

EZAccess
Client Software
User Manual

Manual Version: V1.00

Thank you for purchasing our product. If there are any questions, or requests, please do not hesitate to contact the dealer.

Notice






CAUTION!

You are recommended to set a strong password of no less than eight characters comprising at least three elements of the following four: digits, upper case letters, lower case letters and special characters. For security reasons, access from Internet with a weak password will be denied until it is changed to a strong one.

- The contents of this document are subject to change without prior notice. Updates will be added to the new version of this manual. We will readily improve or update the products or procedures described in the manual.
- Best effort has been made to verify the integrity and correctness of the contents in this document, but no statement, information, or recommendation in this manual shall constitute formal guarantee of any kind, expressed or implied. We shall not be held responsible for any technical or typographical errors in this manual.
- The illustrations in this manual are for reference only and may vary depending on the version or model. So please see the actual display on your device.
- This manual is a guide for multiple product models and so it is not intended for any specific product.
- Due to uncertainties such as physical environment, discrepancy may exist between the actual values and reference values provided in this manual. The ultimate right to interpretation resides in our company.
- Use of this document and the subsequent results shall be entirely on the user's own responsibility.

Symbols

The symbols in the following table may be found in this manual. Carefully follow the instructions indicated by the symbols to avoid hazardous situations and use the product properly.

Symbol	Description
 WARNING!	Indicates a hazardous situation which, if not avoided, could result in bodily injury or death.
 CAUTION!	Indicates a situation which, if not avoided, could result in damage, data loss or malfunction to product.
 NOTE!	Means useful or supplemental information about the use of product.

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1 Introduction

EZAccess is an attendance management software application program based on face recognition access control and used with access control devices. EZAccess supports device management, personnel management, access control and attendance management. EZAccess supports flexible deployment and meets various demands from small and mid-sized access control and attendance management projects.

2 System Requirements

The computer (PC) that runs the software shall meet the following minimum configuration. The actual system requirements may vary depending on the way EZAccess is used.

Specifications	Requirements
CPU	Intel® Core™i5-3470 CPU @3.2GHz (4 CPUs)~3.2GHz or higher
Memory	8GB or more
HDD	At least 20GB free space
Monitor	1440*900 resolution or higher
Operating system	Microsoft Windows 7/10, 64-bit



CAUTION!

- Please disable the antivirus software on your computer before you start installation.
 - When the client software starts, it automatically disables the sleep mode on the computer. Do not enable sleep mode.
 - If the antivirus software alerts you to risks when scanning the client software, please ignore the alert or add the client software on the trusted list.
 - "AcSoft20" is the default password for the MariaDB database used by the client software. You are strongly recommended to change the password and set a strong one.
-

3 Login

Enter the username and password, click **Login**.

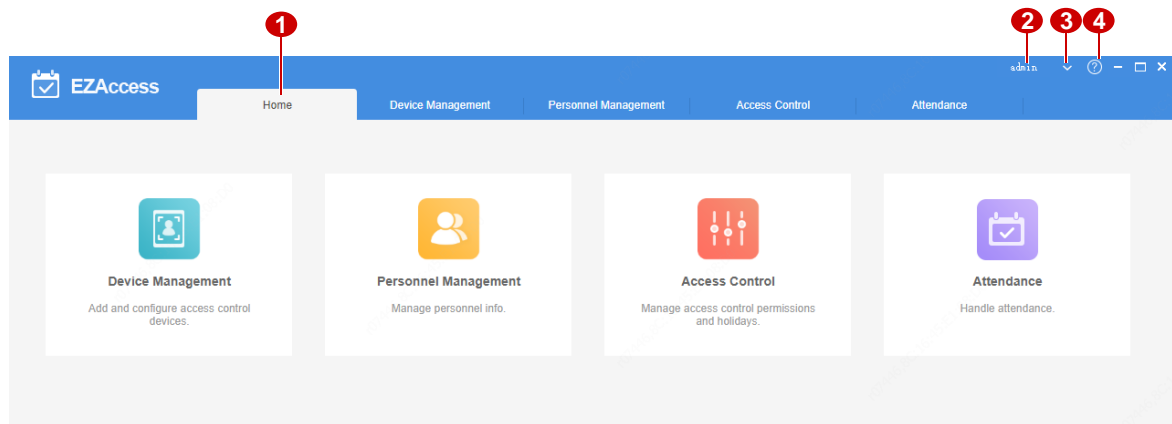


NOTE!

- For first-time login, a page is displayed for you to create new users. Enter the username and password for the new user. Please set a strong password to enhance account security.
- If **Auto Login** is selected, EZAccess will skip the login page at the next startup and automatically log in using the most recently used username.

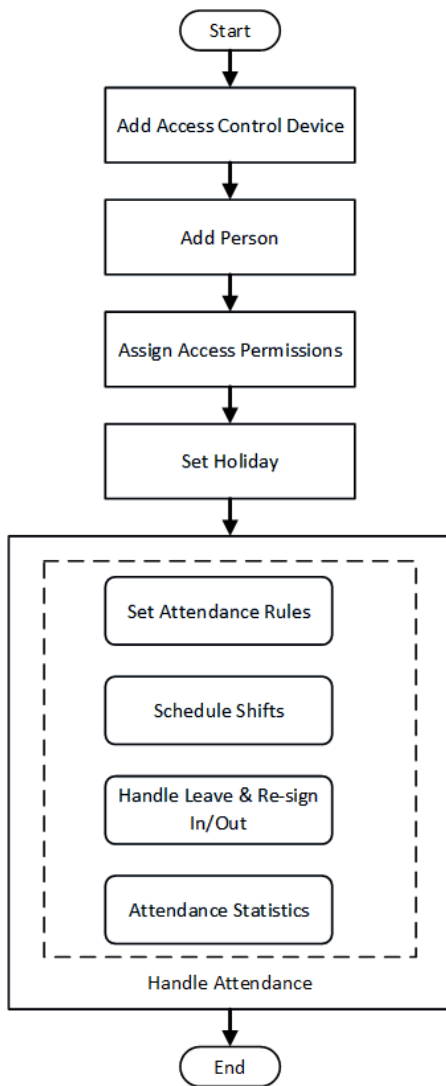
4 GUI Introduction

The main page is displayed when you are logged in. The main page consists of the Control Panel and some functional buttons.



No.	Description
1	Home page, including Device Management, Personnel Management, Access Control and Attendance Management modules.
2	Shows the current username. Click to view the user type and login time.
3	Click to change password or log out.
4	Help button. Click to view software information or open the user manual.

5 General Procedure



6 Device Management

Use EZAccess to manage access control devices. Add access control devices for access control and attendance management.

6.1 Add a Device

- (1) Click **Device Management** on **Control Panel**.
- (2) Click **Add** in the top left corner.
- (3) Enter the device name, device IP, port, username and password.

The screenshot shows a dialog box titled "Add Device" with a close button (X) in the top right corner. It contains the following fields:

- * Device Name: [Empty text box]
- * IP: [Empty text box]
- * Port: [Text box containing "80"]
- * Username: [Text box containing "admin"]
- Password: [Empty text box]

At the bottom of the dialog, there are two buttons: "OK" (highlighted in blue) and "Cancel" (greyed out).

- (4) Click **Add**.
- (5) Check whether the device is online.






NOTE!

- Up to 32 devices are allowed.
- Before you add a device, configure a fixed IP and set a default face library on the device. See the device user manual for detailed information.

7 Personnel management

Add persons for attendance management.

7.1.1 Organization

- (1) Click **Personnel Management** on **Control Panel**.
- (2) Click  to edit the organization name on the left-side organization list.
- (3) To create an organization, click  right to the root organization, enter the organization name. The organization appears on the organization list. You can add more organizations in the same way.
To delete an organization, click . Up to 10 levels of organizations are allowed.



NOTE!

- The root organization cannot be deleted or modified.
- An organization that includes organizations cannot be deleted.

Click an organization to view people in the organization and its sub-organizations.

7.1.2 Add a Person



NOTE!

- Totally up to 5000 persons are allowed. Up to 500 persons are allowed in an organization (not including sub-organization).
- If a person ID already exists on the client, then a person with the same person ID cannot be added before the existing person ID is deleted from the client.
- Up to six face images can be uploaded for each person. Only JPG images are allowed. Image size: 10-512KB. Max resolution (W*H): 1920px*1080px.

1. Add in batches

- (1) Click **Personnel Management** on **Control Panel**.
- (2) To download the default template, click **Download**.
- (3) Enter the required personal information in the template. The person ID, name, ID number are required.
- (4) Select the target organization from the left-side organization list, click **Batch Import**.
- (5) Select the file to import and then click **OK**.
- (6) The list updates automatically when data is imported successfully.



NOTE!

Up to 500 persons can be imported at a time.

2. Add one by one

- (1) Click **Personnel Management** on **Control Panel**.
- (2) Select the target organization from the left-side organization list, click **Add**.

The screenshot shows a web interface for personnel management. On the left, there is a sidebar with a search bar and a list of departments: 'dept', 'HR', and 'MGT'. The 'MGT' department is selected and highlighted with a red box and a red circle containing the number '1'. On the right, there is a main form with input fields for 'Name:' and 'Card Number:', and a 'Search' button. Below the input fields, there is a row of buttons: '+ Add', 'Delete', 'Batch Import', 'Export', 'Download Template', and 'Batch Import pictures'. The '+ Add' button is highlighted with a red box and a red circle containing the number '2'. Below the buttons, there is a table with columns: 'Person ID', 'Name', 'Gender', 'Department', 'Card Type', and 'ID No.'.

- (3) Complete the required personal information. The person ID, name, ID number are required.

(4) Click **OK**.

Click the organization on the left-side organization list. The persons in the organization are listed on the right side.

3. Import pictures in batches


- (1) Click **Batch Import Pictures**.
- (2) Upload a ZIP file that includes images named in this format: department_person ID_sequence number.
- (3) Click **OK**. The pictures are imported.

7.1.3 Delete a Person

1. Delete in batches

- (1) On the left-side organization list, click the organization that the person belongs to, click **Add**.
- (2) Select the person you want to delete.
- (3) Click **Delete**.
- (4) In the dialog box displayed, click **OK**.

2. Delete one by one

- (1) On the left-side organization list, click the organization that the person belongs to, click **Add**.
- (2) Click  below the person you want to delete.
- (3) In the dialog box displayed, click **OK**.

7.1.4 Search Personal Information

Enter the name or ID number on the top and then click **Search**. Search results are displayed.

7.1.5 Export Personal Information

Select the target organization on the left-side organization list, click **Export** on the right.

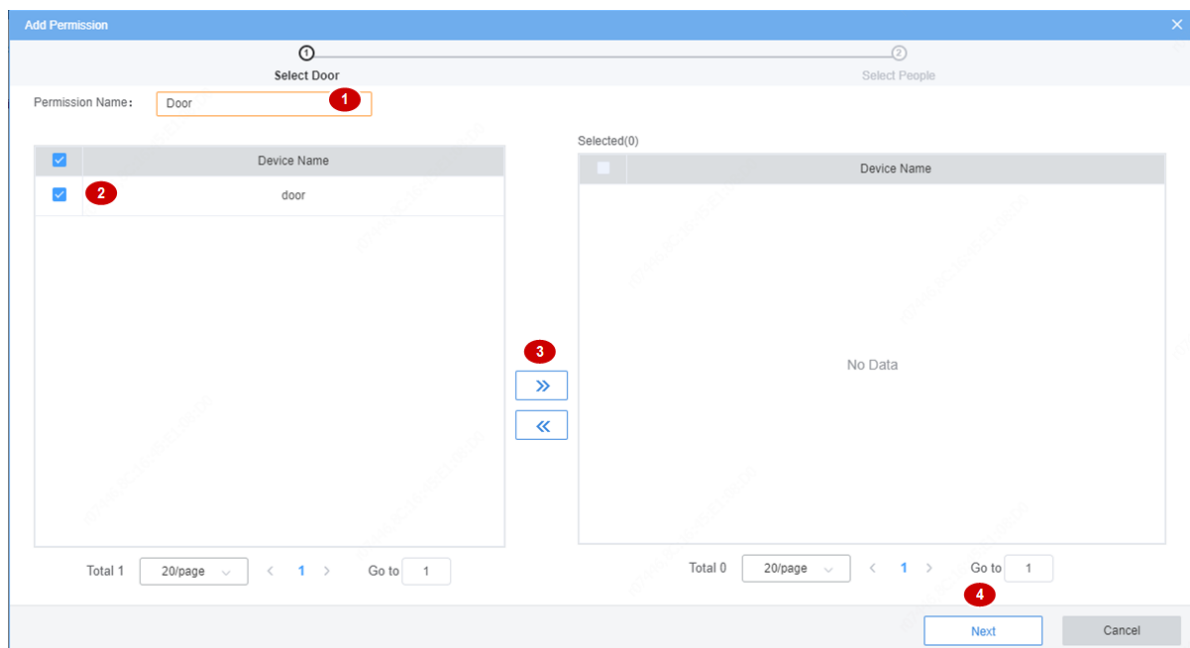
8 Access Control

8.1 Access Permissions

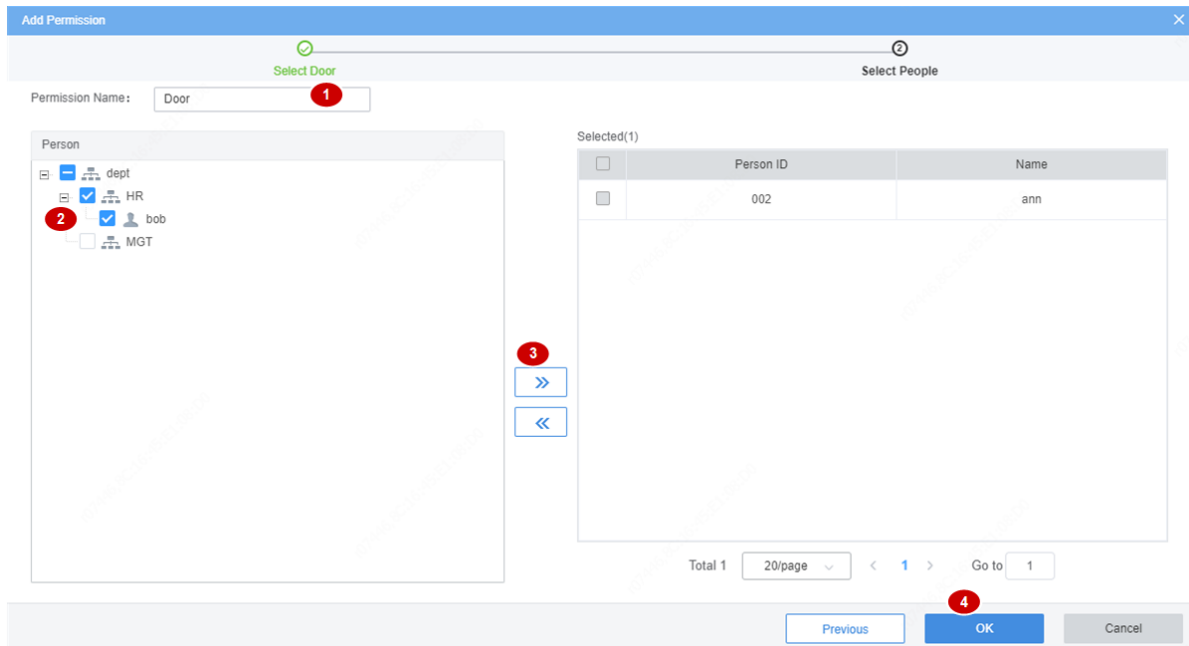
Access Control > Access Permissions




Assign permissions to allow access to specified doors.

- (1) Click **Add Permission**.
- (2) Enter the permission group name, select access control devices.
- (3) Click . The selected access control devices are added to the right-side list.
- (4) Click **Next**.



- (5) Select the persons you want to assign access permission, click . The selected persons are added to the right-side list.
- (6) Click **OK**. The specified persons now have access to the specified doors.



The permission group is listed. Click  to view permission assignment status. Click  or  to edit or delete a permission group.

8.2 Holiday Management

Access Control > Holiday Management

Set public holidays or specified days as holiday. Holiday has higher priority than attendance rules. For example, attendance rules require attendance during 9:00-17:00 from Monday to Friday. If New Years Day is set as holiday, then holiday attendance rules are applied on New Years Day.

- (1) Click **Add**, enter the holiday name and set the holiday period. The holiday name must be unique.
- (2) (Optional) If **Repeat By Year** is selected, the holiday will repeat every year.
- (3) Click **OK**.

Click  or  in the **Operation** column to edit or delete the holiday.



NOTE!

Up to 32 holidays are allowed.

9 Attendance Management

Set attendance regulations, schedule shifts, re-sign in or out for abnormal attendance records, and handle leaves. View attendance details and abnormal attendance summary.

9.1 Attendance Regulations

Attendance > Attendance Regulations > Attendance Rules

Set attendance rules.

Attendance Rules

* Daily Start Time:

Absence Settings

* Signed In,Late Than: min(s),Mark As Late

* Signed Out,Leave Early Than: min(s),Mark As Leave Early

* Not Signed In,Mark As :

* Not Signed Out,Mark As :

Daily Start Time: Must be earlier than 12:00 (noon) the current day.

Signed In,Late Than xx min(s),Mark As Late: If a person signs in within xx minutes after the Work Hours Start time, the attendance status is Normal. The maximum value for xx is 120.

Signed Out,Leave Early Than xx min(s),Mark As Leave Early: If a person signs out within xx minutes before the Work Hours End time, the attendance status is Normal. The maximum value for xx is 120.



NOTE!


The configured attendance rules are effective only to persons for whom **Must Sign In** and **Must Sign Out** are enabled in Period Settings.

9.2 Staff Schedule

9.2.1 Set Time Period

Attendance > Staff Schedule > Period Settings

Set work hours and valid sign in/out time range.

- (1) Click .
- (2) Enter a name for the period.
- (3) Set when the work hours start and end. One day will be added automatically (+1) if the **Work Hours End** time is earlier than the **Work Hours Start** time. The **Work Hours Start** time and **Work Hours End** time must be within the range of **Valid Sign In Time** and **Valid Sign Out Time**.
- (4) Valid Sign In Time and Valid Sign Out Time specify a valid time range for sign-in and sign-out. The time range does not include the boundary values. For example, if the Valid Sign Out Time is set to 17:00-18:00, then sign-out is allowed during 17:01-17:59.
- (5) You can clear the check boxes for **Must Sign In** and **Must Sign Out** if sign-in and sign-out are not mandatory, and if so, **Valid Sign In Time** and **Valid Sign Out Time** will be deactivated.
- (6) Click **Save**.

To edit a time period, click the period name on the left.




NOTE!

- The time set on this page cannot be earlier than the **Daily Start Time** set in [Attendance Regulations](#) and cannot be later than 12:00 (noon) next day.
- The valid sign-in time range must not overlap with the valid sign-out time range.

9.2.2 Shifts Management

Attendance > Staff Schedule > Shift Mgt

Add shifts and set the corresponding time period for each shift.

Click , enter the shift name.

Click **Select Period**.

- (1) Select a workday on which the shift starts.
- (2) Select a time period (set in [Period Settings](#)).
- (3) Select workdays for the time period. Select **All** to apply the same settings to every day (Monday through Sunday).
- (4) Click **OK**.

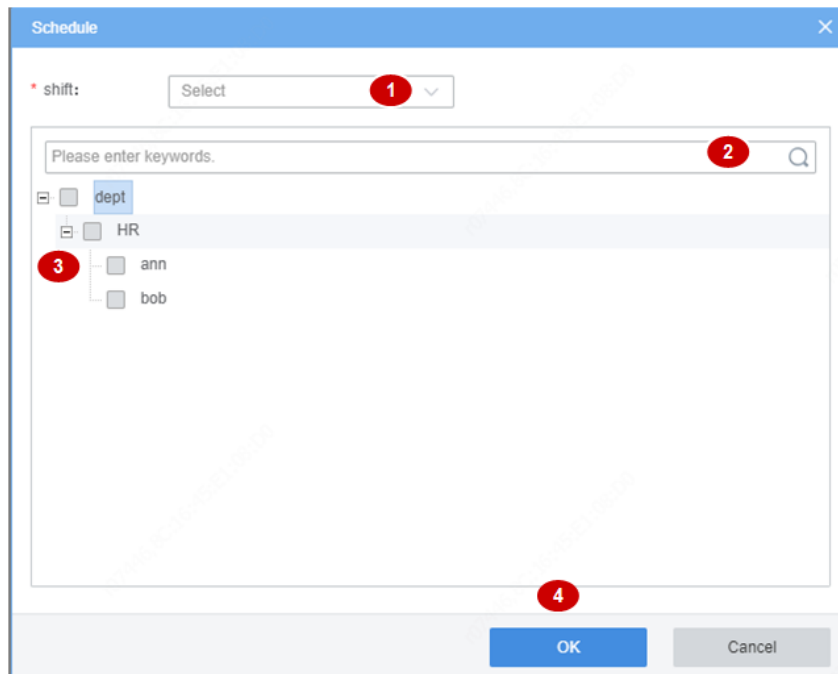
Click **Empty** to clear all the valid time periods.

9.2.3 Schedule Management

Attendance > Staff Schedule > Schedule Mgt

Specify shifts for a department or a person.

Click **Schedule**.



- (1) Select a shift.
- (2) (Optional) Enter keywords to search departments.
- (3) Select the department or person you want to assign the shift. People who have been assigned a shift cannot be assigned another shift.
- (4) Click **OK**.

To cancel the shift for a person, select the person and then click **Cancel Schedule** on the top, or click



in the **Operation** column.

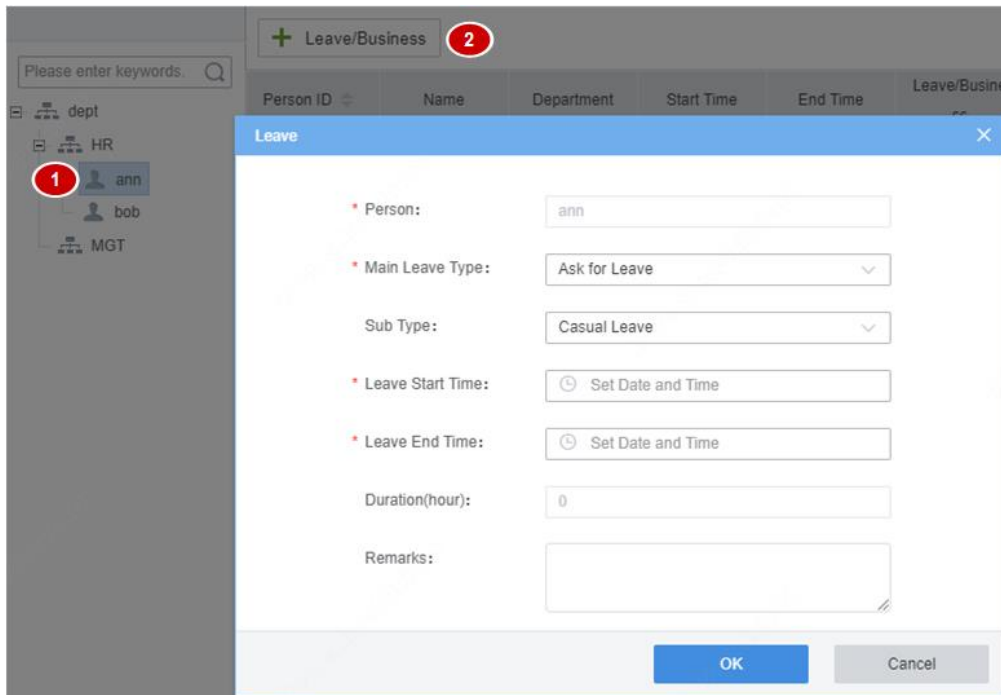


To schedule shifts for one person, click for the person in the **Operation** column.

9.3 Attendance Handling

9.3.1 Leave Management

Attendance > Attendance Mgt > Leave Mgt



- (1) Select the target person on the organization list.
- (2) Click **Leave/Business**.
- (3) In the dialog box displayed, select the main leave type, set the leave start time and leave end time.
- (4) Select a sub-type. The **Sub Type** drop-down list is displayed only when the main type is **Ask for Leave**.
- (5) Click **OK**.

Click  or  in the **Operation** column to edit or delete the leave.





NOTE!



Leave must be handled beforehand; handling leave afterwards will cause abnormal attendance records.

9.3.2 Re-Sign In&Out Management

For abnormal attendance records such as absence, late arrival, you can modify the attendance records by re-sign in and out operations. Attendance status and abnormal attendance duration update instantly after re-sign in&out operations are performed.

Workday	Department	Person ID	Name	Shift Name	Work Hours	Sign In Time	Sign Out Time	Attendance Status	Abnormal Duration	operation
2020/05/24	dept	j04889	04889	白天班	08:30-12:00,13:30-17:30	(-),(-)	(-),(-)	Absent	7.5hour(s)	 

- (1) Select the department or person on the left-side organization list.
- (2) Set a time range. All the abnormal attendance records of the specified department or person within this period are displayed.

- (3) Click  (re-sign in) or  (re-sign out) in the **Operation** column for the abnormal attendance record you want to handle.
- (4) Modify the sign-in time or sign-out time as needed.
- (5) Click **OK**.



NOTE!

- The sign-in time and sign-out time must be within the valid **Valid Sign In Time** range and the **Valid Sign Out Time** range.
- Re-sign in & out operations are irreversible.

9.4 Attendance Statistics

An attendance day starts from the Daily Start Time and ends at 12:00 (noon) next day. The client generates attendance data for the previous attendance day at 12:00 every day.

Original Data: View all face recognition records of the specified time period.

Attendance Details: View attendance details including attendance status of the specified time period. One record is generated for each person every day.

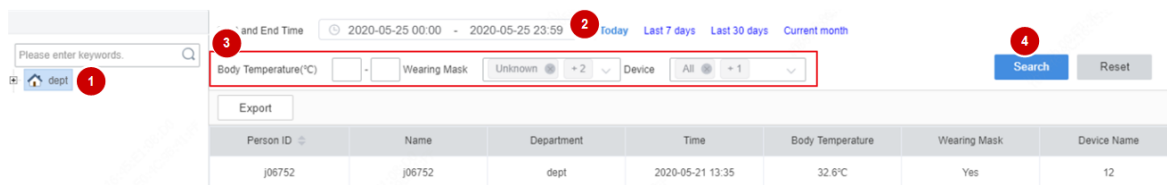
Attendance Summary: View the total length of abnormal attendance during a specified period and the details.

9.4.1 Original Data

Attendance > Attendance Statistics > Original Data

View all the face recognition records during a time period. For example, if there are five entries or exits, then five access records are displayed.

Search original data of a department or a person using search criteria including person ID, name, department, date, time, body temperature, whether wearing a mask.



Person ID	Name	Department	Time	Body Temperature	Wearing Mask	Device Name
j06752	j06752	dept	2020-05-21 13:35	32.6°C	Yes	12

- (1) Select the department or person from the organization list.
- (2) Set a time range.
- (3) (Optional) Set a body temperature range and mask wearing status. This feature is available when the access control device supports this feature and the required configurations have been completed.
- (4) Click Search.

Search results are displayed. You can click Export to export the data.

9.4.2 Attendance Details

Attendance > Attendance Statistics > Attendance Details

View attendance details including attendance status and abnormal attendance duration during a specified period. One record is generated for each person every day.

All the original data of a day will be generated at 12:00 (noon) the next day. You can search attendance statistics of a department or a person by setting search criteria including person ID, name, department, date, time, sign-in/out time.

Workday	Department	Person ID	Name	Shift Name	Work Hours	Sign In Time	Sign Out Time	Attendance Status	Abnormal Duration	Attendance Management	Remarks
2020-05-24	dept	j04889	04889	白中班	08:30-12:00,13:30-17:30	(-),(-)	(-),(-)	Absent	7.5hour(s)		

9.4.3 Attendance Summary

Attendance > Attendance Statistics > Attendance Summary

View the total length of abnormal attendance during a specified time period and the details. For example, the total length of late arrivals, leave early, and absence during one month.

You can set search criteria to view personnel information of a specified department or personal information of a about a person, including person ID, name, department, attendance status and details.

Department	Person ID	Name	Late Hours	Leave Early Hours	Absent Hours	Ask for Leave Hours	Attendance Details
dept	j00236	j00236	0min(s)	0min(s)	7.5hour(s)	0min(s)	

Click  in the **Attendance Details** column to view detailed attendance information of the person.

Workday	Department	Person ID	Name	Shift Name	Work Hours	Sign In Time	Sign Out Time	Attendance Status	Abnormal Duration	Attendance Management	Remarks
2020/05/24	dept	j00236	j00236	白中班	08:30-12:00,13:30-17:30	(-),(-)	(-),(-)	Absent	7.5hour(s)		

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