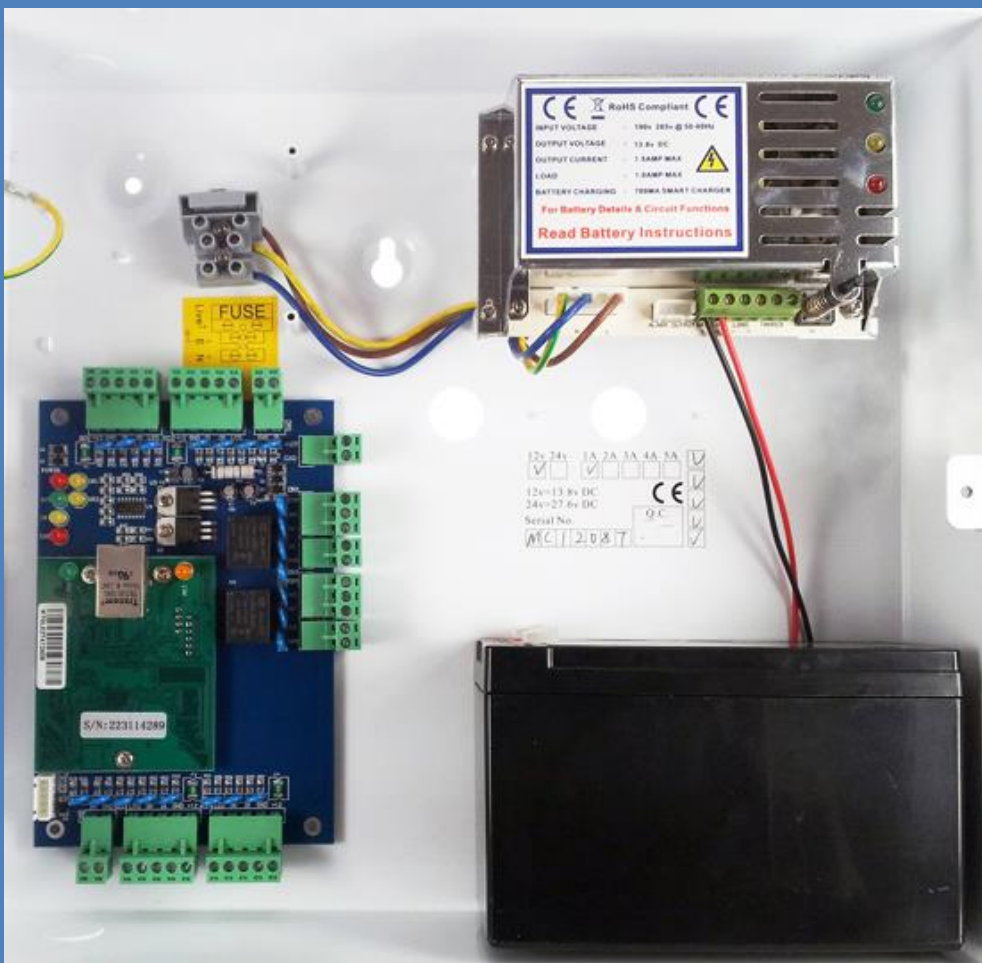


# AC8000 ACCESS CONTROL SYSTEM

PC Access Control System for single, double or multi door installations via LAN or WAN connection providing Time Attendance and Access Control Monitoring Solutions

Easy setup within 15 minutes

Windows Server, Windows 7, XP, Windows Vista, Windows 8 & Windows 10 compatible as well as SQL



## ***AC8000 Access Control System***

*Single door to multi door controlled*

*LAN and/or WAN connection*

*Plug 'n' Play directly in to a laptop, desktop or tablet*

*Windows Based*

*Instant adding/deletion of users*

*20,000 users*

*100,000 offline transactions*

*Multiple Reports to Excel*

*Multiple Users*

*Password Management*

*Access monitoring (Entry/exit)*

*Time & Attendance*

*Timed Profiles*

*Timed Door Open*

*Real Time Monitoring*

*Fire Alarm Input*

*Keypad Operation*

*Master PIN Code*

*Instant Lock Out*

*Anti-Tail Gate*

*And much more.....*

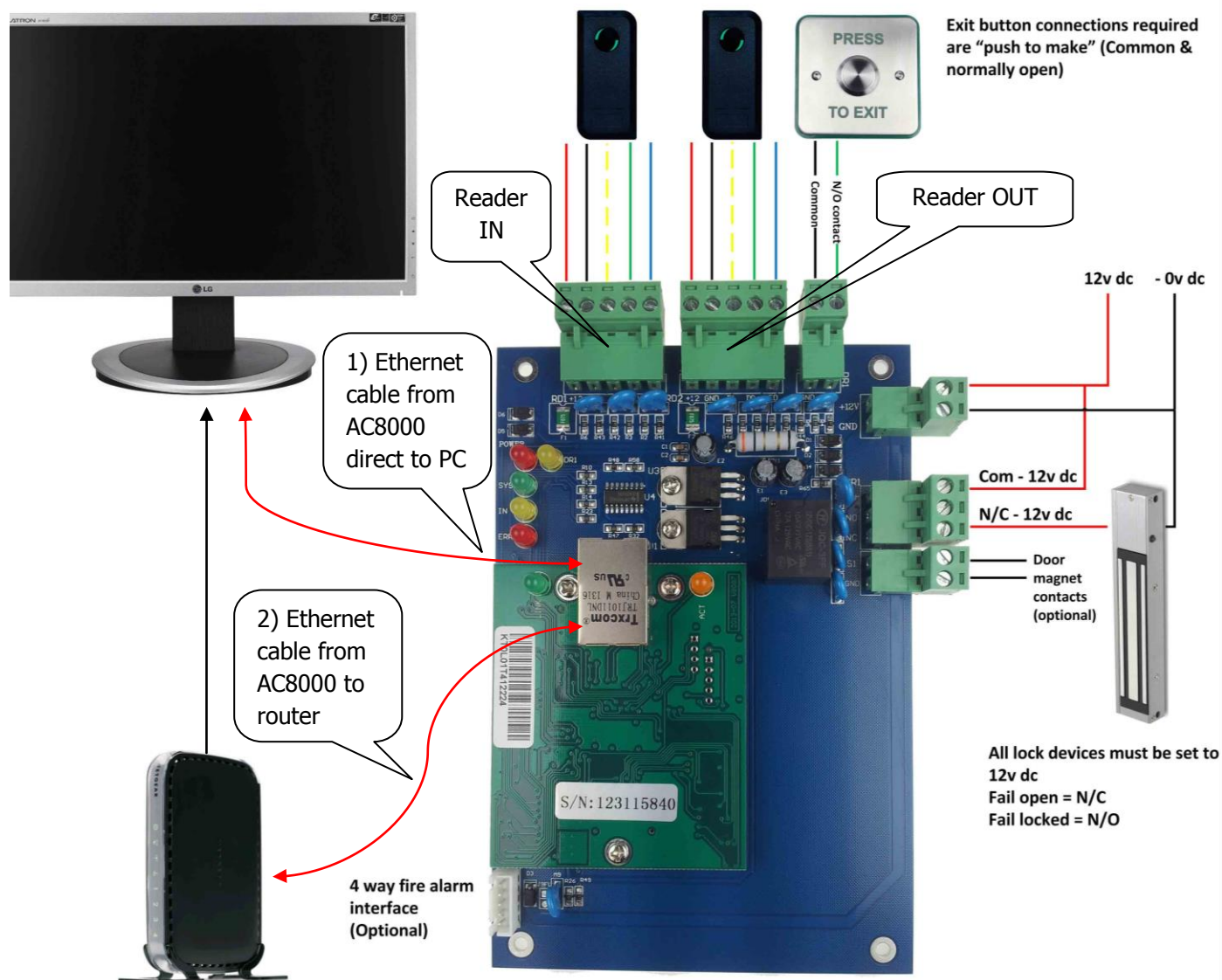
# Index

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# Typical Layout Drawing

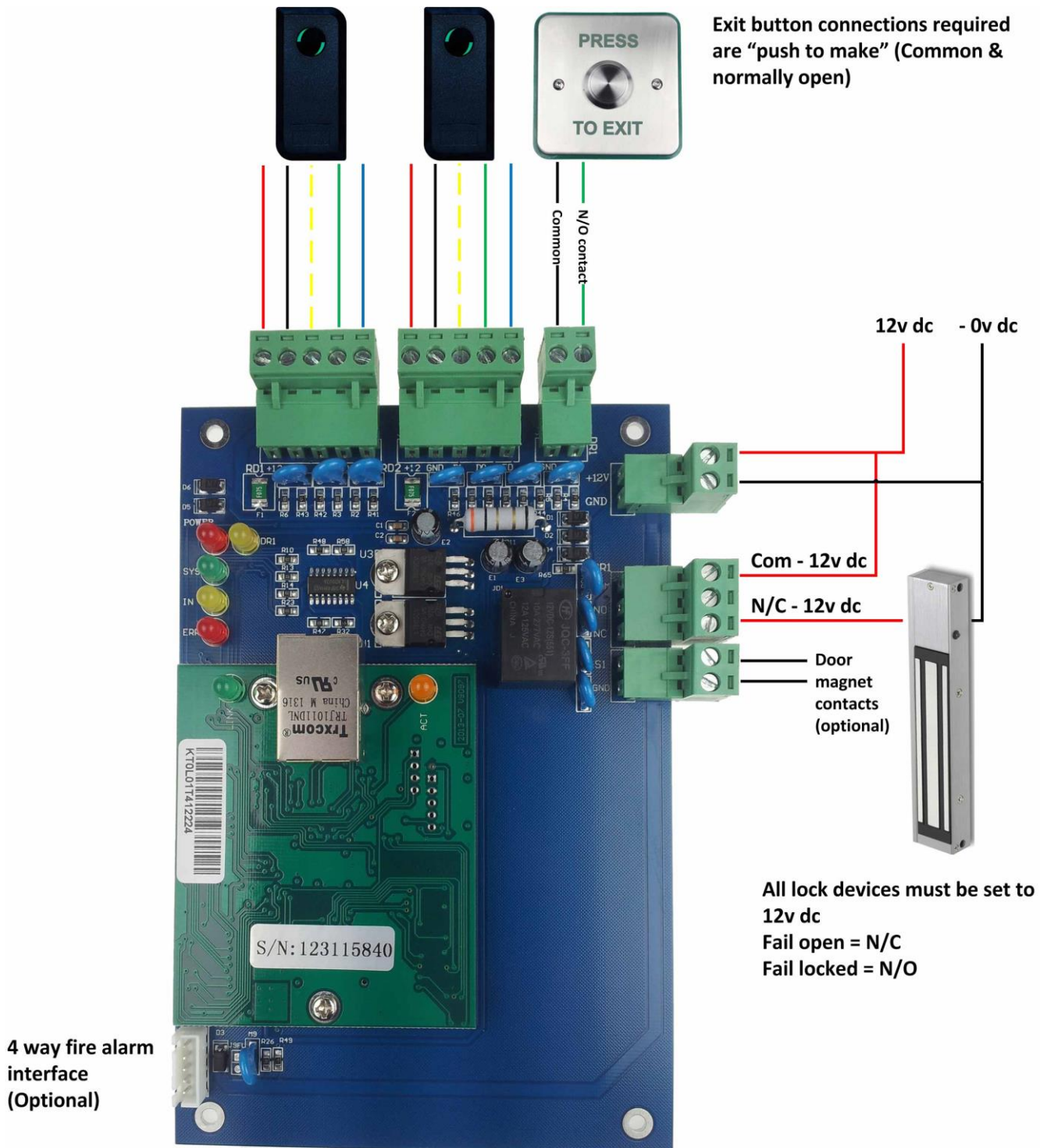
Two options for connection, either directly to a PC or via a router

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



# AC8001 (One) Door Controller

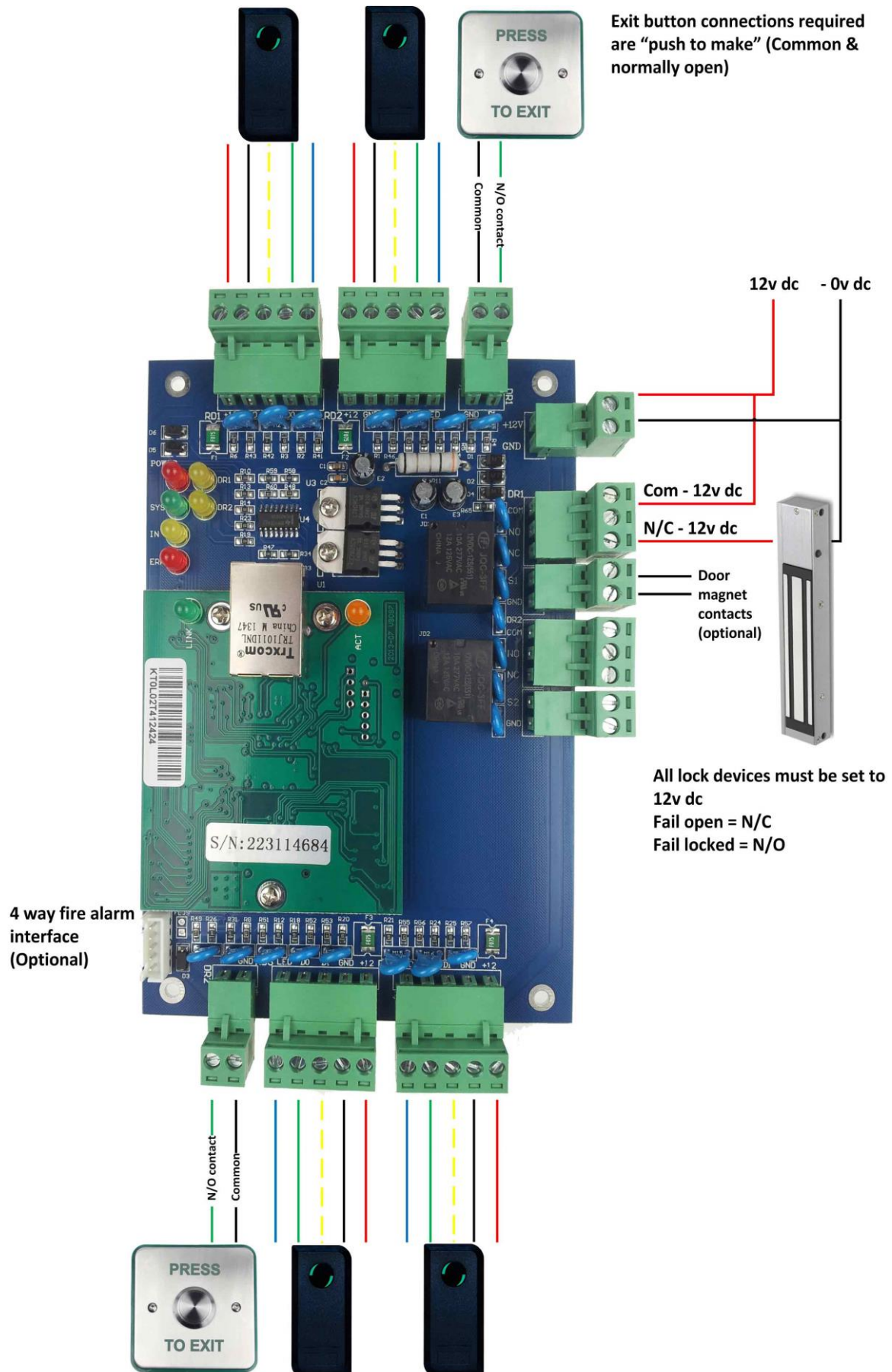
For illustration purposes, the yellow wire for the door reader/s is white





# AC8002 (Two) Door Controller

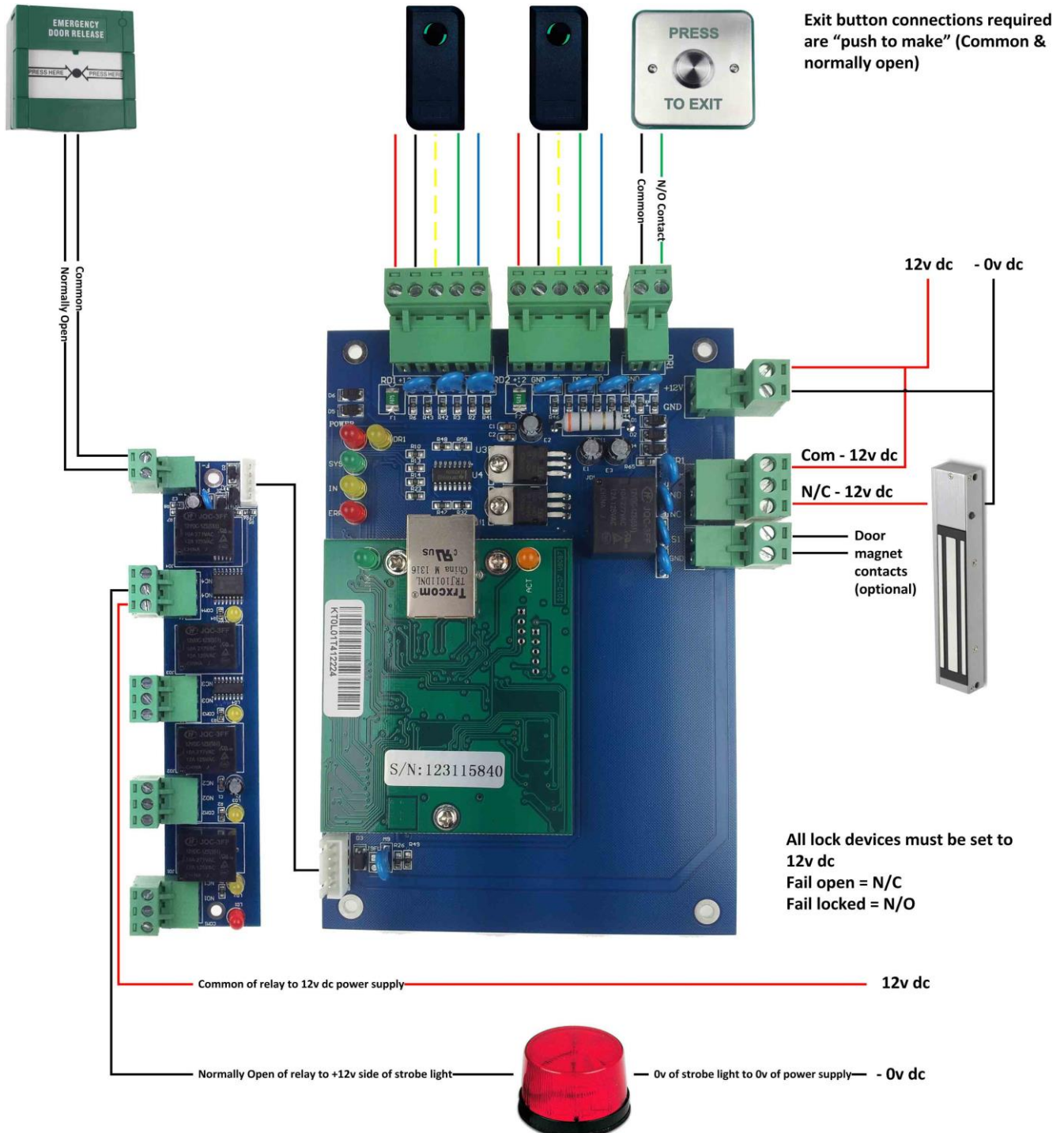
For illustration purposes, the yellow wire for the door reader/s is white



# AC8001/2 Door Controller

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

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



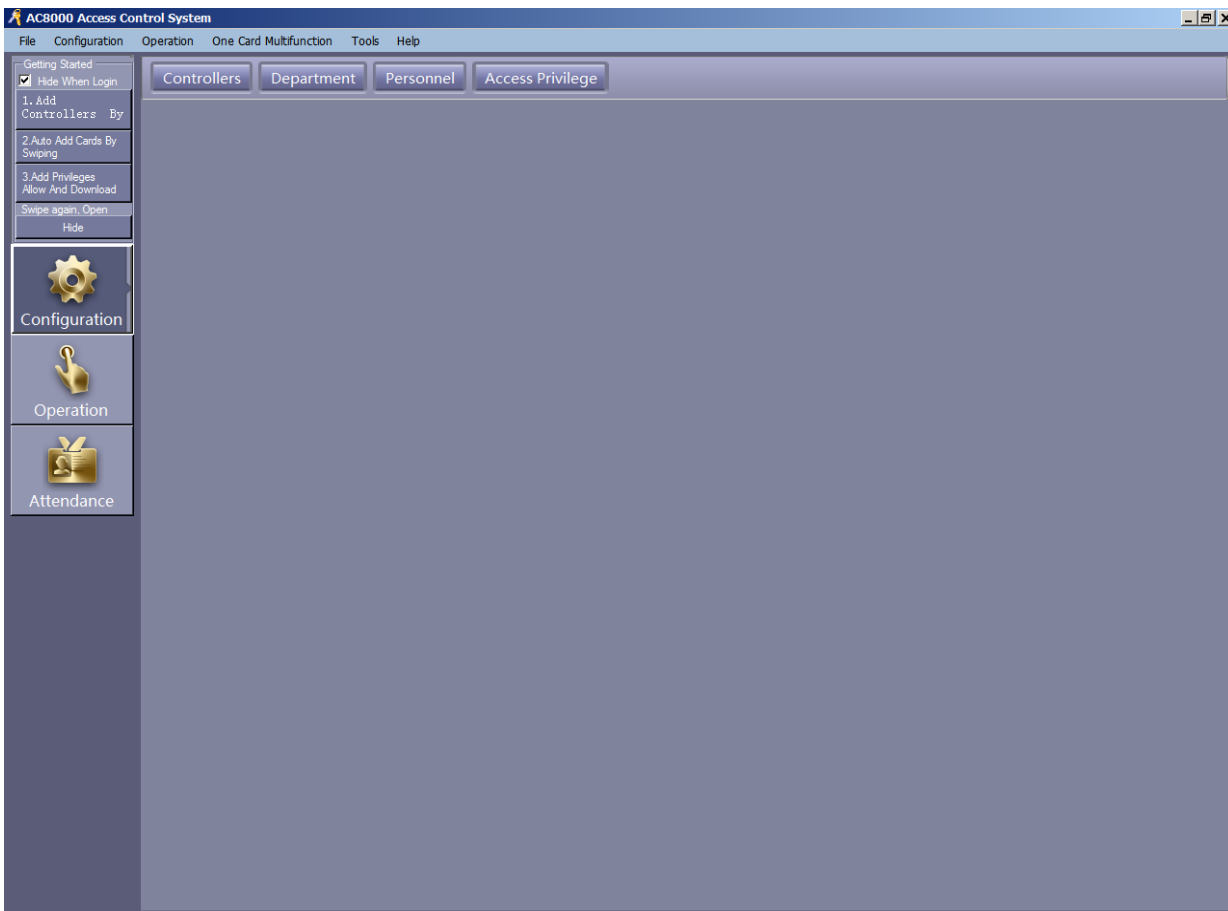
## Login

When you first activate the software, it will ask you for a **User Name** and **Password**, by default the user name is "abc" and the password is "123" (without speech marks)



Once the user name and password have been entered correctly, you will be displayed with the main interface screen. At the top left hand side you will see the three main "**Getting Started**" buttons to set you up and running in less than 15 minutes. This particular interface can be hidden or deactivated at any time by clicking **Tools/Auto Login**

A majority of the main buttons also have short cuts to their relevant features by right clicking your mouse button

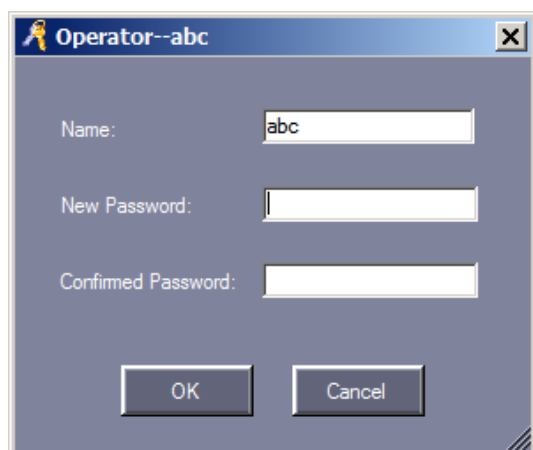


## Change Password

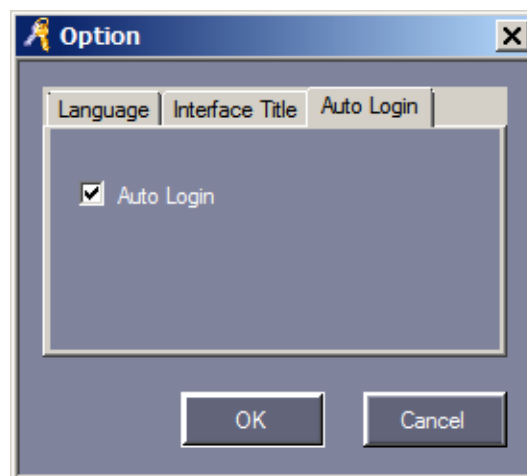
### Tools/Edit Operator

If you wish to change the user name and password, click **Tools/Edit Operator**

You can also bypass the manual login procedure by clicking **Tools/Auto Login**



A dialog box titled "Operator--abc" with a close button (X) in the top right corner. It contains three text input fields: "Name:" with the value "abc", "New Password:", and "Confirmed Password:". At the bottom, there are two buttons: "OK" and "Cancel".



A dialog box titled "Option" with a close button (X) in the top right corner. It has three tabs: "Language", "Interface Title", and "Auto Login". The "Auto Login" tab is selected, showing a checked checkbox labeled "Auto Login". At the bottom, there are two buttons: "OK" and "Cancel".

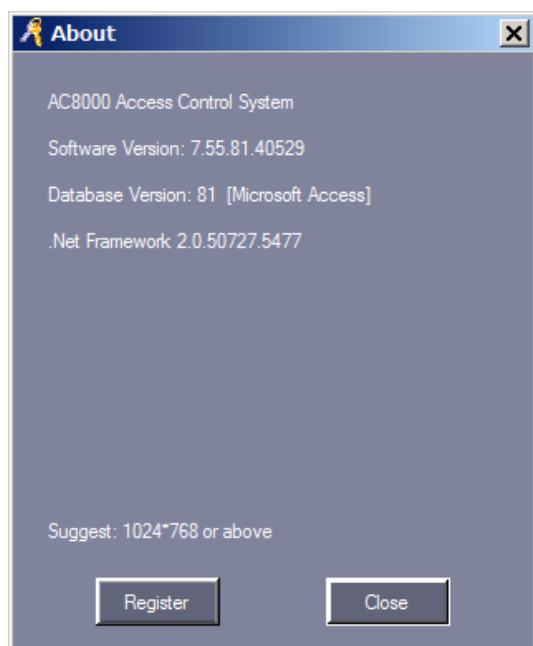
### Forgotten user name and password

In the event that you cannot remember your user name and password to login in to the software, please contact your supplier who will give you full instructions as to what is required. It may take up to 24hrs to reset your software and a charge may be incurred for this service

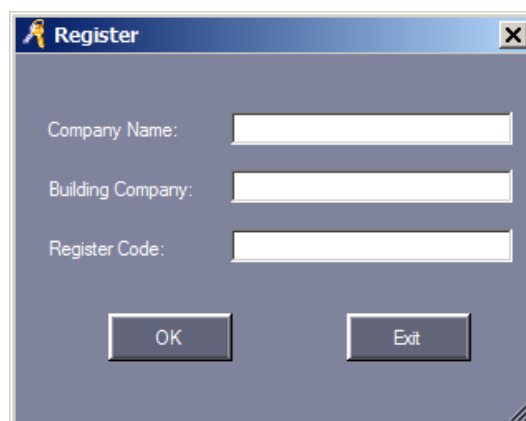
## Software Registration

### Help/About

The software provides a timed evaluation period of approximately three months before it expires, in order to continue the full use, please ensure you register the software. Enter the relevant details and registration code which can be obtained from your supplier



A dialog box titled "About" with a close button (X) in the top right corner. It displays the following information: "AC8000 Access Control System", "Software Version: 7.55.81.40529", "Database Version: 81 [Microsoft Access]", and ".Net Framework 2.0.50727.5477". At the bottom, it says "Suggest: 1024\*768 or above" and has two buttons: "Register" and "Close".



A dialog box titled "Register" with a close button (X) in the top right corner. It contains three text input fields: "Company Name:", "Building Company:", and "Register Code:". At the bottom, there are two buttons: "OK" and "Exit".



## Add Controller/s – LAN or WAN Connection

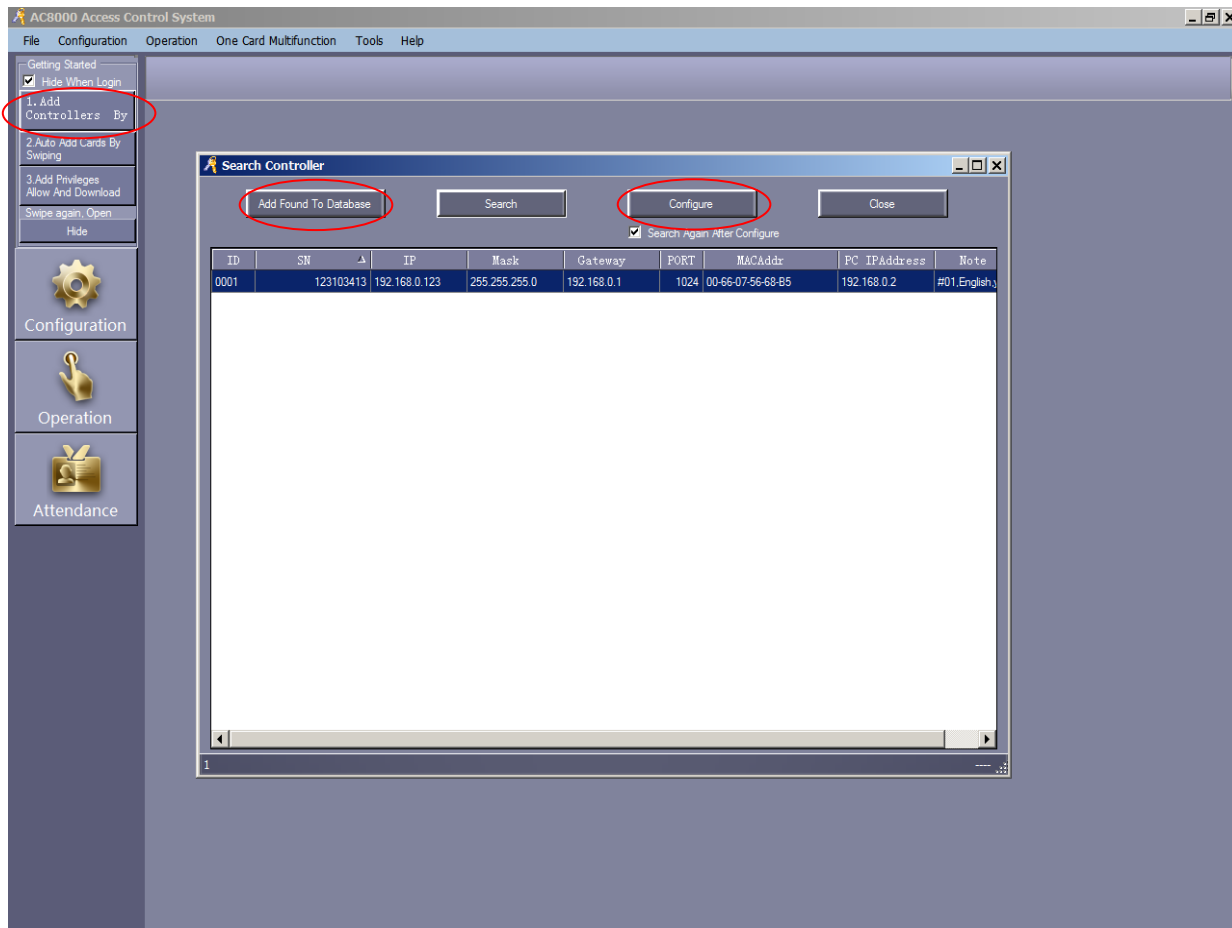
### LAN Connection – Local Area Network via hub, router or directly to a PC or laptop

In order to add the access controller/s to the software, simply Click **Add Controller By Searching** located on the top left hand side. The software will then locate the controller and provide the required details for you automatically. This procedure is also required if/when adding additional controllers

You will then be displayed with this screen confirming the controller information. Click **Add Found To Database** followed by **Close** to confirm

Click **Configure** if you require **WAN Connection**

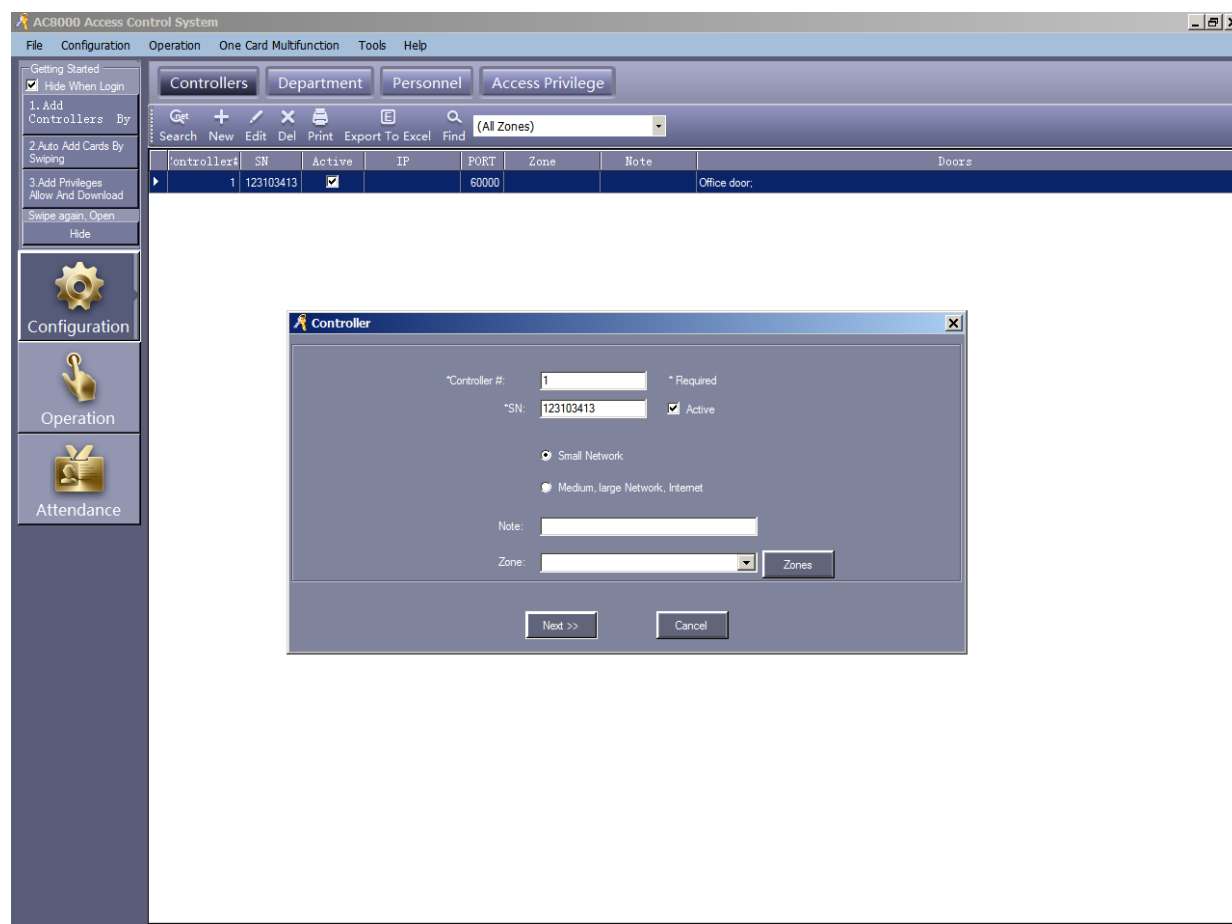
**Port Forwarding** is required to be setup for **WAN Connection** via your hub or router



## LAN Connection (Local Area Network)

Revert to the main screen and click **Configuration/Controllers/Edit** and choose Small Network for LAN communication or Medium/Large Network if you require to control the system via Internet communication

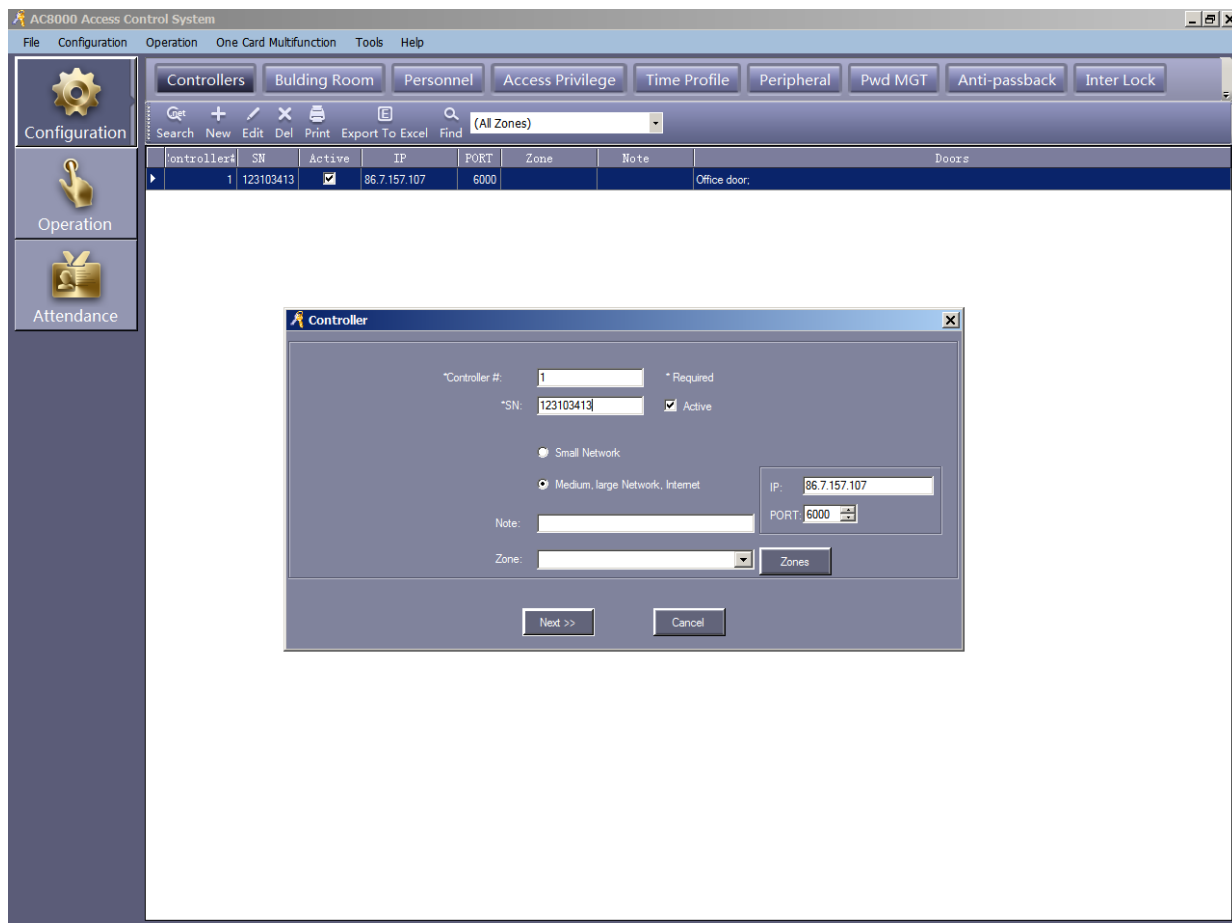
Click **Next** and you can edit the door names and control status of the doors. When complete, press **OK**



## WAN Connection (Wide Area Connection)

Revert to the main screen and click **Configuration/Controllers/Edit** and choose Medium/Large Network for WAN communication via Internet connection

**Port Forwarding** is required to be setup for **WAN Connection** via your hub or router



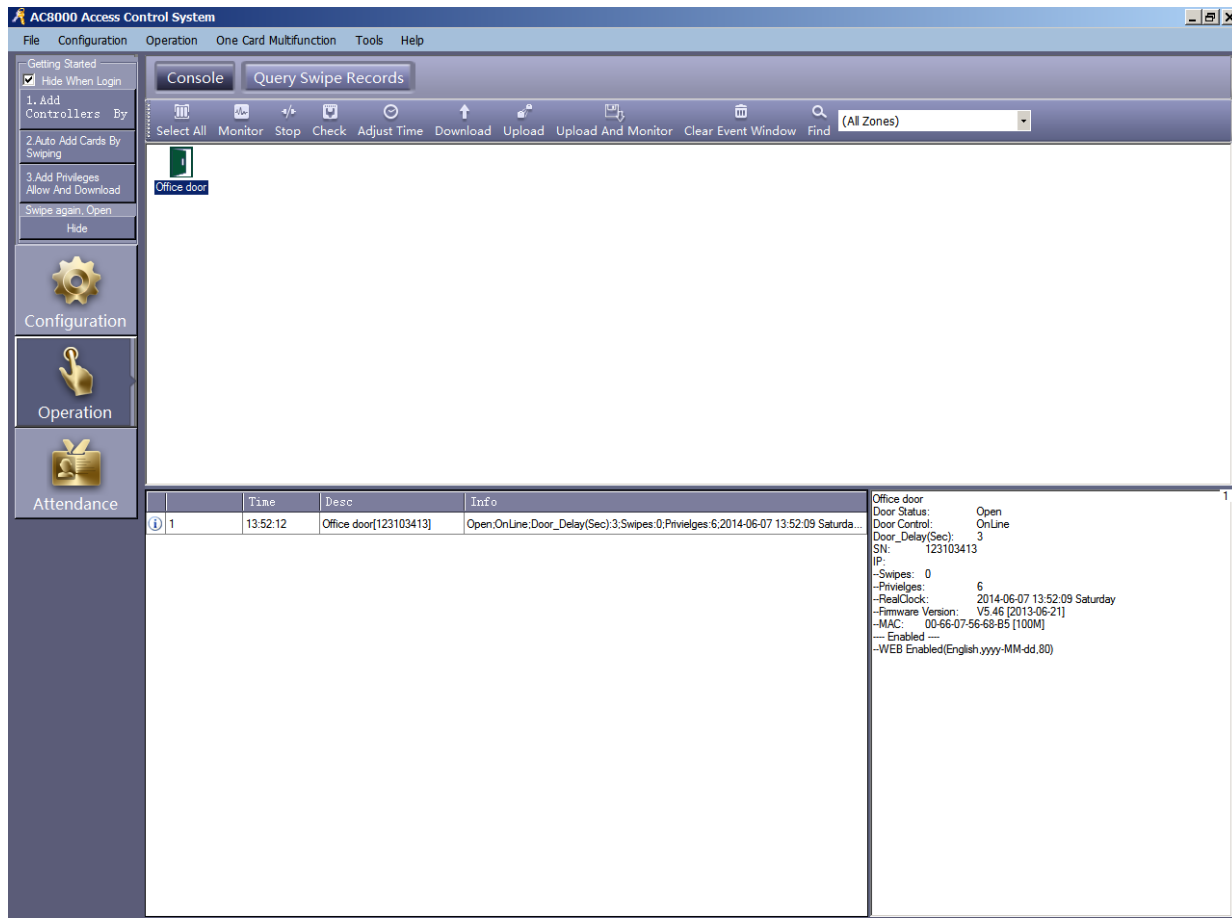
## Check Communication

When the controller/s have been added to the software click **Operation**. Right click on the door icon and choose **Check** to test the communication between the software and the access controller. You will see a similar image as below. Click on the **Clear Event Window** to clear the screen if required. Click **Adjust Time** followed by **Download** to ensure time synchronisation is correct between the computer and the access controller

## Upload/Download – ! Important !

### Operation/Console/Download

Ensure that you download any changes/edits made to users, door settings or any other setting to the controller. Whilst the changes will be stored within the software database, the controller will not respond to these changes unless you download them to it. To do this, click **Operation/Console/Download** Don't forget to highlight the door/s



	Time	Desc	Info	
1	13:52:12	Office door[123103413]	Open, OnLine, Door_Delay(Sec): 3, Swipes: 0, Privileges: 6, 2014-06-07 13:52:09 Saturday	Office door Door Status: Open Door Control: OnLine Door_Delay(Sec): 3 SN: 123103413 IP: 123103413 --Swipes: 0 --Privileges: 6 --RealClock: 2014-06-07 13:52:09 Saturday --Firmware Version: V5.46 [2013-06-21] --MAC: 00-66-07-56-68-B5 [100M] --- Enabled --- --WEB Enabled(English, yyyy-MM-dd.80)



## Edit door names & Lock status

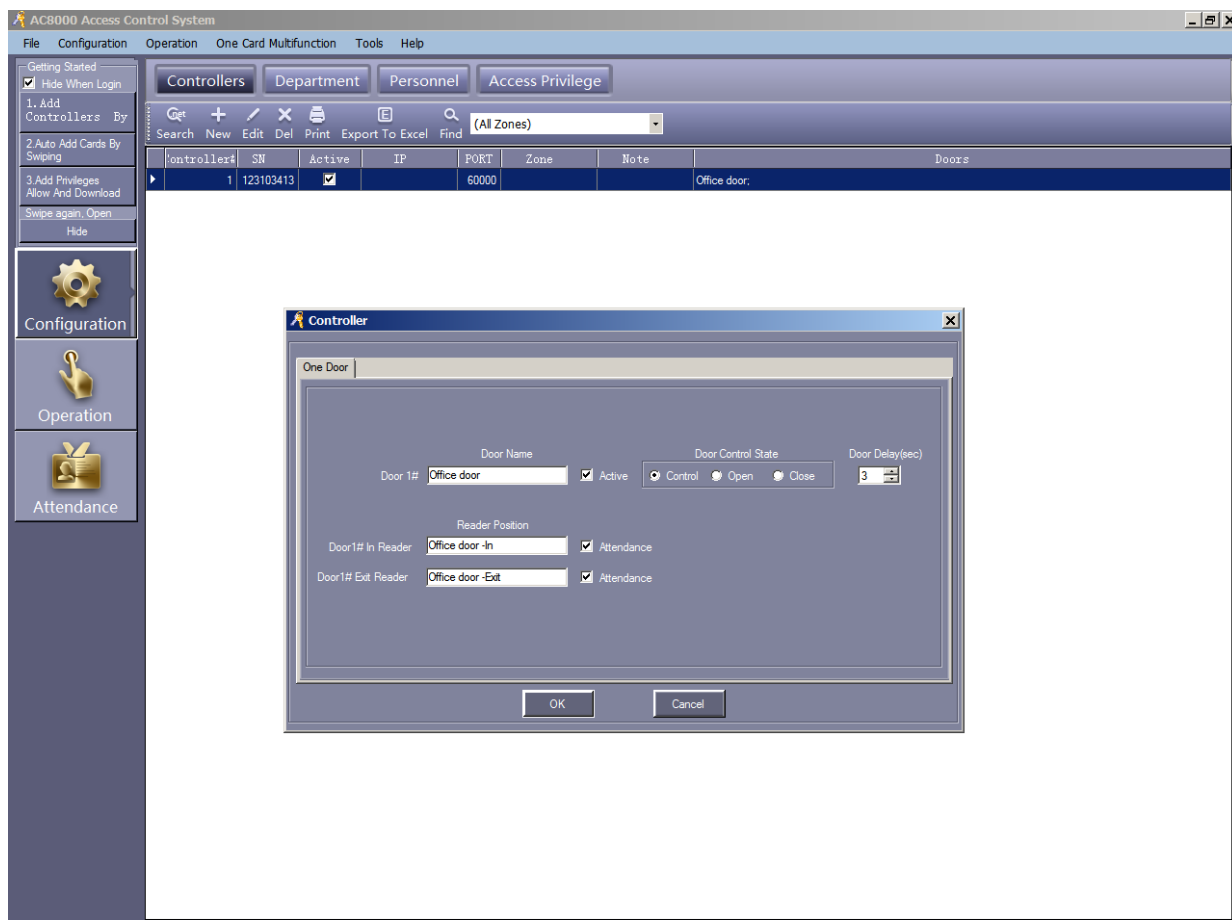
### Configuration/Controllers/Edit

Edit the door names and control status of the doors

**Control:** Is normal PC control status

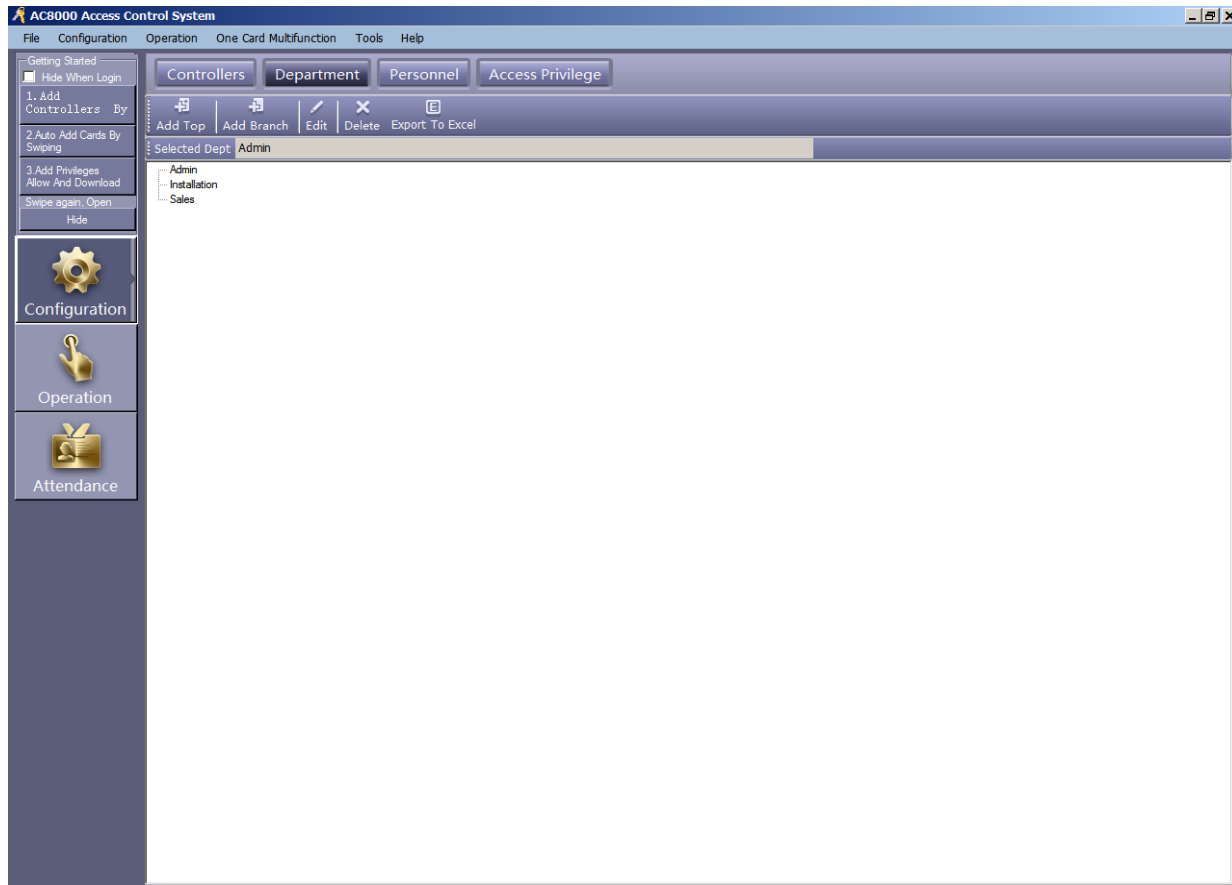
**Open:** Will keep the door open (Treat this facility with care)

**Close:** Will keep the door locked (Treat this facility with care)



## Adding Departments/Branch/Users/Access Privilege Configuration/Departments/Add Top

You can create departments and/or branches if required. Enter the name for the department/s and then click **OK**



## Adding Personnel

### Configuration/Personnel

There are four ways in which users can be added to the system, this can be undertaken individually, via a USB desktop reader, the door reader itself or manual batch input (**Manual batch input requires sequential card numbers**)

\* USB desktop card reader or door reader **Must be used if adding key fobs**

\*\* You must issue all new card users **Access Privileges** before they can access any door/s

To manually enter a card, Click the **Add** button and insert the 8 digit Wiegand number printed on the right hand side of the card in to the **Card No** box and a photo of the user if required

Click on **Auto Add** if using a USB desktop card reader or door reader to enter a card

Click **Others** to allow you to add extra information for the user if you wish

Click **OK** to exit or **Add Next** to add more users

The screenshot displays the AC8000 Access Control System software interface. The main window has a menu bar (File, Configuration, Operation, One Card Multifunction, Tools, Help) and a toolbar with buttons for Auto Add, Add, Edit, Del, Print, Export To Excel, Card Lost, Batch Update, Privilege, and Find. The Personnel tab is selected, showing a table of users with columns for User ID, User Name, Card No, Attendance, Access, Active Date, Deactive Date, and Department. The table contains six users: Andy, Kev, Dee, Dan, Sam, and Mick. An 'Auto Add User' dialog box is open, prompting the user to 'Select Device'. The dialog has three radio buttons: 'USB Reader' (selected), 'Door' (with a dropdown menu showing 'Office door'), and 'Manual Batch Input'. At the bottom of the dialog are 'Next >' and 'Cancel' buttons.

User ID	User Name	Card No	Attendance	Access	Active Date	Deactive Date	Department
1	Andy	19533914	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-06	2029-12-31	Installation
2	Kev	16029663	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Sales
3	Dee	1232297	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Admin
4	Dan	1232053	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Sales
5	Sam	7435345	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Admin
6	Mick	7423899	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Installation

AC8000 Access Control System

File Configuration Operation One Card Multifunction Tools Help

Controllers Department Personnel Access Privilege

Getting Started  
☒ Hide When Login

1. Add Controllers By  
2. Auto Add Cards By Swiping  
3. Add Privileges Allow And Download  
Swipe again, Open  
Hide

Configuration  
Operation  
Attendance

Name CardNO Dept. Query Clear

User ID	User Name	Card NO	Attendance	Access	Active Date	Deactive Date	Department
1	Andy	19533914	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-06	2029-12-31	Installation
2	Kev	16029663	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Sales
3	Dee	1232297	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Admin
4	Dan	1232053	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Sales
5	Sam	7435345	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Admin
6	Mick	7423899	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Installation

User

Main Others

\*User ID: 1 \* Required

\*Name: Andy

Card NO: 19533914 Photo

Department: Installation

☒ Attendance ☒ Access Control

Activate: 2014-06-06

Deactivate: 2029-12-31

Dea. Time 23:59

OK Exit



## Access Privileges

### Configuration/Personnel

In order to allow users through the door/s you need to allocate an **Access Privilege**

There are two ways to do this, individual users, multiple users and/or by departments

Highlight a user and click **Privilege**. Using the >> arrow button/s, select the door you wish the user to access and move it to the right hand side. Once complete, click **Confirm And Download**

The screenshot displays the AC8000 Access Control System software interface. The main window is titled 'AC8000 Access Control System' and features a menu bar with 'File', 'Configuration', 'Operation', 'One Card Multifunction', 'Tools', and 'Help'. The 'Configuration' menu is active, showing sub-menus for 'Controllers', 'Department', 'Personnel', and 'Access Privilege'. The 'Access Privilege' sub-menu is selected, and the 'Privilege' button is highlighted. Below the menu bar, there is a search bar with fields for 'Name', 'CardNO', and 'Dept.', and a 'Query' button. A table lists users with columns for 'User ID', 'User Name', 'Card No', 'Attendance', 'Access', 'Active Date', 'Deactive Date', and 'Department'. The user 'Dee' (ID 3, Card No 1232297) is highlighted. A red double-headed arrow points from the 'Dee' row to the '3.De -- Privileges' window. This window shows a list of 'Optional Doors' (Office door) and a 'Selected Doors' list. Arrows between the lists allow moving doors. At the bottom are buttons for 'Find', 'Confirm', 'Confirm And Download', and 'Cancel'.

User ID	User Name	Card No	Attendance	Access	Active Date	Deactive Date	Department
1	Andy	19533914	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-06	2029-12-31	Installation
2	Kev	16029663	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Sales
3	Dee	1232297	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Admin
4	Dan	1232053	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Sales
5	Sam	7435345	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Admin
6	Mick	7423899	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Installation

AC8000 Access Control System

File Configuration Operation One Card Multifunction Tools Help

Controllers Department Personnel Access Privilege

Auto Add Add Edit Del Print Export To Excel Card Lost Batch Update Privilege Find

Name CardNO Dept. Query Clear

User ID	User Name	Card NO	Attendance	Access	Active Date	Deactive Date	Department
1	Andy	19533914	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-06	2029-12-31	Installation
2	Kev	16029663	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Sales
3	Dee	1232297	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Admin
4	Dan	1232053	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Sales
5	Sam	7435345	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Admin
6	Mick	7423899	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Installation

3.Deer -- Privileges

Zone: (All Zones)

Optional Doors 0 1 Selected Doors

Office door

>> > < <<

Information

Are you sure update 3.Deer -- Privileges (Doors Count = 1) ?

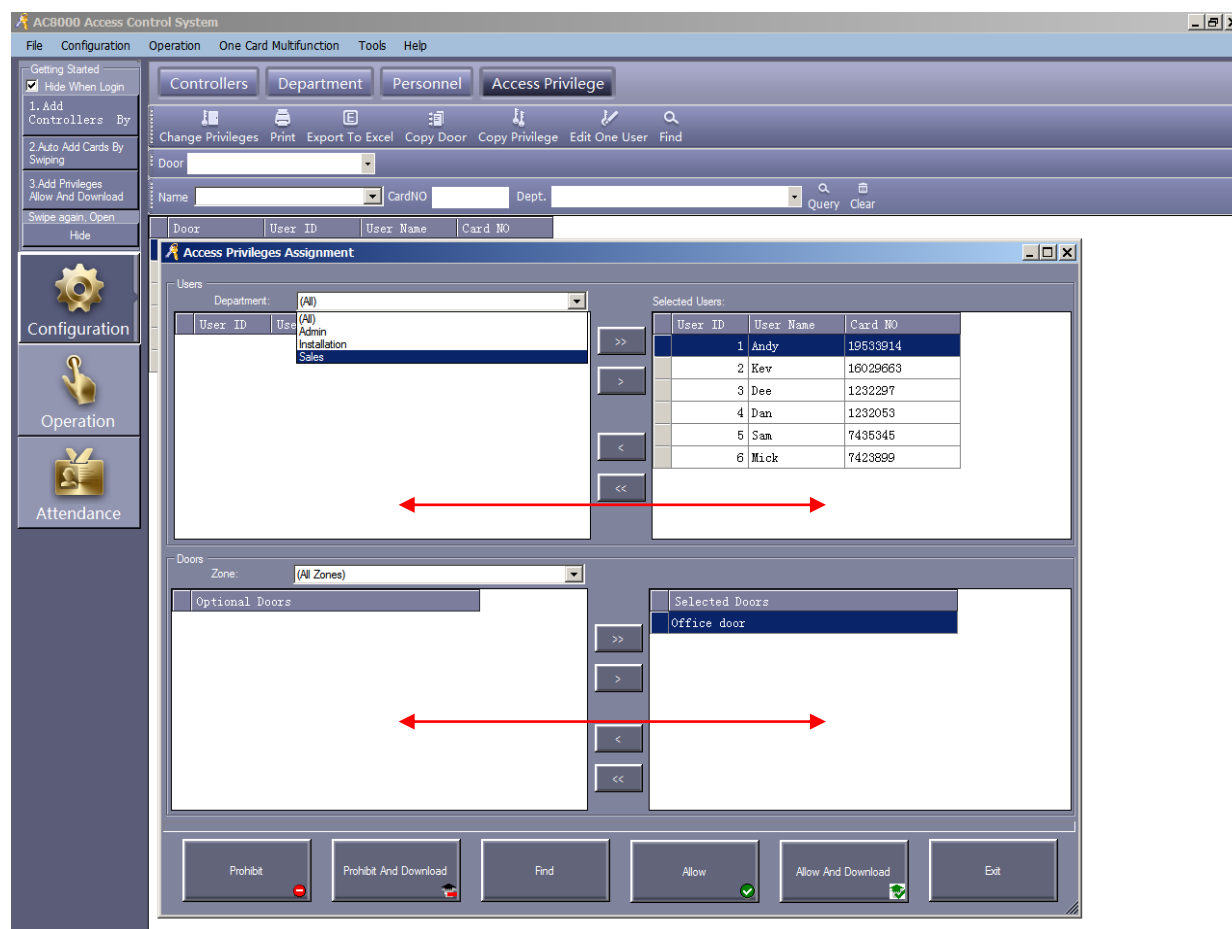
OK Cancel

Find Confirm Confirm And Download Cancel

## Configuration/Personnel

To change the privileges of multiple users and/or by departments, click **Access Privilege/Change Privileges**

Using the >> arrow button/s, select the user/s or department and move them to the left hand side. Do the same for the door/s. Once complete, click **Allow And Download**



## Lost User Card

### Configuration/Personnel/Card Lost

It is very easy to locate and rectify a lost user card, navigate to the main software interface screen and click on

### Configuration/Personnel/Card Lost

This screen will appear and you simply choose the card user or department for the lost card, issue and enter a new card number for the user and then click **OK**

The screenshot displays the AC8000 Access Control System software interface. The main window has a menu bar (File, Configuration, Operation, One Card Multifunction, Tools, Help) and a toolbar with icons for various functions. A sidebar on the left contains icons for Configuration, Operation, and Attendance. The main area shows a table of user data with columns: User ID, User Name, Card NO, Attendance, Access, Active Date, Deactive Date, and Department. A 'Card Lost' dialog box is open, prompting for the User Name (Andy), Lost Card NO (19533914), and New Card NO. The dialog box has OK and Exit buttons.

User ID	User Name	Card NO	Attendance	Access	Active Date	Deactive Date	Department
1	Andy	19533914	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-06	2029-12-31	Installation
2	Kev	16029663	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Sales
3	Dee	1232297	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Admin
4	Dan	1232053	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Sales
5	Sam	7435345	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Admin
6	Mick	7423899	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2014-06-07	2029-12-31	Installation

**Card Lost**

User Name:

Lost Card NO:

New Card NO:



## Query Swipe Records

### Operation/Query Swipe Records

Query Swipe Records will maintain **100,000 OFFLINE** transactions for all activity. You can filter this information by users, departments or date/time. This record cannot be deleted, however, it can be printed or exported to an Excel spread sheet

AC8000 Access Control System

File Configuration Operation One Card Multifunction Tools Help

Console Query Swipe Records

Print Export To Excel Query Options Find

From: <Event Time: 2014-06-07 Saturday To: <Event Time: 2014-06-07 Saturday Time: 00:00 To: 23:59

Name CardNO Dept.

Query Clear

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

Configuration

Operation

Attendance

## Monitoring

### Operation/Console/Upload and Monitor

Highlight a door and click **Upload and Monitor**. This will allow you to monitor real time activity and also upload the very latest transactions to your computer that can be viewed by clicking **Query Swipe Records**

You can click on any user for individual information that will be displayed on the right side of the screen, however, if you want to find the exact location of each user or even who is presently inside or outside the building, right click the door and choose **Location or Persons Inside**

The screenshot shows the AC8000 Access Control System software interface. The main window has a menu bar with 'File', 'Configuration', 'Operation', 'One Card Multifunction', 'Tools', and 'Help'. On the left, there is a sidebar with buttons for 'Getting Started', 'Configuration', 'Operation', and 'Attendance'. The 'Operation' button is highlighted. The main area has two tabs: 'Console' and 'Query Swipe Records'. The 'Console' tab is active, showing a list of doors with 'Office door' selected. Below the list is a table of swipe records. The right sidebar shows details for the selected card.

	Time	Desc	Info
✓ 1	15:52:16	Office door-Office door ...	16029663-Kev-Sales-2014-06-07 15:52:09 Saturday-Office door-Office door -In-Swipe
✓ 2	15:52:21	Office door-Office door ...	7435345-Sam-Admin-2014-06-07 15:52:17 Saturday-Office door-Office door -In-Swipe
✓ 3	15:52:26	Office door-Office door ...	1232053-Dan-Sales-2014-06-07 15:52:22 Saturday-Office door-Office door -In-Swipe

Card NO: 1232053  
Name: Dan  
Dept: Sales  
Read Date: 2014-06-07 15:52:22 Saturday  
Addr: Office door-Office door -In  
Status: Swipe

## Location

The Location box will appear and you can filter this by either a user or department. Highlight a user and click **Query**. We know that Andy had entered the building and exited and also how long he stayed for

The screenshot displays the AC8000 Access Control System software interface. The main window is titled "AC8000 Access Control System" and has a menu bar with "File", "Configuration", "Operation", "One Card Multifunction", "Tools", and "Help". The "Operation" menu is active, showing "Console" and "Query Swipe Records". The "Query Swipe Records" window is open, displaying a list of users and their card numbers. The "Location" window is also open, showing the query results for user Andy.

**Users List:**

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

**Location Query Results for Andy:**

2014-06-07 15:39:59 Saturday Enter Into Office door  
2014-06-07 15:42:33 Saturday Go Off Office door  
Stay: 2 Minutes

**Attendance Log:**

Checkmark	Time	Location	Card No	Event
✓ 1	15:52:16	Office door-Office door ...	16029663-Kev-Sales-2014-06-07 15:52:09 Saturday-Office door-Office door -In-Swipe	
✓ 2	15:52:21	Office door-Office door ...	7435345-Sam-Admin-2014-06-07 15:52:17 Saturday-Office door-Office door -In-Swipe	
✓ 3	15:52:26	Office door-Office door ...	1232053-Dan-Sales-2014-06-07 15:52:22 Saturday-Office door-Office door -In-Swipe	

**User Details:**

Name: Dan  
Dept: Sales  
Read Date: 2014-06-07 15:52:22 Saturday  
Addr: Office door-Office door -In  
Status: Swipe

We know that Kev has not exited the building

Getting Started

☒ Hide When Login

1. Add Controllers By

2. Auto Add Cards By Swiping

3. Add Privileges Allow And Download

Swipe again. Open

Hide

Configuration

Operation

Attendance

FileConfigurationOperationOne Card MultifunctionToolsHelp

ConsoleQuery Swipe Records

Location

Department: (All)

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

Please Upload and Monitor First

QueryExit

Kev  
2014-06-07 15:52:09 Saturday Enter Into Office door  
Dont Go Off  
Stay: 4 Minutes

No.	Time	Location	Card No.	Access ID
✓ 1	15:52:16	Office door-Office door ...	16029663-Kev-Sales-2014-06-07 15:52:09 Saturday-Office door-Office door -In-Swipe	Name: Dan Dept: Sales
✓ 2	15:52:21	Office door-Office door ...	7435345-Sam-Admin-2014-06-07 15:52:17 Saturday-Office door-Office door -In-Swipe	Read Date: 2014-06-07 15:52:22 Saturday
✓ 3	15:52:26	Office door-Office door ...	1232053-Dan-Sales-2014-06-07 15:52:22 Saturday-Office door-Office door -In-Swipe	Addr: Office door-Office door -In Status: Swipe



Persons Inside

The Persons Inside box will appear box. You can **Auto Refresh Cycle** this and find out who is inside, who is outside or via a department. This shows three people inside

Getting Started

☒ Hide When Login

1. Add Controllers By

2. Auto Add Cards By Swiping

3. Add Privileges Allow And Download

Swipe again, Open Hide

Configuration

Operation

Attendance

File Configuration Operation One Card Multifunction Tools Help

Console Query Swipe Records

Select All Stop Check Adjust Time Upload and Monitor... Clear Event Window Find (All Zones)

Office door

Persons Inside [With Access Privilege]

Print Export To Excel

Selected Zone: (All Zones) Query

Select All Select None Please Upload and Monitor First.

☒ Office door

Query in the 1 Day(s)

Persons Inside: 3

Persons Outside: 3

☒ Auto Refresh Cycle: 5 Sec.

Enter In Detail Outside Department

	User ID	User Name	Department	DateTime (In)	Addr
✓ 1	2	Kev	Sales	2014-06-07 15:52:09 Saturday	Office door
✓ 2	4	Dan	Sales	2014-06-07 15:52:22 Saturday	Office door
✓ 3	5	Sam	Admin	2014-06-07 15:52:17 Saturday	Office door

863

2014-06-07 15:52:09 Saturday  
door-Office door-In

1

However, Dan has just exited the building which is displayed via the **Auto Refresh Cycle** of **Persons Inside** and **Persons Outside** which is transaction number 4 and also confirmed by the right hand screen in the back ground Click on **Outside** to double check

Getting Started

☒ Hide When Login

1. Add Controllers By Swiping

2. Auto Add Cards By Swiping

3. Add Privileges Allow And Download

Swipe again, Open

Hide

Configuration

Operation

Attendance

File Configuration Operation One Card Multifunction Tools Help

Console Query Swipe Records

Select All Stop Check Adjust Time Upload and Monitor... Clear Event Window Find (All Zones)

Office door

Persons Inside [With Access Privilege]

Print Export To Excel

Selected Zone: (All Zones)

Select All Select None Please Upload and Monitor First

☒ Office door

Query

Query in the 1 Day(s)

Persons Inside: 2

Persons Outside: 4

☒ Auto Refresh Cycle: 5 Sec

Enter In Detail Outside Department

User ID	User Name	Department	DateTime (In)	Addr
2	Kev	Sales	2014-06-07 15:52:09 Saturday	Office door
5	Sam	Admin	2014-06-07 15:52:17 Saturday	Office door

53 4

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

This confirms that Dan is now outside

Getting Started

☒ Hide When Login

1. Add Controllers By

2. Auto Add Cards By Swiping

3. Add Privileges Allow And Download

Swipe again. Open

Hide

Configuration

Operation

Attendance

FileConfigurationOperationOne Card MultifunctionToolsHelp

ConsoleQuery Swipe Records

Select AllMonitorStopCheckAdjust TimeDownloadUploadUpload and Monitor...Clear Event WindowFind (All Zones)

Office door

Persons Inside [With Access Privilege]

PrintExport To Excel

Selected Zone: (All Zones)

Select AllSelect NonePlease Upload and Monitor First.

☒ Office door

Query

Query in the 1 Day(s)

Persons Inside: 2

Persons Outside: 4

☒ Auto Refresh. Cycle: 5 Sec.

Enter in DetailOutsideDepartment

User ID	User Name	Department	DateTime (Out)	Addr
1	Andy	Installation	2014-06-07 15:42:33 Saturday	Office door
3	Dee	Admin	2014-06-07 15:42:28 Saturday	Office door
4	Dan	Sales	2014-06-07 16:03:45 Saturday	Office door
6	Mick	Installation	2014-06-07 15:03:06 Saturday	Office door

	Time	Desc
✓ 1	15:52:16	Office
✓ 2	15:52:21	Office
✓ 3	15:52:26	Office
✓ 4	16:03:49	Office

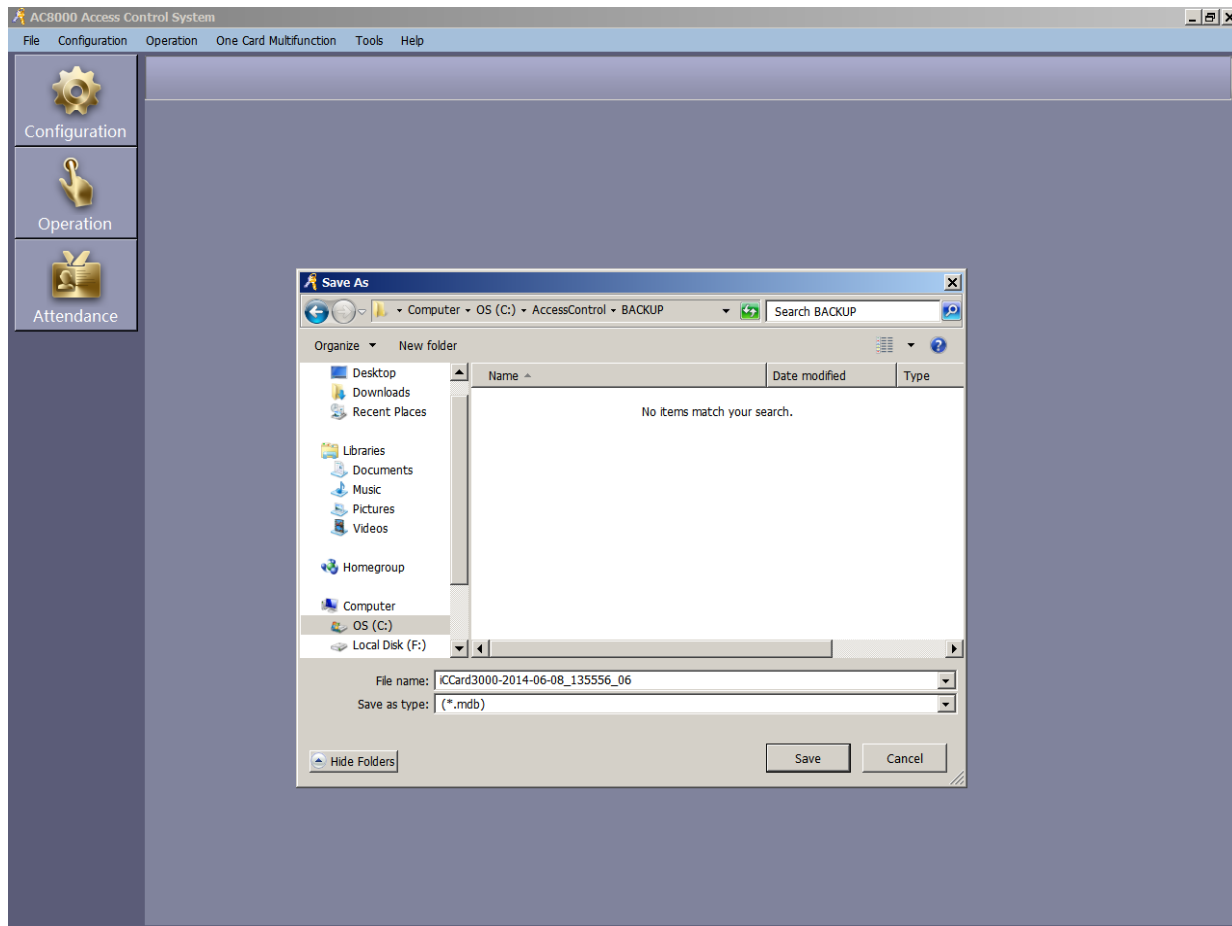
2014-06-07 16:03:45 Saturday  
door-Office door-Exit

## Backup Database & Restore

### File/DB Backup

The software will auto backup the database when you exit the software, however, it is recommended to manually backup the database by clicking **File/DB Backup** and choose your required backup folder

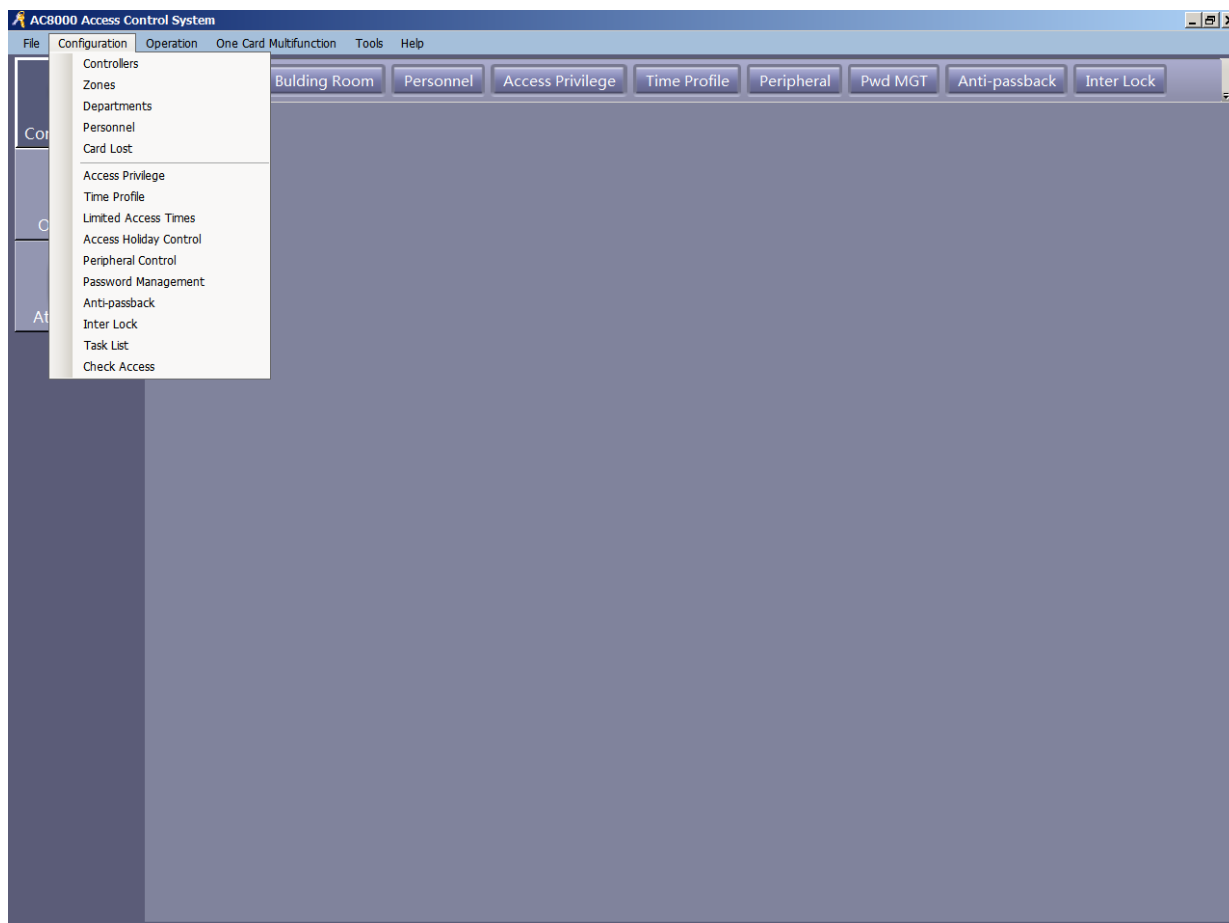
This will be required in the event you need to re-install the software but do not wish to re-enter all the user data  
You would simply copy and paste the database called **iCCard3000** from your backup folder in to the newly installed **AccessControl** folder

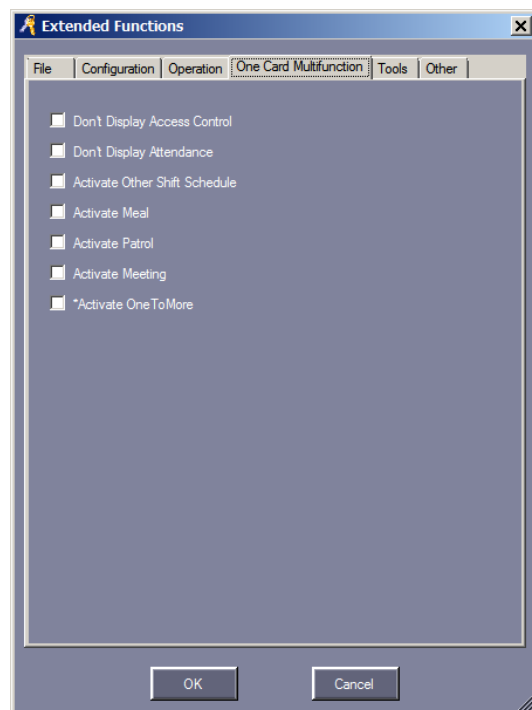
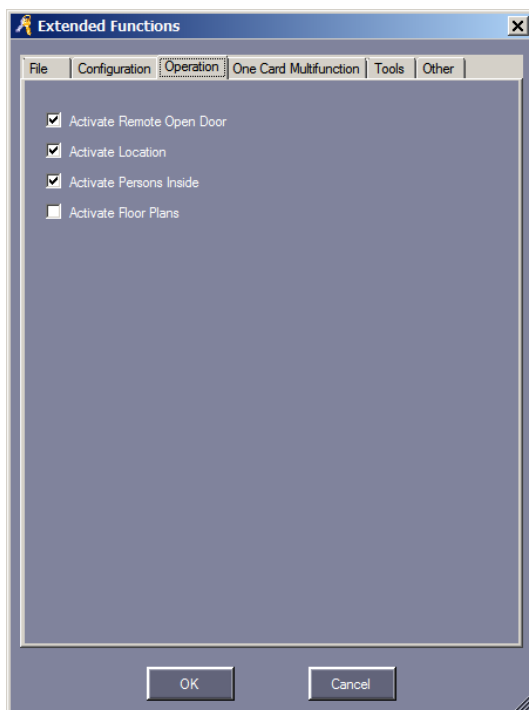
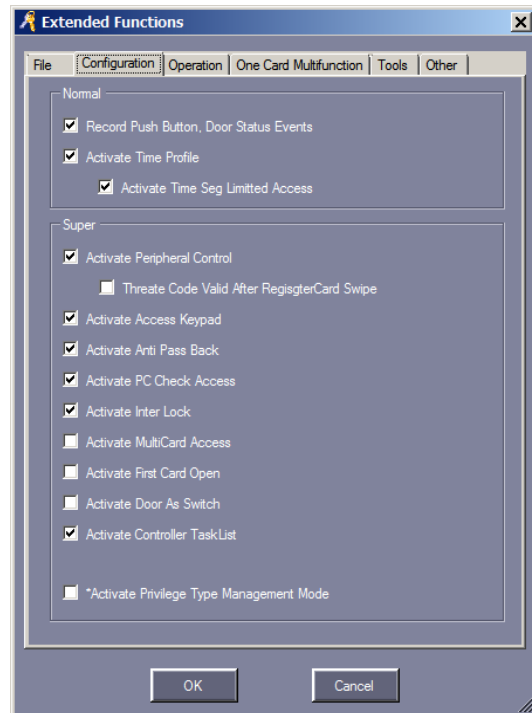
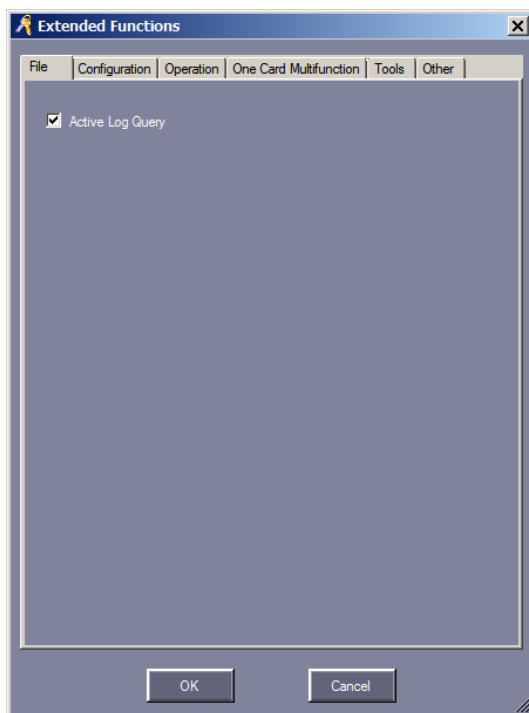


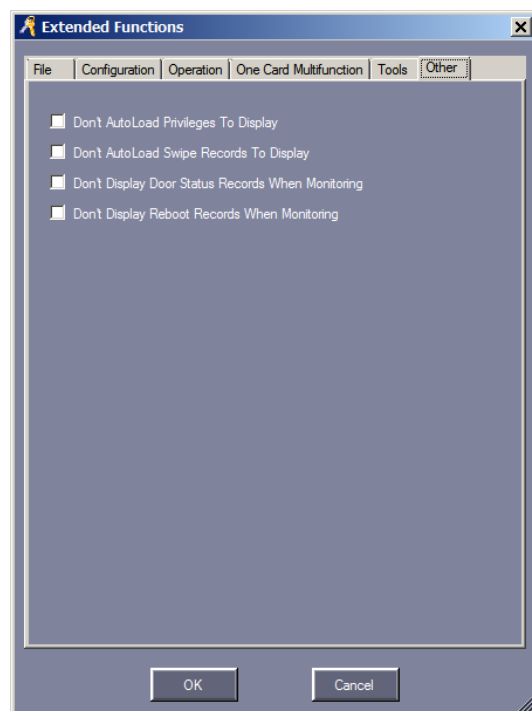
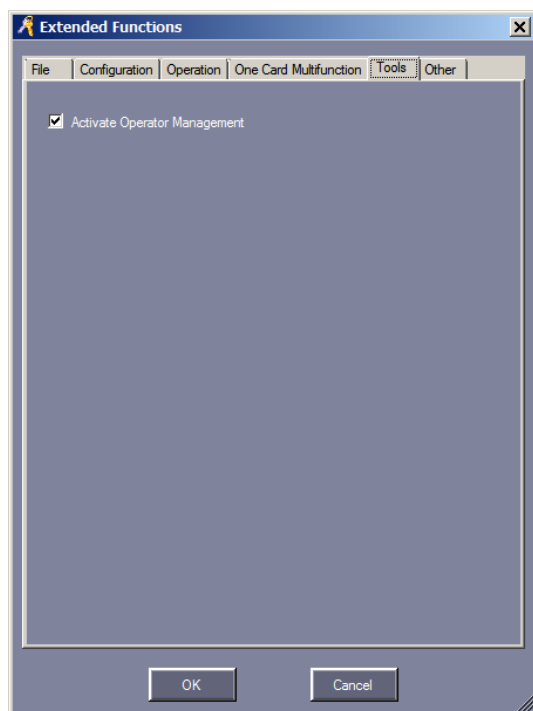
## Extended Functions

### Tools/Extended Functions (Password is **5678**)

The extended functions provide six sections offering a multitude of additional options to suit your own requirements as can be seen below. When you have chosen the options, you will be required to restart the software and the new options will be displayed. Under the main head sections will also display the shortcuts to the facility required **(Right click mouse)**







## Time Profile

### Configuration/Time Profile/New

Time Profile provides up to 255 time profile ID's with three timed segments which can be allocated to individual controllers, door readers, users, or departments. The example below shows how to link one profile to another. Enter the name of the profile in the **Description** box and choose an **Activate/Deactivate**, **Time Segment** and **Week Day** as required.

You will notice that our **Time Profile ID 2** is linked to **Linked Time Profile 3**. This is because users will also require access during the weekend.

The screenshot displays the AC8000 Access Control System software interface. The main window shows a table of Time Profiles. Profile 2 (Week Days) is selected, and its configuration is shown in the 'Time Profile' dialog box.

Time Profile ID	Mon	Tue	Wed	Thu	Fri	Sat	Sun	No. 1 Begin	End1	No. 2 Begin	End2	No. 3 Begin	End3	Linked Time Profile	Activate	Deactivate
2 [Week Days]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08:00	17:00	00:00	00:00	00:00	00:00	3	2010-01-01	2029-12-31
3 [Weekends]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	16:00	21:00	00:00	00:00	00:00	00:00	0	2010-01-01	2029-12-31

The 'Time Profile' dialog box for Profile 2 shows the following configuration:

- Time Profile ID: 2
- Description: Week Days
- Linked Time Profile: 3
- Week Day: Monday, Tuesday, Wednesday, Thursday, Friday (checked)
- Time Segment:
  - No. 1: 08:00 - 17:00
  - No. 2: 00:00 - 00:00
  - No. 3: 00:00 - 00:00
- Limited Access Times:
  - Count By One Controller (selected)
  - Count By Each Reader
  - [0 = No limit, Max = 31]
  - Current Month (Driver V5.30): 0
  - Current Day: 0
  - Segment NO. 1: 0
  - Segment NO. 2: 0
  - Segment NO. 3: 0



Note that you do not need to link **Time Profile ID 3**. When complete, click **Configuration/Access Privilege/Change Privileges** to allocate the timed profiles

The screenshot displays the AC8000 Access Control System software interface. The main window has a menu bar (File, Configuration, Operation, One Card Multifunction, Tools, Help) and a toolbar with buttons for Controllers, Building Room, Personnel, Access Privilege, Time Profile, Peripheral, Pwd MGT, Anti-passback, and Inter Lock. A left sidebar contains icons for Configuration, Operation, and Attendance. The main area shows a table of Time Profiles and a 'Time Profile' configuration dialog box.

**Time Profile Table:**

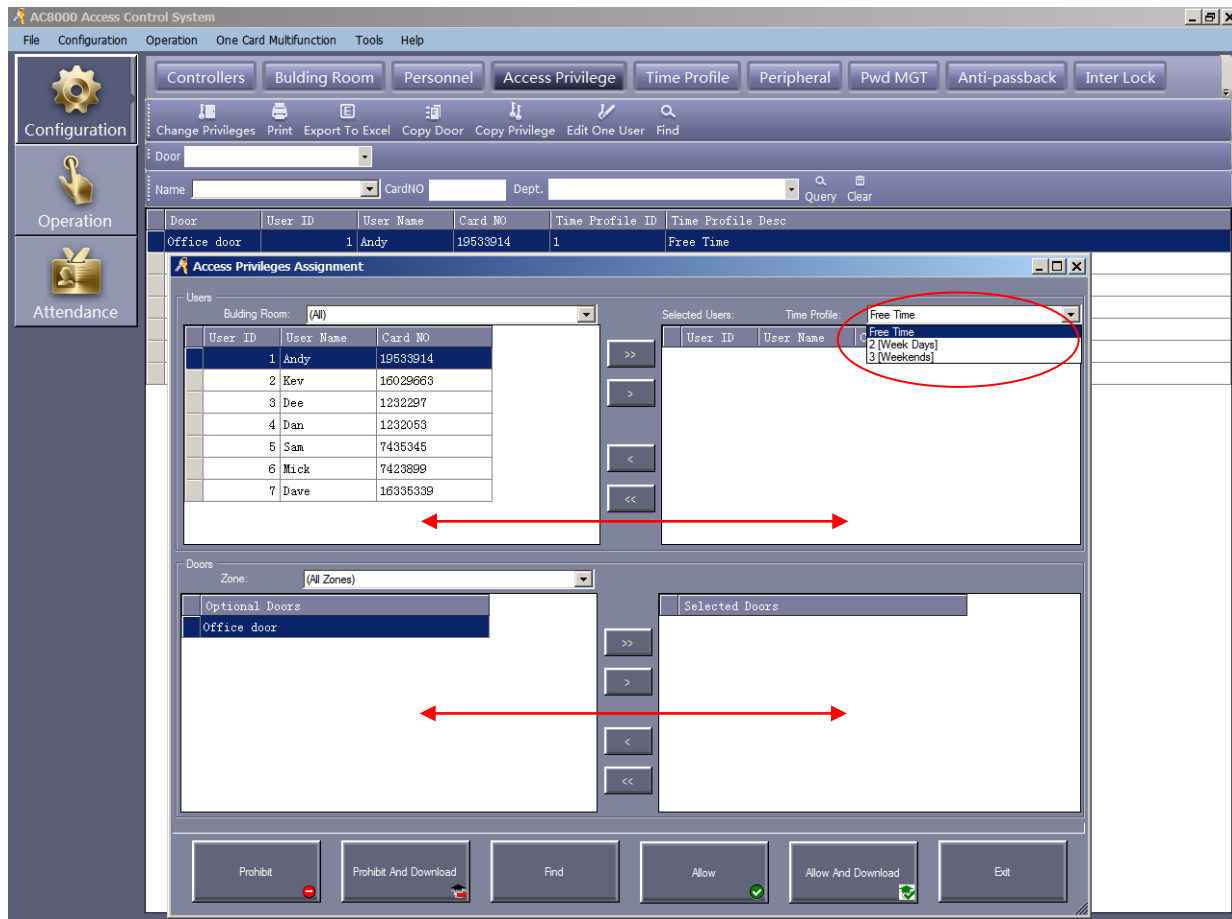
Time Profile ID	Mon	Tue	Wed	Thu	Fri	Sat	Sun	No. 1 Begin	End1	No. 2 Begin	End2	No. 3 Begin	End3	Linked Time Profile	Activate	Deactive
2 [Week Days]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	08:00	17:00	00:00	00:00	00:00	00:00	3	2010-01-01	2029-12-31
3 [Weekends]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	16:00	21:00	00:00	00:00	00:00	00:00	0	2010-01-01	2029-12-31

**Time Profile Configuration Dialog:**

- Time Profile ID: 3
- Description: Weekends
- Linked Time Profile: 0
- Activate: 2010-01-01
- Deactivate: 2029-12-31
- Week Day:
  - ☐ Monday
  - ☐ Tuesday
  - ☐ Wednesday
  - ☐ Thursday
  - ☐ Friday
  - ☒ Saturday
  - ☒ Sunday
- Time Segment:
  - No. 1: 16:00 - 21:00
  - No. 2: 00:00 - 00:00
  - No. 3: 00:00 - 00:00
- Limited Access Times:
  - ☒ Count By One Controller
  - ☐ Count By Each Reader
  - [0 = No limit, Max = 31]
  - Current Month (Driver V5.30): 0
  - Current Day: 0
  - Segment NO. 1: 0
  - Segment NO. 2: 0
  - Segment NO. 3: 0

Buttons: OK, Cancel

Using the >> arrow button/s, select the user/s or department and move them to the right hand side. Do the same for the door/s. Once complete, click **Allow And Download**



## Fire Alarm Board (interface)

## **\*\*Fire Regulations**

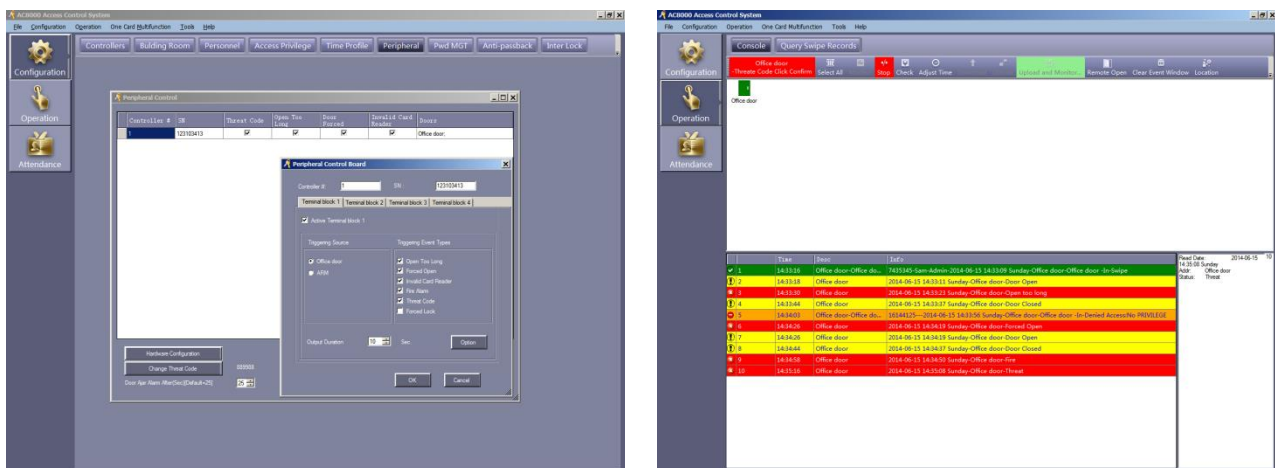
Please ensure you contact your local **Fire Officer** with regards to the inter-connection of access control equipment to your fire alarm system. More often than not, it will be acceptable to connect the fire alarm output to an independent auxiliary relay or double pole emergency break glass switch in order to deactivate the locking devices

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

The AC-FAB (Fire Alarm Board interface) is an add-on module for the AC8000 PC Access Control System designed to accept a Normally Open contact input which then provides an alarm signal output via the software and/or activating any of the four timer relays provided in addition to ensuring the door/s are held in the unlocked state for as long as the alarm input is present ***(Certain features of the AC-FAB will also require an RFID keypad and locking device fitted with door monitoring contacts)*** It can also accept additional inputs to activate individual relays as and when required

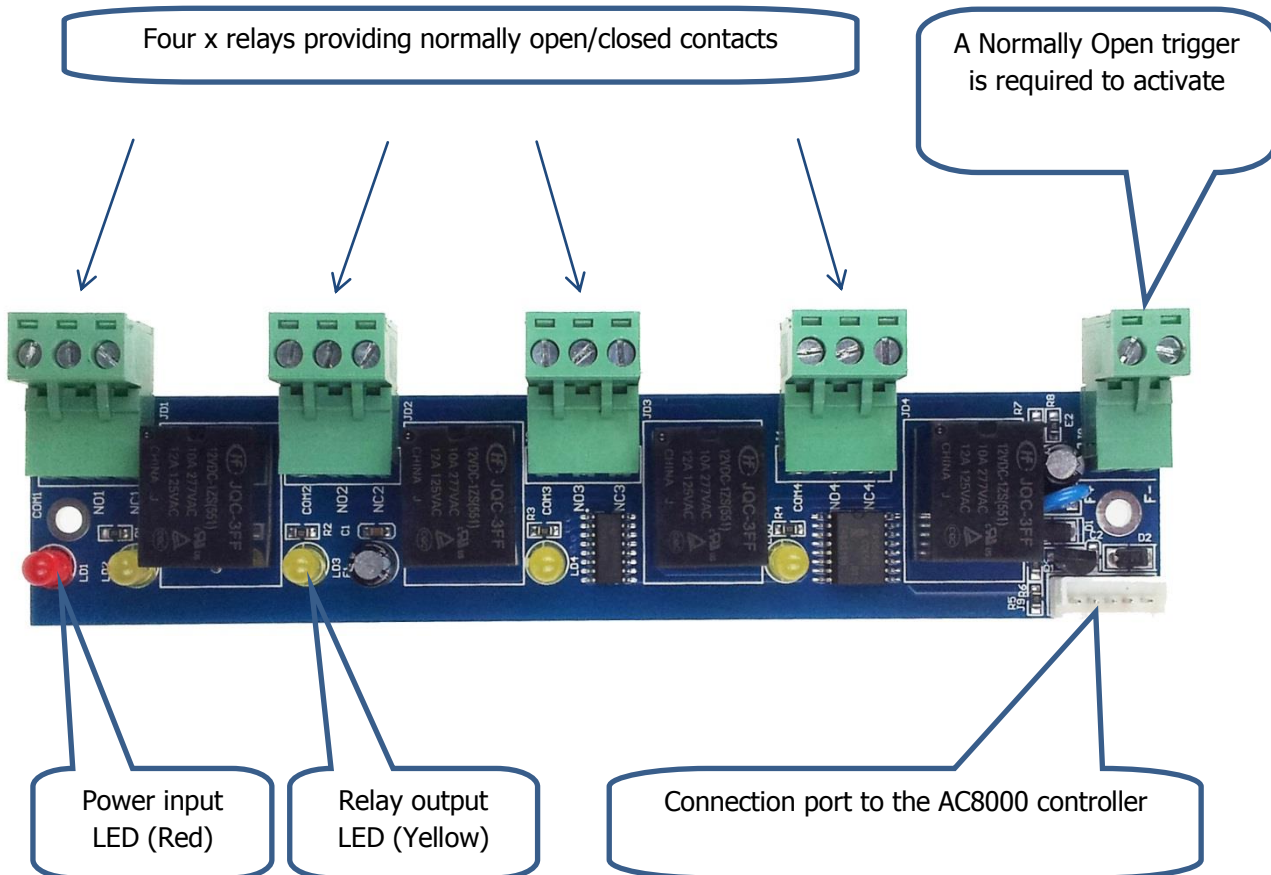
It has a simple software interface that can be configured to your own requirements supporting one manual Normally Open trigger input from an alarm system or emergency break glass switch, four timer relay outputs from 0 – 6000 seconds (1.66hrs), all providing Normally Open and Normally Closed outputs that can be connected to external sounders, flashing beacons or any other device requiring a volt free contact input. Six triggering options are available that can be programmed to activate one or all four relays

It supports and registers via the software an emergency threat PIN code (***RFID Keypad is required for this***), if the door is open too long, door forced open, invalid card used, fire alarm and forced lock



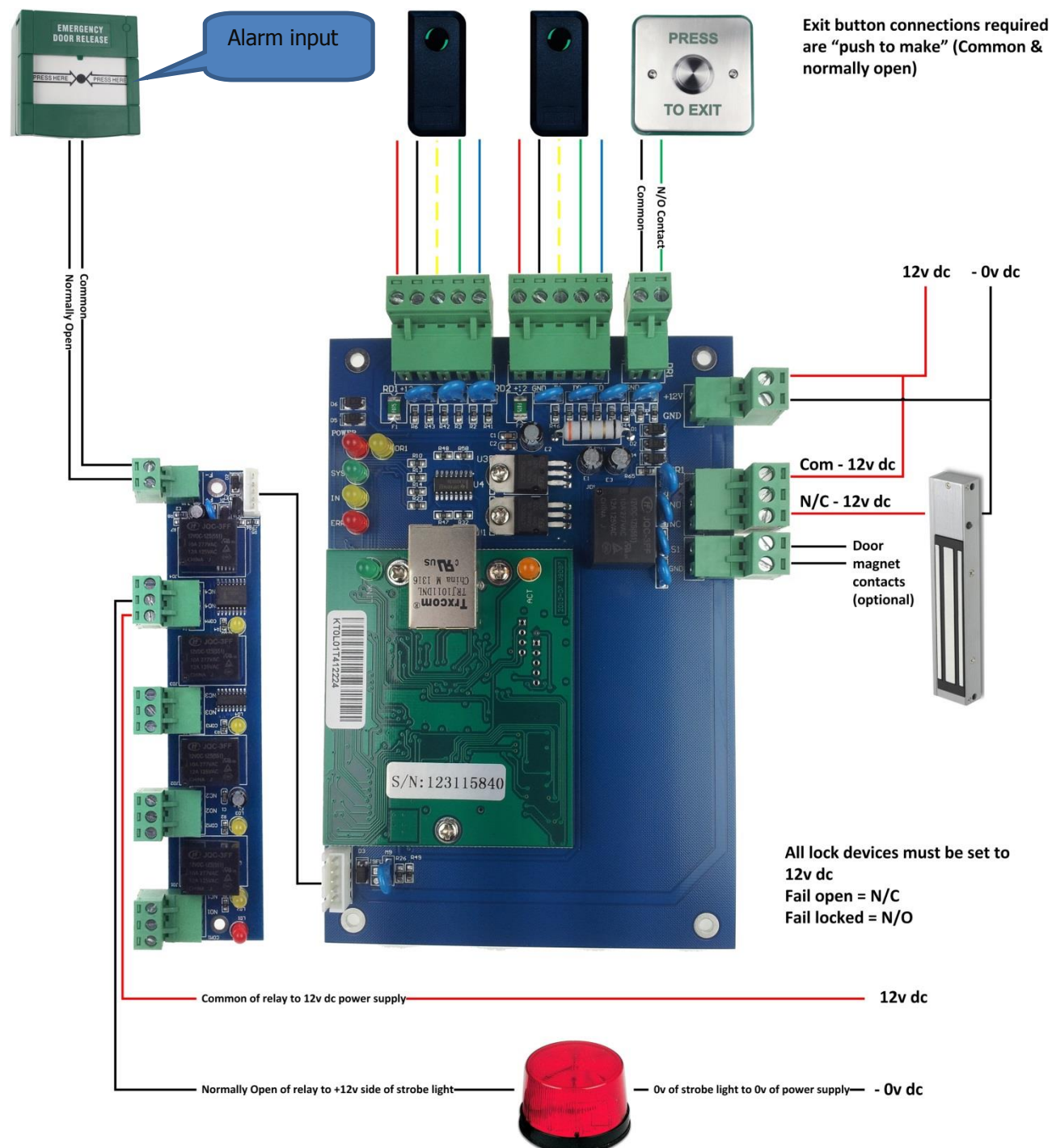
# Fire Alarm Board (interface)

158l x 43w x 15h



Example of the AC-FAB being activated by the alarm input, but also triggering one of the four relay outputs to activate a strobe light from 0 – 6000 seconds (1.66hrs)

The alarm input will keep the door/s unlocked until it has been reset (Providing the Normally Open input is not removed)



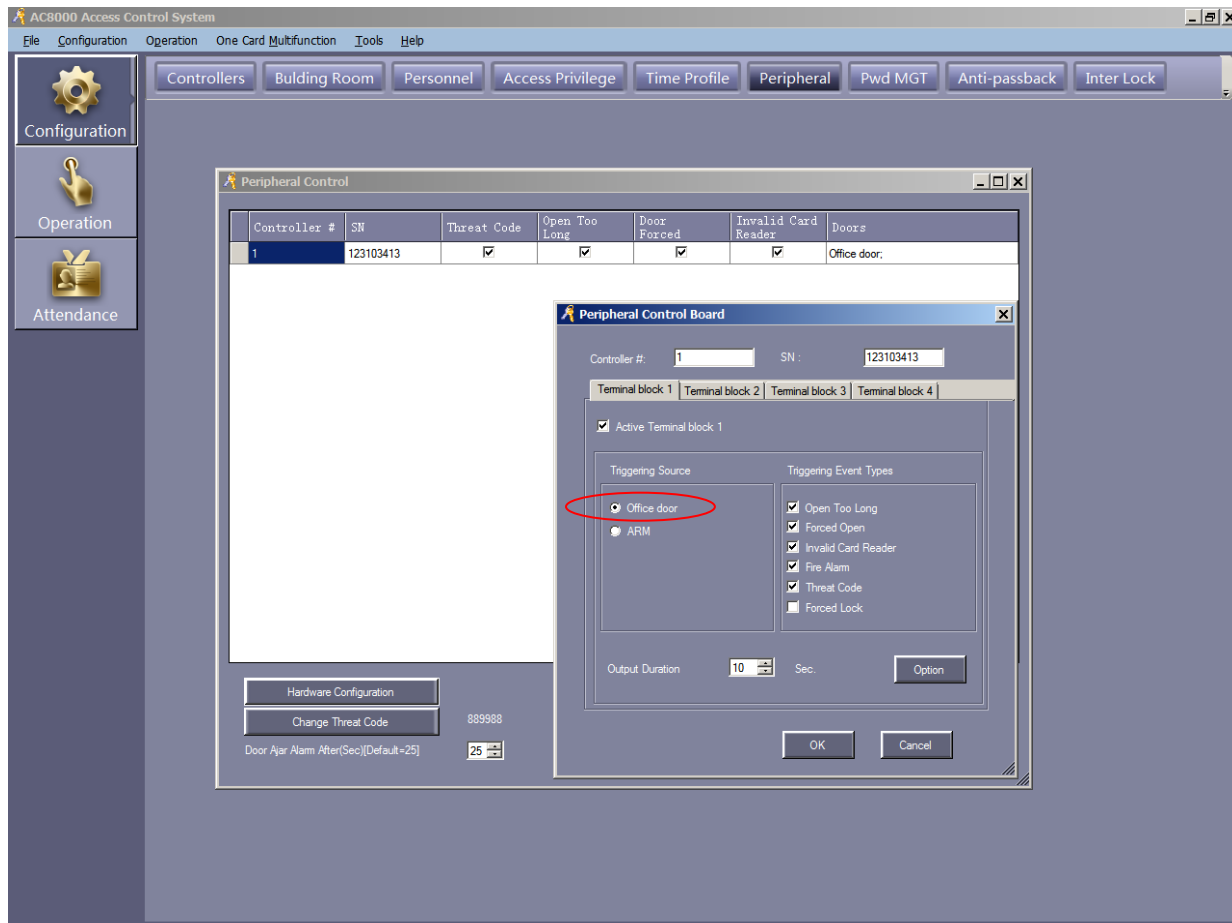
## Peripheral

### Configuration/Peripheral

The auxiliary relay board (Fire Alarm Board interface) has one manual Normally Open trigger input, two triggering sources (**Door or ARM \*\***) and four timer relay outputs from 0 – 6000 seconds (1.66hrs), providing Normally Open and Normally Closed outputs that can be connected to external sounders or flashing beacons etc. In addition to this, there are six triggering options that can be programmed to activate one or all four relays

The example below shows the standard (**Door**) configuration setup requiring the software to display when the door is open too long, if the door has been forced open, if an invalid card is being used to gain entry, if the alarm input has been activated and if a threat code has been used

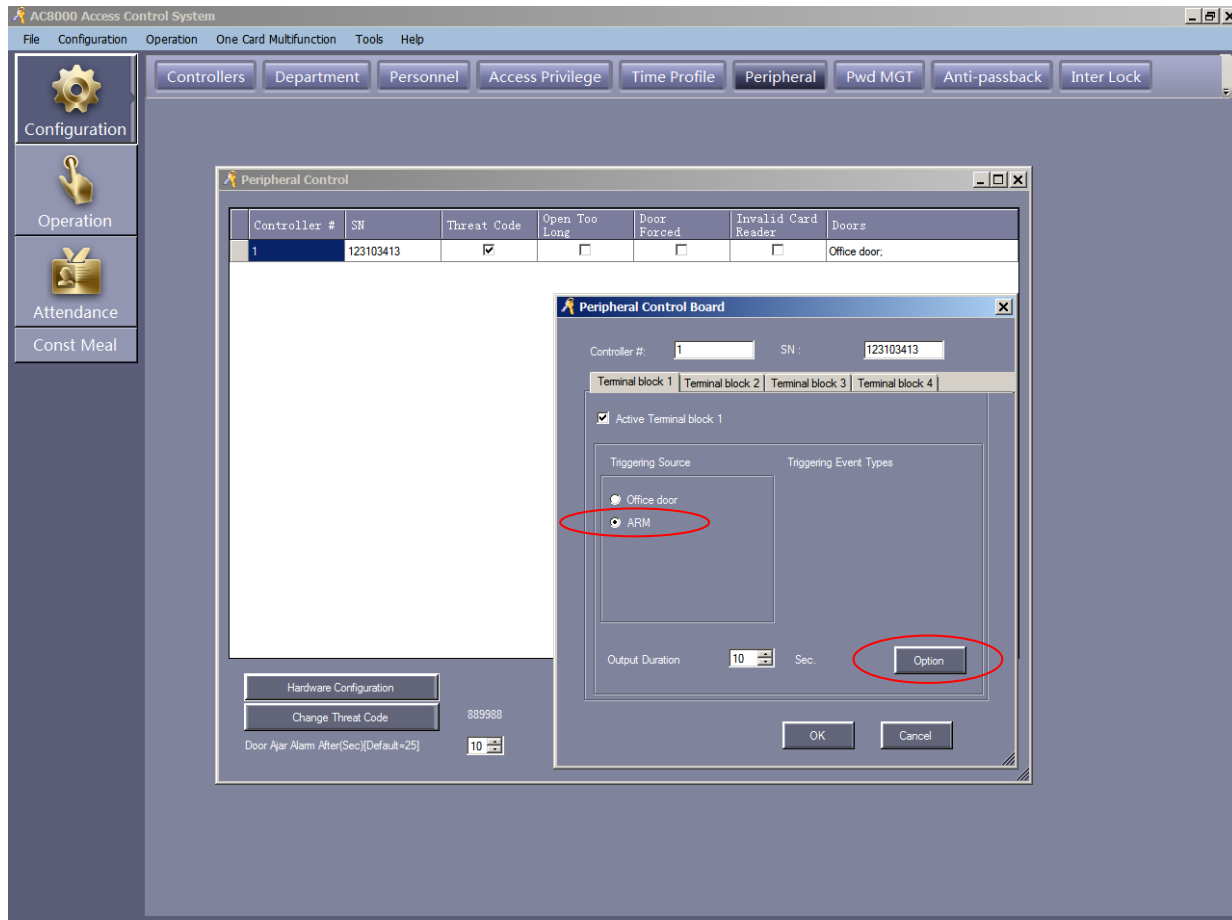
In order to program the relay outputs, click **Hardware Configuration**. We have set relay output one to activate for 10 seconds



## ARM \*\*

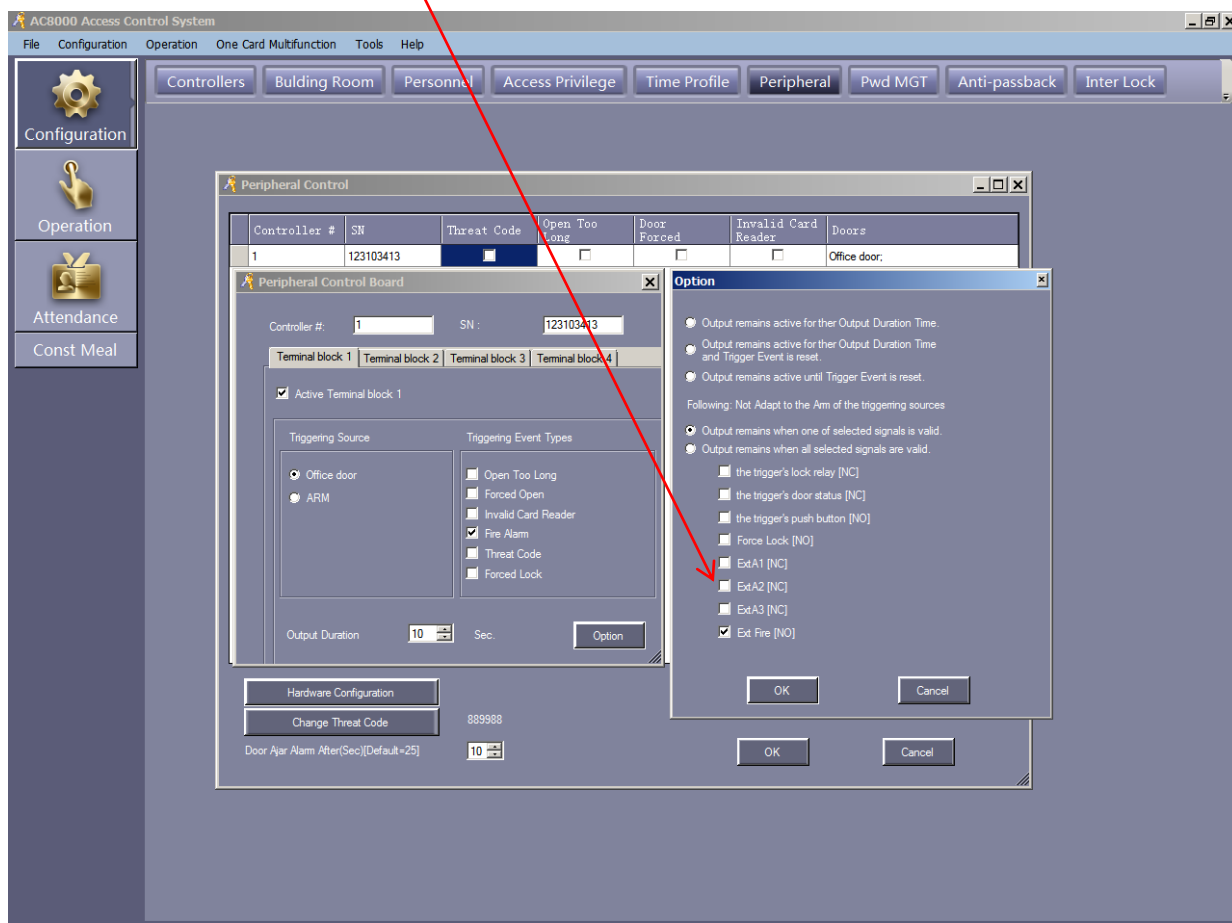
The **Auxiliary Relay Method** option allows for additional inputs that can be used in conjunction with the standard **DOOR** configuration setup or independently to trigger the relay outputs (Non timed) and hold them open until the input has been reset, all of which can be configured by clicking the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

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



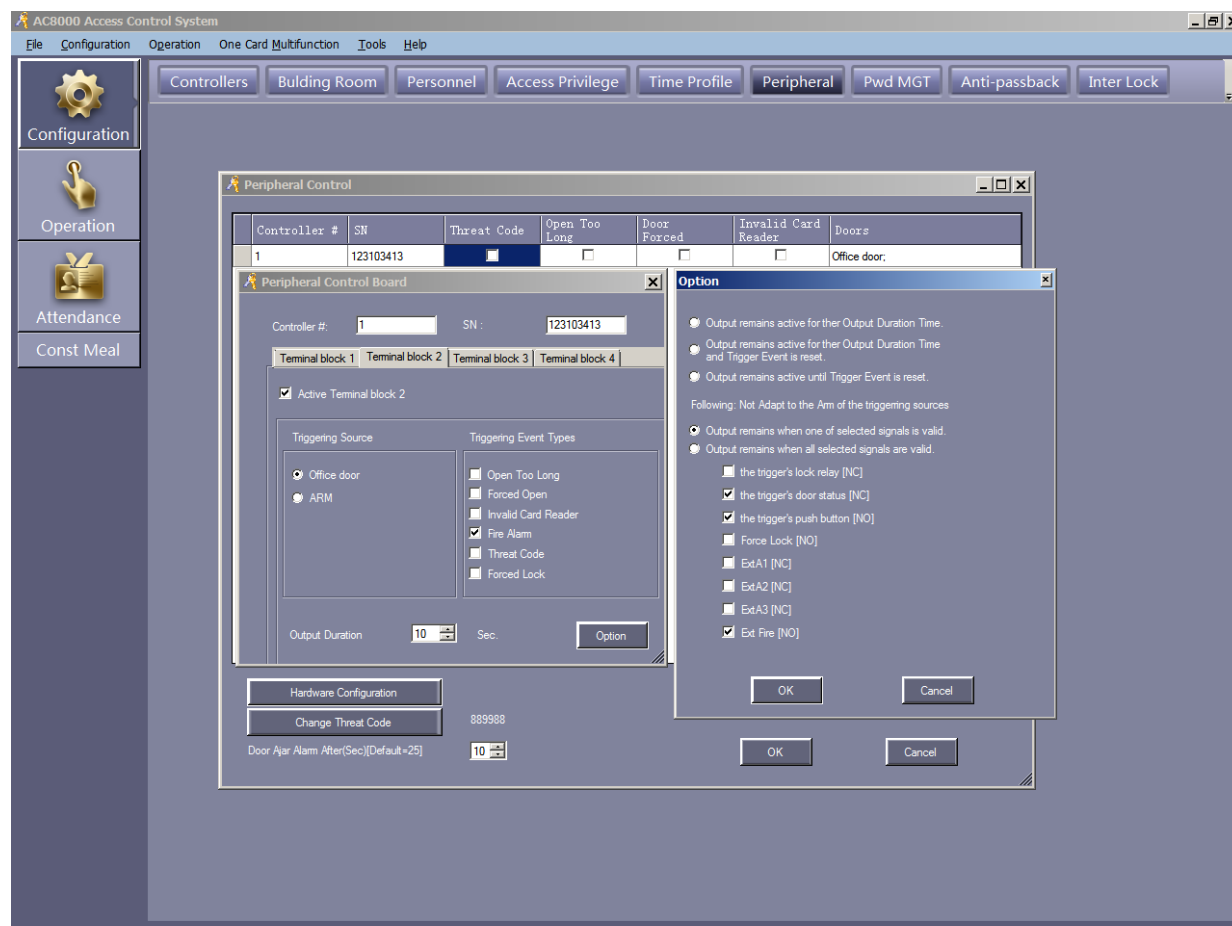
This configuration will trigger a Fire Alarm event via the software and also activate relay output number 1 indefinitely on the AC-FAB until the trigger is reset

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



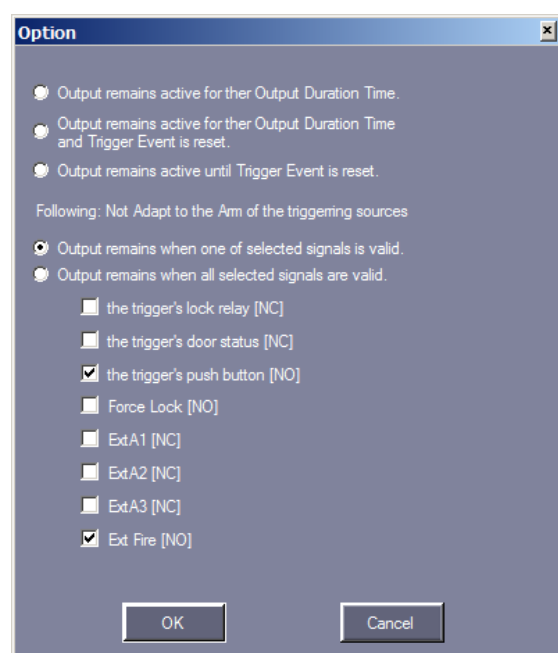


This configuration will trigger a Fire Alarm event via the software, the door status (Open or closed) as well as the exit button being pressed and activate relay output number 2 indefinitely on the AC-FAB until the trigger is reset



## Option Button

An additional three options are provided as to what the relay output does for the timed duration which can be set from 0 - 6000 seconds (1.66hrs) or if using the ARM option, there are five possible signal inputs available



Here you can see the relevant **'Trigger'** input is displayed via the software

This example shows that Sam has entered the building, the door opens, but it is open for too long. We close the door, however, an invalid card is then presented to the door, followed by a forced entry. We then close the door again. The fire alarm then activates followed by the threat code

The screenshot displays the AC8000 Access Control System software interface. The main window shows a list of events for the 'Office door'. The events are listed in a table with columns for Time, Desc, and Info. The events are as follows:

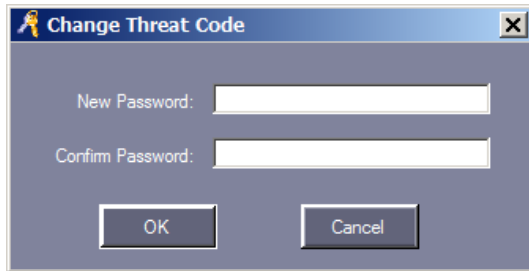
	Time	Desc	Info
1	14:33:16	Office door-Office do...	7435345-Sam-Admin-2014-06-15 14:33:09 Sunday-Office door-Office door -In-Swipe
2	14:33:18	Office door	2014-06-15 14:33:11 Sunday-Office door-Door Open
3	14:33:30	Office door	2014-06-15 14:33:23 Sunday-Office door-Open too long
4	14:33:44	Office door	2014-06-15 14:33:37 Sunday-Office door-Door Closed
5	14:34:03	Office door-Office do...	16144125---2014-06-15 14:33:56 Sunday-Office door-Office door -In-Denied Access:No PRIVILEGE
6	14:34:26	Office door	2014-06-15 14:34:19 Sunday-Office door-Forced Open
7	14:34:26	Office door	2014-06-15 14:34:19 Sunday-Office door-Door Open
8	14:34:44	Office door	2014-06-15 14:34:37 Sunday-Office door-Door Closed
9	14:34:58	Office door	2014-06-15 14:34:50 Sunday-Office door-Fire
10	14:35:16	Office door	2014-06-15 14:35:08 Sunday-Office door-Threat

Read Date: 2014-06-15 10  
14:35:08 Sunday  
Addr: Office door  
Status: Threat

### Change Threat Code

A keypad is required for this and in the event of a threat or emergency access is required, the user would enter this number exactly without any prefix or suffix in order to gain entry. The threat code can be changed to any 6 digit number required

All users can enter this number. It cannot be 'Privileged' to individual users or departments, therefore, treat this function carefully and who you issue the code number to

A screenshot of a Windows-style dialog box titled "Change Threat Code". The dialog has a blue header bar with a small icon on the left and a close button (X) on the right. The main area is light gray and contains two text input fields. The first field is labeled "New Password:" and the second is labeled "Confirm Password:". Below the fields are two buttons: "OK" and "Cancel".

Once you are happy with the settings, ensure you download to the controller. Click **Operation/Console/Download**. If you wish to monitor the results, click **Upload and Monitor**

## Keypad Operation (PWD MGT)

### Configuration/PWD MGT

A Wiegand keypad will provide more stringent access for all users and/or staff which can be used in four ways:

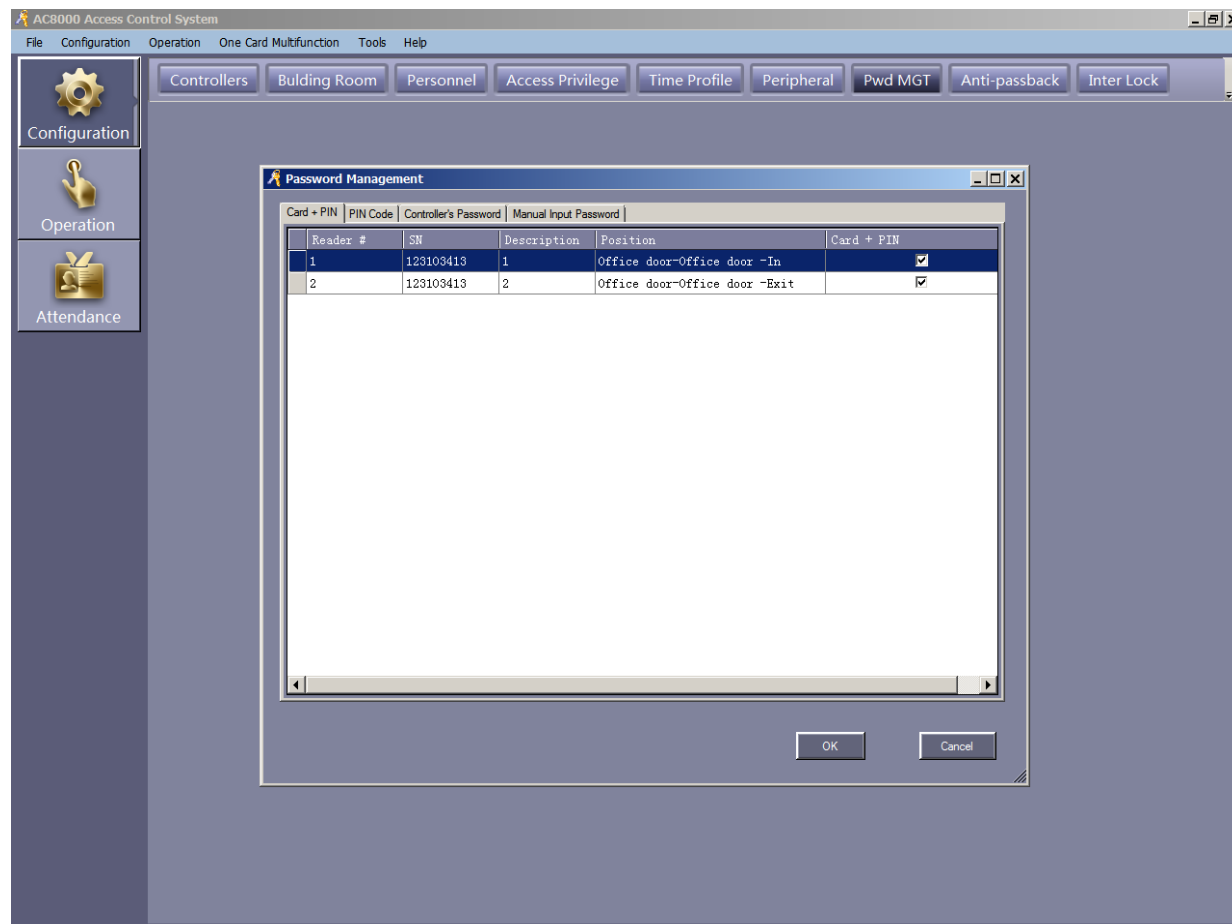
**Card + PIN code**

**Card only**

**Wiegand PIN code**

**Master PIN code**

Within the **Password Management** screen are four sub-sections, Card + PIN, PIN Code, Controller's Password and Manual Input Password. Tick each door required for keypad operation



## PIN Code

The PIN Code screen will display all users or you can filter this to individual departments. The default PIN code for all users/departments is **345678** and displayed as '**UnChanged**'

**Change PIN** will of course allow you to enter a new 4-6 digit PIN code for each user and will be displayed as '**Changed**'. If you do not enter anything at all, it will display '**No Password**'

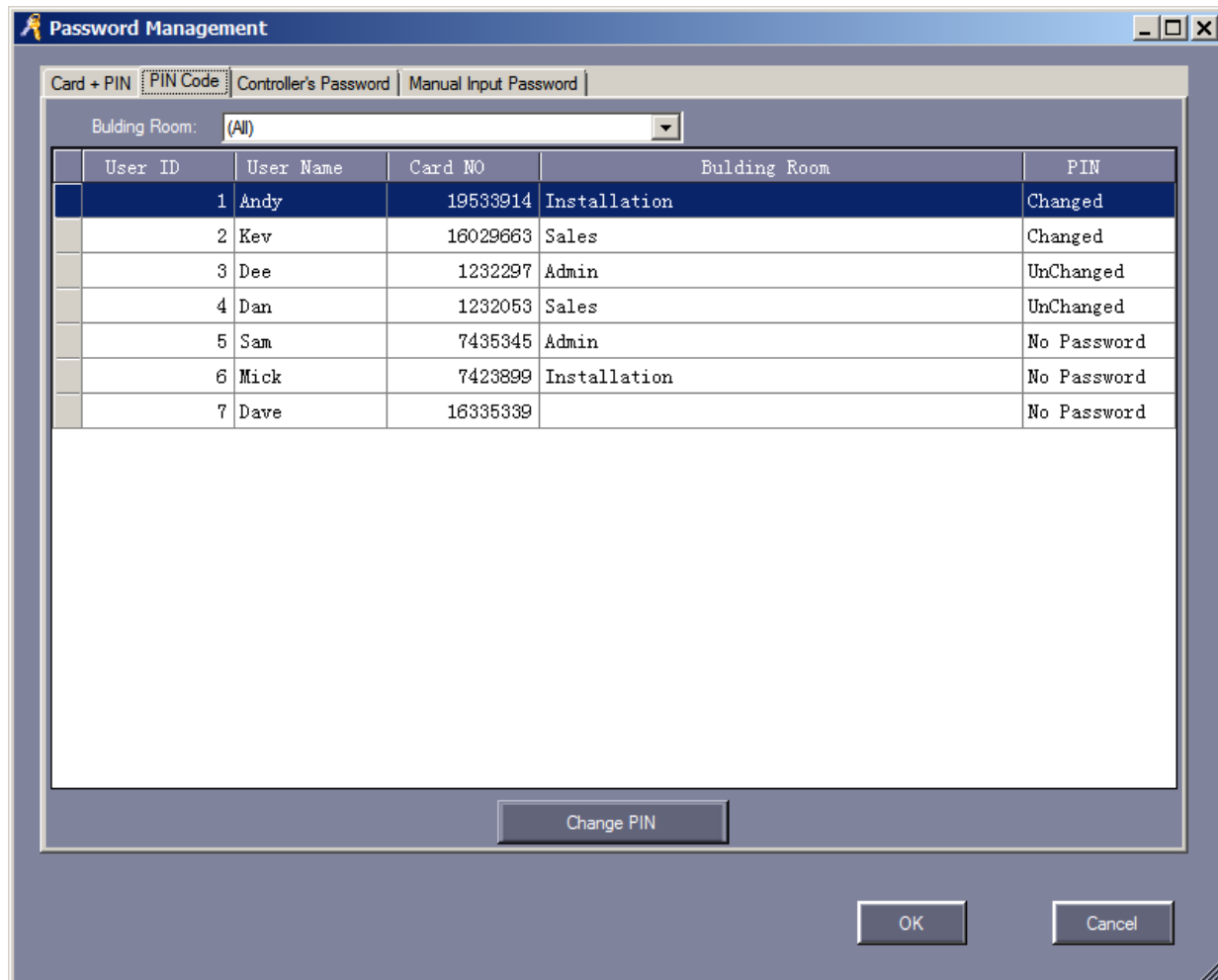
### ! Important !

Please ensure you make a note of all allocated PIN numbers for users. The software will not display the user PIN number at all

In the event that you have lost user PIN numbers, you can either manually change them or please contact your supplier who will give you full instructions as to what is required. It may take up to 24hrs to provide your original user PIN numbers and a charge may be incurred for this service

With the configurations we have set in the below example (**Changed/UnChanged & No Password**) will be as follows:

- 1) Andy & Kev must present their '**Card + PIN + #**' in order to gain access
- 2) Dee & Dan must present their '**Card + (Default PIN 345678)**' in order to gain access (# is not required)
- 3) Sam, Mick & Dave can present their '**Card**' or enter '**\* + the 8 digit Wiegand number on their card + #**' in order to gain access



The screenshot shows the 'Password Management' window with the 'PIN Code' tab selected. A dropdown menu for 'Building Room' is set to '(All)'. Below it is a table with 5 columns: User ID, User Name, Card NO, Building Room, and PIN. The table lists 7 users with their respective PIN statuses. At the bottom of the window are buttons for 'Change PIN', 'OK', and 'Cancel'.

User ID	User Name	Card NO	Building Room	PIN
1	Andy	19533914	Installation	Changed
2	Kev	16029663	Sales	Changed
3	Dee	1232297	Admin	UnChanged
4	Dan	1232053	Sales	UnChanged
5	Sam	7435345	Admin	No Password
6	Mick	7423899	Installation	No Password
7	Dave	16335339		No Password

## Controller's Password

Master PIN codes can also be created for senior staff up to a maximum of 4 PIN codes per door – Users and Master PIN codes can be 4-6 digits

Enter '**PIN + #**' in order to gain access

Super	Adapted Reader
1234	(A11)
3456	(A11)
4524	(A11)
9250	(A11)

☒ Show Password

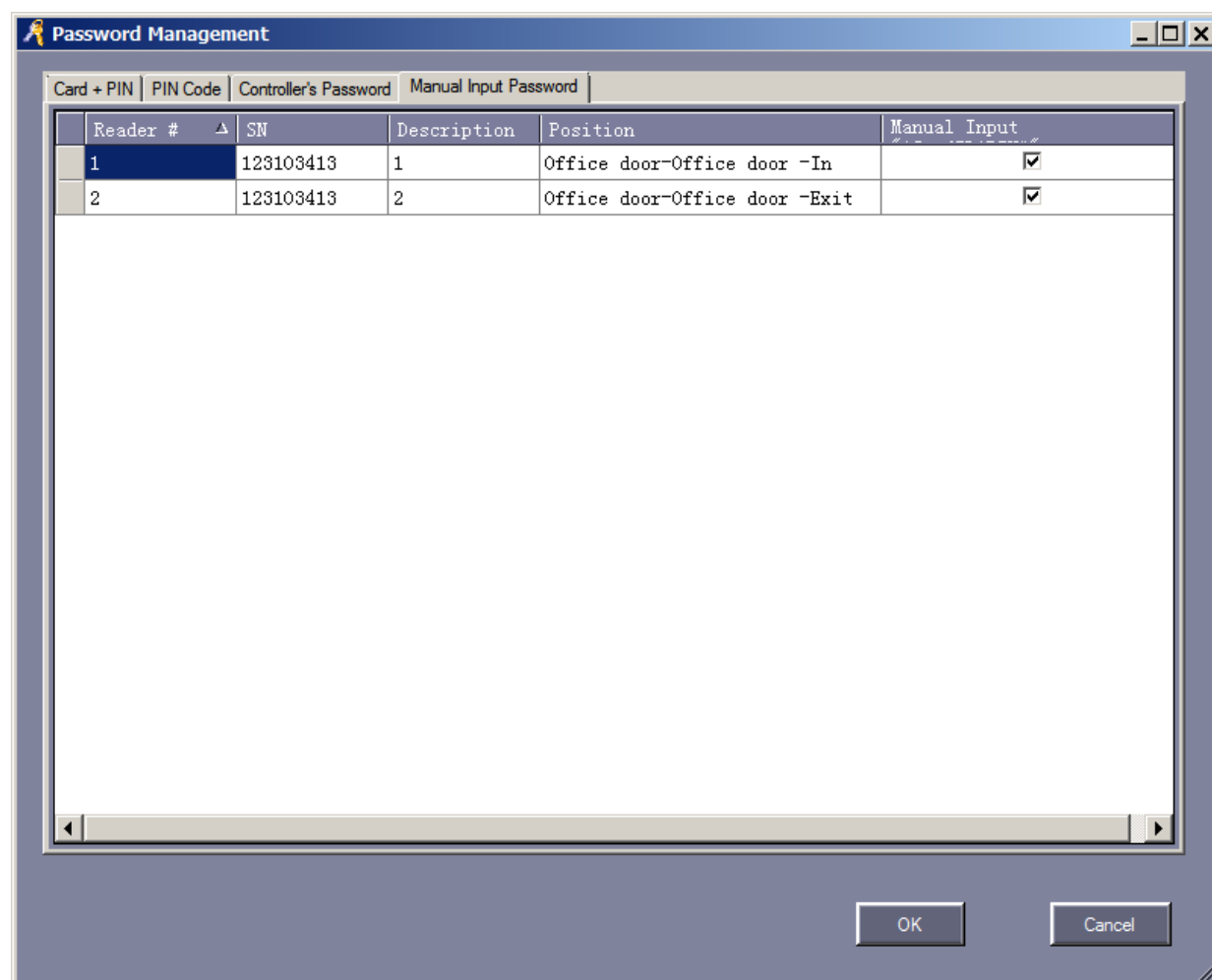
New Password:

Adapt To:

Note:  
Maximum number of Super PIN codes  
must not exceed four per door

## Manual Input Password

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



The image shows a 'Password Management' window with a tabbed interface. The 'Manual Input Password' tab is selected. It contains a table with the following data:

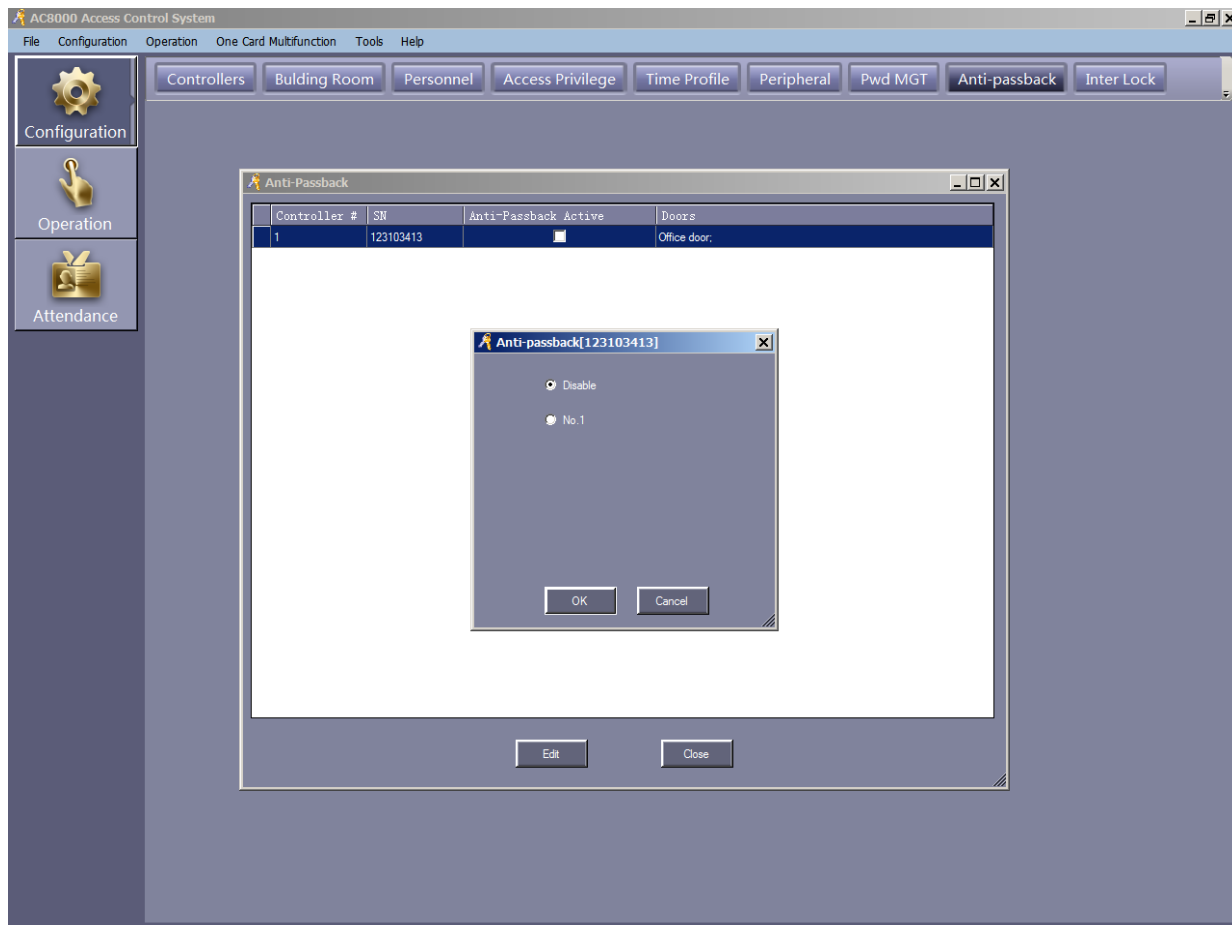
Reader #	SN	Description	Position	Manual Input
1	123103413	1	Office door-Office door -In	<input checked="" type="checkbox"/>
2	123103413	2	Office door-Office door -Exit	<input checked="" type="checkbox"/>

At the bottom of the window are 'OK' and 'Cancel' buttons.

## Anti-Passback

### Configuration/Anti-Passback

Anti-passback is a secure feature requiring a card reader for entry and exit in order for it to function correctly. This facility prevents a card or PIN code from being used twice to gain access through a door without it being used to exit a door. This prevents users who gain access, then **"Passback"** their card to another user to gain entry at a later time. An ideal feature for health clubs, gyms or social clubs who may charge an annual fee for membership





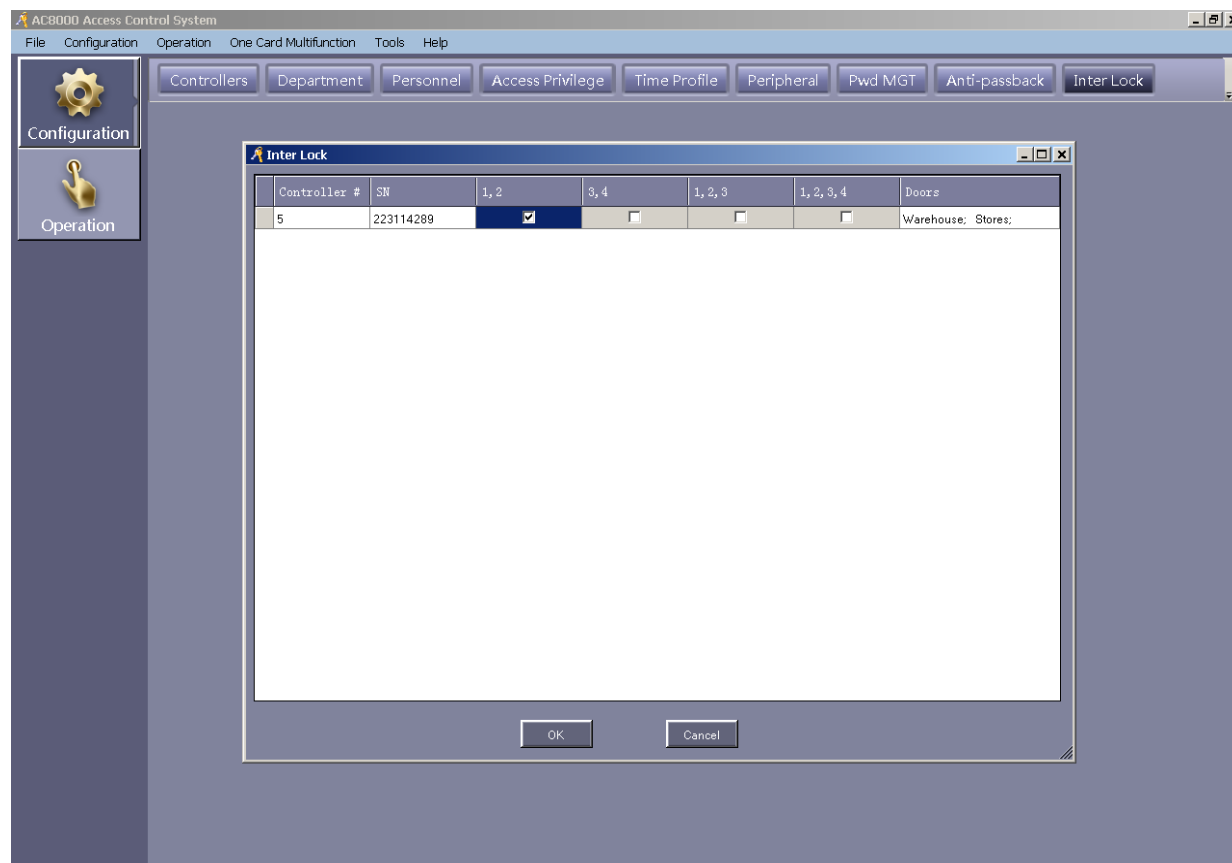
## Interlock

### Configuration/Inter Lock

You can create an inter lock facility whereby one door is open and the second door is closed. The second door will not open until the first door is closed (You will require standard **door contacts** for this or a monitored magnetic lock or monitored lock release fitted with monitoring door contacts)

(Not available on single door controllers)

**Door Contacts:** Door contacts connected to the control board will inform the software as to the actual status of the door in question, in this way, the software can detect if the door is in a physical open or closed state, regardless if the locking device is actually locked or unlocked



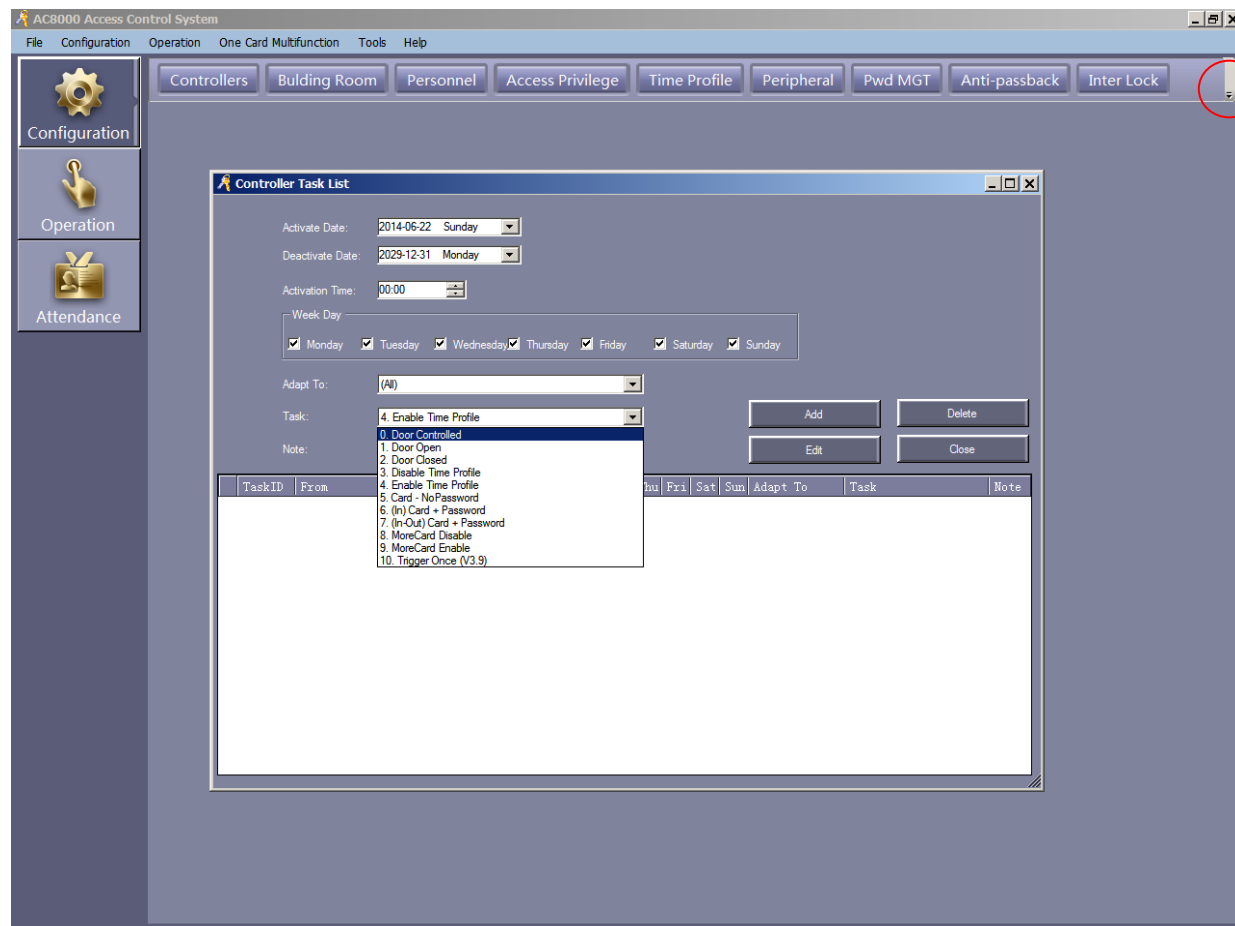
## Task List

### Configuration/Task List

This option is for setting times of the day and/or days of the week where you require to control the door status automatically, for example, a School may require the door/s to open first thing in the morning or perhaps a Hospital requires absolute no access for door/s of a night time

Click on the **Task** drop down menu button to display a variety of available options which can be adapted to individual or all doors

A maximum of 64 settings can be made and can be edited at anytime



This example shows all doors will open at 07.00am and then reverting to door controlled status at 07.30am for one day only

Choose an activation and deactivation date, an activation time, day of the week, which door the task should be adapted to and finally choose a task. When complete, click **Add**

Controller Task List

Activate Date:

2014-06-20 Friday

Deactivate Date:

2014-06-20 Friday

Activation Time:

07:30

Week Day

☐ Monday
 ☐ Tuesday
 ☐ Wednesday
 ☐ Thursday
 ☒ Friday
 ☐ Saturday
 ☐ Sunday

Adapt To:

(All)

Task:

0. Door Controlled

Note:

Add

Delete

Edit

Close

TaskID	From	To	Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Adapt To	Task	Note
1	2014-06-20 Friday	2014-06-20 Friday	07:00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(All)	1. Door Open	
2	2014-06-20 Friday	2014-06-20 Friday	07:30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(All)	0. Door Controlled	

## Attendance/Manual Sign In

Attendance (Time Attendance) literally operates in the background for all users and departments and allows you to create daily and annual leave, work shift hours and manual sign in for individual users and/or departments for specific days and time. Complex, simplified or filtered reports can be printed directly to your printer or exported to Excel

**Please ensure:** User privileges are set for Attendance

**Manual Sign In** will provide an **ON DUTY** time for users or departments within the reports. This will only be required if you have temporary staff for example, if not, then you do not need to enter any details

Click the **+Add** button to create a new **Manual Sign In**, select the users or departments on the left and then using the **>>** arrow button/s, move them to the right. When complete, click **Add** followed by **Close**

The screenshot shows the 'Manual Sign In' window in the AC8000 Access Control System. The window has a menu bar with 'File', 'Configuration', 'Operation', 'One Card Multifunction', 'Tools', and 'Help'. Below the menu bar are tabs for 'Attendance Report', 'Normal Shift Rules', 'Holiday', 'Leave/Business Trip', and 'Manual Sign'. The 'Manual Sign' tab is active. On the left side of the window, there is a sidebar with icons for 'Configuration', 'Operation', 'Attendance', and 'Const Meal'. The 'Attendance' icon is highlighted. The main area of the window contains a 'Manual Sign In' form. At the top of the form, there are fields for 'From' (2014-01-01 Wednesday) and 'To' (2014-12-31 Wednesday). Below these are fields for 'Name' and 'Dept.'. A table with columns 'RecID', 'Building', 'User ID', 'User Name', 'Date, Time (Manual)', and 'Note' is visible. The 'Manual Sign In' form also has a 'Time' field set to '2014-11-30 Sunday 15:20'. Below the time field is a 'Note' field. The 'Users' section on the left has a 'Building Room' dropdown set to '(All)'. It contains a table with columns 'User ID', 'User Name', and 'Card NO'. The table lists users: 2 Kev (16029663), 3 Dee (1232297), 5 Sam (7435345), 6 Mick (7423899), 7 N9537432 (9537432), 8 N16144125 (16144125), and 9 Master Code (9250). The 'Selected Users' section on the right has a table with columns 'User ID', 'User Name', and 'Card NO'. It lists user 4 Dan (1232053). Between the 'Users' and 'Selected Users' tables are four arrow buttons: '>>', '>', '<', and '<<'. A red arrow points from the 'Add' button in the top left of the 'Manual Sign In' form to the '>>' button.

User ID	User Name	Card NO
2	Kev	16029663
3	Dee	1232297
5	Sam	7435345
6	Mick	7423899
7	N9537432	9537432
8	N16144125	16144125
9	Master Code	9250

User ID	User Name	Card NO
4	Dan	1232053

## Leave/Business Trip

This will allow you to allocate business, sickness and private leave for users and/or departments

You can also create your own title by clicking on **Type Setup**

Click the **+Add** button to create a new "Leave", select the users or departments on the left and then using the >> arrow button/s, move them to the right. When complete, click **Add** followed by **Close**

The screenshot shows the AC8000 Access Control System interface. The main window is titled "Leave / Business Trip Compensation Sign In". The top toolbar includes buttons for "Attendance Report", "Normal Shift Rules", "Holiday", "Leave/Business Trip", and "Manual Sign". The "Leave/Business Trip" button is highlighted. Below the toolbar, there are fields for "From" (2014-01-01 Wednesday) and "To" (2014-12-31 Wednesday). The "Type Setup" button is circled in red. The main area contains two tables: "Users" and "Selected Users". The "Users" table lists users with their IDs, names, and card numbers. The "Selected Users" table lists the same information for users who have been selected. A red double-headed arrow points between the two tables, indicating the movement of users. The "Add" and "Close" buttons are visible in the top right corner of the window.

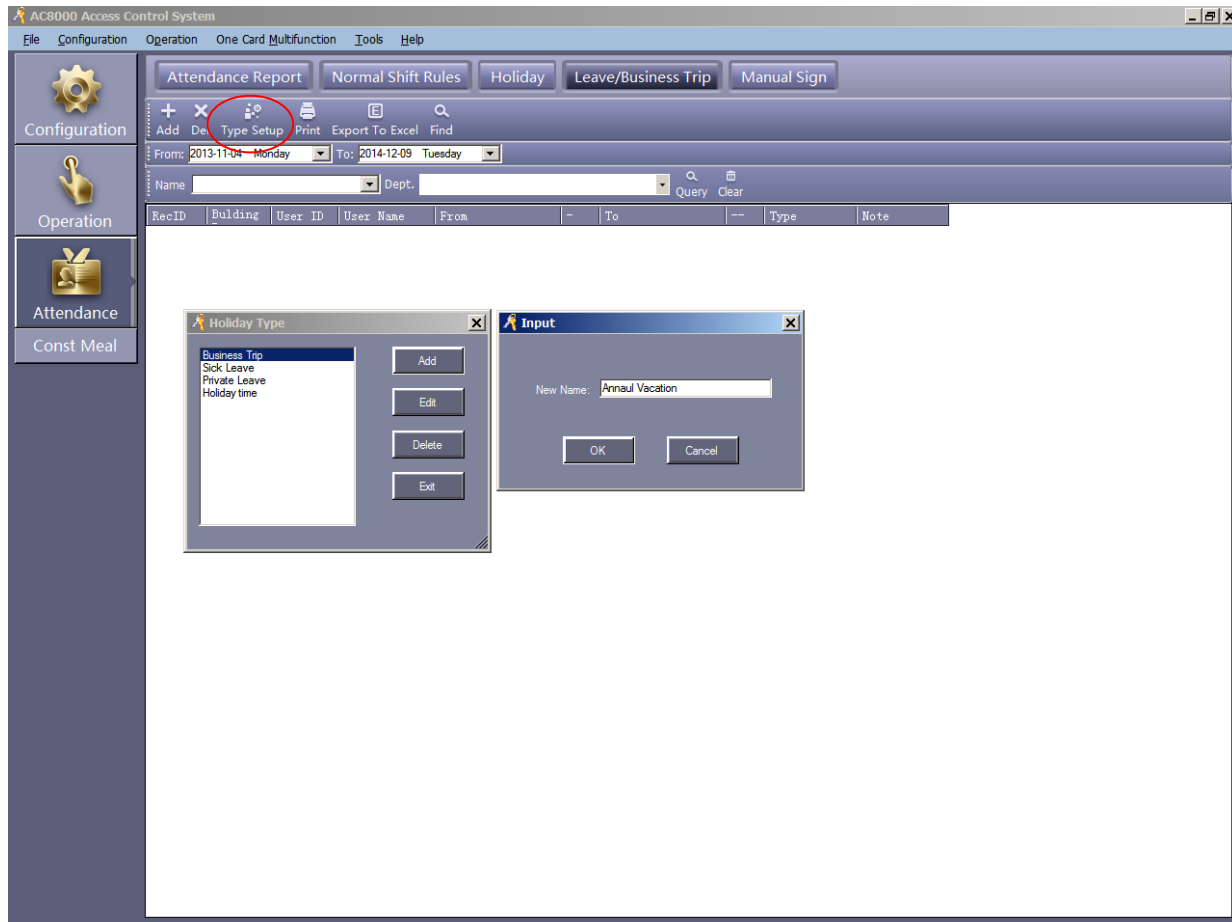
User ID	User Name	Card NO
3	Dee	1232297
5	Sam	7435345
6	Mick	7423889
7	NB537432	9537432
8	N16144125	16144125
9	Master Code	9250

User ID	User Name	Card NO
2	Kev	16029663
4	Dan	1232053

## Type Setup


Create your own "Leave" title by clicking **Type Setup/Add/New Name**

When complete, click **OK**



## Holiday

This will allow you to allocate Company leave such as Easter, Christmas, New Year, Bank Holidays or whatever you choose. This will be displayed on the reports as a \* for each user/department


**Holiday Setup (Only for Normal Shift)**

Holidays List

Name	From	-	To	--	Note
Company Holiday	2014-11-12 Wednesday	A.M.	2014-11-15 Saturday	P.M.	

◀

▶

Add Holiday

Del Holiday

List Of days need to work

Name	From	-	To	--	Note
------	------	---	----	----	------

◀

▶

☐ Sat. Rest
 ☐ Sat. P.M. Rest
 ☒ Sat. Work

☐ Sun. Rest
 ☐ Sun. P.M. Rest
 ☒ Sun. Work

OK

Cancel

## Normal Shift Rules

This will allow you to allocate normal working hour start and finish times as well as an amount of time from 1 – 600 minutes for arriving late or leaving early. It also provides an advanced facility if required. Correctly setting these options will generate a more enhanced **Attendance Report** such as time arrived, time arrived late, time left and time left late

The screenshot displays the AC8000 Access Control System interface. The main window has a menu bar (File, Configuration, Operation, One Card Multifunction, Tools, Help) and a sidebar with icons for Configuration, Operation, Attendance, and Const Meal. The 'Normal Shift Rules' tab is active, showing a configuration window with the following settings:

- 1. Employee may arrive late by no more than  min.
- 2. Arrives more than  mins late, be marked absent for
- 3. Employee may not leave more than  min early.
- 4. Leaves more than  min early, be marked absent for
- 5. Overtime shall commence when employee punches out after shift ends.  minutes

Below these settings, there are two radio buttons: ☒ Swipe twice daily and ☐ Swipe four times daily. Under the 'Swipe twice daily' option, the 'On Duty' time is set to  and the 'Off Duty' time is set to . Both time fields are circled in red.

At the bottom of the configuration window are buttons for 'Advanced', 'OK', and 'Cancel'.

A secondary window titled 'Shift Normal Option' is also visible, showing options for shift configuration. It includes checkboxes for 'Earliest time as on-duty', 'Only On-duty', and 'Invalid swipe not as attendance (adapted to normal or other shift)'. The 'On Duty Earliest time for Normal Attendance' is set to , which is also circled in red. Other options include 'Only For Two Times', 'Earliest time as on-duty, Latest time as off-duty', 'Normal Work Time (hr)' set to , and 'WorkNO ####-Fx as #### Shift (adapted to normal or other shift)'. Buttons for 'OK' and 'Cancel' are at the bottom.



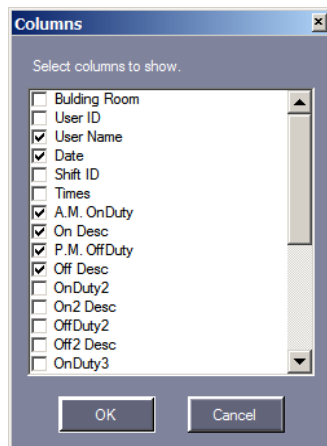
## Attendance Report

Click **Create** to generate a report – up to date reports will require you to **Upload** the latest transactions in the first instance. Click **Operation/Console/Upload**

The attendance report can be filtered by user or department for all or selected dates. Note that our user Dan is required for manual sign in, this report shows he is required to sign in at 15.20pm, however, his sign in time was 15.36pm and he left early at 15.49pm by 31 minutes

Right clicking on the report will allow you to select particular configure columns for preferred viewing which can be saved

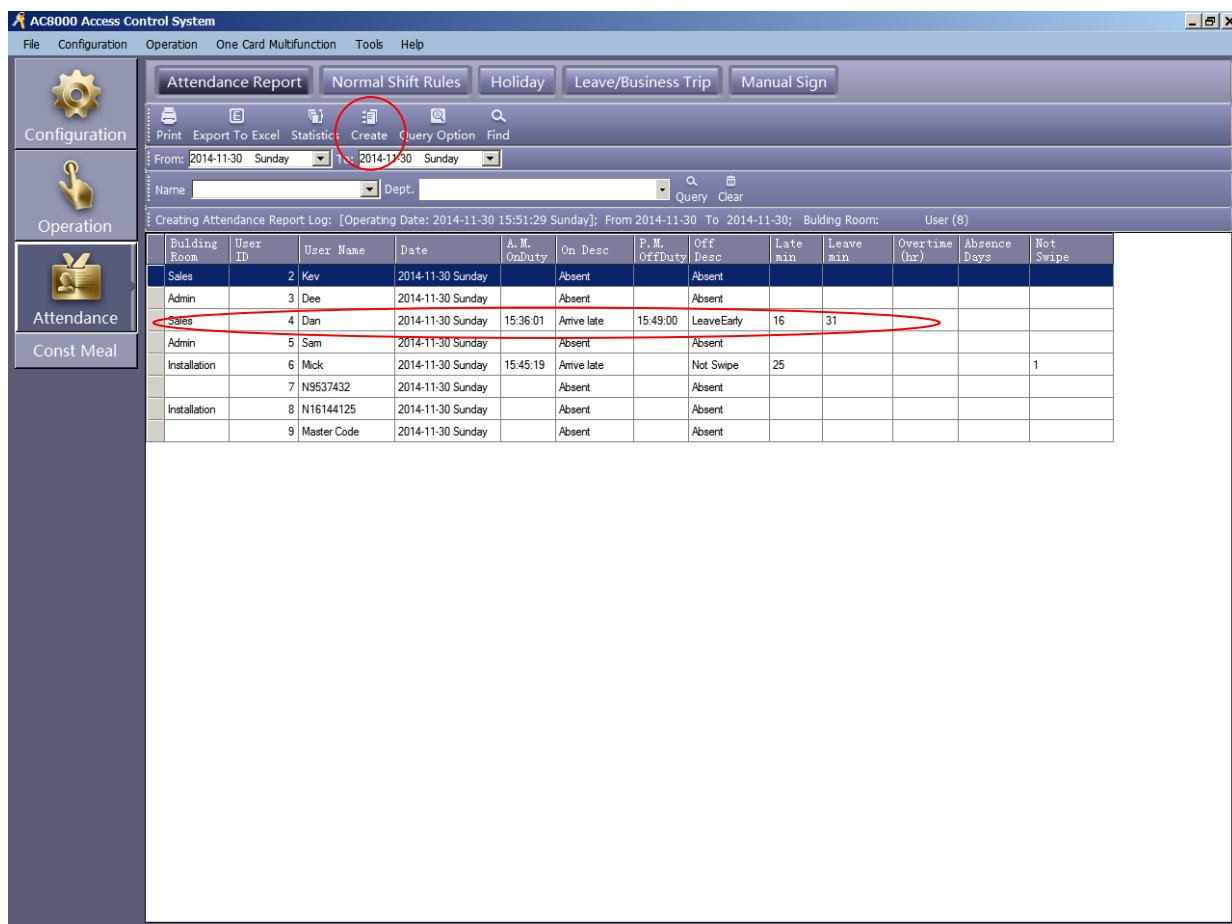
**Query Option** will allow you to view specific results of the report. The report can be printed directly to your printer or exported to Excel



Columns dialog box showing a list of columns to select. The 'User Name' column is checked. Other columns include Building Room, User ID, Date, Shift ID, Times, A.M. OnDuty, On Desc, P.M. OffDuty, Off Desc, OnDuty2, On2 Desc, OffDuty2, Off2 Desc, and OnDuty3.



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



AC8000 Access Control System main window showing the Attendance Report. The 'Create' button is circled in red. The report table shows data for 2014-11-30 Sunday, with a red oval highlighting the row for User 4 (Dan) showing 'Arrive late' at 15:36:01 and 'Leave Early' at 15:49:00, resulting in 31 minutes of overtime.

Building Room	User ID	User Name	Date	A.M. OnDuty	On Desc	P.M. OffDuty	Off Desc	Late min	Leave min	Overtime (hr)	Absence Days	Not Swipe
Sales	2	Kev	2014-11-30 Sunday		Absent		Absent					
Admin	3	Dee	2014-11-30 Sunday		Absent		Absent					
Sales	4	Dan	2014-11-30 Sunday	15:36:01	Arrive late	15:49:00	Leave Early	16	31			
Admin	5	Sam	2014-11-30 Sunday		Absent		Absent					
Installation	6	Mick	2014-11-30 Sunday	15:45:19	Arrive late		Not Swipe	25				1
	7	N9537432	2014-11-30 Sunday		Absent		Absent					
Installation	8	N16144125	2014-11-30 Sunday		Absent		Absent					
	9	Master Code	2014-11-30 Sunday		Absent		Absent					

## Statistics

The statistics button will provide an individual report for days worked, lateness, early leave, sick leave, annual leave and so on. This can also be printed or exported to Excel

Attendance Statistics

Print
Export To Excel
Find
Close

Name
Dept.
Query
Clear

Creating Attendance Report Log: [Operating Date: 2014-12-03 15:26:36 Wednesday]; From 2014-11-30 To 2014-12-03; Building Room:
User (8)

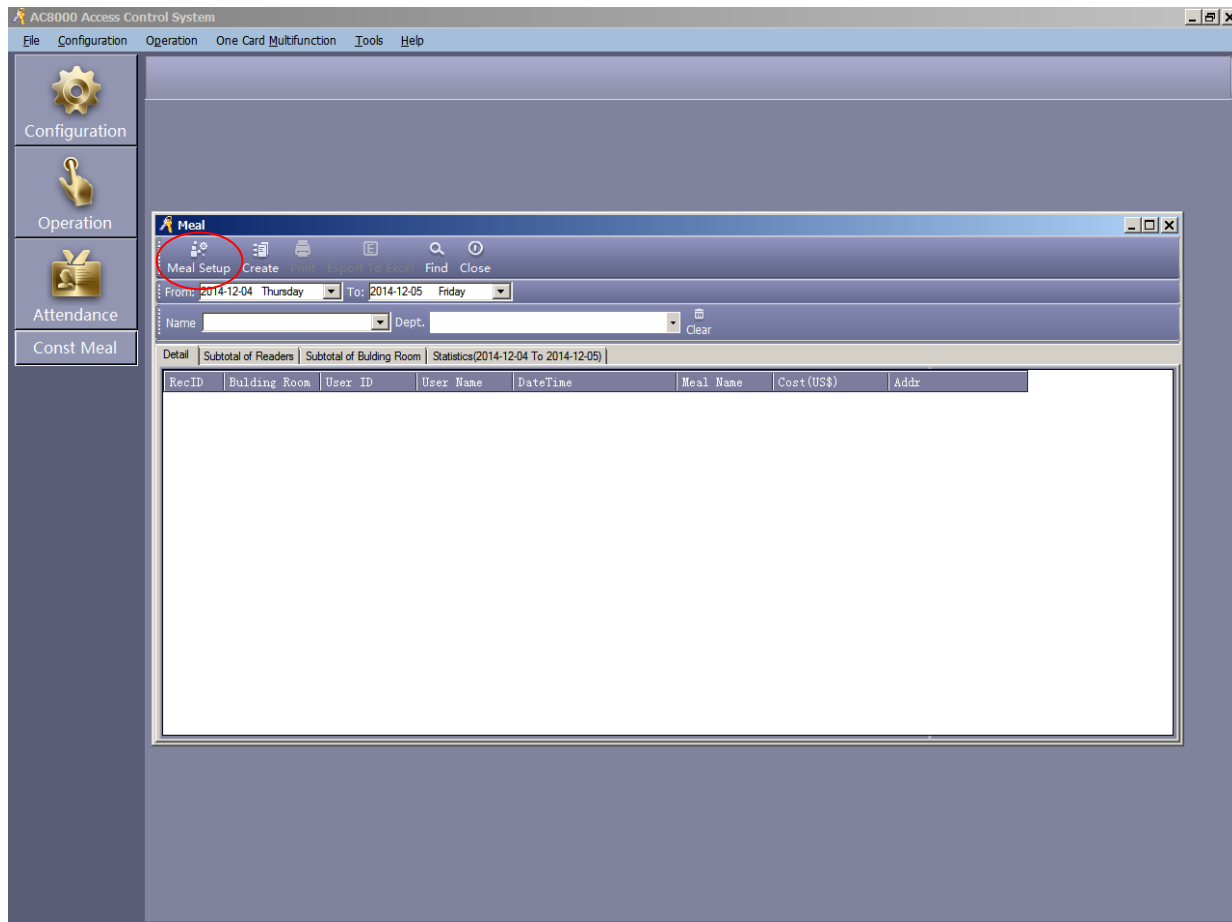
	Building Room	User ID	User Name	Planned Days	Full Work Days	Late Minutes	Late Count	Leave Early Minute	Leave Early Count	Over (hr)	Absent Days	Not Swiped	Manual Sign In (Times)	Business Trip (Days)	Sick Leave (Days)	Private Leave (Days)
	Sales	2	Kev	4		10	1					1	1			
	Admin	3	Dee	4		10	1					1	1			
	Sales	4	Dan	4		10	1					1	1			
	Admin	5	Sam	4		10	1					1	1			
	Installation	6	Mick	4		10	1					1	1			
		7	N9537432	4		10	1					1	1			
	Installation	8	N16144125	4		10	1					1	1			
		9	Master Code	4		10	1					1	1			

## Const Meal

The Meal Setup is primarily designed for charging entry and/or exit to an on-site or factory canteen to enable a cost charge per user or department. The facility could be also used for any other requirement needing to make a charge for entry and/or exit

You can allocate a fixed rate for entry or exit or even allocate a higher rate for individual door readers for special occasions or "One off events" in addition to charging different amounts for certain times of the day

Click **Meal Setup** to begin



In the Meal Setup, you have three sections, Readers, Rules and Meal Period

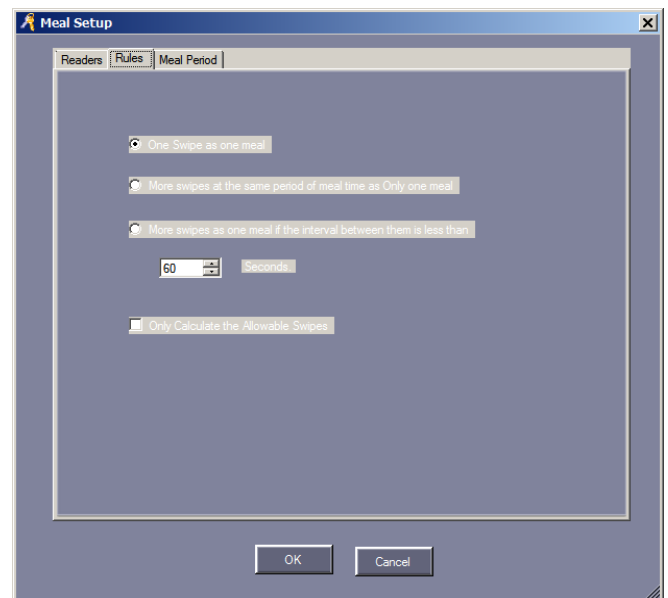
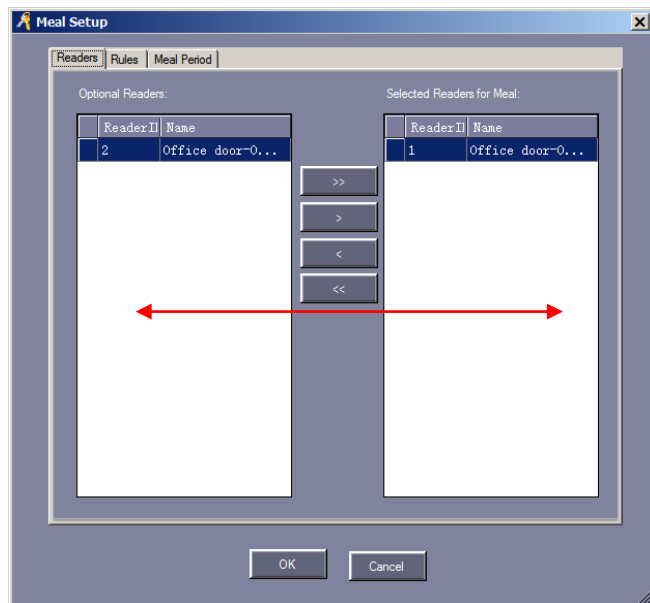
### Readers

Choose the door/s on the left and then using the >> arrow button/s, move them to the right. When complete, click **OK**. Readers chosen will of course be chargeable when accessed

### Rules

There are three options

- 1) One swipe counts as one meal (Or entry)
- 2) More swipes within the same **Meal Period** as ONLY one meal (Or entry)
- 3) More swipes as one meal if the interval between them is less than the allocated time (With the Meal Period - Default is 60 seconds)



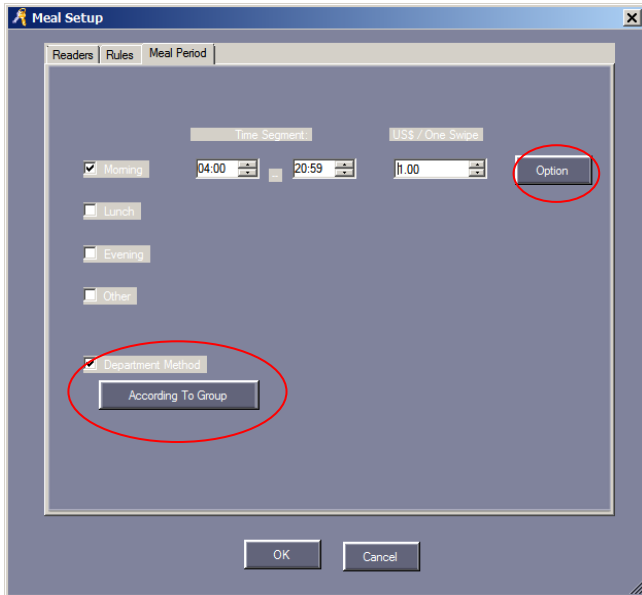
## Meal Period

There are four timed options available for morning, lunch, evening and other. This is where you choose the amount to charge for entry and/or exit

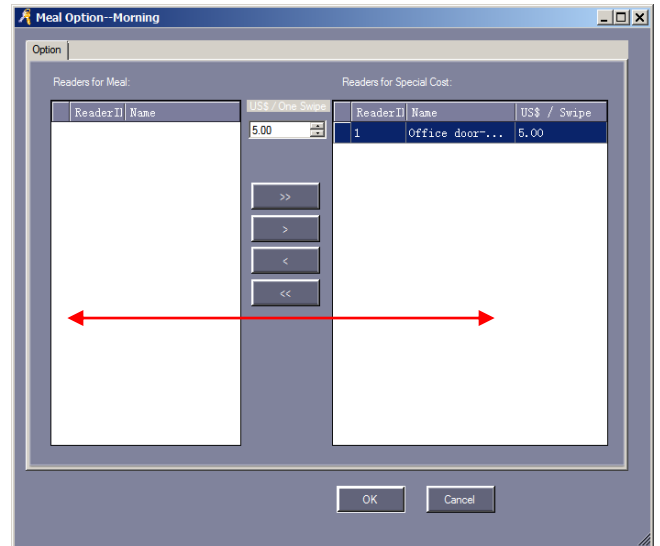
## Option

Choosing this option allows you to make an overridden cost for the selected door reader for either one or all of the four timed options available

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



The Meal Setup dialog box has three tabs: Readers, Rules, and Meal Period. The Meal Period tab is active. It contains a 'Time Segment' section with four options: Morning, Lunch, Evening, and Other. The 'Morning' option is selected. Below these is a 'Department Method' section with a dropdown menu set to 'According To Group'. To the right, there is a 'US\$ / One Swipe' field set to 11.00. An 'Option' button is circled in red. At the bottom are 'OK' and 'Cancel' buttons.

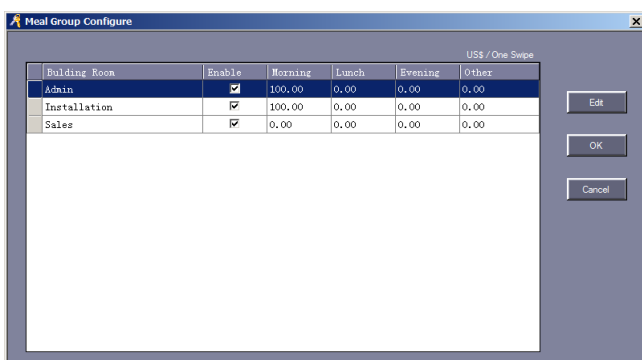


The Meal Option-Morning dialog box shows two lists: 'Readers for Meal' and 'Readers for Special Cost'. The 'Readers for Special Cost' list contains one entry: ReaderID 1, Name 'Office door...', US\$ / Swipe 5.00. Between the lists are four arrow buttons: >>, >, <, and <<. A red double-headed arrow points across these buttons. At the bottom are 'OK' and 'Cancel' buttons.

## Department Method (According To Group)

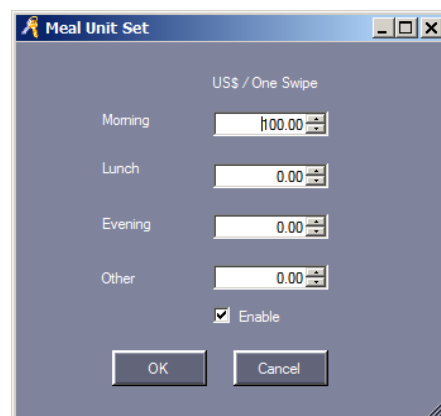
Using the According To Group option allows you to make a single cost charge per department. Double click on the **'Enable'** button to display an additional box allowing you to enter the desired amount to charge or disable the department

When complete, click **OK**



The Meal Group Configure dialog box shows a table with columns: Building Room, Enable, Morning, Lunch, Evening, and Other. The 'Enable' column has checkboxes for Admin, Installation, and Sales. The 'Morning' column has values 100.00, 100.00, and 0.00. The 'Lunch' column has values 0.00, 0.00, and 0.00. The 'Evening' column has values 0.00, 0.00, and 0.00. The 'Other' column has values 0.00, 0.00, and 0.00. There are 'Edit', 'OK', and 'Cancel' buttons on the right.

Building Room	Enable	Morning	Lunch	Evening	Other
Admin	<input checked="" type="checkbox"/>	100.00	0.00	0.00	0.00
Installation	<input checked="" type="checkbox"/>	100.00	0.00	0.00	0.00
Sales	<input checked="" type="checkbox"/>	0.00	0.00	0.00	0.00



The Meal Unit Set dialog box shows a 'US\$ / One Swipe' section with four fields: Morning (100.00), Lunch (0.00), Evening (0.00), and Other (0.00). Below these is an 'Enable' checkbox which is checked. At the bottom are 'OK' and 'Cancel' buttons.

## Meal Reports

Click **Create** to generate a report – up to date reports will require you to **Upload** the latest transactions in the first instance. Click **Operation/Console/Upload**

The meal report can be filtered by user or department for all or selected dates and can be printed directly to your printer or exported to Excel

### Examples: (1-3)

This example shows Mick entering twice (The default time for this particular example was 5 seconds) which has incurred £2

The screenshot shows the 'Meal' application window. The menu bar includes 'Meal Setup', 'Create', 'Print', 'Export To Excel', 'Find', and 'Close'. The date range is set from '2014-12-04 Thursday' to '2014-12-04 Thursday'. The 'Name' field is empty, and the 'Dept.' dropdown is open, showing options: 'Admin', 'Installation', and 'Sales'. The 'Detail' tab is selected, showing a table with columns: 'RecID', 'Building Room', 'User ID', 'User Name', 'DateTime', 'Meal Name', 'Cost (US\$)', and 'Addr'. Two entries are visible:

RecID	Building Room	User ID	User Name	DateTime	Meal Name	Cost (US\$)	Addr
799	Installation	6	Mick	2014-12-04 15:22:48 Thursday	Morning	1.00	Office door-Office door -In
801	Installation	6	Mick	2014-12-04 15:23:13 Thursday	Morning	1.00	Office door-Office door -In

2) This example shows Mick entering twice (We have used the **Option** box to make an overridden cost for the selected door reader) which has incurred £10

The screenshot shows the 'Meal' application window. The menu bar is the same. The date range is set from '2014-12-04 Thursday' to '2014-12-05 Friday'. The 'Name' field is set to '6-Mick-7423899', and the 'Dept.' dropdown is open, showing options: 'Admin', 'Installation', and 'Sales'. The 'Detail' tab is selected, showing a table with columns: 'RecID', 'Building Room', 'User ID', 'User Name', 'DateTime', 'Meal Name', 'Cost (US\$)', and 'Addr'. Two entries are visible:

RecID	Building Room	User ID	User Name	DateTime	Meal Name	Cost (US\$)	Addr
799	Installation	6	Mick	2014-12-04 15:22:48 Thursday	Morning	5.00	Office door-Office door -In
801	Installation	6	Mick	2014-12-04 15:23:13 Thursday	Morning	5.00	Office door-Office door -In

3) This example shows Mick entering twice (We have the option of **Department Method** (According To Group) to make an overridden cost for the selected door reader) which has incurred £200

Meal

Meal Setup Create Print Export To Excel Find Close

From: 2014-12-04 Thursday To: 2014-12-05 Friday

Name 6-Mick-7423899 Dept. Clear

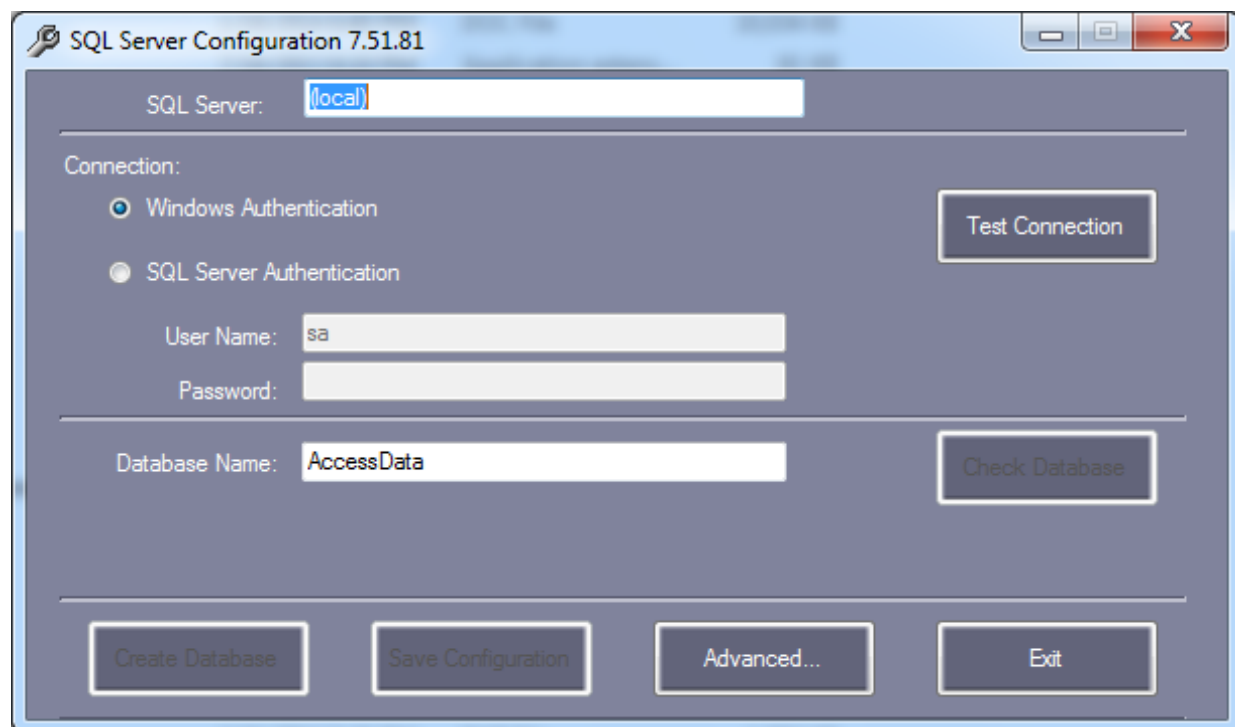
Detail Subtotal of Readers Subtotal of Bulding Room Statistics(2014-12-04 To 2014-12-05)

RecID	Bulding Room	User ID	User Name	DateTime	Meal Name	Cost (US\$)	Addr
799	Installation	6	Mick	2014-12-04 15:22:48 Thursday	Morning	100.00	Office door-Office door -In
801	Installation	6	Mick	2014-12-04 15:23:13 Thursday	Morning	100.00	Office door-Office door -In

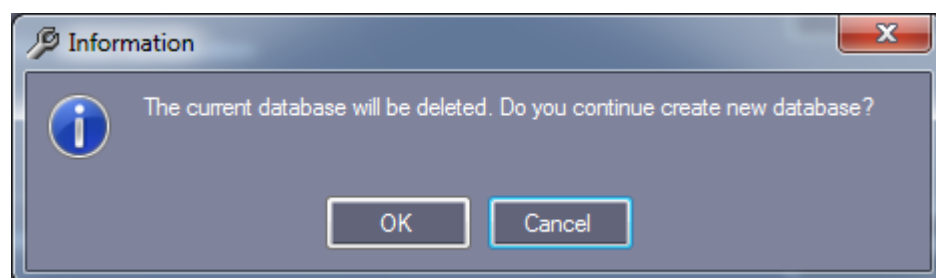
## SQL Server Configuration

Install the SQL Server, and then configure Access Control SQL Server

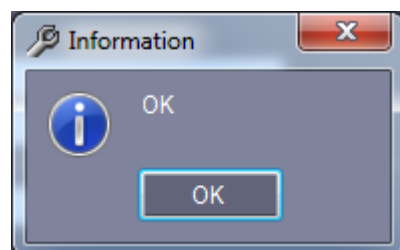
Click 【Start】 > 【Programs】 > 【AccessControl】 > 【SqlSet】



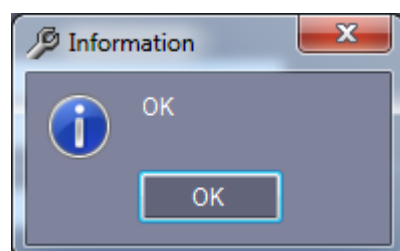
Click "Create Database"



Click "OK"



Click "OK", Then Click "Confirm"





Click "OK", Run Software "Access Control", You can see the created database icon as "SQL:AccessData".

