

# User Guide: Optimi College Access Control

## Purpose:

The purpose of this software is to allow users to import employee records based on the access control of Optimi College. The user can import excel spreadsheets to SQL Database and export excel spreadsheets based on selected options.

The options include:

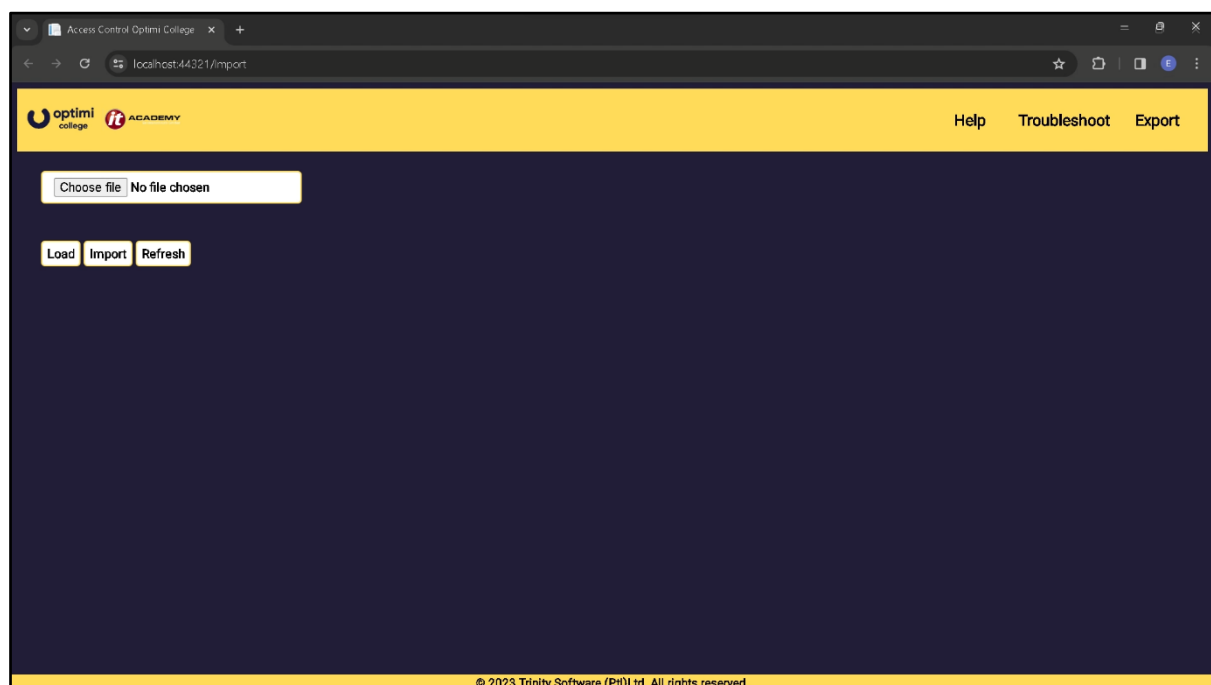
- All Employees
- Fire Drill
- In and Out
- Late Today
- Sign In
- Sign Out
- Error Records
- All Employees

After one of the above options are selected, the user can select a start and end date as well as a personnel ID to filter the records based on the dates and personnel ID selected. There is an Import and an Export page. The Import webpage will be the first Page the user will see followed by the Export page.

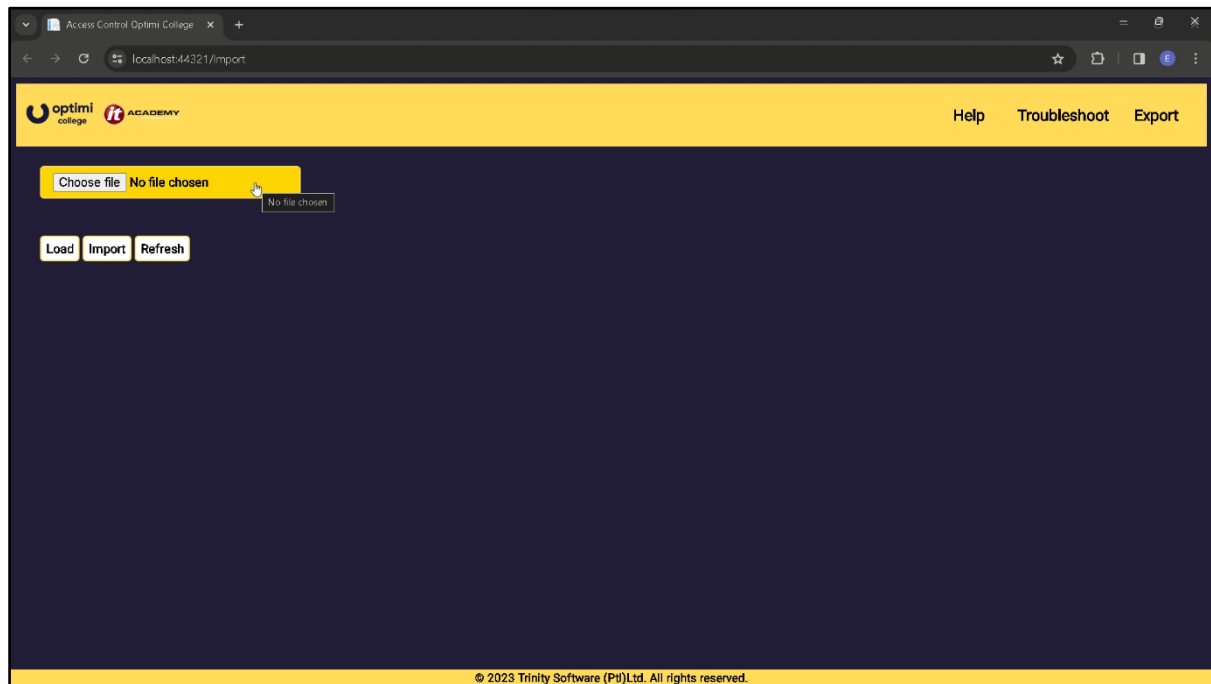
## Getting Started

### The Import Web Page

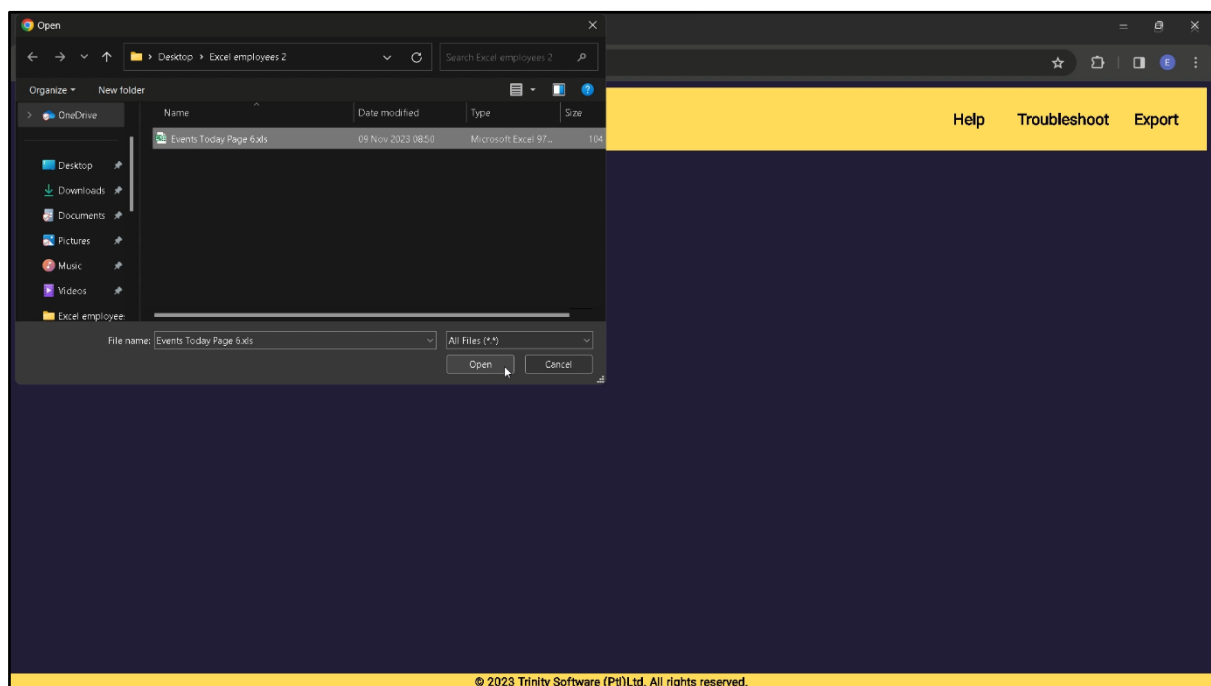
This user guide provides instructions on using the Import feature on the webpage to upload an Excel file to the SQL Database and display its contents.



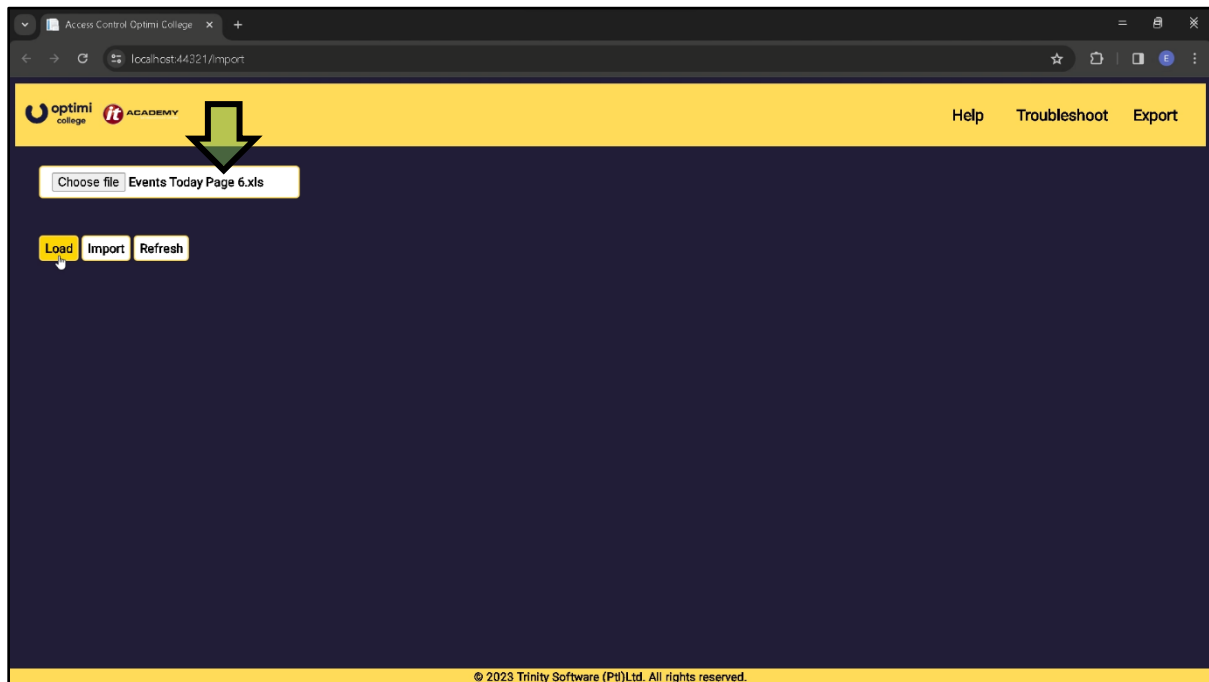
## Step 1: Uploading the Excel File



**1.1 Locate and click on the "Choose File" upload icon.**

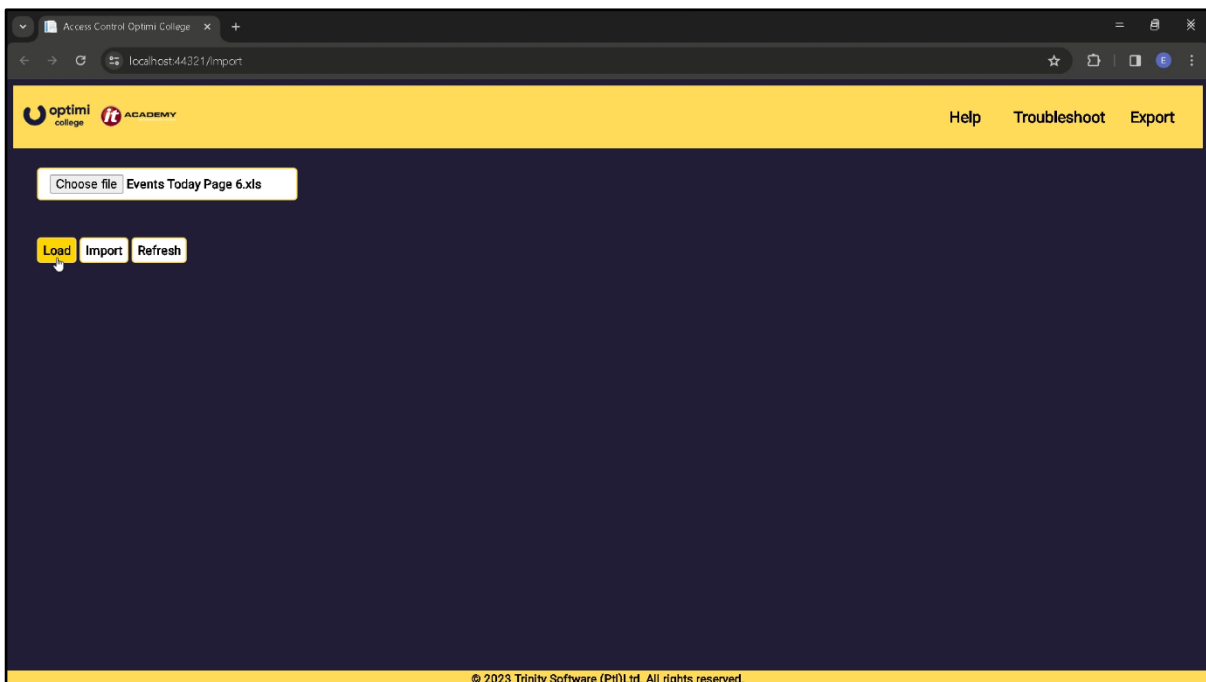


**1.2 In the file tab that appears, select the desired Excel file from your computer and click open.**



**Step 1.3** Once selected, the chosen file name will be displayed within the "Choose File" upload icon.

## **Step 2: Loading Excel Data**



**2.1:** After selecting the file, click on the "Load" button.

The screenshot shows a web browser window with the URL `localhost:44321/import`. The application header includes the logo for "optimi college" and "it ACADEMY", along with links for "Help", "Troubleshoot", and "Export". Below the header, there is a file upload section with a "Choose file" button and the text "No file chosen". The main content area displays a table with the following data:

Date And Time	Personnel ID	Card Number	Device Name	Event Point	Verify Type	In/Out Status	Event Description	Remarks
2023-11-02 07:01:59			Access COntrl	Access COntrl-3	Others	None	Exit Button Open	
2023-11-02 07:01:48	1523523		Access COntrl	Access COntrl-2	Only Fingerprint	Access COntrl-2 In	Normal Open	
2023-11-02 07:01:13			Access COntrl	Access COntrl-2	Others	None	Exit Button Open	
2023-11-02 07:01:02	545867		Access COntrl	Access COntrl-1	Only Fingerprint	Access COntrl-1 In	Normal Open	
2023-11-02 07:00:19			Access COntrl	Access COntrl-2	Others	None	Exit Button Open	
2023-11-02 07:00:14	87235692	3431998513	Access COntrl	Access COntrl-1	Only Fingerprint	Access COntrl-1 In	Normal Open	
2023-11-02 07:00:13	564556105		Access COntrl	Access COntrl-3	Only Fingerprint	Access COntrl-3 In	Normal Open	

Below the table, there are three buttons: "Load", "Import", and "Refresh". The "Import" button is highlighted with a mouse cursor. At the bottom of the page, there is a copyright notice: "© 2023 Trinity Software (Pvt)Ltd. All rights reserved."

2.2 The webpage will display a Gridview with the contents of the uploaded Excel file.

### Step 3: Importing Data to SQL Database

This screenshot is identical to the one above, showing the same table of access events. The mouse cursor is positioned over the "Import" button, indicating the next step in the process. The rest of the interface, including the header, footer, and table data, remains the same.

3.1 Click on the "Import" button to import the file to SQL Database

The screenshot shows a web browser window with the URL `localhost:44321/import`. The application header includes the logo for "optimi college" and "it ACADEMY", along with links for "Help", "Troubleshoot", and "Export". Below the header, there is a file upload section with a "Choose file" button and a "No file chosen" status. A table displays access control events with columns: Date And Time, Personnel ID, Card Number, Device Name, Event Point, Verify Type, In/Out Status, Event Description, and Remarks. Below the table, there are buttons for "Load", "Import", and "Refresh". A green message box states "Data uploaded successfully to SQL Server!". The footer contains the copyright notice: "© 2023 Trinity Software (Pvt)Ltd. All rights reserved."

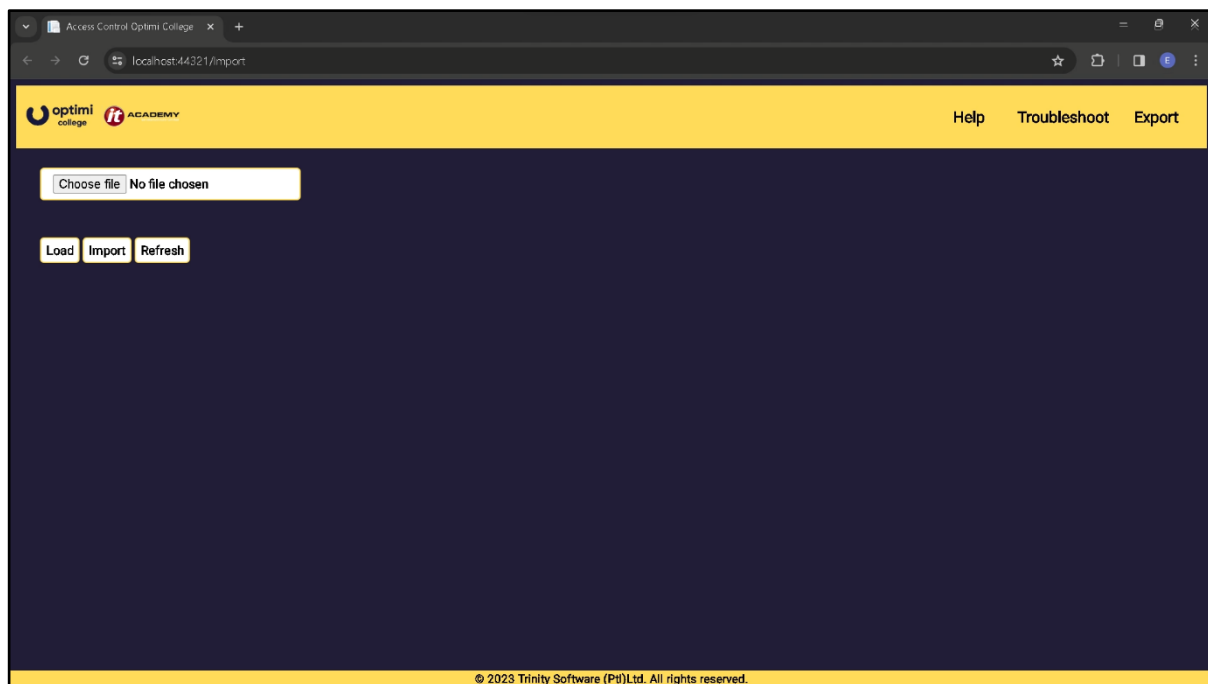
Date And Time	Personnel ID	Card Number	Device Name	Event Point	Verify Type	In/Out Status	Event Description	Remarks
2023-11-02 07:01:59			Access C0ntrol	Access C0ntrol-3	Others	None	Exit Button Open	
2023-11-02 07:01:48	1523523		Access C0ntrol	Access C0ntrol-2	Only Fingerprint	Access C0ntrol-2 In	Normal Open	
2023-11-02 07:01:13			Access C0ntrol	Access C0ntrol-2	Others	None	Exit Button Open	
2023-11-02 07:01:02	545867		Access C0ntrol	Access C0ntrol-1	Only Fingerprint	Access C0ntrol-1 In	Normal Open	
2023-11-02 07:00:19			Access C0ntrol	Access C0ntrol-2	Others	None	Exit Button Open	
2023-11-02 07:00:14	87235692	3431998513	Access C0ntrol	Access C0ntrol-1	Only Fingerprint	Access C0ntrol-1 In	Normal Open	
2023-11-02 07:00:13	564556105		Access C0ntrol	Access C0ntrol-3	Only Fingerprint	Access C0ntrol-3 In	Normal Open	

**3.2 Upon successful import, a message will appear: "Data uploaded successfully to SQL Server!!!"**

## **Step 4: Refreshing the Page**

This screenshot is identical to the previous one, showing the same web application interface. The "Refresh" button in the bottom left corner of the table area is highlighted with a mouse cursor, indicating the next step in the process.

**4.1 To reload the page, click on the "Refresh" button.**

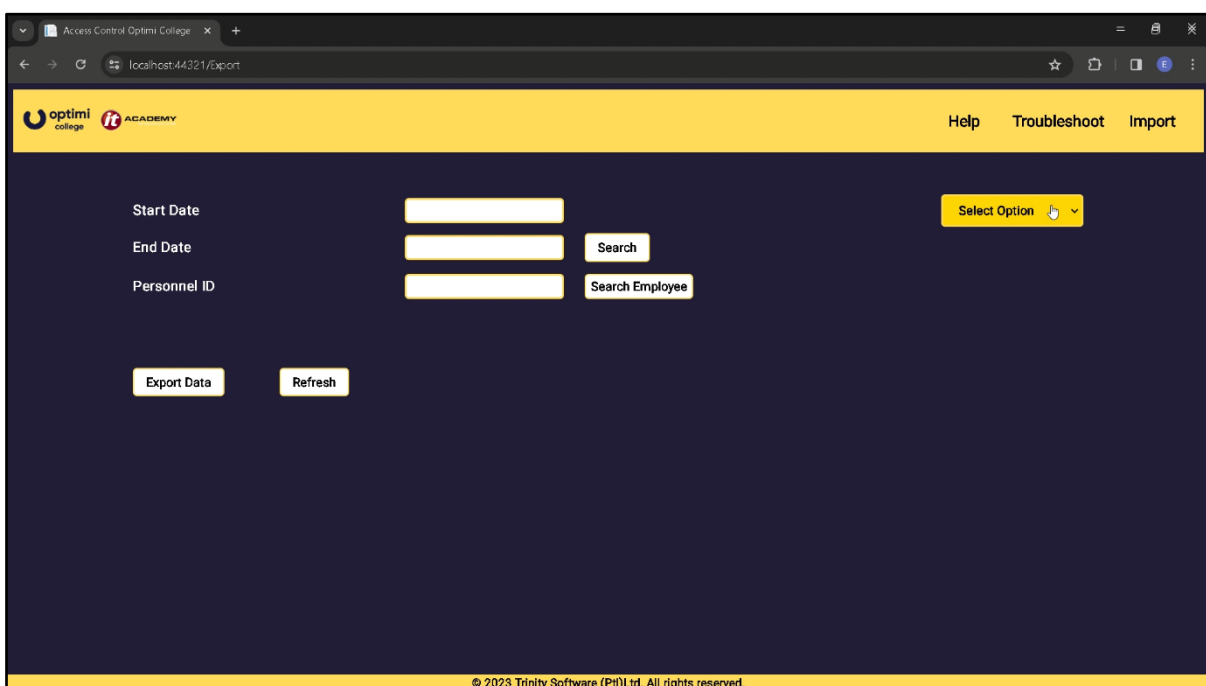


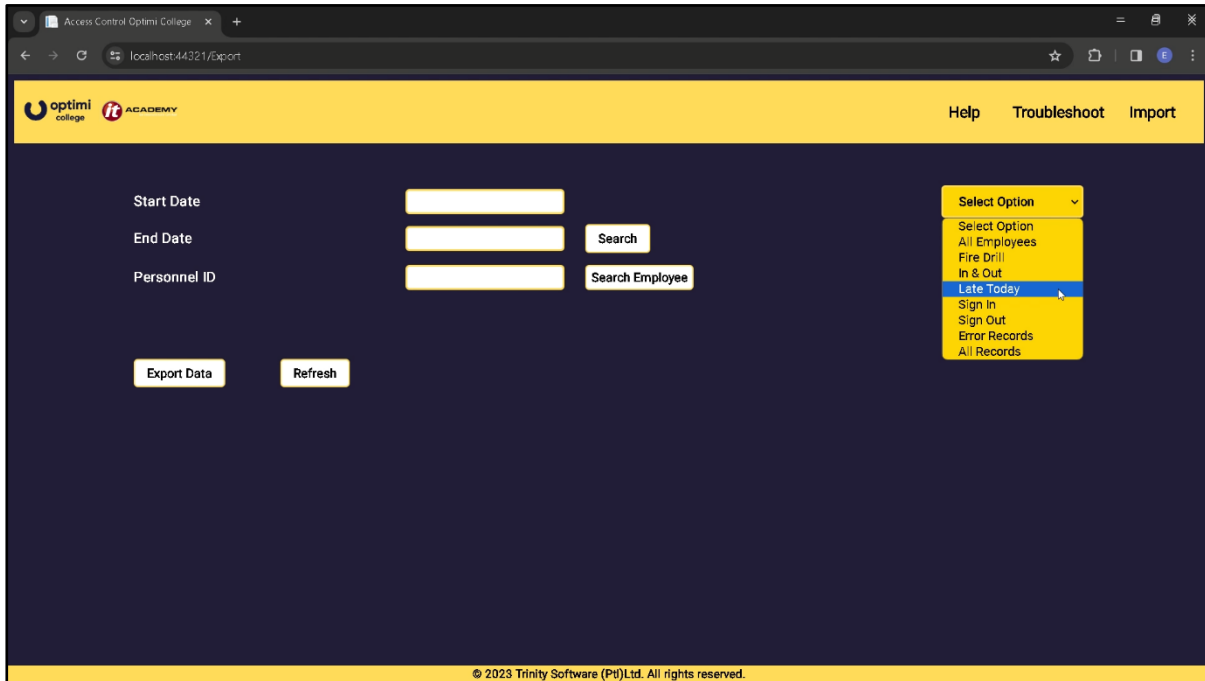
**4.2 Upon clicking the “Refresh” button the Import webpage will return to its original state.**

## **The Export Page**

**The Export webpage, includes filtering options, searching records and exporting data. The exported data will be in Excel.**

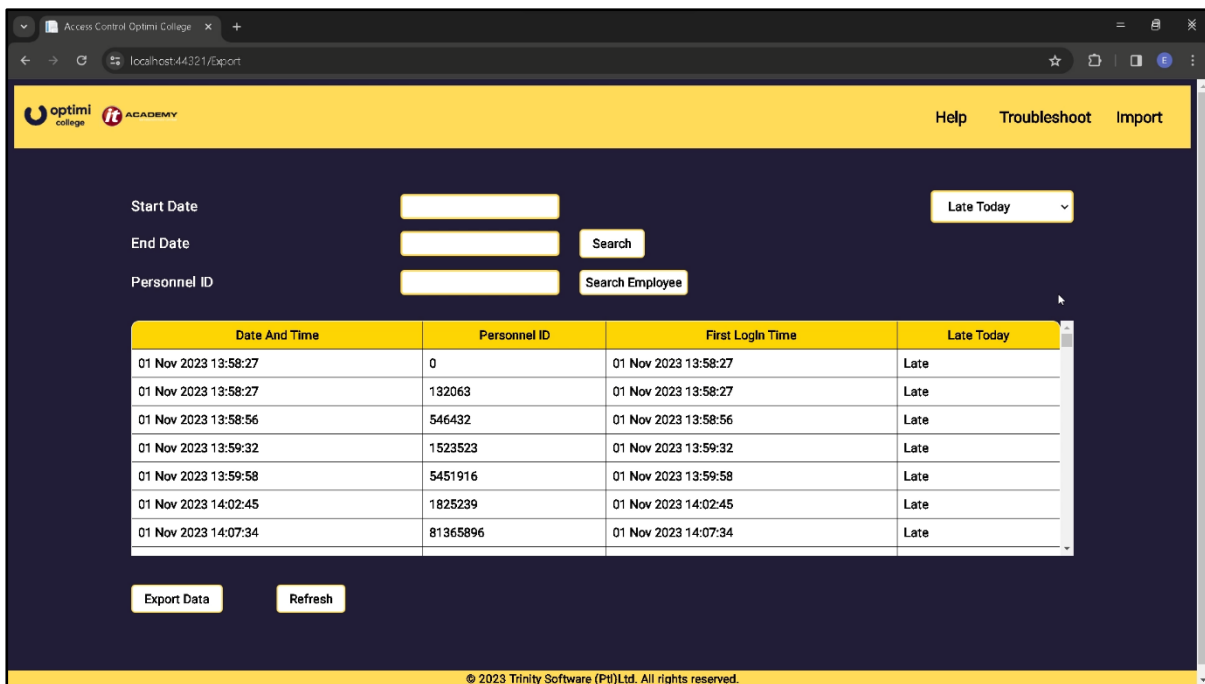
**Step 1: Selecting an Option from the Dropdown list.**





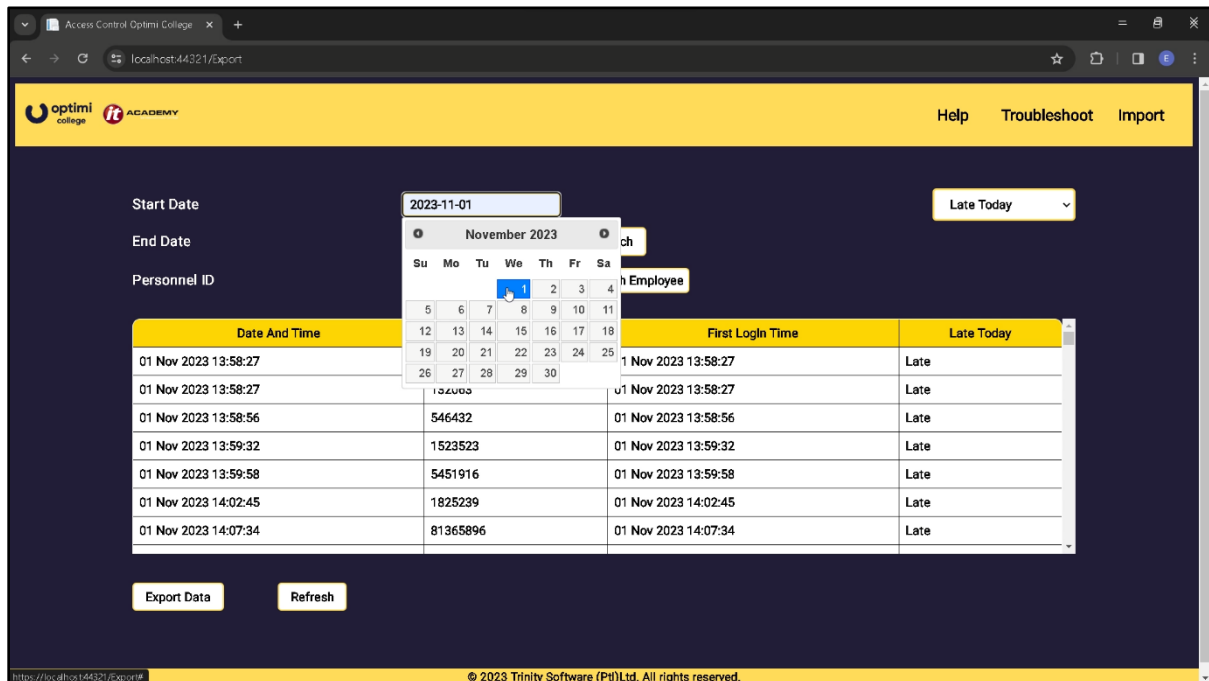
**1.1 Click on the dropdown list to view available options and select an option (e.g., "Late Today") from the dropdown list.**

## **Step 2: Displaying Records in Gridview.**

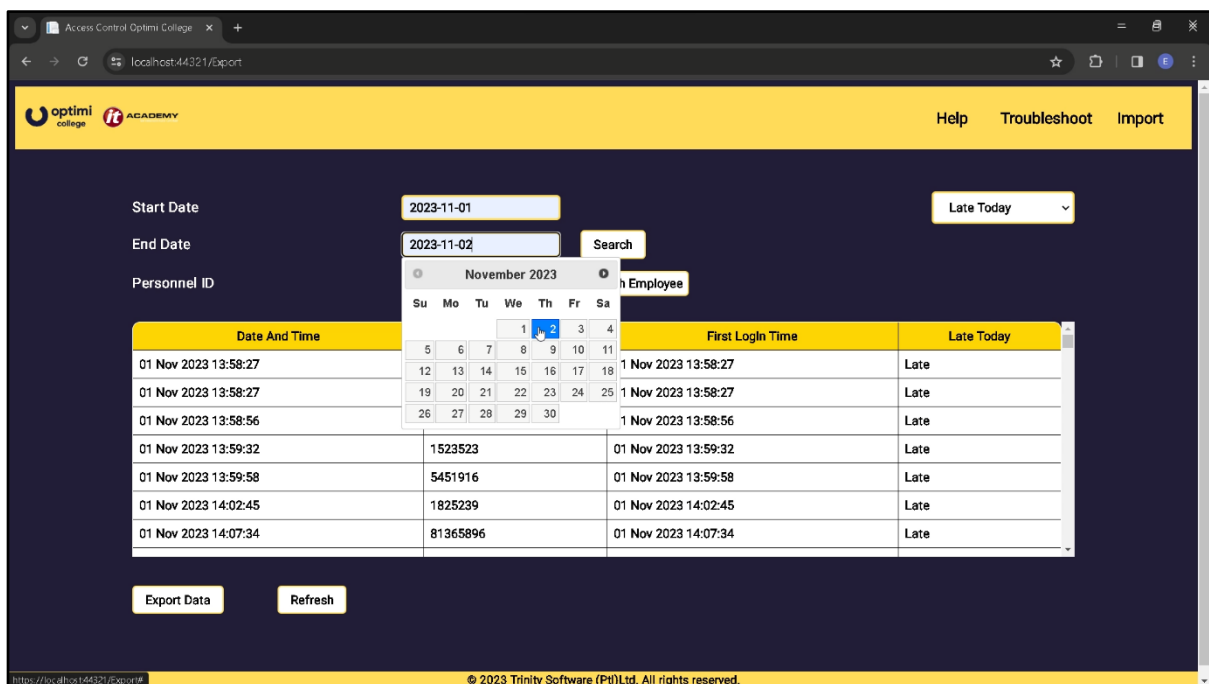


**2.1 The Gridview will display the records corresponding to the selected option (e.g., "Late Today").**

### Step 3: Selecting Start and End Dates



3.1 Click on the "Start Date" textbox and choose a start date from the calendar that appears.



3.2 Click on the "End Date" textbox and choose an end date from the calendar that appears.



## Step 4: Searching records by Date Range

The screenshot shows the Optimi College IT Academy Access Control system interface. The top navigation bar includes the logo, 'Help', 'Troubleshoot', and 'Import' links. The main content area features search filters: 'Start Date' (2023-11-01), 'End Date' (2023-11-02), and 'Personnel ID' (empty). A 'Late Today' dropdown is set to 'Late Today'. A yellow 'Search' button is highlighted, and a 'Search Employee' button is also visible. Below the filters is a table with the following data:

Date And Time	Personnel ID	First Login Time	Late Today
01 Nov 2023 13:58:27	0	01 Nov 2023 13:58:27	Late
01 Nov 2023 13:58:27	132063	01 Nov 2023 13:58:27	Late
01 Nov 2023 13:58:56	546432	01 Nov 2023 13:58:56	Late
01 Nov 2023 13:59:32	1523523	01 Nov 2023 13:59:32	Late
01 Nov 2023 13:59:58	5451916	01 Nov 2023 13:59:58	Late
01 Nov 2023 14:02:45	1825239	01 Nov 2023 14:02:45	Late
01 Nov 2023 14:07:34	81365896	01 Nov 2023 14:07:34	Late

At the bottom of the table are 'Export Data' and 'Refresh' buttons. The footer displays '© 2023 Trinity Software (Pti)Ltd. All rights reserved.'

4.1 Once both dates are selected, click on the "Search" button and the Gridview will display records within the selected date range.

## Step 5: Entering Personnel ID

The screenshot shows the same Optimi College IT Academy Access Control system interface as Step 4, but with the 'Personnel ID' field populated with '132063'. The 'Search' button is still highlighted, and the 'Search Employee' button is now active. The table below the filters displays the same data as in Step 4:

Date And Time	Personnel ID	First Login Time	Late Today
01 Nov 2023 13:58:27	0	01 Nov 2023 13:58:27	Late
01 Nov 2023 13:58:27	132063	01 Nov 2023 13:58:27	Late
01 Nov 2023 13:58:56	546432	01 Nov 2023 13:58:56	Late
01 Nov 2023 13:59:32	1523523	01 Nov 2023 13:59:32	Late
01 Nov 2023 13:59:58	5451916	01 Nov 2023 13:59:58	Late
01 Nov 2023 14:02:45	1825239	01 Nov 2023 14:02:45	Late
01 Nov 2023 14:07:34	81365896	01 Nov 2023 14:07:34	Late

At the bottom of the table are 'Export Data' and 'Refresh' buttons. The footer displays '© 2023 Trinity Software (Pti)Ltd. All rights reserved.'

5.1 Enter a Personnel ID in the "Personnel ID" textbox and click on the "Search Employee" button.

Access Control Optimi College

localhost:44321/Export

optimi college it ACADEMY

Help Troubleshoot Import

Start Date: 2023-11-01 Late Today

End Date: 2023-11-02 Search

Personnel ID: 132063 Search Employee

Date And Time	Personnel ID	First Login Time	Late Today
01 Nov 2023 13:58:27	132063	01 Nov 2023 13:58:27	Late
02 Nov 2023 10:10:26	132063	02 Nov 2023 10:10:26	Late

Export Data Refresh

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**5.2 The Gridview will populate records specific to the entered Personnel ID.**

### Step 6: Search only Personnel ID

Access Control Optimi College

localhost:44321/Export

optimi college it ACADEMY

Help Troubleshoot Import

Start Date: Late Today

End Date: Search

Personnel ID: 132063 Search Employee

Date And Time	Personnel ID	First Login Time	Late Today
01 Nov 2023 13:58:27	132063	01 Nov 2023 13:58:27	Late
02 Nov 2023 10:10:26	132063	02 Nov 2023 10:10:26	Late
03 Nov 2023 11:35:42	132063	03 Nov 2023 11:35:42	Late
06 Nov 2023 10:26:46	132063	06 Nov 2023 10:26:46	Late
07 Nov 2023 10:57:31	132063	07 Nov 2023 10:57:31	Late
08 Nov 2023 09:56:19	132063	08 Nov 2023 09:56:19	Late
15 Nov 2023 12:56:36	132063	15 Nov 2023 12:56:36	Late

Export Data Refresh

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**6.1 Enter a Personnel ID in the "Personnel ID" textbox and click on the "Search Employee" button to get a record specific to the entered Personnel ID without selecting dates.**

## Step 7: Exporting Data to Excel

The screenshot shows the 'Access Control Optimi College' web application. The interface includes a header with the logo and navigation links (Help, Troubleshoot, Import). Below the header, there are input fields for 'Start Date', 'End Date', and 'Personnel ID', along with a 'Search' button and a 'Search Employee' button. A dropdown menu for 'Late Today' is also present. The main content area displays a table with the following data:

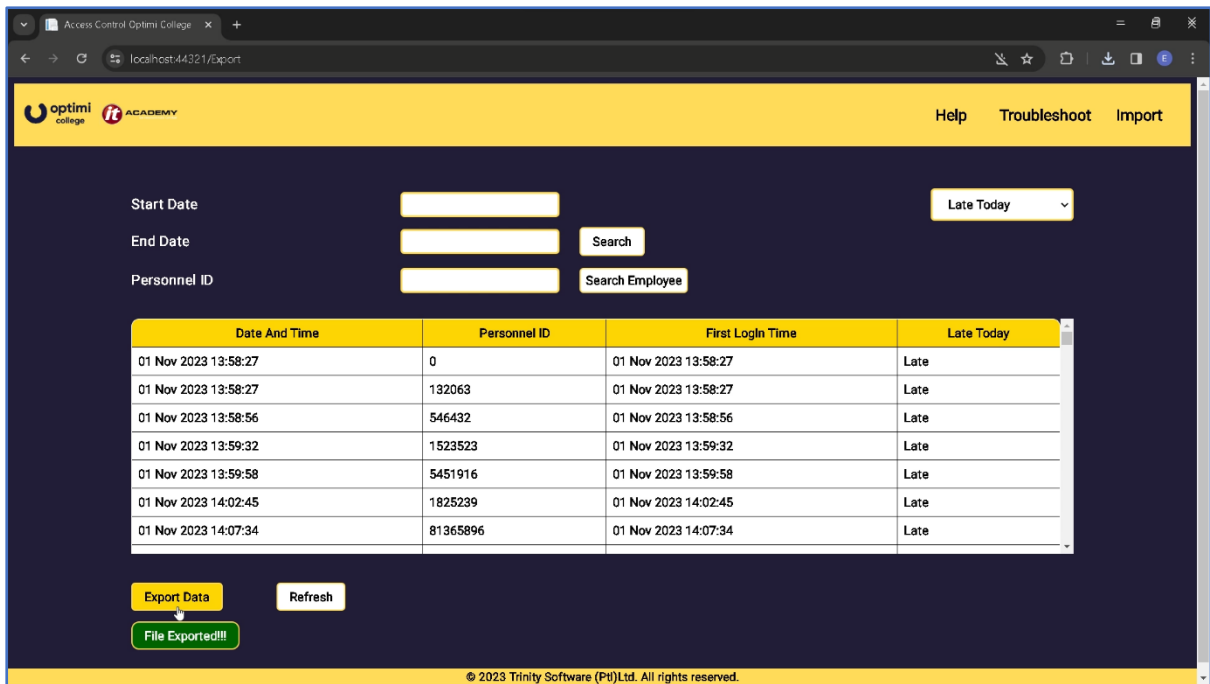
Date And Time	Personnel ID	First Login Time	Late Today
01 Nov 2023 13:58:27	0	01 Nov 2023 13:58:27	Late
01 Nov 2023 13:58:27	132063	01 Nov 2023 13:58:27	Late
01 Nov 2023 13:58:56	546432	01 Nov 2023 13:58:56	Late
01 Nov 2023 13:59:32	1523523	01 Nov 2023 13:59:32	Late
01 Nov 2023 13:59:58	5451916	01 Nov 2023 13:59:58	Late
01 Nov 2023 14:02:45	1825239	01 Nov 2023 14:02:45	Late
01 Nov 2023 14:07:34	81365896	01 Nov 2023 14:07:34	Late

Below the table, there are two buttons: 'Export Data' and 'Refresh'. The 'Export Data' button is highlighted with a mouse cursor. The footer of the application states '© 2023 Trinity Software (Pvt)Ltd. All rights reserved.'

**7.1 Click on the “Export” button to export the data in the Gridview. The data exported will be in Excel.**

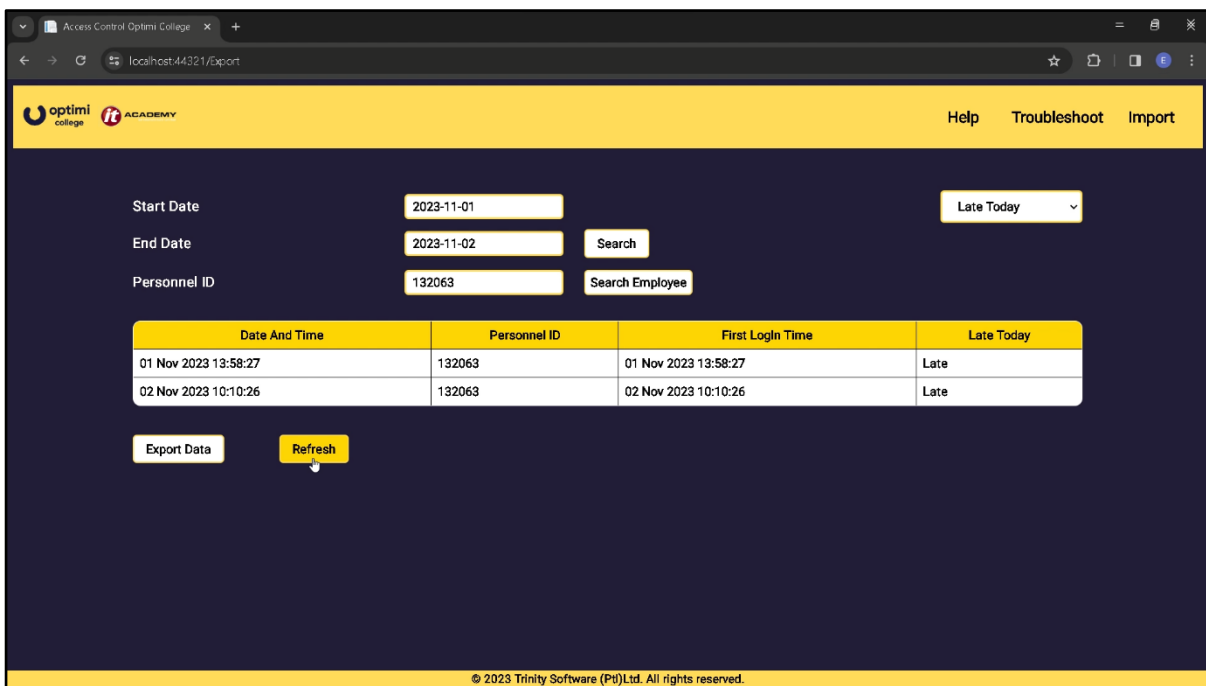
The screenshot shows the same 'Access Control Optimi College' web application. The interface is identical to the previous screenshot, but the 'Export Data' button is now highlighted with a green border and the text 'Preparing Export...' is displayed below it. The table and other elements remain the same. The footer of the application states '© 2023 Trinity Software (Pvt)Ltd. All rights reserved.'

**7.2 Upon clicking the “Export” button, a message will appear, “Preparing Export...”**



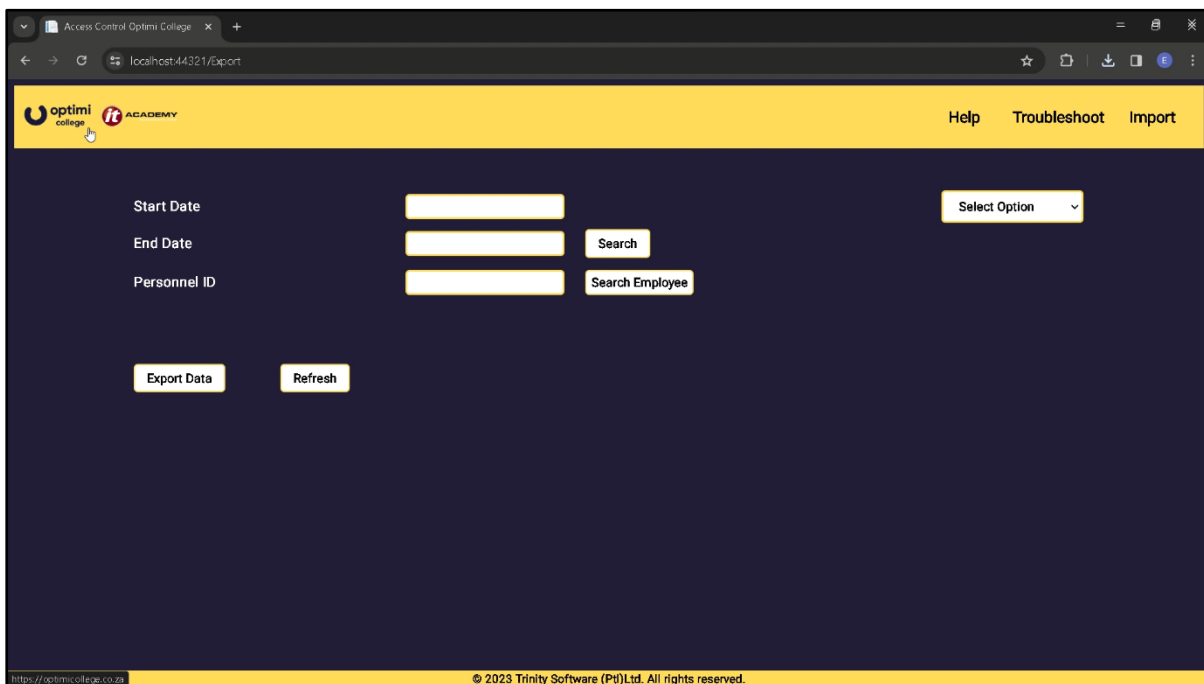
**7.3 The message “Preparing Export...” would disappear and a new message, “File Exported!!!” will appear, indicating successful export of the data.**

### **Step 8: Reload the webpage.**

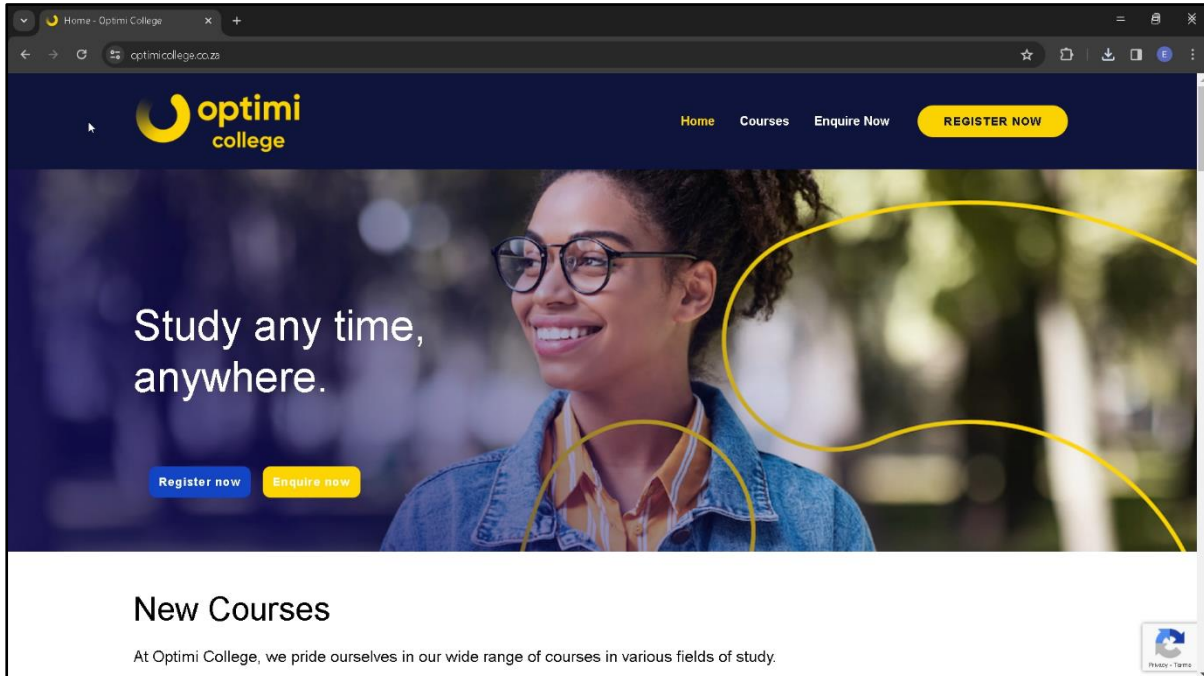


**8.1 Click on the “Refresh” button to reload/refresh the Export page to start from the beginning.**

## Step 9: Click on the Logo



**9.1 Click on the Optimi College/IT Academy logo to redirect the existing webpage to Optimi College home page.**



**9.2 Optimi College home page upon clicking the Optimi College/IT Academy logo**

**Thank you for choosing Trinity Software.**