

# **Professional Access Control Software Manual**

## **System Requirements**

The following running conditions are recommended for the access control software:

Operating system: Windows 98 and above, including Win XP and Win Server

Database: MS Access and MS SQL Server

CPU: P2 800 MHz

Memory: 256 MB

Display: 1024×876 pixels

## Software Installation

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Before installing the access control software, make sure that the minimum installation requirements are met (refer to System Requirements).

Procedure of installing the access control software:

1. Install the database system. If the MS Access database is used, no installation is required, because the operating system itself provides this function. If the MS SQL Server is used, installation is required, and SQL2000 is recommended.
2. Install the access control software by following the installation wizard.
3. Switch over the database. If the MS Access database is used, no operation is required, and the software can directly run at the end of installation. If the SQL database is used, it is required to install the dedicated database system of the access control software into the SQL database, and then switch the database with the DataBaseSetup.exe tool under the installation directory, to enable the dedicated database.

After the software is installed and the database works normally, the access control software can run.

**The default startup user name is “admin” without password. After login, you can add more users.**



## Basic Work Flow

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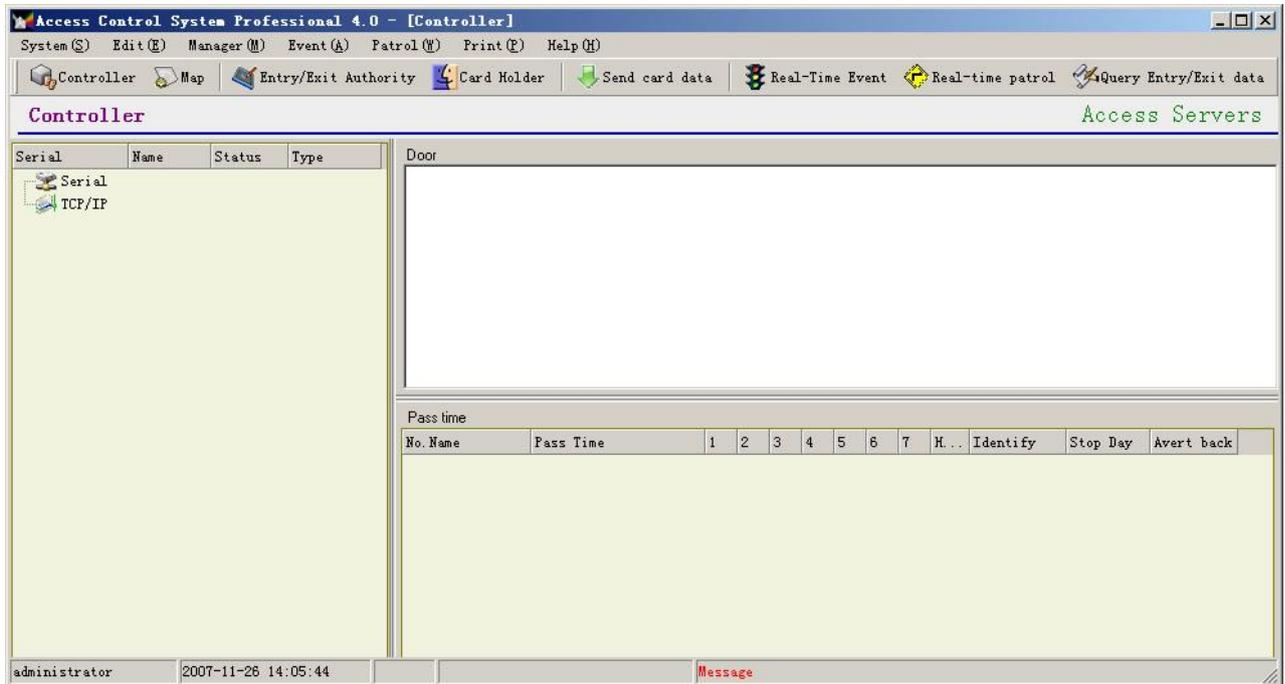
- 1 **Software installation**
- 2 **Running of the login software**
- 3 Serial interface communication management.
- 4 **Device management —Adding controller, entering the Serial No. (or IP address) and model, connecting with controllers to activate the communication**
- 5 Settings of door parameters — Time settings
- 6 **Updating of control parameters**
- 7 **Defining of access control authority**
- 8 **Card Holder management — Adding a person— Distributing cards— Authorizing personnel**
- 9 **Downloading card data**
- 10 Data viewing

Note: The steps in red must be operated.

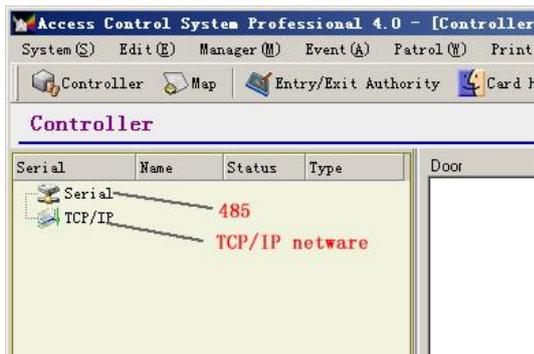
## Access Control Device Management

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After startup, the access control software can manage all access control devices. The initial window after startup is shown below.



On the access control device window, you can manage all access controllers (including 485 type and TCP/IP type). On the left pane in the above window, [Serial] indicates the 485 communication interface, and [TCP/IP] indicates the controller interface in Ethernet communication mode. Based on the controller actually used, select the corresponding communication interface.



Checking 485 Interface

For the 485 communication mode, right-click [Serial] and select [Edit Serial Port] on the shortcut menu.

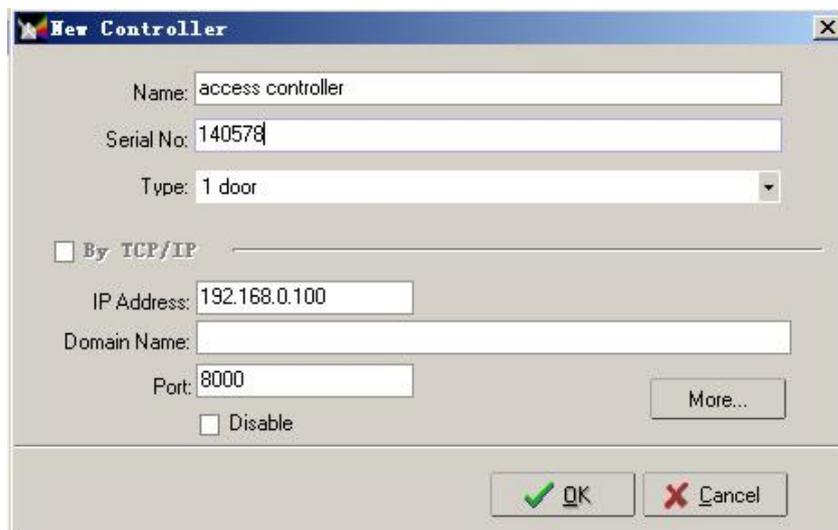


## 1. Adding a controller

Select the proper communication interface, right-click this interface and select [New Controller] on the shortcut menu.



In the window that appears, edit the controller parameters, as shown below.

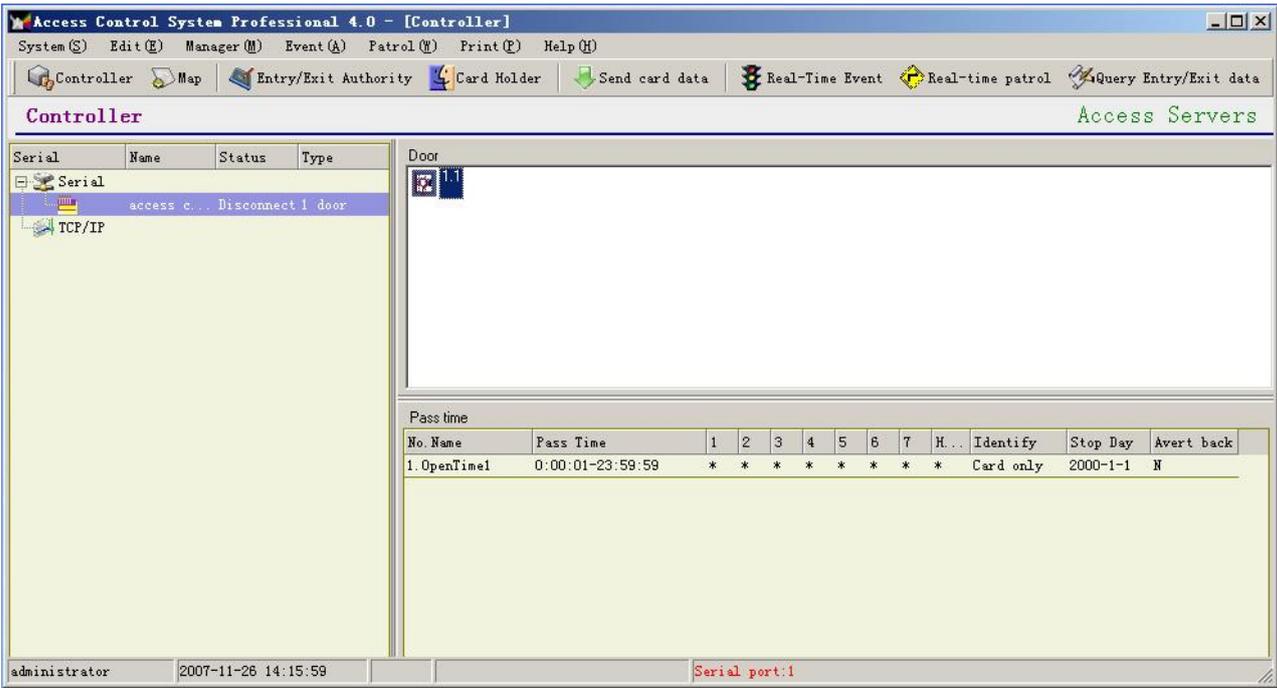


**Name:** Name of the controller.

**Serial No.:** Serial number of the controller. **You can find such information on the main board of the controller.**

**Model:** Model of the controller. The sequence number indicates the model: 1 at the first place means 1-door controller; 2 at the first place means 2-door controller; 4 at the first place means 4-door controller.

After a controller is added, the window is as shown below.



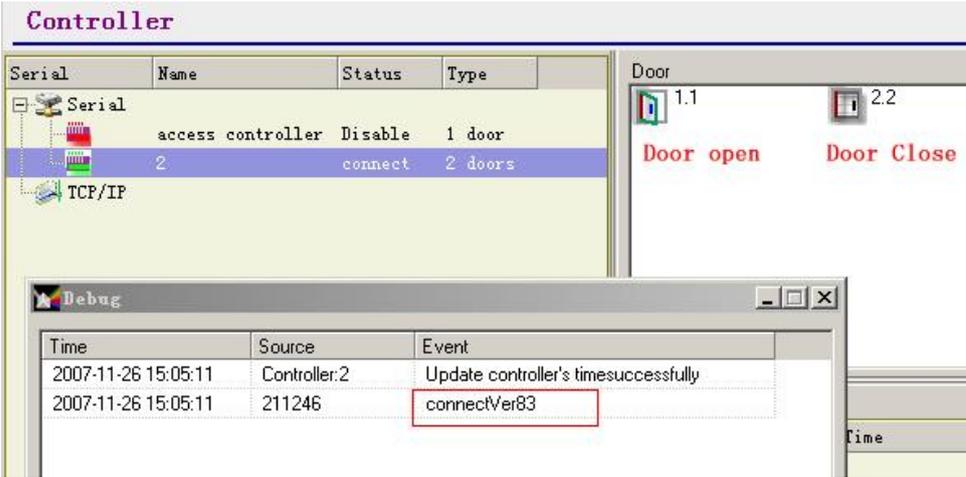
The left pane shows the controller, the upper right pane shows the doors and the lower right pane shows the opening time.

Controller status:

**Red** (shielding): Prohibiting the communication between software and controllers. Usually, when the controllers are not installed or not working, or communication failure occurs, you can shield the controllers.

**Yellow** (disconnection): In this status, the software attempts to communicate with controllers, but communication fails.

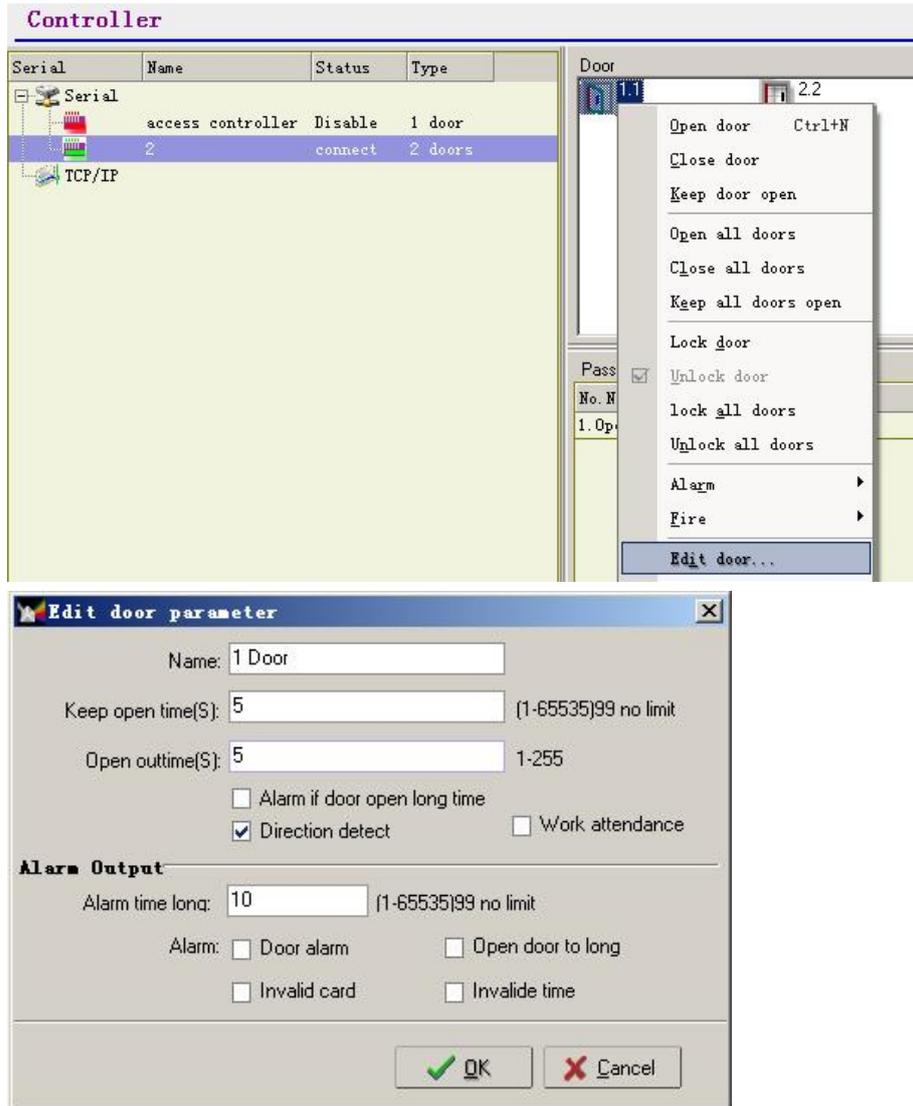
**Green** (normal connection): In this status, the communication connection between software and controllers is normal, and data transfer is supported.



In debug form, you can see the version of controller's firmware. Such as Ver 83.

## Modifying door parameters

Double-click a door icon, or right-click it and select [Edit Door] on the shortcut menu, as shown below.



**Name:** Name of the door

**Keep open time:** The period in which the door is unlocked after a person swipes in, during which the person should go into or out of the door. When this period expires, the door is locked again.

**Open timeout:** After a person swipes in, the door is unlocked and then locked again when the opening duration expires. However, at this time, the door may be not closed, because the door may be still opened. If the door is still opened after this period expires since the lock enters the locking status, the system regards opening timeout. In other words, this value is the duration of too long opening.

**Alarm of too long opening time:** Reporting or not reporting an alarm when the door opens for a too long time.

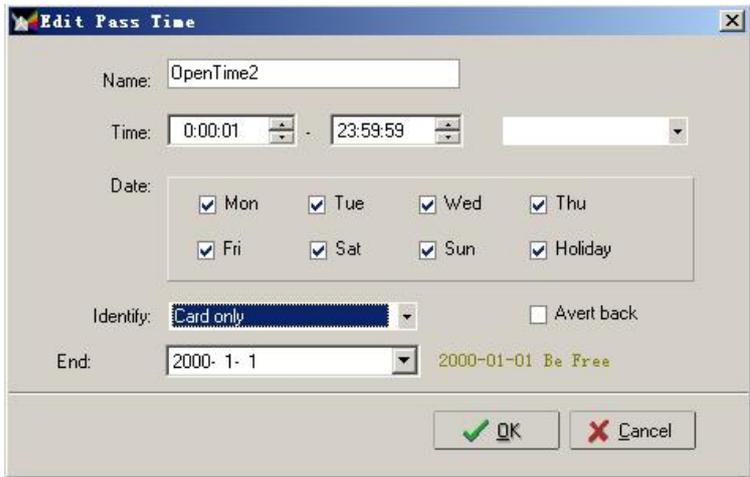
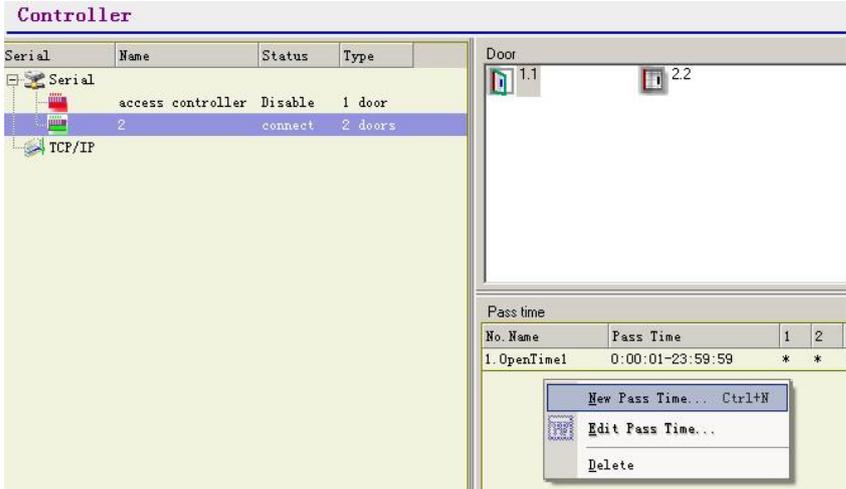
**Bidirectional inspection:** Inspecting the actions of going in the going out after a person swipes in. This function is only valid for the single-card identification mode.

**Work Attendance checkpoint:** Indicating whether this door functions as an attendance checkpoint. If it functions as an attendance checkpoint, the swiping-in action here can be used as attendance record.

Alarm output:	Setting the alarm output when events occur at this door.
Alarm duration:	Setting the duration of the alarm at the alarm output point.
Door alarm:	Alarming when the door is illegally opened, without swipe-in or button pressing action.
Invalid card:	Alarming when an invalid card is used for swipe-in.
Too long opening duration:	Alarming when the door opens for a time longer than the preset opening timeout.
Invalid time:	Alarming when the swipe-in occurs out of preset period.

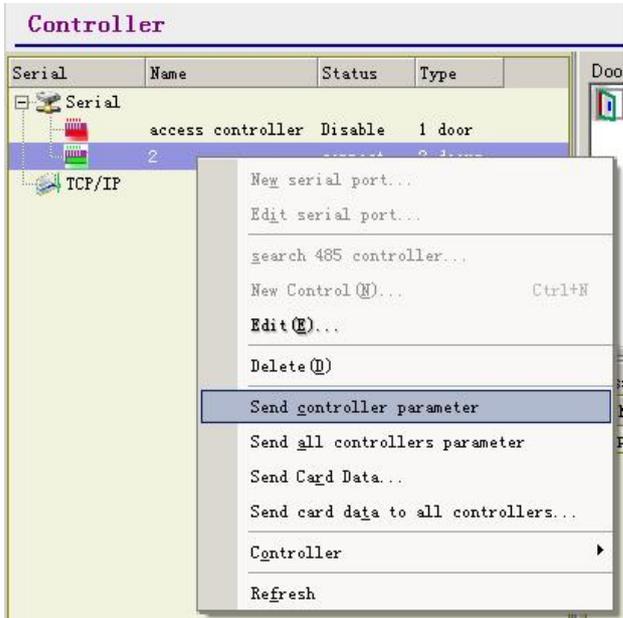
2. Door opening schedule

After adding a controller, you need to set opening time for each door. Select a door, and right-click on the opening time area.



3. Updating controller parameters

**Note:** All controllers, doors and opening schedules can be called controller parameters. After setting such parameters, you need to send the settings to the controller for activation.



## Real-time Event

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After setting up communication connection with devices, the access control software automatically collects various record information, including swipe-in record, alarm record and change of door magnetic status. At the same time, it displays such information on the software window.

The screenshot displays the 'Real-time Event' window of the access control software. The window has a menu bar with options: Controller, Map, Entry/Exit Authority, Card Holder, Send card data, Real-Time Event (selected), Real-time patrol, and Query Entry/Exit data. The main area is titled 'Real-time Event' and contains a table of event records. To the right, there is a section for 'Entry/Exit' details and an 'Alarm' log.

Time	Card No	No	Name	Source	Note
2007-11-26 15:17:20	00014132468	3	Bush	2 - 2	Entry access
2007-11-26 15:17:19	00014132468	3	Bush	2 - 2	Entry access
2007-11-26 15:17:17	00013823283			2 - 2	Invalide door
2007-11-26 15:17:16	00013823283			2 - 2	Invalide door
2007-11-26 15:17:14	00013823283			2 - 2	Invalide door
2007-11-26 15:17:13	00001728857			2 - 2	Invalid card
2007-11-26 15:17:12	00001728857			2 - 2	Invalid card
2007-11-26 15:17:12	00001728857			2 - 2	Invalid card
2007-11-26 15:17:10	00013823283			2 - 2	Invalide door
2007-11-26 15:17:08	00014132468	3	Bush	2 - 2	Entry access
2007-11-26 15:16:43	00014132468	3	Bush	2 - 2	Entry access
2007-11-26 15:16:42	00013823283			2 - 2	Invalide door
2007-11-26 15:16:38	00001728857			2 - 2	Invalid card

**Entry/Exit** (Full screen)

Time: 2007-11-26 15:17:20

No: 3

Name: Bush

Card: 00014132468

Source: 2

Note: Entry access

**Alarm**

Time	Alarm	Source
2007-11-26 15:17:03	Door alarm	1 / 2
2007-11-26 15:16:56	Door release	1 / 2
2007-11-26 15:16:55	Door release	2 / 2

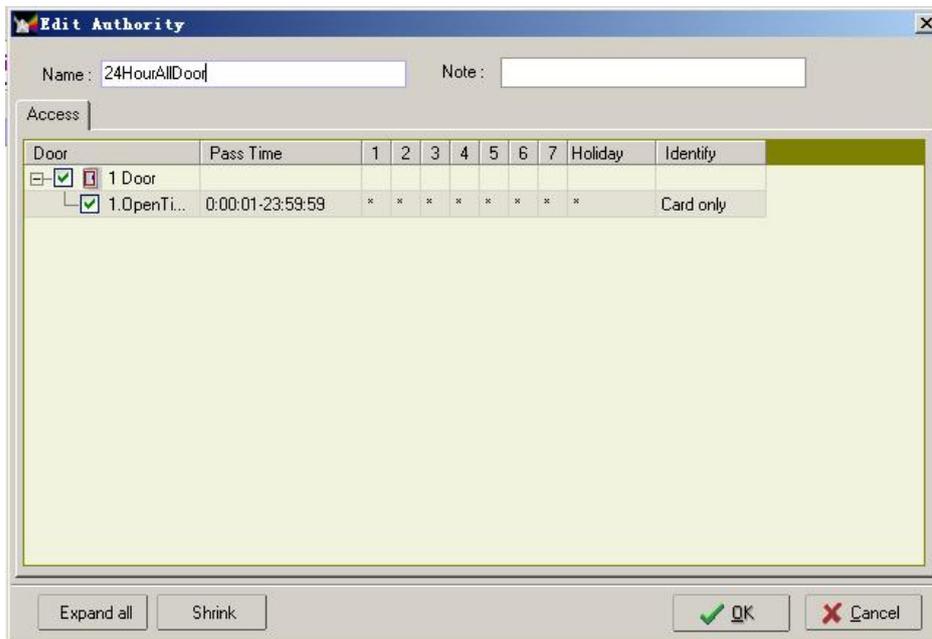
## Defining Authorities for In and Out

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This function is used to defining an access control authority in use. Here, the access control authority is equal to the post authority of a person. It allows the persons at specific posts to enter the specific doors at specific time. Click <In and Out Authority> on the toolbar.



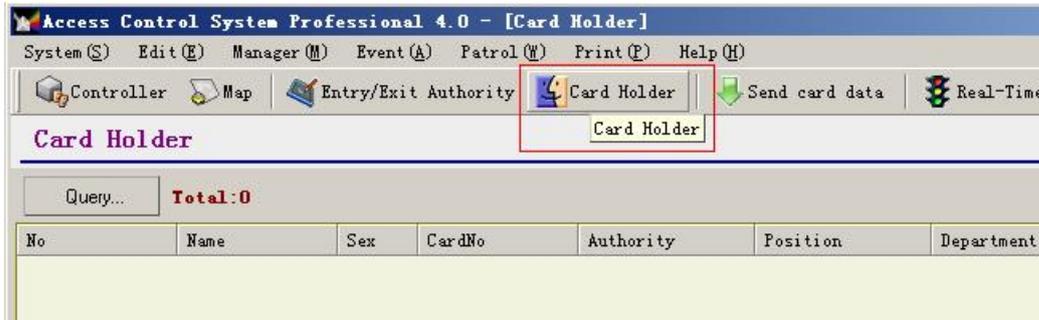
Right-click on the blank area on the right.



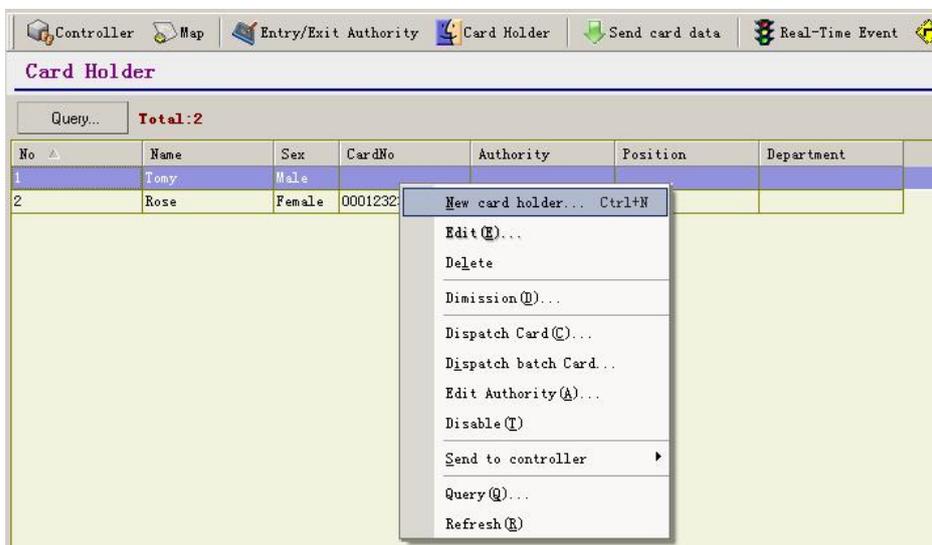
## Card Holder

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The access control system is used to manage the coming in and out actions of personnel. Before the authorization operation, the basic information of the managed personnel must be entered into the software and cards must be distributed to them.



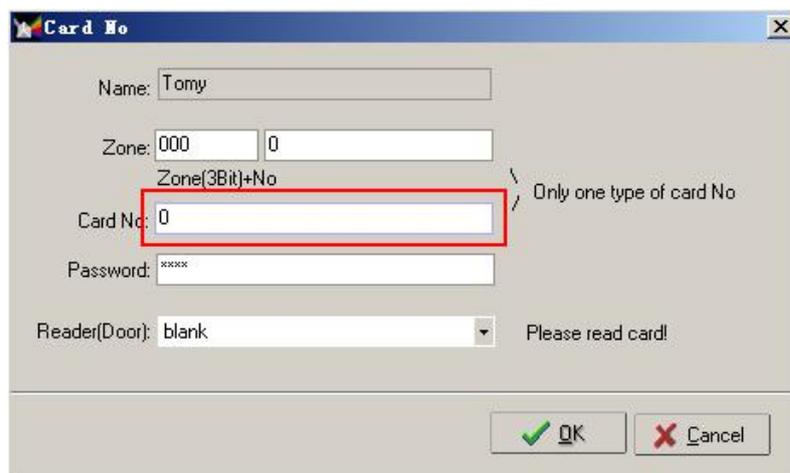
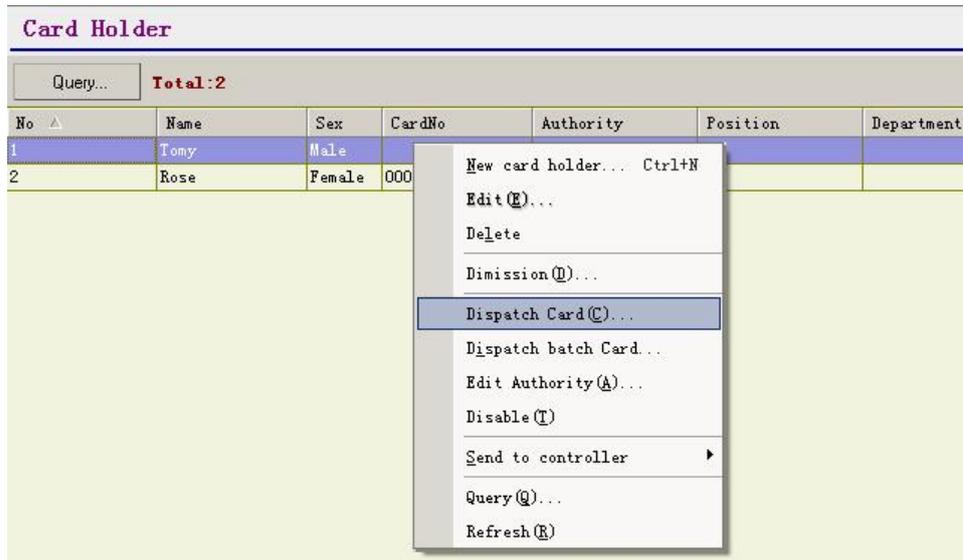
On the Card holder management form, you can add/delete/modify the basic information of the managed personnel. Right-click a specific person and select the required operation on the shortcut menu.



## Card distribution

Card distribution means distributing a card to a specific person for using. When this person swipes in, his working ID and name is displayed.

Select a person for card distribution, right-click this person and select [Distribute Card] on the shortcut menu.



Here, the card NO. can be entered in any of the following 3 ways:

1. Directly enter the card No. in [Card NO].
2. Use the special card distributor to read the card NO. Before reading the card, make sure the cursor is at [Card NO].
3. Use the card reader (after using a door as the card distributor, use the corresponding device as card reader). If the communication is normal, the software automatically reads the NO of this card and enters it into [Card NO].

## Card Authorization

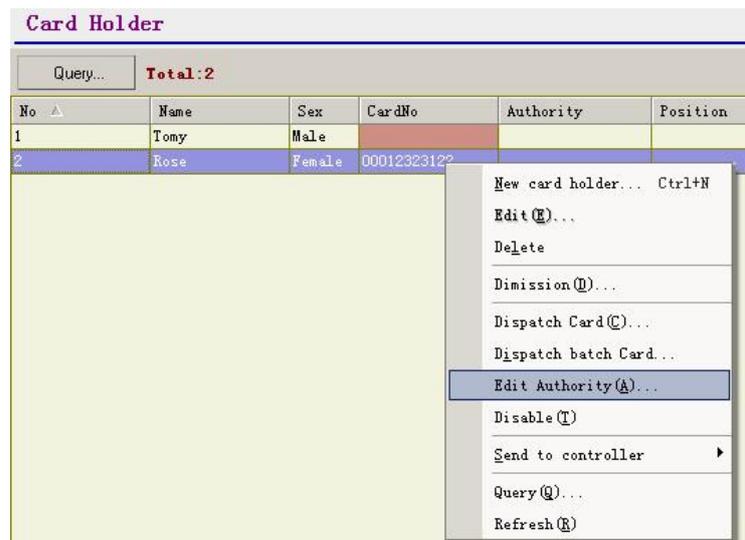
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To enable swipe-in with a card, it is required to authorize the card besides card distribution.

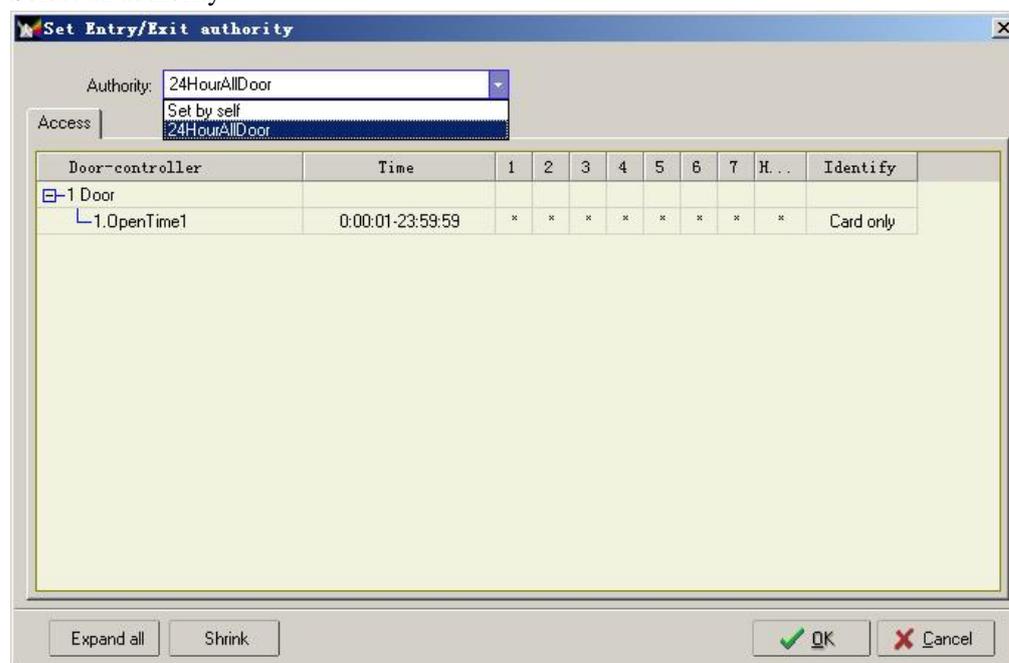
1. Set the opening time in the access controller property window and update the setting to the controller. Refer to the above operations.
2. On the window of defining authorities of in and out, define an authority. Here, the access control authority is equal to the post authority of a person. It allows the persons at specific posts to enter the specific doors at specific time.

### Authorize a person

After entering the information of a person and distributing a card to him/her, it is required to authorize him/her. Right-click the person (one or more) for authorization and select [Edit Authority] from the shortcut menu.



### Select an authority.



## Send to Controller

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After implementing card distribution and authorization for the managed personnel, you need to send such information to the controller for activation. After changing the card NO. or authority of in and out, it is also required to send the modification to the controller for activation.

Card Holder					
Query...		<b>Total:2</b>			
No	Name	Sex	CardNo	Authority	Position
1	Tomy	Male			
2	Rose	Female	00012323122	24HourAllDoor	

Download the card data (select the person for transfer)

Card Holder						
Query...		<b>Total:3</b>				
No	Name	Sex	CardNo	Authority	Position	Department
1	Tomy	Male				
2	Rose	Female	00012323122	24HourAllDoor		
3	Bush	Female	00014132468			

**N**ew card holder... Ctrl+N

E**d**it (E)...

**D**el~~e~~te

---

D**i**mission (M)...

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D**i**spatch Card (C)...

D**i**spatch batch Card...

E**d**it Authority (A)...

D**i**sable (T)

**S**end to controller

**A**ll Controllers

Q**u**ery (Q)...

R**e**fresh (R)

2

## Debug Form

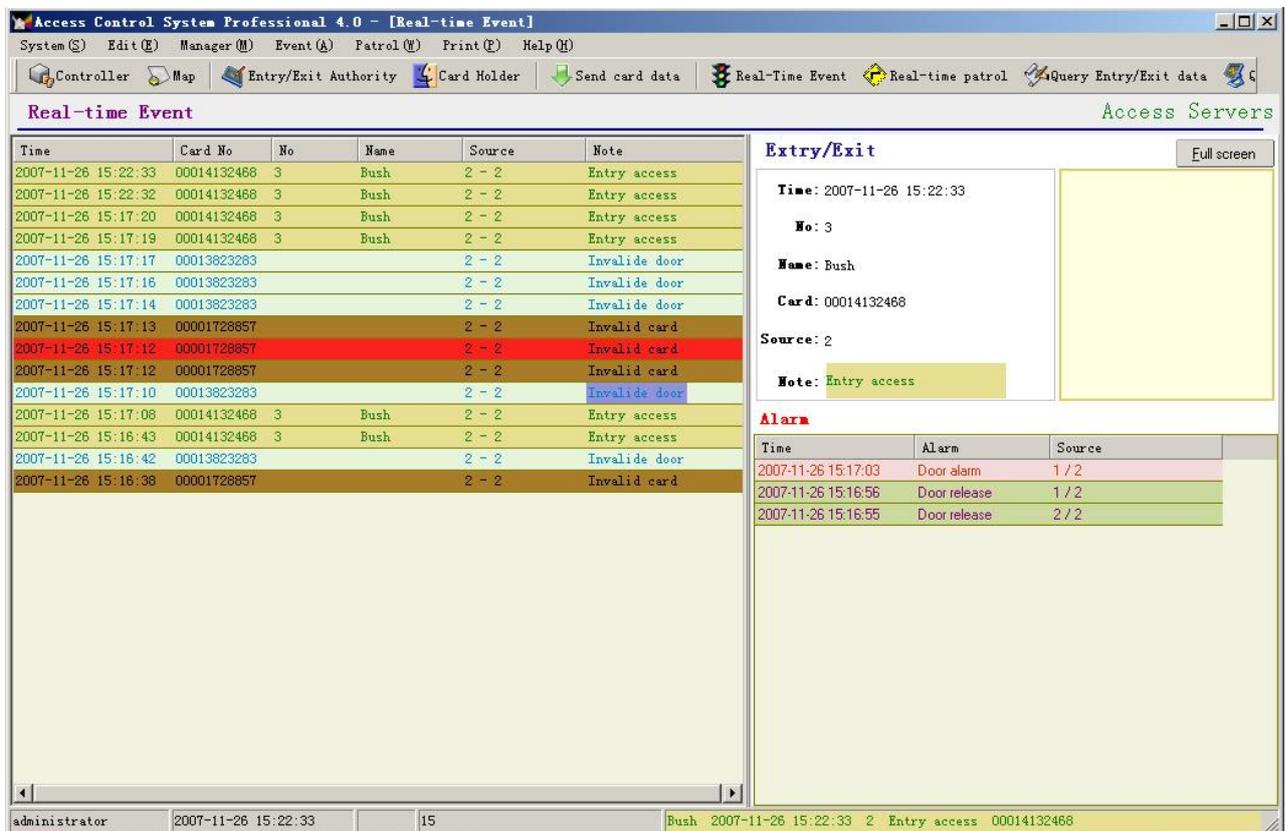
Time	Source	Event
2007-11-26 15:21:17	Controller:2	Send card quantity3
2007-11-26 15:21:17	Controller:2 - 3	Send:Bush00014132468 ID: 3 successfully
2007-11-26 15:21:17	Controller:2 - 2	Send:Rose00012323122 ID: 2 successfully
2007-11-26 15:21:17	Controller:2 - 1	Send:Tomy0 ID: 1 successfully
2007-11-26 15:21:14	Controller:2	Updata controller's data
2007-11-26 15:21:14	Controller:2	Delete all holidaysuccessfully
2007-11-26 15:21:14	Controller:2 - 2	Send Time Zone!1-OpenTime1 successfully
2007-11-26 15:21:13	Controller:2 - 2	Send door parameter2 successfully
2007-11-26 15:21:13	Controller:2 - 1	Send Time Zone!1-OpenTime1 successfully
2007-11-26 15:21:13	Controller:2 - 1	Send door parameter1 successfully
2007-11-26 15:21:13	Controller:2	Updata controller's data successfully
2007-11-26 15:21:13	Controller:2	Update controller's timesuccessfully
2007-11-26 15:21:11	Controller:2	Update controller's timesuccessfully
2007-11-26 15:21:11	211246	connectVer83

Clear(S)      Save to txt file(E)      Close

## Access Control Records

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The software can write records in real time. Such records comprise the data collected by the software from controllers.



The software can query history records as well. The figure below shows the swipe-in queried swipe-in records.



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