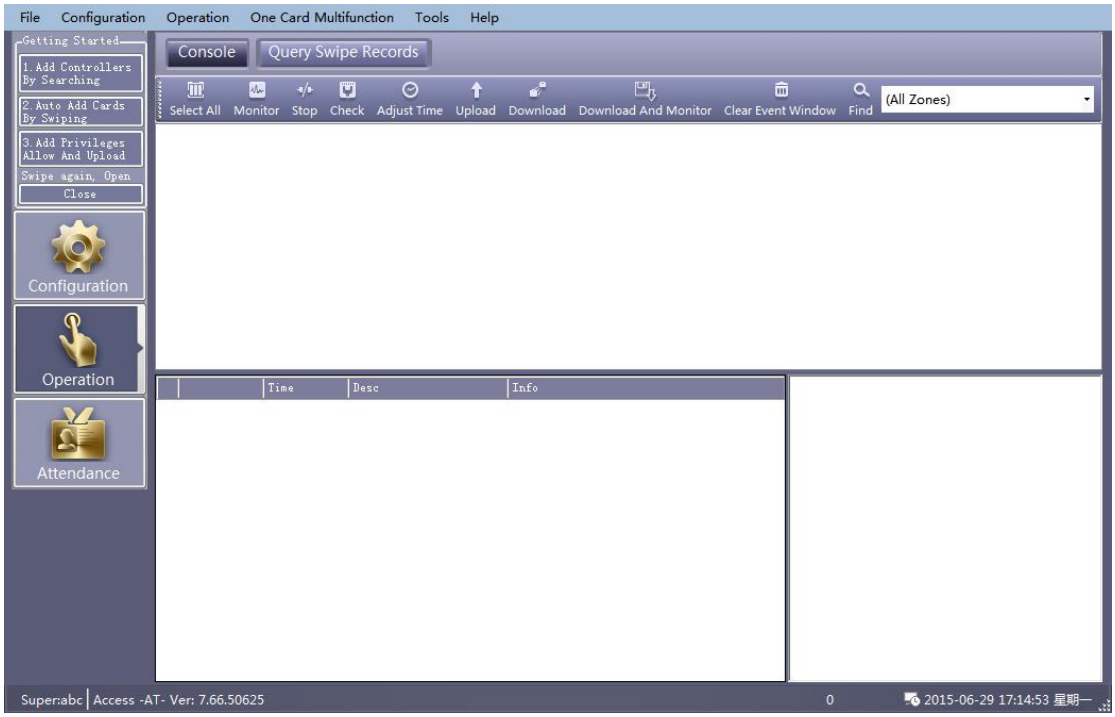
The default user name is “ abc ”, the password is “123”.
It is recommend to change the user name and password at the first use.

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



Click “OK’, Please consult the Appendix 5.2 SQL Server Configuration.

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



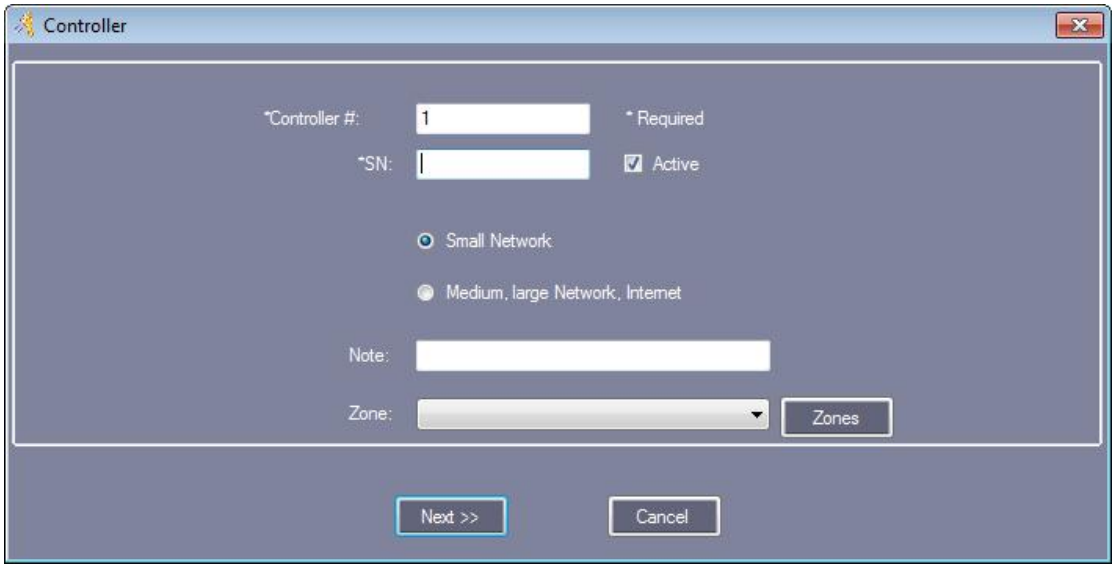
2.2 Parameter Settings of Equipment

2.2.1 Add/Set up Controller

Click【Configuration】>【Controllers】from the menu bar

click the

to add the controllers into system.



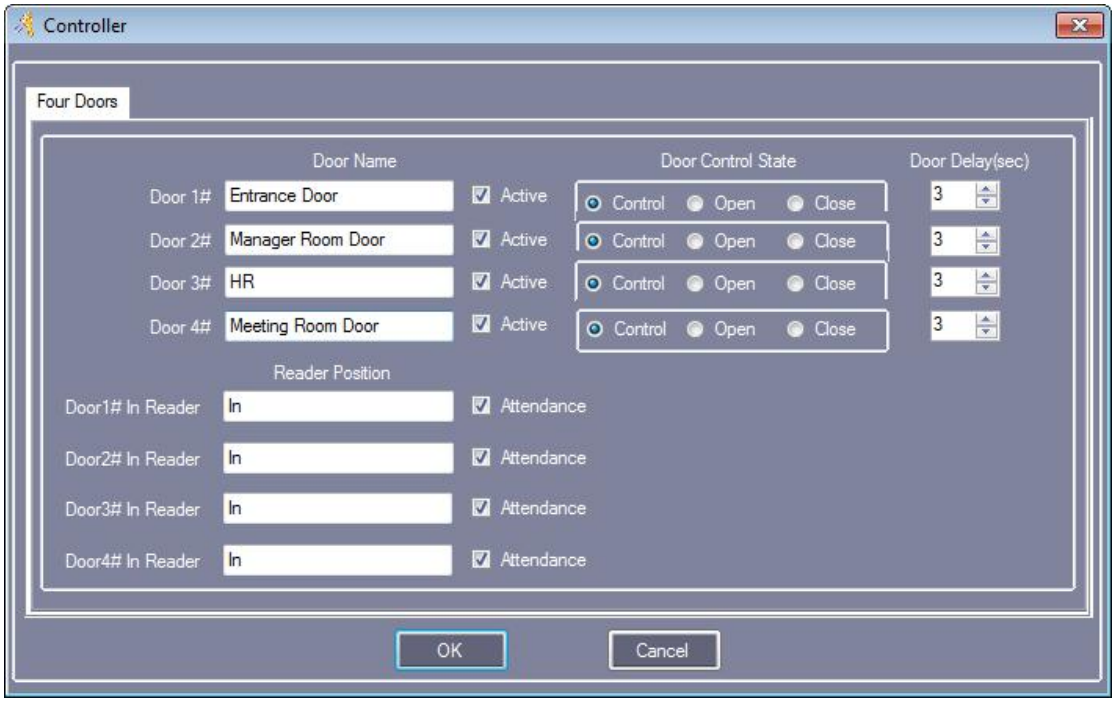
*Controller # (namely each controller serial number) may check on the label S/N:********* of the controller . please fills that nine numerals.

Attention: If the controller S/N which you writed is not same as the label S/N:********* the software can't communicate with the controller.

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

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

Click “Next”

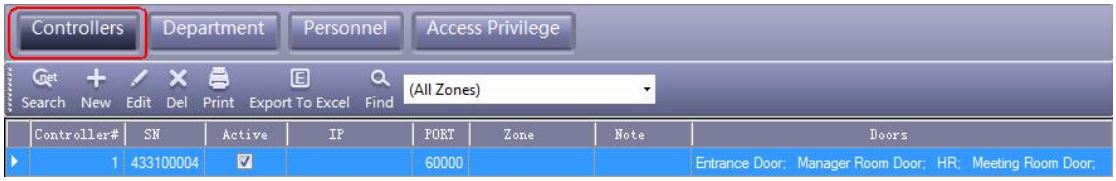


“Door Name” and “Reader Position” can be modified

Mark “Active”: by ✔, the console will display the door; otherwise, it won’t display.

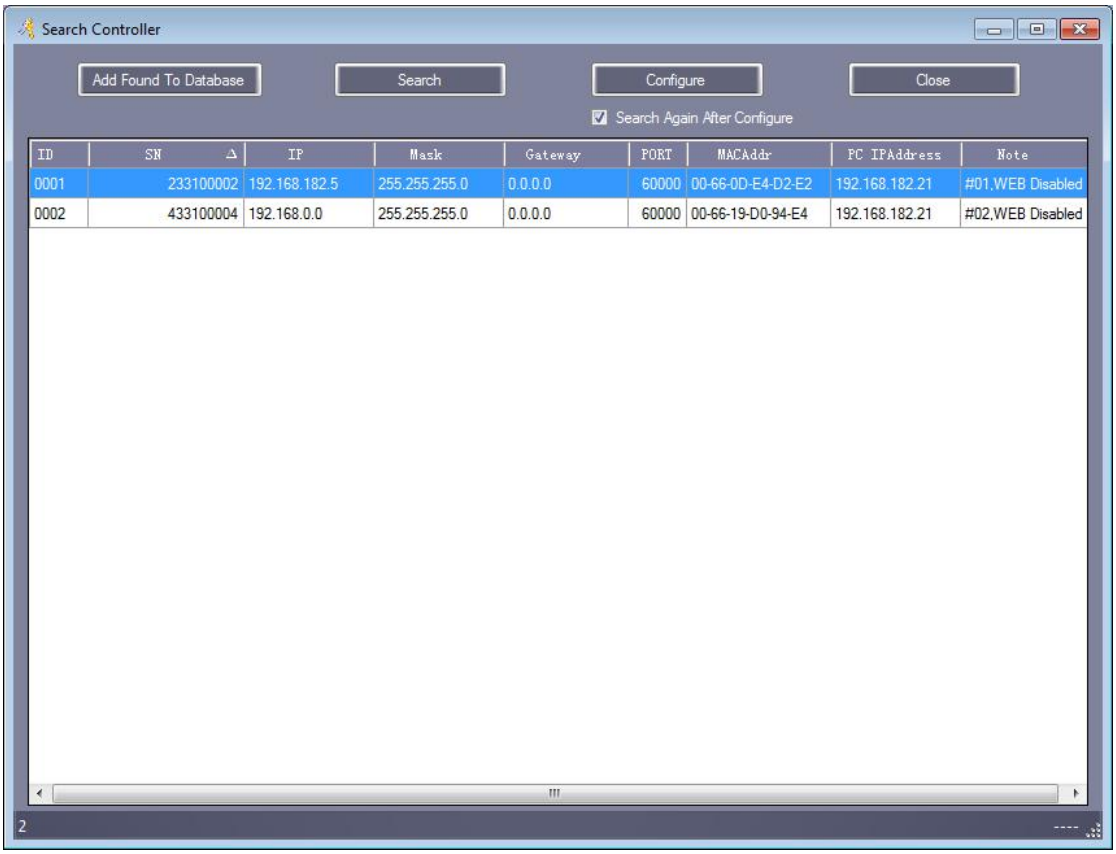
Mark “Attend”:by ✔, the records on the card reader can be used as attendance records; otherwise, it cann’t.

Click “OK”



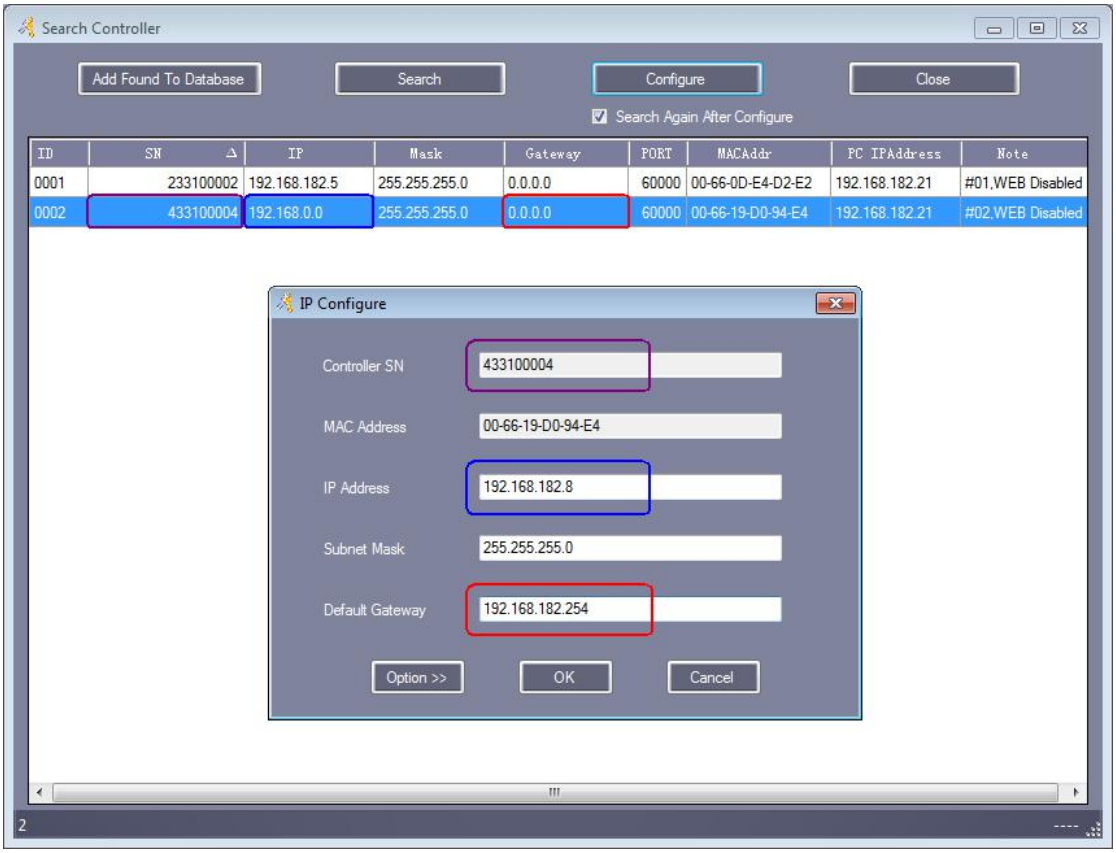
2.2.2 IP setting of Controller

Click【Configuration】>【Controllers】>【Search】.

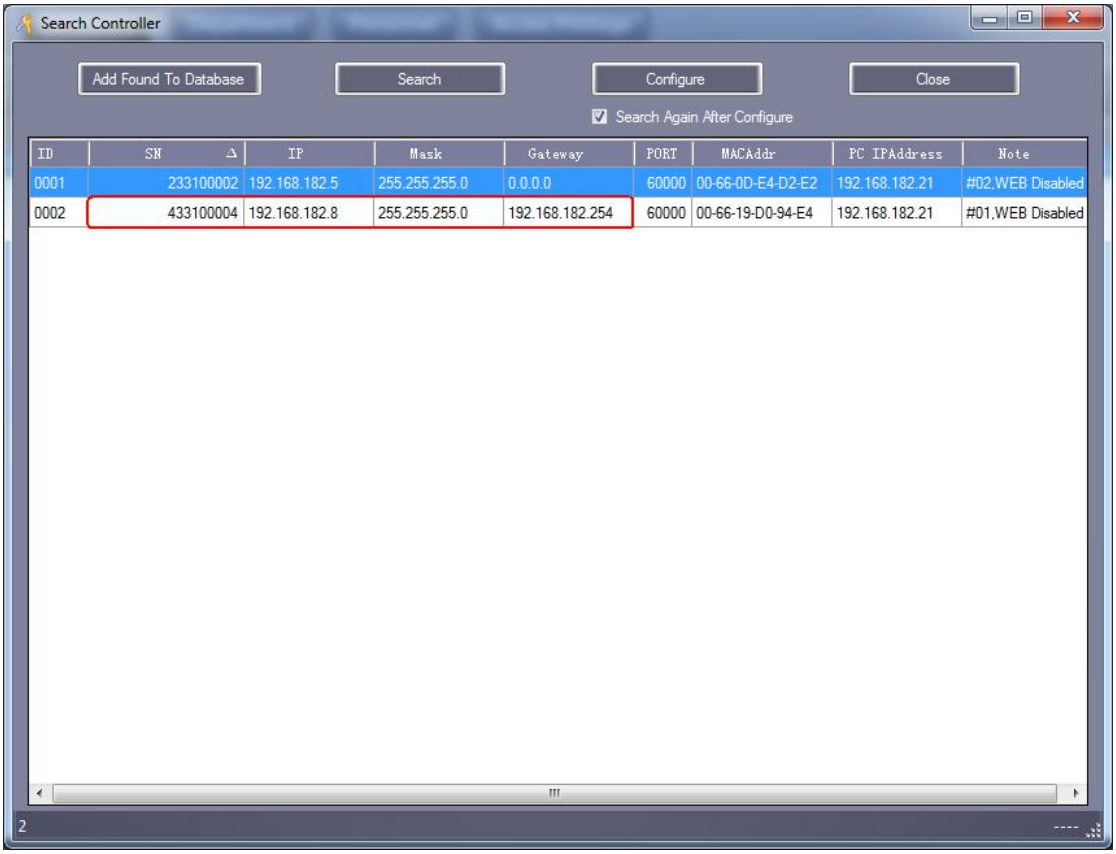


Search need take around 5 Seconds.

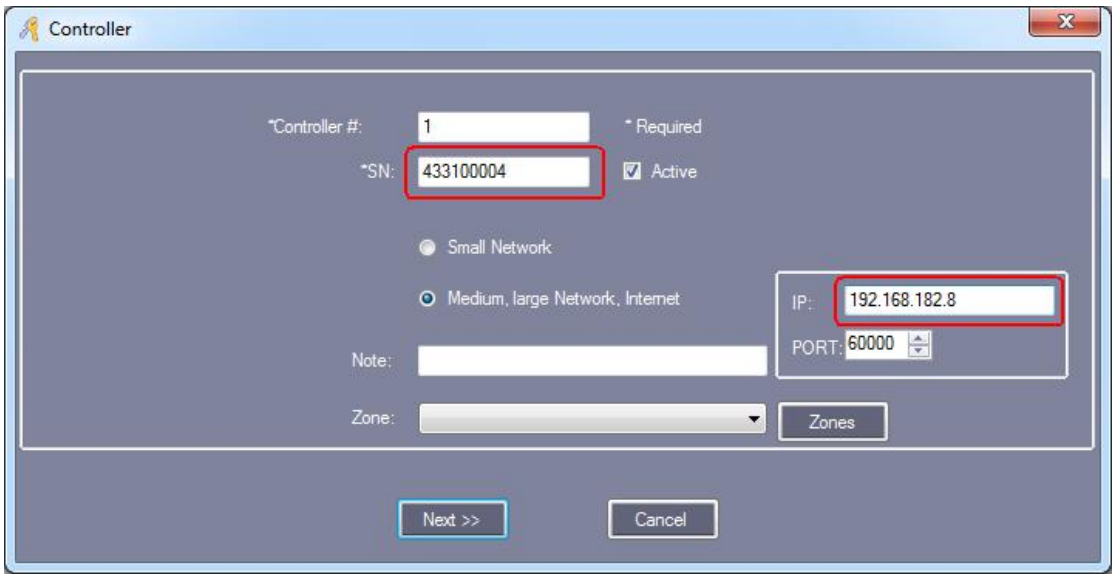
Click “Configure”


Search Controller
Add Found To Database
Search
Configure
Close
Search Again After Configure
ID
SN
IP
Mask
Gateway
PORT
MACAddr
PC IPAddress
Note
0001
233100002
192.168.182.5
255.255.255.0
0.0.0.0
60000
00-66-0D-E4-D2-E2
192.168.182.21
#01,WEB Disabled
0002
433100004
192.168.0.0
255.255.255.0
0.0.0.0
60000
00-66-19-D0-94-E4
192.168.182.21
#02,WEB Disabled
IP Configure
Controller SN
433100004
MAC Address
00-66-19-D0-94-E4
IP Address
192.168.182.8
Subnet Mask
255.255.255.0
Default Gateway
192.168.182.254
Option >>
OK
Cancel

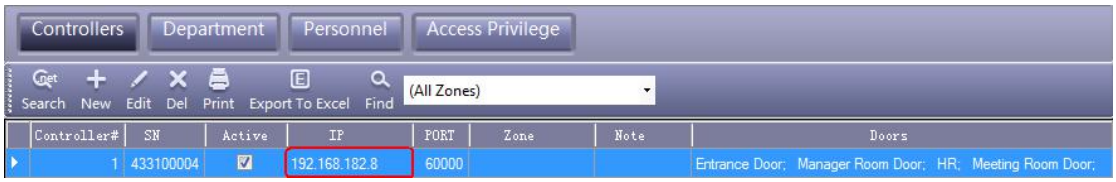
Click “OK”


Search Controller
Add Found To Database
Search
Configure
Close
Search Again After Configure
ID
SN
IP
Mask
Gateway
PORT
MACAddr
PC IPAddress
Note
0001
233100002
192.168.182.5
255.255.255.0
0.0.0.0
60000
00-66-0D-E4-D2-E2
192.168.182.21
#02,WEB Disabled
0002
433100004
192.168.182.8
255.255.255.0
192.168.182.254
60000
00-66-19-D0-94-E4
192.168.182.21
#01,WEB Disabled

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.



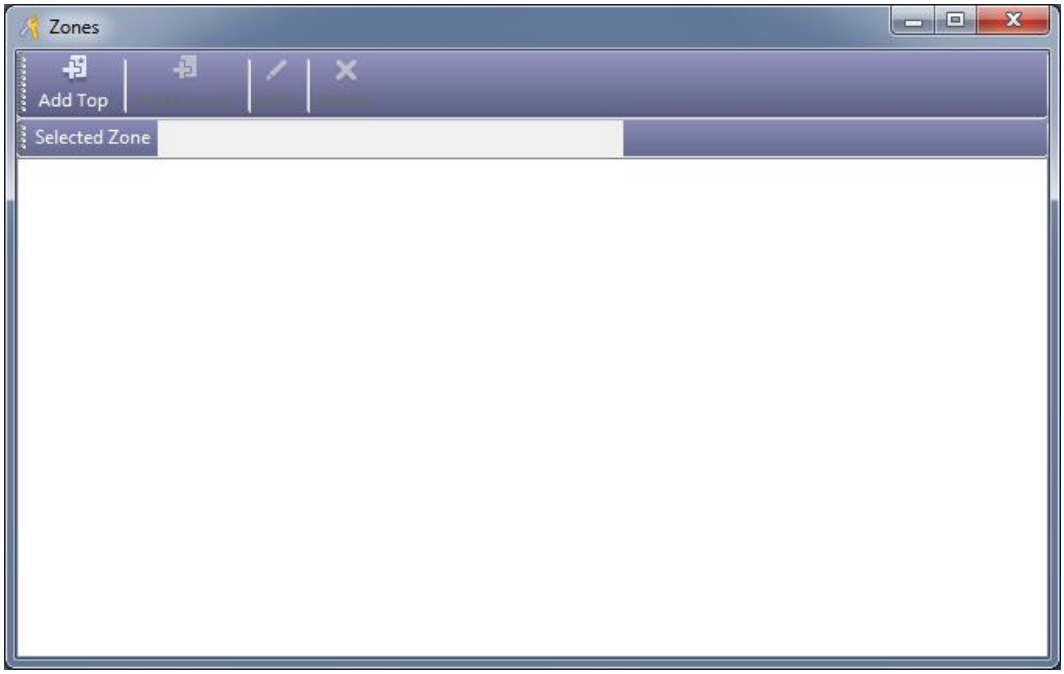
Result, You can see IP address.



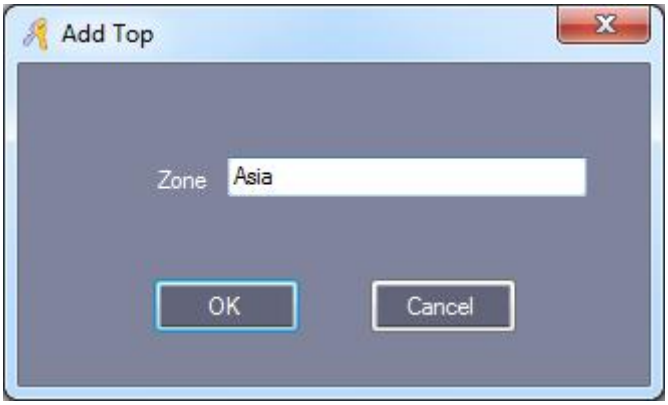
The controllers are separated into different network . Each controller must be assigned a unique IP address .

2.2.3 Controller Zone Management

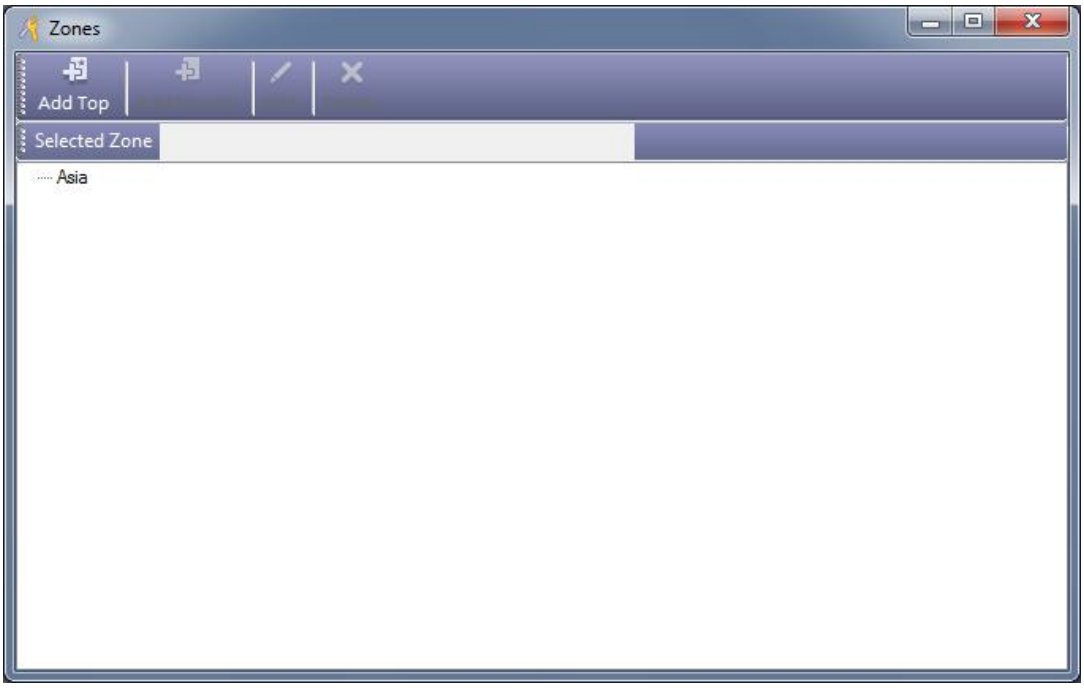
Click【Configuration】>【Zones】



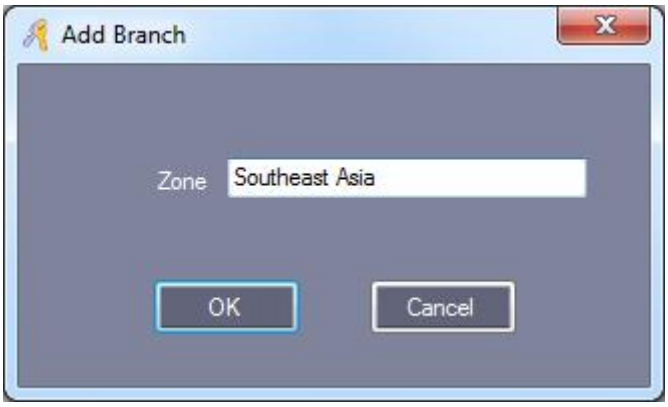
Click “Add Top”



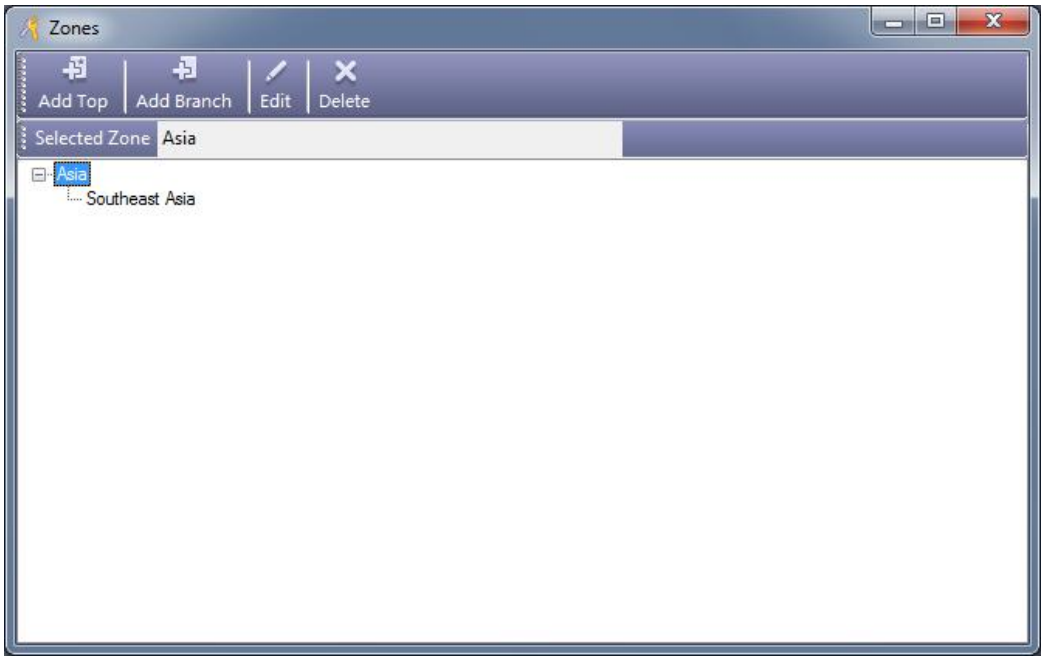
Click “OK”



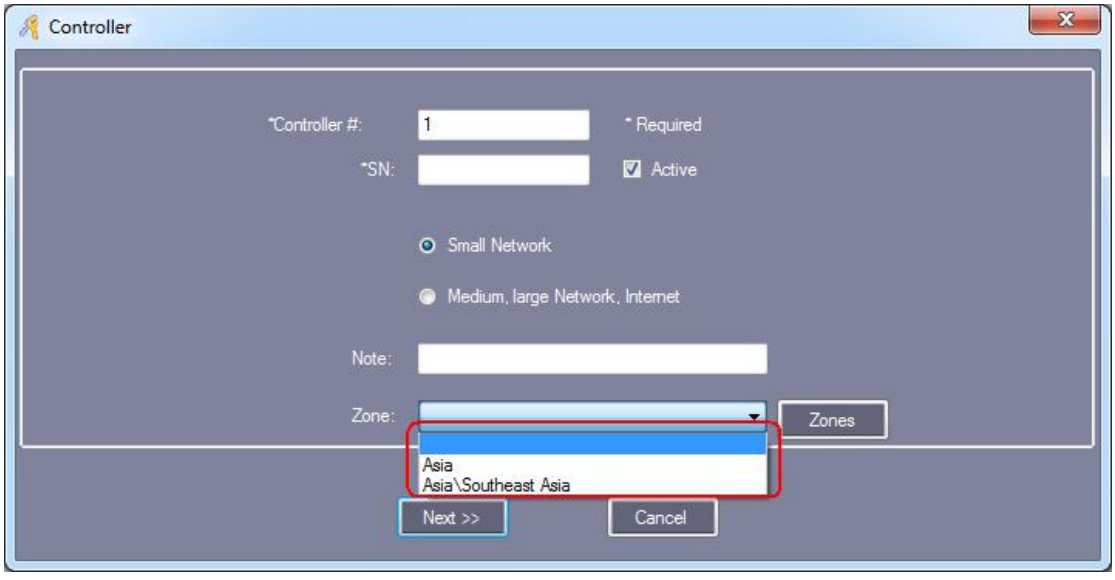
Click the “Add Branch” to add a new Branch under the Top.



Click “OK”



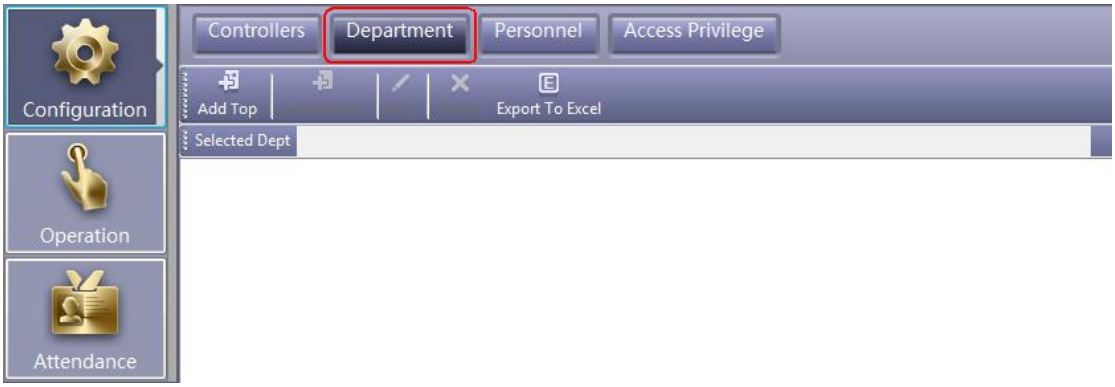
Click ,Click【Configuration】>【Controllers】>【New】.



2.3 Operation of Department and Registered User

2.3.1 Add Department

Click【Configuration】>【Department】from the menu bar



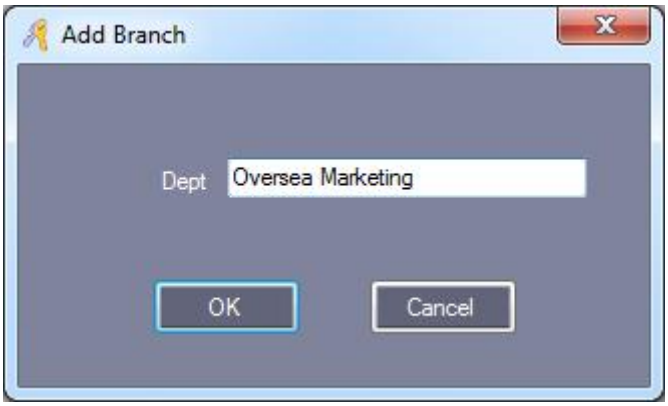
click the

to create a new department.

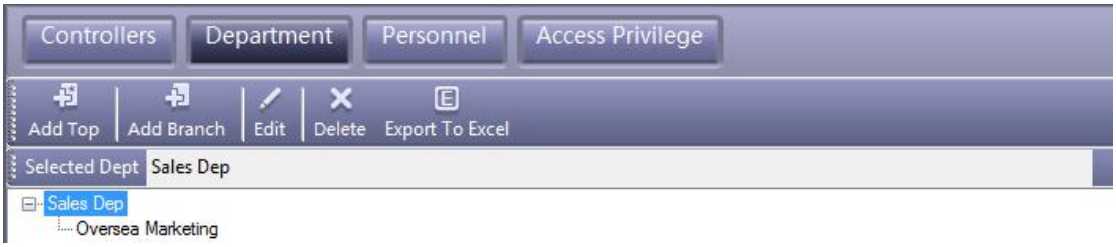
Click “OK”

Click the

to add a new Branch under the Top.

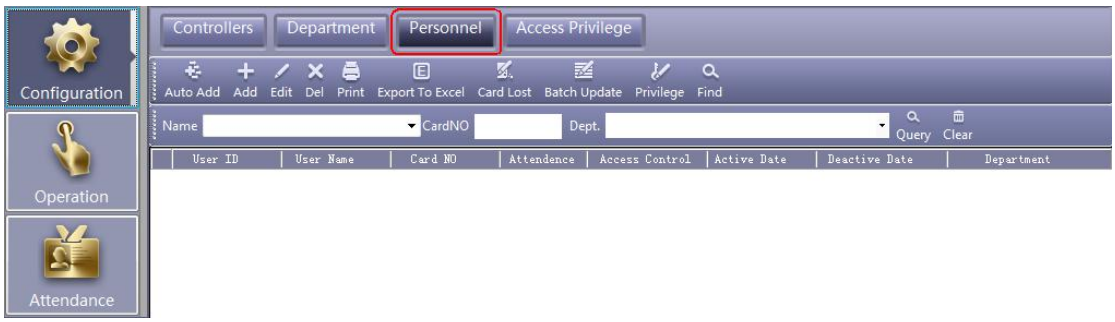


Click “OK”

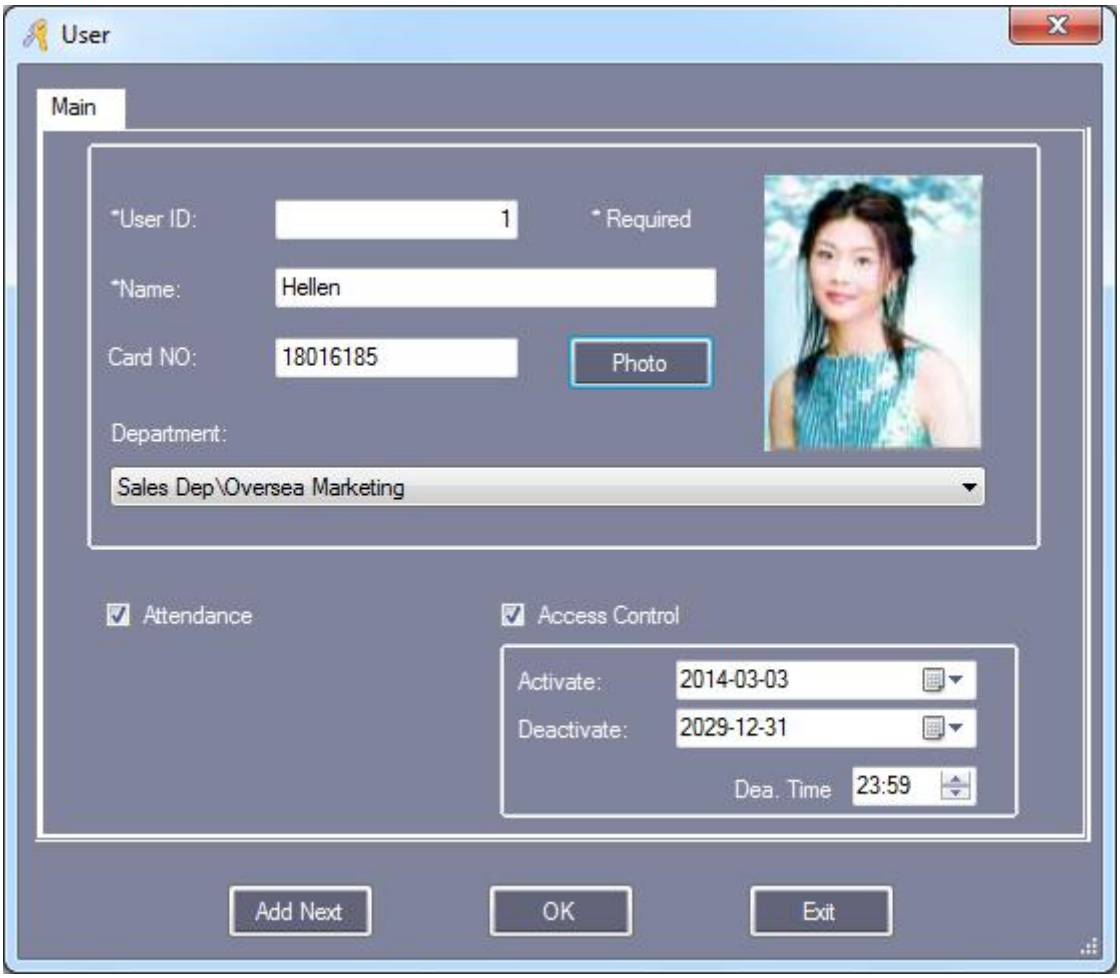


2.3.2 Add and Edit a User

Click【Configuration】>【Personnel】from the menu bar



Click “Add” to add users.



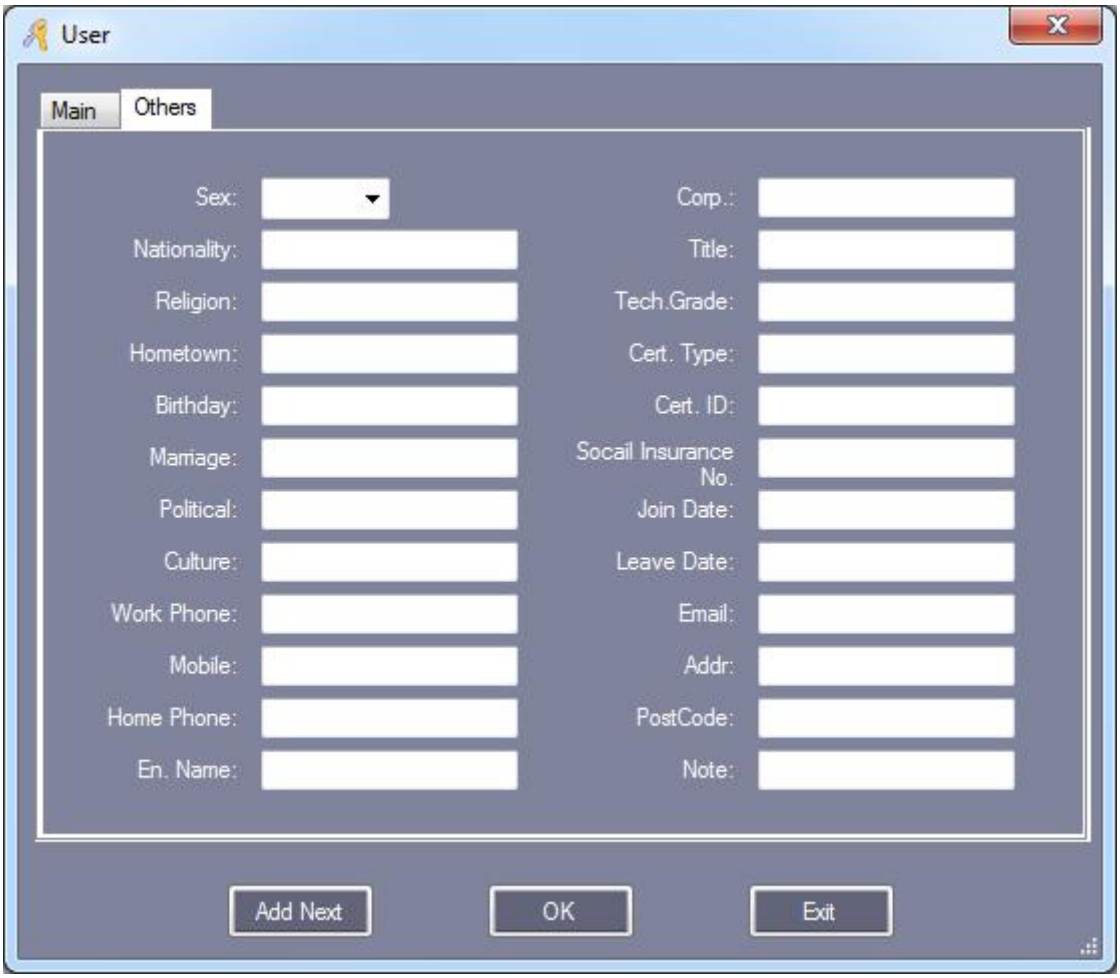
Remark: “User No.” and “Name” must be input.

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

Add photo, please consult the Appendix 5.1 How to display user’s photo at Monitor.

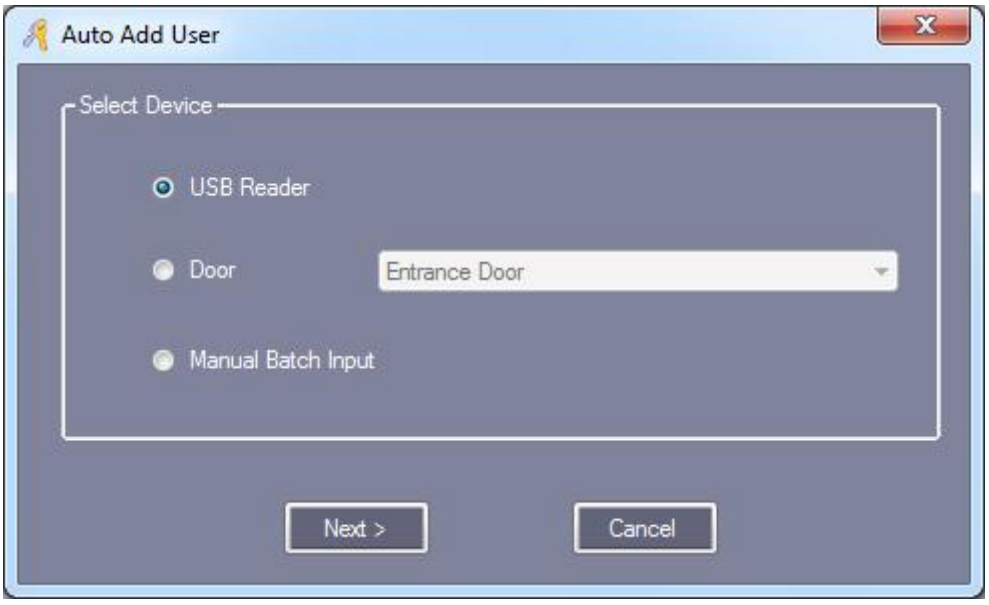
Click “OK”, This user has been added to the System.

User “Others” information



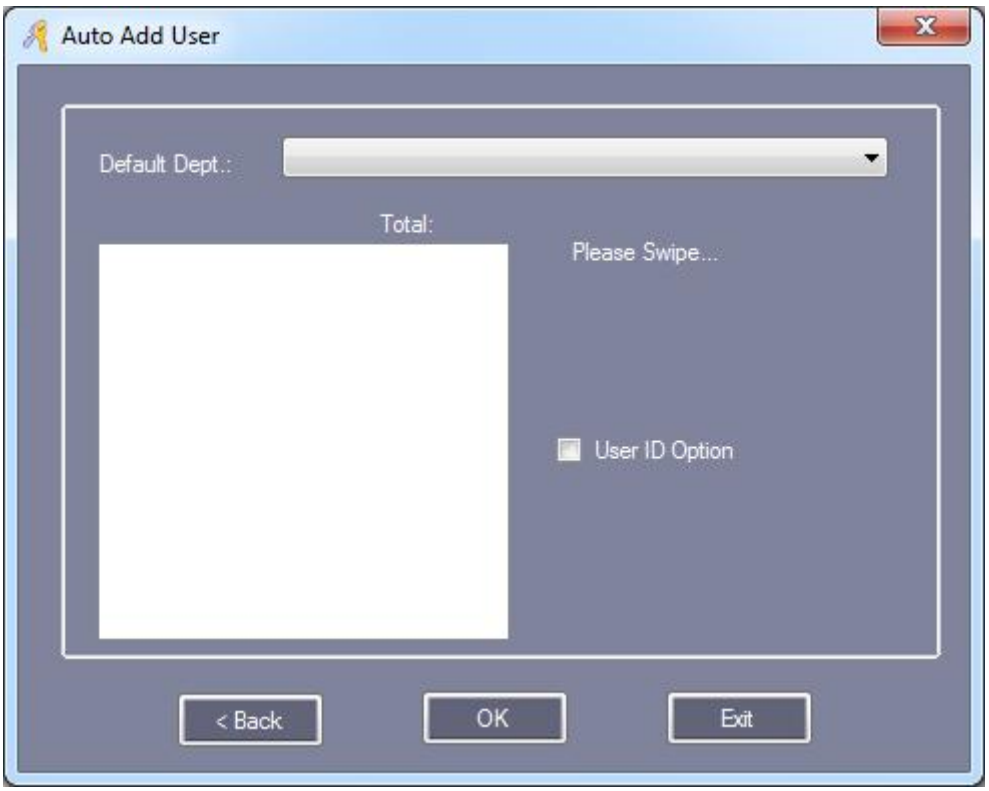
2.3.3 Auto Add the registration card

Click【Configuration】>【Personnel】>【Auto Add】

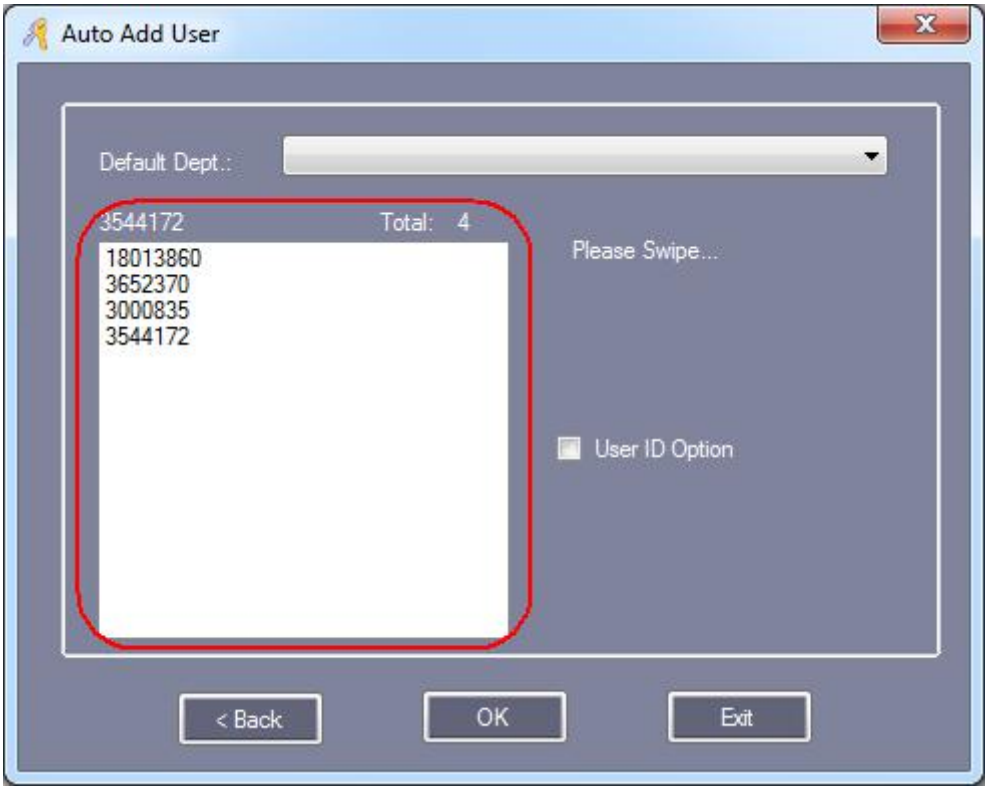


If you selected “USBReader”, you must connect the USB card reader (The model # for wiegand product is WG1028) with the computer .

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

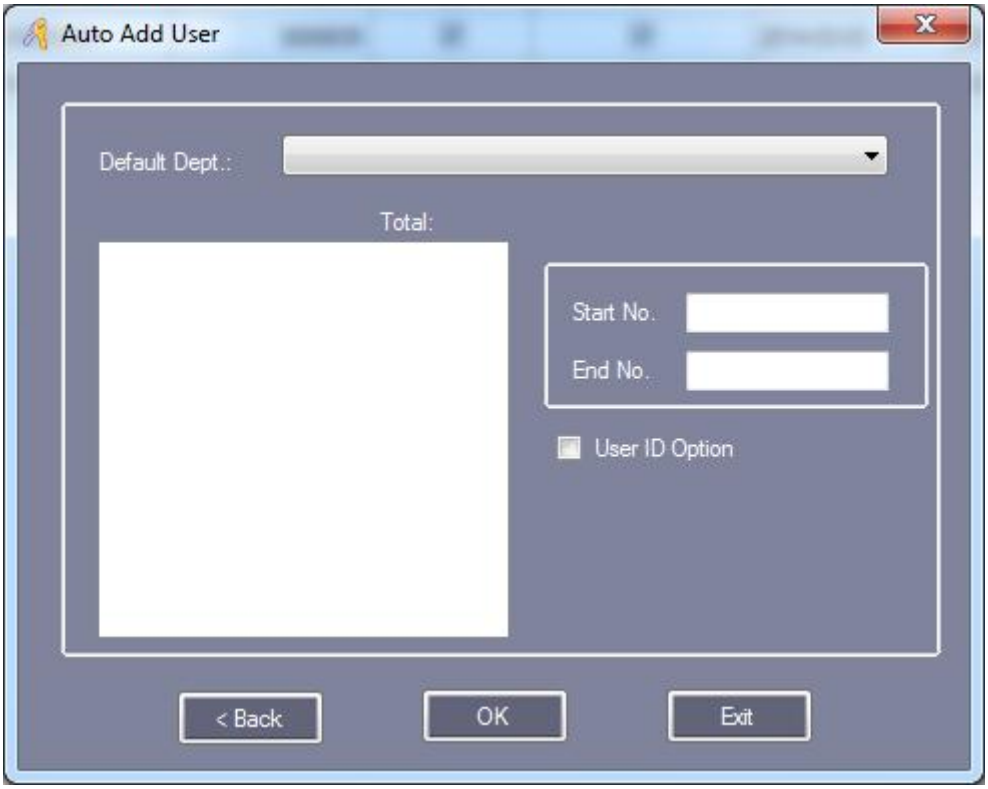


After swiping

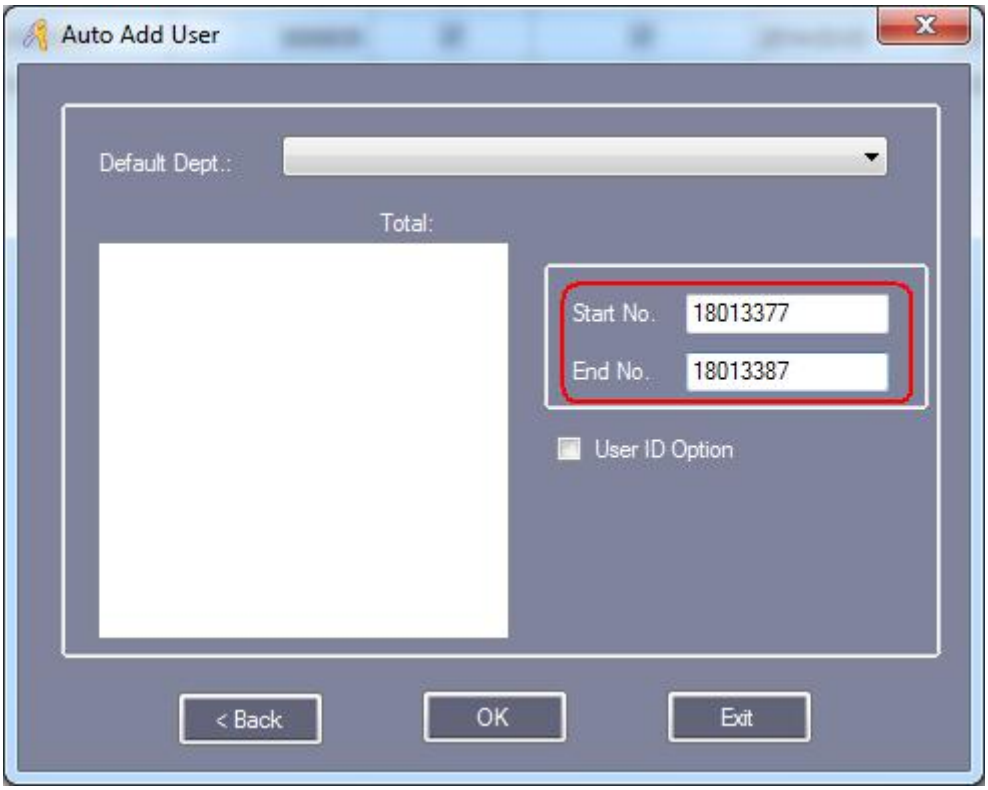


Click “OK”, Auto added to the Software.

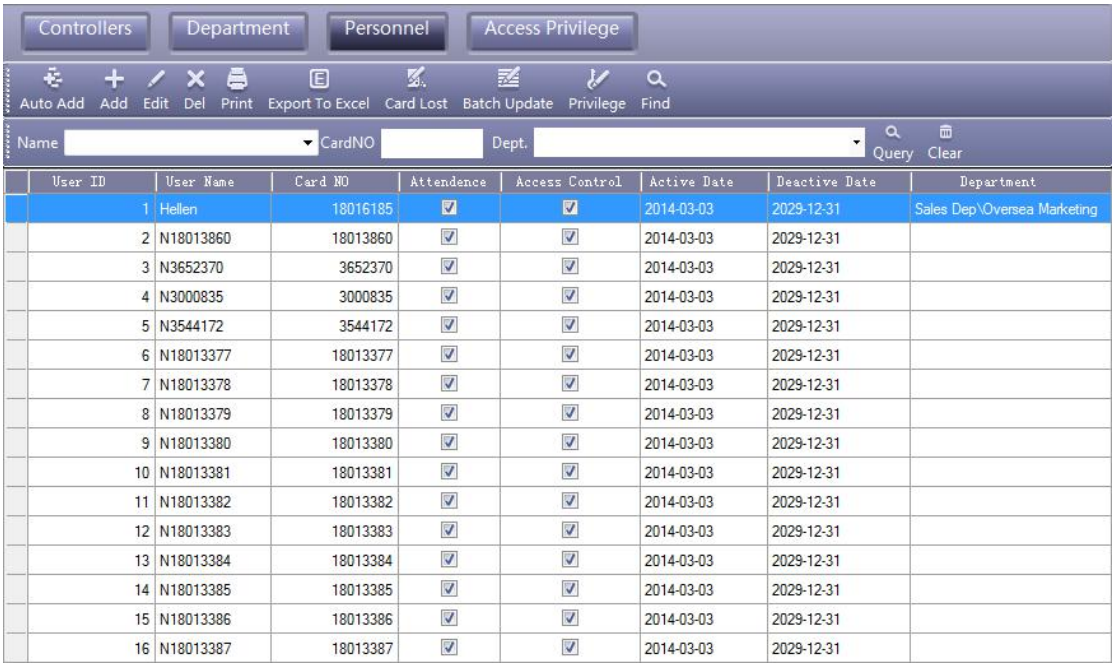
Click “Manual Batch Input” ,Click “Next”



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



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



User ID	User Name	Card NO	Attendence	Access Control	Active Date	Deactive Date	Department
1	Hellen	18016185	☑	☑	2014-03-03	2029-12-31	Sales Dep\Oversea Marketing
2	N18013860	18013860	☑	☑	2014-03-03	2029-12-31	
3	N3652370	3652370	☑	☑	2014-03-03	2029-12-31	
4	N3000835	3000835	☑	☑	2014-03-03	2029-12-31	
5	N3544172	3544172	☑	☑	2014-03-03	2029-12-31	
6	N18013377	18013377	☑	☑	2014-03-03	2029-12-31	
7	N18013378	18013378	☑	☑	2014-03-03	2029-12-31	
8	N18013379	18013379	☑	☑	2014-03-03	2029-12-31	
9	N18013380	18013380	☑	☑	2014-03-03	2029-12-31	
10	N18013381	18013381	☑	☑	2014-03-03	2029-12-31	
11	N18013382	18013382	☑	☑	2014-03-03	2029-12-31	
12	N18013383	18013383	☑	☑	2014-03-03	2029-12-31	
13	N18013384	18013384	☑	☑	2014-03-03	2029-12-31	
14	N18013385	18013385	☑	☑	2014-03-03	2029-12-31	
15	N18013386	18013386	☑	☑	2014-03-03	2029-12-31	
16	N18013387	18013387	☑	☑	2014-03-03	2029-12-31	

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

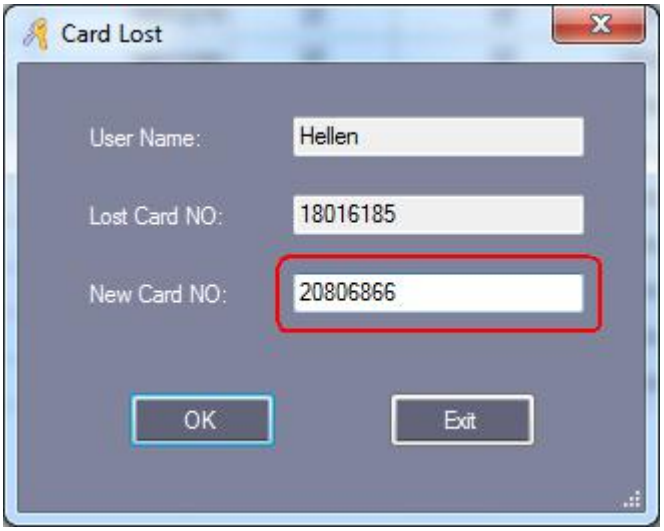
2.3.4 Alter Single-user’s Privilege

Please consult the chapter 2.4.1.2 Edit One User’s Privilege.

2.3.5 Card Lost

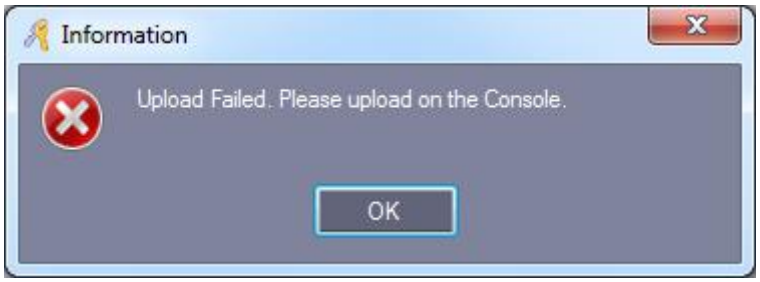
If someone has lost his card, he must register the lost card, and then redistributes a new card to him .The steps as follows:

Click【Configuration】>【Personnel】>【Card Lost】



Input “New Card ID” :20806866
Click “OK”

If the user card has privilege, after report the loss, Meanwhile upload to the controller.
If the controller communication failure, display information “Upload Failed. Please upload on the Console, Show as follows:

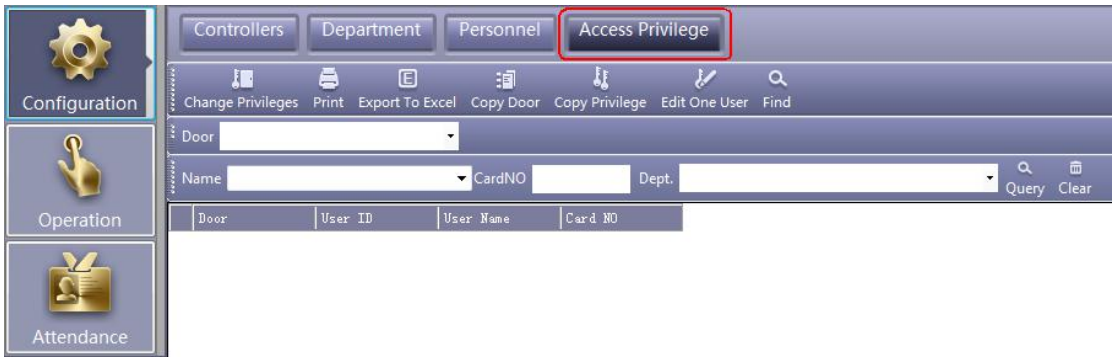


2.4 Operation

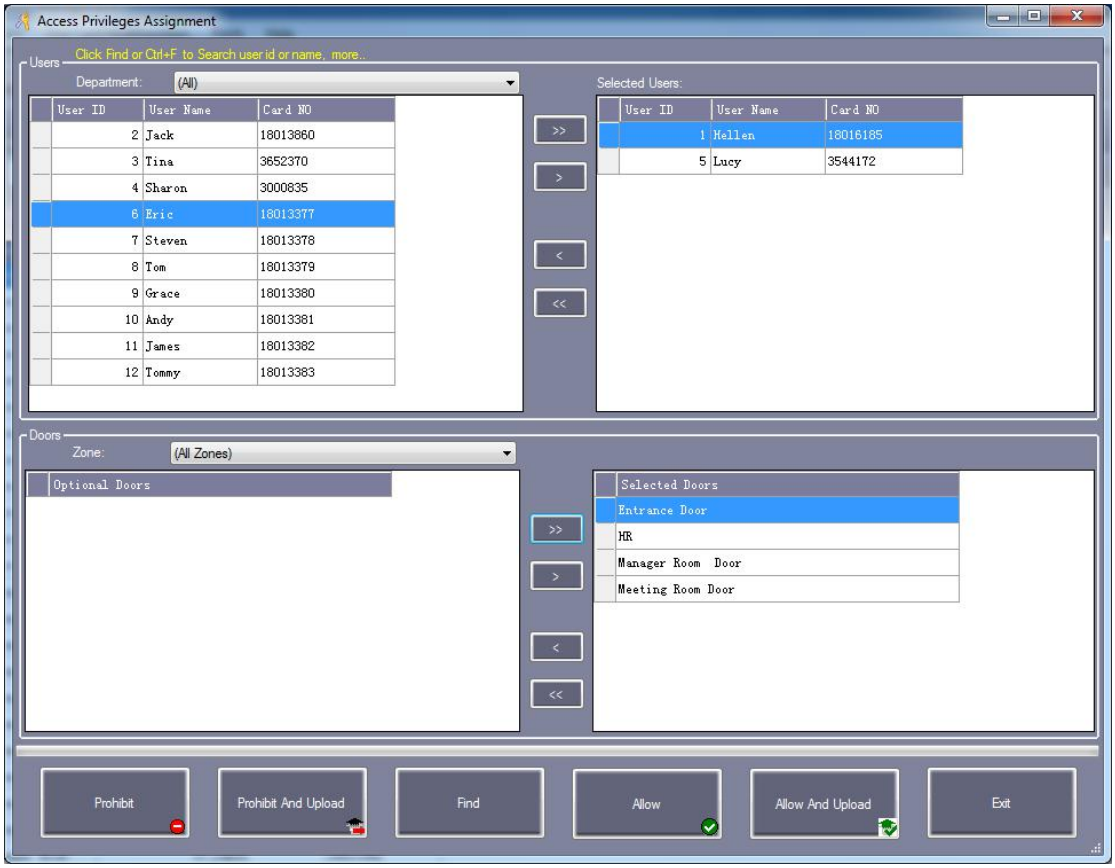
2.4.1 Privilege Management

2.4.1.1 Access Privilege

Click【Configuration】>【Access Privilege】from the menu bar or shortcut.



Click



“>>”:Select all “Users” or all “Optional Doors”

“>”:Select one “Users” or one “Optional Doors”.

“<”: Cancel one “Selected Users” or one “Selected Doors”.

“<<”:Cancel all “Selected Users” or all “Selected Doors”.

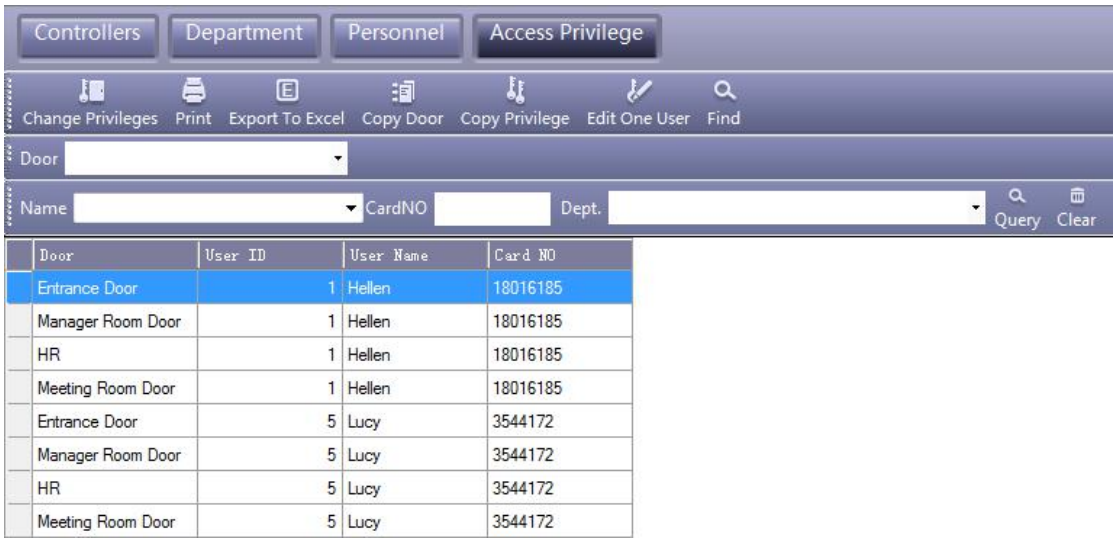
After clicking this button, and then **Operation -> Upload**, the selected users can pass through the selected doors.

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

After clicking this button, and then **Operation -> Upload**, the selected users can’t pass through the selected doors.

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

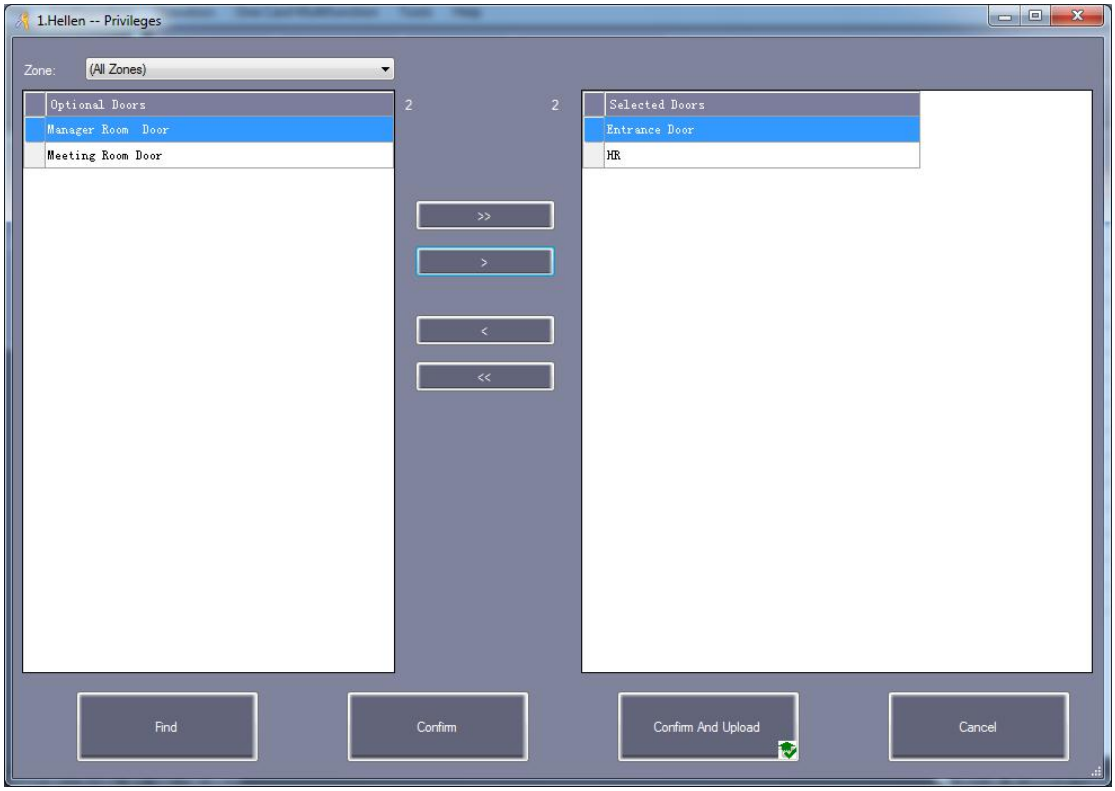
selected doors.



Door	User ID	User Name	Card NO
Entrance Door	1	Hellen	18016185
Manager Room Door	1	Hellen	18016185
HR	1	Hellen	18016185
Meeting Room Door	1	Hellen	18016185
Entrance Door	5	Lucy	3544172
Manager Room Door	5	Lucy	3544172
HR	5	Lucy	3544172
Meeting Room Door	5	Lucy	3544172

After adding all privileges into the system, you must go to the **Operation << 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"

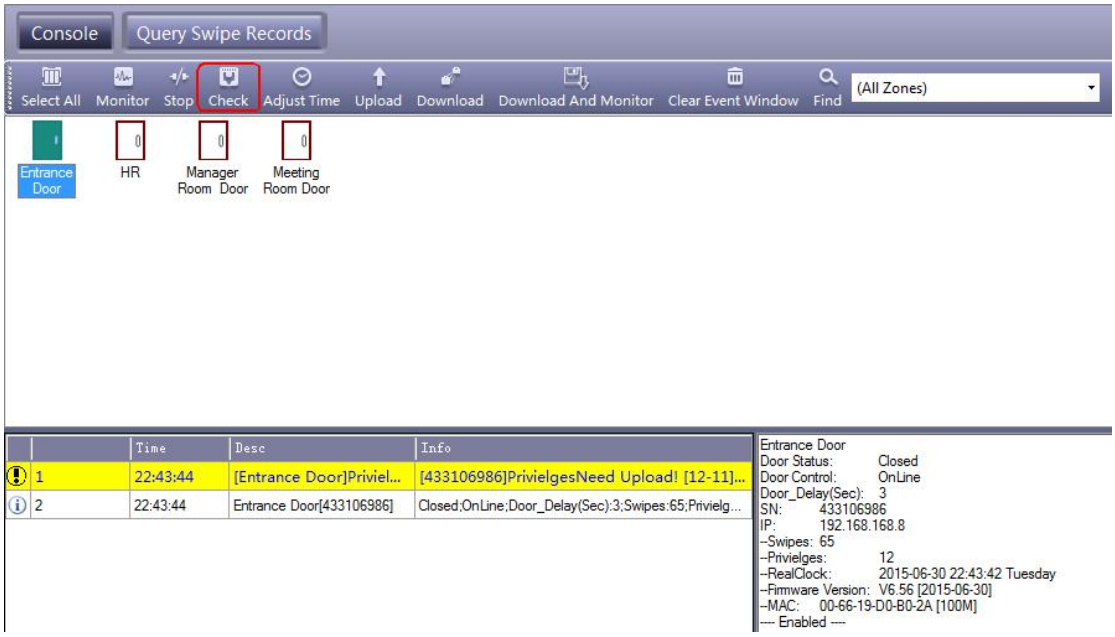
If you add “Optional Doors” or cancel “Selected Doors”, Click this button, and Upload to the controller, you can pass through “Selected Doors”.

2.5 Console

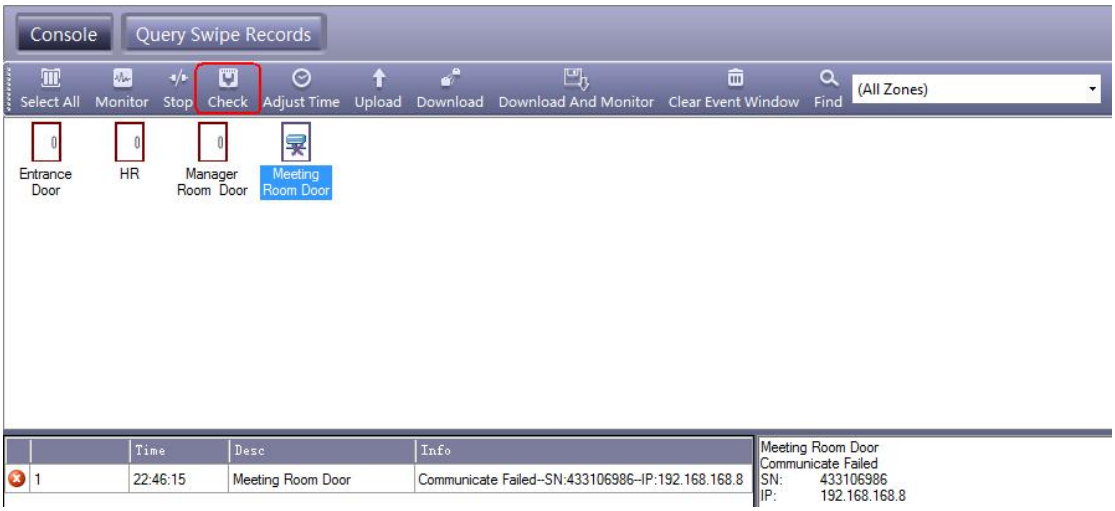
Click【Operation】>【Console】 from the menu bar .The console window contains many basic operations. For example, “Monitor”, “Check”, “Adjust Time”, “Upload”, ” Download” and “Download And Monitor”.

2.5.1 Controller’s Info Check

Click【Operation】>【Console】>【Check】from the menu bar .

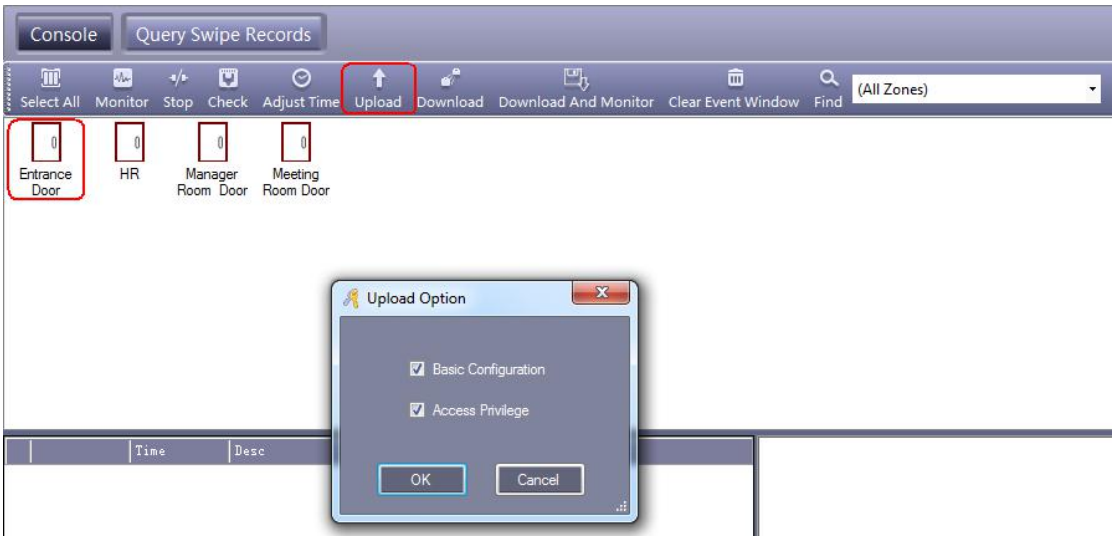


It will show the controller’s basic information .such as the amount of swipings and privileges, Door status, control status, open delay (sec) .If the controller is well communicated with computer, the door label’s color is green , otherwise the color is red.

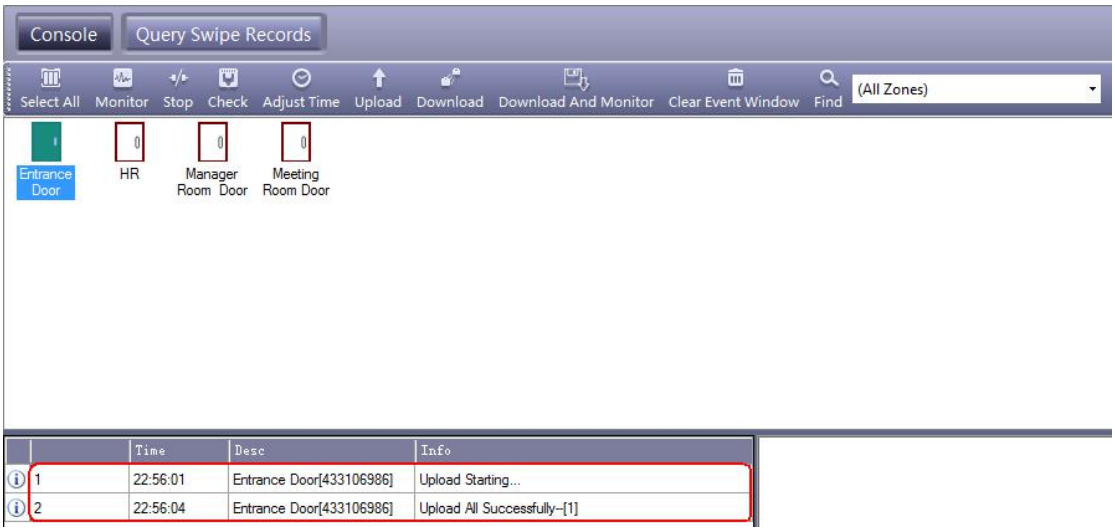


2.5.2 Upload Setting

Click【Operation】>【Console】>【Upload】from the menu bar.



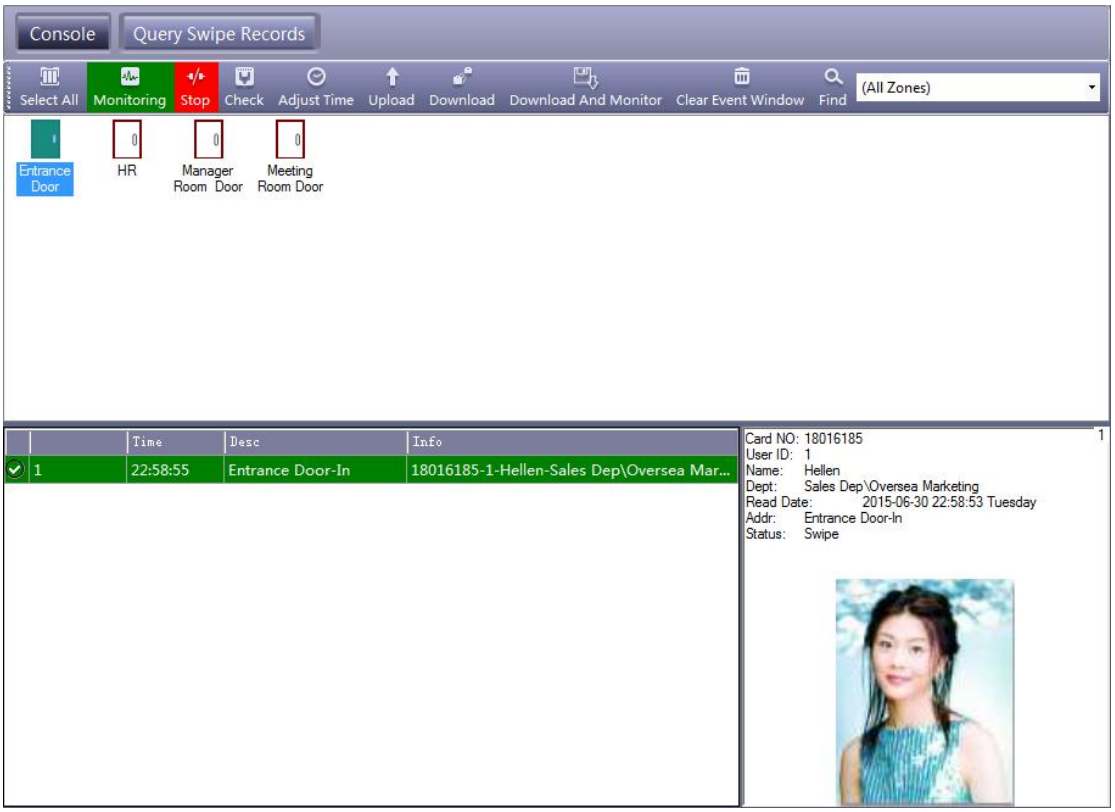
Click “OK”



If you update the controllers configuration such as privileges or door-delay etc., you must upload to the controllers.

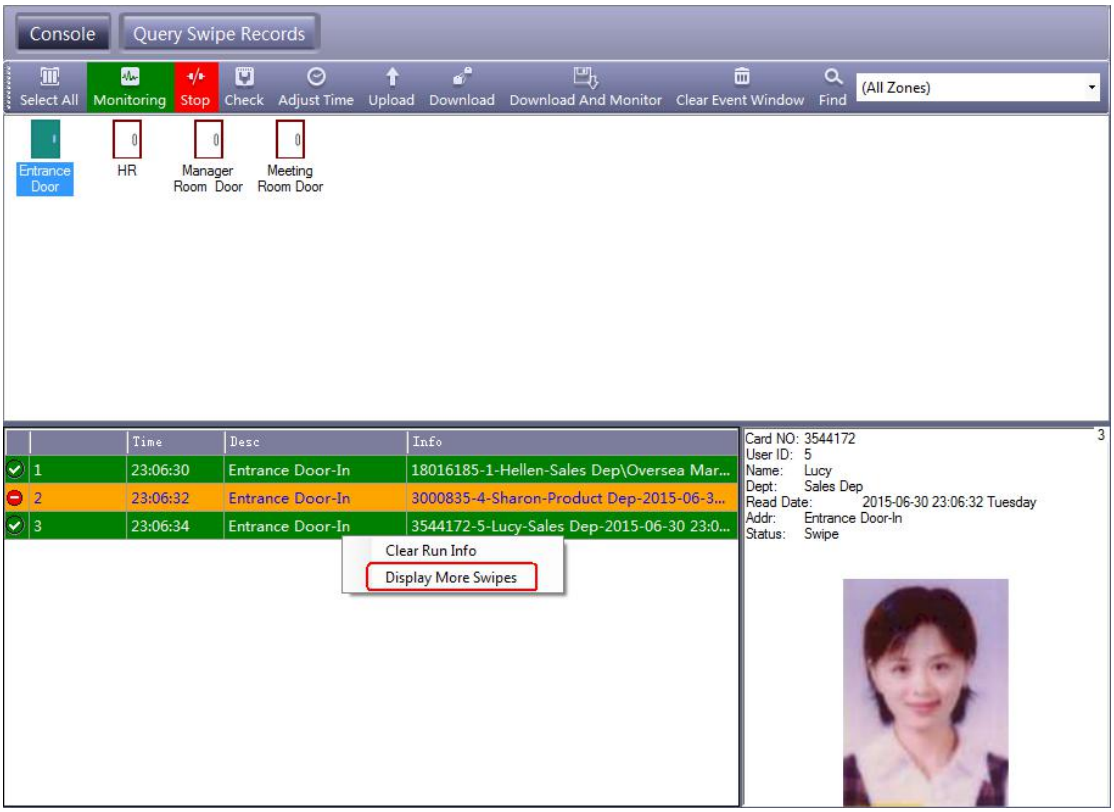
2.5.3 Monitor

Click【Operation】>【Console】>【Monitor】from the menu bar



2.5.4 Display More Swipes

Only display swipe card records.

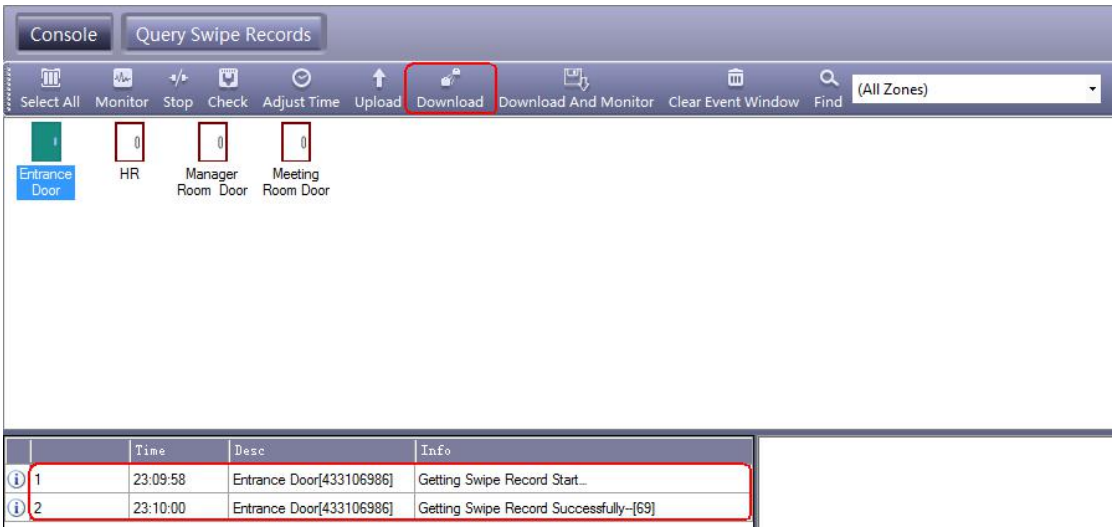


Right click card records, select “Display More Swipes”.

Right click “Photo”. You can adjust the display of information.

2.5.5 Getting Swipe Records

Click【Operation】>【Console】>【Download】from the menu bar .

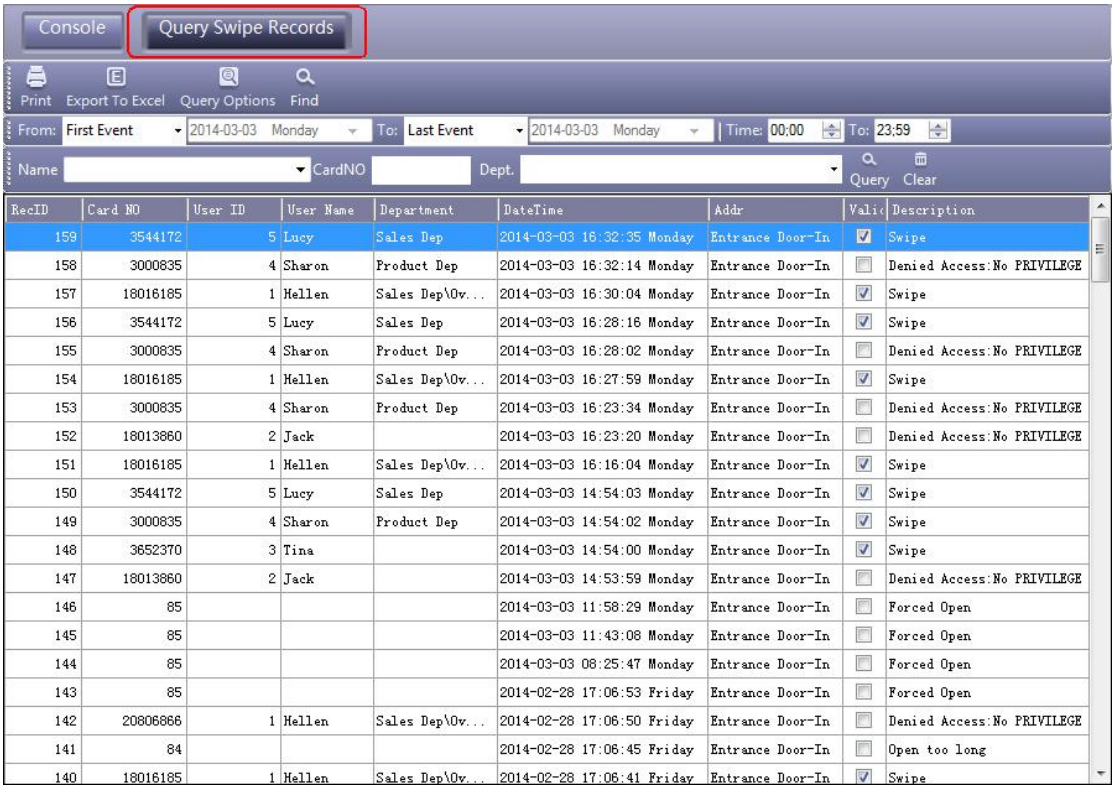


: Collect the controller's records to database.

2.6 Records Query

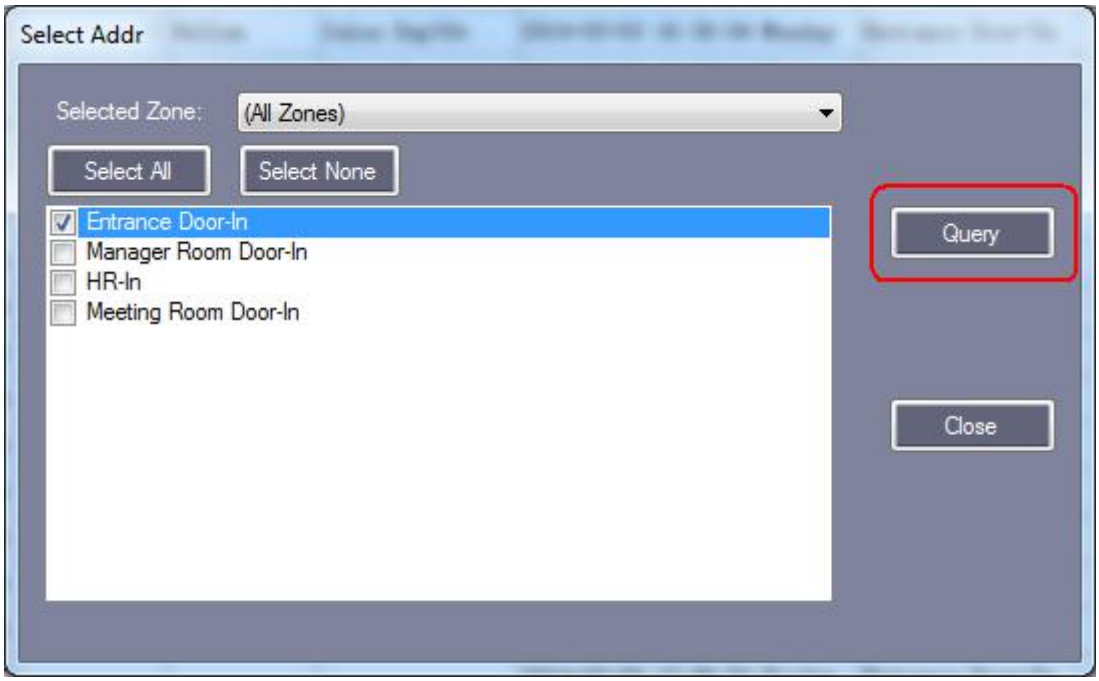
Please "Download" Records and then query.

Click【Operation】>【Query Swipe Records】from the menu bar

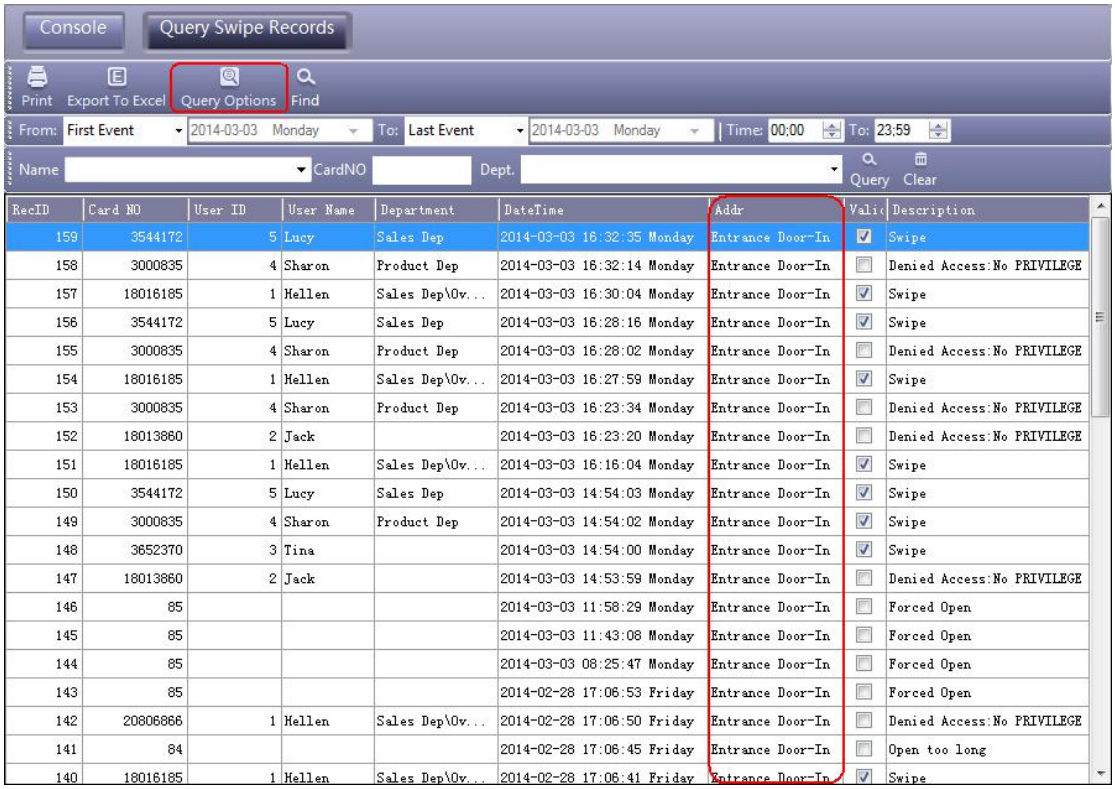


RecID	Card NO	User ID	User Name	Department	DateTime	Addr	Vali	Description
159	3544172	5	Lucy	Sales Dep	2014-03-03 16:32:35 Monday	Entrance Door-In	☑	Swipe
158	3000835	4	Sharon	Product Dep	2014-03-03 16:32:14 Monday	Entrance Door-In	☐	Denied Access:No PRIVILEGE
157	18016185	1	Hellen	Sales Dep\Ov...	2014-03-03 16:30:04 Monday	Entrance Door-In	☑	Swipe
156	3544172	5	Lucy	Sales Dep	2014-03-03 16:28:16 Monday	Entrance Door-In	☑	Swipe
155	3000835	4	Sharon	Product Dep	2014-03-03 16:28:02 Monday	Entrance Door-In	☐	Denied Access:No PRIVILEGE
154	18016185	1	Hellen	Sales Dep\Ov...	2014-03-03 16:27:59 Monday	Entrance Door-In	☑	Swipe
153	3000835	4	Sharon	Product Dep	2014-03-03 16:23:34 Monday	Entrance Door-In	☐	Denied Access:No PRIVILEGE
152	18013860	2	Jack		2014-03-03 16:23:20 Monday	Entrance Door-In	☐	Denied Access:No PRIVILEGE
151	18016185	1	Hellen	Sales Dep\Ov...	2014-03-03 16:16:04 Monday	Entrance Door-In	☑	Swipe
150	3544172	5	Lucy	Sales Dep	2014-03-03 14:54:03 Monday	Entrance Door-In	☑	Swipe
149	3000835	4	Sharon	Product Dep	2014-03-03 14:54:02 Monday	Entrance Door-In	☑	Swipe
148	3652370	3	Tina		2014-03-03 14:54:00 Monday	Entrance Door-In	☑	Swipe
147	18013860	2	Jack		2014-03-03 14:53:59 Monday	Entrance Door-In	☐	Denied Access:No PRIVILEGE
146	85				2014-03-03 11:58:29 Monday	Entrance Door-In	☐	Forced Open
145	85				2014-03-03 11:43:08 Monday	Entrance Door-In	☐	Forced Open
144	85				2014-03-03 08:25:47 Monday	Entrance Door-In	☐	Forced Open
143	85				2014-02-28 17:06:53 Friday	Entrance Door-In	☐	Forced Open
142	20806866	1	Hellen	Sales Dep\Ov...	2014-02-28 17:06:50 Friday	Entrance Door-In	☐	Denied Access:No PRIVILEGE
141	84				2014-02-28 17:06:45 Friday	Entrance Door-In	☐	Open too long
140	18016185	1	Hellen	Sales Dep\Ov...	2014-02-28 17:06:41 Friday	Entrance Door-In	☑	Swipe

If you want to query by “Addr”, Click “Query Option”



Query result as follows:



RecID	Card NO	User ID	User Name	Department	DateTime	Addr	Valid	Description
159	3544172	5	Lucy	Sales Dep	2014-03-03 16:32:35 Monday	Entrance Door-In	☑	Swipe
158	3000835	4	Sharon	Product Dep	2014-03-03 16:32:14 Monday	Entrance Door-In	☐	Denied Access:No PRIVILEGE
157	18016185	1	Hellen	Sales Dep\Ov...	2014-03-03 16:30:04 Monday	Entrance Door-In	☑	Swipe
156	3544172	5	Lucy	Sales Dep	2014-03-03 16:28:16 Monday	Entrance Door-In	☑	Swipe
155	3000835	4	Sharon	Product Dep	2014-03-03 16:28:02 Monday	Entrance Door-In	☐	Denied Access:No PRIVILEGE
154	18016185	1	Hellen	Sales Dep\Ov...	2014-03-03 16:27:59 Monday	Entrance Door-In	☑	Swipe
153	3000835	4	Sharon	Product Dep	2014-03-03 16:23:34 Monday	Entrance Door-In	☐	Denied Access:No PRIVILEGE
152	18013860	2	Jack		2014-03-03 16:23:20 Monday	Entrance Door-In	☐	Denied Access:No PRIVILEGE
151	18016185	1	Hellen	Sales Dep\Ov...	2014-03-03 16:16:04 Monday	Entrance Door-In	☑	Swipe
150	3544172	5	Lucy	Sales Dep	2014-03-03 14:54:03 Monday	Entrance Door-In	☑	Swipe
149	3000835	4	Sharon	Product Dep	2014-03-03 14:54:02 Monday	Entrance Door-In	☑	Swipe
148	3652370	3	Tina		2014-03-03 14:54:00 Monday	Entrance Door-In	☑	Swipe
147	18013860	2	Jack		2014-03-03 14:53:59 Monday	Entrance Door-In	☐	Denied Access:No PRIVILEGE
146	85				2014-03-03 11:58:29 Monday	Entrance Door-In	☐	Forced Open
145	85				2014-03-03 11:43:08 Monday	Entrance Door-In	☐	Forced Open
144	85				2014-03-03 08:25:47 Monday	Entrance Door-In	☐	Forced Open
143	85				2014-02-28 17:06:53 Friday	Entrance Door-In	☐	Forced Open
142	20806866	1	Hellen	Sales Dep\Ov...	2014-02-28 17:06:50 Friday	Entrance Door-In	☐	Denied Access:No PRIVILEGE
141	84				2014-02-28 17:06:45 Friday	Entrance Door-In	☐	Open too long
140	18016185	1	Hellen	Sales Dep\Ov...	2014-02-28 17:06:41 Friday	Entrance Door-In	☑	Swipe

2.7 Tools

2.7.1 Change Password

Change operator and operator's password.

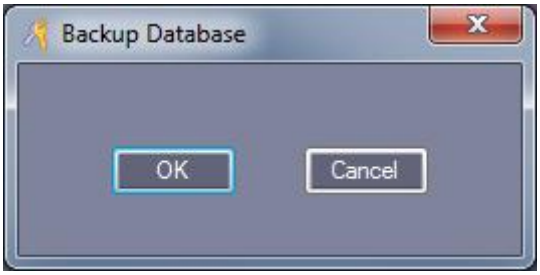
Click【Tools】>【Edit Operator】

Modify operator Name, input the new name in "Name".

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

2.7.2 DB Backup

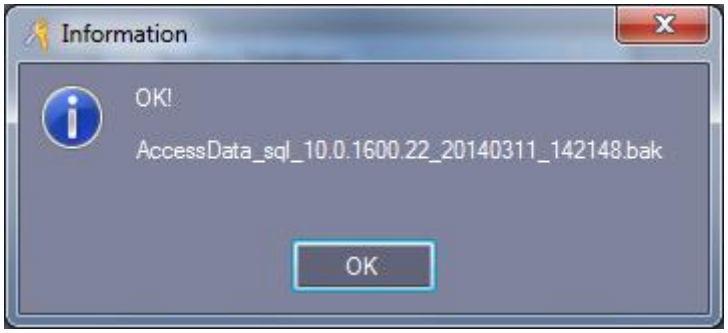
Click【File】>【DB Backup】



Click “OK”.

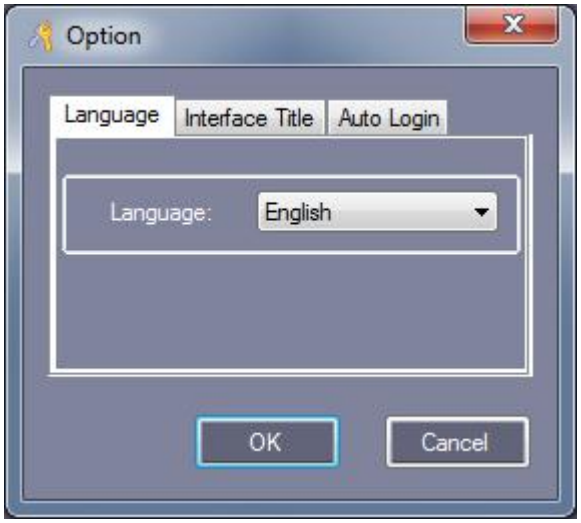
This backup file is saved in software under the default installation path “C:\AccessControl”.

If Backup is SQL DB.



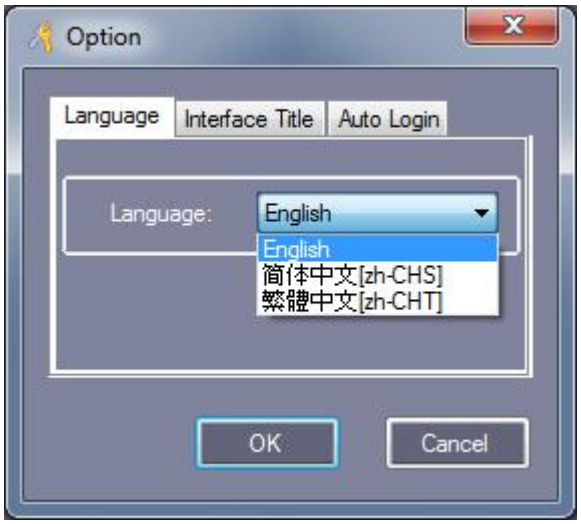
Click “OK”, This backup file is saved in database under the default installation path. “C:\Program Files\Microsoft SQL Server\MSSQL10.MSSQLSERVER\MSSQL\Backup”

2.7.3 Option



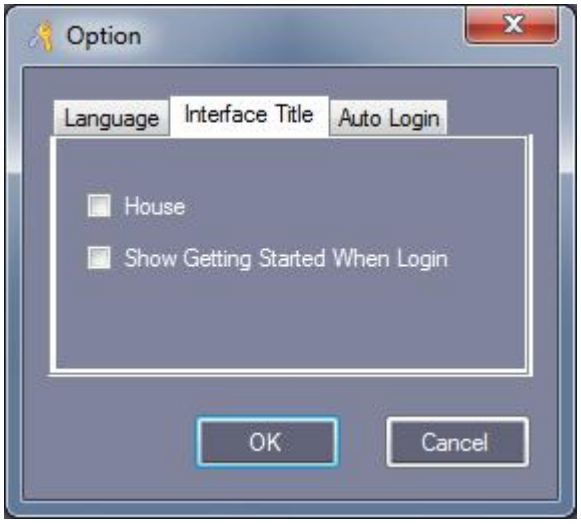
【Language】

Click【Tools】>【Language】from menu bar.



【Interface Title】

Click【Tools】>【Interface Setting】from menu bar.

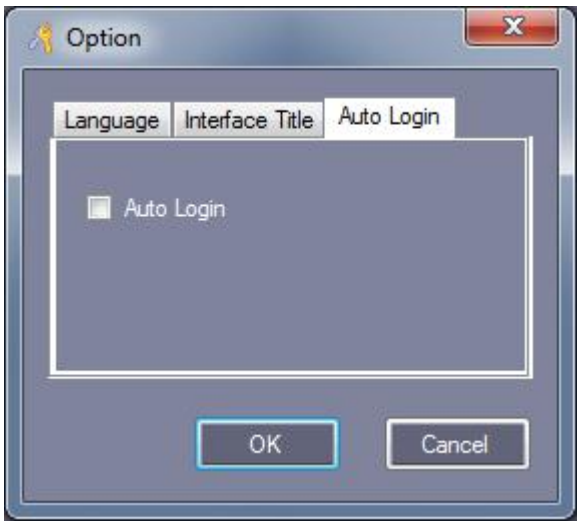


【House】: Used in community management.

【Show Getting Started When Login】: To guide the operation software.

【Auto Login】

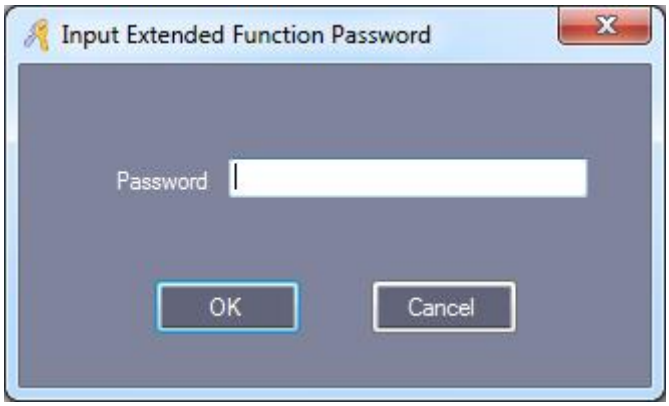
Click【Tools】>【Auto Login】from menu bar.



【Auto Login】: Select “Auto Login”, In “Login” windows, you don’t need to input “User Name” and “Password”.

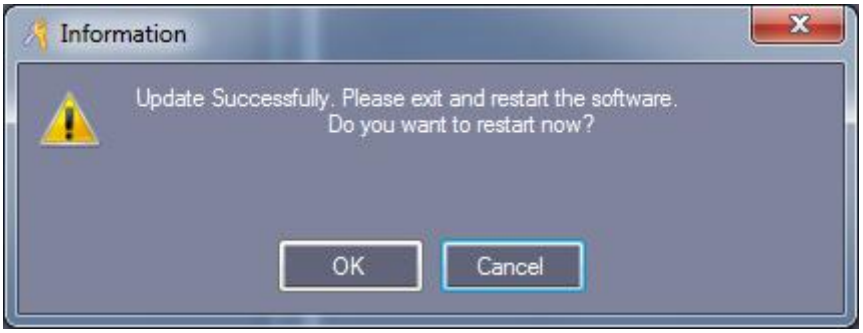
Part 3 Extended Function

Click【Tools】>【Extended Functions】from the menu bar



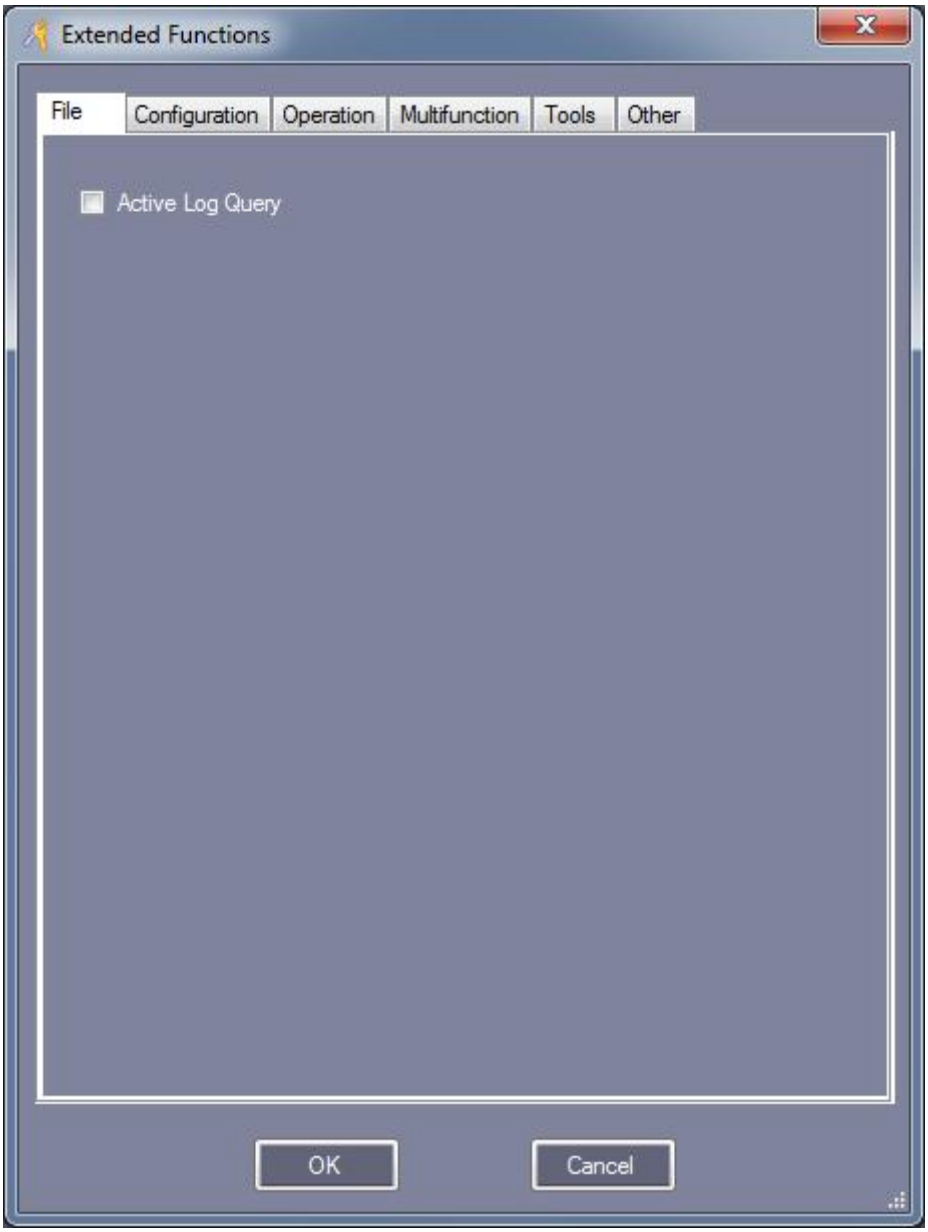
If you want to Activate the Extended Function . please input the password . Please ask provider for password.

Active the Extended Functions, must Re-Login the software.



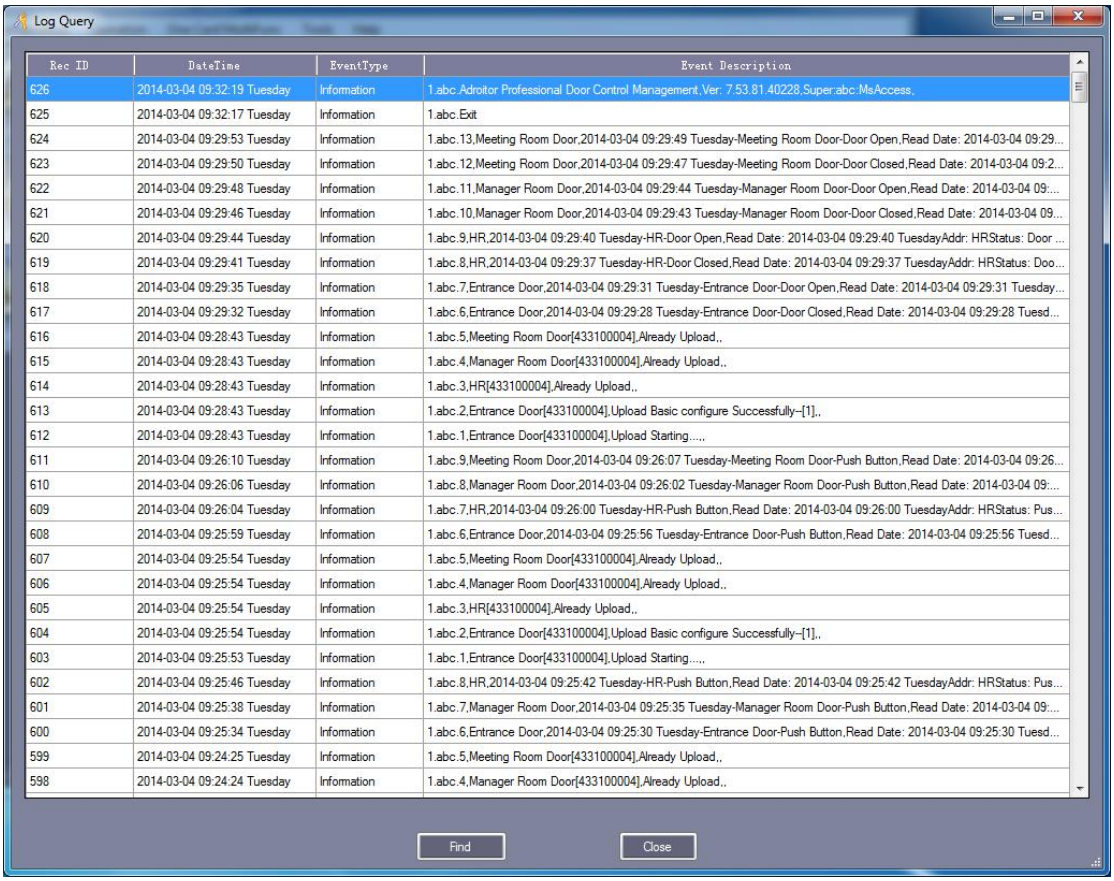
Extended Functions introduced as follows:

3.1 File

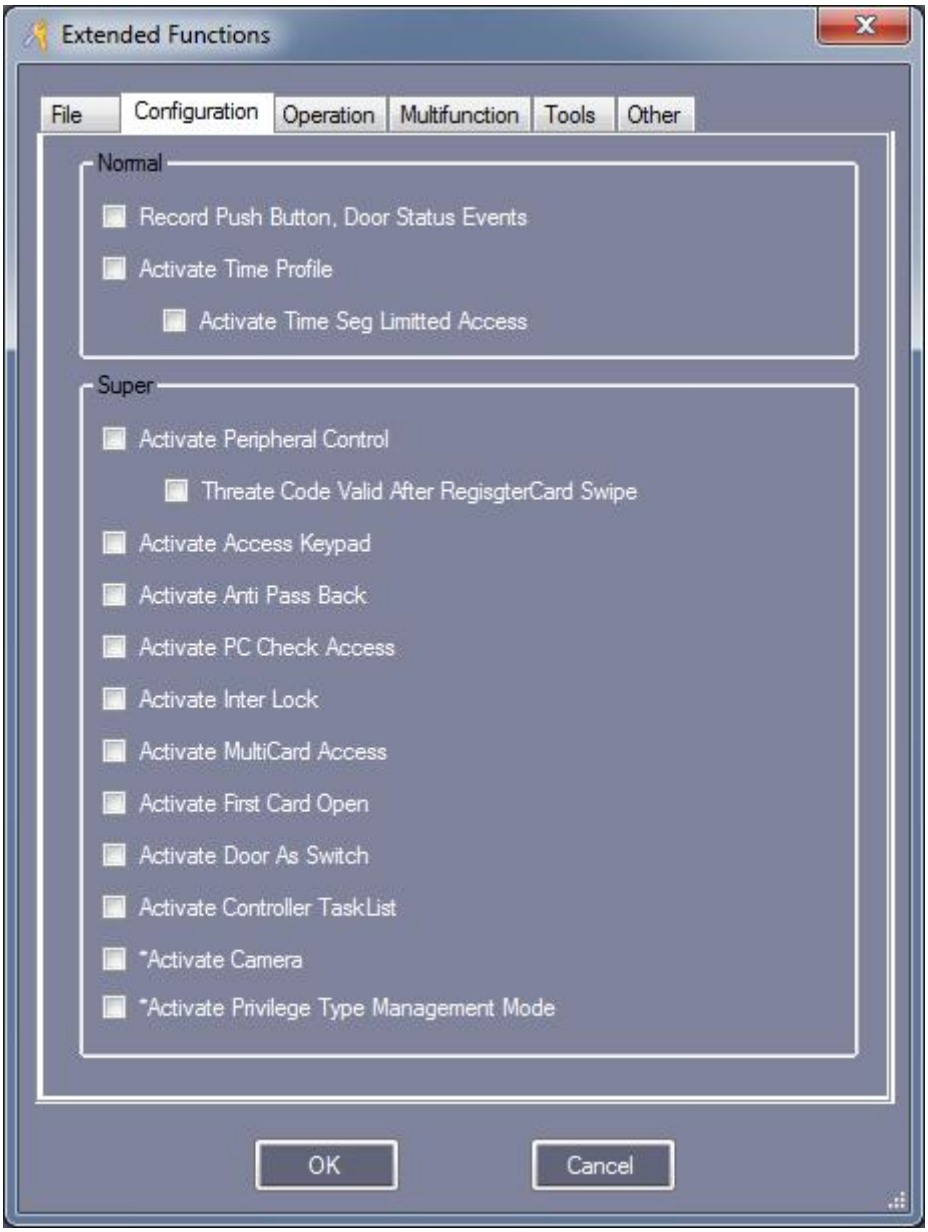


3.1.1 Active Log Query

Click【File】>【Log Query】

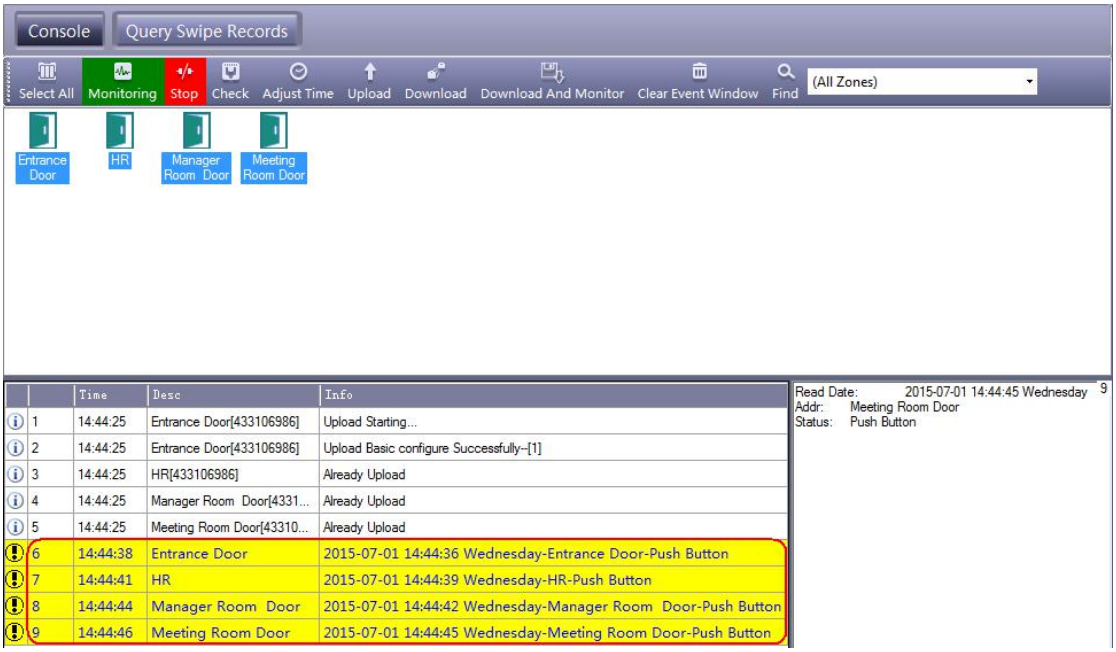

Log Query
Rec ID
DateTime
EventType
Event Description
626 2014-03-04 09:32:19 Tuesday Information 1.abc.Adroitor Professional Door Control Management,Ver: 7.53.81.40228,Super:abc:MsAccess,
625 2014-03-04 09:32:17 Tuesday Information 1.abc.Exit
624 2014-03-04 09:29:53 Tuesday Information 1.abc.13,Meeting Room Door,2014-03-04 09:29:49 Tuesday-Meeting Room Door-Door Open,Read Date: 2014-03-04 09:29...
623 2014-03-04 09:29:50 Tuesday Information 1.abc.12,Meeting Room Door,2014-03-04 09:29:47 Tuesday-Meeting Room Door-Door Closed,Read Date: 2014-03-04 09:2...
622 2014-03-04 09:29:48 Tuesday Information 1.abc.11,Manager Room Door,2014-03-04 09:29:44 Tuesday-Manager Room Door-Door Open,Read Date: 2014-03-04 09:...
621 2014-03-04 09:29:46 Tuesday Information 1.abc.10,Manager Room Door,2014-03-04 09:29:43 Tuesday-Manager Room Door-Door Closed,Read Date: 2014-03-04 09...
620 2014-03-04 09:29:44 Tuesday Information 1.abc.9,HR,2014-03-04 09:29:40 Tuesday-HR-Door Open,Read Date: 2014-03-04 09:29:40 TuesdayAddr: HRStatus: Door ...
619 2014-03-04 09:29:41 Tuesday Information 1.abc.8,HR,2014-03-04 09:29:37 Tuesday-HR-Door Closed,Read Date: 2014-03-04 09:29:37 TuesdayAddr: HRStatus: Doo...
618 2014-03-04 09:29:35 Tuesday Information 1.abc.7,Entrance Door,2014-03-04 09:29:31 Tuesday-Entrance Door-Door Open,Read Date: 2014-03-04 09:29:31 Tuesday...
617 2014-03-04 09:29:32 Tuesday Information 1.abc.6,Entrance Door,2014-03-04 09:29:28 Tuesday-Entrance Door-Door Closed,Read Date: 2014-03-04 09:29:28 Tuesd...
616 2014-03-04 09:28:43 Tuesday Information 1.abc.5,Meeting Room Door[433100004],Already Upload,,
615 2014-03-04 09:28:43 Tuesday Information 1.abc.4,Manager Room Door[433100004],Already Upload,,
614 2014-03-04 09:28:43 Tuesday Information 1.abc.3,HR[433100004],Already Upload,,
613 2014-03-04 09:28:43 Tuesday Information 1.abc.2,Entrance Door[433100004],Upload Basic configure Successfully--[1],,
612 2014-03-04 09:28:43 Tuesday Information 1.abc.1,Entrance Door[433100004],Upload Starting.....,
611 2014-03-04 09:26:10 Tuesday Information 1.abc.9,Meeting Room Door,2014-03-04 09:26:07 Tuesday-Meeting Room Door-Push Button,Read Date: 2014-03-04 09:26...
610 2014-03-04 09:26:06 Tuesday Information 1.abc.8,Manager Room Door,2014-03-04 09:26:02 Tuesday-Manager Room Door-Push Button,Read Date: 2014-03-04 09:...
609 2014-03-04 09:26:04 Tuesday Information 1.abc.7,HR,2014-03-04 09:26:00 Tuesday-HR-Push Button,Read Date: 2014-03-04 09:26:00 TuesdayAddr: HRStatus: Pus...
608 2014-03-04 09:25:59 Tuesday Information 1.abc.6,Entrance Door,2014-03-04 09:25:56 Tuesday-Entrance Door-Push Button,Read Date: 2014-03-04 09:25:56 Tuesd...
607 2014-03-04 09:25:54 Tuesday Information 1.abc.5,Meeting Room Door[433100004],Already Upload,,
606 2014-03-04 09:25:54 Tuesday Information 1.abc.4,Manager Room Door[433100004],Already Upload,,
605 2014-03-04 09:25:54 Tuesday Information 1.abc.3,HR[433100004],Already Upload,,
604 2014-03-04 09:25:54 Tuesday Information 1.abc.2,Entrance Door[433100004],Upload Basic configure Successfully--[1],,
603 2014-03-04 09:25:53 Tuesday Information 1.abc.1,Entrance Door[433100004],Upload Starting.....,
602 2014-03-04 09:25:46 Tuesday Information 1.abc.8,HR,2014-03-04 09:25:42 Tuesday-HR-Push Button,Read Date: 2014-03-04 09:25:42 TuesdayAddr: HRStatus: Pus...
601 2014-03-04 09:25:38 Tuesday Information 1.abc.7,Manager Room Door,2014-03-04 09:25:35 Tuesday-Manager Room Door-Push Button,Read Date: 2014-03-04 09:...
600 2014-03-04 09:25:34 Tuesday Information 1.abc.6,Entrance Door,2014-03-04 09:25:30 Tuesday-Entrance Door-Push Button,Read Date: 2014-03-04 09:25:30 Tuesd...
599 2014-03-04 09:24:25 Tuesday Information 1.abc.5,Meeting Room Door[433100004],Already Upload,,
598 2014-03-04 09:24:24 Tuesday Information 1.abc.4,Manager Room Door[433100004],Already Upload,,
Find
Close

3.2 Configuration



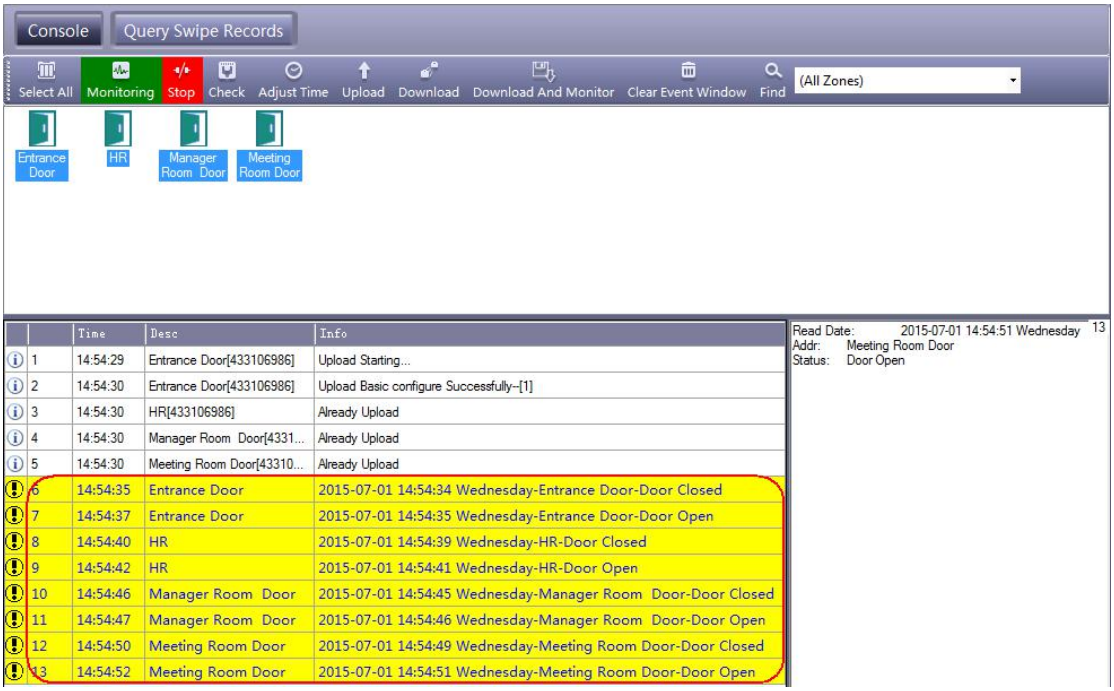
3.2.1 Record Push Button Events

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



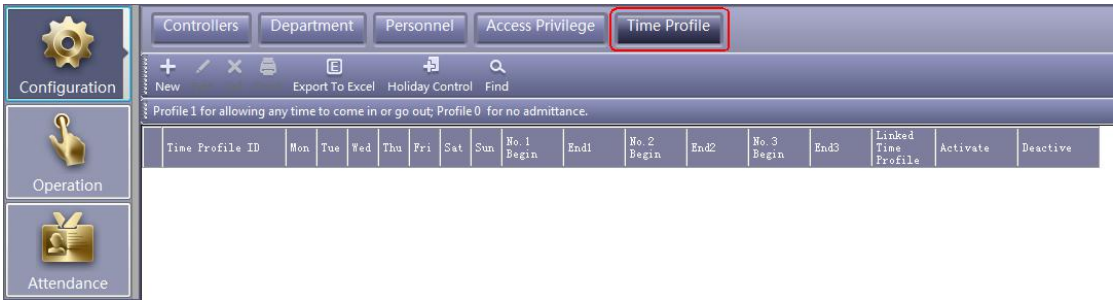
3.2.2 Record Door Status Events

Record “Door Open” and “Door Closed” time. Must connect door sensor. Active this function, you must upload on the console.

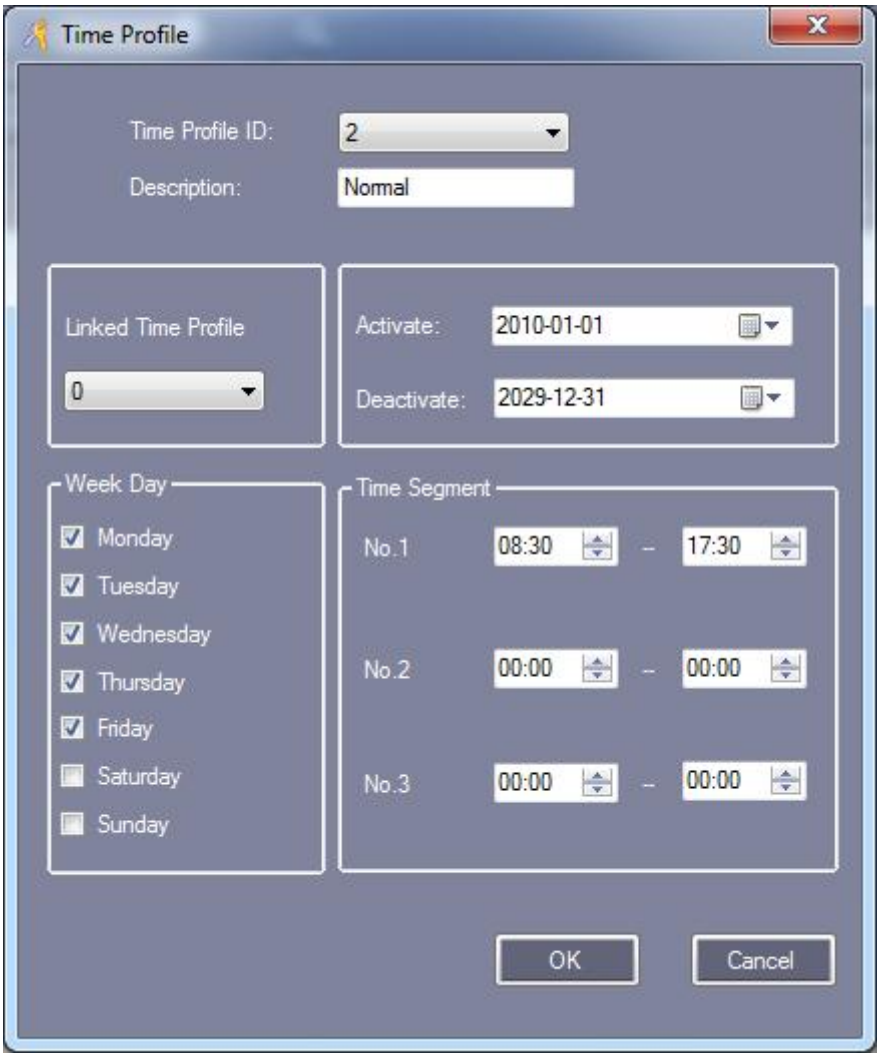


3.2.3 Activate Time Profile

Click【Configuration】>【Time Profile】



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

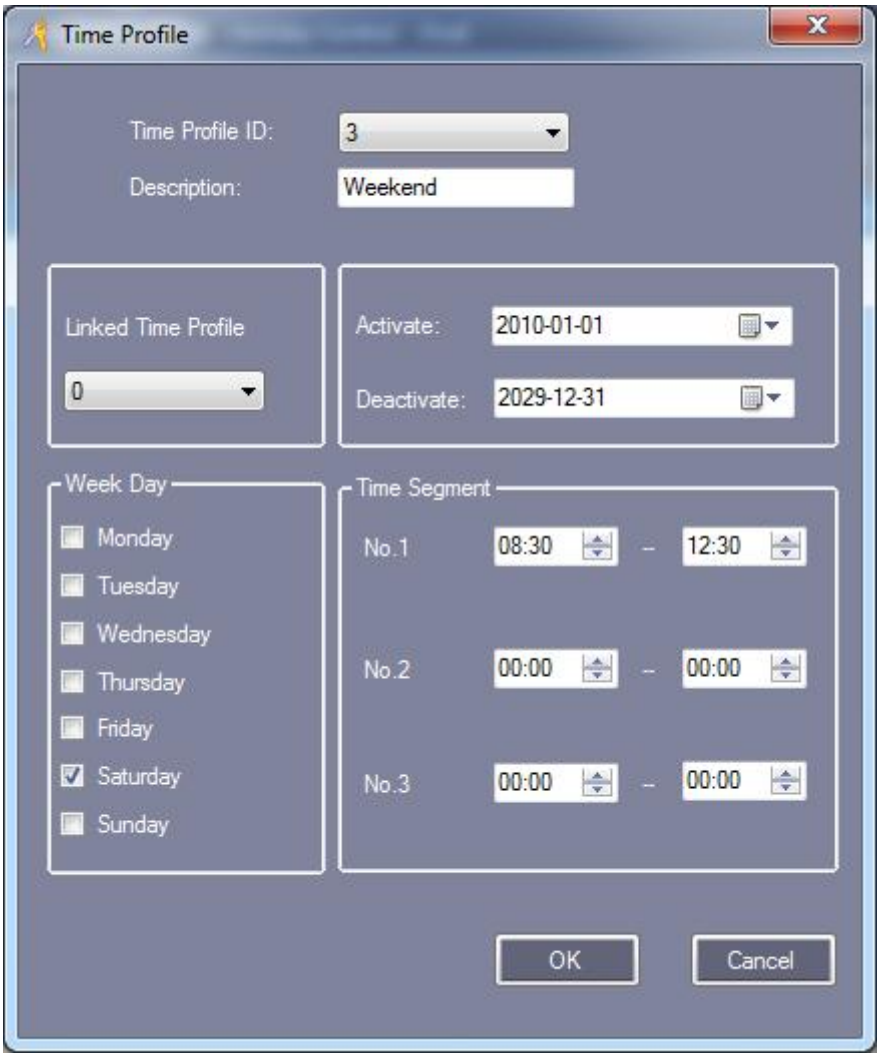


Click “OK”

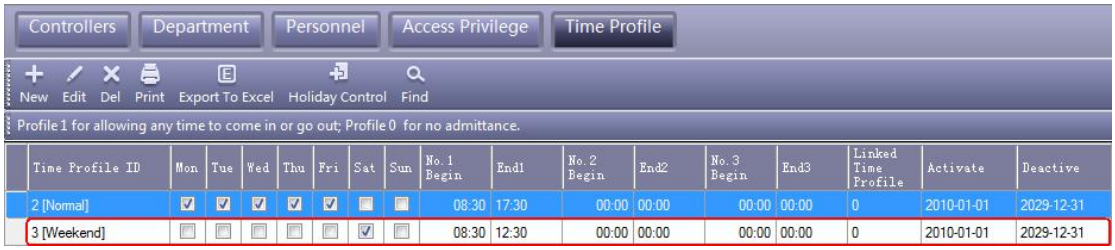
If you assign the user card “Normal”, authority that work from Monday to Friday at 08:30-17:30, it has permissions to get in or out during this time range.

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.

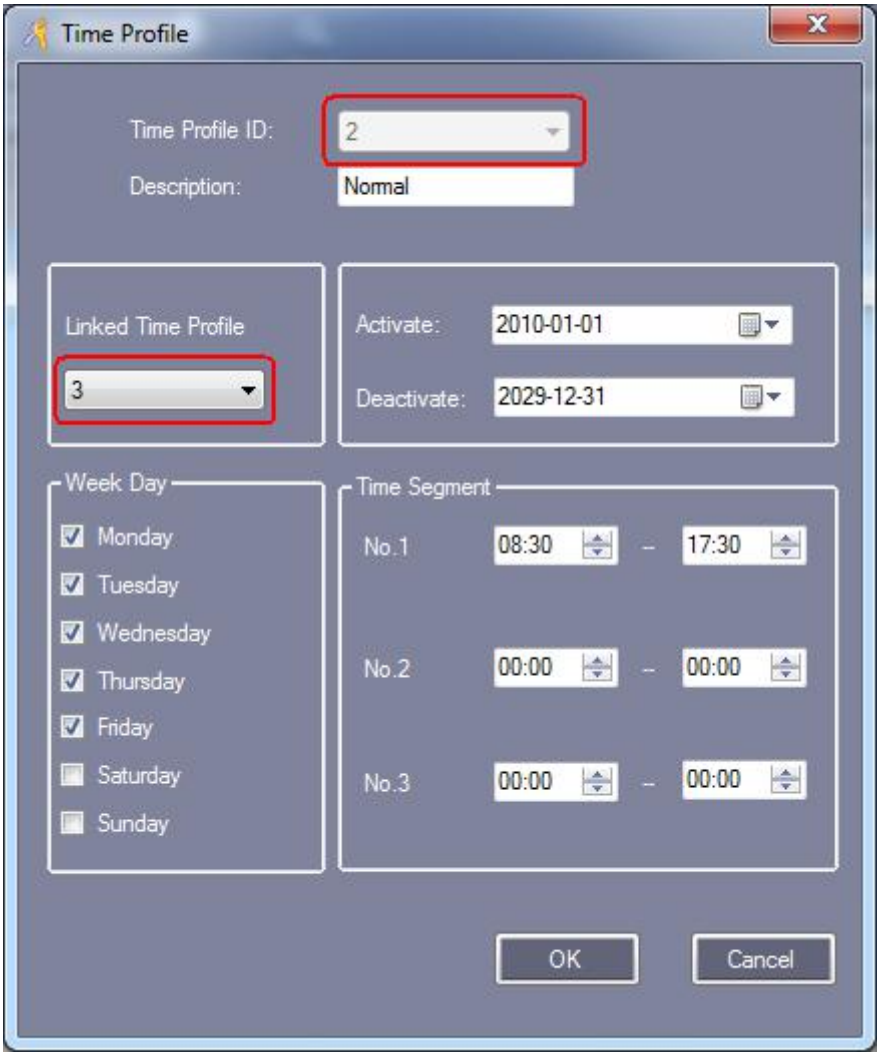
Add new “Time Profile 3”



Click “OK”

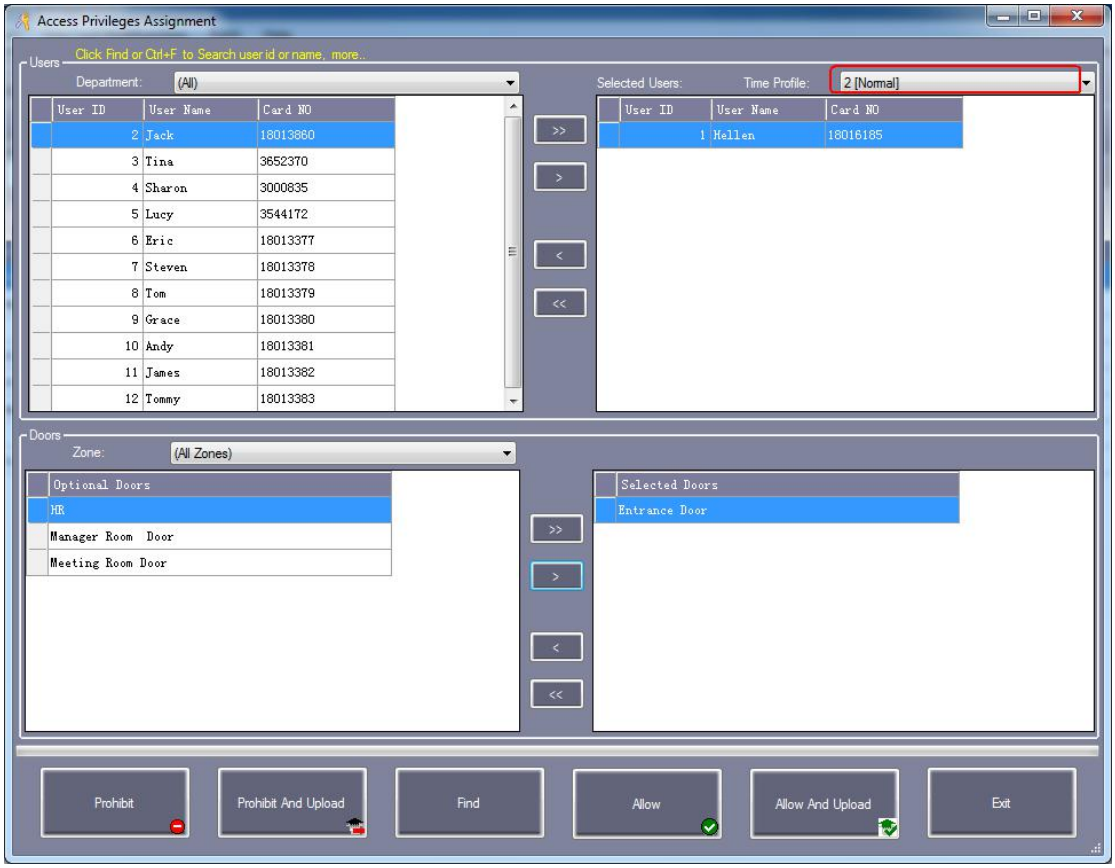


"Time Profile 2" link "Time Profile 3"



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".

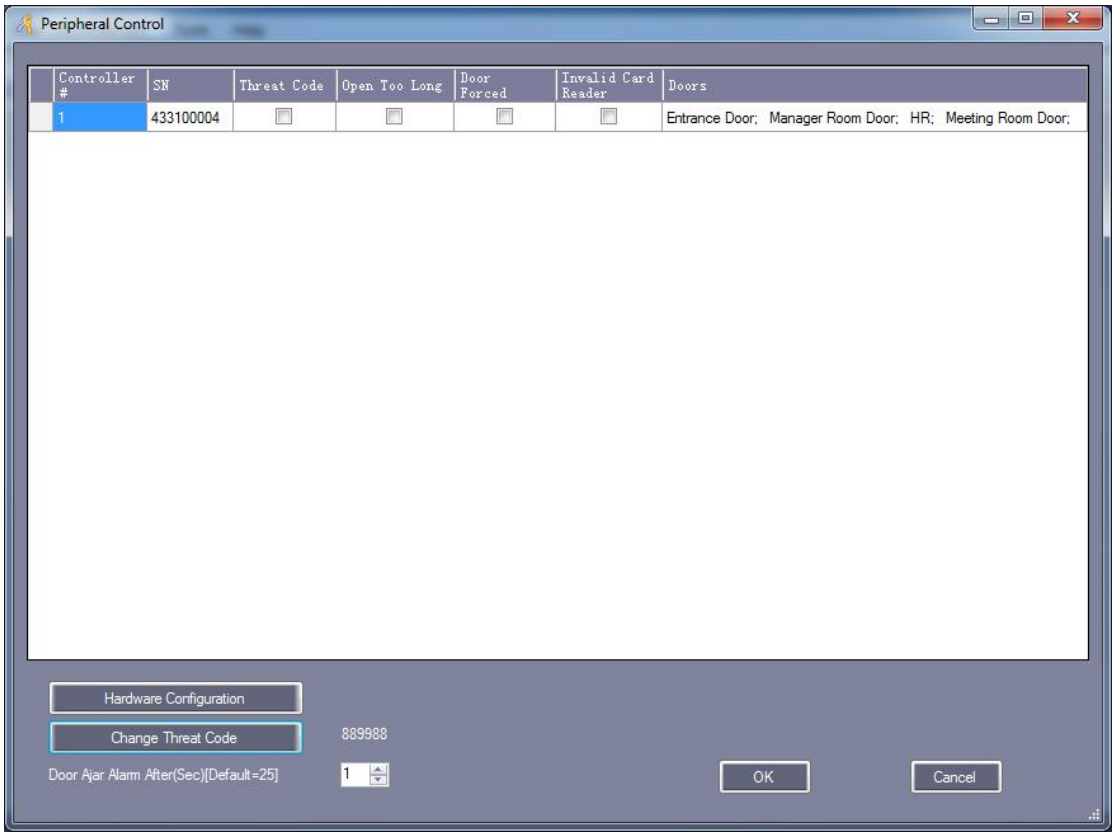
Click【Configuration】>【Access Privilege】>【Change Privileges】



After setting privilege, please select【Operation】>【Console】>【Upload】.

3.2.4 Activate Peripheral Control

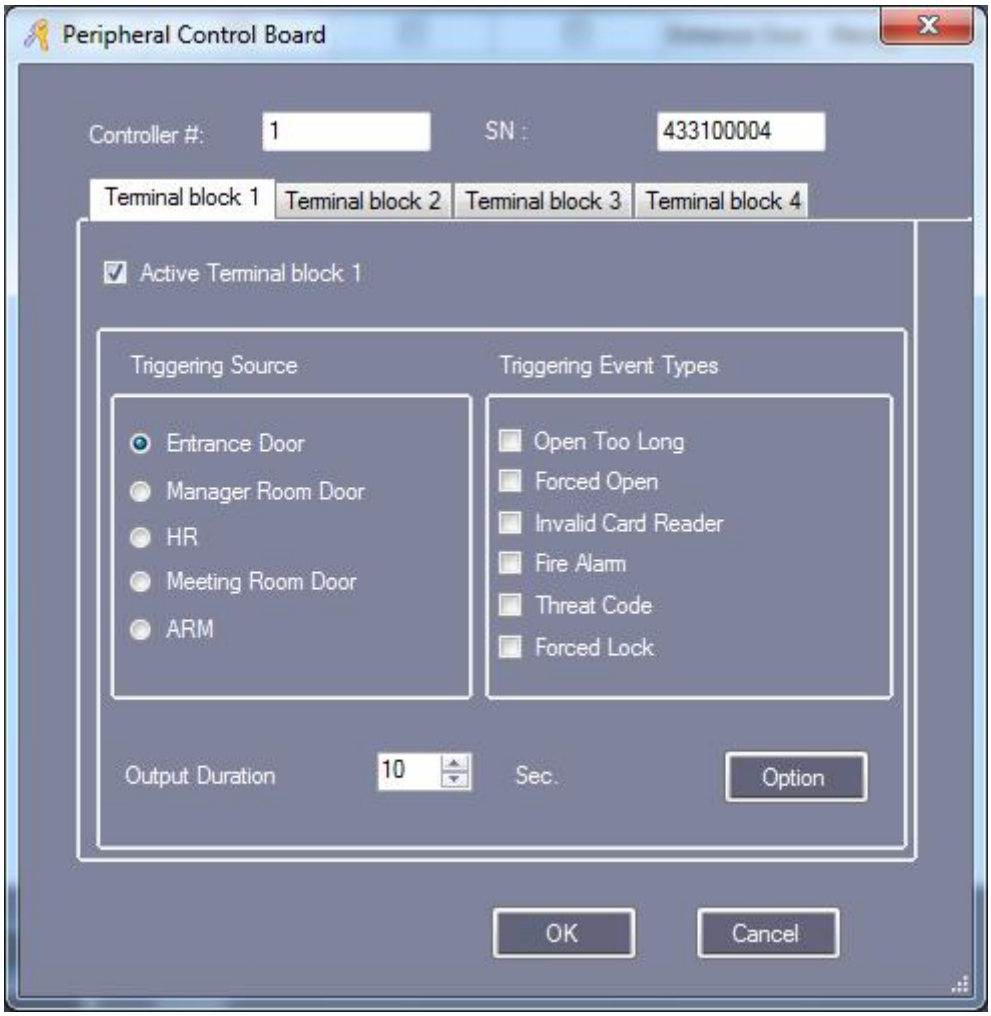
Click【Configuration】>【Peripheral】



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

"Thrust In": Must be connect with door sensor.

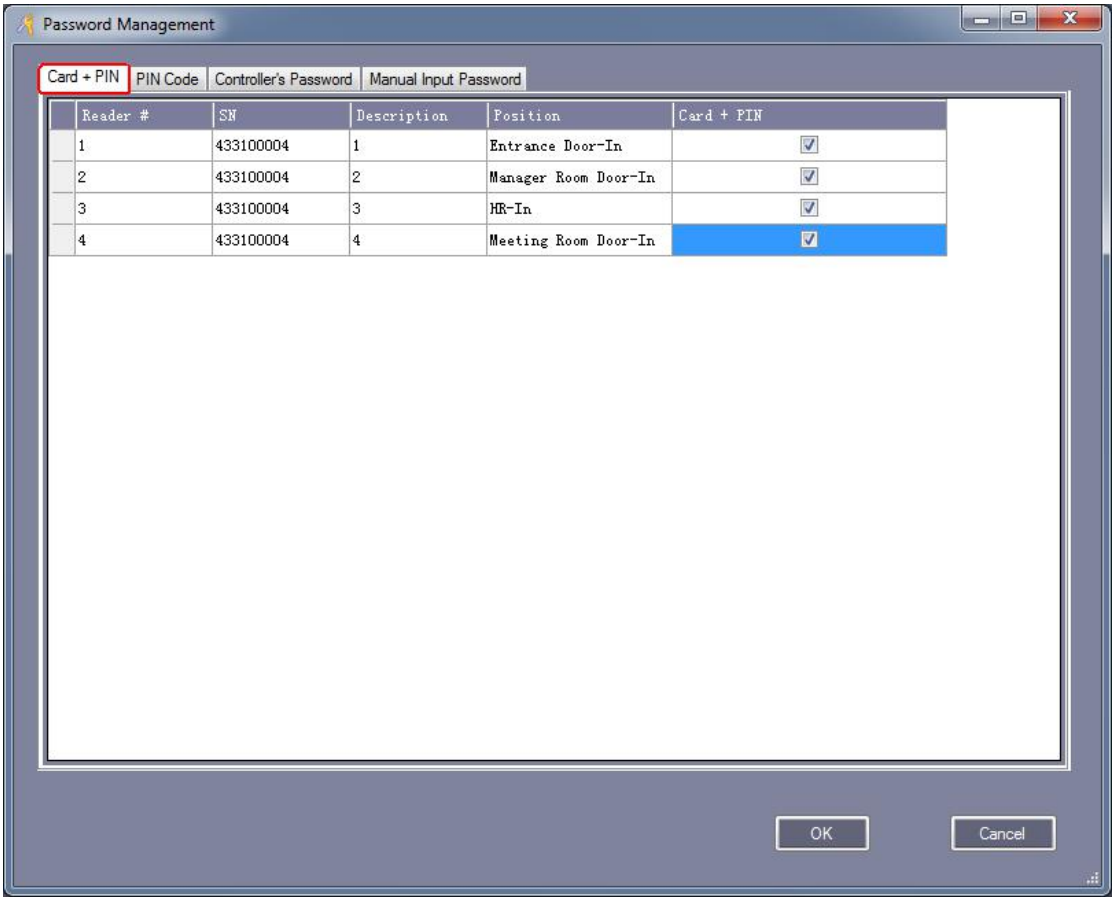
【Hardware Configuration】



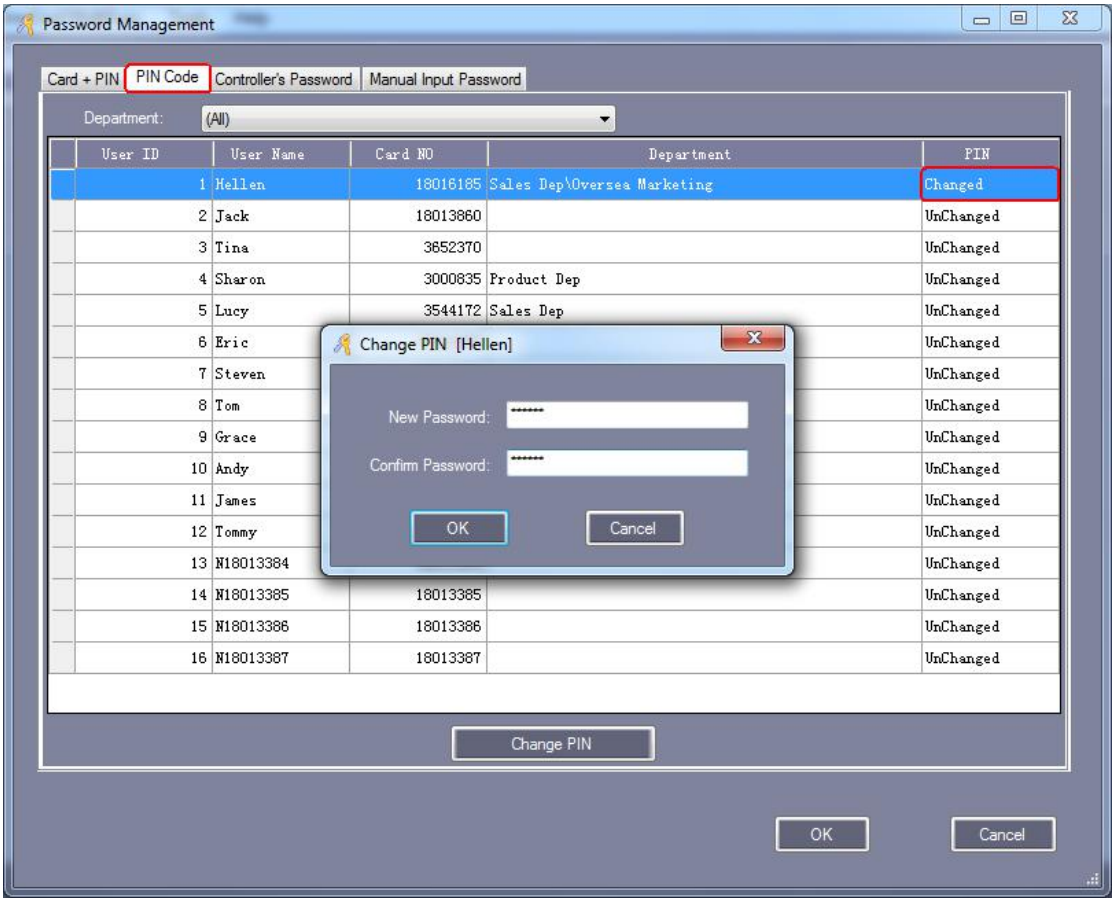
3.2.5 Activate Access Keypad

Click【Configuration】>【Pwd MGT】

【Card + PIN】

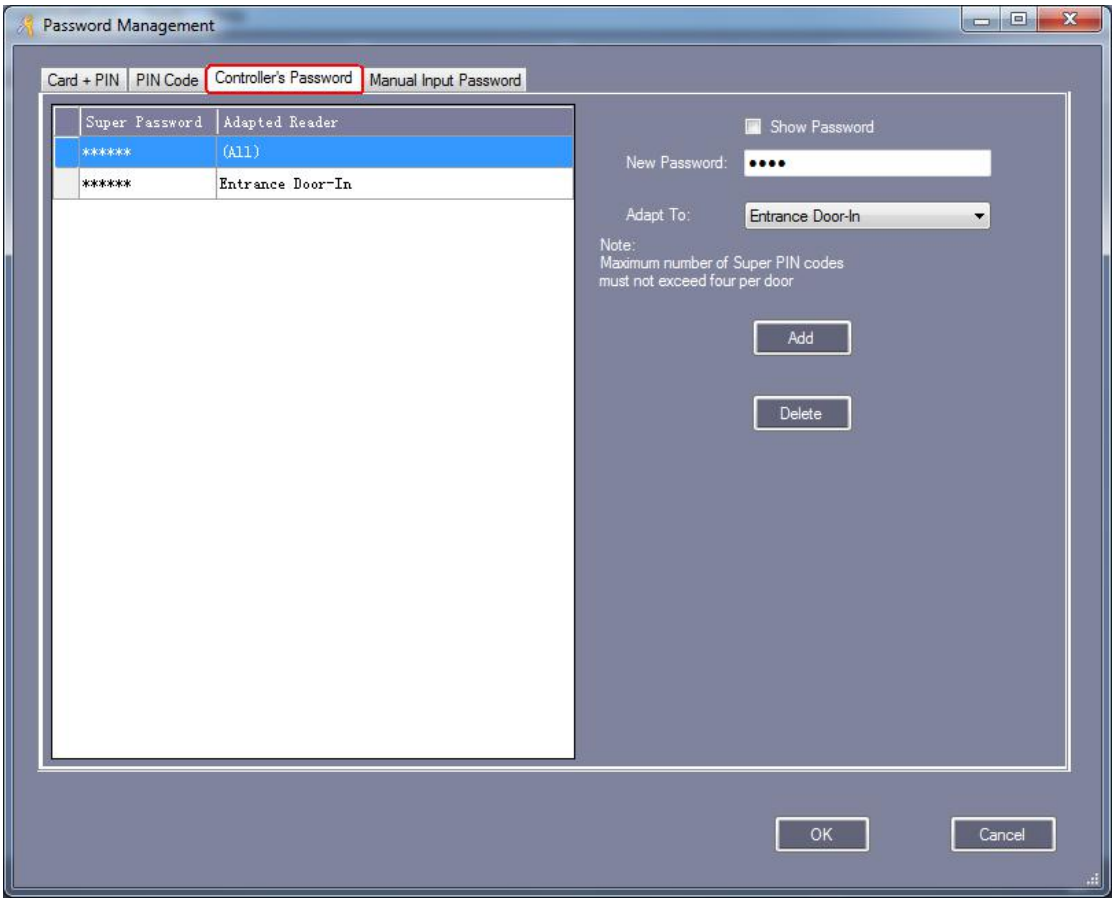

Password Management
Card + PIN
PIN Code
Controller's Password
Manual Input Password
Reader #
SN
Description
Position
Card + PIN
1
433100004
1
Entrance Door-In
2
433100004
2
Manager Room Door-In
3
433100004
3
HR-In
4
433100004
4
Meeting Room Door-In
OK
Cancel

【PIN Code】

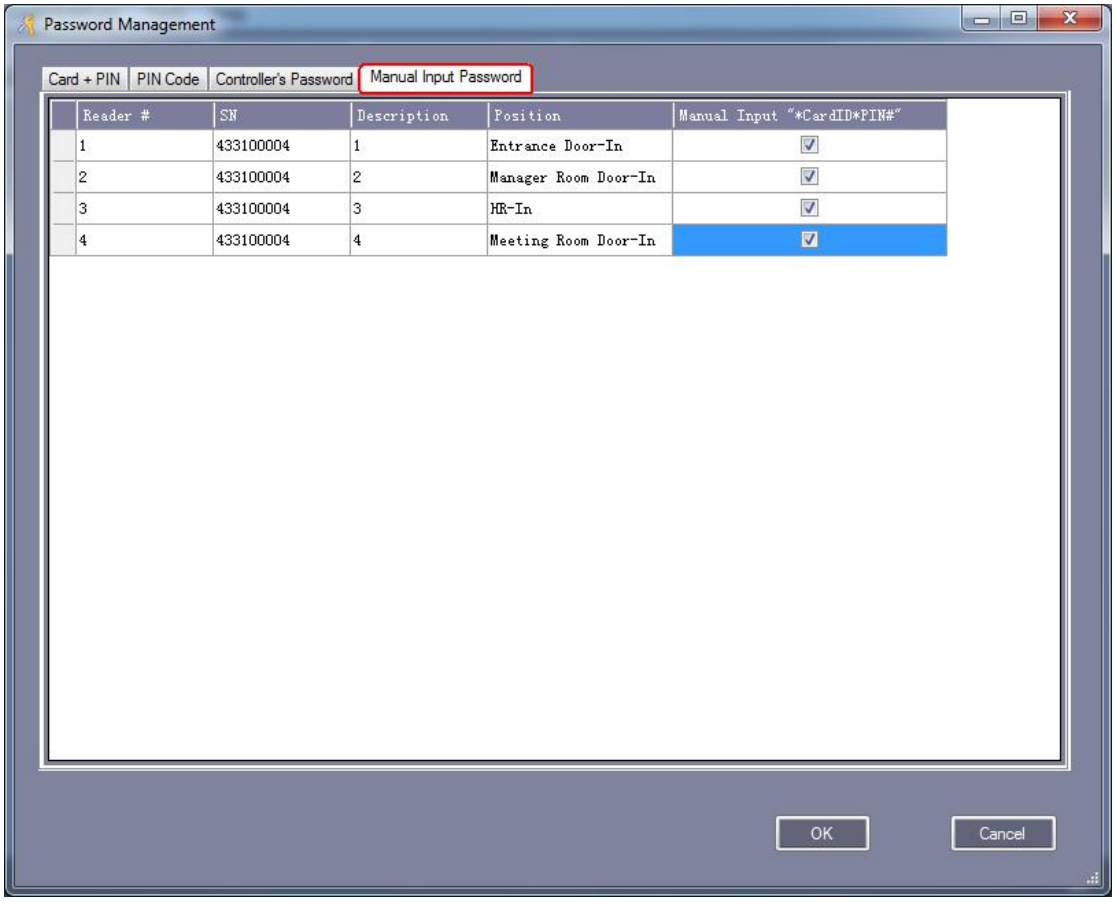

Password Management
Card + PIN
PIN Code
Controller's Password
Manual Input Password
Department:
(All)
User ID
User Name
Card NO
Department
PIN
1 Hellen 18016185 Sales Dep\Oversea Marketing Changed
2 Jack 18013860 UnChanged
3 Tina 3652370 UnChanged
4 Sharon 3000835 Product Dep UnChanged
5 Lucy 3544172 Sales Dep UnChanged
6 Eric UnChanged
7 Steven UnChanged
8 Tom UnChanged
9 Grace UnChanged
10 Andy UnChanged
11 James UnChanged
12 Tommy UnChanged
13 N18013384 UnChanged
14 N18013385 18013385 UnChanged
15 N18013386 18013386 UnChanged
16 N18013387 18013387 UnChanged
Change PIN [Hellen]
New Password:
Confirm Password:
OK
Cancel
Change PIN
OK
Cancel

User's default password is 345678.

【Controller's Password】

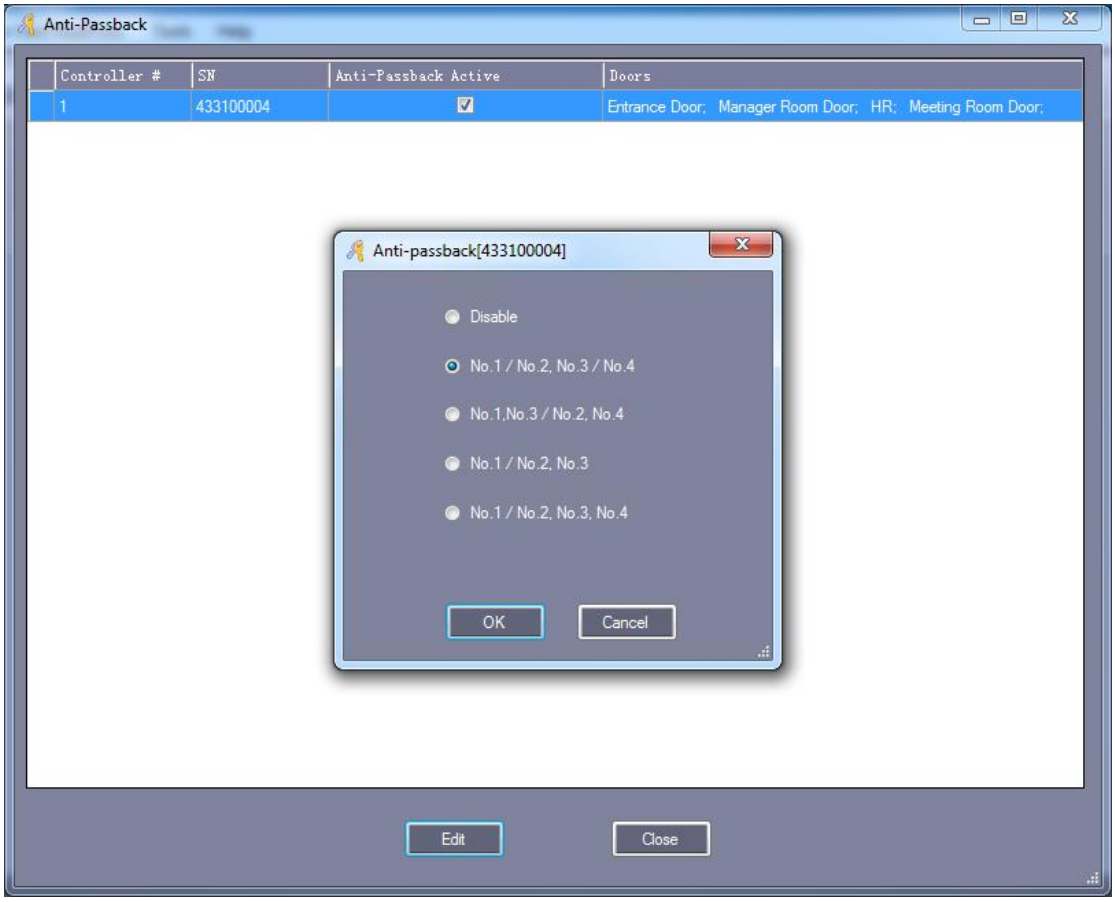


【Manual Input Password】



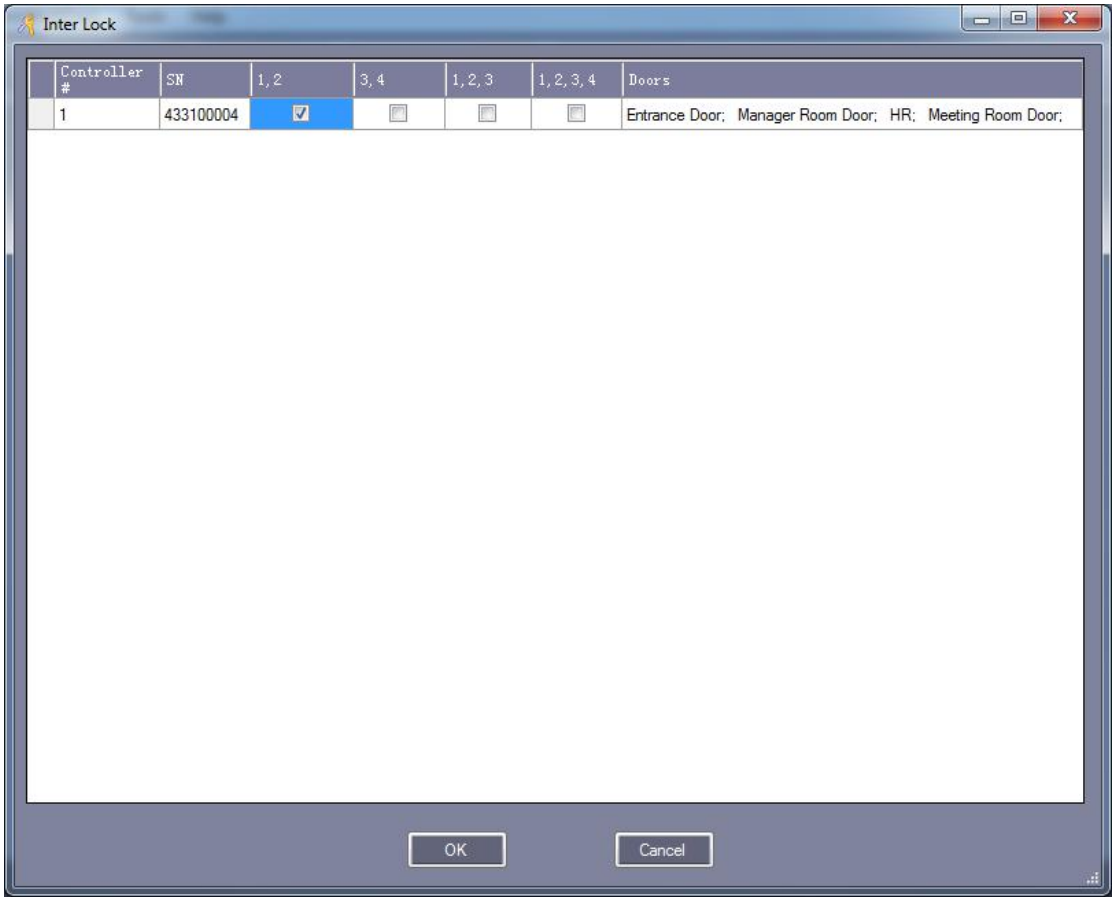
3.2.6 Activate Anti Pass Back

Click【Configuration】>【Anti-passback】



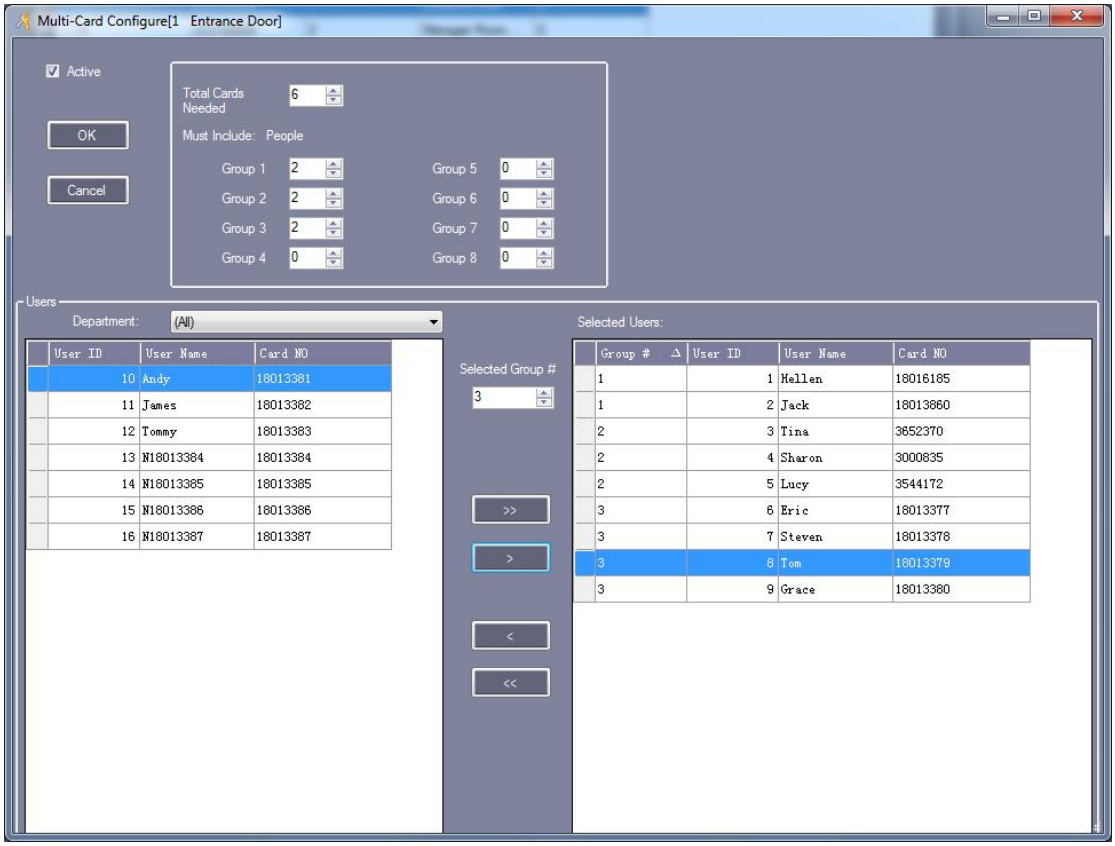
3.2.7 Activate Inter Lock

Click【Configuration】>【Inter Lock】



3.2.8 Activate MultiCard Access

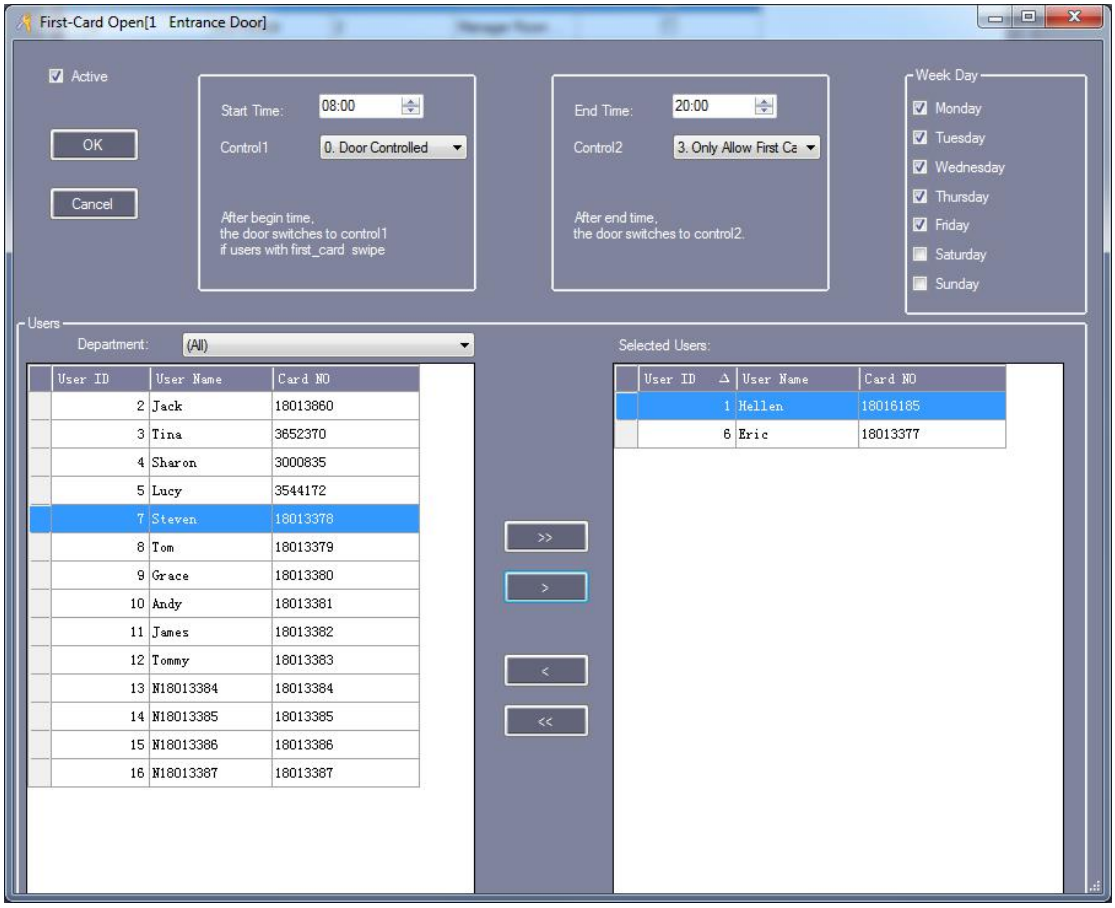
Click【Configuration】>【Multi-card】



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.

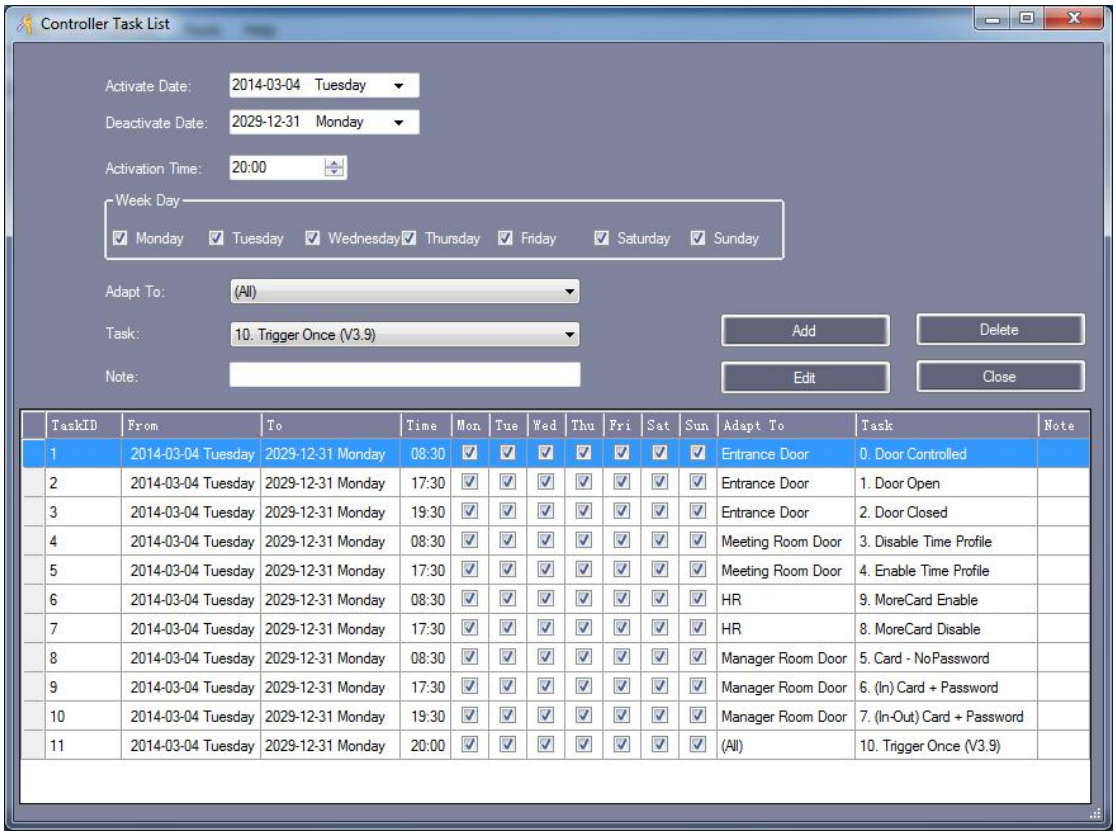
3.2.9 Activate First Card Open

Click【Configuration】>【First Card】



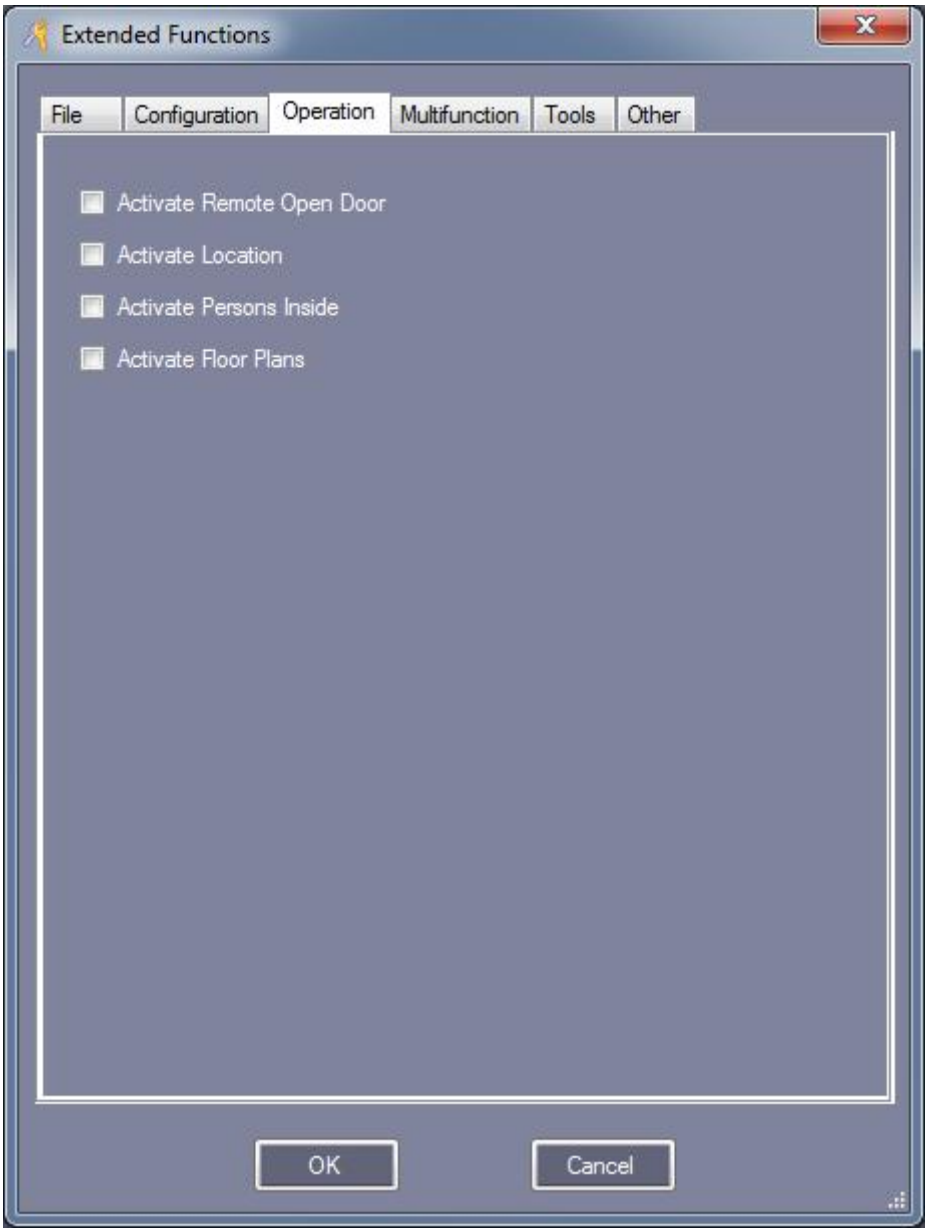
3.2.10 Activate Controller TaskList

Click【Configuration】>【Task List】



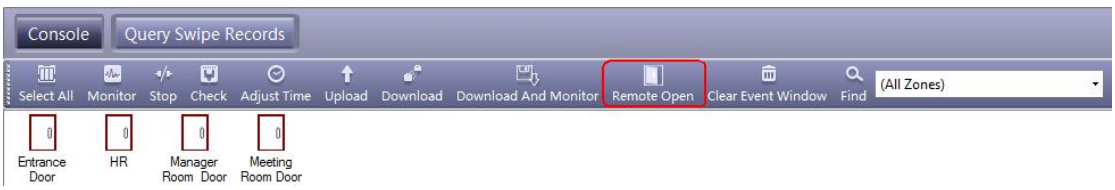
TaskID	From	To	Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Adapt To	Task	Note
1	2014-03-04 Tuesday	2029-12-31 Monday	08:30	☑	☑	☑	☑	☑	☑	☑	Entrance Door	0. Door Controlled	
2	2014-03-04 Tuesday	2029-12-31 Monday	17:30	☑	☑	☑	☑	☑	☑	☑	Entrance Door	1. Door Open	
3	2014-03-04 Tuesday	2029-12-31 Monday	19:30	☑	☑	☑	☑	☑	☑	☑	Entrance Door	2. Door Closed	
4	2014-03-04 Tuesday	2029-12-31 Monday	08:30	☑	☑	☑	☑	☑	☑	☑	Meeting Room Door	3. Disable Time Profile	
5	2014-03-04 Tuesday	2029-12-31 Monday	17:30	☑	☑	☑	☑	☑	☑	☑	Meeting Room Door	4. Enable Time Profile	
6	2014-03-04 Tuesday	2029-12-31 Monday	08:30	☑	☑	☑	☑	☑	☑	☑	HR	9. MoreCard Enable	
7	2014-03-04 Tuesday	2029-12-31 Monday	17:30	☑	☑	☑	☑	☑	☑	☑	HR	8. MoreCard Disable	
8	2014-03-04 Tuesday	2029-12-31 Monday	08:30	☑	☑	☑	☑	☑	☑	☑	Manager Room Door	5. Card - NoPassword	
9	2014-03-04 Tuesday	2029-12-31 Monday	17:30	☑	☑	☑	☑	☑	☑	☑	Manager Room Door	6. (In) Card + Password	
10	2014-03-04 Tuesday	2029-12-31 Monday	19:30	☑	☑	☑	☑	☑	☑	☑	Manager Room Door	7. (In-Out) Card + Password	
11	2014-03-04 Tuesday	2029-12-31 Monday	20:00	☑	☑	☑	☑	☑	☑	☑	(All)	10. Trigger Once (V3.9)	

3.3 Operation

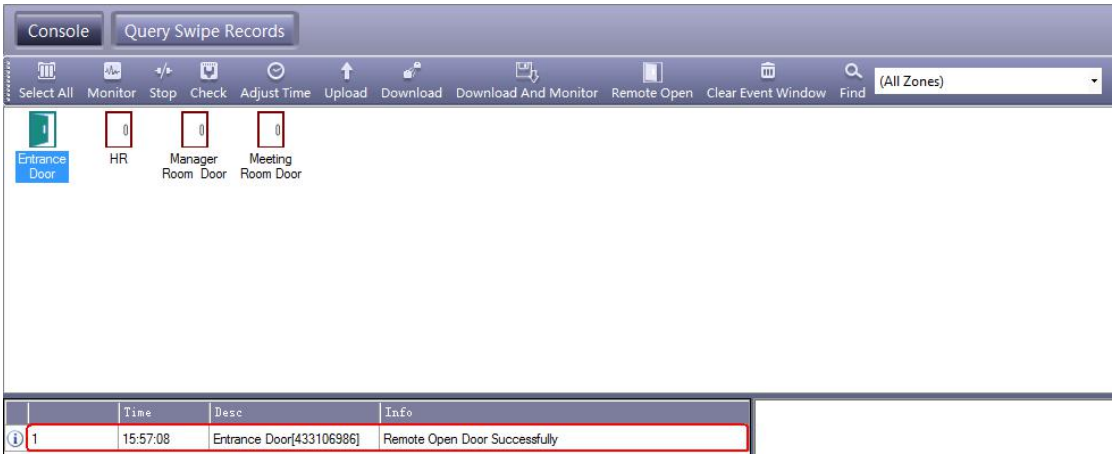


3.3.1 Activate Remote Open Door

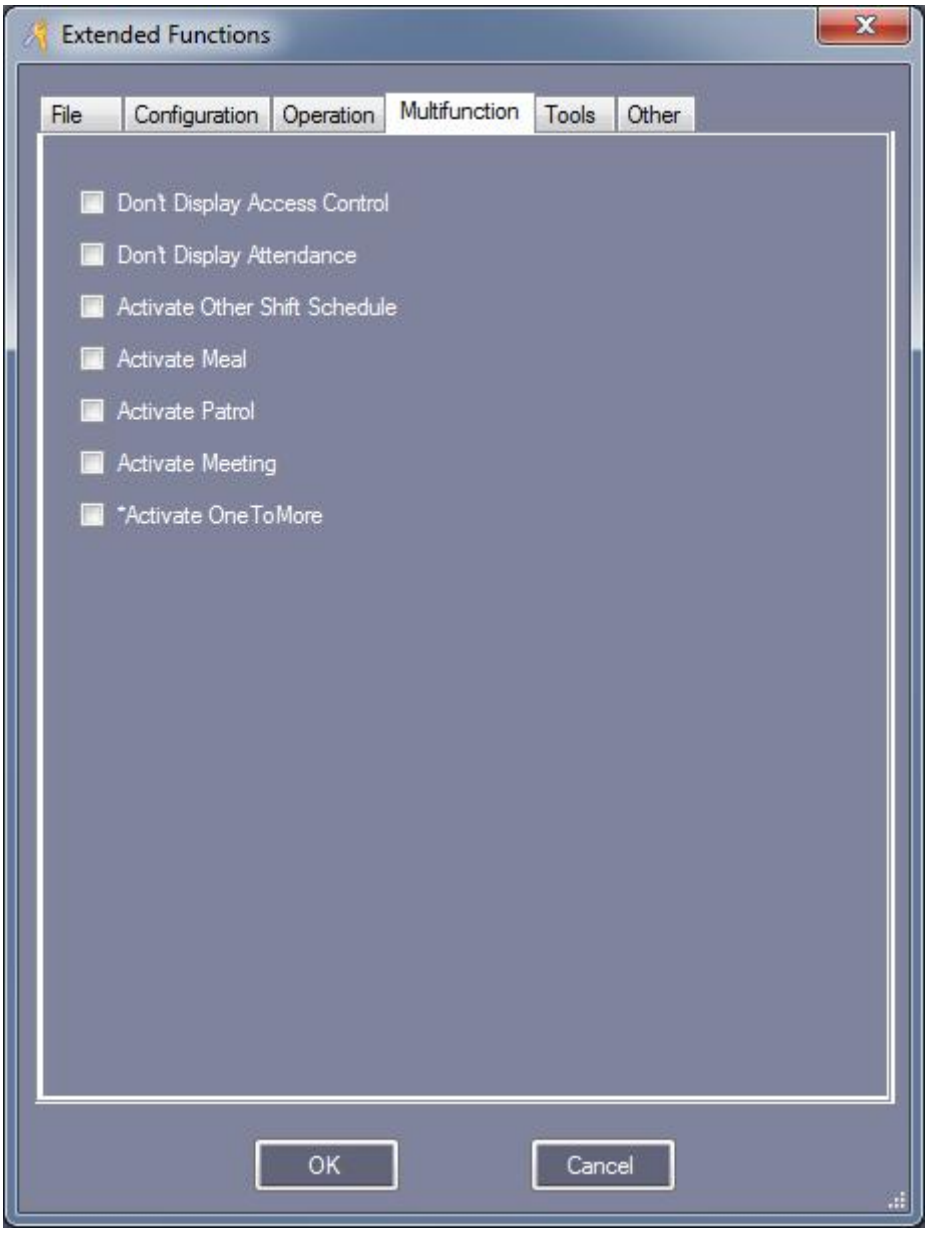
Click【Operation】>【Console】



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



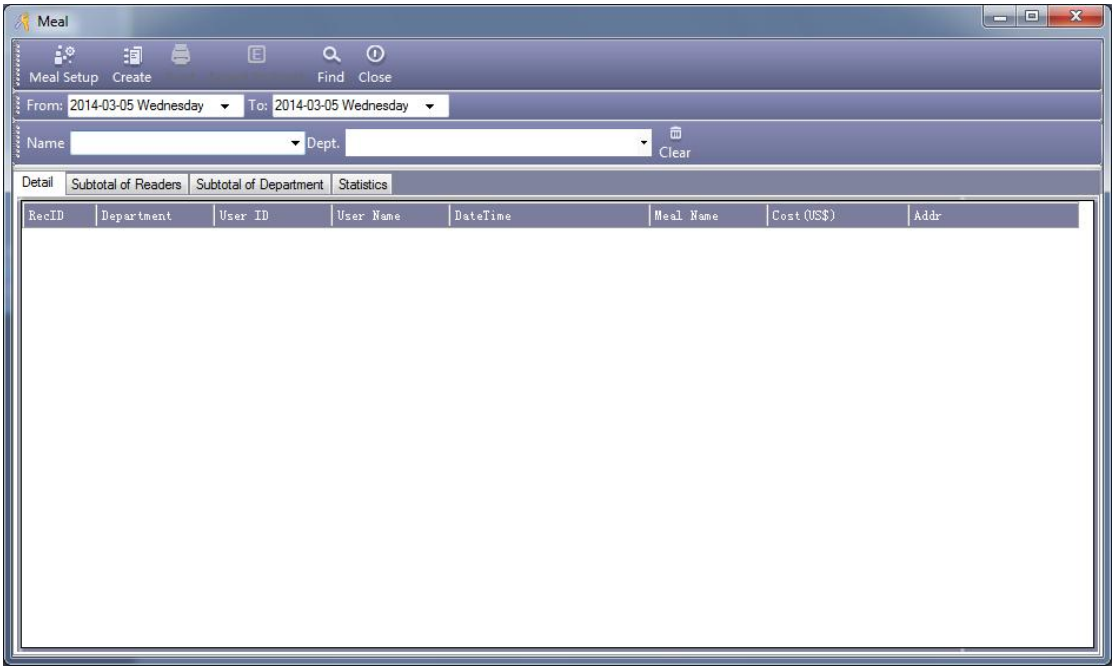
3.4 Multifunction



3.4.1 Activate Meal

Enter the “Extended Function”, In front of “Activate Meel” mark this ☐ with ☑ to active this function.

After Active this function , Re-login software. Click【Const Meal】.

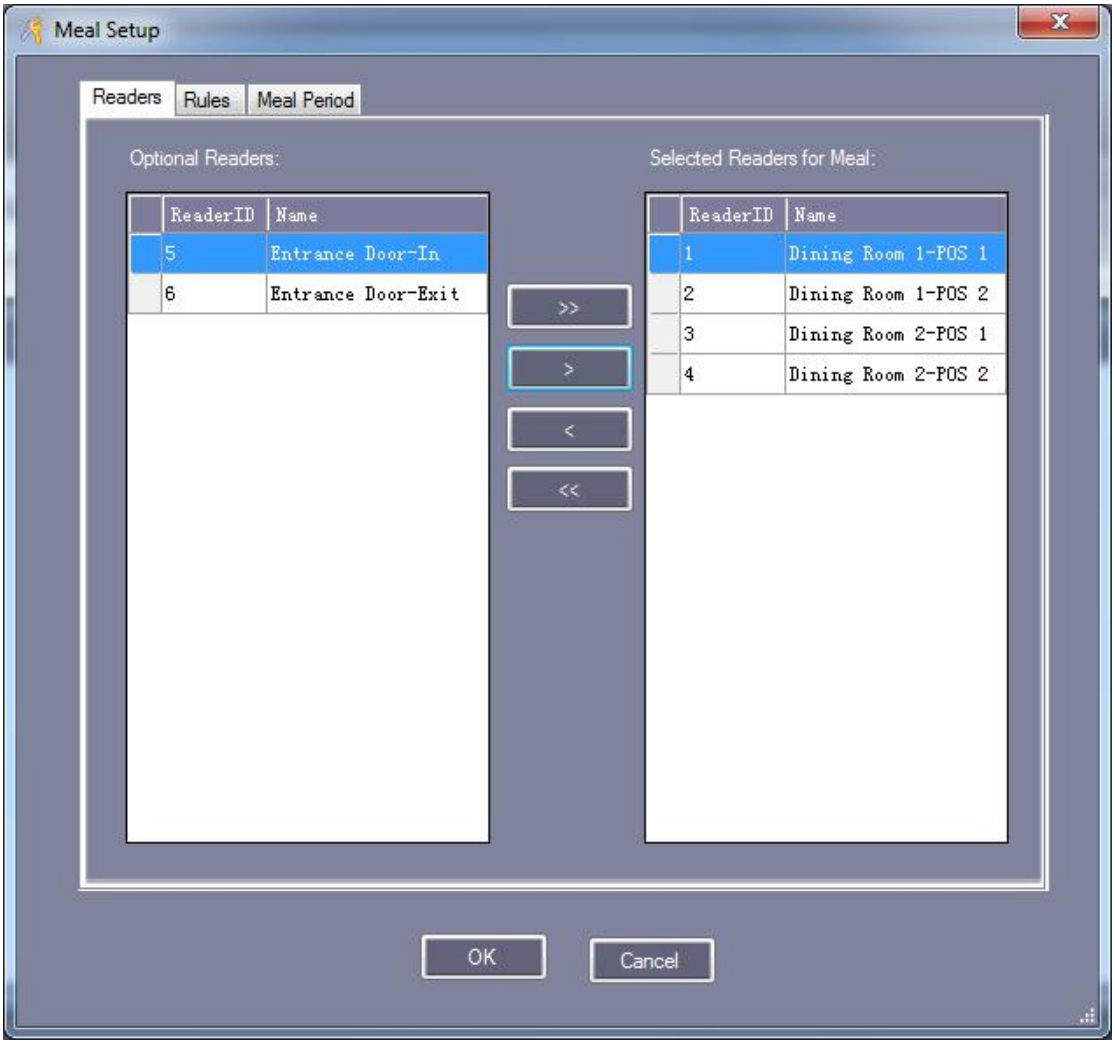


3.4.1.1 Meal Setup

3.4.1.1.1 Readers

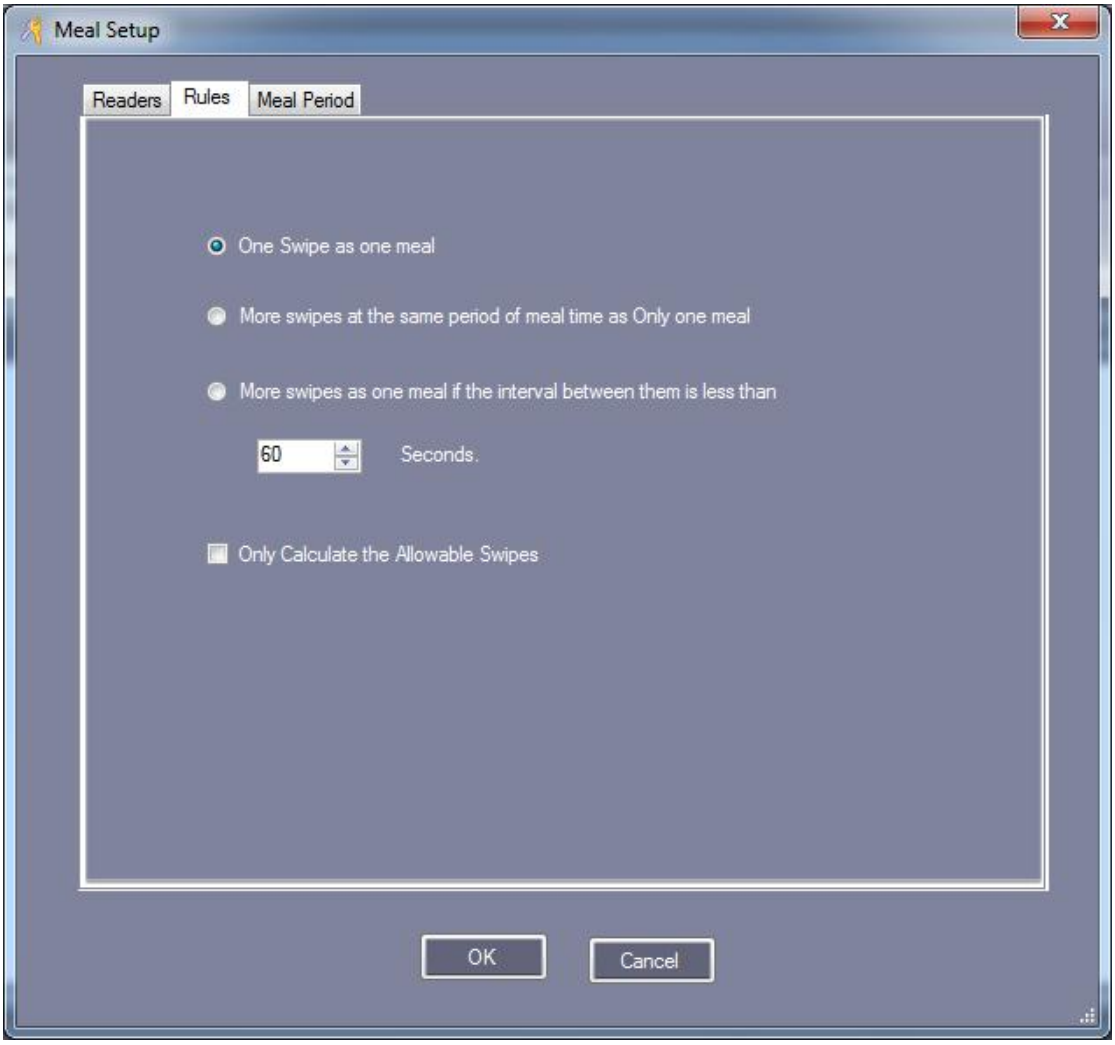
Click “Meal Setup”, At the meal interface, Select “Readers”.

Eg: Set “Dinging Room 1” and “Dining Room 2” is a dining point.



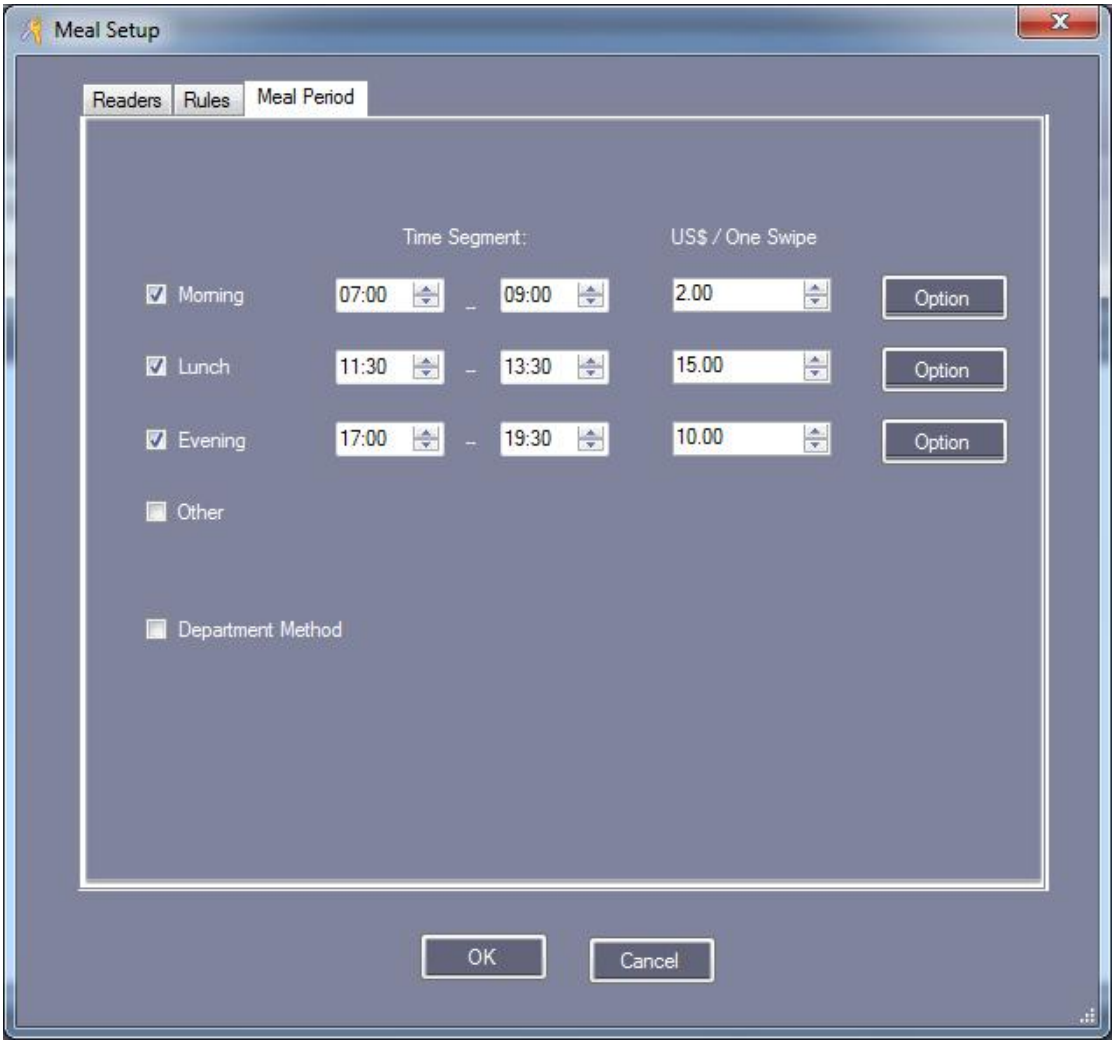
3.4.1.1.2 Rules

Click “Meal Setup”, At the meal interface, Select “Rules”.



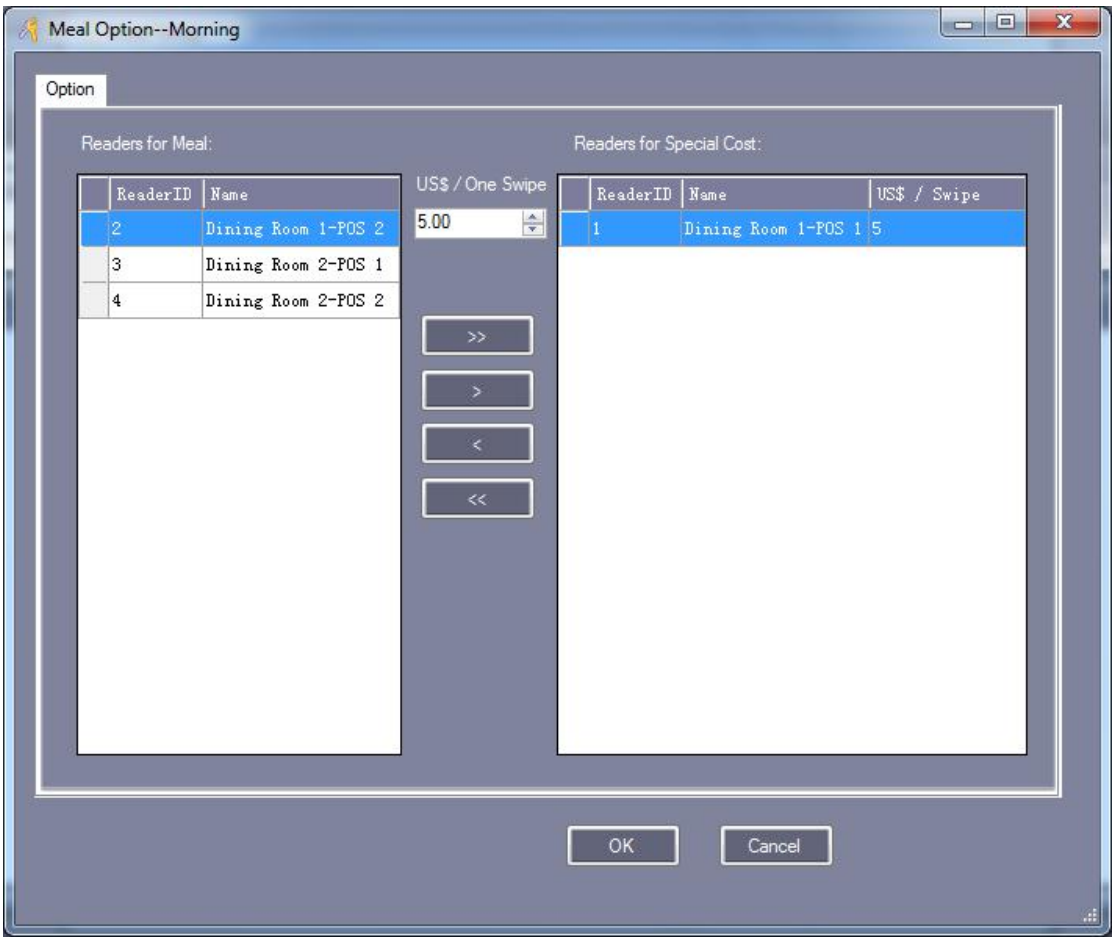
3.4.1.1.3 Meal Period

Click “Meal Setup”, At the meal interface, Select “Meal Period”.



Click “Option”, Set a fixed amount of consumption.

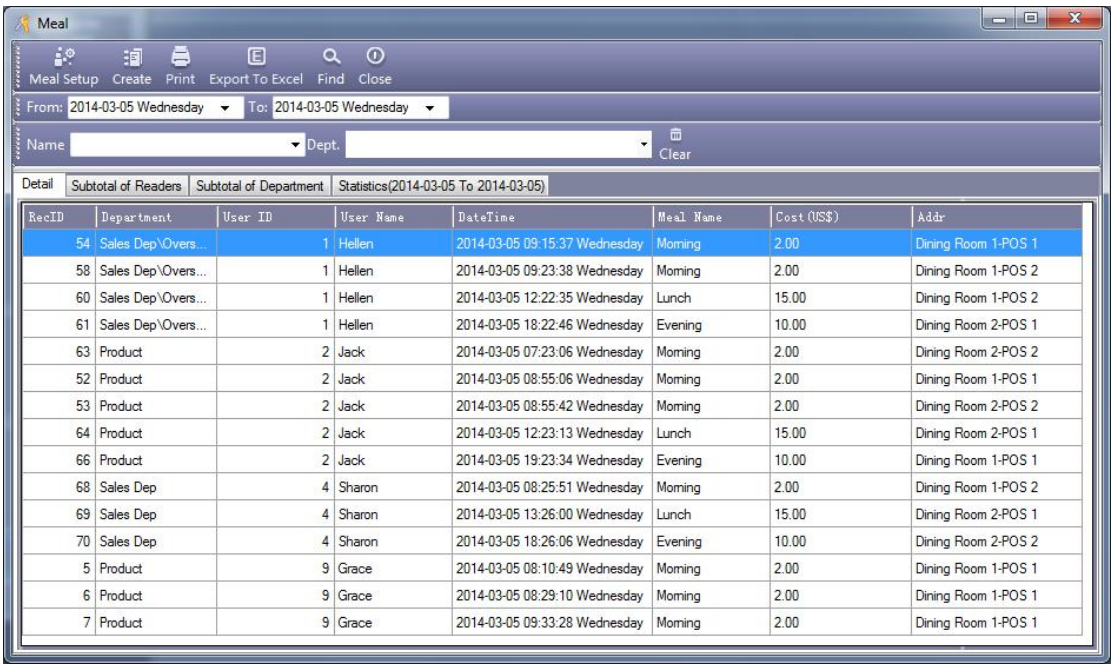
If you want set a fixed amount of consumption, Click "Option" to finish the settings.



3.4.1.2 Meal Report

3.4.1.2.1 Meal Details Report

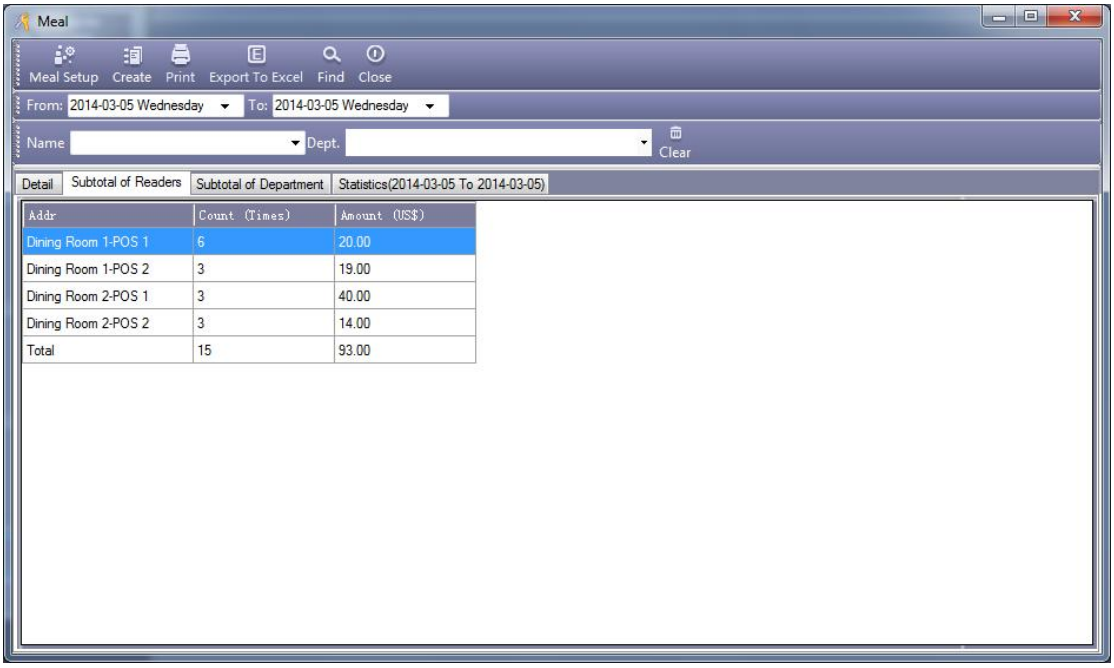
Click “Create”, At the meal interface , Display the details of the staff dining at which POS machine.



RecID	Department	User ID	User Name	DateTime	Meal Name	Cost(US$)	Addr
54	Sales Dep\Overs...	1	Hellen	2014-03-05 09:15:37 Wednesday	Morning	2.00	Dining Room 1-POS 1
58	Sales Dep\Overs...	1	Hellen	2014-03-05 09:23:38 Wednesday	Morning	2.00	Dining Room 1-POS 2
60	Sales Dep\Overs...	1	Hellen	2014-03-05 12:22:35 Wednesday	Lunch	15.00	Dining Room 1-POS 2
61	Sales Dep\Overs...	1	Hellen	2014-03-05 18:22:46 Wednesday	Evening	10.00	Dining Room 2-POS 1
63	Product	2	Jack	2014-03-05 07:23:06 Wednesday	Morning	2.00	Dining Room 2-POS 2
52	Product	2	Jack	2014-03-05 08:55:06 Wednesday	Morning	2.00	Dining Room 1-POS 1
53	Product	2	Jack	2014-03-05 08:55:42 Wednesday	Morning	2.00	Dining Room 2-POS 2
64	Product	2	Jack	2014-03-05 12:23:13 Wednesday	Lunch	15.00	Dining Room 2-POS 1
66	Product	2	Jack	2014-03-05 19:23:34 Wednesday	Evening	10.00	Dining Room 1-POS 1
68	Sales Dep	4	Sharon	2014-03-05 08:25:51 Wednesday	Morning	2.00	Dining Room 1-POS 2
69	Sales Dep	4	Sharon	2014-03-05 13:26:00 Wednesday	Lunch	15.00	Dining Room 2-POS 1
70	Sales Dep	4	Sharon	2014-03-05 18:26:06 Wednesday	Evening	10.00	Dining Room 2-POS 2
5	Product	9	Grace	2014-03-05 08:10:49 Wednesday	Morning	2.00	Dining Room 1-POS 1
6	Product	9	Grace	2014-03-05 08:29:10 Wednesday	Morning	2.00	Dining Room 1-POS 1
7	Product	9	Grace	2014-03-05 09:33:28 Wednesday	Morning	2.00	Dining Room 1-POS 1

3.4.1.2.2 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.

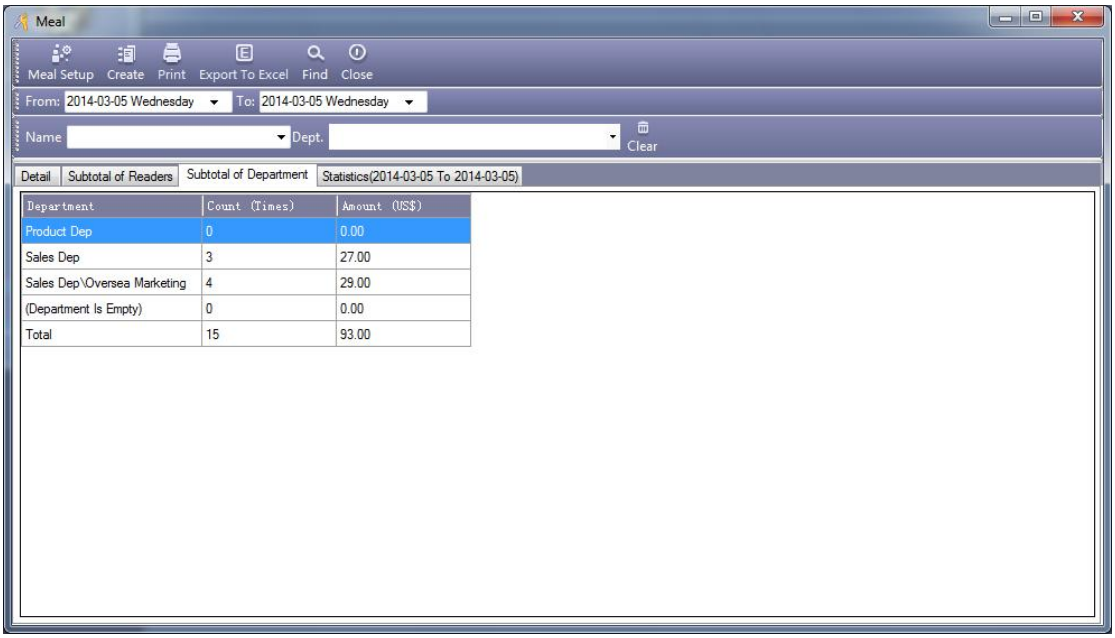


Addr	Count (Times)	Amount (US$)
Dining Room 1-POS 1	6	20.00
Dining Room 1-POS 2	3	19.00
Dining Room 2-POS 1	3	40.00
Dining Room 2-POS 2	3	14.00
Total	15	93.00

3.4.1.2.3 Meal Stat. report of Subtotal of Department

Click “Create”, At the meal interface , Select “Subtotal of Department”, Display all

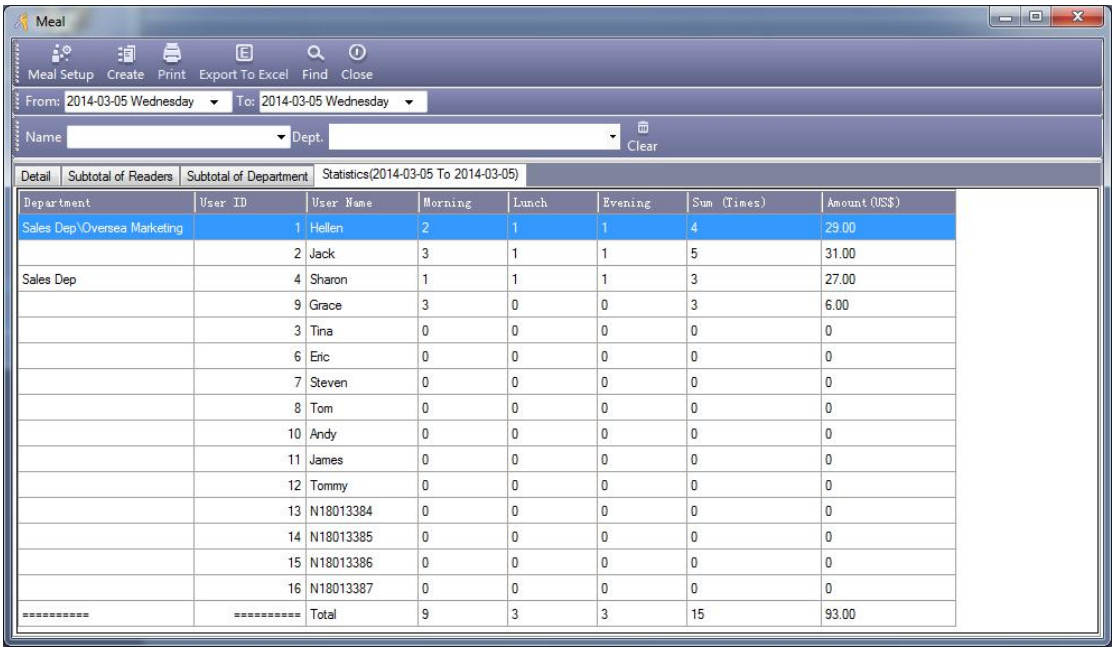
dining department and total money.



Department	Count (Times)	Amount (US$)
Product Dep	0	0.00
Sales Dep	3	27.00
Sales Dep\Oversea Marketing	4	29.00
(Department Is Empty)	0	0.00
Total	15	93.00

3.4.1.2.4 Meal Stat. report of Users

Click “Create”, At the meal interface , Select “Statistics”, Statistics of each employee dining times and total money.

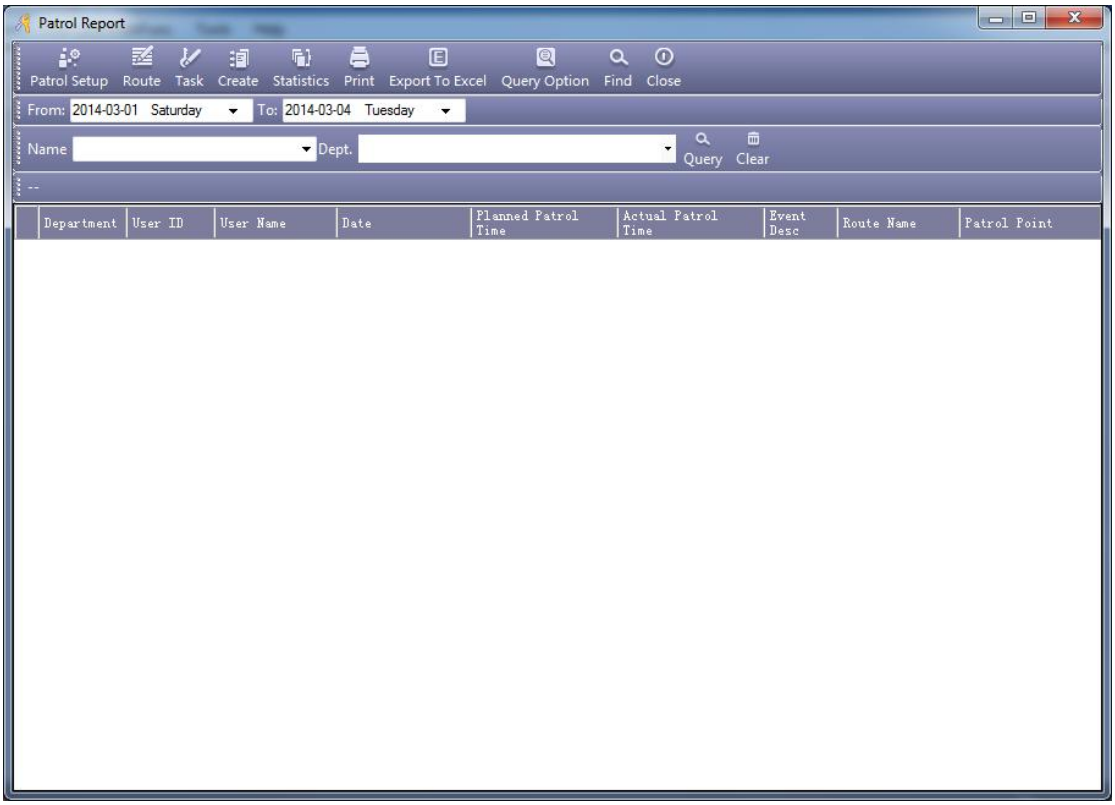


Department	User ID	User Name	Morning	Lunch	Evening	Sum (Times)	Amount(US$)
Sales Dep\Oversea Marketing	1	Hellen	2	1	1	4	29.00
	2	Jack	3	1	1	5	31.00
Sales Dep	4	Sharon	1	1	1	3	27.00
	9	Grace	3	0	0	3	6.00
	3	Tina	0	0	0	0	0
	6	Eric	0	0	0	0	0
	7	Steven	0	0	0	0	0
	8	Tom	0	0	0	0	0
	10	Andy	0	0	0	0	0
	11	James	0	0	0	0	0
	12	Tommy	0	0	0	0	0
	13	N18013384	0	0	0	0	0
	14	N18013385	0	0	0	0	0
	15	N18013386	0	0	0	0	0
	16	N18013387	0	0	0	0	0
==========	==========	Total	9	3	3	15	93.00

3.4.2 Activate Patrol

Enter the “Extended Function”, In front of “Activate Meel” mark this ☐ with ☑ to active this function.

After Active this function , Re-login software. Click【Patrol】.

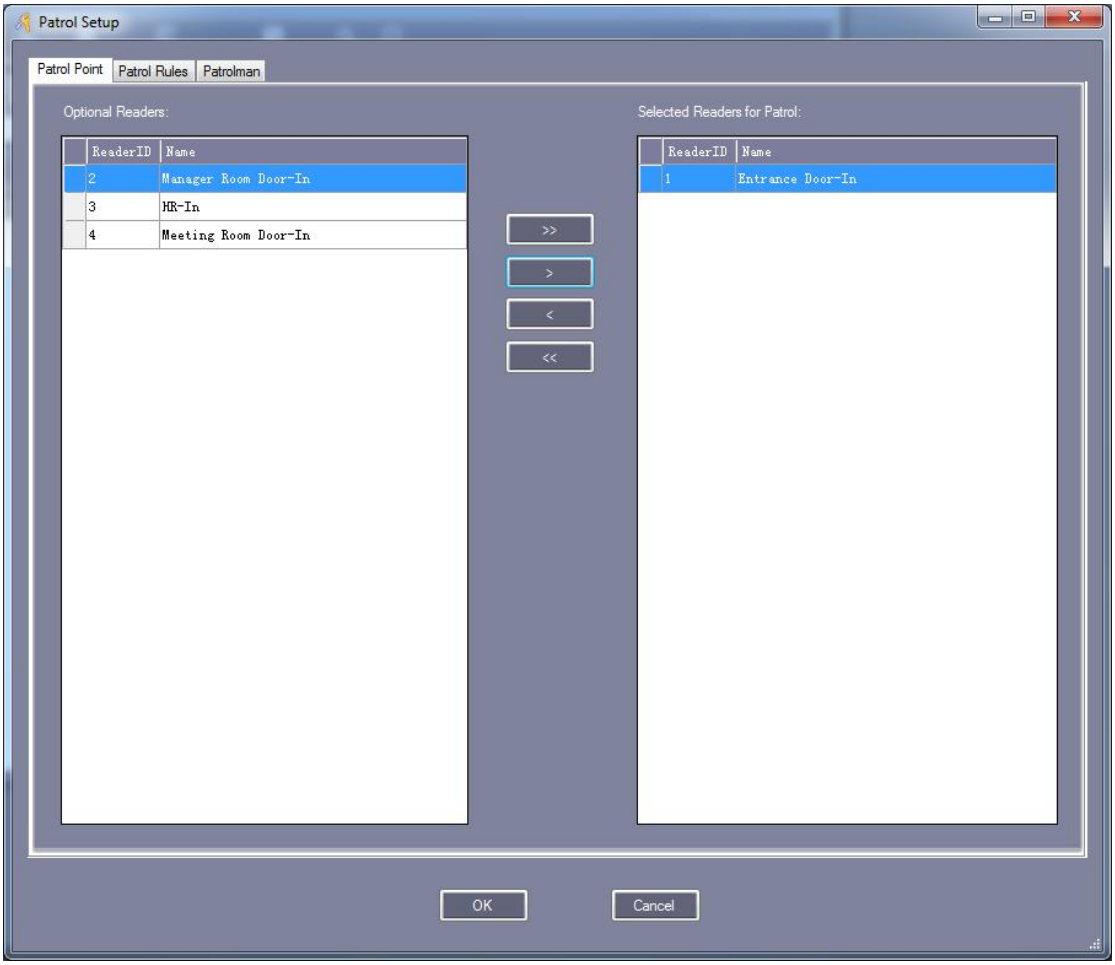


3.4.2.1 Patrol Setup

3.4.2.1.1 Patrol Point

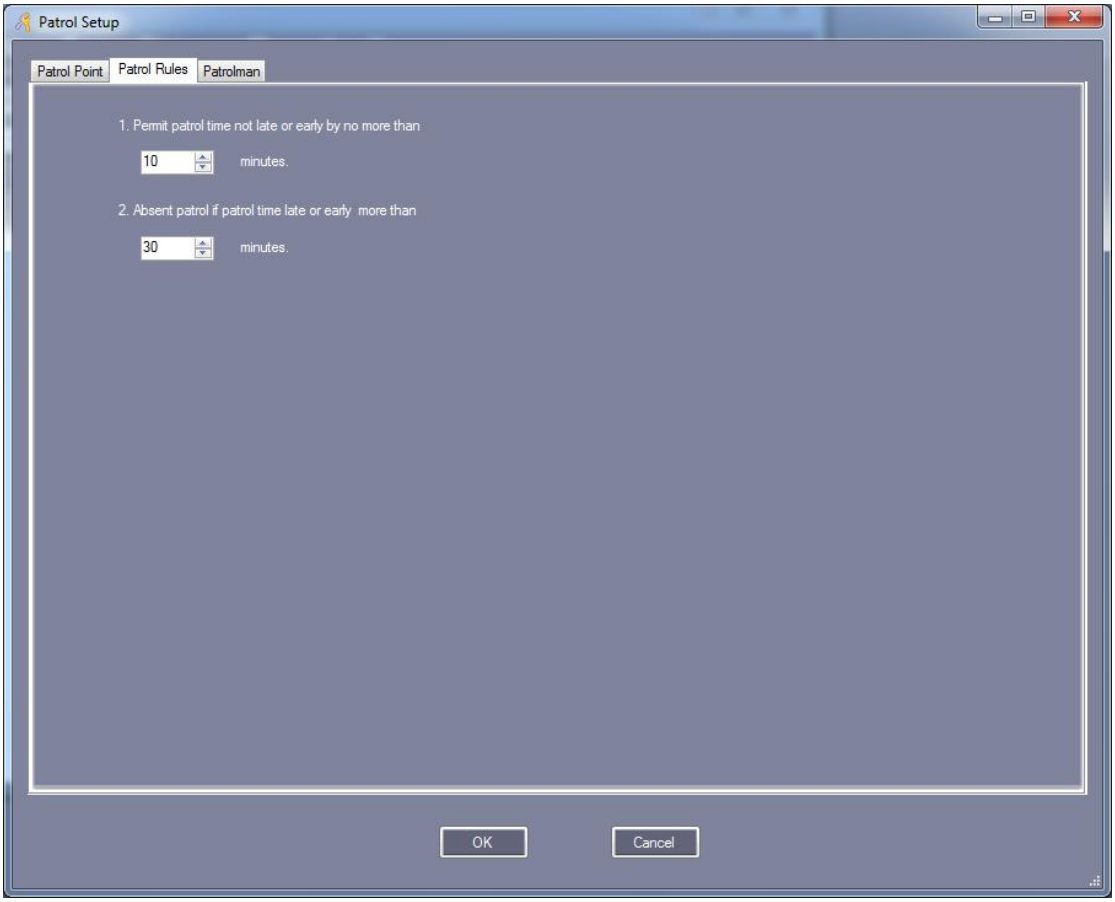
Click “Patrol Setup”, At the patrol interface.

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



3.4.2.1.2 Patrol Rules

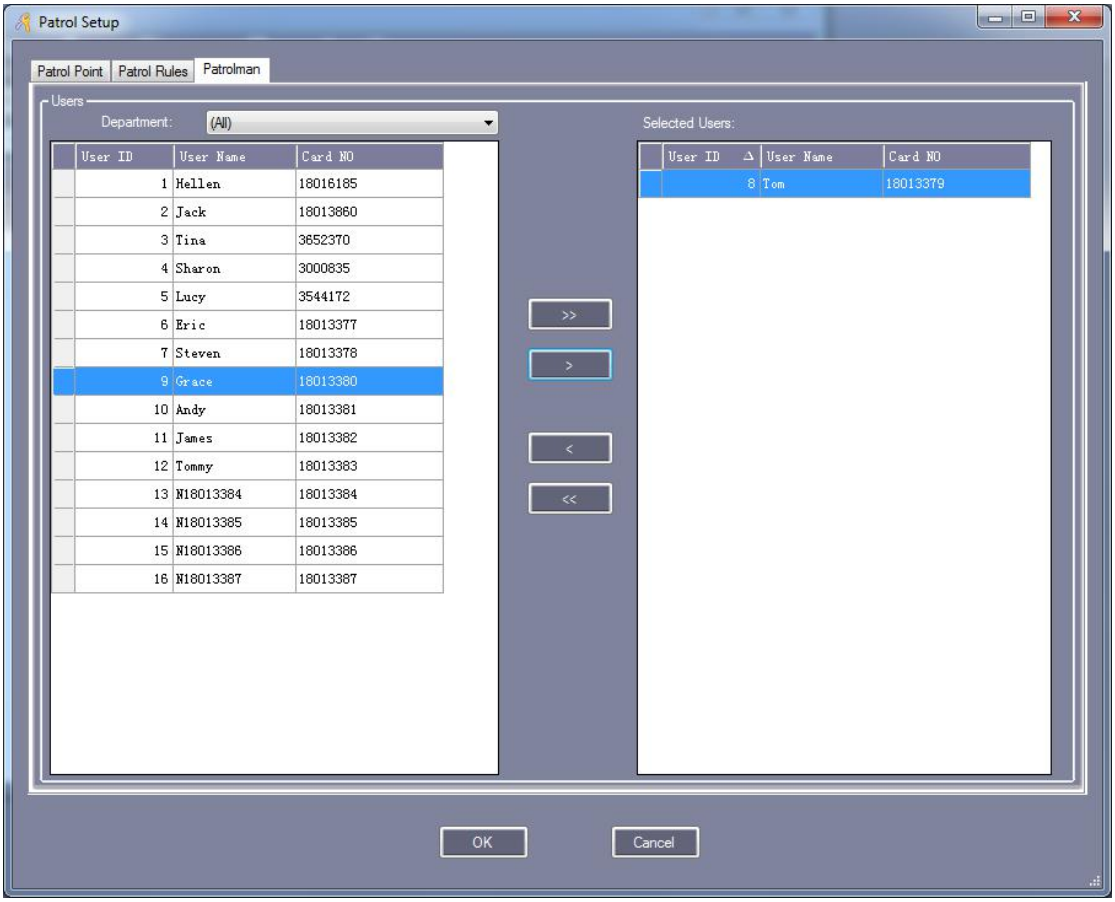
Click “Patrol Setup”, At the patrol interface, Select “Patrol Rules” and set recording to your actually rules.



3.4.2.1.3 Patrolman

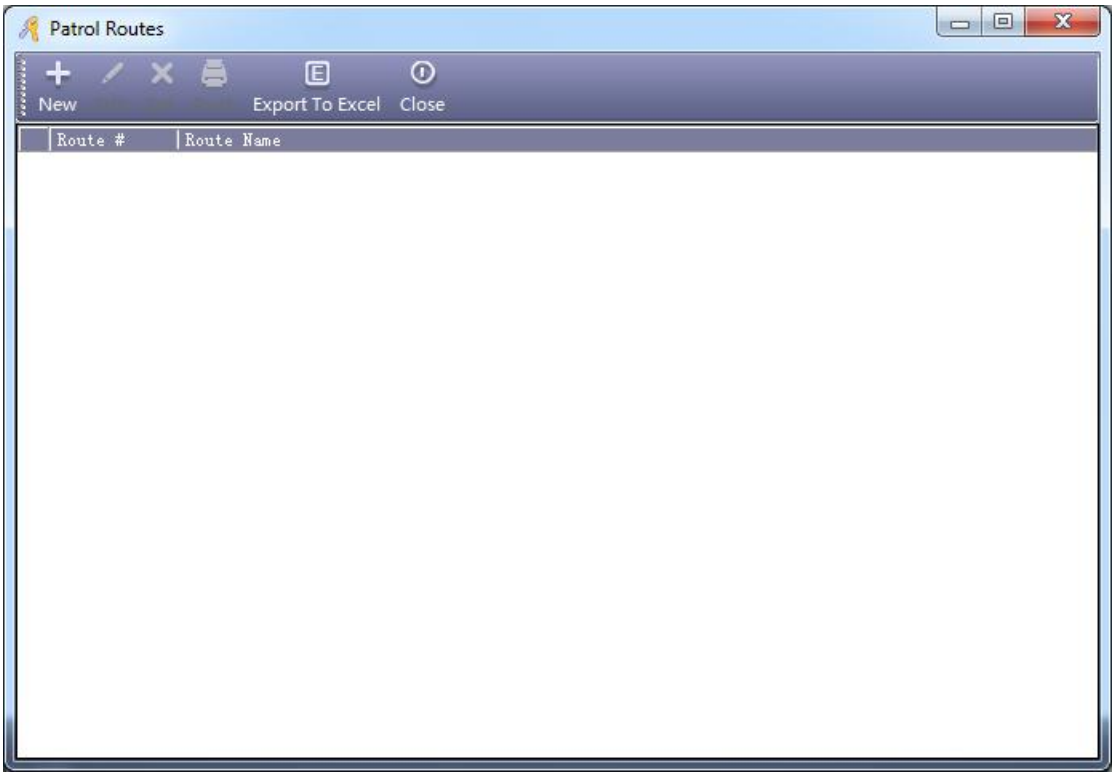
Click “Patrol Setup”, At the patrol interface, Select “Patrolman”.

Eg : Set “Tom” is a Patrolman.



3.4.2.2 Patrol Route

Click “Route”, At the patrol interface.

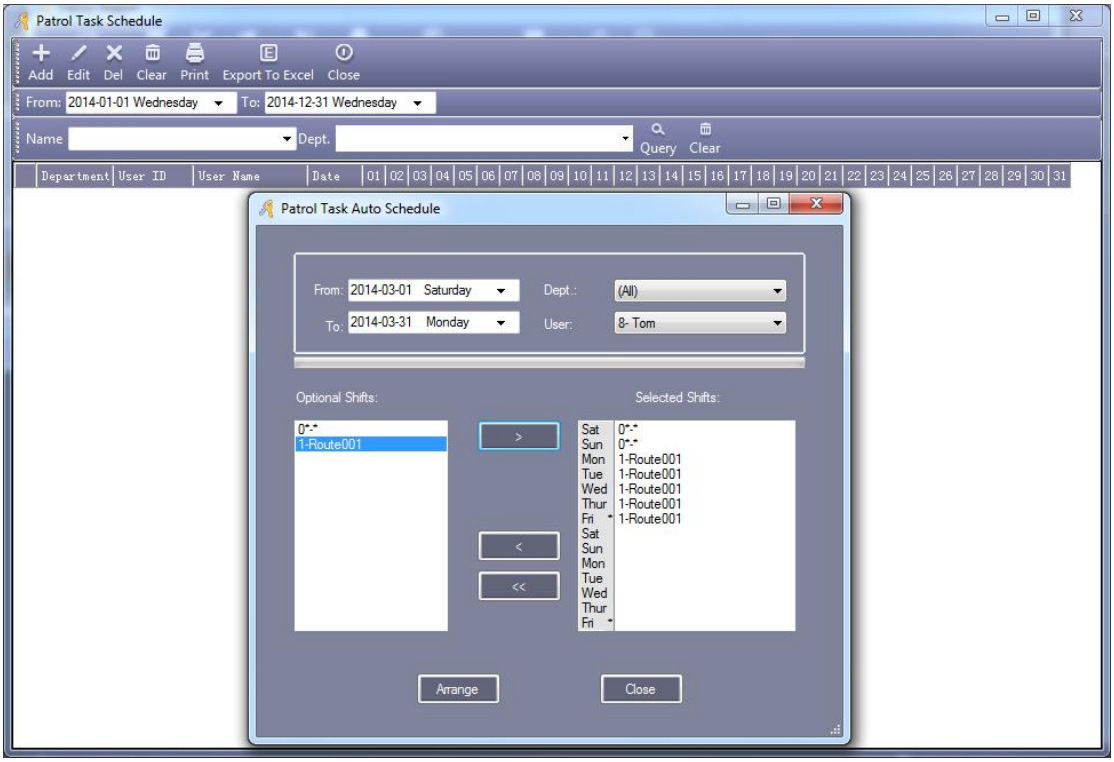


Click “New”, Add the Patrol Route.

3.4.2.3 Patrol Task

Click “Task”, At the patrol interface.

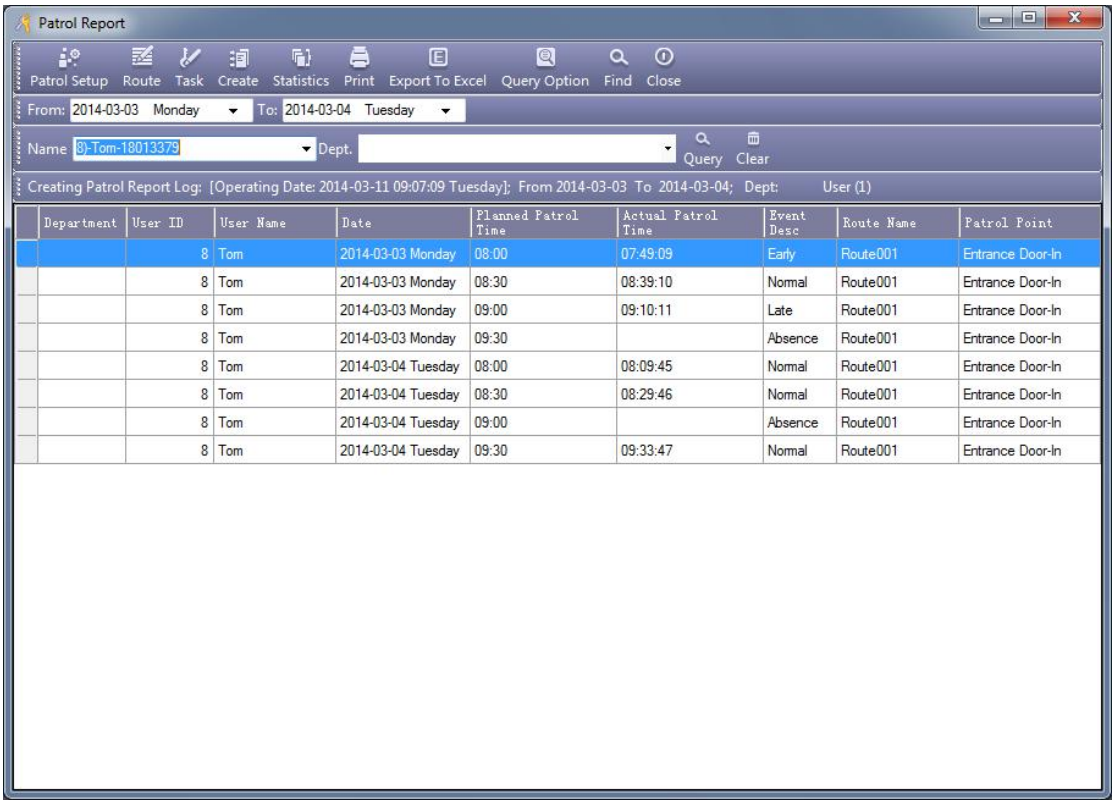
Eg: Set Tom’s patrol route



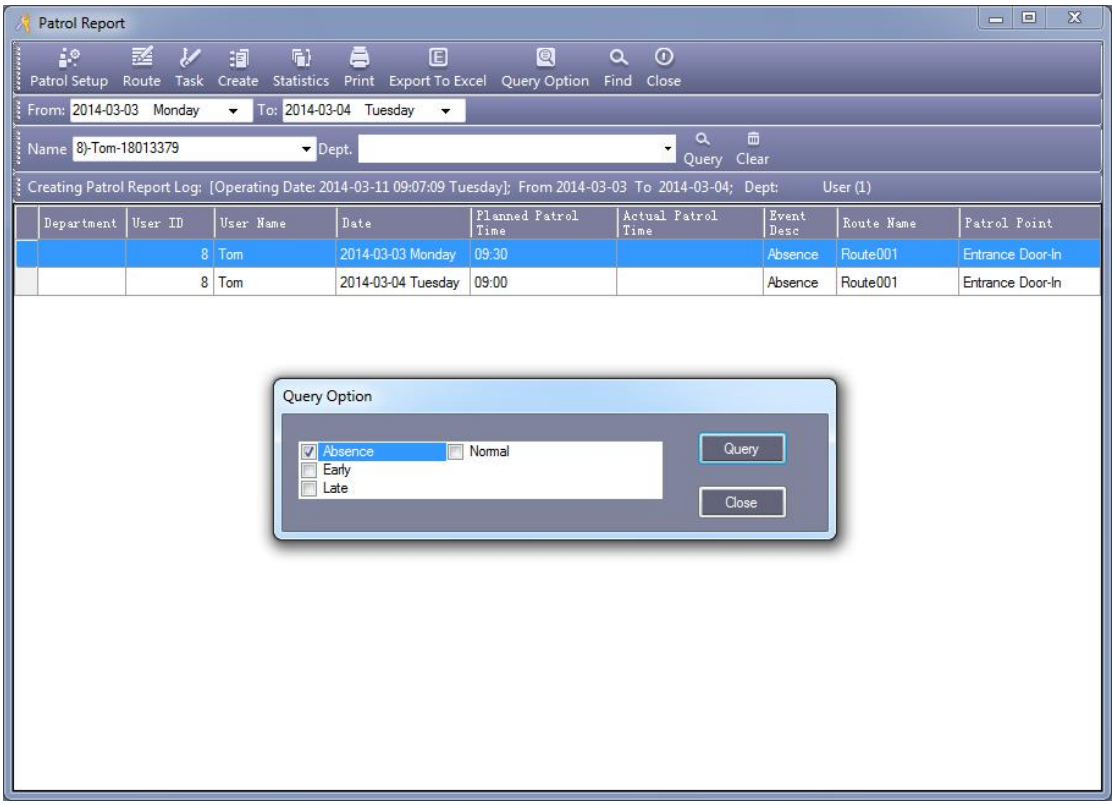
3.4.2.4 Patrol Report

Please Get Records Before Creating Report.

Click “Create”, At the Patrol interface ,



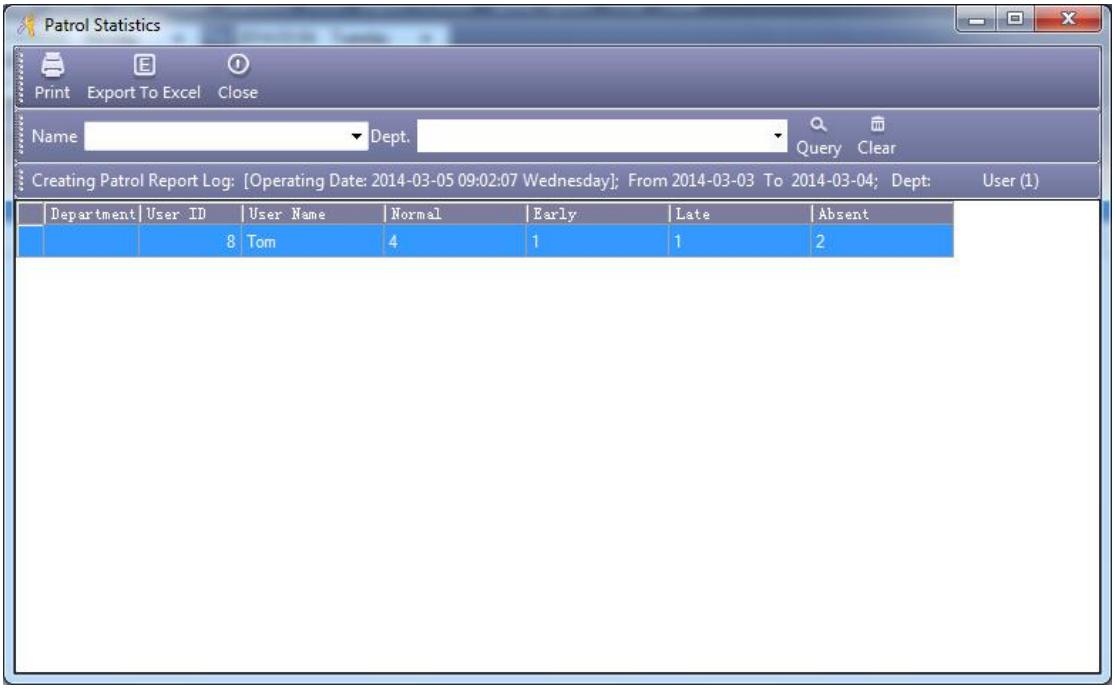
Click “Query Option”, Query “Event Desc”.



3.4.2.5 Patrol Statistics

Click “Statistics”, At the Patrol interface .

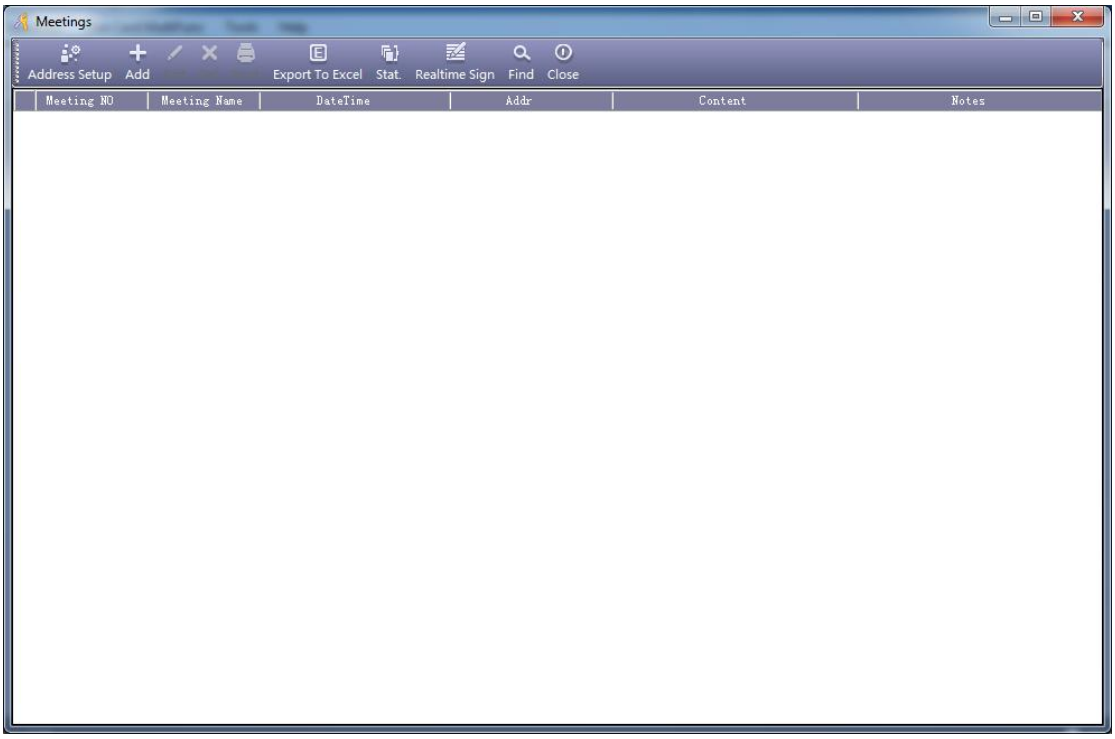
Statistics Patrolman of the Event Desc.



3.4.3 Activate Meeting

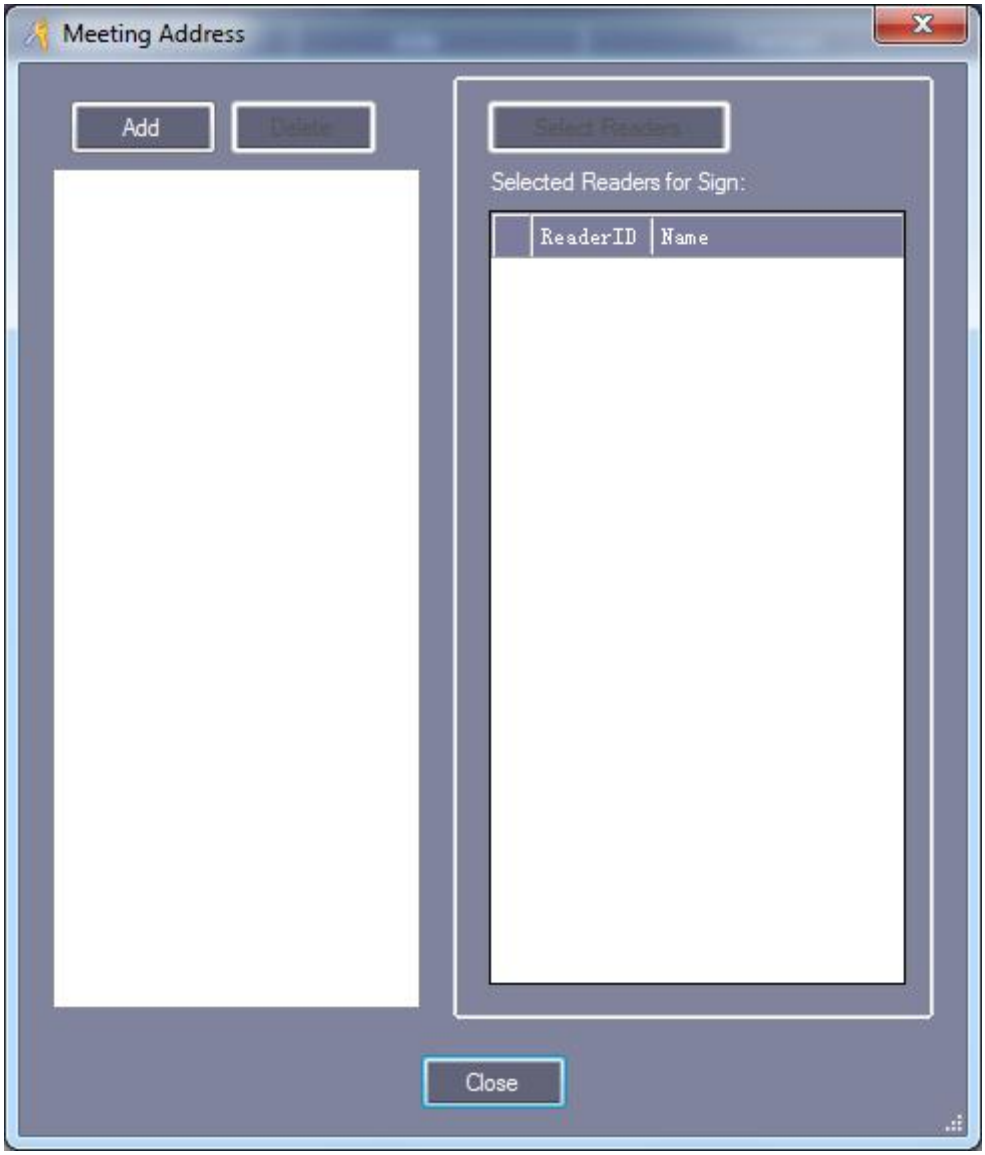
Enter “Extended Function”, In front of “Activate Meeting” mark this ☐ with ☑ to active this function.

After Active this function , Re-login software. Click【Meeting Sign】.

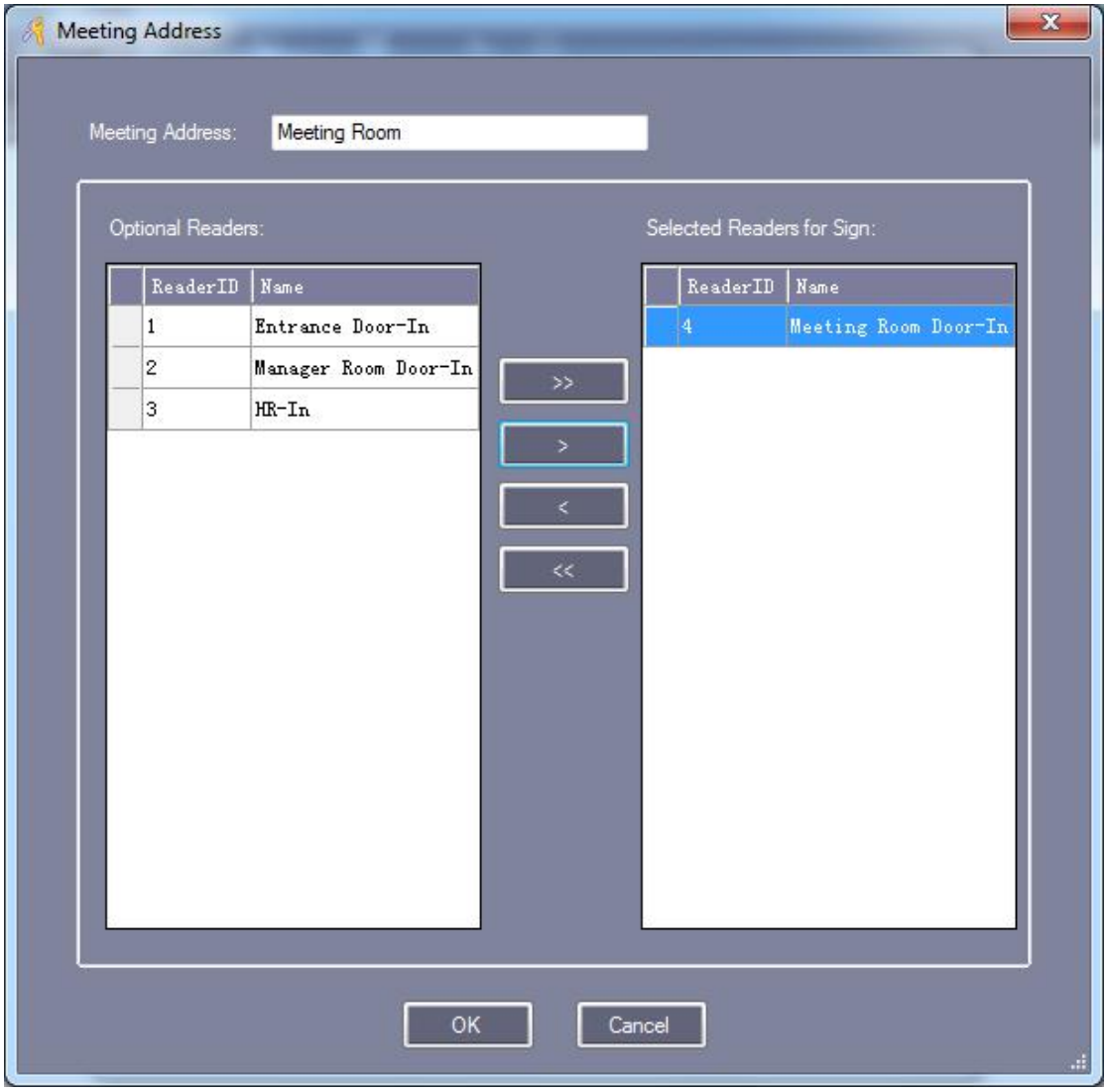


3.4.3.1 Address Setup

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



Click “Add” to add the Meeting Address.

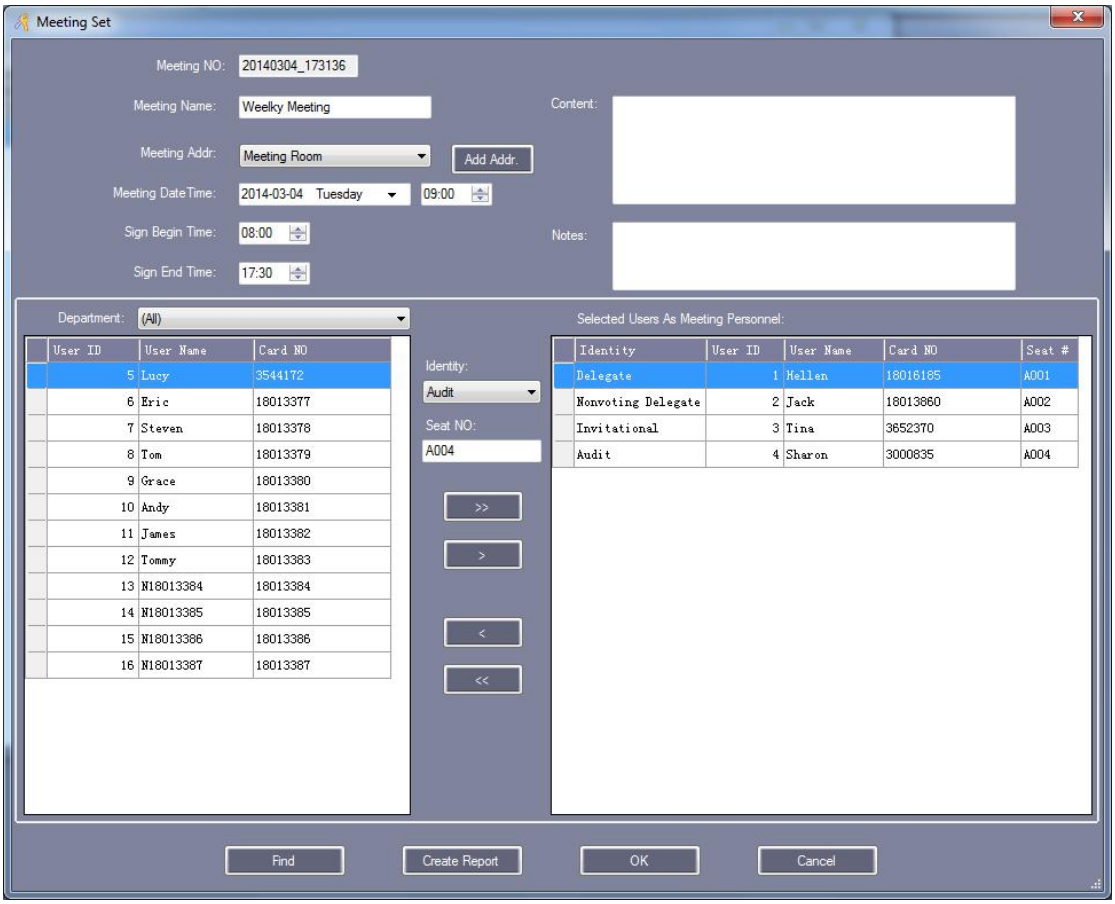


You must input a "Name" at the "Meeting Address."

3.4.3.2 Add Meeting

Click “Add”, At the meeting interface.

Eg: Add “Weekly Meeting”.



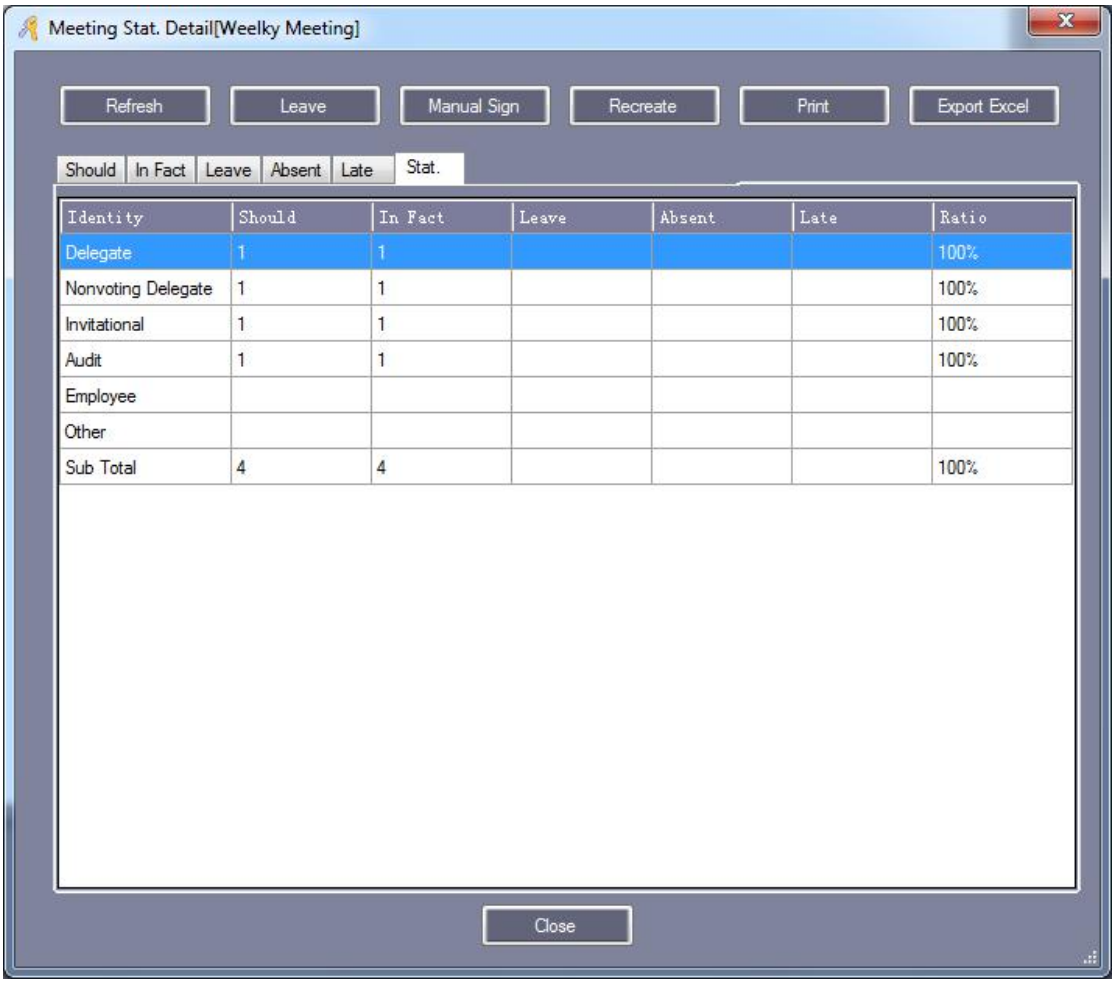
【Identity】: Have “Delegate”、“Nonvoting Delegate” 、“Invitational” 、 “Audit”、“Employee” 、“Other”

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

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

3.4.3.3 Meeting Stat

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



3.4.3.4 Realtime Sign

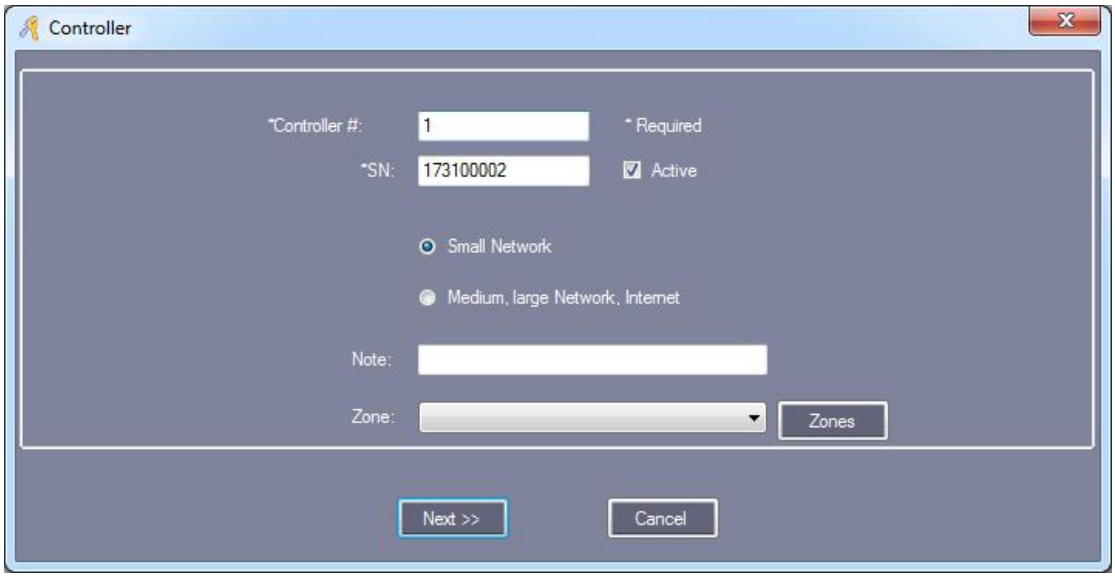
Click “Real –time Sign”, Real –time attendance of the meeting.

3.4.4 Activate One To More

Into the “Extended Function”, In front of “Activate One To More” mark this ☐ with ☑ to active this function.

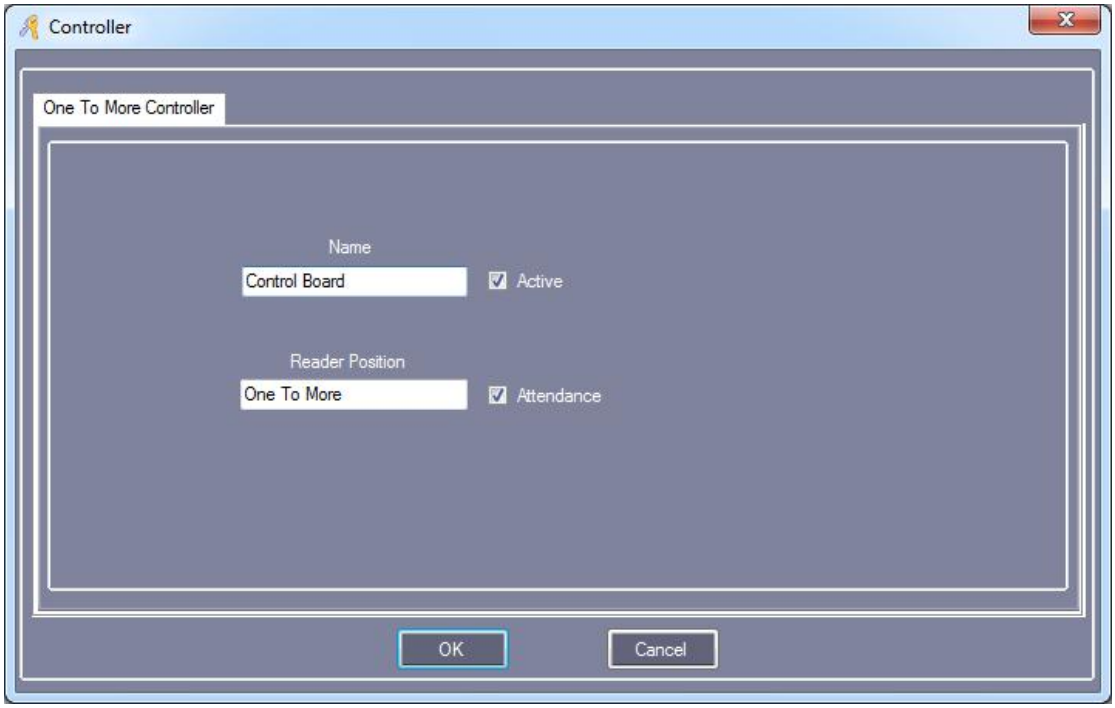
3.4.4.1 Add One To More Controller

Click【Configuration】>【Controllers】,Click “New”.

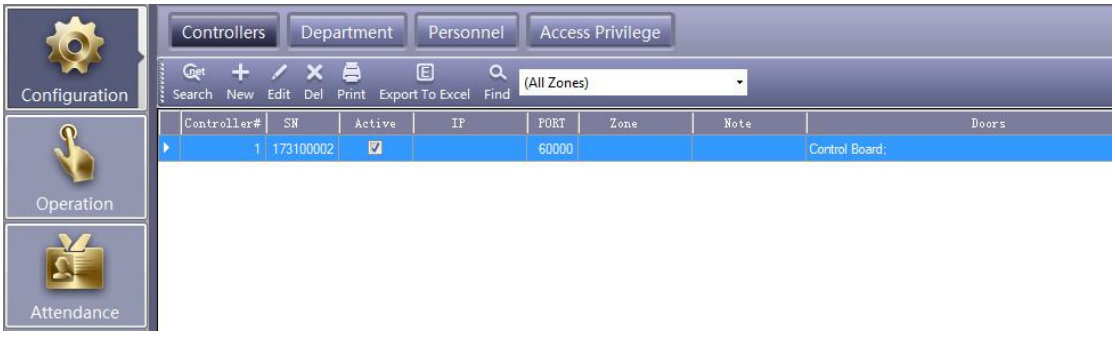


The details please reference chapter [2.2 Parameter Settings of Equipment](#).

Click “Next”.

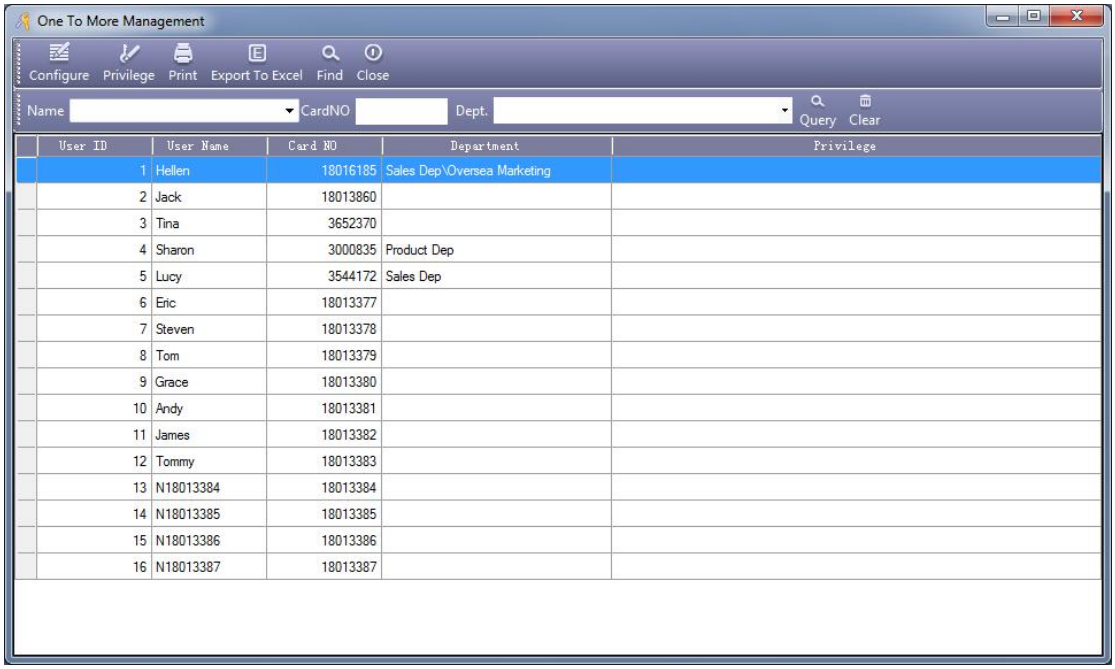


Click “OK”.



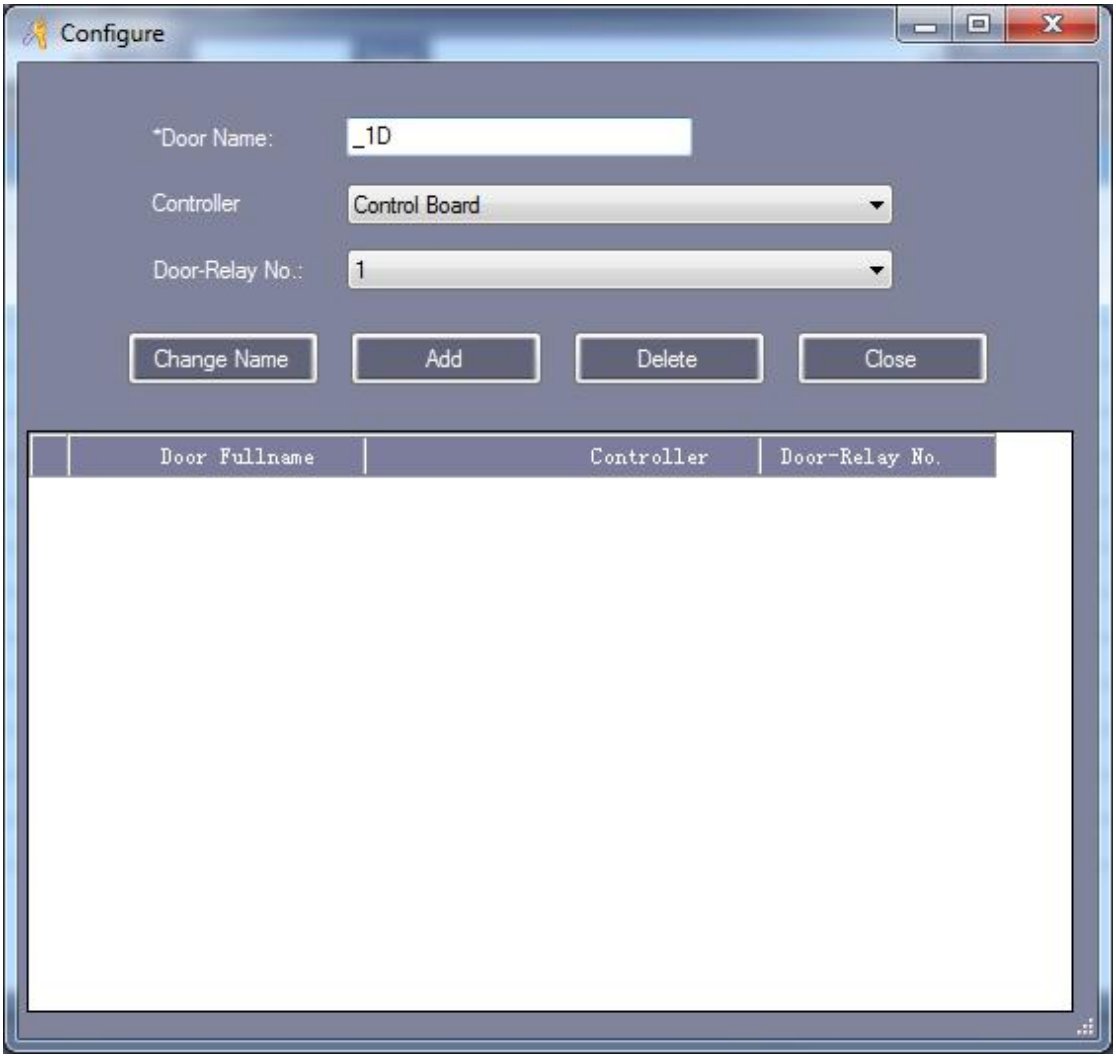
3.4.4.2 One To More Management

Click【One To More】.



3.4.4.2.1 Door Management

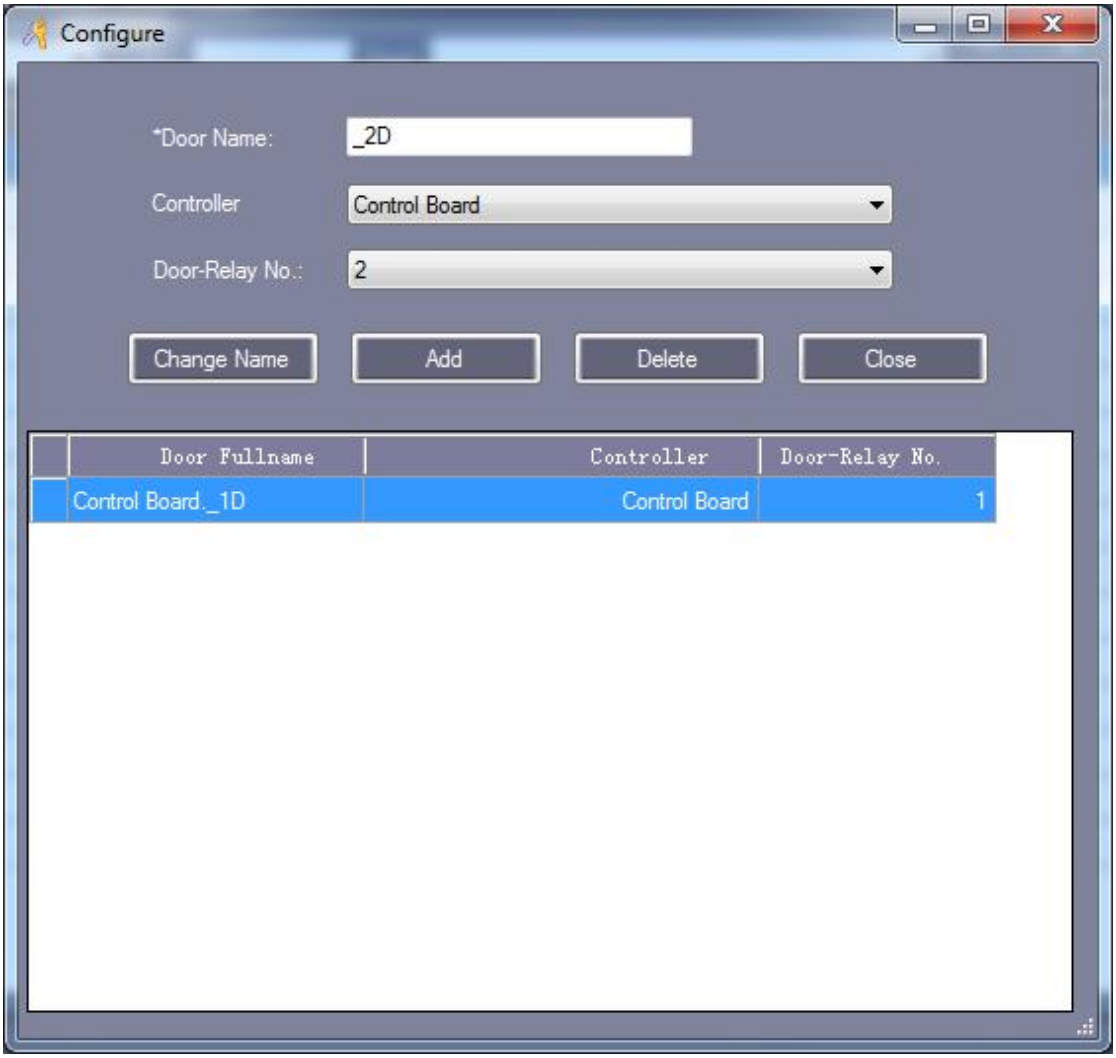
Click “Configure”, Enter into the door management interface.



Door Name: Click can be modified. Default value is "_1 D" and the corresponding Floor-Relay NO."1"

【Add Door】

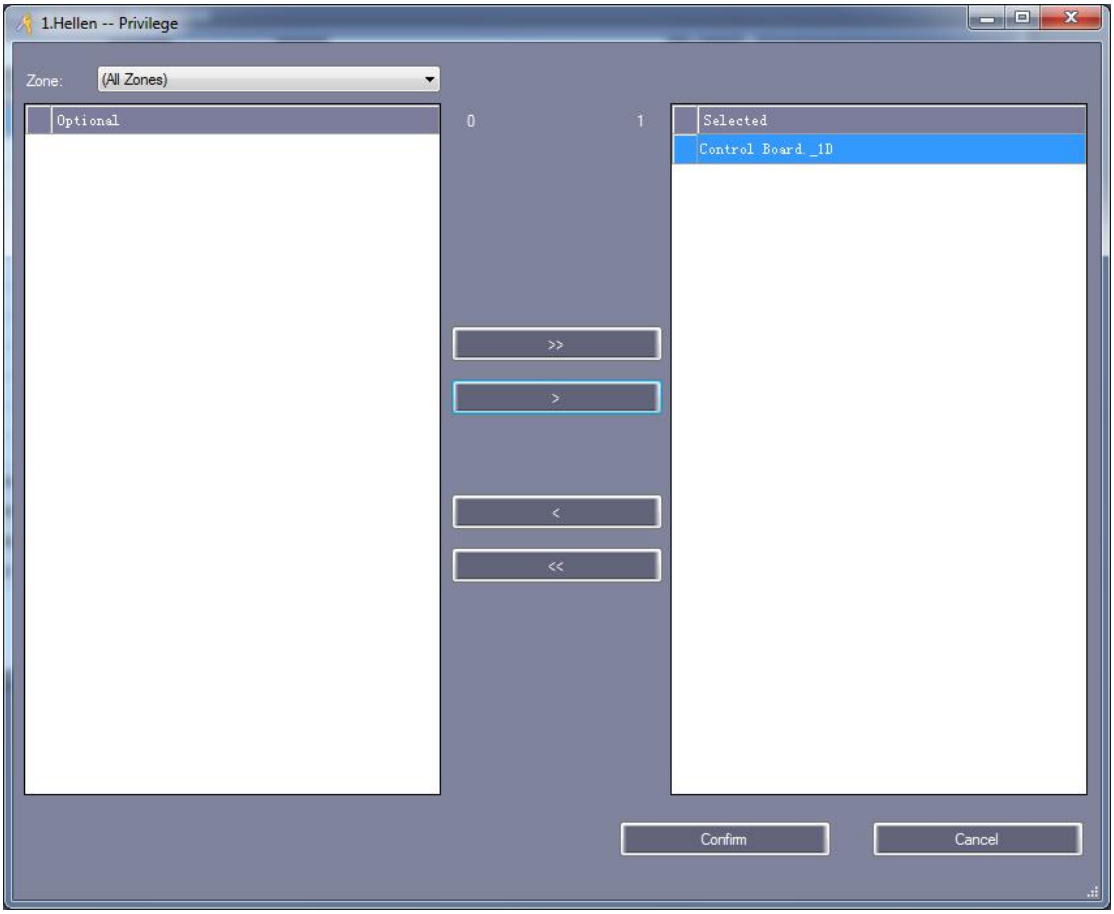
Fill in “Door Name” , select “Controller” and “Door-Relay NO”, Click “Add”. If you do not need to re-fill, Click “Add”.



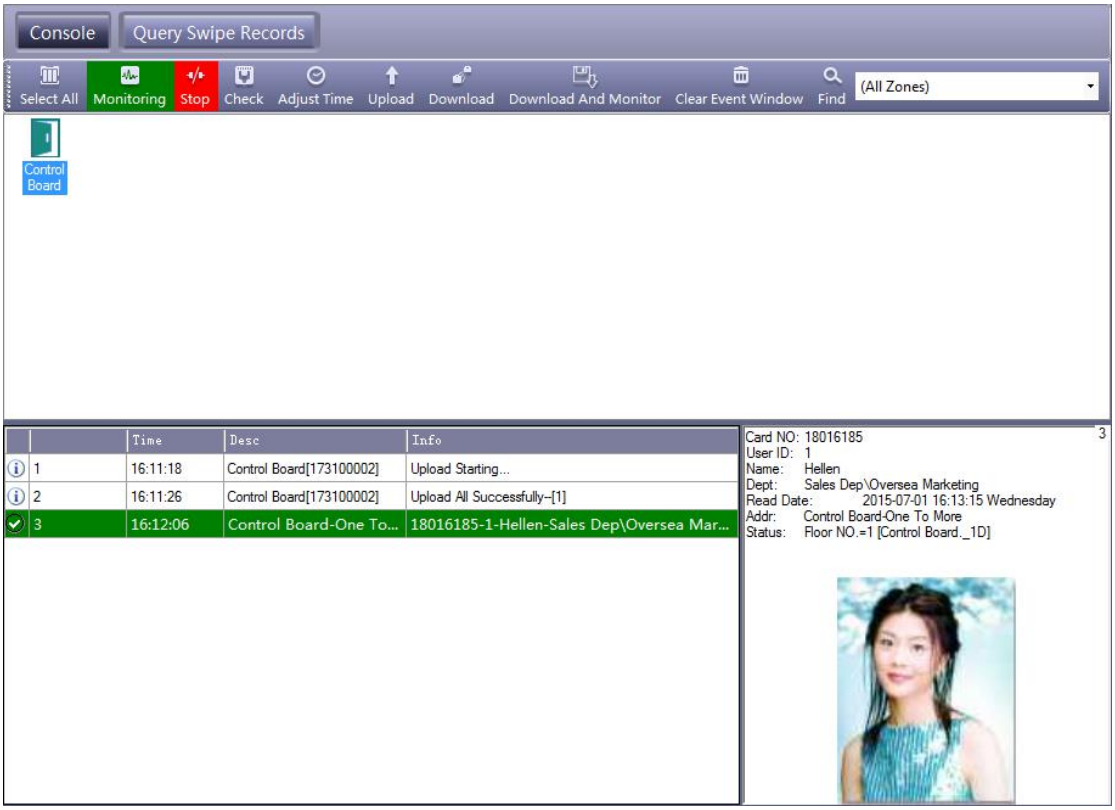
3.4.4.2.2 Set user up to door

Fist selected user, Then click “Privilege”.

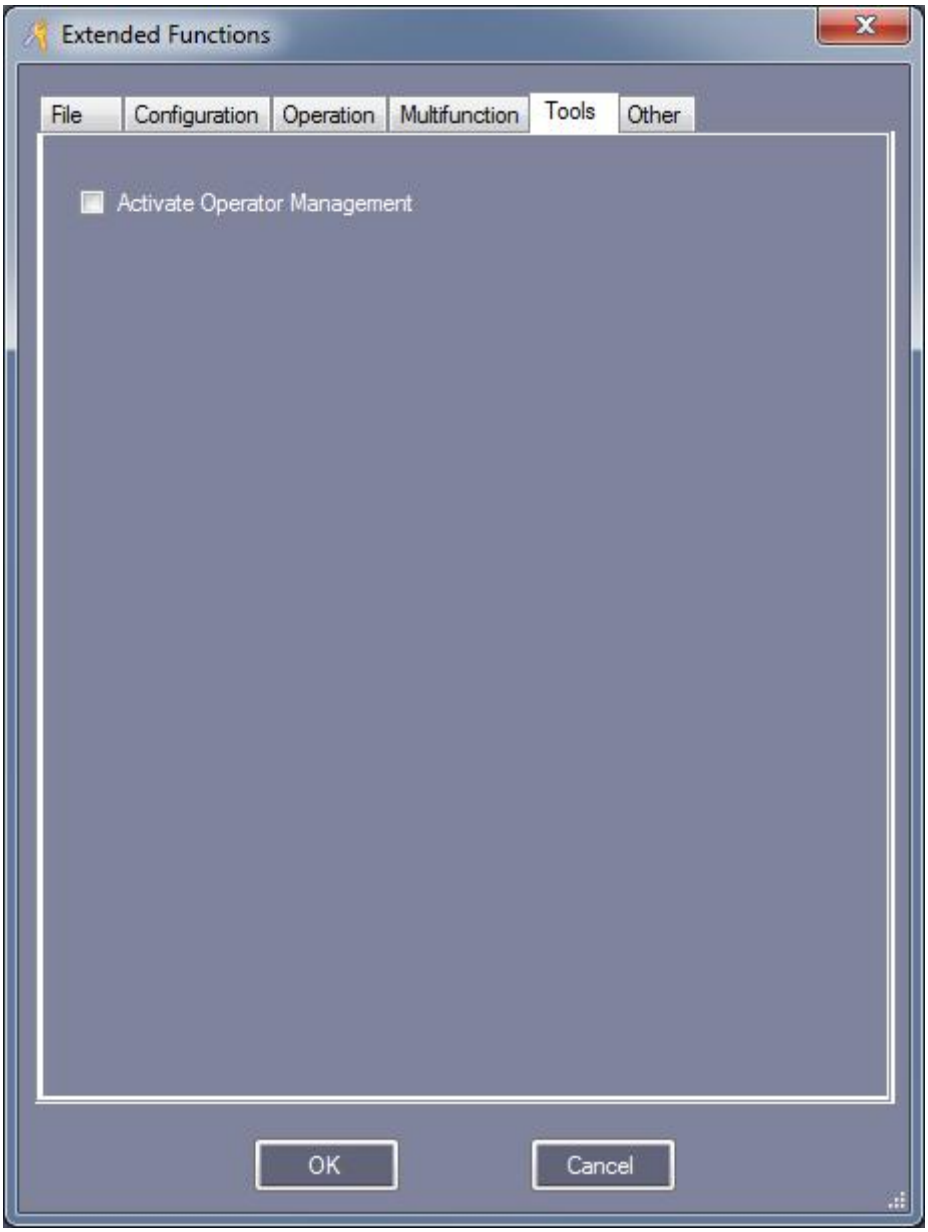
Example: Set “Hellen” up to “1 Door”.



Click “Confirm”, Back to “Console” click “Upload”. Then Swiping Card, “Hellen” will be enter into 1 door.

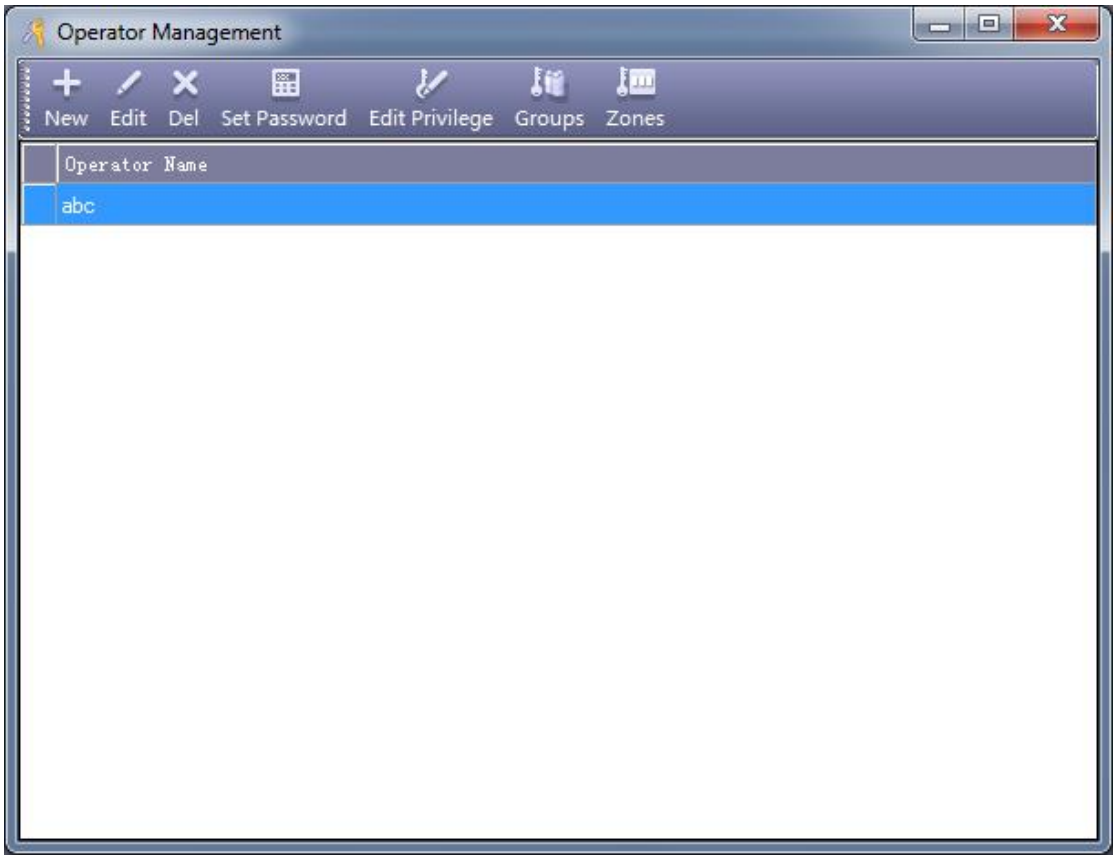


3.5 Tools



3.5.1 Activate Operator Management

Click【Tools】>【Operator Management】



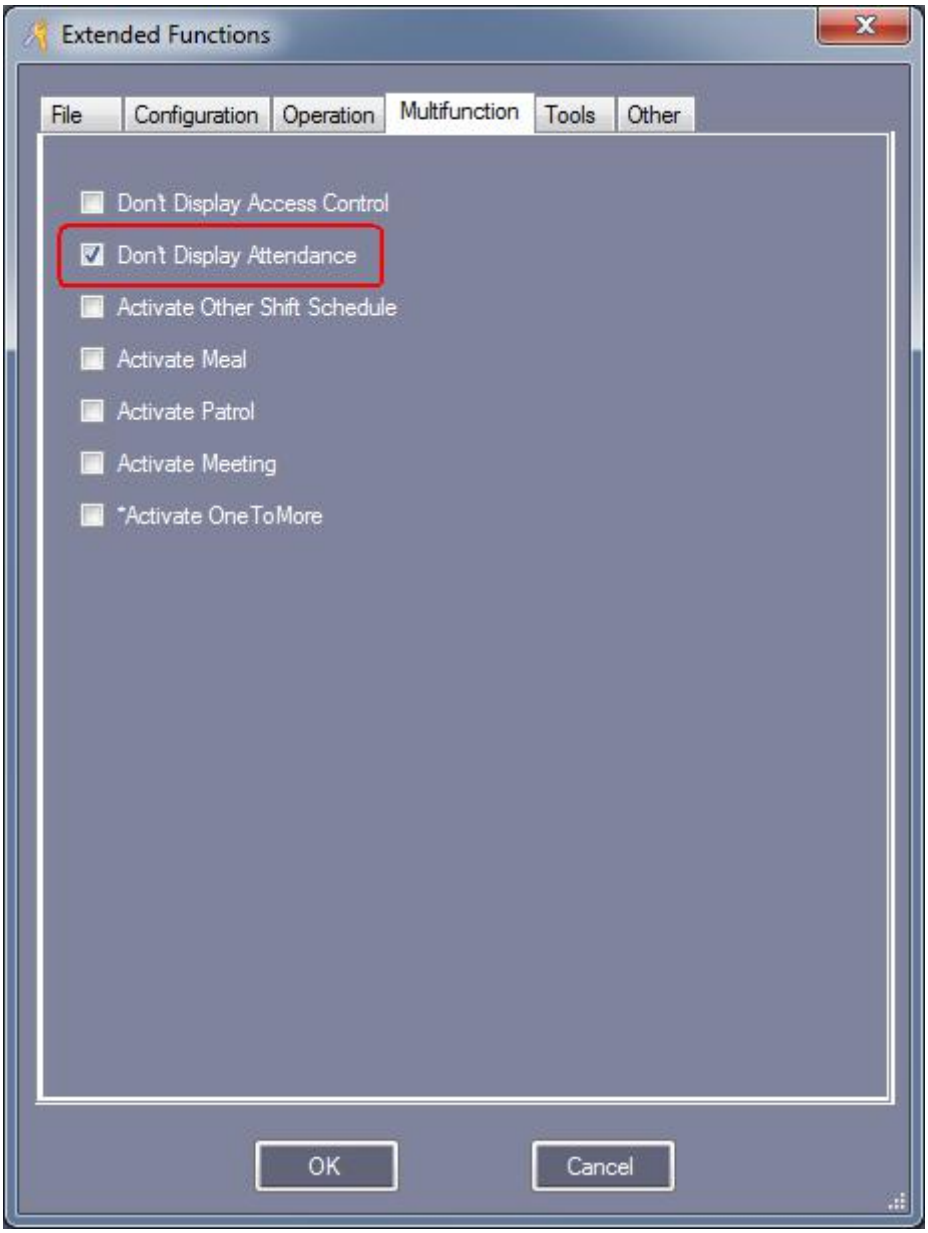
You can use the “New”, “Edit”, ”Del” , “Edit Privilege” , “Groups” and “Zones” for the operator.

: assign the executive operation and function privilege to operators.

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

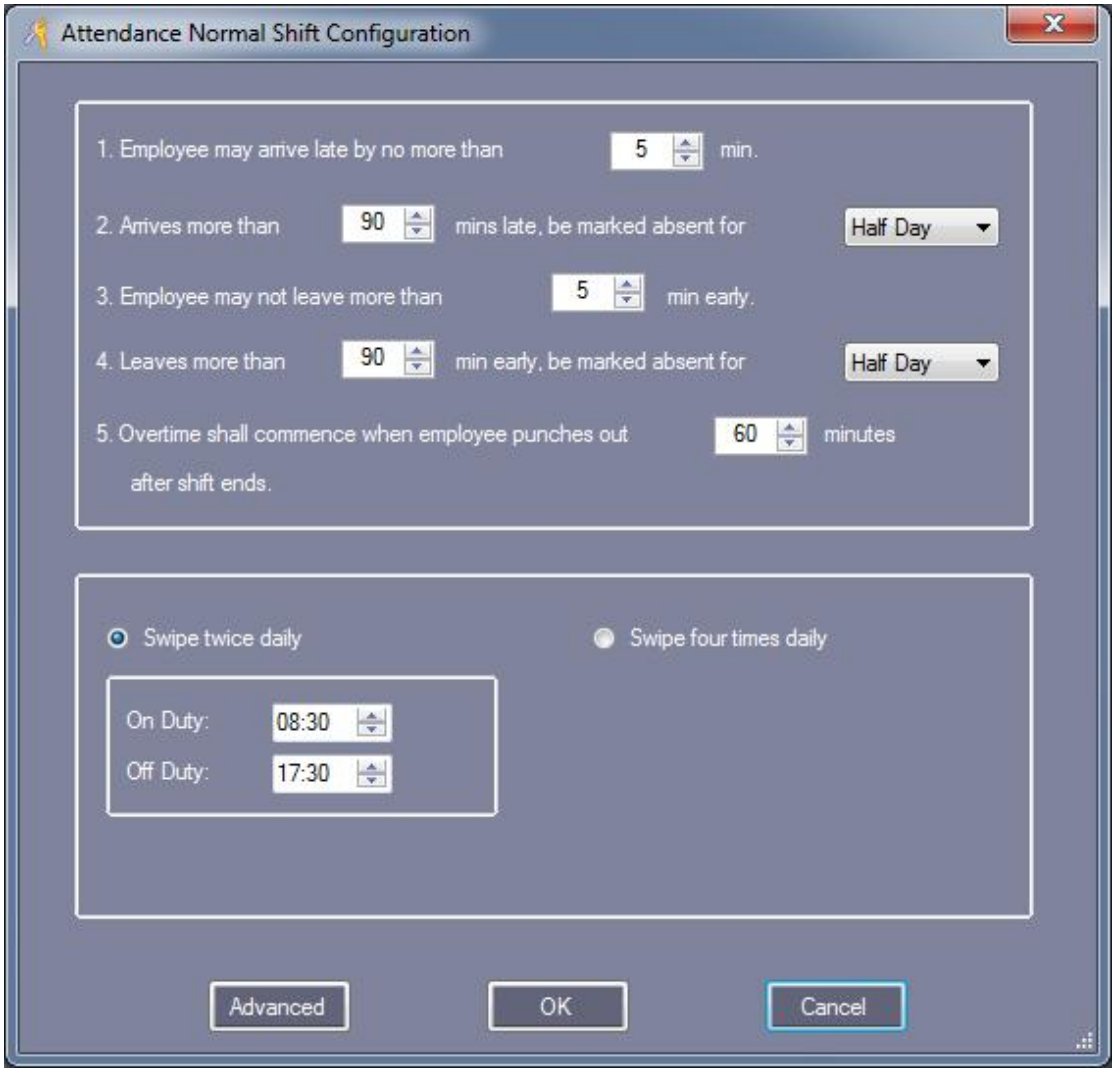
Part 4 Attendance

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



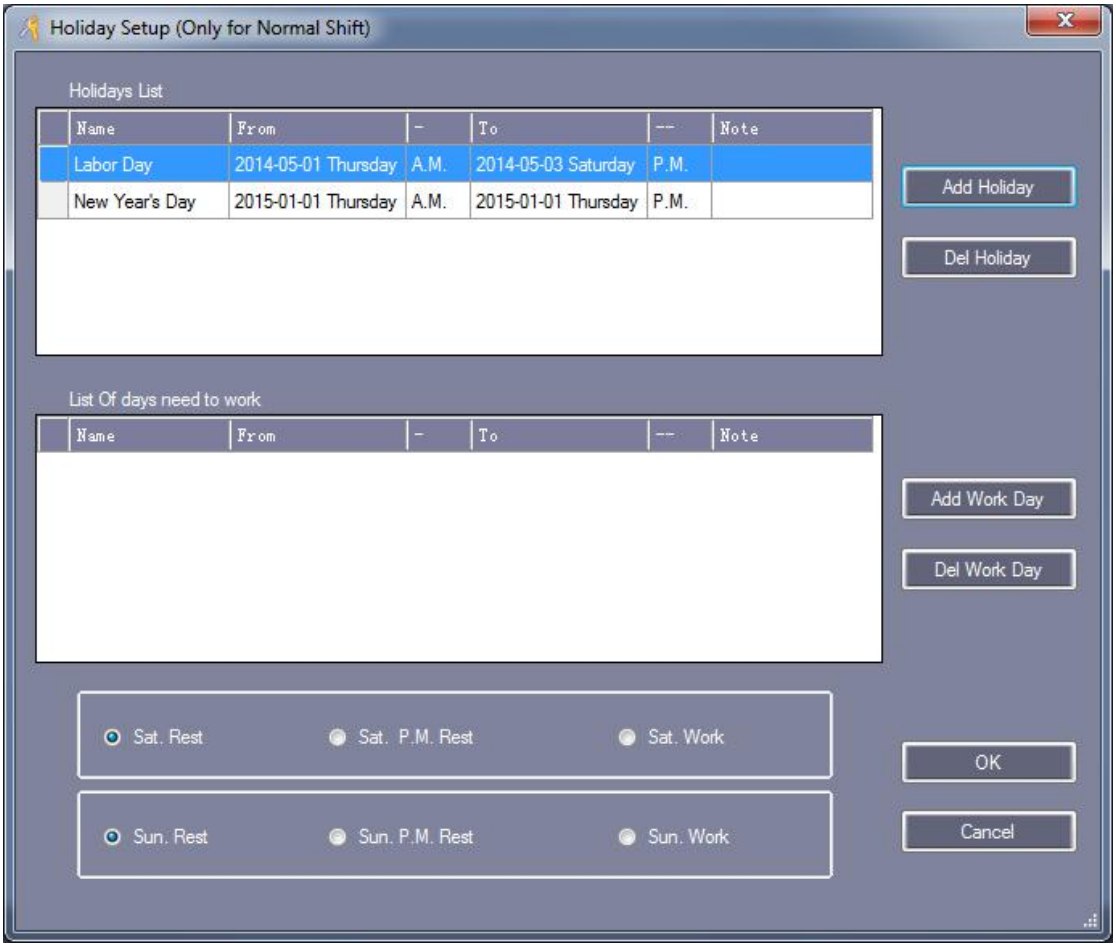
4.1 Normal Shift Rules

Click【Attendance】>【Normal Shift Rules】



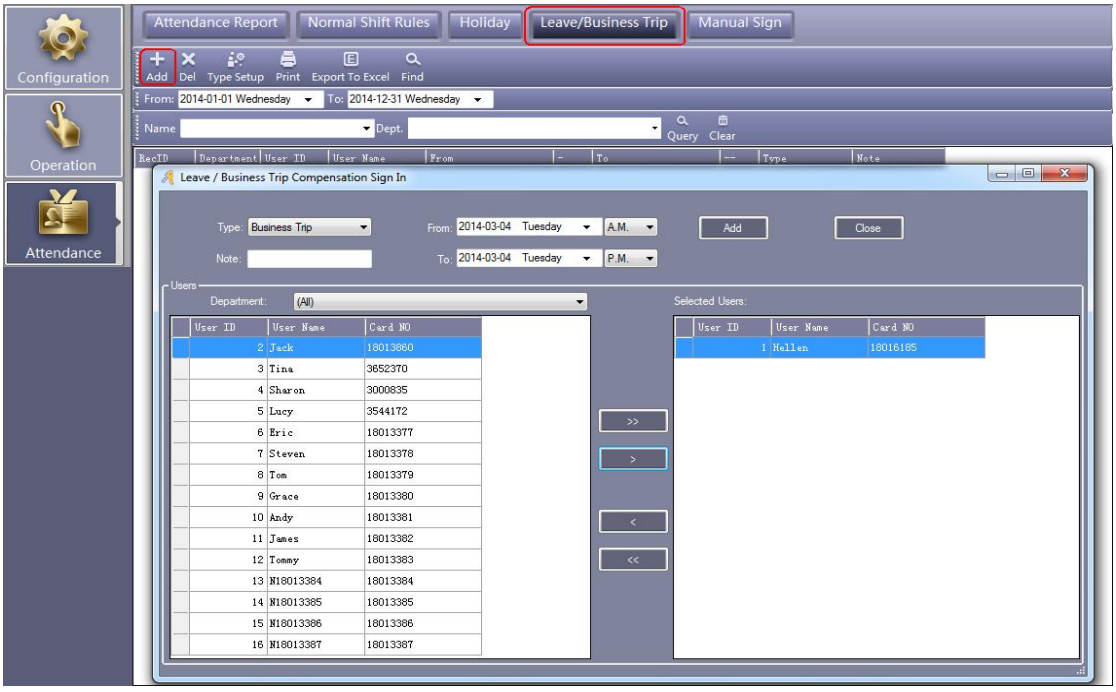
4.2 Holiday

Click【Attendance】>【Holiday】



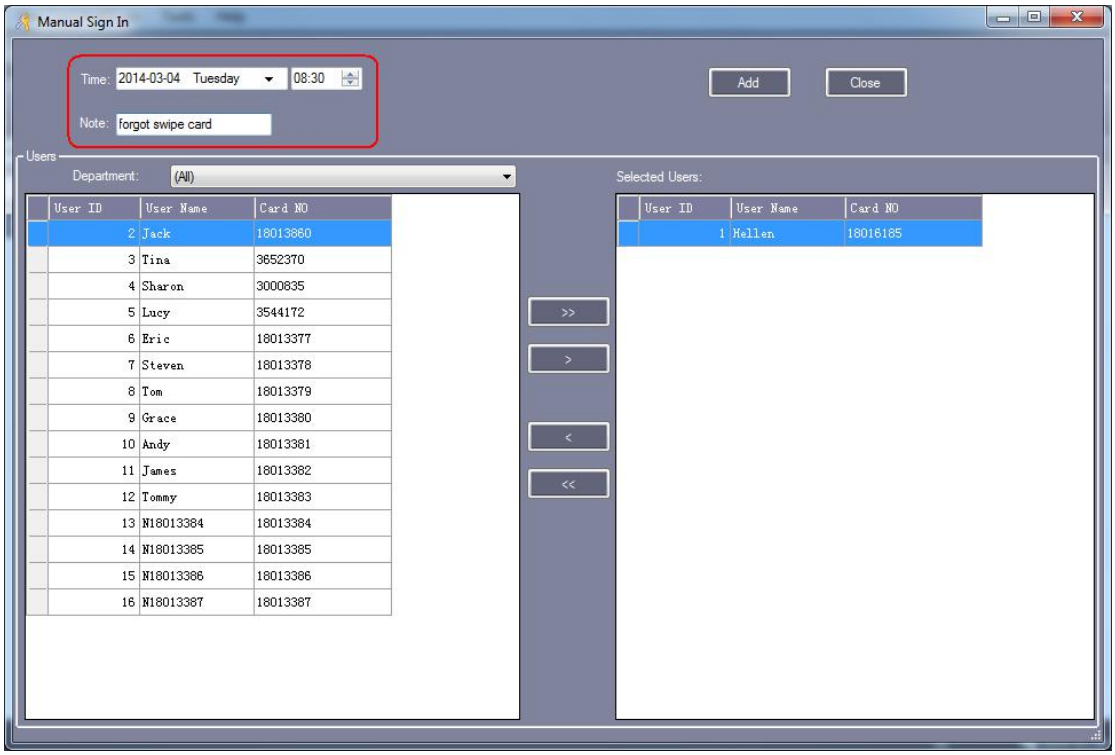
4.3 Leave/Business Trip

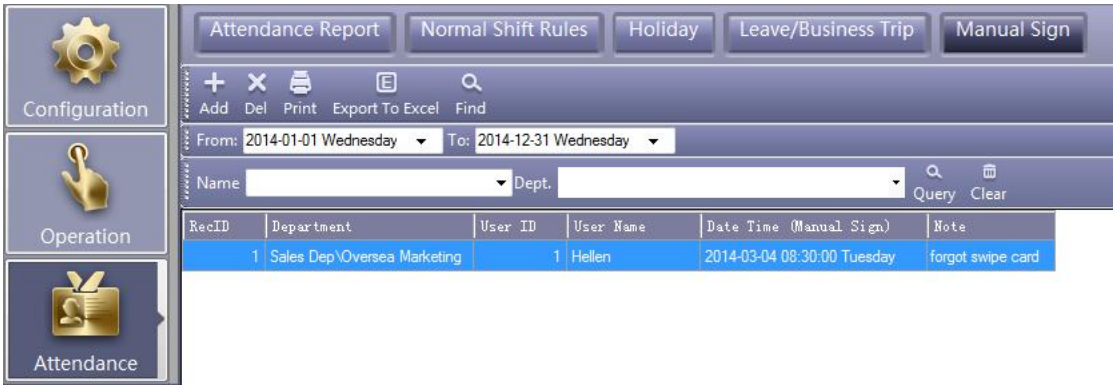
Click【Attendance】>【Leave/Business Trip】



4.4 Manual Sign In

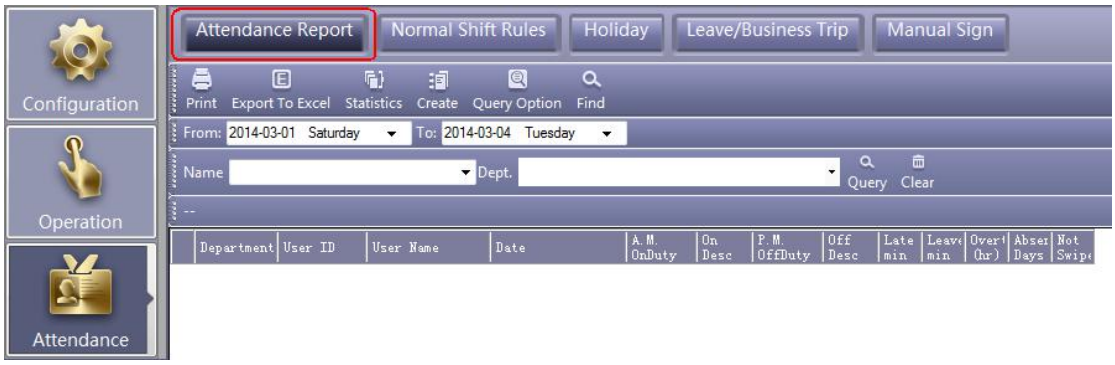
Click【Attendance】>【Manual Sign In】



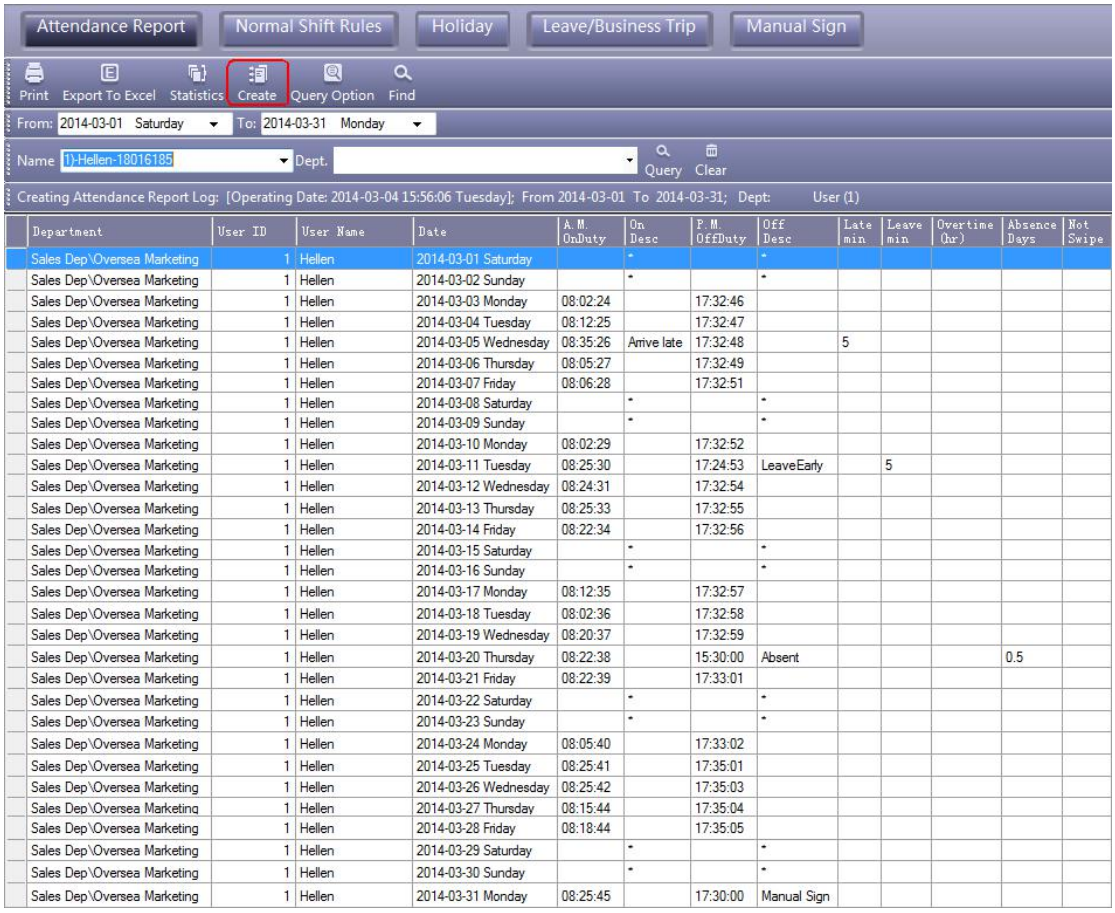


4.5 Attendance Report

Click【Attendance】>【Attendance Report】

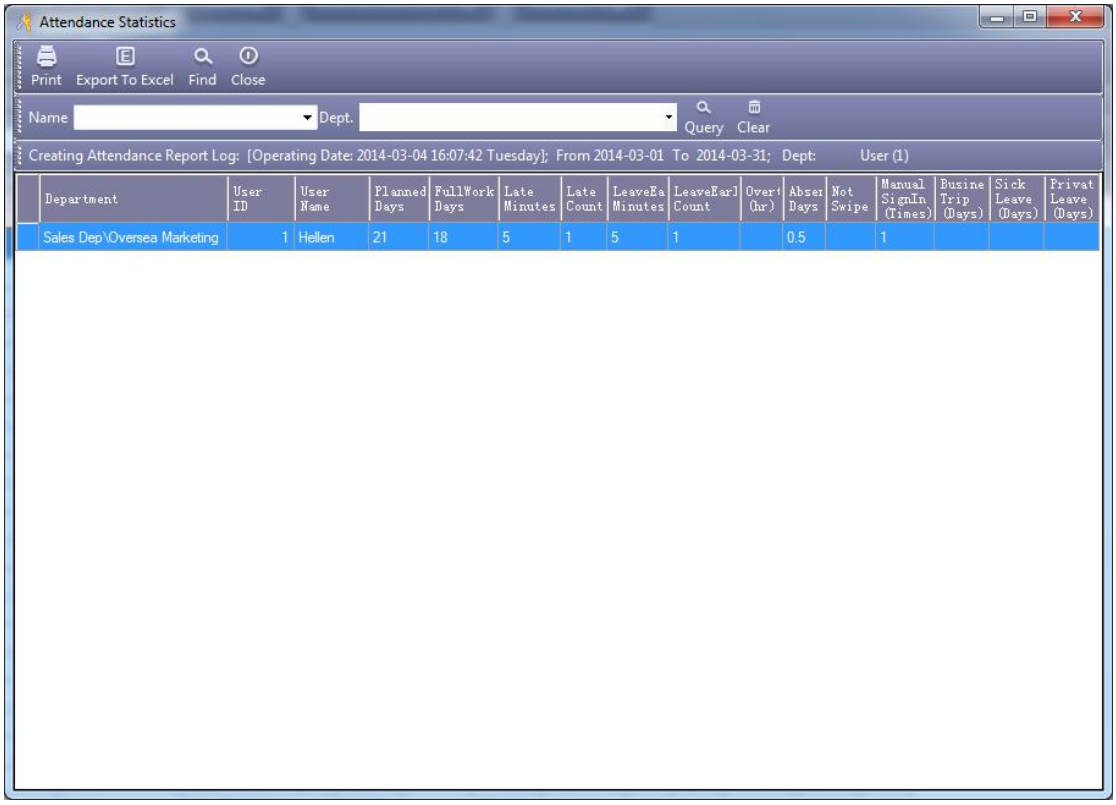


Click “Create”



Department	User ID	User Name	Date	A.M. OnDuty	On Desc	P.M. OffDuty	Off Desc	Late min	Leave min	Overtime (Hr)	Absence Days	Not Swipe
Sales Dep\Oversea Marketing	1	Hellen	2014-03-01 Saturday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-02 Sunday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-03 Monday	08:02:24		17:32:46						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-04 Tuesday	08:12:25		17:32:47						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-05 Wednesday	08:35:26	Arrive late	17:32:48		5				
Sales Dep\Oversea Marketing	1	Hellen	2014-03-06 Thursday	08:05:27		17:32:49						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-07 Friday	08:06:28		17:32:51						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-08 Saturday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-09 Sunday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-10 Monday	08:02:29		17:32:52						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-11 Tuesday	08:25:30		17:24:53	LeaveEarly		5			
Sales Dep\Oversea Marketing	1	Hellen	2014-03-12 Wednesday	08:24:31		17:32:54						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-13 Thursday	08:25:33		17:32:55						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-14 Friday	08:22:34		17:32:56						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-15 Saturday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-16 Sunday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-17 Monday	08:12:35		17:32:57						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-18 Tuesday	08:02:36		17:32:58						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-19 Wednesday	08:20:37		17:32:59						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-20 Thursday	08:22:38		15:30:00	Absent				0.5	
Sales Dep\Oversea Marketing	1	Hellen	2014-03-21 Friday	08:22:39		17:33:01						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-22 Saturday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-23 Sunday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-24 Monday	08:05:40		17:33:02						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-25 Tuesday	08:25:41		17:35:01						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-26 Wednesday	08:25:42		17:35:03						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-27 Thursday	08:15:44		17:35:04						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-28 Friday	08:18:44		17:35:05						
Sales Dep\Oversea Marketing	1	Hellen	2014-03-29 Saturday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-30 Sunday		*		*					
Sales Dep\Oversea Marketing	1	Hellen	2014-03-31 Monday	08:25:45		17:30:00	Manual Sign					

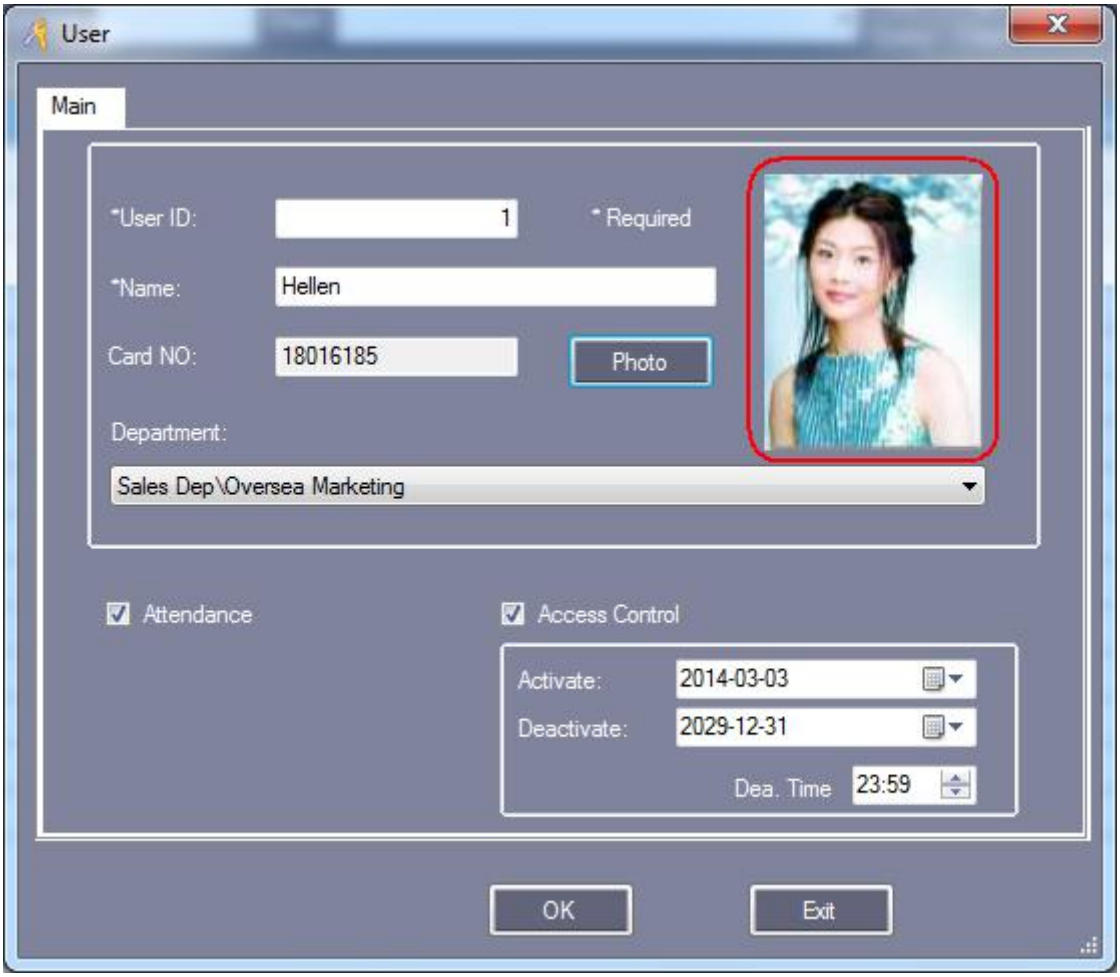
Click “Statistics”


Attendance Statistics
Print
Export To Excel
Find
Close
Name
Dept.
Query
Clear
Creating Attendance Report Log: [Operating Date: 2014-03-04 16:07:42 Tuesday]; From 2014-03-01 To 2014-03-31; Dept: User (1)
Department
User ID
User Name
Planned Days
FullWork Days
Late Minutes
Late Count
LeaveEa Minutes
LeaveEar] Count
Overt (hr)
Abser Days
Not Swipe
Manual SignIn (Times)
Busine Trip (Days)
Sick Leave (Days)
Privat Leave (Days)
Sales Dep\Oversea Marketing
1
Hellen
21
18
5
1
5
1
0.5
1

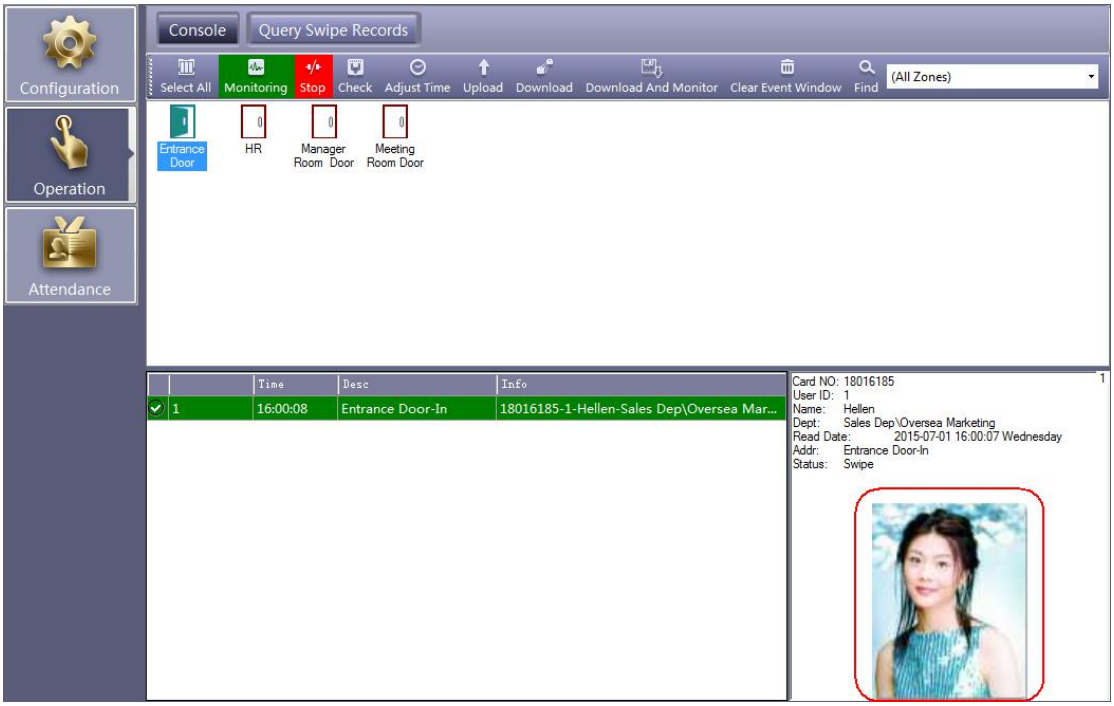
Part 5 Appendix

5.1 How to display user's photo when Monitoring

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



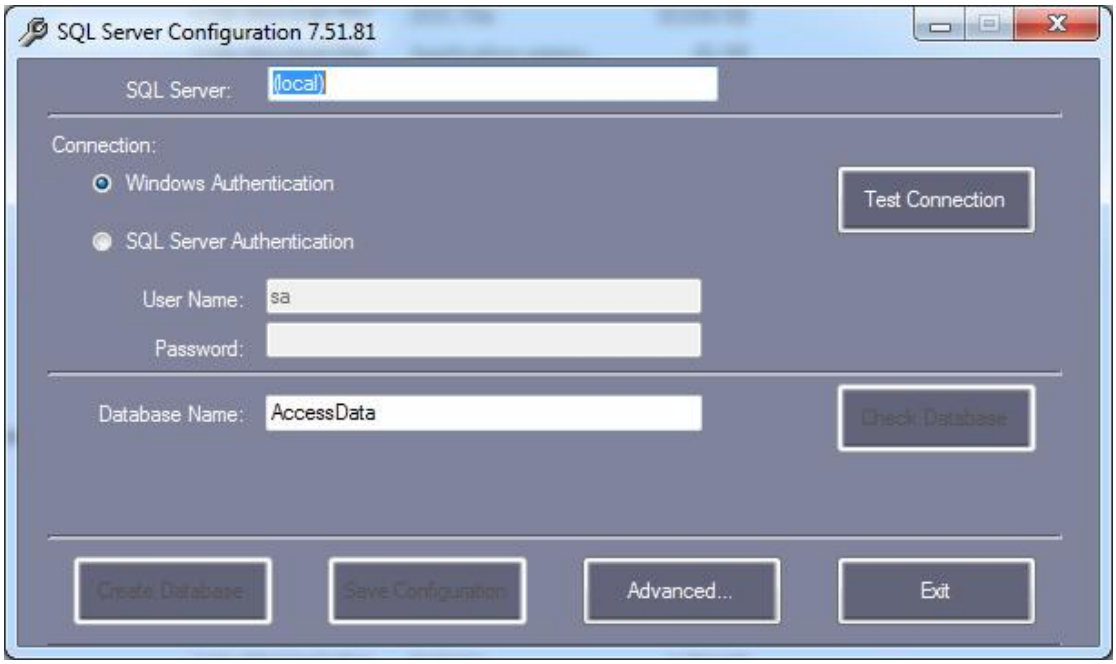
At the monitor window, it can show the user's photo when the user swiping card.



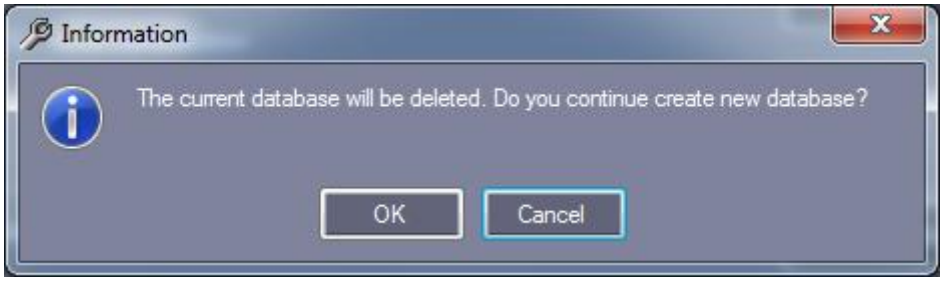
5.2 SQL Server Configuration

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

Click【Start】>【Programs】>【AccessControl】>【SqlSet】



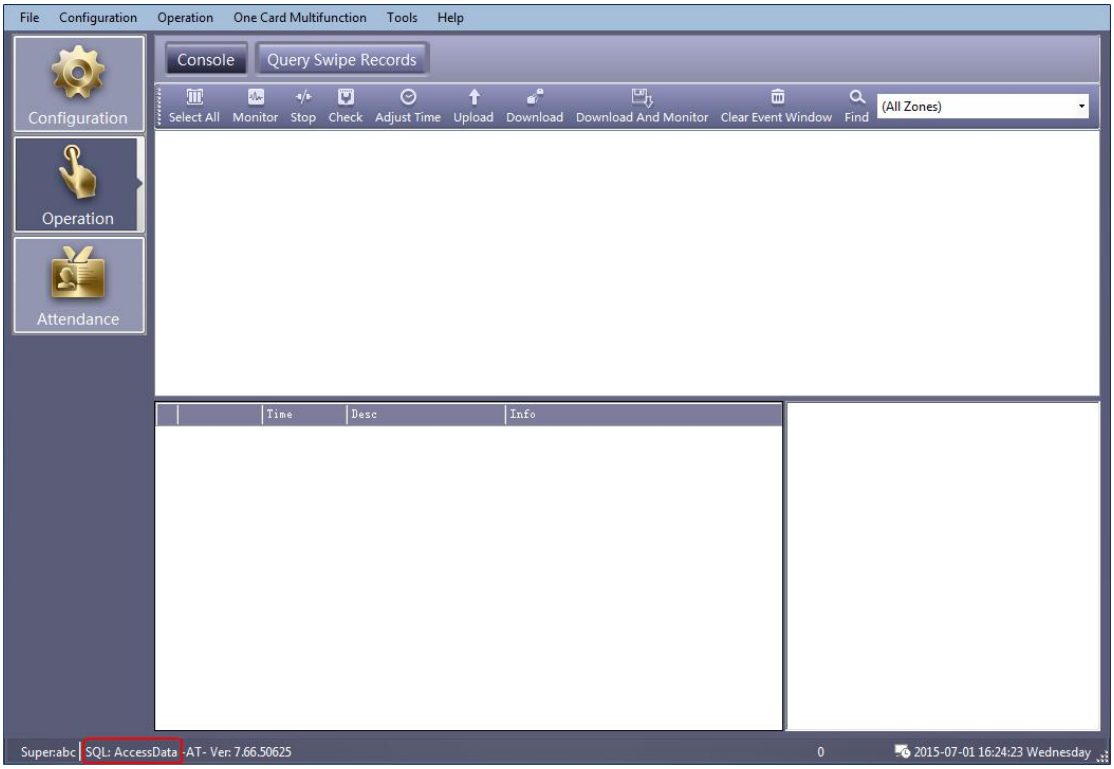
Click “Create Database”



Click “OK”

Click “OK”, Then Click “Confirm”

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

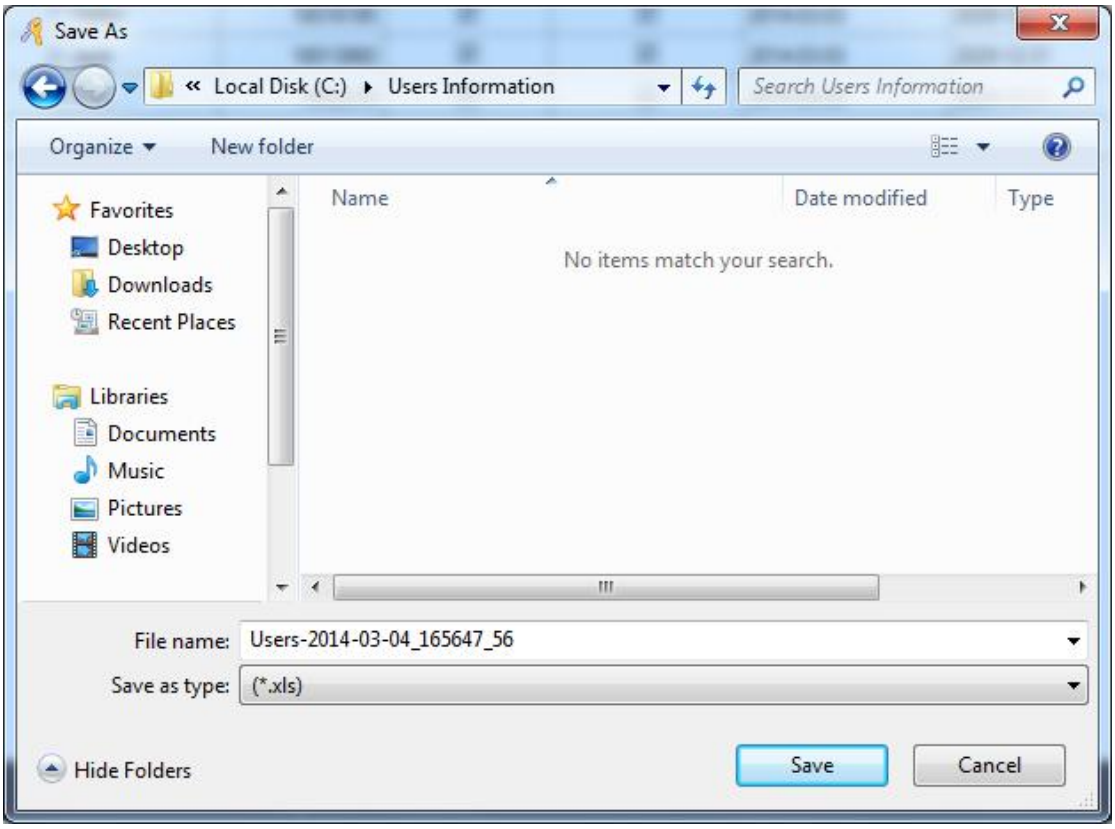


5.3 Import consumer's information from Excel

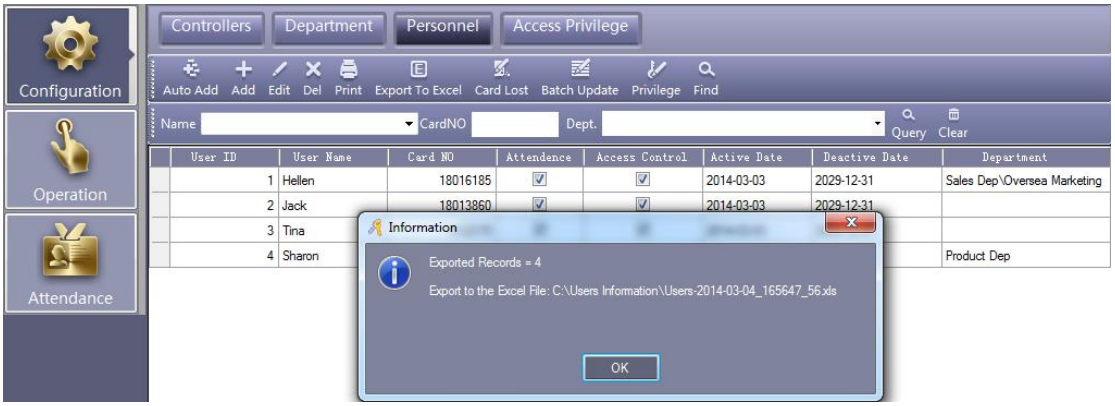
Attention: It can only import valid “ConsumerNO”, “Name”, “CardID” and “Department”.

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

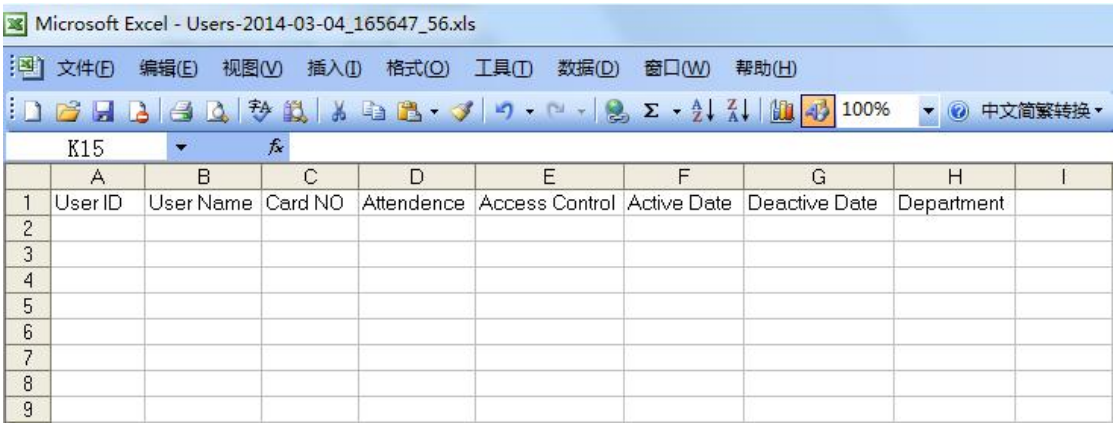
Click【Configuration】>【Personnel】>【Export To Excel】



Click “Save”



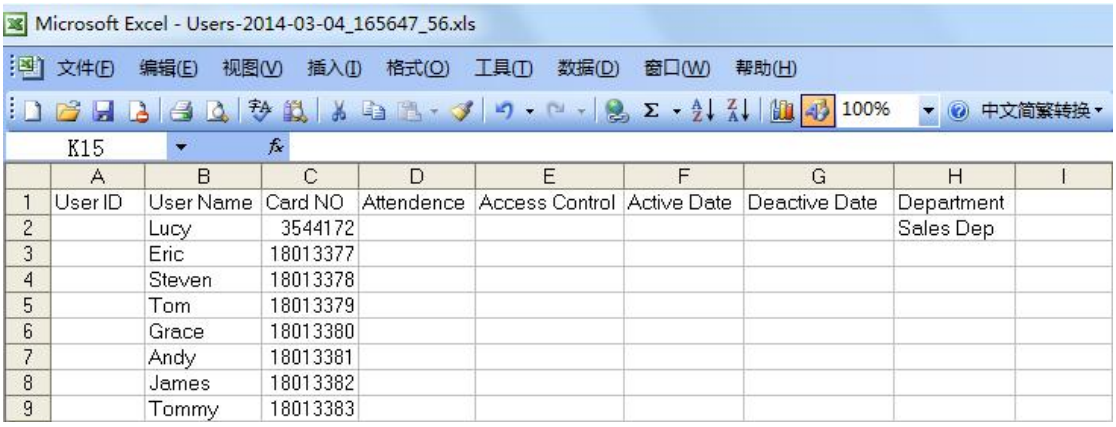
Open the exported Excel document “Users-2014-03-04_165647_56.xls”.



	A	B	C	D	E	F	G	H	I
1	User ID	User Name	Card NO	Attendence	Access Control	Active Date	Deactive Date	Department	
2									
3									
4									
5									
6									
7									
8									
9									

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:

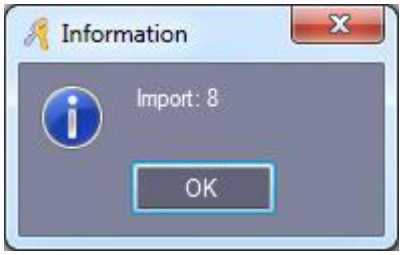


	A	B	C	D	E	F	G	H	I
1	User ID	User Name	Card NO	Attendence	Access Control	Active Date	Deactive Date	Department	
2		Lucy	3544172					Sales Dep	
3		Eric	18013377						
4		Steven	18013378						
5		Tom	18013379						
6		Grace	18013380						
7		Andy	18013381						
8		James	18013382						
9		Tommy	18013383						

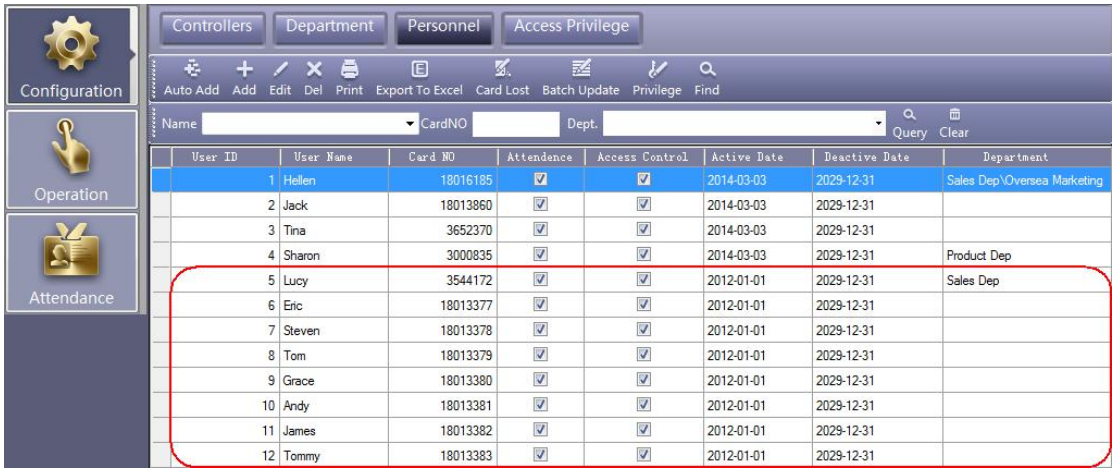
Remark: department can only use "\" as separator. For example: Sales Dep\Oversea Marketing.

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-2014-03-04_165647_56.xls"

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



Import Result as:


Configuration
Operation
Attendance
Controllers
Department
Personnel
Access Privilege
Auto Add
Add
Edit
Del
Print
Export To Excel
Card Lost
Batch Update
Privilege
Find
Name
CardNO
Dept.
Query
Clear
User ID
User Name
Card NO
Attendence
Access Control
Active Date
Deactive Date
Department
1 Hellen 18016185 2014-03-03 2029-12-31 Sales Dep\Oversea Marketing
2 Jack 18013860 2014-03-03 2029-12-31
3 Tina 3652370 2014-03-03 2029-12-31
4 Sharon 3000835 2014-03-03 2029-12-31 Product Dep
5 Lucy 3544172 2012-01-01 2029-12-31 Sales Dep
6 Eric 18013377 2012-01-01 2029-12-31
7 Steven 18013378 2012-01-01 2029-12-31
8 Tom 18013379 2012-01-01 2029-12-31
9 Grace 18013380 2012-01-01 2029-12-31
10 Andy 18013381 2012-01-01 2029-12-31
11 James 18013382 2012-01-01 2029-12-31
12 Tommy 18013383 2012-01-01 2029-12-31