

MCA SOFTWARE

INSTALLER AND USER'S MANUAL





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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, ten run the applications of "setup.exe" or through our websibe by downloading the software folder and run the applications of "setup.exe", that is inside the software folder.



01. INSTALLATION AND UNINSTALLATION OF SOFTWARE

SOFTWARE SETUP

Select Installation Folder					
The installer will install Access Control to the follow	ving folder.				
To install in this folder, click "Next". To install to a	different fol	der, enter it be	low or c	click "Brov	vse".
Folder					
C:\AccessControl\				Browse	
					_
				Disk Cost.	
Install Access Control for yourself, or for anyone	who uses th	nis computer:			
Evenuone					
O dust file					

03 • Click "Next".



02 • Click "Next".

04 • Click "Next".







01. INSTALLATION AND UNINSTALLATION OF SOFTWARE

SOFTWARE SETUP

·				-8
Access Control has been succe	ssfully installed.			
Click "Close" to exit.				
Please use Windows Update to	check for any critical updates	s to the .NET Framev	vork.	

05 • Click "Close". After the installation completes, th

SOFTWARE REMOVE



01. INSTALLATION AND UNINSTALLATION OF SOFTWAR	RE
--	----

SOFTWARE REMOVE

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

0	Programs and Features						- 🗆	×
←	→ * ↑ ontrol P	anel > Programs > Programs and Features				Search Progra	ms and Features	Q
	Control Panel Home	Uninstall or change a program						
	View installed updates	To uninstall a program, select it from the list and	I then click Uninstall, Change, or Repair,					
۲	Turn Windows features on or		·····					
*	off	Organize 🕶 Uninstall Change Repair						0
	Install a program from the network	Name Uninstall this program.	Publisher	Installed On	Size	Version		-
		Access Control	CSN	06/08/2019	8.52 MB	7.51.81		- 1
		Adobe Acrobat DC	Adobe Systems Incorporated	14/06/2019	2,50 GB	19.012.20035		- 1
		Adobe After Effects 2019	Adobe Systems Incorporated	02/07/2019	3,08 GB	16.1.2		- 1
		Br Adobe Bridge 2019	Adobe Systems Incorporated	02/07/2019	899 MB	9.1		- 1
		Adobe Creative Cloud	Adobe Systems Incorporated	17/07/2019	83,3 MB	4.9.0.504		- 1
		All Adobe Illustrator 2019	Adobe Systems Incorporated	10/04/2019	1,04 GB	23.0.3		- 1
		🚾 Adobe InDesign 2019	Adobe Systems Incorporated	10/04/2019	1,35 GB	14.0.2		- 1
		Adobe Lightroom	Adobe Systems Incorporated	03/07/2019	1,11 GB	2.3		
		Adobe Media Encoder 2019	Adobe Systems Incorporated	15/07/2019	2,68 GB	13.1.3		
		Adobe Photoshop CC 2019	Adobe Systems Incorporated	02/07/2019	2,21 GB	20.0.5		
		🚾 Adobe Premiere Pro 2019	Adobe Systems Incorporated	26/07/2019	3,23 GB	13.1.4		
		🔄 Bing Bar	Microsoft Corporation	11/04/2019	464 KB	7.1.355.0		
		🐻 Dell Command Update for Windows 10	Dell, Inc.	10/04/2019	13,6 MB	3.0.1		
		Dell Digital Delivery Services	Dell Inc.	10/04/2019	95,2 MB	4.0.13.0		
		Oell SupportAssist	Dell Inc.	02/07/2019	160 MB	3.2.2.119		
		Google Chrome	Google LLC	16/07/2019		75.0.3770.142		
		BHP Officejet 7610 series Basic Device Software	Hewlett-Packard Co.	11/04/2019	154 MB	29.1.971.39251		
		HP Officejet 7610 series Help	Hewlett Packard	11/04/2019	16,5 MB	29.0.0		
		HP Photo Creations	HP	11/04/2019	14,6 MB	1.0.0.7702		
		CSN Product version: 7.51.81						

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

Programs and Features					
Are you sure you want to uninstall Access Control?					
In the future, do not show me this dialog box Yes No					

04 • Click "Yes".







LOGIN



 or run Start > Programs > Access Control > Access Control, it qill open up the Login

windows as follows:

🦧 Professional Door Control Management		×
Access Cont	rel	
User Name: Password:		
ОК	Exit	3

User: abc Password: 123 It is recommend to change the user name and

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

Information SQL Server NonExist Or Refuse to Connu Do you want to configure now? OK	×	
i	SQL Server NonE Do you want to	xist Or Refuse to Connect configure now?
	ок	Cancel

02. BASIC OPERATION OF SOFTWARE

LOGIN

If the SQL Server connection fail. 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:

R Pr	ofessional Door C	ontrol Manage	ement							_	\times
File	Configuration	Operation	One Card Multif	unction	Tools H	elp					
Getti 1. Ad By S	ng Started d Controllers earching	Consol	le Query S	wipe Rec	ords						
2.Aut Swip	to Add Cards By ing	Select All	Monitor Stop	Check Ad	⊖ djust Time	↑ Upload	Download	Download And Monit	or Clear Event Windov	Q Find	
3.Ad Allow Swip	d Privileges / And Upload e again, Open										
	Close										
	Ś.										
<u> </u>	nfiguration										
	₹										
	Operation		Time	Desc			Info				
A	ttendance										

PARAMETER SETTINGS OF EQUIPMENT

ADD/SET UP CONTROLLER



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PARAMETER SETTINGS OF EQUIPMENT

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

A Controller	×
Controller II:	1 *Required
*SN	123256020 Active
	O Small Network
	Medum, large Network, Internet
Note:	
Zone:	Zones
	Ned >> Cancel

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 writed is not same as the label S/N:******** the software can't communicate with the controller.

Ì

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

One Door				
Door 1#	Door Name (m001-1	Active O Contro	Door Control State N ● Open ● Oose	Door Delay(sec)
Door1# in Reader	Reader Position	S Attendance		
	Land			
	0	Core		

"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 reccords, otherwise, it can't.

06 • Click "Ok".

R Professional Door Control Management	– 🗆 🗙
File Configuration Operation One Card Multifunction Tools Help	
Genng Starked I A44 Centraliars Controllers Department Personnel Access Privilege	
2 Auto Add Carda By Get + / X E C (All Zones) Swapping Search New Edit Del Print Export To Excel Find (All Zones)	
3.Add Provingen Allow And Upload Controllert SN Active IP PORT Zone Mote 1 122295020 SN 60000 0	Deers =001.5j
Swpe span. Open Cose	
Configuration	
Operation	
1 Alexandre	
Attendance	
	I
В	Motorl

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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.

	antroner						-		×
Add	Found To Database		Search		Configure		Oose		
				5 S					
10	58 ah	IF	Reak	Gateray	1782 BK	Addr	FC IFAddress		S ote
0001	123295020	152.168.1.41	255 255 255 0	192.168.182.254	60000 00-66-07.5	9-55-20	192.168.1.51	#01,V	NEB (

Result, you can see IP address. **04** • Click "Next".



The controllers are separated into different network . Each controller must be assigned a unique $\ensuremath{\mathsf{IP}}$ address .





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"



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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.





PARAMETER SETTINGS OF EQUIPMENT

A Iones Add Tep AI X I Selected Zone —Asia	-		×
Add Branch Zone Southeast Asia	l	×	Ľ
OK Cancel			

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.

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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".

12 Molessional pool co	noo managomen.		-	~
file Configuration	Operation One Card Multifunction Tools Help			
Geting Stated	Controllers Department Personnel Access Privilege			
2 Auto Add Cards By Swiping	Add Top Add Top Edit Move Delate Equal To Excel			
3.Add Prologes New And Upload	Selected Dept Selec Dec Sales Dep Add Branch			٦
Cost				
- (Q-	Add Branch	×		
Configuration				
A	Dept Oversea Marketing			
Ě	OK Cancel			
Attendance				
	1			

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9A EN

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



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.

4. . .

	_				
"User ID:	_	1 • F	Required		
"Name:	User 1				
Card NO:	180161185		Photo		
Decederate					
Edge Deci Or	and Marketine				
Sales Dep (OV	ersea Manketing	_	_	Ű	
Attendance		🖬 Access Co	ntrol		
		Activate:	2019-08-07		
		Deactivate:	2029-12-31		
			Dea. Tir	ne 23:59 💽	

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.

Professional Door Co	ntroi Management						-		\times
ile Configuration	Operation One C	ard Multifunction	Tools Help						
Geting Stated	Controllers	Department	Personnel	Access Pri	vilege				
2 Auto Add Cards By Swping	* +	/ X 🖨	port To Excel Imp	an Card Lout	Batch Update Dri	vilage find			
1 Add Phylioges Micro Jord Linksod	Name		✓ CardNO	Dep	9L				
Swpe again, Open Cose	Tser 13	Tser Fute 1 User	Caril 30 180161185	Atterdesre	Access Control	Artive Date 2015-06-07	2029-1	tive Dat 12-31	
¢۶									-
Operation									-
Ă									

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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.



AUTO ADD THE REGISTRATION CARD

🍂 Auto Add User			×
- Select Device			
O USB Reader			
 Door 	m001-1		~
 Manual Batch Inpu 			
N	ext >	Cancel	

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".

Auto Add User		
Default Dept.:	Total: Please Swipe	
	User ID Option	
< Bac	OK Exit	

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.

Default Dept.:		~
	Total:	
		Start No. 18013377 End No. 18013387
		Start Caption Start Caption

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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".

File Configuration	Operation One Car	d Multifunction	Tools Help						
Getting Stated 1 Add Controllers Dy Seurching	Controllers	Department	Personnel	Access Pri	ivilege	14 0			
2 Auto Add Cards By Swiping	Auto Add Add E	dit Del Print D	oport To Excel Imp	ant Card Lost	Batch Update Pri	vilege Find			
3.Add Privileges Allow And Upload	Name		✓ CardNO	De	pt.			٠	
Swpe agan, Open	Vear 10	Tear Bana	Caril 180	Attendence	Access Control	Active Date	Deart	ive Det	
Close	1	User1	180161185	2	2	2019-08-07	2029-12	231	
	2	N18013377	18013377	Ø	R	2019-08-07	2029-12	2-31	
	3	N18013378	18013378			2019-08-07	2029-12	2-31	
	4	N18013379	18013379			2019-08-07	2029-12	2-31	
Configuration	5	N18013380	18013380			2019-08-07	2029-12	2-31	
comgaración	6	N18013381	18013381			2019-08-07	2029-12	2-31	
2	7	N18013382	18013382			2019-08-07	2029-10	2-31	
		N18013383	18013383			2019-08-07	2029-12	2-31	
Constitution	3	N18013384	18013384			2019-08-07	2029-12	2-31	
Operation	10	N18013385	18013385	Ø	R	2019-08-07	2029-12	2-31	
34	11	N18013386	18013386		R	2019-08-07	2029-12	2-31	
- 22	12	N18013387	18013387			2019-08-07	2029-12	2-31	

CARD LOST

A Professional Door C	Control Management						-		×
File Configuration	Operation One Car	d Multifunction	Tools Help						
Geting Stated 1. Add Controllers By Searching	Controllers	Department	Personnel	Access Pr	ivilege				
2 Auto Add Cards By Swiping	Auto Add Add E	/ 🗙 🖨 St. Del. Print E	xport To Excel Imp	B K of Carlins	Batch Update Pr	ivilege Find			
3.Add Privileges Allow And Unioned	Name		CardNO	100	pt				
Swper again, Open	Tuer 10	Unor Nuno	Card MD	Attendence		Artiva Inte	Desc	tive De	
Occe	1	User1	180161185	2	2	2019-08-07	2029-1	2-31	
	2	N18013377	18013377			2019-08-07	2029-1	2-31	
10	3	N18013378	18013378			2019-08-07	2029-1	2-31	
	4	N18013379	18013379			2019-08-07	2029-1	2-31	
Configuration	5	N18013380	18013380			2019-08-07	2029-1	2-31	
	6	N18013381	18013381		2	2019-08-07	2029-1	2-31	
2	7	N18013382	18013382	2	2	2019-08-07	2029-1	2.31	
	8	N18013383	18013383			2019-08-07	2029-1	2-31	
Operation	9	N18013384	18013384	R	R	2019-08-07	2029-1	2-31	
Operation	10	N18013385	18013385	2		2019-08-07	2029-1	2-31	
-14-	11	N18013386	18013386	2		2019-08-07	2029-1	2-31	
25	12	N18013387	18013387			2019-08-07	2029-1	231	
Attendance									

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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".



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OPERATION

Access Privileges Assignm	ent					-		\times
Depatnent. (N)		~	Selected Users:					
Tour ID Tour Has	e Curd 30		Tor 13	Tree Name	Cari 10			
3 \$1.0013310	1 103133310		>>	3 USE1	20106066			- 1
4 \$1,001337	9 18313379	6		2 810013377	18013377			- 1
5 \$1.001330	18013380							- 1
6 ML001300	1001001							- 1
7 \$1,001336	10013302							- 1
8 81.001330	1 18012383	_						- 1
9 81801338	6 18313384		<< l>					- 1
10 81.001300	F 10010005							- 1
11 \$2,001330	6 10313306							- 1
12 ML801338	7 28013367							- 1
_ Doon								
Zone: (48.2	snes)	~						
Optional Desers			Salartad I					
+001-1								- 1
			>>					- 1
								- 1
								- 1
								- 1
			<					
			-					
			« «					
		1	«					
		1	«				_	
			а а				_	
Пинал	Franker And Upload		< cc Abre	Abert	ini Upland		4	

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.

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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.







3B

CONSOLE

01 • Click Operation > Console in the menu bar.

A Professional Door G	ontrol Management	-	\times
File Configuration	Operation One Card Multifunction Tools Help		
Chang Stated Lot Constrainer In Constant EAste Ref Carte Ry Bale R	Console Decor Cyt Critic Many Sectors Economic Sectors Minister Bage Oreck Adjust Time Upland Downland And Monitor Cear Bent Window Frod WCD-1 WCD-1		
Configuration Operation	Tine [fear Tada		

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".



14B



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.

A Pro	vesional Door C	ontrol Manag	pement					-		×
File	Configuration	Operation	One Card Multifu	nction Tools Help						
1 A4	g Started 6 Constrolliors	Corne	ie Query So	ripe Records						
	o Add Cards By	Select Al	Manitar Stap (Direck Adjust Time Upload	Egy (Download Download and Monitor Clear Deer	B nt Window	C. (All Zoom)			•
3.7ds Alise	I Provingen And Lakend	1 40010			Download Transactions					
Selos	One	I 1								
	Ċ,									
. co	nfiguration	I 1								
	3	I I								
	ocration	L	#!		14.2	Carl NO	3			- 1
			1100	2457	2844	User ID:	*			
	-2-	U	10.5400	Decouve weed wolves	DADAADATA AACIOCK SLOWS DE SELA-CT	Cept.				
	23-1	07	15 54 06	w001-1[121299000]	Oper (3rd, ret, Door, Deay(Sec) 3.3wpes @Prividg	Head Dat Add:	e: 2015-00-07-2 m001-14c	302:13 gue	ta foiro	
	leadance	0.1	15 55 51	m001-1[121299020]	Upload Starting	SALK	Denied Access No PRI	ALEGE		
	In the state of the	00 ·	19 59 54	House (21244045)	Operation and Street and Adv. [2]					
		di s	10191124	Cardo in Line of Adjust in	Turren and the second second second second	۰				
		0.1	1919/34	H001-1[121200000]	Opersharesboar_beaused.aswpex.orm/ees.					
		W 7	10 00 04		Download and Runkor Stat	1				
		<u>0</u>	15 50 04	+001-1[12025020]	Cetting Single Pecced Stat.	1				
		0.12	13 59 94	man (12225000)	Anting swipe record successfully-(c)					
		0 10			presentation of a second secon					

RECORDS QUERY

Please first click "Download" the records before the consultation. 01 • Click Operation > Query Swipe Records in the menu bar.

File Configuration	Operation	One Card Mu	Arbenction To	els Help					
Getting Stated	Conv	1e 0.44		dis .					
Add Controllines									
2 Auto Add Cards By	18.		E Mou	y Surger Ketchek	y shortcut				
Swaina		CONTRACTOR	Contractory Copposition						_
3 Add Enviropes Micro And Universit	Const.	nt overst 🔹	20190057 0.8	tatera 🤟 🖂	The crew . 5	CTD CD OT - QUARANTERS - V	20.00 20.00 20.00		
Swipe again, Colon	None			 CardNO 	Dept.		Query Chr		
Close	1++D								Description
	963	3				2012-00-07 23:02:13 gaw	=001-1-En		Junied A
6.00	101	6925656				2017-06-12 17:02 57 year	a001-1-2a	R	Svipe
100	900	6805656				2019-06-12 17:02 56 gas	e001-1-Ta		Svipe
	919	6325456				2019-06-12 17:02 Million	e801-1-15h	2	Sviga
	938	6725656				2012-06-12 17:02 Million-	#201-2-Es.		Delga
3	917	6725656				2012-06-12 17:12 54 gaw	e003-3-Eh	Ø	Svige
	100	6925656				2017-06-12 17:02 53 year-	s001-1-2n		Svige
Operation	935	6705656				2017-06-12 17:02.51 gas	e001-1-15a	2	Svipe
	934	6825656				2019-06-12 17:82 f0 gee	e001-1-Th	2	Svipe
-24-	913	6375656				2019-06-12 17:12 48 gev	a001-1-15		Svipe
224	932	6925656				2012-06-12 17:12:06 gear	e003=3=Eh	Ø	Swige
Attendance	011	4925456				2017-06-12 17:02:06 genr	s001-1-Es.		Sviga
	930	6725656				2010-06-12 17:12:45 gaw	e001-1-La	63	Svige
	901	6825656				2019-06-12 17:02:40 gave	e001-1-T.s	2	Svipe
	904	\$201363				2018-06-12 17 02 17 mar	a001-1-Th	D 1	Dellas

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PROFESSIONA

CONSOLE

If you want to filter inputs and outputs by "Addr", click "Query Option. 02 • Click "Query" to display the desired records.

Select Option		
Record Type Valid Swipe Invalid Swipe Remote Open Push Button Door Status	Super Password Oper Wam Attendance Attendance(Not Pass	Query
Select Addr	I Zones)	
m001-1-in m001-1-5xt	Select All Select None	

TOOLS

CHANGE PASSWORD

You can change the name and password of the operator. 01 • Click Tools > Edit Operator on the menu bar.

Fix Configuration	Operation One Card Multifunction	t Taols Help			
Setting Statist 1. ALE Cost call and present and the setting 2.ALE NAT Casts for Setting States Setting States Configuration Setting Configuration	Conscient Currery Swiper Server 2d Marries Stage Cherch Wester 2d Marries Stage Cherch Wolfe 1	Set Operator Detended Function Hele Getting Rotted Language Intel®ac Setting Auto Login	ereitand And Macriton: Char Fored Word	Q. (Al Zone)	
Operation	Tina Di	ur İndə			
Attendance					

02. BASIC OPERATION OF SOFTWARE

TOOLS

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

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

🦧 Operatorabc		×
Name:	abc	
New Password:	<u> </u>	
Confirmed Password:		
ок	Cancel	

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"

Professional Door Control Management		-	×
Fire Configuration Operation One Card Multifunction Tex	is Help		
Configuration Config	Resetup Database X OK Cancel		

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TOOLS

OPTION

You can change other system settings.

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

n Option				\times
Language	Interface	Auto Login		
Langua	age: E	nglish	~	
L				
		ок	Cancel	٦

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.



02. BASIC OPERATION OF SOFTWARE

TOOLS



03. EXTENDED FUNCTIONS

01 • Click Tools> Extended Functions on the menu bar. Enter the password. **Password: 5678**

🦧 Input Extended Function Password	×
Password	

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

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.

Motorline[®]







FILE

ACTIVATE LOG QUERY



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

/{ Log Query			- D X
Rev 10	Patelline	Institute	Ivant Description
621	2915 66 07 10 24 55 quata foi o	Homation	1 abo Professional Door Control Management, Ver. 7 99 52 18015 Superabo: Ma/keessa. PC-apointeories
(2)	2015-00-07 10:24:50 quatafeira	Homation	1-doc Det
679	2015-08-07 18:24 28 quata feita	Homaton	1 abs: Professional Door Control Management, Ver. 7 59:52 18015 Super abs: MaAcoess, PC-vapolitinosion
615	2015-08-07 19:24 25 quata-fixes	Information	Labo Bat
617	2015-05-07 15:21 C2 quata feira	Homation	Labe Professional Door Control Management, Ver. 7.99/52 18015; Superable Ms/Access. PC-apointecrice
676	2015-06-07 16:21:00 quarta feira	Information	1 abo livit
675	2015-00-07 15:19 10 eveta feire	Information	1 abo Apatment Management System, Ver. 7:59 52: 10015 Superabo Mohocesa. PC-apointeonice
614	2915-00-07 15:19:03 quatafeira	Information	1 also Ext.
613	2015-06-07 15 15 31 quatafeira	homation	1 abo Backup Database
612	2015-08-07 15:59 47 quatafeta	Homaton	Table 10x401144:3-20190847250213 gastafetand0111in/Desied Access No PRVLESE.Carl NO 30ar ID Na.
611	2015-06-07 15:59 04 quata feira	Information	Labo 5,v001-1(123295020), Setting Swipe Record Successfully-(0),
610	2015-00-07 15:59 04 evarta feira	Information	1.abo 8.v0011(123296228).Setting Svipe Recent Stat
600	2915-00-07 15:50-04 quarta fixira	Information	1 abo 7, Download and Monitor Stat,
600	2015-00-07 15:57:32 evetafeire	Information	1.doc 6.v09111123295528.Doex.OnLine.DoorDelaySes13.Svipes 0.Philidges 2.2019-08-07 22:59:58 avate feirs.V9.00
607	2015-00-07 15:57 22 quata feira	Information	1 also 5.(+001-1 Need Adjust Terre/Need Upload) () 25295029[PeedCook: should be 2019-00-07-15-57.32.0.r in fact 2010
606	2015-08-07 15:55 54 quartefeixa	Information	1.abc 4;x0051[123295020].1(bload All Successfully=27].
605	2015-00-07 15:55:51 quarta fera	Homation	Labe 3x40011(12)29502().Uplead Stating
606	2015-08-07 15 54 06 quata-fives	Information	Labs 2,n0014[12339620],Dper,OnLine,Dear_Delay(Sec):15eipes 0;Privilges:2:2019-01-07-22:56:12 quarterleins/VL80.
609	2015-00-07 15:54 05 evaluation	Homation	1 also 1.3x001 1 Need Adjust Time/Need Upload1(122295005/RealDook: should be 2019-08-07 15:54-06.8ut in fast 2019
602	2015-00-07 15:50:30 quarta fixina	Information	1 abo Allow And Upload Users' total = 2.Doors Court = 1.Successfully
004	3015-06-07-15-50-20-or etc. (etc.)	blood in 1	Labor Alexa And Deleval 25 or 31 Sectors A MUNICIPATION or a AMULT OF



03. EXTENDED FUNCTIONS

CONFIGURATION

RECORD PUSH BUTTON EVENTS



Records each time the push button is used.



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PROFESSIONAL

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.





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CONFIGURATION

ACTIVATE PERIPHERAL CONTROL

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



02 • Click Configuration> Peripheral in the menu bar.



03. EXTENDED FUNCTIONS

CONFIGURATION

03 • "Threat Code" : Must be used with the PIN keyboard card reader. **04** • Click on "Hardware Configuration".

계 Peripheral Control							-		×
Controller 8	28 133290000	Threat Colo	Open Tro Long Varn	Duer Parend	Ear alid Card Reader	2007 S			٦
	123230420	U		0	0	MART-1,			
Hardware	anlguation]							
O un que T Door Ajar Alam Mar	lvent Code (Sec)[Default-28]	1			ОК		Cancel	1	
								-	

05 • Determine the desired settings.



Motorline

CONFIGURATION

ACTIVATE ACCESS KEYPAD

01 • Activate the "Activate Access Keypad" option.



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



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.

Password Manag	enen					
ard + PIN PING	ode Controller's Pass	word Manual Input P	assword			
Note: Swipe and	Input Passwords					
Reader #	58	Description	Pesitien	Card + PIN		
41	123295020	1	s001-1-2a		-	
42	123295020	z	a001-1-2xit		-	

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

	(Al)		~		
Concurser11	Waar ID	Ther Name	Card 30	Department	218
2	1	Svajask	20006066	Salas Dep\Oversea Marketing	Withougoil
3	2	¥18013377	180:3377		Unthanged
4	3	M10013378	100:3978		Vectoraged
5	4	¥10013379	100:3379		Vechanged
5	5	M10010300	100:3300		Vatheagel
t		Change PIN (S	njack]	×	Velbanged
8					Vechange 4
•			+		Unthangel
)					Volhanged
1			d:		Vectoraged
2					Withingel
2		ОК	G	leon	Vallanged
	_				



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CONFIGURATION

ACTIVATE ANTI PASS BACK

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



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



03. EXTENDED FUNCTIONS

CONFIGURATION

03 • Determine the desired settings.



ACTIVATE INTER LOCK

22B

EN

01 • Activate the "Activate Anti Inter Lock" option. NOTE: This function only works on the two-port MCA-02.





CONFIGURATION

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

/{ Professional Dear Co	ontro: Money	errent									-		\times
File Configuration	Operation	One Card Multifunction	Tosis Hal	p									
Cetting Stated	Contre	ofens Departmen	e Person		Access Privile	ge Timel	hulle 1	Perigitieral	Ped MST	Antiqu	mbatk	Inter Lo	
2 Area Add Lords By Serging												1	oux Rip wtos
2.Add Phologes Allow And Speed													
Ger													
2													
Contraction													
Attendance													

03 • Determine the desired settings.

Ą	Inter Lock						-		\times
Γ	Controller #	34	1.2	3.4	1.2.1	1.2.1.4	3	rs	
P	1	223285246	2				m001	1-1; m00	12
L									- 1
L									- 1
L									- 1
L									
L									- 1
L									- 1
L									- 1
L									- 1
L									- 1
L									- 1
L									
L									
L									
L									
			ОК		Cancel				

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.

Si Adve	Total Card	6 0			5 h		■ 0x		
OK									
		an 1 2 2	Orean 5 0						
Cancel		an 2 1 1	Coup 6 0 10						
			Gene 7 0						
			Count 0 1						
		and the second se							
	(4)	14-140	~	Selected Un					į
n Department: Tear 10	(M) Uner Kute	Card 10	Selected Doug	Selected Us	en. 1 - 1 Juer 13	Teer Face	Card N		ŗ
n Department: Esser 10 3	(AD) User Faite RLOCC3375	Card 30 18013378	Selected Group	Selected Us	еть. 8 Δ (Heer 13)	liser Kane 1 viert	Card N		
n Department Free 1D 3 5	(40) User Faine 81401.3375 81401.3300	Card 80 18012378 18012378	Selected Group	Selected Us	en. 8 A Her II	For Same	Card N0 20806866 1901-2077	2 7	
n Departmont There ID 3 6	(40) Diser Take R1404.3375 R1404.3300 R1404.3300	Curd 80 18CE3376 19CE3376 19CE3370	Selected Group	Selected Us	ers. 8 A Iser 13	Forr Faire 1 User Faire 2 F18012377 4 F18012379	Card Mi 2000000 30013377 30013379	5	
n Department There ID 5 6 7	(40) User False ELOCL3575 ELOCL3500 ELOCL3501 ELOCL3501 ELOCL3502	Card 80 1801 2316 1801 2300 1801 2301 1801 2302	Selected Group	Selected Un	ers. 8 A Hser II	Face Face 1 viser1 2 \$18012377 4 \$18012379	Car 4 Mi 2000000 3001 2077 3001 2079	2	
Department Department 10 5 6 7 9	(40) (540) (547) Fate E140(13575 F140(1350) E140(1350) E140(1350) E140(1350)	Card 80 16013376 10013376 10013380 10013381 10013382 18013383	Selected Draw	Selected Us	ers. 8 A Her ID	Face Face 1 start 2 F18013377 4 F18013379	Card. 90 2000/000 3001/2077 3501/2079	2	
IT Department Tear TD 3 6 6 7 8 9	(40) (54	Card 80 10013398 10013390 10013300 10013300 10013302 10013302 10013302 10013303	Selected Group	Selected Un France 1 3	ers. 8 A Ster 33	I for Note 1 vort 2 330013077 4 930013079	Card MI 23806566 13013377 33013379	2 2	
15 Copatimers. Buer 10 6 6 7 8 9 9 10	(40) User Fale 11401375 11401375 11401300 11401300 11401300 11401300	Card 80 18013378 18013378 18013380 18013382 18013382 18013383 18013384 18013384	Selected Group	Selected Un From 1 2	ers.	5 ser 5 ser 3 ser 5 33015377 4 5503379	Card Mi 2300000 3501 3377 3501 3379	2	

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CONFIGURATION

ACTIVATE FIRST CARD OPEN

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



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



03. EXTENDED FUNCTIONS

CONFIGURATION

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

7	First Card Oper					-	
	3++r 10	58	Door No.	Description.	First Card Open		
	29	223285246		m001-1			
	30	223285246	2	m001-2			
			_				

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

firm can chart meet d				:
S Active OK Concer Face face	ine: 0000 13 Eee F 1 Boo Controlled V Age form, webfinds_cond webpe	ineg: 2200 (1) 42 9. Chily Alcon Fine Cer of and thme. and well-how to querting.	Work Dep S Henday S Venkesker S Transfer S Intenter S Intenter S Intenter S Intenter	
Department (48) Tear 23 Tear 17 Tear 1	22 24 24 24 25 25 25 25 25 25 25 25 25 25	Solicitations	wrd 100 000000 Kti 2017	



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".

	ktivatien Time. 010 Week Day	0 (¢													
	5 Monday 5 Tue dapt To: (14 leak: 10 leak:	olay 🖪 Wedresde Tägger Dince (V1.9)	5 7.	nday	5	aday	2	5 Seh		5	Sunday Act	=		Delete	
17	 From	т.	Time	H - 5.	Tue	Wad	The	Pri	Sut	Sur.	Adapt To	Tatk			
9	2019-08-07 eventa-1	2029-12-31 sepund	10.00	2		Ø	Ø				(W)	1. Deer Op	ien .		ļ
10	2015-00-07 custar	2029-12-31 segund	10.00								040	2 Door CA	ised	-1	ė
12	2019-08-07 ousta-	2029-12-31 securit	68.00	2				2			(40)	7. (h-0.0)	Card + Pau	meand	T
13	2015-08-07 quarta /	2029-12-31 segund	12:00	2	Ø	Ø	Ø	Ø	Ø	2	(4)	10. Trippe	Once (/3	9	
14	2015-00-07 quarta 1	2029-12-31 segund	00.00	Ø	₽	Ø	₽	Ø	Ø	Ø	(40)	10. Trigge	0nce (/0	9	I

04 • Determine the desired settings.

25B

		-	_
3			
	7 de agosto de 2019 🗸		
	31 de dezembro de 2029 🗸		
Operation Time:	19:00		
S Monday S Tu	esday 🔄 Wednesday 🔂 Thursday 🔂 Filday	🐱 Saturday 🐱 Sunday	
	(40)	×	
Adapt To:	(48) 1. Dear Gern	×	
Adapt To: Access Method:	(48) 1. Door Open		
Adapt To: Access Method: Nutes:	(40) 1. Door Open	v v	
Adapt To: Access Method: Notes	(40) 1. Door Open	v	



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.



03. EXTENDED FUNCTIONS

MULTIFUNTION

ACTIVATE MEAL

01 • Activate the "Activate Meal" option.



MEAL SETUP

•• READERS

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

ΕN



MULTIFUNTION

- 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

MULTIFUNTION

•• MEAL PERIOD

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

Ąм	eal Setup			×
1	Readers Rules Meal P	eriod		
		Time Segment:	US\$ / One Swipe	
	S Morning	07:00 @ _ 09:00 @	0,00 🔤	Option
	S lunch	11-30 (8) . 13-30 (8)	0.00	Otton
	M Evening	17:00 [0] - 22:00 [0]	0,00 🚱	Option
	Cther			
	Department Methods			
		ок	Cancel	

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

R Meal OptionMorning Option				-		×
Cotion Pleader for Mesi: Involve ID View 40 #001-1-Exit	U33 / One Swipe 5.00 \$	Readen for Spe	cial Cost. Fana 001-1-Ea	1831 / Svi	;p+	
		ОК	Carcel			





MULTIFUNTION

• MEAL REPORT

•• MEAL DETAILS REPORT

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

A Mai								-		\times
Meal Setup	p Create Drive	E C	A O							
From: 201	sinhetniko 20204	✓ Tic: 2019-00-0	8 quintafeire 🗸							
Name		v Dep	e		Churr					
Detai Sub	total of Readers Su	btstal of Department	Satistics(2015-00	-06 Te 2019-08-08						
RecEB	Department	fue 13	Tter Sate	DataTina	Men.] Nume	Cont (158)	Adtr			~
500	Sales Dep'Overs	13	ND	2019 08 08 09:36:34 quinta foirs	Lunch	0	m001-1-lm			- 11
905	Sales Dep'/Overs	13	N3	2015-08-08 09:37:54 ouinta-leira	Lunch	0	m001-1-in			- 11
905	Sales Dep'/Overs	10	ND	2019-00-00 09:30:40 ouinta feira	Lunch	0	m001-1-in			- 11
993	Sales Dep/Overs	13	N3	2019-08-08 09:42:16 cuinta feira	Lunch	0	m001-1-in			- 11
996	Salos Dep'/Overs	13	N0	2019/08/08 09:44:15 quinta foirs	Lunch	0	m001-1-in			- 11
1001	Sales Dep'Overs	13	N0	2019-08-08 09:45:03 ouinta leira	Lunch	0	m001-1-in			- 11
1005	Sales Dep'/Overs	10	ND	2019-00-00 09:46:50 quinta feira	Lunch	0	m001-1-in			- 11
982	Sales Dep	14	N8756777	2019-08-08 09:36:22 ountariens	Lunch	0	m001-1-In			- 11
908	Salos Dep	14	N8756777	2019-00-00 09:30:51 quinta foirs	Lunch	0	m001-1-in			- 11
990	Sales Dep	14	N8756777	2019-08-08 09:41:04 ourta-feira	Lunch	0	m001-1-in			
991	Sales Dep	14	N8796777	2019-00-00 09:42:04 ouinta feira	Lunch	0	m001-1-in			
995	Sales Dep	14	N8756777	2019-08-08 09:44:02 cuintarleira	Lunch	0	m001-1-In			
1000	Salee Dep	14	N8756777	2019-08-08 09:44:55 quinta faira	Lunch	0	m001-1-ln			
1004	Sales Dep	14	NE756777	2019-05-05 09:45:49 ouinta-leira	Lunch	0	m001-1-in			
980	Salee Dep	15	N8760415	2019-08-08-09:31:21 ovirta feira	Lunch	0	m001-1-in			
	a								_	×

•• 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.

A Meai						-	×
Med Setup Create Prin	4 Export To Excel Fi	N O NJ Close					
From: 2015-06-08 quinta-fe	eitz 🗸 To: 2019-08-0	i avintafeira v					
Name	v Dep	£		• Clar			
Detail Subtotal of Readow	Subtotal of Department	Statistics(2013-00-00 To	2019-00-00)				
alde .	Count (Times)	Annual (1851)					
+001-1 in	25	0	1				
m001-1-Ext	0	0					
m001-2-h	0	0					
+001-2-Ext	0	0					
Total	25	0					

03. EXTENDED FUNCTIONS

MULTIFUNTION

•• 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.

A Meal						-	×
🔐 🗃 🖨 Meal Setup: Create Prin	t Export To Excel Fie	A O nd Close					
From: 2019-08-08 quinta 4e	wa 🗸 Te 2019-08-0	8 quinta feira ∨					
Name	V Dup	L		• Clear			
Detai Subtotal of Readers	Subtotal of Department	Statistics(2013-08-08 To	2019-08-08)				
Equations	Count (Times)	Annual (101)					_
Sales Dep	18	0.00					
Sales Dep'Oversea Nañe	7	0.00					
(Department is Empty)	0	0.00					
Total	25	0					
Toola .	2	•					
							_

•• 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.

From: 2019-08-0	l quinta-feirs 🗸	2019-08-08	puinta-feira 🗸 🗸							
Narre		v Dept.				• Cear				
Oetal Subtotal d	Readers Subtotal o	Department 3	atistics:2015-08-0	6 To 2019-08-0	0					
Department	Faser ID	User Nune	Berning	Luch	E-ming	Jun (Times)	Annual (123)			
	2	N18013377	0	0	0	0	0			
	3	N10013378	0	0	0	0	0			
	4	N10013379	0	0	0	0	0			
	5	N19013380	0	0	0	0	0			
	6	N10013381	0	0	0	0	0			
	7	N10013382	0	0	0	0	9			
		N19013383	0	0	0	0	0			
	9	N18013384	0	0	0	0	0			
	10	N18013385	0	0	0	0	0			
	11	N10013386	0	0	0	0	0			
	12	N18013387	0	0	0	0	0			
Sales Dep1/Overs	13	N3	0	7	0	7	0			
Sales Dep	34	N0756777	0	7	0	7	0			
Sales Dep	15	N8760415	0	31	0	91	0			
		Total	0	25	0	25	5	_		



MULTIFUNTION

ACTIVATE PATROL

01 • Activate the "Activate Patrol" option.



02 • Click "Patrol" in the menu bar.

03. EXTENDED FUNCTIONS

MULTIFUNTION

PATROL SETUP

•• PATROL POINT

01 • Click "Patrol Setup".

R Patrol Report			-		×
Patient Setting Route Task Create Statistics Print Paper	E Q Q O				
From: 2019-00-01 quinta-feire 🤟 To: 2019-00-00 quinta-feire	v				
Name V Dept.	• Quer	B / Clear			
Department User ID User Name Date	Flanned Fatrol Actual Fatrol Time Time	Event Loute Ner	10 Pat	rel Point	

02 • Set the door to "Patrol Point".

/(Pat	rol Setup Point Patro	Rules Patroinan		D	×
	Aption of Pead Baseler 11 46 47 48	en 0015sit 0015sit 001-55it 001-25it	Salocted Readers for Parel Image: Salocted Readers for Parel 46 46		
			Cancel		

•• PATROL RULES

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

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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.

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MULTIFUNTION

• PATROL TASK

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

A Patrol Report						-	×
i? 🖬 🎽	10 N	a (1)					
From: 2019-08-01 quetafei	n v Te: 2019-08	08 quintafeira 🗸	Query Option Pri	na ciose			
Name	~ Dr	pt.		Query	Clear		
Name	~ D	pt.		Query	Clear		

03. EXTENDED FUNCTIONS

MULTIFUNTION

PATROL REPORT

Be sure to get registration before creating the report. **01** • Click "Create".

R Patro	Report							-		×	
Patrol Se	🔅 🐹 🕢 📴 🚯 🖨 📧 🔯 🔍 O Patrol Setup Route Task create Statistics Print Export To Excel Query Option Find Close										
From: 2	Fizzm 2019-08-01 quinta-feira 🗸 Tol 2019-08-08 quinta-feira 🧹										
Name	Name Cept.										
Creating	Patrol Report Log:	(Operating Date: 20	119-08-08 10:05:31 qu	inta-feira): From 2019	08-01 To 2019-08-08;	Dept:	User (1)				
Depart	ment Veer ID	User Nune	Date	Planned Patrol Time	Actual Fatrol	Event Denc	Reste Nune	Patr			
Sales D	kep 15	N8760415	2019-08-08 quinta f	09.00	09:21:11	Late	Route001	m001	1-in		
Sales C	lep 15	N8760415	2019-08-08 quinta-f	09:30	09:22:42	Nomal	Route001	m001	-1-In		
Sales C	lep 15	N8760415	2019-08-08 quinta-f	10:00	09:31:21	Eaty	Route001	m001	-1-In		
Sales D	lep 15	N8760415	2019-08-08 quinta-f	10:30		Absence	Route001	m001	1-in		

02 • Click "Arange" and then "Ok".

R Patrol Task Auto Sche	edule		_	- 🗌	\times
From: 2019-08-08 To: 2019-08-08	quinta-feira V quinta-feira V	Dept.: User:	(All) 15- N8760415	~	
Optional Shifts:			Selected Shifts	s: .	
0*-* 1-Route001	Information	Sat Sun Mon Tue Wec*	× oute001		
	Arrange	I	Close		

02 • Click "Query Option" and set the filter you want. **03** • Click "Query".

- 1	Patrol Report	e e							-		×
P	introl Setup	Koute Task	il 🔃	Print Export To Ex	cel Query Option F	Q, (7) ind Close					
Fi	cm: 2019-08-	01 quintafeira	 Te: 2019-08 	-08 quintafeira 🗸							
N	ame		~ D	ept.		• Query Cle					
l c	reating Patrol	Report Log:	Operating Date: 2	019-08-08 10:05:31 qu	inta-feira): From 2019	08-01 To 2019-08-08;	Dept:	User (1)			
	Department	Vser ID	Vser Name	Date	Planned Patrol Time	Actual Patrol Time	Event Desc	Route Nune	Patr	rol Point	
	Sales Dep	15	N0700415	2019-08-08 quinta f	09-00	09:21:11	Late	Route001	m001	1-1-In	
	Sales Dep	15	N8760415	2019-08-08 quinta-f	09:30	09:22:42	Nomal	Route001	m001	1-1-in	
	Sales Dep	15	N8760415	2019-08-08 quinta-f	10.00	09:31:21	Early	Route001	m001	1-1-in	
	Sales Dep	15	N8760415	2019-08-08 queta/	10:30		Absence	Route001	m001	1-1-in	

MULTIFUNTION

PATROL STATISTICS

01 • Click on "Statistics". Result will appear the patrol man state statistics.

03. EXTENDED FUNCTIONS

MULTIFUNTION

ADDRESS SETUP

01 • Click "Address Setup".

ACTIVATE MEETING

01 • Activate the "Activate Meeting" option.

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

MULTIFUNTION

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

• ADD MEETING

01 • Click "Add".

A Meetings					-	\times
Address Setup	/ × 8	E Tagori To Excel Stat.	Realtime Sign Find	Out		
Masting 80	Meeting Fues					

03. EXTENDED FUNCTIONS

MULTIFUNTION

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.

		20190808_101232						
		Weekly Metting		Content				
	Neeting Addr.	Meeting Book						
		needing room	Not too					
		2015-01-01 quinta-feira	U 10:00 💿		_			-
		08:00		Notes:				
	Sign End Time:	17:10 (4)						
								_
	(M)		~	Selected Users				
Vser ID	Tser Sunc	Card 30		Identity	User ID	Vier None	Card NO	5
2	¥10013077	10013377	loority:	Dalagata		1 User1	20804944	
3	¥10(13070	10033370	Employee V	Exployee	33	30	3	
4	\$18(13379	18013379	Seat NO.	Exployee	14	4 \$8756777	8756177	
6	¥10013300	10013300		Replayee	31	5 30766416	0760416	
0	F10(13301	10013301						
2	\$18(13382	18013382	>>					
0	¥10(12)02	10012393						
	F10(13004	10033304						
10	¥18(13385	18013385						
11	¥10012206	10013396						
12	¥10013307	10013307	٠					

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".

月 Meetings	-	\times
Address Seferar Add Edit Det Print Export To Exact Set Earliner Sign Find Close		
Masting 10 Masting Kasa DataTina Addr Cistust		
20190808_101232 Weekhy Netting 2019-08-08 10.00.00-quintu-Feira Meeting Room		

MULTIFUNTION

Refresh Leave Manual Sign Recreate Print Export Excel Should In Fact Leave Absent Late Stat.	Meeting Stat. D	etail[Weekly Mettir	ng]			
Should in Fact Leave Absent Late Stat. User Hene Identity Seat NO Sign Time Sign Way User1 Delegate Swipe N3 Employee Swipe N8756777 Employee Swipe N8750415 Employee Swipe	Refresh	Leave	Manual S	Sign Recreate	Pre	Export Excel
Should in Fact Leave Absent Late Stat. Viser Hume Identity Seat HO Sign Time Sign Way Uber1 Delegate Swipe Swipe N3 Employee Swipe Swipe N8756777 Employee Swipe N8760415 Employee Swipe	0					
User Mae Identity Seat NO Stips Isse Stips Isse Stips Isse Stips User1 Delegate Stips Isse Stips Isse Swipe N3 Employee Employee Swipe N8756777 Employee Employee Swipe N8750415 Employee Swipe Swipe	should in Fact	Leave Absent	Late Stat.	Lat		_
N3 Employee Swipe N8756777 Employee Swipe N8750415 Employee Swipe	User Nuhe	I denti ty	Seat NO	51 ga 1184	Stigh Way	
NB756777 Employee Swipe NB700415 Employee Swipe	N3	Employee			Swipe	
N8760415 Employee Swipe	N8756777	Employee			Swipe	
	N8760415	Employee			Swipe	_

• REALTIME SIGN

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

\mathcal{R} Meetings			-	\times
Address Setues Add. Edit. Del. Prio	t Depart To Funder State			
Meating MD Meating Nuts	DataTine	Allr		
20190808_101232 Weekly Meting	2015-08-08 10:00:00 quinta-foita	Neeting Room		

03. EXTENDED FUNCTIONS

MULTIFUNTION

A Meeting Sign			– 🗆 ×
	Weekly Metti	ing	
10:21:15 Shoul	d In Fact Le	ave Absent	Ratio
Delegate 1	1		100%
Nonvotin			0%
Invitati			0%
Audit			0%
Total 1	1		100%
	Manual Sign	Stat. interfaceLoc	× Cose
[¹] ²	î		[<u>s</u>]

TOOLS

• ACTIVATE OPERATOR MANAGEMENT

01 • Activate the "Activate Operator Management" option.

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MULTIFUNTION

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".

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04. ATTENDANCE

NORMAL SHIFT RULES

02 • Determine the desired settings.

R	Attendance Normal Shift Configuration	×
	1. Employee may arrive late by no more than 5 🖨 min.	
	2. Arrives more than 90 🚔 mins late, be marked absent for Half Day 🗸	
	3. Employee may not leave more than 5 📄 min early.	
	4. Leaves more than 90 🚔 min early, be marked absent for Half Day 🗸	
	5. Overtime shall commence when employee punches out 60 🚔 minutes after shift ends.	
	O Swipe twice daily O Swipe four times daily	
	On Duty: 08:30 🖨 Off Duty: 17:30 🖨	
	Advanced OK Cancel	
-		

HOLIDAY

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

04. ATTENDANCE

HOLIDAY

02 • Determine the desired settings.

	From		To		Note	
Labor Day	2019-05-01 quarta f	A.M.	2019-05-01 quarta f	P.M.		
Christmas Day	2019-12-24 terça-fe	A.M.	2019-12-26 quinta-f	P.M.		Add Holida
						Del Holde
List Of days need	to work					
Sune	From	-	To	-	Note	
						Add Work D
						Del Work D
		E 10 E 20	# O	Sat. Wo		
• Sat. Red	 Sat. 					OK

LEAVE/BUSINESS TRIP

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

04. ATTENDANCE

LEAVE/BUSINESS TRIP

02 • Determine the desired settings.

Leave / Business	Trip Compensat	ion Sign In						-	×
	and line		WW obtains a				0		
1000	waa op		ANNE WARRENT -	A.A	- ACC		0.00		
Note:		To: 201	540-00 ouinta/eint ~	P.M. ~					
	_								
Department	(4)		~		Selected Users			_	
User 33	Tser Yake	Card 30			Torr 10	User Name	Card 80		
2)	R.0C\$331?	18013377				1 Uwer1	20034946		
3)	R-0013378	18013378				15 80790415	67634:15		
4)	R.6C13379	18033379							
5	E.6C13380	18013380		22					
6.	E.0C13381	100133001							
7	R.8C43387	18013582							
	6.0013383	100133980							
9)	R.9C\$3994	180333984							
10 1	R.0C13306	10033305		<					
11	R.9C53096	100333904							
12)	R.0C\$3001	10033007		- 66					
14)	R1766727	8766777							

MANUAL SIGN IN

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

04. ATTENDANCE

MANUAL SIGN IN

02 • Determine the desired settings.

	(A)		×					
Ther 21	User Faire	Curd 30			ther D	The Twee	Card 30	
	2 8.4013377	180133377				: User1	20804866	
	0 M.0C13970	10013079						
	4 8.8013979	180133379						
	6 #.0C13300	10013300		55				
	6 00.0013381	18013381						
	7 05.0013302	18013382		2				
	8 8.6013363	18013383						
	9 8:0013304	10013304						
	10 #10013305	10013305		< <u>s</u>				
	13 80.00133000	10013006						
	12 00.00133007	10013007						
	14 80706777	0756122						
	15 00100415	0750415						

ATTENDANCE REPORT

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

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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.

/ SQL Server Configur	ation 7.89.92		- 🗆 X
SQL Server:	(local)		
Connection:			
 Windows Auther 	entication		Test Connection
🔵 SQL Server Au	hentication		
User Name:	sa		
Password:			
Database Name:	AccessData		Check Database
Create Database	Save Configuration	Advanced	Evit 1
	Bure configuration		

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

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

SQL Server Configuration	ation 7.89.92	-		\times
SQL Server:	(local)\sqlexpress			
Connection:				
 Windows Auther 	entication	Test Conn	ection	
SQL Server Aut	hentication			
User Name:	sa			
Password:				
Database Name:	AccessData	Check Da	tabase	
Create Database	Save Configuration Advanced	Exit		

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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.

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05. APPENDIX

IMPORT CONSUMER'S INFORMATION FROM EXCEL

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

\bigcirc		
\mathbf{U}	Export to the Excel File: C:\Users\gabinetetecnico\Pictures\2016-03\Users-2019-08-08_140724_34.xls	

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.

E	5.	() - 1 I	Users-2	Gabinete Téc	nico Reparações	🖂 🚥	- c	ı x
Fiche	siro Base	Inserir Es	quema c Fe	órmulas Dado	as Rever Ver A	juda 🖓 Di	iga-me A	Partilhar
Á Trans	rea de deréncia -	A Tipo de Letra *	E Alinhamer	ito Número -	Formatação Formatar co Estilos de C Est	o Condicional · orno Tabela · élula · ilos	Células	₽ Ediç ,
E4		* :)	x v	f _x				Ŷ
	A	в	с	D	E	F	G	F A
1 U	Jser ID	User Nam	Card NO	Attendence	Access Control	Active Date	Deactive Da	Depart
2	1	User1		1	1	2019-08-08	2029-12-31	
3	2	Carol		1	1	2019-08-08	2029-12-31	
4		Eric	3544172					
5		Steven	3544173					
6		Tom	3544174					
7								
		ExcelD	ata	÷		4		Þ
Pront	to					巴		+ 100%

05 • Click Configuration > Personnel > Import. **06** • Click "Ok", then "Ok".

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IMPORT CONSUMER'S INFORMATION FROM EXCEL

Result, the database was created.

A Professional Door Control Management								×
File Configuration	Operation One Ca	ard Multifunction	Tools Help					
-Getting Stated	Controllers	Department	Personnel	Access Pri	vilege			
By Searching	1 ÷ +	/ × 8		a 🐒	K	νa		
2 Auto Add Cards By Swiping	Auto Add Add	Edit Del Print Ex	port To Excel Imp	ort Card Lost	Batch Update Pr	ivliege Find		
3 Add Privileges Alow And Univert	Name		✓ CardNO	Dep	pt.		• Quer	
Swipe again. Open	User ID	User Sune	Card NO	Attendence	Access Control	Active Date	Deartive Date	ar te
Cose		1 User1		2	2	2019-08-08	2029-12-31	
		2 Carol				2019-08-08	2029-12-31	
10		3 Erc	3544172			2016-01-01	2029-12-31	
		4 Steven	3544173			2016-01-01	2029-12-31	
Configuration		5 Tom	3544174		Ø	2016-01-01	2029-12-31	
Operation Attendance								
Superabc SQL: Access	Data -BLUE- Ver: 7.99	Expor	ted Records: 2		5#	5 201	9-08-08 14:13:00 quint	a-feira 👝

