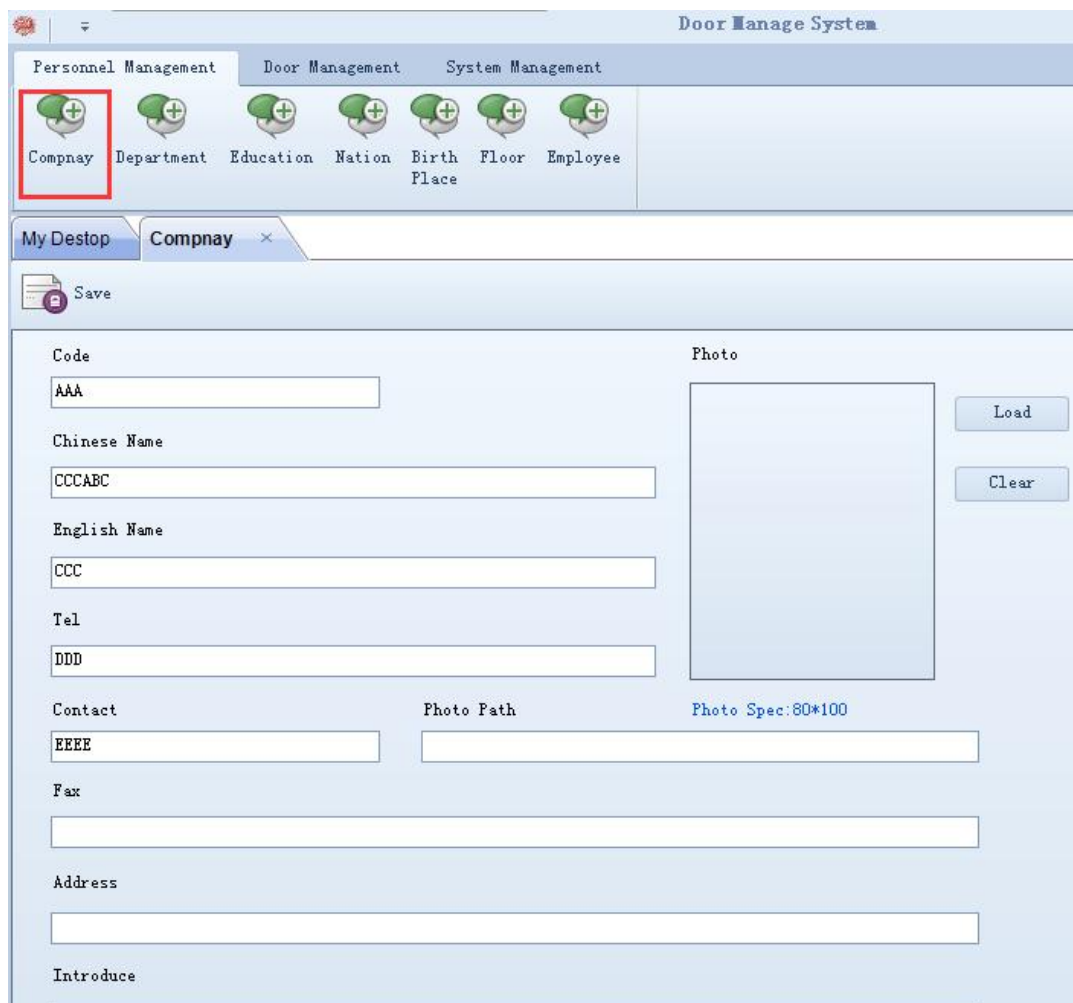


User Guide for Door Access Software

1、Company

【Personnel Management】→【Company】:

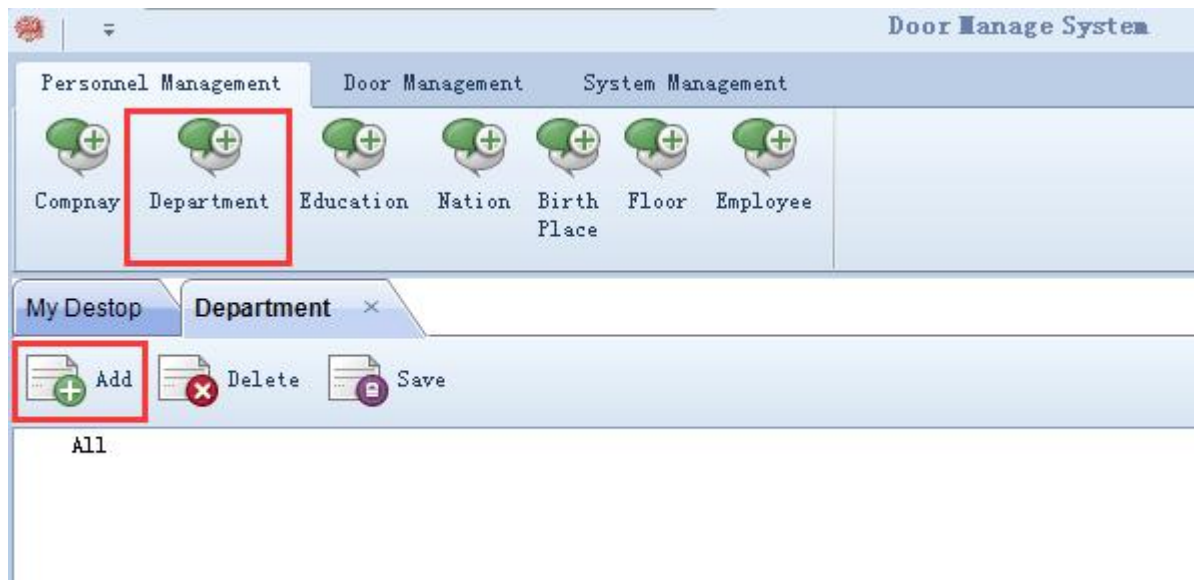


The screenshot displays the 'Door Manage System' interface. At the top, there are three tabs: 'Personnel Management', 'Door Management', and 'System Management'. Under 'Personnel Management', a row of icons represents different entities: 'Company', 'Department', 'Education', 'Nation', 'Birth Place', 'Floor', and 'Employee'. The 'Company' icon is highlighted with a red rectangle. Below this, a 'My Desktop' bar shows a 'Company' window. The main form for 'Company' management includes the following fields and controls:

- Code:** Text input field containing 'AAA'.
- Chinese Name:** Text input field containing 'CCCABC'.
- English Name:** Text input field containing 'CCC'.
- Tel:** Text input field containing 'DDD'.
- Contact:** Text input field containing 'EEEE'.
- Fax:** Text input field.
- Address:** Text input field.
- Introduce:** Text input field.
- Photo:** A large rectangular area for a photo, with 'Load' and 'Clear' buttons to its right.
- Photo Path:** Text input field.
- Photo Spec:** Displayed as '80*100'.

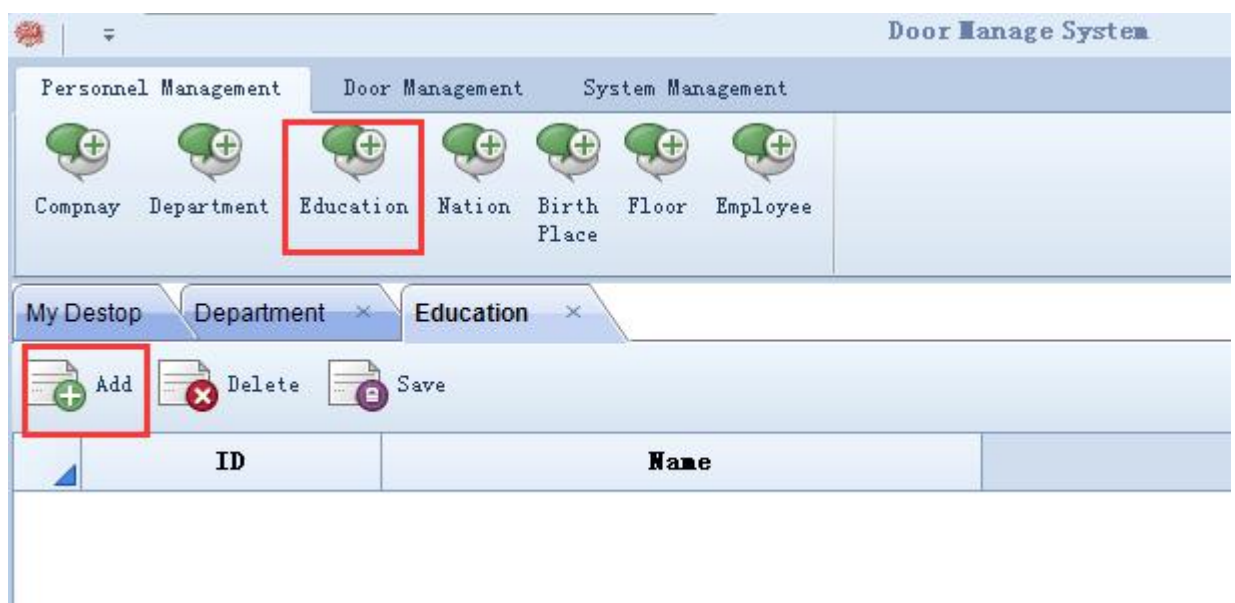
2、Department

【Personnel Management】→【Department】:



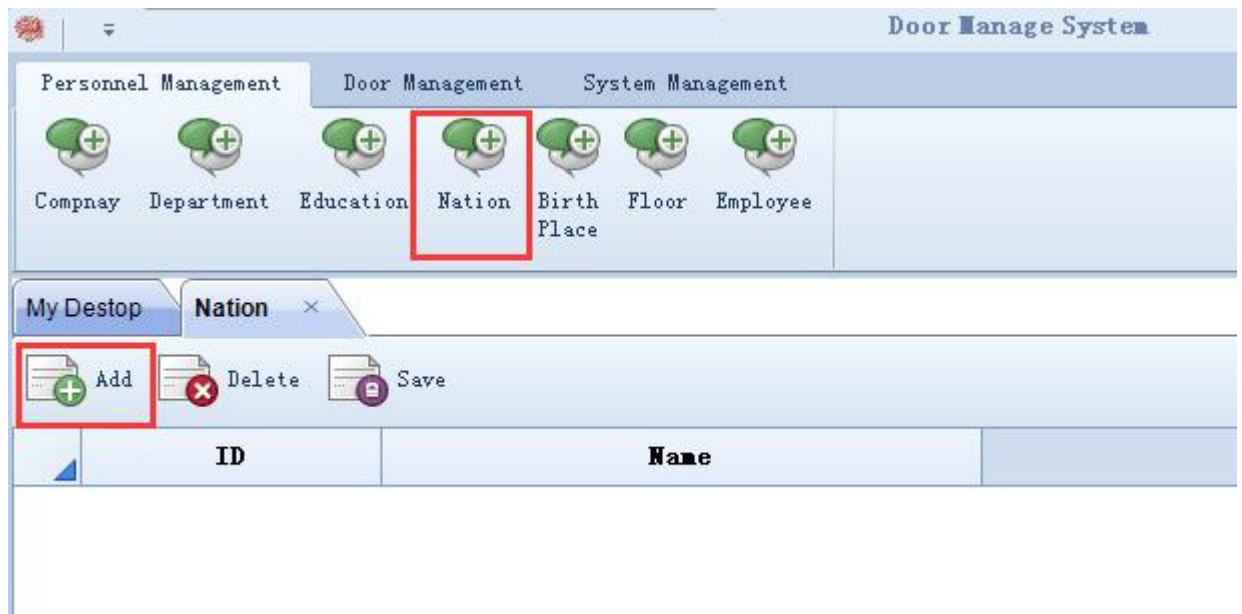
3、Set Education information

【Personnel Management】→【Education】:



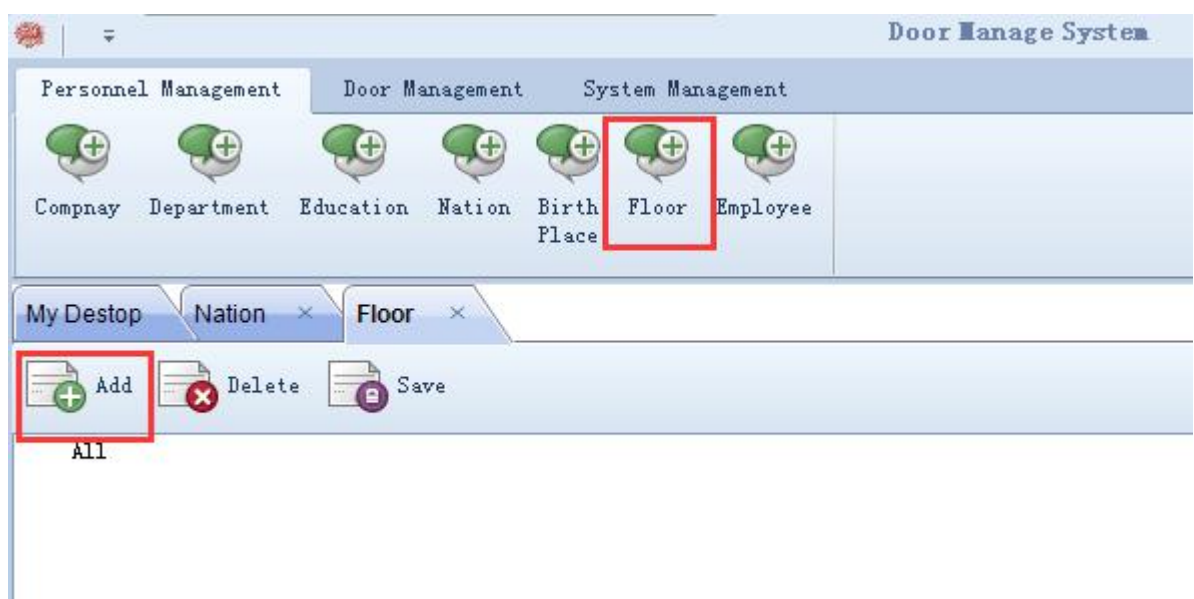
4、Nation

【Personnel Management】→【Nation】:



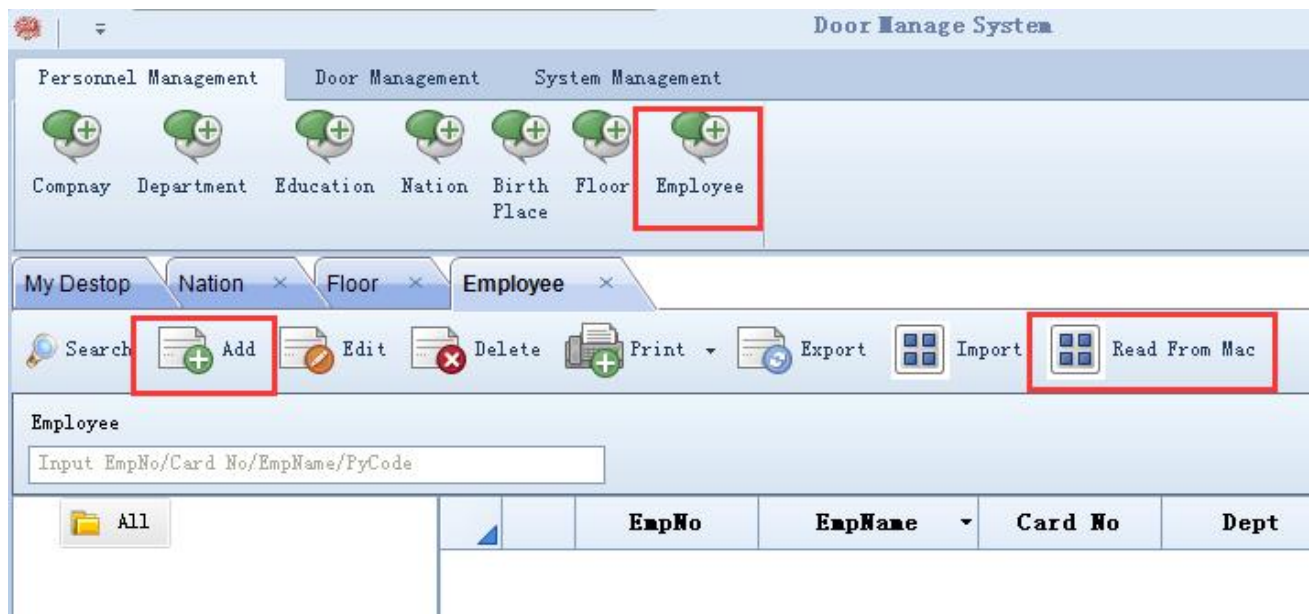
5、Floor

【Personnel Management】→【Floor】:



6、Employee

【Personnel Management】→【Employee】:

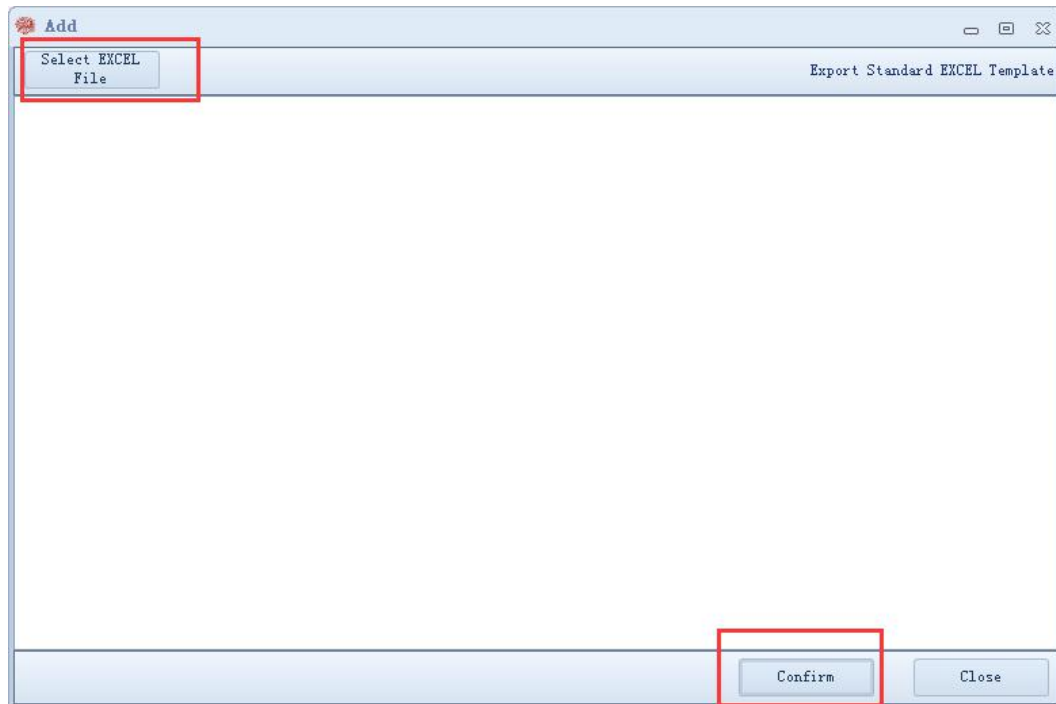


6.1 Import Employee Information:

First 【Export】 Employee information

Employee Information									
Emp No.	Name	Dept	Sex	Card end date	Education	Birthday			
3	Tony	HR	Male	2016-10-2	University	1983-1-12			
4	Kerry	Finance	Female	2015-12-20	University	1991-8-9			

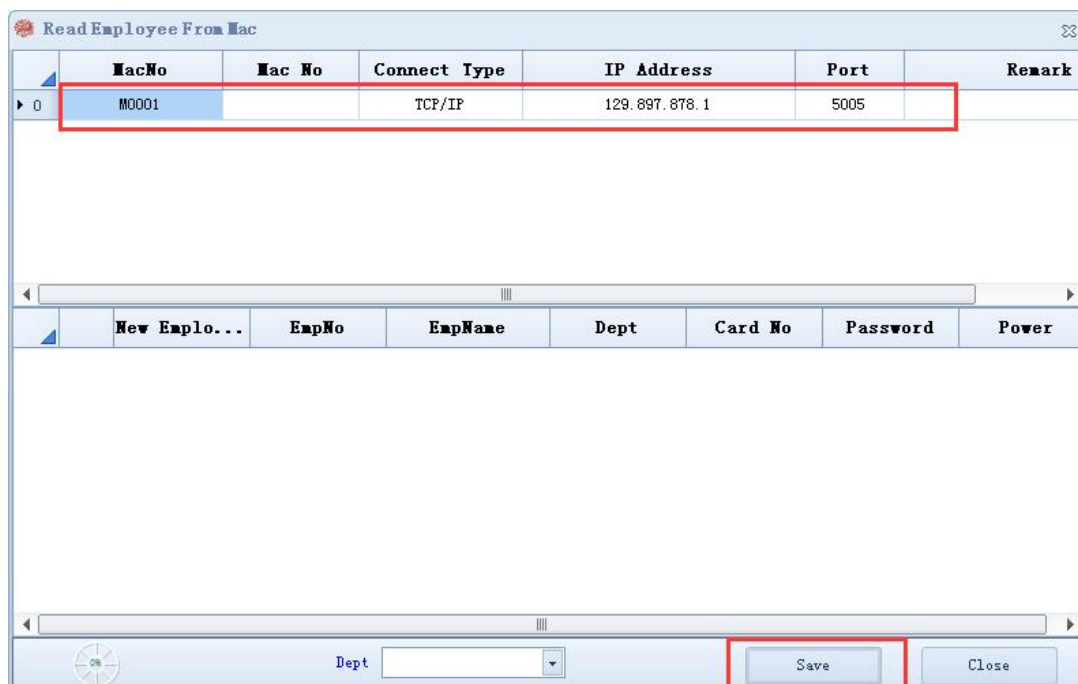
Second, input the employee information in this EXCEL, finish input it, click 【Import】 :



Click **【Select EXCEL File】**, then press **【Confirm】** .

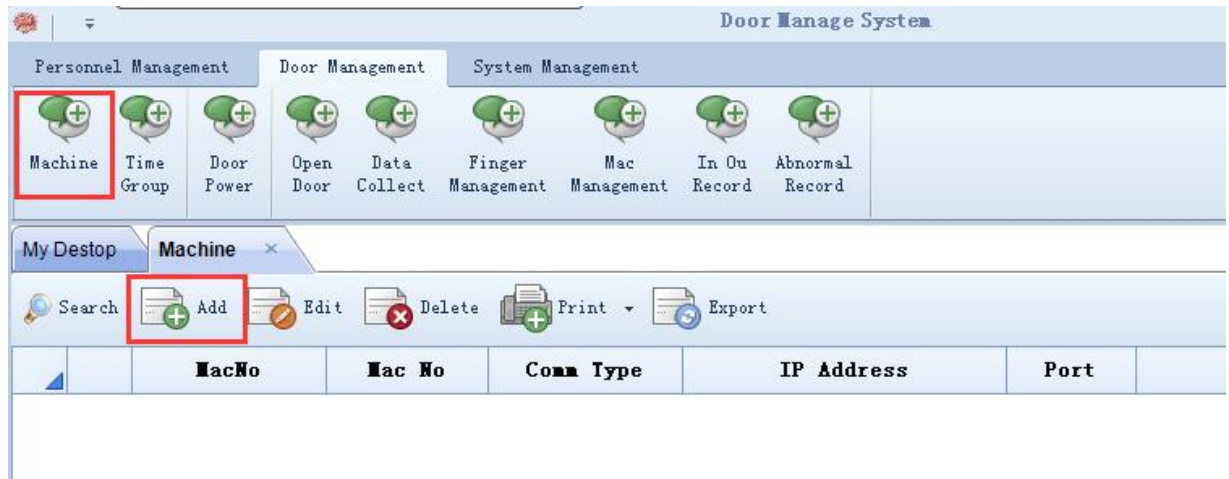
6.2 Read From Mac

In **【Employee】** click **【Read From Mac】**, then user can enter the interface as follow, double click the appointed device, and user can read the personnel information from the device.



7、Door Management

【Door Management】→【Machine】:



Click 【Add】, input the device information:

The 'Add' dialog box is shown with the following fields and options:

- MacNo**: A text field containing 'M0001'.
- Mac No**: A text field.
- Remark**: A text field.
- RS232/RS485**: A radio button option, currently unselected.
- TCP/IP Local IP**: A radio button option, currently selected.
- Internet IP/Domain**: A radio button option, currently unselected.
- Port**: A text field containing '5005'.
- Next**: A button.
- Close**: A button.

Click **【Next】**:

Add

Basic Setting

Door Information

	Door No	Door Name	Open Door...	Floor
▶ 0	M0001_1	M0001_1	3	

Confirm Close

Click **【Confirm】** .

8、Time Group: Management the times

【Door Management】 → 【Time Group】:

Door Manage System

Personnel Management Door Management System Management

Machine Time Group Door Power Open Door Data Collect Finger Management Mac Management In Ou Record Abnormal Record

My Desktop Time Group

Search Add Edit Delete Print Export Download Time Group

	Time Section	Monday	Tuesday	Wednesday	Thursday
▶ 0	1	1:00--2:00	2:00--3:00	3:00--4:00	4:00--5:00

8.1 Click **【Add】**, set **【Time Section】**、**【Time Group】**、**【Open Lock Match】**

Add/Edit Time Group Information

Time Section | Time Group | Open Lock Match

Time Section

1

Day	Start Time	End Time
Monday	:	:
Tuesday	:	:
Wednesday	:	:
Thursday	:	:
Friday	:	:
Saturday	:	:
Sunday	:	:

Confirm Close


Add/Edit Time Group Information

Time Section
Time Group
Open Lock Match

	Time Group	Time Section
▶ 0	1	1, 1, 1
1	2	1, 2, 3
2	3	2, 3, 4
3	4	3, 4, 5
4	5	1, 4, 5

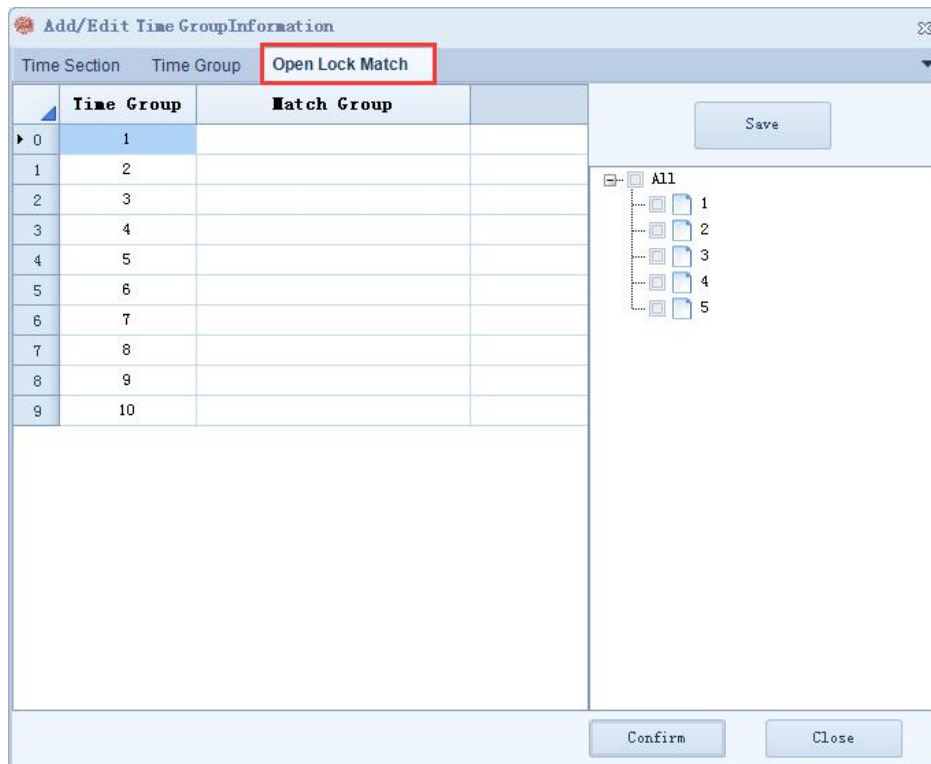
Save

Time Section 1
1

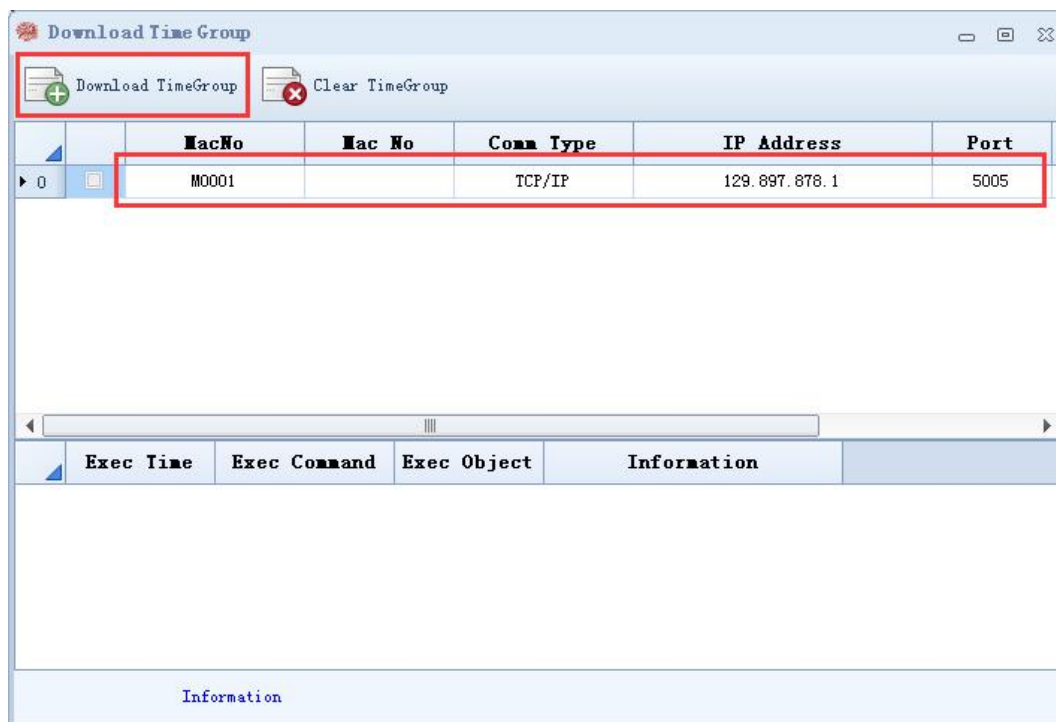
Time Section 2
1

Time Section 3
1

Confirm
Close



8.2 Click 【Download TimeGroup】, Write the time group information above into the access control machine.



9 、 Door Power: The access management authority

【Door Management】→【Door Power】:

The screenshot displays the 'Door Manage System' interface. At the top, there are three main tabs: 'Personnel Management', 'Door Management' (highlighted with a red box), and 'System Management'. Under 'Door Management', there are several sub-items: 'Machine', 'Time Group', 'Door Power' (highlighted with a red box), 'Open Door', 'Data Collect', 'Finger Management', 'Mac Management', 'In Ou Record', and 'Abnormal Record'. Below these, there is a 'My Desktop' section with a 'Door Power' tab. This section contains a search bar and four buttons: 'Allocate Power', 'Download Power', and 'Clear Power'. Below the buttons, there are input fields for 'Card No', 'Door Name' (with a dropdown menu showing '<All>'), 'Dept', and 'EmpNo'. At the bottom, there is a table with the following headers: 'EmpNo', 'EmpName', 'DeptName', 'Door Name', 'MacNo', and 'Time Group'.

EmpNo	EmpName	DeptName	Door Name	MacNo	Time Group
-------	---------	----------	-----------	-------	------------

9.1 Allocate authority, Set the staff's time group and time section, est.

Edit Power

Time Group: 1 | Time Section 1: 1 | Time Section 2: 1 | Time Section 3: 1

☐ All Persons

Confirm Close

9.2 Download power: Choose the staff, then click **【Download Power】**, then the staff's time group and time section are written in the machine.

Door Manage System

Personnel Management | **Door Management** | System Management

Machine | Time Group | **Door Power** | Open Door | Data Collect | Finger Management | Mac Management | In Ou Record | Abnormal Record

My Desktop: Allocate Power | **Download Power** | Clear Power

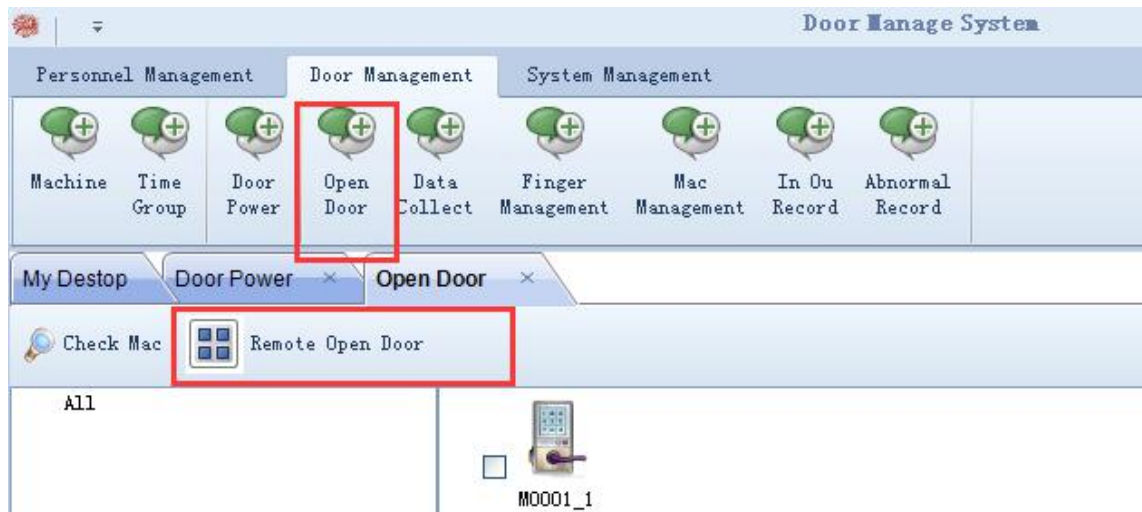
Card No: | Door Name: <All> | Dept: All | EmpNo:

EmpNo	EmpName	DeptName	Door Name	MacNo	Time Group	Time Section
-------	---------	----------	-----------	-------	------------	--------------

10、Remote open the door: Use computer to remote

【Door Management】→【Open door】

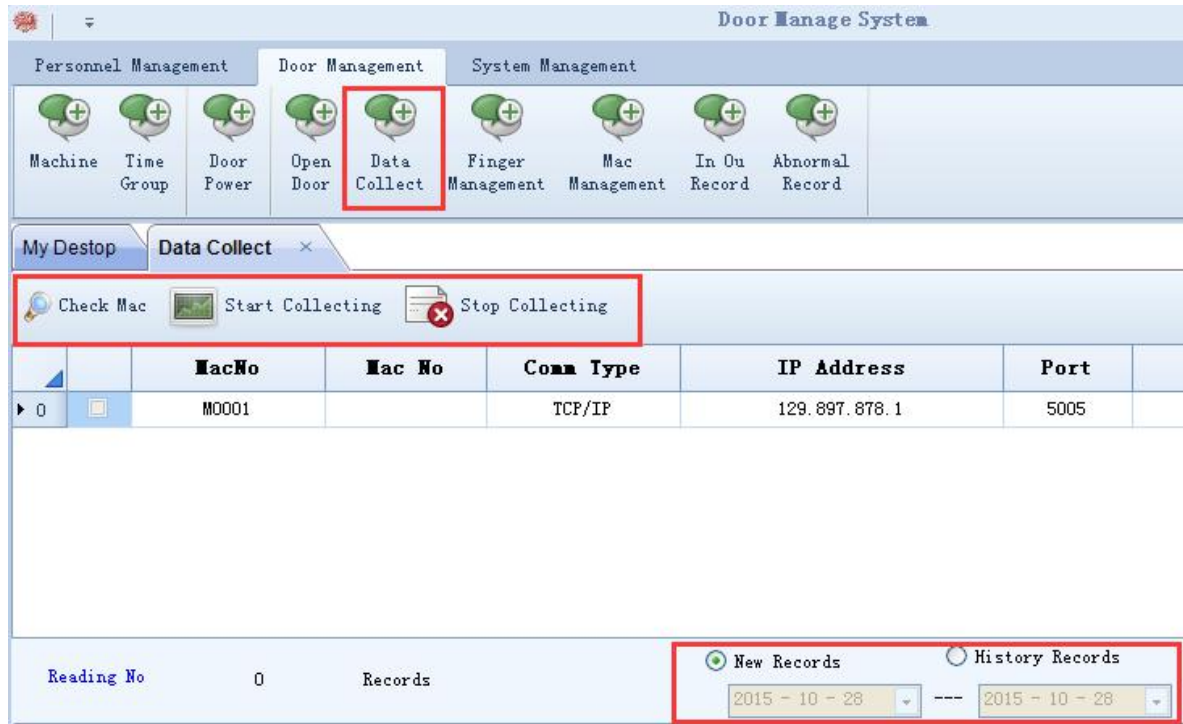
Click 【Check MAC】, then click 【Remote open door】.



11、Retrieve the device data

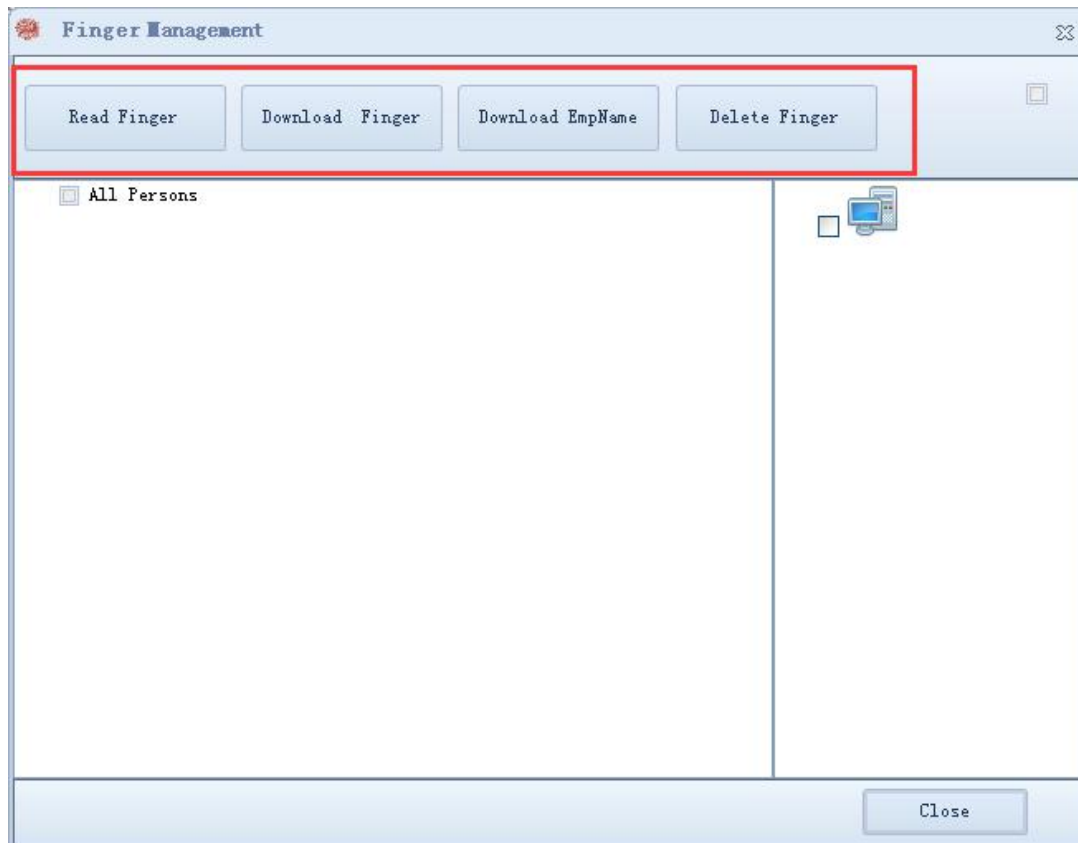
【Door Management】→【Data collect】:

Read the in and out record from the access machine, choose the device first, then click **【Start Collection】**



12、Finger Management

【Door Management】 → 【Finger Management】:



- Read Finger: Download the finger in the machine to the software.
- Download Finger: Write the finger in the machine into the software.
- Download EmpName: Write the employees' name to the machine.
- Delete Finger: Delete the employee in the machine.

13、Mac Management

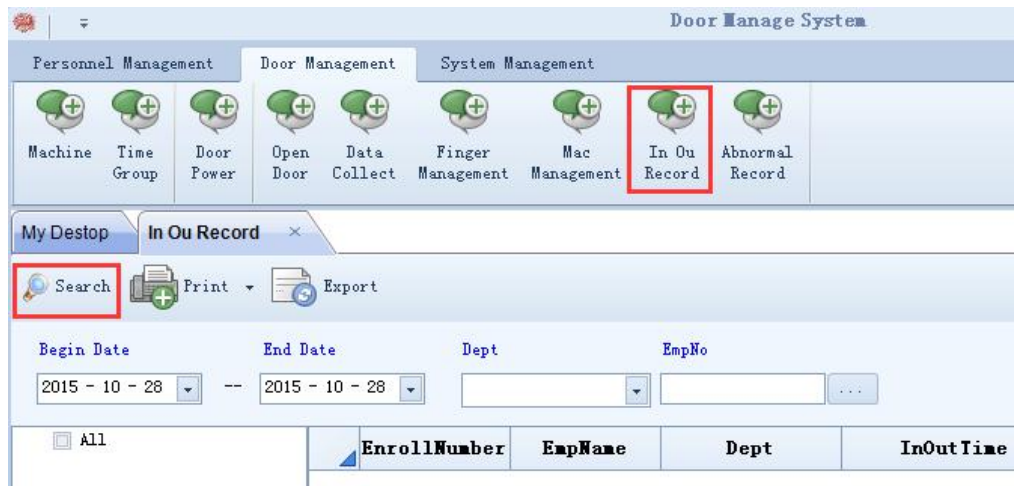
【Door Management】→【Mac Management】:

MacNo	Mac No	ConnType	IP Address	Port
M0001		TCP/IP	129.897.878.1	5005

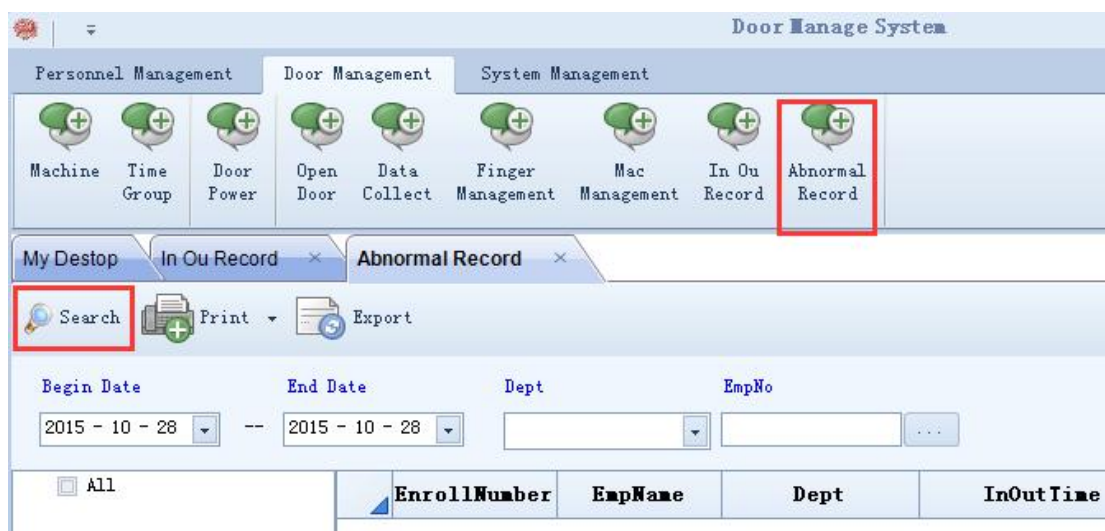
Mac Initialization Clear Data Cancel Manager Power Set Time Confirm Close

- Mac Initialization: Clear the data in the machine, such as fingerprint data, in and out record, est.
- Clear Data: Clear the in and out record.
- Cancel Manager Power: Only cancel the authority of the administrator
- Set Time: Write the time on the computer into the machine.

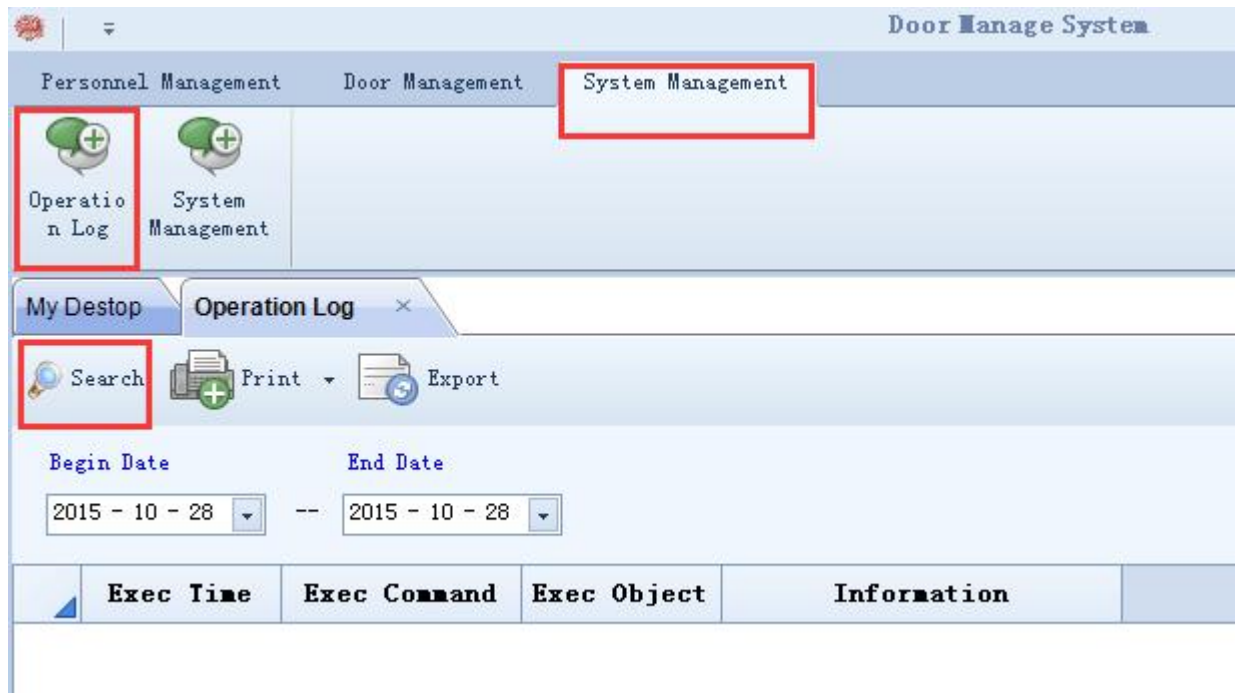
14、In and out record



15、Abnormal Record



16、Operation Log



17、System Initialization

Clear all the information in the software, such as employee data, time group, door authority, in and out record, etc. But this operation will not influence the access machine.

