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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 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.



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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			Q ← Enter Group Name
	Groups Users	Time Schedules Access Logs	Synchronize	
	ABC .	ABC		
	Administrator	Group Name ABC	Work Shift (None)	Save
serverExplorer - Doors Filter Options X	Administrators	Manage Permissions: 🛨 🖍 🔟		
Doors Sensors Cameras Maps	Regular Employee	Door Name 🔺	Host 🖡	Schedule 스
Concras Props	ales 🚑			
Wedneedey 20 August 2042 42:20 DM				A Dave Until License Evoires 0 Version (0.442.0



Server Add View Settings Help			Lange of the second sec		
Add Desktop Add Playback		Manager Shutdown Schedule	/ideo Recording		
workspace X	Access Control × Desktop #1	+			-
Desktop #1	New Group New User New Sche	dule Options		Qv	
	Groups Users	Schedules	Access Logs Syncs		
	Administrator	Administrator			
	Anager	Group Name Administrator		Save	
	Regular Employee	Manage Permissions: 🛖			
	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					
and finally to add a new Schedule click on the New Schedule button and complete that wizard.					
Monday, 05 September 2011 - 08:27				186 Days Until License Renewal $ ightarrow ightar$	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.

Users	Time Schedules	Access Logs	Synchronize			
New User Wizard				X		User Details Ad
User General Informa	ation					
Step: 1 of 2: You mu	st specify the information rec	uired to create a new i	user.			
a.	First Name	2				
	John				Enrolled	
i i	Last Name				1/2012	
Upload Phot	Smith					
	Departme	nt				
			•	Add	C	roup 🔽
Options	1.000					
Departme	nts Public Holidays	Shifts		_	-	
Manage [Departments 🕂 🖍					
Departmen	t Name 📥					
						Close s 🔓 v

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	
		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	- (20)	22
Departments Public Holi	idays Shifts	
Manage Holidays		
Date 🛰	Holiday Name 🖏 Type 🛸	
	Add a Holiday Date	Close

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

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

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



	Users	Time Schedules	Access Logs	Synchronize	
New U	Jser Wizard				
U	Jser General Informatio Step: 1 of 2: You must s		uired to create a new user.		
loa		First Name			
	.	John Last Name			Enroll 1/2012
	Upload Photo	Smith	t		
		Sales E-Mail		✓ Ac	
		john.smith Telephone	@mycompany.com	Ext	
		222-2222		34	
			< Back	Next > 0	Cancel

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.



Ne	Jser 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 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.

<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	?	Acces		ionality will be t	ou must Synchro temporarily disab				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 × Desktop #1 +											
New Group	Lew Group Rew User Name Q = Enter User Name										
Groups Users Time Schedules Access Logs Synchronize											
🔔 John Smith							User Details	Access Details			
	First Name	John			Group	Regular Employ	ee	•			
±	Last Name	Smith			Card ID			Scan			
O° 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			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 .				×
+			eral Information			_	
×			of 2: You must specify the ir	formation required to creat	te a new group.		
							-
			- X				
		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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trol			Manager Shutdown Schedule	Time & Attendance V	ideo Recording	Help	
ſ₽	Access Control ×		+ Contraction to the second se				Q- En
	Groups	Users	Time Schedules	Access Logs	Synchronize		
-	Administrator Guest Manager Regular Employ Security	ee	Administrator Group Name Administra Manage Permissions:	tor Wo	rk Shift (None)	•	Save
	0					×	
		New Group Wiza Add User to Step: 2 o Avaliable Users User John Smith	the group f 2: Select users into this group.		In Group User		
					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		Mana	p Name Administrat ge Permissions: 🚺		Work Shift	(None)	•	Save
📇 Security		Door N	lame 📥	H	ost 🏊			Schedule 4
	New Group Wi	zard					22	
	Add User Step: 2	of 2: Sele	Group		[n Group User John Smith		
					< Back	Finish	Cancel	

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		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		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		Manager Shut	tdown Schedule	Time & Attenda	nce Video Record	ling Help		
ĸ	Access Control × Desktop #1	+						
tyP	New Group New User New Scher						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 & Regular Employee	Manage Perr						
		Door Name 🔺	`		Host 🛸		Schedule 🛆	
► K								
`								

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	tendance 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 🛆
	الله 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.



	Users	edule Options Time Schee	dules Access	Logs Syn	chronize	
Admini		Group Name Co	c tors ntractors	Work Shi	ft (None)	▼ Save
Anag Manag		Manage Permissio	ns: 🕂 🖊 🔟	Host 🍡		Schedule ∠
	Door Selection Step: 1 of 2: Assign th	e door(s) to group, dick	Next.			
	Avaliable Doors		S	elected Doors		
	Door Name Cabinet Door (Module OE Main Entrance (Main Mod		rol Unit	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.



Users	Group N Manage Door Nam	Permissions: 🕂		Wor	Synchronize		Schedule 4
r Permission r Selection Step: 1 of 2: Assign the liable Doors	Door Nam	ne 🔺			₹	×	_
r Selection Step: 1 of 2: Assign the liable Doors	e door(s) to g	group, click Next.					
				Selected Doors			
or Name binet Door (Module 0D	000026)	Host Door Control Unit	>>	Door Name Main Entrance (I	Main Module)	Host Door Control Unit	
m		4		<		•	
			4 111	<<	<<		

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)	Save Schedule A
Add Door Permission Access Schedule Selection Step: 2 of 2: Assign a sch Schedule Select a schedule Weekda Access A Deny All Holiday Weekda Weekda	v v v v v v v v v v v v v v v v v v v	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 Notine	cations probe	Manager Snu	down Schedule	Time & Attendance	video kecol	raing	нер		
	Access Control ×	Desktop #1	+							
P	New Group	er New Sche	dule Option						Q - Enter Group Name	
	Groups	Users	Time	Schedules	Access Logs	Synchr	onize			
	Administrator		🔐 Co	ntractors						
	Contractors		Group Name	e Contractors		Work Shift	(None)	•	Save	
	Anager Anager		Manage Per	nissions: 🛨						
	and Regular Employed	e	Door Name	•		Host 🛰			Schedule 🛆	
	a Security		Main Entranc	e (Main Module))	Door Control	Unit (charles)	(10.1.1.214)	Weekday	
	-									
i										
		Synchro	nize Changes					x		
		2	Access Co		fect, you must Synch will be temporarily di now?			es place.		
			o not show this r	nessage 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	ications 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 Sync	
	Access Control Demo	Rack (10.1.1.237)	Read				9/12/2011 11:39:00	
		,,						
s X								
2g								

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 Settin	gs Help							
Add Desktop Add Playba	ack Access Control iP	hone Setup Notificati	ions probeManage	r Shutdown Schedule	Video Recording	W Help		
workspace	X Vid		ess Control 🗙 De		1 +			-
E Desktop #1 Playback #1	New	v Group New User	New Schedule	Options			Q.▼ Enter User Name	
	Gro	oups U	lsers	Schedules	Access Logs	Synchronize		
		Start Date 9/ 1/2011 End Date 9/12/2011 OPTIONS Export		2:15	Select a Preset Report : This Month Apply Advanced Filter			
		Date / Time 🛸	User 🛰	Door Na		Sensor Host 🐃	Event 🛸	*
	0	 9/12/2011 13:38:01 9/12/2011 13:37:57 		Door 1		Access Control Demo Rack Access Control Demo Rack	Door is Closed Door is Open	<u>^</u>
				Door 1		Access Control Demo Rack	Access Granted	_
serverExplorer - Cameras	Filter Options X		John Jinnin	Door 1		Access Control Demo Rack	Door is Closed	_
Doors Sensors Came	ras Maps	 9/12/2011 11:39:03 		Door 1		Access Control Demo Rack	Door is Open	
Access Control Demo Ra			John Smith	Door 1		Access Control Demo Rack	Access Granted	=
🗆 🖤 V1				Door 2		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	
		0.0000000000000000000000000000000000000	John Smith	Desert	(1-)	Access Control Demo Rack	Access Denied: No Permission	
V2 (Disabled)		9/12/2011 11:34:04	John Jinui	Door 1	(11)	Access control bento hack	Access benned. No r erninssion	
V3 (Disabled) V4 (Disabled) Phone Setup Notificat	ions probeManag	9/12/2011 11:34:00 er Shutdown S	John Smith	boor 1 Door 1	(In)	Access Control Demo Rack	Access Denice to Permission	
V3 (Disabled) V4 (Disabled) Phone Setup Notificat	ions probeManag	9/12/2011 11:34:00 er Shutdown S besktop #1 P	John Smith	Door 1	(in) ()	Access Control Demo Rack	Access Denied: No Permission	me
♥ V3 (Deabled) ♥ V4 (Deabled) Phone Setup Notificat deo Recording Acco W Group New User	ions probeManag ess Control × D	9/12/2011 11:34:00 er Shutdown S besktop #1 P	John Smith Schedule Vid layback #1	Door 1	(in) ()	Access Control Demo Rack	Access Denied: No Permission	me
♥ 32 (Deabled) ♥ 14 (Deabled) Phone Setup Notificat deo Recording Acc W Group New User roups U Start Date 9/ 1/2011	ions probeManag ess Control × D New Schedule Jsers From 00:0	9/12/2011 11:34:00 er Shutdown S lesktop #1 P Options Schedules	John Smith Schedule Vid Ilayback #1 Ac Select a	Preset Report :	(In) Help Synchronize	Access Control Demo Rack	Access Denied: No Permission	me
♥ 32 (Deabled) ♥ 14 (Deabled) Phone Setup Notificat deo Recording Acc W Group New User roups U Start Date 9/ 1/2011 End Date 9/12/2011	ions probeManag ess Control × D New Schedule Jsers From 00:0	9/12/2011 11:34:00 er Shutdown S besktop #1 P Coptions Schedules 00:00	John Smith Schedule Vid Ilayback #1 Ac	eo Recording + + ccess Logs Preset Report : th	(In) Help	Access Control Demo Rack	Access Denied: No Permission	me
# ^{V3} (Deabled) # ^{V4} (Deabled) # ^{V4} (Deabled) Phone Setup Notificat deo Recording Acc w Group New User roups U Start Date 9/ 1/2011 End Date 9/12/2011 OPTIONS Export	ions probeManage ess Control × D New Schedule Isers • From 00:0 • To 13:4	9/12/2011 11:34:00 er Shutdown S lesktop #1 P Options Schedules	John Smith Schedule Vid Iayback #1 Ac Select a This Mon Custom F Today Yesterda This Wee	ee Recording + + ccess Logs Preset Report : th y k	(In) Help Synchronize	Access Control Demo Rack	Access Denied: No Permission	me
♥ 32 (Deabled) ♥ 14 (Deabled) Phone Setup Notificat deo Recording Acc W Group New User roups U Start Date 9/ 1/2011 End Date 9/12/2011	ions probeManag ess Control × D New Schedule Jsers From 00:0	9/12/2011 11:34:00 er Shutdown S lesktop #1 P Options Schedules	John Smith Schedule Vid layback #1 Ac Select a This Mon Custom F Today Yesterda	ee Recording + + ccess Logs Preset Report : th y k	(In) Help Synchronize	Access Control Demo Rack	Access Denied: No Permission	me
	ions probeManage ess Control × D New Schedule Isers • From 00:0 • To 13:4	9/12/2011 11:34:00 er Shutdown S lesktop #1 P Options Schedules	John Smith Schedule Vid Iayback #1 Ac Select a This Mon Custom F Today Yesterda This Wee Do This Mon Door 1	ee Recording + + ccess Logs Preset Report : th y k	(In) Help Synchronize	Access Control Demo Rack	Access Denied: No Permission	me
♥ '3 (Deabled) ♥ '4 (Deabled) Phone Setup Notificat deo Recording Acc W group New User roups U Start Date 9/1/2011 OPTIONS Export Date / Time ™ 9/12/2011 9/12/2011 13:38:01 9/12/2011 13:37:57	ions probeManage ess Control × D New Schedule Isers From 00:0 To 13:4	9/12/2011 11:34:00 er Shutdown S lesktop #1 P Options Schedules	John Smith Schedule Vid Nayback #1 Ac Select a This Mon Custom F Today Yesterda This Wee Do This Mon Door 1 Door 1	ee Recording + + ccess Logs Preset Report : th y k	(In) Help Synchronize	Access Control Demo Rack	Access Denied: No Permission	me
Image: Wig Deabled) Image: Wig Deable	ions probeManage ess Control × D New Schedule Isers • From 00:0 • To 13:4	9/12/2011 11:34:00 er Shutdown S lesktop #1 P Options Schedules	John Smith Schedule Vid Nayback #1 Ac Select a This Mon Custom F Today Yesterda This Wee Do This Mon Door 1 Door 1 Door 1 (In)	ee Recording + + ccess Logs Preset Report : th y k	(In) Help Synchronize	Access Control Demo Rack	Access Denied: No Permission	ime
♥ '3 (Deabled) ♥ '4 (Deabled) Phone Setup Notificat deo Recording Acc W group New User roups U Start Date 9/1/2011 OPTIONS Export Date / Time ™ 9/12/2011 9/12/2011 13:38:01 9/12/2011 13:37:57	ions probeManage ess Control × D New Schedule Isers From 00:0 To 13:4	9/12/2011 11:34:00 er Shutdown S lesktop #1 P Options Schedules	John Smith Schedule Vid Nayback #1 Ac Select a This Mon Custom F Today Yesterda This Wee Do This Mon Door 1 Door 1	ee Recording + + ccess Logs Preset Report : th y k	(In) Help Synchronize	Access Control Demo Rack	Access Denied: No Permission	me
Image: Wig Deabled) Image: Wig Deable	ions probeManage ess Control × D New Schedule Isers From 00:0 To 13:4	9/12/2011 11:34:00 er Shutdown S lesktop #1 P Options Schedules	John Smith Schedule Vid Nayback #1 Ac Select a This Mon Custom F Today Yesterda This Wee Do This Mon Door 1 Door 1 Door 1 (In)	ee Recording + + ccess Logs Preset Report : th y k	(In) Help Synchronize Apply Sensor Ho Access Co Access Co Access Co Access Co	Access Control Demo Rack	Access Denied: No Permission	me

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.



x	4	o Recording Acc Group New User		trol × Desktop #1 Pl	ayback #1 +	
	Grou	ups l	lsers	Schedules	Access Logs	Synchronize
		art Date 9/ 1/2011 ind Date 9/12/2011	-	From 00:00:00	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	the other states and s	cess Control Demo Rad
	0	9/12/2011 13:37:57			And A	cess Control Demo Rad
×	~3	9/12/2011 13:37:57	John	Filter by Event		cess Control Demo Rad
	0	9/12/2011 11:39:08		General Infom	ation <u> I</u> Warning	cess Control Demo Rad
	0	9/12/2011 11:39:03			📕 📝 Alert	cess Control Demo Rad
	~0	9/12/2011 11:39:03	John	Filter by Status		cess Control Demo Rad
- 11	~0	9/12/2011 11:34:05	John	Access Granted	Access Denied	cess Control Demo Rad
- 11	~0	9/12/2011 11:34:05	John	Door Opened	Door Closed	cess Control Demo Rad
- 11	~3	9/12/2011 11:34:04	John	Door Forced Open		cess Control Demo Rad
	~0	9/12/2011 11:34:00 9/12/2011 11:33:10	John	Error		cess Control Demo Rad
	~9	9/12/2011 11:33:10 9/12/2011 11:29:30				cess Control Demo Rac
	~0	9/12/2011 11:29:30 9/12/2011 11:29:28			Apply Can	
	~0	9/12/2011 11:29:25				ccess Control Demo Rad

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 Scho	edule	Options					
	Grou	ips	U	sers		Schedules		Access Logs	s	synchronize	
		art Date nd Date	9/ 1/2011 9/12/2011	✓ From✓ T	m 00:00: o 13:44:0			t a Preset Report 10nth	: •	Apply	
	0	PTIONS	Export	\supset			Adv	anced Filter			
		Date / Ti	ime 🛰	User 🛰			Door Na	me 🛰		Sensor Host	V A
	0	9/12/201	1 13:38:01				Door 1			Access Cont	rol Demo
	0		1 13:37:57				Door 1			Access Cont	
ĸ		9/12/201	1 13:37:57	John Smit	th		Door 1 (ln)		Access Cont	_
	0	🛛 🧏 Sa	ave As							×	Demo
	()		Save in:	늵 Librari	es			👻 🧿 🎓 B	9 🛄 🔻		I Demo
ų.	~~0 ~~0	Por	ent Places		Documer Library	nts		Music Library			l Demo l Demo
	~0 ~0 ~0		Desktop		Pictures Library		4	Videos Library			l Demo I Demo I Demo
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Î	0 0	-									l Demo I Demo
	0		Vetwork	File name:		ntitled			•	Save	l Demo
Ξ	0	-		Save as typ	e: C	SV Document ((*.csv)		•	Cancel	I Demo
	6	9710/201	1 06:55:00				Door 1			Access Cont	rol 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.

Add Desktop Add Playback Access Contre workspace X		Setup Notifie			hedule	Video Recording	Help			-
€ Desktop #1 Playback #1	New Gro	New Use	er New Schedule	Options					Q - Enter User Name	
	Groups		Users	Schedules		Access Logs	Synchronize			
		Date 9/ 1/20 Date 9/12/20	11 TO 13:44		This	ect a Preset Report : Month	Apply			
	Da	ate / Time 🛰	User 🛰		Door N	ame 🛰	Sensor Host 🛰		Event 🍬	×
	 9/ 	12/2011 13:38:0	1		Door 1		Access Control D	emo Rack	Door is Closed	*
	 9/ 	12/2011 13:37:5	7		Door 1		Access Control De	emo Rack	Door is Open	
serverExplorer - Doors Filter Options X		12/2011 13:37:5	7 John Smith		Door 1	(In)	Access Control D	emo Rack	Access Granted	
Doors Sensors Cameras Maps	() 9/	12/2011 11:39:0	8		Door 1		Access Control D	emo Rack	Door is Closed	
	 9/ 	12/2011 11:39:0	3		Door 1		Access Control De	emo Rack	Door is Open	
		12/2011 11:39:0	3 John Smith		Door 1	(In)	Access Control D	emo Rack	Access Granted	=
Door 1		12/2011 11:34:0			Door 2		Access Control De		Access Denied: No Permission	
Door 2		12/2011 11:34:0	5 John Smith		Door 1		Access Control D	emo Rack	Access Denied: No Permission	
		12/2011 11:34:0	4 John Smith		Door 1	(in)	Access Control D	emo 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 Notificati	ons probeManager Shut		Recording				
workspace X	Video Recording A	ccess Control Desktop #	1 Playback #1 +					
Desktop #1 Playback #1	Policies Summ	ary R	ecording Policies	Archive Pol	icies			
Playback #1	Camera name 🔺 Hos	t Recording policy	Record directory	Archive directory	Status	Туре	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				and the second sec				
Add Desktop Add Playback	i iPhone Setup Notification	s probeManager Shutdo	own Schedule Video R	ecording				
vorkspace X	Video Recording × Aco	ess Control Desktop #1	Playback #1 +					-
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
								Disable
erverExplorer - Doors Filter Options X								
Doors Sensors Cameras Maps								
Access Control Demo Rack (10.1 log								
🖃 🛲 Door Control Unit (2 Doors)								
Door 1								
Door 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 +					₹
Policies Summary	Reco	ording Policies	Archive Policies				
Policy name 🔺	Condition	Cameras	Record directory	Max size	Туре	Filter 틙	Create
Select	Recording Policy						Edit
							Remove
		Do you want to r	ecord on:				Disable
		,					
	Г						
		AKCess Pro S	Gerver				
	_						
		securityPro	be				
		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				— ×	
	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		
			: 241.83 GB of 265.76	GB			
	size :	5	GigaBytes 🔻				
Max	size reached :		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</back>	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	X	Recording	Policies	Archive Polici	es	
Policy name 🔺	Condition		Cameras	Record directory	Max size	Ту
AKCess Pro Serve	er Recording Poli	cy Wizard			X	
Camera Sel Step: 2 of		iera(s) to Entry Pic	ture from Door #1.			
Available Came	ra(s)			Selected Camera(s)		
Camera Name	Host Name	Policy/Notification		Camera Name	Host Name	
V1	10.1.1.237)				
	Add Camera	a				

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.



Policies Summary Rec	ording Policies	Archive Policies		
Policy name Condition	Cameras	Record directory	Max size	Туре
AKCess Pro Server Recording Policy Wizard	Add a New Camera			
Camera Selection Step: 2 of 5: Assign the camera(s) Available Camera(s) Camera Name Host Name Policy/No	Hostname or IP Username administ Password anon Please Select Camera Mode AKCP Security Camera PC cameras - USB or V AXIS D-Link Histream IQeye LINKSYS Lumenera Panasonic Advanced Options For advice on compatible of	rator mous login s deo boards ameras, or to find out mor CP, just email sales@akop		

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.

Policies Summary	Re	cording Policies	Archive Poli	ties	
Policy name 🔺	Condition	Cameras	Record directory	Max size	Тур
AKCess Pro Serve	er Recording Policy Wizan	d		— X	
Camera Sel Step: 2 of	ection f 5: Assign the camera(s) to	Entry Picture from Door #1			
Available Came	ra(s)		Selected Camera(s)		
Camera Name	Host Name Policy/No	otification	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.



$^{\prime}$ 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 Sen	ver Recording P	olicy Wizard					×
Record Co Step: 3 Choose @ Alwa @ On e	ndition of 9: Choose whe e when to recor- ivs event Time event A video is record Sensor event	n to record vide d videos. ed according to	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.

PO	licies Summary	/ Re	cording Policies	Archive Policie	es	
Policy na	me 📥	Condition	Cameras	Record directory	Max size	Ту
AKC	Cess Pro Server R	ecording Policy Wizard	L. C.		X	
	Frame Rate Se Step: 4 of 9:		ed when no event occurs.			1
		deo recording when no ev	ent occurs.			
	Enter the n	ormal frame rate				
	Frame	erate: 10 🚔 fr	ame(s) per Seconds 👻			
- 11 -						
				< Back Next 2	Cancel	



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	-				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 Policie	es	
Policy name	Condition	Cameras	Record directory	Max size	Туре
AKCess Pro Serve	er Recording Policy Wizard			×	J
Sensor Ever	nt Setup f 9: Choose sensors and status	that will trigger the concer	avaat		
Step: 0 0		a dat will digger the sensor			
Sensor	ntrol Demo Rack (10.1.1.237)		Status Held Open		
Host Sta			Closed		
Door 1	D		Opened Force Opened		
E 🛲 sect	urityProbe5E Demo eo Signal V1		Sensor Error		
🖤 V1	(Disabled)	7			
🖤 V3 ((Disabled) (Disabled) (Disabled)	6			
V4	(Disabled)				
	To select multiple its	ms, press and hold CTRL or	SHIFT while selecting]	
	to secce maluple ne	initial press and hold effect of	on a rimme beleeding.		
			< 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 Image: Condition Server Records	/ideo Recording X Acces	ss Control Desktop #1	Playback #1 +			
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 	Policies Summary	Reco	ording Policies	Archive Policies		
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
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.	AKCess Pro Server	Recording Policy Wizard			×	
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					ication	
Closed O Seconds Opened O Seconds Force Opened O Seconds Sensor Error O Seconds			us, you can onset the su	a con a recording policy of notif		
Closed 0 Seconds Opened 0 Seconds Force Opened 0 Seconds Sensor Error 0 Seconds						
Closed 0 Seconds Opened D Seconds Force Opened 0 Seconds Sensor Error 0 Seconds						ы.
Closed 0 Seconds Opened 0 Seconds Force Opened 0 Seconds Sensor Error 0 Seconds						
Closed O Seconds Opened O Seconds Force Opened O Seconds Sensor Error O Seconds						
Opened Seconds Force Opened O Seconds Sensor Error O Seconds		n				
Force Opened Sensor Error Seconds Seconds			Closed 0			
Sensor Error O Seconds			Opened 👂 🚔	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.



	s Summary					r.c		ann	Ig P	onci									Polici	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				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.
	ALL					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																								
		ent a ent in		e													n, did cata		row	/colu	ımn l	abel.			
	L																								
														ſ		_					r				
															<	Bad	ik		lext	>	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 🛛 🗙	Access Control	Desktop #1	Playback #1 +			
Policies Summa	ary /	Recor	rding Policies	Archive Policies		
Policy name 📥	Condit	ion	Cameras	Record directory	Max size	Туре
AKCess Pro Se	erver Recording P	olicy Wizard				6
Completi	ng the recording	policy wizard				
Step: 9	9 of 9: Congratulat	tions! You have s	successfully completed en	tering all required information.		
Congra	atulations! You hav	ve successfully o	ompleted entering all requ	uired information.		
Recor	rding Policy Revi	iew				
	To review recording	g policies, go to	'Policies Summary' tab.			
Click	Finish to save th	iese 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	I iPhone Setup Notifications	probeManager Shutdown Sci		W lelp		
workspace X	Video Recording × Access	Control Desktop #1 +				Ŧ
Desktop #1	Policies Summary	Recording	Policies / Archive	Policies		
	Camera name 🔺 🛛 Host	Recording policy	Record directory	Archive directory S	itatus Type	Filter 틙
	V1 10.1.1.237	Entry Picture from Door #1 D:	/Video Test/Entry Picture from Door #1/	Re	ecording Server Policy	
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	l					

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		Help	
workspace X	Video Recording Access Control Desktop #1	Playback		Ŧ
B Desktop #1 Playback #1		Rename		13:50
				14:00
				14:10
				14:20
serverExplorer - Doors Filter Options X Doors Sensors Cameras Maps				14:30
Access Control Demo Rack (10.1 09				
Door Control Unit (2 Doors) Door 1 Door 2				14:40
				14:50
				15:00
help X				15:10
Video recording This window allows users to set up				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 1 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 Access Contro		
workspace X	Access Control Video Recording Desktop #1 Access Control Playback	
Access Control Playback		15:25
	Entry@Access Control Demo Rack (10.1.1.130) Options 🗕 🗙	
		15:30
		15:35
		15:40
	· · · · · · · · · · · · · · · · · · ·	15:45
serverExplorer - Cameras Filter Options X		
Doors Sensors Cameras Maps		
C Access Control Demo Rack (10.1 log		15:50
Entry Entry (Disabled)		
V3 (Disabled)		15:55
V4 (Disabled)		
		16:00
		16:05
		10.05
help X		16:10
Timeline explorer		
A tool for navigating the history of the		16:15
video playback footage.		
		5 Minutes 👻 🧮
		9/15/2011 15:51:22.00 Speed 4x
Thursday 45 September 2044, 00:22 Pt		
Thursday, 15 September 2011 - 03:23 PM	1/5 D	ays Until License Renewal ी 🎦 Version : 0.109.8

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				
Add Desktop		Manager Shutdown Schedule Time & Attendance	Video Recording	
workspace X	Access Control × Video Recording	Desktop #1 +		Ŧ
Desktop #1 HD Digital Camera on 5ESV Demo Unit @ securityF	New Group New User New Sche	dule Options		Q ← Enter Group Name
	Groups Users	Time Schedules Access Logs	Synchronize	
	Administrator Contractors Guest Manager	Administrator Group Name Administrator Manage Permissions: + 2 1	Work Shift (None)	Save
	Negular Employee	Door Name 🔺	Host 🐃	Schedule 🛆
m Filter Options X Doors Sensors Cameras Maps securityProbe SESV Online DEMO (10.1.6.142) Door Control Unit (charles) (10.1.1.214)	Security			- muran
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.

Time & Attendance 🗙 ccess	Control Video Re	cording Deskt	top #1 +								
Holidays Shift								Q	inter User Na	ime	
Time & Attendance View Repo	ort										
'iew By : Day Month			 Satu 	urday, 27th Octob	er 2012 🕨						Filter
Name 🔺	Hours 🛸 OT	⊸ 06.00	07.00 0	09.00 09.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00
ohn Smith	Not Workday	r									
nn Smith	Not Workday	1									

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

Time & A	ttendance	× probeManager	Acces	s Control	Video R	ecording	Notification	s 📕 🗖 D	esktop #1	Playback	#1 +									
Holidays	Shift											/					Q Enter	User Name.		
Time & Att	tendance	View Report									K									
View By	Day	onth						•	Friday	, 05th Octob	er 2012	• 🗮							Filt	er
	Name 🔺	Hours	s 🖘 🛛 (T0	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)		7.3	30	0.55					_		_						_			
(Doong)			Absent	t																
(Duan)		8.	30	0.16													_			
Ek)		1 7.:	30	1.31													_			
Ex)			Absent	t																
(Ji)		7.:	30	1.46																
Joe)		7.:	30	0.03																
Kao)		6.4	11	0.00													_			
May)		N	o Clock (Out																
(Mot)		7.:	30	0.45																
Ms. Tom)		(7.	07	0.00							_									
Nat)		7.:	30	0.29							_	_				_	_)	
(Neng)			Absent	t																

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.

,	prob	eManager Ac	cess Control	1	/ideo F	Record	ing	Not	ificatio	ns	D	esktop	#1	Pla	yback a	#1	+																
Holidays	Shift																											Q Ente	r User	Name.			
Time & At	ttendance View Re	port																															
View By :	Day Month											C	•	Octob	er 201	2)=															Filte	r
	Name 🔺	Hours 🛰	0T 🖘	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20 2	1	22	23 24	4 :	25 26	27	28	29	30	31
(Aom)		145.01	15.28			_													_						_			_					
(Big)		145.30	25.27																	_	_							_					
(Dew)		133.58	14.00																	-													
(Doong)		91.47	8.40																	_	_												
(Duan)		136.30	3.30										_	_					_	-													
(Ek)		144.37	25.40				_																										
(Ex)		0.00	0.00																	-													
(Ji).		138.00	27.01											_																			

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.
ОК	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.

me & Attendance 🛛 🗙 probeM	anager Access	Control Vi	deo Recording	Notif	ications		Desktop	#1 6	Playback #1	L +														
olidays Shift																		(Q Sc	ott Farn	um			8
ne & Attendance View Repo	ort																							
w By : Day Month								Oct	ober 2012	•													Filter	•
Name 🔺	Hours 🛰	0T 🖘 1	1 2 3	4 5	6	7	8 9	10	11 12	13	14	15 16	17 18	8 19	20	21	22 2	3 2	4 25	26	27	28	29 30	0 31
TT FARNUM	81.01	0.16												-										

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 & Attendance × probeManager Access Control Video Rec	ording Notifications Desktop #1 Playb	ack #1 +				
Holidays Shift					Q Enter	User Name
Time & Attendance View Report	/					
Start Date 10/ 1/2012 - From 00:00:00	Select a Time Period :					Export
End Date 10/27/2012 To 10:32:11	This Month Apply]				Filter
Name 🍬	Date 🛰	Time In 🛰	Time Out 🛰	Hours 🏊	0T 🍡	Status 🛸
om) 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
		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.



Holidays Sh						Q Enter U	User Name
Time & Attendance	View Report						
Start Date 10/15	/2012 ▼ From 00:00:00 📮	¥					Export
_		Select a Time Period :	_				
End Date 10/19	′2012 ▼ To 10:32:11 🚔	Custom Filter Apply					Filter
	Name 🍬	Date 🖘	Time In 🛸	Time Out 🌤	Hours 🏊	0T 🍬	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	Desktop #1	Playback #1	+				
Holidays Shift										
Time & Attendance View Report					1					
Start Date 10/15/2012 - From 00	:00:00		Select a Time Period :							
End Date 10/19/2012 - To 10	:32:11		Custom Filter		Apply					
Na	me 🛰		Today Yesterday	* *		Time In 🌫				
(Aom) Work: 37.30 /	OT: 6.09 / Day Leave	:: 0)	This Week	1		09:24:01				
			Last Week This Month	sday		09:33:30				
			Last Month	zviz - weunesday	y	09:41:43				
						16:35:33				
			10/16	2012 - Tuesday		09:38:25				
			40145	0040 Mandau		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 & Atte	endance	× pro	beManage	er Access	s Control	Video Recording	Notifica	tions Desktop #1 Playb	ack #1 +				
Holidays	Shift											Q Isara	
Fime & Atten	ndance	View F	leport					· · · · · · · · · · · · · · · · · · ·					
Start Date	10/15/20	12 🔻	From	00:00:00			Select a 1	Time Period :					Export
End Date	10/21/20	12 🔻	То	23:59:59			Last Wee	< Apply]				Filter
				Name 🛸				Date 🛸	Time In 🛸	Time Out 🛸	Hours 🏊	0T 🍬	Status 🌤
om) 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			

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!