Access Control Main Screen

	0.910.0	1					• X	Information Window		
Cente a gli x: a ± fi Controler	244	Algen	Parced Open 0	Aress Tanper	Fee Alarm	Held Open		Door		
Priorit Door Back Door Back Door Energency Door Manuflacturing Door	Circl and 1994 Circle Mode Release Mode Card Mode Card or Krypad Mode		94 D	12	ne.	2		Dear: ID: Attributes	Front Door 1	

Toolbar

5		\$ 3	03	9 3	\$7 3	93	昮	Ż	2	0
1	2	3	4	5	6	7	8	9	10	11

No.	Name	Function
1	Login	Logs in the ASServer.
2	Logout	Logs out the ASServer.
3	Devices	Defines controllers and doors.
4	Time Zones	Defines the minutes & hours of the day when a user is granted access.
5	Time Schedules	Defines the days of the week when a user is granted access to a secure site
6	Holidays	Defines the specific dates as holidays.
7	Access Groups	Sets up different groups to define who can access what door at what time
8	Cards	Creates and edits a database of card information
9	Card Holders	Creates and edits a database of cardholder information.
10	ASLog	Displays the logs of access activities, alarm reports & monitored events.
11	About	Displays the version of ASServer

Device View

Device View								д X
Device	Status	Alarm	Forced Open	Duress	Tamper	Fire Alarm	Held Open	
🖃 剑 YC								
🖃 🏩 F1 Controller								
Front Door	Card and PIN Code Mode	4	()	0 2				
Back Door	Release Mode							
Emergency Door	Card Mode				<u>(12)</u>	()		
📃 Manufacturing Door	Card or Keypad Mode		I		<u>m</u>	1		
			-			-		

You can control connected devices by right-clicking the controllers and doors in the Device View window.

Controller Options

Reset Anti-passback: Enables a user to re-access the entry reader before exiting. **Update:** After the controller settings are modified, clicking Update will update the controller **Settings...:** Modify the controller settings in the Controller Setup dialog box.

If the ⁴ icon appears, it indicates the connection between the controller and server has been established. If the ⁴ icon appears, it indicates the connection failed.

The menu options of the door can be divided into three categories:

Control doors: Unlock Door, Force Unlock, Force Lock and Disable Door Lock Operation. Cancel alarm warning icons and stop alarms: Clear Alarm, Clear Force Open, Clear Duress, Clear Held Open

Settings: Modify the device settings in the Controller Setup dialog box.

Configuring a Door

You right click door to modify and click on

Time Schedule

	ρ. 1 7 . 3. 4. 5. 6. 7. 8. 9. 10. <mark>03:55~12:40</mark> 15. 16. 17. 18. 19. 20. 21. 22. 23. 2
Mon	
Tue	
Wed	
Thu	
Fri	
Sat	
Sun	
Hol.	
Hol.	
Release M	lode 🗧 Card or Keypad Mode
Card and I	PIN Code Mode Card Mode

To define which kind of access mode should be applied at specific day and time, select one access mode on the toolbar and drag the mouse over the timelines. Four (4) access modes are available in the system:

Card Mode	This is the default mode. This mode only requires the user to present his card or keyfob to be granted access.
Release Mode	Keep the door in an unlock status with the reader.

Programming Cards

Adding A Single Card

On the menu bar, click **Persons** and select **Cards**. This window appears.

🛎 Card List							
New Bab	ch New Edit	Delete (Import Expo) *			
Cardholder Search	Card Type	Cardholder	Card Status	Activation Date	Deactivation Date	Privilege	Access Group
229-37364	Normal	joyce	Enable	10/12/2014		No Privilege	FAE
229-37400	Normal		Enable	10/15/2014		No Privilege	DISABLE
229-37401	Normal		Enable	10/15/2014		No Privilege	DISABLE
229-37402	Normal		Enable	10/15/2014		No Privilege	DISABLE
229-37403	Normal		Enable	10/15/2014		No Privilege	DISABLE
229-37404	Normal		Enable	10/15/2014		No Privilege	DISABLE
229-37405	Normal		Enable	10/15/2014		No Privilege	DISABLE
81							
					Total Cards: 7	1 item	(s) selected

Click the **New** icon on the toolbar. This dialog box appears.

					l
Card Number	123-45678		Code Type	Wiegand26	v
Card Status	Enable	~	Card Type	Normal	~
Activation Date	10/ 3/2014	M	Deactivatio	n Date 107 372014	×
Pin Code	••••		Privilege	No Privilege	~
Access Group	User Define	~			
E Controller	1				
Door A		24-hour acc	ess		~
Door B		24-hour rest	richael .		
DOOP B					-
DOOPB					_
USOF B					
0.07.8					_
DOOR B					
USOF B					
LOOF B					
COOLB					
COORB					
COOP B			12.00		
Assign CardHold	e Remove			OK Car	

Enter Card Number

Other settings are available for the card:

Activation/Deactivate Date: Specify when the card is active or inactive. PIN Code: Enter a four-digit personal code for the card. The setting is mandatory. Privilege: Assign one of these privileges to the cardholder: No Privilege, Stop Alarm and Clear Event.

Access Group: Access Groups control which personnel can access which door and at what time.

Controller: The Controller column displays the associated doors. The selection for each door will be automatically brought up when one access group is entered.

Once Cards are entered you may back up card entries by doing an

Card List			8				
	무 🗹	I) ⁻			
New Bato	h New Edit	Delete	Import Expor	rt			
Cardholder Search							
Card Number 🔺	Card Type	Cardholder	Card Status	Activation Date	Deactivation Date	Privilege	Access Gro
229-37364	Normal	joyce	Enable	10/12/2014		No Privilege	FAE
229-37400	Normal		Enable	10/15/2014		No Privilege	DISABLE
229-37401	Normal		Enable	10/15/2014		No Privilege	DISABLE
= 229-37402	Normal		Enable	10/15/2014		No Privilege	DISABLE
229-37403	Normal		Enable	10/15/2014		No Privilege	DISABLE
229-37404	Normal		Enable	10/15/2014		No Privilege	DISABLE
229-37405	Normal		Enable	10/15/2014		No Privilege	DISABLE
<							
t					Total Cards: 7	1.4.4.4.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1	(s) selected

Left-Click First Entry then scroll down to last entry, hold shift and Left-Click last entry. Click on Export and Export to Access.

To Recover the Backup Cards, Click Import and select the file you saved.

Setting Time Schedules

Step 1 Setting Time Zones

Define the minutes and hours of the day when a user is granted access to a secure site. The minimum time duration is 5 minutes.

On the menu bar, click **Device** and select **Time Zones**. This dialog box appears.

ime Zone Setup		
* 4 Q Q	00	
	0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24	
0 : Deny Access		
255 : Full Access		
1 : Day shit		
2: Night shift		
3 Supervisor		
10 72		
- 6	19:50	
	4	
Access Time		
	OK Cancel	
		Please Enter ID
		ID: 1

 Please Enter ID

 ID:
 1

 OK

 Name:
 day shift

Click the 🎽 Add button . This dialog box appears.

Click the Add Access Time button . Then drag the mouse on timeline to define a period. Click OK when finished.

Step 2 Setting Time Schedules

Define the days of the week when a user is granted access to a secure site.

On the menu bar, click **Device** and select **Time Schedules**. This dialog box appears.

Schedule Setup										×
🏘 📸										
0 : Deny Access 255 : Full Access	Mon	Day shift				1] 🗸
3 : Schedule-Supervisor 2 : Schedule-Night shift	Tue	Day shift	'			1				
1 : Schedule-Day shift	Wed	Dayshift	1			Т				
	Thu	Day shift		'		1] 🖌
	Fri	Day shift				T				.
	Sat	Deny Acce.			-	Т	T.			J 🗸
	Sun	Deny Acce.				Т				J 🖌
	Hol.	Deny Acce.				T		,		
							01		Car	ncel

ОК
Cancel

Click the Add button. This dialog box appears.

From the drop-down lists of **Mon** to **Fri**, select the **Day shift** time zone we have created. Repeat to add more schedules Click OK When finished.

Step 3 Setting Holidays

Define the specific dates as holidays.

On the menu bar, click Device and select Holidays. This dialog box appears.

CHI 2006	Jan 2007	Feb 2007	Mar 2007	Apr 2017		
0 M T W T F 0 1 2 3 4 6 6 7 8 10 11 12 13 14 15 16 11 12 13 14 15 16 17 16 10 21 22 23 24 25 20 20 30 22 23 24 25 20 27 29 20 30 20 <t< td=""><td>0 M T W T F 8 1 2 3 4 5 8 7 8 910 11 12 13 14 15 18 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</td><td><u>5 M T W T F 5</u> <u>1 2 3</u> <u>4 5 6 7 8 8 10</u> <u>11 12 13 14 15 18 17</u> <u>10 15 20 21 22 23 24</u> <u>25 26 27 20</u></td><td>5 M T W T F 5 1 2 3 4 5 6 7 8 5 10 11 2 3 4 5 6 7 8 5 10 11 12 13 14 15 16 17 16 15 20 21 22 23 34 25 25 27 26 29 30 31</td><td>5 M T W T F 1 2 3 4 5 5 8 0 10 11 12 13 15 16 17 18 10 20 22 23 24 25 26 27 29 30</td></t<>	0 M T W T F 8 1 2 3 4 5 8 7 8 910 11 12 13 14 15 18 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<u>5 M T W T F 5</u> <u>1 2 3</u> <u>4 5 6 7 8 8 10</u> <u>11 12 13 14 15 18 17</u> <u>10 15 20 21 22 23 24</u> <u>25 26 27 20</u>	5 M T W T F 5 1 2 3 4 5 6 7 8 5 10 11 2 3 4 5 6 7 8 5 10 11 12 13 14 15 16 17 16 15 20 21 22 23 34 25 25 27 26 29 30 31	5 M T W T F 1 2 3 4 5 5 8 0 10 11 12 13 15 16 17 18 10 20 22 23 24 25 26 27 29 30		
May 2017	Jun 2007	34 2007	Aug 2007	Sep 2007		
B M T W T F B 1 2 3 4 5 6 1 7 8 7 0 9 1	E M T W T F E 2 4 5 6 7 8 10 11 213 14 15 15 17 18 15 20 21 22 23 24 25 26 27 38 29 30	8 M T W T F 8 1 2 3 4 5 6 7 0 9 10 11 (2 13 14 15 16 7 18 19 20 21 22 23 24 25 25 27 20 29 30 31	5 M T W T F 5 5 6 7 8 10 10 11 12 15 14 15 16 10 11 15 20 21 22 23 24 25 26 27 28 29 30 31	2 8 8 7 99 7 9 2 3 4 5 6 7 9 10 11 12 15 14 16 17 16 18 20 21 23 24 25 28 27 26 30		
0412007	Nov 2007	Dec 2007				
	<u>5 M T W T F 5</u> <u>1 2 3</u> <u>4 5 6 7 0 9 10</u> <u>11 12 33 14 15 16 17</u> <u>10 19 20 25 22 23 24</u> <u>25 26 27 26 29 30</u>	<u>5 M T W T F 5</u> 2 3 4 5 6 7 8 9 10 11 12 73 14 15 16 17 19 19 20 21 22 21 74 29 26 27 29 29 30 71	5 M T W T F 5 0 3 3 4 5 6 7 5 9 10 11 12 13 14 15 15 17 18 18 20 21 22 23 24 25 26 27 26 29 30 31			

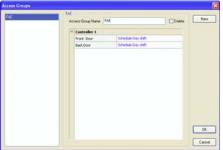
Click the Holiday icon and click the specific dates as holidays.

To delete the holiday, click the Non Holiday icon and click the date you want to delete.

Setting Access Groups

Access groups restrict which personnel can access which door, and at what time and day.

On the menu bar, click **Device** and select **Access Groups**. This dialog box appears.



Click the **New** button, and give a **Name** to the new access group.

To define door access for the access group, click the drop-down list of each door and Select one of pre-defined Time Schedules.

Click OK.

To assign the criteria of the access group to a single card, click **Persons** on the menu bar and select **Cards**. The Card List dialog box appears.

Double-click one listed card. This dialog box appears.



From the Access Group drop-down list, select one pre-defined access group.

Programming Cardholders

Adding a Cardholder

On the menu bar, click **Persons** and select **Cardholders**. The Cardholder List window appears.



Click the New icon on the toolbar. This dialog box appears

Enter a **Name** that is stored as minimum. Other information of the cardholder such as Employee Number, Photo, Home information and Company information are optional.

Assigning a Card to a Cardholder

Two methods to assign a card to a cardholder:

- 1. On the above Cardholder Setup dialog box, click Add to assign the card(s) to the cardholder.
- 2. On the Edit Card dialog box click Assign Cardholder to assign one cardholder to the card.

<u>AS Log</u>

To view the AS log, click **Tools** on the menu bar and select **ASLog**. This window appears.

ccess Log	No.	Door	Access Message	Cardholder	Card No.	D	Local Time	Image	Playback	
Cardholder List Card List Daily In/Out Door Access Cardholder Access Cardholder Access	1	Controller 1-Front D	Access Denied: Inv	NIG.	229-37364	in	10/11/2014 2:46:32	Â	22	
	2	Controller 1-Front D	Access Denied. Inv	NGA.	229-37364	In	10/11/2014 2:47:10	Â	2	
	3	Controller 1-Front D	Access Denied: Inv	N/A	229-37364	In	10/11/2014 2:47:31	\$	2	
	4	Controller 1-Front D	Access Denied Inv	NLCA.	229-37364	In	10/11/2014 2:48.05		2	
	5	Controller 1-Front D	Access Denied: Inv		229-37364		10/11/2014 2:49:42		21	
rm Log	6	Controller 1-Front D	Access Denied: Inv	NLGA.	229-37364	lin	10/11/2014 2:50:12	a	22	
Event Log	7	Controller 1-Front D	Access Denied: Inv	N/04.	229-37364	In	10/11/2014 2:51:14	<u>م</u>	2	
	8	Controller 1-Front D	Access Denied: Inv	NLGA.	229-37364	In	10/11/2014 2:53:52	a	2	
	9	Controller 1-Front D	Access Denied: Inv	N6A.	229-37364	In	10/11/2014 2:54:41	\$	2	
	10	Controller 1-Front D	Access Denied: Inv	N/A	000-00015	In	10/11/2014 3:43:46		2	
	11	Controller 1-Front D	Access Denied: Inv	NLGA,	229-37364	In	10/11/2014 4:31:30	۵.	2	
	12	Controller 1-Front D	Access Granted	NIA.	229-37364	In	10/11/2014 4:31:51		2	
	13	Controller 1-Front D	Access Denied: Inv	NLGA,	NKA.	In	10/11/2014 4:37:58	٠	2	
	14	Controller 1-Front D	Access Granted	joyce.	229-37364	In	10/11/2014 4:30:29	*	N N	
	15	Controller 1-Front D	Access Granted	iovoe.	229-37364	In	10/11/2014 4:42:38	\$	2	
	16	Controller 1-Front D	Access Granted	joyce.	229-37364	In	10/11/2014 4:49:55	a	2	
	17	Controller 1-Front D	Access Granted	N/A	000-00015	In	10/11/2014 5:13:42	<u>ک</u>	2	

From the left pane, select the sorting criterion, e.g. Door Access. The events for the current day will be displayed according to your specifications.

To view the logs of past days, click the **Filter** icon. Then define search criteria to locate the desired events.

To export search results, click the **Export** icon. Then save the results as **.txt**, **.xls** or **.htm** file.