MaCaPS International Limited

Smart Access Control System Software User Manual

V2.0.0 Server Version

DOCUMENTATION

Disclaimer

Trademarks

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Contents

1 Introduction

1.1 Purpose of the Document

The primary objective of this manual is to guide the Smart Access Control System Software users to familiar with the functions of the system software and get master of the system quickly.

1.2 Target Audience

The manual is intended for System Administrator, security officer etc.

1.3 Related Documents

Event Server Specification

Door Controller Specification

1.4 Abbreviations

ACS	Access Control System

2 Installing Smart Access Control System Software

This section explains how to install the Smart Access Control System Software

2.1 Minimum System Requirements

- Windows 98/NT/2000/Me/XP
- Pentium III 800MHz CPU
- 128 MB of available RAM
- 1 GB of disk space
- 800x600 Display resolution
- Network Interface Card

2.2 Installation Procedure

1. You should close all programs before you begin installation.
2. Ensure that your system meets the minimum requirements described in the "Minimum System Requirements" Section.
3. Insert the "Smart Access Control System Software" CD.
4. Run the installation program "setup.exe" which can be located in the CD's root directory. The InstallShield Wizard will be launched.

5. To continue, click "Next".

6. Select “Complete” installation and click “Next”.

7. Click “Install” to begin the installation.

8. When installation is completed, click “Finish” to exit the InstallShield Wizard.


Smart Access Control System (Server Version) - InstallShield Wizard
InstallShield Wizard Completed
The InstallShield Wizard has successfully installed Smart Access Control System (Server Version). Click Finish to exit the wizard.
Finish

3 Starting the Smart Access Control System Software

This section explains how to start the Smart Access Control System Software.

3.1 Starting the Smart Access Control System Software

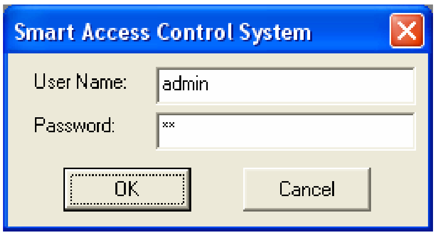
To start the Smart Access Control System Software, select **Start** → **Programs** → **MaCaPS International Limited** → **Smart Access Control System** → **Smart Access Control System (Server Version)**.

Note The start-up path is set during the installation process and may differ from the one above.

3.2 Log On to the System

You must be logged on before using the Smart Access Control System Software.

At the logon screen, type the **User Name** and **Password**. Then click **OK**.



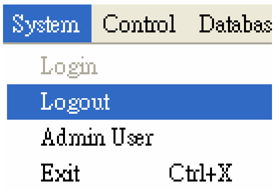
If the provided **User Name** and **Password** are recognized as legitimate, this logs you on to the system. System functions can be accessed depending on the permissions assigned to your user account.

If you enter the incorrect **User Name** and **Password** or click the **Cancel** button, you are logged on to the system as guest. System functions are disabled.

For information of access rights, please refer to the Section **System User Accounts**.

3.3 Log Off from the System

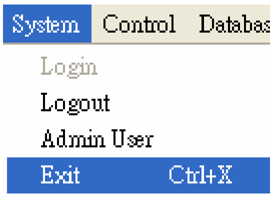
To log off from the Smart Access Control System Software, click **System**, and then click **Logout**. When you log off from the system, you close your user account but the Smart Access Control System Software remains on for easy access the next time you log on.



To log on, click **System**, and then click **Login**. The log on screen displays. You can type your account information to log on to the system.

3.4 Exiting the Smart Access Control System Software

To exit the Smart Access Control System Software, click **System**, and then click **Exit**.



Note: To exit the Smart Access Control System Software, you must log on to the Smart Access Control System with access right "Administrator" and "Power User".

4 System User Accounts

A system user account defines the actions a system user can perform in the Smart Access Control System, and establishes the privileges assigned to each user. There are three types of system user accounts available on the Smart Access Control System: administrator, power user, and user. A user must be a member of one of the group. The permission and rights granted to a group are assigned to its members. Belonging to a group gives a user rights and abilities to perform various tasks on the Access Control System. The details are summarized in the following table.

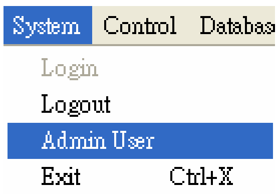
System Function	Administrator	Power User	User
Administering System Users	√	×	×
Door Control	√	√	√
Setup Event Servers	√	×	×
Setup Doors	√	√	×
Setup Door Group	√	√	×
Setup User	√	√	×
Setup Door Group & User Group	√	√	×
Setup Time Zone	√	√	×
Setup Holiday	√	√	×
Design Card Template	√	×	×
Configure Company Information	√	×	×
Configure E-mail Notification	√	×	×
Block Card Setting	√	×	×
Configure User Defined Field	√	×	×

Database Maintenance	√	×	×
Configure Event Server Update Scheduler	√	×	×
Reporting	√	√	√

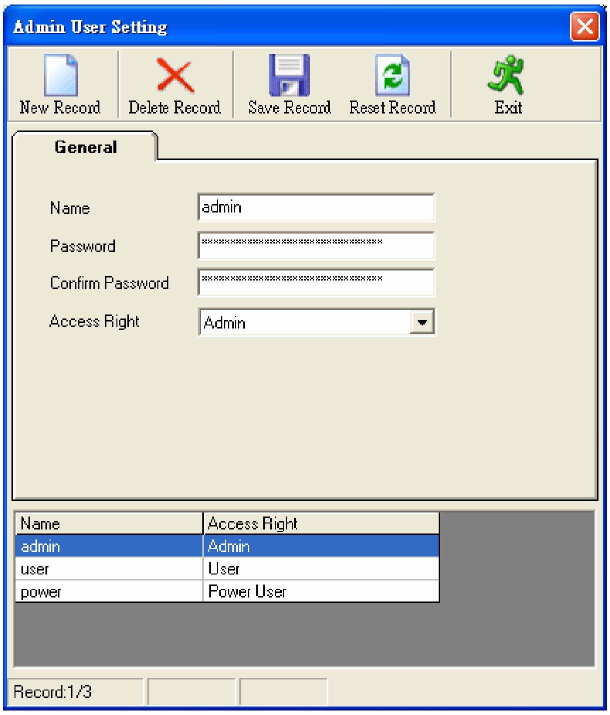
Note:

An account with the name "admin" is created during installation. This user belongs to the "Administrator" group.

To create, modify and delete system user accounts, from the main menu ,select **System → Admin User**



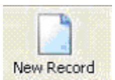
to open the **Admin User Setting** window.



Note:

- The user must login with access right "Administrator" to be able to admin user.
- A user name cannot be identical to any other user. It can contain up to 20 characters.
- In Password and Confirm password, you can type a password containing up to 40 characters.
- You should not add a new user to the Administrators group unless the user will perform only administrative tasks.

4.1 Create a New System User Account

1. Click  on the toolbar.
2. Type a **Name** for the new user account.
3. Type a **Password** for the new user account. The entered password is displayed as *.
4. Type the **Confirm Password** for the new user account. The entered password is displayed as *.
5. Set the **Access Right** for the new user account.

6. Click 

on the toolbar.
7. The new user is added to the list of users.
8. Click 

on the toolbar to close the **Admin User Setting** window.

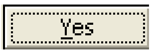
4.2 Modify a System User Account

1. In the list of users, select the user you want to modify.
2. Make the changes you want, and then click 

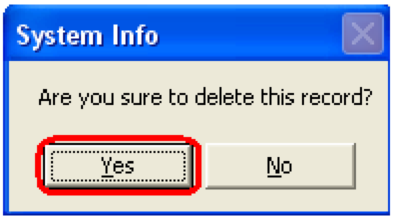
.

4.3 Delete a System User Account

1. In the list of users, select the user you want to delete, and then click 

on the toolbar.
2. Click 

on the confirmation dialog box to confirm the deletion.



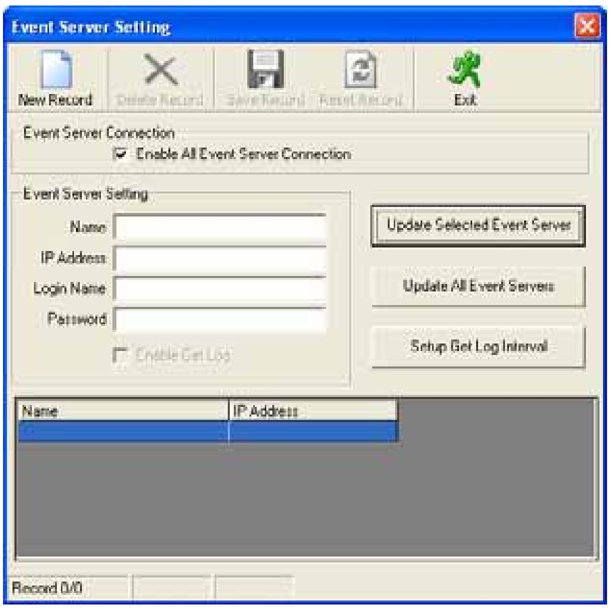
3. The user is removed from the list of users.

5 Setup Event Servers

This section explains how to administer the event server database. To be able to administer the event server database, the user must be a member of the “Administrator” group.

To manage the Event Server Database, from the main menu, select **Database** → **Event Server**,

to open the **Event Server Setting** window.



The **Event Server Setting** window can also be opened by clicking  on the toolbar.

5.1 Create a New Event Server

1. Click 

on the toolbar.
2. Select **Enable All Event Server Connection**.
3. Type a **Name** for the new event server.
4. Type the **IP Address** of the new event server. The IP address must match the one configured on the event server hardware.
5. Type the **Login Name** to access the event server hardware.
6. Type the **Password** to access the event server hardware.
7. Select **Enable Get Log**.
8. Click 

on the toolbar.
9. The new server is added to the list of event servers.
10. Click 

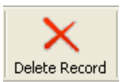
on the toolbar to close the **Event Server Setting** window.

5.2 Modify a Event Server

1. In the list of event servers, select the event server you want to modify.
2. Make the changes you want, and then click 

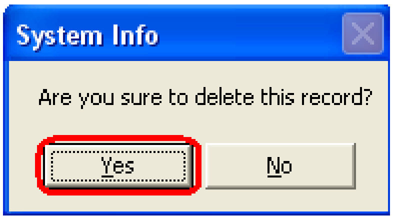
on the toolbar.

5.3 Delete a Event Server

1. In the list of event servers, select the event server you want to delete, and then click 

on the toolbar.
2. Click 

on the confirmation dialog box to confirm the deletion.

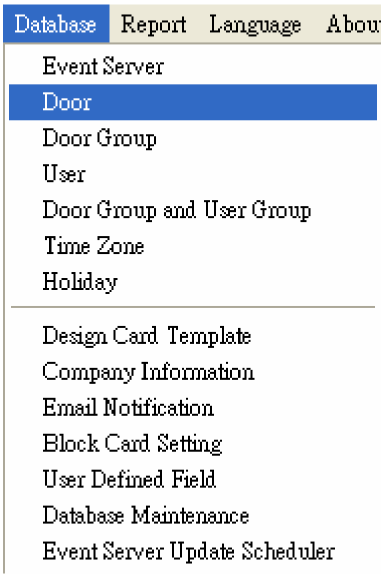


3. The event server is removed from the list of event servers.

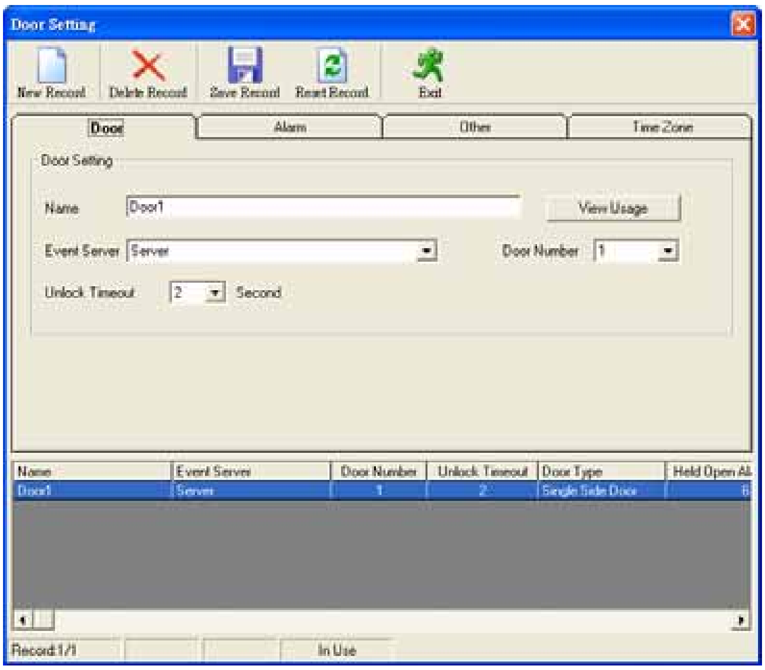
6 Setup Doors

This section explains how to administer the door database. To be able to administer the door database, the user must be a member of the “Administrator” group.

To manage the Door Database, from the main menu, select **Database** → **Door**,



to open the **Door Setting** window.



The **Door Setting** window can also be opened by clicking  on the toolbar.

6.1 Create a New Door

To create a new door, click 

on the toolbar.

1. Select the **Door** tab.
2. Type a **Name** for the new door.
3. Select a **Event Server** the new door is connected to.
4. Assign a **Door Number** to the new door.
5. Set the **Unlock Timeout** period. This period refers to the duration the door lock will be opened when access right is granted to a user.
6. Select the **Alarm** tab.
7. Set the **Held Open Alarm Timeout** period. This period refers to the time interval the alarm will sound if the door is continue opened.
8. Select **Enable Alarm** if alarm is required. Otherwise, select **Disable Alarm**.
9. Select the **Other** tab.
10. Under **Reader Setting**, select **Yes** if the reader connected to this new door has a keypad; otherwise select **No**.
11. Under **Door Type Setting**, select **Single Side Door** if the door type is single side door; otherwise select **Double Side Door**.
12. Select the **TimeZone** tab.
13. Select the **TimeZone** for this new door. The default is **24 Hrs Access**.
14. Select access type for **Inside Time Zone**.
15. Select access type for **Outside Time Zone**.
16. Click 

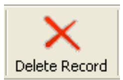
on the toolbar.
17. The new door is added to the list of doors.

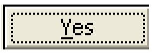
6.2 Modify a Door

1. In the list of doors, select the door you want to modify.
2. Make the changes you want, and then click 

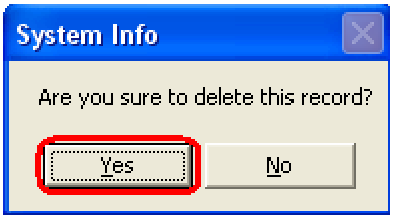
on the toolbar.

6.3 Delete a Door

1. In the list of doors, select the door you want to delete, and then click 

on the toolbar.
2. Click 

on the confirmation dialog box to confirm the deletion.

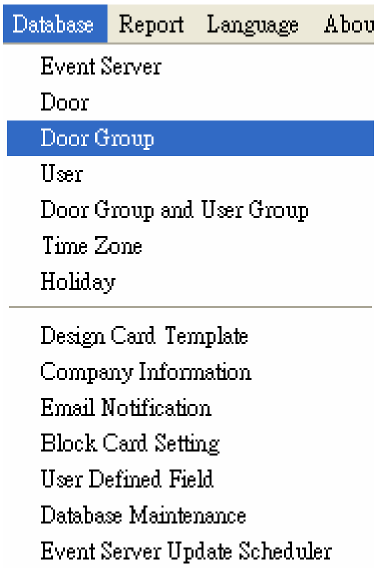


3. The door is removed from the list of doors.

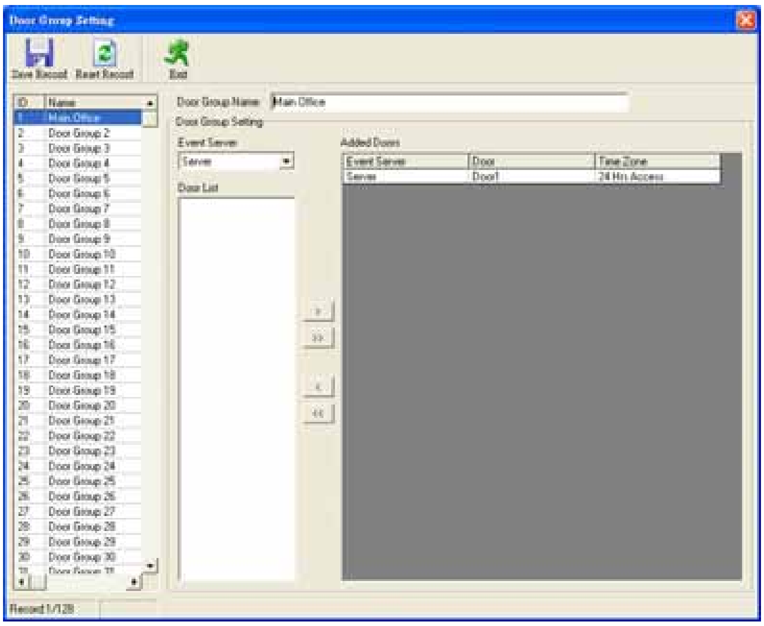
7 Setup Door Groups

This section explains how to administer door group database. To be able to administer the door group database, the user must be a member of the “Administrator” group.

To manage the **Door Group Database**, from the main menu, select **Database → Door Group**,



to open the **Door Group Setting** window:



There are totally 128 predefined door groups, named from "Door Group 1" to "Door Group 128", in the system.

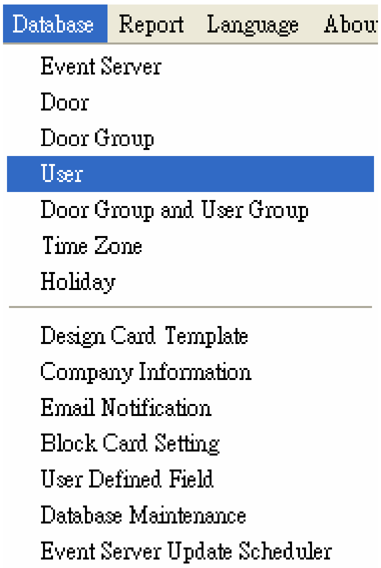
To change the settings of a Door Group, in the list of door groups, select a door group you want to change.

1. Type a new **Group Name** for the selected door group.
2. Select an **Event Server** for this door group.
3. Add **Door(s)** to this door group.
    - In the **Door List**, select a door you want to add to the door group.
    - Click  to add the door to the door group.
4. Remove Door(s) from this door group.
    - In the list of **Added Doors**, select a door you want to remove.
    - Click  to remove this door from the door group.
5. Change TimeZone for added doors.
    - In the list of **Added Doors**, double click a added door.
    - Set the preferred TimeZone, and then click .
6. Click  on the toolbar.
7. Click  on the toolbar to close the **Group Setting** window.

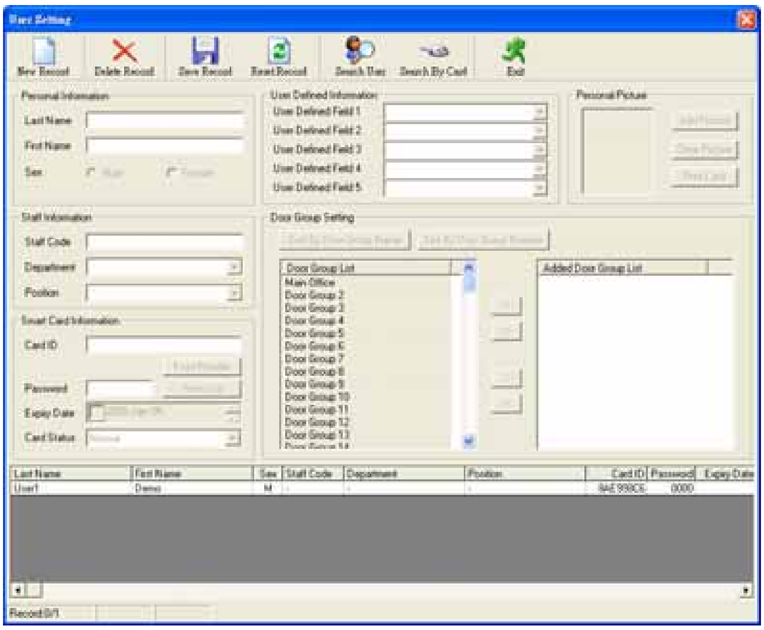
8 Setup Users

This section explains how to administer the user database. To be able to administer the user database, the user must be a member of the “Administrator” group.

To manage the **User Database**, from the main menu, select **Database** → **User**,



to open the **User Setting** window.

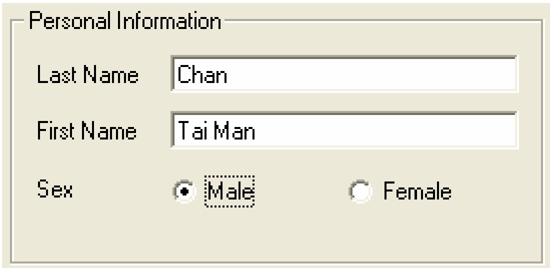


The **User Setting** window can also be opened by clicking  on the toolbar.

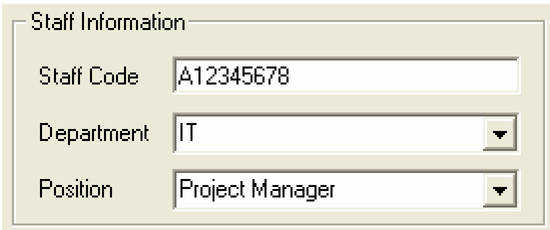
8.1 Create a New User

1. Click 

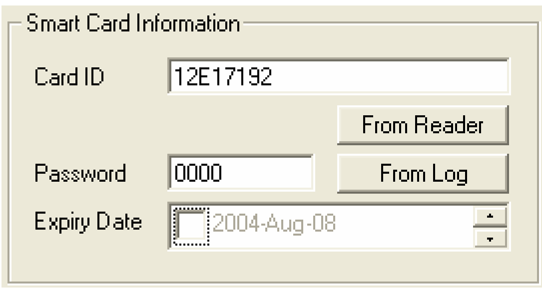
on the toolbar.
2. Under **Personal Information**, type the **Last Name**, **First Name** and **Sex** of the new user.



3. Under **Staff Information**, type the **Staff Code**, **Department**, and **Position** of the new user.

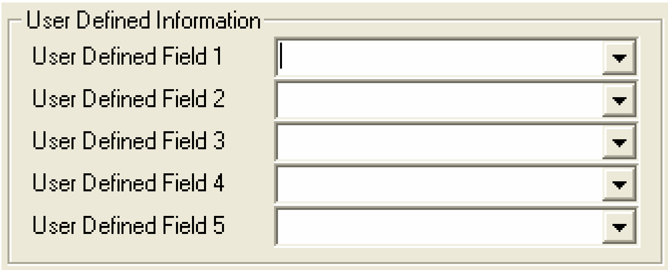


4. Under **Smart Card Information**, type the **Card ID**, **Password**, and **Expiration Date**. There are three ways to input the **Card ID**:
   - Enter the **Card ID** directly in the text box if you know the **Card ID**.
   - Read from a **Issuer Reader** if you have one connected to the PC.
   - Read from the event log.

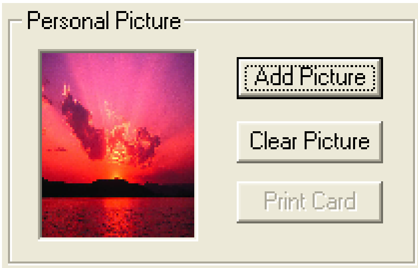


Note: If the reader is a keypad type reader, the **Password** is used to access the door.

5. Under **User Defined Field**, if there is user-defined information, type in the user defined fields; otherwise, leave them empty.



6. Under **Personal Picture**, you can add the user's picture into the database. Click the button Add Picture to locate the user picture. The format of the picture can be BMP, ICO, JPG and GIF. You can remove the picture by clicking the button Clear Picture.



7. Under **Group Setting**, select the appropriate groups in the **Group List**, then click > to add it into the **Added Group**. For each user, you can add a maximum of 4 Groups. To remove an added group, select the added group in the **Added Group List**, then click <.

8. Click 

on the toolbar.

9. The new user is added to the **List of Users.**

10. Click 

on the toolbar to close the **User Setting** window.

11. The new settings will be downloaded to the **Event Server** after exiting the **User Setting** window.

8.2 Modify a User

1. In the list of users, select the user you want to modify.

2. Make the changes you want, and then click 

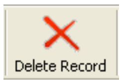
on the toolbar.

3. Click 

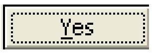
on the toolbar to close the **User Setting** window.

4. The new settings will be downloaded to the **Event Server** after exiting the **User Setting** window.

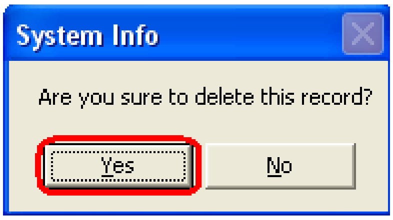
8.3 Delete a User

1. In the list of users, select the user you want to delete, and then click 

on the toolbar.

2. Click 

on the confirmation dialog box to confirm the deletion.



3. The user is removed from the list of users.

4. Click 

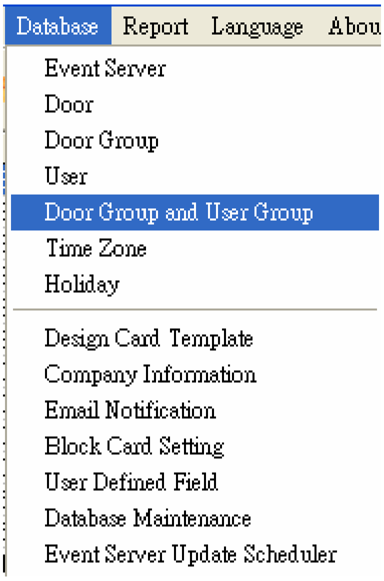
on the toolbar to close the **User Setting** window.

5. The new settings will be downloaded to the **Event Server** after exiting the **User Setting** window.

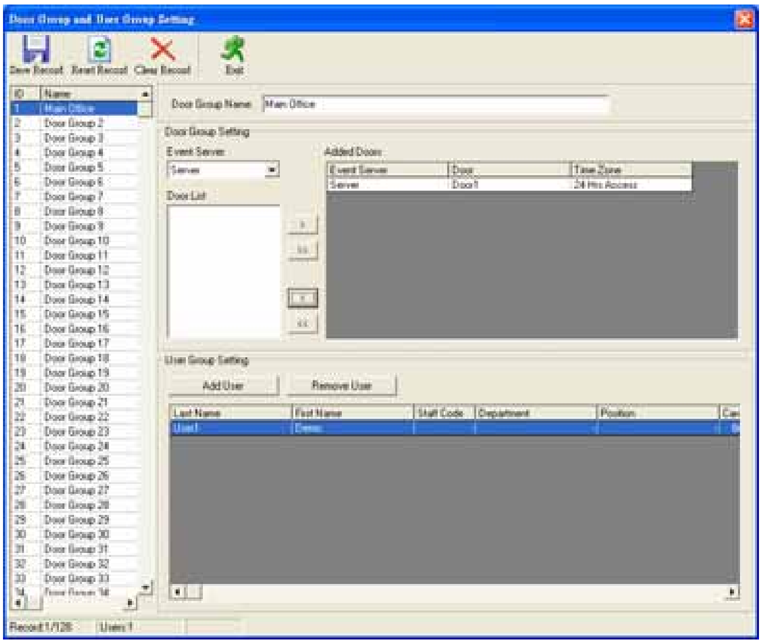
9 Setup Door Group & User Door Group

This section explains how to administer the Door Group & User Group database. To be able to administer the Door Group & User Group database, the user must be a member of the "Administrator" group.

To setup the **Door Group & User Group Database**, from the main menu, select **Database** → **Door Group and User Group**,



to open the **Door Group & User Group Setting** window:



There are totally 128 predefined door groups, named from "Door Group 1" to "Door Group 128", in the system.

To change the settings of a Door Group, in the list of door groups, select a door group you want to change.

8. Type a new **Group Name** for the selected door group.
9. Select an **Event Server** for this door group.
10. Add **Door(s)** to this door group.
    - In the **Door List**, select a door you want to add to the door group.
    - Click  to add the door to the door group.
11. Remove Door(s) from this door group.
    - In the list of **Added Doors**, select a door you want to remove.
    - Click  to remove this door from the door group.
12. Change TimeZone for added doors.
    - In the list of **Added Doors**, double click a added door.
    - Set the preferred TimeZone, and then click .
13. To change the User Group settings, click the Add User button, and then select the users you want to add into the door group.
14. Click  on the toolbar.

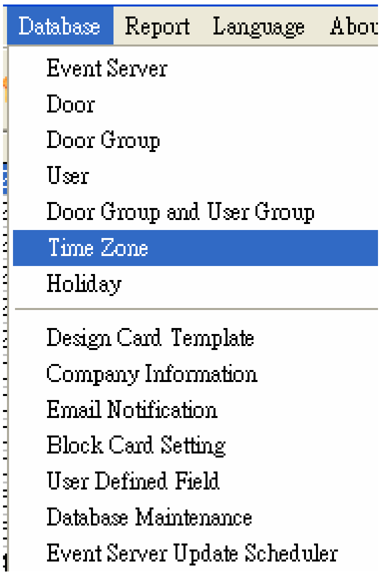
15. Click 

on the toolbar to close the **Group Setting** window.

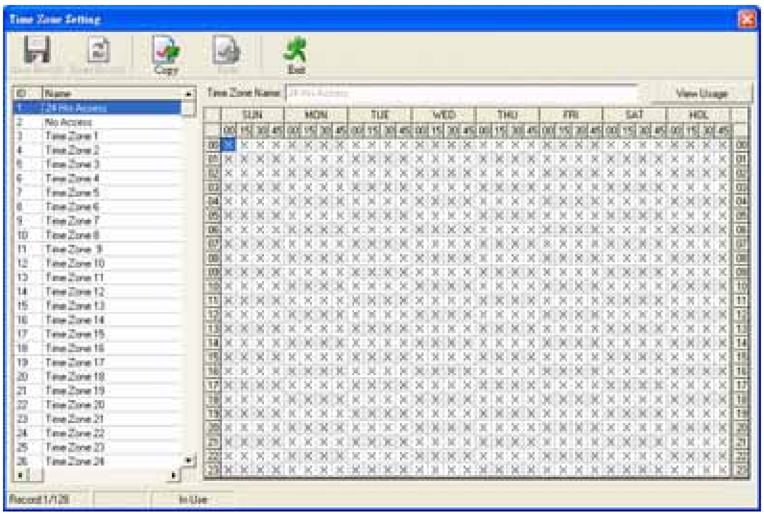
10 Setup Time Zone

This section explains how to administer the **Time Zone**. To be able to administer the **Time Zone**, the user must be a member of the “Administrator” group. There are totally 128 pre-defined time zones. Two of them, **24 Hrs Access** and **No Access**, are fixed, and the other 126 time zones are user configurable.

To manage the **Time Zone**, from the main menu, select **Database** → **Time Zone**,



to open the **Time Zone Setting** window.



The **Time Zone Setting** window can also be opened by clicking  on the toolbar.

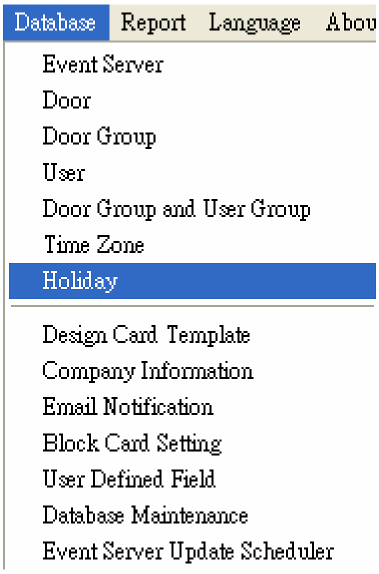
To change the settings of a **Time Zone**, do the following:

1. Select the time zone you want to modify, say select **Time Zone 1**. The current settings of **Time Zone 1** are displayed on the window.
2. Change the default time zone name from **Time Zone 1** to **Office Hour**.
3. Select the preferred time intervals; say from 09:00 to 19:00, from Monday to Friday.
4. Press the right mouse button and select **Select** to mark the time intervals.
5. The selected intervals are marked with "x" symbols as bellow.
6. Click  on the toolbar.
7. Click  to close the **Time Zone Setting** window.

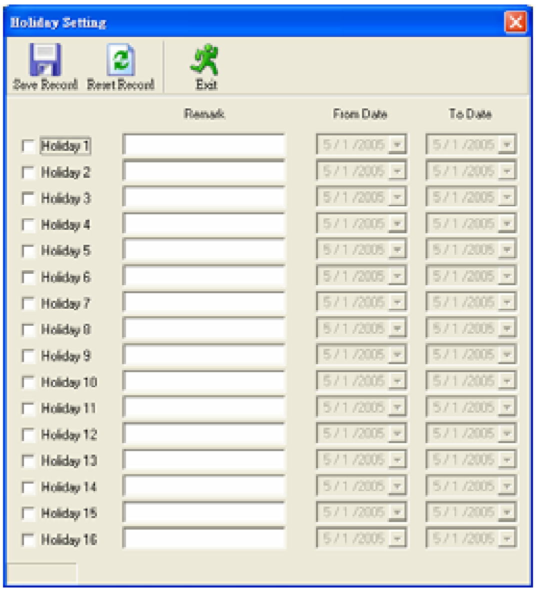
11 Setup Holiday

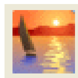
This section explains how to administer the **Holiday Database**. To be able to administer the **Holiday Database**, the user must be a member of the "Administrator" group. There are totally 16 configurable holidays.

To manage the **Holiday Database**, from the main menu, select **Database** → **Holiday**,



to open the **Holiday Setting** window.



The **Holiday Setting** window can also be opened by clicking  on the toolbar.

To change the settings of a **Holiday**, do the following:

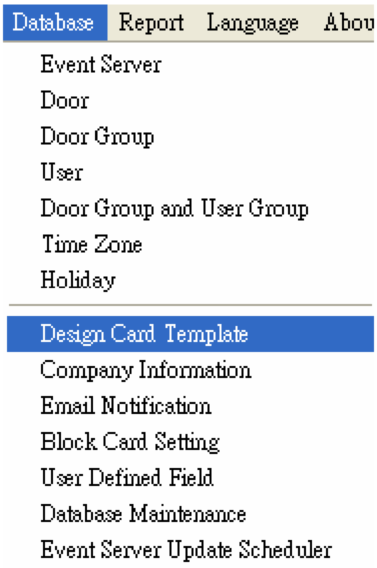
1. Select the target holiday by checking the check box on the left hand side of the holiday name.
2. Type the remarks.
3. Set the From Date and End Date.
4. Click  on the toolbar.
5. Click  to close the **Holiday Setting** window.

12 Design Card Template

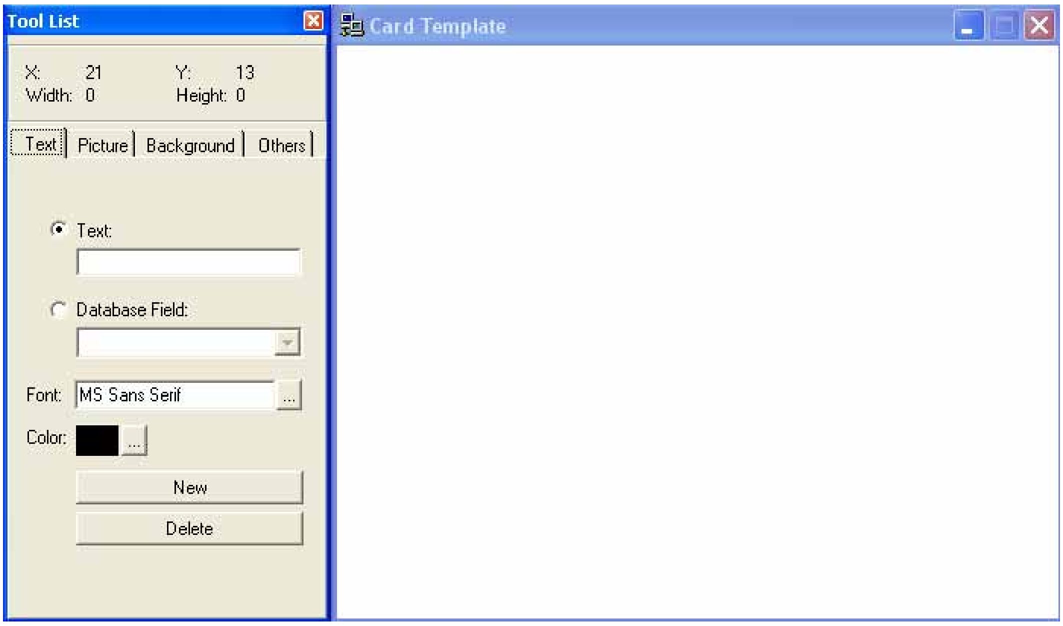
This section explains how to manage the Card Template for card printing. To be able to do this, the user must be a member of the “Administrator”.

12.1 Open the Design Card Template Window

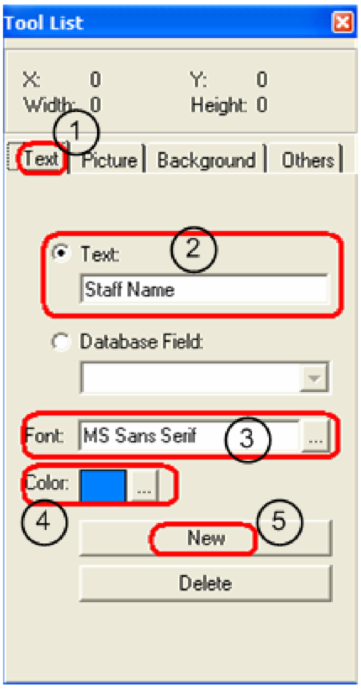
To start the **Design Card Template**, from the main menu, select **Database** → **Design Card Template**,



to open the **Card Template** and **Tool List** windows.



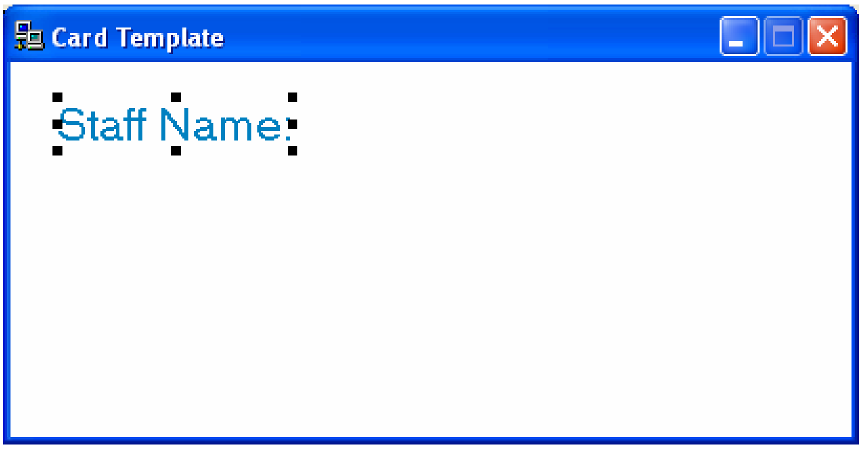
12.2 Insert Text to the Card Template



In the **Tool List Window**:

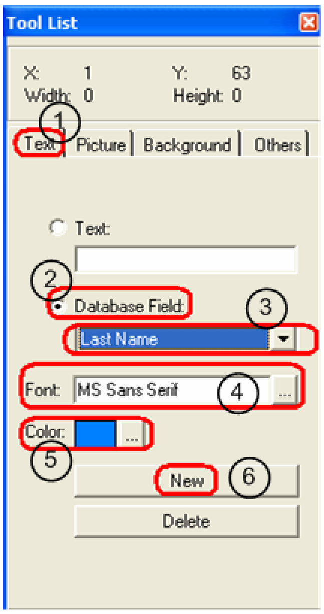
1. Select the **Text** tab.
2. Select the **Text Radio Button** and type your text.

3. Change the **Font Properties** you want to use.
4. Change the **Color** you want to use.
5. Click New to add the text into the **Card Template**.



You can drag the text to any location in the **Card Template** Window.

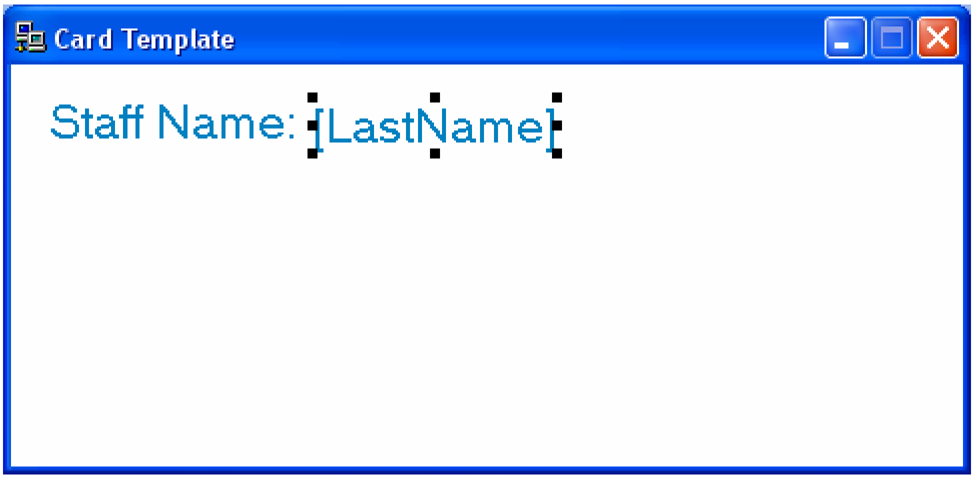
12.3 Insert Text from Database Field to the Card Template



In the **Tool List Window**:

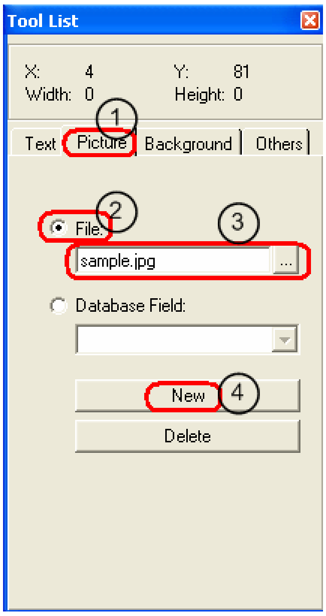
1. Select the **Text** tab.
2. Select the **Database Field Radio Button**.

3. Click the arrow in the Database Field list, and then select the required database field.
4. Change the **Font Properties** you want to use.
5. Change the **Color** you want to use.
6. Click New to add the database field into the **Card Template**.



7. You can drag the database field to any location in the **Card Template Window**.

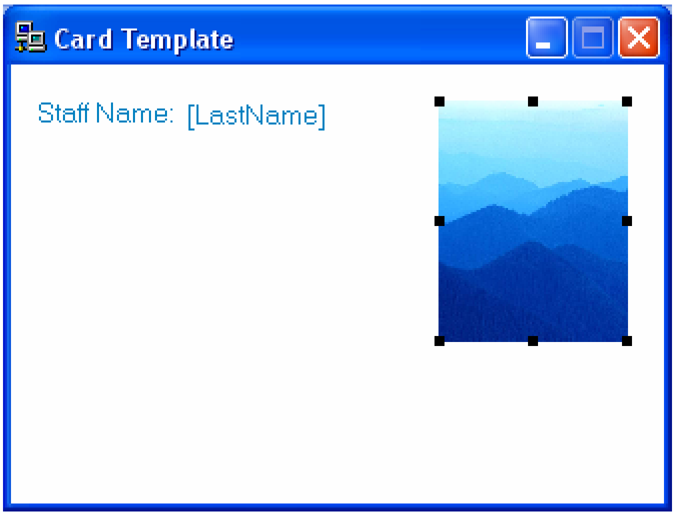
12.4 Insert a Picture from another file to the Card Template



In the **Tool List Window**:

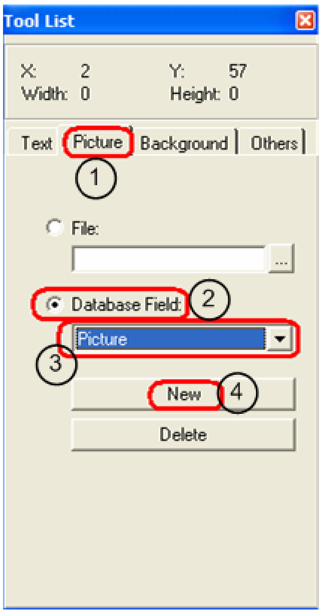
1. Select the **Picture** tab.

2. Select the **File Radio Button**.
3. Locate the picture you want to insert.
4. Click New to add the picture into the **Card Template**.



You can drag the picture to any location in the **Card Template** window.

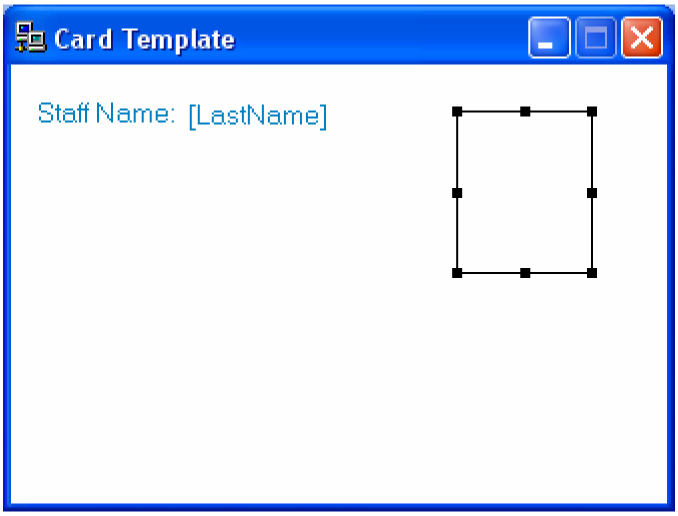
12.5 Insert a Picture from Database Field to the Card Template



In the **Tool List Window**:

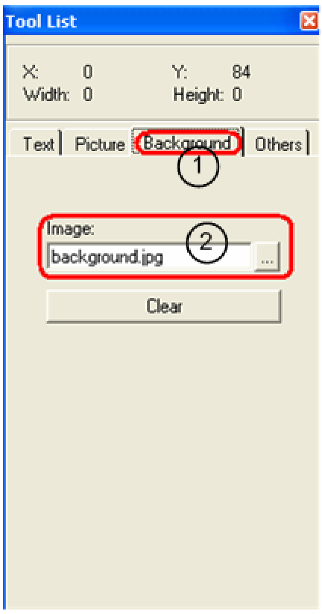
1. Select the **Picture** tab:

2. Select the **Database Field Radio Button**.
3. Click the arrow in the Database Field list, and then select the required database field.
4. Click New to add the picture field into the **Card Template**. The inserted picture is displayed as a rectangle.



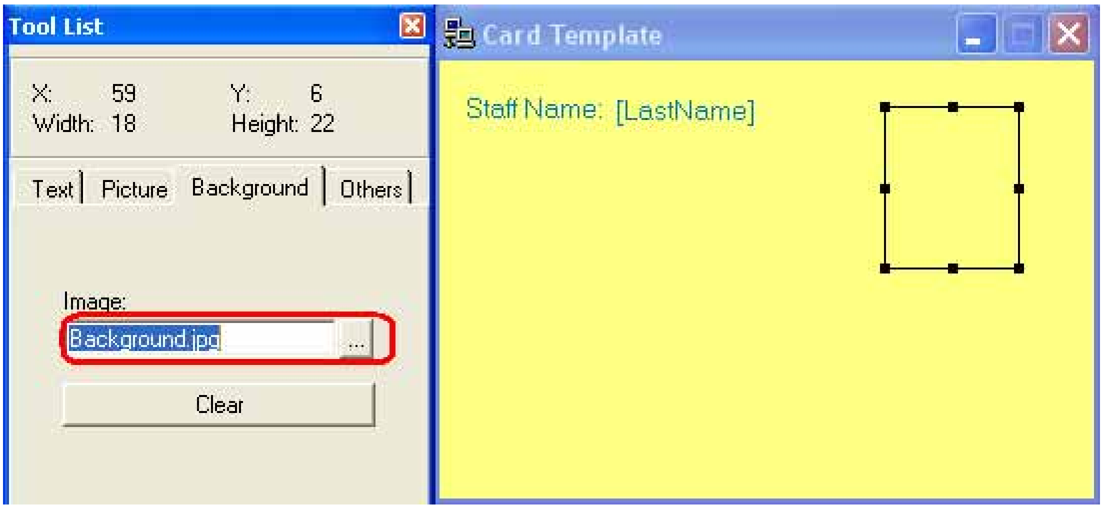
You can drag the picture to any location in the **Card Template** window.

12.6 Format Background Color of the Card Template



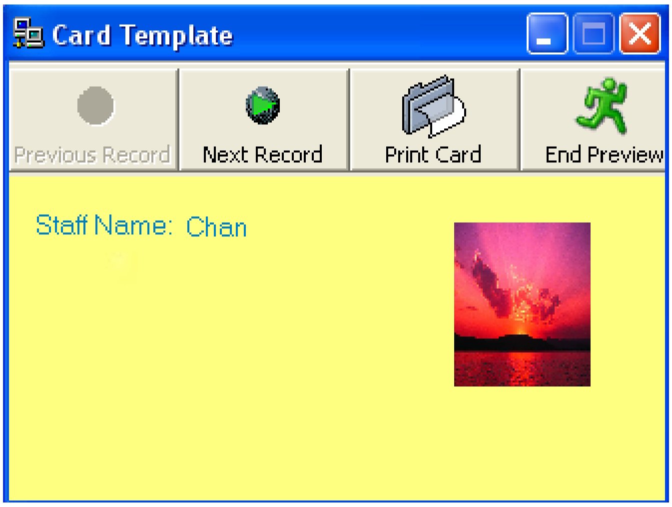
In the **Tool List Window**:

1. Select the **Background** tab.
2. Locate the picture you want to set to be the background.



12.7 Card Printing

1. In the **Tool List Window**, under the **Others Tab**, click Preview to preview the Card.

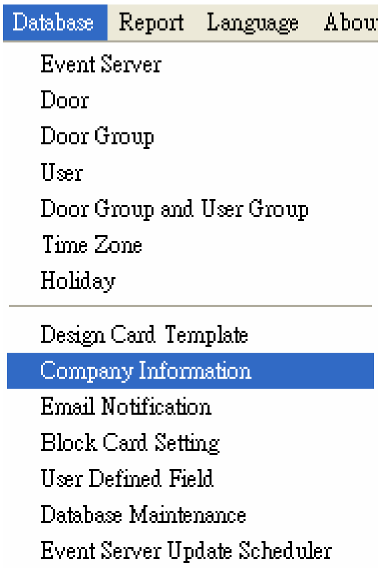


2. Click Next Record to browse next record, and click Previous Record to browse previous record.

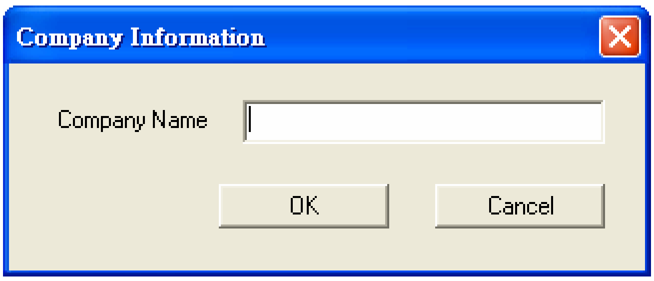
3. Click Print Card to print out the Card.

13 Configure Company Information

To configure company information, from the main menu, select **Database** → **Company Information**,



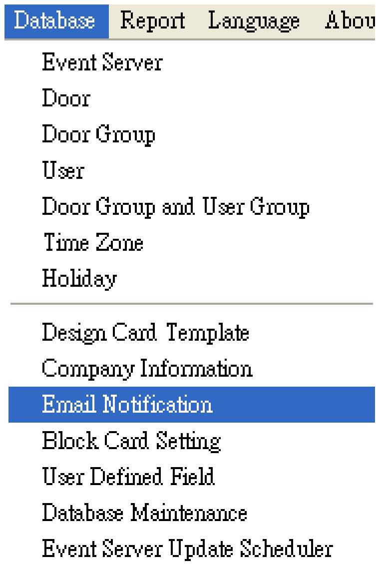
to open the Company Information window.



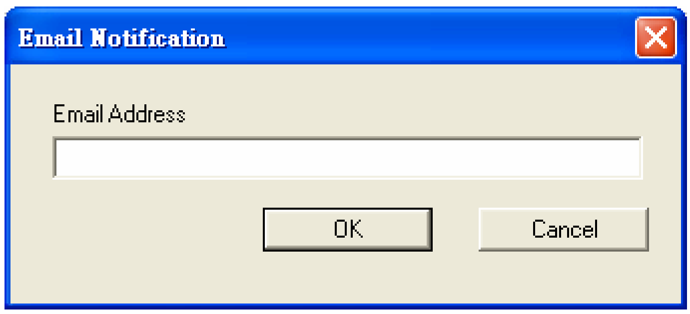
Type in the company name; and then click the button OK.

14 Configure E-mail Notification

To configure E-mail notification, from the main menu, select **Database → Email Notification**,



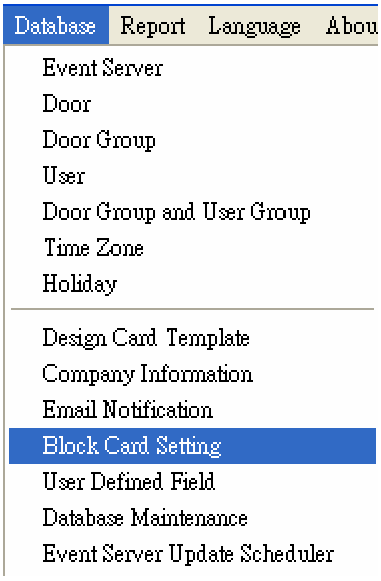
to open the Email Notification window.



Type in the Email address; and then click the button OK.

15 Block Card Setting

To configure Block Card Setting, from the main menu, select **Database** → **Email Notification**,



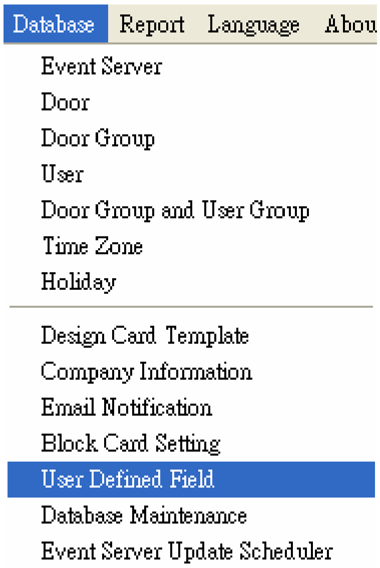
to open the Block Card setting window.

Set the number of times the card will block for incorrect passwords. Click the Button OK to apply.

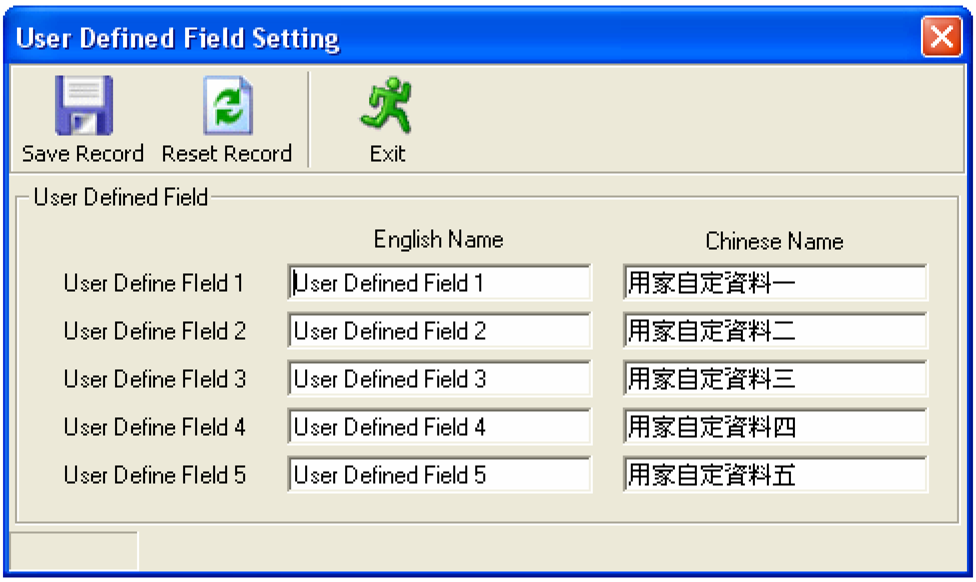
16 Configure User Defined Fields

This section explains how to administer the user-defined fields. To be able to administer the user-defined fields, the user must be a member of the "Administrator" group.

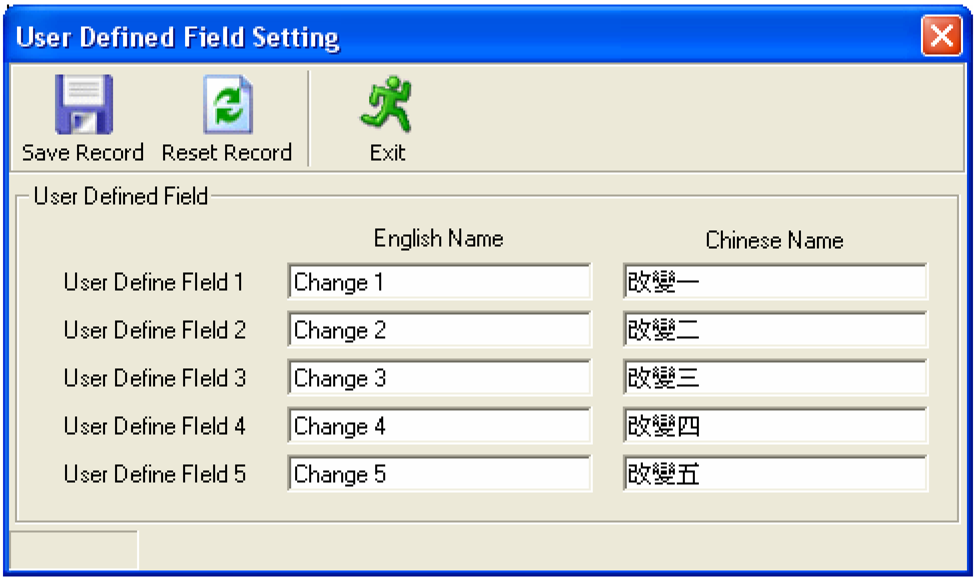
To manage the **User Defined Fields**, from the main menu, select **Database** → **User Defined Field**,



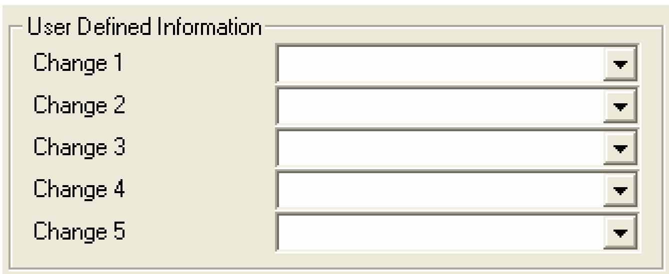
to open the **User Defined Field Setting** window.



1. Make the changes for **English Name**.
2. Make the changes for **Chinese Name**.



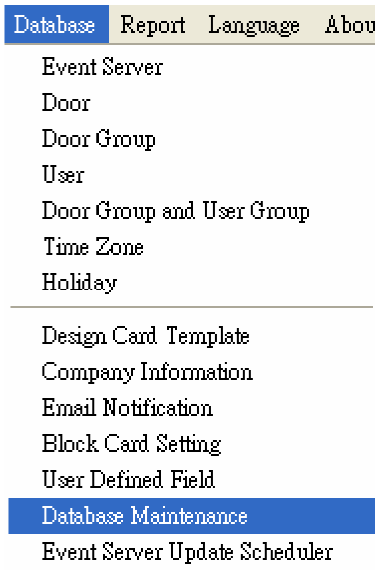
3. Click  on the toolbar.
4. Click  on the toolbar to close the **User Defined Field Setting** window.
5. The changes are updated in the **User Setting** window.



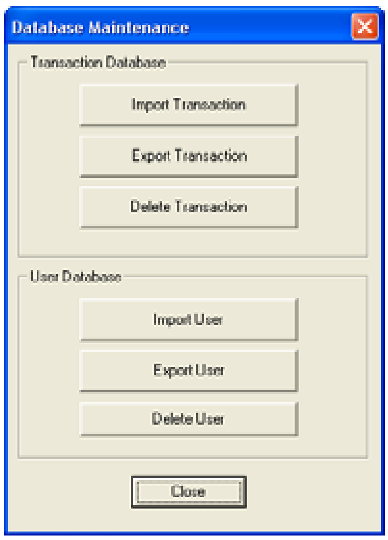
17 Database Maintenance

This section explains how to maintain the transaction database and user database. To be able to do this, the user must be a member of the "Administrator" group.

To manage the **Database Maintenance**, from the main menu, select **Database** → **Database Maintenance**,

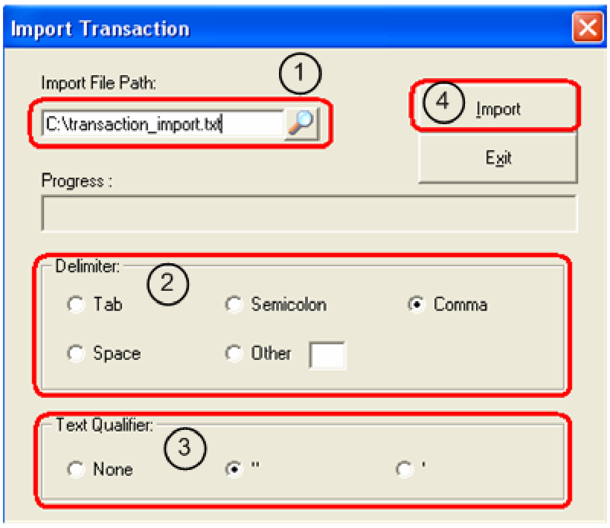


to open the **Database Maintenance** window.



17.1 Import a Transaction Database

Click Import Transaction to open the **Import Transaction** window.

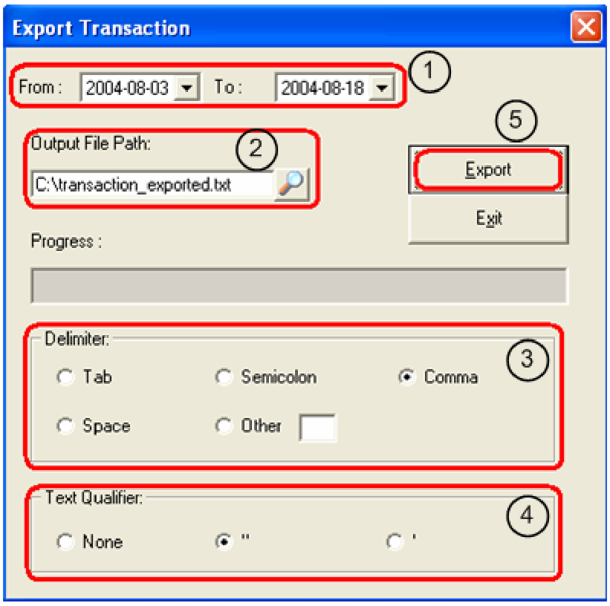


1. Click  to locate the import transaction file.
2. Set the **Delimiter**.
3. Set the **Text Qualifier**.
4. Click Import to import the transaction database.
5. If the database is imported successfully, the **Done** window will appear.

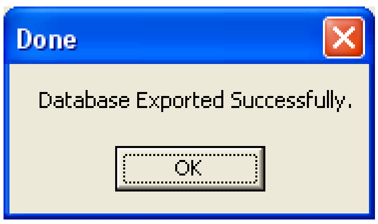
6. Click **OK** to finish.

17.2 Export a Transaction Database

Click Export Transaction to open the **Export Transaction** window.



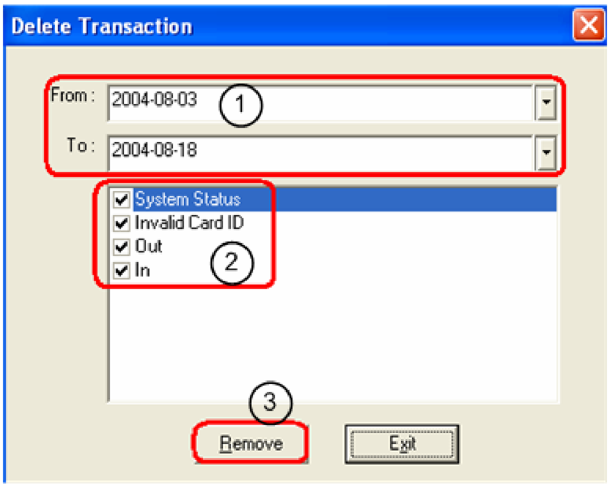
1. Set the date intervals for the exported transaction.
2. Type the export file name. You can click  to locate the destination file. The destination file will be overwritten.
3. Set the **Delimiter**.
4. Set the **Text Qualifier**.
5. Click Export to export the transaction database.
6. If the database is exported successfully, the **Done** window will appear.



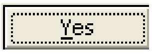
7. Click **OK** to finish.

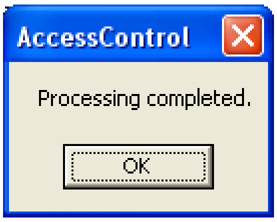
17.3 Delete the Transaction Database

Click Delete Transaction to open the **Delete Transaction** window.



1. Set the date interval.
2. Select types of transactions to be deleted.
3. Click .
4. The **Delete Record** confirmation window will appear.

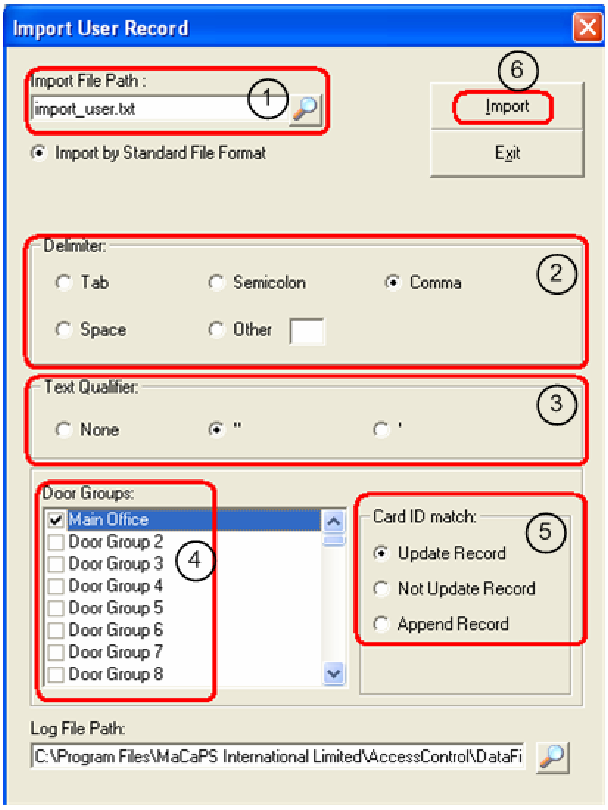
5. Click  to confirm the deletion or  to cancel the deletion.
6. When the deletion is completed, the **DONE** window will appear.



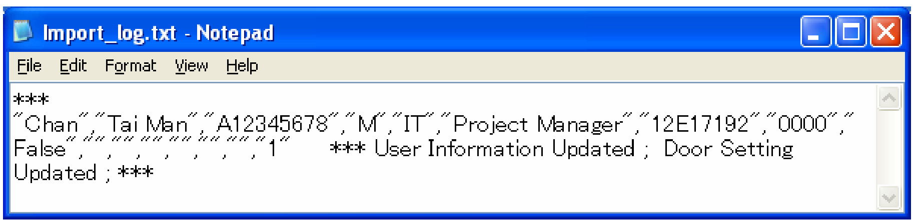
7. Click **OK** to finish.

17.4 Import a User Database

Click  to open the **Import User Record** window.



1. Click  to locate the imported **User Record File**.
2. Set the **Delimiter**.
3. Set the **Text Qualifier**.
4. Select **Door Groups** the imported record will join. (Select none for using door group settings in the imported file.)
5. Set options for matched Card ID.
6. Click  to start.
7. When import is completed, the import log will appear.

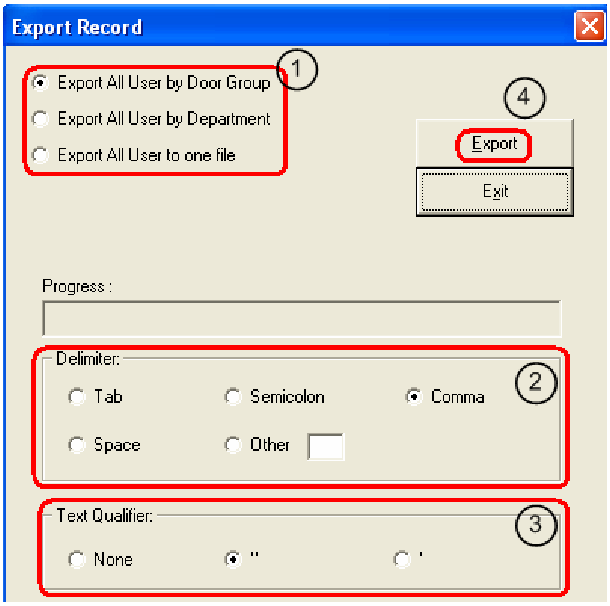


8. Click  to close the import_log window.
9. The **DONE** window will appear.

10. Click OK to finish.

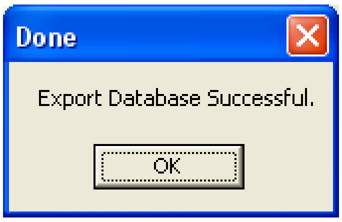
17.5 Export a User Database

Click Export User to open the **Export Record** window.



1. Set the export option. There are three options:
   a. **Export All Users by Door Group**: Users are exported depending on door groups. Multiple user record files are generated. The names of the generated user record files are the same as the names of the door groups.
   b. **Export All Users by Department**: Users are exported depending on departments. Multiple user record files are generated. The names of the generated user record files are the same as the names of the departments.
   c. **Export All Users to One File**: All users are exported to one user record file. When this option is selected, you need to provide the destination file name.
2. Set the **Delimiter**.
3. Set the **Text Qualifier**.

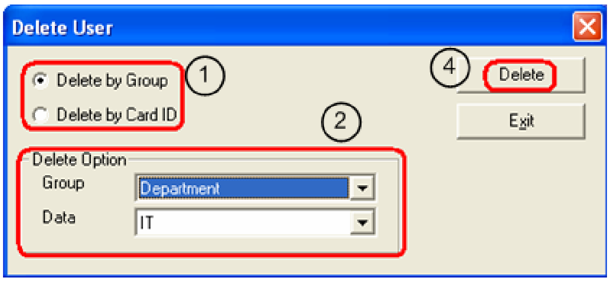
4. Click Export to start.
5. When import is completed, the **DONE** window will appear.



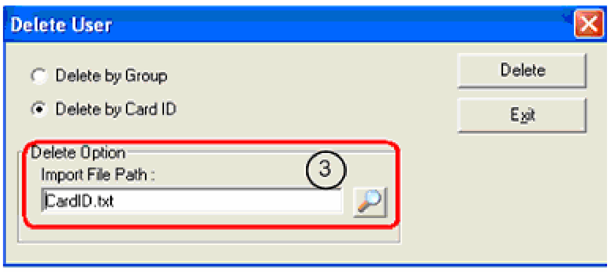
6. Click OK to finish.

17.6 Delete a User Database

Click Delete User to open the **Delete User** window.



1. Set the deletion criteria, you can select **Delete by Group** or **Delete by Card ID**.
2. When **Delete by Group** is selected, set the Delete Option.
3. When **Delete by Card ID** is selected, click  to locate the Card ID file.

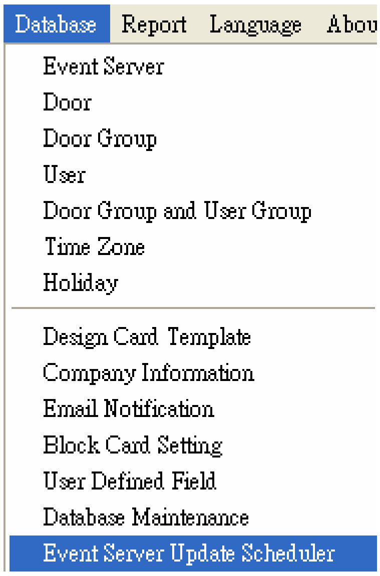


4. Click Delete to start the deletion.
5. When the deletion is completed, the below window will appear.

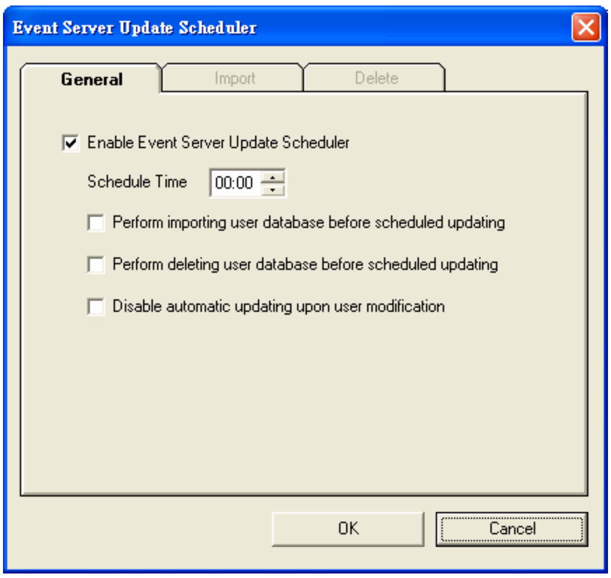
6. Click OK to close the window.
7. Click Exit to close the Delete User window.

18 Configure Event Server Update Scheduler

To configure Event Server Update Scheduler, from the main menu, select **Database** → **Event Server Update Scheduler**,



to open the Event Server Update Scheduler window.



1. Check the checkbox **Enable Event Server Update Scheduler**.
2. Set the **Schedule Time**.
3. Check the checkbox **Perform importing user database before scheduled updating** if required. When checked, the **Import** tab is enabled. In the import tab page, set the file

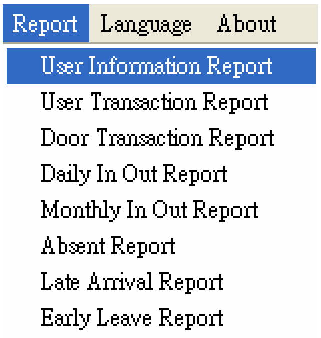
name for the imported user database.

4. Check the checkbox **Perform deleting user database before scheduled updating** if required. When checked, the **Delete** tab is enabled. In the delete tab page, set the file name that stores the card id to be deleted.
5. Check the checkbox **Disable automatic updating upon user modification** if required.

19 Reporting

19.1 User Information Report

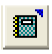
The **User Information Report** generates report with respect to users added in the system. From the main menu, select **Report** → **User Information Report**,



to open the **User Information Report** window.

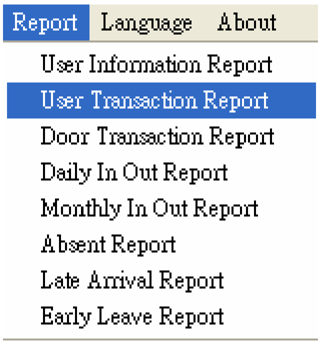
1. Set the **Filter By** option.
2. Set the **Sort By** option.
3. Click 

to list the user records on screen.
4. Click 

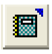
to print out the report. The report will be previewed on screen first.
5. Click  to print out the report.
6. Click  to export the report.

19.2 User In Out Transaction Report

The **User In Out Transaction Report** generates transactions with respect to users. From main menu, select **Report** → **User Transaction Report**,

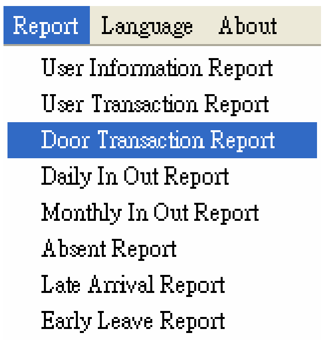


to open the **User Transaction Report** window.

1. Set the **Filter By** option.
2. Set the **Sort By** option.
3. Set the date interval to be reported.
4. Click  to list the transactions on screen.
5. Click  to print out the report. The report will be previewed on screen first.
6. Click  to print out the report.
7. Click  to export the report.

19.3 Door Transaction Report

The **Door Transaction Report** reports transactions with respect to installed doors. From the main menu, select **Report** → **Door Transaction Report,**

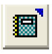


to open the **Door Transaction Report** window.

1. Set the **Filter By** option.
2. Set the **Sort By** option.

3. Set the date interval to be reported.
4. Click 

to list the transactions on screen.
5. Click 

to print out the report. The report will be previewed on screen first.
6. Click  to print out the report.
7. Click  to export the report.

19.4 Daily In Out Report

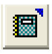
The **Daily In Out Report** generates report with respect to user transactions in a specified date. From the main menu, select **Report → Daily In Out Report**,

to open the **Daily In Out Report** window.

1. Set the reported **Date**.
2. Check **Compute Break Time** if break time is required**.**
3. Set the **Daily Start Time.** The **Daily Start Time** is the time a new day starts.
4. Set the **Office Hour.**
5. Set the **Filter By** option.
6. Set the **Sort By** option.
7. Click 

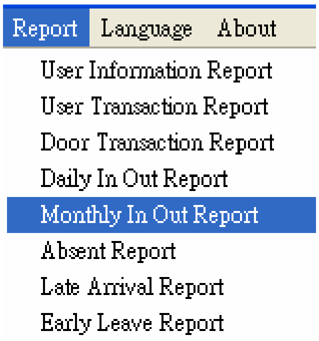
to list the transactions on screen.
8. Click 

to print out the report. The report will be previewed on screen first.
9. Click  to print out the report.

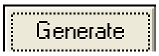
10. Click  to export the report.

19.5 Monthly In Out Report

The **Monthly In Out Report** generates report with respect to user transactions in a specified month. From the main menu, select **Report → Monthly In Out Report**,



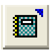
to open the **Monthly In Out Report** window.

1. Set the reported **Date**.
2. Check **Compute Break Time** if break time is required**.**
3. Set the **Daily Start Time.** The **Daily Start Time** is the time a new day starts.
4. Set the **Office Hour.**
5. Set the **Filter By** option.
6. Click 

to list the transactions on screen.
7. Click 

to browse next record, and click 

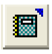
to browse previous record.
8. Click 

to print out the report. The report will be previewed on screen first.
9. Click  to print out the report.
10. Click  to export the report.

19.6 Absent Report

The **Absent Report** reports users who are absent from work. From the main menu, select **Report → Absent Report**,

to open the **Absent Report** window.

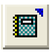
1. Set the reported **Date.**
2. Set the **Daily Start Time.** The **Daily Start Time** is the time a new day starts.
3. Set the **Filter By** option.
4. Set the **Sort By** option.
5. Click  to list the transactions on screen.
6. Click  to print out the report. The report will be previewed on screen first.
7. Click  to print out the report.
8. Click  to export the report.

19.7 Late Arrival Report

The **Late Arrival Report** reports users who are late to work. From the main menu, select **Report → Late Arrival Report**,

to open the **Late Arrival Report** window.

1. Set the reported **Date Interval**.

2. Set the **Daily Start Time.**
3. Set the **Start Work Time.**
4. Set the **Filter By** option.
5. Set the **Sort By** option.
6. Click  to list the transactions on screen.
7. Click  to print out the report. The report will be previewed on screen first.
8. Click  to print out the report.
9. Click  to export the report.

19.8 Early Leave Report

The **Early Leave Report** reports users who leave early. From the main menu, select **Report → Early Leave Report**,

to open the **Early Leave Report** window.

1. Set the reported **Date Interval**.
2. Set the **Daily Start Time**.
3. Set the **Off Work Time.**
4. Set the **Filter By** option.
5. Set the **Sort By** option.
6. Click  to list the transactions on screen.
7. Click  to print out the report. The report will be previewed on screen first.

8. Click to print out the report.
9. Click to export the report

