

User Guide: Optimi College Access Control

(Version 1)

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.

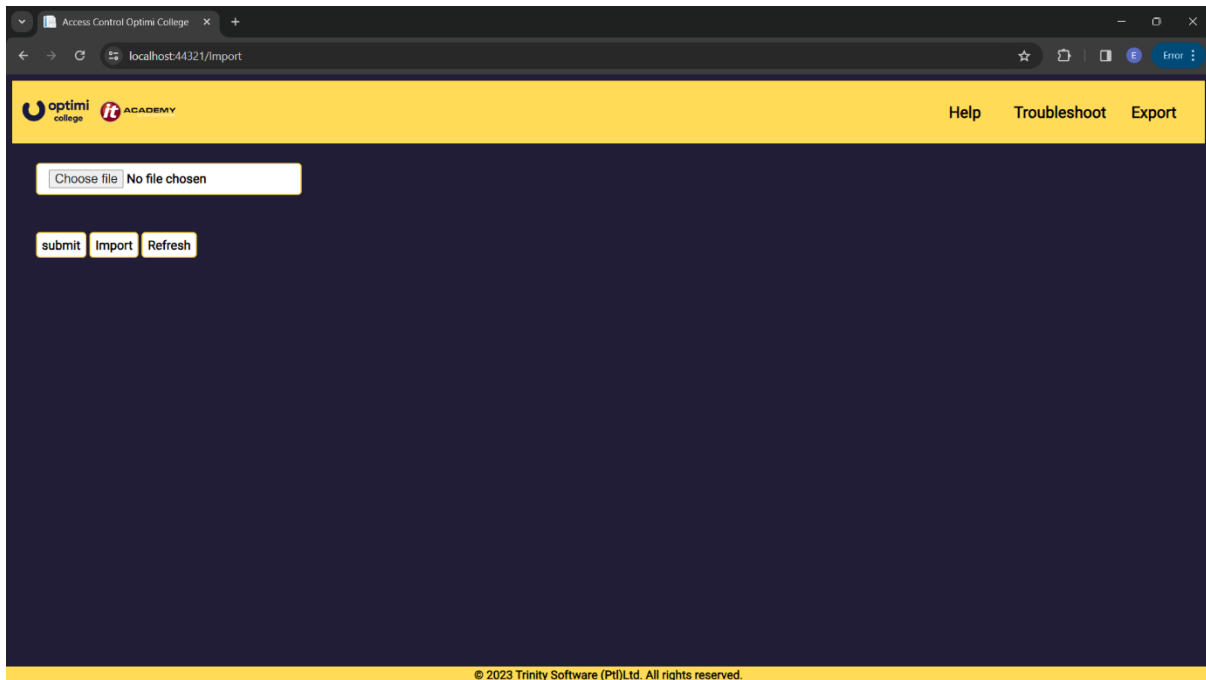
The options include:

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

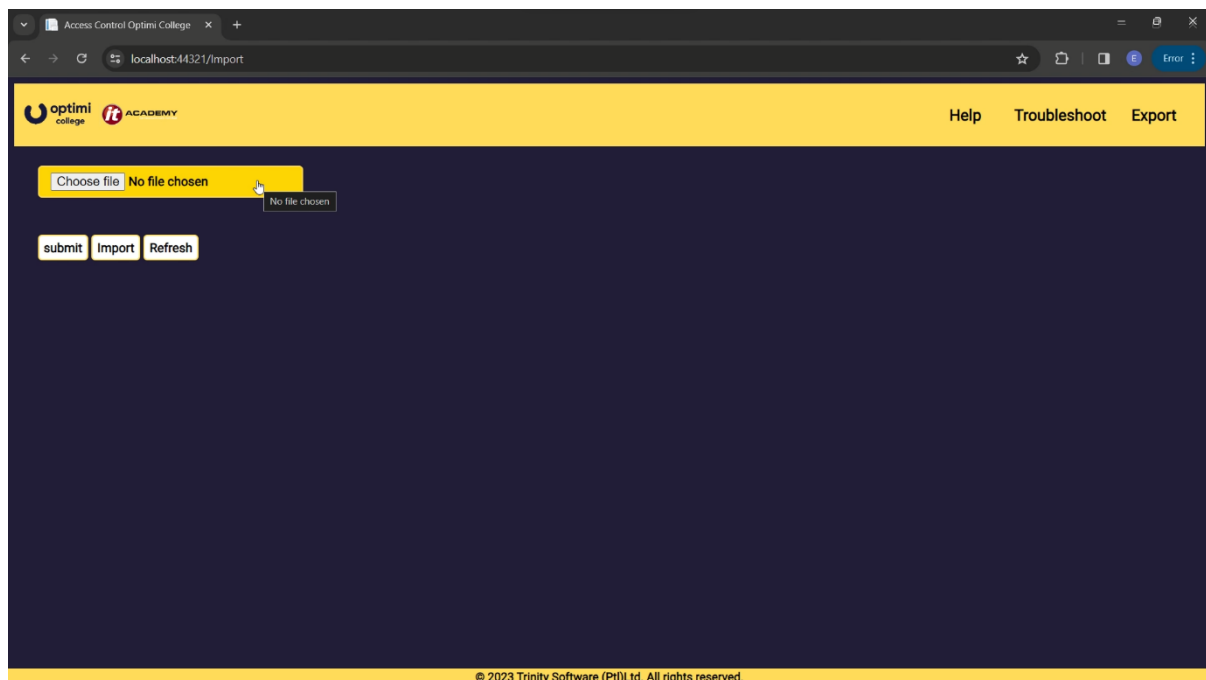
After one of the above options are selected, the user can select a start and end date as well as a personnel ID to filter the records based on the dates and personnel ID selected.

There is a Home page which is the Import Page and a Export Page. The Import webpage will be the first Page the user will see following by the Export page. Please see page 2 for instructions.

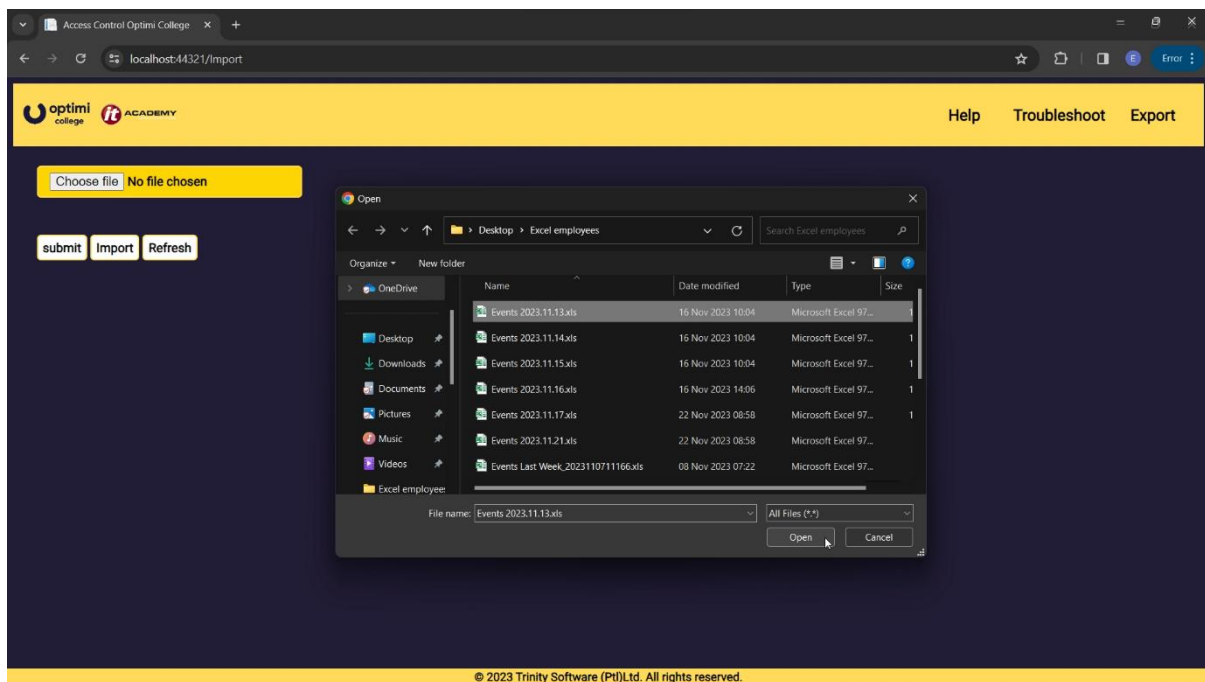
Import Page



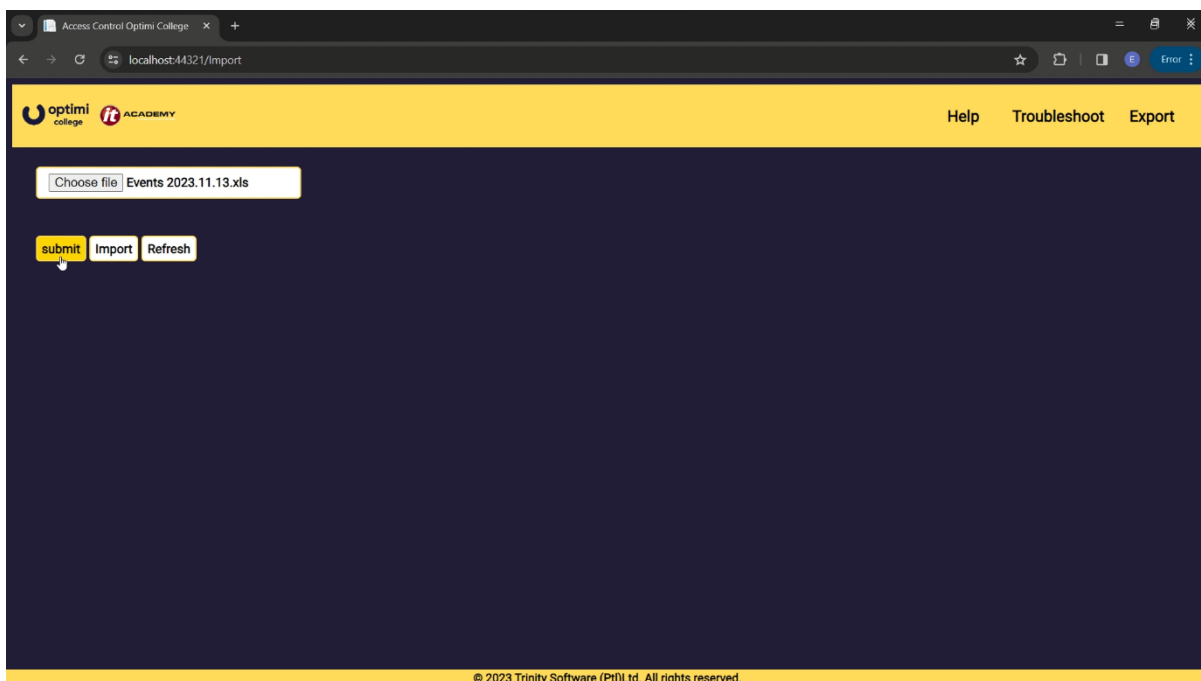
1. This is the Import Page



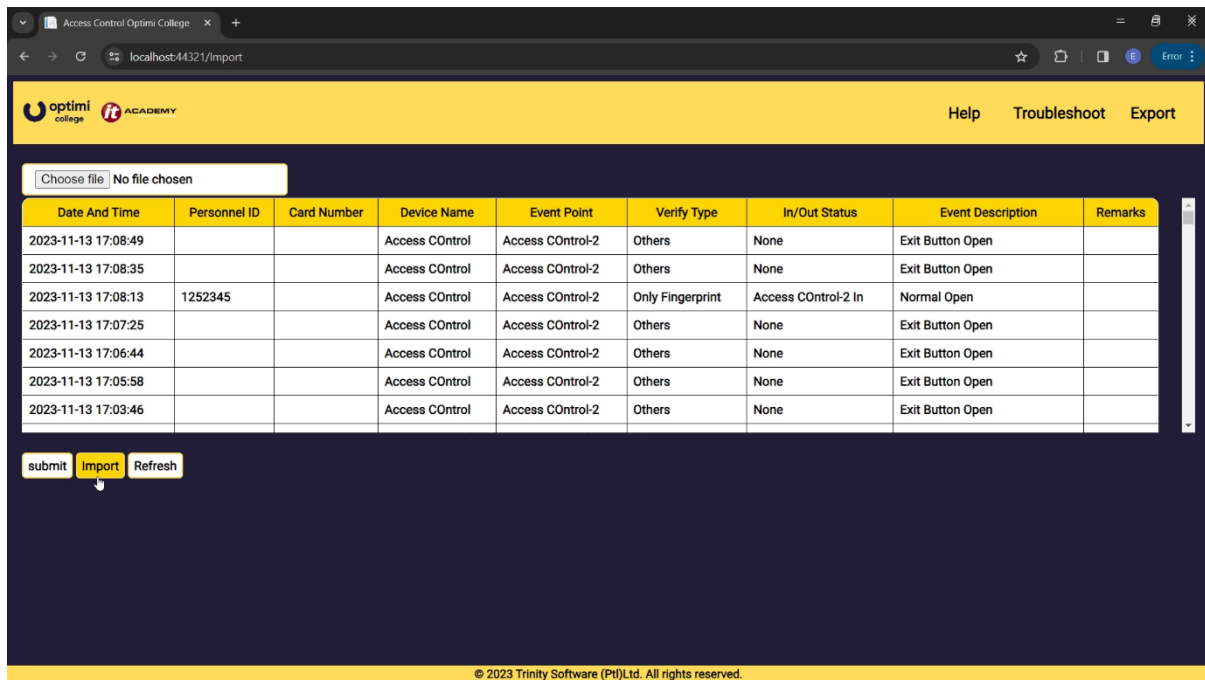
2. Click on the Choose File Bar.



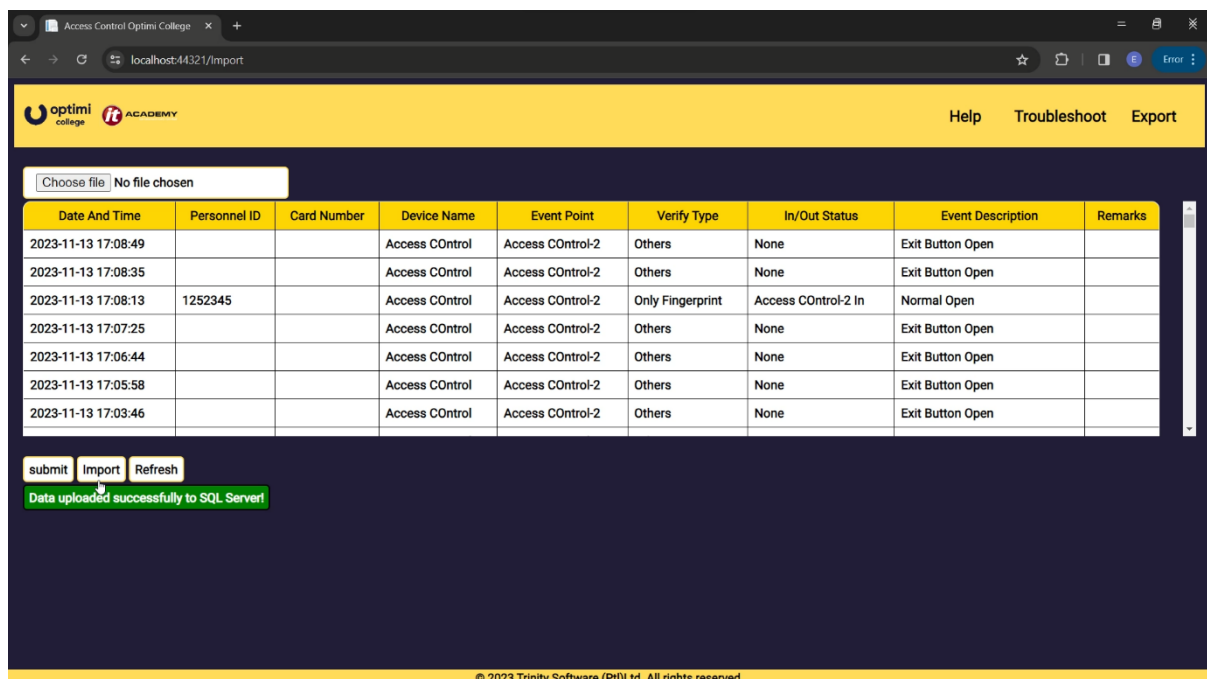
3. Please click on the Excel file, you want to select



4. Click on Submit Button to Upload the file to the Grid view.



5. Click on the Import Button to Upload the Excel File to the SQL Database.



6. Once you click on Import, a message will appear, stating, "Data Uploaded Successfully to SQL Server!"

The screenshot shows a web browser window with the URL `localhost:44321/import`. The page header includes the Optimi College logo and navigation links: Help, Troubleshoot, Export. Below the header is a file upload section with a "Choose file" button and a "No file chosen" message. A table displays access events with the following data:

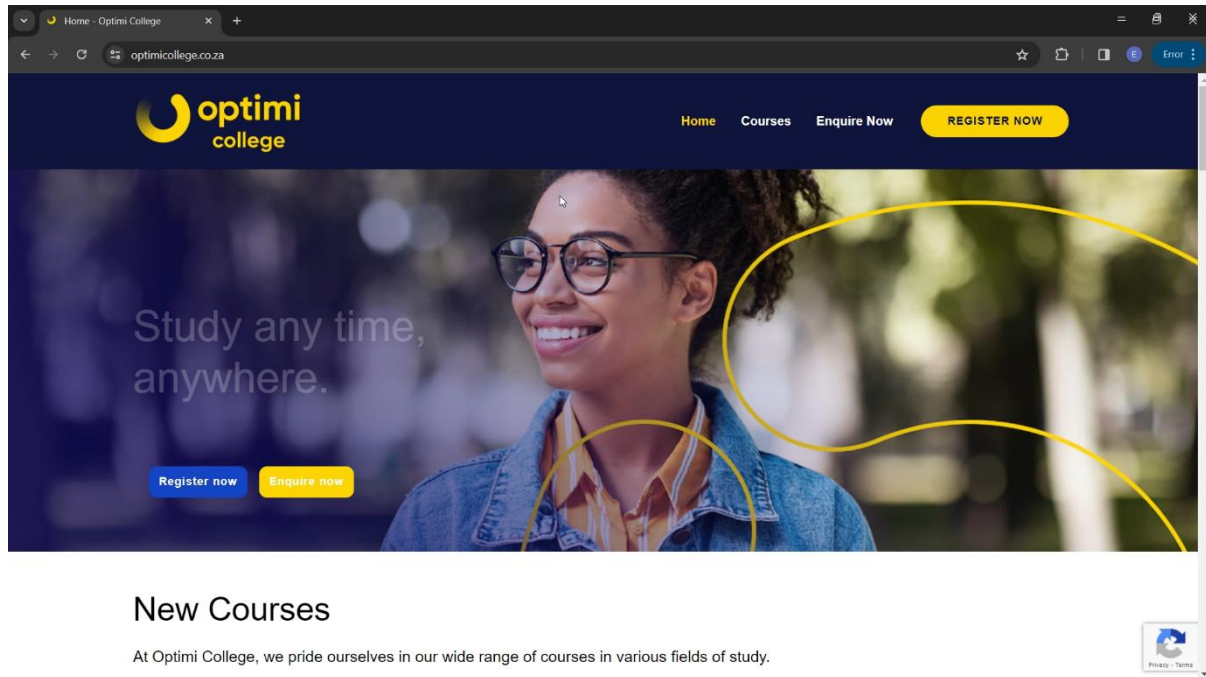
Date And Time	Personnel ID	Card Number	Device Name	Event Point	Verify Type	In/Out Status	Event Description	Remarks
2023-11-13 17:08:49			Access CControl	Access Control-2	Others	None	Exit Button Open	
2023-11-13 17:08:35			Access CControl	Access Control-2	Others	None	Exit Button Open	
2023-11-13 17:08:13	1252345		Access CControl	Access Control-2	Only Fingerprint	Access CControl-2 In	Normal Open	
2023-11-13 17:07:25			Access CControl	Access Control-2	Others	None	Exit Button Open	
2023-11-13 17:06:44			Access CControl	Access Control-2	Others	None	Exit Button Open	
2023-11-13 17:05:58			Access CControl	Access Control-2	Others	None	Exit Button Open	
2023-11-13 17:03:46			Access CControl	Access Control-2	Others	None	Exit Button Open	

Below the table are buttons for "submit", "Import", and "Refresh". A green message box states: "Data uploaded successfully to SQL Server!". The footer contains the copyright notice: "© 2023 Trinity Software (Pti)Ltd. All rights reserved."

7. Click on Refresh Button to reload the page and follow Step 1 to 6 to import another Excel file.

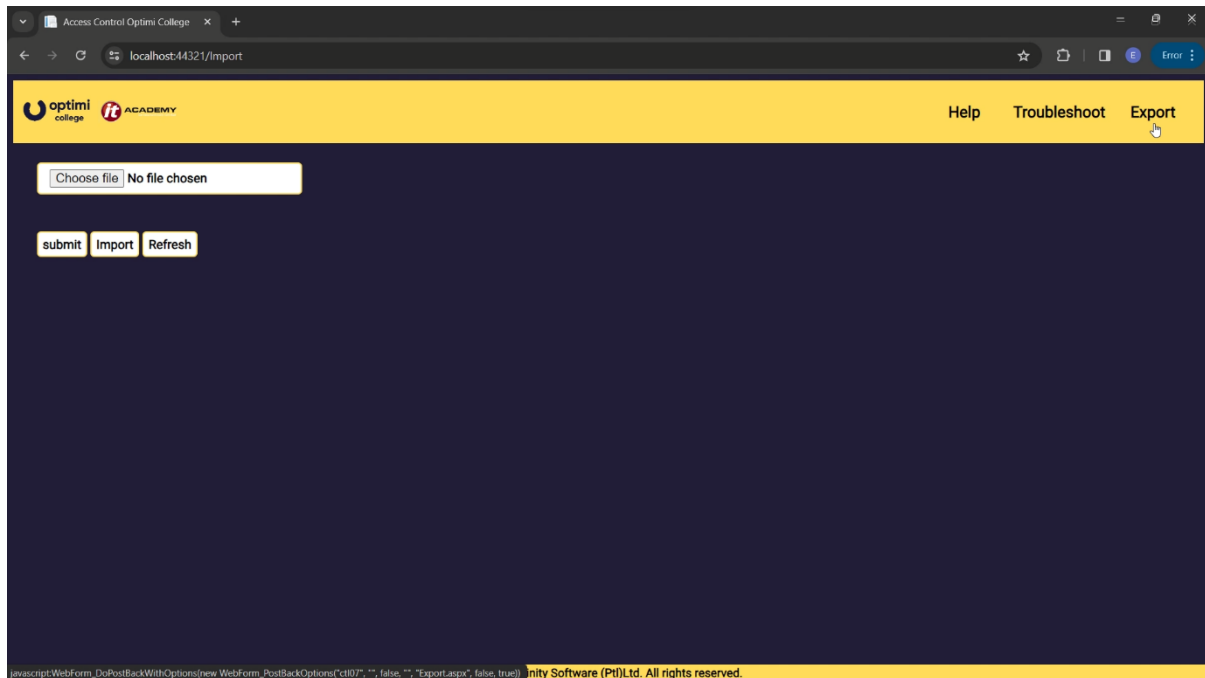
This screenshot shows the same interface as the previous one, but the table of access events is empty. The "Choose file" button and "No file chosen" message are still present. The "submit", "Import", and "Refresh" buttons are visible. The footer shows the URL `https://optimi.college.co.za` and the copyright notice: "© 2023 Trinity Software (Pti)Ltd. All rights reserved."

8. Click on the Optimi College Logo, to redirect to Optimi College Home Page

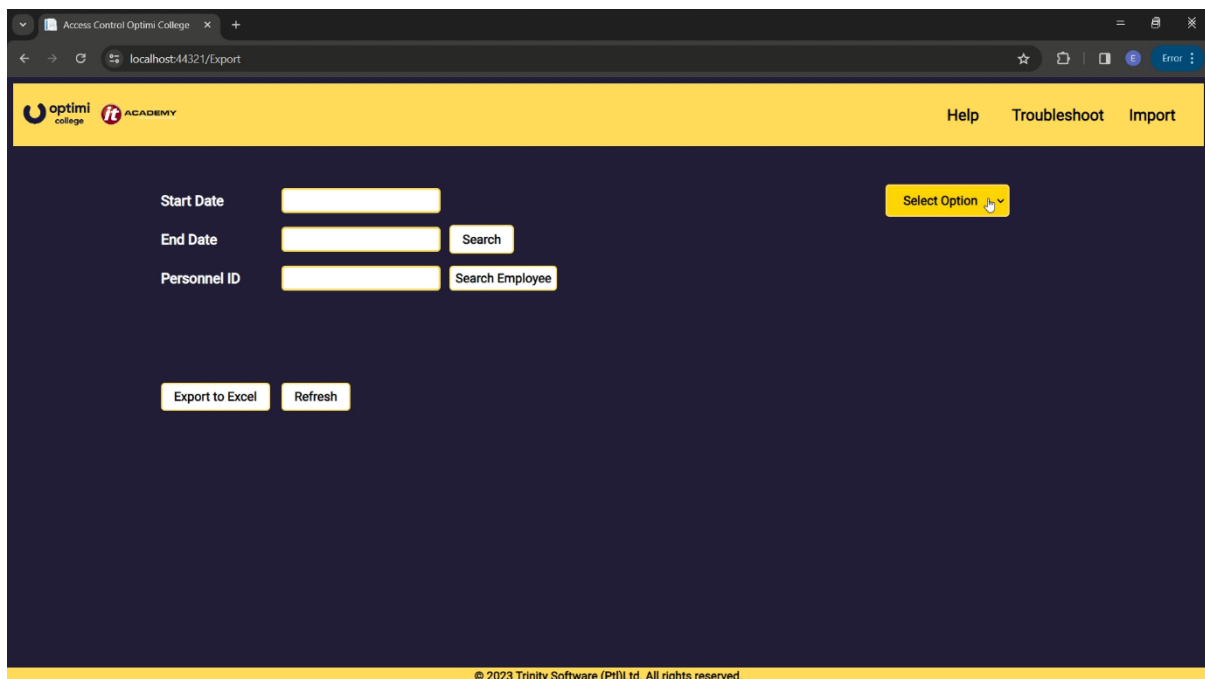


9. Once you click on the Optimi College Logo, You will be directed to the their homepage.

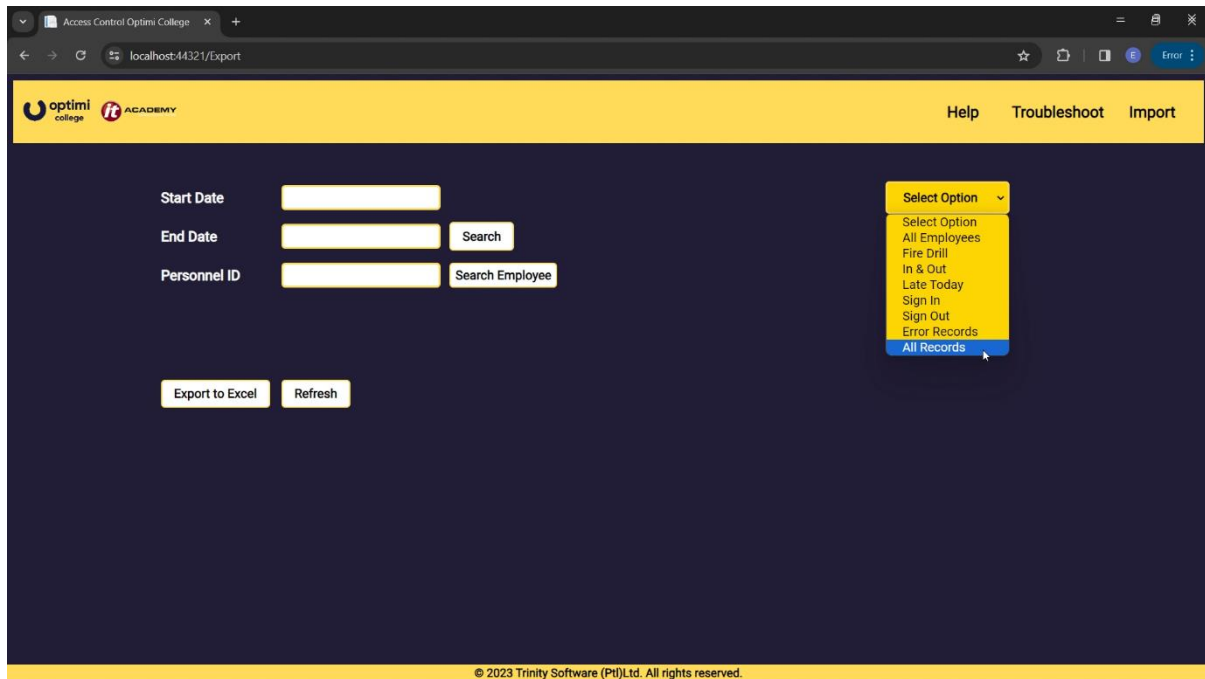
Export Page



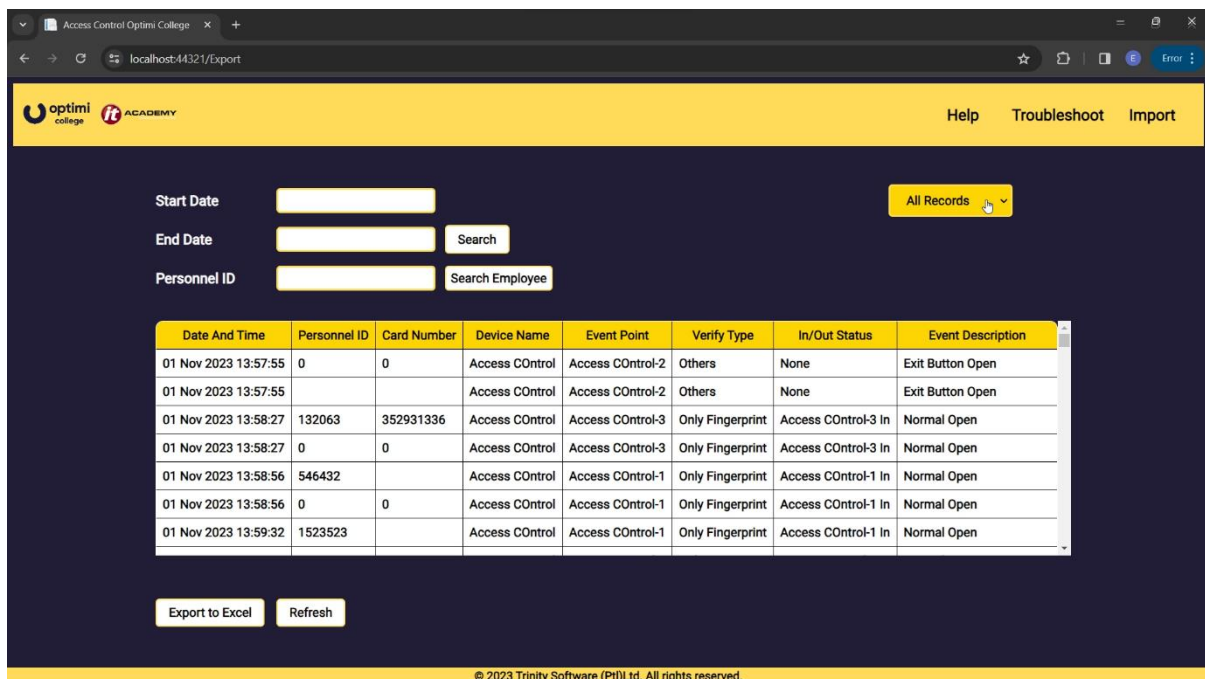
1. Click on Export button(top-left) to redirect to the Export Page.



2. Click on the Select Option Drop-Down List to Select an Option.



3. Select one of 8 Options based on your Query needs.



4. The Grid view will be populated with records from the “All Records” Option.

The screenshot shows the 'Access Control Optimi College' web application. The 'Start Date' field is selected, and a calendar for November 2023 is displayed. The 'End Date' field is also visible. Below the calendar, a table of access events is shown, including columns for Date And Time, Personnel ID, Access Name, Event Point, Verify Type, In/Out Status, and Event Description. The table contains several rows of data, including 'Exit Button Open' and 'Normal Open' events.

Date And Time	Personnel ID	Access Name	Event Point	Verify Type	In/Out Status	Event Description
01 Nov 2023 13:57:5		Access Control	Access COntrl-2	Others	None	Exit Button Open
01 Nov 2023 13:57:55		Access Control	Access COntrl-2	Others	None	Exit Button Open
01 Nov 2023 13:58:27	132063	Access COntrl	Access COntrl-3	Only Fingerprint	Access COntrl-3 In	Normal Open
01 Nov 2023 13:58:27	0	Access COntrl	Access COntrl-3	Only Fingerprint	Access COntrl-3 In	Normal Open
01 Nov 2023 13:58:56	546432	Access COntrl	Access COntrl-1	Only Fingerprint	Access COntrl-1 In	Normal Open
01 Nov 2023 13:58:56	0	Access COntrl	Access COntrl-1	Only Fingerprint	Access COntrl-1 In	Normal Open
01 Nov 2023 13:59:32	1523523	Access COntrl	Access COntrl-1	Only Fingerprint	Access COntrl-1 In	Normal Open

5. Click on the Start Date Textbox and select your Start-Date.

The screenshot shows the 'Access Control Optimi College' web application. The 'End Date' field is selected, and a calendar for November 2023 is displayed. The 'Start Date' field is also visible. Below the calendar, a table of access events is shown, including columns for Date And Time, Personnel ID, Access Name, Event Point, Verify Type, In/Out Status, and Event Description. The table contains several rows of data, including 'Exit Button Open' and 'Normal Open' events.

Date And Time	Personnel ID	Access Name	Event Point	Verify Type	In/Out Status	Event Description
01 Nov 2023 13:57:5		Access Control	Access COntrl-2	Others	None	Exit Button Open
01 Nov 2023 13:57:5		Access Control	Access COntrl-2	Others	None	Exit Button Open
01 Nov 2023 13:58:27		Access Control	Access COntrl-3	Only Fingerprint	Access COntrl-3 In	Normal Open
01 Nov 2023 13:58:27	0	Access Control	Access COntrl-3	Only Fingerprint	Access COntrl-3 In	Normal Open
01 Nov 2023 13:58:56	546432	Access COntrl	Access COntrl-1	Only Fingerprint	Access COntrl-1 In	Normal Open
01 Nov 2023 13:58:56	0	Access COntrl	Access COntrl-1	Only Fingerprint	Access COntrl-1 In	Normal Open
01 Nov 2023 13:59:32	1523523	Access COntrl	Access COntrl-1	Only Fingerprint	Access COntrl-1 In	Normal Open

6. Click on the End Date Textbox and select your End-Date.

The screenshot shows the 'Access Control Optimi College' interface. At the top, there are logos for 'optimi college' and 'it ACADEMY', and navigation links for 'Help', 'Troubleshoot', and 'Import'. Below the header, there are search filters: 'Start Date' (2023-11-01), 'End Date' (2023-11-05), and 'Personnel ID' (empty). A 'Search' button is next to the 'End Date' field, and a 'Search Employee' button is next to the 'Personnel ID' field. A dropdown menu for 'All Records' is also present. Below the filters is a table with 8 columns: 'Date And Time', 'Personnel ID', 'Card Number', 'Device Name', 'Event Point', 'Verify Type', 'In/Out Status', and 'Event Description'. The table contains 8 rows of data. At the bottom of the table area, there are 'Export to Excel' and 'Refresh' buttons. The footer of the interface shows '© 2023 Trinity Software (Pti)Ltd. All rights reserved.'

Date And Time	Personnel ID	Card Number	Device Name	Event Point	Verify Type	In/Out Status	Event Description
01 Nov 2023 13:57:55	0	0	Access COntrl	Access COntrl-2	Others	None	Exit Button Open
01 Nov 2023 13:57:55			Access COntrl	Access COntrl-2	Others	None	Exit Button Open
01 Nov 2023 13:58:27	132063	352931336	Access COntrl	Access COntrl-3	Only Fingerprint	Access COntrl-3 In	Normal Open
01 Nov 2023 13:58:27	0	0	Access COntrl	Access COntrl-3	Only Fingerprint	Access COntrl-3 In	Normal Open
01 Nov 2023 13:58:56	546432		Access COntrl	Access COntrl-1	Only Fingerprint	Access COntrl-1 In	Normal Open
01 Nov 2023 13:58:56	0	0	Access COntrl	Access COntrl-1	Only Fingerprint	Access COntrl-1 In	Normal Open
01 Nov 2023 13:59:32	1523523		Access COntrl	Access COntrl-1	Only Fingerprint	Access COntrl-1 In	Normal Open

7. Click on the Search Button to Search the Dates in the Selected Range of the Table in Grid view.

This screenshot is identical to the one above, showing the 'Access Control Optimi College' interface with the same search filters, table of access records, and footer information.

Date And Time	Personnel ID	Card Number	Device Name	Event Point	Verify Type	In/Out Status	Event Description
01 Nov 2023 13:57:55	0	0	Access COntrl	Access COntrl-2	Others	None	Exit Button Open
01 Nov 2023 13:57:55			Access COntrl	Access COntrl-2	Others	None	Exit Button Open
01 Nov 2023 13:58:27	132063	352931336	Access COntrl	Access COntrl-3	Only Fingerprint	Access COntrl-3 In	Normal Open
01 Nov 2023 13:58:27	0	0	Access COntrl	Access COntrl-3	Only Fingerprint	Access COntrl-3 In	Normal Open
01 Nov 2023 13:58:56	546432		Access COntrl	Access COntrl-1	Only Fingerprint	Access COntrl-1 In	Normal Open
01 Nov 2023 13:58:56	0	0	Access COntrl	Access COntrl-1	Only Fingerprint	Access COntrl-1 In	Normal Open
01 Nov 2023 13:59:32	1523523		Access COntrl	Access COntrl-1	Only Fingerprint	Access COntrl-1 In	Normal Open

8. This will give you all the records of the selected Range.

The screenshot shows the 'Access Control Optimi College' interface. The search filters are set to Start Date: 2023-11-01, End Date: 2023-11-05, and Personnel ID: 132063. The 'Search Employee' button is highlighted. The table displays records for employee 132063, including Date And Time, Personnel ID, Card Number, Device Name, Event Point, Verify Type, In/Out Status, and Event Description.

Date And Time	Personnel ID	Card Number	Device Name	Event Point	Verify Type	In/Out Status	Event Description
01 Nov 2023 13:57:55	0	0	Access CControl	Access CControl-2	Others	None	Exit Button Open
01 Nov 2023 13:57:55			Access CControl	Access CControl-2	Others	None	Exit Button Open
01 Nov 2023 13:58:27	132063	352931336	Access CControl	Access CControl-3	Only Fingerprint	Access CControl-3 In	Normal Open
01 Nov 2023 13:58:27	0	0	Access CControl	Access CControl-3	Only Fingerprint	Access CControl-3 In	Normal Open
01 Nov 2023 13:58:56	546432		Access CControl	Access CControl-1	Only Fingerprint	Access CControl-1 In	Normal Open
01 Nov 2023 13:58:56	0	0	Access CControl	Access CControl-1	Only Fingerprint	Access CControl-1 In	Normal Open
01 Nov 2023 13:59:32	1523523		Access CControl	Access CControl-1	Only Fingerprint	Access CControl-1 In	Normal Open

9. Click on Search Employee to search and display all the records of employee with number, 132063

The screenshot shows the 'Access Control Optimi College' interface. The search filters are set to Start Date: 2023-11-01, End Date: 2023-11-05, and Personnel ID: 132063. The 'Search Employee' button is highlighted. The table displays records for employee 132063, including Date And Time, Personnel ID, Card Number, Device Name, Event Point, Verify Type, In/Out Status, and Event Description.

Date And Time	Personnel ID	Card Number	Device Name	Event Point	Verify Type	In/Out Status	Event Description
01 Nov 2023 13:58:27	132063	352931336	Access CControl	Access CControl-3	Only Fingerprint	Access CControl-3 In	Normal Open
01 Nov 2023 15:03:04	132063	352931336	Access CControl	Access CControl-3	Only Fingerprint	Access CControl-3 In	Normal Open
01 Nov 2023 15:05:56	132063	352931336	Access CControl	Access CControl-3	Only Fingerprint	Access CControl-3 In	Normal Open
02 Nov 2023 10:10:26	132063	352931336	Access CControl	Access CControl-1	Only Fingerprint	Access CControl-1 In	Normal Open
02 Nov 2023 11:40:40	132063	352931336	Access CControl	Access CControl-3	Only Fingerprint	Access CControl-3 In	Normal Open
03 Nov 2023 11:35:42	132063	352931336	Access CControl	Access CControl-1	Only Fingerprint	Access CControl-1 In	Normal Open

10. All the records of Employee with Personnel ID 132063 is displayed in grid view.

