MaCaPS International Limited

Smart Access Control System Software User Manual

V2.0.0 **Client Version**

DOCUMENTATION

Disclaimer

Information in this document is subject to change without notice. Companies, names, and data used in examples herein are fictitious unless otherwise noted. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without the express written permission of MaCaPS International Ltd.

Trademarks

Smart Access Control System is a copyright of MaCaPS International Ltd. HID is a trademark or registered trademark of HID Corporation. Mifare is a registered trademark of Philips Electronics. Octopus Card and the Octopus Card logo, are registered trademark of Octopus Cards Limited. Pentium is registered trademarks of Intel Inc. Proximity is registered trademarks of Proximity Technology Inc. Windows is a registered trademark of Microsoft Corporation.

All other trademarks, trade names or company names referenced herein are used for identification only and are the property of their respective owners.

Enquiries

MaCaPS International Ltd.

Tel: (852) 3527 3257

Fax: (852) 3527 3098

Web: http://www.macaps.com

E-mail: info@macaps.com.hk

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 Client Software

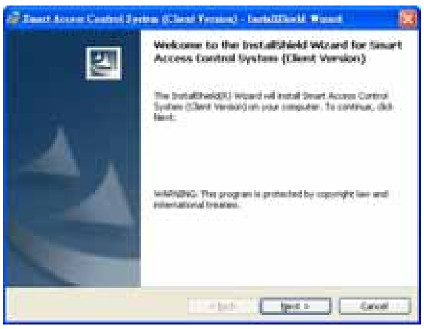
This section explains how to install the Smart Access Control System Client Software.

2.1 Minimum System Requirements

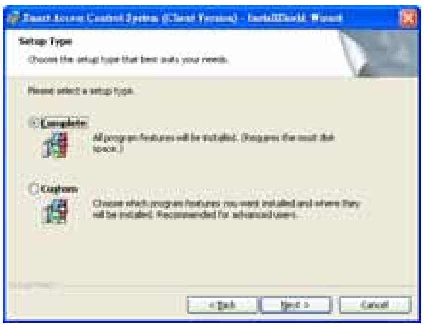
- Windows 98/NT/2000/Me/XP
- Pentium III 800MHz CPU
- 128 MB of available RAM
- 1 GB of disk space
- 800x600 Display resolution
- Network Interface Card

2.2 Installation Procedure

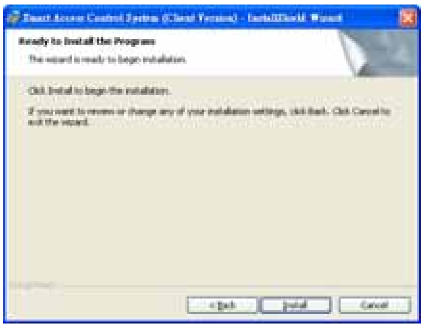
1. You should close all programs before you begin installation.
2. Ensure that your system meets the minimum requirements described in the "Minimum System Requirements" Section.
3. Insert the "Smart Access Control System Software" CD.
4. Run the installation program "setup.exe" which can be located in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



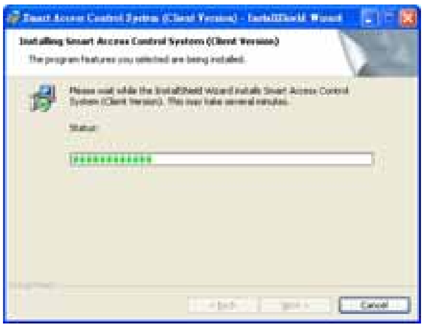
5. To continue, click "Next".



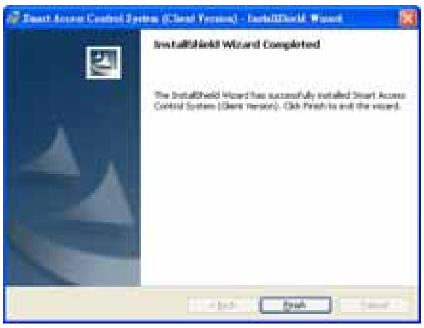
6. Select “Complete” installation and click “Next”.



7. Click “Install” to begin the installation.



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

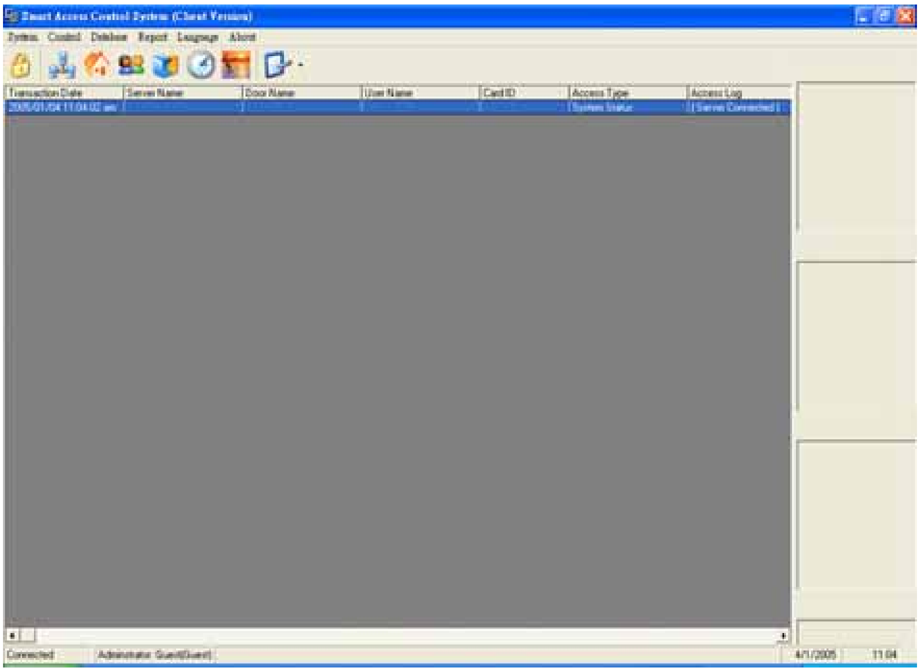


3 Starting the Smart Access Control System Client Software

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

3.1 Starting the Smart Access Control System Client Software

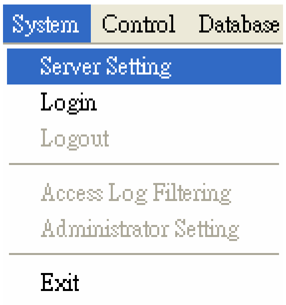
To start the Smart Access Control System Client Software, select **Start** → **Programs** → **MaCaPS International Limited** → **Smart Access Control System (Client Version)**.



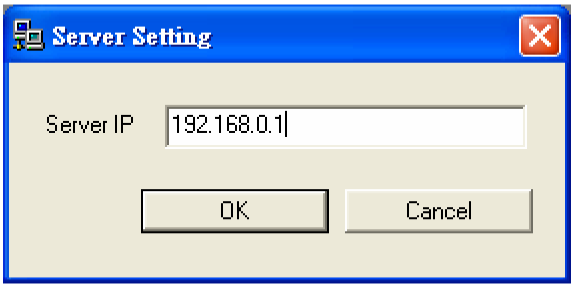
Note The start-up path is set during the installation process and may differ from the one above. Before starting the client software, you need to start the server software first.

3.2 Server Settings

To setup the server IP address, from the main menu, select **System** → **Server Setting**,



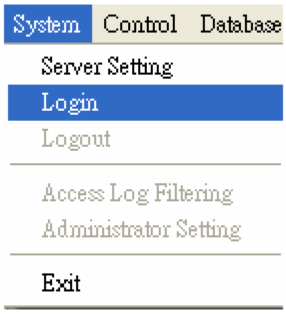
to open the Server Setting window.



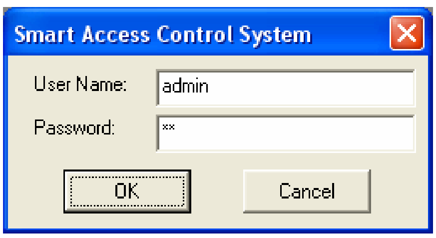
Type in the server IP, then click OK.

3.3 Log On to the System

You must be logged on before using the Smart Access Control System Client Software. From the main menu, select **System** → **Login**,



to open the Login window. At the login window, 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.

3.4 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.

3.5 Exiting the Smart Access Control System Software

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

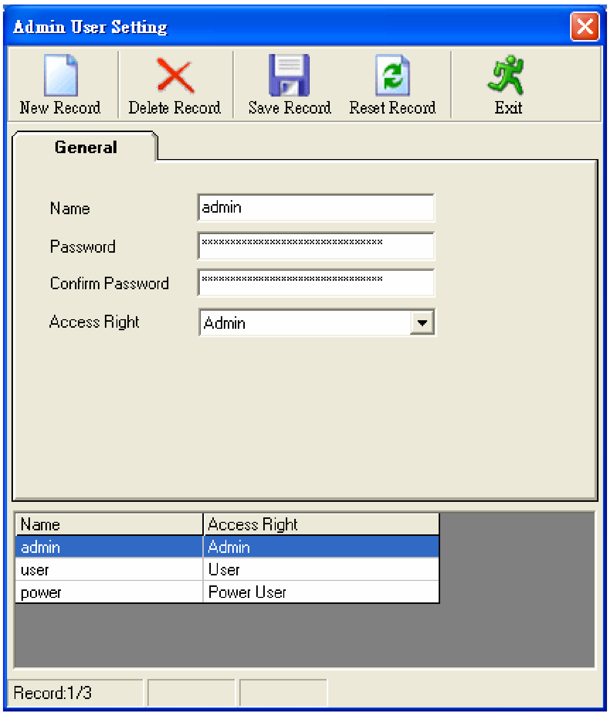
4 System User Accounts

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
Server Setting	√	√	√
Access Log Filtering	√	×	×
Administrator Setting	√	×	×
Door Control	√	√	×
Event Server Setting	√	×	×
Door Setting	√	√	×
Door Group Setting	√	√	×
User Setting	√	√	×
Door Group & User Group Setting	√	√	×
Time Zone Setting	√	√	×
Holiday Setting	√	√	×
Reporting	√	√	√

To create, modify and delete user accounts, from the main menu, select **System → Administrator Setting**

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

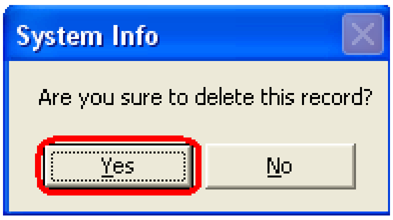
1. Click New Record on the toolbar.
2. Type a **Name** for the new user account.
3. Type a **Password** for the new user account. The entered password is displayed as *.
4. Type the **Confirm Password** for the new user account. The entered password is displayed as *.
5. Set the **Access Right** for the new user account.
6. Click Save Record on the toolbar.
7. The new user is added to the list of users.
8. Click Exit 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 Save Record.

4.3 Delete a System User Account

1. In the list of users, select the user you want to delete, and then click Delete Record on the toolbar.
2. Click Yes on the confirmation dialog box to confirm the deletion.

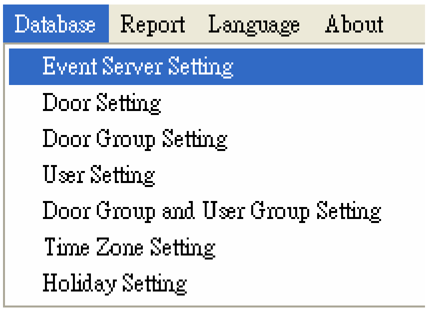


3. The user is removed from the list of users.

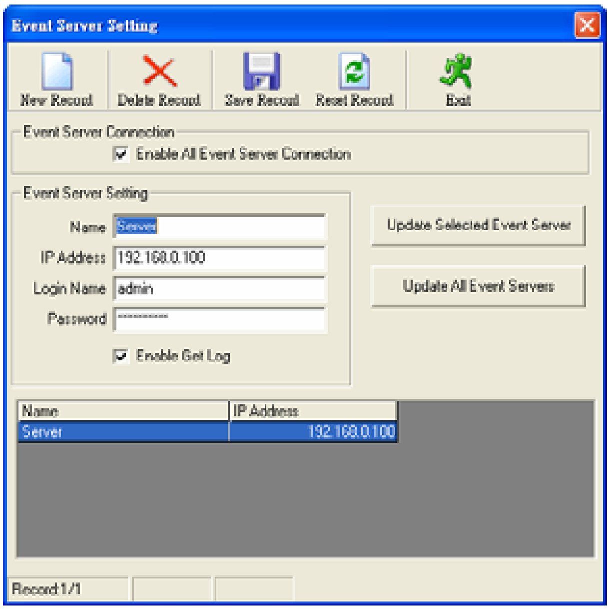
5 Administering the Event Server Database

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.

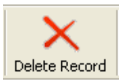
5.1 Create a New Event Server

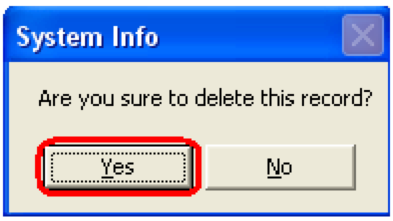
1. Click  on the toolbar.
2. Select **Enable All Event Server Connection**.
3. Type a **Name** for the new event server.
4. Type the **IP Address** of the new event server. The IP address must match the one configured on the event server hardware.
5. Type the **Login Name** to access the event server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

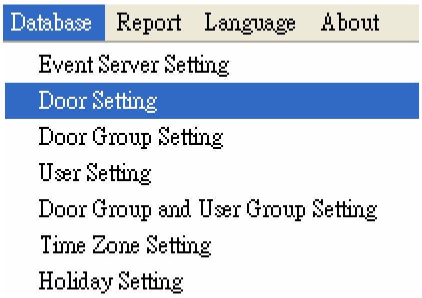


3. The event server is removed from the list of event servers.

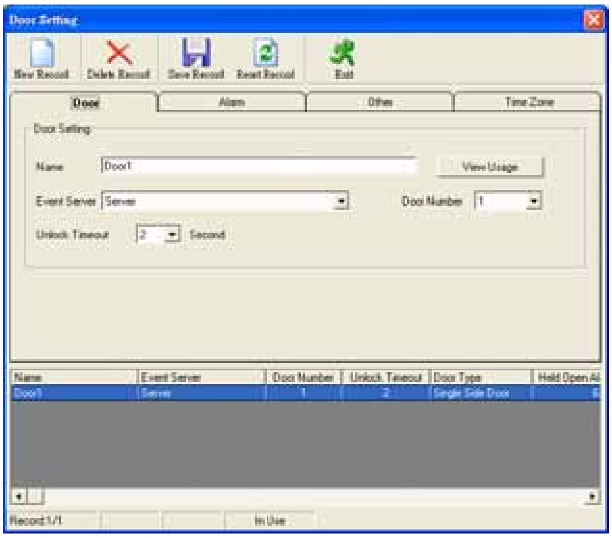
6 Administering the Door Database

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 Setting**,



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 

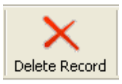
on the toolbar.
17. The new door is added to the list of doors.

6.2 Modify a Door

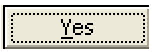
1. In the list of doors, select the door you want to modify.
2. Make the changes you want, and then click 

on the toolbar.

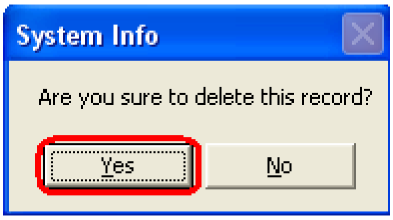
6.3 Delete a Door

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.

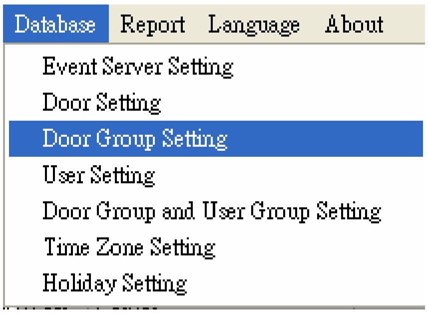


3. The door is removed from the list of doors.

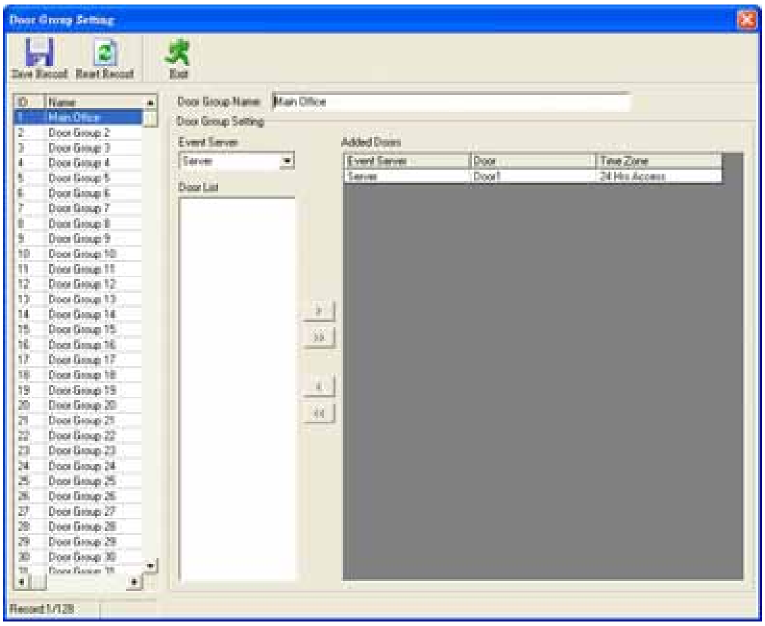
7 Administering Door Group Database

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** → **Group Group Setting**,



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 **Door 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 

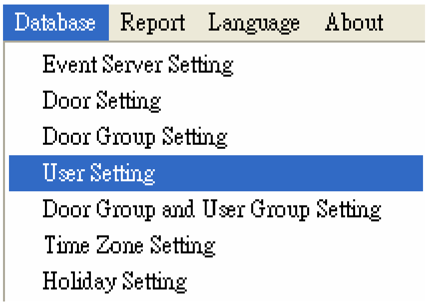
on the toolbar.
7. Click 

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

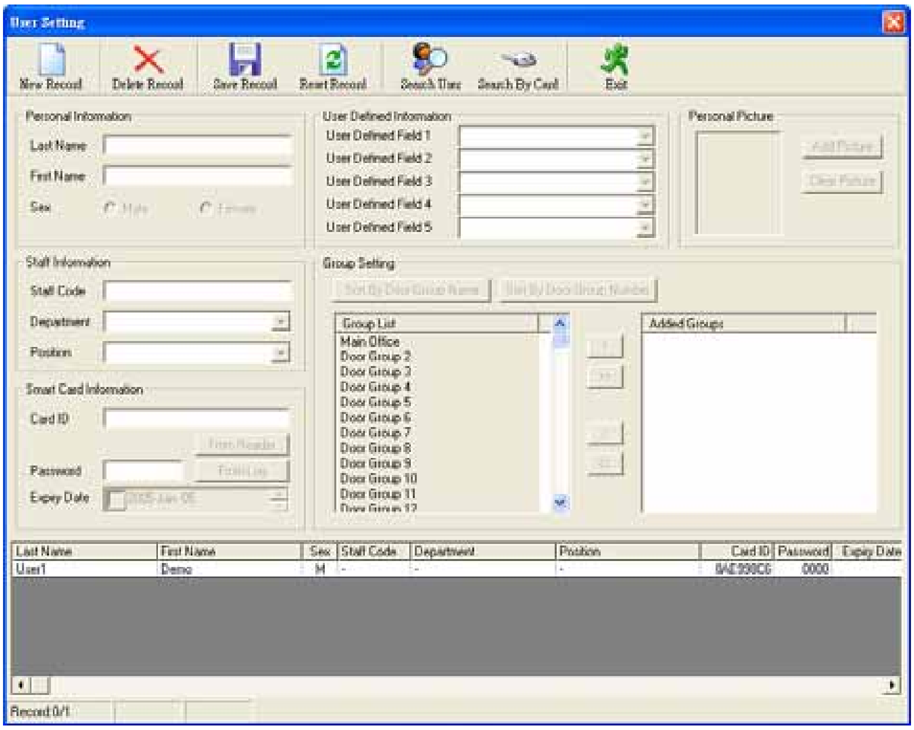
8 Administering the User Database

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 Setting**,



to open the **User Setting** window.

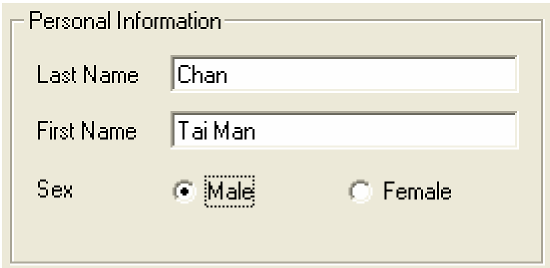


The **User Setting** window can also be opened by clicking  on the toolbar.

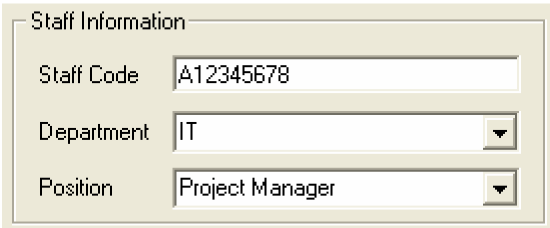
8.1 Create a New User

1. Click 

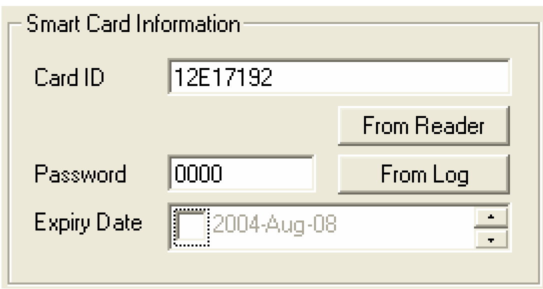
on the toolbar.
2. Under **Personal Information**, type the **Last Name**, **First Name** and **Sex** of the new user.



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

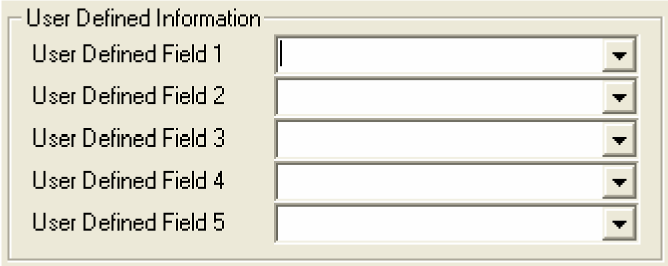


4. Under **Smart Card Information**, type the **Card ID**, **Password**, and **Expiration Date**. There are three ways to input the **Card ID**:
   - Enter the **Card ID** directly in the text box if you know the **Card ID**.
   - Read from a **Issuer Reader** if you have one connected to the PC.
  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

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

10. Click Exit 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

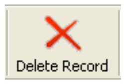
1. In the list of users, select the user you want to modify.

2. Make the changes you want, and then click Save Record on the toolbar.

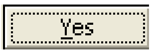
3. Click Exit on the toolbar to close the **User Setting** window.

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

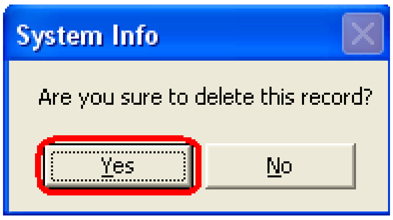
8.3 Delete a User

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 

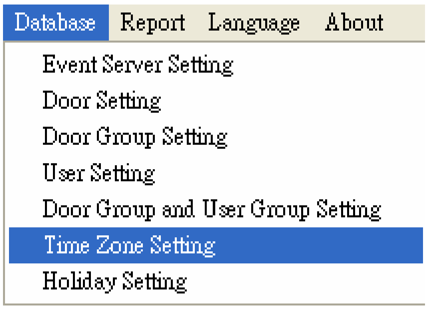
on the toolbar to close the **User Setting** window.

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

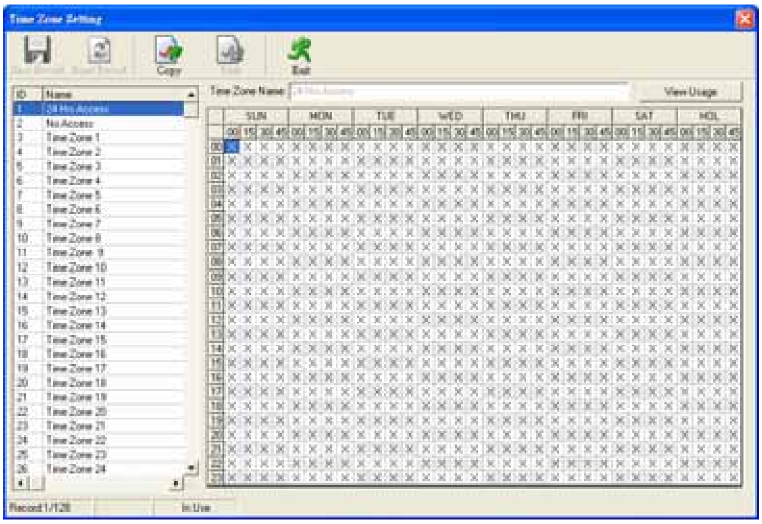
9 Administering Time Zone

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 Setting**,



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

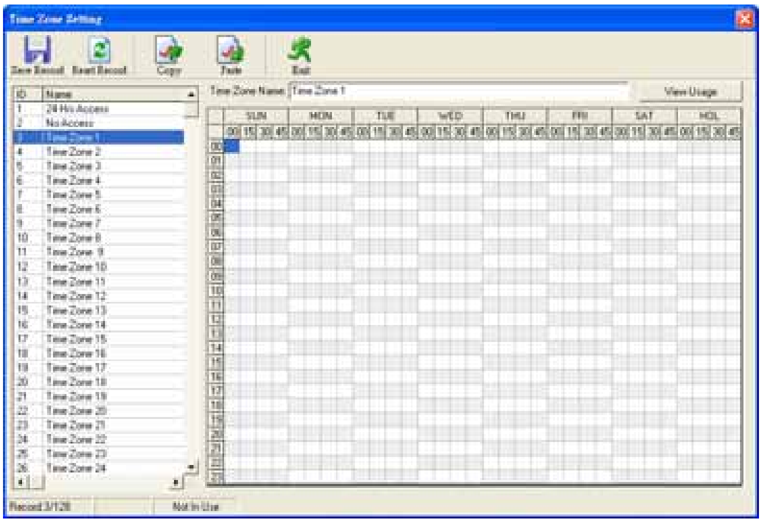


The **Time Zone Setting** window can also be opened by clicking  on the toolbar.

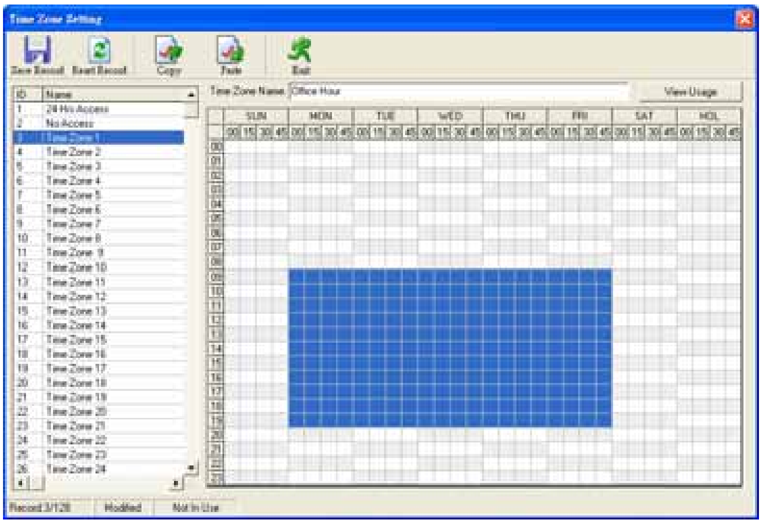
To change the settings of a **Time Zone**, do the following:

1. Select the time zone you want to modify, say select **Time Zone 1**. The current settings

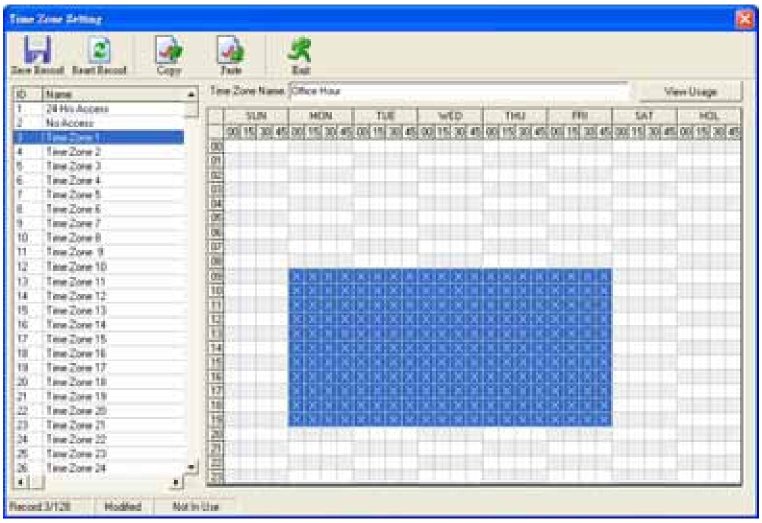
of **Time Zone 1** are displayed on the window.



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.

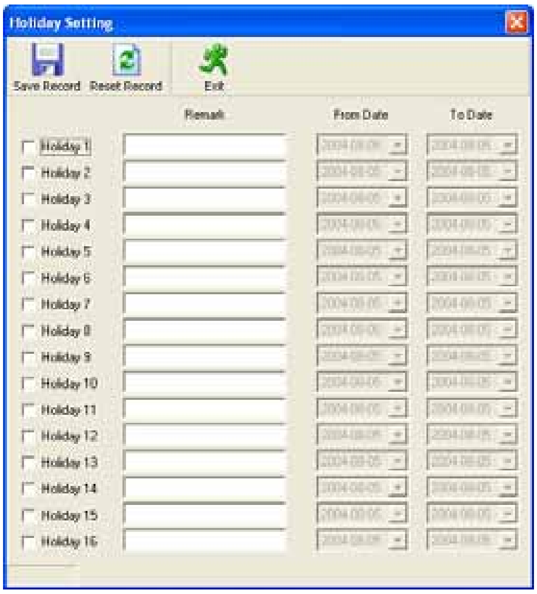
7. Click  to close the **Time Zone Setting** window.

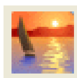
10 Administering Holiday

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 Setting**,

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 

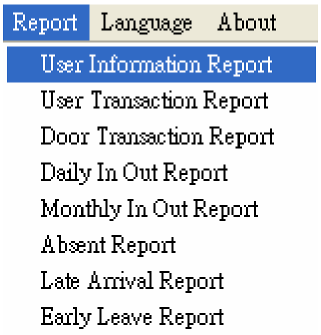
on the toolbar.
5. Click 

to close the **Holiday Setting** window.

11 Reporting

11.1 User Information Report

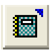
The **User Information Report** generates report with respect to users added in the system. From the main menu, select **Report** → **User Information Report**,



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

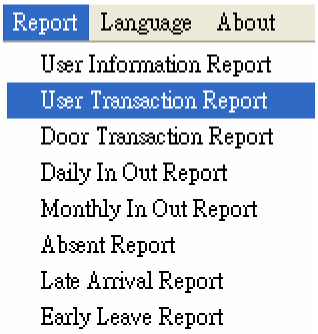
1. Set the **Filter By** option.
2. Set the **Sort By** option.
3. Click 

 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.

11.2 User Transaction Report

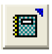
The **User Transaction Report** generates transactions with respect to users. From main menu, select **Report** → **User Transaction Report**,



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

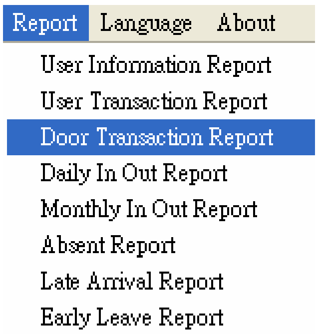
1. Set the **Filter By** option.
2. Set the **Sort By** option.
3. Set the date interval to be reported.
4. Click 

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.

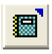
11.3 Door Transaction Report

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



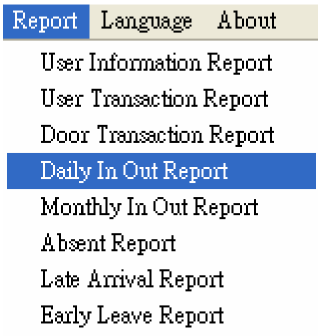
to open the **Door Transaction Report** window.

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.

11.4 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**,



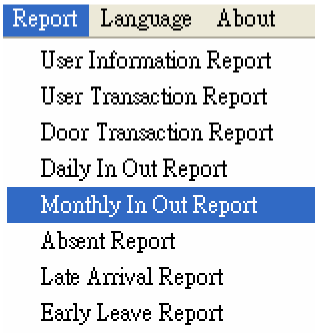
to open the **Daily In Out Report** window.

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.

11.5 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**,

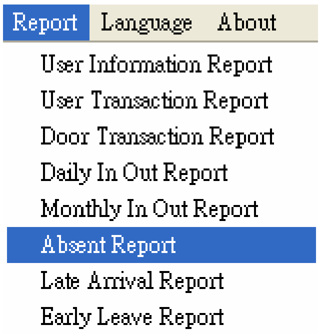


to open the **Monthly In Out Report** window.

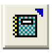
1. Set the reported **Date**.
2. Check **Compute Break Time** if break time is required**.**
3. Set the **Daily Start Time.** The **Daily Start Time** is the time a new day starts.
4. Set the **Office Hour.**
5. Set the **Filter By** option.
6. Click Generate to list the transactions on screen.
7. Click Next to browse next record, and click Previous to browse previous record.
8. Click Print Report 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.

11.6 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.

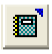
1. Set the reported **Date.**
2. Set the **Daily Start Time.** The **Daily Start Time** is the time a new day starts.
3. Set the **Filter By** option.
4. Set the **Sort By** option.
5. Click  to list the transactions on screen.
6. Click  to print out the report. The report will be previewed on screen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

11.7 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**.

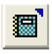
2. Set the **Daily Start Time.**
3. Set the **Start Work Time.**
4. Set the **Filter By** option.
5. Set the **Sort By** option.
6. Click  to list the transactions on screen.
7. Click  to print out the report. The report will be previewed on screen first.
8. Click  to print out the report.
9. Click 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

11.8 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

