

# Access Control Attendance Management System Manual

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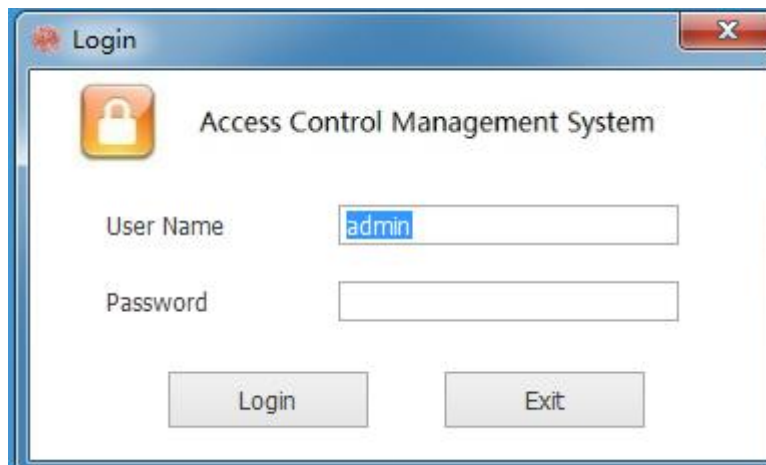
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# 1. System Management

## 1.1 User Login

(1) Click the desktop system icon, the system login interface will pop up (Figure 1-1)



(2) The system default user name is admin and the password is blank.

(3) To ensure system data security, it is recommended that users modify the login password then logging in for the first time.

## 1.2 Modify Password

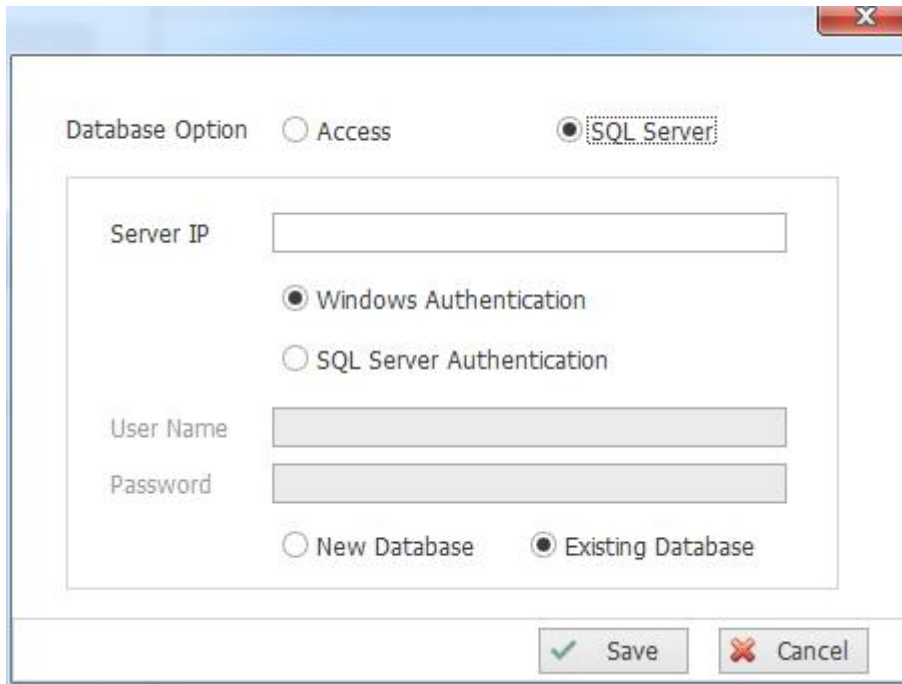
After logging in, click the[System Management] and [Modify Password]

To set your new password

## 1.3 Database Setting

(1) Click [Database Setting] to pop up the database setting operation interface, the system Support Access and SQL Server , default is Access.

User can configure the database according to the need. (Figure 1-2)



(2) If you choose SQL server database, you are advised to install SQL2000 database firstly. After the database is successfully installed, the following icon will appear at the bottom right of the computer (Figure 1-3).



Double-click this icon, the following interface will pop up, (Figure 1-4):



(2.1) SQL Server database provides two ways to connect:

New database: choose it when the software connecting to this database for the first time;

Existing database: This option has been used for the database software to be connected, if the user wants multiple clients, This option can also be selected by operating the same data over the network.

(2.2) SQL Server database server name

if the database is installed on the machine, enter The server in (Figure 1-4), such as: JamsonWu-PC or a lowercase dot ".". If the database is installed on a remote server, input the remote server IP address.

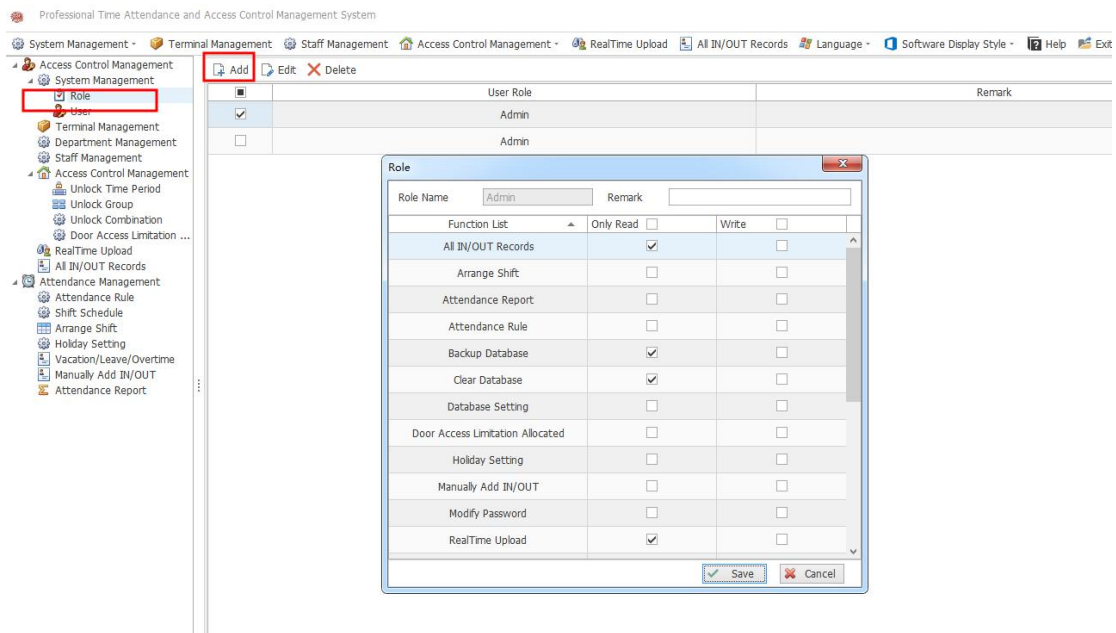
(2.3) Select the default authentication method: Windows authentication.

## 1.4 system language

This system supports Chinese Simplified, Chinese Traditional, English three languages, users can switch as needed

## 1.5 Role Management

(1) Click [Add] to enter the role new interface; (Figure 1-3)



(2) Set the role name, select the permissions to be assigned to the role, and click the [Save] button.

(3) Delete the role, select the role and delete (Note: the system default admin can not delete)

## 1.5 User Management

(1) Click the [Add] button enter into the below interface. (Figure 1-4)

The image shows a 'User' dialog box with the following fields and controls:

- User Name: Text input field
- Password: Text input field
- User Role: Dropdown menu with 'Admin' selected
- Status: Radio buttons for 'Enabled' (selected) and 'Disabled'
- Remark: Text input field
- Buttons: 'Save' (with a green checkmark icon) and 'Cancel' (with a red X icon)

(3) Add the user information, and click the [OK] button to complete  
Description:

User Role: Specifies the user's operation rights to the system. This is mandatory.

Status: User status, specifies whether the user is enabled or disabled, and if disabled, the user cannot log in the system.

## 1.6 Backup database

Back up the current database and restore it

## 1.7 Restore database

The Restored backed up database is the database for the system. After the restore, the current database will be overwritten. The software will restart after the restore is successful.

## 1.8 Clear database

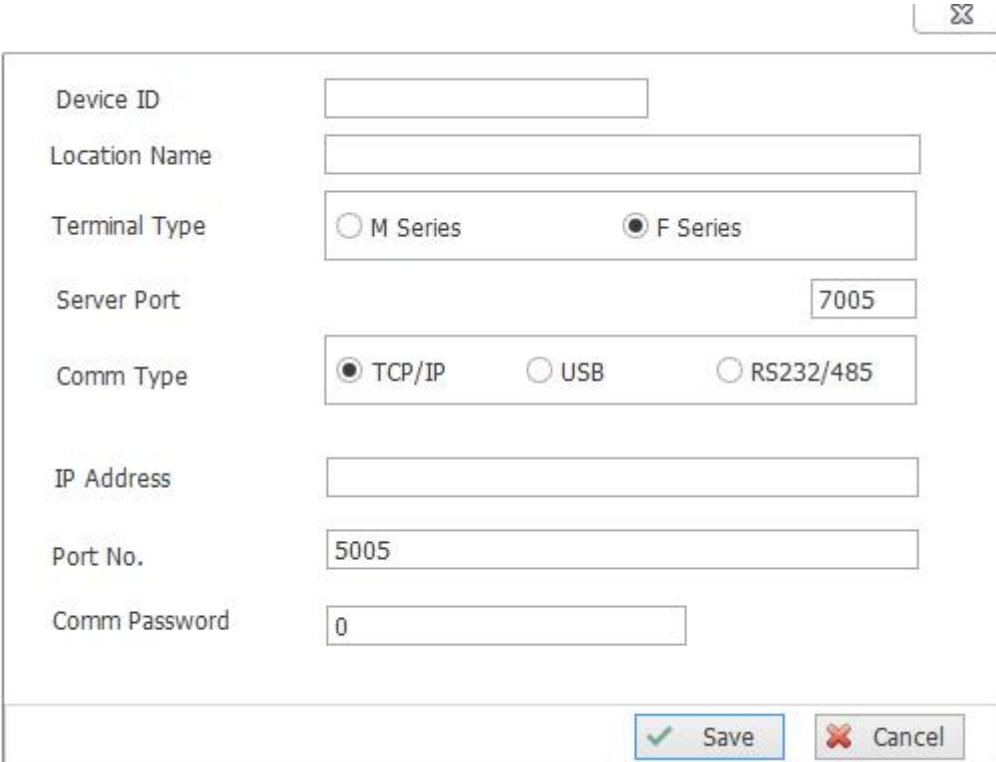
Clear all user data in the current system. Users should be caution to use this function . After clearing, the data will not be found.

## 2. Terminal management

### 2.1. Terminal Information

(1). Click the [Add] button to enter the terminal information interface.

(Figure 2-1)



The screenshot shows a configuration window for terminal information. It contains the following fields and options:

- Device ID: [Empty text box]
- Location Name: [Empty text box]
- Terminal Type: Radio buttons for M Series (unselected) and F Series (selected).
- Server Port: [Text box containing 7005]
- Comm Type: Radio buttons for TCP/IP (selected), USB (unselected), and RS232/485 (unselected).
- IP Address: [Empty text box]
- Port No.: [Text box containing 5005]
- Comm Password: [Text box containing 0]

At the bottom right, there are two buttons: a green checkmark button labeled "Save" and a red X button labeled "Cancel".

(2). Select the Comm Type, input the device connection parameters, click the [Save] button to complete the device information addition.

If the connection parameter is entered incorrectly, the system will not connect to the corresponding device, and the device name is defined by the user.

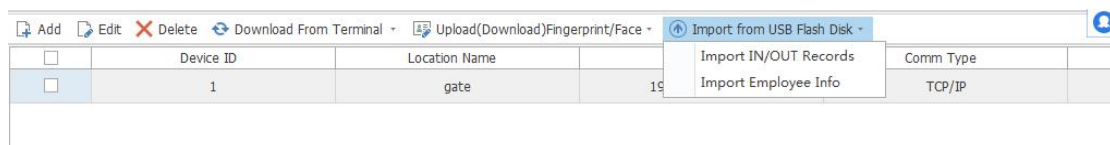
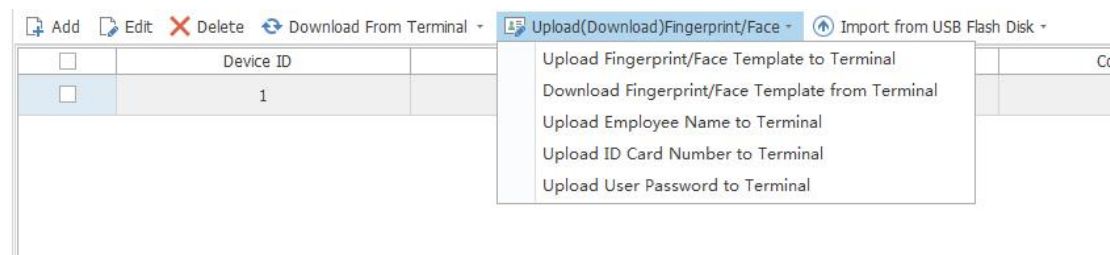
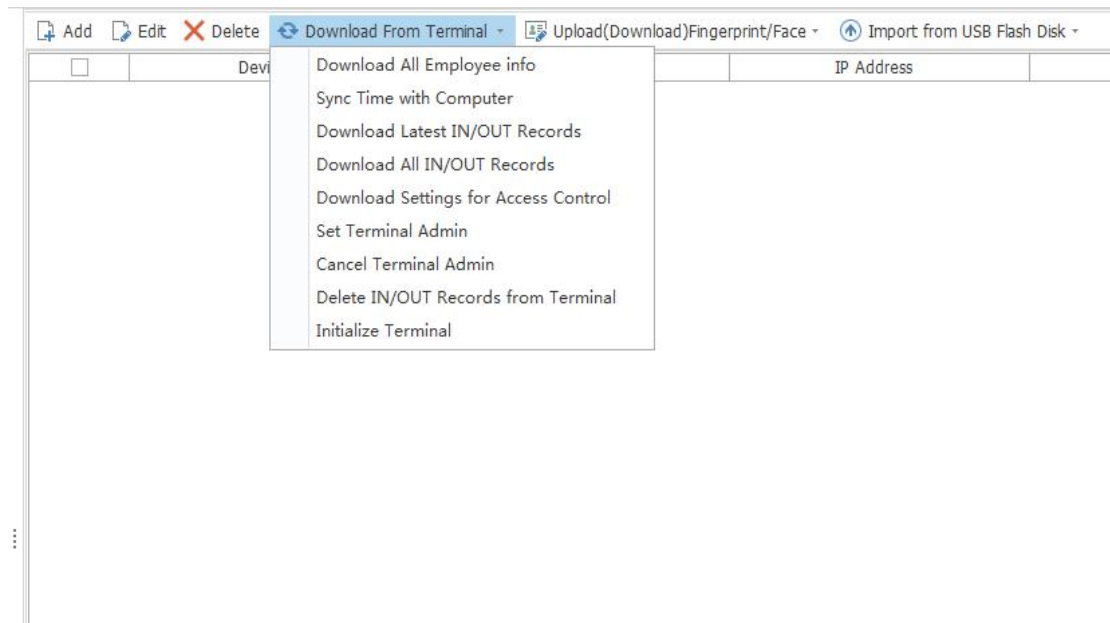
(3). The system can be connected to the device in three ways: TCP/IP,



USB, RS232/485.

## 2.2 Terminal operation

(1) After the device information is added and connected to the device, the device can be operated through the system, and the user can operate the device accordingly. (Figure 2-2, 2-3, 2-4)



(2) Download All Employee info : The all employee information is read from the device and can be imported into the system.

- (3) Sync Time with Computer: Synchronize the current computer time to the device.
- (4) Download Latest in/out Records: Read the latest records from the device.
- (5) Download All in/out Records: Read all the records from the device.
- (6) Download settings for access control: Read unlock Time period, unlock group, unlock combination from the device
- (7) Set Terminal Admin: Set administrator privileges on the device.
- (8) Cancel Terminal Admin: Cancel administrator privileges on the device
- (9) Delete in/out Records from Terminal: Clear all the entry and exit records in the device.
- (9) Initialize Terminal: Clear all data of the device.
- (10) Upload fingerprint or face template to Terminal: Send the finger and face template to the device
- (11) Download fingerprint or face template from terminal: Read the finger and face template from the device and then save in the system
- (12) Upload Employee Name to Terminal: Send the name of the employee to the device.
- (13) Upload ID card number to Terminal: send the card number of the employee from the system to the device.
- (14) Upload user Password to Terminal: send the password of the employee from the system to the device.

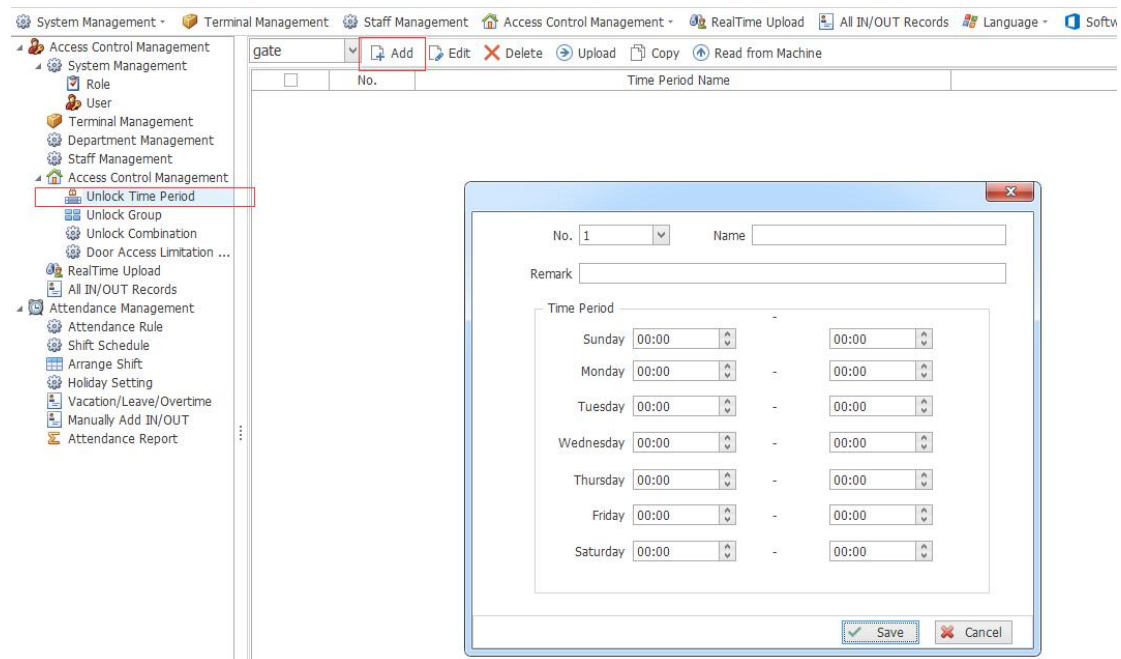
(15) Import IN/OUT Records: send the in/out records download from U-disk to the system

(16) Import Employee Info: send the employee information from U-disk to the system

## 3. Access control management

### 3.1 Unlock time period

(1) Click the [Add] button to enter the interface. (Figure 3-1)



(2) Enter the Unlock Time Period to set the time information, and click the [OK] button to save the data.

(3) Description of the unlock time period parameters:

Name: the name of the time period, defined by the user;

Number: time period number, the number range is 1-50;

Time period: the time period during which the personnel can verify the

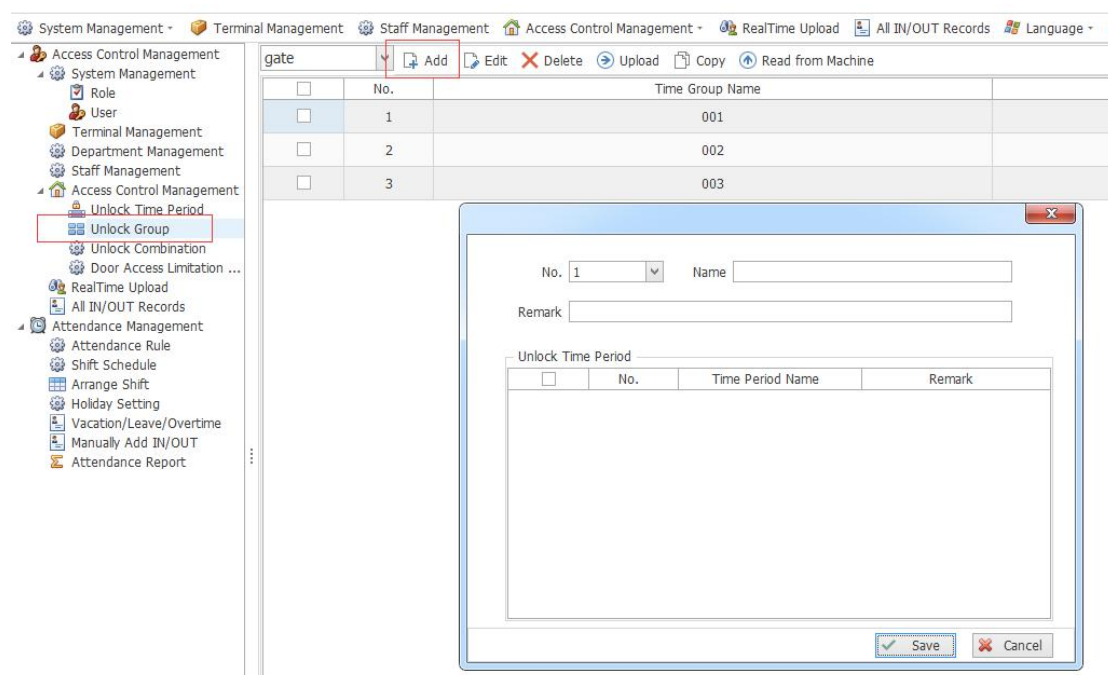
opening of the door seven days a week;

(4) Upload: Select the device in the operation interface, and then select the device to be uploaded to the device.

(5) Copy: Select the access time setting and copied,

## 3.2 Unlock group

(1) Click the [Add] button to enter the below interface. (Figure 3-2)



(2) Parameter description of the Unlock group: (Figure 3-2)

Name: unlock group name, user-defined;

Number: unlock group number, number range 1-10;

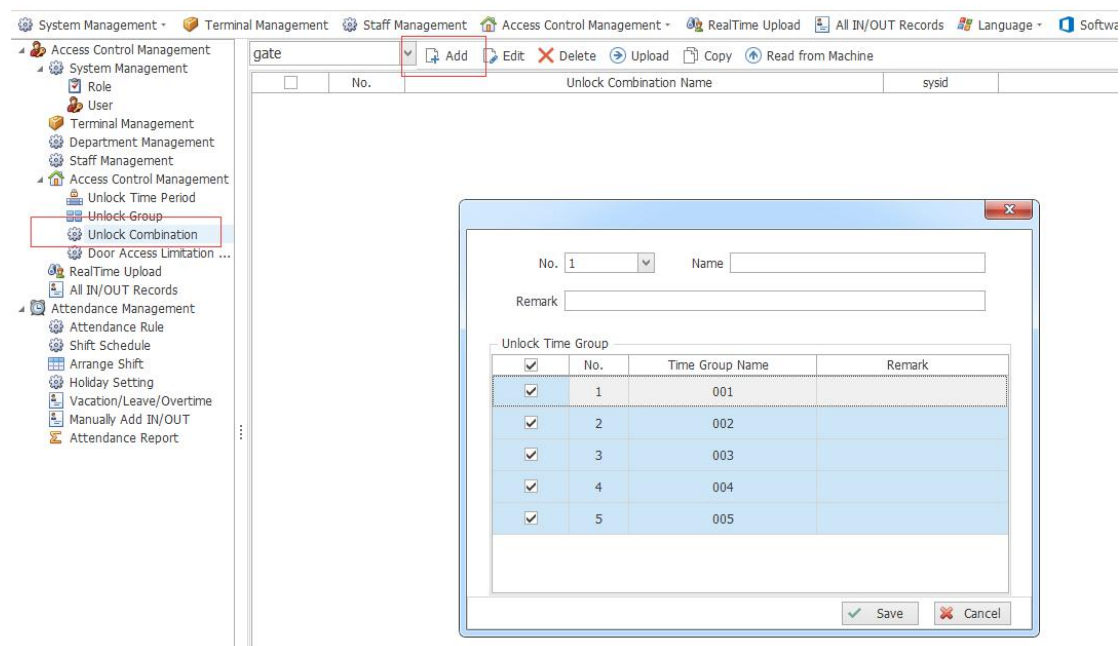
Unlock Time period: The unlock time period under the unlock group, one unlock time group can contain 3 unlock time periods.

(3) Upload: Same as "Unlock Time Period"

(4) Copy: Same as "Unlock Time Period"

## 3.3 unlock combination

(1) Click the [Add] button to enter the below interface. (Figure 3-3)



(2) Description of unlock combination parameters: (Figure 3-3)

Name: unlock combination name, user-defined;

Number: unlock combination number, number range 1-5;

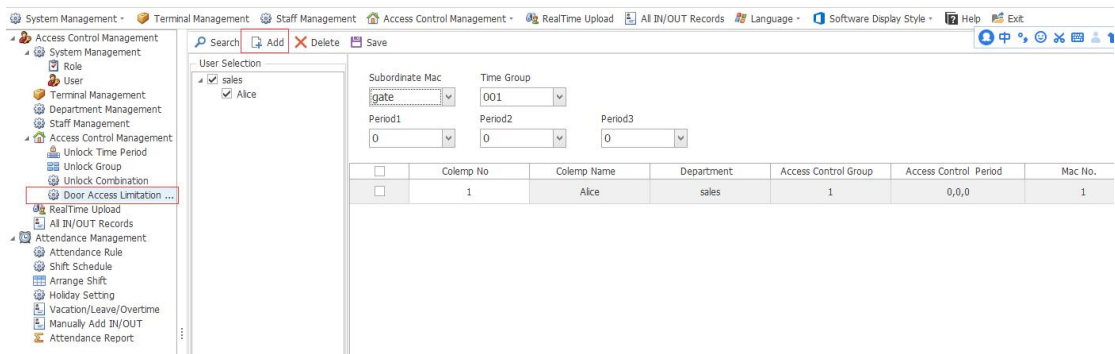
Unlock Group: The Unlock Group under the unlock combination, an unlock combination can contain up to 5 Unlock groups.

(3) Upload: Same as "Unlock Time Period"

(4) Copy: Same as "Unlock Time Period"

### 3.4 Door Access Limitation Allocated

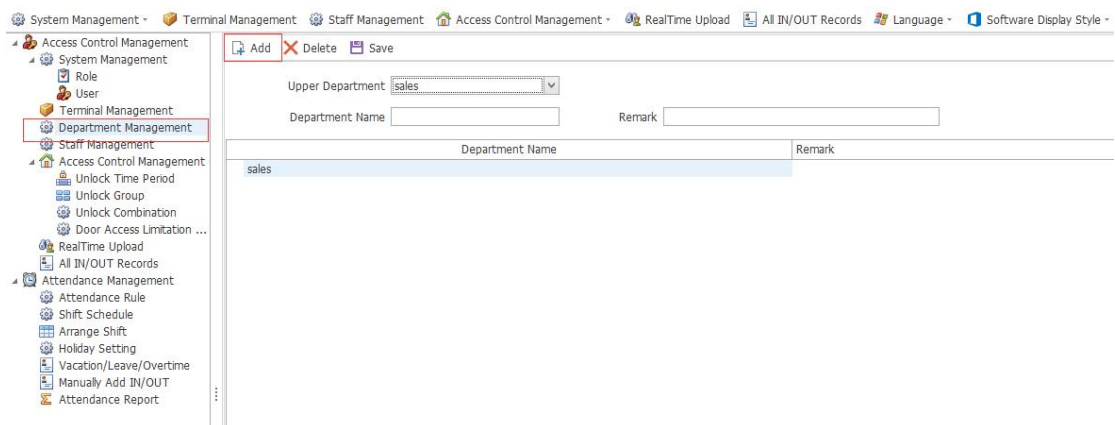
(1) Click the [Add] button and enter the setting interface. (Figure 3-4)



(2) The function is to set the time group of the specified device and its time period.

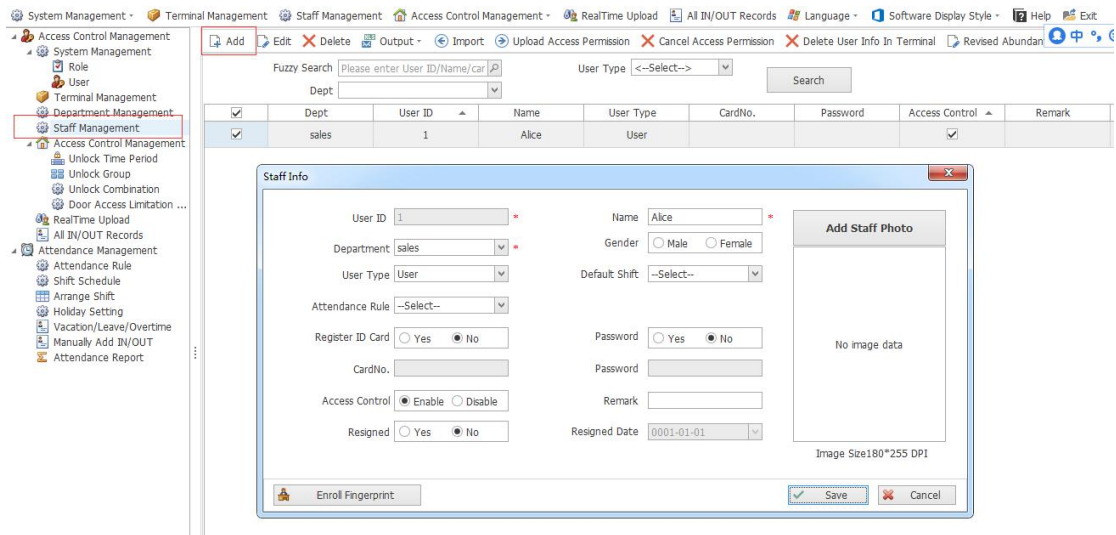
## 4. Department management

Set department information, as shown in Figure 4-1.



## 5. Staff management

(1) Click the [Add] button to enter the below interface. (Figure 4-1)



User ID: The user ID is the only item and is not allowed to be repeated;

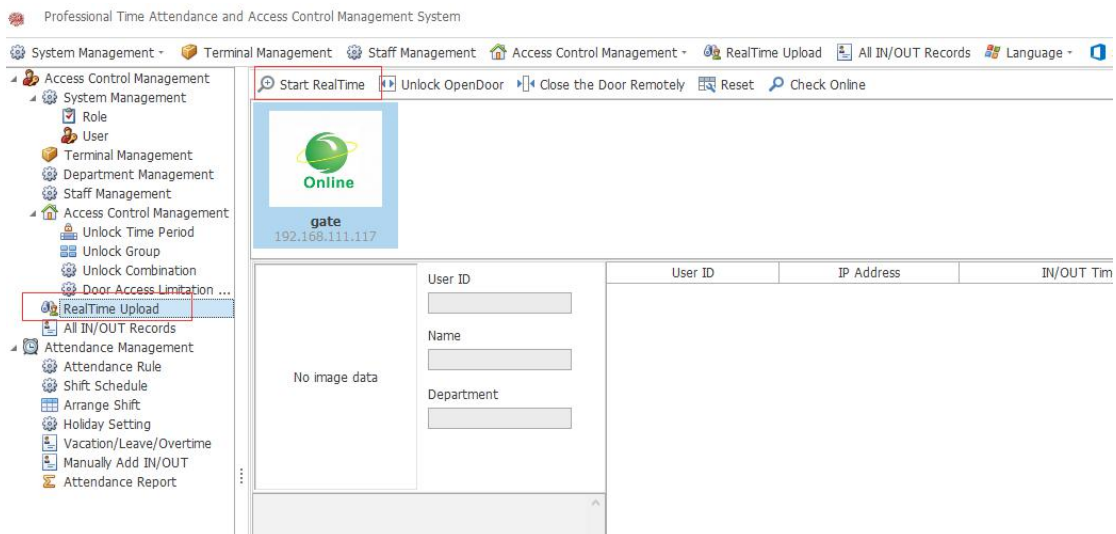
Name: required, input employee name

User Type: Have 3 types , User , Enroller, and Admin (please check the device operation instructions for the permission introduction);

Department: Required fields, the department where the user belong to

## 6. Real-time Upload

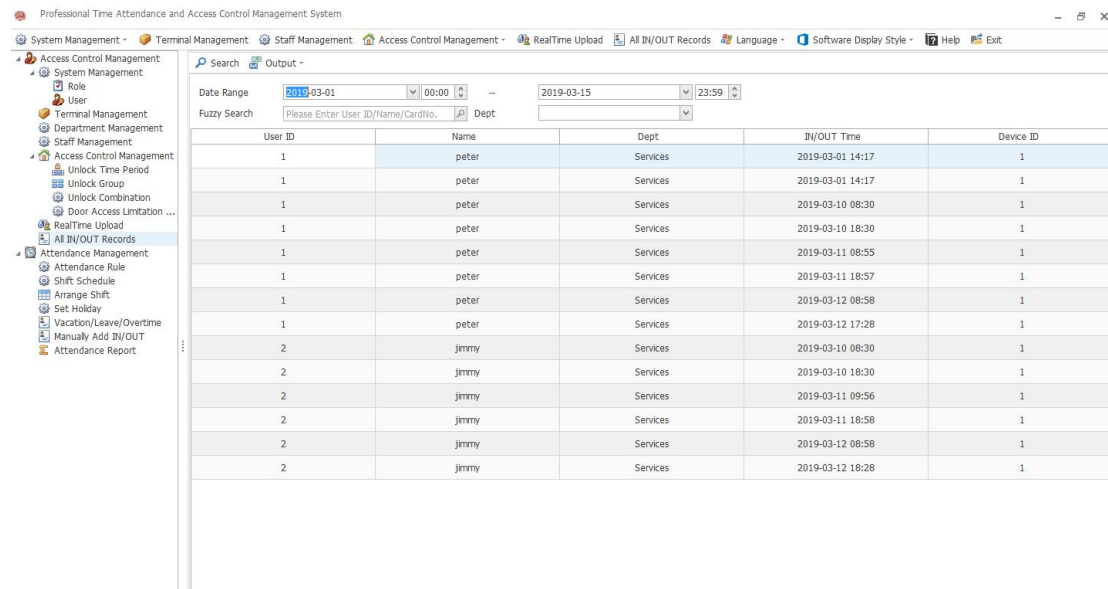
7. (1) Click the [Start Real Time] button to enter the real-time monitoring interface. (Figure 6-1)



(2) Click the [Unlock Open Door] button to open the door remotely.

## 7. All IN/OUT records

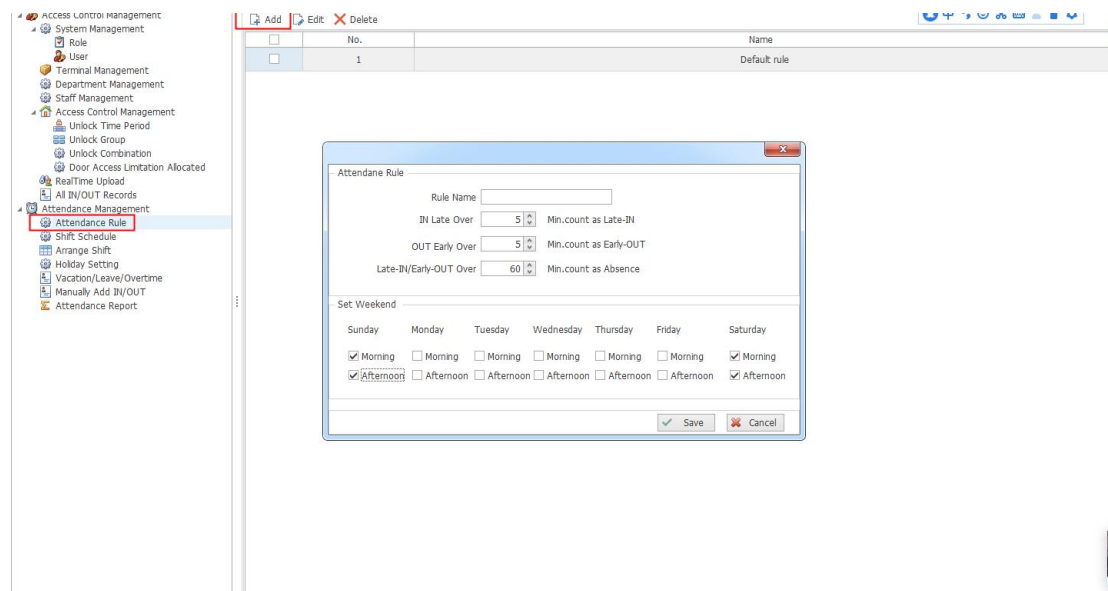
Investigate the IN/OUT records of the users as shown in Figure 7-1:



User ID	Name	Dept	IN/OUT Time	Device ID
1	peter	Services	2019-03-01 14:17	1
1	peter	Services	2019-03-01 14:17	1
1	peter	Services	2019-03-10 08:30	1
1	peter	Services	2019-03-10 18:30	1
1	peter	Services	2019-03-11 08:55	1
1	peter	Services	2019-03-11 18:57	1
1	peter	Services	2019-03-12 08:58	1
1	peter	Services	2019-03-12 17:28	1
2	jimmy	Services	2019-03-10 08:30	1
2	jimmy	Services	2019-03-10 18:30	1
2	jimmy	Services	2019-03-11 09:56	1
2	jimmy	Services	2019-03-11 18:58	1
2	jimmy	Services	2019-03-12 08:58	1
2	jimmy	Services	2019-03-12 18:28	1

## 8. Attendance Rule

(1) Click the [Add] button to enter the attendance rule interface. (Figure 8-1)



No.	Name
1	Default rule

Attendance Rule

Rule Name:

IN Late Over:  Min.count as Late-IN

OUT Early Over:  Min.count as Early-OUT

Late-IN/Early-OUT Over:  Min.count as Absence

Set Weekend

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input checked="" type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input type="checkbox"/> Morning	<input checked="" type="checkbox"/> Morning
<input checked="" type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input type="checkbox"/> Afternoon	<input checked="" type="checkbox"/> Afternoon

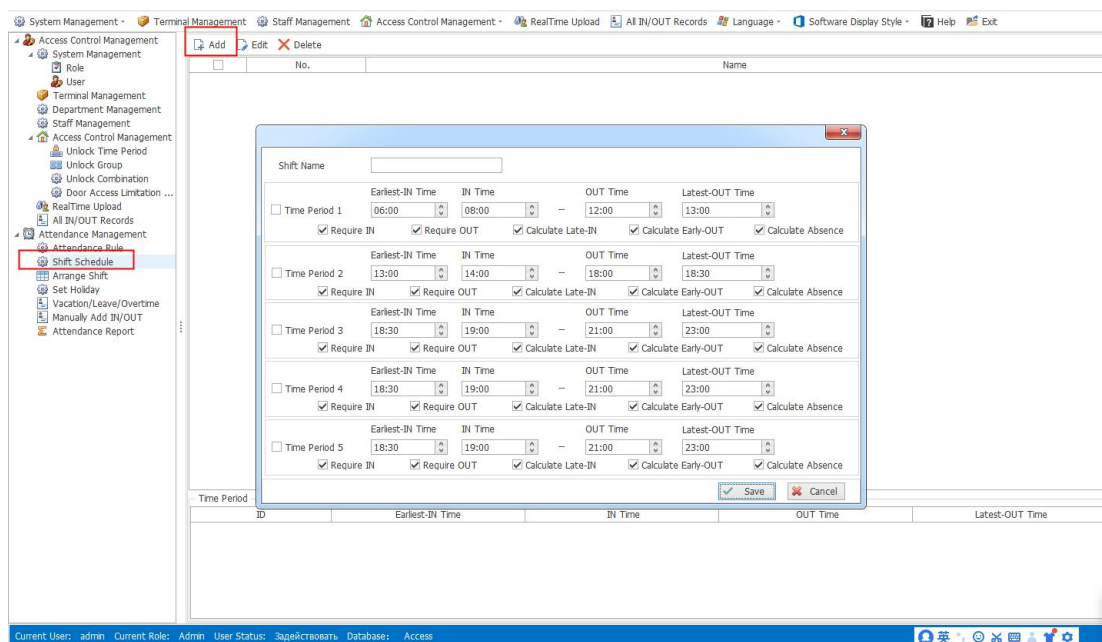
Save Cancel

## 9. Shift Schedule



(1) Click the [Add] button to enter the attendance shift setting interface.

(Figure 9-1)



(2) **Parameter description:**

**Time period 1:** represents the first time period.

**Time period 2:** represents the second time period.

**Time period 3:** represents the third time period.

**Time period 4:** represents the fourth time period.

**Time period 5:** represents the fifth time period.

one shift can set 5 periods

**Require IN :** if choose it , it is required to check in when on work

**Require OUT:** if choose it, it is required to check out when leave work;

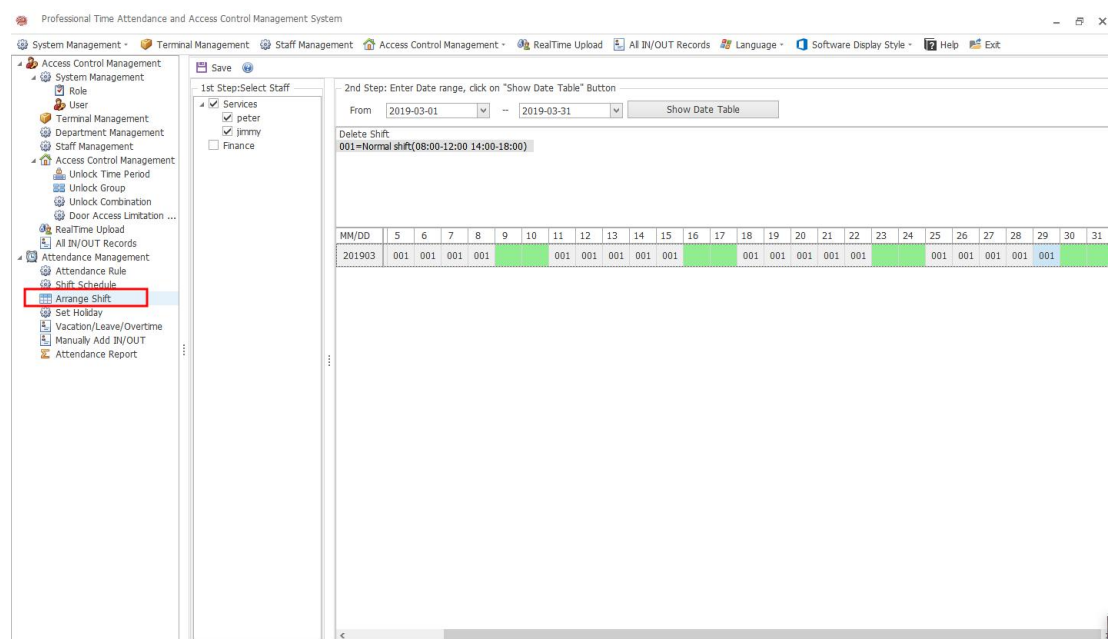
**Calculate Late-IN:** If choose it, when someone late for work,it will be calculate Late in,if not choose , will not calculate.

**Calculate Early-OUT:** If choose it, when someone early leave ,it will be calculate early out,if not choose , will not calculate.

**Calculate Absence:** If choose it, it will be calculate absence when someone not working

## 9. Arrange shift

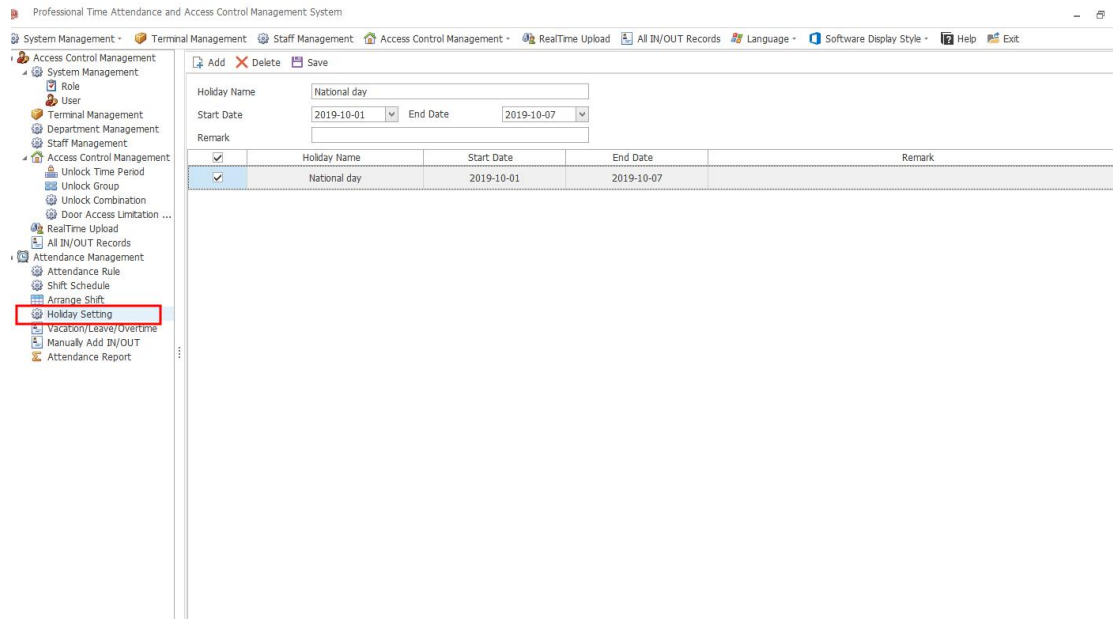
10. (1) Enter the Arrange Shift interface. (Figure 10-1)



(2) First select the staff , then enter date range, click on [Show Date Table] button, it will display the shift information.

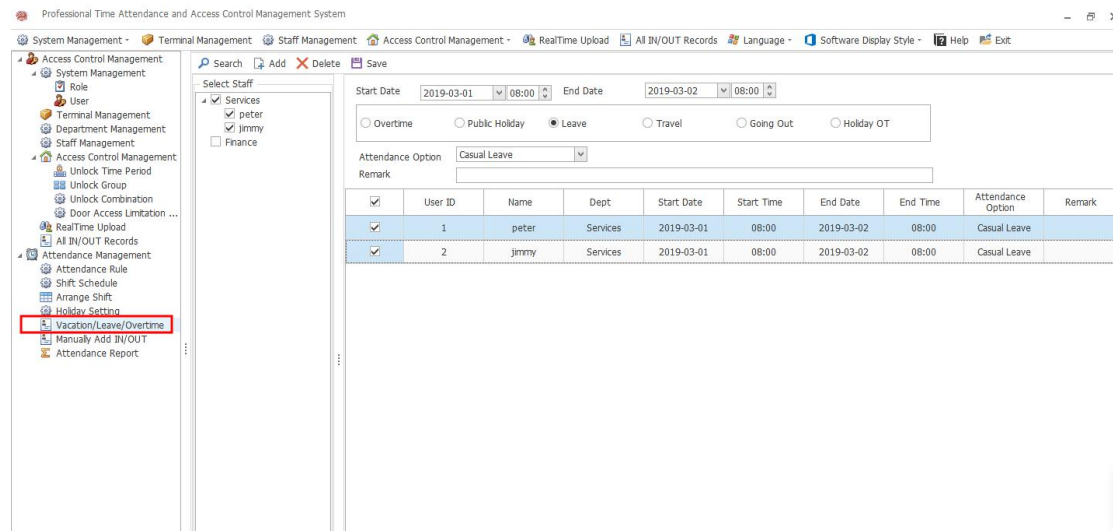
(3) Arrange shift description: Selects a shift, and then clicks a grid to modify the shift in the table , you can click continuously, or hold down the mouse to drag a range of areas to schedule

## 11. Holiday Setting



## 12. Vacation / Leave / Overtime

(1) Select the staff , click the [Add] button, enter the start and end date, select the Attendance Option, and then click the [Save] button.

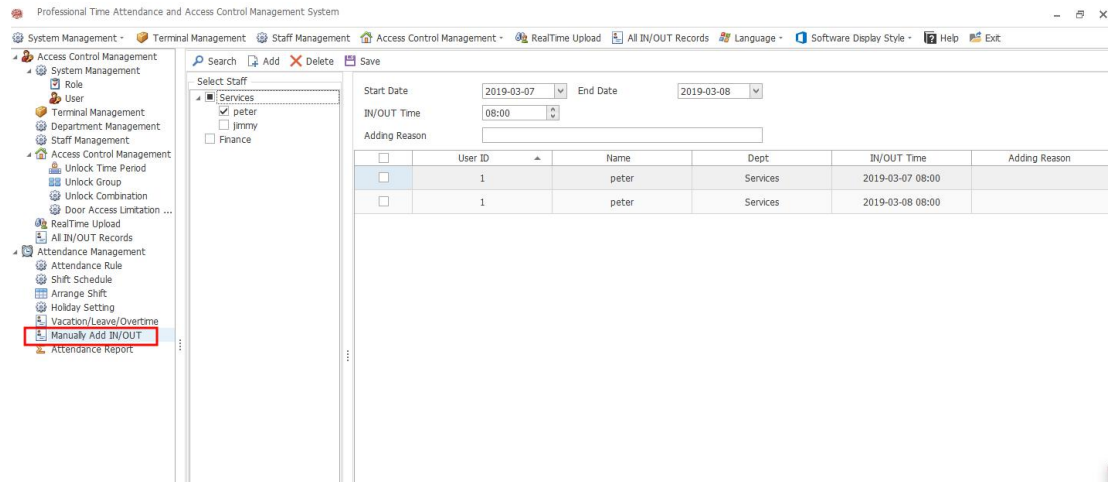


(2) Holiday OT: Change the public holiday time to require normal attendance.

## 13. Manually Add IN/OUT

(1) Select the staff , input the start and end date ,manually add in/out time,

and click the [Save] button.



## 14. Attendance report

(1) Select the staff , enter the start date and end date, and then click [Process IN/OUT Records for Report] to generate the attendance report.

