Software Operation Instruction

（B/S）

User Manual

Version: V 2.1.7.3

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1. Operator management:

2. Double click , then entry the log in webpage, as follows:

Login User Name: admin   Password: 123456

Login the main operation webpage:
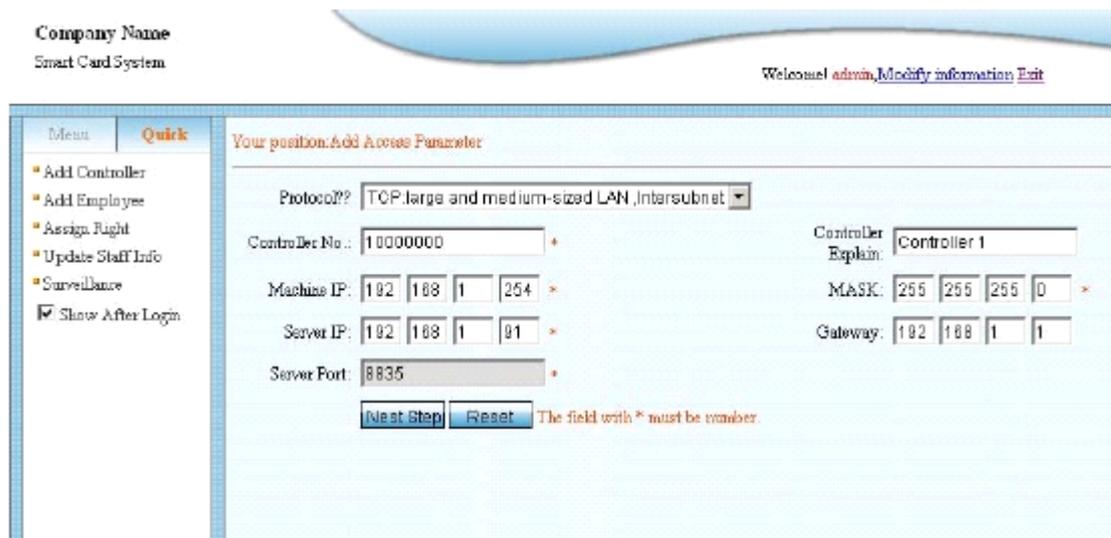
3. It is the fast setting webpage, if you don't have experience for this software, please follow the instruction.

For more setting and enquiry, please log in the main menu.
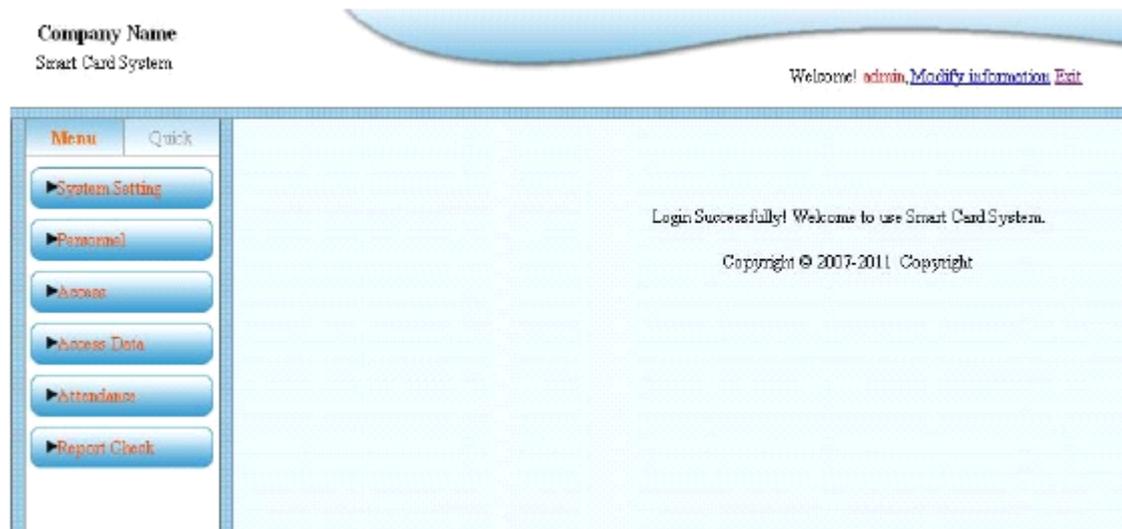
2. System setting

2.1 Operator management:

Click Operator, get the following page

Click Modify can modify the user password.

Click Add , can add new operator

Assign Right	Readable	Add	Modify	Delete
Department Setting	☑	☑	☑	☑
Staff Management	☑	☑	☑	☑
Punch Card	☑		☑	
Exchange Bad Card	☑		☑	
Holiday Setting	☑	☑	☑	☑
Parameter	☑	☑	☑	☑
Time Period	☑	☑	☑	☑
Staff Right	☑		☑	☑
password manage	☑		☑	
data extraction	☑			
Surveillance	☑			
Normal Punching	☑			☑

Click next; there will be the information page for inputting the operator (user):

Input the user name and password and login overtime, click Add , then adding is complete.
2.2 Log check:

The function of log check is mainly record the data of all the users whoever login, including user name, login time, date and login IP.

	User Name	Login Time	Login Date	Login IP
☐	admin	17:27:30	2011-3-15	192.168.1.91
☐	admin	17:26:02	2011-3-15	192.168.1.91

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2.3 Delete data:

The main function is delete personnel information, attendance parameter, attendance data, access control parameter, access control data, and temporary data and so on in the database.

Notice: Operation must be with caution, since it will delete all the data and can't renew .As following picture:

2.4. Holiday setting:

The function is to add the collective holiday. The corresponding time can be set according to the request for access control and attendance. As following

:
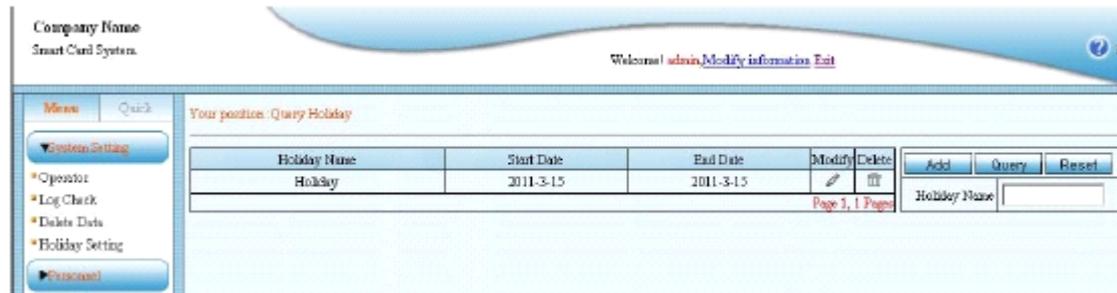
It has add, modify, delete function, Click "Add" then setting.
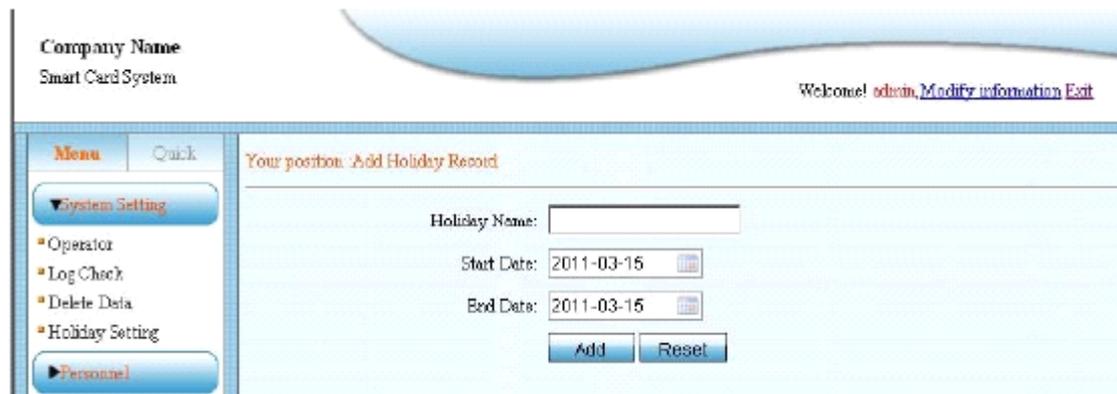
3 Personnel management

3.1 Department setting: add, modify, delete and check department information.

Click "Add", can add new department. Department Number mush be number. Superior Department (You can set this department as Peak department or as junior department as others.

Modify department: You can modify the department No., name, and the relation among each department after definition.

Delete department: You can delete the bottom department but you can't delete the superior one when it has inferior department.

3.2   Staff management: add, modify, delete, exchange card and check staff information.

Add employee: The work No. must be numbers. Adding employee information at the same time adding cards, or adds cards in batch after added the staff information will be allowed.

Modify employee: You can modify the work No., name and department, and so on.

Delete employee: You can delete all the information from the personnel information.

Exchange the bad card: Exchange the card when one staff lost card or the card spoil. Then, the original card will be invalid.

3.3 Swipe card in batch:

You can swipe card in batch when there is too many staff. That is to say, swipe card in batch by card issuing device after adding personnel information.

Explanation: Swipe card by card issuing device when there is too many staff, you can get the card number by punching card at the cursor of mouse. Then you can assign the number to staff after submission

Click Submit, input Work No and Name, then choose the Department, click Submit.
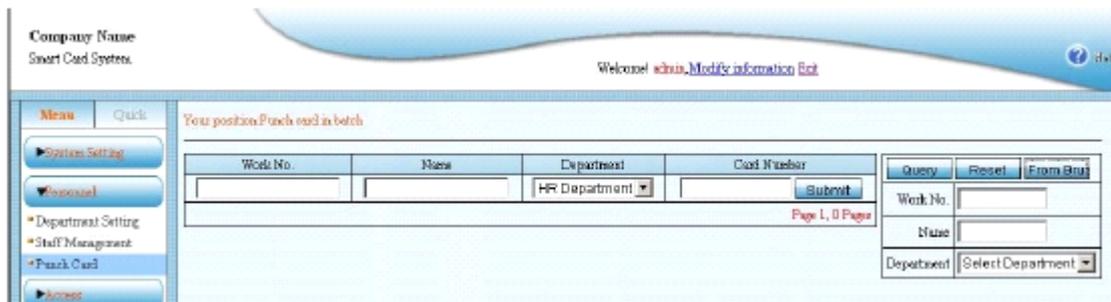
4 Access Control Management

4.1 Controller parameter setting

Basic parameters for add controllers. TCP/IP and RS486 are both optional.

You can click " Add" ,can add the controller parameter

● **TCP/IP Mode**

It has LAN, Crossover segment and Internet network types.

All these three modes should be have fixed IP, that is to say, LAN and Crossover segment the server IP must be set by hand .And Internet Server IP must be Internet Fixed IP.

1. Choose TCP as communication mode:

LAN(crossover segment). controller No. is in the silver sticker of the controller. Each controller has its own unique serial number, for example: **S/N :10012526**

2. Ex-factory default Controller IP address :192.168.0.254. The controller IP is user- defined（The definition can be based on the local server IP.）.For example server IP is 192.168.6.52 , you can set the machine IP as 192.168.6.*(* is the number from 1 to 254) not including the Server IP 52 and other IP address using in the LAN.

3. The Server IP (the PC IP which installing software): the Ex-factory default server IP (which is saved in the controller) is: 192.168.0.5. Now you can set it as your local PC IP for installing software. For example, if computer IP install the software is 192.168.6.52, you can set the server IP as 192.168.6.52.

4. MASK and gateway Address only setting when we use crossover segment or connect to the Internet: according to local network setting. For example, it have two segment in the same place, segment A and Segment B. Now the controller connect to the segment B , and the Server in one of the computer named SERVER in segment A .Install the software in one of the computer in segment B, so the Server IP should be set the IP of the computer named SERVER .Machine IP should be in the same segment as the computer in Segment B .

Mask address and gateway address should be same as the subnet mask and default gateway of computer in Segment B. (The premise is the computer in Segment A and Segment B can visit each other).

Same operation for connect to the Internet as below.

All above parameters are confirmed, click next, enter Access control parameter setting page.

Controller parameter setting
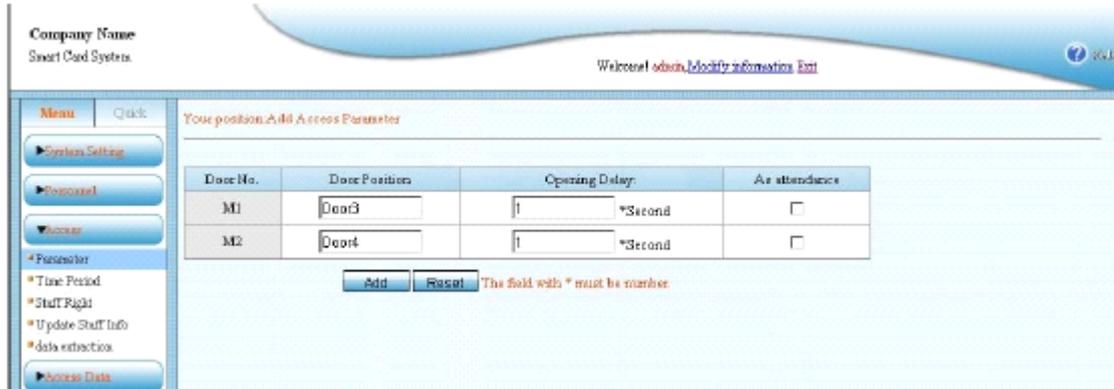
Enter the page setup of access controller parameter after adding the controller parameter successfully. Add the quantity of controller (the quantity of the door) automatically according to the controller No.

For example, we set the controller No. as 20021845 (2 doors controller), then two access control spot will be added automatically as following.

1001234 is one door controller

4003456 is four doors controller.

Door position: You can describe the door position and affiliated controller briefly for checking easily.
Opening Delay: You can set it yourself as your requirement. Usually it is 1second.

As attendance: The main function is access control can be used as attendance. The selected access spot data can be processed as attendance data.

Note: if you use access control as attendance, for the detailed operation such as attendance operation, work schedule management, attendance regulation setting and attendance disposal, please follow the introduction of attendance management and disposal.

● **RS485 Mode**
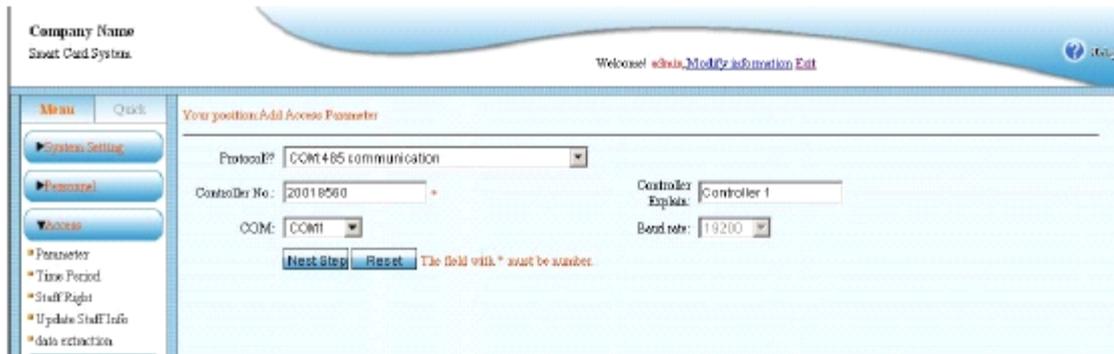
Instruction: Choose COM: 485 as communication mode. The controller No. is the 5 to 8 numbers in the silver sticker on controller board. Each controller has its own unique serial number. For Example: S/N 40012345. Controller Explain you can use the controller name as you like.

COM: choose the com which connected to the controller, the desktop computer usually is COM1. Make sure all setting correct then click next step. The following steps are same setting as TCP/IP mode.

Then Click modify, add the controller parameter
After adding successfully, there is a box as following:
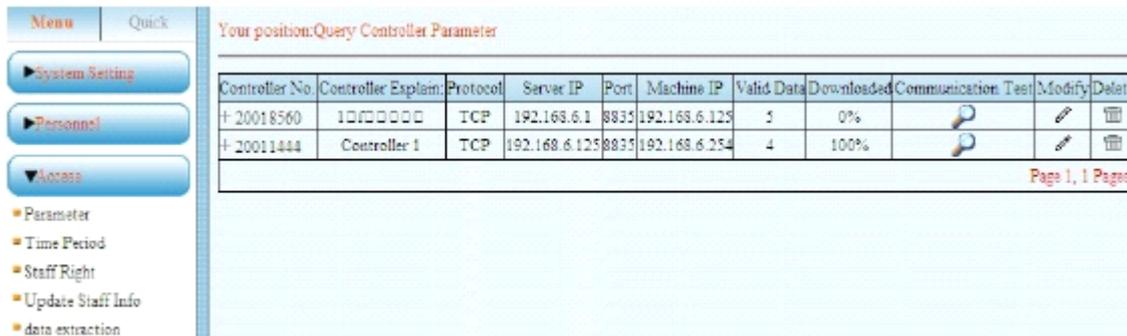
Communication Test: Check the controller online or not, click "Communication Test". Please see the following for TCP/IP mode
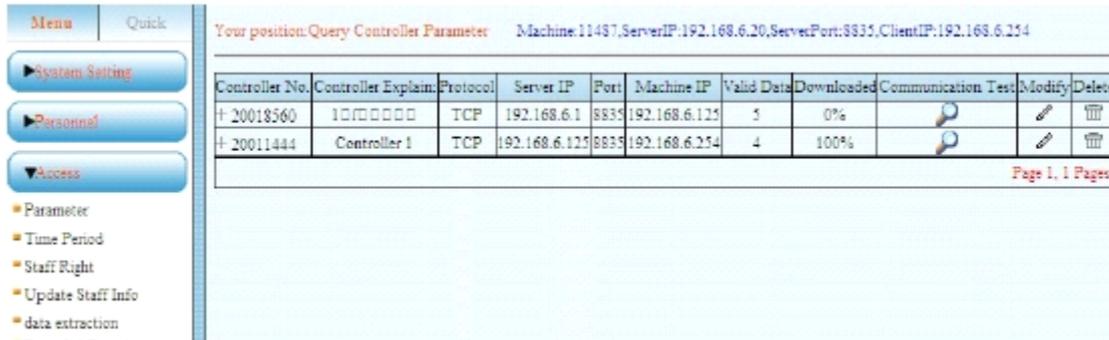
485 Mode as follows indicate the controller online, 1001254 is controller number , Version 2.0 is the machine version number.
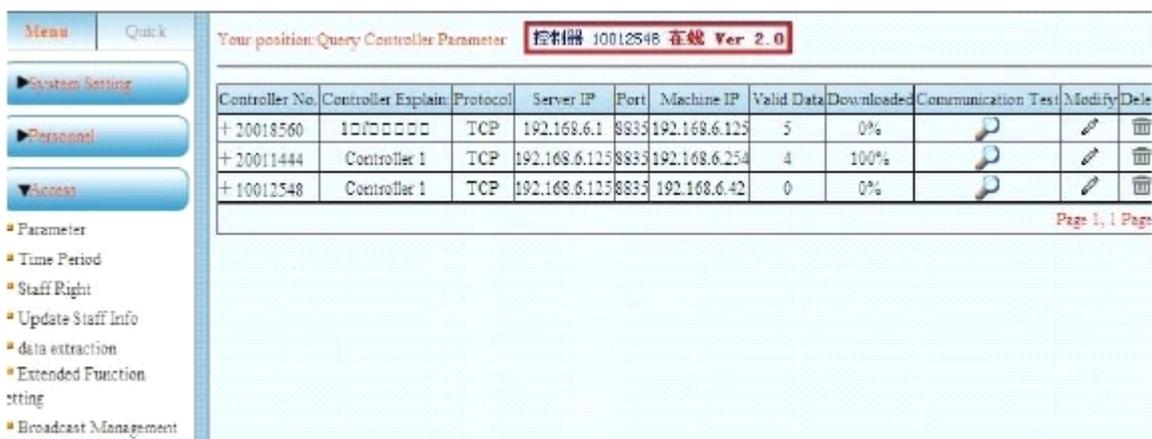
Modify: Modify the controller parameter

Delete: Delete controller

4.2. Time period setting
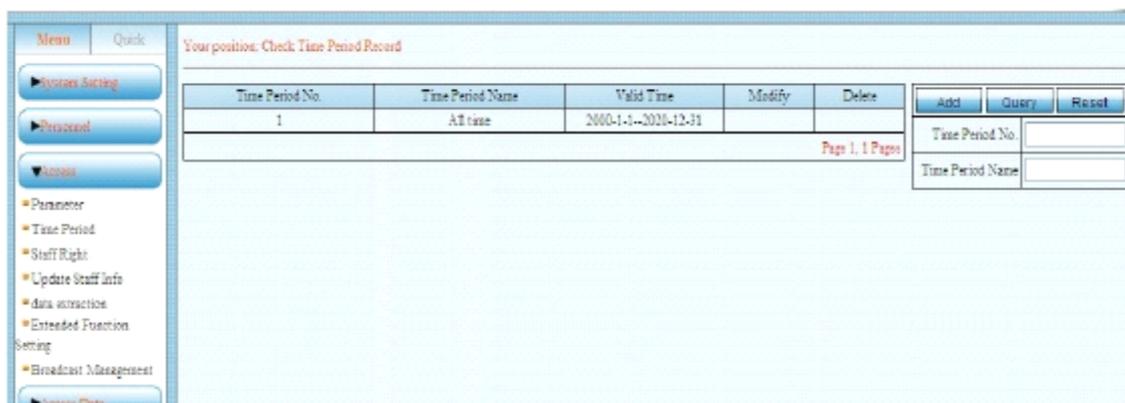
The software default setting as follows:

Time Period No.:1

Time Period Name: All time

Valid Time: 2000-1-1--2020-12-31

You can also set the difference time period as your request. You can click add button, 65535 time period can be added at most.
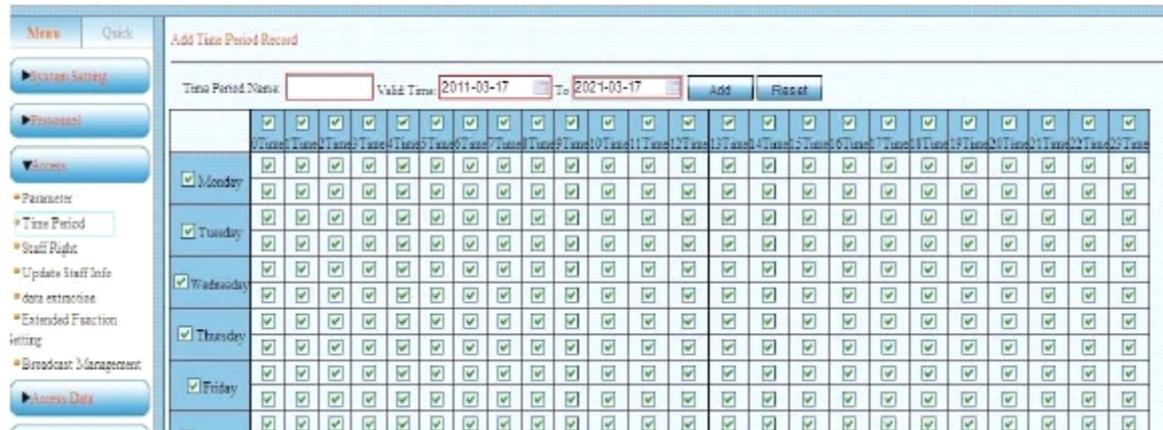
You can set the name of the time period as you like. Valid time can be set as request.

Each time period is 30 min. You can only open the door during the selected time period

4.3 Staff Right setting

Set Staff Right

After adding staff information, you can click "modify" directly. The added employee can be moved to the Selected employee together. As following:
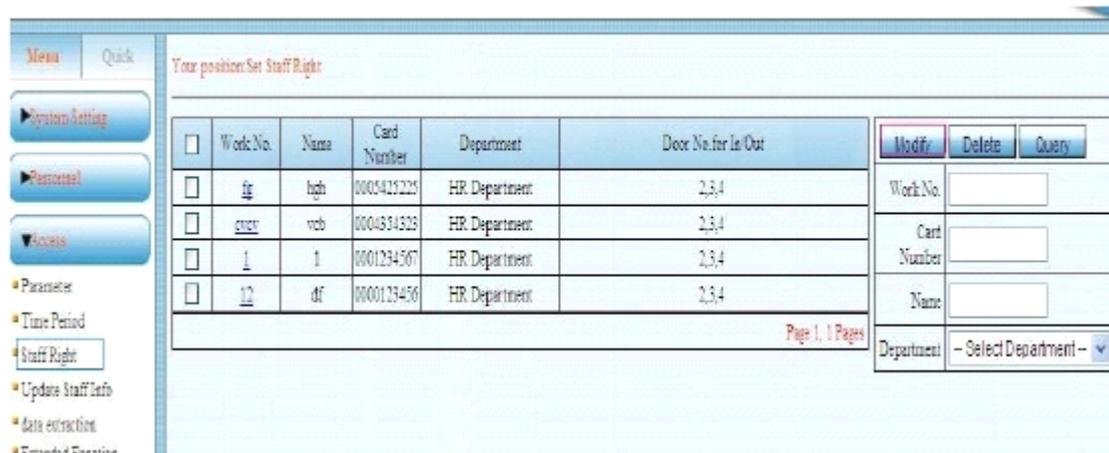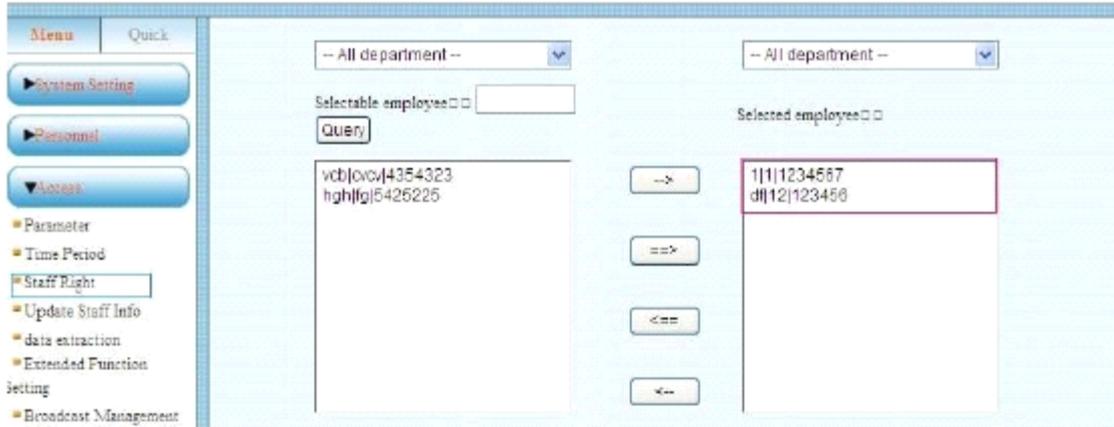
Choose the door for the Selected employee, click "Allow selected people trough the selected doors", it will indicated " Modify the right successfully.

"Query ": this button can be query the Selectable employee according name ,work number or card number
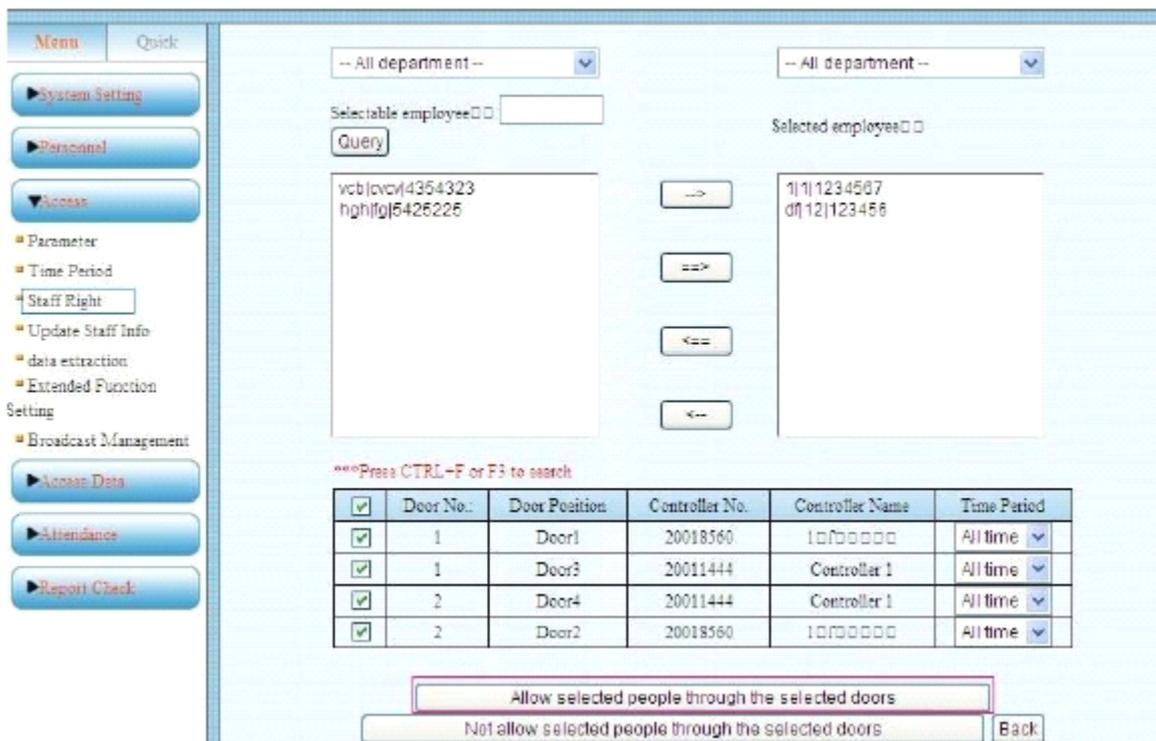
Modify staff right

When modify someone or any staff right, First need delete the original right , then rearrange the new right .

--> ：Choose one of the Selectable employee, click this button , the staff move to Selectable employee will move to Selected employee.

==> Click this button all Selectable employee will be move to Selected employee

Delete former right: Click Modify directly, then query according name, work number or card number, you can even query according department. Then choose the Selected employee and door right, click "Not allow Selected people through the selected doors ".Delete staff right successfully.

Update the new staff right: Click modify, then query the Selectable employee, choose them to the Selected employee, choose the door number, click "Allow the Selected people through the selected door"
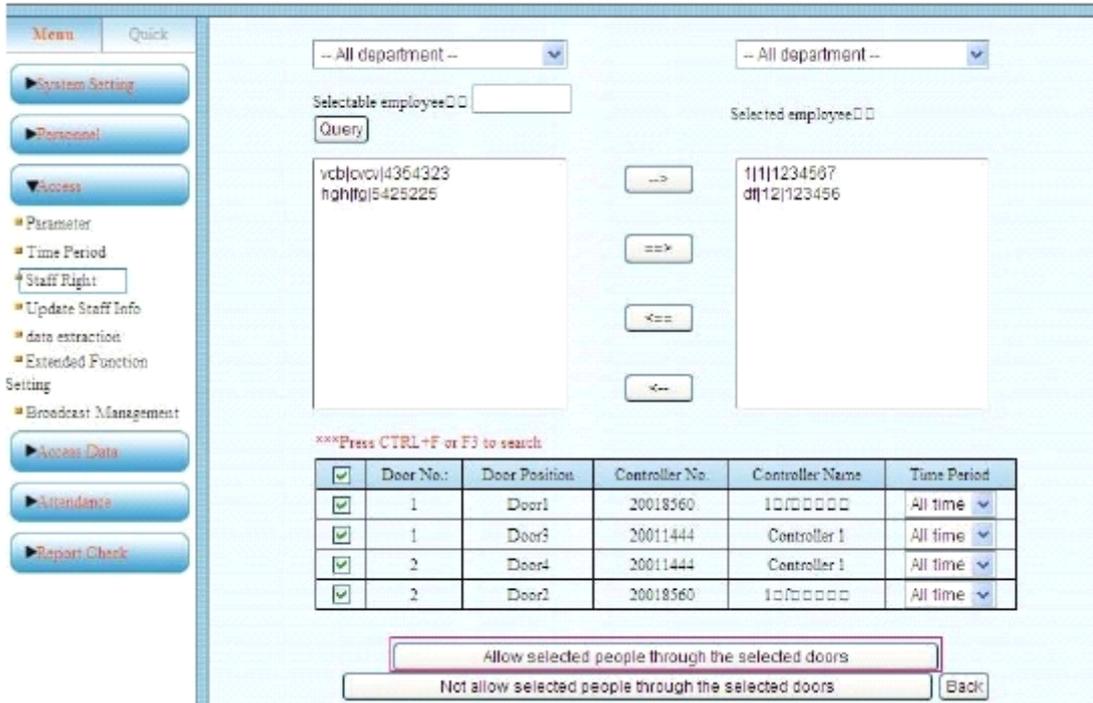
Note: When other version update to V2.1.6 , it should need update the staff right.

4.4 Update Staff right
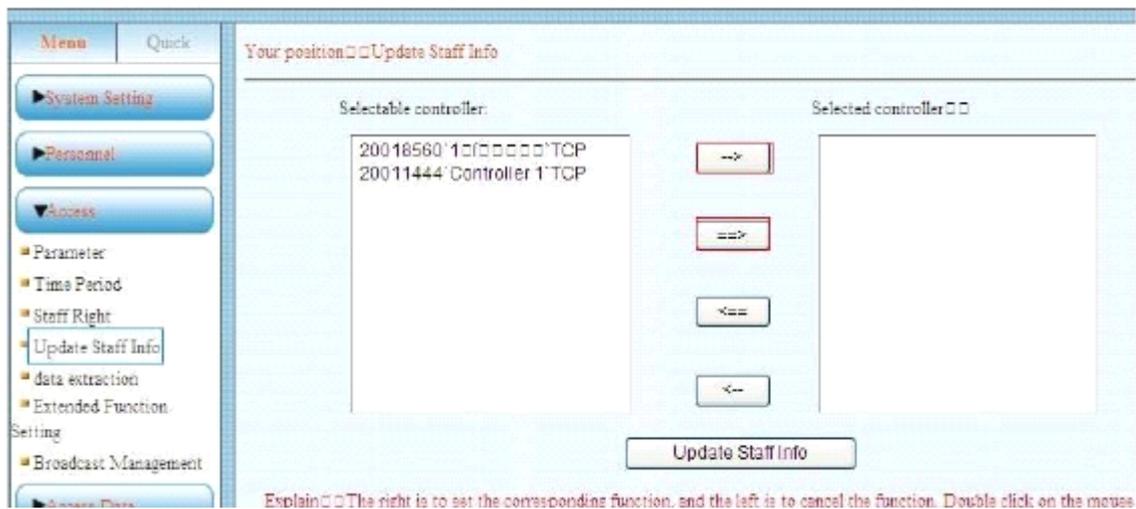
--> : Choose one of the Selectable controller need to update, click this button so it will move to Selected controller

==> : Not need choose any controller; all Selectable controller will be move to Selected controller

TCP/IP Mode

First move all the Selectable controller which need update staff information to the Selected controller, then click "Update Staff Info" , the premise is making sure the controller is online .
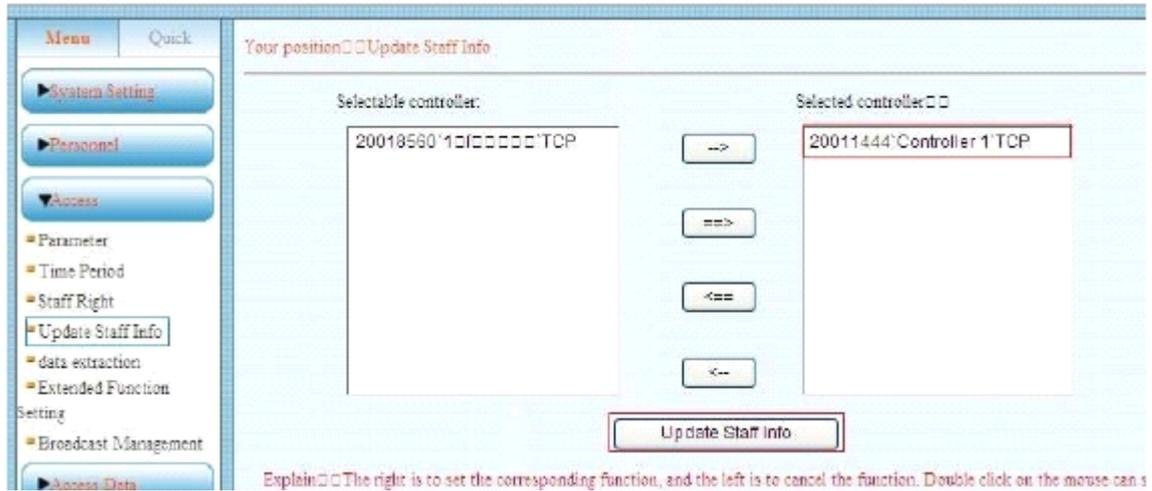
RS485 mode

First move all Selectable controller which need update staff information to the Selected controller.
Then click "Update Staff Info".
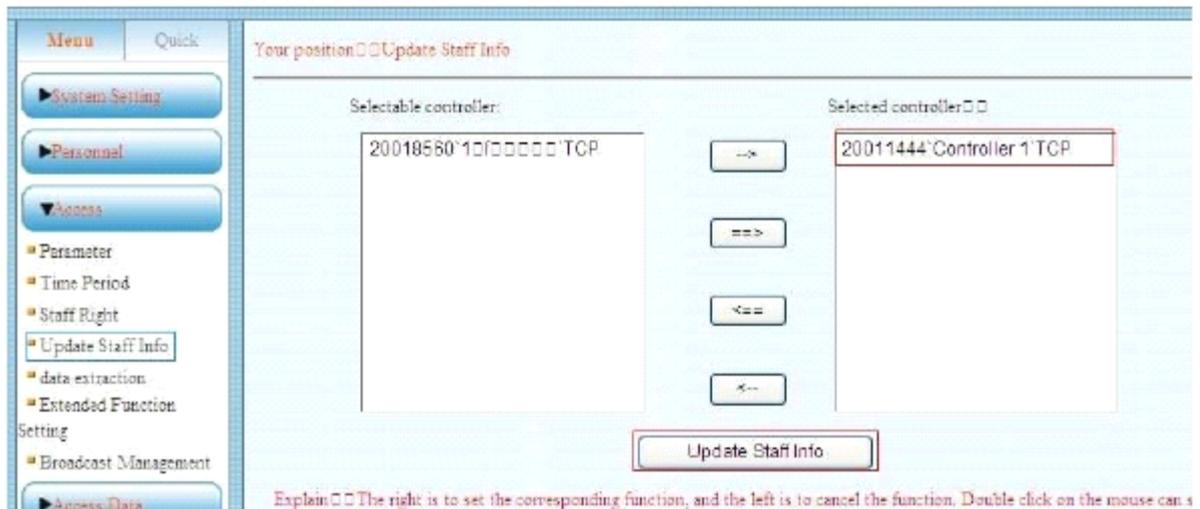
Get a dialog box, you can see the updating staff right. The premise is making sure the RS485 controller is working well.

4.5 Data Extraction.

When the machine stored offline data, you can extract the controller data by this menu. The premise is making sure the controller is online. The operation is same as update the staff right.
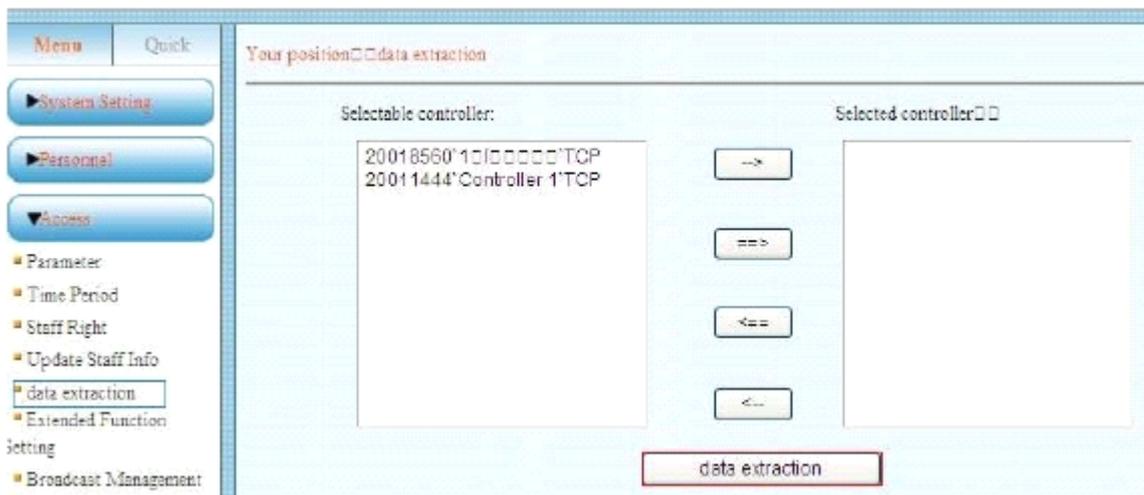
TCP/IP mode: will indicate Set Successfully. Please keep the network working well, click sure.

RS484 : will have a dialog box indicate the processing.

5 Access control date

5.1 Real Time Surveillance

You can read the real time update record. You can see the work number   name , department and swipe card time , door position and working State.
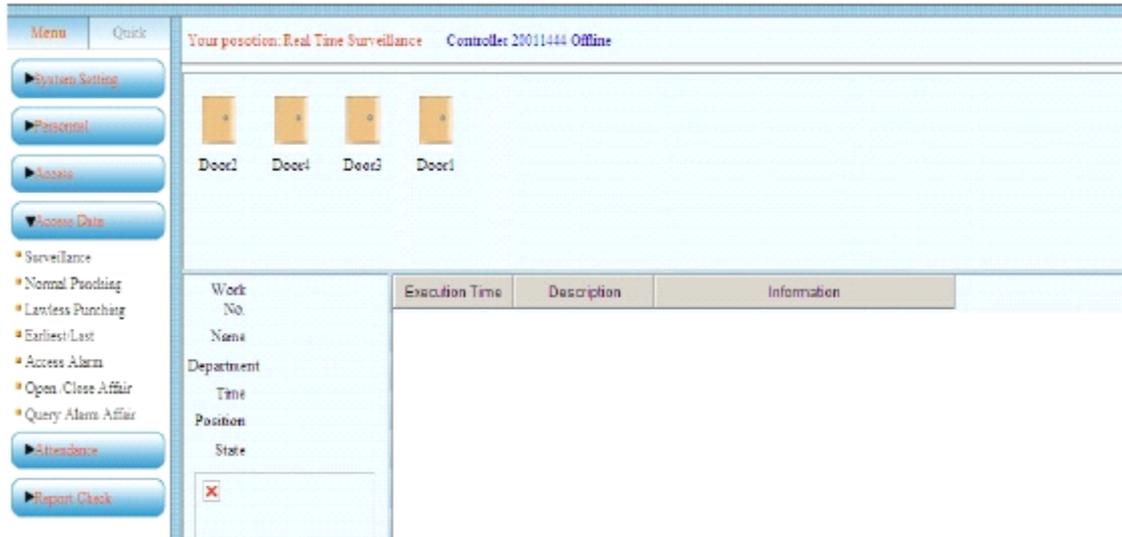
5.2 **Normal card records**

You can read all the normal card data (the data can show card that can open door) indicates work number , card number , name , door position , time and in and out type. You can get the data by Excel file.

5.3 Invalid card records

You can check the Invalid card data (the data show the record for the card that can not open the door) , including work number , card number , name , department , door position , and in/ out type. You can get the data by Excel file.

This page if the record doesn't have work number indicated the card not in this system.

5.4 The earliest and the latest records

The earliest and the latest records indicates as per day, indicate the work number, card number , name and department, date of swiped card , the earliest and latest time , can educe the file by EXCEL form.

5.5 Access Alarm

This page indicates Only when you used the Extended Function " Door alarm'' or "Intimidated password".

Only super user own the extended function, if you need this function , kindly ask the supplier for the password.

This page indicate " door close" and "door sensor alarm '' and the "Intimidated password" record. This step controller should be in the real time mode.

The alarm record will disappear after click Confirm Alarm or Delete record.
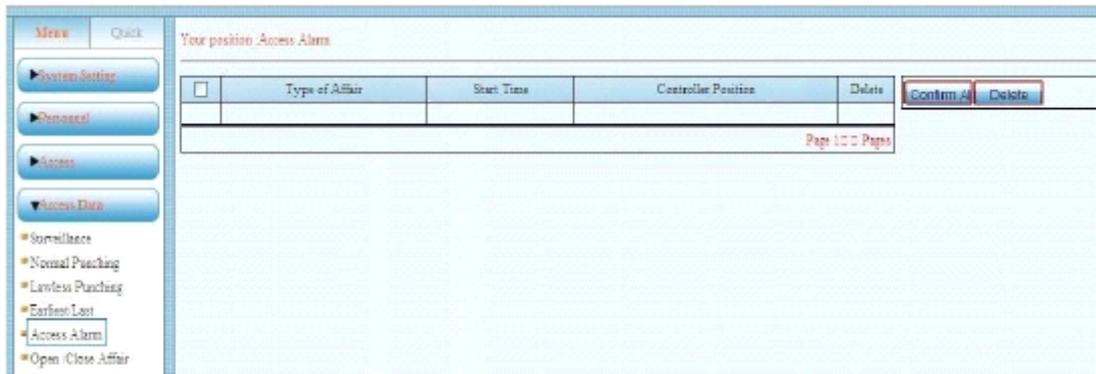
5.6 Open/Close door Affair

This page indicates Only when you used the Extended Function "door magnetism alarm'' or "Intimidated password".
Only super user own the Extended function, if you need this function , kindly ask the supplier for the password.
This page indicate " door close" and "Exit button open door '' record. This step requires the controller in the real time mode.
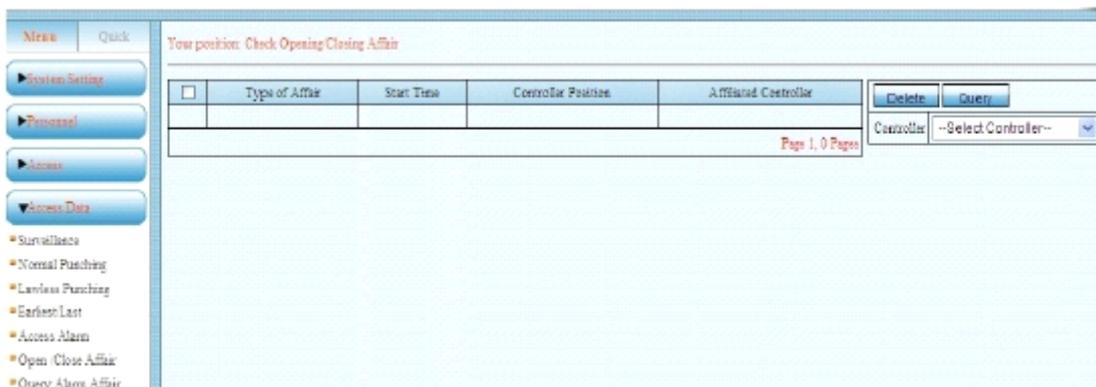
5.7 Access Alarm Checking

This page indicates only when you used the Extended Function "input alarm'' .Only super user own this function ,if you need this function , kindly ask the supplier for the password. This page indicates input alarm record, including Affair type, start time , controller position , and the belonged controller.

6 Attendance Management

6.1 Time attendance setting

This page request use Super User name and password to log in.

Menu-System Setting- Parameter setting- Parameter setting- Software Function
-Time attendance.-Save Setting. Request input the password, password kindly ask your supplier .

Then user the manager user name to log in .
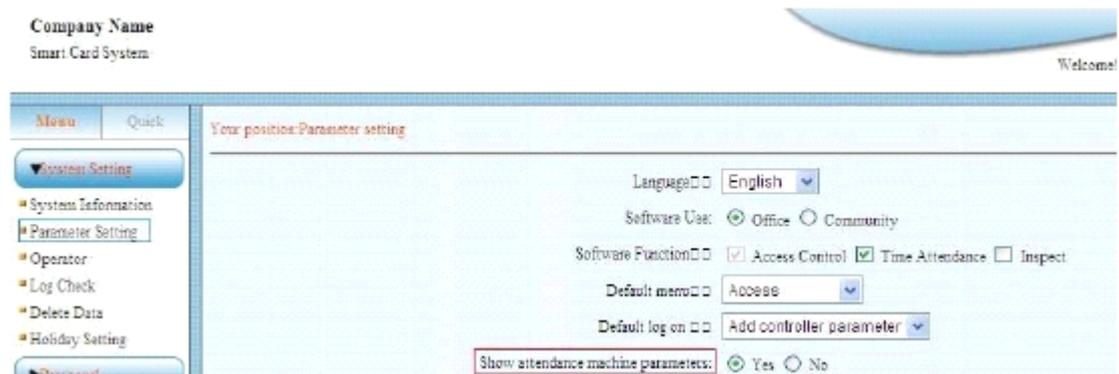
Show attendance machine parameters- choose Yes.
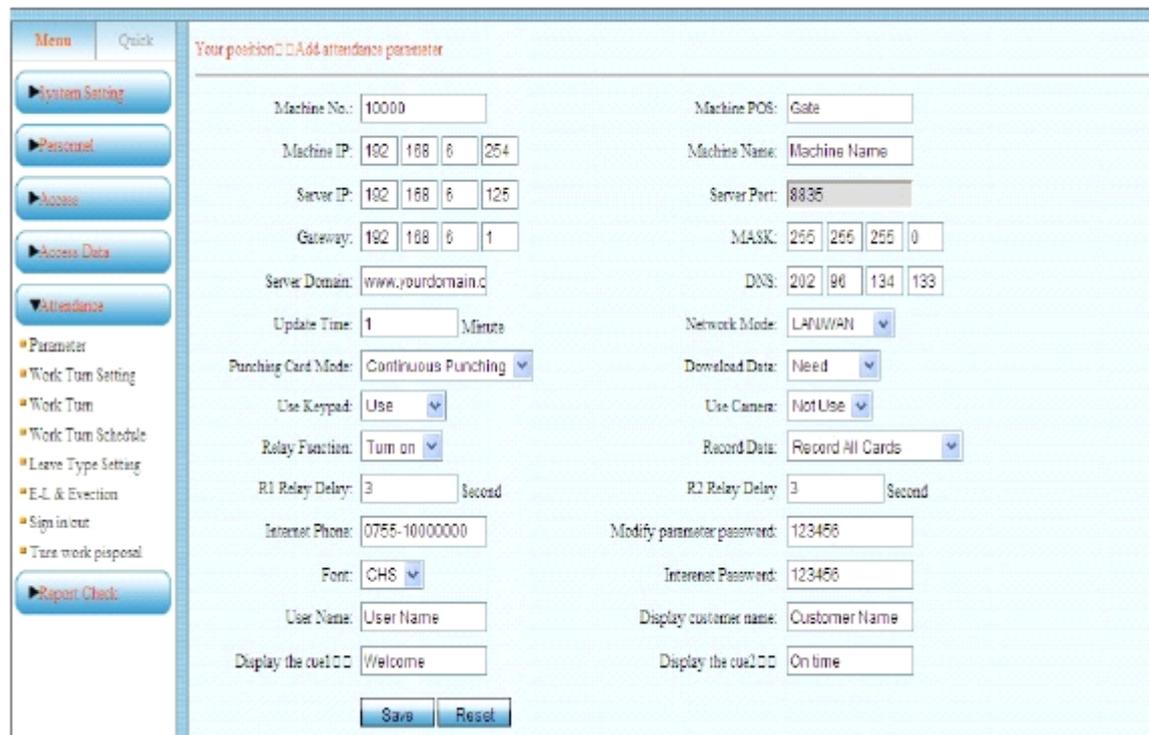
Machine Number is the 5 digits machine number sticker in the time attendance machine.
Machine Position(machine POS) is user-defined , in order to check the location of the time attendance easier.

Machine IP: is software default IP address, same setting as access controller Machine IP.
But it should be in the same segment as the Server IP. Machine name indicates in the first line of the LCD for the time attendance.

Machine IP address: Local computer IP, this computer IP needs set by hand.

Default Server Port is 8835, you don't have right to change.

Gateway address and MASK address, only request setting when the machine crossover segment or connect to the Interne, setting detail please refer to Access control Gateway address and MASK address.

Server Domain Name and DNS Address are obligate and non-defined.
Automatic Update time is period auto update by the machine, default setting is 1M(1 minute).Can define by the quantity of the people .
When people in a large quantity it will be longer.

Way of connection to the network it has "LAN/WAN" and offline modes, default real time mode is "LAN/WAN",

Punch card type has "continuous Punching" and "Interval punching "
Continuous Punching is default setting.
Data down load it has "need" and not need optional. "Need " as default.
Choose "not need", when the machine network off line it will not indicate the user name in the LCD.

Keypad also has need and not need optional, default setting as need

Camera has use and not use   optional , default setting as not use, only when using Camera time attendance it choose as use .

Relay Function has Turn on and turn off default is turn on.
If choose turn off, when punch the card, it won't have relay signal output.

Record all card has " record all cards and Not record invalid card optional.
The former one is record the normal card and lawless card, and the later is record the normal card only.

R1/R2 relay delay means normal /abnormal relay delay, default as 3 seconds.

Internet Phone is for obligate usage.

Modify parameter password: modify the machine parameter setting password, default is 123456.
Letterform (Font) has Simple Chinese and Traditional Chinese option.
Internet Password: password and user name is for obligate usage.
Display customer name: can indicate the client name.
Display the cue 1: indicate in the LCD lower left quarter.
Display the cue 2: indicate in the LCD lower left quarter after punch card.

6.2. Normal schedule setting

Normal schedule setting as following picture

Normal schedule setting used for only one working shift, punch card 2 or 4 times per day.

6.3 Turning shifts setting

This page need log in by super user, Menu-System setting - Parameter setting- Default menu- Turn work disposal.

The default setting is Normal work.

Then request input password, ask your supplier for this password.

Then user operator user name log in.

Turn schedule function: As following picture:
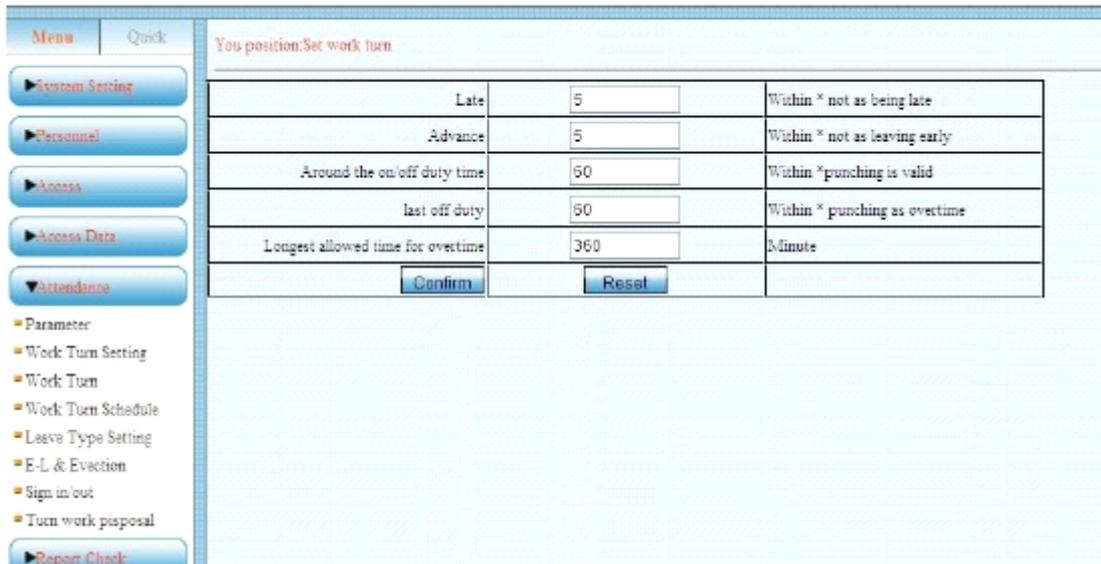
Turn schedule function suitable for multi –shift

6.4 Turning shifts setting

Using for setting the shifts whose on duty.
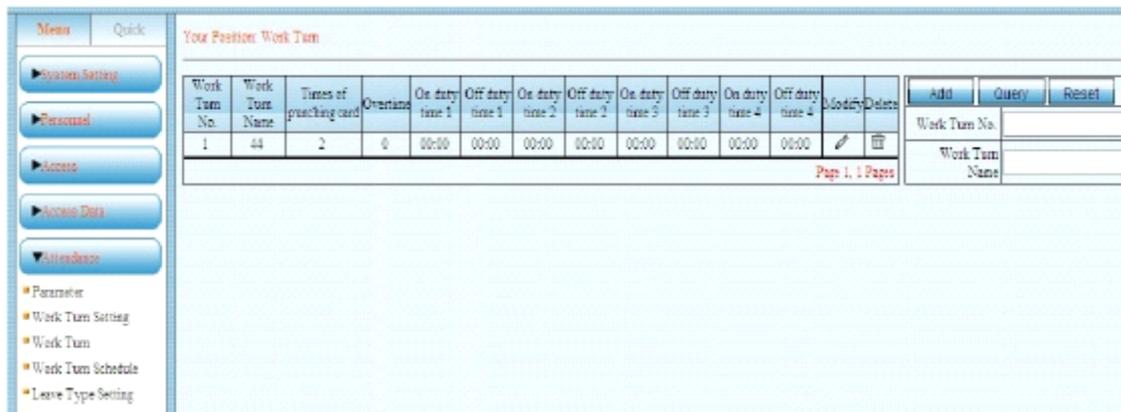
Click add button
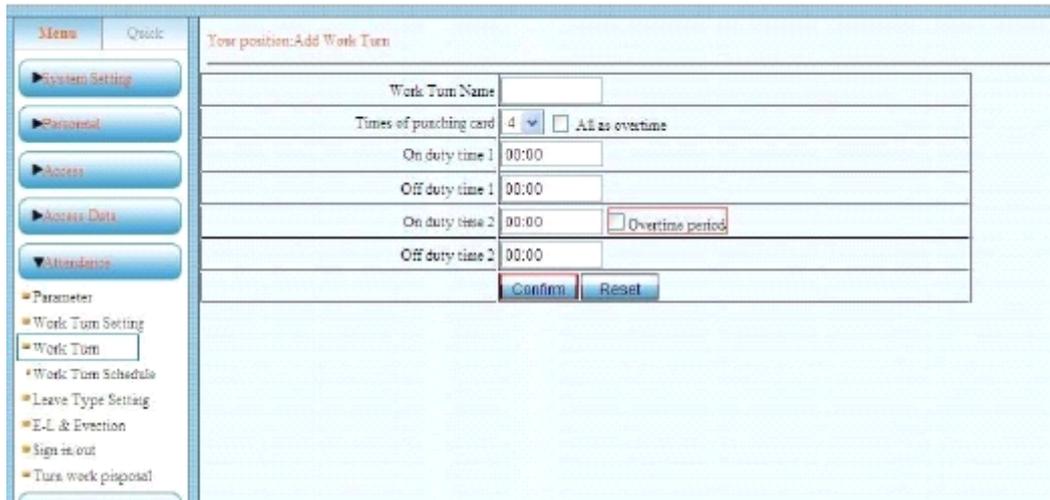
Work shift name is user defined.

Punch card times have 2,4,6,8 times optional, default is twice.

You can add the overtime work shift.

Choose overtime indicate the shift belong to overtime work shift.

6.5 Turning shift setting
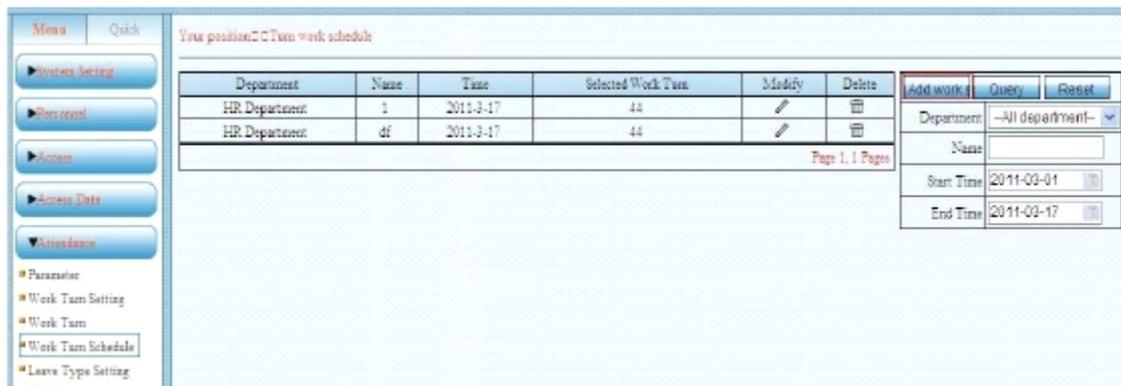
Click " Add " work shift.
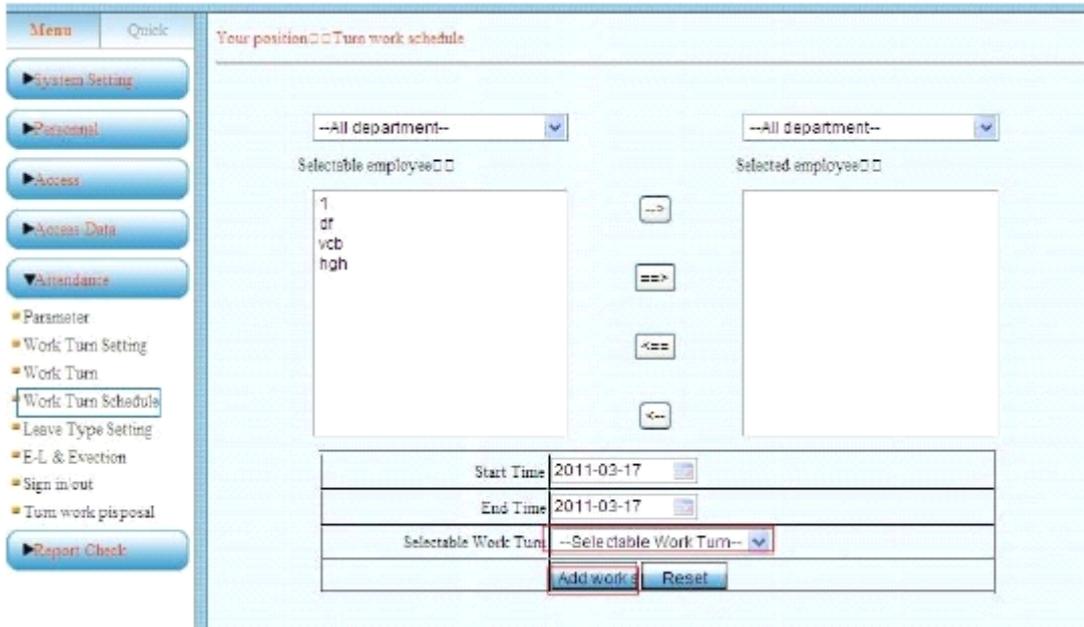
You can set as Individual or as department

Choose Start time and end time.

The Selectable Work Turn is the added turning shift.

6.6 Leave type setting

Default has three types:

Travel, Leave and Sick leave.
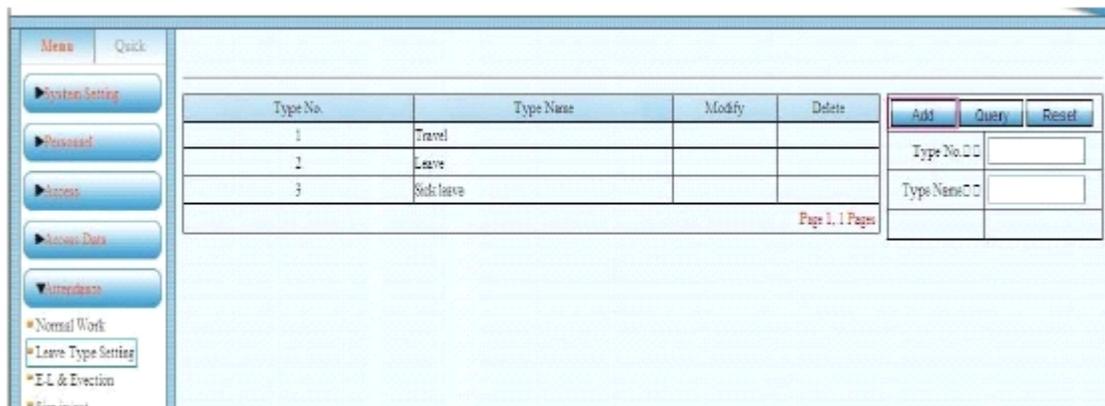
Click Add , can add user-defined leave type
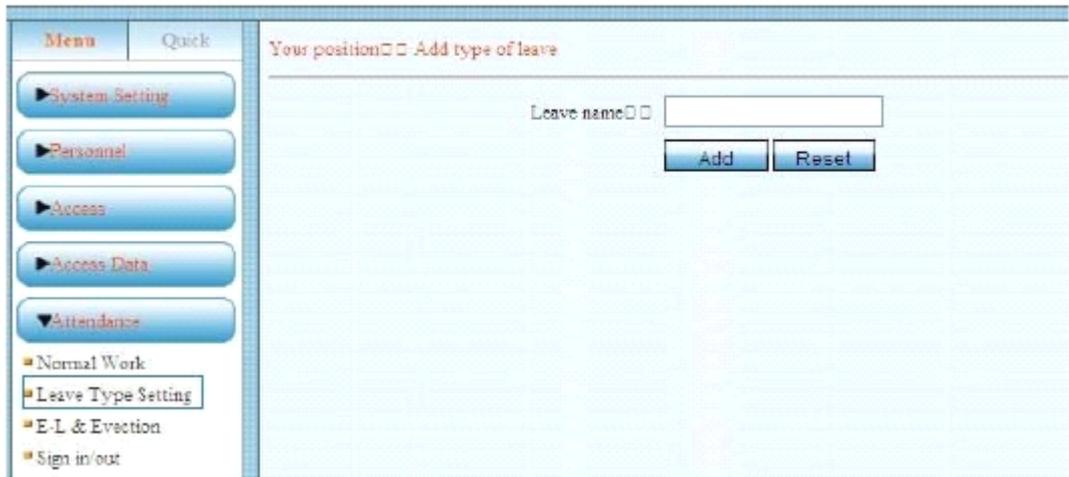
6.7 Check record of leave and evection
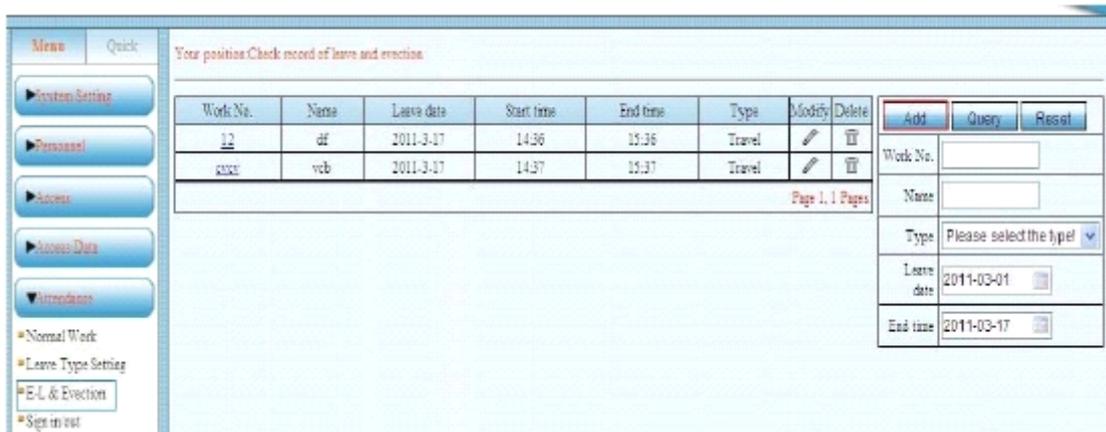
Click add, can add record of leave and evection
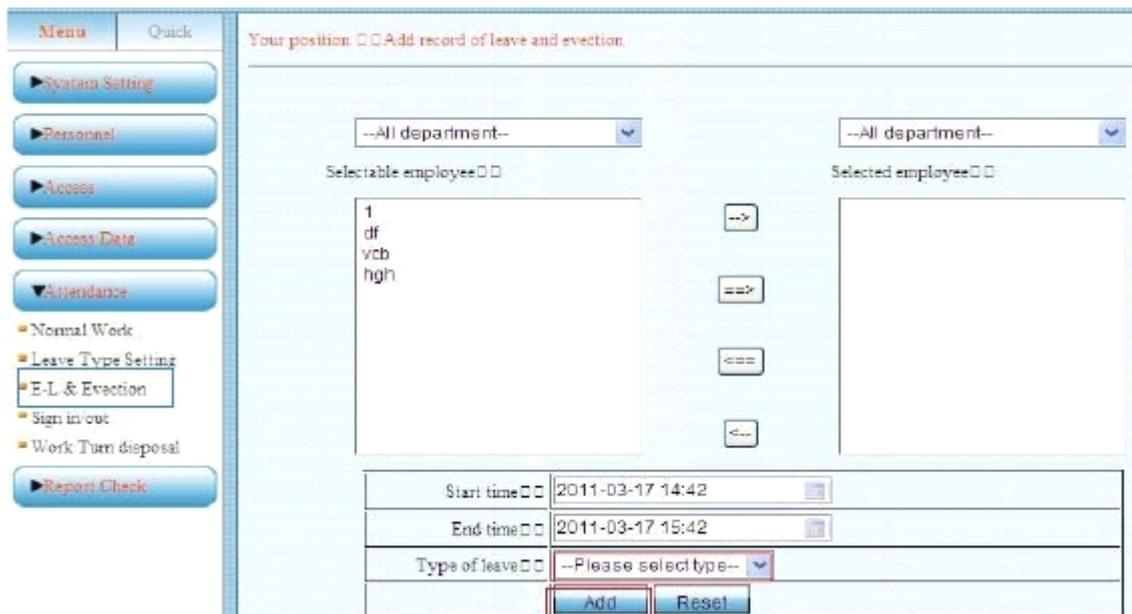
You can set as Individual or as department choose start time and end time and type of leave

6.8 Sign in/out
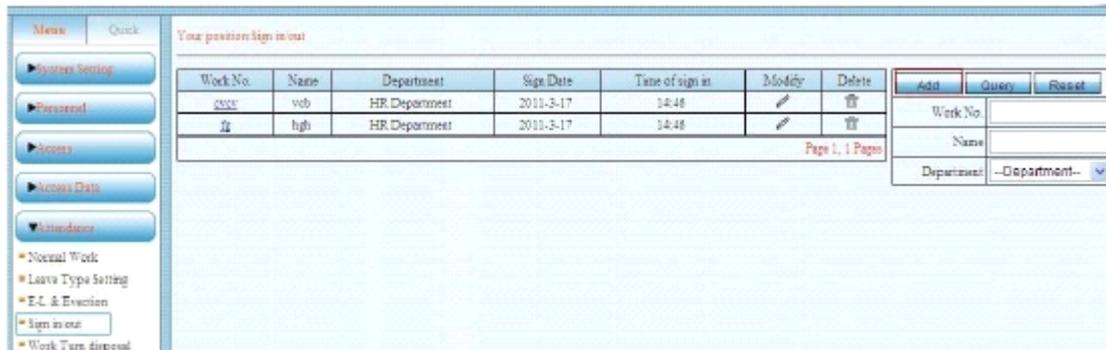
Click add button
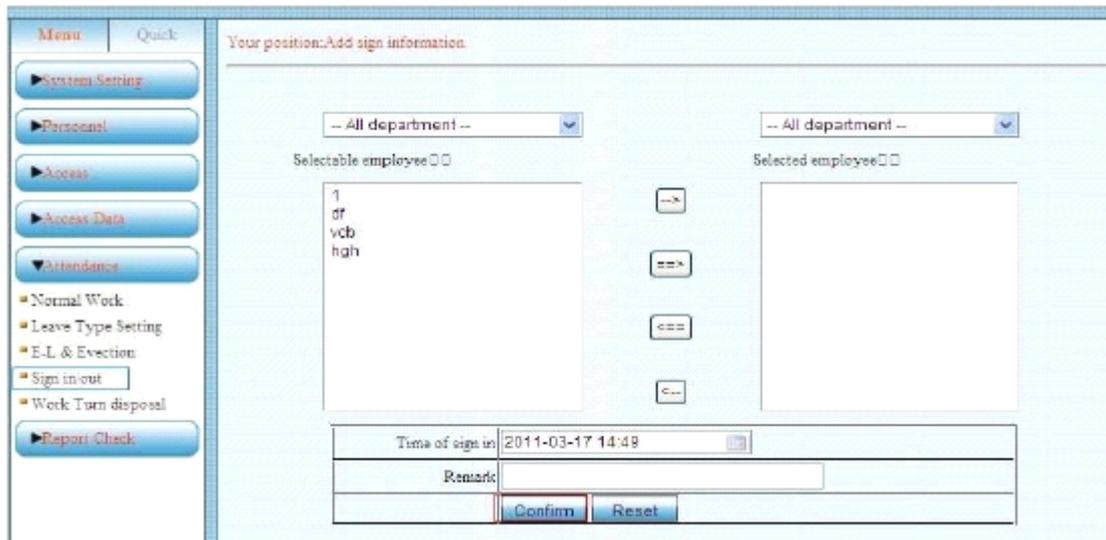
You can set as Individual or as department, choose Time of sign in , input remarks, click confirm .

6.9 Work turn disposal

You can set as Individual or as department .choose start date and end date ,

Single holiday (Sunday)   Double holiday (Saturday and Sunday)

After setting you can check the data report

7 Report checking

7.1 Personnel report: show all the staff in the system

Data can educe by Individual or department, educe format is xls.

Print Date: 2011-3-17

Work No.	Card Number	Name	Department	Gender	Certificate No.	Mobile	E-mail
1	0001234567	1	HR Department	⬜⬜			
12	0001123456	df	HR Department	⬜⬜			
cvgv	0004354323	vcb	HR Department	⬜⬜			
fg	0005425225	hgh	HR Department	⬜⬜			

7.2 Time attendance data

Data can educe by Individual or department, educe format is xls.

7.3 Attendance monthly report

Data can educe by Individual or department, educe format is xls. Only get the report after time attendance setting.

7.4 Normal time attendance report.

This report is the Normal punch card data report. Data can be educed by Individual or by department. Only get the report after time attendance setting.

7.5 Time attendance abnormal report

This report is the abnormal punch card data report. Can be educe by Individual or department. Only get the report after time attendance setting

8 System Information Management

This page need log in by Super user, Menu-System setting-System information .
Ask the supplier for password and user name.

You can add Customer Name, Service Provider's Tel, and website, modify extended function password.
You can get check the relative information after log in the software

9 Parameter setting

Modify Software Language: Simple Chinese, Traditional Chinese and English .

Software Function: Office and Community.

Software Function: Access Control, Time Attendance, Inspect.

Extended function

Other function

10 Controller Initialization

This function also use Super User name to log in, Menu –Access- Initialize, please ask the supplier for the user name and password.


This function for debug usage , operator not need to use this function.

11 Extended Function

This page need use Super User name to log in, Menu-System Setting-Extended Function
–Extended Function.
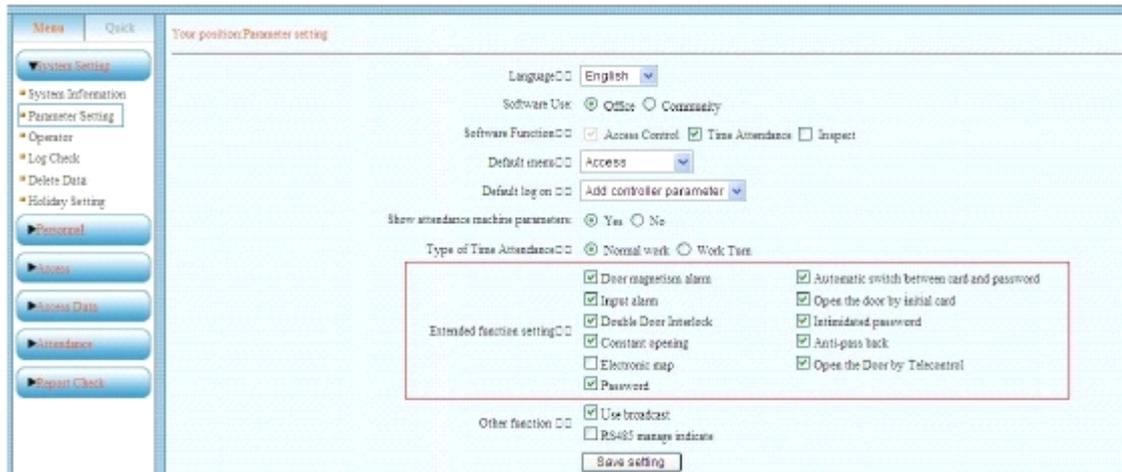
Start and log in the software, Menu- Parameter setting- Extended function setting.
Extended function only used in TCP/IP one door and two doors access controller.
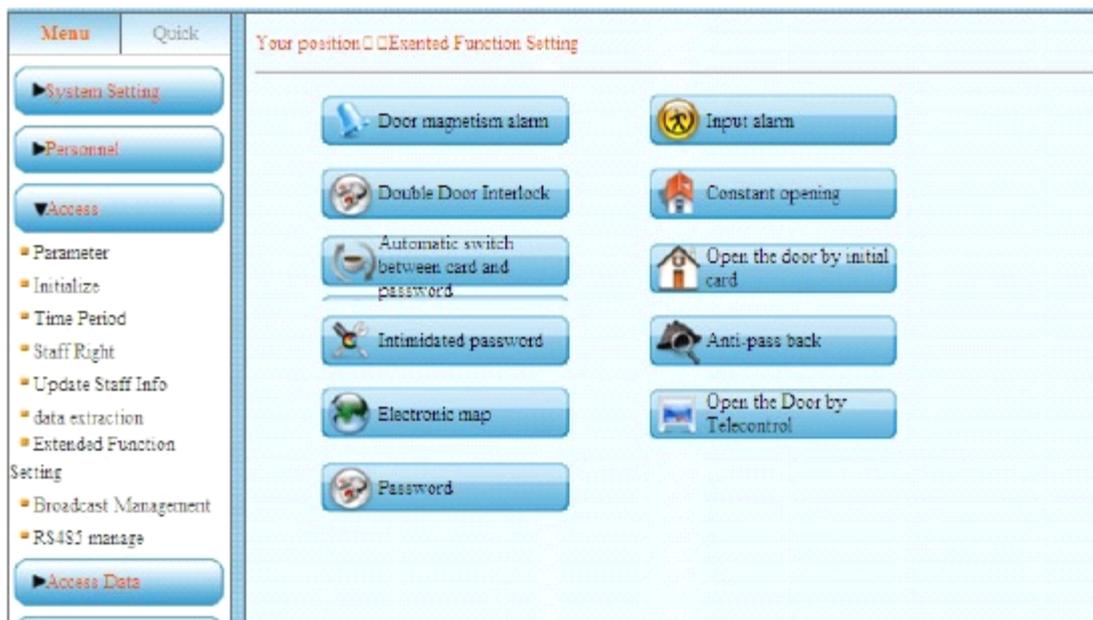
11.1 Door magnetism alarm
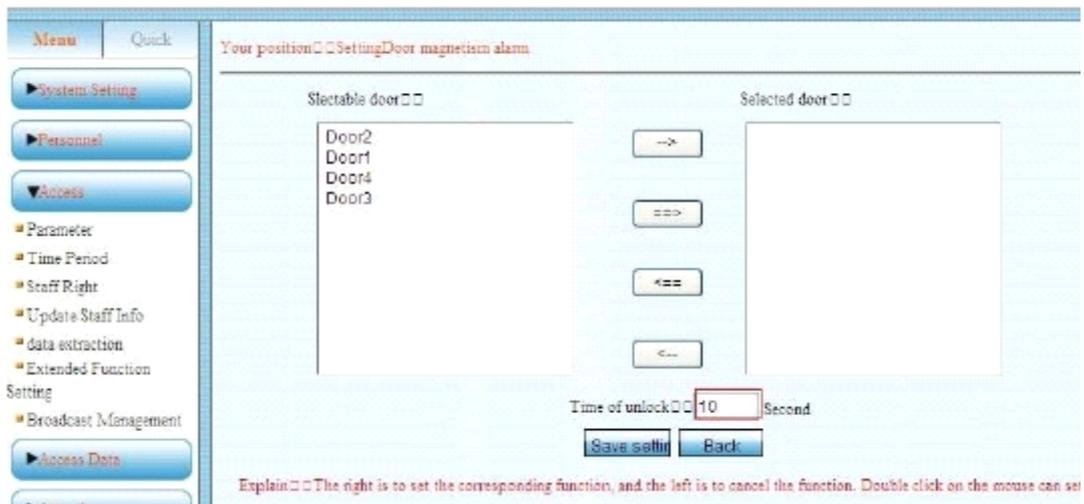
This function used with door sensor, it can set the Time of unlock, default is 10 seconds.

If the door doesn't close after 10 seconds, it will be alarm.

And it will upload one door magnetism alarm record to the software.

This function used only in the real time communication mode.

11.2 Input alarm
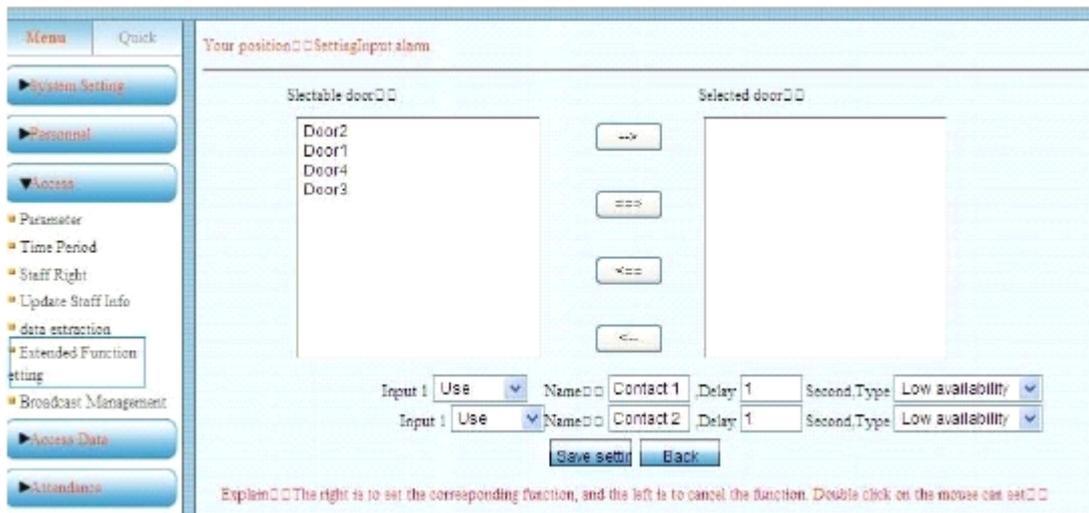
Can input Infrared alarm or firm alarm .When the alarm signal input to the controller, it will upload one relative alarm record.

## 11.3 Double Door Interlock

This function only used in two doors access controller
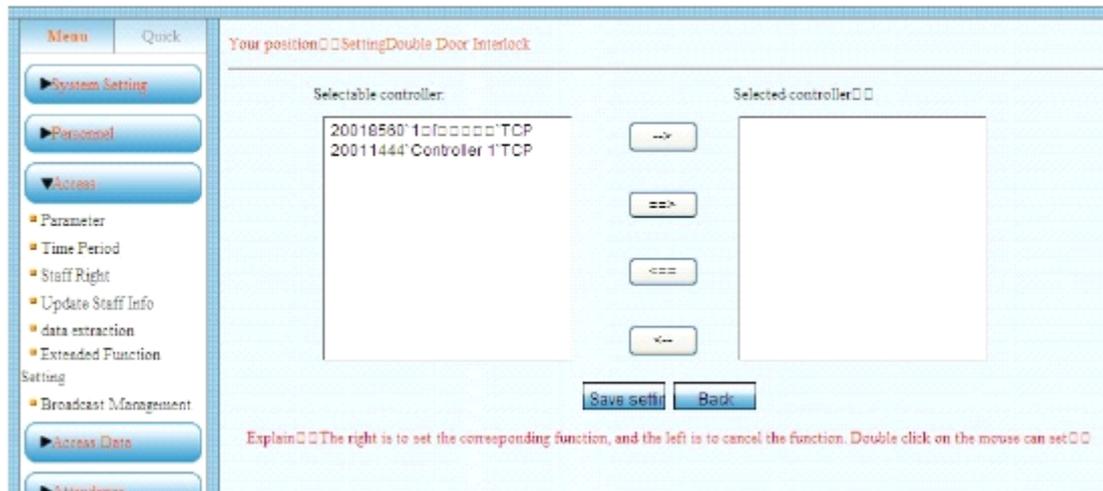
Double Door Interlock need controller connect to door sensor, this function is when door A not close, B door will can not open.

When door A close, Door B can be open.

## 11.4 Door Normal Open
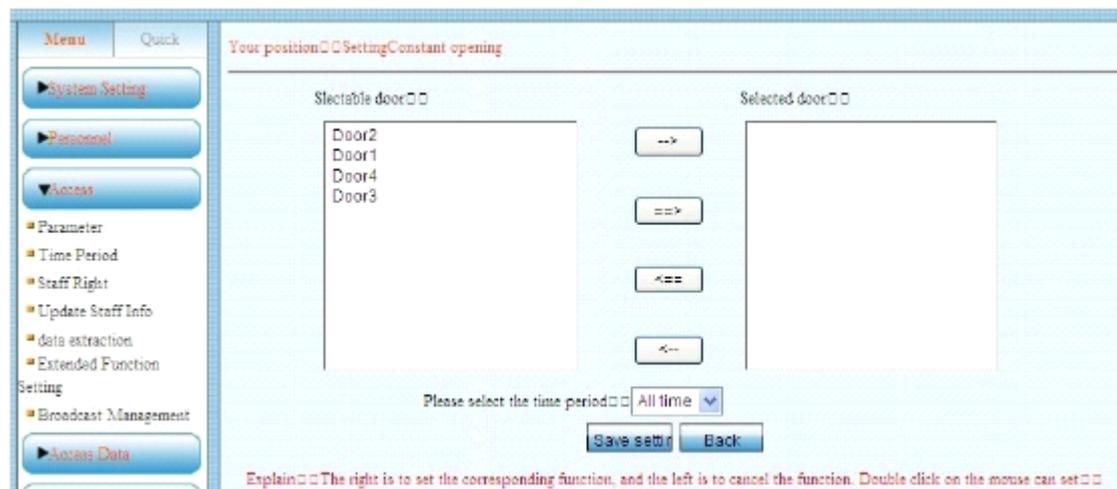
You can set the time period use this function.

## 11.5 Automatic switch between card and password
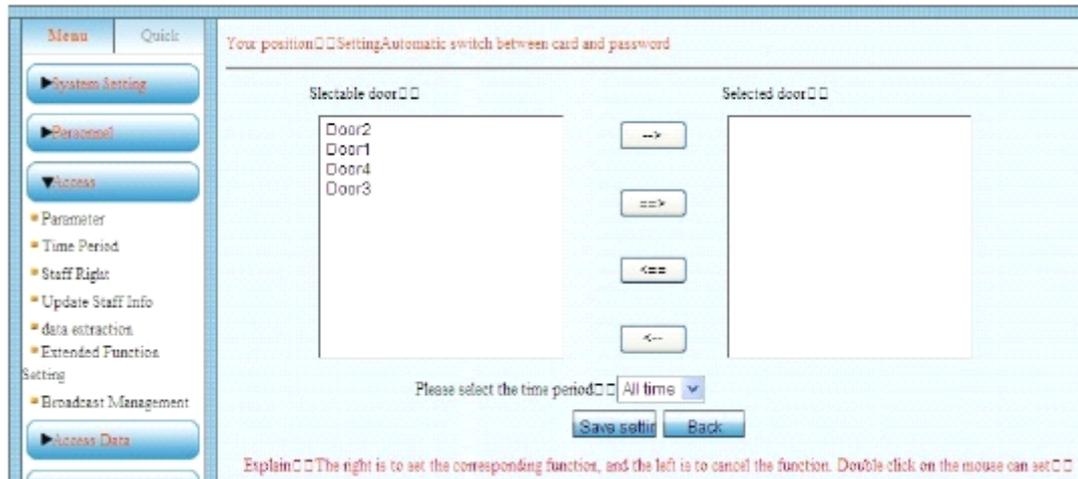
You can set the time period use this function.
Open this function the open way is card and password mode.

## 11.6 Open the door by initial card
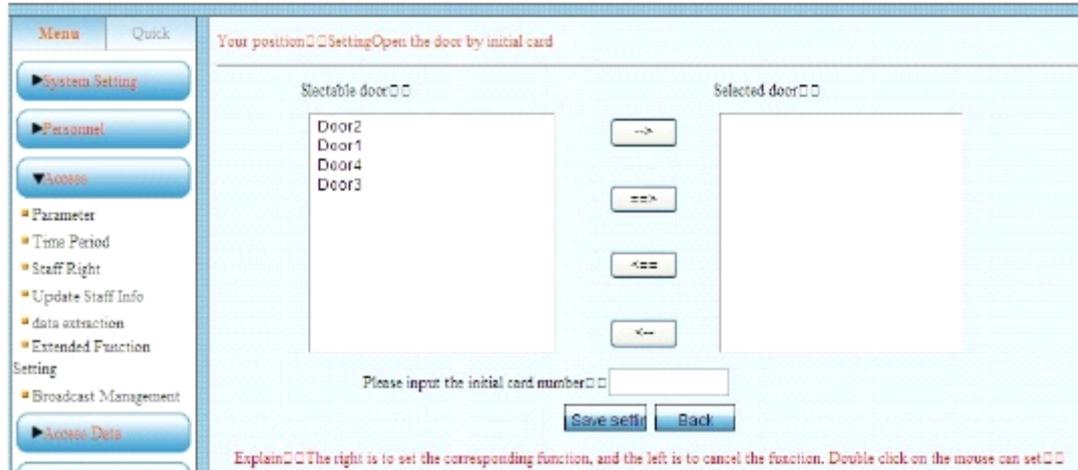
Start this function, the unit is per day.
If the Initial card doesn't swipe, other cards can not open the door.


11.7 Intimidated password

Can input one password as Intimidated password, this function is one person in the system intimidated by others, he can use this password open the door, the system will not alarm , but the system will have a intimidated alarm record.

11.8 Anti-pass back
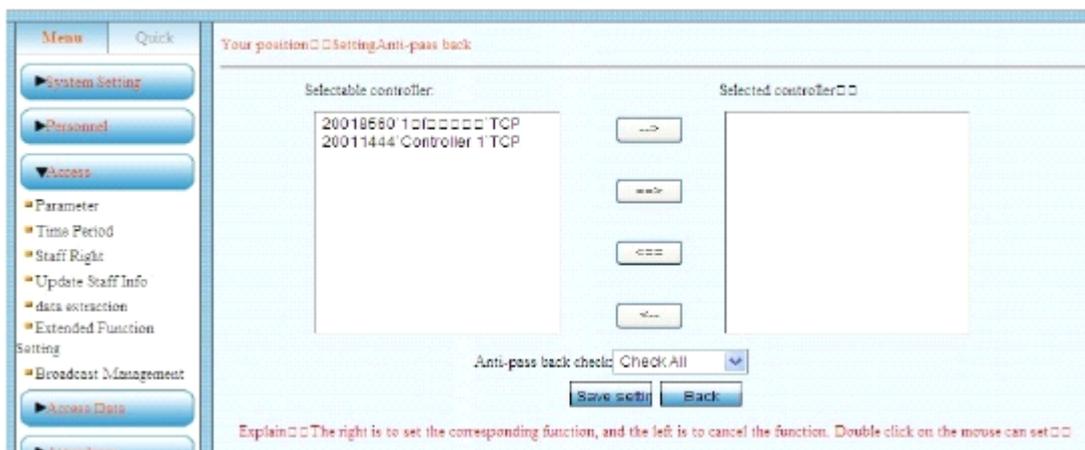
Anti-pass back is according to each door, this function is when one person don't have entry record in the system , even the card is legal card , he can not out after swipe card .

11.9 Electronic map
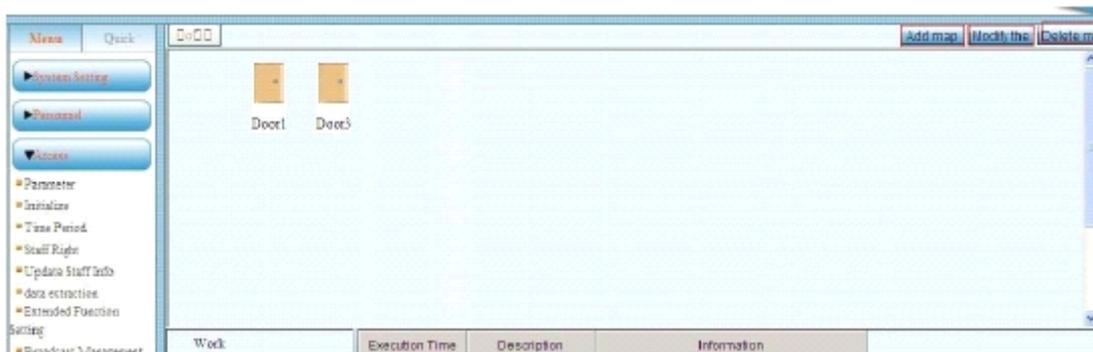
Add Electronic map, choose the map name, choose door and Browse the local picture.
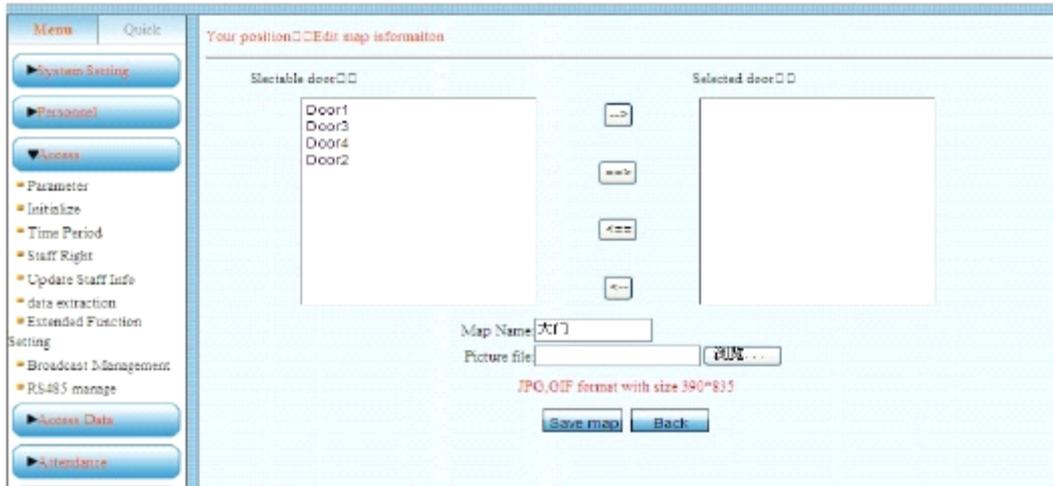
Save the map, then you can move the door to relative position in the map.

11.10 Open the Door by remote control
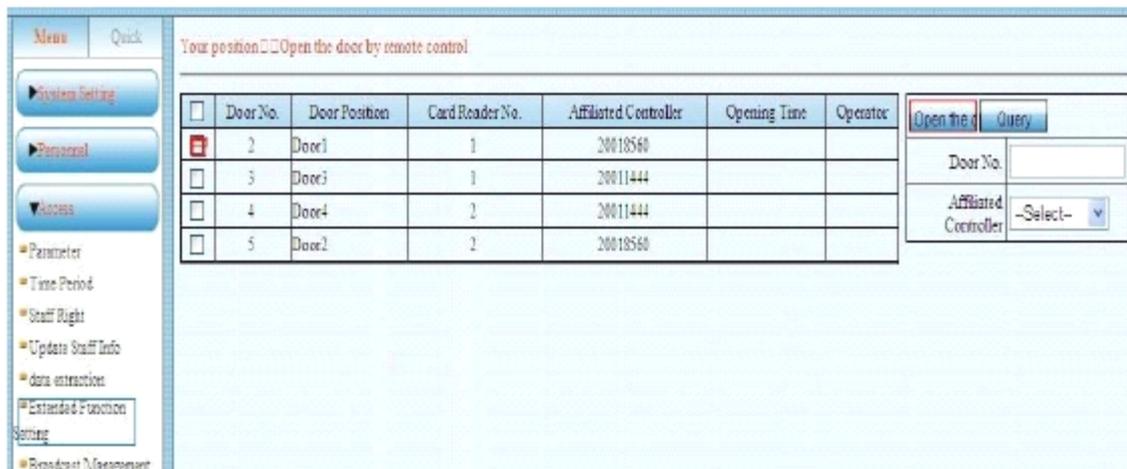
Choose the door need to be open, then click open then the door can open by Tele control

11.11 Password management

11.11.1 Password management
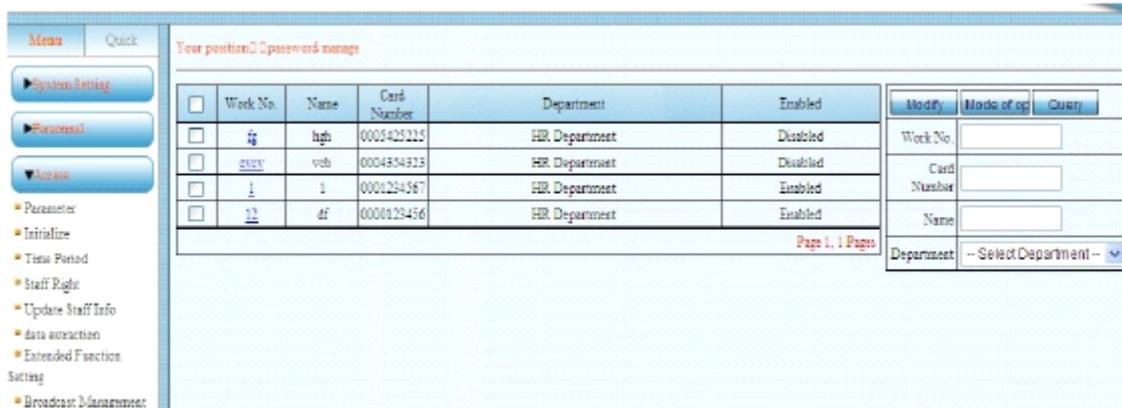
Click one person then click modify, can modify the password, the default password if blank this function will not valid.
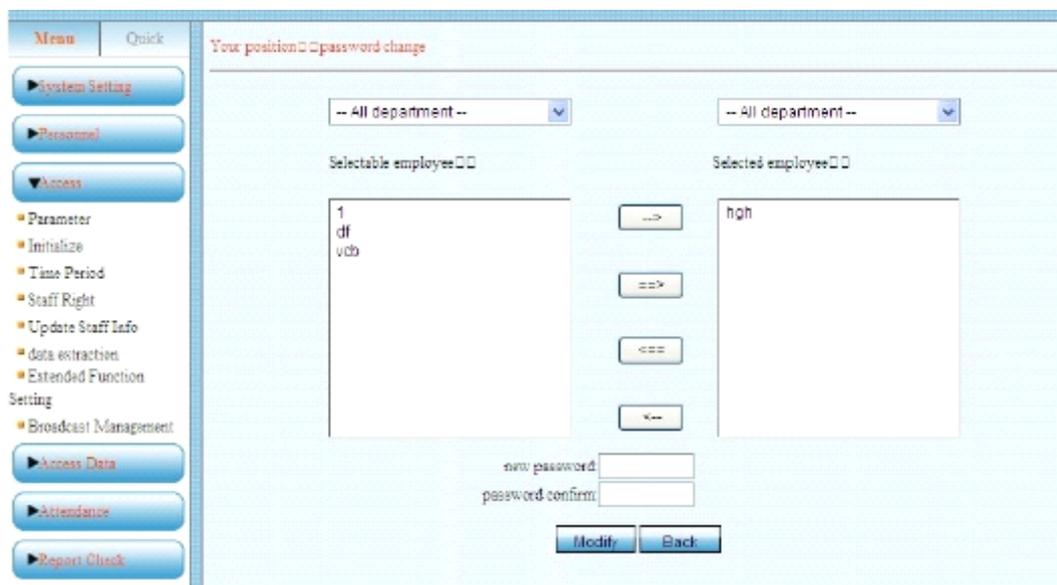

Input new password- password confirm-password modify successfully.
You need update the staff rights.

11.11.2 Open door method

Choose one of the open door methods, choose modify, open door method modify success.
Require update the staff right.

12 Other function

This function use Supper User to log in, Menu-System Setting -Parameter setting-Other function.
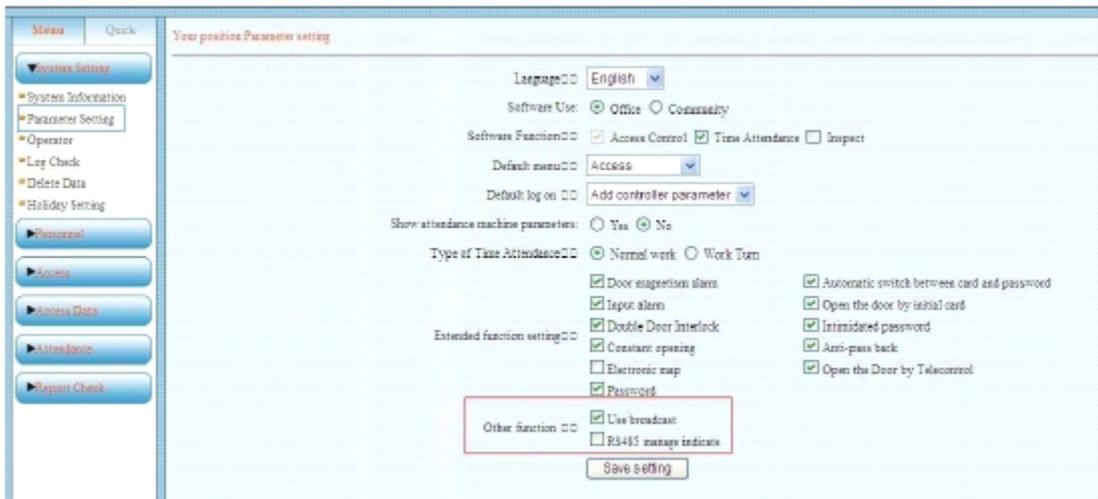
12.1 Broadcast Management

Log in the software after start. Menu –Access-Broadcast Management. Broadcast Management only used in TCP/IP controller.
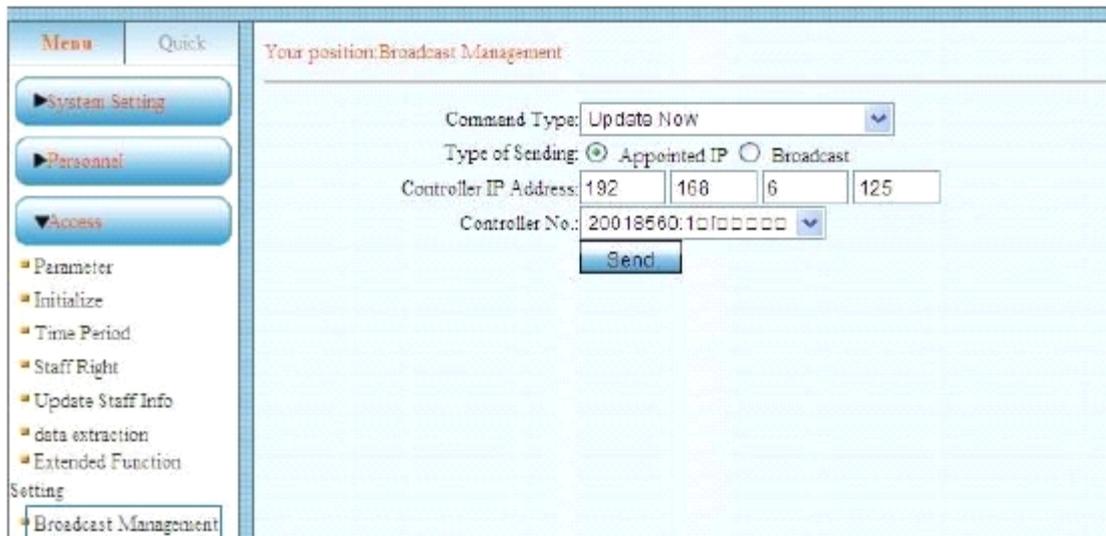
This function mostly used in debug.

12.2 RS485 management

Log in the software after start. Menu- Access –RS485 management. RS485 manage only used in RS485 controller.

This function mostly used in debug.