UNIS v4 SOFTWARE GUIDE

UNION COMMUNITY

Version 4.1.0.0 2016-05-04

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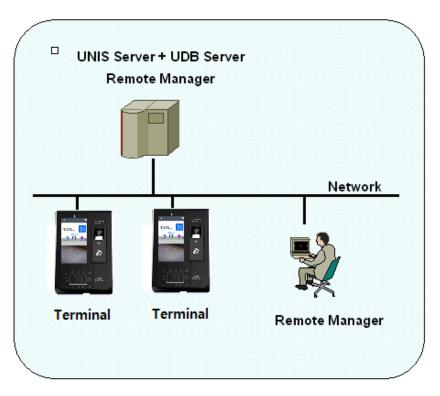
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1. Before Starting Program 1.1 Product Introduction 1.1.1 Outline

UNIS v4 is a program that effectively operates a fingerprint recognition, card, a face recognition, and mobile card terminal. It integrates and manages each terminal and users through network. Real-time monitoring of authentication status is allowed, and authentication record of users can be searched and viewed.

This manual explains how to install UNIS that can monitor and manage a terminal by linking with the terminal.



1.1.2 **Product Configuration**

1.1.3 Minimum & Recommended Specification

Menu	Minimum Specification	Recommended Specification
Process (CPU)	Pentium 4 3.0	Pentium 4 Dual Core, 1.6Ghz or higher
OS	Windows XP or higher	Windows 7 or higher

1.1.4 **Product Support Information**

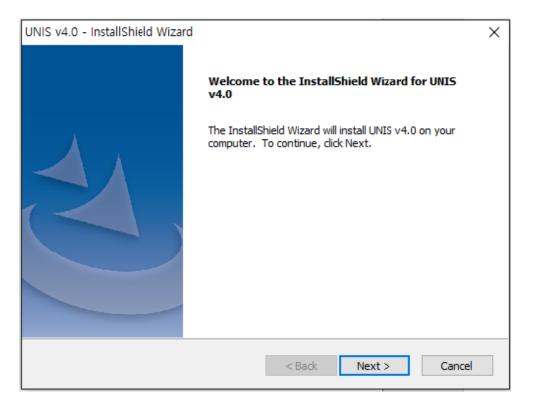
Company: UNION COMMUNITY CO.,LTD. Home page Address: <u>http://www.virditech.com/</u> Address: Please refer our homepage Contact number: 1800 - 6830

1.2 Product Installation

If the program CD is inserted, installation process starts automatically.

If installation process does not start automatically, run Setup.exe in CD to start manually.

1. Installation



	S v4.0 - InstallShield Wizard				×			
Li	cense Agreement							
	Please read the following license agreement o	arefully.						
	Press the PAGE DOWN key to see the rest of	the agreement.						
	USER License Agreement for Software Developer's Kit designed by Union Community Co.,Ltd							
	This agreement is a legal usage license agreement between Union Community Co.,Ltd. and the user.							
	If you do not agree with the terms and cond product promptly. If you return the product			eturn the				
	1. Usage License UNION COMMUNITY Co.,Ltd. Grants license	a ta usa this SDK	a personal Limi	ited con-				
	UNION COMMONTH CO., Ltd. Grants license	e to use this SDK	a personai, Lim	ited, non- V				
	Do you accept all the terms of the preceding I select No, the setup will close. To install UNI agreement.			Print				
Insta	IlShield							
		< Back	Yes	No				
UNI	S v4.0 - InstallShield Wizard				×			
C	noose Destination Location							
	Select folder where setup will install files.							
8 8	Setup will install UNIS v4.0 in the following fol	der.						
	To install to this folder, dick Next. To install to another folder.	a different folde	er, dick Browse	and select				
	Destination Falder							
	Destination Folder		_					
	C:₩Program Files (x86)₩UNIS₩			Browse				
Incha	IlShield							
Insta	llShield				_			
Insta	llShield	< Back	Next >	Cancel				

Select the installation path: the default installation path-C: $\$ Program Files $\$ UNIS

UNIS v4.0 -	InstallShield Wizard	Х						
Setup Type Select the	e Setup Type to install.							
Click the	type of Setup you prefer, then click Next.							
Server	Server Program will be installed with the most common options. Recommended for most users.							
⊖ Client	Program will be installed with minimum required options.							
– InstallShield	< Back Next > Cancel							

Server: The full version installed on the main PC (server version) Client: Main PC Other Remote Manager Client version only for program management

UNIS v4.0 - InstallShield Wizard	×
Setup Status	
UNIS v4.0 is configuring your new software installation.	
C:₩Program Files (x86)₩UNIS₩DRA.dll	
InstallShield	
	Cancel

UNIS v4.0 - InstallShield Wiza	rd
	InstallShield Wizard Complete
	Setup has finished installing UNIS v4.0 on your computer.
	< Back Finish Cancel

Installation Complete

% Firewall exception handling in each OS Type: After installation, the program does not run and Terminal disconnection Exception handling for your PC's firewall please.

► Regarding to how to the firewall exemption from operating system, please refer Microsoft Homepage below and find the user guide in each OS Type.

(http://windows.microsoft.com/en-US/windows-8/Windows-Firewall-from-startto-finish)

1.3 Authentication Method

The following authentication methods are supported and a combination of these methods can also be used.

■ Fingerprint Authentication

This is a method that confirms authentication rights using fingerprint.

1:1 authentication

As a method that enters fingerprint after entering ID, a registered fingerprint that corresponds to ID and an entered fingerprint are compared on 1:1 basis. Authentication process time is short.

1:N authentication

This is a method that authenticates fingerprint from the entire registered fingerprints without entering an ID. This method is simple but processing time is long compared to 1:1 authentication method when there are many users.

■ Fingerprint card authentication (TOC)

After storing user's fingerprint information in the smart card, the fingerprint entered during authentication and the fingerprint stored in the smart card are compared for authentication. Since a storage medium other than smart card is not required, system security can be increased.

Password Authentication

This is a method that checks access rights using $4 \sim 8$ digits password. It is used when fingerprint cannot be used.

Card Authentication

This is a method that authenticates using RF card that a user has. Card number must be registered in the system to use it.

Face Authentication

This is a method that authenticates registering a user's face in a system. It can be used with the terminal that supports the face authentication functions.

Mobile Key Authentication

This is a method that authenticates in a smart phone. This function can be used with the terminal that supports the mobile key function. Regarding to the method for using the mobile key, please refer the user manual.

1.4 **Procedures for Fingerprint Recognition Sensor Use**

Basics of Fingerprint Registration

Fingerprint registration is the most important process in using the fingerprint recognition device. Fingerprint must be accurately and properly registered in order to successfully recognize fingerprint.

■ Fingers Used during Registration

The use of index finger, middle finger and ring finger is recommended for registration. However, the use of thumb and little finger should be avoided. As it is difficult to place thumb and little finger on the fingerprint recognition sensor window properly, it is difficult to acquire accurate fingerprint image. Proper Fingerprint Input Procedures

1) When the fingerprint recognition sensor blinks, place the finger on the sensor window.

2) After placing the fingertip at the fixing guide of the sensor window top as shown in the figure, place and fix the finger tightly between the fixing guides of the sensor window top and bottom.



Figure 1 [Proper Fingerprint Input Method]

3) Press with adequate pressure as if stamping with finger. Do not apply too weak or too much force.

4) The finger should not be leaned to top, bottom, left and right of the fingerprint recognition sensor window as shown in the figure. Do not input only the fingertip or do not input fingerprint while rotating finger.



Figure 2 [Improper Fingerprint Input Method]

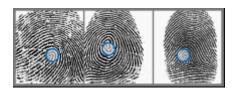
Proper fingerprint registration method

When fingerprint is entered, fingerprint registration can be adjusted after viewing the acquired fingerprint image condition as in the following descriptions. The following are required fingerprint image conditions.

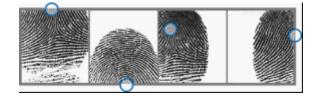
■ Fingerprint core location

The fingerprint core area represents the ridge area where bending is the largest. The area inside blue circle in the below fingerprint image represents the core area. In general, such core area is located in the center of fingerprint. Using fingerprint core position shown during fingerprint registration, the finger can be placed so that the center area of fingerprint can coincide with the center of the sensor window. It is necessary to acquire fingerprint whose core

is located in the center of an image captured during registration process. Registered fingerprint should not be twisted and it must be directed vertically.



Finger 3 [Proper Fingerprint Core Position]



Finger 4 [Improper Fingerprint Core Position]



Figure 5 [Wrong Direction Input]

■ Fingerprint image quality

Fingerprint image quality is determined by the condition of fingerprint image ridge pattern. Fingerprint with large-sized scar, fingerprint with poor condition due to eczema, dry fingerprint and wet fingerprint usually produce low-quality image.



Figure 6 [Wet Fingerprint]

The fingerprint images shown above are produced due to wet finger or due to excessive applied pressure during fingerprint input. The solution to the above condition would be to reduce the applied pressure or wipe the wet finger with towel. Doing these things can help produce good-quality image.

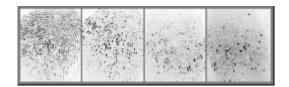


Figure 7 [Dry Fingerprint]

The fingerprint images shown above are produced due to dry finger or due to insufficient applied pressure during fingerprint input. Apply stronger pressure or blow into the finger to produce good-quality fingerprint image. (Especially during winter)



Figure 8 [Fingerprint with Scar]

The above fingerprint images are produced due to scar or eczema in the finger. If these fingerprints are registered, authentication may be denied after scar or eczema is healed. Therefore, avoid such types of fingers and use other finger for fingerprint registration.

The following are three conditions that need to be satisfied to produce good-quality fingerprint during registration.

- 1. Core area of fingerprint image is located in the center of picture.
- 2. Fingerprint image fills the entire picture.
- 3. Ridge (black line) and valley line (white line) of fingerprint are expressed clearly.
- False Rejection and False Access

Many problems can occur if fingerprint image quality is poor or fingerprint area without special characteristics is registered due to the non-central location of the core.

1) False rejection

This event represents a case when authentication trial for a registered fingerprint fails. If the condition of a registered fingerprint image is poor, even properly entered user fingerprint can be rejected for authentication. It should be noted that even if a fingerprint image is registered properly, an improperly entered fingerprint can still be rejected for authentication. Factors such as fingerprint input condition and fingerprint image quality affect the occurrence of this event.

2) False access

This event represents a case when another person's fingerprint is authenticated. In general, this event can occur frequently when a fingerprint with insufficient characteristics is registered due to missing core. It can also occur when fingerprint types are similar.

3) Authentication security level

This is a value set as criteria to determine authentication through matching between entered fingerprint and registered fingerprint. If authentication security level is lowered, false rejection rate decreases while false access rate increases. On the contrary, if authentication security level is raised, false rejection rate increases while false access rate decreases. For such reasons, each location with a fingerprint authentication system uses a suitable security level. The default security level setting can be used for general purpose fingerprint authentication systems.

1.5 **Fingerprint Registration Procedures**

These are procedures to register a fingerprint using the fingerprint recognition sensor with the Remote program.



1) This is the initial fingerprint registration window.

2) Select a finger whose fingerprint is to be registered.

To skip the initial window, uncheck the box.



3) Place the finger on the fingerprint recognition sensor

4) Briefly remove the finger from the fingerprint recognition sensor.



5) Place the finger on the fingerprint recognition sensor again

6) If fingerprint is entered properly, "OK!" is displayed to proceed to the next step.



7) Registered fingers are displayed in green. If fingerprint registration is completed, press **Next** button.

8) Fingerprint input was completed.

Press **Finish** button to finish fingerprint input.

X The number of fingerprints can be changed at [Server Environment Setting].

2. Remote Manager Use Guide 2.1 Start Program

Only users registered as the administrator can use Remote Manager, as no registered administrator is available during the initial installation, logon is allowed as the master administrator.

To start Remote Manager program, double click

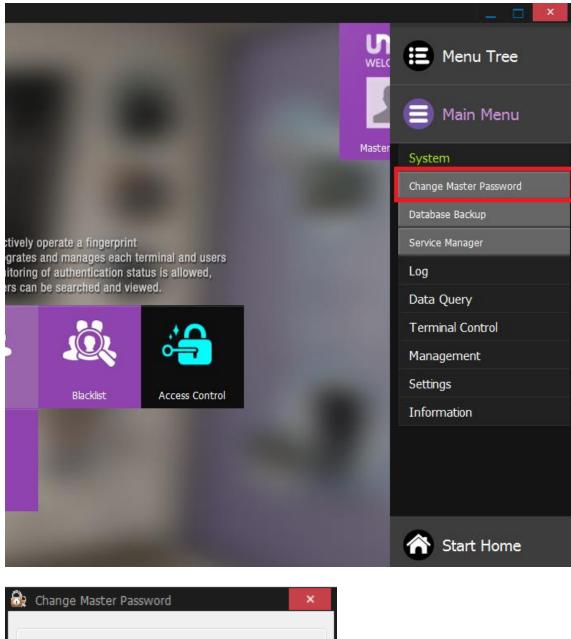


icon on desktop.

- 1) Log in for a Master Manager: Click "Master Log Check Box", and enter the pass word. (Default value is "1".)
- 2) Log in for User having the administration authority: After entering the manager ID, enter password or authenticate with your finger.



Regarding to the password for the initial master manager, modify in [Main Menu] – [System] – [Change Master Password] in Menu which at the right side.



🔯 Change Master Pa	ssword		×
Old Password New Password Confirm Password			
	ОК	Cance	el

2.2 Menu Configuration 2.2.1 Main Screen View

It is the screen that arranges a frequently used menu screen. When clicking the button, it moves to the screen that the user wants.



The button for TNA and Meal menu is activated when connecting with USB Lock.

But in case of less than 10 people in the foreign web site, TNA and Meal menu can be managed without USB Lock.



2.2.2 Monitoring

Authentication record status of a user authenticated by the fingerprint recognition terminal, access status of Remote manager and terminal connection status are monitored in real-time.

Clent ID Admin ID IP Address Version Clent ID Admin ID IP Address Version 1 0000000 : Matter Admin 211 172 355	ication Log Las Time Term 05-24 16:36:23 0004 : a 05-24 16:36:08 0004 : a 05-24 16:36:08 0004 : a	c5000 ++++	Name user	Emp No. Branch ***** : Not A ***** : Not A	**** : Not A	Access Group	Class Visitor User Visitor
Cent D Adm D P Adepes Version 2016- 1 0044 00000001: Haster Admin 211.172.235 Standard Vd.0.9.3 2016- 0999 000000001: Haster Admin 211.172.235 CmdProcess 2016- Temmail Status Temmail Status Temmail Status Temmail Status Temmail Status	05-24 16:36:23 0004 : a 05-24 16:36:18 0004 : a	c5000 ++++		**** : Not A			Visitor User
••••••• ••••• ••••• •••• •••• •••• •••• •••• •••• •••• •••• •••• •••• •••• ••••• ••••• ••••• ••••••							
		erminal ID Te	erninal Name	Partition	Account	Class rs to show in the view	Ever

Server connection status: It displays the network connection status of the authentication server and data server. Periodically, check the status of the connection and attempt to connect when disconnecting.

(It displays green when connecting in normal, otherwise does red when in abnormal)



2.2.2.1 Access Log List

Access Log List of a user is displayed.

- Time: Access date and time are displayed.
- Terminal ID: ID of a terminal that authenticated is displayed.
- User ID: ID of an authenticated user is displayed.
- Name: Name of an authenticated user is displayed.
- Emp NO.: Employee Number of an authenticated user is displayed.
- Branch: The branch information for an authenticated user is displayed.

■ Location: A User's current location can be checked. (Only applied when using Anti Pass back)

- Access Group: Access Group of an authenticated user is displayed.
- Class: Users and visitors
- Mode: It displays the authentication mode among general/F1/F2/F3/F4.

(ex . [Terminal Information]-Functional Separation Meal: Breakfast, Lunch, Dinner Show, etc., if A/T: Attend, Leave, Out, In Display, etc.)

■ Type: From 1:N/1:1/fingerprint card/card/password, a type that authenticated is displayed.

■ Result: Authentication result is displayed as success/failure.

• External Device: Check option for external device if it is not connected leave with blank.

 Pass Count: if person over then, excessive number of people will be displayed (Only by using Tail Gate)

2.2.2.1.1 List Clear

Click the right button of the mouse in the authentication log list and select "List Clear" in pop-up menu. The authentication log list, which is printed in real-time, is cleared

Authentication Log List						
Time	Terminal	User ID	Name	Emp No.	Branch	Location
2016-05-24 16:36:23	0004 : ac5000	****			**** : Not A	
2016-05-24 16:36:18	0004 : ac5000	0000008	user		**** : Not A	**** : Not A
2016-05-24 16:36:08	0004 : ac5000	****			**** : Not A	
			List Clear			
			Set Columns			

2.2.2.1.2 Setting Columns

Click the right button of the mouse in the authentication log list and Select "Set Columns" in the pop-up menu.

Select only the field to be shown in the field list.

Set Columns		×
Valid Columns	Invalid C Terminal User ID Name Emp No. Branch Location Access C Class Mode Type Result External Pass Cou	l I Group Device
	Appl	ly Cancel

2.2.2.2 Remote Manager

It displays the access status of a client (Remote Manager), who is connected with the server.

Remote Ma	nager		
Client ID	Admin ID	IP Address	Version
0999	00000000 : Master Admin	192.168.1.32	CmdProcess
2 0002	00000000 : Master Admin	192.168.1.32	FaceServer
2 0003	00000000 : Master Admin	192.168.1.32	Standard v4.1.0.0
2 0005	00000000 : Master Admin	192.168.1.32	Standard v4.1.0.0

- Client ID: ID of a client connected to the server is displayed.
- Admin ID: ID of an administrator who is using a client is displayed.
- IP address: IP of a client computer is displayed.
- Version: The version is displayed to a client connected to the server.

2.2.2.3 Status

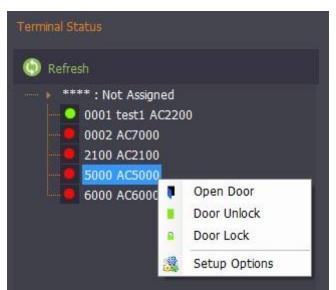
Terminal connection status is displayed.

- Connection: If a terminal is connected, See green lamp is displayed.
- Disconnection: If a terminal is disconnected, **u** red lamp is displayed.

X Client connection status and whether to use the terminal state can be set to [Tool]-[Environment Settings]-[Local Environment Setting].

※ Door Control

- Select the connected terminal, click the button of the mouse and then click the pop-up menu. After that, control the door.



1) Open Door: Release door unlock for a second.

2) Door Unlock: Activate the door lock to the unlocked state.

3) Door Lock: Activate the door lock to the locked state.

4) Setup Options: When the terminal is connected, it checks the Setup Options and applies. (Reference: <u>Setup Options</u>)

2.2.2.4 Event List

It displays the various event lists of the terminal.

Event List						
Time	Terminal ID	Terminal Name	Partition	Account	Class	Event
2016-05-03 14:55:59	6000	6000			Terminal State	Terminal Tamp
2016-05-03 14:55:58	6000	6000			Terminal State	Terminal Attach
4						5

- Time: It displays the time information for the event occurred.
- Terminal ID: Terminal ID is displayed.
- Name: Terminal name is displayed.

■ Partition: It means the independent security zone that consists of many zones. (Only for MCP040) Partition number #01~04

■ Account: The account number that set in 'Partition Setting' (Only for MCP040).

- Class: The class of the events is displayed. (open/close, Access Control, System Trouble, Alarm)
- Event: The type of the event is displayed.
- Qualifier: Alarm or Restoration
- ID: User number, Area code, 000-999 (System event is always 000.)

If the user number exceeds 999, the maximum value is less than 999. (Only for MCP040)

Remark: The brief information for the authenticated user is displayed.

2.2.3 Terminal Management

Terminal addition/change/deletion & setting value change for each terminal can be made.

A terminal must be registered in advance for connection with the server.

- Add Terminal: Select [Add Terminal] in the [Terminal Management] menu.
- Modify Terminal: Double click a terminal to be changed at the terminal list window.

 Delete Terminal: After checking a terminal to be deleted at the terminal list window, select [Delete Terminal].

Remot	e Manager v4.0	Admin Logon 00	000000 : Master Admin] (CONN	IECT:2)										_ 0
î	Terminal											Setup Options Assign A		
		Name	Branch	Install Type	Function	Enter Zone	Exit Zone	Remote	Location	IP Address	Mac Address	Version	Time Zone	Туре
	0001	7000	**** : Not Assigned	Fixed	TNA					211.172.235		AC1000 12.02.04-000.01/SC41	(UTC+09:00) Seoul	Normal
	0002	5000	**** : Not Assigned	Portable	TNA					192.168.1.189		AC6000v15.53.00.019/	(UTC+09:00) Seoul	Normal
	0003	3000	**** : Not Assigned	Portable	TNA					192.168.1.190		AC6000v15.53.00.019/	(UTC+09:00) Seoul	Normal
	0004	4000	**** : Not Assigned	Portable	TNA					211.172.235	000265147df2	AC5000 20.51.03-000.27/Boot	(UTC+09:00) Seoul	Normal
	0005	5000	**** : Not Assigned	Fixed	TNA					192.168.1.192		AC6000v15.53.01.023/	(UTC+09:00) Seoul	Normal
	0006	7000	**** : Not Assigned	Portable	TNA					192.168.1.193		AC6000v15.53.00.019/	(UTC+09:00) Seoul	Normal
	0008	4000	**** : Not Assigned	Portable	TNA					192.168.1.195		AC6000v15.53.00.019/	(UTC+09:00) Seoul	Normal
	0009	3000	**** : Not Assigned	Portable	TNA					192.168.1.196		AC6000v15.53.00.019/	(UTC+09:00) Seoul	Normal
	0010	5000	**** : Not Assigned	Portable	TNA					192.168.1.197		AC6000v15.53.00.019/	(UTC+09:00) Seoul	Normal
	0011	6000	**** : Not Assigned	Fixed	TNA					192.168.1.198		AC6000v15.53.00.019/	(UTC+09:00) Seoul	Normal
	0012	5000	**** : Not Assigned	Portable	TNA					192.168.1.201		AC6000v15.53.00.022/	(UTC+09:00) Seoul	Normal
	0013	7000	**** : Not Assigned	Fixed									(UTC+09:00) Seoul	Normal
	0014	7000	**** : Not Assigned	Fixed	TNA					192.168.1.200		AC6000v15.53.00.019/	(UTC+09:00) Seoul	Normal
	0015	5000	**** : Not Assigned	Fixed	TNA					192.168.1.204		AC6000v15.53.00.019/	(UTC+09:00) Seoul	Normal
	0016	2000	**** : Not Assigned	Portable	TNA					192.168.1.205		AC5000 10.51.03-000.07/HFA5	(UTC+09:00) Seoul	Normal
	0018	3000	**** : Not Assigned	Fixed	TNA					192.168.1.199		AC6000v15.53.00.022/	(UTC+09:00) Seoul	Normal
	1520	1000	**** : Not Assigned	Fixed		****	****			192.168.55.1	0008dc1b0b0d	Smart-i 10.51.02-000.10/LFA6	(UTC+09:00) Seoul	Normal

- ID: Terminal ID is displayed.
- Name: Terminal name is displayed.
- Branch: Installation Branch of a terminal is displayed.

• Function: The function set in a terminal is displayed; time/Attendance management, meal service management and school management

- Enter Zone: Anti pass back Enter Zone of a terminal is displayed
- Exit Zone: Anti pass back Exit Zone of a terminal is displayed.

X Area entrance / exit details, [Anti Pass Back Management], [ex1)Anti Pass Back]

• Remote Manager: The remote control of the access door is displayed. (0: Allow to use all the functions, 1: Prevent to use all the functions, 2: Allow only door open)

- Location: Installation location of a terminal is displayed.
- IP Address: Terminal's IP address is displayed.
- Version: Terminal's firmware version is displayed.
- Time zone: The time zone of the terminal is displayed.
- Class: The type of General / Controller / Dummy Reader is displayed.
 - Click the right button of the mouse in the list.



■ Find: Select the item and option to find and search them.

Search Terr	minal		×
		Find terminal via ID or name	
Find Conte	nts	✓ Find	Close
Find Opti ID Upp Full	er, Lopper case	•	
ID	Name	Branch	

- Find contents: Enter to the terminal to find.
- Find Option: Choose the option to find in ID or name.

• Upper, Lopper case: In case of English, select whether classifying captial and small letter.

- Full Char: Select if searching with the full name of the terminal or not. If not checking, search a majority of terminals including the similar words.
- Set Columns: Set the option to print from the list.
- Refresh: Update the list information.
- Save: Save the currently displayed terminal list as CSV file.

2.2.3.1 Add Terminal

		Modify	terminal			
Basic Information	1		Function			
ID	0001			_	_	
Name	ac1000		TNA	Meal	School	
Branch	**** : Not Assigned	-	Anti Pass Back			
Install Type	Fixed	•	Enter Zone	**** • M	ot Assigned 🝷	
Location			Exit Zone	_	ot Assigned 👻	
Reg. Date	2016/05/20 14:10:53				C Assigned	
Door Control	Allow all functions	•	Soft Passback	k		
Туре	Normal	•	Other			
Time Zone	(UTC+09:00) Seoul					•
	2016/05/24 11:51:46					
OVR Configuration	I					
DVR ID Not Def	fined 🔻 DVR IP		CH1 Not Defi	ned 🝷 Cł	12 Not Defined	
Unassigned Adm	in		Assigned Admin	,		
Admin	Name		Admin		ame	
			•			
			•			
			**			

- Basic Information
- ID: Assign ID to a terminal.
- Name: Assign a name to a terminal.
- Branch: Select a branch registered at Branch Management.

• Install type: Enter the installation type of the terminal. (Fixed: The terminal for General installation, Portable: The terminal with the power and back-up battery)

• Location: Enter a location where a terminal is installed.

- Other: Enter other items on a terminal.
- Reg. Date: Set the date and time of terminal registration.
- Door control: It gives the control authority for the terminal in the list.
 - 1) Allow all functions: Allow Door open/lock/unlock control available.
 - 2) Disabled: Not allow Door open/lock/unlock control (UI: Not indicated)
 - 3) Remote door open only: Allow only Door open control available.
- Type: The type of General, Controller, and Dummy reader is displayed.
 - 1) General: General Reader Terminal
 - 2) Controller: Controllers such as MCP040 etc.
 - 3) Dummy reader: Only terminal that passes the card number without the authentication as there is no process to authenticate.
- Time Zone: Standard time in the world to the information terminal Time Zone setting (world standard time-based time synchronization of the handset)
- Terminal Function Assignment
- T/A: Check this if terminal function is Time/Attendance.
- Meal: Check this if terminal function is meal service management.
- School: Check this if terminal function is school management.
- Anti Pass Back(※ See detailed setting an example: [ex1)Anti Pass Back)
- Enter Zone: Set a code registered at [Anti Pass Back Management]
- Exit Zone: Set a code registered at [Anti Pass Back Management]
- Soft Pass Back: Check whether Soft Pass Back is or not.

(Even if it has the limitation of the Pass Back, it processes the authentication success in the terminal or the server and it alarms the current status in the monitoring screen.

■ Function Assignment

UNIS S/W can basically use one DVR and a license should be purchased to use multi DVR.

(To assign, <u>DVR Setting</u> should be registered in advance.)

- DVR ID: Select the DVR ID corresponding to the terminal.
- DVR IP: Enter the DVR IP address .

DVR Configuration			
DVR ID Not Define	d 🔻 DVR IP	CH1 Not Defined	▼ CH2 Not Defined ▼
CH1: Select theCH2: Select the			

■ Assign Terminal Administrator

A durate	Maria		A durain	Manua	
Admin	Name		Admin	Name	
		4			

A list of users with Terminal Management rights of Access Control at <u>Admin</u> <u>Authority Management</u> is displayed at "Unassigned Admin".

After selecting a user to be assigned as an administrator, move the selected user to "Assigned Admin" list with the button.

- Example: Designate a manager by moving the left to the right.
 - Release a manager by moving the right to the left.
 - B: Designate all the manager by moving the left to the right.
 - : Release all the manager by moving the right to the left.

2.2.3.2 **Delete Terminal**

[Delete Terr	ninal						×
				Delete terr	minal			
	ID	Name		Function	Location	Result		
	0002	7000	**** :	Fixed				_
	5000	5000	**** :	Fixed				_
								_
								_
								_
								_
								_
								_
								_
								_
					Delet		Cancel	
					Delet		Cancer	
	_	_	_					

After confirming to delete the terminal information, delete the registered device.

2.2.3.3 Upgrade Firmware

Terminal firmware can be upgraded.

Find the path which has the firmware file, choose that file and press **Open** button.

L 🖸 L =		AC7000			-	• ×
File Home Share View						^ (
Copy Paste shortcut	• to •	New item • New folder	Properties	Select all		
Clipboard	Organize	New	Open	Select		
🔶 🌛 🝷 🕇 📙 🕨 This PC 🕨	USB DISK (E:) 🕨 Firmware	▶ AC7000 ▶ AC7000	~ C	Search A	C7000	Q
Documents	^ Name		Date mod	ified	Туре	s
Downloads	app.umgz		10/8/2015	1.08 PM	UMGZ File	
Movies	system.umg		8/6/2015		UMG File	
 Music E Pictures 	recovery.umg		8/6/2015		UMG File	
Local Disk (C:)	boot.umg		8/6/2015	1:46 PM	UMG File	
D 🥪 USB DISK (E:)						
🛛 🛫 Transcend-1 on 'psf' (W:)						
🛿 🛫 Transcend on 'psf' (X:)						
🛿 🛫 Home on 'psf' (Y:)						
🗅 🛫 Mac Disk (Z:)						
🔍 💽 Network						
	v (
4 items						

		Upgrade f	ìrmware		
Select 1	Terminal				
Find	Input ID or Na	ime			
С	ID	Name	Status	Result	
	0001	5000	False		
	0002	7000	False		
	5000	5000	True		
V	6000	6000	True		
	7000	7000	False		

Select a terminal to be upgraded and press **Send** button to upgrade the firmware.

 \times If operating a terminal during firmware upgrade, the firmware internal functions stop and the terminal cannot be used. Therefore, take caution during firmware upgrade.

2.2.3.4 Setup Options

When a terminal is connected, the terminal option setting is confirmed and applied.

Button

- Refresh: Brings back the setting value which is applied to the terminal.
- Apply: Apply the current setting value to the terminal.
- Apply to Another Terminal: Apply the current setting value to the other terminal.

For the MCP040, please refer to the Settings option MCP040.

Basic

Setup Options				×
	Termir	nal Option Setting		
Terminal 5000 : 5000]		
Basic Network	Lock Holiday	Siren	Meal Time VoIP Setting VoIP	
Authentication Level		Access Level		
1:1 4:Below Norm	nal	Anti Pass Back	Access Denied when server disconnect	ed 🔻
1:N 5:Normal	•			
Other				
Sound Volume	3	•		
User Input Type	User ID	•		
User ID length (28)	4			
	Refresh	Apply	Apply to Another Terminal	Close
	Requested pro	ocess has been proce	ded.	

- Authentication Level
- 1:1: It is the level value used during <u>1:1 authentication</u> recognition terminal.

• 1:N: It is the level value used during <u>1:N authentication</u> at the fingerprint recognition terminal.

- Access Level
- Anti Pass Back: It is the anti pass back assigned value.(X See detailed setting an example: [ex1)Anti Pass Back])
 - Not Use: Anti pass back is not set at a terminal.

- Access Allowed When server disconnected: Access allowed for all users in case of communication disconnection.

- Access Denied when server disconnected: Access prohibited for all users in case of communication disconnection.

Authentication Restriction: User authentication method in devices that are limited to a fingerprint and password.

Others

• Sound Volume(0~20): Specifies the sound volume of the terminal (authentication notification sound) - AC1000 ~ AC6000: Volume value 0 ~ 5 / AC7000: Volume value 0-15

• User ID Length (2~8): Specifies The ID length of a user assigned in the terminal.

• User Key: The type of the number to be entered during 1:1 authentication is assigned; user ID or Unique ID. User ID is the default key used in the program and it can be up to an 8-digit number.

X. If a key over 9-digit is required, use Unique ID as key.

Network Setting

Setup Options												>
								Termina	l Option Setting			
Terminal	5000 : 5	5000						•				
Basic	Ne	etwork		Lo	ck		Н	oliday		leal Time VoIP Setting		
Automatic	IP Addre	ess Acqu	uisition									
Following I	IP Addre:	ss Used							Function			
Terminal	IP	192 .	168		1		58		Authentication Mode	SO	-	
Subnet n	mask	255 .	255		255		0		Operation Mode	Access Control	•	
Default G	Gatewa	192 .	168		1		1		Text for meal printer			
Authentio	_	_	. 168		1		32					
Port			9	9870								
							Re	fresh	Apply	Apply to Another Terminal	Close	
						F	Reques	sted prod	cess has been proceded.			

- Automatic IP Address Acquisition: A terminal is set with dynamic IP.
- Following IP Address Used
- Terminal IP: Terminal's fixed IP assigned to a terminal is displayed.
- Subnet Mask: Terminal's subnet mask is displayed.
- Default Gateway: Terminal's gateway is displayed.

• Authentication Server IP: IP address of the authentication server to connect a terminal is displayed.

 Authentication Server Port: Port of the authentication server to connect a terminal is displayed. (basic port: 9870)

- Authentication Mode: Terminal's authentication mode is displayed.
 - NS: Authentication is made with the server first. In case that the terminal and server are disconnected, authentication is made with the terminal.

- SN: Authentication is made with the terminal first. In case an authenticated user is not available in the terminal, authentication is made with the server.

- NO: Authentication is made only with the server. If the terminal disconnects the server, the authentication cannot be authenticated.

- SO: Authentication is made only with the terminal.
- Operation Mode: It displays the operation mode; Access Control, TNA, Meal, Shift and People Count. (Shift and People count functions are only applied in the special terminal and firm ware.)

• The text for Meal Printer: Set the text to be printed to the Meal Printer which is connected in the terminal.

Locking Setting

This function is used for opening/locking setting of an entrance/exit if a terminal is used at entrance/exit.

etup Options				
		Terminal Opti		
Terminal	5000 : 5000	•		
Basic	Network Lock	Holiday	Siren	Meal Time VoIP Setting VoIP
Lock 1 Open	2:12~11:42 00:00~00:00 1 2 3 4 5 6 7 8 910111213 2:04~24:00 00:00~00:00 1 2 3 4 5 6 7 8 910111213 ent setting will be changed as foll All	14151617181920212223 00:00~00:00 14151617181920212223	Sunday Monday Tuesday Wednesday Thursday Friday Saturday Holiday 1 Holiday 2 Holiday 3	
		Refresh	Apply	Apply to Another Terminal Close
		Requested process h	as been proced	ded.

- Locking Terminal: It is used to restrict user access (authentication) by a terminal.
- Unlocking Terminal: It is used to leave a terminal open without authentication restriction.

■ Time Setting Procedures

1) Drag the left and right borders of that appears after clicking the mouse button in the slider (grid square) to adjust the time. Or, enter a time value directly by pressing the enter key to complete the setting. (Up to 3 is available.) The locking time and opening time cannot be duplicated.

2) Set the day of the week, click **Apply** button, and then it is applied on that day.

3) When clicking the right button of the mouse in the timeline (slider), the menu will pop up.



These are the values in timeline control and they are fixed in English, even when clicking the mouse right-click in the menu.

- Initialize: Initialize the set time.
- Show Value: Show the set time.
- Display: Modify the timeline value.
- Holiday can be set and assigned as Holiday 1~3.

1) In case of applying lock/unlock setting only in Holidays (holidays, national holidays, etc.) and special holiday, Holiday 1, Holiday 2 and Holiday 3 schedule is registered in the menu.

2) Holidays must be registered and Add / Delete from the menu to add the date / apply, please.

Holiday Setting

Setup Options					×
	Terminal	Option Setting			
Terminal 0001 : ac1000	•				
Basic Network Lock	Holiday	Siren	Meal Time Setting	VoIP	
Input Type 1 Mon Tue Wed Thu Fri Sat Sun 25 26 27 28 29 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 Today: 24/05/2015 Add Delete	Number 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 10	Date	Туре		~
	Refresh	Apply	Apply to Anot	her Terminal	Close
Err	or has occurred	, please contact th	ne admin		

1) Select a number to set from the list and assign the holiday type.

2) Holiday type can be classified and assigned as holiday 1~3.

3) Select a date to be set as holiday and press **Registration** button to assign it as holiday.

%Up to 100 holiday registrations can be made. Two or more of the same date that the holiday will be designated as case number. (Sequential)

Siren

Setup Options					×
1	Ferminal O	ption Setting			
Terminal 5000 : 5000	•				
Basic Network Lock Ho	liday	Siren		l Time VoIP tting	
Input		Alarm Time	Duration	Notes	_
Alarm Time 0 🔶 Hour 0 🔶 Minute					
Settings Everyday 💌					
🛛 Sun 🗹 Mon 🗹 Tue 🗹 Wed 🗹 Thu 🗹 Fri 🗸	Sat				
Off Holiday					
Duration 0 Second					
Notes					
Cancel Modify Delet	te				
		Retrieve	Save to	File	
Refr	esh	Apply	/ A	pply to Another Terminal	Close
Request	ed proces	s has been pr	oceded.		

■ Set alerts and let the siren sound every set time.

1) Retrieve: Bring back the Siren configuration information from the saved file (Alarm.dat) in the installation path.

- 2) Save to File: Save the Siren information in the installation path. (Alarm.dat)
- 3) Alarm Time: Set the time to start alarm.
- 4) Settings: Select the periodic cycle (day).
- 5) Duration: Set the time to sound alarm. (Unit: Second 0~15)
- 6) Notes: Enter the note about alarm.
- 7) Use the entered details with Add / Modify / Delete button to manage in the left list.

Meal Time Setting

Setup Options		×
	Terminal Option Setting	
Terminal 5000 : 5000	•	
Basic Network	: Lock Holiday Siren Meal Time VoIP	
Input		
Breakfast	00 : 00 ~ 00 : 00	
Lunch	00 : 00 ~ 00 : 00	
Dinner	00 : 00 ~ 00 : 00	
Snack	00 : 00 ~ 00 : 00	
Late Night Meal	00 : 00 ~ 00 : 00	
	Refresh Apply Apply to Another Terminal Close	
	Requested process has been proceded.	

■ When using the Meal Time Settings mode, designate the meal time in the server in case of using the meal time mode. (non-redundant)

• Breakfast, Lunch, Dinner, Snack, and Late Night Meal can be set.

► VoIP

Setup Options		
	Terminal Option Setting	
Terminal	5000 : 5000 •	
Basic	Network Lock Holiday Siren Meal Time VoIP	
Config Account Address ID Passwor		
	Refresh Apply Apply to Another Terminal	Close
	Requested process has been proceded.	

■ Set the server access account of SIP for voIP or exchanger.

Address: Enter the server address of exchanger or SIP Server.

ID: Enter the server ID of exchanger or SIP Server.

Password: Enter the server password of exchanger or SIP Server.

2.2.3.5 Assign Admins

A terminal that can be managed by each administrator is assigned. A terminal administrator is a user who can use terminal menus. In case more than one administrator is registered in a terminal, the administrator authentication process is required to enter the setting menu.

Assign Terminal Administrator	×
Set terminal	administration
Admin Assign Terminal	· · · · · · · · · · ·
Unassigned Terminal C Termi Name	Assigned Terminal C Termi Name
	Apply Close

After selecting an administrator, select a terminal to be registered from [Unassigned Terminal]

list and press the **button** to move it to **Assigned Terminal** list.

The user's	s list having the authority displays from	
Admin		-

After designating the terminal admistrator and sending the user from terminal, the designation is applied.

2.2.3.6 Download customized file

Download customized file is the function that a user can separately specify file and send it to the terminal. Defined Text File(.csv)/Backgroud image File(.jpg)/Success voice File(.wav)/Fail voice File(.wav)/Movie File(.mp4) Please refer to the terminal introduction for the defined file.

Download custo	mized file		×
	ends required files to the terminal. File file/ background image file/ audio file(s		
	nie, background inlage nie, addio nie(si	uccess)/ audio nie nie(raii)/ 1	
File type	Defined Text File(.csv)	•	Ok
File path	Select user file	Find	Close

1. Defined Text File

After specifying a file as a Defined Text File (.csv) and selecting the CSV file (.csv), press **OK** button to display the selecting terminal window.

File type	Defined Text Fi	le(.csv)	*
File path	C:\Users\)oym	vkWDesktopWAccessLog_2	Find Close
elect Termi			Send
C ID	Name	Result	
0001	5000 7000		
✓ 50002	5000		
6000	6000		
7000	7000		

After selecting the terminal on terminal list window click **Send** and file is sent and the results of download appear.

CSV file is created after text which will change in excel file with firmware is changed to make csv file.

If changing back from the defined text to the default text, select **Application** - **Display** - **User Text** in the Terminal menu and clear the mark in the check box.

2. Modifying Background Image File

Download cust	omized file		×
	sends required files to the terminal. Files devide into (file/ background image file/ audio file(success)/ audio		
File type	Background image file(.jpg)	- Ok	
File path	Select user file	Find Close	

Designate the File type as the background image file(.jpg) and select the image file(.jpg).

Press **OK** button to display the terminal window. Select the terminal in the terminal list window. After that, press **Send** again and the file is transferred and the result of the download is displayed.

At this time the file name is applicable to file within only 15 words. and JPG file of 320* 240 can be sent. If data of other format is downloaded there is an "version error" in the result of download.

If,Backgroud image File to change back to the default: **Application** – **Display** and choose to enter the menu.

3. Modifying the Voice File

Downloa	d customized	file				×
The for	t ² d -	en en instal Classica de la deserva	taal e llaa daadda	1-kkd		
		required files to the termi ackground image file/ aud				ext
					Ok	
File ty	/pe <mark>Su</mark>	ccess voice file(.wav)		•		
File pa	ath Sel	ect user file		Find	Close	
	_					

When a file is specified with 'success voice file (.wav)', select Wav file (.wav) and click **OK** button to display the selecting terminal window.

Press **Send** button to transfer the file and display the downloaded result.

At this time, choose file name within 15 words including extension name, send Wav file of 8 KHz ,16 bit mono. If date other format is downloaded version error is displayed on the monitor.

In case of fail voice, change in the same way by designating file type as (.wav)

If changing back to the default voice from the defined voice, select **Operation method** – **Window setting** in the terminal and clear the mark in the check box.

To change back to the default in the Custom Voice Voice [operating system] from the terminal -[Screen Settings] to enter the menu to place a checkmark in the "Use your voice 'item unchecked.

4. Setting the Movie File

Download cust	omized file	×
	sends required files to the terminal. Files devide into ca I file/ background image file/ audio file(success)/ audio f	
File type File path	Movie File(.mp4) Select user file	Find Ok

When a file is specified with movie file (.mp4), select the movie file (.mp4) and click **OK** button to display the selecting terminal window.

Press **Send** button in the terminal list to transfer the file and display the downloaded result.

At this time, use the file name within 15 words including the extension and only transfer MP4 file. If the data of another format is download, "version error" is displayed in the results.

2.2.4 User Management

It is a list of registered users.

- ► Add User: Select Add User in User Management.
- ▶ Modify User: Double click a user to be changed in the user list window.
- Delete User: After checking a user to be deleted in the user list, select **Delete User**.

Remot	e Manager v4.0	Admin Logon 0000	1000 : Master Admin]									_ 🗆 ×
$\widehat{\mathbf{o}}$	User								Delete User Send to	terminal Terminal		ue Management 📃
-							_					0
		Name	Employee ID	Location	Branch	Department	Title	Authority	Access Group	Schedule	Pay Rate	Meal Code
	00000005		00000005	**** : Not Assigned	**** : User	**** : Not Assigned	**** : Not Assigned	**** : Not Assigned	**** : Not Assigned			
	00000004		00000004	**** : Not Assigned	**** : User	**** : Not Assigned	**** : Not Assigned	**** : Not Assigned	**** : Not Assigned			

- ID: User ID is displayed.
- Name: User name is displayed.
- Unique ID: User's Unique ID is displayed.
- Branch: User's affiliated business location is displayed.
- Department: User's affiliated department is displayed.
- Title: User's title in a company is displayed.
- Authority: User's administration authority is displayed.

- Access Group: User's access control group is displayed.
- T/A Code: User's time/attendance code is displayed.
- Meal Code: User's meal service code is displayed.
- Payroll Code: User's hourly wage code is displayed.
- The number of the fingerprints: The number of user's fingerprints is displayed.
- The number of the card: The number of the user's cards is displayed.
- The number of the face: The number of the user's faces is displayed.

<u>If any authentication method is not registered, the user is displayed as the color which is</u> <u>designated in [Authentication type non-registered user record color] from [Environment] –</u> [General].

- Pop-up menu
 - Click the button of the mouse in the list.



- Refresh: Update the list information
- Set Columns: Set the item to print from the list
- Find: Select the item and option to find and search them.
- Save: Save the currently displayed list of users as CSV file.

2.2.4.1 Add User

		Add employee's info		
Basic Informati	'n			
ID Name Employee ID Branch Department Title Authority Access Group Schedule Meal Code	3007 3007 **** : Not Assigned • **** : Not Assigned • **** : User • **** : Not Assigned •	Extended Information Telephone Email Address Address Other Reg. Date 2016/05/24 11:25 Location **** : Not Assign User Message		
Authentication Combinatio		word 🔲 Card 🛑 Face	ce 📕 MobileCard	
	Information			
Fingerprint	ofrmation			
Fingerprint Password I	nformation			

- Basic information
- ID: Assign ID to a user. (MAX 8)
- Name: Enter user's name.
- Employee ID: Enter user's Employee ID (More than 9 digits are available [User Key])
- Branch: Assign the business location code registered at Branch Registration.
- Department: Assign the department code registered at Department Registration.
- Title: Assign position code registered at Title Registration.

 Authority: Assign the administration authority code registered at Admin Authority Management.

- Access Group: Assign access group code registered at Access Group Setting.
- Schedule: Assign time/attendance code.
- Meal Code: Assign meal service code
- Pay Rate: Assign pay Rate.
- Extended information
- Telephone: Enter telephone number.
- Email Address: Enter email address.
- Address: Enter the address of user's residence.
- Other: Enter other items.
- Reg. Date: User registration date and time are automatically entered.

■ Location: Display the area where the user is currently located when using Anti Pass Back function.

(<u>*[Anti Pass Back Management],[ex1)Anti Pass Back]</u>)

User Message: Enter the user message to display in the terminal when authenticating. (X
 Display ID when its authorized with user information from the computer, only with AC2100)

Notice: When authenticating a user, enter the notice to display in the terminal.

(After entering the notice, if the employee authenticates the check setting, the notice is sent to terminal. Only 5000 and 6000 terminals are supported.

■ Picture Registration: Click **Add** button to register the photo a user wants. (Recommended Size: 320 x* 240). The registered picture size is limited to less than 7Kbytes. If a user is connecting a USB camera button to enter the real-time video, pictures can be obtained.

- ► Setting the Restriction
- Access Date Range
 - No Restriction Period: Allow a user's access at all times.
 - Access Allowed Period: Set a user's access period.
 - Restriction Period: Set a user's access restriction period.

(\times If it is the terminal period of limitations, a user cannot access with "invalid entry the term".)

Exemption antipassback: Check a user's anti-pass back option.

51

Setting the limitation for administration authority: In case of log in as a master administrator, it provides access data range to the user having the management authority.

Set adm	nin restrict		×
	Select the acc	ess group that admin can u	ise.
С	Code	Name	Rem
	W001	all	
		Save	Close

As it is shown above, a master administrator selects the access list to give the authority. If the administrator who gets the authority from the master logs in again, he only can select the access group that the master gives authority to.

Remote Access Password Information

■ Remote Access not available: Even if a user is registered as the administrator, the user can't log in UNIS.

■ Initialization: Initialize the password as the designated value in the environment setting.

*The maximum digits of the password are 30.

► Other information

■ ACU Partition: If a user is the partition which is connected with MCP040, only checked partition is allowed to access.

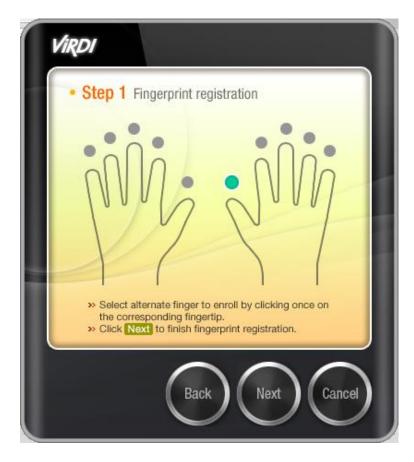
- VOIP: It sets Voip account information.
- Authentication Method

• Combine the authentication methods such as fingerprint, fingerprint card, password, card, face, mobile card, and etc.

• In case of the fingerprint card, others cannot be used.

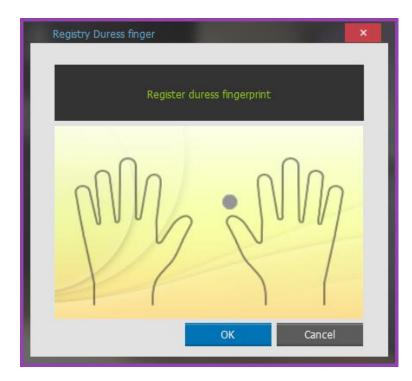
• If a user uses the password, the OR combination with others is available for only 2 methods.

- Except for that, the maximum 3 authentication methods are available.
- Registration level: Set the available standard value when registering the fingerprint.
- Authentication level: Set the available standard value when authenticating the fingerprint.
- Fingerprint registration: Through the wizard, a user can register the fingerprint or delete it.



■ Delete: Delete all the registered fingerprints.

■ Duress fingerprint: If a user is threatened by somebody in outbreak situation, in case of registering your fingerprints, the user can get the alerts and mail from real-time log using your duress fingerprint.



■ 1:N: This is a method that authenticates fingerprint. A user can set 1:1 or 1:N. (1:N is the method that can be authenticated without entering ID when authenticating the fingerprint.)

■ Alarm setting for Duress finger

Select the Duress alarm in [Environment] – [Local Environment] – [Alarm Popup]

as it is shown below.

Local Environment		×
	Set local environment and server environment	
Local Environment General Server Connection Alarm popup Picture Popup Server Environment General FingerPrint Emergency Necessary Contents	Max number of popup displays(050) 3 Size of popup display(02) 0 Time of popup display(0600) 60 sec Alarm Sound Not Used Buzz Sound File Name Find	
Necessary Contents Mail Environment Password Security TNA Other Module	Select popup alarm Matching Fail Door Not Closed Terminal Disconnected Lock Error Terminal Tamper Blacklisted User Attempted Authentication Door Forced Utress	E
	ACU Select popup alarm Medical COMMUNICATION TROUBLES FIRE ALARMS PROTECTION LOOP TEST / MISC PANIC ALARMS SENSOR BURGLAR ALARMS OPEN/CLOSE GENERAL ALARMS REMOTE ACCESS	
	Set the maximum number of warning popups	
Reset	Ok Cancel Apply	

Mail Setting for Duress fingerprint

Select the duress fingerprint in [Tool] – [Environment] – [Mail Environment]

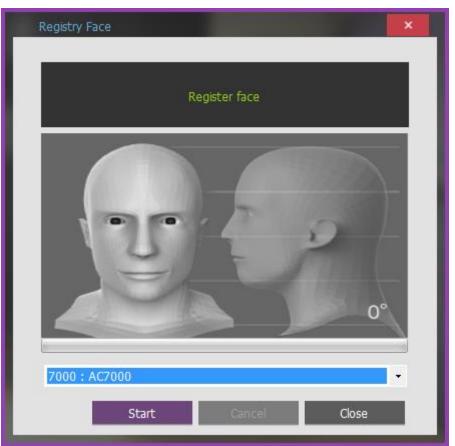
■ Terminal Password Information (Password registration): Register the password as your authentication method.

- Card information (Card registration): Press Card Reader button and let the card read in the smart fingerprint reader. After the card number appears, press Add button and register the card.
- Face information

• 1:N Face: When authenticating with your face, it is available to do Face Authentication directly without entering ID or pressing the function key. (Now, only terminal authentication is available)

• Register: Register a user's face with the terminal AC7000 (Data is saved in the server.)

Press **Register** button to start to register a user's face.
 Select the terminal to register in the list and press **Start** button to keep processing.



3) Select the registration method in the terminal AC7000.

- General registration: 15° (Up), 8° (Up), 0° (Front), -5° (Below), -15(Below), a total of five registration of face angles.

- Simple registration: 15° (Up), 0° (Front), -15(Below), a total of three registration of face angles.



4) Press **Start** button, show your face in the screen and register in each steps according to the guide.



5) After completing the face registration, press **Finish** button and finish registration.

• Add Face Registration: Press **Add** button to register additionally. (It only activates when the face data is registered in advance.)

• Delete Face Registration: Press **Delete** button to delete the registered data of face information.

Mobile Card Information

• To use the mobile card, a user should register the administrator first. (Refer <u>Mobile Card Administrator Setting</u>)

MobileCard Informa	ation	
Period Setting	2016-05-03	~ 2017-05-03 □▼
Country Code	82	Immediately issued when the register
Mobile Number	01012341234	Discard

Period Setting: Set the period of mobile card access. (Up to 1 year from the current time

- Country Code: Country code for the international phone call.
- Mobile number: A User's mobile number
- Immediately issued when the register: After checking the corresponding menu, if the mobile card is not issued, it transfers the mobile card sending message in SMS when adding or deleting the user.
- Discard: Discard the issued mobile card.

** If a user wants to check whether mobile card is issued or not, double click the corresponding user in the list and the user can find it.

In case of the user whose mobile card has already been issued, the window in Mobile Card Information is deactivated.

MobileCard Inform	ation
Period Setting	2016-05-24 🔍 ~ 2017-05-24
Country Code	Immediately issued when the register
Mobile Number	Discard

2.2.4.2 Delete User

elete Use									
Delete the selected employee list									
ID	Name	Emplo	Branch	Depar	Title	Result			
0001	0001	0001		****					
0002	2	0002	**** :	**** :	**** :				
				Delet	te	Cancel			

■ After checking the user's information to delete, delete the user from the list.

2.2.4.3 Send User Information to the terminal

When sending user information, only the users authorized for authentication are sent to the applicable terminal. Any unauthorized user is deleted from the selected terminal. For the user skipped due to absence of authorization for authentication, the number of users skipped is indicated in the status column of terminal list.

Send Us	ser's Informati	on		× 🗆
	Se	nd selected user info fro	om the user list to the termina	I
Select	: Terminal			
Find	Input ID	or Name	Find	Send
С	ID	Name	Status ^	Close
	0009	3		
	0010	4		
	0011	5		
	0012	6		
	0013	7		
	0014	8		
	0015	9		
	0016	0		
	0017	5		
	0018	5		
	0019	5		
	0020	5	=	
	0021	5		
	0022	5		
V	0040	mcp040		
V	5000	AC5000		
V	6000	AC6000		
V	7000	AC7000		

After selecting a terminal to receive information, Press **Send** button.

% After entering the terminal's ID or name to transfer, press **F3** or **Search** button to search the corresponding terminal.

% When transferring the user's name from the terminal, a maximum 16 bytes only can be transferred.

X Check the terminal to transfer after checking all the employees - For the employees who have no **Right to Access ([Access Control]), its transmission is automatically skipped**.

X Visitor is not transmitted to the terminal.(See [Add Visitor])

2.2.4.4 Terminal User Management

User information stored in a terminal can be inquired or loaded to the server.

User information stored in a terminal does not include the user's name.

Information of a user who is already registered in the server cannot be loaded.

(But a user can bring the corresponding user in [Tool]-[Environment]-[Server Environment]-Check [All terminal to overwrite users]

		User i	nfo saved on the termi	nal can be searche	d or transf	er to the server.		
Terminal	7000 : A	AC7000	• Reca	4		Input ID or Name		
с	ID	Name	Type	Access Group	Class	Status		Retrieve
	0001	0001	Fingerprint or C		User			Dulate
	0002	2	Fingerprint		User			Delete
1	0003	0003	Fingerprint or C		User			Delete All
	0004	0004	Fingerprint or C		User			
	0005	0005	Fingerprint		User			
	0006	2341	Fingerprint		User			Close
	0007	5	Fingerprint		User			
	0008	1	Fingerprint or P		User			
	0009		Fingerprint or C		User			
	0010		Fingerprint		User			
	0011		Fingerprint or C		User			
	0012		Fingerprint or C		User			
	0013		Fingerprint or C		User			
	0014		Fingerprint or C		User			
	0015		Fingerprint or C		User		-	10502 / 1050

- **Recall**: Recall the user information stored in a terminal.
- **Delete**: Delete a checked user from a terminal.
- **Delete** All Delete all the users from the terminal.
- **Retrieve**: Bring the imported user information back to the server.
- **Close**: Close the current window.

2.2.4.5 Mobile Card Issue Management

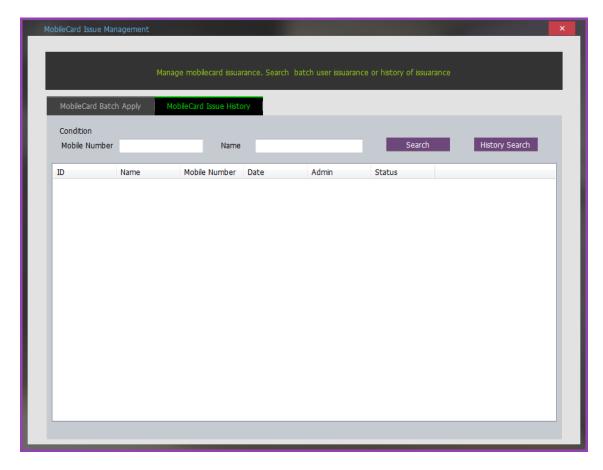
2.2.4.5.1 Mobile Card Batch Apply

Manage mobilecard issuarance. Search batch user issuarance or history of issuarance MobileCard Batch Apply MobileCard Issue History Condition		Card Issue Manager	ment						
MobileCard Batch Apply MobileCard Issue History Condition Within 1 months O UnIssued User Search 2016-05-03 18:05 • ~ A year later Apply 									
Condition • Within 1 months · UnIssued User Search 2016-05-03 18:05 · · · A year later Apply			Manage mot	pilecard issuarance.	Search batch (user issuarance or hi	story of issuarance		
Condition	Mo	bileCard Batch Ap	ply MobileCar	d Issue History					
Within 1 months O UnIssued User Search 2016-05-03 18:05 ~ A year later Apply			_						
C ID Name Employee ID Country Code Telephone Period Status			O UnIssued User	Search		2016-05-03 18:05	□▼ ~ A year l	later	Apply
	с	ID	Name	Employee ID	Country Code	Telephone	Period	Status	

It searches the users whose mobile card expiration date is less than a month or mobile card is not issued yet and issues the mobile card for them.

- **Search**: Select a target to search.
- **Apply**: Click **Apply** button, and issue the mobile card at once for the inquired user.

2.2.4.5.2 Mobile Card Issue History



It searches the issue history of the mobile card.

2.2.5 Visitor Management

It is a list of registered visitors.

▶ Add Visitor: Select [Add Visitor] from [Visitor]. Visitor ID is distinguished from User ID.

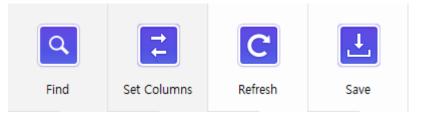
► Delete Visitor: After checking a visitor to be deleted from the visitor list window, select [Delete Visitor].

		Admin Logon 0000	: Master Admin] (CON									_ 0
•	/isitor											
с	ID	Name	Social Number	Location	Visitor's Company	Visitor Information	Access Group	Host Branch	Host Department	Host	Purpose for Visit	Fingerprint Count
1	3007	visitor	3007	**** : Not Assigned			**** : Not Assigned					

- ID: Visitor's ID is displayed.
- Name: Visitor's name is displayed.
- Social Number: Visitor's social number is displayed.
- Visitor's Company: Visitor's company: number is displayed.
- Other Info: Visitor Other Info is displayed.
- Access Group: Visitor's access group is displayed.
- Host Branch: Visitor's visiting branch is displayed.
- Host Department: Visitor's visiting department is displayed.
- Host: Visitor's visiting target is displayed.
- Purpose for Visit: Visitor's visiting purpose is displayed.
- Fingerprint Count: It indicates the number of the visitor's registered fingerprints.
- Card Count: It indicates the number of the visitor's registered cards.

Remot	Remote Manager v4.0 [Admin Logon 00000000 : Master Admin] (CONNECT:2)												
ô	Visitor												
С	ID	Name	Social Number	Location	Visitor's Company	Visitor Information	Access Group	Host Branch	Host Department				
	00000002	visitor1	0000002	**** : Not Assigned			**** : Not Assigned	**** : Not Assigned	**** : Not Assigned				
	0000003	visitor2	0000003	**** : Not Assigned			**** : Not Assigned	**** : Not Assigned	**** : Not Assigned				

■ Click the right button of the mouse in the list.



- Refresh: Update the list information.
- Set Columns: Set the item to print from the list.
- Find: Select the item and option to find and search them.
- Save: Save the visitor's list as CSV file.

2.2.5.1 Add Visitor

Basic Information ID Name	0000006	Authentication Type Combination OR • Fingerprint Password Card MobileCard
Social Number Visitor's Company Visitor Information Telephone Email Address Address		Visiting Information Host Branch **** : Not Assigned • Host Department **** : Not Assigned • Host Purpose for Visit Access Group **** : Not Assigned •
Other Reg. Date Location	24 May 2016	Access Group Add Delete Visit Period 2016/05/24 - 2016/05/24 Capture from Webcam Visitor Lookup
Fingerprint Inform Password Inform Card Information	nation	
MobileCard Infor	mation	

- Basic information
- ID: Assign visitor's ID.
- Name: Enter visitor's name.
- Social Number: Enter visitor's social number. (But Serial number should be the only value in users and visitors.)
- Visitor's Company: Enter visitor's company.
- Visitor Information: Enter visitor's information.
- Telephone: Enter visitor's telephone number.
- Email Address: Enter visitor's email address.
- Address: Enter visitor's mailing address.

- Other: Enter other required items.
- Reg. Date: Visitor's registration date and hour are entered automatically.

Location: a visitor tells the current position information.(<u>*[Anti Pass Back]</u>
 <u>Management],[ex1)Anti Pass Back]</u>)

- Authentication Type
 - Combine the authentication methods such as fingerprint, fingerprint card, password, card, face, mobile card, and etc.
 - In case of the fingerprint card, others cannot be used.
 - If using the password, the OR combination with others is available for only 2 methods.
 - Except for that, the maximum 3 authentication methods are available.
- Visiting information
- Host Branch: Assign a business location registered at [Branch Registration].
- Host Department: Assign a department registered at [Department Registration].
- Host: Enter visitor's visiting person.
- Purpose for Visit: Enter visitor's visit purpose.
- Access Group: Assign an access group registered at [Access Group Registration].
- Visit Period: Assign visitor's visit period. Visit is allowed only during the assigned period.
- Fingerprint Information: Press the button to register the fingerprint.

Refer to [Fingerprint Registration Procedures] for more information on fingerprint registration procedures.

• 1:N Authentication Permission: Authentication is made only with fingerprint without fingerprint recognition terminal keypad input.

- Password Information: Register a password to be used for authentication.
- Card Information: Press **Reading** button to read a card in the smart fingerprint reader. After the card number appears, press **Add** button to register a card.
- Picture Registration: Press **Add** button to register the desired picture.

(Recommended Size: $320 x^* 240$) The picture size to be able to is limited to less than a 7Kbytes. If a user is connecting a USB camera button, press the real-time video button to gain the picture.

- **Visit Finish**: Delete the visitor in the list and add him to the visitor's history.
- Visitor Lookup: Press Visit Finish button to search the deleted visitor's list from the list.

X Visitor information cannot be transmitted to the terminal, and **only Authentication server is available**.

Get Registered Visito	rs Information	_			×					
Search registered visitor's history										
Name	Social Number	Last Visit Date	Visitor's Company	Visitor Information						
			Select	Delete Clos	e					

• **Select**: Display the selected visitor in the visitor's information. (The applied item reflects only the corresponding column.

Delete: Delete the selected visitor.

2.2.5.2 Delete Visitor

)elete Visi	itor										
elete the selected visitor list											
ID	Name	Social	Visitor'	Visitin	Result						
3007	visitor	3007									
			1	Delet	-ρ	Cancel					
				Delet		Cancer					

■ After checking a visitor to delete from the visitor list window, select **Delete**.

2.2.6 Blacklist Management

Blacklist Management to blacklist the registered users and visitors is classified as a feature at stores when needing to restrict a certain users access. If a user checks the existing information on the registered users and visitors in the bottom of the toggle button, it appears in the blacklist. When this user / visitor management views are cleared from the blacklist, it will be moved. From then on, it attempts to authenticate and the authentication will fail. After checking Alarm and Mail [Blacklist attempts authentication], the alarm and mailing services are also available.

) (Admin Logon 0000 :	Master Admin] (CONNEC	T:4)					_ 0
Ο	Blacklist						-	Delete Blacklisted User	
		Name	Emp No.	Class	Access Group	Reg. Date			(
	249666	blacklist		User	**** : Not Assigned	2016-05-03 18:26:32			
									UNIS

How to set up

• Check [Use blacklist user management] from [Tool] – [Environment] – [Server Environment]-[User] as it is shown below.

User
 User ID used as Employee ID (Automatic creation) Allow terminal to overwrite users Auto synchronize terminal when user info is modified. Use blacklist user management

• Double click the user information to designate the blacklist from the user list to press **Change blacklist** button and then it is changed like below.

• Click the classified user in [Blacklist Management] to check the information like below.

		Modify visitors info	
Basic Information	0000002	Authentication Type Combination OR •	
Name	visitor1	📕 Fingerprint 🗹 Password 🛑 Card 📃 Mo	obileCard
Social Number Visitor's Company	0000002	Visiting Information Picture Host Branch **** : Not Assigned	e Information
Visitor Information		Host Department **** : Not Assigned -	
Telephone		Host	
Email Address Address Other			dd Delete
Reg. Date	24 May 20	Yes No	ture from Webcam
Location	**** : Not Assigned		
Fingerprint Infor			
Password Inform	ation		
Input Password Confirm Password	*		
Card Information			
MobileCard Infor	mation		

Delete Blacklist: Press Remove from Blacklist button to delete the blacklist.

(It is available to modify the information of access group.)

		(Admin Logon 0000 :	Master Admin] (CONNEC	T:4)		
0	Blacklist					Dekte Blacklisted User Blacklist Download
с		Name	Emp No.	Class	Access Group	Reg. Date
	249666	blacklist		User	**** : Not Assigned 201	
					Blacklist Info	
					Rei	Remove selected blackist
					ID	249666
					Name	blacklist
					Employee ID	
					Class Access Group	User
					Reg. Date	pp +*** : Not Assigned 2016-05-03 18:26:32 □
						move from Blacklist Close
					Kento	INVE HOM BALKAL COSE

? Remote Manager	×
Confirm - Release User from Blacklist?	
Yes No	

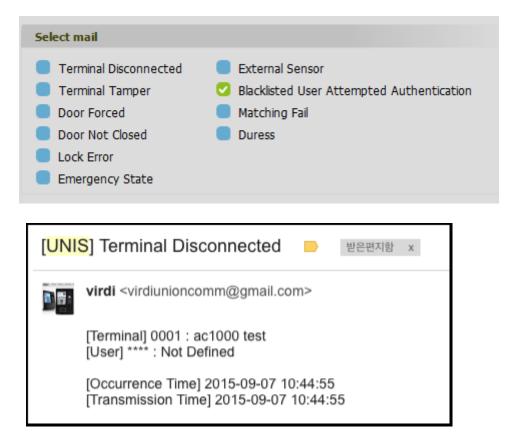
Confirm Authentication Log

• Blacklist following an authentication result before registering as "success" normal access is possible, but once registered as authentication failures "blacklist attempts authentication " to display the results.

Authentication Log List										
Time	Terminal	User ID	Name	Emp No.	Branch	Location	Access Group	Class	Mod	
2016-05-03 18:32:22										
2016-05-03 18:31:19	5000 : AC5000	0231	User		**** : Not A	**** : Not A	**** : Not A	User	Acce	
2016-05-03 18:31:07	6000 : AC6000	0231	User		**** : Not A	**** : Not A	**** : Not A	User	Acce	
2016-05-03 18:31:01	6000 : AC6000	0231	User		**** : Not A	**** : Not A	**** : Not A	User	Acce	
2016-05-03 18:30:32	6000 : AC6000	0231	User		**** : Not A	**** : Not A	**** : Not A	User	Acce	

Additional notification function: mail service, an alarm message display

• Check the use of mail service and [Blacklisted User Attempted Authentication] from [Tool] – [Environment] – [Mail Environment] to forward the related contents into the mail as below.



• Check [Blacklisted User Attempted Authentication] in [Tool] – [Environment] – [Alarm popup] – [Select popup alarm] to display the alarm window in the monitoring screen as below.

Alarm
Blacklisted User Attempted
2016-05-24 16:41:39 USER(00000008:user)
Terminal Information Terminal ID: 0004 ac5000
User Information User ID: 0000008 user **** : Not Assigned
Ok

Delete Blac	klisted Use	r					×
		Confirm De	letion of B	lacklisted U	ser?		
ID	Name	Emp No.	Class	Reg	Result		
0231	0231		User	2016			_
							_
							_
							_
							_
							_
							_
				Delet	e	Cancel	
	_	_					

2.2.6.1 Delete Blacklisted User

Delete the selected user in the blacklist. All the information of the deleted user is deleted.

2.2.6.2 Blacklist Download

Blacklist (Download			
		Send black	list to the terminal	
	Terminal			Cred
Find	Input	ID or Name	Find	Send
С	ID	Name	Status ^	Close
	0009	3		
	0010	4		
	0011	5		
	0012	6		
	0013	7		
	0014	8		
	0015	9		
	0016	0		
	0017	5		
	0018	5		
	0019	5		
	0020	5	E	
	0021	5		
	0022	5		
	0040	mcp040		
 ✓ ✓ 	5000	AC5000		
V	6000 7000	AC6000 AC7000		
×	7000	AC/000	*	
_	_			

Transfer the selected blacklist user to the terminal.

2.2.7 Access Control

An administrator uses the access control function to restrict user's access by a date of the week.

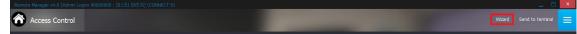
Time Zone, Access Hour, Access Area and Access Group that are lower functions of Access Control are configured as tab to show their setting values.

Tree Zone Access Area Access Group Mange accessable treetone code Add Time Zone Defice 0000 Defice Image accessable treetone code Image accessable treetone code Defice 0000 Defice Image accessable treetone code Image accessable treetone cod		Manager v4.0 Access Co	(Admin Lagon 00000000 : 마스타 권리자) (CONNECT:S) ntrol	Witard Send to terminal
C 10 Name	п	me Zone		
	Mar			Add Time Zone Dekte
0000 Default 1 1	с		Name	
		0000	Default	

To set the Access Control, use [Wizard] function or Set [Time Zone][Access Time][Access Area][Access Group] directly.

2.2.7.1 How to use Wizard

1) Select [Wizard] menu at the top of right side like below.



2) Select the Access Terminal in the list. The selected terminal is included in the finalized access group.

ccess Wizar	d								
STEF Select Te		STEP 2 Time Zone	•	STEP 3 Access Time	•	STEP 4 Access Group	•	STEP 5 Finish	
Select (Access Termina	al a							1
			terminal 1	will be includer	d in the	final access grou	p to be	created	
						-			
Select Ter	rmin al								
C	ID	Name		Access Area					
	0001	5000							-
	0002	7000							
V	5000	5000							
	6000	6000							
	7000	7000							
									-
									_
				Prev		ext		Cancel	

Select the time zone. (Default is selected basical
--

ess Wizard					
STEP 1 Select Terminal	STEP 2 Time Zone	STEP 3 Access Time	Access G		STEP 5 Finish
	e. If you want to add, add	timezone in manag	ement screen		
TimeZone List		News			
Code 0000		Name Default			
Set Time					
			1		1
1 2 3	4 5 6 7 8 9	10 11 12 13 14	15 16 17 1	8 19 20	21 22 23
		Prev	Next		Cancel

4) Designate the Access Time in each day.

STEP 1 Select Termina	al Time Zor			EP 3 is Time		STEP Access G		۲	STEP : Finish	5
Access Time Select acce which allow	ess time per day, usin is all the access	g a create	d time zo	ne. Stan	dard set	ting is set	: as stan	dard tir	ne zone	
Set Weekday			3	6	9	12	15	18	21	24
Sunday	0000 : Default	~					10 N	7.0		1
Monday	0000 : Default	~			w n a	N R R	а п. <i>п</i> .	a n		i)
Tuesday	0000 : Default	~	in a m	a a a	W AF AL	76 AL 16	n n n	<i>R</i> R	n n n n	N.
Wednesday	0000 : Default	~	in it in	a a a	W III W	1.1.1	A IL IL	R R		È.
Thursday	0000 : Default	~	and the	10 A 1	N AL	10 A 16	n n n	N R		N.
Friday	0000 : Default	~	n II II	n a n	N AL AL	1 1 1	n n n	N R		ju i
Saturday	0000 : Default	× .	a a a	n n n	u ar a	3 n n	n n w	w n	n ni te n	ju.
Set Holiday										
Holiday Group	**** : Not Assigne	• ~								
Holiday	0000 : Default	~	3 1 3	<u>a a a</u>	<u>.</u> 1		<u></u>	7.1		ñ.

5) Enter the Access group name.

Access Wizard					×
STEP 1	STEP 2	STEP 3 Access Time	STEP 4 Access Group	STEP 5 Finish	
Access Group Set access group na	ime. if you proceed to t	he following step, y	ou can not change		
Access group name	AccessGroup1				
Access Time	0000 - AccessGroup1				
Access Area	W001 - AccessGroup1				
Access Group	W001 - AccessGroup1				
		Prev	Next	Cancel	

6) Press **Finish** button to finish the setting. (But, if the additional registration is needed, press **Add new** button.

F	Finish Shows access gro	oup list created fro	m the wizard and	for additional regi	istration, click reg	pister button
	New access group				Add new	Delete
	Access group AccessGroup1	0000 - Acces	Access Area W001 - Acce	Access Group W001 - Acce		
		oup to terminal				

• Set access group to terminal: Transfer the access group to the terminal after finishing [Wizard].

• Set access group to user: Set the access group after finishing [Wizard].

2.2.7.2How to register manually2.2.7.2.1Add Time Zone

The Maximum possible 12 times zone to access per day can be set according to codes.

Registration Procedures

1) Enter a desired code number (fixed 4-digit) and name.

Add Time Zone			×
Set maximum of 12 ti	me periods that can acce	ss in a day per code	
Code 0001	 Name 	time1	
Authentication Type			Initialization
Combination OR 👻			Apply
Fingerprint FP-Card Password	🔵 Card 📒 Face (MobileCard	Close
Set Time			Close
✓ Zone 1 06:00~20:00	e 5 00:00~00:00	Zone 9 00:0	0~00:00
Zone 2 00:00~00:00	e 6 00:00~00:00	Zone 10 00:0	0~00:00
Zone 3 00:00~00:00	e 7 00:00~00:00	Zone 11 00:0	0~00:00
Zone 4 00:00~00:00	e 8 00:00~00:00	Zone 12 00:0	0~00:00
1 2 3 4 5 6 7 8 9 1	0 11 12 13 14 15	16 17 18 19 20	21 22 23

2) Set the authentication method to use if needed. (If not, it activates in the authentication method that is set previously in the user information.)

3) Check the time zone to use and enter the time range value.

If a time zone is assigned, the precise time of the time zone is displayed at Time Zone Setting.



2.2.7.3 Add Access Time

Access time for weekday and holiday is set according to codes. The set value will be applied when setting the access group.

Code 0000	~	Name	. [_	_	De	e <mark>fau</mark> lt						Арр	oly			Close
Set Weekday			3			6		9		12		15		18		21	2
Sunday	0000 : Default	-	а-н 11-13		\overline{n}	31	n n		n a	1	41.4			1 IS	- 11 - 11	- 10-	a a
Monday	0000 : Default	-	. A		10	Ϋ́	n: m	4	i i	Ř		Y	ar si	ı îř	- 11 - 11	- 14	a ir
Tuesday	0000 : Default	-	. 1			-	100.00	ň	и. — л.	1				, ji		16	
Wednesday	0000 : Default					ä		1		j.		- K		, ii			
Thursday	0000 : Default	~	i n	194	10	л Л	8.1		w w	ii.	w v			i ().	- 		8 16
Friday	0000 : Default				Alt .	ак Эт			n de A A	1							
Saturday	0000 : Default		775 - NA				- 177 - SA		8				- 10 - 44				

After entering the desired code and name, set a time zone code set at [Add Time_ Zone] according to dates of the week and holidays. Holiday setting [Holiday Management] code is registered in the holidays.

X See detailed setting an example: [ex1)Access Control]

2.2.7.4 Add Access Area

A terminal that allows access according to codes is set. The setting value is used for access group setting.

Add Access Area	1	_		×
set accessab		de. Set value wil access group	l be applied when se	etting
Code W00	1 -	Name	AccessGrou	p1
Access Time				
Door 1	0000 : Default	:		•
Door 2	**** : Not As	signed		•
Door 3	**** : Not As	signed		•
Door 4	**** : Not As	signed		•
Add Terminal				
C	ID	Name 5000	Access Area	_
	0001	7000		
	5000	5000	W001:,	
	6000	6000		
	7000	7000		
		Ap	oply Clo	se

Enter the desired code and name, select the access time to be used in the access area and select the terminal available.

2.2.7.5 Add Access Group

Set the Access Area to be included in Access Group.

			Set the access are	a to be included in t	the access group		
Code W0	001 👻	Name	AccessGroup1			Apply	Close
Add Acces	is Area						
с	ID	Name	Door1 Access T	Door2 Access T	Door3 Access T	Door4 Access T	
V	W001	AccessGroup1	0000 : Default	**** : Not Assi	**** : Not Assi	**** : Not Assi	

Enter the desired code and name to select the desired code from the registration code in [Add Access Area]

2.2.7.6 **Delete**

This function deletes the selected Access Group information in the Access Control list.

1. In case of deleting the Time zone

Remote Manager	x
[Selected Timezone: 1] Are you sure you want to delete the acc	cess information?
	Ok Cancel

2. In case of deleting the Access Time

Remote Manager	x
[Selected AccessTime: 1] Are you sure you want to delete the access	information?
	Ok Cancel

3. In case of deleting the Access Area



4. In case of deleting the Access Group

Remote Manager	x
[Selected AccessGroup: 1] Are you sure you want to delete the access	information?
	Ok Cancel

2.2.7.7 Transfer to Terminal

After setting access authority, it transfers to the terminal.

Select Find	Terminal Input ID	or Name	Find		Send
с	ID	Name	Status	_	Close
	0009	3			
	0010	4			
	0011	5			
	0012	6			
	0013	7			
	0014	8			
	0015	9			
	0016	0			
	0017	5			
	0018	5			
	0019	5			
	0020	5		=	
	0021	5			
	0022	5			
V	0040	mcp040			
V	5000	AC5000			
V	6000	AC6000			
1	7000	AC7000			

After selecting a terminal to transfer, press **Send** button.

2.2.8 **Position Shaping (E_Map)**

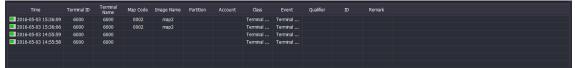
Terminal state can be monitored in real-time from a registered drawing position.

In order to do this, the position of all terminals along with the drawings must be designated.

Only JPEG, BMP, PNG file can be registered in position shaping.



When a user double-clicks the terminal event list, it moves the map that the corresponding terminal exists in.



2.2.8.1How to set Positioning Shaping2.2.8.1.1How to use Wizard

1) Click **Wizard** at the top menu.

Remote Manager v4.0 [Admin Logon 00000000 : 마스타 관리(자) (CONNECT:5)		×
Site Map	Wizard Set Terminal Poston Set Drawing Poston	=

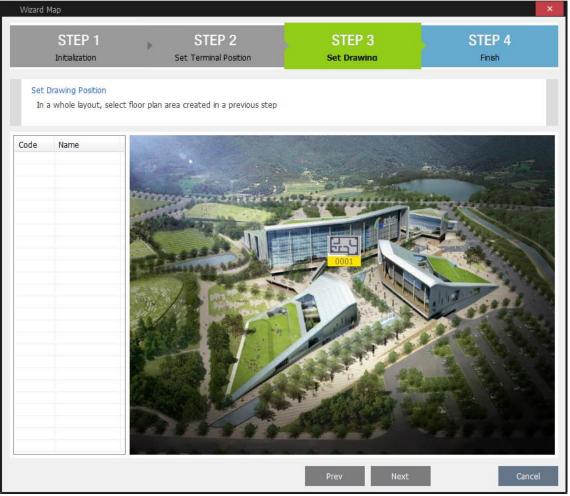
2) <u>Select the image of the entire layout.</u>

Wizard Map STEP 1 Initialization	STEP 2 Set Terminal Position	• STEP 3 Set Drawing Position	Finish	
Select Drawings Select the whole layout				
Get Ima	ge ccnd_bldg_201002.jpg		Select	
atimate				
14. /		A REAL PROPERTY OF	1000	
		AN THE PARTY OF		
and the second s				
	8-89 8 23			
		Prev N	ext	Cancel

3) Press **Register** button to select the layout image to use in the area and place the terminal. To place the terminal in the layout, drag the corresponding terminal in the left into the layout with your mouse.



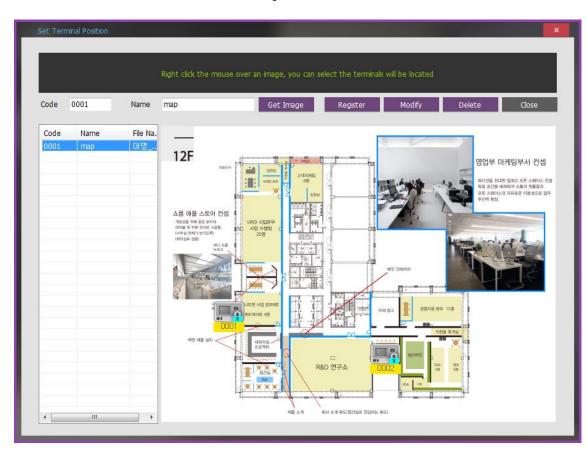
4) Drag each drawing position in the list to place in an entire layout.



5) Press Finish button to finish setting.

Success By pressing	complete button, current	site map will apply			
-,,	,,, _,, _				
Global site imag	ge lists		Terminal Positio	n Image	
Code	Name		Code	Terminal ID	
****	Whole Image		0001	0001	
0001	map		0001	0002	

2.2.8.1.2How to register manually2.2.8.1.2.1Set Terminal Layout



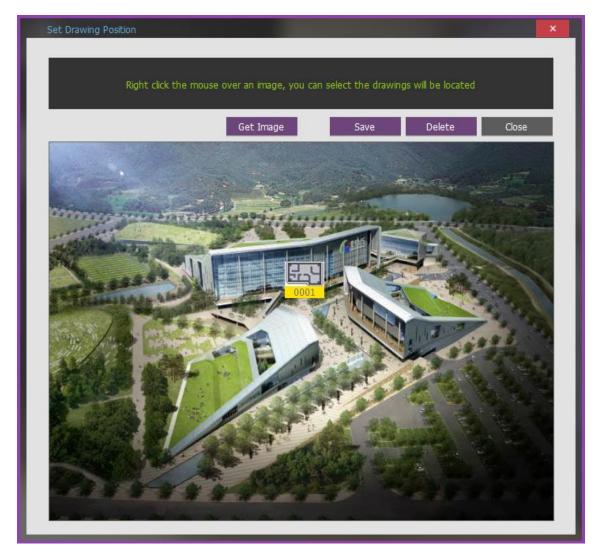
Click on **Set Terminal Position** at the top menu. Then, the above screen appears, click **Select Image** to select the background drawing to select a background image.

If needing to move the location, click the corresponding terminal with your mouse to place the proper location. When a user double-clicks the terminal icon, check the detailed registration information.

2.2.8.1.2.2 Set Global Layout

If the position of each drawing is designated at the entire drawing, the position of a drawing can be viewed at a glance during monitoring.

Drawing position designation can be registered only for a drawing with a designated terminal position.



After selecting a background image by clicking on the image button, continue with the work being done.

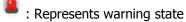
Select a drawing to be placed by performing a right mouse click on the entire drawing. To change the position of an item, move it while clicking down on it.

If an item is double-clicked, the information of the corresponding item is displayed. When drawing position designation is completed, press **Save** button in order to save it.

The following are the descriptions on the signals displayed on a terminal.

- : It marks the status of disconnected network. (It marks caution on screen.)
- It marks the cover opening of terminal. (It marks caution on screen.)
- 🔹 : It marks the fire detection of terminal. (It marks caution on screen.)
- 🏶 : It marks the panic detection of terminal. (It marks caution on screen.)
- igoplus : It marks the crisis detection of terminal. (It marks caution on screen.)
- II marks the abnormal door opening. (It marks caution on screen.)
- **F**: It marks the prevention of door opening. (It marks caution on screen.)
- It marks the Lock error. (It marks caution on screen.)
- It marks the lock of terminal. (It marks notice on screen.)
- $\stackrel{\scriptsize{\circ}}{}$: It marks the status of the designated external signal. (It marks notice on screen.)
- The status for unlock of terminal (It marks notice on screen.)
- E : It marks that the door is closed which is connected to the terminal. (It marks normal on screen.)
- 📭 : It marks that the door is opened which is connected to the terminal. (It marks normal on screen.)
- It marks the status of normal condition of terminal. (It marks normal on screen.)

The following are the descriptions on the signals displayed on a terminal.





: Represents notice state



: Represents normal state.

The priority of signals displayed at a drawing is determined in the order of warning>notice>normal. If at least one terminal becomes the state of priority depending on the state of terminals that belonged to a drawing, the drawing signal is then changed.

2.2.9 TNA Settings

The menu will include TNA settings, Set Special shift

Remote Manager v4	.0 (Admin Logon	0000000 : Master Ad	min] (CONNECT:3)		TNA Settings Se	et Special Shift	TNA Management	TNA Reports	Break Reports S	Summary Manager	ment Transfer Wo	nrk Result
						May,	2016						
Sund	lay	Mone	lay	Tues	day	Wedn	iesday	Thur	sday	Frid	lay	Sati	urday
01													
Attend Absenteeism Late		Attend Absenteeism Late		Attend Absenteeism Late		Attend Absenteeism Late		Attend Absenteeism Late		Attend Absenteeism Late		Attend Absenteeism Late	
08													
Attend Absenteeism Late		Attend Absenteeism Late		Attend Absenteeism Late		Attend Absenteeism Late		Attend Absenteeism Late		Attend Absenteeism Late		Attend Absenteeism Late	
15													
Attend Absenteeism Late		Attend Absenteelsm Late		Attend Absenteeism Late		Attend Absenteeism Late		Attend Absenteelsm Late		Attend Absenteeism Late		Attend Absenteelsm Late	
22													
Attend Absenteeism Late		Attend Absenteeism Late		Attend Absenteeism Late		Attend Absenteeism Late		Attend Absenteeism Late		Attend Absenteeism Late		Attend Absenteeism Late	
29													
Attend Absenteeism Late		Attend Absenteeism Late		Attend Absenteeism Late									

► Set Special Shift: A user can easily change the settings through the applicable menu if the user needs to assign special work separately from the work schedule registered in Work Mode Registration menu.

▶ Process Transaction: Time & attendance is calculated and applied based on the value registered in Time & Attendance Setup.

▶ Modify Hours: In the event there is any change in the result after processing the employee's time & attendance, a user can manually input-modify the value by double-clicking the applicable time in the menu.

▶ Output Period Result: Search the result of time & attendance processing for period. A user can save in file and print the inquired data.

▶ Output Person Result: Search the result of time & attendance processing for personal. A user can save in file and print the inquired data.

► Attendance Reports: Inquire the working status by query options. A user can inquire the list of tardiness, early leave, absence respectively, and print or save them in a file.

▶ Break Reports: A user can inquire the hours excluded from basic work hours due to going out or early leave out of the time & attendance processed.

▶ Process Totals: A user can count the result of daily time & attendance processed within a certain period.

▶ Modify Total Hours: In the event there is any change in the employee after the completion of time & attendance count, a user can manually input-modify the value by double-clicking the applicable time.

▶ Output Period Summary: Search the result of total hours for period. A user can save in file and print the inquired data.

▶ Output Person Summary: Search the result of total hours for personal. A user can save in file and print the inquired data.

► Transmit Work Result to another DB: All the time and attendance results can be transferred to a separate external DB.

(X For more information on setting method, refer to: [ex5)TNA Settings])

2.2.9.1 TNA Settings

Place the mouse in TNA Settings menu to show the submenu.

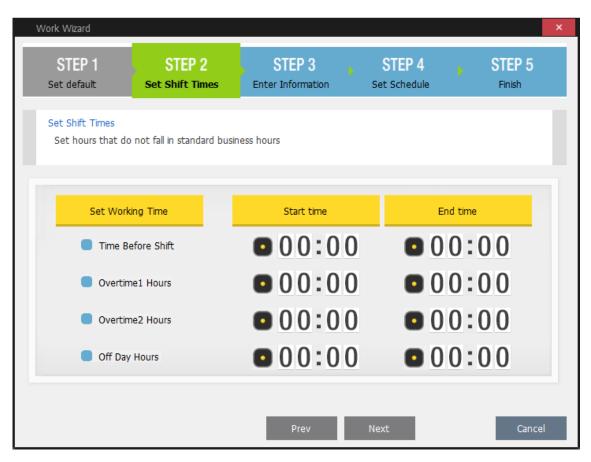
TNA Se	ettings Set S	Special Shift 1	FNA Management	TNA Reports	Break Reports	Sur
Wizard	Shift Config	Set Schedule	Apply Schedule	Rate of Pay		
)	May, 2	016	\sim		<u>.</u>	

2.2.9.1.1 How to use Wizard

Work Wizard						×
STEP 1 Set default	STEP 2	STEP 3 Enter Information	STEP		STEP 5 Finish	
Select Access Tern Set standard busi						
			Departure			
	09:00		18	.00		
			000	-Yesterday *	Today +Overnig	ht
		Prev	Next		Cancel	

1) Set the standard business hours

Enter the arrival time and departure time.



2) Set hours that do not fall in standard business hours

Set the time if the over time exists. Check the check box to work and set the start time and end time. If the time passes 24 hours, select "eve, Today, next" before the time.

3) Enter information

Work Wizard								×
STEP 1 Set default	•	STEP 2 Set Shift Times		STEP 3 Enter	STEP 4 Set Schedu		STEP 5 Finish	
Enter Informa Select work		lauthentication	mode.	. Click add button to add	noew work type	2		
	Shift Co Shift Na Clocking		v	01 vork1 Jse all function keys A	dd new	Delete		
	Code		Name					
	01		work1					
				Prev	Next		Cancel	

Enter the work name. If a user wants to add the work time, click **Add new** button.

- Only work time that is registered in Wizard is printed. To set the work schedule, it cannot be returned into the enter information when clicking **Next** button.

4) Set Schedule

Work Wizard					×
STEP 1	STEP Set Shift Tir			STEP 4 Set Schedule	STEP 5 Finish
Set Schedule	iz ana ach adul			ristan codo. Dotation o	
than 30 days can be		e by using registered v	Norking nour re	gister code. Rotating s	schedule not later
Start Date	2016-05-03	▼ Repeat After	7 Days 🔻		
Date	Day	Set Shift			
2016-05-03	Tue	01 : work1			
2016-05-04	Wed	01 : work1			
2016-05-05	Thu	01 : work1			
2016-05-06		01 : work1			
2016-05-07		01 : work1			
2016-05-08		01 : work1			
2016-05-09	Mon	01 : work1			
		D	rev	Next	Cancel
		r - F	iev	Next	Cancer

Set the circulating working schedule and working day of the week.

5) Finish

Work Wizard		×
STEP 1 STEP 2 Set default Set Shift Times	STEP 3 STEP Enter Information Set Scher	
Finish Ddisplay list of registered type of work	When complete, saves to the database	
Work Code	W001	
Work Name	W001 work1	
WOR Name	WOIKI	
 Apply Schedule Rate of Pay 		
	Prev Next	Finish Cancel

Enter the work name and finish setting. (A user can register the employee's TNA setting and rate of pay later.)

6) Apply Schedule

Refer Apply Schedule

7) Rate of Pay

Refer Rate of Pay

2.2.9.1.2 Shift Config

Set the time & attendance management standard. Register basic Work Hours and the basic information on time & attendance processing standard.

Set each employee's Work Hours on a daily basis and set the other types (tardiness, early leave, exceptional hour, etc.). A user need to register in a separate code when there are different Work hours and types on daily basis. Holiday and vacation, etc. must be registered. Time can be set in DHH: MM (D: Day, HH: Hour, MM: Minute). In case of the current day, time will be entered in ``, while for the previous (following) day, `-` (`+') will be prefixed to the time. (Enter all times on the basis of 24).

	Set a standard TN	IA m	anagement. Enter standard business hours and	TNA p	roccess sta	ndaro	i.
Code	Name		Enter Information				
1	tna1		Code 1 Name	tn	a1		
			time sample : yesterday[-09:45], today	[09:4:	5], tomorro	w[+0	945]
			Basic Clocking Config				
			Clocking Mode	Use a	all function	keys	-
			Time Frame		09:00	~	10:00
			Ignore if Absent	🔽 La	ate IN Time		09:20
			Multiple Daily Shifts	🖸 Е	arly OUT Ti	me	09:45
					Advance	d Set	ttings
Set Shift			Method		Chart		End
	Pay Rate				Start		
Rate 1	Normal Time	•	Fixed Shift	•	09:00	~	10:00
Rate 2	Not Defined	•	No Shift		00:00	~	00:00
Rate 3	Not Defined	•	No Shift	*	00:00	~	00:00
Rate 4	Not Defined	•	No Shift	-	00:00	~	00:00
Rate 5	Not Defined	•	No Shift	Ŧ	00:00	~	00:00
					Advance	d Set	ttings

► Enter Information

Code: As a unique code number, it must be entered as a 2-digit number or alphabetic letters but not to be overlapped. (Special symbols are prohibited.)
 Name: Enter the unique name of work time.

- Basic Clocking config
 - Clocking Mode
 - Use all function keys: Recognize all the records searched as time

& attendance record from [Log]-[Log Management]-[Access Log].

- Use attend and leave keys: Recognize first and last log of the arrival and depart logs searched from [Log]-[Log Management]-[<u>Access</u> Log].
- Time Frame: The record of sign in/out within the relevant zone is processed as time & attendance.
 - any range other than 24 hours can be assigned (When one works longer than a day and time for leaving work is beyond 24 hours, treat it by simply adjusting the zone)
 - If the time is over the 24 hours range, a user should delete the
 - `` blank before the time when entering the symbol.

For example) [00:00] ~ [00:00] => [05:00] ~ [+04:00]

Ignore if Absent (Only for Holiday): It does not treat as absence although one is absent on a certain day. (That is, it is applied to holiday, vacation, etc.)

■ Late IN Time/Early OUT Time: Tardiness and early leave are calculated based on the input time.

Multiple Daily Shifts: Apply in case the number of sign in/out during the day exceeds 1. For example, it can be set up when summing the Work hours by calculating from each sign in/out within the range of morning shift/afternoon shift work divided into morning shift - break - afternoon shift. Divided into a maximum of 4 zones (8 sub divisions).

(**※** For more information on setting method, refer to: [ex5)TNA Settings])

■ Advanced Settings: A user can additionally set automatic creation of sign in/out, exclusion of going out/early leave, fixed time excluded (lunch time, etc.), and multiple sign in/out zones.

Advanced Settings					×
			parture time automatica tiple arrival/departure tin		that do not
Time Frame	09:00	~ 10:00	Out of Office Setting	gs	
Auto Clock			Deduct Break ¹	Time	
Auto Clock IN	00:00		Clocking Mode	Use all func	tion ke 👻
Auto Clock OUT	00:00		Break by LEAV	E record	
			Clocking Mode	Use all func	tion ke 🔻
Break Times			Set Multi Daily Shift	Times	
📒 1st Break	00:00	00:00	1st Band	00:00 ~	00:00
2nd Break	00:00 ^	00:00	2nd Band	00:00 ~	00:00
📒 3rd Break	00:00	00:00	3rd Band	00:00 ~	00:00
📒 4th Break	00:00	00:00	4th Band	00:00 ~	00:00
📒 5th Break	00:00	00:00			
			S	et	Cancel

■ Time Frame: Process the record of sign in/out within the applicable zone as time & attendance.

- Assignment of the range other than 24 hours is available (In the event work hours do not exist within 24 hours due to work that exceeds 1 day, it can be processed with real time by adjusting the processing zone)

■ Auto Clock: Sign in/out can be automatically recognized when there is no sign in/out time.

- (For example, if a user arrives after 10:00, the lateness time is not calculated. The arrival time should be admitted as 10:00.)

• Auto Clock IN: Applicable input time can be automatically recognized as sign-in time when there is no sign-in record.

-For example, if the setting time is 10:00, the arriving reports after 10:00 are neglected and it is considered to arrive at 10:00.

• Auto Clock OUT: Applicable input time can be automatically recognized as sign-out time when there is no sign-out record.

-For example, if the setting time is 15:00, the leaving reports before 15:00 are neglected and it is considered to leave at 15:00.

 Out of Office Settings: Set in case the network hours except vacant time out of work hours should be calculated

• Deduct Break Time: Check if a user wants to exclude the leave-time.

Clocking Mode:

Use all function key – Calculate in all logs regardless of the authentication mode.

Use attend and leave keys – Calculate the authenticated logs according to leave and return mode.

• Break by LEAVE record: Check if a user wants to exclude the leave- time in the middle of the working time because of outside work.

Clocking Mode:

Use all function key - Calculate in all logs regardless of the authentication mode.

Use attend and leave keys – Calculate the authenticated logs according to IN/OUT mode.

Break Times: Set in case there is fixed exceptional times such as lunch time, tea break, etc.

• Exceptional 1~5: Configurable up to five zones

• Set Multi Daily Shift Times: Apply in case there occurs sign in/out at least two times a day, that is, work schedule is divided into morning shift work-break-afternoon shift work. Each sign in/out time is summed up within the range of morning/afternoon shift works.

Maximum of 4 zones (8 sub divisions) available.

(***** For more information on setting method: <u>ex5)TNA Settings</u>)

 Zones 1~4: Set and assign the time in the zone wider than the range of Work Hours Registration so that the authenticated record of sign in/out within the zone can be recognized as time & attendance.
 Before setting, refer to <u>ex5)TNA Settings</u>

- **Set**: Save the settings.
- **Cancel**: Close the data without saving them.
- Set Shift Times: According to the option, it is divided as 5 types.

• Pay Rate: Select Normal Time, Time Before Shift, Overtime 1 Hours, Overtime 2 Hours, Off Day Hours, or Overtime 3 Hours

Method

- No Shift: No calculate working hours

- Fixed Shift: Admit Start and End section to the corresponding working hours.

- Actual Time: On the basis of the user's authentication log, all the range of IN/OUT is handled.

- Overtime: On the basis of the attendance logs, [End] is admitted as the working hours after [Start] passes.

• Start, End: It should be entered precisely because the standard is the time to specify Pay Rate and and enter the time range.

Advanced Settings:

A user can detaily set the time unit, minimum time, maximum time and etc. about from Rate 1 to Rate 5 as the user enter above. (*** For more information on setting method:** <u>ex5)TNA Settings</u>)

- Add Newly register the input data.
- **Modify**: Modify and save the modified data.
- **Delete**: Delete the registered data.
- **Close**: Close the relevant window.

2.2.9.1.3 Set Schedule

When Work Hours setup is completed, register the work mode in accordance with the work schedule. Register the work schedule in a unique mode relating to the rotation working day using the registered Work Hours Registration Code. Rotation schedule can be registered up to 30 days.

	Register rotating busines	s schedule by using registered working hour register code
Code	Name	Enter Information
w001	tna code1	Code w001 Name tna code1
		Define Holidays
		Holiday **** : Not Assigned
		Holiday Shift ** : Not Assigned
		Set Schedule
		Start Date 2016-05-24 V Repeat After 7 Days
		Date Day Set Shift Enter
Pay Rate	Rules	2016-05-24 Tue 1 : tna1 2016-05-25 Wed 1 : tna1
Normal Time Detail		2016-05-25 Wed 1 : tna1 2016-05-26 Thu 1 : tna1
Time Before Shift Detail		2016-05-27 Fri 1 : tna1
		2016-05-28 Sat 1 : tna1
Overtime1 Hours Detail		2016-05-29 Sun 1 : tna1
Ove	ertime2 Hours Detail	2016-05-30 Mon 1 : tna1
0	ff Day Hours Detail	
Ove	ertime3 Hours Detail	

- Enter information
- Code: Enter unique code number (4-digit integer and alphabetic letters) / Name: Enter the title of distinguishable work mode.
- Define Holidays

Holiday: [Data Management] - Assign the holiday code registered in [Holiday Information]

(* For more information on setting method: <u>Holiday Management</u>)

Holiday Shift: Assign holiday code registered in [Shift Config]

- With this setup, time and attendance is processed in the way of calculating the hours assigned in Work Hours registration on the assigned holiday (date).

Set Schedule

• Start Date: Select the date to start the schedule registration (It becomes the starting day of rotation schedule)

• Repeat After: Select the number of days for rotation (Normally in the unit of 7 days)

- Set the number of days repeated in accordance with the Work Hours registered in [Shift Config]

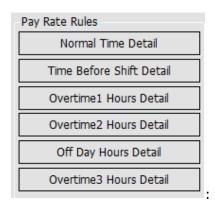
- With the number of set days selected, the number of set days is displayed on the list starting from the reference date at the bottom frame on the screen.

- With the assigned work mode double-clicked, the work code registered in [Shift Config] is displayed.

- With the entry column double-clicked, an input window pops up. Enter the code directly and then the user can enter data quickly by moving an input window using lower/upper keys. When the selected work day code is different from the input code, priority is given to the code that was entered directly.

- Assign all the days so that there is no unassigned date by work days.

Pay Rate Rules



Set in more detail the added/deducted hours and counting processing, etc. at the time of processing time & attendance for Normal Time Detail, Time Before Shift Detail, Overtime1 Hours Detail, Overtime2 Hours Detail, Off Day Hours Detail, Overtime3 Hours Detail respectively.

(※ For more information on setting method: Pay Rate Rules)

- Add: Newly register the input data.
- Modify: Modify and save the modified data.
- **Delete**: Delete the registered data.
- **Close**: Close the relevant window.

2.2.9.1.4 Apply Schedule

In Employee's Time & Attendance Assignment, a user can assign the time & attendance code of the registered employees on a lump sum basis. Check the applicable user in the check box in the screen below, select the applicable code in the time & attendance Assignment list (Code registered in([Set Schedule], and then apply by clicking **Set** button.

For your reference, the user can also directly assign the time & attendance code of the applicable employee in the employee registration information.

In e	employee TNA,	an TNA co	de can be designat	te to a registered emp	loyee
A	pply Schedule			→ Set	t
с	ID	Name	Employee ID	Schedule	-
1	0004	0004	0004	**** : Not Assi	
1	0005	0005	0005	**** : Not Assi	
1	0006	2341	1	**** : Not Assi	
1	0007	5	21	**** : Not Assi	
1	0008	1	1	**** : Not Assi	
1	0009			**** : Not Assi	
1	0010	name	employee	**** : Not Assi	
1	0011			**** : Not Assi	
1	0012			**** : Not Assi	
1	0013			**** : Not Assi	
1	0014			**** : Not Assi	
1	0015			**** : Not Assi	
1	0016			**** : Not Assi	
1	0017			**** : Not Assi	
1	0018			**** : Not Assi	
1	0019			**** : Not Assi	
1	0020			**** : Not Assi	
1	0021			**** : Not Assi	
1	0022			**** : Not Assi	
1	0023			**** : Not Assi	-

■ Apply Schedule: Select applicable work mode (※ For more information on setting method: [Set Schedule])

Set: Click the button, then the applicable data is applied to the user checked above.

Close: Close the relevant window.

2.2.9.1.5 **Rate of Pay**

Set pay unit and pay rate.

Rate of Pay		×
Set pay unit a	and pay rate	
Enter Information Code Name	Pay Unit Hour 30 Min 15 Min 	
Code Name	 10 Min 1 Min 	
	Pay Rate Normal Time	0
	Time Before	0
	Overtime1 Hours	0
	Overtime2 Hours	0
	Off Day Hours	0
	Overtime3 Hours	0
Add Modi	fy Delete	Close

• Enter Information

■ Code: Input a unique code number (4-digit integer)/ Name: Input the title of distinguishable amount payable.

- Name: Enter the name of the rate of pay. (4-digit.)
- Pay unit
- Time unit: Paid the payment in time unit.
- 30 Min: Paid the payment in 30 min unit.
- 15 Min: Paid the payment in 15 min unit.

- 10 Min: Paid the payment in 10 min unit
- 1 Min: Paid the payment in 10 min unit
- Pay Rate
- Normal Time: Pay rate set in Normal Time
- Time before: Pay rate set in Time before.
- Overtime 1 Hours: Pay rate set in Overtime 1 Hours.
- Overtime 2 Hours: Pay rate set in Overtime 2 Hours.
- Off Day Hours: Pay rate set in Off Day Hours.
- Overtime 3 Hours: Pay rate set Overtime 3 Hours.

2.2.9.2 Set Special Shift

In the event special shift, work must be assigned separately from the work schedule registered in Work Mode Registration menu, work schedule previously registered is displayed as shown in the following figure by entering the applicable date and clicking Query. Upon double-clicking the applicable work code on the date of special work, it moves to Modify mode. Apply it by clicking **save** button after entering the work code to be modified. The modified data is processed in shade so as to be easily distinguished. Use this menu should you wish to apply other codes in part besides basic work mode. When there is any change, you can apply it to time & attendance again after performing modification work in advance.

et Special Shift						_											
				esignating the spe	cial working, doubl												
							Searc		Save	Pri							
Branch	**** : Not A		Start Date 2016	-05-04 v Se	et Period 3		Searc		Save	PI	nu						
Department	**** : Not A	ssigned 👻	Start Bate 2010					S	ave to File	Clo	se						
ID	Name	Employee ID	Branch	Department	Schedule	04 (W	05 (T	06 (Fri)	07 (Sat)	08 (S	09 (M	10 (T	11 (W	12 (T	13 (Fri)	14 (Sat)	15
0004	0004	0004	**** : Not A	**** : Not A	**** : Not A	**	**	**	**	**	**	**	**	**	**	**	
0005	0005	0005	**** : Not A	**** : Not A		**	**	**	**	**	**	**	**	**	**	**	
0006	2341	1	**** : Not A	**** : Not A	**** : Not A	**	**	**	**	**	**	**	**	**	**	**	
0007	5	21	**** : Not A	**** : Not A	**** : Not A	**	**	**	**	**	**	**	**	**	**	**	
0008	1	1	**** : Not A	**** : Not A	**** : Not A	**	**	**	**	**	**	**	**	**	**	**	
0009			**** : Not A	**** : Not A	**** : Not A	**	**	**	**	**	**	**	**	**	**	**	
0010	name	employee	**** : Not A	**** : Not A		**	**	**		**	**	**	**		**	**	
0011			**** : Not A	**** : Not A	**** : Not A	**	**	**	**	**	**	**	**	**	**	**	
0012			**** : Not A	**** : Not A	**** : Not A	**	**	**	**	**	**	**	**	**	**	**	
0013			**** : Not A	**** : Not A	**** : Not A	**	**	**	**	**	**	**	**	**	**	**	
0014			**** : Not A	**** : Not A	**** : Not A	**	**	**	**	**	**	**	**	**	**	**	
0015			**** : Not A	**** : Not A	**** : Not A	**	**	**	**	**	**	**	**	**	**	**	
0016			**** : Not A	**** : Not A	**** : Not A	**	**	**	**	**	**	**	**	**	**	**	
0017			**** : Not A	**** : Not A	**** : Not A	**	**	**	**	**	**	**	**	**	**	**	
0018			**** : Not A	**** : Not A	**** : Not A	**	**	**	**	**	**	**	**	**	**	**	
0019			**** : Not A	**** : Not A	**** : Not A	**	**	**	**	**	**	**	**	**	**	**	
0020			**** : Not A	**** : Not A	**** : Not A	**	**	**	**	**	**	**	**	**	**	**	
0021			**** : Not A	**** : Not A	**** : Not A	**	**	**	**	**	**	**	**	**	**	**	
0022			**** : Not A	**** : Not A	**** : Not A	**	**	**	**	**	**	**	**	**	**	**	
0023			**** : Not A	**** : Not A	**** : Not A	**	**	**	**	**	**	**	**	**	**	**	
0024			**** : Not A	**** : Not A	**** : Not A	**	**	**	**	**	**	**	**	**	**	**	
0025			**** : Not A	**** : Not A	**** : Not A	**	**	**	**	**	**	**	**	**	**	**	
0026			**** : Not A	**** : Not A	**** : Not A	**	**	**	**	**	**	**	**	**	**	**	
0027			**** : Not A	**** : Not A	**** : Not A	**	**	**	**	**	**	**	**	**	**	**	
0028			**** : Not A	**** : Not A		**	**	**	**	**	**	**	**	**	**	**	
0029			**** : Not A	**** : Not A	**** : Not A	**	**	**	**	**	**	**	**	**	**	**	
0030			**** : Not A	**** : Not A	**** : Not A	**	**	**	**	**	**	**	**	**	**	**	

- Search Option
- Branch: Query by work center available

- Department: Query by department available
- Start Date: 30-day work schedule is inquired based on the starting date.
- **Search**: Inquire the result in accordance with query option.

% With the work code **double-clicked** on the special work day, a user can proceed to Modify mode - Click **Save**, then the modified data is distinguished in shade.

- **Save**: Modify and save the modified data.
- **Print**: Print the corresponding inquired list.
- **Save to File**: Save the corresponding inquired list as CSV file.
- **Close**: Close the relevant window.

X Tip1: With your **mouse right-clicked** on Modify screen, [Select Shift] window pops up as follow.

Branch	**** : Not /	Assigned		_			_	Search		Save	Pre	nt	
Department	**** : Not /	Assigned	٠	Start Date 2016	-05-24 v Se	et Period	•		5	ive to File	Ce	50 E	
ID 00000004	Name 1	Employee 00000004		Branch	Department	Schedule	24 (T	25 (W	26 (T **	27 (Fri) **	28 (Sat) **	29 (S	30 (/

2.2.9.3TNA Management2.2.9.3.1Process Transactions

A user can apply the time & attendance calculated based on the registered settings. When time & attendance setup is completed, be sure to execute time & attendance processing for obtaining the result such as sign in/out, etc. before inquiring the result of time & attendance. To treat time & attendance, be sure to Assign work period, select the applicable employee in the check box, and click (lump sum, in part) processing. Afterwards, 'Complete' message pops up on Result column. The processed result can be checked in [Output Period Result] menu.

TUCE	ss Transactio	115				
Set	Period	Caculate tl	ne registered setting	value and apply		
20	016-02-15	~ 2016-0	2.22 -	Process	Clos	se
2			5-22 +			
	Ignore Mod	lifications				
с	ID	Name	Employee ID	Schedule	Result	-
1	0004	0004	0004	**** : Not A		
1	0005	0005	0005	**** : Not A		
1	0006	2341	1	**** : Not A		
1	0007	5	21	**** : Not A		
1	0008	1	1	**** : Not A		
1	0009			**** : Not A		
1	0010	name	employee	**** : Not A		
1	0011			**** : Not A		
1	0012			**** : Not A		
1	0013			**** : Not A		
1	0014			**** : Not A		
1	0015			**** : Not A		
1	0016			**** : Not A		
1	0017			**** : Not A		
1	0018			**** : Not A		
1	0019			**** : Not A		
1	0020			**** : Not A		
1	0021			**** : Not A		
1	0022			**** : Not A		
1	0023			**** : Not A		
1	0024			**** : Not A		
1	0025			**** : Not A		
1	0026			**** : Not A		

- Set Period
- Set the work period to be processed for time & attendance. (Maximum of 31 days)
- The date of the process transactions cannot include the future date.

• Ignore Modifications: After checking the applicable option, at the time of time & attendance processing, the modified record manually input in Time & Attendance Result Modify menu among the previously processed time & attendance is automatically changed (deleted) into time & attendance record.

■ **Process**: When selecting the employee to treat time & attendance after checking his/her name, 'Complete' message pops up on Result.

■ **Close**: Close the relevant window.

2.2.9.3.2 Modify Hours

In the event there is any change in the employee's time & attendance result after processing, a user can manually input-modify the new value after double-clicking the applicable time on the menu. In case of entering modified sign in/out time, the user needs to enter the modified value along with tardiness, early leave, basic work hours, etc. altogether. (Not automatically calculated)

Of the items, the item equivalent to employee information is not modified. Modify it from the user information, and then treat the time & attendance again.

odify Hours							_									
Iranch	**** : No	t Assigned		earch Period			Search all record	Search	Save	Settin	igs					
Department		t Assigned		2016-04-04 💌	~ 2016-05-0	4 👻	 incomplete record 		Process	Close	e					
D	Name	Employee	Branch	Department	Title	Date	Day Shift Nan	e Arr De	La Ea	Norma	Time Overti	Overti	Off Da	Overti	MONEY	Мо
																_

- Search Option
- Branch: Query by work center available

- Department: Query by department available
- Search Period: Set the period to be inquired. (Maximum of 31 days)
- Search all record: Inquire about all records equivalent to the query option.
- incomplete record:
- **Search**: Print out the result equivalent to the query option.

X Switch to modify mode by **double-clicking** the time to be modified - Apply by clicking Modify button after entering the data

Save: Save the modified data.

■ Settings: The Item inquired can be edited by the user. (※ For more information on how to set up: <u>How to set query items</u>])

2.2.9.3.3 **Output Period Result**

It inquires the result of the process transactions for period. The inquired data can be saved in a file and printed out.

	tesult																	×
					Search TN	IA processed	d result per	period. Resul	ts can be s	aved in file,	or print							
Branch Department	**** : Not As **** : Not As		Search P 2016/04	reriod /04 • ~ 201	6/05/04		earch all rec complete re	ord	earch	Print Save to		ettings Close						
ID	Name	Employee	Branch	Department	Title	Date	Day	Shift Name	Arr D	e La	Ea Norr	na Time	Overti	Overti	Off Da	Overti	MONEY	

- Search Option
- Branch: Query by work center available
- Department: Query by department available

- Search Period: Set the period to be inquired. (Maximum of 31 days)
- Search all record: Inquire all records equivalent to the query option.
- incomplete record:
- **Search**: Print out the result equivalent to the query option.

■ **Save to File**: The inquired screen can be printed out. Click the button so that Print Preview screen pops up as follow. Click **Print** button to get a printout.

Print preview													
🔎 🕶 🗉 🗰 👪 🖸 Close													
													-
	ID	Name	Employee ID	Branch	Departm	Title	Date	Day	Shift Na	Arrival Ti	Departur	Late Afte	Early De
	00000037	Curtis File (37	Not Assign	Not Assign	Not Assign	2016-01-08	Fri	General W	10:08	18:00	01:03	10:0
	00000043	Castle	2015391	Not Assign	Not Assign	Not Assign	2016-01-04	Mon	General W	11:51	18:00	02:46	11:5
	00000124	Lee	2014177	Not Assign	Not Assign	Not Assign	2016-01-01	Fri	General W	11:34	18:00	02:29	11:3
	00000143	Rain	2015113	Not Assign	Not Assign	Not Assign	2016-01-11	Mon	General W	10:09	18:00	01:04	10:05
	01304002	B.I.	2004031	Not Assign	Not Assign	Not Assign	2016-01-13	Wed	Flexible W	10:38	17:06	00:33	10:3
	02008991	Jessica	1998002	Not Assign	Not Assign	Not Assign	2016-01-04	Mon	Team Lea	08:35	18:00	00:05	a
	02008991	Jessica	1998002	Not Assign	Not Assign	Not Assign	2016-01-07	Thu	Team Lea	12:47	18:00	04:17	#
	02008991	Jessica	1998002	Not Assign	Not Assign	Not Assign	2016-01-13	Wed	Team Lea	09:44	18:00	01:14	\$;
	02100002	Boboya	2000012	Not Assign	Not Assign	Not Assign	2016-01-04	Mon	Team Lea	10:21	18:00	01:51	#
	02100002	Boboya	2000012	Not Assign	Not Assign	Not Assign	2016-01-13	Wed	Team Lea	10:00	18:25	01:30	\$;
	02100002	Boboya	2000012	Not Assign	Not Assign	Not Assign	2016-01-19	Tue	Team Lea	10:30	18:00	02:00	#
							2016-01-20	Wed	Team Lea	09:56	18:25	01:26	8
	02100002	Boboya	2000012	Not Assign	Not Assign	Not Assign							
	02100002 03007002	Boboya Ella	2000012 2007003	Not Assign Not Assign	Not Assign	Not Assign	2016-01-20	Wed	Flexible W	10:06	10:11	00:01	
				-		-						00:01	10:06
	03007002	Ella	2007003	Not Assign	Not Assign	Not Assign	2016-01-20	Wed	Flexible W	10:06	10:11		10:06

Save to File: The inquired data can be saved in a file (Excel CSV form). Click the button, and then save them as follow;

Save As ← → ← ↑	+ This PC + Desktop				~ ð	Search Desktop	× مر
	ew folder						E • 0
Quick access OneDrive This PC USB DISK (E) Network Homegroup	PENT	Gunyfied	1999 M	C.M.		× a,	X a,
	OUTPUT_STATE_LATE201607 Text Files (*.csv)	524-182151				Save	~ ~ Cancel

2.2.9.3.4 **Output Person Result**

It searches the result of the process transactions for personal. The inquired data can be saved in a file and printed out.

Output Person Res	sult																×
Select Employee	0004 : 0	1004		ch Period 5/05/04 ▼ ~	2016/05/04		Search all record incomplete record	Search	Print Save to Fi	_	tings ose						
ID	Name	Employee	Branch	Department	Title	Date	Day Shift Name	Arrival Time	Depart	Late Aft	Early Depa	Norma	Time	Overti	Overti	Off Da	Ονε
•							III										F.
	_		_			_						_	_	_	_	_	

- Search Option
- Select Employee: Search each employee
- Search Period: Set the period to be inquired. (Maximum of 31 days)
- Search all record: Inquire all records equivalent to the query option.
- Incomplete record:
- **Search**: Print out the result equivalent to the query option.
- Print: The inquired screen can be printed out. Click the button so that Print Preview screen pops up as follow. Click Print button to get a printout.

Print preview													
	ID	Name	Employee ID	Branch	Departm	Title	Date	Day	Shift Na	Arrival Ti	Departur	Late Afte	Early De
	0000003	7 Curtis File (37	Not Assign	Not Assign	Not Assign	2016-01-08	Fri	General W	10:08	18:00	01:03	10:08
	0000004	3 Castle	2015391	Not Assign	Not Assign	Not Assign	2016-01-04	Mon	General W	11:51	18:00	02:46	11:51
	0000012	4 Lee	2014177	Not Assign	Not Assign	Not Assign	2016-01-01	Fri	General W	11:34	18:00	02:29	11:34
	0000014	3 Rain	2015113	Not Assign	Not Assign	Not Assign	2016-01-11	Mon	General W	10:09	18:00	01:04	10:09
	0130400	2 B.I.	2004031	Not Assign	Not Assign	Not Assign	2016-01-13	Wed	Flexible W	10:38	17:06	00:33	10:38
	0200899	1 Jessica	1998002	Not Assign	Not Assign	Not Assign	2016-01-04	Mon	Team Lea	08:35	18:00	00:05	#;
	0200899	1 Jessica	1998002	Not Assign	Not Assign	Not Assign	2016-01-07	Thu	Team Lea	12:47	18:00	04:17	#
	0200895	1 Jessica	1998002	Not Assign	Not Assign	Not Assign	2016-01-13	Wed	Team Lea	09:44	18:00	01:14	#;
	0210000	2 Boboya	2000012	Not Assign	Not Assign	Not Assign	2016-01-04	Mon	Team Lea	10:21	18:00	01:51	#**;**
	0210000	2 Boboya	2000012	Not Assign	Not Assign	Not Assign	2016-01-13	Wed	Team Lea	10:00	18:25	01:30	#;
	0210000	2 Boboya	2000012	Not Assign	Not Assign	Not Assign	2016-01-19	Tue	Team Lea	10:30	18:00	02:00	#p
	0210000	2 Boboya	2000012	Not Assign	Not Assign	Not Assign	2016-01-20	Wed	Team Lea	09:56	18:25	01:26	\$;
	0300700	2 Ella	2007003	Not Assign	Not Assign	Not Assign	2016-01-20	Wed	Flexible W	10:06	10:11	00:01	10:06
	0330099	1 Ho	1990033	Not Assign	Not Assign	Not Assign	2016-01-04	Mon	Team Lea	11:52	18:00	03:22	#;
	0330099		1990033 2004028	Not Assign Not Assign	Not Assign Not Assign	Not Assign Not Assign	2016-01-04 2016-01-18	Mon	Flexible W	08:59	18:00	03:22	#

Settings: The Item inquired can be edited by the user

(X For more information on how to set up: <u>How to set query items</u>)

■ **Save to File**: The inquired data can be saved in a file (Excel CSV form). Click the button, and then save them as follow;

Save As							>
e 🗟 🗠 🛧 🗖	> This PC > Desktop				~ ð	Search Desktop	Q,
Organise • Ne	sw folder						E • 0
 Quick access OneDrive This PC 		F	-		× a	× a	×a
USB DISK (E:)	PRIVE	Queyhed	2998	12 11	281 (0121)		Ver, R 16013
Network							
 Network Homegroup 							
-							
• 6 Homegroup	OUTPUT_STATE_LATE2016	0524-182151					

TNA Reports 2.2.9.4

Inquire attendance status by query options. The list of tardiness, early leave, and absence can each be inquired, printed out, and saved in a file. Search Late Arrivals: Inquire the employee who arrives late at the first tap like the picture

below.

Search TNA status per search option. Late arrivals, early departures, absenteeisms can be searched, print, save as file Search Late Arrivals Search Early Departures Search for Absenteeism anch ***** : Not Assigned • Search Period Search epartment ***** : Not Assigned • 2016/05/04 • 2016/05/04 •
Search Late Arrivals Search Early Departures Search for Absenteeism anch **** : Not Assigned • Search Period 2016/05/04 • 2016/05/04 •
anch Search Period Search Print Settin
2016/05/04 × ~ 2016/05/04 ×
D Name Employee Branch Department Title Date De Early Dep

Search Early Department: Inquire the employee who departs early at the second tap like the picture below.

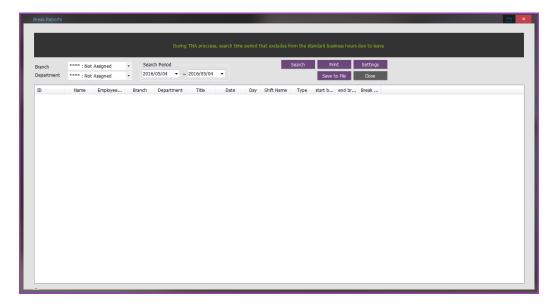
signed - Search Period signed - 2016/05/04 - ~ Employee Branch Department	Search Print Save to File Day Shift Name Arrival Depar	<
Employee Branch Department	Day Shift Name Arrival Depar	

Search for Absenteeism: Inquire the employee who was absent at the third tap like the picture below.

	Search TNA status per search option. Late arrivals, early departures, absenteeisms can be searched, print, save as file					
Search La	ite Arrivals	Search Ea	arly Departures	Search for Absenteeism		
Branch	**** : Not Assign		Search Period		Search Print	Settings
Department	**** : Not Assign	red 🝷	2016/05/04 -	~ 2016/05/04 -	Save to File	<>
ID	Name B	ranch	Date Day			

2.2.9.5 Break Reports

A user can inquire the time excluded from basic work hours due to going out or early leave during the time & attendance processed.



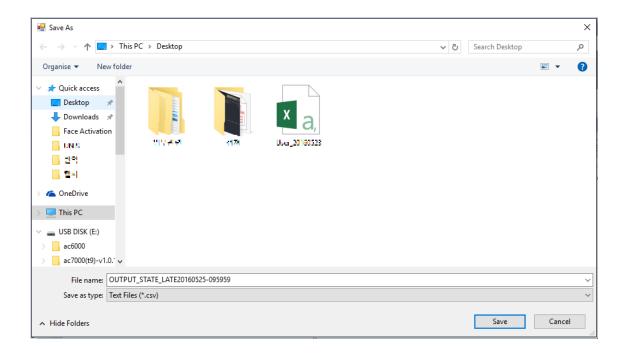
- Search Option
- Branch: Query by work center available
- Department: Query by department available
- Search Period: Set the period to be inquired. (Maximum of 31 days)
- **Search**: Inquire the result equivalent to the query option.

■ **Print**: The inquired screen can be printed out. Press the corresponding button to pop up [Print]-[Print Preview]-[Set page]

Settings: The inquired items can be edited by the user.

(****** For more information on setting method:<u>How to set query items</u>)

Save to File: A user can save the inquired data in file (Excel CSV form). Click the applicable button, and then save them as follow.



2.2.9.6 Summary Management 2.2.9.6.1 Process Totals

A user can count the result of daily time & attendance processing within a certain period. Set the counted dates and click **Process** button, and then time & attendance data for the employees checked on the employee list is counted. Processing result can be checked in [Output Period Summary] menu.

	(Caculate the r	esult of daily TNA to	the specific period		
Sat	: Period					
		2010 1000		Process	Clos	se
_	ummary Date			_		
2	010-01-10 🔻	~ 2010-0	1-16 🔻			
	Ignore Modi	fications				
с	ID	Name	Employee ID	Schedule	Result	Ŀ
V	0004	0004	0004	**** : Not A		_
V	0005	0005	0005	**** : Not A		
V	0006	2341	1	**** : Not A		
V	0007	5	21	**** : Not A		
V	0008	1	1	**** : Not A		
V	0009			**** : Not A		
V	0010	name	employee	**** : Not A		
V	0011			**** : Not A		
V	0012			**** : Not A		
V	0013			**** : Not A		
V	0014			**** : Not A		
V	0015			**** : Not A		
V	0016			**** : Not A		
V	0017			**** : Not A		
V	0018			**** : Not A		
V	0019			**** : Not A		
V	0020			**** : Not A		
V	0021			**** : Not A		
V	0022			**** : Not A		
V	0023			**** : Not A		
V	0024			**** : Not A		
V	0025			**** : Not A		

Set Period

• Summary Date: Select the month to be counted and the unit of week (1st week ~ 5th week). The applicable period is selected in date zone. The period can be adjusted in the unit of day.

• Ignore Modifications: After checking the applicable option, the modified record manually entered in Time & Attendance Result Modify menu among the previously processed time & attendance is automatically changed (deleted) into time & attendance record.

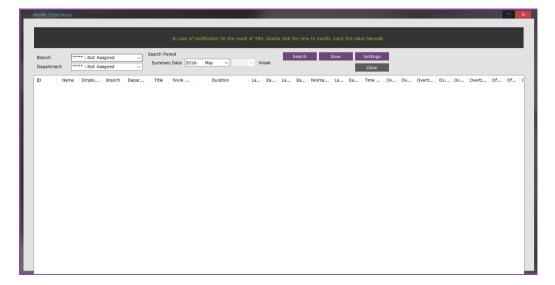
■ **Process**: When selecting the employee to treat time & attendance after checking his/her name, 'Complete' message pops up on Result.

Close: Close the relevant window.

2.2.9.6.2 Modify Total Hours

In the event there is any change in the employee's time & attendance result after counting, a user can manually input-modify the new value after double-clicking the applicable time. In case of entering each modified time, a user need to enter all times such as tardiness, early leave, basic work hours, etc. altogether. (Not automatically calculated)

Of the items, the item equivalent to employee information is not modified. Modify it from the user information, and then treat the time & attendance again.



- Search Option
- Branch: Query by work center available.
- Department: Query by department available.

- Search Period: Select the period to be inquired in the unit of month and week.
- **Search**: Output the result equivalent to the query option.

% With the time to be modified **double-clicked**, the user can proceed to Modify mode - Apply it by clicking Modify button after entering the data.

Save: Save the modified data.

Settings: The inquired item can be edited by the user.

(* For more information on setting method: How to set the query items)

2.2.9.6.3 Output Person Summary

Inquire the data counted. The inquired data can be saved in a file and printed out.

	Search proccessed results per period. Results can be saved in a file or can print					
Select Employee	Summary Date Search Print Settings 2016/ May Week Save to File Close					
ID Name Empl Branch Dep Title	e Wor Dura Late Eanly Late Eanly Nor Over Off Over					

- Search Option
- Branch: Query by work center available
- Department: Query by department available
- Search Period: Select the period to be inquired in month and week units.

(Maximum of 31 days.)

Search: The result for the search option can be printed out.

■ **Print**: The inquired screen can be printed out. Click the button so that Print Preview screen will pop up. Click **Print** button to get a printout.

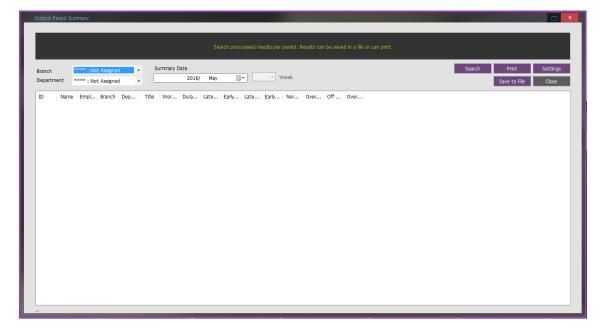
Settings: The inquired item can be edited by the user.

(X For more information on setting method: How to set query items)

■ **Save to File**: The inquired data can be saved in file (Excel CSV form). Click the button and then save them as follow.

2.2.9.6.4 **Output Period Summary**

It inquires the result of total hours for period. A user can save in file and print the inquired data.



- Search option
- Select Employee: Inquire each employee
- Search Period: Set the period to be inquired. (Maximum of 31 days)
- Search all record: Inquire all record equivalent to every option.
- Incomplete record:
- **Search**: The result of the search option can be printed out.

Print: The inquired screen can be printed out. Click the button so that Print Preview screen will pop up. Click Print button to get a printout.

Settings: The inquired item can be edited by the user. The user can edit the search options. (% For more information on setting method: <u>How to set the query items</u>)

Save to File: The inquired data can be saved in file (Excel CSV form). Click the button and then save them as follow.

2.2.9.7 Transfer Work Result to another

All the time and attendance results can be transferred to a separate external DB. However, external DB can be used when it is registered as UNIS_Work in ODBC Manager. External DB table should be created in the same property. (Refer. Table Layout). After selecting the menu and setting the period, a user can transfer Work Result, Work Summary, and Except Record to the designated DB.

Transfer W	ork Result	x			
Period	2016-05-04 ▼ ~ <mark>2016</mark> -03-15 ▼	Transfer			
Trans Data	Trans Work Result	Close			
	Trans Work Summary				
	Trans Except Record				
0%					

* For further information on table property, contact the manager.

Transfer Option

• Trans Work Result: Transfer all the time & attendance results (Contents of wWorkResult Table).

• Trans Work Summary: Transfer all the time and attendance sums (Contents of wWorkSummary Table).

• Trans Except Record: Transfer all the exceptional records (Contents of wExceptRecord Table).

- **Transfer**: Transfer all the data created within the designated period.
- **Close**: Complete transferring the time and attendance results.

Ex) Transfer Work Result to another

Desired results and attendance data can be sent to DB. Be sent to DB is supposed to be registered in the ODBC Administrator.

Transfer W	ork Result	×
Period	2016-05-04 ▼ ~ <mark>2016</mark> -03-15 ▼	Transfer
Trans Data	Trans Work Result	Close
	 Trans Work Summary Trans Except Record 	
0%		

1. [Control Panel] \rightarrow [Administrative Tools] \rightarrow [data (ODBC)] execution.

2 🖌 🖛 🖛	Sho	ortcut Tools	Application Too	ls Adı	ministrative Tools		
File Home Share	View	Manage	Manage				
Pin to Quick Copy Paste access	从 Cut ₩ Copy path Paste shortcut	Move to •	Copy to	■ Rename	New New folder	item 👻 access 🕶	Properties
Clipboard			Organise		New		Open
← → × ↑ 🖄 > Cor							
📌 Quick access	Name	^		Da	te modified	Туре	Size
ConeDrive	訡 Compone	nt Services		30	/10/2015 16:16	Shortcut	t 2 KB
CheDrive	掃 Computer Management			30	/10/2015 16:16	Shortcut	t 2 KB
💻 This PC	朣 Defragme	nt and Optir	nise Drives	30	/10/2015 16:16	Shortcut	t 2 KB
	漏 Disk Clean	-up		30	/10/2015 16:17	Shortcut	t 2 KB
USB DISK (E:)	🚼 Event View	ver		30	/10/2015 16:16	Shortcut	t 2 KB
💣 Network	<table-of-contents> iSCSI Initia</table-of-contents>	tor		30	/10/2015 16:16	Shortcut	t 2 KB
ad 11	🚠 Local Secu	irity Policy		30	/10/2015 16:17	Shortcut	t 2 KB
•4 Homegroup	S ODBC Dat	a Sources (3	2-hit)	30	/10/2015 16:17	Shortcut	t 2 K R
	📆 ODBC Dat	a Sources (6	4-bit)	30	/10/2015 16:16	Shortcut	t 2 KB
	in the second second	ice Monitor		50	10/2013 10:10	Shonce	2 10

2. In the System DSN **Add** button.

ser DSN Sys	stem DSN	dministrator (64-bit)	haut
System Data S		The Dark Drivers Tracing Connection Pooling A	Click
Name	Platform	Driver	Add
UNIS UNIS_Temp	32-bit 32-bit	Microsoft Access Driver (*.mdb) Microsoft Access Driver (*.mdb)	Remove
			Configure
		stem data source stores information about how to connec a source is visible to all users of this computer, including	

3. "Microsoft Access Driver(*.mdb)" select, click **Finish**.

Create New Data Source			×
	Select a driver for which you Name ① Click		source. Version
	Microsoft Access Driver (*.	mdb, *.accdb)	16.00.4
	Microsoft Excel Driver (*xl SQL Server		16.00.4 16.00.1 10.00.1
	<		>
		② Click	
	< Back	Finish	Cancel

4. Input Data Source Name "UNIS_WORK" and click **select**.

ODBC Microsoft Access Setup	×
Data Source Name: UNIS ① Enter	ОК
Description:	Cancel
Database: 2 Click	Help
Select Create Repair Compact	Advanced >
System Database None	
O Database:	
System Database	Options>>

5. Be transmitted in the database, select the path and name of the database, then click $\ensuremath{\text{OK}}$.

S	elect Database	×
Database Name UNIS.mdb UNIS.mdb UNIS_Temp.mdb	Directories: c:₩₩unis Program Files (x86) ▲ IMIS	OK Cancel
②Select DB	©Select Directory ☐ Log ☐ MapImage ✓	Help Read Only Exclusive
List Files of Type: Access Databases (*.m⊂ ❤	Drives: C: V	Network

6. Click **OK**.

4			ODBC Data Source Ac	dministrator (32-bit)
Γ	Jser DSN Syst	em DSN	File DSN Drivers Tracing Co	onnection Pooling	About
	System Data So	ources:			
	Name	Platform	Driver		Add
	ACCESS AccessTemp	32-bit 32-bit	Microsoft Access Driver (*.mdb) Microsoft Access Driver (*.mdb)		Remove
	UNIS	32-bit	Microsoft Access Driver (*.mdb)		Carlinar
	Unis_remp Unis_trans	32-bit 32-bit	SQL Server	Check	Configure
<					
			tem data source stores information a source is visible to all users of this		nnect to the indicated data provider. ing NT services.
			C)K Can	Apply Help

7. Attendance results, click the Transfer menu.

- 8. Be transmitted and transmit the data set period, then **Send** button.
- Trans Data
- Trans Work Result: Transaction Reports send Prerequisites: Receive DB table layout = wWorkResult table layout format
- Trans Work Summary: Summary Reports send Prerequisites: Receive DB table layout = wWorkSummary table layout format
- Trans Except Record: Except Record send Prerequisites: Receive DB table layout = wExceptRecord table layout format
- 9. Edit the UNIS.INI file in the UNIS installation path as follow.

<u> </u>	JNIS -	Notepad			
File	Edit	Format	View	Help)
;UNI	S_Ent	tabase] er_ID= or_PII=			
		_ID=uniu _ID=uniu			
;UNI ;UNI ;UNI	S_Mea S_Tra S_Tra S_Tra	_P₩= ns_ D= ns_P₩╡			

- Enter DB access information that has done the connection setting from UNIS_WORK in ODBC.

10. Restart UNIS_Server.

2.2.10Meal Management2.2.10.1Meal Record Query

Under the terms of user-selected query to look for water logged.

Meal Record Query												×
					Search meal rec	ords according to use	er specified criteria					
Period Setting Basic Condition Meal	2016-05-04 Search all record Search all record	rd •	~ 🗹 2016-0 Detail Condition Result		•		Find	Save to File Close				
									Total Query(0)	Success(0) Fail(0)	Total Meal (0)	Total Cost(0)
Date	Date	Time	Terminal I	D User ID	Name	Employee ID	Branch	Department	Meal	Number of time	MONEY	Result
Date												
•						m						+

- Period Setting: Set the period of the meal registration.
- Basic Condition: All the search. Search for the department and the terminal the user.
- Detail Condition: Department, Terminal, User
- Meal: Breakfast, Lunch, Dinner, Snack, Late Night Meal

- Result: Select the results of log file.
- Save to File: Current searching contents.

2.2.10.2 Statistics of Total Meal

During the set period print out the total and submission.

Statistics of Total M	Meal	×
	Print meal costs and total meal costs per department for specified periods	
Branch Department	Period Setting Search Print Settings *****: Not Assigned 2016/05/04 * 2016/05/04 Close	
Branch	Department Breakfast(Nu Breakfast(Lunch(Nu Lunch(Cost) Supper(N Supper(C Late Ngh Snack(Nu Snack(Cost) Tota(Nu Tota(Cost)	

- Branch: Select a Branch.
- Department: Select a Department.
- Search Period: Select a Search Period
- Search: View begins.
- Print: Preview and print content is viewed.
- Config: Set and order of items to display.
- Save to File: View the contents of file.
- <>: Arrange the width of the column in the default value.

2.2.10.3 Individual Total Meal

Set the information on each meal. Set the information about each meal and combinated with meal code.

Statistics of Individual	l Total Meal													• ×
				Print meal cost	s per and the	total meal cost	s per individual	for specified p	eriods					
Select Employee	**** : Search all	l record	• 2016/05/0	etting 04 ,∵ ~ 2016/	05/04 🔍 🗸		Search Si	Print ave to File	Settings Close					
Branch	Department	ID	Name	Employee ID	Date	Breakfast(Breakfast(Lunch(Nu	Lunch(Cost)	Supper(N	Supper(C	Late Nigh	Late Nigh	Snack(Nu
•					III									Þ

- Branch: Select a Branch.
- Department: Select a Department.
- Search Period: Select a Search Period.
- Search: View begins.
- Print: Preview and print content is viewed.
- Config: Sets and order of items to display.
- Save to File: Views the contents of file.
- <>: Arrange the width of the column in the default value.

2.2.10.4 Set Meal Management 2.2.10.4.1 How to use Wizard 2.2.10.4.1.1 Initialization

Select whether the code value of all the meal is initialized or not.

#110 관광 1464						×
STEP 1 Initialization	STEP 2 Meal Code 1	•	STEP 3 Meal Code 2		STEP 4 Set Meal Cost	
Initialization Choose whether to initialize	e the value of all the meal code					
Initialize existing setting valu	e. Cannot restore once initialize	d. Proceed t	o initialize all meal code	?		
 The initialization. Keep the code values 						
		P	ev Next		Cancel	

2.2.10.4.1.2 Meal Code 1

Set the information on each meal.

	01214						
	STEP 1		STEP Meal Cod		STEP 3 Meal Code 2	•	STEP 4 Set Meal Cost
Meal Coo Set inf	ormation for eac	.h meal. By con	nbining Meal	Code 1 , create Meal C	iode 2		
Code	nro Name	Meal	Limit	Meal Time	Add	Modify	Delete
0000	Lunch	Lunch	0	00000~01700	Code		
0001	Breakfast	Breakfast	0	00900~01000			
	Lunch	Lunch	0	01100~01400	Name		
0002							
0002	Dinner	Dinner	0	01700~02100	Meal	Breakfast	-
	Dinner	Dinner	0	01700~02100	Meal Meal Time	Breakfast 00:00	• ~ 00:00
	Dinner	Dinner	0	01700~02100	Meal Time		
	Dinner	Dinner	0	01700~02100			~ 00:00
	Dinner	Dinner	0	01700~02100	Meal Time		~ 00:00
	Dinner	Dinner	0	01700~02100	Meal Time		~ 00:00
	Dinner	Dinner	0	01700~02100	Meal Time		~ 00:00

Enter Code, Name, Meal type, Meal time, Limit meal and etc to register **Add** button.

2.2.10.4.1.3 Meal Code 2

Set a meal code in combination with an original meal code.

		n	Mea	Code 1		Meal Code 2	Set Meal Cost
Meal Co Set m	neal code	2. by combinin	ng existing Meal	l Code 1			
c	ID	Name	Meal	Limit	Meal Time	Add	Modify Delete
	0000	Lunch Breakfast	Lunch Breakfast	0	00000~01700	Code	
	0002	Lunch	Lunch	0	01100~01400	Name	
	0003	Dinner	Dinner	0	01700~02100	Day Limit	0
						Monthly Limit	0
							Period Setting
							2016-05-04 • ~ 2016-05-04 •

Set Code, Name, Day limit, Monthly limit, and Period Setting to check the applying meal in the left list.

2.2.10.4.1.4 Setting Meal Cost

Set the cost of meal for each meal.

지수 쇼핑 도성과						×
STEP 1 Initialization		•	STEP 2 Meal Code 1	÷	STEP 3 Meal Code 2	STEP 4 Set Meal Cost
Set Meal Cost Set meal cost po	er meal an	d per menu				
110012110	ne Price	Menu1	Menu2	Menu3	Menu4	
Breakfast		1000	1000	1000	1000	
Lunch		2000	2000	2000	2000	
Dinner		3000	3000	3000	3000	
Late Night Meal		0	0	0	0	
		0	0	0	0	

2.2.10.4.2 Meal Code 1

Set the information on each meal. Set the information about each meal combinating with meal code.

S	Set information f	for each meal. I	By combinin	g Meal Code 1 , create Me	eal Code 2
Meal Info)				
Code		Nam	e		Add
Meal	Breakfast	- Meal	Time 0	0:00 ~ 00:00	Delete
mean	DIEdkidSc		Meal	0	Close
		Limic	Medi	0	
Code	Name	Meal	Limit	Meal Time	
0000	Lunch	Lunch	0	00000~01700	
0001	Breakfast	Breakfast	0	00900~01000	
0002	Lunch	Lunch	0	01100~01400	
0003	Dinner	Dinner	0	01700~02100	

- Code: A unique code. (4 digits)
- Name: Code name.
- Meal: Select of Breakfast, Lunch, Dinner, Snack, and Late Night Meal.
- Meal Time: Hours of eating meal

■ Limit Meal: The number of duplicated certificate of meals. However, when setting to 0, no limit the number of meals.

- Set: If the code does not exist, insert, otherwise update.
- Delete: Delete Code.

2.2.10.4.3 Meal Code 2

		Set	meal code	2. by comb	ining existing Meal Code	1
Cod	e		→ Na	me		Set
Day	Limit	0	Мо	nthly Limit	0	Delete
	Period Set	ting 2016-	05-04 🔲	~ 201	6-05-04	Close
с	ID	Name	Meal	Limit	Meal Time	
	0000	Lunch	Lunch	0	00000~01700	
	0001	Breakf	Breakf	0	00900~01000	
	0002	Lunch	Lunch	0	01100~01400	
	0003	Dinner	Dinner	0	01700~02100	

Set a meal code in combination with an original meal code.

- Code: A unique code. (4 digits)
- Name: Code name.

Day Limit: The number of times to eat a day. However, when setting to 0, no limit to the number.

Monthly Limit: The number of times to eat a month. If setting to 0, no limit the number of times.

- Period Setting: Set the specified period to eat.
- Set: If the code exists, modify setting a user want. Otherwise, make the new code.
- Delete: Delete Code.
- Initialization: Initialize the screen setting. It doesn't affect the existing DB.

2.2.10.4.4 Setting Meal Cost

Set the cost of meal for each meal .

Set Meal Cost					×
	Set i	meal cost per	meal and per n	nenu	
					Manud
Breakfast	Same Price	Menu1 1000	Menu2 1000	Menu3 1000	Menu4 1000
Lunch		2000	2000	2000	2000
Dinner		3000	3000	3000	3000
Late Night Me	al 📒	0	0	0	0
Snack		0	0	0	0
				Set	Close

■ Same Price: In case that a user checks each meal, set the meal cost for all of the menu to setting costs on menu1.

■ Menu1, Menu2, Menu3, Menu4: The cost of each menu.

2.2.11Setting and management of the Side Menu2.2.11.1Menu Tree

- Click = button at the top of right side and use Menu Tree to find all the menu and access easily.

Remote Manager v4.0 [Admin Lo	gon 0000 : Master Admin] (CONNEC	T:2)				_ D ×
Menu Tree				_	1	😫 Menu Tree
Monitoring						📕 Main Menu
	Add Terminal Delete Terminal Upgrade Firmware	Add User Delete User Send to terminal	Add Visitor Delete Visitor	Delete Blacklisted User Blacklist Download		Start Home
	Setup Options Assign Admin/s Download customized file	Terminal User MobieCard Issue Management				C Environment
Access Control						
Add Time Zone Add Access Time	Set Terminal Position Set Drawing Position	Set Special Shift Process Transactions	Meal Record Query Statistics of Total Meal			
Add Access Area Add Access Group Send to terminal	Wizard	Modify Hours Output Period Result Output Person Result	Statistics of Individual Total Me Wizard Meal Code 1	al		
Wizard		TNA Reports Break Reports	Meal Code 2 Set Meal Cost			
		Process Totals Modify Total Hours Output Period Summary				
		Output Person Summary				
						🕐 Program Exit

2.2.11.2 Main Menu 2.2.11.2.1 System 2.2.11.2.1.1 Change Master Password

- Click = button at the top of right side to change the password of the master administrator from the system menu in the main menu.

🗟 Change Master Pa	ssword	×
Old Password New Password Confirm Password		
	ОК	Cancel

** The maximum length to enter is 30 digits and English/Number/Symbol is available.

2.2.11.2.1.2 Database Backup

- Database Backup, which is in system menu in the main menu when

clicking button at the top of right side, is only supported in case of MS-ACCESS(MDB).

2.2.11.2.1.3 Controlling the server service

- Click button to monitor and control the server window setting in the system menu in the main menu.

UNIS Service Manager		×
UNIS_Server	UWorkerServer	
Auto start Stop Status SERVICE_RUNNING	Auto start Stop Status SERVICE_RUNNING	
UDBServer	UNIS_CmdProcess	
Auto start Stop Status SERVICE_RUNNING	Auto start Stop Status SERVICE_RUNNING	
	Apply Close	

- UNIS_Server Service: Control UNIS Authentication Server Service.
- Auto Start: If the service stops, it restarts automatically.
- Stop: Stop the running service.
- UDB Server Service: Control the database server service.
- UWorker Service: Control the TNA server service.
- Command Service: Control command generation and treatment server service.

2.2.11.2.2 Log 2.2.11.2.2.1 Log Management 1) Access Log

Click 📃 button to search the user's access log in the log menu in main menu.

Search authentication records															
Acc	ess Log	Server Audit	Log Terminal	Audit Log	Admin Lo	gon Audit	Search Event Log		n temporar record		arch terminal command				
Period	2016-0	5-04 00:00		04 23:50											
Condit		•	Detail Condition	0123.35		Find		Search	Sav	re to File	Print				
						Find					Delete				
Result	Search All	•	Mode	Search All	-										
с	Date	Time	Terminal ID		User ID	Name	Employee	Class	Mode	Туре	Result	Property	External Device	Coordinate	
- ca	2016-05-04	11:36:04	7000 : AC70	00	0003	0003	0003	User	Access	Passw	Duress	1000		0/0	
	2016-05-04	11:36:00	5000 : AC50	00	0003	0003	0003	User	Access	Passw	Success	0000		0/0	
	2016-05-04	11:35:51	6000 : AC60	00	0003	0003	0003	User	Access	Passw	Success	0000		0/0	
1	2016-05-04	11:34:37	7000 : AC70	00	0002	2	0002	User	Access	Passw	Duress	1000		0/0	
	2016-05-04	11:34:24	5000 : AC50	00	0002	2	0002	User	Access	Passw	Success	0000		0/0	
	2016-05-04	11:34:16	5000 : AC50	00	0002	2	0002	User	Access	Passw	Duress	0000		0/0	
6	2016-05-04	11:34:02	6000 : AC60	00	0001	0001	0001	User	Access	Passw	Success	0000		0/0	
10	2016-05-04	11:33:50	6000 : AC60	00	0002	2	0002	User	Access	Passw	Duress	0000		0/0	
1	2016-05-04	11:29:28	6000 : AC60	00	0001	0001	0001	User	F1	Passw	Success	0000		0/0	
	2016-05-04	11:29:03	5000 : AC50	00	0001	0001	0001	User	Access	Passw	Success	0000		0/0	
	2016-05-04	11:28:39	5000 : AC50	00	0001	0001	0001	User	Access	Passw	Not Matched	0000		0/0	
6	2016-05-04	11:18:20	7000 : AC70	00	0001	0001	0001	User	Access	Passw	Success	1000		0/0	
6	2016-05-04	11:10:02	7000 : AC70	00	0001	0001	0001	User	Access	Passw	Duress	1000		0/0	
	2016-05-04	11:00:00	5000 : AC50	00	0001	0001	0001	User	Access	Passw	Success	0000		0/0	
1	2016-05-04	10:59:54	6000 : AC60	00	0001	0001	0001	User	F1	Passw	Success	0000		0/0	
- a	2016-05-04	10:57:54	7000 : AC70		0001	0001	0001	User	Access	1:N Face		1000		0/0	
10	2016-05-04	10:56:21	7000 : AC70		****			Visitor	Access	Card	Invalid User	1000		0/0	
6	2016-05-04	10:56:17	7000 : AC70		****			Visitor	Access	Card	Invalid User	1000		0/0	
6	2016-05-04	10:56:14	7000 : AC70		****			Visitor	Access	Card	Invalid User	1000		0/0	
80	2016-05-04	10:01:17	7000 : AC70	00	0001	0001	0001	User	Access	1:N Face	Success	1000		0/0	

Period: Set the period to search. For entire period search, uncheck the check box in 2016-05-23 00:00 ~

Condition: Set the search condition. Set a desired condition from all search Terminal / User / Visitor / Access Group search.

(Searching in Group is the log the currently stored employee's information).

Details Condition: Set the detailed search condition of the set condition. Detailed assignment is used for searching by ID.

Result: Set the search condition for each authentication result. Search All/ Success/ Failure of authentication results are set.

Mode: Set a desired Mode from Search All, Attend, Leave, Out, In, Breakfast, Lunch, Dinner, Supper and Snack.

Search: Search authentication records to satisfy search conditions.

Delete: Delete authentication records to satisfy search conditions.

*The deleted authentication log is re-uploaded from terminal. (In case of storing the authentication log in the terminal.)

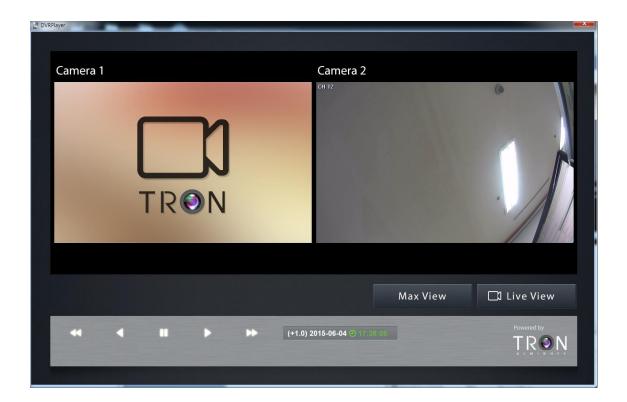
Save to File: Save searched records as CSV file.

- **Print**: Click **Print** button to activate the print menu button.
 - Print preview
 Print Setup
 Print
 - Print preview: Preview the paper to print.
 - Print Setup: Set the paper to print.
 - Print: Print from the printer.

■ **Retrieve from Terminal**: It brings authentication logs stored in a terminal to the server. When a terminal operates in S/N mode or N/S mode, it stores authentication logs in the terminal's internal memory if connection to the server is disconnected.

Im	terminal acco port authent ating in S/N n	ication records saved on th node or N/S mode where	ne terminal to the server. the terminal is disconnecto ne internal memory	If the terminal is ed to the server, it
Select Find	: Terminal Input II) or Name	Find	Receive
с	ID	Name	Status ^	Close
	0009	3		
	0010	4		
	0011	5		
	0012	6		
	0013	7		
	0014	8		
	0015	9		
	0016	0		
	0017	5		
	0018	5		
	0019	5		
	0020	5	E	
	0021	5		
	0022	5		
V	0040	mcp040		
v	5000	AC5000		
V	6000	AC6000		
	7000	AC7000	-	
_	t all logs agai tach Picture	n 🛑 Period Setting	2016-05-04	~ 2016-05-04 🔍

- After checking a desired terminal, press **Receive** button to get the authentication logs.
- Get all logs again: It gets all authentication logs stored in a terminal again.
 - When double-clicking the authentication records, if the corresponding terminal has DVR setting, the viewer of the recording video displays.



2) Server Audit Log

The administrator who is logged on Remote Manager can search work details such as registration / modification/ deletion.

Period 2016-05 Date II 2016/05/04 10:32:52 0 2016/05/04 10:32:52 0 2016/05/04 10:41:16 0 2016/05/04 10:43:19 0 2016/05/04 10:45:02 0 2016/05/04 10:57:05 0 2016/05/04 11:09:40 0	5-04 00:00 2016 D000 : Master Admin 0000 : Master Admin	-05-04 23:59 Section User User User User User	Logon Audit Search Evi Target 0001 0001	- Tecolu	command Search Delete	
Date II 2016/05/04 10:32:52 0 2016/05/04 10:36:03 0 2016/05/04 10:41:16 0 2016/05/04 10:43:19 0 2016/05/04 10:43:19 0 2016/05/04 10:55:05 0 2016/05/04 10:55:05 0 2016/05/04 10:57:05 0 2016/05/04 11:18:04 0	ID 0000 : Master Admin 0000 : Master Admin 0000 : Master Admin 0000 : Master Admin 0000 : Master Admin	Section User User User User User	0001 0001	Detail Modify	Search Delete	
2016/05/04 10:32:52 0 2016/05/04 10:36:03 0 2016/05/04 10:36:03 0 2016/05/04 10:41:16 0 2016/05/04 10:43:19 0 2016/05/04 10:43:19 0 2016/05/04 10:54:02 0 2016/05/04 10:57:05 0 2016/05/04 11:05:49 0 2016/05/04 11:18:04 0	0000 : Master Admin 0000 : Master Admin	User User User User	0001 0001	Modify		
2016/05/04 10:32:52 0 2016/05/04 10:36:03 0 2016/05/04 10:34:16 0 2016/05/04 10:43:19 0 2016/05/04 10:43:19 0 2016/05/04 10:43:19 0 2016/05/04 10:54:02 0 2016/05/04 10:57:05 0 2016/05/04 11:09:49 0 2016/05/04 11:18:04 0	0000 : Master Admin 0000 : Master Admin	User User User User	0001 0001	Modify		
2016/05/04 10:36:03 0 2016/05/04 10:41:16 0 2016/05/04 10:43:19 0 2016/05/04 10:54:02 0 2016/05/04 10:57:05 0 2016/05/04 11:09:49 0 2016/05/04 11:18:04 0	0000 : Master Admin 0000 : Master Admin 0000 : Master Admin 0000 : Master Admin 0000 : Master Admin	User User	0001			
2016/05/04 10:41:16 0 2016/05/04 10:43:19 0 2016/05/04 10:54:02 0 2016/05/04 10:57:05 0 2016/05/04 10:57:05 0 2016/05/04 11:09:49 0 2016/05/04 11:18:04 0	0000 : Master Admin 0000 : Master Admin 0000 : Master Admin 0000 : Master Admin	User User				
2016/05/04 10:43:19 0 2016/05/04 10:54:02 0 2016/05/04 10:57:05 0 2016/05/04 11:09:49 0 2016/05/04 11:18:04 0	0000 : Master Admin 0000 : Master Admin 0000 : Master Admin	User		Modify		
2016/05/04 10:54:02 0 2016/05/04 10:57:05 0 2016/05/04 11:09:49 0 2016/05/04 11:18:04 0	0000 : Master Admin 0000 : Master Admin		0001	Modify		
2016/05/04 10:57:05 0 2016/05/04 11:09:49 0 2016/05/04 11:18:04 0	0000 : Master Admin	User	0010	Modify		
2016/05/04 11:09:49 0 2016/05/04 11:18:04 0		User	0001	Modify		
2016/05/04 11:18:04 0	0000 : Master Admin	User	0001	Modify		
	0000 : Master Admin	User	0001	Modify		
	0000 : Master Admin	User	0001	Modify		
	0000 : Master Admin	User	0002	Modify		
2016/05/04 11:35:38 0	0000 : Master Admin	User	0003	Modify		
2016/05/04 09:54:42 0	0000 : Master Admin	User	0001	Modify		
	0000 : Master Admin	User	0001	Modify		
2016/05/04 09:59:31 0	0000 : Master Admin	User	0001	Modify		

3) Terminal Audit Log

A terminal administrator searches details of operations executed at a terminal.

Retrieve from Terminal: It retrieve the audit log which is saved in the terminal into the server.

A user can check the logs that the administrator has done in the terminal.

Date: The time when the operation occurs.

Terminal ID: Display the terminal number.

Admin ID: Display the terminal administrator's ID.

User Name: Display the administrator's name.

Detail: Display the detail of operation.

(Add User, Delete User, Add Fingerprint, Delete Fingerprint, Control Default, Control Access, Initialization overally, Initialization setting, Initialization authentication log, and etc.)

4) Admin Logon Log

It searches logon logs to Remote Manager by an administrator.

				ant Log Search temporary Search terminal
Access Log	Server Audit Log Terminal	Audit Log Admin Logon	Audit Search E	ent Log record command
Period 2010	5-05-04 00:00 👻 ~ 🗹 2016-05-	-04 23:59 👻		Search Delete
Date	ID	Logon Type	Result	
	0000 : Master Admin	Connect	Success	
	0000 : Master Admin	Disconnect	Success	
	0000 : Master Admin	Disconnect	Success	
	0000 : Master Admin	Connect	Success	
	0000 : Master Admin	Connect	Success	
2016/05/04 11:46:27	0000 : Master Admin	Connect	Success	

5) Search Event Log

It searches Event Log.

						Search term	ninal's status event logs					
	Access Log	Server Audit	Log Termina	l Audit Log Adi	min Logon Audit	Search Eve	nt Log Search ten	nporary Search term d command				
		16-05-04 00:00		04 22:50 -		_			_			
Per				1			Search	Save to File Prin	it			
Cor	ndition Searc	h All 👻	Detail Condition	Search All	-			Dele	te			
с	Date	Time	Terminal ID	Terminal Name	Partition	Account	Class	Event	Qualifier I	D Rem	nark	
1	2016/05/04	13:33:15	0001	AC7000			Terminal State	Terminal Disconnected	()		
1	2016/05/04	13:33:03	0001	AC7000			Door State	Not Monitoring	()		
	2016/05/04	13:33:03	0001	AC7000			Terminal State	Terminal Connected	()		
1	2016/05/04	13:32:37	0001	AC7000			Terminal State	Terminal Disconnected	()		
1	2016/05/04	13:32:37	0001	AC7000			Door State	Not Monitoring	()		
	2016/05/04	13:32:37	0001	AC7000			Terminal State	Terminal Connected	()		
	2016/05/04	11:36:05	7000	AC7000			Emergency State	Duress	()		
	2016/05/04	11:34:38	7000	AC7000			Emergency State	Duress	()		
1	2016/05/04	11:34:16	5000	AC5000			Emergency State	Duress	()		
	2016/05/04	11:33:50	6000	AC6000			Emergency State	Duress	()		
1	2016/05/04	11:10:03	7000	AC7000			Emergency State	Duress	()		
	2016/05/04	08:59:03	5000	AC5000			Terminal State	Terminal Tamper	()		
	2016/05/04	08:59:02	6000	AC6000			Terminal State	Terminal Tamper	()		
1	2016/05/04	08:59:00	0040	mcp040			Door State	Door Unlock	()		
	2016/05/04	08:59:00	0040	mcp040			Door State	Door Open	()		
1	2016/05/04	08:59:00	0040	mcp040			Terminal State	Terminal Tamper	()		
	2016/05/04	08:58:54	6000	AC6000			Door State	Not Monitoring	()		
	2016/05/04	08:58:54	6000	AC6000			Terminal State	Terminal Connected	(
1	2016/05/04	08:58:52	5000	AC5000			Door State	Not Monitoring	(
1	2016/05/04	08:58:52	5000	AC5000			Terminal State	Terminal Connected)		
1	2016/05/04	08:58:47	7000	AC7000			Terminal State	Terminal Connected	()		
	2016/05/04	08:58:47	7000	AC7000			Terminal State	Terminal Tamper	0			
l	2016/05/04	08:58:47	7000	AC7000			Door State	Not Monitoring	0)		

Condition and Detaliled Condition

- 1) Terminal State
 - A. Terminal Disconnected
 - B. Terminal Connected
 - C. Terminal Locked
 - D. Terminal Unlocked
 - E. Terminal Tamper
 - F. Terminal Attached
 - G. Terminal Lockdowned
- 2) Door State
 - A. Door Open
 - B. Door Close
 - C. Door Unlock
 - D. Door Locked
 - E. Door Forced
 - F. Door Not Closed
 - G. Door Restored
 - H. Lock Error
 - I. Not Monitoring
- 3) User Operation
 - A. Remote Door Open
 - B. Remote Door Unlock
 - C. Remote Door Lock
 - D. Remote User Attempt
- 4) Emergency State
 - A. Fire Sensor Start
 - B. Fire Sensor End
 - C. Panic Sensor Start
 - D. Panic Sensor End
 - E. Crisis Sensor Start
 - F. Crisis Sensor End
- 5) External Sensor
 - A. External Sensor 1 Start
 - B. External Sensor 1 End
 - C. External Sensor 2 Start
 - D. External Sensor 2 End
 - E. External Sensor 3 Start
 - F. External Sensor 3 End
 - G. External Sensor 4 Start
 - H. External Sensor 4 End

6) Search temporary record

Search or delete the record in UNIS_Temp.

When authentication log is delivered to the server, the server functions stores the log in UNIS main DB. If any problem occurs in this case, the record is temporarily stored in local DB (UNIS_Temp.mdb) so as to allow regular checking. The record is deleted after being stored in the main DB. Therefore, it is normal to be empty at all times.

Log Management		_	
		Search/ delete records in UNIS_Temp	
Access Log Server At	Audit Log Terminal Audit Log Admin Log	gon Audit Search Event Log Search tempo record	orary Search terminal command
			Search Delete
Time Terminal	al ID User ID Name	Employee ID Class Mode	Type Result
		There are no items to show in this view	

7) Search terminal command

In the event of giving special command to the terminal such as user sync, etc. related with the interface with the other system, the applicable command language is stored in [tCommandDown] table, treated in order, and then deleted. Therefore, it is normal to be empty.

					with other system, the normal to be en	ose commands ar npty)			
Access Log	Server Audit Log	Terminal Audit Log	Admin Lo	igon Audit	Search Event Log	Search tempor record		terminal mand	
							Search	Delete	
Reg. Date	Client ID	Terminal ID	Index	User ID	Command	DataType	DataLen	Retry	
2016/04/25 17:07:40	0000	0007	0102	0001	0x27	0	6791	0	
2016/04/25 17:07:40	0000	0019	0118	0001	0x27	0	6791	0	
2016/04/25 17:07:40	0000	0022	0121	0001	0x27	0	6791	0	
2016/04/25 17:07:40	0000	0021	0120	0001	0x27	0	6791	0	
2016/04/25 17:07:40	0000	0020	0119	0001	0x27	0	6791	0	
2016/04/25 17:07:40	0000	0006	0101	0001	0x27	0	6791	0	
2016/04/25 17:07:40	0000	0002	0103	0001	0x27	0	6791	0	
2016/04/25 17:07:40	0000	0003	0105	0001	0x27	0	6791	0	
2016/04/25 17:07:40	0000	0008	0106	0001	0x27	0	6791	0	
2016/04/25 17:07:40	0000	0009	0107	0001	0x27	0	6791	0	
2016/04/25 17:07:40	0000	0017	0116	0001	0x27	0	6791	0	
2016/04/25 17:07:40	0000	0005	0100	0001	0x27	0	6791	0	
2016/04/25 17:07:40	0000	0018	0117	0001	0x27	0	6791	0	
2016/04/25 17:07:40	0000	0010	0109	0001	0x27	0	6791	0	
2016/04/25 17:07:40	0000	0016	0115	0001	0x27	0	6791	0	
2016/04/25 17:07:40	0000	0015	0114	0001	0x27	0	6791	0	
2016/04/25 17:07:40	0000	0014	0113	0001	0x27	0	6791	0	
2016/04/25 17:07:40	0000	0013	0112	0001	0x27	0	6791	0	
2016/04/25 17:07:40	0000	0012	0111	0001	0x27	0	6791	0	
2016/04/25 17:07:40	0000	0011	0110	0001	0x27	0	6791	0	
2016/04/25 17:07:41	0000	0014	0138	0002	0x27	0	1769	0	
2016/04/25 17:07:41	0000	0008	0131	0002	0x27	0	1769	0	
2016/04/25 17:07:41	0000	0021	0145	0002	0x27	0	1769	0	
2016/04/25 17:07:41	0000	0020	0144	0002	0x27	0	1769	0	
2016/04/25 17:07:41	0000	0019	0143	0002	0x27	0	1769	0	
2016/04/25 17:07:41	0000	0018	0142	0002	0x27	0	1769	0	
2016/04/25 17:07:41	0000	0017	0141	0002	0x27	0	1769	0	
2016/04/25 17:07:41	0000	0016	0140	0002	0x27	0	1769	0	

2.2.11.2.2.2 Create log file

Create Log file is the function that saves file by cutting log file within the fixed period when a user click the button at the top of right side. The saved log file activates as a log with the merge function in another system.

■ Log file name that is saved is created into the period ended date (YYYYMMDD).

Create Lo	og file						×
Period Result	24 May Search All	2016	~	24	Мау	2016	 Create

Ex9) Create log file

Save the part of log file to make file.

1. Click **Create** button after setting the period.

2. Press **Save** button after specifying the location where a user want to save the file and file name.

2.2.11.2.2.3 Merge log file

Click E button at the top of right side, and a user can apply the log data in [Merge Log File] in the log menu.

Merge Log file		×
File Name	Find	Merge
Log Count : [0]		

Select the corresponding log file, click Merge button and add it.

2.2.11.2.3 Import/Export data 2.2.11.2.3.1 Data Query

When clicking \blacksquare button at the top of right side, Data Query menu displays.

Data Query menu can search and save the information of users and visitors who are registered in UNIS according to the detailed condition.

Data Query	×
Search/save user or vistor's info registered in UNIS according to certain criteria Condition User Name Search All Search All Combination R Fingerprint Password Face FP-Card Card MobileCard	
De Save Copy Send to	earch elete to File to US8 o Terminal Jose

Condition: User, Visitor

Detail: Branch, Department, Access Group, Authority, T/A Code, Meal Code and Payroll Code

- Code: Details of the selected item from the registered code

• Authentication Type: Search in the combination of fingerprints, password, face, fingerprint card, card, mobile card and And/or condition.

Save to File:	Click the	button	below	to	save	the	queried	information.
---------------	-----------	--------	-------	----	------	-----	---------	--------------

🖳 Save As							×
\leftarrow \rightarrow \checkmark \uparrow	> This PC ⇒ Desktop			ٽ ~	Search Desktop		<i>م</i>
Organise 👻 New	w folder					₩ ▼	?
📌 Quick access							
\land OneDrive			X				
💻 This PC			^ a,				
鹶 Network	212,41,41	(174	User_20160523				
🔩 Homegroup							
File name:	User_20160525						~
Save as type:	Text Files (*.csv)						\sim
∧ Hide Folders	E	2011177			Save	Cancel	

Press Copy to USB button to export user to USB.

Export user to	o usb		×
Unassigned Adm	in		
С	ID	Name	
USB	-	Copy Close	

• Assigned Administrator: Only add the terminal administrator in the list.

• Copy: The selected user from USB is saved in uniuser folder.

The copied user data in USB can import the user to the terminal from USB by using User Import function.

Press **Send to Terminal** button to transfer the information into the terminal.

Send User's Information

Select	Terminal			_	
Find	Input ID	or Name	Find		Send
С	ID	Name	Status		Close
	0001	AC7000			
	0002	AC5000			
	0003	1			
	0004	AC2200			
	0005	AC2200			
	0006	AC2200		=	
	0007	AC2200		_	
	0008	3			
	0009	3			
	0010	4			
	0011	5			
	0012	6			
	0013	7			
	0014	8			
	0015	9			
	0016	0			
	0017	5			
	0018	5			
	0019	5		-	

2.2.11.2.3.2 Import User From File

When clicking 📃 button at the top of right side, Import User displays.

This is the function that imports the user's information from CSV file in case there are a lot of users to register.

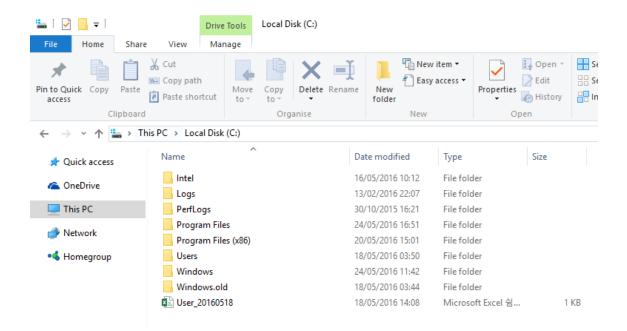


(1) Press **Set** button to set the field to register.

To register normally, field name should be matched same on the base of the file.

Set C	SV file format					×
	Unassigned Field				Assigned Field	
Class	Name	-		Class	Name	
2	Name			1	User ID	
3	Employee ID					
4	Branch					
5	Department					
6	Title	Ξ				
7	Authority	=	•			
8	Access Group					
9	Schedule					
10	Meal Code		- 44			
11	Pay Rate					
12	Authentication Type					
13	Ignore Antipassback					
14	1:N					
15	Auth PWD					
16	Card	-				
			1		Apply (Close

(2) Press **Open** button to import CSV file where user information is entered.



③ For CSV file edit method, refer to [Data Query]

(4) As shown in the figure below, the user ID to be registered is automatically checked. (User ID already registered is not saved).

:	User ID	Name	Employee	Branch	Department	Title	Authority	Access Gr	Schedule	Meal Code	Status	Set
	0001	12		**** : No	**** : No	**** : No	**** : ??	**** : No	**** : No	**** : No	**** : Not A	Sec
1	0005	5	0005	**** : No	**** : No	**** : No	**** : ??	**** : No	**** : No	**** : No	**** : Not A	Open
v	0006	2341	1	**** : No	**** : No	**** : No	**** : ??	**** : No	**** : No		**** : Not A	
v	0007	5	21	**** : No	**** : No	**** : No	**** : ??	**** : No	**** : No	**** : No	**** : Not A	Save
	0008			**** : No	**** : No	**** : No	**** : ??	**** : No				Close
1	0009						**** : ??		**** : No		**** : Not A	Close
1	0011						**** : ??		**** : No	**** : No	**** : Not A	
	0012			**** : No	**** : No	**** : No	**** : ??	**** : No	**** : No			
v	0013					**** : No	**** : ??	**** : No				
	0014						**** : ??					
1	0015						**** : ??					
1	0016						**** : ??					
	0017			**** : No	**** : No	**** : No	**** : ??	**** : No	**** : No			
v	0018						**** : ??					
	0019			**** : No	**** : No	**** : No	**** : ??					
v	0020						**** : ??					
1	0021						**** : ??				**** : Not A	
1	0022						**** : ??					
	0023						**** : ??					
v	0024						**** : ??					
	0025						**** : ??					
1	0026						**** : ??					
	0027						**** : ??					
7	0028										**** : Not A	
/	0029						**** : ??					
	0030						**** : ??					
	0031						**** : ??				**** : Not A	
v	0032						**** : ??					
	0033						**** : ??				**** : Not A	
v	0034						***** : ??					

1) The check mark (V) is automatically deleted for the previously registered user.

2) The check mark (V) is done for the newly registered user.

3) The result status success: Normal Treatment, Overlap: Non Treatment

2.2.11.2.3.3 Import Log From File

If the AC6000 terminal device is stored in an authentication record with the mainframe can bring it into the USB stick. $\ensuremath{\mathsf{ng}}$

(1) After plugging in the USB memory AC6000 device to enter the menu below.

※ See the AC6000 User Guide for detailed instructions

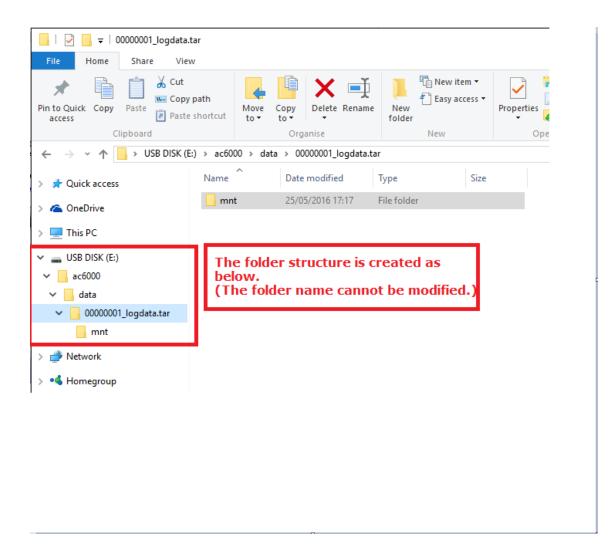
DataBase Export	DataBase Import
User Data	System Options
Event Log	User Data
System Options	▶ Other
Picture Data	Theme/Images
Export All	Upgrade Firmware

2 Select the event log (the menu features "event log" part is supported.) USB to save the log records.

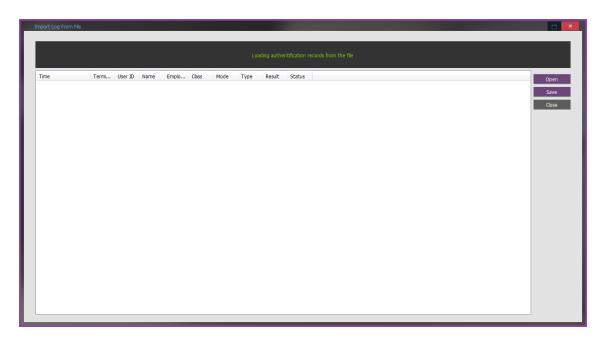
③ After plugging in USB to your PC, check the imported file to extract the extrusion below.

- ac6000 > data > 0000001_logdata.tar Folder Extract
- File Name: Terminal ID8byte_logdata.tar (not change)
- 00000001_logdata.tar creating folders
- ac6000 > data > 0000001_logdata.tar > 0000001_logdata.tar

*In case of AC2200, AC2200 > Data > Terminal ID > log.dat



(4) **UNIS** - [Data Management] - [Import Log From File] - [Open] - 00000001_logdata.tar Choose Folder - [OK]



In case of AC2200, select AC2000 – Data – Terminal ID Folder.

- (5) Importing Log
- (6) Log Import Completed: Skip redundant data is automatically.
- ⑦ Check Log: [Data Management] [Log Management] [Access Log]

2.2.11.2.3.4 User In/Out Board

When clicking button at the top of right side, User In/Out Board menu appears. If Anti Pass back is running, check how many people are there and where they are. Also a user can track the moving path of each user in each area.

	infomation	Search	Move track			2	016-05-04
	Code Name	Count	Success	Soft Passback 📕 Dures	5		
	Not Assigned	10504					
Inere	in the area					End	Save Print
						Prito	Save Princ
	Name	Employee ID	Class Location	Branch	Access Group		
D.							
IU I							
D							
IJ							
IJ							
L.							

To check the user in that area, click **Search** button after checking the corresponding area.

Zone stronton Eserciti Nove track Vore track 2016- Content Name Count Stront Nove Associated Stront Paraback Durings Content Nove Associated Stront Durings Content Nove Asso	
Image: Second	
2016-05-04 14:49:53 2016-05-04 14:49:53 (Z) ***** : Not Assigne→ (Z) ***** : Not Assigne	
	Save Print
ID Name Employee ID Class Location Branch Access Group	
0226 User **** : Not Assigned **** : Not Assigned **** : Not Assigned	
0227 User ****: Not Assigned ****: Not Assigned ****: Not Assigned	
0228 User **** : Not Assigned **** : Not Assigned **** : Not Assigned	
0229 User ****: Not Assigned ****: Not Assigned	
0230 User ****: Not Assigned ****: Not Assigned 0231 ?¥V@?<≦₩?	
0232 User ****: Not Assigned ****: Not Assigned ****: Not Assigned	

If selecting the user, check the moving path of corresponding date.

2.2.11.2.4 Transfer to terminal 2.2.11.2.4.1 Terminal Control

When clicking button at the top of right side, Reset terminal emergency status menu appears. This function removes the situation manually when use following settings (fire/panic/emergency etc.) in server option. But ,in case of [Tools]-[Environment Settings]-[Alarm Option Settiong], [Automatically terminates] choosing the option is automatically rested the status in accordance with option.

Reset te	erminal eme	rgency status		×
	This fu	nction removes the situati settings(fire/panic/emer	on manually when you use fo gency etc) in server option	llowing
-Select	: Terminal			
Find	Input	ID or Name	Find	Send
с	ID	Name	Status 🔺	Close
	0001	AC7000		
	0002	AC5000		
	0003	1		
	0004	AC2200		
	0005	AC2200		
	0006	AC2200	=	
	0007	AC2200		
	8000	3		
	0009	3		
	0010	4		
	0011	5		
	0012	6		
	0013	7		
	0014	8		
	0015	9		
	0016	0		
	0017	5		
	0018	5	-	
	0019	5	•	

2.2.11.2.4.2 Lockdown Terminals

■ When clicking ■ button at the top of right side, Lockdown Terminals appears. Access is blocked in specified terminal. Access door will not open even pressing exit control. Also in case of the emergency status such as fire, Access door is not open even if the terminal status is deleted.

Lockdov	wn Termina	ls		
Ac	cess is bloc	ked in specified terminal. <i>I</i>	Access door will not open e ontrol	ven pressing exit
		C C		
- Select	t Terminal			
Find	Input	ID or Name	Find	Send
С	ID	Name	Status	Close
	0001	AC7000		
	0002	AC5000		
	0003	1		
	0004	AC2200		
	0005	AC2200		
	0006	AC2200	=	
	0007	AC2200		
	0008	3		
	0009	3		
	0010	4		
	0011	5		
	0012	6		
	0013	7		
	0014	8		
	0015	9		
	0016	0		
	0017	5		
	0018	5		
	0019	5		

2.2.11.2.4.3 Release Lockdown Terminals

• When clicking \equiv button at the top of the right side, Lockdown Terminals menu appears. It releases the lockdown terminals function.

Lockdov	wn Termina	ıls		×
		Remove the	e terminal unlock	
- Select	t Terminal			
Find	Input	ID or Name	Find	Send
С	ID	Name	Status 🔶	Close
	0001	AC7000		
	0002	AC5000		
	0003	1		
	0004	AC2200		
	0005	AC2200		
	0006	AC2200	E	
	0007	AC2200		
	0008	3		
	0009	3		
	0010	4		
	0011	5		
	0012	6		
	0013	7		
	0014	8		
	0015	9		
	0016	0		
	0017	5		
	0018	5	-	
	0019	5		

2.2.11.2.4.4 **Door Control**

- When clicking 📃 button at the top of right side, Door Control appears.
- Open the door control: All the door of the selected terminal is opened for a second.
- Release the door lock: Delete all the door lock of the selected terminal.
- Set the door lock: Set all the door lock of the selected terminal.

		All doors can be contro	lled by All selected terminals	
- Se	lect Terminal			
Fi	ind Input I	D or Name	Find	Send
С	ID	Name	Status 🔺	Close
	0001	AC7000		
	0002	AC5000		
	0003	1		
	0004	AC2200		
	0005	AC2200		
	0006	AC2200	E	
	-	AC2200		
		3		
		3		
	-	4		
	0011	5		
		6		
		7		
		8		
		9		
	-	0		
		5		
		5		
	0019	5	T	

2.2.11.2.4.5 Message Broadcast

When clicking button at the top of the right side, Message Broadcast menu displays. An announcement function is only supported in AC5000, AC6000 and type an announcement as shown in below and send to the corresponding terminal, it will display on the LCD screen.

lessage	Broadcast	:					
An ar sł	nnouncem nown in b	nent function is (elow and send t	only supporte o the corresp	d in A Iondin	C5000,AC6000 an g terminal, it will d	d type an annoi isply on the LCD	uncement as screen
Enter I	nformatio	n					
Message Period Setting Time Zone				Set			
		2016/05/04		~	2016/05/04		Clear
		00:00		~	23:59	*	Close
С		ID	Name		Status	5	*
		1	AC7000				
		2	AC5000				
		3	1				=
		4	AC2200				
		5	AC2200				
		6	AC2200				
		7	AC2200				
		8	3				
		9	3				
		10	4				
		11	5				
		12	6				
		13	7				
			-				

Message: Simply enter the contents to be announced.

Period: Set the period of announcement.

Time zone: Set the time zone of announcement.

Select the terminal to apply the notice and then send it by pressing **Set** button.

2.2.11.2.5 Management 2.2.11.2.5.1 Company Management

When clicking button at the top of the right side, Company Management menu appears. It can manage the Branch information, Department information and Title information.

1) Branch Management

After registering Branches, they are used when entering user/terminal/visitor information.

Company Information	:
Sse when entering user/ terminal /visitor's info, after branch info registration	
Branch Department Title Enter Information Code Name	
Code Name Add 1 1 Modify 2 2 Delete	

- Input Information
- Code: Enter a 4-digit unique number.
- Name: Enter business location name
- Add: Register entered business location information
- Modify: Modify business location information.
- Delete: Delete business location information.

2) Department Management

After registering departments, they are used when entering employee/visitor information.

Company Inf	formation	<
Use w	when entering employee/ visitor's info, after department registration	
Branch D	epartment Title	
-Enter In	nformation	
Code		
Name		
Code	Name Add	
1	1	
2	2 Modify	
4	3 Delete	

- Input Information
- Code: Enter a 4-digit unique number.
- Name: Enter department name.
- Add: It registers entered business location information •
- Modify: It modifies business location information.Delete: It deletes business location information.

3) Title Management

After registering positions, they are used when entering employee/visitor information.

Company Information	
Use when entering employee/visitor/s info, after title registration Branch Department Title	
Enter Information Code Name	
Code Name Add Modify Delete	

- Input Information
- Code: Enter a 4-digit unique number.
- Name: Enter position name.
- Add: It registers entered position information.
- Modify: It modifies position information.
- Delete: It deletes position information.

2.2.11.2.5.2 Holiday Management

When clicking button at the top of the right side, Holiday Management menu appears. A user can add the public holidays. These dates will be used in access control in TNA management.

Holiday Int	formation		×
Add p	oublic holidays. Th	nese dates will be used in access control and in TNA management	
Code	[Holiday	
Name		Date 2016/05/04 - Add Modify	
Code	Name	Name Delete	
2222 7	2222	Date Name	
		Register Modify Delete Close	

- Input Information
- Code: Enter a 4-digit unique number.
- Name: Enter a name suitable to the code.
- Add/Delete Holiday

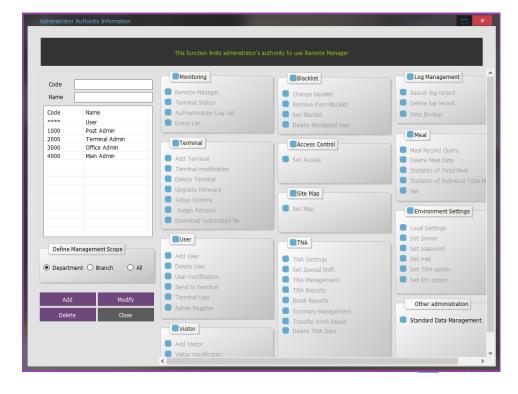
	Date	2016/12/25 🔹	
After entering a code, enter	Name	x-mas	and press Add button.

After entering all holidays, press **Register** button to assign holidays to their applicable codes.

X As some holidays such as New Year's Day and Thanksgiving Day in lunar calendar change every year, it is necessary to set these holidays every year.

2.2.11.2.5.3 Authority Management

When clicking 📃 button at the top of the right side, Authority Management menu appears. This function limits the administrator's authority to use Remote Manager.



After	setting	а	range	tha	t can	be	managed	by	assigning	а	range
1	Define I	Mana	gement So	cope							
0	Departn	nent	O Branch	n	o ai						
at						set	detailed item	าร.			

**** A general user cannot make change, and the default setting is assigned to all users.

All administrators can search general users but only the upper level administrator can make a change.

2.2.11.2.5.4 Anti Pass Back Management

When clicking 😑 button at the top of the right side, Antipass Back Management menu appears. It registers AntiPass Back after specifying area where requires security and code per area.

Entrance and exit exist in a zone, and only a person who enters through the entrance can leave through the exit.

Zone 1			
		Terminal 1	
	Zone 2		
		T 10	
		Terminal 2	

For example, when a person moves from zone 1 to zone 2, that person goes

Here, the terminal 1 becomes both the exit of zone 1 and the entrance of zone 2. Only a person who enters through Terminal 1 can leave through Terminal 2.

Terminal 1

Select Menu->Data Management->Anti Pass Back.

	ntiPassback egister AntiPass E requires se	Back after specifyin curity and code pe	g area where r area
Code Name	 Out Are	3	Add Modify
Code 0001 0002	l in zone	Out A	Delete Close

Anti pass back code is registered.

- Input Information
- Code: Enter a 4-digit unique number.
- Name: Enter anti pass back name.

Add: Register entered anti pass back information. **Modify**: Modify anti pass back information. **Delete**: Deletes anti pass back information.

Registered anti pass back information is registered as Enter zone / Exit zone ([Add <u>Terminal</u>])during terminal registration.

Anti Pass Back		
Enter Zone	0001 : in zone	-
Exit Zone	0002 : out zone	•
Soft Passback		

X See detailed setting an example: [ex1)Anti Pass Back]

2.2.11.2.5.5 User Batch Editing

When clicking button at the top of the right side, User Batch Editing appears. It arranges the user access group, TNA and meal codes in batches.

	The abi	ity to modify user	access, TNA, meal	l codes in batc	hes	
Condition						
Target	User	 Branch 	Search All	-		Search
Department	Search All	▼ Title	Search All	•		
Function	Access Group	▼ Detail	**** : Not Assi	gn 🔻	Apply	Close
C ID	Name	Employee ID	Branch /	Access Group	Schedule	Meal Code

Target: Search the user or visitor who meets that condition.

Department: Select Access group, Work code or Meal code

Function: Modify the checked user into the selected function in batches.

2.2.11.2.6 Settings 2.2.11.2.6.1 Wiegand Format Setting

When clicking 📃 button at the top of the right side, Wiegand Format Setting appears. It sets wiegend in/out format and import and export from the terminal.

Set Wiegand Out

Wiegand support is available in the terminal for connecting external wiegand card readers or controllers. Note that in UNIS a fully customizable setting for Wiegand Input and Wiegand Output can be programmed. Standard 26bit, 34bit Wiegand, as well as a variety of settings are available in your environment. In addition, the parity, number of bits, data fields can be set and downloaded to the terminal. Here is how to set up for Wiegand Output.

Set Wiegand		×
	Set wiegend in _out format and import and export from the terminal	
Wiegand Out	Wiegand In	
Code Name 0000 5000 0001 040 Input info Code Name Register Modify	Delete 17 2 D 32 D D J 33 2 2 2 2 32 0 Fix 10 10 10 10 10	pe e Code ta(ID)
	65 65 96 96 96 96 97 97 97 97 97 97 97 97 97 97 97 97 97	ld Parity ent Parity
Ready	65 80 81 96 97 91 113 12	

- Bit Length: Length (Unused / St. 26bit / St. 34bit / Customize 중 선택)
 - Unused : When Disabled
 - St. 26bit : When the standard 26bit
 - St. 34bit : When the standard 34bit
 - Customize : Users when any designated date
- Custom Size: settings is Bit Length [Customize] then Length select(Range: 1~128bit)
- Port State: Active Low(Basic) / Active High

• Site Code: if necessary, user settings (Settings range from the terminal: 0~255, UNIS can enter a range of others)

% Tip: 26bit - 3byte(Site Code: 1byte + UID: 2byte) / 34bit - 4byte(Site Code: 1byte + UID: 3byte)

- • Send Fail: Authentication success signal + failure signal will be sent
 - Not Anything : When Disabled
 - Send Fail Data : failure signal will be sent

- Invert Parity : Failure signal transmission E / 0 as opposed to output (E:Even Parity/O:Odd Parity)

• • Fail Data: settings is Send Fail - [Send Fail Data] then Fail Data format input

X Tip: Fail Data: If entering 1234, 1=SiteCode/ 234=UID (ID: 3-digit)

• Bypass: If YES, Wiegand card readers to transfer card data is entered. It is transfer the input value itself.(NO(Basic)) Interval Time(us): 0 (설정하지 않을 경우 보통 2ms)

- Width Time(us): 0 (if a user do not set, Usually 50µs)
- Field Type
- Site Code (1byte(=8bit))
- D: User ID data, Specifies the length of digits
- Data value to 0 if a user needs to specify a fixed
- 1: Data value to 1 if a user needs to specify a fixed
- O: Verify the accuracy of odd bit
- E : Verify the accuracy of even bit
- Set Field: Field Type value set to the right, select the item and to specify one.

Set Parity: Verify the accuracy range of Even Parity and Odd Parity

X Tip: 26bit = Except for Even Parity , 12bit Specify +Except for Odd Parity , 12bit Specify

Set Wiegand In

Wiegand support is available in the terminal for connecting external wiegand card readers or controllers. Note that in UNIS a fully customizable setting for Wiegand Input and Wiegand Output can be programmed. Standard 26bit, 34bit Wiegand, as well as a variety of settings are

available in your environment. In addition, the parity, number of bits, data fields can be set and downloaded to the terminal. Here is how to set up for Wiegand Input.

iet Wiegand		
	Set wiegend in format and import and export from the t	erminal
Wiegand Out Wiegan	d In	
Code Name	Basic info	
0000 5000	Terminal 🔹	Read from Send to Terminal
0001 040	Bit Length Customize -	Custom Size 20 -
	Port State Active Low	Site Code
	Send Fail	Fail Data
_ Input info	Output Type 🗸 🗸	Intervar Time(us) 0
-		Width Time(us) 0
Code 0000		
Name 5000	Set Field	
		16 Unused
Register Modify Dele	17	
	49	
	65	
	81	60 4 Card Data 4
	97	5 Card Data 5
	113	128 O Odd Parity
	Set Parity	E Event Parity
		Point
		32 Card Data
	33	48 Data Type
	49	64 Unused -
	65	80 Digit Size
	81	96 0
	97	112 Order
	113	128 MSBit : MSByte 👻
Ready		

- Bit Length: Length settings
 - Unused : When Disabled
 - St. 26bit : When the standard 26bit
 - St. 34bit : When the standard 34bit
 - Customize : Users when any designated date
- Custom Size: settings is Bit Length [Customize] then Length select(Range: 1~128bit)
- Port State: Active Low(Basic) / Active High
- Interval Time(us): 0 (if not setting, Usually 2ms)
- Width Time(us): 0 (if not setting, Usually 50µs)
- Field Type
- Field not used at
- Input Data 1

- 2 : Input Data 2
- 3 : Input Data 3
- Input Data 4
- 5 : Input Data 5
- **O** : Verify the accuracy of odd bit
- E: Verify the accuracy of even bit
- Set Field: Field Type value set to the right, select the item and to specify one.
- Set Parity: Verify the accuracy range of Even Parity and Odd Parity
- X Tip: 26bit = Except for Even Parity , 12bit Specify +Except for Odd Parity , 12bit Specify
- Card Data
- Card Data Specifies the type specified in the [Set Field]
 - Unused : When Disabled
 - Binary: When Binary
 - Decimal String : When Decimal
 - Hexa String: When Hexa
- Digit Size
- Bit Order: Data transmission (MSB(Basic): Sequential Transfer / LSB: Reverse Transfer)
- ※ Tip: MSB: Most Significant Bit: The most significant bit: the first digit of binary numbers LSB: Least Significant Bit: Least significant bit: the last digit of binary numbers

2.2.11.2.6.2 Smart Card Layout Setting

When clicking 📃 button at the top of the right side, Smart Card Layout Setting appears. It requires master authority, which set card layout.

Smart Card Layout Information	×
	_
This menu requires master authority, which set card layout	
Card Information	- 1
Card Capacity 1K Card Sector 16 ea	
Card Type 💿 Standard Card 🔿 FP-Card	
Standard Card FP-Card	- 1
Authentication Type	
Card Serial No Card Data MAD	
Serial Number Type	
Default Hexa String Decimal String 3.5 Decimal	
⊂No Language	
Sector V Block V Add	
Start 10 Data Length Delete	
Key Type KEY A KEY B Clear	
Key Value	
Size of summary card data 0	
Sector Block Start Data Length Key Type Key Value AID Code	
	<u></u>
Send to Terminal Apply Close	

- Card Information: Set up card type and card capacity.
- Card Capacity (Card Sector): 1K (16ea), 4K (64ea), 8K (128ea) of select
- Card Type: Standard Card / FP-Card
- Standard Card
 - Authentication Type: In case of the general card select the method
 - Card Serial No: Select a smart card to authenticate to the serial.
 - Card Data: Use of smart cards to authenticate specific data is to select..
 - MAD: If a user must choose how to use MAD.

• Serial Number Type: If a user chooses an authentication method [Card Serial No]

- Default: 8-digit display with hex
- Hexa String: Changing the order of Byte / 8-digit display with hex
- Decimal String: hex to 10-digit display with decimal number

- 3.5 Decimal : Change the hexadecimal number (8 digits) into decimal number (10 digits).

- Sector information: If a user chooses an authentication method [Card Data] or [MAD]
 - Sector: [Card Information] depending on card capacity, 000~127 select
 - Block: 0~2 block
 - Data Start / Data Length: Start of the data sequence number / Data Full length
 - Key Type: KEY A or KEY B
 - Key Value
 - Size of summary card
- Press **Add** button to save the entered sector information.
- After choosing the data on the list below press **Delete** button to delete it.
- Press **Clear** button to delete the entered sector information.
- Press **Send to Terminal** button to send the setting information to the terminal.

2.2.11.2.6.3 Issue Smart Card

When clicking button at the top of the right side, Issue Smart Card appears. This function sets card format in advance when using fingerprint card. Set a site key value of the specified sector and block, in order to access via card according to the format which will be decided at a later stage.

*** Registered card layout information correction and confirmation**: [Main Menu]-[Settings]-[Issue Smart Card].

Issue Smart Card				×
This function sets site key value according	s card format in a of specified secto to the format wh	dvance when usin r and block, in ord ich will be decided	g fingerprint card. Ier to access via ci I at a later stage.	Set a ard
Registered Card La	yout			
Sector	Block	Кеу Туре	Key Value	
List of issued card				
Card Serial No.	Result			
		Issue	Smart Clo	se

2.2.11.2.6.4 Access Group Shift Settings

When clicking button at the top of the right side, Access Group shift Settings appear. This function sets pertinent data where access group is not fixed or is changed regularly. All the users in those group will be changed to a modified group at a specified date accordingly.

Access Group Shift	t Settings				×
This function	sets perti grou	inent data where acces p will be changed to a	s group is not fixed or is change modified group at a specified da	d regularly. All the users in those te accordingly	
Access G St	tart Date	Repeat	Access Shift Code		
Access Shift Sch Set Access Gro		*** : Not Assigned		Save	
Start Date 20	16-05-04		Repeat After 7 Days 👻	Send to Terminal	
				Close	
Date	Day	Access Shift Code	Ent		
2016-05-04		**** : Not Defined			
2016-05-05	Thu	**** : Not Defined			
2016-05-06	Fri	**** : Not Defined **** : Not Defined			
2016-05-07 2016-05-08	Sat Sun	**** : Not Defined			
2016-05-09		**** : Not Defined			
2010-05-09		**** : Not Defined			
Add	Mod	ify Delete			

- Access Group Shift Settings
- Set Access Group: Choose the shift access group.
- Start Date: Choose the start date which will be applied to access group.
- Repeat After: Choose the date from start date.
- Access Shift Code: By Double clicking the entering part choose the shift code on list.
 Double click [Enter Directly] to enter the code directly.

- Add: Click Add button to add the entered contents to the list.
- Modify: Press Modify button to revise the entered contents.
- **Delete**:Press **Delete** button to delete the entered contents.
- Save: After completing entering, press Save to save.
- Send to Terminal: Press Send to Terminal button to forward to the applicable terminal.

2.2.11.2.6.5 Mobile Card Admin Setting 1) Mobile Card Manager Login

When clicking 📃 button at the top of the right side, Mobile Card Admin Settings menu appears. It is the screen to login with Mobile Card registered administrator account.

MobileCard Manager Login	1			×			
Login with	MobileCard registere	ed administrator acc	count.				
Email Address							
Password							
Purchase page link							
Sign in	Logout	Sign Up	Close				
Failed to logon							
	_						

Email Address: Email Address of the registered manager

Password: Password of the registered manager

Purchase page link: To issue the mobile card, a user should purchase in the assigned number. It connects with the corresponding site to purchase.

Sign in: It tries to log-in with the information of the registered manager.

Logout: Logout the manager.

Sign Up: Register or change the manager. If a user wants to change the manager, the user should log in with the changed information.

Close: Close the log in screen.

MobileCard Manager settings.	×
Import mobilecard setting	g info or connect to the server and register administrator.
Server DNS	www.mobilekeyservice.com
Client Secret Key	*****
Email Address	
Password	
Country Code / Mobile Number	Korea, Republic Of 🔹
	82 KR -
Oustomer Name	union
○ SiteCode	3PC87
Time Zone	(UTC+09:00) Seoul -
Apply	renewal list Close

2) Mobile Card Manager Settings

Server DNS: Mobile card Server Address

Client Secret Key: The security value that treats internally.

Email Address: Email Address of the mobile card manager (If the site code is issued, Email information to use as the corresponding manager.

Password: Manager Password

Country Code / Mobile Number: Country code or Mobile number of the manager.

Customer name: Customer name to use the mobile card

Site Code: The issued site code when registering the corresponding customer (In case of log in as the corresponding manager when selecting as the customer name, the site code was given automatically from the mobile card server.

Time zone: The time information to use the mobile card service.

Apply: Register/Modify the information of the registered manager.

renewal list: Renewal Management about the user who got the mobile card.

3) Renewal list

Automatically renew setting of user renewal list and mobile card expiration date.

renev	wal list						>
		Automatically rend	ew setting of user	r renewal list ar	nd mobilecard exp	viration date	
Per	riod						
	Expiration Date Ra	nge 2016-05-04		i-05-05 🔲 🗐	 Search 	Manual sy	nchronization
	Telephone		A	utomatic Rene	ewal		
Aut	tomatic Renewal						
	Period	Y	✓ Mo	dify A	pply		
с	ID	Name	Telephone	Issue Co	Access Date	Automatic Re	Status

- Expiration Date Range: Search the user to issue the mobile card with the following condition.
- Automatic Renewal: Select the inquired user, set whether automatic renewal or not and reflect the list pressing the **Modify** button. And then the setting information of automatic renewal applies in the mobile card server.
- Manual synchronization: If bringing back the users from the terminal after uploading, when only running NIS B Plus and the terminal, it synchronizes the information such as mobile card access period and KeyNo from the mobile card server.

2.2.11.2.6.6 **DVR Setting**

When clicking 📃 button at the top of the right side, DVR Configuration menu appears. It can set a various of DVR in advance and select the DVR when registering the terminal.

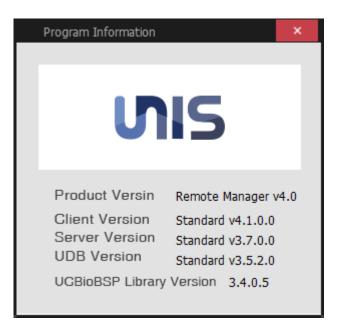
DVR Configu	uration						x
DVR ID	DVR_IP	DVR Port	DVR Login	DVR Login	DVR Previ		
						Add	
DVR ID		1	•				
DVR_IP						Modi	
DVR Port		0				Delet	e
DVR Login II	D					Close	е
DVR Login P	assword						
DVR Previou	is PlayTime	0	÷ (0	0~1800 sec)			

- DVR configuration
- DVR ID: DVR serial number which can set from 1 to 10
- DVR_IP: DVR IP address
- DVR Port: DVR Port number
- DVR Login ID: DVR Login ID to access DVR
- DVR Login Password: DVR Login Password to access
- DVR Previous Play time: Set from 0 to 1800 per seconds and set the play time before the event occurs when playing the video.
- Add: Add the DVR setting information additionally.
- Modify: Modify the selected setting information.

• Delete: Delete the selected registration information.

2.2.11.2.7 Information 2.2.11.2.7.1 Program Information

When clicking 📃 button, Program information menu appears. It shows the version information of each module.



2.2.11.2.7.2 Program Help

When clicking 📃 button at the top of right side, Program Help menu appears.

2.2.11.3 Start Home

When clicking 📃 button, Start Home menu appears. It moves to main menu.

2.2.11.4 Environment Settings 2.2.11.4.1 Local Environment Setting

When clicking 📃 button, Environment menu appears like below.

2.2.11.4.1.1 General

🇱 Local Environment		×
	Set local environment and server environment	
Local Environment General General Fiver Connection Alarm popup Ficture Popup Server Environment General FingerPrint Emergency Necessary Contents Mail Environment Password Security TNA	Set Basic Language English Font Name:Tahoma, Size:9, Bold:False, Color:Black Startup Authentication List Count 0 Authentication failure log color on monitoring viewer 0 Authentication type non-registered user record color • Display name instead of object ID on site map	
L- Other Module	Restriction Door Control Allow all functions The maximum number of monitoring list outputs 5000 The maximum number of search list outputs 100000	1
	Real-time Monitoring Item Remote admin log on monitoring Terminal connection monitoring	
Reset	Ok Cancel Apply	i.

► Set Basic

■ Language: It supports English, Korean and Japanese basically. In addition, a user can set the custom language. To set the additional language, open Lanuguage.xml file in Config folder in UNIS installation path and add Addition section.

 E	F
Japanese Language (Editable)	Addition Language (Editable)
Remote Manager	
モニタリング	
端末管理	
社員管理	
訪問客管理	
ブラックリスト管理	
アクセス管理	
位置形象化	
勤怠管理	
休憩管理	
Remote Manager v4.0	
端末追加	
端末情報変更	
端末削除	
ファームウェア転送	

Path) C:\ Program Files (x86)\ UNIS\ Config\ Language.xml

■ Font: Set the font.

Display as the positioning shaping: Display the terminal location in the positioning shaping.

■ Startup Authentication List Count: In monitoring viewer, when starting the program, it marks as the latest authentication list count. The maximum count is 99999.

■ Authentication failure log color on monitoring viewer: In monitoring viewer, it is marked as the color which sets the authentication failure log in.

Authentication type non-registered user record color: In the employee management screen, the user whose authentication method is not registered is marked as the following color.

Restriction

Door Control

•Allow all functions: The pop-up menu about the terminal control is available in the terminal list in the monitoring viewer.

•Disabled: The pop-up menu about the terminal control is not available in the terminal list in the monitoring viewer.

Remote door open only: The pop-up menu for door open is only allowed.

The maximum number of monitoring lists: Enter the maximum number of lists to be displayed on the monitoring screen.

■ The maximum number of search list outputs: Enter the maximum number of lists to be displayed in the authentication record search screen.

▶ Real-time Monitoring Item

- Remote admin log on monitoring: Admin log on status is displayed in the monitor.
- Terminal connection monitoring: Terminal status is displayed in the monitor.

2.2.11.4.1.2 Server Connection

Local Environment					_		
		Set local environment and server					
- Local Environment General	Authentication S	erver		ervice Mana	ger		
Server Connection	IP Address	127 . 0 . 0 . 1	IP Addr	ess	127 . 0	. 0 . 1	
 Alarm popup Picture Popup Server Environment 	Port	9871	Port		9	874	
General	Database Server						
 FingerPrint Emergency 	IP Address	127 . 0 . 0 . 1					
• Necessary Contents	Port	9872					
- Mail Environment - Password Security - TNA	Database connect	ion information					
Other Module	ODBC Name	UNIS	Name Main Database 1	IsUsed	ODBC Name UNIS	Logon ID unisuser	En
	Logon ID	unisuser	-				
	Logon PWD	******					
	Encrypt logo	n ID _PW Apply					
			•	"	1		F.
Reset				Ok	Cancel	A	pply

- Authentication Server
 - IP Address: Enter authentication server IP address (UNIS_Server)
 - Connection Port: Enter the authentication server socket port number

Database Server

■ IP Address: Enter server database IP address (IP address of a PC installed as the server during program installation) (UDB_Server)

- Port: Enter the socket port number for connection to the database server.
- Database connection information: It changes the database account information which

is currently connecting. When changing the access information, a user should do in caution and it is only changed by the master administrator.

2.2.11.4.1.3 Alarm Option Setting

🗱 Local Environment				×
	Set local enviro	nment and server environment		
Local Environment General Server Connection Alarm popup Picture Popup Server Environment General FingerPrint Emergency Necessary Contents	Max number of popup displays(050 Size of popup display(02) Time of popup display(0600) Alarm Sound Not Used Buzz File Name	0 60 sec	Find	
└ Mail Environment - Password Security - TNA - Other Module	Select popup alarm Matching Fail Terminal Disconnected Terminal Tamper Door Forced	 Door Not Closed Lock Error Blacklisted User Attempted Authentic Duress 	cation	E
	ACU Select popup alarm Medical FIRE ALARMS PANIC ALARMS BURGLAR ALARMS GENERAL ALARMS	COMMUNICATION TROUBLES PROTECTION LOOP SENSOR OPEN/CLOSE REMOTE ACCESS	BYPASSES TEST / MISC EVENT LOG SCHEDULING PERSONNEL MONITORING	·
Reset		O	k Cancel A	pply

The number of maximum pop up of alarm's window ($0 \sim 50$): When it happens alarm, the number of maximum pops up alarm's window is displayed.

■ The size of pop up window's alarm (0.2): It inputs the size of pop up.

■ Notice board of window's time (Maximum: 600 sec): The time from open to close automatically if admin do not check after showing the pop up window (If it is set up "0", there is no closing automatically)

- Setting alarm sound
 - Not Used: No alarm sound
 - Buzz: When selecting, it happens "PPiiic~PPiiic"
 - Sound: Play the selected WAVE file as below
- Alarm Select
 - Alarm for matching fail
 - Alarm for disconnect
 - Alarm for cover open
 - Alarm for door forced
 - Alarm for door open
 - Alarm for lock error
 - Blacklisted User Attempted Authentication
 - Duress

► ACU Select popup alarm

2.2.11.4.1.4 Picture Popup

Local Environment	Set local envir	onment and serv	ver environme	ent			
Local Environment General Server Connection Airm popup Picture Popup Server Environment General FingerPrint Emergency Necessary Contents Mail Environment Password Security TNA Other Module	Max Popup Windows (050) Popup Window Size (02) Display Time (0100) Reg picture in main Top Most Popup Location Auto Position Pos X 0 Pos Y	6 1 100	Sec		ninal Terminal ID 0001 0002 0003 0004 0005 0006 0007 0008 0009 0010 0011 0012 0013 0014 0015 0016 0017 0018 0019 0020 0021 0022 0044 0015 0018 0019 0022 0044 0015 0014 0015 0018 0019 0022 0044 0023 0044 005 005 005 005 005 005 005 005 00	Terminal Name AC7000 AC200 1 AC2200 AC2200 AC2200 AC2200 3 3 4 5 6 7 8 9 0 5 5 5 5 5 5 5 5 5 5 5 5 5	
Reset					Ok	Cancel	Apply

- Max Popup Window(0~50 Enter the maximum number of pop-ups to be displayed
- Popup Window Size (0~2): Set pop-up window size.
- Popup Time $(0 \sim 100)$: Enter a time in seconds for which a pop-up window is opened.
- Reg picture in main: Set the size of the picture popup window.
- Top Most: Place the picture popup window at the most top of the window.

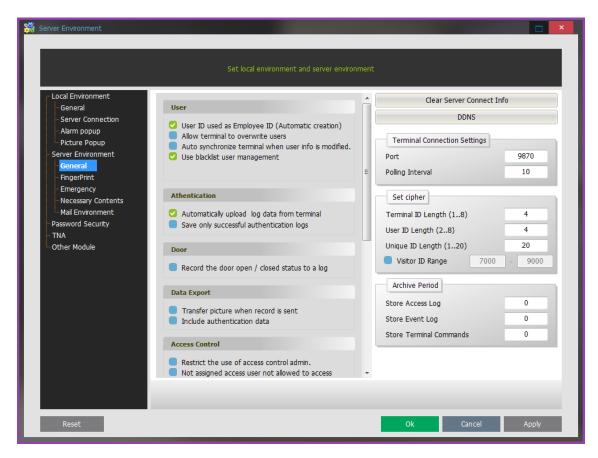
Popup Location

■ Auto Position: Select the popup location. When checking the Auto Position, the window pop-up appears in order.

Terminal

■ Select the terminal to popup the picture.

2.2.11.4.2 Server Environment Setting 2.2.11.4.2.1 General



User

 User ID used as Unique ID (Automatic creation): If Unique ID is not used separately, it is replaced by user ID.

Allow terminal to overwrite users

: When importing from the terminal user management, the user information is overwritten.

- Auto synchronize terminal when user info is modified.: If the user information is modified, the automatically modified information sends to the terminal,
 - Use blacklist user management: Check status of the blacklist.
- Authentication

Automatically upload log data from terminal

: When connecting the terminal, non transmitted authentication log data is sent from the terminal.

Save only successful authentication log: Authentication failure event can be checked only in monitor but it is not saved.

Door

Save log for door open and close status

: It decides to save log data such as authentication success, inside open, compulsory open with remote.

Transfer picture when record is sent

■ Transfer picture when record is sent: Send picture images with transmitting verified log data. (B_picture field should be in the external transmission table.)

■ Include authentication data: When inputting or outputting the user information, it is done including the authentication data.

Access control

■ Restrict the use of access control admin.: The master administrator gives the access authority to the user who has management authority.

(Refer [Add User])

■ Non assigned access user not allowed to access: If the access group is not assigned, it restrict the access.

■ Blocking Time (Sec): Set the time value that restricts the authentication consecutively.

Picture Information

Saving path to picture log (dat): terminal input / specify path to save the release of photographs taken.

■ Saving path to picture log (JEPG): time of path appointing, save in/out capture image by Jpeg.

Security

■ Using the encrypted packets: Use the Seed encrypted packets.

■ User Information Encryption: Encrypt user name, serial number, password in remote access log-in.

Other

- Language: Set the server language such as mail.
- Logo picture to home screen: Change the logo picture in mail screen.

■ **Clear Server Connect Info**: Delete all connected information from UNIS_Server Database.

X Error will occur during multiple connection from UNIS_Sever.

DDNS: Set DDNS server information.

DDNS Configration	×
Enable	
Host (1 999999999) .unioncomm.co.kr	
Update Term	
Contract No.	
Clear Apply Clo	se

- Enable: Set whether a user uses DDNS server or not.
- Host: Set Host ID.
- Update Term: Set the information update term from Host server to DDNS Server.
- Contract No.: Press **Apply** button to get the contract number from DDNS Server.
- Terminal Connection Setting
- • port: Enter socket port number to connect terminal to server. (Basic Port: 9870)

• Connection status check interval: Connection status between terminal and server is checked with a time interval in setting.

- Set cipher
- • Terminal ID Length (1~8): Set the desired number of ID digit.
- User ID Length (1~8): Set the desired number of ID digit.
- Unique ID Length (1~20): Set the desired number of ID digit.
- •• Visitor ID Range: When adding a visitor, ID is added in the corresponding range in order.

■ Archive Period: Data Management > It specifies the numbers of days for data storage that is inquired at Data Management.

- Store Access Log: A standard unit is days, if setting 0, period for storage is unlimited. (100
 It means that records are deleted automatically after storage record for 100days)
- • Store Event Log: A standard unit is days, if setting 0, period for storage is unlimited.

- $\cdot\cdot$ Store Terminal Commands: A standard unit is days, if setting 0, period for storage is unlimited

Server Environment	_				
	Set local environment ar	id server environment			
Local Environment General Server Connection Alarm popup Picture Popup Server Environment General FingerPrint Emergency Necessary Contents Mail Environment Password Security TNA Other Module	Set Finger Order Allow similar fingerprints to be registered Force user to enroll set No. of fingerprints Find user from fingerprint Fingerprint Template Format Qty Fingerprints able to register Max. No. of fingerprints to send to terminals.	UNION • 10 EA •			
Reset			Ok	Cancel	Apply

2.2.11.4.2.2 Fingerprint

■ Set Finger Order : If the number of fingerprint is limited to send to the terminal, send fingerprints according to the priority of fingerprint.

Set Finger Order		×
If the number of fingerprint is limited terminal, send fingerprints accore		
Finger Name Right thumb Left thumb Right second finger Left second finger Right middle finger Left middle finger Left third finger Left third finger Left third finger Left third finger Left little finger	Res Move t Move Move	o Top Up Down
Apply	Canc	el

■ Allow similar fingerprints to be registered.

: When registering the user's fingerprint, register without checking the similar fingerprint.

• If a user allows the similar fingerprint, the user cannot search with the user's fingerprint.

It means if a user checks "Allow similar fingerprints to be registered", "Find user from fingerprint" deactivates like the picture below.

- Allow similar fingerprints to be registered
- Force user to enroll set No. of fingerprints (see value below)
- Find user from fingerprint

If a user doesn't allow the similar fingerprint, the user search is set automatically with the fingerprints.

It means if a user doesn't check "Allow similar finger prints to be registered", "Find user from fingerprint" deactivates like the picture below.

- Allow similar fingerprints to be registered
- Force user to enroll set No. of fingerprints (see value below)
- 🗹 Find user from fingerprint
- Force user to enroll set No. of fingerprints (see value below)
- : Register fingerprints as many as the number of fingerprints when checked.
- Find user from fingerprint
 - : Allow to find the user in the list with the fingerprint when searching for the user.

- Fingerprint Template Format
- : Set Fingerprint Template Format (Default: UNION).
- Qty Fingerprints able to register
- : Set the maximum number of fingerprints able to register. $(1 \sim 10)$
- Max. No. of fingerprints to send to terminals.
- : The maximum number of fingerprints to be sent from the terminal when downloading user.

2.2.11.4.2.3 Emergency

🚟 Server Environment	
	Set local environment and server environment
 Local Environment General Server Connection Alarm popup Picture Popup Server Environment General FingerPrint Emergency Necessary Contents Mail Environment Password Security TNA Other Module 	Control terminals in fire Control range No control • Bound alarm Automatically terminates Control terminals in panic Control range No control • Bound alarm Automatically terminates Control terminals in crisis Control range No control • Bound alarm Automatically terminates
Reset	Ok Cancel Apply

■ Control terminals in fire

- When connecting with PIN which the sensing signal for fire is set in, it is available to process the corresponding event.

- Control range: In case of fire, set the terminal range to control.
 - 1) No control: Not control the terminal.

2) Branch terminal control: Control the terminal which is set by the branch terminal. It opens the door.

3) All terminal control: In case of fire, control the all terminals.

- Doors open: In case of fire, open the door.
- Sound alarm: In case of fire, sound the alarm.
- Automatically terminates: When the situation ends, it finishes the control automatically.

■ Control terminals in panic

- When connecting with PIN which panic status signal is set in, it is available to process the corresponding event.

- Control range: In case of fire, set the terminal range to control.
 - 1) No control: Not control the terminal.

2) Branch terminal control: Control the terminal which is set by the branch terminal. It opens the door.

3) All terminal control: In case of fire, control the all terminals.

- Doors open: In case of fire, open the door.
- Sound alarm: In case of fire, sound the alarm.
- Automatically terminates: When the situation ends, it finishes the control automatically.
- Control terminals in crisis

- When connecting with PIN which the sensing signal for fire is set in, it is available to process the corresponding event.

- Control range: In case of fire, set the terminal range to control.
 - 1) No control: Not control the terminal.

2) Branch terminal control: Control the terminal which is set by the branch

terminal. It opens the door.

3) All terminal control: In case of fire, control the all terminals.

- Doors open: In case of fire, open the door.
- Sound alarm: In case of fire, sound the alarm.
- Automatically terminates: When the situation ends, it finishes the control automatically

2.2.11.4.2.4 Necessary Contents

Set the necessary contents when registering a user, visitor, and terminal information.

🗱 Server Environment						×
Local Environment General Server Connection Alarm popup	User Check	Set local en Visitor Terminal « Required fields.	vironment and server environmen	ıt		Apply
Picture Popup Server Environment General FingerPrint Emergency Necessary Contents Mail Environment Password Security TNA Other Module		Content ID Name Employee ID Branch Department Title Authority Access Group Schedule Meal Code Pay Rate Telephone Email Address Address	Remark Required Required			
Reset				Ok	Cancel	Apply

2.2.11.4.3 Password Security Setting

[Remote Access Password Info] can be set up at [2.2.3.1. Add User]

🗱 Security		
	Set local environment and server environment	
Local Environment General Server Connection Alarm popup Picture Popup Server Environment General	Password Use Options Value Password Valid x Days 0 No. Password Attempts 0 Password Change at First Login Case Sensitive	Defined Value ****
- FingerPrint - Emergency - Necessary Contents - Mail Environment - Password Security - TNA - Other Module	Password Generation Repeat Password not Allowed Consecutive Characters not Allowed Identical ID _Password Not Allowed Password Length 0 Value 30	
Reset	Ok	Cancel Apply

- Password Use Options
- Password Available Days: A user can login a designated password during this period.

• Authentication Failure Allowing Option: The number of possible re-entry as password isn't matched.

• Password Change required at the first log-on: When login at first, a user should change your password exactly.

 Case-insensitive: If checking this option, when inputting a password, It ignores Caps Lock(Capital)

Initial Value

• Initialization Method: Defined Value - (Default:1234) Administrator can set it. / Employee ID is designated automatically.

• Initial Value: Initial value to that extent that initialization method is designated value.

- Password Generation
- Previous Password not Allowed: Previous password is not allowed to re-try.
- Consecutive Characters not Allowed: Consecutive Characters are not allowed. (ex. 1111 is not possible)

• Not allowed with the same ID and Password: If ID and password are same, a user is not allowed to input.

Password Length Limitation: Setting password Length

• Character Limitation for Password: If checking this menu, a user can set Password Character Limitation

- Password Character Limitation
- Uppercase Use Required: As inputting your password, Uppercase is required
- Lowercase Use Required: As inputting your password, Lowercase is required.
- Number Use Required: As inputting your password, Number is required.
- Special Character Use Required: As inputting your password, a special character is required.

2.2.11.4.4 Mail Environment

Terminal disconnected, Terminal Tamper, Door Forced, Door Not Closed, Lock Error, Emergency State, External Sensor, Blacklisted User Attempted Authentics. If event occurs that e-mail address to send details to set.

- Use mail Service: Used to check availability.
- Attach Picture: Check whether attach picture to log mail during sending.
- Security Type: Set No Security, TLS or SSL.
- Mail config
- Mail Server: SMTP Mail Server (ex. smtp.mail.nate.com)
- Mail Port: Basic 25 (Depending on the mail server change)
- Mail ID: Mail account, enter your login ID (ex. master@nate.com)
- Mail PWD: Enter email account password
- Mail_FROM: mail account type (may be classified as spam, enter the correct email account)

X Tip: Can be filtered to spam mail, accept email address from spam mail setting

- Sender: Settings displayed on the sender name (ex. Access Control Manager)
- Mail_TO: Enter the recipient email address(ex. master@nate.com)
- Mail_CC: Reference is receiving the input of the mail account (ex. master@unioncomm.co.kr)
- Mail_BCC: BCC is the input of the mail account (ex. master@unioncomm.co.kr)

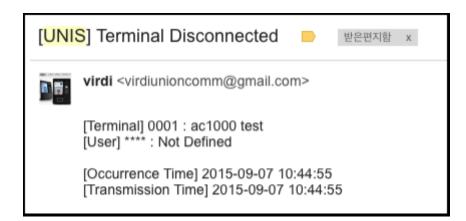
× In case of many receivers, put ';' before each people name.

■ Select mail: Be sent to the event, select the item (Terminal disconnected, Terminal Detached, Door Forced, Door Not Closed, Lock Error, Emergency State, External Sensor)

- Press **Apply** button to send the test mail to the setting mail account.
- Setting an example

🗱 Mail Environment		×
	Set local environment and server environment	
Local Environment General Server Connection Alarm popup Picture Popup Server Environment General FingerPrint Emergency Necessary Contents Mail Environment Password Security TNA Other Module	Use mail service Attach Picture Security Type No Security Mail Config Mail Port 25 Mail D Mail PWD * Mail D Mail PWD * * Address Sample : abc1@aaa.com;bac2@bbb.net * Mail_FROM Sender * Mail_CC Mail_BCC * Mail_BCC External Sensor * Terminal Tamper Blacklisted User Attempted Authentication Door Forced Matching Fail Door Not Closed Duress Lock Error Emergency State ACU Select mail *	
Reset	Ok Cancel Ar	oply

■ Example) The list of sending mail.



2.2.11.4.5 **TNA Settings**

🗱 TNA				×
 TNA Local Environment General Server Connection Alarm popup Picture Popup Server Environment General FingerPrint Emergency Necessary Contents Mal Environment Password Security TNA Other Module 	Set local Auto Process Time No. Decimals (Currency) Time Displayed As No. of Decimals Pay Period First Day of Week Calculate Daily Calculate From Set Neis Using Neis	nvironment and server environment 00:00 0 xx:xx 0 Weekly 2016-03-15 2010-01-01 *	nt	
Reset			Ok Cancel	Аррју

- Time and Attendance setting
- Auto Process Time: Set the time and attendance time in 1 times daily automatically.

• No. Decimals (Currency): The number of decimals to be able to enter when registering payment according to working hours.

- Time Displayed As: Set the type of time display.
- No. of Decimals: Set the number of decimals of time display.
- Pay period: Total Period
- First Day of Week: Set the first day of week
- Calculate Daily: The last day of time and attendance.

• Calculate From: The last day of calculating total working hours.

Using Neis

This is the function that connects with the external system and the result of time&attendance. And then a user should start from the server.

After setting whether using or not, setting the path, a user should restart in uWorkServer. The result of time&attendance is saved in the designated format in the corresponding path when processing time&attendance.

🗱 Other Module		
 Other Module Local Environment General Server Connection Alarm popup Picture Popup Server Environment General FingerPrint Emergency Necessary Contents Mail Environment Password Security TNA Other Module 	Set local environment and server environment Paxton Net2 Used IP Address 127 · 0 · 0 · 1 Port 8025 ID System engineer Password ****	
Reset	Ok Cancel	Apply

2.2.11.4.6 **Other Module**

Setting Paxton Net2

This is the function that sets the synchronization with Net2 Software.

- Used: Whether or not to use synchronization.
- IP Address: Server IP address which Net2 is installed in.
- Port: The server port which Net2 is installed in.
- ID: Net2 access ID
- Password: Net2 access password

3. Appendix 3.1 Verifying UNIS Normal Operation

r Task Manager File Options View Ctrl+Alt-	⊦Del ke	у		-	- 🗆	×
Processes Performance App history S	tart-up Users	Details Ser	vices			
^ Name	34% CPU	55%	5% Disk	0% Network		
Snipping Tool	0.3%	Memory 2.6 MB	0 MB/s	0 Mbps		^
> 🖶 Spooler SubSystem App	0%	3 7 MB	0 MB/s	0 Mbps		
🔗 Tray Application	Check if t	they are	operating	• Abps		
> 🔞 UDBServer Application for UNIS	0%	2.7 MB	0.1 MB/s	0 Mbps		
> 🔞 UNIS Server Application (32 bit)	31.7%	3.4 MB	0 MB/s	0 Mbps		
> 🔗 Update Service	0%	2.7 MB	0 MB/s	0 Mbps		
> 🔞 UWorkServer MFC for UNIS (32	0%	0.3 MB	0 MB/s	0 Mbps		
📰 Windows Audio Device Graph Is	0%	3.3 MB	0 MB/s	0 Mbps		
Windows Default Lock Screen	0%	2.8 MB	0 MB/s	0 Mbps		- 1
💷 Windows Shell Experience Host	0%	7.3 MB	0 MB/s	0 Mbps		
Windows processes (23)						
> 🔯 appmodel (2)	0%	3.4 MB	0 MB/s	0 Mbps		
📧 Client Server Runtime Process	0.3%	0.5 MB	0 MB/s	0 Mbps		
Client Server Runtime Process	0%	0.4 MB	0 MB/s	0 Mbps		
Fewer details					End	task

1.Verifying the process operation

2. Check the operating status: [Control Panel]-[Administrative Tools]-[Service]

Services							- 🗆
File Action View	Help	If it is	s not [Start], press here	e.			
⊨ 🛶 📊 🗐 🕻	ù 📑 👔 📷 🕨 🔲 II	I₽					
🐊 Services (Local)	Services (Local)		-				
	UDBServerService		Name	Description	Status	Startup Type	Log On As
			Tile Data model server	Tile Server f	Running	Automatic	Local Syste
			🔍 Time Broker	Coordinates	Running	Manual (Trig	Local Service
			O Touch Keyboard and Hand	Enables Tou		Manual (Trig	Local Svite
			UDBServerService		Stopping	Automatic	Local Syste
			WW UNIS CMOProcess		Kunning	Automatic	Local Syste
			Q UNIS_Server		Running	Automatic	Local Syste.
			ServiceManager		Running	Automatic	Local Syste.
			🎑 Update Orchestrator Service	UsoSvc		Manual	Local Syste.
			🎑 UPnP Device Host	Allows UPn		Manual	Local Servic
			🎑 User Manager	User Manag	Running	Automatic (T	Local Syste.
			🎑 User Profile Service	This service	Running	Automatic	Local Syste.
			🧠 UWorkServer		Running	Automatic	Local Syste.
			🎑 Virtual Disk	Provides m		Manual	Local Syste.
			🎑 Volume Shadow Copy	Manages an		Manual	Local Syste.
			WalletService	Hosts objec		Manual	Local Syste.
			WebClient	Enables Win		Manual (Trig	Local Servic
			🥋 Windows Audio	Manages au	Running	Automatic	Local Servic
			🤹 Windows Audio Endpoint B	Manages au	Running	Automatic	Local Syste.
			Windows Backup	Provides Wi	-	Manual	Local Syste.
			Windows Biometric Service	The Windo		Manual (Trig	Local Syste.
			Windows Colour System	The WcsPlu		Manual	Local Servic
			Windows Connect Now - C	WCNCSVC		Manual	Local Servic
	Extended Standard						

3.2 Anti Pass Back Configuration

Configure in the following order to use Anti PassBack function.

1. [Menu]-[Anti Pass Back Management]

Termi	nal						Add Termin		e Terminal Up	grade Firmware	Setup Options Assign /	Admin/s	🗎 Menu Tree
	Name	Branch	Install Type	Function	Enter Zone	Exit Zone	Remote	Location	IP Address	Mac Address	Version		😑 Main Menu
0001	AC7000	**** : Not Assigned	Fixed						192.168.1.58	000265134b4b	AC6000v15.63.10.036/	(UTC	
0002	AC5000	**** : Not Assigned	Fixed	TNA					192.168.1.101	00026514401a	AC6000v30.63.10.036/	(UTC	System
0003		**** : Not Assigned	Fixed										Log
0004	AC2200	**** : Not Assigned	Fixed						192.168.1.193	00026515bfde	AC7000 0.1.2-61.03-000.12/1.0		Data Query
0005	AC2200	**** : Not Assigned	Fixed	TNA					192.168.1.55	0002651123fe	AC2200 11.61.00-000		Terminal Control
0006	AC2200	**** : Not Assigned	Fixed	TNA					192.168.1.213	00026513cef1	AC6000v20.63.10.031/		
0007	AC2200	**** : Not Assigned	Fixed						192.168.1.57	1eed19271ab3	AC7000 0.0.2-61.03-000.10/1.0	(UTC	Management
0008		**** : Not Assigned	Fixed										Company Management
0009		**** : Not Assigned	Fixed										Holiday Management
0010		**** : Not Assigned	Fixed									(UTC	Authority Management
0011		**** : Not Assigned	Fixed									(UTC	
0012		**** : Not Assigned	Fixed									(UTC	User Batch Editing
0013		**** : Not Assigned	Fixed										Settings
0014		**** : Not Assigned	Fixed										Information
0015		**** : Not Assigned	Fixed										
0016		**** : Not Assigned	Fixed									(UTC	
0017		**** : Not Assigned	Fixed										Start Home
0018		**** : Not Assigned	Fixed									(UTC	
0019		**** : Not Assigned	Fixed									(UTC	C Environmer
0020		**** : Not Assigned	Fixed									(UTC	
0021		**** : Not Assigned	Fixed									(UTC	O Program Ex

2. Add the area in accordance with terminal location as follow.

Reg AntiPa Regist	issback er AntiPass Back a requires security	ifter specifying and code per	area where area
Code Name	Out Area		Add Modify
Code 0001 0002	Name in zone out zone	Out A	Delete Close

For example, add Zone 1 (terminal1: exit), Zone 2 (terminal1:entrance) included in the terminal 1 to configure Anti Pass Back function in the terminal 1 as follow.

Zone 1		Terminal 1	
	Zone 2		
		Terminal 2	

3. [Terminal Management]- Select the terminal to set - [Modify terminal's information] Configure the code falling under zone entrance and the code falling under zone exit respectively in [Anti Pass Back] as shown in the figure below.

	Mod	ify terminal	
Basic Information	1	Function	
ID	0003		
Name	ac2200	TNA Meal School	
Branch	**** : Not Assigned	Anti Pass Back	
Install Type	Fixed -	Enter Zone 0001 : in zone -	
Location		Exit Zone 0002 : out zone •	
Reg. Date	2016/05/20 14:11:11		
Door Control	Allow all functions	Soft Passback	
Туре	Normal -	Other	
Time Zone	(UTC+09:00) Seoul 2016/05/24 14:41:25		•
DVR Configuration	1		
DVR ID Not Def	fined 🝷 DVR IP	CH1 Not Defined CH2 Not Defined	•
Unassigned Adm	nin	Assigned Admin	
Admin	Name	Admin Name	

4. [Setup Options]-[Basic]: Completion of Setup

Select one option from Access Allowed or Access Denied in the case of Not Used -> Server Disconnected in order to use [Anti Pass Back] function as shown in the figure below. -Access allowed when server disconnected: Set whether or not access is allowed when communication with server is disconnected during the use of Anti Pass Back. In case of disconnection, access is allowed for all.

-Access denied when server disconnected: When communication with server is disconnected during the use of Anti Pass Back, access is denied for all.

erminal 50	00 : AC5000		•]		
Basic	Network	Lock	Holiday	Siren	Meal Time VoIP Setting	
Authenticat	ion Level			Access Level		
1:1	4:Below Norn	nal	-	Anti Pass Back	N/A	-
1:N	5:Normal		-		N/A	
	5.14011161				Access Allowed when server disconnected	d .
Other					Access Denied when server disconnected	
Sound Volu	me	3		•		
User Input	Туре	User ID		-		
User ID leng	th (28)		4			

5. Authentication with Anti Pass Back [Location] information is indicated as "unassigned" in user information as shown in the figure below.

			Hodify en	ployee's info	
Basic Informati	on				
1D	00000004		Extended Inf	ormation	
Name	1			Contraction of the second	Picture Information
Employee 1D	00000004		Telephone		
Branch	**** : Not Assigned		Email Address		-
	**** : Not Assigned		Address Other Reg. Date Location User Message Message		_
Title	**** : Not Assigned				
Authority	4000 : Main Admin				3*
Access Group	**** : Not Assigned			**** : Not Assigned	·
Schedule	**** : Not Assigned			0001 : In zona 0002 : out zone	Add Delete
Meal Code	**** : Not Assigned				Capture from Webcam
Pay Rate	**** : Not Assigned				
	Time				
Authantication					
Authentication					
Combinatio	OR •				
Combinatio		🙁 Passv	vord 🔲	Card 🛛 Face (MobileCard
Combinatio	n OK - print O FP-Card		word 🦲	Card 🛛 Pace I	MobileCard
Combinatio	OR •		word 🔳 (Card 🔲 Face I	MobileCard
Combinatio	n OK - print O FP-Card		word	Card 🔲 Face I	MobileCard
Combinatio	n OR - orint B FP-Card Information		word	Card 🖪 Face I	MobileCard
Combinatio Enger Fingerprint Password I Terminal	n OR • print © FP-Card Information		word 🔹	Card 🖪 Face I	MobileCard
Combinatio Fingerprint Password I Terminal Input F	n OR • print C FP-Card Information Password Info		word	Card 🖪 Face I	MobileCard

When authenticating with terminal1 in Zone 1, user location information is changed into Zone 2.

When attempting re-authentication with terminal 1 in Zone 1 instead of accessing zone 2, the access is in fact not allowed.

Authentication Log List											
Time	Terminal	User ID	Name	Emp No.	Branch	Location	Access Group	Class	Mode	Туре	Result
2016-05-25 17:05:03	0001 : 7000	****			**** : Not A			Visitor	Access	1:N	Not Matched
2016-05-25 17:03:40	0001:7000	0000006	SSSS	0000006	**** : Not A	**** : Not A	**** : Not A	User	Access	1:N	Success
2016-05-25 16:52:01	0001:7000	00000001		00000001	**** : Not A	**** : Not A	**** : Not A	User	Access	1:N	Success
2016-05-25 16:51:52	0001:7000	00000002	Bob		**** : Not A	**** : Not A	**** : Not A	User	Access	1:N	Success
2016-05-25 16:51:21	0001:7000				**** : Not A			Visitor	Access	1:N	Not Matched
2016-05-25 16:51:17	0001:7000				**** : Not A			Visitor	Access	1:N	Not Matched

3.3 TNA Settings

※ Check Points before Attendance Setting

1. [TNA]-[TNA Settings]

2. Move to [Add Terminal] - Functional Division as below, and then set to **TNA** (For more detailed method of setting: [Add Terminal])

3. As shown in No, 2 above, the record authenticated at the terminal appointed as attendance management terminal is acknowledged as the attendance record.

Function			
📒 TNA	📒 Meal	School	

Examples by Workplaces and Attendances

1. General Workplace: Example of Attendance Basic Setting
Move to [General Workplace]

2.. Public Office: Example of Attendance Setting at Public Office such as Overtime Work. ► Move to [Public Office]

3. Night Shift: Example of the case where the range of attendance per day is 24 hours like frequent night shifts ► Move to [Night Shift]

4. Shift Work: Example of the case where the range of Going to and Leaving from Work is complicated like three-shift work, etc. ► Move to [Shift Work]

5. Multiple Going to and Leaving from Work: Applicable when the frequency of Going to and Leaving from Work is one or more times per work day. For example, it is the case where the work is divided into Morning work - Break - Afternoon work and the Times when going to and leaving from work is added to the range of Morning/Afternoon Work Range respectively Move to [Multiple Going to and Leaving from Work]

3.3.1 Example of TNA Settings (General Workplace)

General Workplace: Example of Attendance Basic Setting
Please set up following the mark

1. [TNA Settings]: Set/add time as below from [Shift Config]

Shift Config	1		x
	Set a standard TNA r	nagement. Enter standard business hours and TNA proccess standard.	
Code 1	Name tna1	Enter Information Code 01 Name tna1	
		time sample : yesterday[-09:45], today[09:45], tomorrow[+0945] Basic Clocking Config	
		Clocking Mode Use all function keys Time Frame 09:00 ~ 10:00 Ignore if Absent V Late IN Time 09:20	2
		Multiple Daily Shifts Zearly OUT Time 09:45	
Set Shift		Advanced Settings Method Start End	
Rate 1	Pay Rate		-
Rate 2	Normal Time	Fixed Shift • 09:00 ~ 10:00 Fixed Shift • 00:00 ~ 00:00	
Rate 3	Overtime1 Hour +	Fixed Shift • 00:00 ~ 00:00	
Rate 4	Off Day Hours -	Fixed Shift • 00:00 ~ 00:00	
Rate 5	Not Defined 👻	No Shift - 00:00 ~ 00:00	
		Advanced Settings	
		Add Modify Delete Close	

(1) Code: Enter a two-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name: Code Name

Pr Code: 11 / Name: Enter the ordinary days (ex. Working day, normal day, etc.)

(2) Clocking Mode

- Use all function keys: Acknowledge all the records inquired in [Log Management]-[Access Log]as the attendance record

- Use attend and leave keys: Acknowledge the first and last among the records, [Mode] of which inquired in [Log Management]-[Access Log] are Going to and Leaving from Work data

Set [Use all function keys]

③ Time Frame: Process the record of Going to and Leaving from Work within the applicable zone as the attendance

➡ Normally set to 06:00~+06:00 (In the event of going to work at 05:59 and going from work at 06:01 on the following day, it is not recorded as attendance)

(4) Set Shift Times: Split into a maximum of five types depending on options

☞ Normal Time: 09:00~18:00 (Times of going to work and leaving from work to be entered accurately)

er etc, In the event of counting Time Before Shift, Overtime1 Hours, Overtime2 Hours enter the applicable time

XNote: The range of time zones of [Start] and [End] must be within the time range input in No.

• Add: Click this button to register the input data.

2. [TNA Settings]: Register the work type in accordance with the work schedule as follow in [Set Schedule]

	Register rotating busines	s sch	edule by using) registere	ed workin	ig hour re	gister o	code	
Code w001	Name tna code1		Entor Informat Code w	tion 001		Name	tna	code1	
			Define Holiday Holiday Holiday Shift Set Schedule	S		Not Assigi t Assigned			•
			Start Date Z	2016-05-2 Day	Cot (After	7 Days Enter	•
Pay Rate	e Rules Normal Time Detail	1	2016-05-24 2016-05-25 2016-05-26		1 :t 1 :t 1 :t	ma1	3		
Tim	ne Before Shift Detail		2016-05-27		1 :t				
Ov	ertime1 Hours Detail		2016-05-28 2016-05-29		1 :t 1 :t				
Ov	ertime2 Hours Detail		2016-05-30	Mon	1 :t	ma1			
0	ff Day Hours Detail								
0	ertime3 Hours Detail	7							

(1) Code: Enter a four-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name: Code Name

☞ Code: 1111 / Name: Enter Code Name

(2) Repeat After: Select the number of days revolving repeatedly (Normally in the unit of 7 days)

P Select 7 days (Normally repeated in the unit of 7 days)

③ Set Shift: Double-click to inquire the work code registered in [Shift Config]

P Double-click to designate the registered code

• Add: Click this button to register the input data.

3. [TNA Settings]: Designate the attendance codes registered as follow on a lump sum basis in <u>[Apply Schedule]</u>.

Appl	y Schedule				×
	employee TNA, Apply Schedule			te to a registered er	nployee Set
С	ID	Name	Employee ID	Schedule	
	00000004	1	00000004	**** : Not Assi	
-					
-					
				Cle	ose

 $(\underline{1})$ Apply Schedule: Select the work type to be applied

- **r** Select the attendance code
- 2 Check box: Check the applicable employee
 - **P** Check All Employees

• **Set**: Click this button to have the applicable contents to be applied to the employee checked as above.

4. [TNA]: Attendance is counted and applied based on the set value registered as follow in [Process Transanctions]

	Proces	ss Transactions	;			×				
	Sot	Period	Caculate the r	egistered setting v	alue and apply					
1	Set Period									
		Ignore Modifi	ications							
2	с 	ID 00000004 00000005	Name 1 2	Employee ID 00000004 00000005	Schedule **** : Not A **** : Not A					
		Ren	note Manager Requested	process has been	proceded.					

(1) Set Period: Designate the subject period of attendance processing. (Maximum Period: 31 days)

☞ Normally in the unit of a day or seven days (The data of attendance processed must exist during the applicable period)

(2) Check box: Check the applicable employee

Processor Check All Employees

• Press button to display complete message on the processing result after processing.

5. [TNA]: Inquire the attendance results as follow from [Output Period Result]

Branch Departm		**** : No				earch Peri 16/02/02		2016/0	2/27 ~		Search all incomplet		Se	arch		int to File	Sett Clo	_			
ID	Name	Empl	Branch	Dep	Title	Date	Day	Shift	Arriv	Dep	Late	Early	Nor	Tim	Over	Over	Off	Over	MON	Modify	
0000	Bob	2		Not		201	Tue		#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0		
9000	Roh	2		Not	Not	201	Wed		#	#	00.00	00.00	00.00	00.00	00.00	00.00	00.00	00.00	0		
0000	Bob	2	Not	Not	Not	201	Thu		#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0		
0000	ROD	2		NOT		201	FIL		#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0		
0000	Bob	2			Not		Sat		#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0		
0000	Bob	2			Not		Sun		#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0		
0000	Bob	2			Not		Mon		#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0		
0000	Bob	2			Not		Tue		#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0		
0000	Bob	2			Not		Wed		#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0		
0000	Bob	2			Not		Thu		#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0		
0000	Bob	2			Not		Fri		#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0		
0000	Bob	2			Not		Sat		#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0		
0000	Bob	2			Not		Sun		#	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0		
0000	Bob	2			Not		Mon		#;	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0		
0000	Bob	2			Not		Tue Wed		#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0		
0000	Bob	2			Not		Thu		#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0		
0000	Bob	2			Not		Fri		# .	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0		
0000	Bob	2			Not		Sat		#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0		
0000	Bob	2			Not		Sun		#	#	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0		
0000	Bob	2			Not		Mon		#	#;	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0		
0000	Bob	2			Not		Tue		#:	#	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0		
0000	Bob	2			Not		Wed		#;	#;	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0		
0000	Bob	2			Not		Thu		#:	#	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0		
0000	Bob	2			Not		Fri		#	#	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0		
0000	Bob	2			Not		Sat		#	#	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0		
	000	3			Not		Tue				00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	0		

(1) (1) Search Period: Designate the subject period of attendance processing. (Maximum Period: 31 days)

☞ Normally in the unit of a day or seven days (The data of attendance processed must exist during the applicable period)

② **Search**: Output the results..

③ Transaction Reports

Date	Arrival Time	Departure Time	Late After Time	Early Departure Time	Normal Time	Time Before Shift	Overtime1 Hours
Attendance Setting Value	09:00	18:00	After 09:00	Before 18:00	9Hours	Before 09:00	After 18:00
2010-05-06	09:01	18:42	00:01	00:00	08:59	00:00	00:42
2010-05-07	08:48	20:31	00:00	00:00	09:00	00:12	02:31

3.3.2 Example of TNA Settings (Public Office)

Public Office Excessive Work: Example of Public Office Attendance Setting such as Excessive Work Hours. Please set up following the mark.

	Shift Config							×	<
		Set a standard TN	IA ma	anagement. Enter stan	dard business hours and	d TNA p	proccess stan	dard.	
	Code	Name		Enter Information	l				
	01	tna1		1 Code 2	Name	22	2		
	02	222		time sample : v	esterday[-09:45], toda	v[09:4	51. tomorrov	v[+0945]	-
				Basic Clocking Cor		/[-],	.[]	
				2	Clocking Mode	Use a	all function k	eys 🔹	
				3	Time Frame		09:00	~ 18:00	1
				📒 Ignore i	f Absent	🔽 Li	ate IN Time	09:00	•
				Multiple	Daily Shifts	E	arly OUT Tim	ne 00:00	
							Advanced	Settings	
	Set Shift	Times		<u> </u>]					
4	Set Shirt	Pay Rate		Me	ethod		Start	End	
	Rate 1	Normal Time	•	Fixed Shift		-	09:00	~ 18:00	1
	Rate 2	Not Defined	•	No Shift		Ŧ	00:00	~ 00:00	L
	Rate 3	Not Defined	•	No Shift		-	00:00	~ 00:00	
	Rate 4	Not Defined	•	No Shift		-	00:00	~ 00:00	
	Rate 5	Not Defined	•	No Shift		-	00:00	~ 00:00	
							Advanced	Settings	
					Add Mod	ify	Delete	Close	

1. [TNA Settings]: Set/add time as below from [Shift Config]

(1) Code: Enter a two-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name: Code Name

P Code: 01 / Name: Enter the ordinary days (ex. Date of Work, Weekday, etc.)

(2) Clocking Mode

- Use all function keys: Acknowledge all the records inquired in [Log Management]-[Access Log]as the attendance record

- Use attend and leave keys: Acknowledge the first and last among the records, [Mode] of which inquired in [Log Management]-[Access Log] are Going to and Leaving from Work data

Set [Use all function keys]

3 Time Frame: Process the record of Going to and Leaving from Work within the applicable zone as the attendance

➡ Normally set to 04:00~+04:00 (In the event of going to work at 03:59 and leaving from work at 05:01 on the following day, it is not recorded as attendance)

(4) Set Shift Times: Split into a maximum of five types depending on option

➡ Normal Time: 09:00~18:00 (Times of going to work and leaving from work to be entered accurately)

P Time Before Shift: 04:00~09:00 / **P** Overtime1 Hours: 18:00~+04:00 (Omit entry if counting is not necessary)

☞ Overtime3 Hours: 04:00~09:00 / ☞ Overtime3 Hours: 18:00~+04:00 (All the hours other than basic work are summed up as excessive hours)

%Note: The range of time zones of [Start] and [End] must be within the time range input in No.

• Add: Click this button to register the input data.

2. [TNA Settings]: Register the work type in accordance with the work schedule as follow in [Set Schedule]

	Register rotating busines	is sch			ed working hour	register	code
Code w001	Name tna code1	1	Enter Informati Code	on	Name		
			Define Holidays Holiday Holiday Shift		**** : Not Ass ** : Not Assign	-	•
		_	Set Schedule	016-05-2		2 at After	7 Days 🔹
Pay Rate	e Rules Normal Time Detail	1	Date 2016-05-24 2016-05-25 2016-05-26	Day Tue Wed Thu	Set Shift ** : Not Def ** : Not Def ** : Not Def	fined	Enter
	ne Before Shift Detail		2016-05-27 2016-05-28	Fri Sat	** : Not Def ** : Not Def	fined fined	
	ertime1 Hours Detail ertime2 Hours Detail		2016-05-29 2016-05-30	Sun Mon	** : Not Def ** : Not Def		
0	ff Day Hours Detail	j					
Ov	ertime3 Hours Detail						

(1) Code: Enter a four-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name: Code Name

☞ Code: 1111 / Name: Enter Code Name

(2) Repeat After: Select the number of days revolving repeatedly (Normally in the unit of 7 days)

P Select 7 days (Normally repeated in the unit of 7 days)

③ Set Shift: Double-click to inquire the work code registered in [Shift Config]

P Double-click to designate the registered code

④ Overtime3 Hours Detail: Set the public office overtime work standard

Normal Time	Detail						×
Define Daily Ho	urs Rules						
			Rou	ndina	No Roundin	g	•
Add. Hours	00:00		Add. I	Hours At	fter	00:00	
1 Del. Hours	00:00		Del. H	ours Aft	ter	00:00	
2 Min. Time	00:00	3 Max.	Time 99	9:00	Rate	100	%
Define Pay Peri	od Rules	_					
Add. Hours	00:	00	Add At	fter (x)	Days	0	
Del. Hours	00:	00	Del. Af	ter (x) I	Days	0	
Min. Hours	00:	00	Max. H	ours		999:00	
	Trans	fer to			Not De	fined	•
				9	Set	Cancel	

☞ Rounding: The entered time information processing unit

P Add. Hours: When the conditions are met, add as set time.

☞ Add. Hours After: The set time based on the over time.

Provide the second seco

☞ Del. Hours After: The set time based on the deducted time ☞ Min. Time: Acknowledge as overtime work when the work time is at least one hour

Max. Time: Acknowledges a maximum of four hours per day

 $\ensuremath{\,^{\ensuremath{\wp}}}$ Rate: Rate the time base on the minimum time.

- Define Pay Period Rules: When processing TNA, the detailed setting and contents are same.

• Set: Save the set value.

3. [TNA Settings]: Designate the attendance codes registered as follow on a lump sum basis in [Apply Schedule]

In	employee TNA	, an TNA co	de can be designat	te to a registered em	ployee
A	Apply Schedule			√ S€	et
6	ID	Name	Employee ID	Schedule	-
7	0004	0004	0004	**** : Not Assi	
7	0005	0005	0005	**** : Not Assi	
7	0006	2341	1	**** : Not Assi	
V	0007	5	21	**** : Not Assi	
V	0008	1	1	**** : Not Assi	
	0009			**** : Not Assi	
✓ ✓ ✓	0010	name	employee	**** : Not Assi	
7	0011			**** : Not Assi	
V	0012			**** : Not Assi	
V	0013			**** : Not Assi	
7	0014			**** : Not Assi	
7	0015			**** : Not Assi	
7	0016			**** : Not Assi	
7	0017			**** : Not Assi	
	0018			**** : Not Assi	
✓ ✓	0019			**** : Not Assi	
V	0020			**** : Not Assi	
V	0021			**** : Not Assi	
V	0022			**** : Not Assi	
2	0023			**** : Not Assi	-

1 Apply Schedule: Select the work type to be applied

P Select the attendance code

(2) Check box: Check the applicable employee

P Check All Employees

• **Set**: Click this button to have the applicable contents to be applied to the employee checked as above.

4. [TNA]: Attendance is counted and applied based on the set value registered as follow in [Process Transactions]

(1) Set Period: Designate the subject period of attendance processing. (Maximum Period: 31 days)

P Normally in the unit of a day or seven days (The data of attendance processed must exist during the applicable period)

(2) Check box: Check the applicable employee

Processes Check All Employees

 Process: Press Process button to display 'complete' message on the processing result after processing.

5. [TNA]: Inquire the attendance results as follow from [Output Period Result]

(1) Search Period: Designate the subject period of attendance processing. (Maximum Period: 31 days)

P Normally in the unit of a day or seven days (The data of attendance processed must exist during the applicable period)

(2) **Search**: Output the results.

③ Transaction Reports

☞ Overtime3 Hours: Hours other than the basic work, acknowledges a maximum of four hours per day (For a minimum of at least one hour, basically one hour is deductible)

Time	Arrival Time	Departure Time	Late After Time	Early Departure Time	Normal Time	Time Before Shift	Overtime1 Hours	Overtime3 Hours
Attendance Setting Value	09:00	18:00	After09:00	Before18:00	9Hours	Before09:00	After18:00	Time Before Shift+Overtime1
	07:20	+01:25	00:00	00:00	09:00	01:40	07:25	04:00
CASE1	r Ov€	ertime3 Hou	ırs =1:40+7	:25 = 9:05 (D	el. Hour	s 1, Max. Tim	e 4) > 4:0	0
CASLI	11:02	+01:05	02:02	00:00	06:58	00:00	07:05	04:00
	r Ov€	ertime3 Hou	ırs = 07:05	(Del. Hours 1,	Max. Ti	me 4) > 4:0	0	
	12:41	22:55	03:41	00:00	05:19	00:00	04:55	03:55
CASE2	r Ov€	ertime3 Hou	ırs = 04:55	(Del. Hours 1)) > 3:5	5		
	08:50	19:33	00:00	00:00	09:00	00:10	01:33	00:00
CASE3	r Ov€	ertime3 Hou	urs = 00:10	+ 01:33 = 01	:43 (Del.	Hours 1, Min	. Time 1) 🗅	00:00
	08:41	19:27	00:00	00:00	09:00	00:19	01:27	00:00

☞ Overtime3 Hours = 00:19+ 01:27 = 01:46 (Del. Hours 1, Min. Time 1) ▷ 00:00

Provertime3 Hours: Time other than Basic Work Time, Acknowledge a maximum of four hours per day (Del. Hours 1)

Time	Arrival Time	Departure Time	Late After Time	Early Departure Time	Normal Time	Time Before Shift	Overtime1 Hours	Overtime3 Hour
Attendance Setting Value	09:00	18:00	After09:00	Before18:00	9Hours	Before09:00	After18:00	Time Before Shift+Overtime
	08:41	19:27	00:00	00:00	09:00	00:19	01:27	00:46
CASE4	🖙 Ove	rtime3 Hour	s = 00:19+	01:27= 01:46 ((Del. Hou	rs 1) > 00:4	5	
CASE4	07:15	15:13	00:00	02:47	06:13	01:45	00:00	00:45
	🖙 Ove	rtime3 Hour	s = 01:45 (C	Del. Hours 1) ▷	> 00:45			

3.3.3 Example of TNA Settings (Night Shift)

Night Shift: Example of the case where the range of attendance per day is 24 hours like frequent night shifts.

Please set up following the mark

1. [TNA Settings]: Set/add time as below from [Shift Config]

	Set a standard TN	IA m	ana	gement. Enter standard business hours and T	'NA proccess sta	Indari	d .	
Code	Name			Enter Information				
01	tna1		1	Code 03 Name	all night			
02	222			time sample : yesterday[-09:45], today[[09:45] tomorrow[+0945]			
03	all night			Basic Clocking Config	09:45J, tomono	w[+t	1945]	
					Use all function	keys	•	
				3 Time Frame	06:00	~	+12:00	
				Ignore if Absent	Late IN Time	9	00:00	
				Multiple Daily Shifts	Early OUT Ti	me	00:00	
					Advance		ttings	
					Auvance	.u 5e	congo	
Set Shift	Times Pay Rate			Method	Start		End	
4 Rate 1	Normal Time	Ŧ	A	ctual Time	• 00:00	~	00:00	
Rate 2	Not Defined	Ŧ		o Shift	· 00:00	~	00:00	
Rate 3	Not Defined	•	N	o Shift	→ 00:00	~	00:00	
Rate 4	Not Defined	•	N	o Shift	- 00:00	~	00:00	
	Not Defined	•	N	o Shift	- 00:00	~	00:00	
Rate 5					Advance	ed Se	ttinas	
Rate 5								
Rate 5								

(1) Code: Enter a two-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name: Code Name

Pr Code: 44 / Name: Enter the ordinary days (ex. Working day, normal day, etc.)

(2) Clocking Mode

- Use all function keys: Acknowledge all the records inquired in [Log Management]-[Access Log]as the attendance record

- Use attend and leave keys: Acknowledge the first and last among the records, [Mode] of which inquired in [Log Management]-[Access Log] are Going to and Leaving from Work data.

Set [Use all function keys]

③ Time Frame: Process the record of Going to and Leaving from Work within the applicable zone as the attendance

Provide the set to 06:00~+12:00 that is night shift time zone (In the event of going to work at 05:59 and going from work at 13:01 on the following day, it is not recorded as attendance)

(4) Set Shift Times: Split into a maximum of five types depending on options

Proceeding to work until the time when going to work until the time when leaving from work (Count it as the record of Going to and Leaving from Work within the applicable zone)

%If there is Basic Work Time Standard, set in the same way as general workplace

• Add: Click this button to register the input data.

2. [TNA Settings]: Register the work type in accordance with the work schedule as follow in [Set Schedule]

	Register rotating busin	ess so	chedule by usi	ng register	ed workin	g hour reg	ister code	
			Enter Inform	ation				
Code	Name	1	Code	01		Name	staff	
01 w001	staff tna code1	_	code	51		Name	stan	
W001	tha code1		Define Holida	iys				
			Holiday		**** : 1	Not Assigne	ed	
			Holiday Shift			: Assigned		
		_	Holiday Shire		. NO	Assigned		
			Set Schedul	e			2	
			Start Date	2016-05-3	24 ~	Repeat A	After 7 Days	-
			Date	Day ,	Set S	hift	Enter	
			2016-05-24		3	all night	Encer	1
Pay Rate		_	2016-05-2			all night		
1	Normal Time Detail		2016-05-20	5 Thu		all night		
Tim	ne Before Shift Detail		2016-05-22			all night		
	ertime1 Hours Detail	=	2016-05-20			all night		
			2016-05-29			all night all night		
Ov	ertime2 Hours Detail		2010-03-50	MOII	05.0	air riigiric		!
0)ff Day Hours Detail							
	ertime3 Hours Detail	=						

(1) Code: Enter a four-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name: Code Name

☞ Code: 1111 / Name: Enter Code Name

(2) Repeat After: Select the number of days revolving repeatedly (Normally in the unit of 7 days)

Pr Select 7 days (Normally repeated in the unit of 7 days)

③ Set Shift: Double-click to inquire the work code registered in [Shift Config]

P Double-click to designate the registered code

• Add: Click this button to register the input data.

3. [TNA Settings]: Designate the attendance codes registered as follow on a lump sum basis in [Apply Schedule]

		va, an tiva co	ide can be designa	te to a registered emp	ioyee
Aŗ	oply Schedu	le 01 : staff		√ Set	t
C.	ID	Name	Employee ID	Schedule	-
V	0004	0004	0004	**** : Not Assi	
V	0005	0005	0005	**** : Not Assi	
V	0006	2341	1	**** : Not Assi	
V	0007	5	21	**** : Not Assi	
1	0008	1	1	**** : Not Assi	
V	0009			**** : Not Assi	
1	0010	name	employee	**** : Not Assi	
1	0011			**** : Not Assi	
V	0012			**** : Not Assi	
V	0013			**** : Not Assi	
V	0014			**** : Not Assi	
V	0015			**** : Not Assi	
V	0016			**** : Not Assi	
V	0017			**** : Not Assi	
V	0018			**** : Not Assi	
V	0019			**** : Not Assi	
V	0020			**** : Not Assi	
V	0021			**** : Not Assi	
1	0022			**** : Not Assi	
122	0023			**** : Not Assi	

(1) Apply Schedule: Select the work type to be applied

☞ Select the attendance code

(2) Check box: Check the applicable employee

P Check All Employees

• **Set**: Click this button to have the applicable contents to be applied to the employee checked as above.

4. [TNA]: Attendance is counted and applied based on the set value registered as follow in <u>[Process Transactions]</u>.

Proc	ess Transactio	ons	_	_		×
		Caculate ti	he registered setting	value and apply		
Se	t Period					
1	016-03-22	~ 2016-0	3-20 -	Process	Clos	e
Ť Ľ	Ignore Mo		5-25			
	gnore mor	uncacions				
C	ID	Name	Employee ID	Schedule	Result	*
V	0004	0004	0004	**** : Not A		
V	0005	0005	0005	**** : Not A		
V	0006	2341	1	**** : Not A		
V	0007	5	21	**** : Not A		
V	8000	1	1	**** : Not A		
V	0009			**** : Not A		
V	0010	name	employee	**** : Not A		
V	0011			**** : Not A		
V	0012			**** : Not A		
V	0013			**** : Not A		
V	0014			**** : Not A		
V	0015			**** : Not A		
V	0016			**** : Not A		
V	0017			**** : Not A		
1	0018			**** : Not A		
V	0019			**** : Not A		
1	0020			**** : Not A		
V	0021			**** : Not A		
V	0022			**** : Not A		
~	0023			**** : Not A		
V	0024			**** : Not A		
7	0025			**** : Not A		
V	0026			**** : Not A		-
			III			•

 $(\underline{1})$ Set Period: Designate the subject period of attendance processing. (Maximum Period: 31 days)

Processed with the unit of a day or seven days (The data of attendance processed must exist during the applicable period)

(2) Check box: Check the applicable employee

r Check All Employees

• Process: button to display 'complete' message on the processing result

after processing

5. [TNA]: Inquire the attendance results as follow from [Output Period Summary]

 $(\underline{1})$ Search Period: Designate the subject period of attendance processing. (Maximum Period: 31 days)

P Normally in the unit of a day or seven days (The data of attendance processed must exist during the applicable period)

② **Search**: Output the results.

☞ Identify Access Log

Period	2010-04-05 00:00	\$ ~	2010-04-10 23	:59 😂	
Condition	User	*	Detail Condition	00000376 : User376	~
Result	Success	*	Mode	Search All 🛛 🔽	

Time	Terminal ID	User ID	Name	Unique ID	Class	Mode
2010-04-05 08:53:47	0100	00000376	User376	0376	User	Attend
2010-04-05 10:18:23	0100	00000376	User376	0376	User	Access
2010-04-05 11:36:23	0100	00000376	User376	0376	User	Attend
2010-04-05 14:52:01	0100	00000376	User376	0376	User	Access
2010-04-05 15:20:20	0100	00000376	User376	0376	User	Access
2010-04-05 15:47:06	0100	00000376	User376	0376	User	Access
2010-04-05 18:22:06	0100	00000376	User376	0376	User	Attend
2010-04-05 18:33:18	0100	00000376	User376	0376	User	Leave
2010-04-05 21:09:49	0100	00000376	User376	0376	User	Attend
2010-04-05 21:16:20	0100	00000376	User376	0376	User	Attend
2010-04-05 23:01:19	0100	00000376	User376	0376	User	Attend
2010-04-06 08:53:02	0100	00000376	User376	0376	User	Attend
2010-04-06 11:12:44	0100	00000376	User376	0376	User	Attend
2010-04-06 18:43:37	0100	00000376	User376	0376	User	Access
2010-04-07 02:55:29	0100	00000376	User376	0376	User	Attend
2010-04-07 08:51:39	0100	00000376	User376	0376	User	Attend
2010-04-07 11:37:57	0100	00000376	User376	0376	User	Attend
2010-04-08 08:41:26	0100	00000376	User376	0376	User	Attend
2010-04-08 10:26:01	0100	00000376	User376	0376	User	Access
2010-04-08 13:28:53	0100	00000376	User376	0376	User	Attend
2010-04-09 11:33:14	0100	00000376	User376	0376	User	Attend
2010-04-09 18:35:37	0100	00000376	User376	0376	User	Leave
2010-04-10 11:56:09	0100	00000376	User376	0376	User	Attend

③ Transaction Reports

➡ Calculation Standard: Record of going to work and leaving from work between 06:00 and +12:00

NO	Date of Work	Arrival Time	Departure Time	Normal Time
1	2010-04-05	08:53	+11:12	26:19
2	2010-04-06	18:43	+11:37	16:54
3	2010-04-07	-	-	00:00
4	2010-04-08	08:41	+11:33	26:52
5	2010-04-09	18:35	+11:56	17:21

3.3.4 Example of TNA Settings (Shift Work)

Shift Work: Example of the case where the range of Going to and Leaving from Work is complicated like three-shift work, etc.

Please set up following the mark

1. [TNA Settings]: Set/add time as below from [Shift Config]

Shift Config			
	Set a standard TNA n	anagement. Enter standard business hours and TNA pro	ccess standard.
Code	Name	Enter Information	
01	tna1	Code 04 Name morn	ing
02	222		1
03 04	all night	time sample : yesterday[-09:45], today[09:45],	tomorrow[+0945]
04	morning	Basic Clocking Config	
			function keys 🔹
		3 Time Frame	06:00 ~ 18:00
		📕 Ignore if Absent 📃 Late	e IN Time 00:00
		Multiple Daily Shifts	y OUT Time 00:00
			Advanced Settings
			Advanced Sectings
Set Shift			
4	Pay Rate	Method	Start End
Rate 1	Normal Time 🔹	Fixed Shift -	08:00 ~ 16:00
Rate 2	Time Before Shi 🝷	Fixed Shift 🔹	06:00 ~ 08:00
Rate 3	Overtime1 Hour 🝷	Fixed Shift -	16:00 ~ 18:00
Rate 4	Not Defined 🔹	No Shift	00:00 ~ 00:00
Rate 5	Not Defined 👻	No Shift	00:00 ~ 00:00
Naco D	Not Defined	no onic	
			Advanced Settings
			Dubbe du
		Add Modify	Delete Close

	Set a standard TNA m	anagement. Enter standard business hours and	TNA proccess standard.
Code	Name	Enter Information	
01	tna1	Code ¹ 05 Name	day
02	222		
03	all night	time sample : yesterday[-09:45], today	([09:45], tomorrow[+0945]
04 05	morning	Basic Clocking Config	
05	day	Clocking Mode	Use all function keys -
		3 Time Frame	14:00 ~ +02:00
		Ignore if Absent	Late IN Time 00:00
		Multiple Daily Shifts	Early OUT Time 00:00
			Advanced Settings
			Advanced Seconds
Set Shift			
4	Pay Rate	Method	Start End
Rate 1	Normal Time 🔻	Fixed Shift	▼ 16:00 ~ +00:00
Rate 2	Time Before Shi 👻	Fixed Shift	▼ 14:00 ~ 16:00
Rate 3	Overtime1 Hour 🝷	Fixed Shift	
Rate 4	Not Defined 👻	No Shift	✓ 00:00 ~ 00:00
Rate 5	Not Defined 🔻	No Shift	✓ 00:00 ~ 00:00
			Advanced Settings

	Set a standard TNA ma	nagement. Enter standard business hours and	TNA proccess standard.
Code I	Name	Enter Information	
	⊐EH1	Code 1 06 Name	night
	222		
	all night	time sample : yesterday[-09:45], today[09:45], tomorrow[+0945]
	norning	Basic Clocking Config	
	day	2 Clocking Mode	Use all function keys 🔹
06 1	night	3 Time Frame	22:00 ~ +10:00
			_
		Ignore if Absent	Late IN Time 00:00
		Multiple Daily Shifts	Early OUT Time 00:00
		-	Advanced Settings
Set Shift Ti	mac		
Set Shirt II	Pay Rate	Method	Start End
Rate 1 4	Normal Time 🔹	Fixed Shift	 +00:00 ~ +08:00
Rate 2	Time Before Shi 🝷	Fixed Shift	▼ 22:00 ~ +00:00
Rate 3	Overtime1 Hour 👻	Fixed Shift	+08:00 ~ +10;00
Rate 4	Not Defined 🔹	No Shift	✓ 00:00 ~ 00:00
Rate 5	Not Defined 🔹	No Shift	▼ 00:00 ~ 00:00
			Advanced Settings

(1) Code: Enter a two-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name: Code Name

P Code: 11 / Name: Enter the ordinary days (ex. Working day, normal day, etc.)

2 Clocking Mode

- Use all function keys: Acknowledge all the records inquired in [Log Management]-[Access Log]as the attendance record

Set to [Use all function keys]

3 Time Frame: Process the record of Going to and Leaving from Work within the applicable zone as the attendance

Promally set in broad range to 06:00~18:00 so as to include basic work range (In the event of going to work at 05:59 and going from work at 18:01, it is not recorded as attendance)

④ Set Shift Times

P Normal Time: 08:00~16:00 (Times of going to work and leaving from work to

be entered accurately) Enter the time in accordance with each shift work time # # etc, In the event of counting Time Before Shift, Overtime1 Hours, Overtime2 Hours enter the applicable time

****Note:** The range of time zones of [Start] and [End] must be within the time range input in No.

• Add: Click this button to register the input data.

2. [TNA Settings]: Register the work type in accordance with the work schedule as follow in [Set Schedule]

et Sched	lule				_		
	Register rotating busines			stere	d working hour regis	ter code	
Code	Name	Enter In Code	ormation		Name	A Group	
01 02	staff A Group	couo	02		Hame	A Group	
02	A Gloup	Define H	olidays				
		Holiday			**** : Not Assigned	ł	-
		Holiday S	Shift		** : Not Assigned		
					. Hot hasgined		
		Set Sche	dule				
		Start Da	t 2016-	05-04	4 🗸 🛛 Repeat Af	ter 15 Days	-
		Date	Day	,	Set Shirt	Enter	^
Davis Data	P ula -	2016-0		, ed 3		-	
Pay Rate		2016-0		_	06 : all night		
1	Normal Time Detail	2016-0	5-06 Fri		06 : all night		
Tim	ne Before Shift Detail	2016-0			04 : Morning		
	ertime1 Hours Detail	2016-0			04 : Morning 06 : all night		
		2010-0			06 : all night		
Ov	ertime2 Hours Detail	2016-0		-	05 : Day		
0)ff Day Hours Detail	2016-0	5-12 Th	u	05 : Day		
Ov	ertime3 Hours Detail	2016-0	5-13 Fri		05 : Dav		~
			Add	М	odify Delete	Close	

(1) Code: Enter a four-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name: Code Name

P Code: 0001 / Name: A Team (Name of the subject group replaced)

2 Repeat After: Select the number of days revolving repeatedly (Normally in the unit of 7 days)

Pr Select 7 days (Normally repeated in the unit of 7 days)

③ Set Shift: Double-click to inquire the work code registered in [Shift Config]

Provide the segment of the segment o

• Add: Click this button to register the input data.

3. [TNA Settings]: Designate the attendance codes registered as follow on a lump sum basis in [Apply Schedule]

		1		te to a registered e	_
		ule 02 : A Gro		Schedule	Set
C	ID		Employee ID		- C
2	0004	0004	0004	02 : A Group	
	0005	0005 2341	0005	02 : A Group	
	0000	5	21	02 : A Group 02 : A Group	
	0007	1	1	02 : A Group	
۲.	0009	1	1	. NOL ASSI	
	0010	name	employee	**** : Not Assi	
	0011	Harrie	chipioyee	**** : Not Assi	
	0012			**** : Not Assi	
	0013			**** : Not Assi	
	0014			**** : Not Assi	
	0015			**** : Not Assi	
	0016			**** : Not Assi	
	0017			**** : Not Assi	
	0018			**** : Not Assi	
	0019			**** : Not Assi	
	0020			**** : Not Assi	
	0021			**** : Not Assi	
	0022			**** : Not Assi	
	0023			**** : Not Assi	

(1) Apply Schedule: Select the work type to be applied

P Select the attendance code

(2) Check box: Check the applicable employee

Processes Processes

③ **Set**: Click this button to have the applicable contents to be applied to the employee checked as above.

4. [TNA]: Attendance is counted and applied based on the set value registered as follow in [Process Transactions].

		0				
		Caculate ti	he registered setting	value and apply		
Sot	Period					
_				Process	Clos	se
2	016-03-22		3-29 🔻			
C	Ignore Mo	difications				
_	TD	News	Caralaura ID	Calcadula	Desult	
C	ID	Name	Employee ID	Schedule	Result	
v	0004	0004	0004	**** : Not D		
v	0005	0005 2341	0005	**** : Not D **** : Not D		
v v	0006	5	21	**** : Not D		
v v	0007	1	1	**** : Not D		
v	0008	1	1	**** : Not A		
	0010	name	employee	**** : Not A		
	0010	Harrie	employee	**** : Not A		
/	0012			**** : Not A		
1	0013			**** : Not A		
1	0014			**** : Not A		
1	0015			**** : Not A		
1	0016			**** : Not A		
1	0017			**** : Not A		
1	0018			**** : Not A		
/	0019			**** : Not A		
1	0020			**** : Not A		
1	0021			**** : Not A		
v	0022			**** : Not A		
/	0023			**** : Not A		
/	0024			**** : Not A		
/	0025			**** : Not A		
/	0026			**** : Not A		-

(1) Set Period: Designate the subject period of attendance processing. (Maximum Period: 31 days)

Processed with the unit of a day or seven days (The data of attendance processed must exist during the applicable period)

(2) Check box: Check the applicable employee

P Check the group to be processed for attendance

• **Process**: Press **Process** button to display complete message on the processing result after processing.

					Search	TNA proc	essed re	esult per p	eriod. Re	sults can	be saved	in file, or	print					
Dana ak	*	*** : Not	Acciano	1.	. Se	arch Perio	bd				Search al		Se	arch	Pi	rint	Sett	ings
Branch Departme		*** : Not		_		16/02/01		~ 2016/0	2/29 ~		search ai incomplet				Save	to File	Clo	50
Departine	anc -	: NO	Assigne								Incomplet	le record			Jave	connic	CIU	50
ID	Name	Empl	Branch	Dep	Title	Date	Day	Shift	Arriv	Dep	Late	Early	Nor	Tim	Over	Over	Off	Ov ^
0000	Bob	2	Not	Not	Not	201	Mon		#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000	Jim	3	Not	Not	Not	201	Mon		#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000	Maya	4	Not	Not	Not	201	Mon	Staff	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000	Obama	8	Not	Not	Not	201	Mon	Staff	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000	Jobs	9	Not	Not	Not	201	Mon	Staff	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000	Hoya	11	Not	Not	Not	201	Mon	Staff	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000	Angel	12	Not	Not	Not	201	Mon	Exec	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000	Rok	13	Not	Not	Not	201	Mon	Staff	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000	Curti	37	Not	Not	Not	201	Mon	Gen	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000	Bird	198	Not	Not	Not	201	Mon	Tea	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000	Claire	198	Not	Not	Not	201	Mon	Gen	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0330	Но	199	Not	Not	Not	201	Mon	Tea	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000	Lala	199	Not	Not	Not	201	Mon	Gen	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0100	Bobby	199	Not	Not	Not	201	Mon	Flexi	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0200	Jessica	199	Not	Not	Not	201	Mon	Tea	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0210	Bob	200	Not		Not	201	Mon	Tea	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0310	Jinu	200	Not		Not	201	Mon	Tea	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0200	Soy	200		Not	Not	201	Mon	Flexi	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0420	Kevin	200	Not		Not	201	Mon	Flexi	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0820	Jenius	200	Not		Not	201	Mon	Flexi	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0130	B.I.	200		Not	Not	201	Mon	Flexi	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0200	Dora	200		Not	Not	201	Mon	Flexi	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0300	Ella	200		Not	Not	201	Mon	Flexi	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000	James	200	Not		Not	201	Mon	Gen	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000	Seo	201	Not	Not	Not	201	Mon	Gen	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000	Lee	201	Not	Not	Not	201	Mon	Gen	#:	#:	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00 _

5. [TNA]: Inquire the attendance results as follow from [Output Period Result]

(1) Search Period: Designate the subject period of attendance processing. (Maximum Period: 31 days)

Processed with the unit of a day or seven days (The data of attendance processed must exist during the applicable period)

② **Search**: Output the results.

Identify Access Log

Period	2010-0	01-01 00:00 🛟	~ 🗹 2010-0	1-13 23	8:59 😂			
Condition	User	*	Detail Cor	ndition	00000376:	User376	*	
Result	Succes	s 💌	Mode		Search All	*		
Time		Terminal ID	User ID	Nam	e	Unique ID	Class	Mode
2010-01-01 0	07:31:24	0100	00000376	User	376	0376	User	Attend
2010-01-01 1	6:59:47	0100	00000376	User	376	0376	User	Attend
2010-01-02 0	07:19:14	0100	00000376	User	376	0376	User	Access
2010-01-02 1	7:39:22	0100	00000376	User	376	0376	User	Attend
2010-01-03 0	06:22:24	0100	00000376	User	376	0376	User	Attend
2010-01-03 1	7:22:54	0100	00000376	User	376	0376	User	Access
2010-01-04 2	23:49:39	0100	00000376	User	376	0376	User	Attend
2010-01-05 0	08:49:59	0100	00000376	User	376	0376	User	Attend
2010-01-05 2	23:19:26	0100	00000376	User	376	0376	User	Attend
💼 2010-01-06 C	09:34:14	0100	00000376	User	376	0376	User	Attend
2010-01-07 1	15:37:39	0100	00000376	User	376	0376	User	Attend
2010-01-08 0	01:47:02	0100	00000376	User	376	0376	User	Attend
2010-01-08 1	15:09:03	0100	00000376	User	376	0376	User	Access
2010-01-09 0	01:53:59	0100	00000376	User	376	0376	User	Attend
2010-01-09 1	4:58:59	0100	00000376	User	376	0376	User	Attend
2010-01-10 0	01:49:07	0100	00000376	User	376	0376	User	Access
2010-01-10 2	22:55:13	0100	00000376	User	376	0376	User	Attend
2010-01-11 0	08:40:14	0100	00000376	User	376	0376	User	Attend
💼 2010-01-12 C	07:40:09	0100	00000376	User	376	0376	User	Attend
2010-01-12 1	16:15:37	0100	00000376	User	376	0376	User	Attend
2010-01-13 0	08:54:41	0100	00000376	User	376	0376	User	Attend
2010-01-13 0	09:13:49	0100	00000376	User	376	0376	User	Attend

③ Transaction Reports

Processing the attendance by shift work time zones

Work Type	Time Before Shift	Normal Time	Overtime1 Hours
Morning	06:00~08:00	08:00~16:00	16:00~18:00
Day	14:00~16:00	16:00~+00:00	+00:00~+02:00
Night	22:00~+00:00	+00:00~+08:00	+08:00~+10:00

Date	Work Type	Arrival Time	Departure Time	Normal Time	Time Before Shift	Overtime1 Hours
2010-01-01	Morning	7:31	16:59	8:00	0:29	0:59
2010-01-02	Morning	7:19	17:39	8:00	0:41	1:39
2010-01-03	Morning	6:22	17:22	8:00	1:38	1:22
2010-01-04	Night	23:49	+8:49	8:00	0:11	0:49
2010-01-05	Night	23:19	+9:34	8:00	0:41	1:34
2010-01-06	Holiday	-	-	-	-	-
2010-01-07	Day	15:37	+1:47	8:00	0:23	1:47
2010-01-08	Day	15:09	+1:53	8:00	0:51	1:53
2010-01-09	Day	14:58	+1:49	8:00	1:02	1:49

2010-01-10	Night	22:55	+8:40	8:00	1:05	0:40
2010-01-11	Holiday	-	-	-	-	-
2010-01-12	Morning	7:40	16:15	8:00	0:20	0:15

3.3.5 Example of TNA Settings (Multiple Going to and Leaving from Work)

Multiple Going to and Leaving from Work: Applicable when the frequency of Going to and Leaving from Work is one or more times per workday. For example, it is the case where the work is divided into Morning work - Break - Afternoon work and the Times when going to and leaving from work is added to the range of Morning/Afternoon Work Range respectively.

Please set up following the mark

1. [TNA Settings]: Set/add time as below from [Shift Config]

	Set a standard TNA		nagement. Enter standard business hours and TI	NA proccess standard.
Code	Name		Enter Information	
01	tna1		1 Code 07 Name	multi tna
02	222			
03	all night		time sample : yesterday[-09:45], today[0)9:45], tomorrow[+0945]
04	Morning		Basic Clocking Config	
05	Day		2 Clocking Mode	Jse all function keys 🔹
06	all night			
07	multi tna		3 Time Frame	
			Ignore if Absent	Late IN Time 00:00
			Multiple Daily Shifts	Early OUT Time 00:00
			5	Advanced Settings
Set Shift	Times Pay Rate		Method	Start End
Rate4	Time Before Shi	•	Fixed Shift	• 08:00 ~ 12:00
Rate 2	Overtime1 Hour	•	Fixed Shift	• 14:00 ~ 18:00
Rate 3	Normal Time	•	Fixed Shift	▼ 08:00 ~ 12:00
Rate 4	Normal Time	•	Fixed Shift	▼ 14:00 ~ 18:00
Rate 5	Not Defined	•	No Shift	✓ 00:00 ~ 00:00
			6	Advanced Settings

① Code: Enter a two-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name: Code Name

P Code: Individual Entry / Name: Multiple going to and leaving from work

(2) Clocking Mode

- Use all function keys: Acknowledge all the records inquired in [Log Management]-[Access Log]as the attendance record

Set to [Use all function keys]

3 Time Frame: Process the record of Going to and Leaving from Work within the applicable zone as the attendance

➡ Normally set in broad range to 06:00~18:00 so as to include basic work range (In the event of going to work at 05:59 and going from work at 06:01 on the following day, it is not recorded as attendance)

④ Set Shift Times

☞ Shift1: Early Departure Time 08:00~12:00

☞ Shift2: Overtime1 Hours 14:00~18:00

*****Recognize the times when going to and leaving from work for early leave work as Morning Work, and those for overtime work as Afternoon Work

➡ Shift3: Normal Time 08:00~12:00

☞ Shift4: Normal Time 14:00~18:00

****These are the settings to seek the basic work time by summing up the early leave work and overtime work hours as set above**

(5) Advanced Settings(Clocking)

Advanced Settings				`
			eparture time automation Itiple arrival/departure t	cally, set times that do not ime periods
		cordo, oce ma		
Time Frame	06:0) ~ +06:00	Out of Office Setti	ngs
Auto Clock			Deduct Break	Time
Auto Clock IN	00:00		Clocking Mode	Use all function ke $$
Auto Clock OU	т 00:00		Break by LEA	VE record
			Clocking Mode	Use all function ke 👻
Break Times			Set Multi Daily Shift	Times
📒 1st Break	00:00	~ 00:00	1 🖸 1st Band	06:00 ~ 13:00
📒 2nd Break	00:00	~ 00:00	🖸 2nd Band	13:00 ~ 22:00
3rd Break	00:00	~ 00:00	3rd Band	00:00 ~ 00:00
📒 4th Break	00:00	~ 00:00	📒 4th Band	00:00 ~ 00:00
5th Break	00:00	~ 00:00		
				Set Cancel

```
    ☞ ① 1st Band: 06:00~13:00 / 2nd Band: 13:00~22:00
    ☞ Broadly set Normal Time so as to include the time zones 08:00~12:00 and 14:00~18:00
```

```
Pr The hours of 1st Band and 2nd Band may not be overlapped
```

• **Set**: Click this button to register the input data.

```
6 Advanced Settings(Shift)
```

Advanced Setting	s							
Set 1~5 worł	king hours set in [w detail. (steration]-[/max time		setting] in r	nore
Rate 1			1					
Pay Rate	Time Before Shift	Ŧ		Ro	unding	No	Rounding	•
Min. Time	00:00		Max	Time	99:00	Rate	100	%
Select Range	1st Band	•		📒 Sł	nift Auto O	UT		
Rate 2								
Pay Rate	Overtime1 Hours	Ŧ]	Ro	unding	No	Rounding	-
Min. Time	00:00		Max	Time	99:00	Rate	100	%
Select Range	2nd Band	•		🔵 Sł	nift Auto O	UT		
Rate 3								
Pay Rate	Normal Time	Ŧ		Ro	unding	No	Rounding	-
Min. Time	00:00		Max	Time	99:00	Rate	100	%
Select Range	Not Defined	•		Sł	nift Auto C	UT		
Rate 4								
Pay Rate	Normal Time	Ŧ]	Ro	unding	No	Rounding	-
Min. Time	00:00		Max	Time	99:00	Rate	100	%
Select Range	Not Defined	•		📕 Sł	nift Auto O	UT		
Rate 5			_					
Pay Rate	Not Defined	Ŧ]	Ro	unding	No	Rounding	Ŧ
Min. Time	00:00		Max.	Time	99:00	Rate	100	%
Select Range	Not Defined	Ŧ]	Sł	nift Auto O	UT		
						Set	Can	cel
					_			

☞ Set the applicable zones to 1st Band, 2nd Band, Not Defined, Not Defined for the Shift1 through Shift4 settings as above

- **Set**: Click this button to register the input data.
- **Add**: Click this button to register the input data.

2. [TNA Settings]: Register the work type in accordance with the work schedule as follow in [Set Schedule]

	Register rotating busines	s schedule by using registe	ered working hour register code
Code 01	Name staff	Enter Information Code 1 03	Name staff
02 03	A Group staff	Define Holidays Holiday	**** : Not Assigned 🗸
		Holiday Shift Set Schedule Start Date 2016-05	** : Not Assigned
Pay Rat	e Rules Normal Time Detail	Date Day 2016-05-25 Wed 2016-05-26 Thu 2016-05-27 Fri	3 Set Shift Enter 07 : multi tna 07 : multi tna 07 : multi tna
	ne Before Shift Detail vertime1 Hours Detail	2016-05-28 Sat 2016-05-29 Sun 2016-05-30 Mon	07 : multi tna 07 : multi tna 07 : multi tna
	vertime2 Hours Detail	2016-05-31 Tue	04 : Morning
	Off Day Hours Detail vertime3 Hours Detail		

(1) Code: Enter a four-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name: Code Name

☞ Code: 1111 / Name: Enter Code Name

(2) Repeat After: Select the number of days revolving repeatedly (Normally in the unit of 7 days)

P Select 7 days (Normally repeated in the unit of 7 days)

③ Set Shift: Double-click to inquire the work code registered in [Shift Config]

P Double-click to designate the registered code

• Add: Click this button to register the input data.

3. [TNA Settings]: Designate the attendance codes registered as follow on a lump sum basis in [Apply Schedule]

1	Apply	Schedule					×
	In e	employee TNA,	an TNA code	can be designat	te to a register	ed employe	e
	A	pply Schedule	01 : staff		-	Set	
	6	ID	Name	Employee ID	Schedule		<u> </u>
2		0004	0004	0004	01 : staff		
		0005	0005	0005	01 : staff		
		0006	2341	1	01 : staff		
		0007	5	21	01 : staff		
		0008	1	1	01 : staff		
		0009			01 : staff		
		0010	name	employee	01 : staff		
		0011			01 : staff		
		0012			01 : staff		
		0013			01 : staff		
		0014			01 : staff		
		0015			01 : staff		
		0016			01 : staff		
		0017			01 : staff		
		0018			01 : staff		
		0019			01 : staff		_
		0020			01 : staff		
		0021			01 : staff		
		0022			01 : staff		_
		0023			01 : staff		Ŧ
						Close	

(1) Apply Schedule: Select the work type to be applied

P Select the attendance code

(2) Check box: Check the applicable employee

Processes Processes

• **Set**: Click this button to have the applicable contents to be applied to the employee checked as above.

4. [TNA]: Attendance is counted and applied based on the set value registered as follow in [Process Transactions]

		Caculate t	he registered setting	value and apply		
Set	Period			Process	Clos	se
2	016-03-22	∼ 2016-0	3-29 🔻			
	Ignore Mo	difications				
			-			
C	ID	Name	Employee ID	Schedule	Result	
1	0004	0004	0004	**** : Not D		
v	0005	0005	0005	**** : Not D		
1	0006	2341	1	**** : Not D		
1	0007	5	21	**** : Not D		
1	0008	1	1	**** : Not D		
1	0009			**** : Not D		
1	0010	name	employee	**** : Not D		
1	0011			**** : Not D		
1	0012			**** : Not D		
1	0013			**** : Not D		
1	0014			**** : Not D		
1	0015			**** : Not D		
1	0016			**** : Not D		
1	0017			**** : Not D		
1	0018			**** : Not D		
1	0019			**** : Not D		
1	0020			**** : Not D		
1	0021			**** : Not D		
1	0022			**** : Not D		
1	0023			**** : Not D		
1	0024			**** : Not A		
v	0025			**** : Not A		
	0026			**** : Not A		

(1) Set Period: Designate the subject period of attendance processing. (Maximum Period: 31 days)

➡ Normally in the unit of a day or seven days (The data of attendance processed must exist during the applicable period)

(2) Check box: Check the applicable employee

Processes Processes

• **Process**: Press the button to print the complete message after processing.

					101.00		TO BE AND A DO	esuit per p	erod. Re	suts can	be saved	in Re, or	pint	0				
Branch		and a Mad	t Assigned		(1	arch Park				-	Search al		56	arch	, Pr	mt.	Sett	ngs
Departme	nt i	**** : Not				16/02/01		~ 2016/0	2/29		incomplet	1.000			Save	to File	Ge	56
1D	Name	Empl	Branch	Dep	Title	Date	Day	Shift	Amv	Dep	Late	Early	Nor	Tm	Over	Over	off	OV
0000	Bob	2	Not	Not	Not	201	Mon		#	8-0-	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000	Jm	3	Not	Not	Not	201	Mon		#	8-0-	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000	Maya	4		Not	Not		Mon	Staff	#	#	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000	Obama	8	Not	Not	Not	201	Mon	Staff	#	8-0-	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000	Jobs	9		Not	Not		Mon	Staff	#-0-	8-0-	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000	Hoya	11			Not		Mon	Staff	#	8-0-	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000	Angel	12		Not	Not		Mon	Exec	8-2-	#	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000	Rok	13		Not	Not	201	Mon	Staff	#-:	# (00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000	Curti	37	Not	Not	Not	201	Mon	Gen	#inter	Sec.	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000	Bird	198		Not	Not	201	Mon	Тез	#-l-	Here'se	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000	Claire	198		Not	Not	201	Mon	Gen	Berger	100	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0330	Ho	199		Not	Not us	201	Mon	Tea	#(# non	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000,	Lala	199			Not	201	Mon	Gen	# ingen	Rector	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0100	Bobby	199		Not	Not		Mon	Flexi	H-C-	# sign	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
	Jessica	199		Not			Mon	Тез,	8-0-	Here'see	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0210,	Bob	200		Not	Not	201	Mon	Tea	#:	Berger	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0310,	Jrtu	200		Not	Not		Mon	Tea	#;	Reiter	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0200	Soy	200	Not		Not		Mon	Flexi	Barlan.	Harden .	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0420	Kevin	200		Not	Not		Mon	Flexi	H-C-	Heritan.	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0820	Jenius	200		Not	Not	201	Mon	Flexi	8-0-	Heriter.	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0130,	B.L.	200		Not	Not		Mon	Flexi	Benjer.	Rector	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0200	Dora	200		Not	Not		Mon	Flexi	Harden .	Harten .	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0300,	Ela	200		Not	Not		Mon	Flexi	#;	Harten .	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000	James	200	Not		Not	201	Mon	Gen	#-:	Heriter.	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000	Seo	201	Not		Not	201	Mon	Gen	#;	Rector	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0000	Lee	201	Not	Not	Not	201	Mon	Gen	#;	8-4-	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00

5. [TNA]: Inquire the attendance results as follow from [Output Period Result]

(1) Search Period: Designate the subject period of attendance processing. (Maximum Period: 31 days)

Processed with the unit of a day or seven days (The data of attendance processed must exist during the applicable period)

② **Search**: Output the results.

(3) Transaction Reports

☞ Calculation Standard: Normal Time = Time Before Shift in the morning + Overtime1 Hours Work in the afternoon

Time Before Shift(morning)	Overtime1 Hours Work(afternoon)
08:00~12:00	14:00~18:00

Date	Arrival Time	Departure Time	Normal Time	Clock IN from	Clock Out from	Time Before Shift	Overtime1 starts	Overtime1 ends	Overtime1 Hours
2010-03-02	07:56	19:36	8:00	07:56	12:01	4:00	13:57	19:36	4:00
2010-03-03	07:46	21:56	8:00	07:46	12:47	4:00	13:59	21:56	4:00
2010-03-04	07:38	18:38	8:00	07:38	12:38	4:00	13:38	18:38	4:00

2010-03-05 07:27	19:47	8:00	07:27	12:55	4:00	13:25	19:47	4:00
2010-03-06 13:22	19:04	4:00	-	-	0:00	13:22	19:04	4:00

When the number of multiple zones is at least three, it is impossible to inquire the record of going to and leaving from work in the morning and afternoon as above respectively

Final time when going to work and leaving from work and total basic work hours can be checked by designating the basic work time setting only

3.3.6 Wiegand Setting

The following is an example of setting the 26bit Wiegand for. Part of the default settings below for other options if a user needs to input: [Set Wiegand Out Format] $^{1}\times$ [Set Wiegand In Format]. Please refer to the section.

1. [Set Wiegand Out Format]: 26bit

Set wiegend in _out format and import and export from the terminal Viegand Out Wiegand In Code Name 0000 5000 0001 040 1000 26bit_01 Input info 2 Input info 1 Code 1000 Name 26bit_01 Set Field 4 Set Size 5 Set Field 4 1 5 2 5 1 5 1 5 1 5 1 5 1 5 1 5 1 5 1 5 1 5 1 5 1 5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Set Wiegand		
Code Name Basic info 0000 5000 Terminal Read from Send to Terminal 1000 26bit_01 2 Bit Length Customize Custom Size 26 Input info 1 0 0 0 0 0 0 Input info 1 000 0 0 0 0 0 0 Name 26bit_01 0 0 0 0 0 0 0 0 6 Register Modify Delete 0		: wiegend in _out format and import and export from th	e terminal
97 112 113 2 2 2 112 112 Point Set Parity 5 1 V V V V V V V V V 1 16 17 2 2 2 32 33 2 2 2 4 48 49 2 2 4 48 49 2 2 4 48 49 2 4 4 48 49 4 4 4 4 4 48 49 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	Code Name 0000 5000 0001 040 1000 26bit_01	Terminal • 2 Bit Length Customize • Port State Active Low • Send Fail Not Anything • Output Type UserID • Set Field 4 • 1 E S S S S D D 33 • • • • • • • • 97 •	Custom Size 26 Site Code 0 Fail Data 0 Intervar Time(us) 0 Width Time(us) 0 Width Time(us) 0 D D D D 1 Site Code D D D D D D D D 16 32 0 Hited 1 0 Odd Party E Event Parity Point

(1) Enter Information: Code(Numeric format) / Name Code: 0001 / Name: 26bit_01

2 Bit Length: Customize select / Custom Size: 26bit Customize / 26bit

③ Field Type: First, E Even Parity select . As shown above, Set Field area, click once. Other type is the same way too. E **1 bit / S: 8 bit / D: 16 bit / O: 1 bit**

④ Set Field: Is set as shown above..

(5) Set Parity: First, "ê Set Field area Eselect, specified - From second bit to 13th bit. Next
 Oselect, specified - From 14th bit to 25th bit E: 2bit~13bit / O: 14bit~25bit

6 Click **Register** button to complete.

2. [Set Wiegand In Format- A]: 26bit (Card Data - 0×B2 0×34 0×74 -> 0×B2 0×34 0×74 input)

Set Wiegand	
	Set wiegend in format and import and export from the terminal
Wiegand Out Wiegand In	Basic info
Code Name 0000 5000	Terminal Read from Send to Terminal
0001 040 1000 26bit_01	2 Bit Length Customize Custom Size 26
	Port State Active Low Site Code Send Fail
Input info	Output Type Intervar Time(us)
Code 1000	Width Time(us) 0
Name 26bit_01 7 Register Modify Delete	Set Field 4 1 <td< th=""></td<>
Ready	

1) Enter Information: Code(Numeric format) / Name 🛛 🖝 Code: 0001 / Name: 26bit_01

② Bit Length: Customize select / Custom Size: 26bit recustomize / 26bit

③ Field Type: First, select **E**. As shown above, click ④ Set Field area and set. Other type is the same way too.

☞ E: 1bit / 1 (Card Data 1): 8bit / 2 (Card Data 2): 8bit / 3 (Card Data 3): 8bit / 0: 1bit

④ Set Field: Set as shown above.

6 Card Data: Card Number (0×B2 0×34 0×74) Type and Each digit Set, ④ Set Field area
 click, is set as shown above.
 2, ③ this is enter the same way too.
 r 1 (Card Data 1): Data Type - Hexa String / Digit Size - 2 / Bit Order - MSB

	L). Dutu Type Th	za String / Digit		Order Mob
🛥 2 (Card Data 2	2): Data Type - He	exa String / Digit	Size - 2 / Bit	: Order - MSB
🖙 3 (Card Data 3	3): Data Type - He	exa String / Digit	Size - 2 / Bit	: Order - MSB

⑦ Click **Register** the button: Completed

3. [Set Wiegand In Format- B]: 26bit (Card Data- 0×B2 0×34 0×74 를 0011678836(Decimal) input)

	Set wiegend in format and import and export from the termin	al	
Wiegand Out Wiegand In			
Code Name	Basic info	Read from c	end to Terminal
0000 5000 0001 040			
1000 26bit_01	2 Bit Length Customize	Custom Size	26 👻
1002 26bit_02	Port State Active Low -	Site Code	
	Send Fail	Fail Data	
	Output Type 👻	Intervar Time(us)	0
Input info 1		Width Time(us)	0
Code 1002	an Fall 4		Fold Trees
Name 26bit_02	Set Field 4 1 E E 1 1 1 1 1 1 1 1 1 1 1 1 1 1		Field Type 3
	1 E E 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 1 1 16 32	Unused 1 Card Data 1
Register Modify Delete		48	Card Data 1 Card Data 2
	49	64	Card Data 2
	65	80	4 Card Data 4
	81	96	5 Card Data 5
	97	112	O Odd Parity
	113	128	E Event Parity
	Set Parity 5		Point
	1	16	
	17	32	Card Data 6
	33		Data Type
	49		Decimal String 👻
		80	Digit Size
			Order
	113		MSBit : MSByte -

1) Enter Information: Code(Numeric format) / Name recode: 0002 / Name: 26bit_02

② Bit Length: Customize select / Custom Size: 26bit Customize / 26bit

③ Field Type: First, select Even Parity . As shown above, ④ Set Field area, click once. Other type is the same way too.

🖝 E: 1bit / 1 (Card Data 1): 24bit / O: 1bit

④ Set Field: Is set as shown above.

(5) Set Parity: First, select **E** on Set Field area and specify - From second bit to 13th bit . Next **O**select, specified - From 14th bit to 25th bit

F E: 2bit~13bit / O: 14bit~25bit

6 Card Data: Card Number (0×B2 0×34 0×74) Type and Each digit Set, 4 Set Field area 1 click, is set as shown above.

🖝 1 (Card Data 1): Data Type - Decimal String / Digit Size - 10 / Bit Order - MSB

⑦ Click **Register** button to complete.

4. [Set Wiegand In Format- C]: 26bit (Card Data- 0×B2 0×34 0×74 -> 178,13428(Decimal) input)

Set Wiegand					
		Set wiegend in format and i	mport and export from th	e terminal	
Wiegand	Out Wiegand In				
Code 0000 0001	Name 5000 040	Basic info Terminal			Send to Terminal
1000	26bit_01	2 Bit Length	Customize Custom Siz		26 🔻
1002	26bit_02	Port State	Active Low -	Site Code	
1003	26bit_03	Send Fail		Fail Data	
_ Input info		Output Type		Intervar Time(us	s) 0
Code	1 1003			Width Time(us)	0
Name	26bit_03	Set Field 4 1 E 1 1 1 1	1 1 1 1 2 2	2 2 2 2 2 16	Field Type 3
7 Register	Modify Delete	17 2 2 2 2 33		32 48 64 80 96	Card Data 1 Card Data 2 Card Data 2 Card Data 3 Card Data 4 Card Data 5
		97		112 128	O Odd Parity E Event Parity
		Set Parity 5		16	Point
		17		32	Card Data 6
		33		48	Data Type
		49		64	Decimal String 👻
		65		80	Digit Size
		81		96	3
		97		112	Order MSBit : MSByte
Ready					

1) Enter Information: Code(Numeric format) / Name recode: 0003 / Name: 26bit_03

(2) Bit Length: Customize select / Custom Size: 26bit recustomize / 26bit

③ Field Type: First, select E Even Parity . As shown above, ④ Set Field area, click once. Other type is the same way too.

Pr E: 1bit / 1 (Card Data 1): 8bit / 2 (Card Data 2): 16bit / 0: 1bit

④ Set Field: Set as shown above.

(5) Set Parity: Set Parity: First, select **E** on (4) Set Field area and specify - From second bit to 13th bit . Next select **0** and specify - From 14th bit to 25th bit

F E: 2bit~13bit / O: 14bit~25bit

6 Card Data: Set Card Number $0 \times B2 \ 0 \times 34 \ 0 \times 74$ Type and Each digit, and click 1 on 4 Set Field area as it is shown above. 2 has the same way.

Ir 1 (Card Data 1): Data Type - Decimal String / Digit Size - 3 / Bit Order - MSB
 2 (Card Data 2): Data Type - Decimal String / Digit Size - 5 / Bit Order - MSB

(7) Click **Register** button to complete.

3.3.7 Shift Config - Advanced Settings(Shift)

In [Shift Config]- [Set Shift Times], set details the 1st through 5th work hours set in. Set the unit of time calculation, minimum/maximum time, and etc.

Advanced Setting	IS								×
Set 1~5 wor	king hours set in [v detail.				teration]-[wor max time etc)		ne sett	ting] in r	nore
Rate 1									
Pay Rate	Normal Time	Ŧ		Rou	Inding		No Rou	Inding	-
Min. Time	00:00		Max. T	ïme	99:00	Rate		100	%
Select Range	Not Defined	Ŧ		Sh	ift Auto OUT				
Rate 2									
Pay Rate	Not Defined	Ŧ		Rou	Inding		No Rou	Inding	-
Min. Time	00:00		Max. T	ïme	99:00	Rate		100	%
Select Range	Not Defined	Ŧ		Sh	ift Auto OUT				
Rate 3									
Pay Rate	Not Defined	Ŧ]	Rou	unding		No Rou	unding	-
Min. Time	00:00		Max. T	ïme	99:00	Rate		100	%
Select Range	Not Defined	Ŧ		Sh	ift Auto OUT				
Rate 4									
Pay Rate	Not Defined	Ŧ		Rou	Inding		No Rou	Inding	Ŧ
Min. Time	00:00		Max. T	ïme	99:00	Rate		100	%
Select Range	Not Defined	Ŧ		Sh	ift Auto OUT				
Rate 5									
Pay Rate	Not Defined	Ŧ		Rou	Inding		No Rou	Inding	Ŧ
Min. Time	00:00		Max. T	ïme	99:00	Rate		100	%
Select Range	Not Defined	Ŧ		Sh	ift Auto OUT				
						Set		Car	ncel
								eur	

- Shift 1 ~ Shift 5
- Pay Rate: [Shift Config]- Title of the work set in [Set Shift Times] (Inactive Window)

• • Rounding: Enable to set in accordance with time & attendance calculation standard such as applying all the minute units, rounding off 10 minutes, etc.

• Min. Time: Minimum time recognized. That is, if the basic work hours are 9 hours and the minimum one hour's work can be recognized as basic work, then the minimum time will be 1 hour. So if the basic work hour is 59 minutes, it cannot be recognized as basic work.

• Max. Time: Maximum time recognized. That is, if the basic work hours are 9 hours, although one worked for 13 hours as overtime work, the work hours recognized is 10 hours only where the maximum time is specified as 10 hours.

• Rate: Ratio of Extra Hourly Pay by Work Hours Zone for Calculation (Basic 100%, setting is changed in case night shift work, etc. is added)

• Select Range: [Shift Config]-Apply the zone value set in [Multiple going to and leaving from work)]

Multiple Daily Shifts Checking this item activates the setting window.

• Shift Auto OUT: Recognized as sign-out if there is no record of sign-out for Multiple Sign in/out Zone Setup.

3.3.8 How to set the query items

Query item can be seen by setting it in accordance with the user management format. Click the button as follow; select the item to be inquired, and click **Apply** button. Only then will the selected items be displayed on the list.

Essential items can be moved to other positions, but the item itself may not be excluded from selection.

				NA pr	ocessed re	sult per pe	eriod. Result	ts can b	e save	d in file,	or prin			
Assigned -	Search Perio	bd			Searce	h all record	ds	earch	Т	Print	- (Setting	5	
Assigned • Assigned •	Search Peric 2016/05/04		16/05/04	¥		h all record aplete reco	ď	earch		Print Save to	_	Setting: Close	5	

Settings: Press the button to bring up the following window.

Set se	arch criteria per user manage outton and save, only the sele	ment format. Se	lect crit	eria and click
M	landatory criteria can move po	osition, but cann	ot be re	moved.
Search (Column			
с	Content	Remark		Apply
1	ID			
V	Name			Cancel
V	Employee ID			
V	Branch		=	
1	Department			Reset
1	Title			
V	Date	Required		
1	Day			
1	Shift Name			Move Up
1	Arrival Time			
1	Departure Time			Move Down
1	Late After Time			
1	Early Departure Time			
	Working Time IN			Move to Top
	Working Time OUT			Move to Top
	Late IN from			Move to
	Early OUT from			Bottom
1	Normal Time			
	Clock IN from		-	

Check the desired item on the [Search Column] list, and then save it by clicking **Apply** button.

- **Cancel**: Close the window without saving the modified data.
- **Reset**: As the basic item inquired initialize the checked item.
- **Move Up**: Move the checked item to the front.
- **Move Down**: Move the checked item to the end.
- **Move to Top**: Move the checked item to the very front.
- Move to Bottom: Move the checked item to the very end.

3.4 Face Authentication in Server Mode 3.4.1 Introduction

This document is based on the Activation.pdf document from NEURO technology Co.,Ltd, which provides face authentication algorithm. For more detailed information, refer Activation.pdf.

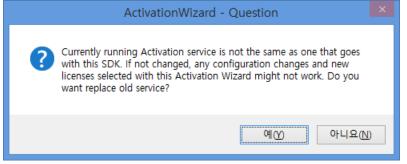
3.4.2 Activating License

3.4.2.1 Activate with Activation Wizard program.

Unzip a file in UNIS installation path after downloading the license activation program to show the following file. (If unzipping a file in the path including characters, not English, a user can fail the gain of license in UNIS. (A user should unzip a file in the English folder.)

Name	Туре	Compressed size	Password
Licenses	File folder		
🔁 Activation	Adobe Acrobat Document	387 KB	No
ActivationWizard	Application	501 KB	No
📧 id_gen	Application	64 KB	No
msvcp110.dll	Application extension	156 KB	No
msvcr110.dll	Application extension	463 KB	No
NCore.dll	Application extension	458 KB	No
Neurotec.dll	Application extension	125 KB	No
Neurotec.Licensing.dll	Application extension	13 KB	No
NLicensing.dll	Application extension	192 KB	No
📧 рд	Application	173 KB	No
pgd.conf	CONF File	1 KB	No

When running the program Activation Wizard.exe, the following window appears.



Press **Yes** button to show the following picture like below. According to license type, select a mode. Select Single PC with Licensing Service and **Finish** button.

Configure Activation Wizard
Select mode
 Single PC (Current mode)
Single PC with Licensing Service
O Volume License Manager Client
🔘 Volume License Manager Server
Configure this computer to use single computer licenses with running service,
A single computer license allow to install and run licensed component on a single Personal Computer or on one Server CPU
Personal Computer of on one Server CPD
< Back 🛞 Einish Cancel

Press **Finish** button, the following license activation screen appears like below.

*		Activation Wizard		- 🗆 🗙
<u>C</u> onfigure	Dongle update	n	<u>D</u> iagnostics	
Status: Activation type:	Activation service is running!	3		A NEURD technology
Details + Add Licenses	Pg path: D:₩Activation123₩pg.exe revision: 6,0,146179			^
Deactivate	Service: Running			~
Products	Co Details	Path		
IP address: 222.107.20.6	55 🛛 😂 Refreshing in 5 seconds			

When checking the detailed information tap from task manager, 'pg.exe', which is Activation service program, runs.

A 작(업 관리기	다	- 🗆 🗙							
파일(F) 옵션(O) 보기(V)										
프로세스 성능 앱 히스토리 시작프로그램 사용자 세부 정보 , • •										
이름	PID	CPU	작업 집합(메모리) 🔺							
📀 nosstarter.npe	12380	00	12,156 K							
📀 nossvc.exe	2176	00	2,636 K							
novapdfs.exe	2996	00	5,556 K							
🚔 npkcmsvc.exe	3056	00	1,288 K							
🗟 npkfxsvc.exe	1048	00	2,012 K							
CSE.EXE	5244	00	4,972 K							
🔊 pg.exe	10552	00	5,780 K							
PresentationFontCache.exe	6320	00	3,580 K							
ReportingServicesService.exe	3084	00	166,592 K							
🔑 SearchFilterHost.exe	11128	00	4,448 K							
🔒 SearchIndexer.exe	6552	00	59,072 K 💗							
<			>							
간단히(D) 간단히(D)			작업 끝내기(E)							

* 'pg.exe' is the program that communicates the face authentication SDK and API. If a user does the forced termination, the function of face authentication is not worked. Please be careful.

To activate the license, press **Browse** button and attach the issued license file (*.sn).

Add Licenses and Serial Numbers						
Add licenses and serial numbers In order to continue, please load some licenses and serials from files or enter serial numbers manually						
– Add from files	pa Browse					
Enter serial numbers						
Press here to enter new serial number	_{Paste}					
< <u>B</u> ack <u>Finish</u>	Cancel					

**** When using USB dongle license, the serial license (*.sn) is not needed.** In general, attach *.sn file as the following picture below.

X		열기				×
ⓒ Э ▼ ↑ □ ↓ H PC ↓ 로컬 디스:	크 (D:) 🕨	~ ¢	로컬	디스크 (D:) 검색	Q,
구성 ▼ 새 폴더						
🐌 인스톨쉴드 관련	^	이름	수정한 날짜		유형	크기 ^
길 ACM Pro x86 설치경로		\mu Activation	2016-04-21 오후	6:01	파일 폴더	
闄 ACM Pro x64 설치경로		\mu AppleBackup	2015-08-26 오전	9:11	파일 폴더	
퉬 FacesSampleWX		퉬 BaiduYunDownload	2016-02-26 오전	11:39	파일 폴더	
		🌗 DBTemp	2016-04-22 오전	11:42	파일 폴더	
🖳 내 PC		🌗 face	2016-04-07 오전	9:06	파일 폴더	
🔟 iPhone		🐌 IMAGEDB	2015-12-03 오후	3:29	파일 폴더	
🏴 union(hw2)		\mu iPhone	2015-09-16 오전	10:49	파일 폴더	
🚺 다운로드		퉬 msdownld.tmp	2015-05-20 오전	10:25	파일 폴더	
🍺 동영상		NVR_Server	2015-12-03 오후	3:55	파일 폴더	
📔 문서		🌗 outlook	2016-03-23 오전	11:02	파일 폴더	
📔 바탕 화면		퉬 Standard_1_0_0_38g_20160303	2016-03-24 오후	4:13	파일 폴더	
🖹 사진		🐌 TAILGATE	2016-04-19 오전	11:15	파일 폴더	
🚺 음악		🌗 메신저받은파일	2016-04-28 오전	9:22	파일 폴더	
🏭 로컬 디스크 (C:)		Union_Community_CoLtdFaceMatcher_8000_267.sn	2016-04-20 오후	3:41	SN 파일	
🔊 로컬 디스크 (D:)		Union_Community_CoLtdFaceMatcher_8000_268.sn	2016-04-20 오후	3:41	SN 파일	~
	¥.	< Comparison of the second sec				>
파일 이름(<u>N</u>): Union_C	omm	unity_CoLtdFaceMatcher_8000_267.sn	¥	Seria	al number files, Lic	ense file 🗸
				Ŷ	멸기(<u>O</u>)	취소

When pressing **Open** button, the file is added as below.

Add Licenses and Serial Numbers							
Add licenses and serial numbers In order to continue, please load some licenses and serials from files or enter serial numbers manually							
Add from files							
D:\Union_Community_CoLtdFaceMatcher_8000_267.sn	r ≩Browse						
Enter serial numbers							
Press here to enter new serial number	😭 Paste						
< <u>B</u> ack <u>N</u> ext >	Cancel						

When pressing **Next** button, the following window appears. And when pressing **Activate**, the license file appears.

	Add Licenses and Serial Numbers							
Ac	Activate serial numbers Press 'Activate' and let all serials finish activation process							
Seria	ıl	Product	Distributo	Numbe	Status			
AB4D	-85C	Face Matc	8000	267				
0	press genera	'Activate', If y ated computer	ou experie hardware i	nce proble d for sele	connection, In order to start activation process, please ems during activation process, you can save cted failed activation and either try to activate manually m/software_activation,html or contacting			
					< Back Finish Cancel			

X When pressing **Activate** button, the fixed license activates in the corresponding PC. After that, the corresponding license cannot be used in the other PC, please be careful.

A	fter completing	<u>A</u> ctivat	e	, "Activated" appears on the status window.					
	Add Licenses and Serial Numbers								
	Activate serial numbers Press 'Activate' and let all serials finish activation process								
	Serial Pro	duct Distribu	to Numbe	Status					
	AB4D-85C Face	e Matc 8000	267	Activated					
				et connection, In order to start activation process, please A Show hardware id					
	generated c	omputer hardware	e id for sele	ected failed activation and either try to activate manually om/software_activation, html or contacting					
				< <u>B</u> ack <u>Finish</u> Cancel					

When pressing **Finish** button, Licenses folder is created and the license file appears as below.

이름	수정한 날짜	유형	크기	
FaceMatcher_Windows.lic	2016-04-28 오후	License	2KB	}

* Please Keep your license file after the separate backup not to be deleted because it affects the face authentication action and it is used in **Deactivate**.

3.4.2.2 Activation Error

If attempting to activate or deactivate your license several times, a user may encounter the following error.

	Add Licenses and Serial Numbers						
Act		erial numbers : 'Activate' and	d let all seri	als finish	activation process		
Seria		Product	Distributo	Numbe	Status		
AB4D-	-85C	Face Matc	8000	267	License for this serial number was generated too many times, Please contact Neurotechnology (support@neurotechnology.com) for more information		
0	genera throug	ated computer h <u>http://www,</u>	hardware i neurotechn	d for sele <u>ology,co</u>	lems during activation process, you can save acted failed activation and either try to activate manually m/software_activation,html or contacting urotechnology,com		
					< <u>B</u> ack <u>F</u> inish Cancel		

If an error occurs, please send an activation request to Neurotechnology's customer support email (support@neurotechnology.com) directly, as the screen messages above.

3.4.2.3 Activating in Web site

Activate the license through the link site below with computer id file. <u>http://www.neurotechnology.com/cgi-bin/nla.cgi</u> Regarding to how to create Computer id file, please refer to "2.2.1 Single computer license" items,

which is Activation.pdf file.

3.4.3 **Deactivating License**

To deactivate the license, a user can move the license to the other PC.

X If a user often run a license Activate and Deactivate, the user may not be able to use the license according to Neurotechnology licensing policy. Please refer the Activation.pdf file for more information.

3.4.3.1 Deactivate with Activation Wizard program

*		Activ	ation Wizard	- 🗆 🗙
<u>C</u> onfigure	<u>D</u> ongle update	License generation	<u>D</u> iagnost	ics
Status: Activation type:	Activation service is Single with Service	running!		EXILEURD technology
Details	Pg path: D:₩Activati revision: 6,0,146179	ion123₩pg,exe		^
Deactivate	Service: Running			~
Products License files Face Matcher		etails Iistributor id: 8000, Sequenc	Path D:\#Activation123\#Licenses	
IP address: 222.107.20.	65 🛛 🔁 Refreshing in 2	22 seconds		

If pressing **Deactivate** button in Activation Wizard, the list of licenses appears as follows:

Name (_	
	Details	Path	Status	
Face Matcher (OS: I	Distributor id: 8000, Se	D:\#00, Project\#00, AC		

Select the license a user wants to deactivate and press **Deactivate** button.

🎽 internet, Howeve	er if internet is not present (tivation wizard will try to de or deactivation fails you are <u>urotechnology,com</u> to comp	e required to send licenses and	Deactivate
Name	Details	Path	Status	
Face Matcher (OS:	Distributor id: 8000, Se	D:₩00, Project₩00, AC		

If pressing **Deactivate** button, the warning message appears as below and the deactivation processes.

ActivationWizard - Question	<					
Are you sure you want to deactivate selected licenses? After deactivation selected licenses will no longer work on this computer.						
예(Y) 아니요(<u>N</u>)						

If Deactivate successes, License deactivated is marked in Status.

	ver if internet is not present o stivation ids to <u>support@net</u>		e required to send licenses and plete deactivation process	Deactivate
Name	Details	Path	Status	
Face Matcher (OS: ,,	, Distributor id: 8000, Se	D:\W00, Project\W00, AC	License deactivated	

3.4.3.2 Deactivation Error

If the deactivation fails, the following message appears as below.

	ActivationWizard - Error
8	Failed to deactivate 1 license(s) over internet. Deactivation lds will now be saved to file
	확인
	Activation Misord Information
	ActivationWizard - Information
0	Deactivated ids and licenses saved to D:₩00.Project₩00.ACM Pro₩얼 굴인증SDK₩Activation₩DeactivationIds directory. Please send it to support@neurotechnology.com to complete deactivation process
	확인

After that, "DeactivationIds" folder is created in the same folder and the following two files are created.

수정한 날짜	유형	크기
		2KB 6KB
	016-04-20 오후 5:50	유형 2016-04-20 오후 5:50 License 2016-04-28 오전 11 ID 파일

please send a deactivation request by sending the two files to Neurotechnology's customer support email (support@neurotechnology.com) directly.

3.4.3.3 Deactivation with Website

With the files generated from items, a user can proceed to deactivate from the following site. <u>http://www.neurotechnology.com/cgi-bin/nlz.cgi</u>

3.5 About MobileCard 3.5.1 Mobile Card Admin Setting

1) Mobile Card Manager Login

When clicking 📃 button at the top of the right side, Mobile Card Admin Settings menu appears. It is the screen to login with Mobile Card registered administrator account.

MobileCard Manager Login	_			×						
Logia with MobileCard registered administrator account										
Login with	Login with MobileCard registered administrator account.									
Email Address	I									
Password										
Purchase page link	Purchase page link									
Sign in	Logout	Sign Up	Close							
	Failed to lo	gon								
				_						

Email Address: Email Address of the registered manager

Password: Password of the registered manager

Purchase page link: To issue the mobile card, a user should purchase in the assigned number. It connects with the corresponding site to purchase.

Sign in: It tries to log-in with the information of the registered manager.

Logout: Logout the manager.

Sign Up: Register or change the manager. If a user wants to change the manager, the user should log in with the changed information.

Close: Close the log in screen.

2) Mobile Card Manager Settings

MobileCard Manager settings.					
Import mobilecard setting	info or connect to the server and register administrator.				
Server DNS	www.mobilekeyservice.com				
Client Secret Key	******				
Email Address					
Password					
Country Code / Mobile Number	Korea, Republic Of 🔹				
	82 KR -				
Customer Name	union				
○ SiteCode	3PC87				
Time Zone	(UTC+09:00) Seoul -				
Apply	renewal list Close				

Server DNS: Mobile card Server Address

Client Secret Key: The security value that treats internally.

Email Address: Email Address of the mobile card manager (If the site code is issued, Email information to use as the corresponding manager.

Password: Manager Password

Country Code / Mobile Number: Country code or Mobile number of the manager.

Customer name: Customer name to use the mobile card

Site Code: The issued site code when registering the corresponding customer (In case of log in as the corresponding manager when selecting as the customer name, the site code was given automatically from the mobile card server.

Time zone: The time information to use the mobile card service.

Apply: Register/Modify the information of the registered manager.

renewal list: Renewal Management about the user who got the mobile card.

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3) Renewal list

Automatically renew setting of user renewal list and mobile card expiration date.

enev	val list						
		Automatically rene	ew setting of use	r ronowal list an	id mobilecard evi	iration date	
		Aucomacically rem	en second of use	r renewariise ar	ia mobilecura exp		
Per	riod						
	Expiration Date Ra	nge 2016-05-04		5-05-05	Search	Manual sy	nchronization
	Telephone			Automatic Rene	wal		
	tomatic Renewal						
			_				
	Period	Y	✓ Mo	odify A	pply		
с	ID	Name	Telephone	Issue Co	Access Date	Automatic Re	Status

- Expiration Date Range: Search the user to issue the mobile card with the following condition.
- Automatic Renewal: Select the inquired user, set whether automatic renewal or not and reflect the list pressing the **Modify** button. And then the setting information of automatic renewal applies in the mobile card server.
- Manual synchronization: If bringing back the users from the terminal after uploading, when only running NIS B Plus and the terminal, it synchronizes the information such as mobile card access period and KeyNo from the mobile card server.

3.5.2 Mobile Card Information

• To use the mobile card, a user should register the administrator first. (Refer <u>Mobile Card Administrator Setting</u>)

MobileCard Information							
Period Setting	2016-05-03		~	2017-05-03	-		
Country Code	82			Immediately	y issued when the register		
Mobile Number	01012341234			Discard			

Period Setting: Set the period of mobile card access. (Up to 1 year from the current time

- Country Code: Country code for the international phone call.
- Mobile number: A User's mobile number
- Immediately issued when the register: After checking the corresponding menu, if the mobile card is not issued, it transfers the mobile card sending message in SMS when adding or deleting the user.
- Discard: Discard the issued mobile card.

** If a user wants to check whether mobile card is issued or not, double click the corresponding user in the list and the user can find it. In case of the user whose mobile card has already been issued, the window in Mobile

In case of the user whose mobile card has already been issued, the window in Mobile Card Information is deactivated.

MobileCard Inform	nation		
Period Setting	2016-05-24	 2017-05-24	.
Country Code		🔽 Immediate	ly issued when the register
Mobile Number		Discard	

3.5.3 Mobile Card Issue Management

1.1.1.1.1 Mobile Card Batch Apply

lobile	Card Issue Manage	ement						
		Manage mot	pilecard issuarance.	. Search batch	user issuarance or hi	istory of issuarance		
M	obileCard Batch Ap	oply MobileCar	d Issue History					
Со	ondition						_	
۲	Within 1 months	O UnIssued User	Search		2016-05-03 18:05	■ ~ A year l	ater	Apply
С	ID	Name	Employee ID	Country Code	Telephone	Period	Status	

It searches the users whose mobile card expiration date is less than a month or mobile card is not issued yet and issues the mobile card for them.

- **Search**: Select a target to search.
- **Apply**: Click **Apply** button, and issue the mobile card at once for the inquired user.

1.1.1.1.2 Mobile Card Issue History

	Manag	ge mobilecard issual	rance. Search ba	tch user issuarance	or history of issuar	ance	
Makin Card Dated	h Annihi - Ma	bileCard Issue Histo					
MobileCard Batc	n Apply	bliecard Issue Histo	ny.				
Condition Mobile Number	_	Name		-	Search		History Search
ID	Name	Mobile Number	Date	Admin	Status		

It searches the issue history of the mobile card.