



# Trudian Security Management Center Platform User Manual



## Contents

1. Installing the Card Issuer Driver .....	1
2. Log in and Enter to operating software .....	1
3. Device Parameter Settings .....	2
3.1 Add/set controller parameters .....	2
3.2 Modify Controller .....	6
3.3 Test controller communication .....	7
3.4 Controller area management .....	8
4. Department and Registration Card User Operations .....	10
4.1 Set Department .....	10
4.2 Add registered card users .....	12
4.3 Automatically add registration card function (automatic card issuance) .....	14
4.4 Import User .....	16
4.5 Modify single-user permissions .....	17
4.6 Report lost card .....	17
4.7 Quick query user .....	18
4.7.1 Query by Card ID .....	19
4.7.2 Query by user name .....	20
5. Basic Operation .....	20
5.1 Authority Management .....	20
5.1.1 Add Delete Permission .....	20
5.1.2 Modify Single-user Permissions .....	23
5.2 Upload door parameter settings and registration card	

permissions .....	26
5.3 Real-time monitoring of Swipe card informations .....	28
5.4 Extract Records .....	28
5.5 How to query records .....	29
5.6 Lock Interface .....	30
5.7 Password Management .....	31
5.7.1 Enable card + password Function .....	31
5.7.2 Enable Super Password .....	35
5.8 Enable remote door opening .....	36
6. Time Attendance Management function module .....	38
6.1 Set basic time attendance rules .....	38
6.2 Set holidays and weekends .....	40
6.3 Settings for taking leave for business trips .....	42
6.4 Sign in .....	44
6.5 Time Attendance shift setting .....	45
6.5.1 Shift Rule Setup .....	45
6.5.2 Shift Setting .....	46
6.5.3 Shift Scheduling .....	47
6.6 Time Attendance statistics and Report Generation .....	48
6.6.1 Generating Detailed Time Attendance Report .....	49
6.6.2 Generating Summary Time Attendance Report .....	52

**Note:** The controller parameters and other data involved in the illustrations in this manual are for demonstration reference only, please refer to the actual situation for parameter settings when using.




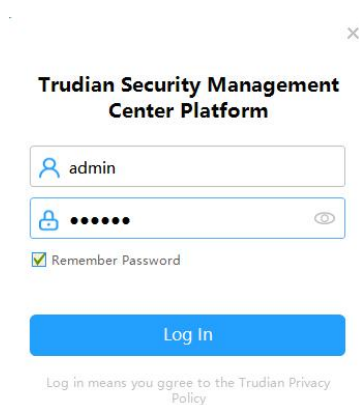
## 1. Installing the Card Issuer Driver

1. Insert the card issuer (HT68-SIC09) into the USB port of the computer
2. Open the "Card Issuer Driver" folder in the root directory of the software, double-click "Card Issuer Driver.exe"
3. Click "Install"
4. Wait for the installation to complete

## 2. Log in and Enter to operating software

1. Click [Start] > [Programs] > [Trudian Security Management Center Platform] > [Professional Intelligent Access Control Management System]

or double-click the icon  on the desktop, and then enter the login interface.



Trudian Security Management  
Center Platform

admin

.....

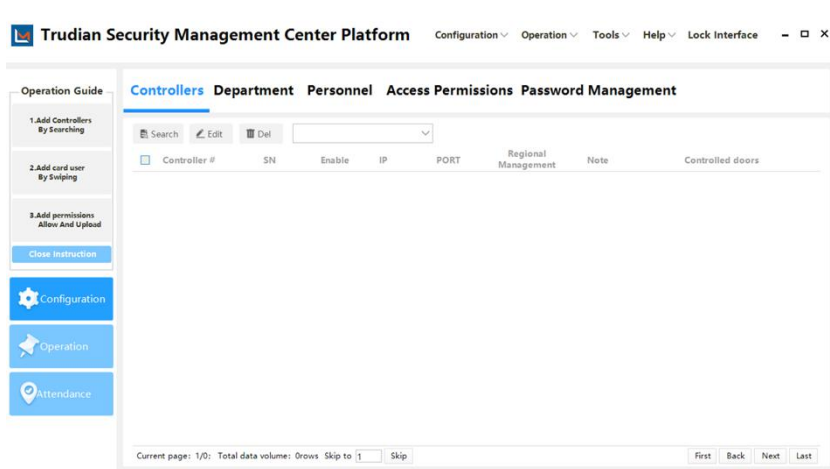
Remember Password

Log In

Log in means you agree to the Trudian Privacy Policy

2. Enter the initial username: admin and password: 123456

3. After login, the main operation interface will be displayed



Getting started guide. If you have no experience, you can complete basic operations and settings under the guidance of this wizard. We recommend that you close the Getting Started Guide after you are familiar with it, and read the manual carefully to familiarize yourself with and master the operation of the software. After "Close Getting Started", the operation interface is as follows.

## 3. Device Parameter Settings

**Note:** The controller parameters and other data involved in the illustrations in this manual are for demonstration reference only, please refer to the actual situation for parameter settings when using.

### 3.1 Add/set controller parameters

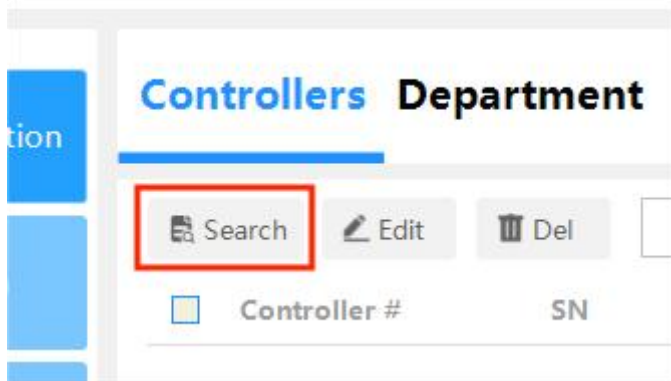
Click [Configuration] to enter the controller

interface.

The screenshot shows the Trudian Security Management Center Platform interface. The top navigation bar includes the platform name and several menu items: Configuration, Operation, Tools, Help, and Lock Interface. On the left, there is a sidebar with three main sections: Configuration, Operation, and Attendance. The main content area is titled 'Controllers' and has sub-tabs for Department, Personnel, Access Permissions, and Password Management. Below the tabs, there is a search bar with 'Search', 'Edit', and 'Del' buttons, and a dropdown menu. A table with the following columns is visible: Controller #, SN, Enable, IP, PORT, Regional Management, Note, and Controlled doors. The table is currently empty. At the bottom of the table area, there is a pagination control showing 'Current page: 1/0; Total data volume: 0 rows' and a 'Skip to' field with the value '1'. Navigation buttons for 'First', 'Back', 'Next', and 'Last' are also present.

This screenshot is identical to the one above, showing the Trudian Security Management Center Platform interface with the 'Controllers' page selected. The search bar and table are visible, but no search results are displayed.

Click [Search] to bring up the Search Controller page.



Click [Search for controllers in the same network segment]

**Search controller** ×

Search for controllers in the same network segment Close

ID	SN	IP	Mask	Gateway	PORT	MAC	PC IPAddress	Model	Operation
1	0234707214160332	192.168.1.66	255.255.255.0	192.168.1.1	7000	44-3-50-52-112-115	192.168.1.207	N1	<a href="#">Add</a>
2	0200123420230616	192.168.1.81	255.255.255.0	192.168.1.1	7000	70-6-22-0-18-53	192.168.1.118	W4	<a href="#">Add</a>
3	0200123420230612	192.168.1.67	255.255.255.0	192.168.1.1	7000	70-6-18-0-18-53	192.168.1.207	W1	<a href="#">Add</a>

Select the controller that needs to be added to the management center, click [Add] on the right, set the network parameters of the controller, and click Add.



**Add--0222111199999999**
✕

Configure

Management Center IP	192.168.1.223
Management Center Port	7000
Controller IP	192.168.1.122
Default Gateway	192.168.1.1
Subnet Mask	255.255.255.0

Cancel
Add

After the addition is successful, it can be viewed in the settings-controller list.

Controllers	Department	Personnel	Access Permissions	Password Management																		
<div style="display: flex; align-items: center; border-bottom: 1px solid #ccc;"> <span style="margin-right: 10px;">🔍 Search</span> <span style="margin-right: 10px;">✎ Edit</span> <span style="margin-right: 10px;">🗑 Del</span> <input style="width: 150px;" type="text"/> </div> <table style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 5%;">☐</th> <th style="width: 10%;">Controller #</th> <th style="width: 15%;">SN</th> <th style="width: 5%;">Enable</th> <th style="width: 10%;">IP</th> <th style="width: 5%;">PORT</th> <th style="width: 10%;">Regional Management</th> <th style="width: 5%;">Note</th> <th style="width: 20%;">Controlled doors</th> </tr> </thead> <tbody> <tr style="background-color: #f2f2f2;"> <td>☐</td> <td>1</td> <td>0222111199999999</td> <td>✔</td> <td>192.168.1.223</td> <td>7000</td> <td>-</td> <td>-</td> <td>D0001-1, D0001-2</td> </tr> </tbody> </table>					☐	Controller #	SN	Enable	IP	PORT	Regional Management	Note	Controlled doors	☐	1	0222111199999999	✔	192.168.1.223	7000	-	-	D0001-1, D0001-2
☐	Controller #	SN	Enable	IP	PORT	Regional Management	Note	Controlled doors														
☐	1	0222111199999999	✔	192.168.1.223	7000	-	-	D0001-1, D0001-2														

**Note:**

1. If you need to replace the controller, you can directly use the product serial number of the new controller to change the original product serial number. Please note that the same model is required for replacement. After the replacement, all settings and permission information will not change after [Upload Settings] on the main console.
2. After adding a controller and modifying it's parameters for the first time, the controller will automatically restart. It will take a while before th

e page will update the information. The next step can only be done after the software and the device have synchronized the information.

### 3.2 Modify Controller

Assign the IP address to the corresponding controller in Setting Controller Parameters. (Note: The product serial number and IP must correspond), and the controller should be assigned to a specific area for management.

**Edit** ✕

\* Controller #

\* SN   Enable

Zone  Control Zone Management

Note

Management Center IP

Management Center Port

Controller IP

Default Gateway

Subnet Mask

2 Doors controller

	Door Name	Enable	Door Control Method	Unlock Time
1	D0001-1	<input checked="" type="checkbox"/> Enable	<input checked="" type="radio"/> Online <input type="radio"/> Normally Open <input type="radio"/> Normally Closed	5s
2	D0001-2	<input checked="" type="checkbox"/> Enable	<input checked="" type="radio"/> Online <input type="radio"/> Normally Open <input type="radio"/> Normally Closed	5s

Reader Position

Entry Card Reader# 1	D0001-1	<input checked="" type="checkbox"/> Enable
Entry Card Reader# 2	D0001-2	<input checked="" type="checkbox"/> Enable
Exit Card Reader# 1	D0001-1	<input checked="" type="checkbox"/> Enable
Exit Card Reader# 2	D0001-2	<input checked="" type="checkbox"/> Enable

Back OK

[Door Name]: You can modify the door name.

[Enable]: tick it, you can see this door in the main console; if you don't tick it, you can't see this door in the main console.

[Door Control Mode]: The control mode of the door.

[Door opening delay (seconds)]: You can directly input or click the icon to modify.

Click [OK], the controller is modified.

Note: After the setting is completed, [Upload Settings] must be performed at [Operation] > [Main Console].

### 3.3 Test controller communication

Click [Operation], enter [Main Console], select a door, and click [Detection Controller].

## Main Console Query Swipe Records

Select All Real time monitoring Stop Detection controller Upload settings Extract records Remote Open

Clear Event Window Find

D0001-1 D0001-2

Execution time	Description	Information	
1 11:45:33	D0001-1>Please Upload Again!	{Current Value/Controller Value}DoorDelay:5s/2s;	D0001-2 Door Status: Close Door Control State: Control DoorDelay:5s Controller SN: 0222111199999999 IP: 192.168.1.122 MAC: 306-153-153-34-17-18 Records0 Access Permissions0
2 11:45:33	D0001-1{0222111199999999}	Close;Control{DoorDelay:2s;EnableRecords0;Access Permissi...	
3 11:45:33	D0001-2{0222111199999999}	Close;Control{DoorDelay:5s;EnableRecords0;Access Permissi...	

### 3.4 Controller area management

In the software menu, click [Configuration]> [Controllers] > [Edit] > [Controller Regional Management] to enter the controller area management interface.

Regional Management X

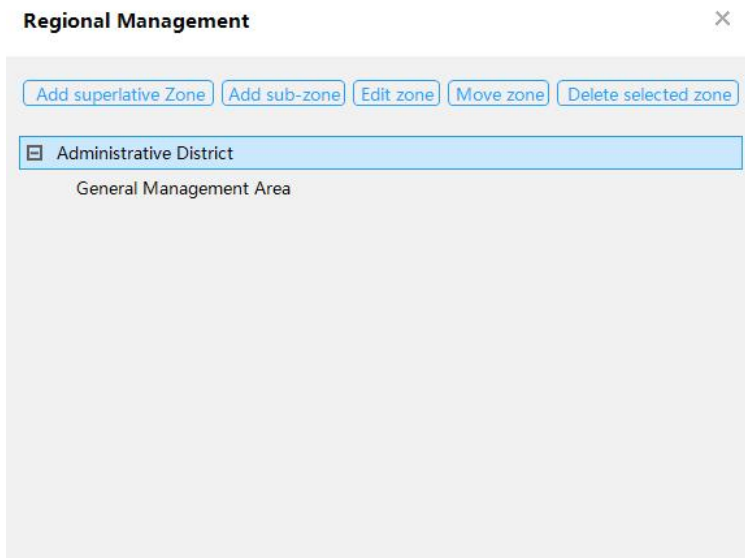
Add superlative Zone Add sub-zone Edit zone Move zone Delete selected zone

Click [Add superlative Zone].



The image shows a dialog box titled "Add superlative Zone" with a close button (X) in the top right corner. Inside the dialog, there is a text input field labeled "Zone" with a vertical cursor. Below the input field are two buttons: "Cancel" and "OK".

After entering "Administrative District" in the "Region" column, click [OK].  
If you want to add a sub area under this area, click [Add sub-zone].



The image shows a "Regional Management" interface with a close button (X) in the top right corner. At the top, there are five buttons: "Add superlative Zone", "Add sub-zone", "Edit zone", "Move zone", and "Delete selected zone". Below these buttons is a list item "Administrative District" which is highlighted with a blue background. Underneath the list item, the text "General Management Area" is displayed.

Click the close button to exit the controller area management, click [Configuration] > [Controller] > [Edit] > [Zone]click the drop-down button to see the added area.

**Edit** ×

\* Controller # 1

\* SN 0222111199999999  Enable

Zone Administrative District\General M Controller Zone Management

Note

Management Center IP	192.168.1.223
Management Center Port	7000
Controller IP	192.168.1.122
Default Gateway	192.168.1.1
Subnet Mask	255.255.255.0

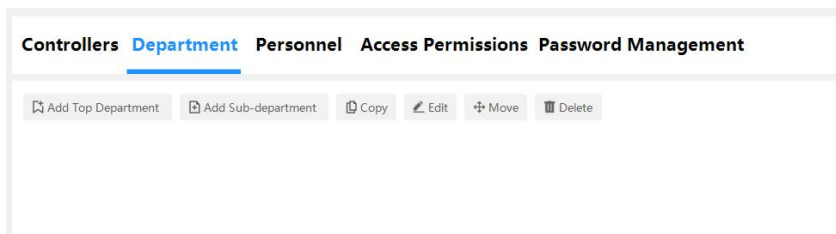
Cancel Next

## 4. Department and Registration Card User

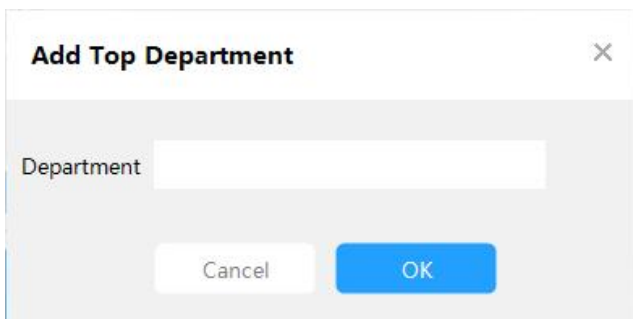
### Operations

#### 4.1 Set Department

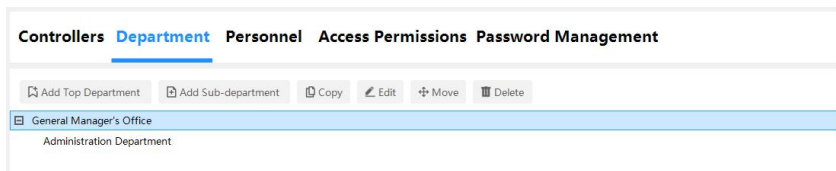
Click [Configuration] > [Department] to enter the department interface.



Click [Add Top Department].

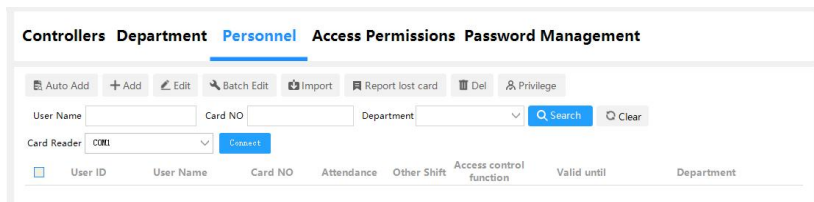


Enter "General Manager's Office" and click [OK]. If you want to add another department under this department, you can click [Add Subordinate Department].



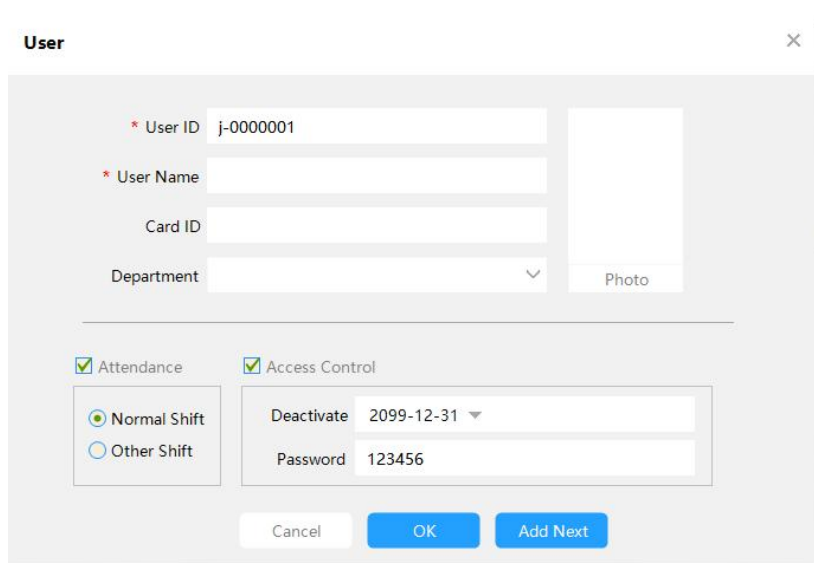
## 4.2 Add registered card users

Click [Configuration] > [Personnel] to enter the user interface.



The screenshot shows a web interface for managing personnel. At the top, there are navigation tabs: "Controllers", "Department", "Personnel" (which is highlighted), "Access Permissions", and "Password Management". Below the tabs is a toolbar with icons for "Auto Add", "+ Add", "Edit", "Batch Edit", "Import", "Report lost card", "Del", and "Privilege". There are input fields for "User Name", "Card NO", and "Department", along with "Search" and "Clear" buttons. A "Card Reader" dropdown is set to "COM1" with a "Connect" button. Below this is a table with columns: "User ID", "User Name", "Card NO", "Attendance", "Other Shift", "Access control function", "Valid until", and "Department".

Click [Add].



The screenshot shows a "User" modal form. It has a title bar with "User" and a close button. The form contains several input fields: "User ID" (with a red asterisk and the value "j-0000001"), "User Name" (with a red asterisk), "Card ID", and "Department" (a dropdown menu). To the right of these fields is a "Photo" placeholder. Below the input fields are two checked checkboxes: "Attendance" and "Access Control". Under "Attendance", there are radio buttons for "Normal Shift" (selected) and "Other Shift". Under "Access Control", there are fields for "Deactivate" (with a date "2099-12-31" and a dropdown arrow) and "Password" (with the value "123456"). At the bottom, there are three buttons: "Cancel", "OK", and "Add Next".

[User ID]: Automatically brought out, can be entered according to actual needs.

[Card ID]: The Card ID displayed here is the ID read through the card reader, not the card number printed on the card surface.

[Add Next]: After clicking this button, it will automatically switch to the



next user's information input window.

Enter "User ID", "name" and "Card ID", and select "department" and "select photo", as shown in the figure:


**User** ×

\* User ID

\* User Name

Card ID

Department  ▼

 Photo

---

Attendance     Access Control

Normal Shift  
 Other Shift

Deactivate  ▼

Password

Click [OK], the user has been added to the system.

Please note: User ID and User Name must be filled in.

**Controllers** **Department** **Personnel** **Access Permissions** **Password Management**

Auto Add   + Add   Edit   Batch Edit   Import   Report lost card   Del   Privilege

User Name    Card NO    Department  ▼     

Card Reader   

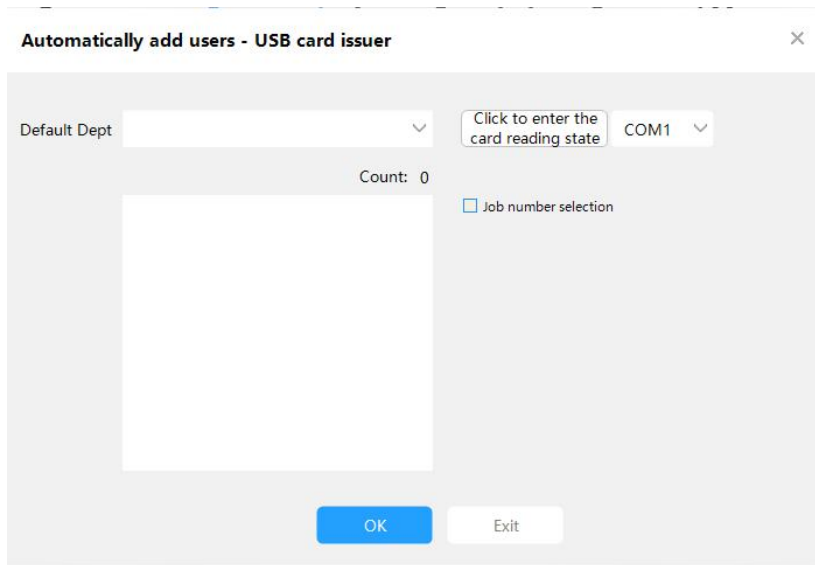
<input type="checkbox"/>	User ID	User Name	Card NO	Attendance	Other Shift	Access control function	Valid until	Department
<input type="checkbox"/>	j0000001	Jennie	2323232323	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2099-12-31	General Manager's Office

All information except "Card ID" can be modified. If the card is lost, please go to [Configuration] > [Personnel] > [Report Lost card] to report the loss of the corresponding card. After the general software reports the loss of the card, it will use the new card number to modify all the previous record settings. Our software will carry out scientific marking, and the previous records can continue to be retained.

### 4.3 Automatically add registration card function (automatic card issuance)

Purpose: You can add users in batches by automatically swiping cards.

Click[Configuration] > [Personnel] > [Auto Add] to enter the auto add user interface.



The screenshot shows a software window titled "Automatically add users - USB card issuer" with a close button (X) in the top right corner. The interface includes a "Default Dept" dropdown menu, a "Click to enter the card reading state" text box, and a "COM1" dropdown menu. Below these is a "Count: 0" label and a large empty white rectangular area. To the right of this area is a checkbox labeled "Job number selection". At the bottom, there are two buttons: a blue "OK" button and a white "Exit" button.

After swiping the card

**Automatically add users - USB card issuer** ✕

Default Dept  Please swipe your card...

1502916820 Count: 3

1501972468

1502059780

1502916820

Job number selection

Click [OK] to add the user to the system.

**Controllers** **Department** **Personnel** **Access Permissions** **Password Management**

Auto Add + Add Edit Batch Edit Import Report lost card Del Privilege

User Name  Card NO  Department

Card Reader

<input type="checkbox"/>	User ID	User Name	Card NO	Attendance	Other Shift	Access control function	Valid until	Department
<input type="checkbox"/>	J0000001	Jennie	2323232323	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2099-12-31	General Manager's Office
<input type="checkbox"/>	J0000002	N1501972468	1501972468	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2099-12-31	-
<input type="checkbox"/>	J0000003	N1502059780	1502059780	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2099-12-31	-
<input type="checkbox"/>	J0000004	N1502916820	1502916820	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2099-12-31	-

When adding a user through the automatic addition function, the name of the cardholder is named in the form of "N+card number" by default, and the user's name and other information (except the card number) can

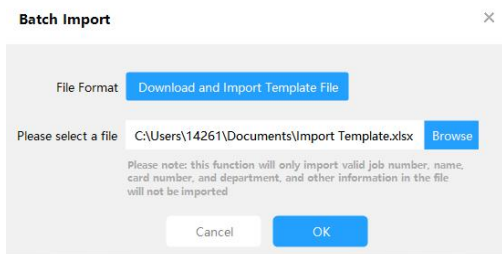
be modified by modification.

## 4.4 Import User

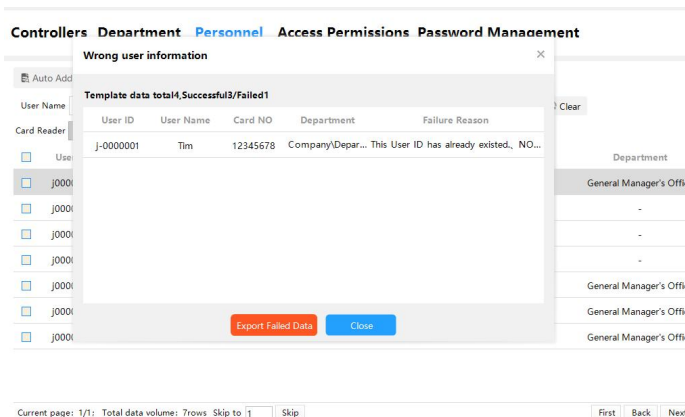
Note: Only the user's ID number, name, card ID and department can be imported.

First export the Excel document, open the exported Excel document, create user information and then import it.

On the software interface, click [Configuration] > [Personnel] > [Import], and select the storage path, as shown in the figure below:



Click [Close].



## 4.5 Modify single-user permissions

Please refer to the steps in 5.1.2 Modify single-user permissions.

## 4.6 Report lost card

When the user loses the card of the access control system, in order to avoid losses, please report the loss of the lost card in time.

[Configuration]> [Personnel] >[Report Lost card].

For example: To report the loss of the card number of user "Jennie", the card number is "2323232323".

First find the user in the user table, and then click [Report Lost card].

The original(old) card number "2323232323" will be automatically displayed in the [Lost Card Number] column, and the new card number "2323245677" should be entered in the [New Card Number] column.

The image displays two side-by-side screenshots of a web-based dialog box titled "Report lost card". Each dialog box has a close button (X) in the top right corner. The left dialog box shows the "User Name" field filled with "Jennie", the "Lost Card NO" field filled with "2323232323", and the "New Card NO" field empty. The right dialog box shows the "User Name" field filled with "Jennie", the "Lost Card NO" field filled with "2323232323", and the "New Card NO" field filled with "2323245677". Both dialog boxes have "Cancel" and "OK" buttons at the bottom.

Click [OK].

After the user "Jennie" reported the loss of the card number and uploaded it, the old card "2323232323" cannot be swiped to open the door, but the new card number "2323245677" can only be swiped to open the door.

If a user loses his card, after reporting the loss, a new card number has been assigned, and then the old card is found, what should be done with the old card?

Method: The old card can still be assigned to other new users.

If a user leaves and no longer uses the access control system, what should be done?

Method: Do not delete the person directly from the user, you can report the loss, but do not enter anything in the new card number column, that is, the card number of the person is empty. In this way, this card can still be assigned to other personnel.

## 4.7 Quick query user

Can quickly query users by "User ID"&"Card ID".

Can query users with unassigned rights.

For example, query the following user table.

Controllers Department Personnel Access Permissions Password Management								
Auto Add + Add Edit Batch Edit Import Report lost card Del Privilege								
User Name		Card NO	Department		Search		Clear	
Card Reader		Discover3						
<input type="checkbox"/>	User ID	User Name	Card NO	Attendance	Other Shift	Access control function	Valid until	Department
<input type="checkbox"/>	j0000001	Jennie	2323232323	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2099-12-31	General Manager's Office
<input type="checkbox"/>	j0000002	Lisa	1501972468	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2099-12-31	General Manager's Office/Ad...
<input type="checkbox"/>	j0000003	Max	1502059780	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2099-12-31	General Manager's Office/Ad...
<input type="checkbox"/>	j0000004	Gary	1502916820	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2099-12-31	General Manager's Office/Ad...
<input type="checkbox"/>	j0000006	Rose	12345679	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2099-12-31	General Manager's Office
<input type="checkbox"/>	j0000007	Peter	12345680	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2099-12-31	General Manager's Office
<input type="checkbox"/>	j0000008	Alex	12345681	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2099-12-31	General Manager's Office

## 4.7.1 Query by Card ID

### Fuzzy query by Card ID

For example , query all card numbers starting with 15.

Enter 15 in the card number input item in the user management interface .

Click [ Search] to query all the card numbers starting with 15.

The screenshot shows a user management interface with a search bar and a table of users. The search bar has "Card NO" set to "15". The table lists three users: Lisa (Card NO 1501972468), Max (Card NO 1502059780), and Gary (Card NO 1502916820). All three users have their "Attendance" checked and "Access control function" enabled. The "Valid until" date for all is 2099-12-31, and they are all in the "General Manager's Office/Ad..." department.

<input type="checkbox"/>	User ID	User Name	Card NO	Attendance	Other Shift	Access control function	Valid until	Department
<input type="checkbox"/>	J0000002	Lisa	1501972468	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2099-12-31	General Manager's Office/Ad...
<input type="checkbox"/>	J0000003	Max	1502059780	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2099-12-31	General Manager's Office/Ad...
<input type="checkbox"/>	J0000004	Gary	1502916820	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2099-12-31	General Manager's Office/Ad...

Current page: 1/1; Total data volume: 3rows Skip to 1 Skip First Back Next Last

You can also enter a complete card number to quickly find out one of the users .

Such as input "12345680".

Click [ Search ] to query only the specified users.

The screenshot shows the same user management interface, but with the search bar set to "Card NO" "12345680". The table now only displays one user: Peter (Card NO 12345680). Peter has "Attendance" checked and "Access control function" enabled. The "Valid until" date is 2099-12-31, and he is in the "General Manager's Office" department.

**Controllers Department Personnel Access Permissions Password Management**

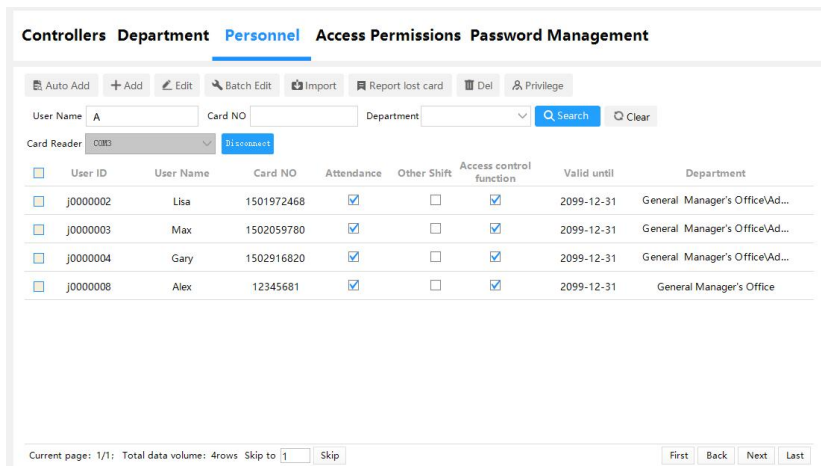
<input type="checkbox"/>	User ID	User Name	Card NO	Attendance	Other Shift	Access control function	Valid until	Department
<input type="checkbox"/>	J0000007	Peter	12345680	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2099-12-31	General Manager's Office

## 4.7.2 Query by user name

Input "User Name", you can query the designated employee .

For example: query all employees whose last name starts with "A" .

Input "A" in the "name" to query all users with "A" in their "name".



The screenshot displays the 'Personnel' section of a management system. At the top, there are navigation tabs: 'Controllers', 'Department', 'Personnel' (selected), 'Access Permissions', and 'Password Management'. Below the tabs is a toolbar with icons for 'Auto Add', '+ Add', 'Edit', 'Batch Edit', 'Import', 'Report lost card', 'Del', and 'Privilege'. A search bar is present with 'User Name' containing 'A', 'Card NO' empty, and 'Department' as a dropdown. A 'Search' button and a 'Clear' button are also visible. Below the search bar, there is a 'Card Reader' dropdown set to 'CBS' and a 'Disconnect' button. The main area contains a table with the following columns: 'User ID', 'User Name', 'Card NO', 'Attendance', 'Other Shift', 'Access control function', 'Valid until', and 'Department'. The table lists four users: Lisa, Max, Gary, and Alex. At the bottom, there is a pagination bar showing 'Current page: 1/1', 'Total data volume: 4rows', and 'Skip to' with a '1' in a box, followed by 'Skip' and 'First', 'Back', 'Next', 'Last' buttons.

<input type="checkbox"/>	User ID	User Name	Card NO	Attendance	Other Shift	Access control function	Valid until	Department
<input type="checkbox"/>	j0000002	Lisa	1501972468	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2099-12-31	General Manager's Office/Ad...
<input type="checkbox"/>	j0000003	Max	1502059780	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2099-12-31	General Manager's Office/Ad...
<input type="checkbox"/>	j0000004	Gary	1502916820	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2099-12-31	General Manager's Office/Ad...
<input type="checkbox"/>	j0000008	Alex	12345681	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2099-12-31	General Manager's Office

## 5. Basic Operation

### 5.1 Authority Management

#### 5.1.1 Add Delete Permission

Click [ Configuration ] > [ Access Permissions ] to enter the permission interface.



Controllers Department Personnel **Access Permissions** Password Management

Add delete permission     Modify single-user permissions

Door  User Name  Card NO  Department

Card Reader

Door	User ID	User Name	Card NO
D0001-1	j0000001	Jennie	2323232323
D0001-2	j0000001	Jennie	2323232323
D0001-1	j0000003	Max	1502059780
D0001-2	j0000003	Max	1502059780

Current page: 1/1: Total data volume: 4rows Skip to  Skip

Click [ Add Delete Permission]

### Add delete permission ✕

**User number**

Department

User ID	User Name	Card NO	
			7
j0000001	Jennie	2323232...	>>
j0000002	Lisa	1501972...	>
j0000003	Max	1502059...	<<
			<

**Selected Users**

User ID	User Name	Card NO	
			0

**Door number**

Zone

Optional doors	
	2
D0001-1	>>
D0001-2	>
	<<
	<

**Selected Doors**

	0

[>>]: Select all "Users" or select all "Optional Doors".

[>]: Select a single "User" or select a single "Optional Door".

[<]: Remove a single "selected user" or a single "selected door" .

[<<]: Remove all "selected users" or all "selected doors" .

[Forbid]: Delete the access permission of the specified user to the specified door, the setting must be uploaded to the corresponding controller on the main console, and the deletion authority will take effect.

[Forbid and upload]: Delete the user's access authority to the specified door and upload it to the controller at the same time, no need to go to the main console to upload settings.

[Allow]: Add the specified user's access authority to the specified door, the settings must be uploaded to the corresponding controller on the main console, and the added authority will take effect.

[Allow and upload]: Add the specified user's access authority to the specified door and upload it to the controller at the same time, no need to go to the main console to upload settings.◦

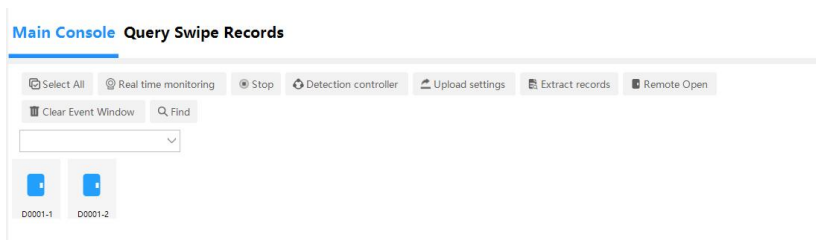
In this interface, you can press Ctrl+F to enter the user's "Job ID", "Name" and "Card ID" to find the user.

After selecting the user and door, all the records can be arranged by door or by user, and you can clearly see who is allowed to pass through a door and which doors a person can pass through. Records can also be printed directly or Export as an EXCEL file, and the exported file can specify a storage path.

**Remarks:** If you want to set up more personalized access management permissions, for example: who can enter which doors from what time to

what time, which day of the week can enter and exit, etc. Please ask the supplier for this extended function and refer to the relevant chapters.

After all permissions are set, upload the settings of the designated door to the controller, please click [ Operation] > [ Main Console] > [ Upload Settings] .



### 5.1.2 Modify Single-user Permissions

Click [Configuration] > [Access Permissions] , select the single user whose permissions need to be changed (for example: select "Jennie "), and click [ Modify Single User Permissions].

Zone All Zones ▾

**Optional doors** 0

**Selected Doors** 2

D0001-1  
D0001-2

>>  
>  
<<  
<

Cancel OK Confirm And Upload

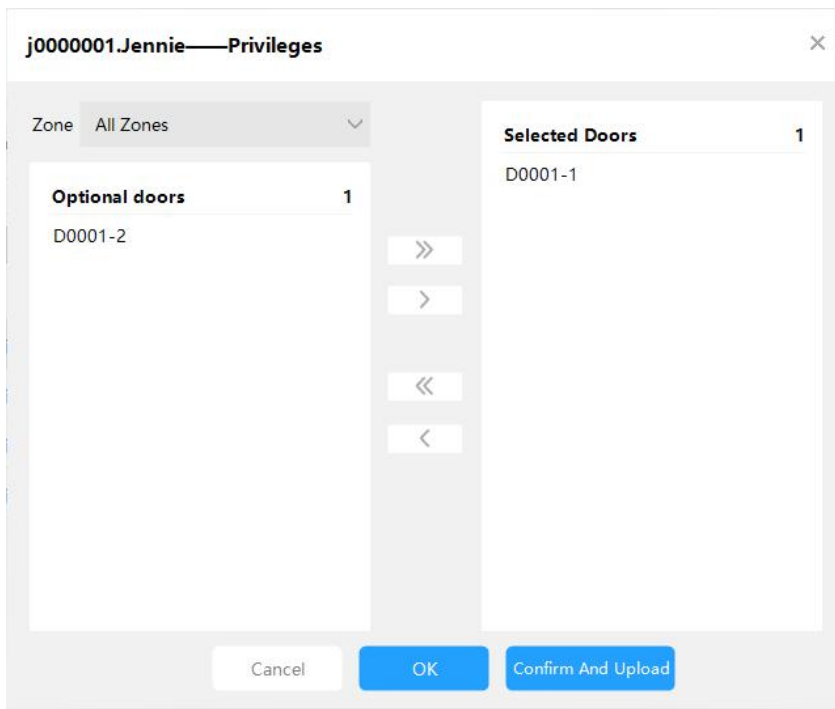
[>>]: Select all "optional doors".

[>]: Select a single "optional door".

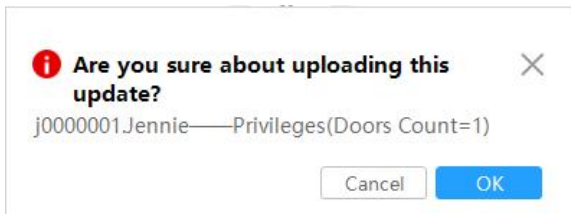
[<]: Remove a single "selected door".

[<<]: Remove all "selected doors".

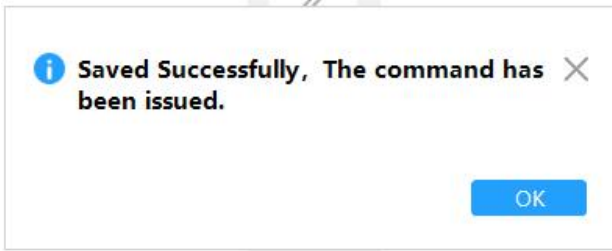
It can be seen that "Jennie " has the permissions of " D0001-1 ", " D0001-2 ", and now delete the permissions of " D0001-2 ".



Remove "D0001-2 " from " Selected Gate ", and click [ Confirm and Upload].



Click [OK].

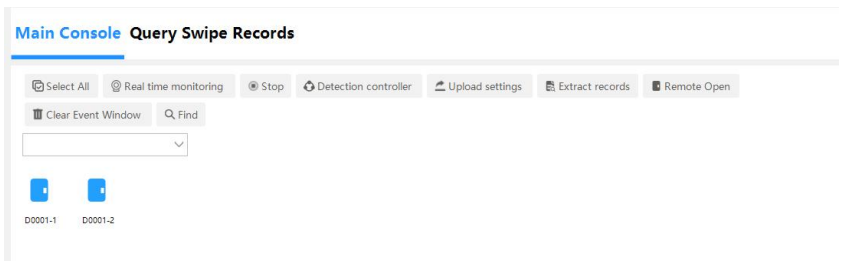


To confirm whether the authority has been changed successfully, you can perform "real-time monitoring" on the "main console" and swipe the card.

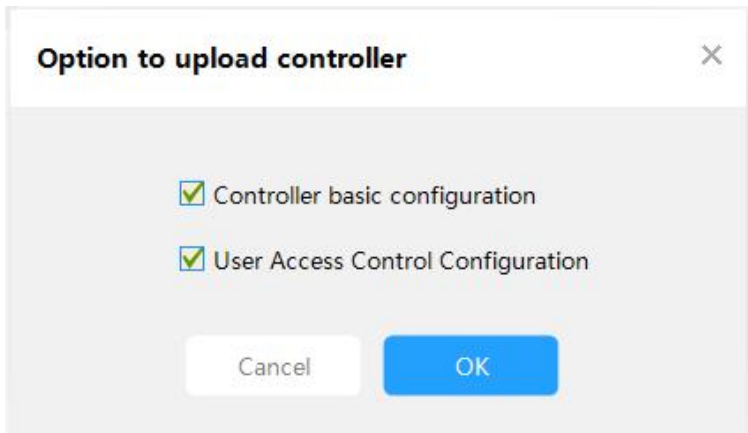
Click [ Operation ] > [ Main Console ] , first select the door, then click [ Real-time Monitoring ], and then swipe the card on the card reader. After swiping the card, you can see that " Conference Room 1 " and "South Gate" have no permissions.

## 5.2 Upload door parameter settings and registration card permissions

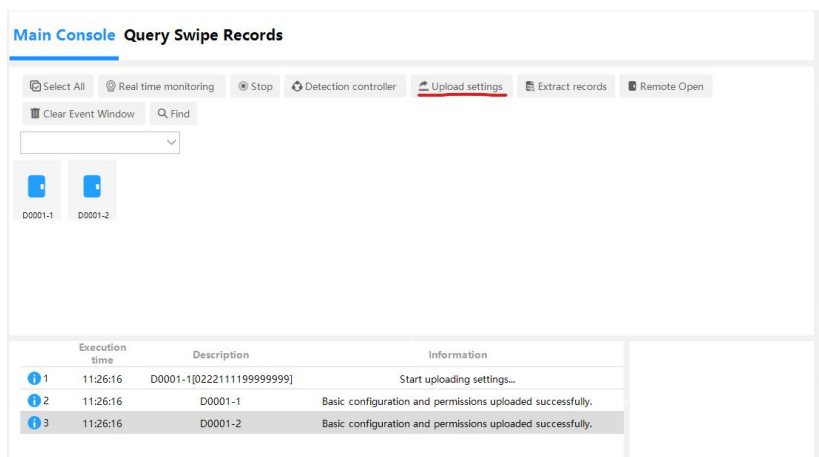
Click [ Operation ] > [ Main Console ] to enter the main console interface.



Select the door to be uploaded, you can hold down Ctrl for multiple selection or Click [Select All] to select, and click [ Upload Settings ]



Click [ OK ] .



The image shows the "Main Console Query Swipe Records" interface. It features a toolbar with buttons for "Select All", "Real time monitoring", "Stop", "Detection controller", "Upload settings" (highlighted with a red underline), "Extract records", and "Remote Open". Below the toolbar is a "Clear Event Window" button and a search field with a "Find" button. There are two device icons labeled "D0001-1" and "D0001-2".

Execution time	Description	Information
1	11:26:16 D0001-1[0222111199999999]	Start uploading settings...
2	11:26:16 D0001-1	Basic configuration and permissions uploaded successfully.
3	11:26:16 D0001-2	Basic configuration and permissions uploaded successfully.

The main function is to upload the parameters and user card permissions set in the access control management system to the controller, so that the controller can execute the commands set.

**Remarks :** After all Settings are completed, they will be uploaded to the controller together. There is no need to set - upload one by one. You can upload them to the controller together after all Settings are completed.

### 5.3 Real-time monitoring of Swipe card informations

Select the door first, and then click [ Real-time Monitoring ] to enter the monitoring state.

Execution time	Description	Information
1 11:26:16	D0001-1[022211199999999]	Start uploading settings...
2 11:26:16	D0001-1	Basic configuration and permissions uploaded successfully.
3 11:26:16	D0001-2	Basic configuration and permissions uploaded successfully.
4 11:27:47	D0001-1-Open door	1501972468-J0000002-Lisa-Administration Department-20...

Card NO: 1501972468  
User ID: J0000002  
User Name: Lisa  
Department: Administration Department  
Time: 2023-08-29 11:27:45 Tuesday  
Location: D0001-1-Open door  
Status: IC Card No.Successfully

In real-time monitoring, when the user swipes the card to enter and exit the door, the basic information such as the cardholder's "card ID number", "name", "department", "time", "place" passed, and "status" of entry and exit can be displayed in real time.

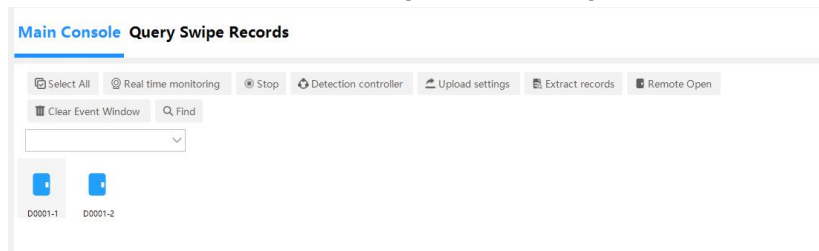
### 5.4 Extract Records

The system has a memory storage function , and each controller can store records offline ( even if the computer is not turned on, it will be stored automatically. The records will never be lost after a power

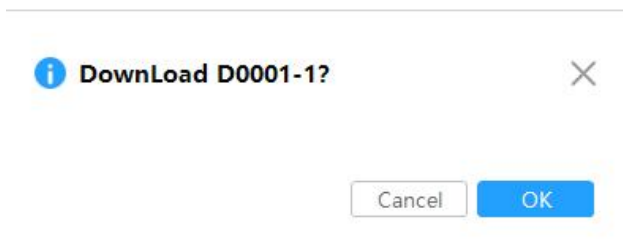


failure ) . You can choose the right time to extract the data to the computer. After the extraction is successful, the system will automatically delete the records in the controller.

Select the door first, and then click [Extract Records]



Select the gate to extract records, you can hold down the Ctrl key for multiple selection or Click [Select All] to select all , and click [Extract Records].



Click [OK] , and the extraction will be completed in a short while. At this time, all the records in the controller will be extracted to the computer. After the records are extracted, the query can be performed.

## 5.5 How to query records

Please extract the records before performing the query.

Click [ Operation] > [ Query Swipe Record] to enter the query original record interface.

## Main Console [Query Swipe Records](#)

Export To Excel Find

From:   To:   Time:  To:

Name  User ID  Dept.

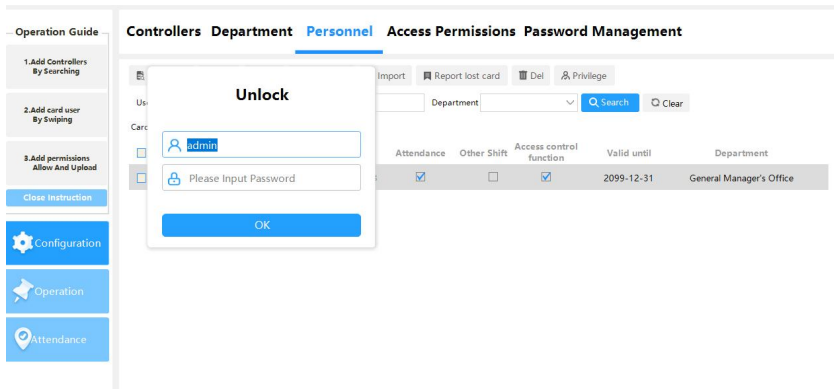
NO.	Card NO	User ID	User Name	Department	Time	Location	Valid	Description
4	1502059780	j0000003	Max	General Manager...	2023-08-29 11:29:32 Tuesday	D0001-2	<input checked="" type="checkbox"/>	IC Card No.
3	1502059780	j0000003	Max	General Manager...	2023-08-29 11:29:28 Tuesday	D0001-2	<input checked="" type="checkbox"/>	IC Card No.
2	1501972468	j0000002	Lisa	General Manager...	2023-08-29 11:27:45 Tuesday	D0001-1	<input checked="" type="checkbox"/>	IC Card No.
1	1501972468	j0000002	Lisa	General Manager...	2023-08-29 11:27:42 Tuesday	D0001-2	<input checked="" type="checkbox"/>	IC Card No.

Current page: 1/1; Total data volume: 4rows Skip to  Skip

Query conditions can be queried related records by "time range", "name", "card number" and "department".

### 5.6 Lock Interface

If the operator needs to go away temporarily and is worried that others will operate the software, he can lock the interface through the lock interface function without closing the software. Click [ Lock Interface ] .



After locking the interface, it will not affect the running of background programs. For example, under real-time monitoring, the running information will still be displayed in real time. After the operator comes back, he can unlock the lock by entering the correct password.

## 5.7 Password Management

If you want to set the swipe card and enter the password to allow to pass, or enter the card number and password can pass, or only enter the password can pass directly.

### 5.7.1 Enable card + password Function

If you have higher security requirements, in order to avoid the situation that the card has been lost and has not been reported in the system or the card has been stolen to open the door, you can change the setting to enter the password after swiping the card to achieve, that is, the card + password function.

Tick the box in front of [ Enable password keyboard management] to

enable the password keyboard management function. After enabling, click [ Configuration] > [ Password Management] on the software interface to enter the password management interface.

**Controllers Department Personnel Access Permissions Password Management**

Note: After swiping the card, normal users must enter the password to open the door. (If the user password is 0, the door will be opened directly by swiping the card)

Card+PIN	Card reader number	The SN of the controller	Card reader name	Card reader position	Card+PIN
User Password	1	0222111199999999	1	D0001-1	<input type="checkbox"/>
Super Password	2	0222111199999999	2	D0001-2	<input type="checkbox"/>

**Controllers Department Personnel Access Permissions Password Management**

Note: After swiping the card, normal users must enter the password to open the door. (If the user password is 0, the door will be opened directly by swiping the card)

Card+PIN	Card reader number	The SN of the controller	Card reader name	Card reader position	Card+PIN
User Password	1	0222111199999999	1	D0001-1	<input type="checkbox"/>
Super Password	2	0222111199999999	2	D0001-2	<input type="checkbox"/>

Get Cancel

Current page: 1/1; Total data volume: 2rows Skip to  Skip

If you need to use a password keyboard for a certain door, and you must enter a password to verify your identity, please tick the box corresponding to the door at "Enable password keyboard". For example, select "Swipe Card + Password" for the "D0001-1".

Controllers Department Personnel Access Permissions **Password Management**

**Card - PIN**

Note: After swiping the card, normal users must enter the password to open the door. (If the user password is 0, the door will be opened directly by swiping the card)

	Card reader number	The SN of the controller	Card reader name	Card reader position	Card+PIN
User Password	1	0222111199999999	1	D0001-1	<input checked="" type="checkbox"/>
Super Password	2	0222111199999999	2	D0001-2	<input type="checkbox"/>

Current page: 1/1; Total data volume: 2rows Skip to  Skip

First Back Next Last

If the card reader corresponding to a certain door is enabled with a password keyboard, the way to open the door is to swipe card + password . After the password keyboard is enabled, it is necessary to set the password of each user, please set it in [User Password].

Click [User Password].

Controllers Department Personnel Access Permissions **Password Management**

**Card - PIN** Department:

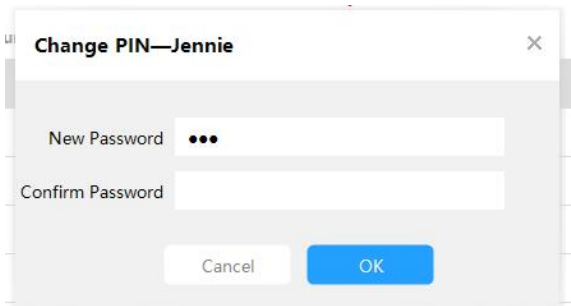
Note: It cannot be used alone, it needs to be used in conjunction with the function of "swipe card + password"

	Card reader number	User ID	User Name	Card NO	Department	User Password	Operation
User Password	1	j0000001	Jennie	2323232323	General Manager's Office	unmodified	<a href="#">Change</a>
Super Password	2	j0000002	Lisa	1501972468	General Manager's Office/Ad...	unmodified	<a href="#">Change</a>
	3	j0000003	Max	1502059780	General Manager's Office/Ad...	unmodified	<a href="#">Change</a>
	4	j0000004	Gary	1502916820	General Manager's Office/Ad...	unmodified	<a href="#">Change</a>
	5	j0000006	Rose	12345679	General Manager's Office	unmodified	<a href="#">Change</a>
	6	j0000007	Peter	12345680	General Manager's Office	unmodified	<a href="#">Change</a>
	7	j0000008	Alex	12345681	General Manager's Office	unmodified	<a href="#">Change</a>

Current page: 1/1; Total data volume: 7rows Skip to  Skip

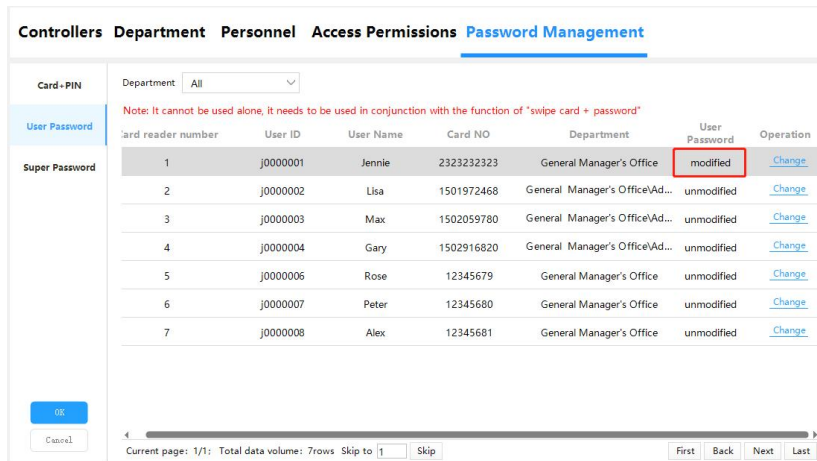
First Back Next Last

Select a user first, and then click [ Change ].



The image shows a dialog box titled "Change PIN—Jennie" with a close button (X) in the top right corner. It contains two input fields: "New Password" and "Confirm Password". The "New Password" field has three black dots indicating masked text. Below the input fields are two buttons: "Cancel" and "OK".

After entering the password, click [ OK ], and you can see "Modified" displayed in the user password.



The screenshot shows a web interface with a navigation menu at the top: "Controllers", "Department", "Personnel", "Access Permissions", and "Password Management" (which is highlighted). Below the menu is a "Card + PIN" section with a "Department" dropdown menu set to "All". A note states: "Note: It cannot be used alone, it needs to be used in conjunction with the function of 'swipe card + password'".

Card reader number	User ID	User Name	Card NO	Department	User Password	Operation
1	j0000001	Jennie	2323232323	General Manager's Office	modified	<a href="#">Change</a>
2	j0000002	Lisa	1501972468	General Manager's Office/Ad...	unmodified	<a href="#">Change</a>
3	j0000003	Max	1502059780	General Manager's Office/Ad...	unmodified	<a href="#">Change</a>
4	j0000004	Gary	1502916820	General Manager's Office/Ad...	unmodified	<a href="#">Change</a>
5	j0000006	Rose	12345679	General Manager's Office	unmodified	<a href="#">Change</a>
6	j0000007	Peter	12345680	General Manager's Office	unmodified	<a href="#">Change</a>
7	j0000008	Alex	12345681	General Manager's Office	unmodified	<a href="#">Change</a>

At the bottom of the table, there is a pagination bar: "Current page: 1/1; Total data volume: 7rows Skip to [ 1 ] Skip" and navigation buttons: "First", "Back", "Next", "Last".

The system can achieve one card and one password, and the password of each employee can be different.

The default password for each user is 123456, the password can be set to any 6-digit number. If the password is less than 6 digits, after swiping the card, press “#” to confirm.

After setting the enable password keyboard and user password. Be sure to perform **the upload setting operation** on the console .

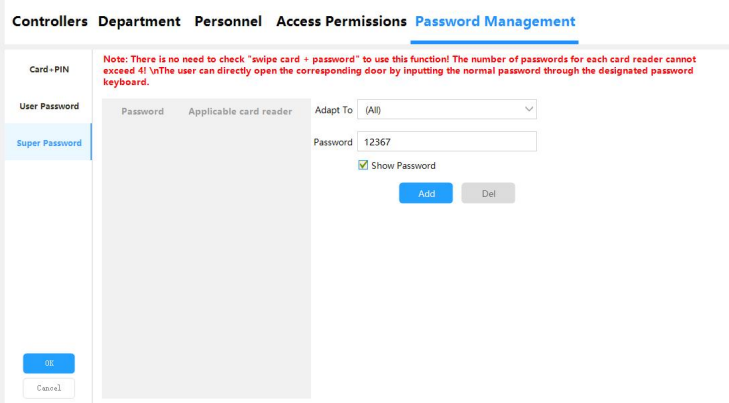
## 5.7.2 Enable Super Password

You can enter after entering the super password, mainly for users with special identities or Users who do not need to wear a card to use this feature.

On the software interface, click [ Configuration] > [ Password Management] > [ Super Password] to enter the Super Access Password interface.

Set "super access password", it can be for all controllers, or for each card reader of a controller, each card reader can set up to 4 super access passwords, the password can be set to any number within 6 digits .

After entering the "Password", click [ Add].



The screenshot shows a web interface for "Password Management". The navigation bar includes "Controllers", "Department", "Personnel", "Access Permissions", and "Password Management". A red note states: "Note: There is no need to check 'swipe card + password' to use this function! The number of passwords for each card reader cannot exceed 4! \nThe user can directly open the corresponding door by inputting the normal password through the designated password keyboard." The interface has a sidebar with "Card-PIN", "User Password", and "Super Password" (selected). The main area contains a table with columns "Password" and "Applicable card reader". A form on the right includes "Adapt To" (set to "(All)"), a "Password" field with "12367", a "Show Password" checkbox (checked), and "Add" and "Del" buttons. A bottom bar has "OK" and "Cancel" buttons.

Clicking [Confirm] , it will take effect after going to [ Operation] > [Main

Console] > [ Upload Settings]. After the upload settings are successful, click [ Real-time Monitoring ], and you can enter the normal password through the designated password keyboard to directly open the corresponding door. If the password is less than 6 digits, after entering, press “#” to confirm. And there are records displayed in the real-time monitoring.

## Main Console Query Swipe Records

Execution time	Description	Information
1 11:39:35	D0001-1[0222111199999999]	Start uploading settings...
2 11:39:36	D0001-1	Basic configuration and permissions uploaded successfully.
3 11:39:36	D0001-2	Basic configuration and permissions uploaded successfully.
4 11:39:47	D0001-1-Open door	2—2023-08-29 11:39:44 Tuesday-D0001-1-Open door-U...

Card NO: 2  
 Time: 2023-08-29 11:39:44 Tuesday  
 Location: D0001-1-Open door  
 Status: Unlock by Super PIN Success fully

Enter the super password 12345 After that all doors can be opened. entering the super access code **123458**, only the D0001-1 can be opened .

## 5.8 Enable remote door opening

A door can be opened remotely via software.

Applicable to: If a person in an office forgets to bring his card, he can notify the administrator to open the door for him through the software; or it can be used in some occasions where identity verification is strictly required, after swiping the card, the administrator will confirm to open

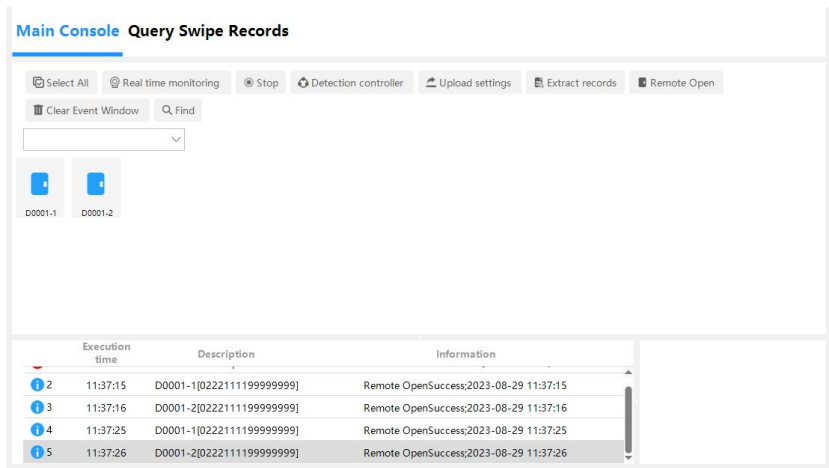


the door for him occasion.

Tick the box before [ Enable Remote Door Opening] to enable the remote door opening function. After enabling it, click [ Operation] on the left side of the software , enter [ Main Console], and you can see [ Remote Open Door].

Select the door first, and then click [ Remote Open Door].

You can hold down the "Ctrl key " Use the mouse to make multiple selections or click "Select All" to realize the remote opening of the selected door.



	Execution time	Description	Information	
1	2	11:37:15	D0001-1[0222111199999999]	Remote OpenSuccess;2023-08-29 11:37:15
2	3	11:37:16	D0001-2[0222111199999999]	Remote OpenSuccess;2023-08-29 11:37:16
3	4	11:37:25	D0001-1[0222111199999999]	Remote OpenSuccess;2023-08-29 11:37:25
4	5	11:37:26	D0001-2[0222111199999999]	Remote OpenSuccess;2023-08-29 11:37:26

## 6. Time Attendance Management function module

By default, the system enables an easy-to-operate normal schedule attendance management function.

It is suitable for attendance management of government agencies, enterprises and institutions, office companies, foreign-funded companies, and normal shifts. There is no need to schedule regular shifts. Convenient and practical.

When adding a new user, you can specify whether the user should work normal shifts or shift shifts.

### 6.1 Set basic time attendance rules

The screenshot displays the 'Trudian Security Management Center Platform' interface. The top navigation bar includes 'Configuration', 'Operation', 'Tools', 'Help', and 'Lock Interface'. The main content area is titled 'Attendance Report' and features several tabs: 'Normal shift settings' (selected), 'Shift rotation settings', 'Shift rotation schedule', and 'Shift rotation ros'. On the left, there is a sidebar with 'Operation Guide' (containing steps 1, 2, and 3) and three main menu items: 'Configuration', 'Operation', and 'Attendance'. The 'Normal shift settings' configuration page includes the following fields and options:

- Clock-in late within: 5 minutes (is not considered as late for work).
- Clock-in late more than: 5 minutes (is considered as absence of Half Day).
- Clock-out early within: 5 minutes (is not considered as early departure).
- Clock-out early more than: 5 minutes (is considered as absence of Half Day).
- Clock-in after: 60 minutes past the afternoon shift ends is considered overtime.
- Radio buttons for:  Clock-in/out twice a day. and  Clock-in/out four times a day.
- Clock-in time: 08:30
- Clock-out time: 17:30

At the bottom of the configuration area are three buttons: 'Advanced', 'Cancel', and 'OK'.

All the following instructions refer to the shift system of [working time - 8:30:00] [off duty time - 17:30:00], and the settings are as shown above:

The number of minutes late is not considered late (optional time range: 0-120 minutes): This is the embodiment of humanized management. Checking in at 8:34 will not be counted as late; clocking in at 8:36 will be counted as being 6 minutes late.

How many minutes to be late (optional time range: 0-120 minutes) for absence from work (half day, one day): If you clock in after 10:00, you will be counted as absent from work for half a day.

How many minutes in advance does leaving count as early departure (optional time range: 0-120 minutes): punching in at 17:26 does not count as leaving early; clocking in at 17:24 counts as leaving early by 6 minutes.

How many minutes to leave early (optional time range: 0-120 minutes) for absence from work (half day, one day): If you clock in before 16:00 after get off work, you will be counted as absent from work for half a day.

How many minutes after getting off work in the afternoon does the card count as overtime (optional time range: 0-180 minutes): That is, clocking in between 17:30-18:30 does not count as overtime; clocking in after 18:30 counts as overtime, for example, 18:40 counts 1 hour of overtime; 19:05 is counted as 1.5 hours of overtime (accurate to half an hour). By analogy, overtime hours cannot span the night. (Not later than 00:00 am). If you clock in multiple times, the time you clock in the closest to your start time will be used, and the time you clocked in the last time when you are off work will be used.

Swipe your card 4 times a day: This means that some companies require you to swipe your card at noon. Go to work in the morning, get off work at noon, go to work in the afternoon, and get off work in the afternoon,

a total of 4 times.

## Advanced option settings

Attendance Report **Normal shift settings** Shift rotation settings Shift rotation schedule Shift rotation roster **Holiday** Leave/Business Trip Check-in

Clock-in late within 5 minutes is not considered as late for work.  
Clock-in late more than 5 minutes is considered as absence of Half Day  
Clock-out early within 5 minutes  
Clock-out early more than 5 minutes past  
Clock-in after 60 minutes past  
Clock-in/out twice a day.  
Clock-in time: 08:30  
Clock-out time: 17:30

**Shift Normal Option**  
 Only clock-in counts, clock-out is not necessary.  
 Meeting the daily work duration is considered as normal attendance (not restricted by the clock-in/out time).  
During regular work attendance, the earliest allowed clock-in time for work (one minute prior to this is the latest clock-out time).  
 The maximum daily overtime duration cannot exceed 5 hours

Advanced Cancel **OK**

## 6.2 Set holidays and weekends

Attendance Report Normal shift settings Shift rotation settings Shift rotation schedule Shift rotation roster **Holiday** Leave/Business Trip Check-in

Holiday settings apply only to regular shifts.

Holiday overview sheet				
	From	-	To	Remark
The Mid-Autumn Festival	2023-09-29 Friday	A.M.	2023-09-29 Friday	P.M.
National Day	2023-09-30 Saturday	A.M.	2023-10-06 Friday	P.M.

**Add Holiday**  
**Delete Holiday**

Mandatory workdays overview sheet				
	From	-	To	Remark

**Add mandatory workdays**  
**Delete mandatory workdays**

Rest on Saturday  Work on Saturday  Work on Saturday morning, rest in the afternoon  
 Rest on Saturdays of odd-numbered weeks  Rest on Saturdays of even-numbered weeks  
 Rest on Sunday  Work on Sunday  Work on Sunday morning, rest in the afternoon  
 Rest on Sundays of odd-numbered weeks  Rest on Sundays of even-numbered weeks

**OK** **Cancel**

### Add holiday:

Just enter the festival name and start and end time period, which can be accurate to half a day.

**Holiday**
✕

Name:

From:  ▼  ▼

To:  ▼  ▼

Note:

Cancel
OK

### Add required working days:

If a day is scheduled to be a day off and the company temporarily stipulates that you must go to work, you can use this function setting. For example: If May 1st to May 3rd is a national long holiday, but it is required to go to work on May 3rd, you can set that day as a mandatory day to go to work.

Mandatory workdays overview sheet

	From	-	To	-	Remark
Meeting	2023-05-03 Wednesday	A.M.	2023-05-03 Wednesday	P.M.	

Add mandatory workdays
Delete mandatory work

### Set weekend rest days:

You can set Saturday and Sunday as work, half-day work, and rest respectively.

- Rest on Saturday
- Work on Saturday
- Work on Saturday morning, rest in the afternoon
- Rest on Saturdays of odd-numbered weeks
- Rest on Saturdays of even-numbered weeks
- Rest on Sunday
- Work on Sunday
- Work on Sunday morning, rest in the afternoon
- Rest on Sundays of odd-numbered weeks
- Rest on Sundays of even-numbered weeks

## 6.3 Settings for taking leave for business trips

Attendance Report Normal shift settings Shift rotation settings Shift rotation schedule Shift rotation roster Holiday Leave/Business Trip Check-in

Dept.	All	Selected U			
User ID	User Name	Card NO	User ID	User Name	Card NO
j0000001	Alex	1502296...	>		
j0000002	Ben	0556308...	<		
j0000003	Cake	1502521...	<		
j0000004	Max	2756367...			
j0000005	Jenny	1502873...			
j0000006	Tony	1502841...			
j0000007	Yvonne	2788544...			
j0000008	Rose	1501972...			

### Category settings:

Enter the category settings and you can see the categories of leave (note: business trip, sick leave, and personal leave in the category settings are the default options and cannot be modified or deleted). Click [Add] to add a leave name in the pop-up dialog box.

**Holiday Type** ×

Business Trip  
Sick Leave  
Private Leave

Add  
Edit  
Delete

Exit

Regular full attendance settings

**Holiday Type** ×

**Add Type** ×

New Name

Cancel OK

Regular full attendance settings

### Add leave record:

Click [Add] and select the user, leave category, time period, etc. You can also set the same leave and business trip status for a group of people in

batches.

**Leave/Business Trip Compensation Sign In** X

Type: Business Trip From: 2023-09-28 A.M.

Note: To: 2023-09-28 P.M.

Users

Dept. All

User ID	User Name	Card NO		User ID	User Name	Card NO
j0000002	Ben	0556308...	>>	j0000001	Alex	1502296...
j0000003	Caille	1502521...	>			
j0000004	Max	2756367...	<<			
j0000005	Jenny	1502873...	<			
j0000006	Tony	1502641...				
j0000007	Yvonne	2788544...				
j0000008	Rose	1501972...				

Add Close

Holidays can be queried and printed by department and employee.

**Attendance Report** [Normal shift settings](#) [Shift rotation settings](#) [Shift rotation schedule](#) [Shift rotation roster](#) [Holiday](#) [Leave/Business Trip](#) [Check-in](#)

+ Add Del Edit Category settings Export To Excel Print Find

From: 2023-09-01 To: 2023-09-28

Name Dept. Q Query Q Clear

Id	Department	User ID	User Name	From	To	Type	Remark
4	General Manager's O...	j0000012	Alex	2023-09-28	A.M.	2023-09-28	P.M. Business Trip

### Normal schedule full attendance settings:

Click [Normal full attendance settings] in the category settings. As shown in the figure below, in the attendance "statistical report", "check-in" and "business trip" are counted as full attendance.

## Full Attendance Set



Check-in is considered as full attendance

**Holiday Type**

- Business Trip
- Sick Leave
- Private Leave

**Holiday Type(As Full Attendance)**

OK Cancel

## 6.4 Sign in

Purpose: If some employees are late for the bus or forget to clock in, etc., they can be checked in with the consent of their leaders, regardless of their tardiness, early departure or failure to clock in.

Click [Add] to enter

Attendance Report Normal shift se Manual Sign In

Time: 2023-09-28 星期日 08:30

Note

Users

Dept.	All	
User ID	User Name	Card NO
j0000012	Alex	0304130...
j0000013	Ben	1502527...
j0000014	Cale	1502296...
j0000015	Make	2788544...
j0000016	Melody	1502641...
j0000017	Max	1502873...
j0000018	Yvonne	2756367...
j0000019	Jerry	1502521...

Selected Users

User ID	User Name	Card NO
---------	-----------	---------

Add Close



Select the user who needs to sign in and fill in the check-in time. After setting the attendance rules according to the company's actual attendance system, and after extracting the records, the attendance can be generated and queried.

Note: Attendance must be generated before the attendance results can be queried.

## 6.5 Time Attendance shift setting

In actual use, customers require multiple shifts to meet company needs. For example, when there is a shift system, multiple shifts, or night shifts, you can use it in [Attendance] > [Shift Settings].

### 6.5.1 Shift Rule Setup

Attendance Report Normal shift settings **Shift rotation settings** Shift rotation schedule Shift rotation roster Holiday Leave/Business Trip Check-in

Clock-in late within 5 minute is not considered as late for work.

Clock-out early within 5 minutes is not considered as early departure.

Clock-in/out within a 60 minute range before or after the start and end of the work hours is considered valid.

Clock-in after 60 minutes past the end of the work hours is considered overtime.

Cancel OK

For example, if the clock-in time is set at 8:30:00 and 17:30:00: The range of minutes before and after the start and end of working hours where swiping the card is considered valid: Clock-in records between 7:30:00 and 9:30:00, and 16:30:00 and 18:30:00, will be considered time attendance records.

The number of minutes after the final clock-out time that is considered overtime: Swiping the card after 19:30:00 is considered overtime.

## 6.5.2 Shift Setting

Attendance Report Normal shift settings Shift rotation settings **Shift rotation schedule** Shift rotation roster Holiday Leave/Business Trip Check-in

+ Add Del Edit Clear Export To Excel Print Find

When the shift code is empty, it indicates a regular work attendance when the shift code is 0, it indicates a rest day.

Shift code	Shift name	Clock-in/out count	Overtime or Not	Clock-in time1	Clock-out time1	Clock-in time2	Clock-out time2	Clock-in time3	Clock-out time3	Clock-in time4	Clock-out time4
1	Early shift	2	No	08:30	17:30	-	-	-	-	-	-

### Other Shift Type

Type ID:

Name:

Swipe Times:

Working Hours

OnDuty1	<input type="text" value="08:30"/>	<input type="checkbox"/>	Overtime	OnDuty3	<input type="text" value="18:00"/>	<input checked="" type="checkbox"/>	Overtime
OffDuty1	<input type="text" value="12:00"/>			OffDuty3	<input type="text" value="21:00"/>		
OnDuty2	<input type="text" value="13:30"/>	<input type="checkbox"/>	Overtime				
OffDuty2	<input type="text" value="17:30"/>						

With the above configuration, time attendance between 8:30-12:00 and 13:30-17:30 is considered regular working hours, and working between 18:00-21:00 is considered 3 hours of overtime. If the checkbox  Overtime is unchecked, 18:00-21:00 will not be considered as overtime.

The "number of card swipes" can be set to 2, 4, 6, or 8 times. You can choose freely based on the company's policy.

You can set a total of 99 shifts, but overnight shifts are not supported.

### 6.5.3 Shift Scheduling

It is important to note that when assigning someone to a shift schedule, you need to first specify the shift setting in the user settings. Otherwise, the setting will not be successful. To display both regular and shift schedules as shown in the interface, the shift function must be enabled first.

Controllers Department **Personnel** Access Permissions Password Management

Auto Add + Add Edit Batch Edit User

User Name Card NO

Card Reader CIBD 3151000017

User ID	User Name	Card NO
<input type="checkbox"/>	j0000012	Alex 030413014
<input type="checkbox"/>	j0000013	Ben 150252722
<input checked="" type="checkbox"/>	j0000014	Calle 150229603
<input type="checkbox"/>	j0000015	Make 278854466
<input type="checkbox"/>	j0000016	Melody 150264190
<input type="checkbox"/>	j0000017	Max 150287317
<input type="checkbox"/>	j0000018	Yvonne 275636798
<input type="checkbox"/>	j0000019	Jenny 150252176

User ID: j-0000014  
User Name: Calle  
Card ID: 1502296036  
Department: General Manager's Office/Administration

Attendance  Access Control

Normal Shift  Other Shift

Deactivate: 2099-12-31  
Password: 123456

Cancel OK

Attendance Report Normal shift settings Shift rotation settings Shift rotation schedule **Shift rotation roster** Holiday Leave/Business Trip Check-in

+ Automatic shift scheduling Del Edit Shift

From: 2023-09-28 To: 2023-09-28

Name Dept:

Department	User ID	User Name	Date
------------	---------	-----------	------

Dept.: All From: 2023-09-01 To: 2023-09-30

User: All To: 2023-09-30

Selectable shifts: D=, 1-Early shift, 2-Night shift

Shift scheduling pattern sheet: 1-Early shift, Fri, Sat, Sun, Mon, Tue, Wed, Thu, Fri, Sat, Sun, Mon, Tue, Wed, Thu

Arrange Close

Administrator can define the working schedule of certain employees during a specific period of time.

Dept.: General Manager's Office\Admin ✓ From: 2023-09-01 ▾

User: All ▾ To: 2023-09-30 ▾

**Selectable shifts**

- 0\*-\*
- 1-Early shift
- 2-Night shift

**Shift scheduling pattern sheet**

Fri	1-Early shift
Sat	0*-*
Sun	0*-*
Mon	1-Early shift
Tue	1-Early shift
Wed	1-Early shift
Thu	1-Early shift
Fri	1-Early shift
Sat	0*-*
Sun	0*-*
Mon	1-Early shift
Tue	1-Early shift
Wed	1-Early shift
Thu	1-Early shift

Arrange
Close

For example, the scheduling for all employees in the "General Office / Research and Development Department" is set as follows: they work on weekdays and have weekends off during the month of September.

## 6.6 Time Attendance statistics and Report Generation

Once the records are extracted, time attendance can be generated and queried. Note: Time Attendance must be generated first before querying the results.

The software can help generate two types of time attendance reports:

### **Detailed Report** and **Summary Report**.

**Detailed Report:** Generates a detailed report of time attendance, including information such as the start and end time of work, late arrivals, early departures, absences, and overtime hours.

Summary Report: Provides statistics on the number of late arrivals, early departures, absences, and missed card swipes during a specific period of time.

If any time attendance settings are found to be incorrect or forgotten after generating the report, they can be adjusted and the time attendance report can be regenerated.

All reports can be categorized, printed, and exported as Excel documents.

### 6.6.1 Generating Detailed Time Attendance Report

Select the time range, department, user, etc. Click on "Generate Report," and the system will display the following interface. After generating the report, you can categorize and print it based on "Time," "Name," or "Department."

Attendance Report   Normal shift settings   Shift rotation settings   Shift rotation schedule   Shift rotation roster   Holiday   Leave/Business Trip   Check-in

Statistical reports    Generate reports    Print    Export To    Advanced query    Find

From: 2023-10-01   To: 2023-10-11  
 Name:   Dept:     

Creating Attendance Report Log: (Operating Date:2023-10-11 17:19:01) From:2023-10-01 To: 2023-10-11, User(s):

Department	User ID	User Name	Date	Clock-in time1	Clock-in1 description	Clock-out time1	Clock-out1 description	Clock-in time2	Clock-in2 description	Clock-out time2	Clock-out2 description	Clock-in time3	Clock-in3 description	Clock-out time3	Clock-out3 description
General Manager's Office/Administration Department	j0000001	Alex	2023-10-01		*		*								
General Manager's Office/Administration Department	j0000001	Alex	2023-10-02	09:42	Late	15:40	Leave								
General Manager's Office/Administration Department	j0000001	Alex	2023-10-03	08:50	Late	17:32	Absent								
General Manager's Office/Administration Department	j0000001	Alex	2023-10-04	08:20		17:40									
General Manager's Office/Administration Department	j0000001	Alex	2023-10-05	08:40	Late	15:40	Leave								
General Manager's Office/Administration Department	j0000001	Alex	2023-10-06	08:52	Late	17:32	Absent								
General Manager's Office/Administration Department	j0000001	Alex	2023-10-07		*		*								
General Manager's Office/Administration Department	j0000001	Alex	2023-10-08		*		*								
General Manager's Office/Administration Department	j0000001	Alex	2023-10-09	08:10	Absent	15:40	Absent								
General Manager's Office/Administration Department	j0000001	Alex	2023-10-10	09:27	Absent	09:37	Absent								
General Manager's Office/Administration Department	j0000001	Alex	2023-10-11		Business T...		Business T...								

Time Attendance Rules: Late arrivals and early departures are calculated in minutes and recorded as counts. Overtime is calculated in 30-minute increments, with less than 30 minutes rounded down to 0.5 hours and more than 30 minutes but less than 1 hour rounded up to 1 hour. Absences are recorded as whole days. "\*" indicates weekends off, and overtime on weekends is not counted.

## Advanced Query Functionality:



Query Option

Arrive Late    Manual Sign    LeaveEarly

Not Swipe    Absent    Overtime

Query

Close

Clicking on "Advanced Query" will bring up a window as shown in the above image, allowing you to select the time attendance data you want to view and query. Multiple selections are supported.

## Exporting to Excel :

Spreadsheet After generating the time attendance report, it can be exported as an Excel spreadsheet. Click on "Export to Excel," choose the file location, and the generated report data will be saved as an Excel file.

#	A	B	C	D	E	F	G	H	I
	Department	User ID	User Name	Date	Clock-in time	Clock-in description	Clock-out time	Clock-out description	Clock
2	er's Office\Administrat	j0000001	Alex	2023-10-01		*		*	
3	er's Office\Administrat	j0000001	Alex	2023-10-02	8:28		17:33		
4	er's Office\Administrat	j0000001	Alex	2023-10-03	8:22		17:32		
5	er's Office\Administrat	j0000001	Alex	2023-10-04	8:27		15:30	Leave	
6	er's Office\Administrat	j0000001	Alex	2023-10-05	8:28		17:29		
7	er's Office\Administrat	j0000001	Alex	2023-10-06	8:28		17:30		
8	er's Office\Administrat	j0000001	Alex	2023-10-07		*		*	
9	er's Office\Administrat	j0000001	Alex	2023-10-08		*		*	
10	er's Office\Administrat	j0000001	Alex	2023-10-09	10:30	Absent	15:21	Leave	
11	er's Office\Administrat	j0000001	Alex	2023-10-10	9:12	Late	17:40		
12	er's Office\Administrat	j0000001	Alex	2023-10-11	8:28		17:33		
13	er's Office\Administrat	j0000002	Ben	2023-10-01		*		*	
14	er's Office\Administrat	j0000002	Ben	2023-10-02	8:29		17:33		
15	er's Office\Administrat	j0000002	Ben	2023-10-03	8:23		17:32		
16	er's Office\Administrat	j0000002	Ben	2023-10-04	8:28		17:31		
17	er's Office\Administrat	j0000002	Ben	2023-10-05	8:30	Check-in	17:30		
18	er's Office\Administrat	j0000002	Ben	2023-10-06	8:22		17:30		
19	er's Office\Administrat	j0000002	Ben	2023-10-07		*		*	
20	er's Office\Administrat	j0000002	Ben	2023-10-08		*		*	
21	er's Office\Administrat	j0000002	Ben	2023-10-09		Absent		Absent	
22	er's Office\Administrat	j0000002	Ben	2023-10-10	8:37		17:32		
23	er's Office\Administrat	j0000002	Ben	2023-10-11	8:30	Check-in	17:30	Check-in	
24	eneral Manager's Offic	j0000003	Max	2023-10-01		*		*	
25	eneral Manager's Offic	j0000003	Max	2023-10-02	8:29		17:33		
26	eneral Manager's Offic	j0000003	Max	2023-10-03		Not Swipe		Not Swipe	
27	eneral Manager's Offic	j0000003	Max	2023-10-04	8:08		17:39		
28	eneral Manager's Offic	j0000003	Max	2023-10-05	8:20		17:43		
29	eneral Manager's Offic	j0000003	Max	2023-10-06	8:11		17:44		
30	eneral Manager's Offic	j0000003	Max	2023-10-07		*		*	
31	eneral Manager's Offic	j0000003	Max	2023-10-08		*		*	
32	eneral Manager's Offic	j0000003	Max	2023-10-09	8:20		17:31		
33	eneral Manager's Offic	j0000003	Max	2023-10-10	9:40	Late	17:33		
34	eneral Manager's Offic	j0000003	Max	2023-10-11	8:30		17:30		
35	eneral Manager's Offic	j0000004	Susan	2023-10-01		*		*	





## Attendance Statistics



Print   Export To Excel   Find   Close

Name:  Dept.:

Q Query   Q Clear

Creating Attendance Report Log: (Operating Date:2023-10-11 17:19:01) From:2023-10-01 To: 2023-10-11, User(8)

Department	User ID	User Name	Schedul ed attenda nce	Full attendan ce	Late Min	Early clock- out	Leave Early Min	Leave Early Count	Overtime	Absence (Days)	Check- in count	Not Swipe	Business Trip Days
General Man...	j0000001	Alex	21	18	0	0	3	1	0	0	0	2	0
General Man...	j0000002	Ben	21	21	6	1	0	0	2.5	0	0	0	0
General Man...	j0000003	Max	21	21	0	0	0	0	4	0	8	0	4
General Man...	j0000004	Susan	21	20	11	2	1	1	0	1	4	1	2
General Man...	j0000005	Seaky	21	21	0	0	0	0	7.5	0	0	0	0
General Man...	j0000006	Jenny	21	21	0	0	0	0	3	0	12	0	6
General Man...	j0000007	Jonny	21	19	25	3	4	1	0	0	1	1	0

Current page: 1/1; Total data volume: 8rows Skip to:  Skip

First   Back   Next   Last

**Scheduled workdays:** The number of days an employee is supposed to work according to regulations.

**Full time attendance days:** The actual number of days an employee worked. If the day includes missed card swipes, late arrivals, early departures, absences, leaves, business trips, or holidays, it is not considered a full time attendance day.

Late arrivals and early departures are counted in terms of occurrences.

Absence days, business trips, and other holidays are counted in terms of days.

Overtime hours are recorded with a precision of 0.5 hours.

Missed card swipes are counted in terms of occurrences.

Note: The remarks from leaves, business trips, or check-ins can be displayed.

### Exporting to Excel:

Spreadsheet After generating the summary report, it can be exported as

an Excel spreadsheet. Click on "Export to Excel," choose the file location, and the generated statistical data will be saved as an Excel file.

A	B	C	D	E	F	G	H	I	J	K
Department	User ID	User Name	Education	Attendance (Full Attendance)	Late	Excused	Leave Early	Leave Early	Overtime	Absence
nager's Office/Administration	j0000001	Alex	21	18	0	0	3	1	0	0
nager's Office/Administration	j0000002	Ben	21	21	6	1	0	0	2.5	0
General Manager's Office	j0000003	Max	21	21	0	0	0	0	4	0
General Manager's Office	j0000004	Susan	21	20	11	0	1	1	0	0
nager's Office/Administration	j0000005	Seaky	21	21	0	0	0	0	7.5	1
nager's Office/Administration	j0000006	Jerry	21	21	0	0	0	0	3	0
nager's Office/Administration	j0000007	Sonny	21	21	25	3	6	1	0	0
nager's Office/Administration	j0000008	Coco	21	19	0	0	0	0	0	0

