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AKCess Pro Server Access Control User Manual

Help Version updated till version 118

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1) Introduction

- A) What is the AKCess Pro Server / Access Control?
- B) How to use this manual

2) Access Control Setup

- A) Adding the Access Control Section
- B) Access Control - Page Overview
- C) Access Control – Groups Overview
- D) Access Control – Users, Departments, Holidays & Shifts
- E) Access Control – Schedules
- F) Access Control – New Groups
- G) Access Control – Group Permissions
- H) Access Control - Synchronize
- I) Access Control – Access Logs

3) Adding Cameras for Access Control Video Security

- A) Setting up the Recording Policies
- B) Setting up Playback to test and View Video

4) Setting up Live Desktop

- A) Adding the Desktop
- B) Adding Live Video Feeds
- C) Adding the System Log and Live Real-time Status of Doors and Readers

5) Time and Attendance

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 **ONLY** 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

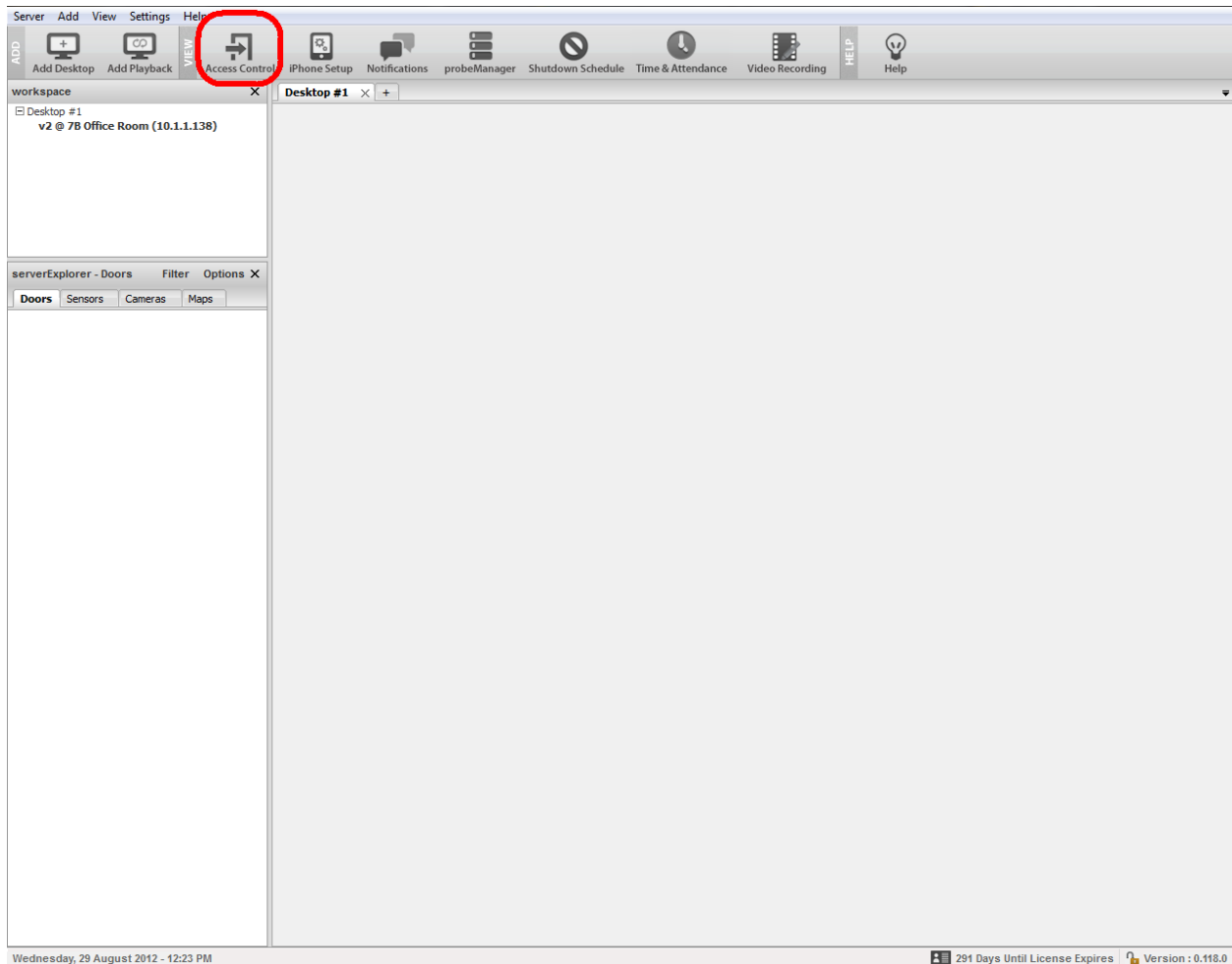
This manual is meant to provide the user with a step by step guide on how to configure and set up their DCU. It utilizes screen shots in an effort to make things simpler for the user to follow. It is split up into sections that form "mini tutorials". These cover the basic set up and common configurations 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 support@akcp.com 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.



Server Add View Settings Help

ADD + Add Desktop Add Playback VIEW Access Control iPhone Setup Notifications probeManager Shutdown Schedule Time & Attendance Video Recording HELP

workspace x Access Control x Desktop #1 +

Desktop #1
v2 @ 7B Office Room (10.1.1.138)

New Group New User New Schedule Options

Groups Users Time Schedules Access Logs Synchronize

serverExplorer - Doors Filter Options x

Doors Sensors Cameras Maps

ABC

Administrator
Administrators
Marketing
Regular Employee
Sales

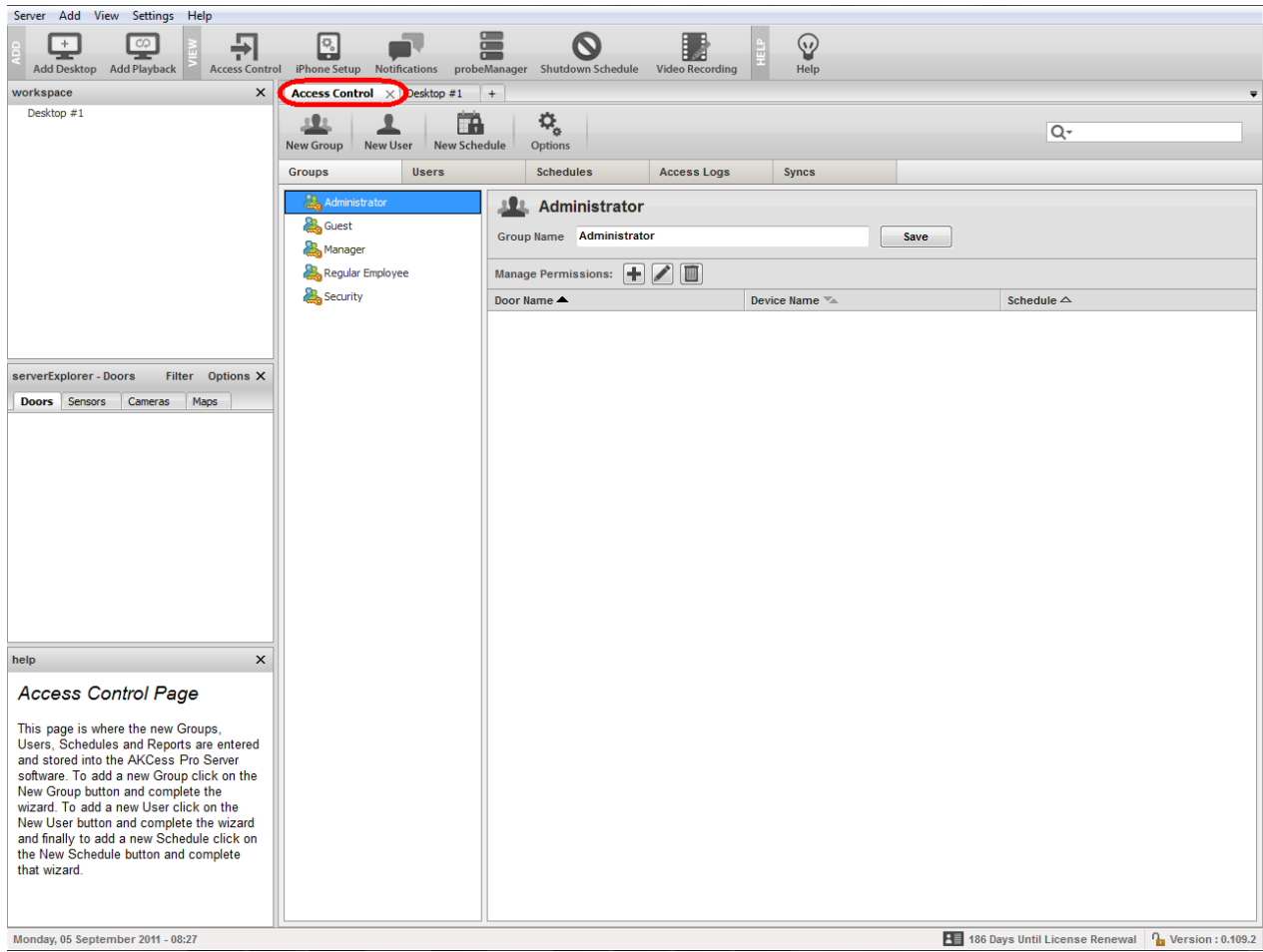
ABC

Group Name: ABC Work Shift: (None) Save

Manage Permissions: + -

Door Name Host Schedule

Wednesday, 29 August 2012 - 12:30 PM 291 Days Until License Expires Version : 0.118.0



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

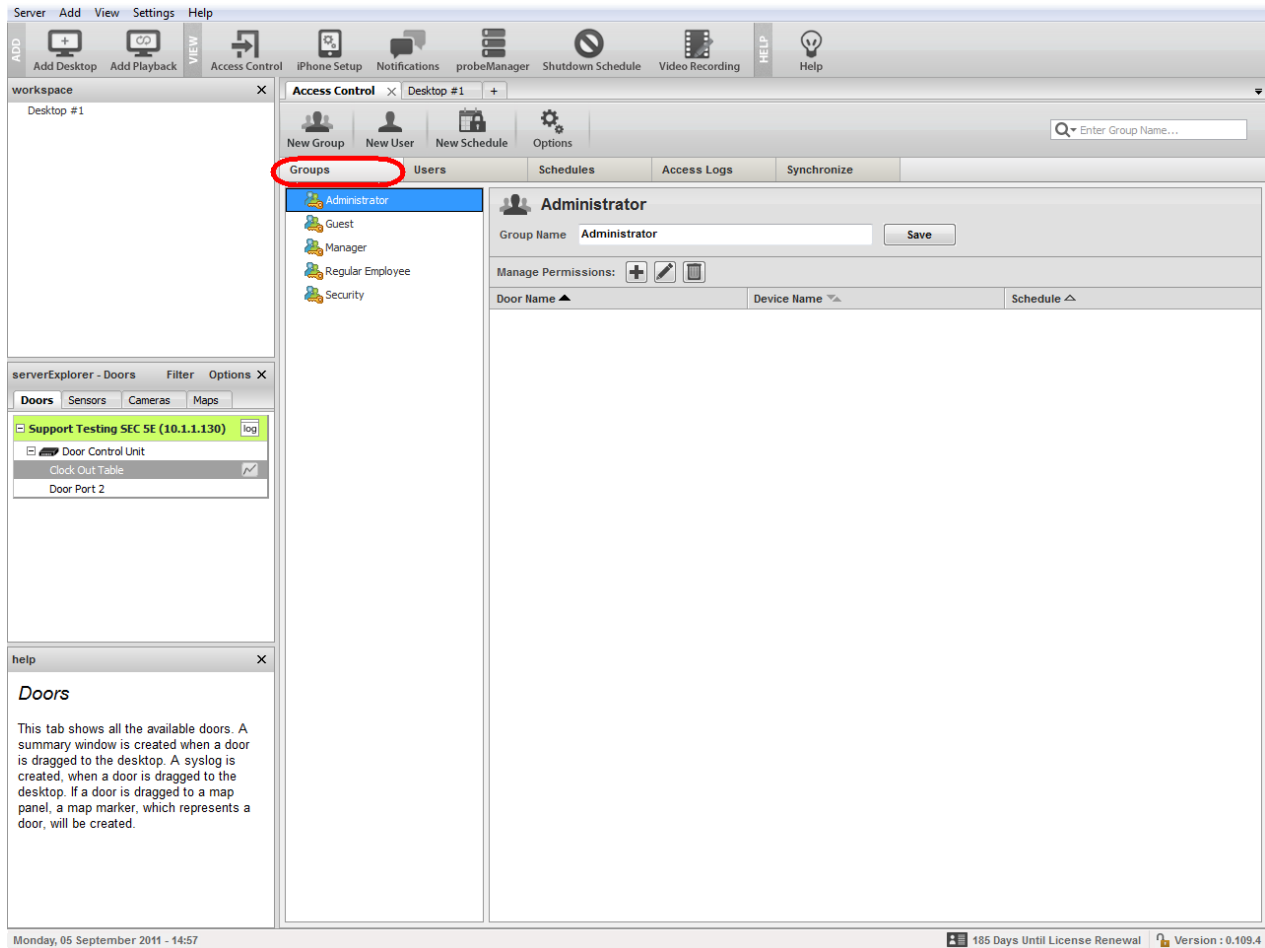
B) Access Control Page Overview

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.

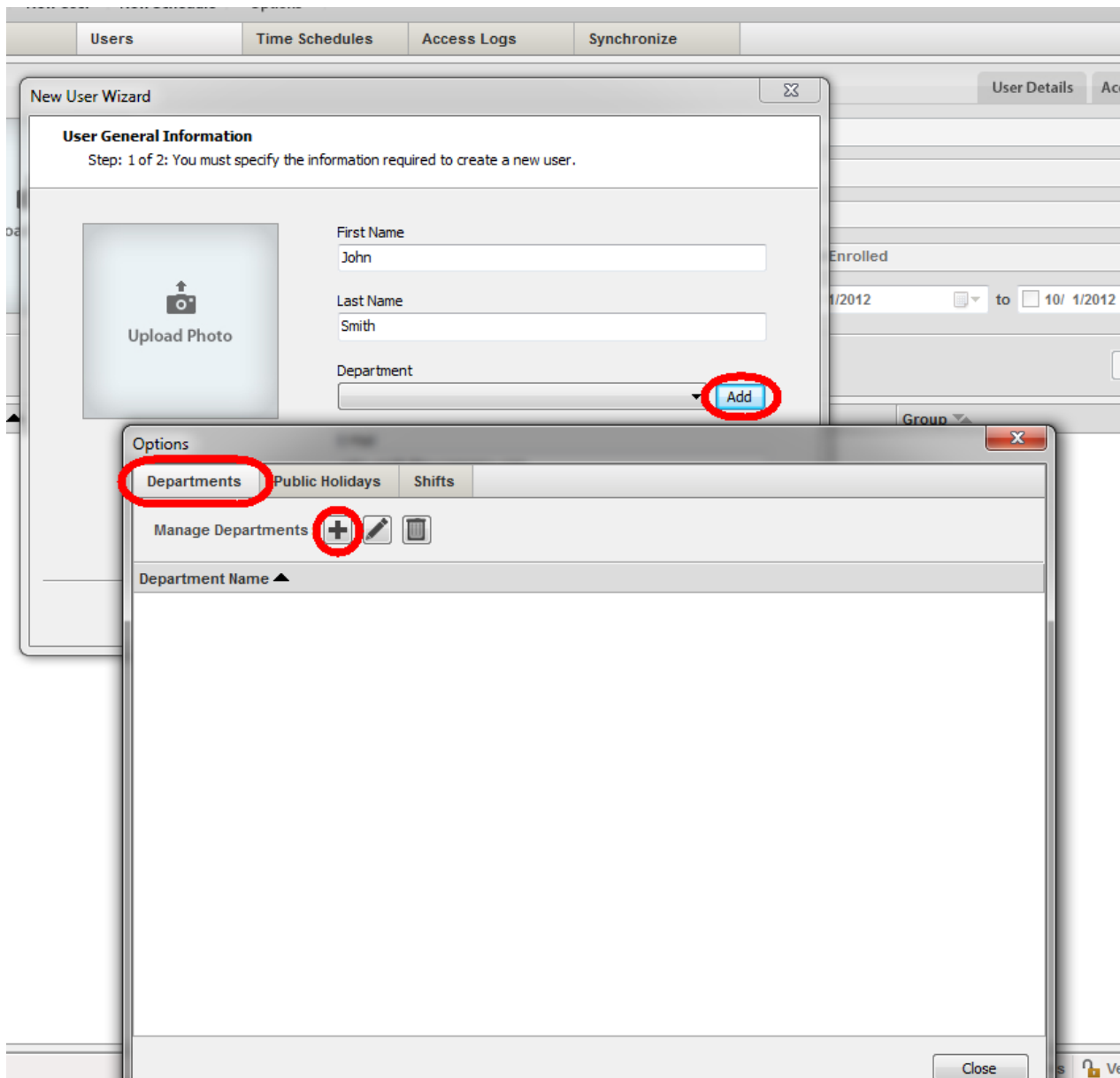


Our first tab in the Access Control section is Groups. If we click on the Groups tab we can see in the screen shot above we have a list of the existing groups that by default are already setup in the system. We can use these pre-set groups or we can create our own groups using the New Group wizard. As 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

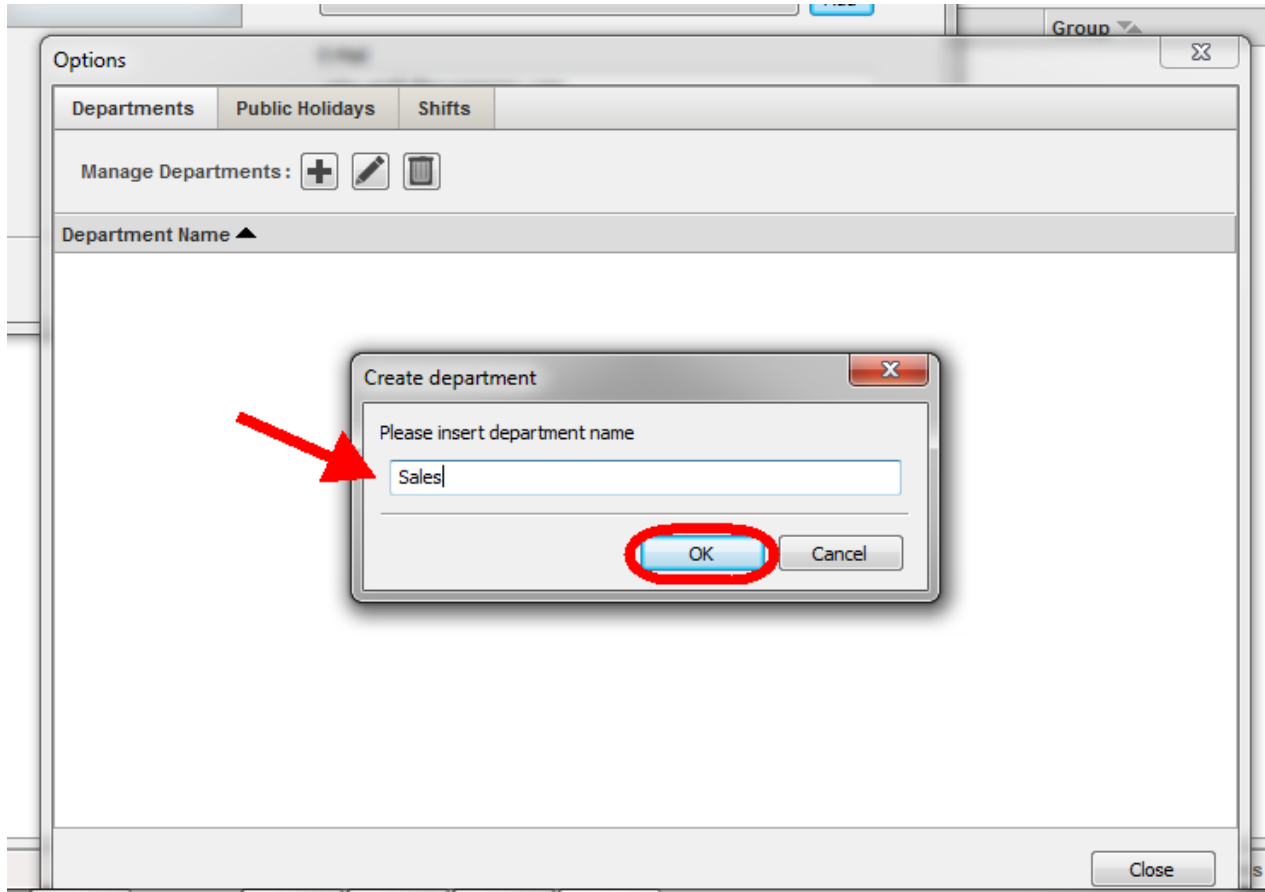
The AKCess Pro Server software allows you to setup individual system users. You can enter your users name and details, assign each user to departments, holidays for each department and other personal information such as the users picture email, telephone number etc.

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



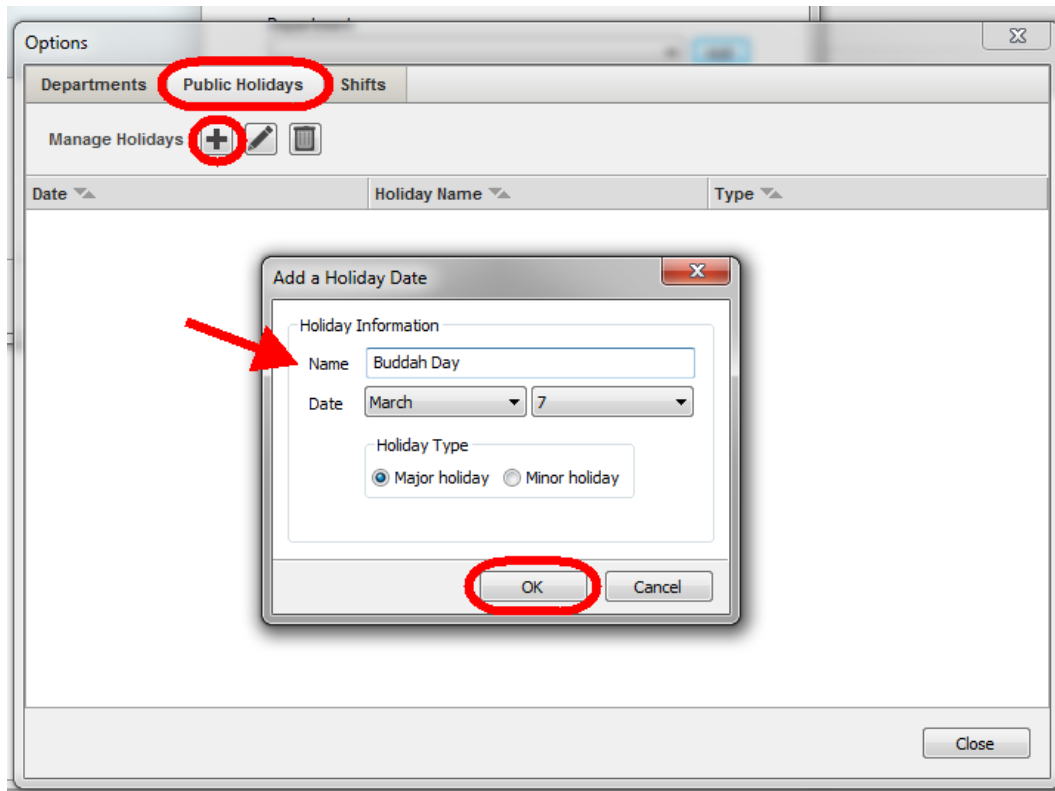
To add a new user to the AKCess Pro Server software you will first click on the Users tab as shown above, then click on the New User button which will launch the new user wizard. After entering our users first and last name we can add a department to add our user to. First we click on the Add button,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

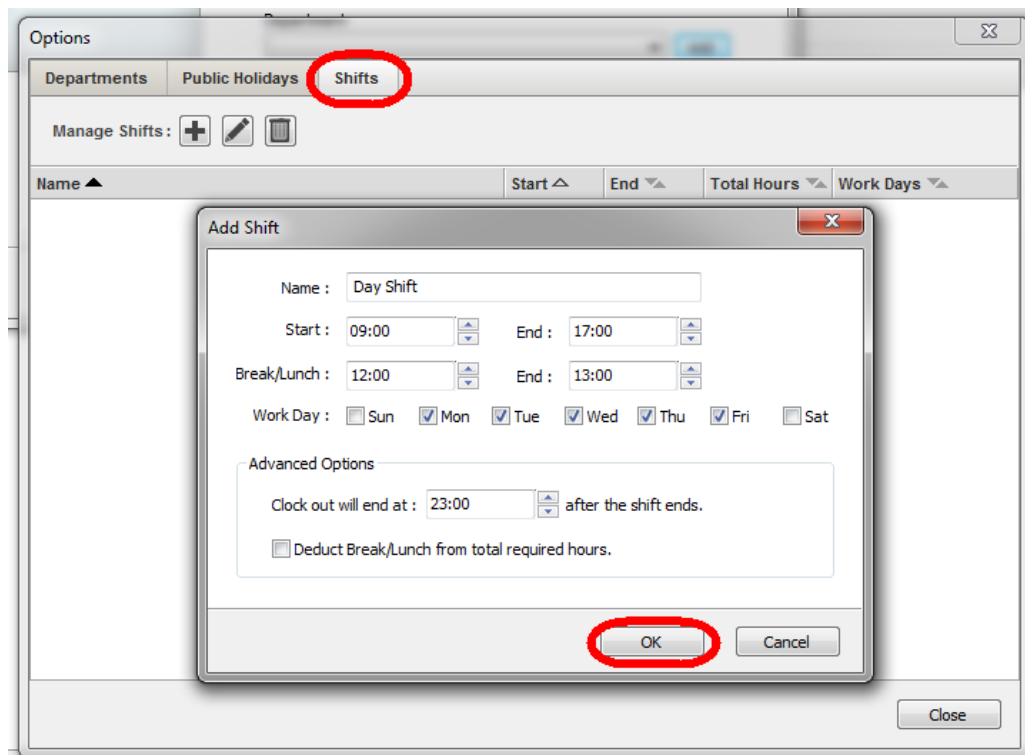


As you can see in the screen shot above after clicking on the + button we can add our new Department Name then click the OK button.

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.



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



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

The screenshot shows the 'New User Wizard' dialog box with the title bar 'New User Wizard' and a close button. The main content area is titled 'User General Information' and includes the instruction 'Step: 1 of 2: You must specify the information required to create a new user.' On the left, there is a placeholder for a photo with an 'Upload Photo' button. On the right, there are input fields for 'First Name' (John), 'Last Name' (Smith), 'Department' (Sales), 'E-Mail' (john.smith@mycompany.com), 'Telephone' (222-2222), and 'Ext' (34). The 'Department' field is a dropdown menu with an 'Add' button. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red circle.

Field	Value
First Name	John
Last Name	Smith
Department	Sales
E-Mail	john.smith@mycompany.com
Telephone	222-2222
Ext	34

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.

New User Wizard

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
Not Enrolled

PIN 4 digit Re-enter Pin

Validation Start

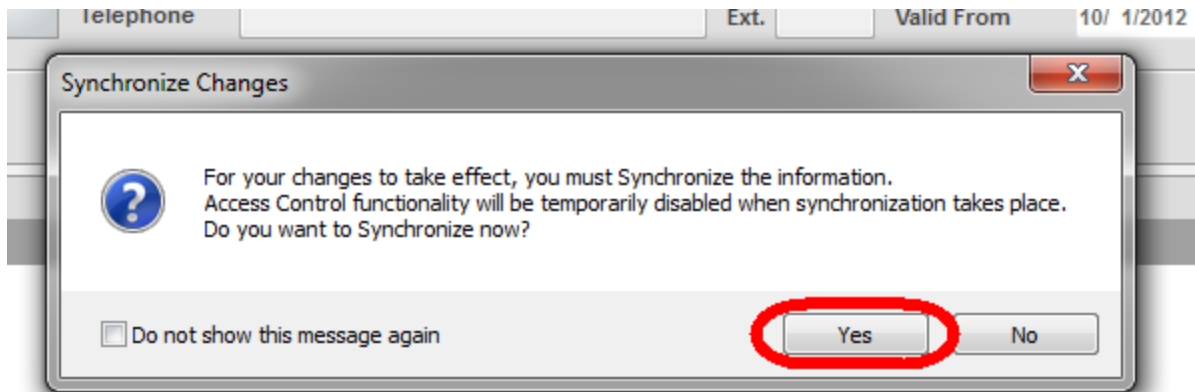
Validation End

< Back **Finish** Cancel

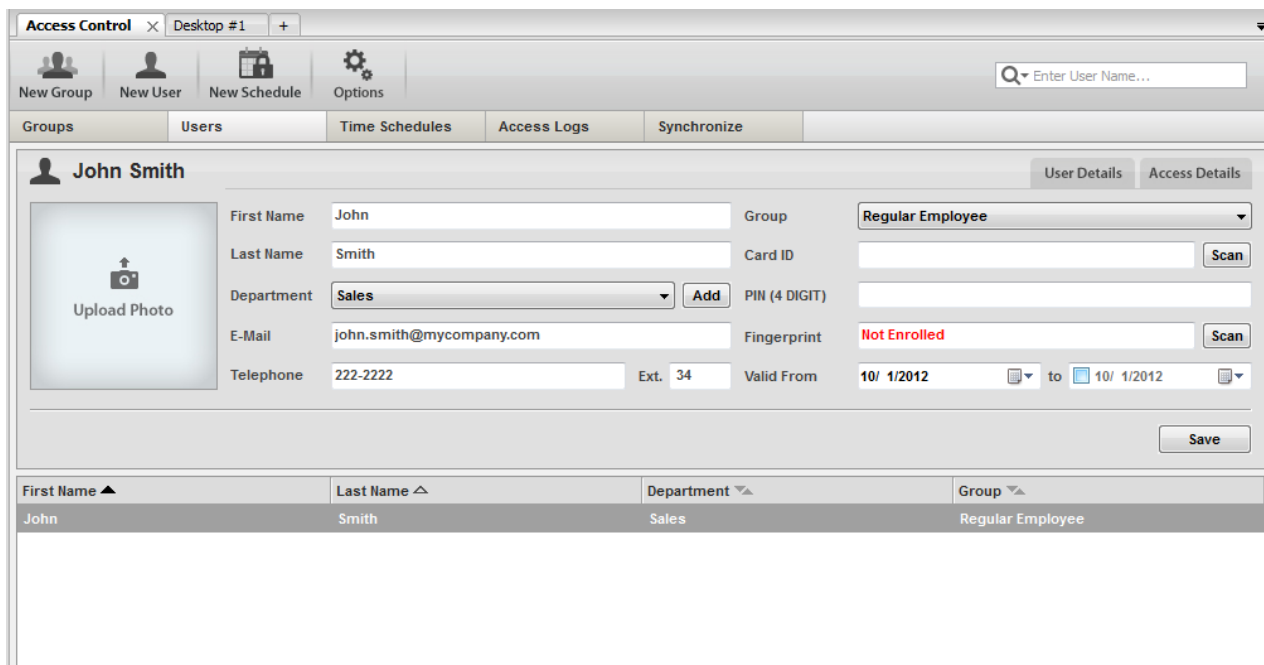
In the next screen of your new user wizard you will choose your group that this new user will belong to from the "Group" drop down list as shown above.

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.

Note: 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.



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.



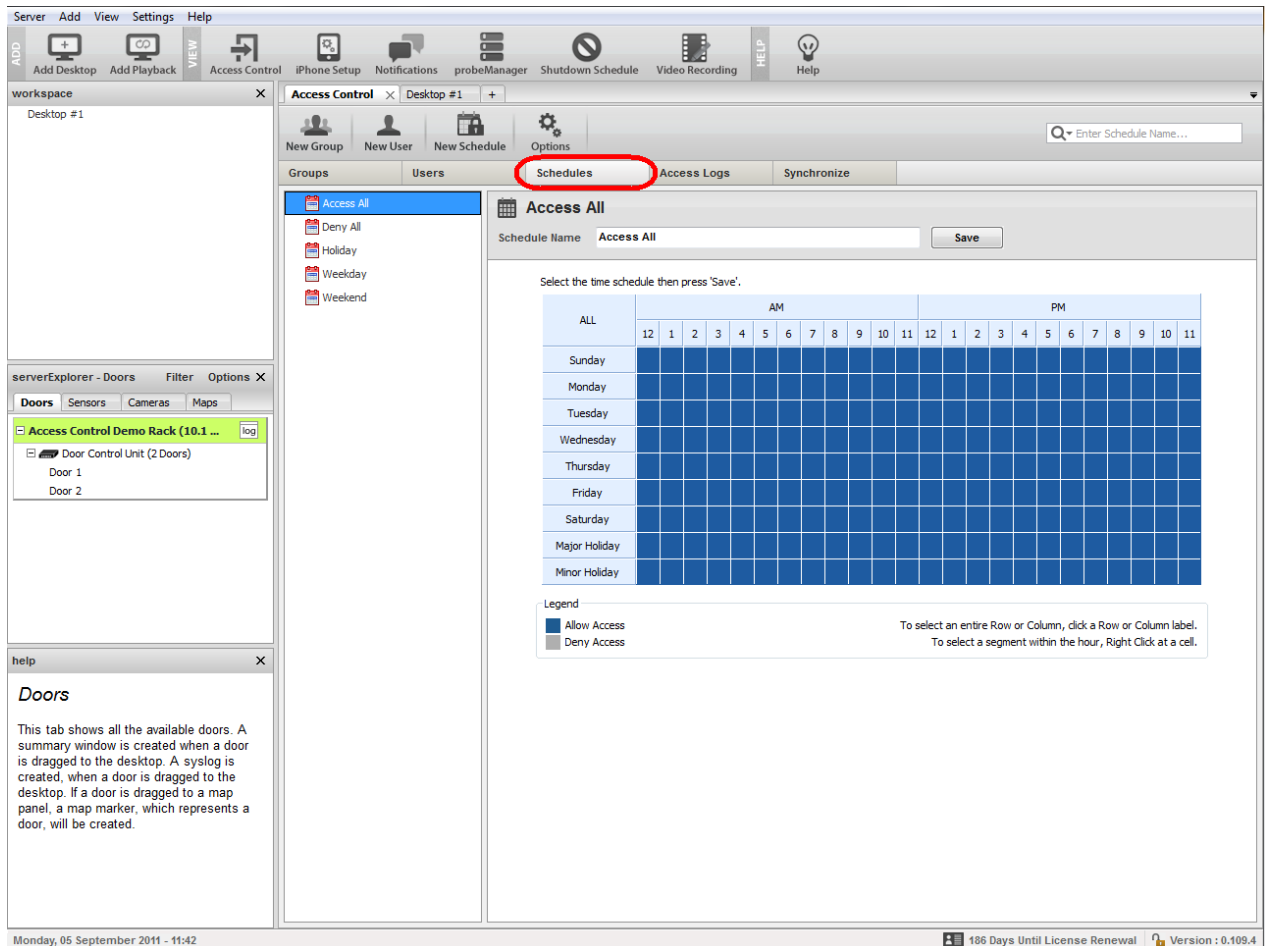
First Name ▲	Last Name ▲	Department ▼▲	Group ▼▲
John	Smith	Sales	Regular Employee

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

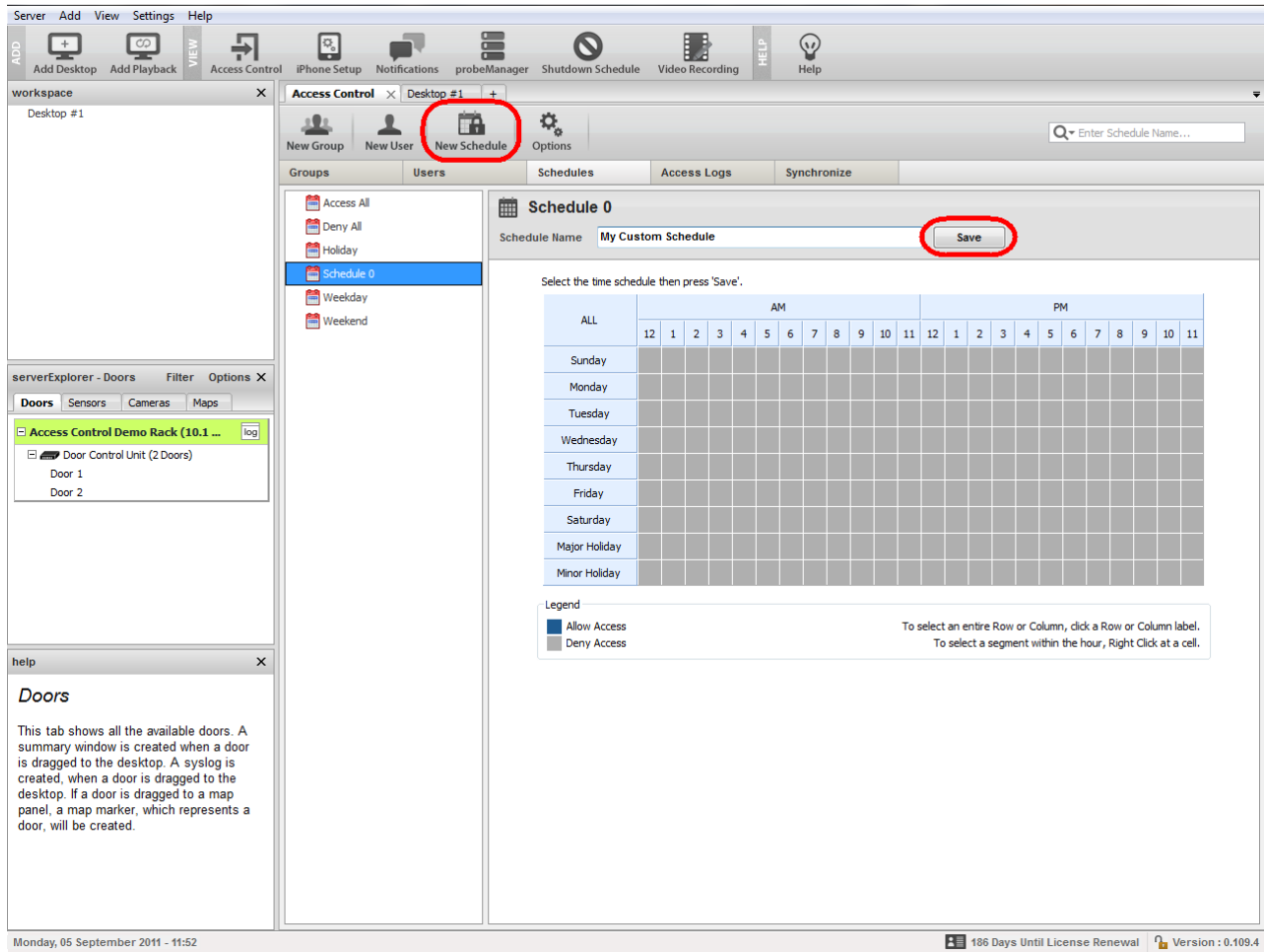
In the next section beginning on the following page, we will cover the AKCess Pro Server Access Control Schedules.

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.

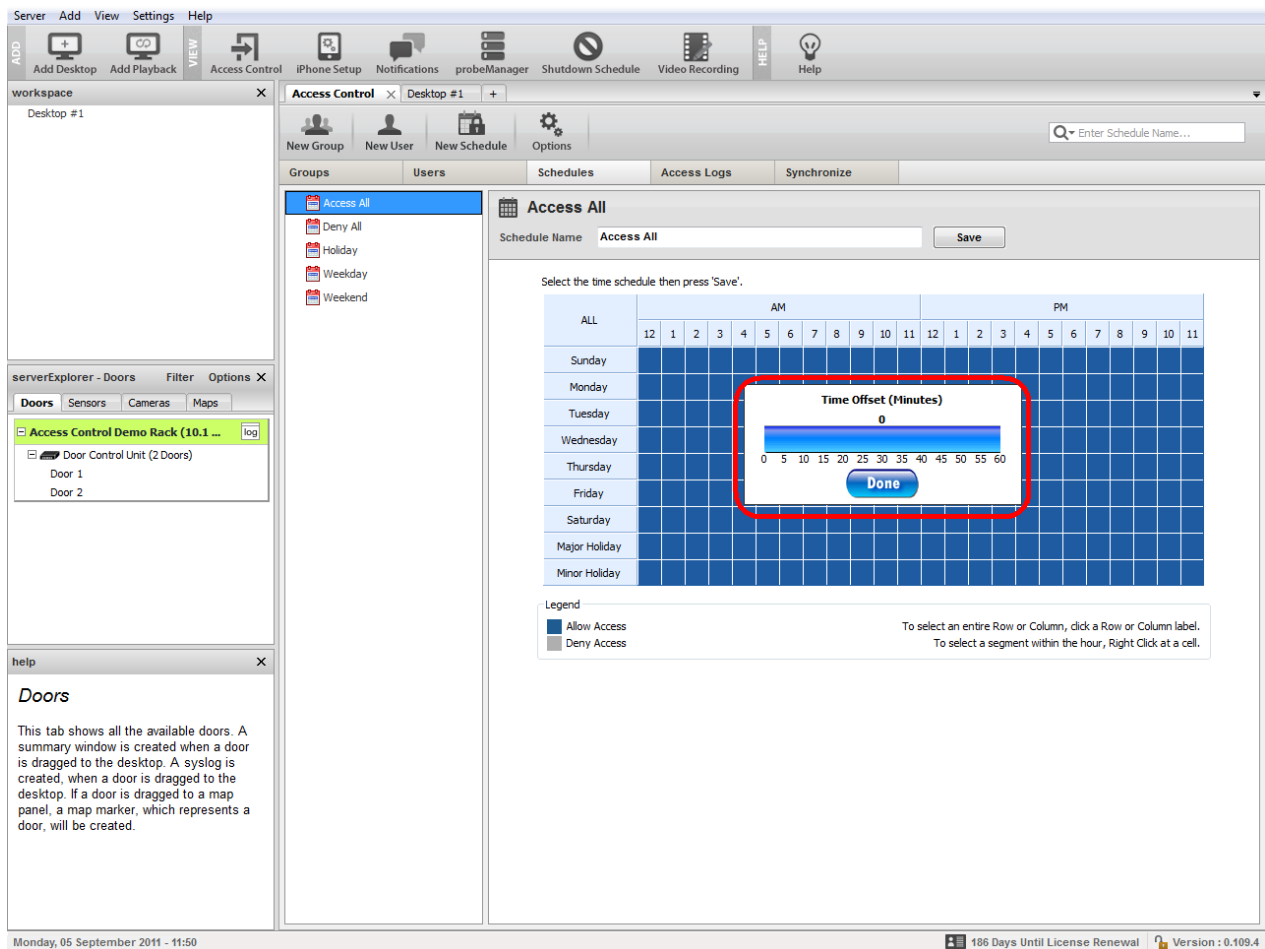


The screenshot shows the AKCess Pro Server interface. The top menu bar includes 'Server', 'Add', 'View', 'Settings', and 'Help'. The toolbar contains icons for 'Add Desktop', 'Add Playback', 'Access Control', 'iPhone Setup', 'Notifications', 'probeManager', 'Shutdown Schedule', 'Video Recording', and 'Help'. The workspace area is divided into several sections:

- workspace**: Contains 'Desktop #1'.
- Access Control**: Contains 'New Group', 'New User', 'New Schedule' (circled in red), and 'Options'.
- serverExplorer - Doors**: Contains 'Filter', 'Options', and a list of doors: 'Access Control Demo Rack (10.1 ...)', 'Door Control Unit (2 Doors)', 'Door 1', and 'Door 2'.
- help**: Contains the text 'Doors' and a description of the doors tab.

The 'New Schedule' wizard is open, showing the 'Schedule 0' tab. The 'Schedule Name' field is 'My Custom Schedule'. The 'Save' button is circled in red. The wizard includes a grid for selecting the time schedule, with columns for AM and PM, and rows for days of the week. A legend indicates that blue cells represent 'Allow Access' and grey cells represent 'Deny Access'.

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

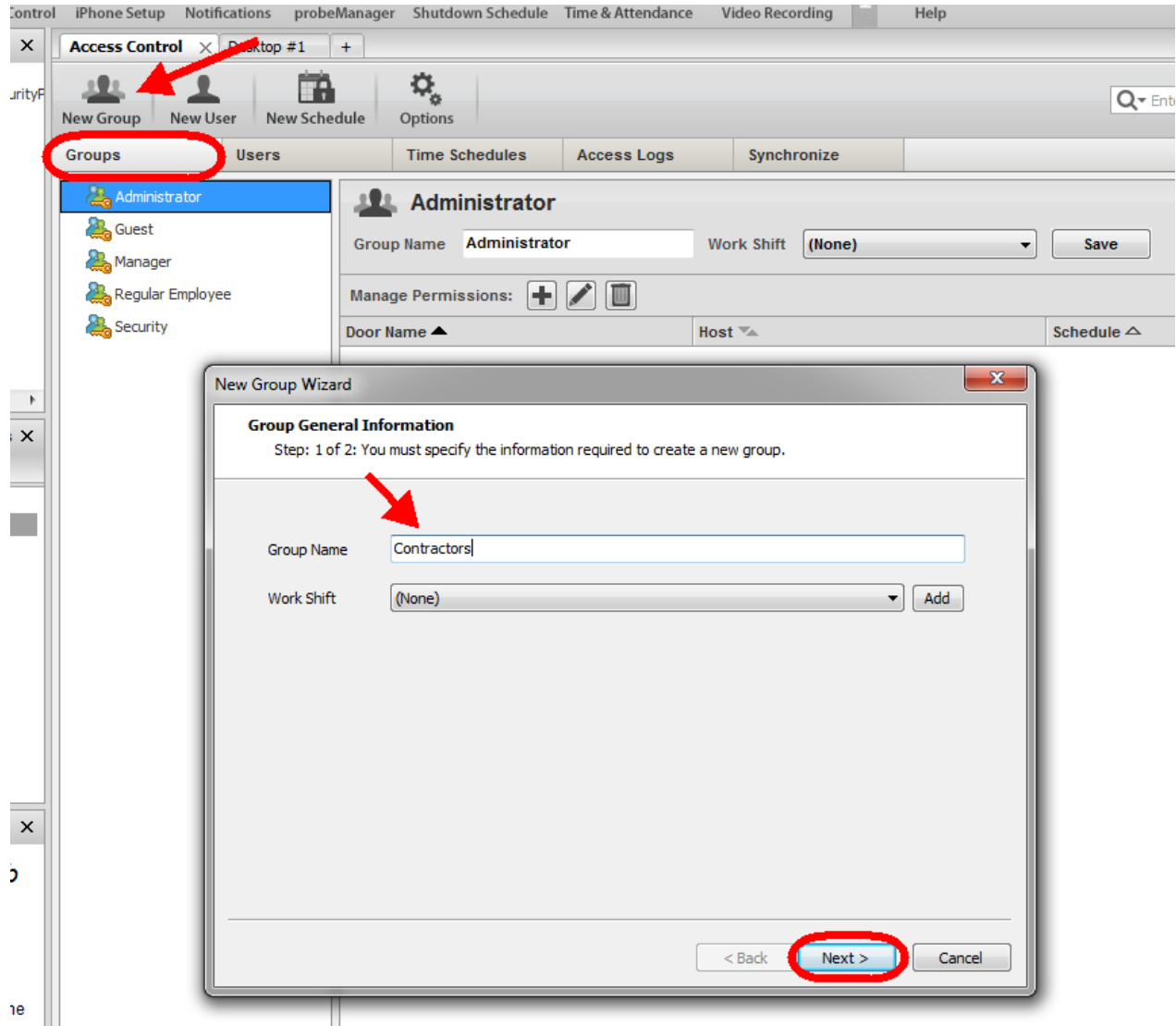


The screenshot displays the AKCess Pro Server interface. On the left, the 'serverExplorer - Doors' panel shows a tree view with 'Access Control Demo Rack (10.1 ...)' expanded, revealing 'Door Control Unit (2 Doors)' with 'Door 1' and 'Door 2'. Below this is a 'help' tab with a 'Doors' section explaining that this tab shows all available doors and how summary windows are created. The main area is titled 'Access Control' and shows a 'Desktop #1' workspace. A 'New Schedule' button is visible. The 'Access All' schedule is selected, and a 'Time Offset (Minutes)' dialog box is open, showing a slider from 0 to 60 minutes. The dialog box is highlighted with a red rectangle. The background shows a grid for selecting time zones (AM/PM) and days of the week. A legend at the bottom indicates that blue squares represent 'Allow Access' and grey squares represent 'Deny Access'. The status bar at the bottom shows 'Monday, 05 September 2011 - 11:50', '186 Days Until License Renewal', and 'Version : 0.109.4'.

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.

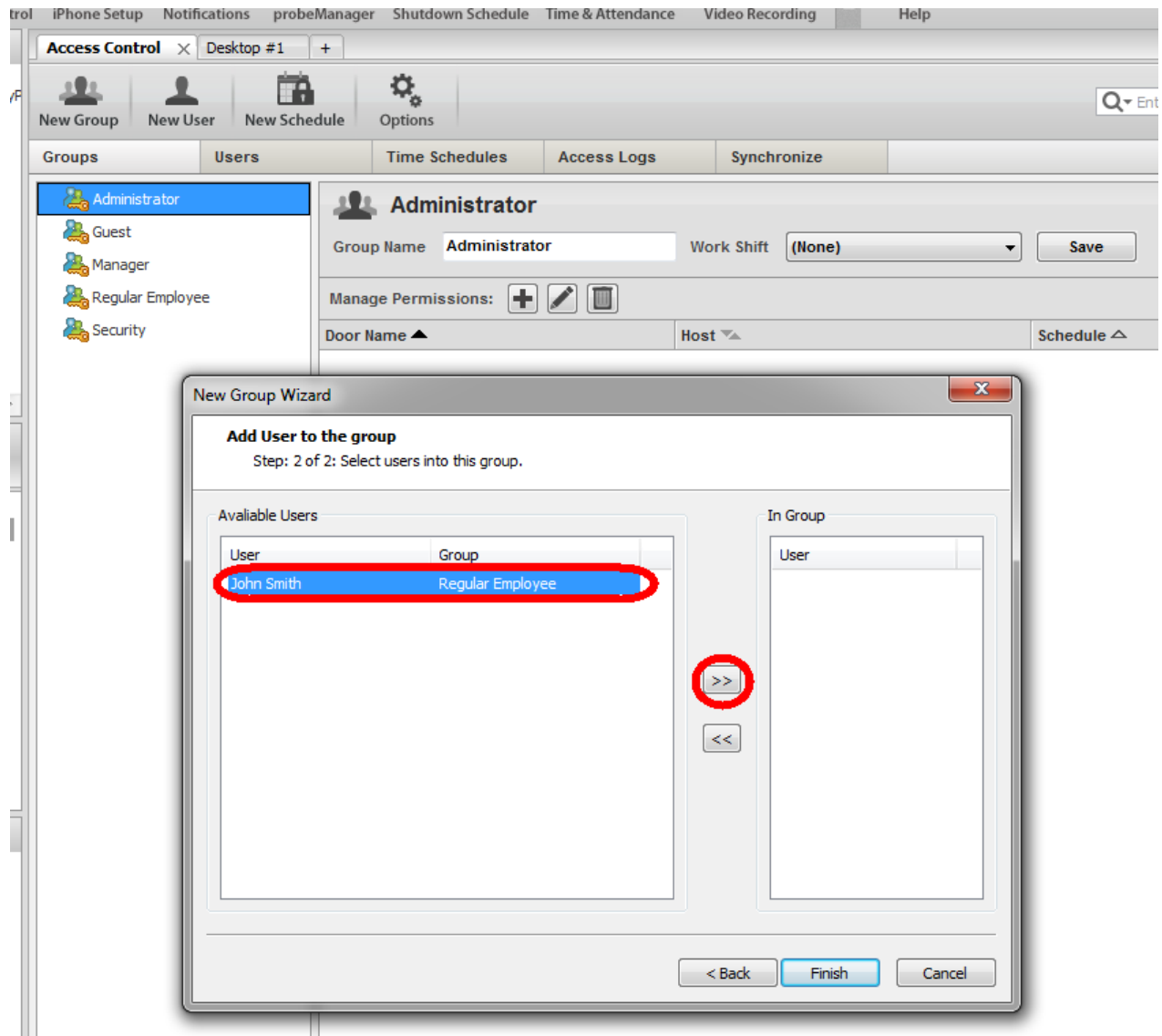
F) Access Control – New Groups



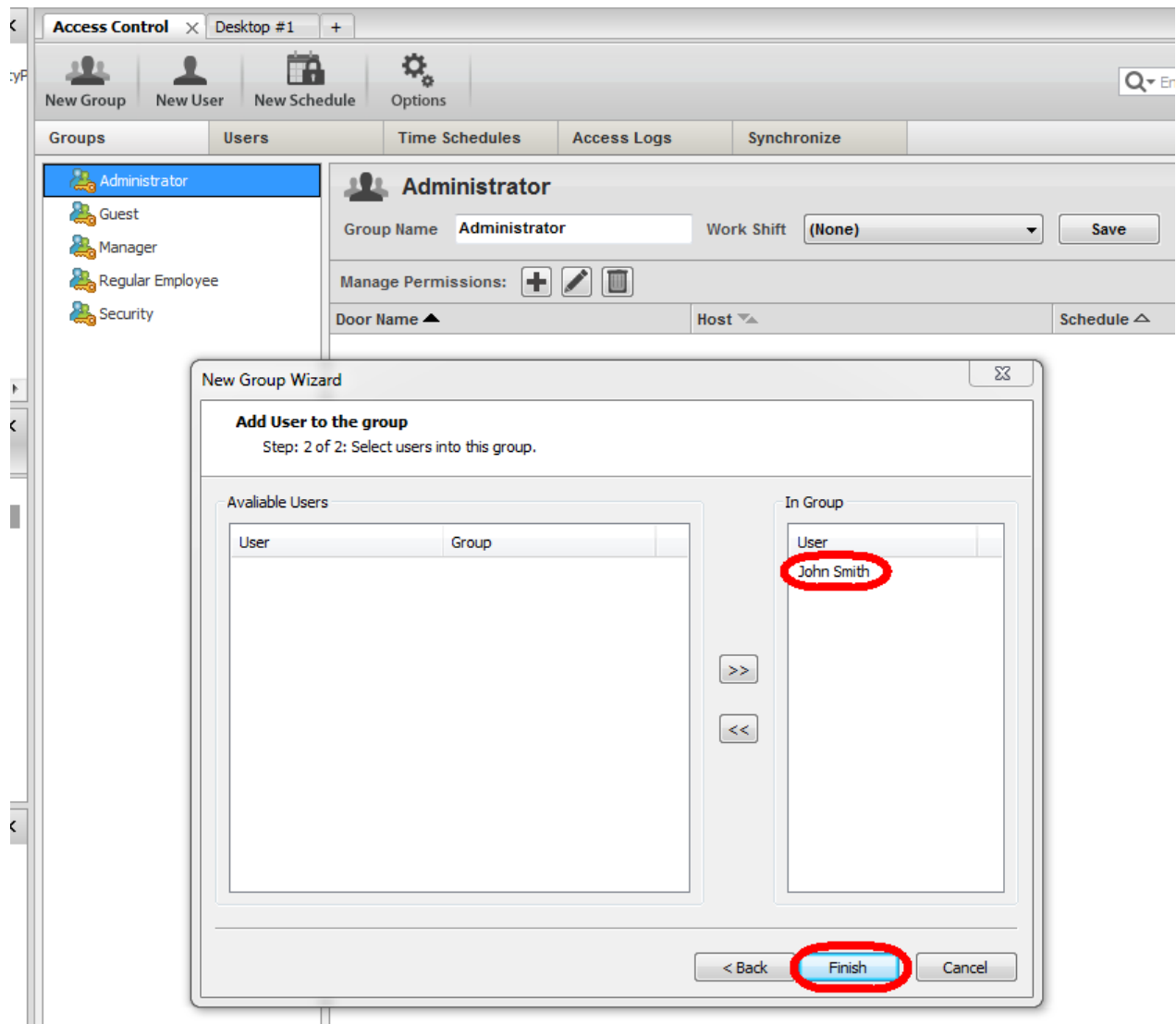
Now that you have completed adding your user and our new schedule, you can now create a new Group and also assign a user and a schedule to an existing group.

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.

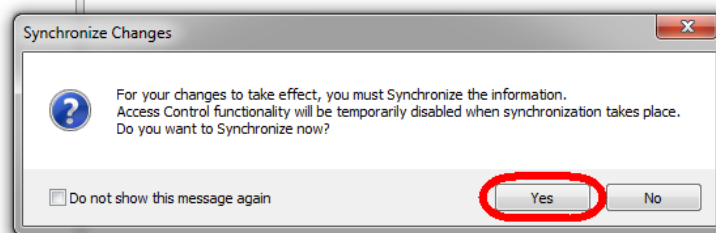
You first enter your new group name in the Group Name field then click on the Next button to continue.



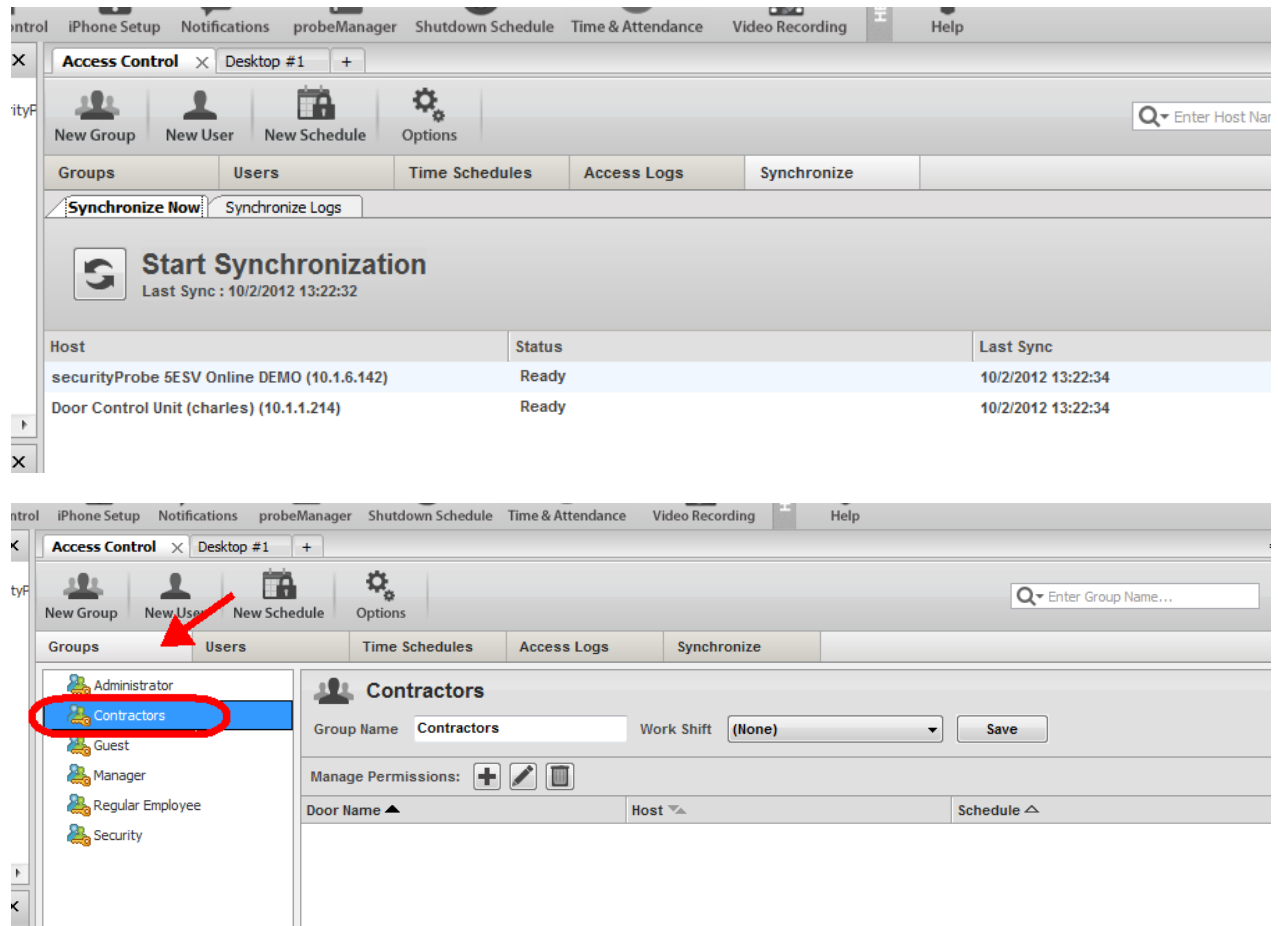
The next screen in your New Group Wizard is the list of users, so you can highlight each of the users you want to add then click on the >> button to move the users to the new group.



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.



Start Synchronization
Last Sync : 10/2/2012 13:22:32

Host	Status	Last Sync
securityProbe 5ESV Online DEMO (10.1.6.142)	Ready	10/2/2012 13:22:34
Door Control Unit (charles) (10.1.1.214)	Ready	10/2/2012 13:22:34

Groups | **Users** | **Time Schedules** | **Access Logs** | **Synchronize**

Contractors

Group Name: Work Shift:

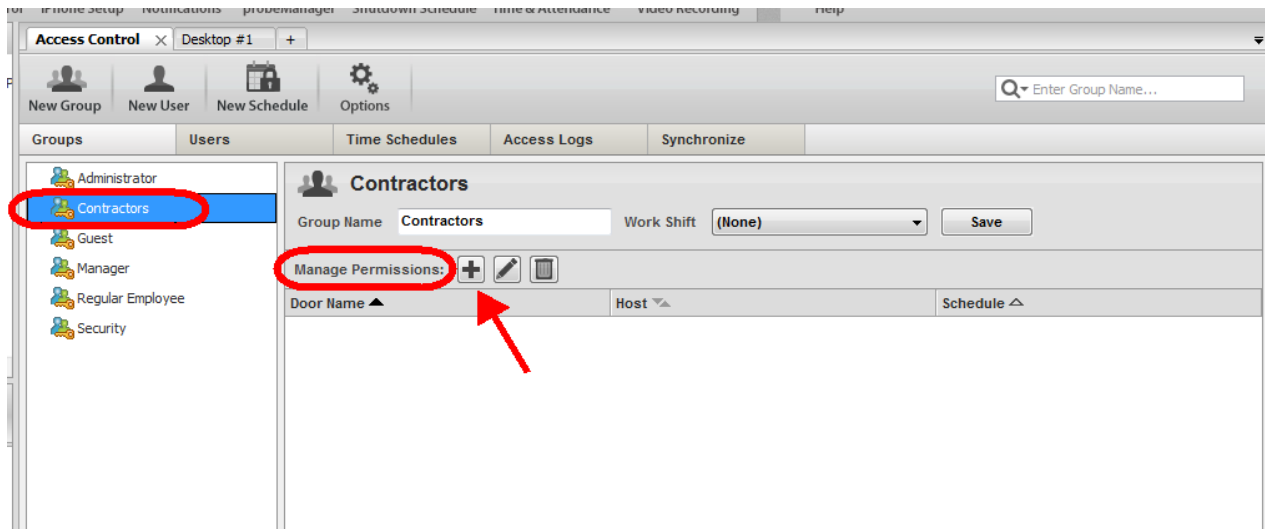
Manage Permissions:

Door Name 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.

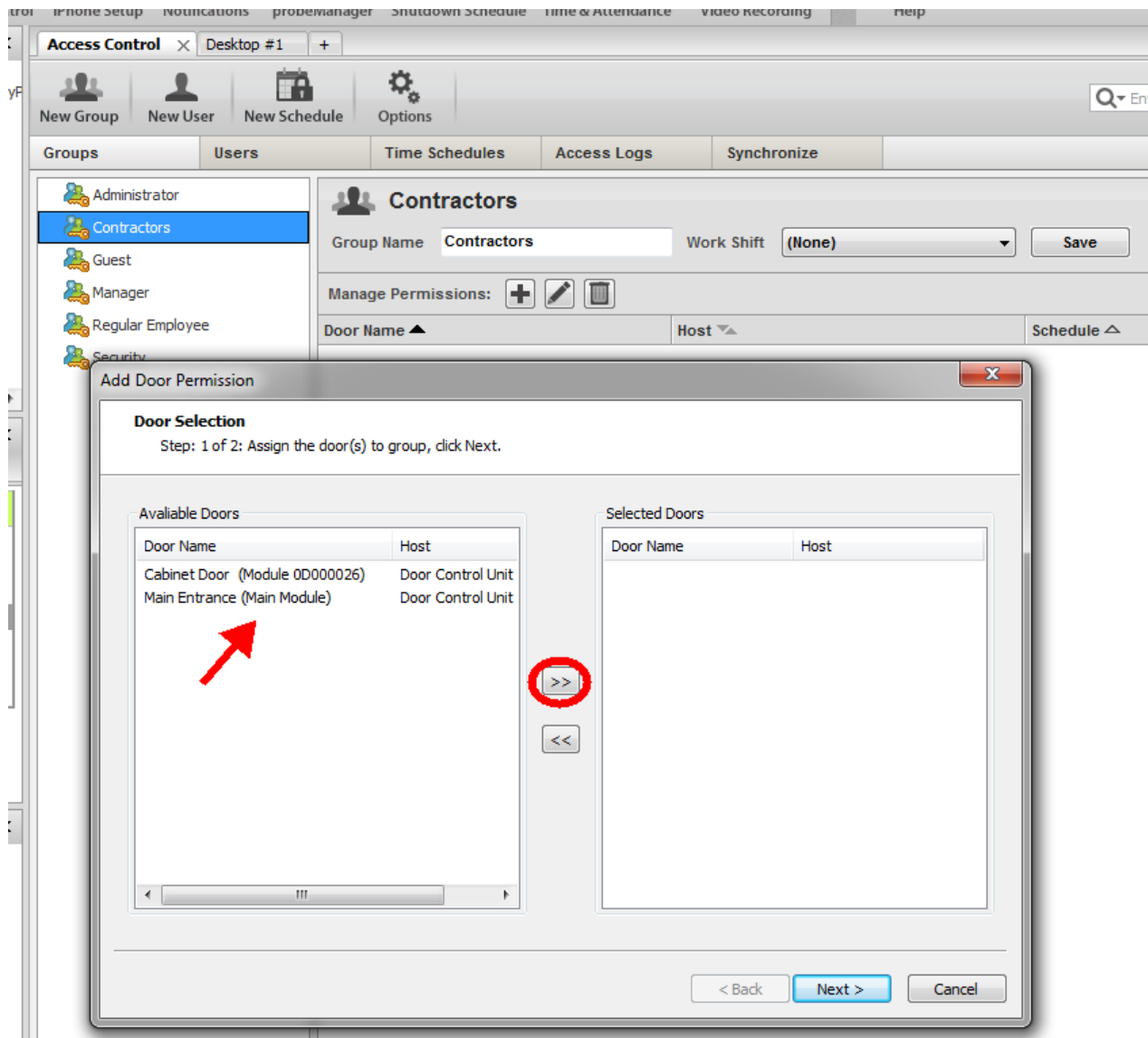
G) Access Control – Group Permissions

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.

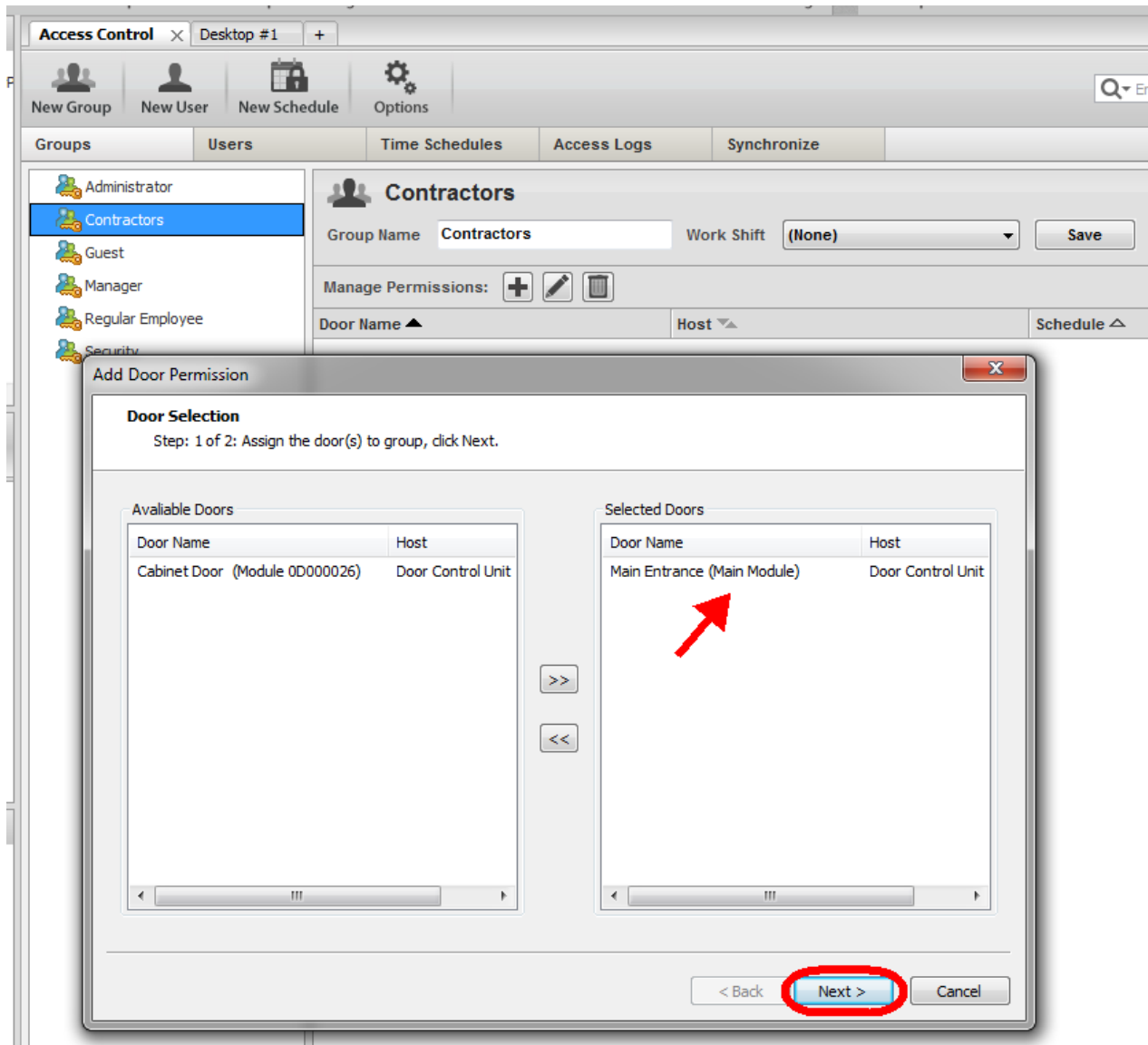


As the screen shot above shows you need to add permissions to your groups before each of our users in the system will be able to not only clock in or out using the system card readers, thumbprint readers and keypads, but also to open each of the doors in the system as well.

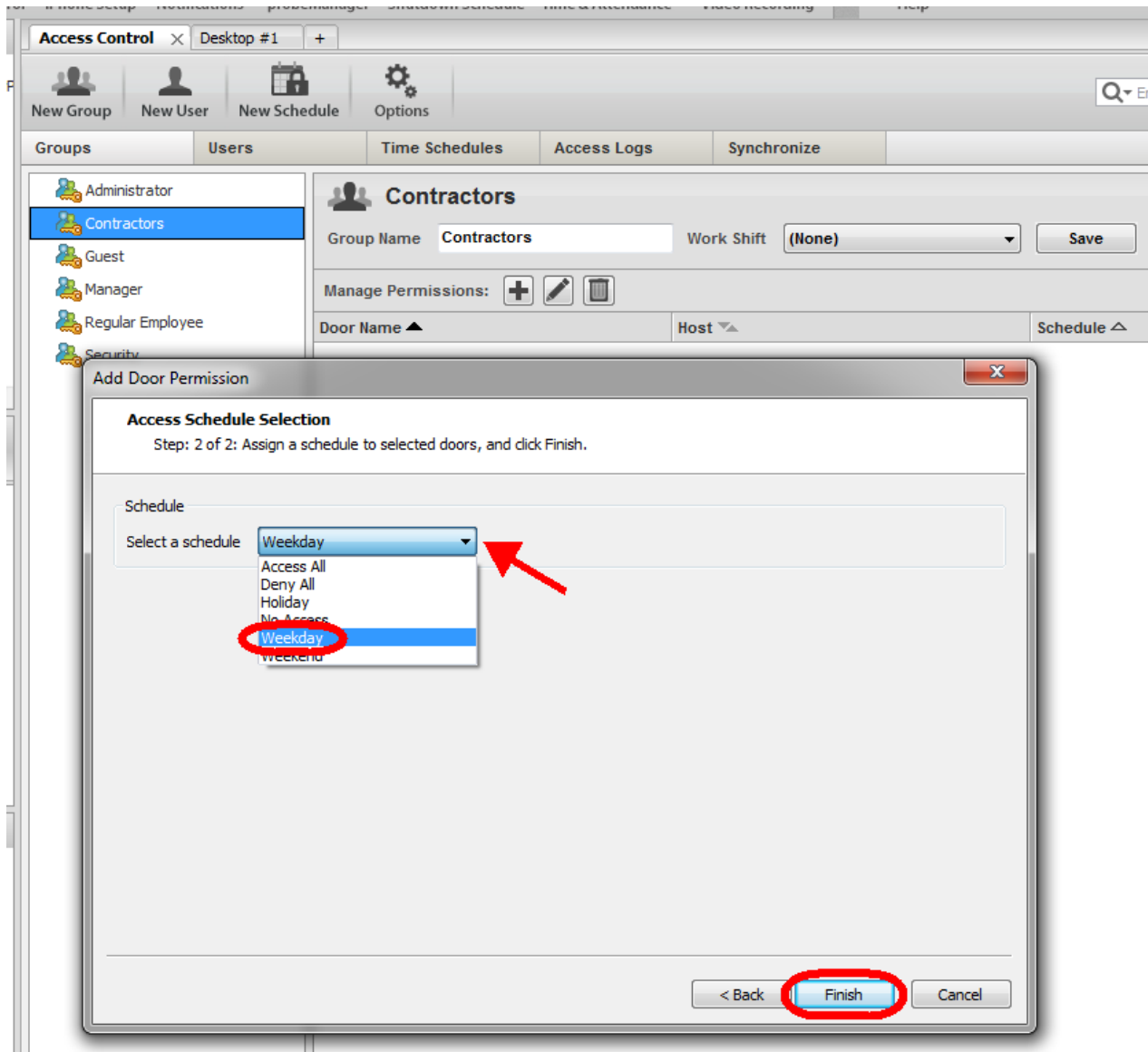
First you need to highlight the Group for which we will add our permissions to. Then you will click on the Manage Permissions + icon as shown in the screen shot above.



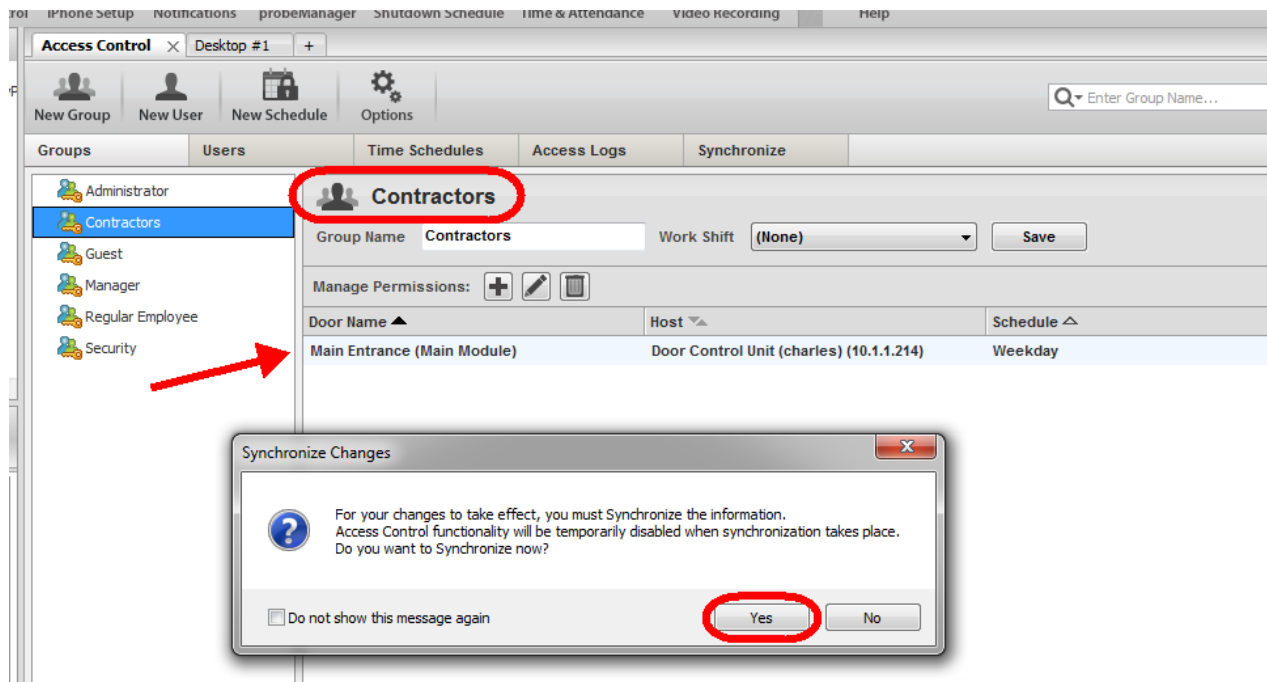
This will launch the Manage Permissions wizard which will guide you through adding permissions to the group. As the screen shot shows above we will first select the doors from the Available Doors column and click the >> button to move the to the Selected Doors column.



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.



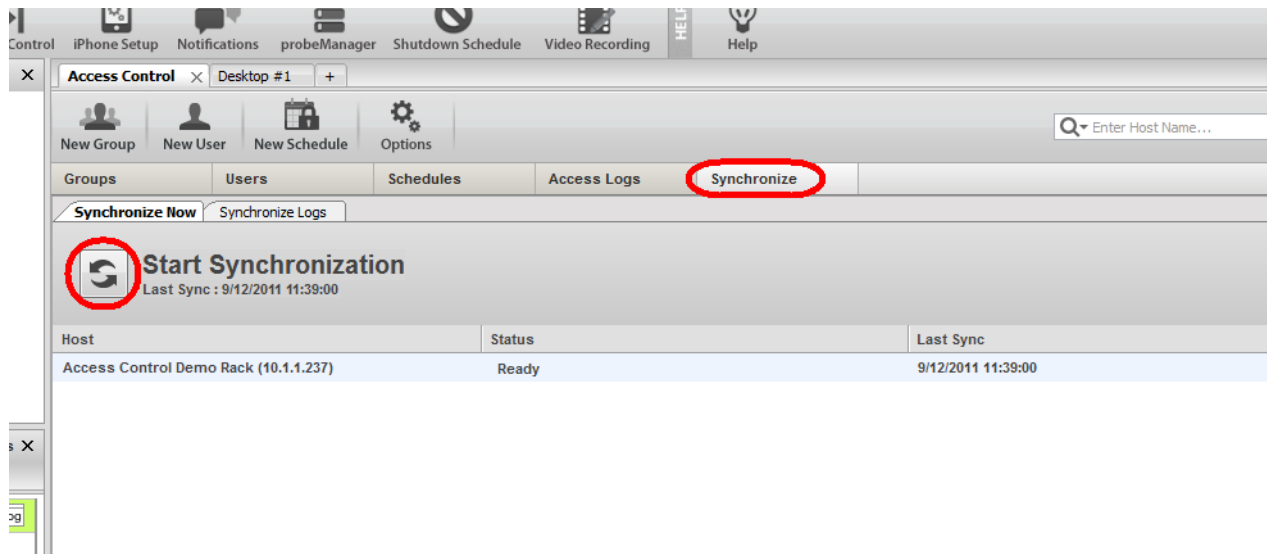
You will now choose the Schedule for the access from the drop down menu as shown in the screen shot above. And to finish the permissions wizard you click on the Finish button.



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.



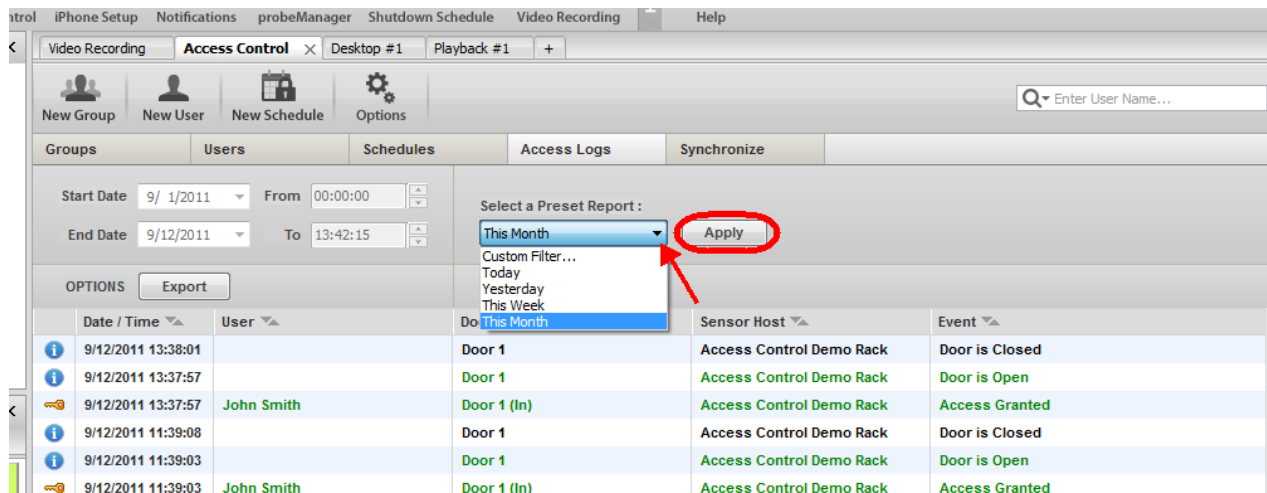
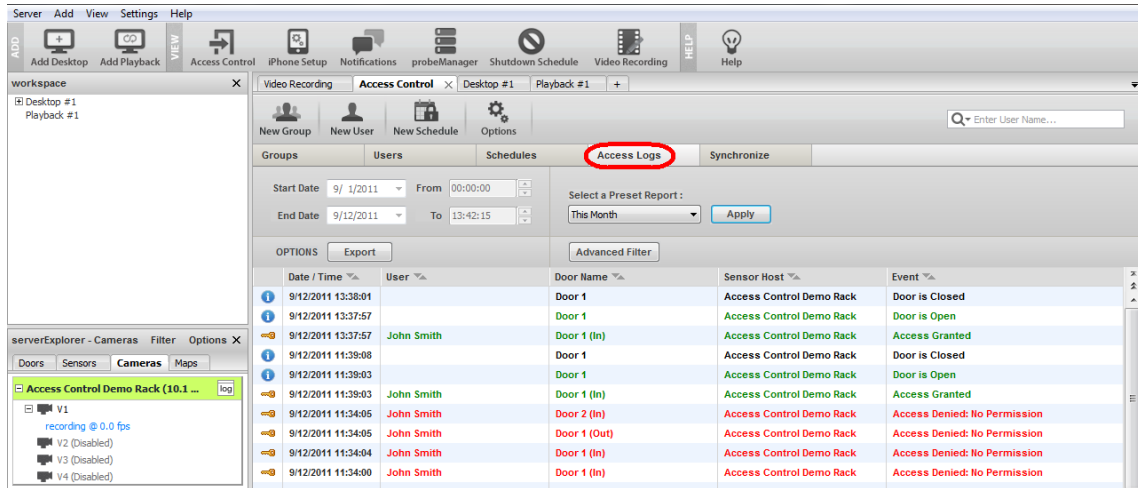
Having Trouble Opening the Doors?

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.

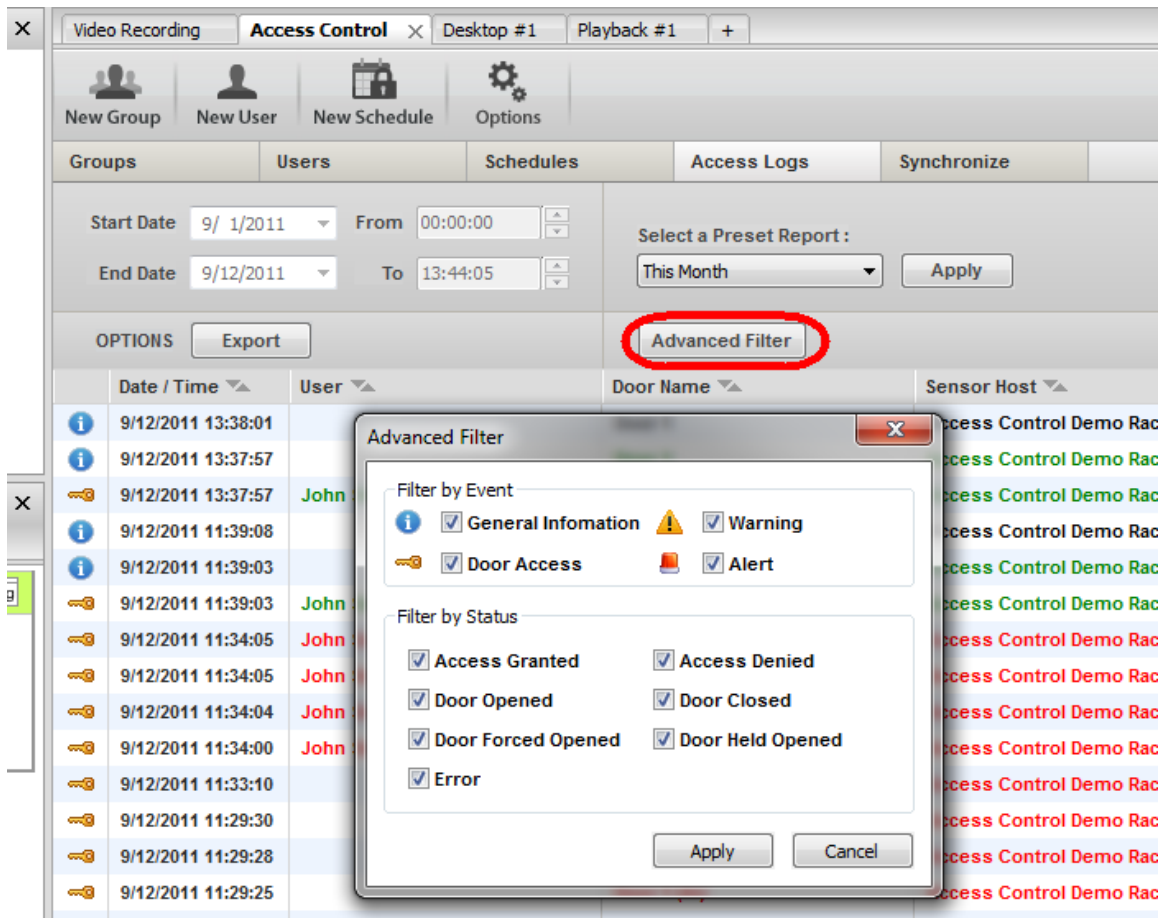
I) Access Control – Access Logs

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.

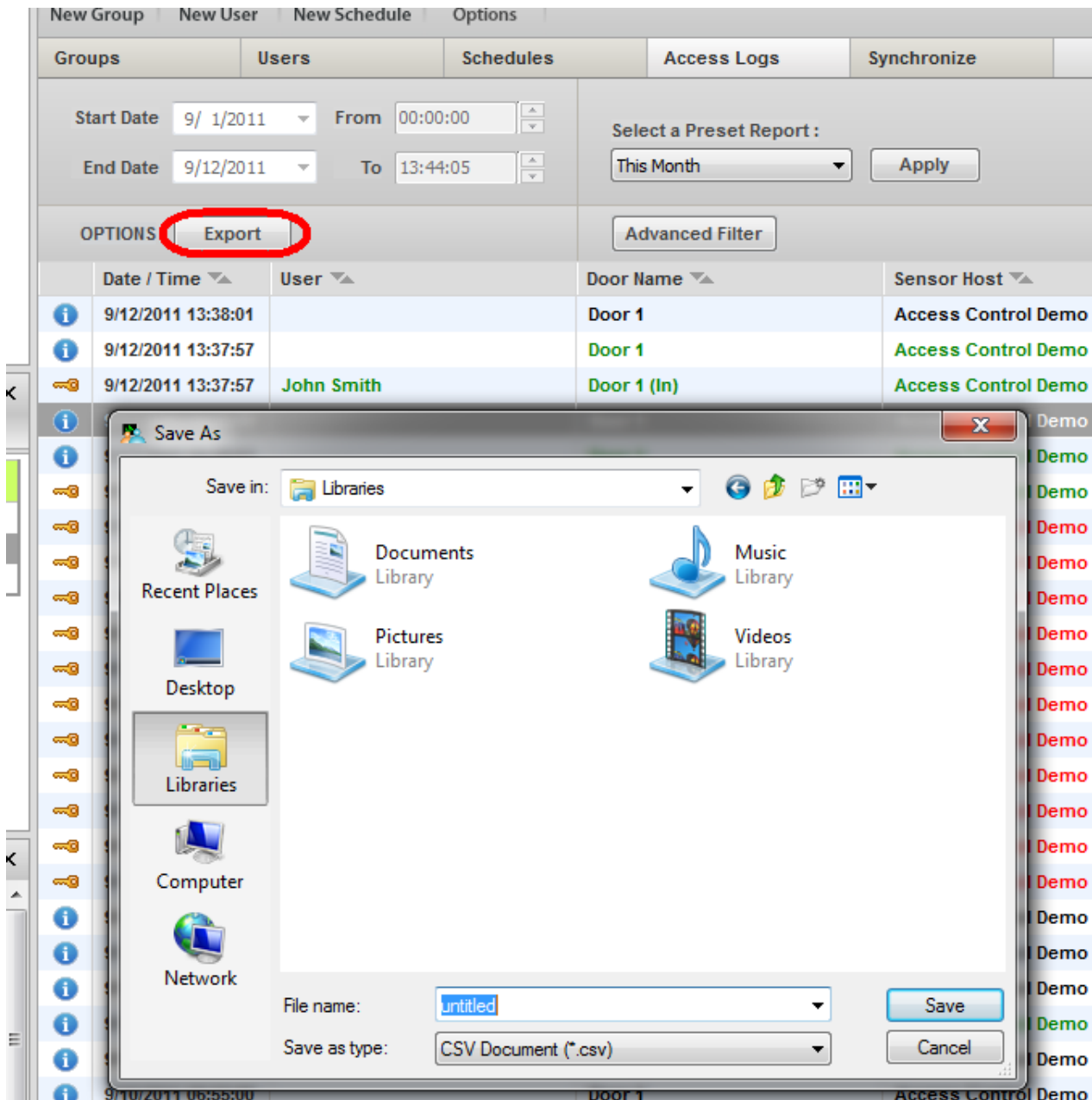


There are several filters that can be applied to the logs for viewing specific information such as the Custom Filter, sorting by Today, Yesterday, This week or This Month by choosing any one of these from the drop down list as shown in the screen shot above.

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



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.



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.

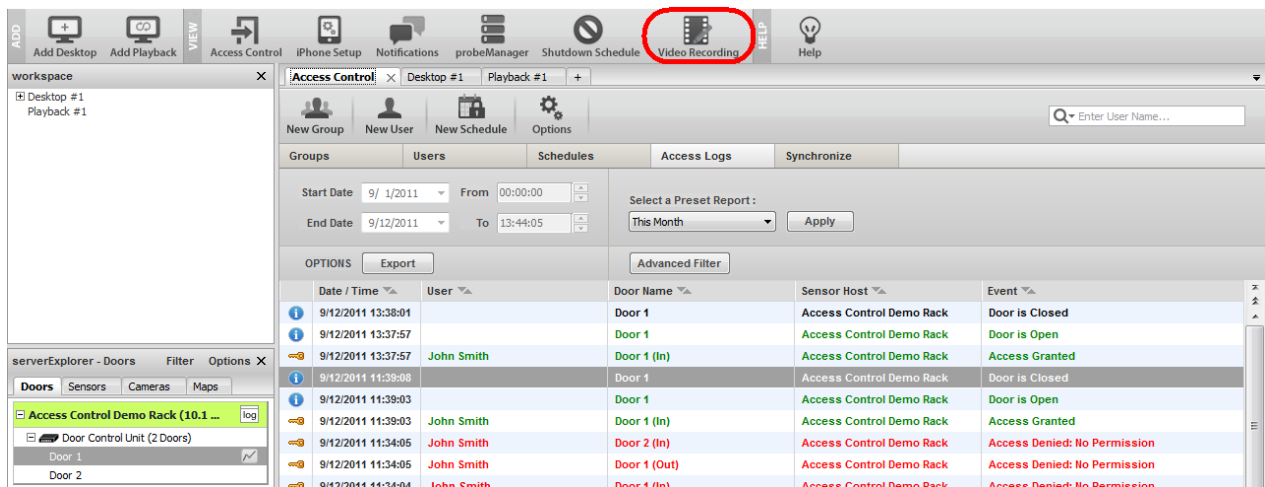
If you update the User Profile of the First person with the Second Persons name for example changing Mary to Matt. Then all of the system log's would show Matt and Mary would cease to exist. So the best thing to do, for an example is if an employee works for you temporarily is to keep that user profile 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.

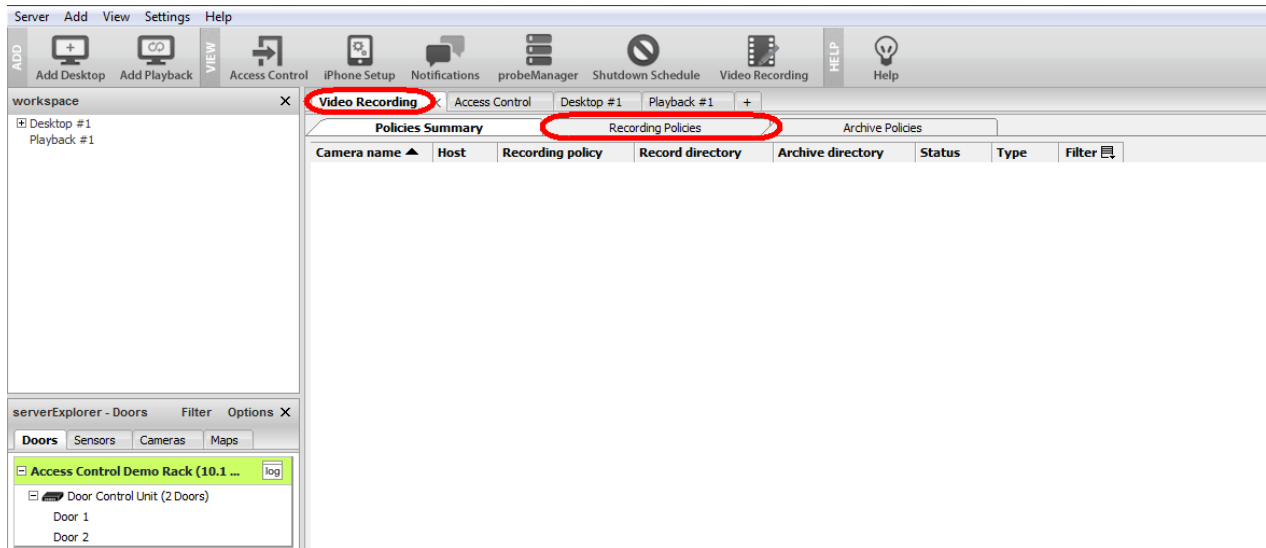
A) Setting up the Recording Policies

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.

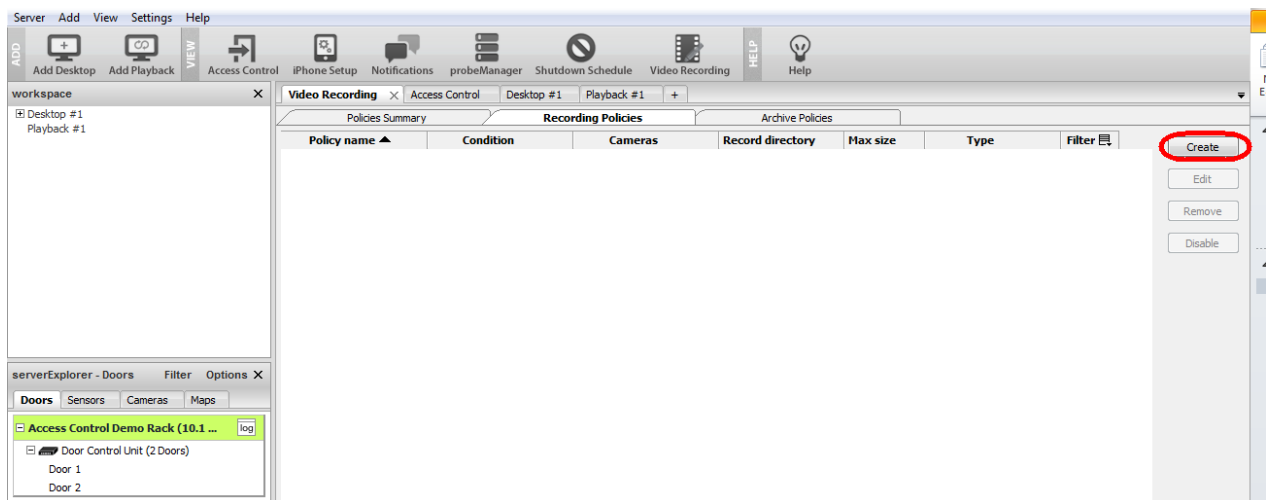


Date / Time	User	Door Name	Sensor Host	Event
9/12/2011 13:38:01		Door 1	Access Control Demo Rack	Door is Closed
9/12/2011 13:37:57		Door 1	Access Control Demo Rack	Door is Open
9/12/2011 13:37:57	John Smith	Door 1 (In)	Access Control Demo Rack	Access Granted
9/12/2011 11:39:08		Door 1	Access Control Demo Rack	Door is Closed
9/12/2011 11:39:03		Door 1	Access Control Demo Rack	Door is Open
9/12/2011 11:39:03	John Smith	Door 1 (In)	Access Control Demo Rack	Access Granted
9/12/2011 11:34:05	John Smith	Door 2 (In)	Access Control Demo Rack	Access Denied: No Permission
9/12/2011 11:34:05	John Smith	Door 1 (Out)	Access Control Demo Rack	Access Denied: No Permission
9/12/2011 11:34:04	John Smith	Door 1 (In)	Access Control Demo Rack	Access Denied: No Permission

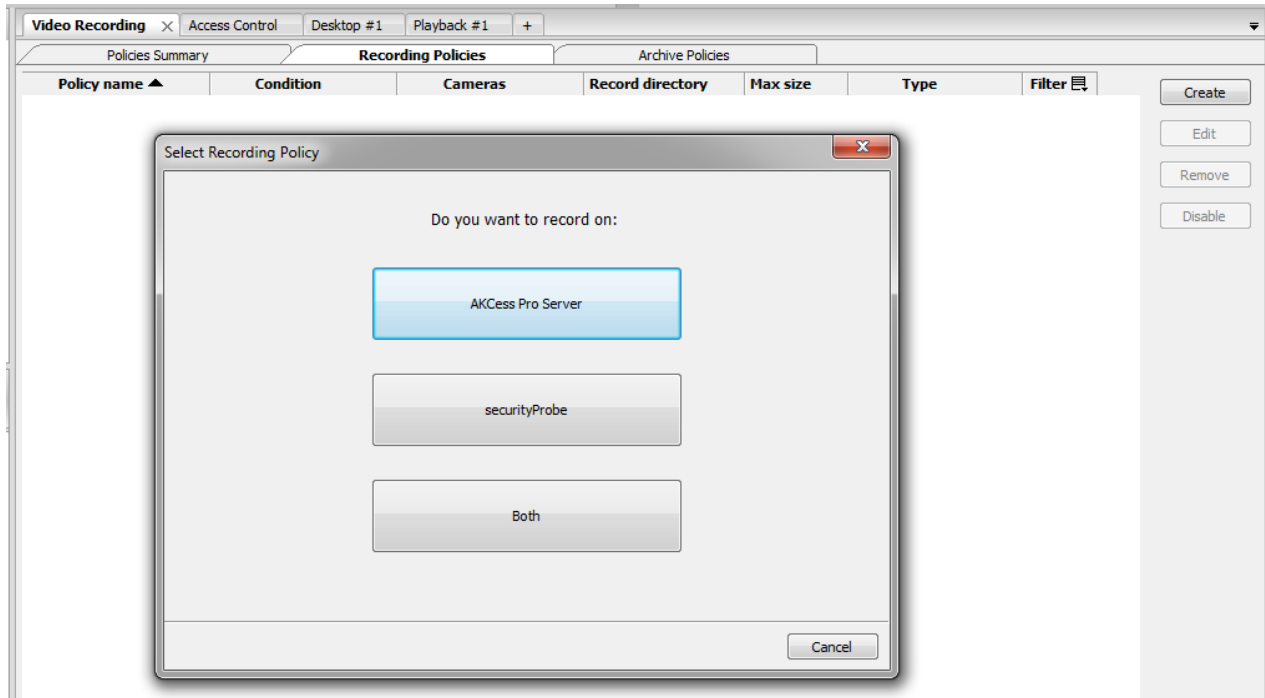
You first need to add the Video Recording to our AKCess Pro Server settings by clicking on the Video Recording icon on the top menu as shown above.



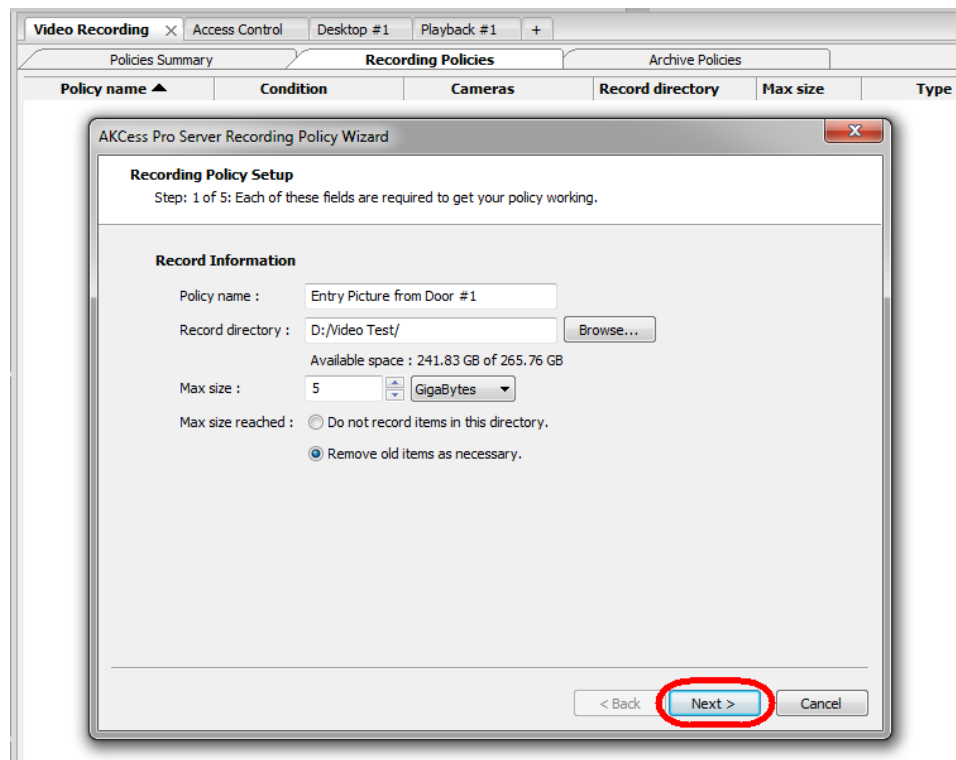
As shown in the screen shot above, you now see that the Video Recording has been added. You now can click on the Recording Policies tab as shown above.



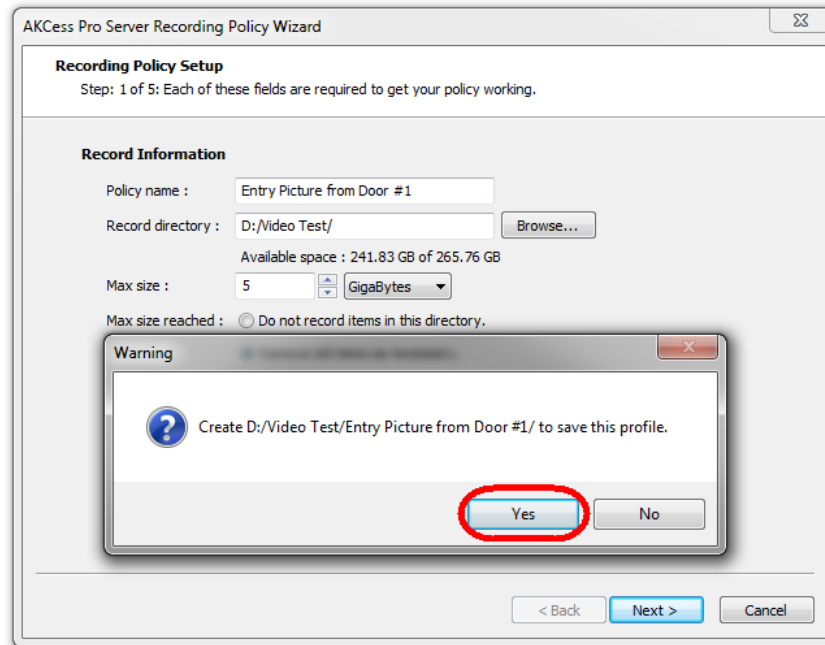
Now you can create our new recording policy by first clicking on the Create button as shown in the screen shot above.



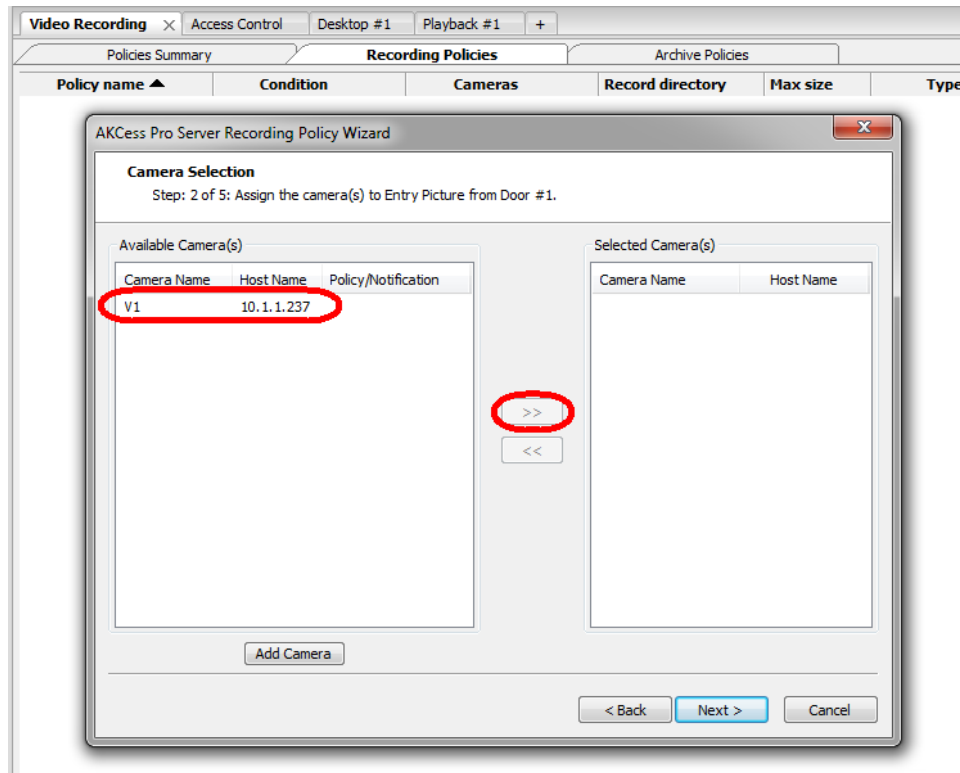
After clicking on the Create button the Recording Policy wizard will be launched and in the first option will be to choose where you would like the video to be stored. Either on the machine which the server software is installed on, either on the securityProbe 5E base unit, or both.



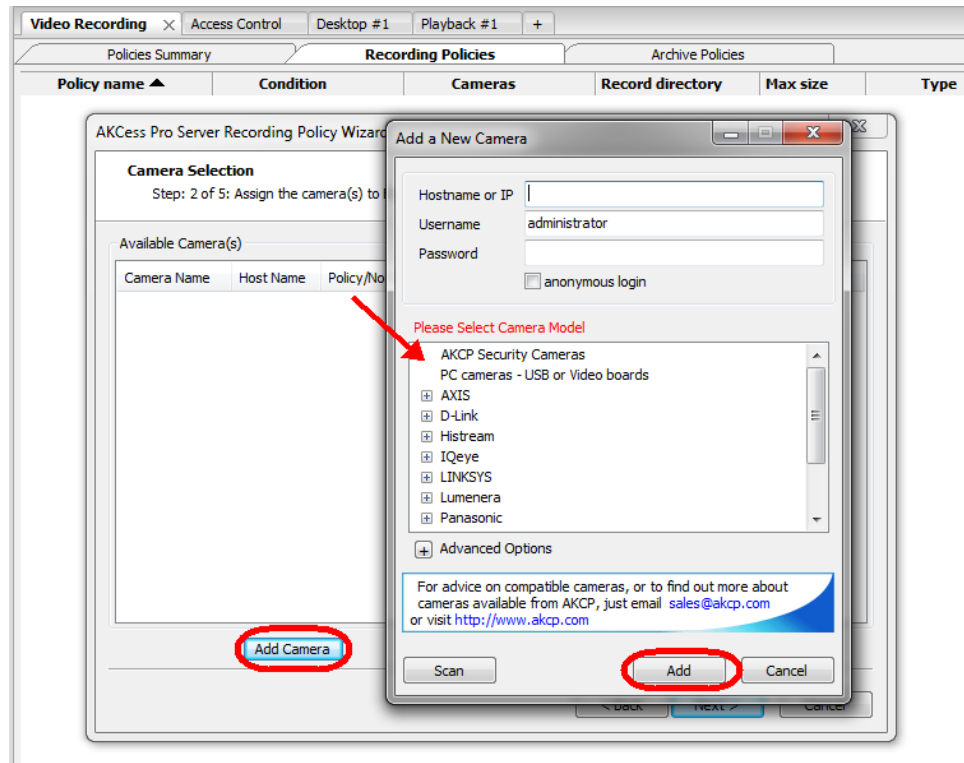
On the next screen in the wizard you will setup our policy name, where on the PC to store the video and maximum size of the storage and finally if you want to record over the oldest video.



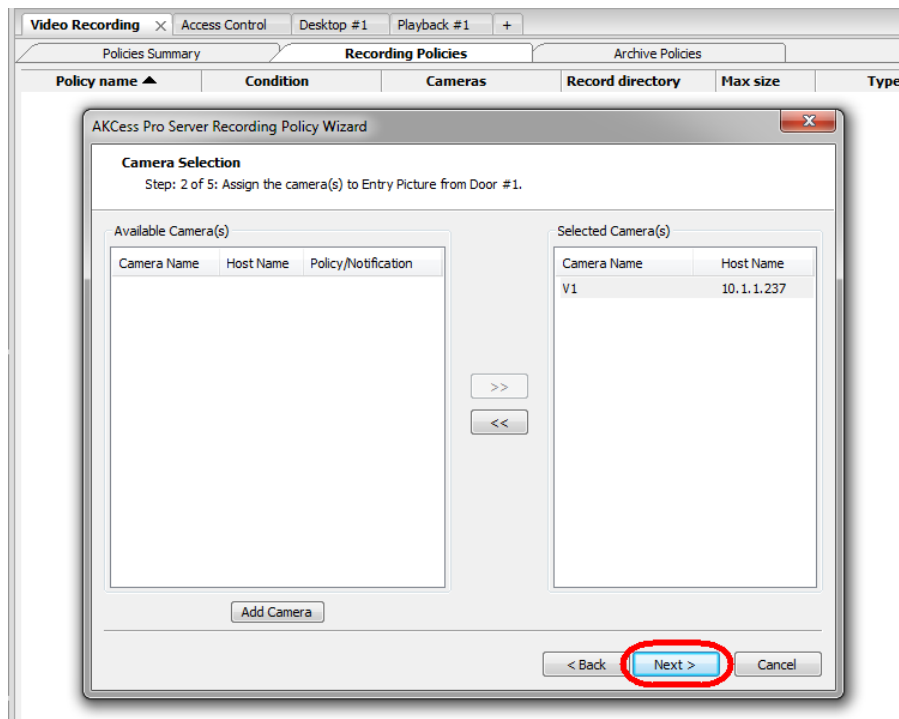
If the directory where you want to record the video has not been created yet you will be prompted to save this profile as shown in the screen shot above.



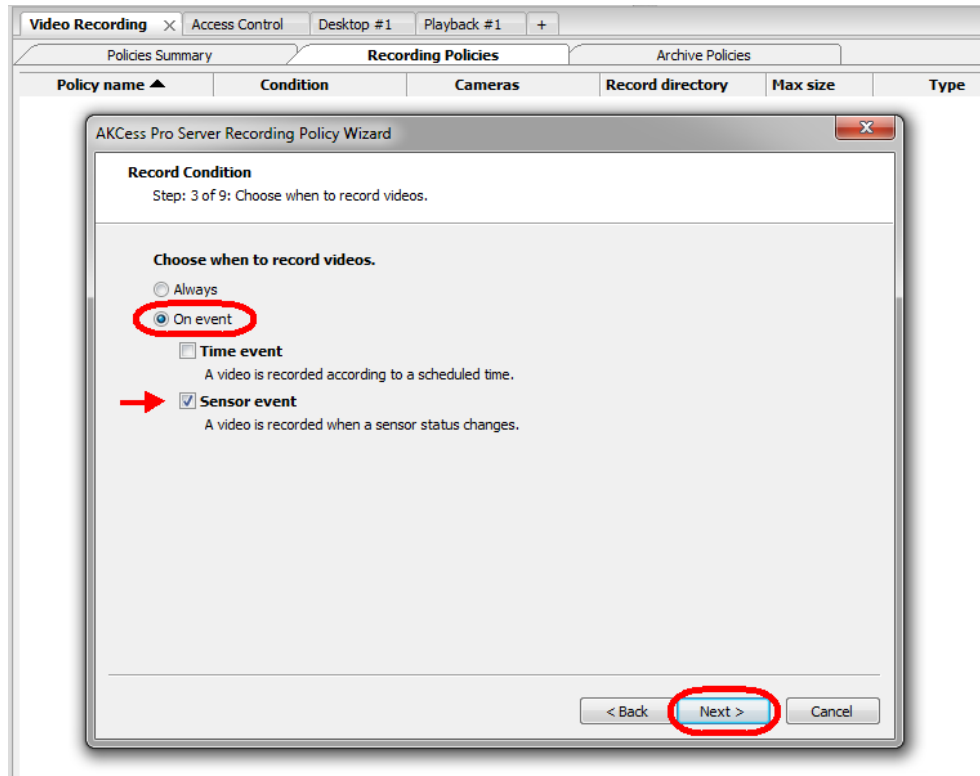
In the next screen of the wizard you will choose which camera you would like to be recording the video from the Available Cameras list then clicking on the >> button to move the camera to the Selected cameras list in the column on the right as shown in the screen shot above.



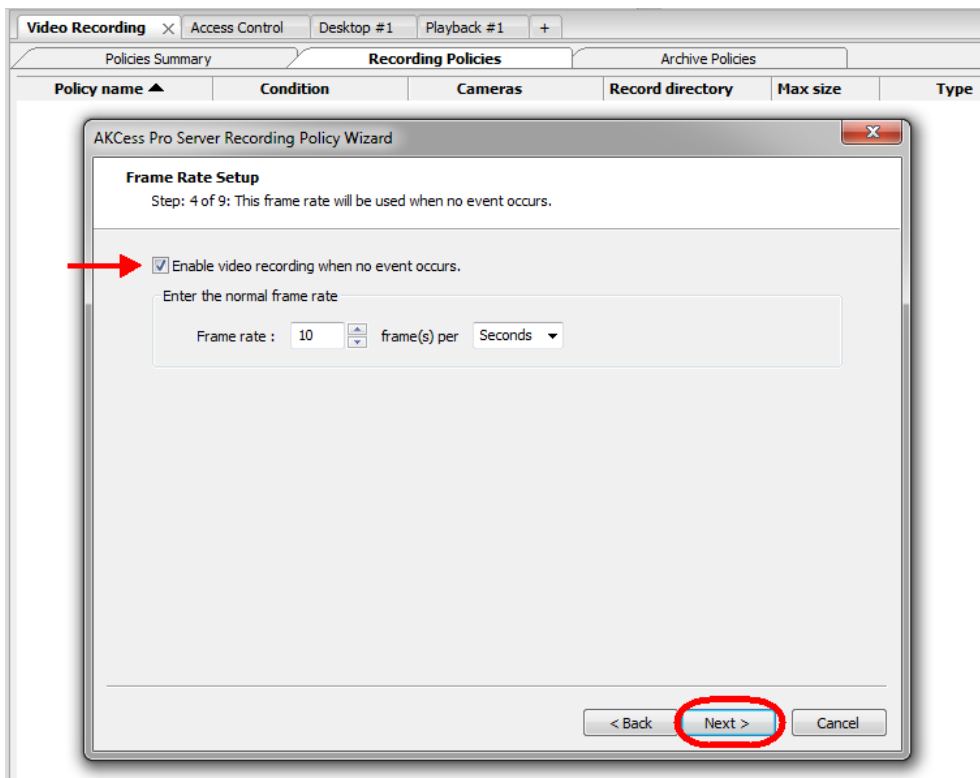
You can also use the Add Camera option by clicking on the Add Camera then entering the camera information and selecting the model from the list as shown in the screen shot above.



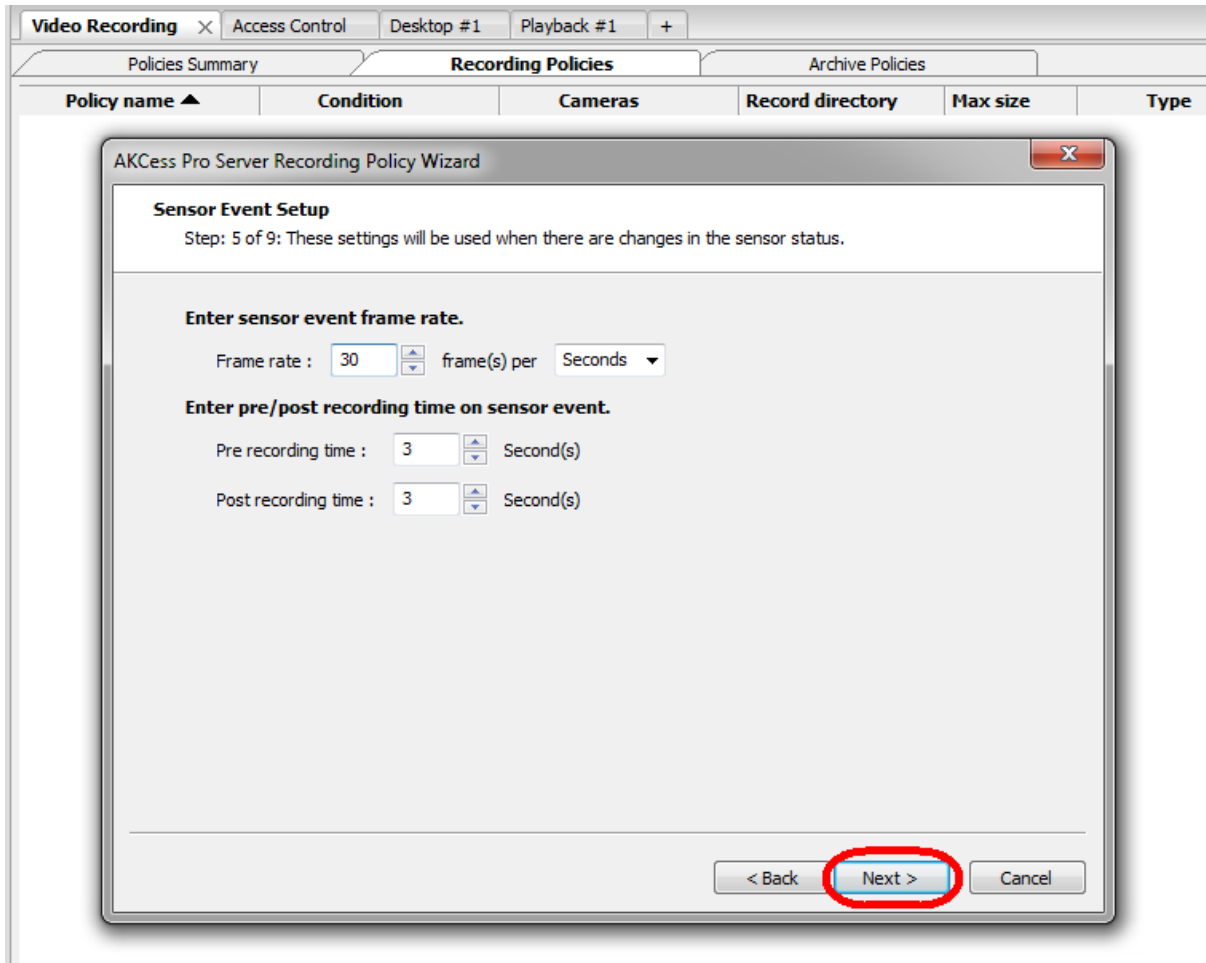
As the screen above shows the camera is now in your selected cameras list so you would then click on the Next button to continue.



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.



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.

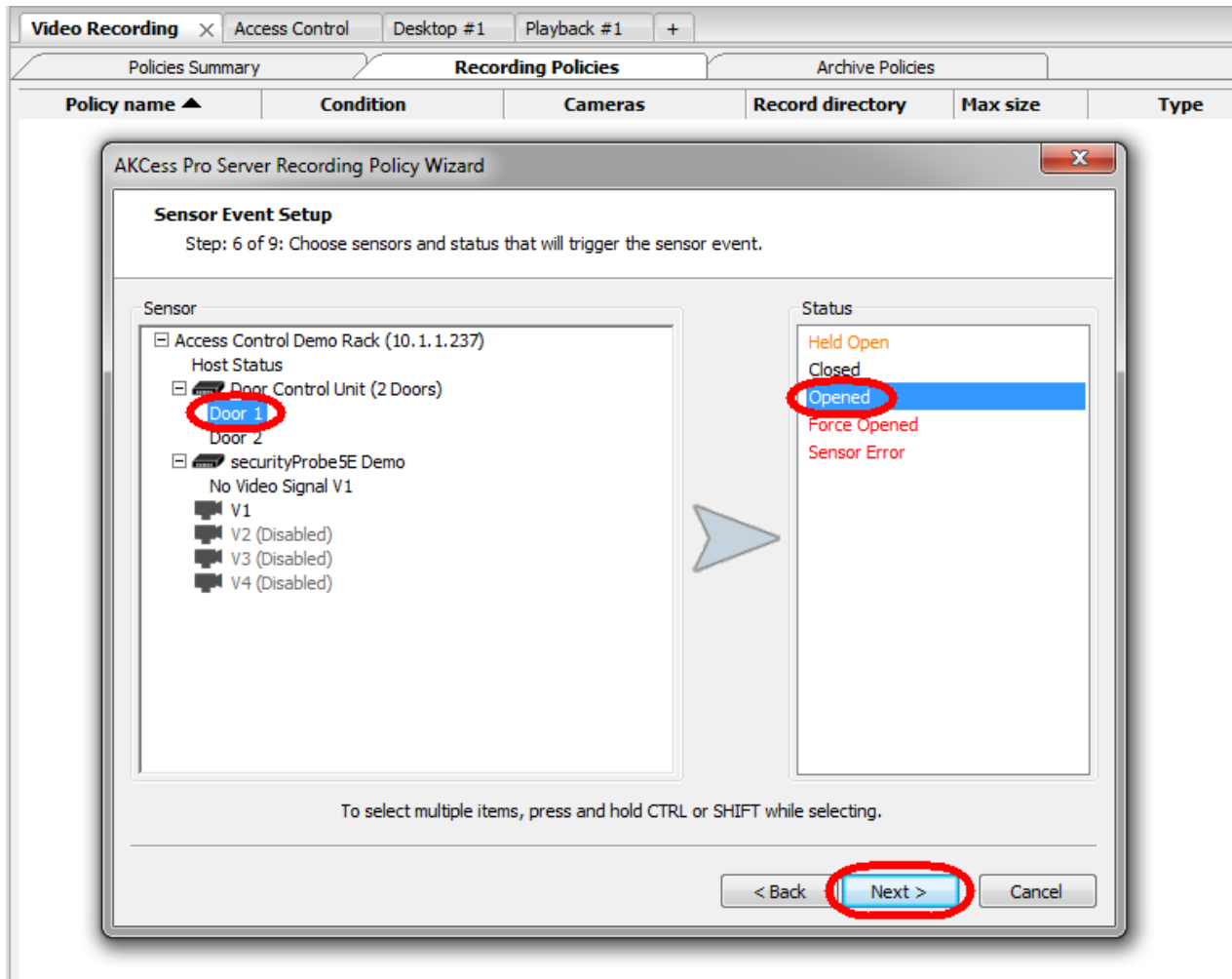


The screenshot shows the 'AKCess Pro Server Recording Policy Wizard' window, specifically 'Step: 5 of 9: Sensor Event Setup'. The window is titled 'AKCess Pro Server Recording Policy Wizard' and has a close button (X) in the top right corner. The main content area is divided into two sections:

- Sensor Event Setup**: This section includes the text 'Step: 5 of 9: These settings will be used when there are changes in the sensor status.' and a sub-section titled 'Enter sensor event frame rate.' with a 'Frame rate' input field set to '30' and a unit dropdown menu set to 'Seconds'.
- Enter pre/post recording time on sensor event.**: This section includes two input fields: 'Pre recording time' set to '3' and 'Post recording time' set to '3', both with unit dropdown menus set to 'Second(s)'.

At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red circle.

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.



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.

Video Recording X Access Control Desktop #1 Playback #1 +

Policies Summary Recording Policies Archive Policies

Policy name ▲	Condition	Cameras	Record directory	Max size	Type
<div> AKCess Pro Server Recording Policy Wizard <div> X </div> </div> <div> Sensor Event Setup <p>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.</p> <div> <div> Held Open 0 Seconds </div> <div> Closed 0 Seconds </div> <div> Opened 5 Seconds </div> <div> Force Opened 0 Seconds </div> <div> Sensor Error 0 Seconds </div> </div> <div> <div> < Back Next > Cancel </div> </div> </div>					

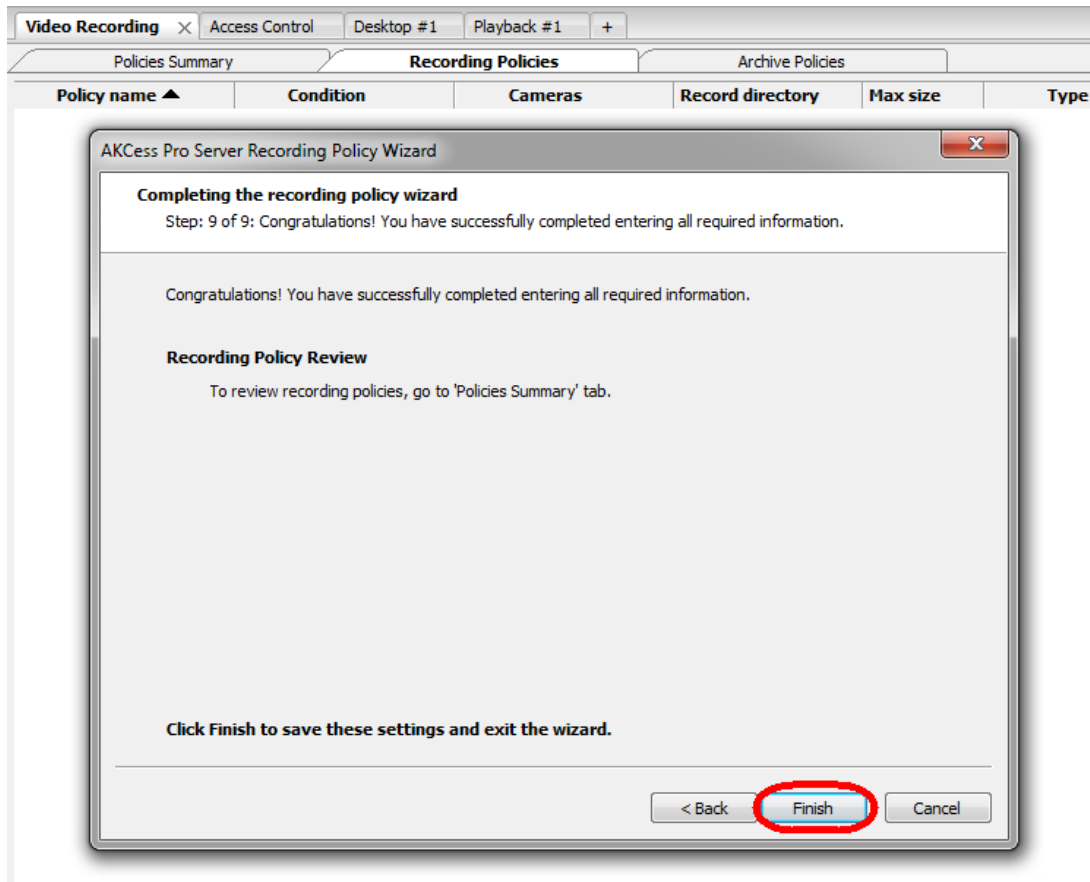
In the next screen you can set the duration of time that you can delay the start of the recording or the notification tied to the door opening. This feature is normally used to eliminate any false alerts.

Video Recording X Access Control Desktop #1 Playback #1 +

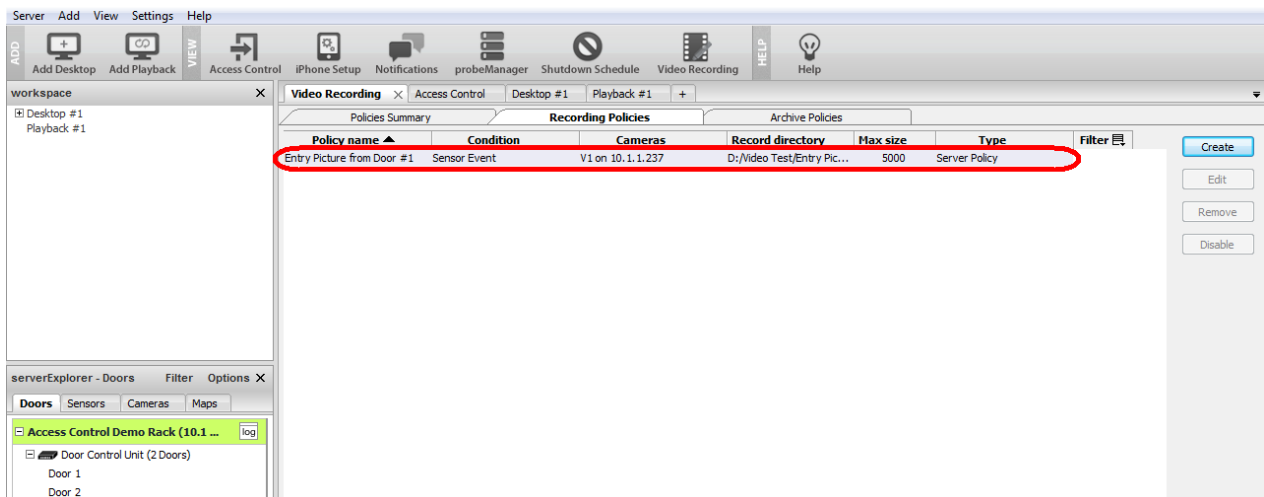
Policies Summary **Recording Policies** Archive Policies

Policy name ▲	Condition	Cameras	Record directory	Max size	Type																																																																																																																																																																																																																														
<div>AKCess Pro Server Recording Policy Wizard</div> <div>Sensor Event Scheduler</div> <p>Step: 8 of 9: The scheduler provides the facility to have the sensor event active for selected periods of the week.</p> <p>Event scheduler <input type="radio"/> Enable <input checked="" type="radio"/> Disable</p> <p>Select the time that sensor event will be active.</p> <table border="1"> <thead> <tr> <th rowspan="2">ALL</th> <th colspan="11">AM</th> <th colspan="11">PM</th> </tr> <tr> <th>12</th><th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th><th>7</th><th>8</th><th>9</th><th>10</th><th>11</th> <th>12</th><th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th><th>7</th><th>8</th><th>9</th><th>10</th><th>11</th> </tr> </thead> <tbody> <tr><td>Sunday</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Monday</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Tuesday</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Wednesday</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Thursday</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Friday</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> <tr><td>Saturday</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table> <p>Invert selection / Set to working hours</p> <p>Legend</p> <p><input checked="" type="checkbox"/> Event active <input type="checkbox"/> Event inactive</p> <p>To select a whole row/column, click at a row/column label. To select a minute, right click at a cell.</p> <p>< Back Next > Cancel</p>						ALL	AM											PM											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																								
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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.



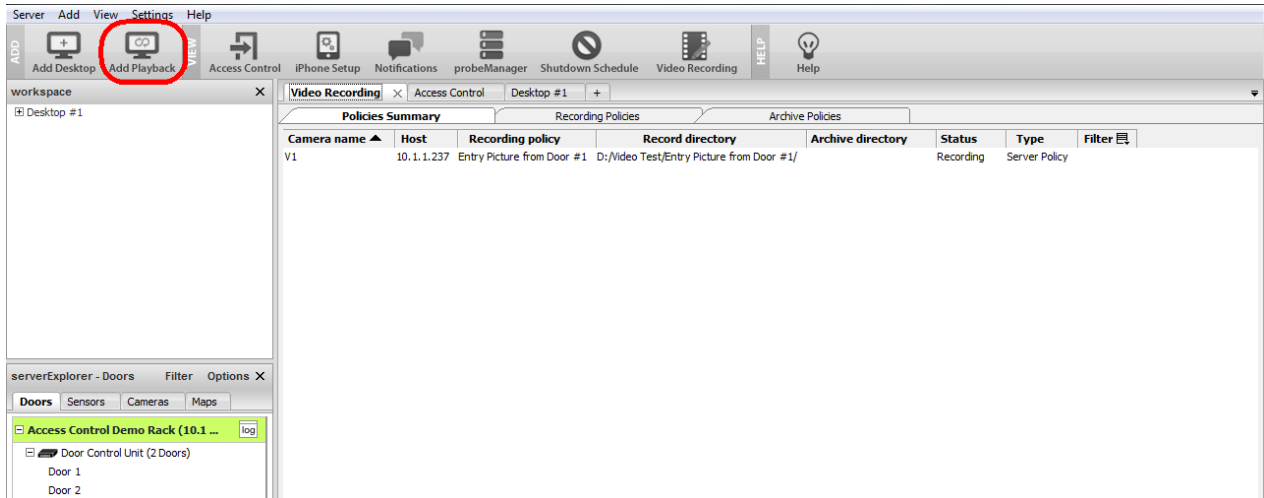
To complete your new recording policy that will record the video when the door is opened you would click on the Finish button in the last screen of the wizard as shown in the screen shot above.



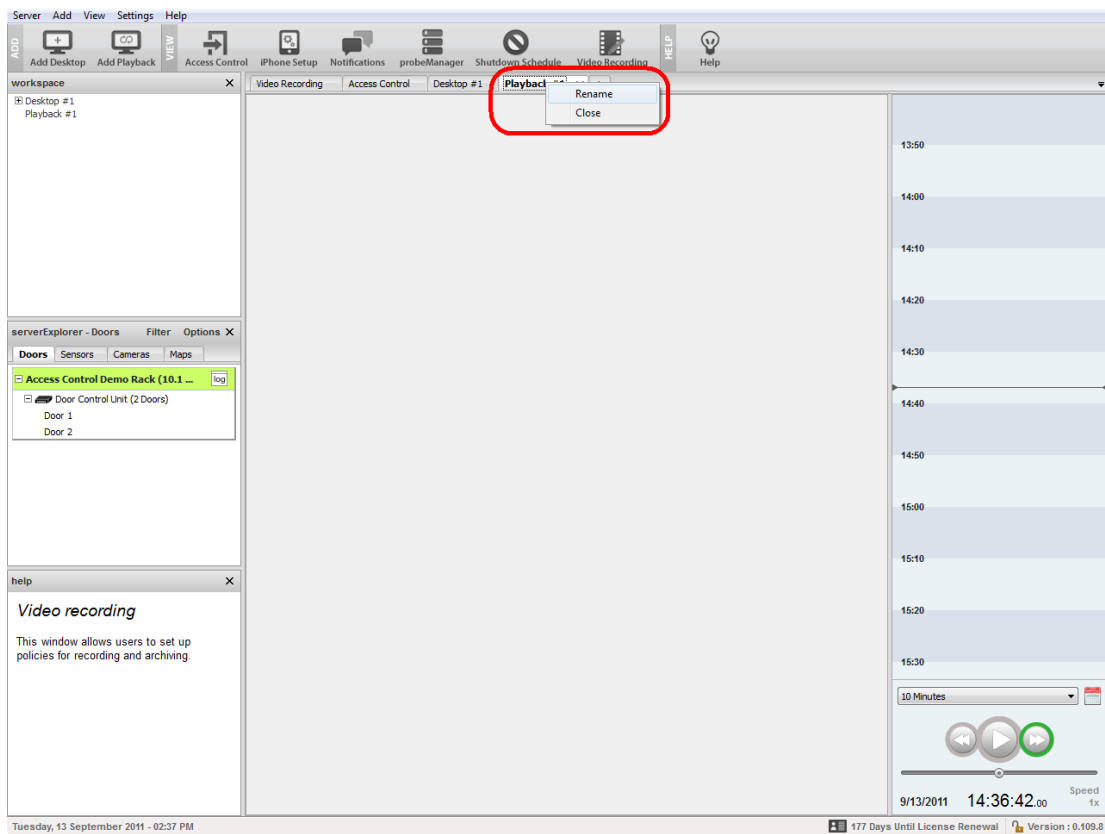
Now as you can see the new policy has been created as it now shows in our Recording Policy list as shown in the screen shot above.

B) Setting up Playback to test and View Video

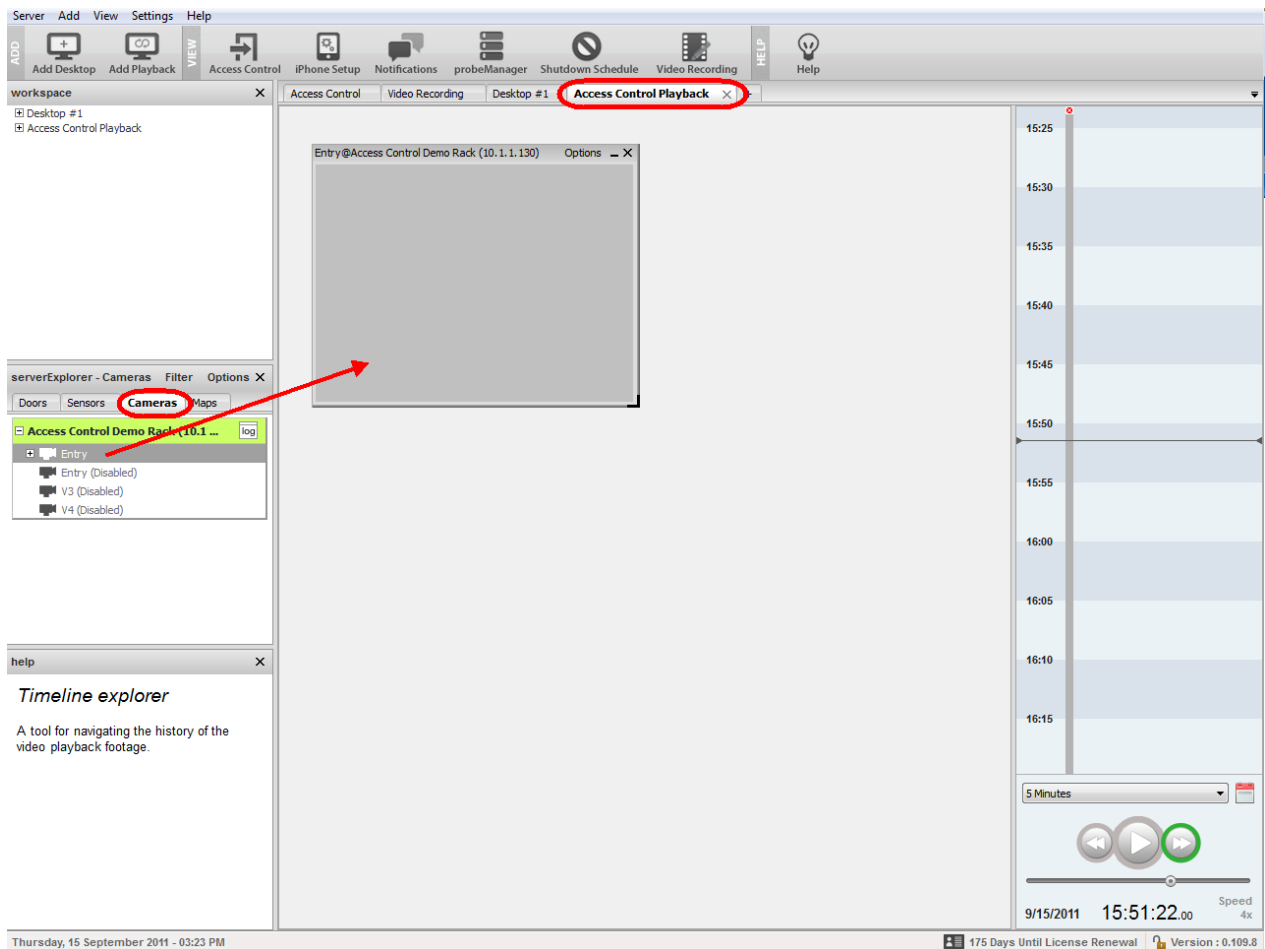
You can now setup your playback tab which will allow you to test and view the video from the cameras recording the video when the doors are opened.



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.



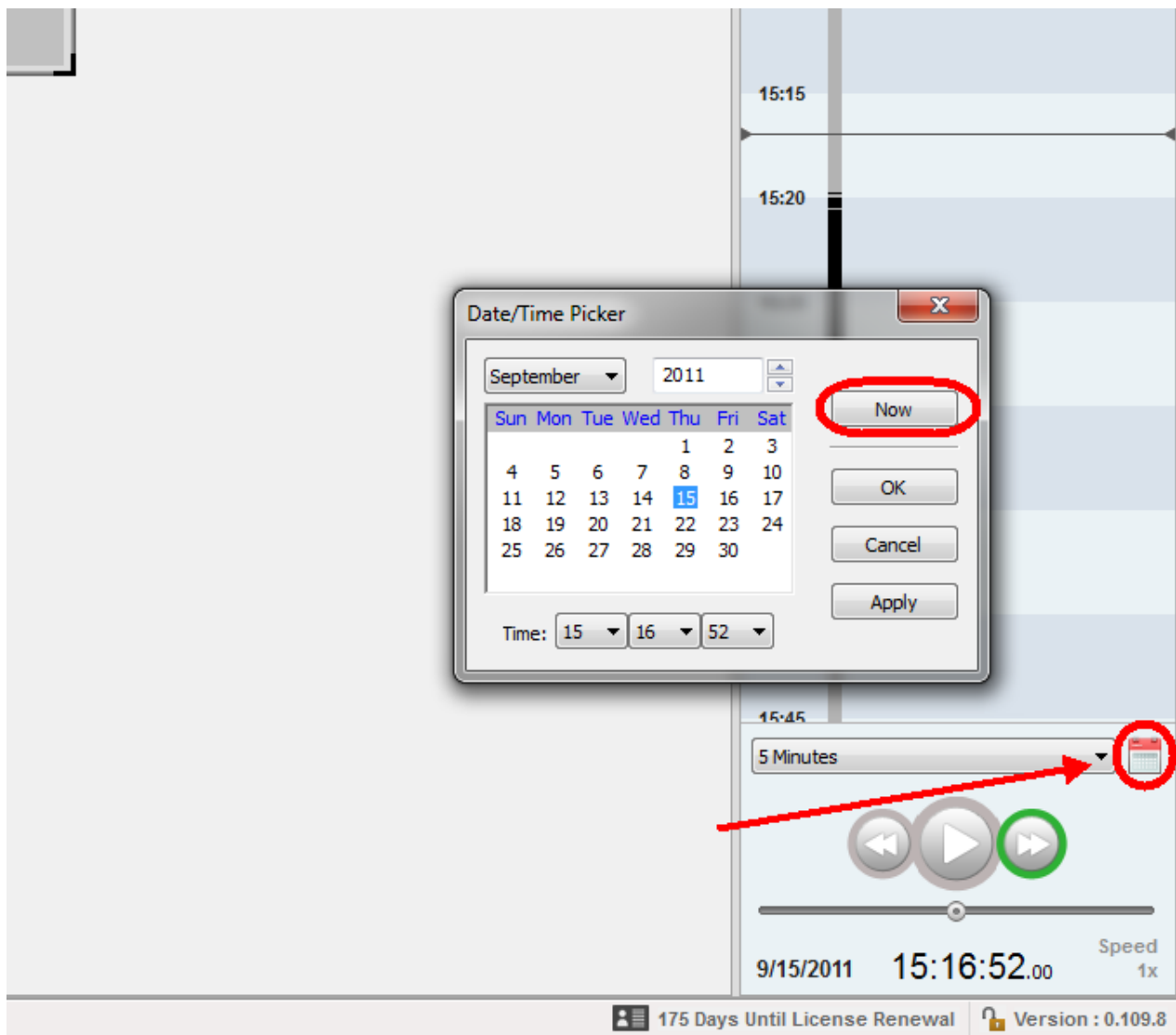
This will add the Playback tab as shown above, then you can right mouse click on the tab and rename this to whatever you wish.



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.

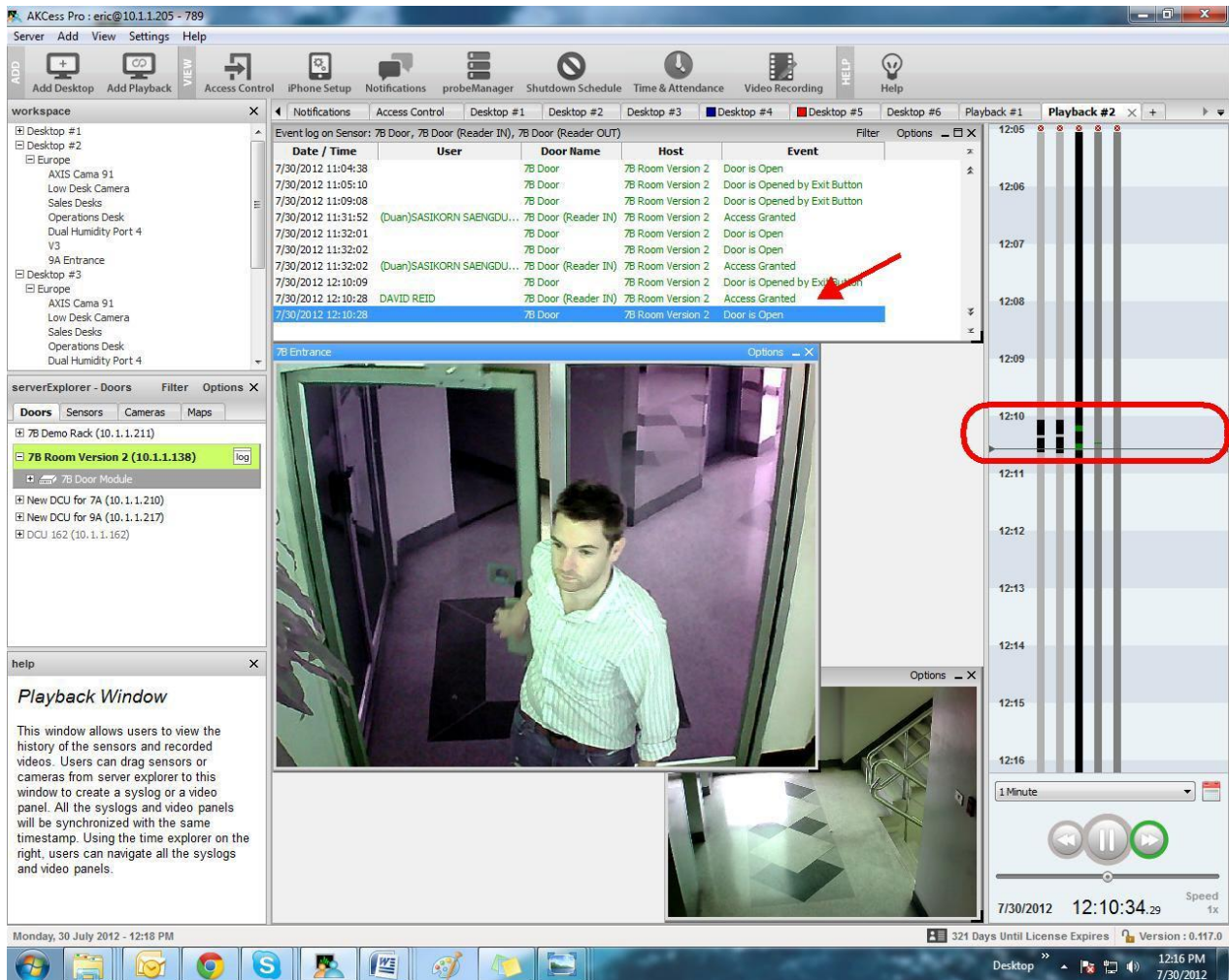
This will add the camera to the playback.

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.

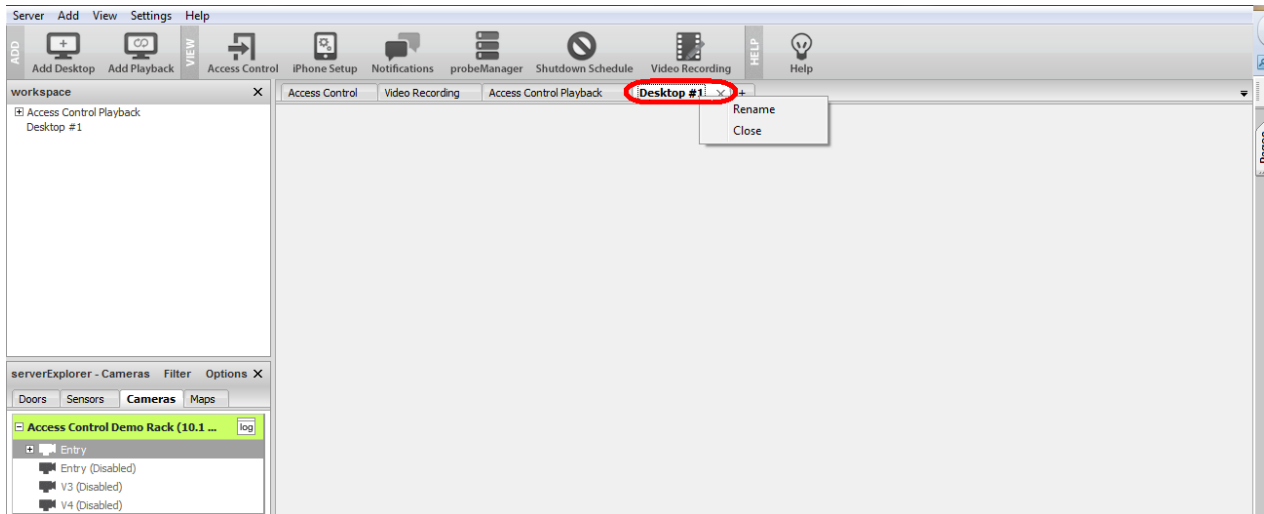


Next you can adjust the time in the drop down menu in the playback control panel so that you can view the video. You should see the playback line in black where it has recorded the video. If you then move the viewing line to that time you should see the video display on your playback video screen in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

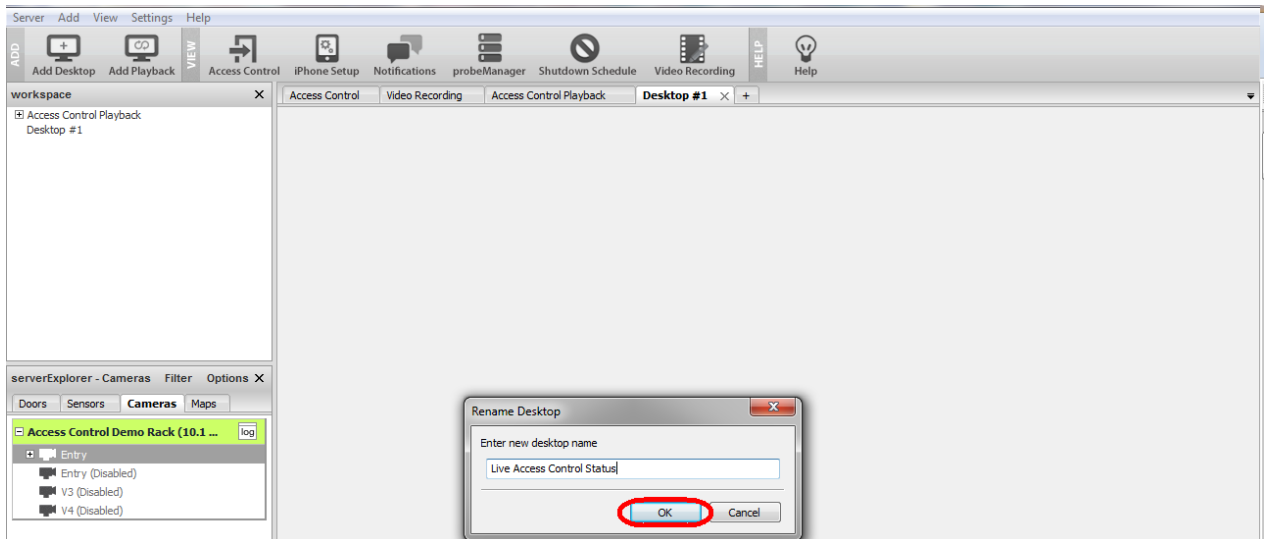
4. Setting up Live Desktop

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.

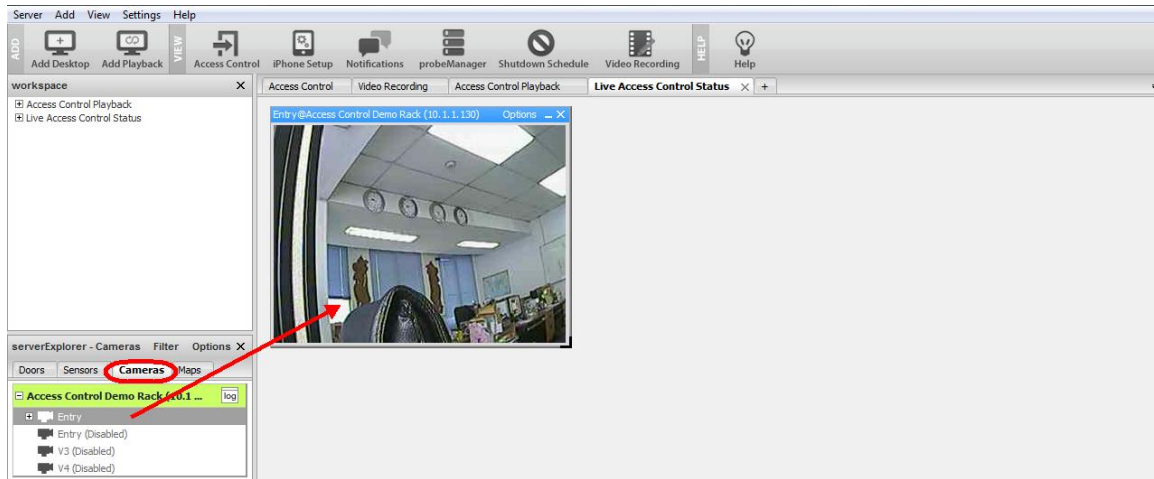


We first click on the “Add Desktop” icon from the top menu if there is no “Desktop #1” tab visible. Now you can rename your desktop by first right mouse clicking on it as shown above and choosing the “Rename”.

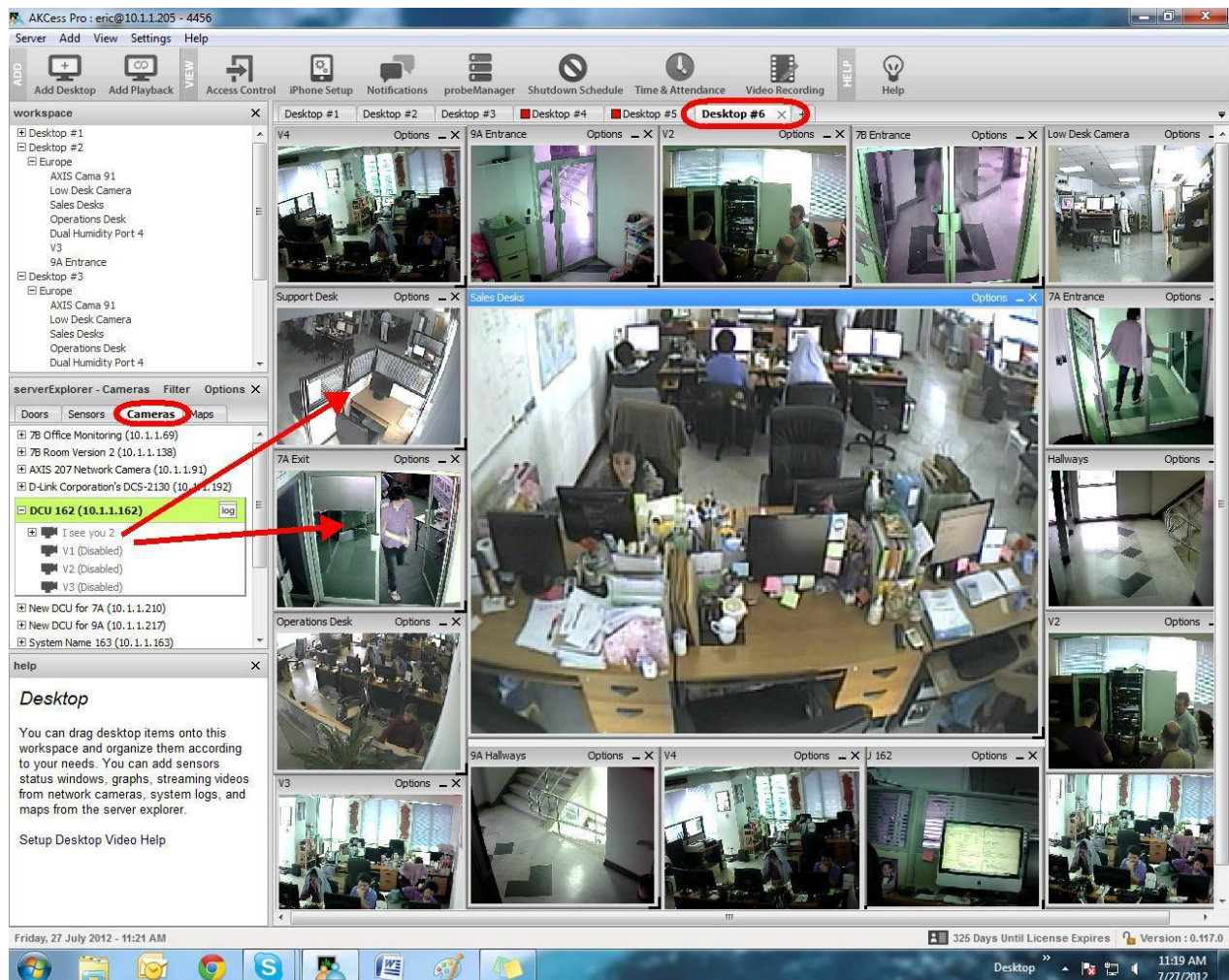


Now you can type in the new name of the desktop and click on the OK button to save this as shown in the screen shot above. In our example we will name this “Live Access Control Status”.

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

The screenshot shows the AKCess Pro Server interface. On the left, the 'serverExplorer - Doors' panel is visible, showing a tree view of the system. The '7B Office Room (10.1.1.138)' is selected, and its 'log' button is highlighted. A red arrow points from this button to the 'Event log on Host: 7B Office Room (10.1.1.138)' table. Another red arrow points from the '7B Cabinet' sensor to the 'Sensor Status Summary #1' table.

The 'Event log on Host: 7B Office Room (10.1.1.138)' table contains the following data:

Date / Time	User	Door Name	Host	Event
10/27/2012 07:54:18		7B Door	7B Office Room	Door Held Open
10/27/2012 07:54:00		7B Door	7B Office Room	Door is Opened by Exit Button
10/27/2012 06:42:36		7B Door	7B Office Room	Door Held Open
10/27/2012 06:42:36		7B Cabinet Door	7B Office Room	Door Forced Opened
10/27/2012 06:34:28		7B Door	7B Office Room	Door Held Open
10/27/2012 06:34:13		7B Door	7B Office Room	Door is Open
10/27/2012 06:34:13	SCOTT	7B Door (Reader IN)	7B Office Room	Access Granted
10/26/2012 23:26:39		7B Door	7B Office Room	Door Held Open
10/26/2012 23:26:15		7B Door	7B Office Room	Door is Open
10/26/2012 21:51:17	(Pa Rit) RIT	7B Door (Reader IN)	7B Office Room	Access Granted
10/26/2012 21:50:58		7B Door	7B Office Room	Door Held Open
10/26/2012 21:42:37		7B Door	7B Office Room	Door is Opened by Exit Button
10/26/2012 21:42:19		7B Door	7B Office Room	Door Held Open
10/26/2012 21:16:14		7B Door	7B Office Room	Door Held Open
10/26/2012 21:15:59		7B Door	7B Office Room	Door is Open

The 'Sensor Status Summary #1' table contains the following data:

Sensor name	Host IP	Reading	Status
7B Cabinet Door	10.1.1.138		Force Opened
7B Cabinet Door (Reader ...	10.1.1.138		Awaiting Input

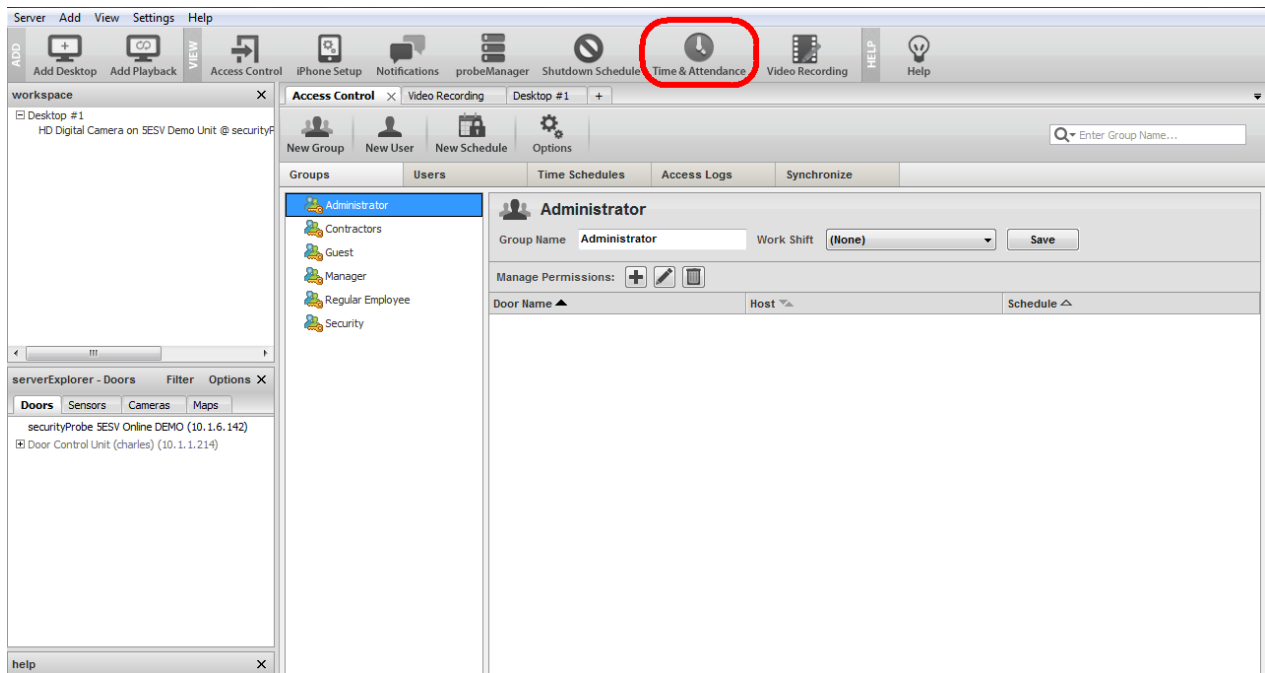
The 'Sensor Status Summary #2' table contains the following data:

Sensor name	Host IP	Reading	Status
7B Door	10.1.1.138		Held Open
7B Door (Reader IN)	10.1.1.138		Awaiting Input
7B Door (Reader OUT)	10.1.1.138		Awaiting Input

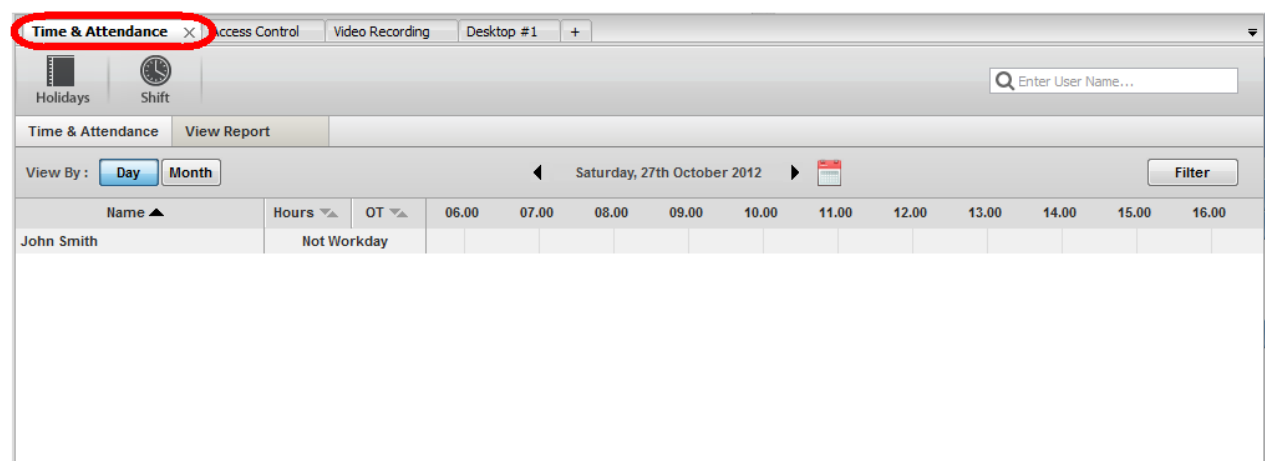
To add the live or real time status of your doors and readers you also just drag and drop the door control unit onto the Live Access Control Status are as you did with the camera. Now as you can see in the screenshot above you can see the log entries and the real time status of your doors and readers.

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.

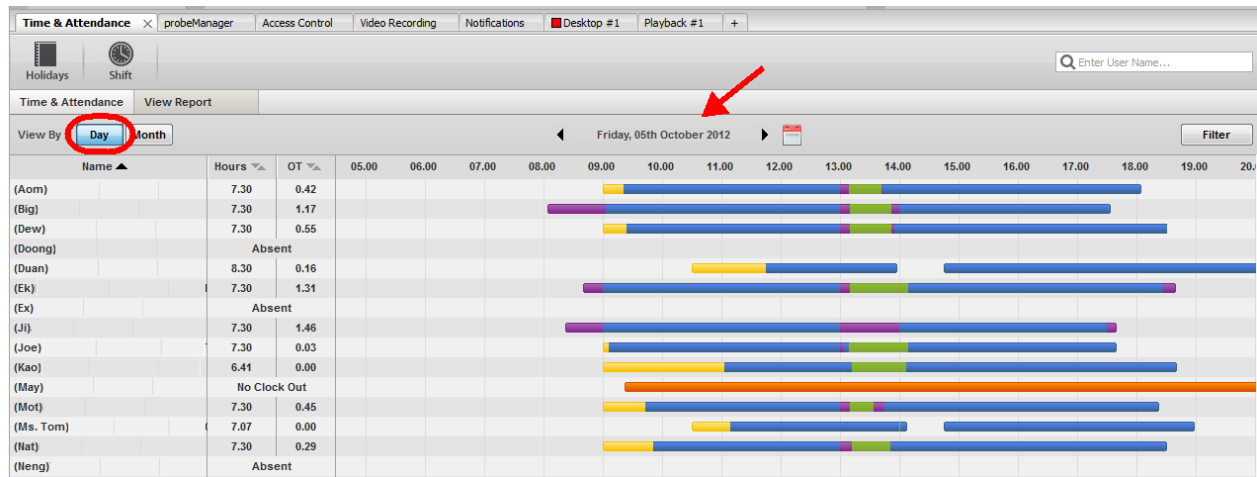


You first need to add the Time & Attendance to your AKCess Pro Server setup by clicking on the icon as shown in the screen shot above.



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

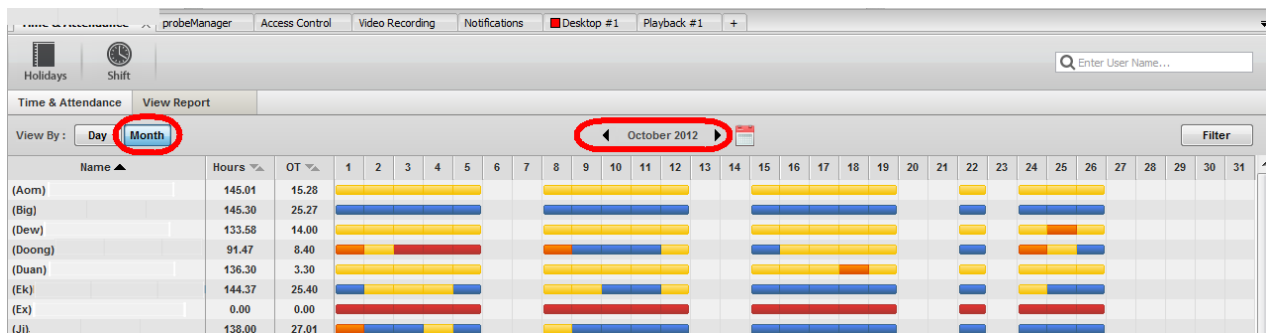
Live Time & Attendance Status



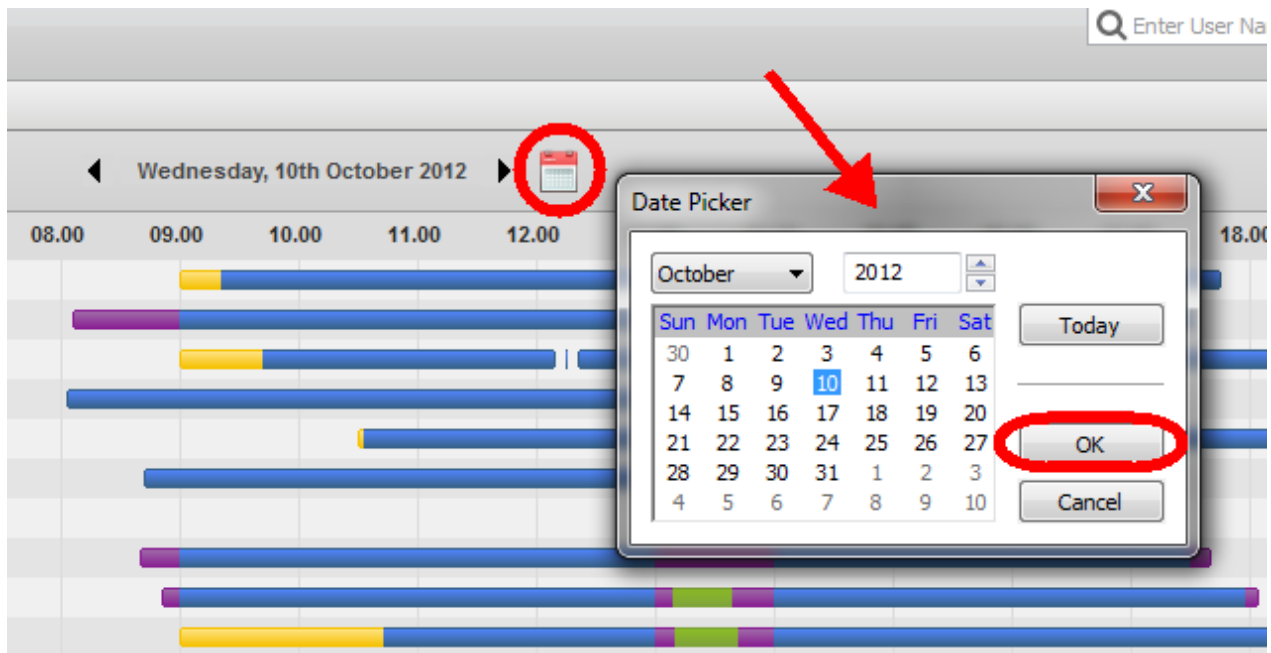
You can display time and attendance reports by the day as shown above. The follow colors represent the following status:

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

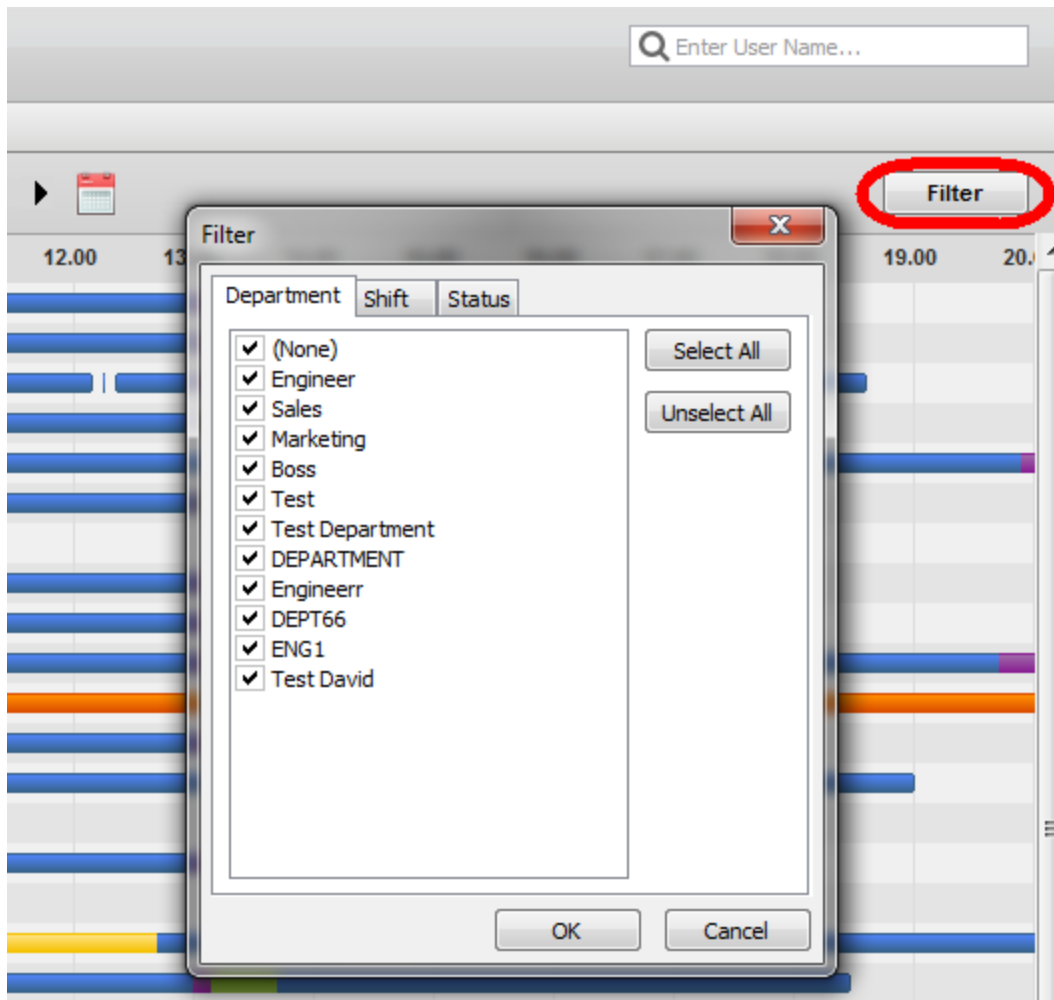
In a future release of the software, these colors will be editable. In this version they are not.



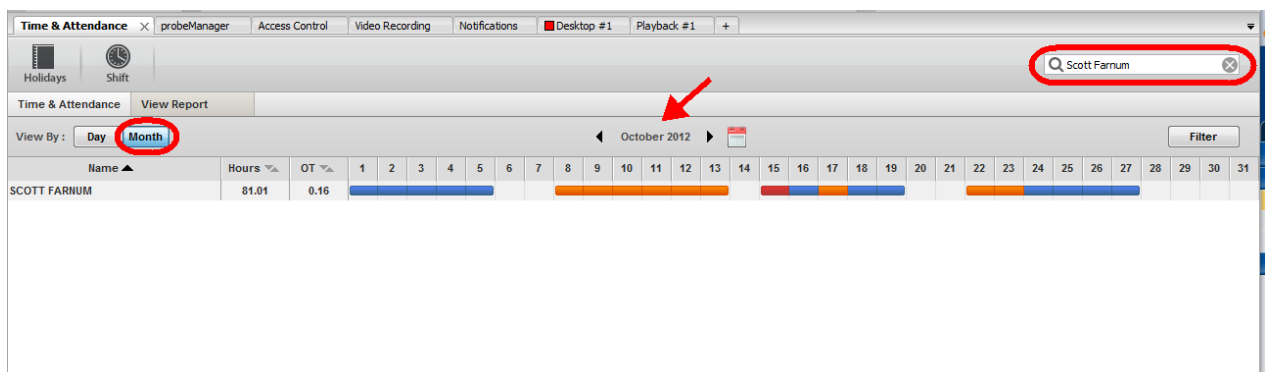
You can also view the time and attendance reports by month by clicking on the Month button as shown in the screen shot above.



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

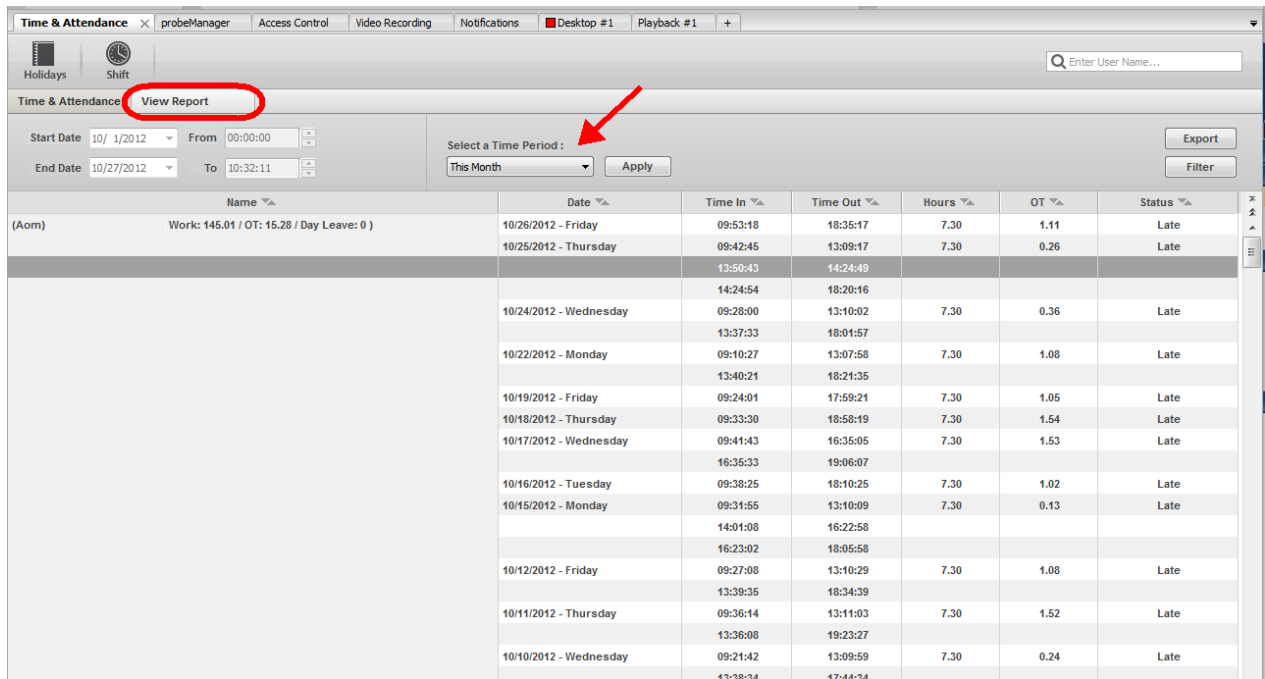


Or apply the Filter where you can display the time and attendance by your Departments, by the work Shifts, or the Status of the users in the system.



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

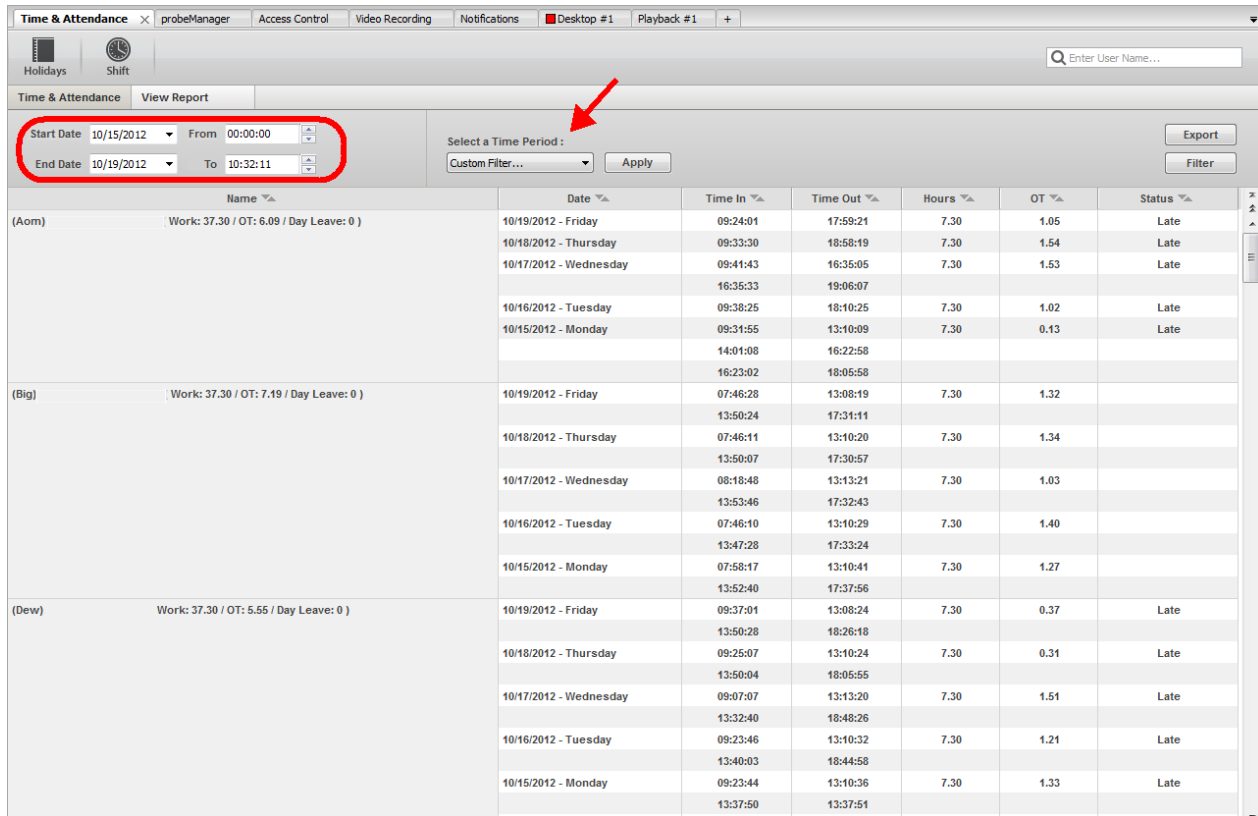
Time and Attendance Reports



Name	Date	Time In	Time Out	Hours	OT	Status
(Aom)	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			
		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
		13:08:34	17:44:34			

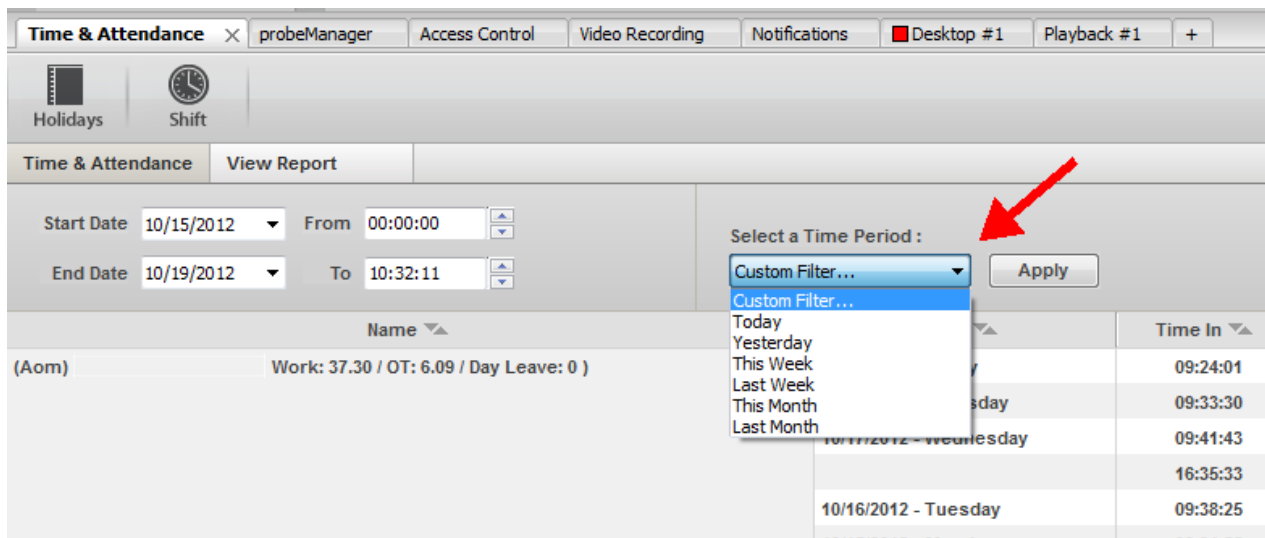
To generate reports you first need to click on the View Report tab then select a "Time Period" for your report as shown in the screen shot above.

You can choose to generate monthly reports.



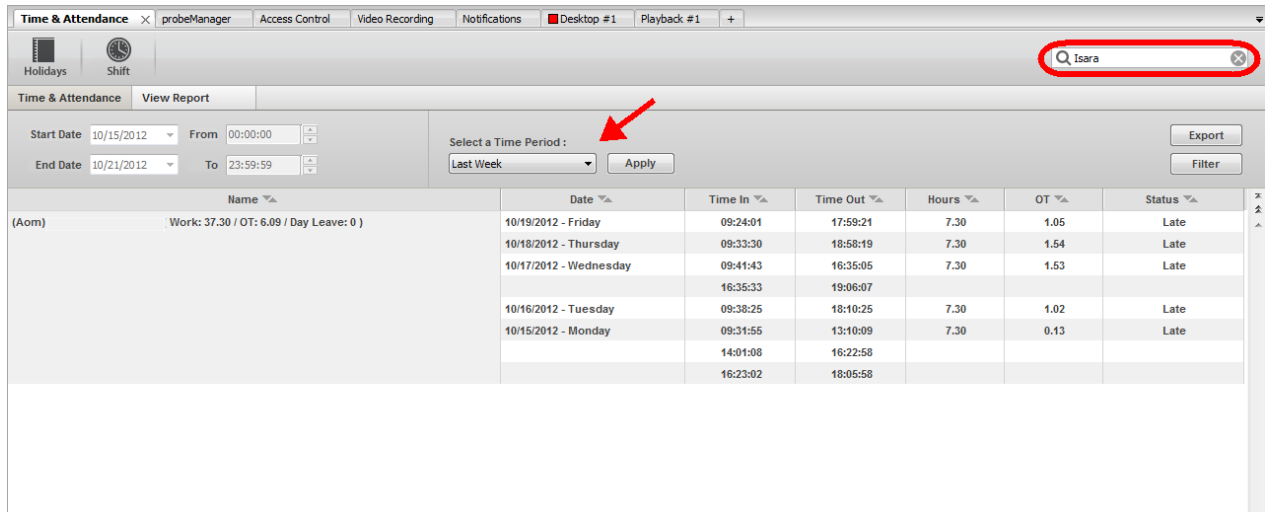
Name	Date	Time In	Time Out	Hours	OT	Status
(Aom)	10/19/2012 - Friday	09:24:01	17:59:21	7.30	1.05	Late
	10/18/2012 - Thursday	09:33:30	18:58:19	7.30	1.54	Late
	10/17/2012 - Wednesday	09:41:43	16:35:05	7.30	1.53	Late
		16:35:33	19:06:07			
	10/16/2012 - Tuesday	09:38:25	18:10:25	7.30	1.02	Late
	10/15/2012 - Monday	09:31:55	13:10:09	7.30	0.13	Late
(Big)	10/19/2012 - Friday	07:46:28	13:08:19	7.30	1.32	
	10/18/2012 - Thursday	07:46:11	13:10:20	7.30	1.34	
	10/17/2012 - Wednesday	08:18:48	13:13:21	7.30	1.03	
		13:50:07	17:30:57			
	10/16/2012 - Tuesday	07:46:10	13:10:29	7.30	1.40	
	10/15/2012 - Monday	07:58:17	13:10:41	7.30	1.27	
(Dew)	10/19/2012 - Friday	09:37:01	13:08:24	7.30	0.37	Late
	10/18/2012 - Thursday	09:25:07	13:10:24	7.30	0.31	Late
	10/17/2012 - Wednesday	09:07:07	13:13:20	7.30	1.51	Late
		13:52:40	18:48:26			
	10/16/2012 - Tuesday	09:23:46	13:10:32	7.30	1.21	Late
	10/15/2012 - Monday	09:23:44	13:10:36	7.30	1.33	Late

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.

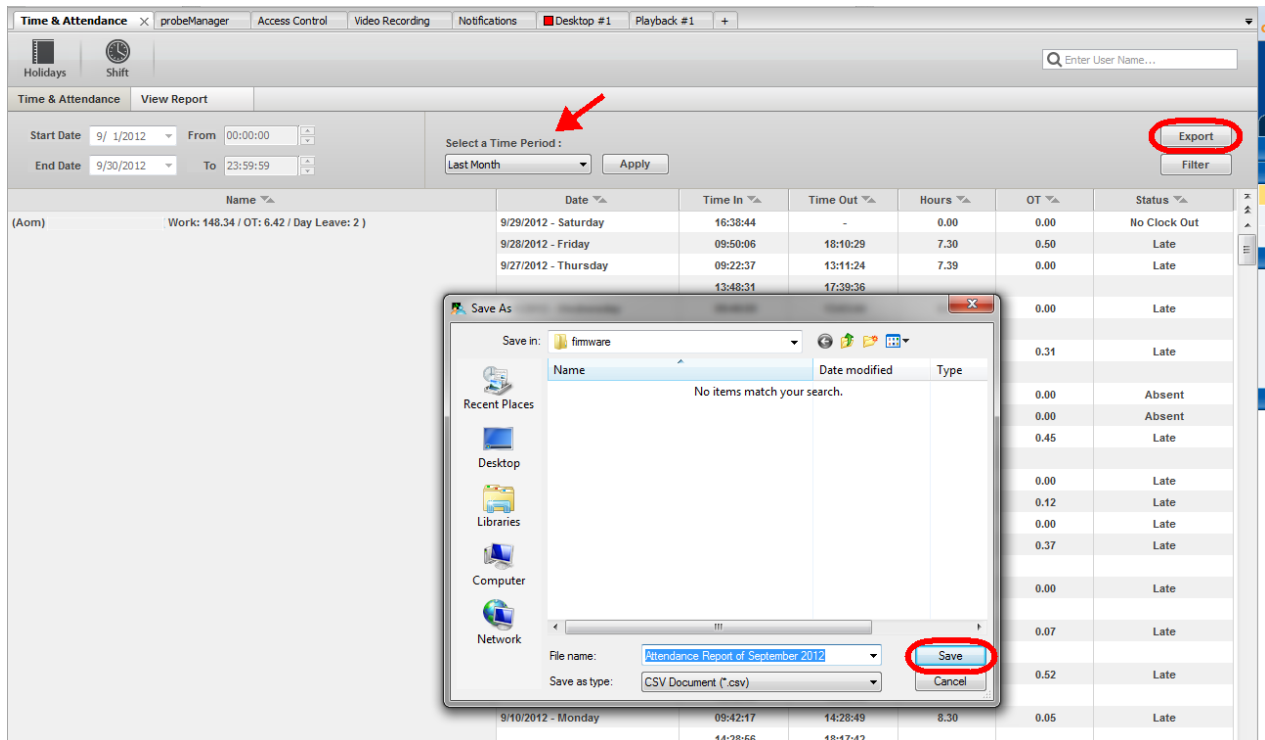


Name	Time In
(Aom)	09:24:01
	09:33:30
	09:41:43
	16:35:33
10/16/2012 - Tuesday	09:38:25
10/15/2012 - Monday	09:31:55

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



You can also generate your report on a specific person or employee using the search feature as shown 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 support@akcp.com if you have any further technical questions or problems setting up your modem or your alerts.

Thanks for Choosing AKCess Pro!