

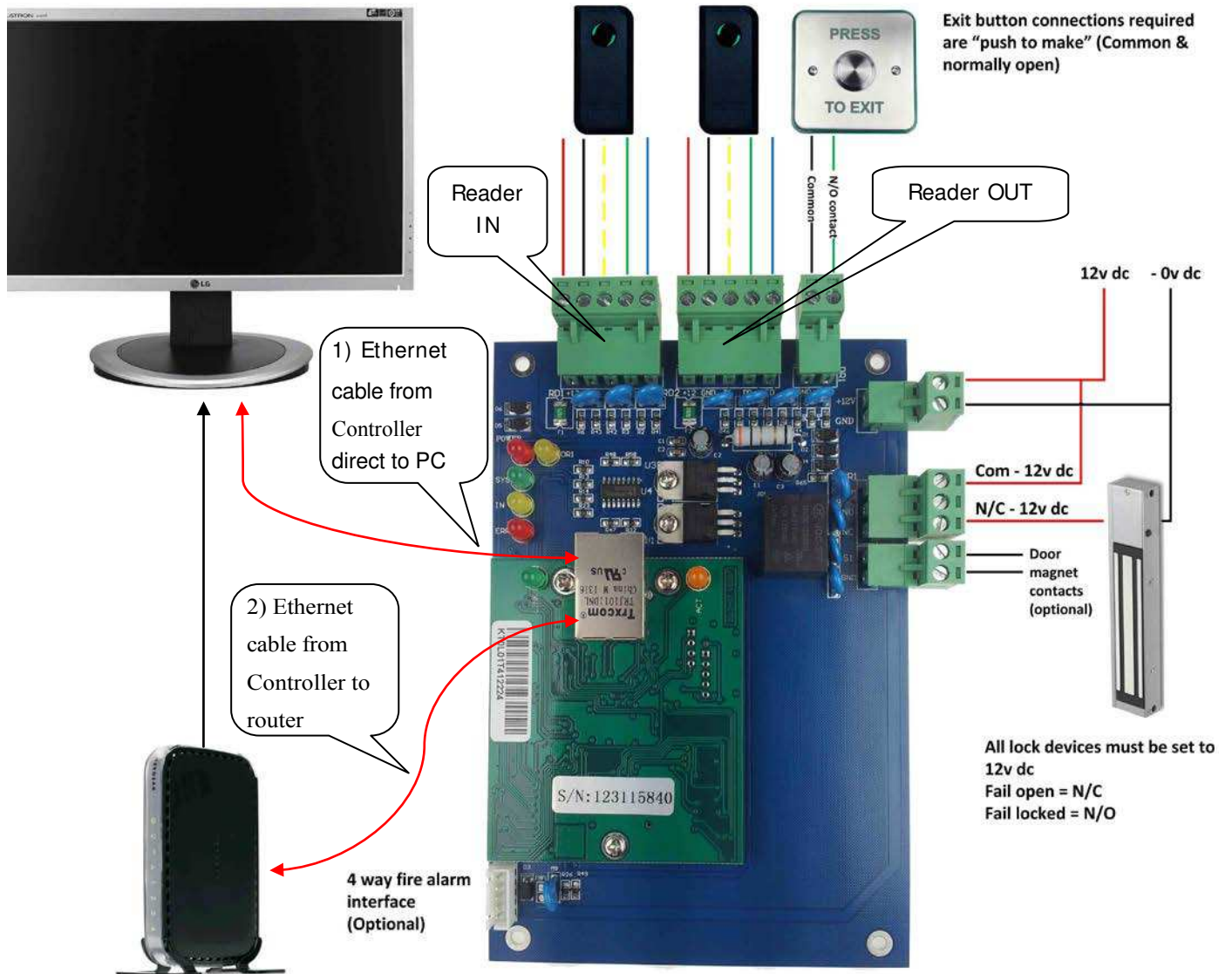
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# Typical Layout Drawing

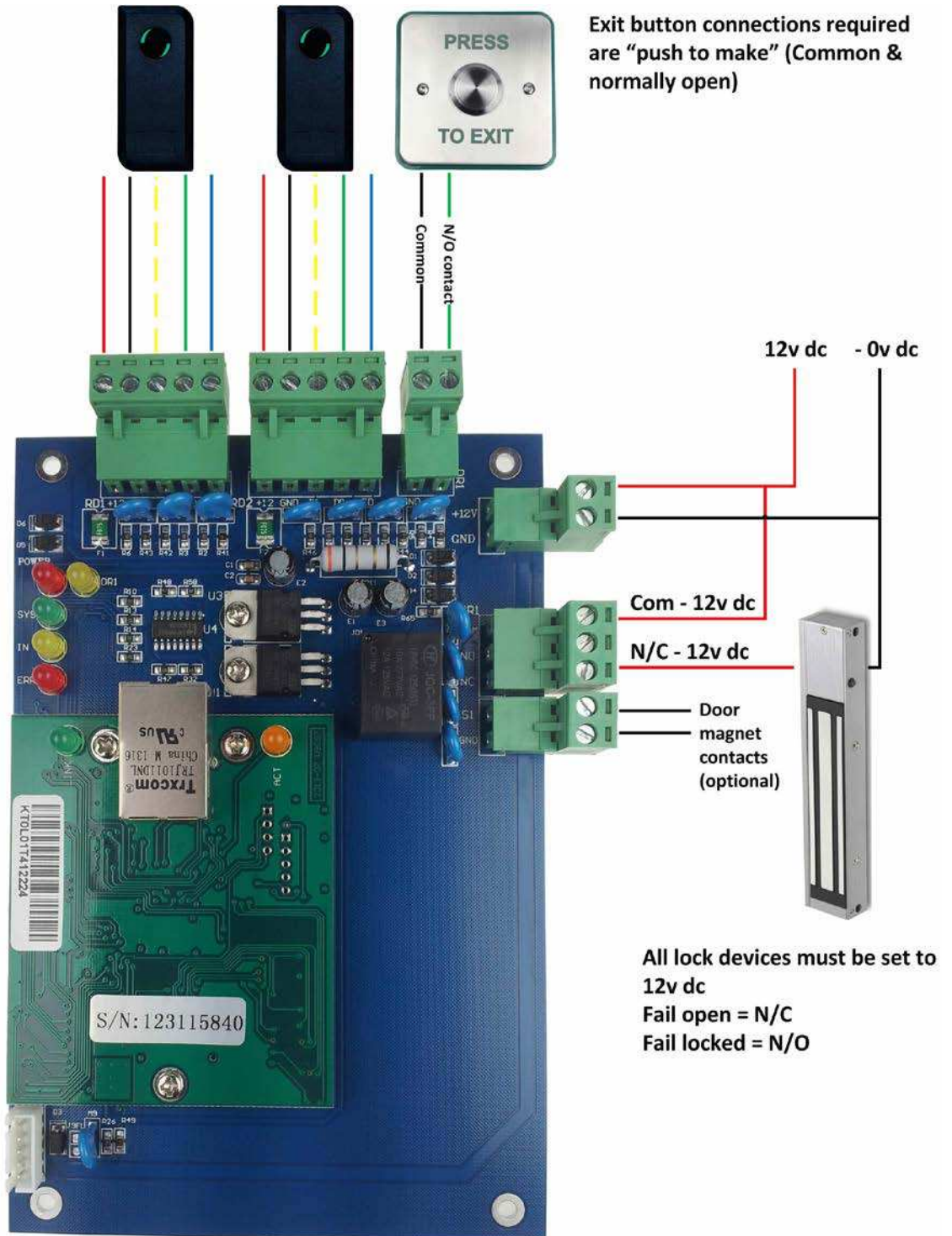
Two options for connection, either directly to a PC or via a router

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



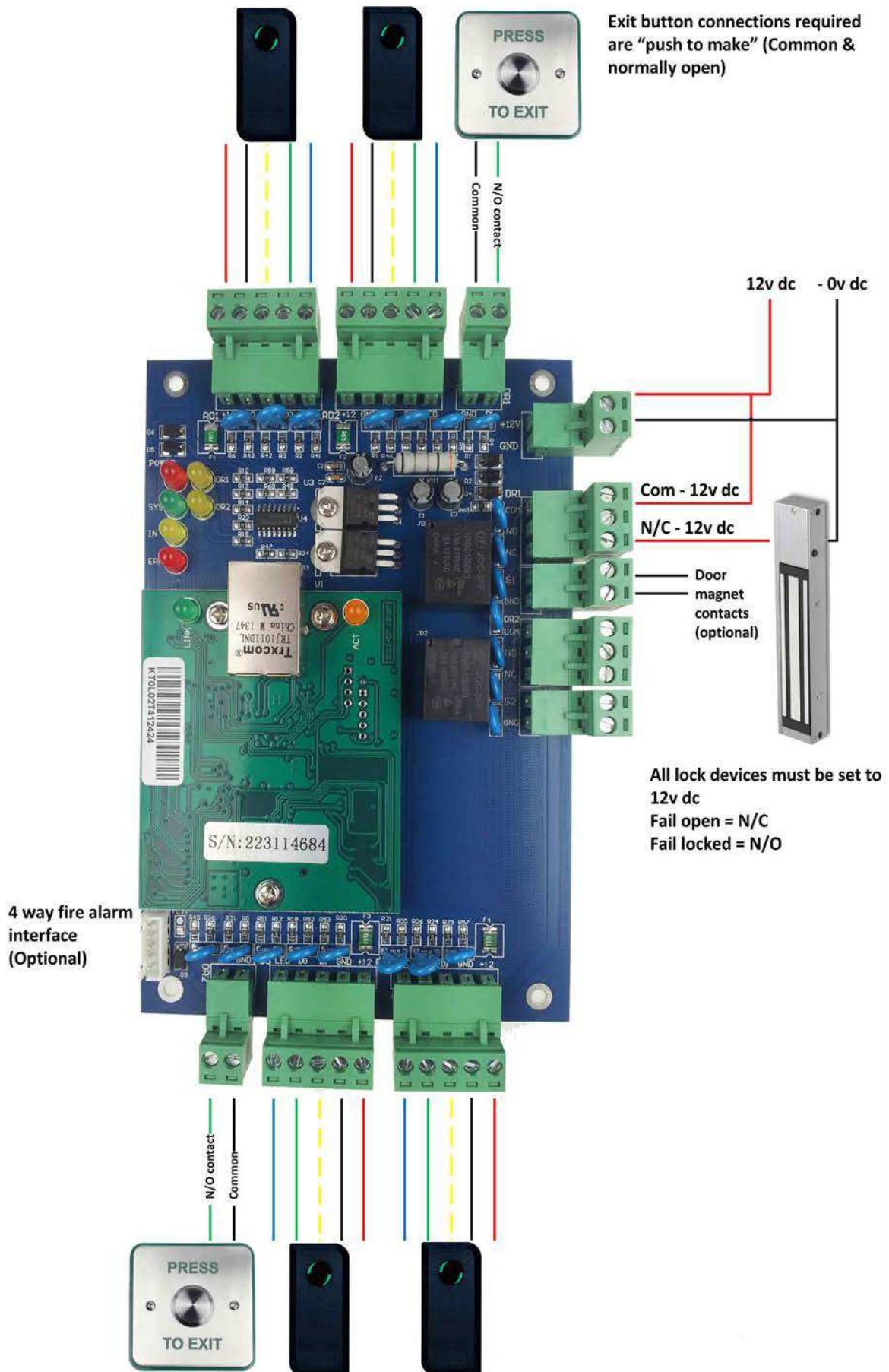
# (One) Door Controller

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



# (Two) Door Controller

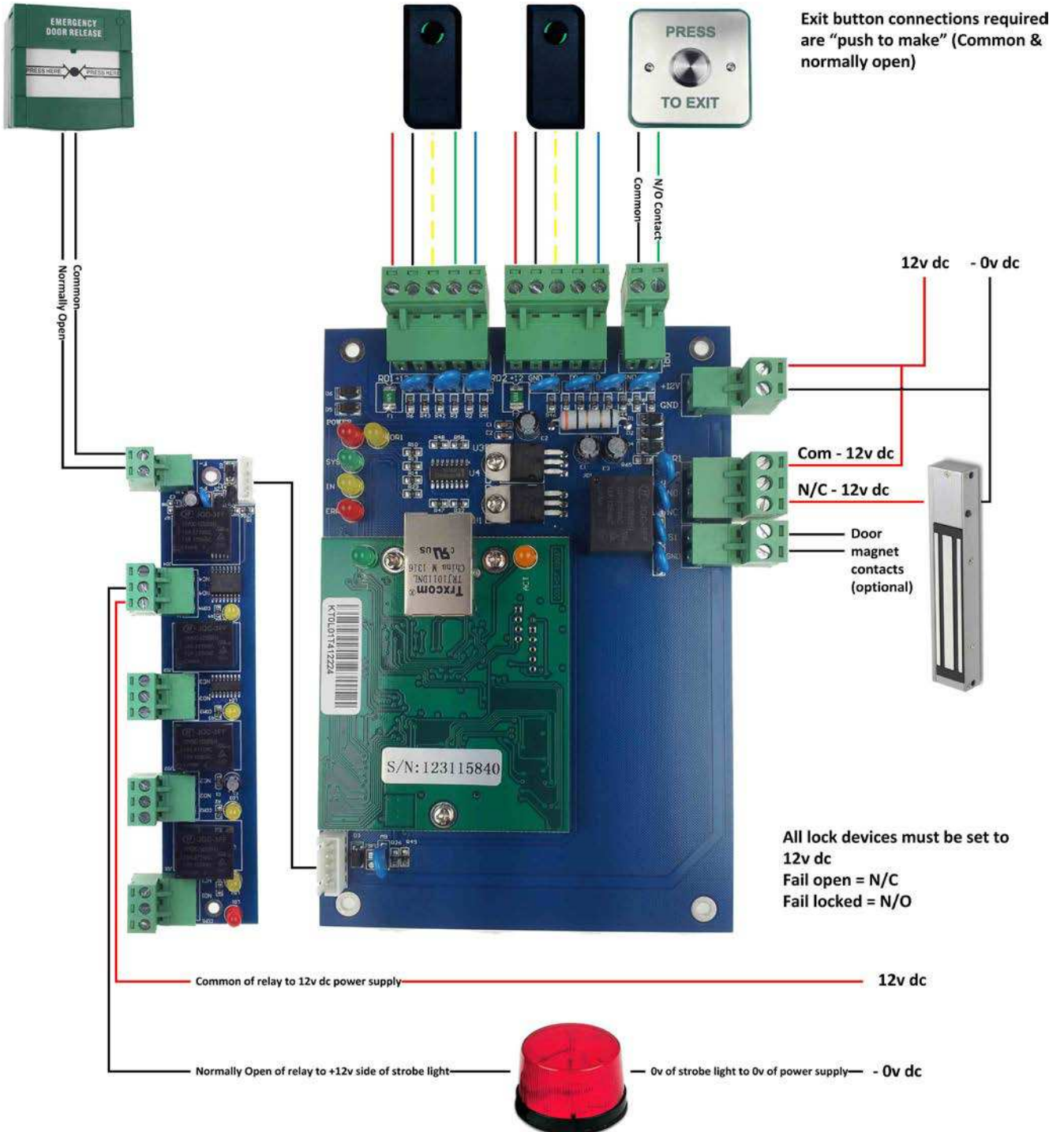
For illustration purposes, the yellow wire for the door reader/s is white



# Two Door Controller

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

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



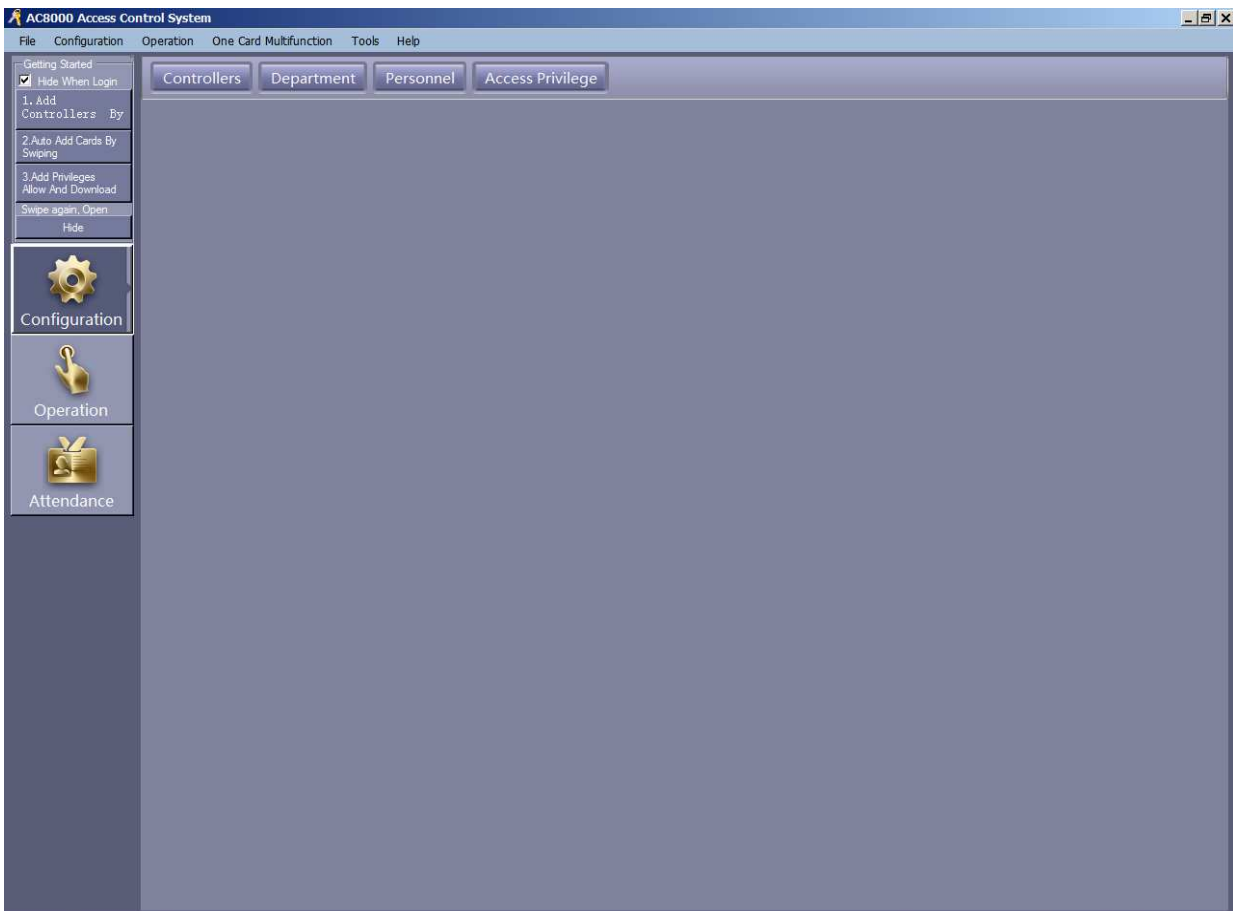
## Login

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

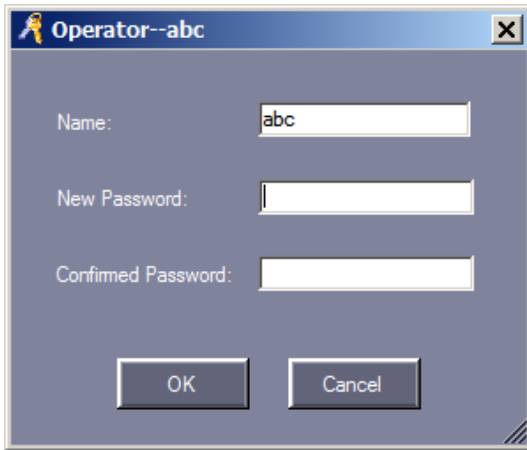


## Change Password

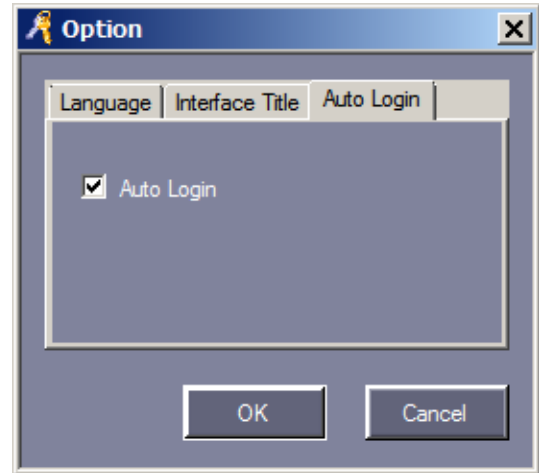
### Tools/Edit Operator

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**



The 'Operator--abc' dialog box contains three text input fields: 'Name' with the value 'abc', 'New Password', and 'Confirmed Password'. At the bottom, there are 'OK' and 'Cancel' buttons.



The 'Option' dialog box has three tabs: 'Language', 'Interface Title', and 'Auto Login'. The 'Auto Login' tab is selected, showing a checked checkbox for 'Auto Login'. At the bottom, there are 'OK' and 'Cancel' buttons.

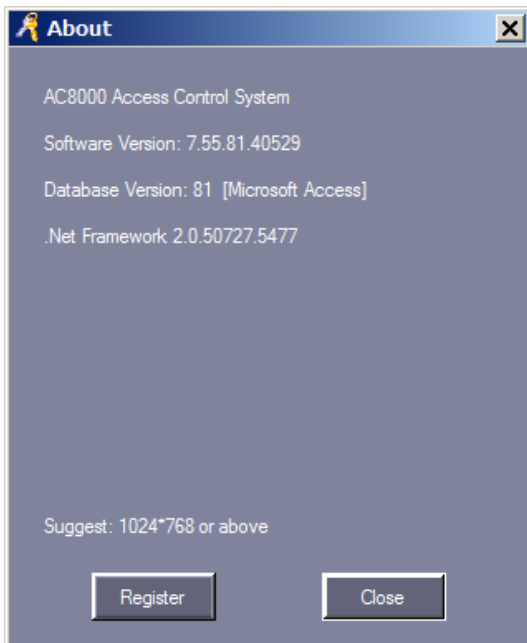
## Forgotten user name and password

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



The 'About' dialog box displays the following information: '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 suggests '1024\*768 or above' and has 'Register' and 'Close' buttons.



The 'Register' dialog box contains three text input fields: 'Company Name', 'Building Company', and 'Register Code'. At the bottom, there are 'OK' and 'Exit' buttons.

## Add Controller/s – LAN or WAN Connection

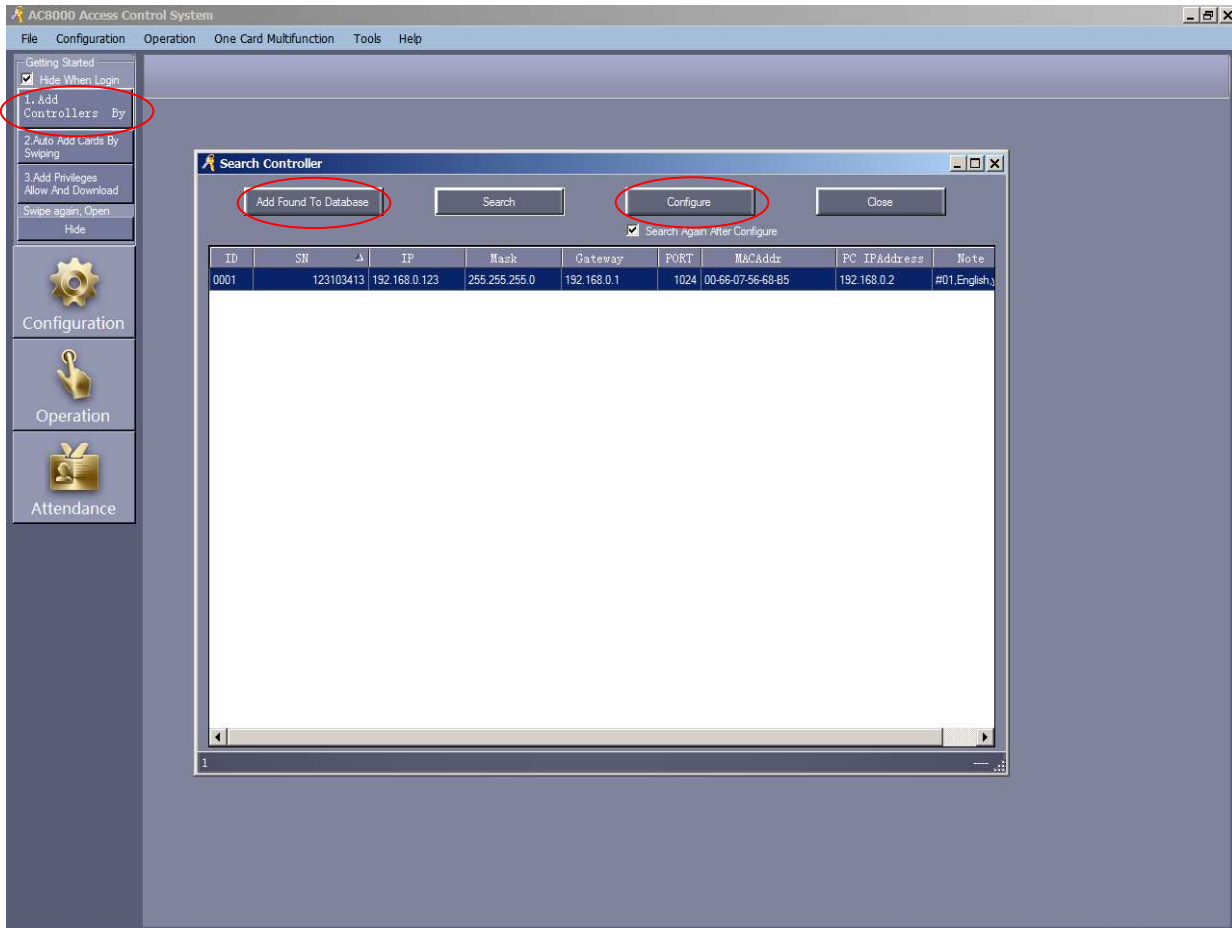
### LAN Connection – Local Area Network via hub, router or directly to a PC or laptop

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**

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 icons for Search, New, Edit, Del, Print, Export To Excel, and Find. Below the toolbar is a table with columns: Controller#, SN, Active, IP, PORT, Zone, Note, and Doors. A single row is visible with Controller# 1, SN 123103413, and Note Office door.

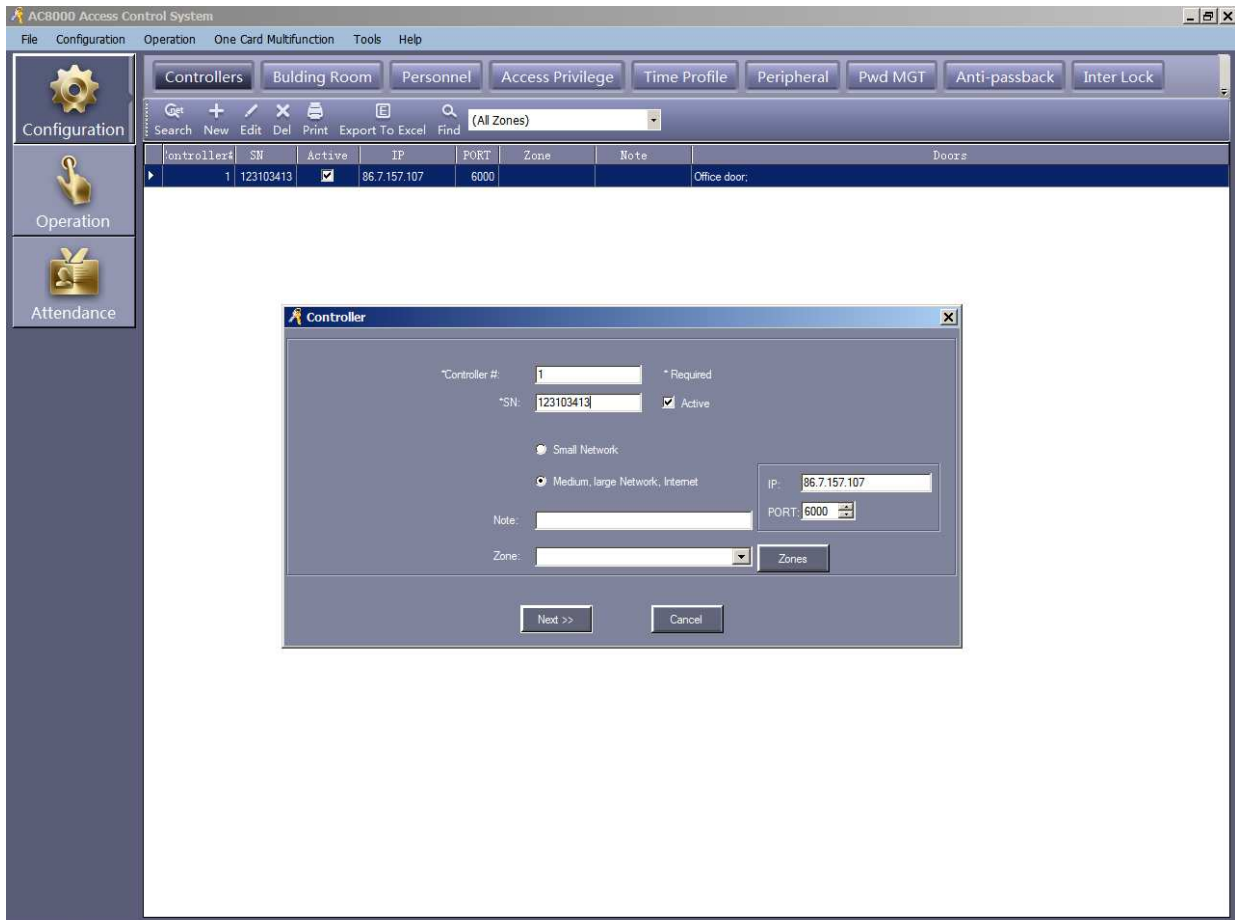
A 'Controller' dialog box is open in the center, containing the following fields and options:

- Controller #: 1 (Required)
- \*SN: 123103413 (Active)
- Radio buttons for network type:  Small Network,  Medium, large Network, Internet
- Note: (empty text field)
- Zone: (dropdown menu showing 'All Zones') with a 'Zones' button next to it
- Buttons: 'Next >>' and 'Cancel'

## 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

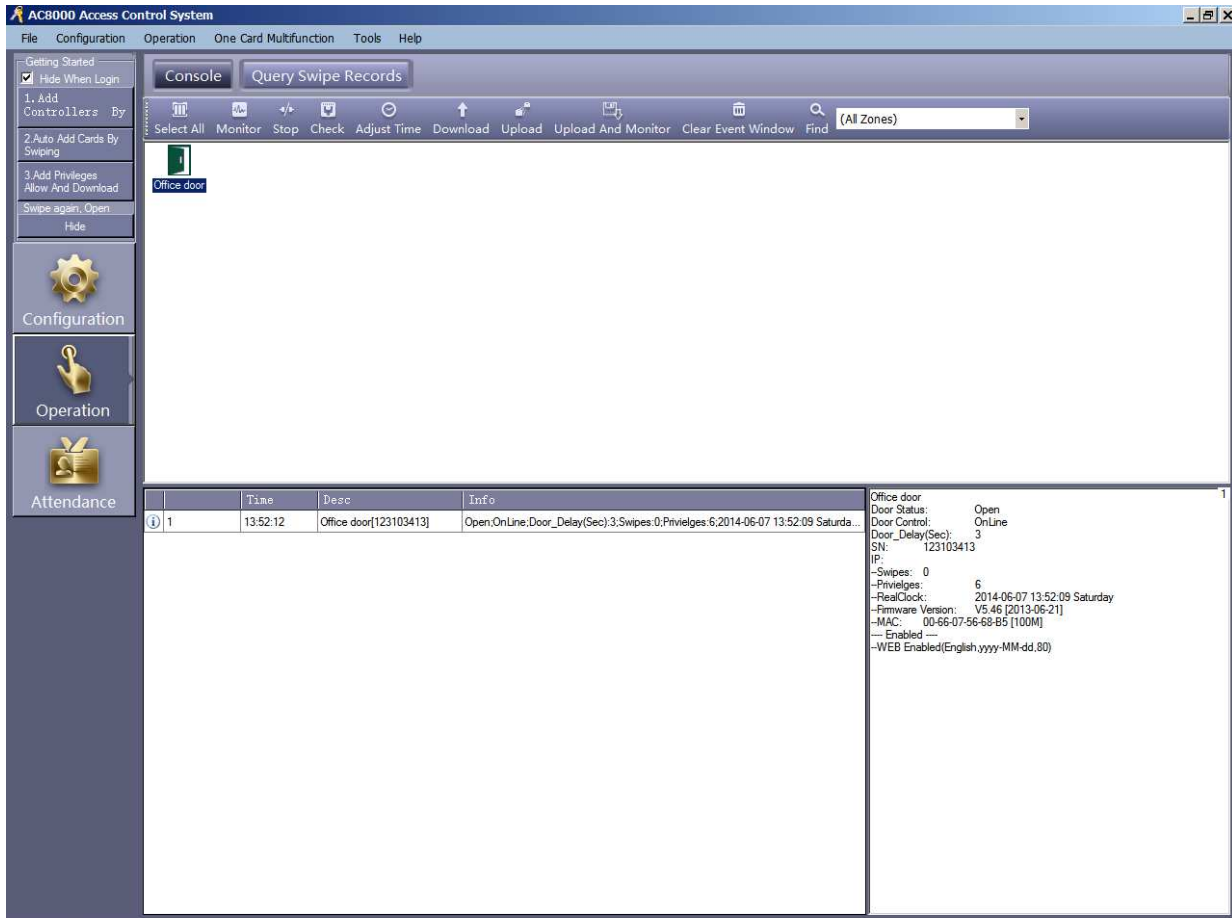


## Check Communication

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)

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 "Configuration" menu is active, and the "Controllers" tab is selected. The interface shows a table of controllers with the following data:

Controller#	SN	Active	IP	PORT	Zone	Note	Doors
1	123103413	<input checked="" type="checkbox"/>		60000		Office door	

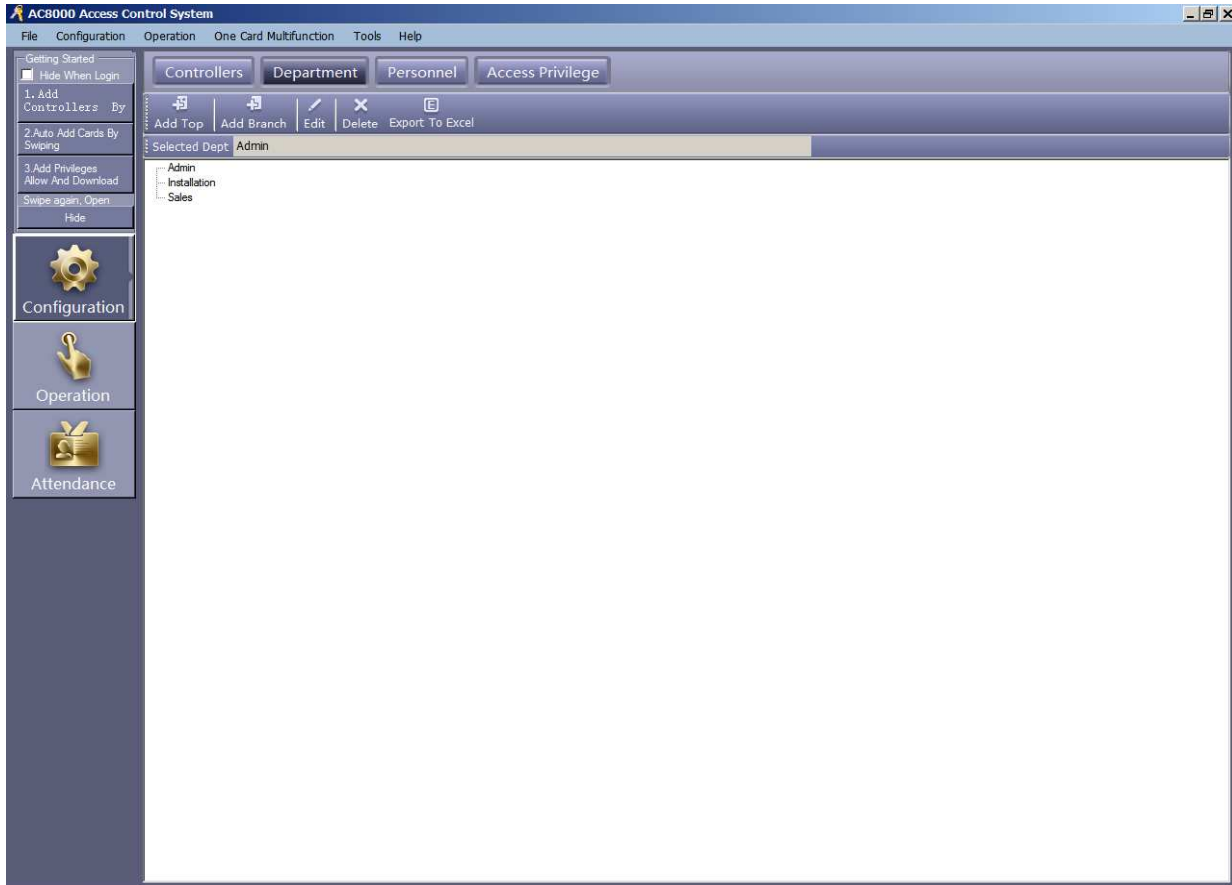
A "Controller" dialog box is open, showing the configuration for "One Door". The dialog box contains the following fields and options:

- Door Name: Office door
- Door Control State:  Control,  Open,  Close
- Door Delay(sec): 3
- Reader Position:
  - Door1# In Reader: Office door-In  Attendance
  - Door1# Ext Reader: Office door-Ext  Attendance

The dialog box has "OK" and "Cancel" buttons at the bottom.

## 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

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 "Personnel" tab is selected, showing a table of users and a toolbar with "Auto Add", "Add", "Edit", "Del", "Print", "Export To Excel", "Card Lost", "Batch Update", "Privilege", and "Find".

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

An "Auto Add User" dialog box is open, titled "Auto Add User". It has a "Select Device" section with three radio buttons: "USB Reader" (selected), "Door" (with a dropdown menu showing "Office door"), and "Manual Batch Input". At the bottom, there are "Next >" and "Cancel" buttons.

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

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

User

Main Others

\*User ID:  \* Required

\*Name:

Card NO:  Photo

Department:

Attendance  Access Control

Activate:

Deactivate:

Dea. Time:

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**

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 'Personnel' tab is selected, showing a table of users. A dialog box titled '3.Deer - Privileges' is open, showing a list of 'Optional Doors' and a 'Selected Doors' list. A red double-headed arrow indicates the movement of doors between these two lists. The 'Optional Doors' list contains 'Office door'. The 'Selected Doors' list is currently empty. Below the lists are buttons for '>>', '>', '<', and '<<'. At the bottom of the dialog are buttons for 'Find', 'Confirm', 'Confirm And Download', and 'Cancel'.

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	Key	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



ACR000 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.Deer -- Privileges

Zone: [All Zones]

Optional Doors: 0

Selected Doors: 1

Office door

Information

Are you sure update 3.Deer -- 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**

The screenshot displays the 'Access Privileges Assignment' window in the AC8000 Access Control System. The window is divided into two main sections: 'Users' and 'Doors'. The 'Users' section has a 'Department' dropdown set to '(All)'. Below it is a table of users with columns 'User ID', 'User Name', and 'Card NO'. The 'Selected Users' section contains a table with the same columns, listing six users: Andy (19533914), Kev (16029663), Dee (1232297), Dan (1232053), Sam (7435345), and Mick (7423899). The 'Doors' section has a 'Zone' dropdown set to '(All Zones)'. Below it is a table of doors with columns 'Door', 'User ID', 'User Name', and 'Card NO'. The 'Selected Doors' section contains a table with the same columns, listing one door: Office door. Red arrows indicate the movement of users and doors between the 'Optional' and 'Selected' lists. The bottom of the window features a row of buttons: Prohibit, Prohibit And Download, Find, Allow, Allow And Download, and Exit.

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

Door	User ID	User Name	Card NO
Office door			

## 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**

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 options like Auto Add, Add, Edit, Del, Print, Export To Excel, Card Lost, Batch Update, Privilege, and Find. A table lists user information:

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

A 'Card Lost' dialog box is open, showing the following fields:

- User Name:
- Lost Card NO:
- New Card NO:

Buttons for 'OK' and 'Exit' are visible at the bottom of the dialog box.

## 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

The screenshot shows the 'AC8000 Access Control System' software. The main window is titled 'Query Swipe Records'. It features a menu bar (File, Configuration, Operation, One Card Multifunction, Tools, Help) and a sidebar on the left with icons for Configuration, Operation, and Attendance. The main area contains a table of swipe records. Above the table, there are search and filter options including 'From: <Event Time: 2014-06-07 Saturday', 'To: <Event Time: 2014-06-07 Saturday', 'Time: 00:00', and 'To: 23:59'. There are also fields for 'Name', 'Card/VO', and 'Dept.'.

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

## 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**

	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 shows the AC8000 Access Control System interface. The main window is titled "Location" and contains a table of users and a query results area.

**User List Table:**

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

**Query Results for Andy:**

```

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
    
```

**Attendance Log Table:**

ID	Time	Location	Card No	Event
1	15:52:16	Office door-Office door ...	16029663-Key-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

**User Details:**

```

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

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

(All Zones)

Location

Department: (All)

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

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

ID	Time	Location	Card No	Card Name	Card Dept	Card Date	Card Time	Card Day	Card Location	Card Status
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	

Name: Dan  
 Dept: Sales  
 Read Date: 2014-06-07 15:52:22 Saturday  
 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 'Selected Zone' dropdown set to '(All Zones)', a 'Query' button, and a 'Please Upload and Monitor, First.' message. Below this, there are input fields for 'Query in the' (1 Day(s)), 'Persons Inside' (3), and 'Persons Outside' (3). An 'Auto Refresh Cycle' is set to 5 seconds. A table below shows the current status of persons inside the 'Office door' zone.

Enter In Detail	OutSide	Department
1	2	3
✓	2	2
✓	4	2
✓	5	2

The table below the window shows a list of users with columns for User ID, User Name, Department, DateTime (In), and Addr. The data is as follows:

User ID	User Name	Department	DateTime (In)	Addr
2	Kevin	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

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:

	Time	Desc
✓ 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 shows the AC8000 Access Control System interface. The main window is titled 'Persons Inside [With Access Privilege]'. It features a 'Query' button and several input fields for configuring the query: 'Selected Zone' (set to 'All Zones'), 'Query in the' (1 Day(s)), 'Persons Inside' (2), 'Persons Outside' (4), and 'Auto Refresh Cycle' (5 Sec). Below these fields is a table with columns for '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

To the left of the main window, there is a sidebar with 'Attendance' and 'Configuration' sections. The 'Attendance' section shows a list of events with columns for 'Time' and 'Dept'. The first four events are:

Time	Dept
15:52:16	Office
15:52:21	Office
15:52:26	Office
16:03:49	Office

A red arrow points from the text above to the 'Persons Outside' field in the configuration window and to the fourth event in the 'Attendance' list.

This confirms that Dan is now outside

The screenshot shows the AC8000 Access Control System interface. A 'Persons Inside [With Access Privilege]' window is open for the 'Office door' zone. The window includes a 'Query' button and a table showing the current status of users.

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

Summary statistics from the window:

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

Additional event log entry on the right side of the window:

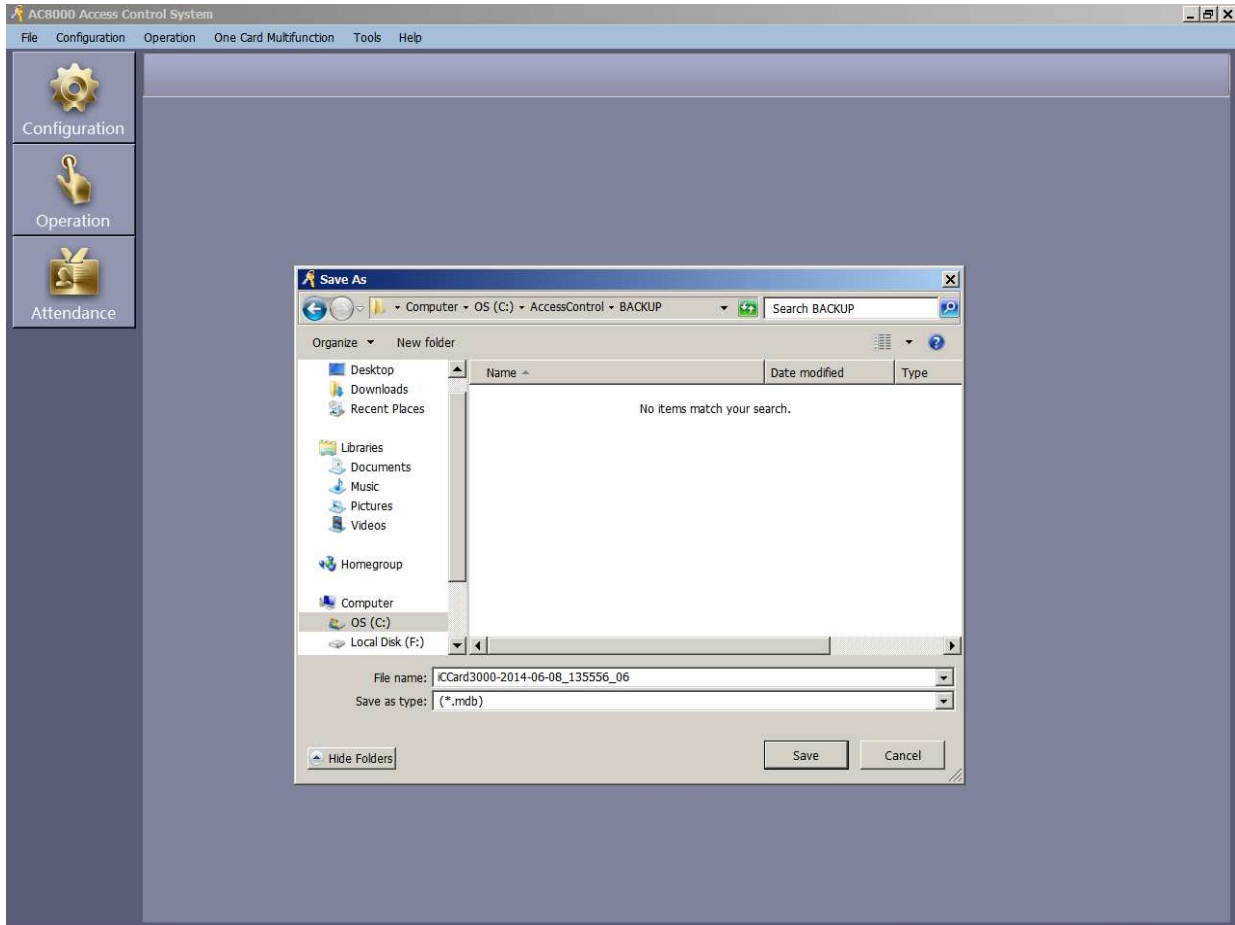
2014-06-07 16:03:45 Saturday  
door-Office door-Exit

## 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

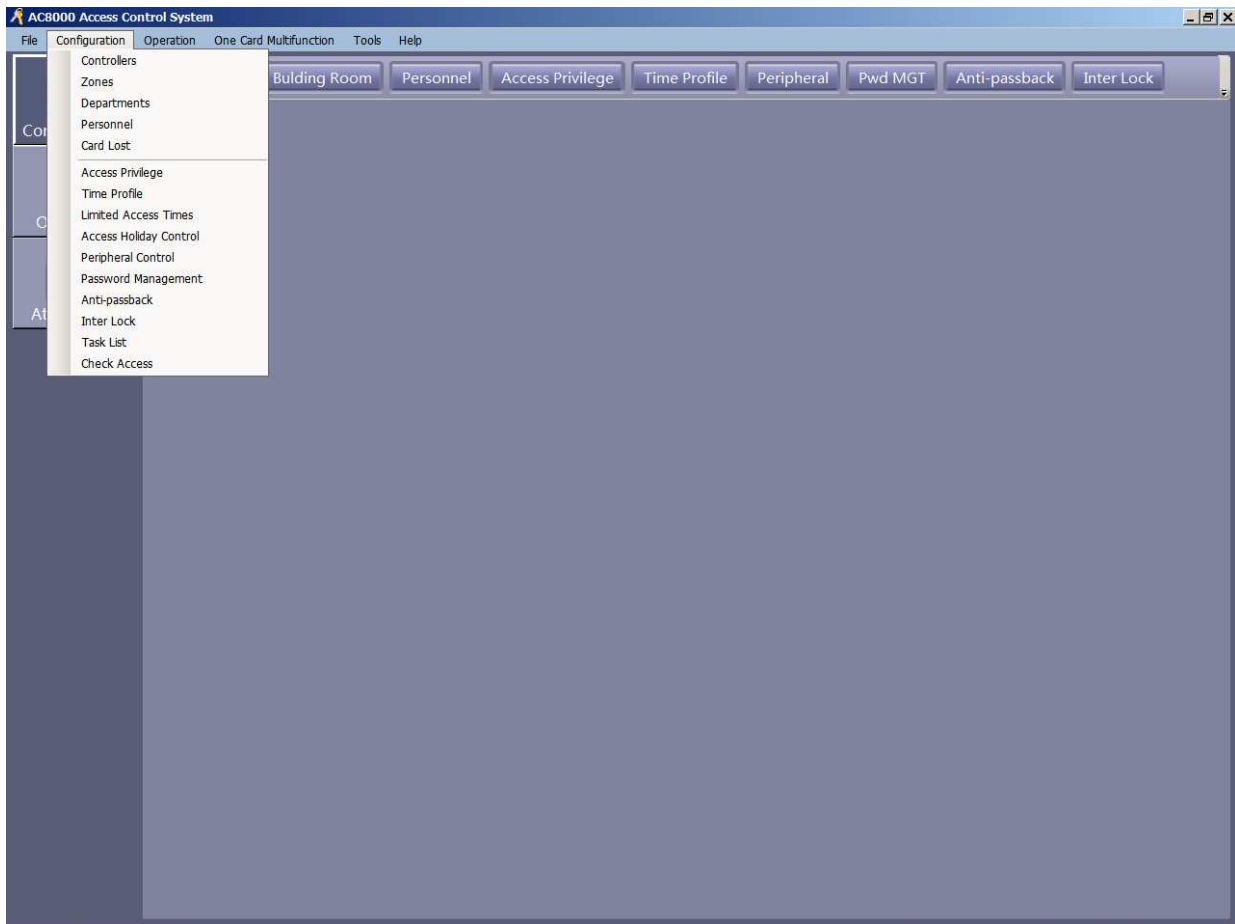
This will be required in the event you need to re-install the software but do not wish to re-enter all the user data  
You would simply copy and paste the database called **iCCard3000** from your backup folder in to the newly installed **AccessControl** folder

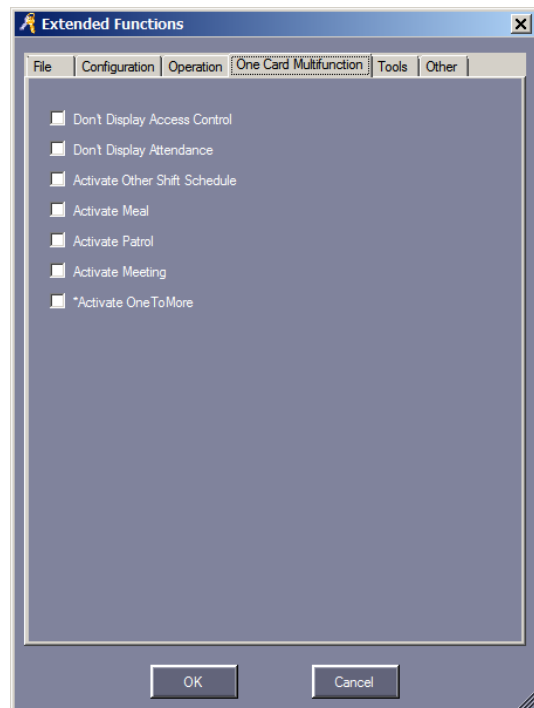
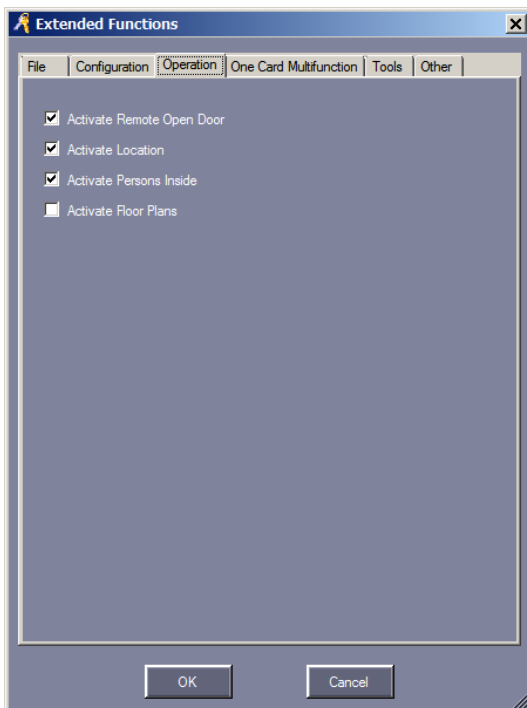
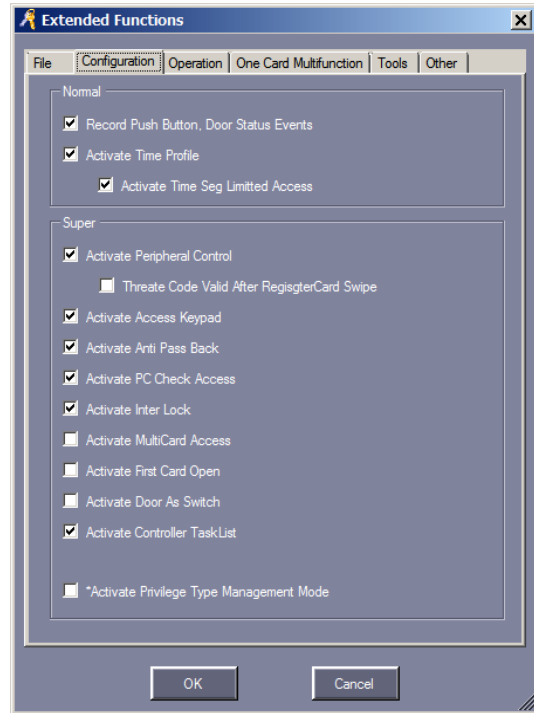
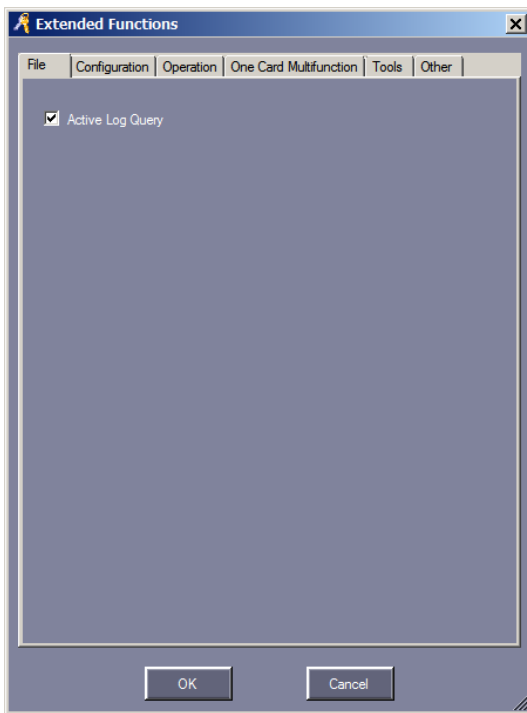


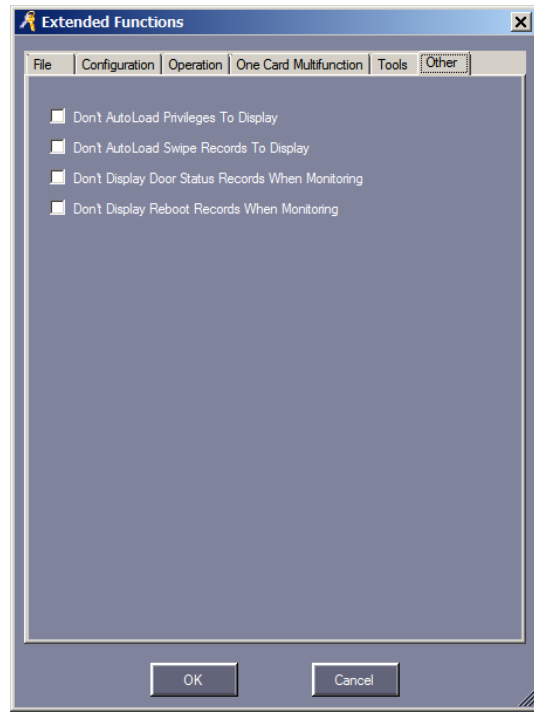
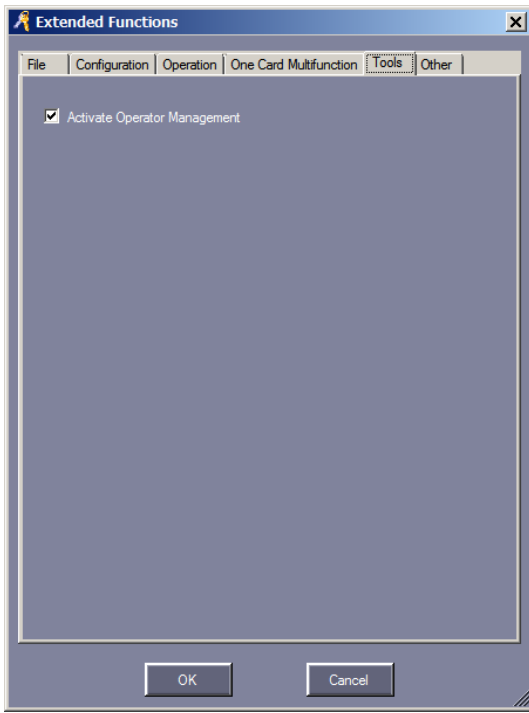
## Extended Functions

### 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 selected, and its configuration is shown in a pop-up window. The configuration window includes fields for Time Profile ID (2), Description (Week Days), Linked Time Profile (3), Activate (2010-01-01), and Deactivate (2029-12-31) dates. It also features a Week Day selection grid with Monday through Friday checked, and three Time Segment settings (No. 1, No. 2, No. 3) with their respective start and end 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 Configuration Window:**

- 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 (selected)
  - 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 shows a table of Time Profiles. Profile 3, labeled 'Weekends', is selected. A 'Time Profile' configuration dialog box is open, showing settings for Profile ID 3, description 'Weekends', and activation/deactivation dates. The dialog also includes options for 'Count By One Controller' or 'Count By Each Reader', and a 'Limited Access Times' section with three segments.

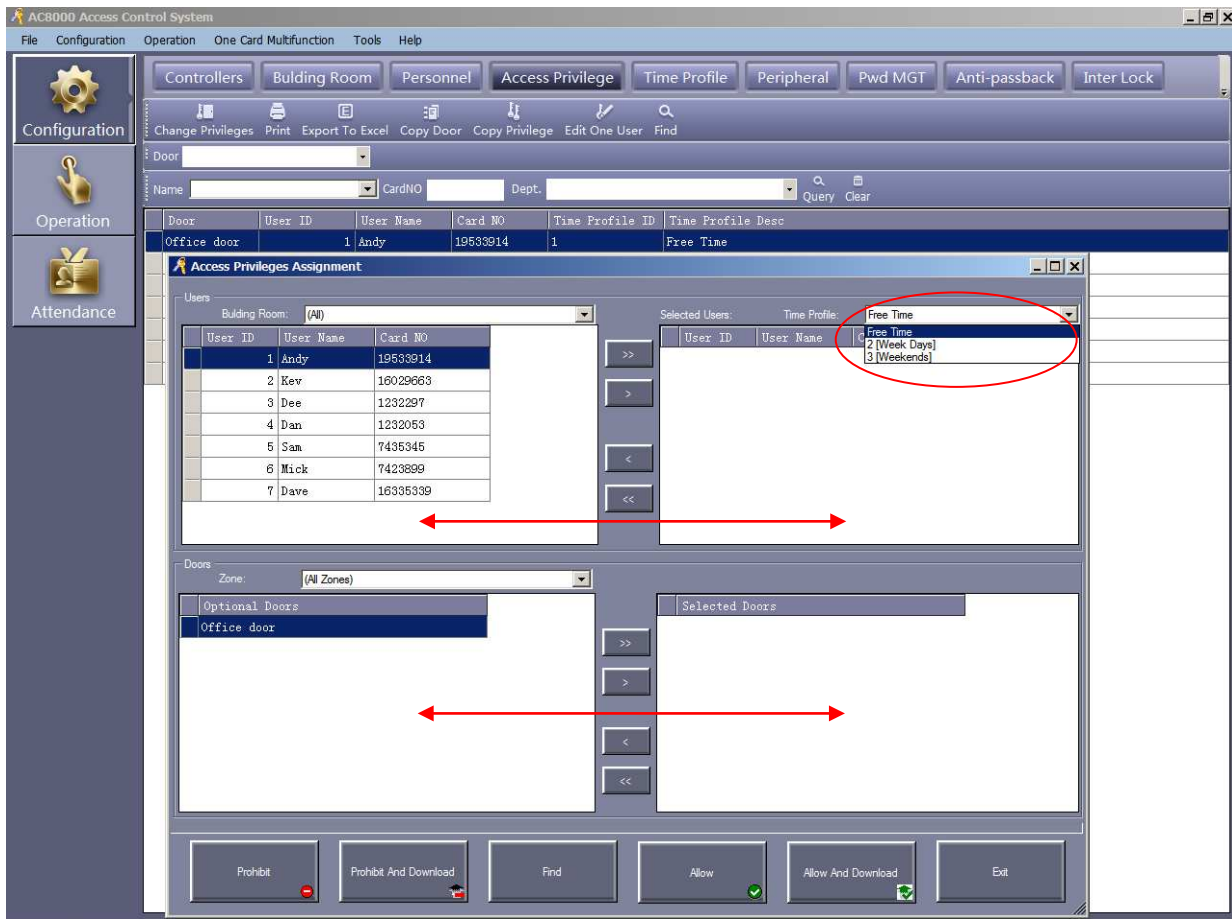
Time Profile ID	Mon	Tue	Wed	Thu	Fri	Sat	Sun	No. 1 Begin	End1	No. 2 Begin	End2	No. 3 Begin	End3	Linked Time Profile	Activate	Deactivate
2 [Week Days]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 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



Using the >> arrow button/s, select the users 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 FAB(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

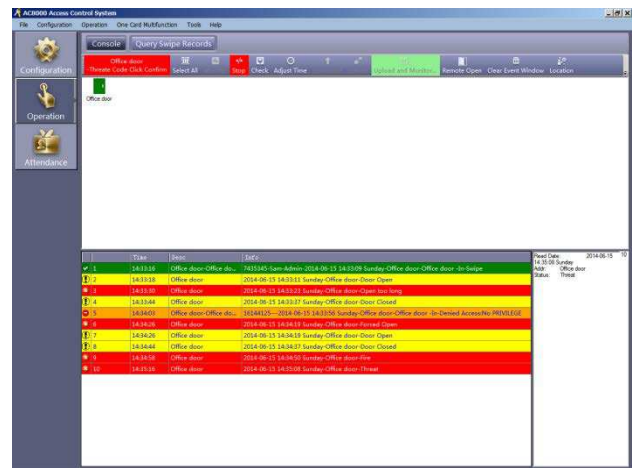
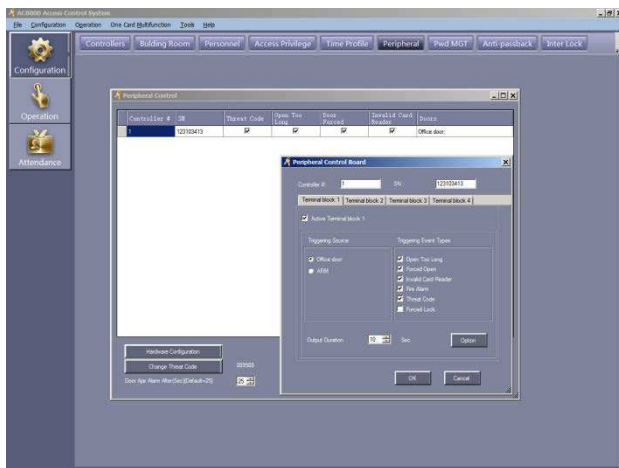
The fire alarm panel manufacturer should always be contacted to ensure the auxiliary relays contained within the fire alarm panel, which will release the door, are of a suitable quality for life safety. Relays connected to any locking device must be energised in the non-alarm condition, i.e. the relay/s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

The FAB (Fire Alarm Board interface) is an add-on module for the 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

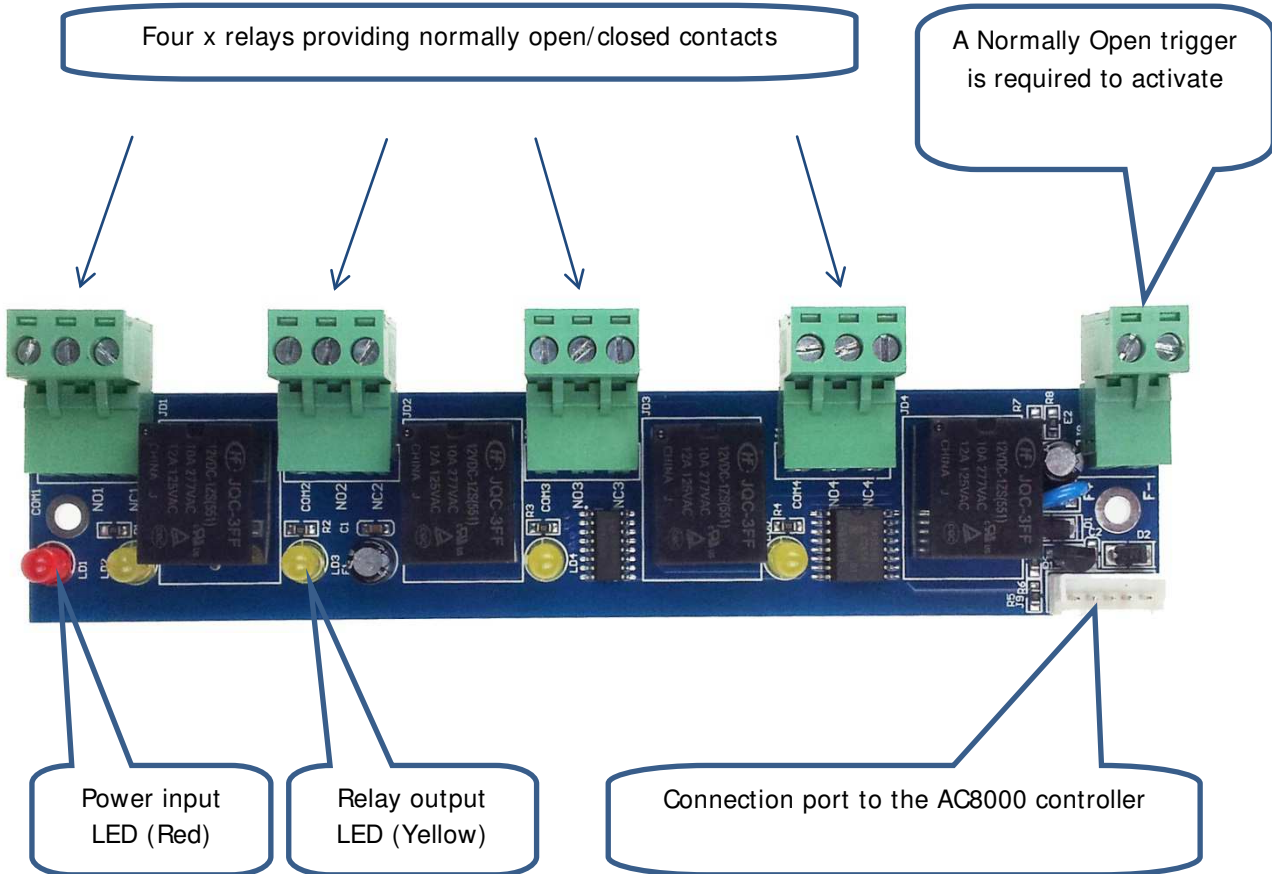
It has a simple software interface that can be configured to your own requirements supporting one manual Normally Open trigger input from an alarm system or emergency break glass switch, four timer relay outputs from 0 – 6000 seconds (1.66hrs), all providing Normally Open and Normally Closed outputs 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



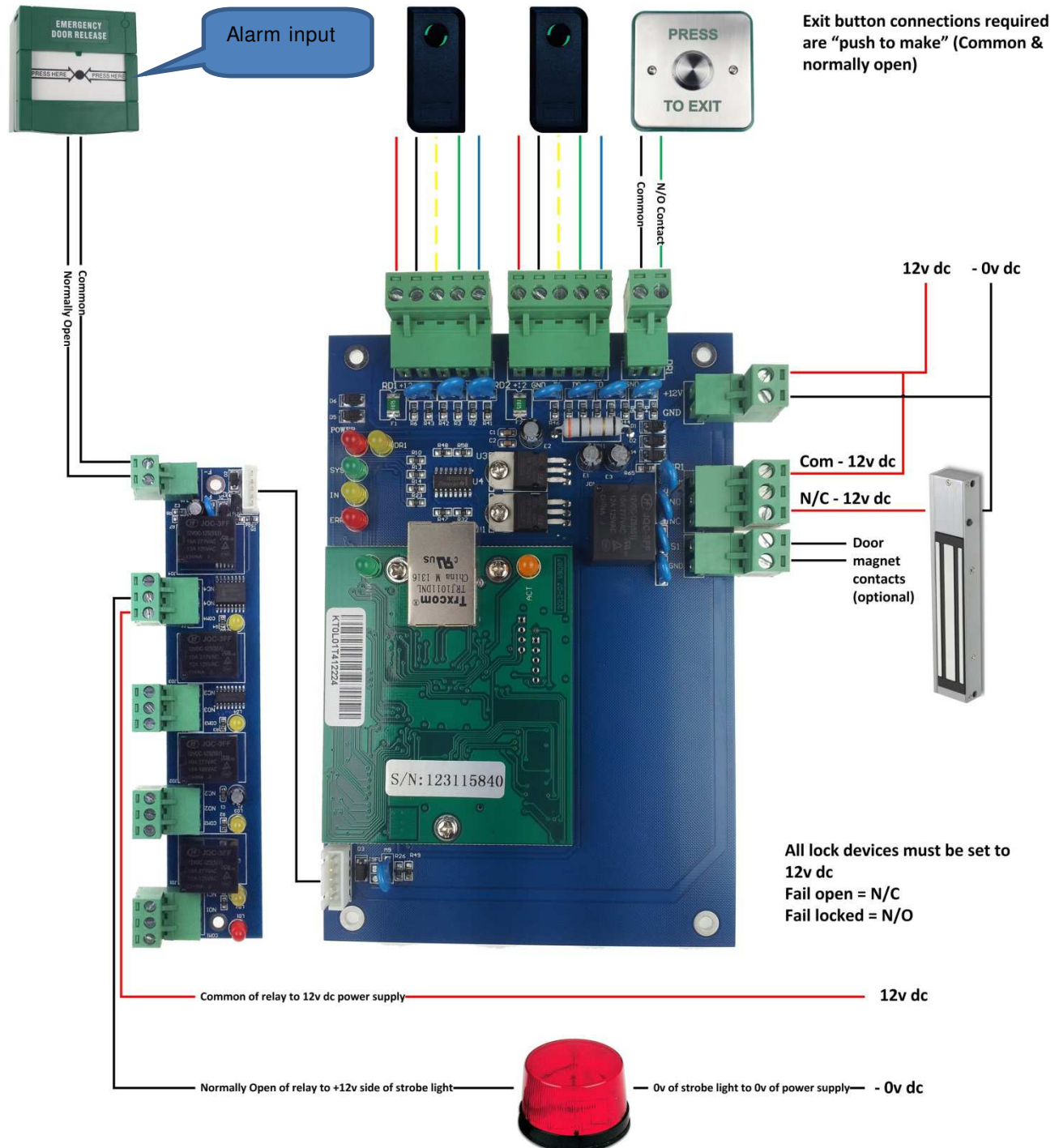
# Fire Alarm Board (interface)

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)



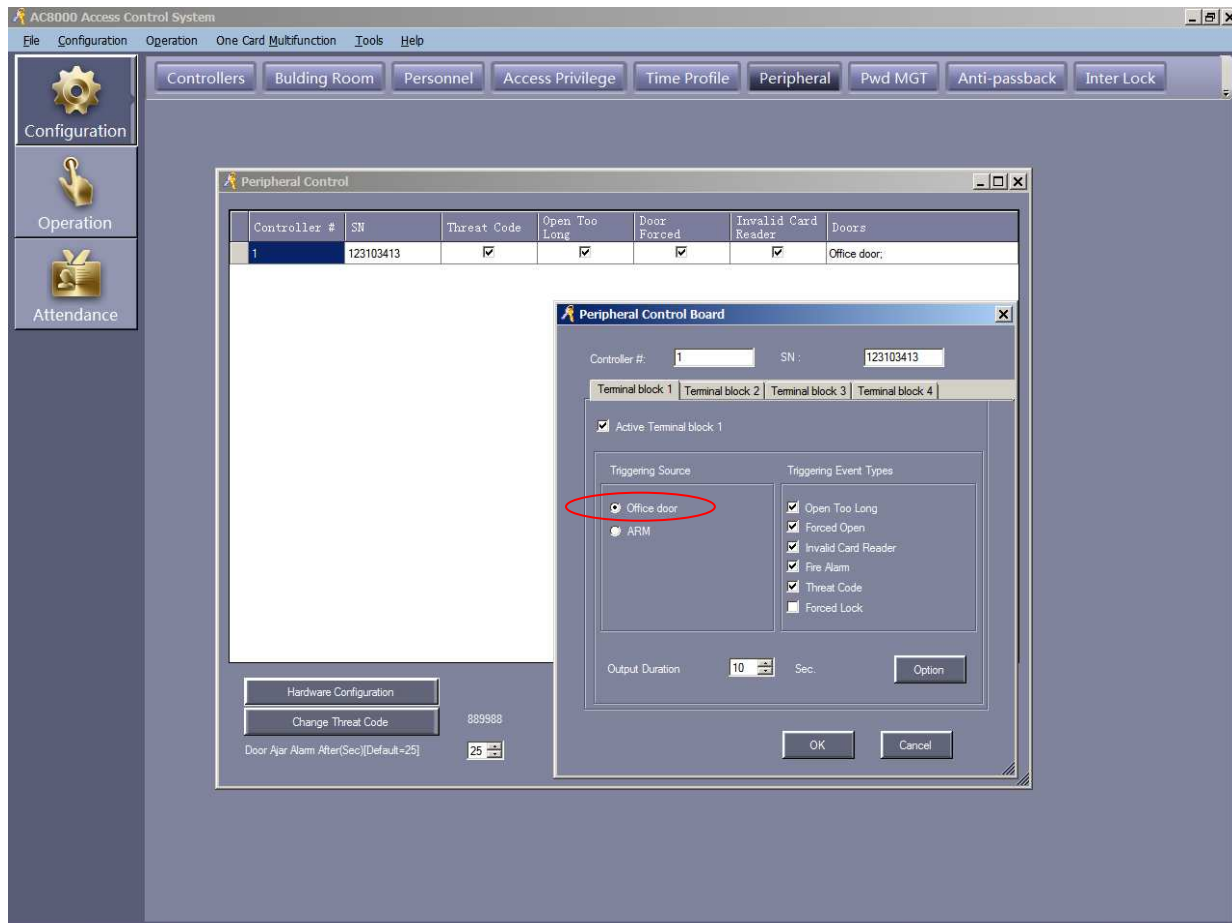
## Peripheral

### 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

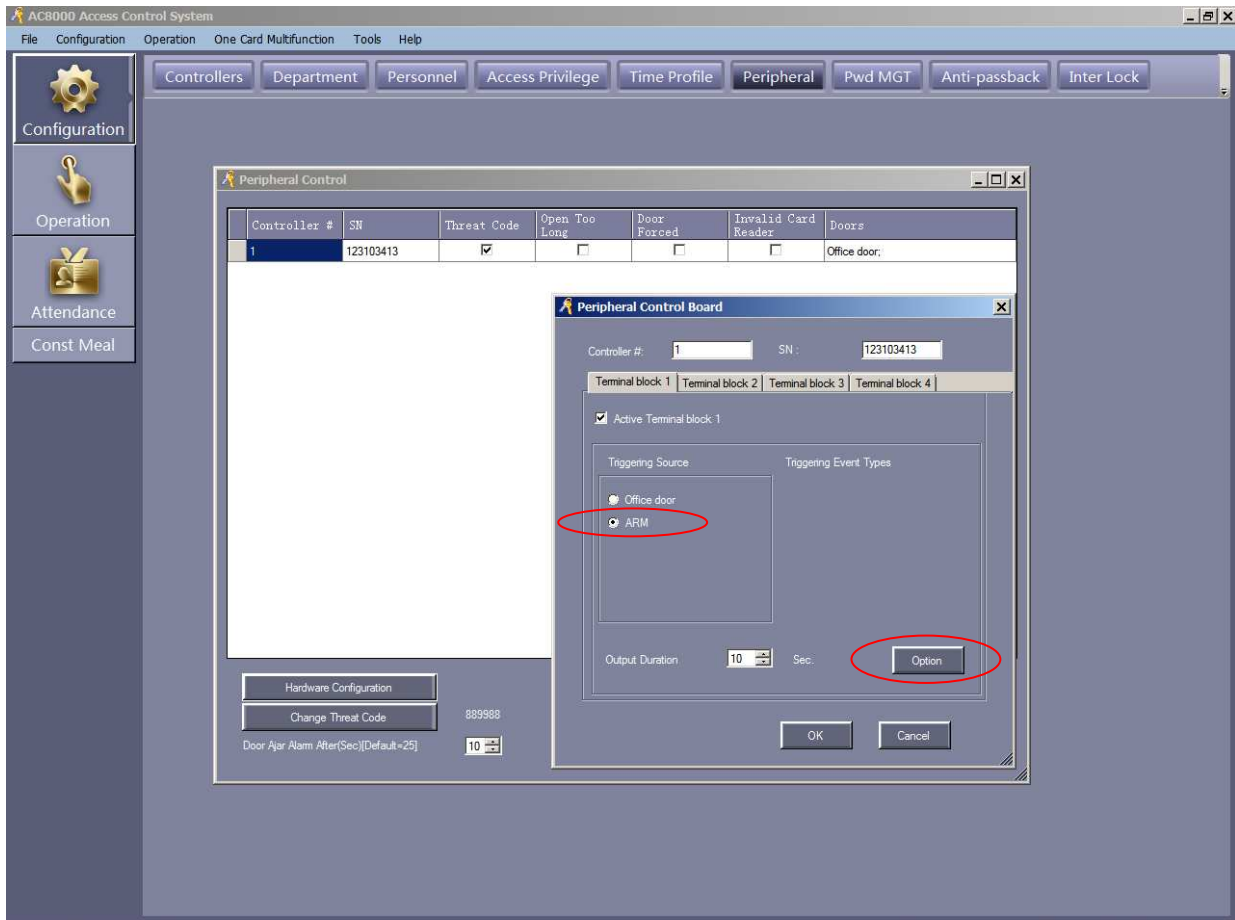
In order to program the relay outputs, click **Hardware Configuration**. We have set relay output one to activate for 10 seconds



## ARM \*\*

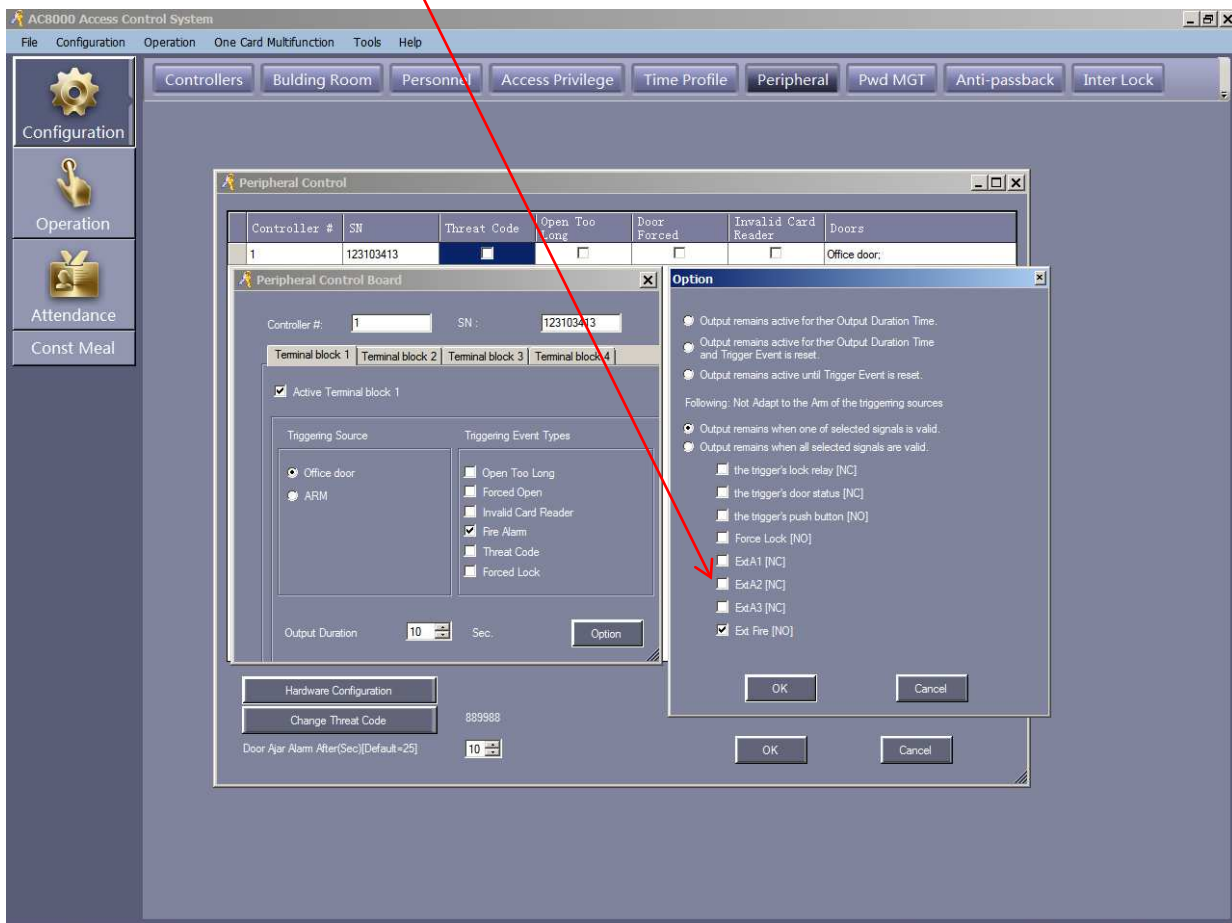
The **Auxiliary Relay Method** option allows for additional inputs that can be used in conjunction with the standard **DOOR** configuration setup or independently to trigger the relay outputs (Non timed) and hold them open until the input has been reset, all of which can be configured by clicking the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

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

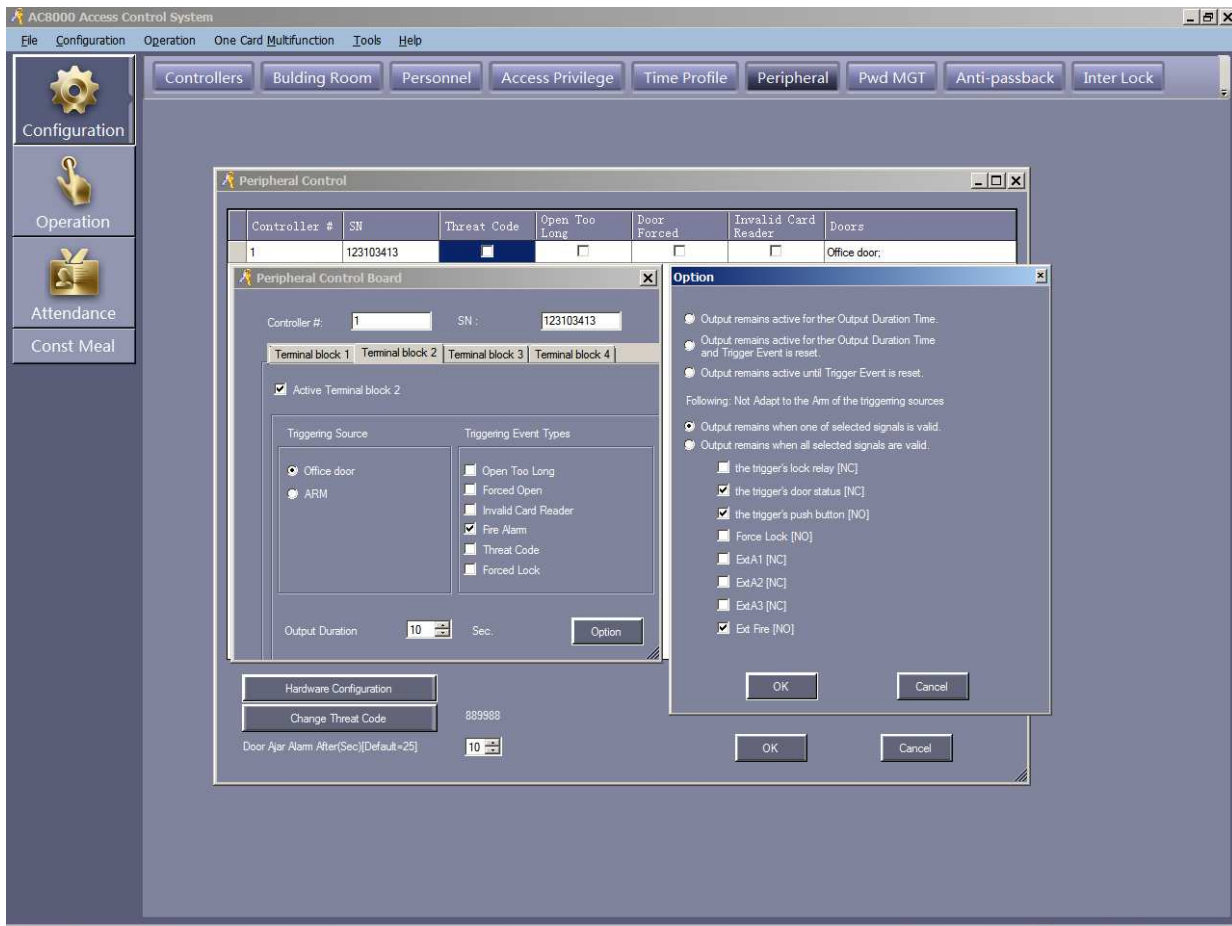


This configuration will trigger a Fire Alarm event via the software and also activate relay output number 1 indefinitely on the AC-FAB until the trigger is reset

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

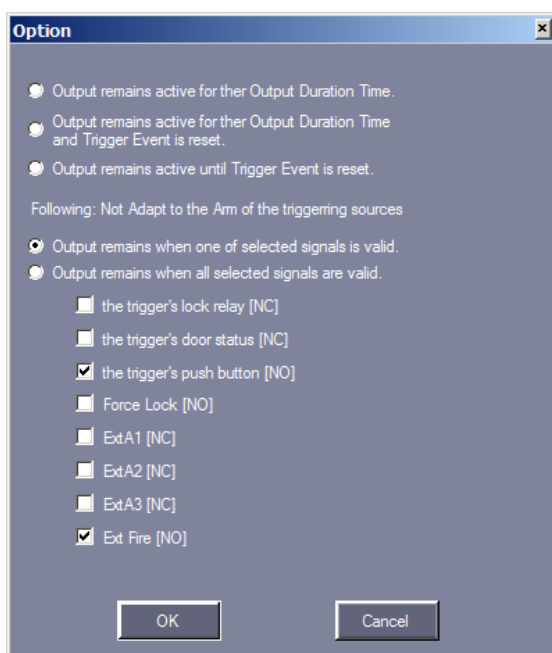


This configuration will trigger a Fire Alarm event via the software, the door status (Open or closed) as well as the exit button being pressed and activate relay output number 2 indefinitely on the AC-FAB until the trigger is reset



### 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 shows the AC8000 Access Control System software interface. The main console area displays a list of events for the 'Office door'. The events are as follows:

ID	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

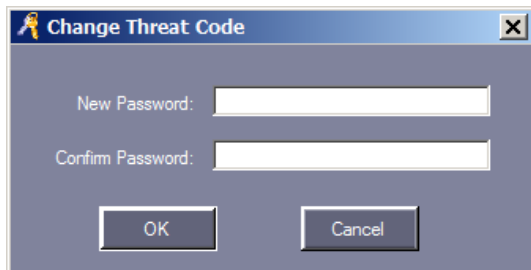
Additional information on the right side of the console:

- 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 box has a blue title bar with a close button (X) in the top right corner. Inside the dialog, there are two text input fields. The first is labeled "New Password:" and the second is labeled "Confirm Password:". Below the input 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:

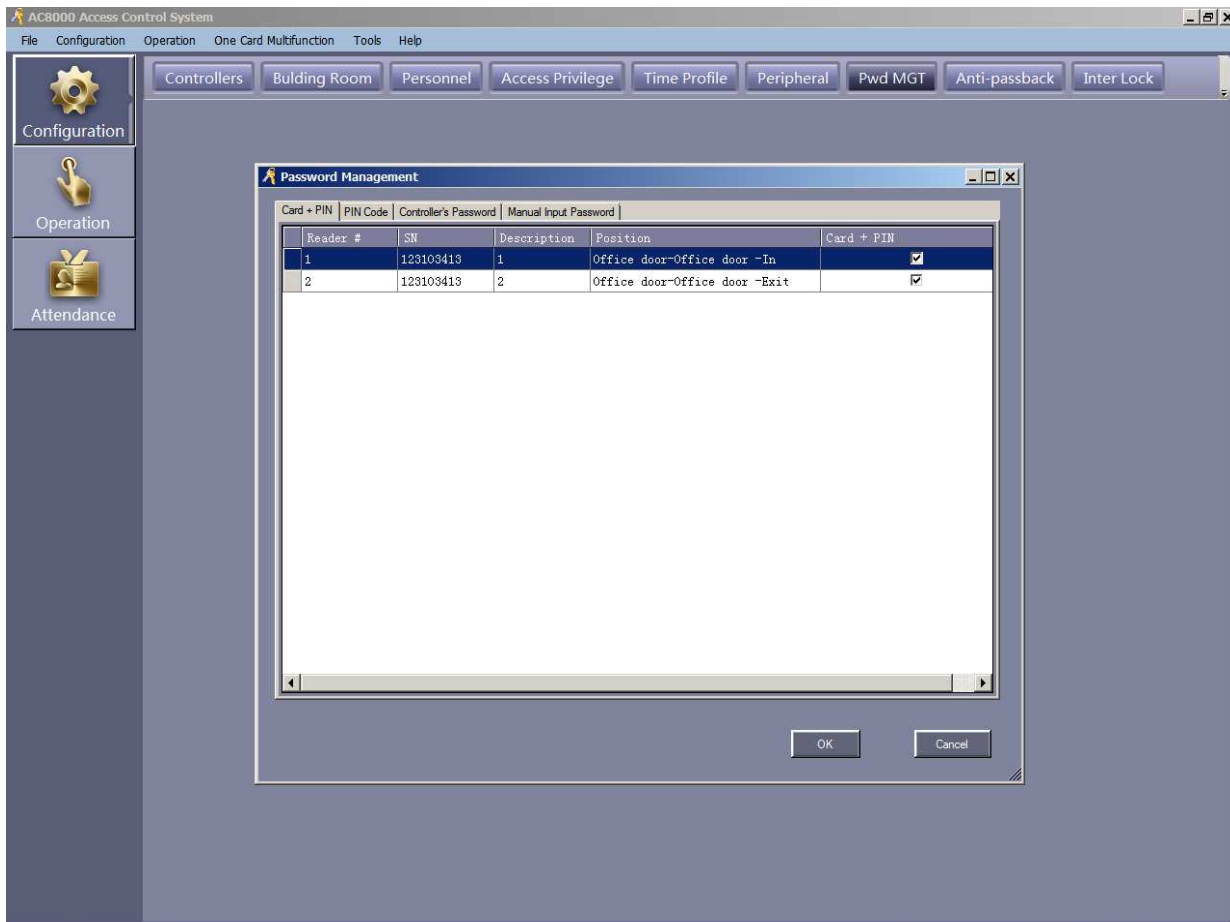
**Card + PIN code**

**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'**

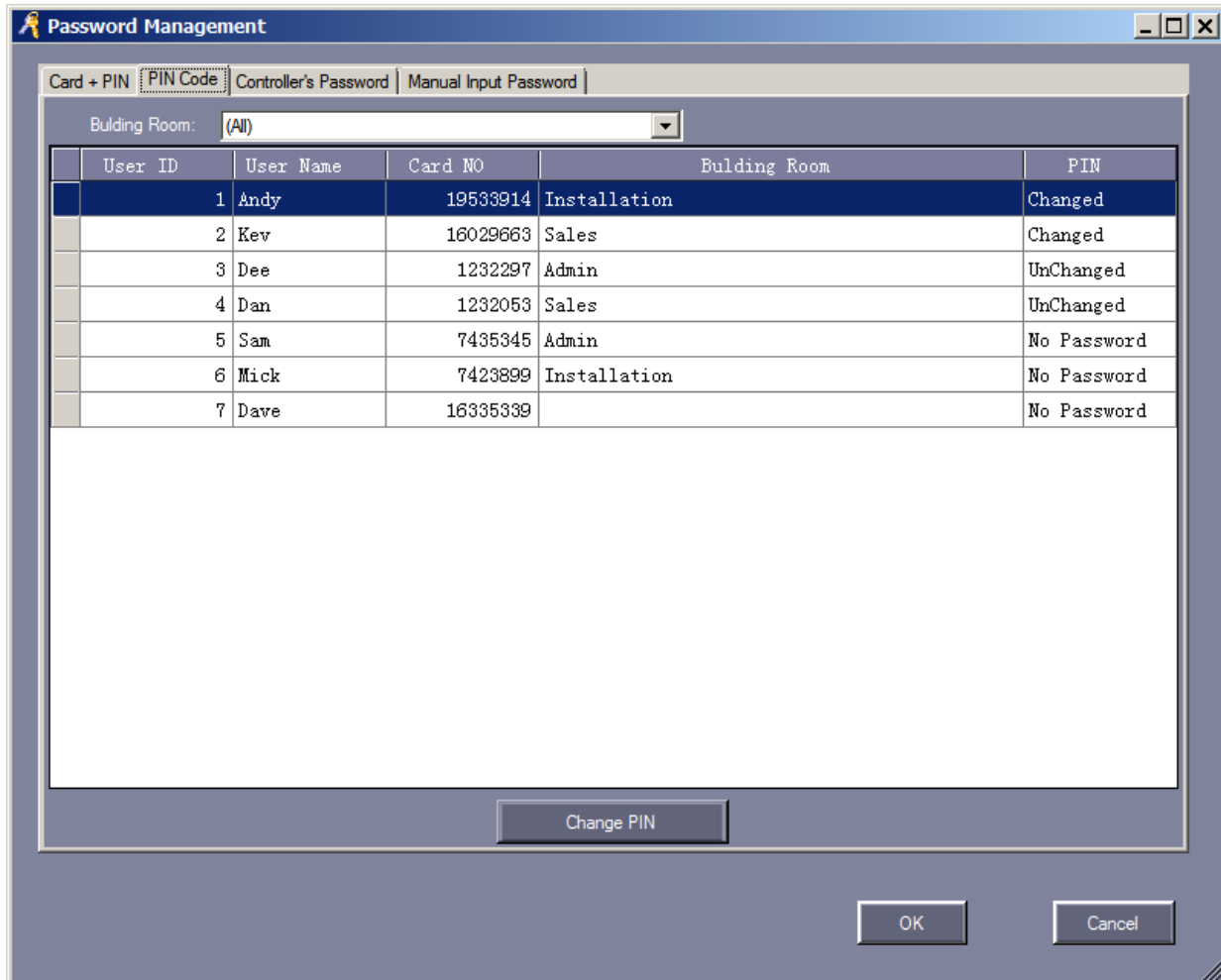
### ! Important !

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 you 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



## 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

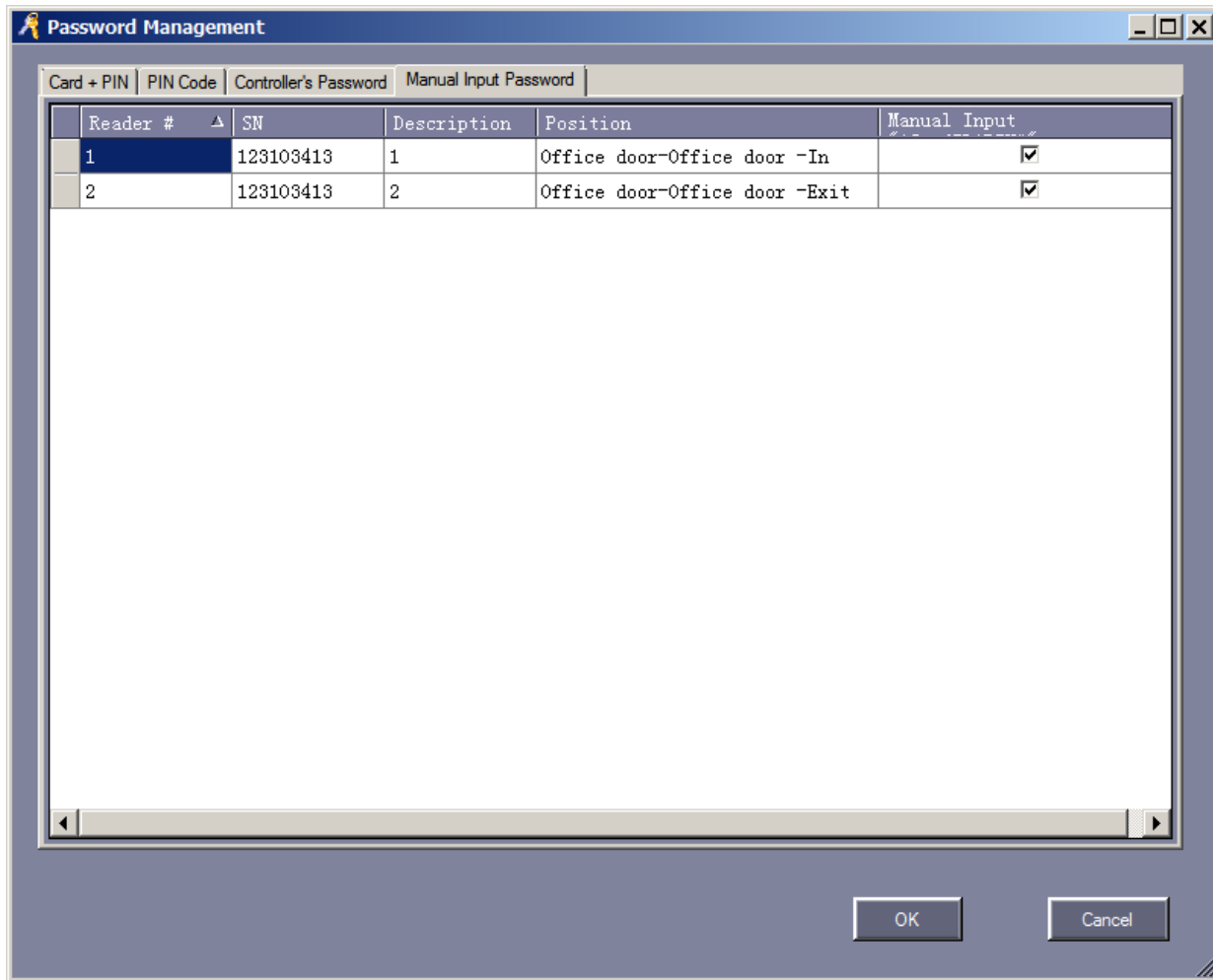
Add

Delete

OK Cancel

## Manual Input Password

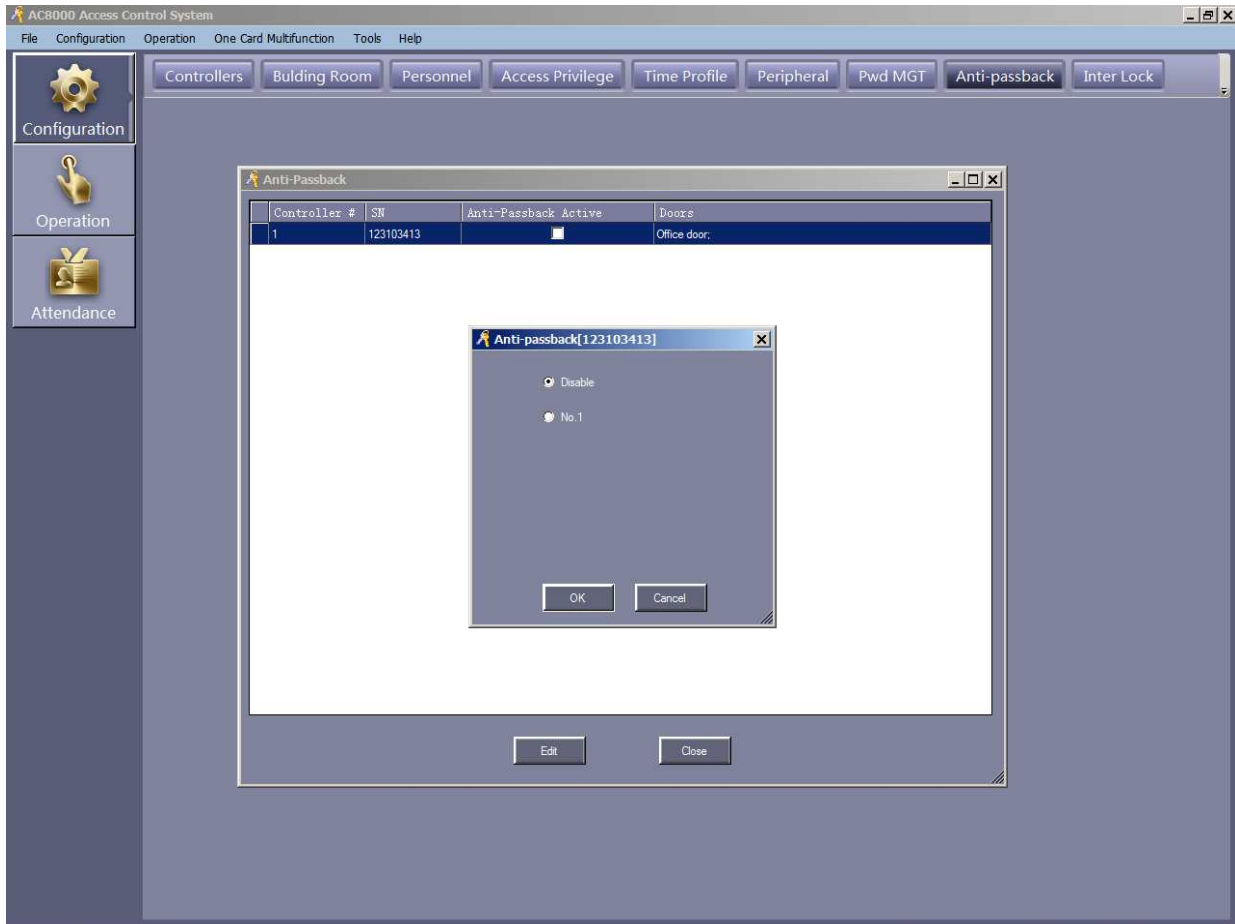
Users who have a 'No Password' can present their 'Card' or '\* + the 8 digit Wiegand number on their card + #' in order to gain access



## 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



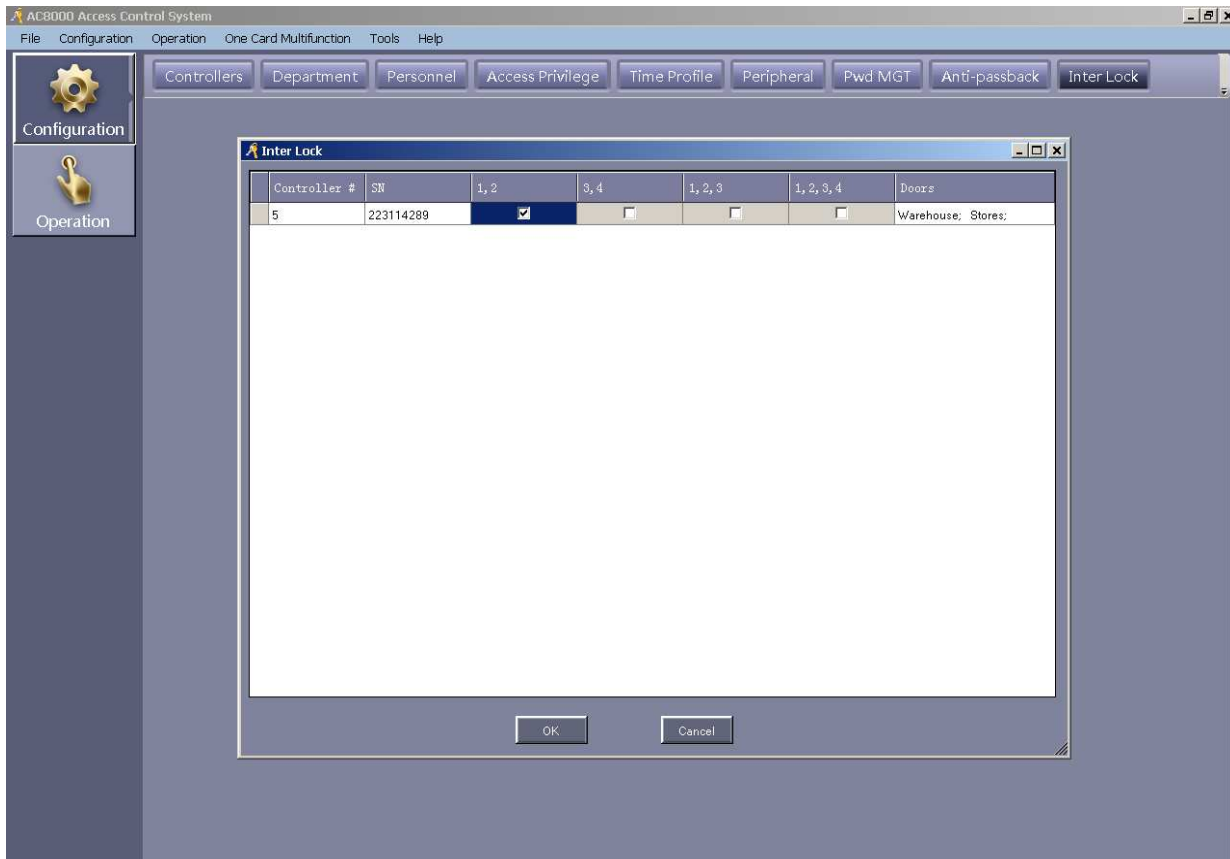
## Interlock

### Configuration/ InterLock

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





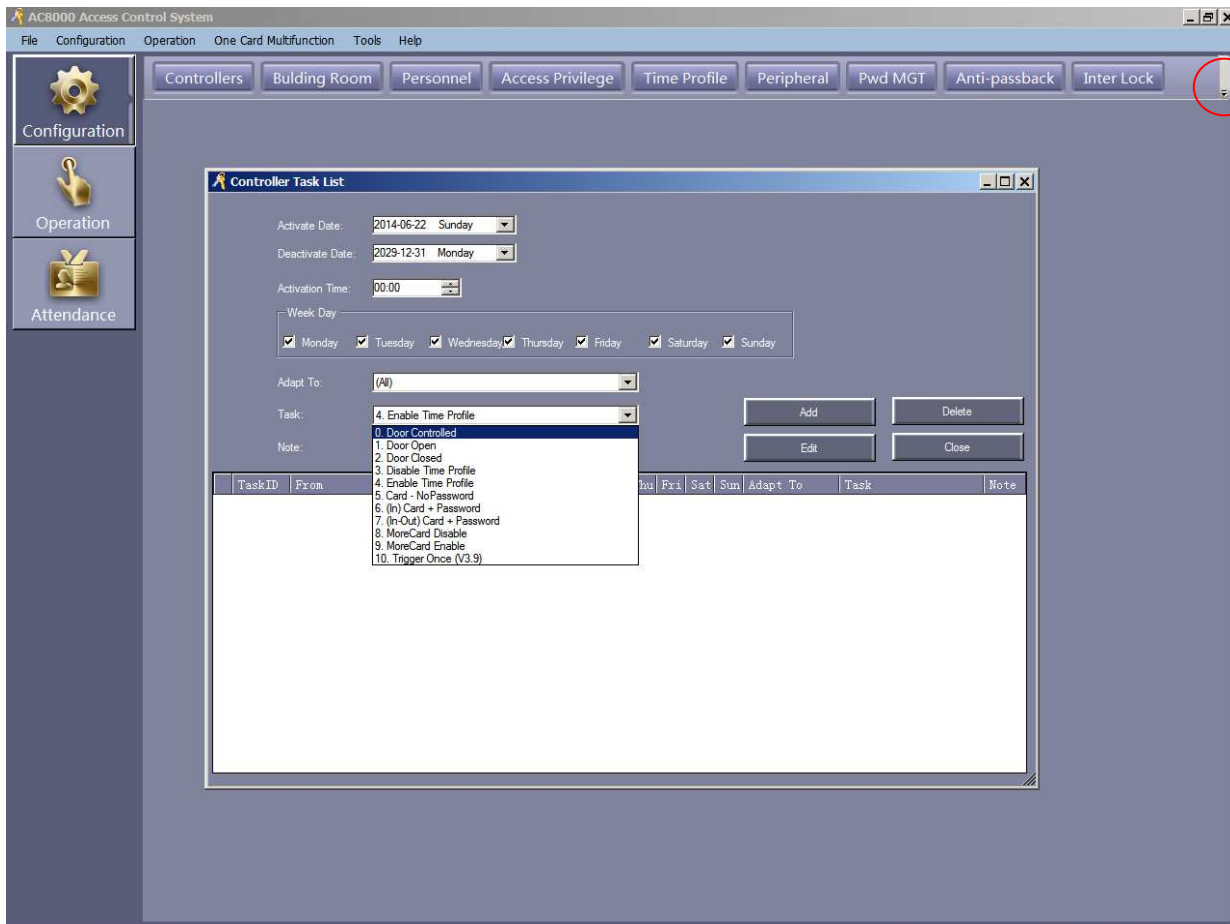
## Task List

### 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:

Deactivate Date:

Activation Time:

Week Day

Monday
  Tuesday
  Wednesday
  Thursday
  Friday
  Saturday
  Sunday

Adapt To:

Task:

Note:

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	

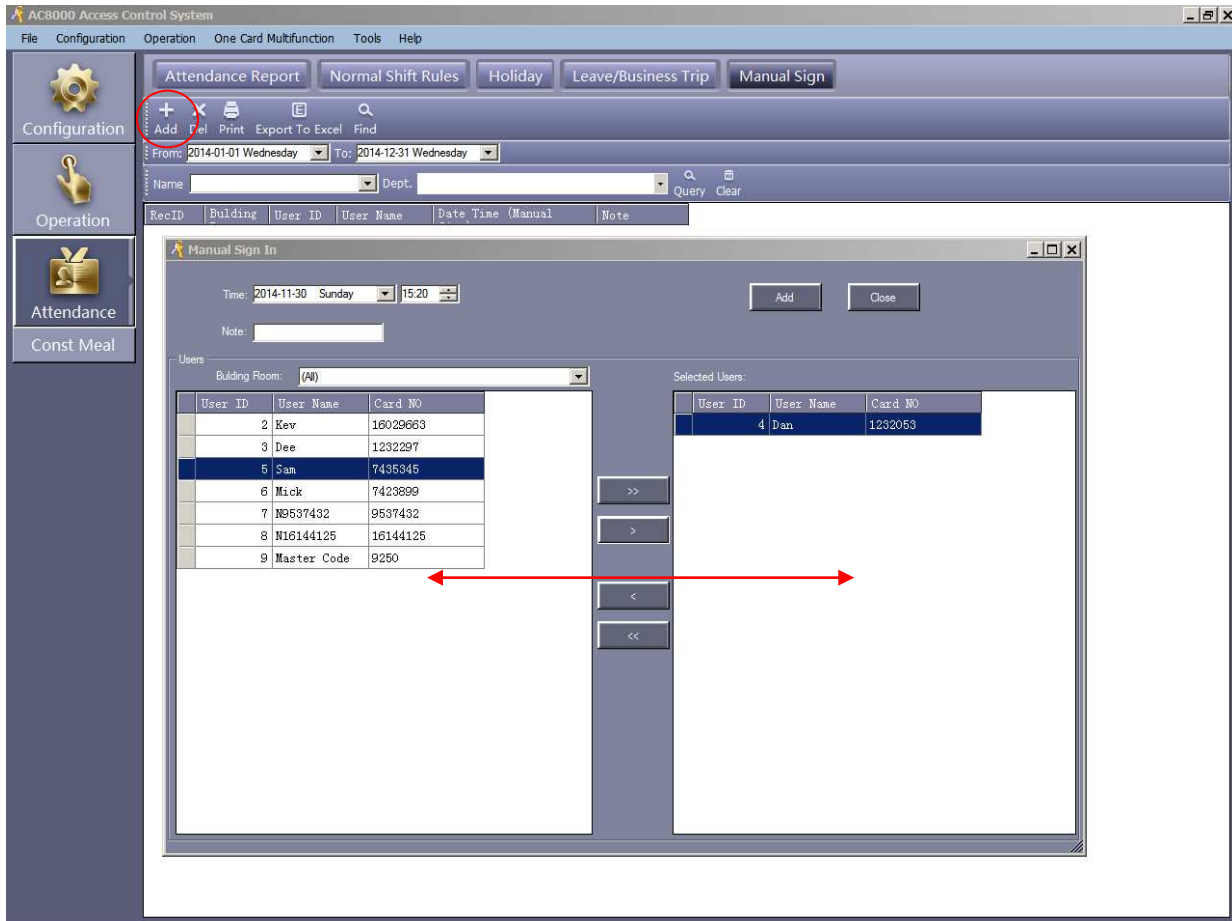
## Attendance/Manual Sign In

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**



## 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**

AC8000 Access Control System

File Configuration Operation One Card Multifunction Tools Help

Attendance Report Normal Shift Rules Holiday Leave/Business Trip Manual Sign

+ Add Del Type Setup Print Export To Excel Find

From: 2014-01-01 Wednesday To: 2014-12-31 Wednesday

Name: Dept. Query Clear

RecID Building User ID User Name From To Type Note

Leave / Business Trip Compensation Sign In

Type: Holiday time From: 2014-11-08 Saturday A.M. Add Close

Note: To: 2014-11-11 Tuesday P.M.

Building Room: (All)

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

Selected Users:

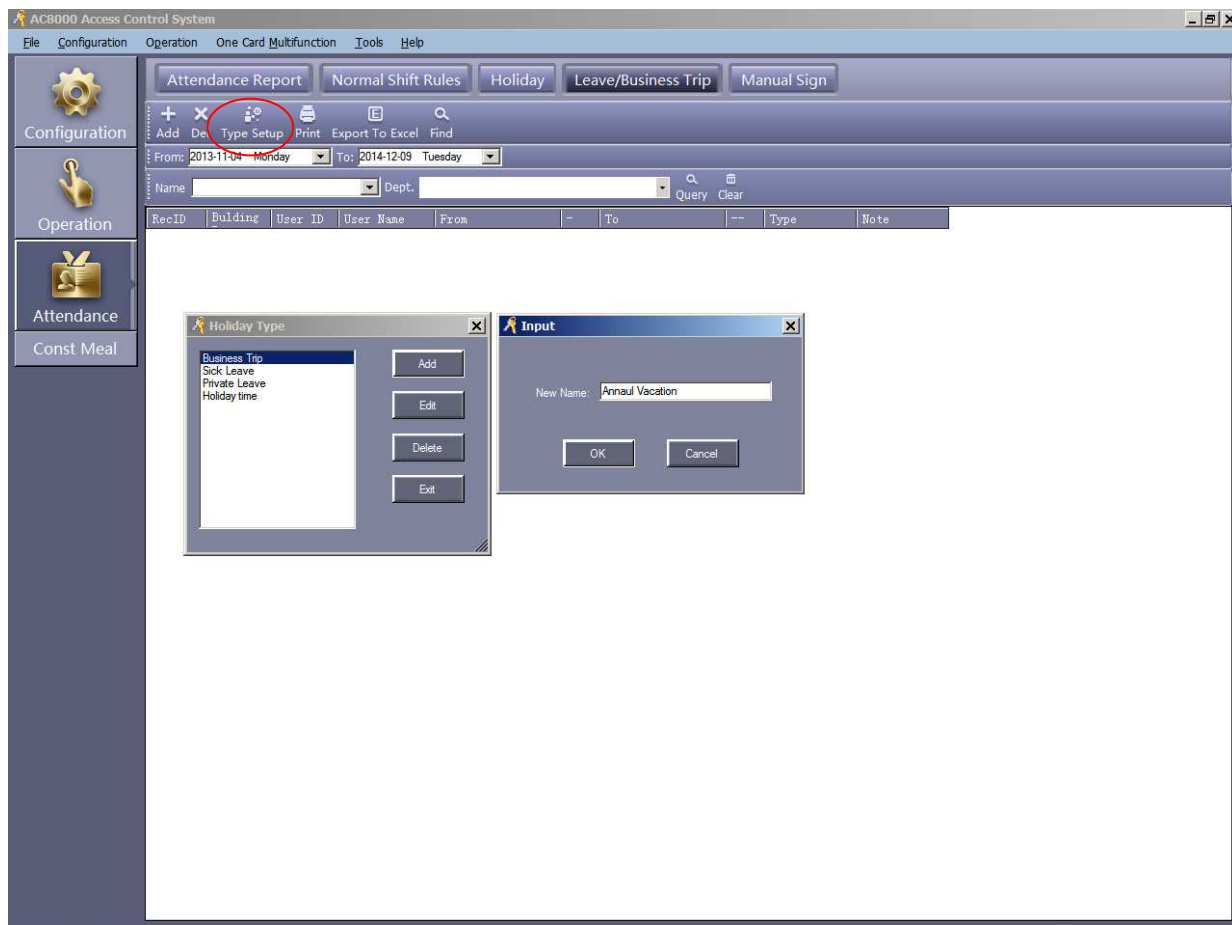
User ID	User Name	Card NO
2	Key	16029963
4	Dan	1232053

>> > < <<

## 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

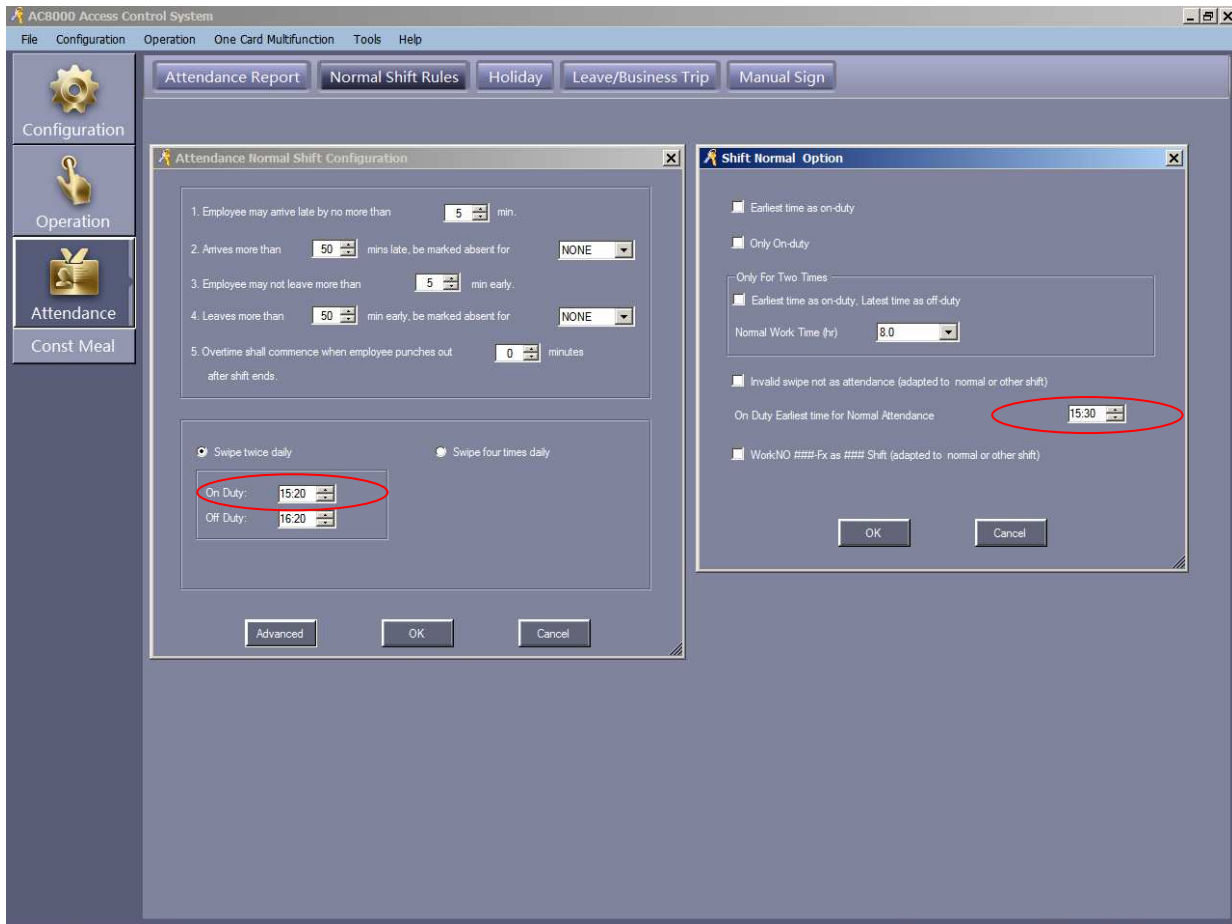
Sat. Rest     Sat. P.M. Rest     Sat. Work

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 15.20 pm, however, his sign in time was 15.36 pm and he left early at 15.49 pm 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 be displayed in the report. The 'Create' button in the main interface is circled in red.

Query Option dialog box with checkboxes for 'Arrive late', 'Leave Early', 'Absent', 'Manual Sign', 'Not Swipe', and 'Overtime'. The 'Absent' checkbox is checked.

AC8000 Access Control System

File Configuration Operation One Card Multifunction Tools Help

Attendance Report Normal Shift Rules Holiday Leave/Business Trip Manual Sign

Print Export To Excel Statistic Create Query Option Find

From: 2014-11-30 Sunday To: 2014-11-30 Sunday

Name Dept. Query Clear

Creating Attendance Report Log: [Operating Date: 2014-11-30 15:51:29 Sunday]; From 2014-11-30 To 2014-11-30; Building Room: User (8)

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

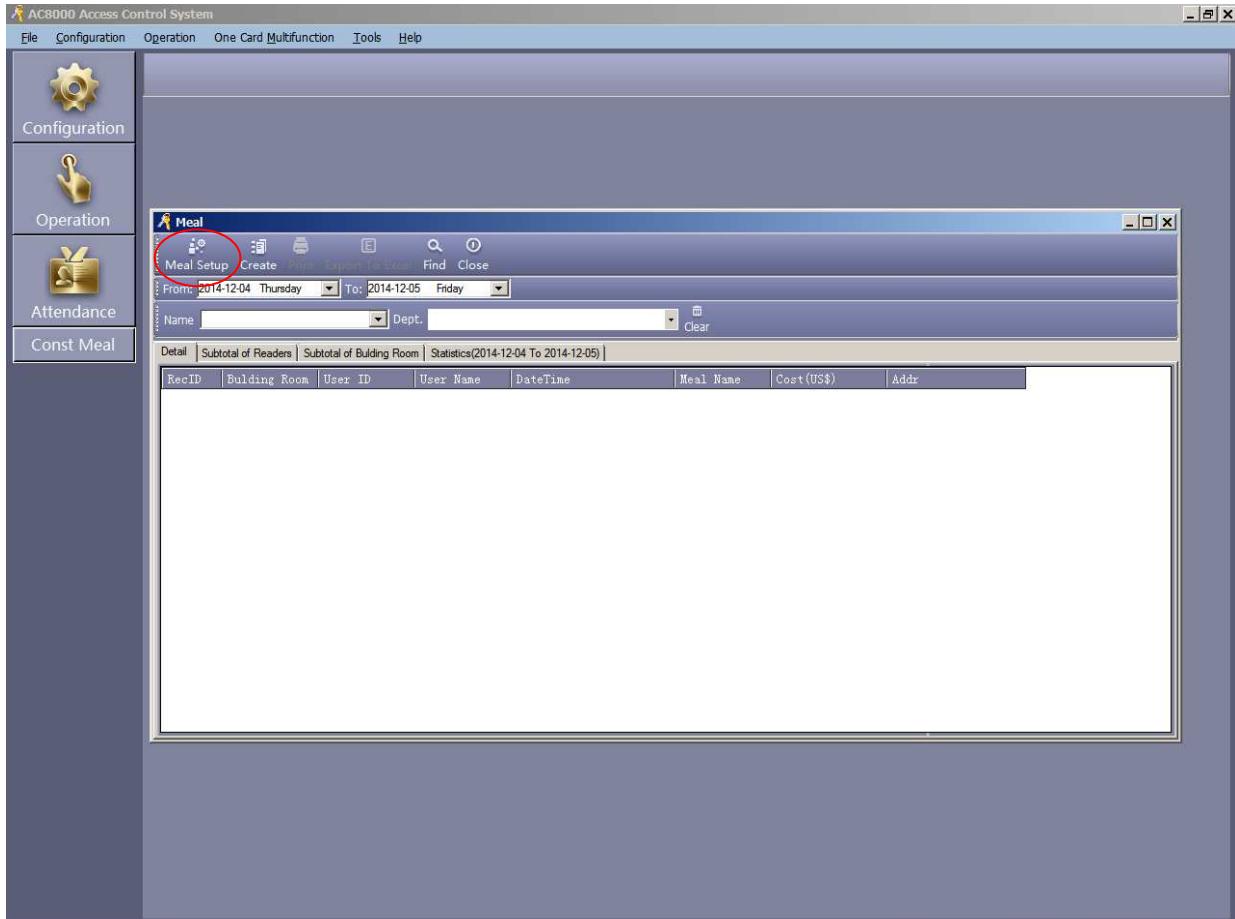
Attendance Statistics															
Print Export To Excel Find Close															
Name: <input type="text"/> Dept.: <input type="text"/> Query Clear															
Creating Attendance Report Log: [Operating Date: 2014-12-03 15:26:36 Wednesday]; From 2014-11-30 To 2014-12-03; Bulding Room: User (8)															
Bulding Room	User ID	User Name	Planne Days	FullWor Days	Late Minutes	Late Coun	LeaveE: Minute:	LeaveEa: Count	Over (hr)	Abse Days	Not Swip	Manual SignIn (Times)	Busin 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

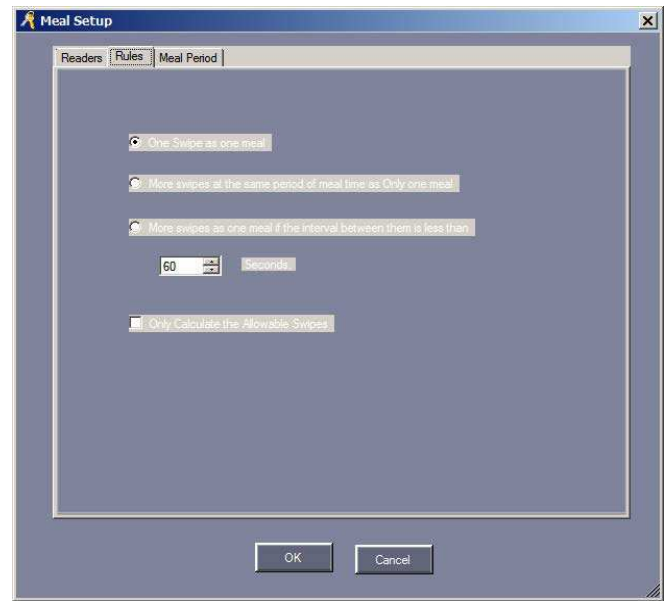
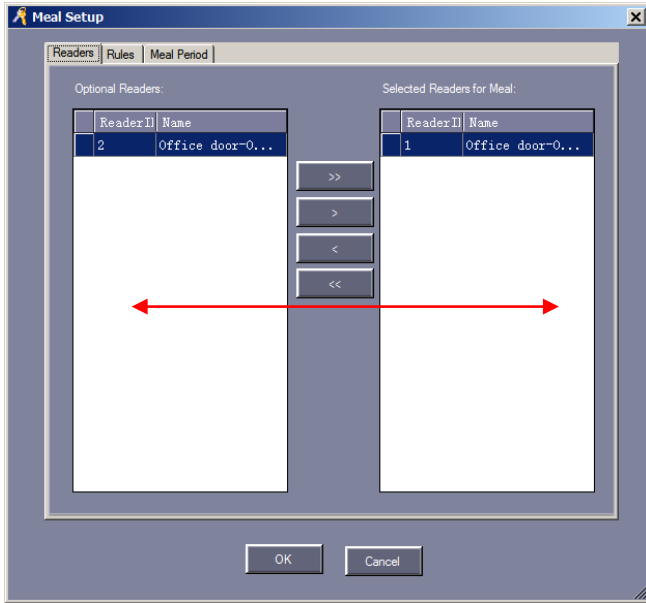
### Readers

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)



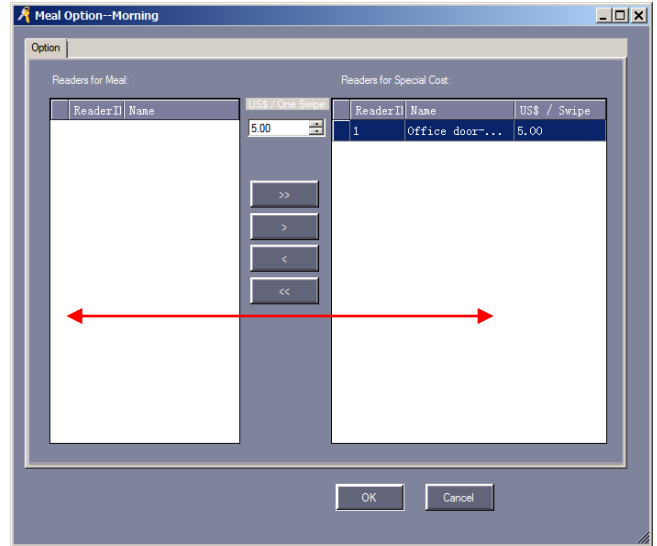
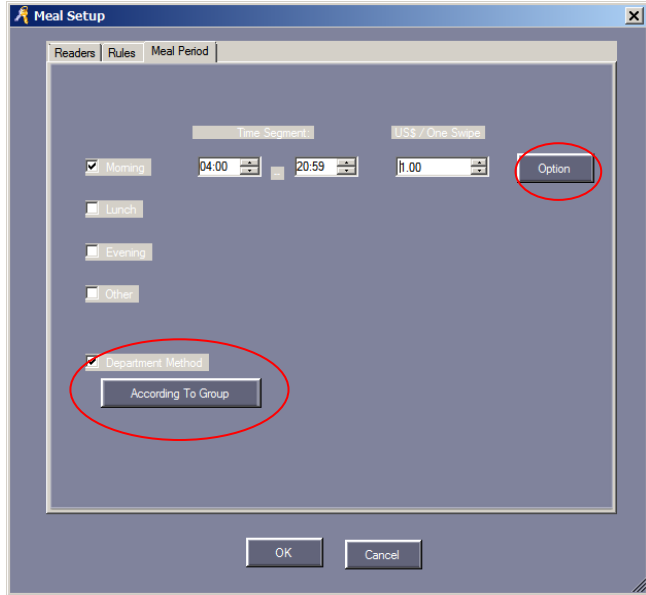
### Meal Period

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

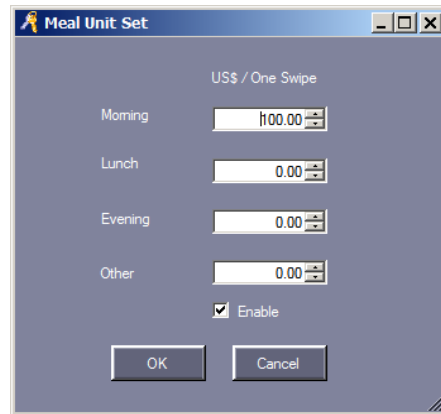
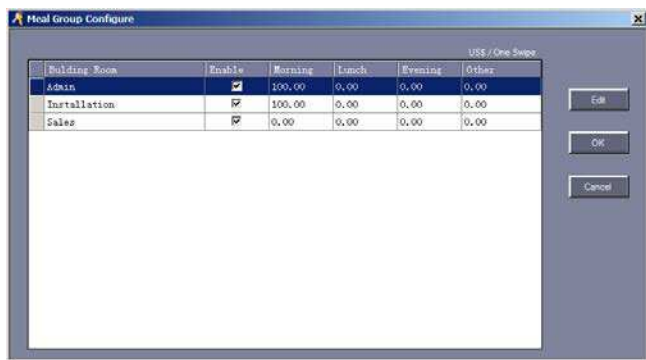
Choose the door/s on the left and then using the >> arrow button/s, move them to the right. When complete, click **OK**



### 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**



## 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 with the following data:

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 with the following data:

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". The menu bar includes "Meal Setup", "Create", "Print", "Export To Excel", "Find", and "Close". The main area has filters for "From: 2014-12-04 Thursday" and "To: 2014-12-05 Friday". Below that, the "Name" field is set to "6-Mick-7423899" and "Dept." is empty. A "Clear" button is next to it. The table below has tabs for "Detail", "Subtotal of Readers", "Subtotal of Bulding Room", and "Statistics(2014-12-04 To 2014-12-05)". The table contains two rows of meal 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