

Software Instruction Manual

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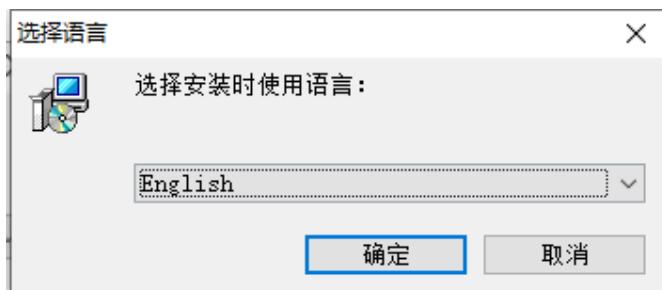
1. Instructions for use

Please do not place the device in a place where the strong light is directly illuminated. Strong light will have a significant impact on the fingerprint collection, which will cause the fingerprint verification to fail. Try not to use it outdoors in summer. The working temperature range of the attendance machine is 0-40°C. If it is used outdoors for a long time, coupled with the heat of the device itself, it is easy to affect the work of the device, the response may be slower, and the pass rate may be reduced. If it must be used outdoors, umbrellas and cooling devices are recommended. The fingerprint attendance system is divided into two parts, simply speaking, it is front desk attendance and background management. The foreground refers to the offline fingerprint identification terminal, and the background refers to the fingerprint attendance management software. The offline fingerprint identification terminal is mainly responsible for the fingerprint registration and daily attendance of employees. The management software mainly reads the attendance records of the front desk, and calculates statistics according to the attendance calculation rules set by the user, and generates various statistical reports. When the current offline fingerprint attendance machine uses the management software for the first time, the management software needs to be activated before downloading and statistical summary data. Run the management software, and the operation prompt is as follows:

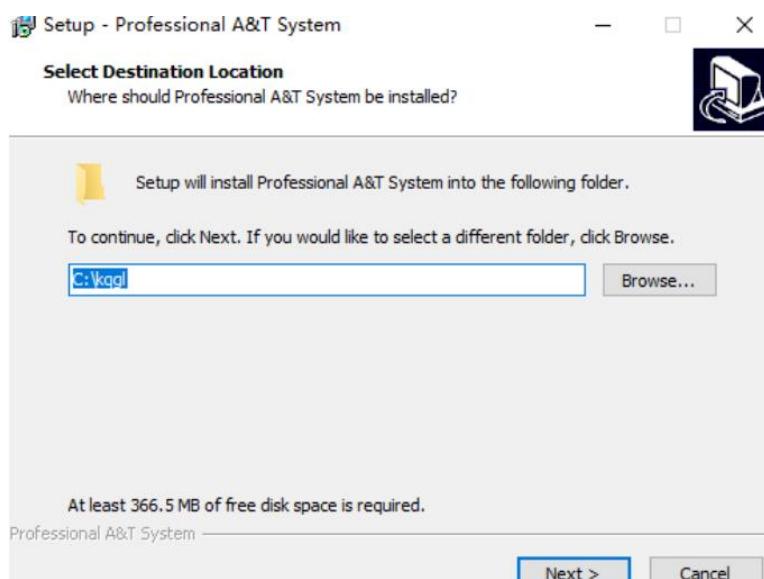
1.1 software installation

 FR05MSetup V22.02.26-1.exe

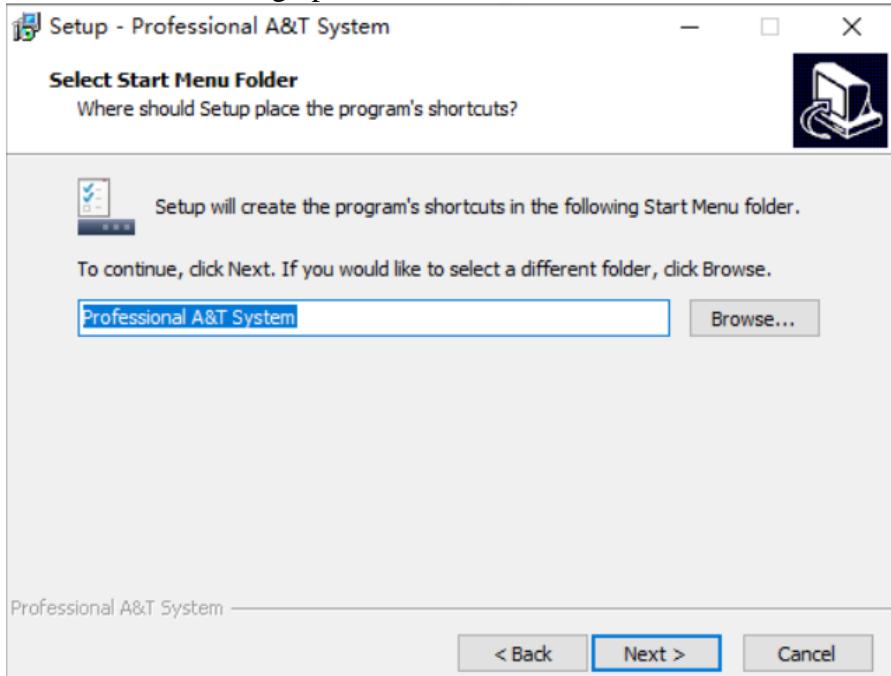
1. The file FR05MSetup is the standard installation software, double-click this icon to install the system software; select the language, click OK, and enter the next interface



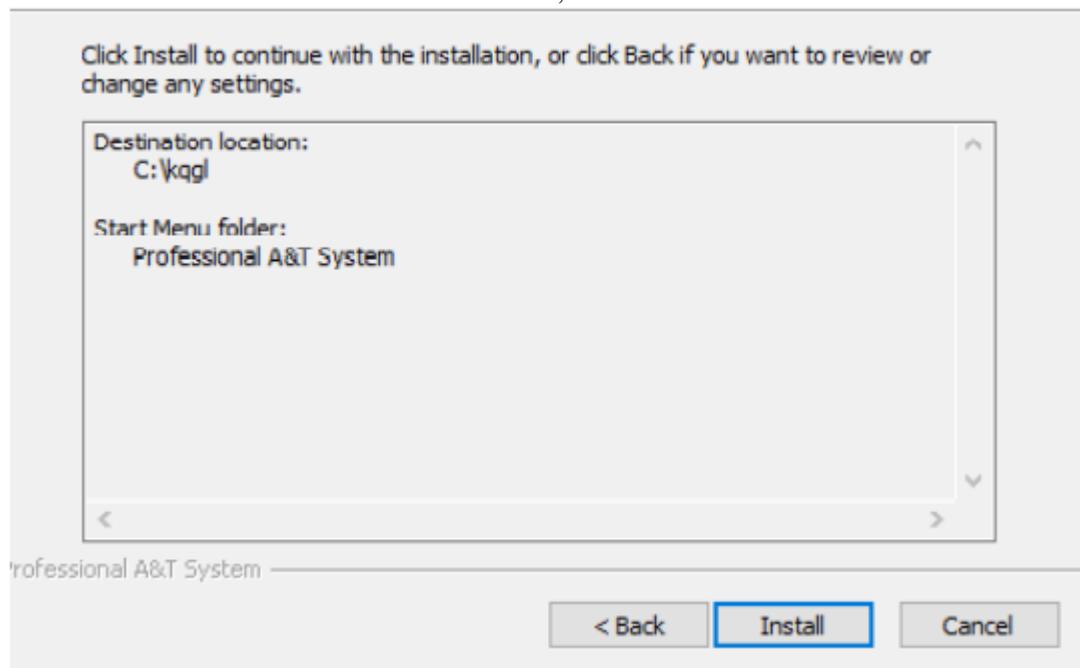
2. Then select the installation location and click Next



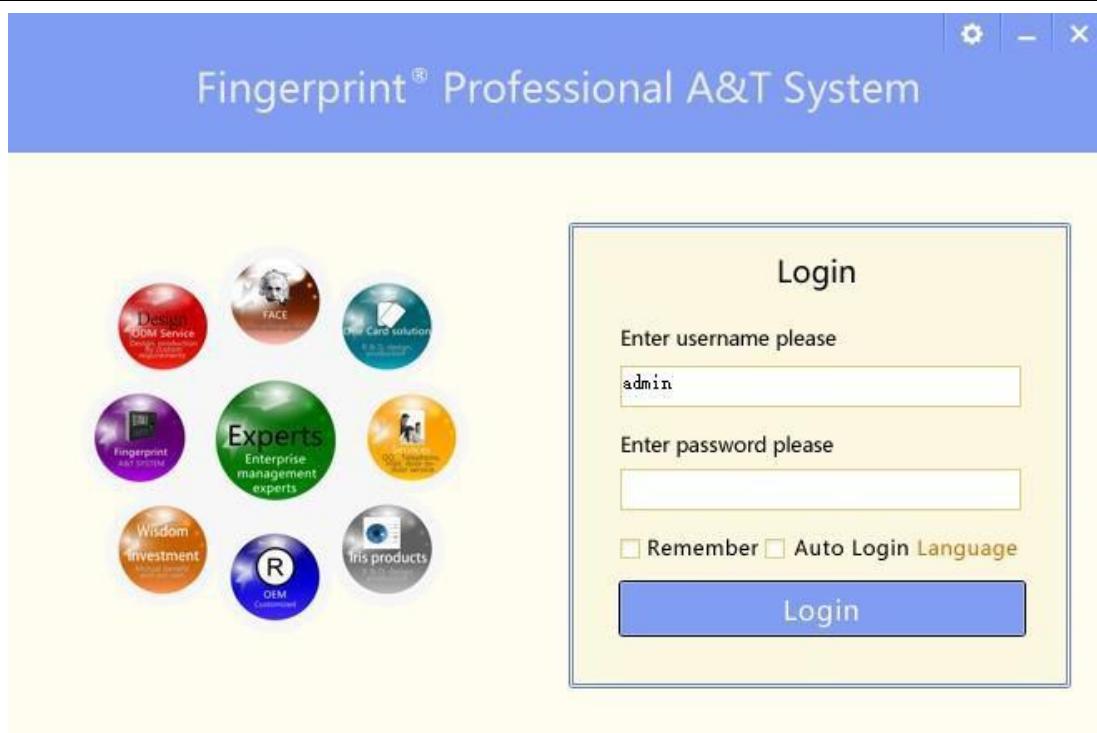
3. After setting up the shortcut menu, click Next



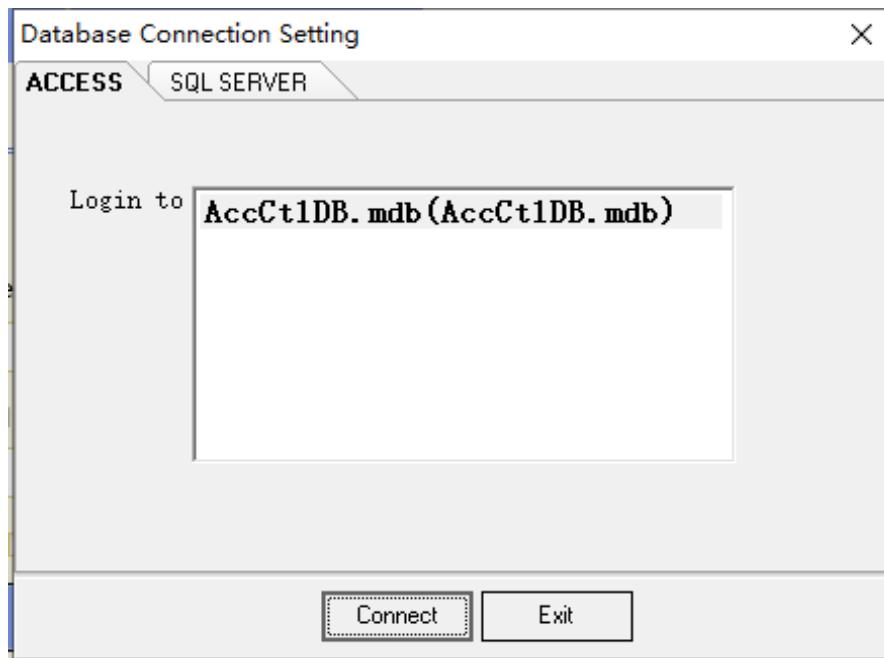
4. Click Install to enter the installation,



5. Click Run, and the following login interface appears:



Click the icon  in the upper right corner to select the server connection settings which are divided into ACCESS and SQL SERVER. Select the server and database according to your needs, and then click Connect.



Enter the user name(admin by default) and password (empty by default), select remember password, automatic login and language as required, and then click Login to enter the software. If you need to change the password, you can set a new password in Change Password under the System Maintenance menu.

If you need to use the network version software, please click " " in the upper right corner. Then select the SQL server, enter the server name, username and password, and click "Connect". If you use the instance name server name, you need to add the instance name input.



Note: The next time you use it, you can directly double-click the shortcut on the desktop to directly enter the login interface.



1. 2 Basic setup process

Personnel management(add employees from different departments, note that the registration number must be the same as the number registered with the finger print in the device, that is the→registration number must be consistent)--device management (add the parameters of the device→corresponding to them achine)--register the finger print on the device (Note that the registration number is consistent with the personnel information).

Personnel management and this step are in no particular order, as long→as the registration number is consistent) -- Device settings (click the set device on the left, the system will automatically communicate with the machine, And detect the difference between the name, department and registration data in the machine and the software system.If it needs to be downloaded or uploaded, the system will automatically judge,→and the user only needs to click"Execute")-- Shift management(add→the required shift for

Schedulinguse)--Schedulingmanagement(Scheduling employees in different ways such as all/ departments/individuals, pay attention to the need to check the boxes that need to be selected)

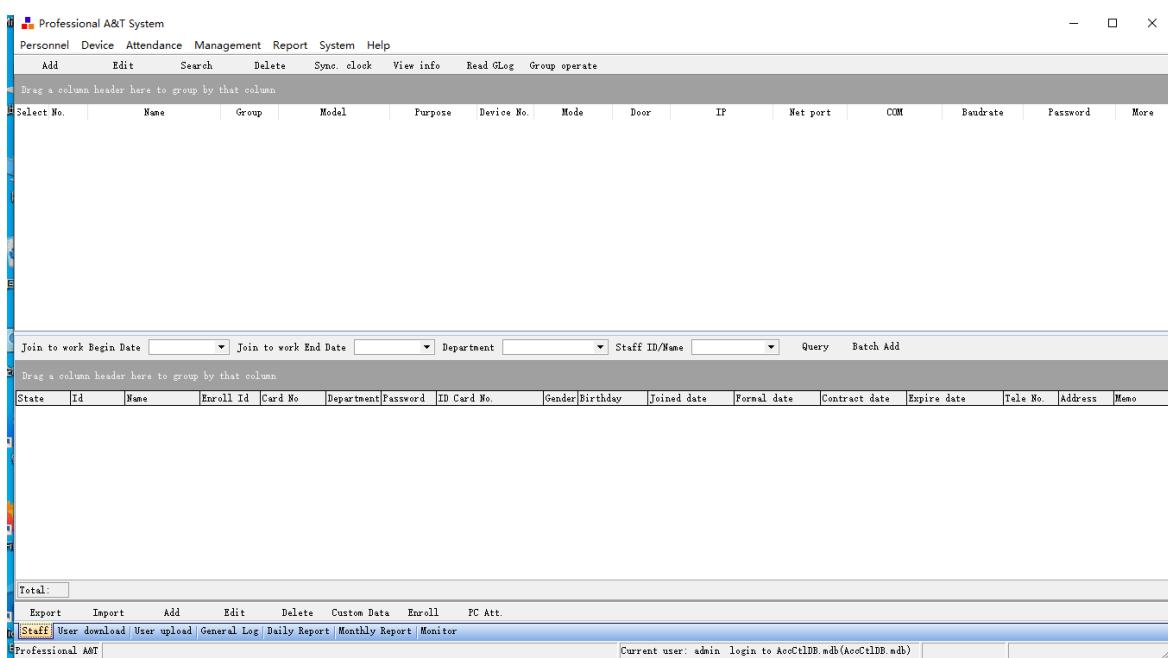
The above is the basic setting process. After the setting is completed it can basically be used. The other work is to wait for the end of the month to generate reports according to the records.

1. 3 Basic report generation process

Record management(the"unread ordinary record" in it is the valid record we need)--→attendance report(select the required parameters such as employee/department/date click the "Calculate" button, and when the calculation is completed you can see the corresponding Daily report) -- Attendance monthly→report (you can see the corresponding monthly report by querying the date calculated according to the corresponding→daily report)--Attendance statistics table (you can view the statistics table directly according to the conditions)

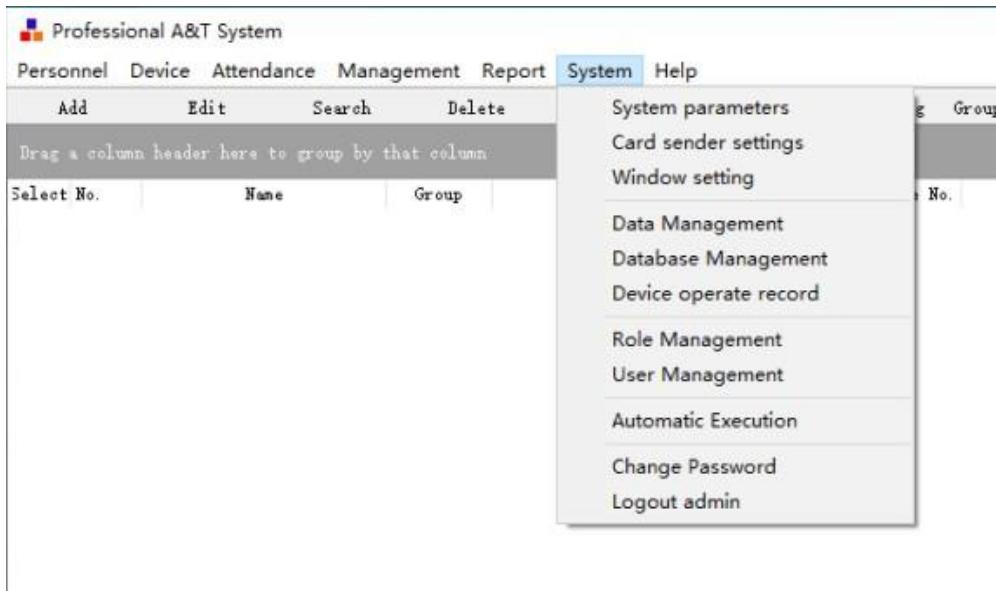
2 Use of attendance access control software

Enter the software and display as shown below:(Note that the actual interface is related to user settings)

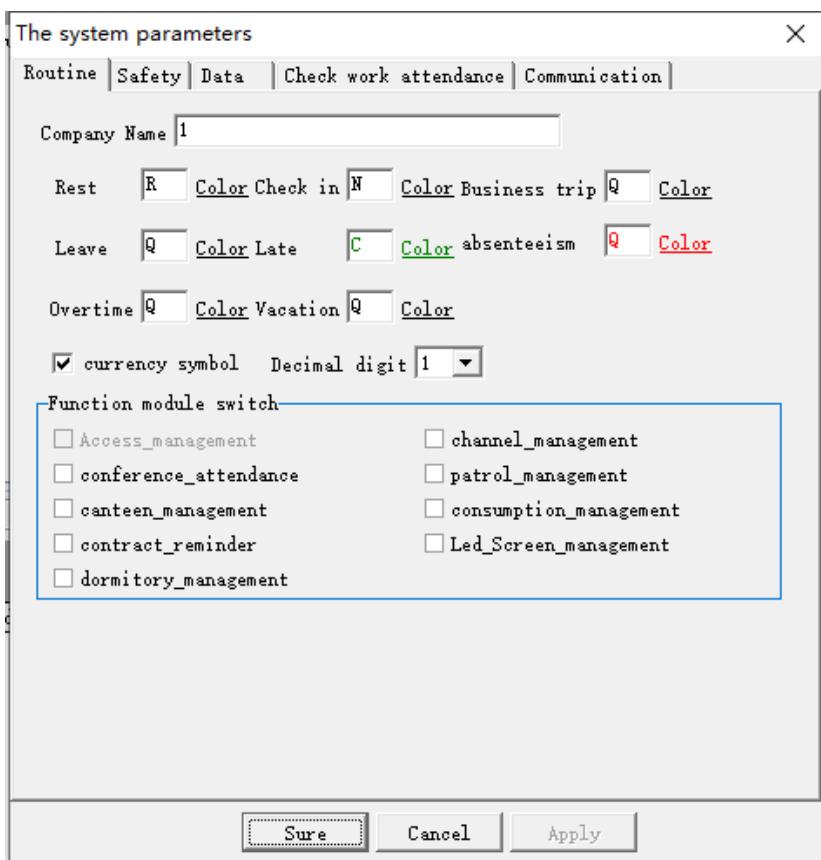


2.1 personnel

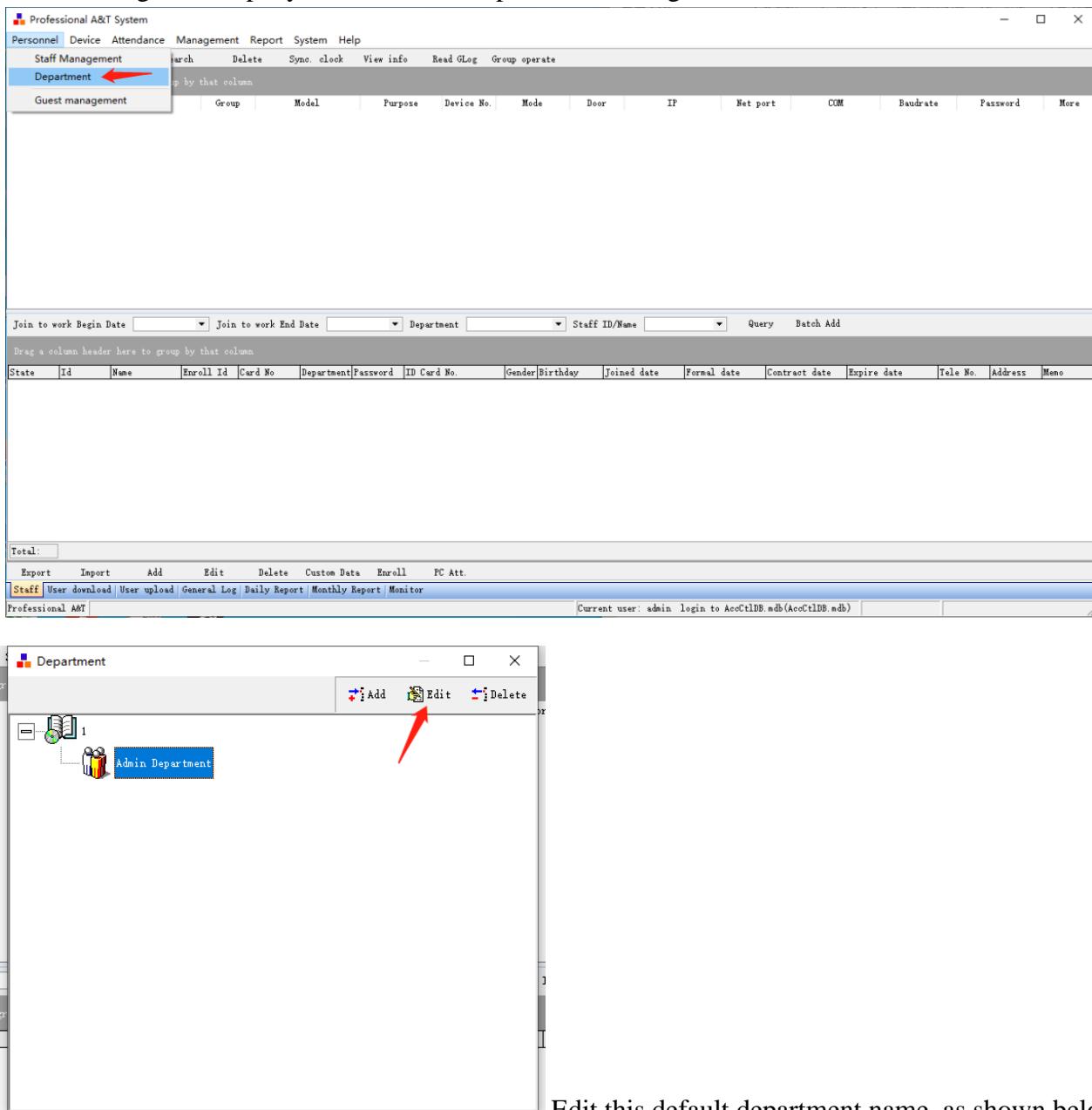
2.1.1 Department Settings



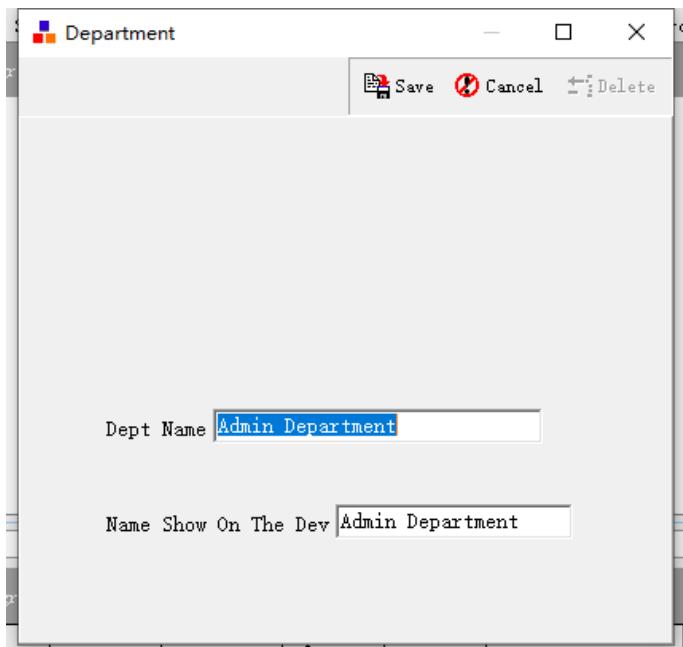
Before adding a department, select "System Parameters" as shown in the figure, and modify the company name as shown in the figure



After setting the company name, select "Department Settings" as shown below

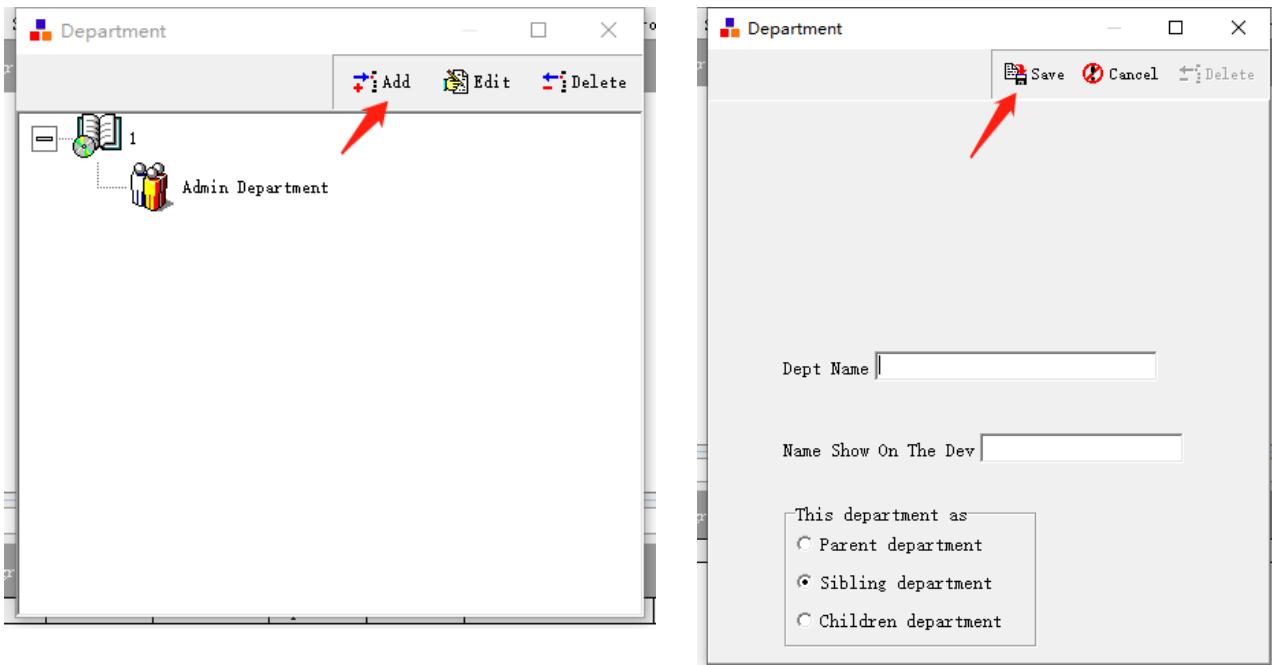


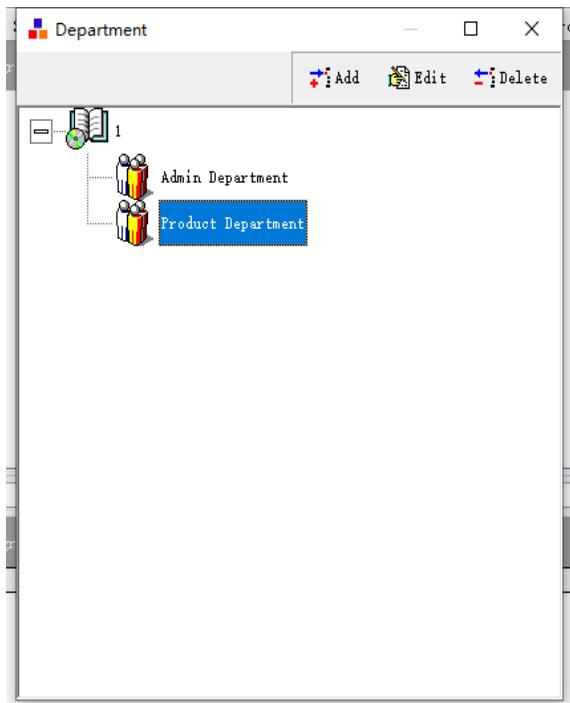
Edit this default department name, as shown below



The name on the attendance machine does not need to be filled in, then click "Save"

Then, add a new department, as shown in the figure:

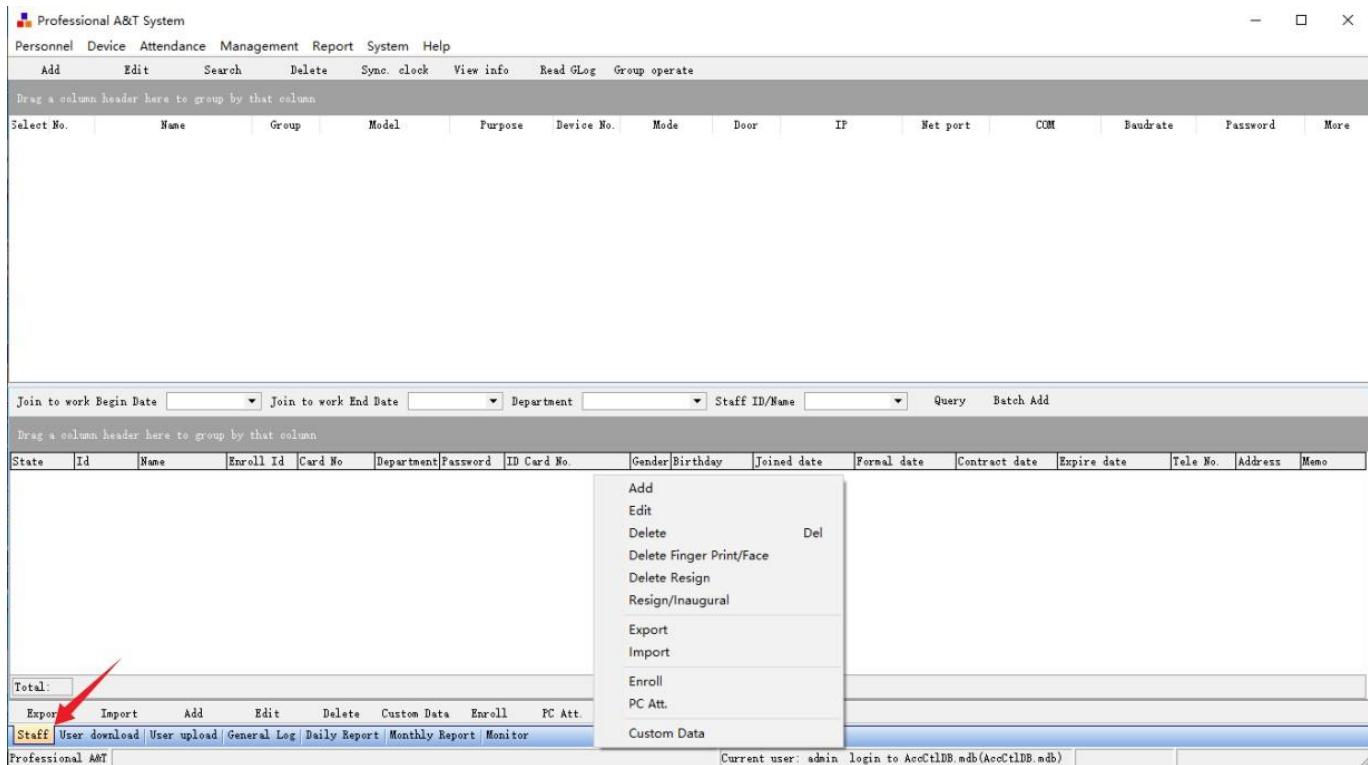




In this way, all departments can be added in sequence.

2.1.2 personnel management

The options in the "Personnel Management" menu in the upper left corner have the same functions as the "Personnel Management" menu in the lower left corner. There are several function buttons for common functions in the lower left corner of the figure below.



The screenshot shows a Windows application window titled "Professional A&T System". The menu bar includes "Personnel", "Device", "Attendance", "Management", "Report", "System", and "Help". Below the menu is a toolbar with buttons for "Add", "Edit", "Search", "Delete", "Sync. clock", "View info", "Read GLog", and "Group operate". A message "Drag a column header here to group by that column" is displayed above a grid of personnel data. The grid columns include "Select No.", "Name", "Group", "Model", "Purpose", "Device No.", "Mode", "Door", "IP", "Net port", "COM", "Baudrate", "Password", and "More". Below the grid are search filters for "Join to work Begin Date", "Join to work End Date", "Department", "Staff ID/Name", "Query", and "Batch Add". Another message "Drag a column header here to group by that column" is shown above the staff data grid. This grid lists staff details such as State, Id, Name, Enroll Id, Card No, Department, Password, ID Card No, Gender, Birthday, Joined date, Formal date, Contract date, Expire date, Tele No, Address, and Memo. A context menu is open over the grid, listing options: Add, Edit, Delete, Delete Finger Print/Face, Delete Resign, Resign/Inaugural, Export, Import, Enroll, PC Att., and Custom Data. At the bottom of the interface, there is a toolbar with buttons for "Total", "Export", "Import", "Add", "Edit", "Delete", "Custom Data", "Enroll", "PC Att.", and "Staff". The "Staff" button is highlighted with a blue border. Below the toolbar are links for "User download", "User upload", "General Log", "Daily Report", "Monthly Report", and "Monitor". The status bar at the bottom right shows "Current user: admin login to AccCtlDB.mdb(AccCtlDB.mdb)".

Click the right mouse button in the blank space of the personnel management interface (the lower part of the overall interface), and a shortcut menu of personnel management will pop up. If the interface is not embedded in the main interface, there are some commonly used buttons at the bottom of the interface. In the menu, there are functions of adding, editing, deleting, deleting fingerprints, deleting resignation resignation, exporting, importing, registering, computer attendance and custom data. Menu item: Add, Edit, this function is used to add or edit personnel information.

Add

Item name	Item value
Id *	Auto get <input checked="" type="checkbox"/>
Name *	
Enroll Id	
Card No	Read card No.
Department	<input type="button" value="▼"/>
Password	
ID Card No.	
Gender	<input type="button" value="▼"/>
Birthday	<input type="button" value="▼"/>
Joined date	2022/4/27 <input type="button" value="▼"/>
Formal date	2022/7/27 <input type="button" value="▼"/>
Contract date	2023/4/27 <input type="button" value="▼"/>
Expire date	2099/12/31 <input type="button" value="▼"/>
Tele No.	
Address	
Memo	

Usually, the "job number" and "registration number" in the personnel data should be consistent with the "job number" of the user on the fingerprint machine or face machine. Also keep it consistent, so it's easier to understand when using it.

Menu item: "Delete", this function is used to delete the current personnel.

Menu item: "Delete Fingerprint", this function is used to delete all fingerprint data of the designated person. If there is face data, the face data will also be deleted. Menu item: "Delete Resignation", this function is used to delete the person who has been set to resign.

Menu item: "Resale", this function is used to convert an incumbent employee to resign or to convert a resigned employee to incumbent.

Menu item: "Export", which is used to generate EXCEL information from the queried personnel information.

Menu item: "Import", this function is used to import EXCEL that meets the requirements directly into the personnel data

Report Parameters

Report options

Basic parameters

Report title: Employee Report

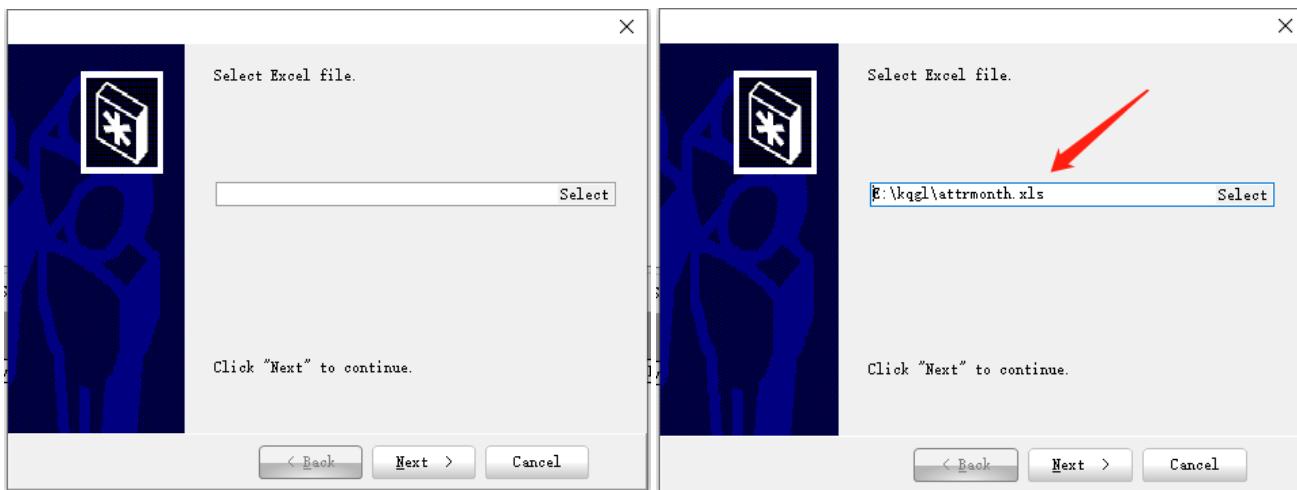
Data options

<input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/> Consumption card No.
<input checked="" type="checkbox"/> Id	<input checked="" type="checkbox"/> Card status
<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Card balance
<input checked="" type="checkbox"/> Enroll Id	<input checked="" type="checkbox"/> Subsidy amount
<input checked="" type="checkbox"/> Card No	<input checked="" type="checkbox"/> Deposit
<input checked="" type="checkbox"/> Department	
<input checked="" type="checkbox"/> Password	
<input checked="" type="checkbox"/> ID Card No.	
<input checked="" type="checkbox"/> Gender	
<input checked="" type="checkbox"/> Birthday	
<input checked="" type="checkbox"/> Joined date	
<input checked="" type="checkbox"/> Formal date	
<input checked="" type="checkbox"/> Contract date	
<input checked="" type="checkbox"/> Expire date	
<input checked="" type="checkbox"/> Tele No.	
<input checked="" type="checkbox"/> Address	
<input checked="" type="checkbox"/> Memo	

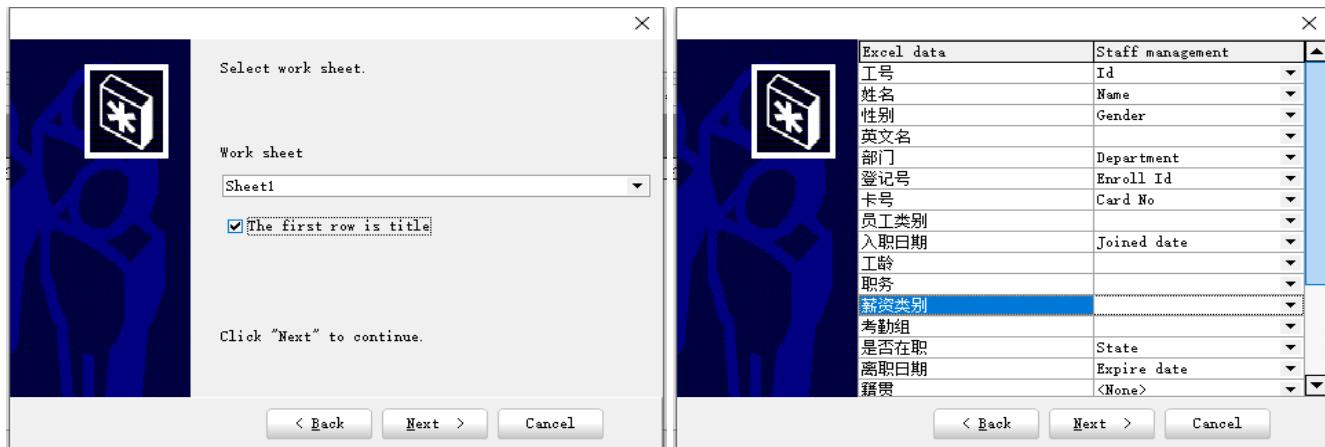
When selecting "Export", you can choose the options as above

A1	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
Employee Report																					
1	State	Id	Name	Enroll Id	Card No.	Department	Password	ID Card No.	Gender	Birthday	Joined date	Formal date	Contract date	Expire date	Tele No.	Address	Memo	Consumption card No.	Card status	Card balance	Subsidy amount
2																					Deposit
3																					
4																					
5																					
6																					
7																					
8																					
9																					
10																					
11																					
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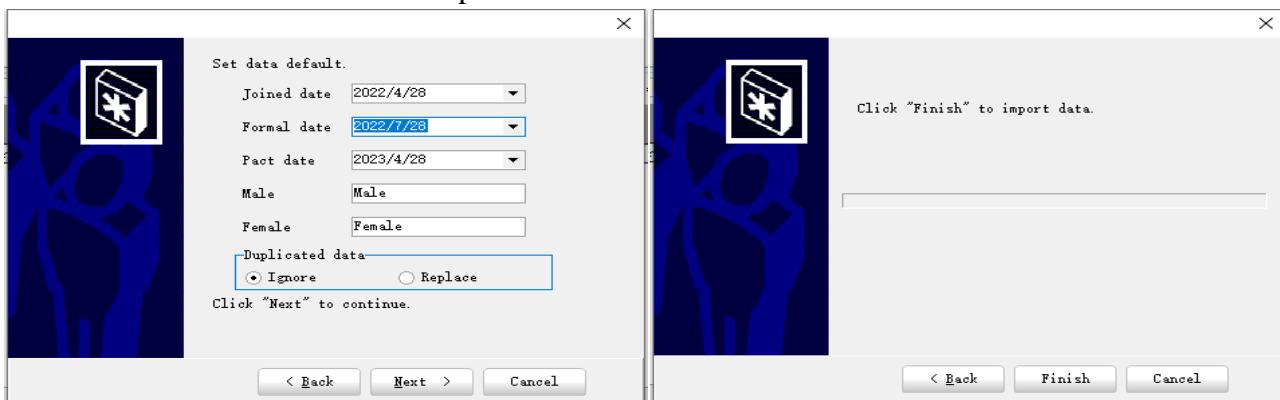
The exported employee EXCEL report is as shown above.



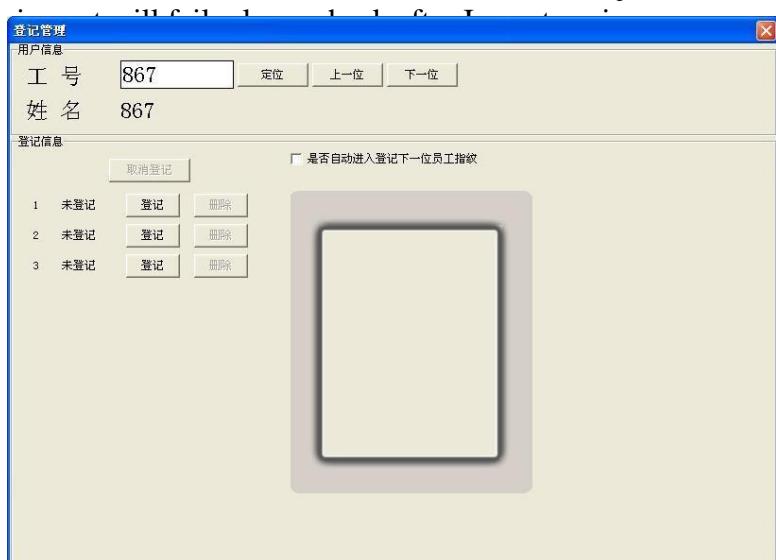
When importing a file, the EXCEL file of the personnel data must conform to the personnel file template of this software before it can be imported. Select the file as shown in the figure above. If there is no template, you can manually add an employee's data, and then export an EXCEL personnel data template, add all the employee's data, and then import it into the system.



If the first line of the EXCEL file has the words "*** report", it is the title of the first line, as shown in the figure, please check the "First line report title" option, and then click Next; the second screenshot Contents of options to be imported. Please select it accordingly. If the report contains inappropriate content, the content may not correspond after importing. It needs to be modified and then imported.



As shown in the figure above, please fill in the corresponding content. Usually, if the content of the document is relatively new, please select "Overwrite" to import; if there are duplicate content in the document, such as card number, job number, registration number, etc., the



prints on the computer,

Menu item: "Computer Attendance", this function is used to directly use the computer for attendance, and also need to purchase a fingerprint reader

Menu item: "Custom Data", this function is used to manage the data that is not defined in the system but wants to be saved. Such as marital status, education, etc. You can add it yourself.



Adding cards in batches is used to quickly add card holders. This function requires the purchase of an ID or IC card reader. You can click on the card to swipe the card to add multiple personnel continuously. If the card number is not selected as the name, then each card is swiped. Just edit a name and then click save to enter and wait for a swipe to add a new person.



When the system starts the consumption management function, the following interface will appear in the upper right corner of this interface, which is used for processing consumption cards



Card issuance: It is used to issue consumer user cards and write card information, and at the same time, you can set which devices need to be uploaded to this card synchronously. Note that this card must be a new card, that is, a card without user information.

Edit card: Modify some parameters of the existing consumer user card, but cannot modify the card number and amount.

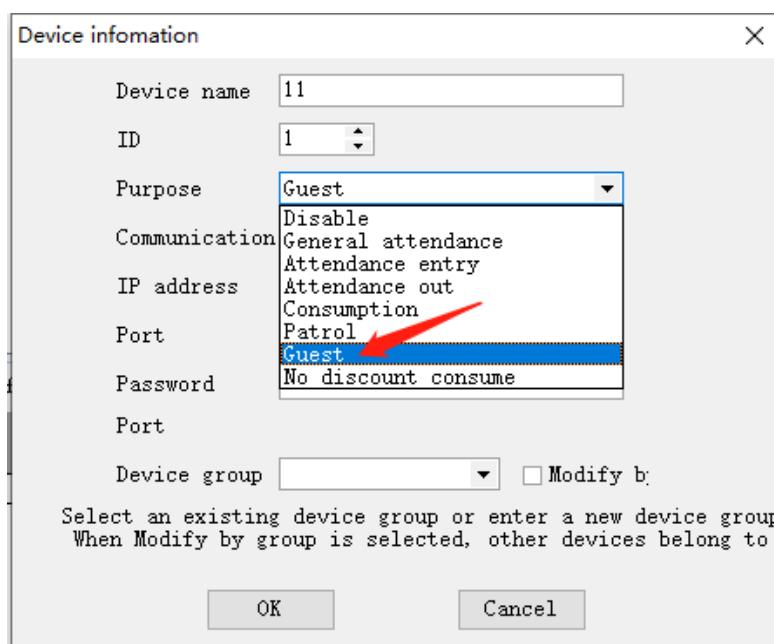
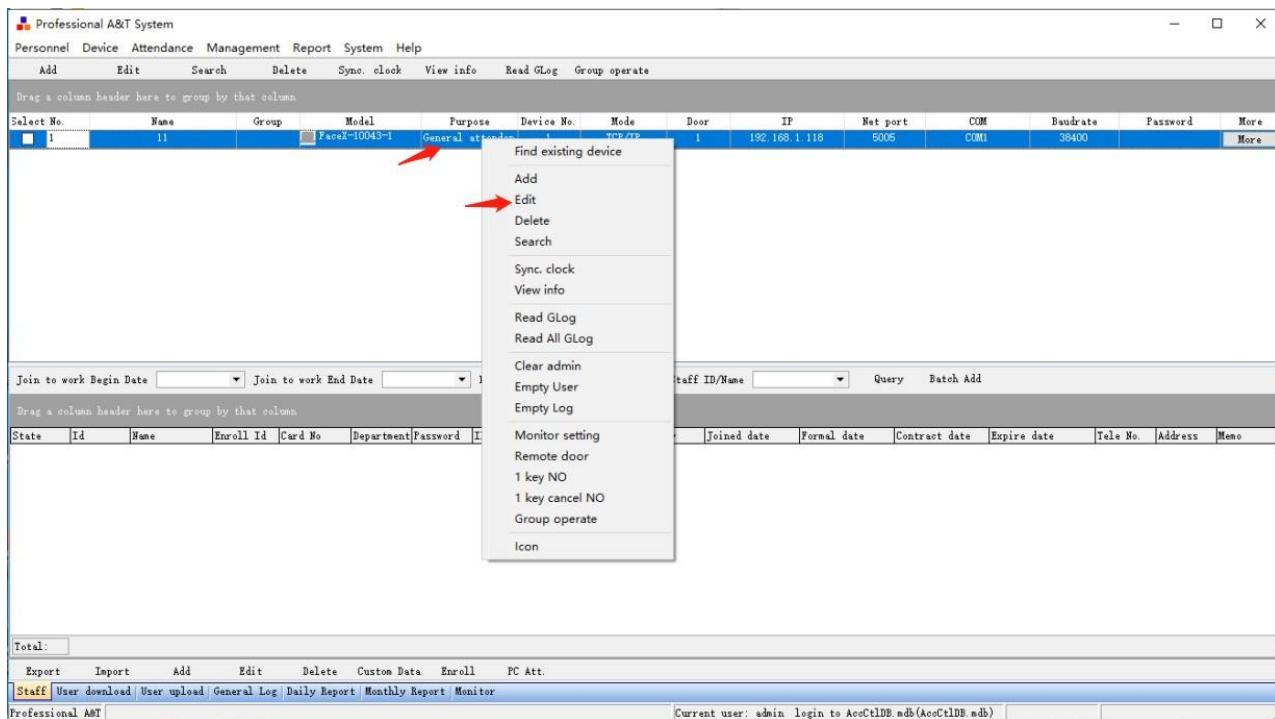
Card replacement: It is used to update the card for existing consumer users. This card must also be a new card, and the amount cannot be changed when the card is replaced. A new card number can be set.

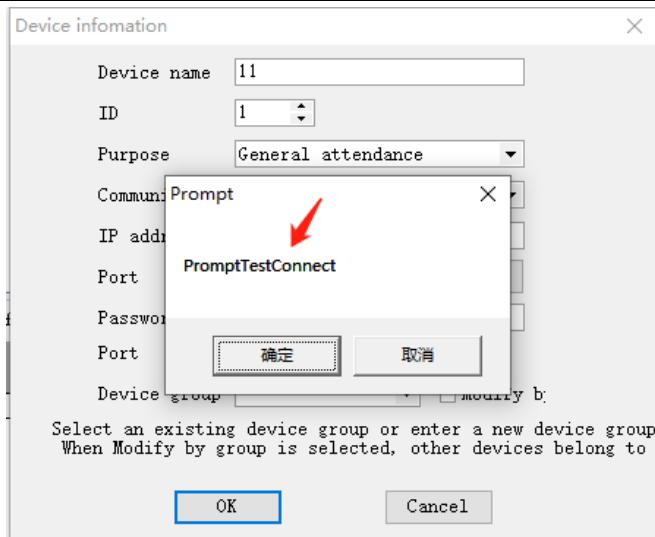
The card issuing interface is as follows



2.1.3 Guest management

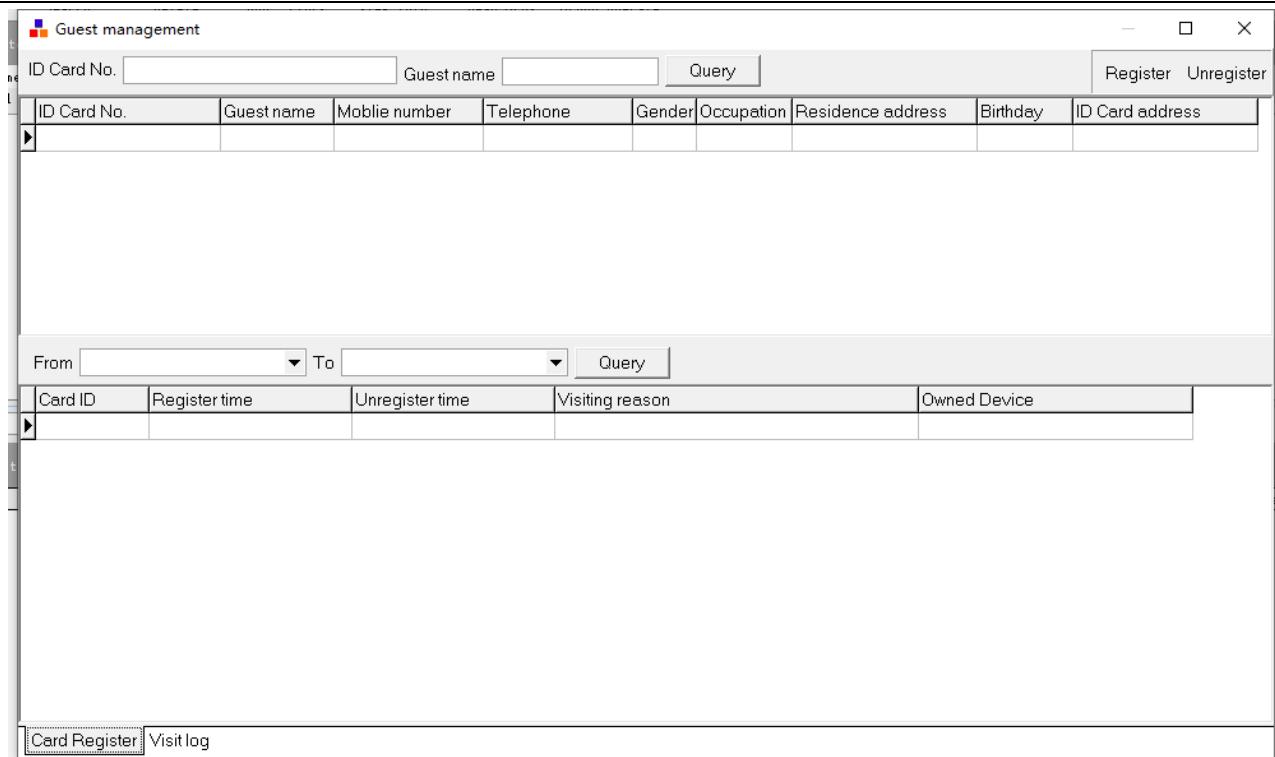
"Guest management" first needs to add a device or edit a door device as a guest, as shown below:



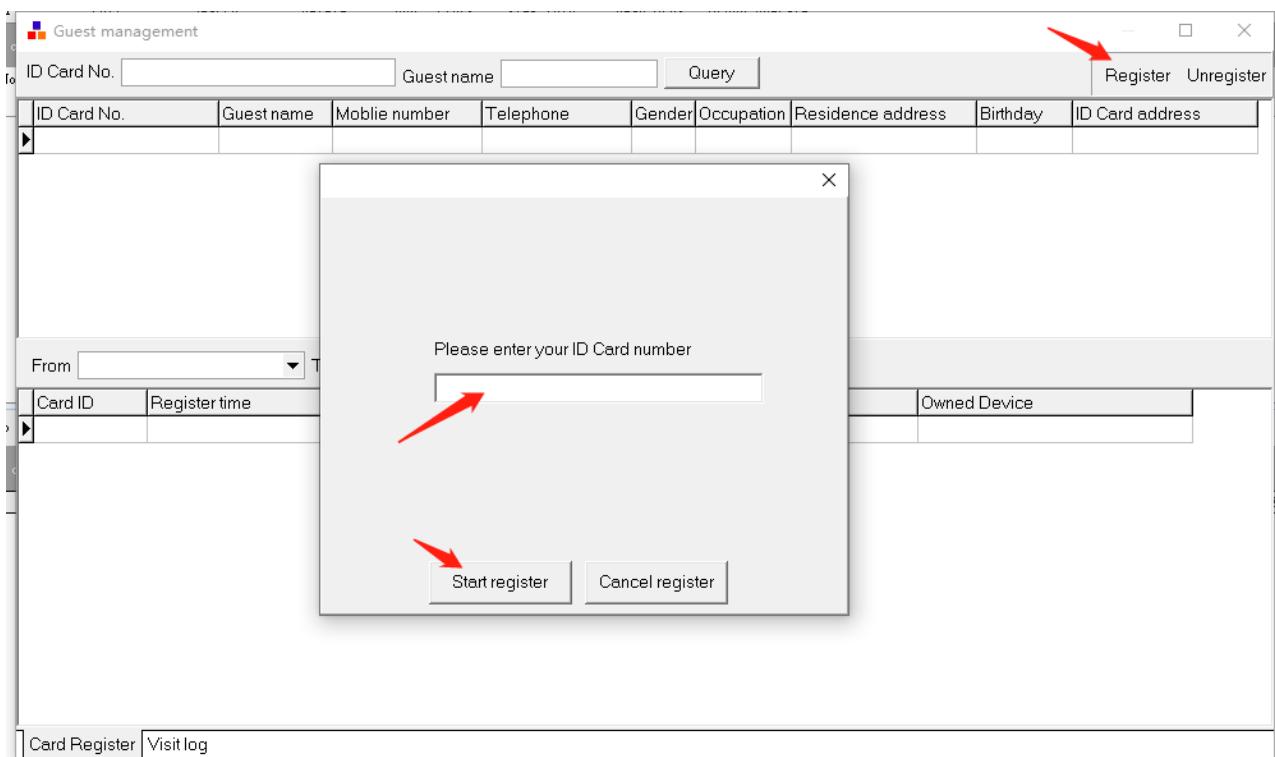


After selecting "Guest", click the "OK" button. At this time, if there is a device connected, click the "Confirm" button. If there is no device connection, click the "Cancel" button to add or edit successfully.

Then, enter the "Guest Management" interface



Click the "Register" button in the upper right corner to add the guest's record



Enter the guest's ID number and click the "Start Registration" button.

Guest management

ID Card No.	Guest name	Query	Register	Unregister
*1111111111111111				

Guest name
 Mobile number
 Occupation
 Residence address
 ID Card address
 Birthday Gender
 Card ID
 Owned Device (highlighted by a red arrow)
 Visiting reason

Confirm register
Cancel register

[Card Register](#)
[Visit log](#)

Enter the corresponding information, select the corresponding device and click the "Confirm Registration" button. After the registration is completed, the record is as follows:

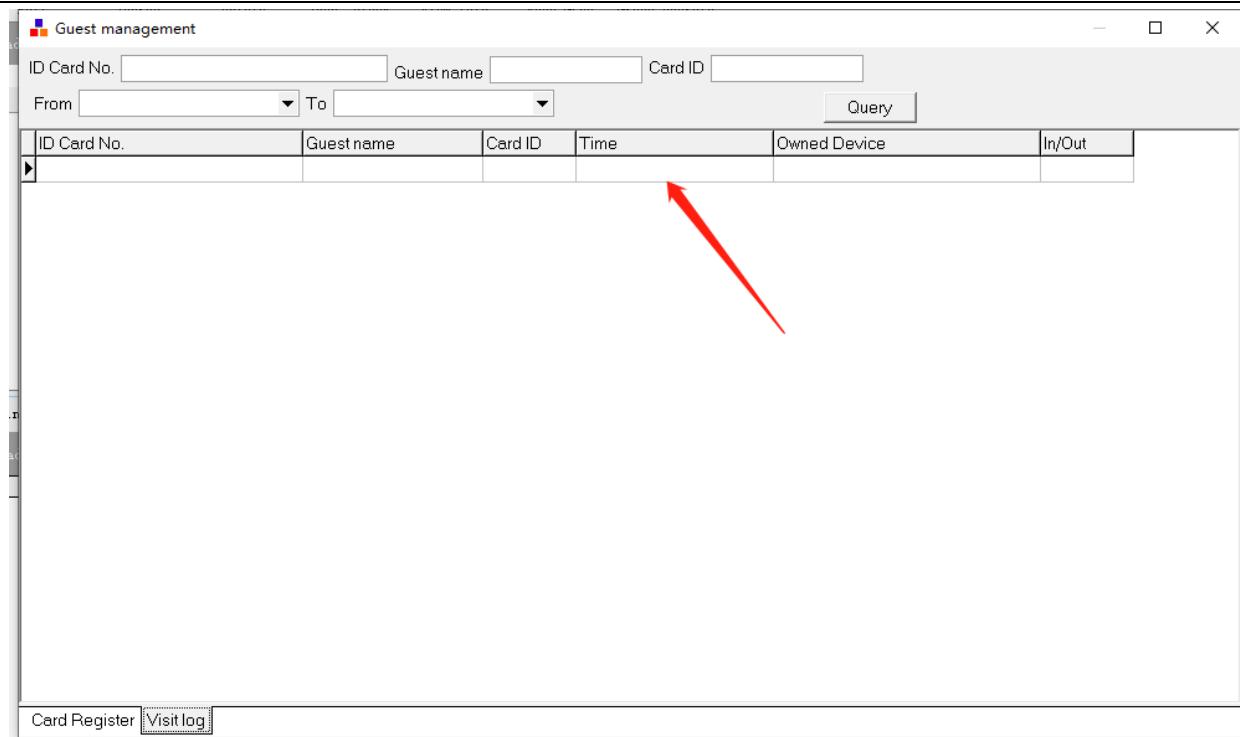
Guest management

ID Card No.	Guest name	Card ID	From	To	Query

ID Card No.	Guest name	Card ID	Time	Owned Device	In/Out

[Card Register](#)
Visit log (highlighted by a red arrow)

After registration, if the guests visit on time, the specific time record of the visit can be viewed in the table below



The screenshot shows a software application window titled "Guest management". At the top, there are input fields for "ID Card No.", "Guest name", and "Card ID", along with dropdown menus for "From" and "To" dates, and a "Query" button. Below the search area is a table with columns: "ID Card No.", "Guest name", "Card ID", "Time", "Owned Device", and "In/Out". The table has one visible row. A red arrow points to the top right corner of the table's header row.

ID Card No.	Guest name	Card ID	Time	Owned Device	In/Out

Card Register Visit log

2. 1. 4 contract extension



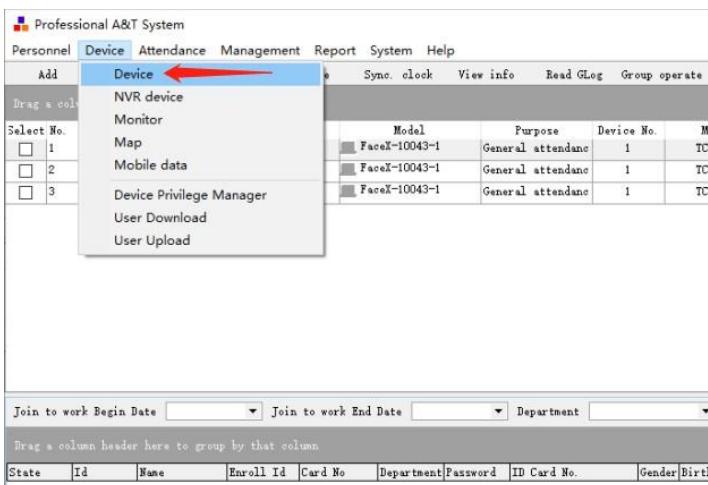
The screenshot shows a software application window titled "合同延期". It has tabs at the top: "合同延期" (selected), "生效" (Effective), and "退出" (Exit). The main area is divided into two sections: "延期时间" (Extension Time) and "延期范围" (Extension Scope). In the "延期时间" section, there is a radio button for "延期时间" followed by a dropdown menu set to "1 年" (1 year) and another dropdown menu for "指定期限" (Specified Date) showing "2022-12-31". In the "延期范围" section, there is a checked checkbox for "部" (Department), a dropdown menu for "所领导" (Manager), an unchecked checkbox for "含下级部门" (Include Sub-departments), and a dropdown menu for "工号/姓名" (Employee Number/Name) showing "10115-徐威".

The function of contract extension refers to extending the contract period of existing employees according to the specified date or N years.

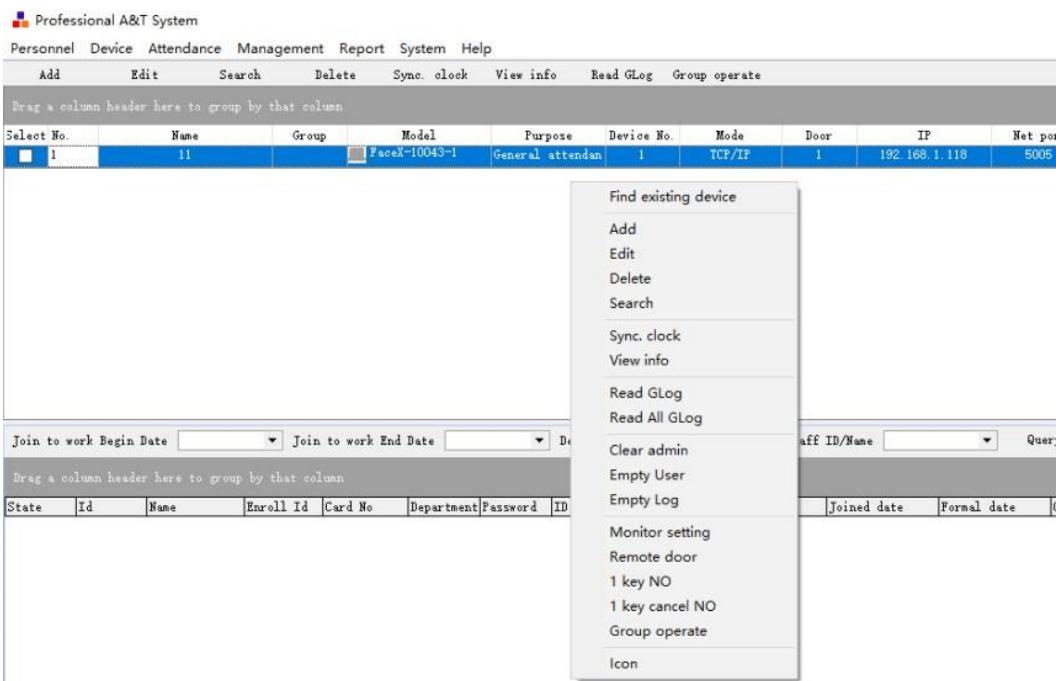
Note that for employees who are not within the contract period, the daily calculation will not be calculated, and the daily calculation will only calculate the report of the regular employees within the contract period.

2.2 equipment

2. 2. 1 Device management

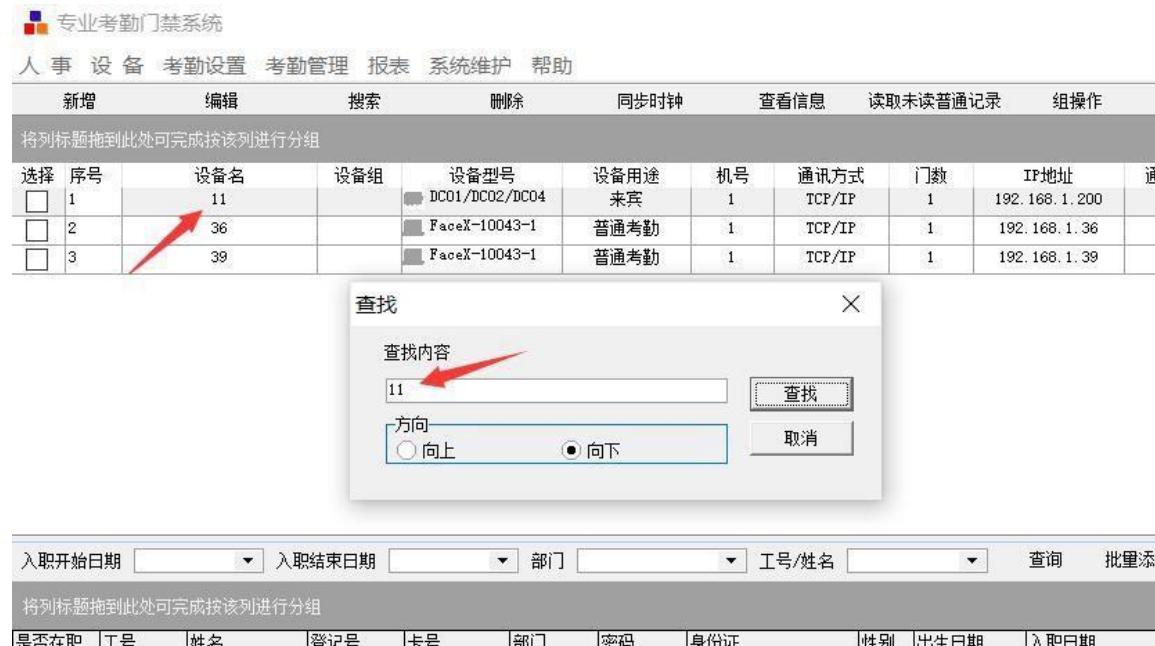


This menu is an option for operating the device, including the following options:



Right-click the blank space in the upper part of the interface, and the menu item as shown in the figure will pop up. "Find Existing Device", this function is a function to easily find the device design that needs to be viewed or edited from a large number of devices when there are too many devices; "Add", for adding new devices; "Edit", for editing Device parameters and uses, access control groups, etc.; "Delete", to delete the device; "Search", dedicated to the access control panel, when adding an access control panel, first "Search", and then edit the parameters such as the IP address of the control panel or Upgrade firmware, etc., and then choose to add to the device list; "Sync Clock" is to set the computer's time to fingerprints, faces, access control panels and other devices; "View Information" is to view the time in the device, store information, etc.; "Read unread records" is to read the latest records in the device; "Read all records" is to read all records in the device to the computer; "Clear all users", please operate this function carefully, it will Delete all users in the device; "Clear all records", please operate very carefully, all deleted records cannot be recovered; "Stop all alarms", when the access control panel has alarm output, you can pass this Option to stop all alarm signal output; "Monitoring Settings", used to set the IP address and port number of the monitoring computer; "Door management" this function is mainly used to use the fingerprint machine and the face machine as the reader for access control "Remote door" is used to open the remote door by sending commands through the network; "One key normally open", this function can set the remote door to be normally open, if no other commands are sent, the door will always be open; "One-key normally open reset", this function is designed for "one-key normally open", it is used to cancel the one key normally open function and restore the door to the normal switch mode "Group operation" is For the remote door opening, one-key normally open and one-key normally open reset operations of "equipment group", this operation can operate multiple doors in one group or multiple groups at the same time; "icon display", this function is when the device More often, it is a convenient way to browse the device.

2.2.1.1 Finding an Existing device



The screenshot shows a software interface for managing access control devices. At the top, there is a menu bar with options like 人事 (Personnel), 设备 (Equipment), 考勤设置 (Attendance Settings), 考勤管理 (Attendance Management), 报表 (Reports), 系统维护 (System Maintenance), and 帮助 (Help). Below the menu is a toolbar with buttons for 新增 (Add), 编辑 (Edit), 搜索 (Search), 删除 (Delete), 同步时钟 (Sync Clock), 查看信息 (View Information), 读取未读普通记录 (Read Unread Normal Records), and 组操作 (Group Operation). A sub-menu is open, showing items like "Find Existing Device", "Add", "Edit", "Delete", "Search", "Sync Clock", "View Information", "Read Unread Normal Records", "Read All Normal Records", "Clear All Users", "Clear All Records", "Stop All Alarms", "Monitoring Settings", "Door Management", "One Key Normally Open", "One Key Normally Open Reset", "Group Operation", and "Icon Display".

The main area contains a table listing devices. The columns are: 选择 (Select), 序号 (Number), 设备名 (Device Name), 设备组 (Device Group), 设备型号 (Device Model), 设备用途 (Device Use), 机号 (Machine Number), 通讯方式 (Communication Method), 门数 (Door Number), IP地址 (IP Address), and 通 (Pass). The table shows three rows of data:

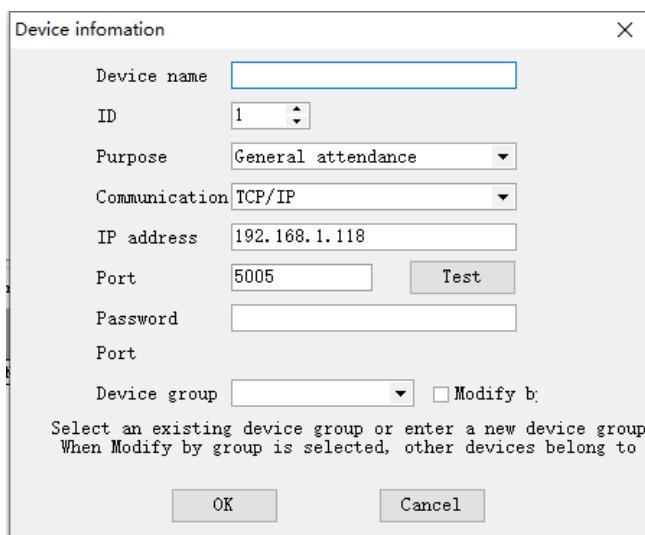
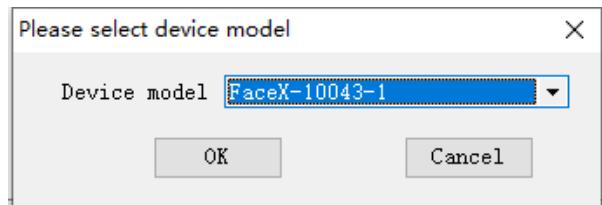
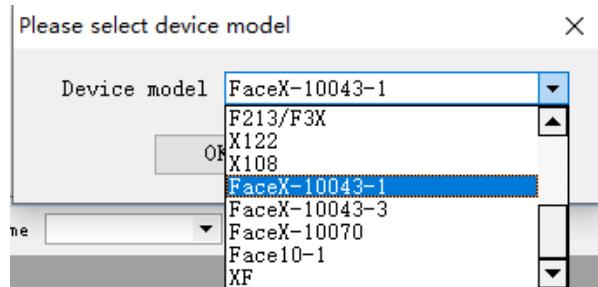
选择	序号	设备名	设备组	设备型号	设备用途	机号	通讯方式	门数	IP地址	通
<input type="checkbox"/>	1	11		DC01/DC02/DC04	来宾	1	TCP/IP	1	192.168.1.200	
<input type="checkbox"/>	2	36		FaceX-10043-1	普通考勤	1	TCP/IP	1	192.168.1.36	
<input type="checkbox"/>	3	39		FaceX-10043-1	普通考勤	1	TCP/IP	1	192.168.1.39	

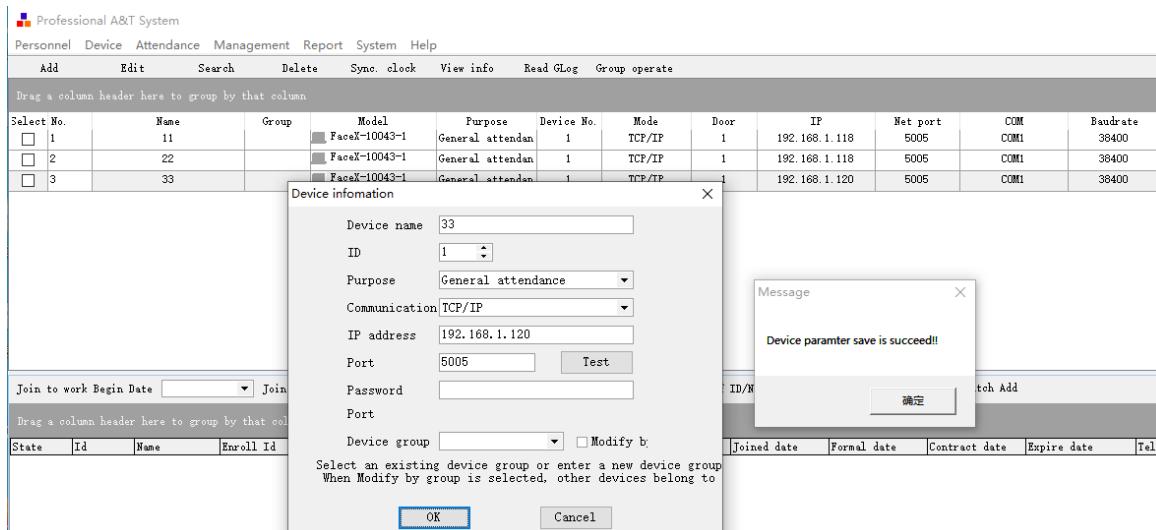
A red arrow points to the number '11' in the '设备名' column of the first row. Below the table is a search dialog box titled '查找' (Search) with a '查找内容' (Search Content) input field containing '11' and a '方向' (Direction) radio button group with '向上' (Up) selected. To the right of the search dialog are buttons for '查找' (Search) and '取消' (Cancel).

At the bottom of the interface, there is a search bar with fields for 入职开始日期 (Start Date), 入职结束日期 (End Date), 部门 (Department), 工号/姓名 (Employee ID/Name), and a '查询' (Search) button. There is also a '批量添' (Batch Add) button. A sub-menu is open above the search bar, showing items like 'Find Existing Device', 'Add', 'Edit', 'Delete', 'Search', 'Sync Clock', 'View Information', 'Read Unread Normal Records', 'Read All Normal Records', 'Clear All Users', 'Clear All Records', 'Stop All Alarms', 'Monitoring Settings', 'Door Management', 'One Key Normally Open', 'One Key Normally Open Reset', 'Group Operation', and 'Icon Display'.

As shown in the figure, input the device name and click the "Find" button, the cursor in the device list will be automatically positioned on the device row of the first row "11".

2.2.1.2 new





As shown in the above 5 pictures, select "Add" from top to bottom, then, enter the device name, enter the device purpose, the device number of network communication can not be modified (However, if it is an RS485 device, the machine number must correspond to the device), enter the IP address and port number, enter the device group, and then click the "OK" button, when the fourth picture pops up on the screen, if there is a device connected to the Internet If it is successful, the test link is successful, just click the "OK" button, otherwise, please click the "Cancel" button, just like the last picture, the addition is successful, and click OK.

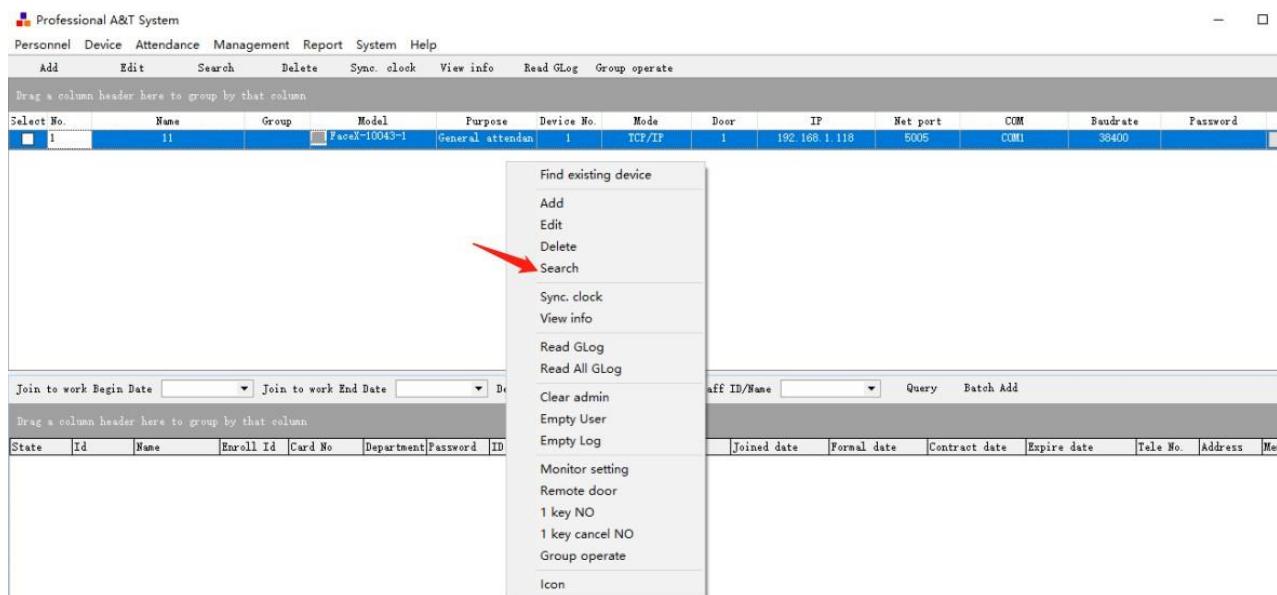
2.2.1.3 edit

This function requires the right mouse button to click on the device to be edited. After selecting, the same operation as the new addition can be used to modify the corresponding parameters.

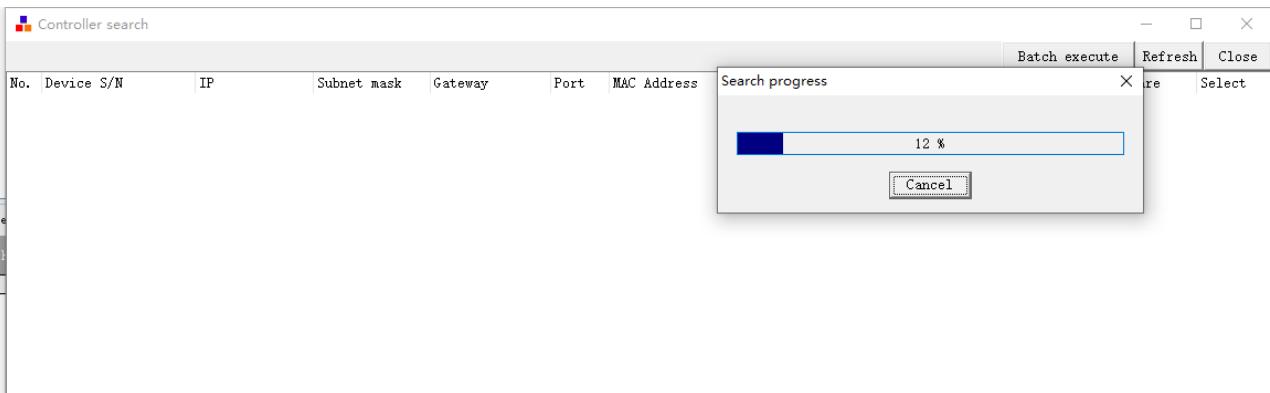
2.2.1.4 delete

This function requires you to right-click the device to be deleted, select the "Delete" button, and click "Yes".

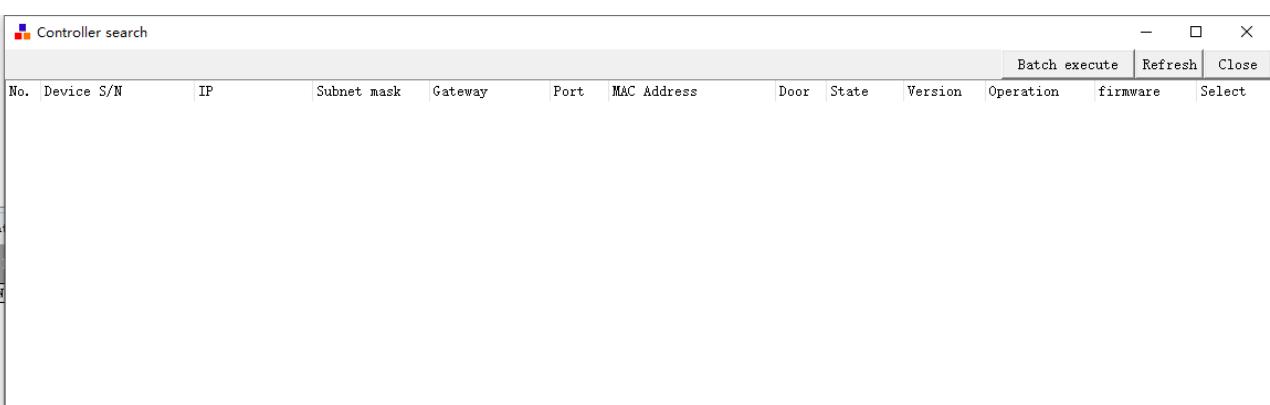
2. 2. 1. 5 search



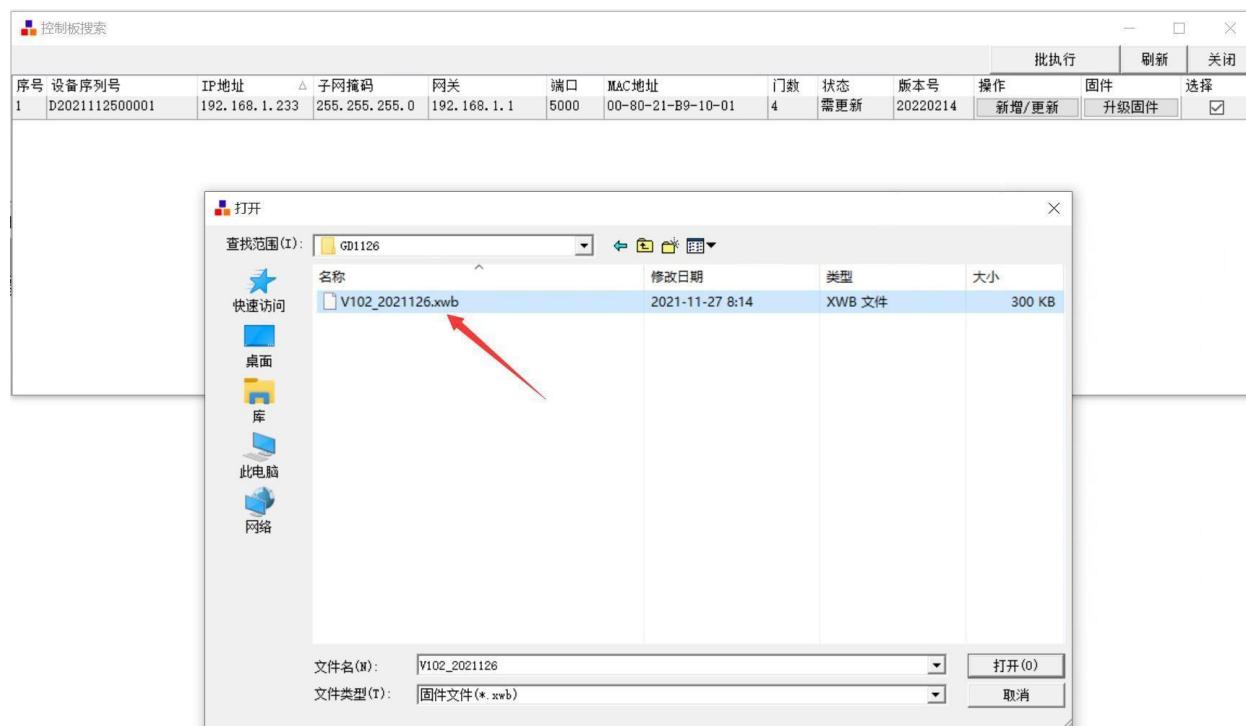
Right mouse click In the blank space of the device management interface (indicated by the green box), left- click and select the "Search" button. The software pops up as shown below:



After searching for the access control panel device, click the "Cancel" button in the "Search Progress" box. Get the following picture:

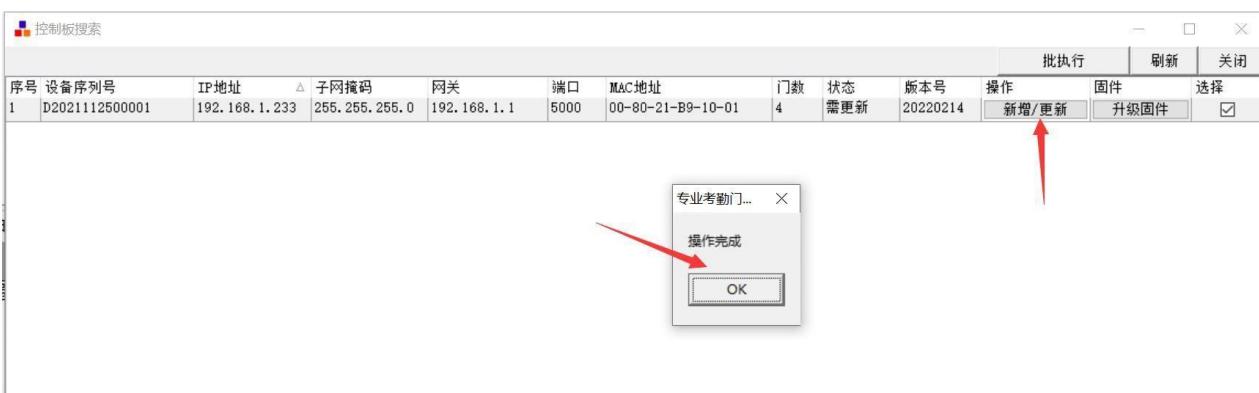


Double-click "ip", "subnet mask", "gateway", "port", etc. to directly modify the value corresponding to the device. If you need to upgrade the firmware, click "upgrade firmware" as shown below:



Select the upgrade file in *.XWB format to upgrade.

After modifying the parameters or upgrading, click the "Add/Update" button to update the new device to the device list. As shown below:



专业考勤门禁系统

人事 设备 考勤设置 考勤管理 报表 系统维护 帮助

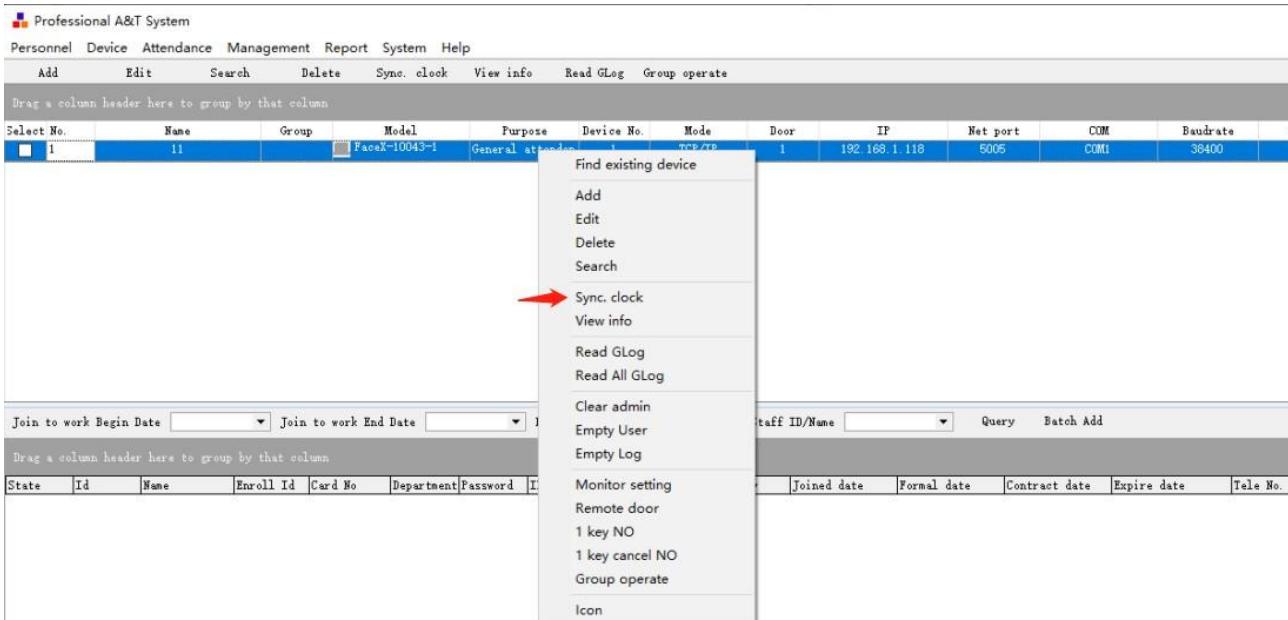
新增 编辑 搜索 删除 同步时钟 查看信息 读取未读普通记录 组操作

将列标题拖到此处可完成按该列进行分组

选择	序号	设备名	设备组	设备型号	设备用途	机号	通讯方式	门数	IP地址
<input checked="" type="checkbox"/>	1	D2021112500001		F213/F3X	普通考勤	1	TCP/IP	4	192.168.1.233
<input type="checkbox"/>	2	223		FaceX-10043-1	普通考勤	1	TCP/IP	1	192.168.1.223
<input type="checkbox"/>	3	119		FaceX-10043-1	普通考勤	1	TCP/IP	1	192.168.1.119
<input type="checkbox"/>	4	229		FaceX-10043-1	普通考勤	1	TCP/IP	1	192.168.1.229
<input type="checkbox"/>	5	36		FaceX-10043-1	普通考勤	1	TCP/IP	1	192.168.1.36
<input type="checkbox"/>	6	149		FaceX-10043-1	普通考勤	1	TCP/IP	1	192.168.1.149
<input type="checkbox"/>	7	184		FaceX-10043-1	普通考勤	1	TCP/IP	1	192.168.0.184
<input type="checkbox"/>	8	区域公园中心		FaceX-10070	普通考勤	1	TCP/IP	1	192.168.0.148

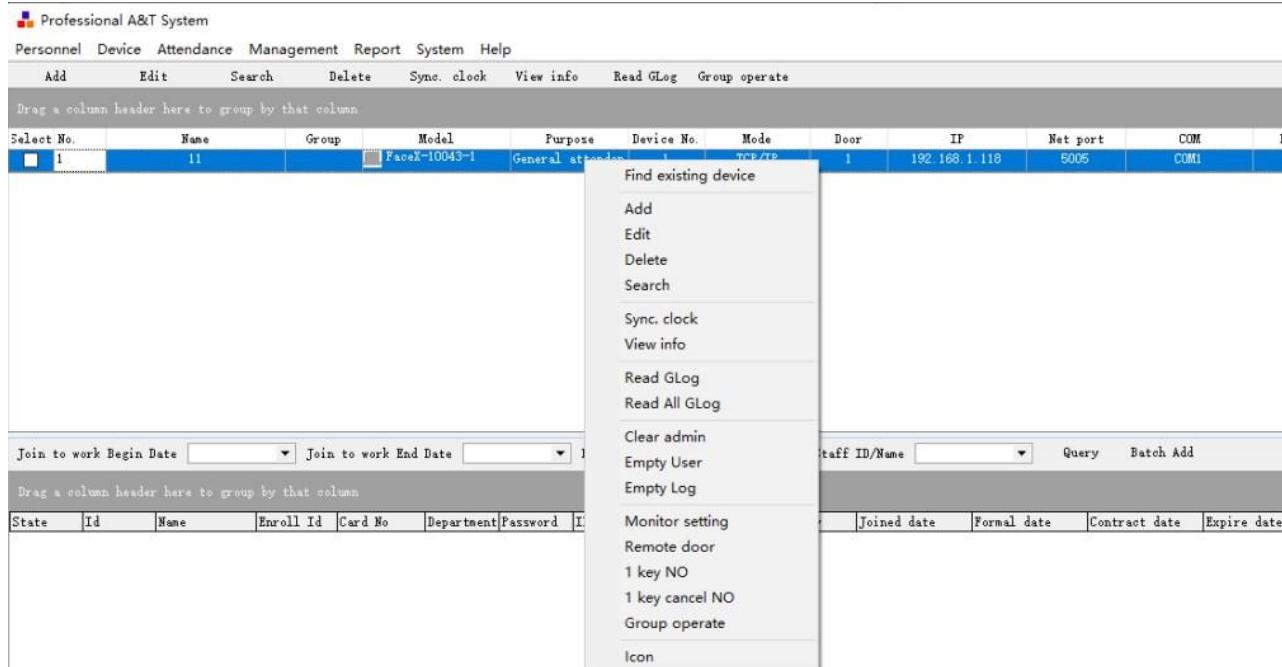
2.2.1.6 Synchronized clock

As shown in the figure below, right-click the device that needs to synchronize the time, left-click to select "Sync Clock", the second picture below will pop up, the synchronization is successful, and the window can be closed.

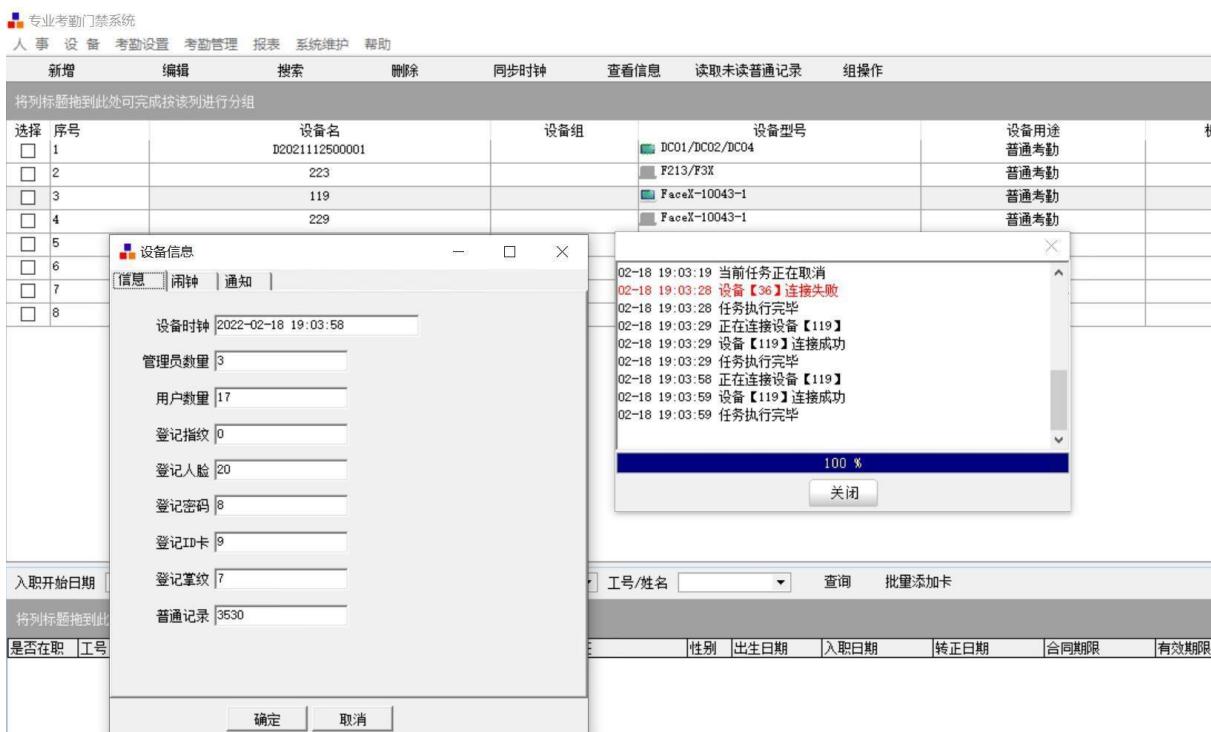


2.2.1.7 View information

As shown in the figure below, in the device management interface, right-click to select the device whose information needs to be viewed, and left-click to select "Device Information"



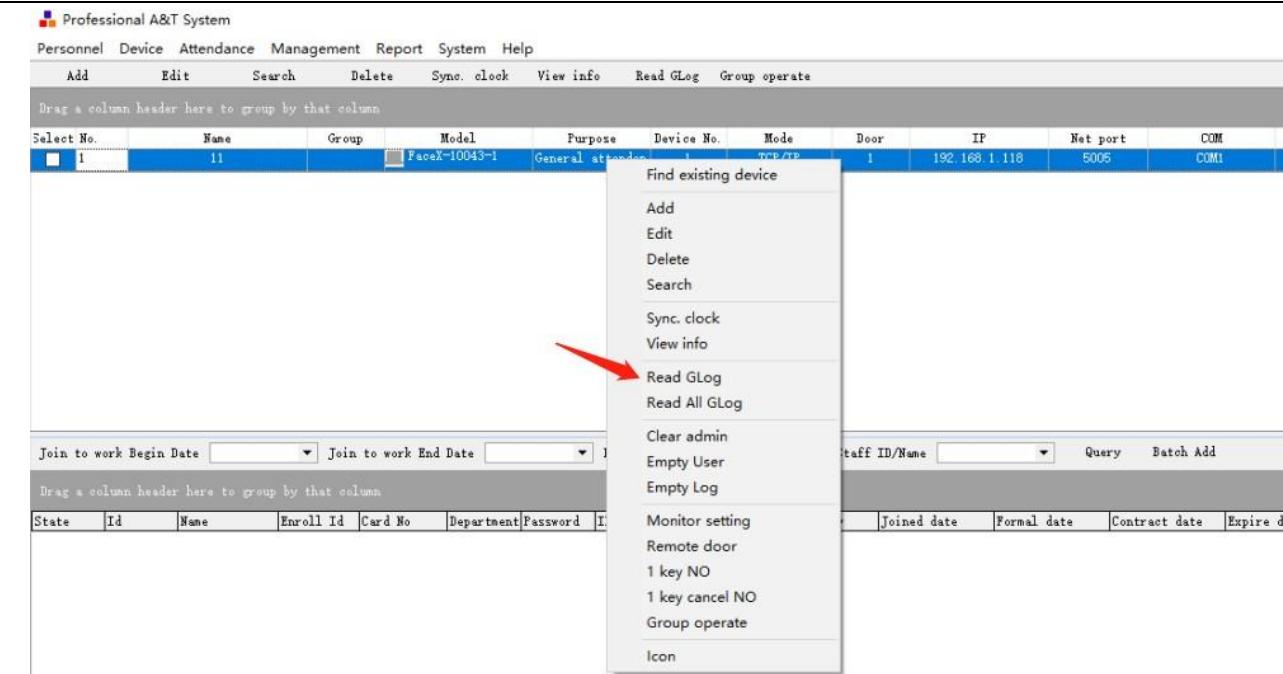
If the device communicates normally, the software will pop up the following interface:



After viewing, click the "OK" button below the pop-up box, and close the prompt window on the right.

2.2.1.8 Read unread ordinary records

As in the previous operation, in the device management interface, use the right mouse button to select the device whose records need to be read, and then select the “Read Unread Records” button with the left mouse button.



When the task is complete, close this prompt box. The read records can be viewed in the interface of chapter 2.5.2.

2. 2. 1. 9 read all normal records

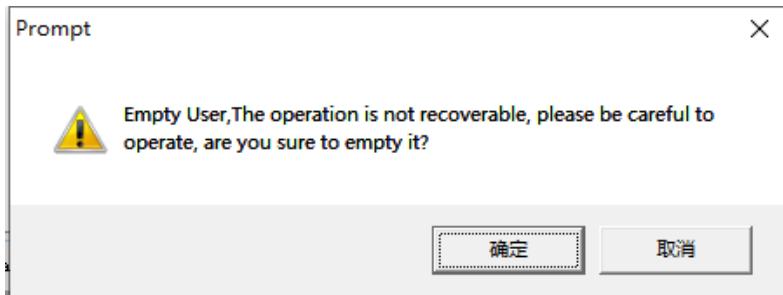
The operation method is as above, select the "Read all ordinary records" button, and finally close the prompt box.

2. 2. 1. 10 clear admin

As in the previous operation, in the device management interface, use the right mouse button to select the device whose administrator needs to be cleared, and then select the "Clear Administrator" button with the left mouse button, and the program will change all "administrator permissions" on the corresponding device to "normal User permissions", after this operation, everyone can enter the menu of the device to operate, so please operate this operation with caution.

2.2.1.11 clear all users

As in the previous operation, in the device management interface, use the right mouse button to select the device whose records need to be read, and then select the "Clear All Users" button with the left mouse button. Please operate with caution.



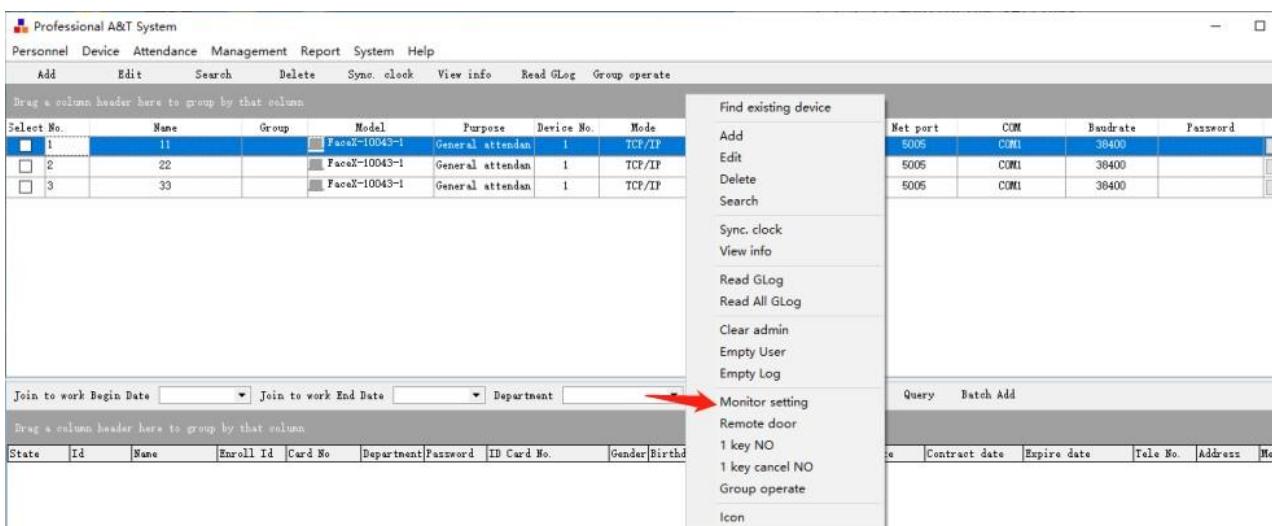
2.2.1.12 clear all records

The operation method is the same as above. In the device management interface, use the right mouse button to select the device that needs to be cleared, and then select the "Clear All Records" button with the left mouse button. Please operate with caution.



2.2.1.13 Monitoring settings

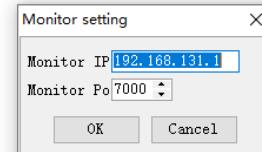
The operation method is the same as above. In the device management interface, use the right mouse button to select the device to be monitored, and then select the "Monitoring Settings" button with the left mouse button.



 Professional A&T System

[Personnel](#) [Device](#) [Attendance](#) [Management](#) [Report](#) [System](#) [Help](#)

Add	Edit	Search	Delete	Sync. clock	View info	Read GLog	Group operate
Drag a column header here to group by that column							
Select No.	Name	Group	Model	Purpose	Device No.	Mode	Door
<input type="checkbox"/> 1	11		FaceX-10043-1	General attendan	1	TCP/IP	1
<input type="checkbox"/> 2	22		FaceX-10043-1	General attendan	1	TCP/IP	1
<input type="checkbox"/> 3	33		FaceX-10043-1	General attendan	1	TCP/IP	1
						IP	Net port
						192.168.1.118	5005
						192.168.1.118	5005
						192.168.1.120	5005
							COM
							COM1



In this interface, enter the IP and monitoring port number of the computer that needs to receive monitoring records, and click OK. Appears as shown in the figure below, indicating that the After the setting is successful, close the prompt box.



2.2.1.14 remote door

The operation method is the same as above. In the device management interface, use the right mouse button to click on the device that needs to be opened remotely, and then select the "remote door opening" button with the left button.

2.2.1.15 One key always open

The operation method is the same as above. In the device management interface, use the right mouse button to select the device that needs to be normally open, and then select the "one key normally open" button with the left button, and the controlled door will remain open all the time.

2.2.1.16 One-key normally open reset

The operation method is the same as above. In the device management interface, use the right mouse button to select the device that needs to be reset, and then select the "one-key normally open reset" button with the left button, and the controlled door will be restored from the normally open state to the normal state of the switch.

2.2.1.17 group operation

The operation method is the same as above. In the device management interface, use the right mouse button to click on the blank space, and then select the "group operation" button with the left mouse button, as shown in the following figure: Select "East Plant Area" or "West Plant Area" in the second picture, and perform "remote door opening", "one-key normally open", "one-key normally open recovery" according to the "access control group" to control.

Professional A&T System

Personnel Device Attendance Management Report System Help

Add Edit Search Delete Sync. clock View info Read GLog Group operate

Drag a column header here to group by that column

Select No.	Name	Group	Model	Purpose	Device No.	Mode
1	11		FaceX-10043-1	General attendan	1	TCP/IP
2	22		FaceX-10043-1	General attendan	1	TCP/IP
3	33		FaceX-10043-1	General attendan	1	TCP/IP

Join to work Begin Date ▾ Join to work End Date ▾ Department ▾

Drag a column header here to group by that column

State	Id	Name	Enroll Id	Card No	Department	Password	ID Card No.	Gender	Birthd
-------	----	------	-----------	---------	------------	----------	-------------	--------	--------

Find existing device

Add Edit Delete Search

Sync. clock View info Read GLog Read All Glog Clear admin Empty User Empty Log Monitor setting Remote door 1 key NO 1 key cancel NO Group operate Icon

Net port COM Baudrate Password More

5005 COM1 38400 More
5006 COM1 38400 More
5006 COM1 38400 More

Query Batch Add

Personnel Device Attendance Management Report System Help

Add Edit Search Delete Sync. clock View info Read GLog Group operate

Drag a column header here to group by that column

Select No.	Name	Group	Model	Purpose	Device No.	Mode	Door	IP	Net port
1	11		FaceX-10043-1	General attendan	1	TCP/IP	1	192.168.1.118	5005
2	22		FaceX-10043-1	General attendan	1	Group operate			5005
3	33		FaceX-10043-1	General attendan	1	Group name			5005

Join to work Begin Date ▾ Join to work End Date ▾ Department ▾

Drag a column header here to group by that column

State	Id	Name	Enroll Id	Card No	Department	Password	ID Card No.
-------	----	------	-----------	---------	------------	----------	-------------

Query

Remote door 1 key NO key cancel NO

2. 2. 1. 18 Icon display

This function is designed for more convenient viewing of the device, as shown below:

Professional A&T System

Personnel Device Attendance Management Report System Help

Add Edit Search Delete Sync. clock View info Read GLog Group operate

--	--	--

Find existing device

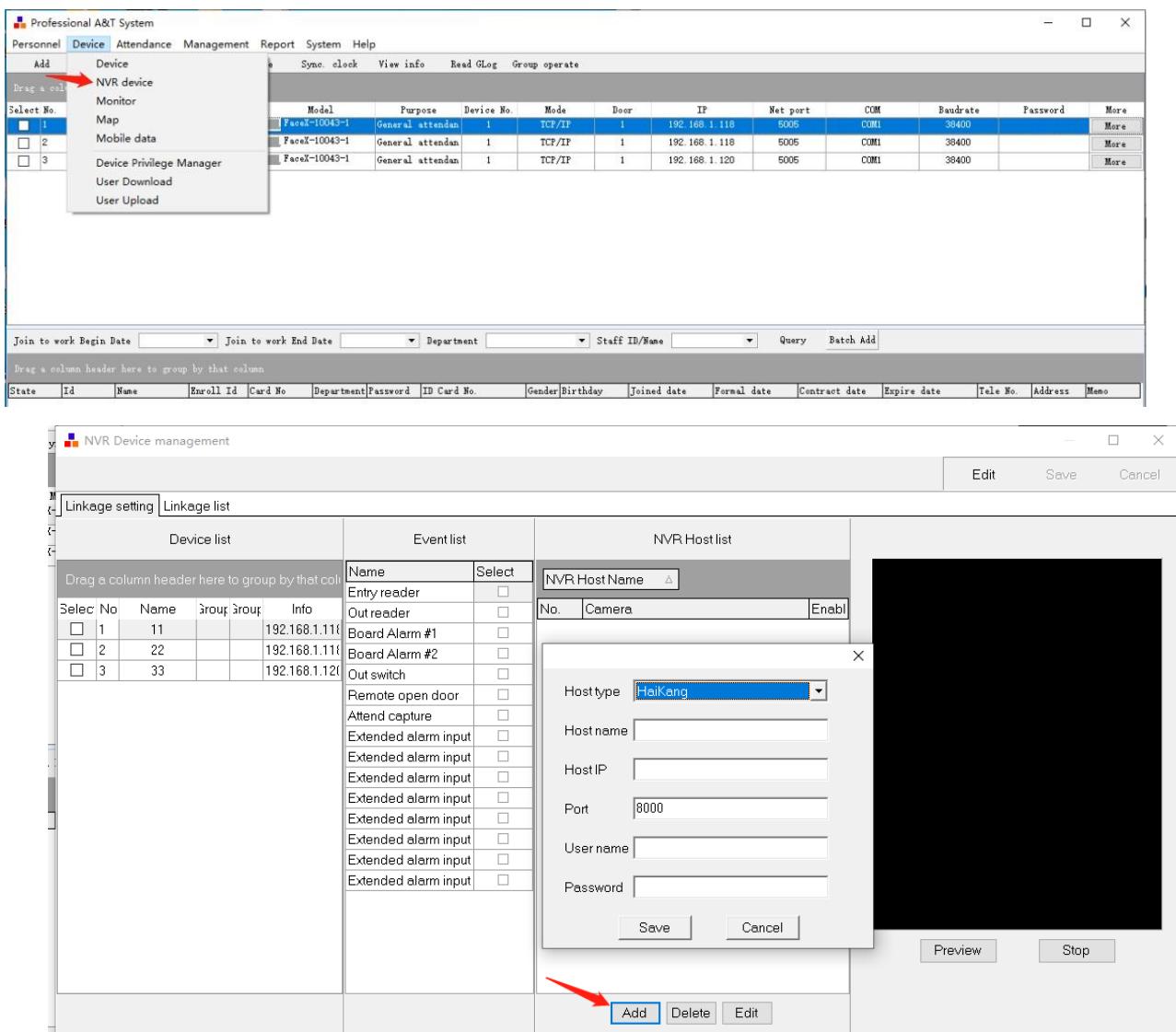
Add Edit Delete Search

Sync. clock View info Read GLog Read All Glog Clear admin Empty User Empty Log Monitor setting Remote door 1 key NO 1 key cancel NO Group operate Grid

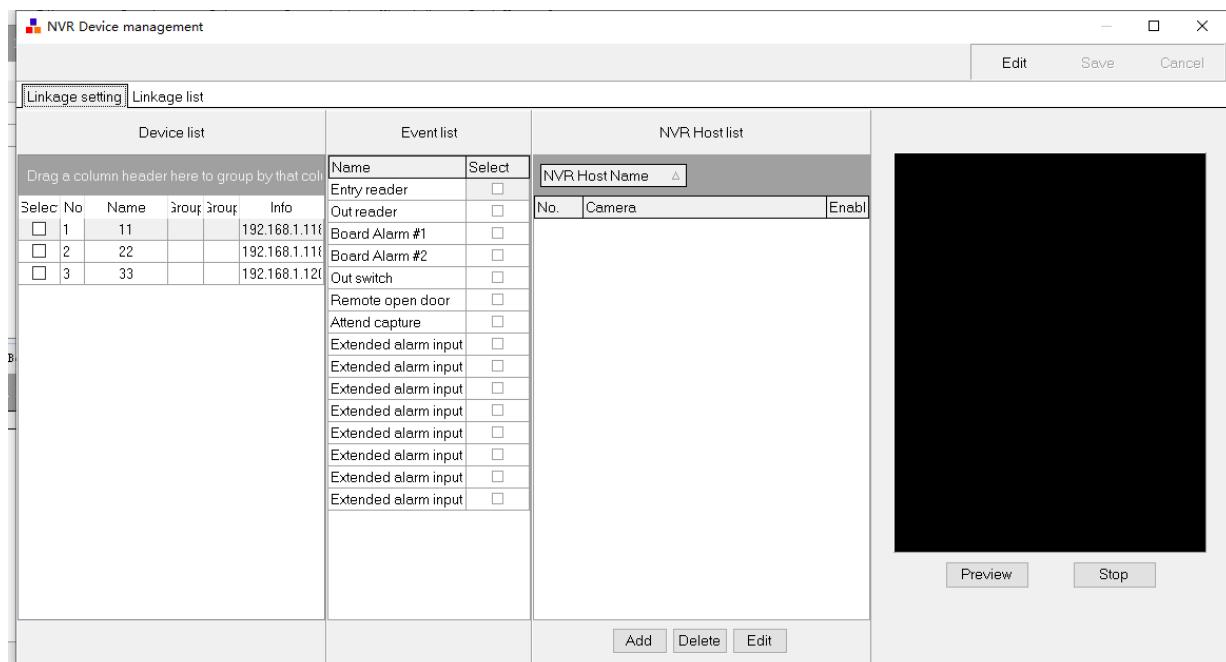
Staff ID/Name

Gender Birthday Joined date Formal

2. 2. 2 NVR linkage settings



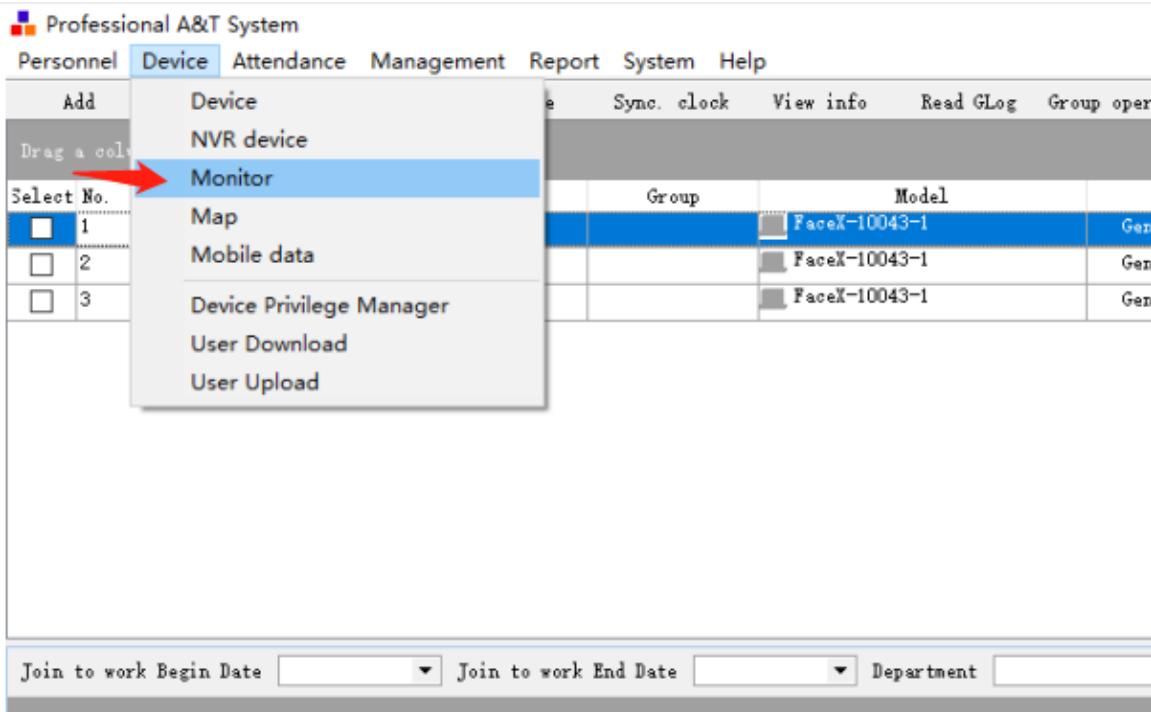
As shown in the figure above, after entering the NVR linkage setting, because the devices in "Device Management" have been added, click the device on the left, click "Edit" in the upper right corner of the interface, and select the corresponding event in the "Event List"; "Add" camera in "Capture Host List". Currently, the system supports three monitoring IPC devices of "Hikvision", "Da hua" and "Uniview", which can be added according to the parameters as shown in the figure.



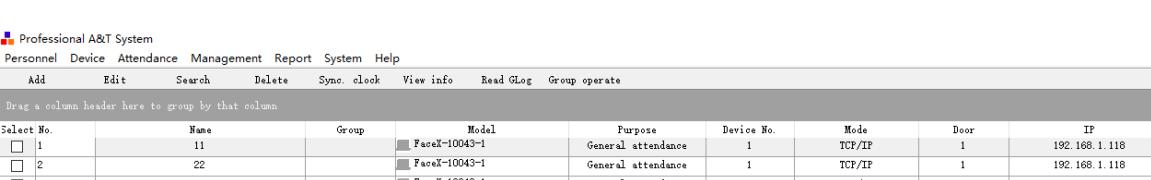
After adding the capture host, set the "door" on the left to correspond to the events in the "event list" to trigger the capture of the capture host on the right. After setting, click "Save" in the upper right corner. Before use, please "preview" the video captured by the host to check if the display is normal. If the test is normal, you can go to the "real-time monitoring" interface to check the usage.

2. 2. 3 Equipment monitoring

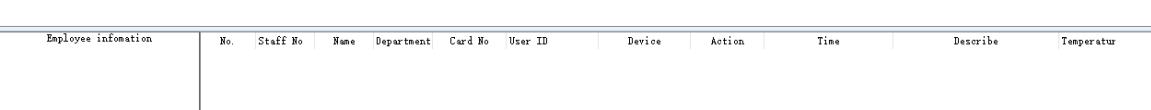
In the previous explanation, after setting the monitoring, click "Device Monitoring" as shown in the figure, because "Device Management" is always displayed in the upper part, so the monitoring interface will appear in the lower part of the entire interface, pay attention to this interface, if There are behaviors such as opening the door or attendance, and this interface can monitor the appearance of the record immediately. As shown below



The screenshot shows the 'Professional A&T System' software interface. The top navigation bar includes Personnel, Device (highlighted in blue), Attendance, Management, Report, System, and Help. Below the navigation bar is a toolbar with Add, Sync. clock, View info, Read GLog, and Group operate buttons. A context menu is open over a table, with 'Monitor' highlighted in blue. The table lists three devices: FaceX-10043-1, FaceX-10043-1, and FaceX-10043-1, grouped under 'General'. At the bottom of the interface, there are search and filter fields for 'Join to work Begin Date', 'Join to work End Date', and 'Department'.

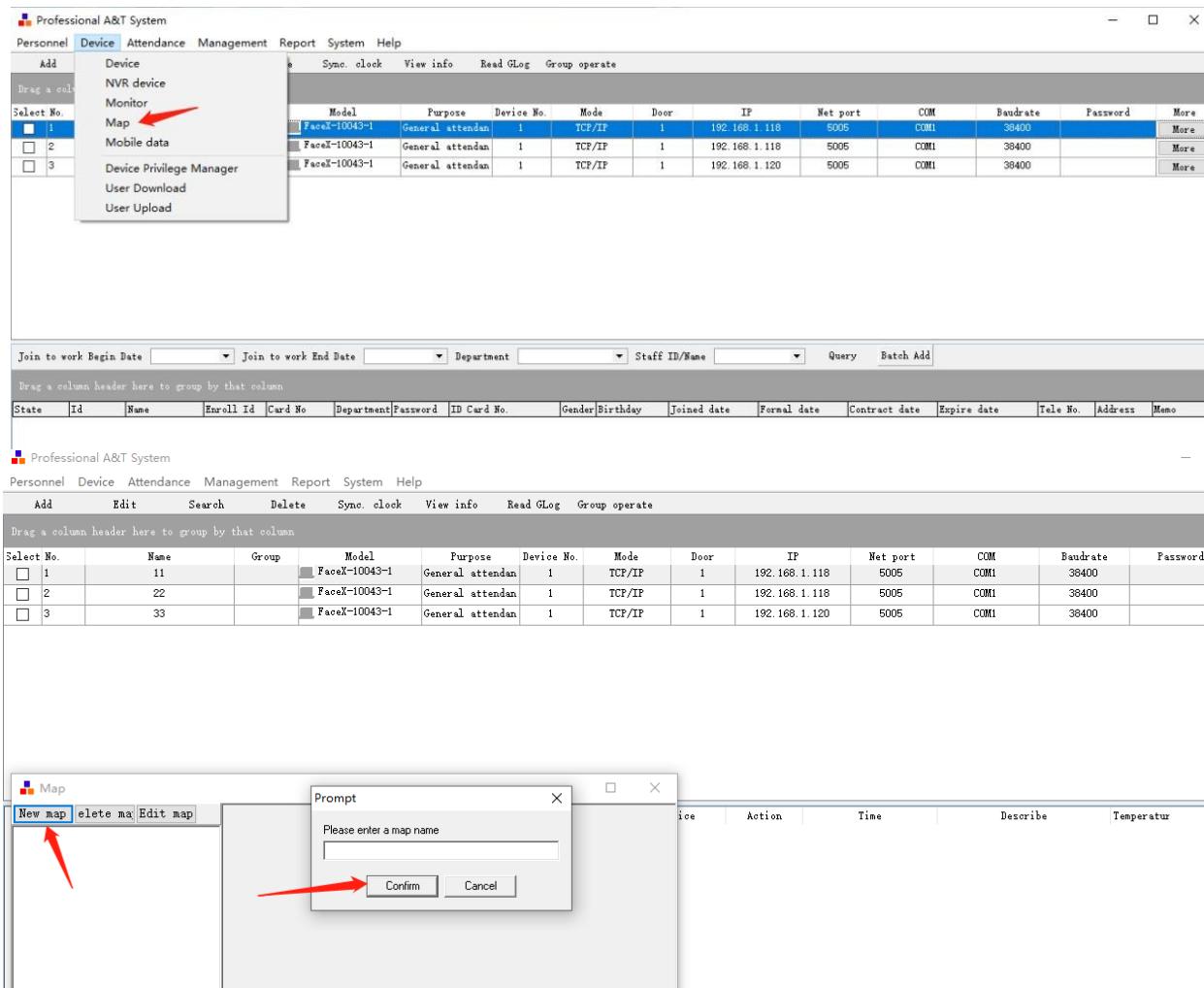


This screenshot shows a detailed view of the device configuration table. The columns include Select No., Name, Group, Model, Purpose, Device No., Mode, Door, and IP. The table contains three entries corresponding to the devices listed above.



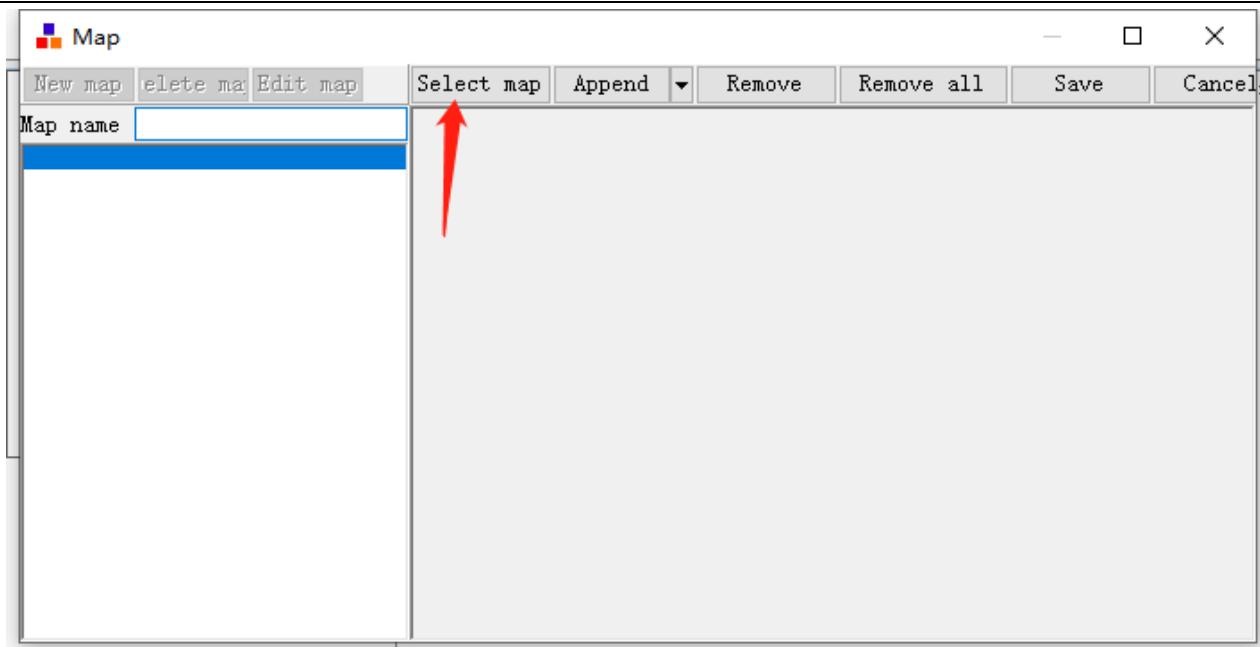
This screenshot shows the 'Employee information' table. The columns are Employee infomation, No., Staff No., Name, Department, Card No., User ID, Device, Action, Time, Describe, and Temperatur. The table is currently empty.

2. 2. 4 map

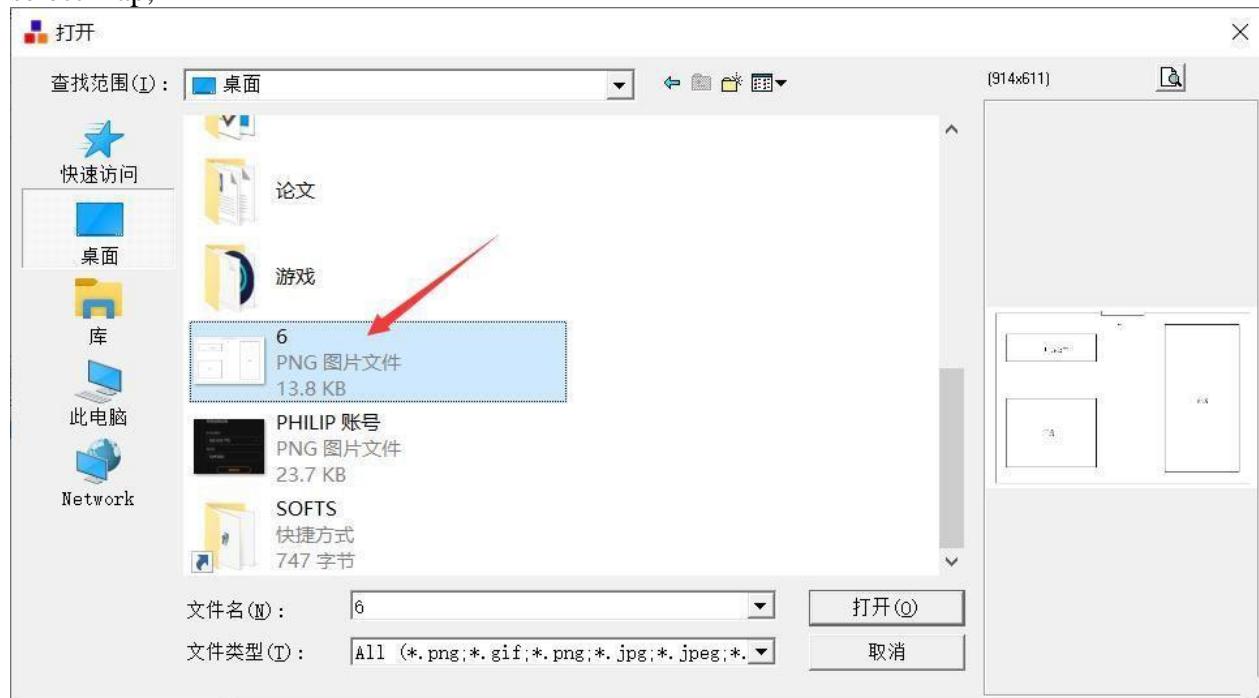


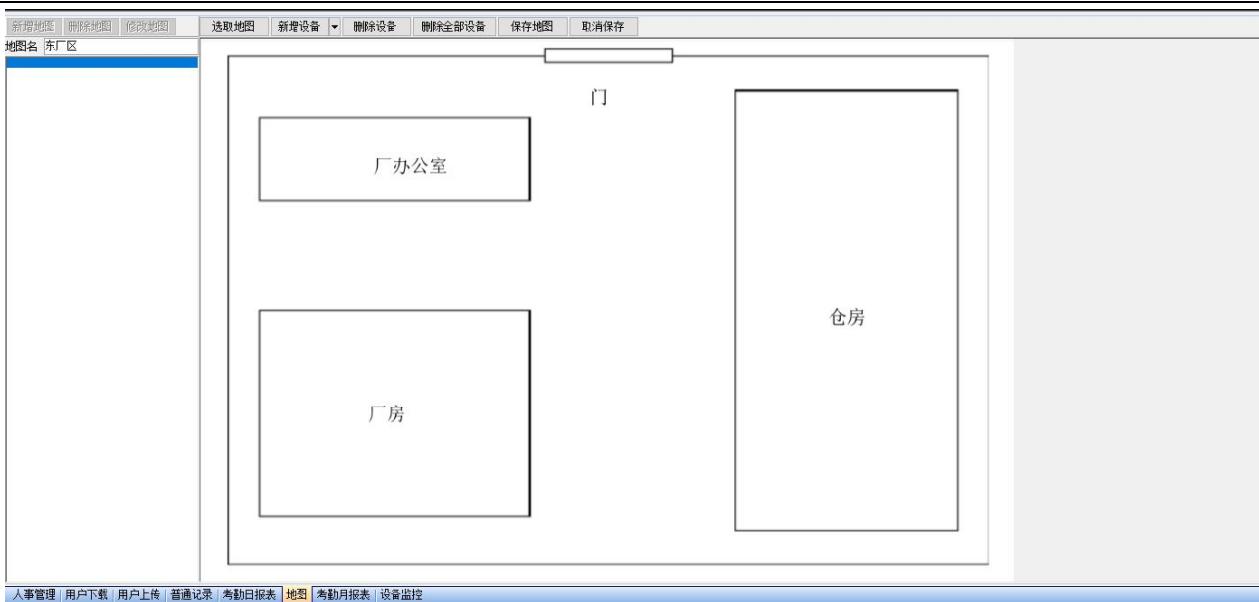
The screenshot shows the software's main menu bar with options like Personnel, Device, Attendance, Management, Report, System, and Help. The 'Device' tab is selected. In the left sidebar, under 'Map', there is a sub-menu with 'Map' highlighted. Below the sub-menu, there are links for 'Mobile data', 'Device Privilege Manager', 'User Download', and 'User Upload'. The main content area displays a table of device information with columns for Model, Purpose, Device No., Mode, Door, IP, Net port, COM, Baudrate, Password, and More. At the bottom of the screen, there is a search/filter bar and a list of staff members with columns for State, Id, Name, Enroll Id, Card No., Department, Password, ID Card No., Gender, Birthday, Joined date, Formal date, Contract date, Expire date, Tele No., Address, and Memo.

As shown in the figure above: Click "Add Map" in the middle of the left, enter the map name in the pop-up box, and then click OK. Show as below

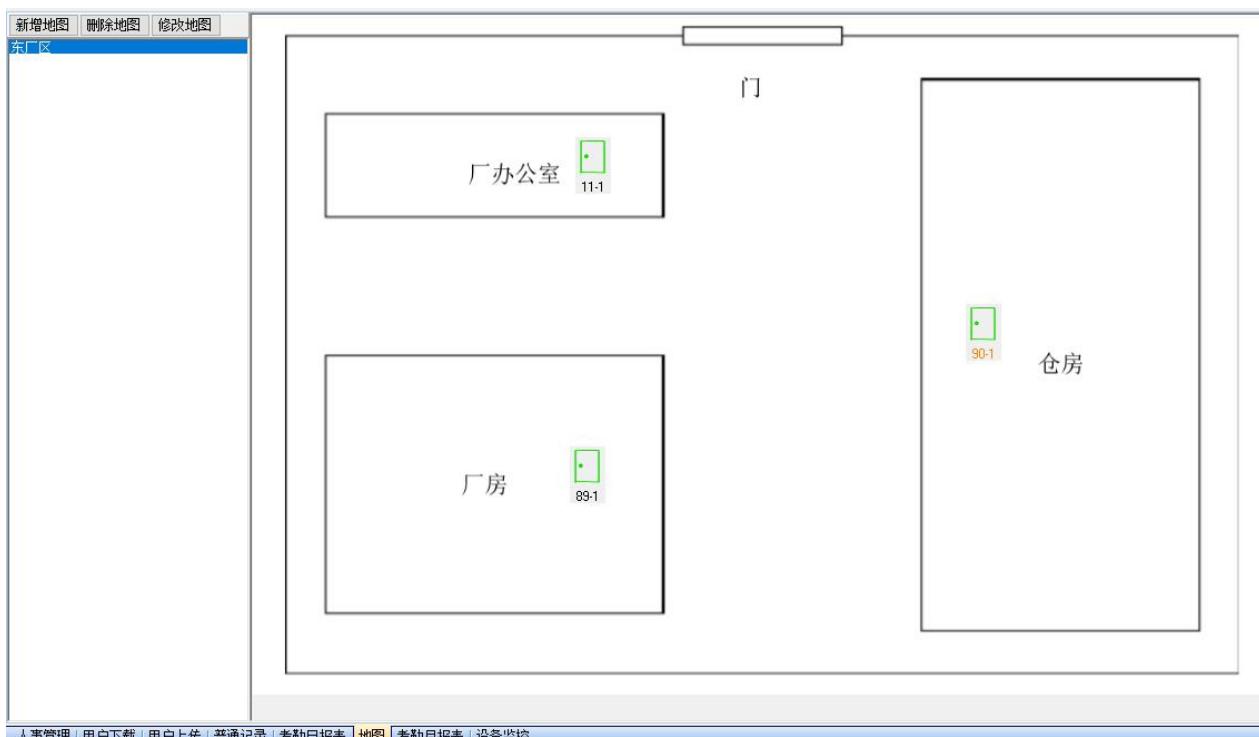


select map,



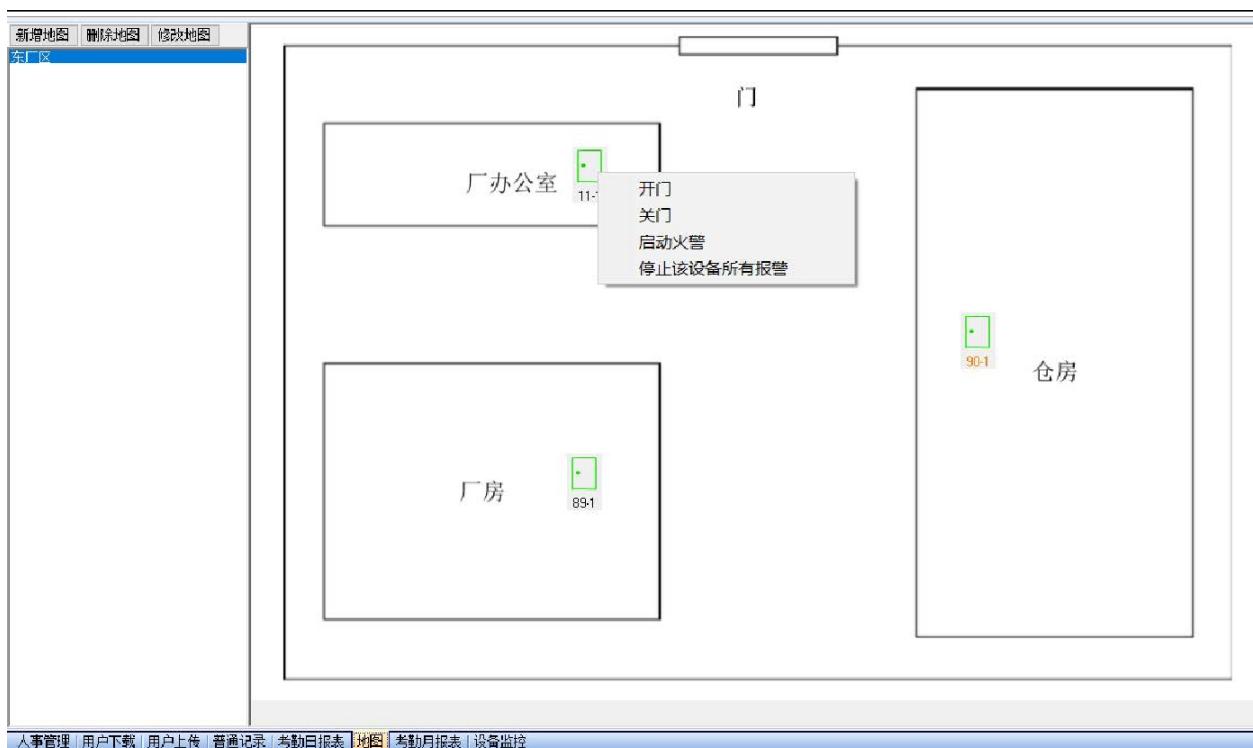


After selecting the map, the interface is as shown in the figure. Then, add a new device, as shown below:



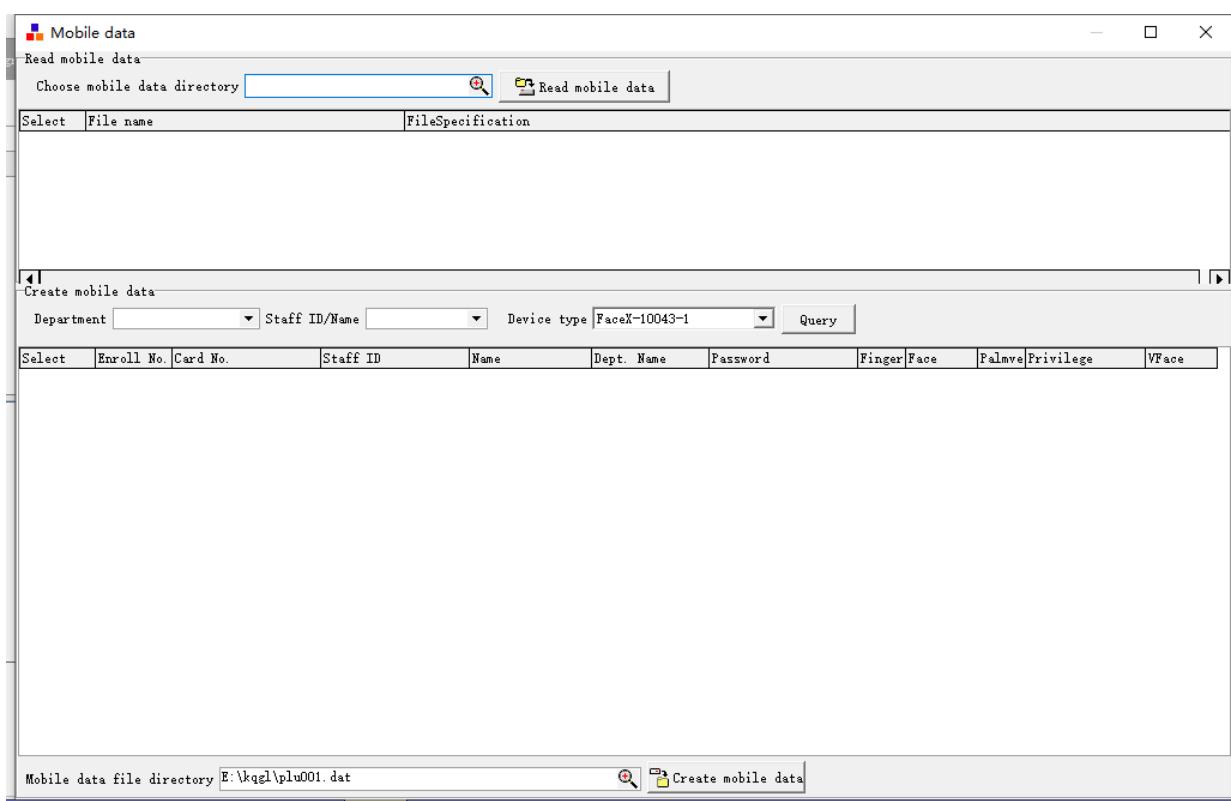
Click "Add Device" to pop up the "11-1" device. After left-clicking, the access control device will appear on the map. You can drag the access control device map with the left mouse button.

Mark it anywhere on the map, for example, put it in the "factory office", it means that the access control device is installed on the door of the "factory office". Add other access control devices to different door positions in turn. After the addition is complete, click "Save Map" on the right. In addition, if the access control device on the map is equipped with a door sensor device, the switch status of the door can be displayed on the map through different icons. As shown in the figure below, right-click the access control device icon to remotely open the door, remotely close the door, start the fire alarm, and stop all alarms of the device. In addition, the map function supports multi-map work mode, and multiple maps can be added on the left side, and users can switch viewing and control management according to their needs.



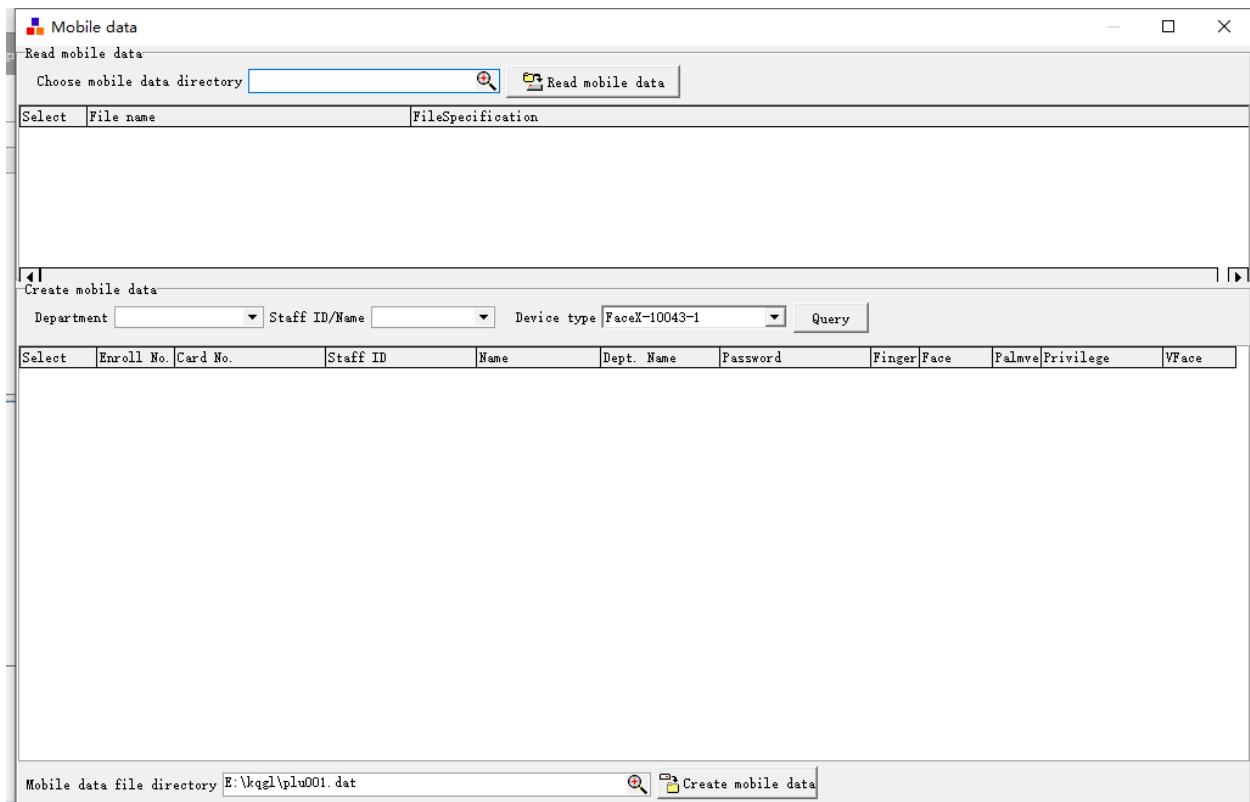
2. 2. 5 mobile data

Before using mobile data, please add a device of the same type in the device management, such as a fingerprint machine, I added a device whose device name is "12", after adding, the user can read the USB data, user data and record data of this type of device. Please note that the number in the file name of the USB is the machine number of the device. Please keep the machine number of the device consistent with the number in the file name of the USB flash drive, and then read the data. As shown below:



The device name is "12" for the fingerprint machine with the machine number 1. On the mobile data interface, click the magnifying glass icon to pop up the folder name where the file is located. My file is placed on the desktop. Therefore, I click on the desktop, and then click Confirm to pop up as shown below:

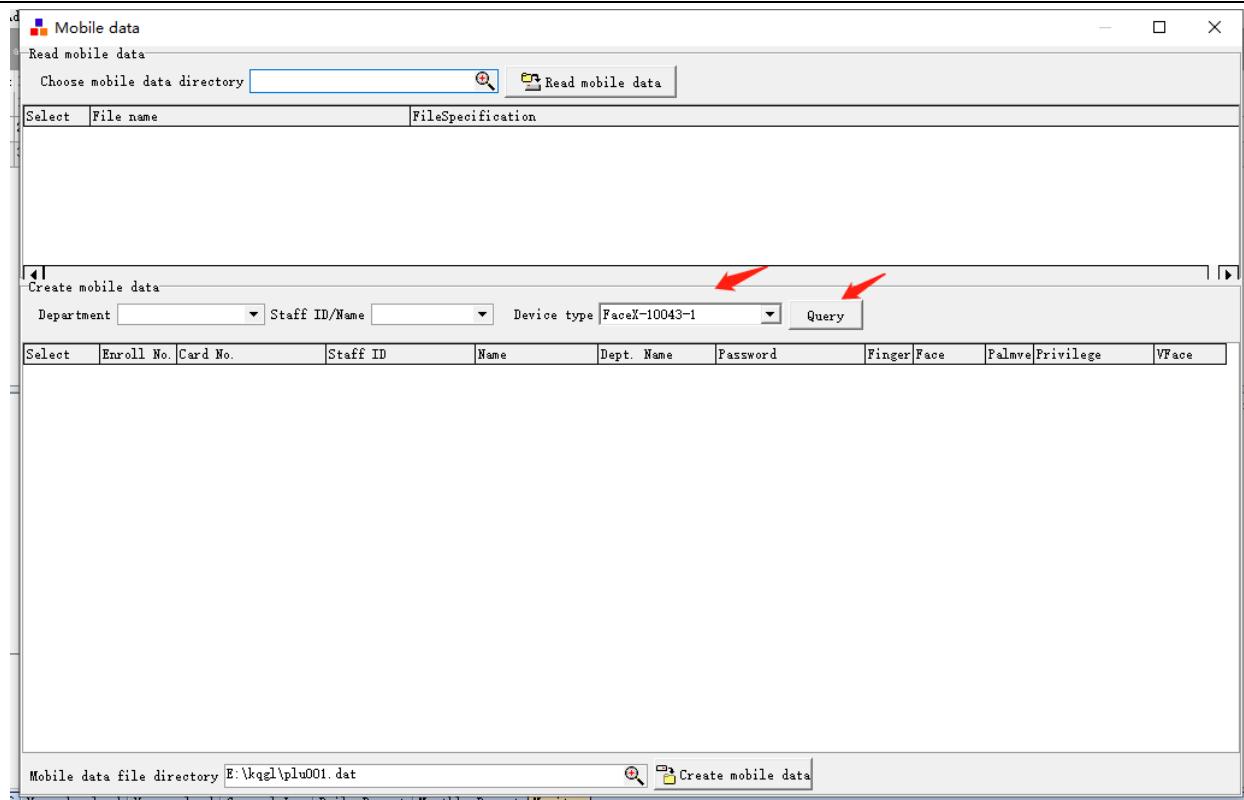
Please pay attention to the file name of the user registration data of the fingerprint machine. The front is the machinenumber001, the back is AFP727.dat, and the middle is connected with an underscore. If these 3 files can be displayed, the user can check the comprehensive check box according to their needs. , to decide which file content needs to be read. As shown in the figure, I tick them all, and then click the "Read Mobile Data" button on the right, as shown



below:



The lower part of the interface is to generate a USB flash drive file from the user data in the computer, which can be uploaded to the device through the USB flash drive, as shown in the figure below, click the query button, the following table will display the user registration data and name and other information similar to the device, check the left Check the boxes on the side to determine which users need to generate the USB disk file, and finally enter the path and correct file name at the bottom, and click the "Generate Mobile Data" button to check the generated USB disk file.



2.2.6 Device permission management

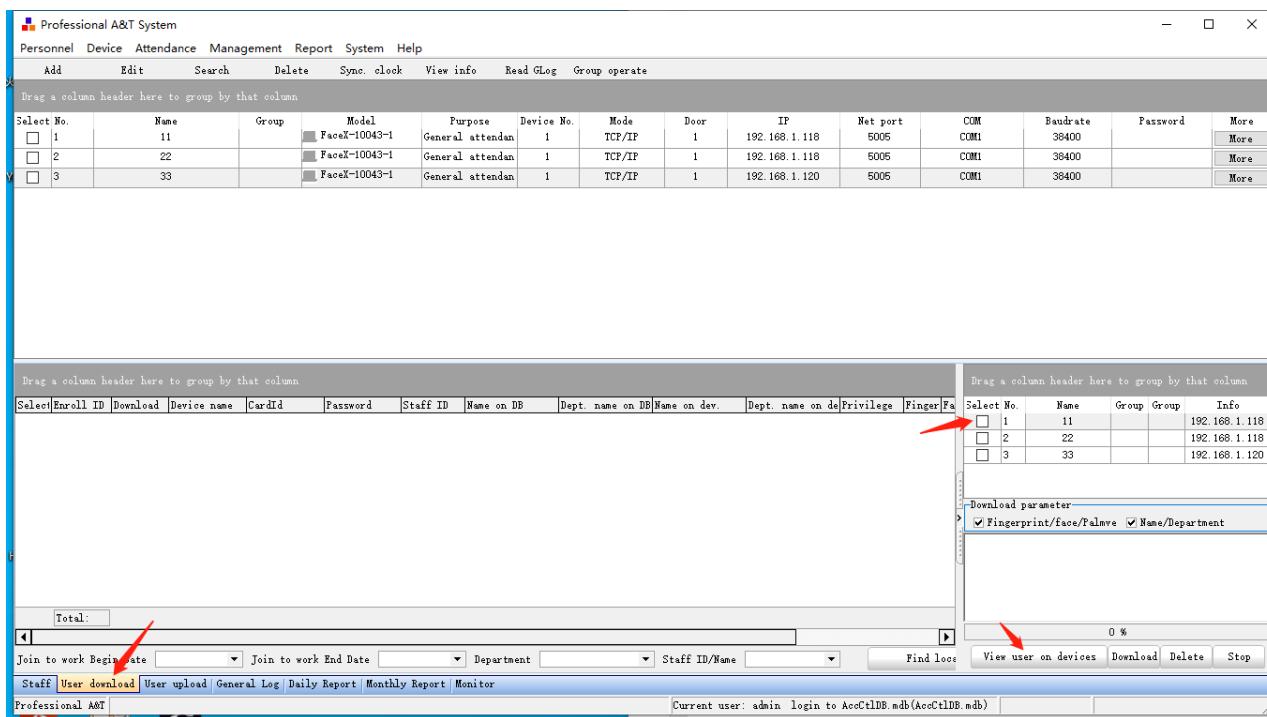


This interface is used to conveniently query, export, import and upload user permissions on all devices, and can manage the permissions of all users on each device in a unified manner.

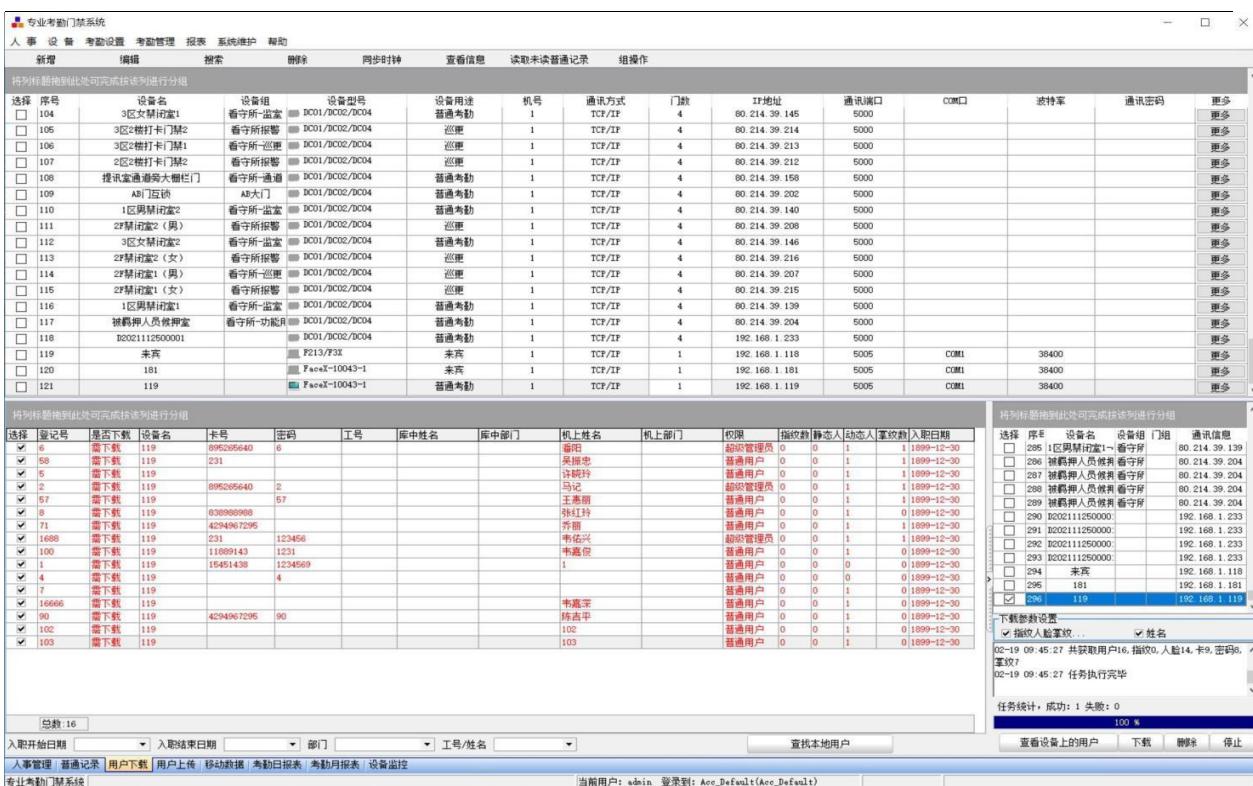
2.2.7 User download

This menu is for users on the device to operate, mainly to view, download and delete operations, as shown below:

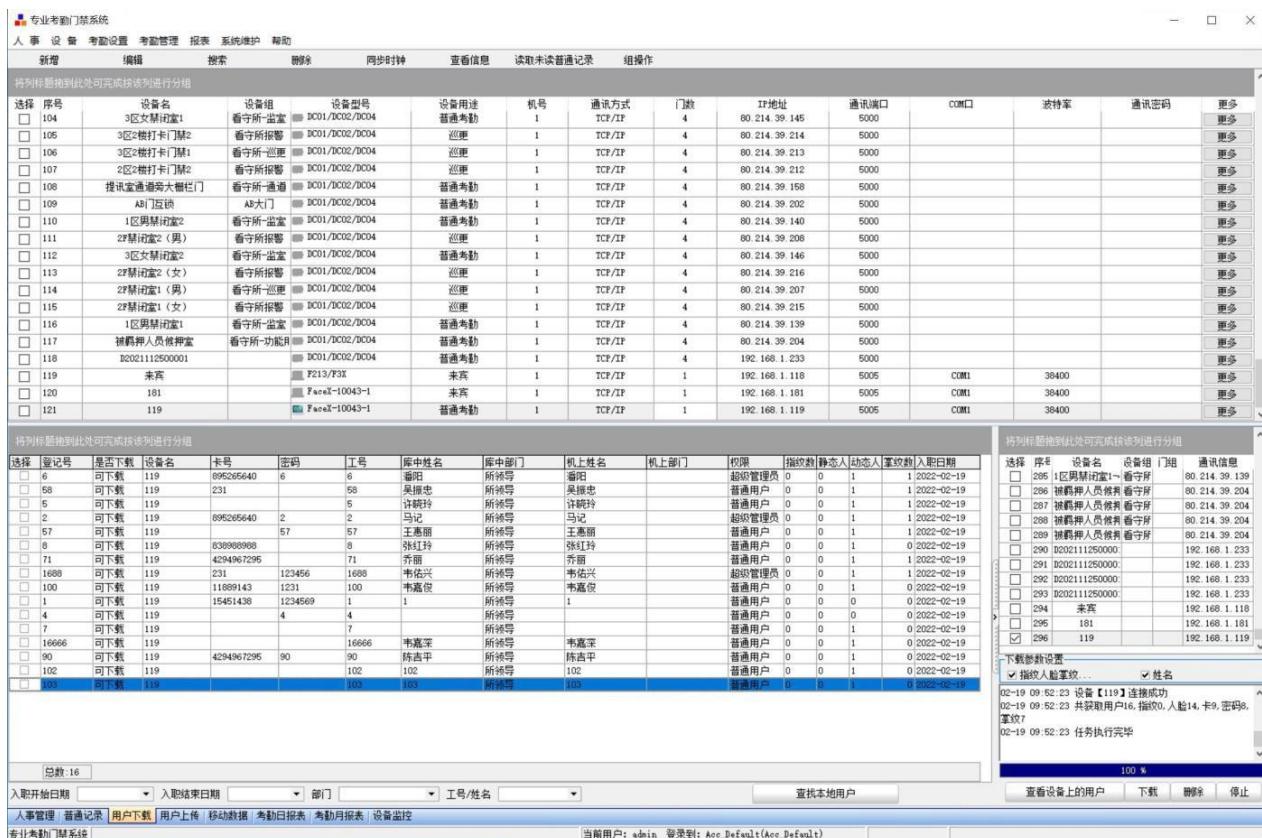
After selecting the above menu, the following picture will be displayed:



The middle arrow on the right indicates the list of devices that can be checked. After checking, click "View users on the device" indicated by the arrow in the lower right corner. As shown in the figure below, the red user information in the box in the lower left corner is Check the user information on the device "119", the software will automatically determine whether the data in the computer database is the same as the data queried on the device, if it is not the same or not in the computer database, the information will be displayed in red. You can download the data on the device through the "Download" button in the lower right corner and overwrite the local user data. After clicking "View users on the device" again, the user information in the lower left corner will be displayed in black font, indicating that the data on the device is in black. The user information is exactly the same as the user information in the computer database.



The following picture shows the interface after clicking "View users on device" again after downloading



This screenshot displays the 'User Management' section of the software. It includes a main table listing users across various devices, a right-hand panel for selecting and deleting users, and a bottom toolbar for managing connections.

选择	登记号	是否下载	设备名	卡号	密码	工号	库中姓名	库中部门	机上姓名	机上部门	权限	指纹热	静态人	动态人	更改热	入职日期
	119		095265640	6	6	6	吴伟忠	所长室	吴伟忠	副所长	超级管理员	0	0	1	1	1/2020-02-19
	58		095265640	231	58	58	吴伟忠	所长室	吴伟忠	副所长	普通用户	0	0	1	1	1/2020-02-19
	5		095265640	5	5	5	许静玲	所长室	许静玲	副所长	普通用户	0	0	1	1	1/2020-02-19
	2		095265640	2	2	2	马记	所长室	马记	副所长	普通用户	0	0	1	1	1/2020-02-19
	57		095265640	57	57	57	王惠丽	所长室	王惠丽	副所长	超级管理员	0	0	1	1	1/2020-02-19
	8		038988888	8	8	8	孙红玲	所长室	孙红玲	副所长	普通用户	0	0	1	1	1/2020-02-19
	71		0294967295	71	71	71	齐丽	所长室	齐丽	副所长	普通用户	0	0	1	1	1/2020-02-19
	1688		095265640	1231	123456	1688	韦佐兴	所长室	韦佐兴	副所长	超级管理员	0	0	1	1	1/2020-02-19
	100		095265640	1231	100	韦嘉俊	所长室	韦嘉俊	副所长	普通用户	0	0	1	1	1/2020-02-19	
	1		095265640	15451436	1234569	1	1	所长室	1	副所长	普通用户	0	0	0	0	02-2022-02-19
	4		095265640	4	4	4	所长室	所长室	所长室	副所长	普通用户	0	0	0	0	02-2022-02-19
	7		095265640	7	7	7	所长室	所长室	所长室	副所长	普通用户	0	0	1	1	02-2022-02-19
	16666		095265640	16666	韦嘉深	韦嘉深	韦嘉深	韦嘉深	韦嘉深	副所长	普通用户	0	0	1	1	02-2022-02-19
	90		095265640	4294967295	90	90	陈吉平	所长室	陈吉平	副所长	普通用户	0	0	1	1	02-2022-02-19
	102		095265640	102	102	102	所长室	所长室	所长室	副所长	普通用户	0	0	1	1	02-2022-02-19

Bottom toolbar:

- 总计: 16
- 入职开始日期: 02-19 09:52:23
- 入职结束日期: 02-19 09:52:23
- 部门: 全部
- 工号/姓名: 全部
- 查找本地用户: 按钮
- 人事管理: 普通记录、用户下载、用户上传、移动数据、考勤日报表、考勤月报表、设备监控
- 当前用户: admin 登录到: Acc_Default(Acc_Default)
- 下方右侧: 下载、删除、停止

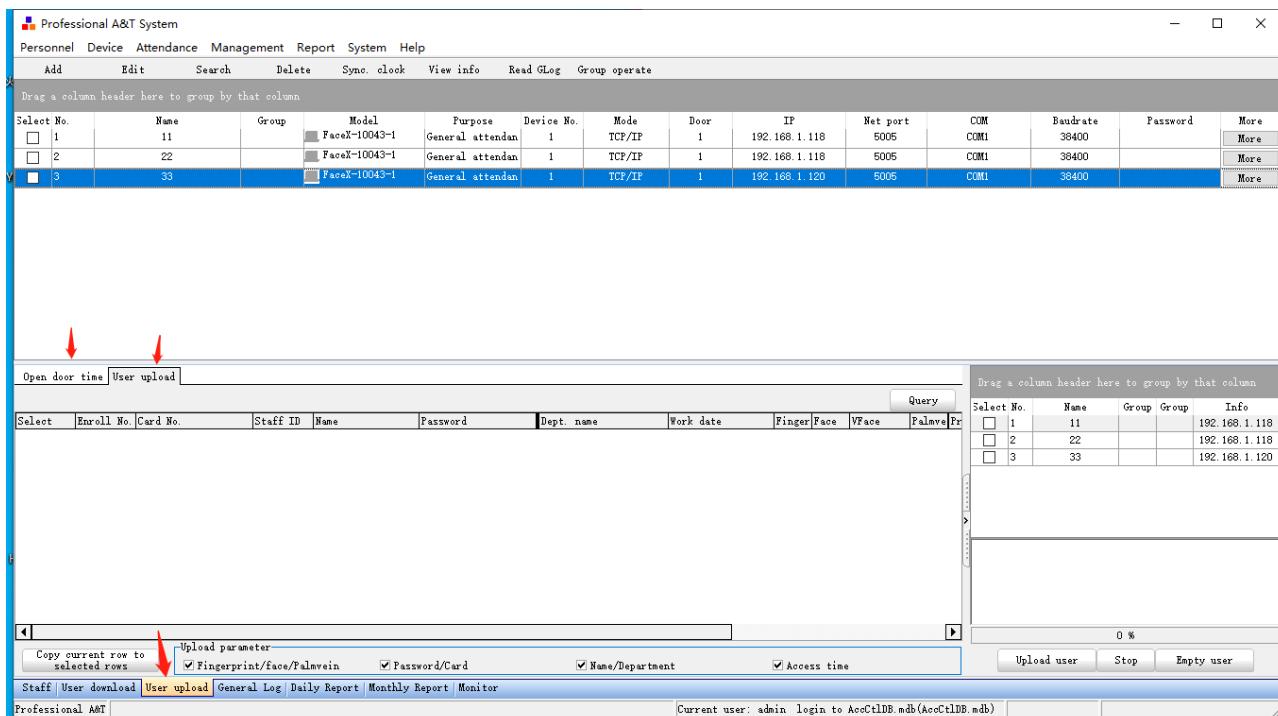
You can check the user information obtained in the lower left corner, and then click "Delete" in the lower right corner to delete unnecessary users in the device.

Another way to delete users on multiple dashboards is to find the user that needs to be deleted in the local users in the lower left corner, then select the devices that do not need these users on the right, and click the "Delete" button in the lower right corner. The checked users on all checked devices will be deleted.

2.2.8 User upload

This function is used for computer-to-device operations, including: user upload, access control time upload, control panel policy upload, and control panel settings upload. In particular, if there is no access control panel function, the "control panel policy" on the interface The two options of "Control Panel Settings" will not be displayed. When the access control panel is added, these two upload options will be displayed automatically, as shown below:

2.2.8.1 User upload



If the user has added employee data in the personnel management menu, and the employee data must have at least one type of data such as password, card, fingerprint, palm print, face, etc., click the "Query" button in the upper corner of this interface to meet the The requested user data will be displayed. As shown in the figure below, you can check the people who need to upload on the left as needed, then check the equipment on the right, you can select multiple people and equipment, and finally, click the "Upload User" option in the lower right corner, the left side is checked The selected personnel data will be uploaded to all devices checked on the right in turn. "Clear all users" in the lower corner is to clear the users of the selected device, please use it with caution. The bottom option on the left is for the selection of the specific content of the user's information to be uploaded. For example, if you do not need a time period, you can remove the check in front of "Access Control Period", and then click the "Upload User" button, so that the speed of uploading will be faster.

Professional A&T System

Personnel Device Attendance Management Report System Help

Add Edit Search Delete Sync. clock View info Read GLog Group operate

Drag a column header here to group by that column

Select No.	Name	Group	Model	Purpose	Device No.	Mode	Door	IP	Net port	COM	Baudrate	Password	More
<input type="checkbox"/> 1	11		FaceX-10043-1	General attendan	1	TCP/IP	1	192.168.1.118	5005	COM1	38400		More
<input type="checkbox"/> 2	22		FaceX-10043-1	General attendan	1	TCP/IP	1	192.168.1.118	5005	COM1	38400		More
<input type="checkbox"/> 3	33		FaceX-10043-1	General attendan	1	TCP/IP	1	192.168.1.120	5005	COM1	38400		More

Open door time User upload

Query

Drag a column header here to group by that column

Select No.	Name	Group	Group	Info
<input type="checkbox"/> 1	11			192.168.1.118
<input type="checkbox"/> 2	22			192.168.1.118
<input type="checkbox"/> 3	33			192.168.1.120

Copy current row to selected rows Fingerprint/face/Palmvein Password/Card Name/Department Access time

Upload parameter

Upload user Stop Empty user

Staff User download User upload General Log Daily Report Monthly Report Monitor

Current user: admin login to AccCtlDB.mdb(AccCtlDB.mdb)

The "Copy current row parameters to the checked row" button is to copy the "User Permission", "Time Group", "Time Period" and other information of the selected row to other checked item user information. As shown below:

Professional A&T System

Personnel Device Attendance Management Report System Help

Add Edit Search Delete Sync. clock View info Read GLog Group operate

Drag a column header here to group by that column

Select No.	Name	Group	Model	Purpose	Device No.	Mode	Door	IP	Net port	COM	Baudrate	Password	More
<input type="checkbox"/> 1	11		FaceX-10043-1	General attendan	1	TCP/IP	1	192.168.1.118	5005	COM1	38400		More
<input type="checkbox"/> 2	22		FaceX-10043-1	General attendan	1	TCP/IP	1	192.168.1.118	5005	COM1	38400		More
<input type="checkbox"/> 3	33		FaceX-10043-1	General attendan	1	TCP/IP	1	192.168.1.120	5005	COM1	38400		More

Open door time User upload

Query

Drag a column header here to group by that column

Select No.	Name	Group	Group	Info
<input type="checkbox"/> 1	11			192.168.1.118
<input type="checkbox"/> 2	22			192.168.1.118
<input type="checkbox"/> 3	33			192.168.1.120

Copy current row to selected rows Fingerprint/face/Palmvein Password/Card Name/Department Access time

Upload parameter

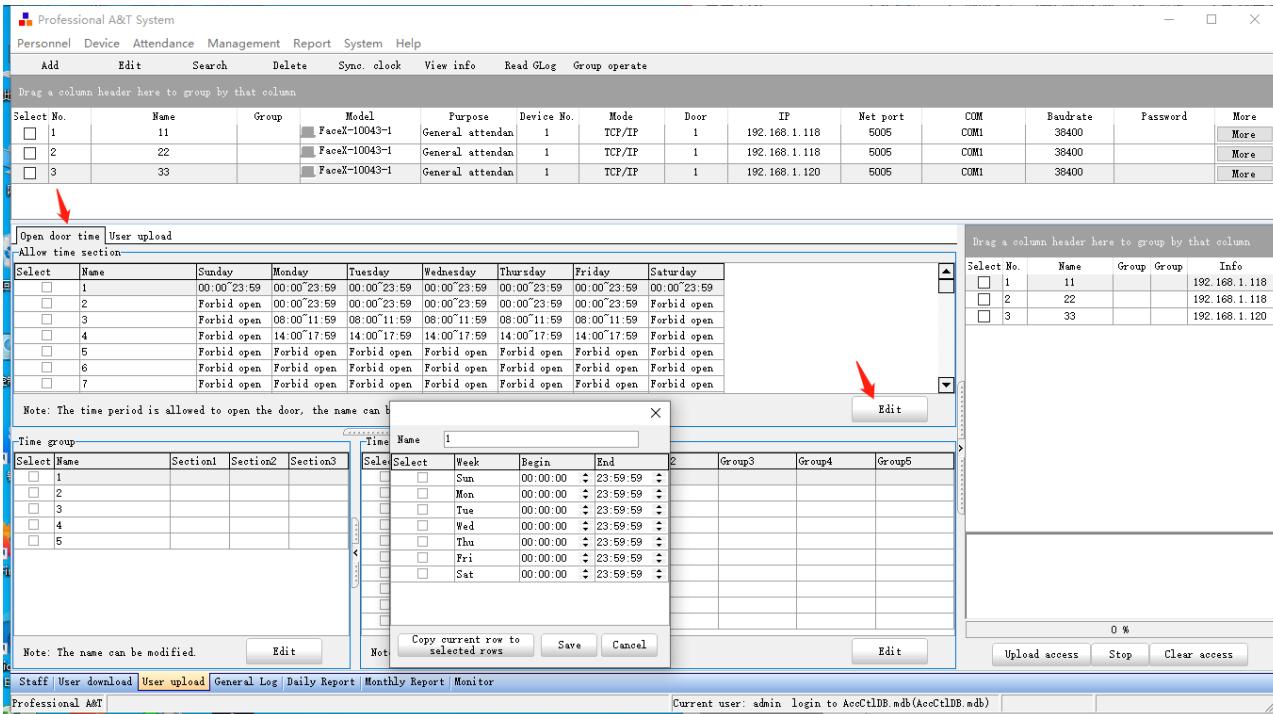
Upload user Stop Empty user

Staff User download User upload General Log Daily Report Monthly Report Monitor

Current user: admin login to AccCtlDB.mdb(AccCtlDB.mdb)

2.2.8.2 Access time

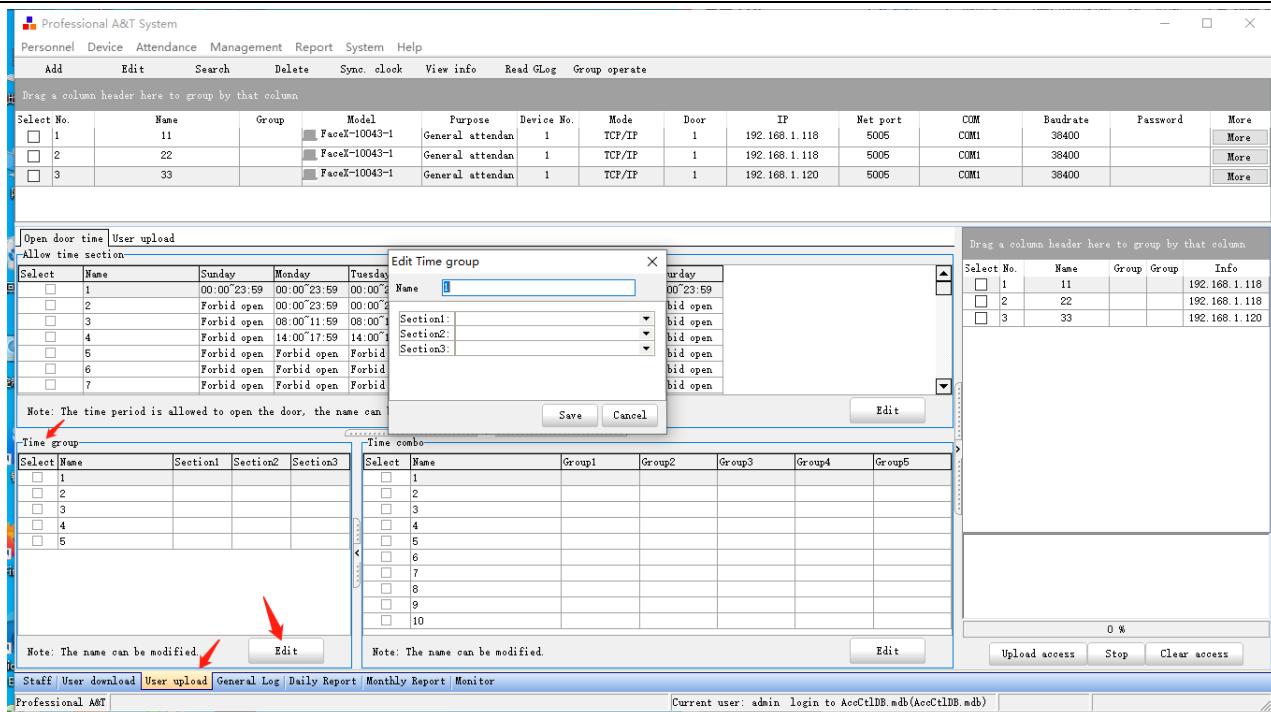
This function is a module for setting the switch time and switch mode of the access control device. The setting of this module is for fingerprint machine and face machine, but the access control panel cannot be used. After the setting is completed, in the user upload, before each user uploads, You can edit the time group and time period options in the user line to complete the settings for the user. After the user uploads the fingerprint or face device, the door opening time will be restricted. This module includes three parts the first part is "Allow opening hours" as shown below:



This picture is to set the "allowable opening period" of the device. The general use unit is the setting that allows opening the door 24 hours a day. As long as the employee's fingerprint, card, password, face or palm print data is legal, after the verification is successful, the door can be opened. Open, the user can enter and exit and save the entry and exit records, which can be used for attendance and other

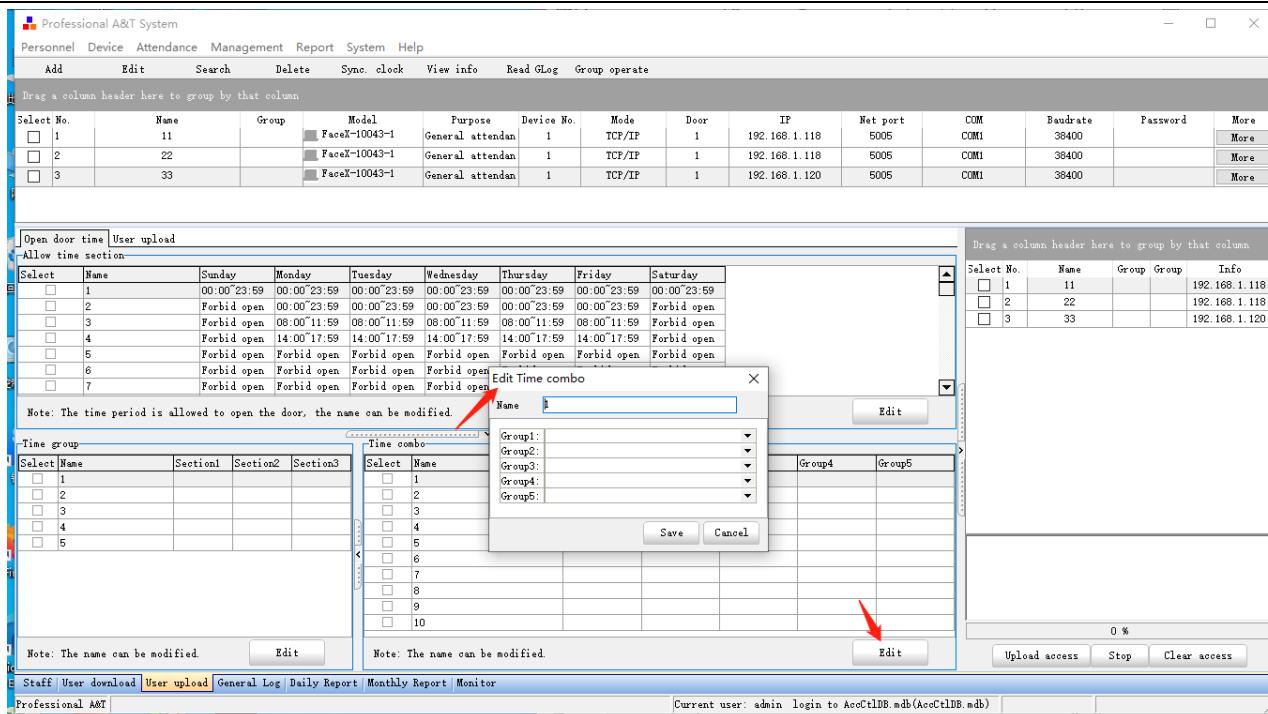
purposes; as shown in the figure, the small window that pops up can set the start time and end time for allowing the door to open on any day or several days of the week. The door is only allowed to be opened within the time frame. Among them, "Copy current row parameters to checked row" can automatically copy the parameters of the row clicked by the mouse to other checked rows, which is quick and convenient.

The second part is the "Time Group" setting, as shown below:



Check the first line in the "Time Group" box, then click the "Edit" button in this box, enter the name of the time group in the pop-up window, and select which time periods this time group includes, and this time period It is the "opening time period" set in the previous chapter. After this setting, the door control device can support different time periods to open the door in the same day, for example,

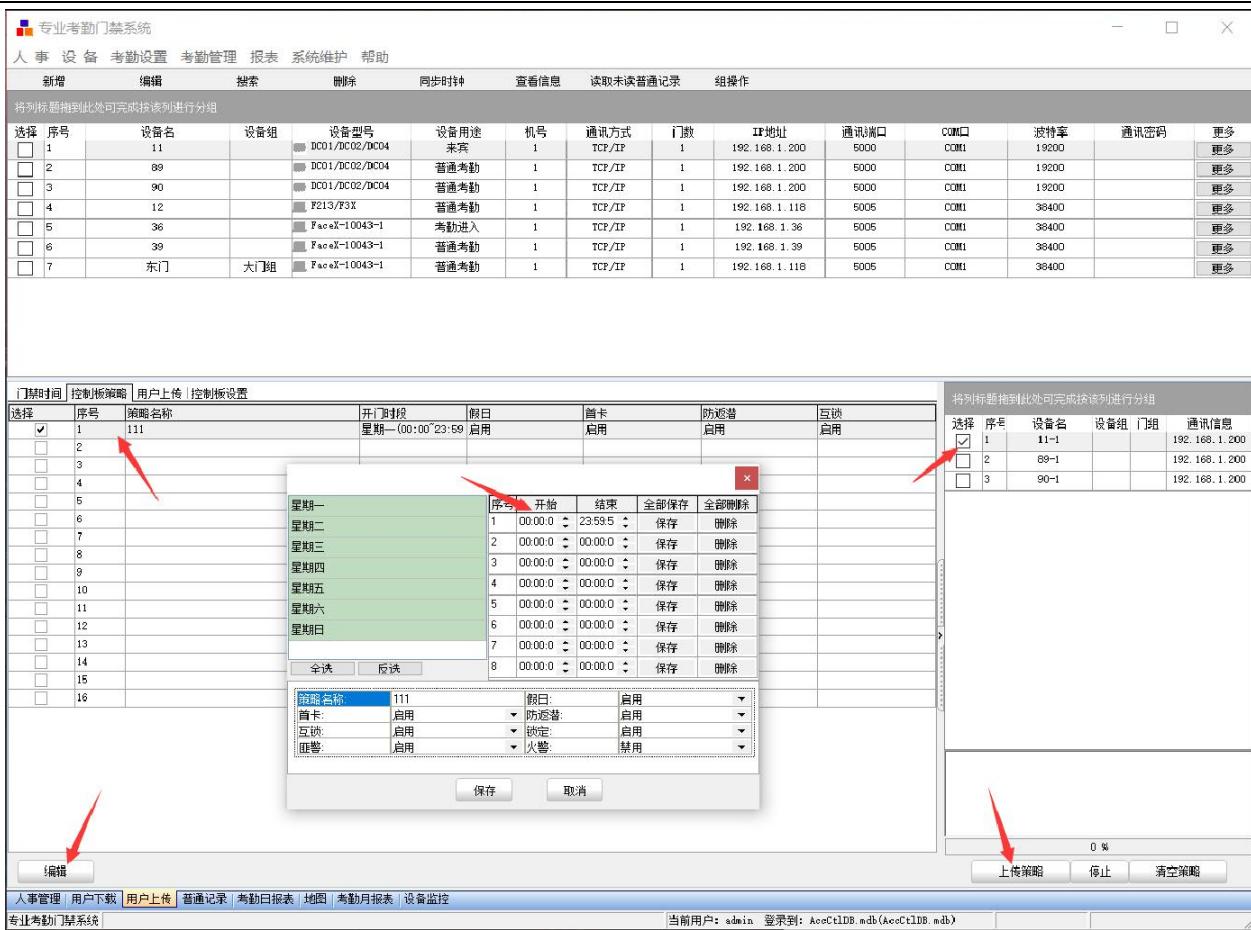
8:00-12:00 in the morning, 13:30- in the afternoon 17:30, supports multiple time period settings the timeout side the time period included in the time group, even if the user authentication is successful, the door cannot be opened. If you need to control multiple time periods every day, you need to set multiple time periods in the time period setting in the previous chapter, and only set one time period for each time period, such as 8:00-12:00am, 13:30-17pm: 30, which can be selected in the pop-up box shown above in this chapter. The system supports up to 5 time groups.



As shown in the figure above set the third part, this part is "Time Combination", in the "User Upload" module, set the permissions of fingerprint and face users, each user can only set time group and time period, "Time Combination" It is a function that allows different groups of users with a common door opening time to be present together, and the door of the door control device can be opened only after the respective verifications are successful. The small dialog box that pops up in the above picture is that "time combination 1" includes the two time groups 1 and 2 set in the second part, then, if this time combination is checked and uploaded to the fingerprint and face on the right Waiting for the device, the door controlled by this device must be opened by one user from each group of users belonging to the two time groups to open the door.

2.2.8.3 Dashboard Policy

As shown in the figure below, if the on-site access control requires some special settings, such as: interlock, first card function, bandit police, fire alarm, lock, anti-pass back and holiday functions, etc., you need to check the policy on the left first, and then click the bottom left Edit the corner, a pop-up window will pop up, enter the policy name, and confirm that the required functions are enabled. The default opening time is one week, and the door is open 24 hours a day. After confirming, click "Save" and check the front of the policy on the left, select the device that needs the corresponding policy on the right, click "Upload Policy" in the lower right corner, and wait for the message that the upload is successful, the function is completed. If the user can open the door after a simple 24-hour verification, the policy item can not be set and uploaded, and the default setting of the access control panel can be used.



2.2.8.4 Dashboard Settings

As shown in the figure below, in the green box in the upper left corner are the commonly used "configuration" and "configuration name" that have been set, click the corresponding "configuration", and then click the "edit" button indicated by the arrow in the lower left corner, you can edit the selected To reset the configuration, click the content indicated by the arrow in the upper left corner to display option alptions as shown in Figure 2 below, each function has different parameters that can be set and selected. After setting the corresponding configuration, click the "Save" button indicated by the arrow in Figure 2, then check the corresponding "function item" shown by the arrow in the lower left corner of Figure 1, and then check the door of the control panel in the lower right corner, and finally Click the "Upload Gate Control Parameters" button in the lower right corner and upload the required settings to the corresponding gate to complete the settings.

The screenshot displays the 'Access Control Management System' interface. At the top, there are tabs for '人事' (Personnel), '设备' (Equipment), '考勤设置' (Attendance Settings), '考勤管理' (Attendance Management), '报表' (Reports), '系统维护' (System Maintenance), and '帮助' (Help). Below the tabs is a toolbar with buttons for '新增' (Add), '编辑' (Edit), '搜索' (Search), '删除' (Delete), '同步时钟' (Sync Clock), '查看信息' (View Information), '读取未读普通记录' (Read Unread Ordinary Records), and '组操作' (Group Operation).

A message bar at the top indicates: '将列标题拖到此处可完成按读列进行分组' (Drag column headers here to complete grouping by read column).

The main content area shows a table of devices:

选择	序号	设备名	设备组	设备型号	设备用途	机号	通讯方式	门数	IP地址	通讯端口	COM口	波特率	通讯密码	更多
<input type="checkbox"/>	1	11		DC01/DC02/DC04	来宾	1	TCP/IP	1	192.168.1.200	5000	COM1	19200		更多
<input type="checkbox"/>	2	89		DC01/DC02/DC04	普通考勤	1	TCP/IP	1	192.168.1.200	5000	COM1	19200		更多
<input type="checkbox"/>	3	90		DC01/DC02/DC04	普通考勤	1	TCP/IP	1	192.168.1.200	5000	COM1	19200		更多
<input type="checkbox"/>	4	12		F213/F3X	普通考勤	1	TCP/IP	1	192.168.1.118	5005	COM1	38400		更多
<input type="checkbox"/>	5	36		FaceX-10043-1	考勤进入	1	TCP/IP	1	192.168.1.36	5005	COM1	38400		更多
<input type="checkbox"/>	6	39		FaceX-10043-1	普通考勤	1	TCP/IP	1	192.168.1.39	5005	COM1	38400		更多
<input type="checkbox"/>	7	东门	大门组	FaceX-10043-1	普通考勤	1	TCP/IP	1	192.168.1.118	5005	COM1	38400		更多

Below the table, there are three tabs: '门禁时间' (Access Control Time), '控制板策略' (Control Board Strategy), and '用户上传' (User Upload). The '控制板策略' tab is selected.

The '控制板策略' section shows configuration for card types:

配置名	蜂鸣器	入门读卡器参数	出门读卡器参数	门锁参数	火警设置	面罩设置	非法卡报警	非法闯入报警
刷卡	禁用 (查看)	(查看)	(查看)	(查看)	报警输出，并开闭关闭此功能	禁用	禁用	禁用
卡+密码	禁用 (查看)	(查看)	(查看)	(查看)	报警输出，并开闭关闭此功能	禁用	禁用	禁用
卡+密码且防反潜	禁用 (查看)	(查看)	(查看)	(查看)	报警输出，并开闭关闭此功能	禁用	禁用	禁用
卡+密码且互锁	禁用 (查看)	(查看)	(查看)	(查看)	报警输出，并开闭关闭此功能	禁用	禁用	禁用
卡+密码+门号	禁用 (查看)	(查看)	(查看)	(查看)	报警输出，并开闭关闭此功能	禁用	禁用	禁用

To the right of the configuration table, there is a preview window showing a list of devices:

选择	序号	设备名	设备组	门组	通讯信息
<input checked="" type="checkbox"/>	1	11-1			192.168.1.200
<input type="checkbox"/>	2	89-1			192.168.1.200
<input type="checkbox"/>	3	90-1			192.168.1.200

Below the configuration table, there is a modal dialog titled '刷卡' (Swipe Card) with buttons for '新增' (Add), '编辑' (Edit), '删除' (Delete), '保存' (Save), and '取消' (Cancel). The dialog contains a section for selecting functions to upload:

请勾选配置名为【刷卡】中需要上传的功能项:

<input type="checkbox"/> 蜂鸣器	<input type="checkbox"/> 门锁参数	<input type="checkbox"/> 非法闯入报警	<input type="checkbox"/> 防反潜	<input type="checkbox"/> 常开时段	<input type="checkbox"/> 报警时段
<input type="checkbox"/> 假日	<input type="checkbox"/> 火警设置	<input checked="" type="checkbox"/> 门磁功能	<input type="checkbox"/> 全卡开门	<input type="checkbox"/> 常闭时段	
<input type="checkbox"/> 入门读卡器参数	<input type="checkbox"/> 防盗设置	<input checked="" type="checkbox"/> 黑名单	<input type="checkbox"/> 首卡开门	<input type="checkbox"/> 手动常开时段	
<input type="checkbox"/> 出门读卡器参数	<input type="checkbox"/> 非法卡报警	<input type="checkbox"/> 互锁	<input type="checkbox"/> 认证方式	<input type="checkbox"/> 出门开关时段	

At the bottom of the dialog are buttons for '全选' (Select All), '反选' (Invert Selection), '上传门控参数' (Upload Door Control Parameters) with a progress bar (0%), '停止' (Stop), and '清空门控参数' (Clear Door Control Parameters).

figure1

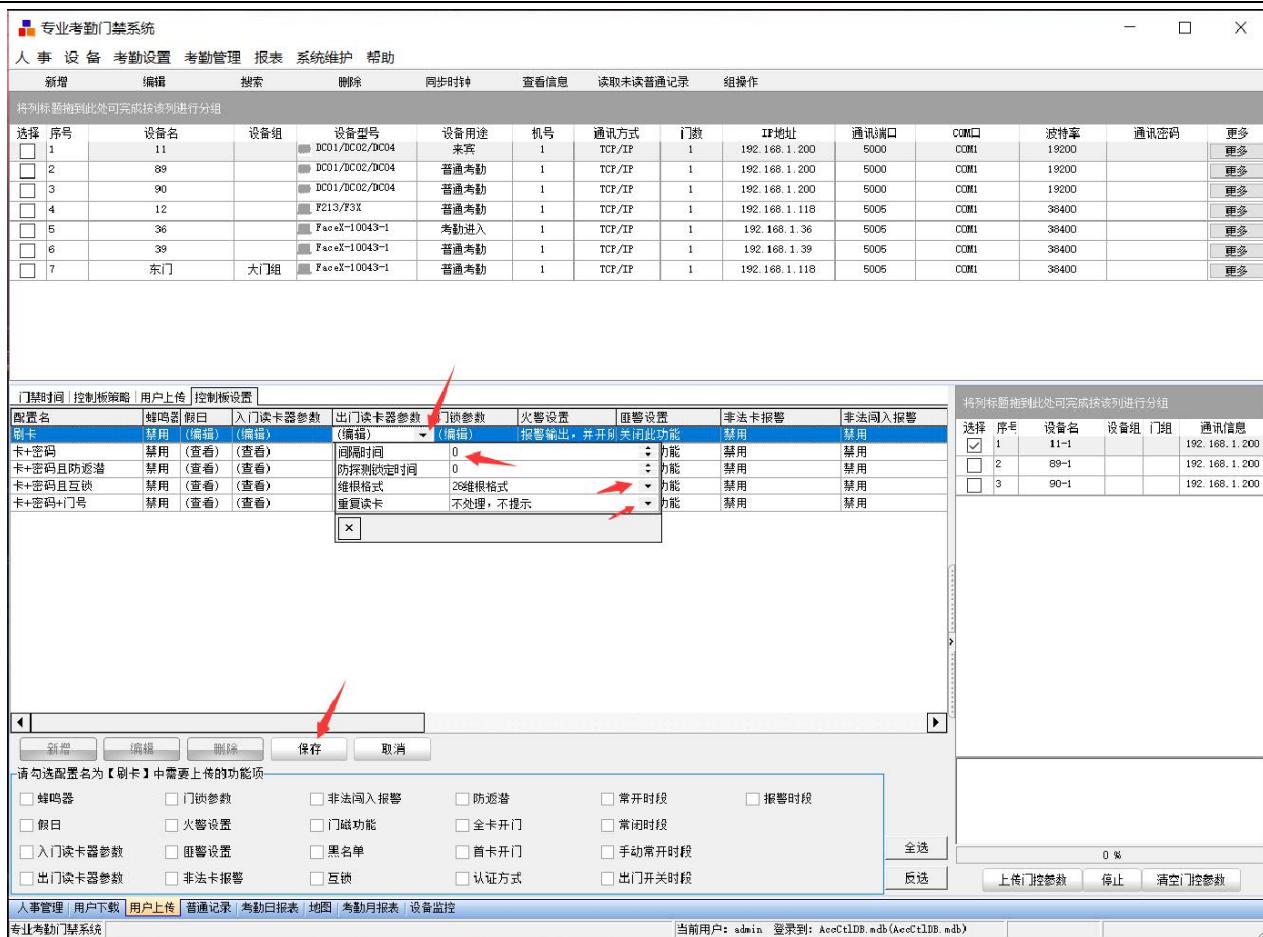
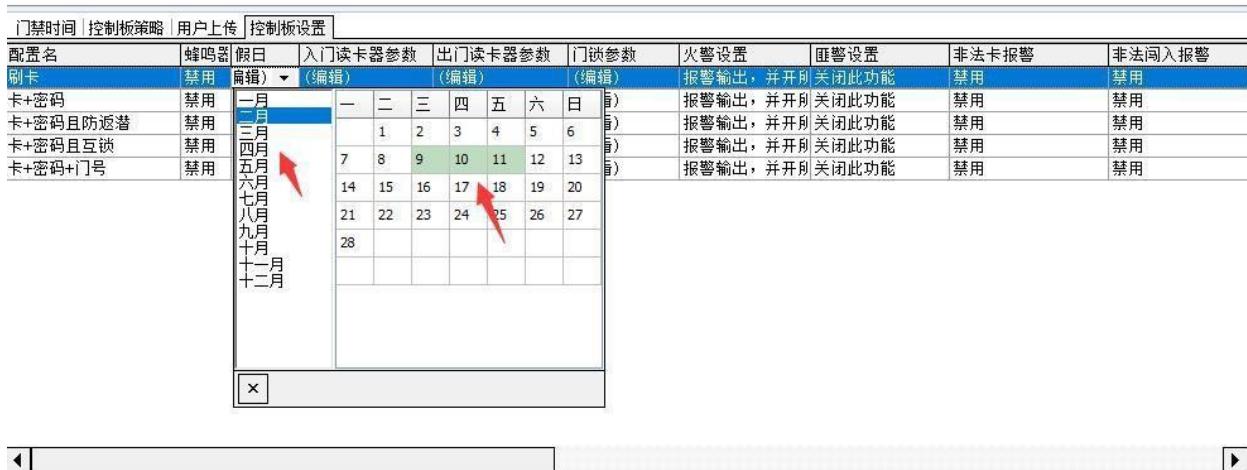


figure2

2.2.8.4.1 Buzzers and Holidays

The following is a brief description of each editable "function item" one by one, as shown in the figure below, "buzzer" only has two options of "disable" and "enable", so I won't repeat it here; the "holiday" function item can be For the month on the left, use the mouse to drag and select one day or several consecutive days as a holiday on the right. After setting just click the "Save" button indicated by the arrow in Figure 2



门禁时间 | 控制板策略 | 用户上传 | **控制板设置**

配置名	蜂鸣器	假日	入门读卡器参数	出门读卡器参数	门锁参数	火警设置	匪警设置	非法卡报警	非法闯入报警
刷卡	禁用 (编辑)	(编辑) ▾ (编辑)	(编辑)	(编辑)	(编辑) ▾ 报警输出，并开闸关闭此功能	禁用	禁用	禁用	禁用
卡+密码	禁用 (查看)	间隔时间	100	出，并开闸关闭此功能	禁用	禁用	禁用	禁用	禁用
卡+密码且防返潜	禁用 (查看)	防探测锁定时间	100	出，并开闸关闭此功能	禁用	禁用	禁用	禁用	禁用
卡+密码且互锁	禁用 (查看)	维根格式	26维根格式	出，并开闸关闭此功能	禁用	禁用	禁用	禁用	禁用
卡+密码+门号	禁用 (查看)	重复读卡	不处理，不提示	出，并开闸关闭此功能	禁用	禁用	禁用	禁用	禁用
					不处理，不提示 不记录，不开门，有提示 有记录，不开门，有提示				

×

新增 编辑 删除 保存 取消

The maximum time of "Interval Time" is 65535seconds, and the time of "Anti-detection locking time" is the duration of door-opening delay. There are three options in Wiegand format: "Wiegand 26", "Wiegand34", and "Wiegand44", according to the type of card reader and customer's requirements to match the selection. During the "interval card reading time", the "repeat card reading" option has a feedback method, namely "no processing, no prompt", "no record, no door, prompt", "record, no door, prompt", three processing methods. The "Outdoor Card Reader Parameters" option is set the same.

2.2.8.4.3 door lock parameters

门禁时间 | 控制板策略 | 用户上传 | **控制板设置**

配置名	蜂鸣器	假日	入门读卡器参数	出门读卡器参数	门锁参数	火警设置	匪警设置	非法卡报警	非法闯入报警
刷卡	禁用 (编辑)	(编辑) ▾ (编辑)	(编辑)	(编辑)	(编辑) ▾ 报警输出，并开闸关闭此功能	禁用	禁用	禁用	禁用
卡+密码	禁用 (查看)	(查看)	(查看)	(查看)	开锁模式	标准模式	禁用	禁用	禁用
卡+密码且防返潜	禁用 (查看)	(查看)	(查看)	(查看)	开门超时(秒)	10	禁用	禁用	禁用
卡+密码且互锁	禁用 (查看)	(查看)	(查看)	(查看)	开门延时(秒)	5	禁用	禁用	禁用
卡+密码+门号	禁用 (查看)	(查看)	(查看)	(查看)					禁用
					×				

新增 编辑 删除 保存 取消

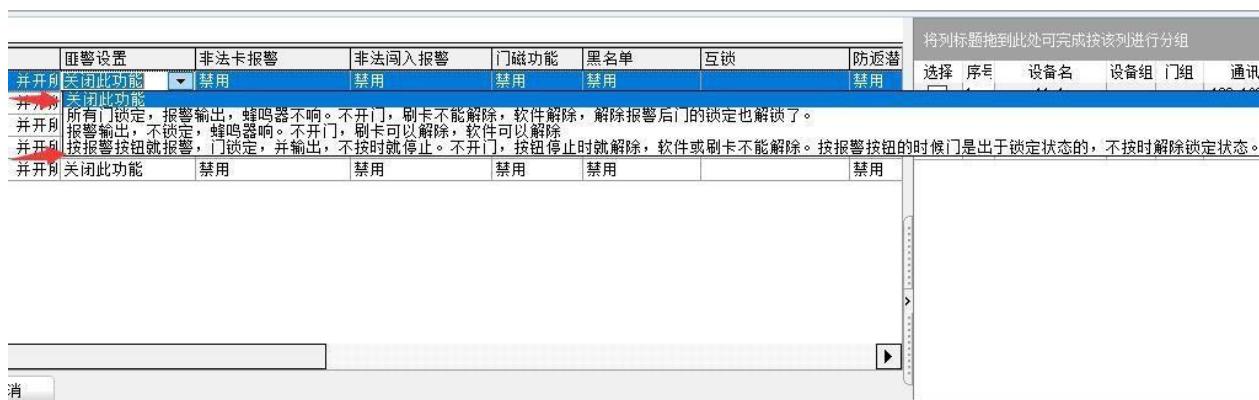
As shown in the figure the rear 2 types of "unlocking modes". One is the standard mode, which means that the door is locked again after opening the door through the set delay time; The door will continue to close, and it will be repeated. In this mode, please set the opening delay to 99; the following two parameters the opening delay and the unlocking timeout, can be set to a maximum of 99 seconds.

2.2.8.4.4 fire alarm settings



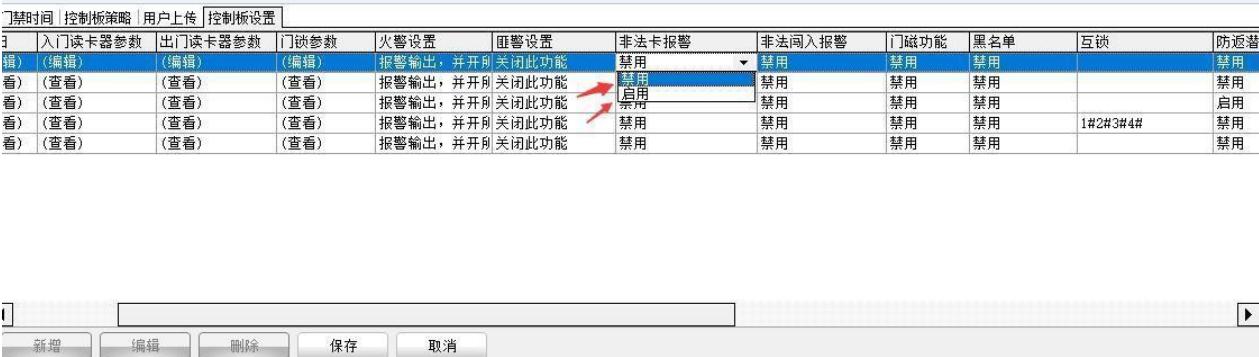
After the fire occurs, as shown in the figure above, the control panel has 5 processing methods, just set a required method.

2.2.8.4.5 Bandit police settings



After the robbery occurs, as shown in the picture above the control panel has 4 processing methods, just set a required method.

2.2.8.4.6 Illegal card alarm



There are only 2 way to choose the illegal card alarm, enable the alarm and not enable the alarm, as shown in the figure.

门禁时间 控制板策略 用户上传 控制板设置											
日	入门读卡器参数	出门读卡器参数	门锁参数	火警设置	匪警设置	非法卡报警	非法闯入报警	门磁功能	黑名单	互锁	防返潜
(编辑)	(编辑)	(编辑)	报警输出，并开闭关闭此功能	禁用	禁用	禁用	禁用	禁用	禁用	禁用	禁用
(查看)	(查看)	(查看)	报警输出，并开闭关闭此功能	禁用	禁用	禁用	禁用	禁用	禁用	禁用	禁用
(查看)	(查看)	(查看)	报警输出，并开闭关闭此功能	禁用	禁用	禁用	禁用	禁用	禁用	启用	
(查看)	(查看)	(查看)	报警输出，并开闭关闭此功能	禁用	禁用	禁用	禁用	禁用	禁用	禁用	禁用
(查看)	(查看)	(查看)	报警输出，并开闭关闭此功能	禁用	禁用	禁用	禁用	禁用	禁用	禁用	禁用

新增	编辑	删除	保存	取消
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There are only 2 ways to choose from the illegal intrusion alarm, enable and disable the alarm, as shown in the figure above. The illegal intrusion alarm means that there is no legal verification card or password, etc., and the door is directly opened. If the illegal intrusion alarm is set at this time, the alarm will sound, and an illegal intrusion alarm will be sent to the monitoring interface.

2.2.8.4.8 blacklist

门禁时间 控制板策略 用户上传 控制板设置											
非法卡报警	非法闯入报警	门磁功能	黑名单	互锁	防返潜	全卡开门	首卡开门	认证方式	常开时段	常闭时段	
禁用	禁用	禁用	禁用	禁用	禁用	禁用	禁用	(编辑)	(编辑)	(编辑)	
禁用	禁用	禁用	禁用	禁用	禁用	禁用	禁用	(查看)	(查看)	(查看)	
禁用	禁用	禁用	禁用	禁用	禁用	禁用	禁用	(查看)	(查看)	(查看)	
禁用	禁用	禁用	禁用	禁用	禁用	禁用	禁用	(查看)	(查看)	(查看)	
禁用	禁用	禁用	禁用	禁用	禁用	禁用	禁用	(查看)	(查看)	(查看)	

新增	编辑	删除	保存	取消
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There are only 2 ways to blacklist, enable and disable, as shown above. The blacklist function is that if a user's card is set as a blacklist user, the card cannot open the door. The card reading has a record, the blacklist can be displayed, and the door cannot be opened.

2.2.8.4.9 interlock

门禁时间 控制板策略 用户上传 控制板设置											
非法卡报警	非法闯入报警	门磁功能	黑名单	互锁	防返潜	全卡开门	首卡开门	认证方式	常开时段	常闭时段	
禁用	禁用	禁用	禁用	禁用	禁用	禁用	禁用	(编辑)	(编辑)	(编辑)	
禁用	禁用	禁用	禁用	禁用	禁用	禁用	禁用	(查看)	(查看)	(查看)	
禁用	禁用	禁用	禁用	禁用	禁用	禁用	禁用	(查看)	(查看)	(查看)	
禁用	禁用	禁用	禁用	禁用	禁用	禁用	禁用	(查看)	(查看)	(查看)	
禁用	禁用	禁用	禁用	禁用	禁用	禁用	禁用	(查看)	(查看)	(查看)	

1#

 2#

 3#

 4#

新增	编辑	删除	保存	取消
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The interlock function is shown in the figure, and the interlock of 2-4 doors can be set, just check the checkbox that needs to be interlocked. The function of the interlock is that, as long as one of the doors is opened, the other door cannot be opened by pressing the button or reading the card, and the remote door can be opened. Note that this function sets doors on the same access control panel.

2.2.8.4.10 Anti-return

门禁时间 | 控制板策略 | 用户上传 | 控制板设置

非法卡报警	非法闯入报警	门磁功能	黑名单	互锁	防返潜	全卡开门	首卡开门	认证方式	常开时段	常闭时段
禁用	禁用	禁用	禁用		禁用	禁用	禁用	(编辑)	(编辑)	(编辑)
禁用	禁用	禁用	禁用		禁用	禁用	禁用	(查看)	(查看)	(查看)
禁用	禁用	禁用	禁用		禁用	禁用	禁用	(查看)	(查看)	(查看)
禁用	禁用	禁用	禁用	1#2#3#4#	禁用	禁用	禁用	(查看)	(查看)	(查看)
禁用	禁用	禁用	禁用		禁用	禁用	禁用	(查看)	(查看)	(查看)

新增 编辑 删除 保存 取消

There are only two ways to choose from anti-return: enable and disable, as shown above. The function of this function is to prevent someone from following and entering. In this case, the entrant does not read the card, because there is no entry record, the system will automatically determine that the card cannot go out, read the door card reader, and the door will not open. Similarly, if you do not read the card when you go out, read the card when you enter the door, and the door will not open.

2.2.8.4.11 Full card door

门禁时间 | 控制板策略 | 用户上传 | 控制板设置

非法卡报警	非法闯入报警	门磁功能	黑名单	互锁	防返潜	全卡开门	首卡开门	认证方式	常开时段	常闭时段
禁用	禁用	禁用	禁用		禁用	禁用	禁用	(编辑)	(编辑)	(编辑)
禁用	禁用	禁用	禁用		禁用	禁用	禁用	(查看)	(查看)	(查看)
禁用	禁用	禁用	禁用		启用	禁用	禁用	(查看)	(查看)	(查看)
禁用	禁用	禁用	禁用	1#2#3#4#	禁用	禁用	禁用	(查看)	(查看)	(查看)
禁用	禁用	禁用	禁用		禁用	禁用	禁用	(查看)	(查看)	(查看)

新增 编辑 删除 保存 取消

All-card opening is a special purpose. After this function is enabled, as long as the card can read the card number, the door can be opened. This function is usually used when testing.

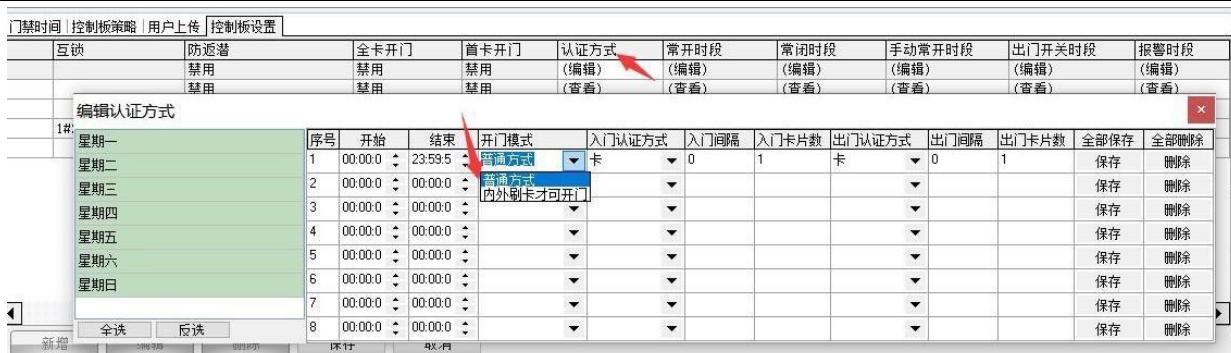
2.2.8.4.12 Open the door with the first card

门禁时间 | 控制板策略 | 用户上传 | 控制板设置

互锁	防返潜	全卡开门	首卡开门	认证方式	常开时段	常闭时段	手动常开时段	出门开关时段	报警时段
	禁用	禁用	禁用	(编辑)	(编辑)	(编辑)	(编辑)	(编辑)	(编辑)
	禁用	禁用	禁用	(查看)	(查看)	(查看)	(查看)	(查看)	(查看)
	启用	禁用	禁用	(查看)	(查看)	(查看)	(查看)	(查看)	(查看)
1#2#3#4#	禁用	禁用	禁用	(查看)	(查看)	(查看)	(查看)	(查看)	(查看)
	禁用	禁用	禁用	(查看)	(查看)	(查看)	(查看)	(查看)	(查看)

新增 编辑 删除 保存 取消

The first card to open the door as shown in the figure If it is enabled, usually the company must first read the card with the first card permission to open the door every morning, and then other cards can open the door normally. The way that the first card authorizes other cards to open the door and not to open the door is to read the first card for 3 consecutive times, then the card of other users can open the door, and then read the first card for 3 consecutive times, the card of other users cannot open the door.



After editing the authentication method, the above picture will appear. There are 2 door opening modes as shown in the figure. Only if the card can open the door" means that there is a legal user outside the door to read the card, and a legal user also needs to read the card inside the door, and the door can be opened only after both cards are read successfully;



Entry and exit authentication methods, as shown in the figure above, there are 6 authentication methods to choose from, the second is to read the card and then enter the password, and then press the # key, the "number of entry cards" means that several people can read the card successfully. Verify that the door is opened. For example, the "number of entry cards" is 3. Then, there must be 3 people all of whom have successfully read the card, before the door can be opened. "Exit interval" is the length of time after the door is opened once before the door can be opened again. In addition, you can choose "Select All" on the left side of the above picture or just click on a certain day of the week to use one of the authentication methods on the right. If you need to use this function, you need to test a few times before you can master it.

2.2.8.4.14 Normally open period and normally closed period



The above two time periods are set in the same way. In the pop-up box as shown in the figure, you can single-select a certain day of the week, or you can click to select all to select 7 days. The time period is set on the right side: "normally open period" is when this time period is reached, , the door will be in an open state, and the "normally closed period" means that after this time period, the door will be in a closed state.

2.2.8.4.15 Manual normally open period

门禁时间 | 控制板策略 | 用户上传 | 控制板设置 | **控制板设置**

互锁	防返潜	全卡开门	首卡开门	认证方式	常开时段	常闭时段	手动常开时段	出门开关时段	报警时段																																																						
禁用	禁用	禁用	(编辑)	(编辑)	(编辑)	(编辑)	(编辑)	(编辑)	(编辑)																																																						
禁用	启用	编辑手动常开时段																																																													
1#2#3#4#	禁用	<table border="1"> <thead> <tr> <th>星期一</th> <th>序号</th> <th>开始</th> <th>结束</th> <th>全部保存</th> <th>全部删除</th> </tr> </thead> <tbody> <tr><td>星期一</td><td>1</td><td>00:00:0</td><td>00:00:0</td><td>保存</td><td>删除</td></tr> <tr><td>星期二</td><td>2</td><td>00:00:0</td><td>00:00:0</td><td>保存</td><td>删除</td></tr> <tr><td>星期三</td><td>3</td><td>00:00:0</td><td>00:00:0</td><td>保存</td><td>删除</td></tr> <tr><td>星期四</td><td>4</td><td>00:00:0</td><td>00:00:0</td><td>保存</td><td>删除</td></tr> <tr><td>星期五</td><td>5</td><td>00:00:0</td><td>00:00:0</td><td>保存</td><td>删除</td></tr> <tr><td>星期六</td><td>6</td><td>00:00:0</td><td>00:00:0</td><td>保存</td><td>删除</td></tr> <tr><td>星期日</td><td>7</td><td>00:00:0</td><td>00:00:0</td><td>保存</td><td>删除</td></tr> <tr><td></td><td>8</td><td>00:00:0</td><td>00:00:0</td><td>保存</td><td>删除</td></tr> </tbody> </table>								星期一	序号	开始	结束	全部保存	全部删除	星期一	1	00:00:0	00:00:0	保存	删除	星期二	2	00:00:0	00:00:0	保存	删除	星期三	3	00:00:0	00:00:0	保存	删除	星期四	4	00:00:0	00:00:0	保存	删除	星期五	5	00:00:0	00:00:0	保存	删除	星期六	6	00:00:0	00:00:0	保存	删除	星期日	7	00:00:0	00:00:0	保存	删除		8	00:00:0	00:00:0	保存	删除
星期一	序号	开始	结束	全部保存	全部删除																																																										
星期一	1	00:00:0	00:00:0	保存	删除																																																										
星期二	2	00:00:0	00:00:0	保存	删除																																																										
星期三	3	00:00:0	00:00:0	保存	删除																																																										
星期四	4	00:00:0	00:00:0	保存	删除																																																										
星期五	5	00:00:0	00:00:0	保存	删除																																																										
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The setting method is the same as the previous chapter, this function is to press and hold the door open button for 5 seconds, the door will be in the open state, and then press it for 5 seconds to return to the normal state. In the time period set as above, you can use the manual normally open function, which is convenient for some situations where the door needs to be opened for a long time, such as when a lot of goods are in and out, and the handling time is relatively long.

2.2.8.4.16 Exit switch period

门禁时间 | 控制板策略 | 用户上传 | 控制板设置 | **控制板设置**

互锁	防返潜	全卡开门	首卡开门	认证方式	常开时段	常闭时段	手动常开时段	出门开关时段	报警时段
禁用	禁用	禁用	(编辑)	(编辑)	(编辑)	(编辑)	(编辑)	(编辑)	(编辑)
禁用	禁用	禁用	(查看)	(查看)	(查看)	(查看)	(查看)	(查看)	(查看)
启用	禁用	禁用	(查看)	(查看)	(查看)	(查看)	(查看)	(查看)	(查看)
1#2#3#4#	禁用	禁用	(查看)	(查看)	(查看)	(查看)	(查看)	(查看)	(查看)
<input type="button" value="新增"/> <input type="button" value="编辑"/> <input type="button" value="删除"/> <input type="button" value="保存"/>									
<p>请勾选配置名为【刷卡】中需要上传的功能项</p> <input type="button" value="全选"/> <input type="button" value="反选"/>									

The setting method is as shown in the pop-up box above. You can click the "Select All" button in the lower left corner, or you can select the day of the week to set different time periods that the door open button is allowed to use. The default is that the door open button can be used for 24 hours. If you encounter the situation that the door button cannot be used, please set this time period to try.

2.2.8.4.17 Alarm period

门禁时间 | 控制板策略 | 用户上传 | 控制板设置 | **控制板设置**

互锁	防返潜	全卡开门	首卡开门	认证方式	常开时段	常闭时段	手动常开时段	出门开关时段	报警时段																																																																								
禁用	禁用	禁用	禁用	禁用	(编辑)	(编辑)	(编辑)	(编辑)	(编辑)																																																																								
禁用	启用	编辑报警时段																																																																															
1#2#3#4#	禁用	<table border="1"> <thead> <tr> <th>星期一</th> <th>序号</th> <th>开始</th> <th>结束</th> <th>报警模式</th> <th>延时时间(秒)</th> <th>全部保存</th> <th>全部删除</th> </tr> </thead> <tbody> <tr><td>星期一</td><td>1</td><td>00:00:0</td><td>00:00:0</td><td>常开报警</td><td>0</td><td>保存</td><td>删除</td></tr> <tr><td>星期二</td><td>2</td><td>00:00:0</td><td>00:00:0</td><td></td><td></td><td>保存</td><td>删除</td></tr> <tr><td>星期三</td><td>3</td><td>00:00:0</td><td>00:00:0</td><td></td><td></td><td>保存</td><td>删除</td></tr> <tr><td>星期四</td><td>4</td><td>00:00:0</td><td>00:00:0</td><td></td><td></td><td>保存</td><td>删除</td></tr> <tr><td>星期五</td><td>5</td><td>00:00:0</td><td>00:00:0</td><td></td><td></td><td>保存</td><td>删除</td></tr> <tr><td>星期六</td><td>6</td><td>00:00:0</td><td>00:00:0</td><td></td><td></td><td>保存</td><td>删除</td></tr> <tr><td>星期日</td><td>7</td><td>00:00:0</td><td>00:00:0</td><td></td><td></td><td>保存</td><td>删除</td></tr> <tr><td></td><td>8</td><td>00:00:0</td><td>00:00:0</td><td></td><td></td><td>保存</td><td>删除</td></tr> </tbody> </table>								星期一	序号	开始	结束	报警模式	延时时间(秒)	全部保存	全部删除	星期一	1	00:00:0	00:00:0	常开报警	0	保存	删除	星期二	2	00:00:0	00:00:0			保存	删除	星期三	3	00:00:0	00:00:0			保存	删除	星期四	4	00:00:0	00:00:0			保存	删除	星期五	5	00:00:0	00:00:0			保存	删除	星期六	6	00:00:0	00:00:0			保存	删除	星期日	7	00:00:0	00:00:0			保存	删除		8	00:00:0	00:00:0			保存	删除
星期一	序号	开始	结束	报警模式	延时时间(秒)	全部保存	全部删除																																																																										
星期一	1	00:00:0	00:00:0	常开报警	0	保存	删除																																																																										
星期二	2	00:00:0	00:00:0			保存	删除																																																																										
星期三	3	00:00:0	00:00:0			保存	删除																																																																										
星期四	4	00:00:0	00:00:0			保存	删除																																																																										
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<input type="button" value="新增"/> <input type="button" value="编辑"/> <input type="button" value="删除"/> <input type="button" value="保存"/> <input type="button" value="取消"/>																																																																																	

As shown in the figure above, the setting time is the same as the previous chapter. There are 3 alarm modes for this function as shown in the figure below. "Delay time" is the duration of the alarm.

编辑报警时段

星期一	序号	开始	结束	报警模式	延时时间(秒)	全部保存	全部删除
星期二	1	00:00:0	00:00:0	常开报警	0	保存	删除
星期三	2	00:00:0	00:00:0	常开报警 锁定报警		保存	删除
星期四	3	00:00:0	00:00:0	非法卡报警		保存	删除
星期五	4	00:00:0	00:00:0			保存	删除
星期六	5	00:00:0	00:00:0			保存	删除
星期日	6	00:00:0	00:00:0			保存	删除
	7	00:00:0	00:00:0			保存	删除
	8	00:00:0	00:00:0			保存	删除
<input type="button" value="全选"/>		<input type="button" value="反选"/>					

2.2.8.4.18 Upload and clear gate parameters

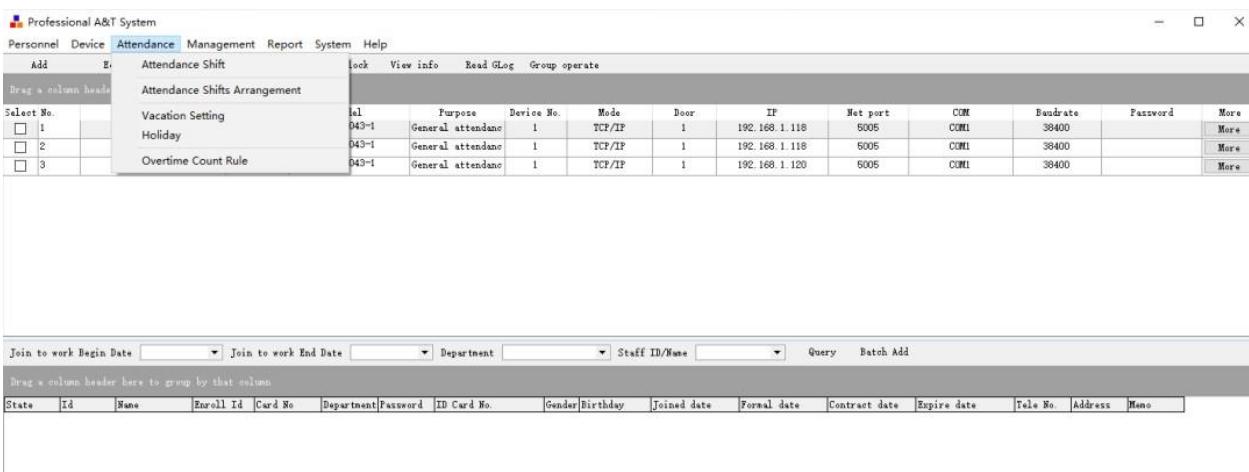


As shown in the figure above, after the previous control panel settings are set, click the "Save" button, then, check the setting items that need to be uploaded to the control panel (in the red box), check the door on the right, and click the arrow in the lower right corner. "Upload gate control parameters", you can upload the required function parameters to a designated gate or gates; in addition, if you do not need these set settings, you need to restore to the exit settings, click the arrow in the lower right corner. "Clear the gate control parameters".

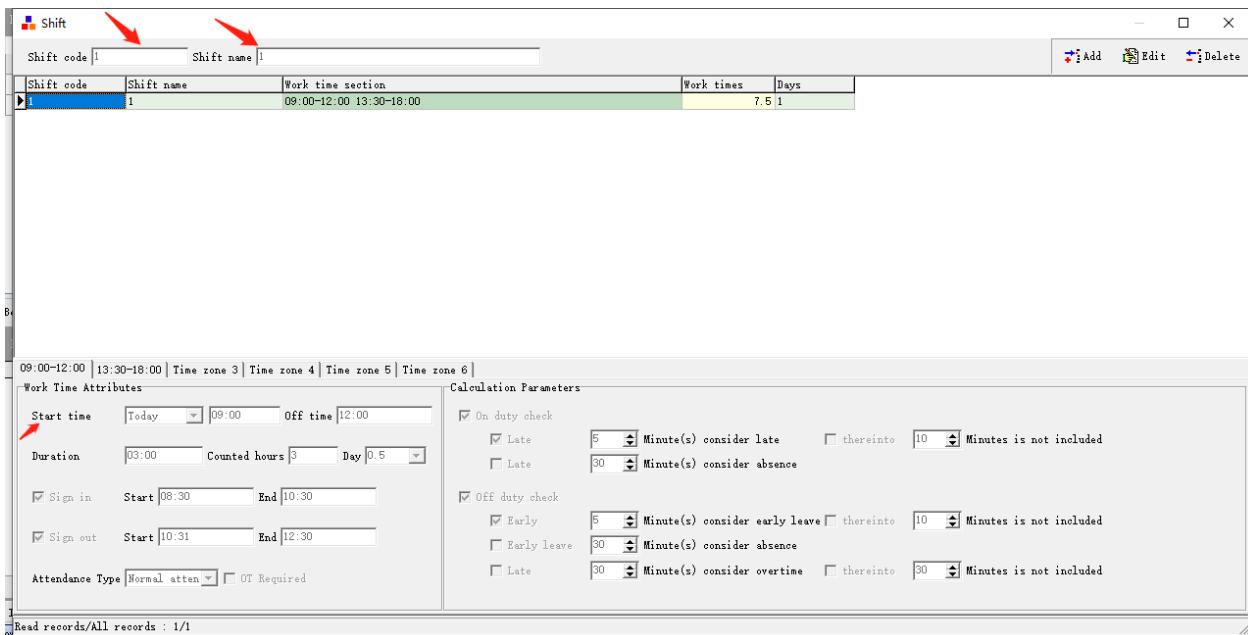
2.3 Attendance settings

This chapter is about some setting rules about attendance, such as "Attendance Shift", "Attendance Scheduling", "Attendance Calculation Rules", "Holiday Setting" and "Vacation Setting", etc.

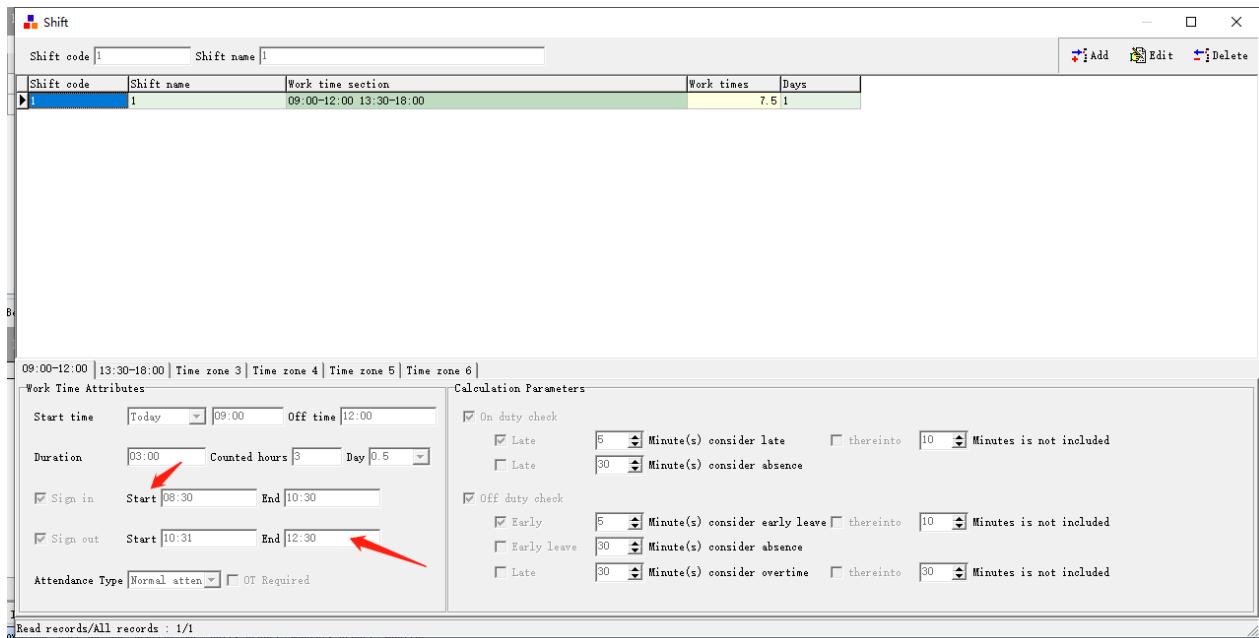
2.3.1 Attendance shift



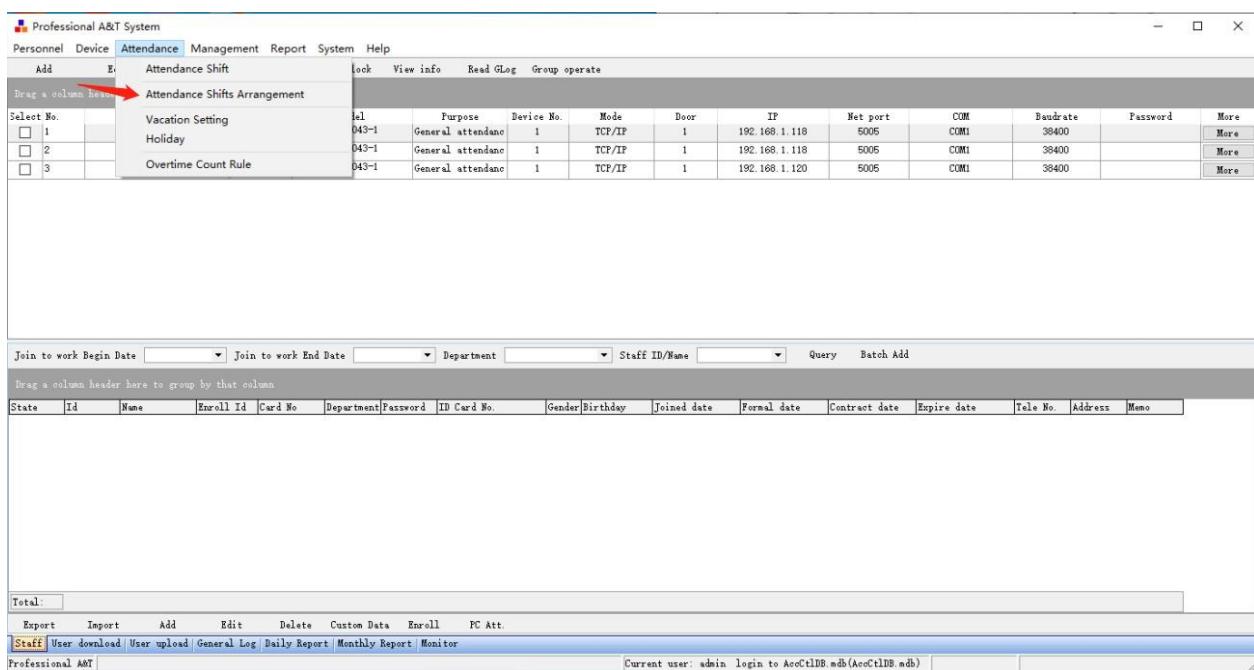
As shown in the figure, select the "Attendance Shift" menu item, and the following figure will appear:



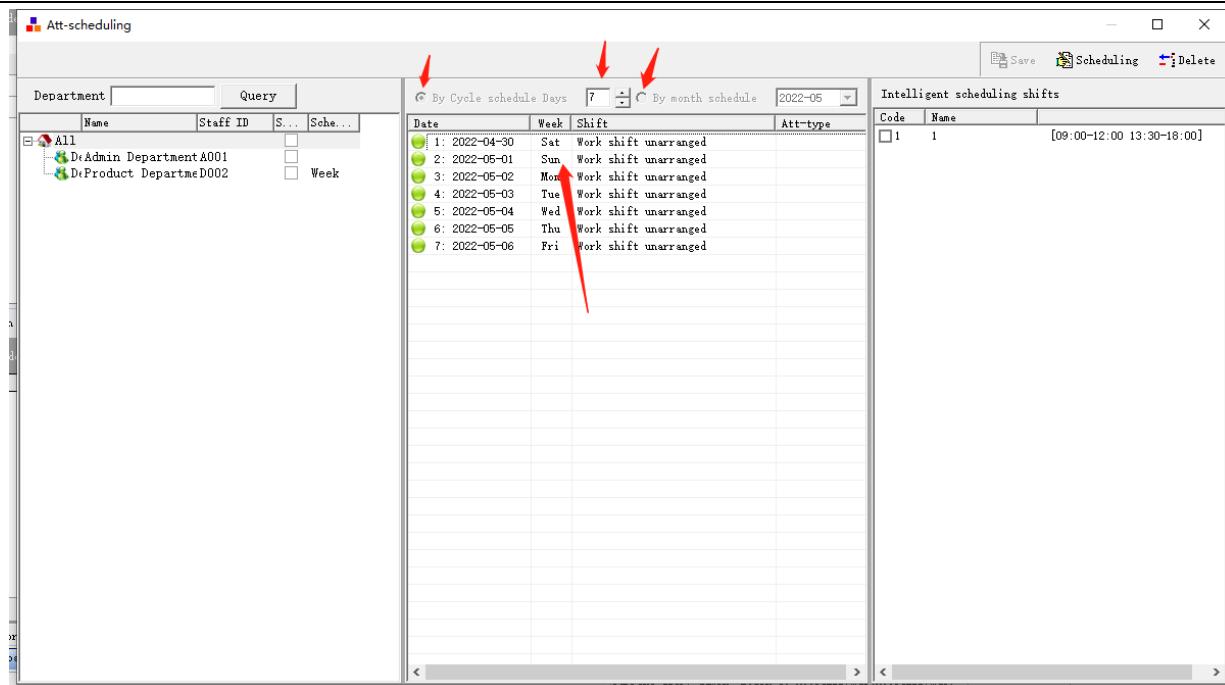
First click the "Add" button in the upper right corner, as shown in the figure above, according to the arrows, enter the "shift code" and "shift name", and set the required time period in the arrow part below, as shown in the figure, the first one is the morning time period, enter For commute time, please pay attention to the settings of "Calculate Work Hours" and "Number of Days". The following is the time range for calculation. When calculating daily report, if the records are not in the following "Check-in" and "Check-out" ranges, no calculation will be made, so , the value range of these 2 is very important, as shown in the figure below, please fill in carefully. In addition, the time of each range cannot overlap, for example: the end time of check-in is 10:30, then the earliest start time of check-out cannot be earlier than 10:31, in this way, there will be no time calculation conflict. The "Attendance Type" in the lower left corner is the options of normal attendance, usual overtime, overtime on rest days, and overtime on holidays. Usually, overtime from Monday to Friday is "normal overtime", and 8 hours during the day from Monday to Friday count as normal attendance. Overtime on Saturdays and Sundays is over time on rest days; overtime on statutory holidays stipulated by the state is overtime on holidays. The lower right corner is the calculated parameters, which can be set according to actual needs. Among them, the last delayed overtime work is, for example leaving get off work at 17:30. After setting the delay of 30 minutes to count over time if the employee leaves work at 18:10, the system will count 40 minutes of overtime when the system calculates the daily report. "If checked the employee will be counted as 40-30=10 minutes of over time work.



2. 3. 2 Attendance scheduling



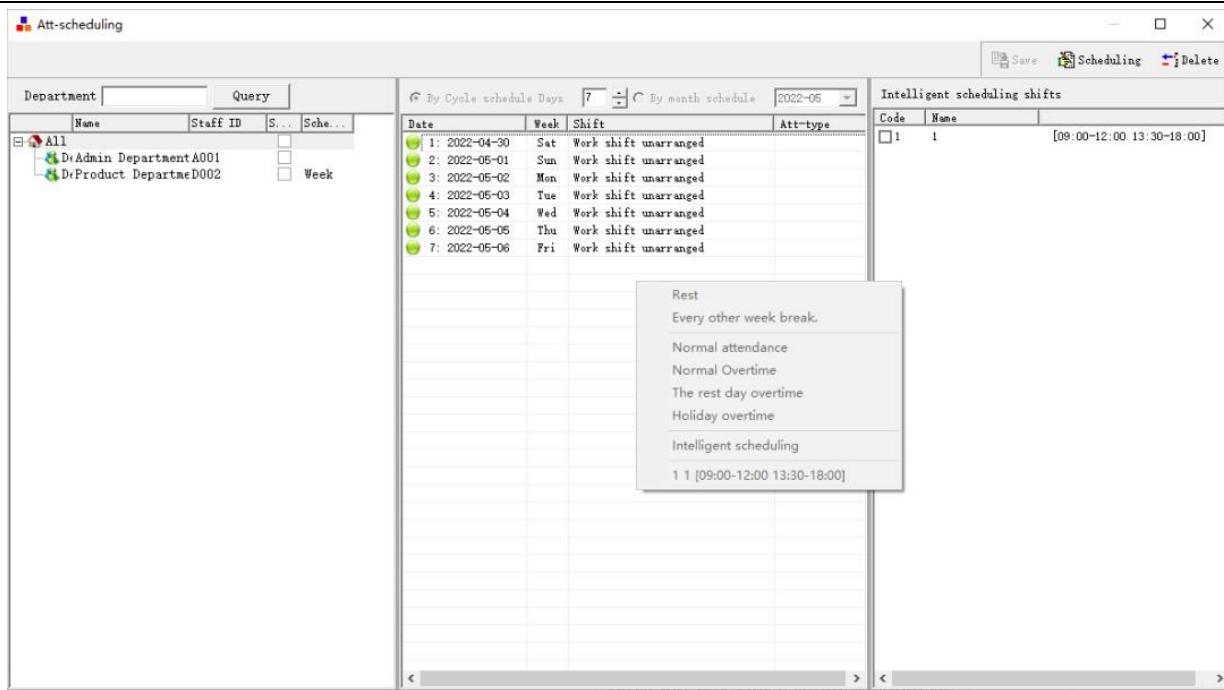
Select "Attendance Schedule" as shown in the figure above, and the following figure will pop up:



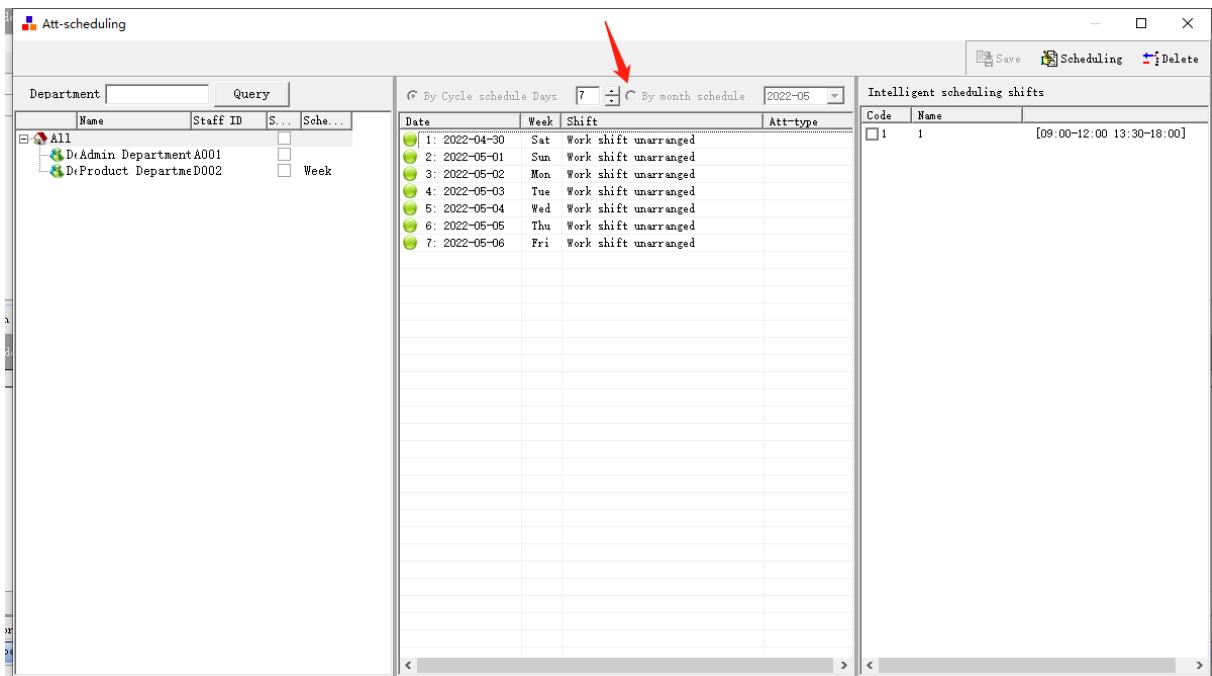
Date	Week	Shift	Att-type
1: 2022-05-01	Sat	Work shift unarranged	
2: 2022-05-02	Sun	Work shift unarranged	
3: 2022-05-03	Mon	Work shift unarranged	
4: 2022-05-04	Tue	Work shift unarranged	
5: 2022-05-05	Wed	Work shift unarranged	
6: 2022-05-06	Thu	Work shift unarranged	
7: 2022-05-07	Fri	Work shift unarranged	

If the shifts of all employees are the same, please check "All" on the left first. If you need to schedule shifts for each different department, please check the checkbox of the department. If you need to schedule shifts for individuals, Then please tick the check box next to the individual, the priority of the system is, the individual is the highest, the department is the second, the company is the lowest, the smaller the unit, the higher the priority. The shift of the department and the shift of the individual will not be changed. If the shift of the person needs to be changed, the employee must be checked and the shift will be rescheduled.

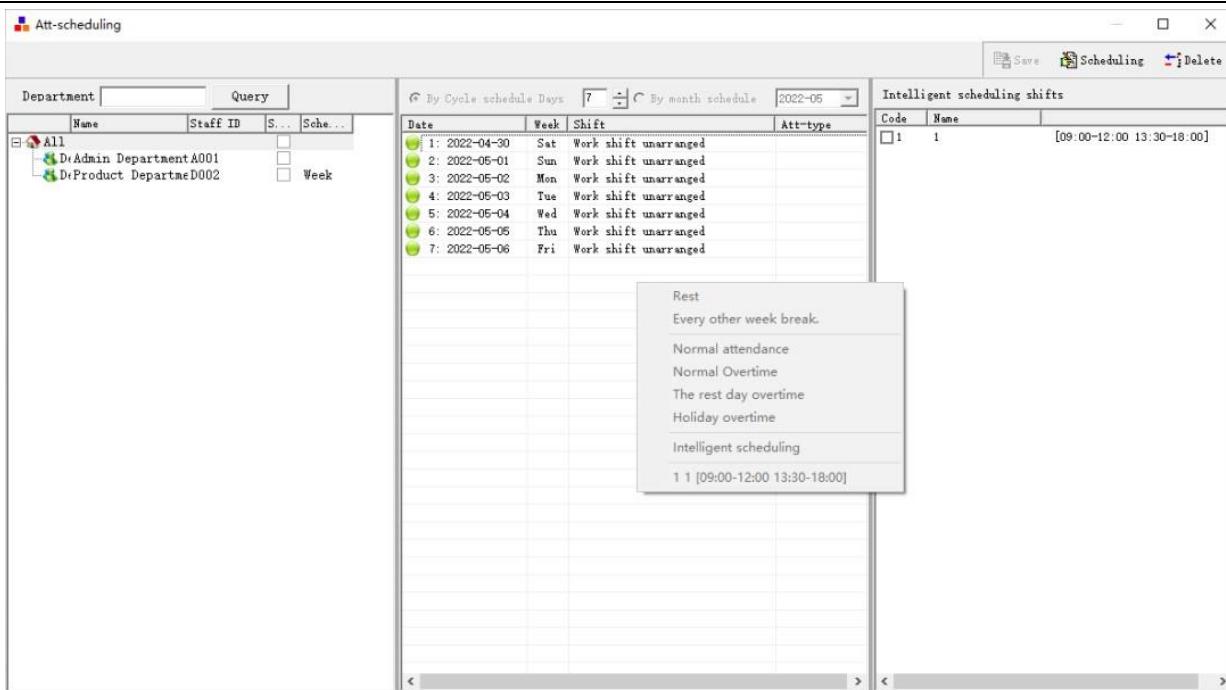
In the above picture, the number of days in "Scheduling by Period" is set to 7, which means one cycle per week. You can use the shortcut keys CTRL and SHIFT to make multiple selections. After selecting, right-click the blue check box, and the system will pop up for these items. Different shifts selected by day, as shown in the figure below, select the desired shift with the left mouse button and click the "Save" button in the upper right corner to complete the shift arrangement.



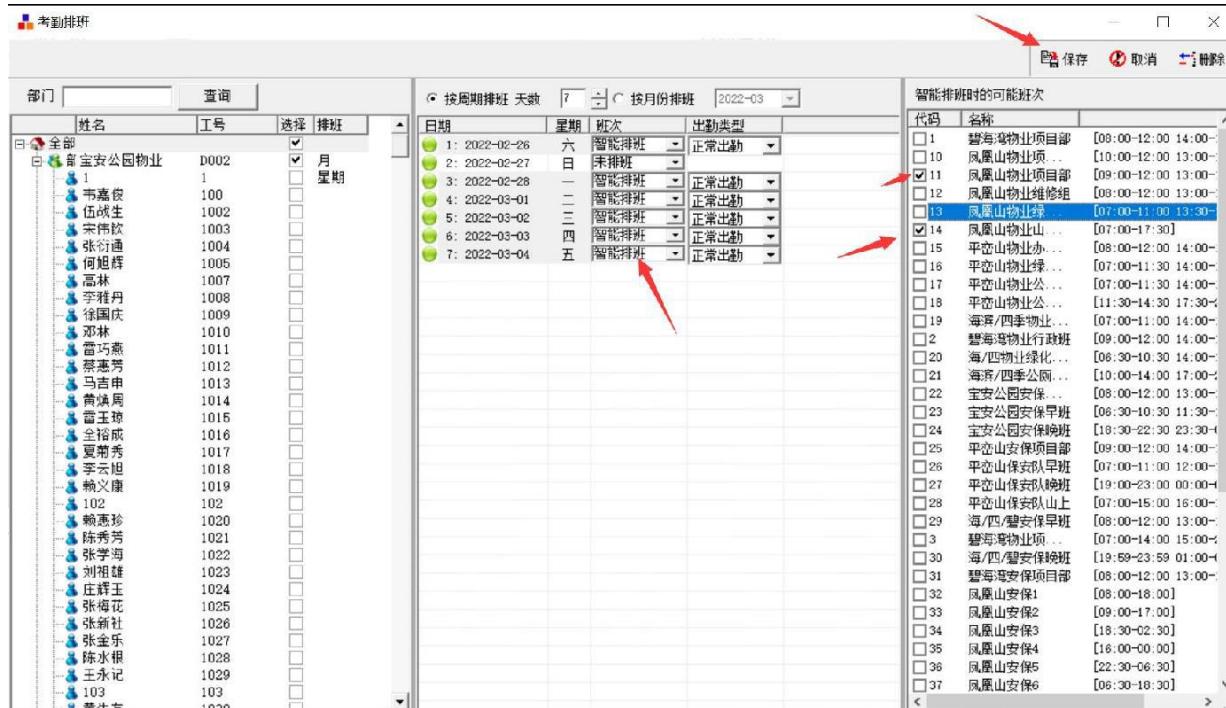
The chart below shows the monthly schedule. The red arrow indicates to click "Schedule by Month", and use the CTRL and SHIFT shortcut keys to quickly select the date that needs to be scheduled.



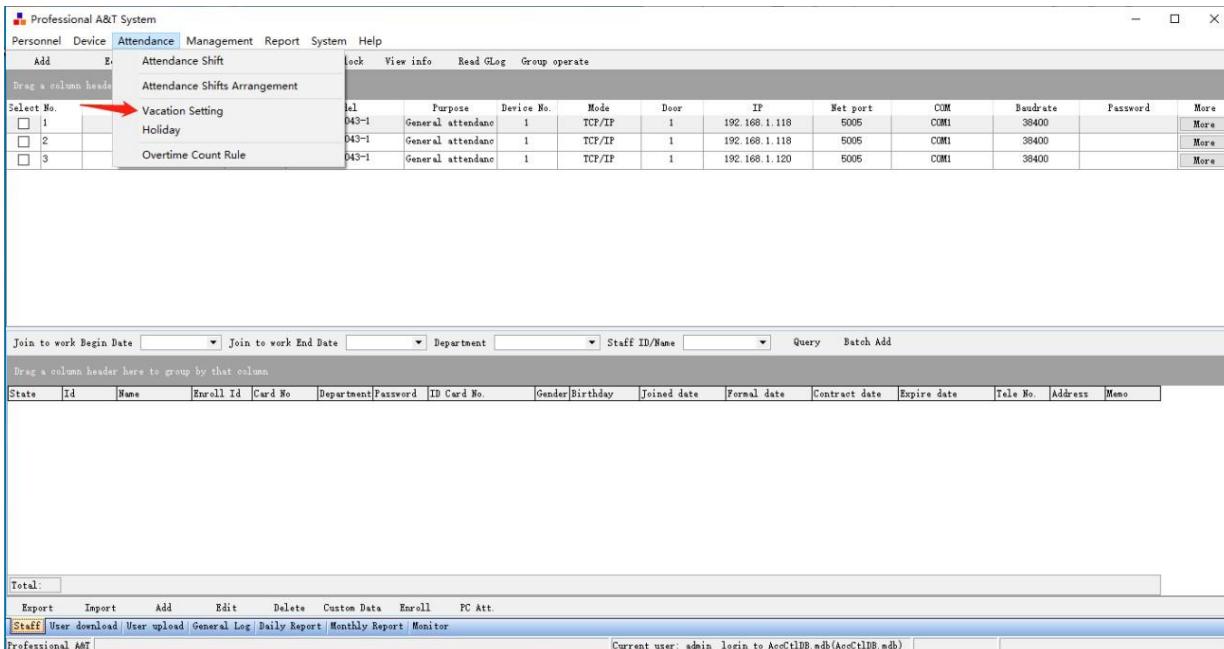
After selecting the date that needs to be scheduled, right-click the blue position in the above picture, and the optional shift as shown in the figure below will pop up. After selecting the shift with the left mouse button, click the "Save" button in the upper right corner of the interface to complete the monthly schedule. Schedule.



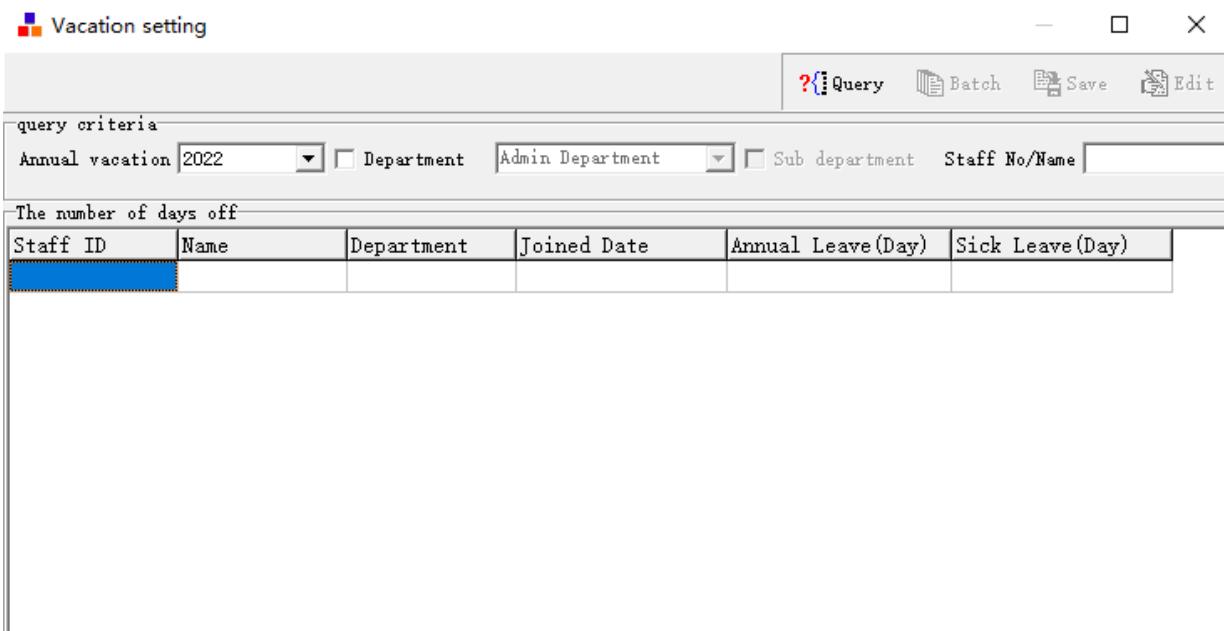
The last description is "Smart Shift". If "Smart Shift" is selected when scheduling weekly or monthly shifts above, then as shown in the figure below, you need to check the "Shifts that may be used by Smart Shift" box on the last side. Select the required shifts. This shift is mainly for some people to work every day according to the non-conflicting shifts when possible. Any one can be used. For example, customs declarers, who come for 4 hours in the morning or 4 hours in the afternoon. All count as normal attendance. Then, one shift is "morning" and the other is "afternoon" in this shift schedule. The software calculation rule is to use the employee's record to determine which shift the employee is on according to the "check-in time range". For example: the record is the time of 08:30, then, if the "check-in range" in this shift in the morning is 08:00-09:00, then this record is within the check-in range and belongs to the "morning" shift. And so on. After setting the shift and scheduling, click the "Save" button in the upper right corner to complete the scheduling.



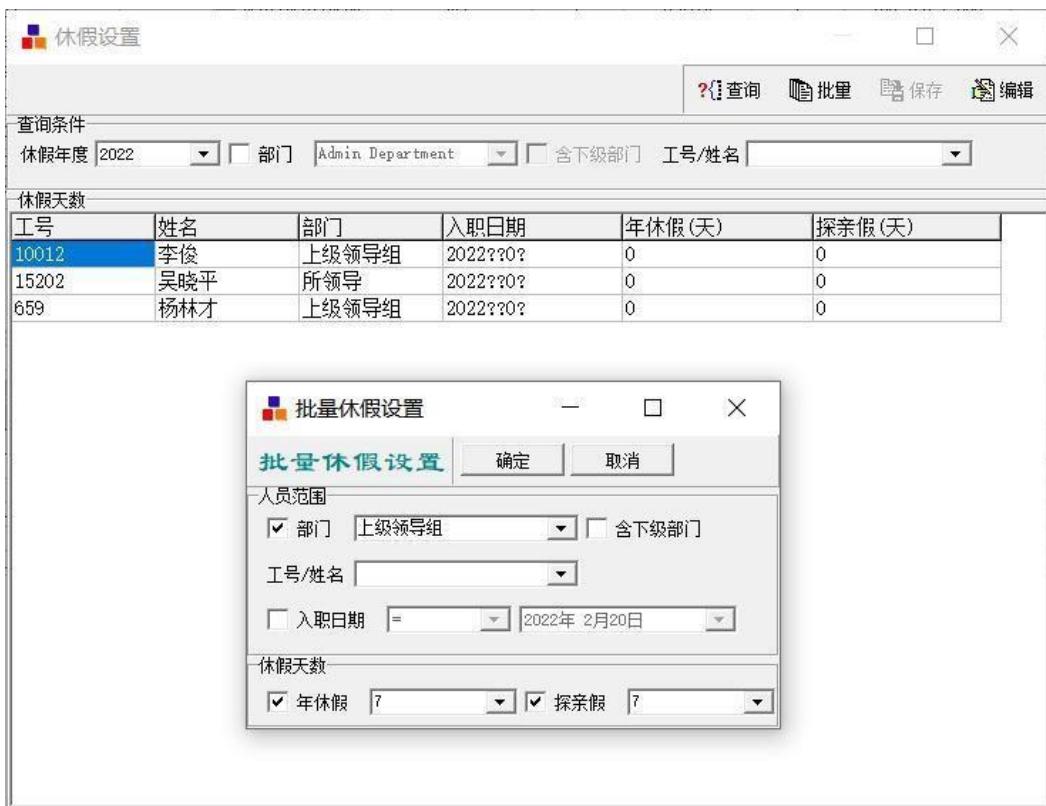
2. 3. 3 Vacation settings



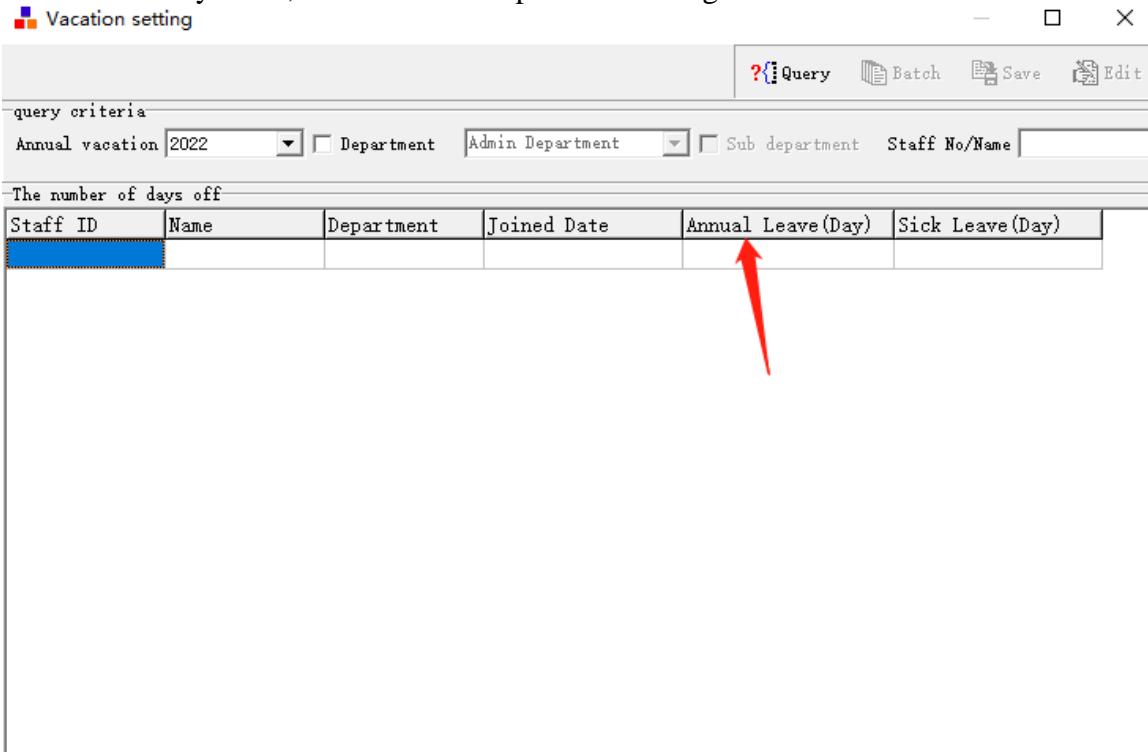
As shown in the picture above, select "Vacation Settings", and the following picture will be displayed:



First click the "Query" button in the upper right corner, and the information of all employees as shown above will appear.



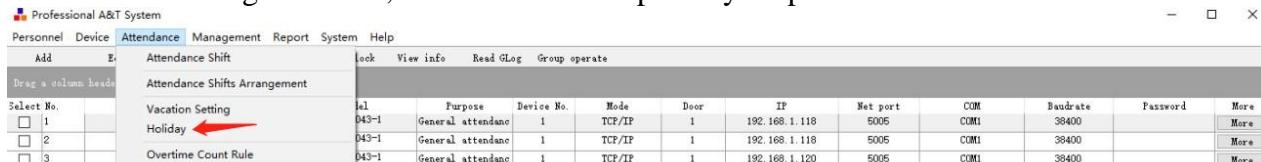
If the leave of each department is the same, please click the "Batch" button in the upper right corner, the small window shown in the figure above will pop up, select the department to be set, the entry date and other ranges, and enter "annual leave" and "annual leave" at the bottom. The date of "family visit", click OK to complete the setting.



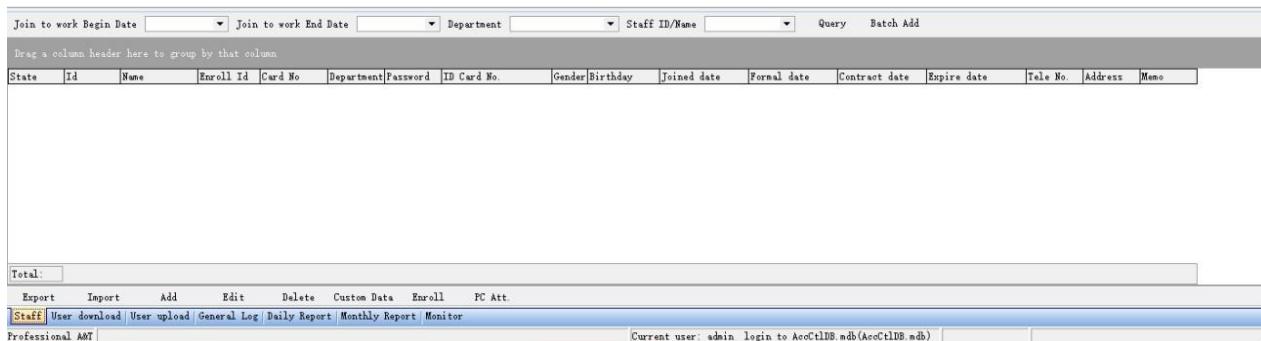
If you follow your personal settings, please click the "Edit" button in the upper right corner, and directly enter the number of days in the "Annual Leave" and "Family Leave" columns behind the employee. Yes, after everyone has entered, click the "Save" button in the upper right corner to complete the setting.

2. 3. 4 Holiday management

As shown in the figure below, this module is temporarily suspended.



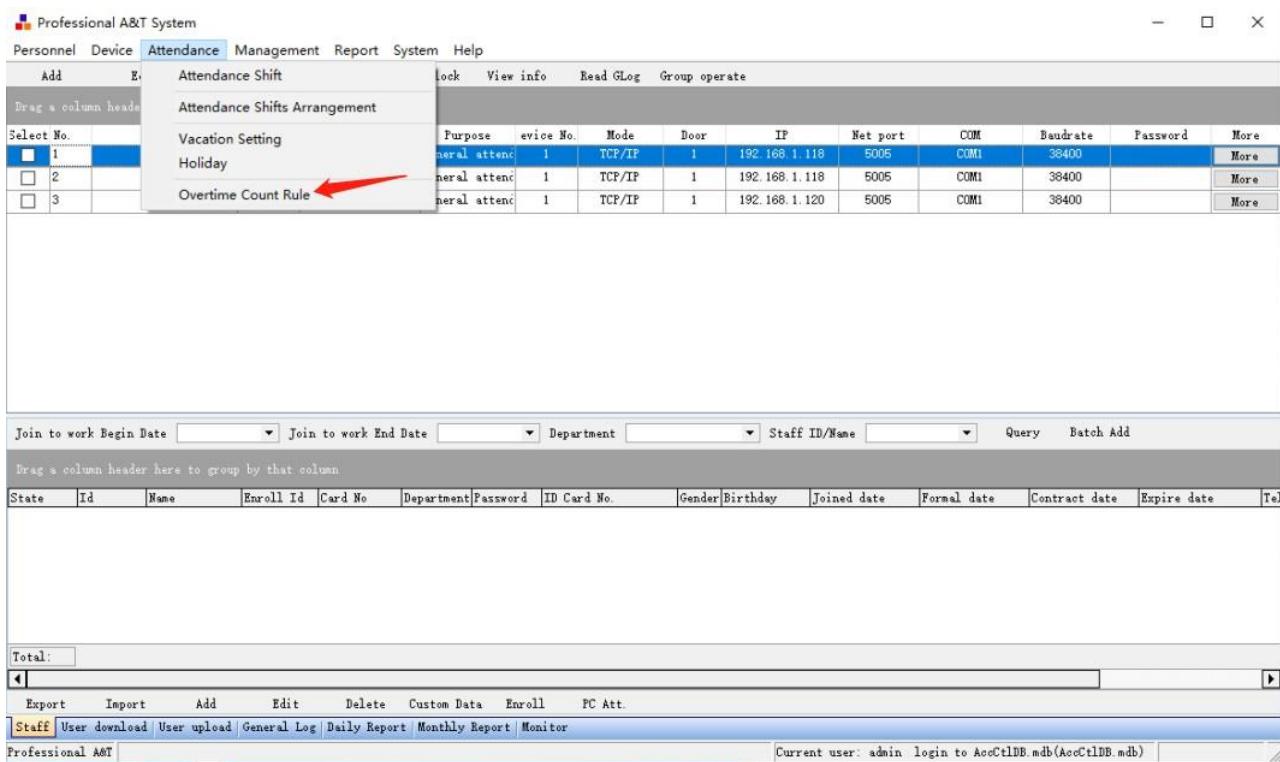
ID	Purpose	Device No.	Mode	Door	IP	Net port	COM	Baudrate	Password	More
043-1	General attendance	1	TCP/IP	1	192.168.1.118	5005	COM1	38400		More
043-1	General attendance	1	TCP/IP	1	192.168.1.118	5005	COM1	38400		More
043-1	General attendance	1	TCP/IP	1	192.168.1.120	5005	COM1	38400		More



Staff ID/Name	Query	Batch Add
Join to work Begin Date		
Join to work End Date		
Department		
Staff ID/Name		
Gender		
Birthday		
Joined date		
Formal date		
Contract date		
Expire date		
Tele No.		
Address		
Memo		

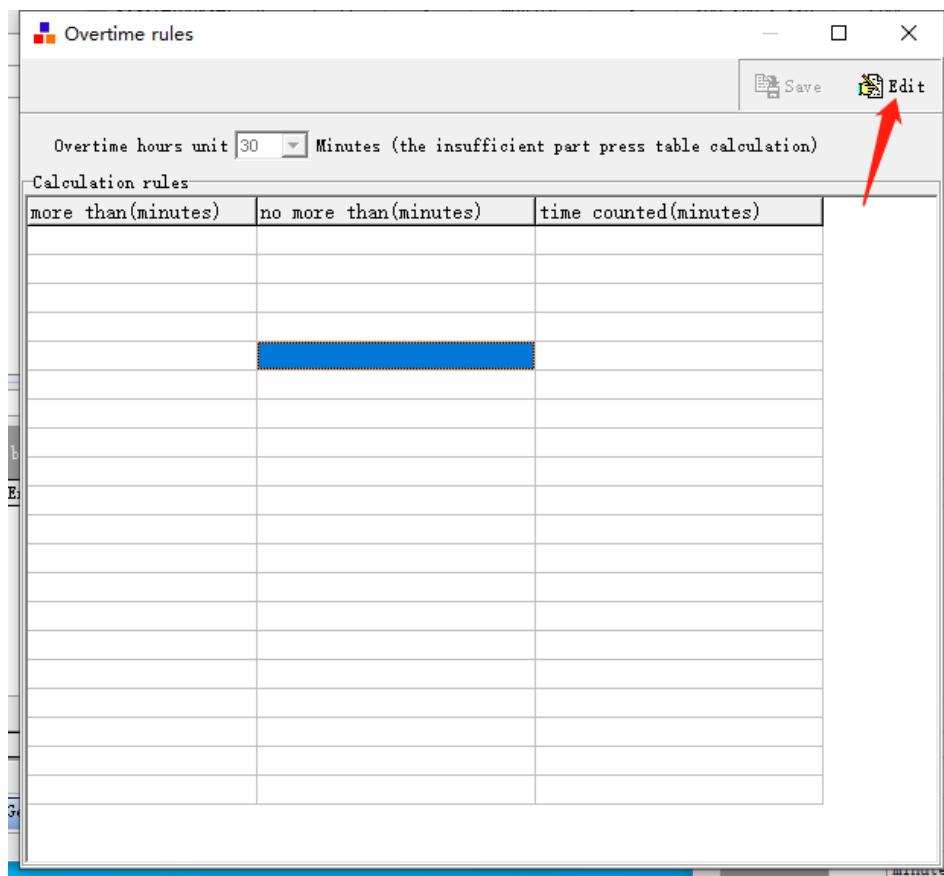
2. 3. 5 Overtime calculation rules

As shown in the figure below, select the "Overtime Calculation Rules" button

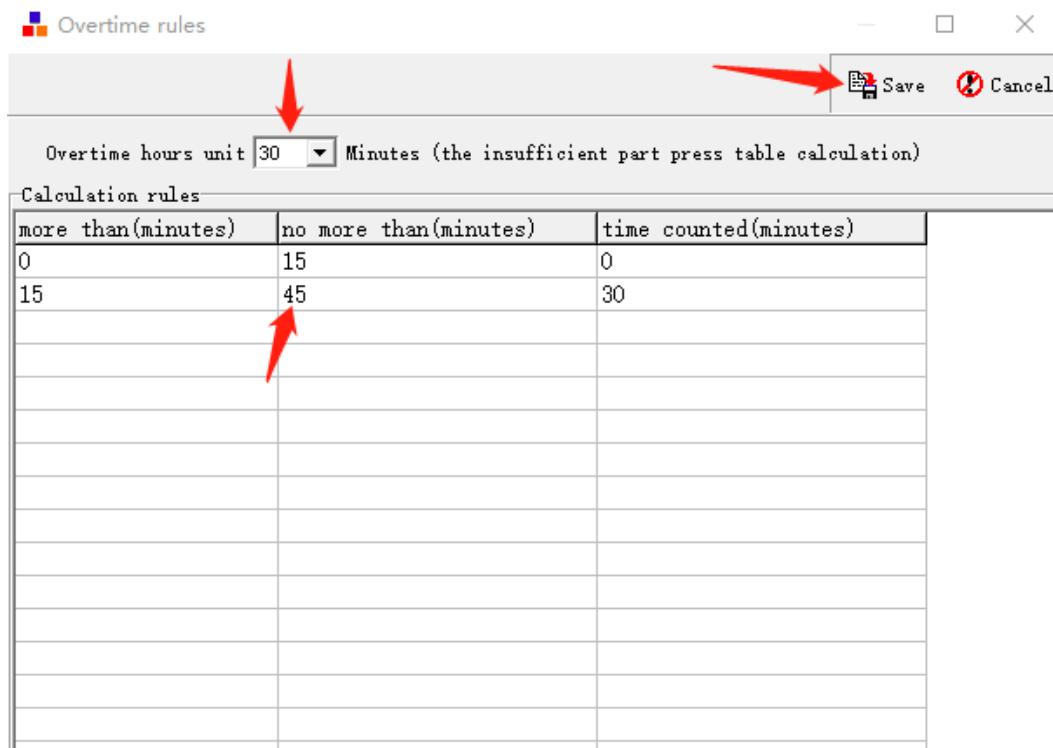


Purpose	Device No.	Mode	Door	IP	Net port	COM	Baudrate	Password	More
General attend	1	TCP/IP	1	192.168.1.118	5005	COM1	38400		More
General attend	1	TCP/IP	1	192.168.1.118	5005	COM1	38400		More
General attend	1	TCP/IP	1	192.168.1.120	5005	COM1	38400		More

After clicking as above, the system will pop up the following window, click the "Edit" button in the upper right corner, calculating time, click the "Save" button in the upper right corner to complete the setting.



Usually, the average company will calculate the employee's attendance with the smallest pay roll unit of 30 minutes, that is 0.5 hours.



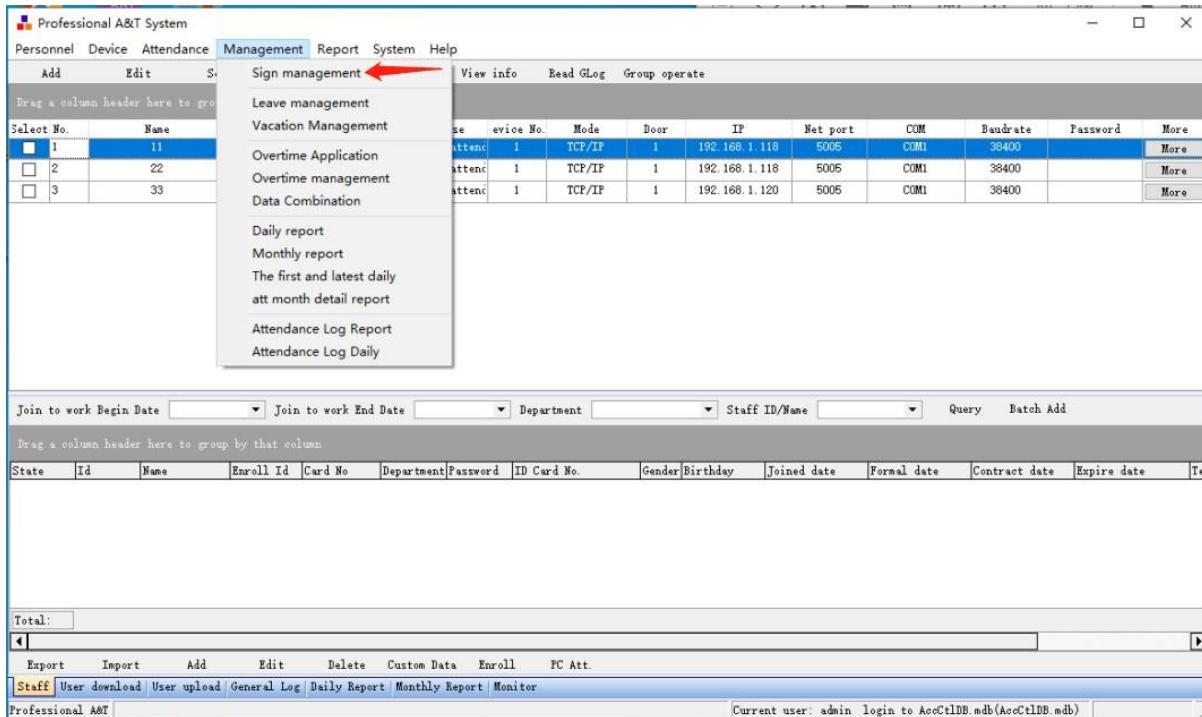
As shown above, according to the requirements of the company, after setting the above rules for calculating time, click the "Save" button in the upper right corner to complete the setting.

2.4 Attendance management

This chapter is divided into twelve small chapters to introduce the content of attendance management, as follows:

2.4.1 Card signing management

Select "Signing Card Management" as shown in the figure



Click the "Add" button in the upper right corner of the interface, as shown below

Sign Management

Date from: 04/27/2022 To: 04/27/2022

Department: Admin Department
 Sub department

Staff No/Name:

Staff ID	Name

Add att-log info

state	date	week	time	reason	Approver By

Approved info

Read records/All records : 0/0

As shown in the figure below, select the date, department, and person that need to sign the card, enter the reason for signing the card on the right, the name of the approver, select the shift for signing the card, and select "Signing Party" Type", check the time point, and finally click the "Save" button in the upper right corner to complete the card signing.

Sign Management

Date from: 04/27/2022 To: 04/27/2022

Department: Admin Department
 Sub department

Staff No/Name:

Select all Cancel

Reason: Approval

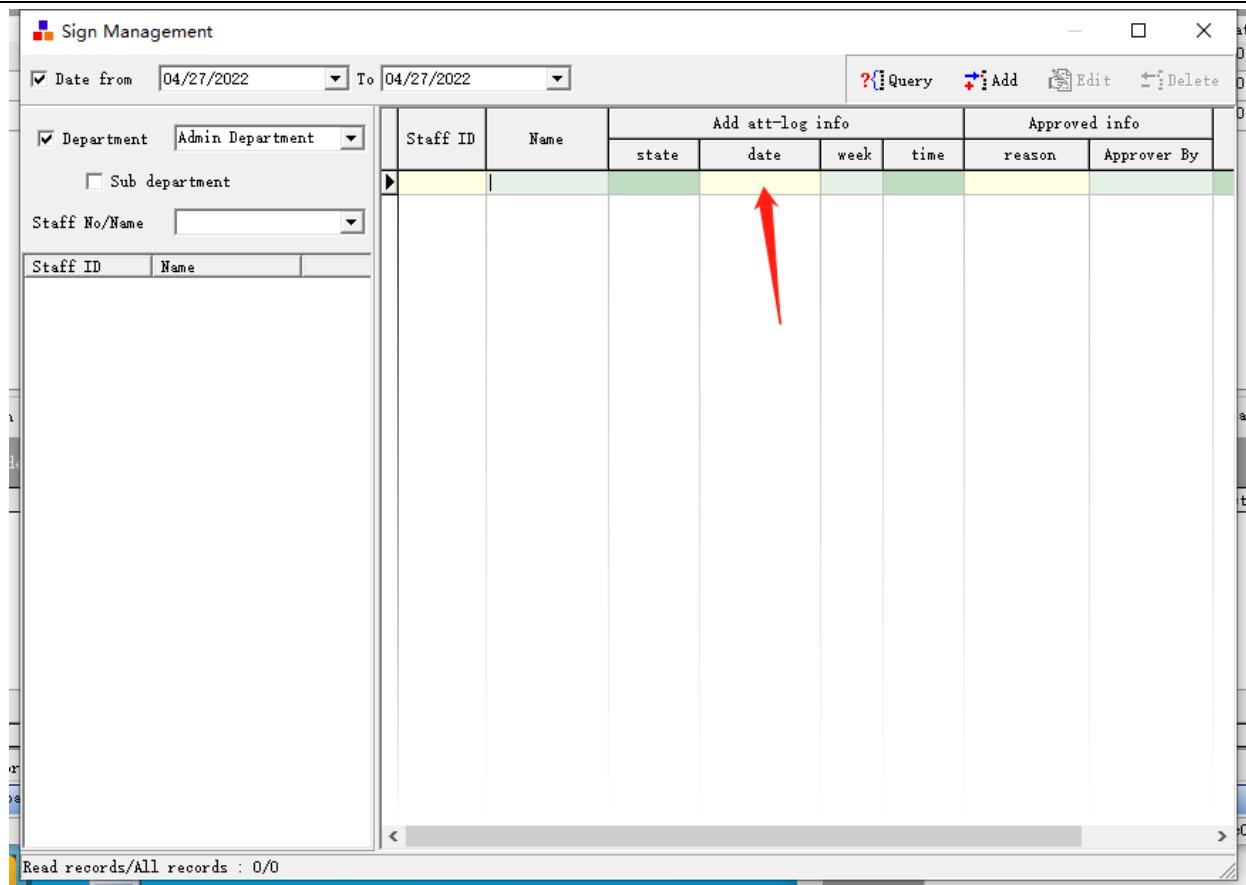
Add att-log time

Date: 04/27/2022	Time: 09:00
Mode: <input checked="" type="radio"/> Sign in <input type="radio"/> Sign out	Shift: 1
<input type="checkbox"/> 09:00 <input type="checkbox"/> 12:00 <input type="checkbox"/> 13:30 <input type="checkbox"/> 18:00	

Remark:

Read records/All records : 0/0

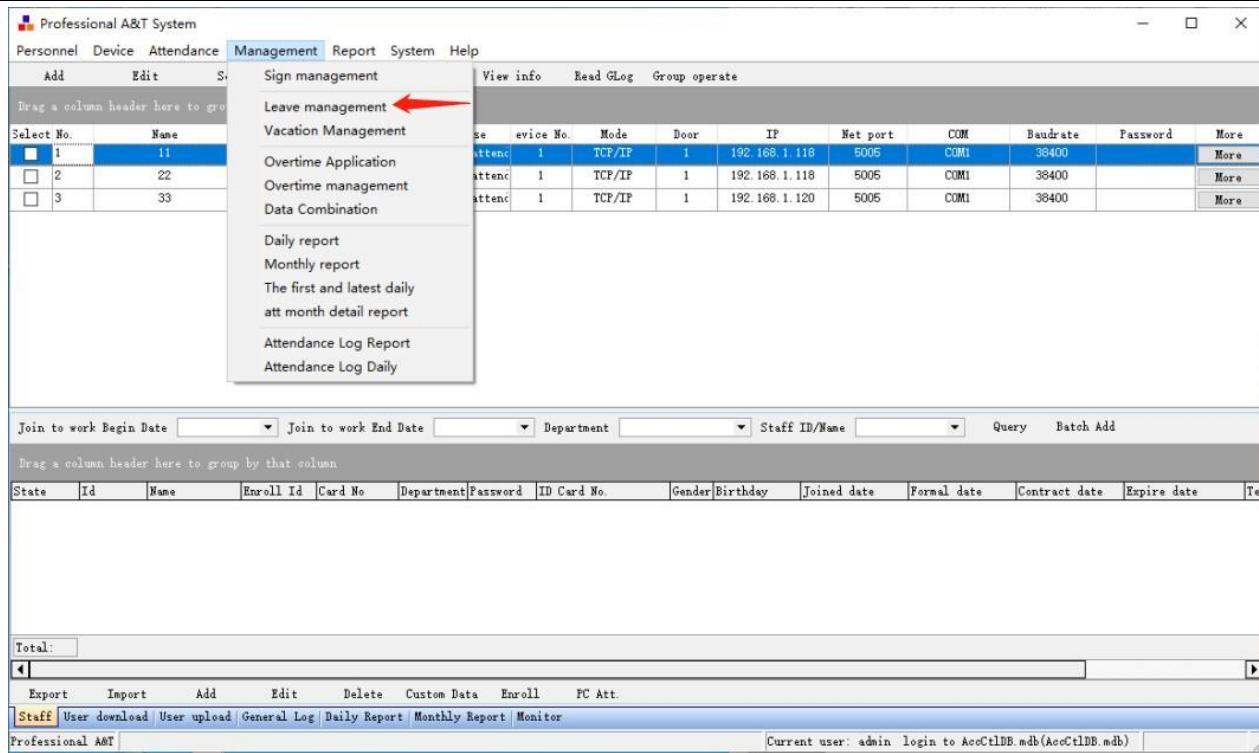
As shown in the figure below, you can view the added sign-in record. If there are many records, you can also use the "Query" button in the upper right corner to query the records by date range.



The screenshot shows a software application window titled "Sign Management". At the top left, there are date selection dropdowns for "Date from" (04/27/2022) and "To" (04/27/2022). To the right are buttons for "Query" (with a question mark icon), "Add" (with a plus sign icon), "Edit" (with a pencil icon), and "Delete" (with a minus sign icon). Below the date fields are dropdown menus for "Department" (set to "Admin Department") and "Sub department". A search field labeled "Staff No/Name" is also present. On the left, a table lists staff members by "Staff ID" and "Name". The main area contains a grid titled "Add att-log info" with columns for "Staff ID", "Name", "state", "date", "week", "time", "reason", and "Approver By". A red arrow points upwards towards the "date" column header. At the bottom of the grid, there are navigation arrows and a status bar indicating "Read records/All records : 0/0".

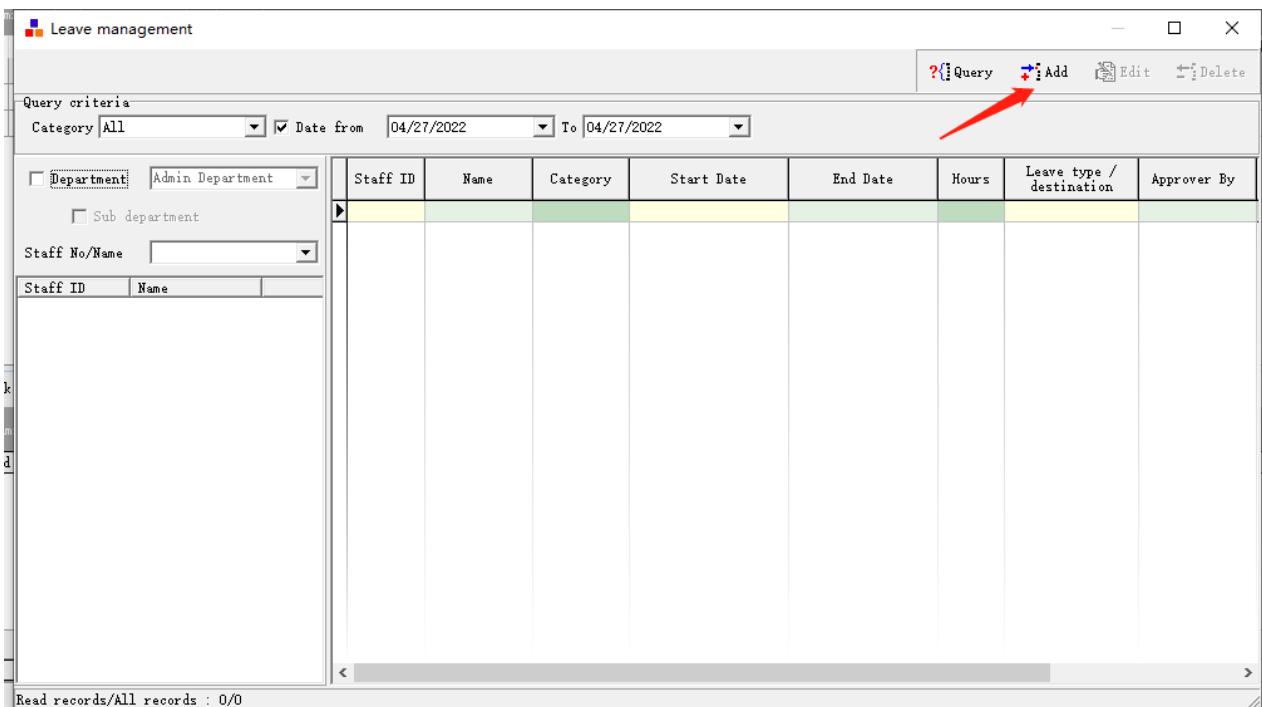
2. 4. 2 Leave management

As shown below, select "Leave Management"



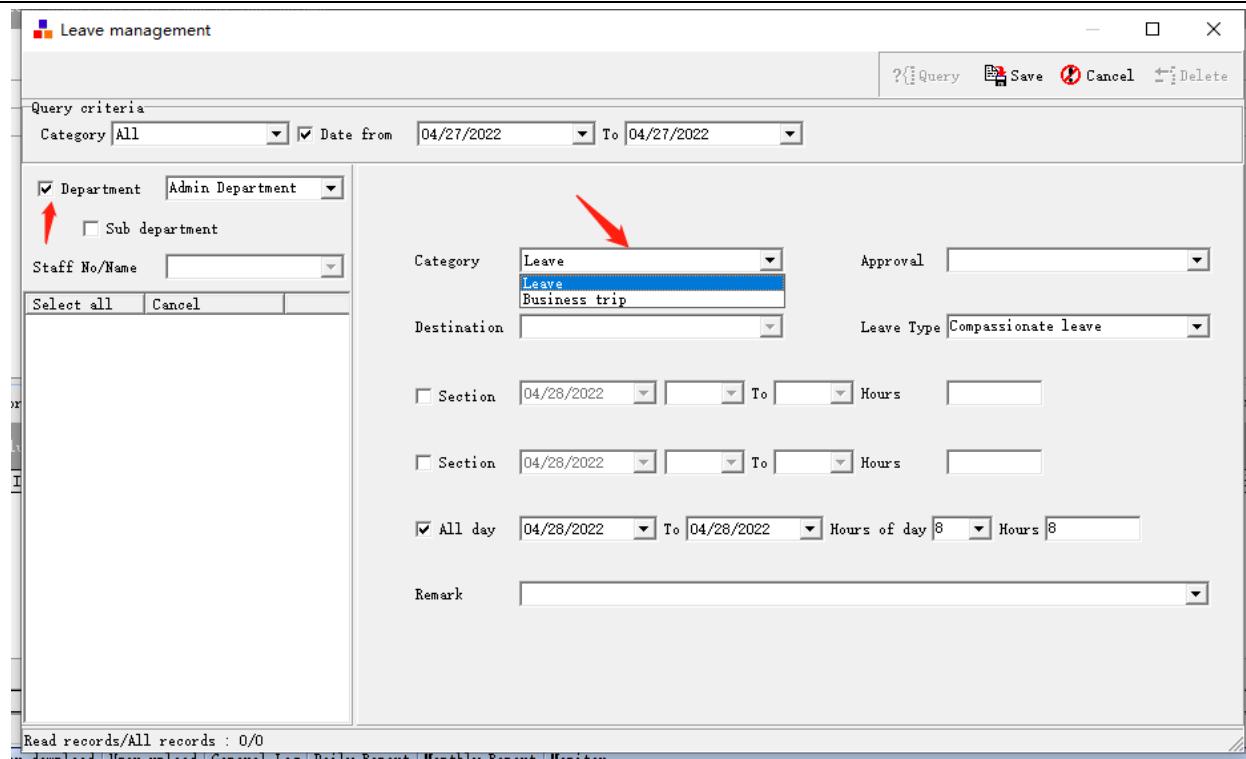
The screenshot shows the software's main window with the 'Management' tab selected. A dropdown menu is open under 'Management' with the 'Leave management' option highlighted by a red arrow. The main area displays a table of device configurations. Below the table, there are several report options: Daily report, Monthly report, The first and latest daily att month detail report, Attendance Log Report, and Attendance Log Daily.

Click the "Add" button in the upper right corner of the popup



The screenshot shows the 'Leave management' dialog box. On the right side, there is a toolbar with buttons for Query, Add, Edit, and Delete. The 'Add' button is highlighted by a red arrow. The main area contains a table for managing leave requests with columns: Staff ID, Name, Category, Start Date, End Date, Hours, Leave type / destination, and Approver By. On the left, there are filters for Department, Sub department, Staff No/Name, and a 'Query criteria' section with a date range from 04/27/2022 to 04/27/2022.

As shown in the figure below, first select the department of the person requesting leave on the left, tick the check box in front of the person requesting leave, select "leave" or "business trip" in "Category", and fill in "Approver", "Destination", There are two types of "leave type": sick leave and personal leave. After selecting, choose whether to ask for leave for the whole day or for a few hours. Enter the number of working hours, and finally click the "Save" button in the upper right corner to complete the setting.



Leave management

Query criteria

Category All Date from 04/27/2022 To 04/27/2022

Department Admin Department Sub department

Staff No./Name

Select all Cancel

Category Leave Approval

Leave Business trip

Destination Leave Type Compassionate leave

Section 04/28/2022 To Hours

Section 04/28/2022 To Hours

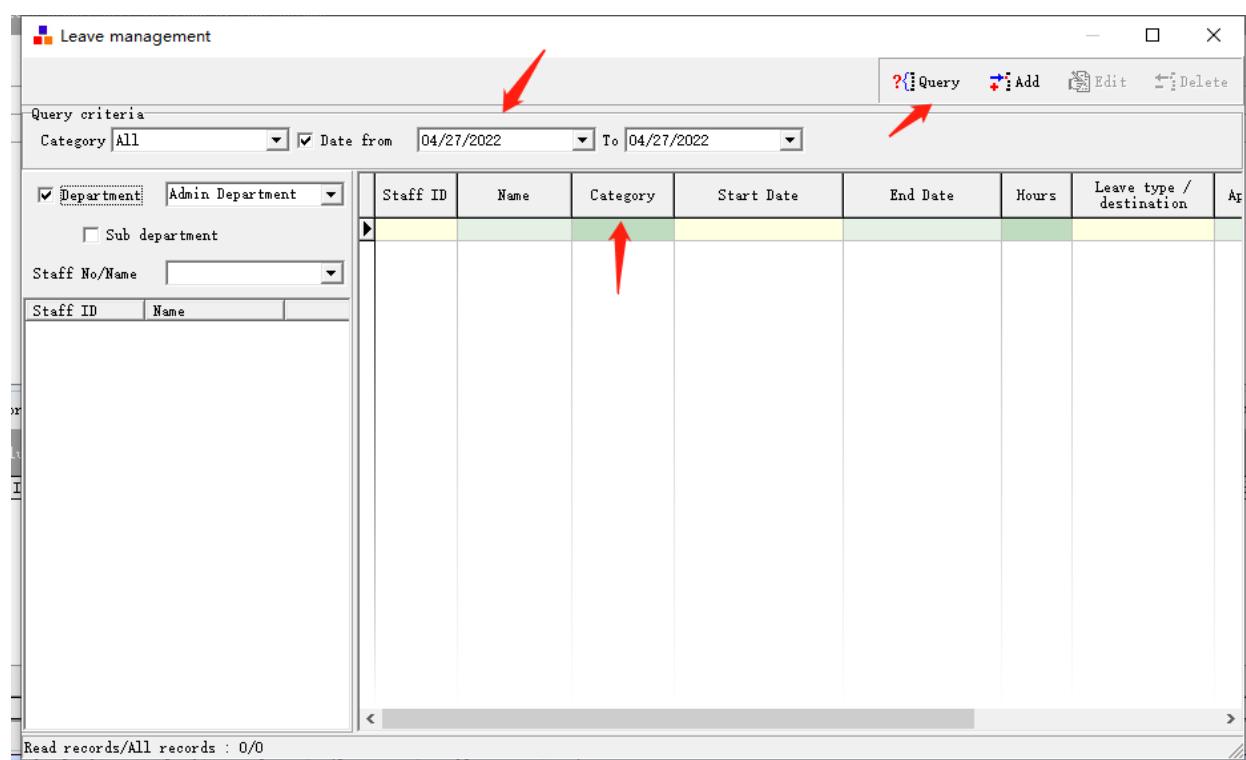
All day 04/28/2022 To 04/28/2022 Hours of day 8 Hours 8

Remark

Read records/All records : 0/0

Download User upload General Log Daily Report Monthly Report Monitor

After the addition is complete, if there are many leave records, you can select the date range according to the figure below, and click the "Query" button to query all leave records within the time range.



Leave management

Query criteria

Category All Date from 04/27/2022 To 04/27/2022

Department Admin Department Sub department

Staff No./Name

Staff ID Name Category Start Date End Date Hours Leave type / destination Approval

Staff ID	Name	Category	Start Date	End Date	Hours	Leave type / destination	Approval

Read records/All records : 0/0

Download User upload General Log Daily Report Monthly Report Monitor

2. 4. 3 Leave management

As shown below, select "Leave Management"

Professional A&T System

Personnel Device Attendance Management Report System Help

Add	Edit	S...	Sign management	View info	Read GLog	Group operate
Drag a column header here to group by that column			Leave management			
Select No.	Name		Vacation Management			
1	11					
2	22					
3	33					

Daily report
Monthly report
The first and latest daily
att month detail report
Attendance Log Report
Attendance Log Daily

Join to work Begin Date Join to work End Date Department Staff

Drag a column header here to group by that column

State	ID	Name	Enroll ID	Card No.	Department	Password	ID Card No.	Gender	Birthday
-------	----	------	-----------	----------	------------	----------	-------------	--------	----------

The following image pops up:

Vacation management

Query criteria

Category All Date from 04/27/2022 To 04/27/2022

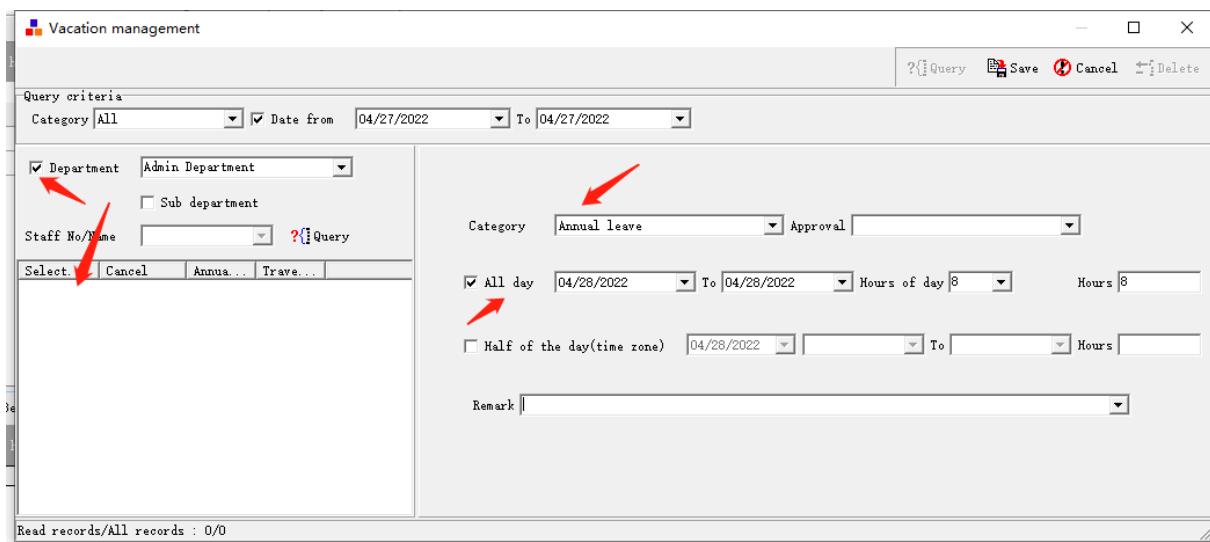
Department Admin Department Sub department

Staff No./Name ?

Staff ID	Name	Category	Start Date	End Date	Days	Approver By	Remarks

Read records/All records : 0/0

Click the "Add" button, as shown in the figure below, select the person who needs to take leave, check the checkbox in front of the person, select "Annual Leave" or "Family Leave" on the right, enter the approver, select the vacation time, and enter the working hours. Click the "Save" button in the upper right corner.



Vacation management

Query criteria

Category All Date from 04/27/2022 To 04/27/2022

Department Admin Department Sub department

Staff No/Name ?[Query]

Select Cancel Annu... Trav...

Category Annual leave Approval

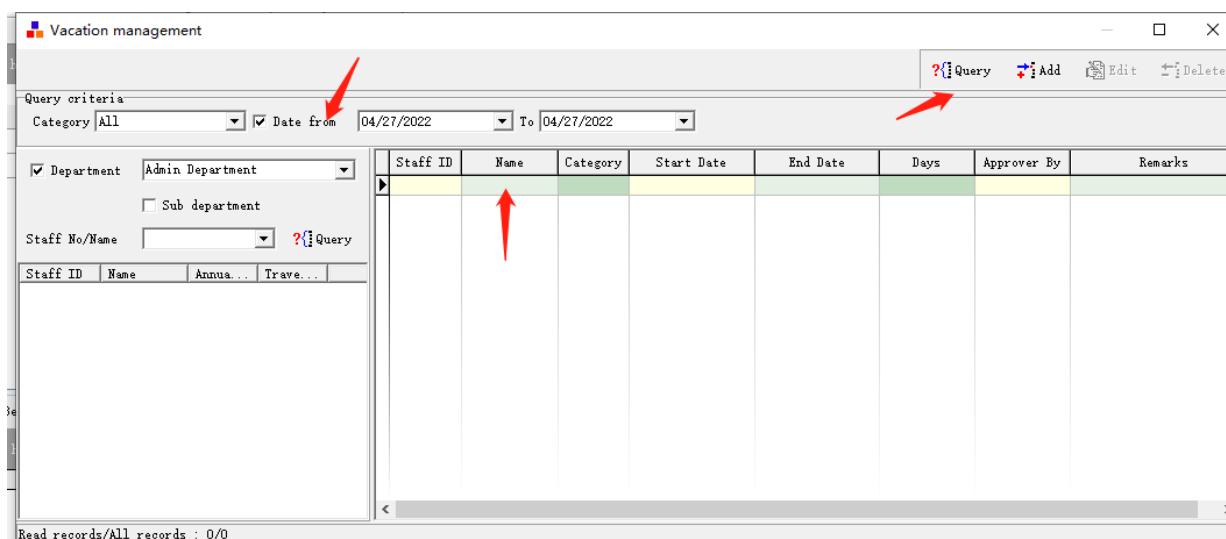
All day 04/28/2022 To 04/28/2022 Hours of day 8 Hours 8

Half of the day(time zone) 04/28/2022 To Hours

Remark

Read records/All records : 0/0

If there are many vacation records and you need to query, enter the date range according to the figure below, and click the "Query" button.



Vacation management

Query criteria

Category All Date from 04/27/2022 To 04/27/2022

Department Admin Department Sub department

Staff No/Name ?[Query]

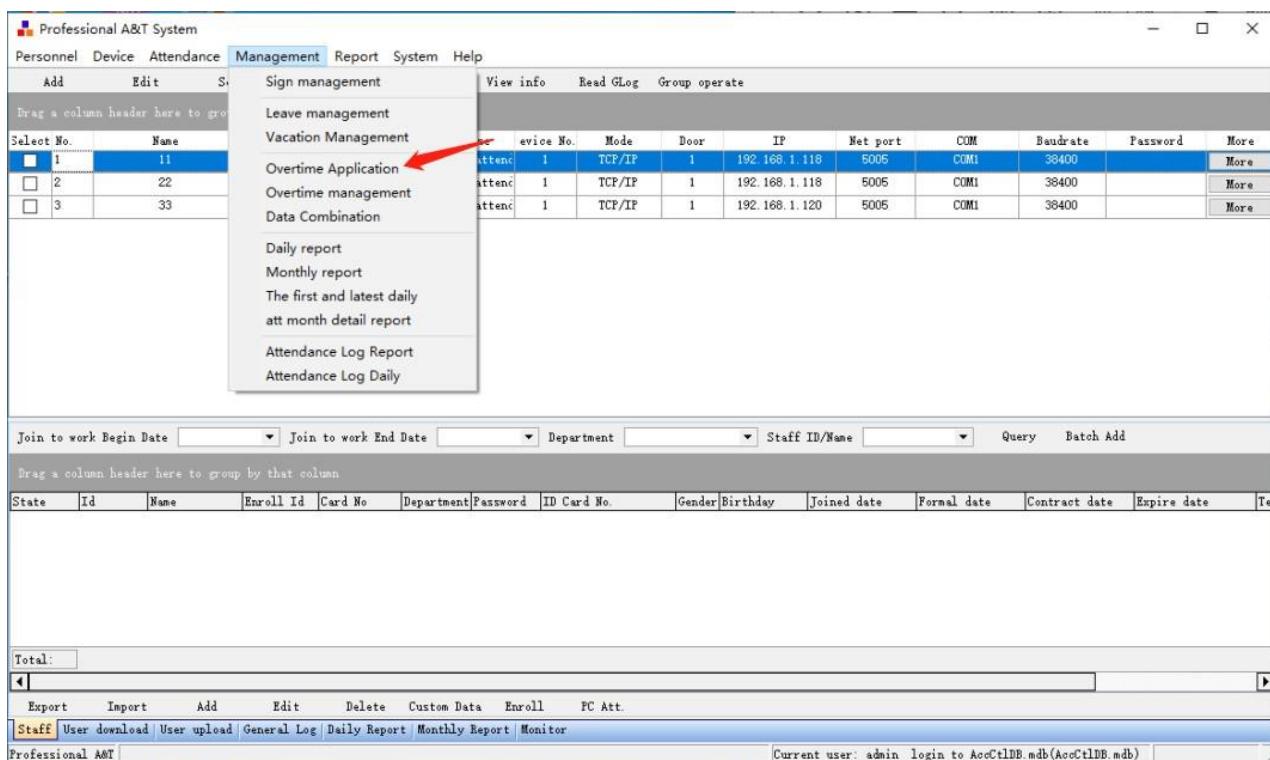
Staff ID Name Annu... Trav...

Staff ID	Name	Category	Start Date	End Date	Days	Approver By	Remarks

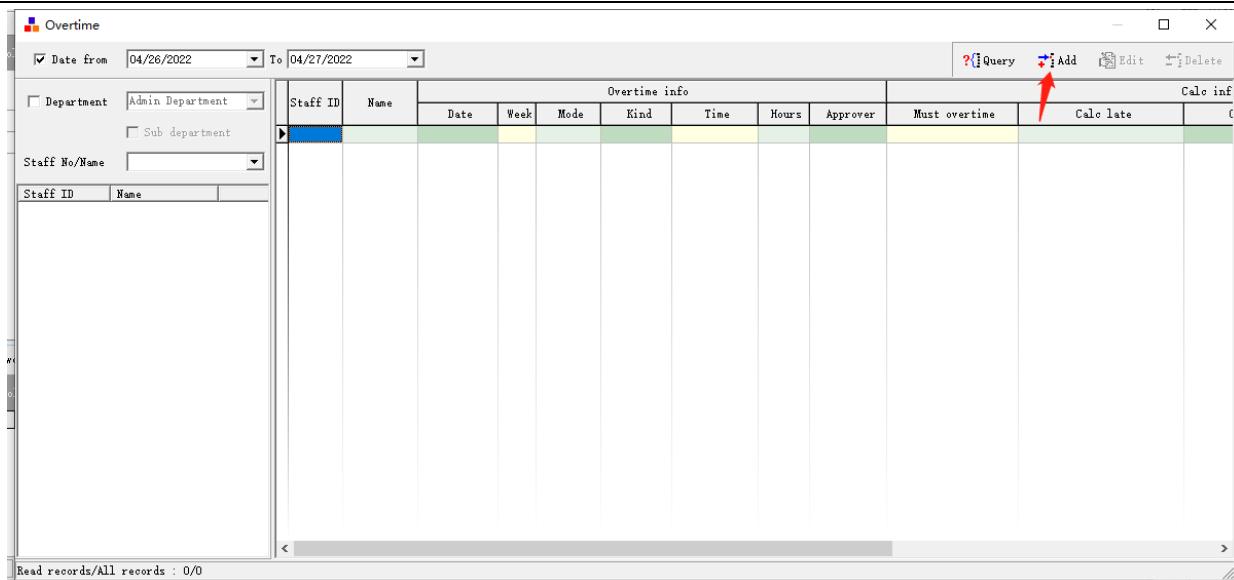
Read records/All records : 0/0

2. 4. 4 Overtime application

As shown in the picture below, select the option of "application for overtime work", because large companies have a lot of staff. If overtime is not applied for and employees work overtime at will, then the company's overtime expenses may cause a lot of waste. Some people need to work overtime, but However, no one arranges overtime work. Employees who do not need to work overtime can work overtime and receive overtime wages. This function is set up to solve the problem of overtime confusion. Employees who work overtime need to apply to work overtime. be responsible for overtime work.

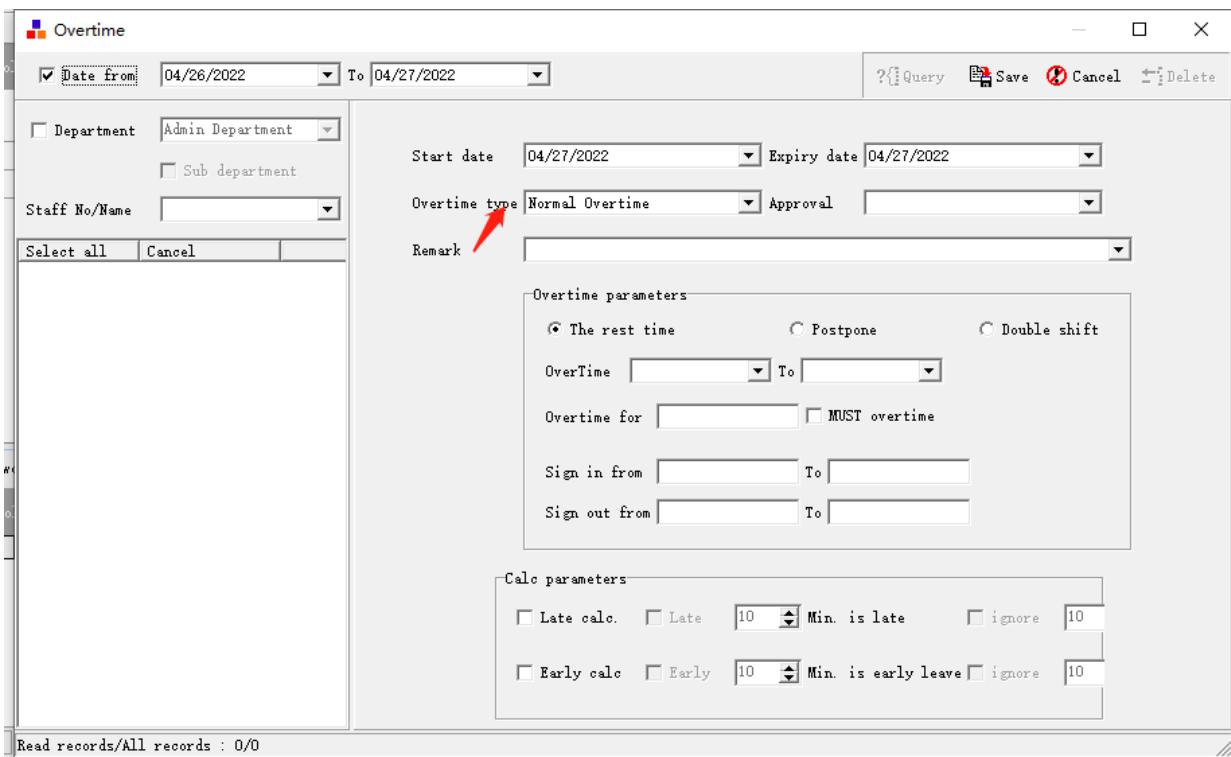


The following window pops up



This screenshot shows the 'Overtime' module of a software application. At the top, there are date selection fields ('Date from' and 'To') set to '04/26/2022' and '04/27/2022'. Below these are dropdown menus for 'Department' (set to 'Admin Department') and 'Sub department'. There are also 'Staff No/Name' and 'Staff ID/Name' search fields. The main area displays a grid titled 'Overtime info' with columns for Staff ID, Name, Date, Week, Mode, Kind, Time, Hours, Approver, Must overtime, Calc late, and Calc inf. A red arrow points to the 'Add' button in the top right corner of the toolbar.

Click the "Add" button in the upper right corner, as shown below:



This screenshot shows the 'Add Overtime' dialog box. It includes fields for 'Start date' (set to '04/27/2022') and 'Expiry date' (set to '04/27/2022'). There is a dropdown menu for 'Overtime type' which is currently set to 'Normal Overtime'. A red arrow points to this dropdown. Below it are fields for 'Approval' and 'Remark'. The dialog is divided into sections: 'Overtime parameters' containing radio buttons for 'The rest time', 'Postpone', and 'Double shift', and 'Calc parameters' containing settings for 'Late calc.', 'Early calc.', and various numerical inputs like '10' and 'Min. is late'.

On the left, select the person working overtime, on the right, select the overtime date, type of overtime, and enter the approver. There are 3 types of overtime in the overtime parameters, namely: "Overtime during rest time" -this overtime is scheduled during the time that is not scheduled.

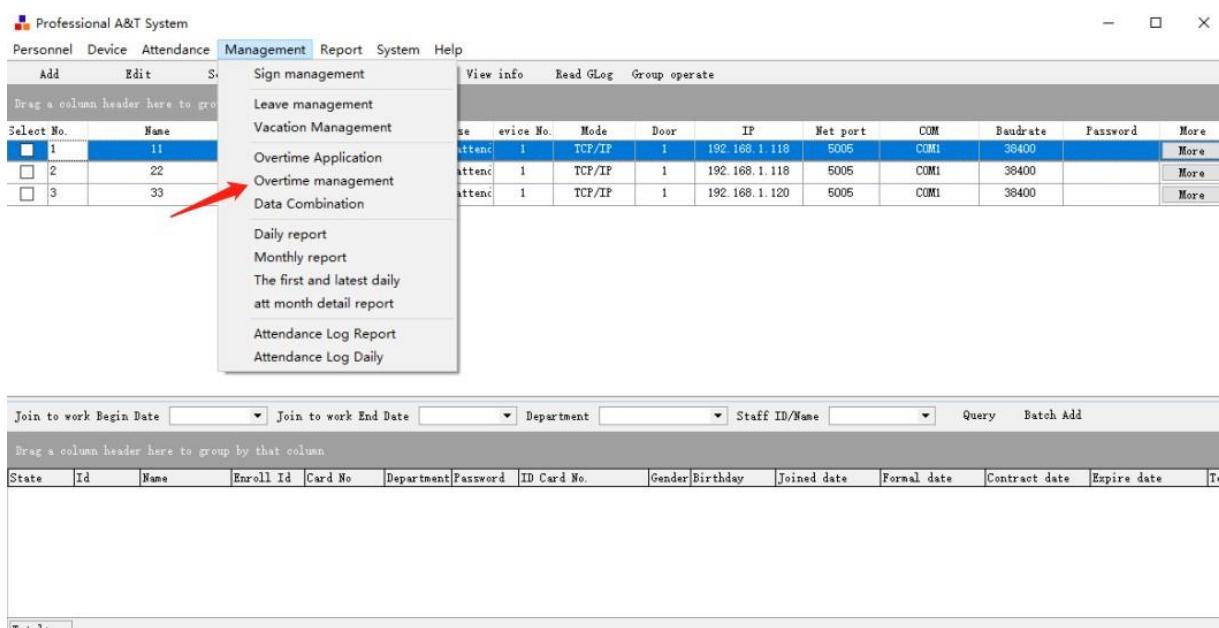
Overtime, after the on-duty record is generated, it is directly calculated as the set overtime type; "Delayed off-get off work" -is a part of the previous delayed overtime, that is, a way of arranging employees to work overtime within the time range of off-duty. For example: 17:30 off work, set Delayed get off work is 17:30-18:30. If the reisa record, it will be calculated as one hour of overtime; "continuous shifts" - for example: noon 12:00 to get off work, 13:30 to get off work in the afternoon, and continuous shifts to set 12:00-13:30 overtime setting.

If the overtime requirements are strict, you can set the time range of "check-in" and "check-out", as well as being late and leaving early. After the setting is completed, click the "Save" button in the upper right corner to complete.

Note: This function needs to check whether the "Enable Audit" function in "Attendance" in 2.6.1 is set. If it is enabled, the documents added here must be reviewed by the supervisor, and only those who work overtime can execute it, and the overtime record can only be calculated.

2.4.5 Overtime management

As shown in the figure below, select the "Overtime Management" option, which is used for supplementary overtime records. For example, Zhang San, after working overtime, the supervisor enters the overtime sheet, and when the daily calculation is performed, Zhang San has the overtime record and working hours.



As shown in the figure below, click the "Add" button

Overtime

Date from: 04/26/2022 To: 04/27/2022

Department: Admin Department Sub department:

Staff No/Name:

Staff ID	Name	Overtime info						
		Date	Week	Mode	Kind	Time	Hours	Approver

Staff ID Name

Read records/All records : 0/0

Select the name of the person who has worked overtime, select the time and type of overtime on the right, enter the number of working hours and remarks, and click the "Save" button in the upper right corner.

S Overtime management

Date from: 04/26/2022 To: 04/27/2022

Department: Admin Department

Sub department:

Staff No/Name:

Attendance dates: 04/27/2022 To: 04/27/2022

Select all Cancel

Overtime type: Normal Overtime

Overtime: Today To: []

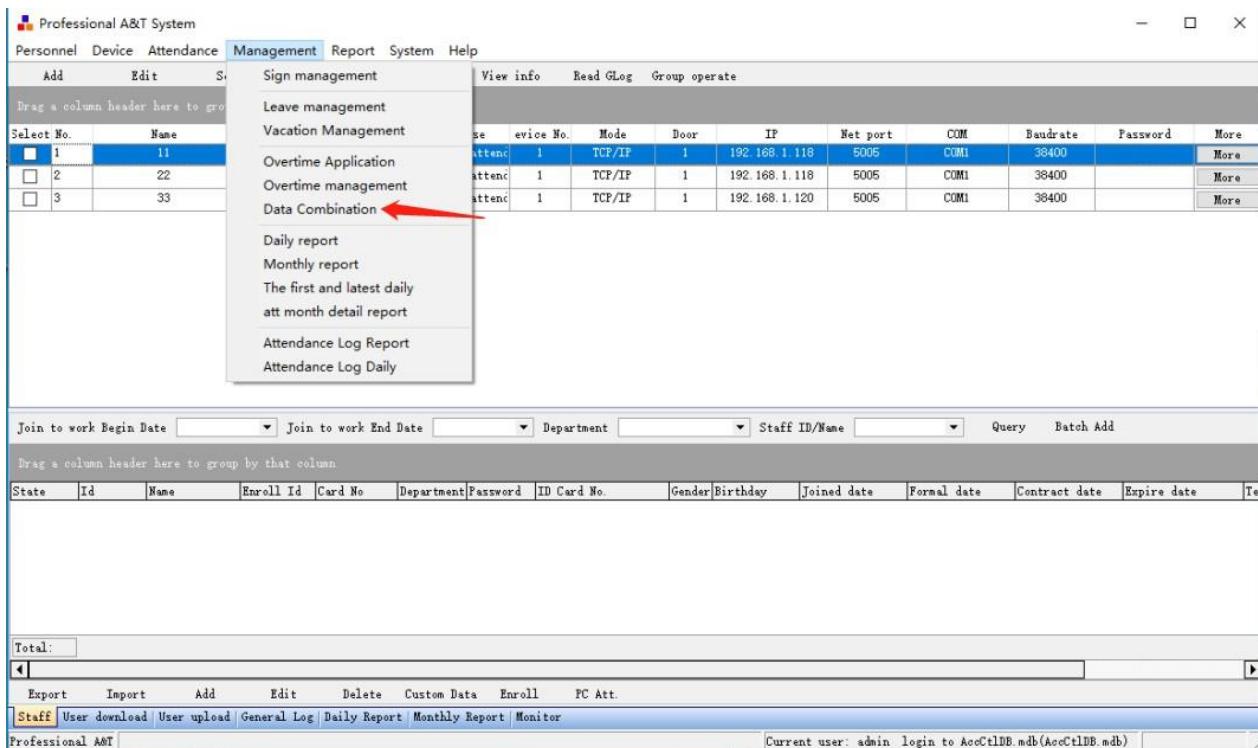
Overtime timer: []

Remark: []

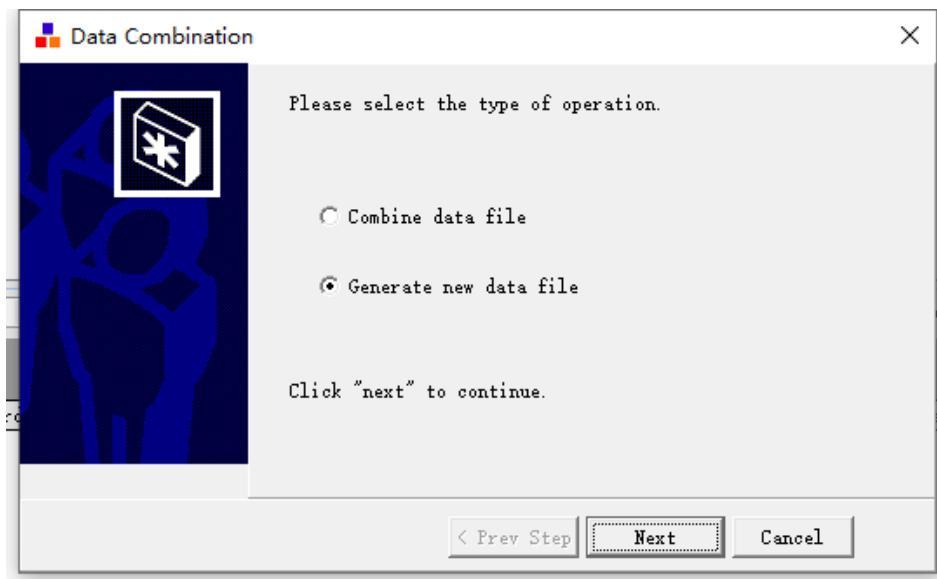
Read records/All records : 0/0

2. 4. 6 data merge

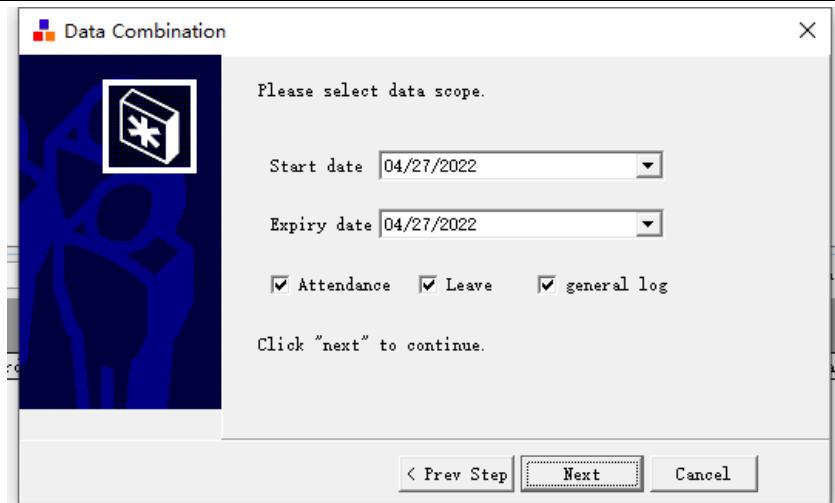
Select the "Data Merge" button as shown in the figure below, and a data merge window will pop up. This function is for some customers who are chain companies, but the number of people in each branch is not very large. This function can generate a file for the data that needs to be calculated by the branch. The form is sent to the head office every month and merged into the general database to calculate the daily report and attendance report. Solved the problem that many companies need to be connected to the Internet before they can count the attendance of all branches.



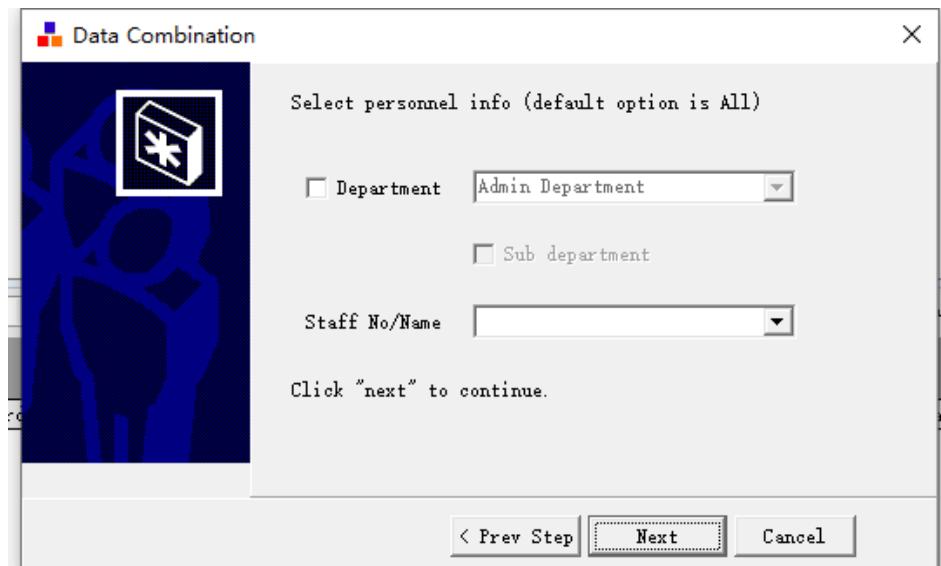
Click next as shown below



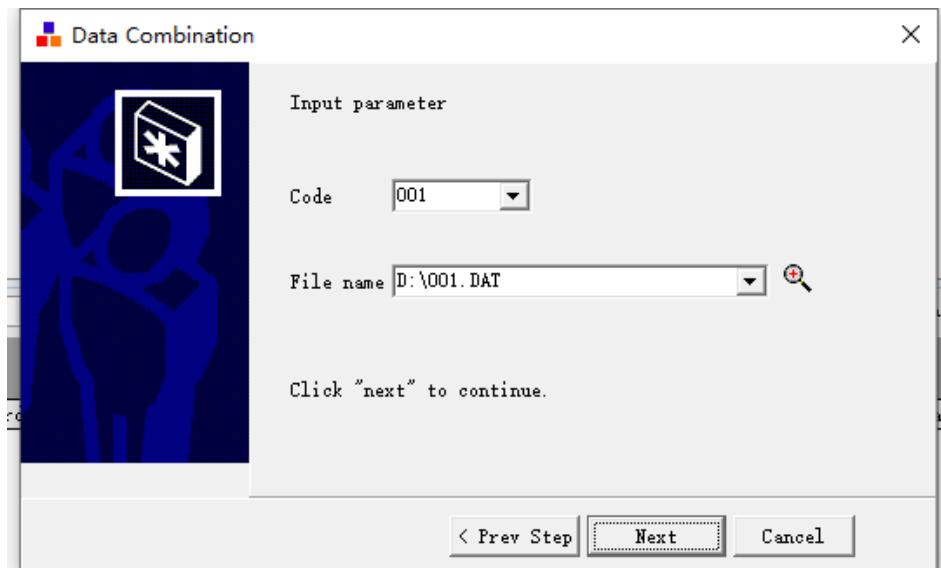
Enter the date range of the required records into the image below, select which records are required, and then click Next



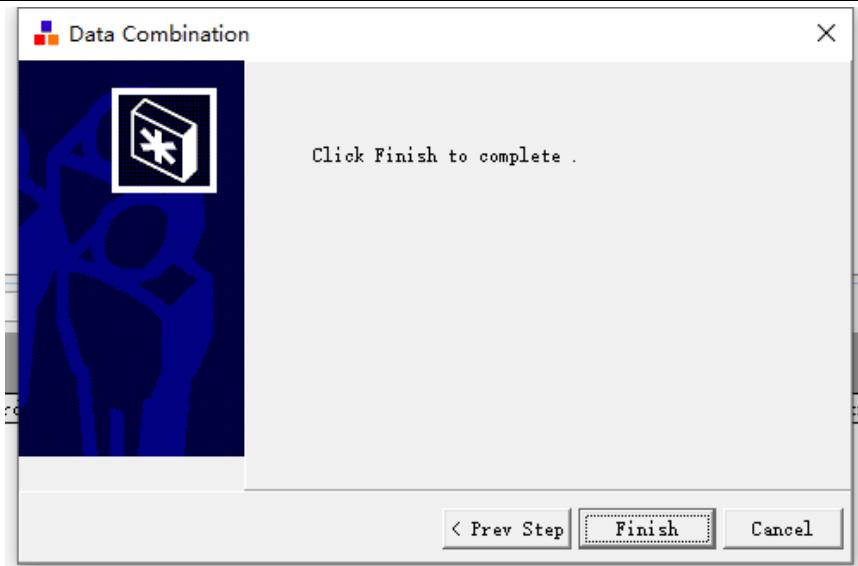
Select the department that needs to generate the file, do not select as all data



Enter a branch code, then select a path and file name, click Next

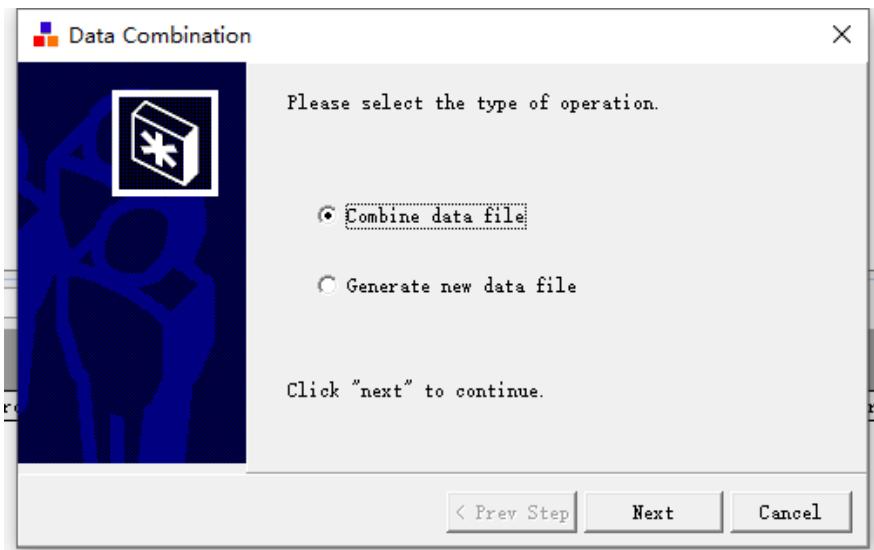


Click Finish to generate the file.

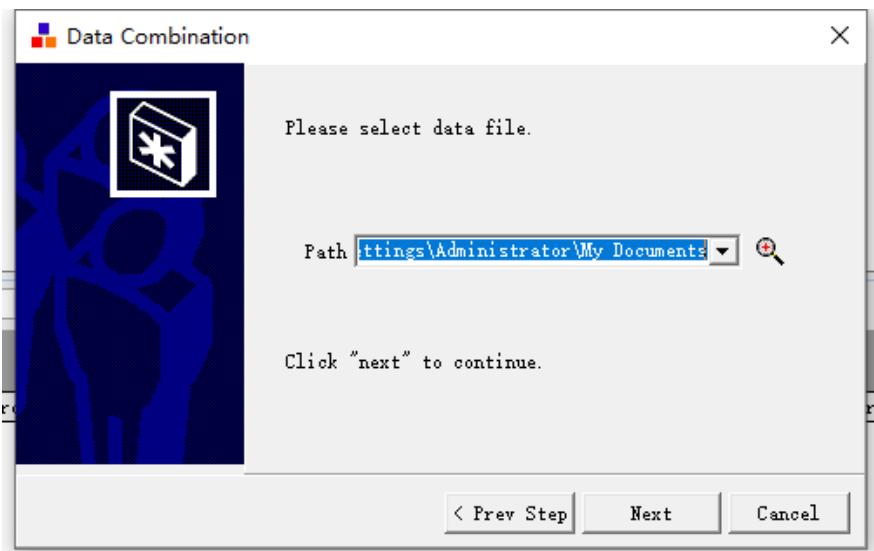


The above is the generated data file.

The following are the steps for the head office to merge the data of each branch office



Select the merged data file and click Next



If there are more than one, you can select multiple files at the same time and click Next

Usually "Update Duplicates" is selected so that there are not too many identical records

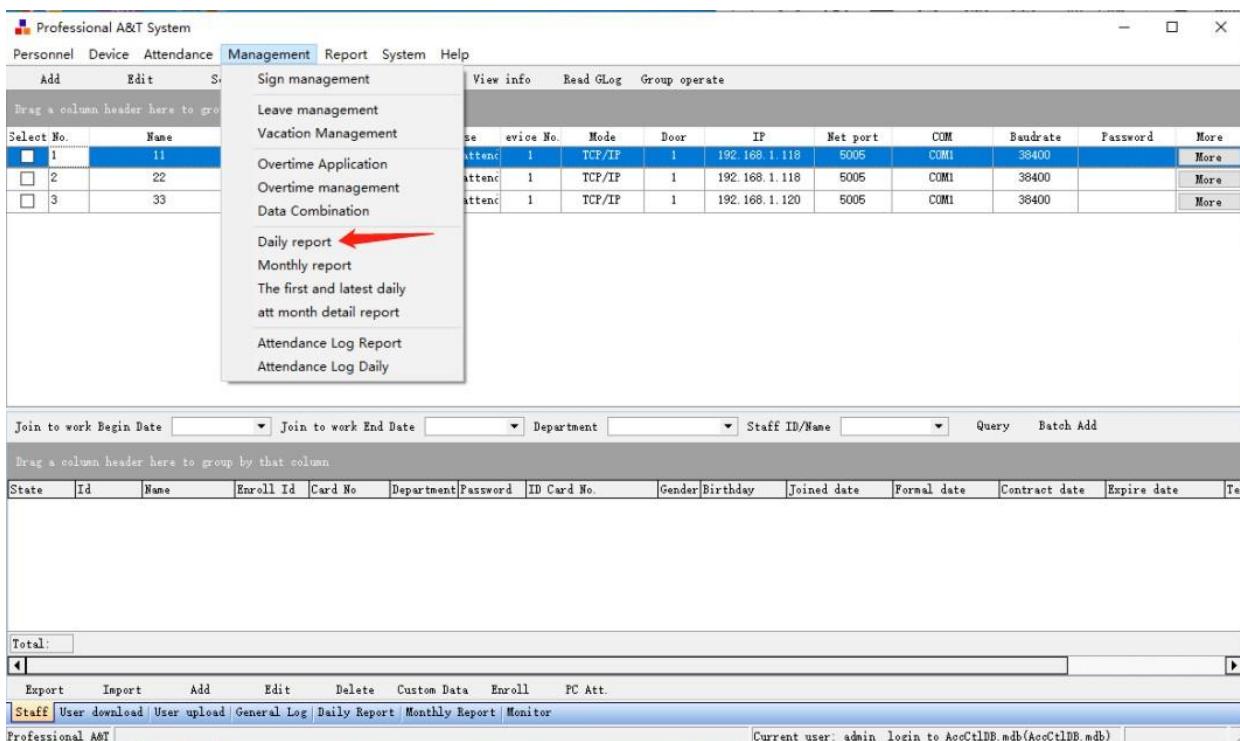


Common Records" menu.

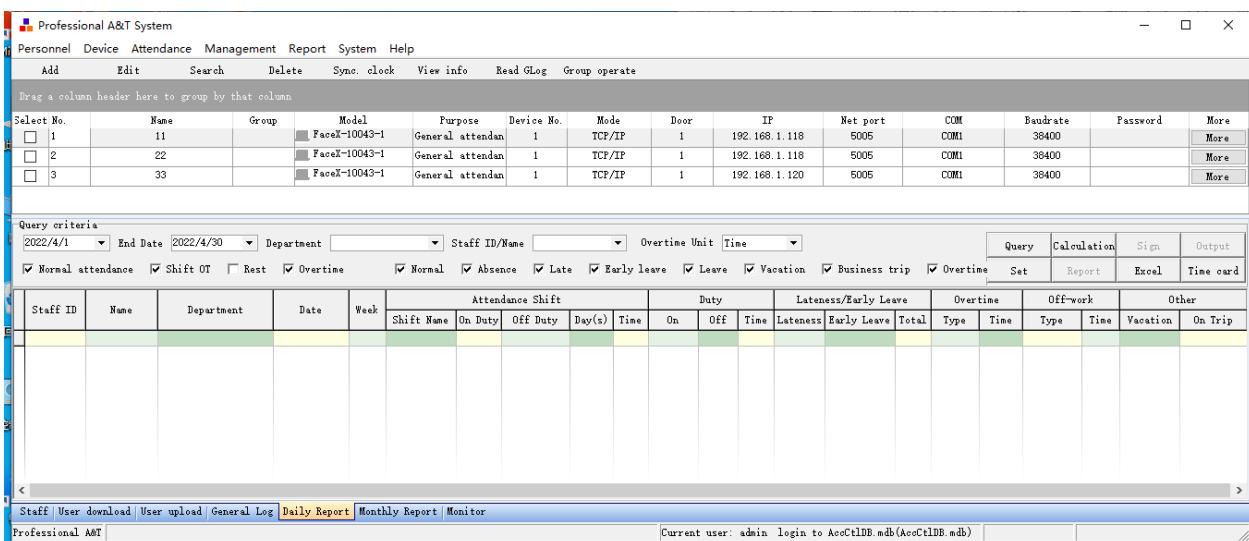
2.4.7 Attendance Daily Report

As shown in the figure, select the "Attendance Daily Report" option. The function of this report is to calculate the daily attendance status of employees together with the set attendance rules, the shifts, the scheduled shifts and the ordinary records downloaded from the attendance equipment,

including "late", "leave early", etc. This calculation requires the records to be within the range of check-in and check-out within the time period of the shift, and employees who are in the normal state can calculate the daily data normally.



As shown in the figure below, select the time range to be calculated, generally from the first of each month to the end of the month, and select what content needs to be displayed, for example: "Arriving late", "Leaving early", "Ask for leave", etc. are shown in the figure. If you enter department and personnel information, all employees will be calculated. If you select a department and employee, the daily report will be calculated according to the selected object. After selecting, please Click the "Calculate" button indicated by the red arrow on the right to start the calculation.



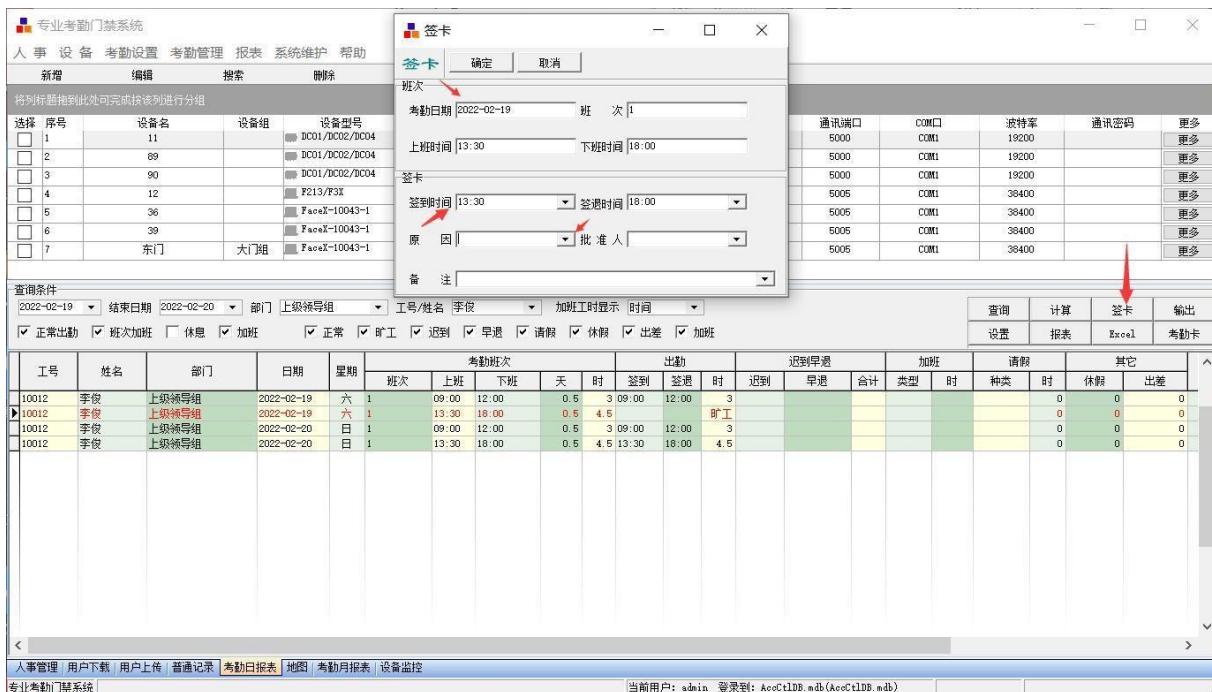
After calculation, as shown in the following figure:



The screenshot shows a list of employees and their attendance details for February 19, 2022. Red arrows highlight specific data points in the grid, likely indicating areas of interest or errors.

工号	姓名	部门	日期	星期	考勤班次				出勤			迟到早退			加班		请假		其它	
					班次	上班	下班	天	时	签到	签退	时	迟到	早退	合计	类型	时	种类	时	休假
10012	李俊	上级领导组	2022-02-19	六	1	09:00	12:00	0.5	3						0	0	0			
10012	李俊	上级领导组	2022-02-19	六	1	13:30	18:00	0.5	4.5						0	0	0			
10012	李俊	上级领导组	2022-02-20	日	1	09:00	12:00	0.5	3	09:00	12:00	3			0	0	0			
10012	李俊	上级领导组	2022-02-20	日	1	13:30	18:00	0.5	4.5	13:30	18:00	4.5			0	0	0			

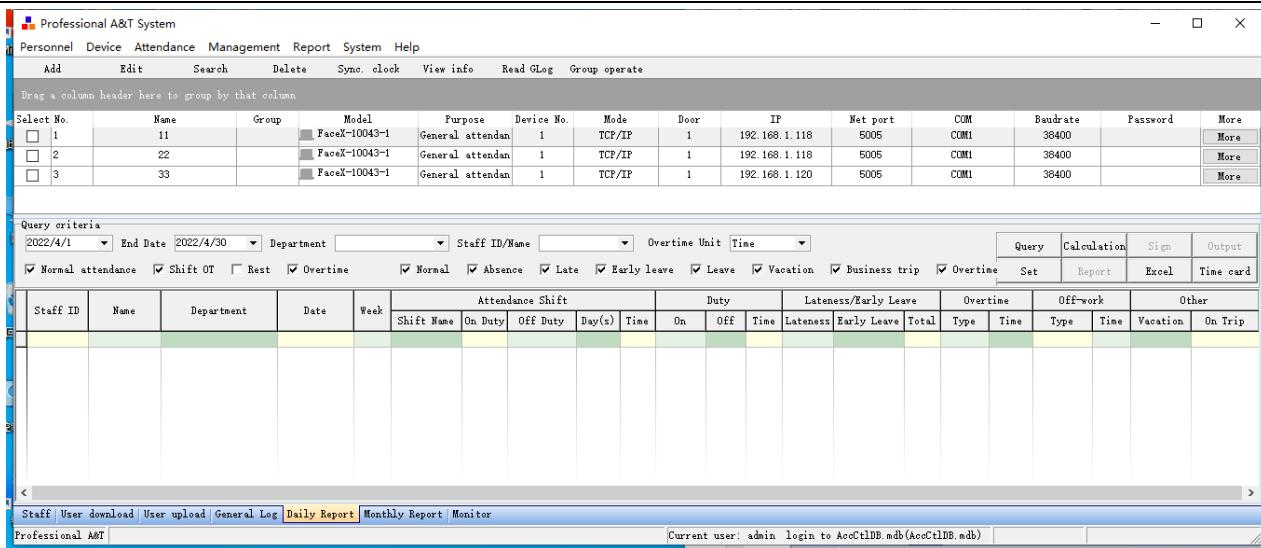
As shown in the figure, on 2022-02-19, all are absent from work, so if the employee is on business, the super visor can help the employee to sign the card quickly according to the figure below.



The screenshot shows the 'Sign Card' dialog box overlaid on the main attendance management interface. Red arrows highlight the 'Clock-in Time' and 'Clock-out Time' dropdown menus in the dialog box.

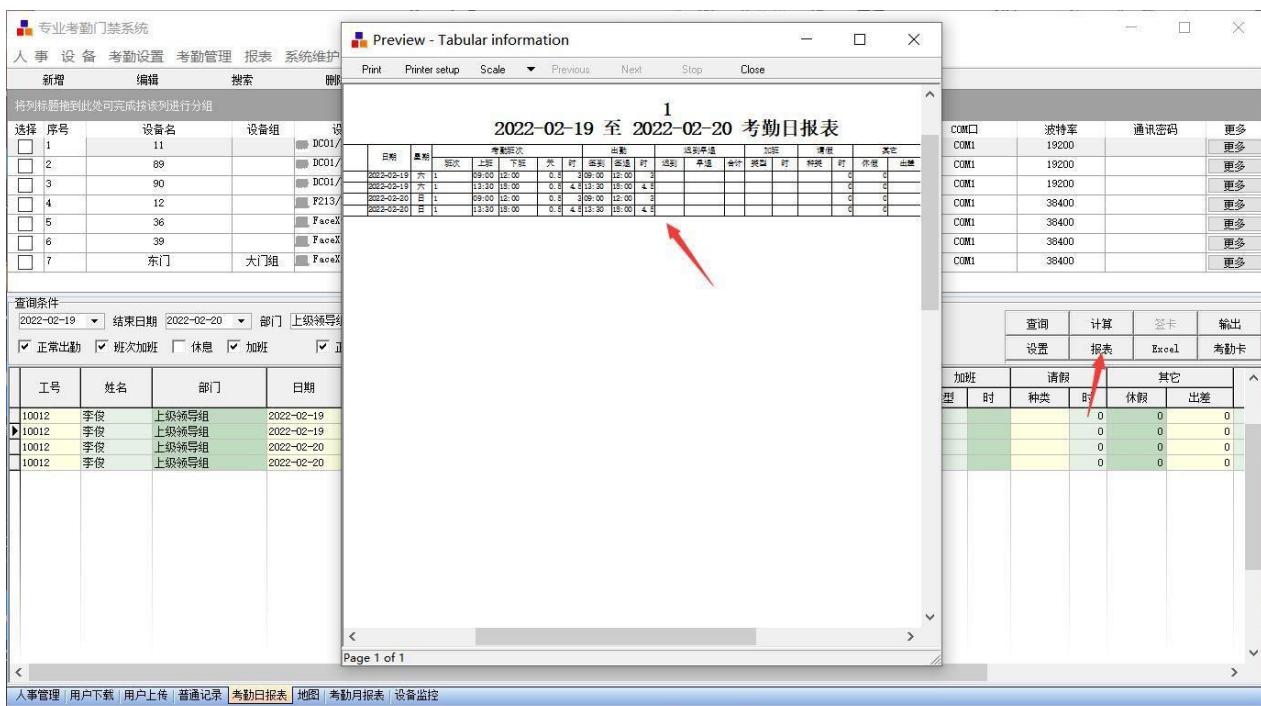
工号	姓名	部门	日期	星期	考勤班次				出勤			迟到早退			加班		请假		其它	
					班次	上班	下班	天	时	签到	签退	时	迟到	早退	合计	类型	时	种类	时	休假
10012	李俊	上级领导组	2022-02-19	六	1	09:00	12:00	0.5	3	09:00	12:00	3			0	0	0			
10012	李俊	上级领导组	2022-02-19	六	1	13:30	18:00	0.5	4.5						0	0	0			
10012	李俊	上级领导组	2022-02-20	日	1	09:00	12:00	0.5	3	09:00	12:00	3			0	0	0			
10012	李俊	上级领导组	2022-02-20	日	1	13:30	18:00	0.5	4.5	13:30	18:00	4.5			0	0	0			

After signing the card, as shown in the figure below, the employee's daily report shows that he commutes normally and has no record of absenteeism.



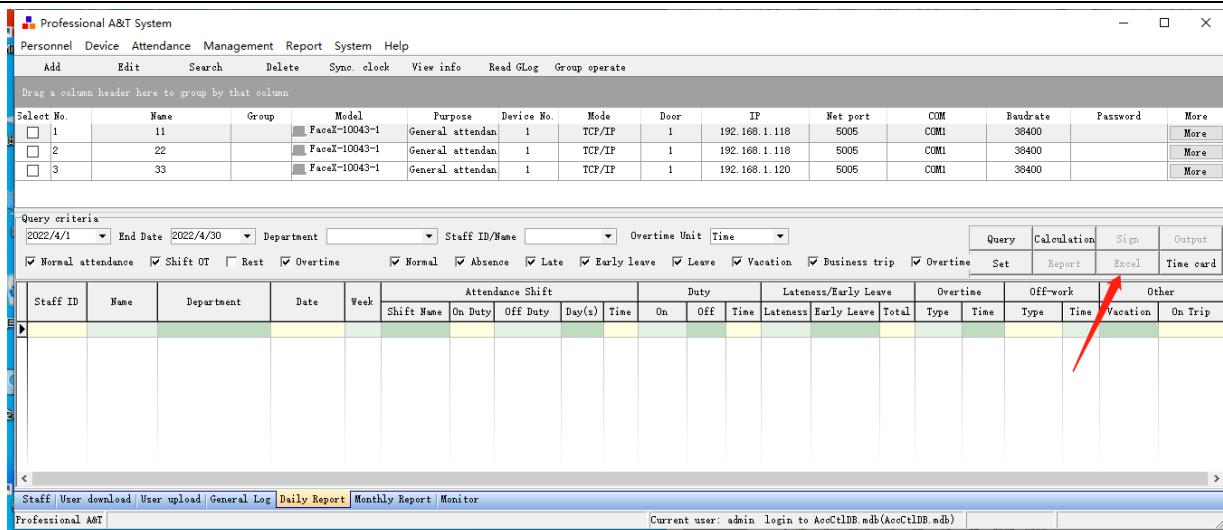
The screenshot shows the Professional A&T System interface. At the top, there's a menu bar with options like Personnel, Device, Attendance, Management, Report, System, and Help. Below the menu is a toolbar with buttons for Add, Edit, Search, Delete, Sync. clock, View info, Read GLog, and Group operate. A table lists three devices: FaceX-10043-1, FaceX-10043-1, and FaceX-10043-1, each with details like Model, Purpose, Device No., Mode, Door, IP, Net port, COM, Baudrate, Password, and More. Below the table is a 'Query criteria' section with dropdowns for Date, Department, Staff ID/Name, and checkboxes for Normal attendance, Shift OT, Rest, Overtime, Normal, Absence, Late, Early leave, Leave, Vacation, Business trip, and Overtime. Buttons for Query, Calculation, Sign, Output, Report, Excel, and Time card are also present. The main body of the interface has tabs for Staff, User download, User upload, General Log, Daily Report, Monthly Report, and Monitor. The status bar at the bottom shows 'Current user: admin login to AccCtlDB.mdb (AccCtlDB.mdb)'.

If the computer is installed with a printer, the user can click "Report" as shown in the figure below to view the print report page.



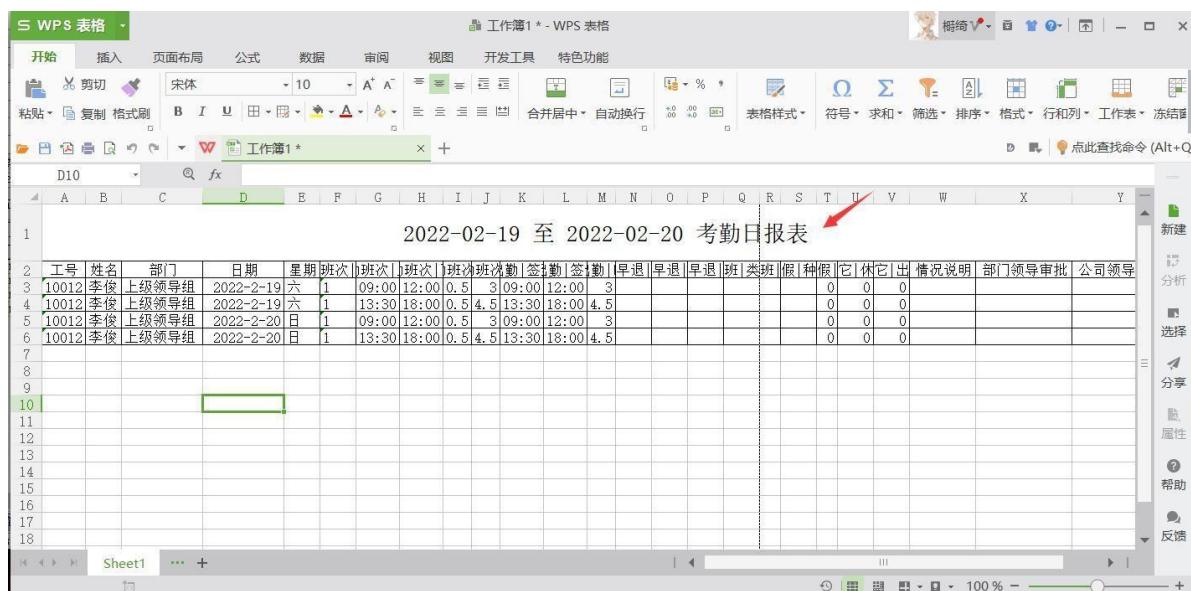
The screenshot shows the Professional Attendance Management System. On the left, there's a sidebar with links for人事管理, 设备设置, 考勤管理, 报表, and 系统维护. The main area has tabs for 新增, 编辑, 搜索, and 印刷. A 'Preview - Tabular information' window is open, showing a report titled '2022-02-19 至 2022-02-20 考勤日报表' from February 19 to 20, 2022. The report includes columns for date, shift, start time, end time, duration, overtime, and various time-related metrics. A red arrow points to the '报表' button in the reporting interface on the right. The reporting interface has tabs for 查询, 计算, 签卡, and 输出, with '报表' selected. It also includes sections for加班 (Overtime), 请假 (Leave), and 其它 (Others). The status bar at the bottom shows '当前用户: admin 登录到: AccCtlDB.mdb (AccCtlDB.mdb)'.

As shown in the figure below, you can click the "EXCEL" option on the right, select the "Data Options" to be exported, set the report title, generate an EXCEL report after confirmation, and save it separately.



The screenshot shows the Professional A&T System software interface. At the top, there's a menu bar with options like Personnel, Device, Attendance, Management, Report, System, and Help. Below the menu is a toolbar with buttons for Add, Edit, Search, Delete, Sync. clock, View info, Read Log, and Group operate. A message "Drag a column header here to group by that column" is displayed above a table. The table lists three devices with columns for Select No., Name, Group, Model, Purpose, Device No., Mode, Door, IP, Net port, COM, Baudrate, Password, and More. Below the table is a "Query criteria" section with dropdowns for Date, Department, Staff ID/Name, Overtime Unit, and Time. There are several checkboxes for attendance types like Normal, Shift OT, Rest, Overtime, Absence, Late, Early leave, Leave, Vacation, Business trip, and Overtime. Buttons for Query, Calculation, Sign, Output, Set, Report, Excel, and Time card are available. The main area has a large grid for attendance data with columns for Staff ID, Name, Department, Date, Week, Attendance Shift, Duty, Lateness/Early Leave, Overtime, Off-work, and Other. A red arrow points to the "Report" button in the query toolbar.

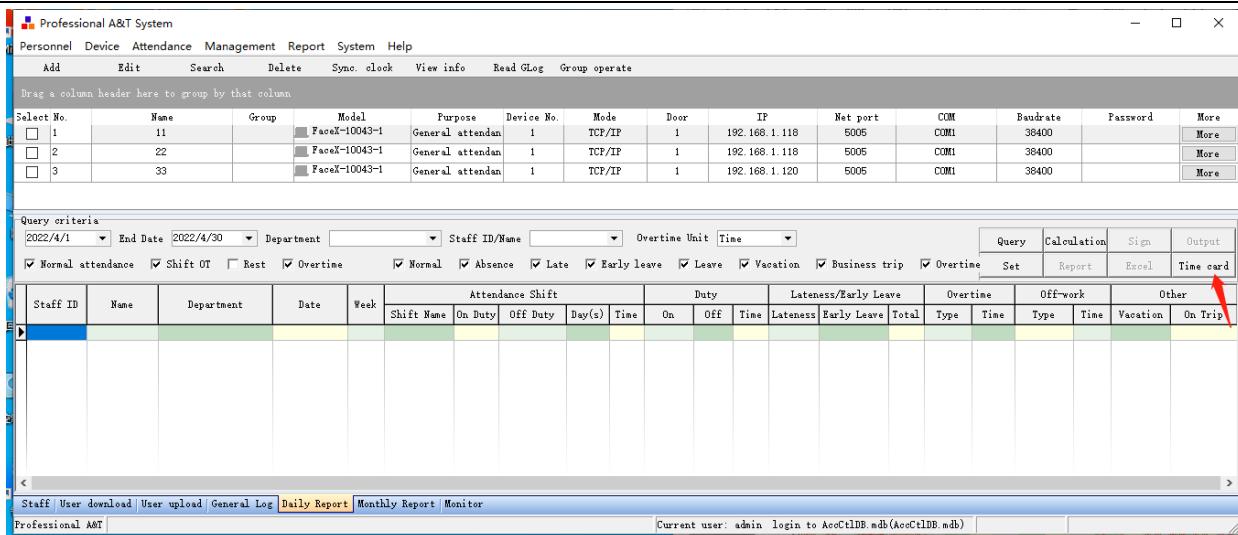
The generated EXCEL is as follows:



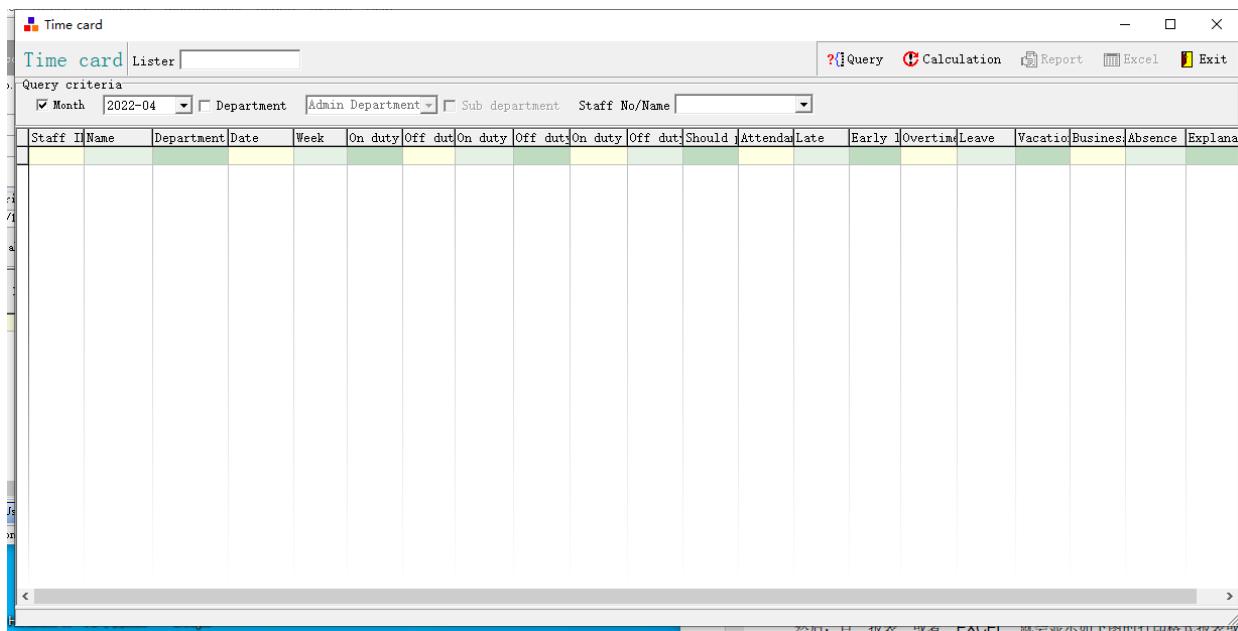
The screenshot shows a WPS Excel spreadsheet titled "工作簿1 * - WPS 表格". The title bar includes standard Office-like tabs: 开始, 插入, 页面布局, 公式, 数据, 审阅, 视图, 开发工具, 特色功能. The main content is a table titled "2022-02-19 至 2022-02-20 考勤日报表". The table has 21 columns: 工号, 姓名, 部门, 日期, 星期, 班次, 班次, 班次, 汗勤, 签勤, 签勤, 班次, 班次, 班次, 班次, 班次, 班次, 班次, 班次, 班次, 情况说明, 部门领导审批, 公司领导. The data for four days (February 19-22, 2022) is listed. A red arrow points to the title of the report table.

	工号	姓名	部门	日期	星期	班次	班次	班次	汗勤	签勤	签勤	班次	班次	班次	班次	班次	班次	情况说明	部门领导审批	公司领导
3	10012	李俊	上级领导组	2022-2-19	六	1	09:00	12:00	0.5	3	09:00	12:00	3					0	0	0
4	10012	李俊	上级领导组	2022-2-19	六	1	13:30	18:00	0.5	4.5	13:30	18:00	4.5					0	0	0
5	10012	李俊	上级领导组	2022-2-20	日	1	09:00	12:00	0.5	3	09:00	12:00	3					0	0	0
6	10012	李俊	上级领导组	2022-2-20	日	1	13:30	18:00	0.5	4.5	13:30	18:00	4.5					0	0	0

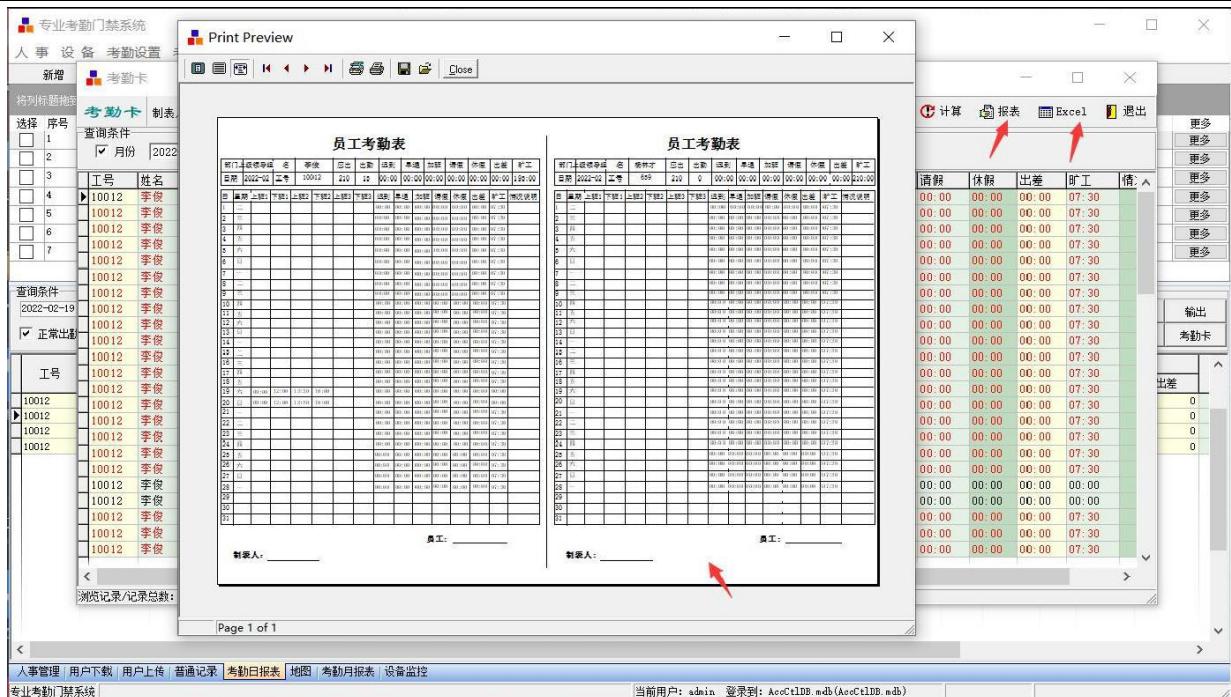
As shown in the two pictures below, "time attendance card" is a simple report format, and a piece of A4 paper can display the valid clock-in record of one employee or two employees every day within a month according to the settings.



After opening the "Attendance Card", select the month, and then click the "Calculate" button in the upper right corner, because the daily report has been calculated, all the data calculated in the daily report will be displayed correspondingly. As shown below:

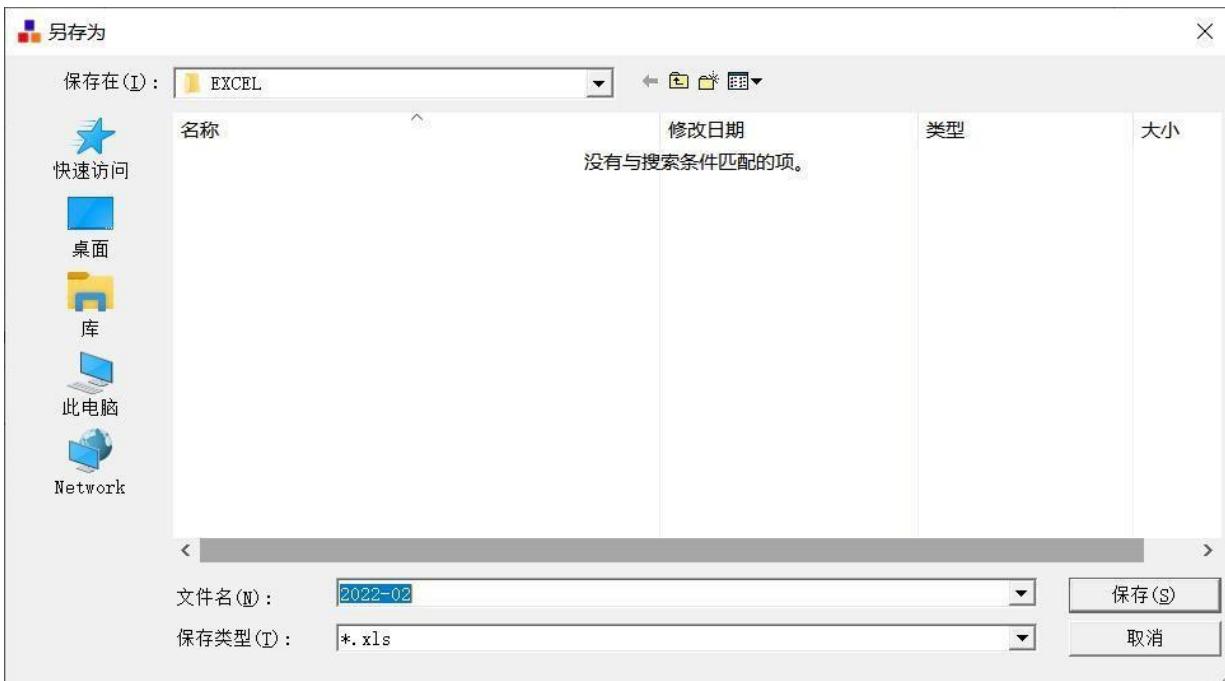


Then, click "Report" or "EXCEL" to display the print format report as shown below or output the EXCEL report file according to the path settings.



The screenshot displays the software's reporting and export features. On the left, a 'Print Preview' window shows two identical 'Employee Attendance Record' tables for the month of February 2022. Each table has columns for Employee ID, Name, Date, Shift, Work Status, Leave Type, and Work Hours. On the right, an 'Excel' export window is open, showing a grid of data corresponding to the attendance records. This window includes tabs for 'Calculation', 'Report', 'Excel', and 'Exit', along with various filtering and sorting options.

The following figure shows the output EXCEL file



This screenshot shows the 'Save As' dialog box in Microsoft Excel. The 'Save in' dropdown is set to 'EXCEL'. The 'File name' field contains '2022-02'. The 'Save as type' dropdown is set to '* .xls'. The 'Save' button is highlighted in blue. The background shows a list of saved files with their names and details.

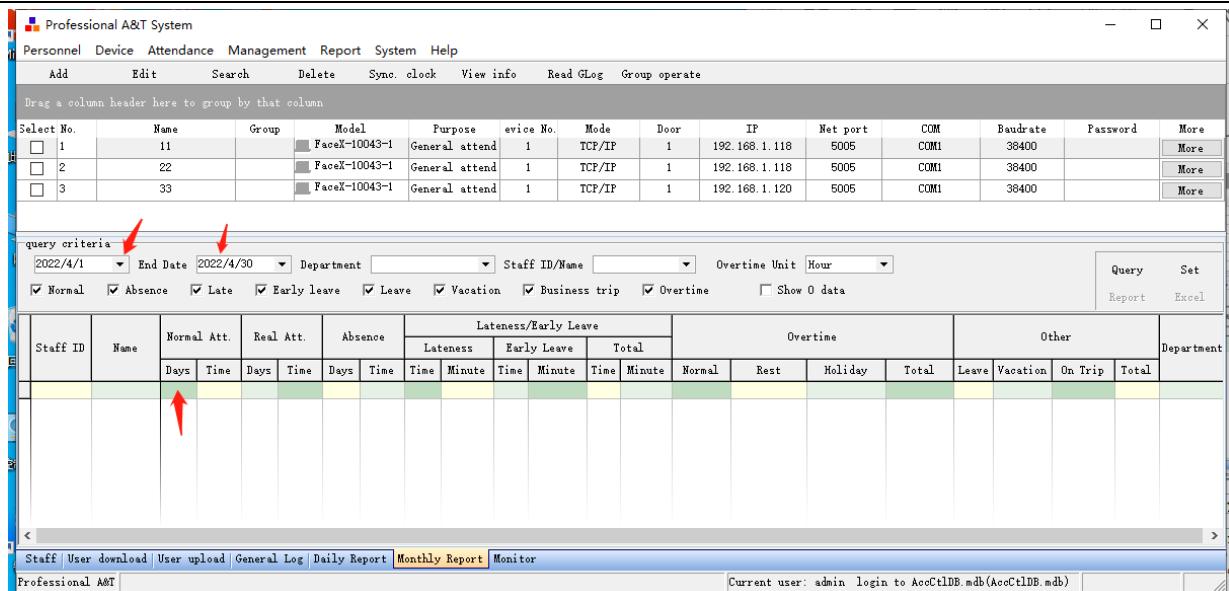
After clicking save, export the file



2.4.8 Attendance Monthly Report

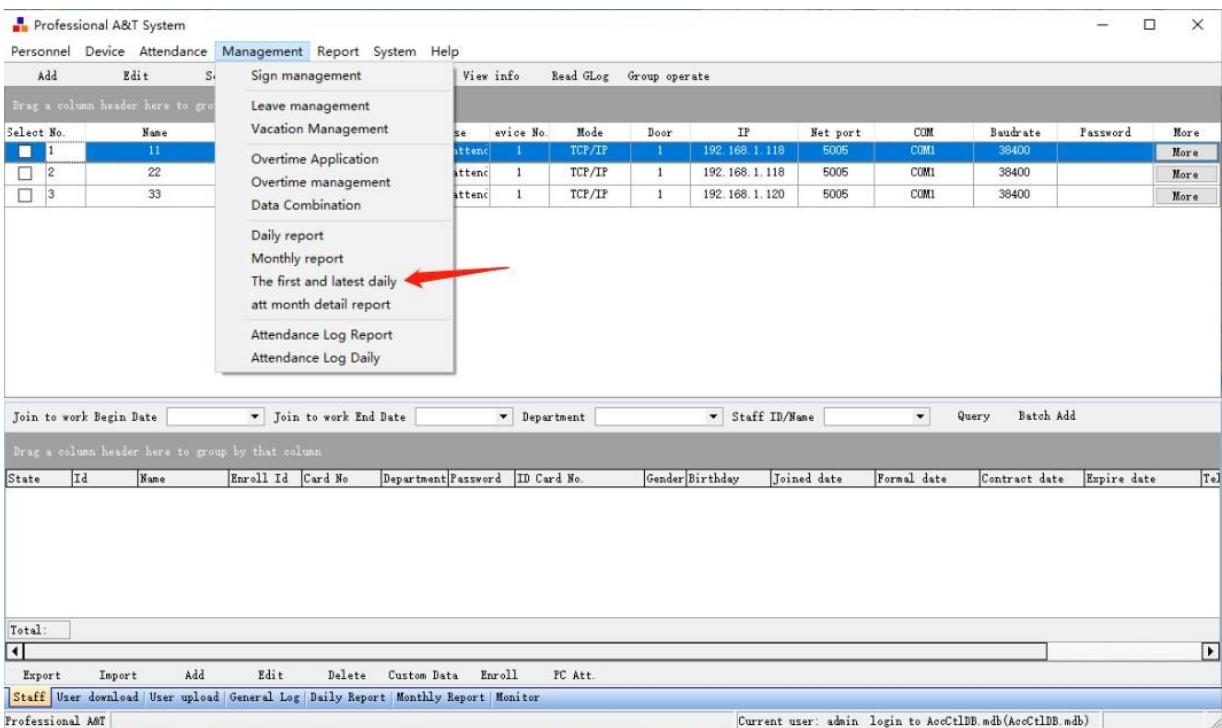
As shown in the figure below, select the "Attendance Monthly Report" option. This report is a function that the system automatically summarizes again after the correct calculation of the "Attendance Daily Report" is completed.

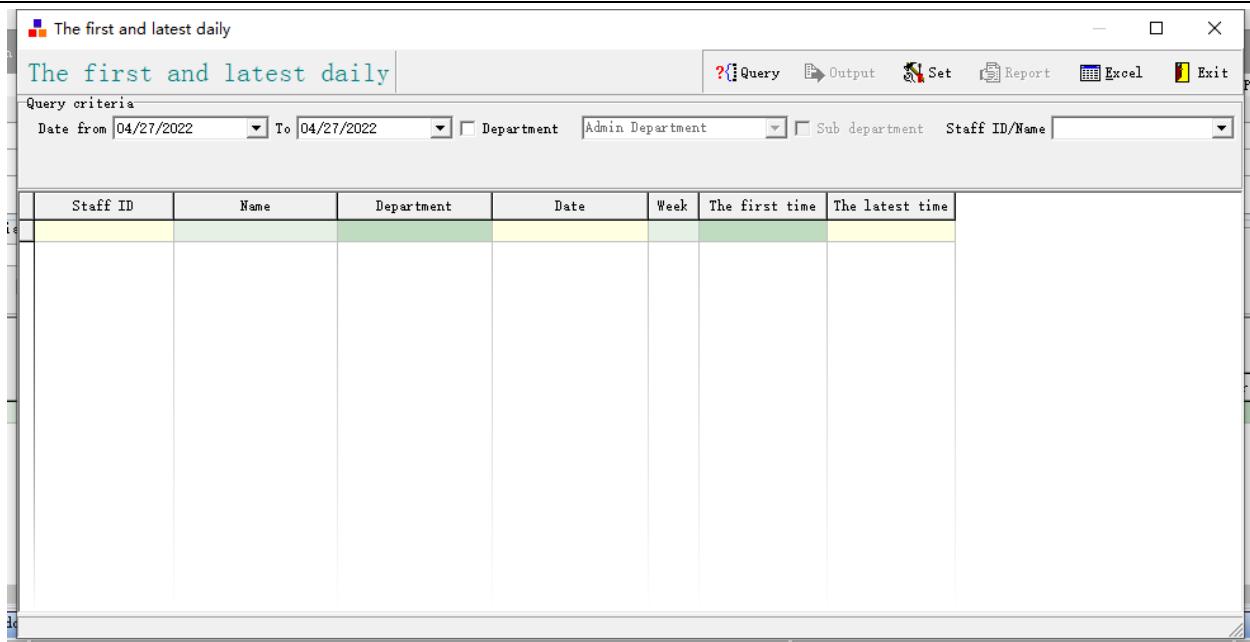
As shown in the figure below, I click the "Query" button on the right, and I query the data within 3 days, and the statistics are as shown in the figure. If one month's data is calculated in the daily report, select one month in this place, and the query will be the statistical data of one month. function the same.



2. 4. 9 Morning and evening attendance daily

Select the option of "Morning and Evening Attendance Daily" as shown in the figure. This function is mainly to count the report of which person came to the company first and left the latest every day. The function is relatively simple. Please check it carefully. I won't do too much here illustrate.





The screenshot shows a software application window titled "The first and latest daily". At the top, there is a toolbar with icons for Query, Output, Set, Report, Excel, and Exit. Below the toolbar, a "Query criteria" section contains fields for "Date from" (04/27/2022), "To" (04/27/2022), "Department" (Admin Department), "Sub department" (unchecked), and "Staff ID/Name" (unchecked). A large table below the criteria section has columns: Staff ID, Name, Department, Date, Week, The first time, and The latest time. The first row of the table is highlighted in yellow.

2. 4. 10 Monthly attendance sheet

As shown in the figure below, select "Attendance Monthly Display Table", the function of this report is to display all ordinary records of employees for a month in one row, one square for each day, and all records in one day are displayed in the square, as shown in Figure 2 below.

Professional A&T System

Personnel Device Attendance Management Report System Help

Add	Edit	Sign management	View info	Read GLog	Group operate
Drag a column header here to group		Leave management			
Select No.	Name	Vacation Management	Device No.	Mode	Door
<input type="checkbox"/> 1	11	Overtime Application	attend	1	TCP/IP
<input type="checkbox"/> 2	22	Overtime management	attend	1	TCP/IP
<input type="checkbox"/> 3	33	Data Combination	attend	1	TCP/IP
		Daily report	IP		
		Monthly report			
		The first and latest daily			
		att month detail report			
		Attendance Log Report			
		Attendance Log Daily			

Join to work Begin Date ▾ Join to work End Date ▾ Department ▾ Staff ID/Name

Drag a column header here to group by that column

State	Id	Name	Enroll Id	Card No.	Department	Password	ID Card No.	Gender	Birthday	Joined																												
No	St	Na	De	Se	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	At	ov	Le

Figure 1

Professional A&T System

att month detail report

Query criteria

Month Day Department Admin Department Sub department Staff No/Name

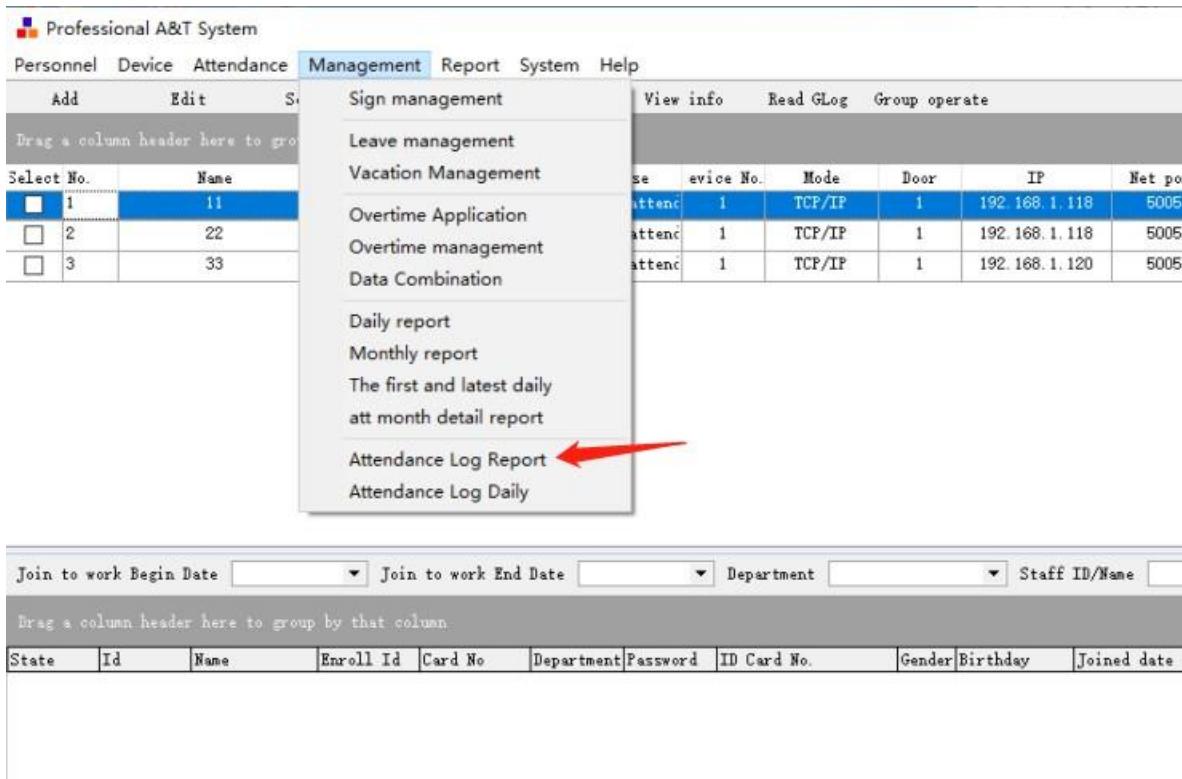
No	St	Na	De	Se	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	At	ov	Le
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	At	ov	Le					

Figure II

This function is to display the monthly attendance records of employees in the daily square, which is convenient for users to quickly browse the attendance records of each day within a month. You can select the month and start date. If you need to view the monthly details of an employee, you can retrieve the department and name or job number.

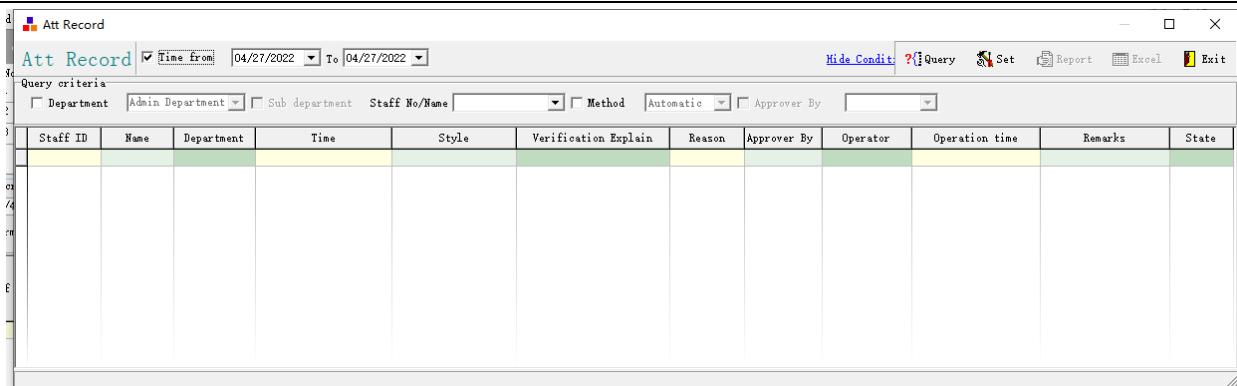
2.4.11 Attendance record report

Select the "Attendance Record Report" option as shown in the figure below. This function is to display valid attendance records, because ordinary records may have a lot of records or even repeated records in one day. For example, some employees may make records many times in the morning. However, after calculating the daily report, according to the algorithm, only one record can be filtered out for check-in at work, that is, the last record before the working time, if there is no record before the working time, find the earliest record after the working time, and obtain When one is used as an attendance record, in the same way, when getting off work, first find the earliest record after the off-duty time, if not, find the latest record before the off-duty time as the attendance record. All the records obtained in this way are counted into a table which is this report.



The screenshot shows the software interface for the Professional A&T System. At the top, there is a navigation bar with tabs: Personnel, Device, Attendance, Management (which is currently selected and highlighted in blue), Report, System, and Help. Below the navigation bar, there is a sub-menu for 'Management' containing several options: Sign management, Leave management, Vacation Management, Overtime Application, Overtime management, Data Combination, Daily report, Monthly report, The first and latest daily att month detail report, Attendance Log Report (which has a red arrow pointing to it), and Attendance Log Daily. To the left of the sub-menu, there is a table with columns 'Select No.' and 'Name'. The first row has '1' in the 'Select No.' column and '11' in the 'Name' column. The second row has '2' in the 'Select No.' column and '22' in the 'Name' column. The third row has '3' in the 'Select No.' column and '33' in the 'Name' column. Below the sub-menu, there is a search bar with fields for 'Join to work Begin Date', 'Join to work End Date', 'Department', and 'Staff ID/Name'. There is also a table with columns: State, Id, Name, Enroll Id, Card No, Department, Password, ID Card No., Gender, Birthday, and Joined date. The entire screenshot is framed by a thick black border.

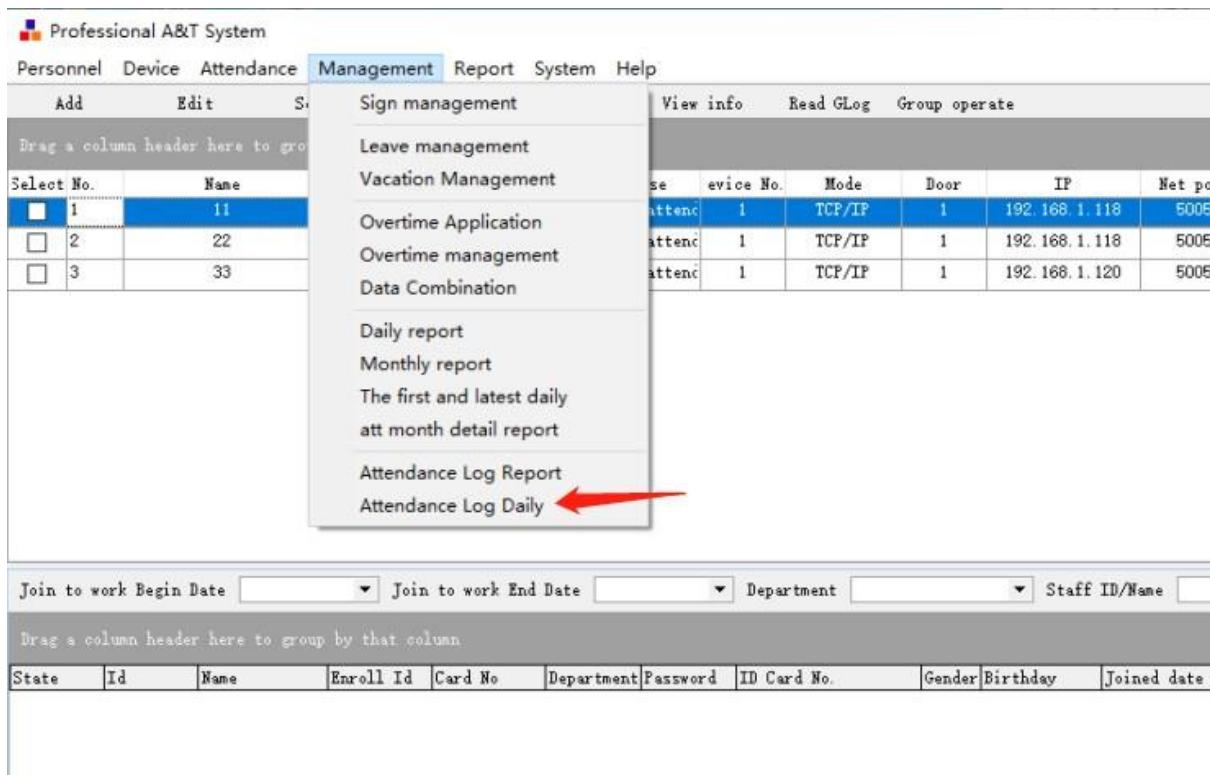
After the daily report is calculated, the daily display is normal. Go to this table and click "Query" in the upper right corner.



The screenshot shows a software application window titled "Att Record". At the top, there are date selection fields ("Time from" and "To") set to "04/27/2022" and buttons for "Hide Condit", "? Query", "Set", "Report", "Excel", and "Exit". Below the header is a "Query criteria" section with dropdowns for "Department" (set to "Admin Department"), "Sub department", "Staff No/Name", "Method" (set to "Automatic"), and "Approver By". The main area is a table with columns: Staff ID, Name, Department, Time, Style, Verification Explain, Reason, Approver By, Operator, Operation time, Remarks, and State. The table has several rows of data.

2. 4. 12 Attendance Daily Record Report

As shown in the figure below, click "Attendance Daily Record Report", this report can conveniently display the attendance details of an employee according to each row. It is convenient for users to query and view. After the normal report is calculated in the daily report, you can directly click the query in this report. As shown in Figure 2 below, the method of exporting reports and EXCEL is the same as in the daily report.



The screenshot shows the "Professional A&T System" interface. The top navigation bar includes "Personnel", "Device", "Attendance", "Management", "Report", "System", and "Help". The "Management" tab is selected, revealing a dropdown menu with options: "Sign management", "Leave management", "Vacation Management", "Overtime Application", "Overtime management", "Data Combination", "Daily report", "Monthly report", "The first and latest daily att month detail report", "Attendance Log Report", and "Attendance Log Daily" (which is highlighted with a red arrow). Below the menu, there are search fields for "Join to work Begin Date", "Join to work End Date", "Department", "Staff ID/Name", and a "Drag a column header here to group by that column" instruction. A table at the bottom lists personnel information with columns: State, Id, Name, Enroll Id, Card No, Department, Password, ID Card No, Gender, Birthday, and Joined date.

Figure 1

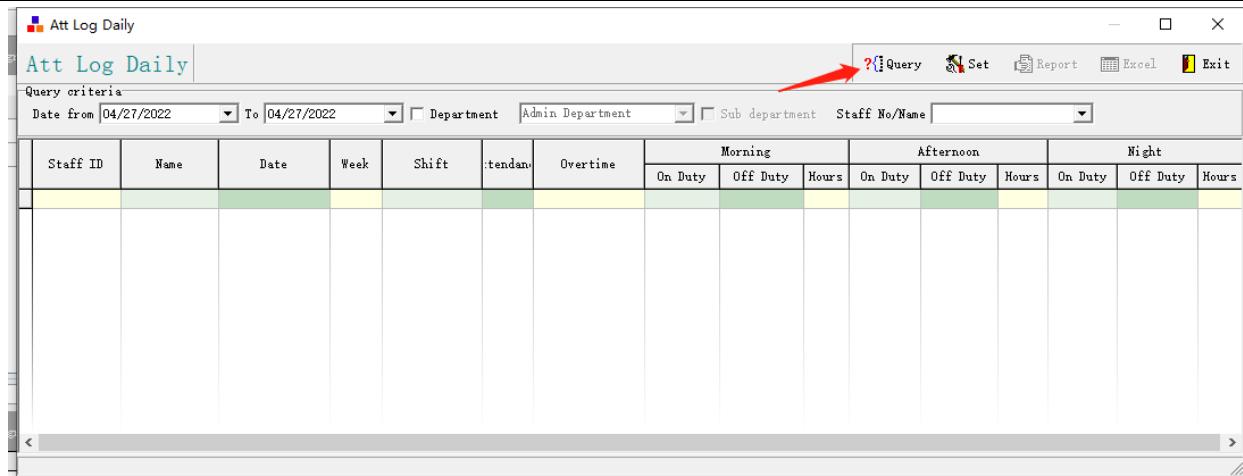


Figure II

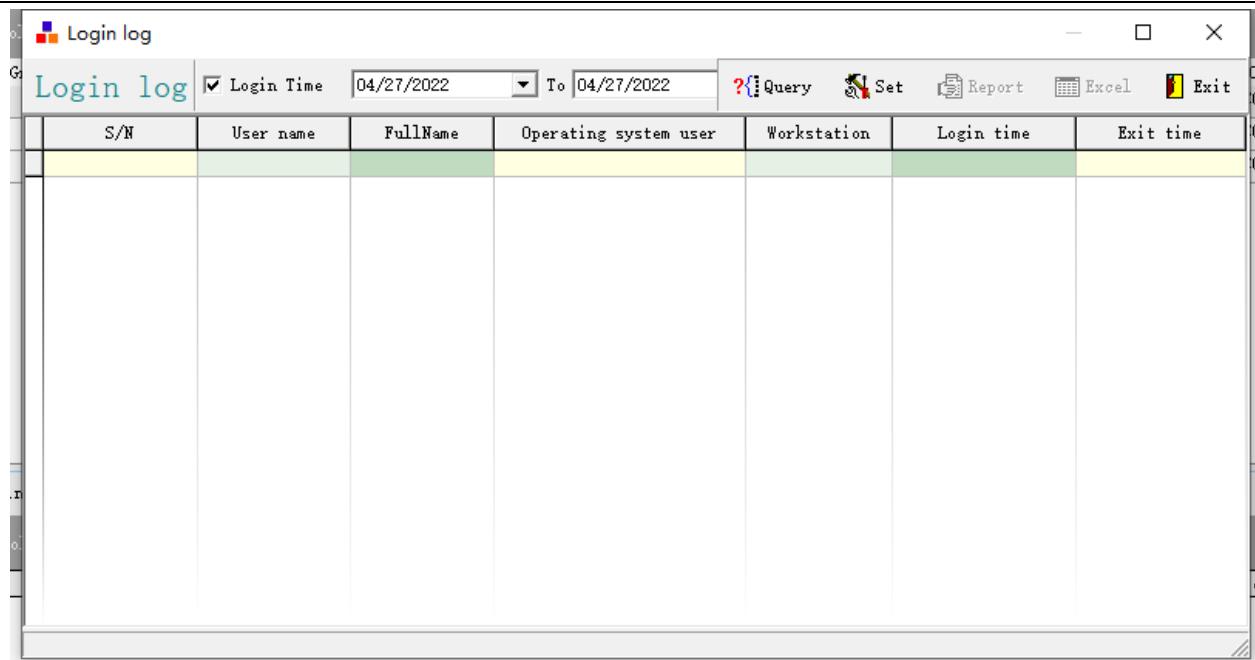
2.5 report

2.5.1 login log

As shown in the figure below, select the "Login Log" option from the drop-down menu, as shown in Figure 2.

Figure 1

This report is a record report that records the login of users who use the software. According to the time range in the upper left corner of Figure 2, select the "Query" button in the upper right corner to display the report record as shown in the figure. The options of "Settings", "Report" and "EXCEL" are the same as other reports. If the computer is installed with a printer, it can display the report and export the EXCEL report.

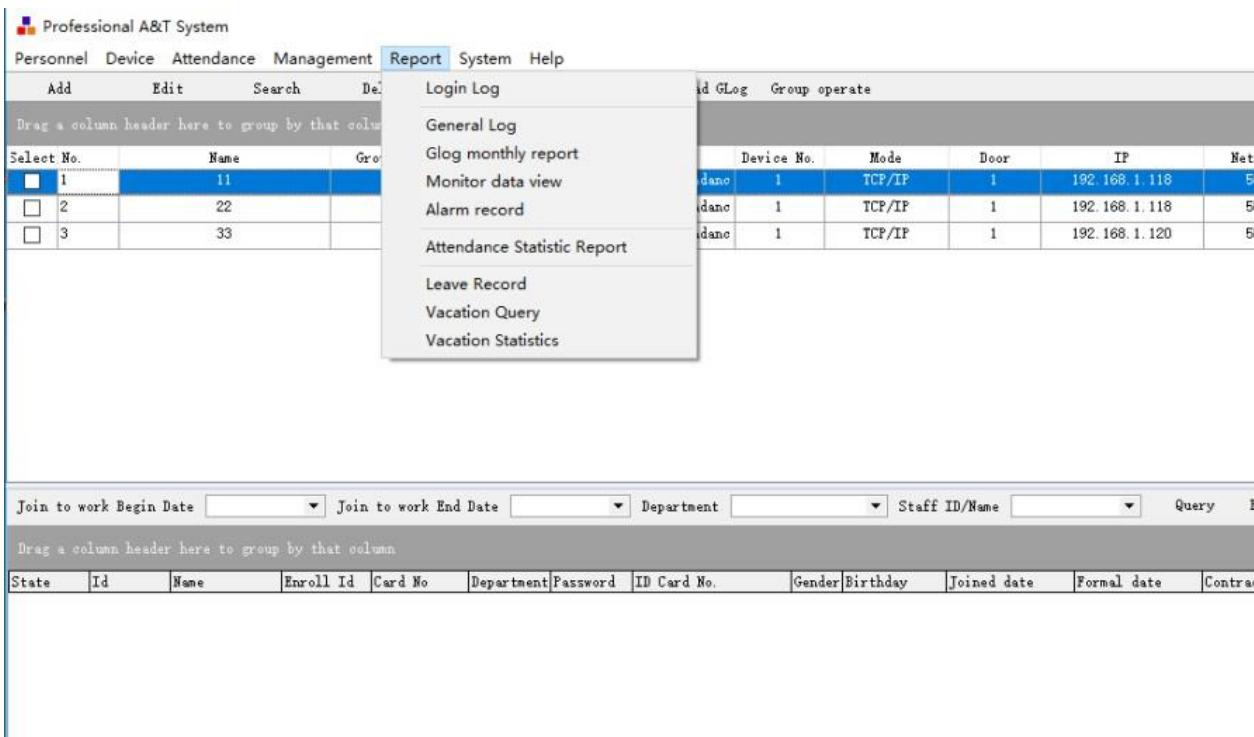


S/N	User name	FullName	Operating system user	Workstation	Login time	Exit time

Figure II

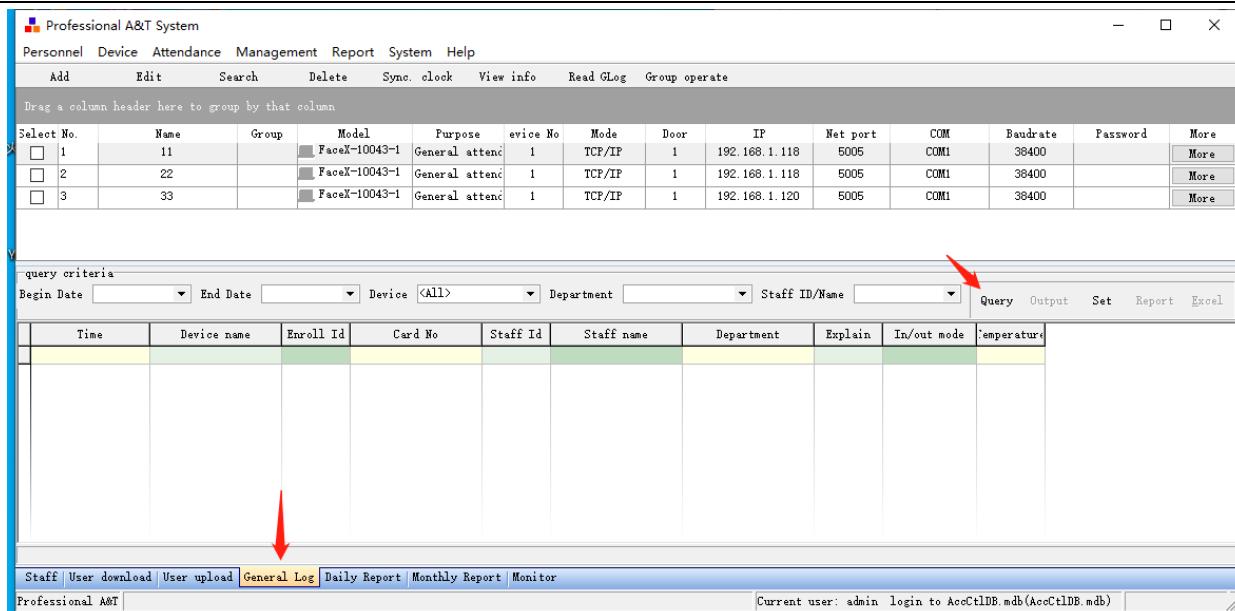
2.5.2 Ordinary records

As shown in the figure below, the drop-down menu, select the "Normal record" option, as shown in Figure 2,



Device No.	Mode	Door	IP	Net
dano	TCP/IP	1	192.168.1.118	5
dano	TCP/IP	1	192.168.1.118	5
dano	TCP/IP	1	192.168.1.120	5

Figure 1



The screenshot shows the 'Professional A&T System' application window. At the top, there's a menu bar with 'Professional A&T System', 'Personnel', 'Device', 'Attendance', 'Management', 'Report', 'System', and 'Help'. Below the menu is a toolbar with buttons for 'Add', 'Edit', 'Search', 'Delete', 'Sync. clock', 'View info', 'Read GLog', and 'Group operate'. A message 'Drag a column header here to group by that column' is displayed above a table. The table has columns: Select No., Name, Group, Model, Purpose, Device No., Mode, Door, IP, Net port, COM, Baudrate, Password, and More. Three rows are listed with device names 11, 22, and 33, and model FaceX-10043-1. Below the table is a 'query criteria' section with dropdowns for 'Begin Date', 'End Date', 'Device' (set to '<All>'), 'Department', and 'Staff ID/Name'. To the right of these dropdowns are buttons for 'Query', 'Output', 'Set', 'Report', and 'Excel'. A red arrow points to the 'Query' button. Below this section is a large empty table with columns: Time, Device name, Enroll Id, Card No, Staff Id, Staff name, Department, Explain, In/out mode, and Temperature. At the bottom of the window is a navigation bar with links: Staff, User download, User upload, General Log, Daily Report, Monthly Report, and Monitor. The 'General Log' link is highlighted. On the far right of the navigation bar, it says 'Current user: admin login to AccCtlDB.mdb (AccCtlDB.mdb)'. A red arrow also points to the 'General Log' link.

Figure II

As shown in the figure above, the "Query" button on the right side, first fill in the query conditions on the left side, after filling in the "Date Range", "Department" or "Name", the query will get the ordinary record as shown in the figure above, "Settings", "Report" and "EXCEL" options are the same as other reports, if the computer is installed with a printer, you can display the report and export the EXCEL report.

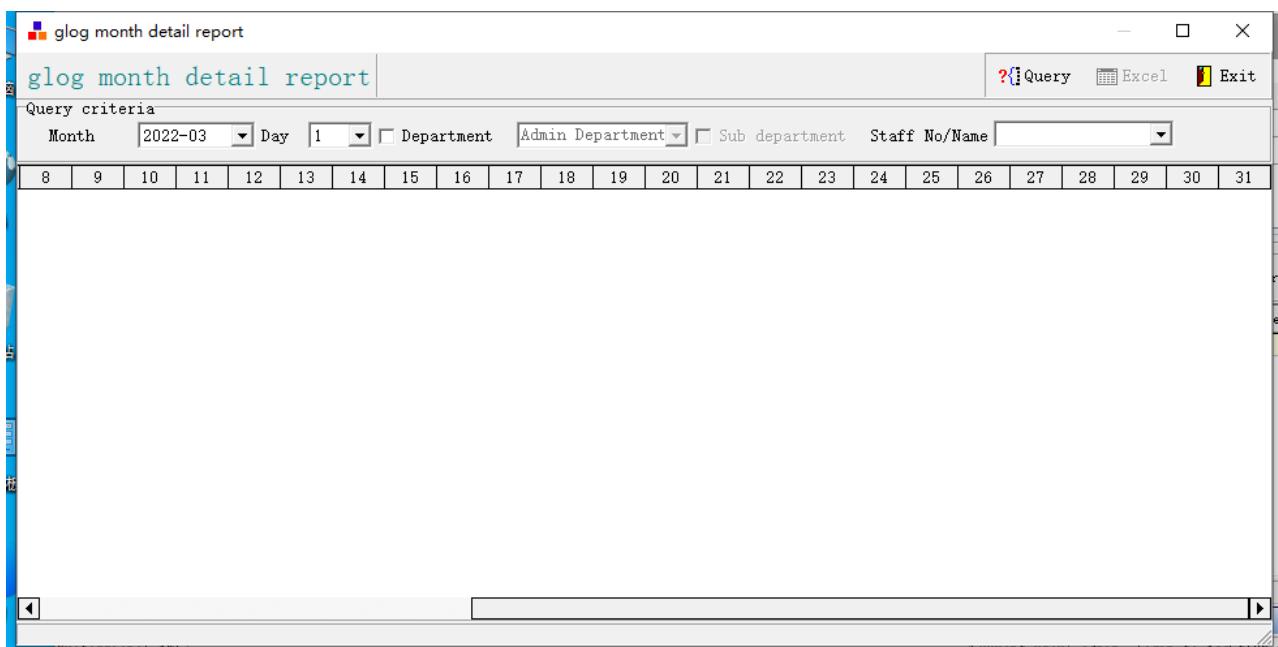
2.5.3 Ordinary Record Monthly

From the drop-down menu as shown in the figure below, select the option of "Monthly Report of Common Records", and the pop-up is shown in Figure 2.

The screenshot shows the software's reporting interface. On the left, there's a sidebar with options like 'Add', 'Edit', 'Search', and 'Delete'. Below that is a table with columns 'Select No.', 'Name', and 'Group'. The main area has tabs for 'Login Log', 'General Log', 'Glog monthly report', 'Monitor data view', 'Alarm record', 'Attendance Statistic Report', 'Leave Record', 'Vacation Query', and 'Vacation Statistics'. At the bottom, there are search fields for 'Join to work Begin Date', 'Join to work End Date', 'Department', 'Staff ID/Name', and a 'Query' button. Below these are more search fields for 'State', 'Id', 'Name', 'Enroll Id', 'Card No.', 'Department', 'Password', 'ID Card No.', 'Gender', 'Birthday', 'Joined date', 'Formal date', and 'Contract'.

Figure 1

This report is the report format shown in the following table based on the ordinary records of the selected month, which is convenient for users to quickly browse all ordinary punch-in records of employees in a month.



2.5.4 Monitoring data view

As shown in the figure below, select the drop-down menu and select the "Monitoring Data View" option, as shown in Figure 2.

The screenshot shows a software interface for monitoring data. At the top, there's a menu bar with 'Professional A&T System' and various tabs like Personnel, Device, Attendance, Management, Report, System, and Help. Below the menu is a toolbar with Add, Edit, Search, and Delete buttons. A large central area contains a table with columns for Select No., Name, and Group. To the right of the table is a sidebar with options: Login Log, General Log, Glog monthly report, Monitor data view (with a red arrow pointing to it), Alarm record, Attendance Statistic Report, Leave Record, Vacation Query, and Vacation Statistics. On the far right, there's a table titled 'Monitor data view' with columns for Device No., Mode, Door, and IP, showing three rows of data.

Figure 1

Enter the date range or equipment, department, job number/name according to the "query condition", and click the "query" button in the upper right corner to get the records of the monitoring data to be queried. If there is a snapshot in the record, the recorded photo of the snapshot will be displayed on the right side accordingly. If the computer is installed with the EXCEL software of OFFICE, click "EXCEL" in the upper right corner to generate the EXCEL report according to the specified path.

This screenshot shows a detailed view of the monitoring data. At the top, there's a header with 'Monitoring Data' and a 'query criteria' section containing fields for Begin Date, End Date, Device (set to 'All'), Department, Staff ID/Name, and a 'Query' button. Below this is a table with columns: Device name, Monitor result, Monitor time, Card No, Staff ID, Staff Name, and Department. To the right of the table is a 'Staff Photo' column which is currently empty. The bottom right corner of the window has an 'Excel' button.

Figure II

2.5.5 alarm record

As shown in the following figure, drop down the menu, select the "Alarm Record" option, and pop up as shown in Figure 2.

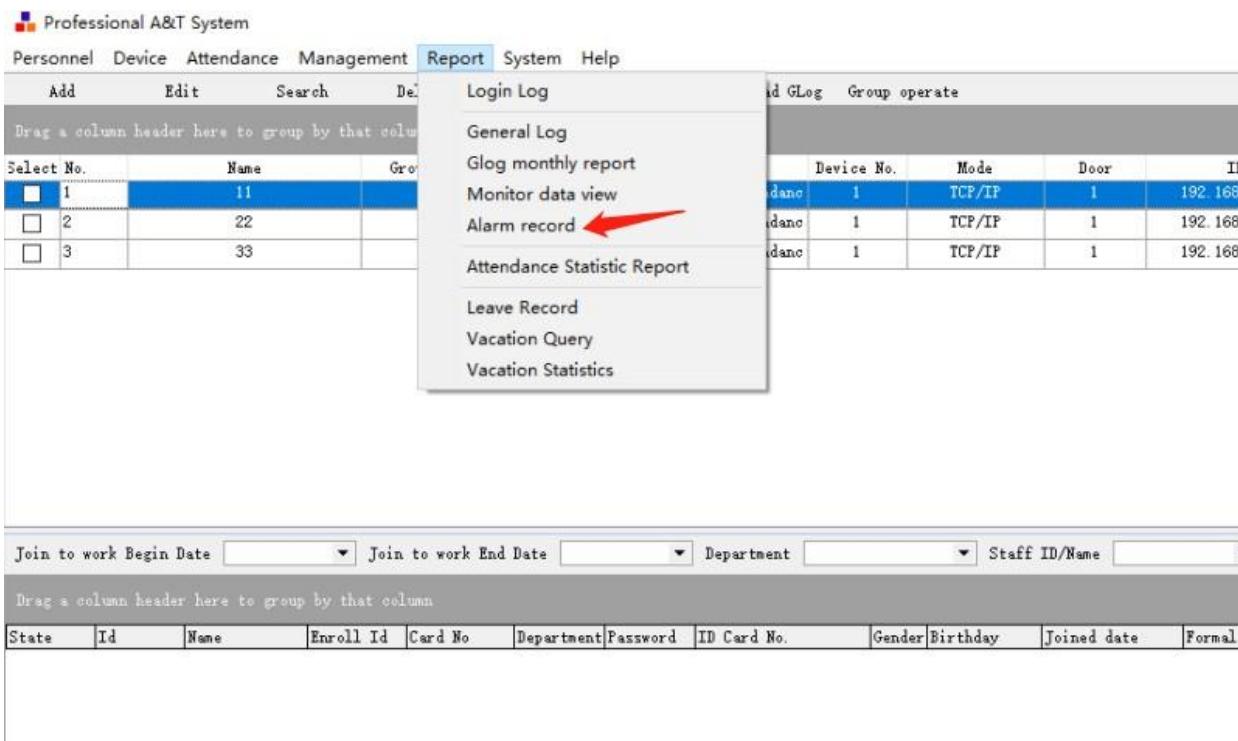
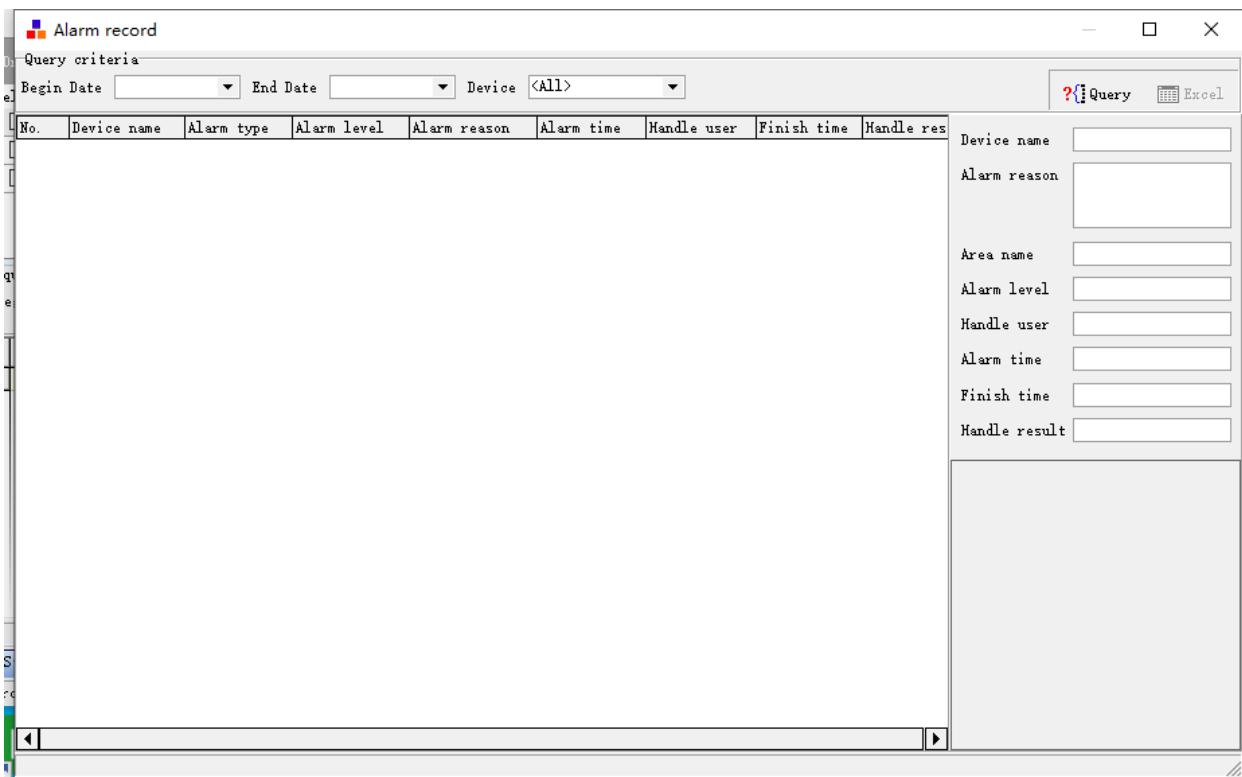


Figure 1

Enter the query conditions, date range or equipment, and click the "Query" button in the upper right corner to obtain the desired alarm data record. If the alarm record contains information such as "alarm description", this information will be displayed on the right side accordingly As shown in Figure 2 below:



The screenshot shows a modal dialog box titled 'Alarm record'. It has a 'Query criteria' section with dropdown menus for 'Begin Date', 'End Date', and 'Device' (set to '<All>'). On the right side of this section are 'Query' and 'Excel' buttons. Below this is a table with columns: No., Device name, Alarm type, Alarm level, Alarm reason, Alarm time, Handle user, Finish time, and Handle res. To the right of the table is a preview pane containing several input fields: Device name, Alarm reason, Area name, Alarm level, Handle user, Alarm time, Finish time, and Handle result. At the bottom of the dialog box is a scrollable preview area.

Figure II

2.5.6 Attendance Statistics

As shown in the figure below, select the drop-down menu, select the "Attendance Statistics Table" option, and pop up as shown in Figure 2.

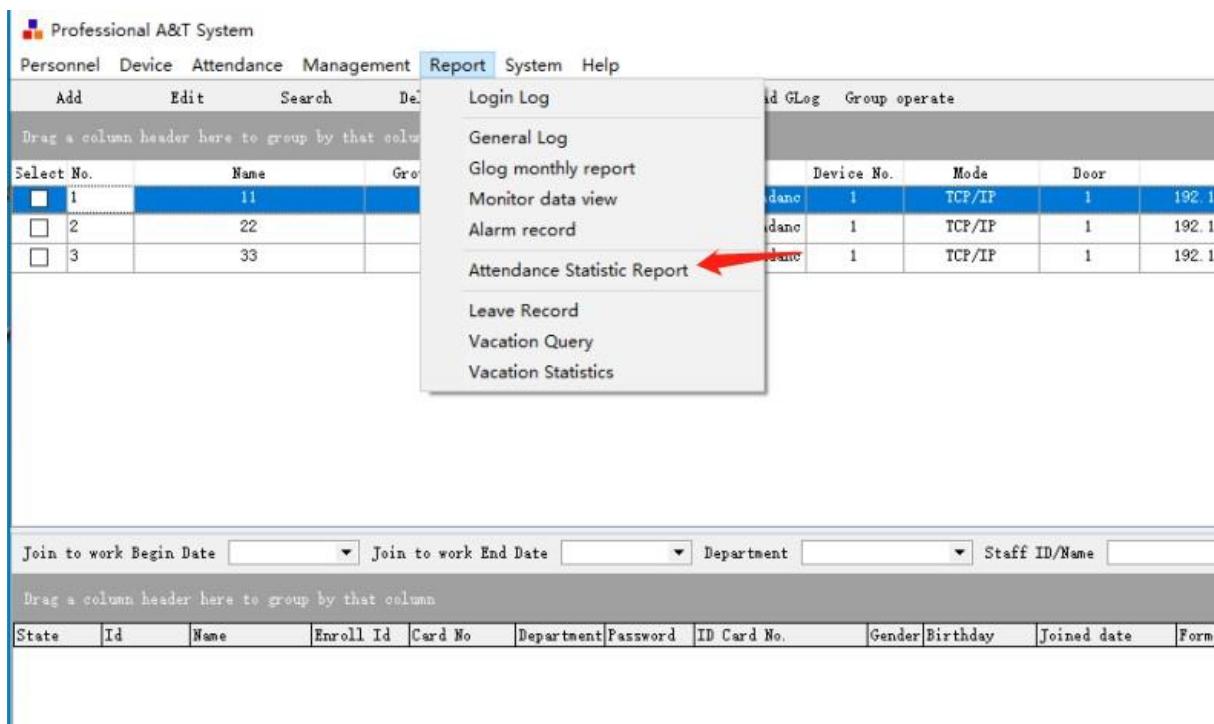


Figure 1

According to the monthly daily calculation data, users can more flexibly analyze the company's departments and personal attendance in this statistical table. After the data is displayed, click "Report" and "EXCEL" in the upper right corner to generate, print or export an EXCEL report. This table can display charts in the form of column charts, pie charts, line charts, 3-dimensional graphs, etc.

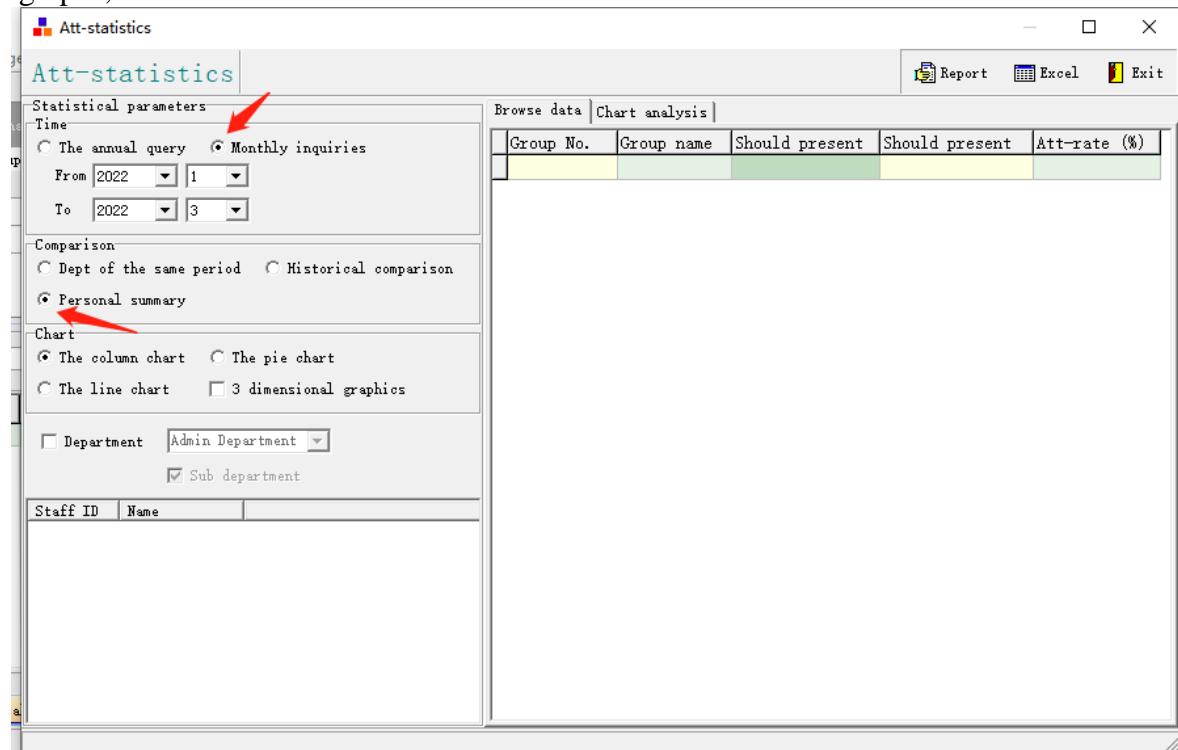


Figure II

2.5.7 leave enquiry

From the drop-down menu as shown in the figure below, select the "Leave Inquiry" option, as shown in Figure 2,

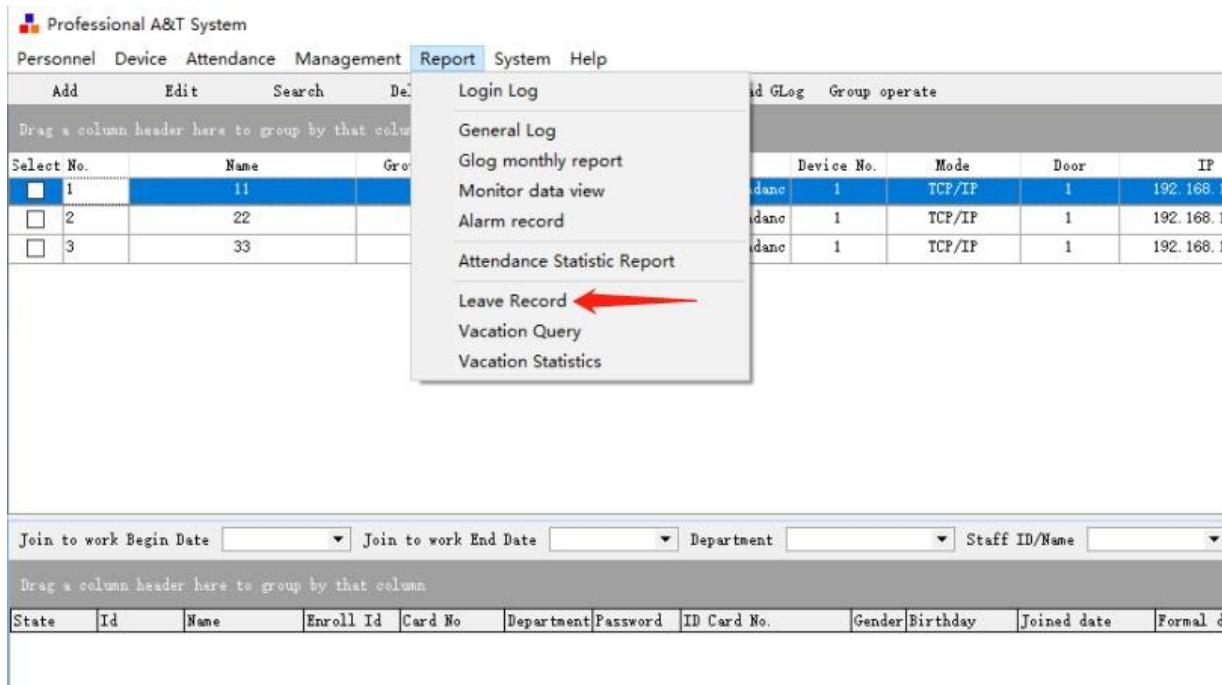
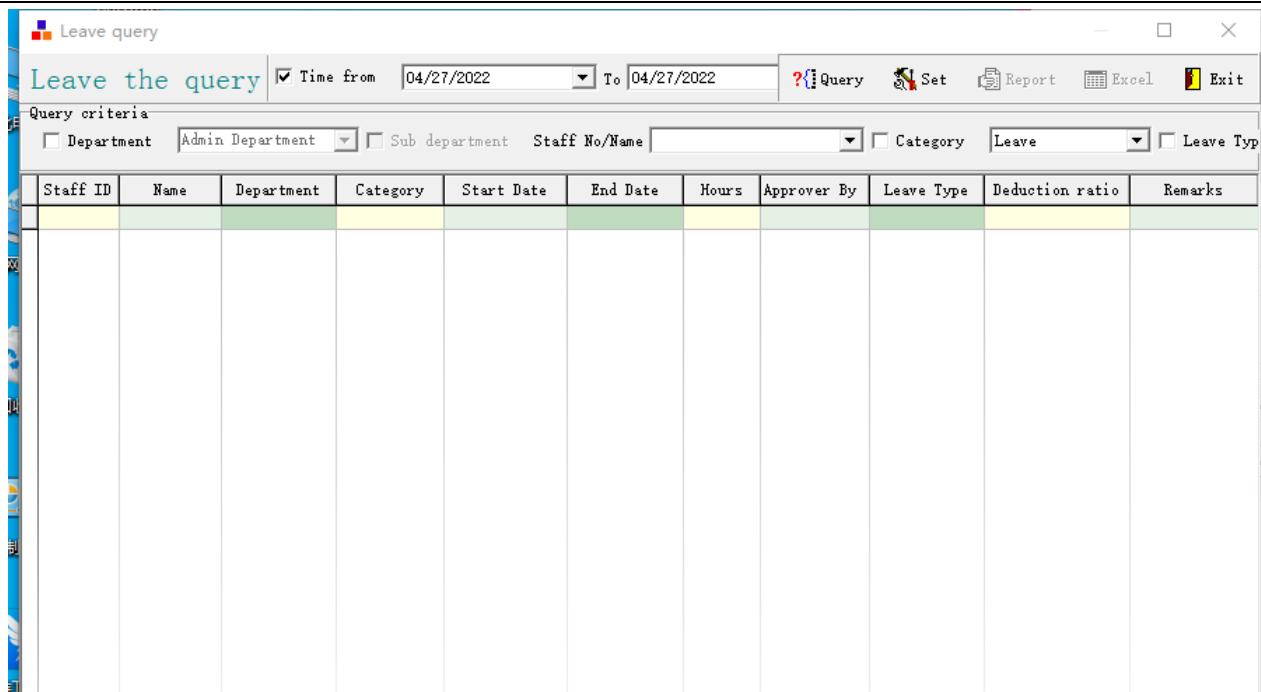


Figure 1

As shown in the figure below, enter the time range of the query, click the "Query" button in the upper right corner, and it will show that there are 2 leave records. The "Settings", "Report" and "EXCEL" in the upper right corner are the same as the settings in the daily report. If the computer is equipped with a printer and EXCEL software, you can generate reports or export EXCEL report files.

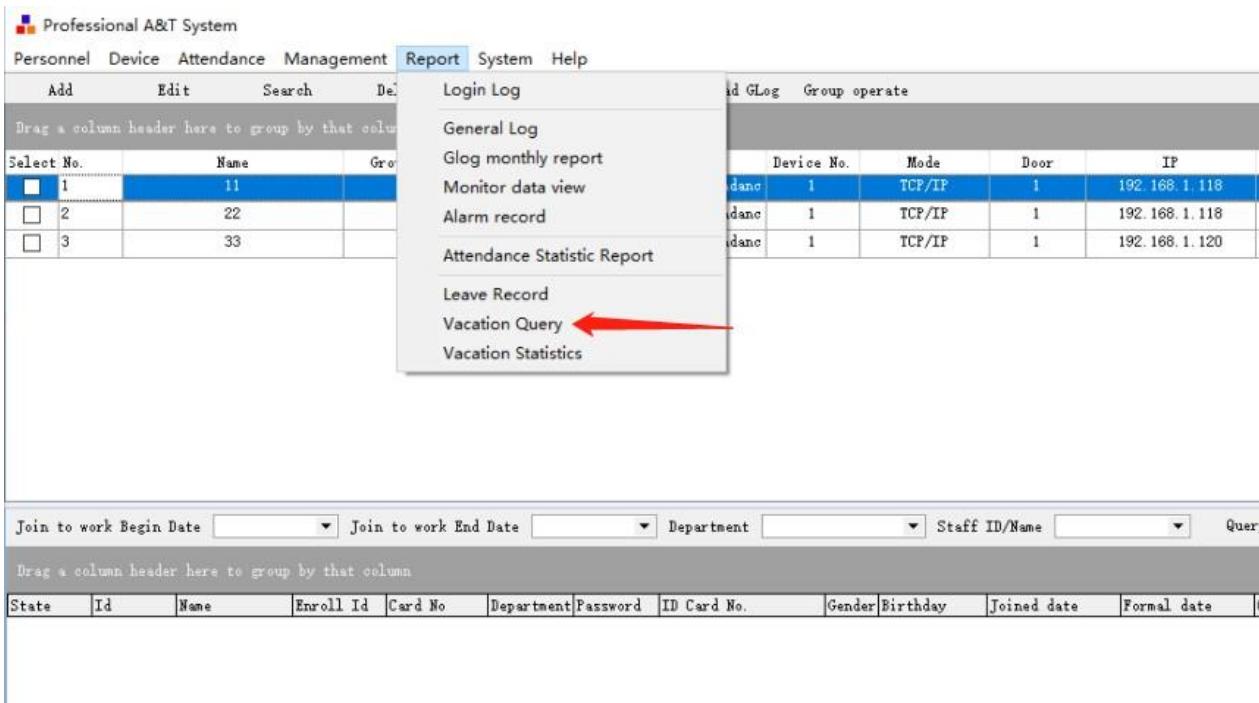


The screenshot shows a software application window titled "Leave query". At the top, there are date selection fields for "Time from" (04/27/2022) and "To" (04/27/2022), along with standard window control buttons (Minimize, Maximize, Close). Below the dates are several search criteria dropdowns and checkboxes: "Department" (Admin Department selected), "Sub department", "Staff No/Name", "Category" (Leave selected), "Leave Type", and "Approver By". There are also fields for "Hours", "Deduction ratio", and "Remarks". The main area is a large, empty table with columns labeled "Staff ID", "Name", "Department", "Category", "Start Date", "End Date", "Hours", "Approver By", "Leave Type", "Deduction ratio", and "Remarks".

Figure II

2. 5. 8 Vacation query

From the drop-down menu as shown in the figure below, select the "Vacation Inquiry" option, as shown in Figure 2, Figure 1



The screenshot shows a software application window titled "Professional A&T System". The menu bar includes "Personnel", "Device", "Attendance", "Management", "Report", "System", and "Help". The "Report" menu is currently active, displaying a submenu with options: "General Log", "Glog monthly report", "Monitor data view", "Alarm record", "Attendance Statistic Report", "Leave Record", "Vacation Query" (which has a red arrow pointing to it), and "Vacation Statistics". Below the menu is a table with columns "id", "GLog", "Group", and "operate". Another table below shows device information with columns "Device No.", "Mode", "Door", and "IP". At the bottom, there are search filters for "Join to work Begin Date", "Join to work End Date", "Department", "Staff ID/Name", and a "Query" button.

As shown in the figure below, enter the time range of the query, click the "Query" button in the upper right corner, and it will show that there are 2 vacation records. The "Settings", "Report" and "EXCEL" in the upper right corner are the same as the settings in the daily report. If the computer is equipped with a printer and EXCEL software, you can generate reports or export EXCEL report files.

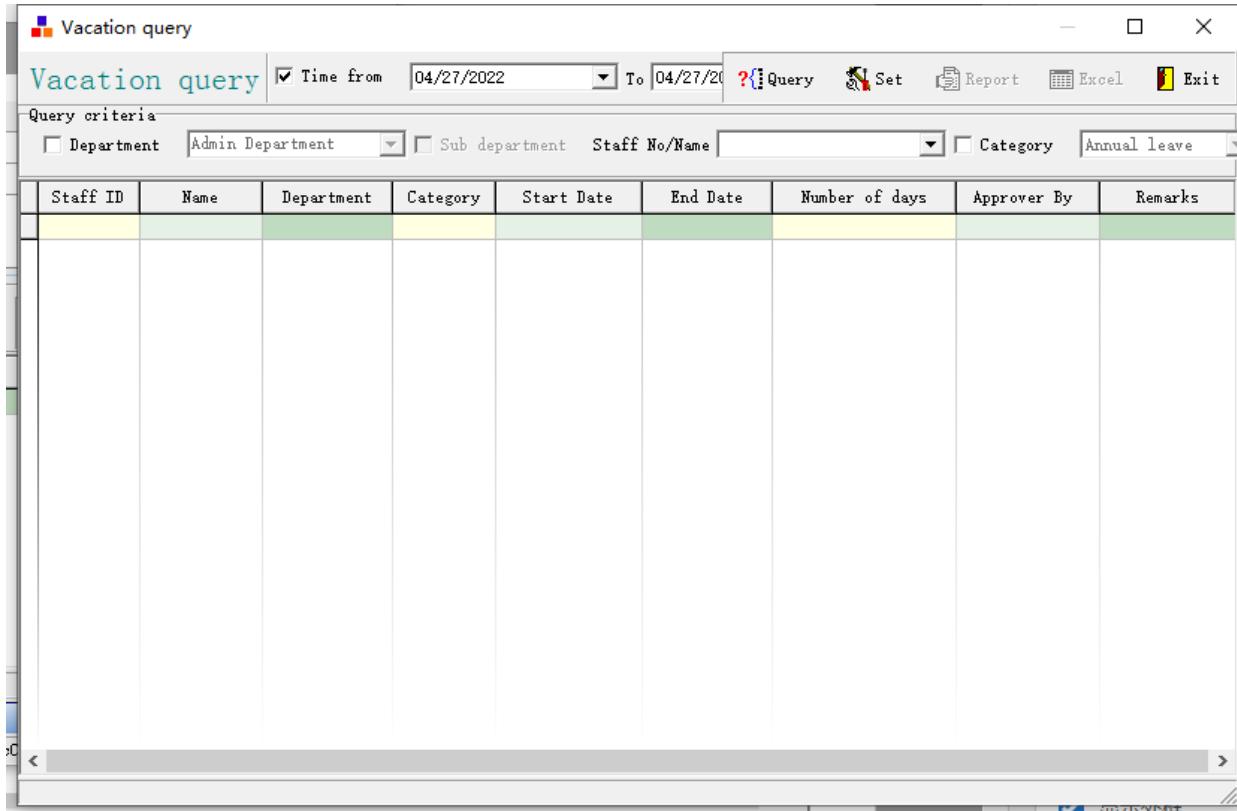


Figure II

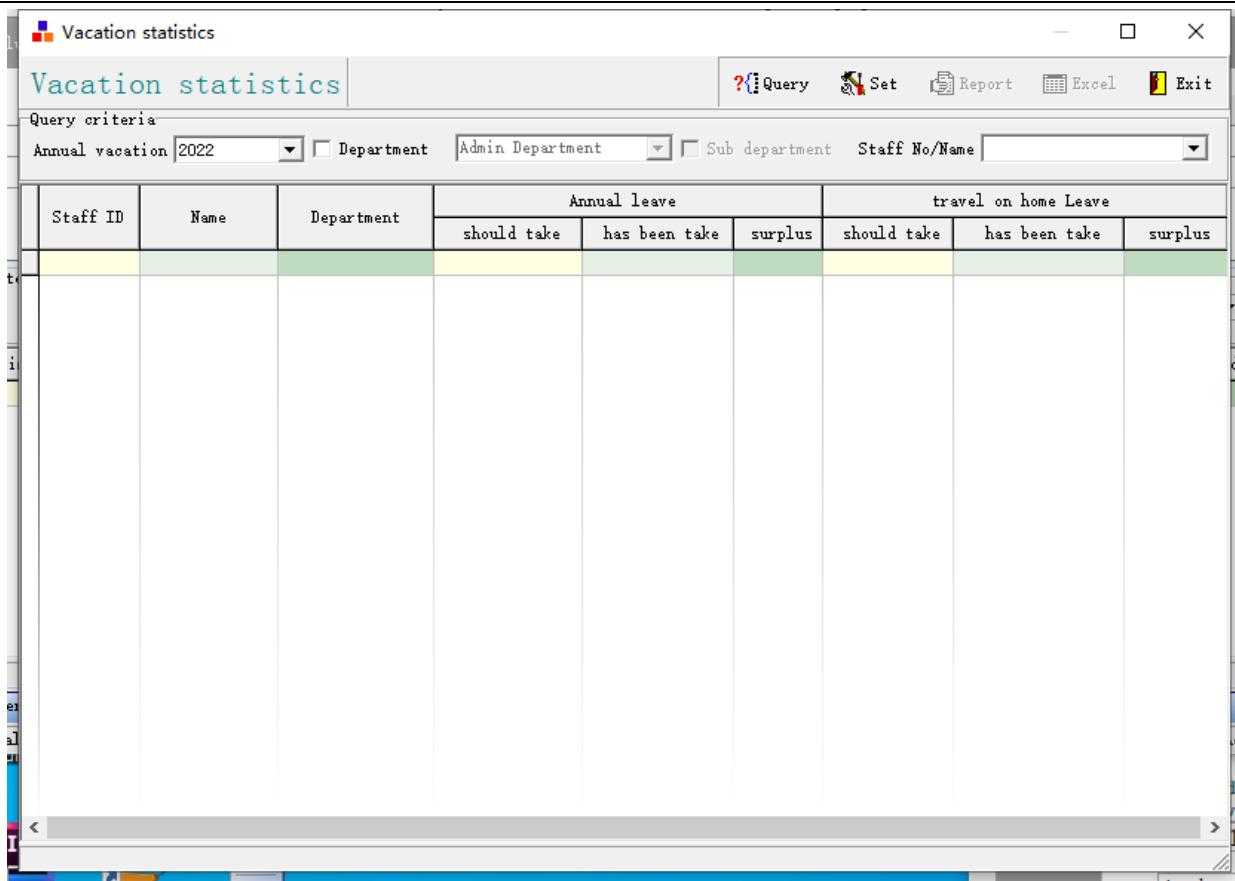
2. 5. 9 Vacation Statistics

From the drop-down menu as shown in the figure below, select the "Vacation Statistics Table" option, as shown in Figure 2,

The screenshot shows a software interface for a professional access and time system. At the top, there's a navigation bar with tabs: Personnel, Device, Attendance, Management, Report (which is currently selected), System, and Help. Below the navigation bar, there's a table with columns for Select No., Name, and Group. The table contains three rows with data: 1, 11; 2, 22; and 3, 33. To the right of the table, a context menu is displayed with several options: Login Log, General Log, Glog monthly report, Monitor data view, Alarm record, Attendance Statistic Report, Leave Record, Vacation Query, and Vacation Statistics. The 'Vacation Statistics' option is highlighted with a red arrow. Further down the page, there are search filters for Join to work Begin Date, Join to work End Date, Department, Staff ID/Name, and a table with columns for State, Id, Name, Enroll Id, Card No, Department, Password, ID Card No., Gender, Birthday, Joined date, and Form.

Figure 1

As shown in the figure below, enter the year of the query, click the "Query" button in the upper right corner, and there are 2 vacation statistics records. The "Settings", "Report" and "EXCEL" in the upper right corner are the same as the settings in the daily report. If the computer is equipped with a printer and EXCEL software, you can generate reports or export EXCEL report files.



Staff ID	Name	Department	Annual leave			travel on home Leave		
			should take	has been take	surplus	should take	has been take	surplus

Figure II

2.6 system maintenance

This module is for some setting items of the whole system, generally the system can be set in order before use. Divided into eleven parts, as explained below.

2.6.1 System parameters

As shown in the following figure, drop down the menu, select the "System Parameters" option, and pop up as shown in Figure 2.

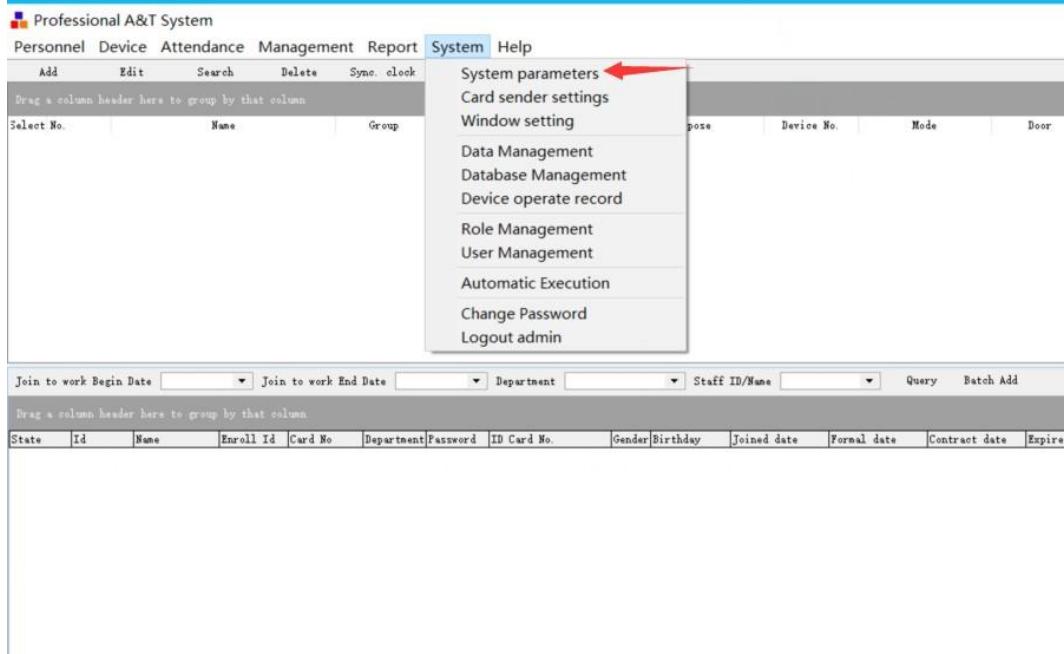


Figure 1

The following picture shows the "General" setting item. This box can set the company name. After setting the "Unit Name" in this place, the top company name in the department setting can be displayed, and the letters and colors of the attendance status below are set. You can make reports easier to view. The bottom is the switch item of the function module. After checking it, the corresponding function module will be displayed on the main menu of the software.

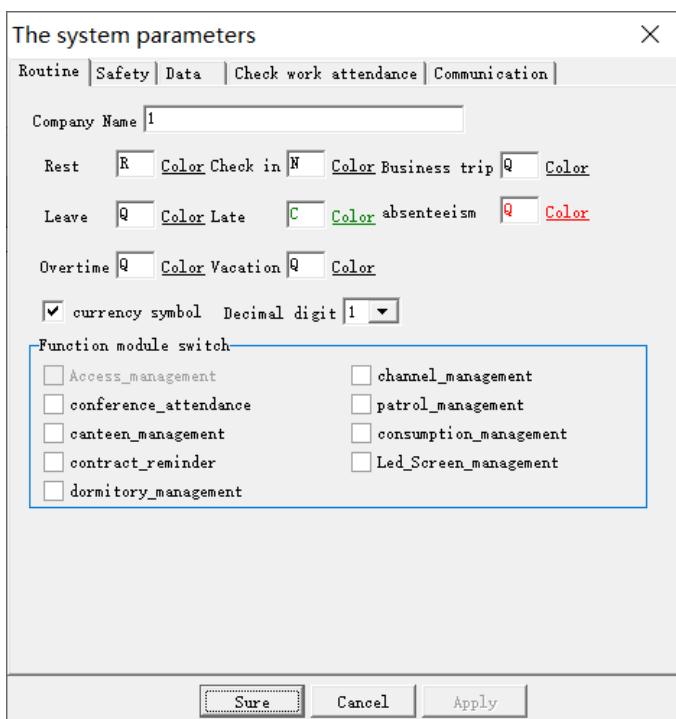
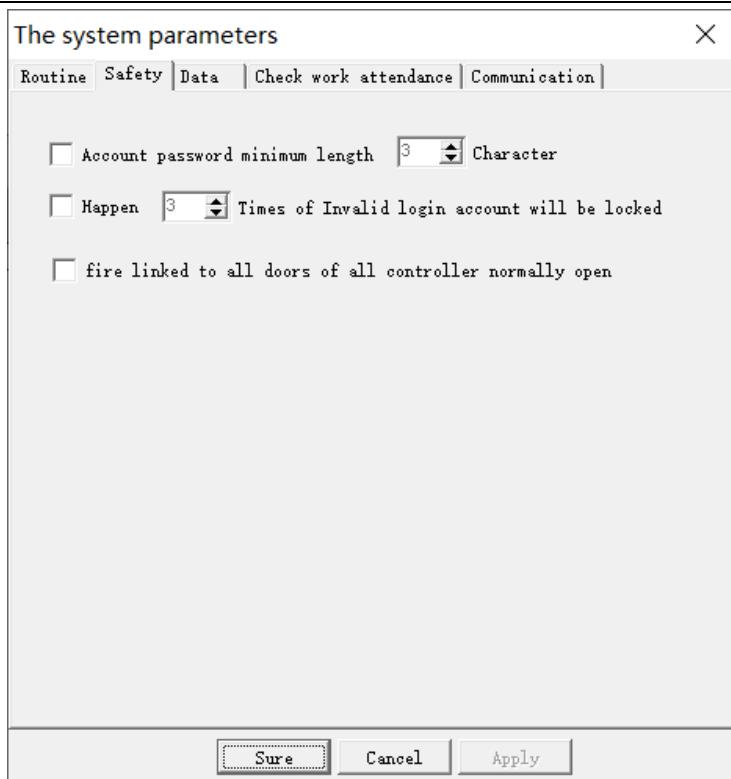
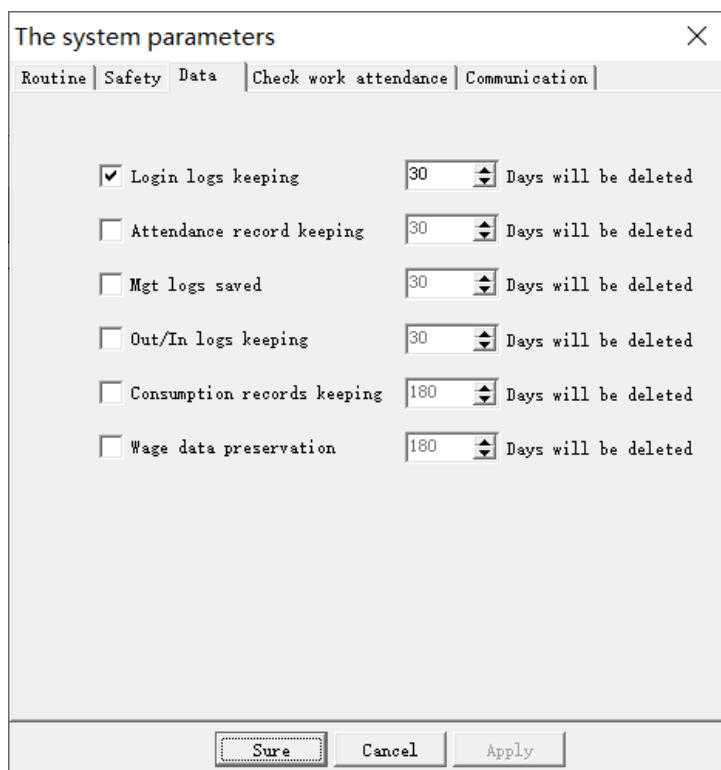


Figure II

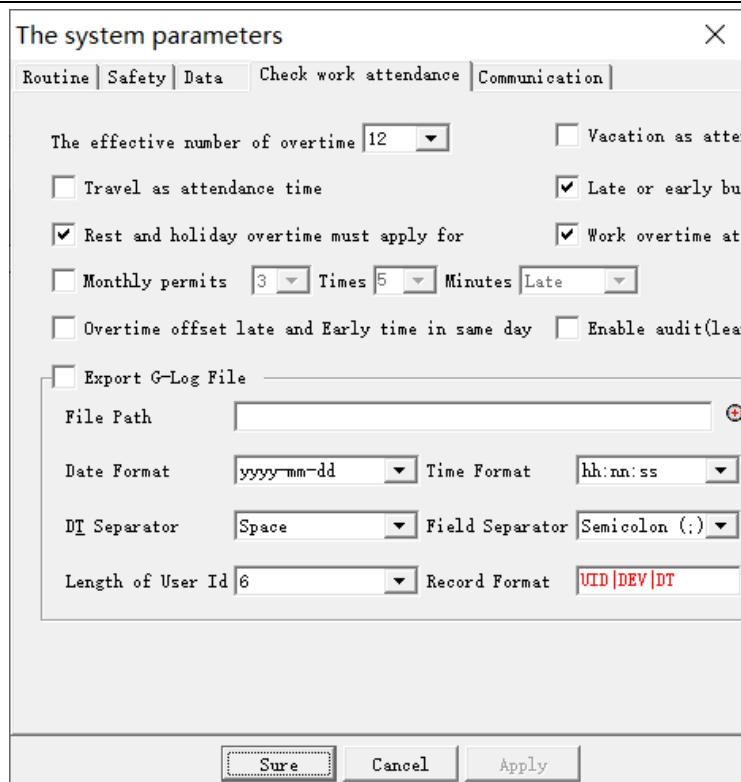
The following picture shows the "Security" setting item. In this option, you can set the "password length" requirement, the conditions for locking the account, and the setting of fire alarm linkage.



The following picture shows the "Data" setting item, which is mainly for the settings of how many days after various records are saved and automatically deleted.

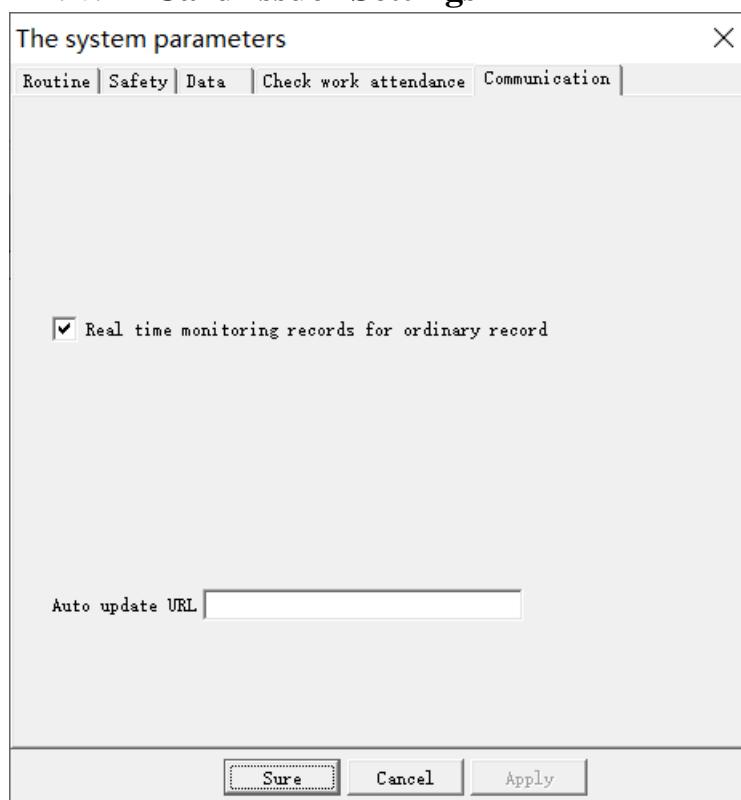


The following picture shows the "Attendance" setting item. The content in this option is more important. Before setting attendance and reporting, please look carefully at all the setting items in this box; the lower part is when reading ordinary records from the device. Whether to output the setting of the correspondingly set record text box, where UID is the user ID, DEV is the device number, and DT is the record time.



"Overtime Item" is currently not enabled, and there is only one setting in the "Communication" item. Please decide whether to tick this checkbox according to your needs.

2.6.2 Card Issuer Settings



As shown in the figure below, select the "Card Issuer Settings" option from the drop-down menu, as shown in Figure 2, this function is the setting interface of the card reader specially designed for "Consumer Machine".

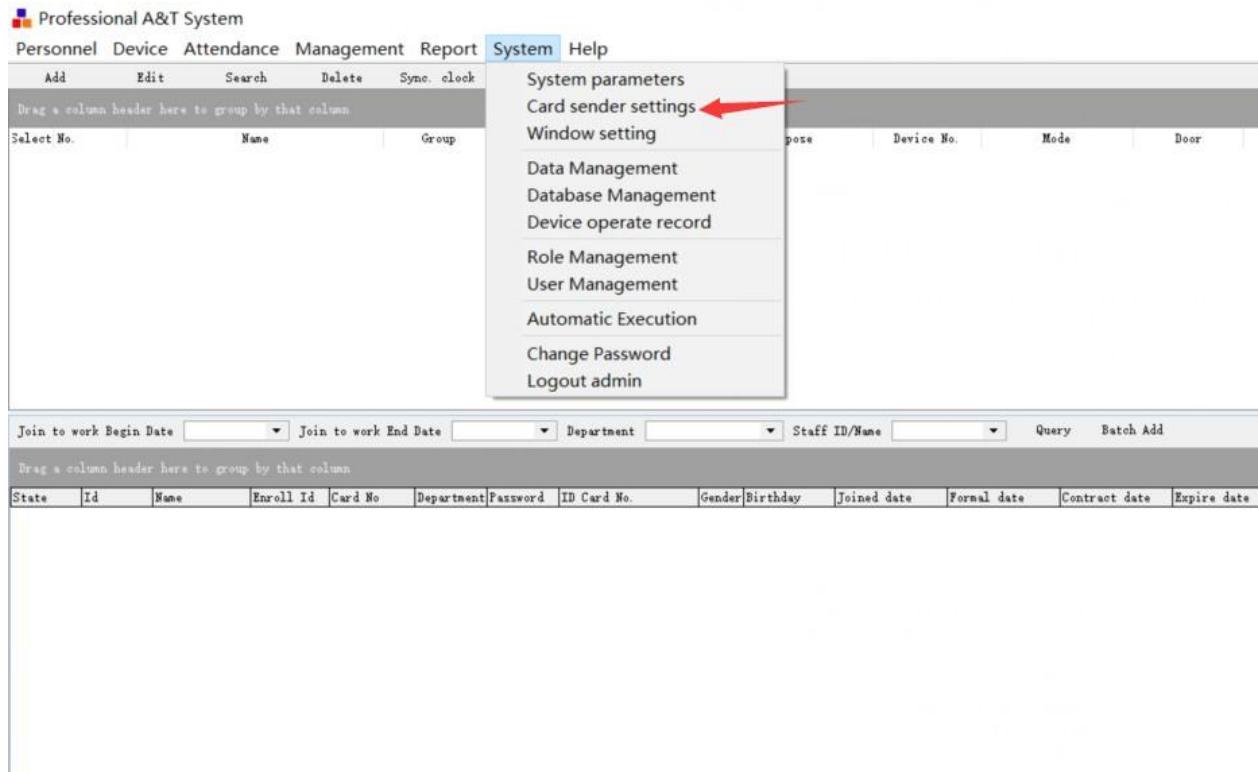


Figure 1

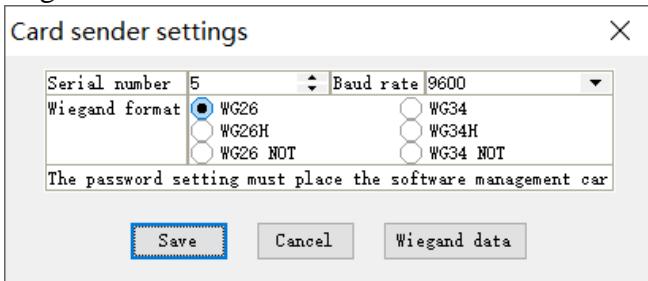


Figure II

After one setting is done, the same cafeteria always needs to keep the same setting, otherwise, the card reading may be different. The serial port number needs to go to the device management of the computer to check the serial port number allocated by the computer and fill in the number.

2. 6. 3 window settings

As shown in the figure below, select the "Window Settings" option from the drop-down menu, as shown in Figure 2.

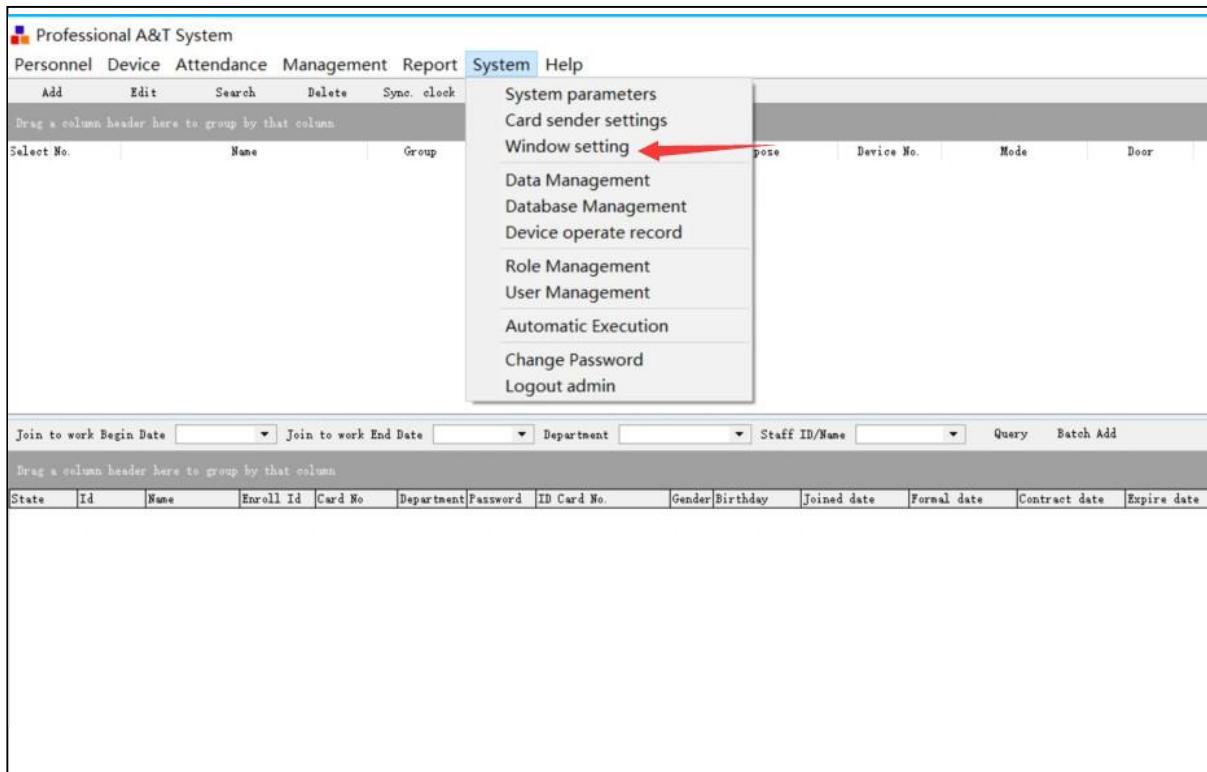


Figure 1

As shown in the figure below, the upper part of the window settings, the preview diagram on the left, the content of the shortcut window on the right, "Quick Window 1" is always displayed in the upper part of the entire window as shown in the figure, because our operations are all carried out around the device, Therefore, we set the device item at the position of "Quick Window 1" by default, the following setting items will be displayed in the lower part of the whole window, and the shortcut buttons are arranged at the bottom of the whole window from left to back, the user can set Afterwards, try to click "Preview" indicated by the arrow at the bottom to view the changes of the window.

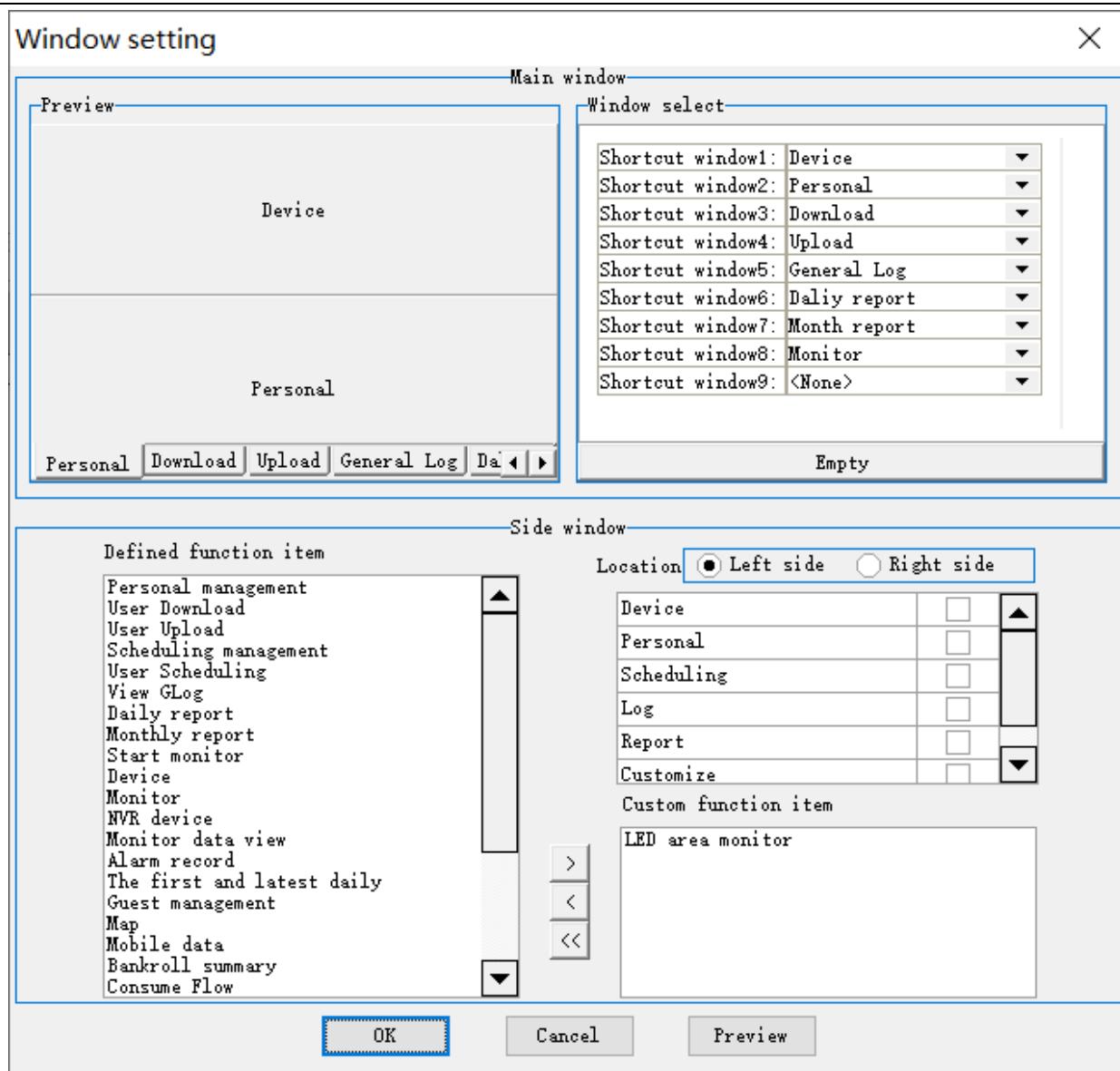
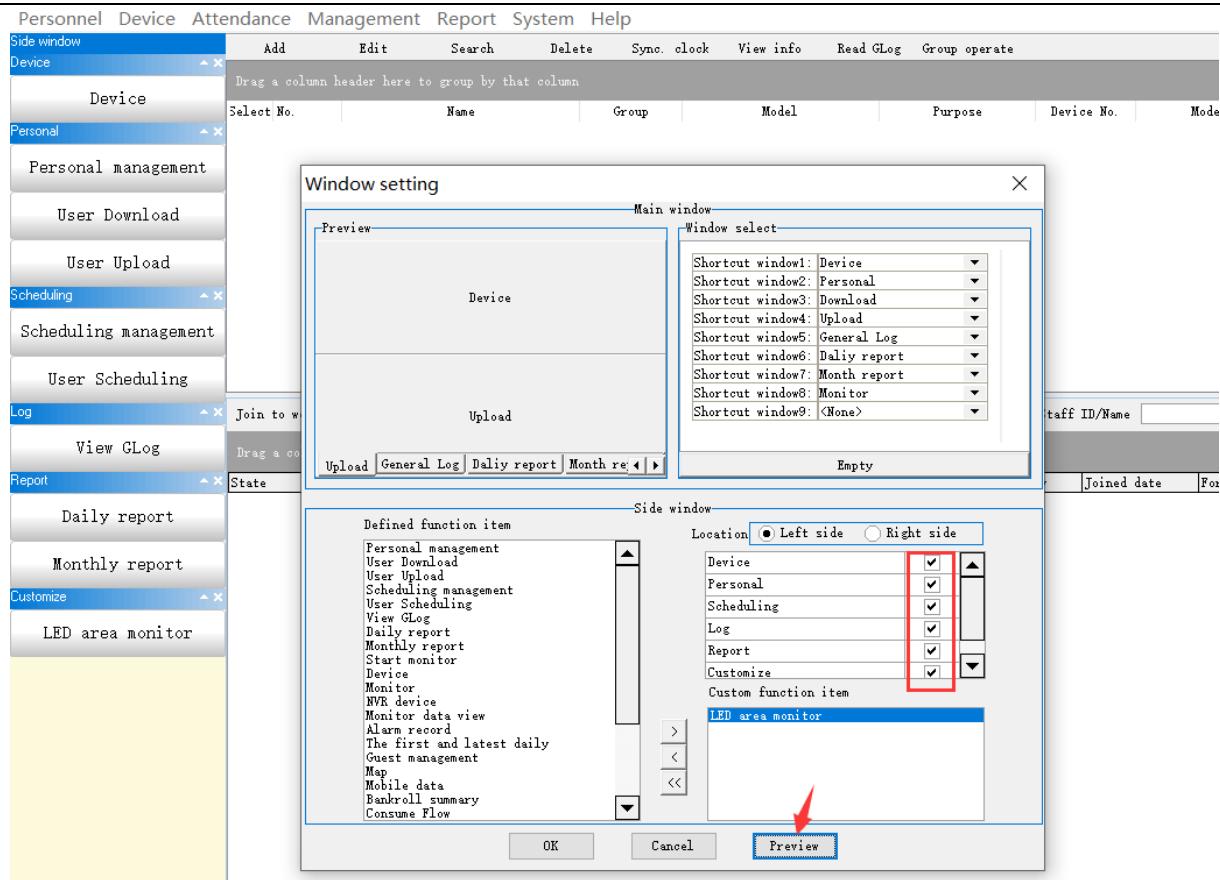


Figure II

As shown in the figure below, in the lower part of the window settings, after the arrow is checked, click "Preview", and the shortcut button will appear in the left column. Similarly, we can also choose to display this column on the right side of the entire window. The order of installation system settings, we generally set from top to bottom or from left to right, equipment, personnel management, user download, user upload, shift management, user scheduling, daily attendance, monthly attendance, mobile data management, etc. If the preview effect is satisfactory, click "Confirm" at the bottom to complete the setting.



2.6.4 data management

As shown in the figure below, select the "Data Management" option from the drop-down menu, as shown in Figure 2,

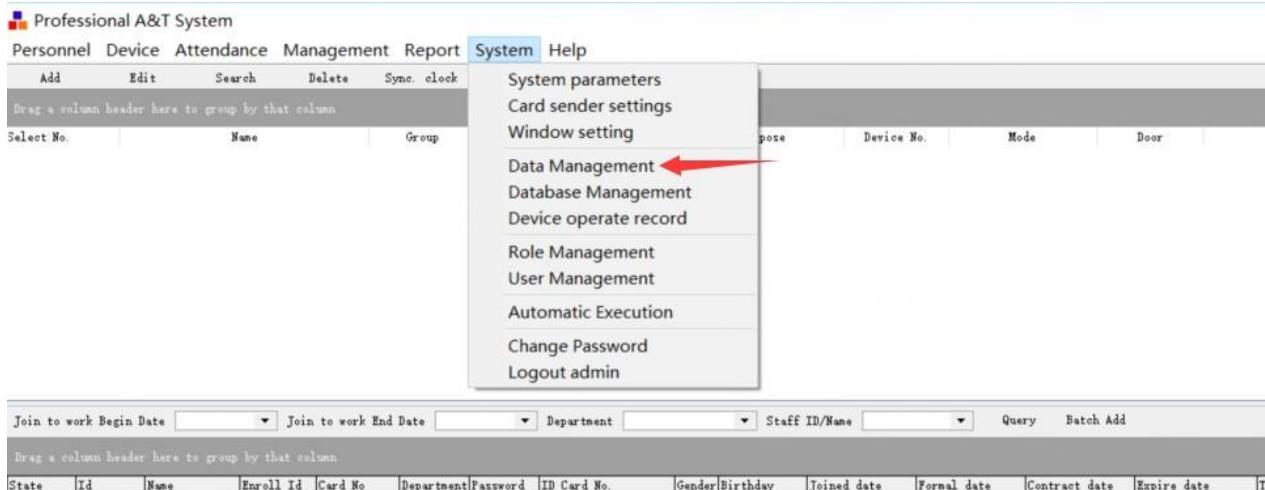


Figure 1

Data management is mainly a function of manually deleting too many records. This function is relatively simple. However, records are more important to enterprises. Please operate with caution, and will not be described in detail here.

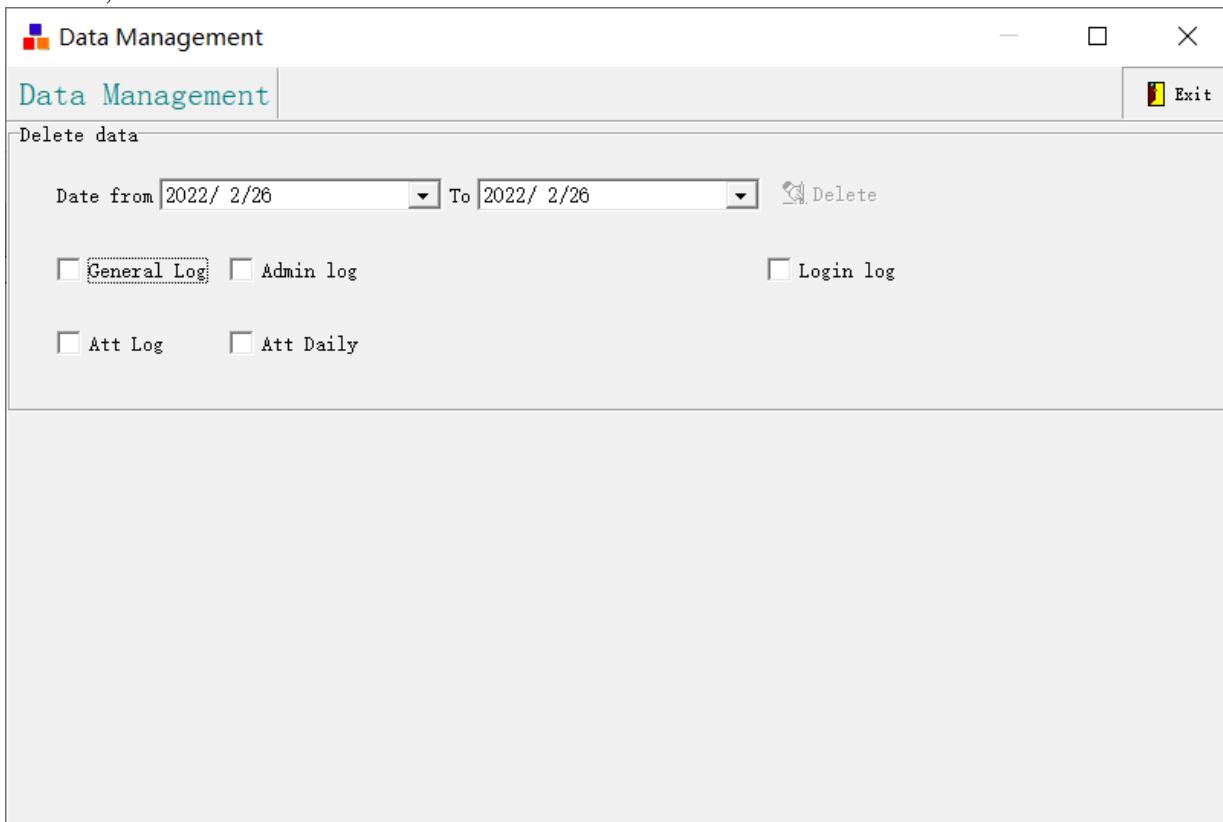


Figure II

2. 6. 5 database management

As shown in the figure below, select the "Database Management" option from the drop-down menu, as shown in Figure 2,

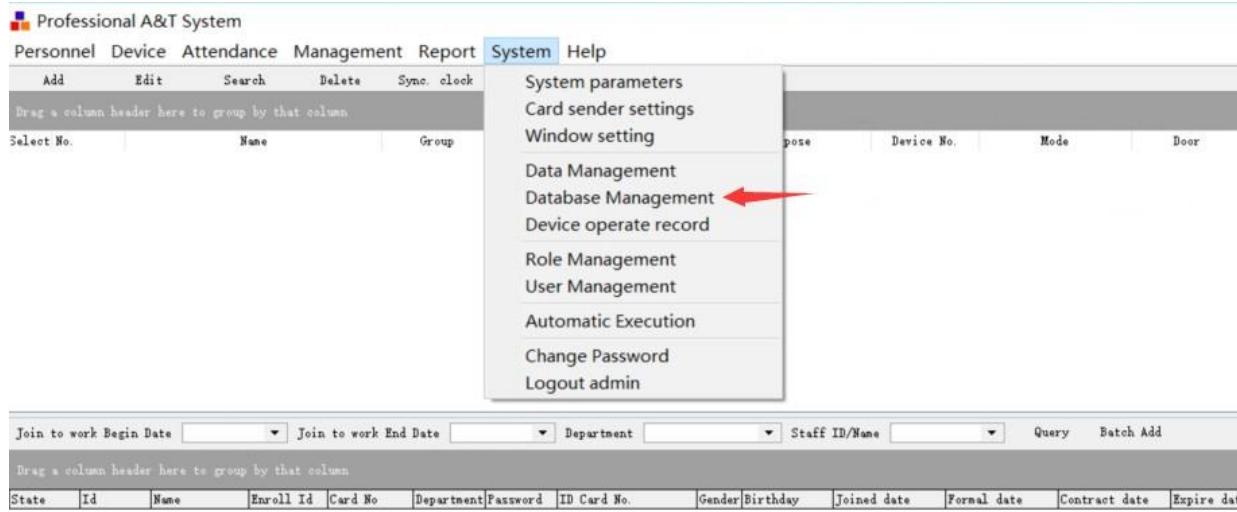
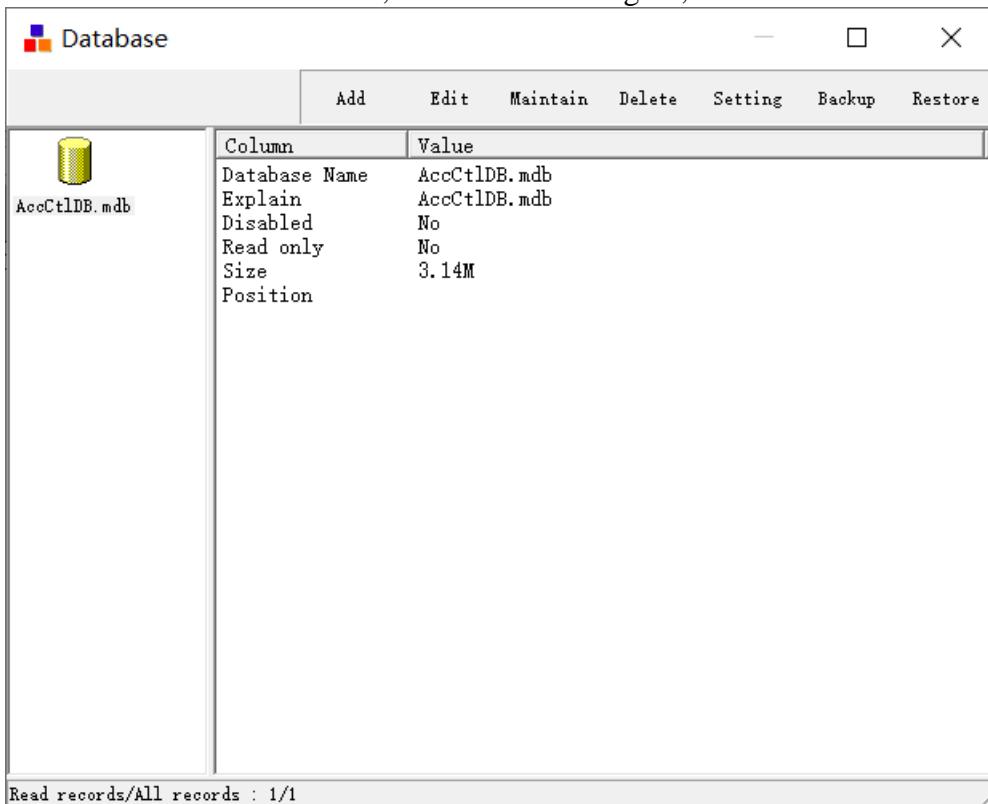
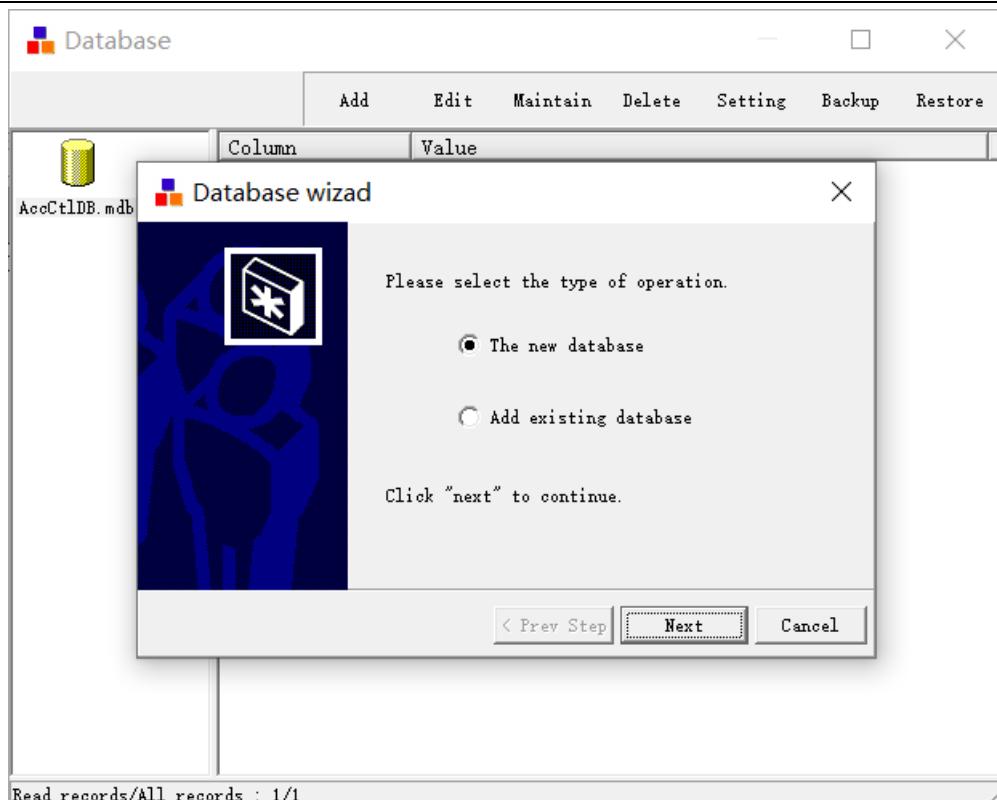


Figure 1

As shown in the figure below, this function module is mainly for the management of the stand-alone version of the database, as shown in the figure, click the "Add" button



Usually choose to create a new database. If it is managed by some departments in the company, you can also add databases of different departments at the end of the month for unified calculation and salary payment. The new data is as shown below

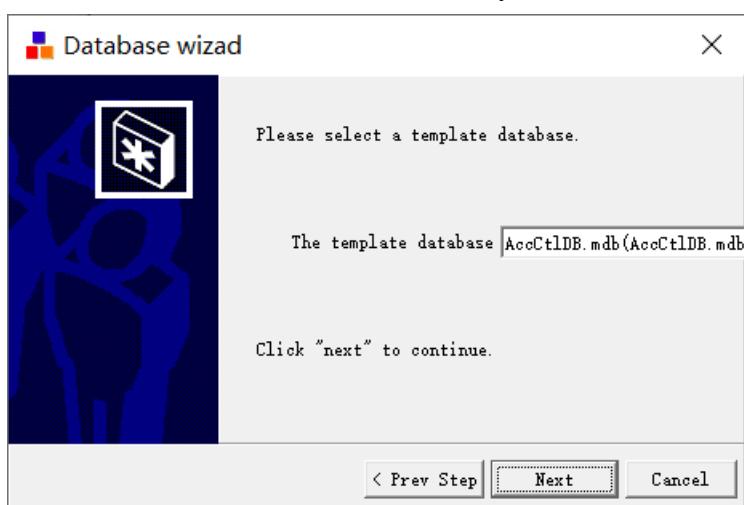


Read records/All records : 1/1

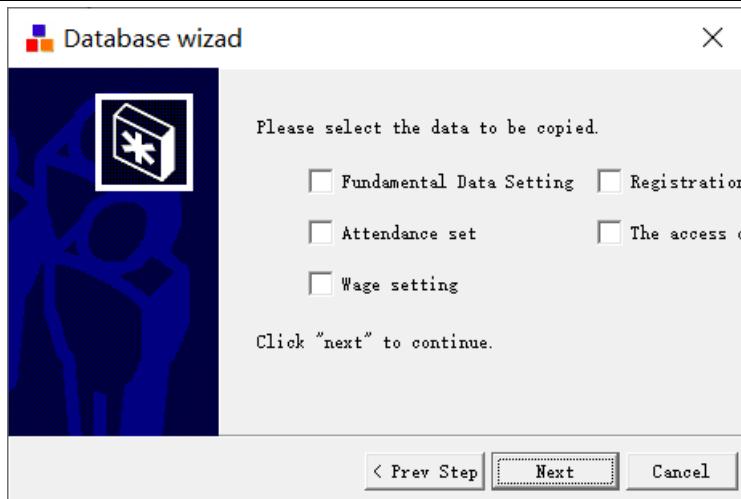
click next



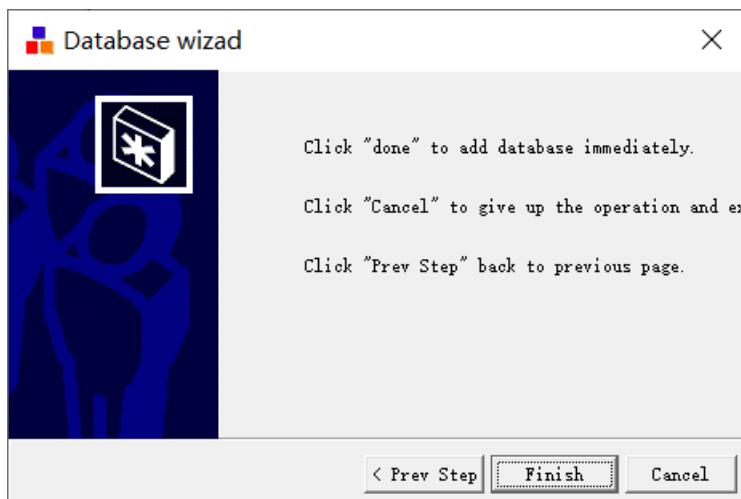
Enter the name of the database, usually the month



Choose a template database



Create a new database according to your needs to see if you need some data in the template database. If you need it, check the options in the figure above. If you need a new database, you don't need to check it, and click "Next"



Click "Finish"



Prompt that the operation is successful, as shown below, the database icon just added appears on the left

Database

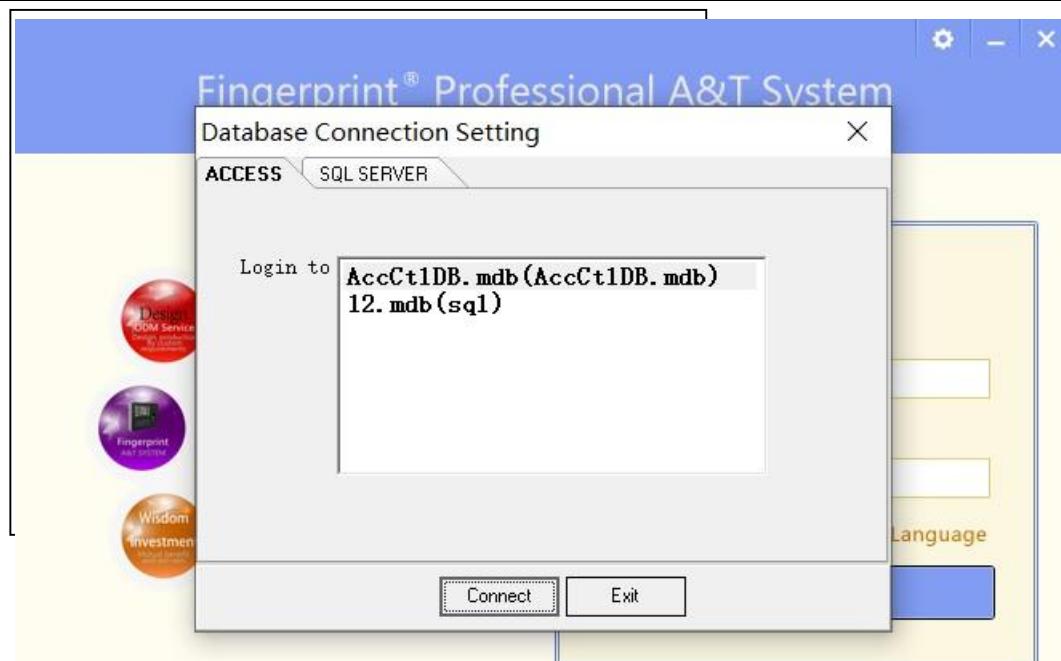
		Add	Edit	Maintain	Delete	Setting	Backup	Restore
Column	Value							
AccCtlDB.mdb	Database Name	12.mdb						
	Explain	sql						
	Disabled	No						
	Read only	No						
	Size	2.87M						
	Position							

Read records/All records : 2/2

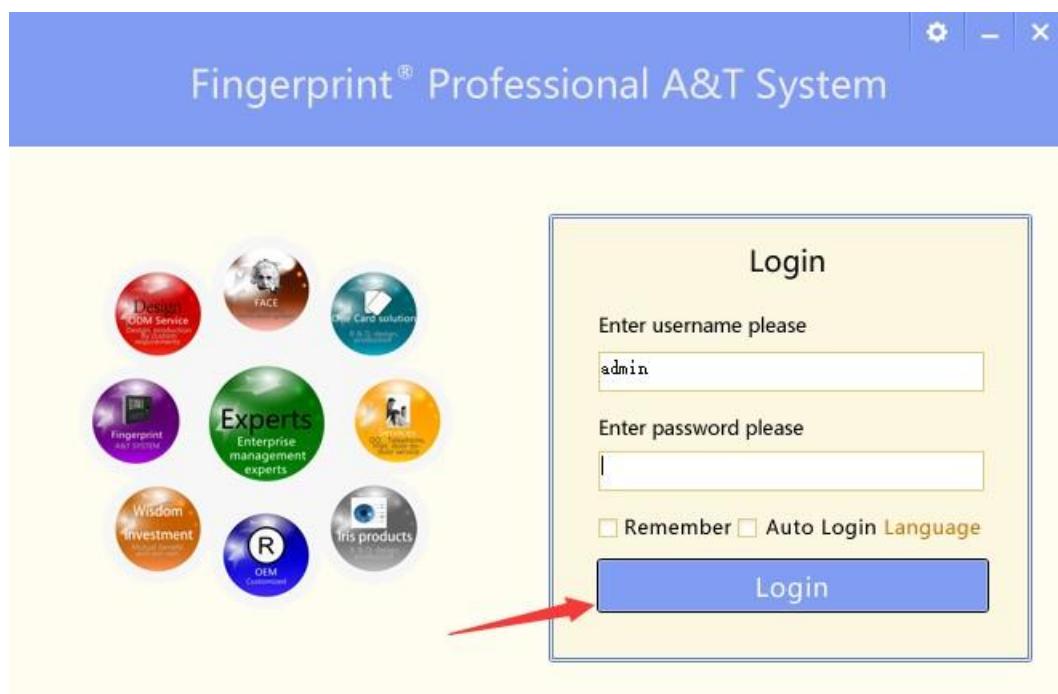
If you need to use the newly created database, you need to log out of the software, and then select the settings icon in the upper right corner of the login interface, as shown below:

Select the newly created database and click the "Link" button pointed by the arrow

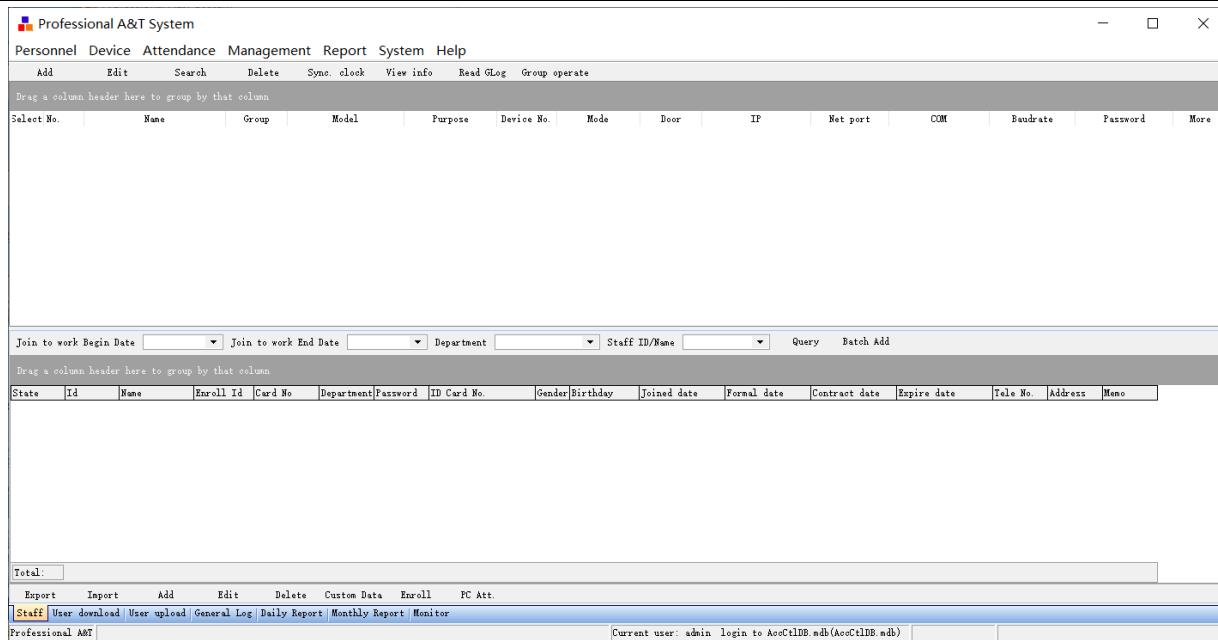




The new database has no password, just click the "Login" button to enter the software



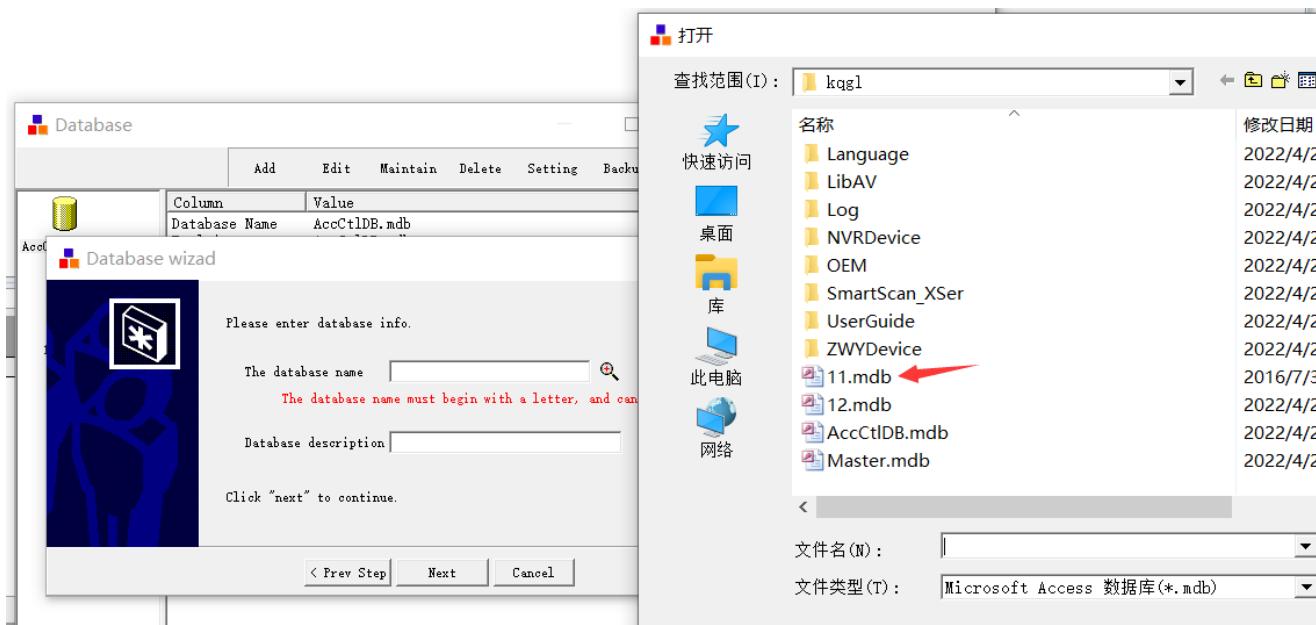
After logging in, we will find that it is indeed a brand new software, and there is no data in the software. So far, the new database and the use of the new database are completed.



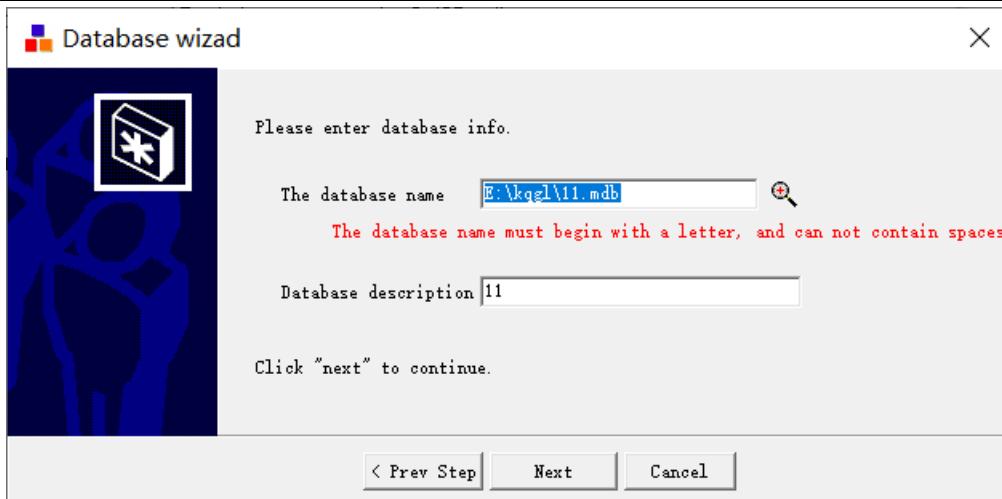
The following describes adding an existing database.



As shown above, click "Next"



Click on the "magnifying glass" to select an existing database file



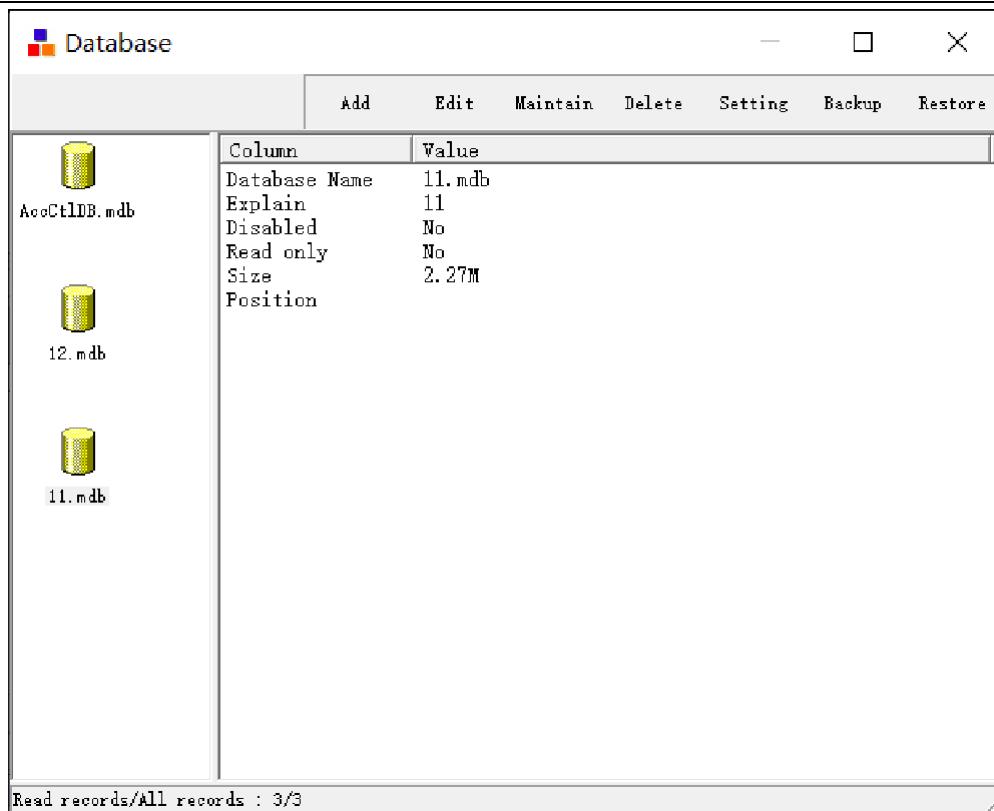
Enter the database description and click "Next"



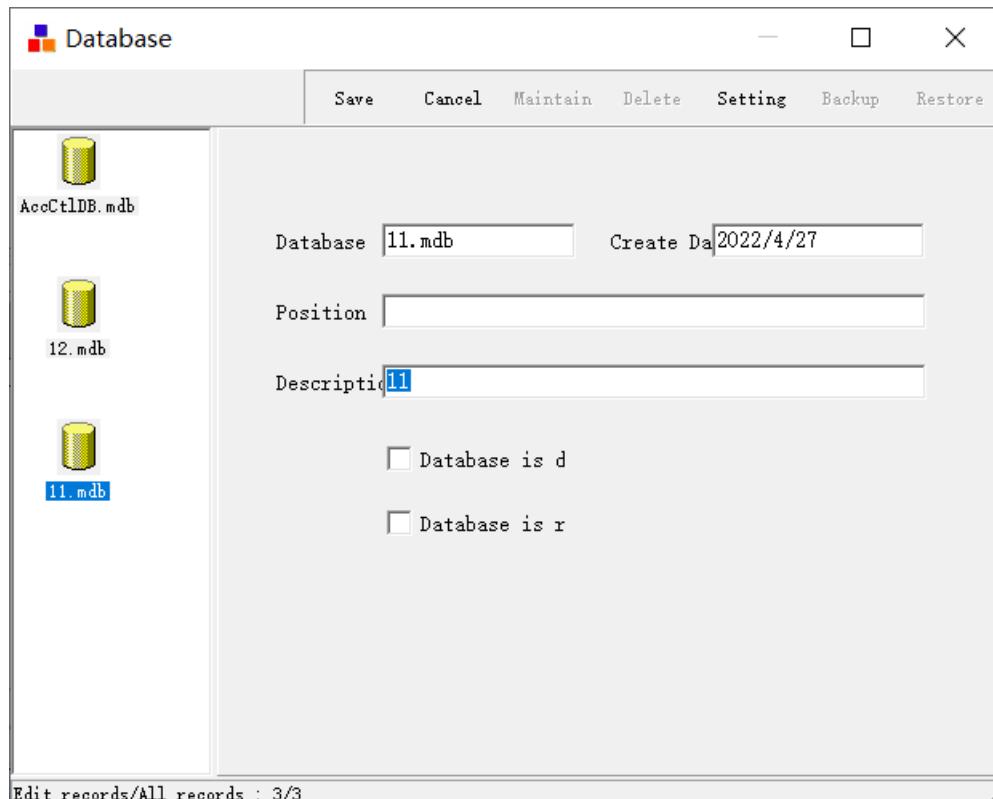
Click "Finish"



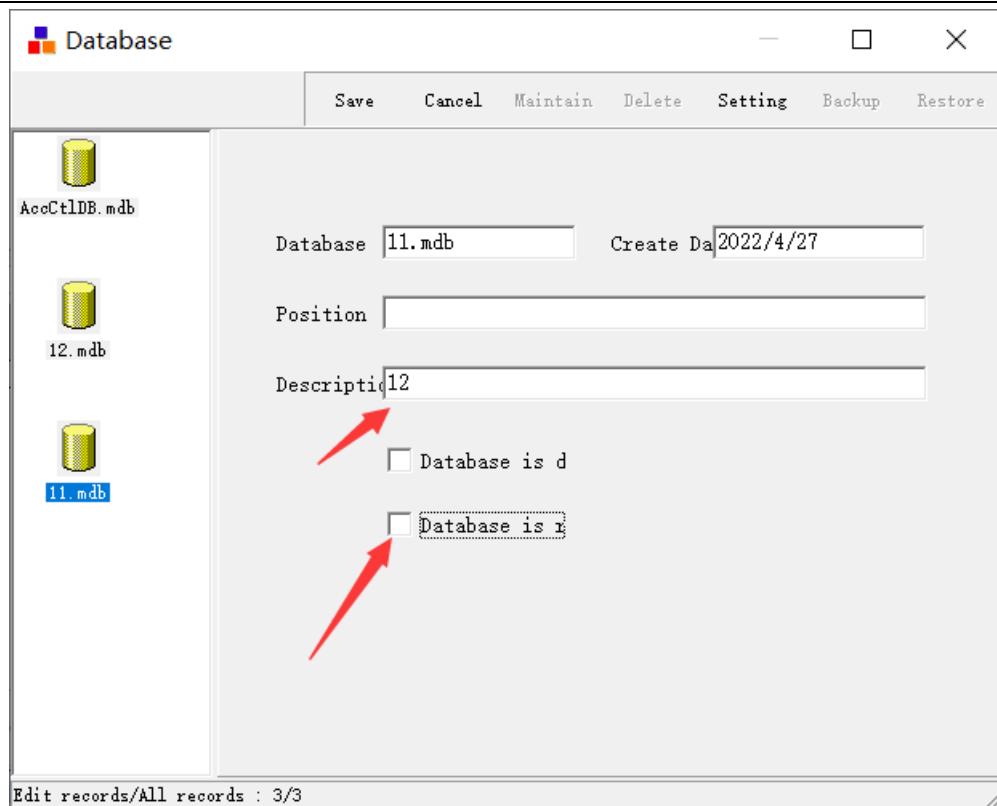
After the operation is completed, click "OK", as you can see in the figure below, there is an additional "11" database icon in the database management, the usage method is the same as above- log out, log in to the new database.



Let's talk about the "Edit" item, click the icon of the database to be edited and the "Edit" button as shown below

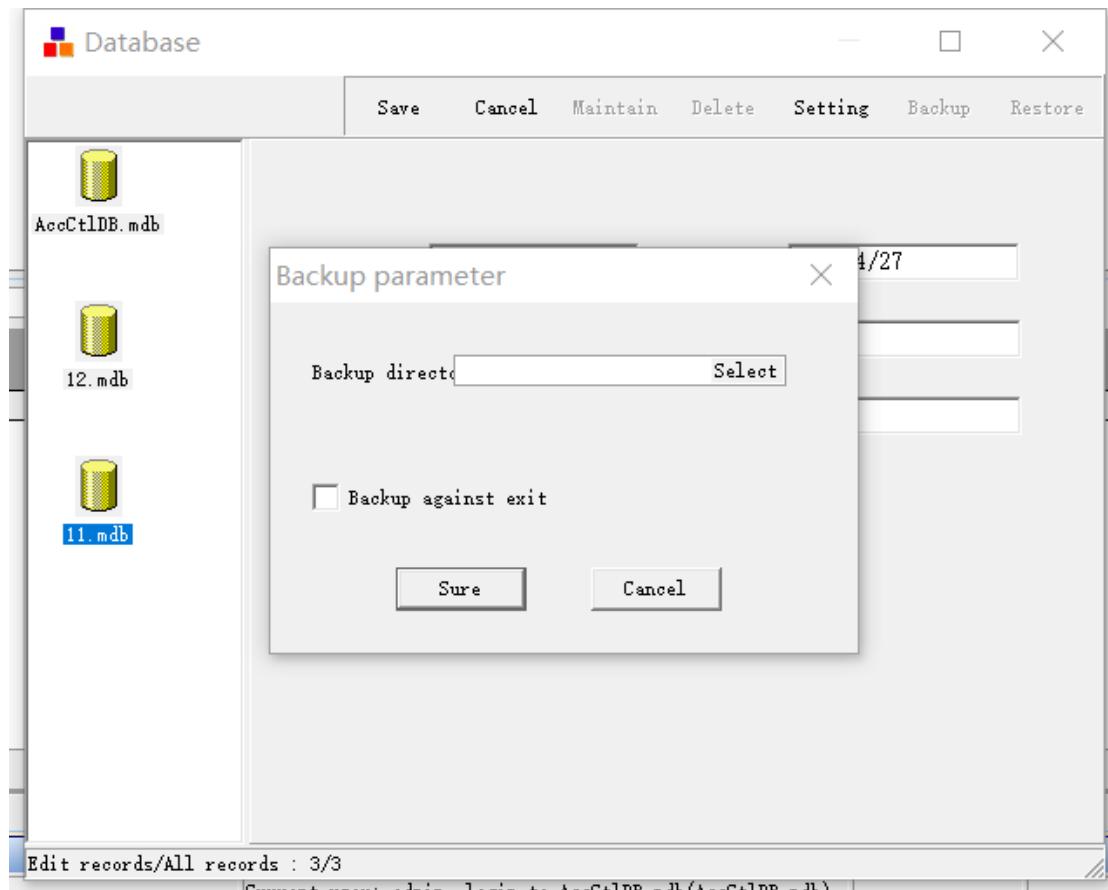


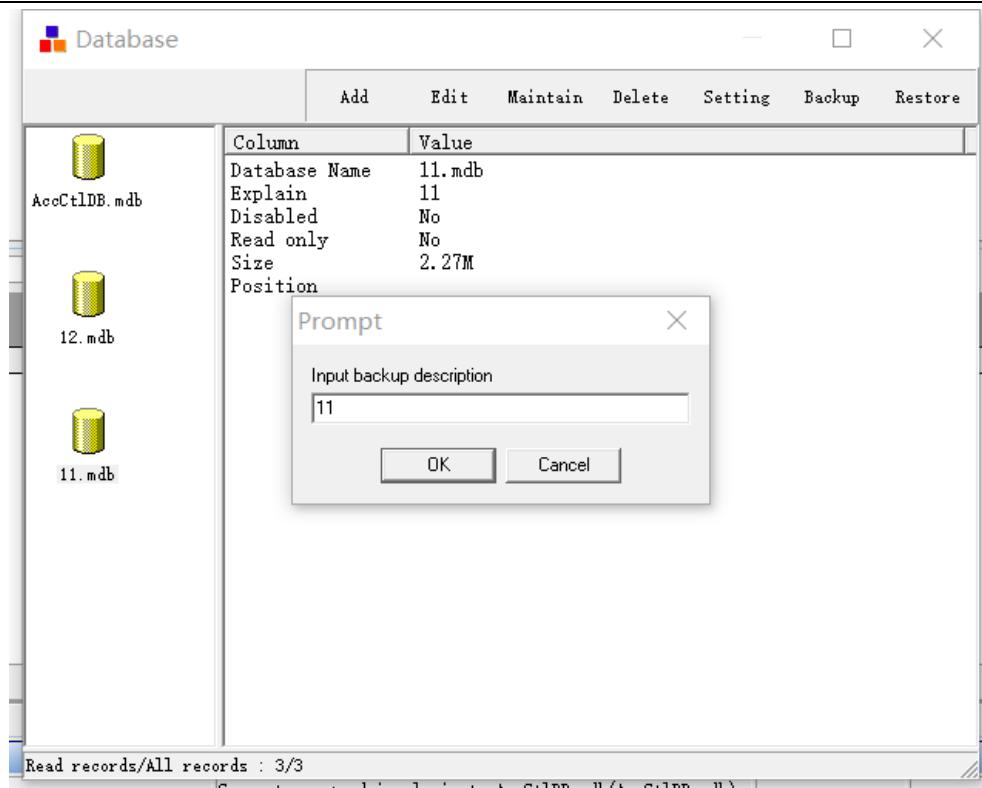
Edit the corresponding options in the pop-up window as shown below, and finally click "Save" to complete the editing.



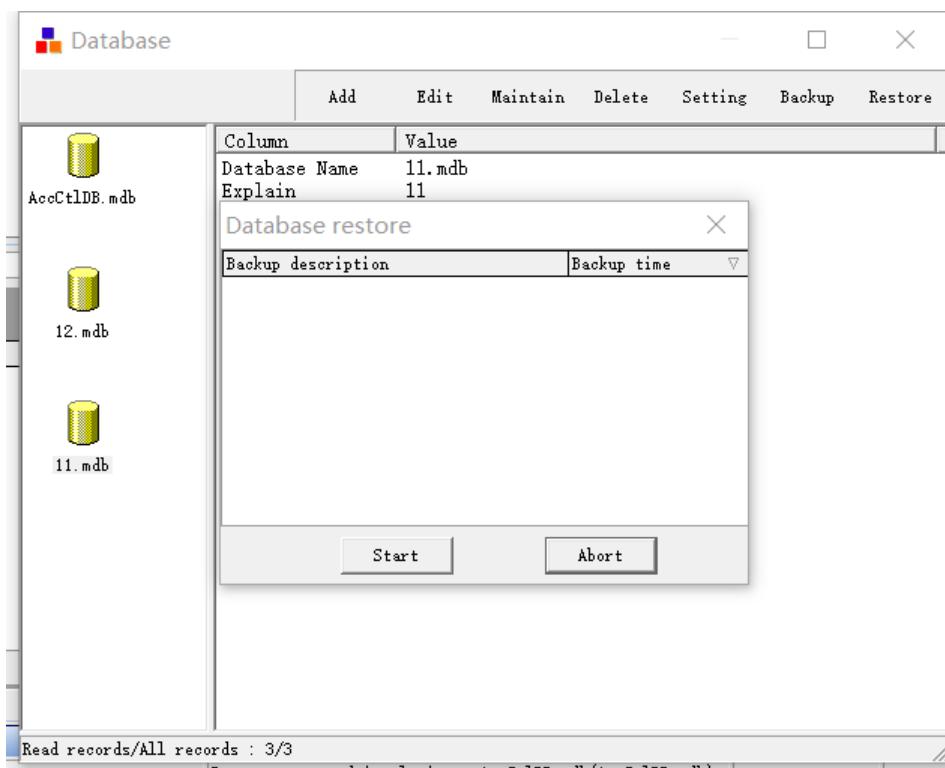
"Maintenance" and "Deletion" are the functions of Microsoft's maintenance tool and delete useless database respectively. When the database is relatively large, there is often a lot of redundant data in the database. These redundant data can be released through the "Maintenance" tool. The data.

The "Settings" button is the function of setting the backup path of the database.





The "Back up" button is a manual backup function, and the database can be backed up immediately after entering the backup instructions.



"Restore" is the function of restoring the backed up database. If some data is found to be wrong, it can be restored to the previous database for retrieval.

2. 6. 6 Equipment operation record

As shown in the following figure, drop down the menu, select the "Device Operation Record" option, and pop up as shown in Figure 2.

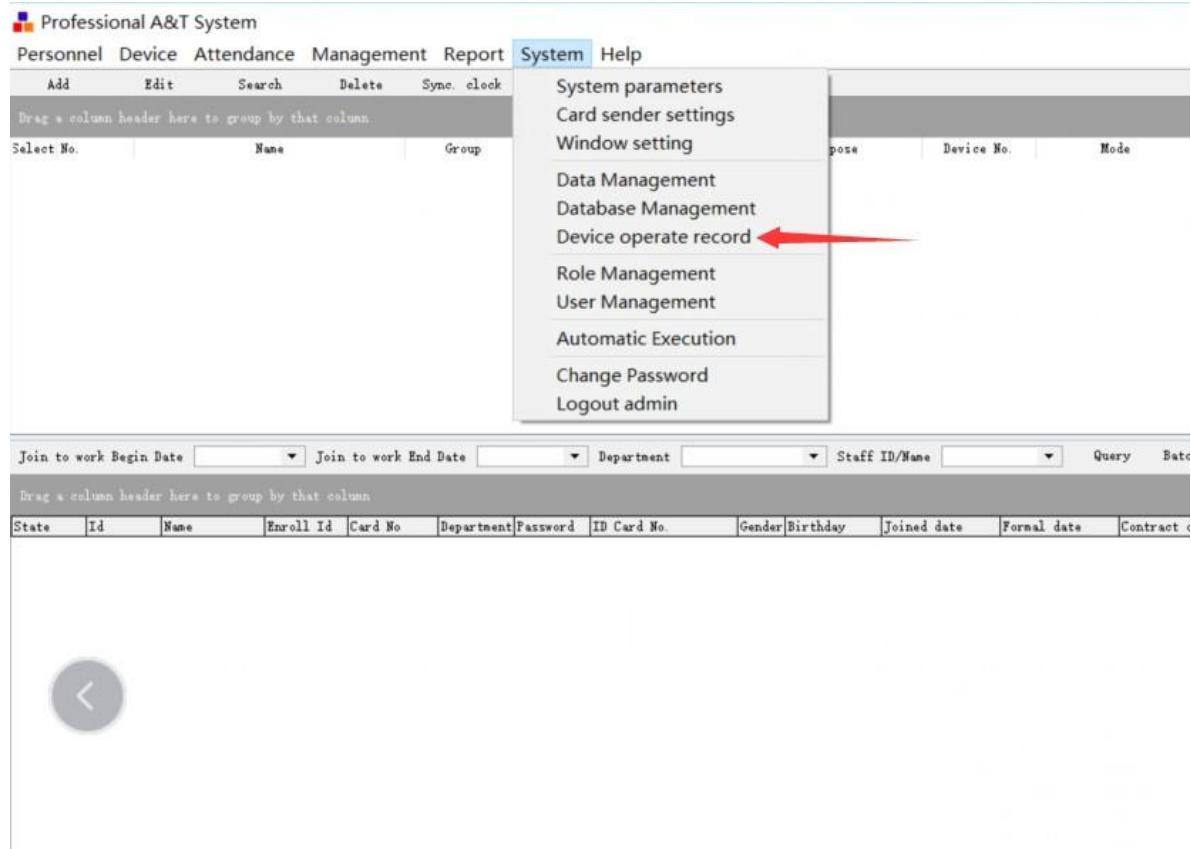
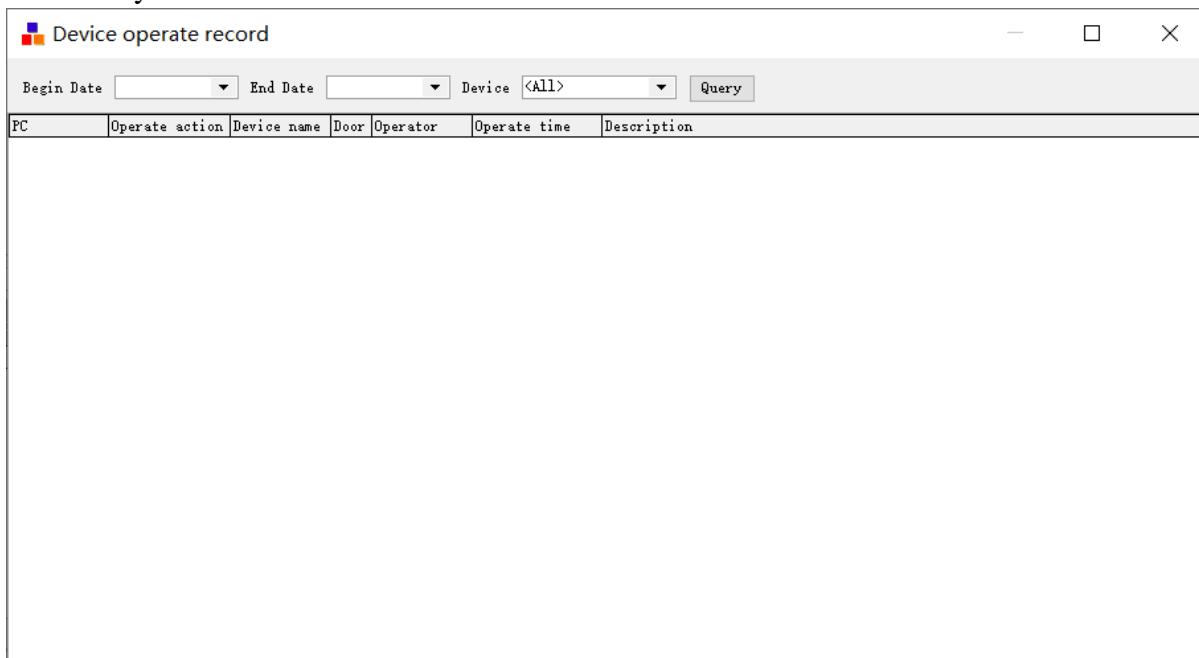


Figure 1

This module is used to record some data records of using the computer to open the door, which is not usually used.



2. 6. 7 role management

As shown in the figure below, select the "Role Management" option from the drop-down menu, as shown in Figure 2,

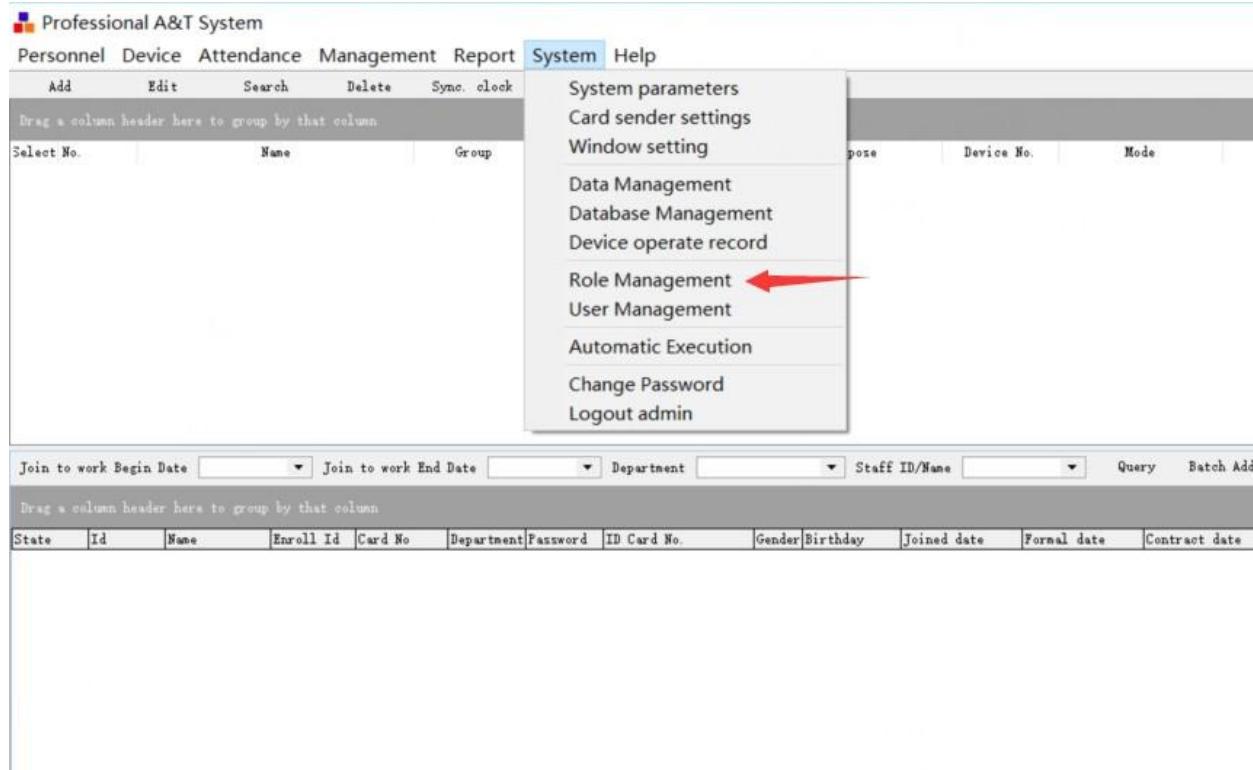


Figure 1

The system defaults to the commonly used function modules, and the administrator has the management authority of all function modules, followed by the default four roles of "standard user", "restricted user", and "custom". Each role user can recheck the function modules that need to be managed.

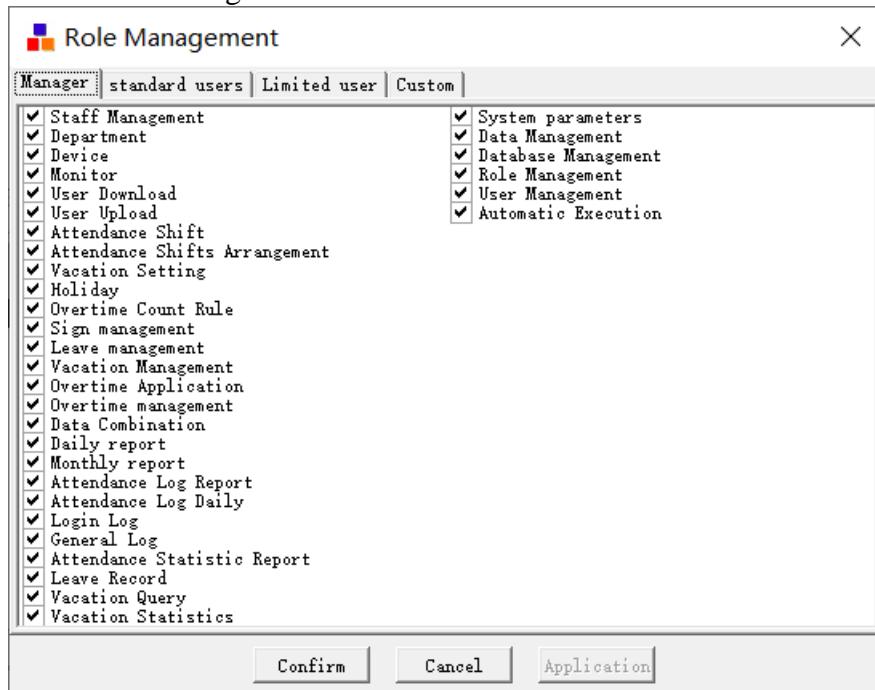


Figure II

2. 6. 8 User Management

As shown in the figure below, select the "User Management" option from the drop-down menu, as shown in Figure 2,

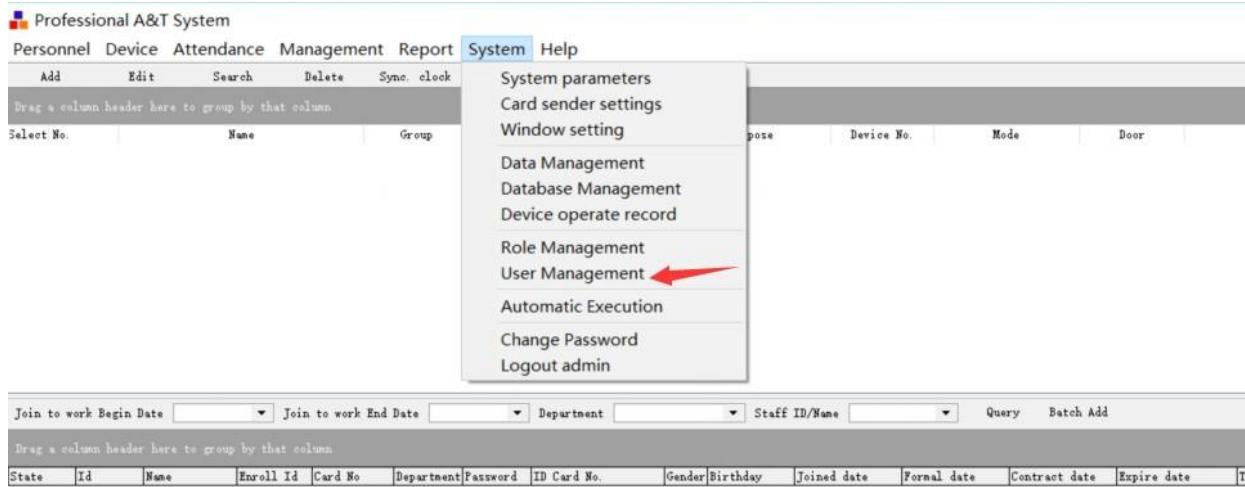


Figure 1

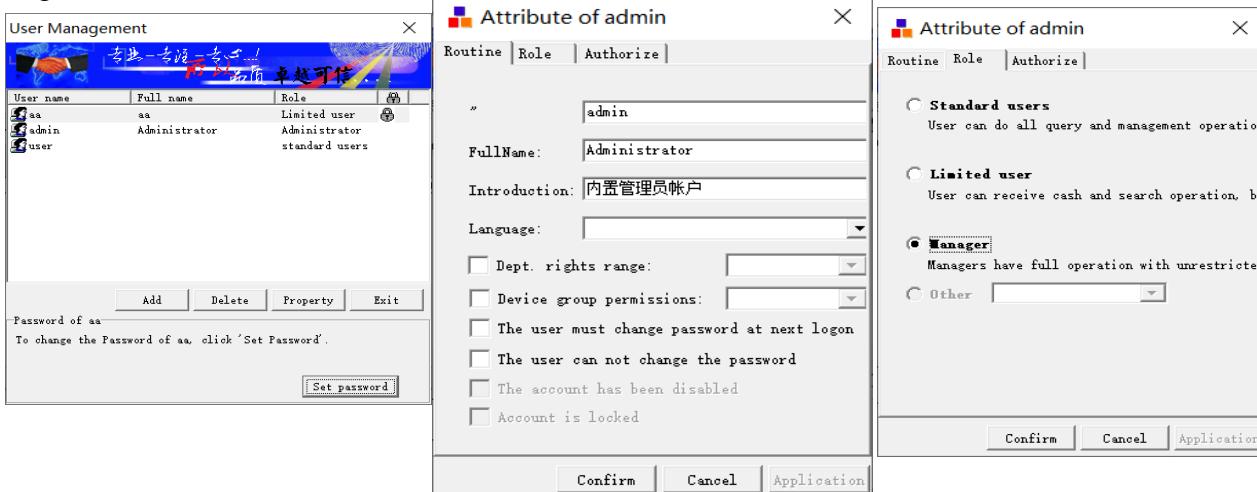
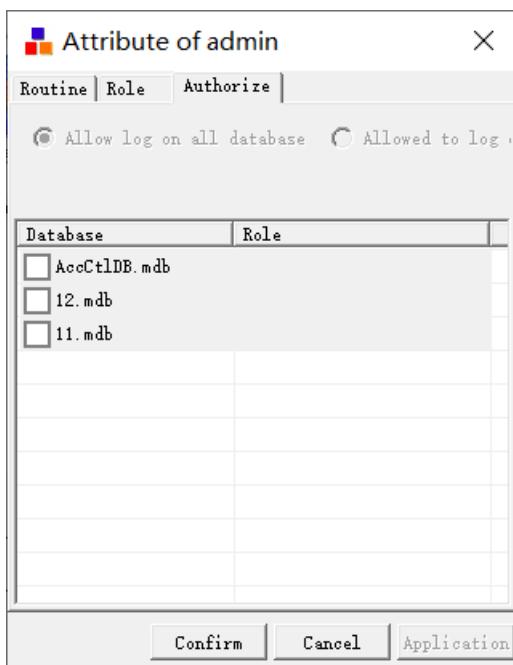


Figure II

As shown in the figure above, you can add multiple user management. The attributes of each user can be customized to set parameters such as "department authority scope" and "equipment group authority". The "role" column of the attribute can change different roles, as shown in the following figure.



In "Authorization", you can set this user to use the specified database without authorized data. The library cannot be used by this user.

2. 6. 9 automatic execution

Pull down the menu as shown in the figure below, select the "Auto Execute" option, and pop up as shown in Figure 2. This module is to solve the need for some customers to have high clock accuracy requirements or when there are many devices, the need to manually read the trouble, set this module to automatically Correct the clock and read the records, and can also delete all the records automatically after the reading is completed, so that the records on the device will not be too many and affect the reading efficiency.

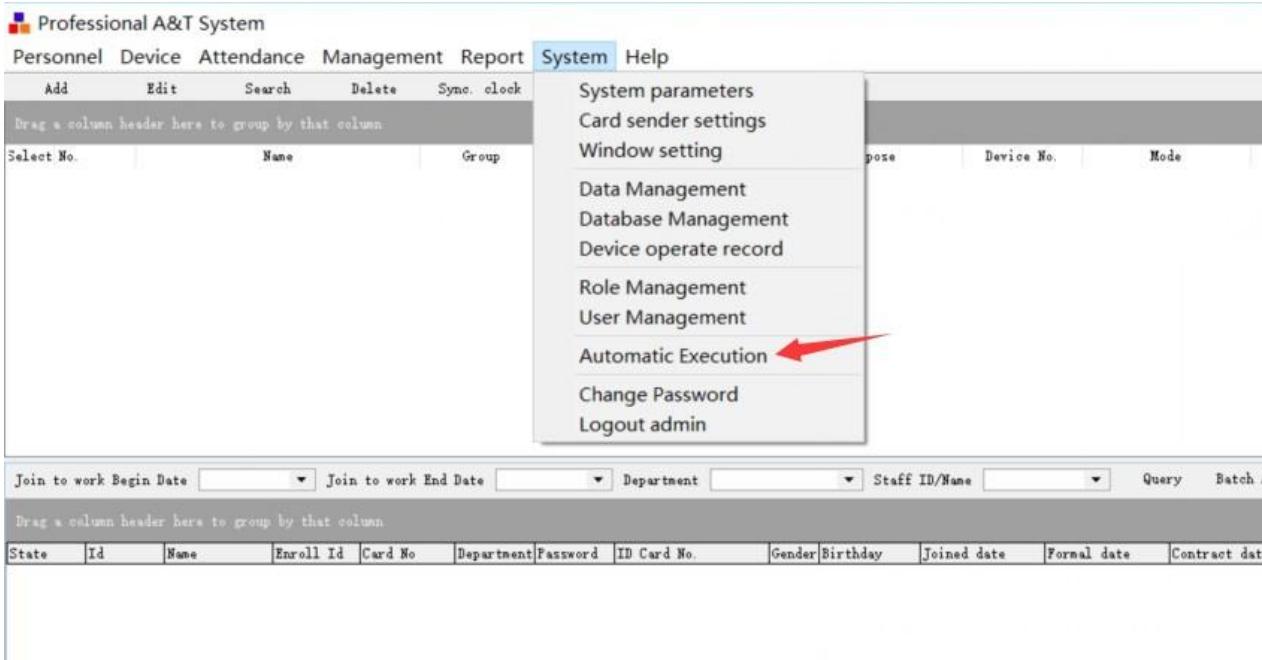
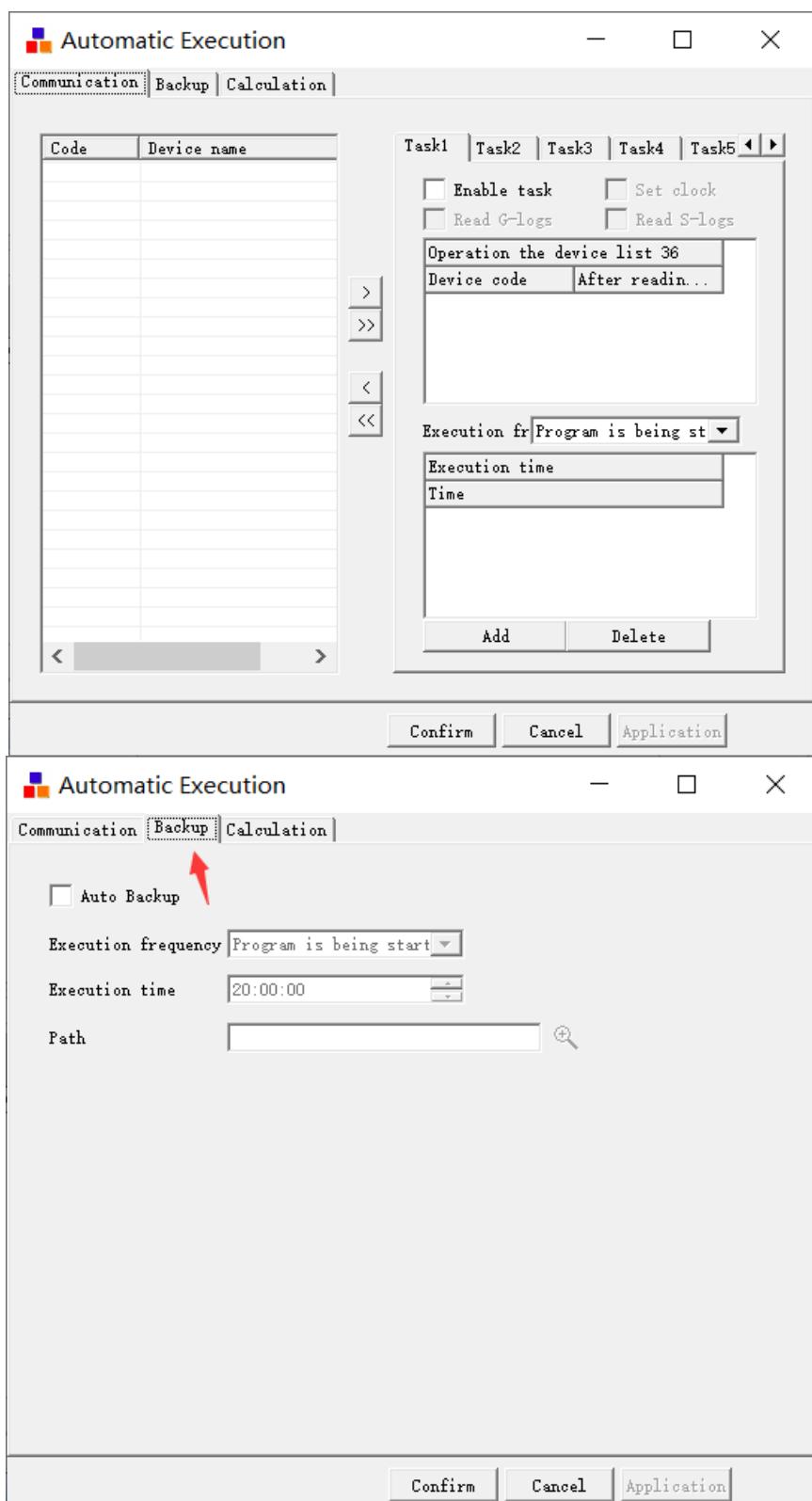


Figure 1

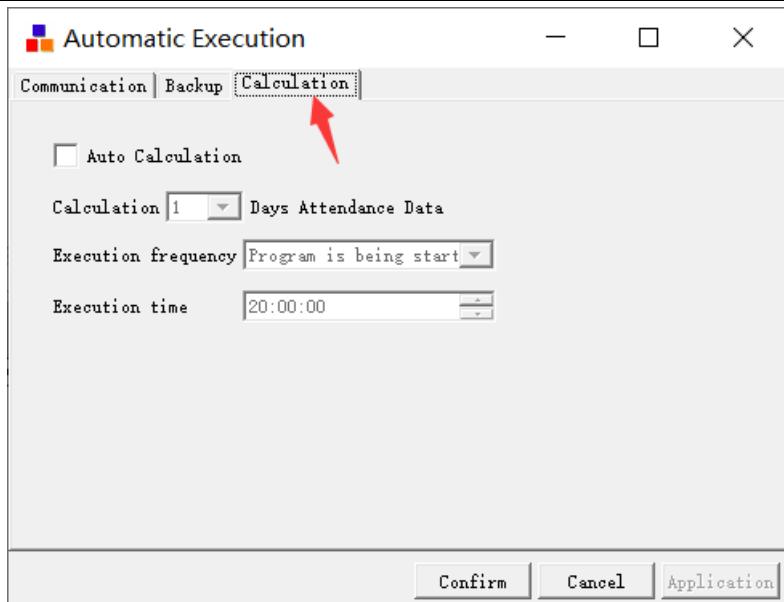
As shown in the figure below, the user can click a device on the left, and then click the direction key of the middle arrow to select a single device to the list on the right or select all devices to the list on the right, check "Start task", and then Check "Set Device Clock", "Read

There are many options for the execution frequency, and the user can choose the "execution frequency" of the above tasks according to their needs; as shown in the figure below, in the task column in the upper right corner, each task can manage 20 devices, a total of 10 a task.

Figure II



Because the data is more important, this function can back up the database that needs to be backed up to the specified path according to the specified frequency and time.



On the premise of ensuring the shift and scheduling, automatic reading records are set, and the "automatic calculation" daily report can also be executed regularly. After the automatic calculation, managers can directly query the daily monthly report and other related reports without needing to manually re-read records by process, calculate edaily.

2. 6. 10 change the password

As shown in the figure below, select the "Change Password" option from the drop-down menu, as shown in Figure 2,

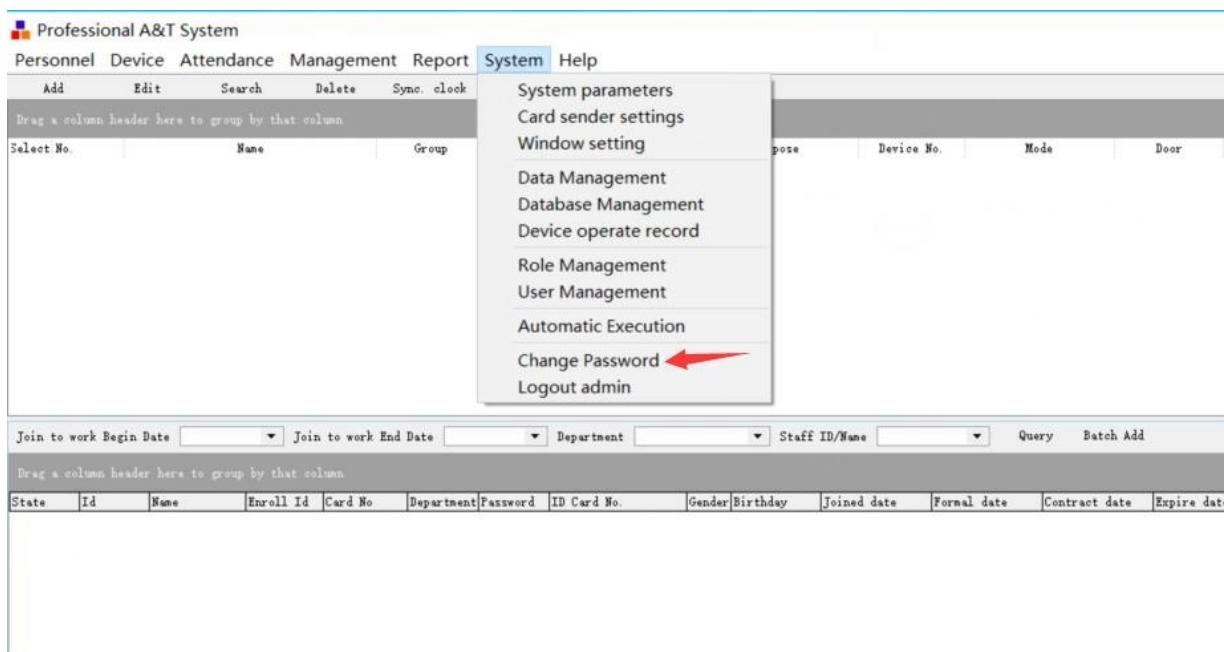


Figure 1



Figure II

This function can change the administrator's login password by entering the old user password;

2. 6. 11 log out

As shown in the figure below, select the "Logout" option from the drop-down menu, as shown in Figure 2,

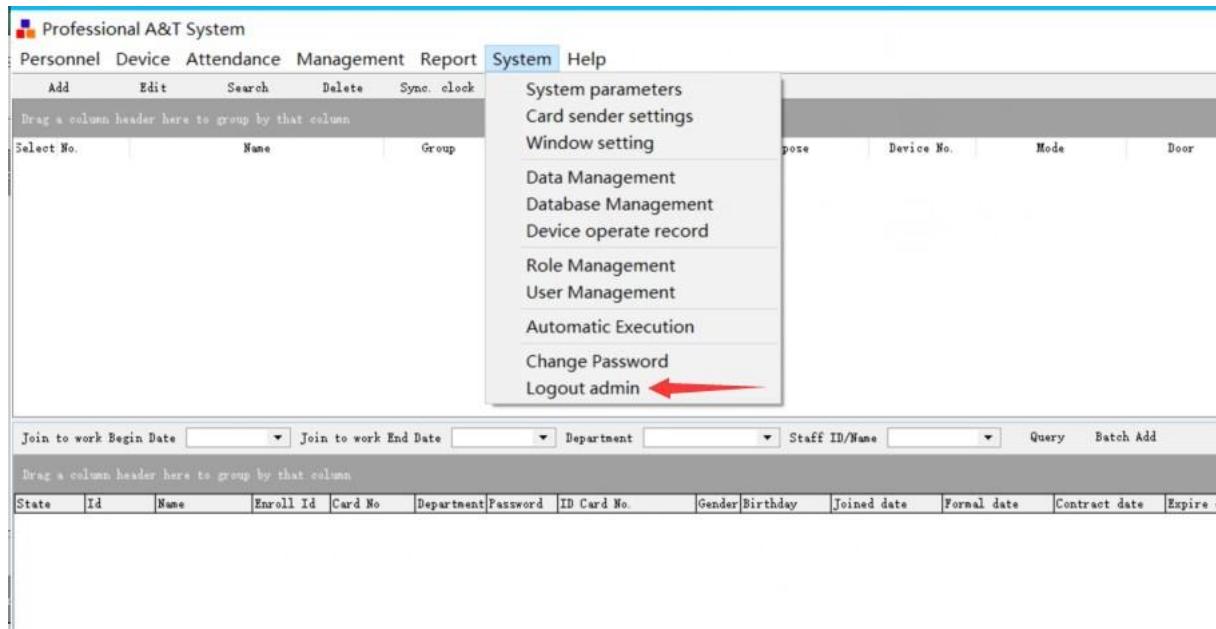


Figure 1

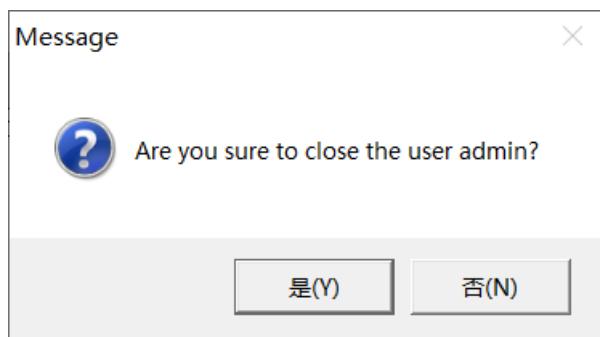


Figure II

Used to return the system to the login interface and then log in to the software again.

2.7 help

2.7.1 help documentation

As shown in the figure below, select the "Help Documentation" option from the drop-down menu, as shown in Figure 2,

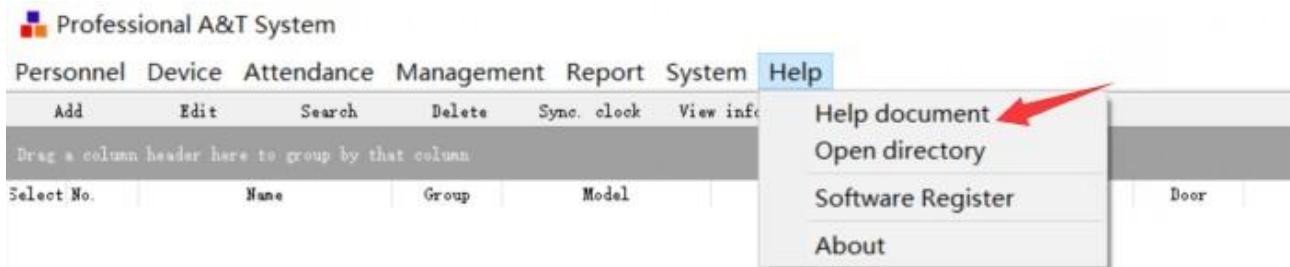


Figure 1

As shown in the figure below, the help files are in the three folders shown in the figure below. Users can view the corresponding help files according to the purchased equipment.

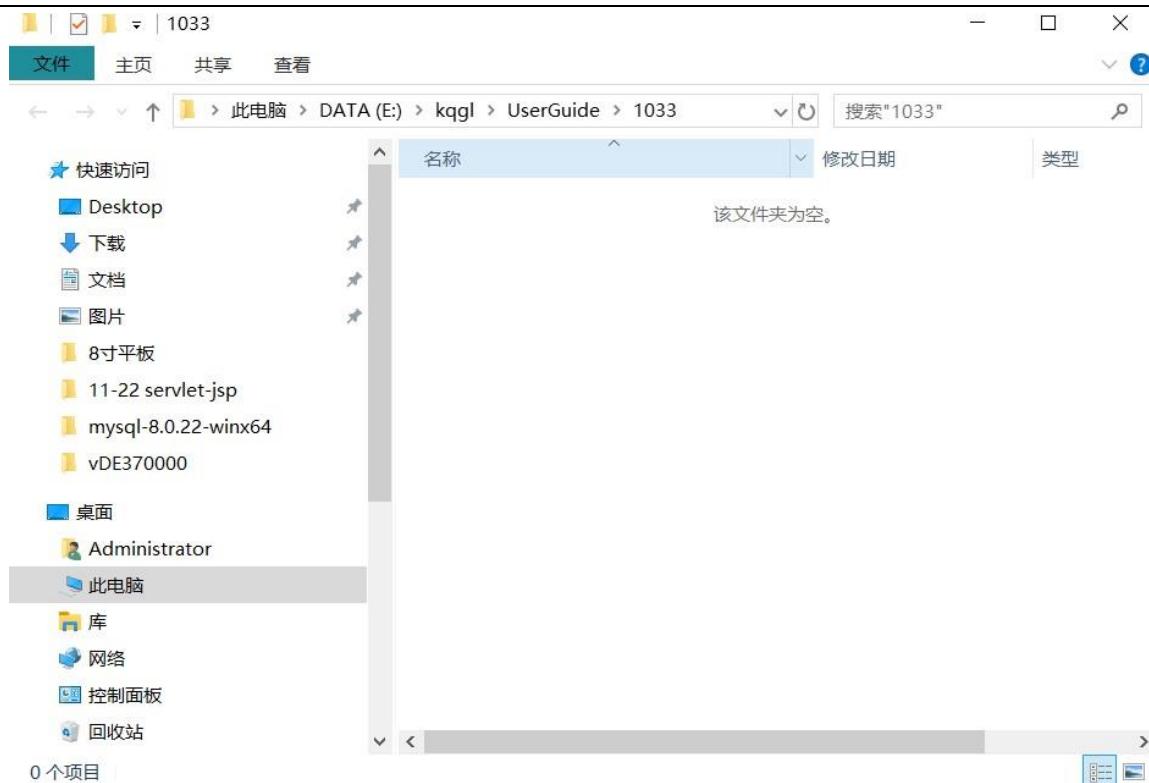


Figure II

2.7.2 Open working directory

As shown in the figure below, the drop-down menu, select the "Open working directory" option, as shown in Figure 2,

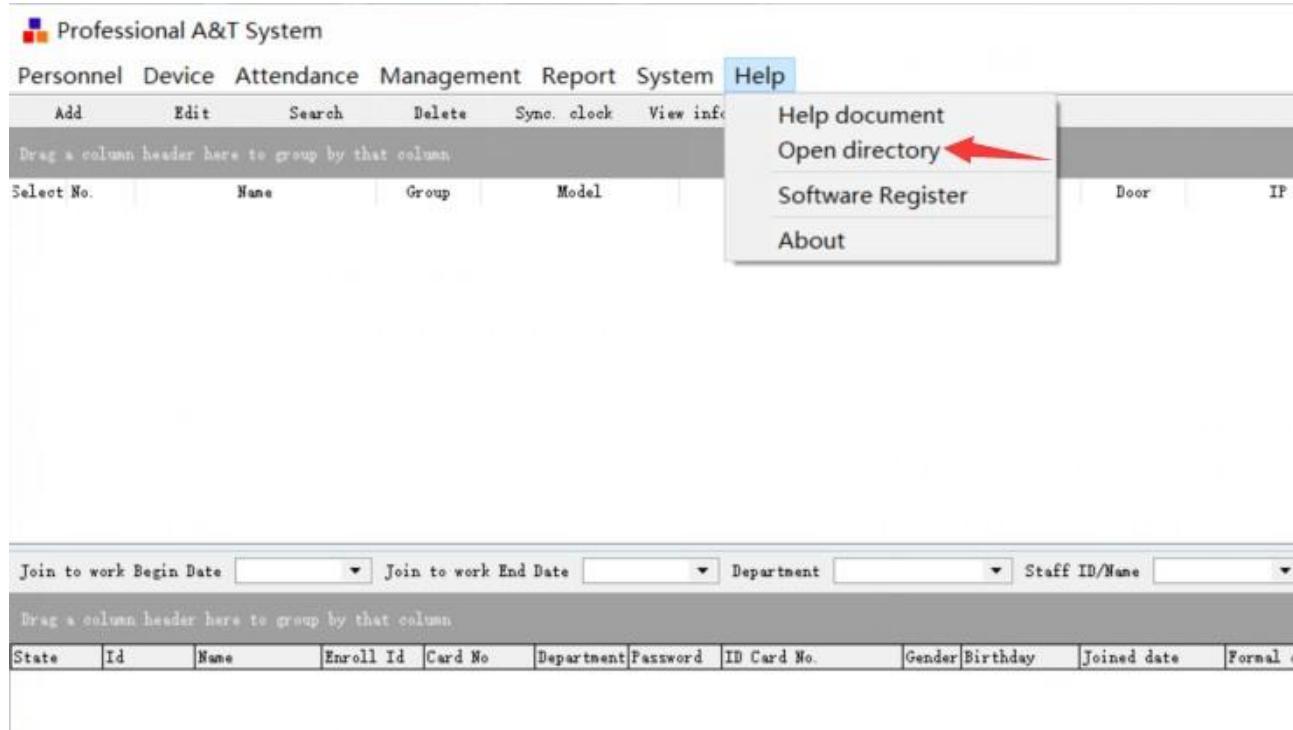


Figure 1

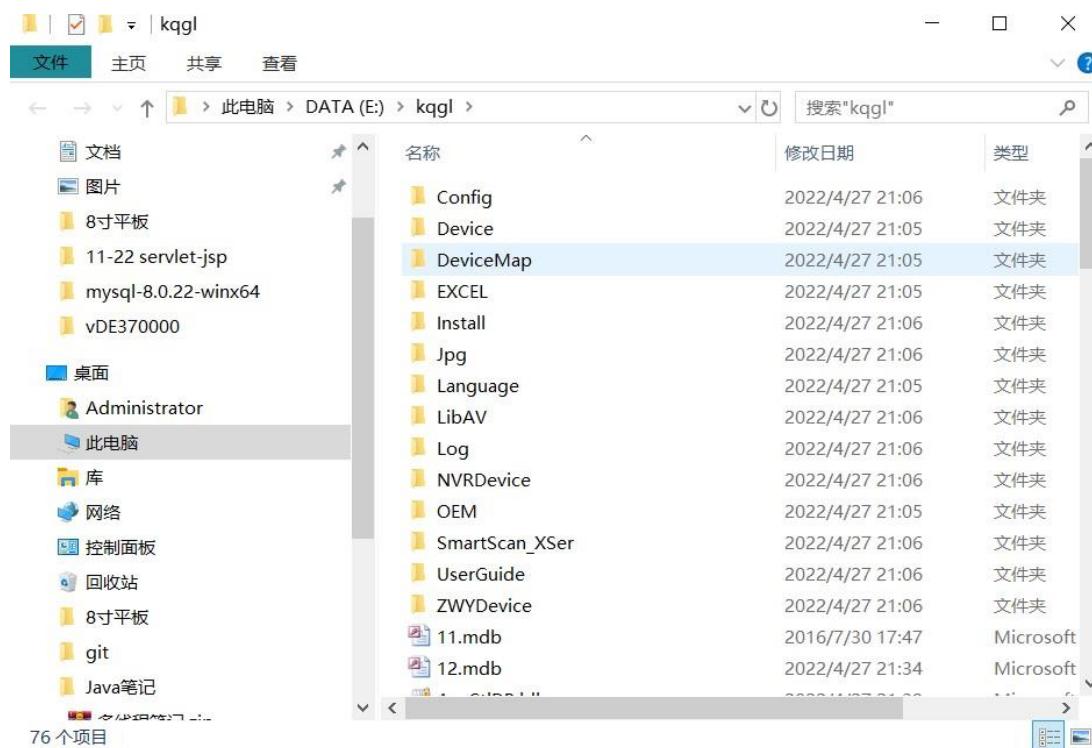


Figure II

This function is usually used by technical support personnel. Users generally do not need to operate this folder. The files in this folder are more important and there is a risk of damaging the software. Please enter with caution.

2.7.3 software registration

From the drop-down menu as shown in the figure below, select the "Software Registration" option, as shown in Figure 2,

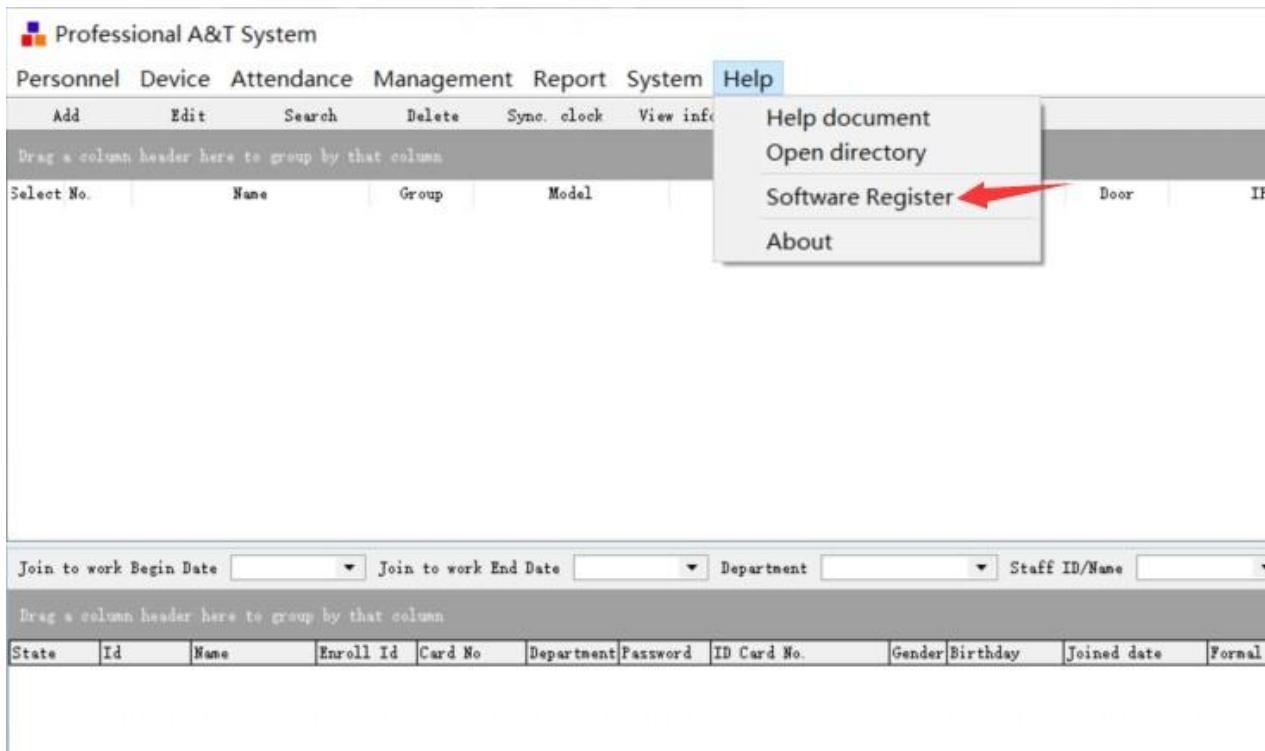


Figure 1

There are many extended software functions in this interface. If you need to register, please contact the business personnel.



Figure II

2.7.4 about

As shown in the figure below, select the "About" option from the drop-down menu, as shown in Figure 2,

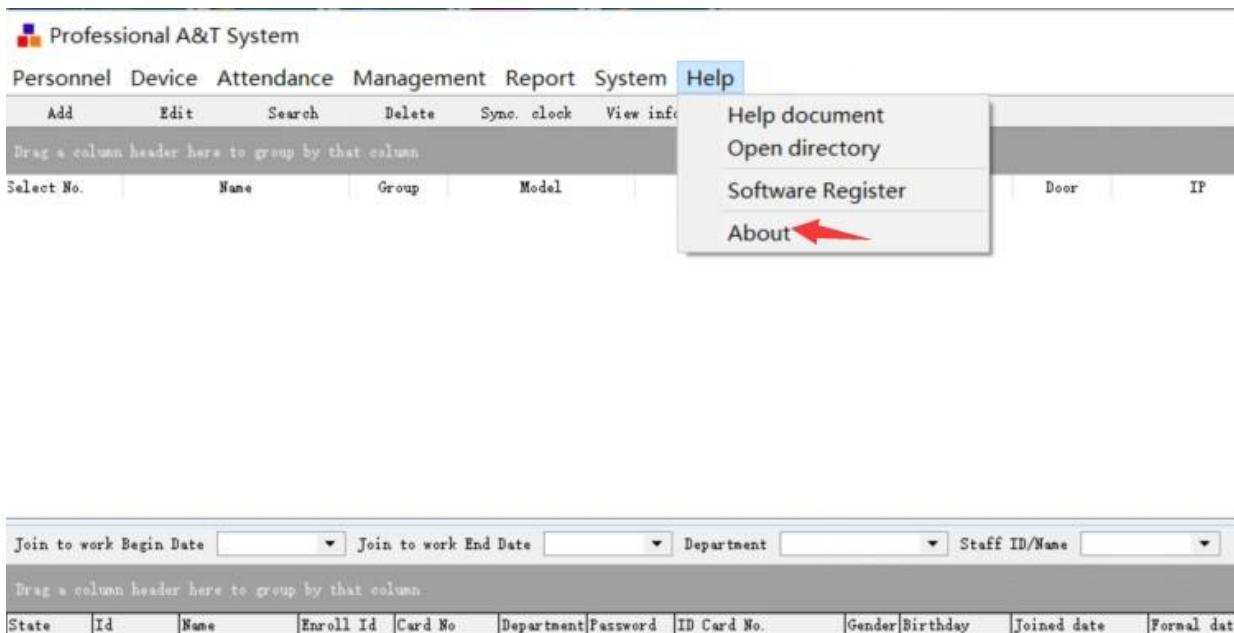


Figure 1

This interface displays information such as the database version of the software.

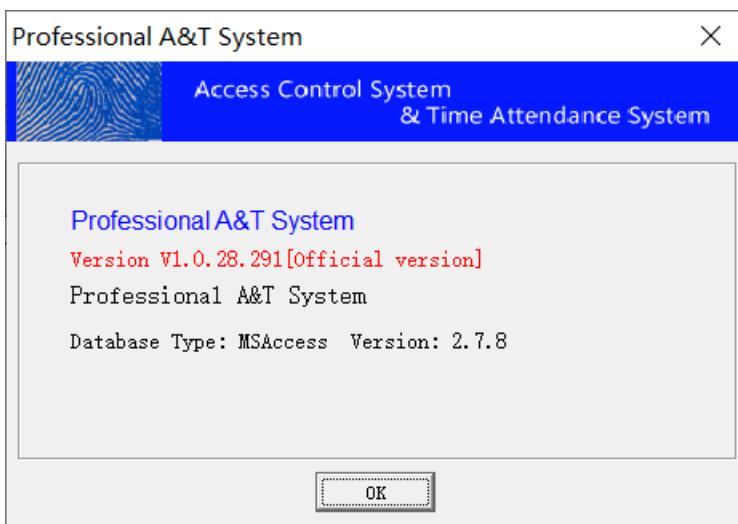


Figure II

3 Patrol management

Check "Patrol Management" in "System Parameters", and click "OK" to pop up as shown in Figure 2

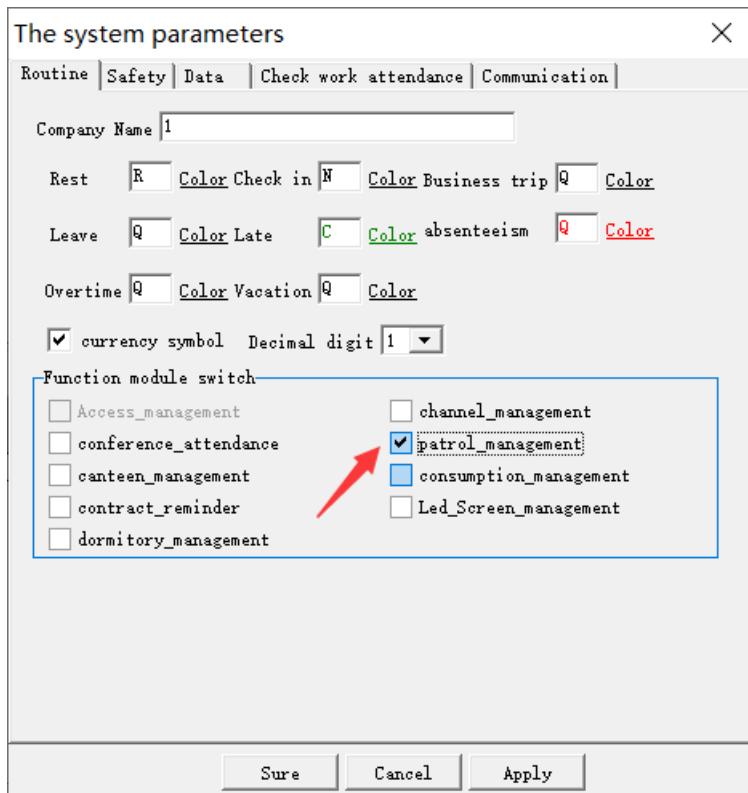


Figure 1

Professional A&T System

Personnel Device Attendance Management Report **Patrol** System Help

Add	Edit	Search	Delete	Sync. clock	View info	Read GLog	Group operate
Drag a column header here to group by that column							
Select No.	Name	Group	Model	Purpose	Device No.		
<input type="checkbox"/> 1	11		FaceX-10043-1	General attendance	1		
<input type="checkbox"/> 2	22		FaceX-10043-1	General attendance	1		
<input type="checkbox"/> 3	33		FaceX-10043-1	General attendance	1		

Figure II

Then, set the patrol device, as shown in the figure below, in the device management, right-click the desired device, and select the "Edit" button.

Professional A&T System

Personnel Device Attendance Management Report Patrol System Help

Add	Edit	Search	Delete	Sync. clock	View info	Read GLog	Group operate
Drag a column header here to group by that column							
Select No.	Name	Group	Model	Purpose	Device No.	Mode	Door
<input checked="" type="checkbox"/> 1	11		FaceX-10043-1	General attendance	1		192.168.1.118

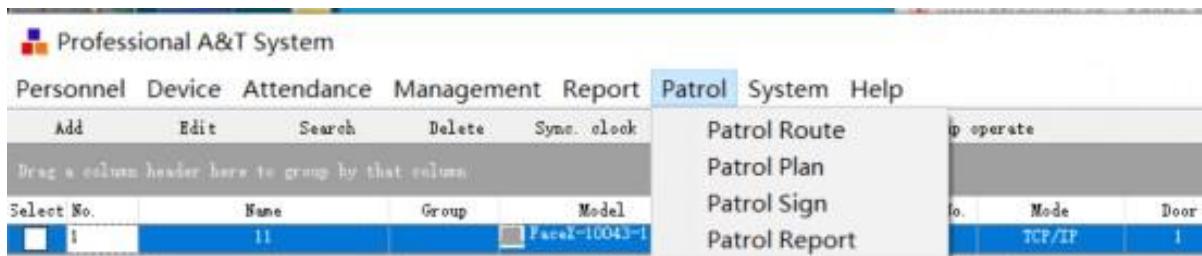
Find existing device
 Add
Edit
 Delete
 Search
 Sync. clock
 View info
 Read GLog
 Read All GLog
 Clear admin
 Empty User
 Empty Log
 Monitor setting
 Remote door
 1 key NO
 1 key cancel NO
 Group operate
 Icon

As shown in the figure below, select the "Patrol" option, and then click the "Confirm" button

Device infomation

Device name	11
ID	1
Purpose	Patrol
Communication	Disable General attendance Attendance entry Attendance out Consumption
IP address	
Port	Patrol Guest No discount consume
Port	
Device group	
<input type="checkbox"/> Modify <small>Select an existing device group or enter a new device group When Modify by group is selected, other devices belong to</small>	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

You can click on "Patrol Management" as shown below:

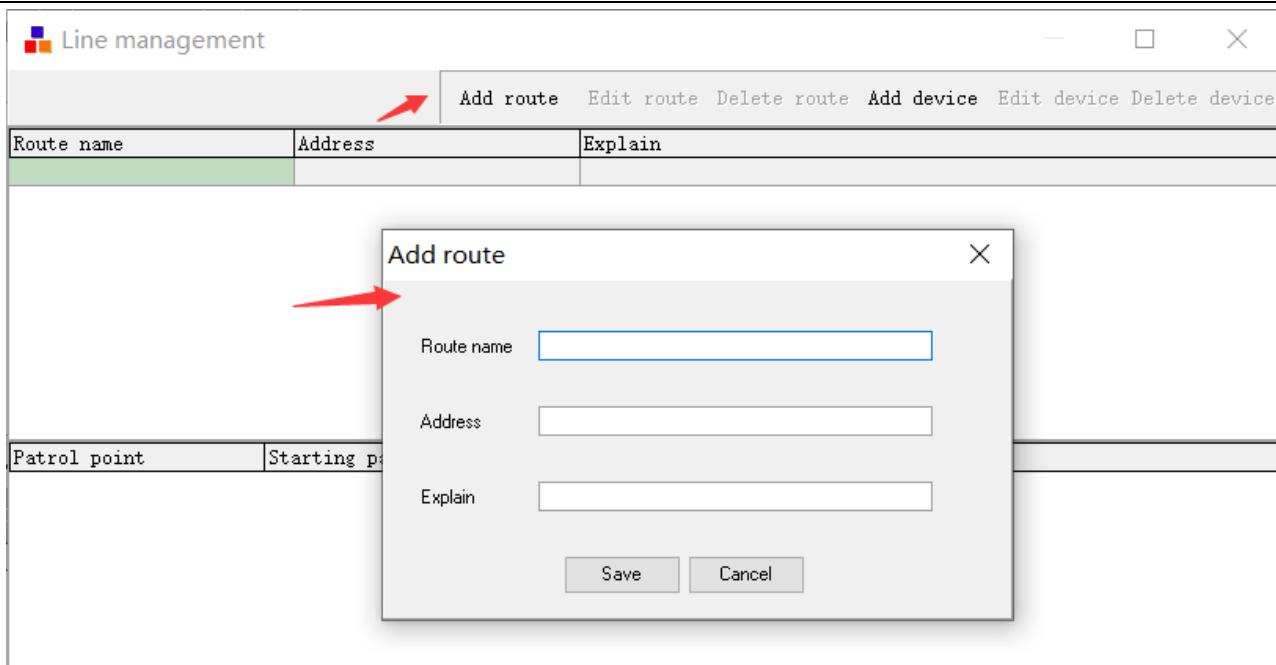


The screenshot shows the Professional A&T System software interface. The menu bar includes Personnel, Device, Attendance, Management, Report, Patrol (which is highlighted in blue), System, and Help. The Patrol menu is open, displaying four options: Patrol Route, Patrol Plan, Patrol Sign, and Patrol Report. Below the menu, there is a table with columns for Select No., Name, Group, and Model. The first row of the table shows a select box, the name '11', the group 'Facel-10043-1', and the model 'Facel-10043-1'. To the right of the table, a small preview window shows a door with the status 'Operate'.

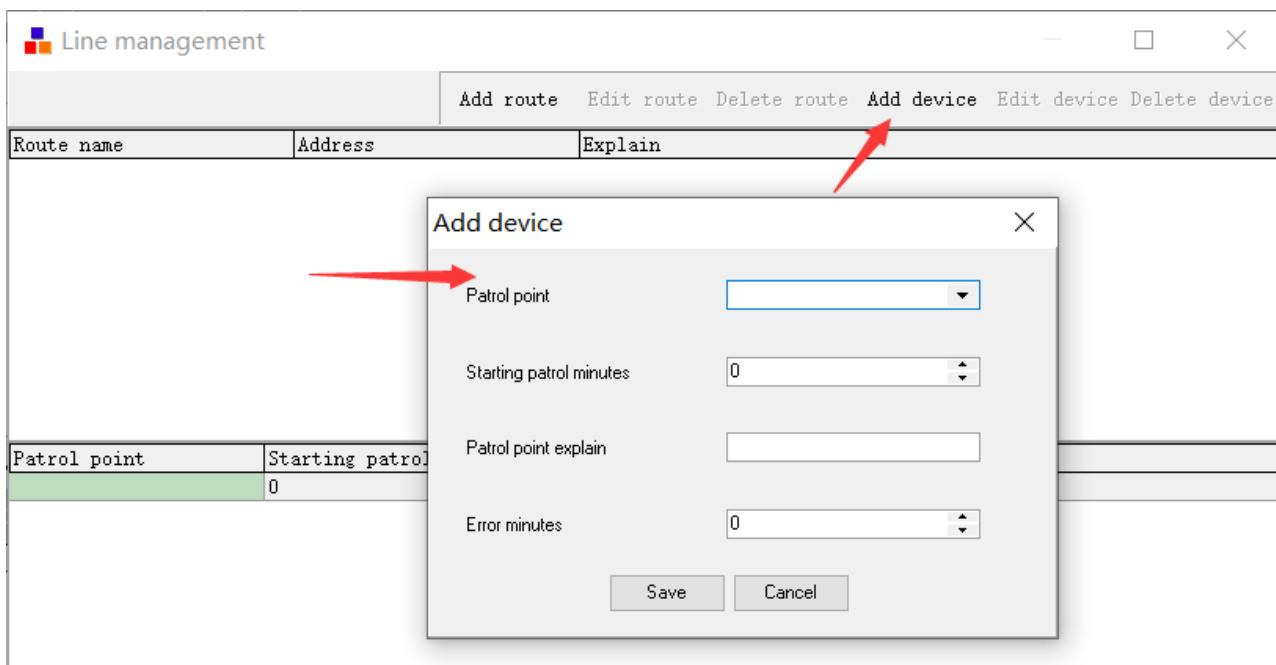
First set the "Patrol Line" option in the drop-down menu as shown above, as shown below:

3.1 patrol route

First add the line, as shown below



Then, add the patrol device on this line



The "minutes to start patrol" in the above picture generally refers to the time it takes for the security guard to walk to the equipment. If the security guard starts patrolling at 3 o'clock, it will take 5 minutes for the security guard to walk to the equipment, so fillin5 minutes for this place." Error minutes" is the error time before and after the security guard arrives at the patrol time point. Generally fillin5-10 minutes, please fill in the user's discretion.



After adding "Line" and "Patrol Device", as shown in the figure above, you can click "Edit Line", "Edit Device" and "Delete Device" in the upper right corner again. Prepare" and so on.

3.2 patrol plan

Select "Patrol Plan" as shown in the figure below, and it will display as shown in Figure 2

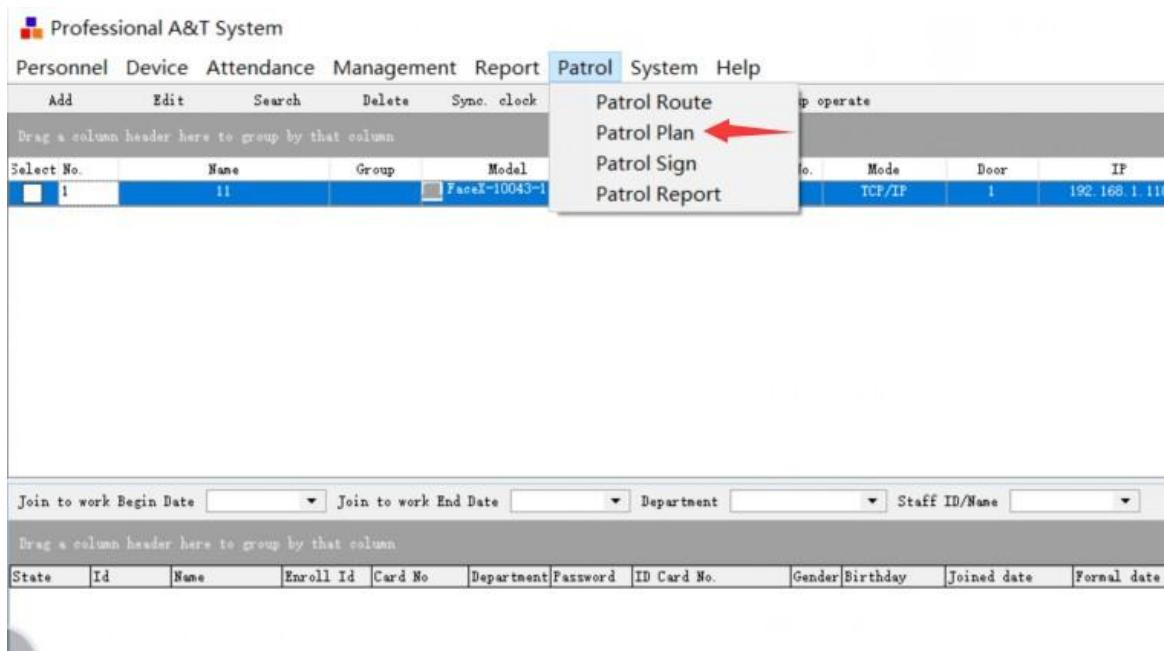


Figure 1

Click the "Add" button in the figure below to display Figure3

Planning management

Add Edit Delete Personnel

Plan name	Route	Planned start time	<input type="checkbox"/> Whether
Cycle period(Minutes)	0	(How many minutes to patrol, 0 said no cycle.)	
Cycle times	0		
Explain			
Week	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday 检查每周对应星期是否需要巡更。		
Route	Plan name	Planned start time	Cycle period(Mi
			Cycle times Week
			<input type="checkbox"/> 启用 <input type="checkbox"/> Explain

Figure II

In the figure below, add "Plan Name", select "Line", set "Plan Start Time", check the "Enable" box, and set the cycle period after starting the patrol according to the requirements, for example, once every 120 minutes, set the "Circular" Number of times", you can add the "Description" of this plan, and finally check the days of the week that this patrol plan needs to be executed, and finally click the "Save" button in the upper right corner.

Planning management

Save Cancel

Plan name	Route	Planned start time	<input checked="" type="checkbox"/> Whether
Cycle period(Minutes)	0	(How many minutes to patrol, 0 said no cycle.)	
Cycle times	1		
Explain			
Week	<input checked="" type="checkbox"/> Monday <input checked="" type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input checked="" type="checkbox"/> Thursday <input checked="" type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday <input checked="" type="checkbox"/> Sunday 检查每周对应星期是否需要巡更。		
Route	Plan name	Planned start time	Cycle period(Mi
		2022-04-27 22:39:15	Cycle times Week
		0	1 Mon Tue Wed Thu Fri Sat Sun <input checked="" type="checkbox"/>

Figure 3

As shown in the figure below, click the "Personnel Arrangement" button in the upper right corner to select the security personnel to be executed for the patrol plan just added.

Planning management

Add	Edit	Delete	Personnel
Plan name	Route	Planned start time	<input type="checkbox"/> Whether
Cycle period(Minutes)	0	(How many minutes to patrol, 0 said no cycle.)	
Cycle times	0		
Explain			
Week	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday		
Route	Plan name	Planned start time	Cycle period(Mi)
			Cycle times
			Week
			<input type="checkbox"/> 启用 <input type="checkbox"/> Explain

As shown in the figure below, after checking the selected person, click the "Save" button in the upper right corner to complete the setting.

计划管理

勾选	工号	姓名	卡号
<input type="checkbox"/>	1	1	1111111111
<input type="checkbox"/>	2	2	2222222222
<input checked="" type="checkbox"/>	10012	李俊	1439971
<input checked="" type="checkbox"/>	15202	吴晓平	7683603
<input type="checkbox"/>	659	杨林才	16285939

After the setting is successful, as shown in the figure below, you can see that the patrol plan is carried out by 2 security guards.

Planning management

		Add	Edit	Delete	Personnel		
Plan name	<input type="text"/>	Route	<input type="button" value="▼"/>	Planned start time	<input type="button" value="▼"/>	<input type="checkbox"/> Whether	
Cycle period(Minutes)	<input type="text" value="0"/>	<input type="button" value="▼"/>	(How many minutes to patrol, 0 said no cycle.)				
Cycle times	<input type="text" value="0"/>	<input type="button" value="▼"/>					
Explain	<input type="text"/>						
Week	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday					检查每周对应星期是否需要巡更。	
Route	Plan name	Planned start time	Cycle period(Mi	Cycle times	Week	<input type="checkbox"/> 启用	<input type="text"/> Explain

3.3 patrol Signcard

Select "Patrol Signing Card" as shown in the figure below, and the figure below will be displayed as shown in Figure 2

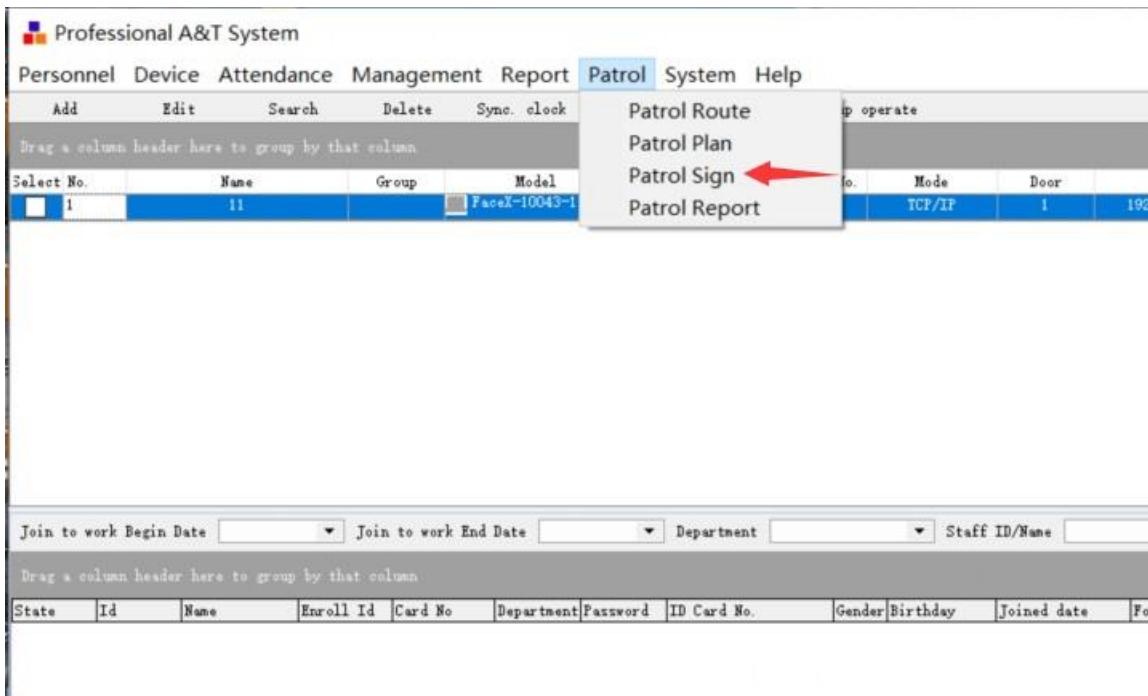
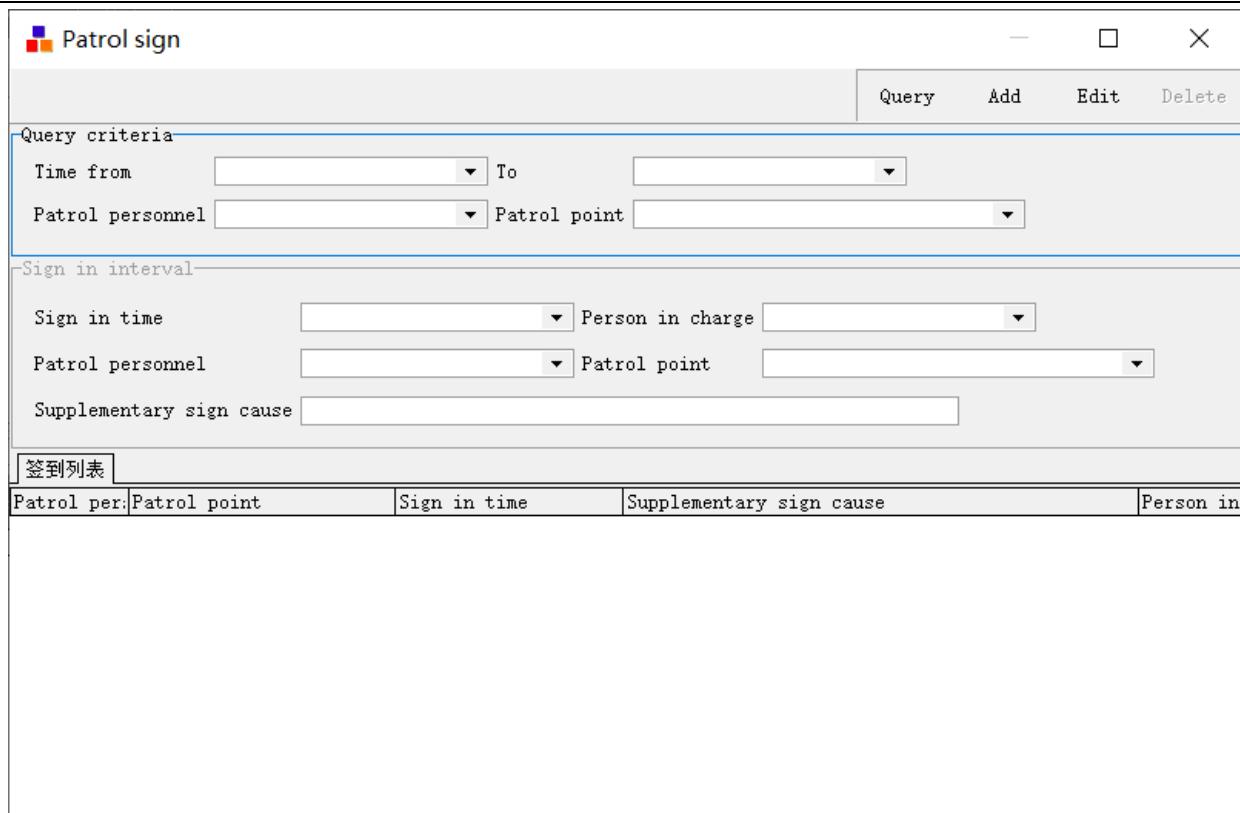


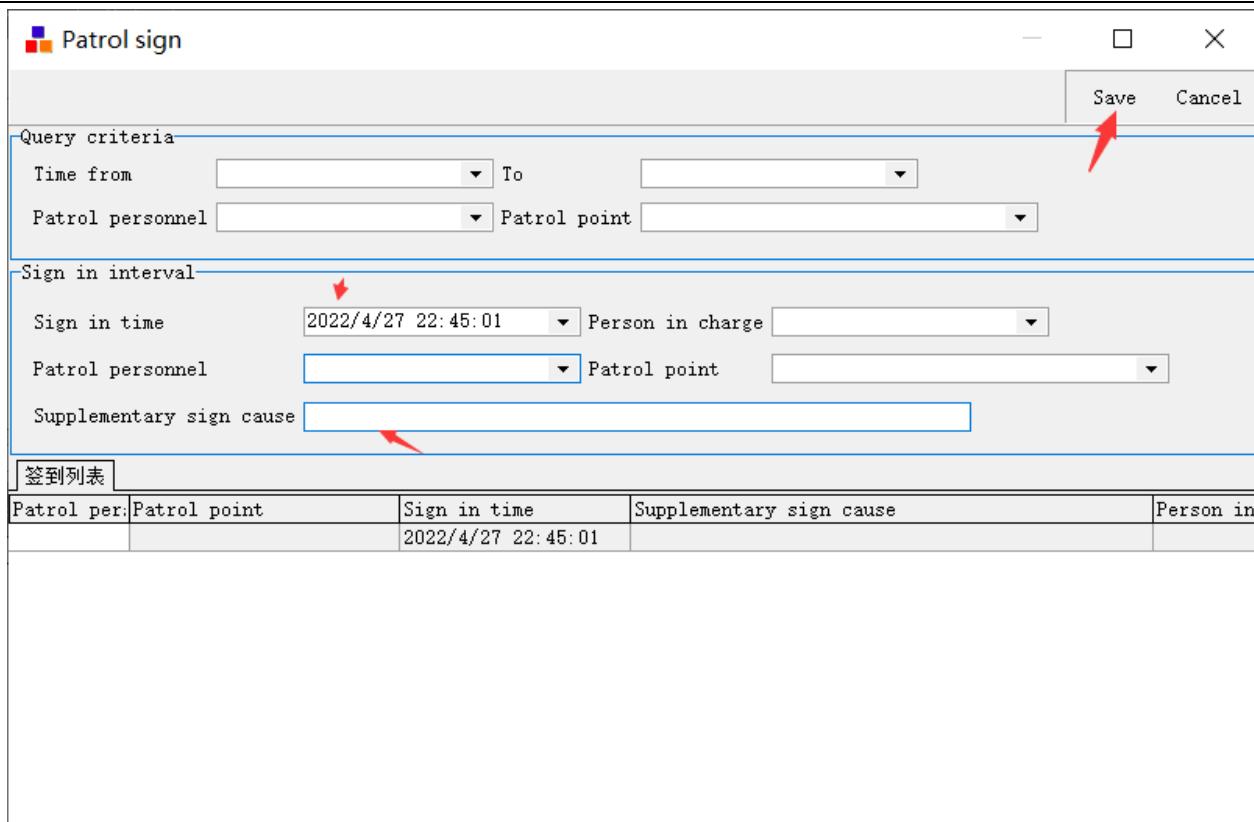
Figure 1
Click the "Add" button in the upper right corner,



Patrol per.	Patrol point	Sign in time	Supplementary sign cause	Person in

Figure II

Enter the time of the corresponding patrol, the person in charge and the patrol personnel, select "Patrol Point", add the reason for signing the card, and click the "Save" button in the upper right corner.



The screenshot shows a software window titled "Patrol sign". At the top right are "Save" and "Cancel" buttons, with a red arrow pointing to the "Save" button. Below them is a "Query criteria" section with dropdown menus for "Time from" and "To", and "Patrol personnel" and "Patrol point". A red arrow points to the "Sign in time" dropdown menu. The next section is "Sign in interval" with dropdowns for "Person in charge", "Patrol personnel", "Patrol point", and "Supplementary sign cause", with a red arrow pointing to the "Supplementary sign cause" field. At the bottom is a table titled "签到列表" (Attendance List) with columns: Patrol per, Patrol point, Sign in time, Supplementary sign cause, and Person in charge. One row is shown with the value "2022/4/27 22:45:01" in the Sign in time column.

Patrol per	Patrol point	Sign in time	Supplementary sign cause	Person in charge
		2022/4/27 22:45:01		

As shown in the figure below, if there are many card signing records, you can also enter the actual scope of the query or patrol personnel, patrol points, etc. in the "Query Conditions" in the upper corner. Click the "Inquiry" button in the upper right corner to inquire.

Patrol sign

Query criteria

Time from To

Patrol personnel Patrol point

Sign in interval

Sign in time Person in charge

Patrol personnel Patrol point

Supplementary sign cause

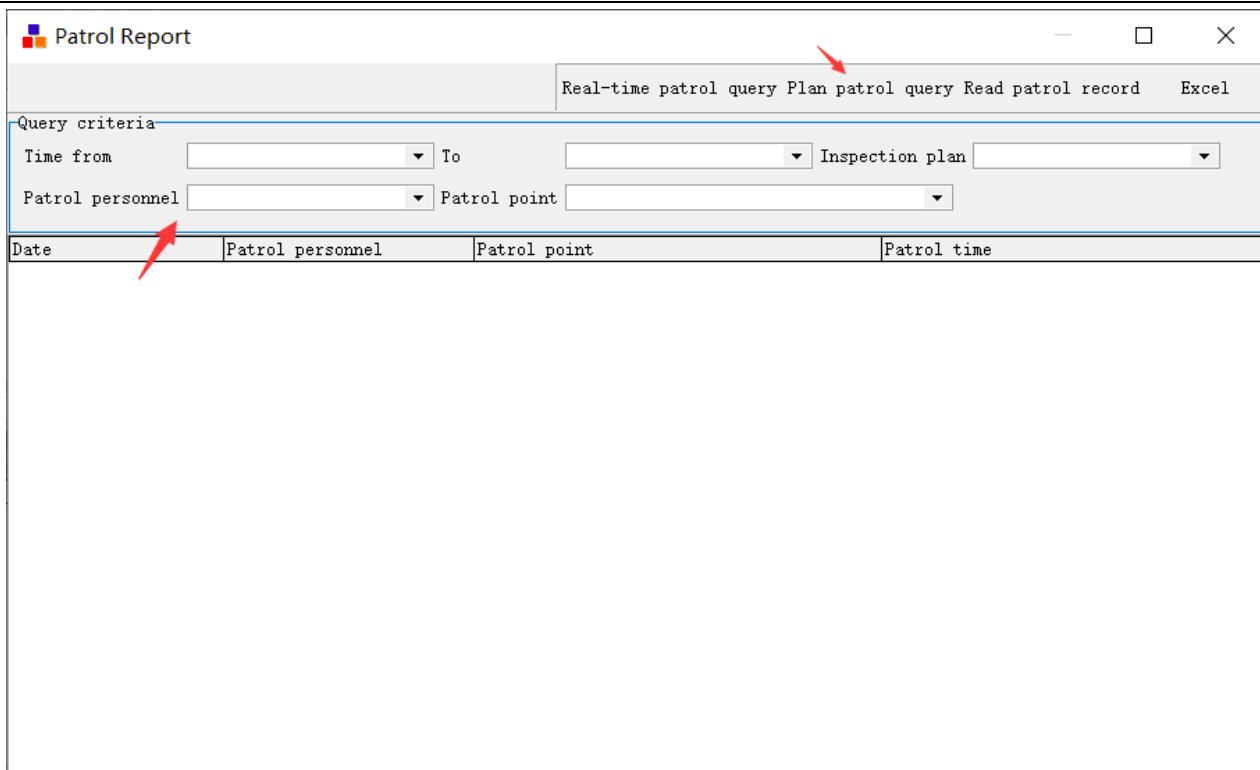
签到列表

Patrol per.	Patrol point	Sign in time	Supplementary sign cause	Person in
-------------	--------------	--------------	--------------------------	-----------

3.4 patrol report

Select "Patrol Report" as shown in the figure below, and the figure below will be displayed as shown in Figure 2

Figure 1



The screenshot shows a software window titled "Patrol Report". At the top right are standard window controls: minimize, maximize, and close. Below the title bar is a menu bar with options: "Real-time patrol query", "Plan patrol query", "Read patrol record", and "Excel". A red arrow points from the bottom left towards the "Real-time patrol query" option. The main area is labeled "Query criteria" and contains two dropdown menus: "Time from" and "To", and "Inspection plan". Below these are two more dropdown menus: "Patrol personnel" and "Patrol point". A red arrow points from the bottom left towards the "Patrol personnel" dropdown. At the very bottom of the window is a header row with four columns: "Date", "Patrol personnel", "Patrol point", and "Patrol time".

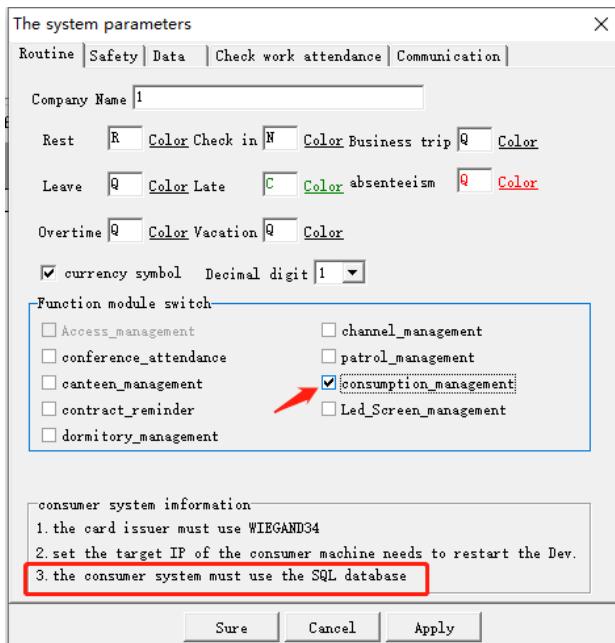
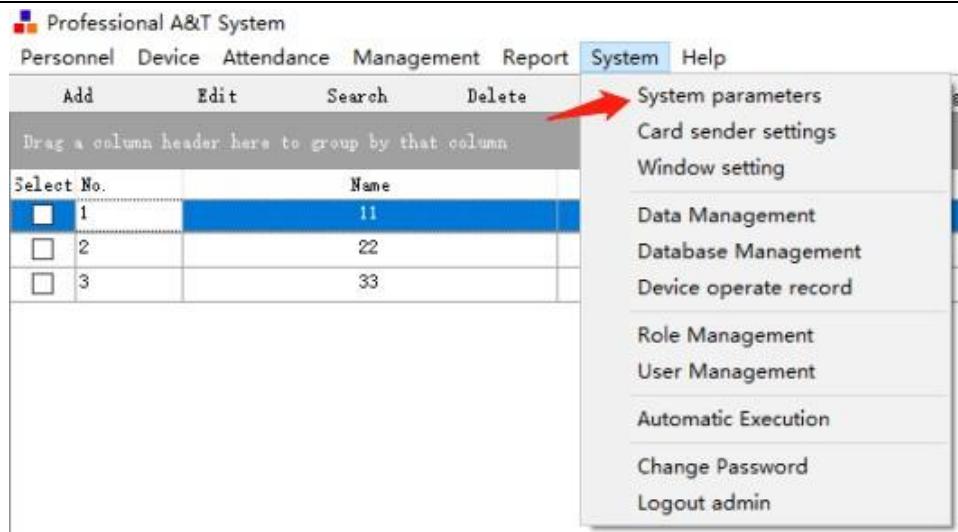
Figure II

As shown in the figure above, select "Patrol Personnel" in the query conditions to query, and the corresponding planned patrol records will be displayed. "Real-time Patrol Report" only uses the records existing in the database and real-time monitoring data to generate reports.

"Planned Tour Report", a report generated according to the tour plan. It does not read the real-time monitoring data, so it is best to read the recorded information on the patrol device before generating it. "Read Patrol Record" is used to quickly read the record information on the patrol device. "EXCEL" can generate EXCEL report form to save the query information separately.

4 Consumption management

4.1 Account Fund Management



This function is used to operate account funds, which can realize cash recharge, unit subsidy, subsidy recharge, refund due to errors, in-card consumption, cash withdrawal, meal supplementary deduction, subsidized consumption, subsidy deduction, and refund of subsidy due to errors. deal with.



This form is used to view the summary of the balance under the account

4.2 Account Details



This form is used to check the details of the funds under the account

4.3 Card replacement schedule



This form is used to check the card replacement status

4.4 pin card details

This form is used to check card cancellations

4.5 due to error return schedule

This form is for checking refunds due to errors

4.6 card reset to factory settings

This function is used to restore the card that needs to be reused in this system to the factory default. Factory reset to reissue the card.

5 Frequently Asked Questions about Attendance and Access Control

1. Why can't I display the daily newspaper?

Answer: 1. Check whether the employee's entry date is greater than the ordinary record date. The entry date needs to be before the date of attendance calculation;

2. Check whether the shift is scheduled. If the employee does not have a schedule and can not display the daily report, before reading the records in the "record management", be sure to set the shift, schedule the shift, and then read the general record from the device to the computer, otherwise it needs to be rearranged. class, re-read the record;

3. Check whether the punch-in time of the general record is within the valid "check-in" and "check-out" time range of the shift-time period. If it is not within the range, the system will treat the record as an invalid record;

4. Check whether the "on-the-job" flag and the "attendance" flag in "Personnel Management" are selected, you need to select, otherwise, the attendance will not be recorded, so the report cannot be displayed;

5. Calculate in the daily report. After reading the ordinary record, select the valid time of the record to be calculated, and then click Calculate. After the calculation is completed, you can view the daily report.

2. The equipment has just been bought, how to use it, and the simple operation steps?

Answer: 1. First, according to the hardware manual, plug in the power and communication lines, then turn on the machine, register fingerprints, and record the name of the registered person and the corresponding registration number;

2. In the software, set the items one by one from the top to the next in the "Attendance Settings" menu, followed by "Department Settings", "Basic Data", "Personnel Management" - note that the employee's registration number in the personnel management must be It should be consistent with the registration number when the employee registered their fingerprints, and then "shift setting" and "attendance scheduling". After the setting is completed, it can basically be used.

3. At the end of the month I have to calculate the daily newspaper, what should I do?

A: At the end of the month, first click "Record Management" to read "Unread Records", and then select the corresponding date in "Daily Daily" for calculation. After the calculation, you can see the daily report(provided that the shift must be scheduled).

4. Now you can enter the menu to set up without a fingerprint. How to set it so that only the administrator can enter the menu?

A: You can set up a super administrator in the "Permission Management" in the "Device Management" menu in your software, and then click Execute. You can also register the administrator directly when enrolling fingerprints.

5. What should I do if the name and department on the device cannot be seen?

Answer: Set up the department and personnel management in the software, and add the personnel files of all employees. (Note: the registration number must be the same as the number of the fingerprint registered on the device) After the setting is completed, enter "User Synchronization", and click the relevant registered fingerprint. device, and then click "Execute" to upload successfully.

6. In the monthly report, is it possible to calculate the normal overtime work separately from the holiday overtime work?

Answer: This needs to select the corresponding attendance type when setting the attendance type in the shift, for example: "normal attendance", "normal overtime", "off day overtime", "holiday overtime", or add the corresponding attendance type in "holiday management". Holidays are also available, and the system will automatically count the corresponding overtime types and display them in the daily and monthly reports.

7. Can overtime be calculated by the minute?

Answer: In the daily attendance report, you can choose to display "hours", "minutes" and "time" for overtime working hours, and you can set there quired "minimum working hours" in the "Attendance" column in "System Maintenance" - "System Parameters". In addition, in the "Overtime Calculation Rules" in the menu "Attendance Settings", you can set the corresponding rules for overtime calculation, so that the system can calculate the overtime time according to the set requirements.

8. If I delete the former employee on the software, will his data still be there?

Do I still need to delete the registration number of the former employee on the machine?

Answer: There will still be records, When deleting, you can click on the "Delete Resignation" function button in the personnel management, and then delete all the personnel who have left the equipment. There is no need to go to the equipment to delete it, but if the machine is not connect edline, you must manually go to the machine to delete it.