

# **SmartPSS Lite Access Control Solution**

## **User's Manual**








# Foreword

## General

This manual introduces the functions and operations of the access control solution of the SmartPSS Lite platform (hereinafter referred to as "the Platform"). Read carefully before using the platform, and keep the manual safe for future reference.

## Safety Instructions

The following signal words might appear in the manual.

Signal Words	Meaning
 <b>DANGER</b>	Indicates a high potential hazard which, if not avoided, will result in death or serious injury.
 <b>WARNING</b>	Indicates a medium or low potential hazard which, if not avoided, could result in slight or moderate injury.
 <b>CAUTION</b>	Indicates a potential risk which, if not avoided, could result in property damage, data loss, reductions in performance, or unpredictable results.
 <b>TIPS</b>	Provides methods to help you solve a problem or save time.
 <b>NOTE</b>	Provides additional information as a supplement to the text.

## Revision History

Version	Revision Content	Release Time
V1.0.0	First release.	April 2022

## Privacy Protection Notice

As the device user or data controller, you might collect the personal data of others such as their face, fingerprints, and license plate number. You need to be in compliance with your local privacy protection laws and regulations to protect the legitimate rights and interests of other people by implementing measures which include but are not limited: Providing clear and visible identification to inform people of the existence of the surveillance area and provide required contact information.

## About the Manual

- The manual is for reference only. Slight differences might be found between the manual and the product.
- We are not liable for losses incurred due to operating the product in ways that are not in compliance with the manual.
- The manual will be updated according to the latest laws and regulations of related jurisdictions. For detailed information, see the paper user's manual, use our CD-ROM, scan the QR code or visit our official website. The manual is for reference only. Slight differences might be found between the electronic version and the paper version.
- All designs and software are subject to change without prior written notice. Product updates

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# 1 Overview

The access control solution is used with the access control devices through SmartPSS Lite platform, which is helpful in small and medium scenarios such as controlling doors remotely and configuring alarms.

## 2 Access Guide

You can quickly use the common functions of access control here.

**Step 1** Select **Access Control Solution** in the left bar.

**Step 2** Click **Access Guide** on the home page.

**Step 3** Configure functions in the order from top to bottom and from left to right. For details about how to use these functions, see the corresponding chapters.

Figure 2-1 Access guide

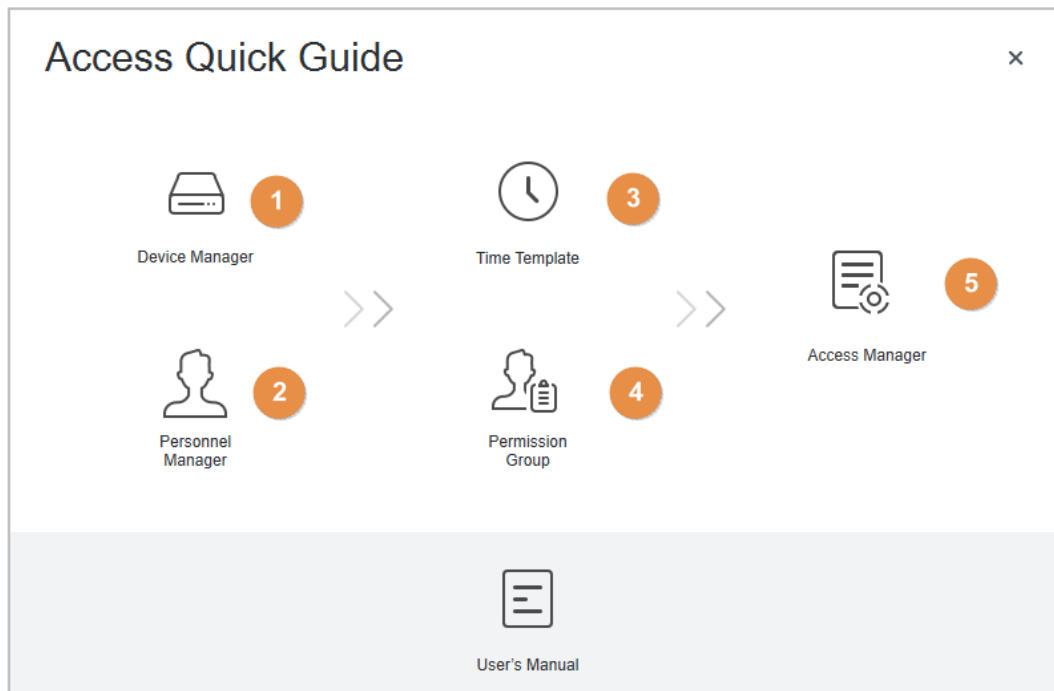


Table 2-1 Functions of access guide

Functions	Description
Device Manager	For details, see <i>SmartPSS Lite_General_User's Manual</i> .
Personnel Manager	For details, see "3 Personnel Management".
Time Template	You can set time template, configure parameters of anti-pass back, configure access controller and view historical event.
Permission Group	For details, see "3.3 Permission Configuration".
Access Manger	You can control door remotely. For details, see "8 Access Manager".

# 3 Personnel Management

You can manage department information and staff information.

## 3.1 Department Management

You can add, modify or delete departments. Here uses the department adding as an example.

### Procedure



- Step 1 Select **Personnel Manager** on the home page.
- Step 2 (Optional) Select the company, and then click  to modify company information, such as region, email and website.
- Step 3 Click  in the **Department List** to add.
- Step 4 Select a superior department, and then add a new sub-department. Click **OK** to confirm.

Figure 3-1 Add department

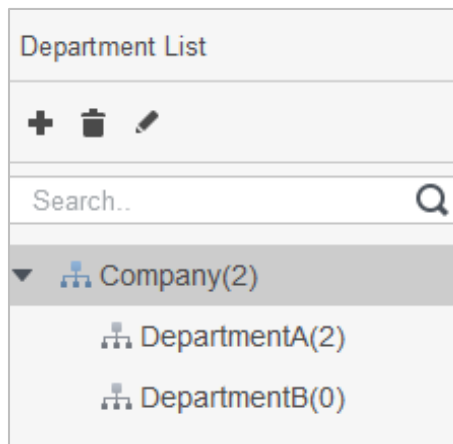
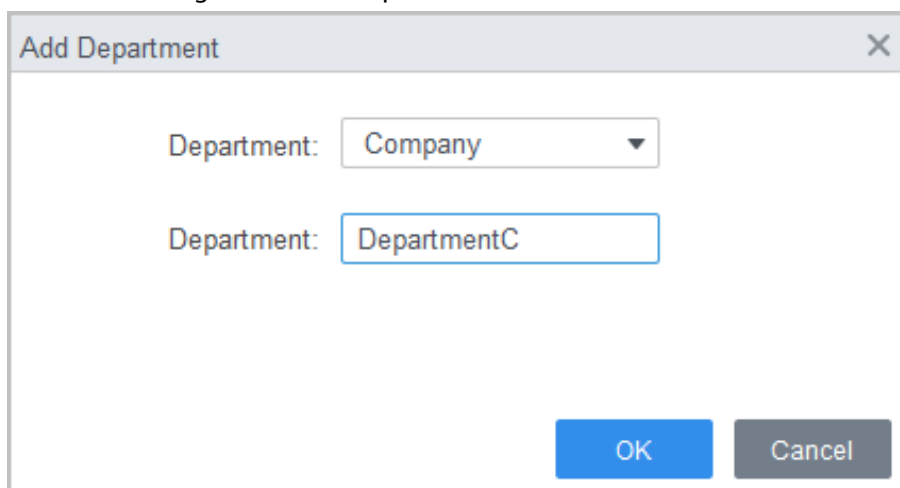




Figure 3-2 Add department information



### Related Operations

- Click  in the **Department List** to delete.
- Select the department and click  in the **Department List** to modify.



## 3.2 Staff Management

You can add personnel information, issue cards, export personnel information to local, and freeze cards.

### 3.2.1 Card Type Setting

Select **Personnel Manger** > **User** > **Card Issuing Type**.

Before issuing card, set card type first. For example, if the issued card is ID card, select the type as ID card.




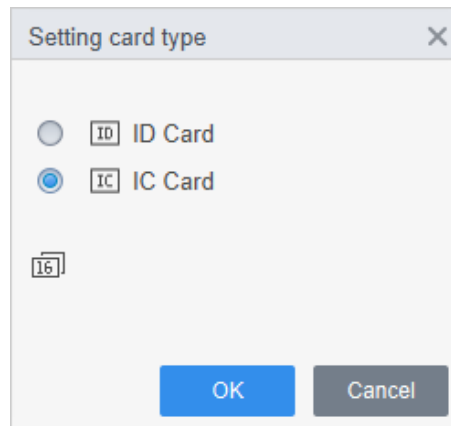
- The system uses hexadecimal card number by default. Click  to change to decimal card number.
- When the card number type is changed, the card number in the **Access Manger**, user's card, and **History Event** will also be changed.

Figure 3-3 Set card type



### 3.2.2 Adding Staff

Select one of the methods to add staff.

- Add staff one by one manually.
- Add staff in batches.
- Extract staff information from other devices.
- Import staff information from the local.

#### 3.2.2.1 Adding Staff One by One Manually

Step 1 Select **Personnel Manger** > **User** > **Add**.

Step 2 Enter basic information of staff.

- 1) Select **Basic Info**.
- 2) Add basic information of staff.
- 3) Take snapshot or upload picture, and then click **Finish**.



- The card number can be read automatically or filled in manually. To automatically read card number, select the card reader next to **Card No.**, and then place the card on the card reader. The card number will be read automatically.
- You can select multiple USB cameras to snap pictures.

Figure 3-4 Add basic information

The screenshot shows the 'Add User' form with the following fields and options:



- Basic Info:**
  - User ID: \* (text input)
  - Name: \* (text input)
  - Department: Default Company (dropdown)
  - User Type: General (dropdown)
  - Valid Time: 2022/3/30 0:00:00 (calendar icon)
  - 2032/3/30 23:59:59 (calendar icon)
  - 3654 Days (displayed)
  - Number of use: Limitless (text input)
  - Image upload area: Take Snapshot, Upload Picture, Image Size: 0 ~ 100KB, Next button
- Details:**
  - Gender:  Male,  Female
  - ID Type: ID (dropdown)
  - Title: Mr (dropdown)
  - ID No.: (text input)
  - DOB: 1985/3/15 (calendar icon)
  - Company: (text input)
  - Tel: (text input)
  - Occupation: (text input)
  - Email: (text input)
  - Entry Time: 2022/3/29 16:40:10 (calendar icon)
  - Mailing Address: (text input)
  - Resign Time: 2032/3/30 16:40:10 (calendar icon)
  - Administrator:
  - Remark: (text area)

Buttons at the bottom: Continue, Finish, Cancel

**Step 3** Select **Personnel Manger > User > Add > Certification** to add staff certification information, and then click **Finish** to save.

- Set password

For second-generation access controllers, set personnel passwords; for other devices, set card passwords. New passwords must consist of 6-8 digits.

- Configure card
  1. Click  to select **Device** or **Card issuer** as card reader.
  2. Add card. The card number must be added if the non-second generation access controller is used.
  3. After adding, you can select the card as main card or duress card, or replace the card with new one, or delete the card.
  4. Click  to display the QR code of the card.



Only 8-digit card number in hexadecimal mode can display the QR code of the card.


- Configure fingerprint
  1. Click  to select **Device** or **Fingerprint Scanner** as the fingerprint collector.
  2. Add fingerprint. Click **Add** and **Add Fingerprint**, and then press finger on the scanner for three times continuously.
- Extract feature code  
Click **Extract** to extract the face feature information from the device.

Figure 3-5 Configure certification

Add User

Basic Info Certification Permission configuration

Password ..... For the 2nd-generation access controller, it is the personnel password; otherwise it is card password.

Card Add ! The card number must be added if not the 2nd generation access controller is used.

12345678  
Card Issuin... 2021-08-16  
Card Repla... 2021-08-16

Fingerprint

+ Add Delete

<input type="checkbox"/>	Fingerprint Name	Operation
--------------------------	------------------	-----------

Feature Code Extract ! IR face info of devices such as ASA4214F.

Finish Cancel

**Step 4** Configure permissions.




Permission group is a combination of all devices supported by various solutions. After selecting the permission group, the personnel info will be sent to corresponding device and used for related functions of access control and attendance check. For details, see "3.3 Permission Configuration".

Figure 3-6 Permission configuration



The screenshot shows a software window titled "Add User" with a close button (X) in the top right corner. It has three tabs: "Basic Info", "Certification", and "Permission configuration", with the last one being active. Under the "Permission configuration" tab, there are two radio buttons: "Group" (which is selected) and "Device". Below this, there is a text block explaining that a permission group is a combination of various devices for attendance and access control. A blue "Add Group" button is on the left, and a search bar with the placeholder "Group Name/Remark" is on the right. A table with three rows follows: "Permission Group", "Permission Group 1", and "Permission Group 2", each with a checkbox in the first column and a "Memo" column. At the bottom right, there are three buttons: "Continue" (blue), "Finish" (blue), and "Cancel" (grey).

**Step 5** Click **Finish**.



After completing adding, you can click  to modify information or add details in the list of staff.

**Step 6** (Optional) If the user that you added has face unlock permission of a device (for example, ASI1212D model) with IR face feature function, and if you want to grant the user face unlock permission of other devices with IR face feature function, operate the following operations.

- 1) Click  on the right of the user.
- 2) Click the authentication tag on the pop-up window.
- 3) Click .
- 4) Select devices with face features of the user.
- 5) Click **OK**, and then click **Extract**.

The user can unlock with faces on the selected devices that are with IR face feature function.

### 3.2.2.2 Adding Staff in Batches

**Step 1** Click **Personnel Manger** > **User** > **Batch Add**.

**Step 2** Select card reader and the department of staff. Set the start number, number of card, effective time and expired time of card.

**Step 3** Click **Issue**, and then the card number will be read automatically.

**Step 4** Click **OK**.

Figure 3-7 Add staff in batches

Batch Add ✕

Device:  **Issue**

Start No.:       Quantity:


Department:

Effective Time:        Expired Time:

Issue Card

ID	Card No.
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	

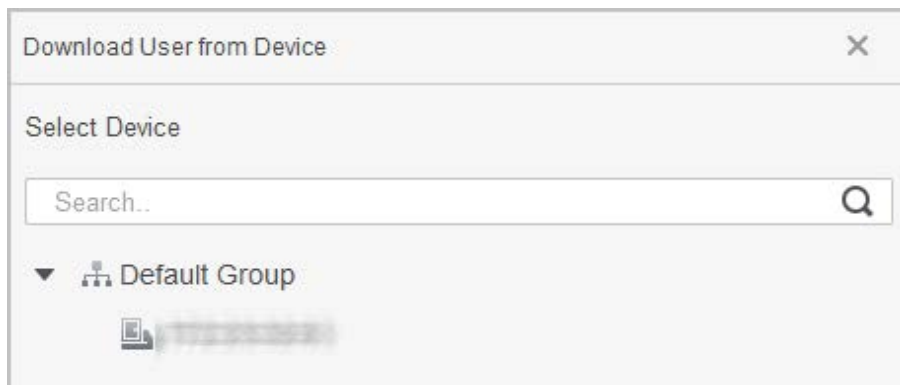
**OK** **Cancel**


**Step 5** In the list of staff, click  to modify information or add details of staff.

### 3.2.2.3 Extracting Staff Information from Other Devices

- Step 1 Click **Personnel Manger** > **User** > **Extract**.
- Step 2 Select the needed device, and then click **OK**.

Figure 3-8 Devices with staff information

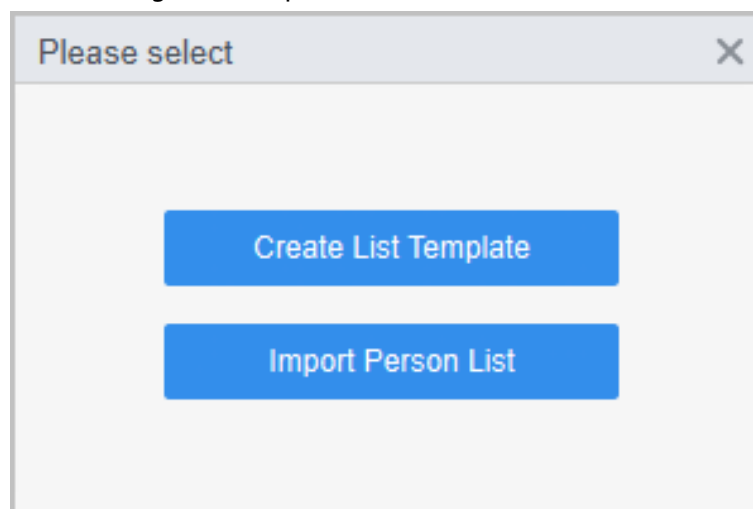


- Step 3 Select the needed staff information, and click **Extract**.
- Step 4 In the list of staff, click  to modify information or add details of staff.

### 3.2.2.4 Importing Staff Information from Local Storage

- Step 1 Click **Personnel Manger** > **User** > **Import**.
- Step 2 Import staff information according to instructions.

Figure 3-9 Import staff information



### 3.2.3 Issuing Card in Batches

You can issue cards to staff who have been added but have no card.

- Step 1 Select **Personnel Manager** > **User**.
- Step 2 Select the needed staff, and then click **Batch Issue Card**.
- Step 3 Issue card in batches. Card No. can be auto read by card reader or entered manually.
- Automatically read
    1. Select card reading device, and then click **Issue**.
    2. According to the order list, put the cards of the corresponding staff on card reader in sequence, and then the SmartPSS Lite will automatically read the card No..

3. Modify staff information, such as start time and end time for card validation.
- Enter manually
    1. Select staff in card list and enter the corresponding card No..
    2. Modify staff information, such as start time and end time for card validation.

Figure 3-10 Issue card in batches

Batch Issue Card
✕

Device: Issue

Card issuer

ID: 7

Card No.:

Start Time: 2020-05-04 00:00:00

Name: 7

Department: Company

End time: 2030-05-04 23:59:59

Card List

User ID	Name	Card No.	Operation
1	1		🗑️
2	2		🗑️
3	3		🗑️
5	5		🗑️
7	7		🗑️

OK
Cancel

Step 4 Click **OK**.

### 3.2.4 Exporting Staff Information

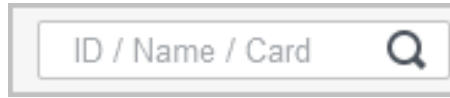
Select the staff information which needs to be exported, and then click **Export** to export all staff information to local.

### 3.2.5 Searching for Staff

Search for staff according to ID, name or card.



Figure 3-11 Search for staff



### 3.2.6 Staff Display

You can select display modes: card display and list display; and you can also edit department and valid time of users in batches.

Figure 3-12 Card display

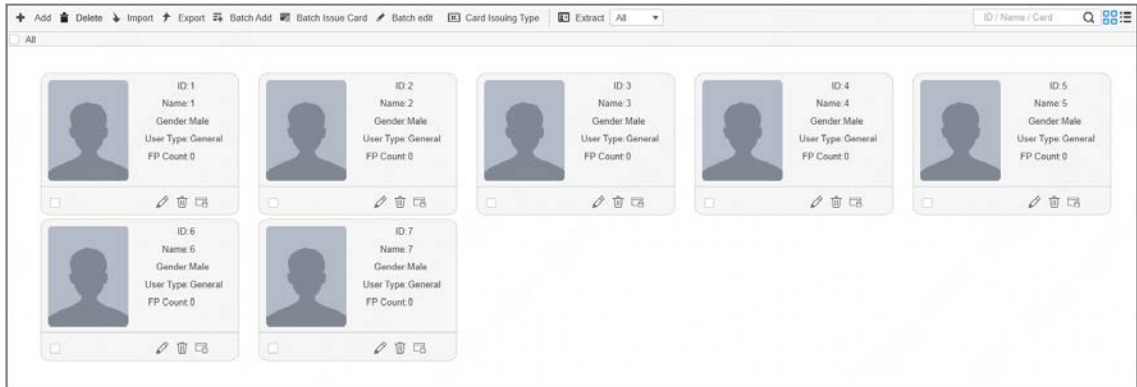


Figure 3-13 List display

	Photo	User ID	Name	User Type	Department	FP Count	Operation
<input type="checkbox"/>		1	1	General	1	0	
<input type="checkbox"/>		2	2	General	1	0	
<input type="checkbox"/>		3	3	General	1	0	
<input type="checkbox"/>		4	4	General	1	0	

Figure 3-14 Edit department

**Edit** ✕

Department:

Valid Time:

to:

## 3.3 Permission Configuration

### 3.3.1 Adding Permission Group

Procedure

- Step 1 Click **Personnel Manger** > **Permission Configuration**.
- Step 2 Click **+** to add a permission group.

Step 3 Set permission parameters.

- 1) Enter group name and remark.
- 2) Select the needed time template.



For details of time template setting, see "4 Time Template Setting".

- 3) Select the corresponding device, such as door 1.

Step 4 Click **OK** to save operations.

Figure 3-15 Add permission group (1)










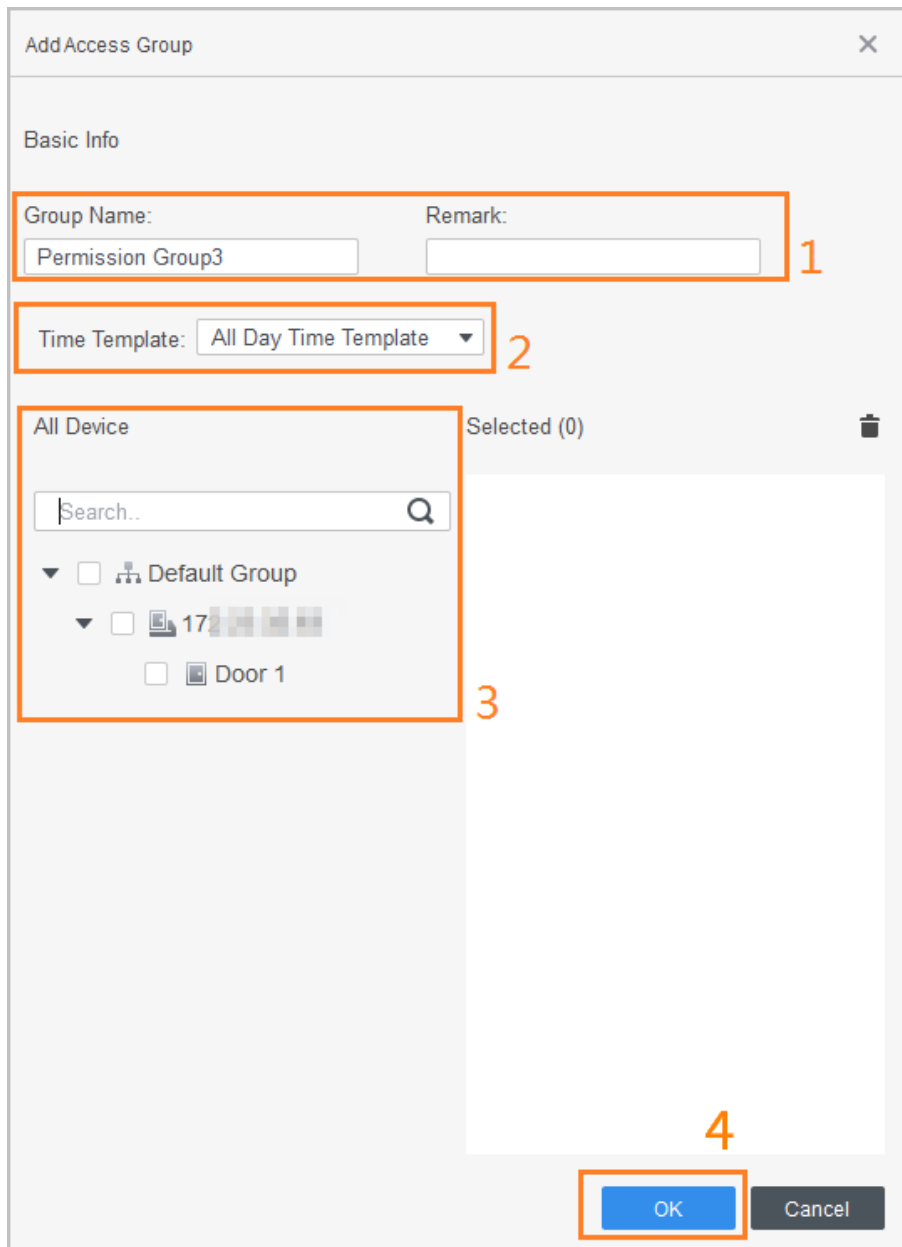


 		Search.. 
<input type="checkbox"/>	Permission Group	Operation
<input type="checkbox"/>	Permission Group1	  
<input type="checkbox"/>	Permission Group2	  

Figure 3-16 Add permission group (2)




### Related Operations

- Click  to delete group.
- Click  to modify group information.
- Double-click permission group name to view group information.

### 3.3.2 Configuring Permission

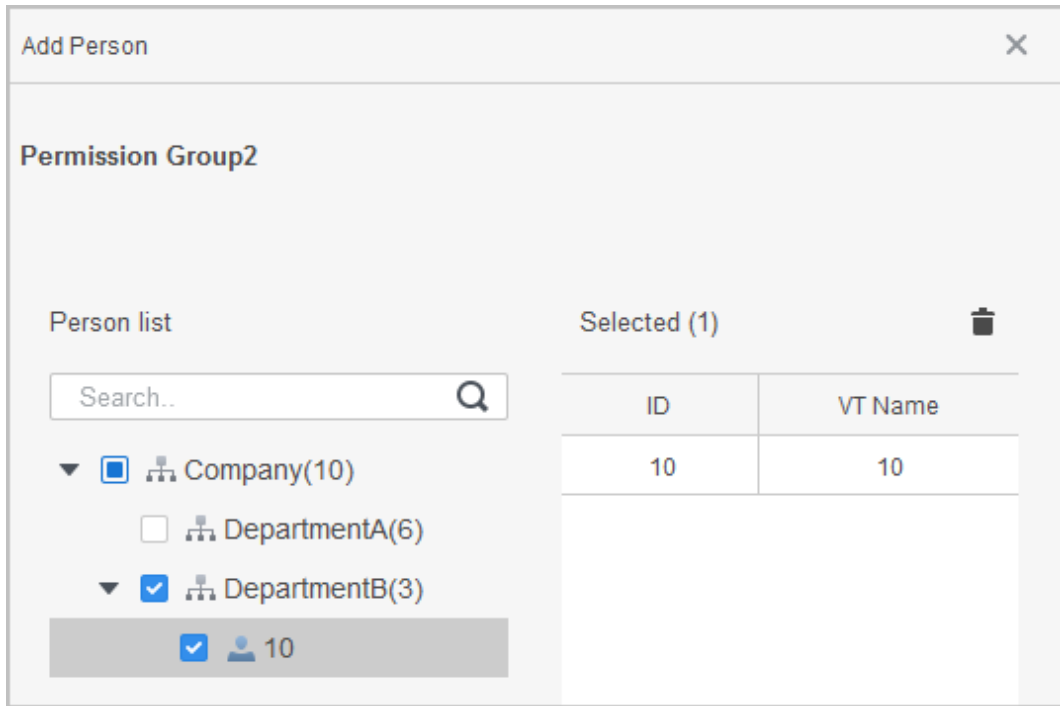
The method to configure permission for department and for personnel is similar, and here uses department as an example.

**Step 1** Click **Personnel Manger** > **Permission Configuration**.

**Step 2** Click , and then select the department that needs to be configured permission.

**Step 3** Click **OK**.

Figure 3-17 Configure permission





**Step 4** (Optional) Click  in the left navigation bar to view the authorization progress. If authorization failed, click  in the list to view the possible reason.

Figure 3-18 Authorization progress




# 4 Time Template Setting

Time template is to configure the working hours of access controllers, such as when to open and when to close. SmartPSS Lite provides 4 time templates by default. You can set new time templates as needed.



The default templates cannot be modified.

**Step 1** Click **Access Configuration** on the home page. (You can also select **Access Guide** >  on the home page.)

**Step 2** Click **Add**.

**Step 3** Set time template.



- When the week plan and the holiday plan are in conflict, the holiday plan has higher priority.
- After the time template is configured, assign the permission in **Personnel Manager** > **Permission Configuration** when selecting time template.

- 1) Enter **Template Name** and description note.
- 2) Click **Week Plan** to set week plan to allow personnel to pass through during specified periods from Monday to Sunday. You can add up to 4 needed time periods for each day.

There are two methods.



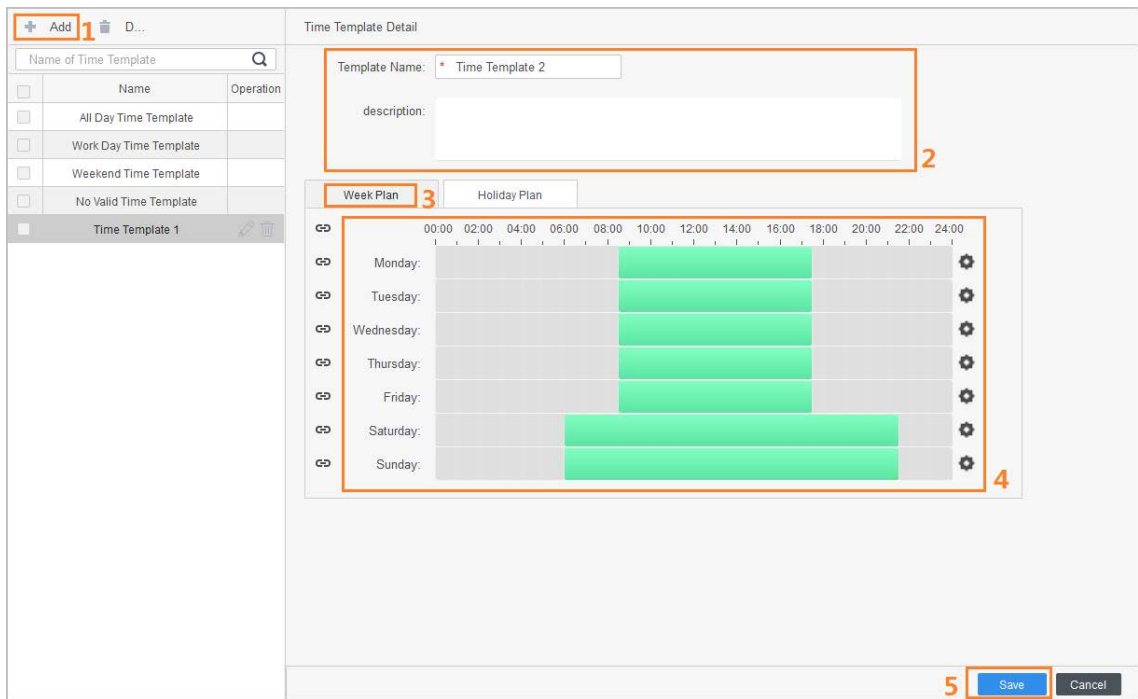
- Method 1: Move the cursor to the period area. When cursor is , click the periods that are not needed, and the periods become gray. During these periods, personnel are not allowed to pass through. When cursor is , click the needed periods, and the periods become green. Personnel are allowed to pass through during these periods. Click **Save**.

Figure 4-1 Set week plan (method 1)




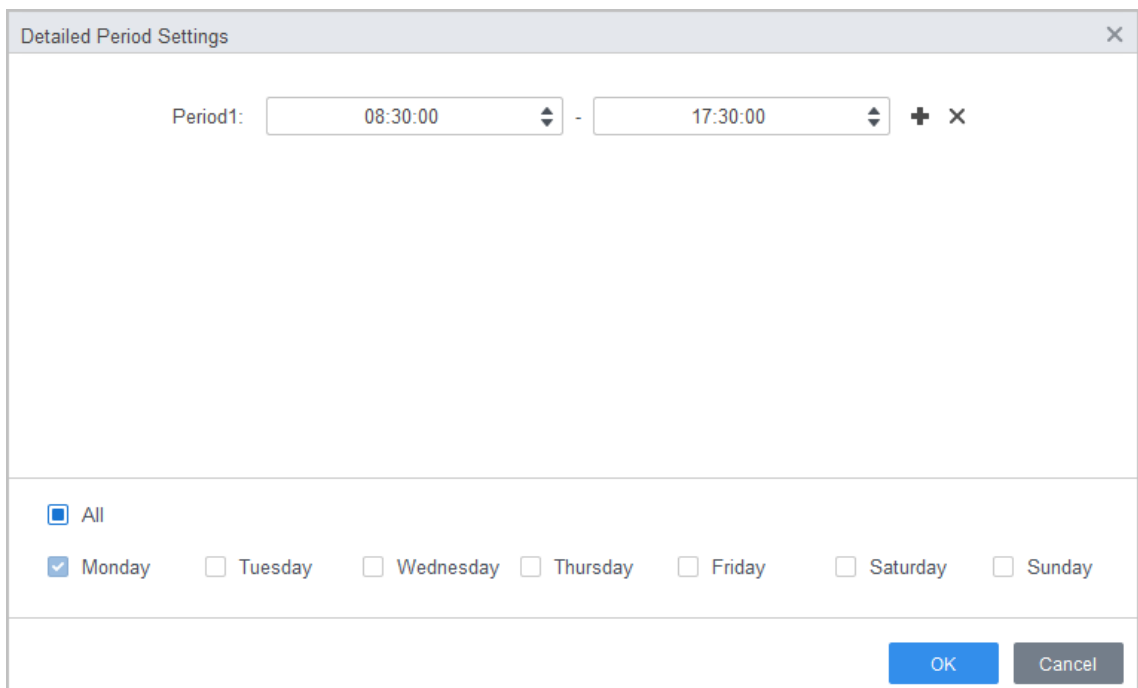
- Method 2: Click  to the right of the time bar, and set time period. You can apply the set time period to other days. Click **OK**, and then **Save**.

Figure 4-2 Set week plan (method 2)




- 3) (Optional) Click  to recycle the week plan.
- 4) Click **Holiday Plan** to set holiday plan. Set the time periods; click **Add**, enter the holiday information on the right side of the page, and then click **OK**.
- 5) Select the needed holiday in the **Holiday List**, and then click **OK**.

Figure 4-3 Set holiday plan (1)

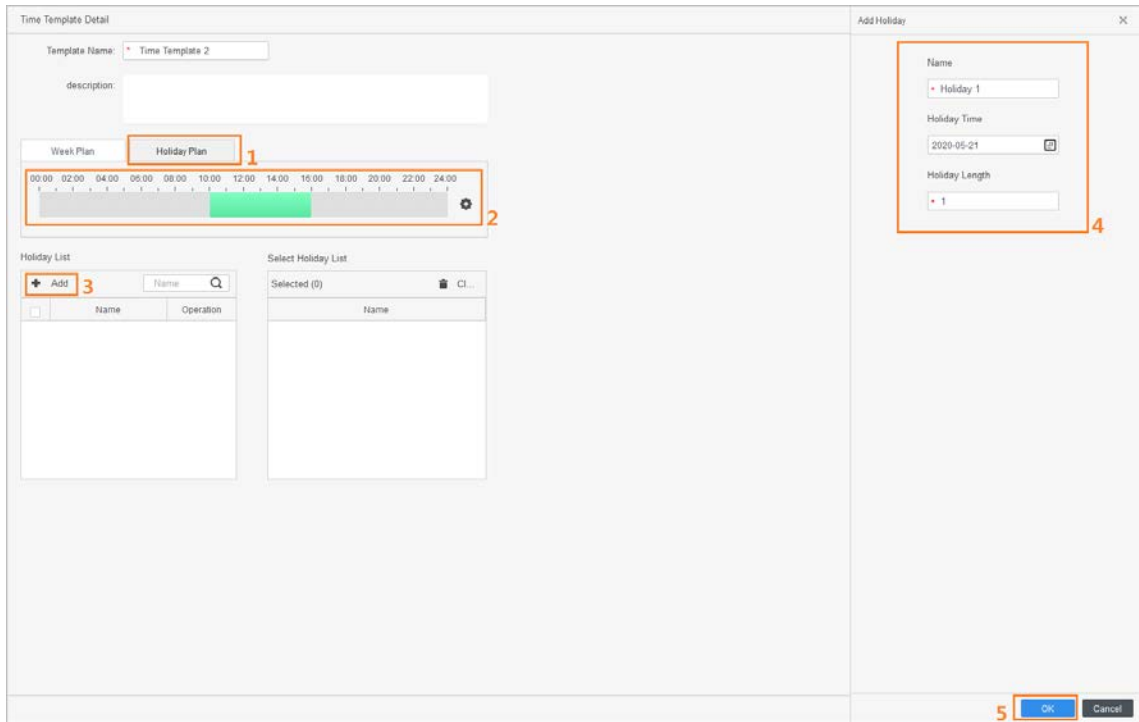
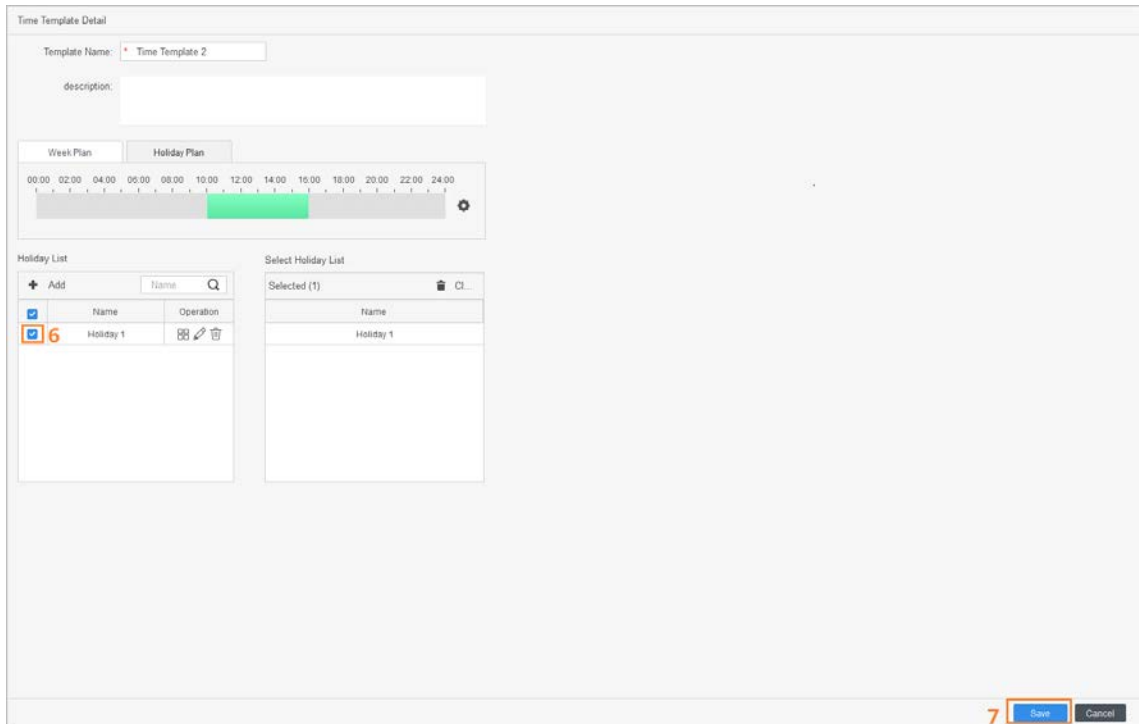


Figure 4-4 Set holiday plan (2)



# 5 Advanced Functions Configuration

## 5.1 First Card Unlock

You can set multiple first cards. Only after any one of the users swipes the first card can other users without first cards unlock the door with their cards.



- The person to be granted with the first card unlock permission should be the **General** user type and have permission of the certain door. Set the type when adding. For details, see "3.2.2 Adding Staff".
- For details on permission assignment, see "3.3 Permission Configuration".

**Step 1** Select **Access Configuration > Advanced Config**.

**Step 2** Click the **First Card Unlock** tab.

**Step 3** Click **Add**.

**Step 4** Configure the parameters, and then click **Save**.

Figure 5-1 First card unlock configuration

First Card Unlock configuration

Door:  Timezone:

Status:

Select Personnel

Dropdown list

<input type="checkbox"/>	ID	Name
<input checked="" type="checkbox"/>	1	1
<input checked="" type="checkbox"/>	2	2
<input type="checkbox"/>	3	3

Selected(2)



ID	Name	Operation
1	1	<input type="button" value="Clear"/>
2	2	<input type="button" value="Clear"/>

Table 5-1 Parameters of first card unlock

Parameter	Description
Door	Select the target access control channel to configure the first card unlock.



Parameter	Description
Timezone	<b>First Card Unlock</b> is valid in the time period of the selected time template.
Status	After <b>First Card Unlock</b> is enabled, the door is in either <b>Normal mode</b> or <b>Always Open mode</b> .
User	Select one or more users to hold first cards. Any one of them swiping the first card means first card unlock is done.

Step 5 (Optional) Click , and then the icon changes to , indicating that **First Card Unlock** is enabled.

The newly added **First Card Unlock** is enabled by default.

## 5.2 Multi Card Unlock

In this mode, one or multiple groups of users have to swipe cards for an access control channel in an established sequence to unlock the door. One group can have up to 50 users, and one person can belong to multiple groups.

With **Multi-Card Unlock** enabled for an access control channel, there can be up to 4 groups of users being on site at the same time for verification. The total number of users can be 200 at most, with up to 5 valid users.



- The priority of **First Card Unlock** is higher than **Multi Card Unlock**. When enabled at the same time, the platform performs **First Card Unlock** first.
- We do not recommend **First Card Unlock** user join **Multi Card Unlock** user group.
- The user type in the **User Group** cannot be **VIP User** and **Patrol User**. You can set the user type when adding staff. For details, see "3.2.2 Adding Staff".

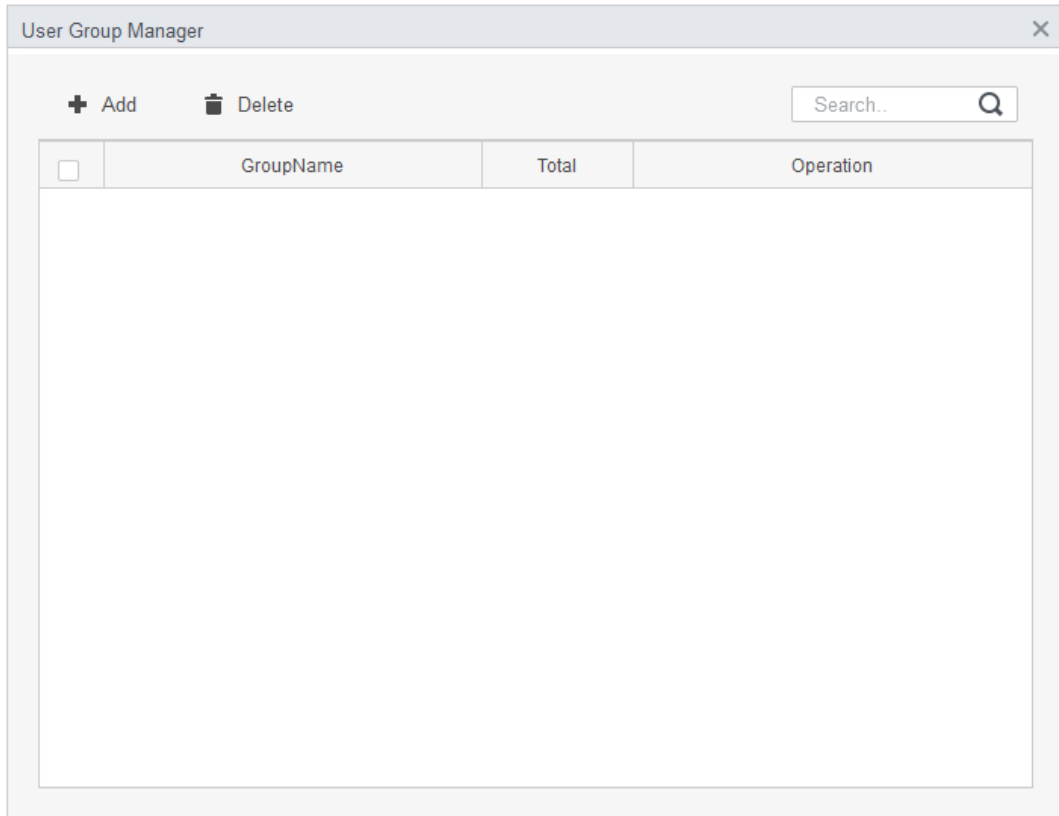
Step 1 Select **Access Configuration > Advanced Config**.

Step 2 Click **Multi Card Unlock** tab.

Step 3 Add user group.

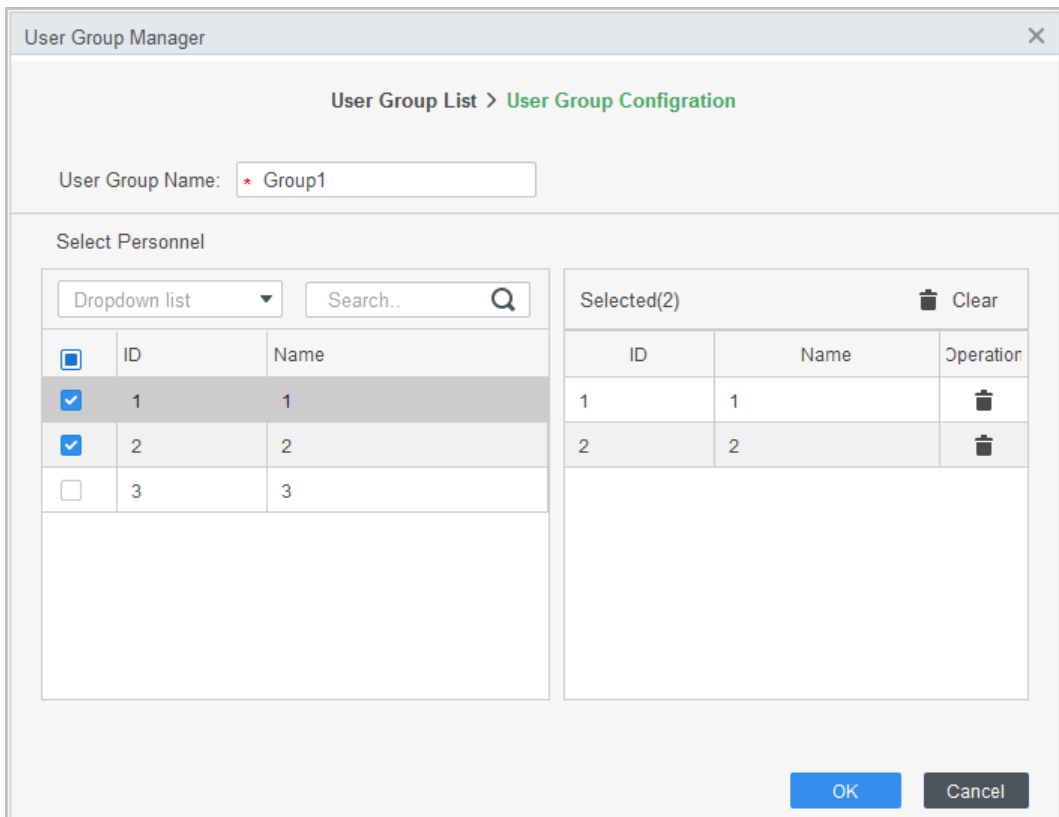
- 1) Click **User Group**


Figure 5-2 User group manager



2) Click **Add**.

Figure 5-3 User group configuration



- 3) Set up **User Group Name**. Select users from **User List**, and then click **OK**. You can select up to 50 users.
- 4) Click  at the upper-right corner of the **User Group Manager** page.

**Step 4** Configure parameter of multi card unlock.

- 1) Click **Add**.

Figure 5-4 Multi card unlock configuration (1)

Multi-card Unlock configuration

Door:

User Group List

<input type="checkbox"/>	User Group Name	Count
<input type="checkbox"/>	Group1	2

Selected (0) Clear

User Group Name	Count	Valid Count	Unlock Mode	Operation
-----------------	-------	-------------	-------------	-----------

OK Cancel

- 2) Select the door.

- 3) Select the user group. You can select up to four groups.

Figure 5-5 Multi card unlock configuration (2)

Multi-card Unlock configuration

Door:

User Group List


<input type="checkbox"/>	User Group Name	Count
<input checked="" type="checkbox"/>	Group1	2
<input checked="" type="checkbox"/>	Group2	2

Selected (2) Clear

User Group Name	Count	Valid Count	Unlock Mode	Operation
Group1	2	1	Card	↑ ↓ 🗑
Group2	2	2	Card	↑ ↓ 🗑

OK Cancel

- 4) Fill in the **Valid Count** for each group to be on site and the **Unlock Mode**. Click or



 to adjust the group sequence to unlock the door.

- 5) The valid count refers to the number of users in each group that must be on site to swipe their cards. Use Figure 5-5 as an example. The door can be unlocked only if it swiped by any person of group 1 and 2 persons of group 2.



Up to five valid users are allowed.

- 6) Click **OK**.

Step 5 (Optional) Click , and then the icon changes to , indicating that **Multi Card Unlock** is enabled.

The newly added **Multi Card Unlock** is enabled by default.

## 5.3 Anti-passback

The anti-passback feature requires a person to enter/exit through defined entry/exit door group. You cannot leave without matched entry record, nor can you enter without a complete entry/exit record (for example, only entry record).

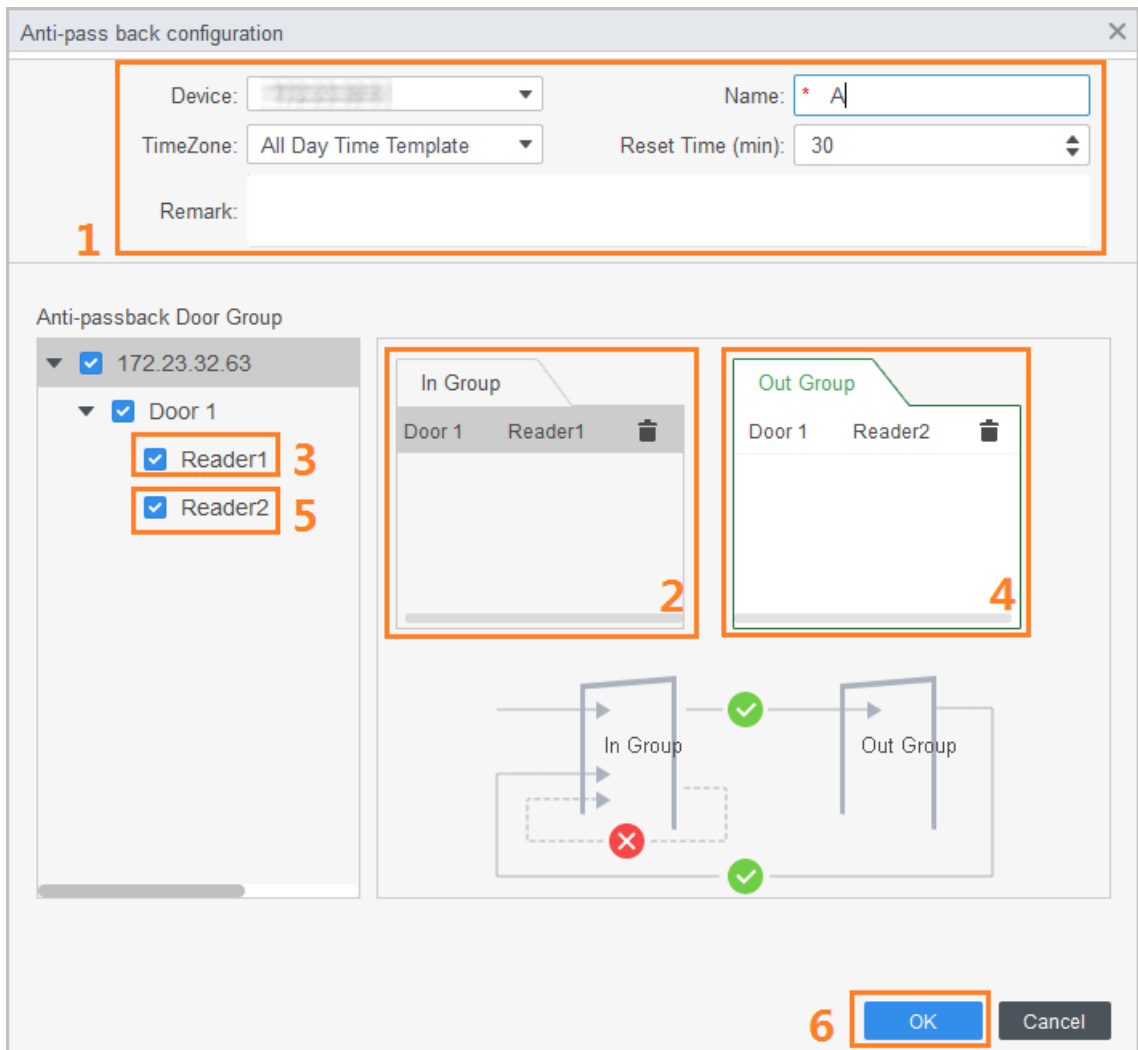
Step 1 Select **Access Configuration > Advanced Config**.



Step 2 Click **Add**.

Step 3 Configure parameters.

- 1) Select device and enter device name.
- 2) Select time template.
- 3) Set rest time and the unit is minute. For example, set the reset time as 30 minutes. If one staff has swiped in but not swiped out, the anti-pass back alarm will be triggered when this staff tends to swipe in again within the 30 minutes. The second swipe-in of this staff is only valid after 30 minutes later.
- 4) Click **In Group**, and then select the corresponding reader.
- 5) Click **Out Group** and then select the corresponding reader.
- 6) Click **OK**, and then the configuration will issue to device and take effect.

Figure 5-6 Anti-pass back configuration



**Step 4** (Optional) Click , and then the icon changes to , indicating that **Anti-passback** is enabled.

The newly added **Anti-passback** is enabled by default.

## 5.4 Inter-door Lock

Inter-door lock allows only one access open in a door group at a time. When opening one access, other accesses must be closed. Otherwise, you cannot unlock any access.

One access controller supports two groups of inter-door unlock, and each door group can add up to 4 doors.

**Step 1** Select **Access Configuration > Advanced Config**.

**Step 2** Click the **Inter-Lock** tab.

**Step 3** Click **Add**.

**Step 4** Configure parameters, and then click **OK**.

1) Select device and enter device name.

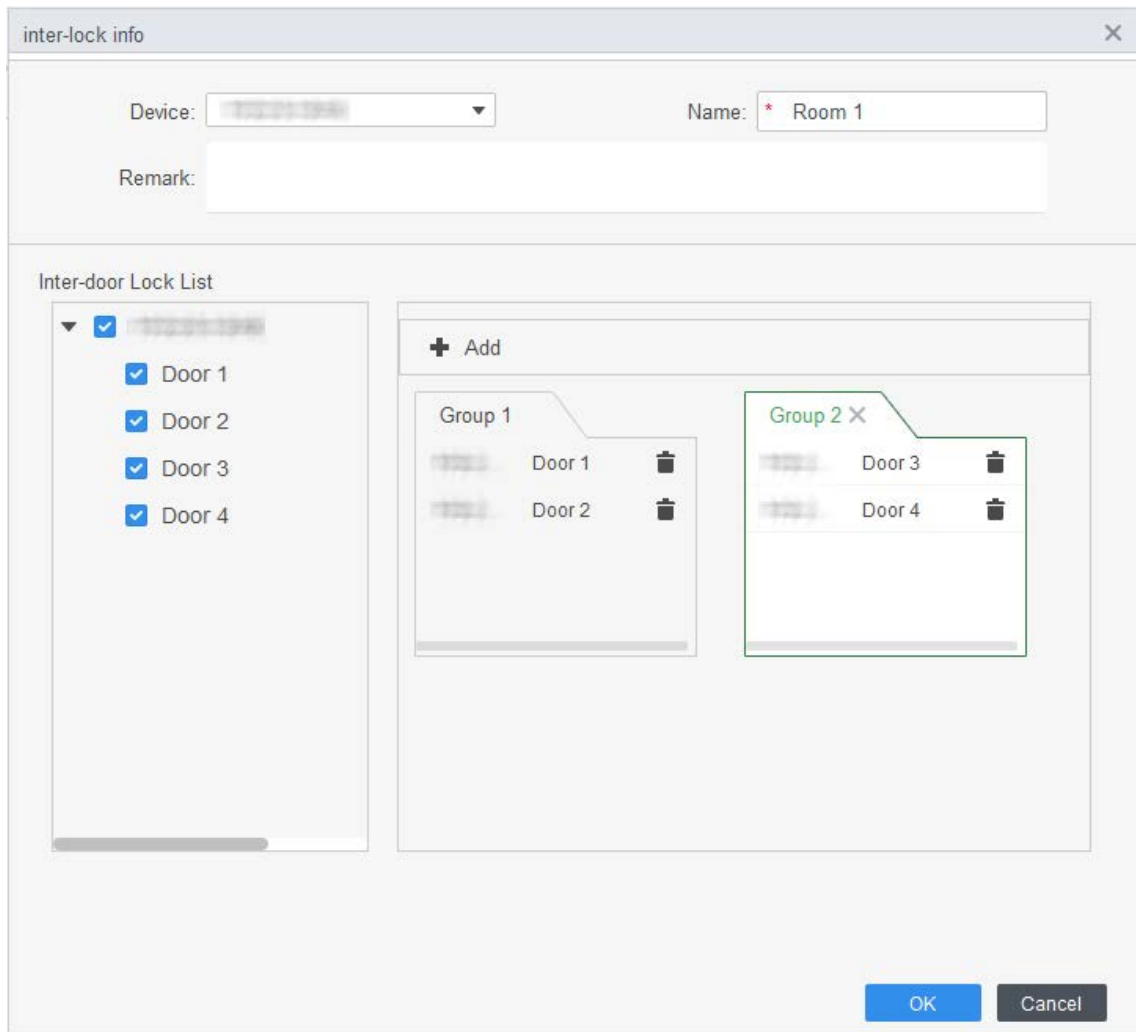
2) Enter remark.



3) Click **Add** twice to add two door groups.

4) Add doors of the access controller to the needed door group. Click one door group, and then click doors to add.

5) Click **OK**.

Figure 5-7 Inter-door lock configuration



**Step 5** (Optional) Click , and then the icon changes to , indicating that **Inter-door Lock** is enabled.

The newly added **Inter-door Lock** is enabled by default.

# 6 Access Controller Configuration

You can configure access door, such as reader direction, door status and unlock mode.



The configuration might vary depending on different devices.

**Step 1** Select **Access Configuration > Access Config**.


**Step 2** Click the door needs to be configured.

**Step 3** Configure parameters.

Figure 6-1 Configure access door

Table 6-1 Parameters of access door

Parameter	Description
Door	Enter door name.
Reader Direction	Click  to set reader direction according to actual situations.

Parameter	Description
Status	<p>Set door status, including <b>Normal</b>, <b>Always Open</b> and <b>Always Close</b>.</p>  <p>It is not the actual door status because SmartPSS Lite can only send commands to the device. If you want to know the actual door status, enable door sensor.</p>
Keep Open Timezone	Select time template when door is always opened.
Keep Close Timezone	Select time template when door is always closed.
Alarm	Enable alarm function and set alarm type, including intrusion, overtime and duress. When alarm enabled, the SmartPSS Lite will receive uploaded message when the alarm is triggered.
Door Sensor	Enable door sensor so that you can know the actual door status. You are recommended to enable the function.
Administrator Password	Enable and set the administrator password. You can access by entering the password.
Remote Verification	Enable the function and set the time template, and then the access of personnel have to be verified remotely through the SmartPSS Lite during the template periods.
Binding Channel	Set the video channel of the access control linkage. After setting, when live viewing the access control videos, the real-time video of the linked video channel will be displayed.
Unlock Hold Interval	Set the unlock holding interval. The door will automatically close when time is over.
Close Timeout	Set the timeout for alarm. For example, set close timeout as 60 seconds. If the door is not closed for more than 60 seconds, the alarm message will be uploaded.
Unlock Mode	<ul style="list-style-type: none"> <li>• Select <b>And</b>, and then select unlock methods. You need to satisfy all the configured methods at the same time to open the door.</li> <li>• Select <b>Or</b>, and then select unlock methods. You can open the door in any way you configured.</li> <li>• Select <b>Unlock by time period</b>, and then select unlock mode for each time period. The door can only be opened when you satisfy the unlock methods during the period.</li> </ul>

**Step 4** Click **Save**, and then the configuration will issue to device and take effect.



# 7 Viewing Historical Event

Historical door events include those happened on the SmartPSS Lite client and door devices. Before viewing, extract historical events on the door devices to ensure that all events are searched.

## Prerequisites

Make sure the personnel you search has been added to the platform.

## Procedure

**Step 1** Click **Access Configuration > History Event** on the home page.

**Step 2** Extract events from door device to the local. Click **Extract**, set the time, select the door device, and then click **Extract Now**.



- You can select multiple devices at one time to extract events.
- If the time zone of the computer supports DST (Daylight Saving time), the access event reported to the platform will be 1 hour behind the device UTC (Universal Time Coordinated) time.

Figure 7-1 Extract events

Time	User ID	Name	Card No.	Device	Door	Event	Verification Method	Access Director	Operation
2020-06-18 10:45:42				BCDFDE66	门禁点 1	External Alarm			
2020-06-18 10:34:12				门禁点 1		Tamper Alarm			
2020-06-18 10:31:17				门禁点 1		Door Unclosed Alarm			
2020-06-18 10:13:20						Close Door			
2020-06-18 10:15:17						Door is unlocked			
2020-06-18 10:13:17			BCDFDE66			Card Unlock	Card	IN	
2020-06-18 10:01:25						External Alarm			
2020-06-18 08:54:08						External Alarm			
2020-06-18 08:53:31						External Alarm			
2020-06-18 08:53:16						External Alarm			
2020-06-18 08:53:09						External Alarm			
2020-06-18 08:53:08						External Alarm			
2020-06-18 08:52:37						External Alarm			
2020-06-18 08:52:35						External Alarm			
2020-06-18 08:52:11						External Alarm			
2020-06-18 08:39:14	30080	30080	134			Face Recognition	Face Recog.	IN	
2020-06-18 08:39:05	30080	30080	134			Face Recognition	Face Recog.	IN	
2020-06-18 08:32:42						Registered or lost	Face Recog.		
2020-06-18 08:30:55						Close Door			

**Step 3** Set filtering conditions, and then click **Search**.

Figure 7-2 Search for events by filtering conditions

The image shows a search interface for door events. At the top is a search bar with the text "Search.." and a magnifying glass icon. Below it is a tree view showing a hierarchy: "Default Group" (expanded), "172.23.29.21" (expanded), and "Door 1" (selected and highlighted). Below the tree view are several filter sections: "Event:" with a dropdown menu set to "Abnormal"; another dropdown menu set to "All"; "Time:" with a date range "05/07 00:00-05/07 23:59" and a calendar icon; "User ID/C..." with a text input field containing "1"; "Name:" with a text input field containing "1"; "Departme..." with a dropdown menu set to "Company\DepartmentA"; and a blue "Search" button at the bottom.


**Step 4** (Optional) Click **Export**, and then save the searched door events to the local.

# 8 Access Manager

After completing access controller configuration, you can remotely monitor access controller status and operate access controller through the platform.

## 8.1 Remotely Opening and Closing Door

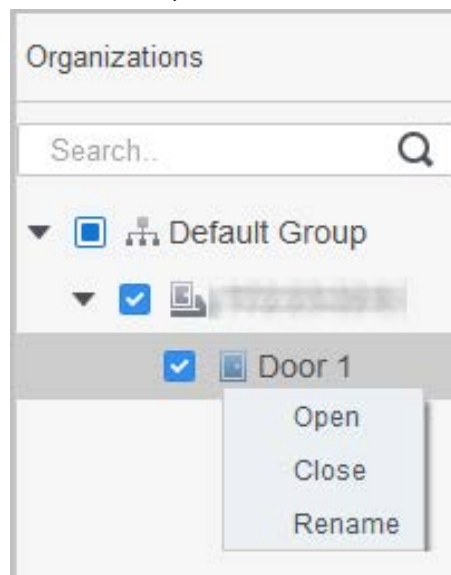
### Procedure

Step 1 Click **Access Manager** on the home page. (You can also click **Access Guide** > ).

Step 2 Remotely control the door. There are two methods.

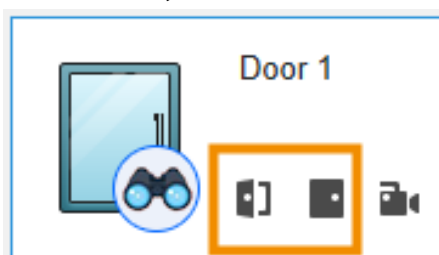
- Method 1: Right-click the door, and then select **Open** or **Close**.

Figure 8-1 Remotely control (method 1)



- Method 2: Click  or  to open or close the door.

Figure 8-2 Remotely control (method 2)



Step 3 View door status on **Event Info** list. For details, see "7 Viewing Historical Event".

### Related Operations

Click  to open **Event Info** list.





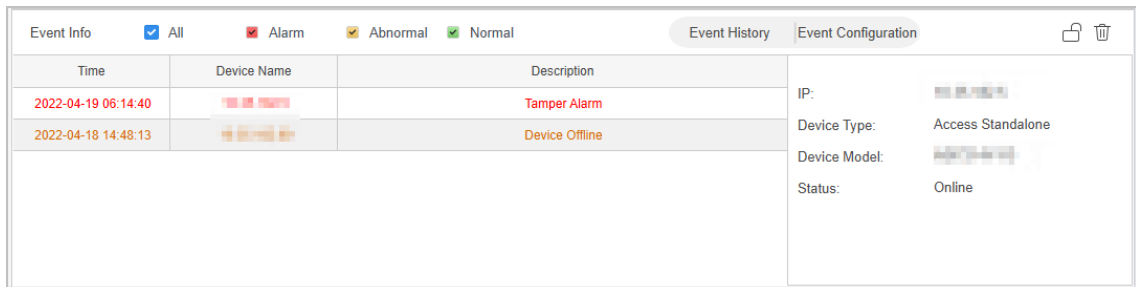






- **View access control information:** You can view real-time access information in the **Event Info** list. The information will be cleared after the platform restarts.
- **Filter events:** Select the event type in the **Event Info**, and the event list displays events of the selected types. For example, select **Alarm**, and the event list only displays alarm events.
- **Lock or unlock the event list:** Click  on the right side of **Event Info** to lock or unlock the event list, and then the real-time events cannot be viewed.
- **Delete events:** Click  on the right side of **Event Info** to clear all events in the event list.
- Click **Event History** to jump to the **History Event** page, click **Event Configuration** to jump to the **Event Configuration** page.

Figure 8-3 Event information




Time	Device Name	Description
2022-04-19 06:14:40		Tamper Alarm
2022-04-18 14:48:13		Device Offline

Event Info  All  Alarm  Abnormal  Normal Event History Event Configuration  

IP:   
Device Type: Access Standalone  
Device Model:   
Status: Online

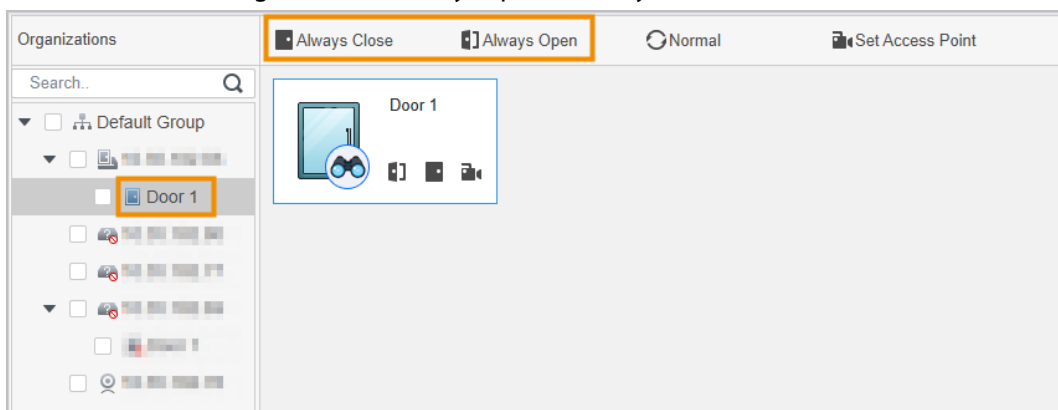
## 8.2 Setting Always Open and Always Close

After setting always open or always close, the door is open or closed all the time and cannot be controlled manually. If you want to manually control the door again, click **Normal** to reset the door status.


**Step 1** Click **Access Manager** on the home page. (You can also click **Access Guide** >  ).

**Step 2** Select the needed door, and then click **Always Open** or **Always Close**.

Figure 8-4 Set always open or always close

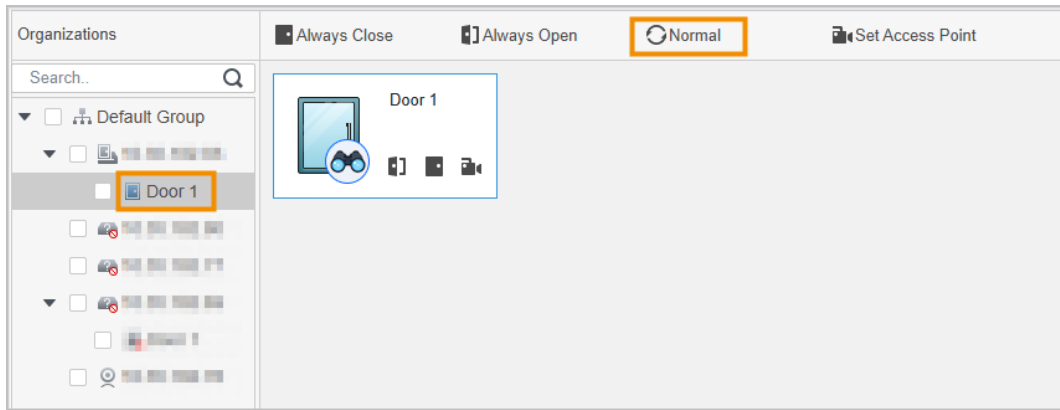


## 8.3 Resetting Door Status

**Step 1** Click **Access Manager** on the home page. (You can also click **Access Guide** >  ).

**Step 2** Select the needed door, click **Normal**, and then follow the on-screen instructions to operate.

Figure 8-5 Reset door status



## 8.4 Setting Access Point

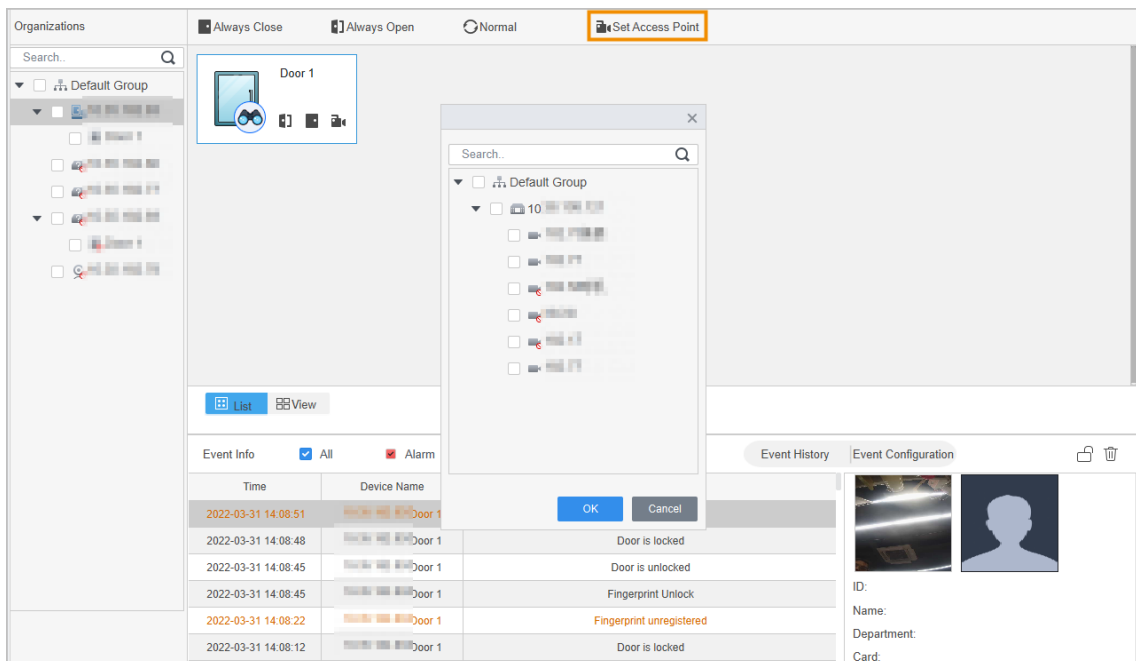
Set the linked smart devices (NVR, IPC, IVSS and more) that support face recognition as the access control point. After setting, the door opening record of face recognition will be uploaded to the platform.

**Step 1** Click **Access Manager** on the home page. (You can also click **Access Guide** > ).

**Step 2** Click **Set Access Point**.

**Step 3** Select the device that needs to be set as the access point.

Figure 8-6 Set access point



**Step 4** Click **OK**.

You can view the event information of the added access points in the **Event Info** below.

## 8.5 Viewing Access Control Video


View the video captured by the camera of the access controller or the linked external camera.

- If the access controller is equipped with a camera and linked with an external camera at the same

time, the video you viewed is the video of the linked camera.

- If the access controller is equipped with a camera but does not link with an external camera, the video you viewed is the video of the access control camera.
- If you cannot view access control video, it means that the access controller has no camera and is not linked to an external camera. Please configure an external camera for access controller. For details, see "6 Access Controller Configuration".

## 8.5.1 Viewing Single Access Control Video

Step 1 Click **Access Manager** on the home page. (You can also click **Access Guide** >  ).


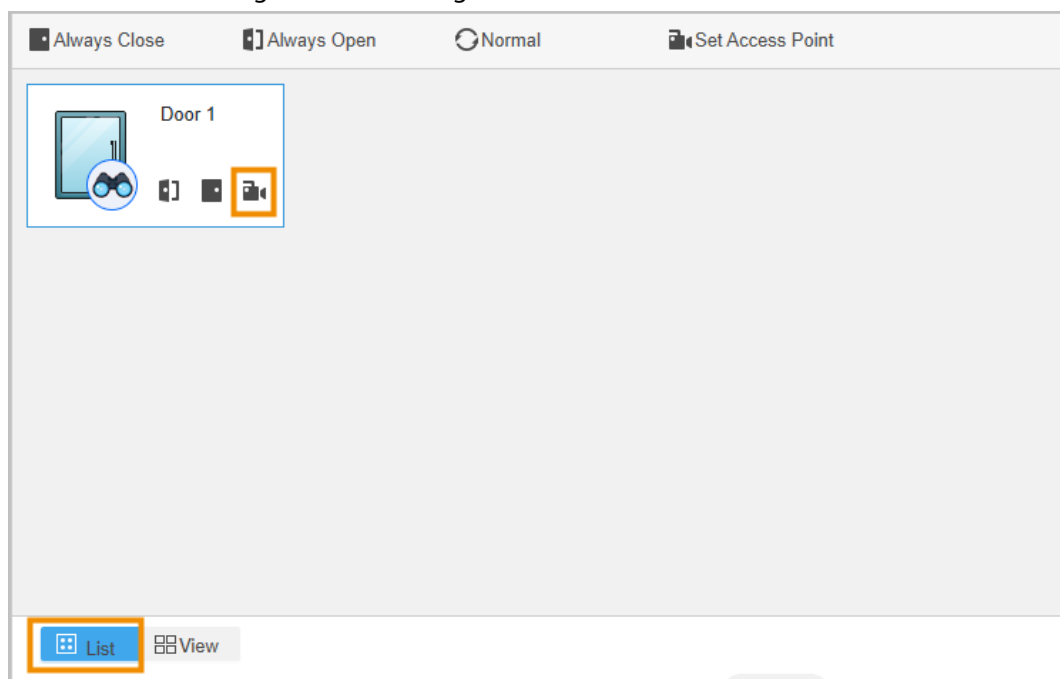

Step 2 Click **List** on the **Access Manager** page, and then click  on the lower-right corner of the device.

Figure 8-7 View single access control video



## 8.5.2 Viewing Multiple Access Control Videos

Step 1 Click **Access Manager** on the home page. (You can also click **Access Guide** >  ).

Step 2 Click **View** on the **Access Manager** page.

Step 3 View access control videos.





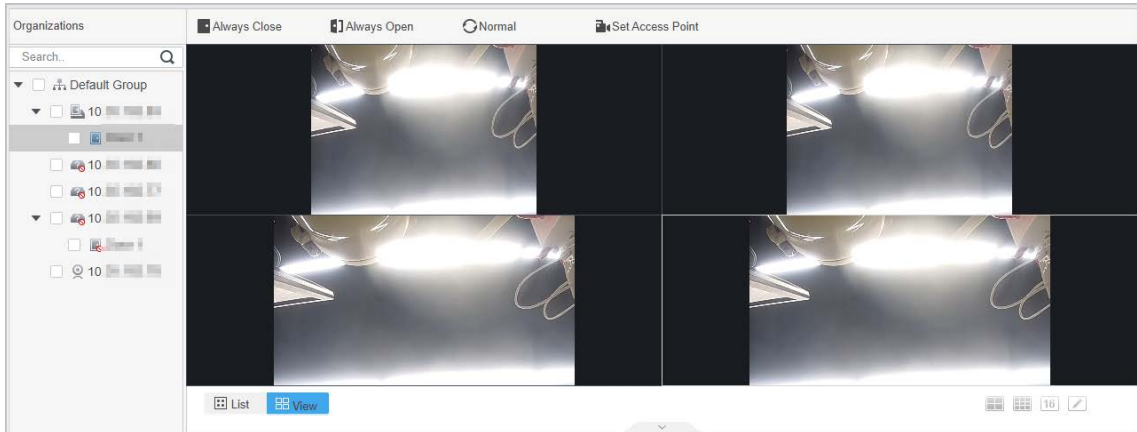
- 1) (Optional) Click     to set the number of windows.
- 2) Drag the access controller in the organization tree to the corresponding window, or click the window, and then double-click the access controller in the organization tree.

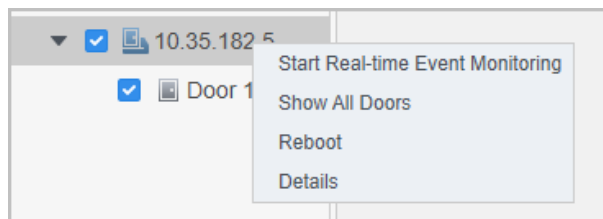
Figure 8-8 Viewing multiple access control videos



## 8.6 Starting Real-time Event Monitoring

- Step 1 Click **Access Manager** on the home page. (You can also click **Access Guide** > ).
- Step 2 Click the access controller that you want to monitor in the left organization tree, right-click the device, and then click **Starting Real-time Event Monitoring** to start real-time event monitoring.

Figure 8-9 Start monitoring

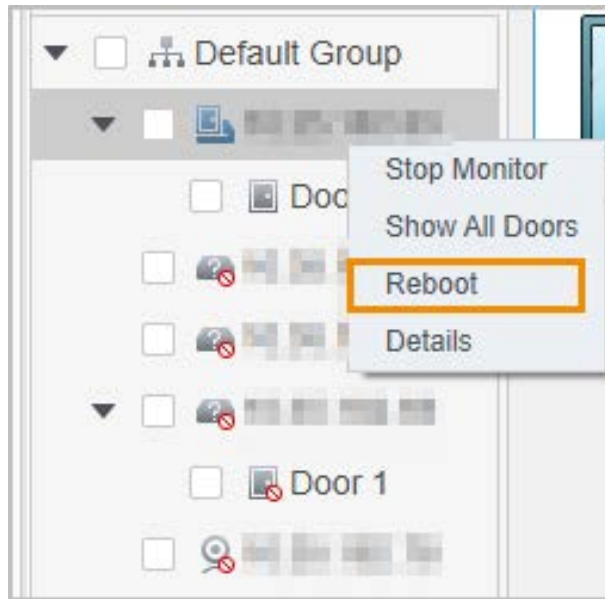


## 8.7 Rebooting Access Controller

Support remotely rebooting access controllers through the platform.

- Step 1 Click **Access Manager** on the home page. (You can also click **Access Guide** > ).
- Step 2 Click the access controller that you want to reboot in the left organization tree, right-click the device, and then click **Reboot** to reboot the device.

Figure 8-10 Reboot device



## 8.8 Viewing Access Control Details

View the IP address, model, status, serial number, firmware version and other information of the access controllers.

**Step 1** Click **Access Manager** on the home page. (You can also click **Access Guide** > ).

**Step 2** Click the access controller that you want to view in the left organization tree, right-click the device, and then click **Details** to view the detailed information of the device.

Figure 8-11 View details

