

EF Smart Door Controller Software for Time Recorder

User Manual


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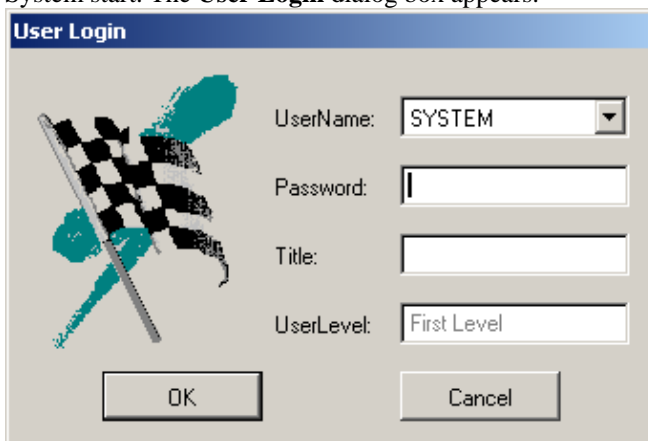
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Software Overview

- **File Menu Include:** New Close Save Restore Delete Print Report Print Setup Exit
- **Edit Menu Include:** Undo Redo Cut Copy Paste Select All
- **System Menu Include:** COM Setup Baud Rate Setup Time Setup Company Setup Short Information Setup Default Controller Setup Door/Controller Setup Transfer Parameter Real Time Monitor Video Monitor Verify Image
- **Register Menu Include:** Initialize Controller Initialize Card Initial Password Setup Register/Deregister
- **Collect Menu Include:** Collect Raw Data Import Raw Data
- **Personnel Menu Include:** User Login Change Login Password User Maintenance Import Personnel Name Code Personnel Information Maintenance Personnel Merit and Demerit Records Data Base Maintenance Copy Data Restore Data
- **Attendance Menu Include:** Holiday Setup Late/Early/Overtime Setup Diploma Setup Title Setup Classification Setup Department Setup Shift Code Setup Ask For Leave Maintenance Work Time Maintenance Attendance Record Maintenance Monthly Attendance Maintenance
- **Help Menu Include:** Content About Background Picture Setup
- **Navigate Menu Include:** First Prior Next Last
- **Item Menu Include:** Add Item Delete Item Copy Item Paste Item

How to login

System start. The **User Login** dialog box appears.



The screenshot shows a 'User Login' dialog box with the following fields and options:

- UserName:** A drop-down menu currently showing 'SYSTEM'.
- Password:** An empty text input field.
- Title:** An empty text input field.
- UserLevel:** A drop-down menu currently showing 'First Level'.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

To login into the Sentry Access Control System

1. In the **Username** box, select your name from the drop-down list.
2. In the **Password** box, type your password. The initial password is **555**.
3. Click **OK**.

New

Click **New** creates a new record in current table.

Close

Click **Close** closes the active window.

Save

Click **Save** saves changes you made to the current record in the active window.

Restore

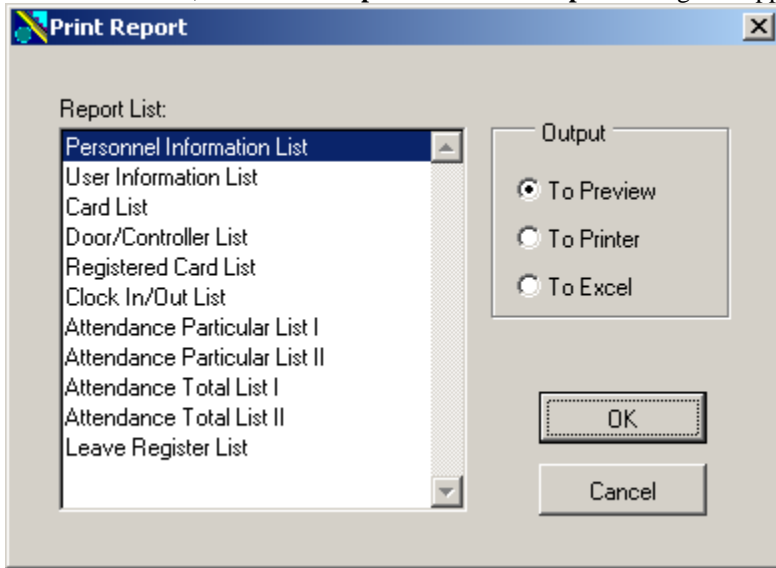
Click **Restore** reverses the changes that you made to the current record in the active window. The **Restore** command does not undo the changes if you have already chosen the **Save** command.

Delete

Click **Delete** deletes the current record from the active table.

Print Report

On the **File** menu, click **Print Report**. The **Print Report** dialog box appears.

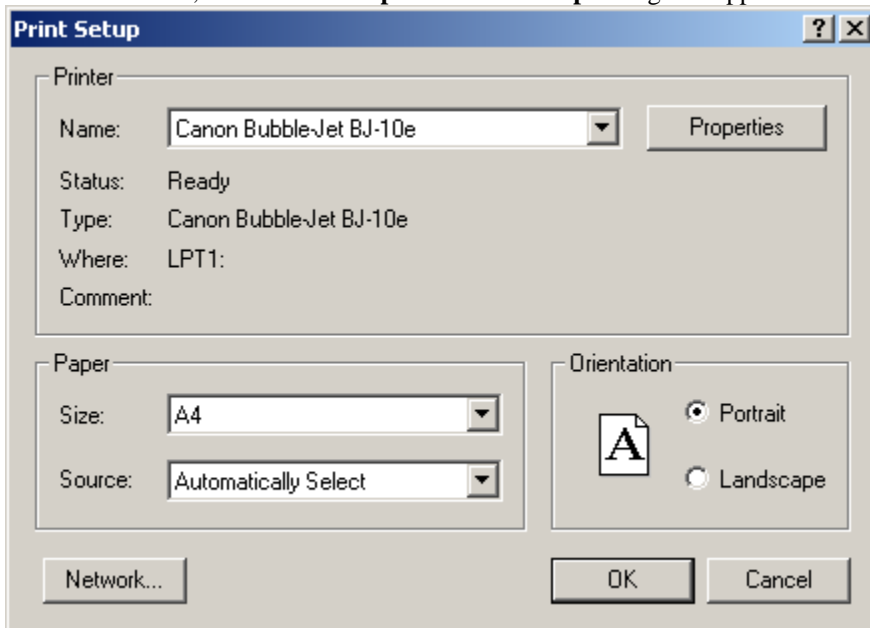


To print report

1. In the **Report List** list box, select report name.
2. In the **Output** option box, select types of output.
3. Click **OK** button.
4. The Find dialog box appears, add condition of inquiry for report.
5. Click **Find** button.
6. Click **Print Preview** dialog box appears, click **Print Report** button.

Print Setup

On the **File** menu, click **Print Setup**. The **Print Setup** dialog box appears.



Exit

Click **Exit** closes **Sentry Access Control System** application.

Undo

Click **Undo** reverses the last action.

Redo

Click **Redo** repeats the last action.

Cut

Click **Cut** removes the current selection.

Copy

Click **Copy** copies the current selection.

Paste

Click **Paste** inserts the last copied selection.

Select All

Click **Select All** selects all text in the active area.

Comm. Setup

Provides serial communications port for between the computer and the controller by allowing the transmission and reception of data through a serial port. If serial port is chose wrongly will cause the computer and the controller communication failure. Please adjust it correctly.

To provides serial communications port

1. On the **System** menu, click **Comm. Setup**.
2. On the **Comm. Setup** menu, click **Comm1** (Default) or **Comm2** or **Comm3** or **Comm4** or **Comm5** or **Comm6** or **Comm7** or **Comm8**.

Baud Rate Setup

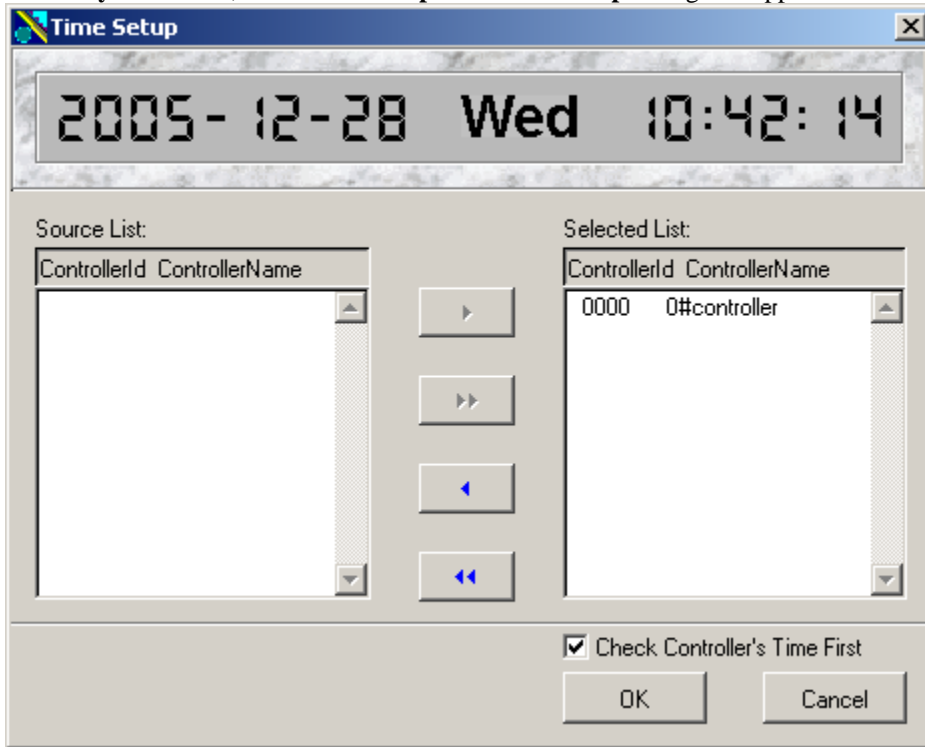
Provides the baud rate for between the computer and the controller. Please keep it same with the baud rate of the controller. If select the baud rate wrongly will cause the computer and the controller communication failure. Please adjust it correctly.

To provides baud rate

1. On the **System** menu, click **Baud Rate Setup**.
2. On the **Baud Rate Setup** menu, click **2400bps** or **4800bps** or **9600bps** (Default) or **19200bps**.

Time Setup

On the **System** menu, click **Time Setup**. The **Time Setup** dialog box appears.



To adjust date and time of the controller

1. Make sure between the computer and the controller are already connected.
2. Select controller number from the **Source List** box to the **Selected List** box.
3. Click **OK**.



Move selected items from the **Source List** box to the **Selected List** box.



Move all items from the **Source List** box to the **Selected List** box.



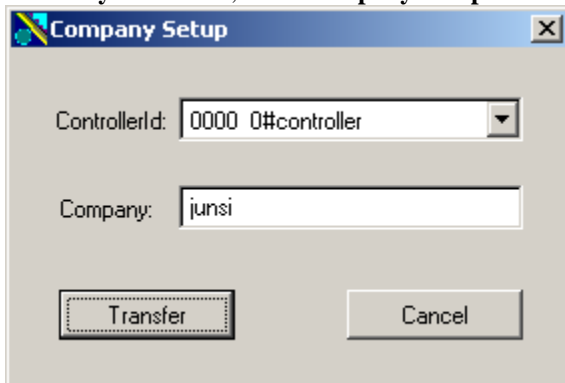
Move selected items from the **Selected List** box to the **Source List** box.



Move all items from the **Selected List** box to the **Source List** box.

Company Setup

On the **System** menu, click **Company Setup**. The **Company Setup** dialog box appears.



To show the user-defined company in the first line of the LCD for controller

1. Make sure between the computer and the controller are already connected.
2. In the **Company** box, type your contents (less than 41 characters).
3. In the **ControllerId** box, select your controller number from the drop-down list.
4. Click **Transfer**.

Short Information Setup

On the **System** menu, click **Short Information Setup**. The **Short Information Setup** dialog box appears.

Code	UseMark	Name	CardId	StartTime	EndTime	Content
00	<input checked="" type="checkbox"/> Using	PUBLIC	4294967295	2005/02/25 08:00	2005/02/25 12:00	Welcome
01	<input checked="" type="checkbox"/> Using	PUBLIC	4294967295	// ::	// ::	
02	<input type="checkbox"/> Using	PUBLIC	4294967295	// ::	// ::	
03	<input type="checkbox"/> Using	Tom	0005666572	// ::	// ::	
04	<input type="checkbox"/> Using	Mike	0005980243	// ::	// ::	
05	<input type="checkbox"/> Using	Tony	0009862450	// ::	// ::	
06	<input type="checkbox"/> Using	PUBLIC	4294967295	// ::	// ::	
07	<input type="checkbox"/> Using	PUBLIC	4294967295	// ::	// ::	
08	<input type="checkbox"/> Using	PUBLIC	4294967295	// ::	// ::	
09	<input type="checkbox"/> Using	PUBLIC	4294967295	// ::	// ::	
10	<input type="checkbox"/> Using	PUBLIC	4294967295	// ::	// ::	
11	<input type="checkbox"/> Using	PUBLIC	4294967295	// ::	// ::	
12	<input type="checkbox"/> Using	PUBLIC	4294967295	// ::	// ::	
13	<input type="checkbox"/> Using	PUBLIC	4294967295	// ::	// ::	
14	<input type="checkbox"/> Using	PUBLIC	4294967295	// ::	// ::	
15	<input type="checkbox"/> Using	PUBLIC	4294967295	// ::	// ::	
16	<input type="checkbox"/> Using	PUBLIC	4294967295	// ::	// ::	
17	<input type="checkbox"/> Using	PUBLIC	4294967295	// ::	// ::	

ControllerId:

To show the user-defined short information in the first line of the LCD for controller

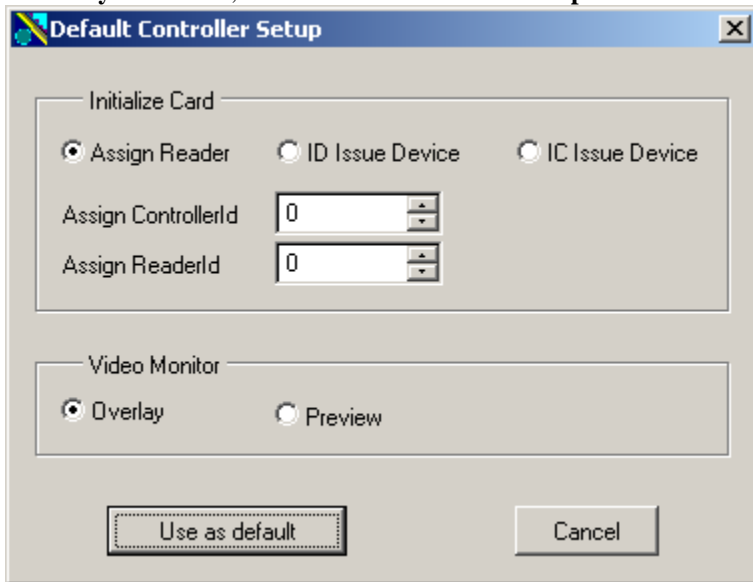
1. Make sure between the computer and the controller are already connected.
2. In the **UseMark** column, click **Using** check box.
3. In the **Name** column, select individual personnel from the drop-down list.
4. In the **StartTime** column, type start time for activate.
5. In the **EndTime** column, type end time for deactivate.
6. In the **Content** column, type your short information (less than 201 characters).
7. In the **ControllerId** box, select your controller number from the drop-down list.
8. Click **Transfer**.

To terminate short information for controller

1. Make sure between the computer and the controller are already connected.
2. In the grid, click to a line short information.
3. In the **ControllerId** box, select your controller number from the drop-down list.
4. Click **Terminate**.

Default Controller Setup

On the **System** menu, click **Default Controller Setup**. The **Default Controller Setup** dialog box appears.



To initialize card have three mode

- **Assign Reader** option button: Assign a controller or a reader to initialize card.
- **ID Issue Device** option button: Assign a ID issue device to initialize card.
- **IC Issue Device** option button: Assign a IC issue device to initialize card.

To video monitor have two mode

- **Overlay** option button: Use overlay mode to video monitor.
- **Preview** option button: Use Preview mode to video monitor.

Door/Controller Setup

On the **System** menu, click **Door/Controller Setup**. The **Door/Controller Setup** dialog box appears. Display all door and controller in list box, click to activate the right side tab: **Door** tab, **Time Frame** tab, **Time Zone** tab, **Holiday control** tab, **Use Group** tab, **Authorized User** tab, **Controller** tab.

Door Tab

The screenshot shows the 'Door/Controller Setup' dialog box with the 'Door' tab selected. The left pane shows a tree view with the following items:

- 0000 0000#controller
- 0000 0000#door
- 0001 0001#door
- 0001 0001#controller
- 0002 0002#door
- 0003 0003#door

The main configuration area includes the following fields and options:

- Control Type:** In And Out (dropdown)
- Enter Type:** Only Card (dropdown)
- Card&Password Use Group:** Use Group: 00 (dropdown)
- Sensor Type:** Sensor NO. (dropdown)
- Button Type:** NO. (dropdown)
- Open Time:** 5 (spin box) SEC
- Close Time:** 30 (spin box) SEC
- Duress Password:** (text box)
- Access Password:** (text box)
- Access Password Use Group:** Use Group: 00 (dropdown)
- Open Door After First Entry:** Use Group: 00 (dropdown)

A red prompt box on the right contains the text: "If parameter has been changed, use 'Transfer Parameter' in System sub-menu to refresh the changes to door/controller."

Buttons at the bottom right are: "Open Door Once" and "Forced Open".

Door Parameter:

- **Control Type:** In and Out(Default) Only In, Random Out A.P.B
- **Enter Type:** Only Card(Default) Only Password Card&Password.
- **Card&Password Use Group:** 00----15(use group number)
- **Sensor Type:** Sensor NO. Sensor NC. Fire Alarm NO. Fire Alarm NC. NULL
- **Open Time:** 0----254 second(Default 5 second)
- **Close Time:** 0----99 second(Default 30 second)
- **Duress Password:** 6 bit number string
- **Access Password:** 6 bit number string
- **Access Password Use Group:** 00----15(use group number)
- **Open Door After First Entry:** 00----15(use group number)

Command Button:

- **Open Door Once:** Select a door number, click button to open the door in limited time(**Open Time**).
- **Open Door Forced:** Select a door number, click button to open the door always.

Time Frame Tab

Code	Description	Start Time	End Time
00	No Passing	00:00	00:00
01		00:00	00:00
02		00:00	00:00
03		00:00	00:00
04		00:00	00:00
05		00:00	00:00
06		00:00	00:00
07		00:00	00:00
08		00:00	00:00
09		00:00	00:00
10		00:00	00:00
11		00:00	00:00
12		00:00	00:00
13		00:00	00:00
14		00:00	00:00
15		00:00	00:00
16		00:00	00:00
17		00:00	00:00
18		00:00	00:00
19		00:00	00:00
20		00:00	00:00

Every door can set max 32 time frame, the serial number is 00 to 31, each time frame includes start time and end time, the description is as below:

- 00: System will set as No Passing, user can not change it.
- 01---30: System will set as No Passing, user can change it.
- 31: System will set as 24 Hours Passing, user can not change it.

Time Zone Tab

Code	Description	First Frame	Second Frame	Third Frame	Fourth Frame
00		31	00	00	00
01		31	00	00	00
02		31	00	00	00
03		31	00	00	00
04		31	00	00	00
05		31	00	00	00
06		31	00	00	00
07		31	00	00	00
08		31	00	00	00
09		31	00	00	00
10		31	00	00	00
11		31	00	00	00
12		31	00	00	00
13		31	00	00	00
14		31	00	00	00
15		31	00	00	00
16		31	00	00	00
17		31	00	00	00
18		31	00	00	00
19		31	00	00	00

1st Frame: 00:00-23:59 2nd Frame: 00:00-00:00 3rd Frame: 00:00-00:00 4th Frame: 00:00-00:00

Every door can set max 64 time Zone, the serial number is 00 to 63. Each time zone includes 4 time frame, user can change it freely, the description is as below:

- 00---62: System will set as time frame 31(24 Hours Passing).
- 63: System will set as time frame 00(No Passing).

Every time zone has 4 time frame, as First Frame, Second Frame, Third Frame, Fourth Frame in turns.

Holiday Control Tab

The screenshot shows the 'Door/Controller Setup' window with the 'Holiday Control' tab selected. The year 2005 is displayed at the top. The calendar grid shows dates from July to December. A context menu is open over the date August 2nd, listing holiday types from NULL to Type8. The legend on the right maps these types to specific colors.

Month	Sun	Mon	Tues	Wedn	Thur	Fri	Sat
July 2005	3	4	5	6	7	8	9
August 2005	7	8	9	10	11	12	13
September 2005	4	5	6	7	8	9	10
October 2005	2	3	4	5	6	7	8
November 2005	6	7	8	9	10	11	12
December 2005	13	14	15	16	17	18	19

One can manage the entry and exit to make it safe during the holiday. There are 8 types of holiday applying group to flexible manage. To set it in the **Use Group Tab**, please refer to the description of the **Use Group Tab**.

To assign holiday for controller

Move mouse to click the date, select type of holiday in the access menu, the date will be covered of the color square frame.

Command Button:

- **Prior Year:** Go to the prior year display.
- **Next Year:** Go to the next year display.
- **First Half Year:** Go to 1----6 months of the current year display.
- **Second Half Year:** Go to 7----12 months of the current year display.

Controller Tab

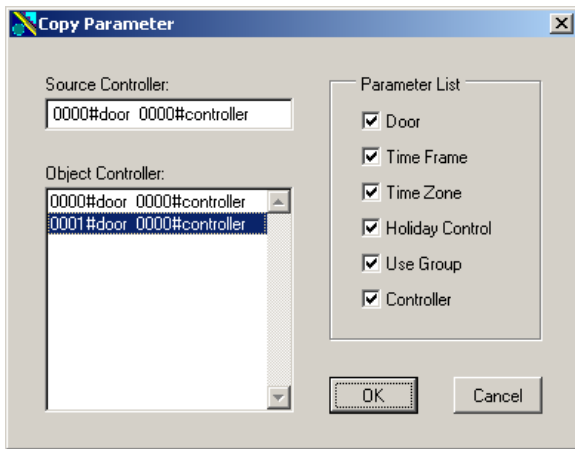
Controller Parameter:

- **Menu PWD:** set the menu password (There are blank when come out from the factory)
- **Check Error:** -99----99 second/day (default: 0 second/day, negative: adjust to slow, positive: adjust to fast)
- **Back Light:** NC. NO. (Default) Auto Time Segment
- **Time Segment:** When **Back Light** is set as the Time Segment that means it is in light.
- **Beep Hint:** Keyboard Bell Hint
- **Record Option:** In Record Out Record Events Fill Cycle No Sameness 5 Digit CardId Capacity Alarm
- **I/O Port Setting:** Relay1 Relay2 W26 Port1 W26 Port2 Self Port
Relay1: Lock1(Default) Lock2 Bell Alarm illegality NULL
Relay2: Lock1 Lock2(Default) Bell Alarm illegality NULL
W26 Port1: In1(Default) Out1 In2 Out2 NULL W26 Out W34 Out W44 Out
W26 Port2: In1 Out1 In2(Default) Out2 NULL W26 Out W34 Out W44 Out
Self Port: In1(Default) Out1 In2 Out2 NULL
- **Bell Time01---Bell Time16:** System provides each door 16 Bell Time, user can change it freely.

Command Button:

- **Version Info:** Read the information of the supplier from controller.
- **Clear Alarm:** Clear all alarm of controller.
- **Clear Device:** Device will clear all record and all Authorizing User, Restore all parameter of leave factory.
- **Advanced Option:** The **Advanced Option** dialog box appears. To set Duration and Week for bell.

- **Fire Forced Open All Door:** click button to open all door always.
- **Copy Parameter:** The **Copy Parameter** dialog box appears. From selected controller copy parameter to assigned controller.

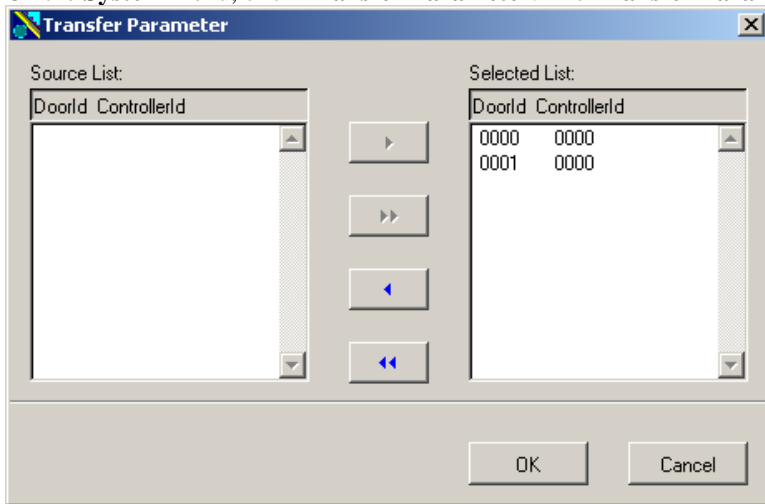


To copy parameter to assigned controller

1. In **Door/Controller Setup** dialog box, select a door number in list box, Click **Copy Parameter**, the **Copy Parameter** dialog box appears.
2. In **Copy Parameter** dialog box, Select door number in the **Object Controller** list box (user can make multiple selections in list box).
3. In **Parameter List**, select parameter will to copy.
4. Click **OK**.

Transfer Parameter

On the **System** menu, click **Transfer Parameter**. The **Transfer Parameter** dialog box appears.



To adjust parameter of the controller

1. Make sure between the computer and the controller are already connected.
2. Select controller number from the **Source List** box to the **Selected List** box.
3. Click **OK**.



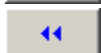
Move selected items from the **Source List** box to the **Selected List** box.



Move all items from the **Source List** box to the **Selected List** box.



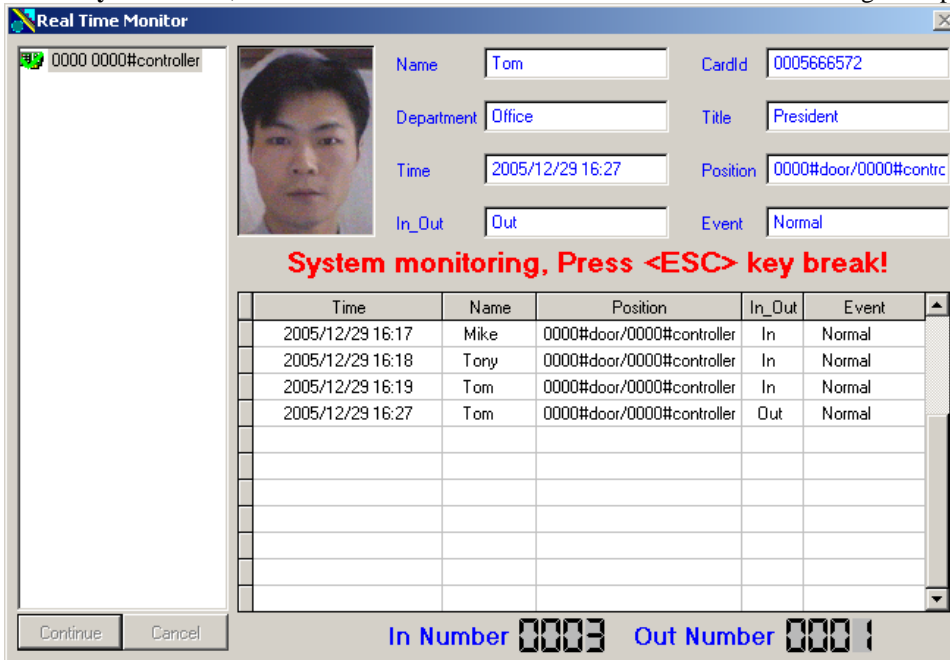
Move selected items from the **Selected List** box to the **Source List** box.



Move all items from the **Selected List** box to the **Source List** box.

Real Time Monitor

On the **System** menu, click **Real Time Monitor**. The **Real Time Monitor** dialog box appears.



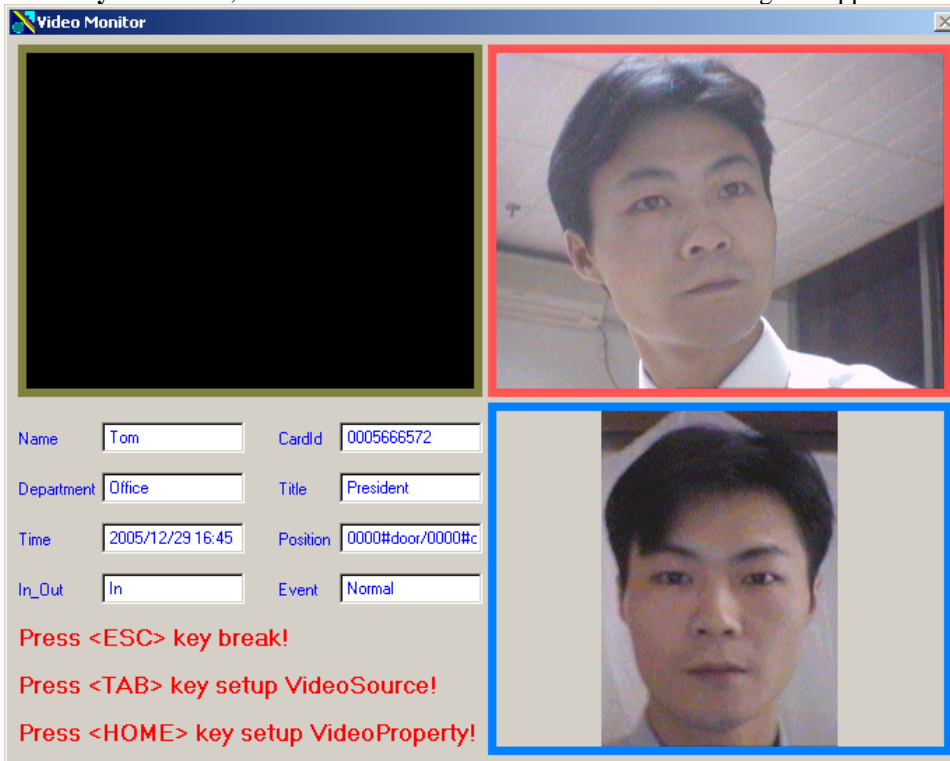
System is monitoring for brush card, it can display **Name CardId Department Title Time Position In_Out Event Photo** of Personnel.

Command Button:

- **Continue:** To continue monitor.
- **Cancel:** Closes **Real Time Monitor** dialog box.

Video Monitor

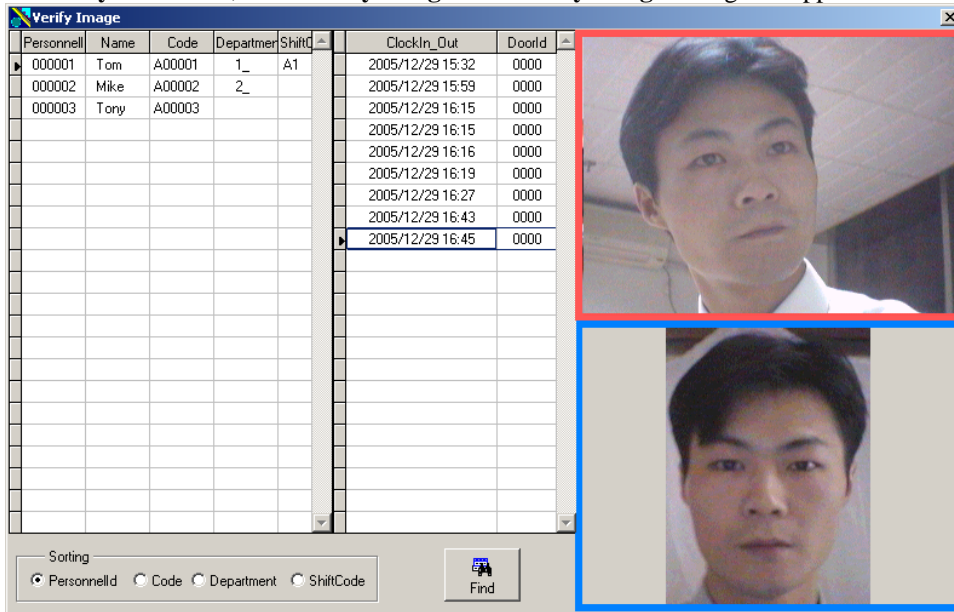
On the **System** menu, click **Video Monitor**. The **Video Monitor** dialog box appears.



System is monitoring for brush card, it can display **Name CardId Department Title Time Position In_Out Event Photo** of Personnel, and to capture image.

Verify Image

On the **System** menu, click **Verify Image**. The **Verify Image** dialog box appears.

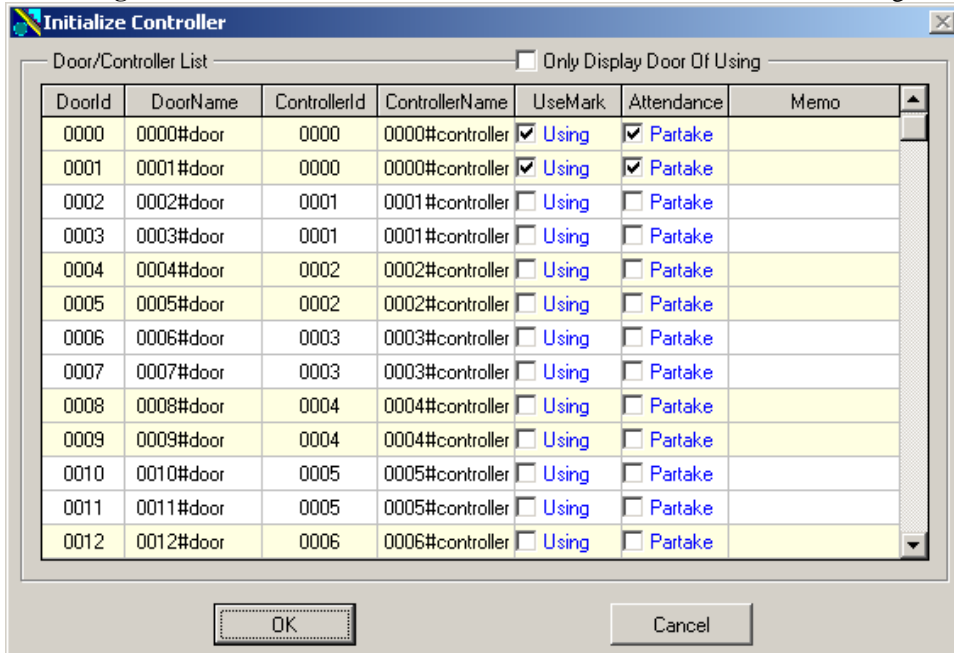


To verify image of personnel

1. Click to activate the left side grid, select individual personnel from the grid.
2. In the right-down side image box, will be display photo of individual personnel.
3. Click to activate the right side grid, select date and time of personnel from the grid.
4. In the right-up side image box, will be display image of capture.

Initialize Controller

On the **Register** menu, click **Initialize Controller**. The **Initialize Controller** dialog box appears.



To initialize controller

1. In the **UseMark** column, click **Using** check box.
2. Click **OK**.

To partake attendance for controller

1. In the **Attendance** column, click **Partake** check box.
2. Click **OK**.

Register/Deregister

On the **Register** menu, click **Register/Deregister**. The **Register/Deregister** dialog box appears.

LoginMark	DoorId	ControllerId	UseGroup
T	0000	0000	00
T	0001	0000	00

In the dialog box, to register card or deregister card for controller. And user can change access level of the card freely (access address level and access time level).

To register card for the controller

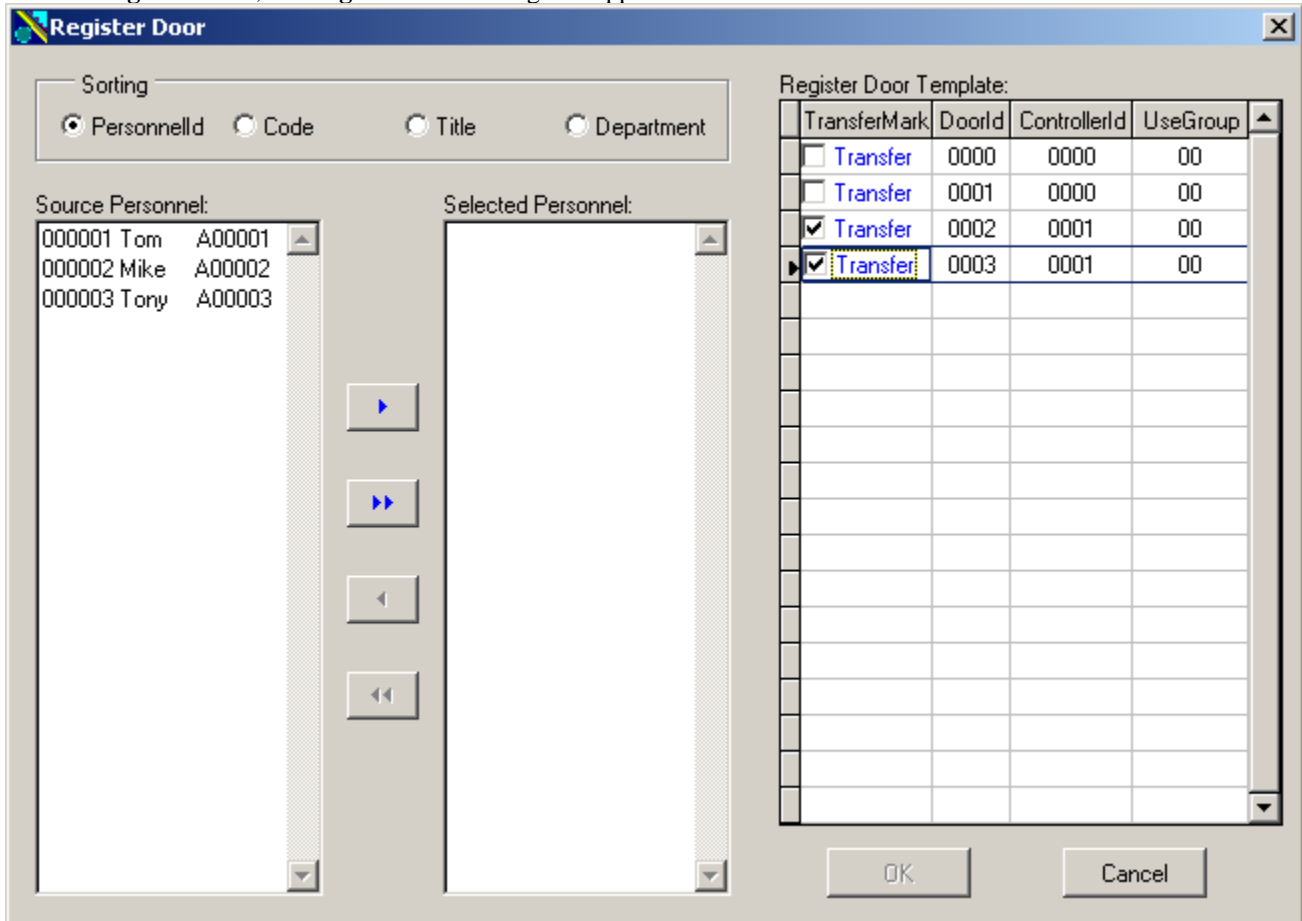
1. Make sure between the computer and the controller are already connected.
2. In the Edit Toolbar, click **New** button.
3. In the **PersonnelId** box, select holder of card from the drop-down list.
4. In the **CardId** box, select number of card from the drop-down list.
5. In the **Deadline** box, type deadline of card.
6. In the **Reg.Mark** grid, move mouse to click in blank line, select **Add Item** in the access menu, the **Access Level** dialog box appears.

Access DoorId	Use Group
0000#door	00#UseGroup

- In the **Access DoorId** box, select door number from the drop-down list.
 - In the **Use Group** box, select use group number from the drop-down list.
 - Click **OK**, add a new item in the grid.
7. Click **Register All**.

To register a great quantity of card for the new controller

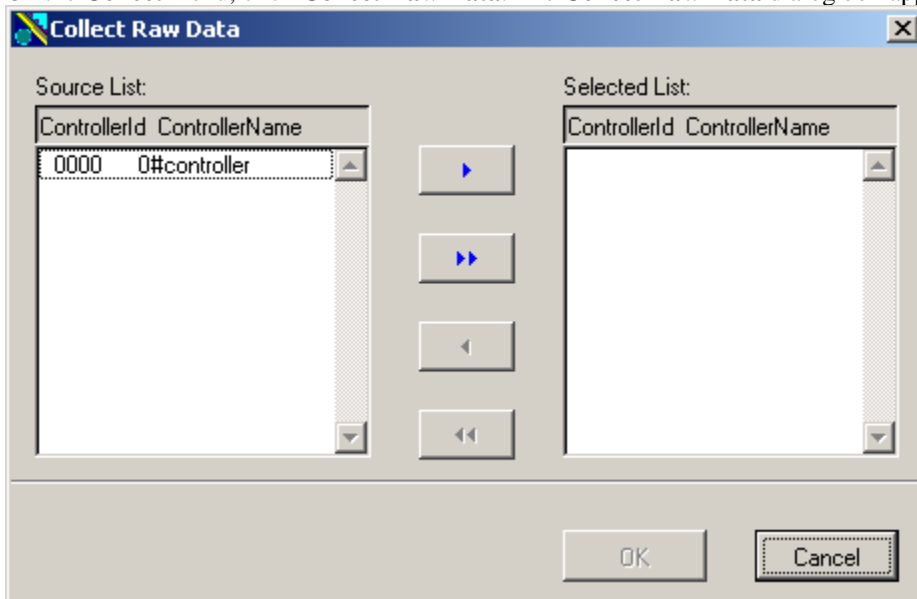
1. Make sure between the computer and the controller are already connected.
2. Click **Register Door**, the **Register Door** dialog box appears.



- Select holder of card from the **Source Personnel** list box to the **Selected Personnel** list box.
- In the **TransferMark** column of **Register Door Template** grid, click **Transfer** check box.
- Click **OK**.

Collect Raw Data

On the **Collect** menu, click **Collect Raw Data**. The **Collect Raw Data** dialog box appears.



To collect data of the controller

1. Make sure between the computer and the controller are already connected.
2. Select controller number from the **Source List** box to the **Selected List** box.
3. Click **OK**.



Move selected items from the **Source List** box to the **Selected List** box.



Move all items from the **Source List** box to the **Selected List** box.



Move selected items from the **Selected List** box to the **Source List** box.



Move all items from the **Selected List** box to the **Source List** box.

Import Raw Data

On the **Collect** menu, click **Import Raw Data**. The **Import Raw Data** dialog box appears.

Import Raw Data

In/Out Data Event Data

Collect Start Date: 2005/11/01

Collect End Date: 2005/12/01

OK

Cancel

To import raw data to database

1. In the **Collect Start Date** box, select date or type date.
2. In the **Collect End Date** box, select date or type date.
3. Click **OK**.

User Login

On the **Personnel** menu, click **User Login**. The **User Login** dialog box appears.

User Login

UserName: SYSTEM

Password: |

Title:

UserLevel: First Level

OK

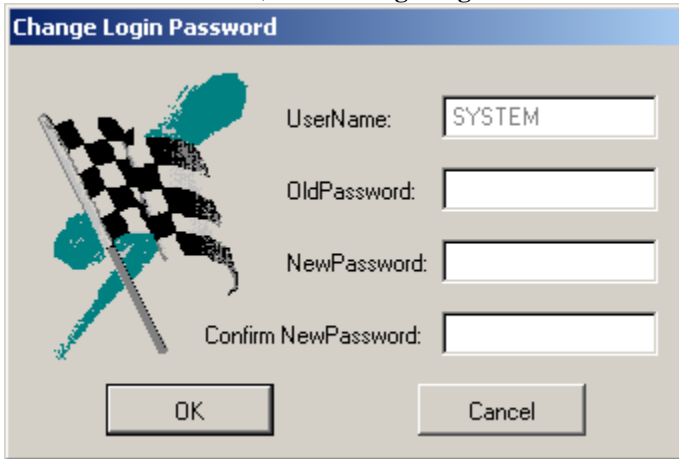
Cancel

To login into the Sentry Access Control System again

1. In the **UserName** box, select your name from the drop-down list.
2. In the **Password** box, type your password.
3. Click **OK**.

Change Login Password

On the **Personnel** menu, click **Change Login Password**. The **Change Login Password** dialog box appears.



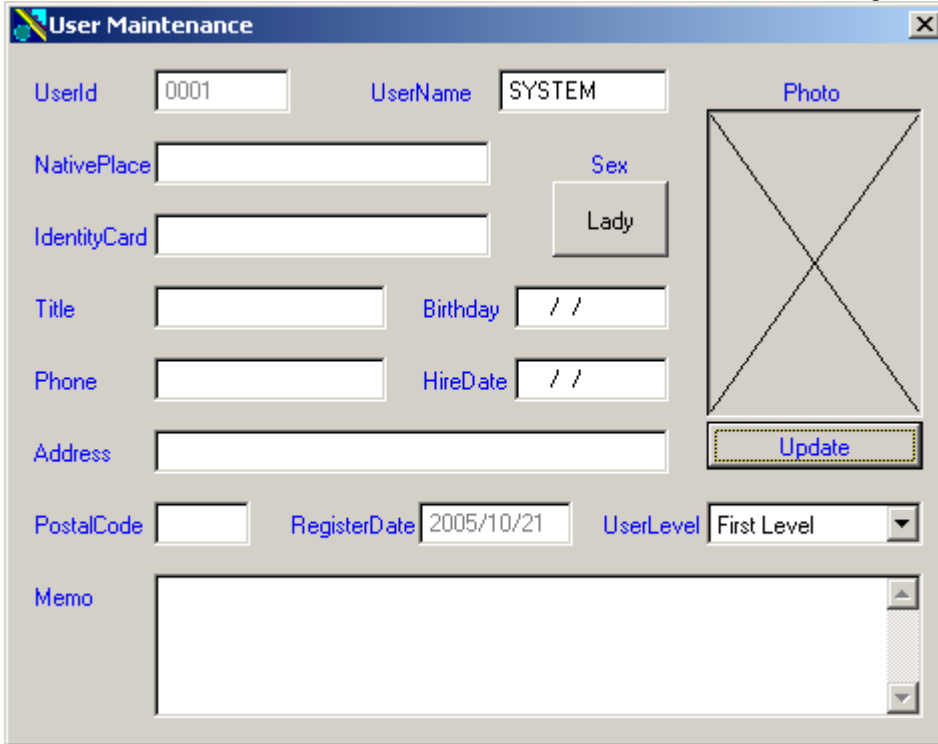
The dialog box titled "Change Login Password" features a decorative graphic of a checkered flag on the left. It contains four text input fields: "UserName" (pre-filled with "SYSTEM"), "OldPassword", "NewPassword", and "Confirm NewPassword". At the bottom, there are "OK" and "Cancel" buttons.

Allows you to change your password

1. In the **OldPassword** box, type your old password.
2. In the **NewPassword** box, type your new password.
3. In the **Confirm NewPassword** box, type your new password again.
4. Click **OK**.

User Maintenance

On the **Personnel** menu, click **User Maintenance**. The **User Maintenance** dialog box appears.



The "User Maintenance" dialog box displays a form for user details. Fields include: "UserId" (0001), "UserName" (SYSTEM), "NativePlace", "IdentityCard", "Title", "Phone", "Address", "PostalCode", "RegisterDate" (2005/10/21), "UserLevel" (First Level), "Sex" (Lady), "Birthday" (//), and "HireDate" (//). A "Photo" field is represented by a box with a large 'X'. An "Update" button is located below the photo field. A "Memo" text area is at the bottom.

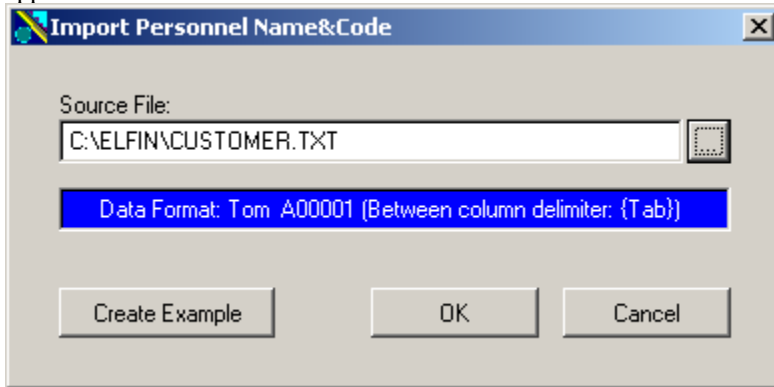
In the dialog box, to add or edit or save or delete or find information of user.

To add a new user

1. In the Edit Toolbar, click **New** button.
2. In the **UserName** box, type name of user.
3. In the Edit Toolbar, click **Save** button.

Import Personnel Name&Code

On the **Personnel** menu, click **Import Personnel Name&Code**. The **Import Personnel Name&Code** dialog box appears.



To import personnel name and code

1. In the **Source File** box, type or select text file (*.TXT).
2. Click **OK** button.

Personnel Information Maintenance

On the **Personnel** menu, click **Personnel Information Maintenance**. The **Personnel Information Maintenance** dialog box appears.



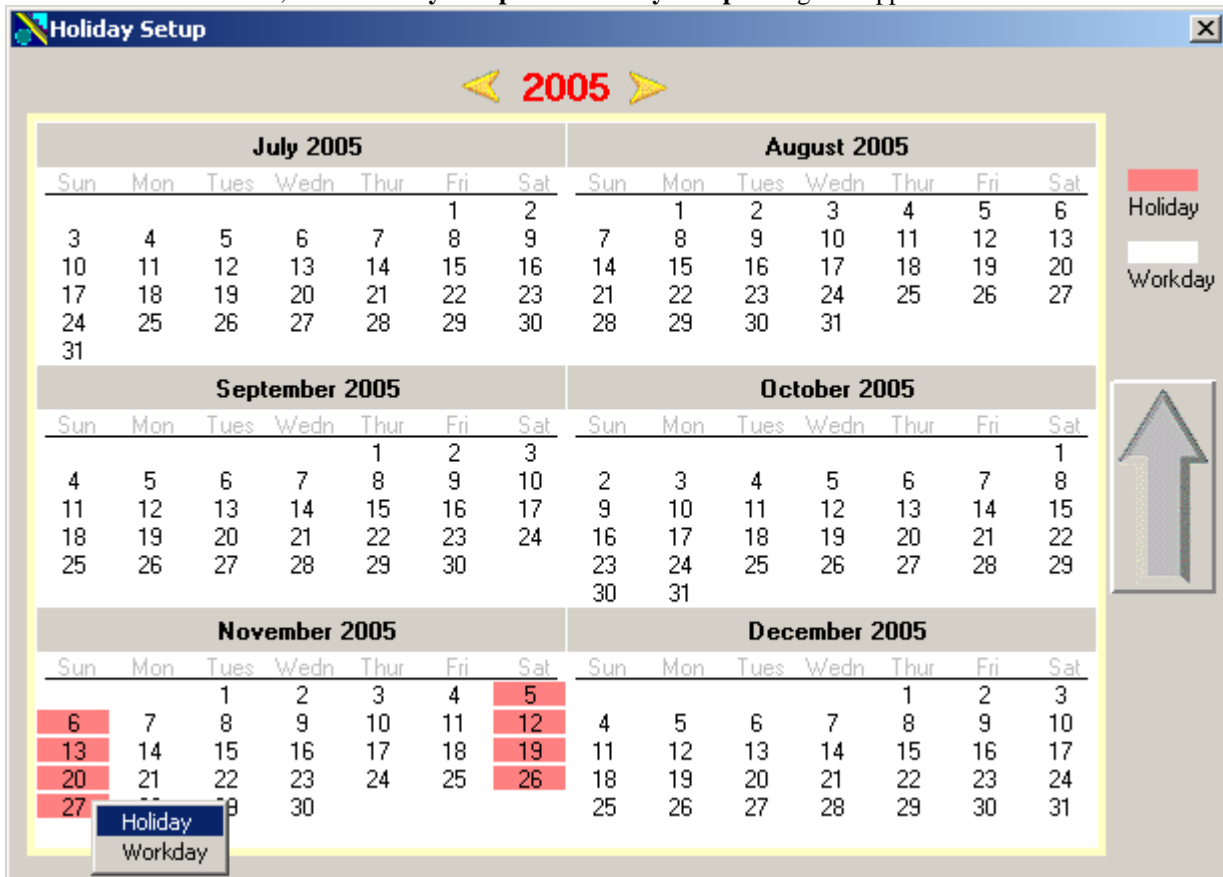
In the dialog box, to add or edit or save or delete or find information of personnel.

To add a new personnel

1. In the Edit Toolbar, click **New** button.
2. In the **Name** box, type name of personnel.
3. In the **Code** box, type code of personnel.
4. In the Edit Toolbar, click **Save** button.

Holiday Setup

On the **Attendance** menu, click **Holiday Setup**. The **Holiday Setup** dialog box appears.



The dialog box display a perpetual calendar.

To assign holiday for software system

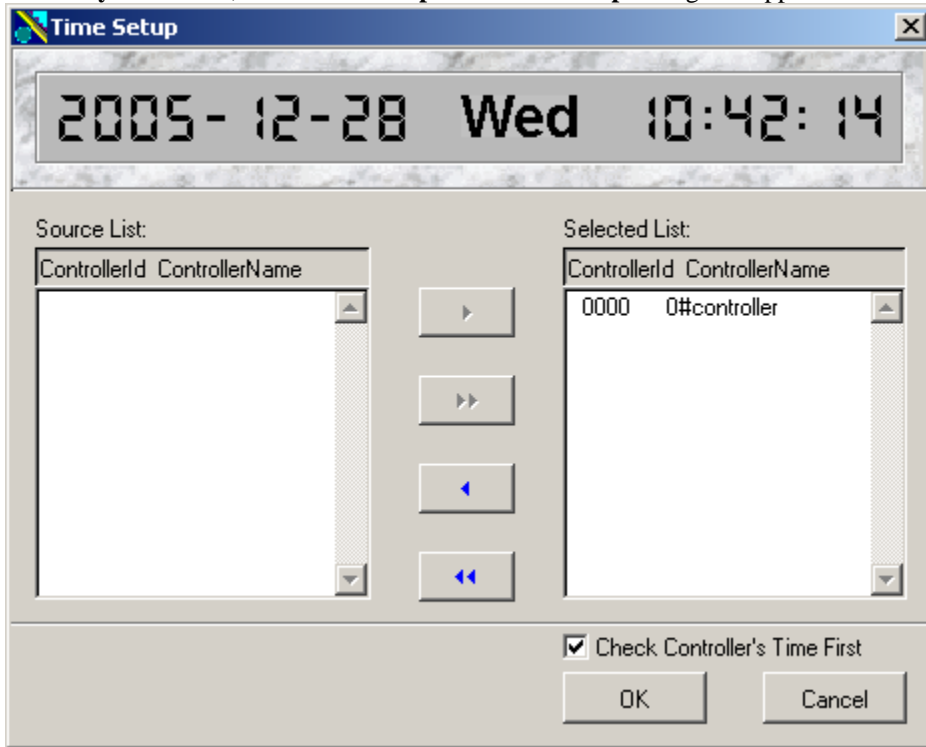
Move mouse to click the date, select **Holiday** in the access menu, the date will be covered of the red square frame.

Command Button:

- **Prior Year:** Go to the prior year display.
- **Next Year:** Go to the next year display.
- **First Half Year:** Go to 1----6 months of the current year display.
- **Second Half Year:** Go to 7----12 months of the current year display.

Time Setup

On the **System** menu, click **Time Setup**. The **Time Setup** dialog box appears.



To adjust date and time of the controller

1. Make sure between the computer and the controller are already connected.
2. Select controller number from the **Source List** box to the **Selected List** box.
3. Click **OK**.



Move selected items from the **Source List** box to the **Selected List** box.



Move all items from the **Source List** box to the **Selected List** box.



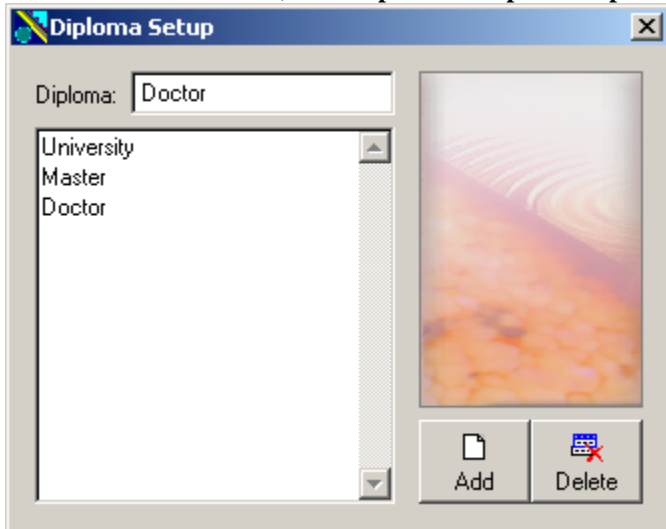
Move selected items from the **Selected List** box to the **Source List** box.



Move all items from the **Selected List** box to the **Source List** box.

Diploma Setup

On the **Attendance** menu, click **Diploma Setup**. The **Diploma Setup** dialog box appears.

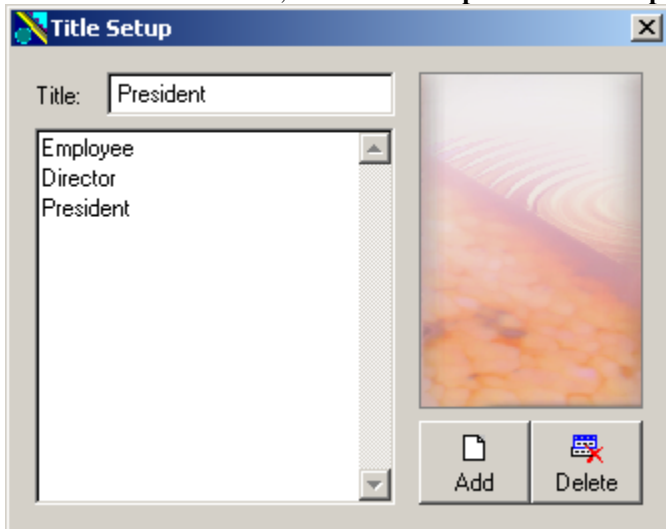


To add a new diploma

1. Click **Add** button.
2. In the **Diploma** box, type name of diploma.
3. Press <Enter> key to save.

Title Setup

On the **Attendance** menu, click **Title Setup**. The **Title Setup** dialog box appears.

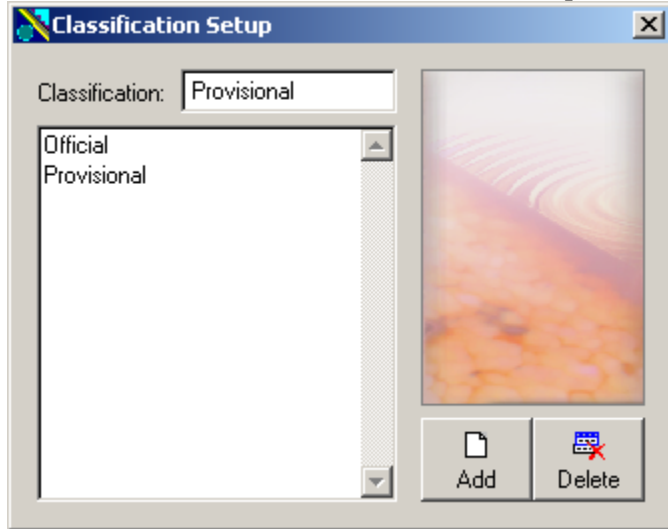


To add a new title

1. Click **Add** button.
2. In the **title** box, type name of title.
3. Press <Enter> key to save.

Classification Setup

On the **Attendance** menu, click **Classification Setup**. The **Classification Setup** dialog box appears.

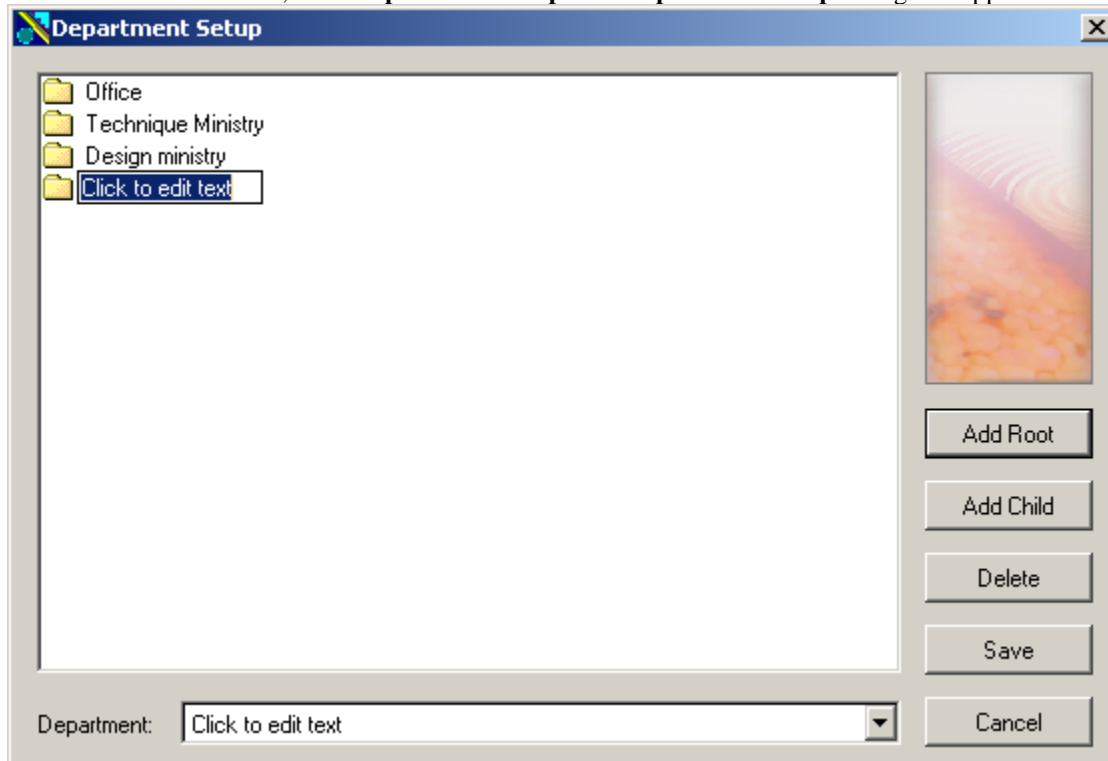


To add a new classification

1. Click **Add** button.
2. In the **classification** box, type name of classification.
3. Press <Enter> key to save.

Department Setup

On the **Attendance** menu, click **Department Setup**. The **Department Setup** dialog box appears.



To add a new department

1. Click **Add Root** button.
2. Move mouse to click in the **click to edit text** area, to activate **click to edit text** box.
3. In the **click to edit text** box, type name of department.
4. Press <Enter> key to confirm.
5. Click **Save** button.

2. In the factory, the work time of manufacture personnel is: {08:00--12:00} and {13:30--17:30} as normal work time, {18:30--22:30} as overtime time. Set as down:

Add Shift Code

ShiftCode: Description: Type:

Work Time Setting

No.1 Start Time: No.1 End Time:

Midway Rest: M Midway Overtime: M

Overtime: Directly Overtime non-EndTime Two time

No.2 Start Time: No.2 End Time:

Midway Rest: M Midway Overtime: M

Overtime: Directly Overtime non-EndTime Four Time

No.3 Start Time: No.3 End Time:

Midway Rest: M Midway Overtime: M

Overtime: non-EndTime Six Time

3. In the factory, the work time of manufacture personnel is: {00:00--08:00}, {08:00--16:00} and {16:00--00:00} three frame time as shift work time. Set as down:

Add Shift Code

ShiftCode: Description: Type:

Work Time Setting

No.1 Start Time: No.1 End Time:

Midway Rest: M Midway Overtime: M

Overtime: Directly Overtime non-EndTime Two time

No.2 Start Time: No.2 End Time:

Midway Rest: M Midway Overtime: M

Overtime: Directly Overtime non-EndTime Four Time

No.3 Start Time: No.3 End Time:

Midway Rest: M Midway Overtime: M

Overtime: Directly Overtime non-EndTime Six Time

4. In the factory, the work time of manufacture personnel is: {08:00--12:00} and {13:30--17:30} as normal work time, {13:30--17:30} as directly overtime time. Set as down:

Add Shift Code

ShiftCode: Description: Type:

Work Time Setting

No.1 Start Time: No.1 End Time:

Midway Rest: M Midway Overtime: M

Overtime: Directly Overtime non-EndTime Two time

No.2 Start Time: No.2 End Time:

Midway Rest: M Midway Overtime: M

Overtime: Directly Overtime non-EndTime Four Time

No.3 Start Time: No.3 End Time:

Midway Rest: M Midway Overtime: M

Six Time

Ask For Leave Maintenance

On the **Attendance** menu, click **Ask For Leave Maintenance**. The **Ask For Leave Maintenance** dialog box appears.

PersonnelId	Name	Sex	Code	Title	Department	ShiftCode
000001	Tom	T	A00001	President	1_	A1
000002	Mike	F	A00002	Director	2_	A1
000003	Tony	F	A00003	President	3_	A1

Leave	Overtime	Business Trip	Out Door Duty				
StartTime	EndTime	Day	Hour	Minute	Type	Auditor	Reason
2005/11/02 08:00	2005/11/02 17:30	0	9	30	Sick		
2005/11/10 08:00	2005/11/10 17:30	0	9	30	Event		

Sorting: PersonnelId Code Department ShiftCode

Find Add Delete

To add a new leave record

1. Click to activate the top side grid, select individual personnel from the grid.
2. Click **Add** button.
3. In the **StartTime** column, type start time.
4. In the **EndTime** column, type end time.
5. In the **Type** column, select types from the drop-down list.
6. In the **Auditor** column, select auditor from the drop-down list.
7. In the **Reason** column, type reason.

Work Time Maintenance

On the **Attendance** menu, click **Work Time Maintenance**. The **Work Time Maintenance** dialog box appears.

PersonnellId	Name	Code	Department	ShiftCode	Date	Week	ShiftCode	Holiday	WorkMark
000001	Tom	A00001	1_	A1	2005/11/01	Tu	A1	<input type="checkbox"/>	Work As Usual
000002	Mike	A00002	2_	A1	2005/11/02	We	A1	<input type="checkbox"/>	Work As Usual
000003	Tony	A00003	3_	A1	2005/11/03	Th	A1	<input type="checkbox"/>	Work As Usual
					2005/11/04	Fr	A1	<input type="checkbox"/>	Work As Usual
					2005/11/05	Sa	A1	<input type="checkbox"/>	Work As Usual
					2005/11/06	Su	A2	<input type="checkbox"/>	Work As Usual
					2005/11/07	Mo	A3	<input type="checkbox"/>	Work As Usual
					2005/11/08	Tu	A4	<input type="checkbox"/>	Work As Usual
					2005/11/09	We	A1	<input type="checkbox"/>	Work As Usual
					2005/11/10	Th	A1	<input type="checkbox"/>	Work As Usual
					2005/11/11	Fr	A1	<input type="checkbox"/>	Work As Usual
					2005/11/12	Sa	A1	<input type="checkbox"/>	Work As Usual
					2005/11/13	Su	A1	<input type="checkbox"/>	Work As Usual
					2005/11/14	Mo	A1	<input type="checkbox"/>	Work As Usual
					2005/11/15	Tu	A1	<input type="checkbox"/>	Work As Usual

Sorting: PersonnellId Code Department ShiftCode

Work Start Date: 2005/11/01
Work End Date: 2005/12/01

Plan finished!
100%

To plan work time for personnel

1. In the **Work Start Date** box, select date or type date.
2. In the **Work End Date** box, select date or type date.
3. Click **Generate Initial Plan** button, to plan work time for all day of anyone. (Personnel must be assigned a **ShiftCode** in the **Personnel Information Maintenance** dialog box)
4. If you want to adjust **ShiftCode** of relevant day, in the **ShiftCode** column of in the right side grid, select **ShiftCode** from the drop-down list.
5. Click **Confirm Plan** button, automaticaiiy confirm plan work time.

To adjust a great quantity of shiftcode for the personnel. If shiftcode of the personnel are the sameness, such as the same department, in this way, we can set one of their shiftcode as template to copy others.

1. Click **Assign Plan by Group** button, the **Assign Plan by Group** dialog box appears.

Assign Plan by Group

Source Personnel:

Id	Name	Department
000001	Tom	1_

Selected Personnel:

Id	Name	Department
000002	Mike	2_
000003	Tony	3_

Assign Template:

Date	Week	ShiftCode	Holiday	WorkMark
2005/11/01	Tu	A1	<input type="checkbox"/>	Work As Usual
2005/11/02	We	A1	<input type="checkbox"/>	Work As Usual
2005/11/03	Th	A1	<input type="checkbox"/>	Work As Usual
2005/11/04	Fr	A1	<input type="checkbox"/>	Work As Usual
2005/11/05	Sa	A1	<input type="checkbox"/>	Work As Usual
2005/11/06	Su	A1	<input checked="" type="checkbox"/>	Work As Usual
2005/11/07	Mo	A1	<input type="checkbox"/>	Work As Usual
2005/11/08	Tu	A2	<input type="checkbox"/>	Work As Usual
2005/11/09	We	A3	<input type="checkbox"/>	Work As Usual
2005/11/10	Th	A4	<input type="checkbox"/>	Work As Usual
2005/11/11	Fr	A1	<input type="checkbox"/>	Work As Usual
2005/11/12	Sa	A1	<input type="checkbox"/>	Work As Usual
2005/11/13	Su	A1	<input type="checkbox"/>	Work As Usual
2005/11/14	Mo	A1	<input type="checkbox"/>	Work As Usual
2005/11/15	Tu	A1	<input type="checkbox"/>	Work As Usual
2005/11/16	We	A1	<input type="checkbox"/>	Work As Usual

OK Cancel

- Select personnel from the **Source Personnel** list box to the **Selected Personnel** list box.
- In the **ShiftCode** column of in the **Assign Template** grid, select **ShiftCode** from the drop-down list. Click **OK** button.

Attendance Record Maintenance

On the **Attendance** menu, click **Attendance Record Maintenance**. The **Attendance Record Maintenance** dialog box appears.

Attendance Record Maintenance					Date:2005/11/01—2005/11/30						
Personnel	Name	Code	Department	ShiftCode	DateTime	Week	No.	ClockIn_Out	Result	Value	ShiftCode
000001	Tom	A00001	1_	A1	2005/11/01 08:00	Tu	1	2005/11/01 07:55			A1
000002	Mike	A00002	2_	A1	2005/11/01 12:00	Tu	2	2005/11/01 12:02	Attend	240	A1
000003	Tony	A00003	3_	A1	2005/11/01 13:30	Tu	3	2005/11/01 13:26			A1
					2005/11/01 17:30	Tu	4	2005/11/01 17:35	Attend	240	A1
					2005/11/02 08:00	We	1	// ::	Sick	240	A1
					2005/11/02 12:00	We	2	// ::			A1
					2005/11/02 13:30	We	3	// ::	Sick	240	A1
					2005/11/02 17:30	We	4	// ::			A1
					2005/11/03 08:00	Th	1	2005/11/03 08:03	Late	3	A1
					2005/11/03 12:00	Th	2	2005/11/03 12:01	Attend	237	A1
					2005/11/03 13:30	Th	3	2005/11/03 13:29			A1
					2005/11/03 17:30	Th	4	2005/11/03 17:37	Attend	240	A1
					2005/11/04 08:00	Fr	1	2005/11/04 07:23			A1
					2005/11/04 12:00	Fr	2	2005/11/04 12:04	Attend	240	A1
					2005/11/04 13:30	Fr	3	2005/11/04 13:25	Early	20	A1
					2005/11/04 17:30	Fr	4	2005/11/04 17:10	Attend	220	A1
					2005/11/05 08:00	Sa	1	// ::			A1
					2005/11/05 12:00	Sa	2	// ::			A1

Sorting: PersonnelId Code Department ShiftCode

Find Verify

Verify finished! 100%

To verify attendance record for personnel

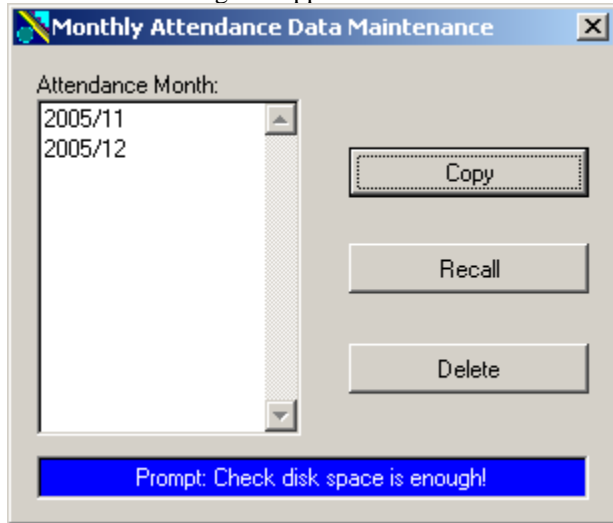
1. Click **Verify** button, automatically verify attendance record for anyone.

Grid Description:

- **DateTime** column: Display work time of plan.
- **Week** column: Display week of relevant date.
- **No.** column: Display number of times for that day brush card.
- **ClockIn_Out** column: Display actual brush card time.
- **Result** column: Display result of verify attendance. (**Attend, Late, Early, Absent, Holiday, Overtime, Rest-Overtime, Legal-Overtime, Non-Overtime, Evection, Egress, Sick, Event, Swap, Wound, Marry, Maternity, Funeral** or **Early&Late**)
- **Value** column: Display value of result.
- **ShiftCode** column: Display **ShiftCode** of that day.

Monthly Attendance Data Maintenance

On the **Attendance** menu, click **Monthly Attendance Data Maintenance**. The **Monthly Attendance Data Maintenance** dialog box appears.



To copy attendance data of current month

1. Click **Copy** button, The **Attendance Month** dialog box appears.
2. In the **Attendance Month** box, type month of copy.
3. Click **OK** button.

To recall attendance data of assigned month

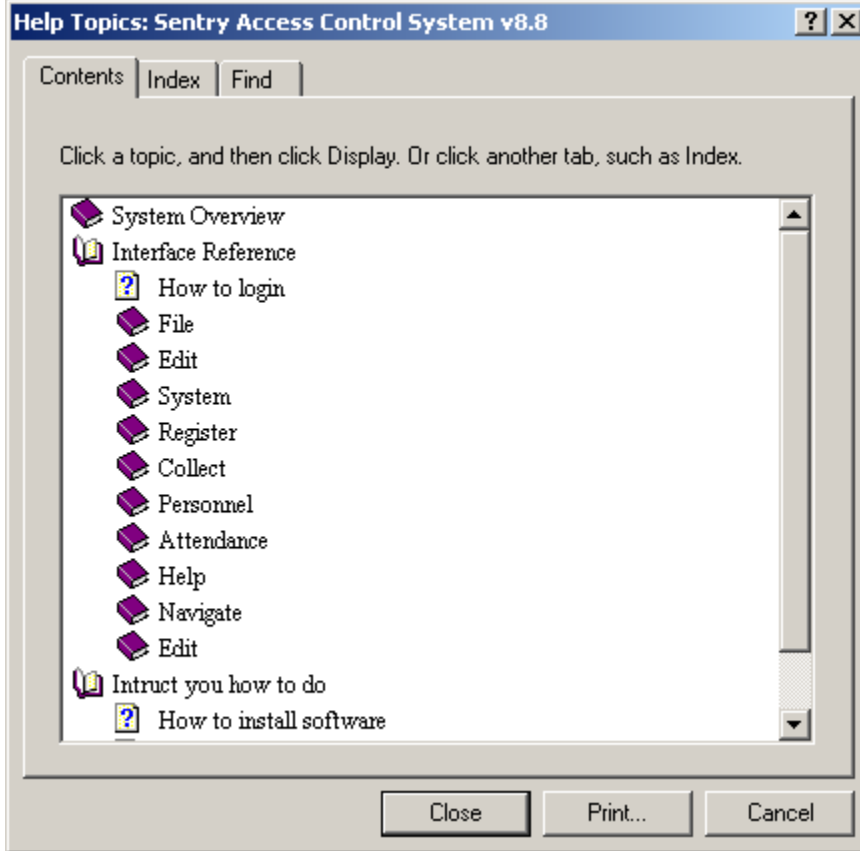
1. In **Attendance Month** list box, select a month.
2. Click **Recall** button.

To delete attendance data of assigned month

1. In **Attendance Month** list box, select a month.
2. Click **Delete** button.

Contents

On the **Help** menu, click **Contents** (or press <F1> key). The **Contents** dialog box appears.



About

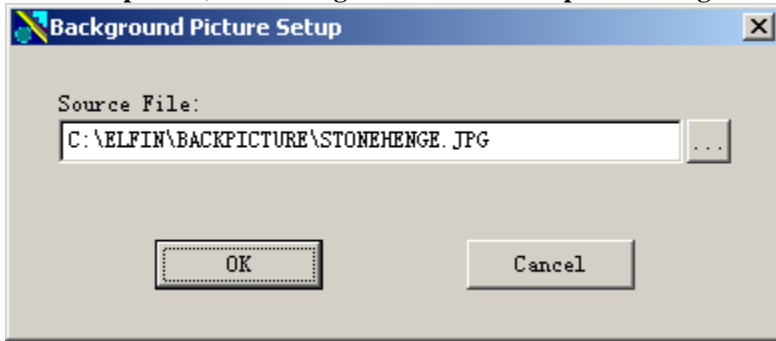
On the **Help** menu, click **About**. The **About Sentry Access Control System** dialog box appears.



Displays program information about **Sentry Access Control System**.

Background Picture Setup

On the **Help** menu, click **Background Picture Setup**. The **Background Picture Setup** dialog box appears.



To assign background picture for software system

1. In the **Source File** box, type or select picture file.
2. Click **OK** button.

First: Click **First** displays the first record of the current table.

Prior: Click **Prior** displays the prior record of the current table.

Next: Click **Next** displays the next record of the current table.

Last: Click **Last** displays the last record of the current table.

Add Item: Click **Add Item** adds a new line to the grid for adding another **Access Level** to the personnel.

Delete: Click **Delete** deletes the current record from the active table.

Copy: Click **Copy** copies the current selection.

Paste: Click **Paste** inserts the last copied selection.

How to install software

To install software from disc

1. Insert the compact disc in the CD-ROM drive.
2. Double-click **Setup.exe**.
3. Follow the setup instructions in the setup wizard.

How to grant IC card

To grant IC card for useful

1. Click Personnel Information Maintenance menu item in the **Personnel** menu, to add personnel.
2. Click Initialize Controller menu item in the **Register** menu, to add controller.
3. Click Initialize Card menu item in the **Register** menu, to add IC card.
4. Click Register/Deregister menu item in the **Register** menu, to register IC card.

How to verify result of attendance

To verify result of attendance

1. Click Collect Raw Data menu item in the **Collect** menu, to collect attendance data.
2. Click Import Raw Data menu item in the **Collect** menu, to import attendance data.
3. Click Work Time Maintenance menu item in the **Attendance** menu, to plan work time of personnel.
4. Click Attendance Record Maintenance menu item in the **Attendance** menu, to verify result of attendance.