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 <u>support@entrypass.net</u>



ENTRYPASS PLATFORM1 SE	RVER [Standard Editi	ion]							📟 📖 📟
								NOTIFICATION	ALARM
Online Transaction Device List 1/O List	Guard Tour Floor Plan	Roll Call Location	Advanced TA	Dynamic Triggering	Control Panel				
System 😵			$\widehat{}$		G a	ULCCOR	1		
Company 🛞									
🜆 System User	System User N	fenu Control	Staff	Depo	Job	Holiday	Leave		
Menu Control									
Staff				(
🌗 Dept						Click 'Sta	aff' icon		
Sop 😵 Jop									
🙀 Holiday									
🧱 Leave									
Lift 🛞									
Time Attendance 🛞									
Guard Tour 🛞									
Utilities 🛞									
ССТУ 😵									
		.					·····		
Host Name: Tan-PC	IP Address: 192.168.1	.254	System User:	EntryPass	D	ate/Time: Wed, 13	Apr 2016 10:35:12		

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



🔄 View Staff	PLATERN MERCER	Contrast 1 Minut							- 0 X
Add (F2)	Edit (F4) Delete (F6)	Refresh (F5) Print (I	F7) Find (F3)	Close					
 Filter View Filter By Filter Value 	Staff No.		Filter	This view Show all : display.	staff and will take a longer ti	ime to			
NOTE: When filter	r by card's condition: if cardholder hold				k color.				
	► ► Record 0 to 0 of 0	Click '	Add' but	ton					
Staff No.	Name	Department	Job	Shift Car	d 1	Card 2 C	ard 3	Card 4	Card 5
Total Staff on scr	een: 0								F
Summary of Staff	f: Total Staff: 0	Total card: 0 To	tal Department: 0	Total Job: 0	Total Shift: 0	Total Access Level: 3	Total Access Group: 1		
Command	,								-
Selection List									-



Staff - Add Personal Data Card Data User Defined Field TA User Login Fingerprint	
Staff No. T001 Stell Use Running No. Photo	
IC No. Gender Male Female Enter staff no. and na	ame
Date of Join Wednesday, 13 April , 2016	
Department Image: Construction Job Image: Construction	ear
Shift Type Normal Roster	
Resign No Date of Resign Wednesday, 13 April , 2016	
Last Modified Date: - Export staff's record Save and Close Save and New Control	Cancel

Notes: Staff No. cannot support the following symbols:

- (i) ' (Apostrophe)
- (ii) " (Quotation)

(iii) ; (Semi Comma) (iv) – (Hyphen)



Staff - Add Personal Data Card Data User D General Lift Card No. Card Typ	efined Field TA User Login Fingerprint
 ✓ □ Total: 0 of 6 Access Group 	Description
	2. Click 'Add' button
	Add Edit Delete
Last Modified Date: -	Save and Close Save and New Cancel



Car	rd - Add	
	Card No. Card Name General Lift	1013534812 Scan From Reader TAN Scan From Writer
	Card Type Pin No.	Normal Access Card Image: Card <t< td=""></t<>
	Start Date End Date Accessibility	Wednesday, 13 April , 2016 Monday , 13 April , 2026 1 - Full Access
	Buddy Mode Antipassback	No Buddy No 2. Click 'Option' button to select access level or access group
	Activate Add ar	Ves Id Close Add and New Cancel



Access Level 1 Full Access Access Group (s) 0 No Access 1 Full Access 2 Back Door 0 Accessible Access Group		
		Click drop down button to select access level
Total: 0 Add All	Remove Remove All	
Available Access Group	Description	
Access Main Door	Access Main Door	
Total: 1		Accept Cancel

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



Configure Accessibility	
Access Level 2 Back Door Only 🔽 🐼	
Accessible Access Group Description	
Total: 0	Select access group from 'Available Access Group' list
Add Add All Remove All	
Available Access Group Description Access Main Door Access Main Door	
Total: 1	
	Accept Cancel

Notes: The following controllers support Access Group: Controller model: \$3200, \$3400, \$5200, \$5400, \$100, \$



Access Group (s) 🛶	
Accessible Access Group	Description
Access Main Door	Access Main Door
	1. Click 'Add' button
Total: 1	
Add All	Remove All
Available Access Group	Description
2 (lick (Accept/ button



Card -	Add	
С	ard No.	1013534812 Scan From Reader
С	ard Name	TAN Scan From Writer
	General Lift	
	Card Type	Normal Access Card
	Pin No.	
	Start Date	Wednesday, 13 April , 2016 💌
	End Date	Monday ,13 April ,2026 💌
	Accessibility	2 - Back Door Only Access Main Door - Access Main Door
	Buddy Mode	No Bud
	Antipassback	✓ Yes Click 'Add and Close' button
	Activate	Ves
	Add an	d Close Add and New Cancel



Staff - A	Add								
F	Personal Data Card Da General Lift	ata User Defined F	Field TA User I	ogin Fingerprint					
	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	Deerei				4			
	Access Group	Descrip	Access Main Door						
					Click 'S	ave and Close'	button		
 La	ast Modified Date: -				Add E	dit Delete			
	Export staff's record			Save and Close	Save and Nev	v Cancel			



🔄 View Staff	and according	-	-									_ 0 X
Add (F2)	Edit (F4)	Delete (F6)	Refresh (F5)	Print (Fi	7) Find (F3	Close						
Filter View						Classic Vie	W					
Filter By	Staff No.	•				This view sho display.	w all staff and	er time to				
Filter Value				_	Filter							
NOTE: When filter	NDTE: 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 o											
	Sy Sy	stem detected change	es has been done	to staff informatio	on. Therefore paginati	on listing is aborted.	Please click	CIICK	'Close'	button		
Staff No.	Name		Dep	partment	Job	Shift	Card 1	Caru z		caru o	card 4	Card 5
1001	TAN						1013534812 (2) <u>Imore</u>					
•												
Total Staff on scre	en: 1											
Summary of Staff:	Total	Staff: 1	Total card: 1	Tota	al Department: 0	Total Job: 0	Total Shift: 0	Tota	I Access Level: 3	Total Access Group: 1		
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

