

AC8000 ACCESS CONTROL SYSTEM

PC Access Control System for single, double or multi door installations via LAN or WAN connection providing Time Attendance and Access Control Monitoring Solutions

Easy setup within 15 minutes

Windows Server, Windows 7, XP, Windows Vista, Windows 8 & Windows 10 compatible as well as SQL



AC8000 Access Control System

Single door to multi door controlled

LAN and/or WAN connection

Plug 'n' Play directly in to a laptop, desktop or tablet

Windows Based

Instant adding/deletion of users

20,000 users

100,000 offline transactions

Multiple Reports to Excel

Multiple Users

Password Management

Access monitoring (Entry/exit)

Time & Attendance

Timed Profiles

Timed Door Open

Real Time Monitoring

Fire Alarm Input

Keypad Operation

Master PIN Code

Instant Lock Out

Anti-Tail Gate

And much more.....

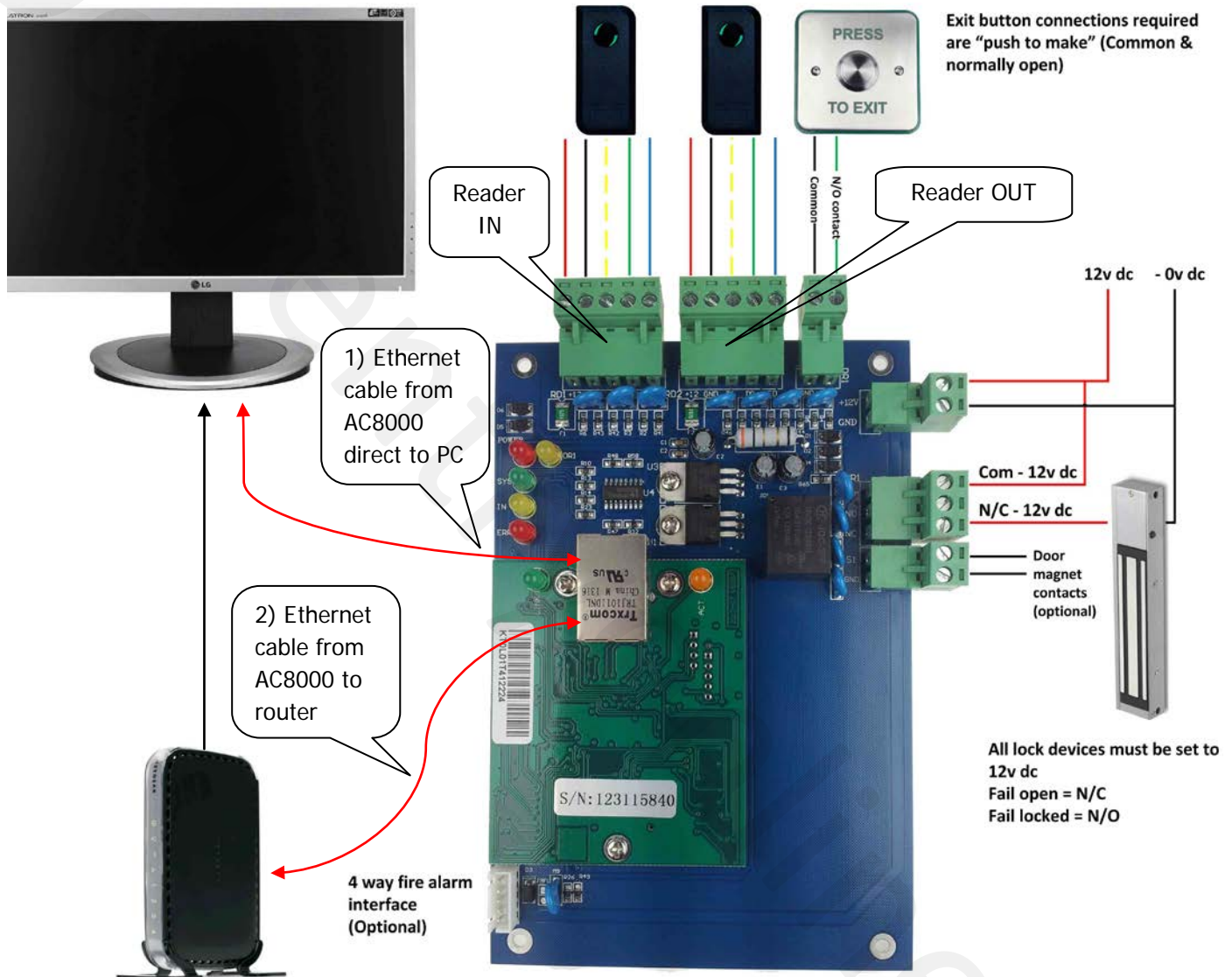
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Typical Layout Drawing

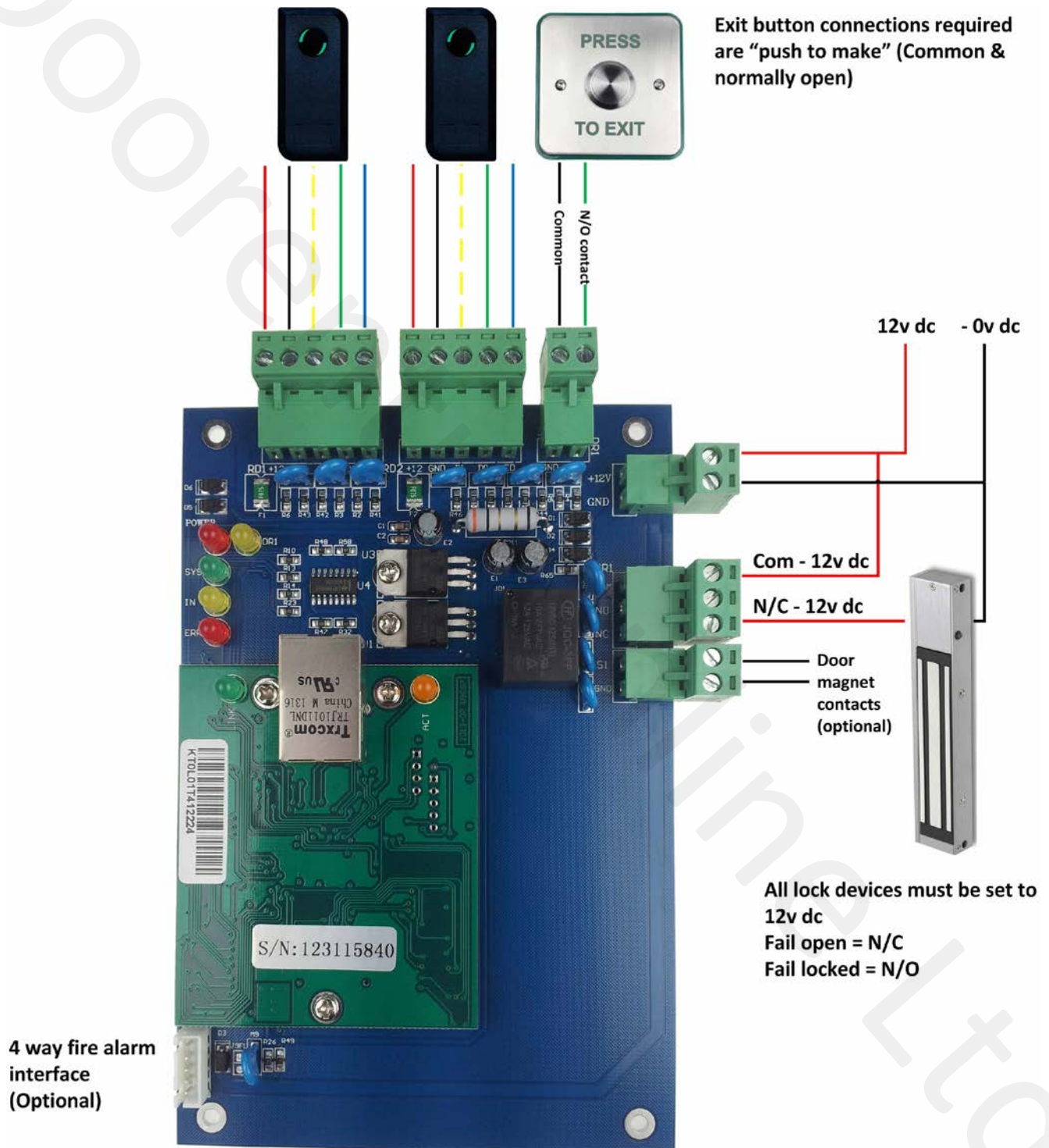
Two options for connection, either directly to a PC or via a router

For illustration purposes, the yellow wire for the door reader/s is white



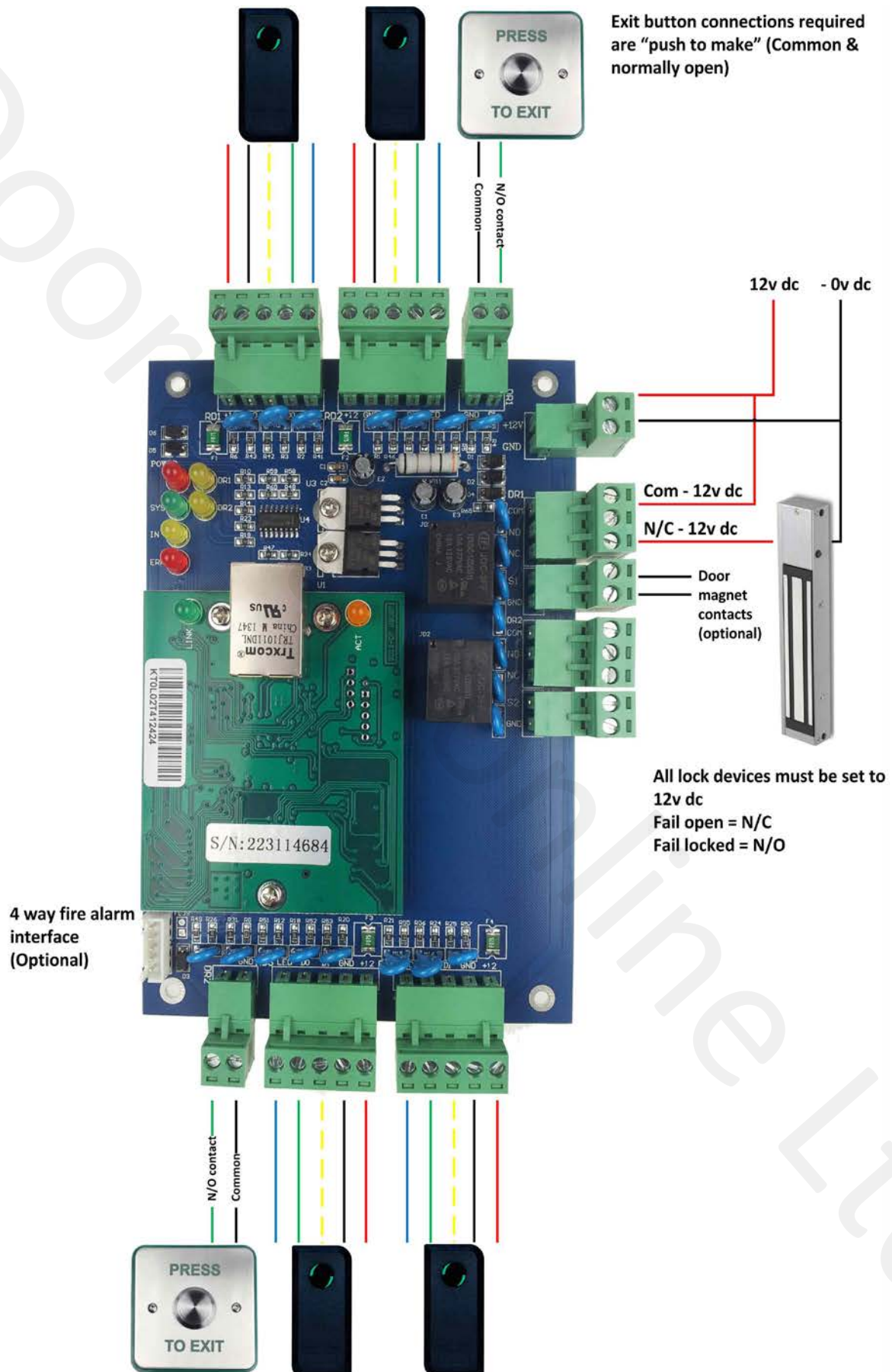
AC8001 (One) Door Controller

For illustration purposes, the yellow wire for the door reader/s is white



AC8002 (Two) Door Controller

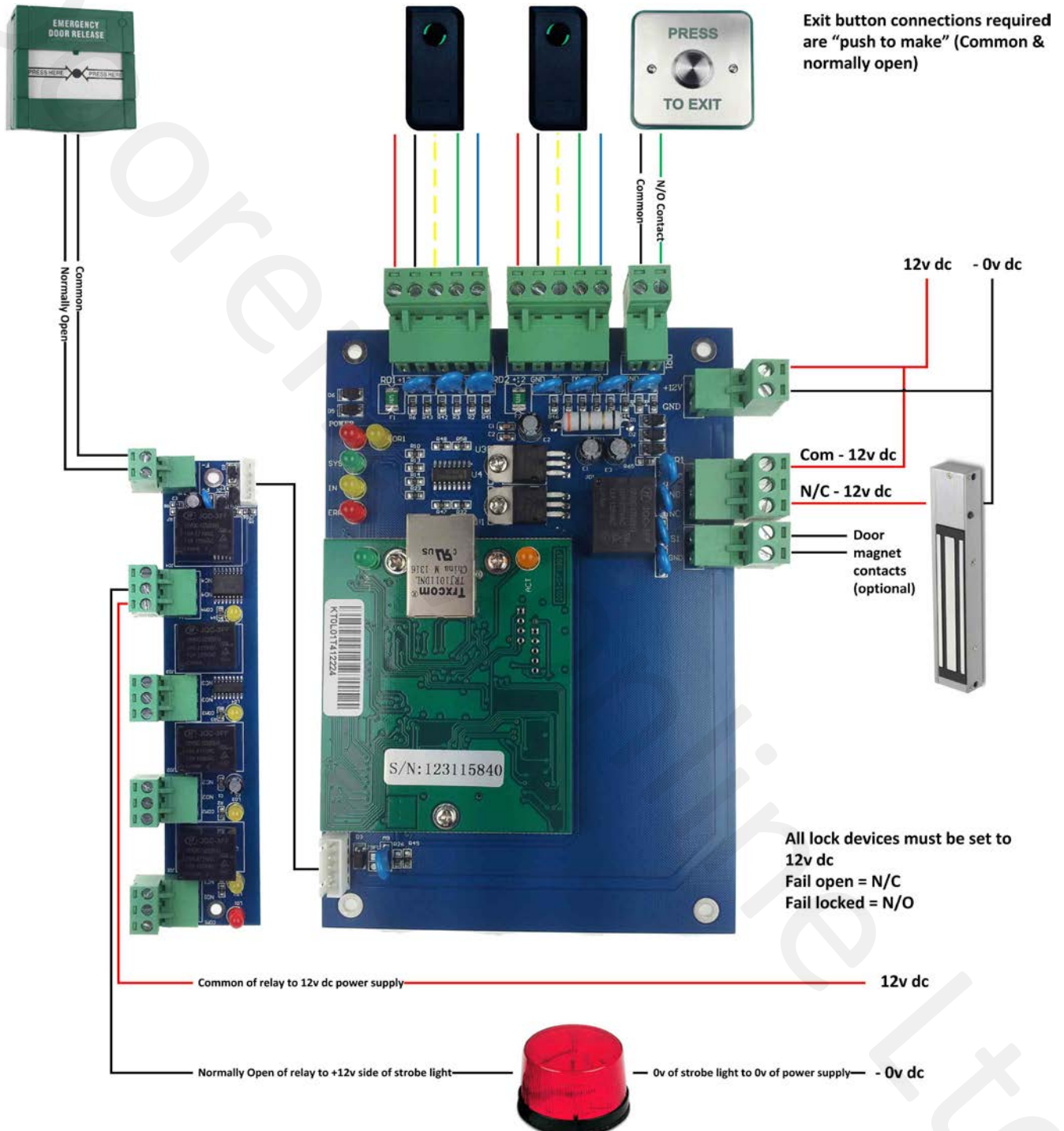
For illustration purposes, the yellow wire for the door reader/s is white



AC8001/2 Door Controller

Standard connection of a fire alarm input (AC-FAB – Optional Fire alarm Board)

For illustration purposes, the yellow wire for the door reader/s is white



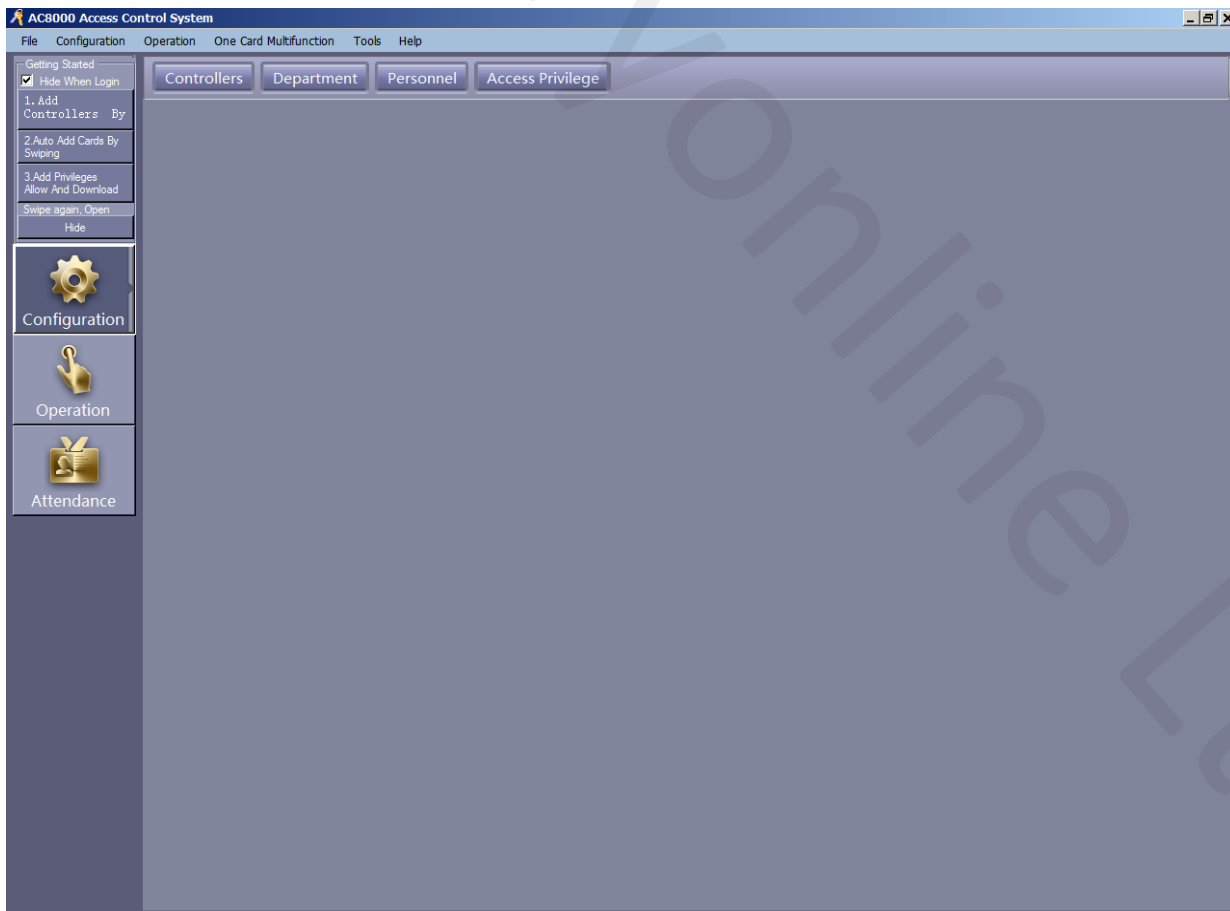
Login

When you first activate the software, it will ask you for a **User Name** and **Password**, by default the user name is "abc" and the password is "123" (without speech marks)



Once the user name and password have been entered correctly, you will be displayed with the main interface screen. At the top left hand side you will see the three main "**Getting Started**" buttons to set you up and running in less than 15 minutes. This particular interface can be hidden or deactivated at any time by clicking **Tools/Auto Login**

A majority of the main buttons also have short cuts to their relevant features by right clicking your mouse button

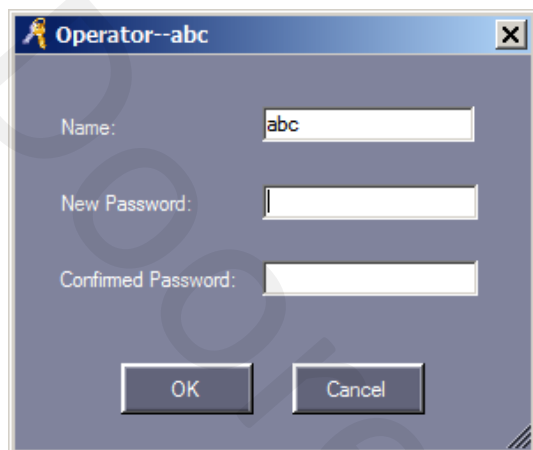


Change Password

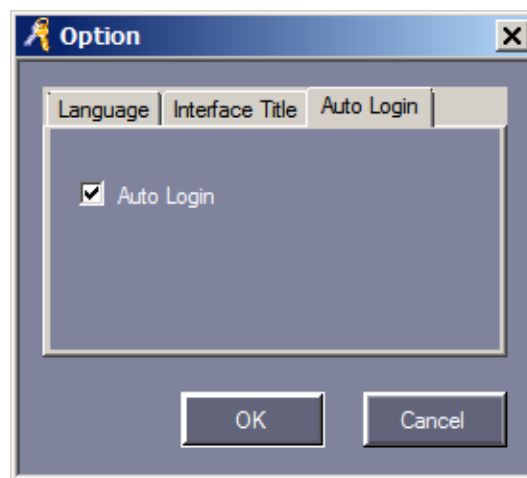
Tools/Edit Operator

If you wish to change the user name and password, click **Tools/Edit Operator**

You can also bypass the manual login procedure by clicking **Tools/Auto Login**



A dialog box titled "Operator--abc" with a close button (X) in the top right corner. It contains three text input fields: "Name:" with the value "abc", "New Password:", and "Confirmed Password:". At the bottom, there are two buttons: "OK" and "Cancel".



A dialog box titled "Option" with a close button (X) in the top right corner. It has three tabs: "Language", "Interface Title", and "Auto Login". The "Auto Login" tab is selected, showing a checked checkbox labeled "Auto Login". At the bottom, there are two buttons: "OK" and "Cancel".

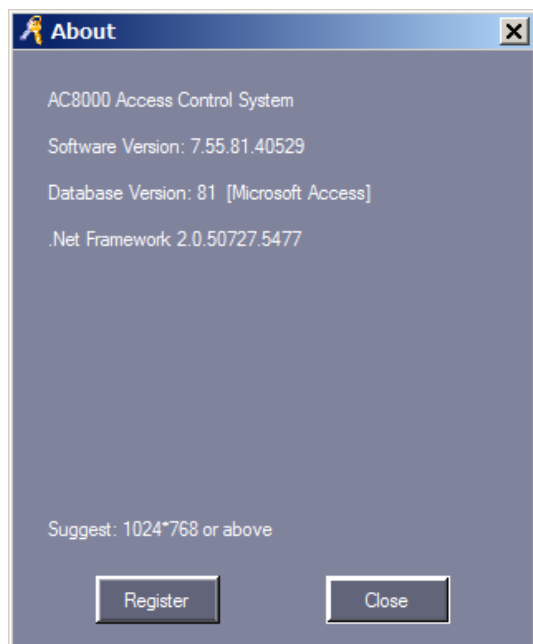
Forgotten user name and password

In the event that you cannot remember your user name and password to login in to the software, please contact your supplier who will give you full instructions as to what is required. It may take up to 24hrs to reset your software and a charge may be incurred for this service

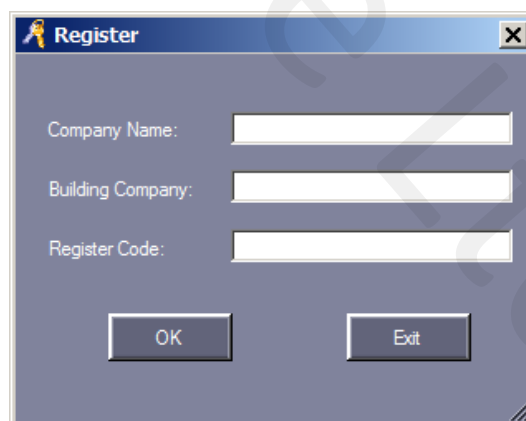
Software Registration

Help/About

The software provides a timed evaluation period of approximately three months before it expires, in order to continue the full use, please ensure you register the software. Enter the relevant details and registration code which can be obtained from your supplier



An "About" dialog box showing software information. The text includes: "AC8000 Access Control System", "Software Version: 7.55.81.40529", "Database Version: 81 [Microsoft Access]", and ".Net Framework 2.0.50727.5477". At the bottom, it says "Suggest: 1024*768 or above" and has two buttons: "Register" and "Close".



A "Register" dialog box with three text input fields: "Company Name:", "Building Company:", and "Register Code:". At the bottom, there are two buttons: "OK" and "Exit".

Add Controller/s – LAN or WAN Connection

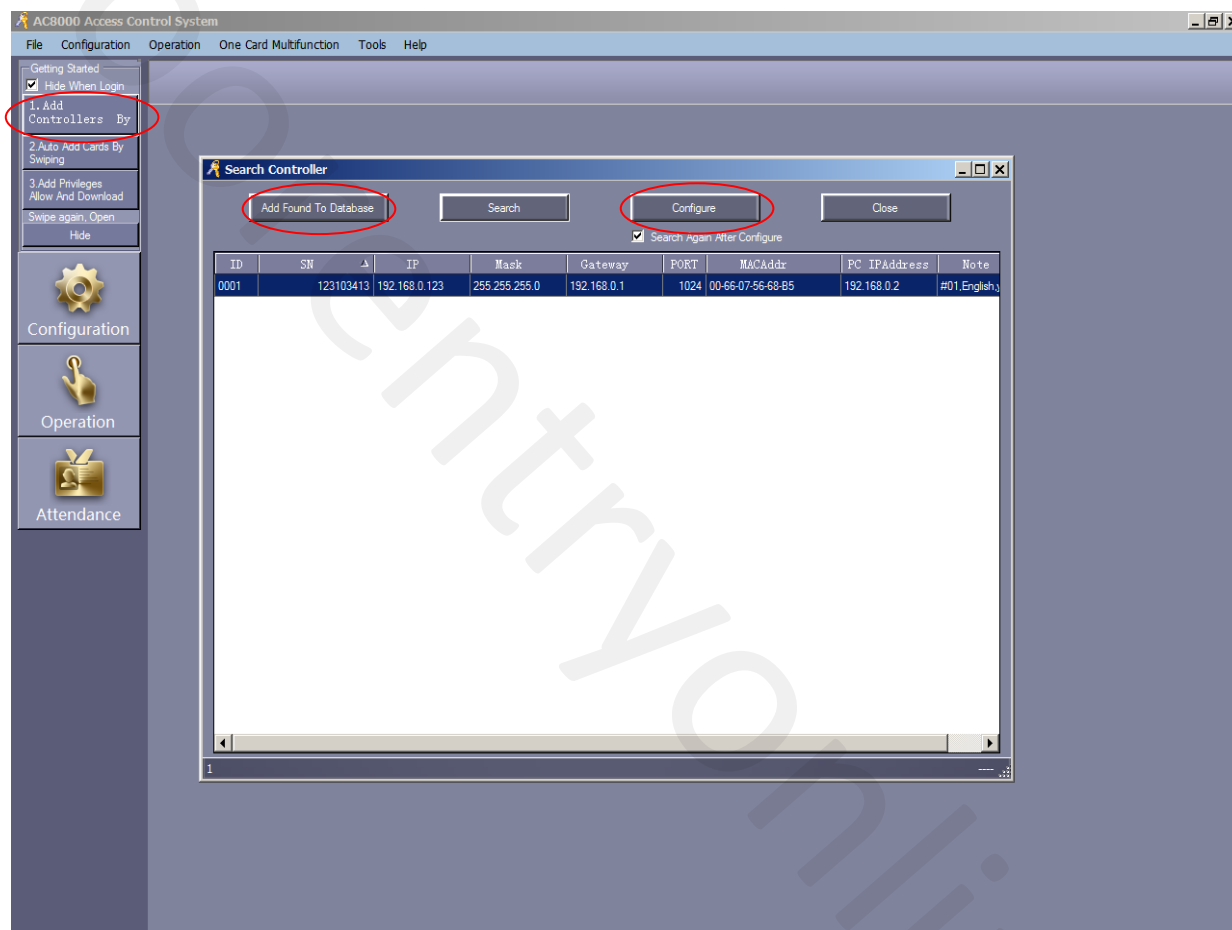
LAN Connection – Local Area Network via hub, router or directly to a PC or laptop

In order to add the access controller/s to the software, simply Click **Add Controller By Searching** located on the top left hand side. The software will then locate the controller and provide the required details for you automatically. This procedure is also required if/when adding additional controllers

You will then be displayed with this screen confirming the controller information. Click **Add Found To Database** followed by **Close** to confirm

Click **Configure** if you require *WAN Connection*

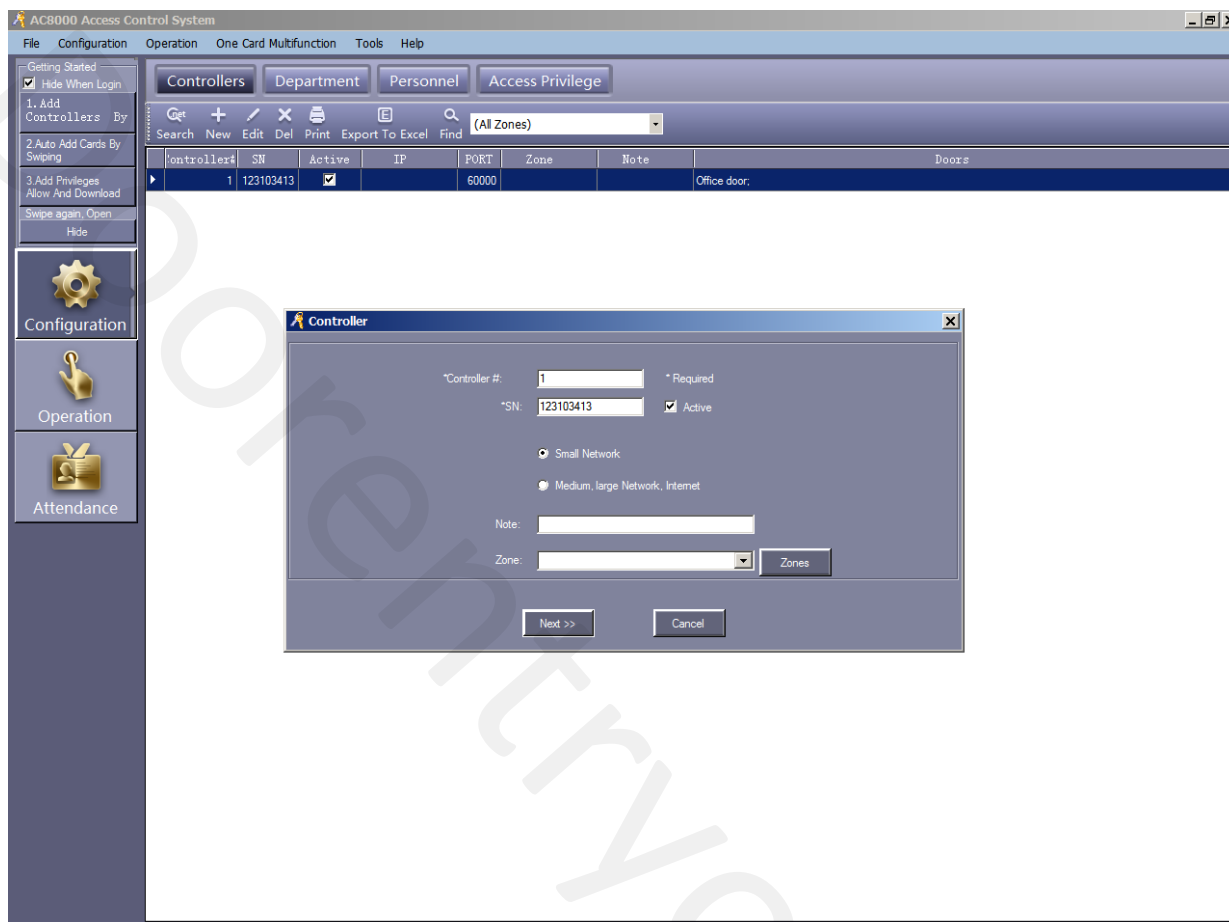
Port Forwarding is required to be setup for *WAN Connection* via your hub or router



LAN Connection (Local Area Network)

Revert to the main screen and click **Configuration/Controllers/Edit** and choose Small Network for LAN communication or Medium/Large Network if you require to control the system via Internet communication

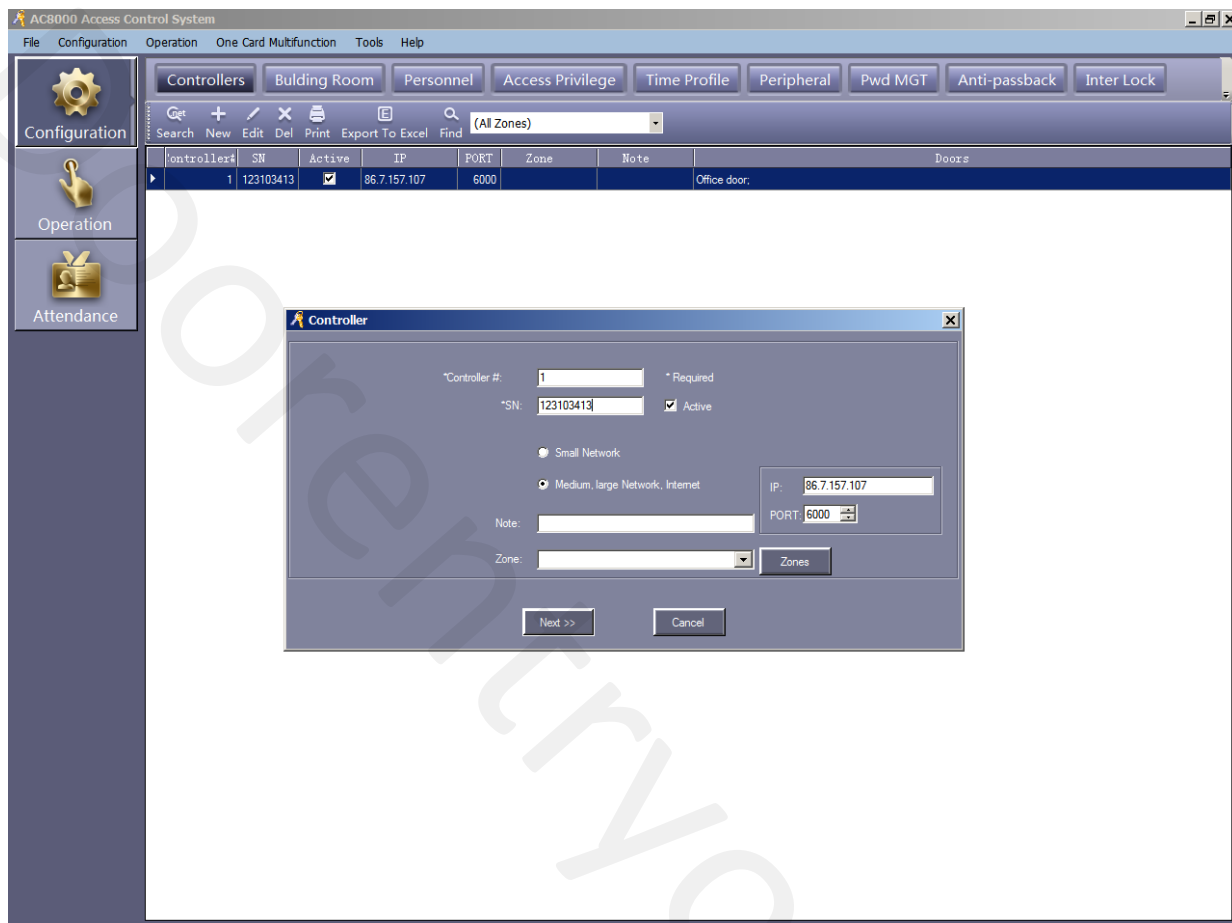
Click **Next** and you can edit the door names and control status of the doors. When complete, press **OK**



WAN Connection (Wide Area Connection)

Revert to the main screen and click **Configuration/Controllers/Edit** and choose Medium/Large Network for WAN communication via Internet connection

Port Forwarding is required to be setup for *WAN Connection* via your hub or router



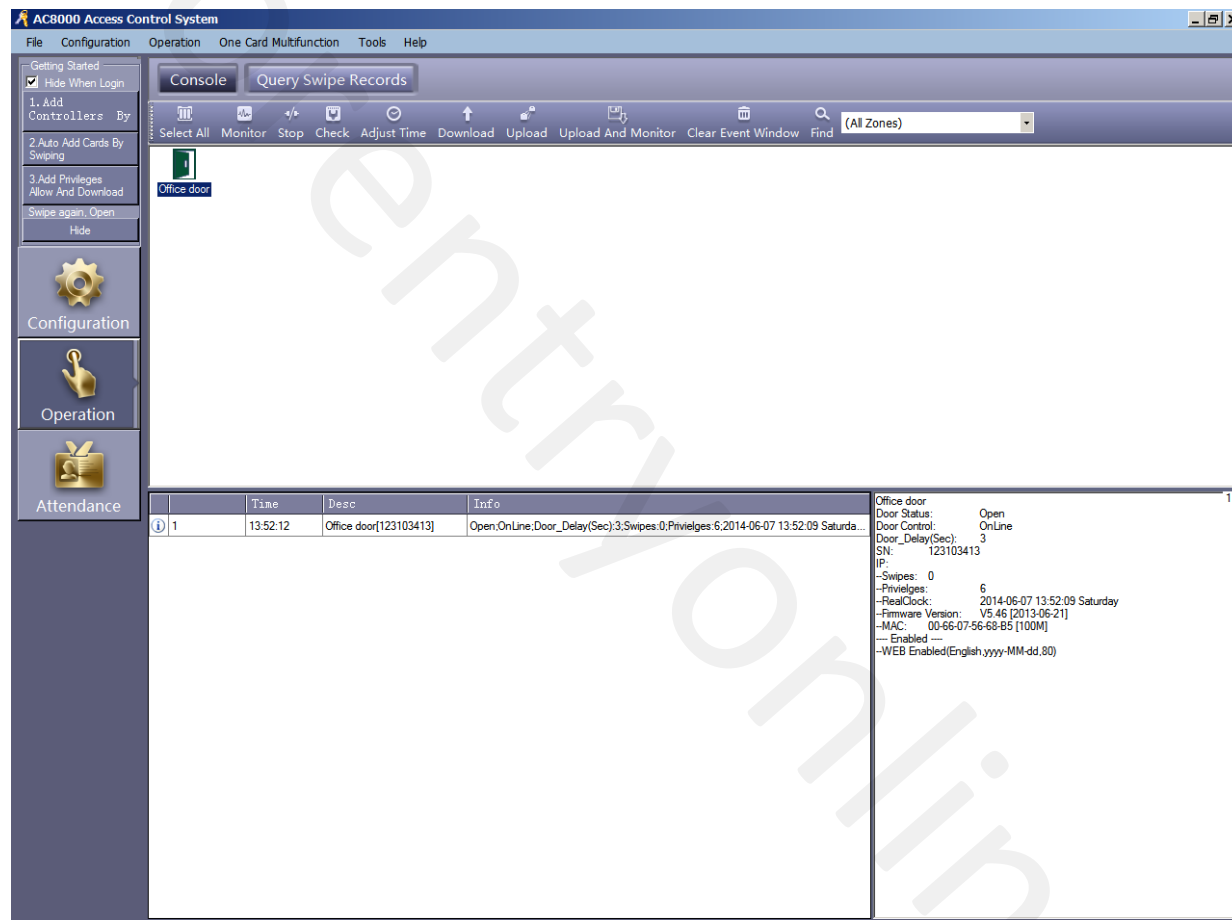
Check Communication

When the controller/s have been added to the software click **Operation**. Right click on the door icon and choose **Check** to test the communication between the software and the access controller. You will see a similar image as below. Click on the **Clear Event Window** to clear the screen if required. Click **Adjust Time** followed by **Download** to ensure time synchronisation is correct between the computer and the access controller

Upload/Download – ! Important !

Operation/Console/Download

Ensure that you download any changes/edits made to users, door settings or any other setting to the controller. Whilst the changes will be stored within the software database, the controller will not respond to these changes unless you download them to it. To do this, click **Operation/Console/Download** Don't forget to highlight the door/s



Edit door names & Lock status

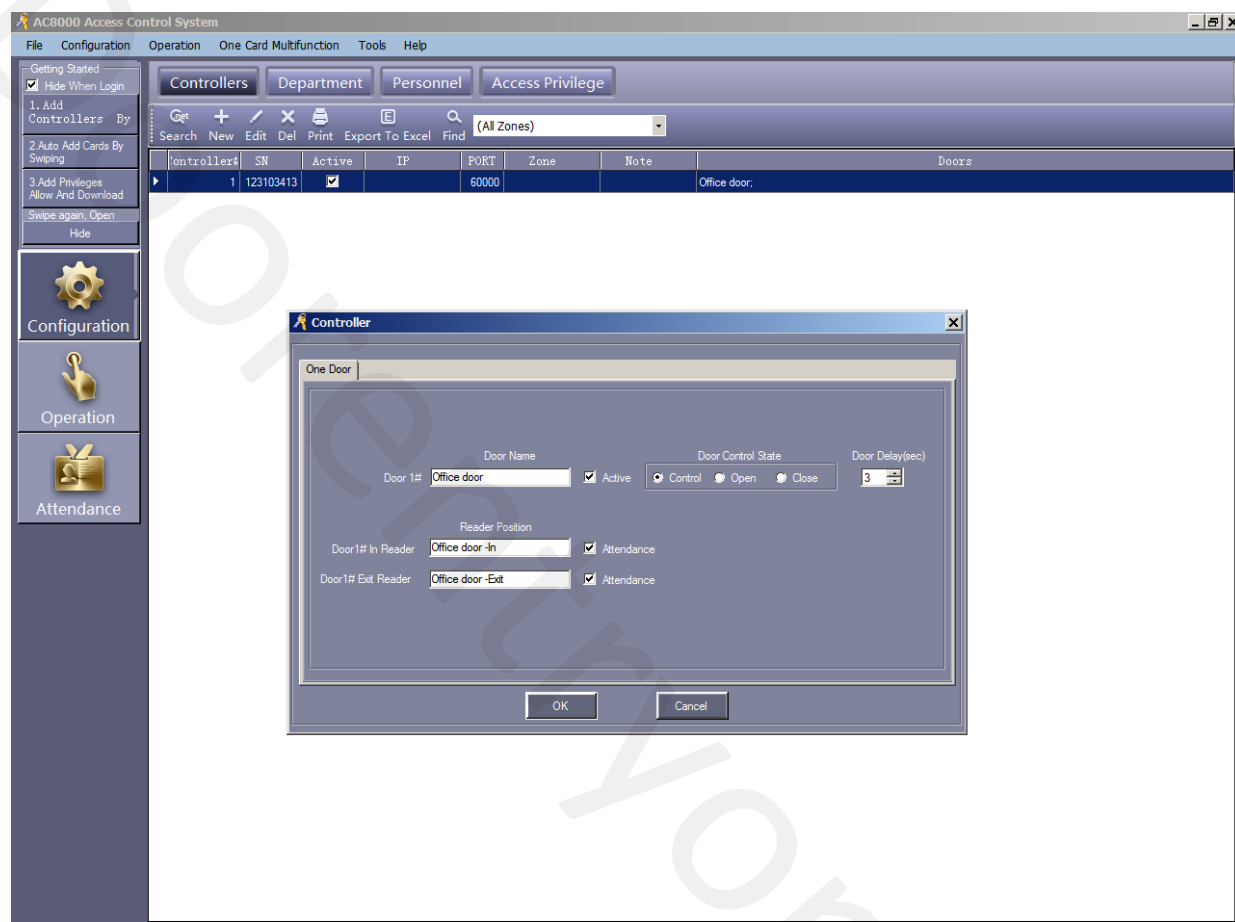
Configuration/Controllers/Edit

Edit the door names and control status of the doors

Control: Is normal PC control status

Open: Will keep the door open (Treat this facility with care)

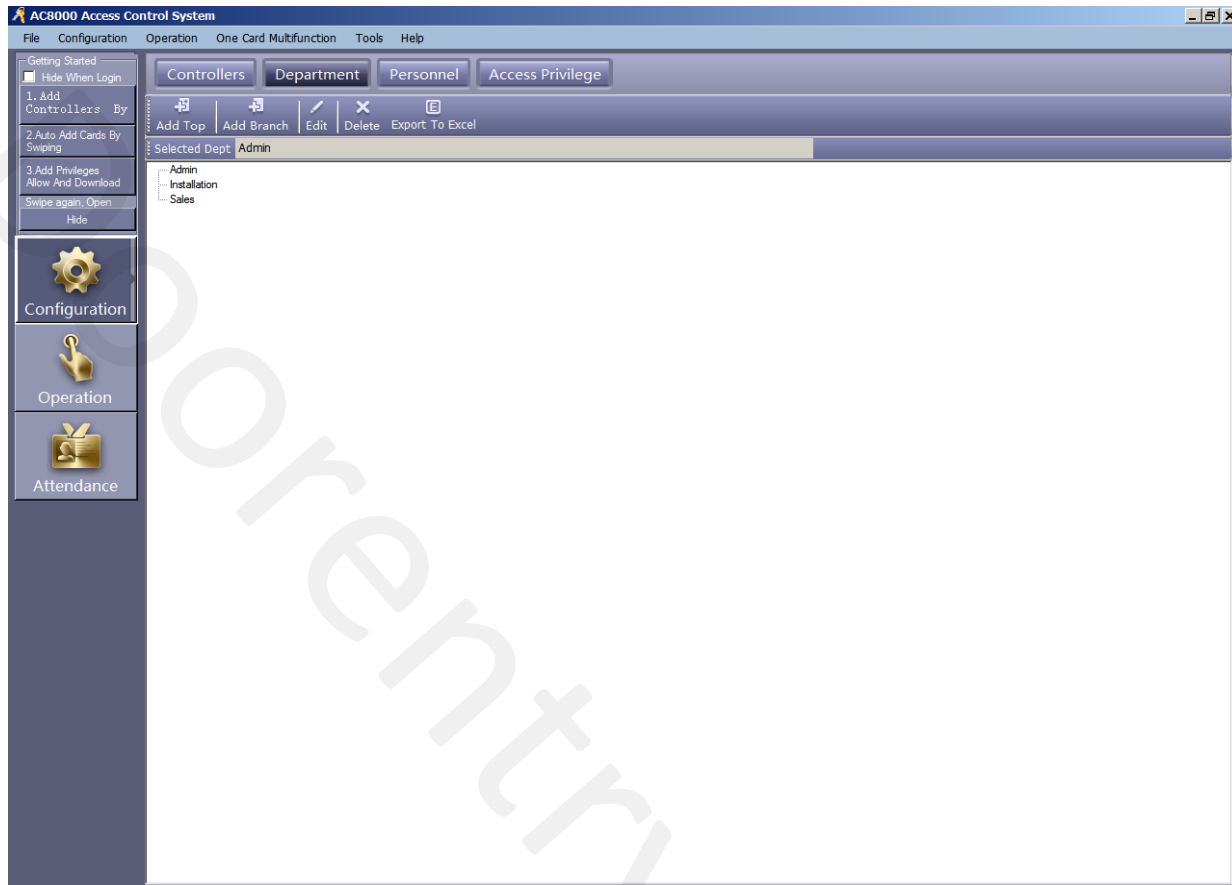
Close: Will keep the door locked (Treat this facility with care)



Adding Departments/Branch/Users/Access Privilege

Configuration/Departments/Add Top

You can create departments and/or branches if required. Enter the name for the department/s and then click **OK**



Adding Personnel

Configuration/Personnel

There are four ways in which users can be added to the system, this can be undertaken individually, via a USB desktop reader, the door reader itself or manual batch input (**Manual batch input requires sequential card numbers**)

* USB desktop card reader or door reader **Must be used if adding key fobs**

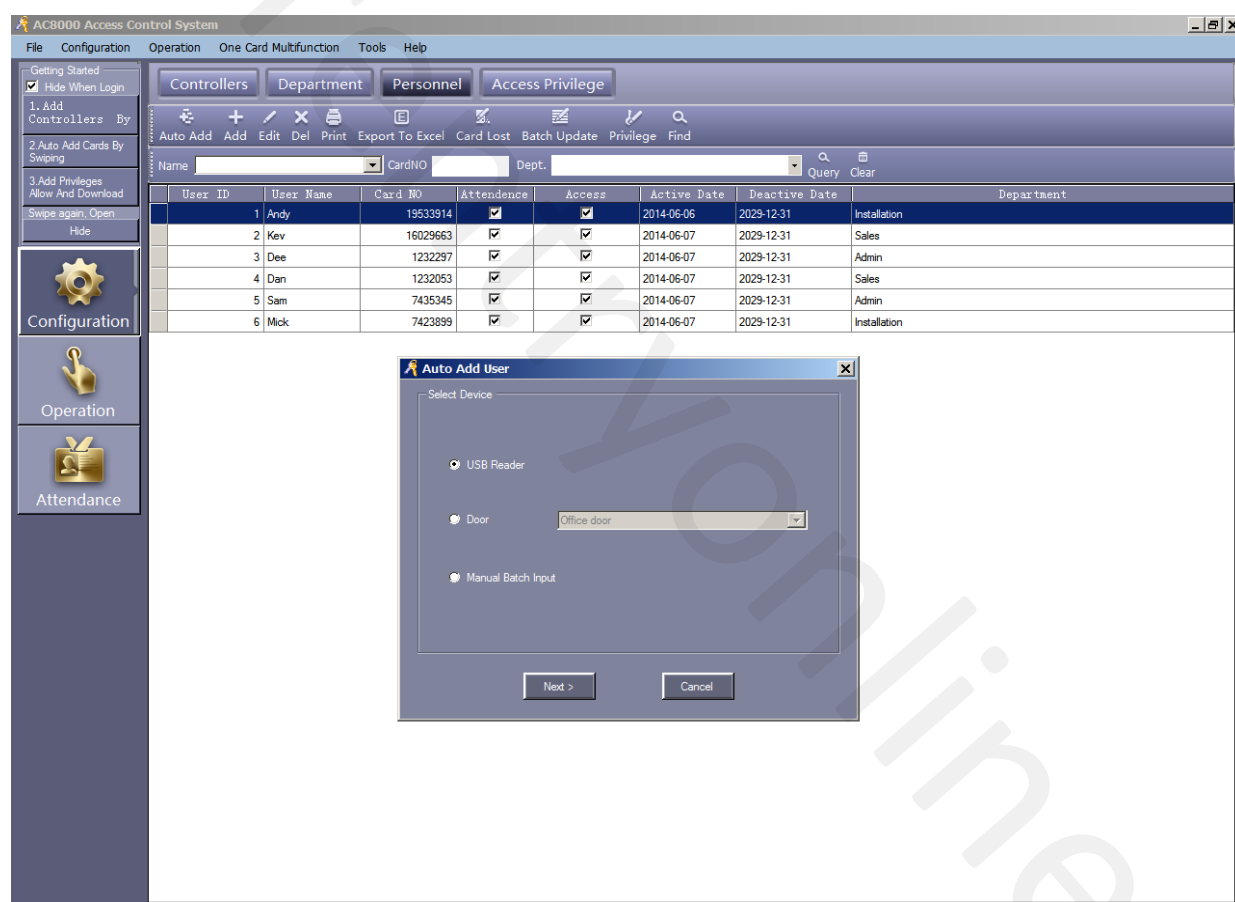
** You must issue all new card users **Access Privileges** before they can access any door/s

To manually enter a card, Click the **Add** button and insert the 8 digit Wiegand number printed on the right hand side of the card in to the **Card No** box and a photo of the user if required

Click on **Auto Add** if using a USB desktop card reader or door reader to enter a card

Click **Others** to allow you to add extra information for the user if you wish

Click **OK** to exit or **Add Next** to add more users



AC8000 Access Control System

File Configuration Operation One Card Multifunction Tools Help

Controllers Department Personnel Access Privilege

Auto Add Add Edit Del Print Export To Excel Card Lost Batch Update Privilege Find

Name CardNO Dept. Query Clear

User ID	User Name	Card NO	Attendance	Access	Active Date	Deactive Date	Department
1	Andy	19533914	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-06	2029-12-31	Installation
2	Kev	16029663	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Sales
3	Dee	1232297	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Admin
4	Dan	1232053	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Sales
5	Sam	7435345	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Admin
6	Mick	7423899	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Installation

Configuration

Operation

Attendance

User

Main Others

*User ID: 1 * Required

*Name: Andy

Card NO: 19533914 Photo

Department: Installation

☒ Attendance ☒ Access Control

Activate: 2014-06-06

Deactivate: 2029-12-31

Dea. Time: 23:59

OK Exit

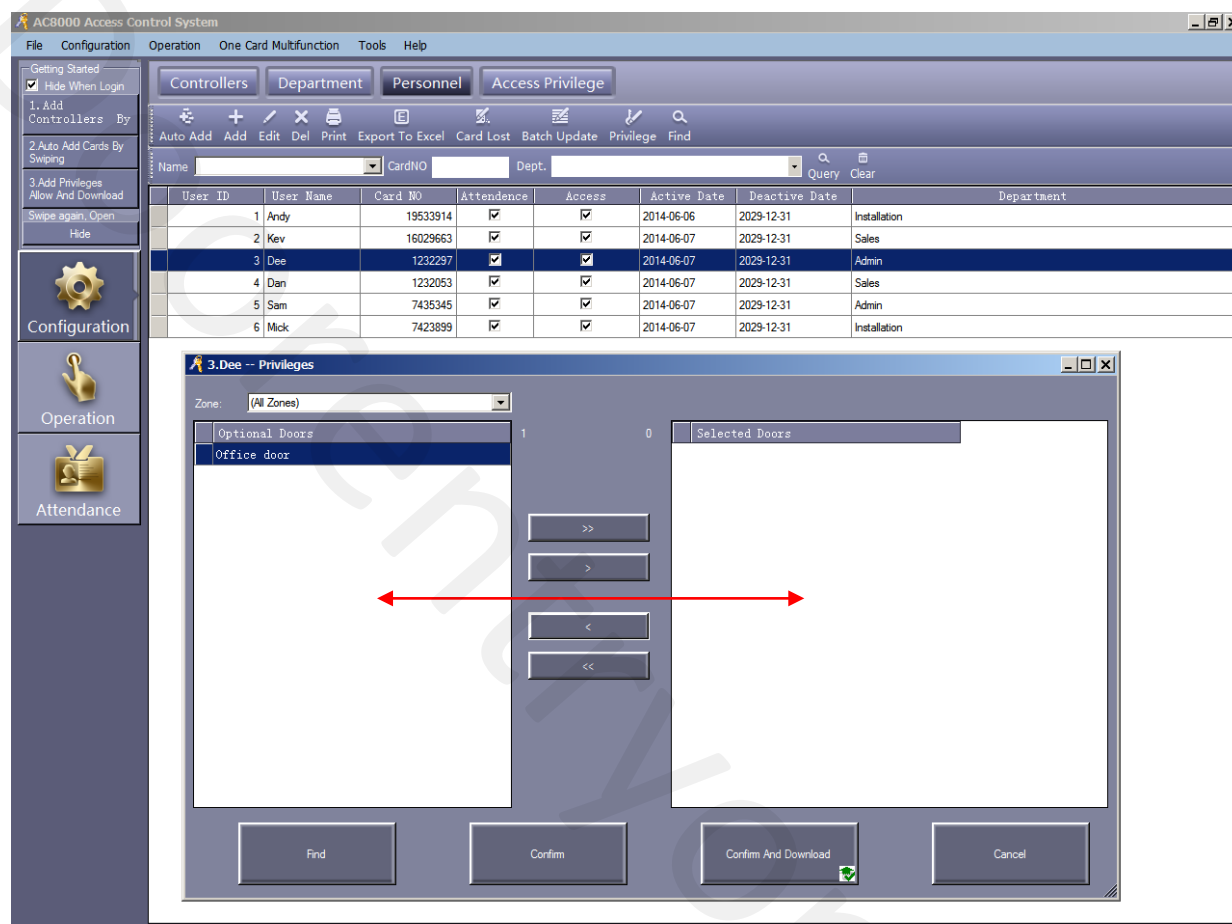
Access Privileges

Configuration/Personnel

In order to allow users through the door/s you need to allocate an **Access Privilege**

There are two ways to do this, individual users, multiple users and/or by departments

Highlight a user and click **Privilege**. Using the >> arrow button/s, select the door you wish the user to access and move it to the right hand side. Once complete, click **Confirm And Download**



AC8000 Access Control System

File Configuration Operation One Card Multifunction Tools Help

Controllers Department Personnel Access Privilege

Auto Add Add Edit Del Print Export To Excel Card Lost Batch Update Privilege Find

Name CardNO Dept. Query Clear

User ID	User Name	Card NO	Attendance	Access	Active Date	Deactive Date	Department
1	Andy	19533914	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-06	2029-12-31	Installation
2	Kev	16029663	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Sales
3	Dee	1232297	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Admin
4	Dan	1232053	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Sales
5	Sam	7435345	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Admin
6	Mick	7423899	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Installation

3.De -- Privileges

Zone: (All Zones)

Optional Doors 0 1 Selected Doors

Office door

>> > < <<

Information

Are you sure update 3.De -- Privileges (Doors Count = 1) ?

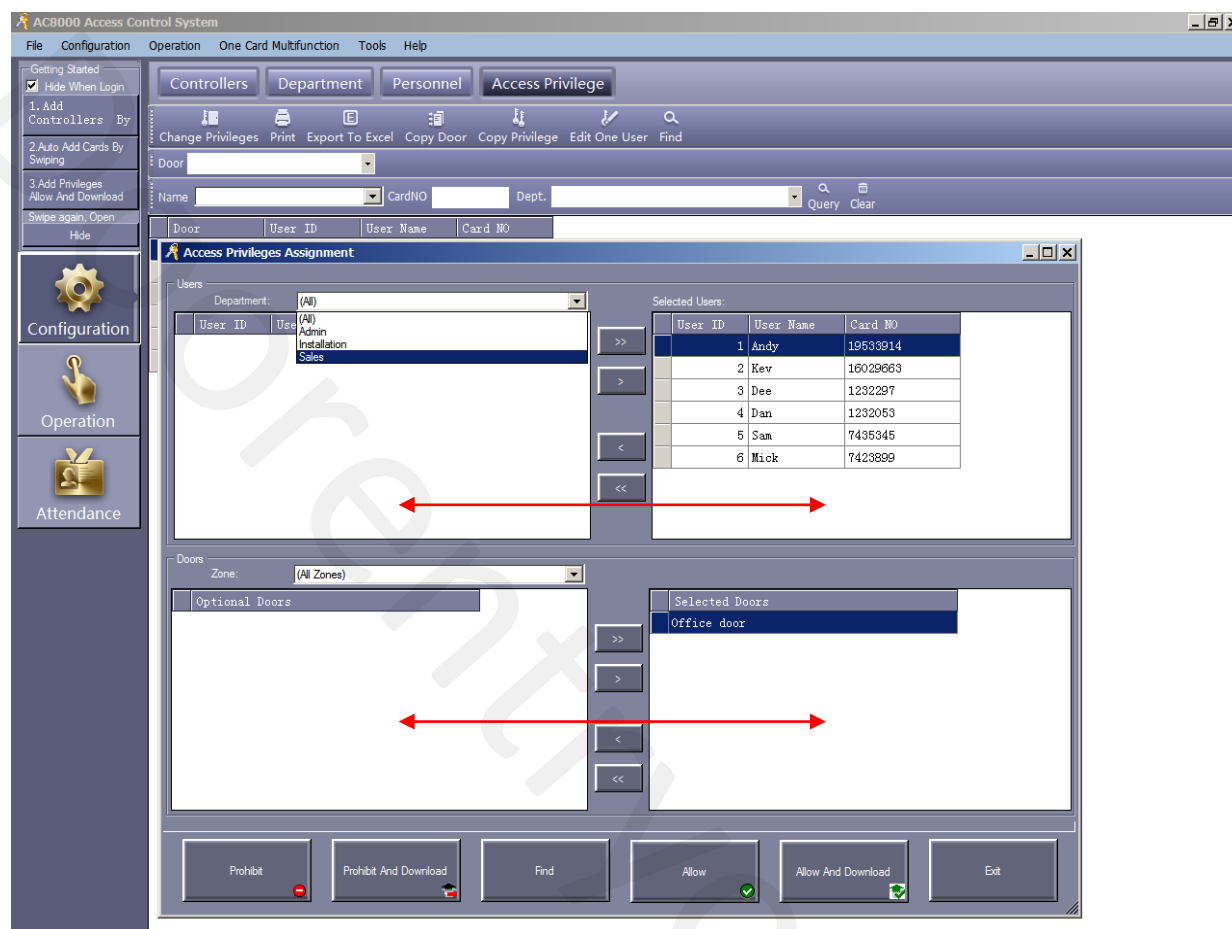
OK Cancel

Find Confirm Confirm And Download Cancel

Configuration/Personnel

To change the privileges of multiple users and/or by departments, click **Access Privilege/Change Privileges**

Using the >> arrow button/s, select the user/s or department and move them to the left hand side. Do the same for the door/s. Once complete, click **Allow And Download**



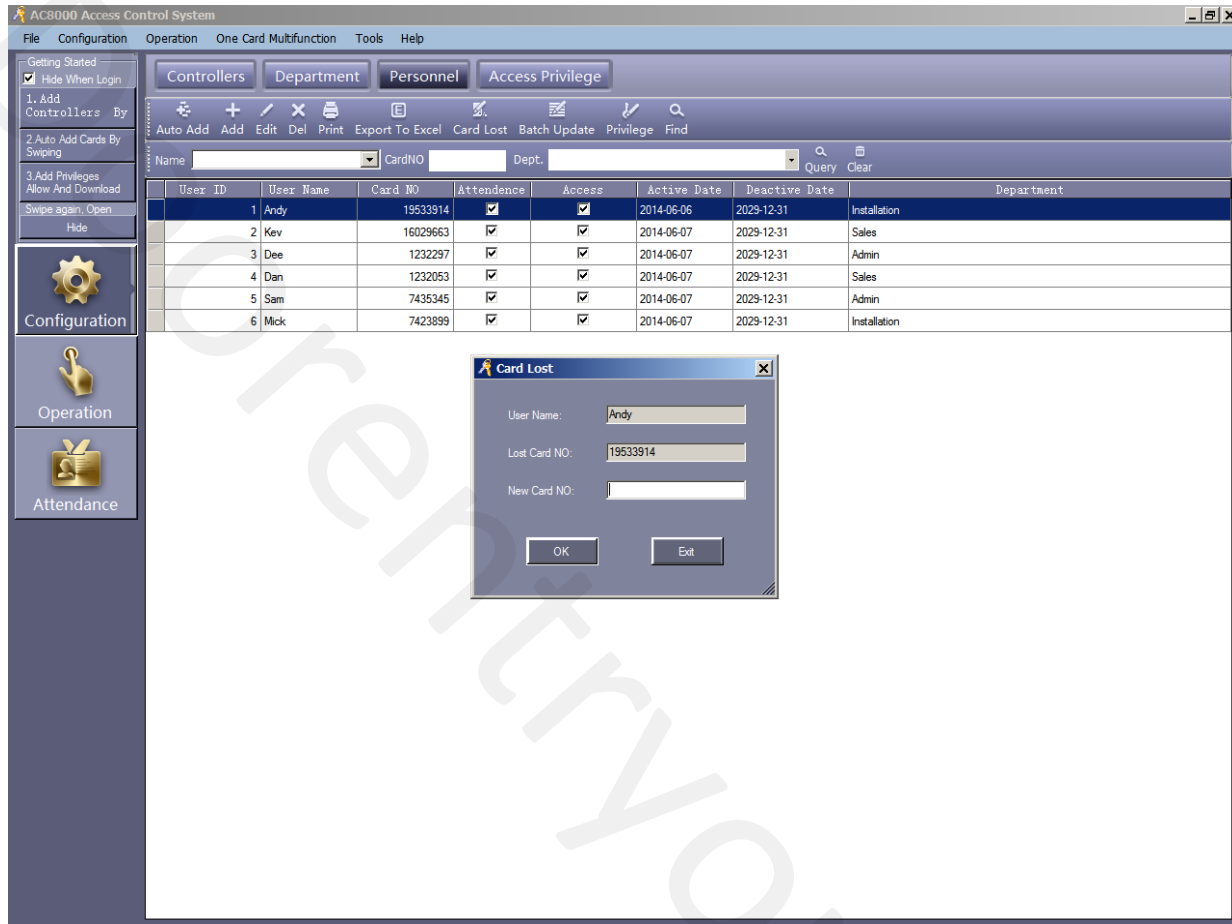
Lost User Card

Configuration/Personnel/Card Lost

It is very easy to locate and rectify a lost user card, navigate to the main software interface screen and click on

Configuration/Personnel/Card Lost

This screen will appear and you simply choose the card user or department for the lost card, issue and enter a new card number for the user and then click **OK**



Query Swipe Records

Operation/Query Swipe Records

Query Swipe Records will maintain **100,000 OFFLINE** transactions for all activity. You can filter this information by users, departments or date/time. This record cannot be deleted, however, it can be printed or exported to an Excel spread sheet

AC8000 Access Control System

File Configuration Operation One Card Multifunction Tools Help

Console Query Swipe Records

Print Export To Excel Query Options Find

From: <Event Time: 2014-06-07 Saturday To: <Event Time: 2014-06-07 Saturday Time: 00:00 To: 23:59

Name CardNO Dept.

Query Clear

RecID	Card NO	User ID	User Name	Department	Admin	Installation	Sales	door-Office door -In	Valid	Description
1	0								<input checked="" type="checkbox"/>	Controller Power On
2	85							2014-06-06 16:23:08 Friday	<input type="checkbox"/>	Forced Open
3	8							2014-06-06 16:23:10 Friday	<input checked="" type="checkbox"/>	Door Open
4	0							2014-06-06 16:31:16 Friday	<input type="checkbox"/>	Controller Reset-WDT
5	85							2014-06-06 16:31:16 Friday	<input type="checkbox"/>	Forced Open
6	8							2014-06-06 16:31:17 Friday	<input checked="" type="checkbox"/>	Door Open
7	0							2014-06-06 16:36:02 Friday	<input type="checkbox"/>	Controller Reset-WDT
8	85							2014-06-06 16:36:02 Friday	<input type="checkbox"/>	Forced Open
9	8							2014-06-06 16:36:03 Friday	<input checked="" type="checkbox"/>	Door Open
10	0							2014-06-06 16:37:54 Friday	<input type="checkbox"/>	Controller Reset-WDT
11	85							2014-06-06 16:37:54 Friday	<input type="checkbox"/>	Forced Open
12	8							2014-06-06 16:37:55 Friday	<input checked="" type="checkbox"/>	Door Open
13	19533914	1	Andy	Installation				2014-06-06 17:44:15 Friday	<input type="checkbox"/>	Denied Access: Door Se...
14	19533914	1	Andy	Installation				2014-06-06 17:44:21 Friday	<input type="checkbox"/>	Denied Access: Door Se...
15	19533914	1	Andy	Installation				2014-06-06 17:46:05 Friday	<input type="checkbox"/>	Denied Access: Door Se...
16	19533914	1	Andy	Installation				2014-06-06 17:46:15 Friday	<input type="checkbox"/>	Denied Access: Door Se...
17	19533914	1	Andy	Installation				2014-06-06 17:49:15 Friday	<input checked="" type="checkbox"/>	Swipe
18	16029663	2	Kev	Sales				2014-06-07 13:27:16 Saturday	<input checked="" type="checkbox"/>	Swipe
19	19533914	1	Andy	Installation				2014-06-07 13:27:21 Saturday	<input checked="" type="checkbox"/>	Swipe
20	19533914	1	Andy	Installation				2014-06-07 13:27:21 Saturday	<input checked="" type="checkbox"/>	Swipe
21	7423899	6	Mick	Installation				2014-06-07 13:27:26 Saturday	<input checked="" type="checkbox"/>	Swipe
22	7435345	5	Sam	Admin				2014-06-07 13:27:31 Saturday	<input checked="" type="checkbox"/>	Swipe
23	1232053	4	Dan	Sales				2014-06-07 13:27:36 Saturday	<input checked="" type="checkbox"/>	Swipe
24	1232297	3	Dee	Admin				2014-06-07 13:27:41 Saturday	<input checked="" type="checkbox"/>	Swipe
25	16029663	2	Kev	Sales				2014-06-07 13:27:47 Saturday	<input checked="" type="checkbox"/>	Swipe
26	1232297	3	Dee	Admin				2014-06-07 13:27:51 Saturday	<input checked="" type="checkbox"/>	Swipe
27	1232297	3	Dee	Admin				2014-06-07 13:27:52 Saturday	<input checked="" type="checkbox"/>	Swipe
28	1232053	4	Dan	Sales				2014-06-07 13:27:57 Saturday	<input checked="" type="checkbox"/>	Swipe
29	7435345	5	Sam	Admin				2014-06-07 13:28:05 Saturday	<input checked="" type="checkbox"/>	Swipe
30	7423899	6	Mick	Installation				2014-06-07 13:28:10 Saturday	<input checked="" type="checkbox"/>	Swipe
31	19533914	1	Andy	Installation				2014-06-07 13:28:14 Saturday	<input checked="" type="checkbox"/>	Swipe

Configuration

Operation

Attendance

Monitoring

Operation/Console/Upload and Monitor

Highlight a door and click **Upload and Monitor**. This will allow you to monitor real time activity and also upload the very latest transactions to your computer that can be viewed by clicking **Query Swipe Records**

You can click on any user for individual information that will be displayed on the right side of the screen, however, if you want to find the exact location of each user or even who is presently inside or outside the building, right click the door and choose **Location or Persons Inside**

AC8000 Access Control System

File Configuration Operation One Card Multifunction Tools Help

Getting Started
☒ Hide When Login

1. Add Controllers By
2. Auto Add Cards By Swiping
3. Add Privileges Allow And Download
Swipe again, Open
Hide

Configuration

Operation

Attendance

Console Query Swipe Records

Select All Monitor Stop Check Adjust Time Download Upload Upload and Monitor... Clear Event Window Find (All Zones)

Office door

	Time	Desc	Info
✓ 1	15:52:16	Office door-Office door ...	16029663-Kev-Sales-2014-06-07 15:52:09 Saturday-Office door-Office door -In-Swipe
✓ 2	15:52:21	Office door-Office door ...	7435345-Sam-Admin-2014-06-07 15:52:17 Saturday-Office door-Office door -In-Swipe
✓ 3	15:52:26	Office door-Office door ...	1232053-Dan-Sales-2014-06-07 15:52:22 Saturday-Office door-Office door -In-Swipe

Card NO: 1232053
Name: Dan
Dept: Sales
Read Date: 2014-06-07 15:52:22 Saturday
Addr: Office door-Office door -In
Status: Swipe

Location

The Location box will appear and you can filter this by either a user or department. Highlight a user and click **Query**. We know that Andy had entered the building and exited and also how long he stayed for

The screenshot displays the AC8000 Access Control System software interface. The main window is titled "AC8000 Access Control System" and has a menu bar with "File", "Configuration", "Operation", "One Card Multifunction", "Tools", and "Help". The left sidebar contains a "Getting Started" section with a "Hide When Login" checkbox and three numbered steps: "1. Add Controllers By", "2. Auto Add Cards By Swiping", and "3. Add Privileges Allow And Download". Below this are buttons for "Swipe again, Open" and "Hide". The sidebar also has three main sections: "Configuration" (with a gear icon), "Operation" (with a hand icon), and "Attendance" (with a calendar icon). The main window has a "Console" tab and a "Query Swipe Records" tab. The "Query Swipe Records" tab is active, showing a "Location" window. The "Location" window has a "Department" dropdown set to "(All)". Below this is a table with columns "User ID", "User Name", and "Card NO". The table contains six rows of data: 1. Andy (19533914), 2. Kev (16029663), 3. Dee (1232297), 4. Dan (1232053), 5. Sam (7435345), and 6. Mick (7423899). To the right of the table are two buttons: "Query" and "Exit". Below the buttons, the text "Please Upload and Monitor First." is displayed. The "Query" button is highlighted, and the results for user Andy are shown: "Andy", "2014-06-07 15:39:59 Saturday", "Enter Into Office door", "2014-06-07 15:42:33 Saturday", "Go Off Office door", and "Stay: 2 Minutes". At the bottom of the main window, there is a table with three columns: "ID", "Time", and "Location". It contains three rows of data: 1. 15:52:16, Office door-Office door ...; 2. 15:52:21, Office door-Office door ...; 3. 15:52:26, Office door-Office door ... To the right of this table is a "Name" field with the value "Dan" and a "Status" field with the value "Swipe".

User ID	User Name	Card NO
1	Andy	19533914
2	Kev	16029663
3	Dee	1232297
4	Dan	1232053
5	Sam	7435345
6	Mick	7423899

Andy
2014-06-07 15:39:59 Saturday Enter Into Office door
2014-06-07 15:42:33 Saturday Go Off Office door
Stay: 2 Minutes

ID	Time	Location
1	15:52:16	Office door-Office door ...
2	15:52:21	Office door-Office door ...
3	15:52:26	Office door-Office door ...

Name: Dan
Dept: Sales
Read Date: 2014-06-07 15:52:22 Saturday
Addr: Office door-Office door-In
Status: Swipe

We know that Kev has not exited the building

Getting Started

☒ Hide When Login

1. Add Controllers By

2. Auto Add Cards By Swiping

3. Add Privileges Allow And Download

Swipe again, Open

Hide

Configuration

Operation

Attendance

FileConfigurationOperationOne Card MultifunctionToolsHelp

ConsoleQuery Swipe Records

Location

Department: (All)

User ID	User Name	Card NO.
1	Andy	19533914
2	Kev	16029663
3	Dee	1232297
4	Dan	1232053
5	Sam	7435345
6	Mick	7423899

Please Upload and Monitor First

Query

Exit

Kev

2014-06-07 15:52:09 Saturday

Enter Into

Office door

Dont Go Off

Stay: 4 Minutes

No.	Time	Location	Card No.	Access ID
✓ 1	15:52:16	Office door-Office door ...	16029663-Kev-Sales-2014-06-07 15:52:09 Saturday-Office door-Office door -In-Swipe	Name: Dan Dept: Sales
✓ 2	15:52:21	Office door-Office door ...	7435345-Sam-Admin-2014-06-07 15:52:17 Saturday-Office door-Office door -In-Swipe	Read Date: 2014-06-07 15:52:22 Saturday
✓ 3	15:52:26	Office door-Office door ...	1232053-Dan-Sales-2014-06-07 15:52:22 Saturday-Office door-Office door -In-Swipe	Addr: Office door-Office door -In Status: Swipe

Persons Inside

The Persons Inside box will appear box. You can **Auto Refresh Cycle** this and find out who is inside, who is outside or via a department. This shows three people inside

The screenshot displays the AC8000 Access Control System interface. The main window is titled 'Persons Inside [With Access Privilege]'. It features a sidebar on the left with navigation options: 'Getting Started', 'Configuration', 'Operation', and 'Attendance'. The 'Operation' tab is selected, showing a 'Console' and 'Query Swipe Records' section. The 'Persons Inside' window is open, showing a list of users currently inside the 'Office door' zone. The window includes a 'Query' button, a 'Select All' button, and a 'Select None' button. The 'Auto Refresh Cycle' is set to 5 seconds. The window also displays a table of users with columns for User ID, User Name, Department, DateTime (In), and Addr.

User ID	User Name	Department	DateTime (In)	Addr
2	Kev	Sales	2014-06-07 15:52:09 Saturday	Office door
4	Dan	Sales	2014-06-07 15:52:22 Saturday	Office door
5	Sam	Admin	2014-06-07 15:52:17 Saturday	Office door

Below the table, there is a section for 'Enter In Detail' with tabs for 'OutSide' and 'Department'. The 'Department' tab is selected, showing a list of users with columns for User ID, User Name, Department, DateTime (In), and Addr.

User ID	User Name	Department	DateTime (In)	Addr
1	15:52:16	Office		
2	15:52:21	Office		
3	15:52:26	Office		

However, Dan has just exited the building which is displayed via the **Auto Refresh Cycle** of **Persons Inside** and **Persons Outside** which is transaction number 4 and also confirmed by the right hand screen in the back ground Click on **Outside** to double check

The screenshot displays the AC8000 Access Control System interface. The main window is titled 'Persons Inside [With Access Privilege]'. It features a 'Selected Zone' dropdown set to '(All Zones)', 'Select All', 'Select None', and 'Please Upload and Monitor First.' buttons. A list of zones includes 'Office door' with a checked checkbox. On the right, there are input fields for 'Query in the' (1 Day(s)), 'Persons Inside' (2), 'Persons Outside' (4), and 'Auto Refresh Cycle' (5 Sec.).

Below the controls is a table with columns: User ID, User Name, Department, DateTime (In), and Addr. The table contains two rows of data:

User ID	User Name	Department	DateTime (In)	Addr
2	Kev	Sales	2014-06-07 15:52:09 Saturday	Office door
5	Sam	Admin	2014-06-07 15:52:17 Saturday	Office door

On the left side of the interface, there is a sidebar with 'Configuration', 'Operation', and 'Attendance' sections. The 'Attendance' section shows a list of events with checkboxes, times, and locations (Office). A red arrow points from the text 'Click on Outside to double check' to the 'Office door' checkbox in the 'Persons Inside' window.

In the background, a monitor displays a timestamp: '2014-06-07 16:03:45 Saturday' and the text 'door-Office door -Exit'.

This confirms that Dan is now outside

AC8000 Access Control System

File Configuration Operation One Card Multifunction Tools Help

Getting Started
☒ Hide When Login
1. Add Controllers By
2. Auto Add Cards By Swiping
3. Add Privileges Allow And Download
Swipe again, Open
Hide

Configuration
Operation
Attendance

Console Query Swipe Records

Select All Monitor Stop Check Adjust Time Download Upload Upload and Monitor... Clear Event Window Find (All Zones)

Office door

Persons Inside [With Access Privilege]

Print Export To Excel

Selected Zone: (All Zones) Query

Select All Select None Please Upload and Monitor First.

Query in the 1 Day(s)
Persons Inside: 2
Persons Outside: 4
☒ Auto Refresh Cycle: 5 Sec.

Enter in Detail Outside Department

User ID	User Name	Department	DateTime (Out)	Addr
1	Andy	Installation	2014-06-07 15:42:33 Saturday	Office door
3	Dee	Admin	2014-06-07 15:42:28 Saturday	Office door
4	Dan	Sales	2014-06-07 16:03:45 Saturday	Office door
6	Mick	Installation	2014-06-07 15:03:06 Saturday	Office door

53 4

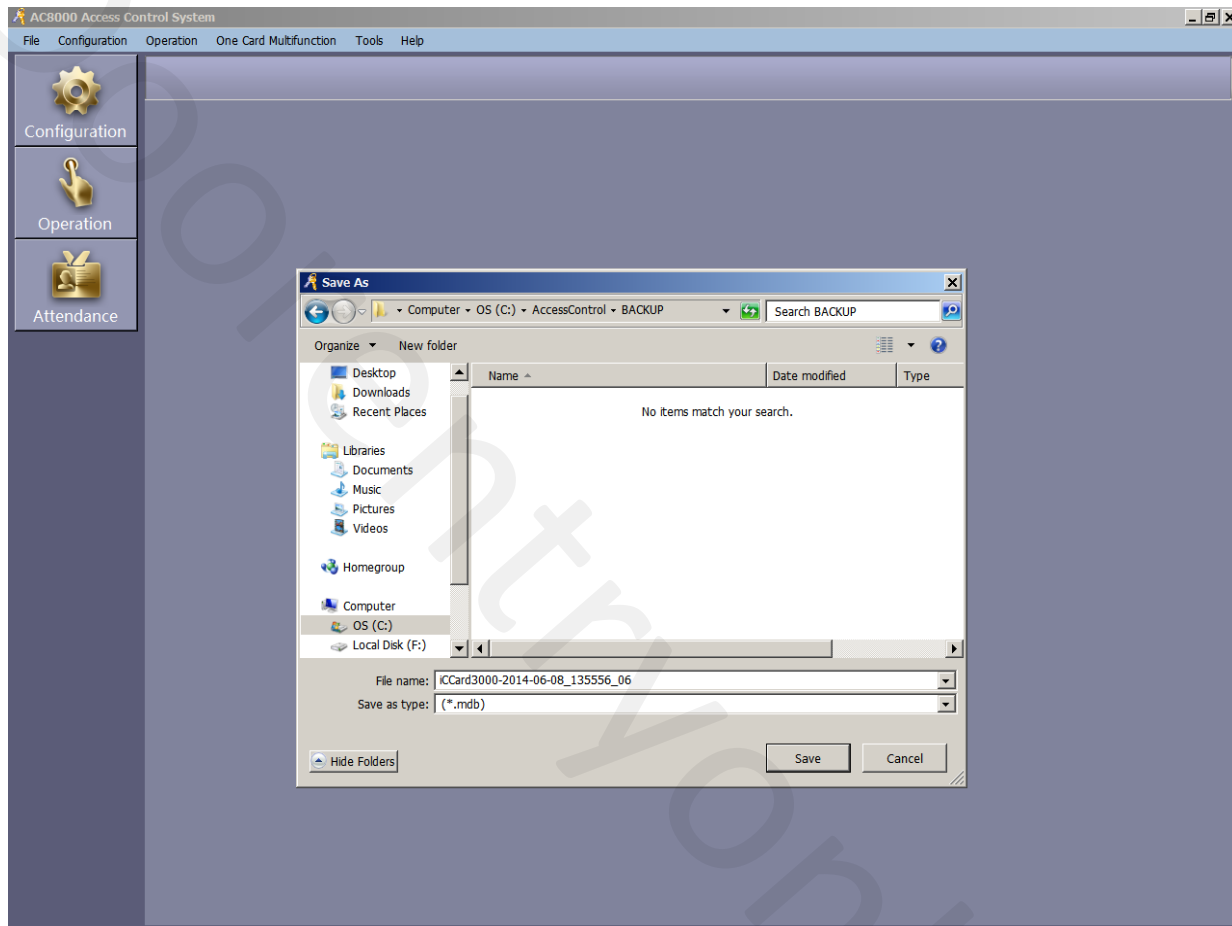
2014-06-07 16:03:45 Saturday
door-Office door-Exit

Backup Database & Restore

File/DB Backup

The software will auto backup the database when you exit the software, however, it is recommended to manually backup the database by clicking **File/DB Backup** and choose your required backup folder

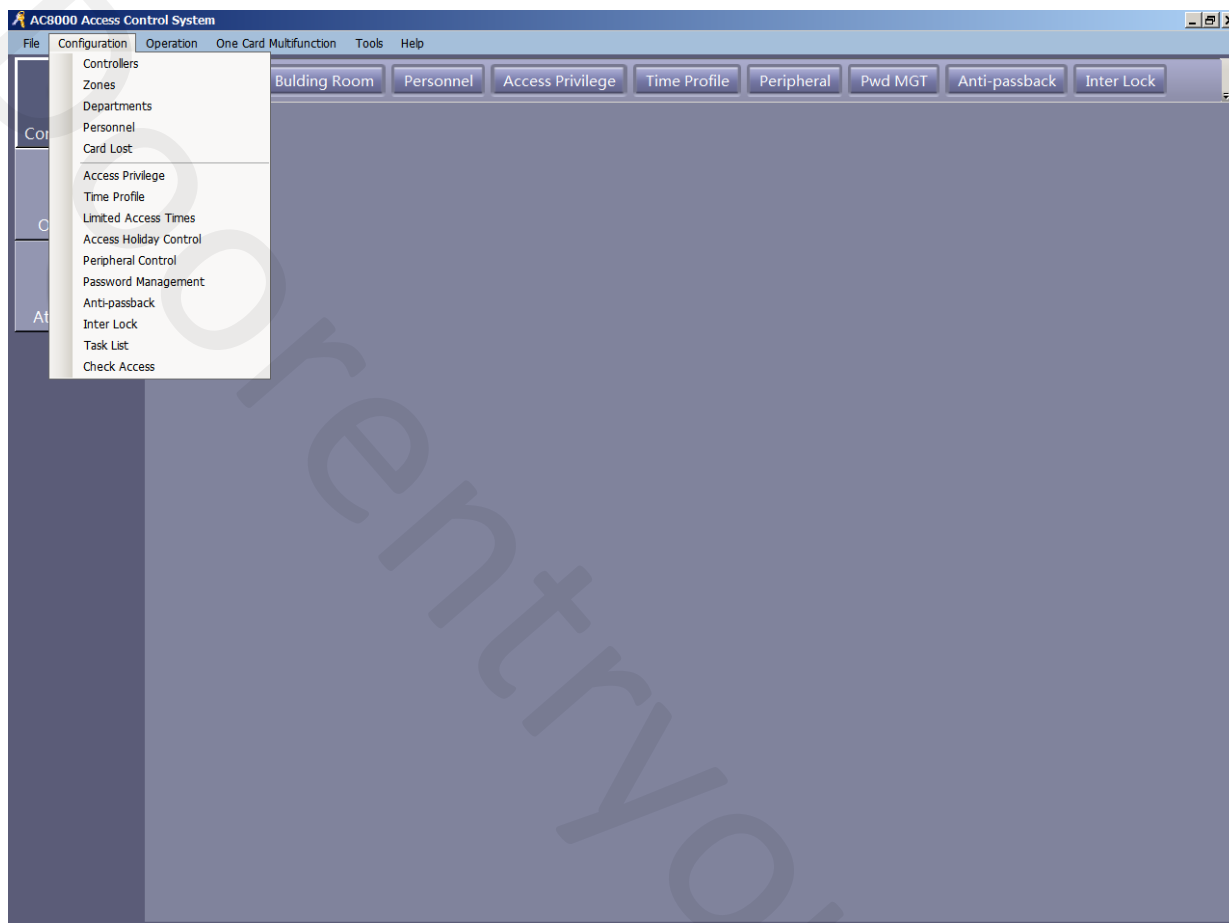
This will be required in the event you need to re-install the software but do not wish to re-enter all the user data
You would simply copy and paste the database called **iCCard3000** from your backup folder in to the newly installed **AccessControl** folder

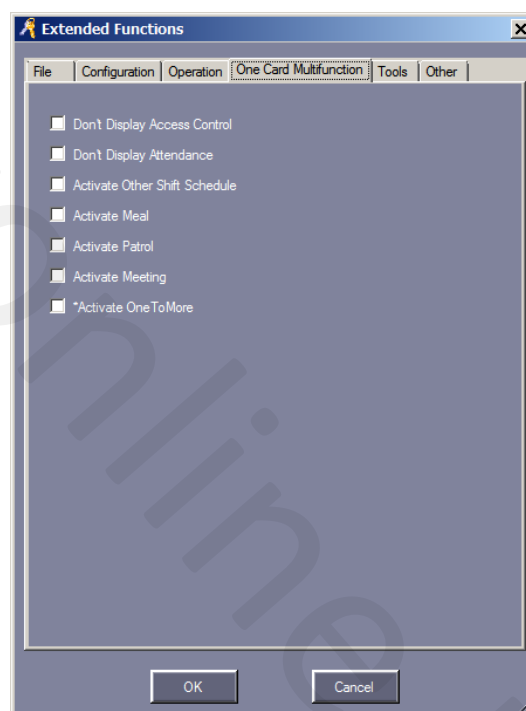
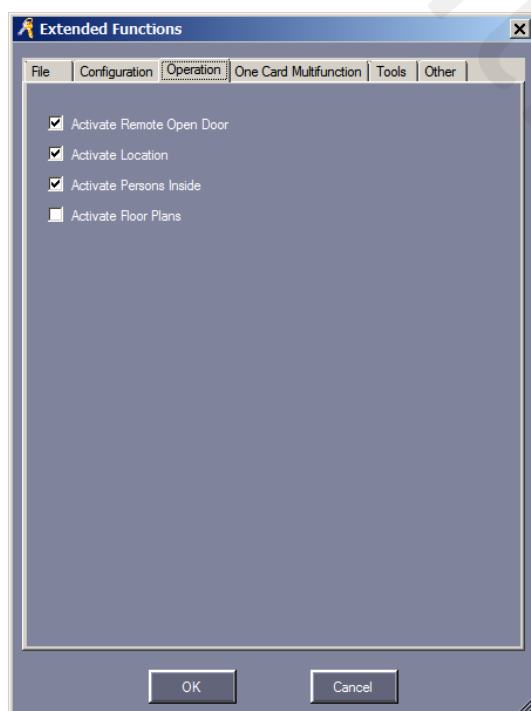
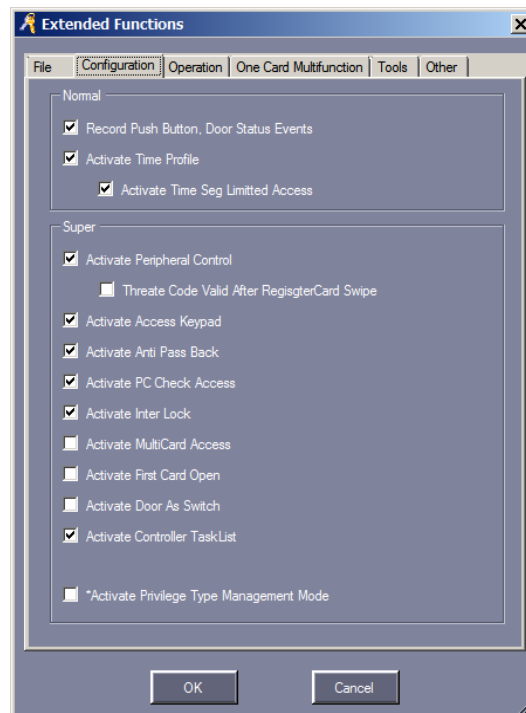
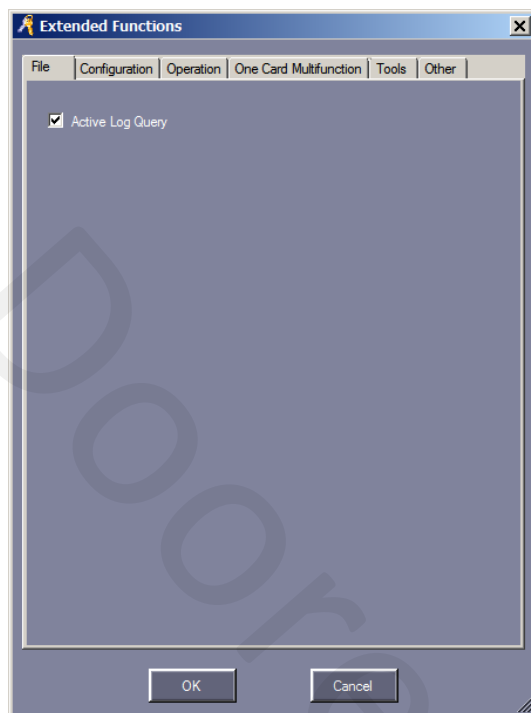


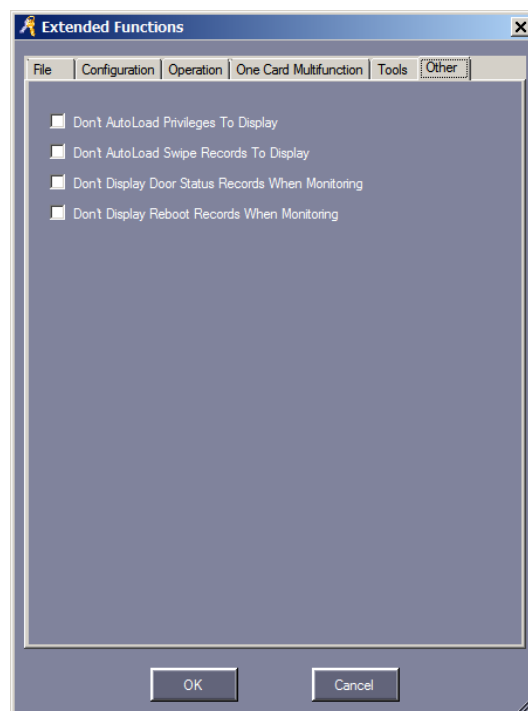
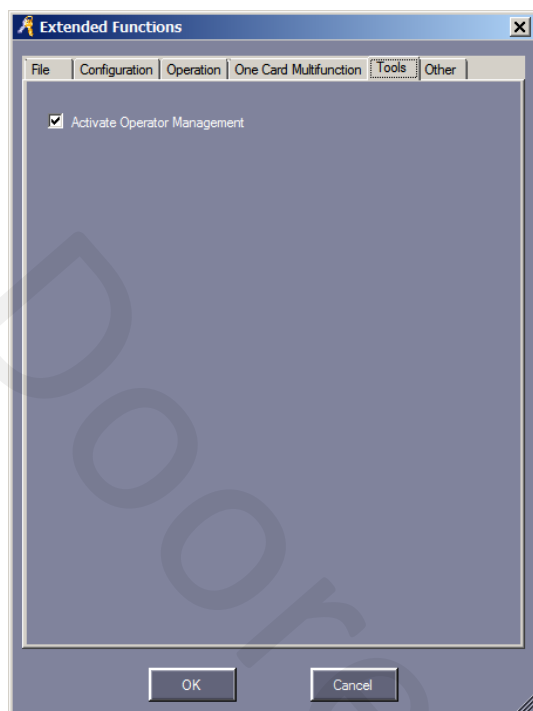
Extended Functions

Tools/Extended Functions (Password is **5678**)

The extended functions provide six sections offering a multitude of additional options to suit your own requirements as can be seen below. When you have chosen the options, you will be required to restart the software and the new options will be displayed. Under the main head sections will also display the shortcuts to the facility required **(Right click mouse)**







Time Profile

Configuration/Time Profile/New

Time Profile provides up to 255 time profile ID's with three timed segments which can be allocated to individual controllers, door readers, users, or departments. The example below shows how to link one profile to another. Enter the name of the profile in the **Description** box and choose an **Activate/Deactivate**, **Time Segment** and **Week Day** as required.

You will notice that our **Time Profile ID 2** is linked to **Linked Time Profile 3**. This is because users will also require access during the weekend.

The screenshot displays the AC8000 Access Control System software interface. The main window shows a table of Time Profiles. Profile 2 (Week Days) is linked to Profile 3 (Weekends). A 'Time Profile' dialog box is open, showing the configuration for Profile 2. The dialog includes fields for Time Profile ID, Description, Linked Time Profile, Activate/Deactivate dates, Week Day selection, Time Segment settings, and Limited Access Times.

Time Profile ID	Mon	Tue	Wed	Thu	Fri	Sat	Sun	No. 1 Begin	End1	No. 2 Begin	End2	No. 3 Begin	End3	Linked Time Profile	Activate	Deactivate
2 [Week Days]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08:00	17:00	00:00	00:00	00:00	00:00	3	2010-01-01	2029-12-31
3 [Weekends]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	16:00	21:00	00:00	00:00	00:00	00:00	0	2010-01-01	2029-12-31

Time Profile dialog box details:

- Time Profile ID: 2
- Description: Week Days
- Linked Time Profile: 3
- Activate: 2010-01-01
- Deactivate: 2029-12-31
- Week Day: ☒ Monday, ☒ Tuesday, ☒ Wednesday, ☒ Thursday, ☒ Friday, ☐ Saturday, ☐ Sunday
- Time Segment:
 - No. 1: 08:00 - 17:00
 - No. 2: 00:00 - 00:00
 - No. 3: 00:00 - 00:00
- Limited Access Times:
 - ☒ Count By One Controller
 - ☐ Count By Each Reader
 - [0 = No limit, Max = 31]
 - Current Month (Driver V5.30): 0
 - Current Day: 0
 - Segment NO. 1: 0
 - Segment NO. 2: 0
 - Segment NO. 3: 0

Note that you do not need to link **Time Profile ID 3**. When complete, click **Configuration/Access Privilege/Change Privileges** to allocate the timed profiles

The screenshot displays the AC8000 Access Control System software interface. The main window has a menu bar (File, Configuration, Operation, One Card Multifunction, Tools, Help) and a toolbar with buttons for Controllers, Building Room, Personnel, Access Privilege, Time Profile, Peripheral, Pwd MGT, Anti-passback, and Inter Lock. A left sidebar contains icons for Configuration, Operation, and Attendance. The main area shows a table of Time Profiles and a 'Time Profile' configuration dialog box.

Time Profile Table:

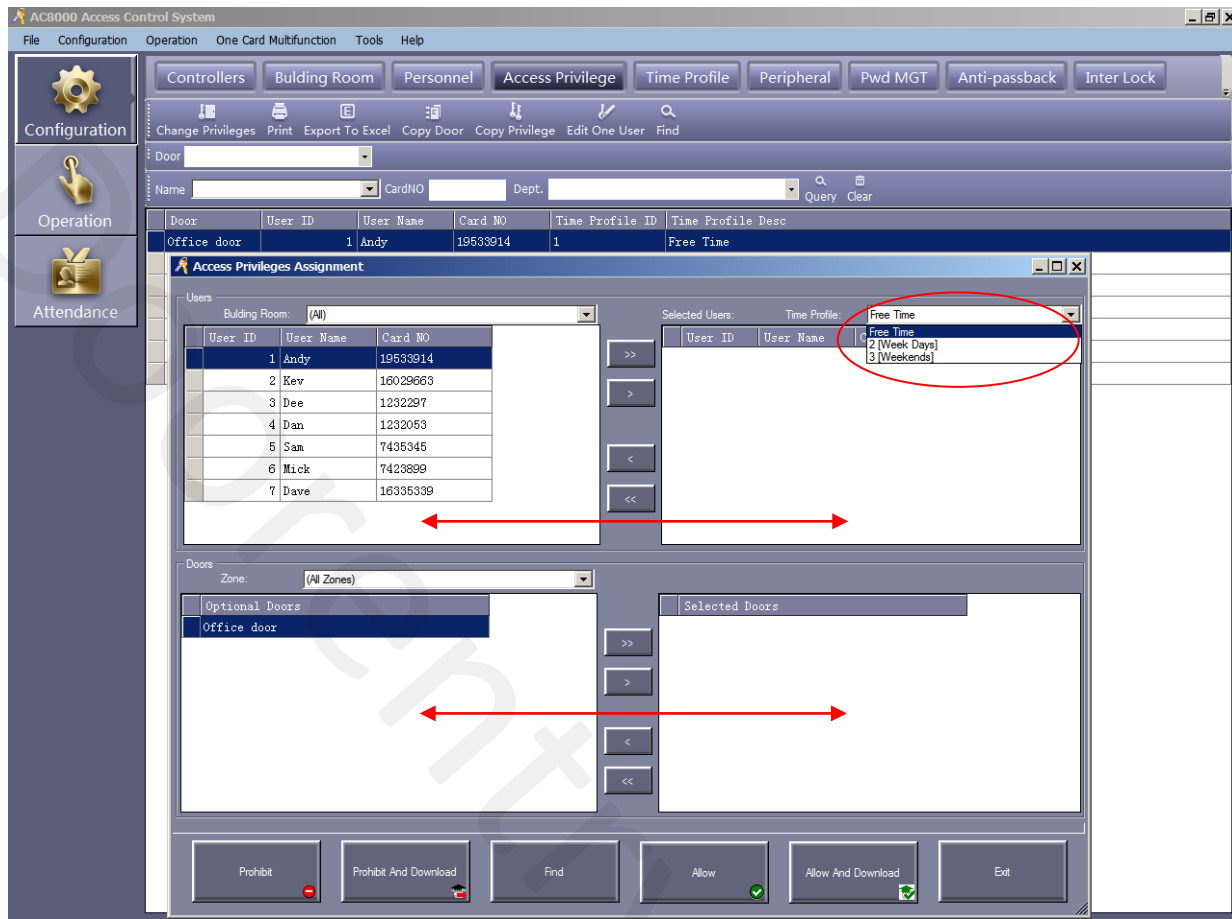
Time Profile ID	Mon	Tue	Wed	Thu	Fri	Sat	Sun	No.1 Begin	End1	No.2 Begin	End2	No.3 Begin	End3	Linked Time Profile	Activate	Deactive
2 [Week Days]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08:00	17:00	00:00	00:00	00:00	00:00	3	2010-01-01	2029-12-31
3 [Weekends]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	16:00	21:00	00:00	00:00	00:00	00:00	0	2010-01-01	2029-12-31

Time Profile Configuration Dialog:

- Time Profile ID: 3
- Description: Weekends
- Linked Time Profile: 0
- Activate: 2010-01-01
- Deactivate: 2029-12-31
- Week Day:
 - Monday: ☐
 - Tuesday: ☐
 - Wednesday: ☐
 - Thursday: ☐
 - Friday: ☐
 - Saturday: ☒
 - Sunday: ☒
- Time Segment:
 - No.1: 16:00 - 21:00
 - No.2: 00:00 - 00:00
 - No.3: 00:00 - 00:00
- Limited Access Times:
 - Count By One Controller: ☒
 - Count By Each Reader: ☐
 - [0 = No limit, Max = 31]
 - Current Month (Driver V5.30): 0
 - Current Day: 0
 - Segment NO.1: 0
 - Segment NO.2: 0
 - Segment NO.3: 0

Buttons: OK, Cancel

Using the >> arrow button/s, select the user/s or department and move them to the right hand side. Do the same for the door/s. Once complete, click **Allow And Download**



Fire Alarm Board (interface)

**Fire Regulations

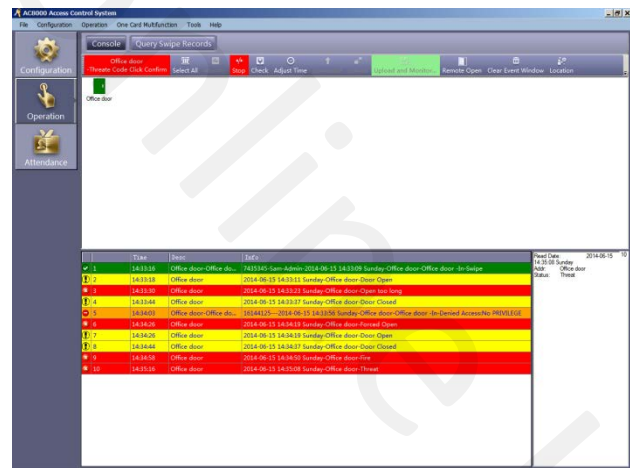
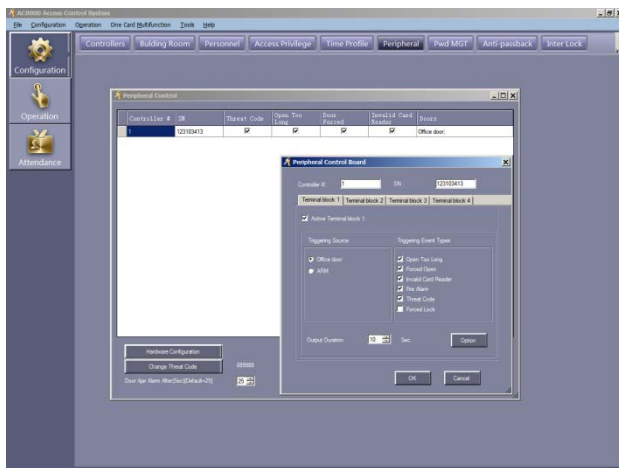
Please ensure you contact your local **Fire Officer** with regards to the inter-connection of access control equipment to your fire alarm system. More often than not, it will be acceptable to connect the fire alarm output to an independent auxiliary relay or double pole emergency break glass switch in order to deactivate the locking devices

The fire alarm panel manufacturer should always be contacted to ensure the auxiliary relays contained within the fire alarm panel, which will release the door, are of a suitable quality for life safety. Relays connected to any locking device must be energised in the non-alarm condition, i.e. the relay/s will be de-energised on alarm and will therefore tend to fail safe all devices connected

The AC-FAB (Fire Alarm Board interface) is an add-on module for the AC8000 PC Access Control System designed to accept a Normally Open contact input which then provides an alarm signal output via the software and/or activating any of the four timer relays provided in addition to ensuring the door/s are held in the unlocked state for as long as the alarm input is present (***Certain features of the AC-FAB will also require an RFID keypad and locking device fitted with door monitoring contacts***) It can also accept additional inputs to activate individual relays as and when required

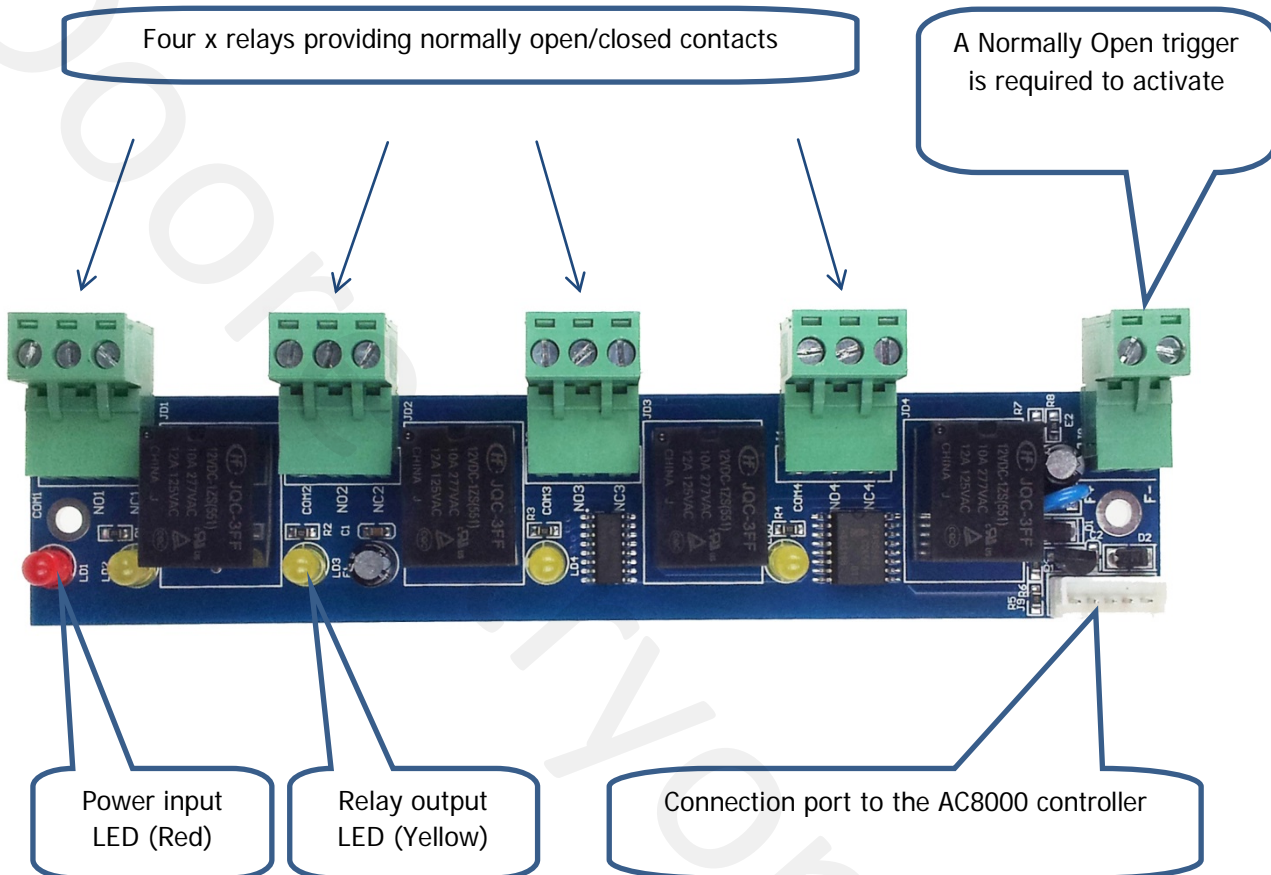
It has a simple software interface that can be configured to your own requirements supporting one manual Normally Open trigger input from an alarm system or emergency break glass switch, four timer relay outputs from 0 – 6000 seconds (1.66hrs), all providing Normally Open and Normally Closed outputs that can be connected to external sounders, flashing beacons or any other device requiring a volt free contact input. Six triggering options are available that can be programmed to activate one or all four relays

It supports and registers via the software an emergency threat PIN code (***RFID Keypad is required for this***), if the door is open too long, door forced open, invalid card used, fire alarm and forced lock



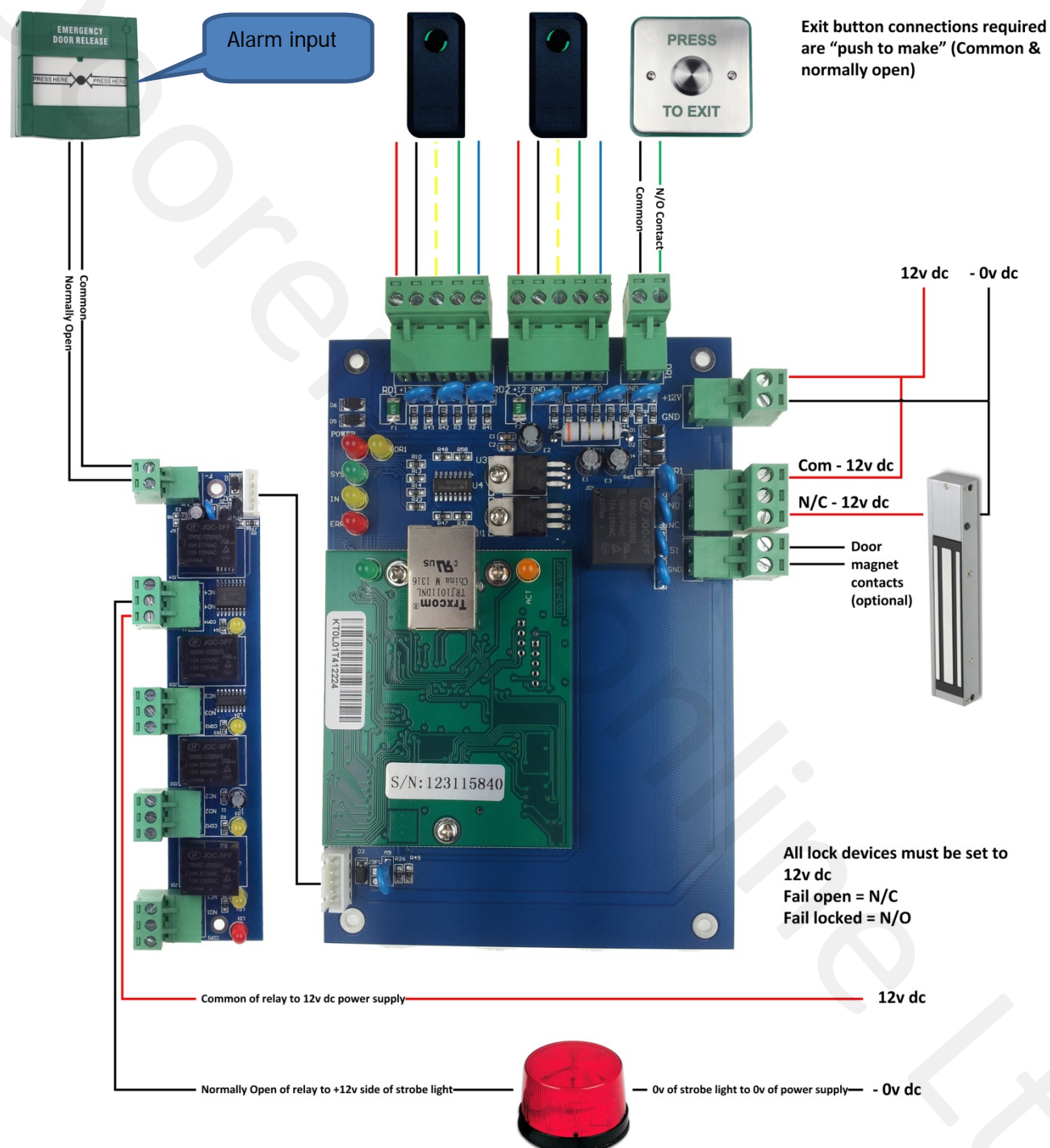
Fire Alarm Board (interface)

158l x 43w x 15h



Example of the AC-FAB being activated by the alarm input, but also triggering one of the four relay outputs to activate a strobe light from 0 – 6000 seconds (1.66hrs)

The alarm input will keep the door/s unlocked until it has been reset (Providing the Normally Open input is not removed)



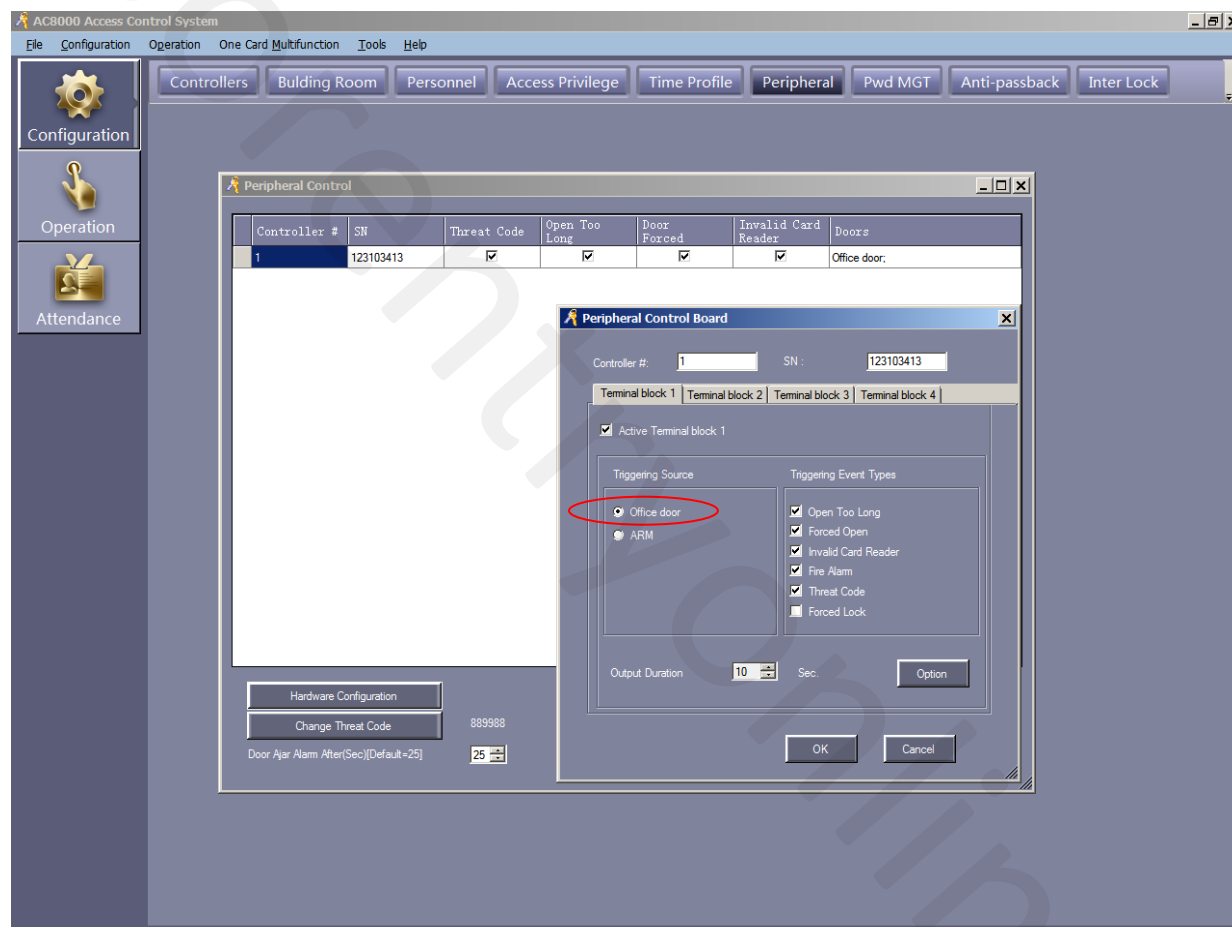
Peripheral

Configuration/Peripheral

The auxiliary relay board (Fire Alarm Board interface) has one manual Normally Open trigger input, two triggering sources (**Door or ARM ****) and four timer relay outputs from 0 – 6000 seconds (1.66hrs), providing Normally Open and Normally Closed outputs that can be connected to external sounders or flashing beacons etc. In addition to this, there are six triggering options that can be programmed to activate one or all four relays

The example below shows the standard (**Door**) configuration setup requiring the software to display when the door is open too long, if the door has been forced open, if an invalid card is being used to gain entry, if the alarm input has been activated and if a threat code has been used

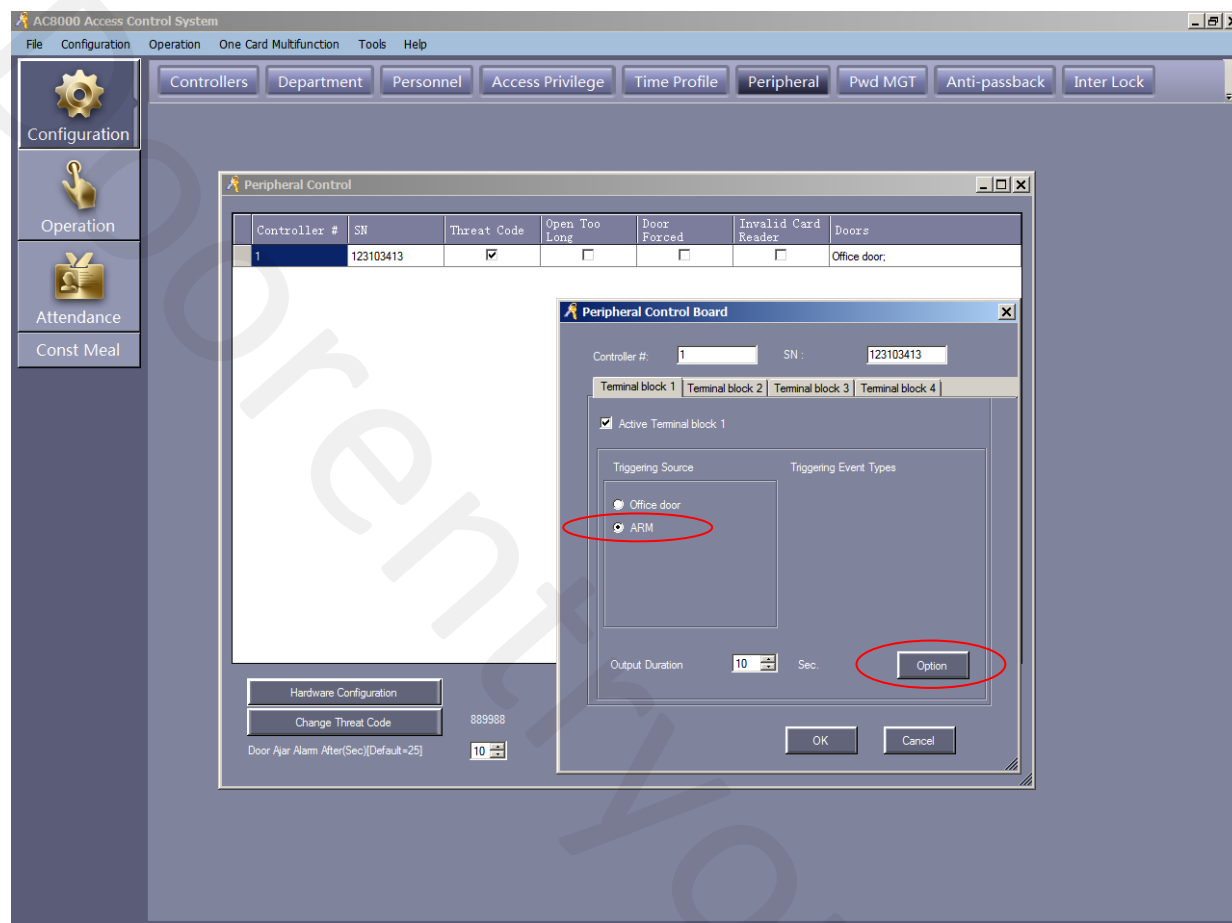
In order to program the relay outputs, click **Hardware Configuration**. We have set relay output one to activate for 10 seconds



ARM **

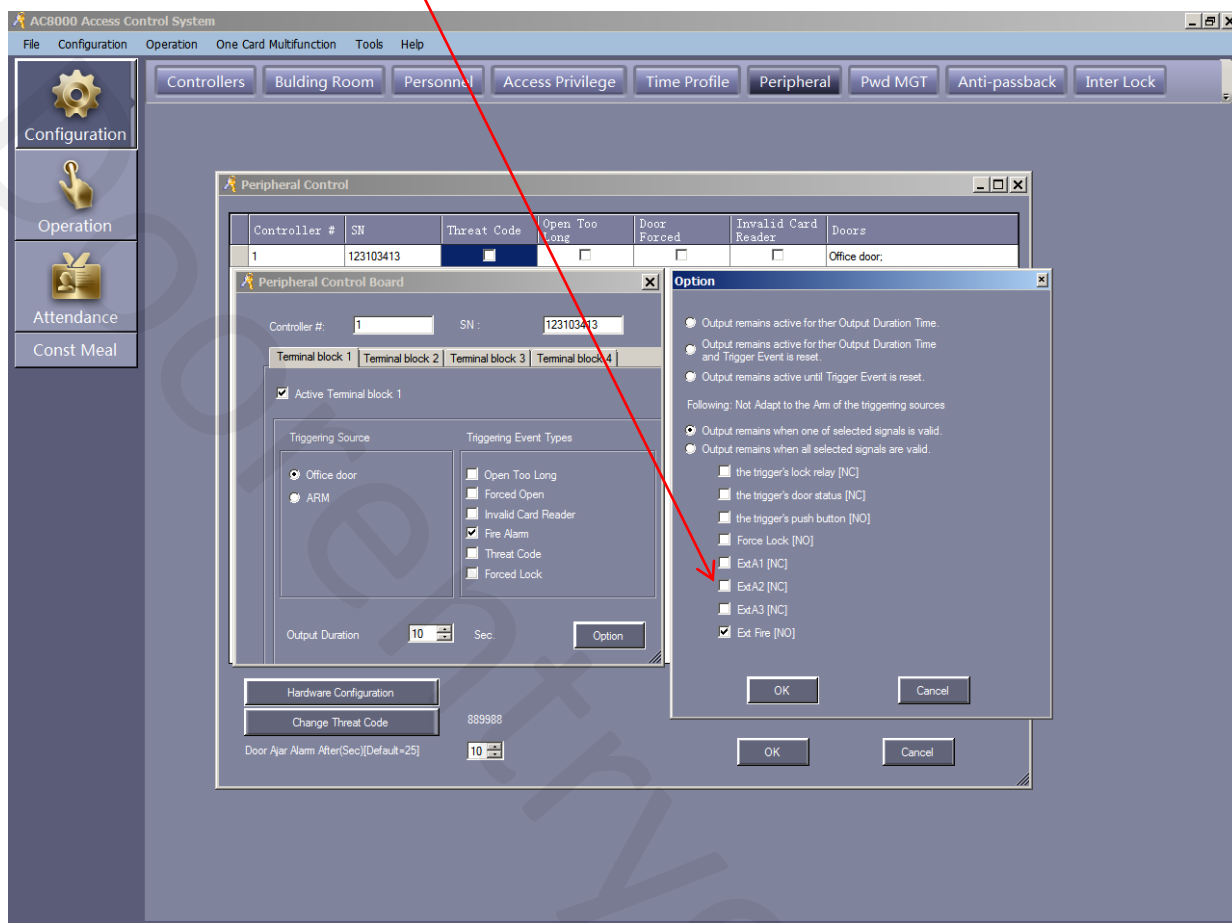
The **Auxiliary Relay Method** option allows for additional inputs that can be used in conjunction with the standard **DOOR** configuration setup or independently to trigger the relay outputs (Non timed) and hold them open until the input has been reset, all of which can be configured by clicking the **OPTION** button

This example will trigger a Fire Alarm event via the software only and no relays will activate on the AC-FAB

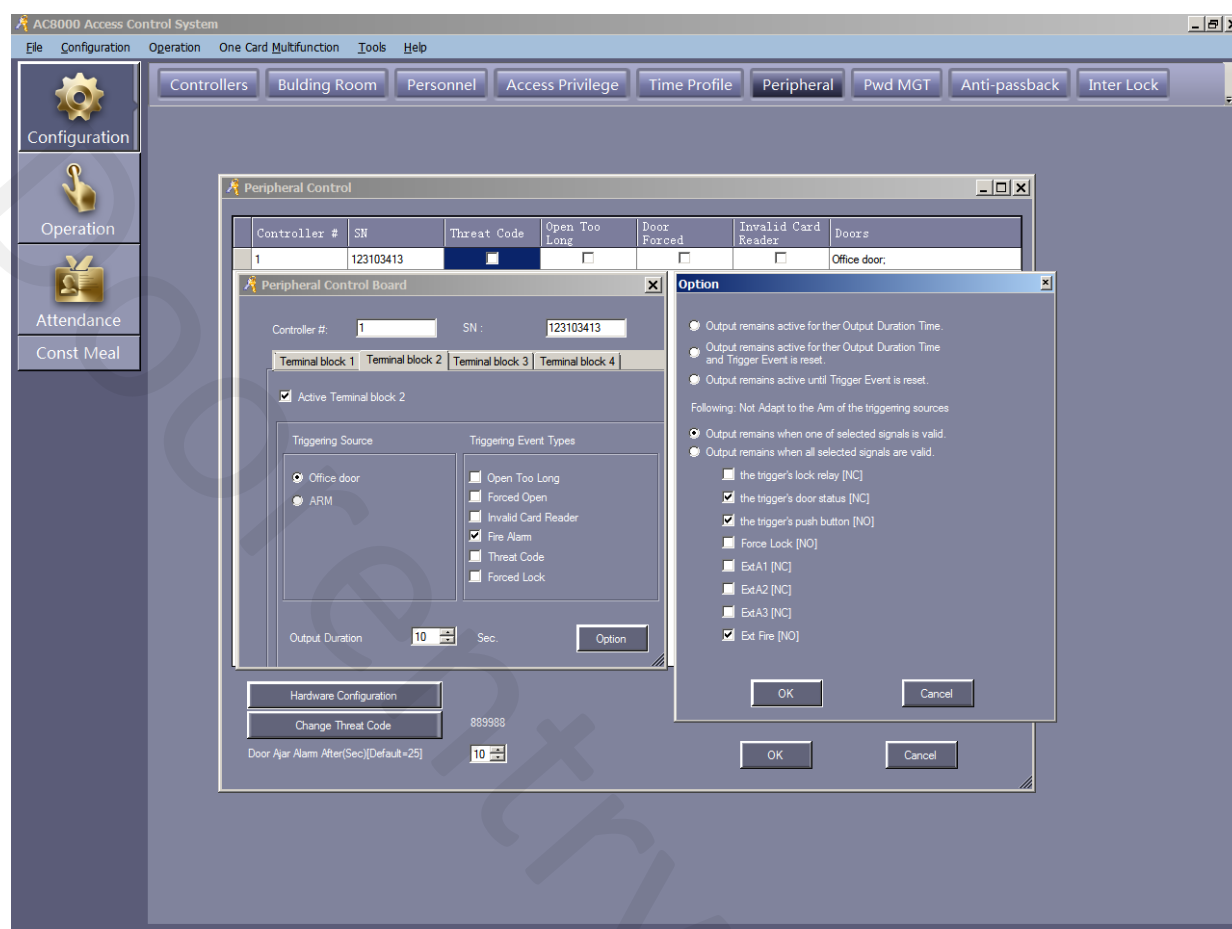


This configuration will trigger a Fire Alarm event via the software and also activate relay output number 1 indefinitely on the AC-FAB until the trigger is reset

Please note that options EXTA1/2/3 do not function on the AC-FAB

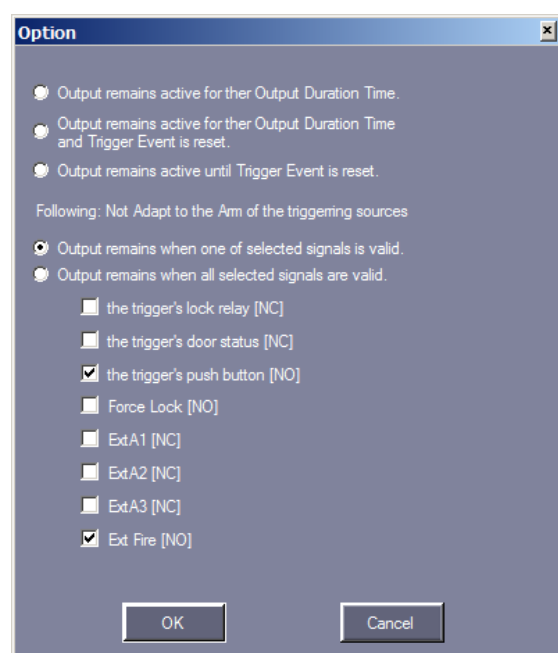


This configuration will trigger a Fire Alarm event via the software, the door status (Open or closed) as well as the exit button being pressed and activate relay output number 2 indefinitely on the AC-FAB until the trigger is reset



Option Button

An additional three options are provided as to what the relay output does for the timed duration which can be set from 0 - 6000 seconds (1.66hrs) or if using the ARM option, there are five possible signal inputs available



Here you can see the relevant 'Trigger' input is displayed via the software

This example shows that Sam has entered the building, the door opens, but it is open for too long. We close the door, however, an invalid card is then presented to the door, followed by a forced entry. We then close the door again. The fire alarm then activates followed by the threat code

The screenshot displays the AC8000 Access Control System software interface. The main window shows a list of events for the 'Office door'. The events are listed in a table with columns for Time, Desc, and Info. The events are as follows:

	Time	Desc	Info
1	14:33:16	Office door-Office do...	7435345-Sam-Admin-2014-06-15 14:33:09 Sunday-Office door-Office door -In-Swipe
2	14:33:18	Office door	2014-06-15 14:33:11 Sunday-Office door-Door Open
3	14:33:30	Office door	2014-06-15 14:33:23 Sunday-Office door-Open too long
4	14:33:44	Office door	2014-06-15 14:33:37 Sunday-Office door-Door Closed
5	14:34:03	Office door-Office do...	16144125---2014-06-15 14:33:56 Sunday-Office door-Office door -In-Denied Access:No PRIVILEGE
6	14:34:26	Office door	2014-06-15 14:34:19 Sunday-Office door-Forced Open
7	14:34:26	Office door	2014-06-15 14:34:19 Sunday-Office door-Door Open
8	14:34:44	Office door	2014-06-15 14:34:37 Sunday-Office door-Door Closed
9	14:34:58	Office door	2014-06-15 14:34:50 Sunday-Office door-Fire
10	14:35:16	Office door	2014-06-15 14:35:08 Sunday-Office door-Threat

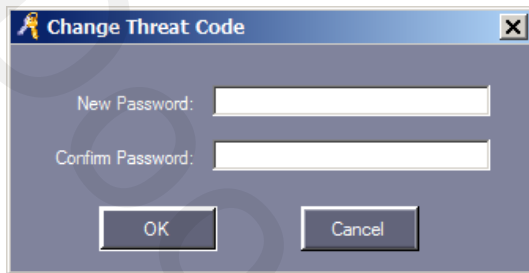
On the right side of the interface, there is a summary box with the following information:

- Read Date: 2014-06-15 10
- 14:35:08 Sunday
- Addr: Office door
- Status: Threat

Change Threat Code

A keypad is required for this and in the event of a threat or emergency access is required, the user would enter this number exactly without any prefix or suffix in order to gain entry. The threat code can be changed to any 6 digit number required

All users can enter this number. It cannot be 'Privileged' to individual users or departments, therefore, treat this function carefully and who you issue the code number to

A screenshot of a Windows-style dialog box titled "Change Threat Code". The dialog has a blue header bar with a small icon on the left and a close button (X) on the right. The main area is white and contains two text input fields. The first field is labeled "New Password:" and the second is labeled "Confirm Password:". Below the fields are two buttons: "OK" and "Cancel".

Once you are happy with the settings, ensure you download to the controller. Click **Operation/Console/Download**. If you wish to monitor the results, click **Upload and Monitor**

Keypad Operation (PWD MGT)

Configuration/PWD MGT

A Wiegand keypad will provide more stringent access for all users and/or staff which can be used in four ways:

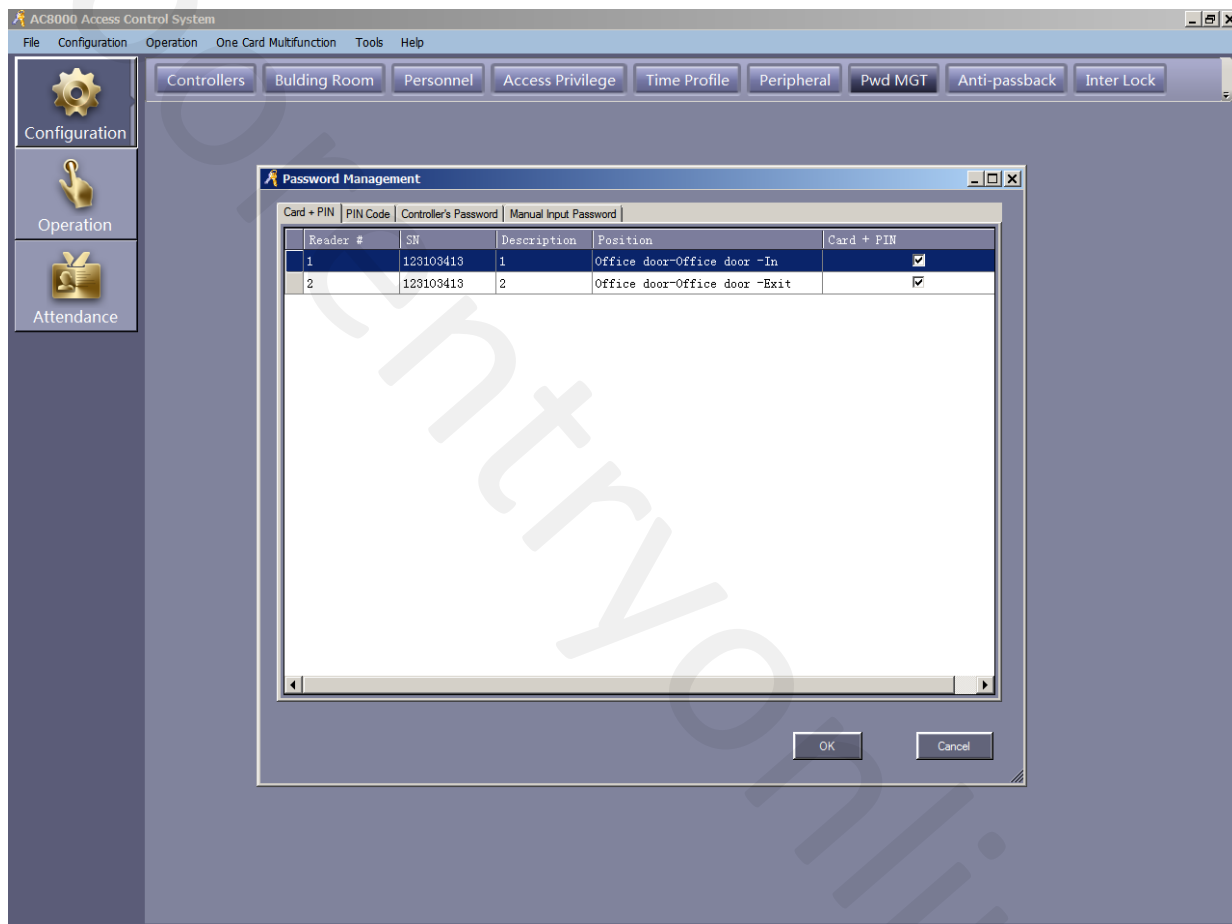
Card + PIN code

Card only

Wiegand PIN code

Master PIN code

Within the **Password Management** screen are four sub-sections, Card + PIN, PIN Code, Controller's Password and Manual Input Password. Tick each door required for keypad operation



PIN Code

The PIN Code screen will display all users or you can filter this to individual departments. The default PIN code for all users/departments is **345678** and displayed as '**UnChanged**'

Change PIN will of course allow you to enter a new 4-6 digit PIN code for each user and will be displayed as '**Changed**'. If you do not enter anything at all, it will display '**No Password**'

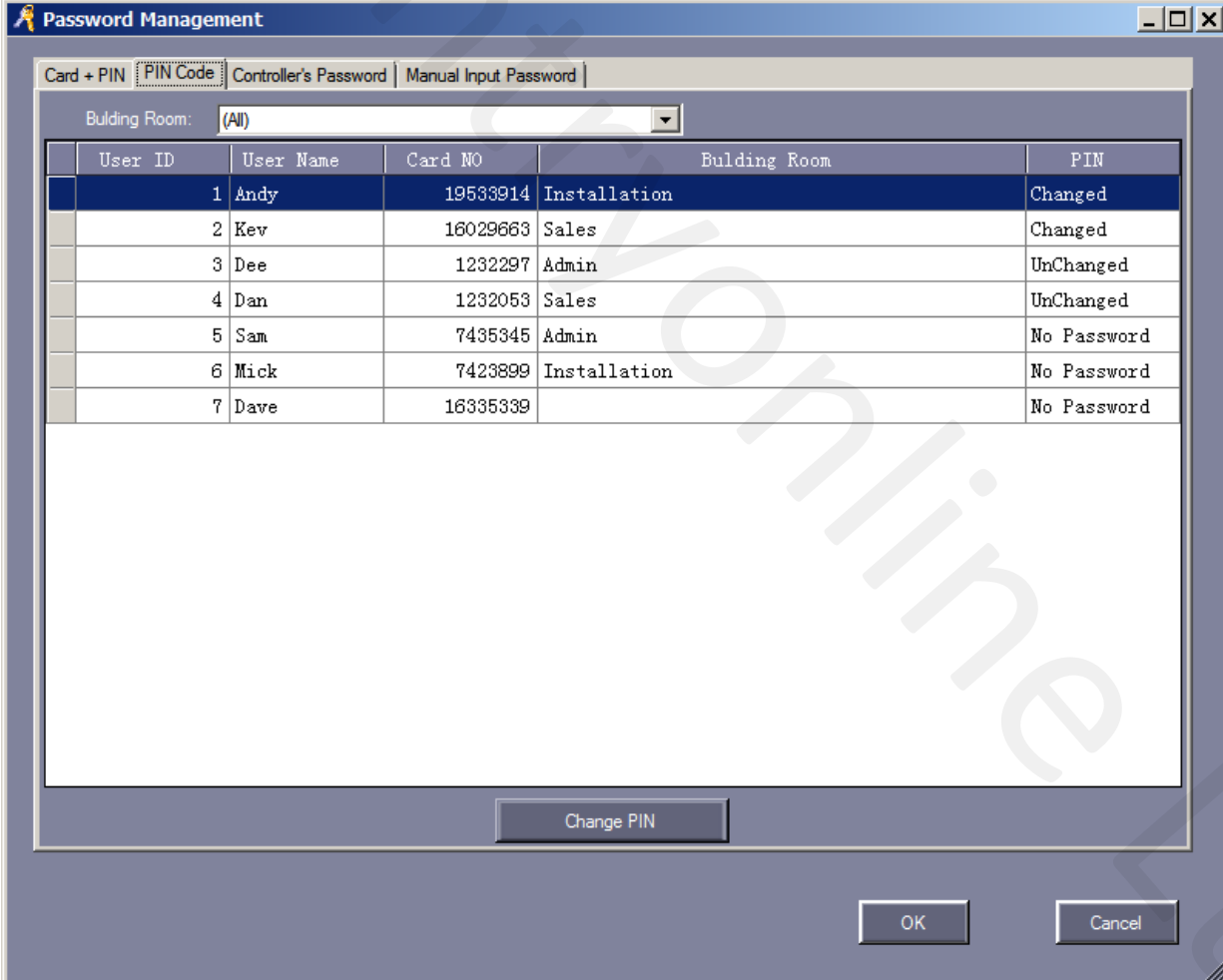
! Important !

Please ensure you make a note of all allocated PIN numbers for users. The software will not display the user PIN number at all

In the event that you have lost user PIN numbers, you can either manually change them or please contact your supplier who will give you full instructions as to what is required. It may take up to 24hrs to provide your original user PIN numbers and a charge may be incurred for this service

With the configurations we have set in the below example (**Changed/UnChanged & No Password**) will be as follows:

- 1) Andy & Kev must present their '**Card + PIN + #**' in order to gain access
- 2) Dee & Dan must present their '**Card + (Default PIN 345678)**' in order to gain access (# is not required)
- 3) Sam, Mick & Dave can present their '**Card**' or enter '*** + the 8 digit Wiegand number on their card + #**' in order to gain access



The screenshot shows the 'Password Management' window with the 'PIN Code' tab selected. A dropdown menu for 'Building Room' is set to '(All)'. Below it is a table with 5 columns: 'User ID', 'User Name', 'Card NO', 'Building Room', and 'PIN'. The table contains 7 rows of user data. At the bottom of the window are buttons for 'Change PIN', 'OK', and 'Cancel'.

User ID	User Name	Card NO	Building Room	PIN
1	Andy	19533914	Installation	Changed
2	Kev	16029663	Sales	Changed
3	Dee	1232297	Admin	UnChanged
4	Dan	1232053	Sales	UnChanged
5	Sam	7435345	Admin	No Password
6	Mick	7423899	Installation	No Password
7	Dave	16335339		No Password

Controller's Password

Master PIN codes can also be created for senior staff up to a maximum of 4 PIN codes per door – Users and Master PIN codes can be 4-6 digits

Enter '**PIN + #**' in order to gain access

Super	Adapted Reader
1234	(A11)
3456	(A11)
4524	(A11)
9250	(A11)

☒ Show Password

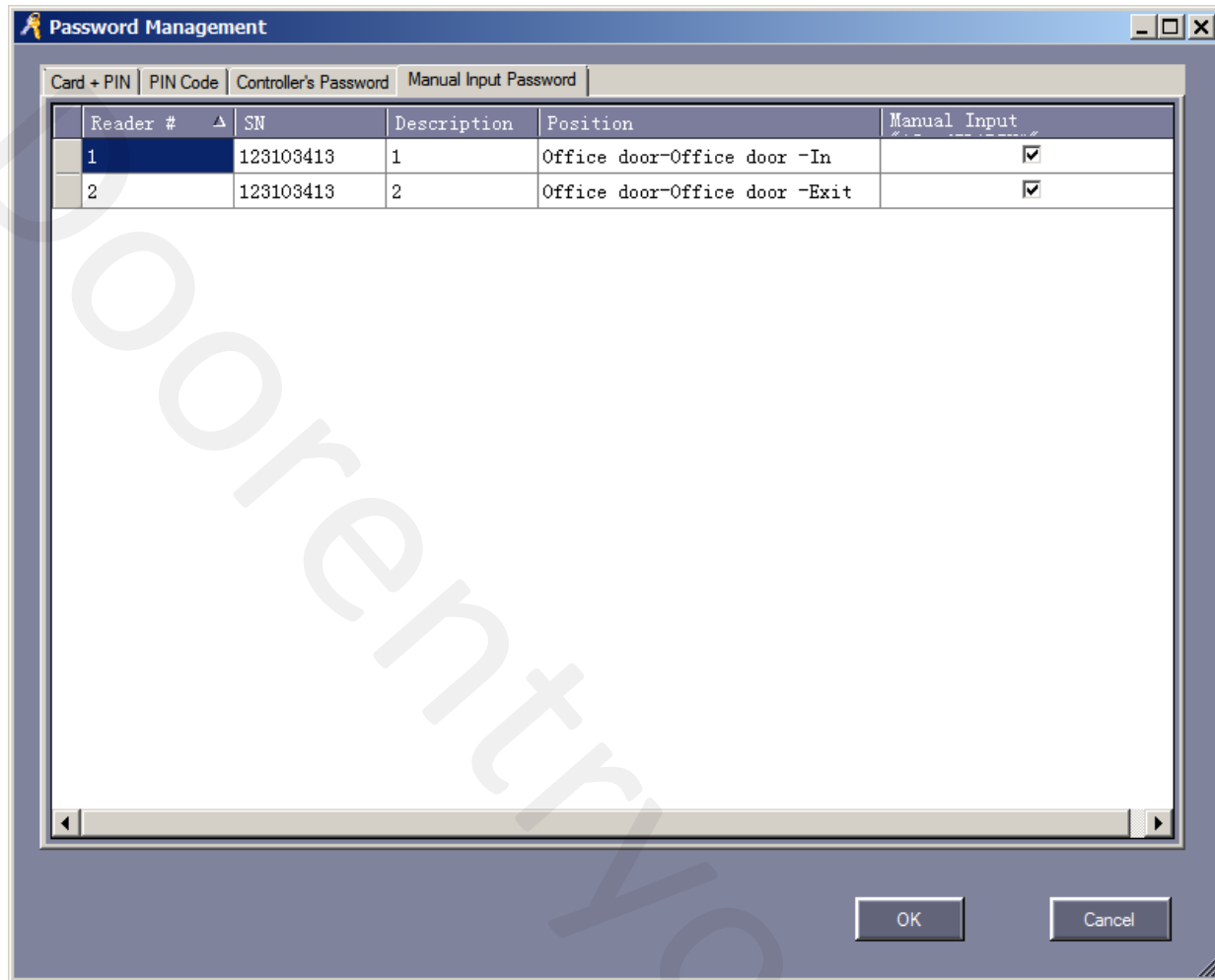
New Password:

Adapt To:

Note:
Maximum number of Super PIN codes
must not exceed four per door

Manual Input Password

Users who have a 'No Password' can present their 'Card' or '* + the 8 digit Wiegand number on their card + #' in order to gain access



The screenshot shows a window titled "Password Management" with four tabs: "Card + PIN", "PIN Code", "Controller's Password", and "Manual Input Password". The "Manual Input Password" tab is active, displaying a table with the following data:

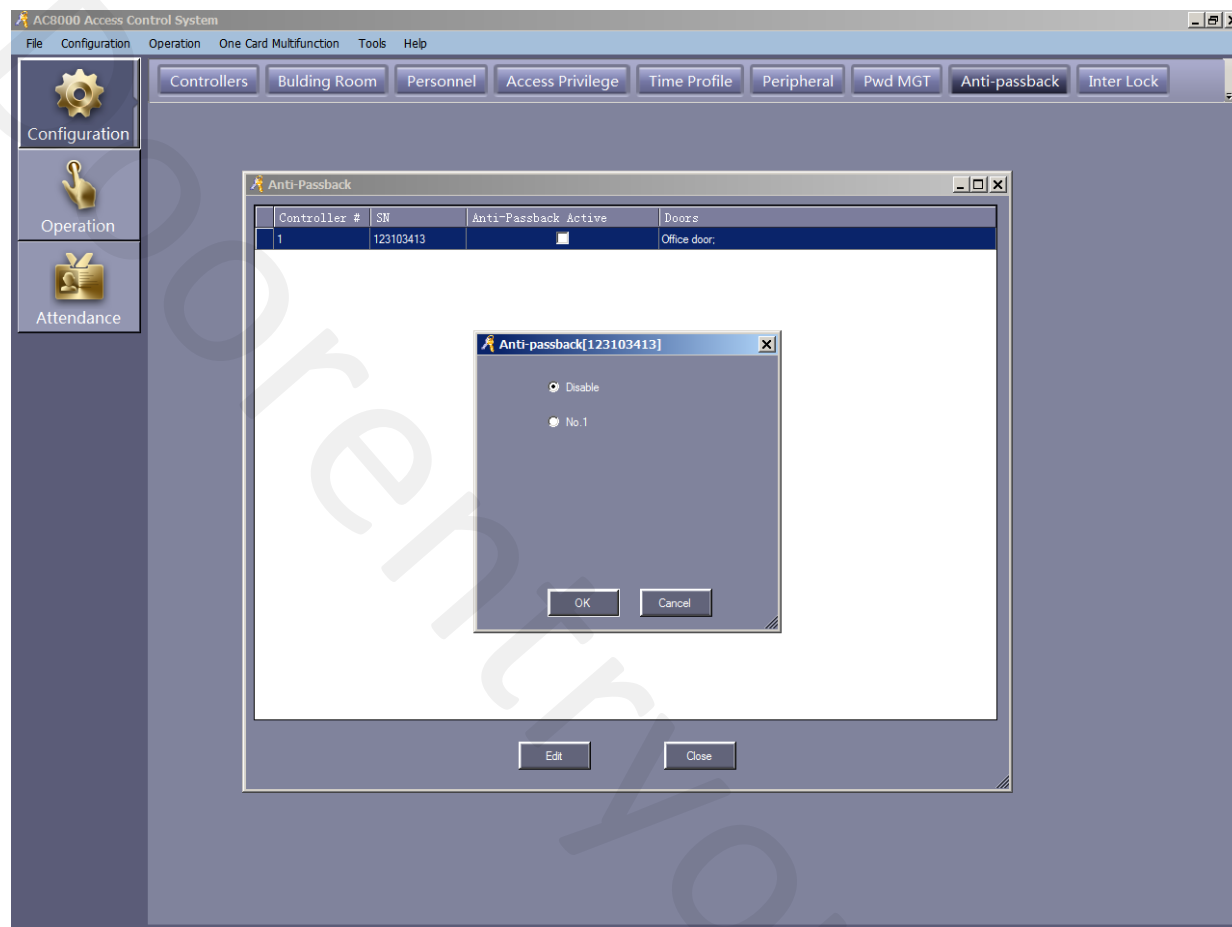
Reader #	SN	Description	Position	Manual Input
1	123103413	1	Office door-Office door -In	<input checked="" type="checkbox"/>
2	123103413	2	Office door-Office door -Exit	<input checked="" type="checkbox"/>

At the bottom of the window are "OK" and "Cancel" buttons. A large, diagonal watermark reading "Copyright Vonline Ltd" is visible across the entire image.

Anti-Passback

Configuration/Anti-Passback

Anti-passback is a secure feature requiring a card reader for entry and exit in order for it to function correctly. This facility prevents a card or PIN code from being used twice to gain access through a door without it being used to exit a door. This prevents users who gain access, then **"Passback"** their card to another user to gain entry at a later time. An ideal feature for health clubs, gyms or social clubs who may charge an annual fee for membership



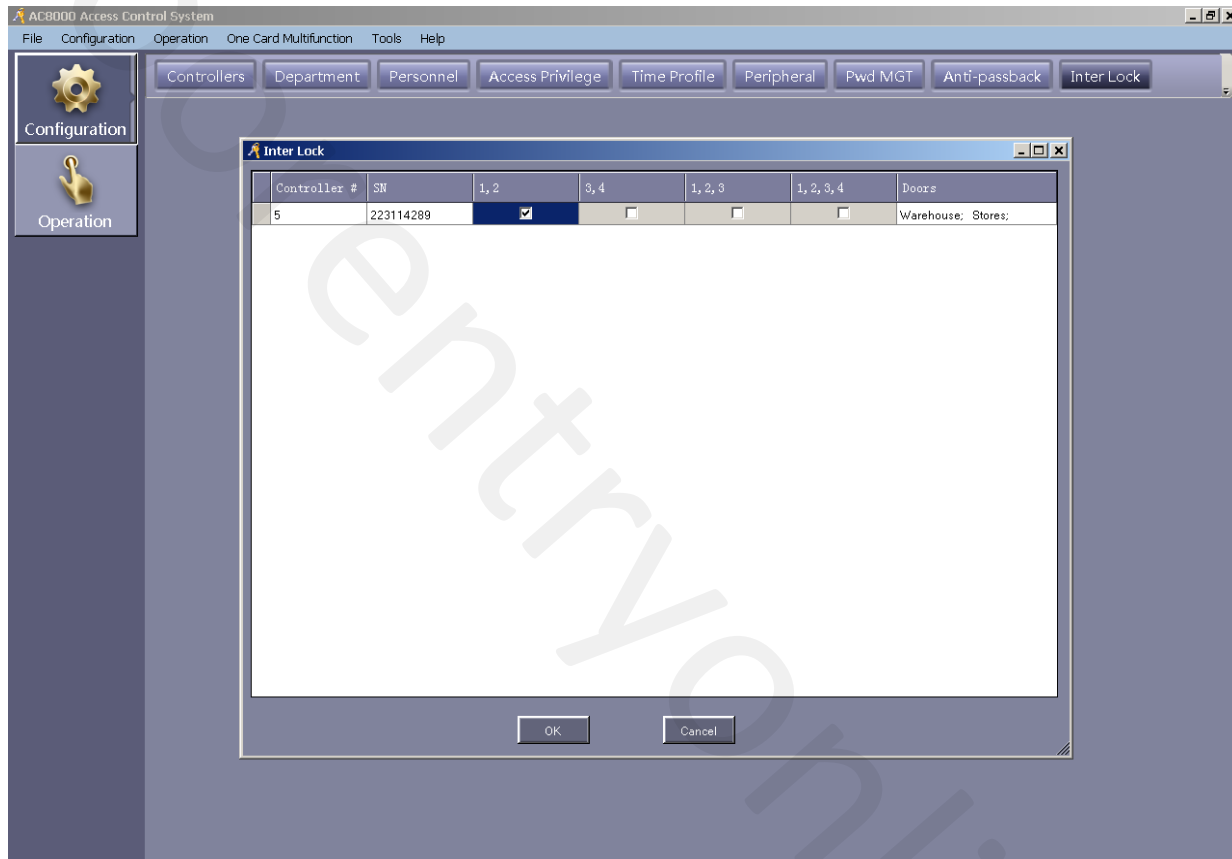
Interlock

Configuration/Inter Lock

You can create an inter lock facility whereby one door is open and the second door is closed. The second door will not open until the first door is closed (You will require standard **door contacts** for this or a monitored magnetic lock or monitored lock release fitted with monitoring door contacts)

(Not available on single door controllers)

Door Contacts: Door contacts connected to the control board will inform the software as to the actual status of the door in question, in this way, the software can detect if the door is in a physical open or closed state, regardless if the locking device is actually locked or unlocked



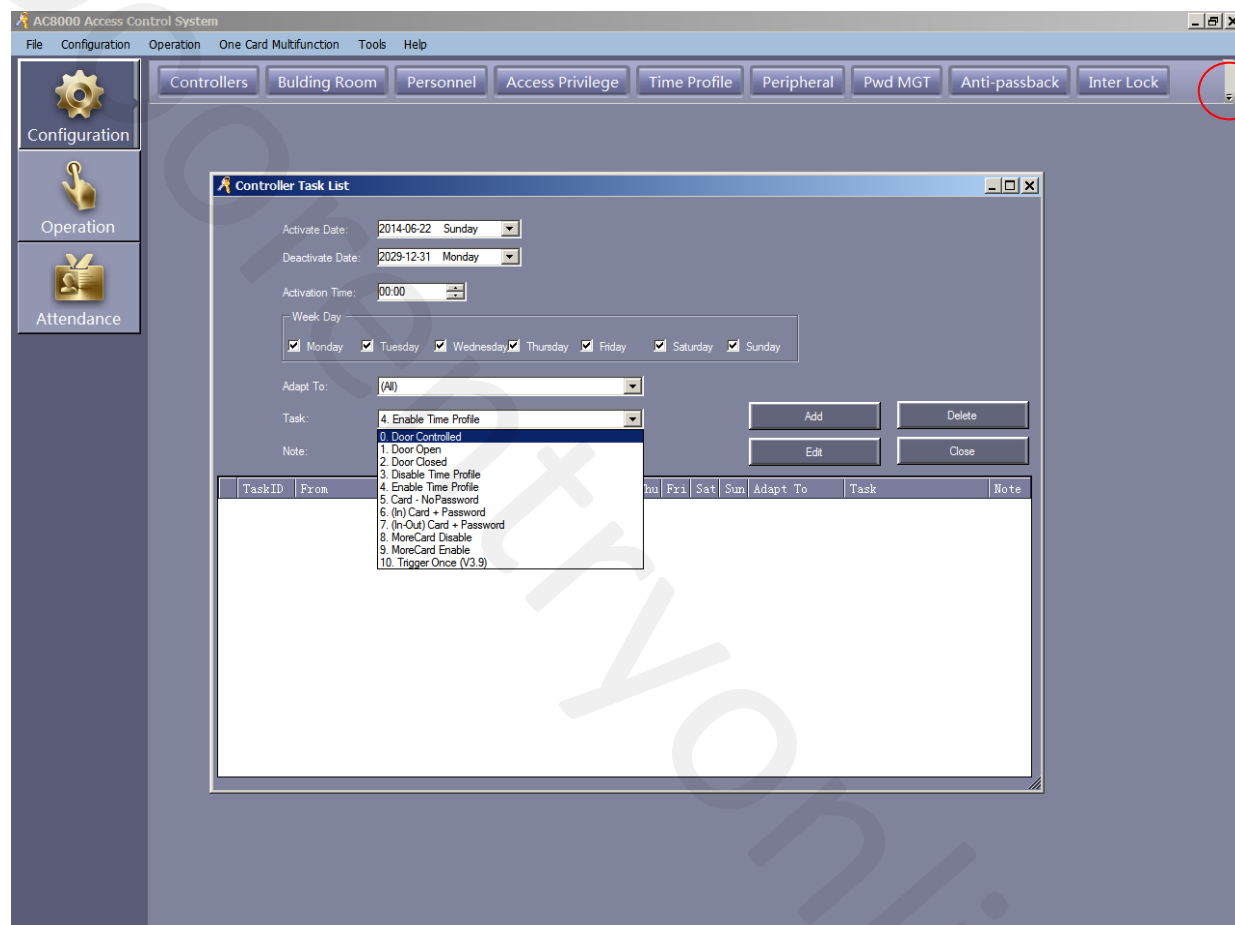
Task List

Configuration/Task List

This option is for setting times of the day and/or days of the week where you require to control the door status automatically, for example, a School may require the door/s to open first thing in the morning or perhaps a Hospital requires absolute no access for door/s of a night time

Click on the **Task** drop down menu button to display a variety of available options which can be adapted to individual or all doors

A maximum of 64 settings can be made and can be edited at anytime



This example shows all doors will open at 07.00am and then reverting to door controlled status at 07.30am for one day only

Choose an activation and deactivation date, an activation time, day of the week, which door the task should be adapted to and finally choose a task. When complete, click **Add**

Controller Task List

Activate Date:

2014-06-20 Friday

Deactivate Date:

2014-06-20 Friday

Activation Time:

07:30

Week Day

☐ Monday
 ☐ Tuesday
 ☐ Wednesday
 ☐ Thursday
 ☒ Friday
 ☐ Saturday
 ☐ Sunday

Adapt To:

(All)

Task:

0. Door Controlled

Note:

Add

Delete

Edit

Close

TaskID	From	To	Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Adapt To	Task	Note
1	2014-06-20 Friday	2014-06-20 Friday	07:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(All)	1. Door Open	
2	2014-06-20 Friday	2014-06-20 Friday	07:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(All)	0. Door Controlled	

Attendance/Manual Sign In

Attendance (Time Attendance) literally operates in the background for all users and departments and allows you to create daily and annual leave, work shift hours and manual sign in for individual users and/or departments for specific days and time. Complex, simplified or filtered reports can be printed directly to your printer or exported to Excel

Please ensure: User privileges are set for Attendance

Manual Sign In will provide an **ON DUTY** time for users or departments within the reports. This will only be required if you have temporary staff for example, if not, then you do not need to enter any details

Click the **+Add** button to create a new **Manual Sign In**, select the users or departments on the left and then using the **>>** arrow button/s, move them to the right. When complete, click **Add** followed by **Close**

The screenshot shows the 'Manual Sign In' window in the AC8000 Access Control System. The window has a menu bar with 'File', 'Configuration', 'Operation', 'One Card Multifunction', 'Tools', and 'Help'. Below the menu bar are tabs for 'Attendance Report', 'Normal Shift Rules', 'Holiday', 'Leave/Business Trip', and 'Manual Sign'. The 'Manual Sign' tab is active. On the left side of the window, there is a sidebar with icons for 'Configuration', 'Operation', 'Attendance', and 'Const Meal'. The main area of the window contains a form for entering sign-in details. At the top, there are fields for 'From' (2014-01-01 Wednesday) and 'To' (2014-12-31 Wednesday). Below these are fields for 'Name' and 'Dept.'. A table with columns 'RecID', 'Building', 'User ID', 'User Name', 'Date, Time (Manual)', and 'Note' is visible. In the center, there is a 'Manual Sign In' sub-window. It has a 'Time' field set to '2014-11-30 Sunday 15:20'. Below this is a 'Note' field. There are two tables: 'Users' and 'Selected Users'. The 'Users' table has columns 'User ID', 'User Name', and 'Card NO'. It lists users: 2 Kev (16029663), 3 Dee (1232297), 5 Sam (7435345), 6 Mick (7423899), 7 N9537432 (9537432), 8 N16144125 (16144125), and 9 Master Code (9250). The 'Selected Users' table has the same columns and lists user 4 Dan (1232053). Between the two tables are arrow buttons: '>>', '>', '<', and '<<'. A red arrow points from the 'Add' button in the top left of the 'Manual Sign In' sub-window to the '>>' button.

User ID	User Name	Card NO
2	Kev	16029663
3	Dee	1232297
5	Sam	7435345
6	Mick	7423899
7	N9537432	9537432
8	N16144125	16144125
9	Master Code	9250

User ID	User Name	Card NO
4	Dan	1232053

Leave/Business Trip

This will allow you to allocate business, sickness and private leave for users and/or departments

You can also create your own title by clicking on **Type Setup**

Click the **+Add** button to create a new "Leave", select the users or departments on the left and then using the >> arrow button/s, move them to the right. When complete, click **Add** followed by **Close**

The screenshot shows the AC8000 Access Control System interface. The 'Leave/Business Trip' window is open, displaying a 'Type Setup' dialog. The 'Type' is set to 'Holiday time'. The 'From' date is 2014-11-08 Saturday A.M. and the 'To' date is 2014-11-11 Tuesday P.M. The 'Add' and 'Close' buttons are visible. Below the date fields, there are two tables: 'Users' and 'Selected Users'. The 'Users' table lists users with their IDs, names, and card numbers. The 'Selected Users' table lists the users that have been moved to the right. A red double-headed arrow points between the two tables, indicating the movement of users.

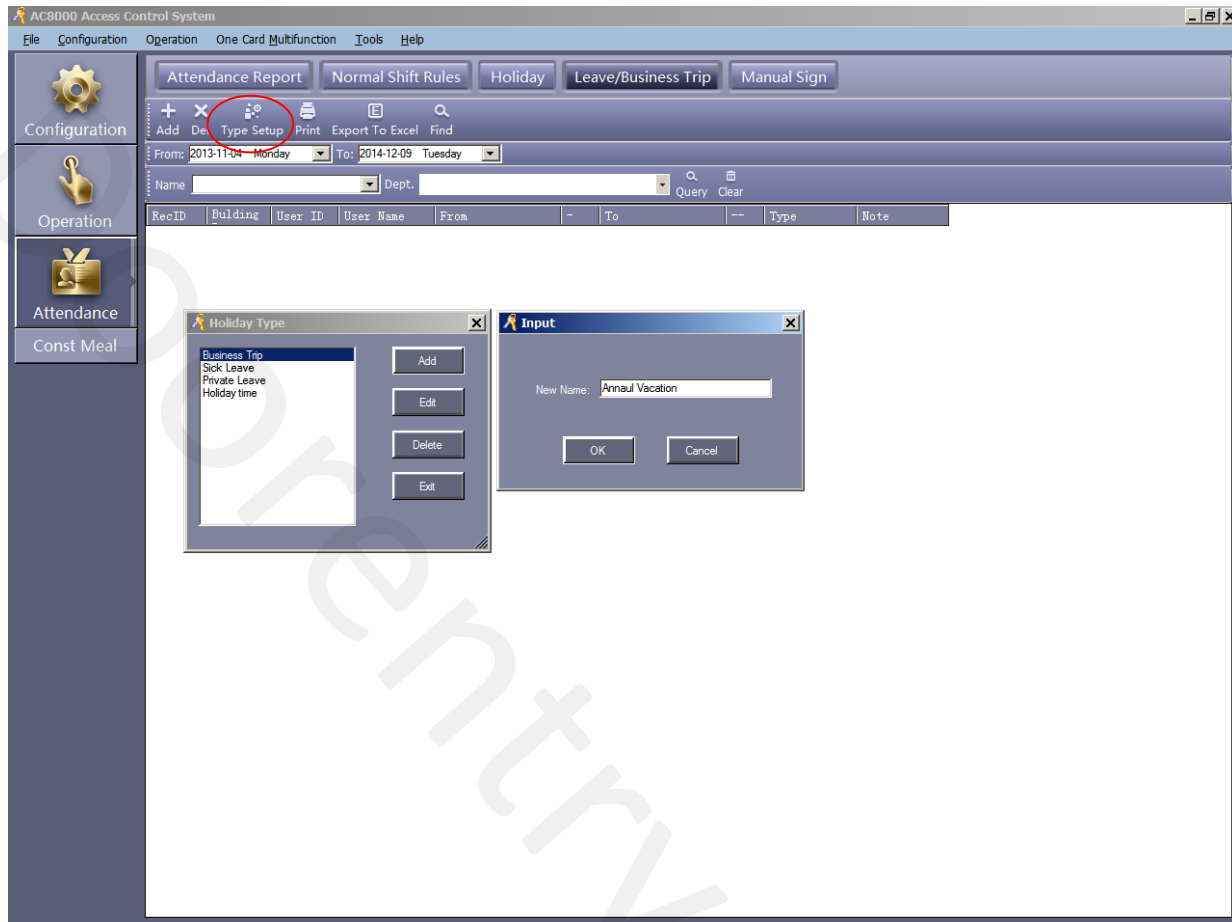
User ID	User Name	Card NO
3	Dee	1232297
5	Sam	7435345
6	Mick	7423889
7	NB537432	9537432
8	N16144125	16144125
9	Master Code	9250

User ID	User Name	Card NO
2	Kev	16029663
4	Dan	1232053

Type Setup

Create your own "Leave" title by clicking **Type Setup/Add/New Name**

When complete, click **OK**



Holiday

This will allow you to allocate Company leave such as Easter, Christmas, New Year, Bank Holidays or whatever you choose. This will be displayed on the reports as a * for each user/department

Holiday Setup (Only for Normal Shift)

Holidays List

Name	From	--	To	--	Note
Company Holiday	2014-11-12 Wednesday	A.M.	2014-11-15 Saturday	P.M.	

Add Holiday
Del Holiday

List Of days need to work

Name	From	--	To	--	Note
------	------	----	----	----	------

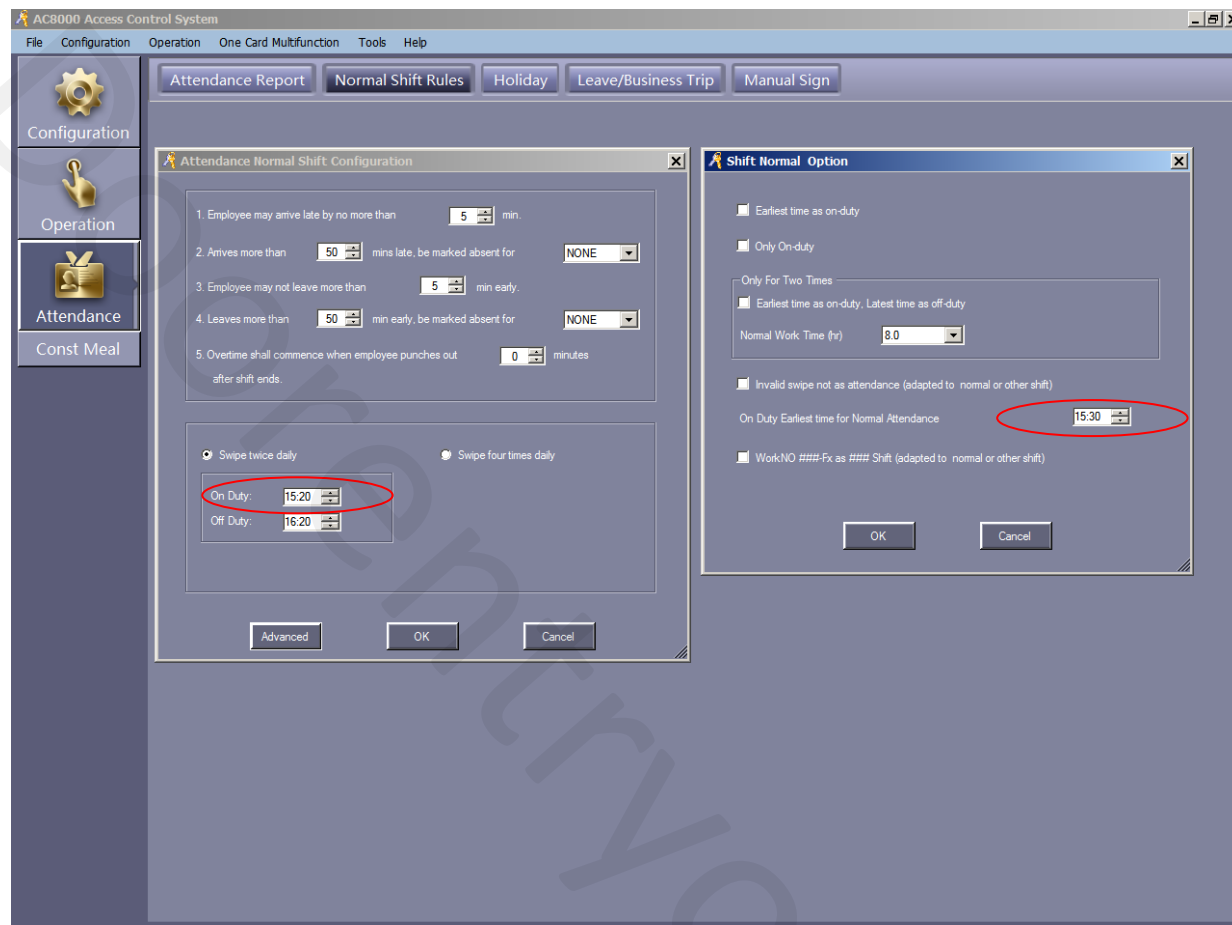
Add Work Day
Del Work Day

☐ Sat. Rest ☐ Sat. P.M. Rest ☒ Sat. Work
☐ Sun. Rest ☐ Sun. P.M. Rest ☒ Sun. Work

OK
Cancel

Normal Shift Rules

This will allow you to allocate normal working hour start and finish times as well as an amount of time from 1 – 600 minutes for arriving late or leaving early. It also provides an advanced facility if required. Correctly setting these options will generate a more enhanced **Attendance Report** such as time arrived, time arrived late, time left and time left late



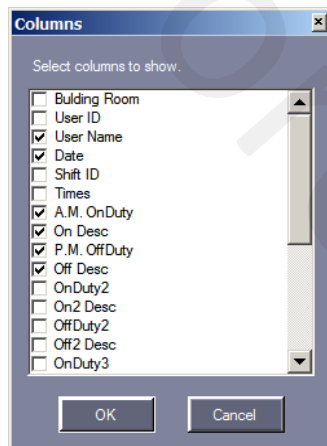
Attendance Report

Click **Create** to generate a report – up to date reports will require you to **Upload** the latest transactions in the first instance. Click **Operation/Console/Upload**

The attendance report can be filtered by user or department for all or selected dates. Note that our user Dan is required for manual sign in, this report shows he is required to sign in at 15.20pm, however, his sign in time was 15.36pm and he left early at 15.49pm by 31 minutes

Right clicking on the report will allow you to select particular configure columns for preferred viewing which can be saved

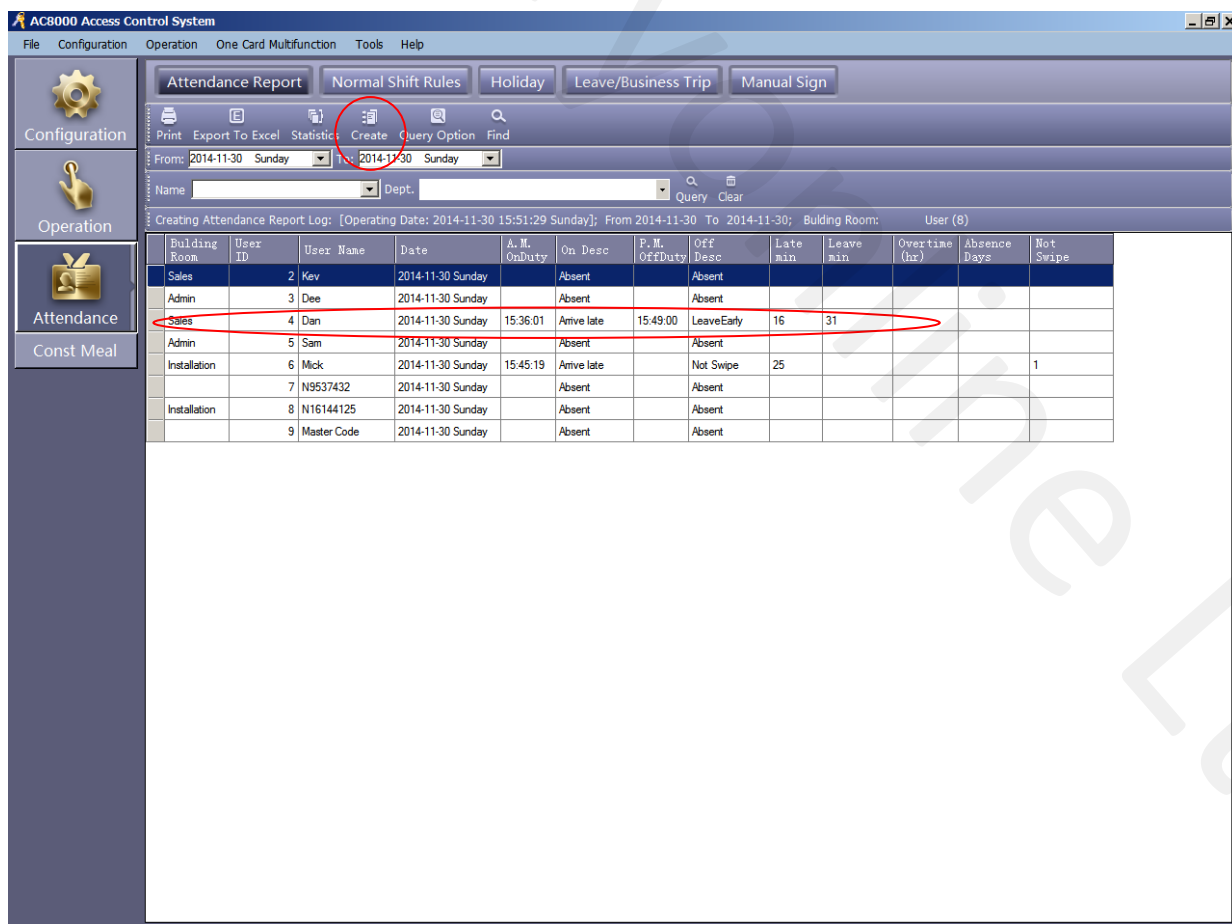
Query Option will allow you to view specific results of the report. The report can be printed directly to your printer or exported to Excel



Columns dialog box showing a list of columns to select. The 'User Name' column is checked. Other columns include Building Room, User ID, Date, Shift ID, Times, A.M. OnDuty, On Desc, P.M. OffDuty, Off Desc, OnDuty2, On2 Desc, OffDuty2, Off2 Desc, and OnDuty3.



Query Option dialog box showing options for the report. The 'Absent' option is checked. Other options include Arrive late, Leave Early, Manual Sign, Not Swipe, and Overtime.



AC8000 Access Control System main window showing the Attendance Report. The 'Create' button is circled in red. The report table shows data for 2014-11-30 Sunday. The row for User 4 (Dan) is circled in red, showing a sign-in time of 15:36:01 and a sign-out time of 15:49:00, with a leave early time of 16:31.

Building Room	User ID	User Name	Date	A.M. OnDuty	On Desc	P.M. OffDuty	Off Desc	Late min	Leave min	Overtime (hr)	Absence Days	Not Swipe
Sales	2	Kev	2014-11-30 Sunday		Absent		Absent					
Admin	3	Dee	2014-11-30 Sunday		Absent		Absent					
Sales	4	Dan	2014-11-30 Sunday	15:36:01	Arrive late	15:49:00	Leave Early	16	31			
Admin	5	Sam	2014-11-30 Sunday		Absent		Absent					
Installation	6	Mick	2014-11-30 Sunday	15:45:19	Arrive late		Not Swipe	25				1
	7	N9537432	2014-11-30 Sunday		Absent		Absent					
Installation	8	N16144125	2014-11-30 Sunday		Absent		Absent					
	9	Master Code	2014-11-30 Sunday		Absent		Absent					

Statistics

The statistics button will provide an individual report for days worked, lateness, early leave, sick leave, annual leave and so on. This can also be printed or exported to Excel

Attendance Statistics

Print
Export To Excel
Find
Close

Name
Dept.
Query
Clear

Creating Attendance Report Log: [Operating Date: 2014-12-03 15:26:36 Wednesday]; From 2014-11-30 To 2014-12-03; Building Room:
User (8)

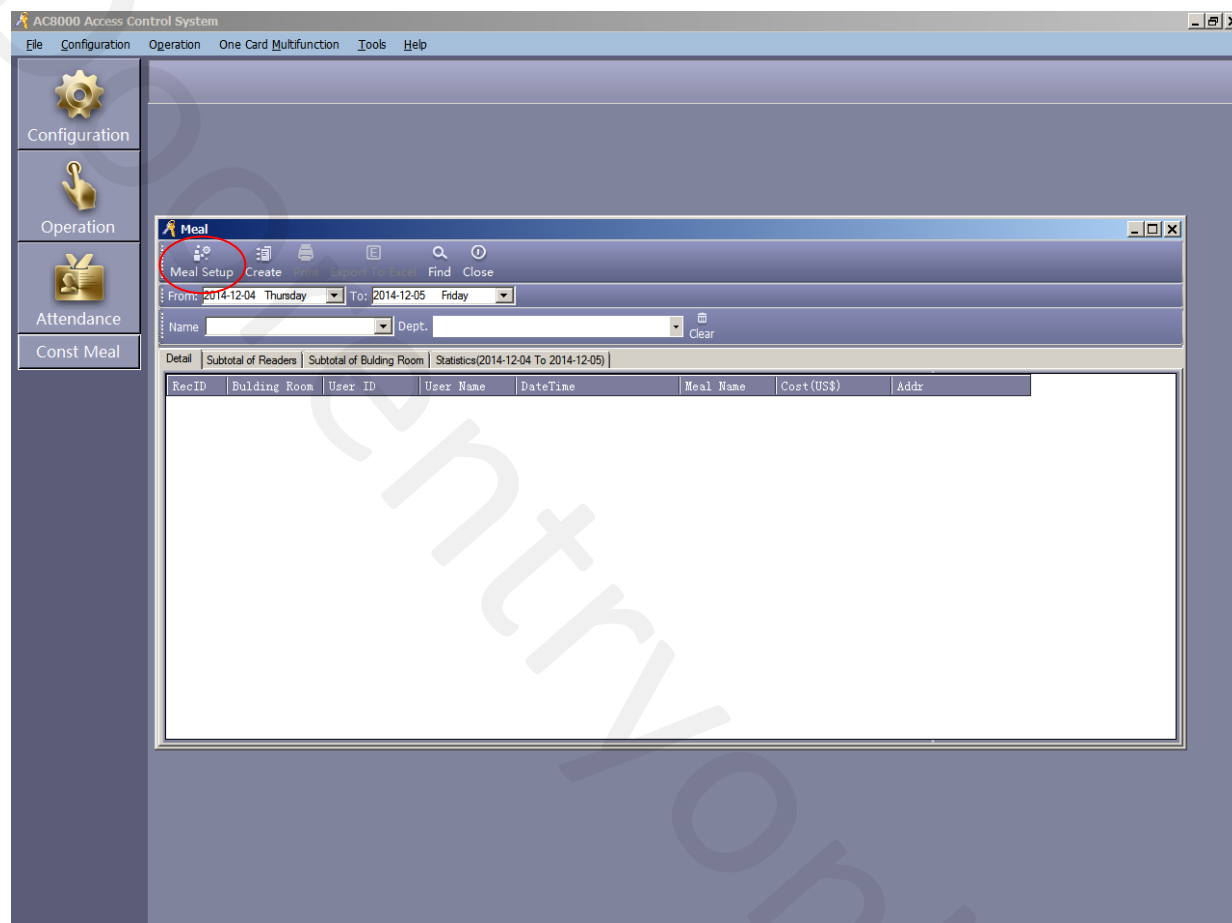
Building Room	User ID	User Name	Planned Days	Full Work Days	Late Minutes	Late Count	Leave Early Minute	Leave Early Count	Over (hr)	Absent Days	Not Swiped	Manual Sign In (Times)	Business Trip (Days)	Sick Leave (Days)	Private Leave (Days)
Sales	2	Kev	4		10	1					1	1			
Admin	3	Dee	4		10	1					1	1			
Sales	4	Dan	4		10	1					1	1			
Admin	5	Sam	4		10	1					1	1			
Installation	6	Mick	4		10	1					1	1			
	7	N9537432	4		10	1					1	1			
Installation	8	N16144125	4		10	1					1	1			
	9	Master Code	4		10	1					1	1			

Const Meal

The Meal Setup is primarily designed for charging entry and/or exit to an on-site or factory canteen to enable a cost charge per user or department. The facility could be also used for any other requirement needing to make a charge for entry and/or exit

You can allocate a fixed rate for entry or exit or even allocate a higher rate for individual door readers for special occasions or "One off events" in addition to charging different amounts for certain times of the day

Click **Meal Setup** to begin



In the Meal Setup, you have three sections, Readers, Rules and Meal Period

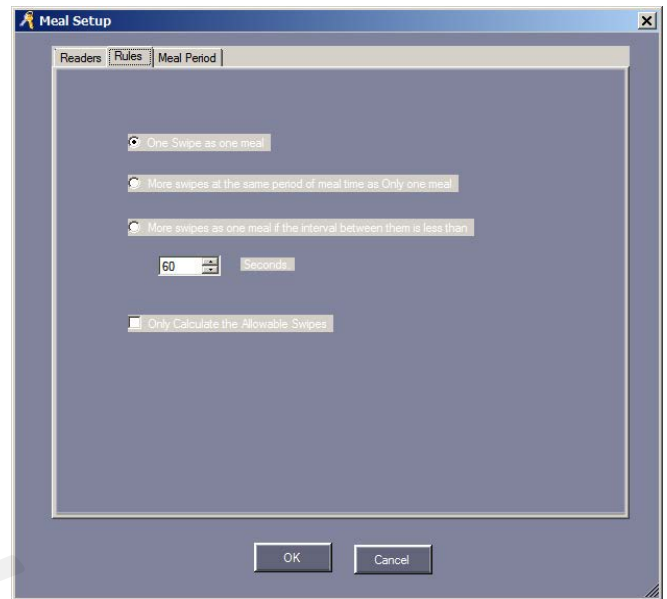
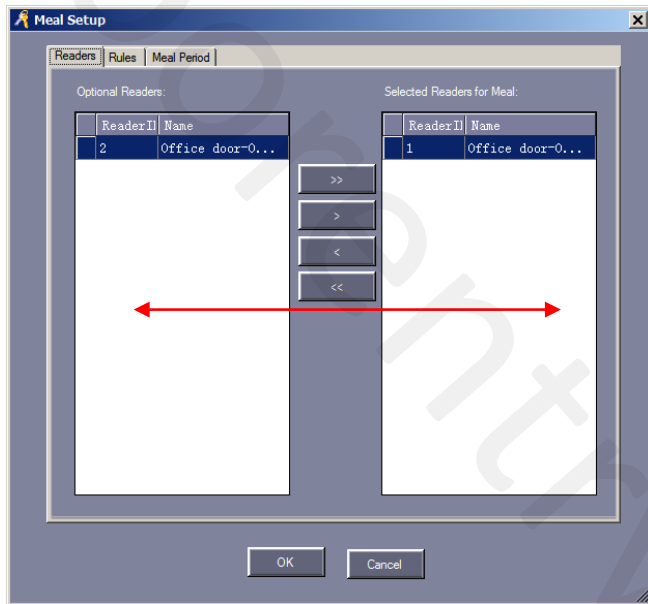
Readers

Choose the door/s on the left and then using the >> arrow button/s, move them to the right. When complete, click **OK**. Readers chosen will of course be chargeable when accessed

Rules

There are three options

- 1) One swipe counts as one meal (Or entry)
- 2) More swipes within the same **Meal Period** as ONLY one meal (Or entry)
- 3) More swipes as one meal if the interval between them is less than the allocated time (With the Meal Period - Default is 60 seconds)



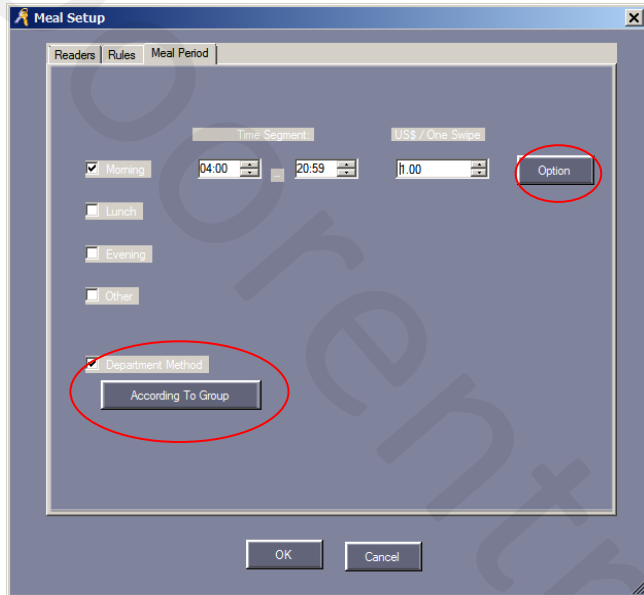
Meal Period

There are four timed options available for morning, lunch, evening and other. This is where you choose the amount to charge for entry and/or exit

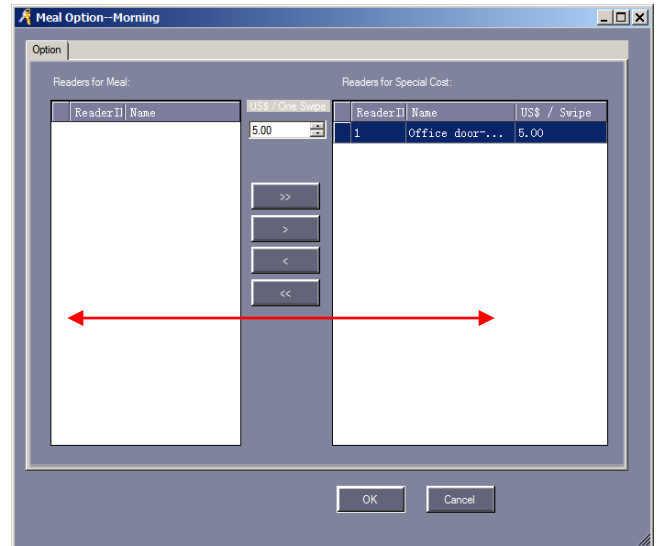
Option

Choosing this option allows you to make an overridden cost for the selected door reader for either one or all of the four timed options available

Choose the door/s on the left and then using the >> arrow button/s, move them to the right. When complete, click **OK**



The Meal Setup dialog box has three tabs: Readers, Rules, and Meal Period. The Meal Period tab is active. It contains a Time Segment section with a start time of 04:00 and an end time of 20:59. There is a checkbox for Morning (checked), and buttons for Lunch, Evening, and Other. A US\$ / One Swipe field is set to 11.00. An Option button is circled in red. At the bottom, there is a checkbox for Department Method (checked) and a button labeled According To Group. OK and Cancel buttons are at the bottom right.

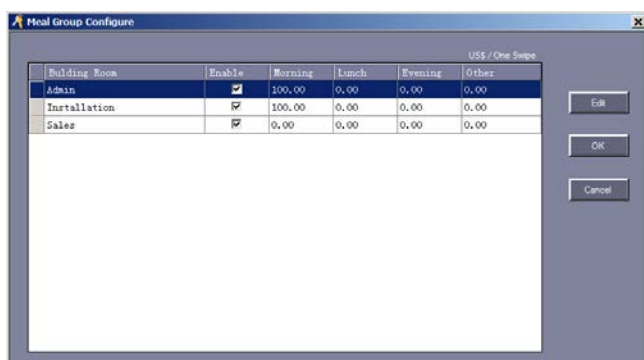


The Meal Option-Morning dialog box has an Option tab. It contains two lists: Readers for Meal and Readers for Special Cost. The Readers for Meal list is empty. The Readers for Special Cost list contains one entry: ReaderID 1, Name Office door..., US\$ / Swipe 5.00. Between the lists are four arrow buttons: >>, >, <, and <<. A red double-headed arrow is drawn across the lists. OK and Cancel buttons are at the bottom right.

Department Method (According To Group)

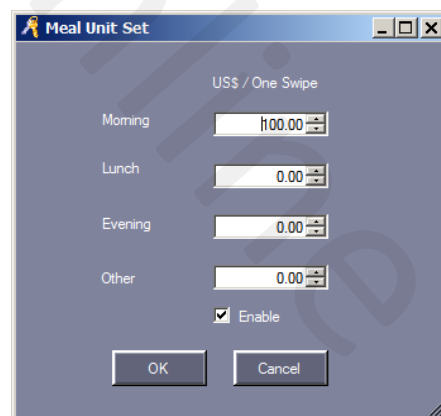
Using the According To Group option allows you to make a single cost charge per department. Double click on the 'Enable' button to display an additional box allowing you to enter the desired amount to charge or disable the department

When complete, click **OK**



The Meal Group Configure dialog box has a table with columns: Building Room, Enable, Morning, Lunch, Evening, Other, and US\$ / One Swipe. The table contains three rows: Admin, Installation, and Sales. The Enable checkbox is checked for all rows. The US\$ / One Swipe field is set to 100.00. There are Edit, OK, and Cancel buttons on the right.

Building Room	Enable	Morning	Lunch	Evening	Other	US\$ / One Swipe
Admin	<input checked="" type="checkbox"/>	100.00	0.00	0.00	0.00	100.00
Installation	<input checked="" type="checkbox"/>	100.00	0.00	0.00	0.00	100.00
Sales	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00	100.00



The Meal Unit Set dialog box has a US\$ / One Swipe field set to 100.00. It contains four sections: Morning, Lunch, Evening, and Other, each with a US\$ / One Swipe field set to 0.00. There is a checkbox for Enable (checked). OK and Cancel buttons are at the bottom.

Meal Reports

Click **Create** to generate a report – up to date reports will require you to **Upload** the latest transactions in the first instance. Click **Operation/Console/Upload**

The meal report can be filtered by user or department for all or selected dates and can be printed directly to your printer or exported to Excel

Examples: (1-3)

This example shows Mick entering twice (The default time for this particular example was 5 seconds) which has incurred £2

The screenshot shows the 'Meal' application window. The menu bar includes 'Meal Setup', 'Create', 'Print', 'Export To Excel', 'Find', and 'Close'. The date range is set from '2014-12-04 Thursday' to '2014-12-04 Thursday'. The 'Name' field is empty, and the 'Dept.' dropdown is open, showing 'Admin', 'Installation', and 'Sales'. The 'Detail' tab is selected, showing a table with columns: RecID, Building Room, User ID, User Name, DateTime, Meal Name, Cost (US\$), and Addr. Two entries are visible:

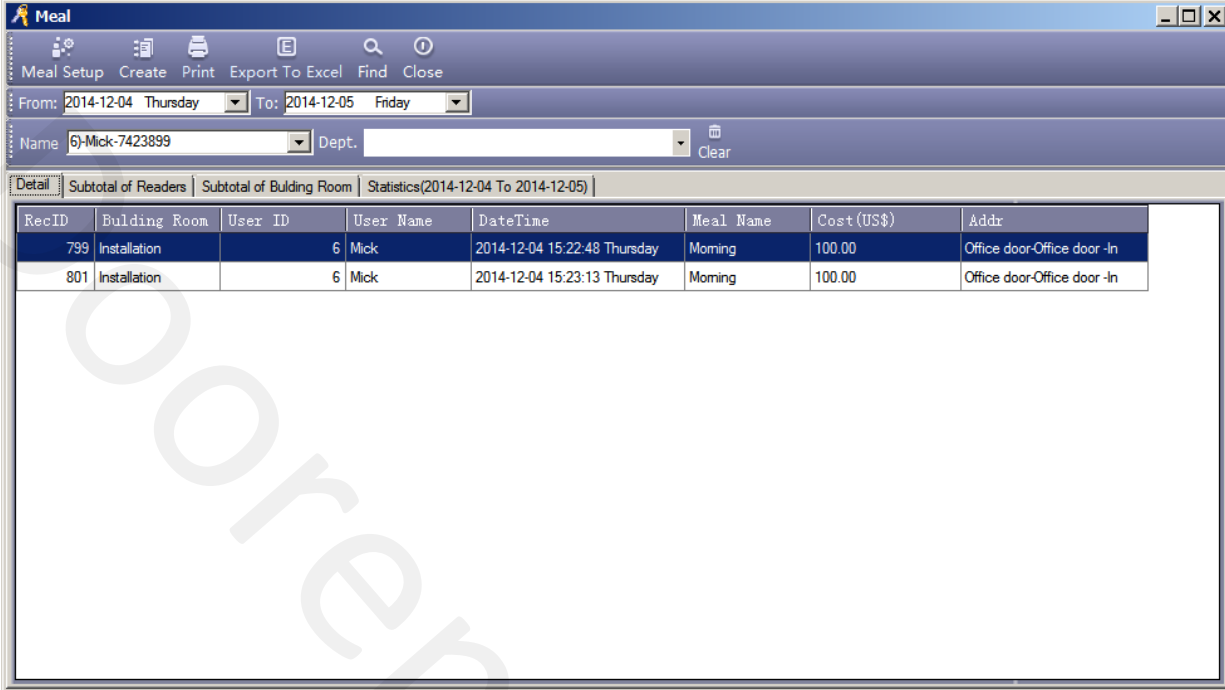
RecID	Building Room	User ID	User Name	DateTime	Meal Name	Cost (US\$)	Addr
799	Installation	6	Mick	2014-12-04 15:22:48 Thursday	Morning	1.00	Office door-Office door -In
801	Installation	6	Mick	2014-12-04 15:23:13 Thursday	Morning	1.00	Office door-Office door -In

2) This example shows Mick entering twice (We have used the **Option** box to make an overridden cost for the selected door reader) which has incurred £10

The screenshot shows the 'Meal' application window. The menu bar is the same. The date range is set from '2014-12-04 Thursday' to '2014-12-05 Friday'. The 'Name' field is set to '6-Mick-7423899'. The 'Dept.' dropdown is open, showing 'Admin', 'Installation', and 'Sales'. The 'Detail' tab is selected, showing a table with columns: RecID, Building Room, User ID, User Name, DateTime, Meal Name, Cost (US\$), and Addr. Two entries are visible:

RecID	Building Room	User ID	User Name	DateTime	Meal Name	Cost (US\$)	Addr
799	Installation	6	Mick	2014-12-04 15:22:48 Thursday	Morning	5.00	Office door-Office door -In
801	Installation	6	Mick	2014-12-04 15:23:13 Thursday	Morning	5.00	Office door-Office door -In

3) This example shows Mick entering twice (We have the option of **Department Method** (According To Group) to make an overridden cost for the selected door reader) which has incurred £200



The screenshot shows a software window titled "Meal". It has a menu bar with "Meal Setup", "Create", "Print", "Export To Excel", "Find", and "Close". Below the menu bar, there are date pickers for "From: 2014-12-04 Thursday" and "To: 2014-12-05 Friday". There is also a "Name" field with the value "6-Mick-7423899" and a "Dept." field. A "Clear" button is next to the "Dept." field. Below these fields, there are tabs: "Detail", "Subtotal of Readers", "Subtotal of Bulding Room", and "Statistics(2014-12-04 To 2014-12-05)". The "Detail" tab is selected, showing a table with the following data:

RecID	Bulding Room	User ID	User Name	DateTime	Meal Name	Cost (US\$)	Addr
799	Installation	6	Mick	2014-12-04 15:22:48 Thursday	Morning	100.00	Office door-Office door -In
801	Installation	6	Mick	2014-12-04 15:23:13 Thursday	Morning	100.00	Office door-Office door -In