

Safesmart Online Help-Attendance Management System

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1. Brief Introduction



Welcome to use online help for Anson Safesmart Security Access Control and Attendance Management System.

This online help is only for the software platform and Attendance Management Subsystem. Help for other subsystems can be found in the "System" menu.

[Summarize](#)(See 1.1)

[New Function](#)(See 1.2)

[Areas of Application](#)(See 1.3)

1.1 Summarize

Safesmart Security System Management Platform is an innovation software which works for M controller series. In addition to all functions of the second-generation software, safesmart adopts such features of second-generation software as software interface, dynamic help and so on. When work with M controller series, safesmart can serve small and medium enterprises for access control and attendance management, as well as work with CCTV and alarm devices. The system is easy to manage, install and use.

Further Check "[Installation Requirement](#)(See 2.1)" and "[Areas of Application](#)(See 1.3)".

1.2 New Features



Customized Interface

Software GUI is more visual and convenient. The function interface window can be moved, hidden, enlarged/minimized and grouped conveniently. The user can adjust the display size and software interface as preferred.

Dynamic Help

When user clicks any setup button in software, an instruction for the button will be displayed.

Smart Download

System will only download changed data to controller, it can save download time.

Custom Reader Protocol

The communication protocol which between controller and reader can be changed by software setup. User can select multiple readers.

Batch Operation

Software supports multiple selection and operation, which can greatly improve work efficiency.

DVR Linkage

Software can work with DVR, user can check DVR video in real-time monitoring, when event or alarm happen, software will require DVR start to record. The video can be found by double-clicking event or alarm record in query interface.

Image Snapshot

Under real-time monitoring mode, when video compression card is installed in PC, the user can check the video for monitoring position. In case of occurrence of events or alarm, software will snapshot automatically.

Modulated Design

Basing on an unique platform, the software is characterized by modulated design, unique style and unlimited upgrade capability. Currently, the software consists of access control module and attendance module, which can both work independently. User can use any of all modules. When new module is developed, user can add the new module into exiting platform easily.

Excellent Attendance Module

Compare to other controller-based attendance management system, the software provides more complete attendance functions such as three-shift attendance, cross-day attendance, overtime calculation, timed work payment, work-arrangement base on month/day etc. The attendance management module itself can serve as a professional attendance management system independently.

Multi-language

User can change any character string for interface character, dynamic help and externally files. The system can support multi-languages.

1.3 Areas of Application

Product:

M Controller Series

Areas of Application

Safesmart security platform can be applied for commercial offices, governments, R&D institutions, industrial enterprises, intelligent buildings, intelligent residential areas, banks, financial organizations, prisons, detention houses, airports, subways, hospitals, customs and so on.

2. Installation Guide

Thank you for using Anson system.

Before installation, please study the user manual carefully for information on installation, method of use and terms of use.

Basic Information

Application Platform: Windows 2000, Windows Server, Windows XP, Windows Vista, Windows 7

Browser: Microsoft Internet Explore V5.0 or above.

Language: English

Software Property: Controllers management software.

How to install? please refer to:

[Installation Requirement](#)(See 2.1)

[Installation Steps](#)(See 2.2)

2.1 Installation Requirement

PC must satisfy the basic requirements in the following sheet. The system can work without confirming with the "Recommend" items. However, users are strongly recommended to adopt systems satisfying the "Recommend" configuration which can ensure prima system performance.

When install software, your PC will satisfy to following system requirement.

Items	Requirement
Processor	min.Pentium II CUP, 800MHz Recommend: Pentium III, 1G MHz
Memory	Windows 2000(SP4) — 512MB, Windows 2003 Server - 512MB, Windows XP Home - 192MB, Windows XP Professional and Windows Server 2003 - 256MB, Windows Vista - 1G, Windows 7 - 1G, Recommend: XP Home: 256MB; XP Professional and Windows Server 2003: 512MB
Hard Disk Capacity	System driver 200MB at least, software installation installed driver is 2.1GB ¹
Operation System	Windows 2000, Windows XP, Windows Server 2003, Windows Vista, Windows 7
IE	Microsoft Internet Explorer 5.0 at least, recommend 6.0 version above.
CD-ROM driver or DVD-ROM	CD-driver is required if the software is to be installed via CD.
Video	800 x 600, 16 bits color Recommend: 1024 x 768, 24 bits color
Mouse	Microsoft mouse or compatible device
USB Interface	At least one hardware interface of USB V1.0 or above
Series port / Network port	RS232 or RS485 series port or internet RJ45 ethernet interface ²

¹When start software installation program, the default installation location is system driver. However, user can install the software in any driver. In order to ensure proper performance of the system, the system driver must have extra space. Thus, no matter wherever the software is to be installed, please ensure system driver has enough memory. At the same time, for saving database and pictures, sufficient memory should be kept for the driver where the software is installed.

²The interface is used for connecting with controller. Please refer to controller user manual for more information. If no controller is connected, some software functions can not be used.

2.2 Installation Steps

Before install software, please close other programs and ensure your PC can satisfy the [Installation Requirement](#) (See 2.1). If the software has been installed before, please delete the prior version by "Add or Delete Program" menu, otherwise, software installation may fail. Following pictures may differ from your actual situation. This may be caused by operation system or application requirement, and which will not affect the performance of the system.

1. Please find setup.exe or setup file in installation file (usually, it can be found in the CD delivered with the products). The setup.exe is in root directory of installation file. User can start the program by

clicking the file icon.

2. It will take some time to gather the system parameter of your PC. The time taken depends on device configuration (may need several seconds or several minutes). Then the welcome page will be displayed as below:



Please read installation prompt, if you ensure to install software, please press "Next" button to continue, if not, please press "Cancel" to exit install program. In further installation steps, you will select "Back", "Next" and "Cancel" button to back to last step, continue and exit install program. We will do not explain it in future.

3. Press "Next" to enter "Customer Information" interface (showed following picture), User can input user name and company information, you also do not input it.

The screenshot shows the 'Customer Information' step of the 'Safesmart Security Platform - InstallShield Wizard'. The window has a blue title bar with the Safesmart logo and a close button. Below the title bar, the text 'Customer Information' is displayed in bold, followed by the instruction 'Please enter your information.' There are two text input fields: 'User Name:' and 'Organization:'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'InstallShield' logo is visible in the bottom left corner.

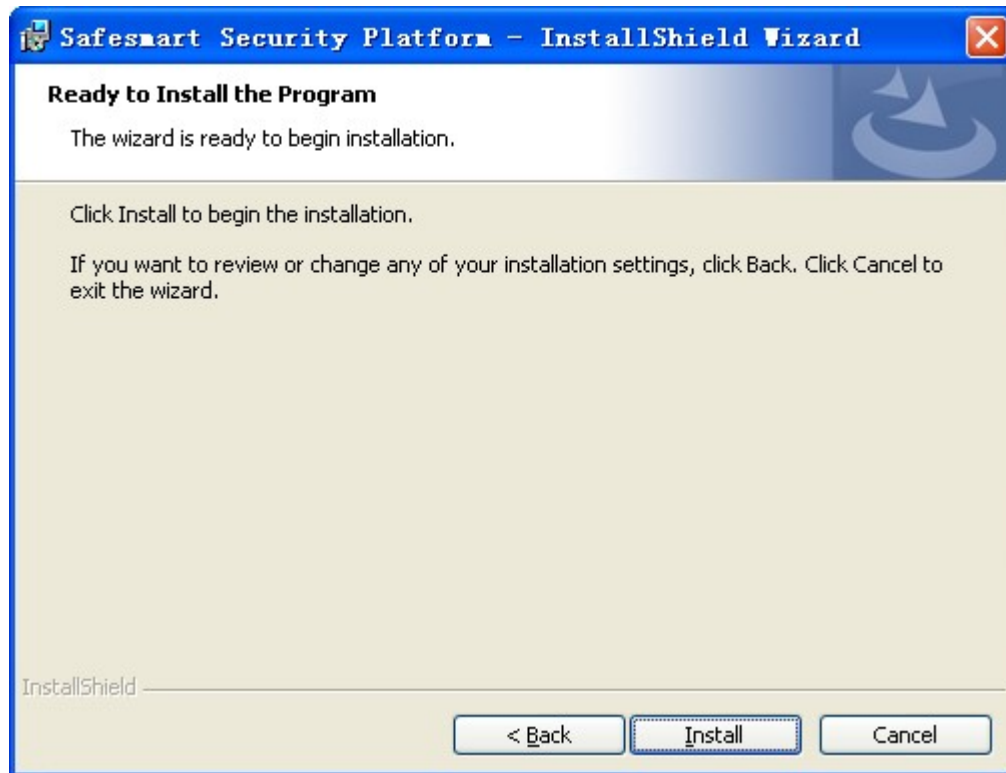
4. User can select installation directory(showed following picture), default dirctory is system driver program list. We suggest you install other directory that has enough memory space.

The screenshot shows the 'Destination Folder' step of the 'Safesmart Security Platform - InstallShield Wizard'. The window has a blue title bar with the Safesmart logo and a close button. Below the title bar, the text 'Destination Folder' is displayed in bold, followed by the instruction 'Click Next to install to this folder, or click Change to install to a different folder.' There is a folder icon next to the text 'Install Safesmart Security Platform to: C:\Safesmart Security Platform\'. To the right of this text is a 'Change...' button. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'InstallShield' logo is visible in the bottom left corner.

Press "Change" button to select directorty, after you select installation diectorty, press "OK" to back.
Notice: For Windows Vista and Windows 7 user, dure to this two operation systems reinforce user access management, so under default, some directories are not allowed to access for operation user

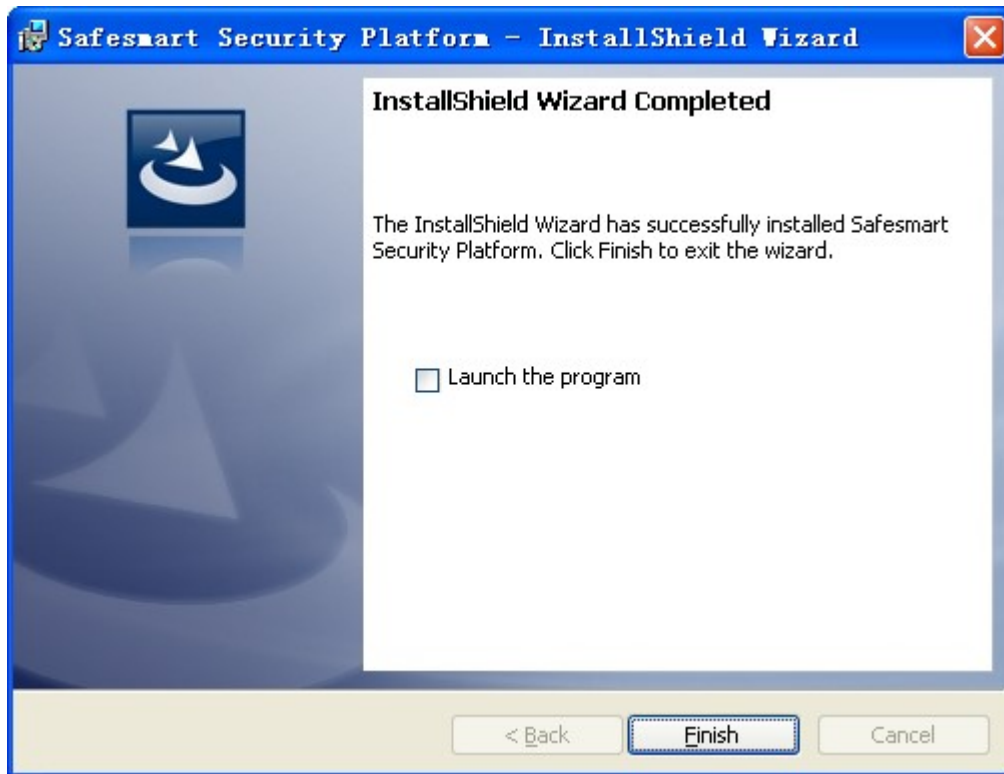
(including administrator), and change the directory information directly. The directory include "Program Files", "Windows" and so on. Please do not install the system in those directories, or software can not work well.

5. After press "Next", the program will ask your confirmation again. If you ensure setup is correct, please click "Install" button to install, if not, back to last setup to change setup by press "Back" button, or press "Cancel" button to exit installation program.



6. After click "Install", system will install the software and database automatically. It will spend you some time to gether your system parameter. The time will depend on your device configuration and other situation(maybe need several seconds or several minutes). In the process of installation, you can press "Cancel" button to exit installation program.

7. At last, after system is installed, following picture will be displayed:




If you find this interface, we congratulate to you, the software is installed successfully. Please press "Finish" button to end it. Before you press "Finish" button, if user select "Launch the program", then the software will be started after installation program exit.

In the future, you can double-click tabletop shortcut icon  or click operation system menu "Start"-> "All Program"->"Safesmart Security Platform"-> "Safesmart" to run the software.

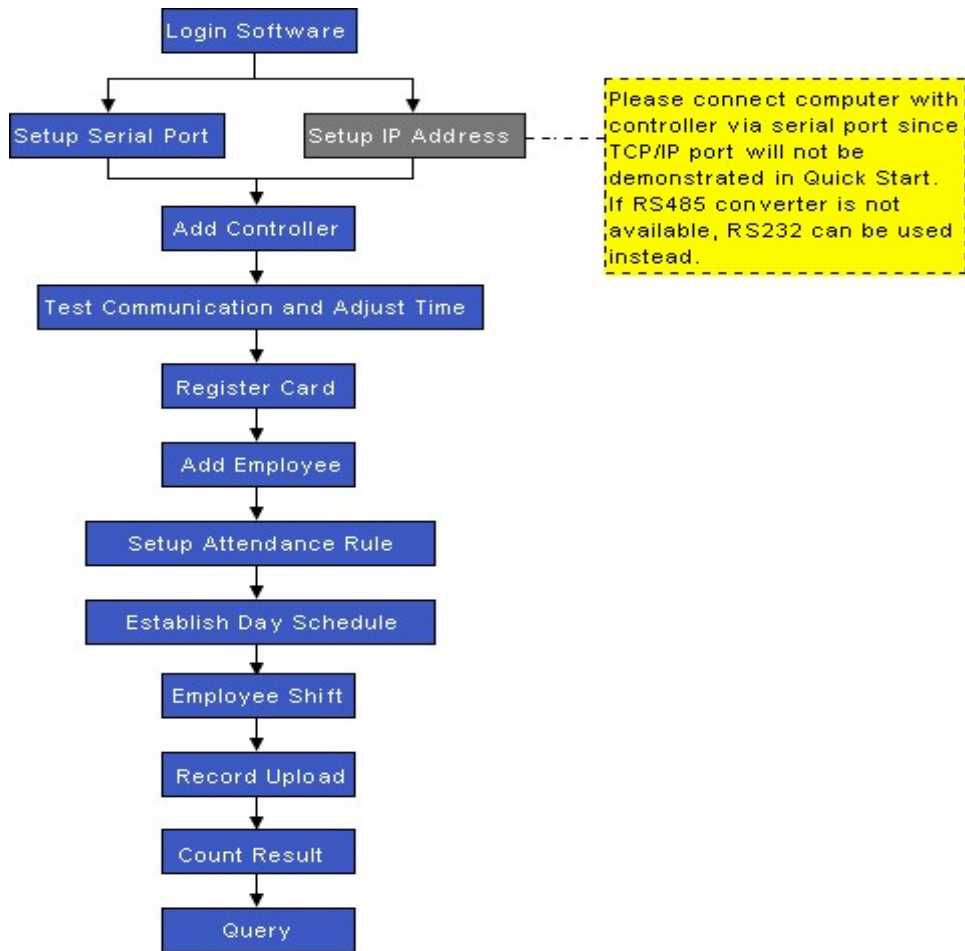
3. Quick Start

Quick Start is designed for new users who are not familiar with Anson system. It helps the user to use software, setup hardware, arrange employee shift and attendance count. At the same time, the quick start will introduce some basic knowledge on attendance system. This information will be marked with

"icons  "and written in grey. The user may ignore this supportive information. However, we would like to suggest all end users read it carefully. User can also find more detailed information in "[User Manual](#)"(See 4.) If user has any questions on the software, please check "[FAQ](#)"(See 5.), where the answers maybe found.


Before start, please connect controller or integrated access controller with PC. Please refer to controller user manual or go to "[Hardware Connection Method](#)"(See 4.1)"for more details.

Click [here](#) (See 3.1) to start. Click any items you want to know and you can enter the step directly.

Quick Start Flow Chart

3.1 Software Login

After open PC and enter operation system, please find the software icon on operation system

tabletop . Double-click the icon to start software, then following login interface will pop up:

The login interface for the Safesmart Security Platform (Anson) is shown. It includes the following fields and controls:

- Username:** A text box containing "Administrator".
- Password:** A text box that is currently empty.
- Expert Mode:** A checkbox that is checked.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

Instructions for login:

1. Input Username
2. Input Password (Blank means no password)
3. Click "OK"

Input username as "Administrator"(case sensitive) and default password (default password is empty).

After click "OK", the user will enter main operation interface as superuser.



Superuser has the supreme authority to operate the software and its access group and username can not be changed. If user logs in with other identity, some software functions can not be displayed. Please input the changed password if superuser password has been changed.

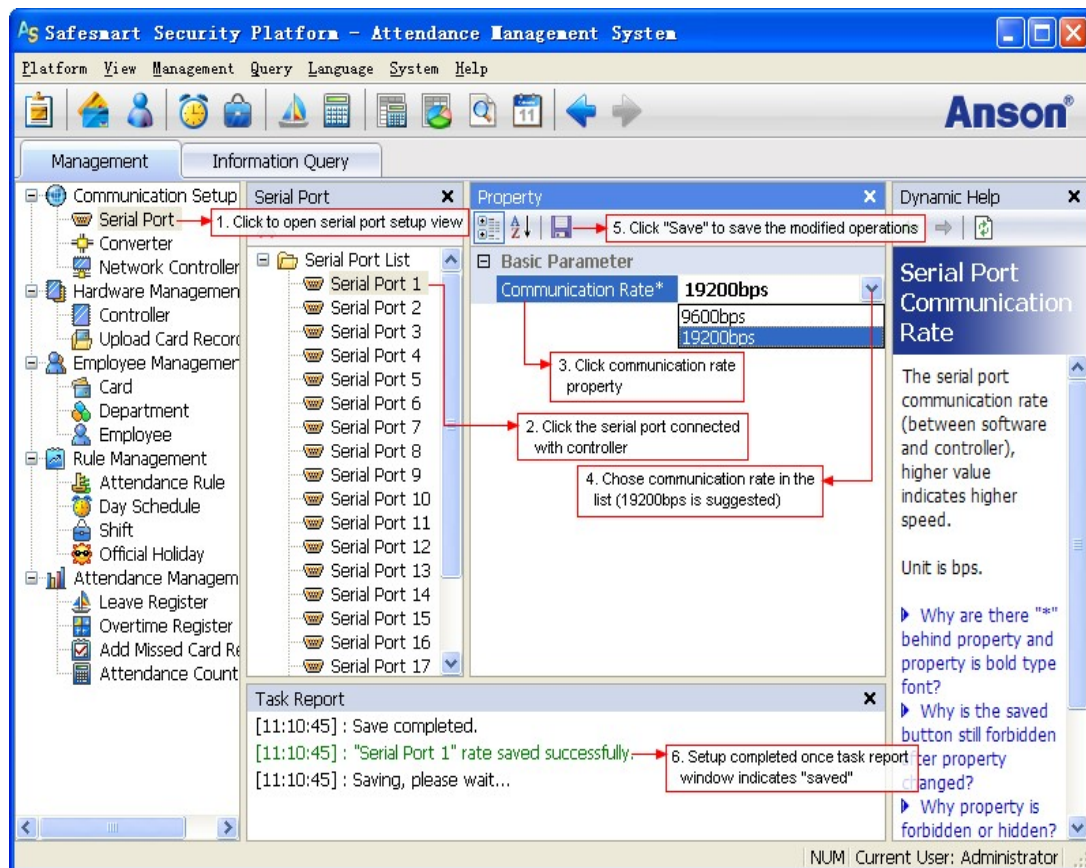
[Next](#)(See 3.2) [Return](#)(See 3.)

3.2 Setup Serial Port Communication



When Controller connects with PC by RS232/RS485 (without TCP/IP converter), the software will communicate and change data with controller by RS232 serial port. Thus, the communication rate of PC serial port must be the same as controller.

Please setup PC communication rate following the red box information (the numbers at the beginning indicate the sequence of setting up the controller). It is recommended to setup both PC and Controller communication rate at 9600bps.



Notice:

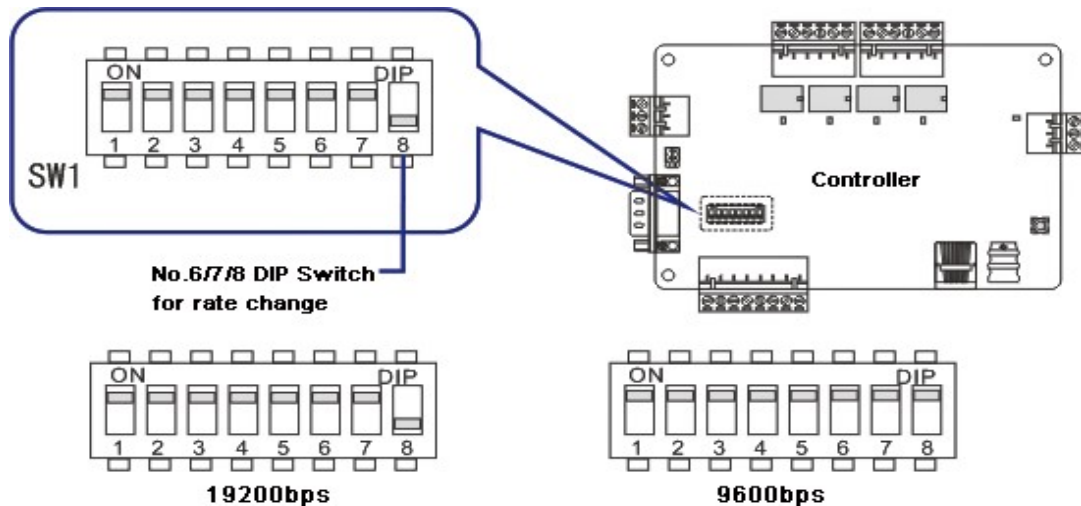
1. If the communication port in software is the same with controller, you can skip over this chapter.
2. For Step 1, Please make sure you are in "Attendance Management System", if not, please cut over by "System" -> "Attendance Management System". If software do not in Setup interface, please open

Serial Port setup view by main menu "Management".

3. For step 5, If your communication rate vaule have not changed, the software will think do not need save, and "Save" button will be forbidden.

4. If view window position is different from above showed pricture or closed, user can restore view layout by "Veiw"-> "Restore View Layout" before step 2.

Please notice that software communication rate must the same with controller hardware. How to setup controller, please refer to following picture. The integrated access controller please refer to user manaul that package with hardware.



Please change controller 6, 7, 8 dial switch. For example, If user want to setup 9600bps, please dial 6, 7, 8 far away from NO position.

Warning: In case damage the device, before you setup controlelr communication rate, please make sure controller is power off.

[Prev](#)(See 3.1) [Next](#)(See 3.3) [Return](#)(See 3.)

3.3 Add Controller



One PC may have more than one serial ports and each serial port can connect with multiple controllers. User should add all controllers in the software and change their parameters. Adding and setting up controller information are very important since the software only manages the controllers added into the software.

Please add the controller following the information indicated in the red box (the numbers at the beginning indicate the sequence of setting up the controller).

Warning: In case damage the device, before you setup controller communication rate, please make sure controller is power off.

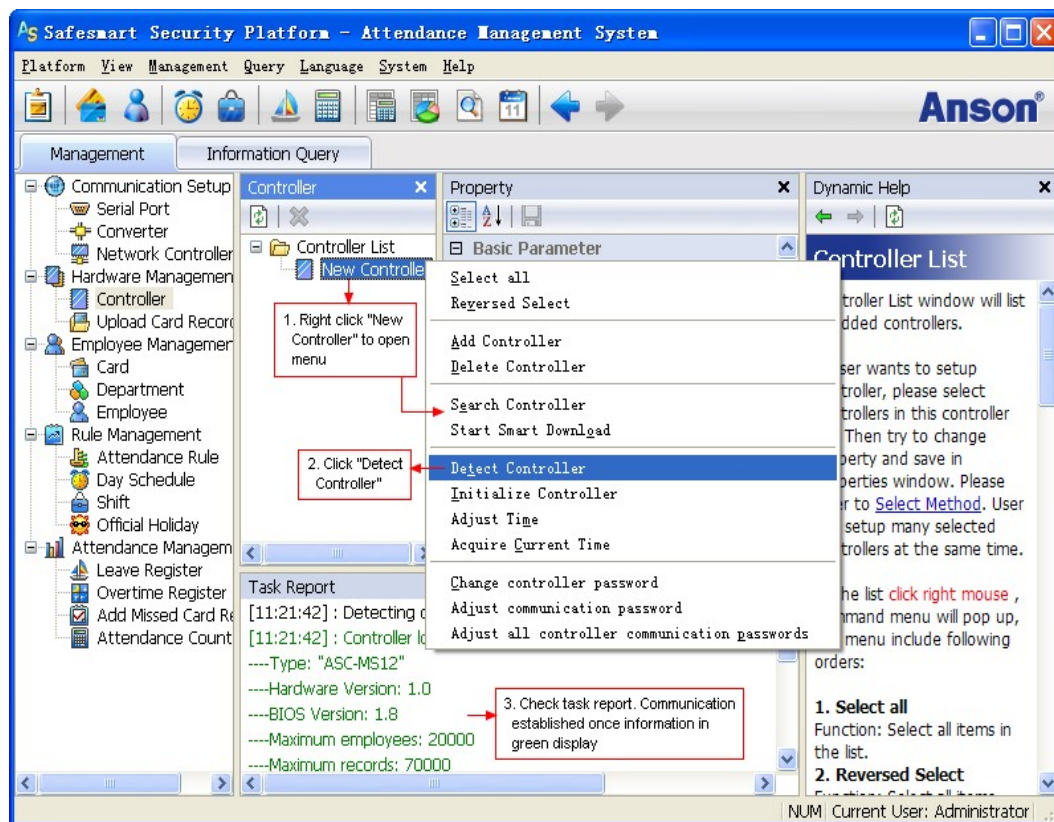
[Prev](#)(See 3.2) [Next](#)(See 3.4) [Return](#)(See 3.)

3.4 Test Communication and Adjust Time

After add the controller, please test the connection between controller and PC in controller setup interface. If the connection is correct, adjust the controller time.

Both access controller or integrated access controller have internal clock which must be the same as real time. Controller will get the present time from built-in clock once it starts to work. If controller time is incorrect, the controller can not work properly.

Test the communication between new controller and PC following the information indicated in the red box (the numbers at the beginning indicate the sequence of setting up the controller).



If there are no green controller information in Task Report, it shows communication is unnormal, there will display the error information in Task Report. So now you have to return to previous chapter to check whether the operation is correct or not. Such as detect connection between controller and PC, communication rate dial switch, address dial switch and so on.

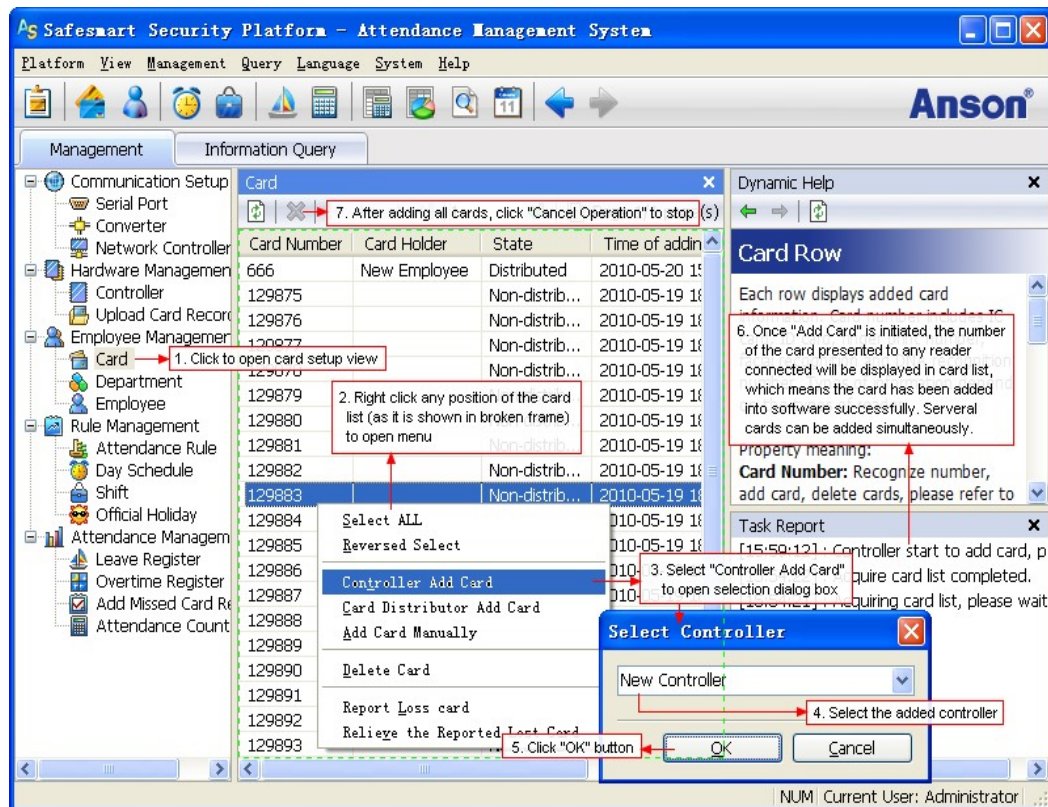
After test controller communication successfully, user have to return to default and adjust controller time. This two steps are very important, user must carry out. Their steps are similar with detect

controller, only the selected menu is difference from Step 2. Please ensure operation system time is correct, because when user adjust controller time, the software will follow operation system time.

[Prev](#)(See 3.3) [Next](#)(See 3.5) [Return](#)(See 3.)

3.5 Register Card

Before setup employee, Please add the card in software. User can add multiple cards following the information indicated in the red box.



Notice

1. For step 1, Please make sure you are in "Attendance Management System". Otherwise, please select "System" -> and then "Attendance Management System". If software is not in Setup window, please select "Management" -> and then "Card".
2. For step 7, if "Add Card by Controller/Distributor" is not initiated, the "Cancel" button will not be usable.
3. If view window is closed or different from above shown picture, user can restore view layout by "View" -> "Restore View Layout" before step 2.

User can add card in other ways. User can purchase Anson distributor and connect it with PC by USB, and then select distributor as shown in step 3. If the card bears numbers, user can add card manually or enter "Employee" setup and input the card number in employee card number property (Usually, two kinds of card numbers will be printed on lower right corner of the cards. This system accepts numbers without comma and ignores "0" in front of the numbers.

[Prev](#)(See 3.4) [Next Step](#)(See 3.6) [Back](#)(See 3.)

3.6 Add Employee

Attendance management focuses on attendance statistics of employee. All employees to be managed should send attendance time to system. In order to differentiate the attendance of different employees the system need to register the various identities of the employees. There are many ways for identity identification, in which reader and fingerprint are the most frequently used identification devices. The system identifies the employee by comparing the input data with the registered data. Thus valid card number should be assigned to employees and registered in the system in advance.

Please setup employee information following the red box information (the numbers at the beginning indicate the sequence of setting up).

1. Click to open employee setup

2. Right click any position of the employee list (as it is shown in green frame) to open order menu

3. Click "Add Employee", the "New Employee" will be shown in employee list and its property will be shown in property window

4. Select card property to open "non-distributed card" dialog box

5. Left click one card in card list

6. Click "OK"; then the card number will be displayed in card number property window

7. Click "Save" to save modified operations

8. Setup completed once task report window indicates "saved"

Employee List

Card Number	State	Time of adding card-Runnin...
1	Non-di...	2010-05-21 17:59:54 0000...

Property

Basic Parameter

Name* **New Employee**

Code*

Department*

Gender* **Male**

Date of Birth* **2011-05-06**

Position*

Education*

Telephone No.

Family Address*

Remark*

Card Number*

Password*

Select non-distributed card

Card Number State Time of adding card-Runnin...

1 Non-di... 2010-05-21 17:59:54 0000...

OK Cancel

Notice

1. For step 1, Please make sure you are in "Attendance Management System". Otherwise, please select "System" and then "Attendance Management System". If software is not in Setup window, please select "Management" and then "Card".

2. If view window is closed or different from above shown picture, user can restore view layout by "View" -> "Restore View Layout" before step 2.

When add more than one employee, user should input employee name in the "name property" and then save.



Employee "Code" is uniquely assigned for each employee. For example, ID number of employee is used for display and prints only and has nothing to do with authentication. User may not input employee number or assign number to employee as needed. In case different employees have the same name, user can differentiate them by assigning different numbers to them. The software does not accept employee with the same name as well as the same number. Alternatively, user can add suffixes to employee names instead of input employee numbers. For example, Mike_1, Mike_2.

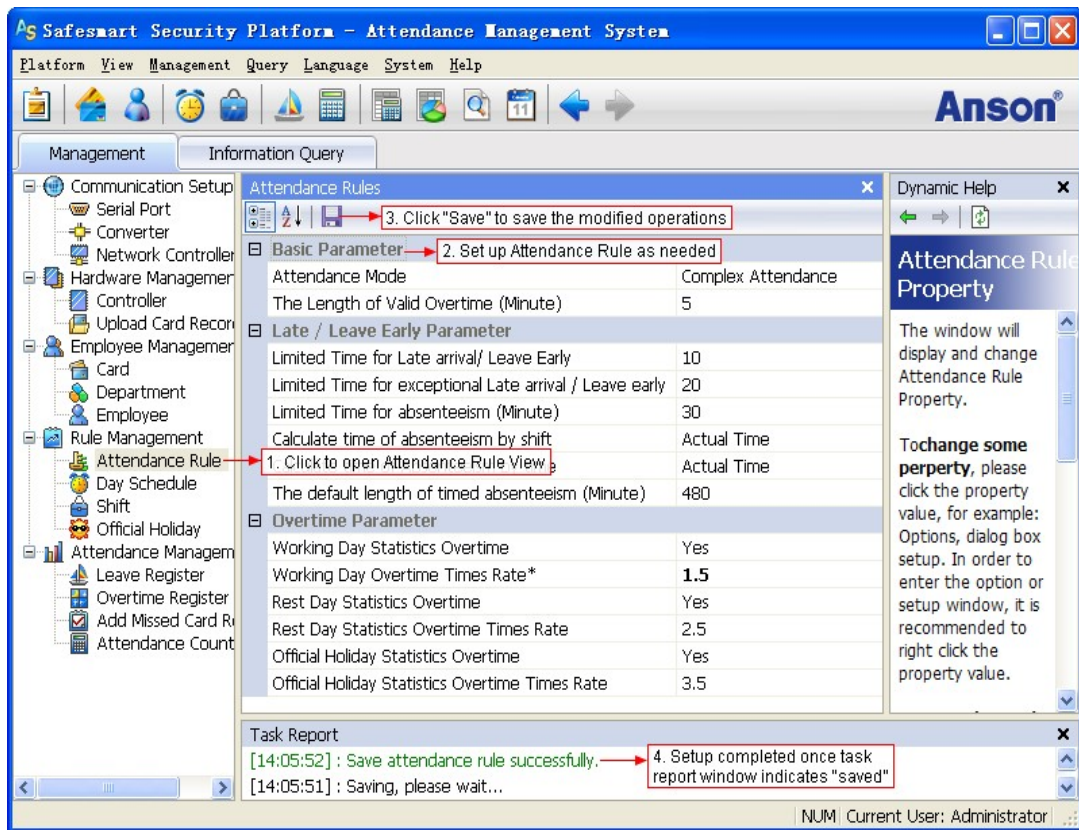
[Prev](#)(See 3.5) [Next Step](#)(See 3.7) [Back](#)(See 3.)

3.7 Setup Attendance Rule



The parameter of attendance rules will determine employee attendance result. Attendance Rules should not be changed once set. In every attendance calculation, the software will calculate the attendance of each employee basing on the rules preset. Results are: Late Arrival, Exceptional Late Arrival, Early Leave, Exceptional Early Leave, Absenteeism, Long Dinner Time, Overtime Shift, Working Overtime on Saturday, Working Overtime on Sunday, Working Overtime in Scheduled Shift and so on.

Please setup employee information following the red box information (the numbers at the beginning indicate the sequence of setting up).



Notice

1. For step 1, Please make sure you are in "Attendance Management System". Otherwise, please select "System" -> and then "Attendance Management System". If software is not in Setup window, please select "Management" -> and then "Attendance Rules".
2. If view window is closed or different from above shown picture, user can restore view layout by "View" -> "Restore View Layout" before step 2.
3. Attendance mode includes simple mode and complex mode. In simple mode, Attendance count don't support overtime statistics automatically according to card record. User has to register information manually. It also do not supports timed attendance or cross-day attendance, but it no need to separate enter and exit reader, so the controller used in attendance can be used in access control system too, it widely used in company or office. In complex mode, overtime statistics, timed attendance and cross-day attendance are supported, because of overtime and timed are particularity, **user should install at least two-way controller for attendance and it can not used in access control**. Reader 1 used for duty on only, and reader 2 used for duty off only (if it is four-door controller, reader 1,3 for duty on, and reader 2,4 for duty off)

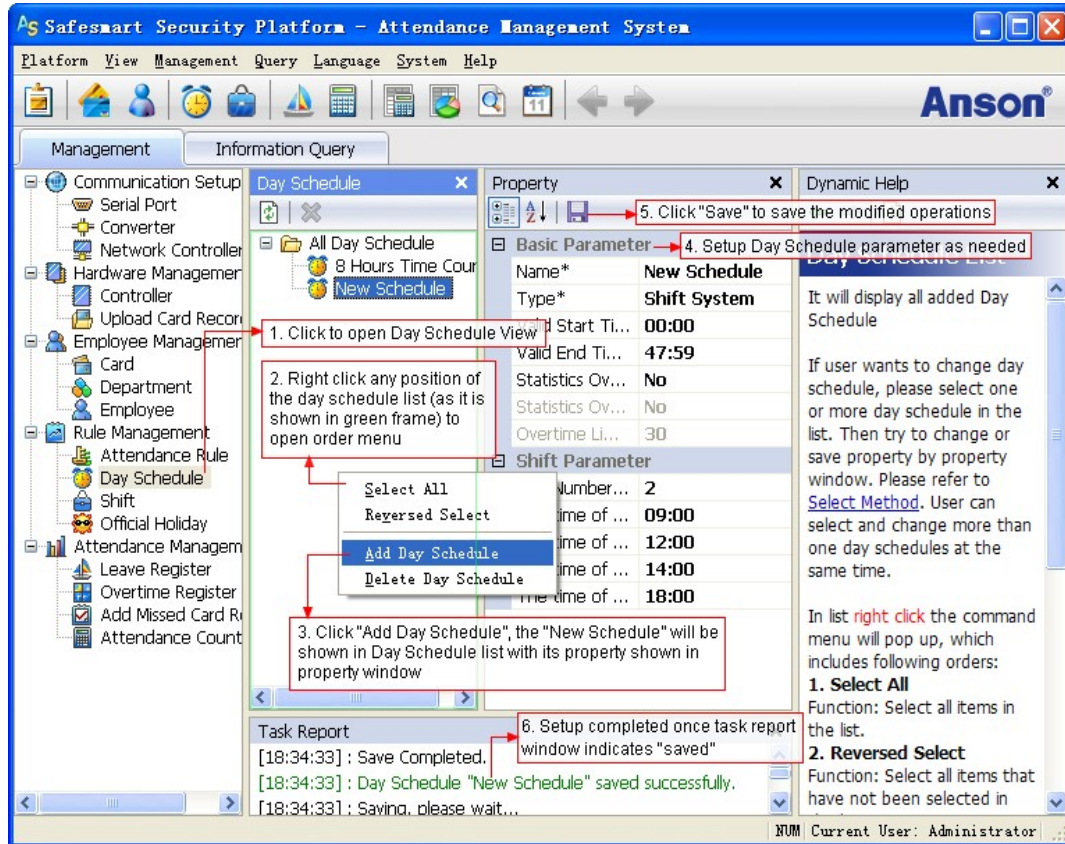
[Prev](#)(See 3.6) [Next Step](#)(See 3.8) [Back](#)(See 3.)

3.8 Establish Day Schedule



Day Schedule is the working schedule for a day. Different Day Schedules can be saved in the system. Day Schedule can be added, deleted, and changed. User can apply saved Day Schedules to setup Schedule Shift or Special Overtime Shift.

Please setup employee information following the red box information (the numbers at the beginning indicate the sequence of setting up).




Notice

1. For step 1, Please make sure you are in "Attendance Management System". Otherwise, please select "System" and then "Attendance Management System". If software is not in Setup window, please select "Management" -> and then "Day Schedule".
2. If view window is closed or different from above shown picture, user can restore view layout by "View" -> "Restore View Layout" before step 2.




Day schedule including timed system (not available in simple attendance mode) and shift system. Timed system means issue wages by employee actual working time, no limit for the length of duty on and off. The system also supports appointing latest duty on time and length of work time, user can select it by actual situation, both these two day schedule have a range of card valid time, any time segment between 00:00-47:59 can be set, and only during this range can be attendance counted. Moreover, in complex mode, both timed system and shift system support day-cross attendance. Please note that day-cross we appoint that the duty on happen in one day while duty off should happen in next day, when both duty on and duty off happen the same day, it will not be considerate as day-cross, so in shift, the last shift should over than 23:59.

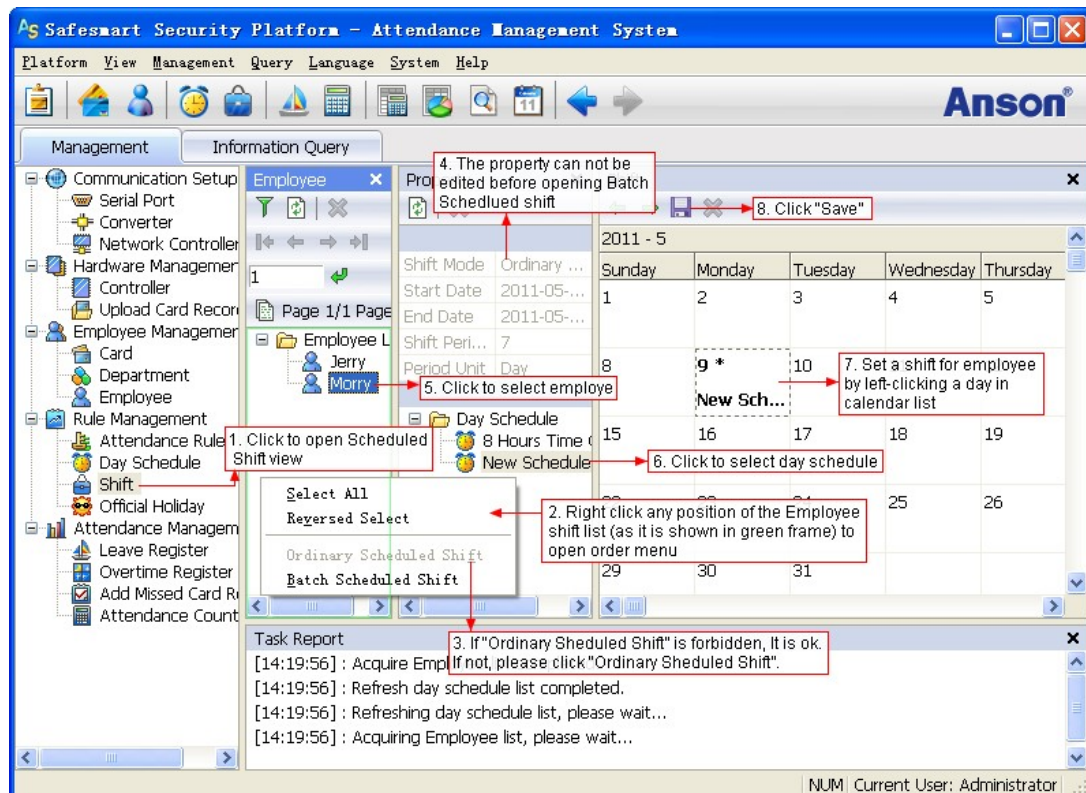
 "Present Card State " and "Holiday" can be set as needed. If "Yes" is selected for "Earlier card-present is considered as work overtime" or "Late card-present is considered as work overtime", then the system will conclude on "Work Overtime" once card is presented as such. If "Yes" is selected for "Sunday is considered as Holiday", then the system will conclude on "Work Overtime" if card is presented on Sunday.

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3.9 Employee Shift

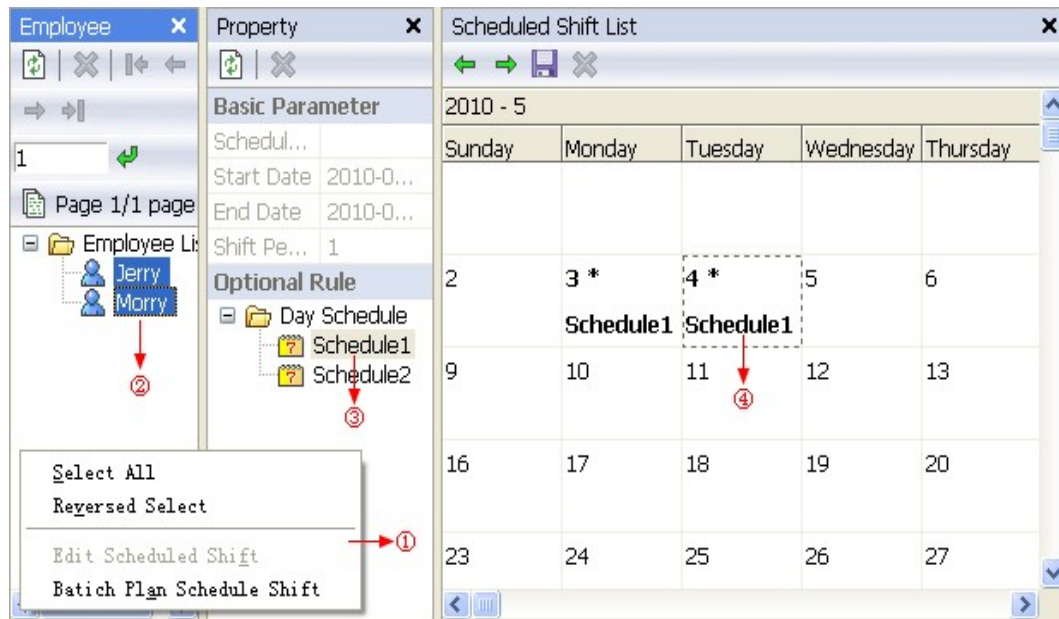
 There are two kinds of work shifts. Right click the employee window, "Schedule1 Shift" and "Shift in Batch" will be shown. Under Schedule1 Shift, the calendar in the Scheduled Work List will display all the shifts one employee has been in. New shift can also be assigned to the employee. Under Shift in Batch, basic parameters in the property window are editable. The calendar in the Scheduled Work List will not display the shifts of employee; instead, the start and end time of cyclic shift can be put in. Please save the setup once finished.

Please setup shift for employee following the red box information (the numbers at the beginning indicate the sequence of setting up).



Following picture will show you an example. Jerry and Morry have a "Scheduled Shift" for Day Schedule on 1st and 2nd May 2010.

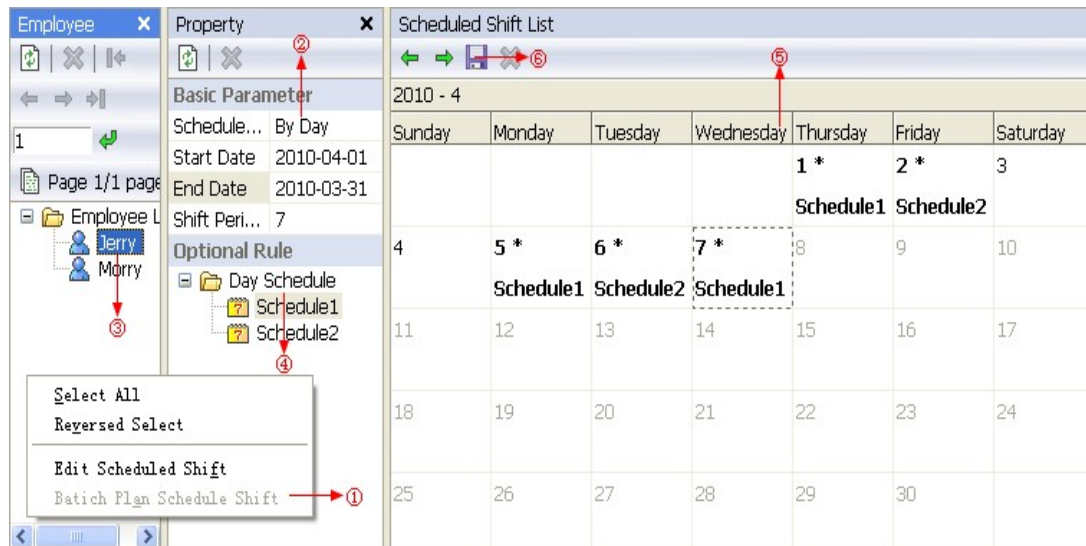
- ① , Right-click Schedule1 Shift in Employee List, the letter turns into gray.
- ② , Select employee in employee list, press Ctrl key (User can press Ctrl or Shift key to select in batch). Left-click to select Jerry and Morry .
- ③ , Select Day Schedule in property view.
- ④ , Left-click a date in the calendar of scheduled shift list to finish the shift arrangement (right-click to cancel the shift) .
- ⑤ , click " Save " to confirm



Following picture displays "Schedule Shift Batch" for Jerry from 1st April 2010 to 31st March 2011.

During this period of time, Jerry's work schedule is as follows: Schedule1 shift for Monday, Wednesday, Thursday, 8-hour work for Tuesday, Friday, and holiday for Saturday and Sunday.

- ① , Right-click "Schedule Shift Batch" in Employee List, then the letter turns into gray.
- ② , Input or select Start Date and End Date as 01-04-2010 and 31-03-2011 respectively. Input 7 in Shift Period.
- ③ , Select Jerry in Employee List.
- ④ , Select Day Schedule in property view.
- ⑤ , The shift will start from 01-04-2010 (Thursday). Before user inputs the shift, please select Schedule1 Shift for Day Schedule, then left-click 01-04-2010 in calendar list to appoint the shift (right-click to cancel the shift for this day). The second day is 2-04-2010 (Friday). Please select Schedule2 for Jerry in Optional Rule again, then click 02-04-2010 in calendar list to appoint the shift. The third day is 03-04-2010 (Saturday), no shift should be arranged since Saturday is holiday for Jerry.
- ⑥ , Click "Save" to finish the Schedule Shift Batch for Jerry from 01-04-2010 to 31-03-2011.

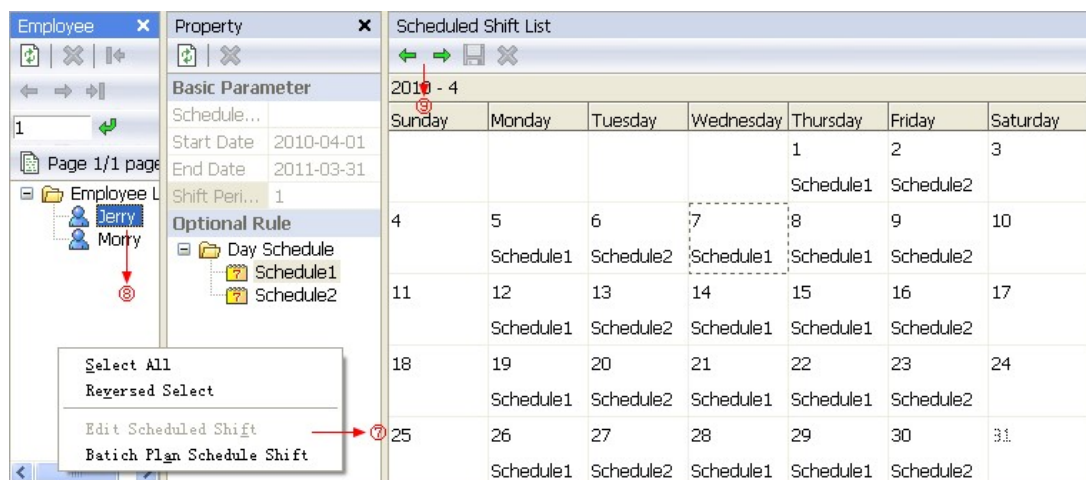


The Schedule Shift Batch for Jerry is finished. Now please refer to the following picture:

① , Right-click Schedule1 Shift in Employee List, then the letter turns into gray.

② , Select Jerry in Employee List.

③ , Adjust calendar by ← and → in Schedule Shift List.



Note:

1. For step 1, Please make sure you are in "Attendance Management System". Otherwise, please select "System" and then "Attendance Management System". If software is not in Setup window, please select "Management" -> and then "Schedule Shift".
2. If view window is closed or different from above shown picture, user can restore view layout by "View" -> "Restore View Layout" before step 2.

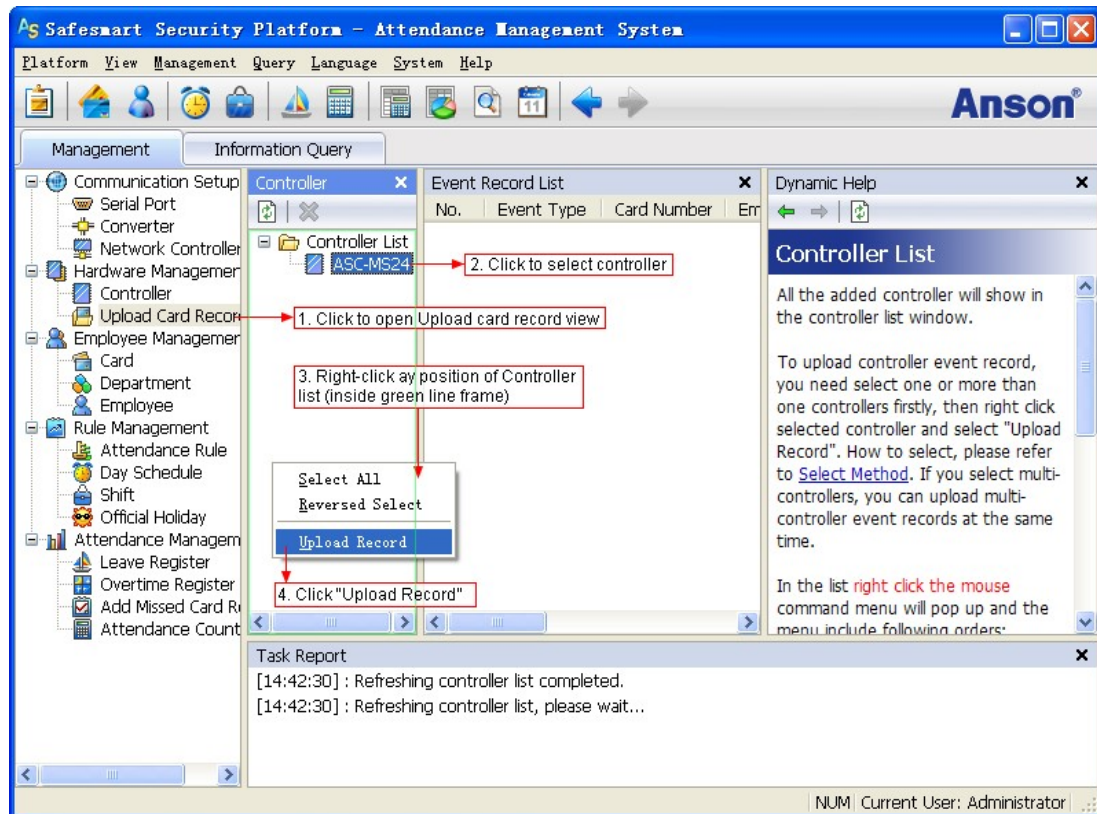
[Prev](#)(See 3.8) [Next](#)(See 3.10) [Back](#)(See 3.)

3.10 Record Upload



User can upload employee attendance record from controller to software database. Software will get employee attendance information from employee card record.

Please upload card record following the red box information (the numbers at the beginning indicate the sequence of setting up).



Note:

1. For step 1, Please make sure you are in "Attendance Management System". Otherwise, please select "System" and then "Attendance Management System". If software is not in Setup window, please select "Management" and then "Upload Card Record".
2. If view window is closed or different from above shown picture, user can restore view layout by "View" -> "Restore View Layout" before step 2.

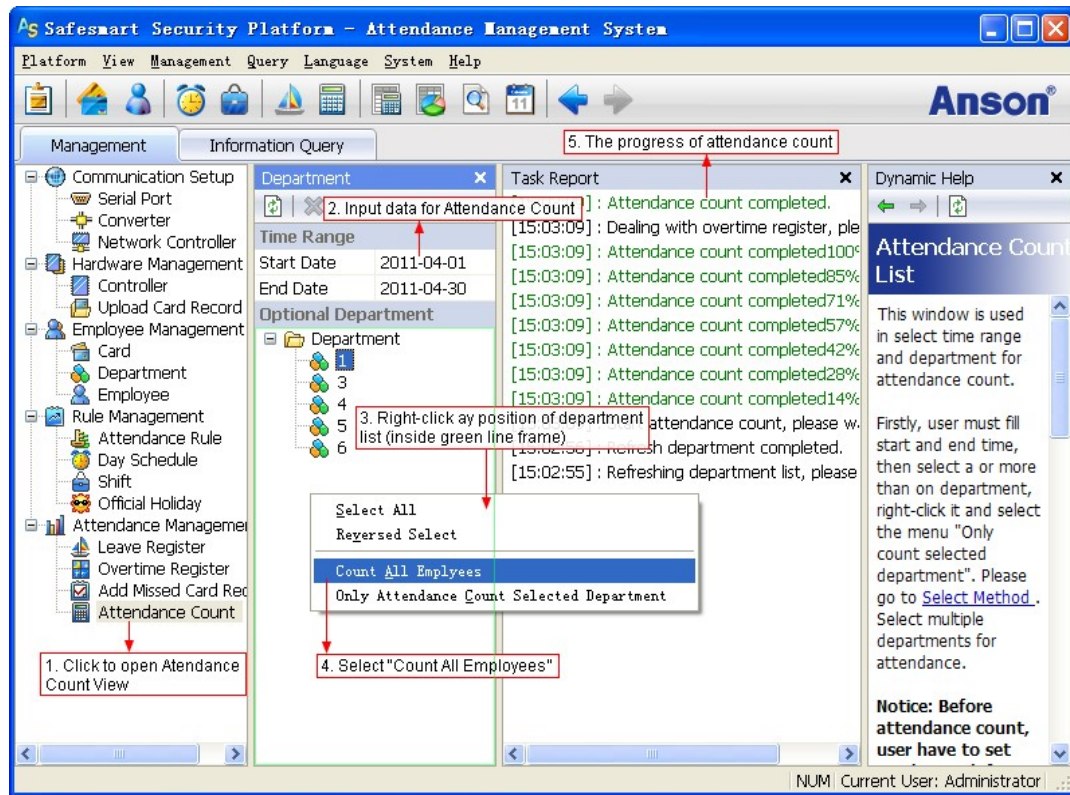
[Prev](#)(See 3.9) [Next](#)(See 3.11) [Back](#)(See 3.)

3.11 Attendance Count



User can count employee attendance status by Attendance Count. When count the attendance, the system will clear the attendance result before the start date of this attendance count.

Please setup employee information following the red box information (the numbers at the beginning indicate the sequence of setting up).



Note:

1. For step 1, Please make sure you are in "Attendance Management System". Otherwise, please select "System" and then "Attendance Management System". If software is not in Setup window, please select "Management" and then "Attendance Count". 2. If view window is closed or different from above shown picture, user can restore view layout by "View" -> "Restore View Layout" before step 2.

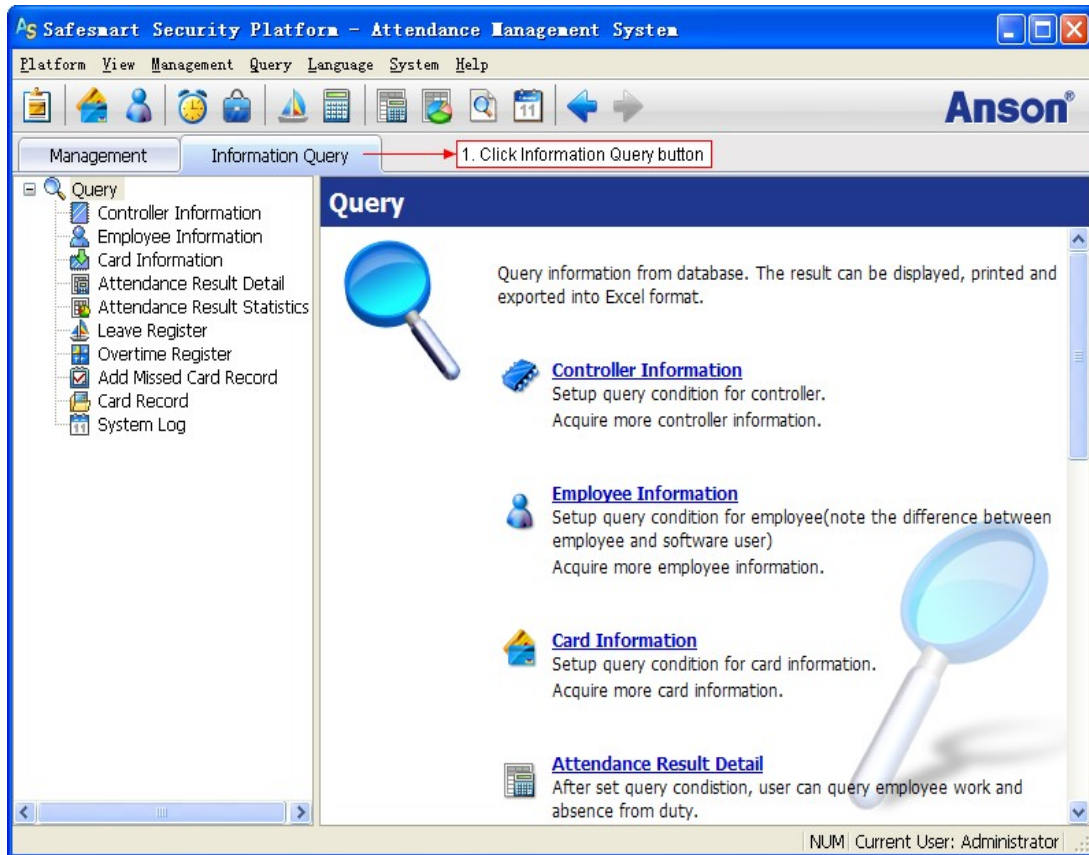


The system can carry out attendance count for employees of one department or of all departments. For attendance count of all employees, select department list, then right-click "Count All Employees". Note: If an employee does not belong to any department, the employee will not be counted.

[Prev](#)(See 3.10) [Next](#)(See 3.12) [Back](#)(See 3.)

3.12 Query

After attendance count, user can query the result. After switches to information query window, user can query Controller Information, Employee Information, Card Information, Attendance Result Detail, Attendance Statistics, Overtime Statistics, Overtime Record, Leave Record, Missed Card Record, Card Record, and System Log etc...


**Note:**

1. For step 1, Please make sure you are in "Attendance Management System". Otherwise, please select "System" and then "Attendance Management System". If software is not in Setup window, please select "Management" and then "Query".
2. If view window is closed or different from above shown picture, user can restore view layout by "View" -> "Restore View Layout" before step 2.

[Prev](#)(See 3.11) [Back](#)(See 3.)

4. User Manual

This chapter includes a brief introduction on hardware connection and a detailed description on software interface together with the functions and applications of each components of the software.

This manual is organized in terms of functions. The lines in grey headed by  are contents which are especially important. User should read these contents carefully and strictly follow these indications when using the software.

In order to have a better understanding on the manual, before studying the instruction, please read the following explanation on the application of mouse.

Terminologies Related to Mouse

Mouse cursor:

Mouse cursor is the graphic representation of mouse in the software system, while mouse is the physical device. The cursor will move once mouse moves. For convenience of description, the term "mouse" is used to indicate "mouse cursor" in this manual.

Click:

Move the mouse cursor to the target, left click the mouse lightly then release. For example: "Click "Ok" button" means move the cursor to "Ok", left click and then release.

Double-click:

Move the mouse cursor to the target, left click the mouse twice quickly.

Right Click Mouse:

Move the mouse cursor to the target, right click the mouse lightly then release. For example: "Right click any position of "Controller List" "means move the mouse cursor to any position of "Controller List" right click the mouse lightly then release.

Hang:

Move the mouse to an object, and then stop for several seconds. Notice: do not click any part of the mouse during the course.

Drag:

Move the mouse to an object; left click without releasing; then move the mouse to the destination and release.

4.1 Hardware Connection

This section will briefly introduce the hardware connection. The explanation here may not exactly be the same in case the hardware is upgraded. It is recommended to study the user manual delivered with the products.

This section will include the following information:

[Controller Hardware Interface Diagram](#)(See 4.1.1)

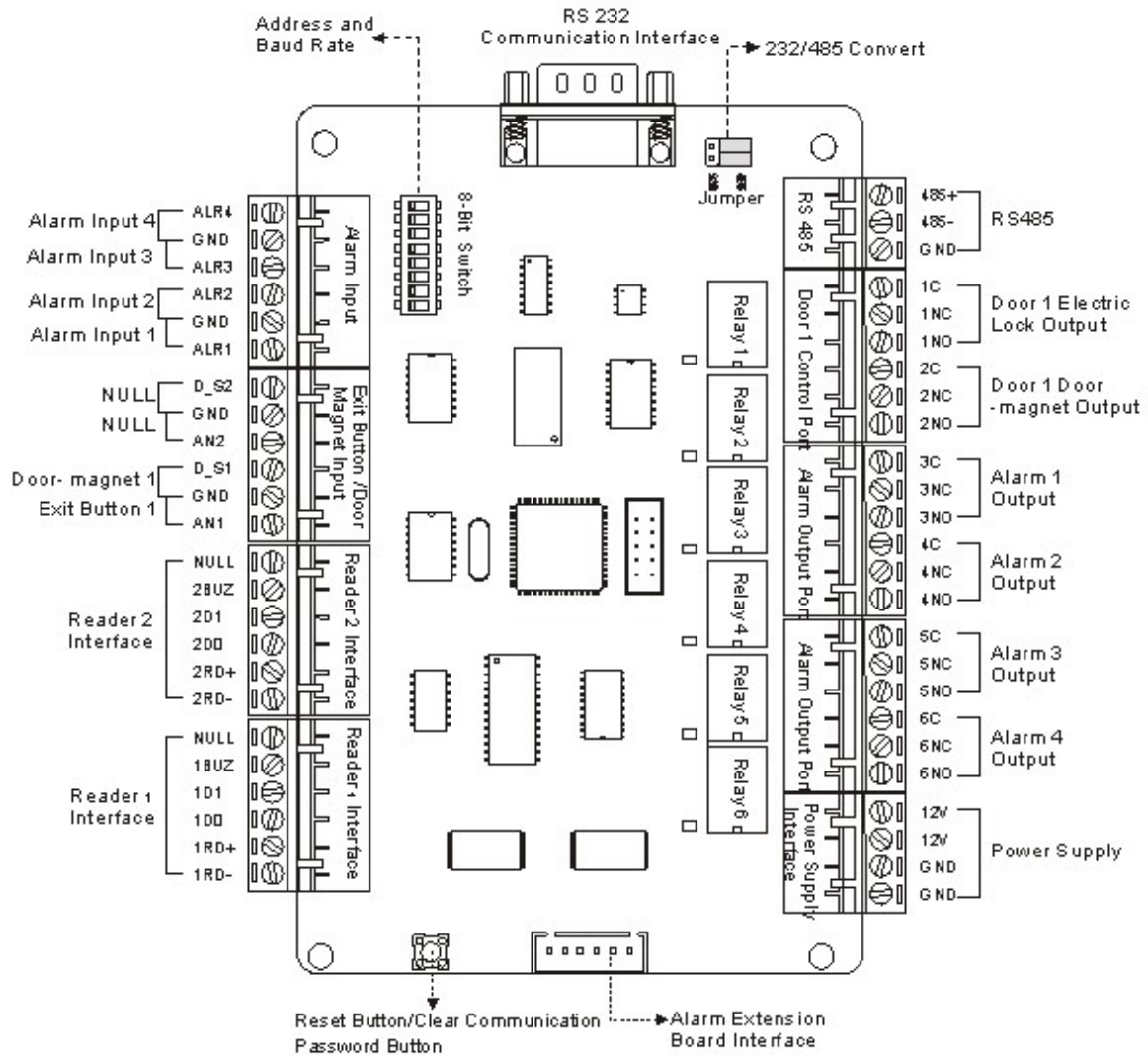
[Controller and PC 232 Port](#)(See 4.1.2)

[Controller and PC 485 Port](#)(See 4.1.3)

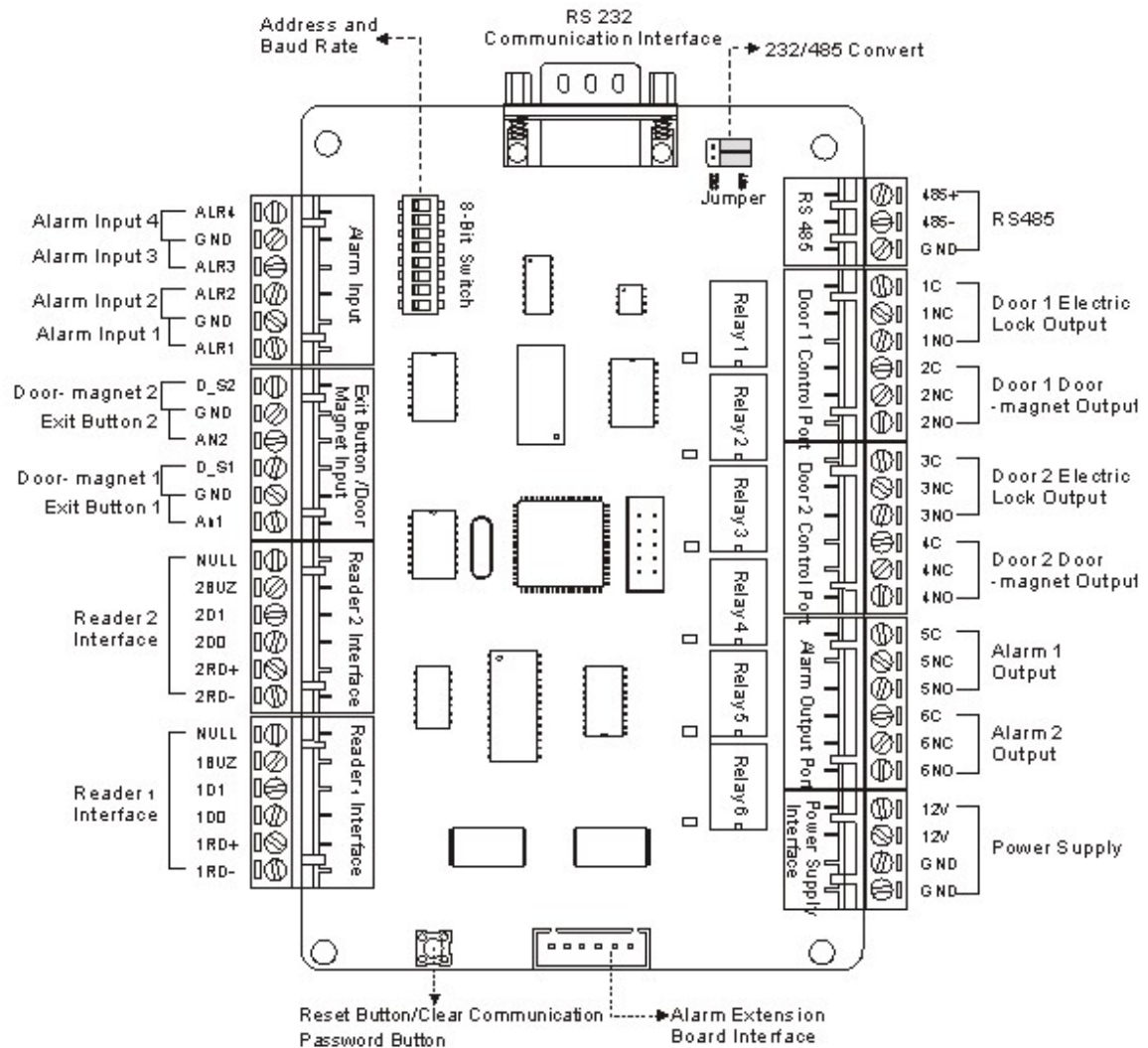
[The connection between controller and network](#) (See 4.1.4)

4.1.1 Controller Hardware Interface Map

Please select the types from following list frame to check the controller hardware interface map.



ASC-MS12
One-door Two-way

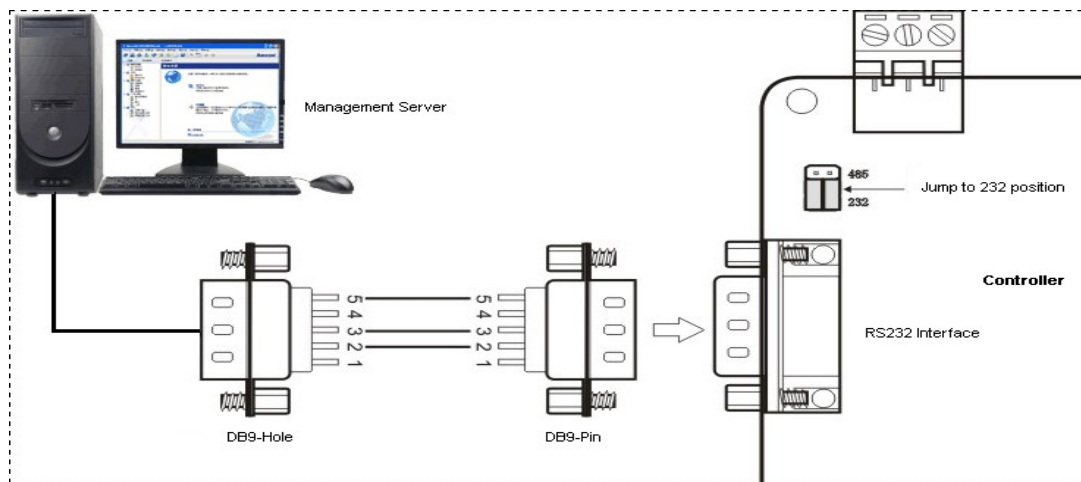


ASC-MS12
Two-door One-way

4.1.2 RS232 Connection Way between Controller and PC

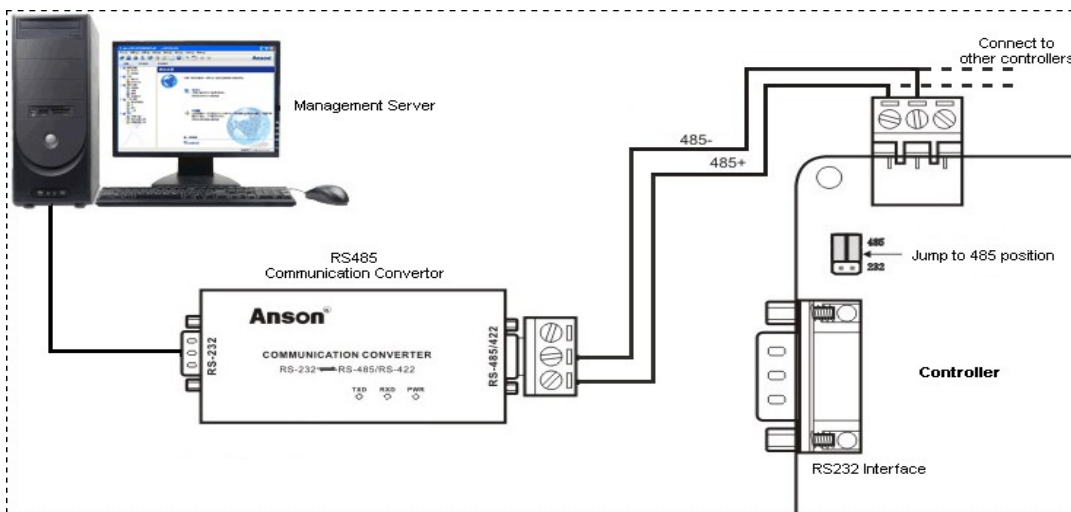
Special attention should be paid to the connection between MS controller series and the RS232 interface: When RS232 mode is adopted, one serial port can only connect with one controller with a distance less than 15 meters. If more than one controllers need to be connected, or the distance of connection is longer than 15m, RS485 mode should be adopted.

The connection way of ASC-MS12/MS24



4.1.3 RS485 Connection Way between Controller and PC

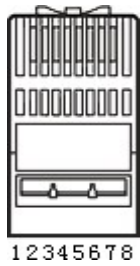
When RS485 mode is applied, one bus can connect maximally 32 controllers which are differentiated by different addresses. Bus connection (hand in hand) should be adopted, with a distance less than 1200m (600m is the recommended distance) once no repeater is applied. The more the controllers, the shorter the distance. For the stability of communication, powered RS485 converter is strongly recommended.



4.1.4 The Connect between Controller and Network

Via TCP/IP converter, ME controller series can network with PC and communicate via Internet and LAN. If there is no repeater or router, the distance should be less than 100m.

There are two connection standards for twisted-pair RJ45: EIA/TIA568A standard/TIA568B standard.



T568A

1 2 3 4 5 6 7 8

Green with White, Green, Orange with White, Blue, Blue with White, Orange, Brown with White, Brown.

T568B

1 2 3 4 5 6 7 8

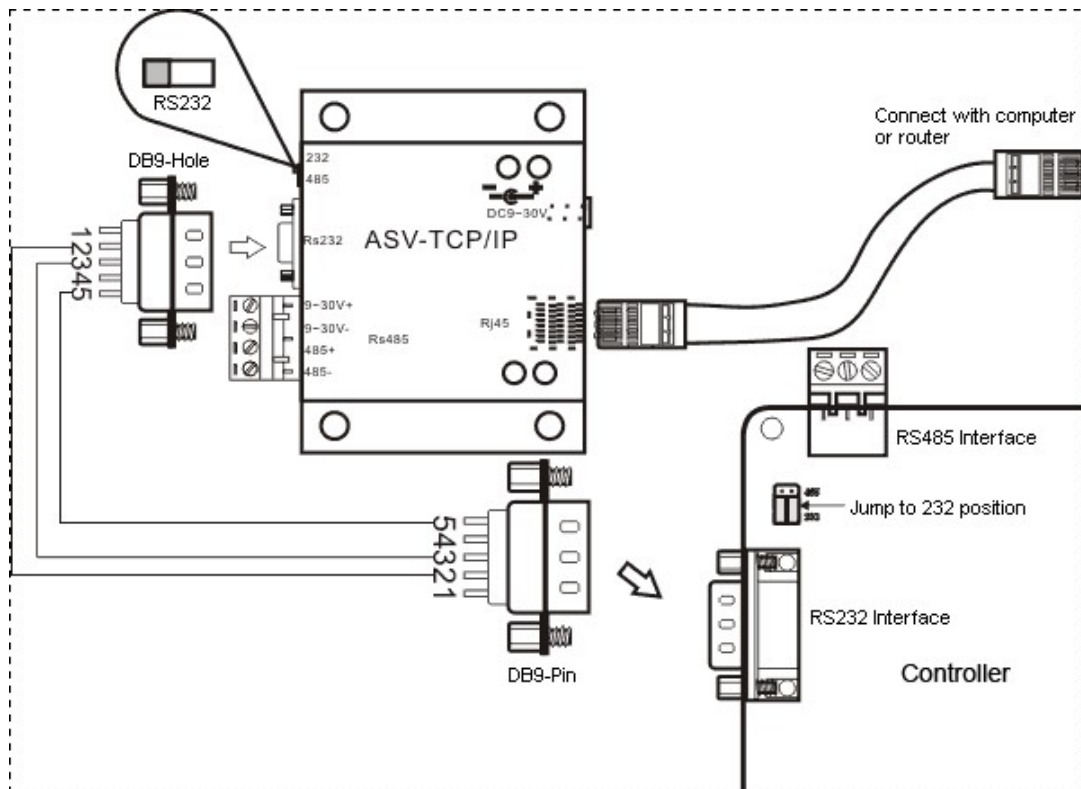
Orange with White, Orange, Green with White, Blue, Blue with White, Green, Brown with White, Brown.

If T568B is adopted for the two ends of network wire, it is called through line. If T568A and T568B are adopted for the two ends respectively it is called cross line.

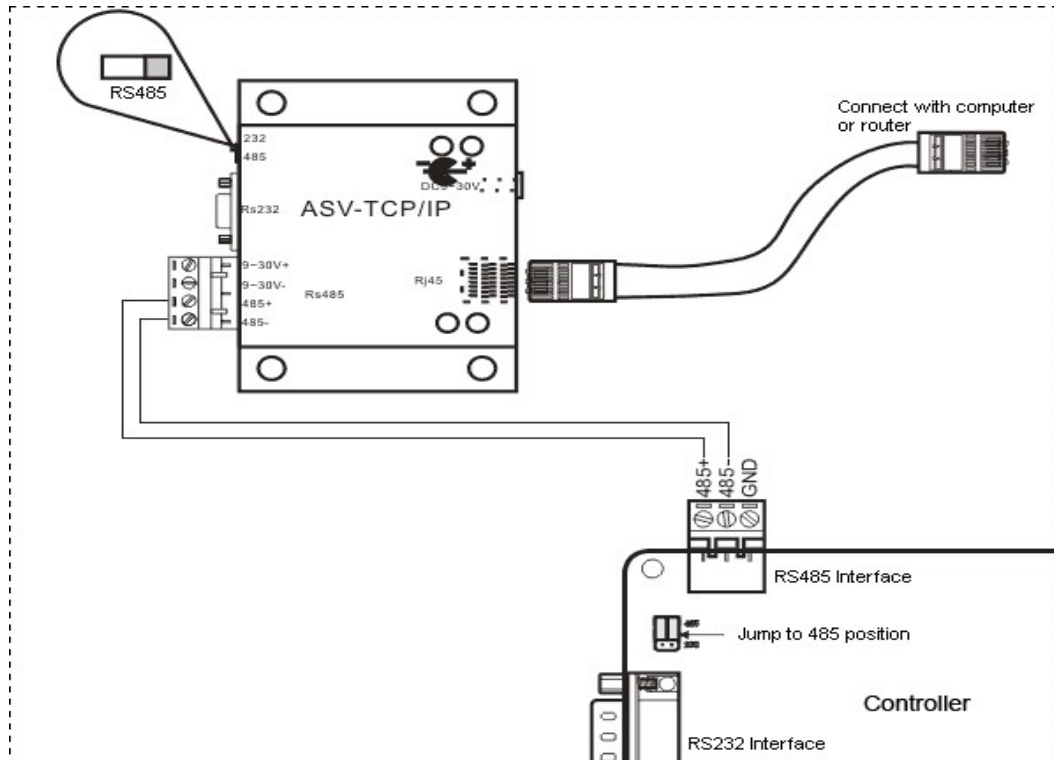
At present, most network cards and routers have switchover circuit for through line and cross line. Normally through line is adopted for connection. In case the network card does not have the switchover function, cross line should be adopted for the connection between converters or ME controllers to PC; while through line for converter to router.

If ME controller is used, user can connect ME controller with PC network by network wire. If MS controller is used, user can connect MS controller with PC network by converter:

The connecting diagram between controller RS232 interface and converter




The connecting diagram between controller RS485 interface and converter



4.2 Start Program

Please ensure the software has been installed in the PC before running it. Please refer to ["Installation"](#)

["Instruction"](#) (See 2.) for more details. To start the program, double-click icon  on tabletop or click "Start"->"Program->Safesmart Security Platform"->"Safesmart".

After start the software, input username and password as shown below:

If the program runs for the first time, the username will be "Administrator" and the password is empty.

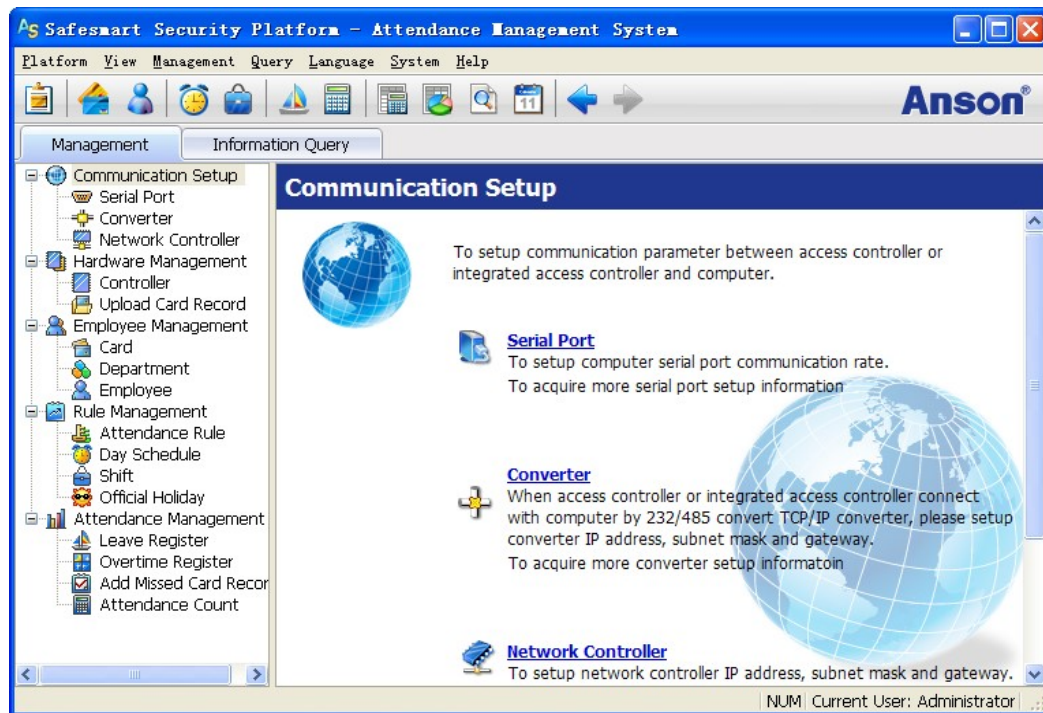


Administrator is a special "super manager". It is used for system installation and recovery. Super manager can operate in all access groups and can not be changed or deleted. The password of super manager can be changed. It is suggested to change the super manager password after login the system for first time. To change the password, please go to menu "Platform"->"Change the password". After the password is changed, set a new user and its access group by "Platform"->"User Management". After the modification, do not login the system by "Administrator". Please save the administrator password carefully since you may not be able to enter the system in case all users are deleted and this password is lost..

Enter the system by clicking "OK" in above window; while exit the system by clicking "Cancel". If "Expert Mode" is selected, all the functions will be applicable (otherwise, some functions will not be applicable). User can also change this option by "Platform"->"Expert Mode".

4.3 Introduction to Main Interface

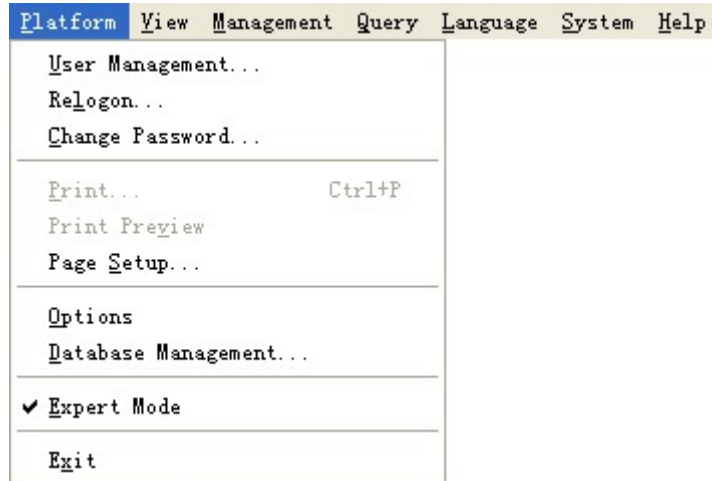
The software adopts style of Windows program. If user does not use Windows XP system or appearance, the view may differ from the one shown here. After login the system, the main interface will be shown as below:



There are multiple subsystems in the software. The software will remember the prior subsystem and view and return to them when opened the next time. Following views will change with the subsystem. Hereby the attendance subsystem is used for the demonstration.

1. Main menu

Main menu of the software is made up of Platform, View, Subsystem main menu, Language, System, help and so on. Main menu differs for different subsystems. For example, in attendance subsystem "Setup" and Information Query" are displayed. All related function views can be found in the drop-down menu of the main menu, which will be introduced in detail later.



All the functions of program can be visited via menu. If user is not authorized or temporarily incapable to use the function, the function button will be in gray.

Each menu is made up of function name, menu shortcut key, dialog box, and shortcut key group. "Print (P)...Ctrl+P", here "Print" is function name, (P) is menu shortcut key. When menu is displayed, press "P" to open "Print" directly; "..." indicates pop-up dialog box. Before close the dialog box, other functions can not be used. "Ctrl+P" is shortcut key mix. Press "Ctrl" and "P" to open "Print". A menu marked with "✓" indicates the menu is usable.

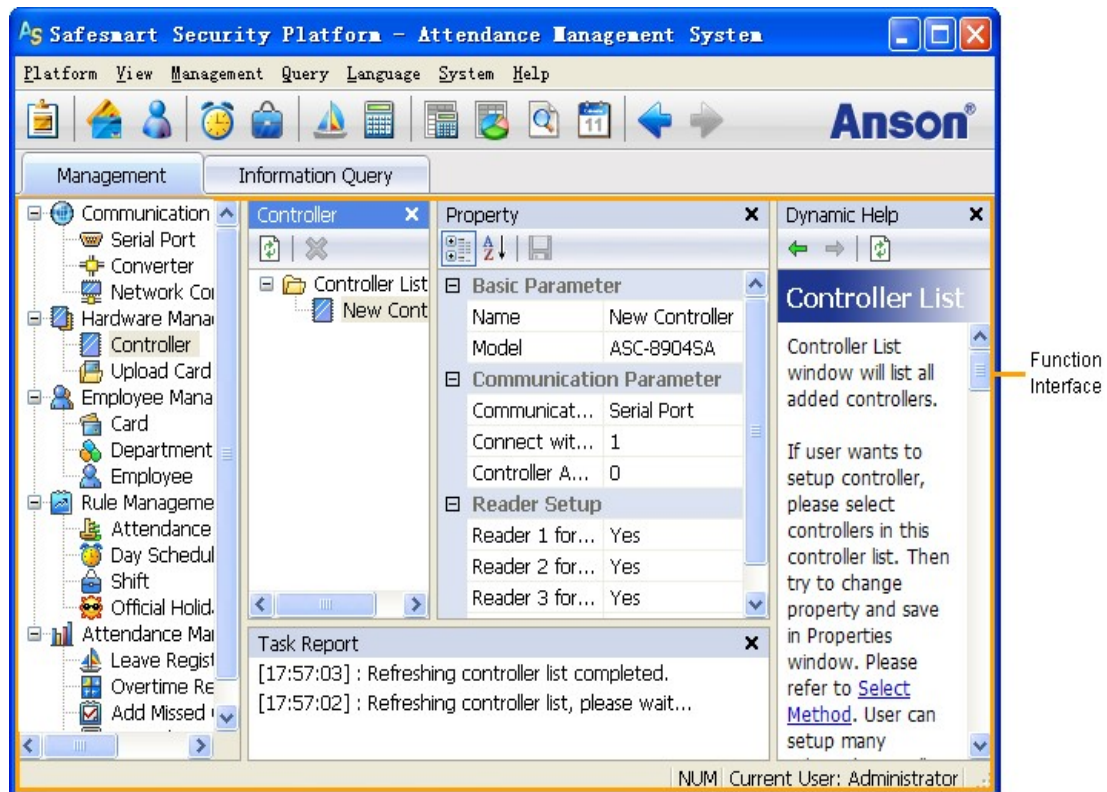
2. Toolbar

Frequently used functions can be found in the Toolbar. If user is not authorized or temporarily incapable to use the function, the function button will be gray. Click main menu "View"->"Toolbar" to hide the toolbar. Different interface may have different toolbars. To get certain button function, please hang the mouse on the button and view the instruction.



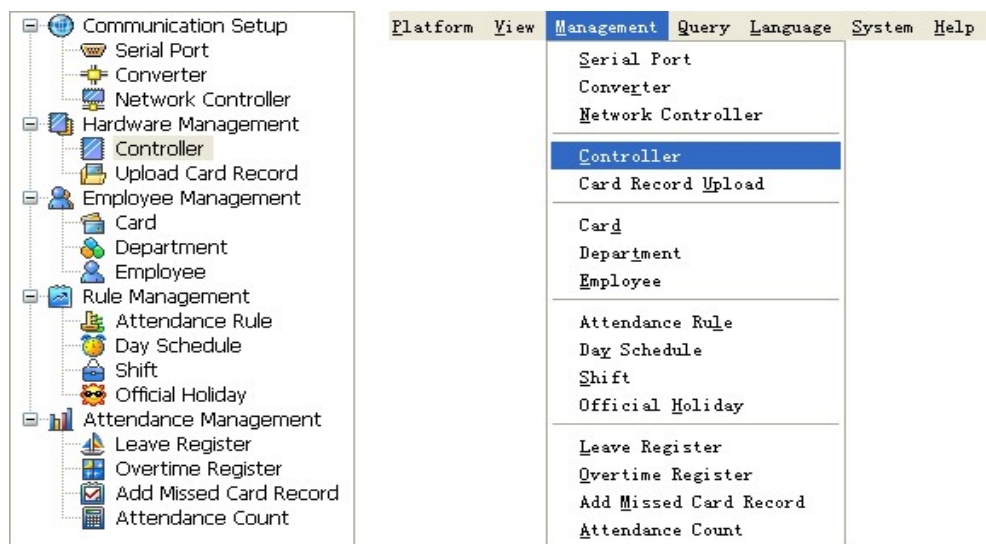
3. Function Interface

Software are divided into several function interfaces, as shown in the following picture, Only one function interface can be displayed at one time. User can switchover among the function interfaces.



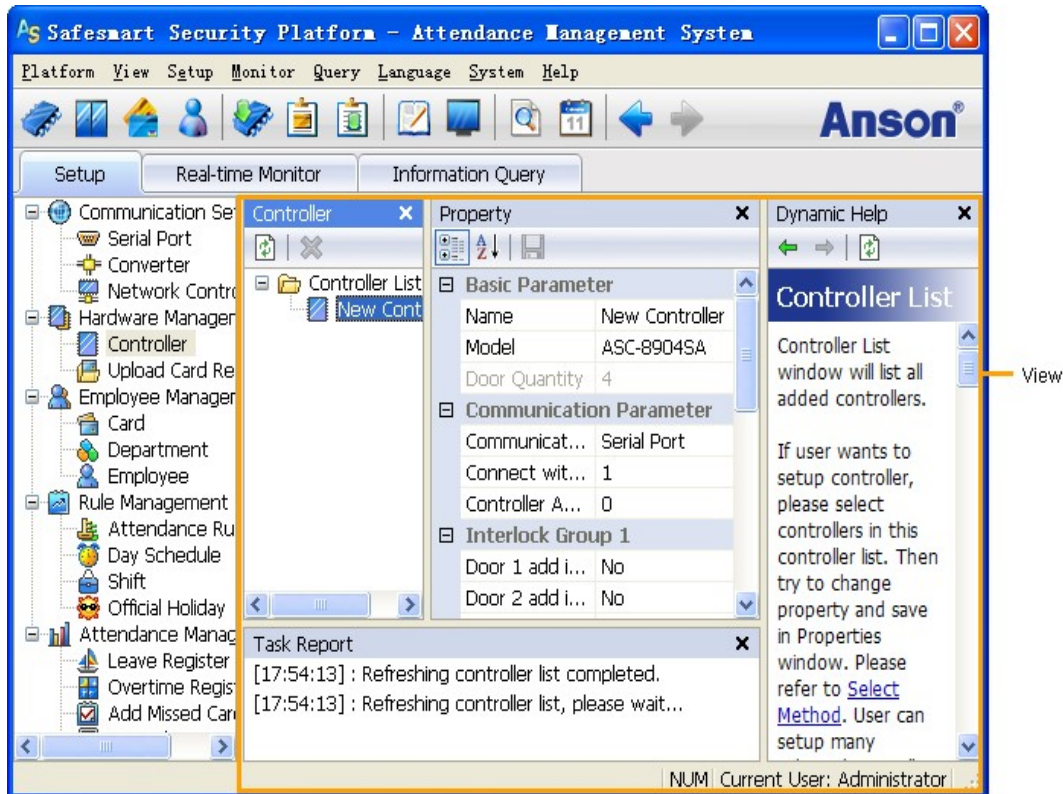
4. View Switch Panel

View Switch Panel is on the left side of function interface. User can switch among the views by clicking the item wanted. As shown in the picture, when click any item on the panel, related function views will be displayed on the right. User can also select a view via main man by clicking "Setup"->"Controller" (as shown on the right side of following picture).



5. View

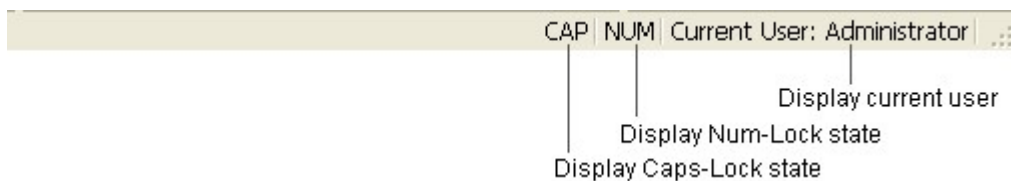
View may be on the right side or cover the whole function interface, where all function operations are realized, as shown in the following Controller Setup View.



For details, please refer to [View, Window and Layout](#) (See 4.4).

6. Status Bar

Status bar (as shown in the following picture) is at the bottom of main interface. It can be hidden or displayed by clicking "View" in Main Menu.



4.4 View, Window and Layout

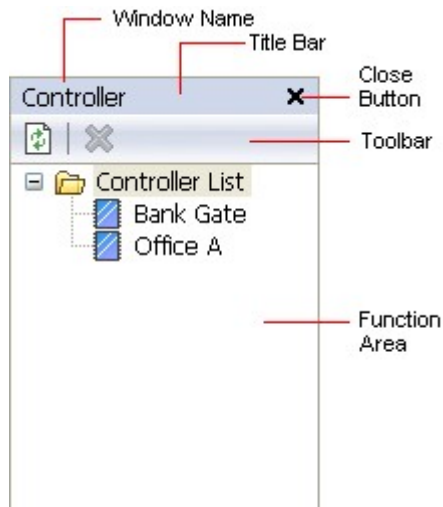
The function interface is introduced briefly in [Introduction to Main Interface](#) (See 4.3). In fact, there are more than one ways to enter a view. User can enter into one view by clicking subsystem menu or clicking view name in View Switchover Panel.

Since different users have different habits and different computer monitors, the software adopts layout technology. It can park, float, move, hide, change size and be a group with other window. The changed information will be remembered by software, and it is convenient to return to default layout.

Instruction for Window

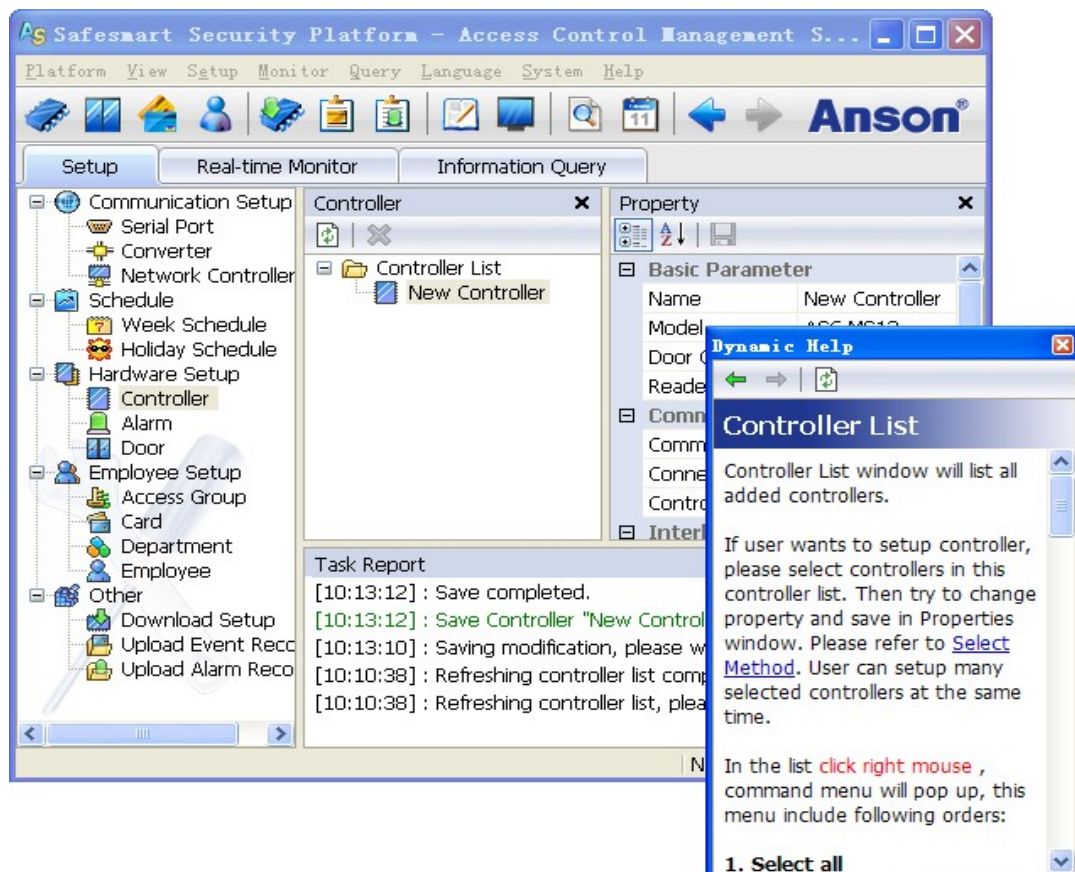
Window includes: Title Bar, Toolbar and Window Area. Title Bar includes: Window Name and Close

Button. The elements are shown in the following picture. Different windows have different appearances. For details, please refer to [Introduction to Main Interface](#)(See 4.5).



Parked and Floated Windows

Parked Window will change its size with the window it is parked; Floated Window is independent and will not be affected by other window. For example, in the picture, there are three parked windows (Controller Window, Property Window and Task Report Window) and one floated window (Dynamic Help). When main window is moved and changed, Controller Window, Parameter Window and Task Report Window will be changed, while Dynamic Help window will not be changed.



Change the Size of Window

The size of Parked Window and floated Window can be changed. Change window size by dragging the window frame; to the location/size needed.

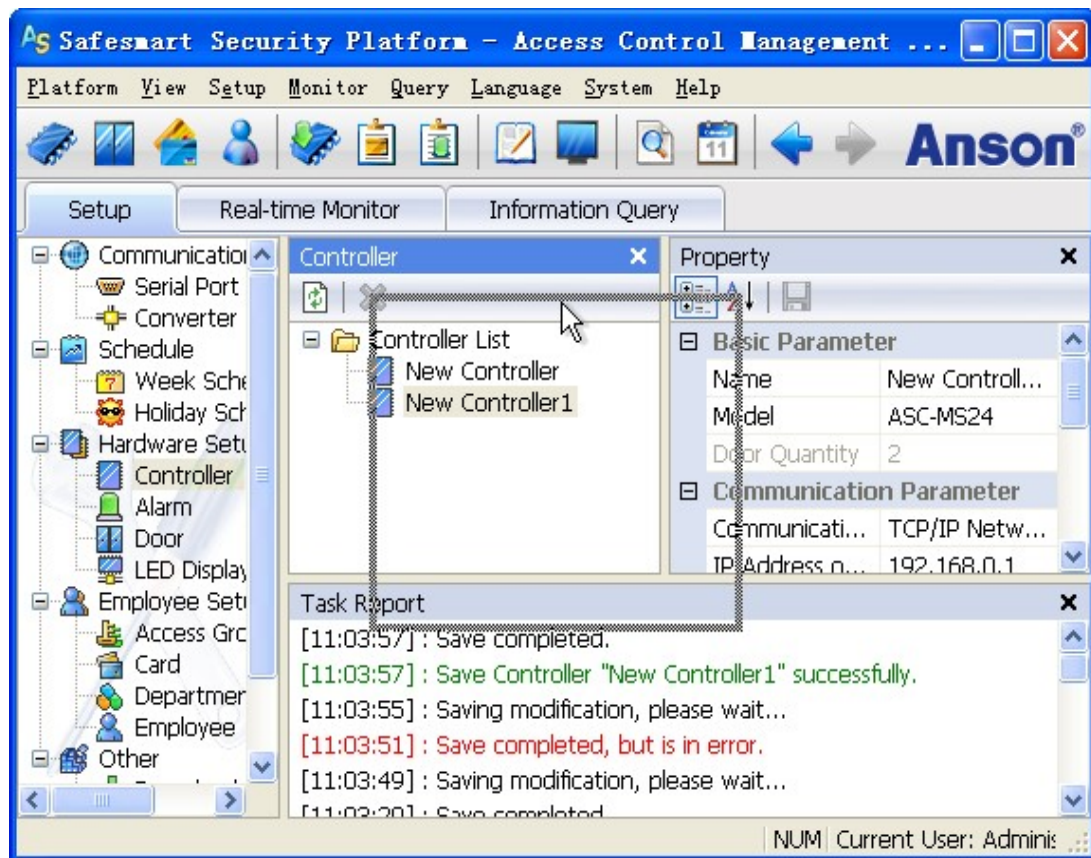
Change Window Position

Change Parked Window Position

Move mouse to a window Title Bar, then left-click and do not release. When user drags the mouse, a broken line frame will appear. After move cursor to one target window, the size of window will be the same with broken line frame, release mouse to finish operation.

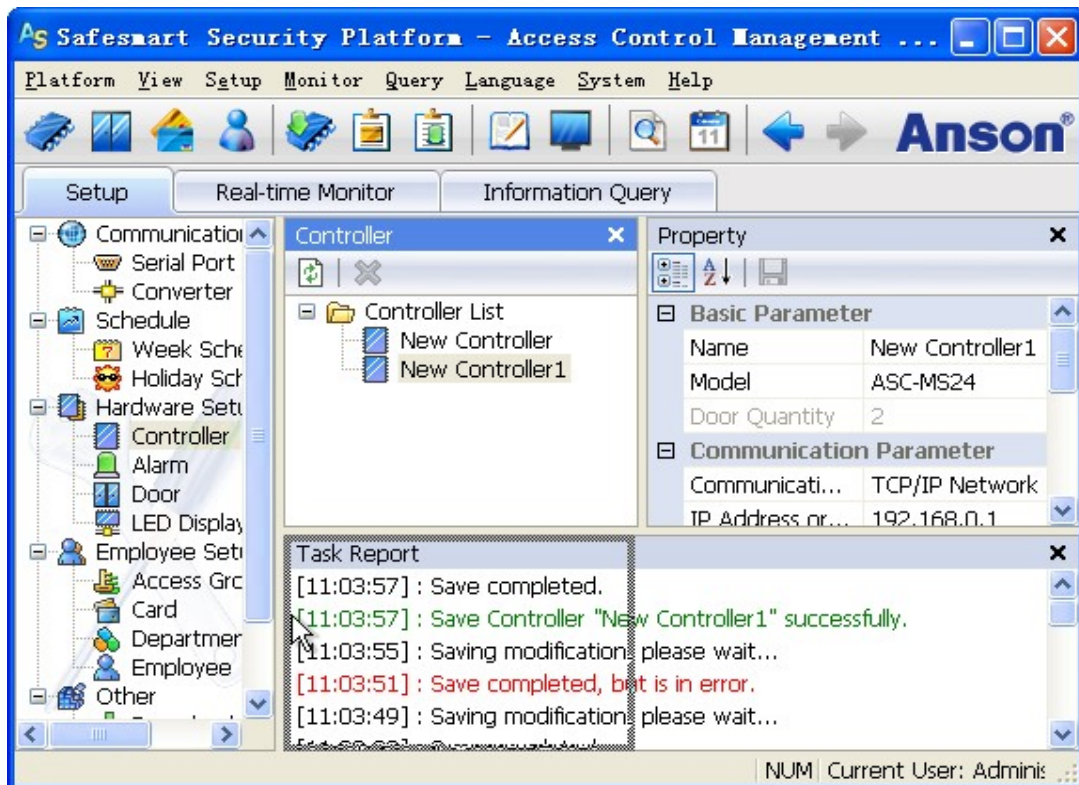
For example: Move controller window to the left of Task Report window:

1. Move mouse to the Title Bar of Controller Window, left-click and hold; a broken-line frame will appear, as in the following picture:

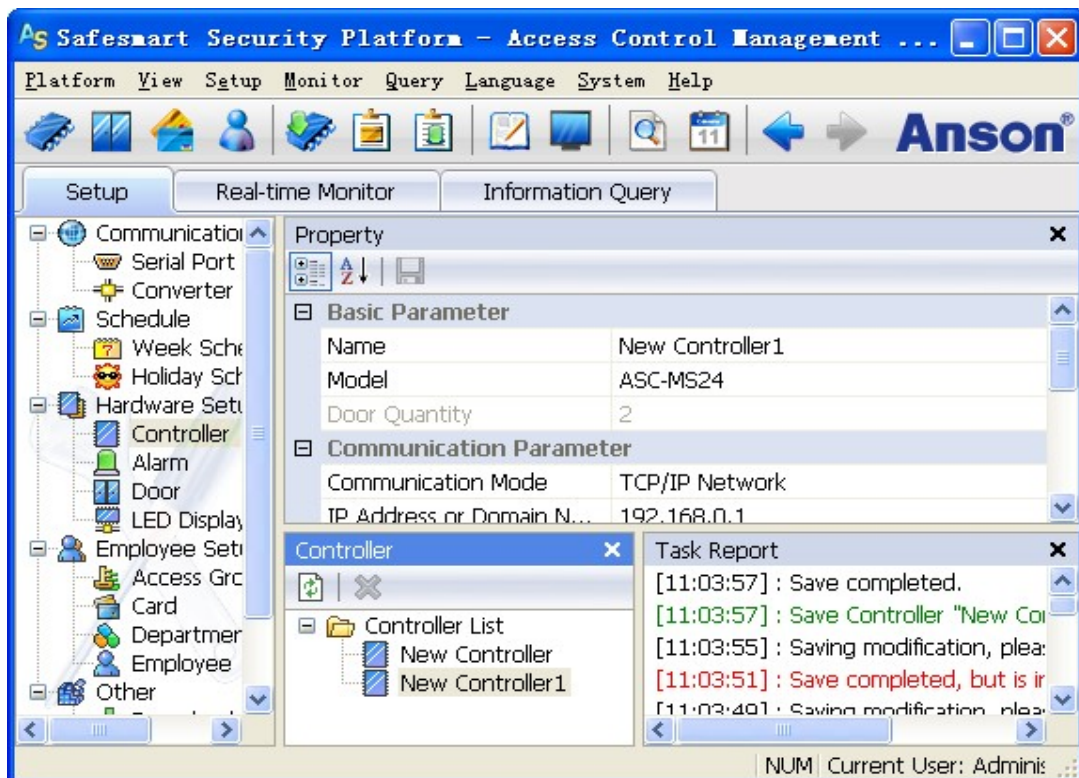


2. Drag mouse to the left edge of Task Report window. The window size will be changed as shown in the following picture.

Note: Move mouse to the edge of Task Report Window where the controller window will be parked. Only when mouse is near to the edge, the Controller Window will be parked to the Task Report Window. Please pay attention to the location of mouse as shown in the picture.



3. Release mouse to finish, as shown in the following picture:



All windows can be moved to construct a layout as needed.

Change Position of Floated Window

Move mouse to a window Title Bar, then left-click and do not release. When user drags the mouse, a broken line frame will appear. After move cursor to one target window, the size of window will be the

same with broken line frame, release mouse to finish operation.

Park Floated Window

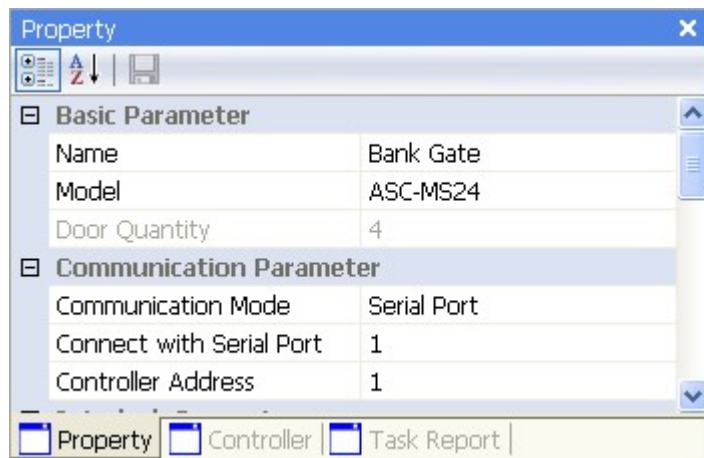
The steps are similar to "Change Park Position".

Float Parked Window

Move mouse to a window Title Bar, then left-click and do not release. When user drags mouse, a broken line frame will appear. Then move mouse to the middle of other windows (do not near to any window edge), release mouse to finish operation.

Group the Windows

Multiple windows are grouped together and occupy the same location on the software interface, with only the window in the front is active, as shown in the following picture:



To group windows, please move mouse to the title bar of one window, and then drag it to the title bar of another window and release.

Activate Window and Change Window Position

When multiple windows are grouped, only one window is active. Activate a window by moving it in the front of the group. There are three buttons at the bottom of the window group: "Parameter" "Controller" and "Task Report", which are called Switch Button of Window Group. Activate window or change window position by left-clicking the Switching Button.

Separated Window from Group

Left-click one Switch Button of Window Group and move it to other windows, once broken line frame is appeared, please release mouse, the window will be separated from group.

Hide and Display Window

All current views can be found by clicking "view" in main menu. The item names on the menu are the same with window names. Click the item to hide or display related window. User can also hide the window by clicking the Close Button on the window.

Restore View Layout

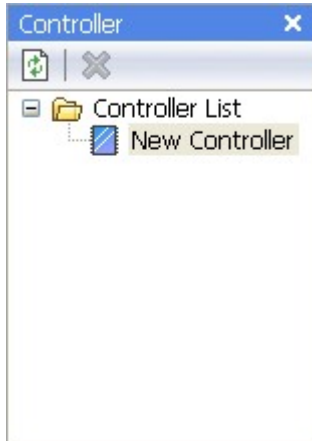
Restore view layout by clicking "View" -> "Restore View Layout".

4.5 Window Indtroduction

This part introduces the windows which are displayed in access control subsystem.

List Window

Most views have an element list window, such as Controller List window (as shown in following picture) and Door List Window. Element can be configured, such as "Controller", "Door" and "Employee" etc.



Element List Window has a tree diagram in function area, which is used to display setup elements. User can select one or more than one element and change their property values in property window. For details, please refer to [Select Method](#)(See 6.2).

Property Window

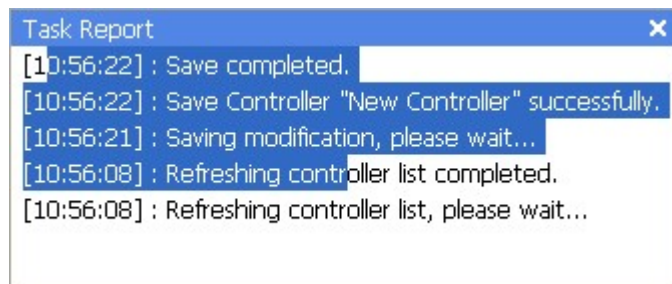
Most views have property window, as shown in the following controller property window.

Basic Parameter	
Name	New Controller
Model*	ASC-MS12
Door Quantity*	1
Reader Communication Protocol	Wiegand 26
Communication Parameter	
Communication Mode*	Serial Port
Connect with Serial Port*	1
Controller Address*	0
Interlock Group 1	
Door 1 add in Group 1*	No
Door 2 add in Group 1*	No
Anti-passback Group 1	
Reader 1 add in Group 1*	No
Reader 2 add in Group 1*	No

The property of selected element will be displayed in property list. User can change and save element property value in the window. Property List consists of two parts: Property name at left side and property value at the right side. User can move midline to change displayed proportion. One line stands for one property in property list, as "Name" and "Model" shown in the above picture. Multiple properties can be grouped together, as "Basic Parameter" and "Communication Setup" etc. shown in the above picture. For details, please refer to "Property Edit Method".

Task Report Window

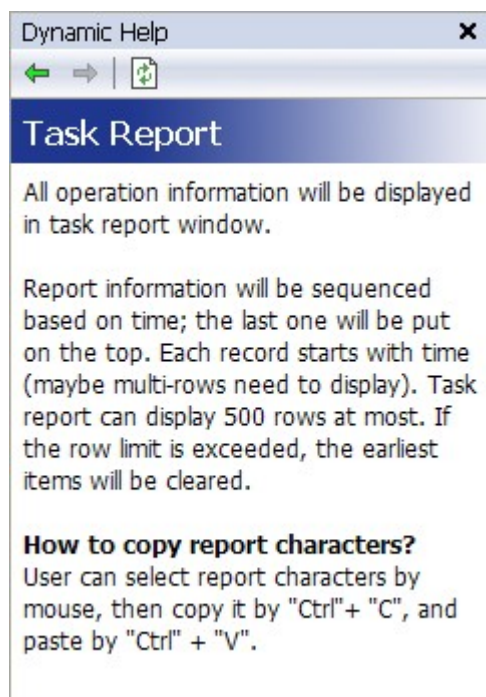
Most of views have Task Report Window, as shown in the following picture:



All operation information will be displayed in Task Report window. Format of the information is "[hh:mm:ss]: Operation information"; with hh stands for hour; mm for minute; and ss for second. The latest information will be displayed on the top. Max. 500 rows can be displayed in Task Report Window. (The standard will be changed without notice). When information overflows, the prior information will be cleared. Left-click an item to select, click "Ctrl" + "C" to copy the item and then "Ctrl" + "V" to paste the item to the place wanted.

Dynamic Help Window

All views have Dynamic Help Window, as shown in the following picture:



All views have Dynamic Help Window, as shown in the following picture:

When user clicks any elements, help information will be displayed in Dynamic Help Window. This is a great innovation for human-computer interaction. There are three buttons in the tool bar: "Page Up", "Page Down" and "Refresh" (from left side to right side). Hyperlink will be included in help content. User can click hyperlink to access other help content.

Query Condition Window

All query views have Query Condition Window, as shown in the following picture.

Query Condition	
Department	All Departments
Name	
Reader	All Readers
Event Type	All Types
Starting Time	2010-05-20 00:00
End Time	2010-05-20 23:59

Query Result Window

All query views have Query Result Window, as shown in the following picture:

No.	Time	Username	Detailed Information
1	2010-05-24 10:36:54	Admin	✓ No.
2	2010-05-24 10:36:50	Admin	✓ Time
3	2010-05-24 10:13:12	Admin	✓ Username
4	2010-05-24 10:06:26	Admin	✓ Detailed Information
5	2010-05-22 18:19:40	Admin	
6	2010-05-22 18:18:15	Administrator	Add employee "New Employee"
7	2010-05-22 17:37:18	Administrator	Delete employee "New Employee"
8	2010-05-22 17:36:52	Administrator	Modify door "1"
9	2010-05-22 17:14:18	Administrator	Modify door "1"

The function area in Query Result Window includes a "Query Result Table" which is used to display query result. The list size can be changed by dragging the table midline. User can Hide or Display information by right-clicking list title. Query result can be printed or exported. For details, please refer to [Page Setup](#) (See 4.7.6) and [Print](#) (See 4.7.4).

4.6 Property Edit

Property comprises some features of editable components of the software. A guide is provided here for users who are not familiar with property edit. For details on Property Window, please refer to "View Window Instruction".

Appearance of Property

As shown in the picture followed, property window is divided into parts: property names on the left and property value on the right. Once property value changed, a "*" will be added after the property name and the property value will be in bold, as "reader 1 added to group 1" demonstrated in the following picture. Non-editable properties are in grey. When multiple components are selected, the property can not be changed.

Property	
Basic Parameter	
Name	Multi value, can not display
Model	ASC-ME12
Door Quantity	2
Reader Communication Protocol	Wiegand 26
Communication Parameter	
Communication Mode	TCP/IP Network
IP Address or Domain Name	192.168.0.1
IP Port	50000
Controller Address	Multi value, can not display
Interlock Group 1	
Door 1 add in Group 1*	Yes
Door 2 add in Group 1	No
Anti-passback Group 1	
Reader 1 add in Group 1	No
Reader 2 add in Group 1	No

Properties may be character property, data property, dialog box property, date property, and time property etc.. Following is an introduction on how to edit the variety of properties.

Change Character Property

Name	New Controller
------	----------------

Left-click the property name and input character via keypad popped-up. Complete the change by pressing enter or clicking on other properties. Note: If the change is not confirmed, the "Save" button on the toolbar may be unusable.

Change Data Property

IP Port	50000
---------	-------

Left-click the property name and input number via keypad or up-down arrow. Complete the change by pressing enter or clicking on other properties.

Change List Property

Communication Mode	Serial Port
	Serial Port
	TCP/IP Network

Left-click the property name and select the value in the drop-down menu.

Change Dialog Box Property

Card Number*	
--------------	--

Left-click the property name or value, a "..." button will be displayed on the right. Click the button and an editable dialog box will pop up. Make the change and press "Yes" to confirm the change.

Change Date Property

Date of Birth* 2010-05-21 ▼

May, 2010						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	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	1	2	3	4	5

☐ Today: 5/22/2010

Left-click the property name or value, select the date from the drop-down calendar.

Change Time Property

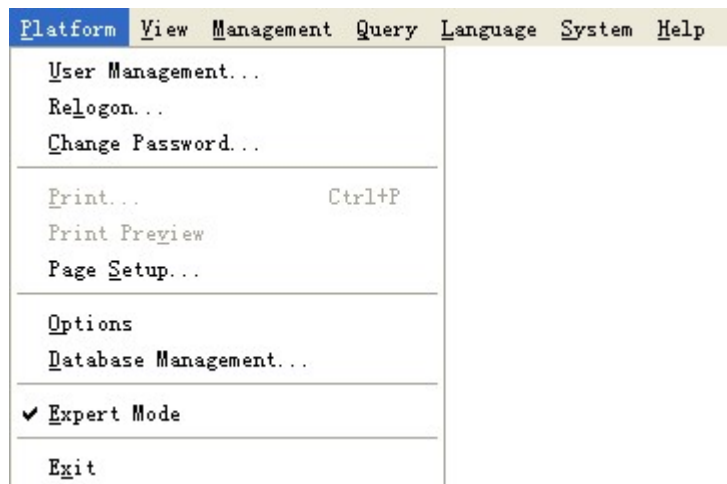
Edit of tThis item is similar to data property.

Change Other Properties

Other property edit is similar to abovementioned items.

4.7 Platform Menu

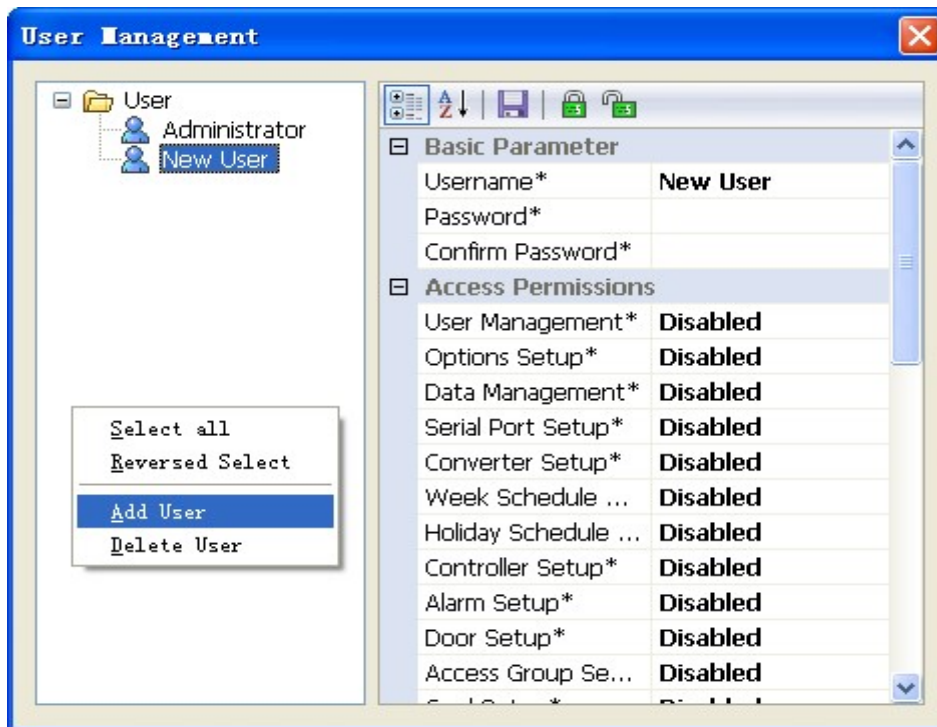
All the eight functions of the software itself are on the platform menu, including "[User Management](#)"(See 4.7.1)", "[Relogin](#)"(See 4.7.2)", "[Change Password](#)"(See 4.7.3)", "[Print](#)"(See 4.7.4)", "[Print Preview](#)"(See 4.7.5)", "[Page Setup](#)"(See 4.7.6)", "[Options](#)"(See 4.7.7)", "[Database Management](#)"(See 4.7.8)", "[Expert Mode](#)"(See 4.7.9)", "[Exit](#)"(See 4.7.10)" 10 functions.



4.7.1 User Management

User management can build, change and delete user information. User can login the software with valid account and is different from "Employee" to be introduced later.

Click "Platform"->"User Management" (as following picture):



The addition or deletion of a user in one subsystem will be also effective in other subsystems. Differently, the access group property of a user in one subsystem will not be effective in other subsystems.

Add New Employee

1. Right-click the menu on Employee List. 2. Select "Add Employee". 3. Change the employee information in Basic Parameter window. 4. Click "Save"

Change User

1. Click the employee to be changed (User can select multiple employees. For details please refer to [Select Method](#)(See 6.2)). 2. Change the employee information in Basic Parameter window. 4. Click "Save".

Administrator can not be changed. All properties are not usable if administrator is selected. To change Administrator password, please refer to "Change Password".

Delete User

1. Right-click the employee to be deleted (User can select multiple employees. To select, please refer to [Select Method](#)(See 6.2)). 2. Select "Delete Employee".

Administrator can not be deleted. When select Administrator, "Delete Employee" will be unusable.

User Property

Username

Username can be digit, letter, blank etc. Username is max. 100 characters and is not case sensitive. Username can neither be the same as existed ones, nor to be empty. Blank before and after the username will be ignored.

Password

Password can be digit, letter etc. with max. 20 bytes and is case sensitive.

Access Group Property

Access group name indicates the access property. Property as "Enabled" indicates the user selected possesses the access authority; while "Disabled" Indicates the user does not possess the authority. If the property does not apply to the user, all functions and properties will be in grey.

Toolbar Button Instruction

When user hangs the mouse on button, the button function will be shown.



According to Classification Sequence

List all check conditions by group



Letter Sequence

All check conditions are arranged in alphabetic order or pinyin sequence



Save

Save all changed information, if there is no information changed, the button will be unusable.



Close all access groups

Select "Disable" for all access authorities.



Initiate all access permissions

Select "Enabled" for all access permissions

4.7.2 Relogon

User can login system by different identities without exit the system. Please click "Platform"->"Relogin" and the login dialog box will pop up. When press "Cancel", instead of the exit the program, the system will return as the last user. For details, please refer to [Start Program](#)(See 4.2).


4.7.3 Change Password

User can change login user password by "Platform"->"Change Password", following dialog box will pop up:

The image shows a 'Change Password' dialog box with a blue title bar and a close button (X) in the top right corner. It contains three text input fields: 'Old Password' with masked text '*****', 'New Password' with masked text '*****', and 'Confirmed' with masked text '*****'. At the bottom, there are two buttons: 'OK' and 'Cancel'.

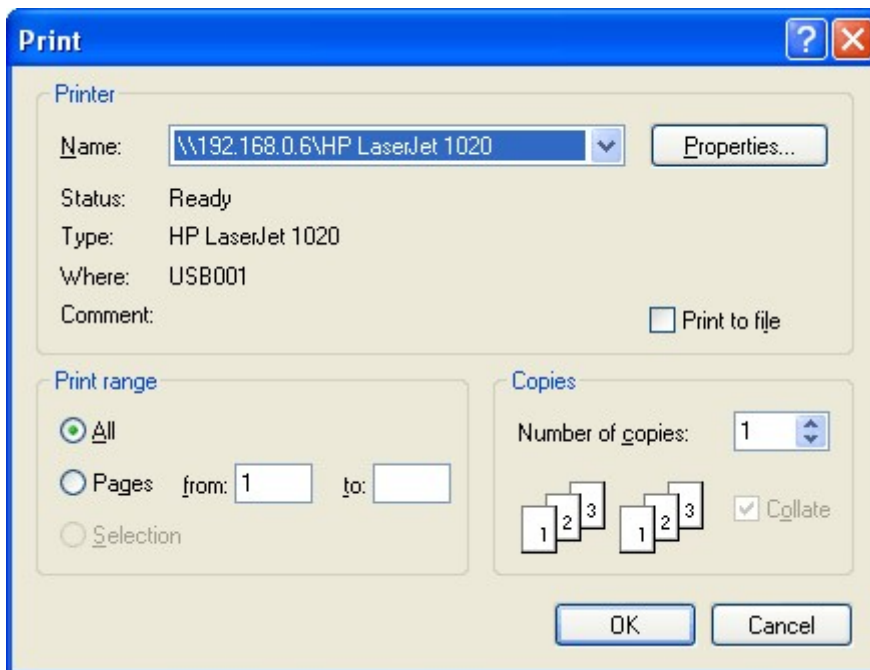
Please input "Old Password", then input new password in "New Password" and "Confirmed". These two passwords have to be the same. If the two passwords are inconsistent, following dialog box will pop up.



 Password can be digit, letter etc. with max. 20 bytes and is case sensitive. Password of Administrator can only be changed here.

4.7.4 Print

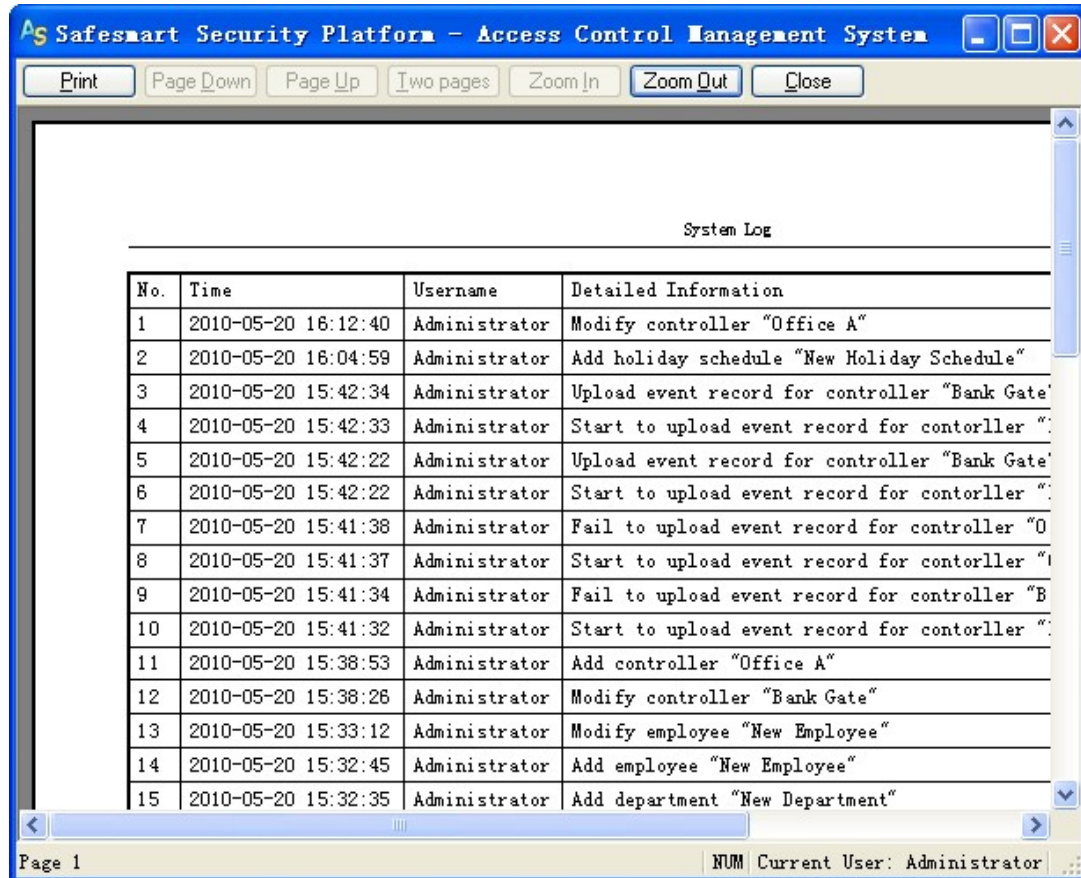
User can print various query results, which is displayed in "Query Result List" (Please refer to ["View Window Introduction"](#)(See 4.5)). If there is no information in query result list or the system is not in query interface, the button will be unusable. It is suggested to adjust the print information by "Print Preview" and "Page Setup". Please click "Platform"->"Print", as following picture:



Please input correct information and press "Yes" to print. "Property" is related to the printer. For details please refer to printer user manual. Note: For printers which do not support multiple copies or auto-paging, the setup is unusable.

4.7.5 Print Preview

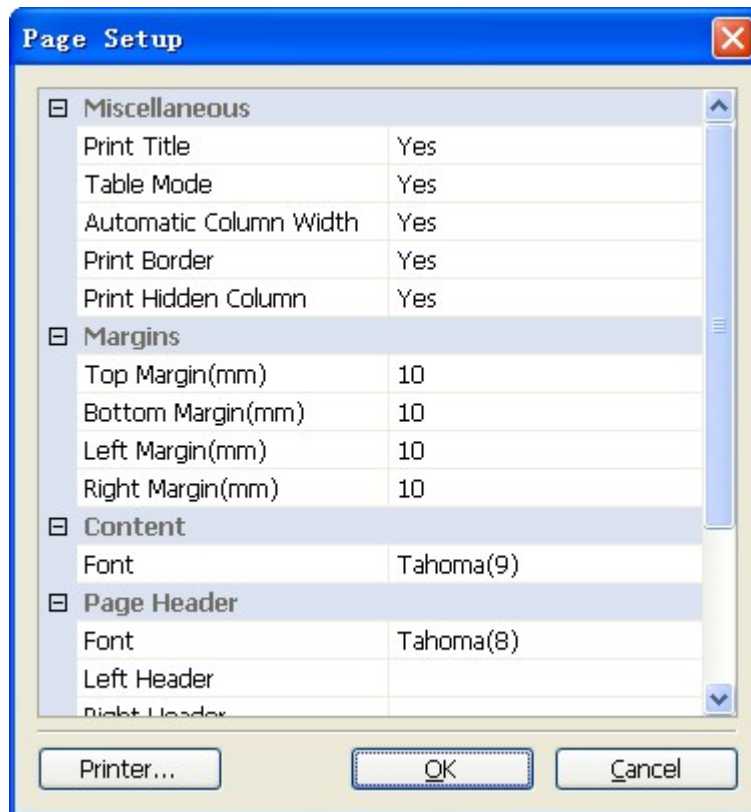
Before user print the list, user can view it by Print Preview. User also can adjust print output parameter by Page Setup. If there is no information in query result list or the system does not in query interface, the button will be unusable. Please click "Platform"->"Print Preview", as following picture:



Print Preview can be shown by zooming or pagination but can not be changed. If user needs to change the list, please exits print preview and change the parameters in "Page Setup". User can press "Print" to print, and press "Close" to exit print preview.

4.7.6 Page Setup

User can adjust print output parameter by Page Setup. Please click "Platform"->"Page Setup", as following picture and press "OK" to save, press "Cancel" to cancel the operation.



Print result will make up of several elements, as following picture:

Content for Printing as Table					
Left Header	Title			Right Header	
Left Header	Sysetem Log			Right Header	
SN	Time	User	Group	Detail	Type
1	2007-06-06 22:24:24	Administrator	Superuser	Logon system	Event
2	2007-06-06 22:41:16	Administrator	Superuser	Add User "Smith"	Event
3	2007-06-16 03:38:59	Administrator	Superuser	Adjust time of the contr	Event
4	2007-06-16 03:43:29	Administrator	Superuser	Exit	Event
5	2007-06-16 03:45:33	Administrator	Superuser	Logon system	Event
6	2007-06-16 03:53:10	Administrator	Superuser	Add the attendance day	Event
7	2007-06-16 03:54:33	Administrator	Superuser	Add the attendance wee	Event
8	2007-06-16 03:54:46	Administrator	Superuser	Exit	Event
9	2007-06-16 03:58:46	Administrator	Superuser	Logon system	Event
10	2007-06-16 04:03:11	Administrator	Superuser	Modify the access group	Event
11	2007-06-16 04:04:29	Administrator	Superuser	Exit	Event
12	2007-06-16 04:10:27	Administrator	Superuser	Logon system	Event

2007-6-6 23:04:43		Page: 1 Total: 1	
Date	Time	Page Number	

Margins

User can adjust the size by Top Margin, Bottom Margin, Left Margin, Right Margin property.

Page Header

Page Header includes Left Header, Right Header, Title and Page Header Line. Left Header and Right Header can be any characters available with max.100 characters. The system will create a title according to query types and be displayed by selecting "Print Title" in Miscellaneous. When Left Header, Right Header, and Title do not display, the Header Line will be hidden.

Page Footer

Page Footer includes Time, Date, Page Number and Footer Line. Time and Date are the same as the system when print (left alignment only). Page will be automatically created and the format is "Page/Total (right alignment only). User can select display or hide Time, Date and Page Number. When

they are hidden, the Footer Line will be hidden.

Query Result

In the middle of page is the query result. System can output tables by selecting "Yes" in "Table Mode" property (Please refer to above picture). But if "No" is selected, output will not are tables (as following picture). If the columns of the table exceed page size, some information can not be shown. In order to show all the information in the table, user can adjust the table size by selecting "Yes" in Automatic Column Width. For more information, please refer to ["View Window Introduction"](#)(See 4.5).

System Log

No.:1	Time:2010-05-20 16:12:40	Username:Administrator
Detailed Information:Modify controller "Office A"		

No.:2	Time:2010-05-20 16:04:59	Username:Administrator
Detailed Information:Add holiday schedule "New Holiday Schedule"		

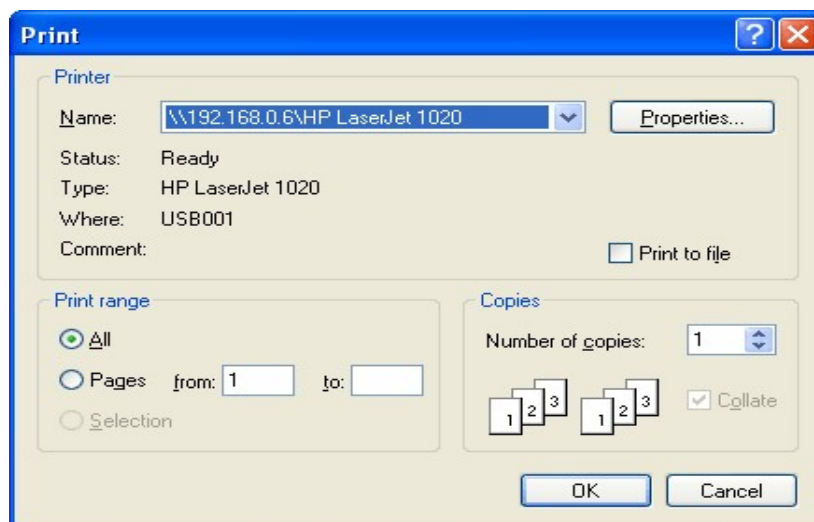
No.:3	Time:2010-05-20 15:42:34	Username:Administrator
Detailed Information:Upload event record for controller "Bank Gate" successfully		

No.:4	Time:2010-05-20 15:42:33	Username:Administrator
Detailed Information:Start to upload event record for controller "Bank Gate"		

No.:5	Time:2010-05-20 15:42:22	Username:Administrator
Detailed Information:Upload event record for controller "Bank Gate" successfully		

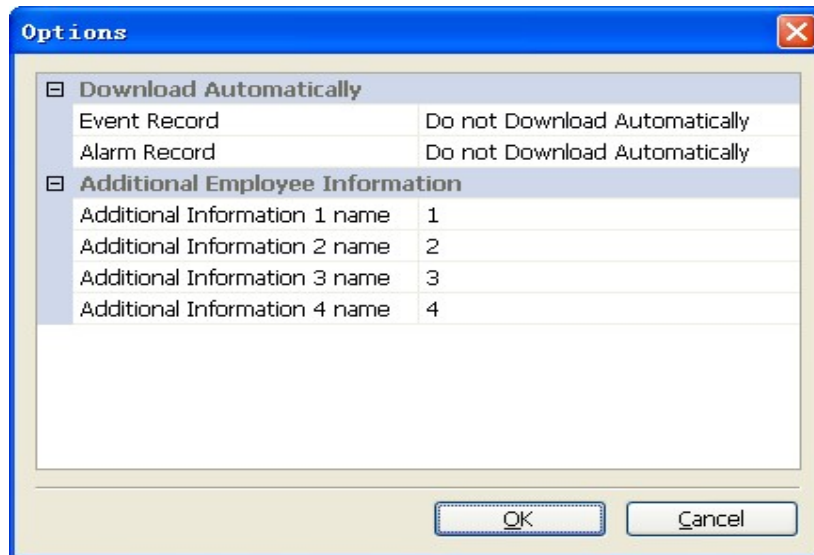
No.:6	Time:2010-05-20 15:42:22	Username:Administrator
Detailed Information:Start to upload event record for controller "Bank Gate"		

Click "Printer" in page setup window, following picture will pop up. User can select printer, paper size, and print direction etc...



4.7.7 Options

The main function of option is to set parameter for whole software. For example, to set upload card record and alarm record automatically when launch software. To change employee additional property name.



Event Record

When property setup is "Download automatically when launch software" , So system will download card record from controller automatically once launch software.

Alarm Record

When property setup is "Download automatically when launch software" ,So system will download alarm record from controller automatically once launch software.

Additional Employee Information

To change employee additional property name.

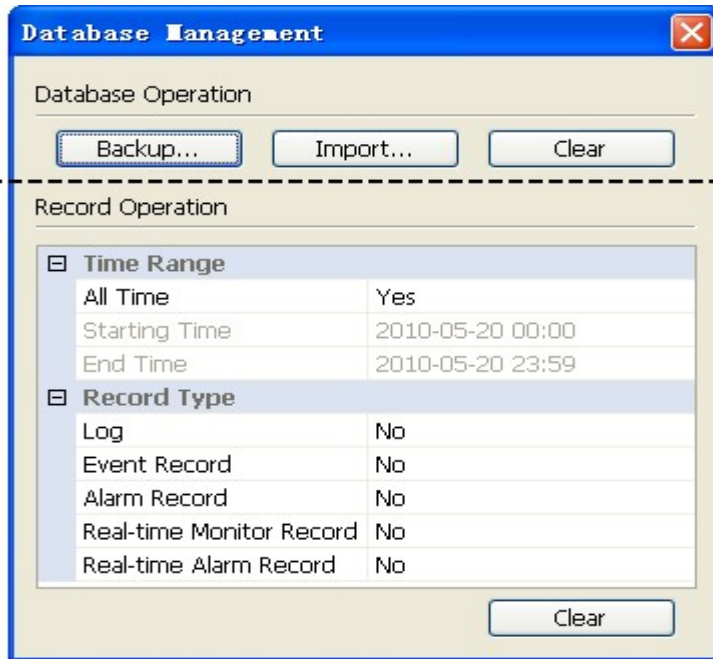


Some users think that the properties is not enough, now four additional information items are added. The name and value can be changed in this view.

4.7.8 Database Management

All application data are saved by Microsoft Access.

Main function includes back-up, import and clear database files. Click "Platform"->"Database Management" to open the dialog box (as following picture). There are two departments: Database operation and record operation.



Database

Database is the database for all subsystems. It consists of data of software setup, system log, card-present, alarm record and attendance record.

Back-up Database

Click "Backup" button to select the backup directory; click "Yes" to start. Once back up completed, a new sub-directory named as current date will be created in the backup directory. For example, if "C:/" is selected as the backup directory, and current date is 5th April 2009, a sub-directory named "2009-04-05" will be created after back up . All backup information is saved in the sub-directory.

Import Database

When import prior backup database to the system, current database will be deleted. Click "Import" button to select a backup directory. The directory name is "YYYY-MM-DD". Click "Yes" to start import. Indication will be displayed once import is completed successfully.



Existing database will be deleted when import database. It is strongly advised to backup all database before carrying out this operation.

Clear Database

Clear database and recover the subsystem to installed state. Click "Clear" to clear the information. Indication will be displayed once clearance is completed successfully.



The operation is effective only for the current subsystem. The database used by other subsystems will be deleted as well.

Clear Record

Please setup the date and type for the record to be cleared; then click "Clear" to clear the information.



The operation is effective only for the current subsystem. The database used by other subsystems will be deleted as well.

4.7.9 Expert Mode

In order to satisfy most customers, the software provides Expert mode and non-expert mode. All system functions can be displayed and used under expert mode; while some sophisticated functions will be hidden under non-expert mode such as menu, toolbar, function interface, view and some element properties. If some functions can not be found, please switch to expert mode.

Non-expert mode is easy to operate for new user.

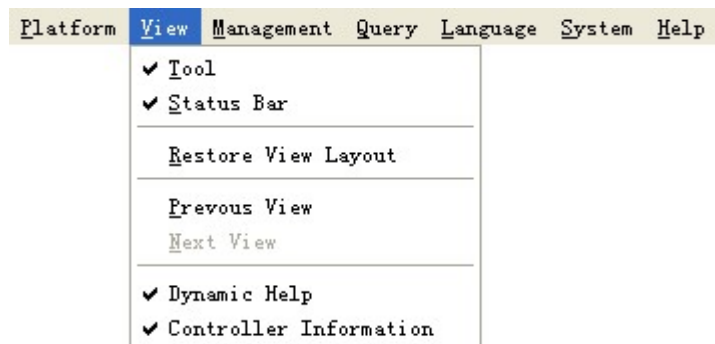
Please switch the system to expert mode by clicking "Platform"-> "Expert Mode".

4.7.10 Exit

User can exit the program by clicking "System"-> "Exit"; clicking close button on top of main window or pressing ALT+F4.

4.8 View Menu

Orders in view menu is used to control the display of view element.



Toolbar

Display or hide the toolbar for main window.

Status Bar

Display and hide the status bar for main window.

For detail information, please refer to ["Introduction to Main Interface"](#)(See 4.3)" for more details.

Previous View, Next View

Software will remember the view visited. User can return to the visited view according to visited sequence by pressing "Previous View" and "Next View".

Other Order

For other orders and view information, please refer to "[View, Window and Layout](#)"(See 4.4)" for more details.

4.9 Management Menu

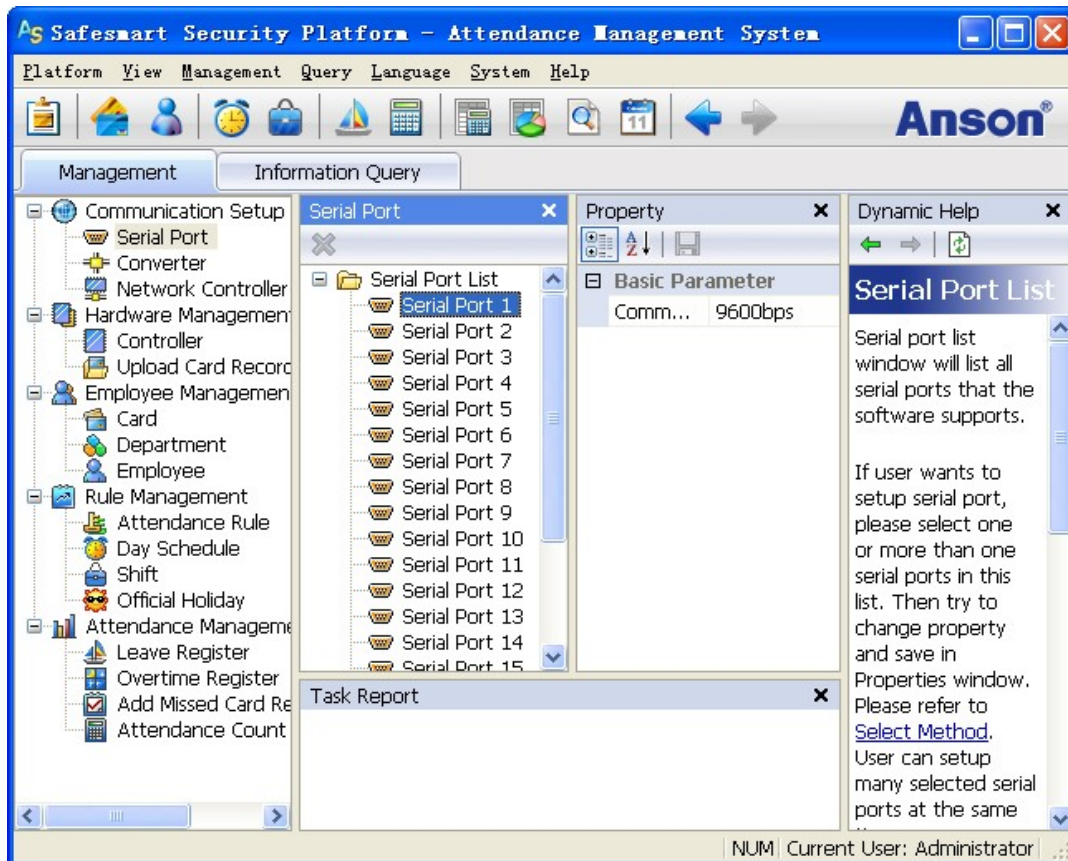
All setup functions can be visited for attendance subsystem via management Menu (as in the following picture). The functions include " [Serial Port](#)"(See 4.9.1), "[Converter](#)"(See 4.9.2), "[Network Controller](#)"(See 4.9.3), "[Controller](#)"(See 4.9.4), "[Card Record Upload](#)"(See 4.9.5), " [Card](#)"(See 4.9.6), "[Department](#)"(See 4.9.7), "[Employee](#)"(See 4.9.8), " [Attendance Rule](#)"(See 4.9.9), " [Day Schedule](#)"(See 4.9.10), " [Shift](#)"(See 4.9.11)" , "[Official Holiday](#)"(See 4.9.12)" , "[Leave Register](#)"(See 4.9.13)" , "[Overtime Register](#)"(See 4.9.14)" , " [Add Missed Card Record](#)"(See 4.9.15)" , "[Attendance Count](#)"(See 4.9.16)" 16 functions.



4.9.1 Serial Port

Usually, the system can communicate with controller by serial port or Ethernet. If user uses serial port to communicate, please select communication rate for the serial port.

To setup communication rate, please click main menu "Management"->"Serial Port", or click "Serial Port" in View Switch Panel. Please refer to the following picture:



User can setup communication rate for max. 20 serial ports, Since usually there are only two serial ports for PC, user can extend serial ports by adding hardware interface card, other hardware and virtual serial port software.

Change Serial Port Communication Rate

1. Click the employee to be changed in Serial Port List (User can select multiple serial ports. For details, please refer to [Select Method](#)(See 6.2)) 2. Change the communication rate for serial port in Basic Parameter window. 3. Click "Save". The rate can be used without restart the software.

Serial Port Property

Communication Rate

Rate can be set up as 19200bps or 9600bps. When the distance between PC and controller is too long (RS485 mode is around 1 kilometer, RS232 mode is around 15 m), to avoid communication error, lower rate (9600bps) should be selected.

Instruction for Serial Port Toolbar Button

When user hangs the mouse on button, the button function will be shown.



Cancel Operation

Cancel current operations. The button is unusable when there is no operation.

Toolbar Button Instruction



According to Classification Sequence

List all check conditions by group



Letter Sequence

All check conditions are arranged in alphabetic order or pinyin sequence.



Save

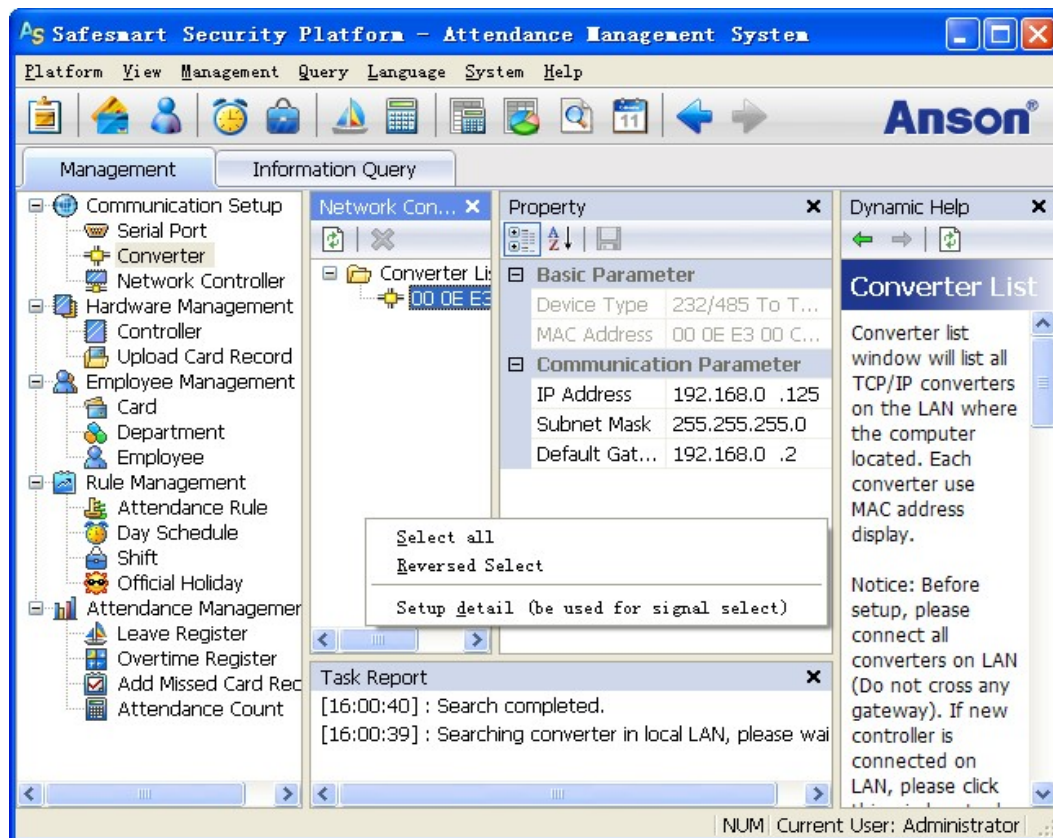
Save all changed information. If there is no information changed, the button will be unusable.

4.9.2 Converter

If controller connects with computer network by TCP/IP communication converter, user must setup controller IP address, subnet mask and gateway. If Anson converter is adopted, user can setup it in this window directly.

Note: Before setup, please connect all converters on LAN (Do not cross any gateway). If converter and computer are not in the same network, please connect the converter on LAN and setup it firstly. After setup completed, connect the converter to target network. One converter 485 port can connect with multiple controllers.

To open Converter view, click main menu "Management"->"Converter" or click "Converter" in View Switch Panel. Please refer to the following picture:



Change Converter Address

1. Select the MAC address in converter list (User can select multiple converters, for detail, please refer to ["Select Method"](#)(See 6.2)for more details. 2. Change converter property in left property window. 3. Click "Save".

Detailed Setup

1. Right-click the MAC address in converter list. 2. Select "Detailed Setup" in menu. 3. Input username and password in IE authentication window (the default username and password is "Admin". 4. Setup the converter parameter in IE window. For details, please refer to converter user manual.

Converter Property**Setup Type**

Display the type name acquired from converter. The name can be displayed but not changed.

MAC Address

It displays converter physical address (display only, can not be changed). MAC address also called physical address, hardware address or link address. In order to locate physical communication protocol and distinguish network devices, network device manufacturer always writes MAC address on hardware. Two devices can never have identical MAC address.

IP Address

It is the address for TCP/IP network device. The value range is 0-255. Some special addresses can not be appointed. One network can only have one IP address. If user does not know how to setup, please contact with the network manager.

Subnet Mask

IP address subnet mask of TCP/IP network device. Subnet mask ranges from 0 to 255. Subnet is used to divide IP address into network address and mainframe address. If user does not know how to setup, please connect with network manager.

Default Gateway

IP address of TCP/IP gateway device, ranges from 0 to 255. Gateway is a network device which works as a channel between two networks. Gateway address must be appointed when communication between networks are needed. If user's network is not connected with other networks (including internet), the value is meaningless. If user does not know how to setup, please connect with network manager.

Instruction for Converter Toolbar Button

When user hangs the mouse on the button, the button function will be shown.

**Search Converter**

Search converter on LAN again, and add the new converter into Converter List.



If the converter is on Internet, please connect it with LAN and setup IP and mask. Software can not search converter through internet.

**Cancel Operation**

Cancel current operations. The button is unusable when there is no operation.

Instruction for Toolbar Button**According to Classification Sequence**

List all check conditions by group

**Letter Sequence**

All check conditions are arranged in alphabetic order or pinyin sequence.

**Save**

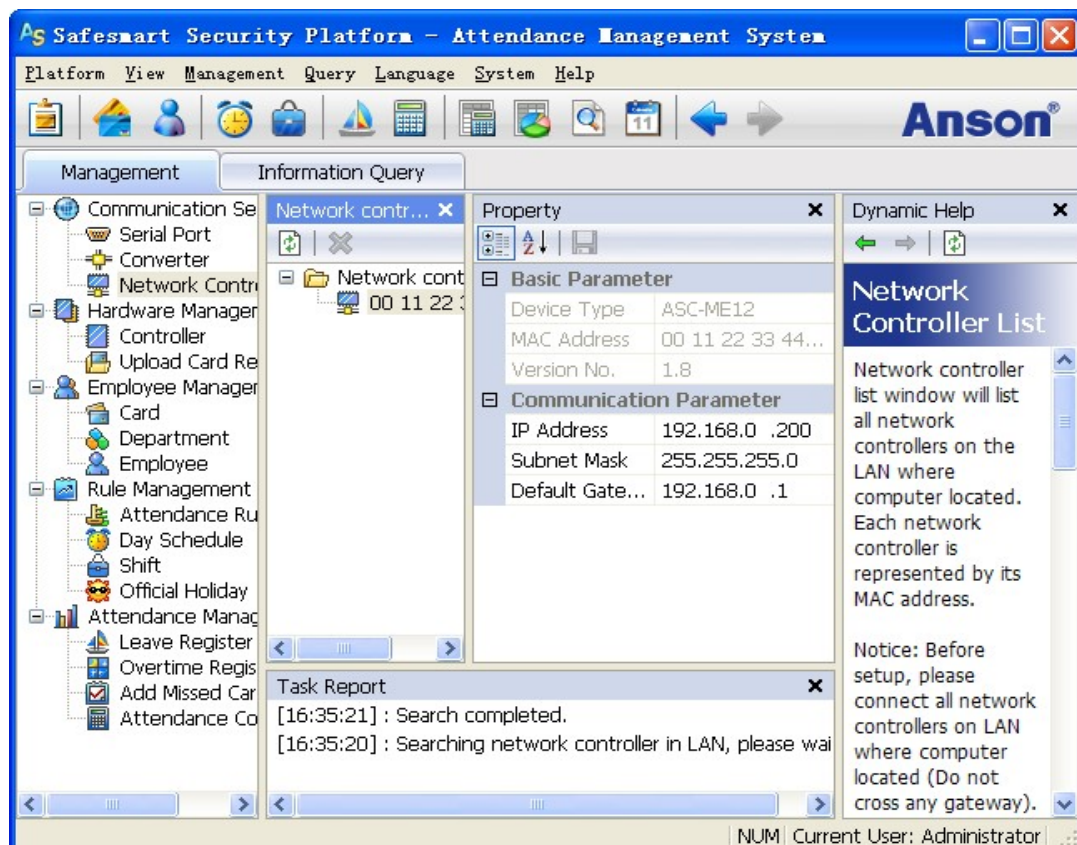
Save all changed information, if there is no information changed, the button will be unusable.

4.9.3 Network Controller

If ME controller series is used, please connect LAN with controller firstly, then setup IP Address, Subnet Mask, Default Gateway in the view.

Note: Before setup, please connect all ME controller series on LAN (Do not cross any gateway). If controller and computer are not in the same network, please connect the controller on LAN and setup it firstly. After setup completed, connect the controller to target network.

To open Network Controller view, click main menu "Setup"-">"Network Controller" or click "Network Controller" in View Switch Panel. Please refer to the following picture:



Change Network Controller IP Address

1. Select the MAC address in network controller list (User can select multiple controllers, for detail, please refer to ["Select Method"](#)(See 6.2)for more details. 2. Change controller property in left property window. 3. Click "Save".

Controller Property**Setup Type**

Display the type name acquired from controller. The name can be displayed but not changed.

MAC Address

It displays controller physical address (display only, can not be changed). MAC address also called physical address, hardware address or link address. In order to locate physical communication protocol and distinguish network devices, network device manufacturer always writes MAC address on hardware. Two devices can never have identical MAC address.

Version Number:

Display the controller version number. It can be displayed but not changed.

IP Address

It is the address for TCP/IP network device. The value range is 0-255. Some special addresses can not be appointed. One network can only have one IP address. If user does not know how to setup, please contact with the network manager.

Subnet Mask

IP address subnet mask of TCP/IP network device. Subnet mask ranges from 0 to 255. Subnet is used to divide IP address into network address and mainframe address. If user does not know how to setup, please connect with network manager.

Default Gateway

IP address of TCP/IP gateway device, ranges from 0 to 255. Gateway is a network device which works as a channel between two networks. Gateway address must be appointed when communication between networks are needed. If user's network is not connected with other networks (including internet), the value is meaningless. If user does not know how to setup, please connect with network manager.

Instruction for Controller Toolbar Button

When user hangs the mouse on the button, the button function will be shown.

**Search Converter**

Search network controller on LAN again, and add the new controller into Controller List.



If the controller is on Internet, please connect it with LAN and setup IP and mask. Software can not search controller through internet.

**Cancel Operation**

Cancel current operations. The button is unusable when there is no operation.

Instruction for Toolbar Button



According to Classification Sequence

List all check conditions by group



Letter Sequence

All check conditions are arranged in alphabetic order or pinyin sequence.



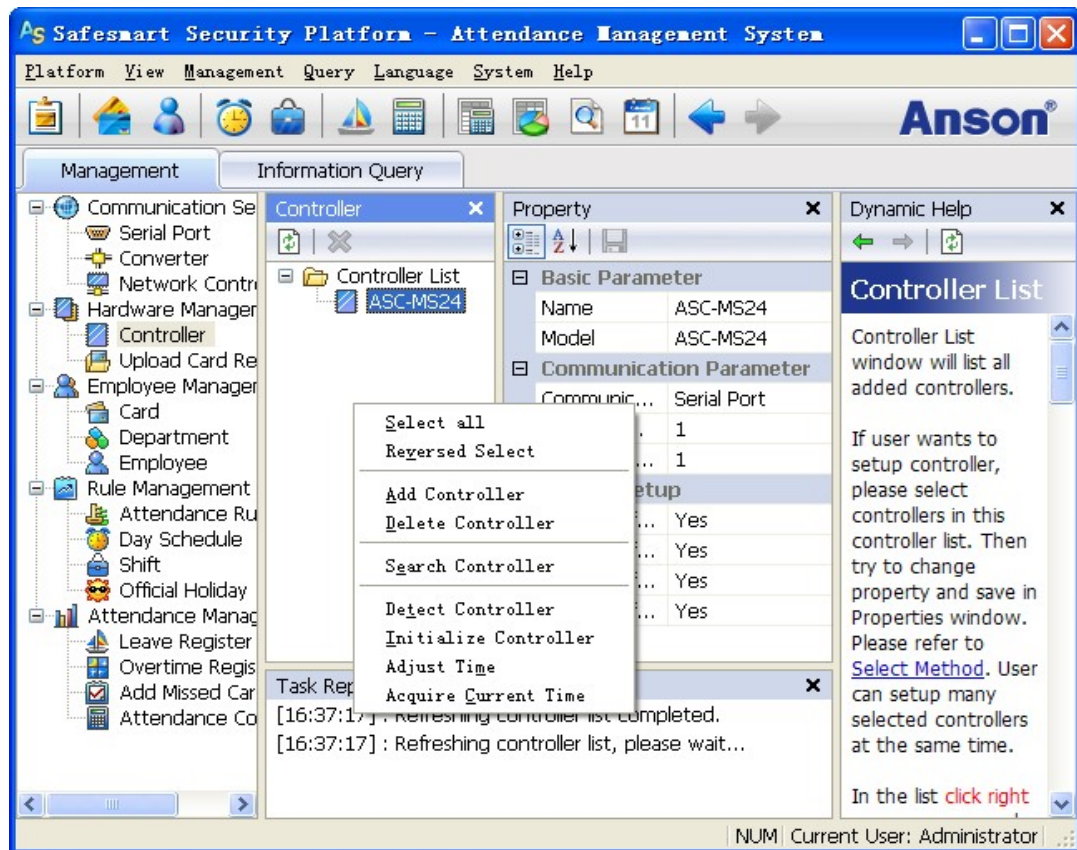
Save

Save all changed information, if there is no information changed, the button will be unusable.

4.9.4 Controller

Attendance management is realized based on controller management. Attendance calculation is based on the records saved when employee presents his card to the reader., At present, the software works with all M access controller series (controller and integrated access controller). For details, please refer to "[Hardware Connection Method](#)" (See 4.1) User can add and setup the controller to the system by software. Please go to "Controller" interface to change controller setup, initialize controller, adjust controller time and detect controller connection etc.

To open Controller view, click main menu "Management"->"Controller" or click "Controller" in View Switch Panel. Please refer to the following picture:



Add Controller

1. Right-click Controller List. 2. Select "Add Controller". 3. Change new controller's property in the property window at the right side. 4. Click "Save".

Change Controller

1. Select the controller by left-clicking controller name in Controller List (User can select multiple controllers. For details, please refer to ["Select Method"](#)(See 6.2)) 2. Change controller's property in the property window at the right side. 3. Click "Save".

Delete Controller

1. Select the controller via left-clicking controller name in Controller List (User can select multiple controllers. For details, please refer to ["Select Method"](#)(See 6.2)) 2. Right-click the controller. 3. Select "Delete".

Instruction for Other Controller List Menu**Search Controller**

Function: Search appointed serial port bus or IP address. The result will be displayed in Task Report.

Detect Controller

Function: Detect connection state and version info of controller selected. The result will be displayed in Task Report.

Initialize Controller

Function: Recover controller to initial state.

It is recommended to initialize the new controller before put it into use.

Note: Controller initialization will clear all user setup parameters and recover to default setup All the event records, alarm records will be lost. Before use this function, please upload all events and alarm records. After the controller is initialized, please download setup again.

Adjust Time

Function: Setup selected controller time, which is current PC time.



All access permissions of controller are based on controller time. User has to check and adjust the time of controller before use it. In order to ensure the time is correct, please check the controller time every half year. Note: Please make sure the time of operation system is correct.

Acquire Current Time

Function: Acquire selected controller time. The result will be displayed in Task Report.

Controller Property**Name**

Max. Length of name is 100 characters. For convenience of future management, please assign different names to different controllers.

Model

Controller models will be displayed in software. User can find controller model in the user manual delivered with product, or via "Detect Controller" or "Search Controller" in "Controller List" menu.

Communication Mode

Serial port controller can connect with PC via serial port interface or TCP/IP converter. This property

can be changed according to connection mode for serial port controller, but not for network controller.

Connect Serial Port

Please check the serial port number when connect controller and PC by serial port interface. If user does not know serial port number, please contact with installer and PC manager. The property is unusable when multiple owners are selected.

Controller Address

When multiple controllers connect with a serial port bus (485 bus is frequently applied; 232 bus can only connect with one device), the controllers can be distinguished by its IP address. When multiple users are selected, this function can not be changed. Set this parameter as "0" for network controller. When TCP/IP converter connects with computer, the 485 port of converter can connect with multi-controllers. If serial port controller connects with computer which does not have 485 port, a 232/485 converter should be adopted.

Instruction for Controller Toolbar Button

When user hangs the mouse on button, the button function will be shown.



Refresh Controller List

Read all controller information from database again, and refresh controller list.



Cancel Operation

Cancel current operations. The button is unusable when there is no operation.

Instruction for Toolbar Button



According to Classification Sequence

List all check conditions by group



Letter Sequence

All check conditions are arranged in alphabetic order or pinyin sequence.



Save

Save all changed information. If there is no information changed, the button will be unusable.

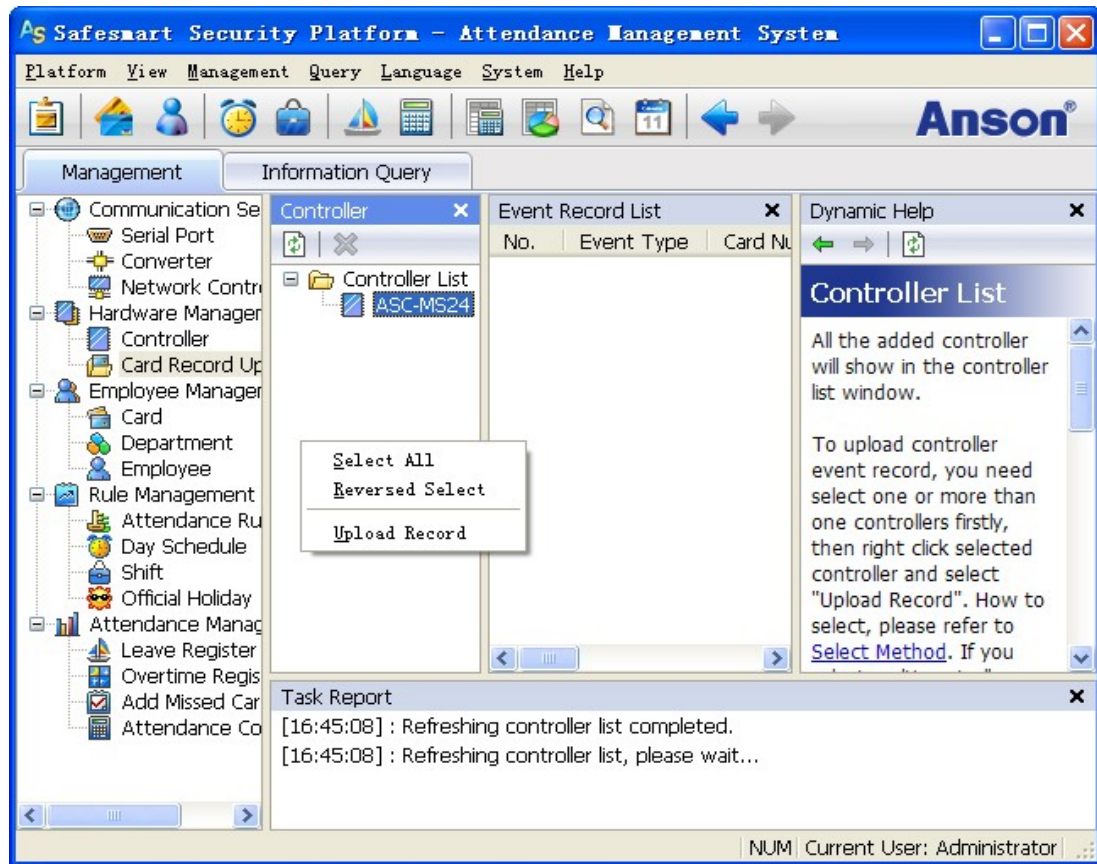
4.9.5 Card Record Upload

Event occurs once controller begins to work. There are two types of events, one for "legal Card" and one for "Illegal Card". Card Record Upload is to upload card information record to software database. Once the uploading is completed, the record will be saved in software database while detected from the controller.



Controller memory is limited. When memory is full, prior records will be covered by new records. To avoid record loss, please upload the records in time. The frequency of uploading can be roughly calculated by dividing total capacity of the controller by the number of records produced in each day.

To open the Card Record Upload view, click main menu "Setup" ->"Card Record Upload" or "Card Record Upload" of View Switch Panel as below:



Upload Event Record

1. Left click controller name in controller list to select the controller (Several controllers can be selected at the same time; for more details please refer to ["Select Method"](#) (See 6.2))
2. Right click the selected controller
3. Select "Upload Record"

Introduction to Event Record List

Serial Number

A temporary number to indicate the order of uploaded records.

Event Type

Display the types of events:

Illegal card---invalid card or non-authorized card.

Legal card---valid card

Card Number

The number of card (illegal card or legal card).

Employee

Card holder.

Time

The time when event happens, time format is YYYY-MM-DD hh:mm:ss. YYYY represents year; MM for month; DD for day; HH for hour; MM for minute; SS for second.

Controller

The controller on which event occurs.

Door

The door on which event occurs

Reader

The reader on which event occurs

Instruction to Controller Toolbar Button

Hang the mouse on a button To view its function.

**Refresh Controller List**

Read all controller data from database again, refresh the controller list.

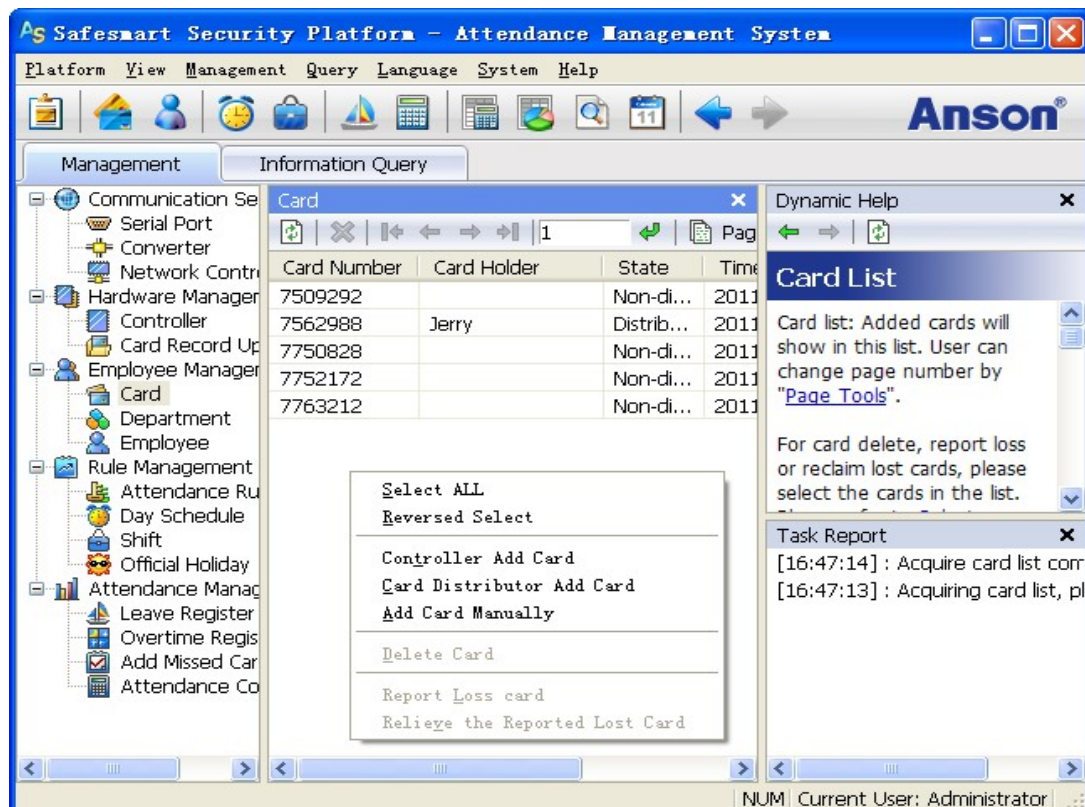
**Cancel Operation**

Cancel current operation. The button is unusable when there is no operation.

4.9.6 Card

User should add card number into the system before appointing card to card-holders. User can also manually add card number into "Employee Setup" if card-holder knows the card number.

To open Card view, click main menu "Management->"Card" or "Card" in View Switch Panel, as in the following picture:



All added cards can be displayed in Card List. The card list may cover several pages. User can view cards by using "Page Tools".

Before delete card, report lost card or recover lost card, please select one or more than one cards in the list. For details, please refer to [Select Method](#)(See 6.2).

Instruction for Controller List Menu

Add Card by Controller

Function: select a controller in the software, then present card on any readers connected with the controller.

Add Card by Distributor

Function: Select the order, then present card on distributor.

Add card in Software Manually

Function: Input start number and end number and add all cards numbered within this number range. If start number is the same with end number, only one card will be added. When add multiple cards, the card numbers must be in sequence.

Delete Cards

Function: Delete all selected cards. The card holders will not be deleted.

Report Lost Card

Function: Report all cards selected as lost cards. Please download the information in Setup Download after the report.

Recover Lost Card

Function: Recover all lost cards selected.

Controller Property

Card Number

Card recognition code. Card number can be for IC card, ID card, finger print, facial recognition and DNA recognition. The content of information depends on the types of reader applied.

Card Holder

Display card holder name. To appoint card holder name, please go to "Employee" setup view.

State

State of Card distribution and lost card.

Time of Adding Card-Running Number

The time when card is added in the software. Running number is based at millisecond and is mainly used to ensure the order of adding card.

Press "Card Adding Time-SN" and add card by presenting card. If the cards are saved in the same sequence as added, the card order displayed will be in the same sequence as saved. By clicking different column titles, the sequence of displayed cards will be changed accordingly. User can find the same function in "Employee" ->"Select non-distributed card".

Instruction for Controller Toolbar Button

When user hangs the mouse on button, the button function will be shown.



Cancel Operation

Cancel current operations. The button is unusable when there is no operation.

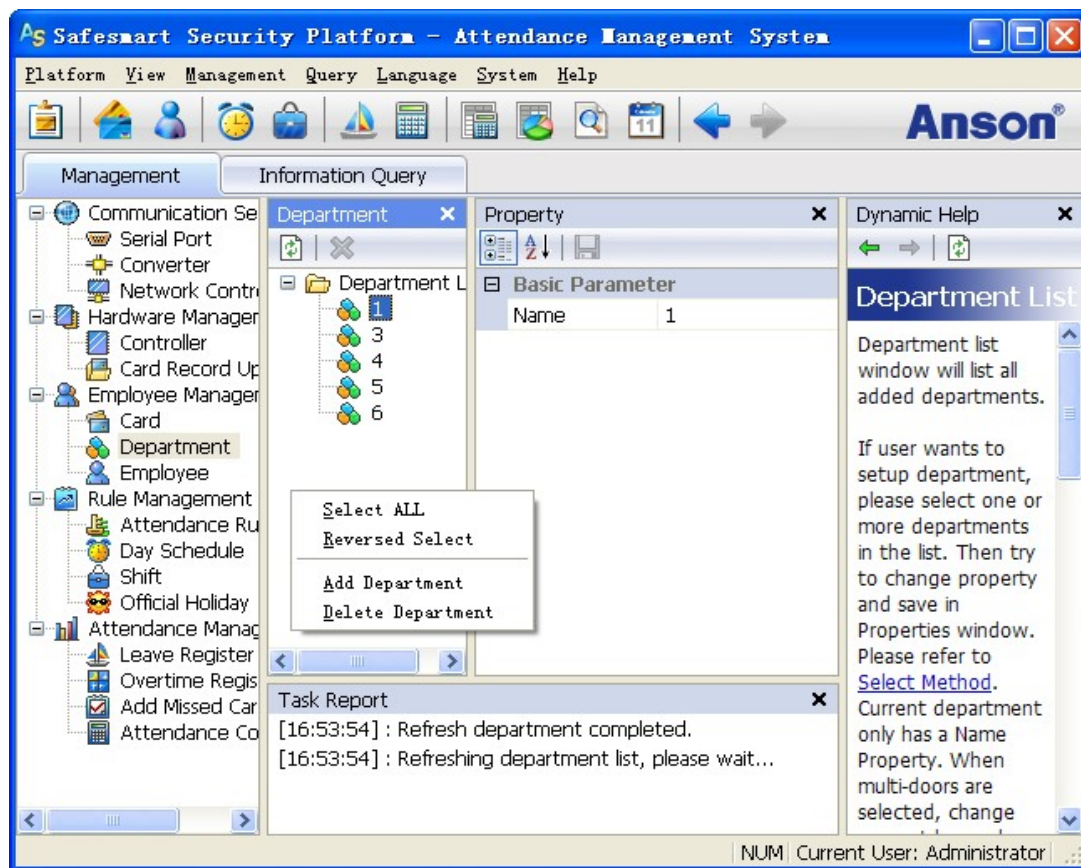
Page Tools

Page tools are used to change/display current page and set the number of items displayed on one page. Please go to [Page tool Instruction](#)(See 6.1) for more details.

4.9.7 Department

Attendance management is based on department. Employee's attendance can not be managed if the employee is not assigned to any department. First name the departments needed, then assign the employees to the department in "Employee Setup".

To open "Department View", click main menu "Management" -> "Department" or "Department" in View Switch Panel, as in following picture:



Add Department

1. Right click department list 2. Select "Add Department" 3. Change the property of new department. 4. Click "Save" in property window.

Modify Department

1. Left click department name in department list to select (several departments can not be modified at the same time). 2. Change property of the new department. 3. Click "Save" in property window.

Delete Department

1. Left click department name in department list to select (several departments can be selected for deleting at the same time. Please refer to ["Select Method"](#)(See 6.2) for more details)2. Right click selected department. 3. Select "Delete Department"

Department Parameter

Name

Name should be no more than 100bits and the same name can not be used in different departments.

No modification can be made when more than one deparment is selected.

Introduction to Department Toolbar

Hang the mouse on a button To view its function.



Refresh Department List

Read all department data from database again, refresh the department list.



Cancel Operation

Cancel current operation. The button is unusable when there is no operation.

Introduction to Parameter Toolbar



Order by Classification

List all properties by group.



Order by Alphabet

All properties are arranged in alphabetic order.



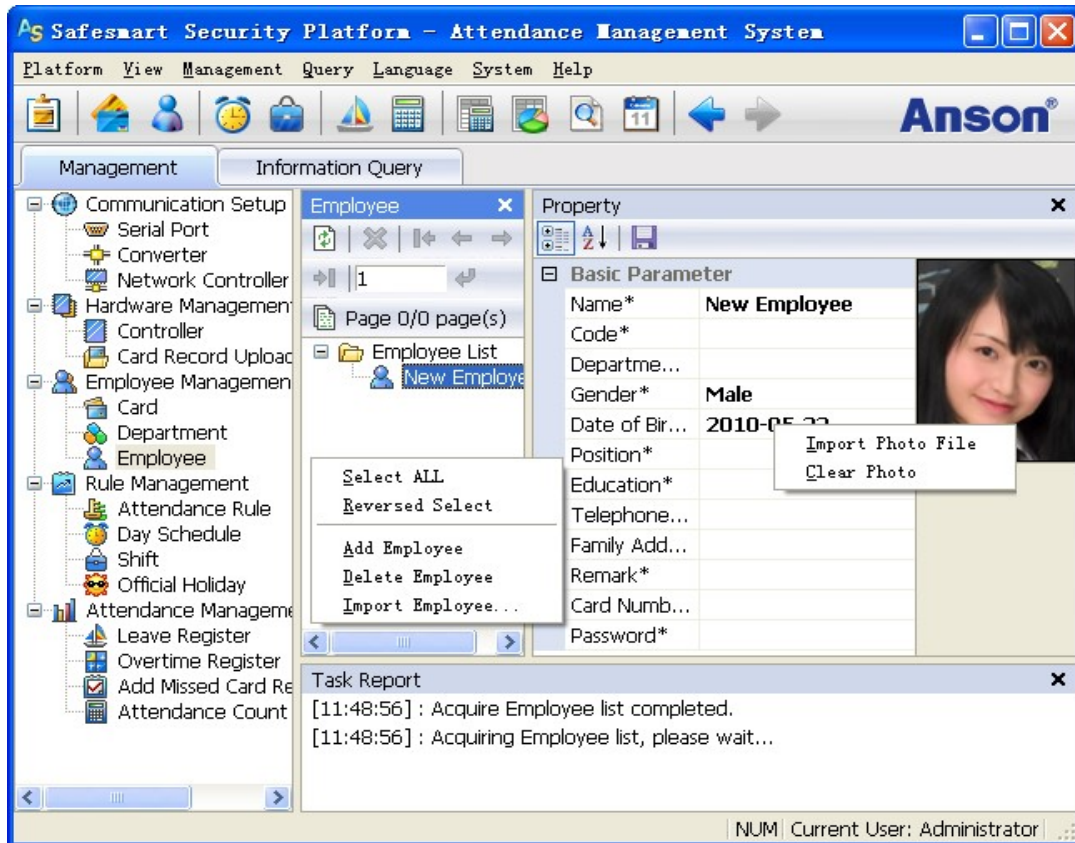
Save

To save all changes. The button will be unusable if no property change is made.

4.9.8 Employee

Employee is the card-holder which can enter/exit the door. In order to record employee in/out information, user has to appoint a card to the employee and add this employee to the system.

To open Employee view, click main menu "Management"->"Employee" or click "Employee" in View Switch Panel. As in the following picture.



The Employee List may cover several pages. User can view employee list by using "Page Tools".

Add Employee

1. Right-click Employee List. 2. Select "Add Employee". 3. Change new employee property window at the right side. 4. Click "Save".

Change Employee

1. Select employee via left-clicking Employee List (User can select multiple employees, for detail, please refer to [Select Method](#)(See 6.2) 2. Change employee property in property window at the right side. 3. Click "Save".

Delete Employee

1. Select employee via left-clicking Employee List (User can select multiple employees, for detail, please refer to [Select Method](#)(See 6.2) 2. Right-click employee. 3. Select "Delete Employee".

Instruction for Employee List

Import Employee

Function: Add employees by importing EXCEL files with employee information. Click "Import Employee", the dialog box "Import Employee from Excel File" will pop up, as in the following picture:

Excel file parameter	
Sheet Name	Sheet1
Import Starting Row	1
Import End Row	65536
Employee Sheet Parameter	
Name Column	Sheet B Column
Code Column	Sheet C Column
Department Column	Sheet D Column
Add Non-exist Department	No
Card Number Column	Sheet E Column
Card Number Format	Decimal
Gender Column	Sheet K Column
Gender Column	Male/Female
Birthday Column	Sheet L Column
Birthday Format	YYYY-MM-DD
Access Group Processing ...	Do not Import
Position Column	Do not Import
Education Column	Do not Import
Tel. Number column	Do not Import

Excel files may have different formats. The software should be informed about the format information. Following information is needed for this purpose.

Sheet Name: An Excel file can have multiple sheets. Input the sheet name where the employee located. The sheet name is case-insensitive.

Import the Start row and End row: Input the Start row and End row according to the employee list. Note: Usually, the first row is column information.

Column for Employee Name, Column for XX: The column where the employee's name located. Other employee properties are indicated in different columns named as column XX.

Add Non-exist Department: When the department in the employee list does not exist, if the value is "Yes", the department will be added automatically; if the value is "No", the employee will not belong to any department.

Card Number Format: The card number format of the employee list selected, which is not applicable when card number column is not needed. A card number may have different formats. Take card number 1715004 as example, the algorithm is 1715004, hex (high byte in the front) is 1A2B3C and hex (low byte in the front) is 3C2B1A.

Gender: Selected employee can be Male / Female.

Birthday Format: Appointed employee birthday can be shown by YYYY-MM-DD.

Employee Property

Name

Name is max. 100 characters. Different employees may have the same name, but the employee code in software can not be the same. If two employees have the same name, there are two solutions: 1). Add suffix for the name, such as Jack 1, Jack 2. 2) Input different codes for employees in property.

Code

Code is frequently used as a code for employee. The code is max. 20 characters. Different employee

names will have different codes. This property may not be appointed.

Department

Department of the selected employee. This property may not be appointed.

Gender

Gender of the selected employee This property may not be appointed.

Telephone No.

Telephone No. of the selected employee. The number is max. 20 characters. This property may not be appointed.

Family Address

Family Address of the selected employee. The address is max. 200 characters. This property may not be appointed.

Remark

User can input other information of employee. It is max. 200 characters.

Card Number

Card number of selected employee. It can be 8 digits, with 16777214 as the max. Number (hex is FFFFFFFE, 3 bytes, 24 bits). If the card number is displayed in decimal system, the "0" in front of the card number will be ignored.

Card recognition code. Card number can be for IC card, ID card, finger print, facial recognition and DNA recognition. The content of information depends on the types of reader applied.

User can input card number; or click the button at the right side and select the card in "Select Non-distributed Card". The card numbers displayed is the ones added in [Card](#)(See 4.9.6) view.If it is ID card, there are two types of card numbers : 0010869932 165,56492. Input the first type and ignore the "0" in front (10869932).

Password

The open-door password should be either 6-digit or empty. When "Yes" is selected for "Limited Date", the password will be unusable.

After the password is set, the controller still needs to detect employee access group and authentication mode of reader in controlled time, through which to decide whether the door should be opened.

Employee Photo

Select employee photo file.

Right-click photo area and following order will be displayed:

1. Import Photo

Function: Select employee photo in the selection box.

Note: The size of employee photo should be 128X96; otherwise, it will be deformed. In order to wipe off flicker, software will assume the photo is of opaque background. As a result, the photo may not be displayed properly in case photo background is transparent. Hence, it is recommended to add background in photo edit software.

2. Clear Photo

Function: Delete employee photo

Additional Information

To change employee additional information. Value is do not over than 50 characters.

Some users think that the properties is not enough, now four additional information items are added.

The name and value can be changed in [Options](#)(See 4.7.7).

Instruction for Employee Toolbar Button

When user hangs the mouse on button, the button function will be shown.



List filter

The added employees will be displayed in employee list window. Since the number of employees is too much, user can filter unnecessary employees.



Cancel Operation

Cancel current operations. The button is unusable when there is no operation.

Page Tools

Page tools are used to change and display current page and setup page display number. Please go to [Page tool Instruction](#)(See 6.1) to acquire more detailed information.

Instruction for Toolbar Button



According to Classification Sequence

List all check conditions by group



Letter Sequence

All check conditions are arranged in alphabetic order or pinyin sequence.



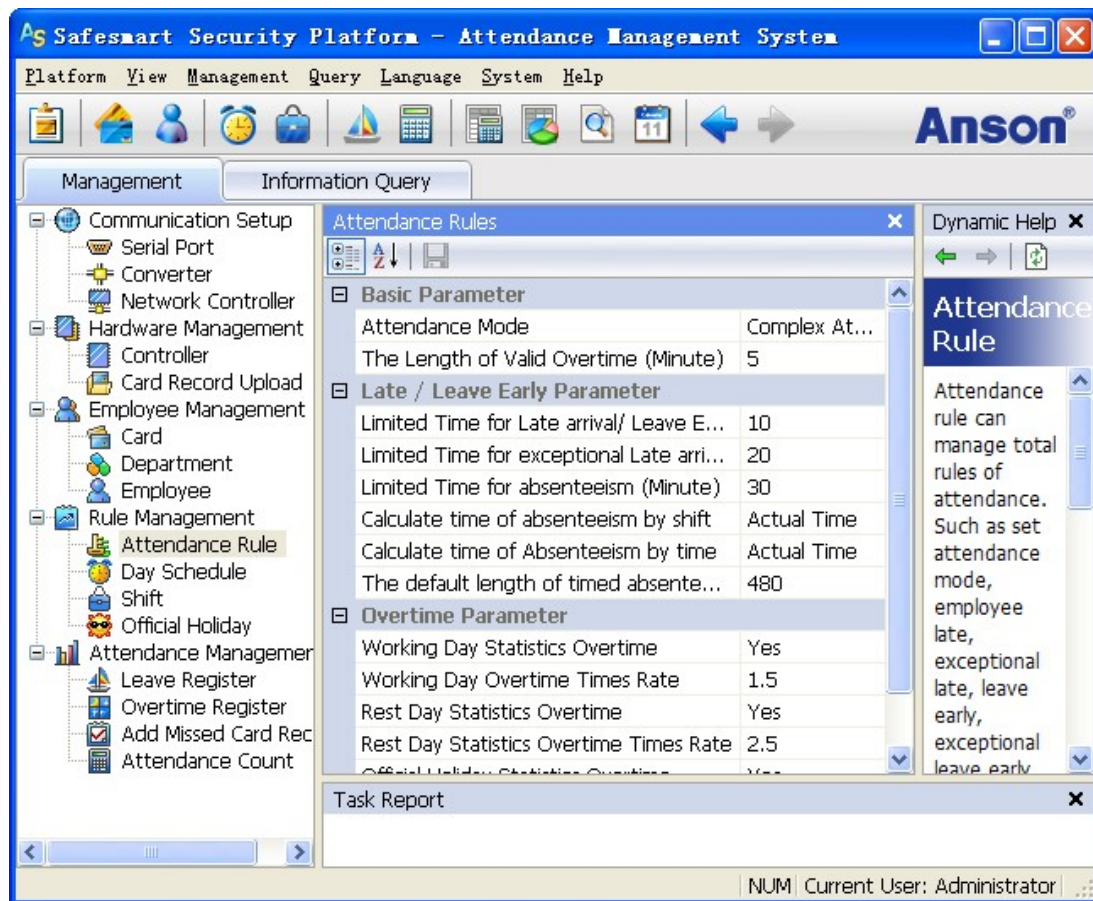
Save

Save all changed information. If there is no information changed, the button will be unusable.

4.9.9 Attendance Rule

Attendance Rule is the attendance requirement set by a company. It includes definitions and requirements for late arrival, exceptional late arrival, , exceptional , absenteeism, long dinner time, work overtime and so on.

To open Attendance Rule view, click main menu "Management"-> "Attendance Rule" or click "Attendance Rule" in View Switch Panel. As in the followings picture:



Attendance Rules Parameter

Attendance Mode

Attendance mode including Simple Attendance and and Complex Attendance.

Under simple mode, Attendance count doesn't support overtime statistics according to card record automatically, user have to register manually. It also do not support attendance by time and cross-day attendance, but it no need to separate enter and exit reader, so the controller used in attendance can be used in access control system too, it widely used in company or office.

In complex mode, overtime statistics, timed attendance and cross-day attendance are supported, because of overtime and timed are particularity, **user should install at least two-way controller for attendance and it can not used in access control**. Reader 1 used for duty on only, and reader 2 used for duty off only (if it is four-door controller, reader 1,3 for duty on, and reader 2,4 for duty off)

The Length of Valid Overtime (Minute) (minute):

When employee overtime, if certain time segment for overtime (between duty on present time and duty off present time) is less than the value, it will be not counted in attendance result. The property unit is Minute.

Limited Time for Late arrival/ Leave Early (minute):

when employee late or leave early time less than limited time, it will not be considerate as late or leave early, while it will be when the time over limited late/leave early time but less than exceptional Late arrival / Leave early. For example:employee starts start work at 9am, the limited time for late/leave is ten minutes, if employee work at 9:09, it will not be considerate as late or leave early, while if employee work at 9:10, system will save this person late for ten minutes,

Moreover, if late or leave early is not required, user can set the limit time longer than work time.

Limited Time for exceptional Late arrival / Leave early (minute)

When employee late or leave early time over the exceptional limit while less than absenteeism time, it will be considerate as exceptional late/leave early.

If exceptional late or leave early is not required, user can set the limit time longer than work time.

Limited Time for Absenteeism (Minute)

When employee late/leave early time over than this limit will be considerate as absenteeism. There are two ways for counting absenteeism time including "Calculate time of absenteeism by shift " and "Calculate time of Absenteeism by time ".

Besides, absenteeism or the timing of calculate by time less than minimum work time also the situation of exceptional late/leave early.

If absenteeism is not required, user can set the limit time longer than work time.

calculate time of Absenteeism by Shift

When work by shift, and employee absent in one shift, the absenteeism timing will be counted by the setup here, the count method including ""Whole Shift" "and ""Actual Work Time" ". When set it as whole shift, the absenteeism timing is the whole work time in this shift (work-off time reduce work-on time in this shift)

when set it as "actual work time ", absenteeism timing is the sum total of late time which result in absenteeism and leave early time which result in absenteeism (late/leave early and exceptional late/leave early not included), if employee doesn't present the card, the absenteeism timing is counted by "whole shift "method.

Calculate Time of Absenteeism by Time

When work shift by Time, and employee absent in a day, the setup decide to calculate mode for absenteeism time. Count method including "whole shift "and "actual work time ", when set it as whole shift, the employee absenteeism time is "the minimum work time "settled in timed day schedule, while if no minimum work time in this day schedule, the default length of timed is the same with ""The default length of timed absenteeism" "in attendance rule.

When set it as "actual work time ", absenteeism time is the sum total of late time which result in absenteeism (late and exceptional late not included in absenteeism and no leave early in timed system) and absence time of duty (the work time less than "minimum timing "), moreover, if the absenteeism time counted above is over "minimum work time "or the employee doesn't present the card for duty on, counted the time by "whole shift ".

The Default Length of Timed Absenteeism (Minute)

More details, please refer to the content of ""Calculate Time of Absenteeism by Time" "

Working Day Statistics Overtime

It decides whether statistics overtime for working day.

It decides whether statistics overtime for working day.



Working day means employee is **arranged shift**, in the day while it **is not official holiday** ?Rest day means employee **has not shift**,in this day while it **is not official holiday**(usually, rest time we mean is weekend, but some industry has exception so system make difference between rest day and working day by shift situation)?official holiday means "setup" interface "official holiday" official holiday view?no connection to employee information or shift in this day.



Work day and rest day is decided by employee, for example, such as certain day is not official holiday, employee A have shift in this day, for employee A, this day is working day. If employee B has no shift in this day, this day is rest day for employee B.

Working Day Overtime Times Rate

The overtime time rate is used when overtime statistics in working day is required. There is "the length of overtime rate " displayed in attendance result query which statistics overtime timing and overtime rate, it convenient for counting wages.

Rest Day Statistics Overtime

It appoints overtime situation for rest day.

Rest Day Statistics Overtime Times Rate

When rest time need statistics overtime, it used for appointing overtime rate, there is "the length of overtime rate " displayed in attendance result query which statistics overtime time and overtime rate, it convenient for counting wages.

Official Holiday Statistics Overtime

It appoints overtime situation in official holiday

Official Holiday Statistics Overtime Rate

When overtime statistics is required in official holiday, it used for appointing overtime rate, There is "overtime rate time " displayed in attendance result query which statistics overtime timing and overtime rate, it convenient for counting wages.

Instruction for Toolbar Button



According to Classification Sequence

List all check conditions by group



Letter Sequence

All check conditions are arranged in alphabetic order or pinyin sequence.



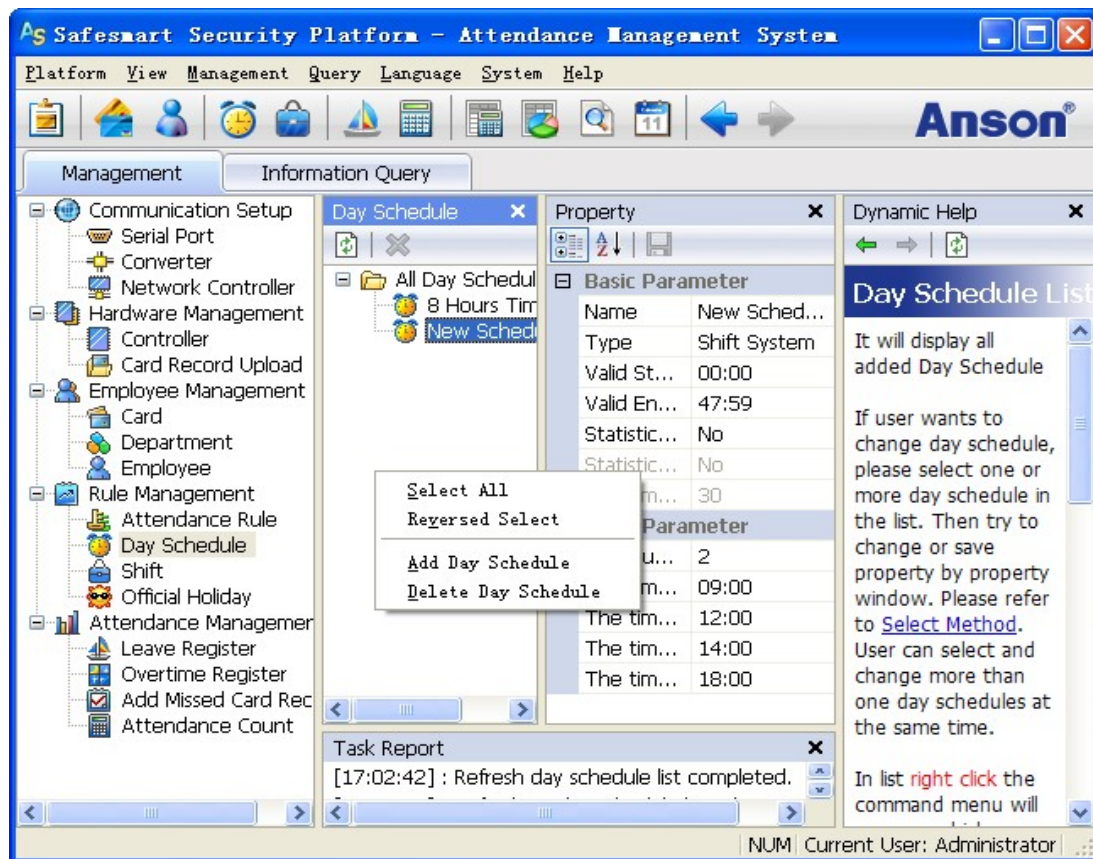
Save

Save all changed information. If there is no information changed, the button will be unusable.

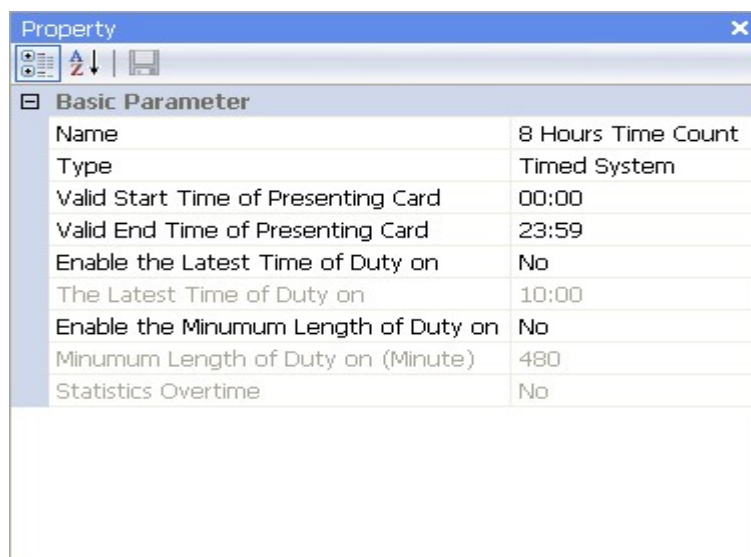
4.9.10 Day Schedule

User can set various working regular in the view, when arrange shift for employee, the regular can be applied to special date and employee. After create day schedule, user go to "Shift" view to arrange shift for employee. Before set day schedule, user has to set attendance rule. At present, simple attendance only support shift system day schedule, complex attendance also can support day schedule by time.

To open Day Schedule view, click main menu "Management"-> "Day Schedule" or click "Day Schedule" in View Switch Panel. As in the following picture.



Above picture displays the property of shift system day schedule. Following picture is the property of day schedule by time:



Add Day Schedule

1. Right-click Day Schedule List. 2. Select "Add Day Schedule". 3. Select new Day Schedule in property window at the right side. 4. Click "Save".

Change Day Schedule

1. Select Day Schedule by left-clicking Day Schedule List (User can select multiple Day Schedules and

to change certain parameter at the same time.). 2. Change Day Schedule property in property window at the right side. 4. Click "Save".

Delete Day Schedule

1. Select Day Schedule by left-clicking Day Schedule List (User can select multiple Day Schedules. For details, please refer to [Select Method](#)(See 6.2) 2. Right-click Day Schedule. 3. Select "Delete Day Schedule".

Day Schedule Property

Name

Name is max.100 characters. Different Day Schedules should not use the same name. When multiple departments are selected, the names can not be changed.

Type:

The property decides to type of day schedule. There are two types: Shift System and by time. When attendance rule is appoint simple attendance, it only support shift system

Shift System:

Shift system can give multiple time segments for one day (four segments at most, each time segment is fixed for duty on/off. Complex attendance can be set the time of duty off for last shift which later than 23:59 (certain time for next day).

By Timed:

The time of duty on and off are not fixed, employee working time is counted by time, but not shift. User can set latest time of duty on and the shortest time of duty on. Of course, user also no need to set it. Usually, It is used in count employee wages by working time.

Valid Start Time of Presenting Time

The property and Valid End Time of Presenting Card can decide to card record and add missed card record for attendance count. Any card record and added missed card record within the time can be considered in attendance count, other records will be neglected.

Under complex attendance, valid end time can be set later than 23:59 (certain time for next day). The time of presenting card (valid time and starting time) must include all time of shift.

Valid end time of presenting card

Please refer to "Valid end time of presenting card"

Overtime statistical

The property indicate whether statistics overtime or not. For timed system, only after start the shortest time of duty on, the property will be valid. If it is statistics overtime by time, when employee working time is over than the shortest time of duty on, it will be count as overtime.



Only user set statistics overtime for working day in Attendance Rule, system will statistics actual overtime, otherwise the property is neglected.

Working time is over than the shift length of duty on, it is overtime.

Normally, employee may go to work in advance or late, there will be extra working time. The time will not be considered as overtime, the property will appoint add into overtime or not.

The length of duty on for shift is over than the limited time, it is overtime

When time of overtime is considered for shift, the property can appoint a limit time. Unit is Minute. Actually, employee may duty on in advance or delay to work, there will be extra duty on time (the length of duty on over than limited time for shift). When the time over late than or the same with appointed time in the property, also it is do not considered as absenteeism, the extra duty on time will be considered as overtime.

The Number of Shift

The property appointed how many time segments in one day.

Duty on Time for Shift N

User appoints working time for the N shift. It is not later than duty off time for the shift and not earlier than duty off time for last shift.

Duty off Time for Shift N

User appoints duty off time for the N shift. It is not earlier than the duty on time for the shift and not later than duty on time for next shift. When complex attendance is adopted, the duty off time for last shift can be set later than 23:59 (certain time of next day).

Enable the Latest Duty on Time

The property can indicate latest time for duty on or not. When the time is usable, employee must go to work within or earlier the time. Otherwise, it is considered as late, exceptional late arrival, even absenteeism, please go to "[Attendance Rule](#)" view.

The Latest Duty on Time

The property is used in appointed latest duty on time.

Start Minimum length of duty on

When start minimum length of duty on, employee working time must satisfy appointed minimum length of duty on (cross-day time will be considered the first day duty on time), otherwise, it is absenteeism.

Minimum length of duty on

The property is used in appoint minimum length of duty on.

Instruction for Day Schedule Toolbar Button

When user hangs the mouse on button, the button function will be shown.



Refresh Day Schedule List

Read all Day Schedules from database again and refresh Day Schedule list.



Cancel Operation

Cancel current operations. The button is unusable when there is no operation.

Instruction for Toolbar Button



According to Classification Sequence

List all check conditions by group



Letter Sequence

All check conditions are arranged in alphabetic order or pinyin sequence.



Save

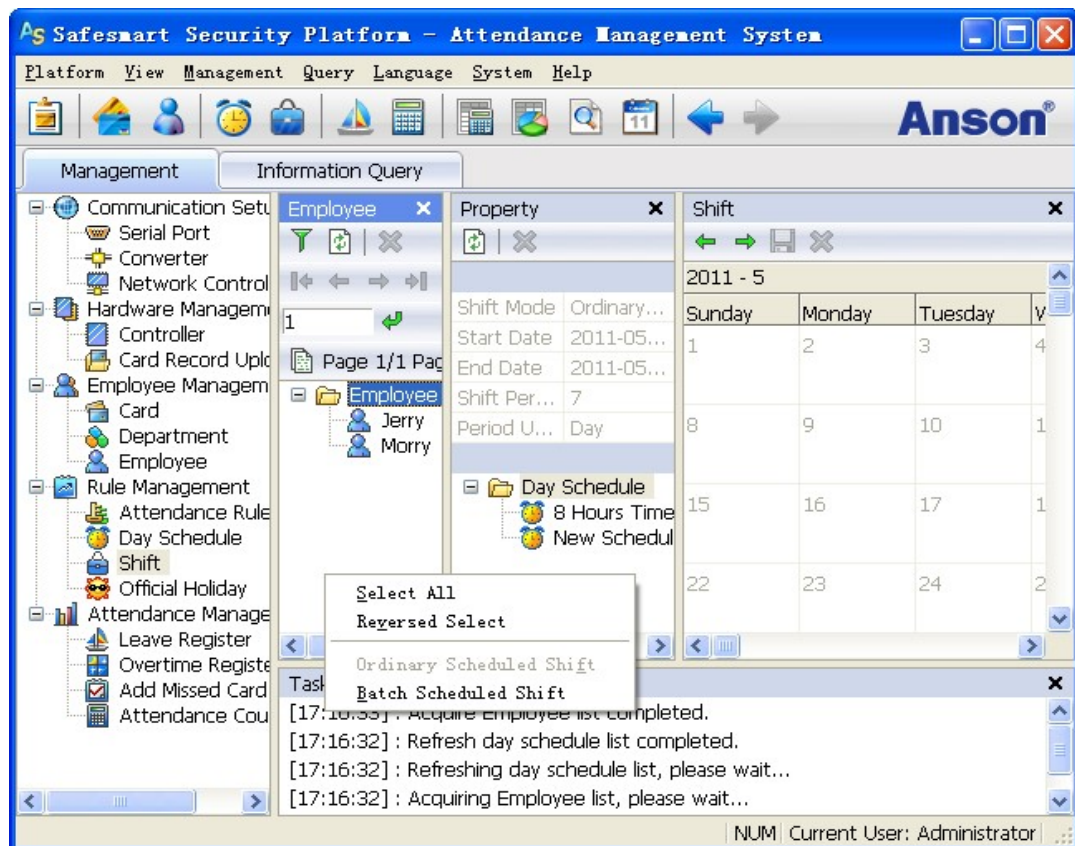
Save all changed information. If there is no information changed, the button will be unusable.

4.9.11 Shift

User can arrange shift for employee in shift view to appoint the day schedule and rest day.

User can set the day schedule for each day by simple shift mode, if the shift situation is complex, user can use "Batch Scheduled Shift" to make shift in a period.

To open Shift view, click "Management"->"Shift" or click "shift" in View Switch Panel, as in the following picture:



Shift mode including ordinary scheduled shift and batch scheduled shift, user can check the current mode in "shift mode" property, and the above picture is ordinary scheduled shift.

Under Ordinary Shift, Scheduled Work can be changed in the following steps:

1. Select employee in employee list. Multiple employees can be selected at the same time and their shifts can also be changed at one time.
2. The Day Schedule selected in scheduled work property window is the Scheduled Work.
3. Left-click a day in calendar to set its Scheduled Work (Right-click a day to delete its Scheduled Work) as in the following picture:

The screenshot displays the 'Scheduled Shift List' for an employee named Jerry. The interface includes a sidebar with employee selection, a 'Property' panel with 'Basic Parameter' and 'Optional Rule' sections, and a main calendar view for the year 2010. The calendar shows a grid of days from Sunday to Saturday. The 'Basic Parameter' section includes fields for 'Schedule...', 'Start Date' (2010-05-01), 'End Date' (2010-05-31), and 'Shift Peri...' (1). The 'Optional Rule' section shows a 'Day Schedule' with 'Schedule1' and 'Schedule2'. The calendar grid shows dates from 1 to 31, with 'Schedule1' and 'Schedule2' indicated for specific days.

Following picture is Batch Schedule Shift. Batch Schedule Shift differs from Ordinary Schedule in the following three aspects:

The screenshot shows the 'Batch Plan Schedule Shift' option highlighted in the right-click menu. The 'Property' panel shows 'Basic Parameter' with 'Schedule...' set to 'By Day', 'Start Date' (2010-03-01), 'End Date' (2010-03-31), and 'Shift Peri...' (1). The 'Optional Rule' section shows a 'Day Schedule' with 'Schedule1' and 'Schedule2'. The calendar grid shows dates from 1 to 31, with 'Schedule1' and 'Schedule2' indicated for specific days.

1. Right-click the menu, Batch Schedule Shift is in gray while Ordinary Shift can be selected.
2. Parameters in Scheduled Work property are editable. There are four basics parameters: Schedule Type, Start Date, End Date, and Shift Period.
3. Only 1st March 2010 can be edited in this calendar. There are three reasons:
 - a. The Schedule Type is "By Day".
 - b. If Schedule cycle is 1, once one day is scheduled, rest days of the month will be scheduled automatically.
 - c. Since the start time of the schedule is 2010-3-1 and Shift Cycle is 1, the software will schedule the first day (2010-03-01) while all other days will be scheduled automatically.



Start and end date decides date range for shift; period unit decides shift by month or day; After selecting by month or day, other shift day will display automatically. Although work day and rest day are arranged shift, official holiday is priority. Only it can be arranged shift within starting time and end time, if batch schedule shift be used.

The property of batch scheduled shift.

Shift Mode

Shift mode including "Ordinary Scheduled Shift " and "Batch Scheduled Shift ", User can set the day schedule for each day by simple shift mode, if the shift situation is complex, user can use "Batch

Scheduled Shift" to arrange shift in a period.

User can switch shift mode by right clicking "shift employee list ".

Starting Date

"Batch Scheduled Shift ", Starting date and end date decide to the "shift period " for employee. More details, please refer to Shift Period.

End date

Please refer to the content of starting date.

Shift Period

Under batch scheduled shift, "shift period " and "period unit " will provide several days selection, user can only arrange shift during these days (start from start date), then save the operation, system will repeat the shift till the end day.

For example: User arrange shift for employee who have the same shift during 2011 (work from Monday to Friday and Saturday and Sunday is weekend), the steps: 1, select ""batch schedule shift" "by right clicking employee list (ignore this step if it was) 2, select those employee in employee list 3, set the start date as "1th, January, 2011" and end date as "31th, December, 2011", shift period as "7" and unit as "day" 4, selecting those employee in day schedule list, and set them follow the day schedule in 3th (1th, 2th are weekend), May by left clicking that square, finish the shift from Monday to Friday by repeating this operation. 5, click "save "button to save the operations. to switch window to simple shift mode, user will find the whole year shift finished already, and used the same shift regulation

Period Unit

Period unit " including day and month, for example, if set the period as N day(s), the unit is day and it means repeat the shift by N day. While set the period as N month(s), it will be little special for different days in different months, for example: User arrange shift by 1 month in 2011. Firstly, please set shift for everyday in January. After finish it, copy shift from January 1st to January 31st to other months (1st to 31st). f the month without 29th, 30th or 31th, system will ignore it.

The introduction of employee toolbar button

Hang the mouse on the button, the function will display.



List filtering button

Employee will be listed in the page of employee list window, when there are number of employees, user can delete some of them by clicking this button.



cancel operation

Cancel the current operations, this button is invalid when there is no operation

Page Tools

Page tools are used to change and display current page and setup page display number. Please go to "[Page tool instruction](#)" (See 6.1)" for more details.

The introduction of property toolbar button.



Refresh Employee List and Day Schedule List

Read all employee and Day Schedule information from database again, and refresh Employee List and

Day Schedule List.



Cancel Operation

Cancel current operations. The button is unusable when there is no operation.

Instruction for Toolbar Button



According to Classification Sequence

List all check conditions by group



Letter Sequence

All check conditions are arranged in alphabetic order or pinyin sequence.



Save

Save all changed information. If there is no information changed, the button will be unusable.

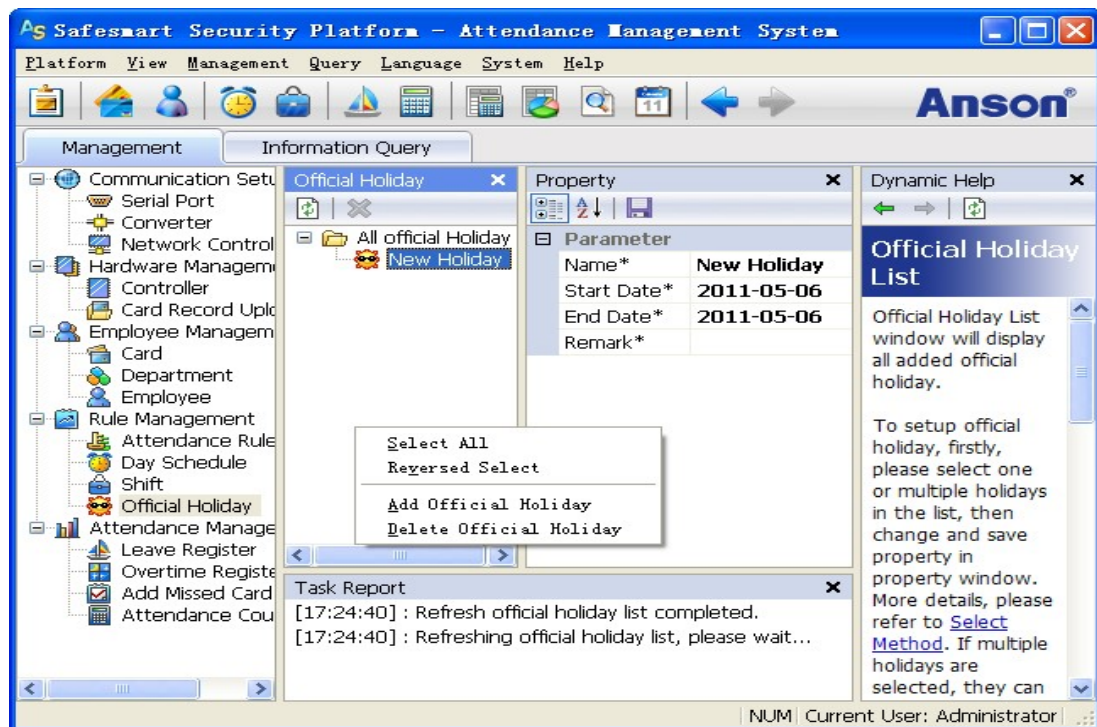
4.9.12 Office Holiday

The holidays for all employees.



Official holiday view used for adding official holiday, any holiday added in this view will work to all the employee.

To open Official Holiday view, click "Management"->"Official Holiday" or "Official Holiday" in View Switch Panel. As in the following picture:



Add Holiday

1. Right-click the Official Holidays List window. 2. Select "Add Holiday". 3. Change the holiday property window at the right side. 4. Click "Save".

Change Holiday

1. Right-click Holiday List (after select multiple holidays, it can not be changed at the same time). 2. Change holiday property in property window at the right side. 3. Click "Save".

Delete Holiday

1. Right-click the Holiday List (User can select multiple holidays, for details, please refer to "Select Method"). 2. Right-click holiday. 3. Select "Delete Holiday".

Official Holidays Property

Name

Name is max.100 characters. Different departments name can not be the same. It can not be changed at the same time. When multiple departments are selected.

Starting Date

Starting date for Official Holidays.

End Date

End date for Official Holidays.

Instruction

Instruction for Official Holidays.

Instruction for Official Holidays Toolbar Button

When user hangs the mouse on button, the button function will be shown.



Refresh Official Holidays List

Read all the Official Holidays information from database again, and refresh Official Holidays List.



Cancel Operation

Cancel current operations. The button is unusable when there is no operation.

Instruction for Toolbar Button



According to Classification Sequence

List all check conditions by group



Letter Sequence

All check conditions are arranged in alphabetic order or pinyin sequence.



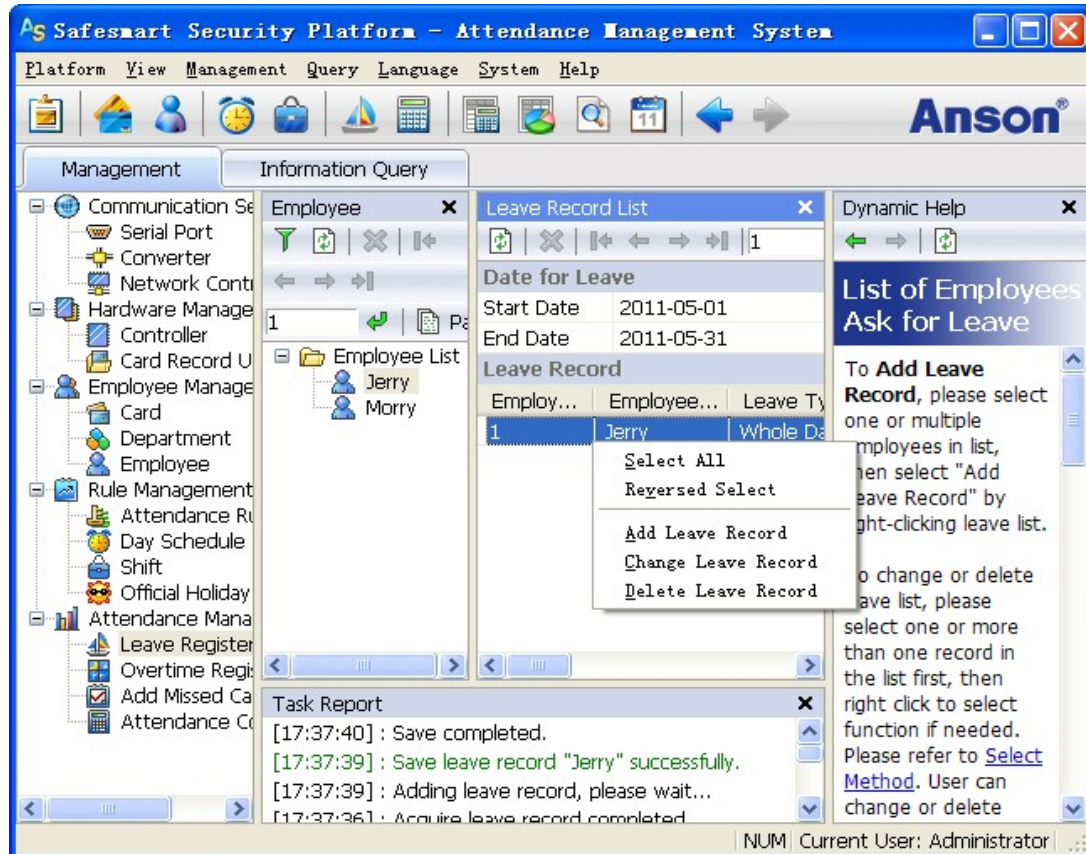
Save

Save all changed information. If there is no information changed, the button will be unusable.

4.9.13 Leave Register

The view used for register leave, before attendance account, user should register all the employee leave records in this view, otherwise it can not be display in attendance result window.

To open Leave Register view, click main menu "Management"->"Leave Register" or click "Leave Register" in View Switch Panel, as in the following picture:



Right-click "Register for Leave List". Select "Add Leave Record" or "Change Leave Record" (Leave Record must be selected firstly). As in the following dialog box (, There are three modes according to Leave Type):



Add Leave Record

1. Add the needed employees in employee list, user can choose multiple employees, please refer to
2. Select "Add Leave Record". 3. Change parameters in Leave Record window. 4. Click "Save".

Change Leave Record

1. Select Leave Record in Register for Leave List. 2. Select "Change Leave Record". 3. Change the parameters in Leave Record window. 4. Click "Save".

Delete Leave Record

1. Right-click records in Leave Record List (User can select and delete multiple Leave Records. For details, please refer to [Select Method](#)(See 6.2) 2. Right-click Register for Leave. 3. Select "Delete Leave Record".

Leave Record Parameter

Employee Number

It is a code for each employee with max.20 characters. Different employees have different numbers. Employee Number is created once employee is added. The employee number can be changed in Employee Information.

Employee Name

Employee Name and Employee Number are used for employee identification.

Date for Leave

The meaning of "Date of Leave" differs for different Leave Modes. When Leave Mode is Timed Leave, is the "Date of Leave" is the date of Leaving; while when Leave Mode is Leave for Whole Day, its indicates the start time of Leaving.

Leave Mode

There are two Leave Modes: Timed Leave and Leave for Whole Day. Timed Leave is the time of leaving in a day. For Leave for Whole Day, the leave time ranges from "Date for Leave" to "Leave to" in terms of days.

Start Time

When Leave Mode is "Leave for Whole Day", Start Time is unusable. When Leave Mode is "Timed Leave", Start Time is usable, which determines the start time for leave.

End Time

When Leave Mode is "Leave for Whole Day", Start Time is unusable. When Leave Mode is "Timed Leave", Start Time parameter is usable, which determines the start time for leave.

Leave Time

The parameter can not be edited. For "Timed Leave", the parameter will be created automatically according to Start Time and End Time. For "Leave for Whole Day", it is unusable.

Leave to

The parameter can be edited when Leave Mode is "Leave for Whole Day".

Signature Person

The person who edits the leave record.

Remark

Instruction for Leave Record.

Instruction on Toolbar Buttons for Employee and Register for Leave List

When user hangs the mouse on button, the button function will be shown.



Refresh Employee and Register for Leave List

Read all employee and Register for Leave information from database again and refresh Employee and Register for Leave List.



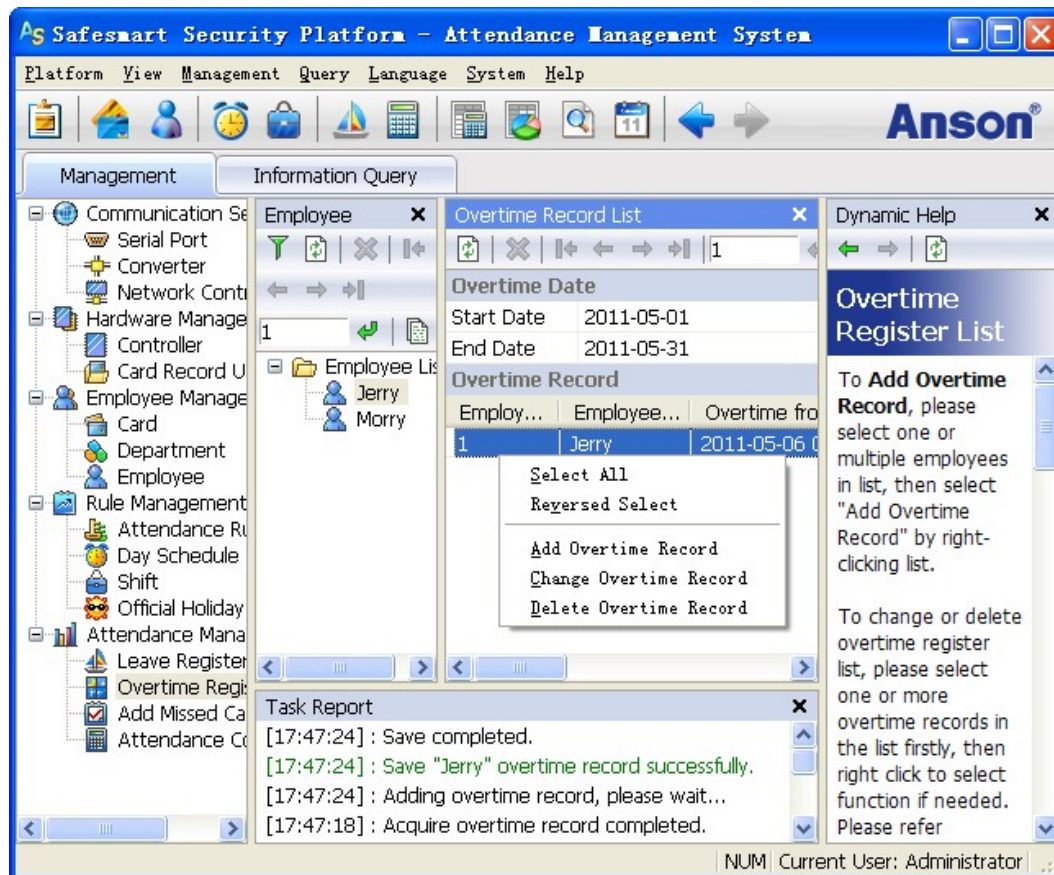
Cancel Operation

Cancel current operations. The button is unusable when there is no operation.

4.9.14 Overtime Register

This view is used for registering employee overtime situation manually. Under in simple attendance mode, system will not count overtime by card record automatically, and overtime is not need to register in complex mode only if employee doesn't present card. Before attendance counting, user should register all the needed overtime situation here Manually.

To open Overtime Register view, click main menu "Management"-> "Overtime Register" or click "Overtime Register" in View Switch Panel, as in the following picture:



Right-click "Overtime Record List". Select "Add Overtime Record" or "Change Overtime Record" (Overtime Record must be selected firstly). As in the following picture:

Employee Number*	1
Employee Name*	Jerry
Overtime from*	2011-05-06 00:00
Overtime to*	2011-05-06 23:59
Length (Minute)*	1440
Times Rate for Ov...	2.0
Signature Person*	
Remark*	

OK Cancel

Add Overtime Record

1. Add the needed employees in employee list, user can choose multiple employees, please refer to "select method"
2. Select "Add Overtime Record".
3. Change parameters in "Overtime Record" window.
4. Click Save.

Change Overtime Record

1. Right-click "Overtime Record" in "Overtime Record List" Window.
2. Select "Change Overtime Record".
3. Change Overtime Record parameters.
4. Click "Save".

Delete Overtime Record

1. Left-click "Overtime Record List" (Multiple Overtime Records can be selected or deleted at the same time. For details, please refer to [Select Method](#)(See 6.2).
2. Right-click Overtime Record.
3. Select "Delete Overtime Record".

Overtime Record

Employ Number

It is a code for each employee with max.20 characters. Different employees have different numbers. Numbers will be created when employees added and the parameter can be edited. The employee number can be changed by changing employee information.

Employee Name

Employee Name and Employee Number are used for employee identification.

Overtime Date

The date for overtime

Start time

The start time for overtime.

End Time

The end time for overtime.

Overtime Time

The parameter can not be edited and will be created automatically according to Start Time and End Time.

Signature Person

The person who edits the leave record.

Remark

Instruction for Overtime Record.

Instruction on Toolbar Buttons for Employee and Register for Overtime List

When user hangs the mouse on button, the button function will be shown.

**Refresh Employee and Register for Leave List**

Read all employee and Register for Overtime List information from database again and refresh Employee and Register for Overtime List.

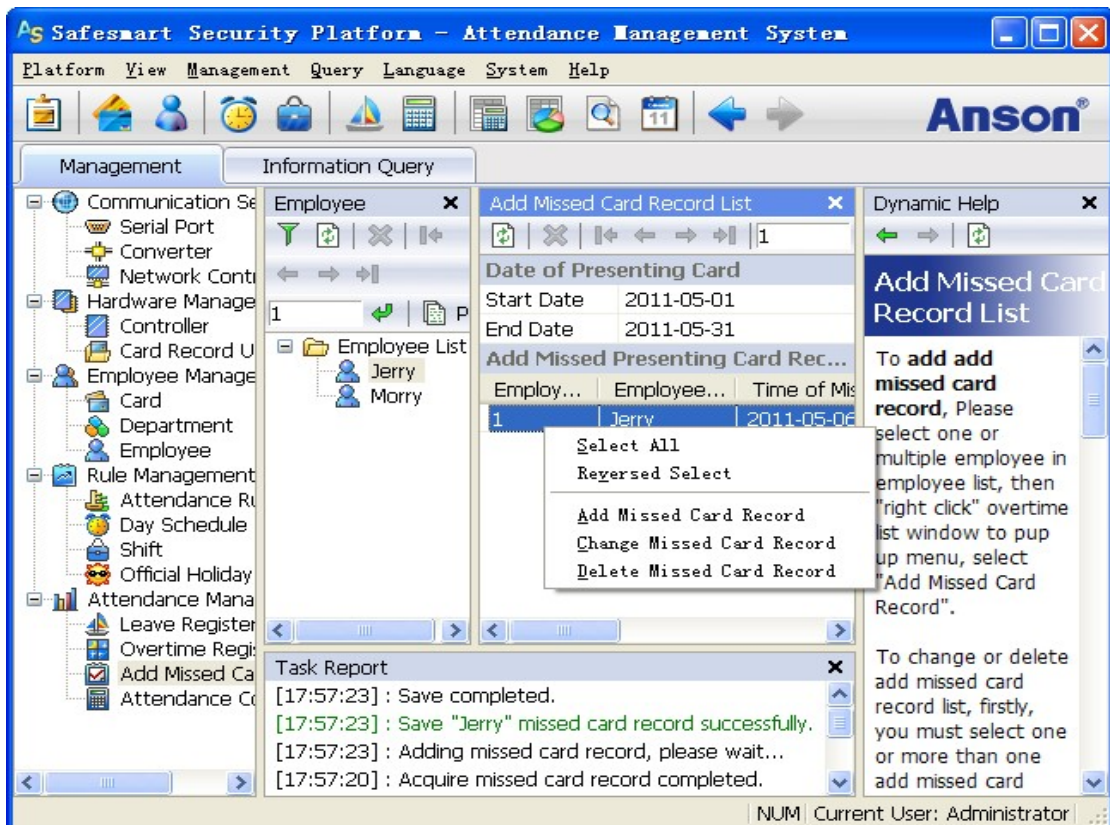
**Cancel Operation**

Cancel current operations. The button is unusable when there is no operation.

4.9.15 Add Missed Card Record

When employee forget presenting card or do not presented card for some case, user can add card records in this view. Before attendance count, user must register all employee card records, after attendance count, register event will not display in attendance result.

To open Add Missed Card Record view, click main menu "Management"->"Add Missed Card Record" or click "Add Missed Card Record" in View Switch Panel, as in the following picture:



Right-click "Add Missed Card Record List". Select "Add Missed Card Record List" or "Change Missed Card Record" ("Add Missed Card Record" must be selected firstly). Following dialog box will be shown.

Employee Number*	1
Employee Name*	Jerry
Time of Missed Ca...	2011-05-06 00:00
The Direction for ...	Enter
Signature Person*	
Remark*	

OK Cancel

Add Missed Card Record

1. Select employee in employee list, who need add missed card record. More details, please refer to [Select Method](#)(See 6.2). 2. Right-clicking add missed card record list window. 3. Select "Add Missed Card Record". 4. Change parameter in popped out add missed card record window. 5. Click "OK".

Change Add Missed Card Record

1. Right-click "Card Record" in "Add Missed Card Record List". 2. Select "Change Missed Card Record". 3. Change parameters in "Add Missed Card Record" window. 4. Click "Save".

Delete Add Missed Card Record

1. Left-click records in "Add Missed Card Record List" (Multiple Add Missed Card Records can be selected or deleted at the same time. For details, please refer to [Select Method](#)(See 6.2). 2. Right-click an Add Missed Card Record. 3. Select "Delete Add Missed Card Record".

Add Missed Card Record Parameter

Employee Number

It is a code for each employee with max.20 characters. Different employees have different numbers. Numbers will be created when employees are added and the parameter can not be edited. The employee number can be changed by changing employee information.

Employee Name

Employee name and employee code are used in different employees.

Time of Missed Card

The date and time of added missed card record.

The Direction for Enter/Exit

It can shows that presenting card for duty on or duty off, "Enter" shows duty on, "Exit" shows duty off. But it is insignificance under simple attendance.

Signature Person

The editor for Add Missed Card Record

Remark:

Some instruction for this item.

Instruction on Toolbar Buttons for Employee and Add Missed Card List

When user hangs the mouse on button, the button function will be shown.

The added employees will be displayed in employee list window. Since the number of employees is too much, user can filter unnecessary employees.



Cancel Operation

Cancel current operations. The button is unusable, when there is no operation.

Page Tools

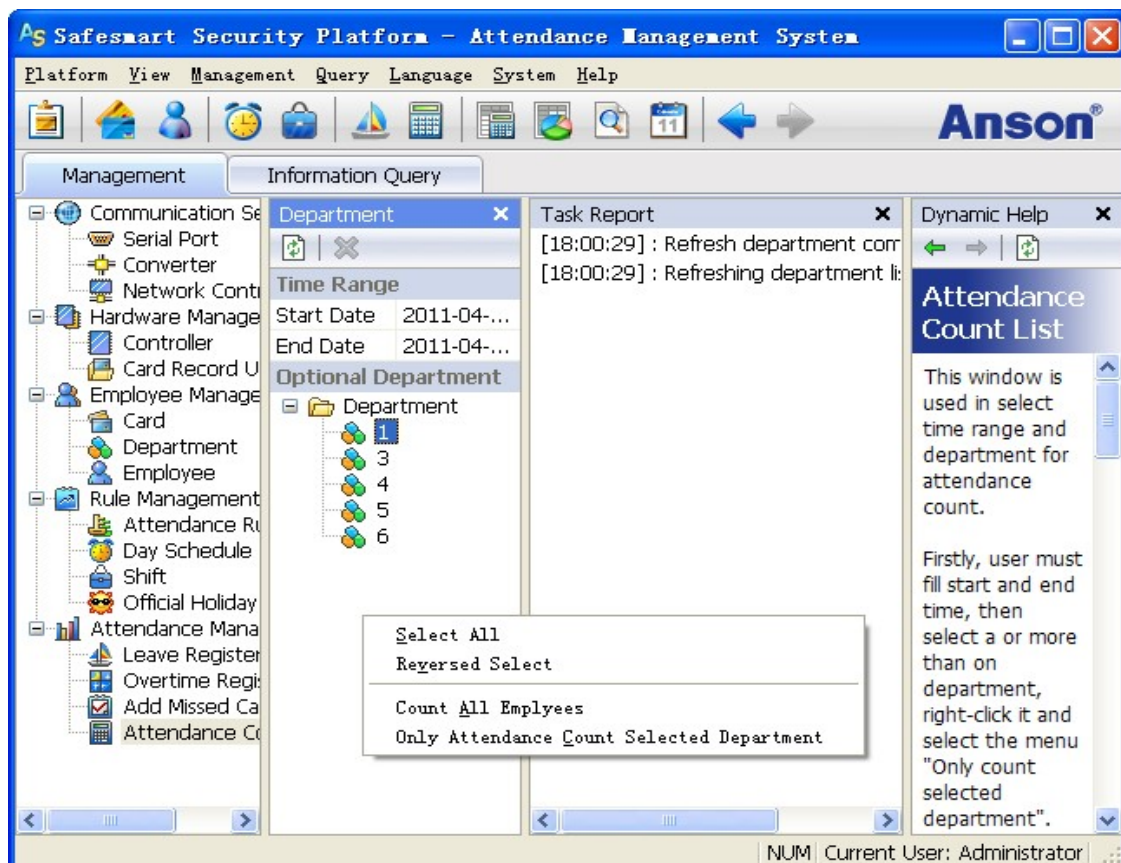
Page tools are used to change and display current page and setup page display number. Please go to ["Page tool instruction"](#)(See 6.1)"Acquire more detailed information

Toolbar button instruction for adding missed card number

4.9.16 Attendance Count

The view displays situation of employee duty on in certain time segment. The count result is stored in database for future query. If there are no any information in attendance result detail query and attendance result statistics query, if user do not attendance count. Before attendance count, user must set employee shift, register leave record, overtime record, and add missed card record, also remember to upload all controller card records to PC, otherwise attendance count result will be incorrect.

To open Attendance Count view, click main menu "Management" -> "Attendance Count" or click "Attendance Count" in View Switch Panel, the interface as following:



Attendance Count All the Employee

1. Right click "Department" in department list (the root directory of department list) 2. Select "Attendance Count All the Employee" (Count all the added department employee)

Attendance Count

1. Select department sub item of department list (several department can be selected for counting at the same time. Please refer to ["Select Method"](#)(See 6.2)for more details) 2. Right click selected holiday. 3. Select "Attendance Count"

Attendance count parameter**Start Time**

The start time range of attendance count

End Time

The end time range of official holiday

Introduction to Department List Toolbar

Hang the mouse on a button to view its function.

**Refresh department List**

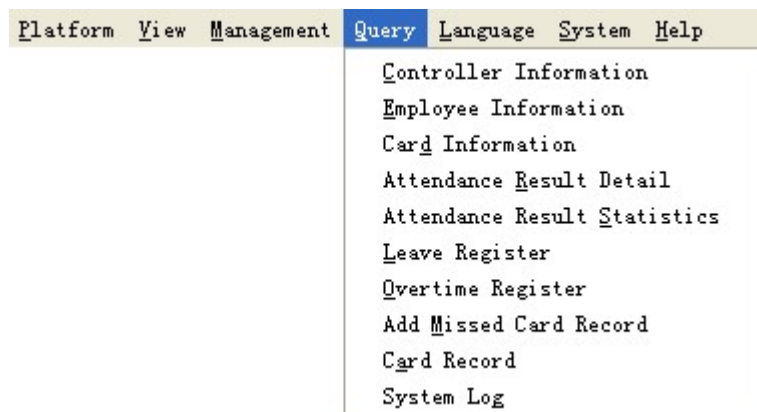
Read all the department data from database again, refresh official holiday list.

**Cancel Operation**

Cancel current operation. The button is unusable when there is no operation.

4.10 Query Menu

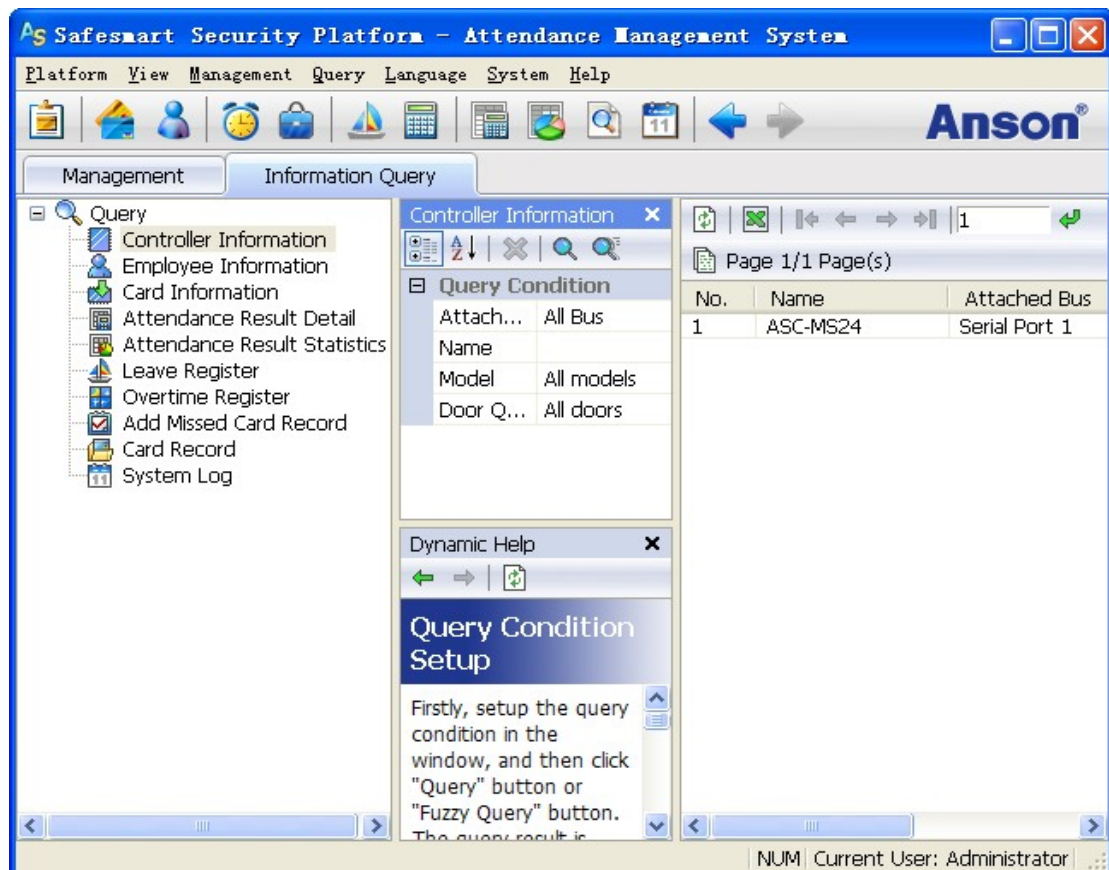
System information such as software setup information, controller working information, and software statistics data etc. will be saved in database; User can query data via Query menu. The Query result will be displayed in ["Query Result Window"](#)(See 4.5) window. Note: **Only the query information displayed in Query Result can be printed and exported into Excel format.**



4.10.1 Controller Information

User can query information of controllers which have been added to the system.

To open Controller Information query, Click main menu "Query"->"Controller Information" or click "Controller Information" in View Switch Panel, as in the following picture:



Please refer to "[View Window Introduction](#)"(See 4.5) for more details.

Controller Information Query

1. Select Query Condition in Controller Information window. 2. Click "Query" button in Controller Information window. The query result can be printed or exported into Excel format.

Controller Information Fuzzy Query

1. Select Query Condition in Controller Information window. 2. "Fuzzy Query" button in Controller Information window. The query result can be printed or exported into Excel format.

Instruction for Query Condition

When setup multiple conditions, only the information which fulfills all the conditions can be found. If a condition is empty or shown as "all XXX", it indicates that this condition can not be used.

Location of Connection

Appoint the connection location of controller to be queried. When "All Locations" is selected, controller

position will not be considered.

Name

Input controller name.

Model

Select controller model; Door Quantity will be in gray when other conditions except "All Models" are selected.

Door Quantity

Select controller doors (1, 2 and 4 can be selected).

Instruction on Toolbar Button for Controller Information

Hang the mouse on a button to view its function.



According to Classification Sequence

List all check conditions by group



Letter Sequence

All check conditions are arranged in alphabetic order or pinyin sequence.



Cancel Operation

Cancel current operations. The button is unusable when there is no operation.



Refresh Controller List

Query information according to Query Condition.



Fuzzy Query

For query by characters, Fuzzy Query can be applied. For example: Fuzzy Query with "Jackson" as the first name, all employees named with "Jackson" (in first/given/middle name) will be selected; while Query with "Jackson" as the first name, only employees with first name "Jackson" will be selected

Instruction on Toolbar Button for Query Result



Export as Excel

Export an Excel file according to current query results.

Page Tools

Page tools are used to change and display current page and setup page display number. Please go to ["Page tool Instructions"](#)(See 6.1) to acquire more detailed information.

4.10.2 Employee Information

Query employee information is to query personal information and card-holder access group information including Name, Number, Department, Card Number, Access Group, First-card, Dismiss card and Activate security, Validity of Card Usage, Gender, Birthday, Position, Education, Tel. Number, and Address etc.

To open Employee Information View, click main menu "Query" ->"Employee Information" or click "Employee Information" in View Switch Panel.

Since query view and query operation are similar, please refer to [Controller Information](#)(See 4.10.1) for more details.

Query Condition

When there are more than one query conditions, only the information which fulfills all the conditions will be displayed. If query condition is empty or "for all xx", the query condition will not be considered

Name

Name of the card-holder.

Card Number

Card number of the card-holder.

Department

Department where the employee is in. Single or all departments can be selected.

Gender

(See 4.10.6) Employee gender

Range of Age

Range of age to be queried. To query employees of all age, set the range from 0 to max. age. Additional information:

(See 4.10.6) User can query by additional information.

4.10.3 Card Information

Card information query is to query Card Number, Holder Code, Status, Time of adding card, Card-running Number etc.

To open Card Information query, click main menu "Query" ->"Card Information" or click "Card Information" in View Switch Panel.

Since query view and query operation are similar, please refer to [Controller Information](#)(See 4.10.1)for more details.

Query Condition

When there are more than one query conditions, only the information which fulfills all the conditions will be displayed. If query condition is empty or "for all xx", the query condition will not be considered

Card Number

Card number of the card-holder

Name

Name of the card-holder

Status

There are several selections: All Status, Assigned, Not-Assigned and Lost Card.

4.10.4 Attendance Result Detail

Query Attendance Result Detail mainly used for querying employee work situation including day schedule type, leave situation, duty-on time, duty-off time, Presenting card time for duty on, Presenting card time for duty off, late type, length of late, leave early type, length of leave early, overtime type, length of overtime and overtime rate (the length of overtime mentioned here is actual overtime timing which does not times overtime rate, and "length of overtime rate" in attendance result statistics is total overtime timing which times the overtime rate)

Note: without attendance count, no result will be found here.

To open Attendance Result Detail query, click main menu "Query" -> "Attendance Result Detail" or click "Attendance Result Detail" in View Switch Panel.

Since query view and query operation are similar, please refer to ["Controller Information"](#) (See 4.10.1) for more details.

Instruction for Query Condition

When setup multi-conditions, only the information which fulfills all the conditions can be found. If a condition is empty or shown as "all XXX", it indicates that this condition can not be used.

Card Number

The number of card.

Name

Employee name for the card.

Department

The employee department.

Starting Date

Only query the attendance result details after start date

End Date

Only query the attendance result details before end time

Attendance Status

Only query the result of selected attendance status including "all status", "late", "leave early", "absenteeism", "no presenting card", "any fault", "overtime and leave". And "any faulty" mentioned here means one of "late", "leave early", "absenteeism" and "no presenting card".

4.10.5 Attendance Result Statistics

Attendance Result Statistics includes: Late Arrival Times, Duration for Late Arrival, Exceptional Late Arrival Times, Duration for Exceptional Late Arrival, Early Leave Times, Duration for Early Leave, Exceptional Early Leave Times, Duration for Early Leave, Absenteeism Times, Duration for Absenteeism, Excessive Irregular Dinner Times, Duration for Excessive Irregular Dinner. Attendance Result Statistics only for non-holiday time.

Note: without attendance count, no result will be found here.

To open Attendance Result Statistics query, click main menu "Query" ->"Attendance Result Statistics" or click "Attendance Result Statistics" in View Switch Panel.

Since query view and query operation are similar, please refer to ["Controller Information"](#)(See 4.10.1) for more details.

Instruction for Query Condition

When setup multi-conditions, only the information which fulfills all the conditions can be found. If a condition is empty or shown as "all XXX", it indicates that this condition can not be used.

Card Number

The number of card.

Name

Employee name for the card.

Department

The employee department.

Starting Fate

Only query the attendance result details after start date

End Date

Only query the attendance result details before end time

Attendance Status

Only query the result of selected attendance status including "all status", "late", "leave early", "absenteeism", "no presenting card", "any fault", "overtime and leave". And "any faulty" mentioned here means one of "late", "leave early", "absenteeism" and "no presenting card".

4.10.6 Leave Record

Leave register shows the status of employee's leaving during a period of time.

To open Leave Register query, click main menu "Query" ->"Leave Register" or click "Leave Register" in View Switch Panel .

Since all the query views and query operations are similar, please refer to ["Controller Information"](#)(See 4.10.1)" for more details.

Query condition

When there are more than one query conditions, only the information which fulfills all the conditions will be displayed. If query condition is empty or "for all xx", the query condition will not be considered.

Card Number

Card number of the card-holder

Name

Name of the card-holder

Department

All employees in the department will be displayed.

Starting Date

Only query the leave register record after starting date.

End Date

Only query the leave register record before end date.

Leave Type

Only query appointed leave type, it includes: "All types", "whole day leave", "leave in shift day" and "leave in timed day", more details, please refer to ["Leave Register"](#)(See 4.9.13) .

4.10.7 Overtime Record

Overtime register record used for querying "overtime record" which added in overtime register view by handwork, and detailed overtime information, please check it the "attendance result details" and "attendance result statistics "

To open Overtime Register query, click main menu "Query" ->"Overtime Register" or click "Overtime Register" in View Switch Panel .

Since all the query views and query operations are similar, please refer to ["Controller Information"](#)(See 4.10.1)" for more details.

Query condition

When there are more than one query conditions, only the information which fulfills all the conditions will be displayed. If query condition is empty or "for all xx", the query condition will not be considered.

Card Number

Card number of the card-holder

Name

Name of the card-holder

Department

All employees in the department will be displayed.

Start Date

Only query total overtime after start date

End Date

Only query total overtime before end date

4.10.8 Add Missed Card Record

Add Missed Card Record is to query the status of employee's missed card record.

To open Add Missed Card Record query, click main menu "Query" ->"Add Missed Card Record" or click "Add Missed Card Record" in View Switch Panel .

Since all the query views and query operations are similar, please refer to ["Controller Information"](#)(See

4.10.1)" for more details.

Query condition

When there are more than one query conditions, only the information which fulfills all the conditions will be displayed. If query condition is empty or "for all xx", the query condition will not be considered.

Card Number

Card number of the card-holder

Name

Name of the card-holder

Department

All employees in the department will be displayed.

Start Date

Only query missed card record after start date.

End Date

Only query missed card record before end date

4.10.9 Card Recrod

Card record is to query employee's total card-present records during a period of time. Please note the card-present records here should have been uploaded to the software.

To open Card Record query, click main menu "Query" ->"Card Record" or click "Card Record" in View Switch Panel .

Since all the query views and query operations are similar, please refer to "[Controller Information](#)(See 4.10.1)" for more details.

Query condition

When there are more than one query conditions, only the information which fulfills all the conditions will be displayed. If query condition is empty or "for all xx", the query condition will not be considered.

Card Number

Card number of the card-holder

Name

Name of the card-holder

Department

All employees in the department will be displayed.

Reader

Query by the using reader when present the card; user can select all the readers or single reader.

Event Type

the selectable condition including all type, valid card and invalid card

Starting Time

only query the card record after start time

End Time

only query the card record before end time

4.10.10 System Log

All operations carried out will be saved in software log and user can check the log by "System Log Query".

To open System Log query, click main menu "Query" ->"System Log" or click "System Log" in View Switch Panel.

Since all query views and query operations are similar, please refer to ["Controller Information"](#)(See 4.10.1) for more details.

Query condition

When there are more than one query conditions, only the information which fulfills all the conditions will be displayed. If query condition is empty or "for all xx", the query condition will not be considered

Employee

The name of operator

Start Time

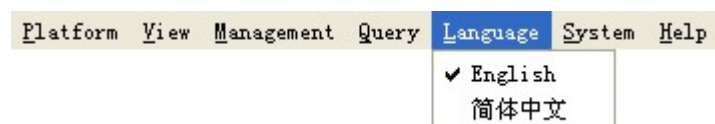
Only query card records after the start time.

End Time

Only query card records before the end time.

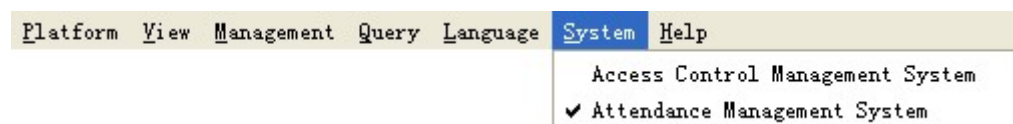
4.11 Language Menu

The menu will list all the languages supported by the software. User can change the interface language by selecting the language needed.



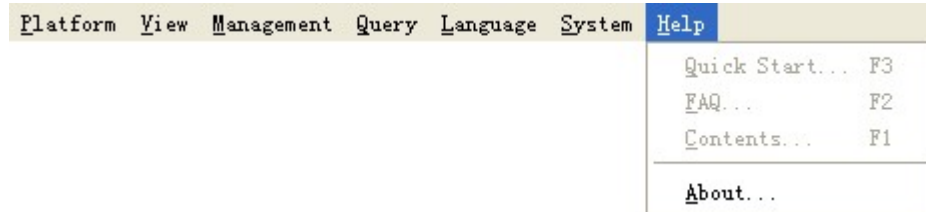
4.12 System Menu

Most functions are implanted in the software platform. Only one subsystem works at one time. This menu is applied for the switchover from one subsystem to another.



4.13 Help Menu

There are four functions in help menu, including "Quick Start", "FAQ", "Content and Index", and "About".



Quick Start

Quick start introduces basic functions of the software by demonstrations and examples, which is applied for user's quick learning.

FAQ

User can refer to FAQ for frequently asked questions.

Content and Index

Display main help (content and Index).

About

Information on Version, copyright, and List and version of Subsystems Installed.

5. FAQ

Why the software can not link with database after installation?

Answer: Possible reasons are

1. System operator can not write in the installation directory.

Solution: Change the directory authority or install the software in directories where user can write in.

2. Database problem. The software adopts MDAC2.8 of Microsoft. This problem happens when database installed is incomplete (this frequently occurs for pirate software), prohibited by firewall and damaged by virus or anti-virus software,

Solution: Turn off the firewall or re-install the software after clearing virus. If the problem still exists, please try it again after re-install the operation system.

Why some Menus, Toolbar Buttons, Setup Interfaces, Views and Properties can not be found.

Answer: Software has Expert Mode and Non-expert Mode. Under Non-expert Mode, many functions will be hidden. Please click main menu "Platform" ->"Expert Mode".

Why some Menus, Toolbar Buttons, Setup Interfaces, Views and Properties are unusable?

Answer: Possible reasons are:

1, User has no permission to use this function. 2, The order is not applicable in this case. 3, The selected component can not be deleted or changed. 4, When several components are selected at the same time, some orders can not be applied.

What can be done when some windows are hidden or layout is completely changed?

Answer: The easiest way is to click main menu "View" ->"Restore View Layout". For hidden window, user can open the window again by clicking corresponding order in "View".

Why some records lost during uploading?

Answer: Possible reasons are:

- 1 User does not upload the records before initialize controller, recover to factory default and download setup.
- 2 Memory is full and prior record is covered by new records.
- 3 Users present card too fast for the reader to read.

What can be done when forget login password?

User can pack the database to Anson for help. Effective management of the password is strongly recommended.

Why the "Save" button is still unusable after property is changed?

1. User does not click "Enter" to confirm the change (User can also left click any other property to confirm).
2. The changed parameter is the same as in database hence save is not necessary.

6. Addenda

6.1 Page Tool Instruction

There are items need to display in window, large numbers of pages need be displayed by paginatoin. User can find some icons tool in window which can change and display current page and set the number of items for one page. More details, please refer to:



Refresh the Page

Read items of current page from database.



First Page

Display items for first page



Prepage

Display items for prepage



Next Page

Display items for next page



Last Page

Display items for last page



Convert to appointed page

Input the number in input frame which user want to go, click the tool to convert to that page.



Set the numbers of line for each page

Pop out a dialog box, to set the numbers of line for each page.

The X page/total N page(s)

The current page and total pages will be displayed at the bottom of window. X is current page, N is total pages.

6.2 Select Method

Single Select

Left click or move cursor (up/down/left/right) to select an item.

Multiple Select

1, Add an Item

Press "Ctrl" and left-click an item to add.

2, Cancel selected Item

Press "Ctrl" and left-click selected item.

3, Select Range

Firstly, select an item; then Press "Shift" and left-click another item. All items between the two items will be selected.

Note: Frame selection is not supported. Cursor works with "Ctrl" or "Shift" for selecting multiple items.