INSTRUCTION MANUAL
FOR
ACCESS CONTROL
&
TIME ATTENDANCE SYSTEM
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Appendix 1
Chapter I  Description of the System

1. Software Installation

1.1 Database Installation

(Online version should be installed with this step, while stand-alone version can be installed directly.)
When running the file CreateDB.EXE under the root catalog in the installation disc, a database creation dialog box will appear. Fill the name of the computer which will be installed with SQL SERVER in the “Name of Database Server”, enter SA password in the “Login Password” and click Login the Database to enable Create Database button. Click it, and when Cancel changes into Close, the database installation is completed.

(Note: Database can only be installed once. When there are IMSDB data in the database server, do not run this operation, otherwise the database will be recreated and existing data will be cleared.)

1.2 Software Installation

Insert the installation disc into disc driver to run Setup.exe in the DISK1. When installation dialog box appears, click Next until “Path Selection” appears. Default installation path is D:\KetSoft\KetDms6A. If user wants to change installation catalog, click Browse and an installation position dialog box will appear. Click Next after selecting the position until see Finish. click it to complete the installation.

2. Software Registry

When running unregistered software, there will pop up “Register” dialog box. Click Yes to activate
options file. Select registry file *.krg in the root catalog to finish the registry.

3. Network Configuration of the Database

(Stand-alone versions do not need this step.)
After installing the online version, run database network configuration to check correctness of database connection.
Run network configuration guide netconfig.exe in the catalog of the installation disc, the fill "Name of Database Server" with computer name or IP address and enter "user Name" with login user name in SQLSERVER (it is not necessarily SA). Enter login password and click Next to enable Finish, and then click Finish to finish the configuration.

4. System Running & Login

User account and password are required when logging in. Starter system administer account is "system" with no starter password. If you want to change password, you can set it in "File\Change Password".
Chapter II System Features & Introduction to Functions

System Features:

1. High Operationability
   Exquisite and user-friendly operation interface, tree-like data display, various types data entry functions, smart and user-friendly buttons, automatic data saving and data number generation greatly facilitate user's operation.

2. Excellent Adaptability
   The system is classified as stand-alone and online versions with Traditional Chinese and Simplified Chinese versions to adapt to requirements of different users.

3. High Security and Reliability
   Rigorous data security mechanism and authorization management ensure normal operation of the system.

Functions:

1. System Management
   1. User's information maintenance and setting of corresponding operational rights.
   2. Setting of communication port information of the equipment.
   3. System control parameters setting.
   4. Access control and attendance records handling.
   5. System database operation.

2. Personnel Management
   1. Management and maintenance of employees’ basic information.
   2. Setting of information as name, type, telephone numbers, fax, address, etc. of the company.
   3. Issuing and canceling cards and card information management.

3. Access Management
   1. Setting of installation area and information of the equipment.
   2. Setting control parameters of the equipment and transmitting them to the controller.
   3. Provide setting of periods in working days and off days.
   4. The controller authorization.
   5. Electronic maps setting.

4. Attendance Management
   1. Original punch in/out records management.
   2. Setting of holidays and individual leave.
   4. Arrangement of shift and odd shift.
   6. Card using record revision.
   7. Attendance calculation according to records.

5. Information Sending and Receiving
   Transmit equipment information in the database to the equipment and browse information in the equipment.
6. Access Monitoring
   Monitoring of status of the door and alarms, remote opening.

7. Data Acquisition
   Collect data in the controller into database.
Chapter III  System Management

1. Password Change

Start “Change Password” by System Management Menu → Change Password. Enter current password in the “Old password” and new password into “New Password” and “Re-enter Password”, press [Confirm] to save the setting. Enter the new password when starting the system next time.

2. Software Registry

Users who have not registered their software can register it here. Refer to “Software Registry” in Chapter I  Description of the System.

3. System Log

Display system log information, such as system login, system cancellation, module operation, etc. Information includes user account, recording time and recorded contents. User can enquire information according to time quantum and specific user. Enter enquired time quantum and select the user, click [Enquire]. Then operation records of the selected user will be seen.
4. Operator Management

**Introduction:** The system can be logged in by multiple users and can assign different rights to different users.

**Starting:** Start the function by System Management Menu → Operator Management.

**Operation:** Log in as System Administrator to add and delete users, set password and rights and issue cards, etc.

![Operator Management Interface]

4.1 Add and Delete Users

Click **Add** in the Setting Interface to activate Add Users window, add name and password of new user in the window and then press **Confirm** to save the setting.

Select a user in the Setting Interface to delete. (Administrator can not be deleted.)

4.2 Set Rights

In view of security, you can assign different module operation rights to different users. Tick function to be authorized, thus the user is allowed to use the functional module. At the same time, tick the specific level of rights. The system divides rights into four levels:

1. Right of browsing: it is the lowest level with which user can browse set information.
2. Right of adding information: with it, the user can decide addition of new information.
3. Right of deleting: with it, the user can decide deletion of set information.
4. Right of revision: with it, the user can decide revision of set information.

After authorization, press **Confirm** to exit.

**Advice:** System administrator can authorize different rights according to their levels of positions.
4.3 Set Password

Users can set password here if they forget their passwords. Select the user and click Change Password, and then enter new password in the pop up dialog box.

5. System Parameter Set

Provide parameters setting of access system monitoring and Data Acquisition mode. Details are as follows:

Display information of the card user: decide whether to display card user’s information or not in access monitoring interface.
Set display zooms of the monitoring points: set size of the controller icon in access monitoring state.
Automatic locking delay in monitoring: set operational time for operating access monitoring interface, if the operation goes beyond the time, user name and password is required.
Set monitor program as front-end processor: if necessary, run access management to set the
controller. Set monitor program as proxy front-end processor with default port 2001 in the parameters setting; select “Use the only port to connect” in communication configuration of the access management; set connection mode of the controller as “2- connect via front-end processor”, set IP address as IP address of the computer monitoring the program, and set TCP port to 2001. Display setting: decide whether to display equipment name and color of font.

Data Acquisition setting: set mode and time interval of Data Acquisition and transmission type and path of data file, etc.

6. Communication Configuration

Introduction: set communication parameters of system equipment.
Starting: start the function by System Management Menu→ Communication Config.
Operation: the interface is displayed in three pages respectively for settings of card issuer, the controller and card reading method.

6.1 Register Reader Config

Set information as type of card issuer and communication port, etc.

Note: when issuing cards with the controller, in addition to port No. and baud rate, network ID and type of the controller also need to be designated.
6.2 Controller Config

Set connection mode of control equipment in the controller setting, there are two types: 1. connect via serial-port of the machine, in this type, serial-port No. and communication baud rate should be set; 2. connect via front-end processor, in this type, IP address of the front-end processor should be set.

Communication overtime, that is delay time for communication, should also be set in this page.
6.3 Fetch Card Method

Set rules for card reading.

![Communication config window]

9. System Help

This software has online documentation to offer operation guide for users. Method: by Help to start, or directly click Help in the toolbar.
Chapter IV    Personnel Management

1. Basic Information

Introduction: This function can be used to set optional items in the "Staff Management", for example, "Education" in the page of "Other Information" can be set in advance to High School, Junior College, Undergraduate, etc.

Starting: Run the function by Staff Management Menu → Basic Information

Operation: Select “Education Status” in the pull-down menu and click Add to add high school, technical secondary school, junior college, etc. in sequence, then press Save and Close.

This interface can also be used to carry out deletion and revision operations.

2. Organization Set

Introduction: it is can be used to set names, numbers, contact information and relationship of branches in a company, including adding, revising and deleting.

Starting: start the function by Staff Management Menu → Organization Set or directly click “Organization Set” icon in the toolbar of the main interface.

Operation: Click Add to start menu of information of new bodies and enter name, number, contact information and relationship of the body one by one, among which name and number of the body must be filled in. Then press CONFIRM to save and exit.

If you want to delete or revise a body, you should choose the body and click Delete or Modify. The system will prompt you to confirm the operation. Click Yes, then the body is deleted.
3. Staff Management

Introduction: after setting bodies of a company, you can set specific information of each employee, including base data, work, etc.

Starting: by Information of employees or directly click "Staff Information" in the toolbar.

Operation: including enquiring, adding, revising or deleting employee’s information.

3.1 Enquire Employee’s Information

You can enquire employee’s information by two ways, one is to choose department in the pull-down options in the interface and then select employee to be enquired. On the right of the interface will
display information of the employee. The other way is to click advanced search icon and input enquiring conditions to the employee.

**Advanced search:** taking enquiring woman employees with surname of “Liu” for example, operational steps are as follows:

a. Select *Name of the Employee* in the list in above figure, select *Include* in the qualification and enter *Liu* into the pop up textbox.
b. Select *Sex* and qualification (*Equal to*) and enter *Woman* into the popup textbox.
c. Click *Confirm* to exit, and the list will display all qualified woman employees with surname of Liu.

**Note:**
- a. If you want to clear all conditions, please press *Condition*.
- b. If you have set many conditions, but one of these conditions is unnecessary, then set its qualification to *All*.

### 3.2 New Employees’ Information

Click *Add* in the toolbar in the main interface of Personnel Management, then the menu on the right will appear entry interface of new employees. After entering information, press *Save*. 
3.3 Modify Employees’ Information

In the interface of enquiring employee’s information, select wanted employee in the list and click Modify in the toolbar. Then employee’s information is changed into inputting state, revise the information and press Save to save the revision into database. If pressing Cancel, the revision will be invalid.

3.4 Delete Employees’ Information

In the interface of enquiring employee’s information, after selecting an employee, press Delete on the right of the interface to delete the employee and his information.

4. Employee Card

**Introduction:** It is used to manage employees’ cards and certificates. A company can issue a formal or temporary card to each employee. When the temporary card exists, the formal card will be stopped and will resume after the temporary card being cancelled. This module will function to issue, cancel and search formal or temporary cards.

**Starting:** by the Staff Management Menu → Staff Card Holder or directly click “Staff holding card” icon in the toolbar.

**Operation:** including batch card issuance, single card issuance and card cancellation. Operations are as follows:
4.1 Single Card Issuance

Select target employees in the Card Management interface and click **Issue**, and a Card Issuing dialog-box will appear. Fill in date of issuing, reasons, etc. one by one and Card No. can be filled manually by card reader. Then click **Confirm** to save the setting and complete the issuance.

4.2 Batch Card Issuance

This function is mainly used for issuing cards for a lot of employees. Click **Batch Card Issuing** in the new employees’ information interface to activate Mass Card Issuing interface, then press **Import Employees** after selecting target employees to import employees into card issuing interface. Fill in date of issuing and reasons and read card numbers as many as the number of imported employees.
from the card reader, click **Issue Card** to complete the issuance.

4.3 Card Cancellation

Due to damage or lose of cards and dismission, etc., some cards need to be cancelled. Select target employees in the interface of information of newly-added employees and click Cancel to activate cancellation interface. Fill out each item according to requirements to log out the employee. Then cancellation record will appear in the column of card cancellation. Cancellation records can be revised and deleted at any time.
Chapter V   Equipments Management

1. Installation Area

Introduction: This function can be used to set installation area of system control equipments.
Starting: by Equipment Management Menu → Controller Information, or directly click the “Door controller data” icon in the toolbar.
Operation: Click “Installation Area” and select Add Installation Area in the pull-down options and input area information in the dialog-box, then click Confirm to save the setting. Deletion and revision of the area: click Zone Area in the toolbar in the Equipment Information interface and select Delete or Revise Installation Area to delete or revise the installation area.
Note: delete all equipments in the area before deleting the installation area.

2. Equipments’ Information

Introduction: This function can be used to set equipment information of system control.
Starting: by the Equipment Management Menu → Controller Information, or directly click the “Door controller data” icon in the toolbar.
Operation: Add, delete and revise control equipments.
2.1 Newly-added Control Equipments

Click Add in the Equipment Management interface and input information as equipment name, type, installation area, etc. in the pop up Newly-Added Equipment dialog-box. Click Confirm to save and exit.

Note: a. Type of the equipment must be corresponding to the selected equipment; otherwise it may cause communication failure.

b. Network ID must be the same as that of the equipment, and cannot repeat, or it may cause connection failure. At the same time, address grouping must be the same as that of the equipment.

Note: Gate must be added correspondingly when a multi-gate controller is added. Similarly, its gate must be deleted before deleting the multi-gate controller. And authorization should also be aimed at specific gate.
2.2 Delete Control Equipments

Select a specific controller in the Equipment Management interface and click **Delete** in the toolbar, and then click **Yes** to delete the selected controller.

2.3 Modify Information of Controller

Select a specific controller in interface 5-1, click “Revise” in the toolbar and input information to be changed in the pop up dialog-box of Revise Equipment Information, click **Confirm** to save changes.

3 Controller Parameters Setting

**Introduction:** Set equipment control parameters (can be set to the controller immediately).

**Starting:** Select a controller in interface 5-1 and click Parameters icon to select **Parameters**.

**Operation:** Set different parameters in the different controllers. Following are descriptions of parameters setting for different controllers.

3.1 Parameters Setting of the Access Controller

Parameters setting interface of the access controller is divided into six setting pages.

A. Regular Setting

- Operation time of lock relay: set response time of lock relay to open the door.
- Valid period check: check valid period of user card.
- Admittance period check: the controller will allow users to open the door in admittance period.
B. Deploy guard and withdraw guard
   Driving delay of security alarming: set valid driving time for OC output.
   Delay after infrared monitoring being started: Authorized personnel start monitoring on the
   infrared sensor via the keypad and the controller will delay a while for authorized personnel
   to leave the area to avoid alarming due to “illegally entering the monitored area” by
   themselves.
   Access waiting time: after the monitoring being started, the parameter setting means delay
   time after opening the door and waiting for entrance.
   The sensor status when the door is open: set status of the sensor when the door is open.
   Confirming time for infrared alarming: after infrared monitoring being started, it is the delay
   time between happening of alarming and being confirmed by the controller, that is to say, the
   controller will not give alarming if there is legal card punching.
   The sensor status when there is alarming: set status of the sensor when there is alarming.
   Validity of controlled period in normal open status: whether to start the controller in normal
   open period.
   Validity of controlled period in normal close status: whether to start the controller in normal
   close period.
C. Fire Control linkage
   Set the status of the door when in emergency.
D. Password limit
   Set whether the password is required after a card being read.
E. Time record set
   Specific settings for taking card records as attendance records, including type of work
   attendance and direction of punch in/out.
F. Time Parameters
   Whether the controller applies off days and all defaulting period restriction.
   Note: default off days and period restriction will be mentioned in the following sections.
   If you want to reset controlled period and off days, you have to select a controller in the
   Equipment Management and click Parameters to select setting of off days or controlled
   period.
   Note: after setting the parameters, you can click Download to set the parameters in the
   controller.

3.2 Time recorder controlling parameter set

Descriptions of parameters of attendance management system:
   Switch on alarm clock: whether to open timing dissemination of the alarm clock. If it is opened,
   the controller will give timing dissemination according to schedule.
   Display setting: Set displayed contents on the screen of the controller when a user card being
   read. If you want to display employee’s No., it is must be set to check legal employees.
   Forbid repeat card using: set whether repeated card using is allowed. If it is allowed, then
   input time interval that allows repeated card using.
   Delay time for timing relay output: Length of time dissemination after it being started.
   Delay time for prompting correct card using: Delay time that the controller displays the prompt
   information after a card being read.
Card alarming output: output status in alarming.

4. Default Off Days Setting of the Access Control

**Introduction:** set default off days of the access control system. The access controller will work according to this time setting when it chooses to apply default off days.

**Starting:** start by Controller Management Menu → Programming single or dual door holiday setup.

**Operation:**
1. Setting of off days: any two or one days can be set as access off days in a week.
2. Holidays setting: any time period in a year can be set as access off days.

Set the first off day or the second off day as fixed off day in each week.

Click Add and input holiday name and start and end time in the pop up holiday entry dialog-box.
5. Default Access Period Control

Introduction: set all defaulted periods by access control system, including working days / off days, weekdays, normal open period, normal close period, card with password period and door-magnet infrared monitoring period.

Starting: Start from Equipment Management Menu → Programming single or dual door group time-zone.

Operation: select the page with period to be set and input time period, click CONFIRM.

6. User Card Authorization

Introduction: set personnel allowed operating the equipment and also their valid period, type of time limit and group of time limit, etc.


Operation: authorize by equipment or employee.

6.1 User card Authorization (by Device)

Authorize the equipment to employees according to equipment.
Select the equipment to be authorized in the equipments list, click Authorize and select employees in the interface of "Add Admitted Personnel", set parameters as valid period, period limit, etc., click CONFIRM and the system will prompt completion of the authorization. Click Cancel to exit and the equipment has been authorized to the selected personnel.
In the process of authorization, you can set selected personnel to the controller via Authorize in the toolbar and cancel or revise authorized personnel via Cancel or Modify in the toolbar.
6.2 User card Authorization (by staff)

Authorize the equipment to employees according to employees. Select the employee to be authorized in the employees list and click Authorize in the toolbar. Select the equipment that can be operated by the employee in the interface of “Add Device”, set parameters as date, period limit, etc. and click CONFIRM to save the setting. The interface will display the equipment after being authorized, and the equipment can be cancel authorized or revised then. Authorized can also be disabled or enabled, select a specific authorization record and click Unuse or Use.
7. Sending/Receiving

**Introduction:** view information in the equipment or set equipment information in the database into the equipment, including read / set time, clear/recover record history, set equipment parameters, read admitted personnel of an equipment, etc.

**Starting:** start from Controller Management Menu → Device working parameter.

**Operation:** specific operations are as follows:

A. Select communication equipment: tick the check box in the left of the equipment to be operated in the equipment list.

B. Execute communication project: users can click “Start” after opening the window to activate menu options as shown in Figure 5-17 and select the item to be set.

C. Reading time: read clock time of the equipment. If the time of the equipment is illegal, the date will be displayed as 1899-12-30 and time will be 00:00:00. Users should adjust the equipment time by “Set Time”.

D. Set time: apply current computer time to set the time, so users should check if the computer time is right before setting the time.

E. User Card Authorization: “Update” means that set changed authorization of the database into the equipment. This kind of setting is just to set changed authorization, so it is very fast. While “Reset” is to delete all employees first and then set all authorization of the database into the equipment. This kind of setting is to update all settings, so it is slow.

F. Read user card from controller: view authorization information in the equipment.

G. Password modify: users can change system password and keyboard password of the equipment. The changed password will be stored in the database. In view of security, the users should make a record after changing the password to avoid data loss in the computer.
H. History Record: clear invalid history in the equipment. Please check if it is invalid, otherwise valid information will be lost. Some lost history data in the database can be recovered by equipment’s history records and resending it to the database. Recovering degree of history will depend on the status of the history record.

I. Special operation: an operation to control the gate under special circumstance which can be divided into N.O. gate and N.C. gate and also used to set response time.

J. Set control parameters: set controller parameters in the database into the equipment.

K. Set single or dual doors holiday-day: set access controller off days in the database into the equipment.

L. Set single or dual doors group time-zone: set all periods settings in the database into the equipment.

M. Set multi-door holiday-day: view information as parameter setting, off days, time limit, etc. of the access controller.

N. Set multi-door holiday-day quick time: set parameters of attendance management system in the database into the equipment.

O. Set multi-door holiday-day main group time-zone: set patrol manager parameters in the database into the equipment.

**Note:** password change and history records handling can be done by administrator only.
8. Settings of Electronic Map

This function can set position plane of the controller. Specific operations are as follows:
Select installation area in the areas list, there will appear a controller icon of the area in the left part of the interface. Click Set Map in the toolbar and select map files in the popup dialog-box. Drag the controller icon to the corresponding position after importing map files. Then click **Save** icon to save the setting.
9. Data Collection

**Introduction:** Data acquisition module can collect data of all controllers in the system to the system database and can also display real-time information of controllers in the acquisition interface, including model, version and connection status of the controller and abnormal information of the system, alarming event and card reading records, etc.

**Starting:** start from Controller Management Menu – Data collection, or directly click Data Collecting icon in the toolbar to start the function.

**Operation:** select controllers that should be done with data acquired, click “Start” and the interface will display information of the controller.

Note: after acquiring information, click Stop to exit the system.
Chapter VI Attendance Management

1. Holidays Setting

Introduction: Multiple different holidays and the schedules might be set, the contents and schedules in the holiday table might be revised and deleted.

Starting: Starting in Attendance Management Menu → Set Holiday.

Operation:

1.1 New Holidays and Schedules

First set the holiday, and then set the detailed schedule of the holiday, including new holiday, deletion and revision, schedule includes the starting and ending date of the holiday.
1.2 Fast Setting

Fast setting the rest day of each week of the whole year, and click **Fast Setting** button, set Year and select rest day on the quick setting interface of holiday, click **Confirm** to exit.
1.3 Deletion and Modify of Holidays and Schedules

In holiday quick setting, select holiday or the related schedule to conduct the deletion or revision.

2. Holiday Arrangement for Organization

**Introduction:** For different organization, different holidays might be set up, including single set and batch set.

**Starting:** Starting in Attendance set Menu→ holiday programming setup

**Operation:**
2.1 Single Setting

On the holiday setting interface of organization, select a department and click **Single** button, it will pop up the picture of holiday arrangement of organization, after setting the holiday, save it and exit.
2.2 Batch Setting

Click **Batch** button, it will pop up the interface of holiday arrangement of organization, select the holiday and then set it.

![Organization holiday arrangement](image)

2.3 Delete Holidays

After selecting the holiday for a department, click **Delete** button.

3. Duty Time Setting

**Introduction:** Various working periods might be set in a working day, i.e. shift, one shift might be divided into multiple working periods. The shift might be set directly or set the shift sort in advance, and then set the shift items and schedule for each sort of shift.

**Starting:** Starting in Attendance set Menu → Duty time setting

**Operation:**

3.1 Shift Group

Click **Shift group** button in the shift setting interface, it will pop up the operating interface of shift classification, click **Add** button to input the shift sort, or click **Delete** or **Modify** button to delete or revise the shift after selecting a shift.
3.2 Duty Time Setting (add shift)

After classifying the shift, the setting interface of shift would become multi-page format, select a sort of shift page to set the specified item, e.g. select shift setting page and click Add button in the shift toolbar, and input shift number, name and classification in the interface of new shift, if you want to delete or revise a shift, it should select the shift first, and then click Delete or Modify button.
3.3 Duty Time Setting (add list)

After setting the shift, it might operate the specified schedule, select a shift and click the Add button in the toolbar <Duty Time Setting> of the shift-classifying interface, it will pop up the setting interface of shift schedule:

Function description of this interface:

a. All the periods of each shift might be record unlimitedly, and calculating the multi-day and counting the working hours.

b. Punch in/out: whether the punching record is treated as the attendance record, if it's not selected, 08:30 shall be selected and recorded in the attendance directly.

c. Late/Leave early: if the stipulated working time in the morning is 08:00, but the punching time is 09:00, whether the late one hour should be recorded into Late Record shall be decided by this item, the same with Leave early.

d. Come in early/Leave in late: if the stipulated working time in the morning is 08:00, while the punching time is 07:00, whether the early one hour should be recorded into Overtime Record shall be decided by this item, the same with Leave in late.

e. Working time: calculate the working time of this period automatically, such item is not available to input.

f. Overtime working: whether such time period should be recorded into Overtime record, if it's not selected, only the normal attendance shall be recorded.

g. Attend sort: (Absence and without overtime) in case of overtime working, e.g. absent in stipulated working time, whether it should be recorded to be absence.

h. Time period: each shift might be divided into multiple periods, and each period might be set with detailed schedule.

Special explanation: The punching rule of the system is: take the on/off duty time as the division, seek the punching record within one hour left and right the division, if found, it should be regarded
as right punching record, i.e. Come in late/Leave in early, if not found, the right punching time in the
morning is 7:00-7:59, and the system will check whether it's punched within 7:00-7:59, if it is, the
punching record nearest 8:00 shall be regarded as punch in, if it isn't, it will check within 8:00--9:00,
and if the punching record can be found in this period, the punching record nearest 8:00 shall be
regarded as punch in and treated as Come in late; but if it isn't found within this period, it will be
regarded as no punch or incorrect punch. In contrary, for off duty time, it will seek 12:00--13:00 first,
and take the punching record nearest 12:00 as punch out; if it isn't found, it will seek 11:59--11:00,
and regarded the punching record nearest 12:00 as punch out and treated as Leave in early; if it
isn't found within one hour left and right 12:00, it will be regarded as No punch or incorrect punch.

Of course, it might stipulate the punch in/out time by self-definition. It should pay attention to that
the time range should be set appropriately to avoid time crossover, otherwise one record might be
regarded as punch in or punch out. In addition, if self-definition punch is activated, the operation
parameter √ Search the Punching Record according to self-definition should be selected in
operating attendance. Or the system will still seek the punching record by one hour that is a default.
The operation is as follows:

Starting in Attendance Management Menu→ Attendance Calculation

4. Shift Setting

Introduction: Detailed set methods to yearly shift, monthly shift, weekly shift and periodical shift are
provided in this module to meet the condition of fixed shift in the actual work.
1. Yearly shift: take year as the circle unit, e.g. day shift starts from January 1st of each
year, and night shift starts from July 1st to December 31st.
2. Monthly shift: take month as the circle unit. (Different month end has been considered)
3. Weekly shift: take week as circle unit.
4. Periodic shift: Self define the period of circle.
Note: in the abovementioned shifts, if the working date is less than the specified date, the specified date shall be selected.

**Starting:** Starting in Attendance Management Menu→ Shift movement profile.

**Operation:** Select shift style page, take yearly shift for example, click Add button, and input the name of Yearly shift in the editing dialog box of yearly shift. Select the new shift and add the detailed schedule, including the starting and ending time of each period of the shift as well as the shift name. The shift and its schedule may be deleted and revised.

---

### 5. Shift Arrangement

**Introduction:** Arrange staff for shift by single or group, the system will inspect multiple shifts are not allowed in one time.

Note: The priority of shifts is Shift Arrangement===> Holiday programming setup ===>Temporary duty Arrangement

**Starting:** Starting in Attendance Management Menu→ Shift Arrangement

**Operation:** Arrange staff to shift by single and group.

### 5.1 Arrange the Shift by Single

In the staff list, select a single staff, and click Single button, it will pop up the dialog box of new staff shift, select the shift name and the starting and ending date.
5.2 Batch Arrangement on Employee Shift Arrangement

Click the batch button, select the employees in the interface of batch Arrangement on Shift and choose the shift name and start & stop time.
6. Temporary duty arrangement

**Introduction:** For the employee who has been arranged a shift, the temporary arrangement on another trick is superior to the shift arrangement.

**Starting:** Start the function from Attendance Management Menu → Temporary duty arrangement.

**Operation:** The employee shift shall be arranged individually or in batch and the arranged trick can also be deleted and modified. For the details, please see Shift movement profile.

Note: For the employee who has been arranged different tricks in the same time, the system shall be subject to accept the last arrangement.

6.1 Arrangement by Single:

Select single employee in Employee List and click the Single Arrangement button to add, modify or delete the arrangement on staff shift.
6.2 Temporary duty arrangement in batch

Click the Arrangement in batch button and select the staffs to arrange the odd shift.

7. Record on Overtime

Introduction: It is required to input the record on the irregular overtime with the corresponding set for the accounting of attendance.

Starting: Start the function in Attendance Setting Menu → Register employee over-time.
Operation: The Record on Overtime shall be added in single or in batch and Record on Overtime can also be deleted and modified.

7.1 Single Add staff overtime records

Select staffs in Staff List and click the **Single Add** button, it will display an interface of Overtime Parameter Setting.

Select staffs and further click the **Single Add** to execute the corresponding set on the record of overtime.
7.2 Batch Add on the Register employee over-time

Select staffs in Staff List and click the [Batch Add] button, it will display an interface of Overtime Parameter Setting.
Select staffs and further click the [Batch Add] to execute the corresponding set.

Note:

a. Clock in and out: Stipulate whether to punch the card or not for the accounting of attendance.

b. Type of absence: Include two types of Absence and No Overtime. Absence means it will be treated as absence when the staff does not conduct the extra duty when arranged to him/her. No Overtime means the staff will be accounted the attendance if he/she conducts the overtime and there will be no punishment if he/she does not conduct.

8. Absence Record

Introduction: in case of failure of being out for duty with a punching card at the appointed time, list into the absence record. The absence record is regarded as a leave note, or when checking on work attendance, the failure of punching card on time will be regarded as being late, leaving early or absence from duty. The system will compute attendance time or absence time according to actual record for punching card.
Starting: Starting in Attendance Management Menu → Register employee data off work.

Operation:
1. First set up the absence reasons, and then click the button "off work type".
2. Increase absence records singly or in batches, also allowable to change and delete the record.
3. Punch card for in and out: when computing the absence time on minute unit basis, prescribe if it is necessary to punch card for absence. For example, day shift (08:00-12:00 14:00-18:00), record into "private affair leave 06:00 -11:00" for the absence. If punching card is set up for the absence, the system will divide it into “08:00-11:00" for private affair leave; “11:00-12:00 14:00-18:00” for normal attendance, and check if punching card at 11:00.
4. The system will subdivide according to current number of shift, divide the period of time of the number of shift and handle effective absence and attendance time. For example, day shift (08:00-12:00 14:00-18:00), record into “private affair leave 06:00-13:00" for absence, the system will record “08:00-12:00" into the private affair leave, but not record “06:00-13:00" into the private affair leave.

9. Sign Card Record

Introduction: in case the failure of sign card for different reasons, input sign card record here, and the sign card record is prior to the punching record. Either singly or in batch, also may revise or delete the sign card record.

Starting:
Starting this function in Attendance Set Menu → Register manual sign-in/out

Operation:
1. Preset the particular reasons of sign card in the basic data such as card failure and system failure, etc. Starting the “basic data" functions in the staff management.
2. Operation methods of sign card.
10. Punch in/out Record

Revise or delete the punch record by the staff in this functional item, or set it up into nonuse.

11. Operation for the Attendance

Before entering the forms of the operation for the attendance, schedule strip will make an instruction, which show that record the record of newly punching card into the attendance record, only after completing it, the data print can appear in the statement of former record of punching
Starting: Starting in Attendance Set Menu → Attendance Calculation.
Step 1: select the staff joining the operation for the attendance as either department or staff.
Step 2: Set up the operation parameter.

Parameter directions:
Punch card according to or not according to direction: if distinguishing the punching card direction when operating the record of punching card.
Unit of attendance or absence time: show accumulative unit of the attendance and absence time. For example, the units of attendance and absence time are both 15 minutes, accumulate work time on the 15-minute unit basis as the number of shift and overtime, ignore if being short of 15 minutes; accumulate absence time on the 15-minute unit basis as leave or absence, being short of 15 minutes will be regarded as 15 minutes.

Note: select corresponding department or staffers; click operation after setting up operation rules for the check on work attendance.

Chapter IX Report Enquiry

Introduction: The system provides various report enquiry and printing functions for users to enquire and backup. Report can be divided into three aspects: report of personnel management information, report of access control management information and report of attendance management information.

Starting: Select report type from Report.
**Operation:** Taking departmental report for example, following will give brief introduction to its process; enquiry and printing of other reports can be done according to this rule: Report Menu → Set organization.

Select the department to be printed, tick in the square by the selected department and click **Print** or **Inquiry**.

**Setting tools in the report interface:**

- Adjust size of the report in the window.
- View multiple pages report.
- Print and printing setting.
- Save the report to the corresponding folder.

**Note:** these reports can only be previewed and printed after selecting departments or employees.
Chapter X    Database Backup

When the system cannot run or must be reinstalled due to various reasons, we must backup the database and recover it reinstalling the system; otherwise existing data will be lost. Database backup and recovery of stand-alone and online versions differ a lot. Specific operations are as follows:

1. Database Backup of Stand-Alone Version

Find a DB folder under the installation catalog (including two files: Imsdb and SYSTEM), copy it with other files in it directly to a safer position. Cover new DB folder with it after reinstalling.

How to find DB folder under the installation folder: select corresponding executable file → click right key → Attribute → Starting Location. If the starting location is D:\KetSoft\KetIms6A\Bin, then DB folder must be located at D:\KetSoft\KetIms6A.

2. Database Backup of Online Version

Use MS SQLSERVER to backup IMSDB first before backing up the online version database and recover the database as IMSDB after reinstalling. It is unnecessary to recreate database by installation disc.
Chapter XI  Controller Inner TCP/IP Software Configuration

1. Scan the appointed IP equipment in the local network, every controller physical address are exclusive. To configure the IP, gateway, subnet mark according to the exclusive physical address after scan.

![Scanning IP within local area network](image)

1. Software communication configuration, select connect inner IP address, the factory defaulted digit: 1024, is as following:
2. Adding or modify controller, select <equipment information>, press {add} or {modify}, fill in the corresponding IP address; as follows:
## Appendix 1

### List of System Parameters and Keywords

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment monitory point</td>
<td>The controller icon in the equipment monitoring interface</td>
</tr>
<tr>
<td>Automatic locking delay in monitoring</td>
<td>Allowed delay time by monitoring interface after entering monitoring status.</td>
</tr>
<tr>
<td>Executive program of Data Acquisition</td>
<td>Equipments or programs that can execute Data Acquisition</td>
</tr>
<tr>
<td>Continuous Data Acquisition</td>
<td>Data Acquisition executive programs carry out real time equipment Data Acquisition.</td>
</tr>
<tr>
<td>Interval Data Acquisition</td>
<td>Equipment Data Acquisition with time intervals</td>
</tr>
<tr>
<td>Time interval of Data Acquisition</td>
<td>Specific time interval in the mode of interval Data Acquisition</td>
</tr>
<tr>
<td>Manual Data Acquisition</td>
<td>Artificial Data Acquisition</td>
</tr>
<tr>
<td>Automatic Data Acquisition</td>
<td>The system automatically collects equipment data according to set modes.</td>
</tr>
<tr>
<td>Access control card using records</td>
<td>Records that personnel operate the access controller to open the door.</td>
</tr>
<tr>
<td>Access control logouts</td>
<td>Abnormal opening events such as illegal access and remote opening, etc.</td>
</tr>
<tr>
<td>Operation time of lock relay</td>
<td>Response time for lock relay to execute opening command</td>
</tr>
<tr>
<td>Driving delay of security alarming</td>
<td>Valid driving time for OC output</td>
</tr>
<tr>
<td>Delay time after starting the infrared monitoring</td>
<td>Authorized personnel start monitoring on the infrared sensor via the keypad and the controller will delay a while for authorized personnel to leave the area to avoid alarming due to “illegally entering the monitored area” by themselves.</td>
</tr>
<tr>
<td>Access waiting time after opening</td>
<td>After the monitoring being started, the parameter setting means delay time after opening the door and waiting for entrance</td>
</tr>
<tr>
<td>Confirming time for infrared alarming</td>
<td>After infrared monitoring being started, it is the delay time between happening of alarming and being confirmed by the controller</td>
</tr>
<tr>
<td>Delay time for timing relay output</td>
<td>Length of time dissemination after it being started.</td>
</tr>
<tr>
<td>Delay time for prompting correct card using</td>
<td>Delay time that the controller displays the prompt information after a card being read.</td>
</tr>
<tr>
<td>Data Acquisition</td>
<td>Read information data of the controller into the system data base.</td>
</tr>
<tr>
<td>Front-end processor</td>
<td>Equipments for acquisition data.</td>
</tr>
<tr>
<td>Serial port</td>
<td>Serial communication port of the computer.</td>
</tr>
<tr>
<td>Baud rate</td>
<td>Communication rate</td>
</tr>
<tr>
<td>IP address</td>
<td>Digital code describing network site of the equipment</td>
</tr>
<tr>
<td>Card issuing equipments</td>
<td>Equipment that identifies and reads card numbers when the system is issuing cards.</td>
</tr>
<tr>
<td>Thread group</td>
<td>Sequence number of serial ports when the system uses cards with multiple serial ports to do multiple ports connection.</td>
</tr>
<tr>
<td>Access control system</td>
<td>An intelligent control system that controls opening and closing of the door, personnel access, incident alarming and makes corresponding records.</td>
</tr>
<tr>
<td>Attendance management system</td>
<td>An intelligent control system that automatically identifies and records shifts of personnel and outgoing card using for calculating attendance of personnel.</td>
</tr>
<tr>
<td>Formal card</td>
<td>ID card for formal personnel of a company with the only card number</td>
</tr>
<tr>
<td>Temporary card</td>
<td>Temporary ID card with the only card number.</td>
</tr>
<tr>
<td>User ID</td>
<td>ID number for employees with 8-digit numbers</td>
</tr>
</tbody>
</table>