Partizan access control software manual

System requirement

For install and use the access control software , suggest to use the following operational condition:

Operation system：Windows XP and the upward system, such as: Windows 2000, Windows XP, Windows7, Windows Vista, Windows NT, Windows 2000 sever, Windows 2003, Windows Server 2008 and so on;

Database：MS Access（the default database after installation is the bringing small database of operating system）, MS SQL Server (suggest more than 200 people, or swiping card every day more than 1000 records, had better choose to use this article database);

CPU：P2 800M;

Memory：1000M;

Display：1024×876.

If it is larger systems, such as the number of controller above 200, along with the increase in the quantity, need to increase the system performance. Suggest increasing CPU performance and memory capacity first.

About the database choice

If the card number more than 500 or swiping card special frequently, use the map and video snap photography function. Suggest using SQL database, otherwise please use the default Access database.

Software installation

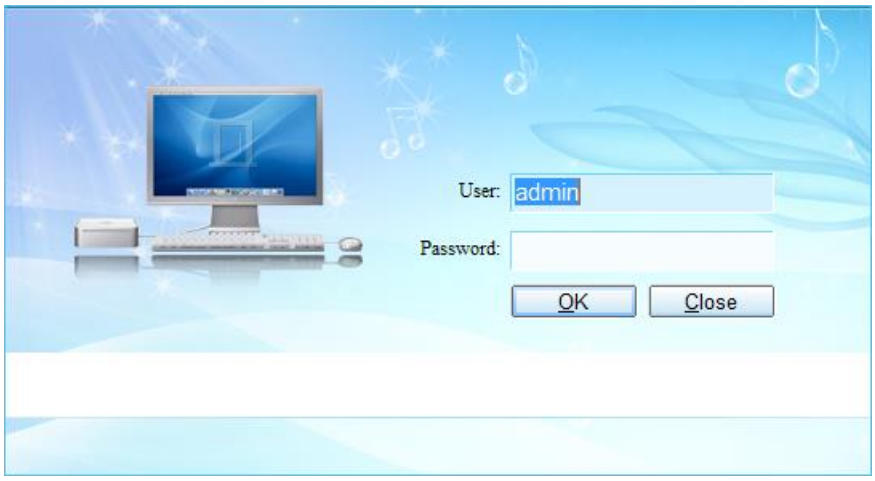
To install the access control software, must meet the minimum requirements of the installation, see previous system asking.

Access control software installation steps:

1. The installation of database system, if useing MS Access database, do not need to install, operating system has the function of the database. If MS SQL Server is need to be installed, suggest installing SQL2000.
2. The installation of access control software, installing the access control software just need to follow guide tip is ok(the default installation directory is "C:\Program Files\Partizan\Partizan ACM\").
3. Database switch, if MS Access database, do not need any operation, you can run software after installing the software. If is SQL database, need to add special database system of the access control system in the SQL, and then use the installation directory tools DataBaseSetup. Exe switch database, to be sure to use the database.

After the completion of installation, following the software installation directory there is database directory , there is the database file in it. If it is the Access database the name of the document is AXData.MDB. If it is SQL database, there are two documents file, the name is AXData_Data.MDF and AXData_Log.LDF. In the enterprise managerment device of the SQL could be added the AXData_Data. MDF. of the two files.

After software installation ends, database to be normal, it can trigger access control software. Default user name: admin no password （is blank，don’t input pass word). After login in, you can add and modify the user name and password.



Access control software management

Basic management flow

- Installation software;
- Run the login software;
- Serial interface communication management (485 communication controller operating this step);
- Equipment management-increases the controller fill out the serial number (or IP address) and model, connected controller to make it can communicate;
- The parameter setting of the door -open time set (default open time is: 24 hours swiping card to open the door);
- Update the control parameters;
- Define access permissions;
- Personnel management -increases the personnel-give card to people-personnel authorized;
- Download card data;
- Check of the data.

Access control software installed, the setting management can be follow the following four steps operation:

Step 1:

- Add controller;
- Edit controller;
- Edit the door parameter;
- Open time management.

Step 2: define the access in and out.

Step 3:

- Add personal;
- Giving card;
- Authorization.

Step 4:

- Update parameters;
- Download card data.

Software operating instructions

This access control software operations are all operated by click on the object or click right margin in the corresponding interface

The click explanation of the mouse:

Click-selected

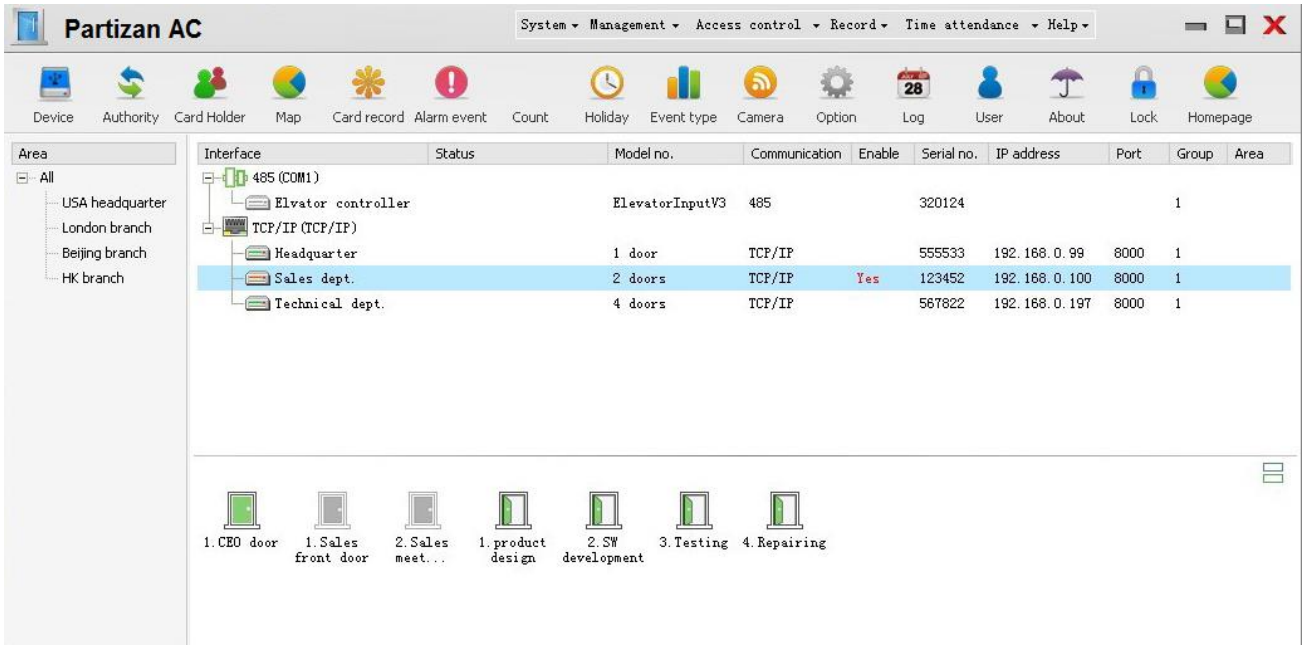
Double click-edit, open the object

Right-management operation option

Software using operation

Access control equipment mangement

After runing and login the software , going into the following interface:



The default interface is the upper interface [access equipment] management interface (you can change the default interface according to the need) after the access control software running, the interface can manage the serial port, controller, door parameter, door operation, area, etc, also can real-time monitoring door state and the event log.

Definition

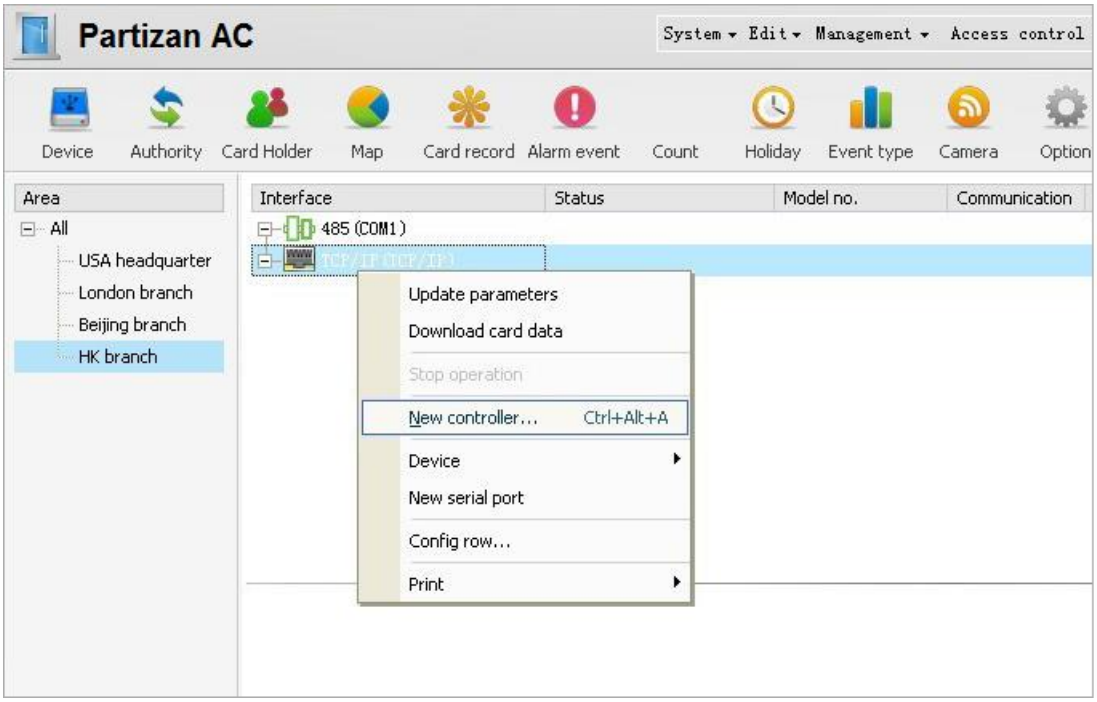
Region- the distribution of interval position of the controller or the door .

Interface-the communication and connect way of the controller .adding the 485 controller in the 485 (COM1) interface, the default interface software of 485 is COM1, you can set according to the management of the 485 computers serial port. TCP/IP network controller adds in Ethernet (Ethernet) interface.

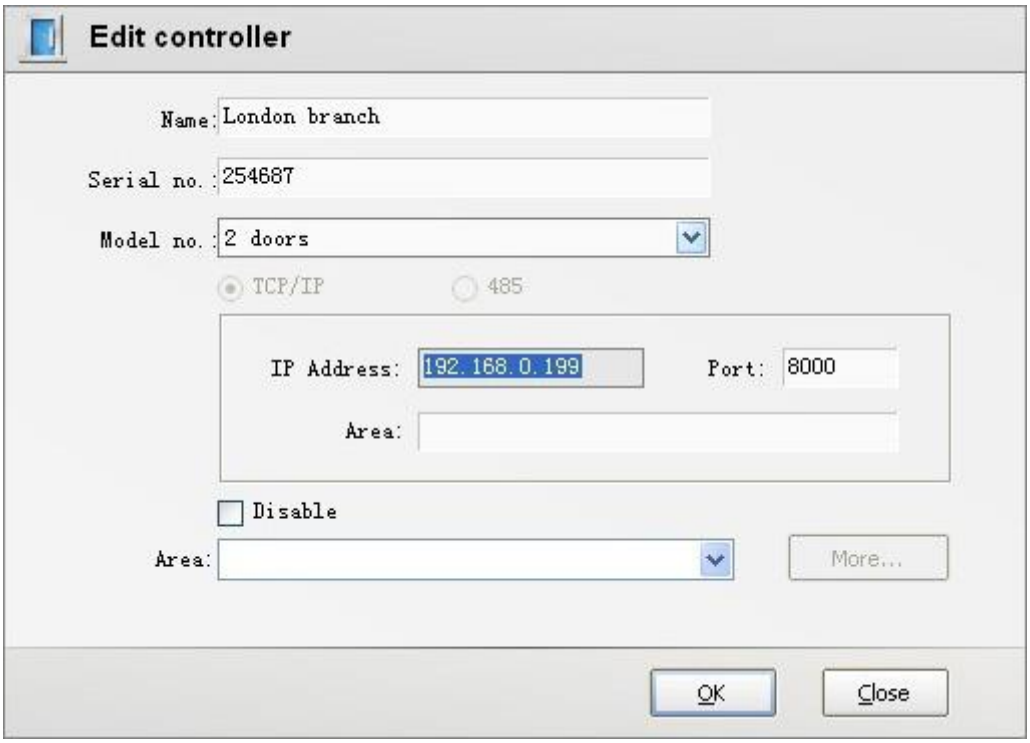
Steps:

Step 1: adding controller

According to the controller’s different ways of communication, choosing the right communication port, 485 controller to choose 485 (COM1) interface, TCP/IP controller (Ethernet) to choose the Ethernet interface, click on the right:



Choose adding controller, open the edit box as the following picture:



Fill in the controller name, serial number, model, IP address, etc, and then point the determine. Repeat the above operation can add more controller.

After the completion of adding controller, the controller will be displayed in the corresponding interface below, choose controller, below the window will display a door icon, according to choosed controller model shows the number of door.

Name: the name of the controller, named according to your own needs, do good mind, good recognition is ok,had better through the name to sure the installation position of controller.

Serial number: controller on the mainboard factory has a unique identification number, such as:

S/N 156899. TCP/IP controller serial number just act a recognition role, but the 485 controller, in recognition at the same time, still have 485 communications code function, so is absolutely can't fill in the wrong, if write wrong, the controller can not communicate and management with the software.

Type: controller model is divided into 1 door, 2 door, 4 door, elevator controller etc, embedded, brake machine, all-in-one PC models generally belongs to the 1door; Custom type controller may have difference, need to fill in according to the manufacturer's requirement .

IP address: fill in the the default IP or modified IP of the controller (controller IP modification method: through the browser to visit default IP address, login name: admin password: 888888 enter into the controller's Web page to change IP address and port in the network configuration.)

Domain name: can fill in the domain name or remote IP, if is LAN in the controller, it needs not to fill in, must be blank, fill in will not communication.

Shield: selecting this option is to stop the communications between controller and software. Don't choose, the controller and software for normal communications connection, choice, interrupt the communication between software and controller.

Area: could point the right button in the blank of the left of access management interface at first, or double click existing classification to edit.

Senior: after the completion of the adding controller, can senior function setting, including the fire alarm output, interlock etc.. The following chapter will have detail description for the related function.

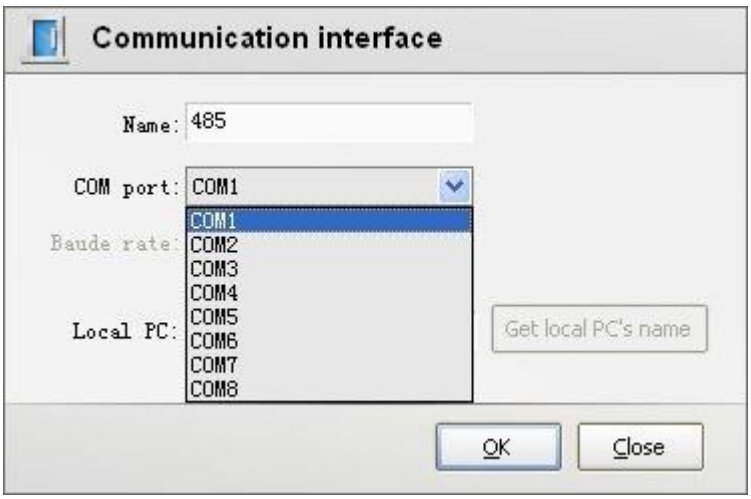
Note: If the icon that in front of the 485 (COM1) serial port is gray, show computer serial port is not COM1 or no serial ports, need to set up a serial port or installation.

serial ports installation

Check the serial port of computer device manager, to see if the serial port has been installed in place, if not, and needs to be installed hardware and driver, installation method please according to the instructions of purchased serial card. (some computer itself has the serial port hardware , need to purchase a serial port card.)

editing a serial port

Check the computer system is installed a serial port or not , if has been installed, please check which one is connected with the controller ,and then back to the access control management interface, double click port 485 (COM1) to open the following serial port edit box:



Choose the corresponding serial ports, point sure to complete setting.

If serial ports exist, the icon that in front of the 485 (COM1) serial is green, but don't mean the

access485 communication is this serial port.

If only has the TCP/IP controller, do not regard for setting the serial port.

After the completion of adding controller, if controller added right, and controller has been connected with the computer correctly, controller will communicate with software, the controller icon and door icon in the software should be green when it's commutate(not connected communication for gray icons; Shield is for red, need to cancel the shielding item from the controller edit box).

To edit controller only need to double click the icon of the corresponding controller, open the edit box to modify.

Step 2: set door parameters

1. Choose door that need to set parameters, double click to open the door parameters edit box, as the following picture:

Fill in the parameters content, for sure complete setting.

Name: fill in the department or the name of the door, such as: company gate, financial room, do well to remember and good recognition is ok.

Open time: it is the controllers relay disconnect or connected time, relay controls the time of the power supply or blackout to lock, in seconds for the position. For example: you set up to 5 seconds, after 5 seconds, the lock will power up (or blackout) locked. You set up to 10 seconds, after 10 seconds, the lock will power up(or blackout) locked , (special remind: due to the general electric lock is electricity lock, time can't too long, open door time must be set to 1 second, if the electricity time too long, it will blow out coil of lock)

The door open overtime: how much time is overtime after open the door . Must connect magnetic door this function can be effective.

Many people open the door number: special function,this function need to custom made. Here setting the number of the function that Many people open the door, it means the function that the door can open by numbers of people swiping card in turn within the stipulated time.

Open the door open overtime alarm: enabling this, the software will receive the door open overtime alarm record

Two-way detection: after swiping card, whether records show come in and go out, only has funcation for single card identification.

Attendance point: whether the door is treat as attendance point, if attendance point, the swiping card here as a attendance swiping card.

Alarm output: when the event happened in the door, alarm output Settings;

Alarm duration: the duration time at the alarm output point when the alarm output.

Door alarm: the door was open illegal, i.e. without swiping card or pushing button.

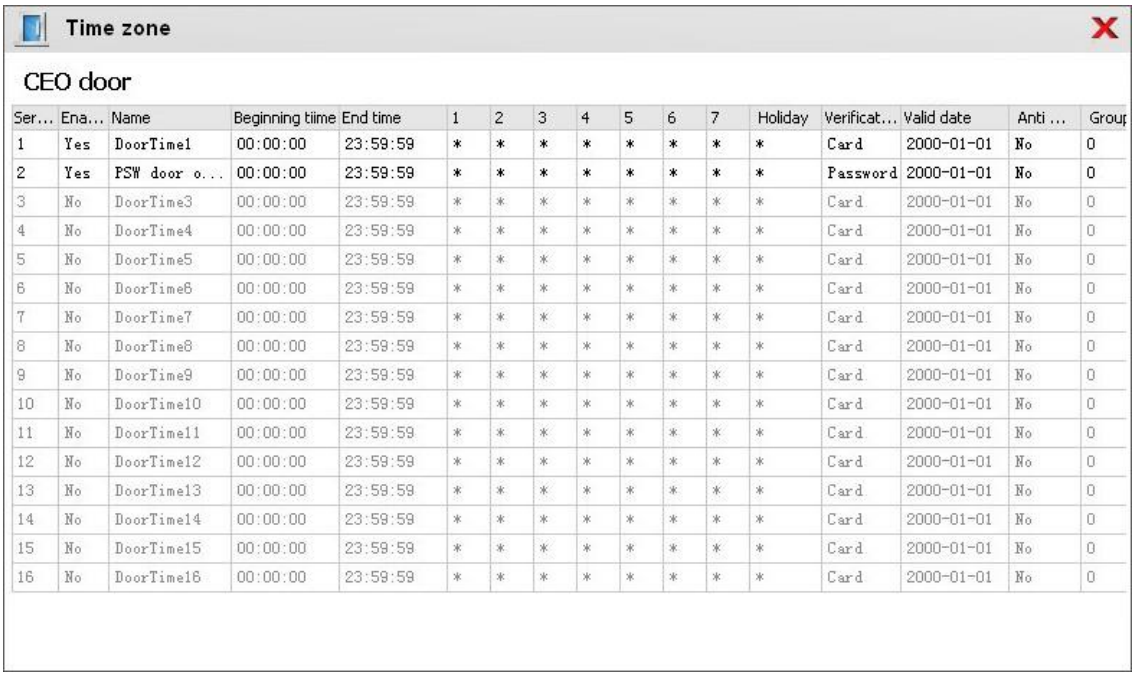
Invalid card: when the invalid card swiping card

Open the door for too long a time: the door was open for more than the time of setting open door overtime time.

Invalid time charge: not swiping card in the provision of time, produce alarm output.

Step 3: set up open time

Open time: It means the time zone settings of the door is opened by which way to open door Click the right button on the door to choose open time, open the edit box, as the following picture:



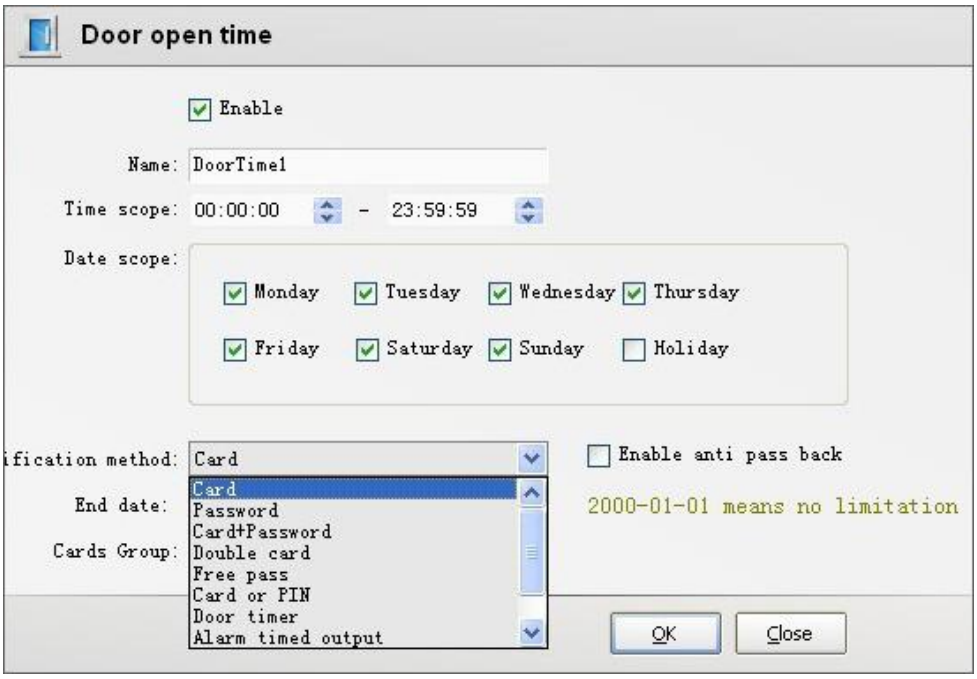
Time zone

CEO door

Ser...	Ena...	Name	Beginning time	End time	1	2	3	4	5	6	7	Holiday	Verificat...	Valid date	Anti ...	Grou
1	Yes	DoorTime1	00:00:00	23:59:59	*	*	*	*	*	*	*	*	Card	2000-01-01	No	0
2	Yes	PSW door o...	00:00:00	23:59:59	*	*	*	*	*	*	*	*	Password	2000-01-01	No	0
3	No	DoorTime3	00:00:00	23:59:59	*	*	*	*	*	*	*	*	Card	2000-01-01	No	0
4	No	DoorTime4	00:00:00	23:59:59	*	*	*	*	*	*	*	*	Card	2000-01-01	No	0
5	No	DoorTime5	00:00:00	23:59:59	*	*	*	*	*	*	*	*	Card	2000-01-01	No	0
6	No	DoorTime6	00:00:00	23:59:59	*	*	*	*	*	*	*	*	Card	2000-01-01	No	0
7	No	DoorTime7	00:00:00	23:59:59	*	*	*	*	*	*	*	*	Card	2000-01-01	No	0
8	No	DoorTime8	00:00:00	23:59:59	*	*	*	*	*	*	*	*	Card	2000-01-01	No	0
9	No	DoorTime9	00:00:00	23:59:59	*	*	*	*	*	*	*	*	Card	2000-01-01	No	0
10	No	DoorTime10	00:00:00	23:59:59	*	*	*	*	*	*	*	*	Card	2000-01-01	No	0
11	No	DoorTime11	00:00:00	23:59:59	*	*	*	*	*	*	*	*	Card	2000-01-01	No	0
12	No	DoorTime12	00:00:00	23:59:59	*	*	*	*	*	*	*	*	Card	2000-01-01	No	0
13	No	DoorTime13	00:00:00	23:59:59	*	*	*	*	*	*	*	*	Card	2000-01-01	No	0
14	No	DoorTime14	00:00:00	23:59:59	*	*	*	*	*	*	*	*	Card	2000-01-01	No	0
15	No	DoorTime15	00:00:00	23:59:59	*	*	*	*	*	*	*	*	Card	2000-01-01	No	0
16	No	DoorTime16	00:00:00	23:59:59	*	*	*	*	*	*	*	*	Card	2000-01-01	No	0

The default 1 and 2 door has 16 door open time, 4 door has 8 opening time, open time 1 is enabled.

Double click to edit opening time, open the edit box, as the following picture:



Name: named the open time so as to memory and recognition. Such as: 24 hours swiping card time zone

Time range: the time range of time zone.

Dates range: which days are effective in a week.

Identify ways: In the current pass time zone which way to open the electricity lock , can choose the following ways:

Single card recognition: open door way is only inducting the valid card to open electricity lock.

Password: open door way is typing a valid password (8 digits) to open the lock. (this function need to install the keyboard card reader)

Card add password: open the door way is also need to type password (4 digits) after inducting the valid card to open the lock. (this function need to install the keyboard card reader)

Double card: open the door way must consecutive induction two pieces of valid card to open the lock.

Free passage: open the door way is can open the lock by inducting any card on the reader , and the lock will always open, self-closing until the time zone to the end.

Card or password: open the door way pay by swiping card or typing password, (this function need to install the keypad reader, common controller does not have this function, order need to designate custom this function).

Open or close the door at regular time: in the setting time locks will automatically open, spent this time, it will automatically shut off.

Alarm timing output: in the setting time, automatically generated alarm output, and spent the time, the alarm will close, like a school class clock, to 12 points, the clock will ring.

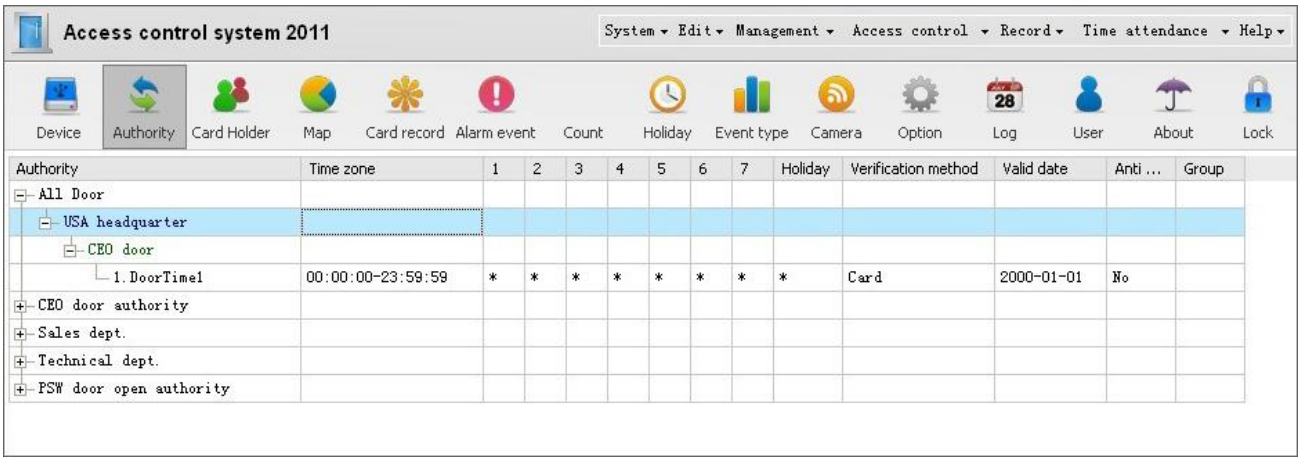
End date: the deadline of this time zone, more than this date, this time is invalid. The 2000-1-1 indicates no that limit.

Using the anti-pass: It means in this time zone swiping card must be in pairs, such as you must come into the door and then to go out and then to continue to come into the next door.

2. Define the authority of entry and exit

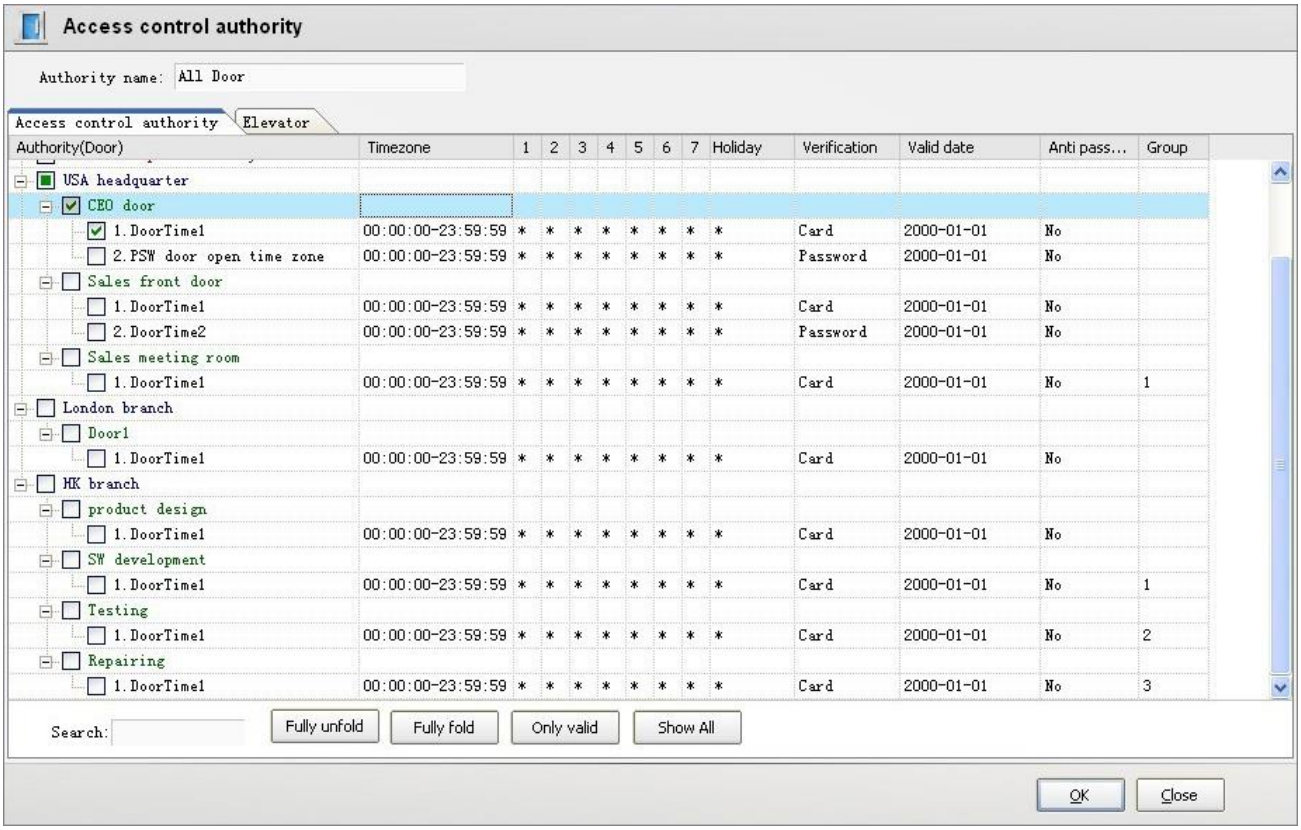
The authority of entry and exit defines a using of access control permissions. Here the access control authority is equivalent to position power, said some position can entry the door, and in what time can exit the door. Can also understand into a combination of the door opening time.

Choose the define authority in the toolbar to open define authority interface, as the following picture:



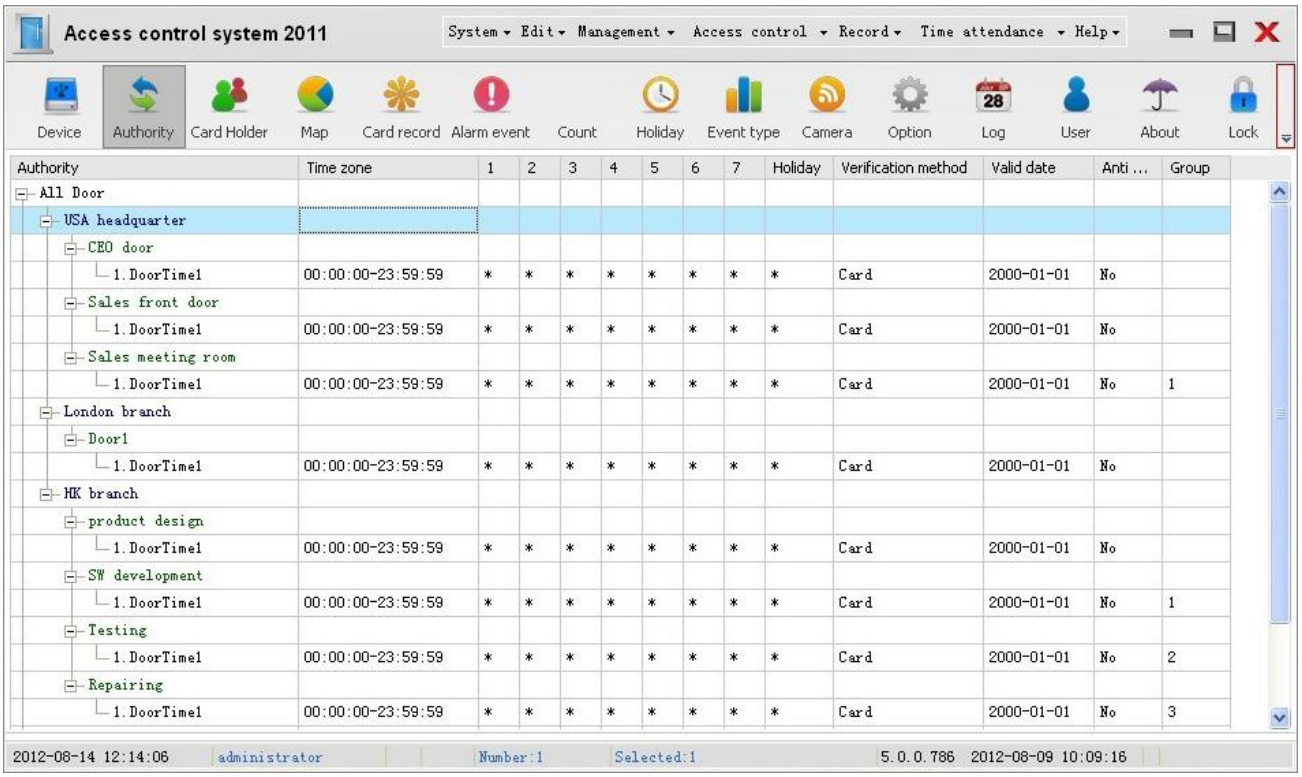
The default authority name: All Door (open + the first level All Door is name, the second is the name of the area that controller belong to, the third is the name of the door, the level 4 is the name of the Door open time)

Edit authority. We take the All Door access for example, select the permission of All Door privileges, double click the edit box, as the following picture:



At present, choosing USA headquarter's CEO door in the all door permissions, it means the authority can swiping card to open the door 24 hours on theUSA headquarter's CEO door in, now edit this authority, make this authority can open all the doors, we need to hook in front of the door

open time of marketing department door and development department door, modify authority name, as the following picture:



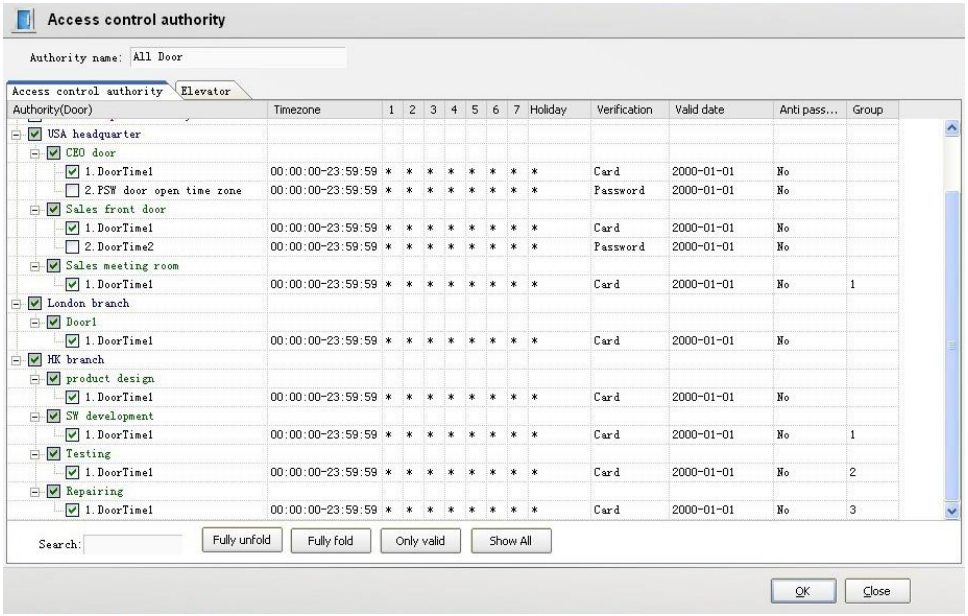
Click the sure to finish editing, open All Door authority, as the following picture:

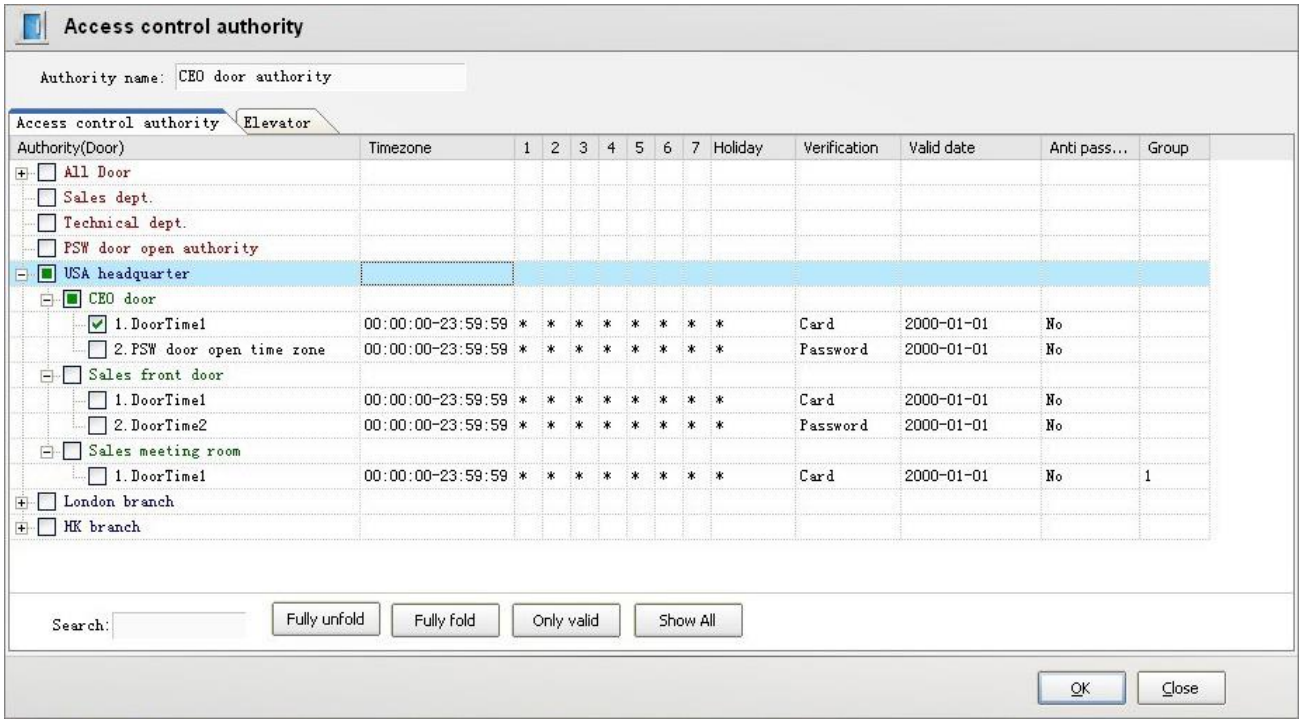
The All door authority can 24 hour swiping card to open the campany door, marketing door and development door.

New adding authority

New adding authority example first: swiping card authority.

In the definition authority interface, operate window, click the right button, select the adding, open the adding edit interface, as the following picture:



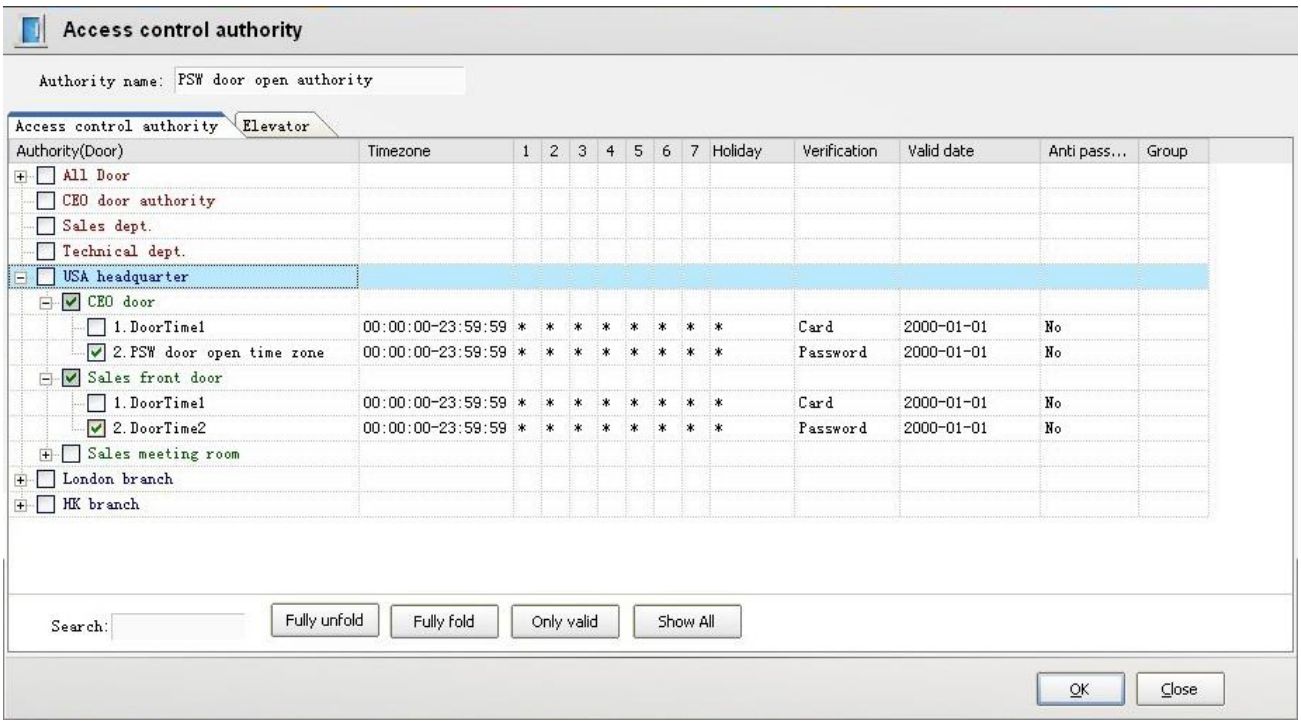


Fill in the name of the authority, require easy to remember and good recognition. Choose the opening time of the door that the authority to open. Point sure to finish the adding

The Marketing Department authority is a credit card can only 24 hours of the gate open marketing authority, cannot open the other door.

New adding authority example second: password authority

In the define access interface, in operation window point right button, select adding, open the adding edit window, as the following picture:



Fill in the name of the authority, require easy to remember and good recognition. Choose the

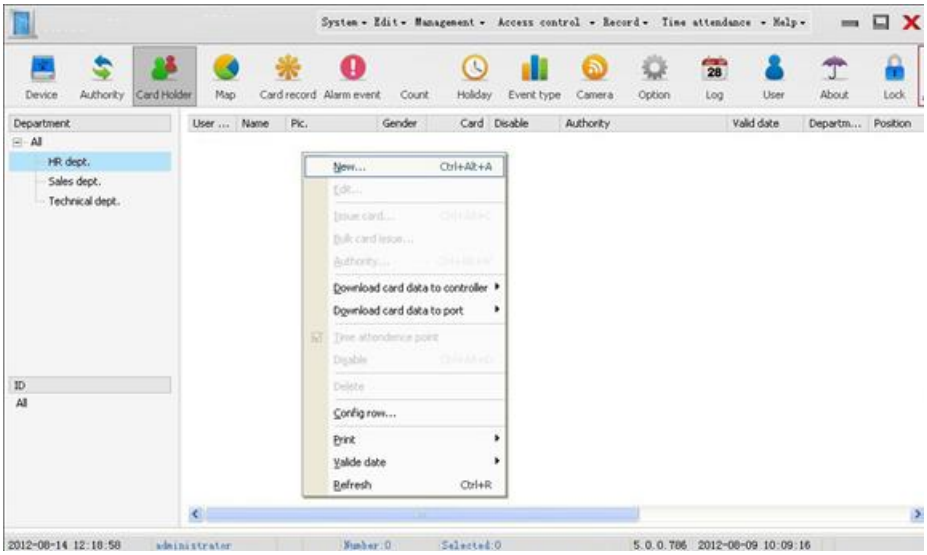
password -opening time of the door that the authority to open(here can't choose the open time of the single card identification as this is password open authority). Point sure to finish the adding.

The company and marketing password authority is a permissions can open the company door and marketing department door 24 hours by the password.

3 personal management

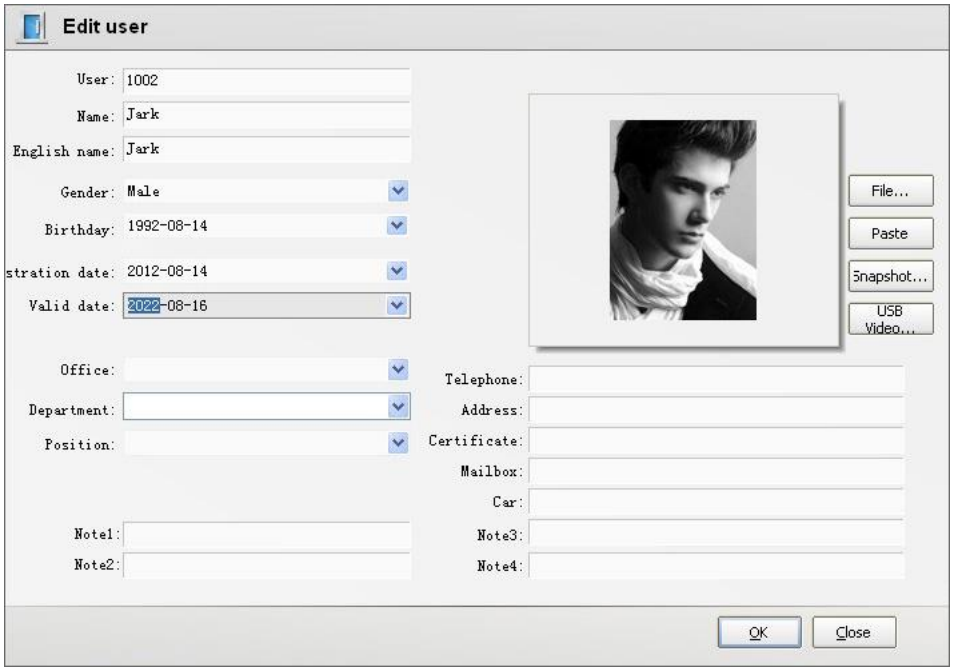
Personal management is to run add, edit, issue card, and authority and so on management operation.

The first step: add, edit personnel



Into the personnel management interface, in operation window point right button, select add, as the following picture:

Ponit the new add to open the personal edit box, as the following picture：



Fill in the above personnel related information, id number must fill in, the other can not to fill or fill in later. Point sure to complete personnel editor.

Photos can choose file or paste to here, also can be snap photos in the premise of already

installed cameras.

To edit personnel directly in personnel list to double-click on personnel name that need to edit and modify, open the edit box to modify.

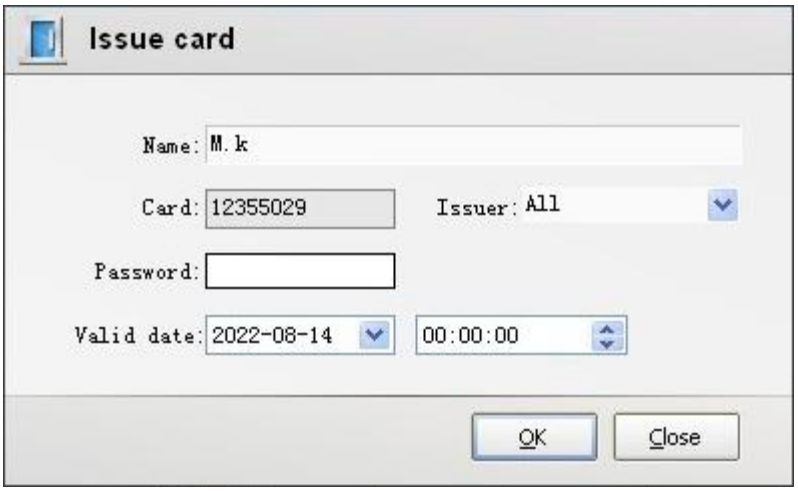
The second step: issue card

Issue card is put a card ration someone to use, make the card and people associate. The card show this personnel's id number and the name when he swiping card.

Note: before issuing must be able to correct acquisition swiping card record, it means ensure that credit card information can collection, see the back of the 《real-time events》.

In personnel management list, choose the person that need to issue card , click the right button, as the following picture:

After clicking the issue card, open the issue card window ,as the following picture:



According to difference of the edit objects authority, issue card has the following three application setting method.

Application 1: swiping card to open the door

Directly on a computer keyboard by hand to input printing card number of the card (the front length is 11 digits, including the first 0) or read the card number by swiping card, or record the card

number by card dispenser (choose corresponding issue card device or card reader). Change the using effectively cut date of the card, point sure to finish issuing card.

Using the card swiping on the reader,the door will open.

Application 2: password to open the door (must be for eight digits passwords)

In the position of card number to fill in the top four password such as 1234; In the position of the password to fill in the later four password such as 5678. point sure to complete password setting. At this time the configuration gives the man is a eight passwords: 12345678, this person in the card reader input password can open the door.

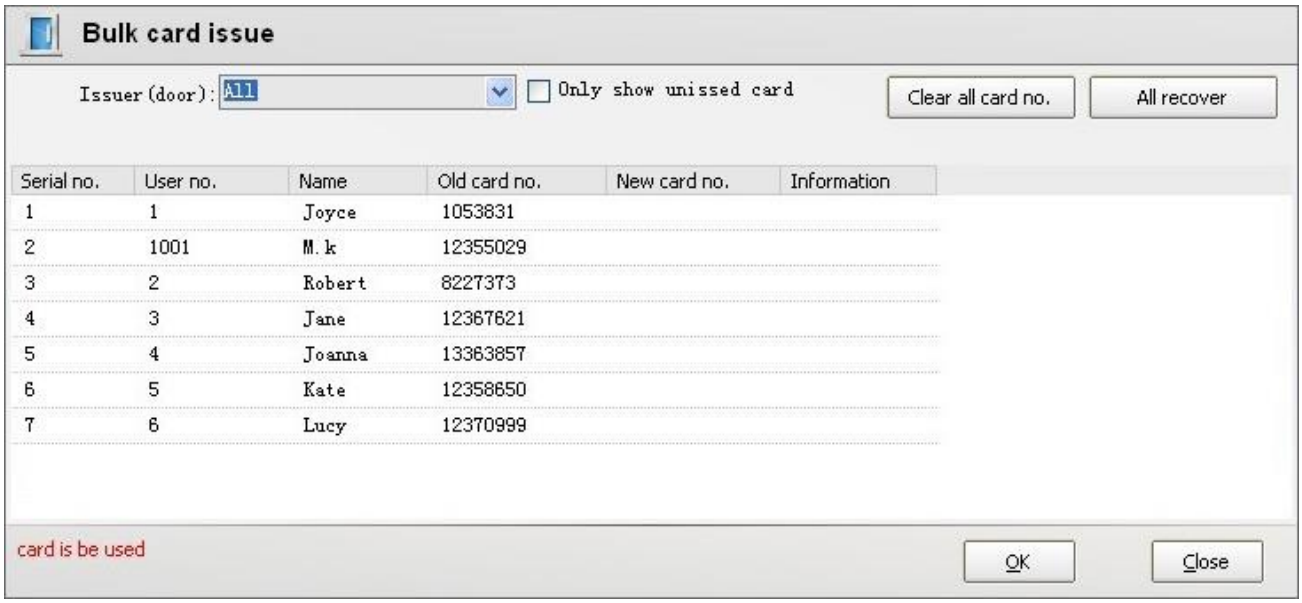
Application 3: card add password (password is four digits)

In the position of the card number or fill in the card number record ,in the password position fill in four figures , such as 8888, point sure to complete setting. At this time the configuration for this people is card add password permissions, only this person fill in 8888 in five seconds after swiping card can open the door.

Batch issue card:

Batch issue card is using for issue many card one time , especially the new adding more card, or issue card to more people one-time .

In personnel management operation window point right button, select batch hairpin, open the interface as the following picture:



When batch issue card ,choose one door for issue card device, swiping card on this door, fill in the card number from the cursor start. the person who has card will be omitted, if fill the last position ,the new swiping card will add one person automatically.

Batch issue card cannot use special issue card device temporarily.

Step 3: Authority

To make a card can swiping card to open the door, besides the issue card ,it must also be authorized to the card.

Authority is issuing the previous definition authority to the corresponding ration people or a group of people. For special can run independently authority management.

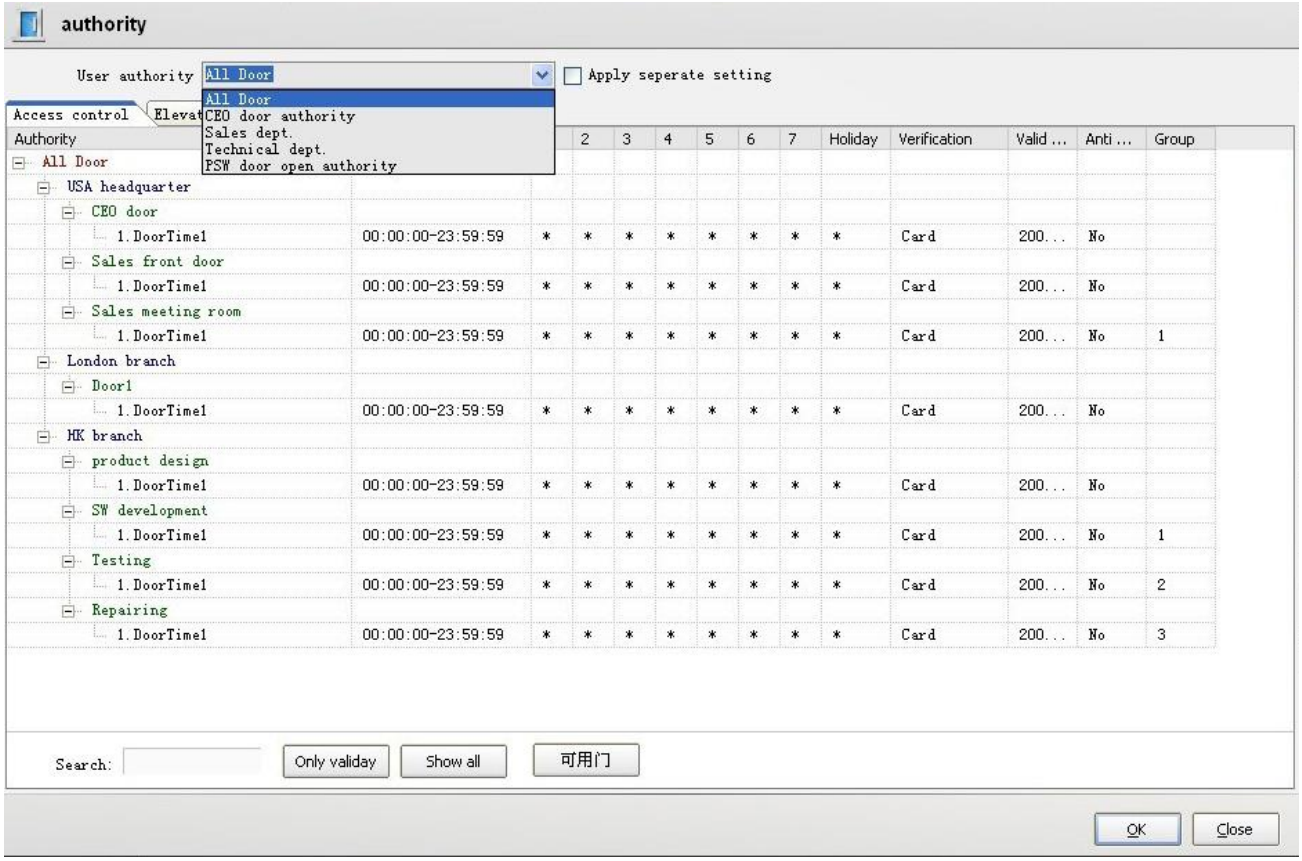
Must complete the following two points before authority:

1. In the above door attributes must enable the necessary opening time.

2. To the《authority definition 》interface to define and program a using permissions well. Here the entrance guard authority is equivalent to position power, means some position can entry the door, and in what time can entry the door.

In personnel management interface choose to authorized object (can be somebody, a group of people or all people) point right button, select access authority, as the following picture:

Point to open the access authority edit box,as the following picture:



In the personnel authority item to choose the rationing authority, also can use separate setting authority to special person (generally does not suggest that, because after finish the setting, the authority all called separate setting authority, can't tell the difference among them. So note again,

first to the second content to define the authority well in the authority definition interface, then in this content only need to to ration corresponding is ok.) point sure to complete access authority setting.

4 update download

Update means update the controller parameters, in other words,it means synchronism the setting well parameters of the controller and the door in the software access control equipment management to controller, make controller execute according to the new parameters, so just change the parameters of the door and equipment, it needs to update then can be executed.

Download is download card data to the controller,it means download the card data and authority of the software to the controller. When receiving swiping card data the controller will check the card number permissions, to determine whether through, if not download, even the card is authorized in software, it can't open the door either.

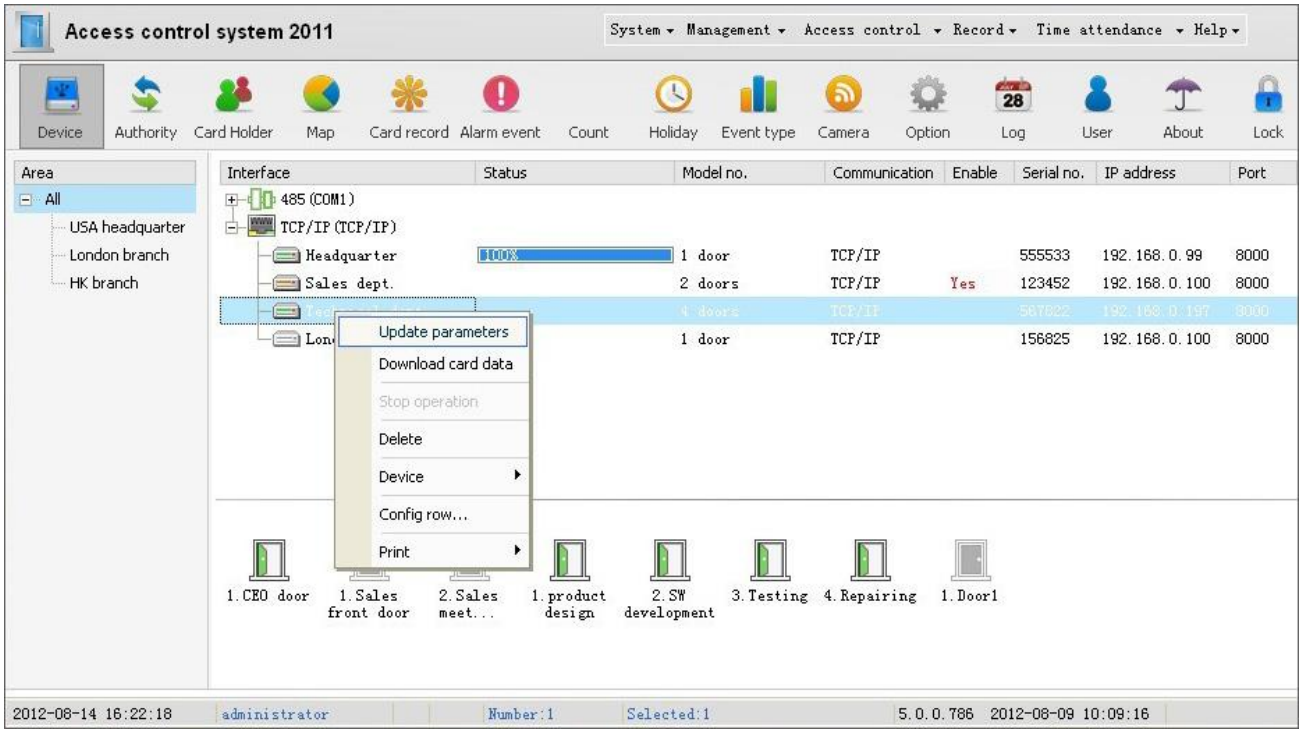
Please distinguish the card data and card record:

Card data: is data that associated with card, include: the card number, deadline, authority, open door way, password, and so on.

Card records: is the card record, including swiping card time, place, event type, etc. off-line records are stored in the controller, when software connect with the controller communication the record will automatically upload to the software, stord in the database.

Step 1:update parameter

Choose the port or controller in the access control device management intreface, point right button ,as the following picture:

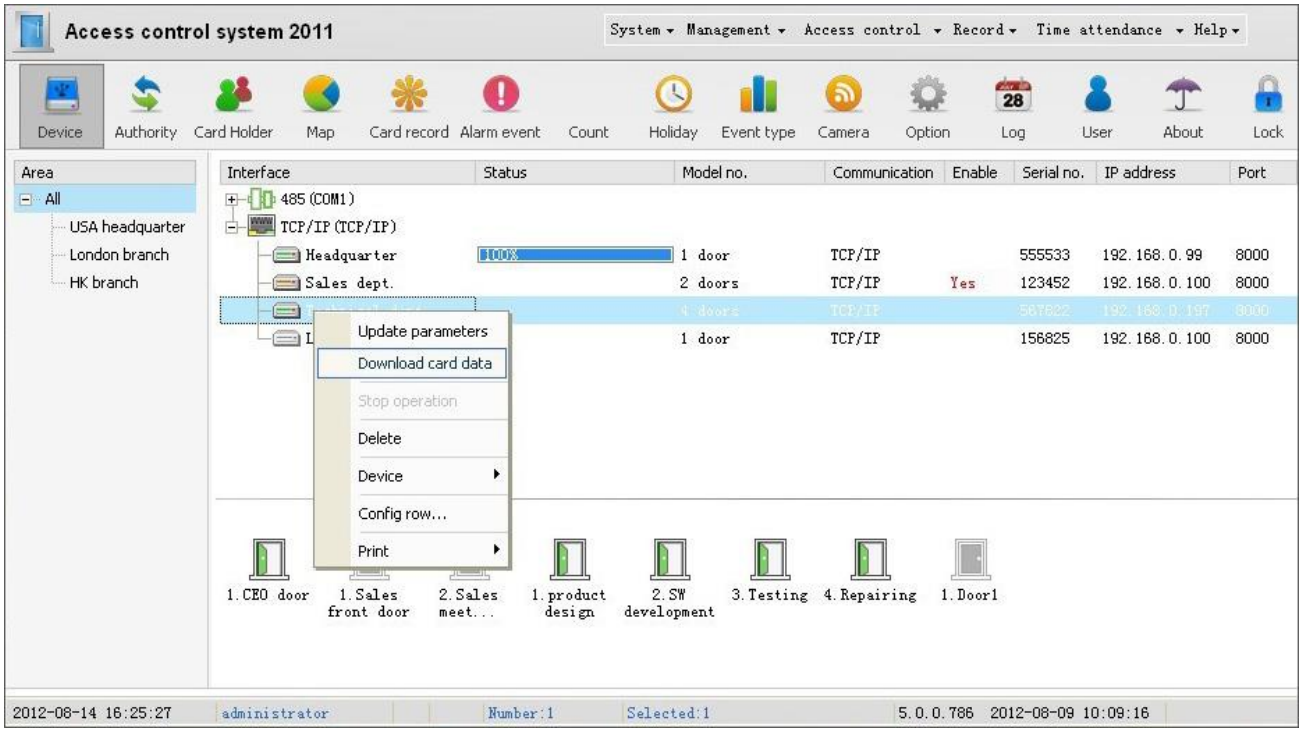


Choose the update parameter, the article update progress will prompt the completion status.

Note: which controller you choose which controller will update the parameters, which port you choose which controller parameters that communications normal of the port will be updated.

Step 2:download the card data

Choose the port or controller that need to update in the access control device management intreface,point right button ,as the following picture:



Choose the update card data, the article update progress will prompt the completion status.

Note: which controller you choose, which controller's card data will be download, which port you choose to download card data ,the card data will be download to the controller that communications normal on this port .

software common function

1 database

After the software installed, the default database folderis stored in the Access control software installation directory: "C: \ Program Files \Partizan\Partian ACM\Database", in the Database directory, there is the Database file. If it is the Access database, the name of the document is AXData.MDB. If SQL database has two documents, the file name is AXData_Data. MDF and AXData_Log.LDF .

Database installed

After the control software installed, the default database is ACCESS, no need to set up and installation you can open software to use directly , but this is a small database the operating system owned , is suitable only for small amount of data applications. A large quantity of data in the database is easy to go wrong, customers can choose stability higher, storage quantity greater SQL database according to their own data quantity size.

Suggest more than 200 people, or swiping card records every day more than 1000 article, had better choose to use SQL database.

Choose SQL database, need to install the SQL database software at first , at present ,the commonly used version has SQL2000, SQL2003, SQL2005, etc. about the installation here not detailed description, please operate according to version installation instructions, or to find installation method in the Internet. The following is the description of the separation and addition of the database

Add database

Addition database is attach the database file to the database management device to make the database files can be read and stored by the access control software.

Addition operation steps：

- point ”program----Microsoft SQL Server----business management ”，open the business management device
- Open server group, and then open the server, on the database click right button, in all tasks choice additional database in addition box , view files (the default access control software database is in the directory C: \ Program Files \Partizan \Partizan ACM\Database" , actual directory according to the definite installation location to determine)
- select the MDF file that need to add Database (name is AXData_Data. MDFAnd AXData_Log LDF.), double click to select in,point ok, after a while there will be a add Database success hint.

2 Data query and management

The data access software including: card data, records, report to the credit card records events, system log, etc

Inquires the data: through the access control management software inquires kinds of data information .

Card data: include the card number, authority, personnel and so on, also can call personnel information. download card data that we said is download the card data in the software database to the controller. Download card data on the fourth step there is detailed operation description.

Swiping card records: including the card number, time and events, location, etc. swiping card records is stored in the controller in offline, when controller and software communications, credit records will automatically download the storaged data to the software ans stored in database, do not need to manually download, swiping card at this time, the data will be real-time download and stored in the database.

Real-time event: the latest swiping card, alarm, ect event records.

Alarm events: for a alarm input event input to generate record information. Such as door alarm, button, invalid card, invalid door, the door open to overtime, button to go out, etc.

Diary records: diary record from the operation of the system

Manage the data: For all kinds of data to run import or export operation.

Data import: is input the data information that out of the software (such as personal Numbers, name, card number, sex, permission, department, etc) to the software database (ACCESS or SQL) file.

Data output: export the personnel information or swiping card that inquirys from the software from the database, to store in other formats (Excel, TXT, Html, etc) .

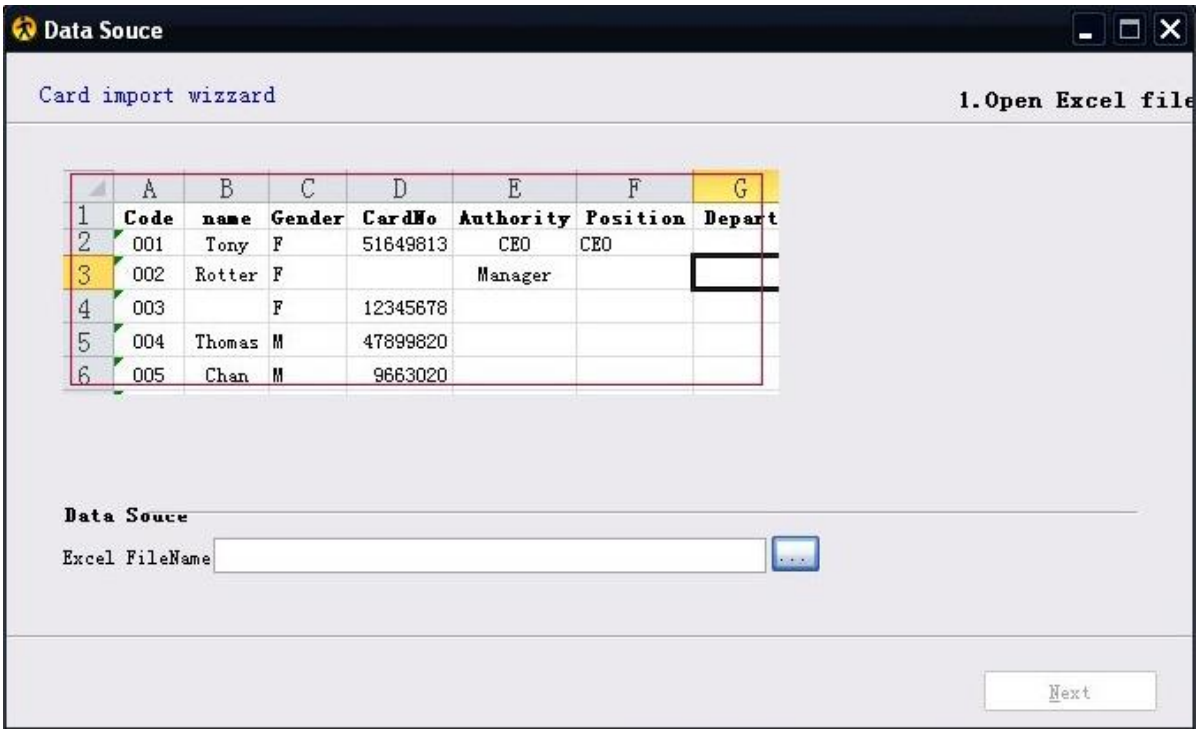
Data transfer: transfer the data information from one database to another database. Such as: if you imput the information in the ACCESS to another ACCESS database belongs to the same type of database transfer; you can also transfer the information in the ACCESS database to SQL database, or transfer information of the SQL database to ACCESS database ,this belongs to different database type conversion.

Personal data import

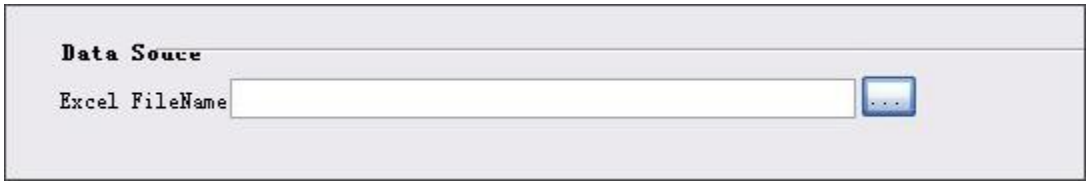
Open the installation content,find out the file of Excel2DB2012.exe as the following picture:

Excel2DB2012.exe

Doble-click to open,as the following picture:



1. according to the sheet sample in this box to make personnel information form, the order of the row cannot reverse, id number for must fill in item, id number card number can't duplicate .
2. prepared the personnel information sheet , stored it in the computer that installed the access control software.
3. find out the data source excel files that in the below of the import tool sample sheet: input the browse button that follow the box, as the following picture:



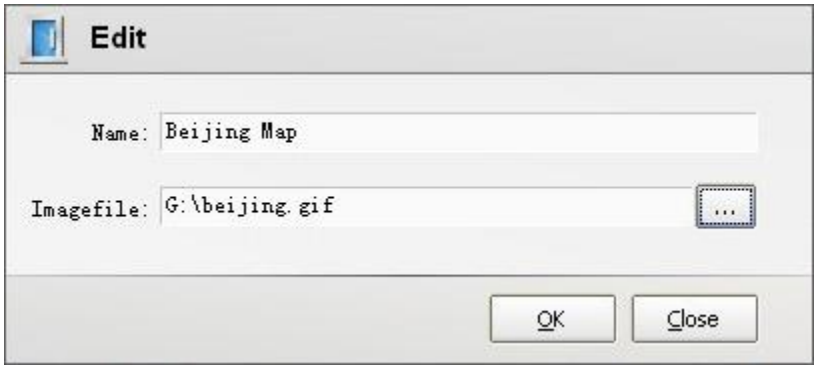
4. Double click, in the open box to find out the personnel information sheet that you made, point to open
5. point next, to preview interface, and then click next, to the choose database interface, the default ACCESS database, if use SQL data, it needs to choose SQL Server database and Setting, click next, in the import interface, point import button, complete data import. The software will alert you the number of import successfully.

3 the map monitoring function and using

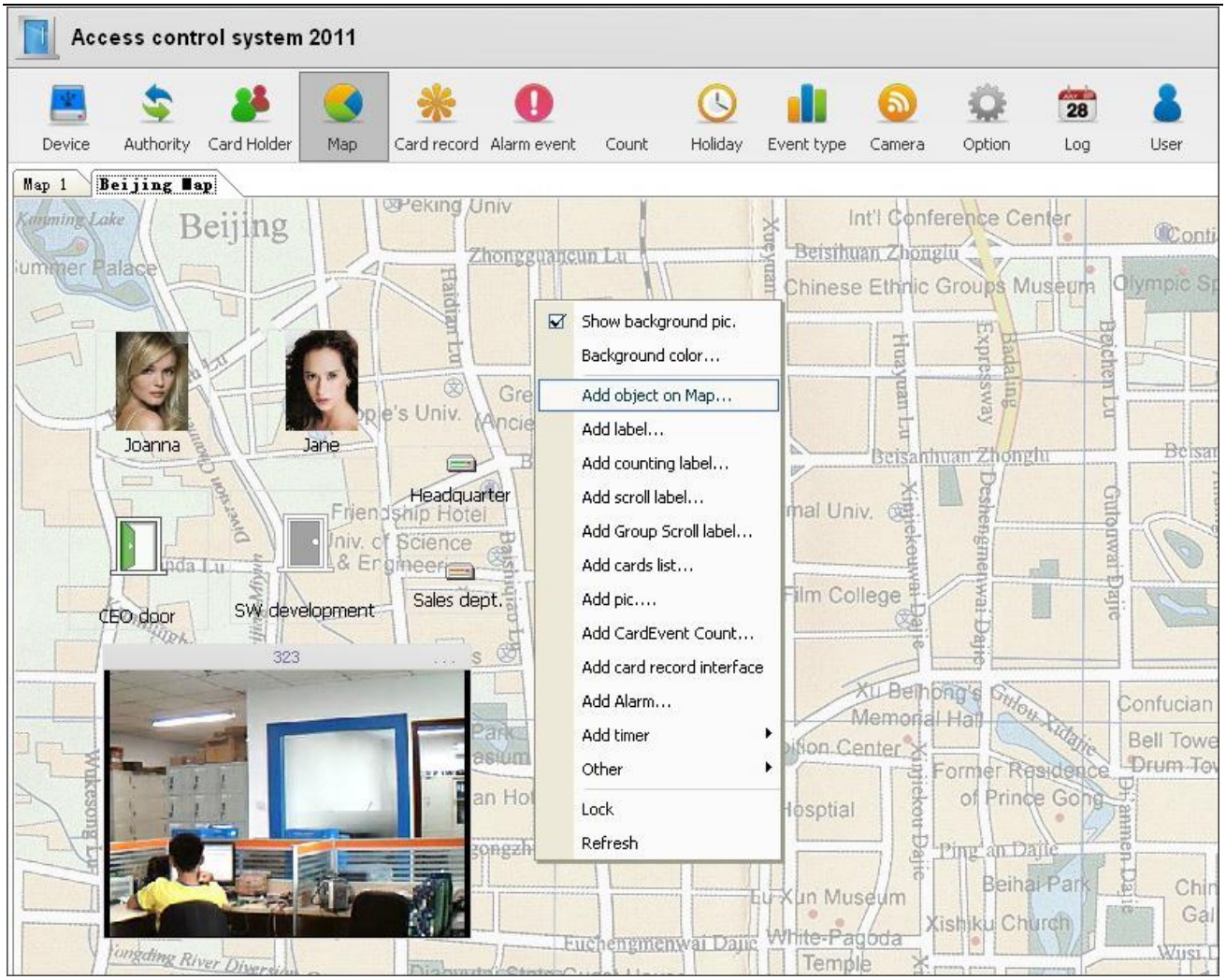
the map function of this access control software can achieve many functions, such as the monitoring, recording inquires, real-time control, and so on application. In software tool box point MAP can set monitoring function of the map.

Add the modify the map

I n the open map interface , in map title place point right button, select add map or modify map, fill in or modify the map name, choose the map pictures that need to upload (format: JPG, GIF, PNG .map image according to the company layout and needs and management to make well , can also do not upload the map background picture).



In the map point right button, as the above picture, have the following function:



1. show the background picture

Choose map box will show the background picture, don't choose display will show the background color of display Settings

2. the background color

Click can configurate the background color

3. place object in the map

Click on to open the place object dialog box, can choose object to place to map (including personnel, controller, door, camera etc).

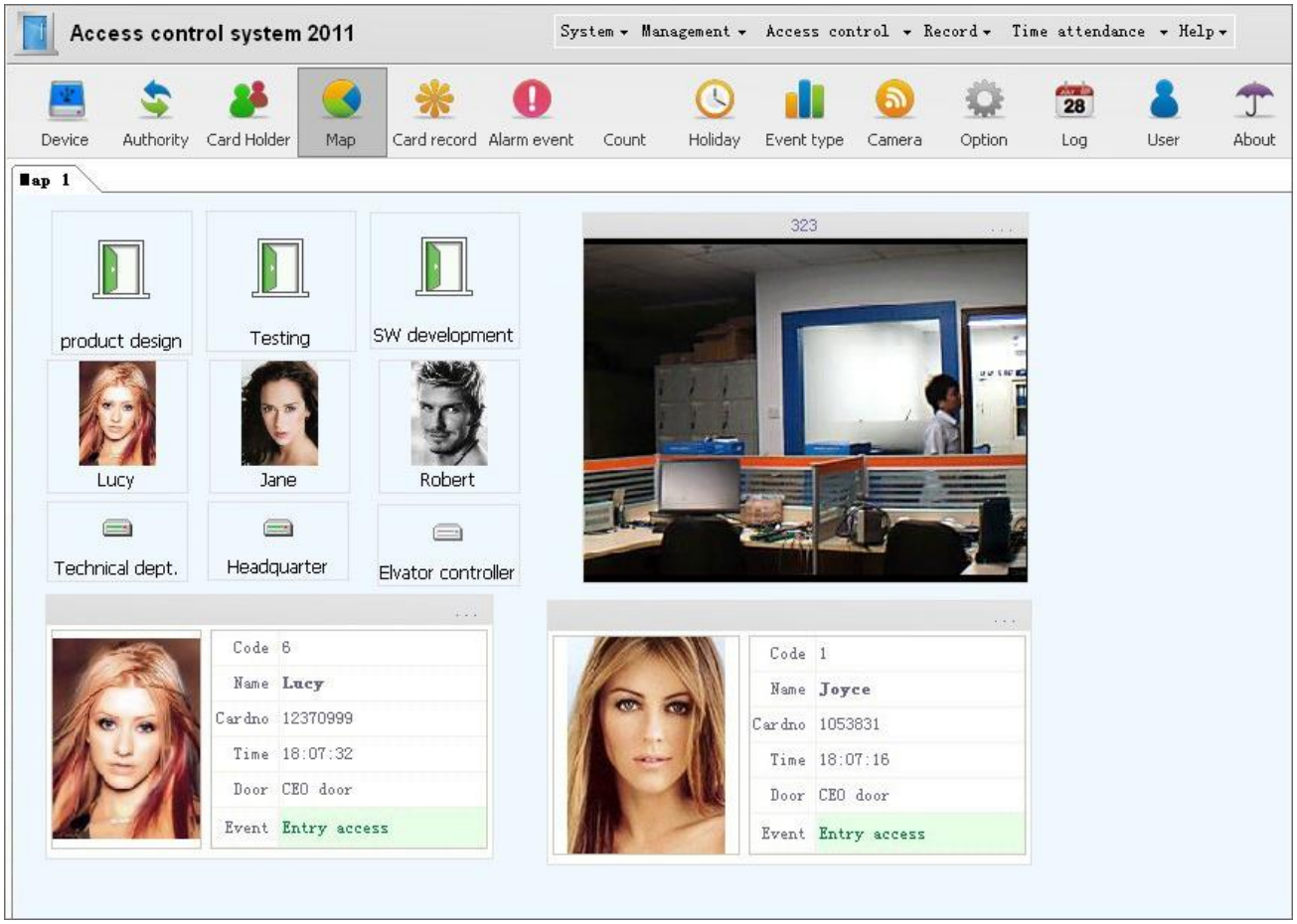
Choose ok after selecting ,the object will appear on the map, you can adjust location, size ,ect,of the object according to the management requirements ,on the object point right –click can choose to run management and operation:

Personnel object: personnel information edit; Setting entry or exit icon; delete from the map; Application size to this map, is change other personnel icon to the same size as the current icon; Modify the word format that display personnel, etc.

Door objects: close or open the door operation; Switch alarm operation; delete from the map; Modify the word format that display the door,ect.

Controller object: update parameters; Download card data; delete from the map; Modify the word format that display controller, etc.

Camera object: click the operation small icon on the top right corner of the camera dialog box to choose operation function. Point connection, can see real-time camera screen (the camera must be installed, and in the software has been added the test of the connection is normal, about the camera management see this manual operation instructions); point disconnect to interrupt the real-time images; point capture current real-time images; Choose snap –shot filter conditions, the system default for all snapshot,it means all not tick on any conditions are all snap -shot, choose which condition, when the condition created, produce snap photo, other conditions will not produce tapes; Option set video ID; Delete from the map



4. place tag

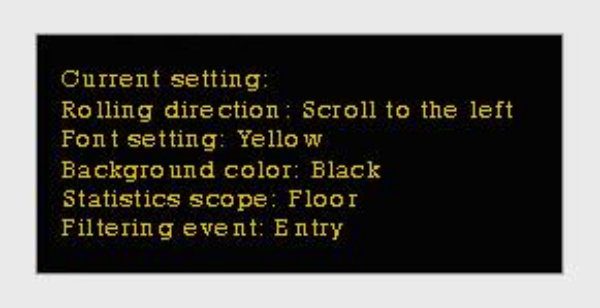
Tag is instructions and display to an object , the contents include time, personal ,door, controller, id number, the card number, departments and so on, can change the display format of the tag, after adding , in the map point right can set filter conditions; Not related means the increased tag is just word display, plays the role of the mark, not link with any event object, so don't need to set filter conditions.

5. place count tag

Count tag is the mark that can count quantity, can count the person number in and out, After adding, in the top right-hand corner of the counting box point function button, select filter conditions, set the scope of count, such as a department have how many person in indoor, how many people out. This function need to install two card readers for in and out

6. place rolling tag

Rolling tag is the tag is not static and motionless, but displayed to a certain direction. This function is more used in electronic display advertising, public announcement, hint, can set up the label display content, format, rolling direction, speed, on the tag point right can set the filter conditions. In some special places will be used, such as factories, coal mine, metro, ect.the design picture is as the following picture:

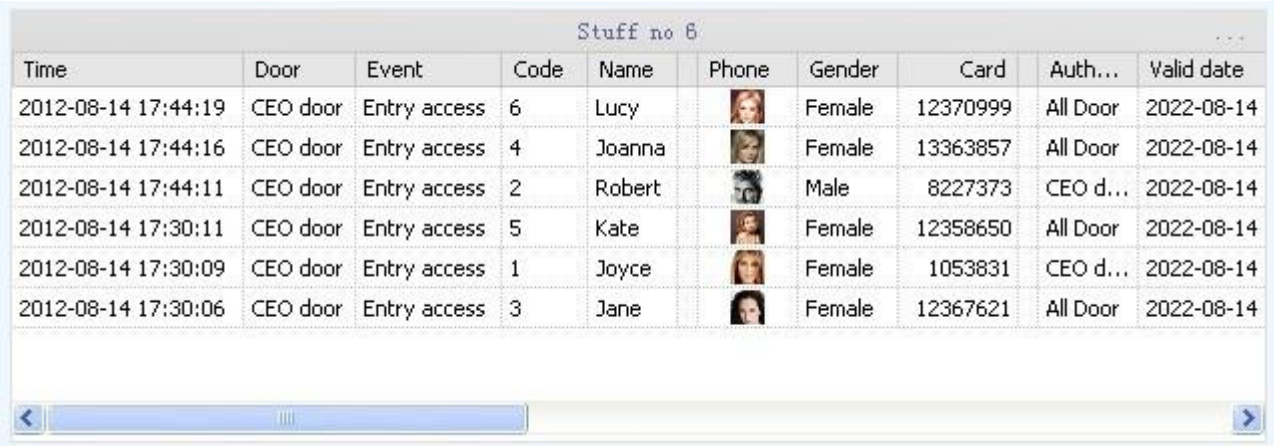


7. place rolling grouping tag

Grouping is a rolling tag that displayed by grouping according the department or position,others is same as the above

8. Place name list

Name list is the statistics list of the personnel events, can be a regional internal personnel or external personnel list. Can set the background color, configuration display content, filtering event type



Stuff no 6

Time	Door	Event	Code	Name	Phone	Gender	Card	Auth...	Valid date
2012-08-14 17:44:19	CEO door	Entry access	6	Lucy		Female	12370999	All Door	2022-08-14
2012-08-14 17:44:16	CEO door	Entry access	4	Joanna		Female	13363857	All Door	2022-08-14
2012-08-14 17:44:11	CEO door	Entry access	2	Robert		Male	8227373	CEO d...	2022-08-14
2012-08-14 17:30:11	CEO door	Entry access	5	Kate		Female	12358650	All Door	2022-08-14
2012-08-14 17:30:09	CEO door	Entry access	1	Joyce		Female	1053831	CEO d...	2022-08-14
2012-08-14 17:30:06	CEO door	Entry access	3	Jane		Female	12367621	All Door	2022-08-14

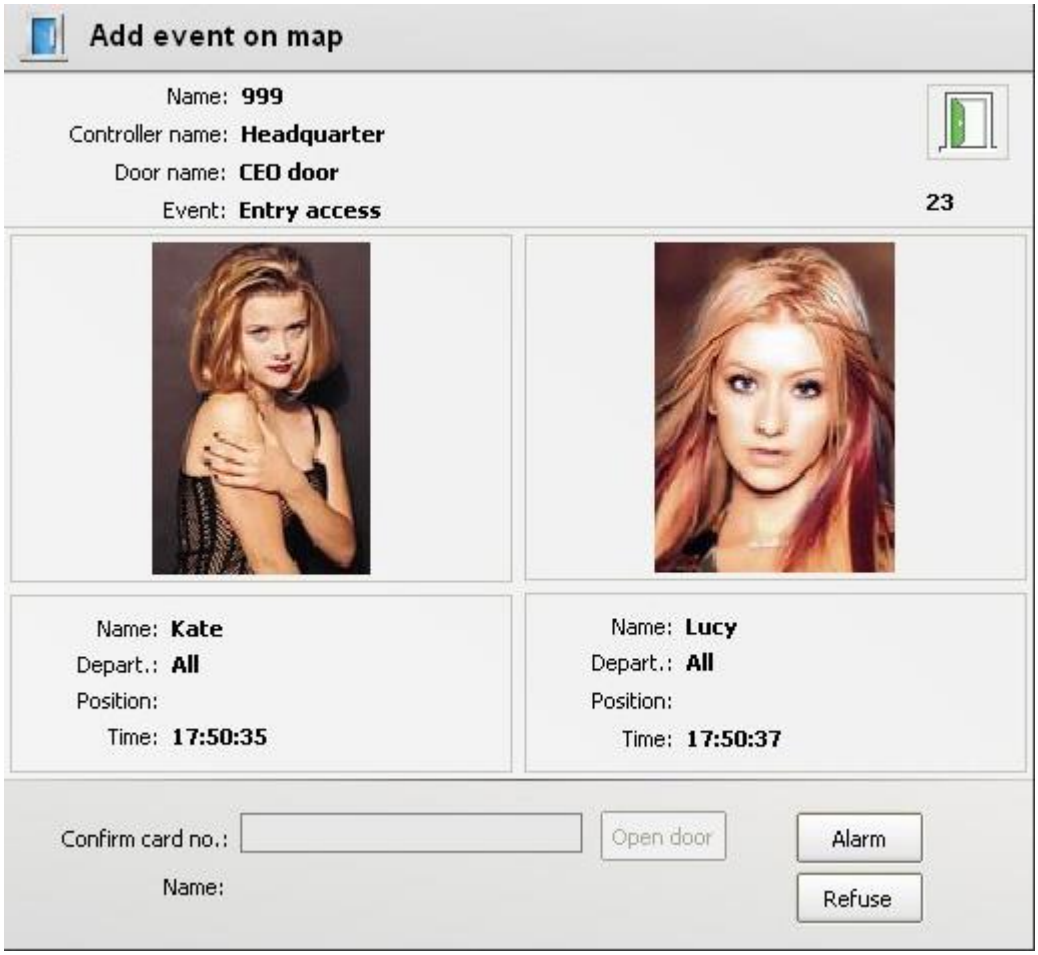
9. Place swiping card event interface

10. place alarm

Place alarm is adding a alarm monitor, can use icon, animation, the voice to run alarm note; Alarm can set the filter conditions.

11. Add confirm note

Only customerized controller can realize this function: two people swipe card and there will be a confirmation note on the map. Admin need swipe card the the USB card reader plugged to PC, and click "open door" to open door.



12. Add confirm note 2

After the event generated, will appear confirmation dialog box, show event information and snap photos, and require to input the password to open the door.

13. Add action

Add action is animation and sound in the map, filtering events, has the show function of visual display of what happened. When associated event to occur, animation and sound that placed will begin to act.

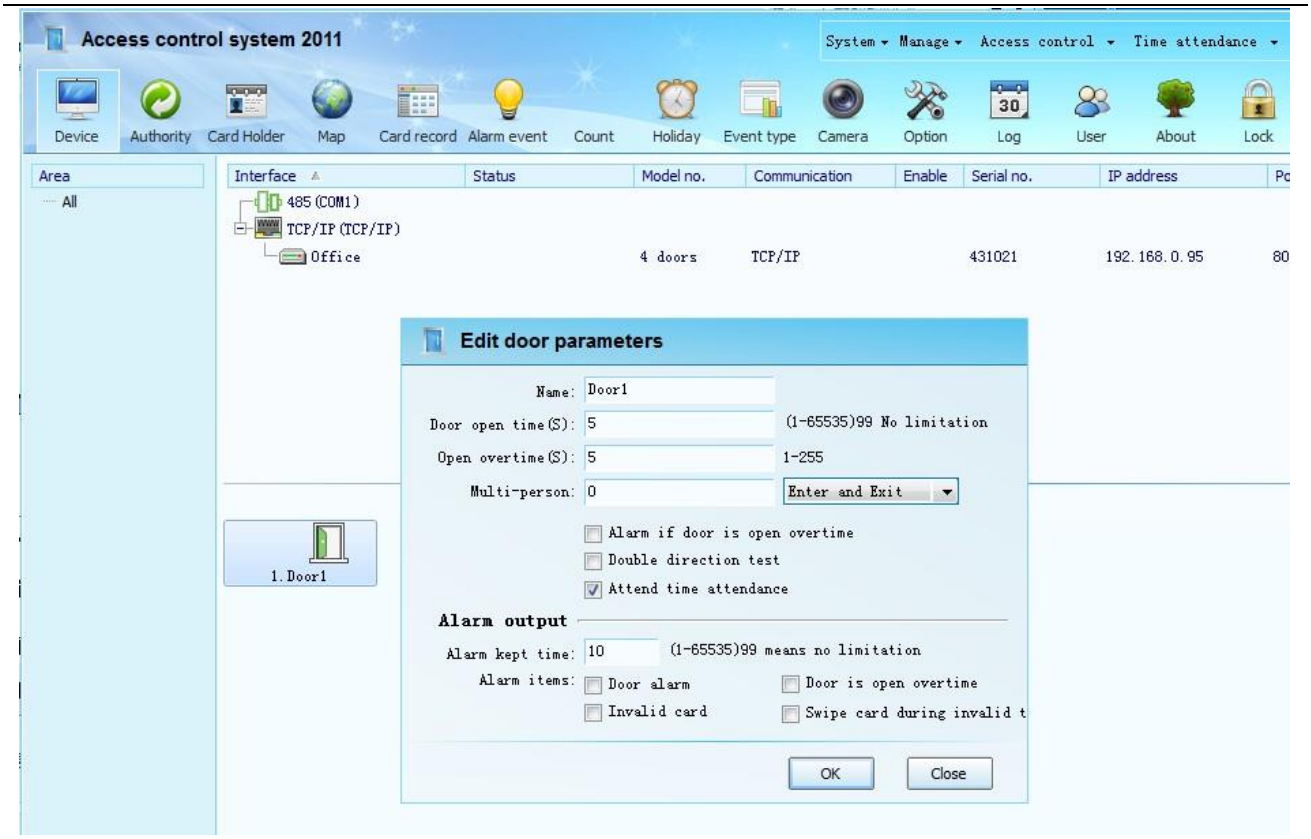
Time attendance software

Software features

- Use the same database with access control software
- Support 3 kinds of language, customers can add their own language as their will
- Simple operation, finishing operation by single click, double click, or right click.
- Directly use access control software's records as time attendance records.
- No matter uses can enter or go out, we can take the logs once swiping the cards
- You can set the user to participate in time attendance or not.
- freely set many time schedules.
- There are 3 level depart. Management We can set different shits and rules for company, depart. and individual.
- Support inter-day card swiping, and free card swiping
- Support time attendance report calculating by day, hour, half an hour, and by minutes.
- support take morning, evening shift as working overtime, also support fixed working overtime..
- Support this working way of not swiping card between morning and afternoon and support night shift
- Support time attendance result's editing
- Support time attendance result's shift adjustment.
- Support asking for leave and business trip management
- Support color indicating to use different color to stand for different records, and
- Access；Support two database at the same time: MS Access and MS SQL server for option. The default is Access.
- System provide daily record, user can check the operation and management history record, easy to manage and system maintenance.
- Providing data importing or exporting function, facilitating customers' work processing.

- Time attendance operation procedure
- Find "Time attendance" Firstly confirm you choose the device as time attendance point.
- Set a work rest standard, add one shift's days and work time zone.
- Shift arrangement: set a work rest standard like office shift, and add this shift's days and work time zone.
- Set time attendance rules for one company, department.
- Time attendance calculation: Choose one time scope to make calculation.
- Time attendance interface to check calculation result.

1. Open access control software and set relevant access control operations. In device interface as below picture, double click the door icon we need select it as time attendance point. Then choose "Attend time attendance"

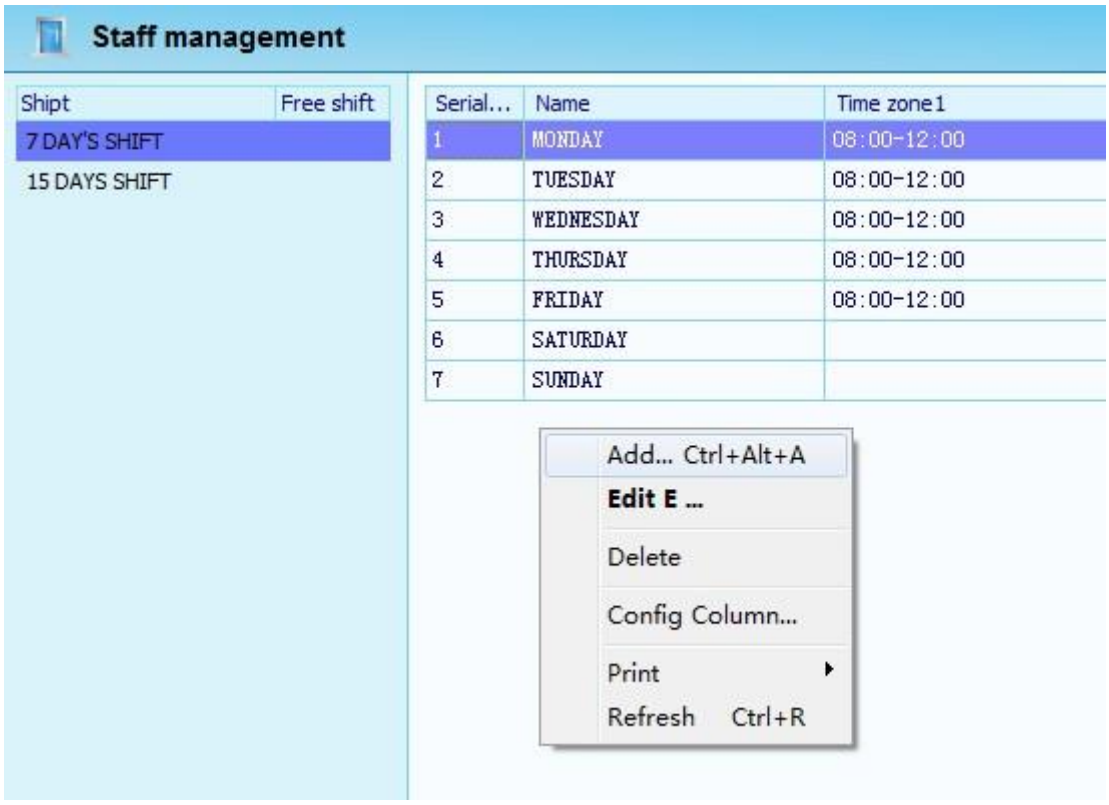


Then choose Time attendance menu and begin operation in the listed operations.

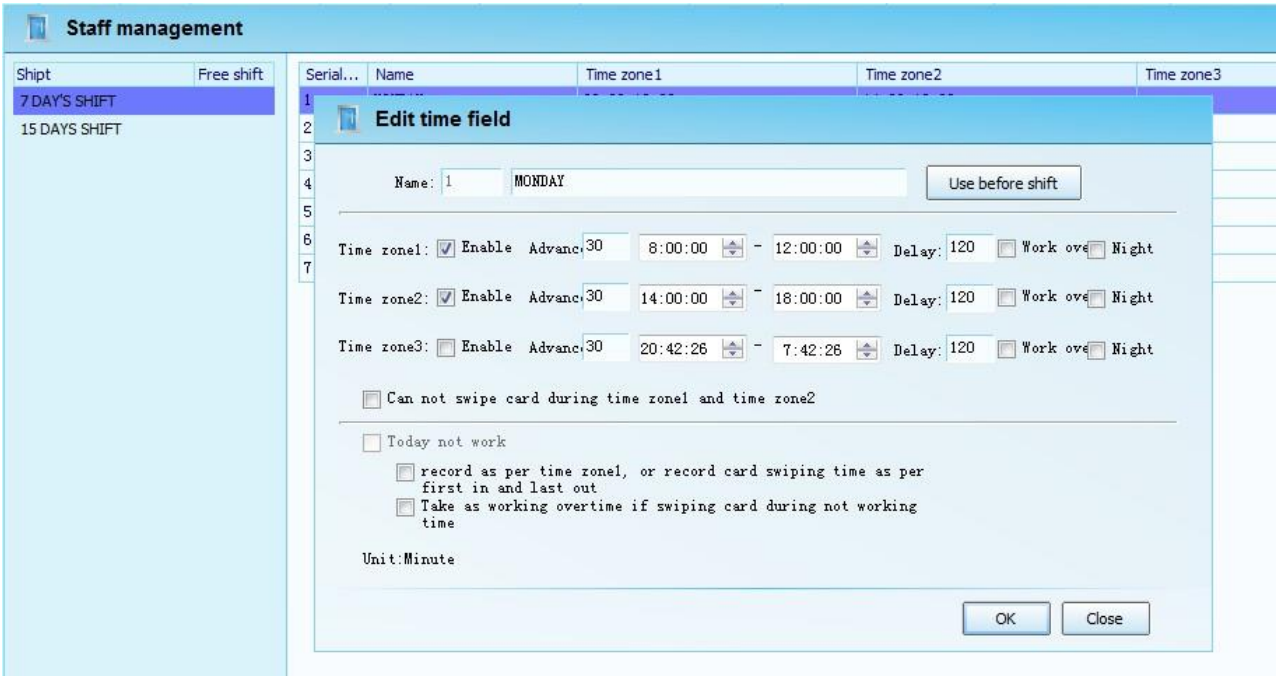
Work rest standard

Work rest standard is called shift, that is, we set work and rest days and time zone setting. Choose “Work rest standard”, Open it, and right click on blank area to add work rest standard.

Input work rest standard name like: office shift, 3 shifts. We take office shift as example.



Choose the first day's work rest time to edit.



Input time name like Monday, The first day to ask us to remember easily.

Enable time zone, system make 3 time zone as per time attendance demand.

Advance: How many minutes stuff can swipe card in advance.If over this time, the records will not be calculated.

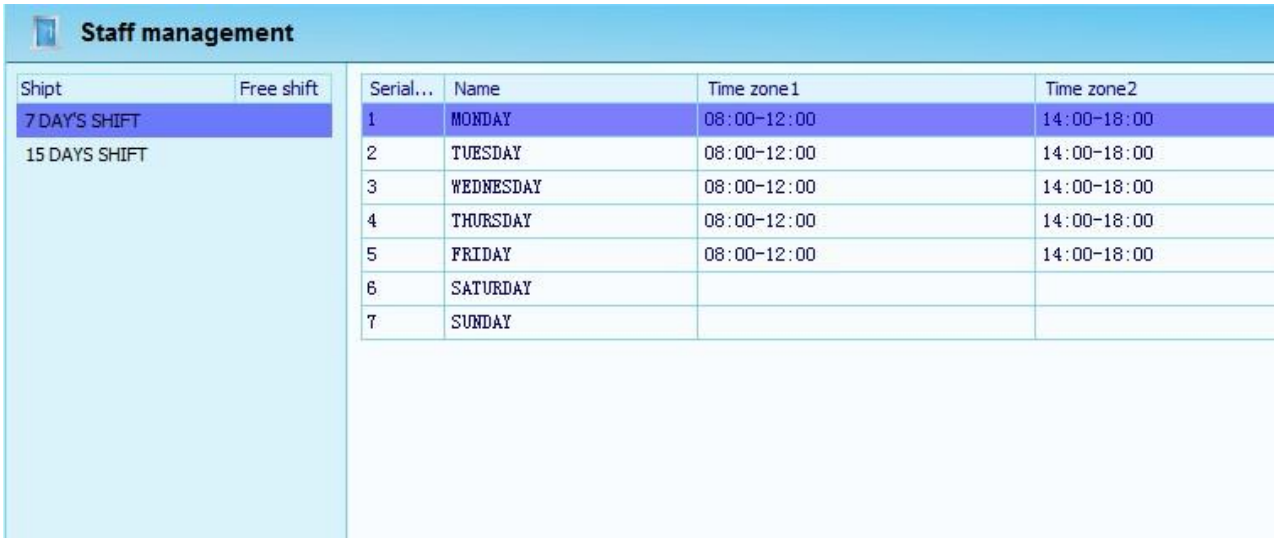
Delay: How many minutes stuff can delay card swiping. If over this time, the records will not be

calculated.

Night: Means that this card wiping is at night. We can take this as working overtime from the below night time attendance strategy. After setting, press OK to store the setting

The same as the above operation, right-click on the blank o the dialog interface can increase the other schedules

Note: schedules days must be determined by the cycle of the work time, including rest time, such as administrative class, which is suitable for work time from Monday to Friday, Saturday and Sunday to rest time, regular cycle is seven days, so the schedule time we should set up to seven days, just Saturday and Sunday is not enabled.As follows.



Work-rest standard is to have the summarize and set on the work and rest time . The rest time can’t be omitted.

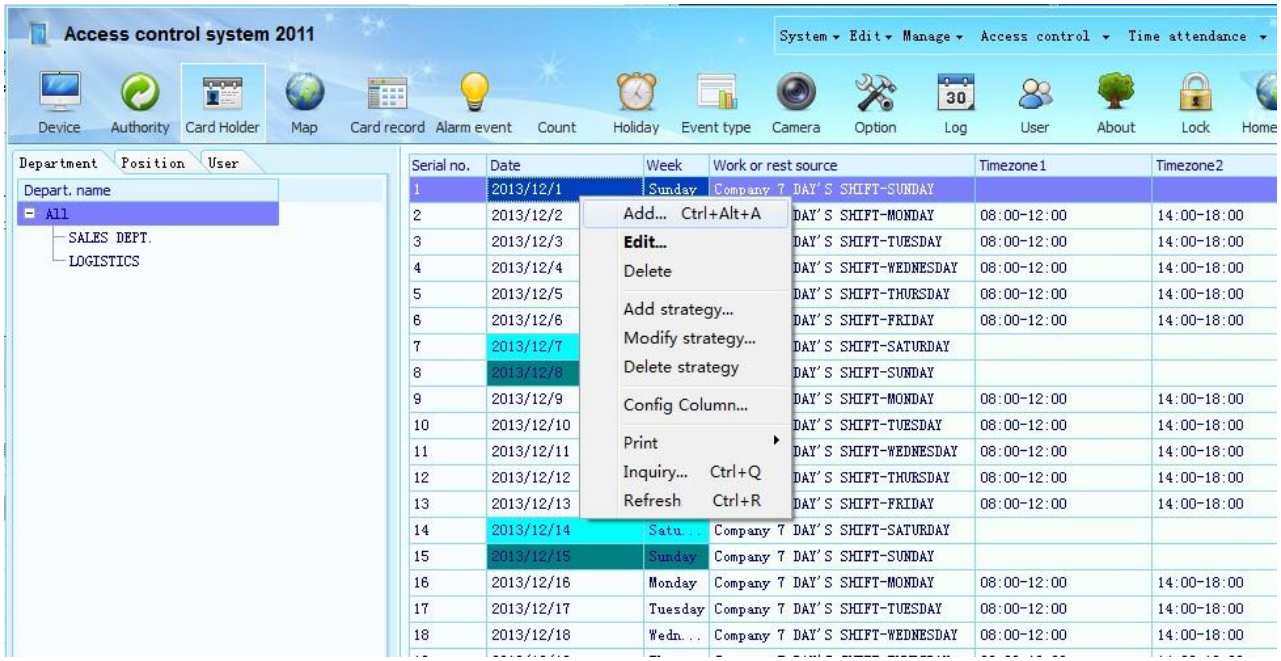
If set three shifts work and rest standard, it may 21 days be one circulation,so you should set up for 21 days of work and rest time.

If set big and small weeks such as work and rest standard, it may15 days be one circulation ,so you should set up 15 days of work and rest time.

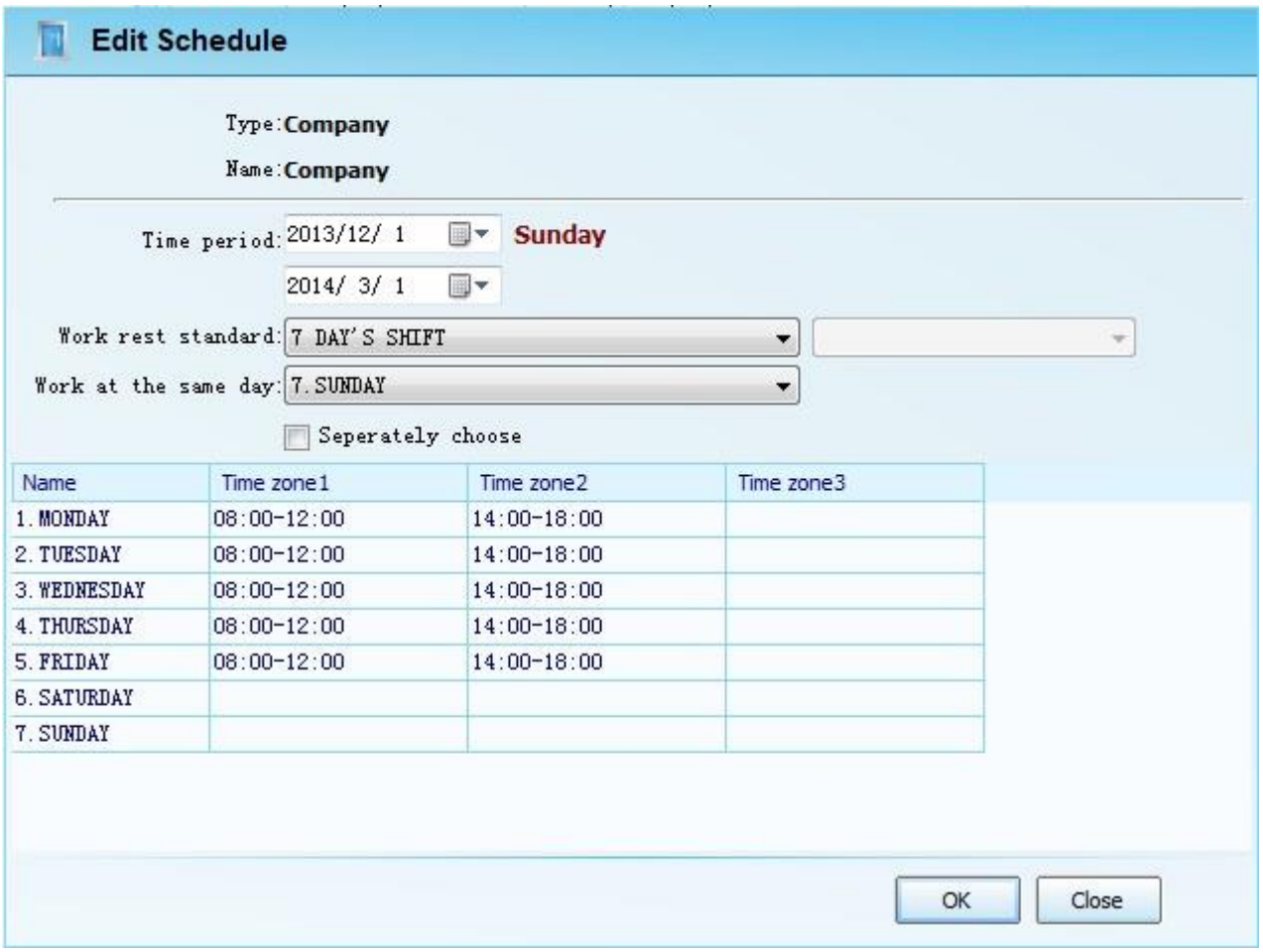
What kind of work and rest standard and work and rest days, finally according to the actual need to determine.

3. Time attendance system. Attendance system is set up in what time zone to perform what work and rest standard, can for the company, department, group and individual set up separately. General for the entire company need to set up one time attendace system, if some departments or personnel attendance system is different from the company, may need to set up separately for these departments and personnel.

Choose time attendance drop-down menu - attendance scheduling, open the scheduling dialog



Chose all of the left ,and on the right of will automatically arrange the schedule of work and rest time samples in 30 days, right-clicking on schedules, choose to increase



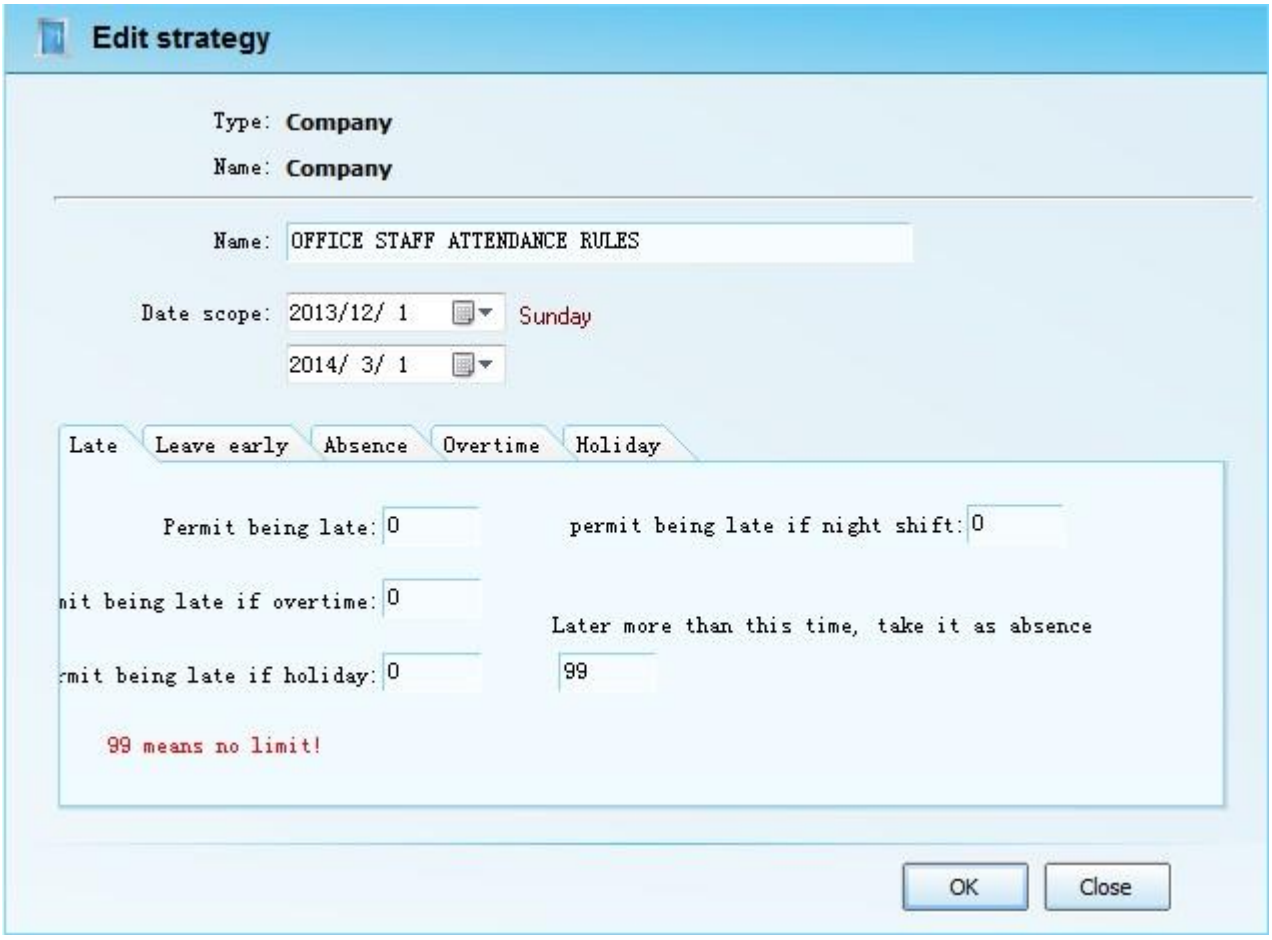
Set up the work and rest time attendace system to the company object: note to properly set the date range (start time and end time), select work and rest standard and on the day of work..The day on work is what's the work and rest on that day time on the start date in the date range ,such as the above 2013/12/1 this day is Sunday, the day to work in the administrative class time should choose seventh day in administrative class, which is on Sunday, as shown above.

After setting up, point the OK to save the setting..

4. Time attendance strategy

Attendance strategy is how to come to work, how to assessment the staff attendance.Such as how many minutes late is late, how much time is absenteeism, etc.Must be set at least one strategy for the whole company, if some departments or people with different from company, you have to separate set to these departments and people.

Select all in attendance scheduling dialog box on the left, then right click again on the right interface schedules point, choose to add strategy, open the attendance strategy edit box



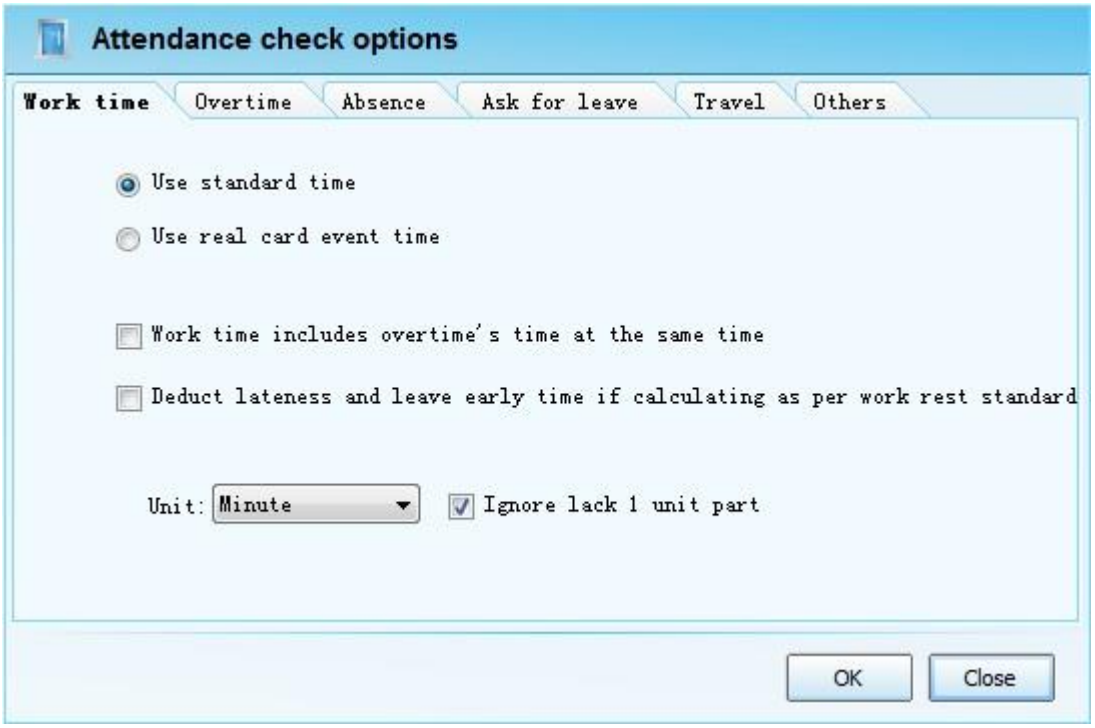
Set the strategy execution time range (start time and end time), fill in the assessment method of late, leave early, absenteeism, work overtime, holidays, point OK to complete.

5. Work attendance calculation

After setting the work and rest standard, the work attendance system, attendance strategy, and then set up the calculation of some parameters, can proceed to the calculation and analysis of check on work attendance.

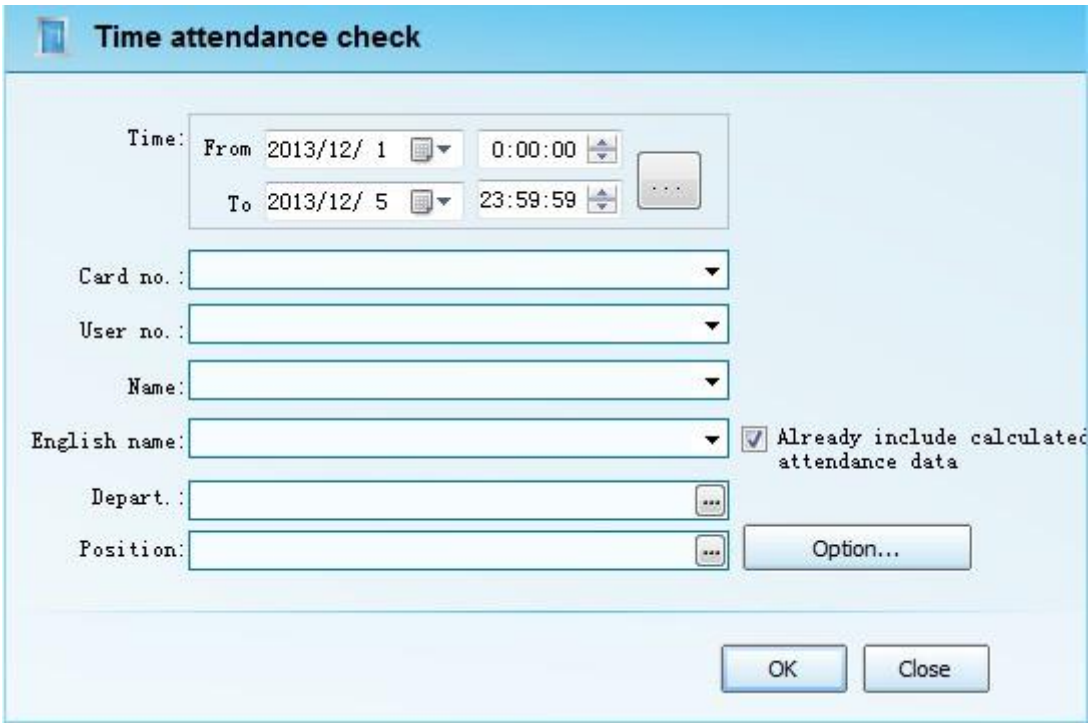
Setting the calculation options before calculation .

Choose attendance drop-down menu – attendance calculation options dialog



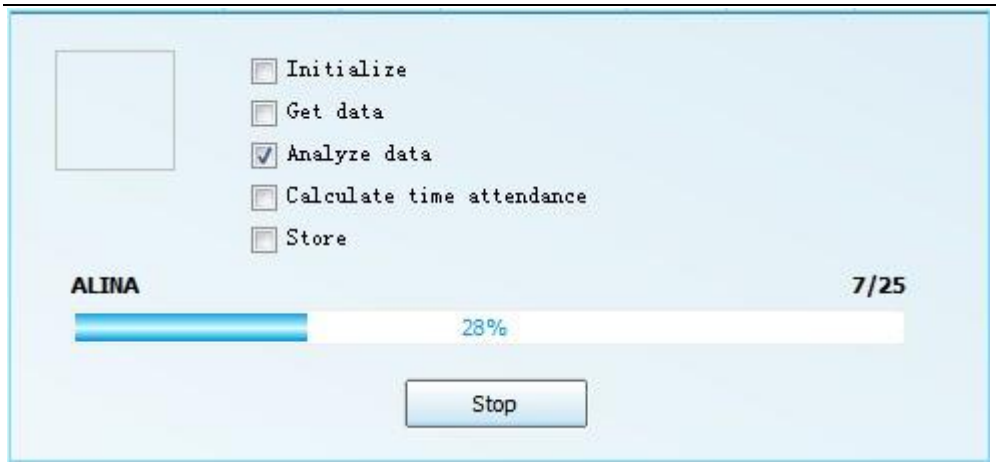
Setting calculation unit, such as calculation conditions, point OK to complete modification.No modification can have no operating.

Choose attendance drop-down menu – time attendance check



Select the attendance calculation range: time range, department, card number, name, etc to have the Filtering calculation

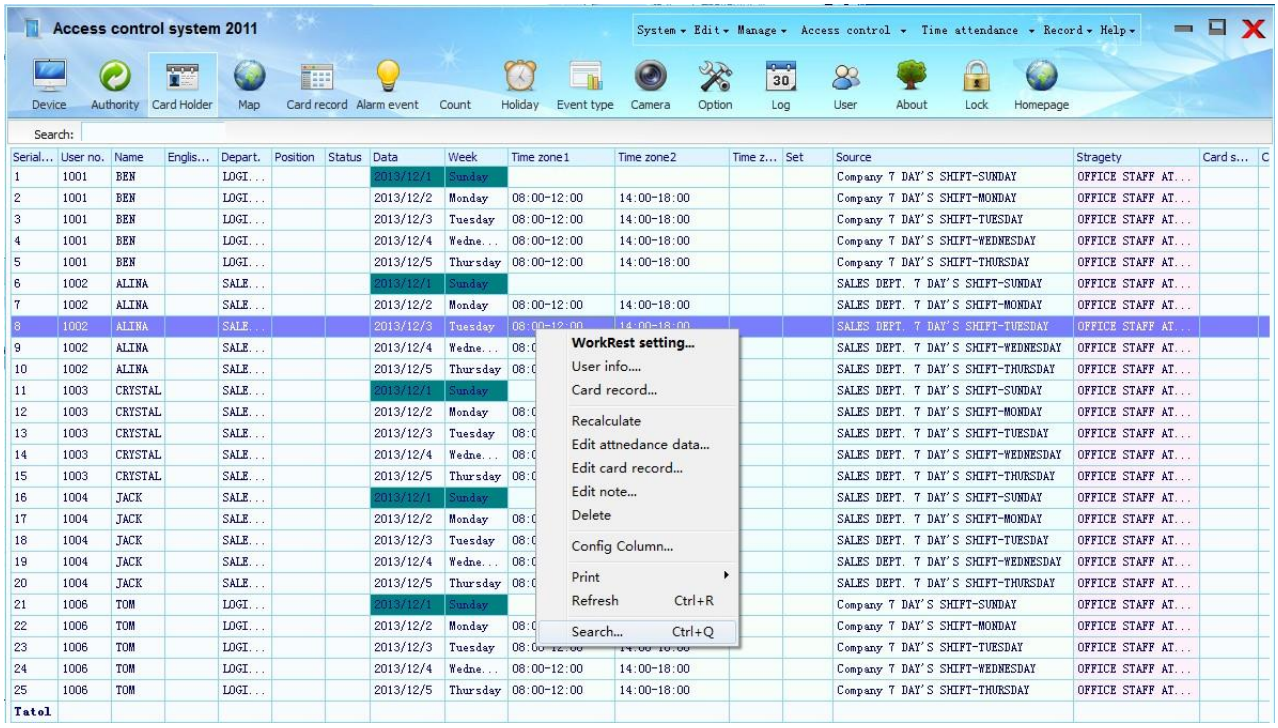
Calculation process:



6. Work attendance result

Attendance is evaluated, you can view the report data, also can undertake the report output.

Attendance data: Choose attendance drop-down menu - attendance data



Right-clicking on the data table can edit and inquiry the attendance data.

Modify the card record :the actual card record can be modified.

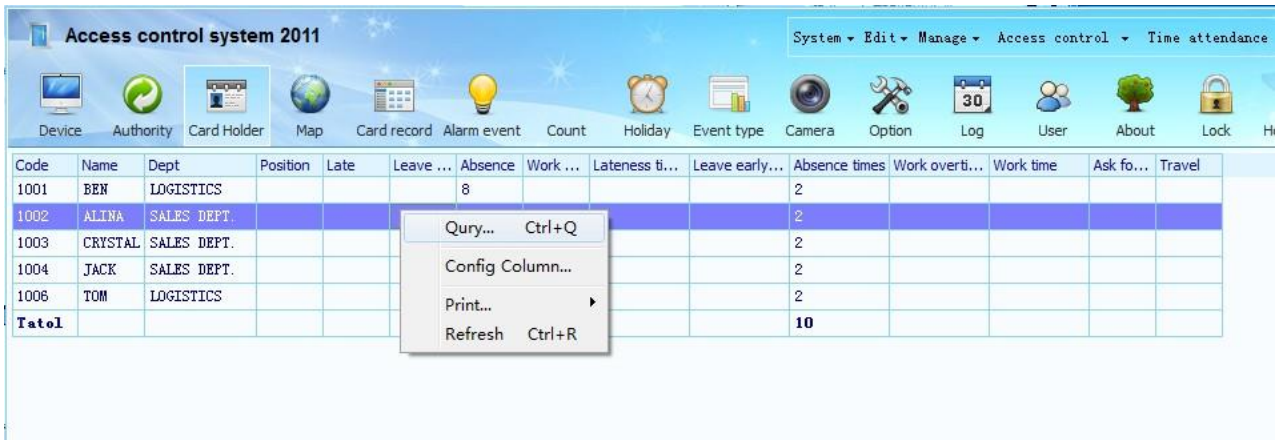
Adjust the schedule :if the day's work-rest standard is not correct, can be adjusted freely here

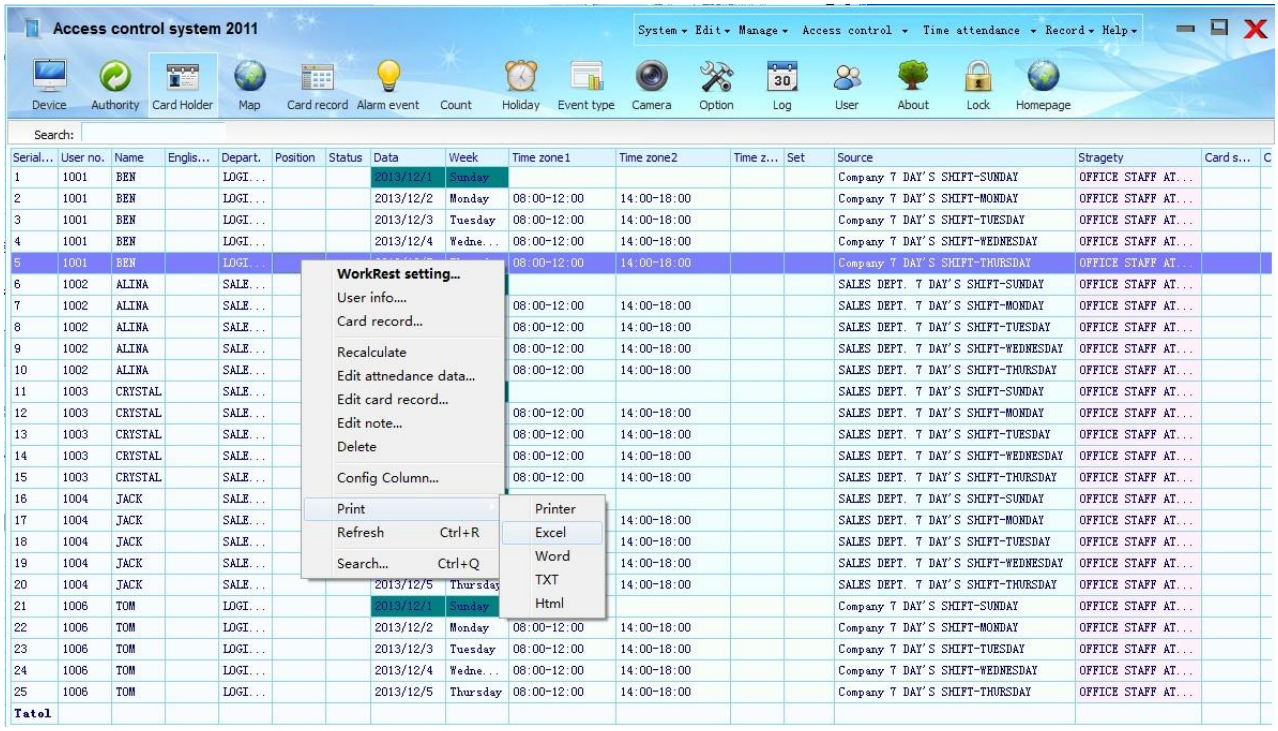
Recalculate: if you modify the card record or modify the attendance settings, can have one new recount for this rows .

Modify the attendance records : can modify the results of work attendance, such as late, leave early, working hours and other specific data.

Inquiry : can set the filter conditions to inquiry attendance data, and can export the data you inquired. The exported data is the same with the inquired data, namely, what you see is what you get.

Choose attendance drop-down menu, staff attendance statistics



According to a person ,a department, or a job to have the filter statistics, inquiry results, exporting the report.

Import the reoprt: right-click on the inquired attendance record , choose print - select import format - named - save