

Software Operation Instruction

(B/S)

User Manual

Version: V 2.1.7.3

Catalog

1 Log In Manage	4
2 System Setting	6
2.1 Operator managment	6
2.2 Log Check	7
2.3 Delete data:	8
2.4 Holiday Setting:	9
3. Pesonnel Management	9
3.1 Department setting	9
3.2 Staff management.....	10
3.3 Swipe card in batch	11
4 Access Control Management.....	12
4.1 Controller parameter setting	16
4.2 Time Period Setting	12
4.3 Staff right management	14
4.4 Update new staff right.....	15
4.5 Data extraction	22
5 Access Data.....	23
5.1 Real Time Surveillance	23
5.2 Normal punching records.....	23
5.3 Invalid card records.....	24
5.4 The earliest and the latest punching records	24
5.5 Accesss alarm	25
5.6 Open/close door Affair	25
5.7 Alarm Affair Check	25
6 Time Attendance Management	25
6.1 Time attendance parameter setting	25
6.2 Normal shift setting	28
6.3 Change Shifts setting	28
6.4 Change shifts.....	29
6.5 Change shifts arrangement.....	30
6.6 Leave time setting	31
6.7 leave and Evaluation Register.....	32
6.8 Sign in/out.....	33
6.9 Normal Shift/Changing shift disposal	33

7 Report Checking:

.....	34
7.1 Personnel data	34
7.2 Attendance Data.....	35
7.3 Attendance monthly report.....	35
7.4 Daily Normal Report.....	36
7.5 Daily Abnormal Report.....	36
8 System Information Management.....	37
9 Parameter Setting	38
10 Initialize Controller	38
11 Exented Function Setting	39
11.1 Door magnetism alarm.....	40
11.2 Input alarm	40
11.3 Double Door Interlock	41
11.4 Constant opening.....	41
11.5 Automatic switch between card and password.....	42
11.6 Open the door by initial card.....	42
11.7 Intimidated password	42
11.8 Anti-pass back	43
11.9 Electronic map	43
11.10 Open t door by remote control	44
11.11 Password.....	44
11.11.1 Password management	44
11.11.2 Open door type	45
12 Other Function	46
12.1 Broadcast.....	46
12.2 RS485 Managment.....	47

1. Operator management:



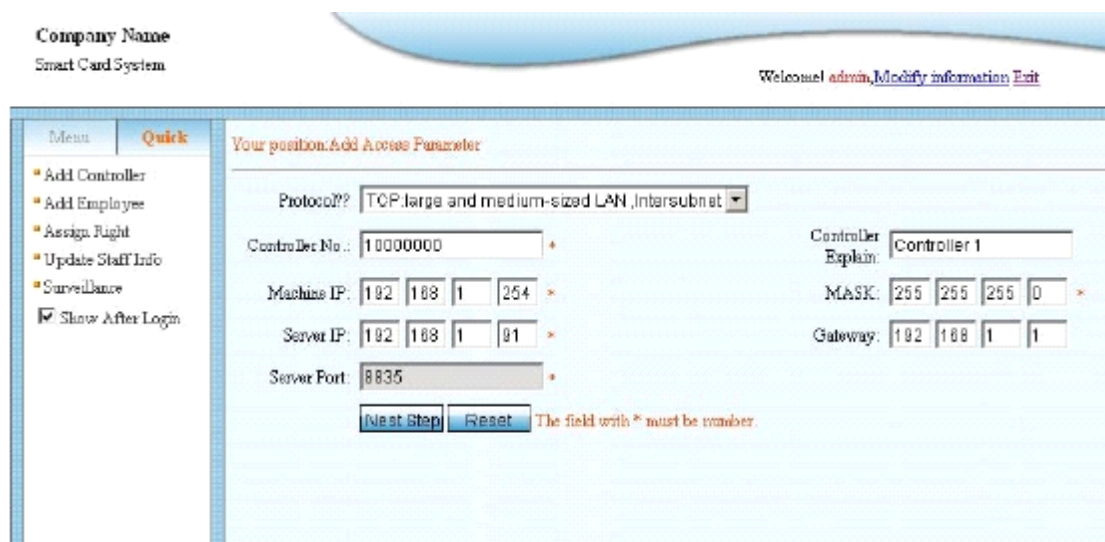
2. Double click , then entry the log in webpage, as follows:



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

Company Name
Smart Card System

Welcome! [admin](#), [Modify Information](#) [Exit](#)

Menu Quick

▼System Setting

- Operator
- Log Check
- Delete Data
- Holiday Setting
- Personal
- Access
- Access Date
- Attendance
- Report Check

Your position: Operator List

User Name	Password	Modify	Delete
admin	*****		

Page 1, 1 Page

Add Query Reset

User Name

Click Modify can modify the user password.

Company Name
Smart Card System

Welcome! [admin](#), [Modify Information](#) [Exit](#)

Menu Quick

▼System Setting

- Operator
- Log Check
- Delete Data
- Holiday Setting
- Personal
- Access
- Access Date
- Attendance
- Report Check

Your position: Modify Personal Information

Original Password:

New Password: (Please leave it blank if not modify!)

Confirm New Password:

Time of Login Overtime: 30 Minute

Modify Reset

Click Add , can add new operator

Company Name
Smart Card System

Welcome! [admin](#), [Modify information](#) [Exit](#)

Menu Quick

▼System Setting

Operator

Log Check

Delete Data

Holiday Setting

▶Personnel

▶Access

▶Access Data

▶Attendance

▶Report Check

Assign Right	Readable	Add	Modify	Delete
Department Setting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Staff Management	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Punch Card	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Exchange Bad Card	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Holiday Setting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Parameter	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Time Period	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Staff Right	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
password manage	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
data restoration	<input checked="" type="checkbox"/>			
Surveillance	<input checked="" type="checkbox"/>			
Normal Punching	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>

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

Company Name
Smart Card System

Welcome! [admin](#), [Modify information](#) [Exit](#)

Menu Quick

▼System Setting

Operator

Log Check

Delete Data

Holiday Setting

▶Personnel

▶Access

Your position: Add operator:

User Name:

Password:

Login overtime: Minute

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.

Company Name
Smart Card System

Welcome! [admin](#), [Modify information](#) [Exit](#)

Menu Quick

▼System Setting

Operator

Log Check

Delete Data

Holiday Setting

▶Personnel

Your position: Check Log Record

<input type="checkbox"/>	User Name	Login Time	Login Date	Login IP
<input type="checkbox"/>	admin	17:27:50	2011-3-15	192.168.1.91
<input type="checkbox"/>	admin	17:26:02	2011-3-15	192.168.1.91

Page 1, 1 Pages

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:

The screenshot shows a web application interface for a 'Smart Card System'. At the top left, it says 'Company Name' and 'Smart Card System'. At the top right, it says 'Welcome | admin, Modify information Exit'. Below this is a navigation menu with 'Menu' and 'Quick' tabs. The 'Menu' tab is active, showing a list of options: 'System Setting' (expanded), 'Operator', 'Log Check', 'Delete Data' (highlighted), 'Holiday Setting', 'Personnel', 'Access', 'Access Data', and 'Attendance'. The main content area is titled 'Your position: Delete Data'. It features a date range selector with 'From' and 'To' fields, both set to '2011-03-01' and '2011-03-31' respectively. Below the date range, there are six checkboxes for selecting data to delete: 'Access Data' (checked), 'Access Parameter' (unchecked), 'Attendance Data' (checked), 'Attendance Parameter' (unchecked), 'System Log' (checked), and 'Personnel Data' (unchecked). At the bottom right, there are two buttons: 'Delete' and 'Reset'.

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

:

Holiday Name	Start Date	End Date	Modify	Delete
Holiday	2011-3-15	2011-3-15		

Page 1, 1 Pages

Add Query Reset

Holiday Name:

It has add, modify, delete function, Click “Add” then setting.

Holiday Name:

Start Date:

End Date:

Add Reset

3 Personnel management

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

Department No.	Department Name	Superior Department	Modify	Delete
01	HR Department			

Page 1, 1 Pages

Add Query Reset

Department No:

Department Name:

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

Company Name
Smart Card System

Welcome! [admin](#), [Modify information](#) [Exit](#)

Menu Quick

System Setting

Personnel

Department Setting

Staff Management

Punch Card

Access

Your position: Add Department

Department No.: *Only Number

Department Name:

Superior Department:

Add Reset

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.

Company Name
Smart Card System

Welcome! [admin](#), [Modify information](#) [Exit](#)

Menu Quick

System Setting

Personnel

Department Setting

Staff Management

Punch Card

Access

Access Data

Your position: Staff List

Work No.	Card Number	Name	Department	Modify/Delete
Page 1, 0 Page				

Add, delete Query Repair card

Work No.

Name

Card Number

Department

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.

Company Name
Smart Card System

Welcome! [admin](#), [Modify information](#), [Exit](#)

Menu Quick

System Setting

Personnel

Department Setting

Staff Management

Punch Card

Access

Access Data

Attendance

Report Check

Your position: Add Employee

Work No.:

Name:

Gender: Male

Department: HR Department

Card Number:

Email:

Certificate No.:

Phone:

Picture?? 浏览...

Add Reset

No Pic

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.

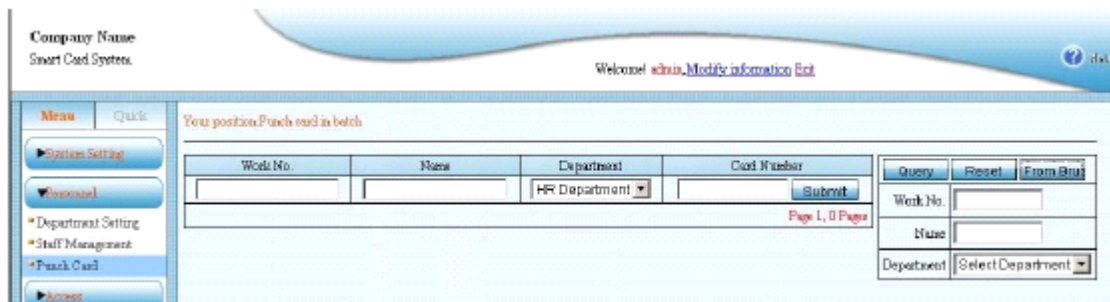
3.3 Swipe card in batch:

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



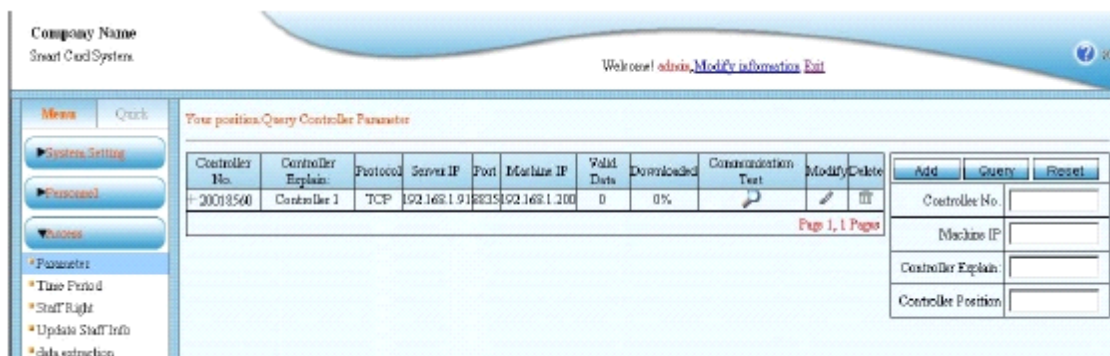
Click Submit, input Work No and Name, then choose the Department, click Submit.



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 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

Door No.	Door Position	Opening Delay	As attendance
M1	Door3	1 *Second	<input type="checkbox"/>
M2	Door4	1 *Second	<input type="checkbox"/>

The field with * must be number

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

Company Name: Smart Card System

Welcome! [Add](#) [Modify](#) [Information](#) [Exit](#)

Menu Quick

System Setting

Personnel

Access

Parameter

Time Period

Staff Right

Update Staff Info

data extraction

Your position: Add Access Parameter

Protocol: COM 485 communication

Controller No.: 20018560

Controller Explain: Controller 1

COM: COM1

Baud rate: 19200

Next Step Reset The field with * must be number.

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:

Menu Quick

System Setting

Personnel

Access

Parameter

Time Period

Staff Right

Update Staff Info

data extraction

Your position: Query Controller Parameter

Controller No.	Controller Explain	Protocol	Server IP	Port	Machine IP	Valid Data	Downloaded	Communication Test	Modify	Delete
+ 20018560	10000000	TCP	192.168.6.1	8835	192.168.6.125	5	0%			
+ 20011444	Controller 1	TCP	192.168.6.125	8835	192.168.6.254	4	100%			

Page 1, 1 Pages

Communication Test: Check the controller online or not, click "Communication Test". Please see the following for TCP/IP mode

Menu Quick

Your position: Query Controller Parameter Machine:11487,ServerIP:192.168.6.20,ServerPort:8835,ClientIP:192.168.6.254

Controller No.	Controller Explain	Protocol	Server IP	Port	Machine IP	Valid Data	Downloaded	Communication Test	Modify	Delete
+ 20018560	1□□□□□□	TCP	192.168.6.1	8835	192.168.6.125	5	0%			
+ 20011444	Controller 1	TCP	192.168.6.125	8835	192.168.6.254	4	100%			

Page 1, 1 Pages

Parameter
Time Period
Staff Right
Update Staff Info
data extraction

485 Mode as follows indicate the controller online, 1001254 is controller number , Version 2.0 is the machine version number.

Menu Quick

Your position: Query Controller Parameter 控制器 10012548 在线 Ver 2.0

Controller No.	Controller Explain	Protocol	Server IP	Port	Machine IP	Valid Data	Downloaded	Communication Test	Modify	Delete
+ 20018560	1□□□□□□	TCP	192.168.6.1	8835	192.168.6.125	5	0%			
+ 20011444	Controller 1	TCP	192.168.6.125	8835	192.168.6.254	4	100%			
+ 10012548	Controller 1	TCP	192.168.6.125	8835	192.168.6.42	0	0%			

Page 1, 1 Page

Parameter
Time Period
Staff Right
Update Staff Info
data extraction
Extended Function setting
Broadcast Management

Modify: Modify the controller parameter

Delete: Delete controller

4.2. Time period setting

Menu Quick

Your position: Check Time Period Record

Time Period No.	Time Period Name	Valid Time	Modify	Delete
1	All time	2000-1-1--2026-12-31		

Page 1, 1 Pages

Add Query Reset

Time Period No.

Time Period Name

Parameter
Time Period
Staff Right
Update Staff Info
data extraction
Extended Function Setting
Broadcast Management
Access Data

The software default setting as follows:

Time Period No.:1

Time Period Name: All time

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

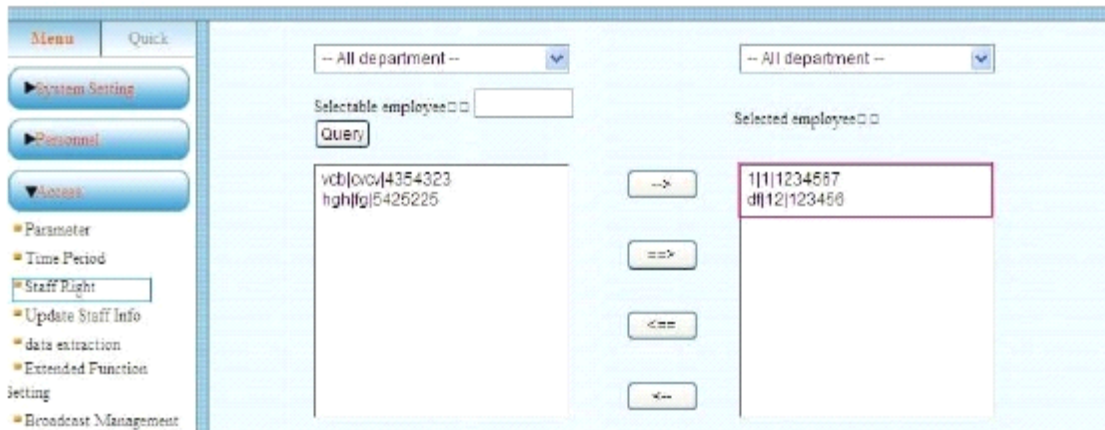
You can also set the difference time period as your request. You can click add button, 65535 time period can be added at most.

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

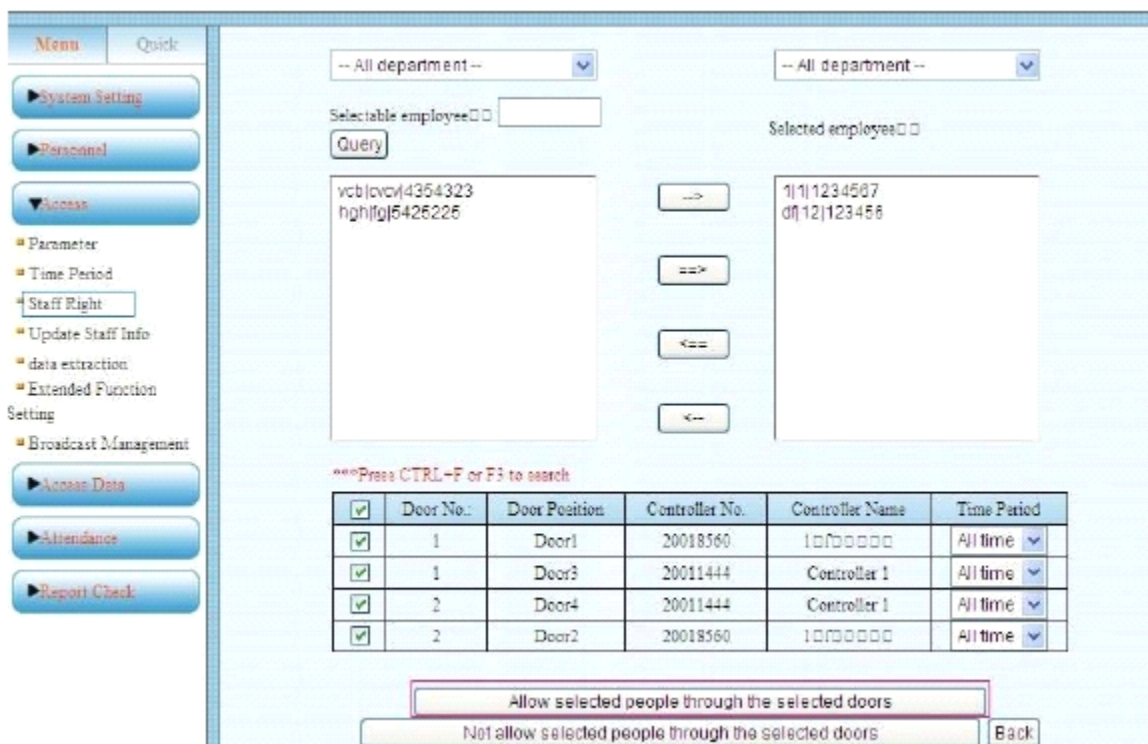
Set Staff Right

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



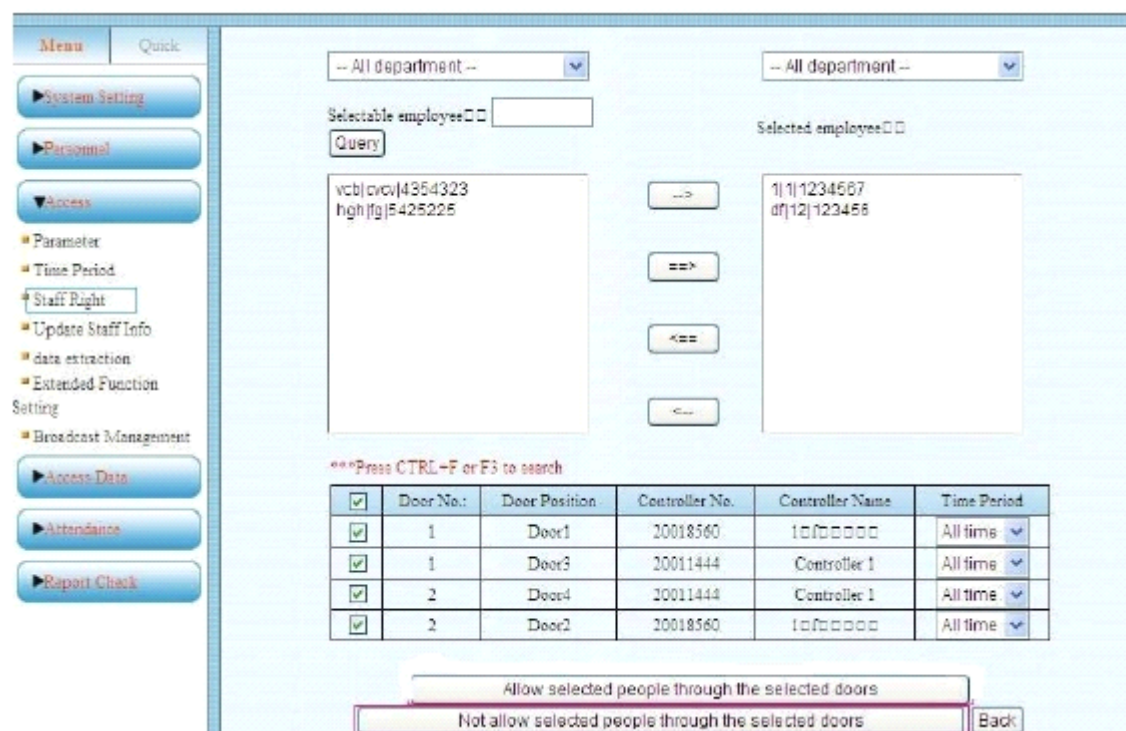
Modify staff right

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 Selected employee
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.



***Press CTRL-F or F3 to search

<input checked="" type="checkbox"/>	Door No.	Door Position	Controller No.	Controller Name	Time Period
<input checked="" type="checkbox"/>	1	Door1	20018560	10f00000	All time
<input checked="" type="checkbox"/>	1	Door3	20011444	Controller 1	All time
<input checked="" type="checkbox"/>	2	Door4	20011444	Controller 1	All time
<input checked="" type="checkbox"/>	2	Door2	20018560	10f00000	All time

☐ Allow selected people through the selected doors
☒ Not allow selected people through the selected doors

Back

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”

Menu Quick

System Setting

Personnel

Access

Parameter

Time Period

Staff Right

Update Staff Info

data extraction

Extended Function Setting

Broadcast Management

Access Data

Attendance

Report Check

-- All department --

Selectable employee

Query

Selected employee

vcbljovv|4354323
hgh|fg|5425225

1|1|1234567
d|1|2|123456

Press CTRL+F or F3 to search

	Door No.	Door Position	Controller No.	Controller Name	Time Period
<input checked="" type="checkbox"/>	1	Door1	20018560	1 1 1234567	All time
<input checked="" type="checkbox"/>	1	Door3	20011444	Controller 1	All time
<input checked="" type="checkbox"/>	2	Door4	20011444	Controller 1	All time
<input checked="" type="checkbox"/>	2	Door2	20018560	1 1 1234567	All time

Allow selected people through the selected doors

Not allow selected people through the selected doors

Back

Note: When other version update to V2.1.6 , it should need update the staff right.

4.4 Update Staff right

Menu Quick

System Setting

Personnel

Access

Parameter

Time Period

Staff Right

Update Staff Info

data extraction

Extended Function Setting

Broadcast Management

Access Data

Your position Update Staff Info

Selectable controller:

Selected controller

20018560|1|1|1234567|TCP
20011444|Controller 1|TCP

Update Staff Info

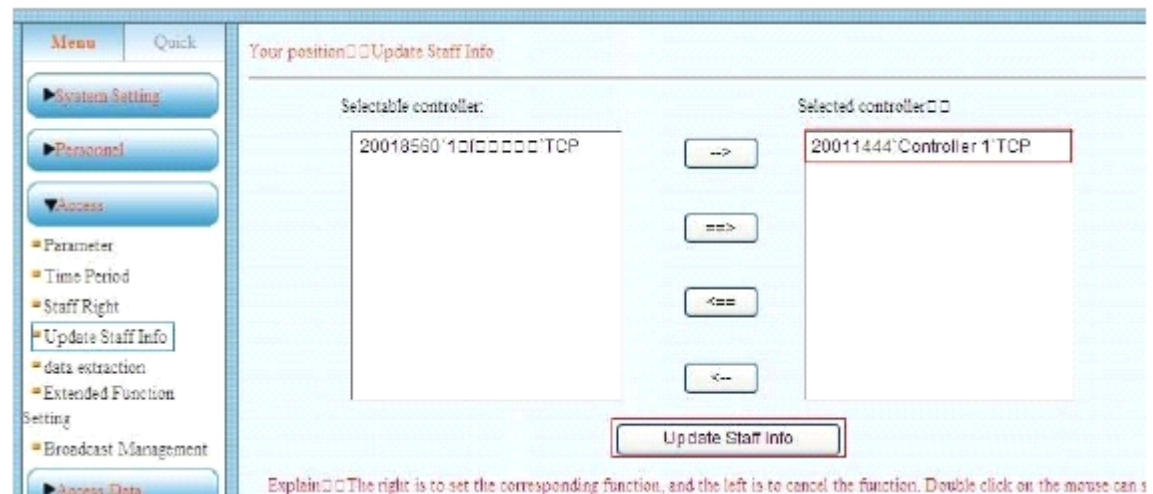
Explain: The right is to set the corresponding function, and the left is to cancel the function. Double click on the mouse

-->: 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

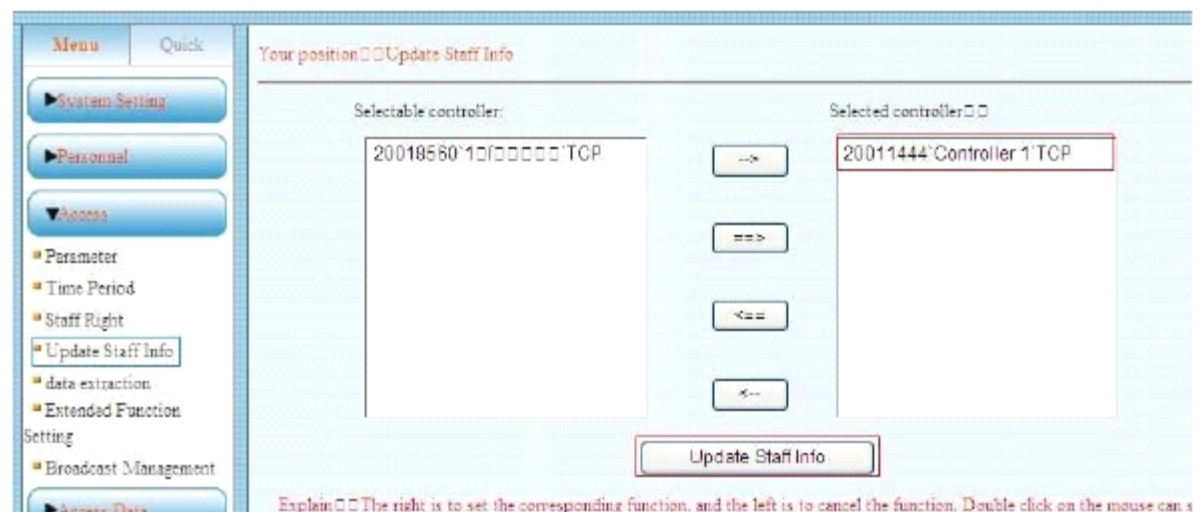
TCP/IP Mode

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”.

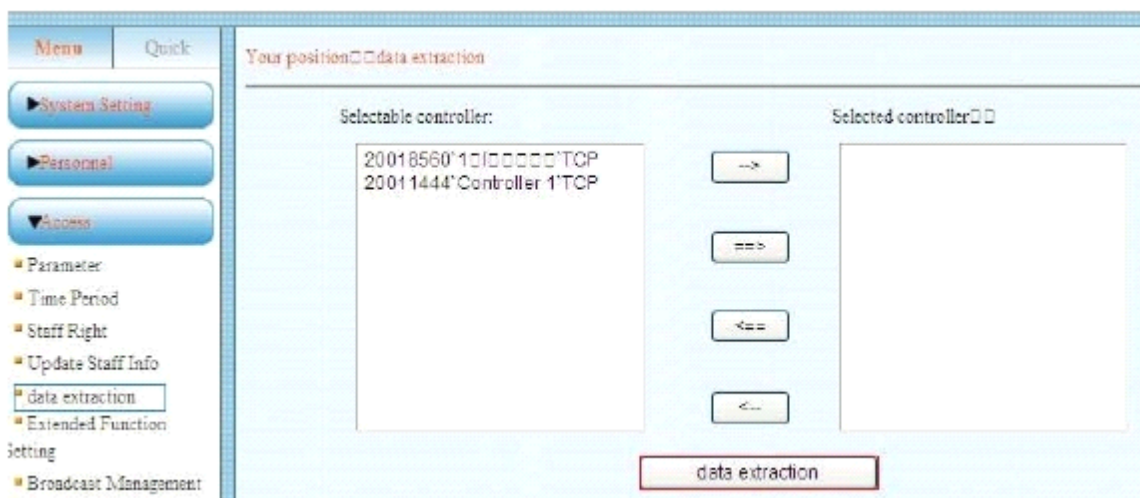


Get a dialog box, you can see the updating staff right. The premise is making sure the RS485 controller is working well.



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.

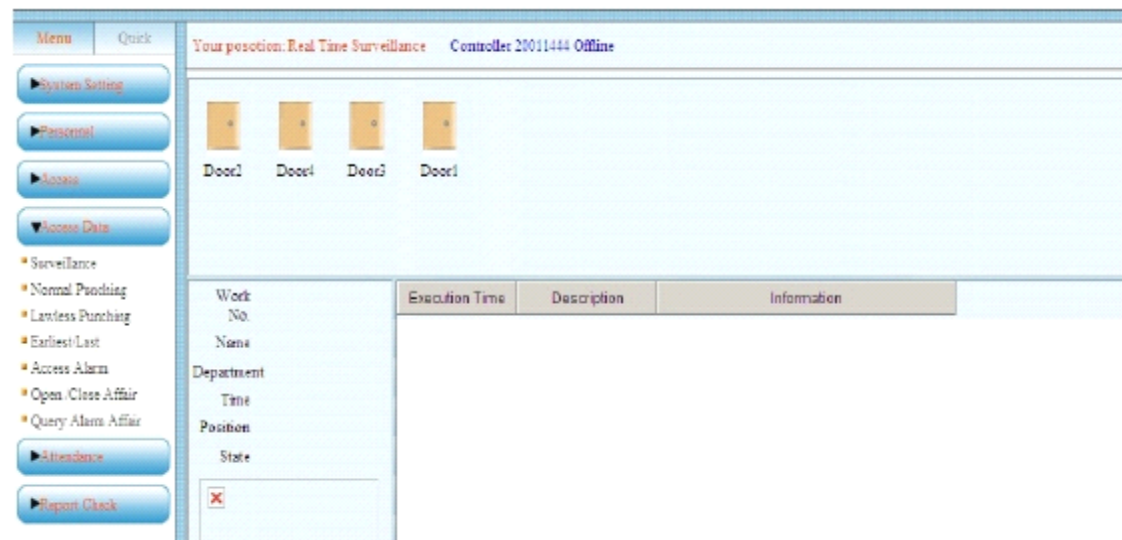
RS484 : will have a dialog box indicate the processing.



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.

Company Name
Smart Card System

Welcome! [admin](#) [Modify information](#) [Exit](#)

Menu Quick

Your position: Browse Access Punching Data Lawless

Work No.	Card Number	Name	Department	Door Position	Time	Type of In/Out
	14836141			Door1	2011-2-23 19:05:00	In
	610833			Door1	2011-2-23 19:05:00	In
	610833			Door1	2011-2-23 19:04:00	In
	14836141			Door1	2011-2-23 19:04:00	In
1	1234567	1	HR Department	Door1	2011-2-23 19:02:00	In
1	1234567	1	HR Department	Door1	2011-2-23 19:02:00	In
1	1234567	1	HR Department	Door1	2011-2-23 19:02:00	In
1	1234567	1	HR Department	Door1	2011-2-23 19:02:00	In
	163839			Door1	2011-2-23 18:54:10	Out
	163839			Door1	2011-2-23 18:54:00	Out
	163839			Door1	2011-2-23 18:48:00	Out
	2				2011-2-23 18:42:43	Out

Query Educe Reset

Work No.

Card Number

Name

Department --Select Department--

Door Position

Start Date 2011-03-01

End Date 2011-03-17

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.

Menu Quick

Your position: First Last Data for Punching Card

Work No.	Card Number	Name	Department	Punching Card Date	Earliest Punching Card Time	Last Punching Card Time
Page 1, 0 Pages						

Query Educe Reset

Card Number

Name

Department --Select Department--

Start Date 2011-03-01

End Date 2011-03-17

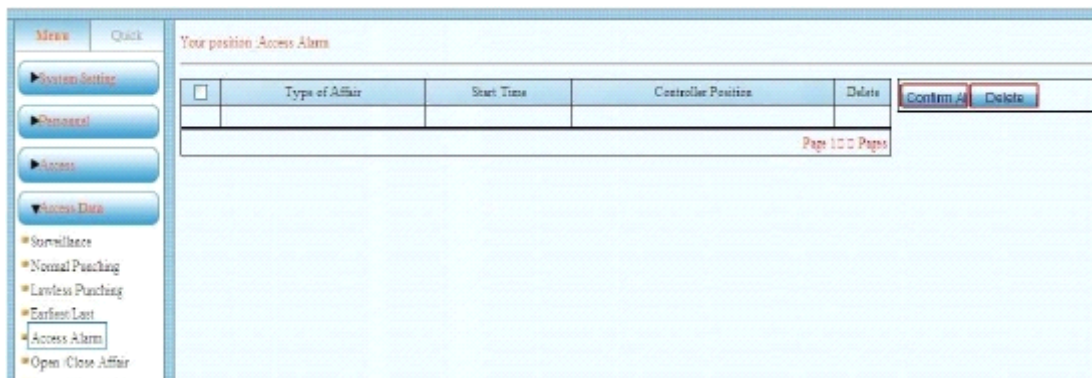
5.5 Access Alarm

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.

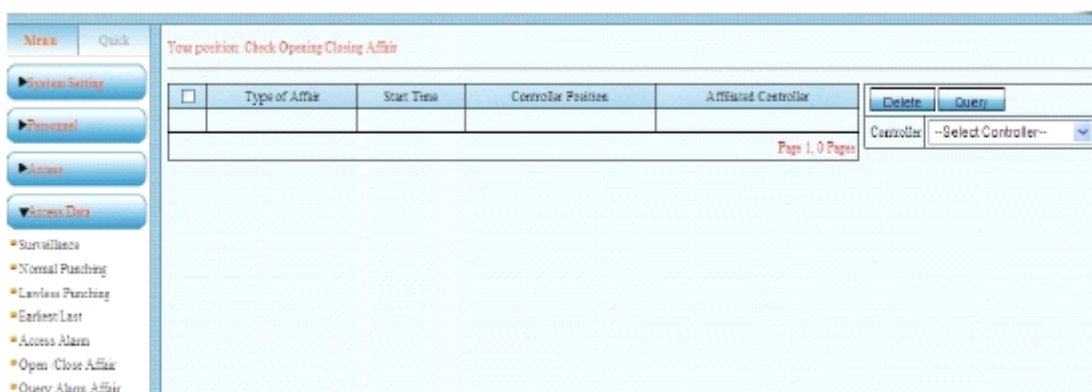


5.6 Open/Close door Affair

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 .

Company Name
Smart Card System

Welcome!

Menu Quick

▼ System Setting

- System Information
- Parameter Setting
- Operator
- Log Check
- Delete Data
- Holiday Setting

Your position: Parameter setting

Language English

Software Use: ☒ Office ☐ Community

Software Function ☐ ☒ Access Control ☒ Time Attendance ☐ Inspect

Default menu Access

Default log on Add controller parameter

Show attendance machine parameters: ☒ Yes ☐ No

Show attendance machine parameters- choose Yes.

Menu Quick

► System Setting

► Personnel

► Access

► Access Data

▼ Attendance

- Parameter
- Work Turn Setting
- Work Turn
- Work Turn Schedule
- Leave Type Setting
- E-L & Eviction
- Sign in out
- Turn work disposal

► Report Check

Your position: Add attendance parameter

Machine No.: 10000

Machine IP: 192 168 6 254

Server IP: 192 168 6 125

Gateway: 192 168 6 1

Server Domain: www.yourdomain.c

Update Time: 1 Minute

Punching Card Mode: Continuous Punching

Use Keypad: Use

Relay Function: Turn on

R1 Relay Delay: 3 Second

Internet Phone: 0755-10000000

Font: CHS

User Name: User Name

Display the cue1 Welcome

Machine POS: Gate

Machine Name: Machine Name

Server Port: 8835

MASK: 255 255 255 0

DNS: 202 96 134 133

Network Mode: LAN/WAN

Download Data: Need

Use Camera: Not Use

Record Data: Record All Cards

R2 Relay Delay: 3 Second

Modify parameter password: 123456

Internet Password: 123456

Display customer name: Customer Name

Display the cue2 On time

Save Reset

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 Internet, 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

Your position: Normal work setting			
Late	5	Within * not as late	
Late	60	As absent within *	0.5 Day
Ahead of time	5	Within * not as leave early	
Leave early	60	As absent within *	0.5 Day
Off duty in the afternoon	60	After * punch as overtime	
<input checked="" type="radio"/> Punch card twice one day		<input type="radio"/> Punch card four one day	
On duty time	08:00		
Off duty time	18:00		
<input type="button" value="Confirm"/>		<input type="button" value="Reset"/>	

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.

Your position: Parameter setting						
Language	English					
Software User	<input checked="" type="radio"/> Office <input type="radio"/> Community					
Software Function	<input checked="" type="checkbox"/> Access Control <input checked="" type="checkbox"/> Time Attendance <input type="checkbox"/> Inspect					
Default menu	Access					
Default log on	Add controller parameter					
Show attendance machine parameters	<input checked="" type="radio"/> Yes <input type="radio"/> No					
Type of Time Attendance	<input type="radio"/> Normal work <input checked="" type="radio"/> Work Turn					

Turn schedule function: As following picture:

Menu Quick

You position: Set work turn

Late	5	Within * not as being late
Advance	5	Within * not as leaving early
Around the on/off duty time	60	Within * punching is valid
last off duty	60	Within * punching as overtime
Longest allowed time for overtime	360	Minute

Confirm Reset

Attendance

- Parameter
- Work Turn Setting
- Work Turn
- Work Turn Schedule
- Leave Type Setting
- E-L & Eviction
- Sign in/out
- Turn work disposal

Report Check

Turn schedule function suitable for multi –shift

6.4 Turning shifts setting

Using for setting the shifts whose on duty.

Menu Quick

You Position: Work Turn

Work Turn No.	Work Turn Name	Times of punching card	Overtime	On duty time 1	Off duty time 1	On duty time 2	Off duty time 2	On duty time 3	Off duty time 3	On duty time 4	Off duty time 4	Modify	Delete
1	44	2	0	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00		

Page 1, 1 Pages

Add Query Reset

Work Turn No.

Work Turn Name

Attendance

- Parameter
- Work Turn Setting
- Work Turn
- Work Turn Schedule
- Leave Type Setting

Click add button

Menu Quick Your position: Add Work Turn

System Setting

Personal

Access

Access Data

Attendance

Parameter

Work Turn Setting

Work Turn

Work Turn Schedule

Leave Type Setting

E-L & Eviction

Sign in/out

Turn work proposal

Work Turn Name

Times of punching card 4 ☐ All as overtime

On duty time 1 00:00

Off duty time 1 00:00

On duty time 2 00:00 ☐ Overtime period

Off duty time 2 00:00

Confirm Reset

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

Menu Quick Your position: Turn work schedule

System Setting

Personal

Access

Access Data

Attendance

Parameter

Work Turn Setting

Work Turn

Work Turn Schedule

Leave Type Setting

Department	Name	Time	Selected Work Turn	Modify	Delete
HR Department	1	2011-3-17	44		
HR Department	df	2011-3-17	44		

Page 1, 1 Pages

Add work Query Reset

Department: --All department--

Name

Start Time 2011-03-01

End Time 2011-03-17

Click “Add” work shift.

Menu Quick

System Setting

Personal

Access

Access Data

Attendance

Parameter

Work Turn Setting

Work Turn

Work Turn Schedule

Leave Type Setting

E-L & Eviction

Sign in/out

Turn work disposal

Report Check

Your position: Turn work schedule

--All department--

--All department--

Selectable employee

Selected employee

1
df
vcb
hgh

Start Time: 2011-03-17

End Time: 2011-03-17

Selectable Work Turn: --Selectable Work Turn--

Add work Reset

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.

Menu Quick

System Setting

Personal

Access

Access Data

Attendance

Normal Work

Leave Type Setting

E-L & Eviction

Turn work disposal

Type No.	Type Name	Modify	Delete
1	Travel		
2	Leave		
3	Sick leave		

Page 1, 1 Pages

Add Query Reset

Type No. Type Name

Click Add , can add user-defined leave type

Menu Quick

System Setting

Personnel

Access

Access Data

Attendance

Normal Work

Leave Type Setting

E-L & Evection

Sign in/out

Your position: □ □ Add type of leave

Leave name: □ □

Add Reset

6.7 Check record of leave and evection

Menu Quick

System Setting

Personnel

Access

Access Data

Attendance

Normal Work

Leave Type Setting

E-L & Evection

Sign in/out

Your position: Check record of leave and evection

Work No.	Name	Leave date	Start time	End time	Type	Modify	Delete
12	df	2011-3-17	14:36	15:36	Travel		
6556	vcb	2011-3-17	14:37	15:37	Travel		

Page 1, 1 Pages

Add Query Reset

Work No. □ □

Name □ □

Type Please select the type

Leave date 2011-03-01

End time 2011-03-17

Click add, can add record of leave and evection

Menu Quick

System Setting

Personnel

Access

Access Data

Attendance

Normal Work

Leave Type Setting

E-L & Evection

Sign in/out

Work Turn disposal

Report Check

Your position: □ □ Add record of leave and evection

--All department--

Selectable employee: □ □

Selected employee: □ □

1
df
vcb
hgh

-->

==>

<==

<--

Start time: 2011-03-17 14:42

End time: 2011-03-17 15:42

Type of leave: --Please select type--

Add Reset

You can set as Individual or as department choose start time and end time and type of leave

6.8 Sign in/out

Work No.	Name	Department	Sign Date	Time of sign in	Modify	Delete
0000	vcb	HR Department	2011-3-17	14:46		
0001	hgh	HR Department	2011-3-17	14:46		

Click add button

Time of sign in: 2011-03-17 14:49

Remark:

Confirm Reset

You can set as Individual or as department, choose Time of sign in , input remarks, click confirm .

6.9 Work turn disposal

Menu Quick

▶ System Setting

▶ Personnel

▶ Access

▶ Access Data

▼ Attendance

■ Normal Work

■ Leave Type Setting

■ E.L. & Eviction

■ Sign in/out

■ Work Turn disposal

▶ Report Check

Work No.

Department -- Please select the department --

Start date

End date

Single/double holiday ☐ ☒ Single holiday(Sunday) ☐ Double holiday(Saturday and Sunday)

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

Menu Quick

▶ System Setting

▶ Personnel

▶ Access

▶ Access Data

▶ Attendance

▼ Report Check

■ Personnel

■ Attendance data

■ Attendance Monthly

■ Daily Normal Report

■ Daily Unnormal Report

Your position: Personnel Information Report

Work No.

Name:

Card Number:

Department --Select Department--

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

Company Name Personnel Information Report

Print Date: 2011-3-17

Work No.	Card Number	Name	Department	Gender	Certificate No.	Mobile	E-Email
1	0001234567	1	HR Department	□□			
12	0001123456	df	HR Department	□□			
over	0004354323	vcb	HR Department	□□			
fg	0005425225	hgh	HR Department	□□			

7.2 Time attendance data

Menu Quick

System Setting

Personnel

Access

Access Date

Attendance

Report Check

Personnel

Attendance data

Attendance Monthly

Daily Normal Report

Work No.

Name

Department -- Select Department --

Start time

End time

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

7.3 Attendance monthly report

Menu Quick

System Setting

Personnel

Access

Access Date

Attendance

Report Check

Personnel

Attendance data

Attendance Monthly

Daily Normal Report

Your position □ □ Check attendance monthly report

Work No.

Name

Department -- Select department --

Month of 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.

The screenshot shows a web application interface for generating a 'Daily Normal Report'. On the left is a 'Menu' sidebar with buttons for 'System Setting', 'Personnel', 'Access', 'Access Data', 'Attendance', and 'Report Check'. Under 'Report Check', there are sub-items: 'Personnel', 'Attendance data', 'Attendance Monthly', 'Daily Normal Report' (which is highlighted), and 'Daily Unnormal Report'. The main content area is titled 'Your position □ □ Daily Normal Report'. It contains input fields for 'Work No.', 'Name', and a 'Department' dropdown menu (currently showing '-- Select Department --'). Below these are date pickers for 'Start time' (set to 2011-03-01) and 'End time' (set to 2011-03-17). At the bottom are two buttons: 'Check' and 'Educe'.

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

The screenshot shows a web application interface for generating a 'Daily Unnormal Report'. The layout is identical to the previous form, with the same 'Menu' sidebar and main content area. The title in the main content area is 'Your position □ □ Daily Unnormal Report'. The input fields for 'Work No.', 'Name', 'Department', 'Start time', and 'End time' are the same. The 'Check' and 'Educe' buttons are also present at the bottom.

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.

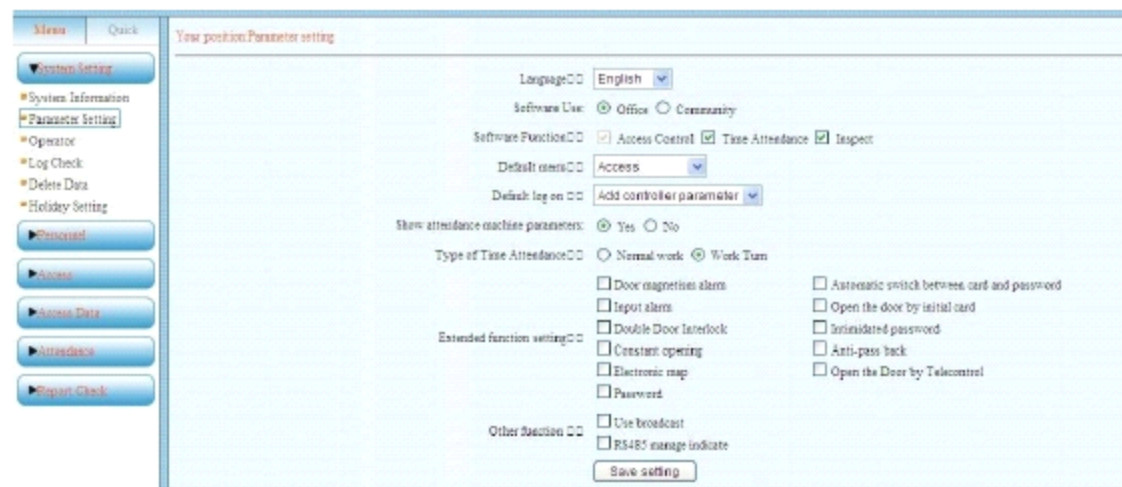
The screenshot shows a web interface for 'Set System Information'. On the left is a navigation menu with 'System Setting' expanded, showing 'System Information', 'Parameter Setting', 'Operator', 'Log Check', 'Delete Data', and 'Holiday Setting'. Below these are 'Personal' and 'Access' buttons. The main content area has the title 'Your position: Set System Information'. It contains several input fields: 'Customer Name' (filled with 'Company Name'), 'Service Provider Name' (filled with 'Copyright'), 'Service Provider Tel.' (filled with '12345'), and 'Service Provider Website' (filled with 'HTTP://12345'). There are also fields for 'Use New Password of Extended Function' and 'Confirms to use new password', both currently empty. A note next to the password field says '(Be blank if not modify, the default is 888888)'. At the bottom right are 'Modify' and 'Reset' buttons.

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

The screenshot shows a web interface for 'Add Access Parameter'. At the top left, there's a 'Company Name' field with 'Smart Card System' below it. The top right says 'Welcome! admin Modify Information Exit'. The left navigation menu has 'Add Controller', 'Add Employee', 'Assign Right', 'Update Staff Info', 'Surveillance', and a checked 'Show After Login'. The main content area is titled 'Your position: Add Access Parameter'. It features a 'Protocol' dropdown set to 'TCP large and medium-sized LAN intranet'. Below are fields for 'Controller No.' (10000000), 'Machine IP' (192.168.0.254), 'Server IP' (192.168.0.125), and 'Server Port' (8835). To the right, there are 'Controller Explain' (Controller 1), 'MASK' (255.255.255.0), and 'Gateway' (192.168.0.1). At the bottom are 'Next Step' and 'Reset' buttons, with a note: 'The field with * must be number.' The footer contains copyright information: 'Copyright © 2007-2011 Copyright Copyright Tel:12345 Web:12345'.

9 Parameter setting



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

Software Function: Office and Community.

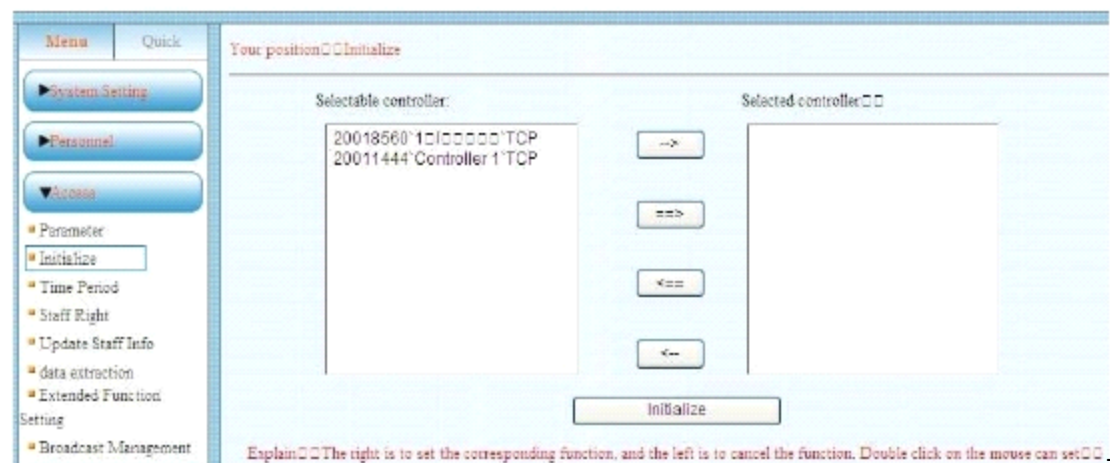
Software Function: Access Control, Time Attendance, Inspect.

Extended function

Other function

10 Controller Initialization

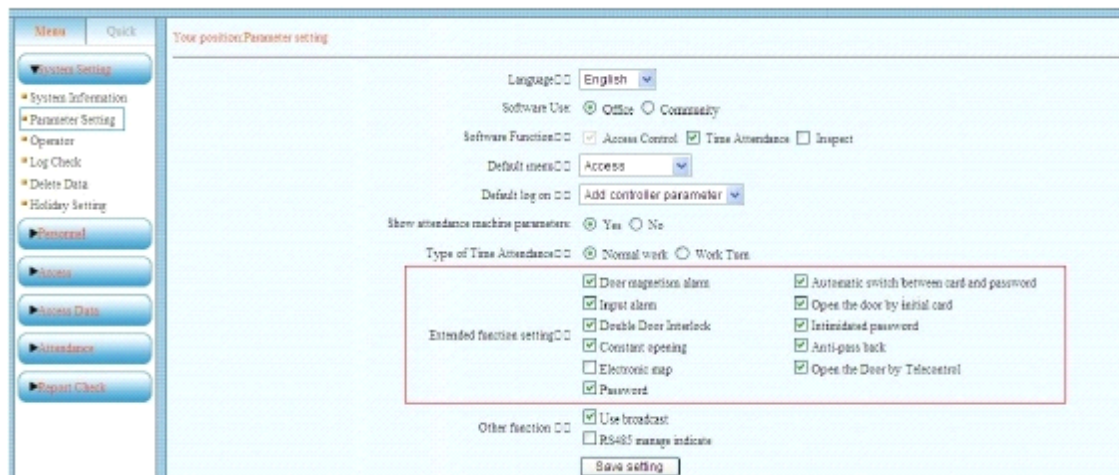
This function also use Super User name to log in, Menu –Access- Initialize, please ask the supplier for the user name and password.



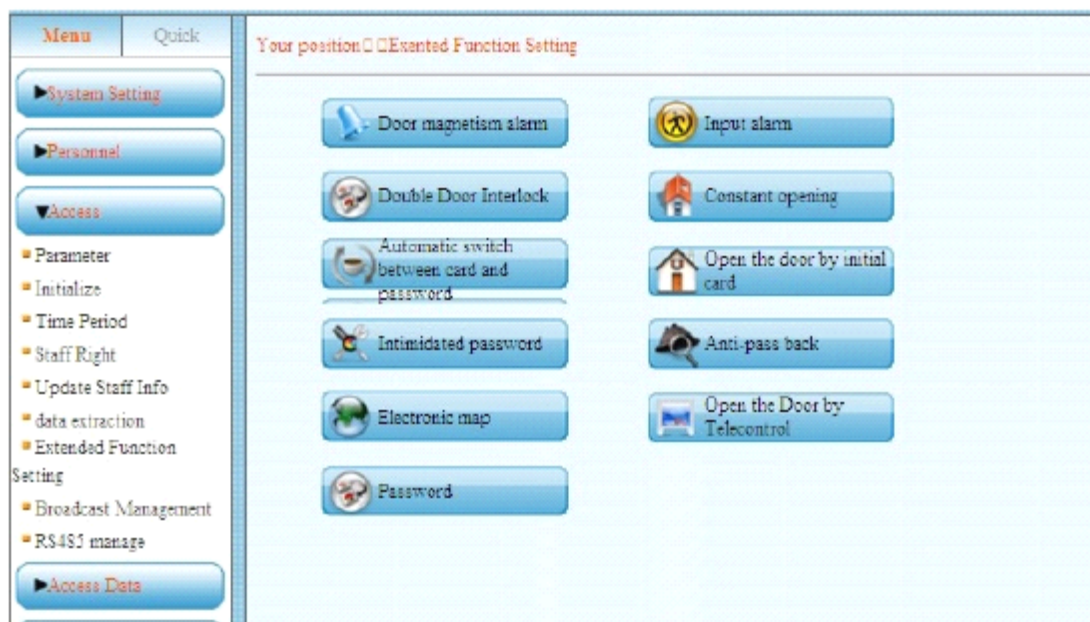
This function for debug usage , operator not need to use this function.

11 Extended Function

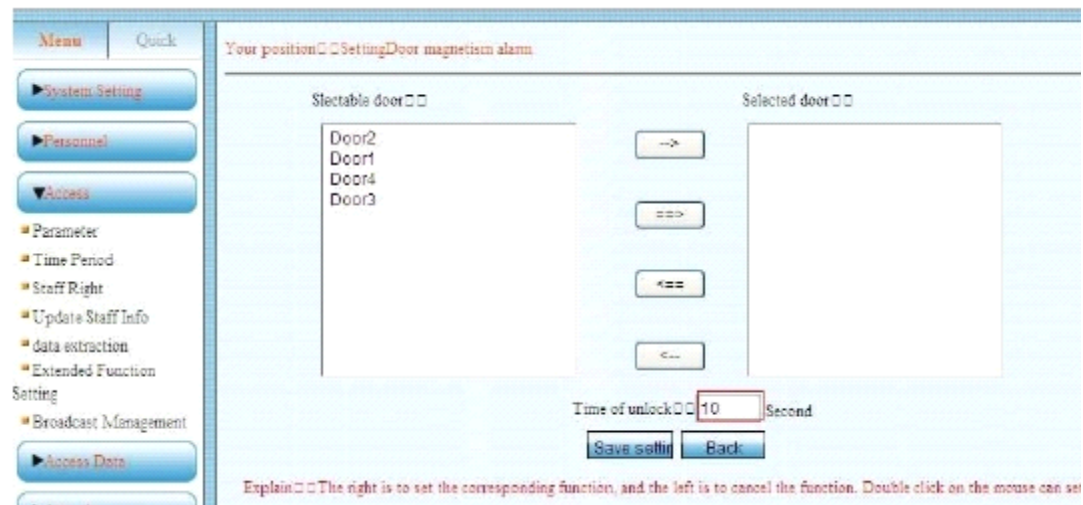
This page need use Super User name to log in, Menu-System Setting-Extended Function –Extended Function.



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.

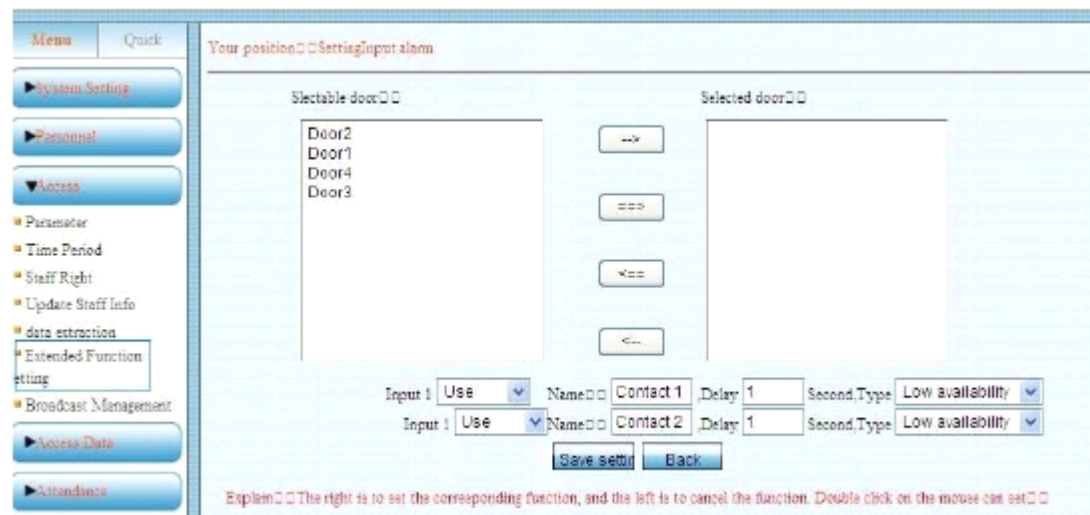


11.1 Door magnetism alarm



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.

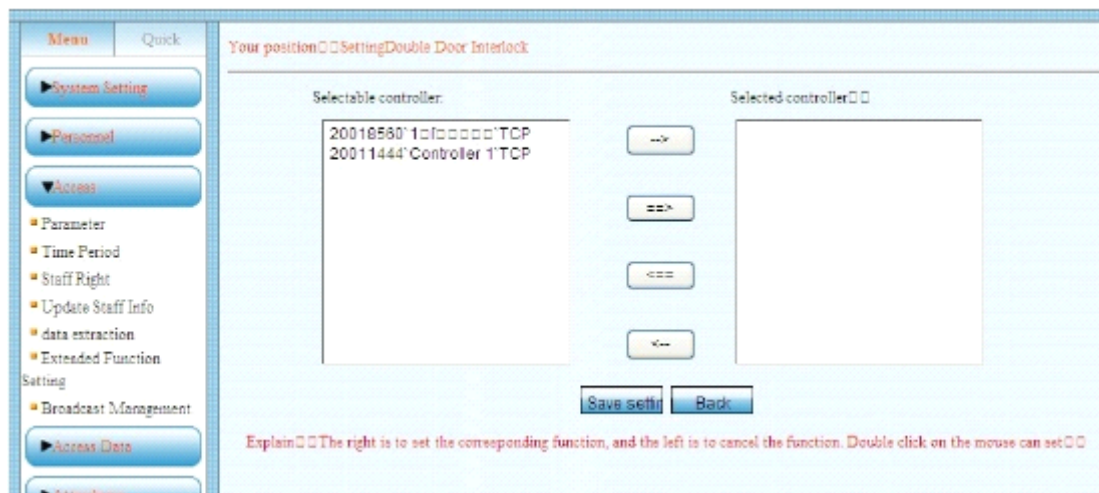
11.2 Input alarm



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

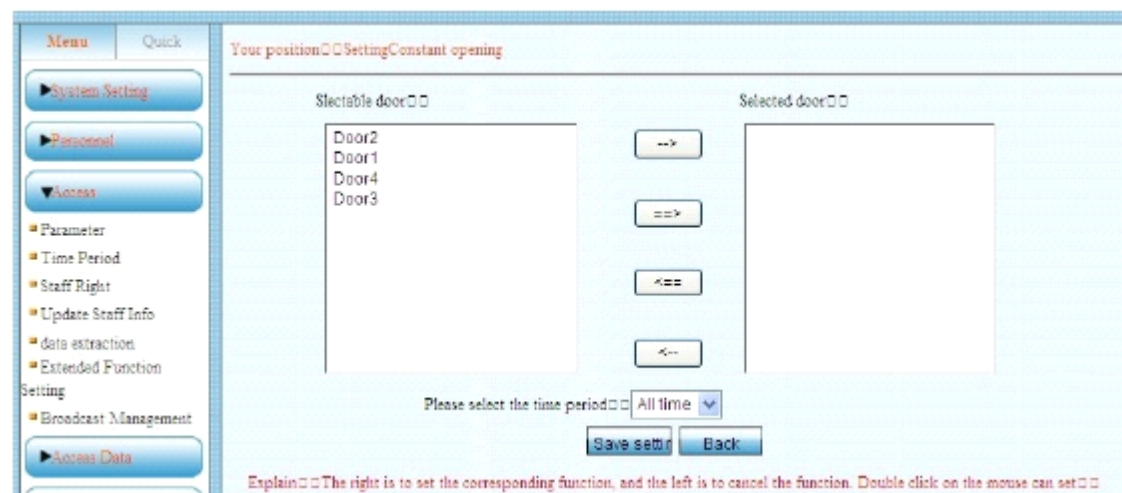
This function only used in two doors access controller



Double Door Interlock need controller connect to door sensor, this function is when door A not close, B door will can not open.

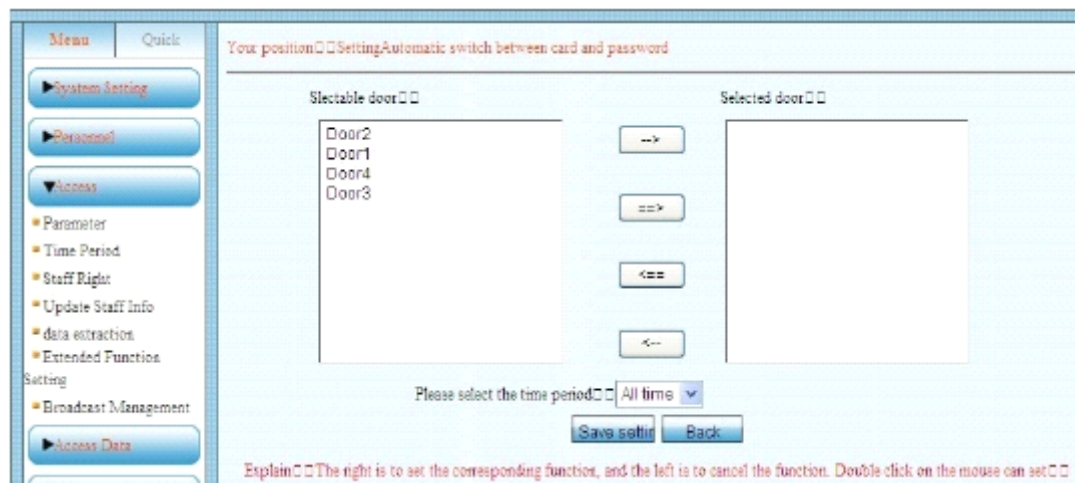
When door A close, Door B can be open.

11.4 Door Normal Open



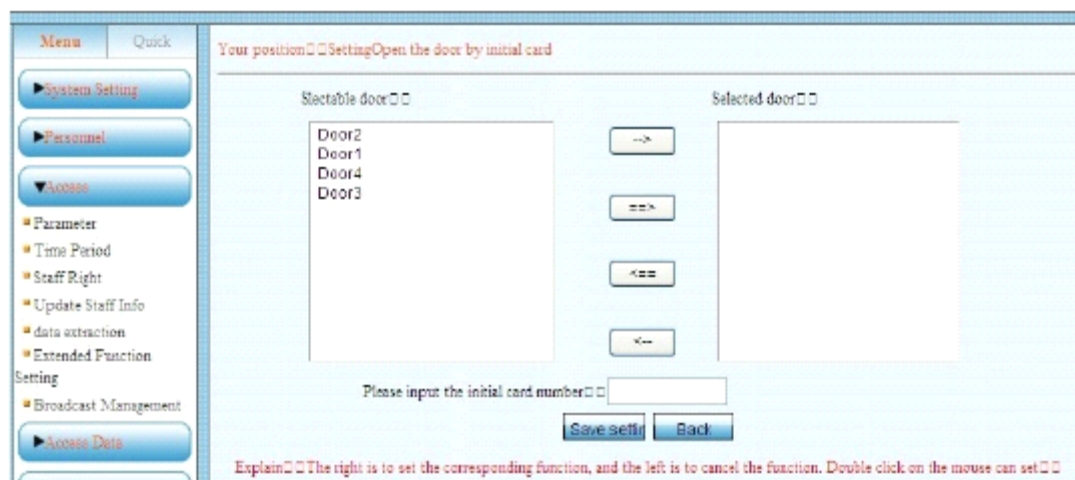
You can set the time period use this function.

11.5 Automatic switch between card and password



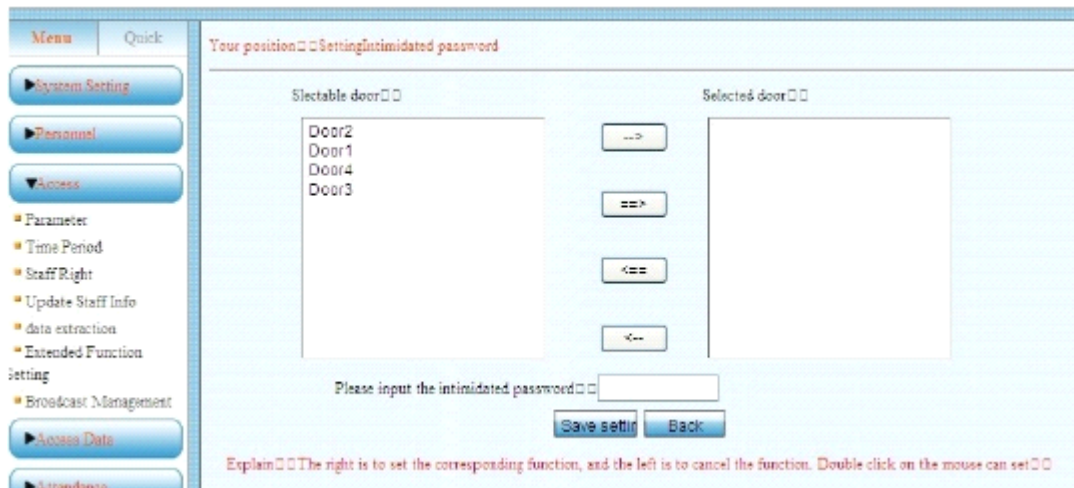
You can set the time period use this function.
Open this function the open way is card and password mode.

11.6 Open the door by initial card



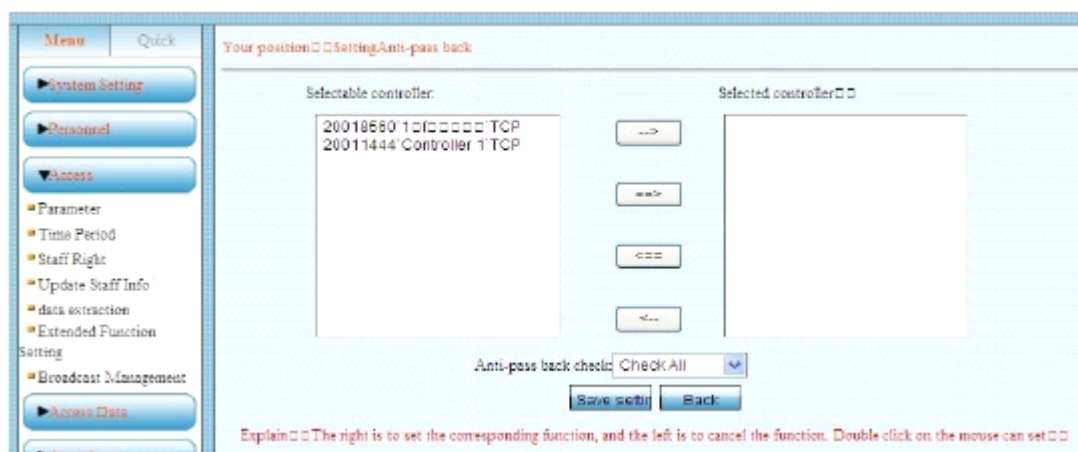
Start this function, the unit is per day.
If the Initial card doesn't swipe, other cards can not open the door.

11.7 Intimidated password



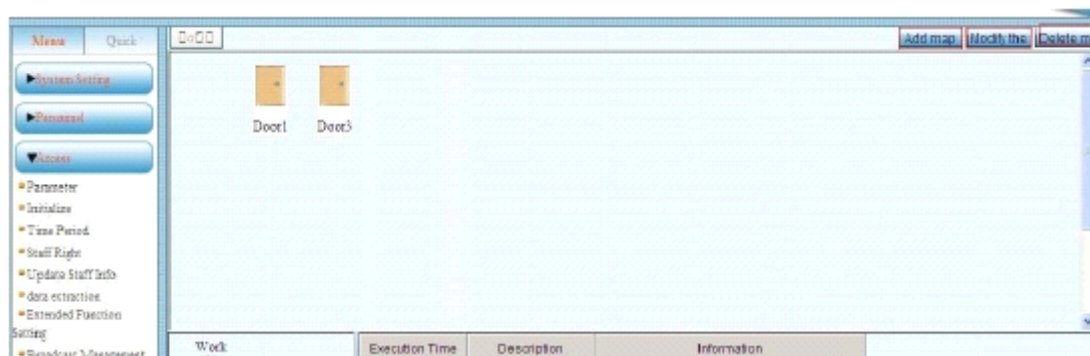
Can input one password as Intimidated password, this function is one person in the system intimidated by others, he can use this password open the door, the system will not alarm , but the system will have a intimidated alarm record.

11.8 Anti-pass back

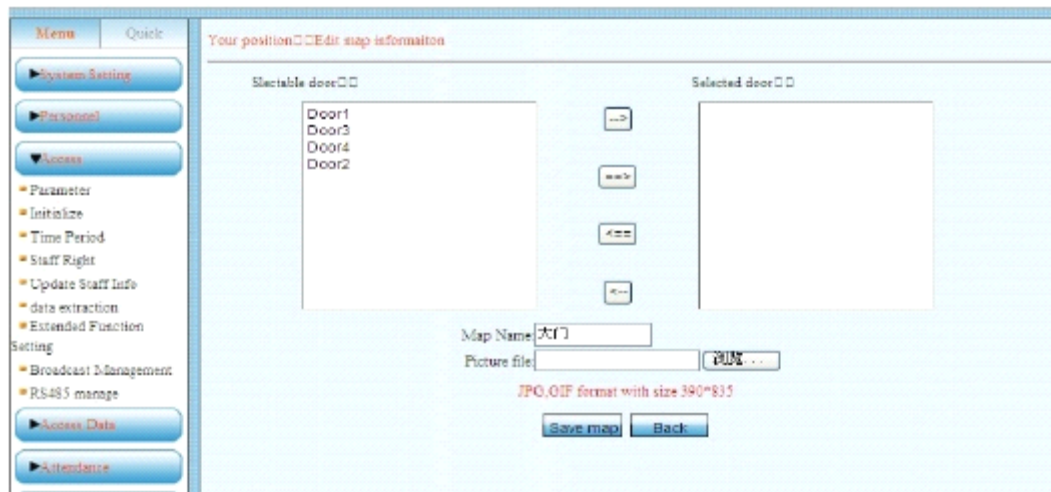


Anti-pass back is according to each door, this function is when one person don't have entry record in the system , even the card is legal card , he can not out after swipe card .

11.9 Electronic map

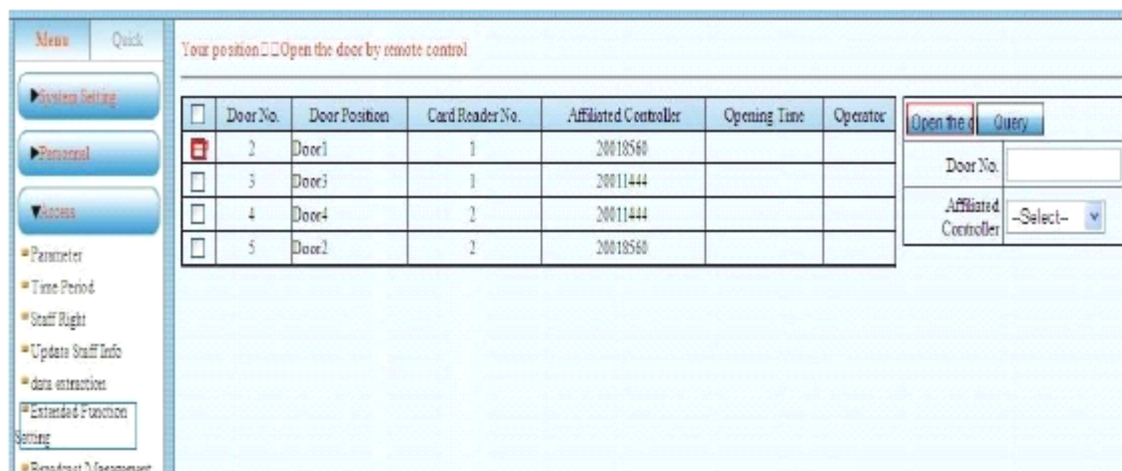


Add Electronic map, choose the map name, choose door and Browse the local picture.



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

Menu Quick

System Setting

Personnel

Access

- Parameter
- Initialize
- Time Period
- Staff Right
- Update Staff Info
- data extraction
- Extended Function
- Setting
- Broadcast Management

Your position: password change

<input type="checkbox"/>	Work No.	Name	Card Number	Department	Enabled	Modify	Mode of op	Query
<input type="checkbox"/>	4	hgh	0004345225	HR Department	Disabled			
<input type="checkbox"/>	5	vcb	0004345225	HR Department	Disabled			
<input type="checkbox"/>	1	1	0001234567	HR Department	Enabled			
<input type="checkbox"/>	12	df	000123456	HR Department	Enabled			

Page 1, 1 Pages

Work No.

Card Number

Name

Department -- Select Department --

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

Menu Quick

System Setting

Personnel

Access

- Parameter
- Initialize
- Time Period
- Staff Right
- Update Staff Info
- data extraction
- Extended Function
- Setting
- Broadcast Management

Your position: password change

-- All department --

-- All department --

Selectable employee

Selected employee

1
df
vcb

hgh

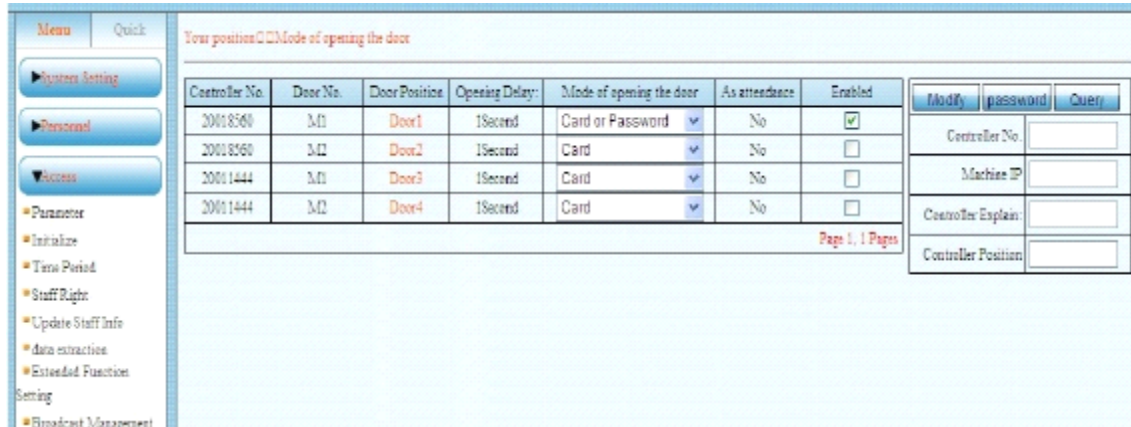
new password

password confirm

Modify Back

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

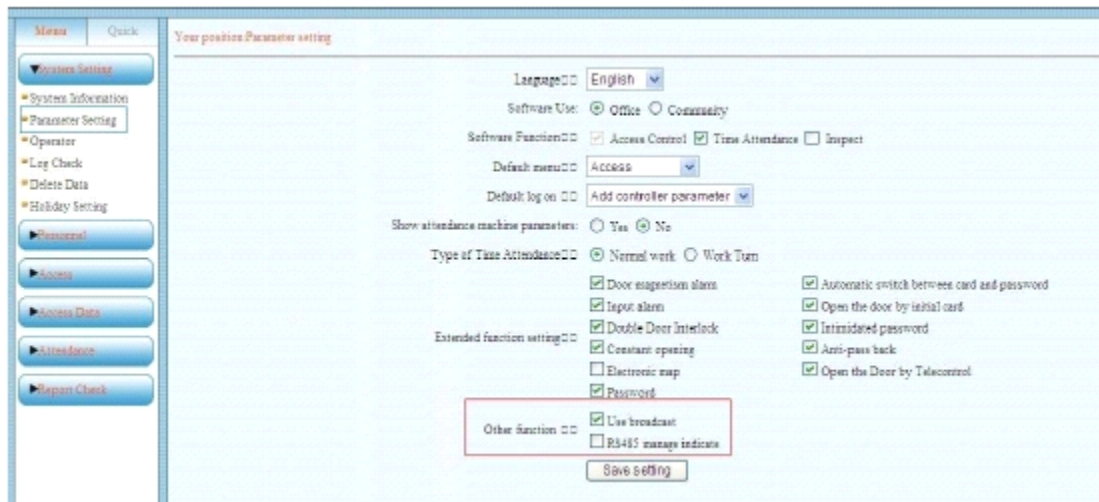
11.11.2 Open door method



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.

Menu Quick

System Setting

Personnel

Access

- Parameter
- Initialize
- Time Period
- Staff Right
- Update Staff Info
- data extraction
- Extended Function
- Setting
- Broadcast Management

Your position: Broadcast Management

Command Type: Update Now

Type of Sending: ☒ Appointed IP ☐ Broadcast

Controller IP Address: 192 168 6 125

Controller No.: 20018560:10000000

Send

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.

Menu Quick

System Setting

Personnel

Access

- Parameter
- Initialize
- Time Period
- Staff Right
- Update Staff Info
- data extraction
- Extended Function
- Setting
- Broadcast Management
- RS485 manage

Your position: RS485 communication

Controller No.: --please select--

Command: --please select--

Version Number:

State:

Send

This function mostly used in debug.