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AKCess Pro Server Access Control User Manual

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1) Introduction

A) What is the AKCess Pro Server / Access Control?

The AKCess Pro Server Access Control software is an advanced environmental and security monitoring software designed specifically to integrate with AKCP's line of environmental and security monitoring hardware as well as third party video cameras.

This manual will <u>ONLY</u> cover the Access Control portion of the AKCess Pro Server software, the AKCess Pro Server, the DCU or Door Control Unit and CCU (Cabinet Control Unit) and Access Control Demo Kit all have separate user manuals.

Fully Integrated Access Control

Full integration with our Central Management Software 'AKCess Pro Server' enables you to control your whole installation and receive real time reporting and statistics. Define Groups, Users, Access Schedules and export advanced Reports

Groups Management

The AKCess Pro Server Application gives you the flexibility to manage your entire Access Control system remotely. Set up User Groups that allow you to deny or restrict access to any door connected to your network.

User Management

At the core of the AKCess Pro Server application the User Management area allows you to create new users via an intuitive Wizard. Add proximity car numbers, PIN Codes and even configure Thumbprints which we will cover in this manual

Time and Attendance

The Time and Attendance feature ties it all together with recording users clock in and out times, setting up different shifts and generating reports.

Please see the AKCess Control Package product data sheet for more overall information about this product and the specifications.

This portion of the software or module will be specifically for Access Control and will be what this manual covers only. There are separate manuals that cover all the other portions of the AKCess Pro Server software for example installation etc. Other separate manuals will also cover the DCU (Door Control Unit) and CCU (Cabinet Control Unit) and the Access Control Demo Kit.

AKCP has prided itself on the only company in the world to bring low cost, easy to use complete access control, CCTV security, environmental and power monitoring solutions to market.

B) How to use this guide

This manual is meant to provide the user with a step by step guide on how to configure and set up their DCU. It utilizes screen shots in an effort to make things simpler for the user to follow. It is split up into sections that form "mini tutorials". These cover the basic set up and common configurations of the unit, and give an introduction to its most useful features.



If you need any further information or help with using your unit then please contact us on <u>support@akcp.com</u> and one of our technical support staff will be only to pleased to help you with any information you require.

2) Access Control Setup

A) Adding Access Control

After installing the AKCess Pro Server software (see the AKCess Control Server product manual for these steps) you first will login to the software as the Administrator then navigate to the Access Control section of the software as shown in the screen shots below.



As shown above once we click on the Access Control icon in the AKCess Pro Server we will see this screen on the following page.



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Server Add View Settings Help				
Add Desktop Add Playback	ol iPhone Setup Notifications probe	Manager Shutdown Schedule Time & Attendan	ce Video Recording	
workspace X	Access Control × Desktop #1	+		*
Desktop #1 v2 @ 7B Office Room (10.1.1.138)	New Group New User New Sche	dule Options		Q ← Enter Group Name
	Groups Users	Time Schedules Access Logs	Synchronize	
	ABC .	ABC		
	Administrator	Group Name ABC	Work Shift (None)	Save
Second States Design Filter Options M	Administrators	Manage Permissions: 📕 🖍 🔳		
Doors Sensors Cameras Mans	Regular Employee	Door Name 🔺	Host 🖡	Schedule 스
Concras Props	ales 🚑			
111 1 1 00 1 (0010 10 00 011				



Server Add View Settings Help			harmen and h		
Add Desktop Add Playback	ol iPhone Setup Notifications probe	Manager Shutdown Schedule	Video Recording		
workspace X	Access Control × Desktop #1	+			Ψ.
Desktop #1	New Group New User New Sche	dule Options		Q,•	
	Groups Users	Schedules	Access Logs Syncs		
	Administrator	Administrator			
	Anager	Group Name Administrator		Save	
	Regular Employee	Manage Permissions: 🛖			
	A Security	Door Name 📥	Device Name 🛰	Schedule 🛆	
serverExplorer - Doors Filter Options X					
Doors Sensors Cameras Maps					
help X					
Access Control Page					
This page is where the new Groups.					
Users, Schedules and Reports are entered and stored into the AKCess Pro Server					
software. To add a new Group click on the New Group button and complete the					
wizard. To add a new User click on the New User button and complete the wizard					
the New Schedule button and complete					
true machul.					
Monday, 05 September 2011 - 08:27				186 Days Until License Renewal $ \P_{\!$	on : 0.109.2

Now we can click on the Access Control tab and all of our access control options are displayed as shown above.

B) Access Control Page Overview

This page is where the new Groups, Users, Schedules and Reports are entered and stored into the AKCess Pro Server software. To add a new Group click on the New Group button and complete the wizard. To add a new User click on the New User button and complete the wizard and finally to add a new Schedule click on the New Schedule button and complete that wizard.

We will go through each of these in detail in the following sections.



C) Access Control – Groups Overview

The AKCess Pro Server software allows you to setup Groups of users. This feature is used for allowing or denying access to specific doors, specific times and also to set security and access levels for our groups of users. We will cover the Users and Schedules before covering the new Groups and "Manage Permissions" for each of our groups as we need to add our users and schedules before adding our permissions to each group.



Our first tab in the Access Control section is Groups. If we click on the Groups tab we can see in the screen shot above we have a list of the existing groups that by default are already setup in the system. We can use these pre-set groups or we can create our own groups using the New Group wizard. As mentioned above the new group wizard will be covered in section "F" after we have added our users and schedules to the system.



D) Access Control – Users, Departments, Holidays & Shifts

The AKCess Pro Server software allows you to setup individual system users. You can enter your users name and details, assign each user to departments, holidays for each department and other personal information such as the users picture email, telephone number etc.

The users data base will also hold each users system log in and out times and from which door they used.

User	s Tim	ne Schedules	Access Logs	Synchronize			
New User Wiz	ard				23	η	User Details A
User Ger	eral Information						
Step:	1 of 2: You must specify	the information req	uired to create a new	user.			
						-	
50		First Name				Encollad	
	+	Jonn				Enrolled	
	0.	Last Name				1/2012	
	Upload Photo	Smith				-	
		Departmen	nt				
				▼	Add	G	roup 🔽
1 1	Options						
	Departments P	Public Holidays	Shifts				
	Manage Departme						
	Department Name	•					

To add a new user to the AKCess Pro Server software you will first click on the Users tab as shown above, then click on the New User button which will launch the new user wizard. After entering our users first and last name we can add a department to add our user to. First we click on the Add button, then in the Departments tab we click on the + button as also shown above.



Important Note: In order for each user that has been added to the software to clock in or out using their EM cards or to open doors in the system, the Users must be first added to a Group and that Group must be given permission to open that door and also have that access time schedule added. This is all covered in the Groups and Permissions in the following sections of this manual.

		Group
Options	1766	X
Departments	Public Holidays Shifts	
Manage Depart	nents: 🛨 🗾 🔟	
Department Nam	*	
	Create department	
	Please insert department name	
	Sales	
		K Cancel
		Close

As you can see in the screen shot above after clicking on the + button we can add our new Department Name then click the OK button.

You can either choose a department from the drop down list or if you do not have any departed created already you can click on he "Add" button, then the "Manage Departments" and add your own here as shown in the screen shot above.



Options	- (10)	
Departments Public Holiday	s Shifts	
Manage Holidays		
Date 🛰	Holiday Name 🖡 Type 🖡	
	Holiday Information Name Buddah Day Date March 7 T Holiday Type Major holiday Minor holiday OK Cancel	Close

You can also add your Holidays to our departments as shown in the screen shot above.

Departments Public Holidays Shifts Manage Shifts: Name	Options		33
Manage Shifts:	Departmen	Public Holidays Shifts	
Name Start End Total Hours Work Days Add Shift Image: Day Shift Image: Day Shift Image: Day Shift Image: Day Shift Start : 09:00 Image: End : 17:00 Image: Day Shift Image: Day Shift Start : 09:00 Image: End : 17:00 Image: Day Shift Image: Day Shift Start : 09:00 Image: End : 13:00 Image: Day Shift Image: Day Shift Break/Lunch : 12:00 Image: End : 13:00 Image: Day Shift Image: Day Shift Work Day : Sun Image: Mon Image: Tue Image: Day Shift Image: Day Shift Work Day : Sun Image: Day Image: Day Shift Image: Day Shift Image: Day Shift Work Day : Sun Image: Day Image: Day Shift Image: Day Shift Image: Day Shift Clock out will end at : 23:00 Image: Day Shift ends. Image: Day Shift ends. Image: Day Shift ends. Image: Day Deduct Break/Lunch from total required hours. Image: Day Shift ends Image: Day Shift ends Image: Day Shift ends Image: Day Deduct Break/Lunch from total required hours. Image: Day Sh	Manage SI	+ 🖉 🔲	
Add Shift Name : Day Shift Start : 09:00 Break/Lunch : 12:00 Work Day : Sun Mon Tue Wed Thu Fri Sat Advanced Options Clock out will end at : 23:00 after the shift ends. Deduct Break/Lunch from total required hours.	Name 📥	Start 🛆 🛛 End 🛸 🛛 Total Hours 🛸 Work Days 🛸	
Name : Day Shift Start : 09:00 Break/Lunch : 12:00 Work Day : Sun Mon Tue Wed Thu Fri Sat Advanced Options Clock out will end at : 23:00 after the shift ends. Deduct Break/Lunch from total required hours.		Add Shift	
Close		Name : Day Shift Start : 09:00 Break/Lunch : 12:00 Work Day : Sun Won V Tue Wed Advanced Options Clock out will end at : 23:00 Deduct Break/Lunch from total required hours.	

And add work shift times as well as shown in the screen shot above.



	Users	Time Schedules	Access Logs	Synchronize	
New U	Jser Wizard				x
U	Jser General Informatio Step: 1 of 2: You must s	n pecify the information req	uired to create a new user.		-
loa		First Name			Encel
	¢.	Last Name			1/2012
	Upload Photo	Smith	t		
		Sales E-Mail		▼ Ad	d
		john.smith Telephone	@mycompany.com	Ext	
		222-2222		34	
			< Back	Next > C	ancel

We added our Management department and have chosen this from the drop down menu. You can now enter the remaining user information and click next as shown above.



N	lew User Wizard	23
	Access Information Step: 2 of 2: Select a group and assign a Card, Fingerprint and PIN to the user.	
	Group Regular Employee	
	Card ID Fingerprint Scan Not Enrolled Scan	
	PIN 4 digit Re-enter Pin Validation Start Validation End	
	< back Pinish Canc	ei

In the next screen of your new user wizard you will choose your group that this new user will belong to from the "Group" drop down list as shown above.

And also you can scan in your card you will use to scan the card reader that is if you already have the scanner connected to the system. Simply click in the Scan button and scan your card in the reader. You can also add your PIN code for the pad and any valid dates. After this information is entered you can press the finish button to complete the wizard.

<u>Note:</u> To scan the cards the card reader must be connected to the USB port on the PC or server that the AKCess Pro Server software is installed on. This cannot be done from the card readers connected to the DCU or CCU.



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	lelephone					Ext.		Valid From	10/	1/2012
ſ	Synchronize	Chang	ges						×	<u> </u>
į	?	For yo Acces Do yo	our changes to ss Control functi ou want to Sync	take effect, yo ionality will be t hronize now?	ou must Synchro temporarily disab	nize the info Iled when sy	rmation /nchroni	ization takes p	place.	
	🔲 Do not	show	this message ag	gain		C	Yes		No	
6		_					_			2

After clicking on the Finish button you will see this popup that the system needs to synchronize so you would click on the Yes button.

Access Control × Des	ktop #1 +							
New Group	Image: New Group Image: New User Image: New Schedule Image: Options							
Groups Us	ers	Time Schedules	Access Logs	Synchroniz	e			
🔔 John Smith	L John Smith User Details Access Details							
	First Name	John			Group	Regular Employ	ee	•
±	Last Name	Smith			Card ID			Scan
Upload Photo	Department	Sales		▼ Add	PIN (4 DIGIT)			
opioudinoto	E-Mail	john.smith@mycomp	any.com		Fingerprint	Not Enrolled		Scan
	Telephone	222-2222		Ext. 34	Valid From	10/ 1/2012		2012
								Save
First Name 📥		Last Name 🛆		Department	*	G	roup 🛰	
John		Smith		Sales		R	egular Employee	

Now you can also see our new user has been added to our access control.

In the next section beginning on the following page, we will cover the AKCess Pro Server Access Control Schedules.



The AKCess Pro Server software allows you to add scheduling to either allow access or deny access to specific users, groups and doors during these custom pre-set time zones.



E) Access Control – Schedules

When you first click on the Schedules tab as shown above you can either edit any of the existing schedules that are in your schedules list, or you can create a new schedule by clicking on the New Schedule button which will launch the new schedule wizard.





Then after completing the new schedule wizard you would click on the Save button as shown in the screen shot above.





You can allow or deny access just by clicking on each of the individual time zone squares or click on the times or days to all or deny access to that entire row.

If you right mouse click on an individual time zone square you can adjust the Time Offset in minutes for each of the zones as shown in the screen shot above.



F) Access Control – New Groups

Contro	l iPhone Setup	Notifications prob	eManager Shutdown Sch	edule Time & Attendanc	e Video Reco	rding Help	
×	Access Contro	N × Plaktop #1	+				
urityP	New Group	A Rew User New Sch	edule Options				Q- Ent
- (Groups	Users	Time Schedul	es Access Logs	Synch	ronize	
	🚴 Administr	ator	Administr	ator			
	🚴 Guest		Group Name Admin	nistrator	Work Shift	(None)	Save
	Aanager 💫		Group Name		WORK SHITE	(none)	Jave
	Regular E	Imployee	Manage Permissions	: 🛨 🖊 🔳			
	A Security		Door Name 📥		Host 🛸		Schedule 🛆
		New Group Wiz	ard .				×
+			and Information			_	
×		Step: 1	of 2: You must specify the ir	formation required to creat	te a new group.		
							-
			A				
		Group Na	me Contractors				
		Work Shit	ft (None)			▼ Add	
×							
5							
					< Back	Next > Cance	
ne							

Now that you have completed adding you user and our new schedule, you can now create a new Group and also assign a user and a schedule to an existing group.

After clicking on the Groups tab, then clicking on the New Group button this will launch your New Group Wizard as shown in the screen shot above.

You first enter your new group name in the Group Name field then click on the Next button to continue.



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Access Control × Desktop #1 + Image: New Group New User New Group New User Image: New Group New Schedule Image: Options Image: Options Image: New Group Image: Options Image: New Group <t< th=""><th>ing Help</th></t<>	ing Help
Groups Users Time Schedules Access Logs Synchron Administrator Administrator Administrator Group Name Administrator Work Shift Anager Regular Employee Security Image Permissions: Image Science Image Science Image Science Door Name Host Trace Host Trace Image Science Image Science	Q-En
Administrator Administrator Coup Name Administrator Work Shift Manager Regular Employee Manage Permissions: Image Door Name Host Tal	nize
	None) ▼ Save
New Group Wizard	x
Add User to the group Step: 2 of 2: Select users into this group. Available Users In Group User Group Cohn Smith Regular Employee Image: Select users Image: Select users Image: Select users Image: Select users <td>roup</td>	roup
< Back	Finish Cancel

The next screen in your New Group Wizard is the list of users, so you can highlight each of the users you want to add then click on the >> button to move the users to the new group.



Groups	Users		Time Schedules	Access Logs	Synch	ronize		
Administrator	oyee	Grou Mana	p Name Administrator	or 1	Work Shift	(None)		Save
and Security		Door N	lame 📥	H	ost 🏊			Schedule 4
	New Group Wi	zard					23	
	Avaliable User	ers	Group		>>	n Group User John Smith		
					<<	Fairle		

Now as you can see in the screen shot above the user has been added to the list of users in this new group. You just have to click on the Finish button to complete the wizard.



After clicking on the Finish button you will see this popup that the system needs to synchronize so you would click on the Yes button.



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ontre	ol iPhone Setup Notifications	probeManager	Shutdown So	hedule Time	e & Attendance	Video Recording	Help	
×	Access Control × Desktop #	1 +						
ityP	New Group New User New	Schedule	Options					Q- Enter Host Nar
	Groups Users		Time Schedu	ules Ac	cess Logs	Synchronize		
	Synchronize Now Synchroniz	re Logs						
	Start Synch Last Sync : 10/2/2012	ronizati ^{13:22:32}	on					
	Host			Status			Last Sync	
	securityProbe 5ESV Online DEMO	0 (10.1.6.142)		Ready			10/2/2012 13:22	:34
۰ ×	Door Control Unit (charles) (10.1.	.1.214)		Ready			10/2/2012 13:22:	:34
ntro	iPhone Setup Notifications probe	Manager Shut	tdown Schedule	Time & Attenda	nce Video Record	ling Help		
ĸ	Access Control × Desktop #1	+						
tyP	New Group New User New Scher	dule Option	ns				Q- Enter G	Group Name
	Groups Husers	Time	Schedules	Access Log	s Synchro	nize		
	Administrator	LL Co	ntractors					
	Contractors	Group Name	Contractors		Work Shift	(None)	▼ Save	
	📇 Guest					· · ·		
	Manager	Manage Perr	missions:					
	Security	Door Name 4	`		Host 🛰		Schedule 🛆	
`								

Now as you can see in the screen shot above that our new group has been added. In the next segment of the manual we will cover the Groups Permissions.



G) Access Control – Group Permissions

The Groups Permissions section of the Access Control section allows you to assign groups of users access permissions to each of the doors that are installed on the DCU that you have added to the system. These permissions include the doors the groups can access and the schedules too.

	innone setup notifications probe	manager shutdown schedule nine a At	ttendance video recording nep	
	Access Control × Desktop #1	+		.
P	New Group New User	dule Options		Q - Enter Group Name
	Groups Users	Time Schedules Access	s Logs Synchronize	
	Administrator	L Contractors		
S	Contractors	Group Name Contractors	Work Shift (None)	▼ Save
	Anager 🔒	Manage Permissions: 🕂 🖍 📗	I	
	Negular Employee	Door Name 🔺	Host 🍬	Schedule 🛆
	المعلم Security			

As the screen shot above shows you need to add permissions to your groups before each of our users in the system will be able to not only clock in or out using the system card readers, thumbprint readers and keypads, but also to open each of the doors in the system as well.

First you need to highlight the Group for which we will add our permissions to. Then you will click on the Manage Permissions + icon as shown in the screen shot above.



Groups	New User New Sch Users	Time Schedules	Access Logs Sy	nchronize	
Admi	inistrator tractors	Contractors Group Name Contractors	Work S	hift (None)	▼ Save
Amana Ama Amana Amana Aman	ager ular Employee	Manage Permissions:	Host 🛰		Schedule 4
	Step: 1 of 2: Assign t	he door(s) to group, dick Next.	Selected Doors		
	Step: 1 of 2: Assign the Avaliable Doors Avaliable Doors Door Name Cabinet Door (Module 0) Main Entrance (Main Module 2)	Host Host D000026) Door Control Unit dule) Door Control Unit	Selected Doors Door Name	Host	
		•	~		

This will launch the Manage Permissions wizard which will guide you through adding permissions to the group. As the screen shot shows above we will first select the doors from the Available Doors column and click the >> button to move the to the Selected Doors column.



					SYNCHIOHIZE		
istrator actors	Group	Contractors		Wor	rk Shift (None)	•	Save
ar Employee	Door Na	ame 🔺		Host	**		Schedule 4
Step: 1 of 2: Assign t	ne door(s) t	o group, dick Next.		Selected Doors			
Door Name Cabinet Door (Module 0	D000026)	Host Door Control Unit	>>	Door Name Main Entrance (Main Module)	Host Door Control Unit	
	1		<<	4		4	L
	actors Jer Jer Joor Permission Door Selection Step: 1 of 2: Assign th Avaliable Doors Door Name Cabinet Door (Module Ol	Actors Group Jer Manag Door Name Cabinet Door (Module 0D000026)	actors Group Name Contractors Group Name Contractors Manage Permissions:	actors Group Name Contractors Anage Permissions:	Actors Group Name Contractors Work ger Manage Permissions: 	actors Group Name Contractors Work Shift Manage Permissions: Door Name Door Name Door Selection Step: 1 of 2: Assign the door(s) to group, click Next. Available Doors Door Name Host Cabinet Door (Module 0D000026) Door Control Unit Selected Doors Door Name Main Entrance (Main Module) Selected Doors Oor Name Cabinet Door (Module 0D000026) Door Control Unit Name Nam	actors Group Name Contractors Work Shift per ar Employee boor Name Door Permission Door Selection Step: 1 of 2: Assign the door(s) to group, dick Next. Available Doors Door Name Host Cabinet Door (Module 0D000026) Door Control Unit Selected Doors Selected Doors Selected Door (Module 0D000026) Door Control Unit Selected Door Selected Door

Now you can see that your doors we selected have been moved across so we can click on the Next button to continue on with the permissions wizard.



Access Control × Desktop #1	+		,	
New Group New User New Sched	ule Options			Q. E
Groups Users	Time Schedules	Access Logs Synch	ronize	
Administrator Contractors Guest Manager Regular Employee	Contractors Group Name Contractors Manage Permissions:	Work Shift	(None) V	Save Schedule A
Add Door Permission Access Schedule Selectic Step: 2 of 2: Assign a sch Schedule Select a schedule Weekda Access A Deny All Holday No Access Weekds Weekds Weekds	nedule to selected doors, and click F	Finish.	Finish Cancel	

You will now choose the Schedule for the access from the drop down menu as shown in the screen shot above. And to finish the permissions wizard you click on the Finish button.



ro	I IPhone Setup Notin	cations probe	Manager Shut	down Schedule	Time & Attendance	video kecol	raing	нер		
	Access Control \times	Desktop #1	+							
P	New Group	er New Sche	dule Option	s					Q▼ Enter Grou	p Name
	Groups	Users	Time	Schedules	Access Logs	Synchr	onize			
	Administrator		😃 Cor	ntractors						
	Contractors		Group Name	Contractors		Work Shift	(None)	•	Save	
	Anager 💦		Manage Pern	nissions: 🛨						
	Regular Employe	e	Door Name 🔺			Host 🛰			Schedule 🛆	
	all Security		Main Entrance	(Main Module)	Door Control	Unit (charles)	(10.1.1.214)	Weekday	
	· · · · ·									
٦										
		Synchro	nize Changes					×		
		•	For your ch Access Con Do you war	anges to take ef trol functionality It to Synchronize	fect, you must Synch will be temporarily di now?	ronize the inform sabled when synd	nation. chronization tak	es place.		
			o not show this m	essage again			Yes	No		

Now as you can see in the screen shot above that the door access and schedule have been added to your Administrator group.

H) Access Control - Synchronize

Extremely Important Note: In order to activate the new access in the system YOU MUST RUN THE SYNCRONISE from the Synchronize tab as shown in the screen shot below.

Control	iPhone Setup Notifi	cations probeManage	r Shutdown Schedule	Video Recording	HELF	Help		
×	Access Control \times	Desktop #1 +						
	New Group	er New Schedule	Options					Q Enter Host Name
	Groups	Users	Schedules	Access Logs	0	Synchronize		
	Synchronize Now	Synchronize Logs						
	Start Sync	Synchronizat : 9/12/2011 11:39:00	ion				Last Supp	
	Access Control Demo	Rack (10.1.1.237)	Read	s Iv			9/12/2011 11:39:00	
		,,						
s X								
g								

Having Trouble Opening the Doors?

If all the door locks and readers are wired up, you should be able to scan and open the doors. If you're having trouble or you receive two beeps when scanning your card, proceed to the Users tab



and check the Group to which the user you're having problems with is assigned in the correct group that you have added permissions for.

I) Access Control – Access Logs

The AKCess Control access logs hold all of the information the users who accessed the system which includes the date and time, the user, the door name, the host or DCU name, and the event which occurred. The access logs can be accessed by clicking on the Access Log tab as shown in the screen shot below.

Server Add View Setti	ngs Help					~		
Add Desktop Add Play	back	iPhone Setup Notificat	ions probeManager	r Shutdown Schedule	Video Recording	Help		
workspace	×	/ideo Recording Acc	ess Control × De	sktop #1 Playback #1	+			Ŧ
Desktop #1 Playback #1	Ne	ew Group New User	New Schedule	Options			Q ▼ Enter User Name	
	G	roups	lsers	Schedules	Access Logs	Synchronize		
		Start Date 9/ 1/2011 End Date 9/12/2011	 From 00:00 To 13:42 	2:15 × This	ect a Preset Report :	Apply		
		OPTIONS Export		AC	ivanced Filter			
		Date / Time 🛰	User 🛰	Door N	ame 🛰	Sensor Host 🐃	Event 🛰	× \$
		9/12/2011 13:38:01		Door 1		Access Control Demo Rack	Door is Closed	<u>^</u>
		9/12/2011 13:37:57	Labor Carriet	Door 1	(I-)	Access Control Demo Rack	Door is Open	
serverExplorer - Cameras	Filter Options X	9/12/2011 13:37:57	John Smith	Door 1	(in)	Access Control Demo Rack	Access Granted	
Doors Sensors Cam	eras Maps	9/12/2011 11:39:03		Door 1		Access Control Demo Rack	Door is Open	_
- Access Control Demo P	lack (10.1 log	9/12/2011 11:39:03	John Smith	Door 1	(In)	Access Control Demo Rack	Access Granted	-
🗆 🖤 V1		9/12/2011 11:34:05	John Smith	Door 2	(In)	Access Control Demo Rack	Access Denied: No Permission	-
recording @ 0.0 fps		9/12/2011 11:34:05	John Smith	Door 1	(Out)	Access Control Demo Rack	Access Denied: No Permission	
V2 (Disabled)		9/12/2011 11:34:04	John Smith	Door 1	(In)	Access Control Demo Rack	Access Denied: No Permission	
V2 (Disabled) V3 (Disabled) V4 (Disabled) V4 (Disabled) Phone Setup Notification teo Recording Ac	tions probeMana	 9/12/2011 11:34:04 9/12/2011 11:34:00 9/12/2011 11:34:00 ger Shutdown S Desktop #1 P 	John Smith John Smith Schedule Vide	eo Recording	(in) (in) Help	Access Control Demo Rack Access Control Demo Rack	Access Denied: No Permission Access Denied: No Permission	
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Y 2 (Disabled) Y 3 (Disabled) Y 3 (Disabled) Y 4 (Di	tions probeManar cess Control × New Schedule Users 1 • From 002 1 • To 132 t	9 9122011 11:3400 9 9122011 11:3400 9 9122011 11:3400 Desktop #1 P Options Schedules :00:00 * :42:15 *	John Smith John Smith Schedule Vide Rayback #1 Act Select a I This Mont Custom Fi Today Yesterday Yesterday Do This Mont	eo Recording + + cess Logs Preset Report : th ilter y k th	(In) (In) Help Synchronize Apply Sensor Ho:	Access Control Demo Rack	Access Denied: No Permission Access Denied: No Permission	me
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Phone Setup Notifica V3 (Disabled) V4 (Disabled) Phone Setup Notifica deo Recording Aco Start Date 9/ 1/201 End Date 9/12/201 OPTIONS Export Date / Time 9/12/2011 13:37:57 9/12/2011 13:37:57	tions probeManar cess Control × New Schedule Users 1 • From 003 1 • To 133 t User *	9 9 2011 113:400 9 9 9 2011 113:400 9 9 72:011 113:400 113:400 0 9 9 72:011 113:400 0 9 72:011 113:400 11 0 9 72:011 11 P 0 0 0 11 P 0 0 0 11 <	John Smith John Smith Schedule Vide layback #1 Acc Acc Acc This Mont Custom Fi Today Yesterday This Weet Doo T1 Door 1 Door 1 Door 1 (In)	eo Recording	(In) (In) (In) (In) Synchronize Synchronize Sensor Ho: Access Co Access Co	Access Control Demo Rack Access Control Demo Rack	Access Denied: No Permission Access Denied: No Permission	me
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There are several filters that can be applied to the logs for viewing specific information such as the Custom Filter, sorting by Today, Yesterday, This week or This Month by choosing any one of these from the drop down list as shown it the screen shot above.

If you choose the Customer Filter you can enter any custom date and time for your report.



×	Vide	o Recording Acc	ess Con	trol × Desktop #1 Pl	ayback #1 +	
	New	Group New User	New	Schedule Options		
	Grou	ups U	sers	Schedules	Access Logs	Synchronize
	St	art Date 9/ 1/2011 and Date 9/12/2011	*	From 00:00:00 A	Select a Preset Report : This Month	Apply
	0	PTIONS Export			Advanced Filter	
		Date / Time 🛰	User	▼▲	Door Name 🛸	Sensor Host 🛸
	0	9/12/2011 13:38:01		Advanced Filter	and a	cess Control Demo Rac
	0	9/12/2011 13:37:57	_		And A	cess Control Demo Rac
×	~3	9/12/2011 13:37:57	John	Filter by Event	ation 🔥 💷 Wanning	cess Control Demo Rac
	0	9/12/2011 11:39:08	_		ation 👝 🔽 warning	cess Control Demo Rac
	0	9/12/2011 11:39:03		Door Access	📕 🔽 Alert	cess Control Demo Rac
	~3	9/12/2011 11:39:03	John	Filter by Status		ccess Control Demo Rac
- 11		9/12/2011 11:34:05	John	Access Granted	Access Denied	cess Control Demo Rac
- 11	~3	9/12/2011 11:34:05	John	Door Opened	Door Closed	cess Control Demo Rac
- 11	~3	9/12/2011 11:34:04	John	Door Forced Open	ned 🔽 Door Held Opened	cess Control Demo Rac
	~	9/12/2011 11:34:00	John	Error		cess Control Demo Rac
		9/12/2011 11:33:10				cess Control Demo Rac
		9/12/2011 11:29:30			Apply	cess Control Demo Rac
		9/12/2011 11:29:25			, the second sec	ccess Control Demo Rac

You can also chose the Advanced filter as shown above which will give you many more options for generating reports based on Events or Status.



	New	Group New User	New Schedule	Options				
	Grou	ips	Users	Schedules	Acce	ss Logs	Synchronize	
	Sta E	art Date 9/ 1/201 nd Date 9/12/201	1 - From 00: 1 - To 13:	00:00	Select a Pro	eset Report : v	Apply	
	0	PTIONS			Advanced	l Filter		
		Date / Time 🛸	User 🍬		Door Name 🐄	L	Sensor Host	× .
	0	9/12/2011 13:38:01			Door 1		Access Contr	ol Demo
	0	9/12/2011 13:37:57			Door 1		Access Contr	ol Demo
ĸ	~3	9/12/2011 13:37:57	John Smith		Door 1 (In)		Access Contr	ol Demo
	1	Save As					×	Demo
1	0						_	Demo
-	~3	Save i	n: 🔚 Libraries		•	G 🕖 🕑 🗄	<u></u> *	Demo
al I	~3	1 Ca	Docu	mentr	R	Music		Demo
Ш	~0	Recent Discor	Librar	y		Library		Demo
	~3	Necent Places						Demo
	~3		Pictur	es v		Videos Library		Demo
	~3	Desktop		,		clotary		Demo
	~9		1					Demo
	~9							Demo
	~~9	Libraries						Demo
								Demo
×		Computer						Demo
-		Computer						Demo
								Demo
	Ä	Network						Demo
			File name:	untitled		•	Save	Demo
Ε			Save as type:	CSV Document (*.c	:sv)	•	Cancel	Demo
		9/10/2011 06:55:00			Door 1		Access Contr	ol Demo

After generating your report, you can Export this data into a CSV type file which can then be imported into an Excel file or other types of file. To export your report just click on the Export button as shown in the screen shot above.

Blocking a User

To block a user - Move them to the No Access Group and Synchronize

Re-Using or Re-Assigning Access Cards

You can also delete the card number from one person and make a new User Profile with that Card. The past Access Details for the first card owner is retained in the system.



If you update the User Profile of the First person with the Second Persons name for example changing Mary to Matt. Then all of the system log's would show Matt and Mary would cease to exist. So the best thing to do, for an example is if an employee works for you temporarily is to keep that user profile and remove their card number, save and synchronize. Then make a new employee with that card that way you can still search for Mary.

3) Adding Cameras for Access Control Video Security

By addition cameras to the securityProbe 5E you are then able add video security to your Access Control System. This will allow you record who exactly enters and exits each door that is controlled by your DCU. This is setup using the AKCess Pro Server's video recording policies tied to the digital cameras attached to the video ports on the securityProbe 5E base unit. You have the option of storing this video only on the computer that the server software is running on, or only on the securityProbe 5E unit, or both.

A) Setting up the Recording Policies

In order to setup the recording policies on the server software you need to first make sure you cameras are connected to the securityProbe 5E base unit, they are operating properly and are mounted in the correct position that will record the users entering or exiting the premises or where ever you are monitoring your access control from.

OP Add Desktop Add Playback Mail Access Control	ol iPh	one Setup Notificati	ions probeManager S	Shutdown Sc	hedule	Video Recording	W Help			
workspace X	Acc	ess Control 🗙 De	sktop #1 Playback #1	1 +						-
E Desktop #1 Playback #1	New	Group New User	New Schedule Op	otions					Q - Enter User Name	
	Gro	ups U	sers S	chedules		Access Logs	Synchronize			
	S1 E	art Date 9/ 1/2011 and Date 9/12/2011	 From 00:00:00 To 13:44:05 		Selec This I	ct a Preset Report : Month ▼	Apply			
	c	PTIONS Export			Adv	anced Filter				
		Date / Time 🛸	User 🛰		Door Na	me 🛰	Sensor Host 🌤		Event 🛰	×
	0	9/12/2011 13:38:01			Door 1		Access Control Dem	o Rack	Door is Closed	Â
	0	9/12/2011 13:37:57			Door 1		Access Control Dem	o Rack	Door is Open	
serverExplorer - Doors Filter Options X	~3	9/12/2011 13:37:57	John Smith		Door 1 (In)	Access Control Dem	o Rack	Access Granted	
Doors Sensore Cameras Mans	(9/12/2011 11:39:08			Door 1		Access Control Dem	o Rack	Door is Closed	
	0	9/12/2011 11:39:03			Door 1		Access Control Dem	o Rack	Door is Open	
Access Control Demo Rack (10.1 log		9/12/2011 11:39:03	John Smith		Door 1 (ln)	Access Control Dem	o Rack	Access Granted	=
E Control Unit (2 Doors)	-0	9/12/2011 11:34:05	John Smith		Door 2 (ln)	Access Control Dem	o Rack	Access Denied: No Permission	
Door 1		9/12/2011 11:34:05	John Smith		Door 1 (Out)	Access Control Dem	o Rack	Access Denied: No Permission	
	~3	9/12/2011 11:34:04	John Smith		Door 1 (ln)	Access Control Dem	o Rack	Access Denied: No Permission	

You first need to add the Video Recording to our AKCess Pro Server settings by clicking on the Video Recording icon on the top menu as shown above.



Server Add View Settings Help						
Add Desktop Add Playback	ol iPhone Setup Notifications	probeManager Shutdow	n Schedule Video Record	ding Help		
workspace X	Video Recording Access	Control Desktop #1	Playback #1 +			
Desktop #1	Policies Summary	Record	ding Policies	Archive Policies	s	
Playback #1	Camera name 🔺 Host	Recording policy	Record directory A	rchive directory	Status Type	Filter 📃
serverExplorer - Doors Filter Options X						
Doors Sensors Cameras Maps						
Access Control Demo Rack (10.1 log						
🗆 🛲 Door Control Unit (2 Doors)						
Door 1						
Door 2						

As shown in the screen shot above, you now see that the Video Recording has been added. You now can click on the Recording Policies tab as shown above.

Server Add View Settings Help								
Add Desktop Add Playback	ol iPhone Setup Notifications	probeManager Shutde	own Schedule Video R	ecording				
workspace X	Video Recording × Acce	ss Control Desktop #1	Playback #1 +					Ŧ
Desktop #1	Policies Summary	Reco	ording Policies	Archive Policies				
Playback #1	Policy name 📥	Condition	Cameras	Record directory	Max size	Туре	Filter 틙	Create
								Edit
								Remove
								Disable
serverExplorer - Doors Filter Options X								
Doors Sensors Cameras Maps								
Access Control Demo Rack (10.1 log								
🖃 🛲 Door Control Unit (2 Doors)								
Door 1								
D001 2								

Now you can create our new recording policy by first clicking on the Create button as shown in the screen shot above.



Video Recording \times Acc	ess Control Desktop #1	Playback #1 +					Ŧ
Policies Summary	Reco	ording Policies	Archive Policies				
Policy name 📥	Condition	Cameras	Record directory	Max size	Туре	Filter 📑	Create
Select	Recording Policy						Edit
							Remove
		Do you want to r	record on:				Disable
		,					
	Г						
		AKCess Pro S	Server				
	_						
		securityPro	obe				
		Both					
				Car	ncel		
				_			

After clicking on the Create button the Recording Policy wizard will be launched and in the first option will be to choose where you would like the video to be stored. Either on the machine which the server software is installed on, either on the securityProbe 5E base unit, or both.

Policies Summar	<u>у X</u>	Reco	ding Policies		Archive Polic	ies	
Policy name 📥	Condit	ion	Cameras	R	ecord directory	Max size	Ту
AKCess Pro Sen	ver Recording P	olicy Wizard				— ×	
Recording Step: 1	Policy Setup of 5: Each of the	se fields are req	uired to get your policy	working.			
Record	Information						
Polic	ty name :	Entry Picture fr	om Door #1				
Rec	ord directory :	D:/Video Test/		Brow	se		
		Available space	: 241.83 GB of 265.76	GB			
Max	size :	5	GigaBytes 🔻				
Max	size reached :	O not recor	d items in this directory				
		Remove old	tems as necessary.				
					_	_	- 11 -
				<	Back Next	> Cancel	

On the next screen in the wizard you will setup our policy name, where on the PC to store the video and maximum size of the storage and finally if you want to record over the oldest video.



Cess Pro Server Recording	Policy Wizard	23
Recording Policy Setup Step: 1 of 5: Each of the	ese fields are required to get your policy working.	
Record Information		
Policy name :	Entry Picture from Door #1	
Record directory :	D:/Video Test/ Browse	
	Available space : 241.83 GB of 265.76 GB	
Max size :	5 GigaBytes V	
Max size reached :	O not record items in this directory.	
Warning		
Crea	te D:/Video Test/Entry Picture from Door #1/ to save this profile.	
	Yes No	
	< Back Next > Car	ncel

If the directory where you want to record the video has not been created yet you will be prompted to save this profile as shown in the screen shot above.

Policies Summary	Y	Recording Polici	es	Archive Policie	es	
Policy name 🔺	Condition	Can	ieras	Record directory	Max size	Ту
AKCess Pro Serve	er Recording Policy	/ Wizard			×	
Camera Sel Step: 2 of	ection f 5: Assign the came	ra(s) to Entry Picture fr	om Door #1.			
Available Came	era(s)			Selected Camera(s)		
Camera Name	Host Name	Policy/Notification		Camera Name	Host Name	
V1	10.1.1.237					
	Add Camera					
			-			

In the next screen of the wizard you will choose which camera you would like to be recording the video from the Available Cameras list then clicking on the >> button to move the camera to the Selected cameras list in the column on the right as shown in the screen shot above.



Video Recording \times A	ccess Control Desktop #1	Playback #1 +			
Policies Summa	ry Reco	ording Policies	Archive Policies		
Policy name 📥	Condition	Cameras	Record directory	Max size	Туре
AKCess Pro Ser Camera S Step: 2 Available Car Camera Nan	ver Recording Policy Wizard election of 5: Assign the camera(s) to I mera(s) ne Host Name Policy/No	Add a New Camera Hostname or IP Username admin Password an Please Select Camera M AKCP Security Came PC cameras - USB o AXIS D-Link Histream IQeye LINKSYS LUmenera Panasonic Advanced Options For advice on compatible cameras available from or visit http://www.akcp Scan	e cameras, or to find out more ACCP, just email sales@akcp. com	about Cancel	

You can also use the Add Camera option by clicking on the Add Camera then entering the camera information and selecting the model from the list as shown in the screen shot above.

Video Recording × Acces	ss Control Desktop #1	Playback #1 +	Andria Dati		
Policy name	Condition	Cameras	Record directory	Max size	Туре
AKCess Pro Server	Recording Policy Wizard	1		X	
Camera Selec Step: 2 of 5	:tion i: Assign the camera(s) to E	ntry Picture from Door #1.			1
Available Camera	(s)		Selected Camera(s)		
Camera Name	Host Name Policy/Noti	fication	Camera Name	Host Name	
			V1	10.1.1.237	
		>>			
	Add Camera				
			< Back Next	> Cancel	

As the screen above shows the camera is now in your selected cameras list so you would then click on the Next button to continue.



ideo Recording \times A	ccess Control	Desktop #1	Playback #1 +				
Policies Summar	ry Z	Reco	rding Policies	r	Archive Policie	s	
Policy name 📥	Conditi	on	Cameras		Record directory	Max size	Туре
AKCess Pro Ser	ver Recording P	olicy Wizard					×
Record Co Step: 3 Choose @ On e	ndition of 9: Choose whe e when to record average of the second type event A video is record Sensor event A video is record	n to record vide d videos. ed according to ed when a sense	os. a scheduled time. or status changes.				
					< Back Next >	Cancel	

In the next screen of the wizard you will choose the recording condition and you will choose the On Event option and check the Sensor event so that the camera will record the video when the door opens. You will then click on the Next button to continue.

Policies Summa	ry Z	Reco	rding Policies		Archive Policies		
Policy name 📥	Condit	ion	Cameras	Record	directory	Max size	Ту
AKCess Pro Ser	ver Recording P	olicy Wizard				X	
Frame Rat Step: 4	t e Setup of 9: This frame r	ate will be used	when no event occurs.				
	1 ·1 · F						d -
- Enter	the normal frame	g when no even rate	t occurs.				
			(c) Seconda				
	-rame rate : 10	πan 🗸	ie(s) per Seconds 🗸				
II							
				< Back	Nexts	Cancel	
				< DOLK	Next >		



On the previous page you can enable video recording when no event occurs and set the frame rate. This will allow the camera to still record video if the camera is not recording the video.

Policies Summary	/ Rec	ording Policies	Archive Policies		
Policy name 📥	Condition	Cameras	Record directory	Max size	
AKCess Pro Server	Recording Policy Wizard			×)
Sensor Event	Setup				L
Step: 5 of 9	9: These settings will be used	l when there are changes in	the sensor status.		L
Enter sen	sor event frame rate.				L
Frame	rate : 30 🛉 frame	(s) per Seconds 🔻			Ł
Enter pre	/post recording time on	sensor event.			L
Pre rec	ording time : 3	Second(s)			L
Post re	cording time : 3	Second(s)			L
					L
					L
					L
					L
					L
					L
			< Back Next >	Cancel	

The next screen of the wizard you can set the frame rate for the video and also set the camera's pre and post recording time in seconds as shown above.



Policies Summary	Reco	ording Policies	Archive Polic	ies	
Policy name 🔺	Condition	Cameras	Record directory	Max size	Туре
AKCess Pro Serve	er Recording Policy Wizard			×	
Sensor Ever	nt Setup	المراجع والمراجع والمراجع والمراجع			
Step: 6 0	9: Choose sensors and status	a mat will digger the sensor	event.		
Sensor	atral Dama Back (10, 1, 1, 227)		Status		
Host Sta	tus		Closed		
Door 1	r Control Unit (2 Doors)		Opened	4	
Door 2	2 urityProbe5E Demo		Sensor Error	·	
No Vid	eo Signal V1	-			
V2	(Disabled)				
V4 ((Disabled)	6			
	To select multiple ite	ms, press and hold CTRL or	SHIFT while selecting.		
II			y		
			< Back Next	> Cancel	

As shown above the next screen is where you will choose the door that will trigger the recording of the video and the status the door will be in when the recording starts.



Policies Summary Recording Policies Archive Policies Policy name ▲ Condition Cameras Record directory Max size Ty AKCess Pro Server Recording Policy Wizard Image: Condition Server Recording Policy Or notification. Image: Condition Server Records	/ideo Recording X Acces	ss Control Desktop #1	Playback #1 +			
Policy name ▲ Condition Cameras Record directory Max size Ty AKCess Pro Server Recording Policy Wizard Image: Condition of the sensor event setup helps you to filter false sensor notifications. By setting the duration for each chosen sensor status, you can offset the start of a recording policy or notification. Image: Condition of the sensor event setup helps you to filter false sensor notifications. By setting the duration for each chosen sensor status, you can offset the start of a recording policy or notification. Held Open Image: Condition Image: Condition of the sensor event setup helps you can offset the start of a recording policy or notification. Image: Condition of the sensor event setup helps you can offset the start of a recording policy or notification. Image: Condition of the sensor event setup helps you can offset the start of a recording policy or notification. Image: Condition of the sensor event setup helps you can offset the start of a recording policy or notification. Held Open Image: Condition of the sensor event setup helps you can offset the start of a recording policy or notification. Image: Condition of the seconds Opened Image: Condition of the seconds Image: Condition of the seconds Image: Condition of the seconds Sensor Error Image: Condition of the seconds Image: Condition of the seconds Image: Condition of the seconds Image: Condition of the second of the secon	Policies Summary	Reco	ording Policies	Archive Policies		
AtCess Pro Server Recording Policy Wizard Sensor Event Setup Step: 7 of 9: The sensor event setup helps you to filter false sensor notifications. By setting the duration for each chosen sensor status, you can offset the start of a recording policy or notification. Held Open	Policy name 📥	Condition	Cameras	Record directory	Max size	Туре
Sensor Event Setup Exp: 7 of 9: The sensor event setup helps you can offset the start of a recording policy or notification. Held Open Seconds Gosed Seconds 	AKCess Pro Server	Recording Policy Wizard			×	
Step: 7 of 9: The sensor event setup helps you to filter false sensor notifications. By setting the duration for each chosen sensor status, you can offset the start of a recording policy or notification.	Sensor Event	Setup				
Held Open O × Seconds Closed O × Seconds Opened D × Seconds Force Opened O × Seconds Sensor Error O × Seconds Sensor Error O × Seconds	Step: 7 of 9 the duration	: The sensor event setup he	lps you to filter false sense tus, you can offset the sta	or notifications. By setting	ication	
Heid Open O × Seconds Closed O × Seconds Opened D × Seconds Force Opened O × Seconds Sensor Error O × Seconds			us, you can onset the su	a con a recording policy of notif		
Held Open O Seconds Closed O Seconds Opened O Seconds Force Opened O Seconds Sensor Error O Seconds						
Held Open O Seconds Closed O Seconds Opened O Seconds Force Opened O Seconds Sensor Error O Seconds						ы.
Held Open Force Opened Forc						
Image: Closed 0 Image: Closed 0 Image: Closed 0 Image: Closed Image: Closed 0 Image: Closed Image: C						
Closed 0 🗼 Seconds Opened D Seconds Force Opened 0 Seconds Sensor Error 0 Seconds Seconds <a a="" action.com"="" action.com<="" href="https://www.seconds/action.com" www.seconds=""> seconds/action.com seconds/action.com		n				
Opened D Seconds Force Opened 0 → Seconds Sensor Error 0 → Seconds Seconds <a action.com"="" href="https://www.seconds/action.com" www.seconds=""> Seconds/action.com			Closed 0			
Force Opened Seconds Sensor Error Seconds			Opened 👂 🚔	Seconds		
Sensor Error 0 Seconds		Force	Opened 0	Seconds		
<		San	For Error			
< Back Next > Cancel			v v			
< Back Next > Cancel						
< Back Next > Cancel						
< Back Next > Cancel						
< Back Next > Cancel						
				< Back Next >	Cancel	

In the next screen you can set the duration of time that you can delay the start of the recording or the notification tied to the door opening. This feature is normally used to eliminate any false alerts.



FOICE	s saminary					r.c		ann	ig r	onci							AI	anve	- Olici	cə					
Policy name	▲		Con	ditio	n					Can	nera	15			F	leco	ord di	rect	ory		Ma	ix si	ze		
AKCess	Pro Server	Reco	ording	g Po	licy V	Vizar	d																	x	J
Se	nsor Event Step: 8 of 9	: Sch e 9: The	e dule e sche	e r dule	r prov	/ides	the	faci	lity t	o ha	ve t	he s	enso	rev	ent	activ	e for	selec	ted p	erio	ds of	fthe	wee	k.	I
	Event sch	edul	er () En	able	۲	Disa	ble																	
	Select the	e tim	e tha	t se	ensor	eve	nt v	vill	be a	activ	/e.														H.
	A11					AN	1											PM							
	ALL	12	1	2 3	4	5	6	7	8	9	10	11	12	1	2	3	4	5 6	7	8	9	10	11		
	Sunday																								
	Monday																								
	Tuesday																								
	Wednesday																								
	Thursday																								
	Friday																								
	Saturday																								
															Inv	/ert	select	ion /	Set	to w	orkin	g ho	urs		
	Legend																								
	Ev	ent a ent in	ctive nactiv	e						To To	sele sele	ct a ct a	who minu	le ro ite, i	w/ci right	olum t clict	n, did cata	k at a cell.	row	/colu	ımn l	abel.			
	L																								
														ſ		_					r				
															<	Bad	ik		Vext	>	J	C	ance	1	

If you need to add a schedule to the recording policy then you would add this in the next screen of the wizard as shown in the screen shot above.



Video Recording $ imes$	Access Control	Desktop #1	Playback #1 +			
Policies Sum	mary /	Reco	rding Policies	Archive Policies		
Policy name 📥	Condit	ion	Cameras	Record directory	Max size	Туре
AKCess Pro S	Server Recording P	olicy Wizard			×	6
Complet	ting the recording	g policy wizard	1			
Step:	: 9 of 9: Congratulat	tions! You have :	successfully completed en	tering all required information.		
Cong	ratulations! You hav	ve successfully c	ompleted entering all requ	ired information.		
Reco	ording Policy Rev	iew				
	To review recordin	g policies, go to	'Policies Summary' tab.			
Click	c Finish to save th	ese settings a	and exit the wizard.			
				< Back Finish	Cancel	

To complete your new recording policy that will record the video when the door is opened you would click on the Finish button in the last screen of the wizard as shown in the screen shot above.



Now as you can see the new policy has been created as it now shows in our Recording Policy list as shown in the screen shot above.



B) Setting up Playback to test and View Video

You can now setup your playback tab which will allow you to test and view the video from the cameras recording the video when the doors are opened.

Server Add View Settings Help						
Add Desktop	iPhone Setup Notifications	probeManager Shutdown Scher	dule Video Recording	V telp		
workspace X	Video Recording × Access	Control Desktop #1 +				Ŧ
Desktop #1	Policies Summary	Recording Pol	icies / Archive	e Policies		
	Camera name 🔺 🛛 Host	Recording policy	Record directory	Archive directory	Status Type	Filter 틙
	V1 10.1.1.237	Entry Picture from Door #1 D:/Vi	deo Test/Entry Picture from Door #1/	1	Recording Server Policy	
serverExplorer - Doors Filter Ontions X						
Doors Sensors Cameras Maps						
Access Control Demo Rack (10.1 log						
🗆 🛲 Door Control Unit (2 Doors)						
Door 1						
Door 2						

You would first click on the "Add Playback" icon in the menu bar located at the top of the screen as shown in the screen shot above.

Server Add View Settings Help				
Add Desktop Add Playback	Pl iPhone Setup Notifications probeManager Shutd	Schedule Video Recording	Help	
workspace X	Video Recording Access Control Desktop #1	Playback		Ŧ
B Desktop #1 Playback #1		Close		4970
				14:00
				14-10
				14:20
serverExplorer - Doors Filter Options X Doors Sensors Cameras Maps				14:30
Access Control Demo Rack (10.1 log				
Door Control Unit (2 Doors) Door 1 Door 2				14:40
				14:50
				15:00
help X				15:10
				15:20
policies for recording and archiving.				15:30
				10 Minutes
Tuesday, 13 September 2011 - 02:37 PM			177 Days	9/13/2011 14:36:42.00 Speed 1x Until License Renewal Dr. Version : 0.109.8
<i>,,</i> , , , , , , , , , , , , , , , , , ,			in baya	

This will add the Playback tab as shown above, then you can right mouse click on the tab and rename this to whatever you wish.



Server Add View Settings Help	
Add Desktop Add Playback Add Desktop Add Playback	
workspace X Access Control Video Recording Desktop #1 Access Control Playback X	₹
Besktop #1 B Access Control Playback Entry@Access Control Demo Rack (10.1.1.130) Options _ X	15:25
	15:30
	15:35
	15:40
serverExplorer - Cameras Filter Options X Doors Sensors Cameras Maps	15:45
Access Control Demo Rade(10.1 log Linty Entry	15:50
	15:55
	16:05
help X	16:10
Timeline explorer	16:15
A tool for navigating the history of the video playback footage.	
	5 Minutes
Thursday 45 Sentember 2014 - 01/23 PM	9/15/2011 15:51:22.00 Speed 4x

Next you would add your cameras to the playback by first clicking on the "Cameras" tab in the left hand column which will show the cameras connected to the securityProbe unit. Then you simply drag each camera you want to view in the playback window to the center screen and drop them.

This will add the camera to the playback.

To test the camera and video recording policy that we previously setup that is going to record the video when the door is opened scan your card into the card reader that is setup for that door.



After swiping your card into the reader you should check the access log to ensure the card was successfully scanned and the access was granted.

Now you can use the calendar function in the playback screen to navigate to your current day for checking the video by first clicking on the calendar icon, then clicking on the "Now" button as shown in the screen shot above.



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Next you can adjust the time in the drop down menu in the playback control panel so that you can view the video. You should see the playback line in black where it has recorded the video. If you then move the viewing line to that time you should see the video display on your playback video screen in the playback viewing pane in the center of the screen as shown in the screen shot above.



4. Setting up Live Desktop

A) Adding the Desktop

You can also setup a live desktop so that you can monitor all of your doors and readers conditions in real time or the live status of each door and reader. This would be quite useful when monitoring many doors and readers in different areas.



We first click on the "Add Desktop" icon from the top menu if there is no "Desktop #1" tab visible. Now you can rename your desktop by first right mouse clicking on it as shown above and choosing the "Rename".

Server Add View Settings Help	
Add Desktop Add Playback	Phone Setup Notifications probeManager Shutdown Schedule Video Recording
workspace X	Access Control Video Recording Access Control Playback Desktop #1 × +
IB Access Control Playback Desktop #1	
ServerExplorer - Cameras Filter Options X Doors Sensors Cameras Maps C Access Control Demo Rack (10.1 log C Int Entry Entry (Disabled) V3 (Disabled) V4 (Disabled)	Rename Desktop Enter new desktop name Live Access Control Status OK Cancel

Now you can type in the new name of the desktop and click on the OK button to save this as shown in the screen shot above. In our example we will name this "Live Access Control Status".



B) Adding Live Video Feeds



After you have renamed the desktop you can add your live camera feed by first navigating to the Cameras tab in the serverExplorer menu, then dragging and dropping your camera icon onto the Live Access Control Status area. Now you are able to see the live video feed from the camera.





C) Adding the System Log and Live Real-time Status of Doors and Readers



To add the live or real time status of your doors and readers you also just drag and drop the door control unit onto the Live Access Control Status are as you did with the camera. Now as you can see in the scree shot above you can see the log entries and the real time status of your doors and readers.



5. Time And Attendance

Time & Attendance overview: The Time & Attendance section of the AKCess Pro Server is directly tied into your DCU and CCU, card readers and fingerprint readers. It will record when a user in the system scans his or her card or fingerprint. This will include the time, the day, month and year. Time In, Time Out, Total Hours worked, OT Hours and the Status, such as being absent, being late along with lunch break time.

Server Add View Settings Help				
OP Add Desktop Add Playback Add Playback Add Playback	Phone Setup Notifications probe	Manager Shutdown Schedule Time & Attendance	Video Recording	
workspace X Acc	ccess Control 🗙 Video Recording	Desktop #1 +		Ŧ
E Desktop #1 HD Digital Camera on SESV Demo Unit @ securityF New	w Group New User New Sched	lule Options		Q - Enter Group Name
Gro	oups Users	Time Schedules Access Logs	Synchronize	
	Administrator Contractors Guest Manager	Administrator Group Name Administrator Manage Permissions:	Work Shift (None)	Save
	🍇 Regular Employee	Door Name A	Host 🛸	Schedule 🛆
4	Security			
۰ III ا				
serverExplorer - Doors Filter Options X				
Doors Sensors Cameras Maps				
securityProbe 5ESV Online DEMO (10.1.6.142)				
Door Control Unit (charles) (10.1.1.214)				
help X				

You first need to add the Time & Attendance to your AKCess Pro Server setup by clicking on the icon as shown in the screen shot above.

Q Enter User Name	
	Filter
) 14.00 15.00	16.00
	0 14.00 15.00

When we click on the Time & Attendance tab we can see a list of our users that have been entered into the system.



Live Time & Attendance Status

_		Y .					1	1)								
Time & /	Attendance	× prob	eManager Ac	cess Control	Video I	Recording	Notification	; De	sktop #1	Playback #	1 +									
Holidays	s Shift											/					Q Ente	User Name.		
Time & A	ttendance	View Re	port								K									
View By	Day	Aonth						•	Friday,	, 05th Octobe	er 2012	• 🗮							Filte	er
	Name 🔺		Hours 🖘	0T 🖘	05.00	06.00	07.00	08.00	09.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	18.00	19.00	20.
(Aom)			7.30	0.42																
(Big)			7.30	1.17								_								
(Dew)			7.30	0.55					_		_	_			_			_		
(Doong)			Abs	ent																
(Duan)			8.30	0.16															_	
(Ek)			1 7.30	1.31								_								
(Ex)			Abs	ent																
(Ji).			7.30	1.46																
(Joe)			7.30	0.03					-											
(Kao)			6.41	0.00								_								
(May)			No Clo	ck Out																
(Mot)			7.30	0.45																
(Ms. Tom))		7.07	0.00						•										
(Nat)			7.30	0.29					_											
(Neng)			Abs	ent																

You can display time and attendance reports by the day as shown above. The follow colors represend the following status:

Yellow is late – Blue is clocked in – Purple is Overtime – Green is Lunch – Orange is not clocked out – Red is Absent

In a future release of the software, these colors will be editable. In this version they are not.

pro	eManager Ac	cess Contro	1	lideo R	Record	ling	Not	ificatio	ons	D	esktop	#1	Pla	yback	#1	+																Ŧ
Holidays Shift																										Q	Enter	User I	Name			
Time & Attendance View R	eport																															
View By : Day Month	ł										C	•	Octob	er 201	12)=															Filter	
Name 🔺	Hours 🖘	0T 🖘	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	9 2	21	22	23	24	25	26	27	28	29	30	31 🔺
(Aom)	145.01	15.28																		_	-							1				
(Big)	145.30	25.27																						1								
(Dew)	133.58	14.00		_								-						_		-)								
(Doong)	91.47	8.40		_									_						_	-				1		-						
(Duan)	136.30	3.30		_									-					_	-					1								
(Ek)	144.37	25.40				-	_																	1								
(Ex)	0.00	0.00																						1								
(Ji).	138.00	27.01		_			_				_		_											1								

You can also view the time and attendance reports by month by clicking on the Month button as shown in the screen shot above.





You can also zoom into a certain day with the Date Picker option as shown in the screen shot above.



	Q Enter User Name	2
Filter Department Shift Status (None) Engineer Sales Marketing Boss Test Test Department DEPARTMENT Engineerr DEPT66 ENG1 Test David 	Select All Unselect All	Filter 19.00 20.
OK	Cancel	

Or apply the Filter where you can display the time and attendance by your Departments, by the work Shifts, or the Status of the users in the system.

Time & Attendance × probeMan	ager Access	s Control	Video	Recordin	, ,	Notifica	ations		Deskt	op #1	P	layba	ck #1	+]															Ŧ
Holidays Shift											8	D																		
Time & Attendance View Report																														
View By: Day Month Filter										er																				
Name 🔺	Hours 🛰	0T 🖘	1	2 3	4	5	6	7	8	9	10	11	12	13	14	15	16 17	18	19	20	21	22 2	23 2	4 25	26	27	28	29	30	31
SCOTT FARNUM	81.01	0.16																												
																														- 1
																														- 1
1																														

Or search by an individual User or employee by using the search feature as shown in the screen shot above.



Time and Attendance Reports

Time & Attendan	ce × probeManager Access Control Video Recor	ding Notifications Desktop #1 Playba	ack #1 +	Lances.			-				
Holidays Sł	Holidays Shift										
Time & Attendance	e View Report										
Start Date 10/ 1	1/2012 • From 00:00:00 •	Select a Time Period :	1				Export				
	Name 🔽	Date 🖡	Time In 🍡	Time Out 🍡	Hours 🍡	0T 🍡	Status 🖡 🗶				
(Aom)	Work: 145.01 / OT: 15.28 / Day Leave: 0)	10/26/2012 - Friday	09:53:18	18:35:17	7.30	1.11	Late				
	, ,	10/25/2012 - Thursday	09:42:45	13:09:17	7.30	0.26	Late _				
			13:50:43	14:24:49			1				
			14:24:54	18:20:16							
		10/24/2012 - Wednesday	09:28:00	13:10:02	7.30	0.36	Late				
			13:37:33	18:01:57							
		10/22/2012 - Monday	09:10:27	13:07:58	7.30	1.08	Late				
			13:40:21	18:21:35							
		10/19/2012 - Friday	09:24:01	17:59:21	7.30	1.05	Late				
		10/18/2012 - Thursday	09:33:30	18:58:19	7.30	1.54	Late				
		10/17/2012 - Wednesday	09:41:43	16:35:05	7.30	1.53	Late				
			16:35:33	19:06:07							
		10/16/2012 - Tuesday	09:38:25	18:10:25	7.30	1.02	Late				
		10/15/2012 - Monday	09:31:55	13:10:09	7.30	0.13	Late				
			14:01:08	16:22:58							
			16:23:02	18:05:58							
		10/12/2012 - Friday	09:27:08	13:10:29	7.30	1.08	Late				
			13:39:35	18:34:39							
		10/11/2012 - Thursday	09:36:14	13:11:03	7.30	1.52	Late				
			13:36:08	19:23:27							
		10/10/2012 - Wednesday	09:21:42	13:09:59	7.30	0.24	Late				
			13:38:34	17:44:34							

To generate reports you first need to click on the View Report tab then select a "Time Period" for your report as shown in the screen shot above.

You can choose to generate monthly reports.



Time & Attendan	ce 🗙 probeManager 🛛 Access Control 🔹 Video Recording	Notifications Desktop #1 Playb	ack #1 +				Ŧ					
Holidays Shift												
Time & Attendance	View Report											
Start Date 10/15 End Date 10/15	5/2012 - From 00:00:00 - 9/2012 - To 10:32:11 -	Select a Time Period : Custom Filter Apply		Export Filter								
	Name 🏊	Date 🛸	Time In 🛸	Time Out 🛸	Hours 🛸	OT 🍬	Status 🛸 🔭					
(Aom)	Work: 37.30 / OT: 6.09 / Day Leave: 0)	10/19/2012 - Friday	09:24:01	17:59:21	7.30	1.05	Late					
		10/18/2012 - Thursday	09:33:30	18:58:19	7.30	1.54	Late					
		10/17/2012 - Wednesday	09:41:43	16:35:05	7.30	1.53	Late					
			16:35:33	19:06:07								
		10/16/2012 - Tuesday	09:38:25	18:10:25	7.30	1.02	Late					
		10/15/2012 - Monday	09:31:55	13:10:09	7.30	0.13	Late					
			14:01:08	16:22:58								
			16:23:02	18:05:58								
(Big)	Work: 37.30 / OT: 7.19 / Day Leave: 0)	10/19/2012 - Friday	07:46:28	13:08:19	7.30	1.32						
			13:50:24	17:31:11								
		10/18/2012 - Thursday	07:46:11	13:10:20	7.30	1.34						
			13:50:07	17:30:57								
		10/17/2012 - Wednesday	08:18:48	13:13:21	7.30	1.03						
			13:53:46	17:32:43								
		10/16/2012 - Tuesday	07:46:10	13:10:29	7.30	1.40						
			13:47:28	17:33:24								
		10/15/2012 - Monday	07:58:17	13:10:41	7.30	1.27						
			13:52:40	17:37:56								
(Dew)	Work: 37.30 / OT: 5.55 / Day Leave: 0)	10/19/2012 - Friday	09:37:01	13:08:24	7.30	0.37	Late					
			13:50:28	18:26:18								
		10/18/2012 - Thursday	09:25:07	13:10:24	7.30	0.31	Late					
			13:50:04	18:05:55								
		10/17/2012 - Wednesday	09:07:07	13:13:20	7.30	1.51	Late					
			13:32:40	18:48:26								
		10/16/2012 - Tuesday	09:23:46	13:10:32	7.30	1.21	Late					
			13:40:03	18:44:58								
		10/15/2012 - Monday	09:23:44	13:10:36	7.30	1.33	Late					
			13:37:50	13:37:51								

Or you can use the "Custom Filter" option, then enter Start and End dates and From and To times as shown in the screen shot above.

Time & Attendance X	probeManager Access Control	Video Recording	Notifications 🛛 🗖 Deskto	p #1 Playback #1 +							
Holidays Shift											
Time & Attendance View	w Report										
Start Date 10/15/2012 End Date 10/19/2012	 ▼ From 00:00:00 ▲ ▼ ▼ To 10:32:11 ▲ 	Seli	Select a Time Period : Custom Filter Apply								
	Name 🛸	Tod Yes	lay sterday	🏊 🛛 Time In 🛸							
(Aom)	Work: 37.30 / OT: 6.09 / Day Leave:	0) This	s Week	09:24:01							
		This	s Month	sday 09:33:30							
		Las	t Month	esday 09:41:43							
				16:35:33							
			10/16/2012 - Tues	day 09:38:25							
			40/45/2042 11	00-24-55							

Or you can select from the list of Time Periods available in the drop down list as shown in the above screen shot.



Time & Attendance X	probeManager	Access Control	Video Recording	Notifications	Desktop #1	Playback #1	+					-
Holidays Shift										Q Isara		8
Time & Attendance Vie	ew Report					1						
Start Date 10/15/2012 - From 00:00:00 - Select a T				Select a Time	Period :	Export						
End Date 10/21/2012 To 23:59:59					A	Apply					Filter	
Name 🛸					Date 🛸		Time In 🛰	Time Out 🌤	Hours 🛰	0T 🍬	Status 🛸	X
(Aom) Work: 37.30 / OT: 6.09 / Day Leave: 0)				10/1	9/2012 - Friday		09:24:01	17:59:21	7.30	1.05	Late	*
				10/1	8/2012 - Thursday		09:33:30	18:58:19	7.30	1.54	Late	
				10/1	7/2012 - Wednesday	/	09:41:43	16:35:05	7.30	1.53	Late	
							16:35:33	19:06:07				
				10/1	6/2012 - Tuesday		09:38:25	18:10:25	7.30	1.02	Late	
				10/1	5/2012 - Monday		09:31:55	13:10:09	7.30	0.13	Late	
							14:01:08	16:22:58				
							16:23:02	18:05:58				

You can also generate your report on a specific person or employee using the search feature as sown in the screen shot above also filtering the report by a time period.



And finally you can export your time and attendance reports to a CSV file by clicking on the Export button, browsing to the folder or hard disk you want to export the file to, then clicking on the Save button as shown in the screen shot above.

This concludes the Access Pro Server / Access Control User Manual.



Please contact <u>support@akcp.com</u> if you have any further technical questions or problems setting up your modem or your alerts.

Thanks for Choosing AKCess Pro!