



# MCA SOFTWARE

INSTALLER AND USER'S MANUAL



# 00. CONTENT

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## 01. INSTALLATION AND UNINSTALLATION OF SOFTWARE

### BASIC STEPS OF INSTALLATION

01 • Install software Access Control.

### BASIC REQUIREMENTS FOR HARDWARE OF INSTALLATION

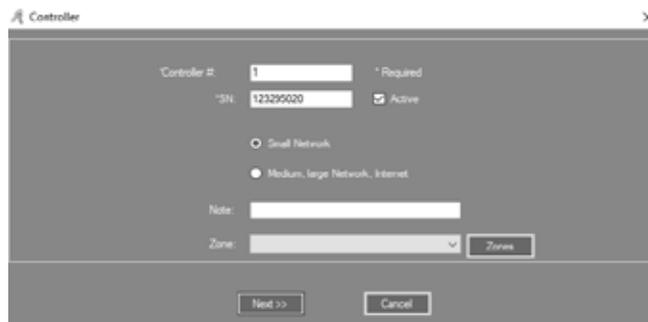
**Memory:** 1 GB.  
**Hard Disk:** 1 GB above of free space.

### OPERATING SYSTEM SUPPORTED BY SOFTWARE

- Windows 7
- Windows 10

### SOFTWARE SETUP

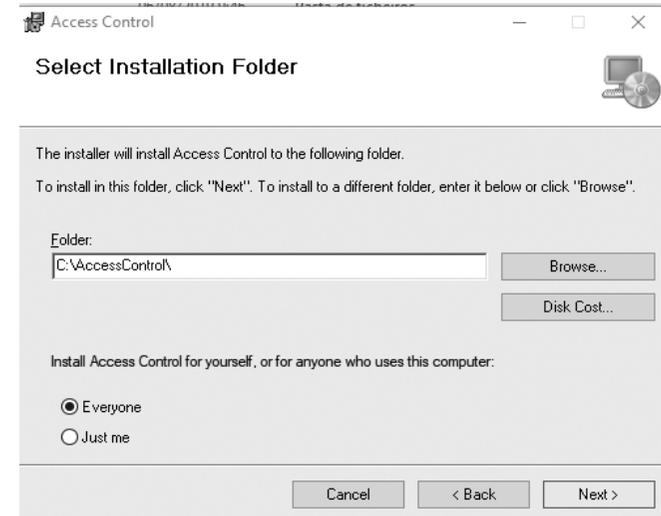
01 • First puts in the CD to CD-ROM, then run the applications of "setup.exe" or through our website by downloading the software folder and run the applications of "setup.exe", that is inside the software folder.



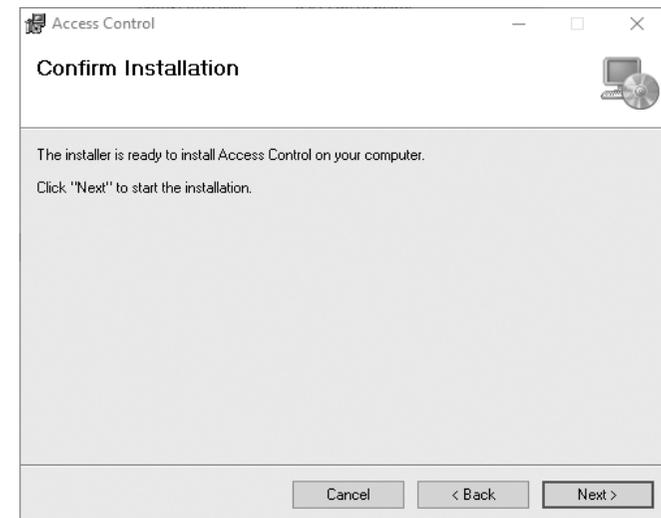
02 • Click "Next".

## 01. INSTALLATION AND UNINSTALLATION OF SOFTWARE

### SOFTWARE SETUP



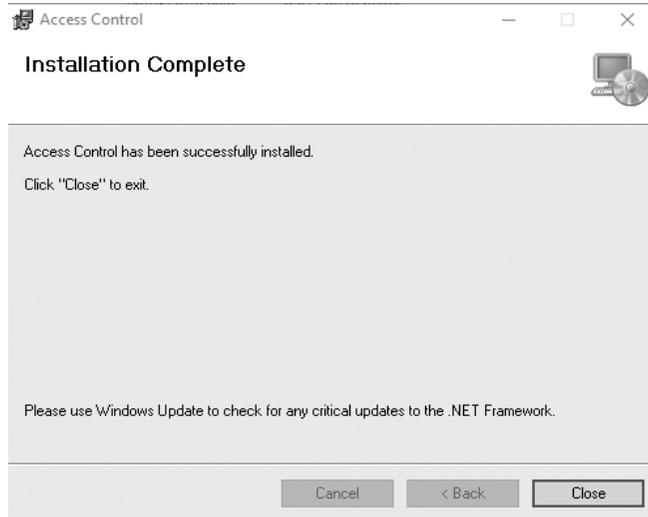
03 • Click "Next".



04 • Click "Next".

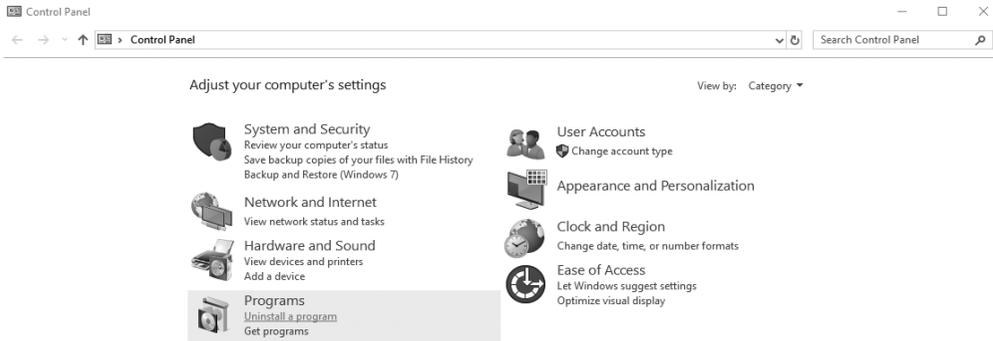
# 01. INSTALLATION AND UNINSTALLATION OF SOFTWARE

## SOFTWARE SETUP



05 • Click "Close".  
After the installation completes, the  will be created automatically and display in the computer screen.

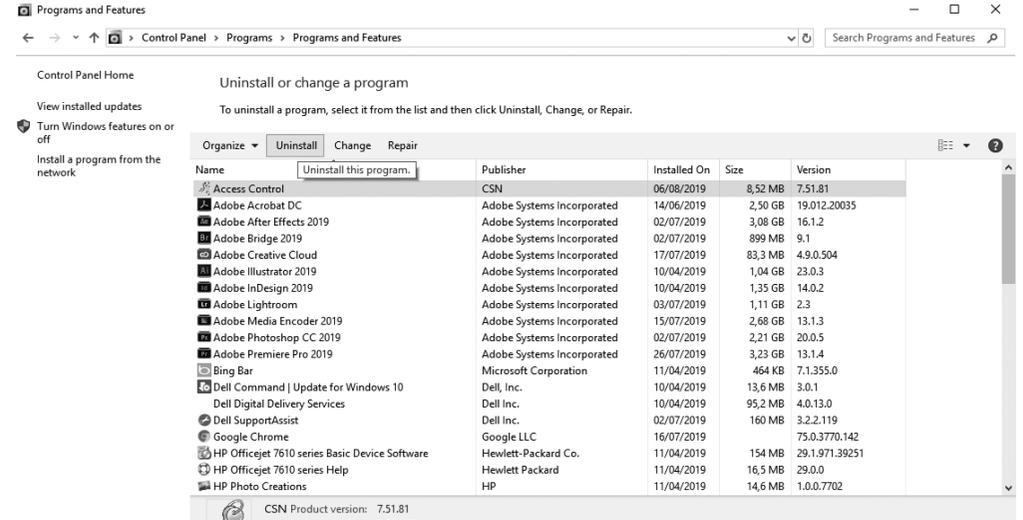
## SOFTWARE REMOVE



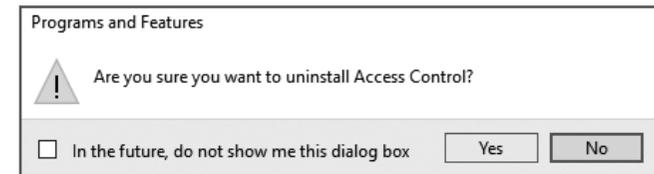
# 01. INSTALLATION AND UNINSTALLATION OF SOFTWARE

## SOFTWARE REMOVE

- 01 • Click "Start" and write "Control Panel".
- 02 • Click "Uninstall a program".



03 • Find software "Access Control", and click "Uninstall".



04 • Click "Yes".

## 02. BASIC OPERATION OF SOFTWARE

### LOGIN

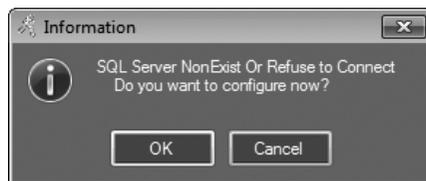
Click the  or run Start > Programs > Access Control > Access Control, it will open up the Login windows as follows:



**User:** abc

**Password:** 123

It is recommended to change the user name and password at first use.



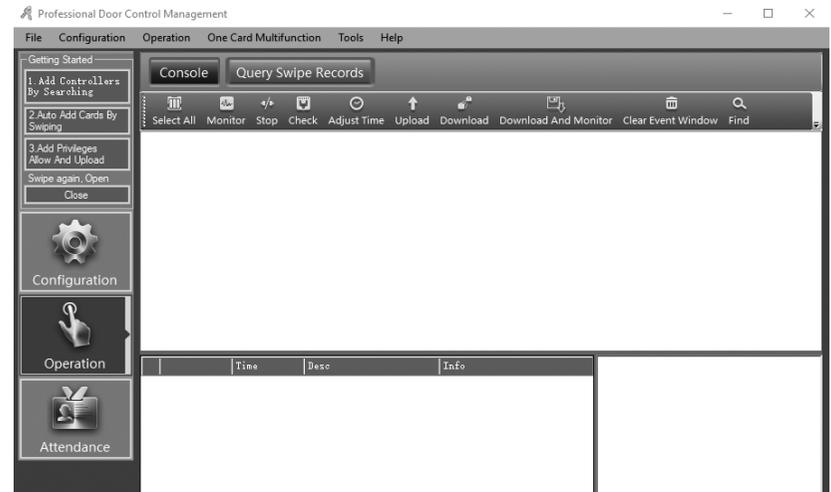
## 02. BASIC OPERATION OF SOFTWARE

### LOGIN

If the SQL Server connection fails, there will appear a dialog box previous.

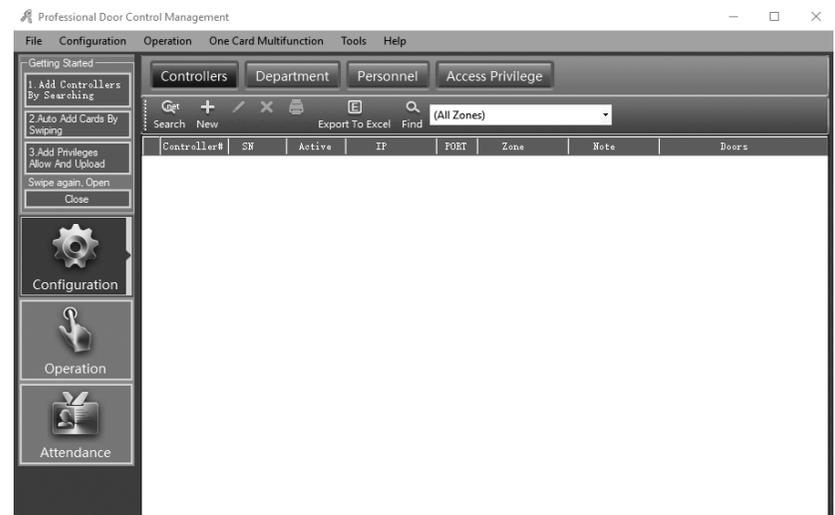
**01** • Click "OK". Please consult the **Appendix SQL Server Configuration**.

After login, it will show the main windows, as follows:



## PARAMETER SETTINGS OF EQUIPMENT

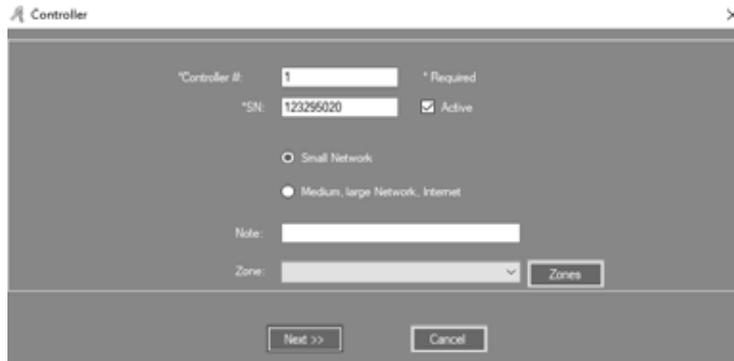
### ADD/SET UP CONTROLLER



## 02. BASIC OPERATION OF SOFTWARE

### PARAMETER SETTINGS OF EQUIPMENT

- 01 • Click Configuration > Controllers from the menu bar.
- 02 • Click the "New" to add the controllers into system.



Controller # (namely each controller serial number) may check on the label S/N:\*\*\*\*\* of the controller . please fills that nine numerals.



If the controller S/N which you wrote is not same as the label S/N:\*\*\*\*\* the software can't communicate with the controller.



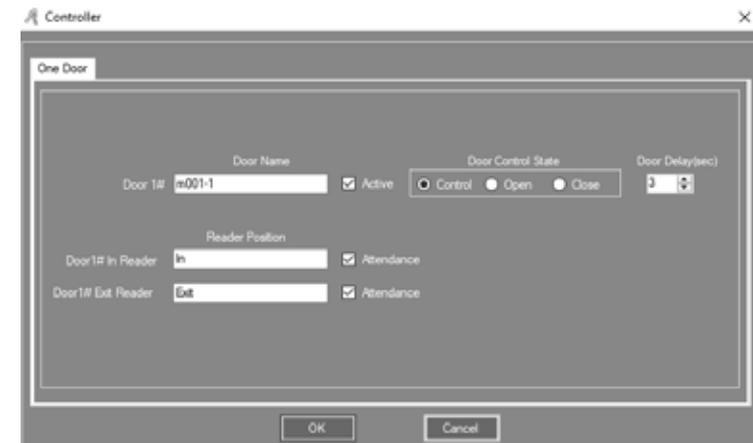
Small Network: Support TCP/IP communication, all controllers are in the same network segment.

Medium, large Network, or Internet: Support TCP/IP communication for different network segment controllers.

- 03 • Click "Next".

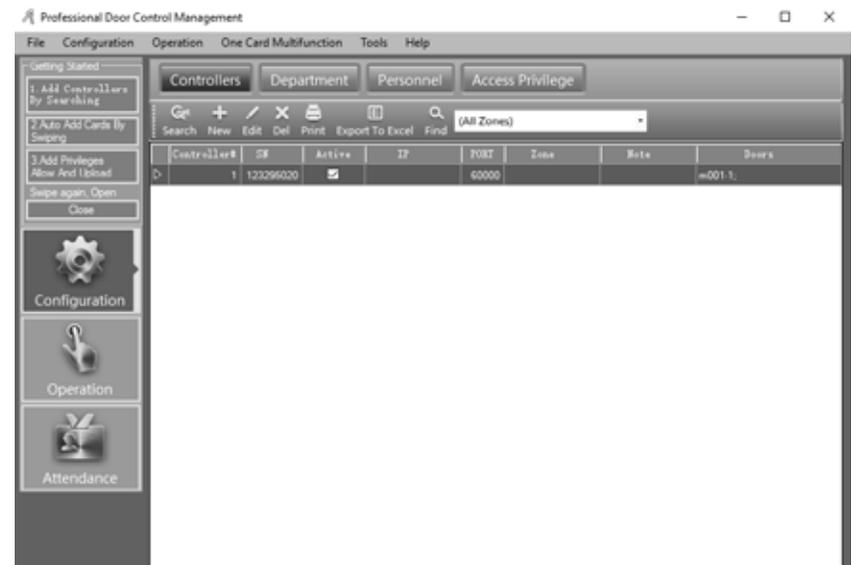
## 02. BASIC OPERATION OF SOFTWARE

### PARAMETER SETTINGS OF EQUIPMENT



"Door Name" and "Reader Position" can be modified.

- 04 • Mark "Active", the console will display the door, otherwise, it won't display.
- 05 • Mark "Attendance", the records on the card reader can be used as attendance records, otherwise, it can't.
- 06 • Click "Ok".

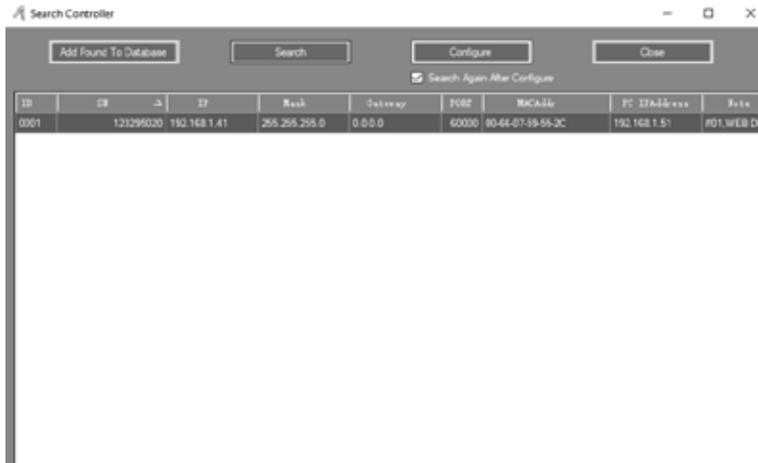


## 02. BASIC OPERATION OF SOFTWARE

### PARAMETER SETTINGS OF EQUIPMENT

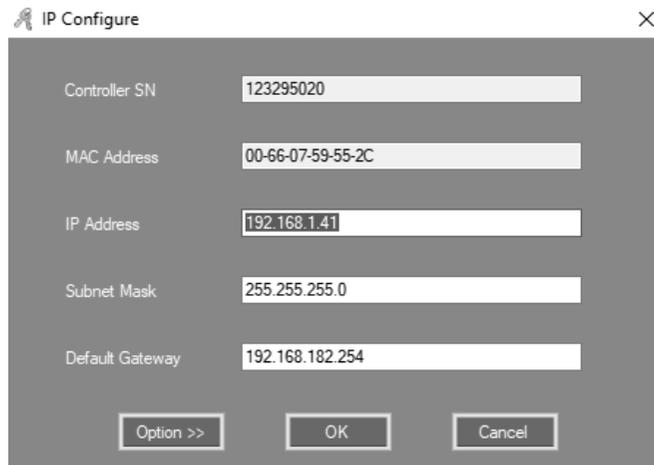
#### IP SETTING OF CONTROLLER

01 • Click "Search".



Search need take around 5 Seconds.

02 • Click "Configure".

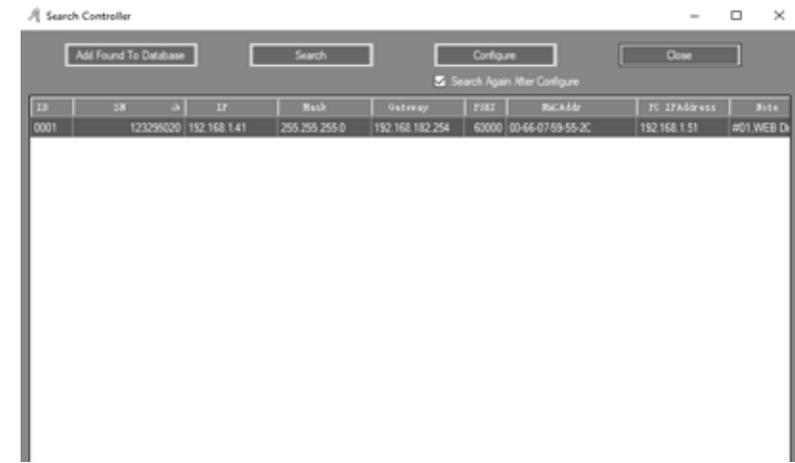


03 • Click "Ok".

## 02. BASIC OPERATION OF SOFTWARE

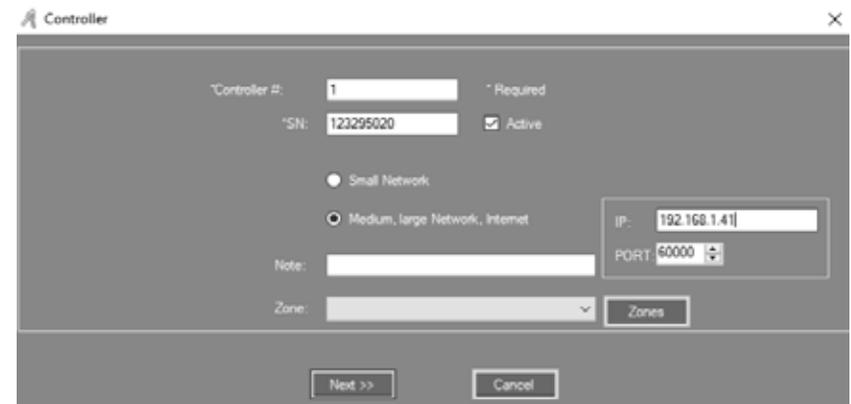
### PARAMETER SETTINGS OF EQUIPMENT

After IP address setting, you can set the controller parameters, the IP address should be assigned to the corresponding Controller.



Result, you can see IP address.

04 • Click "Next".



The controllers are separated into different network . Each controller must be assigned a unique IP address .

## 02. BASIC OPERATION OF SOFTWARE

### PARAMETER SETTINGS OF EQUIPMENT

#### IP FILTER

For safety, and only a computer have the access to this software, and data base, you click Mouse Right Click, select "IP Filter".



Put the allowed IP, and Click " Add Allowed IP" or Click "Add Current PC IP".

01 • Click "Only Update IP List"

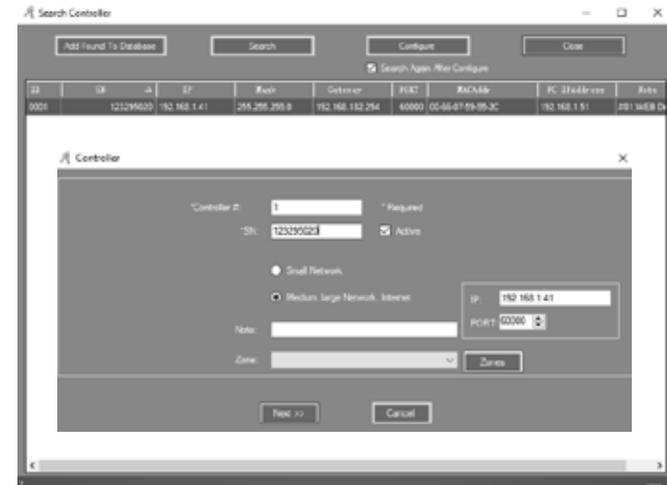


## 02. BASIC OPERATION OF SOFTWARE

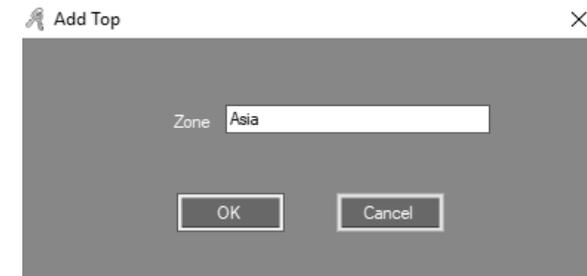
### PARAMETER SETTINGS OF EQUIPMENT

#### CONTROLLER ZONE MANAGEMENT

01 • Click Mouse Left Click on the controller, and then click "Zones".



02 • Click "Add Top" and write in the blank area.

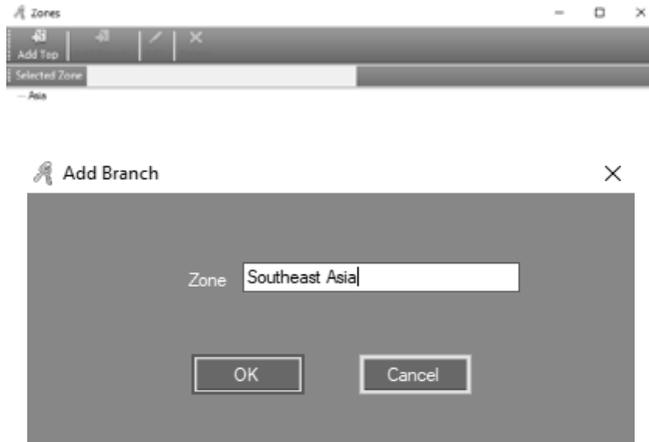


03 • Click "Ok" .

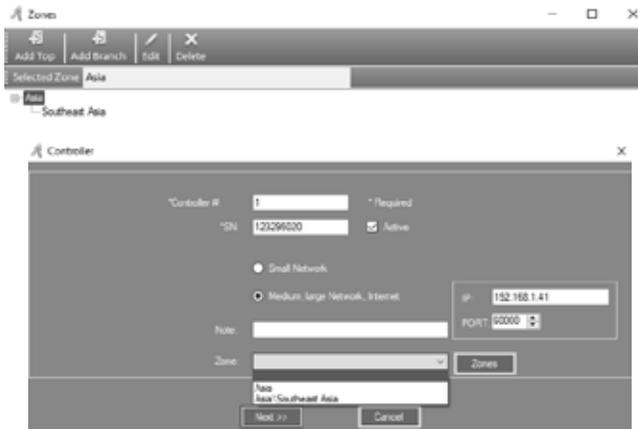
Result, you can see Zone created.

## 02. BASIC OPERATION OF SOFTWARE

### PARAMETER SETTINGS OF EQUIPMENT



- 04 • Click "Add Branch" to add a new Branch under the Top.
  - 05 • Write on the blank area and click "Ok" .
- Result, you can see Branch created .

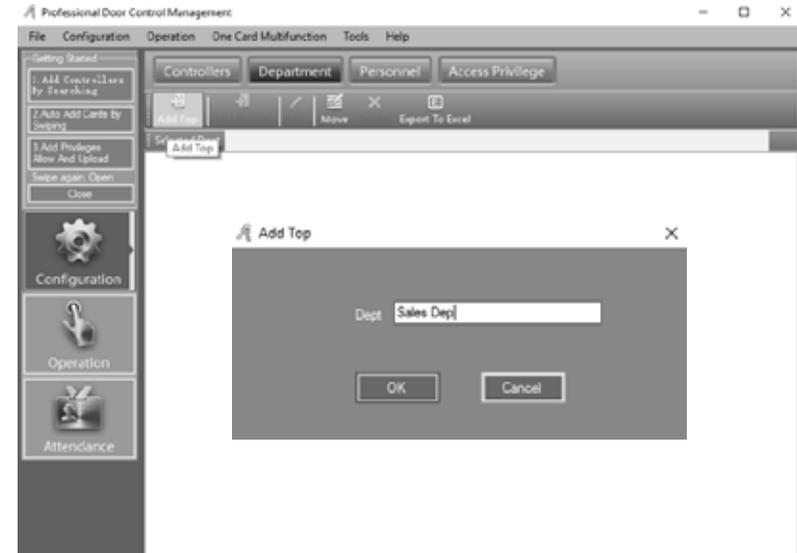


- Close that window.
- 05 • Define the Zone on Controller window.

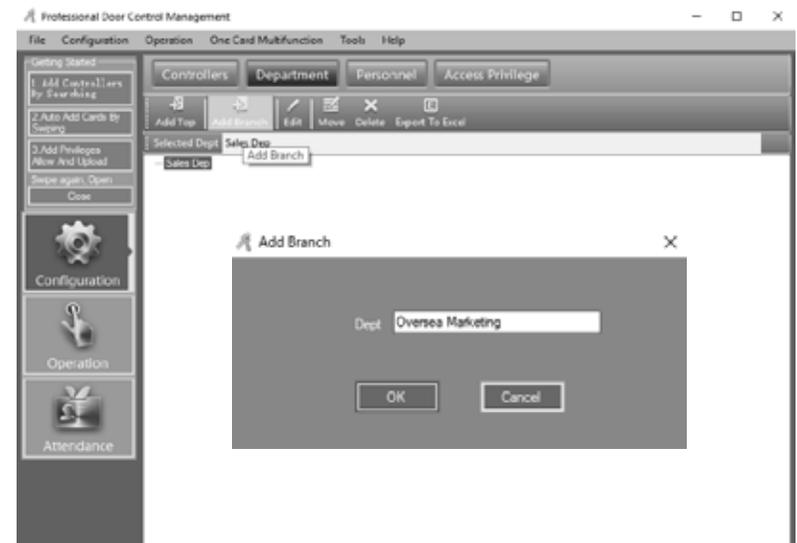
## 02. BASIC OPERATION OF SOFTWARE

### OPERATION OF DEPARTMENT AND REGISTERED USER

#### ADD DEPARTMENT



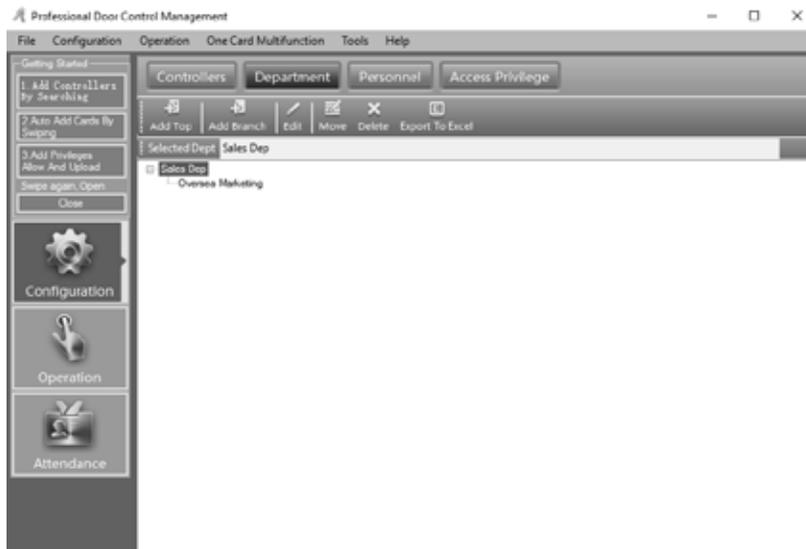
- 01 • Click Configuration> Department on the menu bar.
- 02 • Click the "Add Top" button to add a department.
- 03 • Write in the blank area and click "Ok".



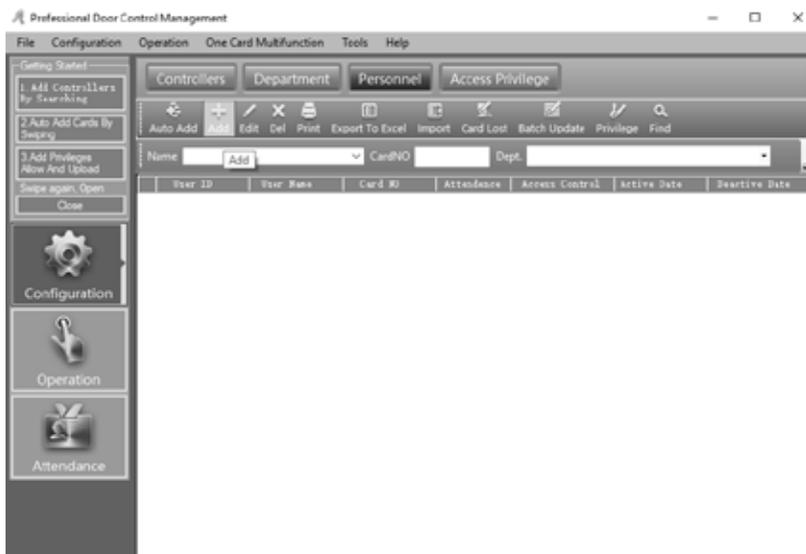
## 02. BASIC OPERATION OF SOFTWARE

### OPERATION OF DEPARTMENT AND REGISTERED USER

- 04 • Click "Add Branch" to add a new subdivision under the department.
  - 05 • Write in the blank area and click "OK".
- Result, you can see the location you created.



### ADD AND EDIT A USER



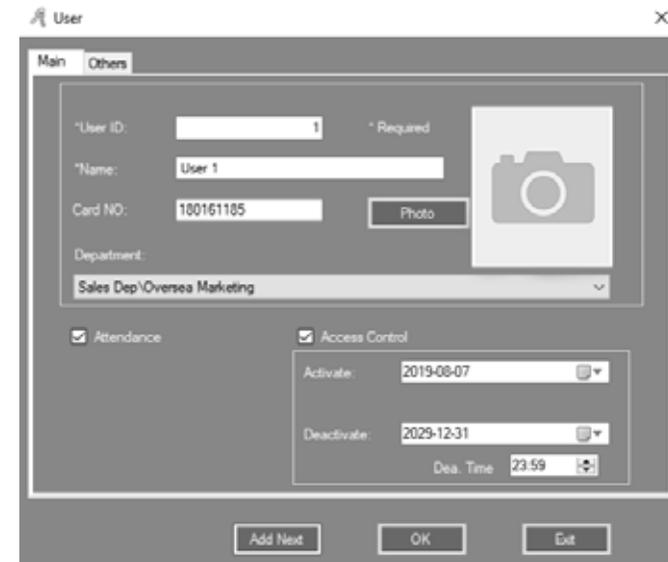
10A

EN

## 02. BASIC OPERATION OF SOFTWARE

### OPERATION OF DEPARTMENT AND REGISTERED USER

- 01 • Click Configuration > Personnel in the menu bar.
- 02 • Click the "Add" button to add users.



- 03 • Write in the "User ID" and "Name" areas.
  - 04 • To add photo to user click "Photo" and choose the desired file.
  - 05 • After entering the information in these user fields, click "Add Next" so that the presentation window is still open and you can enter information from another user.
- If you do not want to add more users, click "Ok" and the user has been added to the system.



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EN

## 02. BASIC OPERATION OF SOFTWARE

### OPERATION OF DEPARTMENT AND REGISTERED USER

06 • In order to edit the created user, click "Edit".  
You can add more information through the "Others" submenu.

The 'User' dialog box has two tabs: 'Main' and 'Others'. The 'Others' tab is active, showing a grid of input fields for user details. The fields are arranged in two columns. The first column includes: Sex (dropdown), Nationality, Religion, Hometown, Birthday, Marriage, Political, Culture, Work Phone, Mobile, Home Phone, and En. Name. The second column includes: Corp., Title, Tech Grade, Cert. Type, Cert. ID, Social Insurance No., Join Date, Leave Date, Email, Addr., PostCode, and Note. At the bottom are 'OK' and 'Exit' buttons.

### AUTO ADD THE REGISTRATION CARD

The 'Auto Add User' dialog box shows the 'Select Device' screen. It has three radio button options: 'USB Reader', 'Door', and 'Manual Batch Input'. The 'Door' option is selected, and a dropdown menu next to it shows 'm001-1'. At the bottom are 'Next >' and 'Cancel' buttons.

## 02. BASIC OPERATION OF SOFTWARE

### OPERATION OF DEPARTMENT AND REGISTERED USER

01 • Click Configuration> Personnel> Auto Add on the menu bar.  
02 • If you select "USBReader", connect the USB card reader (model # for the wiegand product is WG1028) with the computer.  
03 • Click "USB Reader" or "Controller", and then click "Next".

The 'Auto Add User' dialog box shows the registration card display screen. It features a 'Default Dept.' dropdown menu at the top. Below it is a 'Total:' label and a large empty rectangular area for the registration cards. To the right of this area is the text 'Please Swipe...'. Below the main area are two checkboxes: 'User ID Option' (checked) and 'Const Length' (unchecked). The 'Const Length' has a value of '8' and a spinner. Below these are 'Start Caption' and 'End No.' fields. At the bottom are '< Back', 'OK', and 'Exit' buttons.

Result, you will see the registration cards.

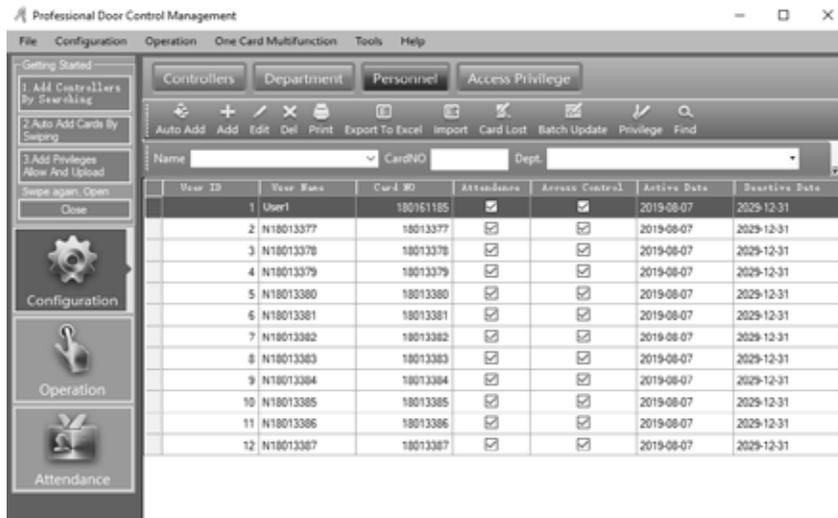
04 • Click "Ok" at the end of the operation, and the registration cards will be added to the system.

The 'Auto Add User' dialog box shows the registration card display screen with data. The 'Start No.' field contains '18013377' and the 'End No.' field contains '18013387'. The 'User ID Option' checkbox is checked, and the 'Const Length' is set to '8'. The 'Start Caption' field is empty. At the bottom are '< Back', 'OK', and 'Exit' buttons.

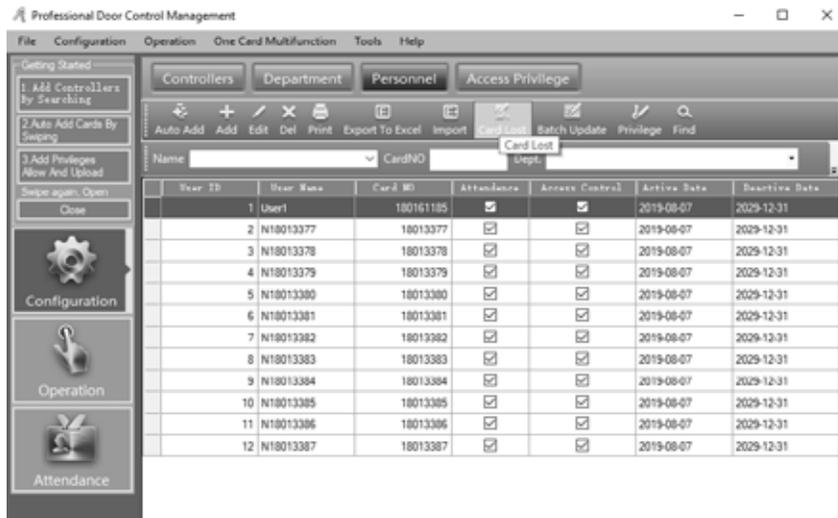
## 02. BASIC OPERATION OF SOFTWARE

### OPERATION OF DEPARTMENT AND REGISTERED USER

- 05 • If you select "Manual Batch Input", the registration cards will be added manually.
  - 06 • Click "Manual Batch Input", and then click "Next".
  - 07 • Write in the "Start No." areas and "End No."
  - 08 • Click "Ok" at the end of the operation and the registration cards will be added to the system.
- Result, you will see the registration cards. All cards registered automatically the default name is "N + Card Number".



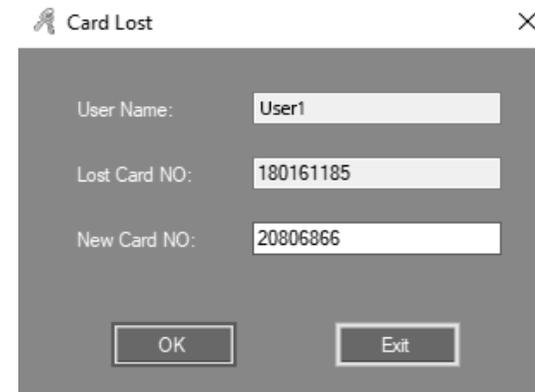
### CARD LOST



## 02. BASIC OPERATION OF SOFTWARE

### OPERATION OF DEPARTMENT AND REGISTERED USER

- If someone loses their card, they must register the lost card and then redistribute a new card to the user.
- 01 • Click Configuration > Personnel > Card Lost in the menu bar.



- 02 • Type in the "New Card NO" area the new card number, and then click "Ok".
- If the user card has any privileges, after reporting the card loss, update the controller.

### OPERATION

#### PRIVILEGE MANAGEMENT

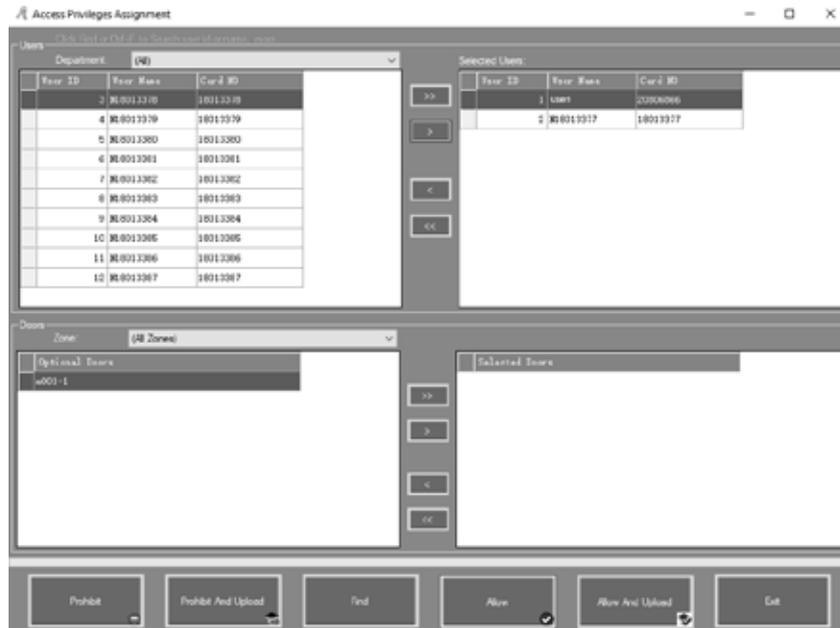
##### • ACCESS PRIVILEGE

- 01 • Click Configuration > Access Privilege on the menu bar.
- 02 • Click "Change Privileges".



## 02. BASIC OPERATION OF SOFTWARE

### OPERATION



- 03 • ">>" Select all users or all optional doors.
- ">" Select a user or an optional door.
- "<" Cancel a selected user or a selected door.
- "<<" Cancel all selected users or all selected doors.

- 04 • By clicking "Allow" and then Operation> Upload, selected users can go through the selected doors.
- By clicking "Allow and Upload", selected users can go through the selected doors.
- If you click on "Prohibit" and then Operation> Upload, the selected users cannot go through the selected doors.
- If you click on "Prohibit and Upload", selected users cannot go through the selected doors.

- 05 • After adding all privileges to the system, click Operation> Upload to update the controller.

#### • EDIT ONE USER'S PRIVILEGE

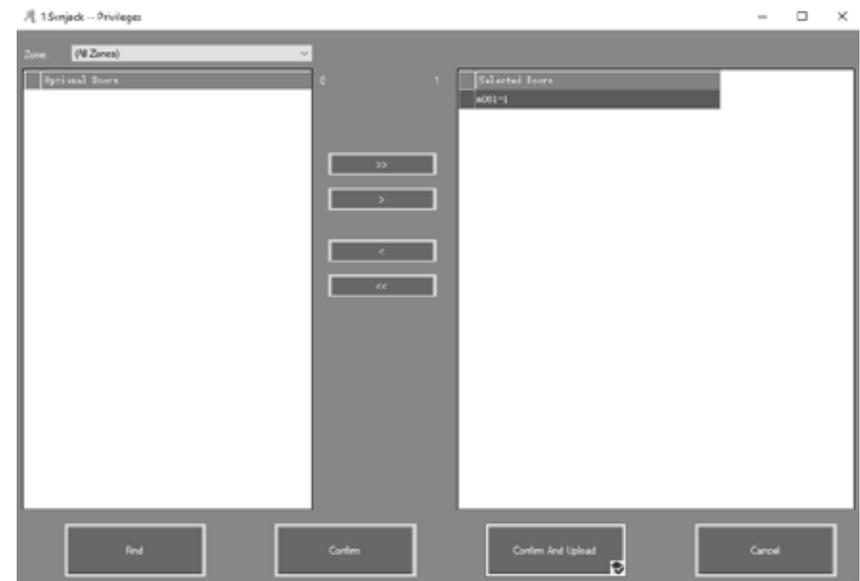
- 01 • Select the user and click "Edit One User"
- 02 • ">>" Select all optional doors.
- ">" Select an optional door.
- "<" Cancel a selected door.
- "<<" Cancel all selected doors.

## 02. BASIC OPERATION OF SOFTWARE

### OPERATION



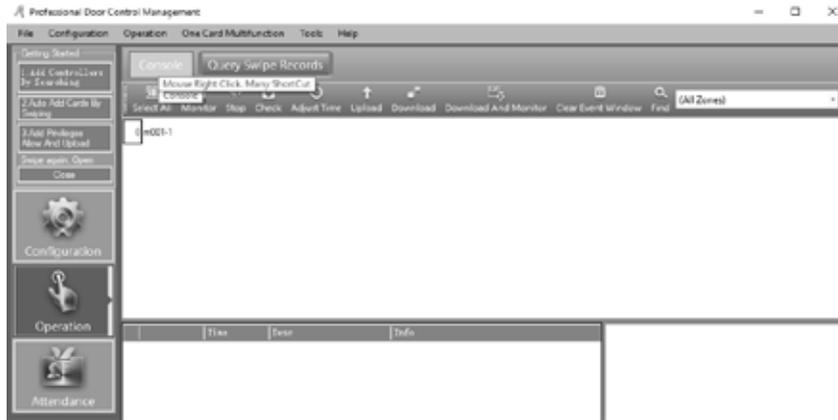
- 03 • Click "Confirm and Upload" if you have added optional doors or canceled selected doors to update the controller and the user can go through the selected doors.



## 02. BASIC OPERATION OF SOFTWARE

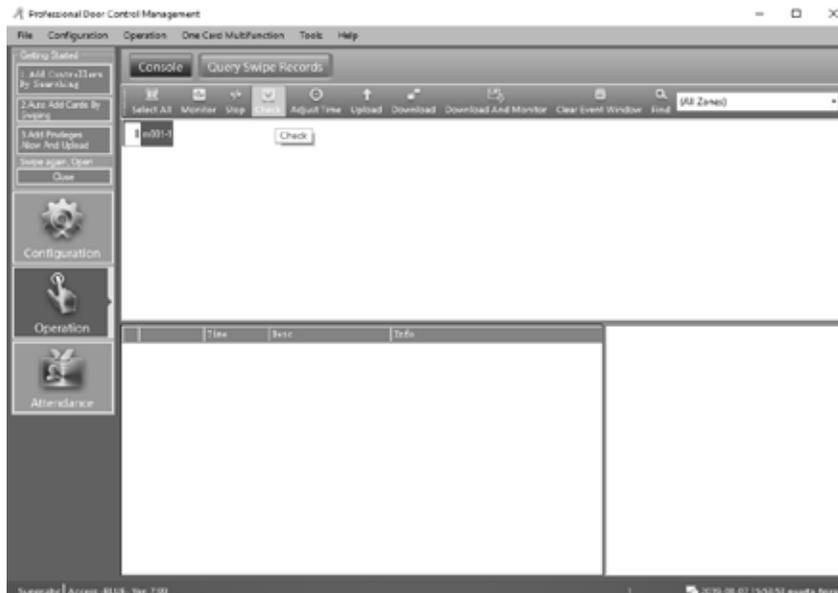
### CONSOLE

01 • Click Operation > Console in the menu bar.



#### CONTROLLER'S INFO CHECK

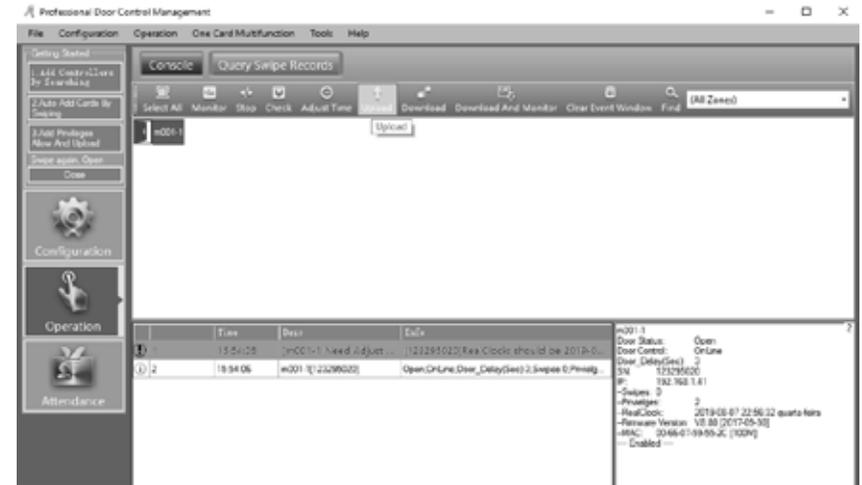
01 • Click Operation > Console > Check in the menu bar.  
Result displays the basic controller information, such as the number of card passes and privileges, door status, controller status, and more. If the controller communicates well with the computer, the door color will be green, otherwise it will be red.



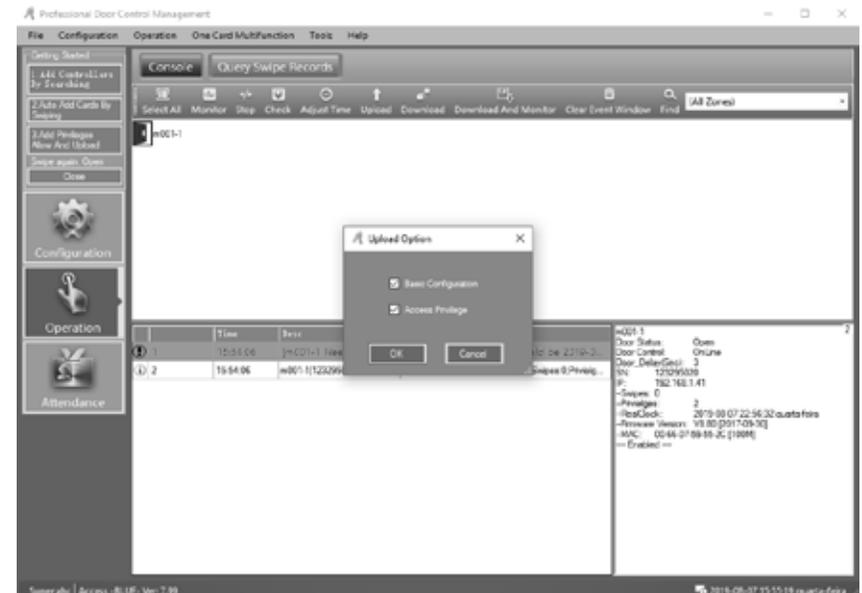
## 02. BASIC OPERATION OF SOFTWARE

### CONSOLE

#### UPLOAD SETTING



01 • Click Operation > Console > Upload on the menu bar.  
02 • Click "Ok".

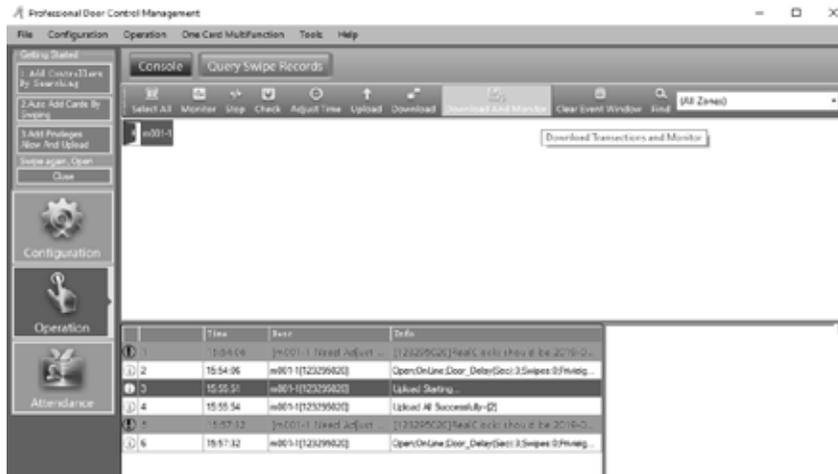


## 02. BASIC OPERATION OF SOFTWARE

### CONSOLE

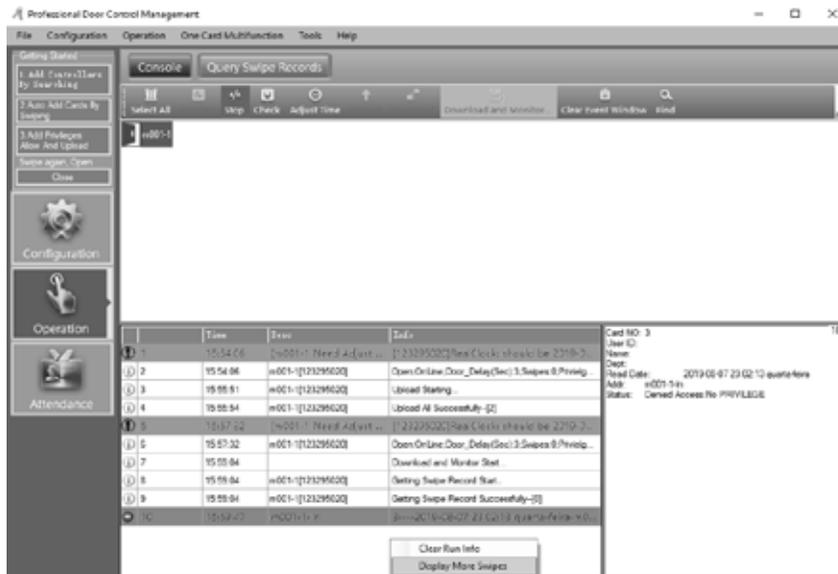
#### MONITOR

- 01 • Click Operation > Console > Download And Monitor in the menu bar.



#### DISPLAY MORE SWIPES

- 01 • Right-click, and select "Display More Swipes". It only shows card swipe records.

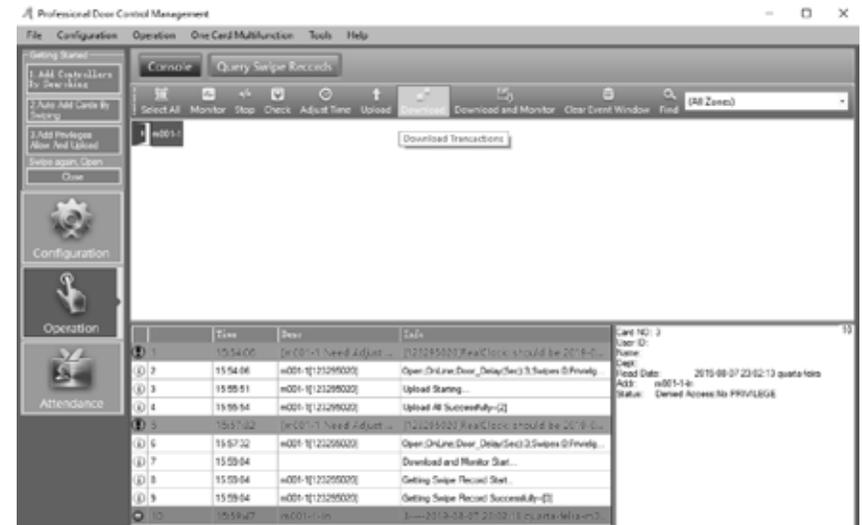


## 02. BASIC OPERATION OF SOFTWARE

### CONSOLE

#### GETTING SWIPE RECORDS

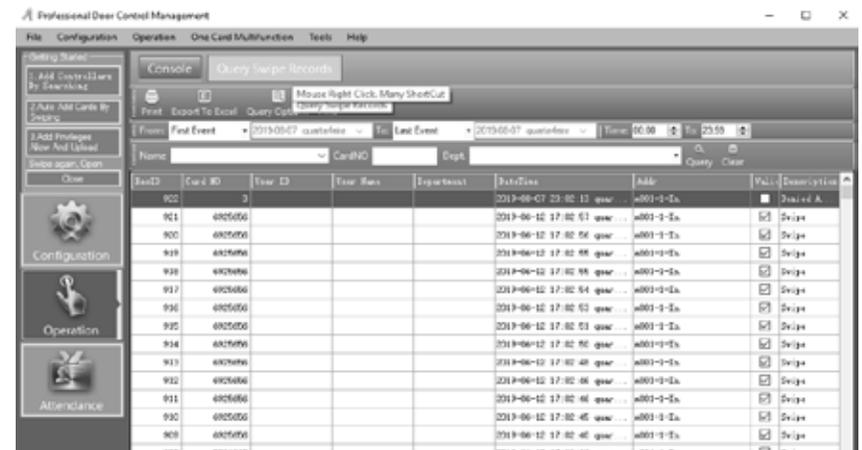
- 01 • Click Operation > Console > Download on the menu bar. Collects the swipe records for the database.



#### RECORDS QUERY

Please first click "Download" the records before the consultation.

- 01 • Click Operation > Query Swipe Records in the menu bar.



## 02. BASIC OPERATION OF SOFTWARE

### CONSOLE

If you want to filter inputs and outputs by "Addr", click "Query Option".

02 • Click "Query" to display the desired records.



### TOOLS

#### CHANGE PASSWORD

You can change the name and password of the operator.

01 • Click Tools > Edit Operator on the menu bar.



16A

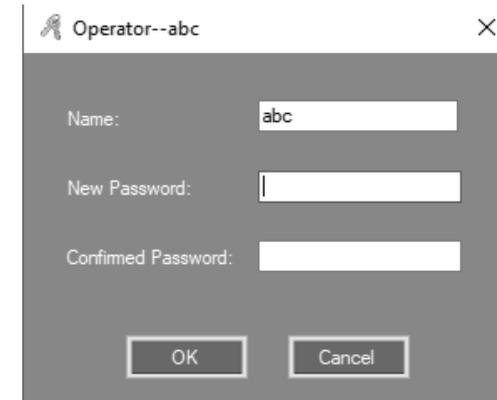
EN

## 02. BASIC OPERATION OF SOFTWARE

### TOOLS

02 • Write in the blank areas and click "Ok".

**NOTE: The "New Password" and "Confirm Password" must be the same. After changing the current password, restart the system, and log in again.**



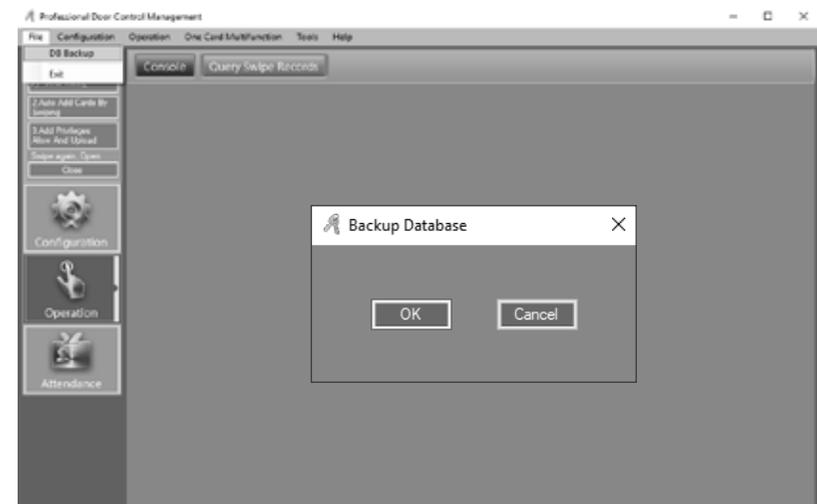
#### DB BACKUP

01 • Click File > DB Backup in the menu bar.

02 • Click "Ok".

This backup is written to the system by the path "C: \ AccessControl".

If the backup is SQL DB. The backup is written to the system by the path "C: \ Program Files \ Microsoft SQL Server \ MSSQL10.MSSQLSERVER \ MSSQL \ Backup"



16B

EN

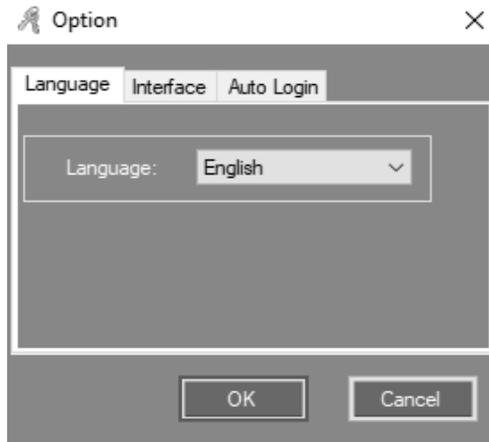
## 02. BASIC OPERATION OF SOFTWARE

### TOOLS

#### OPTION

You can change other system settings.

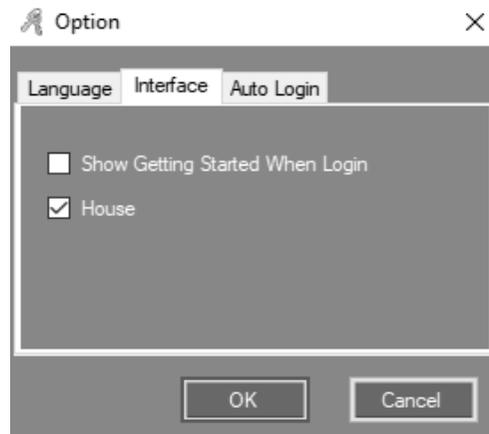
01 • Click Tools > Language on the menu bar to change the language.



02 • Click "Interface Setting" in the submenu bar to change the interface.

House: Used in community management.

Show Getting Started When Login: To guide the operating software.

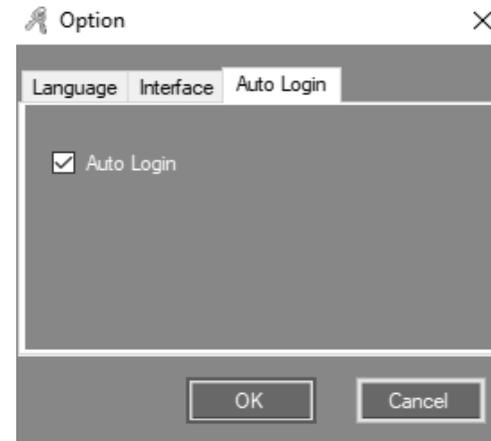


03 • Click "Auto Login" in the submenu bar to activate the function.

You will no longer need to enter "User Name" and "Password" to log in to the system.

## 02. BASIC OPERATION OF SOFTWARE

### TOOLS

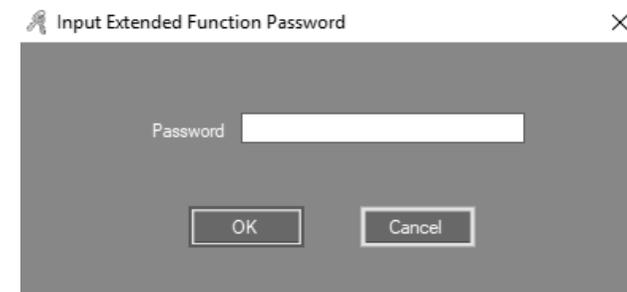


## 03. EXTENDED FUNCTIONS

01 • Click Tools> Extended Functions on the menu bar.

Enter the password.

Password: 5678

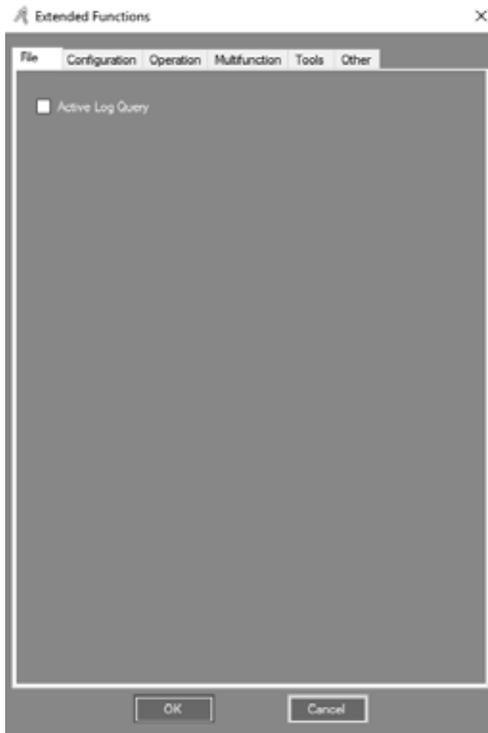


When you enable Extended Functions, you must restart the system.

# 03. EXTENDED FUNCTIONS

## FILE

### ACTIVATE LOG QUERY



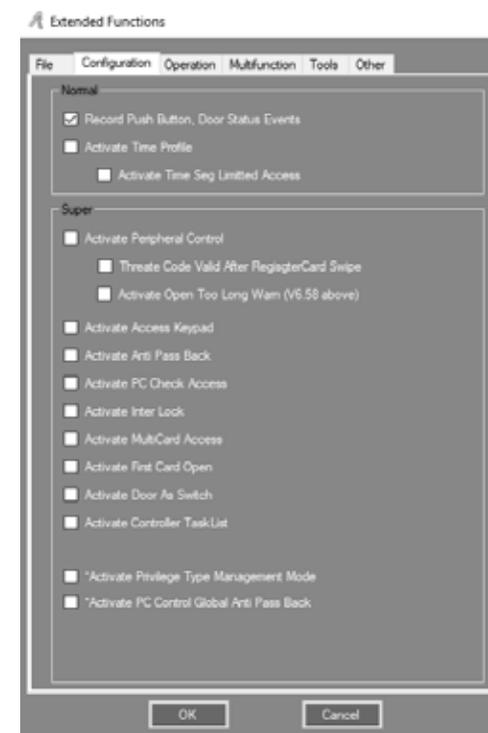
01 • Enable "Active Log Query" to enable log query.

Line ID	DateTime	EventType	Event Description
G21	2019-08-07 15:24:55	quartaFeis	Information: T.alco Professional Door Control Management, Ver. 7.99.52.10015 Superabc MaAccess_PC-apostrofica
G20	2019-08-07 15:24:55	quartaFeis	Information: T.alco Exit
619	2019-08-07 15:24:26	quartaFeis	Information: T.alco Professional Door Control Management, Ver. 7.99.52.10015 Superabc MaAccess_PC-apostrofica
618	2019-08-07 15:24:25	quartaFeis	Information: T.alco Exit
617	2019-08-07 15:21:02	quartaFeis	Information: T.alco Professional Door Control Management, Ver. 7.99.52.10015 Superabc MaAccess_PC-apostrofica
616	2019-08-07 15:21:00	quartaFeis	Information: T.alco Exit
615	2019-08-07 15:19:16	quartaFeis	Information: T.alco Apartment Management System, Ver. 7.99.52.10015 Superabc MaAccess_PC-apostrofica
614	2019-08-07 15:19:03	quartaFeis	Information: T.alco Exit
613	2019-08-07 15:15:31	quartaFeis	Information: T.alco Backup Database ...
612	2019-08-07 15:59:47	quartaFeis	Information: T.alco 152001-14-3---2019-08-07 23:02:13 quartaFeis00511-in-Derived Access No PIN/VRSE Card No: 31bar ID: Ma
611	2019-08-07 15:59:04	quartaFeis	Information: T.alco 3un00-1(123299G2Q).Setting Swipe Record Successfully-(S)
610	2019-08-07 15:59:04	quartaFeis	Information: T.alco 3un00-1(123299G2Q).Setting Swipe Record Stat...
G20	2019-08-07 15:59:04	quartaFeis	Information: T.alco 7_Download and Monitor Start...
G20	2019-08-07 15:57:32	quartaFeis	Information: T.alco Cn001-1(123299G2Q).Open On-Line Door_Delay(Sec):3.Swipes C:Privilege:2.2019-08-07 22:55:58 quartaFeis V9.00.
607	2019-08-07 15:57:32	quartaFeis	Information: T.alco 51n001-1 Need Adjust Time(Peak Upload) [123296320]PeakClock should be 2019-08-07 15:57:32.Bar in fact 2019...
606	2019-08-07 15:55:54	quartaFeis	Information: T.alco 4un00-1(123299G2Q).Upload All Successfully-(S)
605	2019-08-07 15:55:51	quartaFeis	Information: T.alco 3un00-1(123299G2Q).Upload Statin...
604	2019-08-07 15:54:06	quartaFeis	Information: T.alco 2un00-1(123299G2Q).Open On-Line Door_Delay(Sec):3.Swipes C:Privilege:2.2019-08-07 22:56:32 quartaFeis V9.00.
G20	2019-08-07 15:54:06	quartaFeis	Information: T.alco 1jn001-1 Need Adjust Time(Peak Upload) [123296320]PeakClock should be 2019-08-07 15:54:06.Bar in fact 2019...
G22	2019-08-07 15:50:30	quartaFeis	Information: T.alco Allow And Upload_Users'total = 2. Doors Count = 1. Successfully

# 03. EXTENDED FUNCTIONS

## CONFIGURATION

### RECORD PUSH BUTTON EVENTS



Records each time the push button is used.

Line	Time	User	Data	Read Date
1	16:15:11	m005710x	2019-08-07 23:30:07 quartaFeis-w001-1-n-Push Button	2019-08-07 23:38:28
2	16:15:11	m005710x	2019-08-07 23:30:07 quartaFeis-w001-1-n-Push Button	
3	16:15:11	m005710x	2019-08-07 23:30:09 quartaFeis-w001-1-n-Push Button	

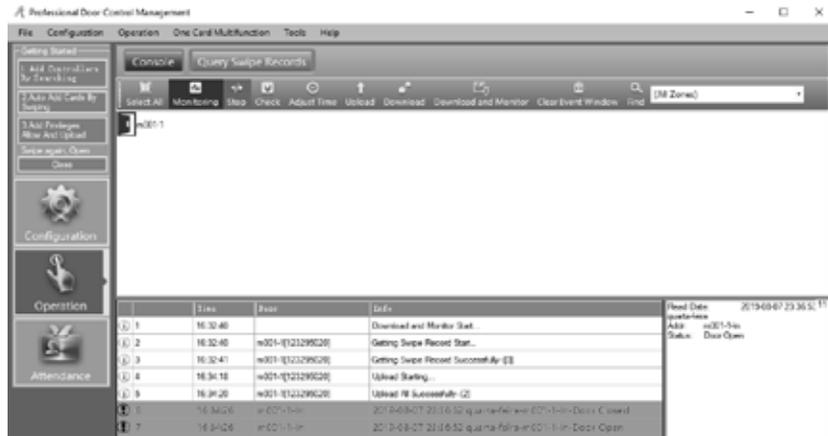
# 03. EXTENDED FUNCTIONS

## CONFIGURATION

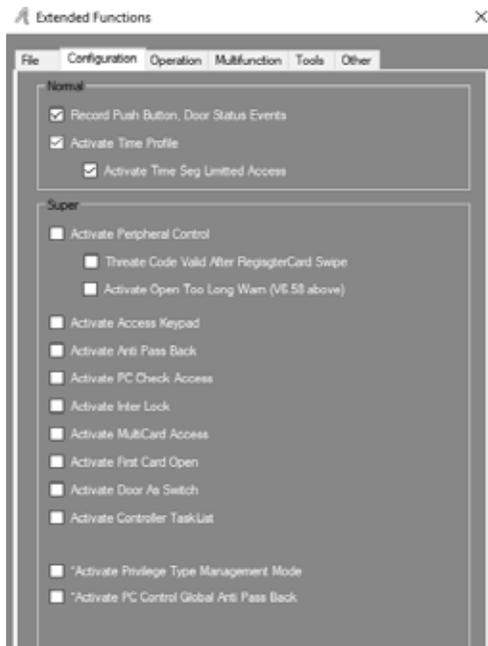
### RECORD DOOR STATUS EVENTS

You must connect the door sensor. Records the time of "Door Open" and "Door Closed".

**NOTE: After activating any function you must upload the console.**



### ACTIVATE TIME PROFILE



# 03. EXTENDED FUNCTIONS

## CONFIGURATION

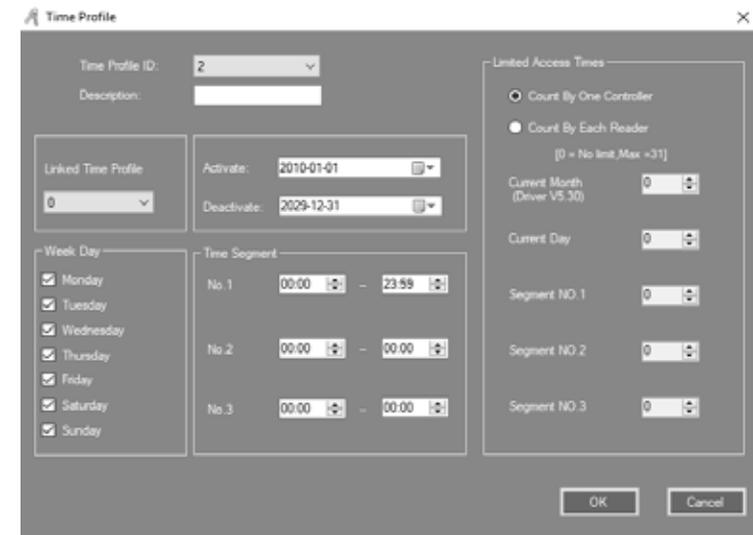
01 • Activate "Activate Time Profile" and "Activate Time Set Limited Access".

02 • Click Configuration> Time Profile in the menu bar.



03 • Click "New" to add a new time profile and its characteristics.

04 • Write in the blank areas and click "Ok".



As a result, by adding a "Normal" user card, you are allowed to work on the created profile and can log in and out within the set time.

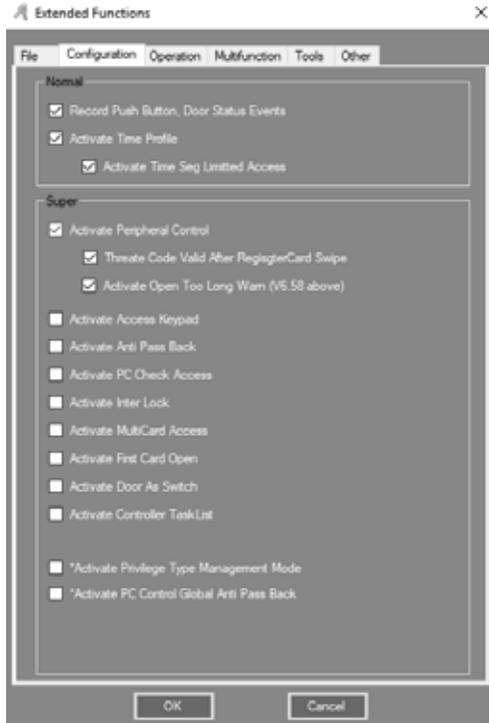
After defining the various desired time profiles, select the permissions that correspond to users in Privilege Access.

# 03. EXTENDED FUNCTIONS

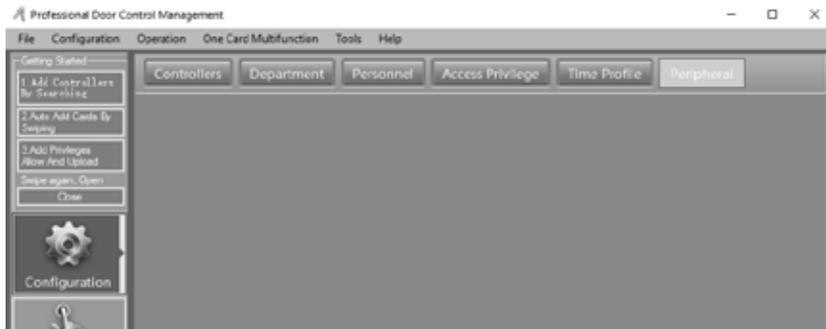
## CONFIGURATION

### ACTIVATE PERIPHERAL CONTROL

01 • Activate "Activate Peripheral Control", "Threat Code Valid After Register Activate Swipe Card Open Too Long Wam".



02 • Click Configuration> Peripheral in the menu bar.



20A

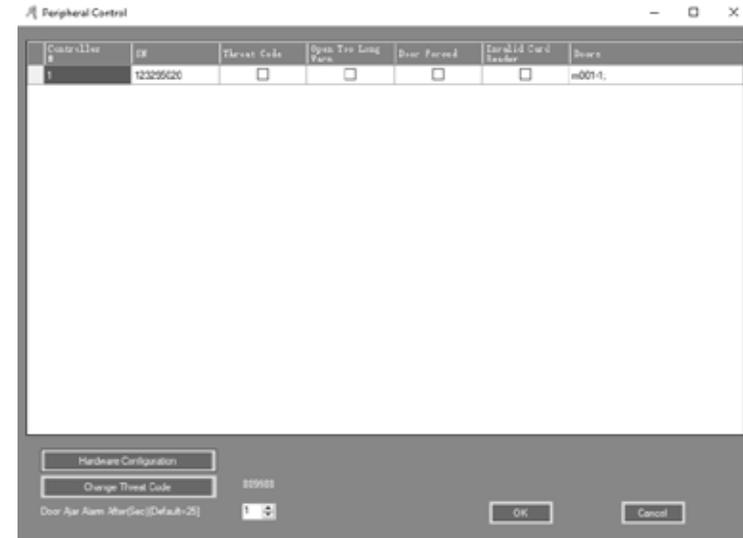
EN

# 03. EXTENDED FUNCTIONS

## CONFIGURATION

03 • "Threat Code" : Must be used with the PIN keyboard card reader.

04 • Click on "Hardware Configuration".



05 • Determine the desired settings.



20B

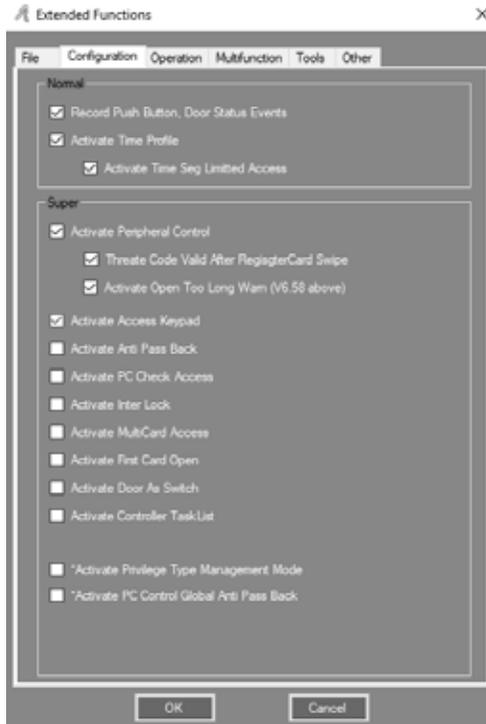
EN

# 03. EXTENDED FUNCTIONS

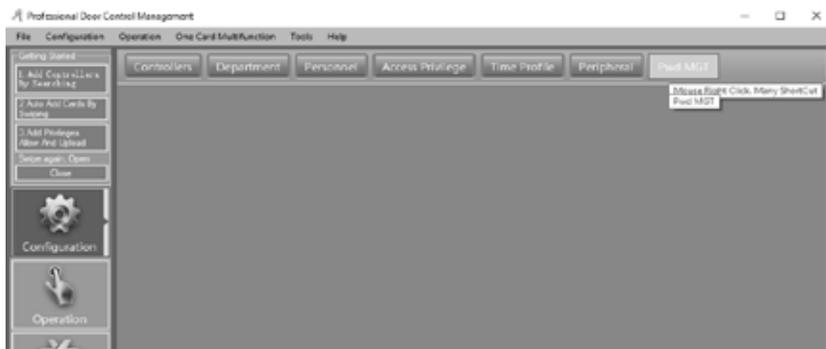
## CONFIGURATION

### ACTIVATE ACCESS KEYPAD

01 • Activate the "Activate Access Keypad" option.



02 • Click Configuration > Pwd MGT on the menu bar.



21A

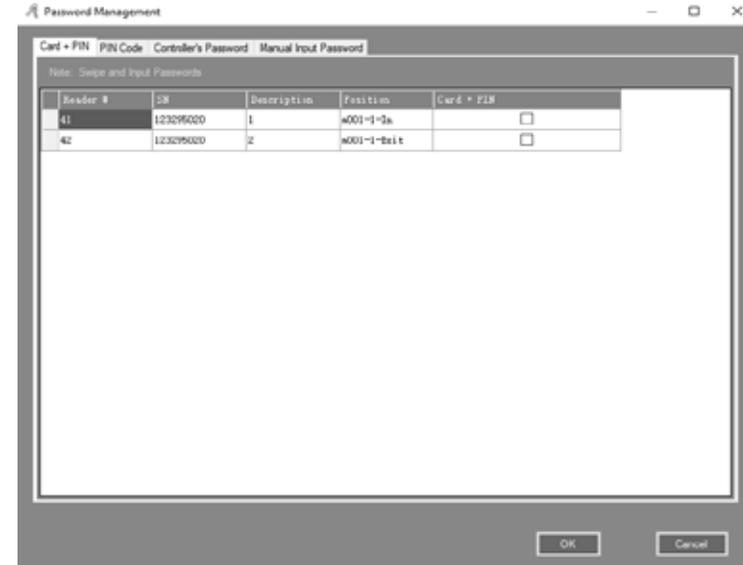
EN

# 03. EXTENDED FUNCTIONS

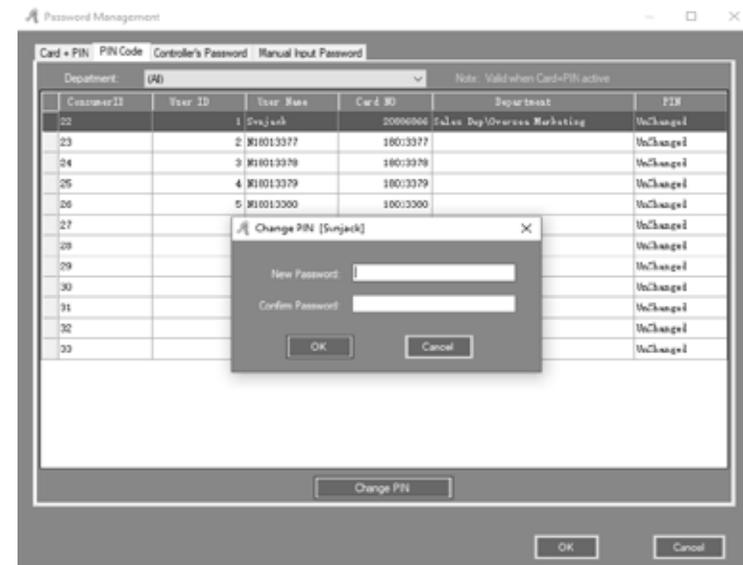
## CONFIGURATION

03 • Determine the desired settings.

04 • Click "Card + PIN" or "PIN Code" or "Controller's Password" or "Manual Input Password", depending on your preferences.



NOTE: In the "PIN Code" submenu the user's default password is 345978.



21B

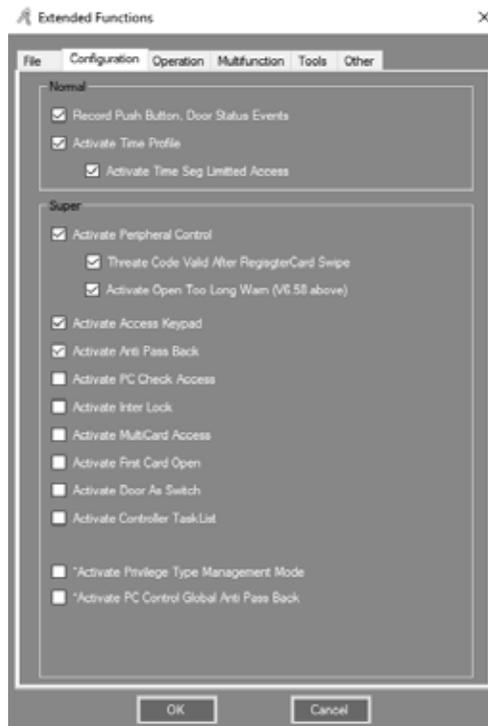
EN

## 03. EXTENDED FUNCTIONS

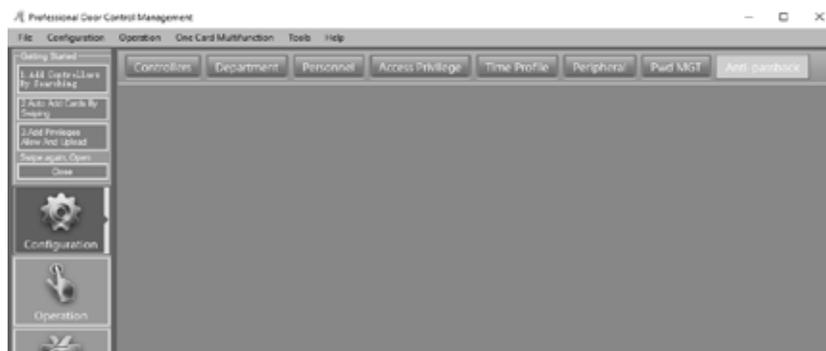
### CONFIGURATION

#### ACTIVATE ANTI PASS BACK

01 • Activate the "Activate Anti Pass Back" option.



02 • Click Configuration> Anti-Passback in the menu bar.



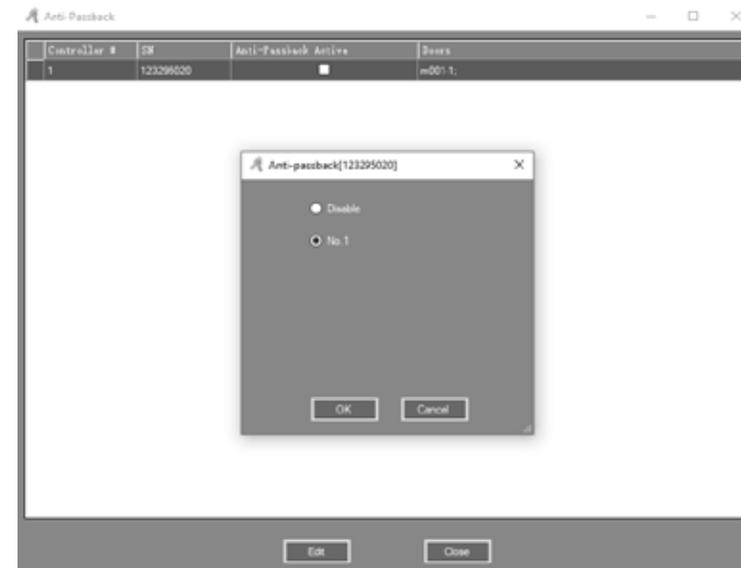
22A

EN

## 03. EXTENDED FUNCTIONS

### CONFIGURATION

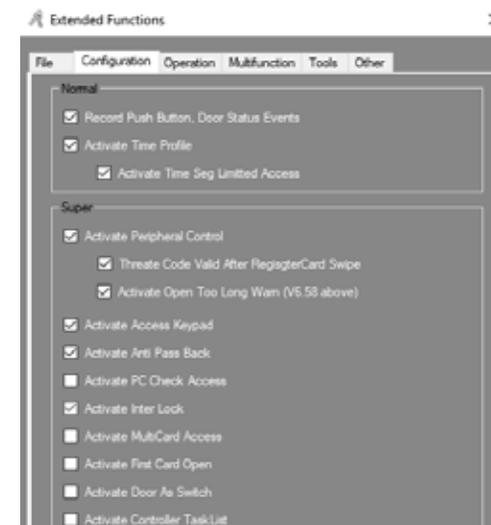
03 • Determine the desired settings.



#### ACTIVATE INTER LOCK

01 • Activate the "Activate Anti Inter Lock" option.

**NOTE: This function only works on the two-port MCA-02.**



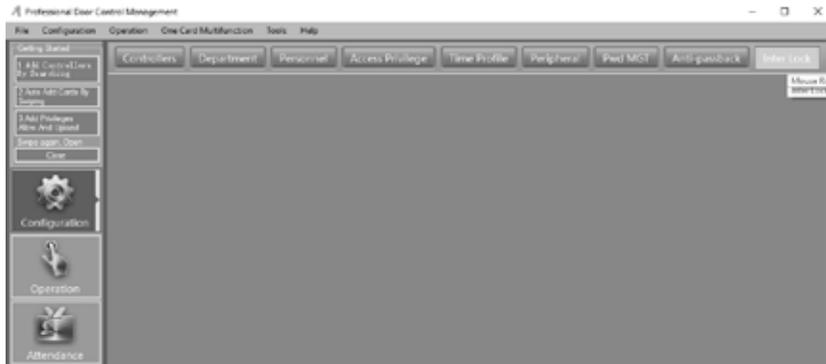
22B

EN

# 03. EXTENDED FUNCTIONS

## CONFIGURATION

02 • Click Configuration> Inter Lock on the menu bar.



03 • Determine the desired settings.

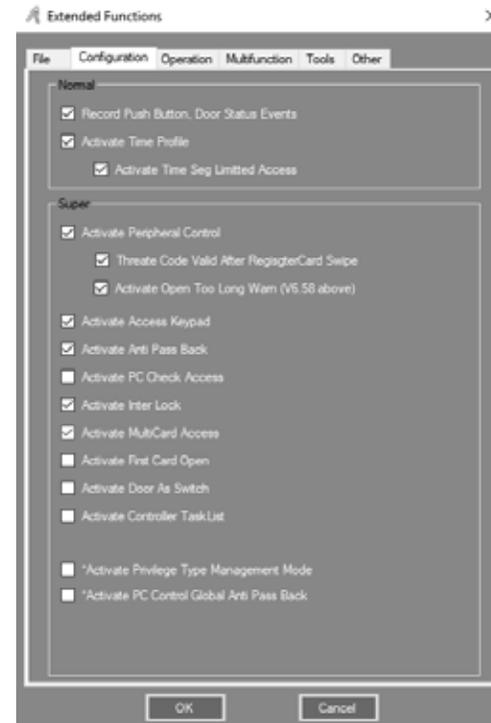


### ACTIVATE MULTICARD ACCESS

- 01 • Activate the "Activate MultiCard Access" option.
- 02 • Click Configuration > Multi-card in the menu bar.

# 03. EXTENDED FUNCTIONS

## CONFIGURATION



03 • Determine the desired settings, each group having two or more users together can open the door by passing their cards together.

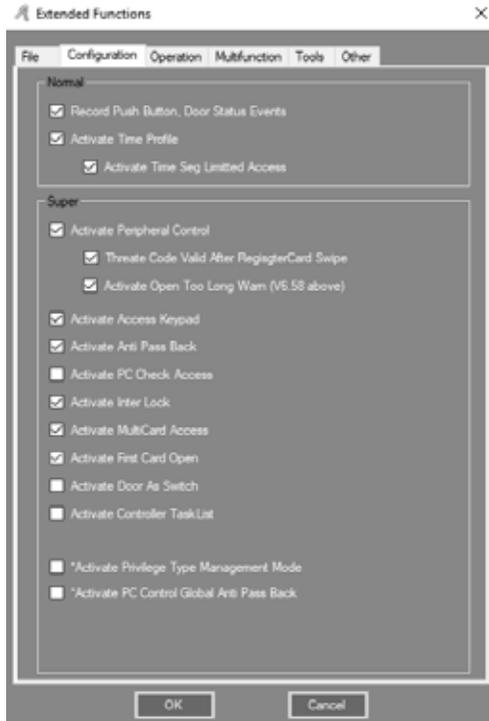


# 03. EXTENDED FUNCTIONS

## CONFIGURATION

### ACTIVATE FIRST CARD OPEN

01 • Activate the "Activate First Card Open" option.



02 • Click Configuration > First Card in the menu bar.



24A

EN

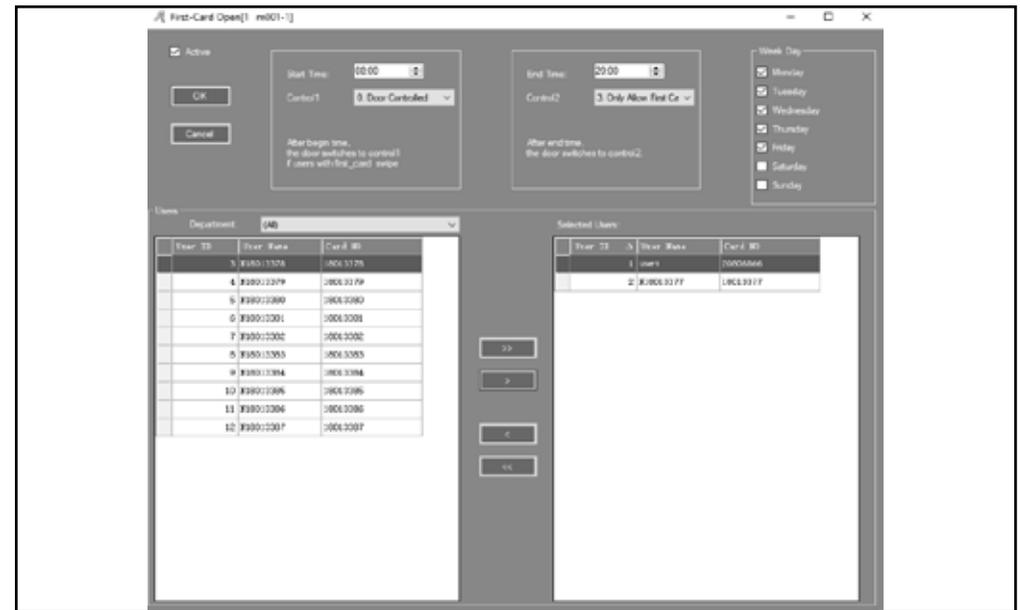
# 03. EXTENDED FUNCTIONS

## CONFIGURATION

03 • Select the user, and click "Edit".



04 • Activate the "Active" option and determine the desired settings.



24B

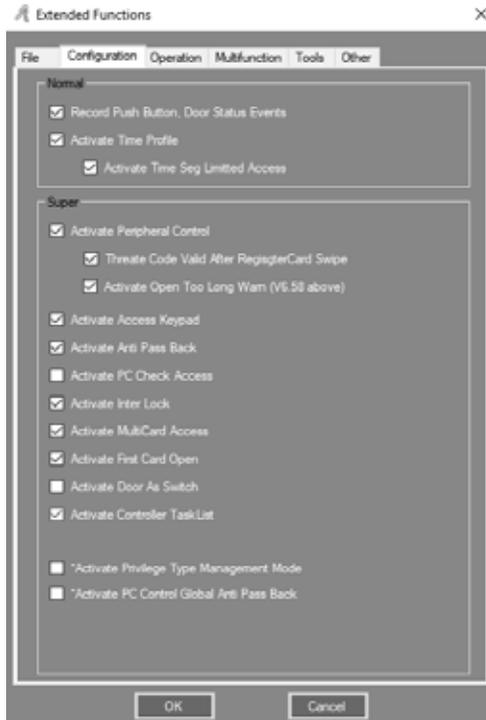
EN

# 03. EXTENDED FUNCTIONS

## CONFIGURATION

### ACTIVATE CONTROLLER TASKLIST

01 • Activate the "Activate First Controller TaskList" option.



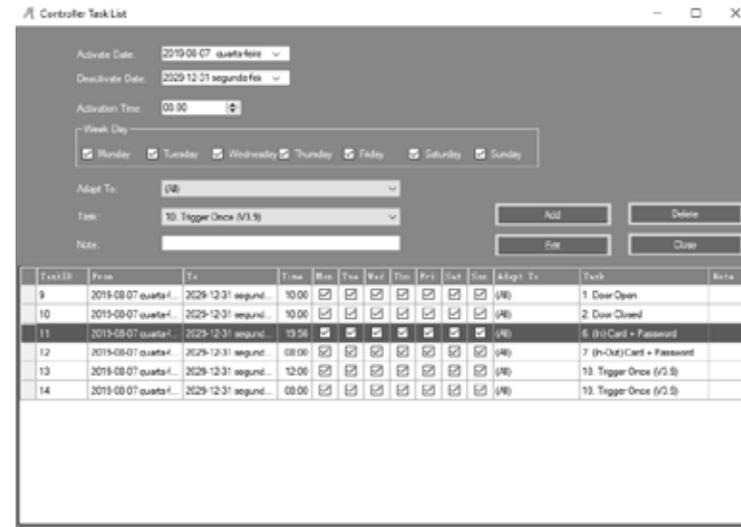
02 • Click Configuration > Task List on the menu bar.



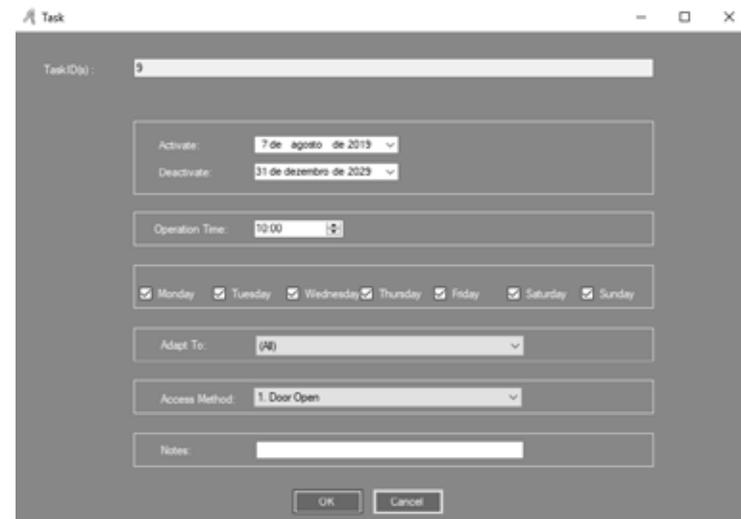
# 03. EXTENDED FUNCTIONS

## CONFIGURATION

03 • You can add tasks, click "Add" or edit tasks, click "Edit".



04 • Determine the desired settings.



# 03. EXTENDED FUNCTIONS

## OPERATION

### ACTIVATE REMOTE OPEN DOOR

01 • Activate the "Activate Remote Open Door" option.



02 • Click Operation > Console in the menu bar.

03 • First select the desired door, and then click "Remote Open".

Result, the selected door will open.



26A

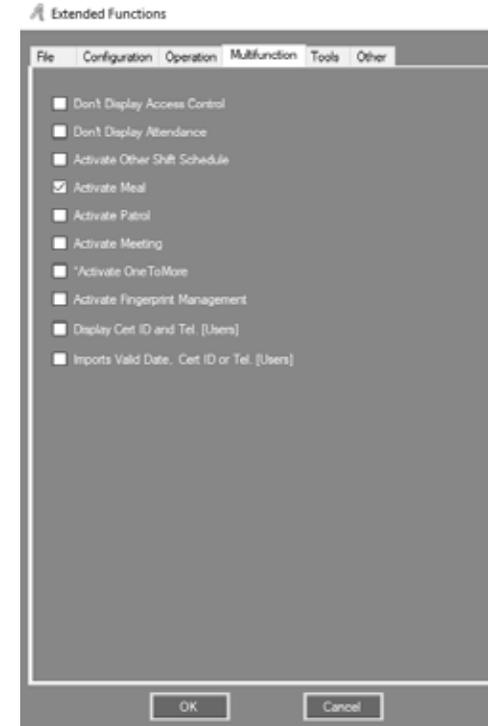
EN

# 03. EXTENDED FUNCTIONS

## MULTIFUNCTION

### ACTIVATE MEAL

01 • Activate the "Activate Meal" option.



### • MEAL SETUP

#### •• READERS

01 • Click "Const Meal" in the menu bar.



26B

EN

## 03. EXTENDED FUNCTIONS

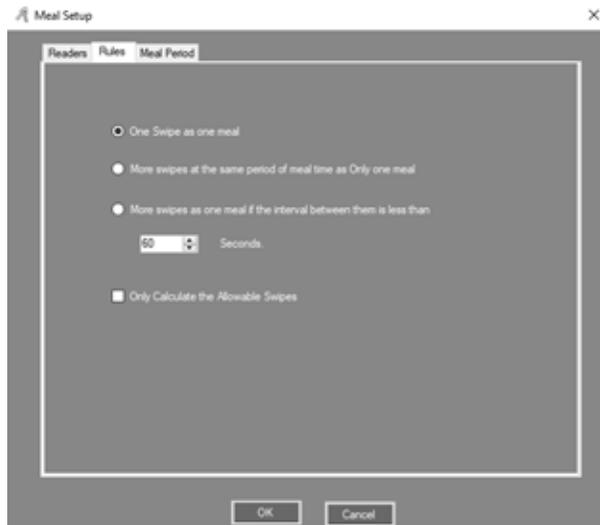
### MULTIFUNCTION

- 02 • Click "Meal Setup", and then select the "Readers" submenu.
- 03 • Determine the desired settings.



#### •• RULES

- 01 • Click "Meal Setup", and then select the "Rules" submenu.
- 02 • Determine the desired settings.



## 03. EXTENDED FUNCTIONS

### MULTIFUNCTION

#### •• MEAL PERIOD

- 01 • Click "Meal Setup", and then select the "Meal Period" submenu.
- 02 • Determine the desired settings.



- 03 • You can also set the amount of consumption, click "Option" and determine the desired settings.



# 03. EXTENDED FUNCTIONS

## MULTIFUNCTION

### • MEAL REPORT

#### •• MEAL DETAILS REPORT

01 • Click "Create" and all users meal details will be displayed.

Seat ID	Department	Year	Hour	Date/Time	Meal Name	Cost (USD)	Addr
993	Sales Dep/Overs...	13	N3	2019-08-08 09:36:34 quinta-feira	Lunch	0	m001-1 In
995	Sales Dep/Overs...	13	N3	2019-08-08 09:37:54 quinta-feira	Lunch	0	m001-1 In
996	Sales Dep/Overs...	13	N3	2019-08-08 09:38:40 quinta-feira	Lunch	0	m001-1 In
993	Sales Dep/Overs...	13	N3	2019-08-08 09:42:16 quinta-feira	Lunch	0	m001-1 In
996	Sales Dep/Overs...	13	N3	2019-08-08 09:44:15 quinta-feira	Lunch	0	m001-1 In
1001	Sales Dep/Overs...	13	N3	2019-08-08 09:45:03 quinta-feira	Lunch	0	m001-1 In
1005	Sales Dep/Overs...	13	N3	2019-08-08 09:46:58 quinta-feira	Lunch	0	m001-1 In
992	Sales Dep	14	N8756777	2019-08-08 09:36:22 quinta-feira	Lunch	0	m001-1 In
998	Sales Dep	14	N8756777	2019-08-08 09:38:51 quinta-feira	Lunch	0	m001-1 In
990	Sales Dep	14	N8756777	2019-08-08 09:41:04 quinta-feira	Lunch	0	m001-1 In
991	Sales Dep	14	N8756777	2019-08-08 09:42:04 quinta-feira	Lunch	0	m001-1 In
999	Sales Dep	14	N8756777	2019-08-08 09:44:02 quinta-feira	Lunch	0	m001-1 In
1000	Sales Dep	14	N8756777	2019-08-08 09:44:55 quinta-feira	Lunch	0	m001-1 In
1004	Sales Dep	14	N8756777	2019-08-08 09:46:49 quinta-feira	Lunch	0	m001-1 In
990	Sales Dep	15	N8760415	2019-08-08 09:31:21 quinta-feira	Lunch	0	m001-1 In

#### •• MEAL STATUS REPORT OF READERS FOR MEAL

01 • Click "Create", and select "Subtotal of Readers" from the submenu, and all meal times and money will be arranged by zone.

Addr	Count (Times)	Amount (USD)
m001-1 In	25	0
m001-1-Ext	0	0
m001-2 In	0	0
m001-2-Ext	0	0
Total	25	0

# 03. EXTENDED FUNCTIONS

## MULTIFUNCTION

### •• MEAL STATUS REPORT OF SUBTOTAL OF DEPARTMENT

01 • Click "Create", and select "Subtotal of Department" from the submenu, and all meal times and money will be arranged by department.

Department	Count (Times)	Amount (USD)
Sales Dep	18	0.00
Sales Dep/Oversha...	7	0.00
(Department is Empty)	0	0.00
Total	25	0

#### •• MEAL STATUS REPORT OF USERS

01 • Click "Create", and select "Statistics" from the submenu, and the time and total money spent by each user will be statistically arranged.

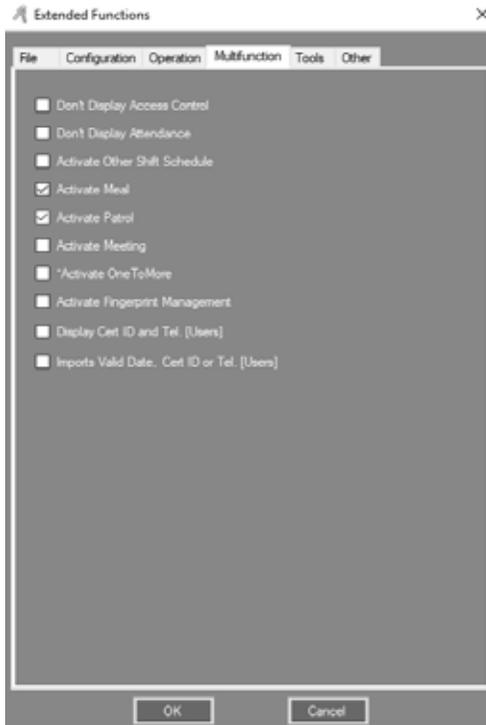
Depart/Addr	User ID	User Name	Meal/ing	Lunch	Breeding	Sw. (Times)	Amount (USD)
	2	N18013377	0	0	0	0	0
	3	N18013378	0	0	0	0	0
	4	N18013379	0	0	0	0	0
	5	N18013380	0	0	0	0	0
	6	N18013381	0	0	0	0	0
	7	N18013382	0	0	0	0	0
	8	N18013383	0	0	0	0	0
	9	N18013384	0	0	0	0	0
	10	N18013385	0	0	0	0	0
	11	N18013386	0	0	0	0	0
	12	N18013387	0	0	0	0	0
Sales Dep/Overs...	13	N3	0	7	0	7	0
Sales Dep	14	N8756777	0	7	0	7	0
Sales Dep	15	N8760415	0	11	0	11	0
*****	*****	Total	0	26	0	26	0

## 03. EXTENDED FUNCTIONS

### MULTIFUNCTION

#### ACTIVATE PATROL

01 • Activate the "Activate Patrol" option.



02 • Click "Patrol" in the menu bar.



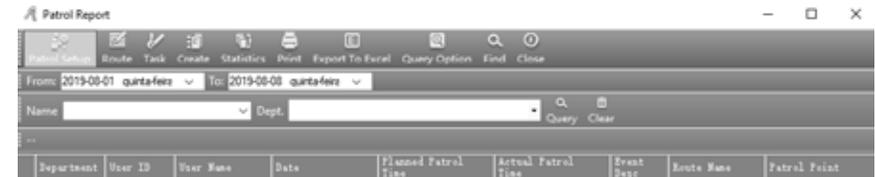
## 03. EXTENDED FUNCTIONS

### MULTIFUNCTION

#### • PATROL SETUP

##### •• PATROL POINT

01 • Click "Patrol Setup".



02 • Set the door to "Patrol Point".



##### •• PATROL RULES

01 • Click "Patrol Point", select "Patrol Rules" from the submenu, and set the current rules.

# 03. EXTENDED FUNCTIONS

## MULTIFUNTION



### • • PATROLMAN

01 • Click "Patrol Point", select "Patrolman" from the submenu, and set the user who is the patrolman.



# 03. EXTENDED FUNCTIONS

## MULTIFUNTION

### • PATROL ROUTE

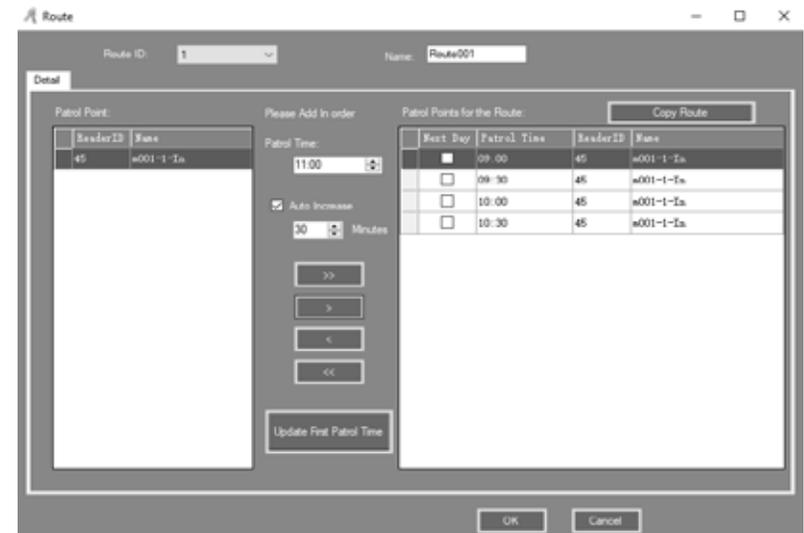
01 • Click on "Route".



02 • Click "New" to add a patrol route.



03 • Determine the desired settings.

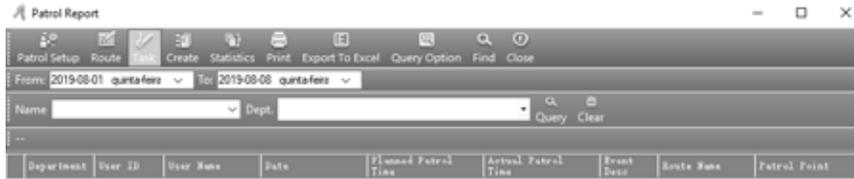


# 03. EXTENDED FUNCTIONS

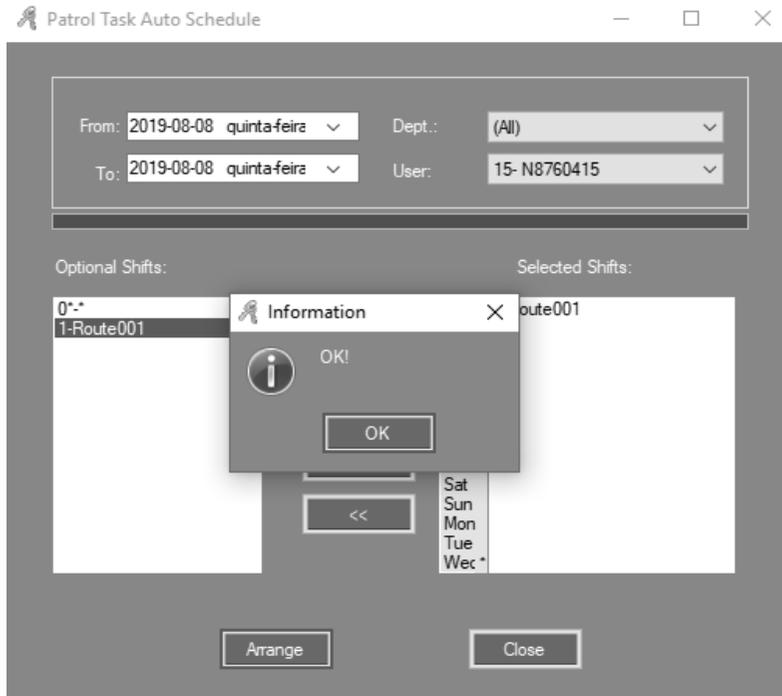
## MULTIFUNTION

### • PATROL TASK

01 • Click "Task" and set the user who will make the patrol route.



02 • Click "Arrange" and then "Ok".



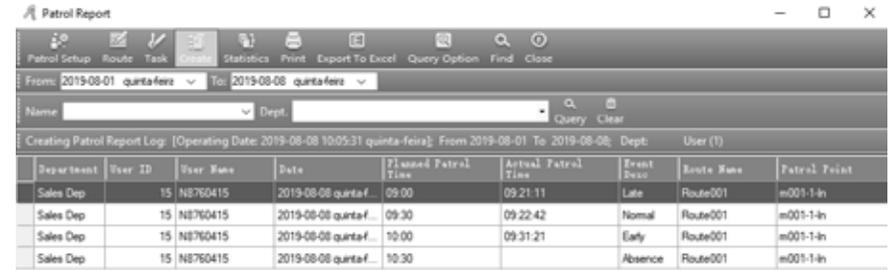
# 03. EXTENDED FUNCTIONS

## MULTIFUNTION

### • PATROL REPORT

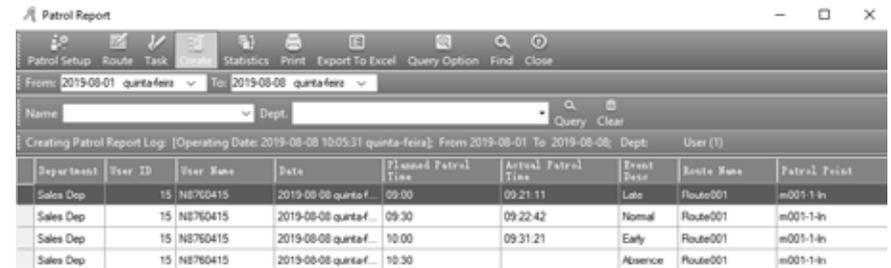
Be sure to get registration before creating the report.

01 • Click "Create".



02 • Click "Query Option" and set the filter you want.

03 • Click "Query".



### Query Option



## 03. EXTENDED FUNCTIONS

### MULTIFUNTION

#### • PATROL STATISTICS

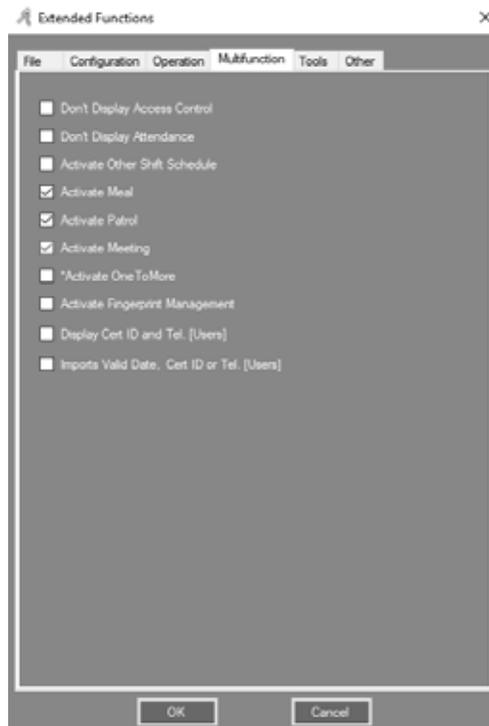
01 • Click on "Statistics".

Result will appear the patrol man state statistics.



#### ACTIVATE MEETING

01 • Activate the "Activate Meeting" option.



## 03. EXTENDED FUNCTIONS

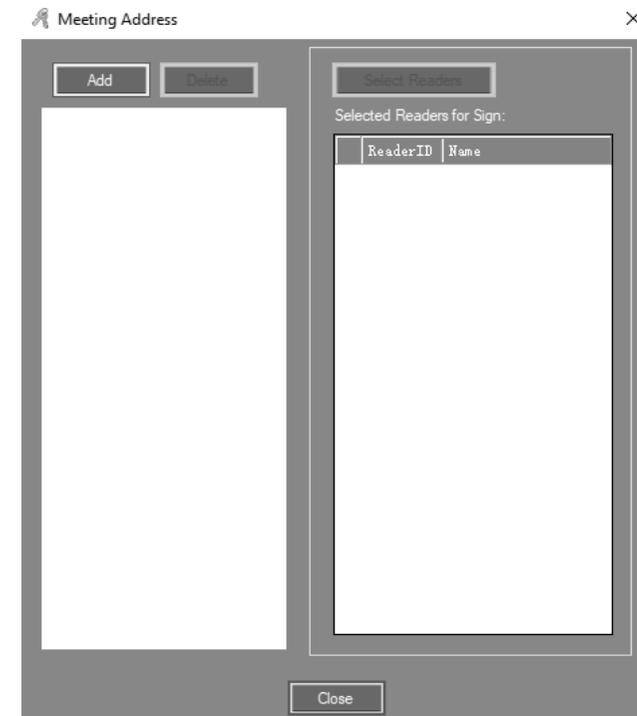
### MULTIFUNTION

#### • ADDRESS SETUP

01 • Click "Address Setup".



02 • Click "Add" to set the meeting address.



## 03. EXTENDED FUNCTIONS

### MULTIFUNCTION

03 • Enter the name of the meeting in the "Meeting Address" area, set the door, and then click "Ok".



#### • ADD MEETING

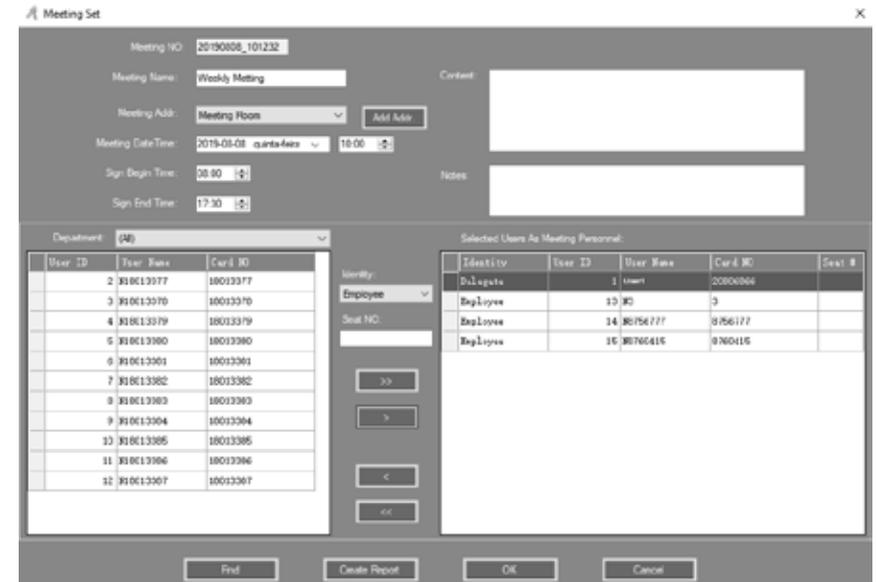
01 • Click "Add".



## 03. EXTENDED FUNCTIONS

### MULTIFUNCTION

- 02 • Add the meeting as a weekly meeting, "Weekly Meeting", or any other setting you want.
- 03 • Identify users as "Delegate", "Nonvoting Delegate", "Invitational", "Audit", "Employee", and "Other".
- 04 • If you want to modify the meeting click "Edit", if you want to delete, click "Delete" in the "Meetings" main interface.



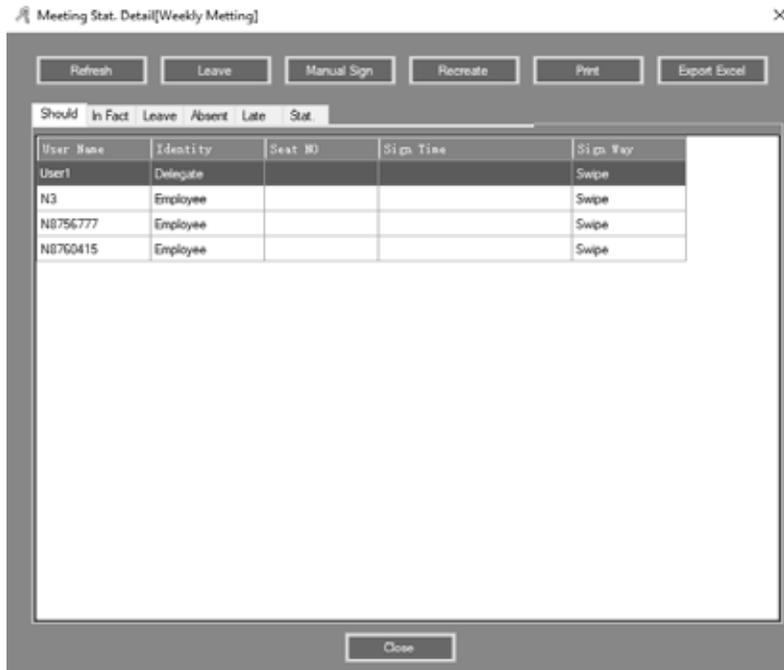
#### • MEETING STATUS

01 • Click "Stat", the detailed statistics of the desired meeting will appear. You can filter by "Should", "In fact", "Leave", "Absent", "Late", "Total statistical" and "Calculate participants rate".



# 03. EXTENDED FUNCTIONS

## MULTIFUNCTION



• REALTIME SIGN

01 • Click "Realtime Sign", will appear in real time that is present in the meeting.



# 03. EXTENDED FUNCTIONS

## MULTIFUNCTION



TOOLS

• ACTIVATE OPERATOR MANAGEMENT

01 • Activate the "Activate Operator Management" option.



## 03. EXTENDED FUNCTIONS

### MULTIFUNCTION

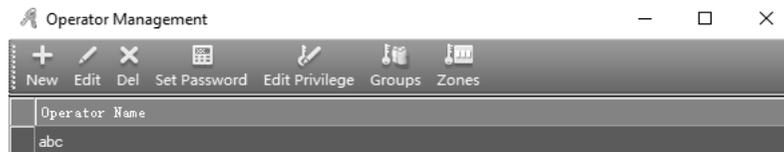
02 • Click "Tool", then "Operator Management".



03 • Use "New", "Edit", "Del", "Edit Privilege", "Groups", and "Zones" for the user.

04 • Click "Edit Privilege" to assign an executive operation and role privilege to users.

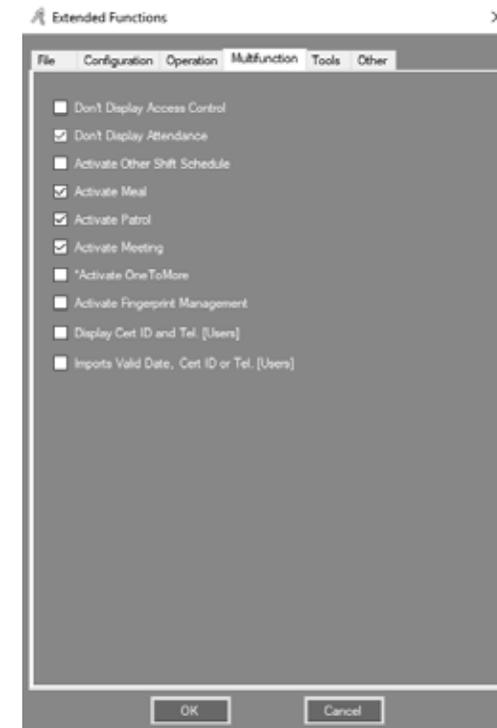
NOTE: "abc" is the default maximum security administrator, you cannot use "Del" or "Edit Privilege".



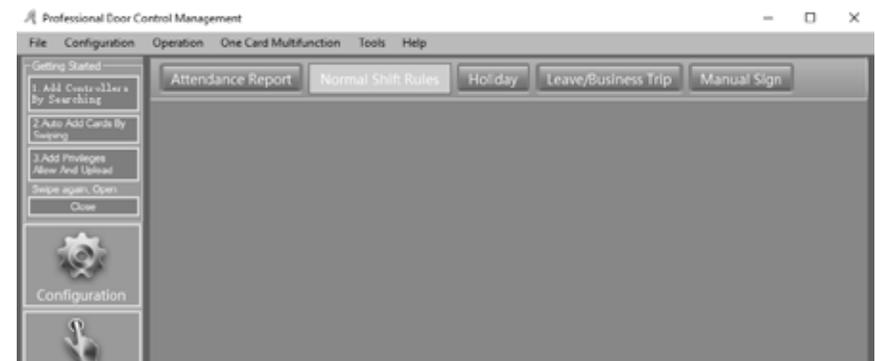
## 04. ATTENDANCE

### NORMAL SHIFT RULES

01 • The system has the default "Attendance" function active. If you want to cancel this function, enable the "Don't Display Attendance" option.



02 • Click "Attendance", then "Normal Shift Rules".



## 04. ATTENDANCE

### NORMAL SHIFT RULES

02 • Determine the desired settings.

The dialog box is titled "Attendance Normal Shift Configuration" and contains the following settings:

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

Below these settings are two radio buttons:  Swipe twice daily and  Swipe four times daily.

At the bottom, there are two time input fields: "On Duty:" with  and "Off Duty:" with .

Buttons at the bottom: "Advanced", "OK", "Cancel".

### HOLIDAY

01 • Click "Attendance", then "Holiday".



36A

EN

## 04. ATTENDANCE

### HOLIDAY

02 • Determine the desired settings.

The dialog box is titled "Holiday Setup (Only for Normal Shift)". It contains two tables and several buttons.

**Holidays List**

Name	From	To	Note
Labor Day	2019-05-01 quataf...	A.M. 2019-05-01 quataf...	P.M.
Christmas Day	2019-12-24 tergafe...	A.M. 2019-12-26 quataf...	P.M.

**List Of days need to work**

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

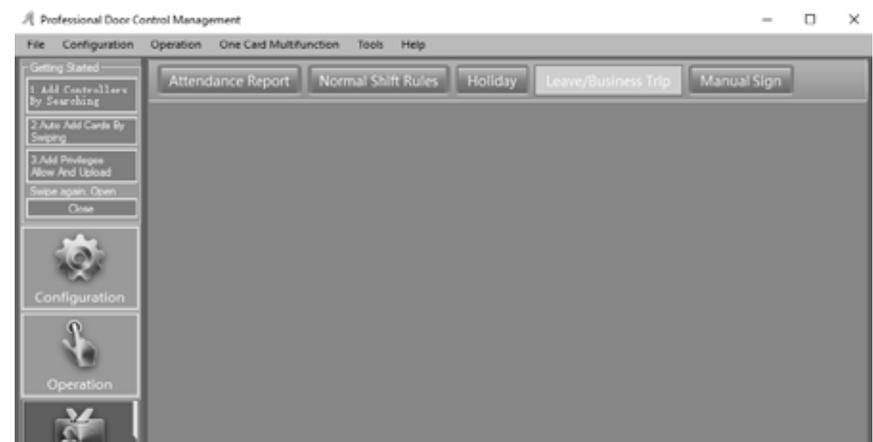
Buttons: "Add Holiday", "Del Holiday", "Add Work Day", "Del Work Day", "OK", "Cancel".

Radio buttons for Saturday:  Sat. Rest,  Sat. P.M. Rest,  Sat. Work.

Radio buttons for Sunday:  Sun. Rest,  Sun. P.M. Rest,  Sun. Work.

### LEAVE/BUSINESS TRIP

01 • Click "Attendance", then "Leave Business Trip".



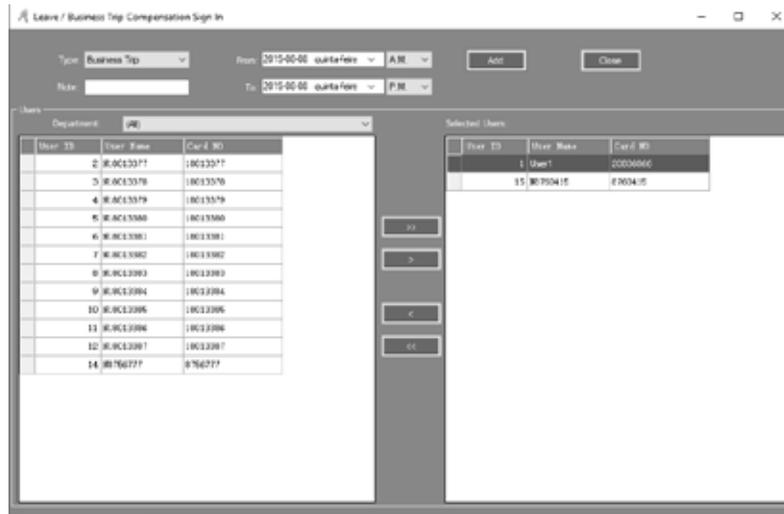
36B

EN

## 04. ATTENDANCE

### LEAVE/BUSINESS TRIP

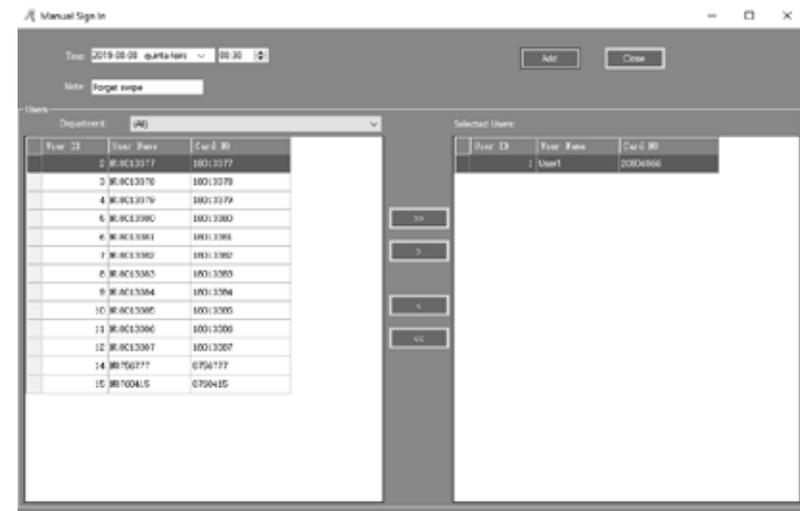
- 02 • Determine the desired settings.



## 04. ATTENDANCE

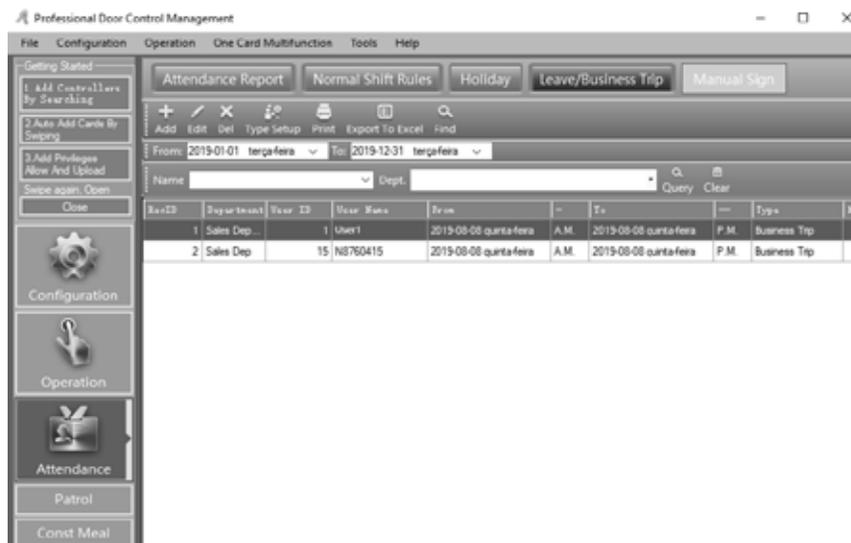
### MANUAL SIGN IN

- 02 • Determine the desired settings.



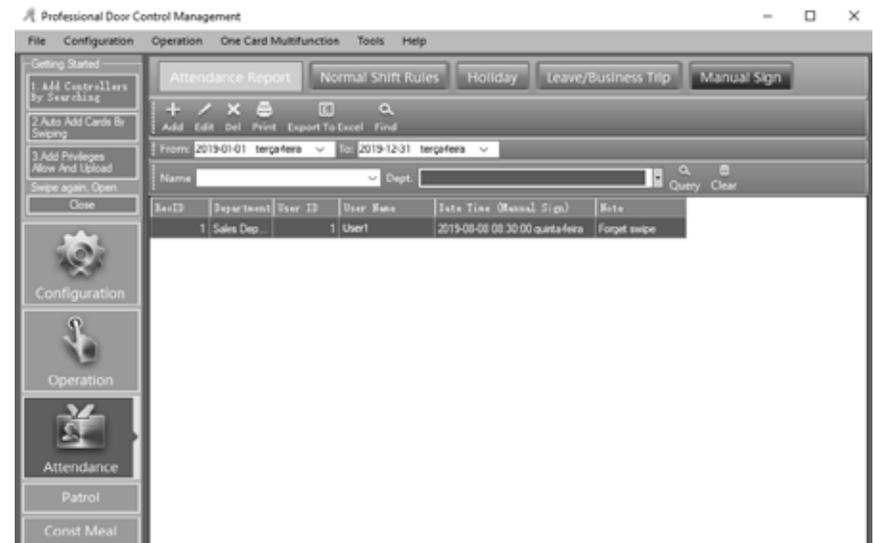
### MANUAL SIGN IN

- 01 • Click "Attendance", then "Manual Sign".



### ATTENDANCE REPORT

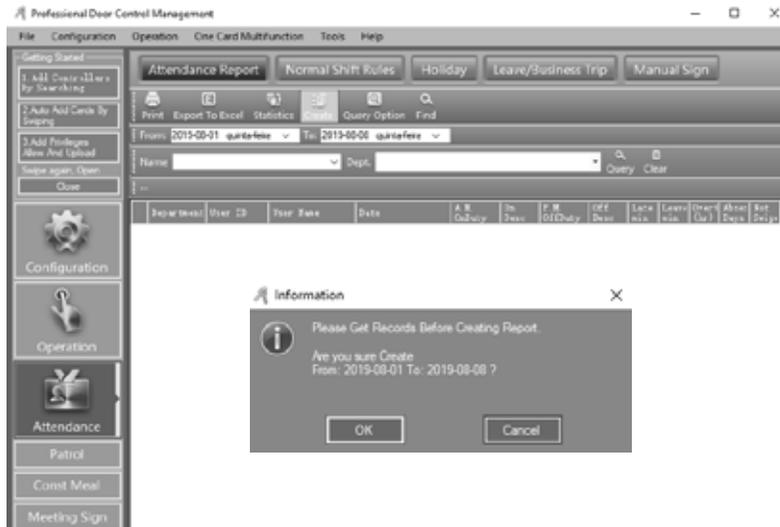
- 01 • Click "Attendance", then "Attendance Report".



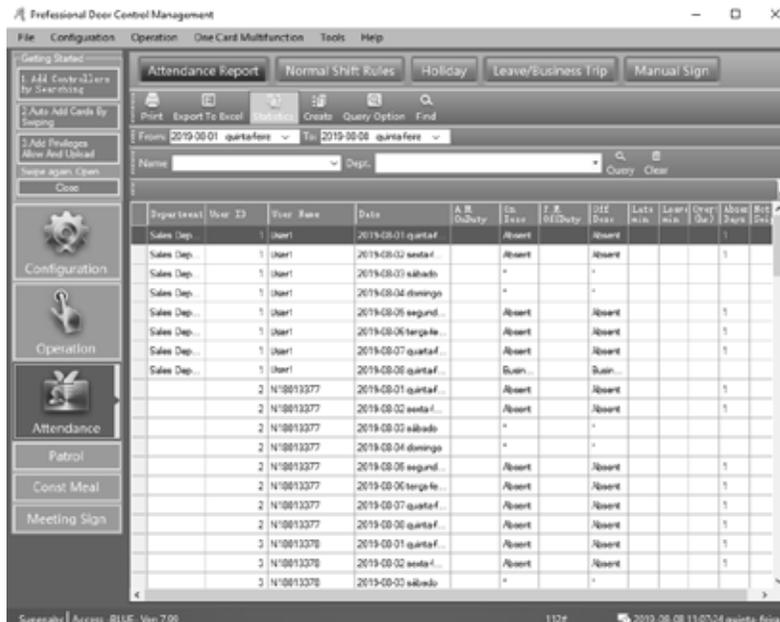
## 04. ATTENDANCE

### ATTENDANCE REPORT

02 • Click "Create", then "Ok".



03 • Click on "Statistics".

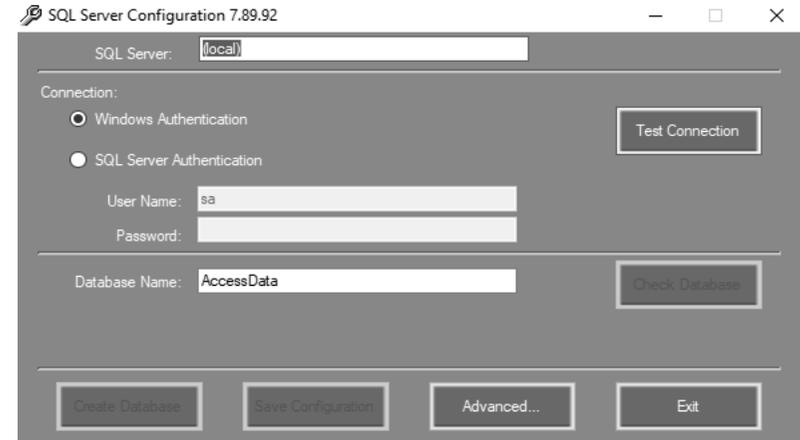


## 05. APPENDIX

### SQL SERVER CONFIGURATION

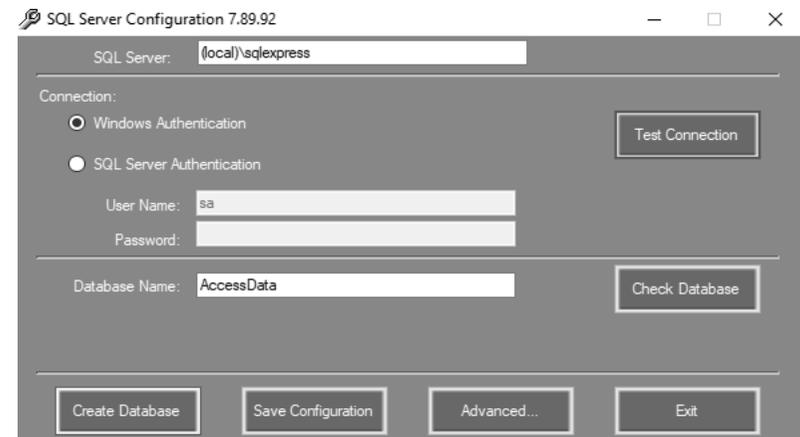
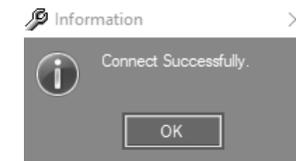
01 • Install SQL Server and then configure "Access Control SQL Server".

02 • Click Operation > Programs > AccessControl > SqlSet.



03 • Click "Test Connection", then "Ok".

04 • Click "Create Database", then "Ok". The current database will be deleted and create a new one.



# 05. APPENDIX

## SQL SERVER CONFIGURATION

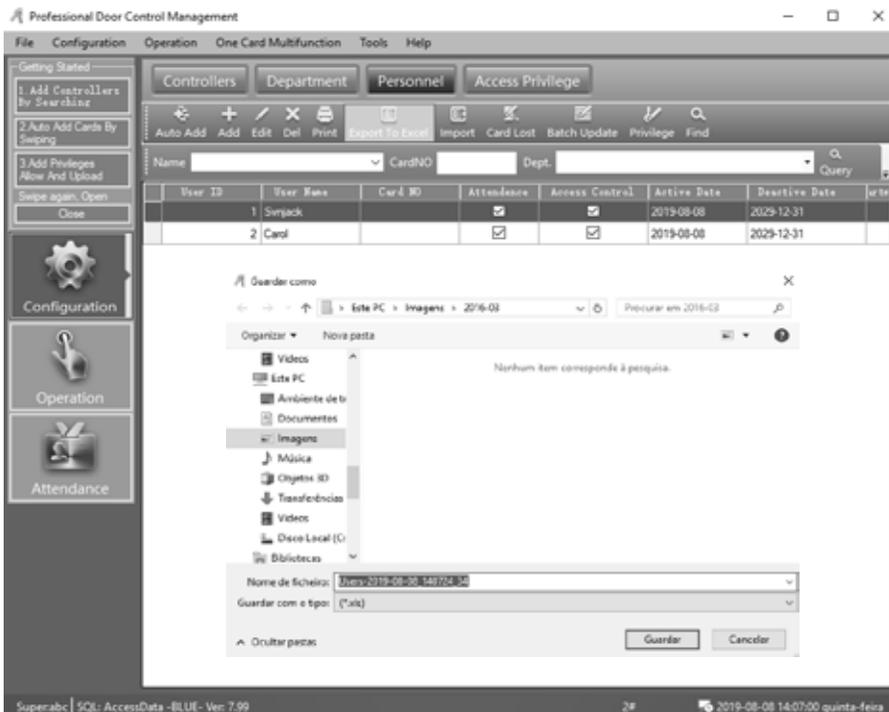
You will see the database created in the lower system bar as "SQL: AccessData".



## IMPORT CONSUMER'S INFORMATION FROM EXCEL

**NOTE: You can only import valid information under "ConsumerNO", "Name", "CardID" and "Department".**

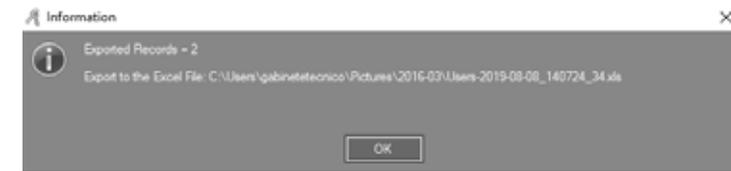
- 01 • Click Configuration> Personnel> Export to Excel.
- 02 • Choose the file to export the information to, then click Save.



# 05. APPENDIX

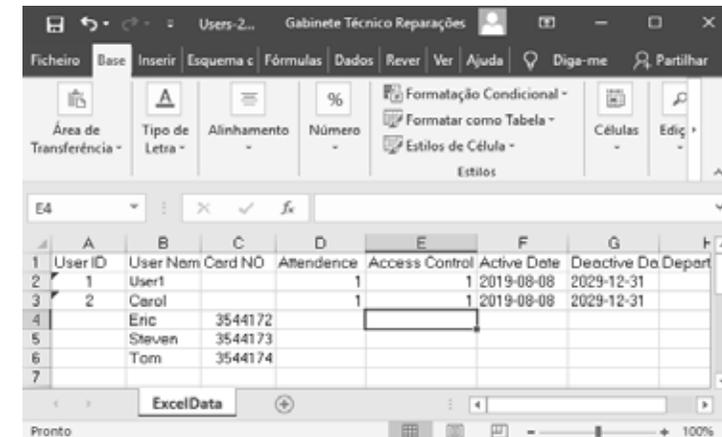
## IMPORT CONSUMER'S INFORMATION FROM EXCEL

03 • Open the exported Excel file, mentioned in the info window.



04 • If the document already has user information, you can delete it if you want, and create the new users. Create only "ConsumerNO", "Name", "CardID" and "Department" information.

**NOTE: In Department only use "\" as separator. For example: Sales Dep \ Oversea Marketing.**



05 • Click Configuration > Personnel > Import.

06 • Click "Ok", then "Ok".



# 05. APPENDIX

## IMPORT CONSUMER'S INFORMATION FROM EXCEL

Result, the database was created.

The screenshot shows the 'Professional Door Control Management' software interface. The main window displays a table with the following data:

User ID	User Name	Card NO	Attendance	Access Control	Active Date	Deactive Date	Write
1	User1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2019-08-08	2029-12-31	
2	Carol		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2019-08-08	2029-12-31	
3	Eric	3544172	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2016-01-01	2029-12-31	
4	Steven	3544173	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2016-01-01	2029-12-31	
5	Tom	3544174	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2016-01-01	2029-12-31	

The interface also includes a sidebar with 'Configuration', 'Operation', and 'Attendance' buttons, and a status bar at the bottom showing 'Superabc | SQL: AccessData -BLUE- Ver: 7.99 | Exported Records: 2 | 58 | 2019-08-08 14:13:00 quinta-feira'.