Automatic Data Master Server

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user manual

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CONTENTS

1. ADMS installation and uninstallation 1
    1.1 Installation 1
    1.2 Uninstallation 5
2. Login ADMS 6
    2.1 ADMS management 6
    2.2 System login & logout 7
    2.3 Language selection 8
    2.4 Password modification 8
3. Use of ADMS 10
    3.1 quick use 10
    3.2 Device management 10
        3.2.1 Device maintenance and management 10
        3.2.2 Device operation log 16
        3.2.3 Real-time record monitor 16
    3.3 Data maintenance 17
        3.3.1 Department management 17
        3.3.2 Personnel management 19
        3.3.3 Attendance record 22
    3.4 system log 24
        3.4.1 Device uploading data log 24
        3.4.2 Server command log 25
        3.4.3 Administrator operation log 27
        3.4.4 Maintenance by system administrator 28
Appendix 32
    Appendix 1 How to connect terminal unit to network 32
    Appendix 2 Common operation 34

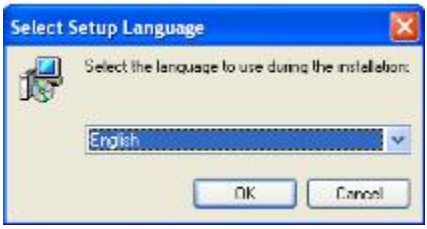
1. ADMS installation and uninstallation

1.1 Installation

1. Put installation CD into CD driver, and the installation program will run automatically.

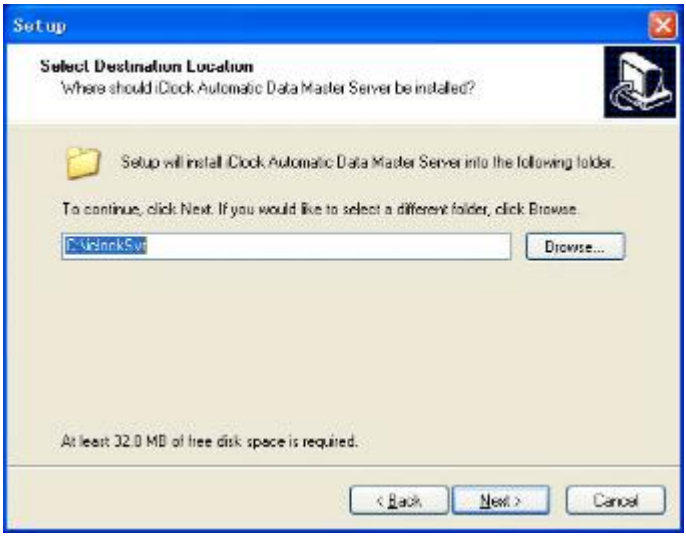
Notice: This specification may not accord with the actual content in CD. Installation program in CD prevails.

2. Select language, and click **OK** to continue.



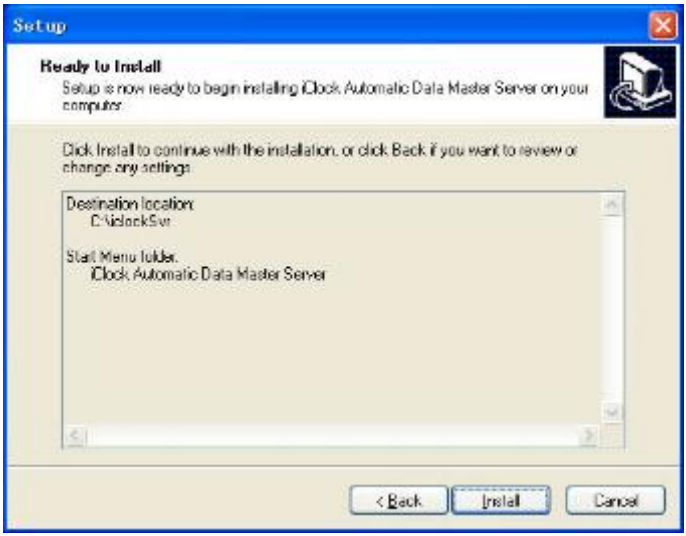
3. Before installation, other running programs are suggested to be stopped, in order to avoid collision, then click **next**
4. Please read software user licence agreement, and select "I accept", then click **next**
5. Select installation path, and default path is suggested. Click **next** .

Notice: The name of installation directory cannot be Chinese.



6. Specify shortcut's position, and click next.

7. After installation configuration, click installation to start installation.

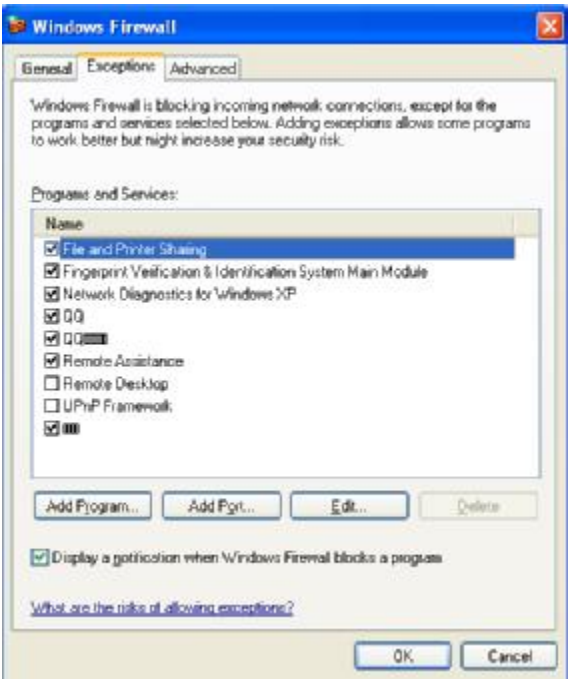


8. After installation, icon (ADMS management) will appear on the bottom right corner of desktop.

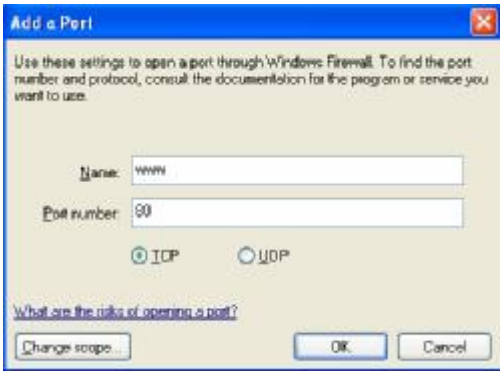
And shortcut icon for ADMS system login will be added on the desktop.

9. After installation, open windows firewall to add 80 port (named WWW), as the following operations:

Click start→configuration→control panel to open windows firewall, and select "exception".



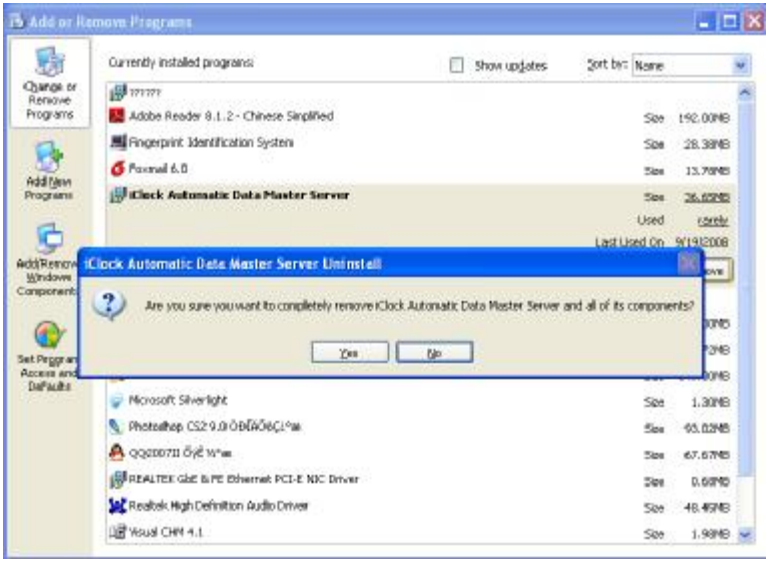
Select "add port"(as shown below), input name (www) and port number (80), select TCP and then click "OK" to complete the operation.



1.2 Uninstallation

If you won't use this software any longer, and want to delete it, you can execute the following operations:

1. Exit ADMS program.
2. Enter start – control panel -- add/delete program, click ADMS to delete it.



3. Click "YES" to uninstall until it is complete.

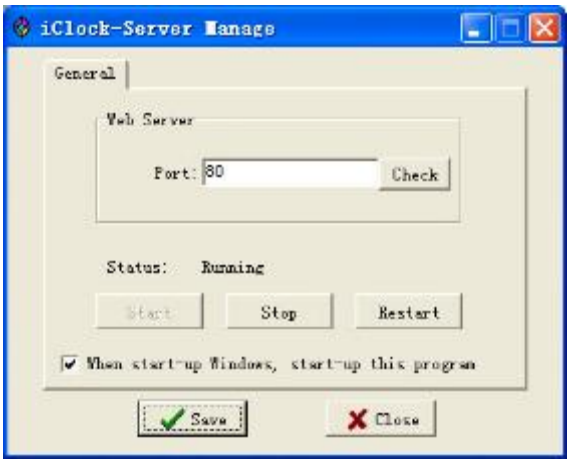
2. Login ADMS

2.1 ADMS management

1. Method to open ADMS management interface

   1) Enter **start — program—ADMS data service system , click service manager** to open management interface.

   2) Start this program when Windows system gets started. Doubly click on the bottom right corner to get management interface.



2. Set ADMS port

   Input port number of ADMS. (Please verify that this port isn't shielded by fire protection wall or anti-virus software.

3. Start ADMS service

   When service is in the state of 'Stopped', click 'Start'.

4. ADMS service pause

When service state is in 'Running', click 'Stop'.

5. Restart ADMS service

When service is in 'Running', click 'Restart'.

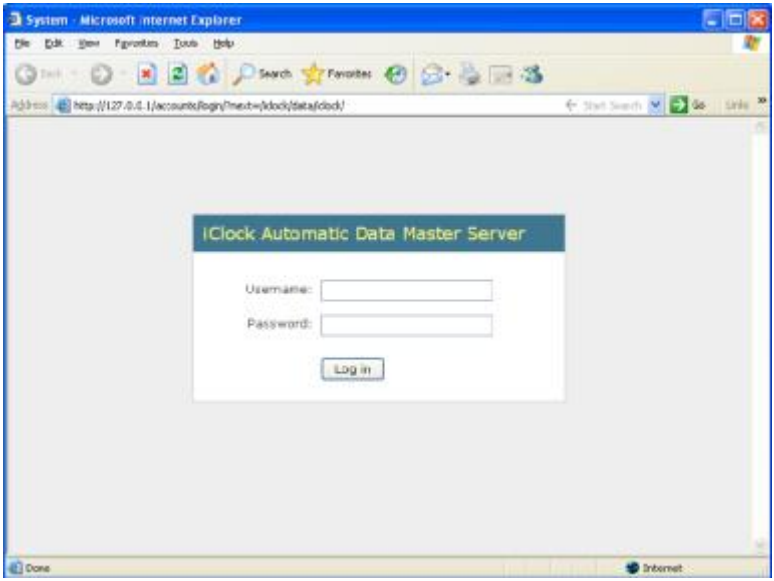
2.2 System login & logout

System login

1. Enter login interface

1) Click shortcut on the desktop to enter login interface.

2) Enter **start— program —ADMS data service system, click open homepage** to enter login interface.



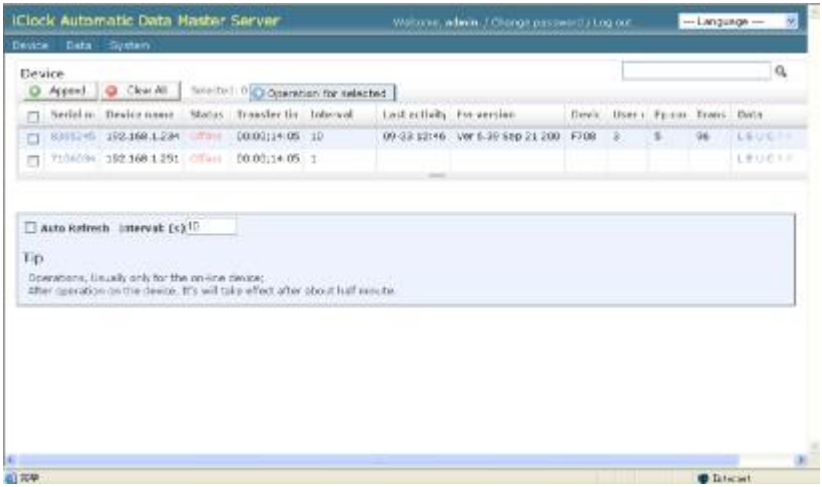
2. Input correct system user and password, click 'login'.

System's initial value:

user: admin

password: admin

3. Homepage

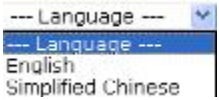


System logout

Click 'logout' on the top right corner to logout this system, then return to the login interface.

2.3 Language selection

Click the drop-down box on the top right corner to select language (simple Chinese & English).



2.4 Password modification

Function introduction: Modify the password of the current user.

Operating steps:

1. Click 'modify password' on the top right corner to enter the interface.

2. Firstly, input your old password once, and then input your new password twice, click 'modify my password', after verification, the modification will be complete.

3. The new password comes into efficiency after the system gets logout and login again.

3. Use of ADMS

3.1 Quick use

Steps recommended by system:

Step 1: add terminal unit.

Step 2: add personnel data, or download personnel data from terminal unit.

Step 3: Carry out management of department and personnel.

Step 4: Download and examine record from terminal unit.

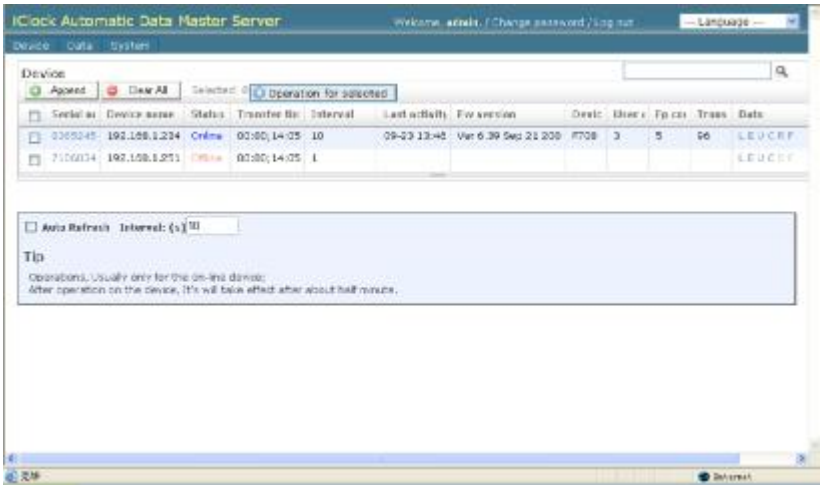
3.2 Device management

3.2.1 Device maintenance and management

Function introduction: Manage adding, deletion, query and modification of the enrolled device in the system. Transmit data to the devices online and control them remotely.

Operating steps:

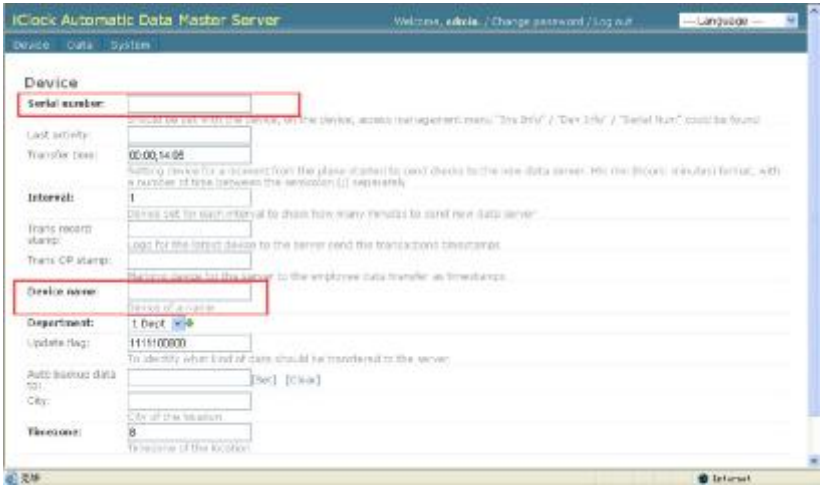
1. Click device management—device maintenance and management to enter the maintenance page.



2. Add, modify, query and delete the enrolled information in the device.

1)add device

(1) Click "add" on the top left to enter the page.



(2) Input specific information of the device

Serial number: enter device's menu: 'system information'—' device information'—'serial number'.

Recent online time: the time recorded by system automatically, not able to be edited

Transmitting time: the time when the device starts to check and transmit new data to the server

Refresh interval time: how often will the device checks and transmits new data to the server?

Transmitting marker of sign-in record: the time stamp to show the recent sign-in record transmitted from device to server

Transmitting marker of user data: the time stamp to show the recent user data transmitted from device to server

Device name: input a name for management convenience.

Department: set the device's department. Click to enter the new added department page.

City: It is the city where the device is. The device can display the local weather in leisure.

Automatic backup: Automatic backup of the enrolled data to other devices can be set.

Notice: It is necessary to fill in serial number and device's name.

(3)After completing information input, click "submit", and then the device is added to the device list.

Notice: When transmitting time, refresh interval and so on are set, the server will communicate with the device and

transmit the setting to the device.

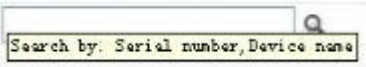
2)modify device

(1)Click 'serial number' on some device in the device list to enter the modification page.

(2)Click 'submit' after modification.

3)query device

(1)Input query condition in the query window, click for fuzzy query.



Query fields: serial number and device name

(2)Fuzzy query is supported by this system. For example, input 3, serial number and device name containing "3" will be displayed.

(3)After query, the device according with the condition will be displayed in the list. Click "cancel query condition", all the devices will be displayed again.

4)delete device

(1)Select the data to be deleted, click "delete" in "deal with selected data" to delete the selected device information.

(2)Click "delete all" to delete all the enrolled device information.

5) using device pause

(1)Select the device to make it pause.

(2)Click "pause" in "deal with selected data", the state column will show pause.

6) recover using device

(1)Select the using device to be recovered in the option column.

(2)Click 'recover use' in "deal with selected data", the state

column will show "offline/normal".

3. Monitor the enrolled device

Select 'state monitor' on the bottom of the homepage. The device state can be refreshed in time for convenient operation.

Input refreshed interval time. For example, input 30, then the page can be refreshed every 30 seconds, and the device's online/offline state can be displayed.

4. Operation on online device

Select the device to be operated, and click corresponding button in the dropdown list to complete the operation.

Update firmware: update the firmware of the selected device.

Notice: Don't update the device's firmware at will. If you

need to update the firmware, please contact ZKSoftware technician.

Select the device to be operated and click the corresponding button to complete the operation.

Backup of enrolled data: make backup of the selected information of the device to other devices.

Transmit data again: Transmit all the data (personnel's information and attendance record) selected on the device to the server.

Transmit record again: Transmit the attendance record selected on the device to the server.

Check and update: Update the device's information.

Restart: Restart the selected device.

Check and transmit the data immediately: force the recorder to check whether there is new data or not. If there is new data, upload it to the server.

Clear data: Clear all the data on the device, including personnel's information and attendance record.

Clear record: Clear the attendance record on the selected device.

Set power-off: Set time for the selected device's power-off automatically.

Recover the personnel's data on the device: transmit the user information and fingerprint saved in server to the time & attendance recorder, mainly to recover the user information or fingerprint which is deleted, lost or damaged by accident or during maintenance.

Notice: When server and device are in communication, please don't do other operations.

5. Check and maintain the data on corresponding device.

Click corresponding letter on 'data maintenance' to enter the data maintenance interface.

Letter's meaning:

L: attendance record

E: enrolled personnel on this device

U: upload data log

C: give command log

R: monitor real-time record

F: file management

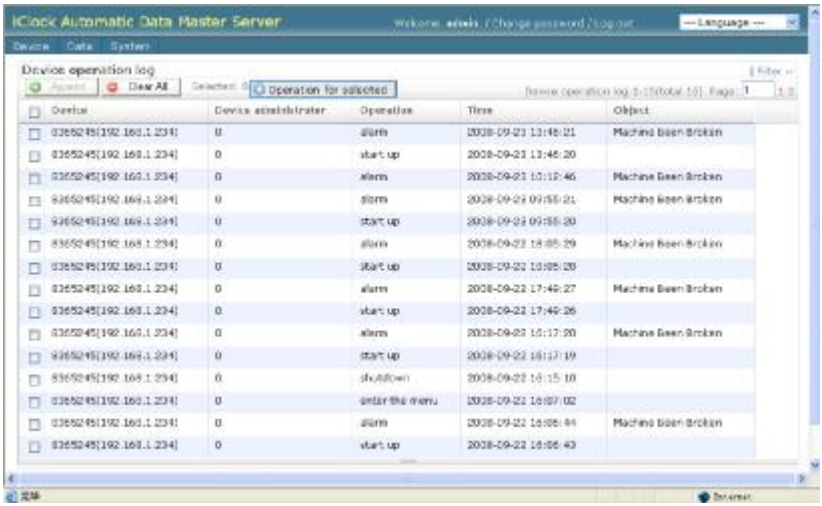
3.2.2 Device operation log

Function: Record all online devices' operation and time at present.

Operating steps:

1. Click device management—device operation log to enter query page.

2. System will display the record obtained at the real-time on the screen.

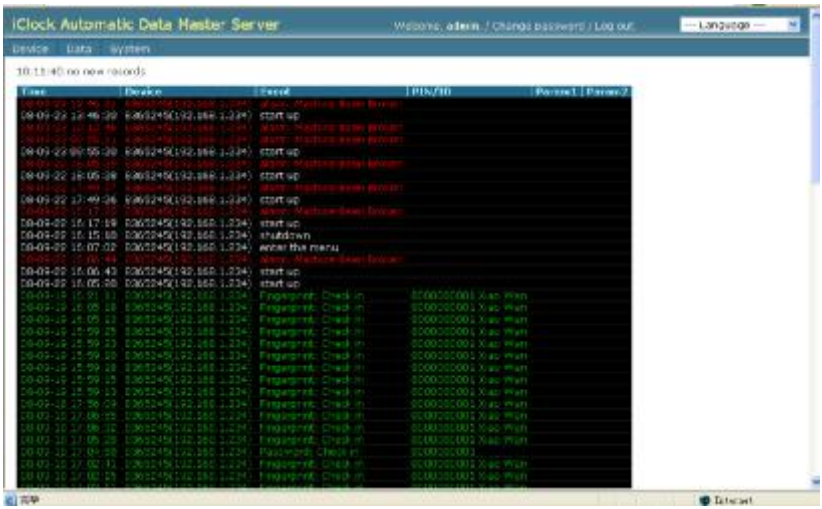


3.2.3 Real-time record monitor

Function: Monitor sign-in/sign-out record on the devices online currently at the real time.

Operating steps:

1. Click device management—real-time record monitor or click letter R in data maintenance column to enter monitor page,
2. System will display the record obtained on the screen.



3.3 Data maintenance

3.3.1 Department management

Function: Establish company's organization frame to manage personnel in groups and departments.

Operating steps:

1. Click data maintenance—department management to enter department management page.

2. Add, edit, query and delete department.

1) Add department

(1)Click 'add' on the top left to enter the page.

(2)Input department name and superior department.

(3)Click 'submit', then a department is added.

2) Edit department

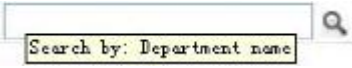
(1)Click department name in department list to edit its information.

(2)Input department name and superior department.

(3)Click 'submit' to complete the edition.

3)query department

(1)Input query condition in the query window, click for fuzzy query.



Query fields: department name

(2)After query, the department according with condition will be displayed in the list. Click 'cancel query condition', then all the departments will be displayed again.

4) Check and manage department personnel

Click personnel in 'check' list to enter the management page.

5) delete department

(1)Select the data to be deleted, click "delete" in "deal with selected data" to delete the department information.

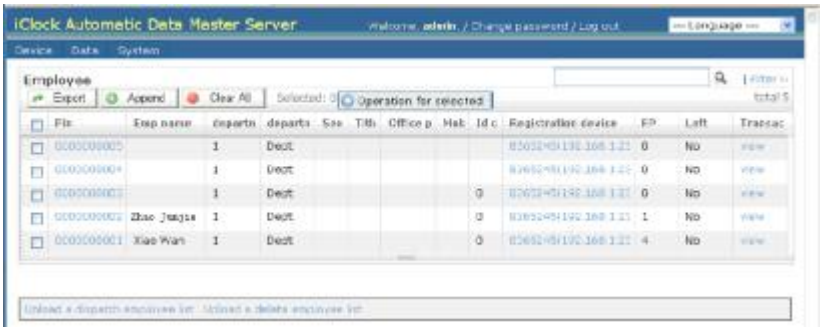
(2)Click 'delete all' to delete all the departments' information

3.3.2 Personnel management

Function: Manage personnel's files.

Operating steps:

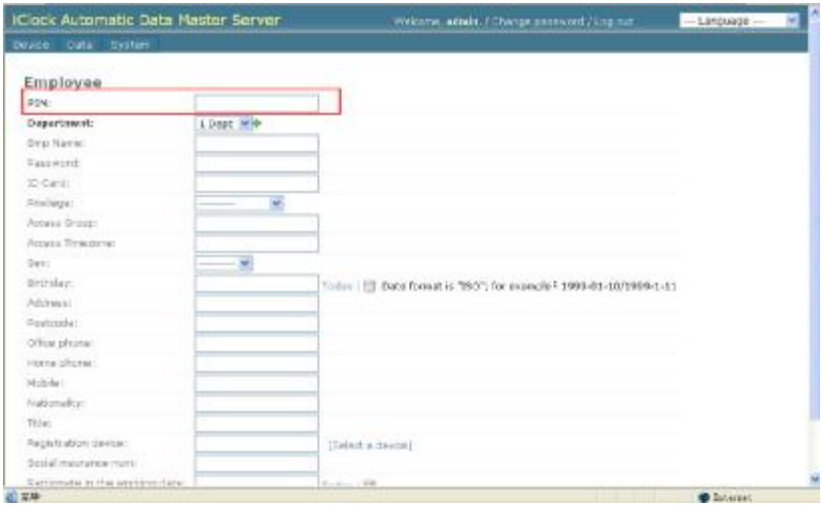
1. Click data maintenance—personnel management to enter personnel management page.



2. Add, edit, query and delete personnel.

1) add personnel

(1)Click 'add' on the top left to enter the page.



(2) Input personnel's information.

Notice: Attendance No. and department are must.

Other items can be input according to need.

(3)Click 'submit' to complete adding.

2) edit personnel

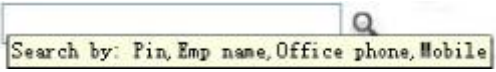
(1)Click a person's 'attendance No.' in the personnel list to edit his information.

(2)Input his information

(3)Click 'submit' to complete edition.

3) query personnel

(1)Input query condition in query window, click for fuzzy query.



Query fields: attendance No., name, office phone, and mobile phone

(2)After query, the personnel according with condition will be displayed in the list. Click 'cancel query condition', and all the personnel will be displayed again.

4) Check personnel's attendance record

Click personnel in 'check' list to enter the query page.

5) delete personnel

(1)Select the data to be deleted, and click 'delete' in "deal with selected data" to delete the person.

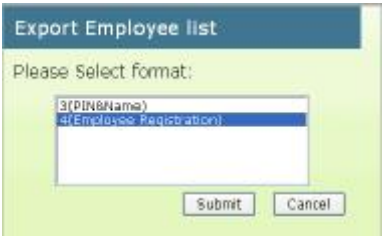
(2)Click 'delete all' to delete all the added personnel.

3. Export personnel's information

Export the personnel's information displayed in current list and save it in local disk.

(1)Click 'export'.

(2)Select export format.

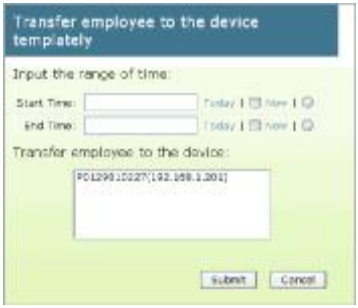


Click 'submit' to select checking or saving this file to local disk.

4. Other operations

Personnel transmission: Transmit the selected personnel's information to the specified device.

Temporary personnel transmission: Transmit the selected personnel's information to the specified device temporarily.



Delete personnel: Delete the selected personnel from the specified device.

Personnel leave: Personnel's leave: use this function to delete the personnel's data after his leave.

Transfer personnel data: Transfer personnel's data to the new device: transmit the selected personnel's information to the new device.

Adjust personnel department: Adjust personnel's departments: adjust the selected personnel's departments.

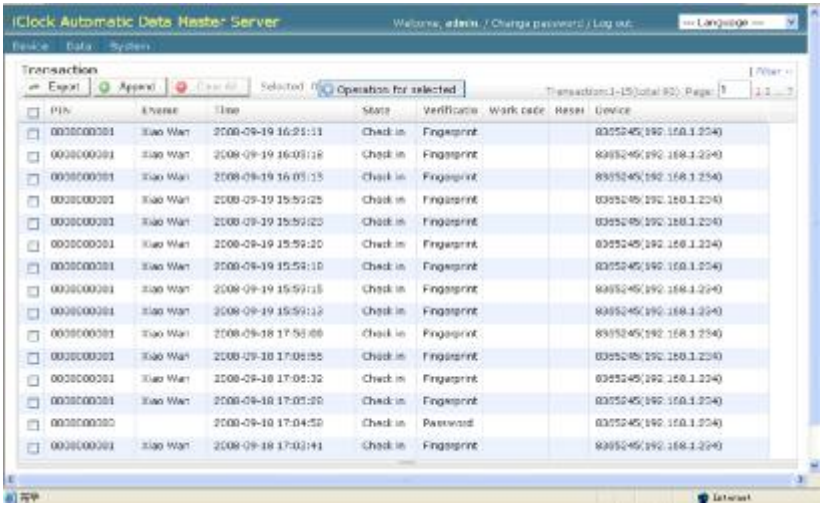
3.3.3 Attendance record

Function: Check personnel's attendance record and export the record to local disk.

Operating steps:

1. Check attendance record

1) Click data maintenance—attendance record to enter the page.



If there are many personnel's records, the system will paginate

the records. Record check can be done through click on page number or using filter (refer to appendix 2 for filter operation).

Notice: The data log uploaded from device is added by system automatically, so this button is grey.

2. Export attendance record

(1) Click 'export'.

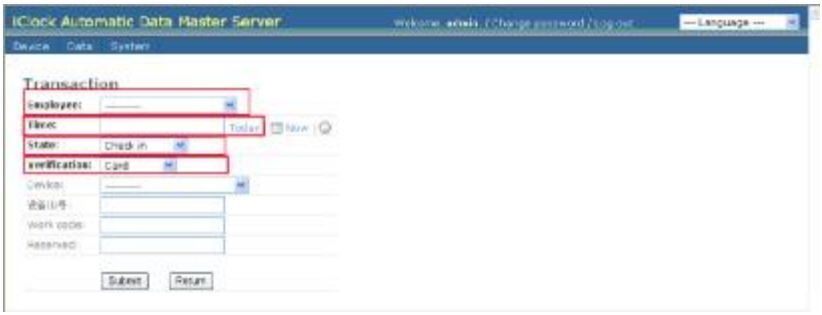
(2)Select export format.

Click 'submit' to select checking or saving this record to local disk.

3. Add attendance record

The administrator can add attendance record here.

(1) Click 'add' button.



(2) Fill in various information according to requirements, then press "submit" button to submit it.

Notice: Personnel, time, state and verification mode are must.

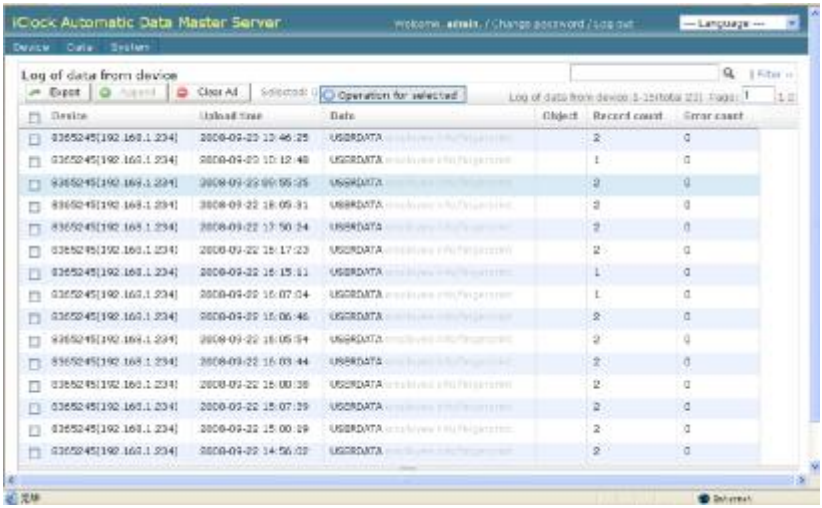
3.4 system log

3.4.1 Device uploading data log

Function introduction: Check the log of device uploading data to server.

Operating steps:

1. Click system—device uploading data log to enter check page.

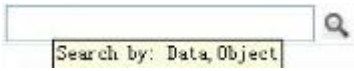


If there are many personnel's records, the system will paginate the records. Record check can be done through click on page number or using filter (refer to appendix 2 for filter operation).

Notice: The data log uploaded from device is added by system automatically, so this button is grey.

2. Query log

(1)Input query condition in the query window, then click for fuzzy query.



Query fields: data, object.

(2)After query, the record according with condition will be displayed in the list. Click 'cancel query condition', and all the records will be displayed again.

3. Delete log

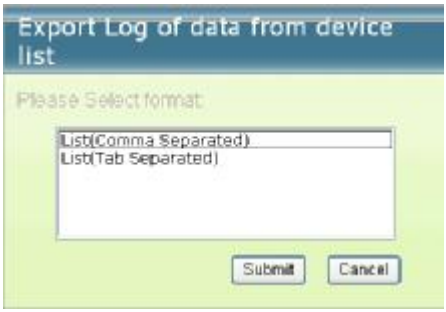
(1)Select the data to be deleted, and click 'delete' in "deal with selected data" to delete the log.

(2)Click 'delete all' to delete all the logs.

4. Export log

(1) click 'export'.

(2)select export format.



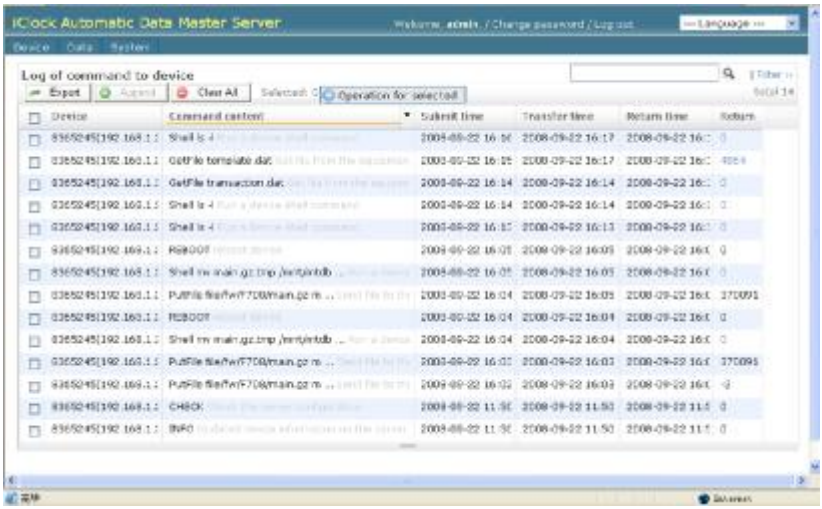
Click 'submit' to select checking or saving this log to local disk.

3.4.2 Server command log

Function introduction: Check the log of device uploading data to server.

Operating steps:

1. Click system—server giving command log to enter the page.



If there are many personnel's records, the system will paginate the records. Record check can be done through click on page number or using filter (refer to appendix 2 for filter operation).

Notice: The data log uploaded from device is added by system automatically, so this button is grey.

2. Query log

(1)Input query condition in the query window, then click for fuzzy query.

Query fields: command content.

(2)After query, the record according with condition will be displayed in the list. Click 'cancel query condition', and all the records will be displayed again.

3. Delete log

(1)Select the data to be deleted, and click 'delete' in "deal with selected data" to delete the log.

(2)Click 'delete all' to delete all the logs.

4. Export log

(1)Click 'export'

(2)Select export format

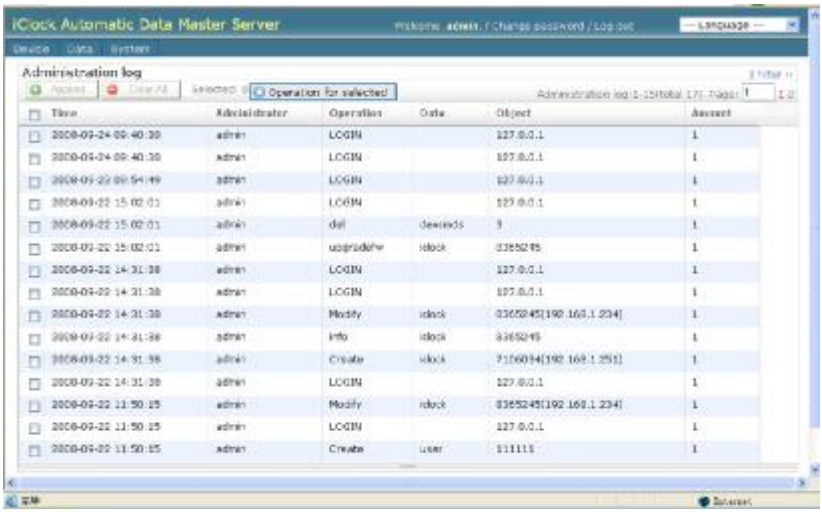
(3)Click 'submit' to select checking or saving the log to local disk.

3.4.3 Administrator operation log

Function: check system operation and maintenance logs.

Operating steps:

Click system—administrator operation log to check the page.



If there are many personnel's records, the system will paginate the records. Record check can be done through click on page number or using filter (refer to appendix 2 for filter operation).

Notice: Administrator's operation log cannot be added or deleted (added by system automatically), so these two buttons are grey.

3.4.4 Maintenance by system administrator

Function introduction: In order to ensure system's security and prevent unauthorized user to modify the data, new administrators can be added and distributed corresponding privileges.

Operating steps:

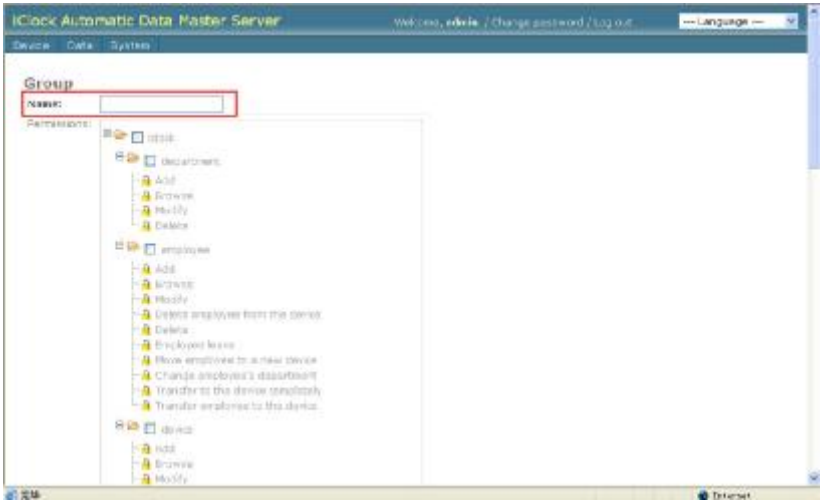
1. Group maintenance

1). Click system log group to enter the page.

2). Add, and delete group.

(1)Add group

Click 'add' on the top left of the page to enter the page and input group name.



Notice: Name is must. The group's all privileges can be set in the following privilege box.

(2) Delete all: Click "delete all", and then click "OK". In this way, all data will be deleted.

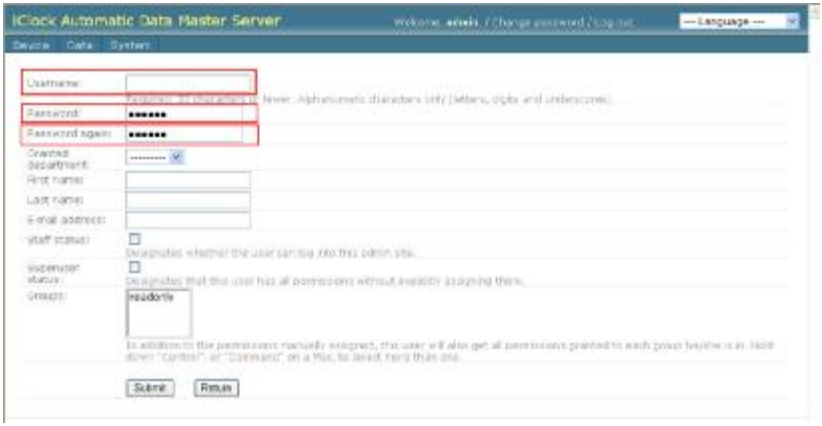
Or select the data to be deleted, and click 'delete' in "deal with selected data" to delete the data.

2. user maintenance: click system log—user to enter maintenance page.

3. Add, edit and delete personnel

1) add user and administrator

(1) Click "add" on the top right of the page, enter "add user" page and input user information.



Notice: User name, password and password verification are must. Other items can be input according to need. In addition, select set group, whose privilege is the same with that of the user. If other privilege is to be set, then group's privilege should be set first, and then select the group.

(2) Select super user state to enter "add super user" page, and input administrator's information.

Notice: User name, password and password verification are must. Other items can be input according to need. Super user has the most privilege. Therefore, there is no need to set group.

2) edit user or administrator

(1) Click administrator's "user name" in personnel list to edit his information.

(2) Input administrator's information.

(3) After information input is complete, click "submit" to finish edition.

3) delete user or administrator

(1) Select the data to be deleted, and click 'delete' in "deal with selected data" to delete the data.

(2) Click 'delete all' to delete all added administrator.

Notice: System default administrator cannot be deleted.

Appendix

Appendix 1 How to connect terminal unit to network

1. Requirement of terminal unit

ADMS's function is to choose and configure device. Therefore, it needs device's firmware support.

Tip: If you need this function, please consult ZKSoftware's technician or contact business representative.

2. Parameters of terminal unit

1)enter device's menu—setting—communication setting to find

WEB server IP
Web port
Proxy server
N
Proxy server address

the following items:

WEB server IP: IP address of ADMS

Web port: Port used by ADMS

Proxy server: Whether use Proxy server or not.

Proxy server address: IP address of Proxy server

Server port: Proxy server's port

3. Set device parameters according to different network environment.

1) When ADMS and terminal unit are in the same network segment

of the same LAN, 'WEB server IP' and 'Web port' needs to be set.

For example: IP address of ADMS is 192.168.1.100,and device's IP address is 192.168.1.201.

Setting: it is OK to set 'WEB Server IP' as 192.168.1.100,and 'Web port' as the set port in ADMS management(refer to 2.1 ADMS management).

2) When ADMS and terminal unit are in the same LAN but different network segment, 'WEB Server IP', 'Web port' , 'gateway' and subnet mask need to be set.

3)When ADMS and terminal unit are not in the same LAN, ADMS must possess a public network IP to ensure terminal unit's access to server, and 'WEB Server IP' & 'Web port' need to be set.

For example: ADMS IP is 116.25.139.22, and terminal unit is in some LAN, with IP address 192.168.1.201.

Setting: it is OK to set 'WEB Server IP' as 192.168.1.100, and 'Web port' ad the set port in ADMS management (refer to 2.1 ADMS management).

Appendix 2 Common operation

Filter

Function introduction: For use's check convenience, display the information in the list of the current page after filtration according to the specified condition.

Operating steps:

1. select display column

On device maintenance and management interface, the machine's display column can be selected according to your needs.

Move cursor to every field of column, and the field column will display ▾, click ▾ to get the following information:

Order: order all machines in ascending order, descending order or no order.

Field: Including serial number, device name, state, transmitting time, refresh interval time, recent online time, firmware version, device name, user count, fingerprint count, record count, data maintenance and department, select the field,

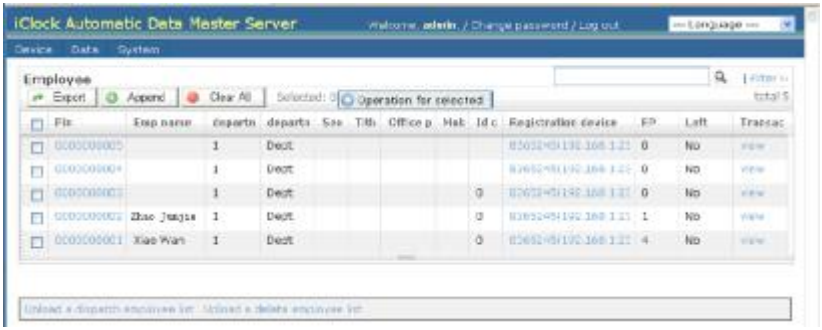
and it will be displayed in the column.

2. Lay out filter

Click >> behind filter to lay out the filter. The following is the filter lay-out of personnel management interface.

3. Select filtration condition

Click some condition, and then the records according with this condition will be displayed on the page. For example, click 'department', and the following page will appear:


iClock Automatic Data Master Server
Device
Data
System
Employee
Export
Append
Clear All
Operation for selected
Registration device
FP
Left
Transac
Dept
No