

RcgAcs Attendance Control System - User Manual -

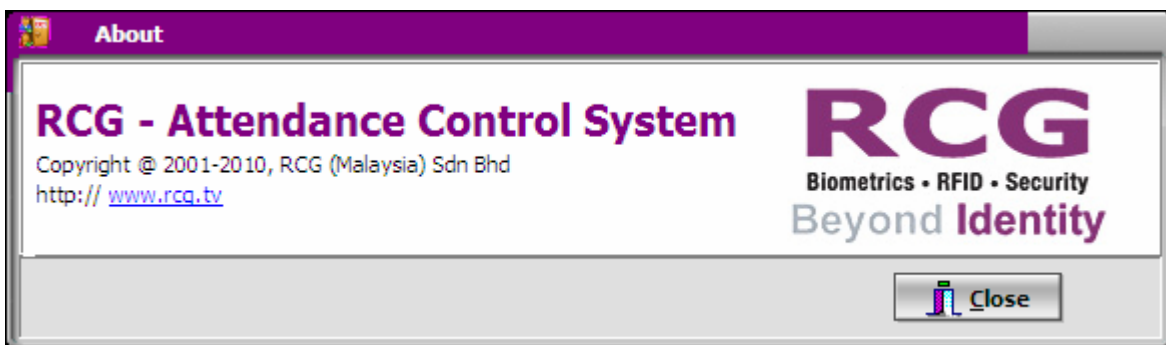


TABLE OF CONTENTS

Table of Contents	iii
PART I Introduction	1
System Introduction	1
About This Manual	1
PART II Basic Configuration	2
Device Setup	2
Quick Start	2
PART III Software Function	7
File Menu	10
Log In & Log Out	10
Changing Password	11
System Setup	13
Comm Port	13
Properties	14
System Info	14
Attendance Auto Posting & Export	15
Site Code Setting	16
Card Holder User Define Field	17
User Roles	18
User Account	19
Panel Setting	21
Site Definition	26
Database Setup	27
Time Interval Set	27
Time Zone Set	28
Access Roles	31
Card Holder	33
Insert New Card	34
Parameters Modification	35
Edit Pin	37
Search Card Holder Record	39
Department Setting	40
Job Title Setting	41
Working Hour	43
Holiday Set	45
Reporting	46
Transaction Listing	46

	Time Attendance	47
	System Setting	50
	View Transaction	53
	System Operation	54
	Send Setting	54
	Retrieve Setting	55
	Backup & Restore	56
	Reindex Database	58
	Load Report	59
PART V	Index	60
	System Connection Diagram	60
	Device Intallation – Single Mode	60
	Device Installation – Dual Door Mode	61
	Device Installation – 1-IN/1-OUT Barrier /	
	Car Park System Mode	62
	Device Installation – Emergency Door Monitoring Mode	63
	Device Installation – i4Flexi Single Door Connection	64
	Device Installation – i4Flexi Single Door In & Out Connection	65
	System Datasheet	66
	Definition and Description	68

PART I: INTRODUCTION

System Introduction

The **RcgAcs** Attendance Control System is a cost effective, powerful security device that monitors and controls the access to particular premises. Its complex design allows a single PC to control up to 128 of these devices, hence permitting control of 256 doors with one computer. It is also equipped with the function to control car park access and emergency access system. The package comes along with the **EL1000** Control Panel, which is the device itself, and the **RcgAcs** Access Control System Software.

The device can be installed as a standalone component or linked to the PC, but both configurations are granted full access to the features provided by the device and runs at real time environment. This means that the device is able to store up to 10,000 access control transactions regardless whether the PC is turned ON or not, or even during power failure situations.

RcgAcs Attendance Control Application Software is a powerful application tool with Windows Graphical User Interface (GUI) that provides user-friendly computer environment for parameters/data entry, transactions listing, user database configuration and storage, and report generation. This tool is able to support 8 PC communication buses/ports, with each port controlling 16 **RcgAcs** Control Panels, hence allowing the monitoring of 128 devices (256 doors) with only one control medium (your PC).

About This Manual

In this manual, the user will be guided with the step-to-step instructions of configuring and using this device and the software. A quick start session is being included for brief and basic setup of the system settings, allowing basic access control operation without fully utilizing the functionality provided.

In the later chapter, Part III – Software Function, the user will be guided through with detailed explanation of all the functions offered in the **RcgAcs** Attendance Control System.

The configuration diagram and datasheets were included in the Index pages, along with the explanation of the technical terms and names that were used in this manual. Please refer to the index page for more information.

PART II: BASIC CONFIGURATION

Device Setup

This will setup the **RcgAcs** Attendance Control System device to your computer application.

1. Connect the device to the PC communication port with RS485 Converter port or RS232 Cabling Interface as indicated in the **System Connection Diagram**. Supported card formats include MiFare card formats (used with MiFare readers ONLY), EM proximity 125 kHz, HID cards (used with HID readers ONLY), Rosslare all ranges. Supported readers are ABA-Track II, Wiegand formats (26 bits, 32 bits, 34 bits, 35 bits, 37 bits), HID keypad, Rosslare keypad, Indala keypad, proximity 125 kHz, MiFare, fingerprint readers.
2. Launch **RcgAcs** Attendance Control System software, and you'll be asked to select a Comm Port via **Comm Port Selection** window. Select the appropriate Comm Port that is connected to your device.
3. The software will perform auto scanning on the device and configure it to its default setting.
4. If more than 1 device is connected to the same Comm Port, make sure that the physical address setting of the device is set differently.
5. Once the communication between the device and the software is being established, the LEDs (green and orange) on the device will start blinking; this indicates the device is ready to be used.

*Please refer to **Panel Setting** in **PART III** for details in device configuration*

Quick Start

This session only provides brief information on basic system setup, which only involves login/logout functions, communication port selection function, panel/device setting, and card holder registration function.

NOTE: *This session only touches the brief functions of the system, for more details please refer the following chapter – **Part III Software Functions**.*

To perform a quick start for the **RcgAcs** Attendance Control System, please refer to the following procedures:

1. Once the device is being set up, select **login** from the software's main window to access into the program. Key in the default user name and password (user name and password are both the same by default): *RCG*
2. Once logged in, select **System Setup** from the side panel to bring down its menu. Select **Panel Setting** to setup the functionality of the access control device.
 - i. The system will prompt the user to an empty Panel Setting page, select **"Insert"** button to add in a new Panel Set.
 - ii. From the **Edit Panel Setting** window, type in the reference name for the setting under the Tag Name space. Provide some description if desired.
 - iii. Choose the access control type for the device under the **Panel Type** option box.
 - iv. The bus number is the representative number for the communication port that had been selected earlier on. Select the appropriate port from the **Bus Number** selection block.
 - v. Adjust the **open time** and **release time** (the time for the door to be remained open and the time for the lock to be released) of the device according to your preference.
 - vi. Select the reader type of the device from the **Reader Type** selection block. The rest of the parameters can be left as default.
 - vii. Select **"OK"** and the system will prompt the user to upload the settings onto the device. Select **"Yes"** to complete the setting process.
3. The user may register the card holders into the system's database. Card registration can be easily done by:
 - i. From the main software page, select the **"Capture Card"** tab underneath the tool bar. A Capture Card window shall appear on the screen.
 - ii. Scan/flash the user card on the card reader, which is connected to the RcgAcs Access Control device.
 - iii. Select the **"Execute"** tab and the system will prompt the user to confirm the card registration procedure. Select **"Yes"** and the system will add the new card information into the database.

NOTE: *You may flash all the user cards you desire before proceeding to **step (iii)**. The system will add in all the user cards at once.*

The user may now use the device's basic functions for simple access control operations.

PART III: SOFTWARE FUNCTION

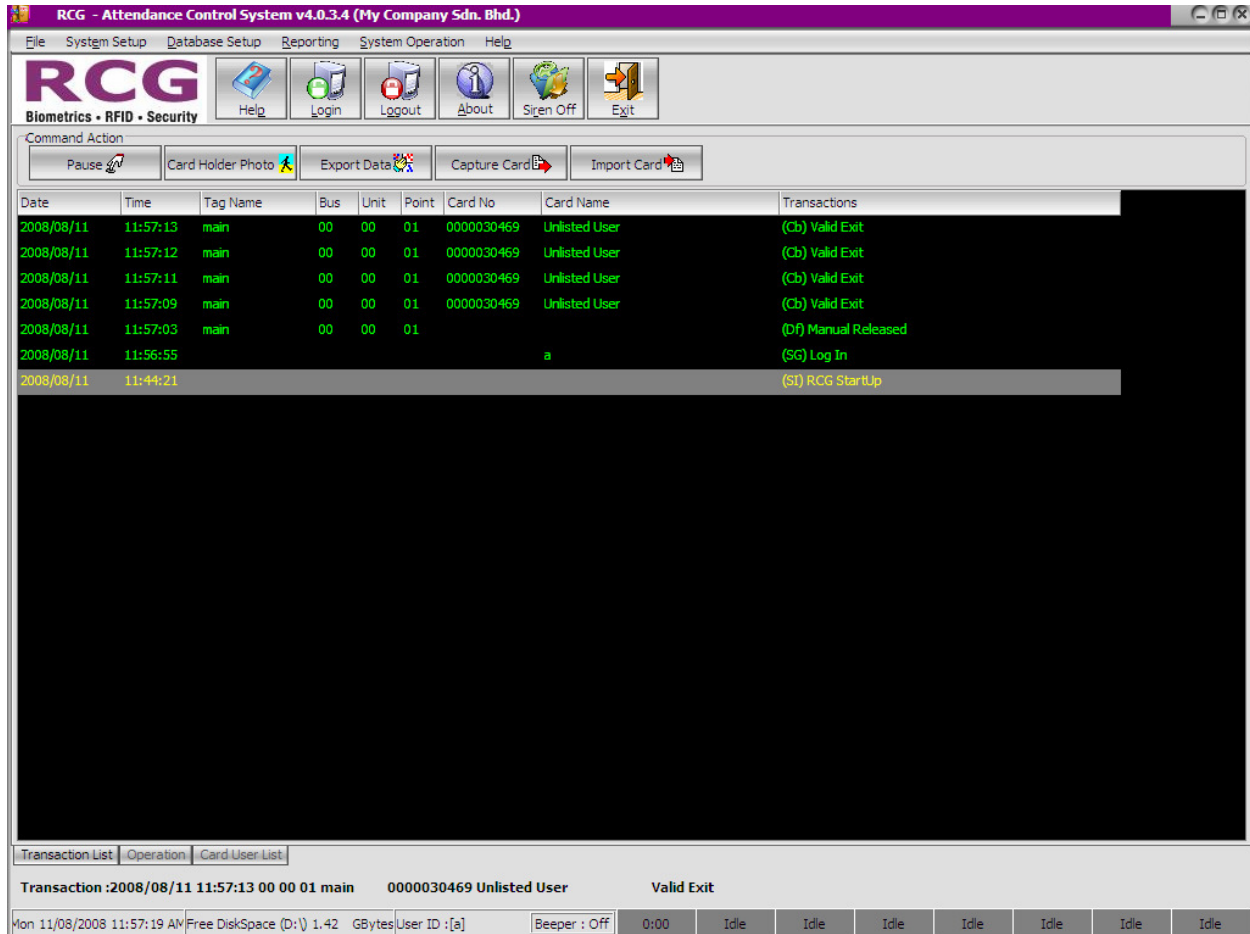


Figure: Main Window of the *RcgAcs* Attendance Control System Software

The above figure is the main window of the **RcgAcs** Attendance Control System Software. User can access to all the control panels from the top most menu bar, The Transaction List Window is a real-time format space that indicates all the transactions carried out, users are automatically brought to this window during start up, and can be confirmed by clicking the Transaction List Tab. The Operation Tab will prompt the user to another window similar to transaction list window, indicating the operation of the device.

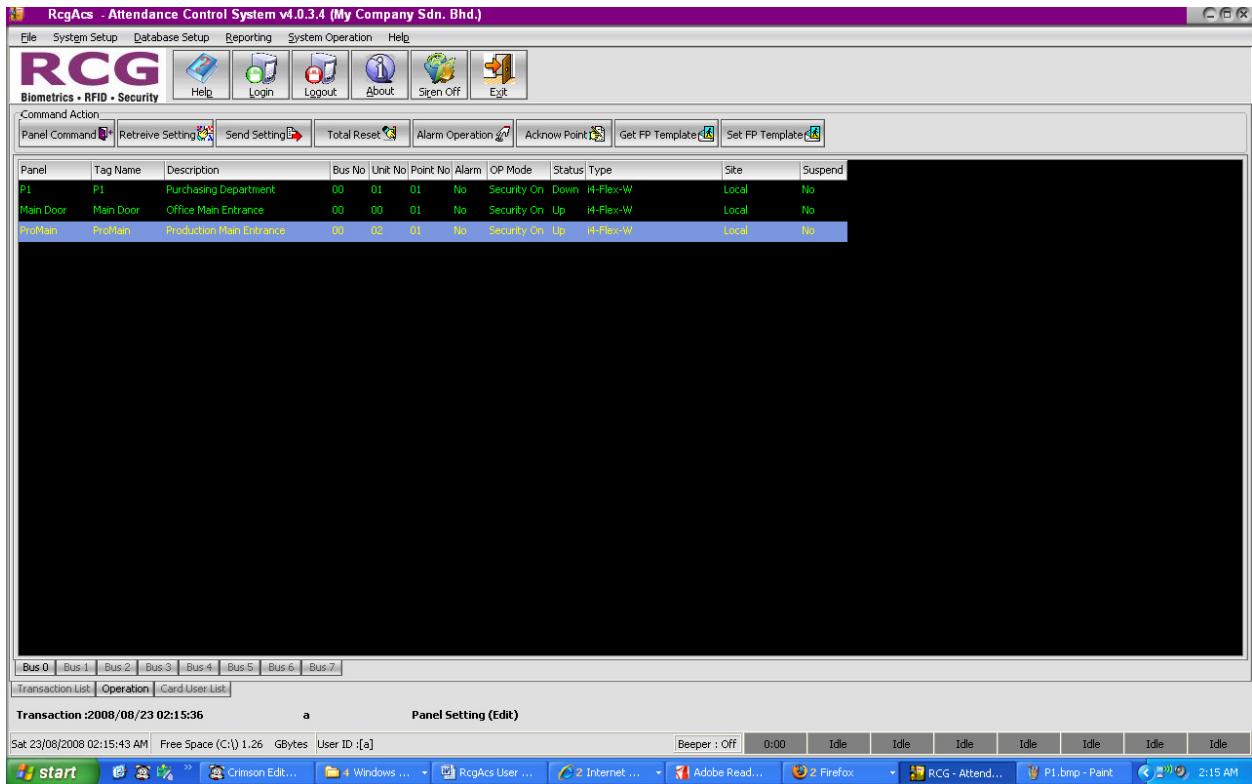


Figure: Panel Operation Window of the RcgAcs Attendance Control System Software

The window above shows the system panel operation's current status. The respective control panel will turn red when the communication for that controller is off line. User may double click on the selected controller to change the controller operation's setting. This is the shortcut link to panel setting. Besides that, user may also upload and download the finger print template to that highlighted controller by simply clicking on the "Get FP Template" and "Set FP Template" button as shown in the following figure. *(This function will manipulate all FP templates from the controller)*

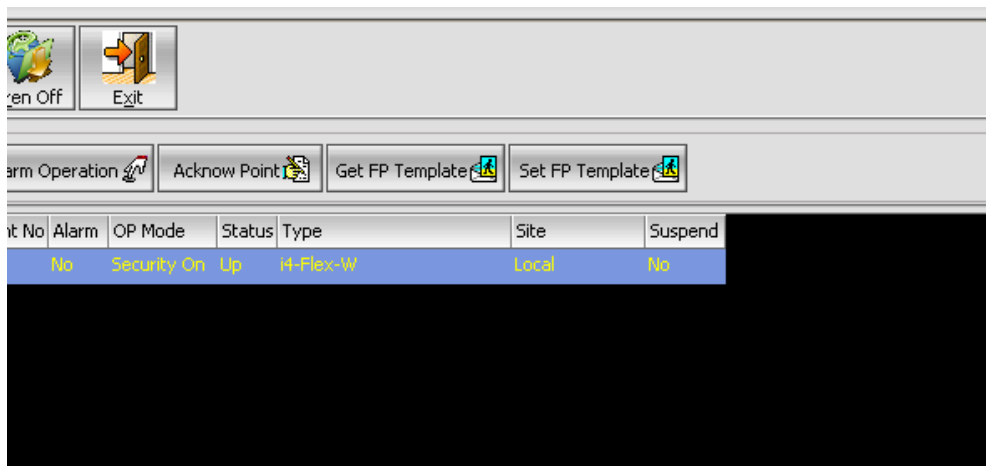


Figure: Get and Set Finger Print Template to controller.

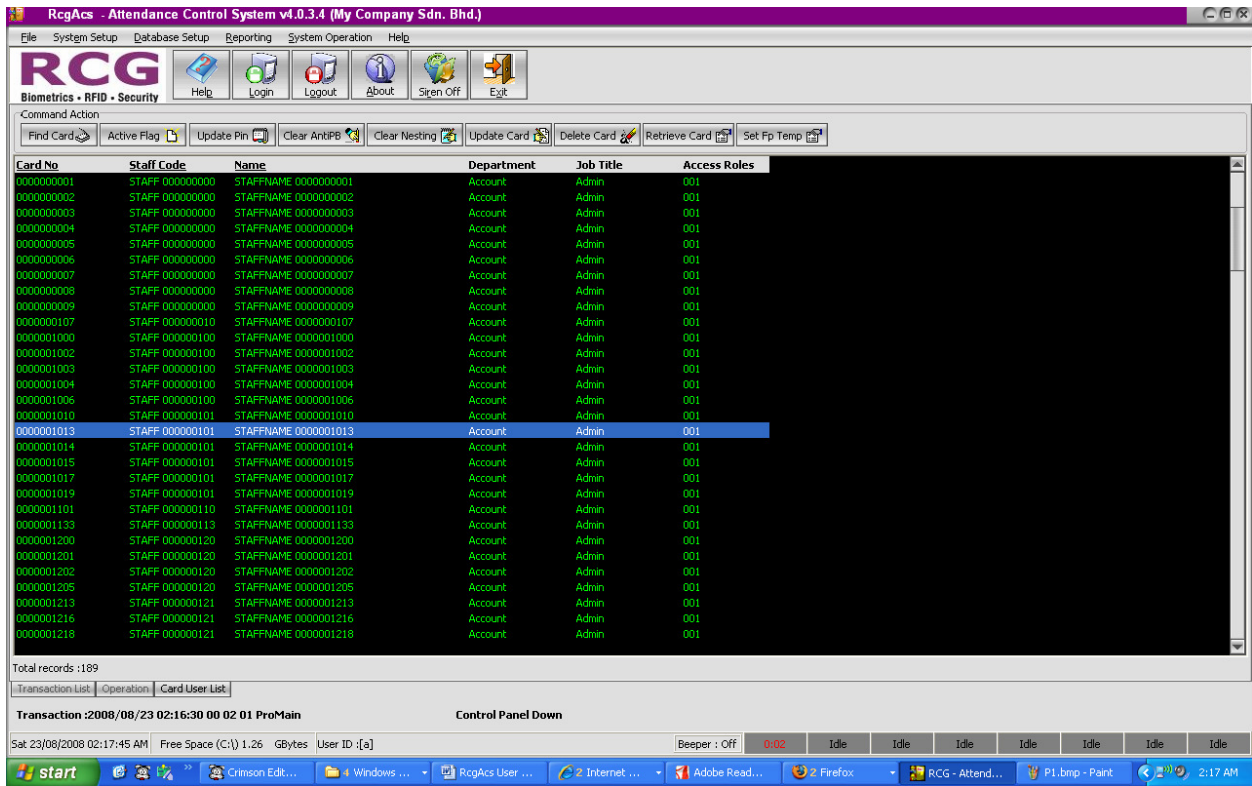


Figure: Card User List of the RcgAcs Attendance Control System Software

The above listing shows the current user holder records in the system. The user may highlight the card holder to send and retrieve information. Double clicking on the user record will pop up the respective card holder records for editing purposes. The user is able to perform any card holder info editing by simply clicking on the command button which is located on top of the card holder listing. The selection of the “Get FP Template” and “Set FP Template” button will only perform downloading and uploading of respective card holder FP records.

NOTE:

During template downloading, any error of the transmission will be recorded. The user is able to perform re-send operation by selecting the Error List button which is found at transaction listing windows.

File Menu

The File Menu is the first menu on the tool bar. The functions include the Log In and Log Out functions, the password changing function and the exit function. These functions are all listed on the easy access bar as indicated in the previous figure.

Log In & Log Out

1. Click on the **Login** icon from the easy access bar or from the **File Menu** to access the software. The user will be prompted to the following window.
2. Key-in the user ID and password to log in. The default user ID and password are the same: **RCG**

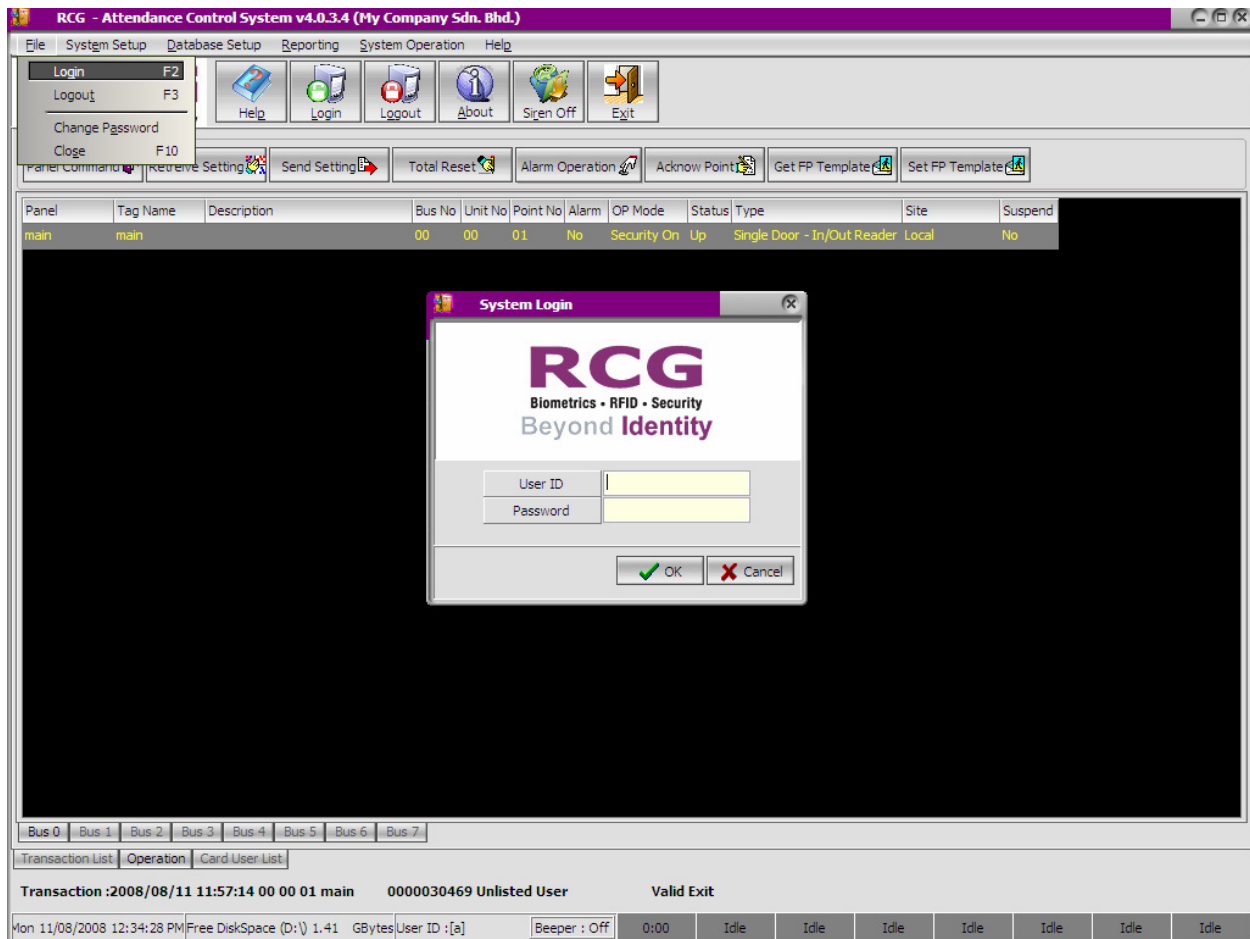


Figure: System Log In Window

The user can create new login ID and password from the User Account option under the System Setup menu. The ID will be indicated at the center bottom of the screen after logging in.

NOTE:

Maximum word length for user ID is 12 characters size

Maximum word length for password is 15 characters size.

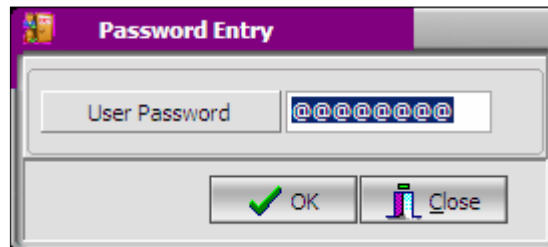


Figure: System Log Out/Exit Window

The user may log out of the software by:

1. Clicking on the **Logout** icon from the easy access bar or from the File Menu. The above window will appear.
2. Key in the password to log out from the system.

Be reminded that the system is not turned off and is still connected to the device in this condition.

To disconnect the software from the device and exit the system:

1. Click on the **Exit** button on the easy access bar or on the Close option from the File menu.
2. The software will prompt you to turn off the application, click **“Yes”**.
3. The above window will appear, key in the password to exit the system.

Changing Password

The user password can be changed by any software users who logged into the system. The following instructions are the steps to change the password.

1. The user must log into the software beforehand.
2. Click on the **File Menu** to bring down the action options, click on the **Change Password** option.
3. A window asking for old password will appear, key-in the old password (current password) for verification.

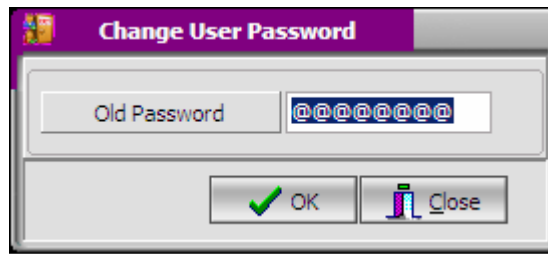


Figure: *Enter Old Password*

4. Then a new window will appear, key in the new password.

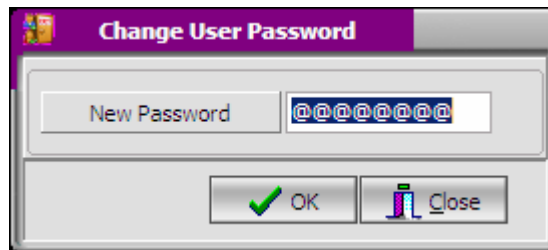


Figure: *Enter New Password*

5. Key-in the new password again for verification. Hit <Enter> or click on the **“OK”** button on the Change User Password window.

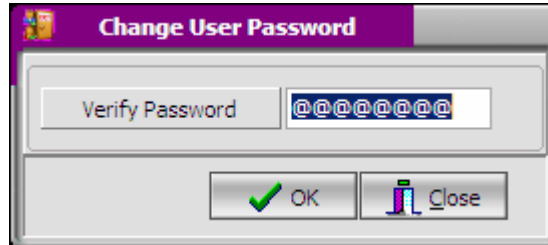


Figure: *Re-enter New Password for Verification*

6. Exit the system using the old password.
7. Log in again with the new password to activate the password and to complete the steps.

System Setup

Comm Port

Communication Port, or Comm Port for short, is the connection port for data transaction between the computer software and the access control devices. The **RcgAcs** Attendance Control System software is designed to be able to interface with 8 Comm Ports in total, hence this option allows the user to link/allocate the appropriate port to the software's interface.

It can be easily done by the following steps:

1. Make sure the computer is connected to the device with a communication cable.
2. Select **System Setup** menu from tool bar or from the side panel, then select the **Comm Port** option.
3. A window as shown in the figure below can be seen. Click on the down arrow button to select the appropriate port that had been used to link with the software's buses.

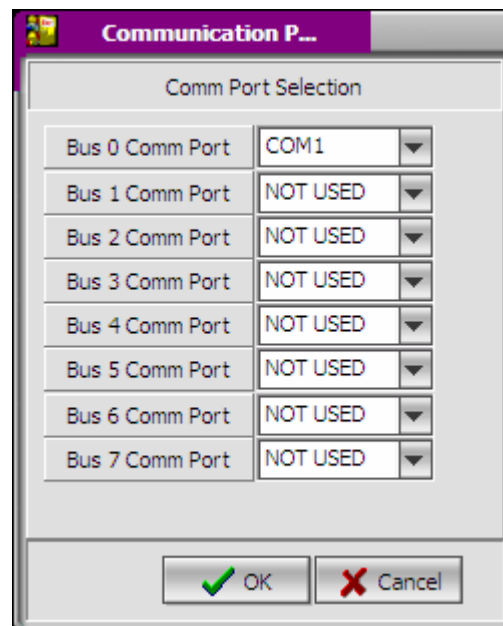


Figure: *Comm Port Selection Window*

4. Click **“OK”** to complete the selection. If the wrong port is being selected, the system will prompt the user with an error message.

Properties

This option allows the user to specify the company information, time attendance posting properties, site/area security code, and card holder's predefined data fields. To make changes on these properties, select **System Setup** menu from the tool bar or from the side panel, then select the **Properties** option.

System Info

This property is to specify the company information that the user would prefer to be generated on their reports or their system. The information that can be displayed includes the company name and the company logo.

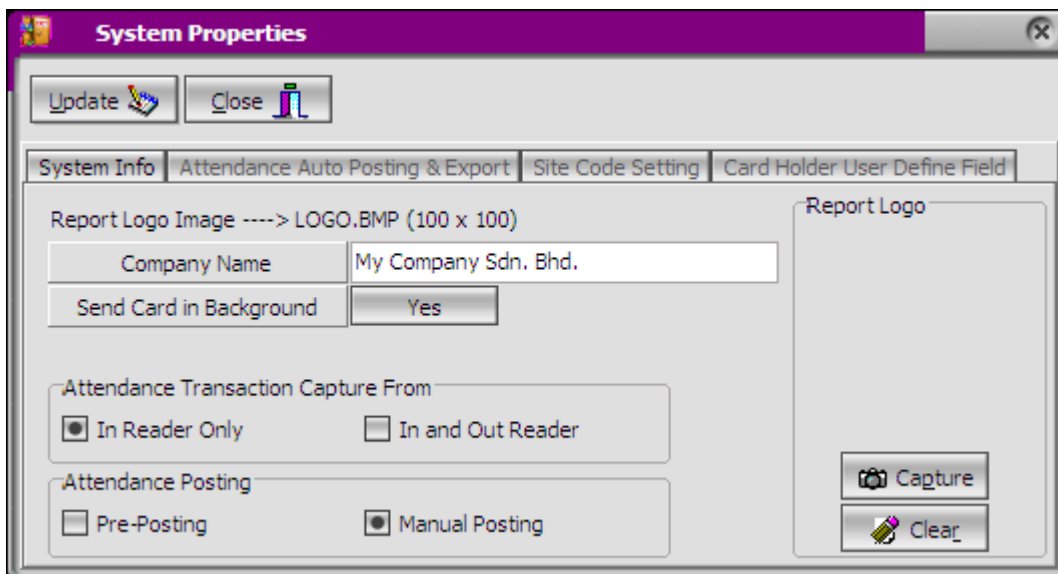


Figure: System Info Page

This System Info page is the default page that user would see every time the Properties option is being selected. Key-in the company name on the field provided. The user is allowed to upload their company logo into the system to be generated on their reports. But the **logo size** must be **100×100 pixels** and saved as a **BMP file**. Just click on the **“Capture”** button to search for your company logo, double click on the picture and the logo will be displayed on the Report Logo field. Click **“Change”** and the information will be saved.

However, the application will not take effect immediately. Please exit the system and log in again for the changes to take effect. The user should be able to view their company name displayed at the top of the software window as indicated in the following diagram.

Attendance Auto Posting & Export

This function is being used for attendance filtering and data documentation purposes. Enabling this mode will allow the system to automatically update the attendance report in a set period of time and automatically rearranging the attendance report documents in the system.

To set up this feature, click on the **Attendance Auto Posting & Export** tab on the **System Properties** window.

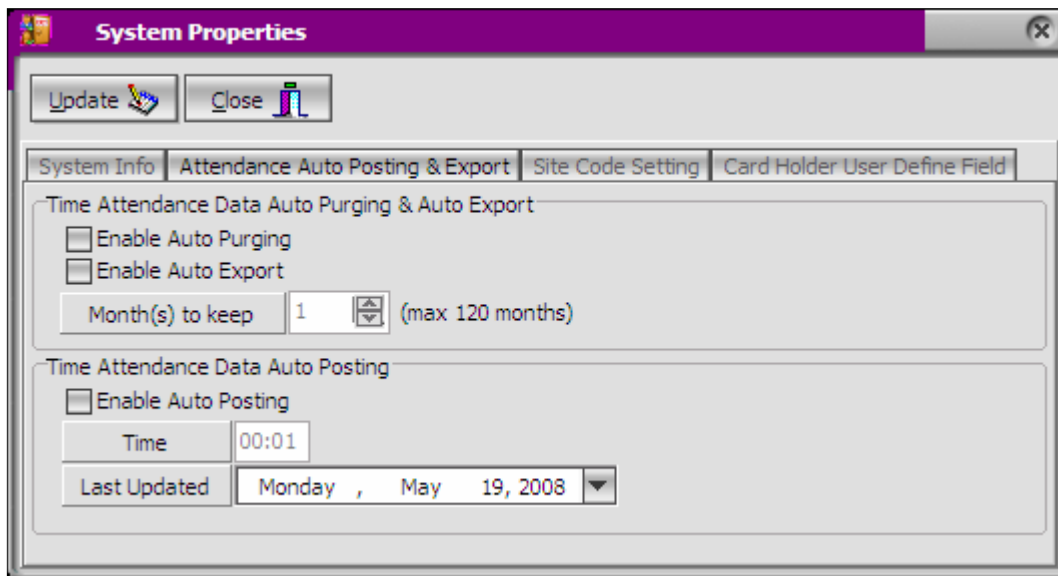


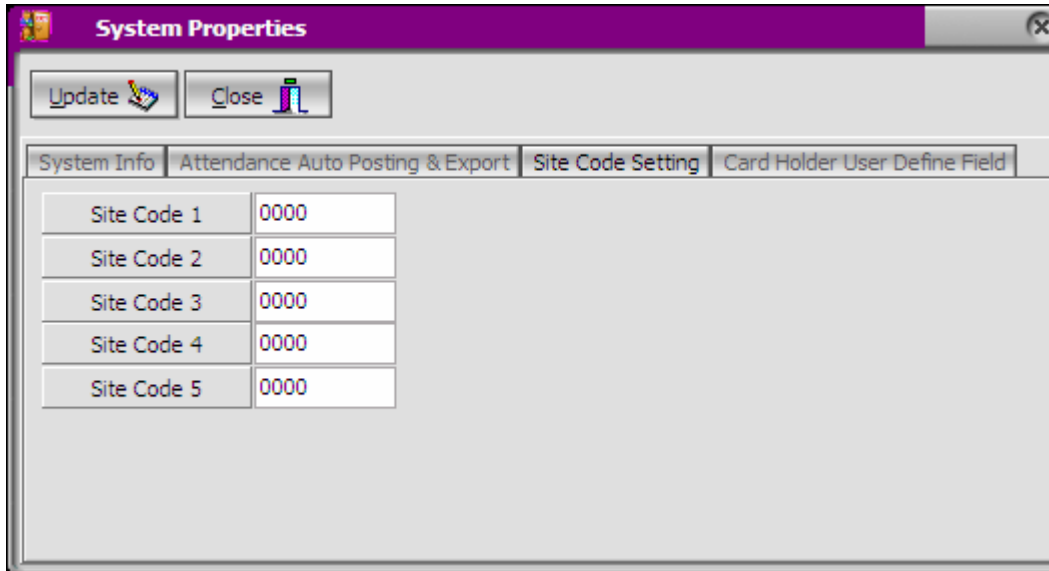
Figure: Attendance Auto Posting & Export Page

- Enabling the **Auto Purging** function will allow the system to automatically erase the old time attendance transaction files in the specified time line.
- The **Auto Export** function will export the time attendance report into the system's root directory, the **expfolder** (C:\Program Files\RCG \ExpFolder).
- The report will be kept for a set period of time before it is deleted from the system, and the time period can be set from the "**Month(s) to Keep**" option tab.
- The **Auto Posting** feature allows the system to automatically generate the time attendance transaction files in a set period of time. This will properly organize the time attendance documents and ease up the report generation procedure when desired.

Site Code Setting

The **RcgAcs** Attendance Control System allows the user to create 5 different security codes for different premises, hence named as Site Codes. Meaning different areas can be set with different security code.

To setup Site Code, click on the **Site Code Setting** tab on the **System Properties** window, your page should look like the following figure:



Site Code	Code
Site Code 1	0000
Site Code 2	0000
Site Code 3	0000
Site Code 4	0000
Site Code 5	0000

Figure: Site Code Setting Page

“0000” indicates no code has been set. Highlight the “0000” field and enter a 4 digits number to set the site code. Hit **“Update”** to confirm the changes that had been made.

Card Holder User Define Field

This software allows the user to create another 6 extra record fields on every card user database. Just select the **Card Holder User Define Field** tab to add in the records. The following diagram shows an example of the extra records.

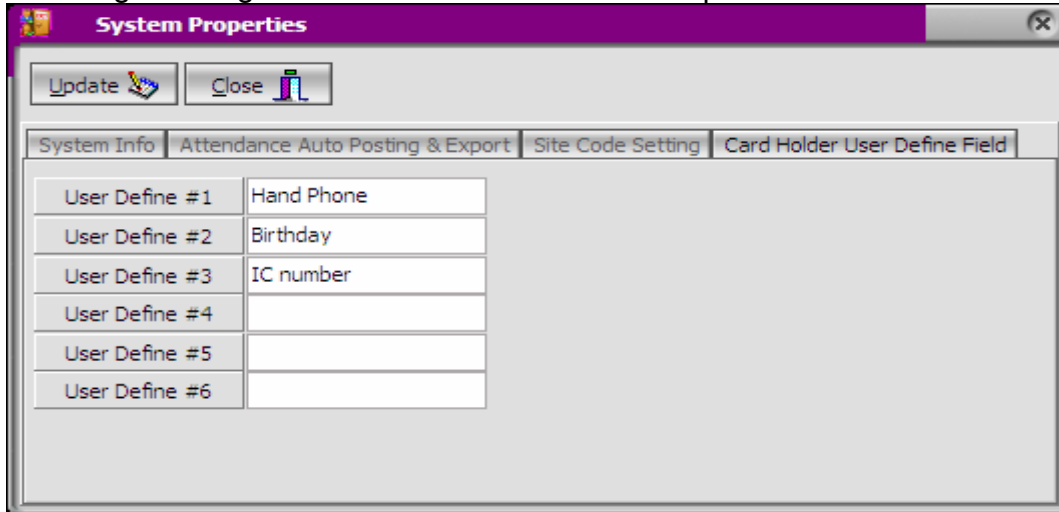


Figure: *Card Holder User Define Field*

In this example, the user wishes to record the card users' identity card number, their date of birth, marital status, body height and weight, and their contact number. These extra records can be registered in each card users' database from this setting. Just type in the desired record in the fields and click **"Change"** to save this information.

Info:

Record Field	Data length (number of characters)
User Define #1	30
User Define #2	30
User Define #3	30
User Define #4	30
User Define #5	30
User Define #6	30
Site Code 1	4
Site Code 2	4
Site Code 3	4
Site Code 4	4
Site Code 5	4
Company Name	80

User Roles

This setting gives the administrator the options to create restriction access for different users who logged into the software. Click the **System Setup** menu to bring down the option lists from the tool bar, or from the side panel. Click **User Roles** to bring up the setting page.

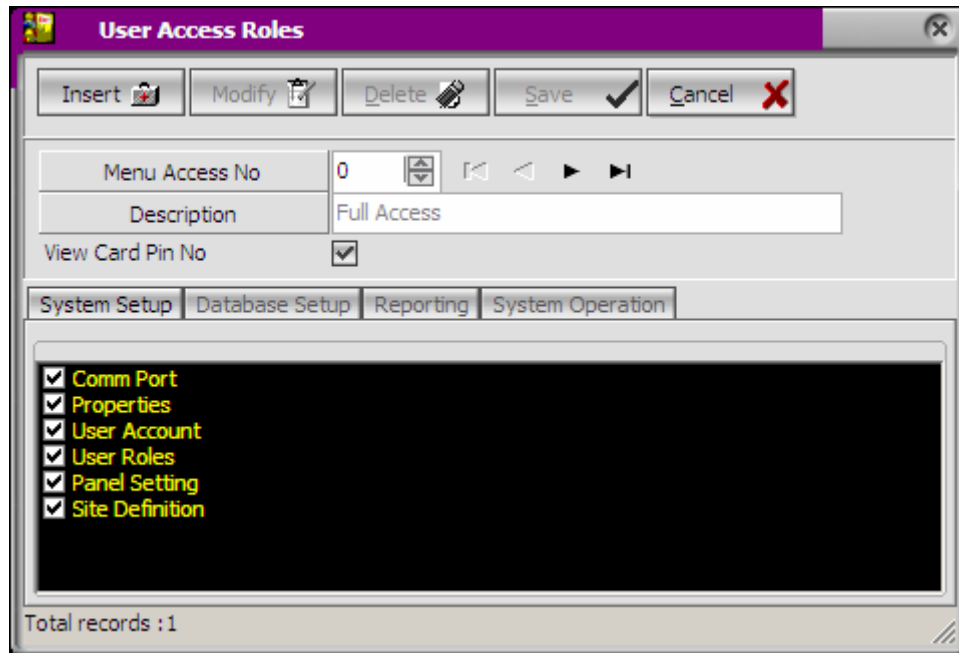


Figure: User Roles Setting Page

Steps to Create New User Roles:

1. To create new user roles, click on the **“Insert”** button.
2. Choose the **menu access number** (ranging from 1 to 99).
3. Select the access options that you wish to grant for the others by clicking on the selection box shown beside each setting options. The user may switch to other menu (System Setup, Database Setup, Reporting, and System Operation) by clicking on the menu tab listed on the window.
4. Selecting/Enabling the **View Card PIN No.** will enable the login user to view every user’s password.
5. Select **“save”** to store the setting into database.

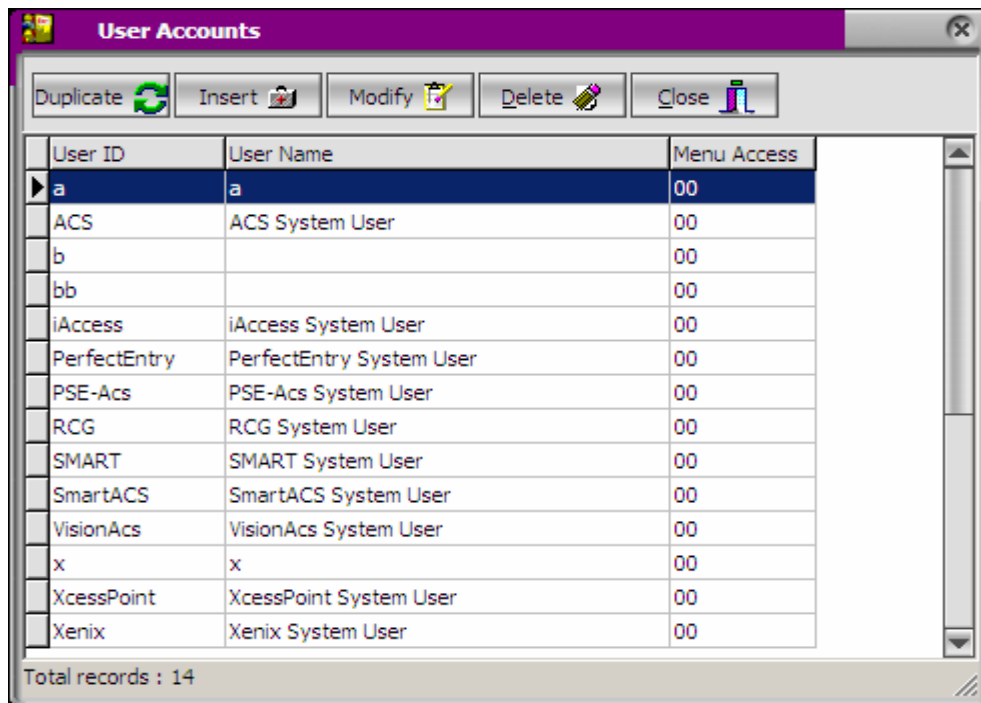
The user may also choose to edit the existing User Roles by selecting the **“Modify”** button to make the changes.

User Account

This menu is used to create new user ID and password to access this software. The password for the new user ID is set to be the same by default; it can be changed later by the user themselves.

To create a new user account:

1. Select **System Setup** menu from the tool bar, then select **User Account** option. The following window will appear.

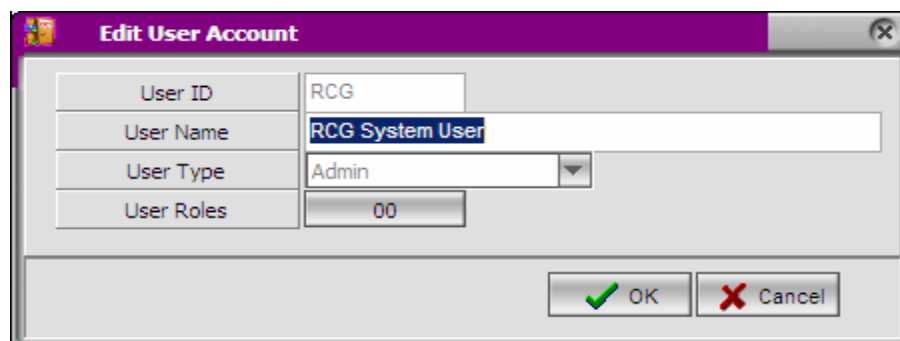


The screenshot shows a window titled "User Accounts" with a toolbar containing "Duplicate", "Insert", "Modify", "Delete", and "Close". Below the toolbar is a table with three columns: "User ID", "User Name", and "Menu Access". The table contains 14 rows of data. The first row is selected, and the status bar at the bottom indicates "Total records : 14".

User ID	User Name	Menu Access
a	a	00
ACS	ACS System User	00
b		00
bb		00
iAccess	iAccess System User	00
PerfectEntry	PerfectEntry System User	00
PSE-Acs	PSE-Acs System User	00
RCG	RCG System User	00
SMART	SMART System User	00
SmartACS	SmartACS System User	00
VisionAcs	VisionAcs System User	00
x	x	00
XcessPoint	XcessPoint System User	00
Xenix	Xenix System User	00

Figure: User Account Window

2. Click on **"Insert"** to add a new user ID into the system. The following window will pop out.




The screenshot shows a window titled "Edit User Account" with four input fields: "User ID" (containing "RCG"), "User Name" (containing "RCG System User"), "User Type" (a dropdown menu showing "Admin"), and "User Roles" (containing "00"). At the bottom right, there are "OK" and "Cancel" buttons.

Figure: Add User Account Window

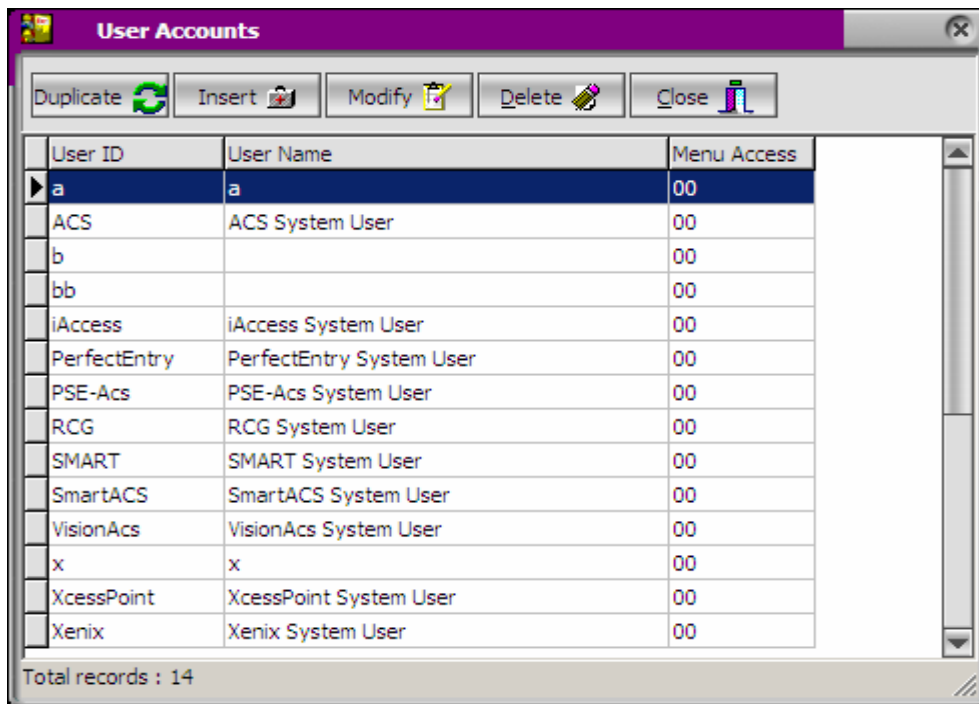
- Fill in the ID and the name in the provided space.

NOTE: Password is set to be the same as the User ID by default.

- Select the **User Type** for the new account, whether to be an *admin*, which will be granted access to System Setup; or a *normal account*, which user cannot access to System Setup option.
- Select the **User Roles** granted for this new account. Click the “00” tab to bring up the User Roles window. Click the next and previous buttons () to select the User Roles that you wish to grant for the new user. Click on the “**Select**” tab to confirm the User Roles.

NOTE: To create a new User Roles setting, please refer to the [User Roles](#) chapter.

- Select “**OK**” to confirm the new user account. A reminder window will pop out to indicate that user password is set to be the same as user ID by default. Click “**OK**” to complete the new user registration.



User ID	User Name	Menu Access
a	a	00
ACS	ACS System User	00
b		00
bb		00
iAccess	iAccess System User	00
PerfectEntry	PerfectEntry System User	00
PSE-Acs	PSE-Acs System User	00
RCG	RCG System User	00
SMART	SMART System User	00
SmartACS	SmartACS System User	00
VisionAcs	VisionAcs System User	00
x	x	00
XcessPoint	XcessPoint System User	00
Xenix	Xenix System User	00

Total records : 14

Figure: Sample User Accounts

After completing the user accounts, click on the “**Close**” tab to exit the setting. You may also choose to delete any of the user accounts as desired.

Panel Setting

This option is used to configure the system control panel settings. Or in other words, it is used to control the access system for different doors.

To access this option, click **System Setup** menu from the tool bar or from the side panel. Click **Panel Setting** to view the available panels in the system or to add a new panel setting to the database.

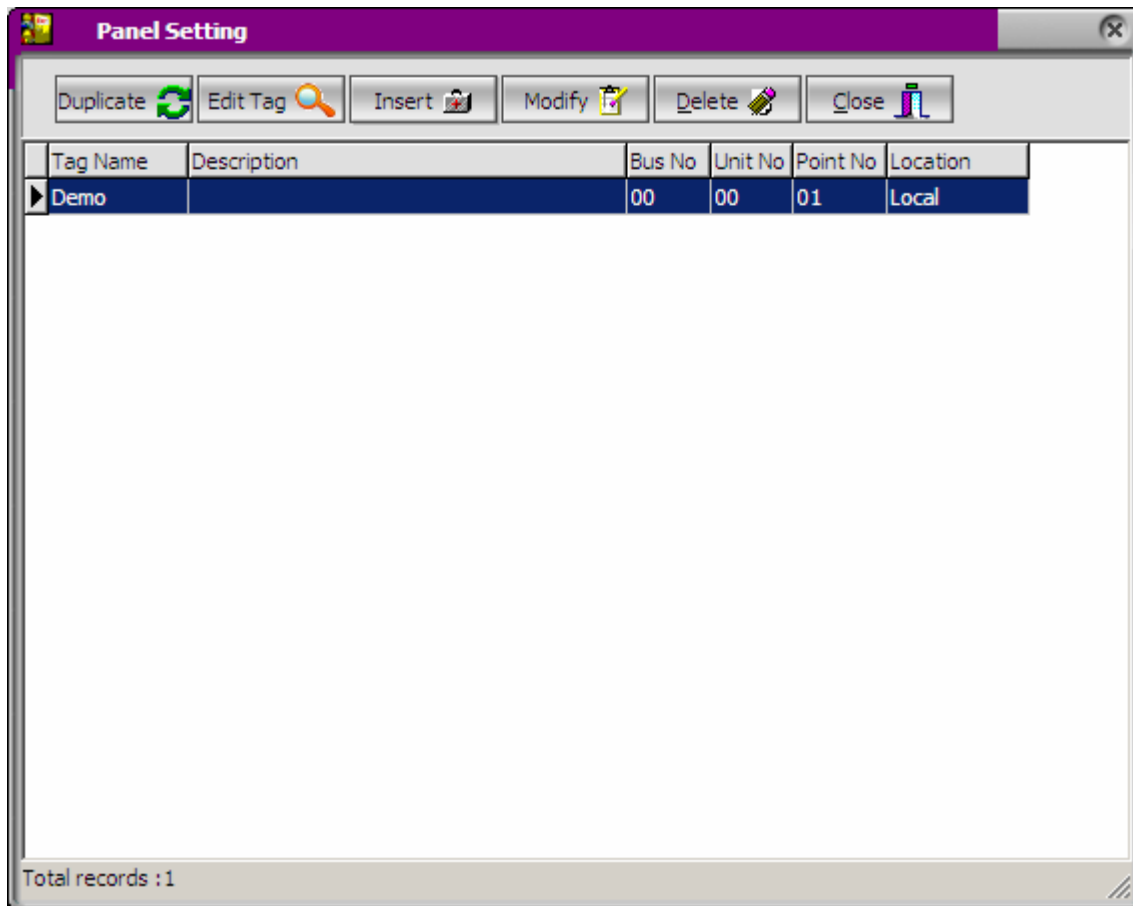


Figure: Panel Setting Window

To add a new panel setting into database, click **“Insert”** to bring out the **Edit Panel Setting** window.

To edit an available panel setting in the database, select the panel that you wished to modify then click the **“Modify”** button to bring out the Edit Panel Setting window and begin modification. Or, the user may double click on the panel to perform modification.

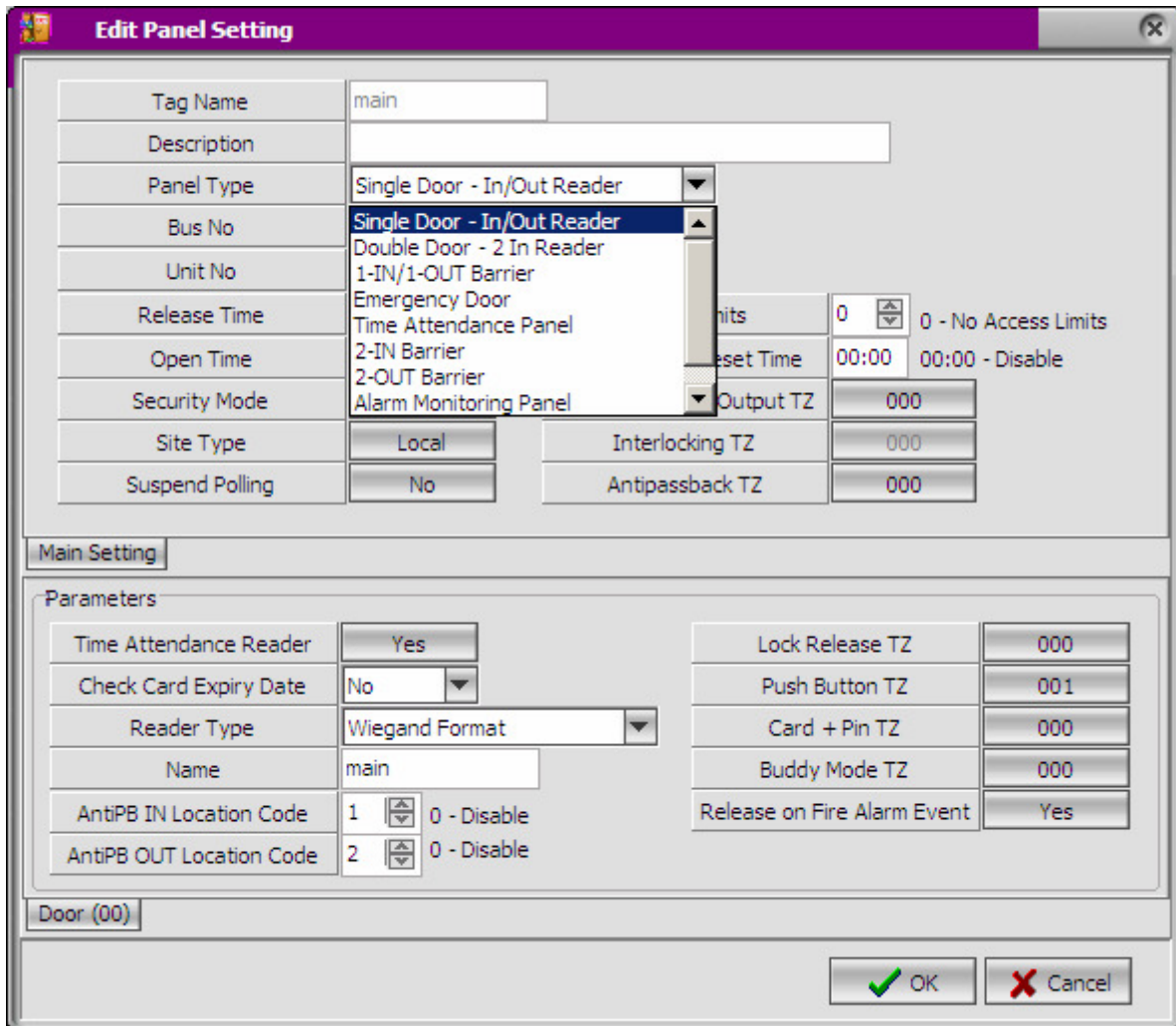


Figure: Edit Panel Setting Window

The parameters of the panel setting are explained in the following table.

Parameters	Description
Tag Name	Panel/device name that will be displayed on the log file.
Description	Short explanation of the panel.
Panel Type	This indicates the operation type of the device, which included: <ol style="list-style-type: none"> 1. Single door – In/Out Reader 2. Double door – 2 In Reader 3. 1-IN/1-OUT Barrier 4. Emergency Door 5. Time Attendance Panel 6. 2-IN/2-OUT Barrier 7. Alarm Monitoring Panel 8. i4-Flexi-W Fingerprint Panel
Bus No.	PC communication port to the device/panel.
Unit No.	The device's physical address. Ranging from 0 to 15.

Release Time	Time period (second) for the lock to be released. Once exceeding the limit, the system will automatically lock the door and produce a warning signal/sound.
Open Time	Time period (second) for the door to be remained open. Once exceeding the period, the system will generate warning signal/sound.
Security Mode	Setting the security level for the device. There are two security level for configuration: HIGH = System will NOT permit entrance or exit if card error is detected. LOW = System will allow card entrance/exit even there is card error.
Site Type	This option allows the user to select the networking system used for the device to communicate with the software. Select Local site type under normal application. User may be required to create and select a new site type for long distance monitoring purposes. <i>NOTE: Please refer to the Site Definition sub-chapter under System Setup.</i>
Suspend Polling	This will enable/disable polling for the device. Enabling polling will allow the software system to wait and monitor the device until the device is ready to be read.
Access Limits	Number of time a person can have access to the premises. "0" indicates no access limits.
Antipassback Reset Time	The antipassback is to prevent double entry of the same card on the same premises without exiting the facility beforehand. After the antipassback is triggered, this setting will allocate a time period before the system is being reset/refresh back to its initial status. Time 00:00 will disable the reset function. Only available in Single Door, 1-IN/1-OUT Barrier, and Time Attendance Panel. <i>NOTE: Please refer to Index – Definition and Description chapter for in-depth explanation on antipassback function</i>
General Purpose Output TZ	Time zone setting for general usage. <i>NOTE: Please refer to Database Setup chapter for information on Time Set and Time Zone configuration.</i>
Interlocking TZ	The interlocking system will only permit one door to be opened at one time when two doors function is being used, and it is controlled using Time Zone setting. Hence the Interlocking TZ function allows the user to select the

	<p>proper time zone for this function.</p> <p>Only available in Double Door, 1-IN/1-OUT Barrier, and Time Attendance Panel.</p> <p>NOTE: Please refer to Database Setup chapter for information on Time Set and Time Zone configuration.</p>
Antipassback TZ	<p>The antipassback function is controlled using <i>Time Zone Setting</i>, and the Antipassback TZ function allows user to select the time zone that had been pre-configured for this function.</p> <p>Only available in Single Door, 1-IN/1-OUT Barrier, and Time Attendance Panel.</p> <p>NOTE: Please refer to Database Setup chapter for information on Time Set and Time Zone configuration.</p>
Time Attendance Reader	This feature enables/disables the attendance record function.
Check Card Expiry Date	Enabling or disabling this feature will toggle the checking function. Enabling the function will deny expired card holder's access.
Reader Type	<p>Specifying the reader type that had been used for the device:</p> <ol style="list-style-type: none"> 1. Wiegand Format (26bits, 32bits, 34bits, 35bits, 37bits) 2. ABA-Track II 3. HID Keypad (only for HID brand RFID readers) 4. Rosslare Keypad 5. Indala Keypad 6. Proximity 125kHz 7. MiFare 8. Finger print readers
Name	The tag name for the device will be automatically updated to this field once the setting is completed.
Lock Release TZ	Time-zone to activate or deactivate the lock release period limitation system.
Push Button TZ	Time-zone to activate or deactivate the push button function, which is used to release the locking system with just a push button.
Card + Pin TZ	Time-zone to activate or deactivate the card and pin access feature. The feature can only be used with keypad integration.
Buddy Mode TZ	Time-zone to activate or deactivate buddy mode feature. Buddy Mode feature is a high security procedure mode that requires 2 valid cards to be presented to the device to gain access.
Release on Fire Alarm Event	Enabling this feature will release the door lock when fire alarm event is detected, regardless of the time-zone setting.
Siren TZ Set	Time zone to trigger siren/notification alarm.

Alarm Setting	An option tab that is only available when selecting Emergency Door mode or the Alarm Monitoring Panel for the Panel Type selection. The options provide adjustment for time zone or delay to arm/disarm the alarm. <ul style="list-style-type: none"> • Arm Delay Time • Disarm Delay Time • Alarm Relay Trigger Time • Alarm Arming Time Zone
Input Point Setting	An option tab that is only available in Emergency Door mode and Alarm Monitoring Panel.

Site Definition

The Site Definition feature is used for long distance monitoring purposes, as a remote for the **RcgAcs** Attendance Control System device using the Ethernet as the communication medium.

To create a new site definition:

1. From the System Setup menu, select Site Definition to access into the following main window. Select "**Insert**" to create new site.

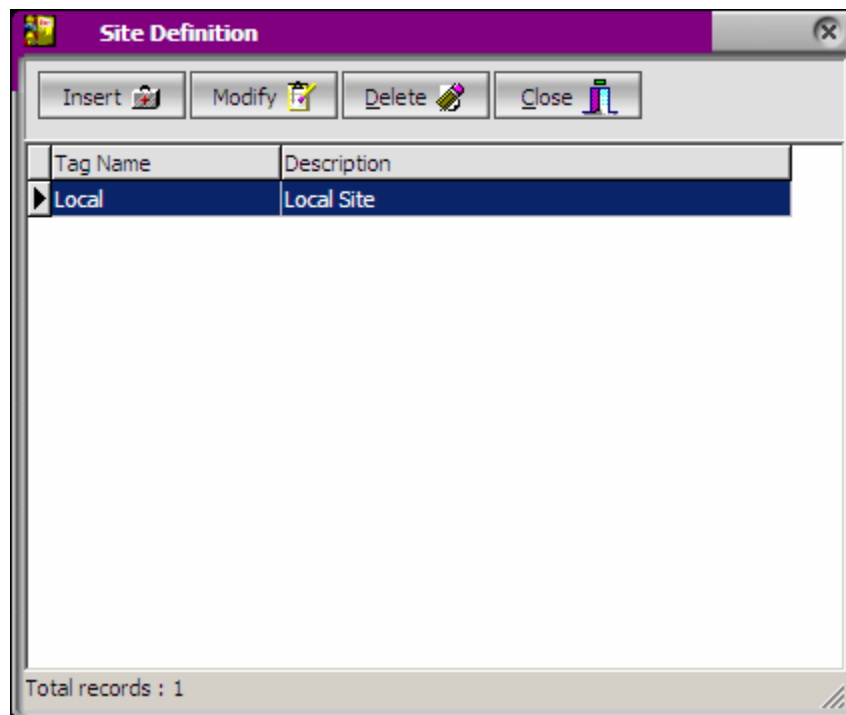


Figure: Site Definition Main Window

The image shows a dialog box titled "Edit Site Record". It has a purple header bar. The main area contains several input fields: "Site Code" (empty), "Description" (empty), "IP Address" (containing three dots), "Host Name" (empty), "Port No" (a spinner box set to 2020), and "Connection Type" (a dropdown menu showing "UDP connection"). There is also a checkbox labeled "Use Hostname" which is unchecked. At the bottom, there are two buttons: "OK" with a green checkmark icon and "Cancel" with a red X icon.

Figure: *Edit Site Record Window*

2. Enter the name for the new definition in the **Site Code** field; provide some description for the new setting.
3. Key in the IP address of the monitoring computer (i.e. your PC) in the **IP Address** field. Enter a **Host Name** for your network.
4. Key in the Socket connection port number of the monitoring computer.
5. Click on the “**OK**” button to complete the new site registration procedure.

Database Setup

Time Interval Set

The time interval set is an option to activate or deactivate the access control features on particular time frame for one particular day. It is the primary time block description before entering Time Zone database setting. The setting describes the time frames for ONE day operation, each day is provided with the option to allocate three time frames.

To add in a new time set or to view/modify the available time set, click on the **Database Setup** menu from the tool bar, or from the side panel to bring down the options, click on the **Time Interval Set** option to open the window as shown in the figure below.

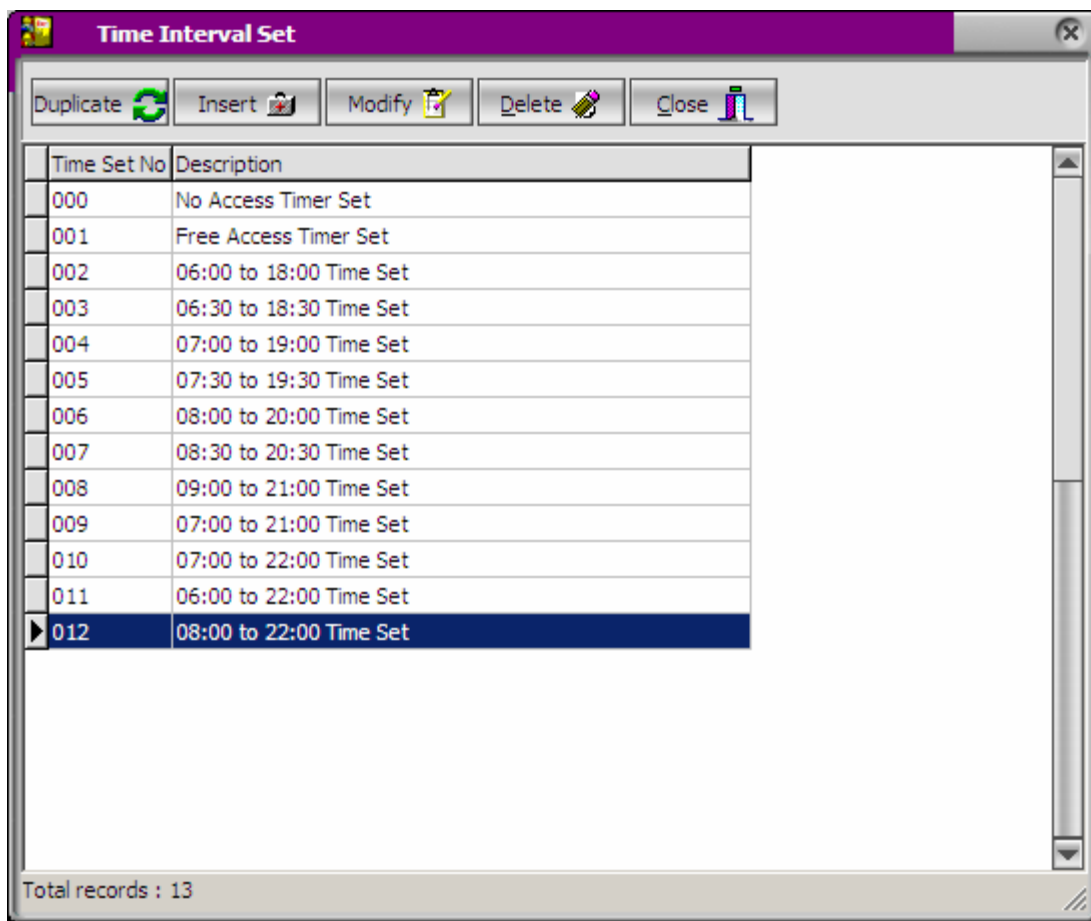


Figure: *Time Interval Set Window*

The two time sets (Time Set "000" and Time Set "001") are the default time sets created by the manufacturer that cannot be deleted nor modified. **Time Set "000"** indicates no access setting, meaning that there would be no access to the premises at all time if this setting were chosen, whilst **Time Set "001"** allows access at all time (24 hours).

Follow the instructions below to add in a new time set:

1. Click **“Insert”** to open **Edit Time Set Record** window shown in the following diagram.

Interval	From Hour	From Minute	To Hour	To Minute
Interval 1	6	0	18	30
Interval 2	0	0	0	0
Interval 3	0	0	0	0

Figure: *Edit Time Set Record Window*

2. Choose the appropriate time set number from the **“Time Set No.”** space. Type in some descriptions to note down the time set function.
3. Set the time frame by clicking the up and down arrow or by keying-in the digit in the first interval frame (**Interval 1**). The “Hour” column ranged from 0 to 23 at max. The “Minute” column ranged from 0 to 59.
4. Set the time frame beginning with **Interval 1**, the other two can be left alone if it is unnecessary.
5. Click on the **“OK”** button to confirm the setting.

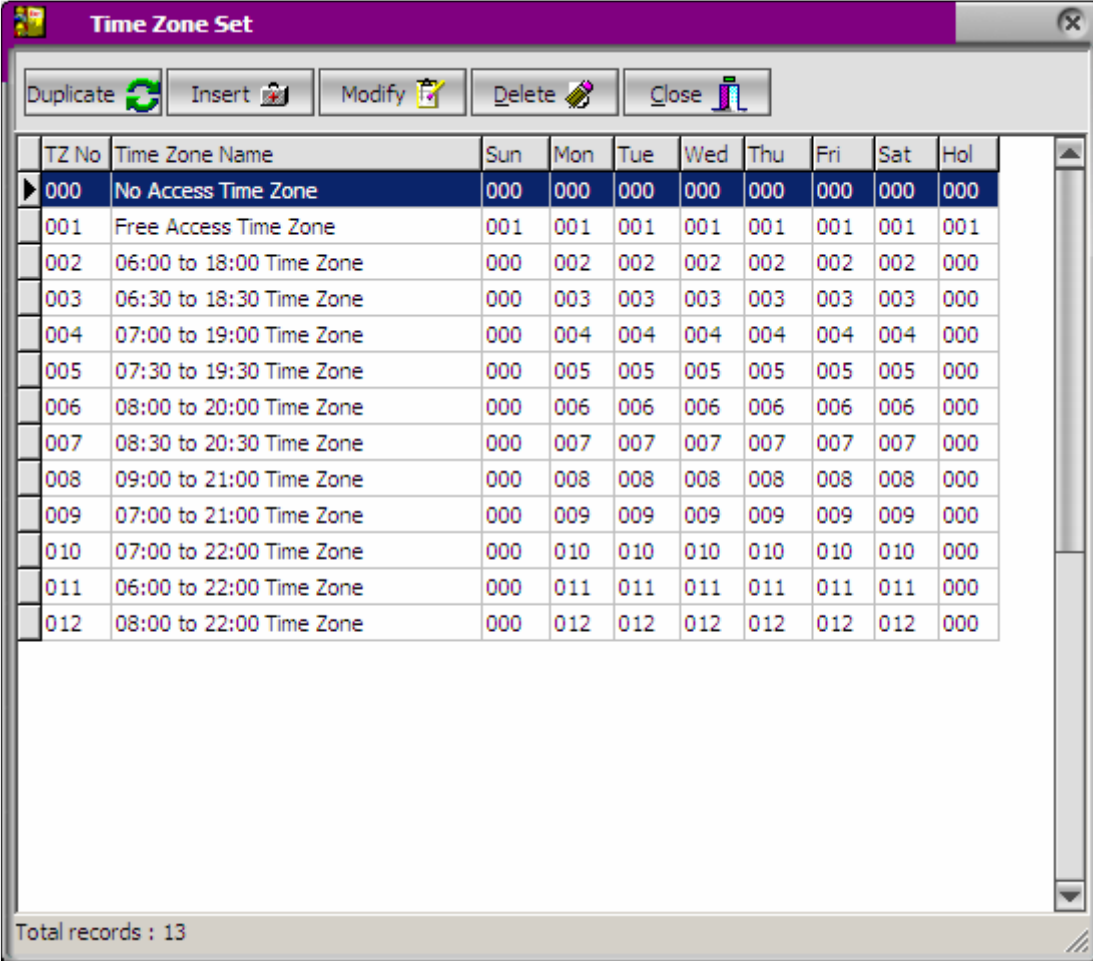
To modify an existing setting, just select the desired time set, click on the **“Modify”** tab from the Time Interval Set window and begin the modification.

Info:

Only 128 time interval sets can be created for this system.

Time Zone Set

This setting is used to activate or deactivate the system features for one week time frame. It is made up of 8 sets of Time Interval Sets, each representing one day of the week with an extra row representing the holiday that might be available in a particular week. The following figure indicates the Time Zone Set window that will appear once accessed.



TZ No	Time Zone Name	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hol
000	No Access Time Zone	000	000	000	000	000	000	000	000
001	Free Access Time Zone	001	001	001	001	001	001	001	001
002	06:00 to 18:00 Time Zone	000	002	002	002	002	002	002	000
003	06:30 to 18:30 Time Zone	000	003	003	003	003	003	003	000
004	07:00 to 19:00 Time Zone	000	004	004	004	004	004	004	000
005	07:30 to 19:30 Time Zone	000	005	005	005	005	005	005	000
006	08:00 to 20:00 Time Zone	000	006	006	006	006	006	006	000
007	08:30 to 20:30 Time Zone	000	007	007	007	007	007	007	000
008	09:00 to 21:00 Time Zone	000	008	008	008	008	008	008	000
009	07:00 to 21:00 Time Zone	000	009	009	009	009	009	009	000
010	07:00 to 22:00 Time Zone	000	010	010	010	010	010	010	000
011	06:00 to 22:00 Time Zone	000	011	011	011	011	011	011	000
012	08:00 to 22:00 Time Zone	000	012	012	012	012	012	012	000

Total records : 13

Figure: Time Zone Set Window

This window can be activated by selecting **Database Setup** menu to bring out the options from the tool bar or from the side panel, select **Time Zone Set** to access into the setup page.

Same as the Time Interval Set, there are two default settings available in the database that cannot be deleted nor modified. The **TZ “000”** indicates no access granted at all time; **TZ “001”** indicates the opposite.

The user may add in new time zones by selecting the **“Insert”** button. The following window can be seen on the screen.

The screenshot shows a window titled "Time Zone Set" with a toolbar containing buttons for Duplicate, Insert, Modify, Delete, and Close. Below the toolbar is a table with 10 columns: TZ No, Time Zone Name, Sun, Mon, Tue, Wed, Thu, Fri, Sat, and Hol. The table contains 13 rows of data. The first row (TZ No 000) is selected. At the bottom of the window, it says "Total records : 13".

TZ No	Time Zone Name	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hol
000	No Access Time Zone	000	000	000	000	000	000	000	000
001	Free Access Time Zone	001	001	001	001	001	001	001	001
002	06:00 to 18:00 Time Zone	000	002	002	002	002	002	002	000
003	06:30 to 18:30 Time Zone	000	003	003	003	003	003	003	000
004	07:00 to 19:00 Time Zone	000	004	004	004	004	004	004	000
005	07:30 to 19:30 Time Zone	000	005	005	005	005	005	005	000
006	08:00 to 20:00 Time Zone	000	006	006	006	006	006	006	000
007	08:30 to 20:30 Time Zone	000	007	007	007	007	007	007	000
008	09:00 to 21:00 Time Zone	000	008	008	008	008	008	008	000
009	07:00 to 21:00 Time Zone	000	009	009	009	009	009	009	000
010	07:00 to 22:00 Time Zone	000	010	010	010	010	010	010	000
011	06:00 to 22:00 Time Zone	000	011	011	011	011	011	011	000
012	08:00 to 22:00 Time Zone	000	012	012	012	012	012	012	000

Figure: Edit Time Zone Record Window

To set the time zone:

1. Click on the down arrow button to view the time interval set available.
2. Select the time interval set that you desired for the day. Repeat the selection procedure for other days.
3. Click **“OK”** once completed the new time zone insertion.

Modification of the existing time zone can be done by selecting the time zone and click **“Modify”** button to begin modification.

Access Roles

An Access Role is a set of time zone records for a particular device. The system will check for the card validity at a particular time zone by comparing the current time with the recorded time zone sets. Unmatched time zone sets will deny the card holder's access into the premises.

Click on the **Database Setup** tab from the tool bar or the side panel to bring down the menu, select **Access Roles** to view the settings for the devices.

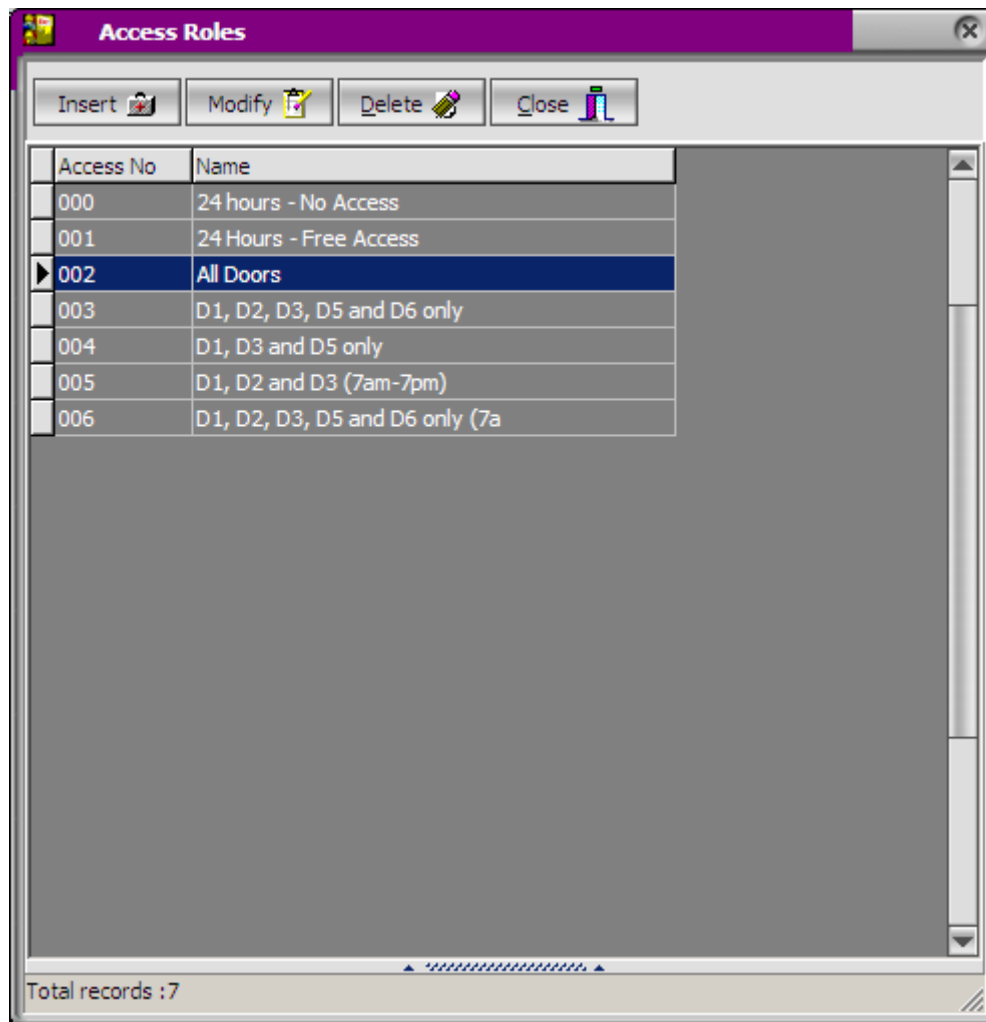


Figure: Access Roles Main Window with Sample Doors (Door 1 & Door 2)

The user may add in new access roles by the following procedures:

1. Select **“Insert”** tab to bring out the following editing window.

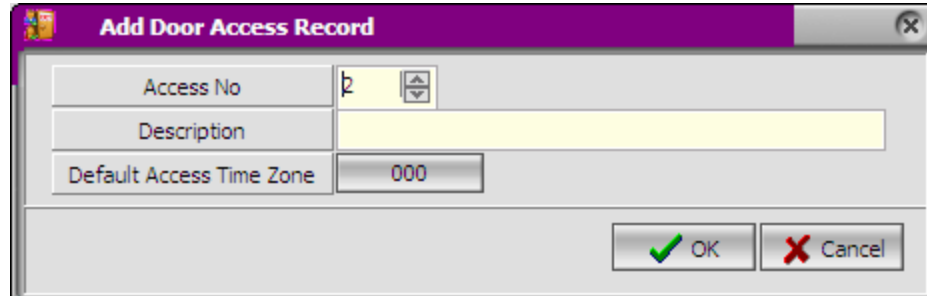


Figure: *Add Door Access Record Form*

2. Choose the desirable access number from the **“Access No.”** tab. Enter some description to describe the role. Note that Access “000” and “001” are the default access roles that cannot be removed nor modified.
3. Click on the **“000”** tab to bring out the **Time Zone Set** window. Select the desirable time zone from the window and hit **“Select”**.
4. Once done, click on the **“OK”** tab to confirm the insertion of a new access role.
5. The software will prompt the user to confirm the download of the new role(s) onto the device. Click **“Yes”** to confirm download.

The user may also modify the existing roles by first, select the desired access role then select the **“Modify”** button to begin modification.

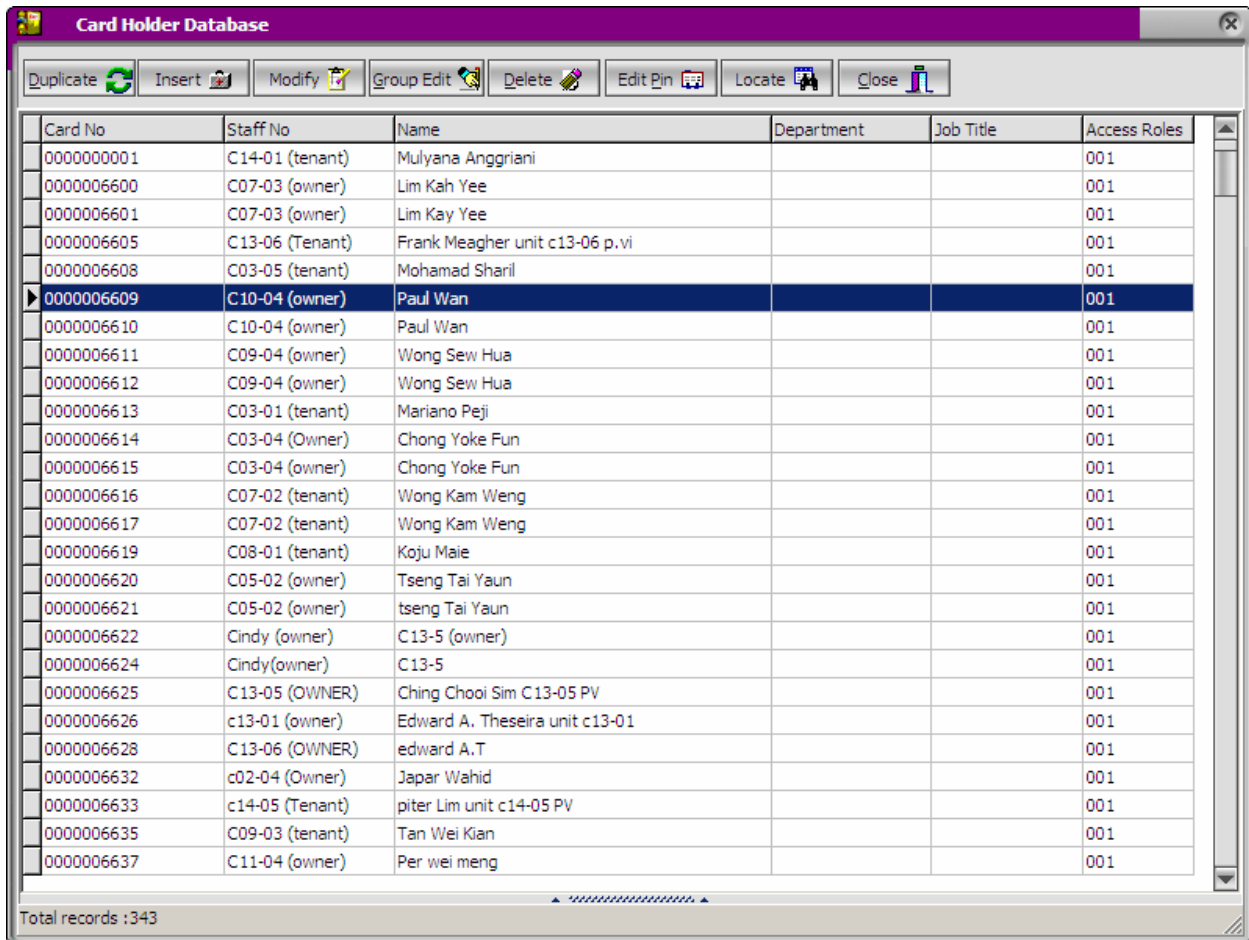
NOTE:

Access Role “000” indicates no access at all.

Access Role “001” indicates free access to premises at all time.

Card Holder

This option allows the system to register the card holder's information into the database. To view the card holders' data, select **Database Setup** tab from tool bar or side panel to bring down the menu, select **Card Holder** option to open up the Card Holder page as indicated in the following figure.



The screenshot shows a window titled "Card Holder Database" with a toolbar containing buttons for Duplicate, Insert, Modify, Group Edit, Delete, Edit Pin, Locate, and Close. Below the toolbar is a table with the following columns: Card No, Staff No, Name, Department, Job Title, and Access Roles. The table contains 34 records, with the record for Card No 000006609 selected. The status bar at the bottom indicates "Total records : 343".

Card No	Staff No	Name	Department	Job Title	Access Roles
000000001	C14-01 (tenant)	Mulyana Anggriani			001
0000006600	C07-03 (owner)	Lim Kah Yee			001
0000006601	C07-03 (owner)	Lim Kay Yee			001
0000006605	C13-06 (Tenant)	Frank Meagher unit c13-06 p.vi			001
0000006608	C03-05 (tenant)	Mohamad Sharil			001
0000006609	C10-04 (owner)	Paul Wan			001
0000006610	C10-04 (owner)	Paul Wan			001
0000006611	C09-04 (owner)	Wong Sew Hua			001
0000006612	C09-04 (owner)	Wong Sew Hua			001
0000006613	C03-01 (tenant)	Mariano Peji			001
0000006614	C03-04 (Owner)	Chong Yoke Fun			001
0000006615	C03-04 (owner)	Chong Yoke Fun			001
0000006616	C07-02 (tenant)	Wong Kam Weng			001
0000006617	C07-02 (tenant)	Wong Kam Weng			001
0000006619	C08-01 (tenant)	Koju Maie			001
0000006620	C05-02 (owner)	Tseng Tai Yaun			001
0000006621	C05-02 (owner)	tseng Tai Yaun			001
0000006622	Cindy (owner)	C13-5 (owner)			001
0000006624	Cindy (owner)	C13-5			001
0000006625	C13-05 (OWNER)	Ching Chooi Sim C13-05 PV			001
0000006626	c13-01 (owner)	Edward A. Theseira unit c13-01			001
0000006628	C13-06 (OWNER)	edward A.T			001
0000006632	c02-04 (Owner)	Japar Wahid			001
0000006633	c14-05 (Tenant)	piter Lim unit c14-05 PV			001
0000006635	C09-03 (tenant)	Tan Wei Kian			001
0000006637	C11-04 (owner)	Per wei meng			001

Figure: Card Holder Database

The database contains a space to list down all the card holders, the card information, and the card's last scanned location data. The user may set another six information fields on the **User Define Fields** section to record the card holder's data.

NOTE: Please refer back to **Properties** under **System Setup** chapter for information on **User Define Fields** setting.

Insert New Card

New Card Registration via Software

1. To insert new card holder information into the database, first select the **“Insert”** tab to open the **Edit Card Holder Record** window.

Card No	0000006611
Staff No	C09-04 (owner)
Name	Wong Sew Hua
Department	Account
Job Title	Admin
Access Roles	001
Working Hour	Normal
Expiry Date	Wednesday, January 01, 2020
Active Flag	Yes
Card Type	Access Card
Buddy No	1 1 - Superuser match with all buddy no

Figure: Edit Card Holder Page

2. Insert the card number in the **“Card No.”** space.

NOTE:

Card number **MUST** be a **10-digit number**.

If the number registered is less than 10 digits, fill in zeroes '0' in front of the number to fill up to 10-digits.

3. Enter the staff number and his/her name into the **“Staff No.”** space provided.
4. Select the appropriate **department, job title, access roles** and **working hour** from the selection tabs.

NOTE:

Please refer back to [Access Roles](#) chapter under [Database Setup](#) for access roles setting. The settings for department, job title and working hour will be covered in the following chapters.

5. Select the card expiry date as desired from the **Expiry Date** set.
6. Select the **Active Flag** option for the user. Selecting “**Yes**” to enable the card usage for the user. Selecting “**No**” (by clicking once on the “**Yes**” tab) to disable the card usage.
7. Choose the desirable **card type**. There are two types of card available in the system:
 - Access Card
 - Master Card
8. **Buddy No.** is a match pair identification number used for Buddy Mode matching procedure. Select the buddy number for the card user.

NOTE: Please be noted that digit ‘1’ is an exclusive digit that is set to match with all buddy numbers.

9. The user may also add in the card holder’s photo into the database record.

NOTE: Be reminded that the photo must be saved in **.jpg** format to be used in the database.

10. Select “**OK**” to confirm new card registration. The system will prompt user to download the card record to the device. Select “**Yes**” to complete the new card registration procedure.

New Card Registration via Card Scanning Procedure

1. For card registration via card scanning procedure, please ensure that the device is connected to a card reader.
2. The user is not required to open any option pages. Just logging in to the system will do. Notice that from the software’s main menu, a “**Capture Card**” option is available under the tool bar:

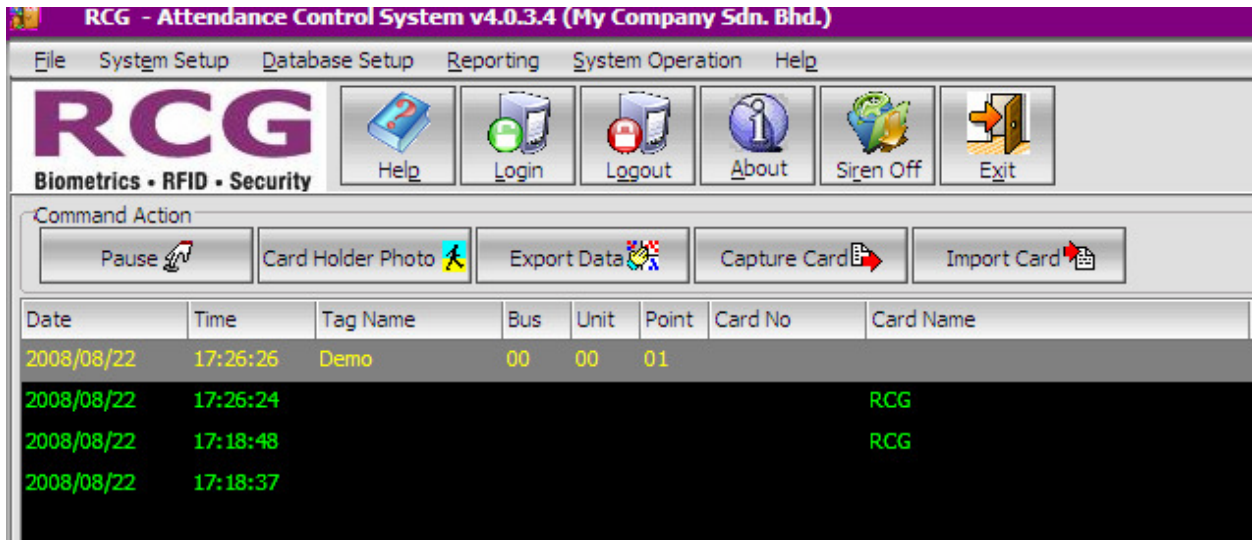


Figure: System Main Page – “Capture Card” Option Tab Indication

3. Click on the “**Capture Card**” option to bring out the card capture window indicated in the following figure:



Figure: Capture Card Window

4. Scan/flash the new user card on the card reader.

5. Select the “**Execute**” tab and the system will prompt the user to confirm the card registration procedure. Select “**Yes**” to add the new card information into the database.

NOTE: *You may flash all the user cards you desired before proceeding to **step (5)**. The system will add in all the user cards at once.*

Parameters Modification

The **RcgAcs** Attendance Control System provides option to edit and even group edit the card holders’ database. The group edit option allows the user to edit and synchronize the parameters of several card holders with one selection.

To Modify a Single Card Holder’s Settings:

1. Select the card holder that you wish to modify from the **Card Holder Database** window.
2. Select the “**Modify**” tab to bring out the **Edit Card Holder Record** page and begin modification.

To Modify a Group of Card Holders’ Settings:

1. Select the “**Group Edit**” tab from the Card Holder Database window. A Group Edit window will appear as shown in the following figure:

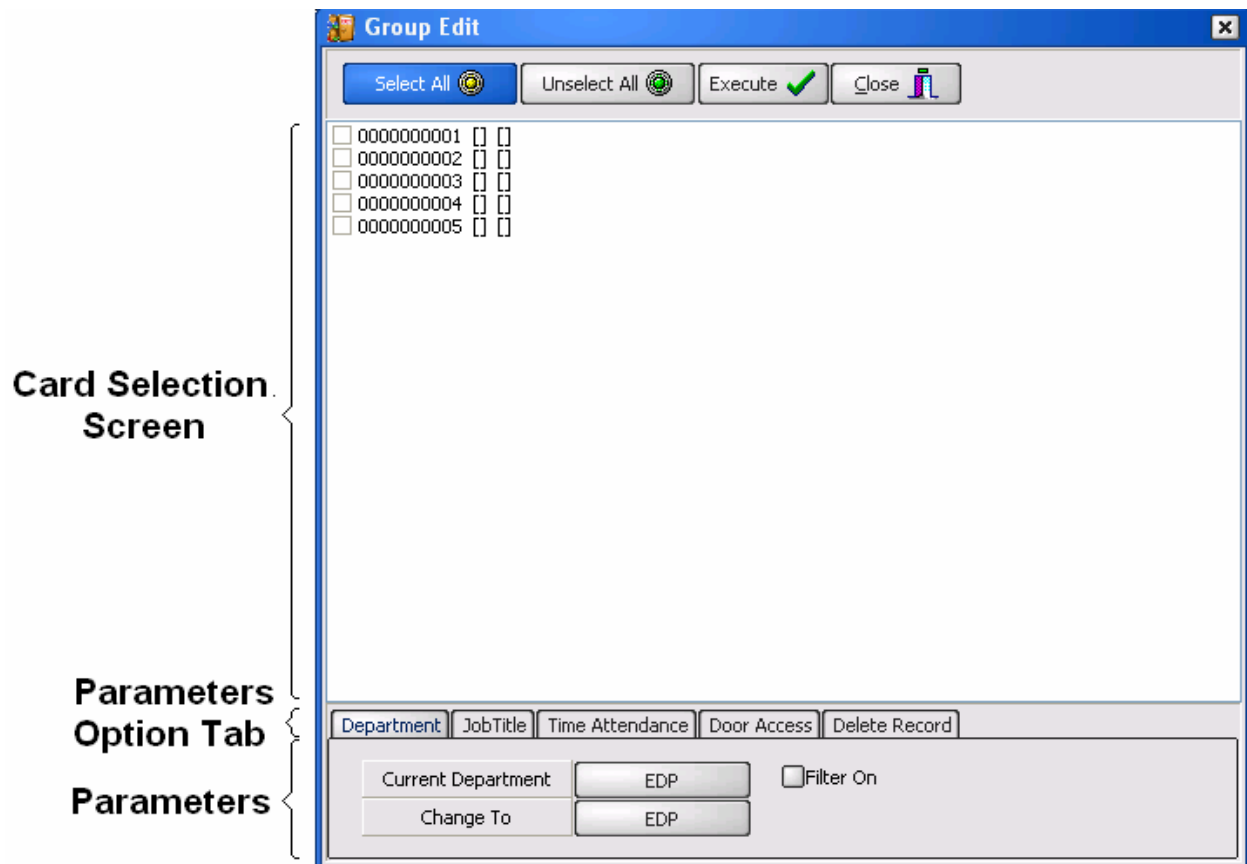


Figure: *Group Edit Window (sample)*

2. From the Group Edit window, select the Parameters option that you wish to modify from the parameters option tabs.
3. Select the card holders that you wish to modify from the card selection screen. Just click on the empty box in front of the card number. Once selected, you will see a tick in the box. To deselect the card, just simply click on the check box again.
4. Begin modification by selecting the parameters available in the parameters box. Noticed that there is a "Current" setting and a "Change to" setting in every parameter options. The "Current" setting may be ignored as it does not contribute to any changes to the parameters.
5. To modify the parameters, select the "**Change to**" setting tab, and change the parameter as desired.
6. Select "**Execute**" to complete the modification.

NOTE:

*The user is only allowed to change **one parameter option at one time**. This means if the user wish to change the department and job title of card holder "01", "02" and "03", you may only allowed to change the department parameter following the guide above. After executing, **repeat the steps from step one** to begin modification for job title modification.*

Edit Pin

The Card Holder's pin can be easily modified from the **"Edit Pin"** option available on the Card Holder Database window.

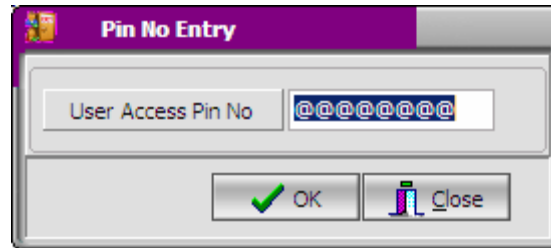


Figure: Pin Number Entry Window

Just select the desired card holder and select the "Edit Pin" tab, the above window will appear on the screen. Enter the pin number in the high-lighted space. Select **"OK"** to confirm the pin entry.

Search Card Holder Record

The system provides users with the feature to locate the card holder's record in the database with a user-friendly search engine. Just click on the **"Locate"** tab in the Card Holder Database window to bring out the search engine shown in the following figure.

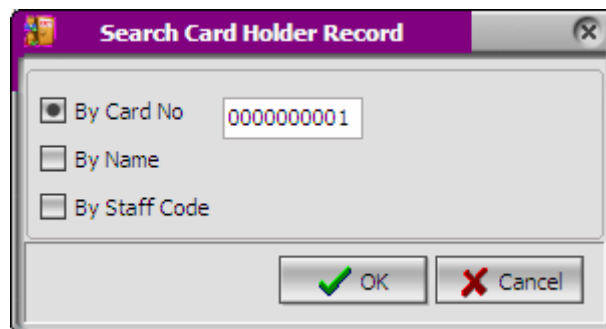


Figure: Search Card Holder Record (Search Engine)

The user may choose to search **by card number** or **by name** or **by staff code**. Select the search preference and key-in the code/name in the space provided. Hit **"OK"** to initiate the search.

Department Setting

The user can input the department name and descriptions into the database to be applied on the card holder database report. To initiate the department settings, select the **Database Setup** tab from the tool bar or the side panel to bring down the menu. Select **Department Setting** to begin configuration.

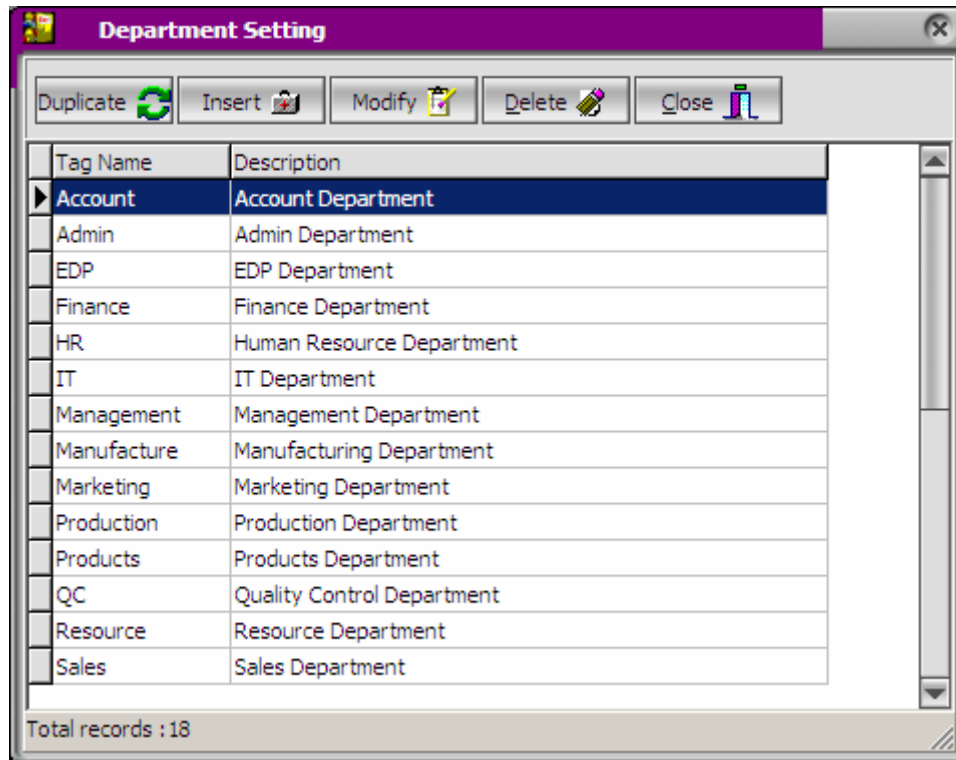


Figure: *Department Setting Window*

From the Department Setting window, the user may insert new departments into the database by selecting the **"Insert"** tab to bring out the **Add Department Record** window shown in the following figure:

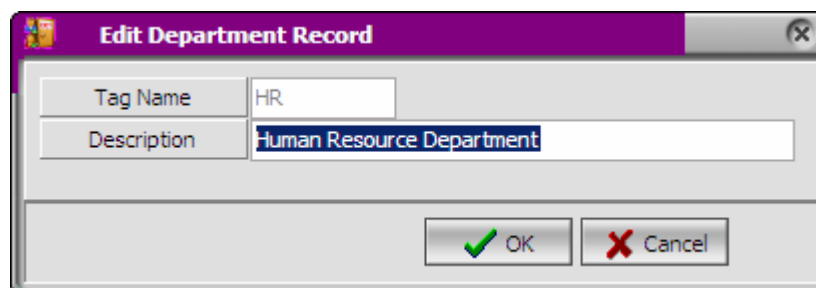


Figure: *Add Department Record*

Enter the **Tag Name**, which is the department name into the space provided. Include some descriptions to describe the department. Select **"OK"** to add the record into the

database. To modify the existing department, select the department name and click **“Modify”** to begin modification. Be noted that the Tag Name cannot be modified; only the Description can be changed in the setting.

Info:

Tag Name – 12 characters length

Description – 30 characters length

Job Title Setting

This setting allows the user to create a job description record that will be implemented into the card holder database report. To set the job title, select **Database Setup** from tool bar or side panel to bring down the menu, select **Job Title Setting** option to access into the setting page.

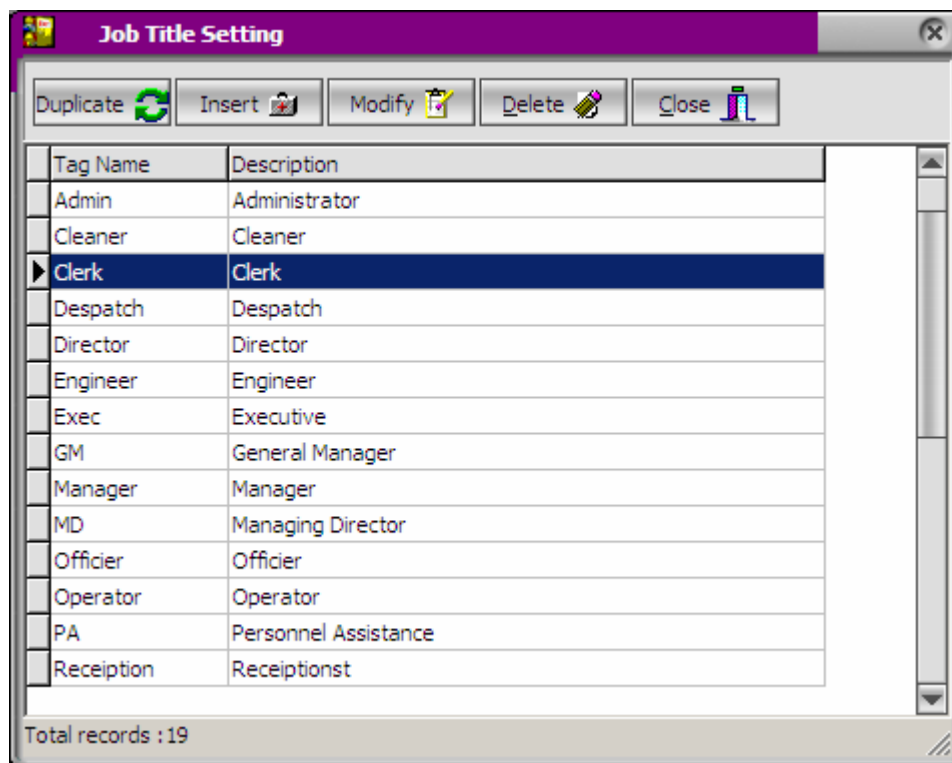


Figure: Job Title Setting Window

The user may add in new job title into the database by clicking the **“Insert”** tab. From the **Add Job Record** window, enter the job title into the **Tag Name** space and provide some description for the title. Click **“OK”** to confirm the setting and update into the database.

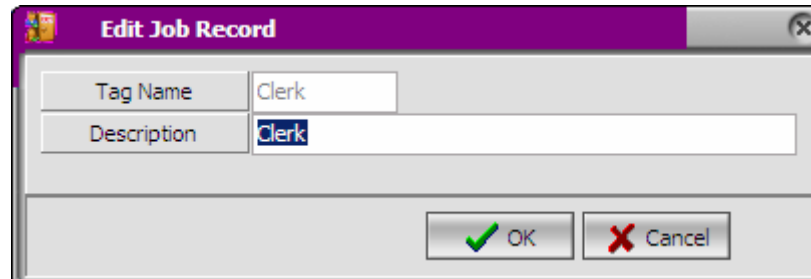


Figure: Add Job Record

To modify an existing setting, select the desired title and select **“Modify”** tab to begin modification. Be noted that the modify setting only allows modification for the description only.

Info:

Tag Name – 12 characters long

Description – 30 characters long

Working Hour

The user may specify the company's working time table and shift data with the aid of the Working Hour Setting. The data is used for time attendance calculation and as a reference for other settings. To access into this setting page, select **Database Setup** from tool bar or the side panel to bring down the menu, select **Working Hour** to open up the listing page shown in the following diagram:

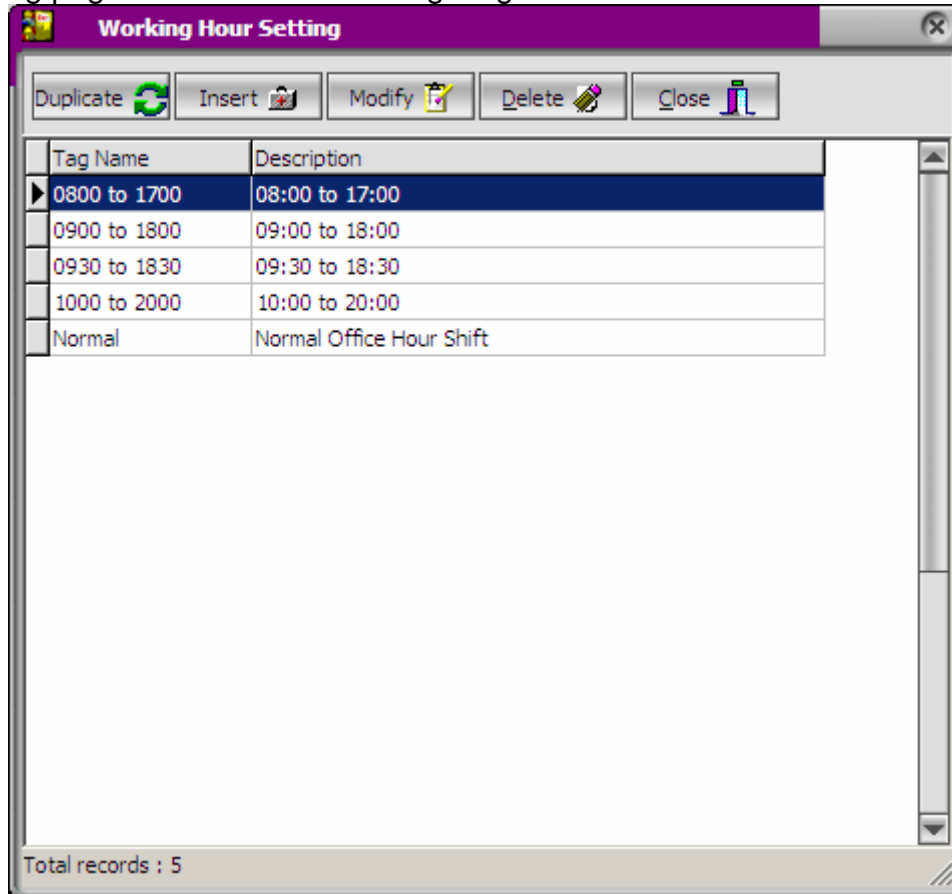


Figure: Working Hour Setting Page

The user may insert a working hour setting into the database by following the procedures below:

1. Select the **“Insert”** tab to bring out the following window.

Week Day	Work Hour		Lunch Hour	
	From	To	From	To
Sunday	00:00	00:00	00:00	00:00
Monday	10:00	20:00	13:00	14:00
Tuesday	10:00	20:00	13:00	14:00
Wednesday	10:00	20:00	13:00	14:00
Thursday	10:00	20:00	13:00	14:00
Friday	10:00	20:00	13:00	14:00
Saturday	10:00	13:00	00:00	00:00

Figure: Edit Work Hour Window

2. Enter the work hour name into the **Tag Name** space. Provide some description for the setting.
3. Select the work hour duration from the **“From/To”** column for each day.
4. Select the **lunch hour** set for each day if required.
5. The user may enable the **Over Time Setting** by selecting **“Yes”** for **OT Claims** option, or disable the option by selecting **“No”** for the option.
6. User may also setup a grace period under the **Grace Time Setting**. Just key in the time (in minute) in the provided field will do.
7. Select **“OK”** to confirm the setting.

To modify an existing work hour, just select the name tag of the work hour and hit **“Modify”** tab to begin modification.

Holiday Set

The Holiday Set is being used as part of the time zone setting, providing calculation for system operating time zone by taking into the consideration of holidays that may occur in the mean time.

To access into the Holiday Set option, Select **Database Setup** option from the tool bar or the side panel to bring down the menu. Select **Holiday Set** to begin configuration.

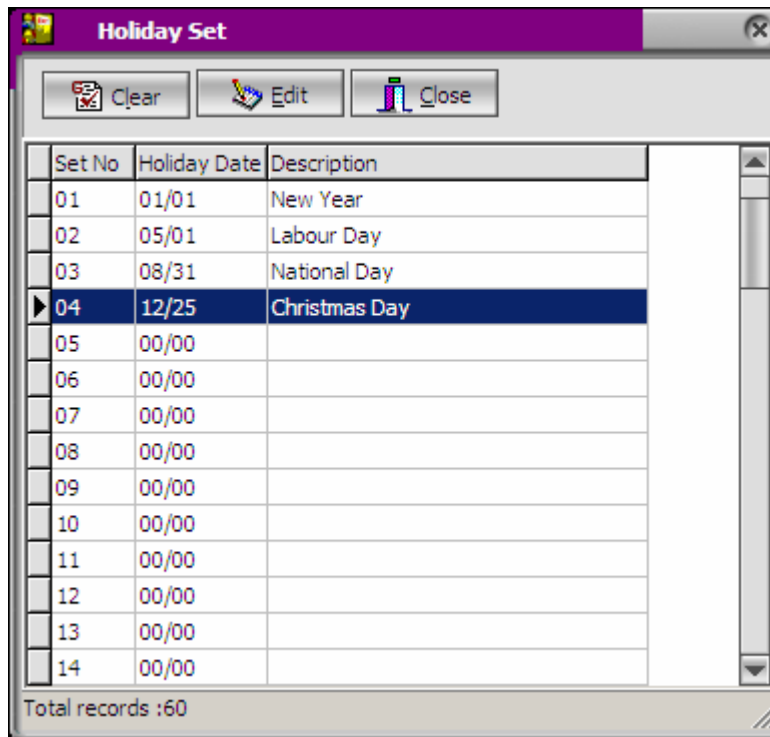


Figure: Holiday Set Window

The system provides 60 slots for holidays edit. Just click on one of the empty slots to begin configuration, or click on the existing slots to begin modification.

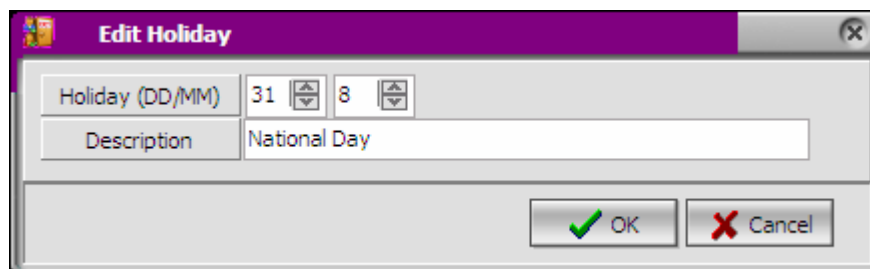


Figure: Edit Holiday Window (Modification Window)

Select the desired day and month in the provided slots. Enter some description to define the holiday set. Select **“OK”** to confirm the setup.

Click “**Clear**” to erase the selected existing set. Once setup is completed, select “**Close**” to exit the setup system.

Reporting

The **RcgAcs** Attendance Control System allows different report generating, previewing, and printing for different functions such as the transaction listing, the transaction files, system setting report, and also the card holders’ time attendance report.

Transaction Listing

The Transaction Log records all the activities gone through the software, and the user can preview the log report and even filter out the unwanted records in the report, preparing the report for printing and back up purposes.

To view this report, click on the **Reporting tab** from the tool bar or from the side panel to bring down the menu. Select **Transaction Listing** to bring out the **Transaction Log File Lister** window.


The screenshot shows the 'Transaction Log File Lister' window. It features a purple title bar with the window name and a close button. The main area is divided into several sections: 'Transaction Date Selection' with 'From' and 'To' date pickers both set to 'Monday, August 11, 2008'; 'Time' section with 'From' and 'To' time pickers set to '00' and '23' for hours, and '00' and '59' for minutes; a grid of filter buttons for 'Job Title Filter', 'Control Panel Filter', 'Event Filter', 'Card No Filter', 'Staff No Filter', and 'Department Filter'; 'Card No' section with 'From' and 'To' card number pickers set to '0000000001' and '0000007799' respectively, and a 'Filter Off' checkbox; and a 'Sort Order' dropdown menu set to 'List By Time'. At the bottom are 'OK' and 'Cancel' buttons.

Figure: *Transaction Log File Lister Window*

1. Select the transaction date that you wish to view from the **Transaction Date Selection** box.

2. Select the time zone desired for the report from the **Time** box.
3. The user is given the option to filter out the unwanted records from the report. The options provided are:
 - **Card Number Filter** – to select only the card number that you wish to view.
 - **Staff Number Filter** – selection by staff number.
 - **Department Filter** – selecting the department that you wish to view.
 - **Job Title Filter** – selection by job title.
 - **Control Panel Filter** – view report for particular device only.
 - **Event Filter** – selecting particular event/action recorded to view.

Note: Select “Ignore” to disregard the filtering.

4. Select the report sorting order from the **Sort Order** box and hit “**OK**” to preview the report.
5. From the preview page (**Print Preview**), select the **Print Icon** () to print out the report as back up purposes.

Time Attendance

The Time Attendance function summarizes the card holder’s daily and monthly attendance into report format.

NOTE: Please make sure that the **Working Hour** setting for each card holders are properly defined in the **Card Holder Database** before generating a time attendance report.

To view the Time Attendance report:

1. From the **Reporting** menu, select **Time Attendance** tab to open up the **Report Selection** window.

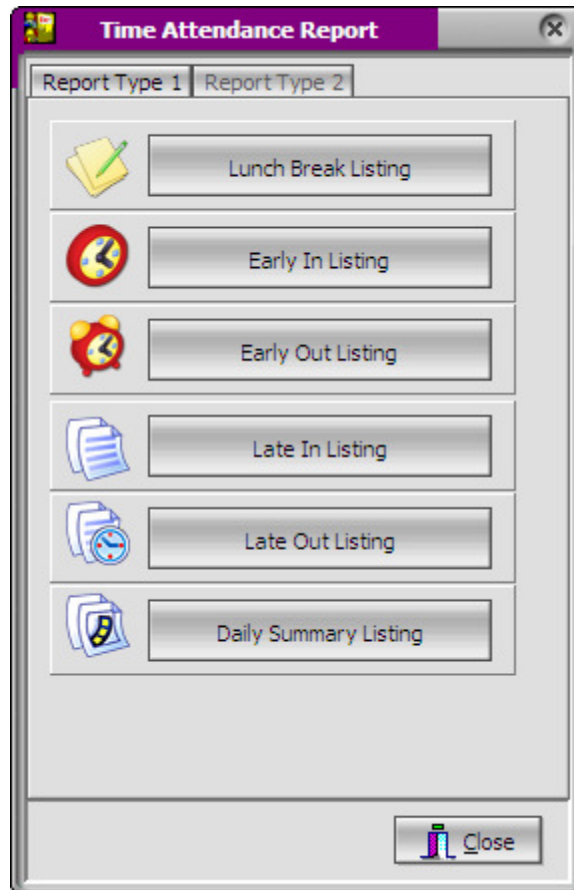


Figure: *Report Selection Window*

2. There are 12 different attendance report listings available for user's selection. Just click on the preferred option to view the report.
 - Early In Listing
 - Early Out Listing
 - Late In Listing
 - Late Out Listing
 - Incomplete Swipe Listing
 - Absentee Listing
 - Lunch Break Listing
 - Daily Summary Listing
 - Monthly Summary Listing
 - Attendance Time Card Listing
 - Attendance Summary Listing

3. The user shall be prompted to the filtering window where the user can select the type of filtering for the report.
The following diagram shows a filtering window for the Attendance Summary Listing report:

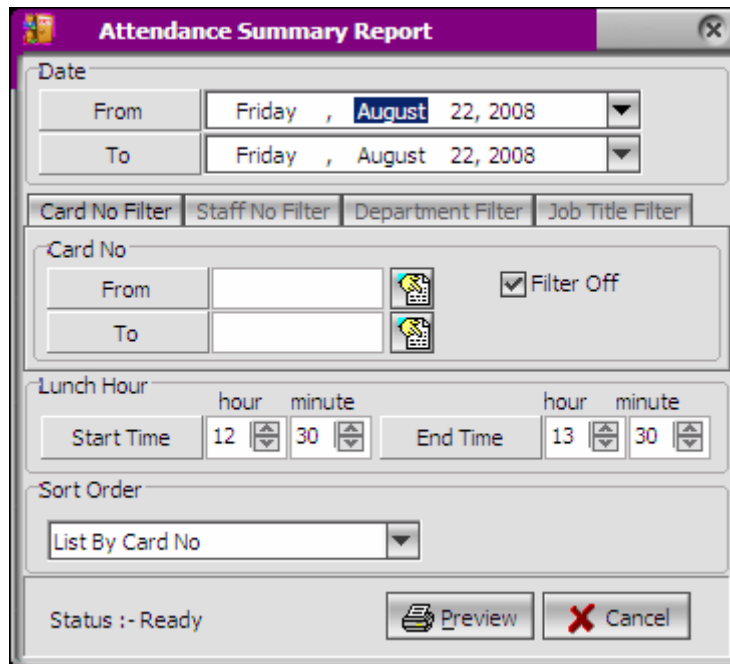


Figure: *Filtering Window Sample – Attendance Summary Report*

4. After selecting the filtering method and the Sort Order for the report, select the **“Preview”** tab to view the report.

The following figure shows the report sample of the Attendance Summary Listing:

Time Attendance Report

IGL
The Golden
Mall
L-102/103

AxSys - Access Control System
Time Attendance Summary Listing - 2007/09/07 To 2007/09/07
Sunset Sdn. Bhd.

Date In	Card#	Staff#	Name	Job Title	Department	Day Shift			Lunch Break		
						In	Out	Work Status	Out	In	Lunch Status
2007/09/07	0000000001			DN	EDP	00:00	00:00	Without In and Without Out	00:00	00:00	Without Out and Without In
2007/09/07	0000000002			DN	EDP	00:00	00:00	Without In and Without Out	00:00	00:00	Without Out and Without In
2007/09/07	0000000003			DN	EDP	00:00	00:00	Without In and Without Out	00:00	00:00	Without Out and Without In
2007/09/07	0000000004			SYSOP	EDP	00:00	00:00	Without In and Without Out	00:00	00:00	Without Out and Without In
2007/09/07	0000000005			SYSOP	EDP	00:00	00:00	Without In and Without Out	00:00	00:00	Without Out and Without In
2007/09/07	0000000006 007		Dominos Piza	SYSOP	EDP	00:00	00:00	Without In and Without Out	00:00	00:00	Without Out and Without In

Printed Date : Fri 2007/09/07 03:01:04 PM

Page No : 1

Page 1 of 1

Figure: Time Attendance Report Sample – Attendance Summary Listing

- The user may print out the report for backup purposes.

System Setting

This function enables the user to view the system database settings in a summarized report format. To view the report, first access to the System Setting main window by clicking on **Reporting** to bring down the option menu, select **System Setting** to open the **Configuration Setting Reports** window shown in the following figure.

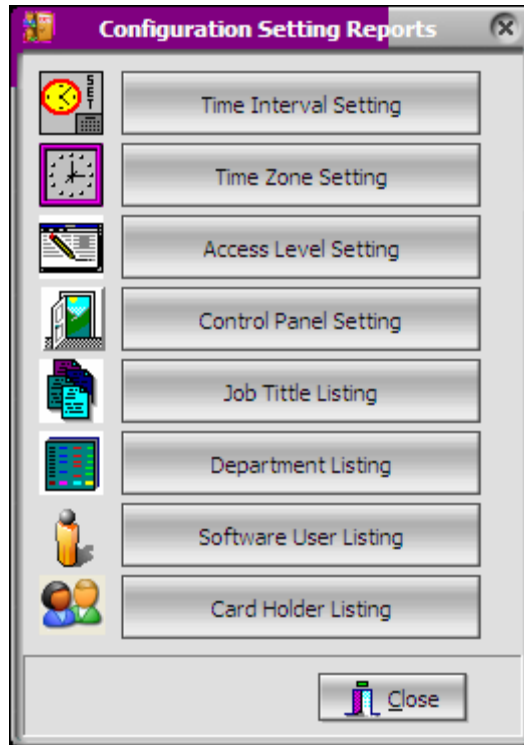


Figure: Configuration Setting Reports (System Setting Main Window)

The settings that can be viewed in this report, as shown in the above figure, include:

- Time Interval Setting – Time Interval Set report
- Time Zone Setting – Time Zone Set report
- Access Level Setting – Access Roles setting report
- Control Panel Setting – Panel/device setting report
- Job Title Listing – Job Title report
- Department Listing – Department setting report
- Software User Listing – software users report
- Card Holder Listing – card holders' report

To view the report, just click on the desired options will do. However, the system provides filtering options for Card Holder Listing report.

To view the Card Holder Listing report:

1. From Configuration Setting Reports window, select **Card Holder Listing**. The following window will appear.

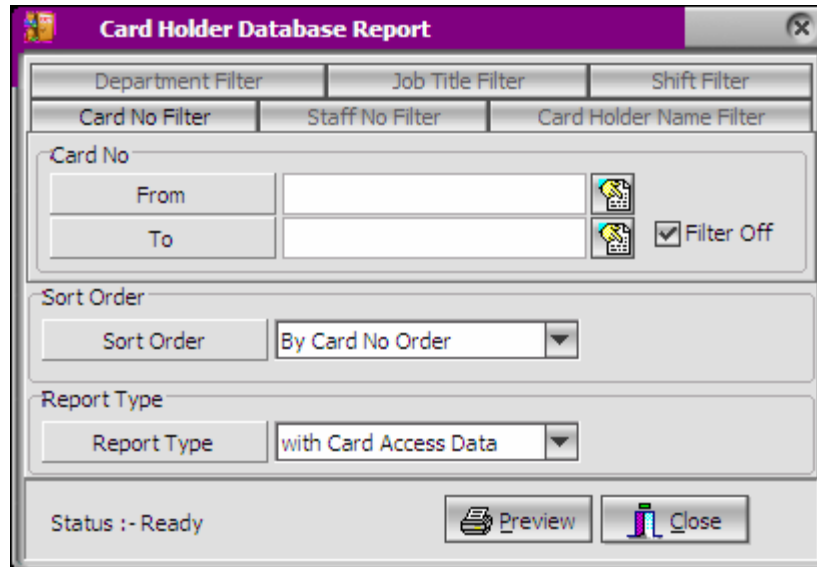
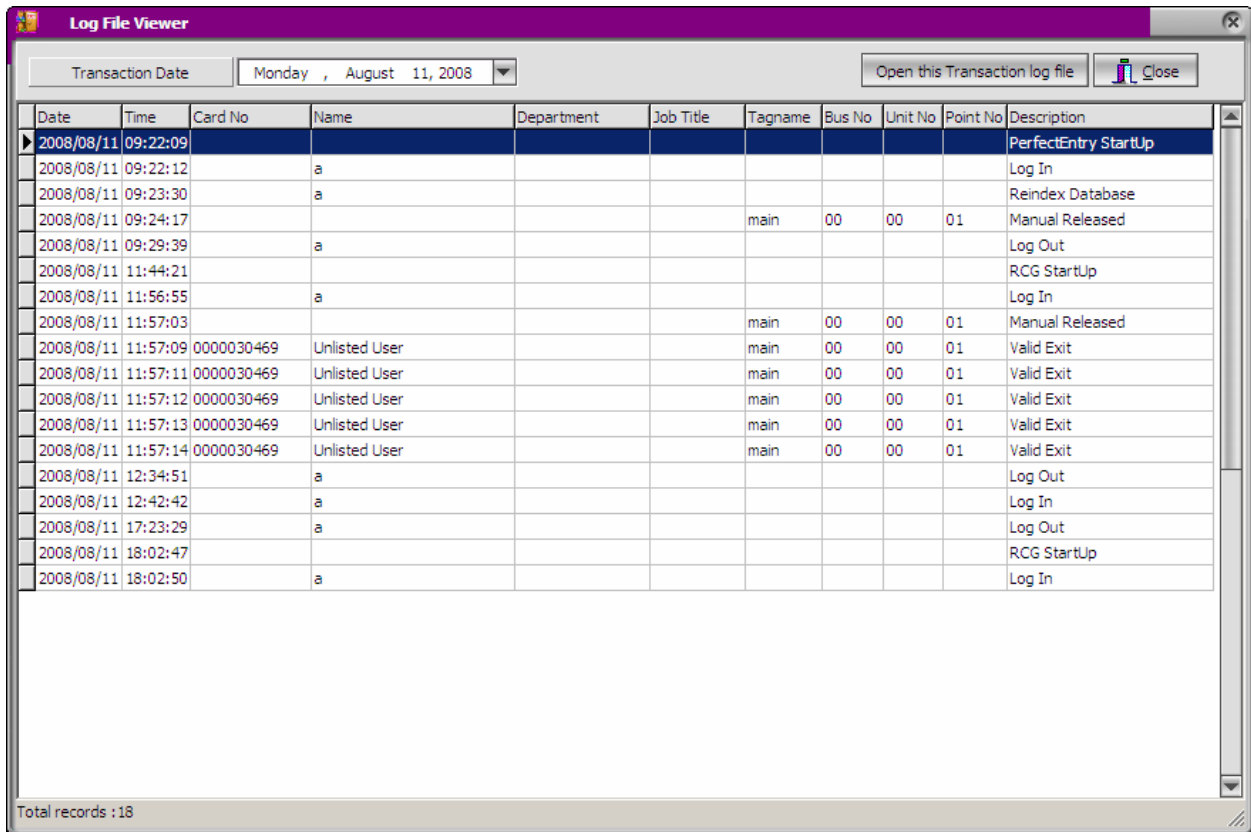


Figure: *Card Holder Database Report*

2. Choose the filtering method desired, i.e. filtering by **Card Number Filter**, or **Staff Number Filter**, **Card Holder Name Filter**, **Department Filter**, **Job Title Filter**, or **Shift Filter**.
3. The user may switch off the filter mode by selecting the **Filter Off** box.
4. Choose the **sort order** of the report. There are four sorting orders available in the system:
 - By Card Number Order
 - By Staff Number Order
 - By Staff Name Order
 - By Access Level Order
5. Select the report format from the **Report Type** option. The user may select to view the report with the card access data or with the user defined data.
6. Select the **“Preview”** tab to view the report.

View Transaction

The View Transaction function provides the user with the capability to retrieve the past event log files for viewing purposes. To access into this function, select **Reporting** option from the tool bar or from the side panel to bring down the menu, select **View Transaction** option to open up the **Log File Viewer** window as indicated by the following figure.



Date	Time	Card No	Name	Department	Job Title	Tagname	Bus No	Unit No	Point No	Description
2008/08/11	09:22:09									PerfectEntry StartUp
2008/08/11	09:22:12		a							Log In
2008/08/11	09:23:30		a							Reindex Database
2008/08/11	09:24:17					main	00	00	01	Manual Released
2008/08/11	09:29:39		a							Log Out
2008/08/11	11:44:21									RCG StartUp
2008/08/11	11:56:55		a							Log In
2008/08/11	11:57:03					main	00	00	01	Manual Released
2008/08/11	11:57:09	0000030469	Unlisted User			main	00	00	01	Valid Exit
2008/08/11	11:57:11	0000030469	Unlisted User			main	00	00	01	Valid Exit
2008/08/11	11:57:12	0000030469	Unlisted User			main	00	00	01	Valid Exit
2008/08/11	11:57:13	0000030469	Unlisted User			main	00	00	01	Valid Exit
2008/08/11	11:57:14	0000030469	Unlisted User			main	00	00	01	Valid Exit
2008/08/11	12:34:51		a							Log Out
2008/08/11	12:42:42		a							Log In
2008/08/11	17:23:29		a							Log Out
2008/08/11	18:02:47									RCG StartUp
2008/08/11	18:02:50		a							Log In

Total records : 18

Figure: Log File Viewer Window

To view a file:

1. Select a transaction date that you wish to view from the Select **Transaction Log File**
2. Select the **“Open This Transaction Log File”** to view the log records

System Operation

Send Setting

The Send Setting operation will upload the system's settings or commands to the devices. To access into this module:

1. Select **System Operation** tab from the tool bar or side panel, from the option manual, select **Send Setting** option to open the following window.

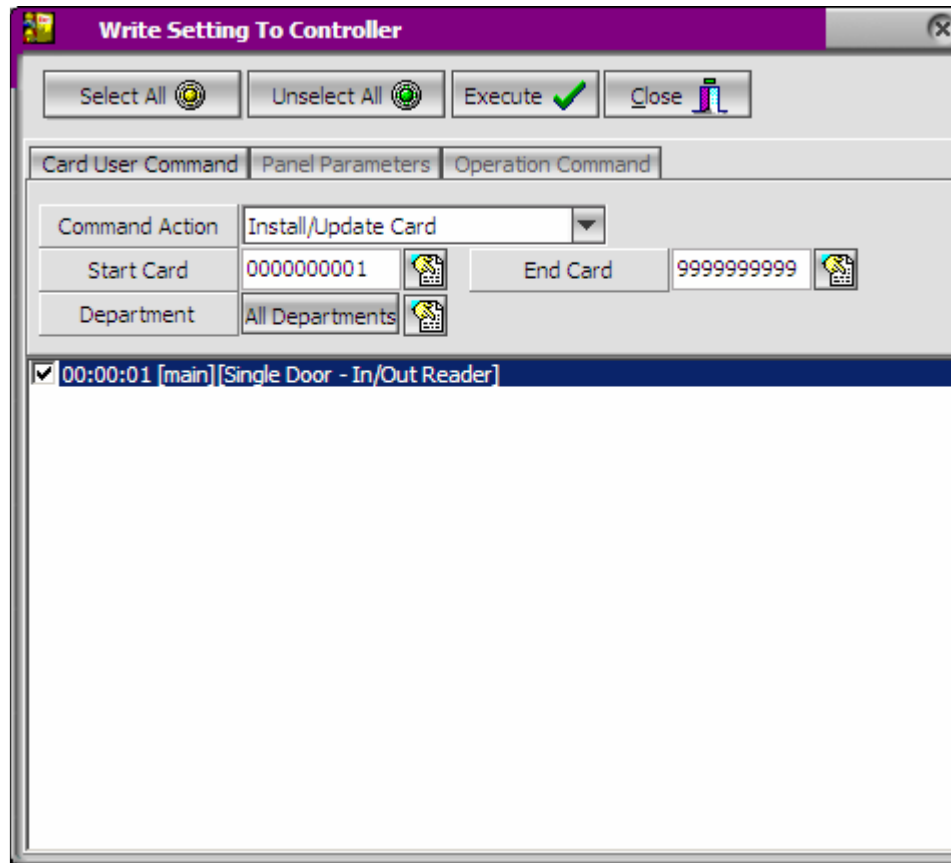


Figure: Write Setting to Controller Window

2. Select the commands that you wish to be addressed to the device from the command tabs: Card User Command, Panel Parameters, Operation Command, Alarm, and Operation Command.
3. Select the actions desired from the **Command Action** tab.
For **Card User Command**, you may also select the range of card users or department that you wish to specifically address the commands.
4. Select the devices that you wish to address the commands by clicking on the small box in front of the device name.
The user may select all the devices by selecting the "**Select All**" tab or cancel all the selections from the "**Unselect All**" tab.

5. Hit the Execute button to send the system settings/commands to the selected devices.

Retrieve Setting

This setting allows retrieval of parameters and data from the device back into the system for verification purposes. To access into this menu:

1. From **System Operation**, select **Retrieve Setting** option and the **Retrieve Control Panel System Information** window shall appear.

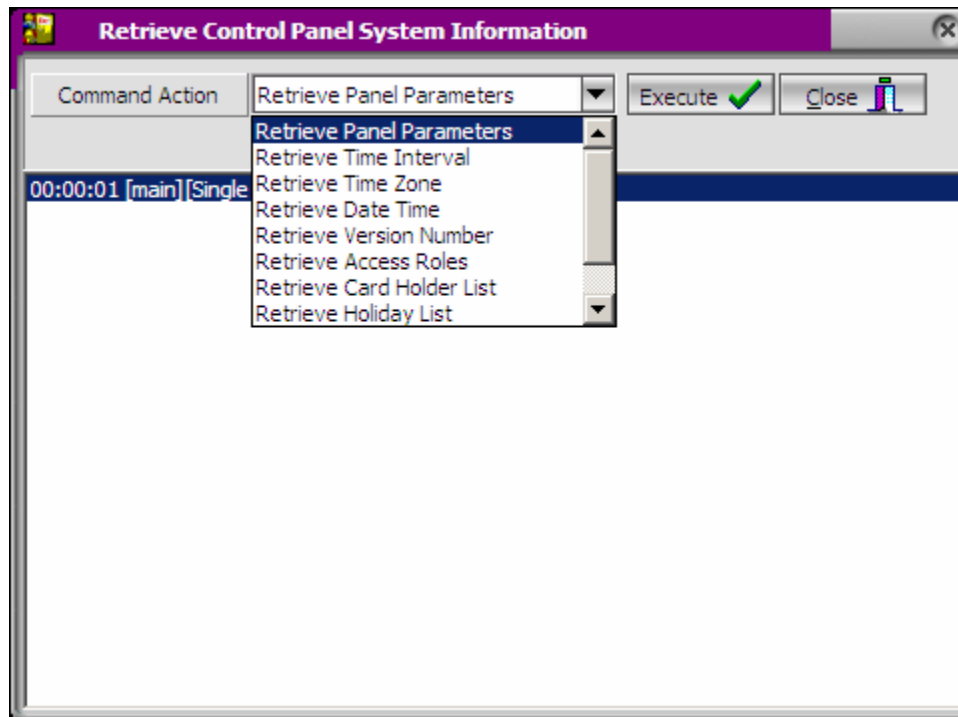


Figure: *Retrieve Control Panel System Information*

2. Select the information that you wish to acquire from the **Command Action** bar. The information that can be retrieved:
 - Panel Parameters
 - Time Interval
 - Time Zone
 - Date Time
 - Version Number
 - Access Roles
 - Card Holder List and
 - Holiday List
3. Select the panel/device from which you want to retrieve the information.
4. Select **Execute** to begin data retrieval.

Backup & Restore

The RcgAcs Access Control System allows the user to create backups for the system settings and provides restore settings feature for the software.

Create Backup Procedure:

1. From the **System Operation** option, select **Backup & Restore** to open up the following window.

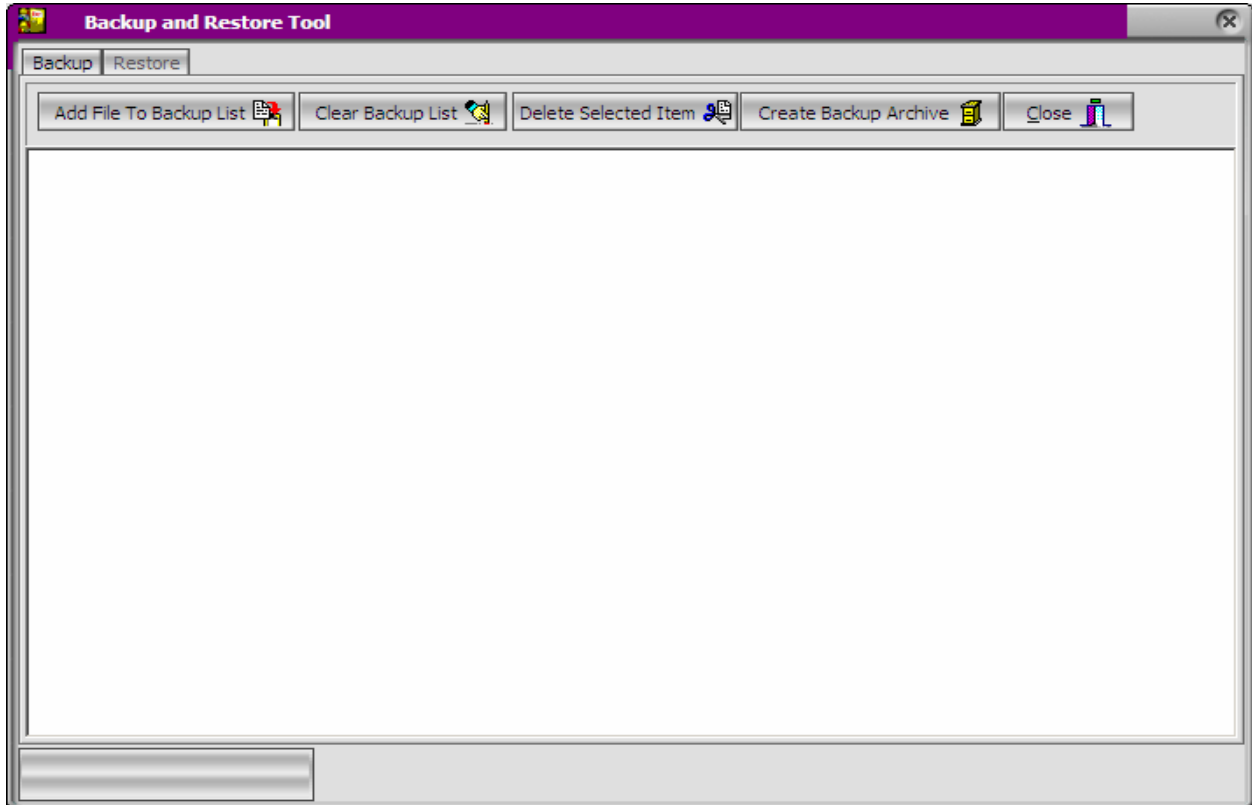


Figure: Backup and Restore Tool – Backup Window

2. Click on the “**Add File to Backup List**” tab, the software will prompt user to select the file type that wished to be saved as backup. There’re two types of file that can be saved as backup: **System Data File** and the **Transaction Log File**.

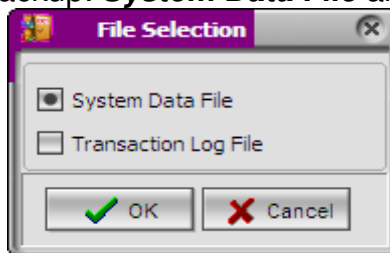


Figure: File Selection Window

3. After selecting the file type, the user may now select the file that is to be saved as backup. You may select files from different folder by toggling the **Look In** field from the selection window (or the **Open** window).
4. From the selection window, click on the **Open** tab to open up the file that wished to be saved as backup.
5. Select the “**Create Backup Archive**” tab to compile and save the backup files. Assert the name for the backup files in the designated field, select “**Save**” to complete the procedure.

Selecting the **Clear Backup List** tab will delete all the backup items on the list.

System Restore Procedure:

1. From **System Operation** menu, select **Backup & Restore** option to open up the **Backup and Restore Tool** window. Select the “**Restore**” tab on the top left corner of the window to open up the Restore Window as shown below.

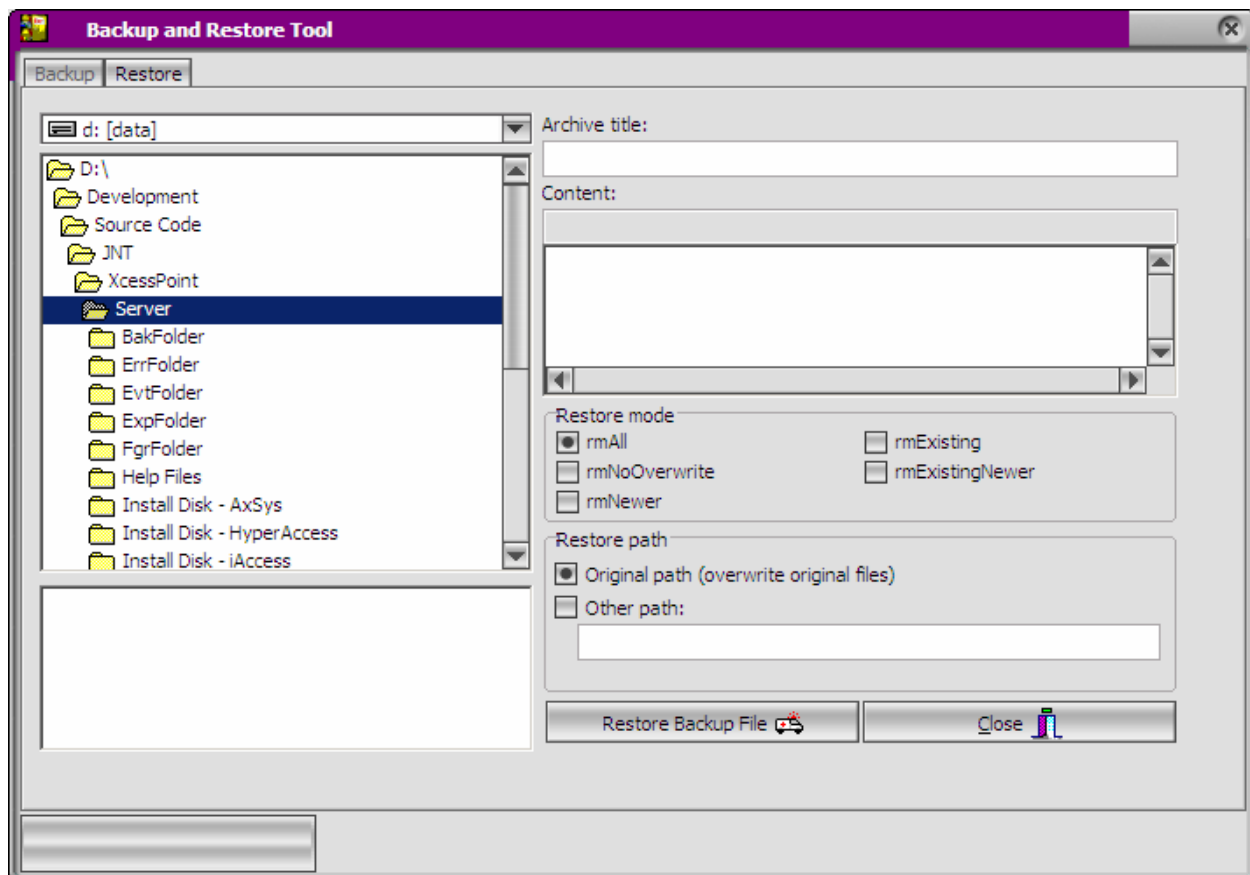


Figure: Backup and Restore Tool – Restore Window

2. Select the folder where you saved your backups, the list of backup items shall be displayed in the field under the folder column.

3. From that field, select the file that you wish to restore to the system. The backup item's information shall be displayed at the **Archive Title** field and the **Content** field.
4. Select the **Restore Mode** for the system restoration procedure.
5. Choose the **Restore Path** for the system. **Original Path** selection will overwrite the existing files. Selecting **Other Path** option will provides restoration on different file path, in which the user is required to specify.
6. Select the Restore Backup File to complete the system restoration procedure.

Reindex Database

The reindex feature allows the RcgAcs Access Control System to re-arrange the database management to allow better and faster processing for the system.

To begin the reindex procedure, just select the **System Operation** menu from the tool bar or from the side panel to bring down the option list, select **Reindex Database** and the system shall perform the procedure automatically.

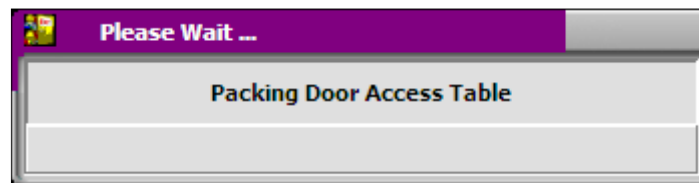



Figure: *Reindex window*

Load Report

The Load Report option allows the user to load the saved reports for preview, print and backup purposes.

To load a saved report, select **System Operation** menu from the tool bar or from the side panel, select **Load Report (Load Saved Report)** option to view the saved reports in the **Print Preview** window.

Click on the Load Report icon () from the print preview window, then select the QRP report file for preview.

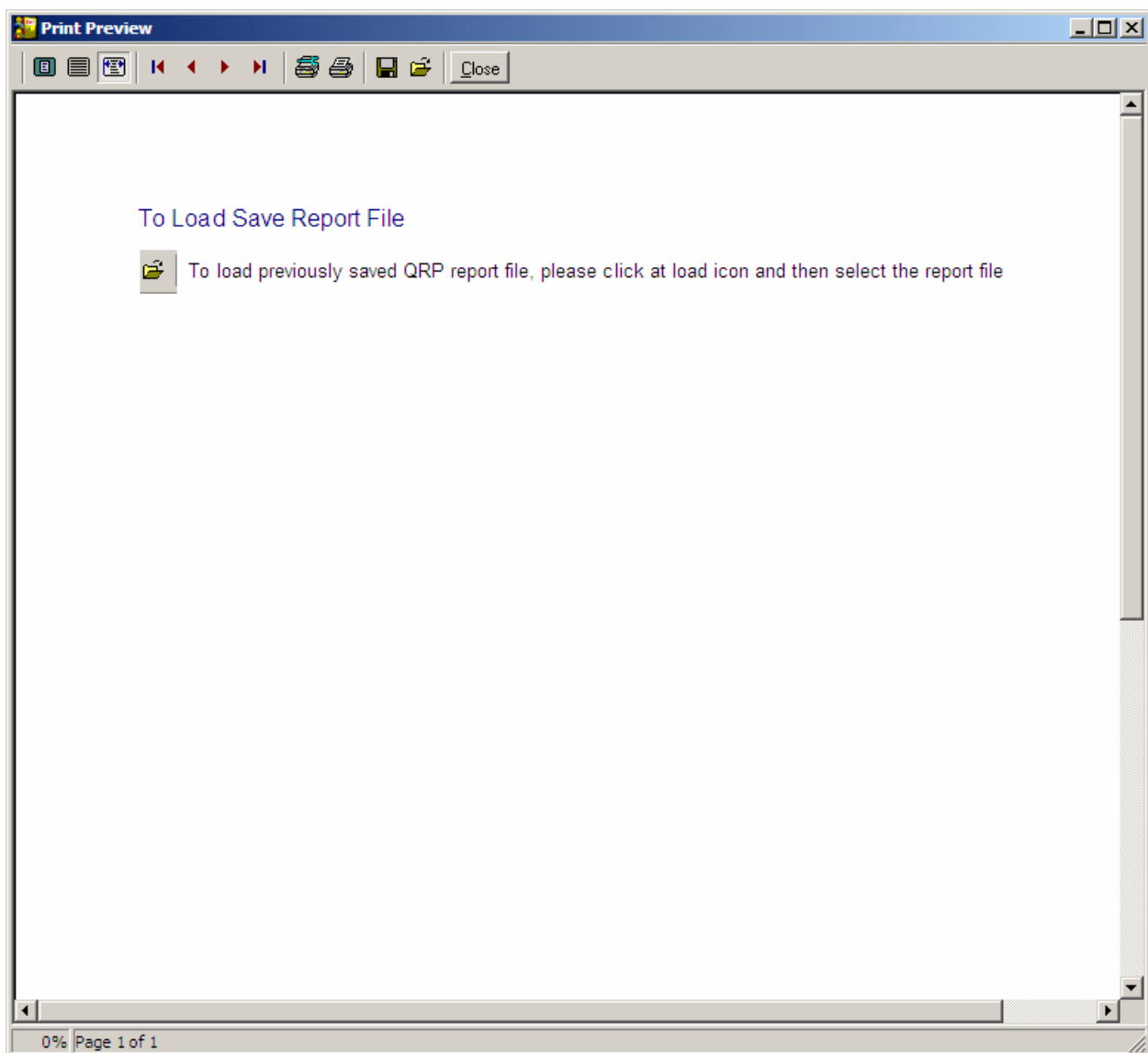
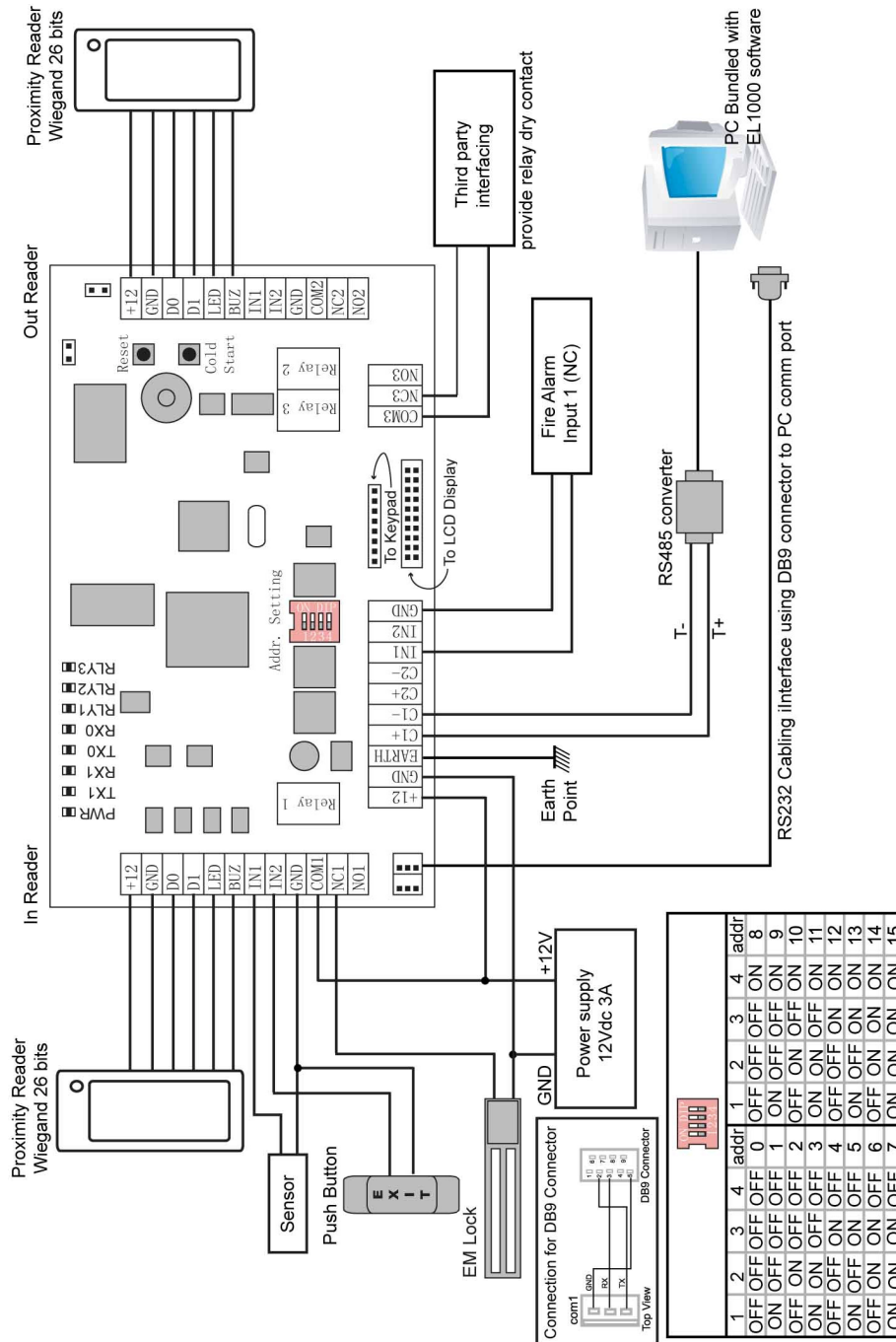


Figure: Load Report Print Preview Window

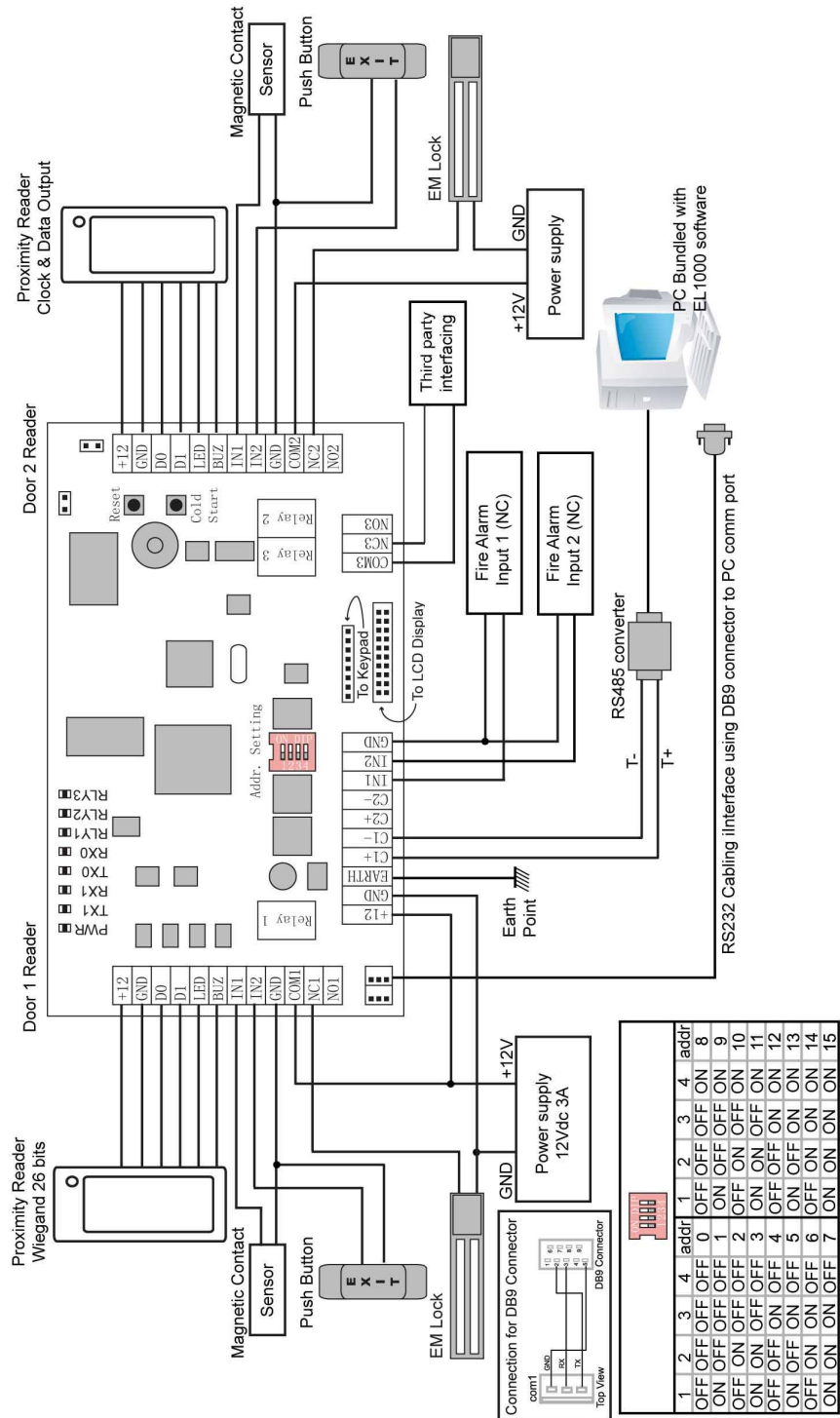
PART V: INDEX

System Connection Diagram

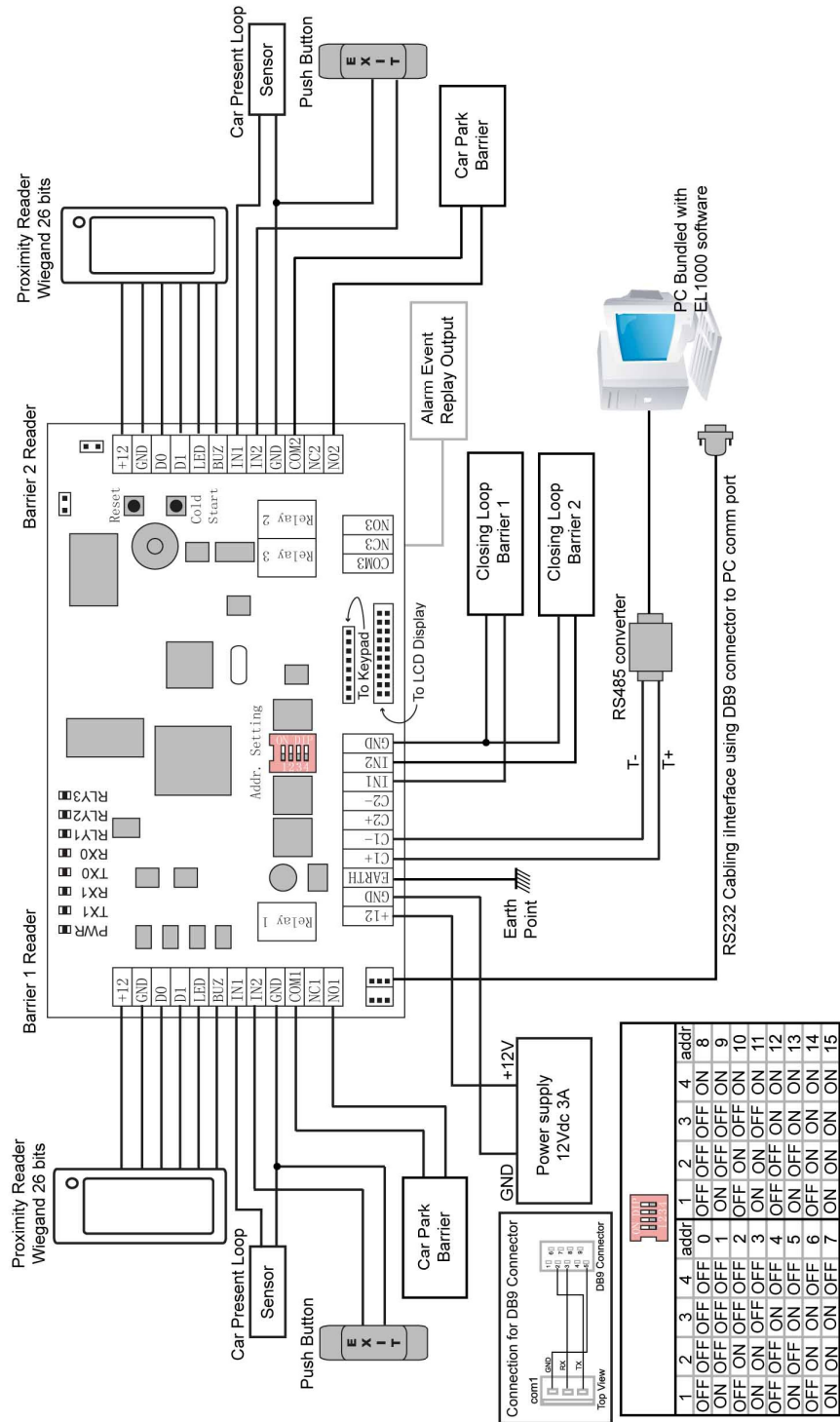
Device Installation – Single Door Mode



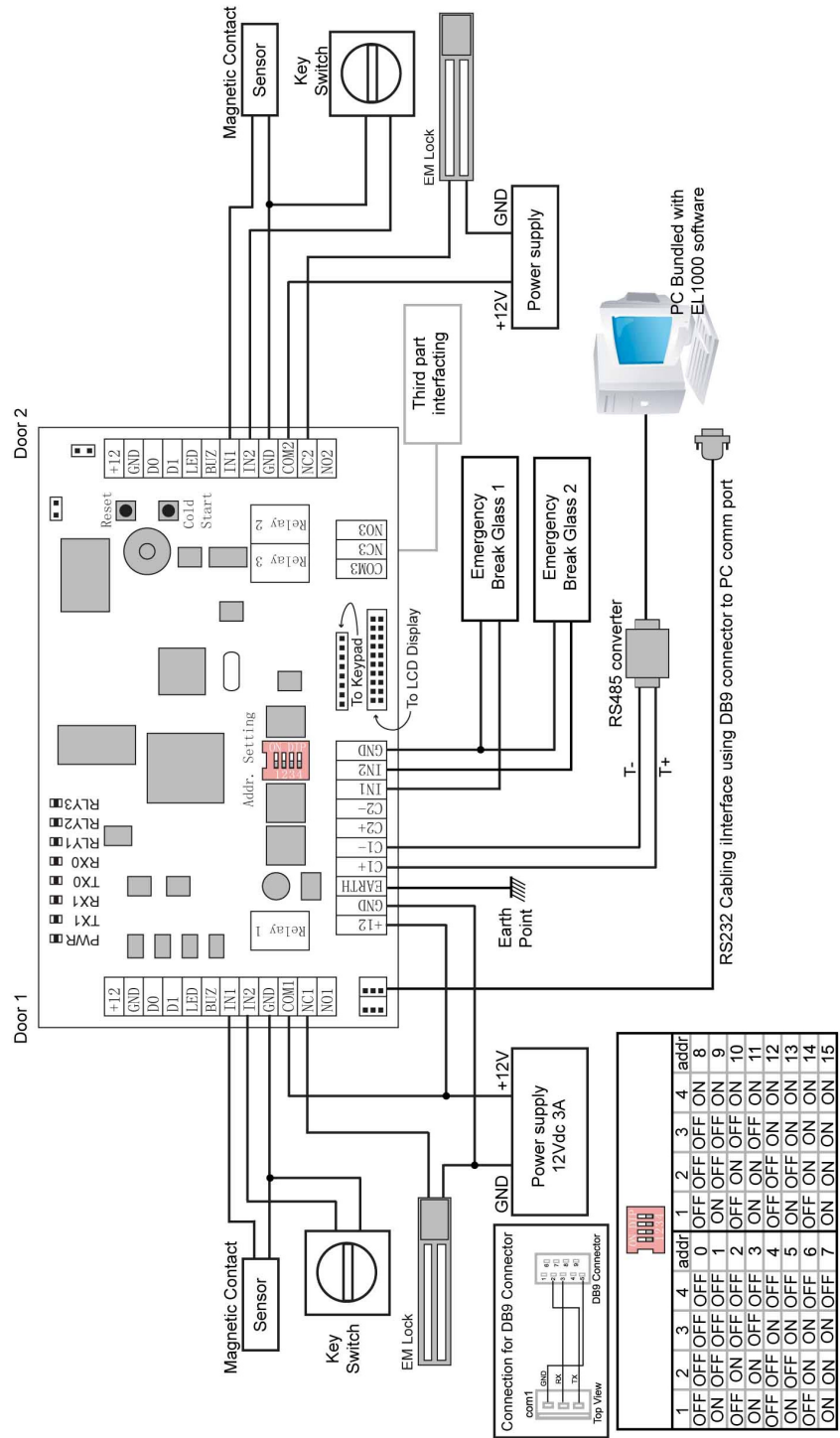
Device Installation – Dual Door Mode



Device Installation – 1-IN/1-OUT Barrier / Car Park System Mode

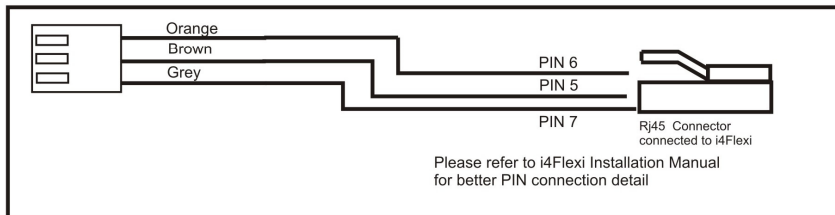
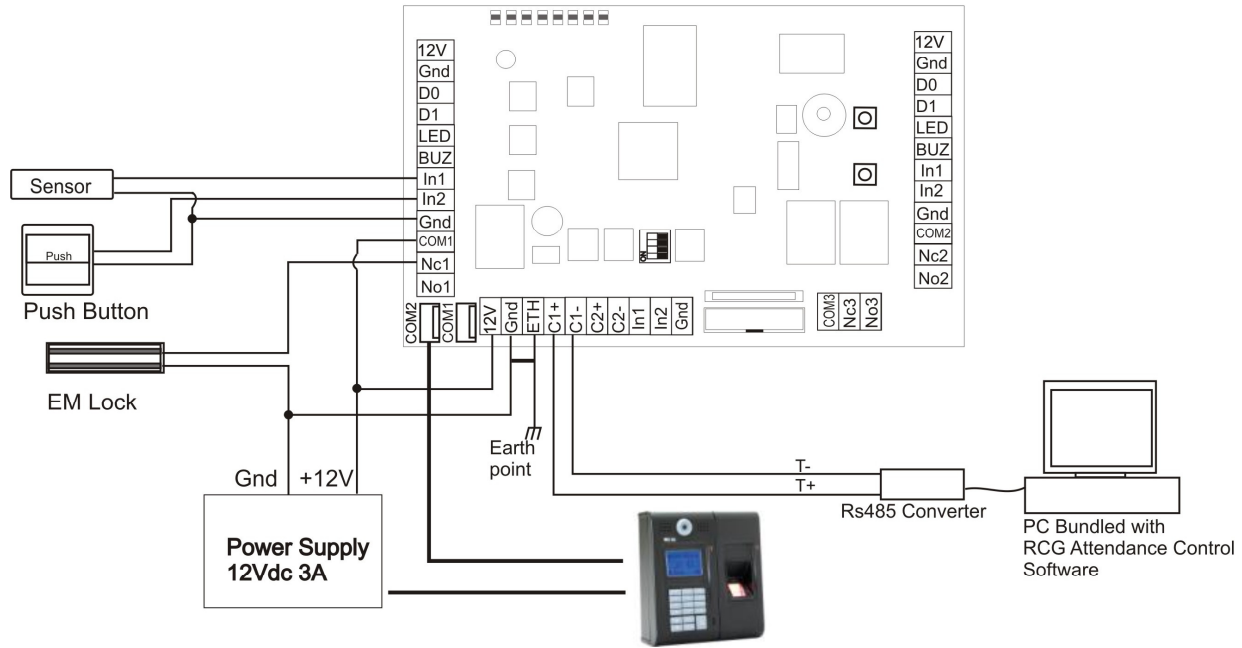


Device Installation – Emergency Door Monitoring Mode



Device Installation – i4Flexi-W Connection (Single DoorConnection)

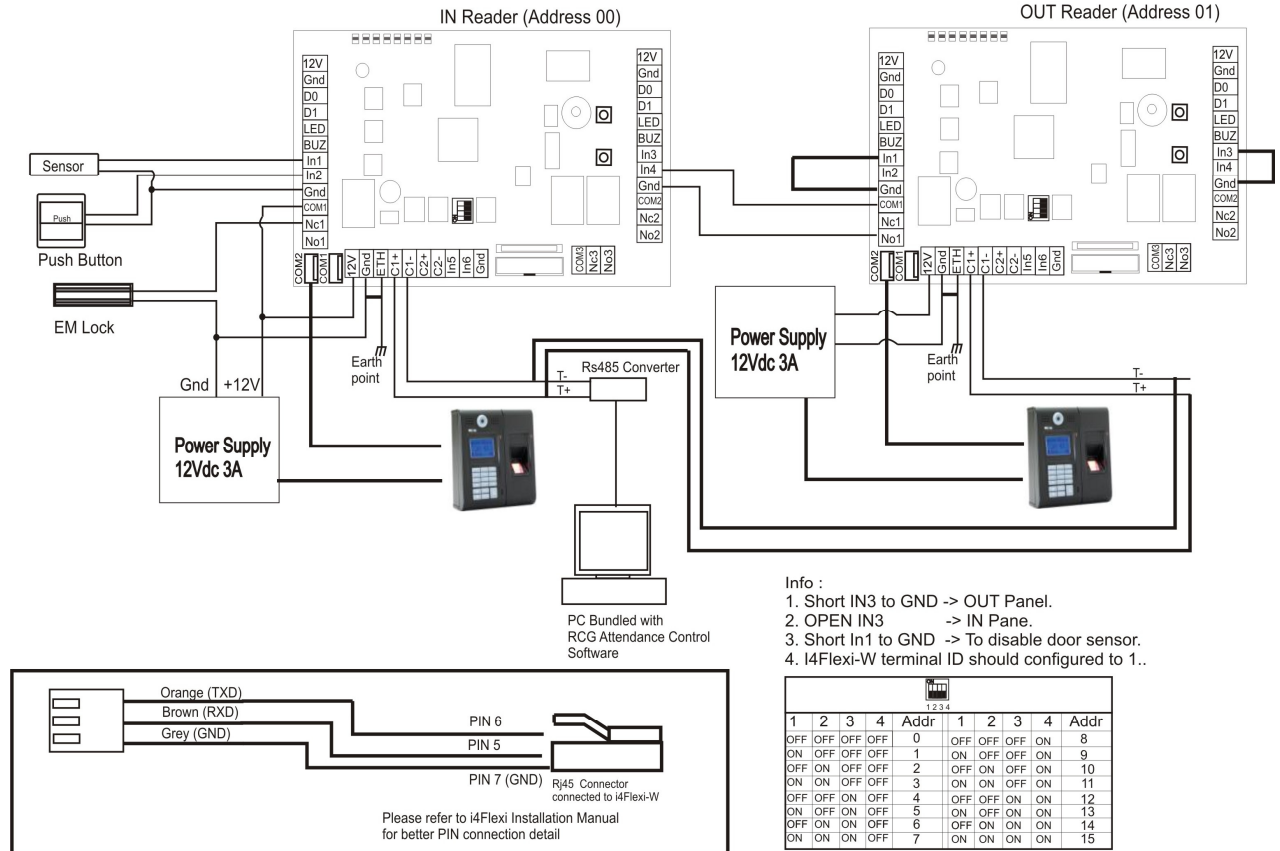
i4Flexi Reader to EI1000 access controller Single Door(IN Reader) Connection Diagram



				1 2 3 4							
1	2	3	4	Addr	1	2	3	4	Addr		
OFF	OFF	OFF	OFF	0	OFF	OFF	OFF	ON	8		
ON	OFF	OFF	OFF	1	ON	OFF	OFF	ON	9		
OFF	ON	OFF	OFF	2	OFF	ON	OFF	ON	10		
ON	ON	OFF	OFF	3	ON	ON	OFF	ON	11		
OFF	OFF	ON	OFF	4	OFF	OFF	ON	ON	12		
ON	OFF	ON	OFF	5	ON	OFF	ON	ON	13		
OFF	ON	ON	OFF	6	OFF	ON	ON	ON	14		
ON	ON	ON	OFF	7	ON	ON	ON	ON	15		

Device Installation – i4Flexi-W Connection (IN & Out Reader Connection)

i4Flexi-W Reader to EI1000 access controller Single Door (IN & OUT Reader)Connection Diagram



System Datasheet

Overall Features:

1. Multiple operating modes
2. Full external proximity connection
3. Supporting up to maximum of 5000 card users and 10000 log transactions storages
4. Supports multiples proximity reading formation
5. Supports Alarm and General Purpose relay output
6. PC software connection for back end reporting and monitoring

System Features in Detail:

1. 5000 cards and 10000 log transaction storage
2. 128 sets of time interval sets
3. 128 sets of time zone settings
4. 128 sets of door access level
5. 60 sets of holidays setting
6. Door's lock release time ranging from 0 to 99 seconds
7. Door's open time ranging from 0 to 99 seconds
8. Support door lock auto release by time zone control
9. Support 2 doors access mode or 2 car park access mode
10. Support antipassback auto reset
11. Support 10 digits card number reading
12. Three operation modes are available
 - Card Only mode
 - Card & PIN mode
 - PIN only mode
13. Exit push button with time zone control
14. 5 facility code settings (Site Code)
15. 10 sets of local common PIN setting
16. Dual Card mode by time zone control (Buddy Mode)
17. Support integrated keypad reader via Wiegand connection
18. General purposes relay output by time zone control
19. Support PC downloading/uploading on system data
20. Support master card and alarm card mode
21. Duress alarm detection
22. Support Pulse door open, Security On/Off, Inhibit On/Off operations
23. Support Wiegand reader, ABA track 2 readers, HID keypad, Rosslare keypad, and Indala keypad
24. AC power input failure detection
25. Support 2 external buzzer and LED connection
26. Onboard LED and LCD for status display
27. 16 keypad connection onboard
28. Equipped with RT clock system with backup battery
29. Equipped with RS485 and RS232 connection on board

DC Electrical Specification

No	Parameter	Max.Limit
1	Operating Voltage	9VDC - 14VDC
2	Operating Current	500mA
3	Operating Frequency	24MHz
4	Operating Temperature	60 Celcuis
5	Operating Environment	0% to 95% non condensing
6	Processor	16bits MCU design
7	Non - volatile memory	Flash Memory 128KBytes SRAM 1MBytes
8	Time & Clock	Real Time Clock with battery backup
9	Communication	RS232 communication RS485 communication
10	Display	2x20 Characters LCD display module
11	Audible Alert	Onboard 12VDC buzzer Each reader having own buzzer output
12	Output Point	1A Relay for door 1 lock system 1A Relay for second door lock system 1A Relay for General Purpose Output OR event output.
13	Input Point	4 TTL inputs for door sensor and push button. 2 TTL input for car parking sensor loop
14	Watchdog reset	Built-in onboard external watchdog Built-in MCU internal watchdog
15	Power On Reset	Equipped with 4.7Vdc triggering threshold voltage level.
16	Protection	Built in TVS protection for every input point and communication cable

Definition and Description

Access Limit	A user-specified access count. The system will deny access on the premises once the access limit is being exceeded.
Antipassback	<p>This function prevents double entry on the same premises without exiting the area beforehand. It is also being used to prevent more than one person accessing into the premises with the same card. Usually used in car park premises or high security facilities.</p> <p>This function is controlled by time zones (learn more about time zone in Database Setup Chapter – Time Interval Set & Time Zone Set)</p> <p>Only available for Single Door IN/OUT function, 1-IN/1-OUT Barrier function, and Time Attendance Panel.</p>
Buddy Mode	This feature only allows access when two valid cards are being presented on the reader. It is mainly used for high security premises.
Interlocking System	<p>This system is used to monitor access of two doors that allows only one door to be opened at one time. It is controlled by time zone such as the Antipassback function.</p> <p>(learn more about time zone in Database Setup Chapter – Time Interval Set & Time Zone Set)</p> <p>Only available for Double Door 2IN function, 1-IN/1-OUT Barrier function, and Time Attendance Panel.</p>
Panel / Device	Both are the terms for the RcgAcs Access Control System hardware device.
Push Button Release	This is being used to manually unlock the access, or to force release the lock system. A time zone control is being used to specify the activation or deactivation of this feature.