

STAFF & CARD CONFIGURATION GUIDE

Version: 1.00

Last Updated: 4-9-2020



BEFORE YOU BEGIN

Technical Support

If you cannot find the answer to your question in this manual or in the Help files, we recommend you contact your system installer. Your installer is familiar with your system configuration and should be able to answer any of your questions.

Should you need additional information, please call our Technical Support Help desk, Monday to Friday 9:00 AM to 6:00 PM (GMT +8:00)

Method Details

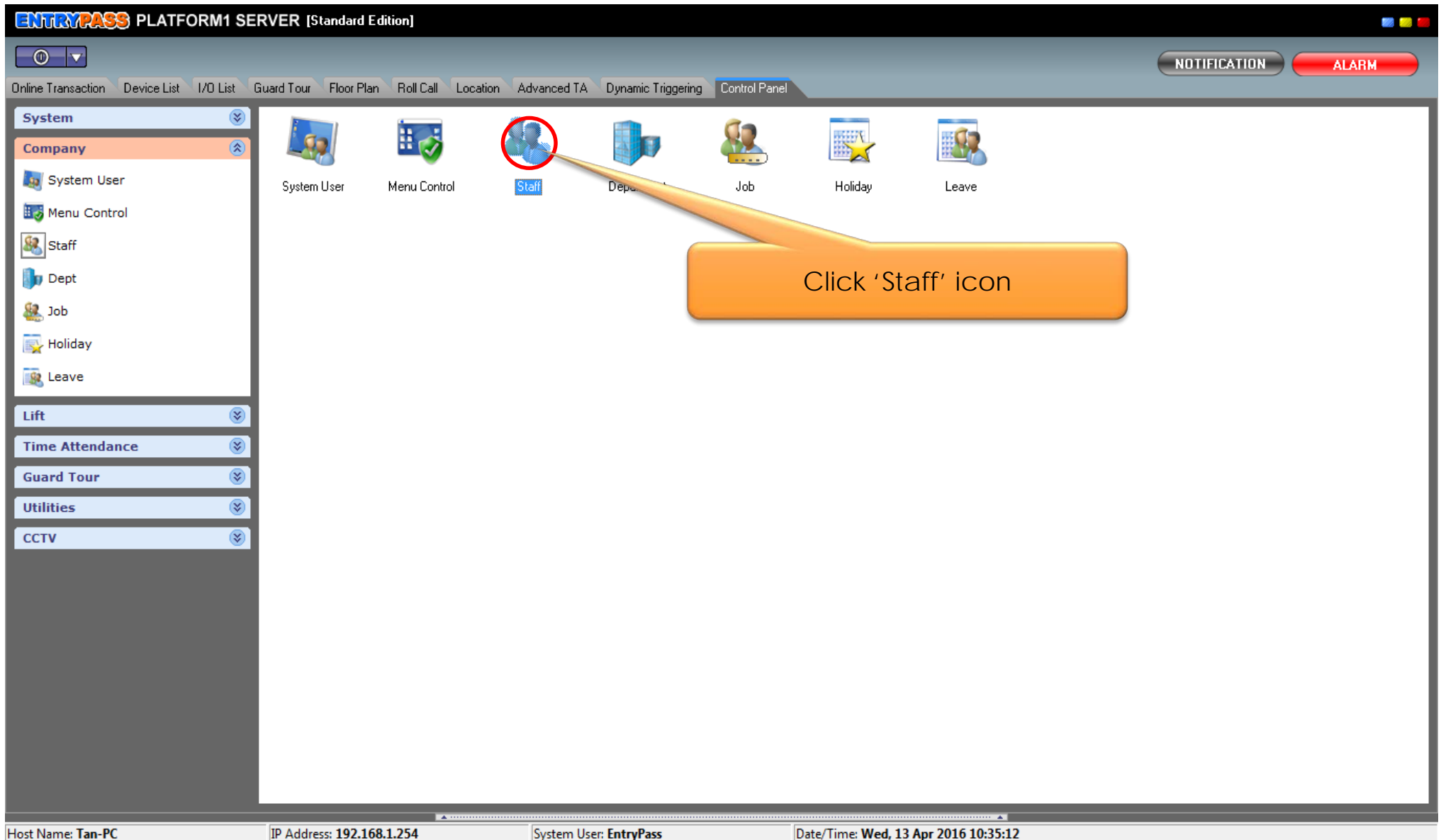
Phone + 60 (3) - 8068 1929

Fax + 60 (3) - 8068 1922

Internet www.entrypass.net

Email support@entrypass.net





Notes: You can find staff icon under 'Control Panel' → 'Company' tab.



View Staff

Filter View
 Classic View

Filter By: Staff No.

 Filter Value:

NOTE: When filter by card's condition: if cardholder hold [] k color.

Record 0 to 0 of 0

Staff No.	Name	Department	Job	Shift	Card 1	Card 2	Card 3	Card 4	Card 5

Total Staff on screen: 0

Summary of Staff:

 Total Staff: 0

 Total card: 0

 Total Department: 0

 Total Job: 0

 Total Shift: 0

 Total Access Level: 3

 Total Access Group: 1

Command

Selection List

Click 'Add' button



Staff - Add

Personal Data | Card Data | User Defined Field | TA User Login | Fingerprint

Staff No. T001 Use Running No.

Name TAN

IC No.

Gender Male Female

Date of Birth Wednesday, 13 April, 2016

Date of Join Wednesday, 13 April, 2016

Department

Job

Shift Type Normal Roster

Shift

Resign No

Date of Resign Wednesday, 13 April, 2016

Photo

Load Clear

(Best fit: 150 * 150)

Last Modified Date: -

Export staff's record

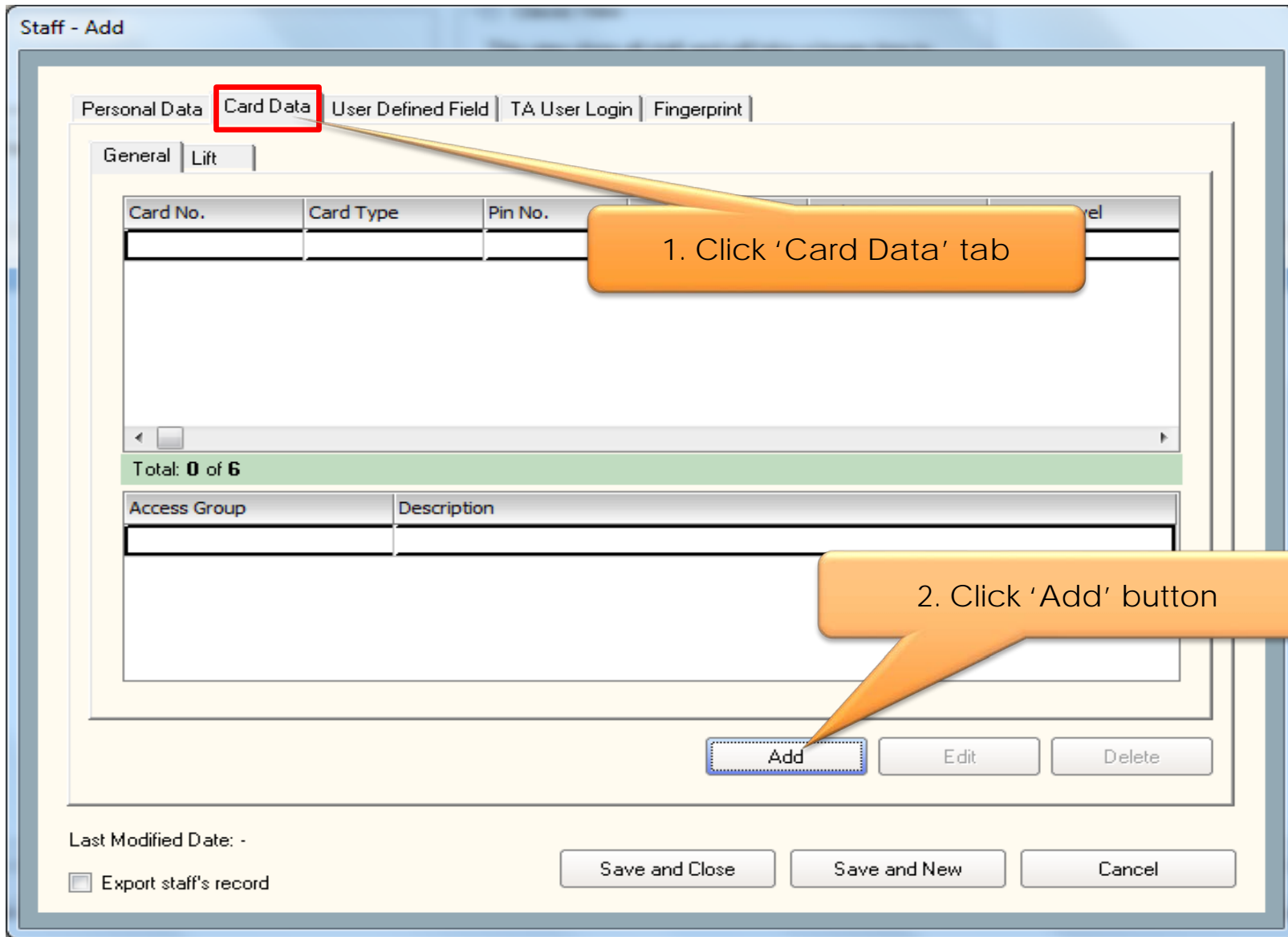
Save and Close Save and New Cancel

Enter staff no. and name

Notes: Staff No. cannot support the following symbols:

- (i) ' (Apostrophe)
- (ii) " (Quotation)
- (iii) ; (Semi Comma)
- (iv) - (Hyphen)





Card - Add

Card No. Scan From Reader

Card Name Scan From Writer

General | Lift

Card Type

Pin No.

Start Date

End Date

Accessibility

Buddy Mode No Buddy No

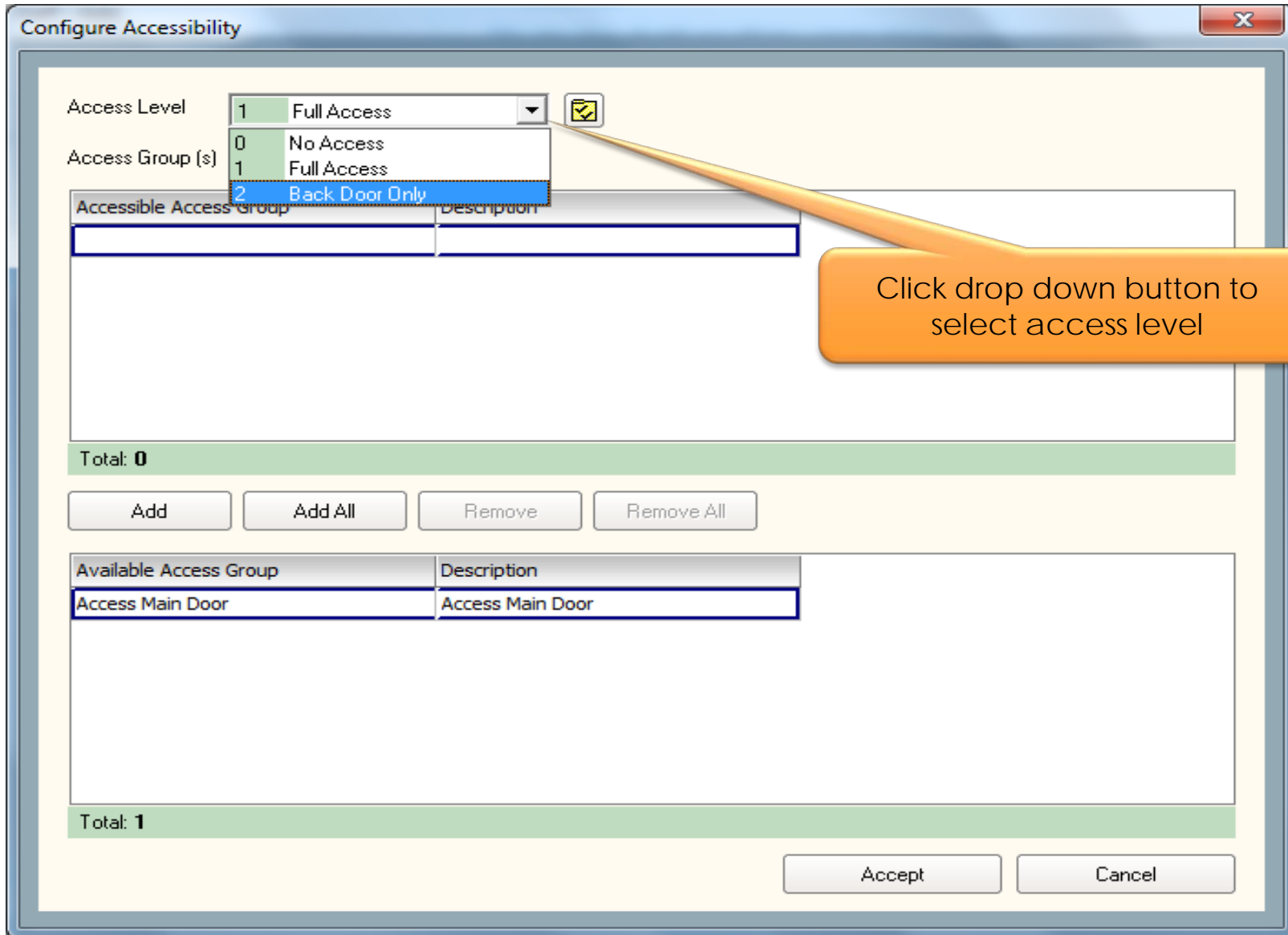
Antipassback Yes

Activate Yes

1. Enter card no. manually or scan from reader

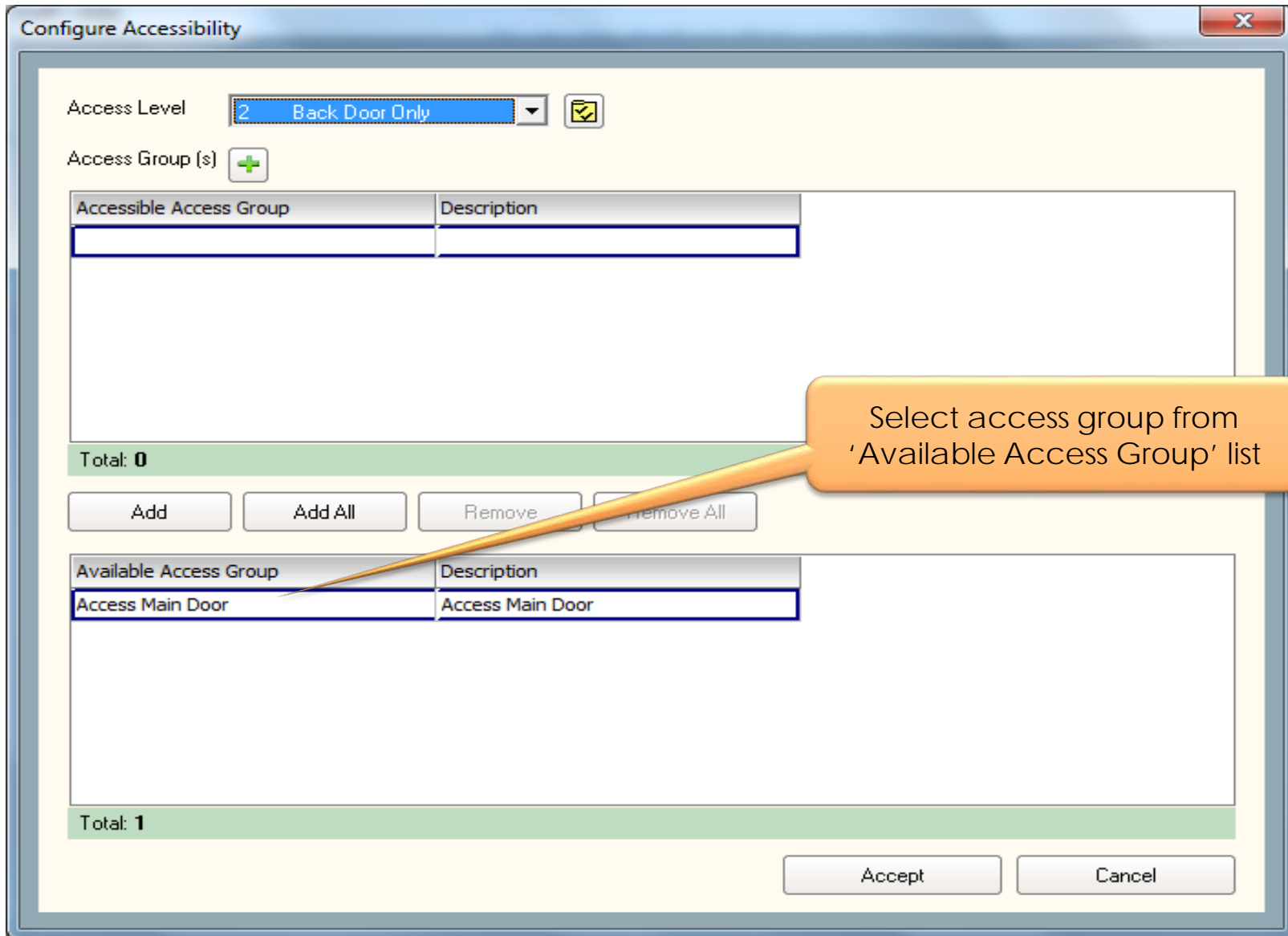
2. Click 'Option' button to select access level or access group





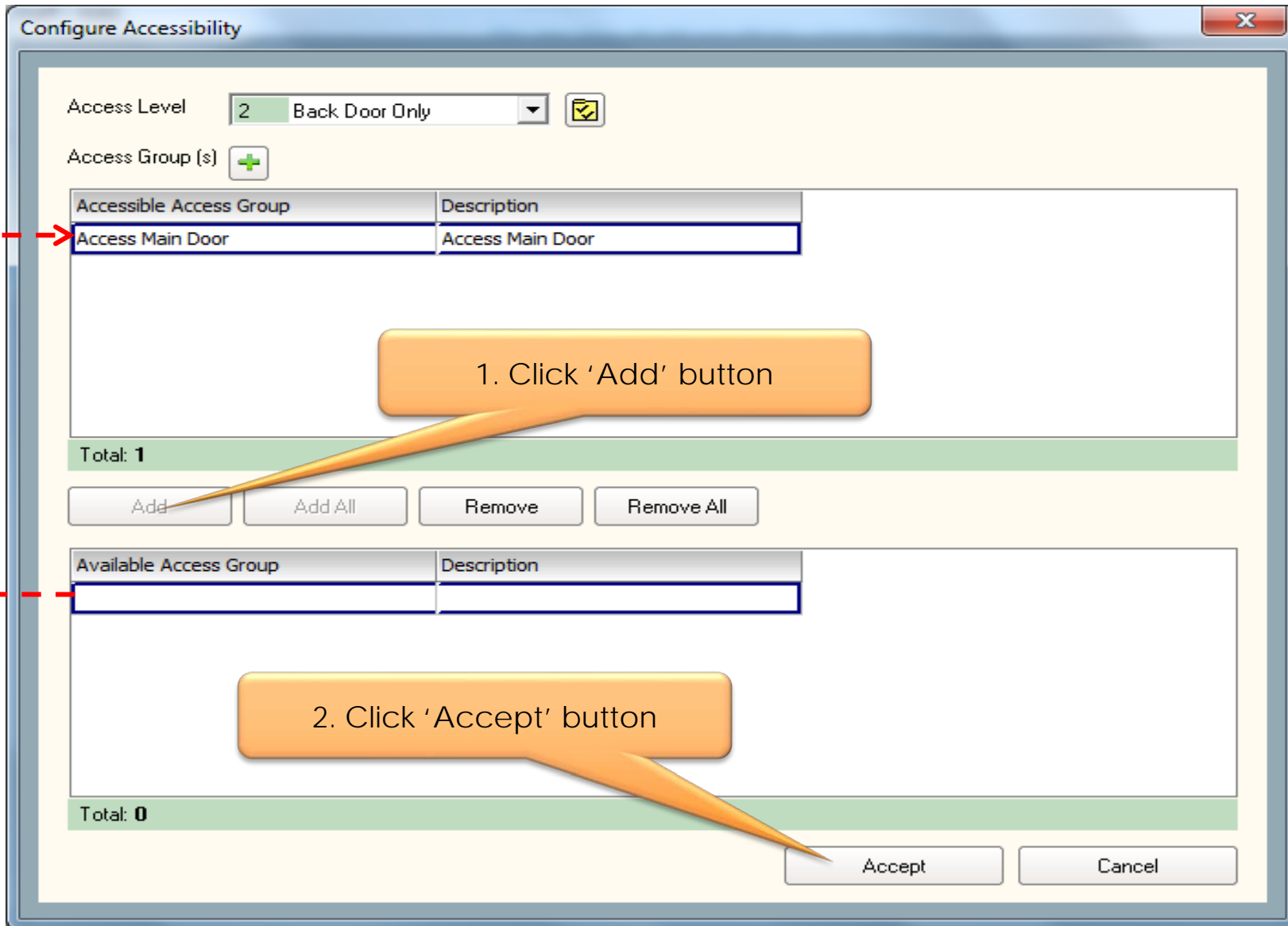
Notes: The following controllers support **Access Level**: Controller model: **MINI, NMINI, S3150, N5150**





Notes: The following controllers support **Access Group**: Controller model: **S3200, S3400, N5200, N5400, N-MINI 2**





Card - Add

Card No. Scan From Reader

Card Name Scan From Writer

General | Lift

Card Type

Pin No.

Start Date

End Date

Accessibility

Buddy Mode No Buddy

Antipassback Yes

Activate Yes

Click 'Add and Close' button



Staff - Add

Personal Data | Card Data | User Defined Field | TA User Login | Fingerprint

General | Lift

Card No.	Card Type	Pin No.	Start Date	End Date	Access Level
1013534812	Access Card	000000	13/04/2016	13/04/2026	2 - Back Door Only

Total: 1 of 6

Access Group	Description
Access Main Door	Access Main Door

Buttons: Add, Edit, Delete

Last Modified Date: -

Export staff's record

Buttons: Save and Close, Save and New, Cancel

Callout: Click 'Save and Close' button



View Staff

Filter View
 Filter By:
 Filter Value:

Classic View
 This view show all staff and ... longer time to display.

NOTE: When filter by card's condition: if cardholder holds more than one card, card which meet the filter will be shown in red color, otherwise black color.

System detected changes has been done to staff information. Therefore pagination listing is aborted. Please click

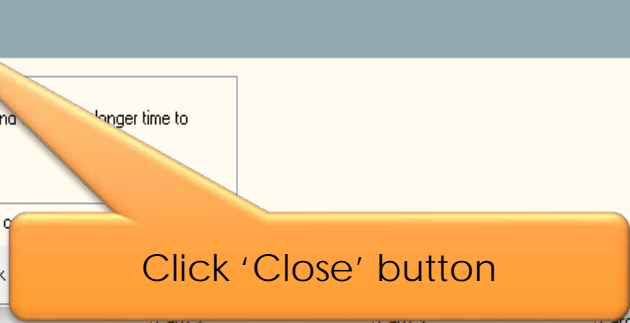
Staff No.	Name	Department	Job	Shift	Card 1	Card 2	Card 3	Card 4	Card 5
T001	TAN				1013534812 (2) [more]				

Total Staff on screen: 1

Summary of Staff: Total Staff: 1 Total card: 1 Total Department: 0 Total Job: 0 Total Shift: 0 Total Access Level: 3 Total Access Group: 1

Command

Selection List



Notes: After you've saved the card data, P1 Server will automatic send the card data to **Hardware** according to access level or access group that you assigned.



THANK YOU

