

# Trudian Security Management Center Platform User Manul

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# 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	5
3.3 Test controller communication	6
3.4 Controller area management	7
4 Department and Registration Card User Operations	9
4.1 Set Department	9
4.2 Add registered card users	10
4.3 Automatically add registration card function (automatic card	
issuance)	12
4.4 Import User	.14
4.5 Modify single-user permissions	.15
4.6 Report lost card	.15
4.7 Quick query user	.17
4.7.1. Query by Card ID	.17
4.7.2. Query by user name	18
5 Basic Operation	.19
5.1 Authority Management	19
5.1.1. Add Delete Permission	19
5.1.2. Modify Single-user Permissions	21
5.2 Upload door parameter settings and registration card permission	ons
	.24
5.3 Real-time monitoring of Swipe card informations	.26
5.4 Extract Records	26
5.5 How to query records	27

Trudian Security Management Center Platform User Manul

5.6 Lock Interface	28
5.7 Password Management	29
5.7.1. Enable card + password Function	29
5.7.2. Enable Super Password	
5.8 Enable remote door opening	34
6 Time Attendance Management function module	34
6.1 Set basic time attendance rules	
6.2 Set holidays and weekends	36
6.3 Settings for taking leave for business trips	38
6.4 Sign in	40
6.5 Time Attendance shift setting	41
6.5.1. Shift Rule Setup	
6.5.2. Shift Setting	42
6.5.3. Shift Scheduling	
6.6 Time Attendance shift setting	
6.6.1. Generating Detailed Time Attendance Report	44
6.6.2. Generating Summary Time Attendance Report	47

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"

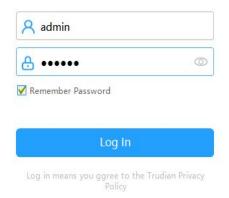
- 3. Click"Install"
- 4. Wait for the installation to complete

# 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

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- 2. Enter the initial username: admin and password: 123456.
- 3.After login, the main operation interface will be displayed.

peration Guide	Controllers De	epartment	Personn	el Acce	ss Permis	sions Passwo	rd Managen	nent	
1.Add Controllers By Searching	🖹 Search 🗶 Edit	1 Del			~				
2.Add card user By Swiping	Controller #	SN	Enable	IP	PORT	Regional Management	Note	Controlled doors	
3.Add permissions Allow And Upload									
Close Instruction									
Configuration									
Operation									
Attendance									

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.

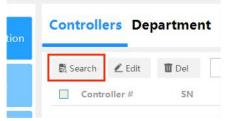
# **3 Device Parameter Settings**

# 3.1 Add/set controller parameters

Click [Configuration] to enter the controller interface.

controllers D	epartment	Personn	el Acce	ss Permis	ssions Passwo	rd Manager	ment
🖹 Search 🗶 Edit	T Del	Enable	IP	PORT	Regional Management	Note	Controlled doors
Controller #	314	Enable	UP.	PORT	Management	Note	controlled doors

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



Click [Search for controllers in the same network segment]

uren	for controllers in the sa	me network segm	ent Close						
ID	SN	IP	Mask	Gateway	PORT	MAC	PC IPAddress	Model	Operatio
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	Add
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	Add
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	Add

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.

Configure		
Management Center IP	192.168.1.223	
Management Center Port	7000	
Controller IP	192.168.1.122	
Default Gateway	192.1 <mark>68</mark> .1.1	
Subnet Mask	255.255.255.0	

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



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 the 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 #	1		
* SN	02221111999999	99	🗹 Enable
Zone		~	Controller Zone Management
Note			
м	anagement Center IP	192.168.1.223	
Manag	gement Center Port	7000	*
	Controller IP	192.168.1.122	
	Default Gateway	192.168. <mark>1</mark> .1	
	Subnet Mask	255.255.255.0	
	Cancel	Next	

	Door Name		Door Contro	ol Method	Unlock Time		
1	D0001-1	🗹 Enable	Online ON	ormally Open	O Normally Closed	5s	•
2	D0001-2	🗹 Enable	🖲 Online 🔵 Ne	ormally Open	O Normally Closed	5s	•
	Reader Position						
	Reader Position						
	Reader Position D0001-1	<b>∀</b> Enable					
Entry Card Reader# 1 Entry Card Reader# 2		⊻ Enable ¥ Enable					
	D0001-1						

Trudian Security Management Center Platform User Manul

[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].

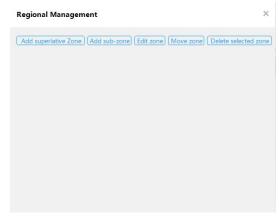
# 3.3 Test controller communication

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

ମି Selec	t All @ Real	iery Swipe F	Stop	Detection controller	🖆 Upload settings	Extract records	Remote Open	
-	Event Window	Q, Find	0.111	0			-	
0001-1	D0001-2	$\sim$						
01	Execution time	Descrip		(Current Valu	Information	nalau 51/21	D0001-2 Door Status: Close Door Central State: Cont	rol
<b>D</b> 1 <b>D</b> 2		Descrip D0001-1Please U D0001-1[022211	Upload Again!		Information le/Controller Value)Door Delay:2s;Enable;Records			

# 3.4 Controller area management

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



Click [Add superlative Zone].

Add super	lative Zone		×
Zone	1		
	Cancel	ОК	

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].

Regional Man	agement	×
Add superlative	Zone Add sub-zone Edit zone Move zone	e) Delete selected zone)
E Administrativ	e District	
General M	anagement Area	

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	02221111999999	99	Enable
Zone	Administrative D	istrict∖General M∨	Controller Zone Management
Note			
Ma	inagement Center IP	192.168.1.223	
	ement Center Port	7000	÷
	Controller IP	192.168.1.122	
	Default Gateway	192.168.1.1	
	Subnet Mask	255.255. <mark>255</mark> .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].

Add Top D	epartment		×
Department			
	Cancel	ОК	

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.

Auto Add	+ Add	🖉 Edit	A Batch Edit	🖄 Import	Report lost card	🗓 Del	A Privilege		
ser Name			Card NO		Department		<ul> <li>✓ Q Search</li> </ul>	Clear	

Click [Add].

er					
* User ID j	j- <mark>0000001</mark>				
* User Name					
Card ID					
Department			~	Photo	
Attendance	Access Cont	rol			
<ul> <li>Normal Shift</li> </ul>	Deactivate	2099-12-31 💌			
Other Shift	Password	123456			

Trudian Security Management Center Platform User Manul

[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:

er					
* User ID	j-0000001				
* User Name	Jennie			1	
Card ID	2323232323				
Department	General Manager's O	ffice	~	Photo	
Attendance	Access Contro				
Normal Shift	Deactivate 2	2099-12-31 🔻			
Other Shift	Password 1	23456			
	Cancel	ок	Add Nex	d	

Click [OK], the user has been added to the system. Please note: User ID and User Name must be filled in.

			Personnel						
🛃 Auto Add	+ Add	🖉 Edit	Batch Edit	mport 📕 Rep	ort lost card	Del &	Privilege		
User Name		с	ard NO	Depa	rtment	0	Q Search	Q Clear	
Card Reader	COM1	$\sim$	Connect						
Use	r ID	User Name	Card NO	Attendance	Other Shift	Access contro function	Valid un	til	Department
0000	0001	Jennie	232323232323				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)

Click [Configuration] > [Personnel] to enter the user interface. Purpose: You can add users in batches by automatically swiping cards. Click[Configuration] > [Personnel] > [Auto Add] to enter the auto add user interface.

Automatically add use	ers - USB card issuer	×
Default Dept	Click to enter the card reading state COM1	~
	Count: 0	
	Job number selection	
	OK Exit	

#### After swiping the card

Automatica	ally add users - U	5B card issuer		×
Default Dept	1502916820	Count: 3	Please swipe your card COM3 V	
	1501972468 1502059780 1502916820		Job number selection	
		ОК	Exit	

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

onti	roller	s Dep	artmen	t Perso	onnel	Access	Per	missions	Pass	wor	d Manage	ment	
🛱 Aut	to Add	+ Add	🗶 Edit	A Batch Ed	lit 🖄 Ir	nport 🖡	Repor	t lost card	🗓 Del	名 Pr	ivilege		
User N	lame			Card NO			Depart	ment		$\sim$	Q Search	Q Clear	
Card Re	ader 0	0113		V Di sconne	t								
	User I	D	User Nam	ie Ca	rd NO	Attenda	nce	Other Shift	Access co functi		Valid unt	il	Department
	J00000	01	Jennie	232	3232323						2099-12-	31	General Manager's Office
	j00000	102	N15019724	<b>168 150</b>	1972 <mark>4</mark> 68						2099-12-	31	2
	j00000	103	N15020597	80 150	2059780						2099-12-	31	×
	j00000	04	N15029168	320 150	2916820						2099-12-	31	

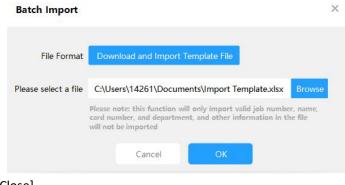
When adding a user through the automatic addition function, the name of the cardholder is named in the form of "N+card number" by default, and the user's name and other information (except the card number) can be modified by modification.

# 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].

Auto	Add									
User Na		Template data	total4,Successf	ul3/Failed1				Clear		
ard Read	1	User ID	User Name	Card NO	Department	Failure Reason		Ciedi		
	Use	j-0000001	Tim	12345678	Company\Depar Thi	s User ID has already existed. N	<b>IO</b>		Departm	ent
j j	000(							Ge	n <mark>eral M</mark> anag	er's Off
🔲 j	000(								-	
🔲 j	000(									
🔲 j	000(								2	
🗌 j	000(							Ge	neral Manage	er's Off
🔲 j	000(			-				Ge	neral Manag	er's <mark>Off</mark>
<b>_</b> j	000(			Export Faile	ed Data Close			Ge	neral Manage	er's Off

#### Controllers Department Personnel Access Permissions Password Management

# 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.

Report lost card	ł	×
User Name	Jennie	
Lost Card NO	2323232323	
New Card NO		
	Cancel OK	
Report lost car	d	×
		×
Report lost car		×
User Name		×
User Name Lost Card NO	Jennie	×

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

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

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

Can query users with unassigned rights.

For example, query the following user table.

E AL	ito Add + Add	🗶 Edit 🔌	Batch Edit 🔹 Im	aport 📕 Rep	ort lost card	Del & P	rivilege	
User	Name	Car	d NO	Depa	artment	$\sim$	Q Search	2 Clear
ard R	eader COM3	~	Disconnect					
	User ID	User Name	Card NO	Attendance	Other Shift	Access control function	Valid until	Department
	j0000001	Jennie	2323232323				2099-12-31	General Manager's Office
	j0000002	Lisa	1501972468				2099-12-31	General Manager's Office\Ad
	j0000003	Max	1502059780				2099-12-31	General Manager's Office\Ad
	j0000004	Gary	1502916820				2099-12-31	General Manager's Office\Ad
	j0000006	Rose	12345679				2099-12-31	General Manager's Office
	j0000007	Peter	12345680				2099-12-31	General Manager's Office
	10000008	Alex	12345681				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.

User I	Name	Card	1 NO 15	Depa	rtment	$\sim$	Q Search	Clear	
ard R	eader COM3	$\sim$	Disconnect						
	User ID	User Name	Card NO	Attendance	Other Shift	Access control function	Valid until		Department
	J000002	Lisa	1501972468				2099-12-31	General	Manager's Office\Ad
	J0000003	Max	1502059780				2099-12-31	General	Manager's Office\Ad
	J0000004	Gary	1502916820				2099-12-31	General	Manager's Office\Ad

#### Trudian Security Management Center Platform User Manul

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.

Controllers	Departi	ment Per	sonnel A	ccess Pe	mission	s Passw	ord Manage	ement	
🛱 Auto Add	+ Add 🖉	Edit 🔧 Batch	Edit 🖄 Impo	ort 🖪 Repo	rt lost card	Del &	ት Privilege		
User Name		Card NO	12345680	Depa	tment		✓ Q Search	Q Clear	
Card Reader 00		v Discon		Attendance	Other Shift	Access cont	rol Valid un	+11	Department
j000000			12345680	Rttendance		function	2099-12-		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".

			A Batch Edit 🖄 Im		ort lost card	Total Del & Privi	-	
User	Name A	c	ard NO	Depa	rtment	$\sim$	Q Search Q	Clear
ard R	COM3 User ID	↓ User Name	Disconnect Card NO	Attendance	Other Shift	Access control function	Valid until	Department
	j000002	Lisa	1501972468				2099-12-31	General Manager's Office\Ad
	j0000003	Max	1502059780				2099-12-31	General Manager's Office\Ad
	j0000004	Gary	1502916820				2099-12-31	General Manager's Office\Ad
	j0000008	Alex	12345681				2099-12-31	General Manager's Office

Trudian Security Management Center Platform User Manul

# **5** Basic Operation

# 5.1 Authority Management

## 5.1.1. Add Delete Permission

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

Door         User Name         Card NO         Department         Q Quury           Card Reader         0000         00001-0         User Name         Card NO         Department         Q Quury           Door         User ID         User Name         Card NO         Card NO         Department         Q Quury           D0001-1         J0000001         Jennie         232323233         Department         User Name         Card NO           D0001-2         J0000001         Jennie         232300780         User Name         Card NO           D0001-3         J0000003         Max         150005780         User Name         User Name	🗟 Add deleti	e permission	R Modify single-user p	ermissions				
Door         User ID         User Name         Card NO           D0001-1         J000001         Jennie         2323232323           D0001-2         J000001         Jennie         2323232323           D0001-1         J000003         Max         1502059780	Door	~	✓ User Name		Card NO	Department	V Q Que	y (
D0001-1         j0000001         Jennie         2323232323           D0001-2         j0000001         Jennie         2323232323           D0001-1         j0000003         Max         1502059780	ard Reader	CONS	Disconnect					
D0001-2         J0000001         Jennie         232323232           D0001-1         J0000003         Max         1502059780	Door	User ID	User Name	Card NO				
D0001-1 j0000003 Max 1502059780	D0001-1	j0000001	Jennie	2323232323				
	D0001-2	j0000001	Jennie	2323232323				
D0001.2 10000002 May 1503050780	D0001-1	j0000003	Max	1502059780				
1502051-2 J000005 Wax 1502059700	D0001-2	j0000003	Max	1502059780				

Trudian Security Management Center Platform User Manul

Click [ Add Delete Permission]

— User nun	nber					
Department	All		$\sim$		Selected Users	
User ID	User Name	Card NO	7	>	User ID User Name O	ard NO 0
j000000	Jennie	2323232	Î	$\rightarrow$		
j000000	2 Lisa	1501972		~		
j000000	8 Max	1502059	-	<		
Door nur	nber					
Zone All	Zones		$\sim$			
Option	al doors		2	>>	Selected Doors	C
D0001-1				>		
D0001-2	:			~		
				<		

[>>]: 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] .

```
Main Console Query Swipe Records
```



# 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].

j0000001.Jennie—	—Privileges			×
Zone All Zones	~		Selected Doors	2
Optional doors	0	» > «	D0001-1 D0001-2	
	Cancel	ок	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 ".

j0000001.Jennie—	–Privileges			×
Zone All Zones	$\sim$		Selected Doors	1
Optional doors D0001-2	1	» > «	D0001-1	
	Cancel	ОК	Confirm And Upload	

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



Click [OK].



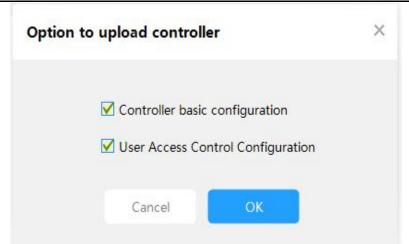
To confirm whether the authority has been changed successfully, you can perform "real-time monitoring" on the "main console" and swipe the card. Click [Operation] > [Main Console], first select the door, then click [Realtime Monitoring], and then swipe the card on the card reader. After swiping the card, 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 ] .

Select All	al time monitoring	Stop	ODetection controller	Upload settings	Extract records	Remote Open	
T Clear Event Windo	v Q. Find						
0001-1 D0001-2							
20001-1 D0001-2 Execution time	Descrip	otion		Information			
Execution	Descrip D0001-1[022211		9] S	Information	ï		
Execution		11199999999					

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.

ଜି Selec	t All © Real	time monitoring 👘 Stop	Detection controller	Upload settings	Extract records	Remote Open	
T Clear	Event Window	Q, Find					
00001-1	D0001-2						
	Execution	Description		Information		Card NO: 1501972468	
1		Description D0001-1(0222111199999999)	2	Information		User ID: j0000002 User Name: Lisa	
<b>1</b> <b>2</b>	time					User ID: j0000002	on Depart
· ·	time 11:26:16	D0001-1[0222111199999999]	Basic configuratio	tart uploading settings.	aded successfully.	User ID: j0000002 User Name: Lisa Department: Administratio	45 Tuesda

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].

DownLoad D0001-1?		2
	Cancel	OK

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

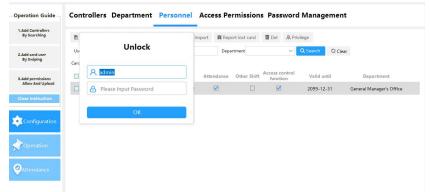
Please extract the records before performing the query. Click [ Operation] > [ Query Swipe Record] to enter the query original record interface.

🖆 Đ	port To Excel	QF	Find										
From:	First Event	$\sim$	2023-08-29	To:	Last Event	$\sim$	2023-08-29	▼ Time:	00:00	\$ To: 23	<b>:59</b> ‡		
lame			User ID				Dept.		$\sim$	Q Query	Q Clear		
NO.	Card N	0	User ID	Us	er Name	De	partment		Time		Location	Valid	Description
4	1502059	780	j0000003		Max	Gener	al Manager'	2023-08-2	9 <mark>11:</mark> 29:3	2 Tuesday	D0001-2		IC Card No.
3	15020593	780	j0000003		Max	Gener	al Manager'	2023-08-2	9 11:29:2	8 Tuesday	D0001-2		IC Card No.
2	1501972	468	j0000002		Lisa	Genera	al Manager'	2023-08-2	9 11:27:4	5 Tuesday	D0001-1		IC Card No.
1	1501972	468	j0000002		Lisa	Genera	al Manager'	2023-08-2	9 11:27:4	2 Tuesday	D0001-2		IC Card No.

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 Pe	ersonne <mark>l Access P</mark>	ermissions Pa	ssword Managen	nent
Card+PIN	Note: After swiping the c by swiping the card)	ard, normal users must enter	the password to open t	he door. (If the user passw	ord is 0, the door will be opened directly
	Card reader number	The SN of the controller	Card reader name	Card reader position	Card+PIN
User Password	1	0222111199999999	1	D0001-1	
Super Password	2	02221111999999999	2	D0001-2	

Card+PIN	Note: After swiping the c by swiping the card)	ard, normal users must enter	the password to open th	ne door. (If the user passw	ord is 0, the door v	vill be opened	directly
	Card reader number	The SN of the controller	Card reader name	Card reader position	Card+PIN		
ser Password	1	0222111199999999	1	D0001-1			
per Password	2	0222111199999999	2	D0001-2			

#### Trudian Security Management Center Platform User Manul

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 Pe	rsonnel Access P	Permissions Pas	ssword Manager	nent			
Card+PIN	Note: After swiping the c by swiping the card)	ard, normal users must enter	the password to open th	ne door. (If the user passw	ord is 0, the door	will be op	ened dire	ectly
	Card reader number	The SN of the controller	Card reader name	Card reader position	Card+PIN			
User Password	1	0222111199999999	1	D0001-1				
Super Password	2	0222111199999999	2	D0001-2				
OK Cancel								
	Current page: 1/1; Total	data volume: 2rows Skip to	1 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].

Trudian Security Management Center Platform User Manul

Click [User Password].

User Password	Note: It cannot be used	alone, it needs to b User ID	e used in conjunctio User Name	n with the function Card NO	of "swipe card + password" Department	User Password	Operatio
Super Password	1	j0000001	Jennie	2323232323	General Manager's Office	unmodified	Change
	2	j0000002	Lisa	1501972468	General Manager's Office\Ad	unmodified	Change
	3	j0000003	Max	1502059780	General Manager's Office\Ad	unmodified	Change
	4	j0000004	Gary	1502916820	General Manager's Office\Ad	unmodified	Change
	5	j0000006	Rose	12345679	General Manager's Office	unmodified	Change
	6	j0000007	Peter	12345680	General Manager's Office	unmodified	Change
	7	j0000008	Alex	12345681	General Manager's Office	unmodified	Change

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

Change PIN—.	Jennie		×
New Password	•••		
Confirm Password			
	Cancel	ОК	

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

Liser Password	te: It cannot be use	d alone it needs to b					
	d reader number	User ID	e used in conjunction User Name	n with the function Card NO	of "swipe card + password" Department	User Password	Operatio
Super Password	1	j0000001	Jennie	2323232323	General Manager's Office	modified	Change
	2	j0000002	Lisa	1501972468	General Manager's Office\Ad	unmodified	Change
	3	j0000003	Max	1502059780	General Manager's Office\Ad	unmodified	Change
	4	j0000004	Gary	1502916820	General Manager's Office\Ad	unmodified	Change
	5	j0000006	Rose	12345679	General Manager's Office	unmodified	Change
	6	j000007	Peter	12345680	General Manager's Office	unmodified	Change
	7	j0000008	Alex	12345681	General Manager's Office	unmodified	Change

Trudian Security Management Center Platform User Manul

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].

Card+PIN	Note: There is no need to check "swipe card + exceed 4! \nThe user can directly open the co keyboard.	password prrespondin	" to use this function! The number of passwords for each card reader cann- g door by inputting the normal password through the designated passwor
ser Password	Password Applicable card reader	Adapt To	(All) V
uper Password		Password	12367
ok			

Trudian Security Management Center Platform User Manul

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 C	onsole Qu	uery Swipe Records				
C Selec	t All 🛛 🔍 Real	time monitoring Stop	Detection controller	🖆 Upload settings	E Extract records	Remote Open
T Clear	Event Window	Q, Find				
		$\sim$				
D0001-1	D0001-2					
	Execution time	Description		Information		Card NO: 2
1	11:39:35	D0001-1[0222111199999999]	S	tart uploading settings.		Time: 2023-08-29 11:39:44 Tues Location: D0001-1-Open door
1 2	11:39:36	D0001-1	Basic configuration	n and permissions uploa	aded successfully.	Status: Unlock by Super PINSuce fully
<b>()</b> 3	11:39:36	D0001-2	Basic configuration	n and permissions uploa	aded successfully.	
14	11:39:47	D0001-1-Open door	2—2023-08-29 1	1:39:44 Tuesday-D000	1-1-Open door-U	

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.

Select All @ Rea	l time monitoring	Stop	ODetection controller	🖆 Upload settings	🖹 Extract records	Remote Open
Clear Event Window	Q, Find					
	~					
1. 1. 1.						
01-1 D0001-2						
Evention						
Execution	Descriț	otion		Information		
	Descrip D0001-1[02221		9] Remote O	Information	11:37:15	
time		1119999999				
time 2 11:37:15	D0001-1[02221	11199999999 11199999999	9] Remote O	penSuccess;2023-08-29	11:37:16	

# 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

Operation Guide	Attendance Rep	ort	Norm	al shift settings	Shift rotat	tion settings	Shift rotatio	on schedule	Shift rotation
1.Add Controllers By Searching	Clock-in late within	5	: m	ninutes is not considered	as late for work.				
2.Add card user By Swiping	Clock-in late more that Clock-out early within			minutes is considered					
3.Add permissions Allow And Upload	Clock-out early more t	han 5		minutes is consider					
Close Instruction	Clock-in/out twice a	a day.		O Clock-in/out four	times a day.				
Configuration	Clock-in time: 0	8:30							
Configuration	Clock-out time: 1	7:30							
Operation									
Attendance	Advanced	Cancel		ок					

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-out early with	nin 5	: minu	
Clock-out early mo	re than 5	1	Shift Normal Option ×
Clock-in after 60		minutes past	Only clock-in counts, clock-out is not necessary.
Clock-in/out twi	ce a day.	0	Meeting the daily work duration is considered as normal attendance [not restricted by the clock-in/out times].
Clock-in time:	08:30		During regular work attendance, the earliest allowed clock-in time for work (one minute prior to this is the latest clock-out time).
Clock-out time:	17:30		The maximum daily overtime duration cannot exceed 5 . hours
			Cincel

# 6.2 Set holidays and weekends

ttendance Repo	ort Normal shif	ft setti	ngs Shift rotati	on setting	s Shift rotation schedule	Shift rotation roster	Holiday	Leave/Business Trip	Check-ir
foliday settings apply o Holiday overview she									
	From		То		Remark	Add Holiday			
The Mid-Autumn Fes	2023-09-29 Friday	AM.	2023-09-29 Friday	P.M.					
National Day	2023-09-30 Saturday	A.M.	2023-10-06 Friday	P.M.		Delete Holiday			
Mandatory workdays	overview sheet From		To		Remark	Add mandatory workdays Delete mandatory work			
			aturday morning, rest in t Saturdays of even-numbe						
			day morning, rest in the al		ок	Cancel			

#### Add holiday:

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

Name:	New Year's Day			
From:	202 <mark>4</mark> -01-01	Ŧ	A.M.	$\sim$
To:	2024-01-01	•	P.M.	$\sim$
Note:				
		3	-	
	Cancel	ОК		

#### 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 work	days overview sheet					
	From		То	-	Remark	Add mandatory workdays
Meeting	2023-05-03 Wednesday	A.M.	2023-05-03 Wednesday	P.M.		Delete
						mandatory work

#### Set weekend rest days:

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



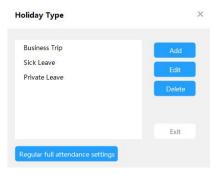


# 6.3 Settings for taking leave for business trips

+ Add	T Del	💪 Edit	:	Category settings	Lea	ve/Busi	ness Trip Co	mpensa	tion Si	gn In					×		
rom	2023-09-01	v	То	2023-09-28				~						~			
ame				Dept.		Busine	ss Irip	~	To:	2023-09-28		- /					
Id	Depa	rtment		User ID	Notec	Users			10:	2023-09-28		<b>∀</b>	.M.	$\sim$			
					C	lept. All			~		Selected U						
						User ID	User Name	Card	0	>	User ID	User 1	lame (	ard NO			
						j000000	Alex	150229	16								
						j000000	2 Ben	055630		~							
						j000000	8 Calle	150252	1_	<							
						1000000	Max	275636	57								
						j000000	5 Jenny	150287	3								
						j000000	5 Tony	150264	1_								
						1000000	Yvonne	278854	4_								
						1000000	Rose	150197	2								

#### **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.



Add Type			×
New Name			
	Cancel	ОК	

#### 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.

be: B	usiness	Trip	$\sim$	From:	2023-09-28		▼ A.M.	$\sim$
te:				To:	2023-09-28		▼ P.M.	$\sim$
Use	rs							
Dept	All			$\sim$		Selected U		
Us	er ID	User Name	Card I	0/	>	User ID	User Name	Card NO
j00	00002	Ben	055630	80	>	j0000001	Alex	1502296
j <mark>oo</mark> i	00003	Caile	150252	21	~			
joo	00004	Max	275636	57	<			
j00	00005	Jenny	150287	3				
j00	00006	Tony	150264	1				
j00	00007	Yvonne	278854	14				
joo	80000	Rose	150197	2				

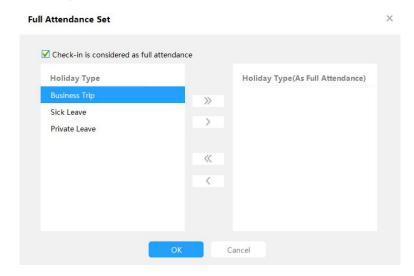
Holidays can be queried and printed by department and employe.

Trudian Security Management Center Platform User Manul



#### 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.



# 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

Atten	dance Report	No	rmal s	shift se	Mar	ual Sign	In					×	ter	Holiday	Leave/Business Trip Check-in
+ Ad	d 🔟 Del 🖆 Exp	ort To I	Excel	El Print			-28 星期四	v 08:	30						
From:	2023-01-01 -	To:	2023	-09-28	Note										
Name			Dept.		F	Users									
Id	Departme	ent		User	E	Dept. All			~		Selected Users				
						User ID	User Name	Card NO		$\gg$	User ID User Name Card NO				
						j0000012	Alex	0304130	î	$\rightarrow$					
						j0000013	Ben	1502527		~					
						j0000014	Caile	1502296	10	<					
						j0000015	Make	2788544							
						J0000016	Melody	1502641							
						j0000017	Max	1502873							
						j0000018	Yvonne	2756367							
						j0000019	Jenny	1502521	×						
									Add		Close				

Trudian Security Management Center Platform User Manul

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



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 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

	🗓 Del 🛛 🖉 Edit														
the sl	hift code is empty										-				
code	Shift name	count	Overtime or Not	time1	time1	t 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					1	100				
	Other	Shift	Type												
	oulei	June	Type												
	т	15				$\sim$									
	iy	pe ID		1		~									
	Na	me		Early	shift										
	Sw	ripe Tin	nes	6		$\sim$									
	147 1		T.												
	Work	ing Ho	urs	OnD	uty1	08:30	\$		Vertim	e O	nDuty3	18:0	0	🗸 🗹 Overtime	
				1.5.750						1.85			201 2		
				Off	outy1	12:00				C	)ffDuty3	21:0	0	÷	
								-							
				OnD	uty2	13:30			Overtime	е					
				Off	outy2	17:30									
				0	ary -										

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 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.

E AL	uto Add + Add	🗶 Edit	A Batch Edit 🖻	User			×	
User	Name	0	ard NO					
ard R	Reader COM3	~	Disconnect	* User ID	j-0000014			
	User ID	User Name	Card NO	* User Name	Caile			ment
	j0000012	Alex	030413014	Card ID	1502296036			dministration Department
	j0000013	Ben	150252722	Department	General Manager's Office\Administration $\lor$	Photo		dministration Department
	j0000014	Caile	150229603					dministration Department
	j0000015	Make	278854466	Attendance	Access Control			dministration Department
	j0000016	Melody	150264190	O Normal Shift	Deactivate 2099-12-31 💌			dministration Department
	j0000017	Max	150287317	<ul> <li>Other Shift</li> </ul>	Password 123456			dministration Department
	j0000018	Yvonne	275636798					dministration Department
	j0000019	Jenny	150252176		Cancel OK			dministration Department
tenc	dance Report N	ormal shif	t settings Shift	rotation settings Sh	ift rotation schedule Shift rotation	roster Holiday	Leave/I	
+ Auto	omatic shift scheduling	Del CE	alit 🖆 Shift 8 Depta	All	× From: 2023-09-01 *		Leave/I	
+ Auto	omatic shift scheduling 2023-09-28 v 1	∎ Del 🗶 E	dit <b>4 Shift</b> 8 Depta Date	All	×		Leave/I	Business Trip Check

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

Dept.:	General Manager's Office	Admin	From:	202	23-09-01	Ţ
User:	All	$\sim$	To:	202	23-09-30	Ţ
Selea	table shifts			Shift s	cheduling pattern she	et
0*	.*			Fri	1-Early shift	
1-	Early shift			Sat	0*_*	
2-	Night shift			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	

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 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].



### 6.6.1. 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 Repo	ort No	ormal shi	ift setti	ings Shif	t rotation	settings S	hift rot	ation sch	nedule	Shift rot	ation r	oster	Holiday	Leav	e/Busir	ness Trip	Che	:k-in
M Statistical reports	🗗 Gener	rate reports	🕄 Print	🚊 Export To	E. Advance	ed query Q, Fi	nd											
From: 2023-10-01	₩ To:	2023-10-1	1 -															
Name		Dept.		~	Q Query (	🔉 Clear												
Creating Attendance Rep	ort Log: (	Operating Dat	te:2023-10-	11 17:19:01) Fr	om2023-10-01 T	to 2023-10-11, Use												
Dep	artment		*	User ID	User Name	Date	Clock-in time1	Clock-in1 description		Clock-out1 description	Clock-in time2			Clock-out2 description		Clock-in3 description		
General Manager's Office	Administ	ration Departm	ment	J0000001	Alex	2023-10-01				*								
General Manager's Office	Administ	ration Departm	ment	j0000001	Alex	2023-10-02	08:42	Late	15:40	Leave								
General Manager's Office	Administ	ration Departm	ment	J0000001	Alex	2023-10-03	08:50	Late	17:32	Absent								
General Manager's Office	Administ	ration Departm	ment	j0000001	Alex	2023-10-04	08:20		17:40									
General Manager's Office	Administ	ration Departm	ment	j0000001	Alex	2023-10-05	08:40	Late	15:40	Leave								
General Manager's Office	Administ	ration Departm	ment	j000001	Alex	2023-10-06	08:52	Late	17:32	Absent								
General Manager's Office	Administ/	ration Departm	ment	j0000001	Alex	2023-10-07												
General Manager's Office	VAdminist	ration Departm	ment	j0000001	Alex	2023-10-08		*		*								
General Manager's Office	Administ	ration Departs	ment	j0000001	Alex	2023-10-09	08:10	Absent	15:40	Absent								
General Manager's Office	Administ	ration Departm	ment	J0000001	Alex	2023-10-10	09:27	Absent	09:37	Absent								
General Manager's Office	Administ	ration Departm	ment	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:



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.

4	A	В	С	D	E	F	G	Н
1	Department	User ID	User Name	Date	Clock-in time	1)ck-in1descript	clock-out time	k-out1descriptCloc
2	er's Office\Administrati	j0000001	Alex	2023-10-01		*		*
3	er's Office\Administrati	j0000001	Alex	2023-10-02	8:28		17:33	
4	er's Office\Administrati	j0000001	Alex	2023-10-03	8:22		17:32	
5	er's Office\Administrati	j0000001	Alex	2023-10-04	8:27		15:30	Leave
6	er's Office\Administrati	j0000001	Alex	2023-10-05	8:28		17:29	
7	er's Office\Administrati	j0000001	Alex	2023-10-06	8:28		17:30	
8	er's Office\Administrati	j0000001	Alex	2023-10-07		*		*
9	er's Office\Administrati	j0000001	Alex	2023-10-08		*		*
10	er's Office\Administrati	j0000001	Alex	2023-10-09	10:30	Absent	15:21	Leave
11	er's Office\Administrati	j0000001	Alex	2023-10-10	9:12	Late	17:40	
12	er's Office\Administrati	j0000001	Alex	2023-10-11	8:28		17:33	
13	er's Office\Administrati	j0000002	Ben	2023-10-01		*		*
14	er's Office\Administrati	j0000002	Ben	2023-10-02	8:29		17:33	
15	er's Office\Administrati	j0000002	Ben	2023-10-03	8:23		17:32	
16	er's Office\Administrati	j0000002	Ben	2023-10-04	8:28		17:31	
17	er's Office\Administrati	j0000002	Ben	2023-10-05	8:30	Check-in	17:30	
18	er's Office\Administrati	j0000002	Ben	2023-10-06	8:22		17:30	
19	er's Office\Administrati	j0000002	Ben	2023-10-07		*		*
20	er's Office\Administrati	j0000002	Ben	2023-10-08		*		*
21	er's Office\Administrati	j0000002	Ben	2023-10-09		Absent		Absent
22	er's Office\Administrati	j0000002	Ben	2023-10-10	8:37		17:32	
23	er's Office\Administrati	j0000002	Ben	2023-10-11	8:30	Check-in	17:30	Check-in
24	ieneral Manager's Offic	j0000003	Max	2023-10-01		*		*
25	eneral Manager's Offic	j0000003	Max	2023-10-02	8:29		17:33	
26	i ieneral Manager's Offic	j0000003	Max	2023-10-03		Not Swipe		Not Swipe
27	ieneral 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	
25	ieneral Manager's Offic	j0000003	Max	2023-10-06	8:11		17:44	
30	ieneral Manager's Offic	j0000003	Max	2023-10-07		*		*
31	Jeneral Manager's Offic	j0000003	Max	2023-10-08		*		*
32	ieneral Manager's Offic	j0000003	Max	2023-10-09	8:20		17:31	
33	ieneral Manager's Offic	j0000003	Max	2023-10-10	9:40	Late	17:33	
34	Jeneral Manager's Offic	j0000003	Max	2023-10-11	8:30		17:30	
35	ieneral Manager's Offic	j0000004	Susan	2023-10-01		*		*

U	V	W	х	Y
k-inlatetime	k-outearlytime	Overtime	AbsenceDays	Clock-in/outmissed
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	1	2
57	473	0	1	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	1	2
0	0	0	1	2
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	1	2
70	466	0	1	0
0	0	0	0	0
0	0	0	0	0

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### 6.6.2. Generating Summary Time Attendance Report

After generating the detailed report, you can create a summary report by clicking on "Summary Report" to view detailed statistical information.

Print	Export To Excel	Find	c	lose									
Name		Dept.			~	Q Que	ry Q Cle	ear					
Creating Attend	ance Report Log	: (Operating I	Date:2023-1	10-11 17:19	01) Fr	om2023-	10-01 To 202	3-10-11, Use	er(8)				
Department	User ID	User Name	Schedul ed attenda	Full attendan ce	Late Min	Early clock- out	LeaveEarly Min	LeaveEarly Count	Overtime	Absence (Days)	Check- in count	Not Swipe	Busine: Trip Days
General Man	j0000001	Alex	21	18	0	0	3	1	0	0	0	2	0
General <mark>M</mark> an	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

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	8	C	D	E	F	G	н		1	K
Department	User ID	User Name	eduledattendance	Fullattendancedays	LateMin	rlyclock-outcou	LeaveEarlyMin	LeaveEarlyCount	Overtime	Absence
nager's Office\Administration E		Alex	21	18	0	0	3	1	0	0
nager's Office'Administration E	0000002	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	2	1	1	0	0
nager's Office'(Administration E	j0000005	Seaky	21	21	0	0	0	0	7.5	1
nager's Office'Administration E		Jenny	21	21	0	0	0	0	3	0
nager's Office\Administration E		Jonny	21	21	25	3	4	1	0	0
nager's Office\Administration E	j0000008	Coco	21	19	0	0	0	0	0	0

