

UNIS

SOFTWARE GUIDE

UNION COMMUNITY

Version 4.5.0.1
2019-01-01

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1. Before Starting Program

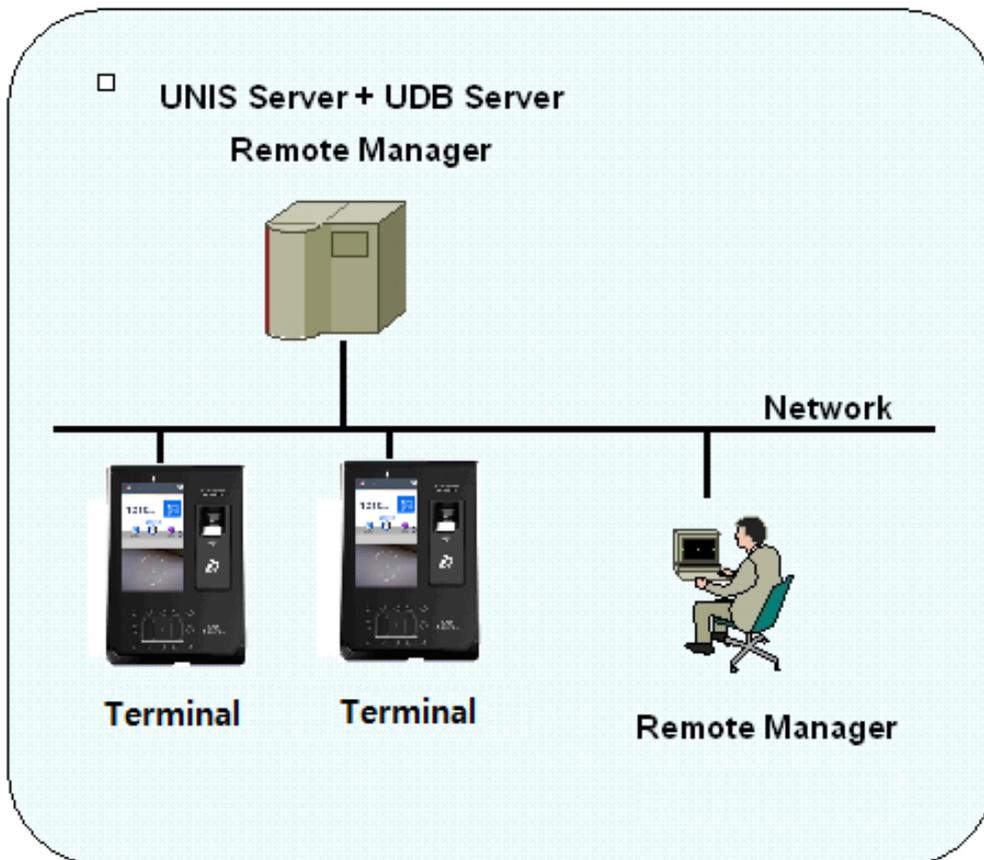
1.1 Product Introduction

1.1.1 Outline

UNIS 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

Items	Minimum	Recommended
CPU	Later than Intel Core i3	Later than Intel Core i7
OS	Later than Windows XP	Later than Windows 7
RAM	More than 2GB	More than 4GB

1.1.4 Product Support Information

Company: UNION COMMUNITY CO.,LTD.
Home page Address: <http://www.virditech.com/>
Address: Please refer our homepage
Contact number: +82-2-6488-3000

1.2 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 4~8 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.

1.3 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.

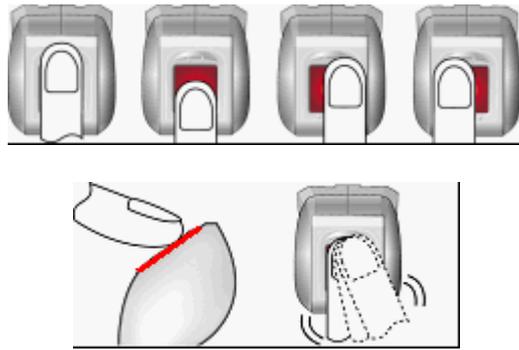


Figure 2 [Improper Fingerprint Input Method]

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.



Figure 3 [Proper Fingerprint Core Position]



Figure 4 [Improper Fingerprint Core Position]

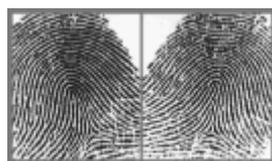


Figure 5 [Wrong Direction Input]

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.

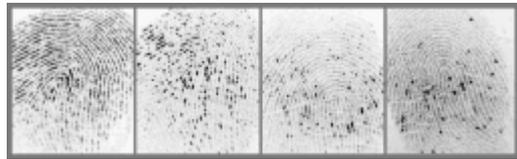


Figure 7 [Dry Fingerprint]

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 Acceptance

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 Acceptance

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.

1.4 Fingerprint Registration Procedures

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

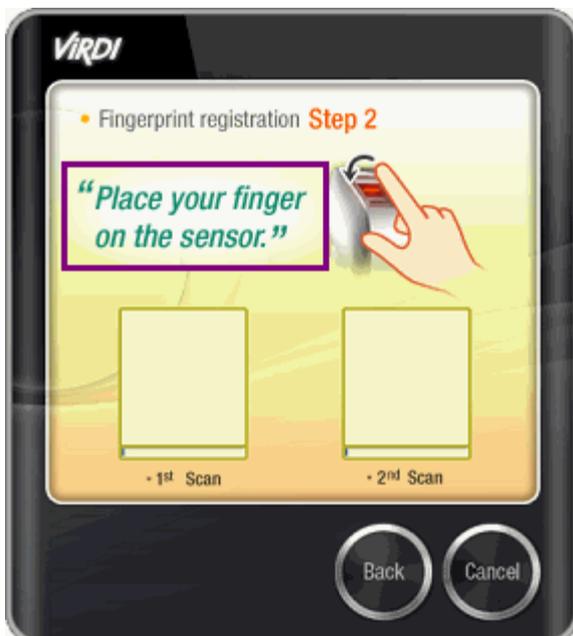


1) This is the initial fingerprint registration window.

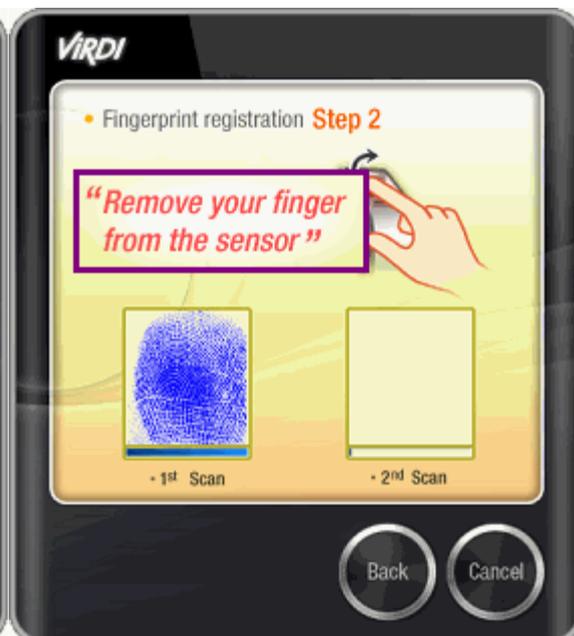


2) Select a finger whose fingerprint is to be registered.

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.

※The number of fingerprints can be changed at [\[Server Environment Setting\]](#).

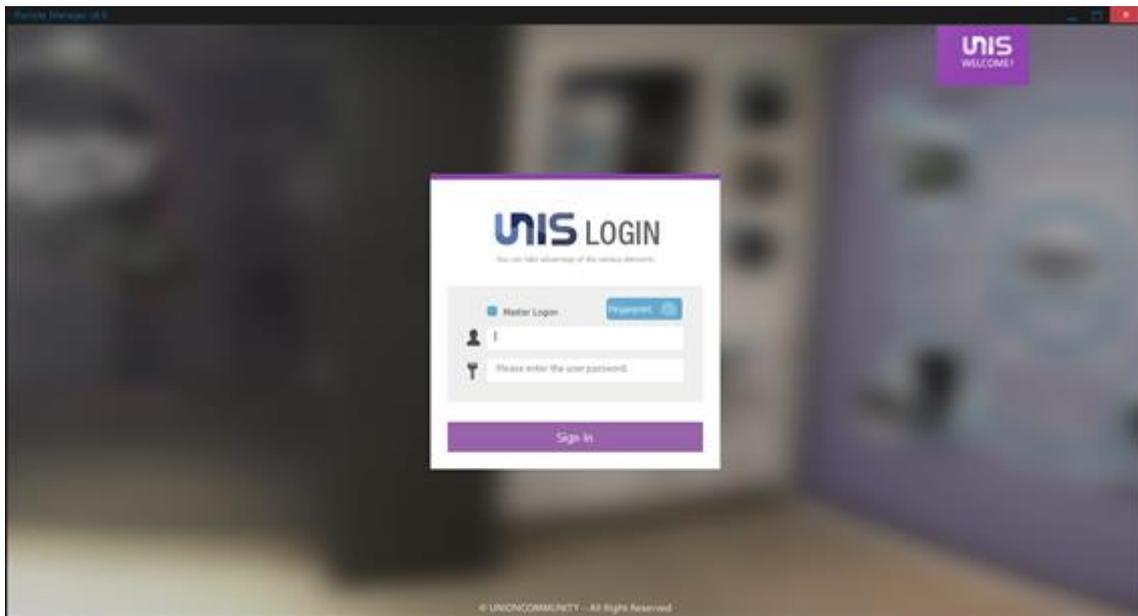
1.5 Start Program

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

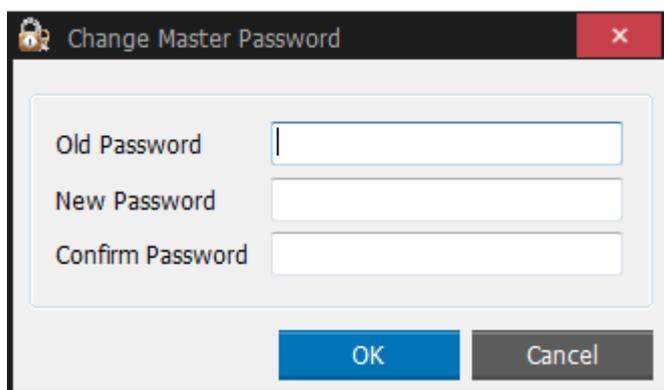
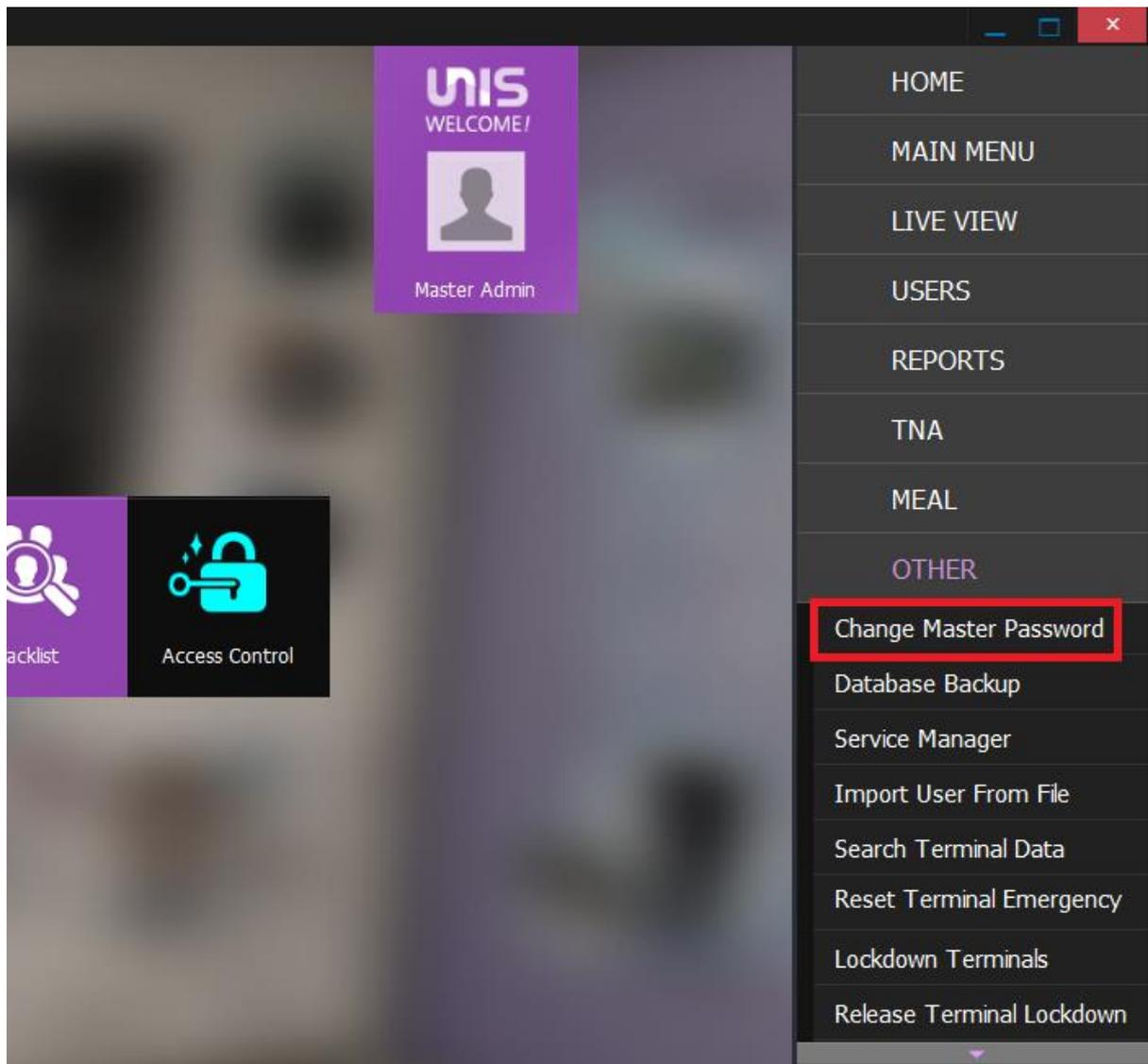


To start Remote Manager program, double click icon on desktop.

- 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.



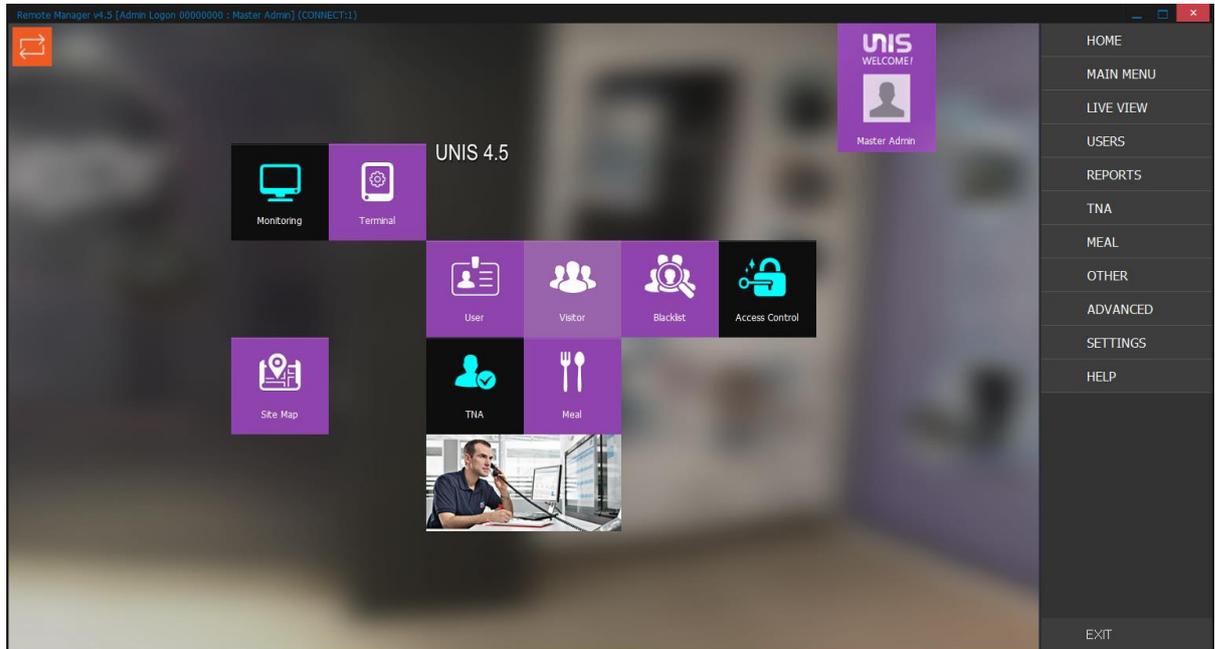
Regarding to the password for the initial master manager, modify in [Main Menu] – [System] – [Change Master Password] in Menu which at the right side.



2. Remote Manager Menu Configuration

2.1 HOME

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.

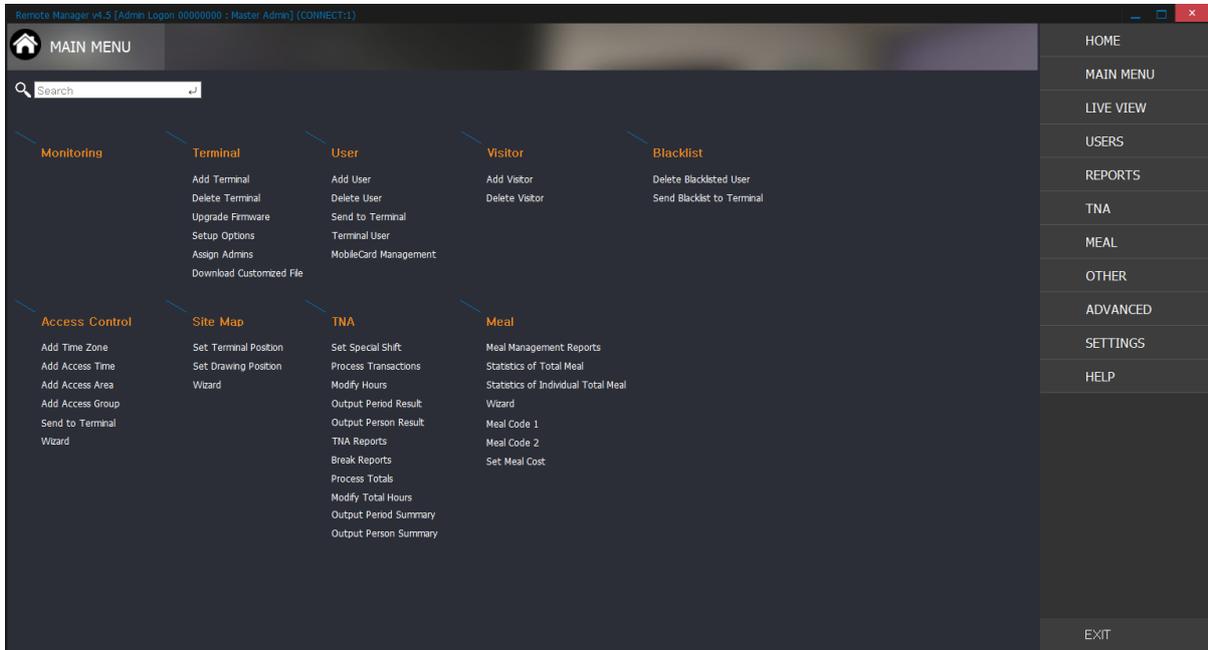


(USB Lock)

2.2 MAIN MENU

This is the Menu Tree to find all the menu and access easily.

It uses to find the menu directly when searching the name of menu or when clicking each menu.



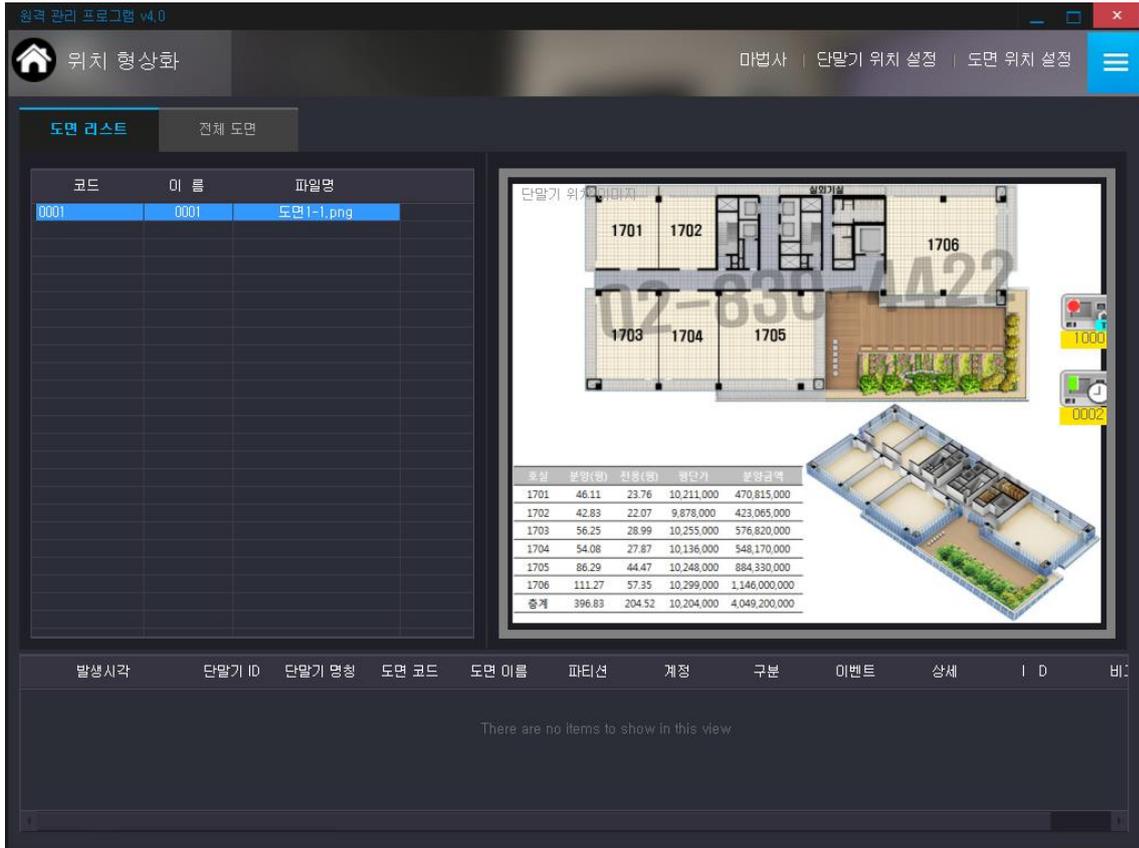
2.3 LIVE VIEW

2.3.1 Site 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.



2.3.1.1 Wizard

- ① Click Wizard at the top menu.



② Select the image of the entire layout.



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.



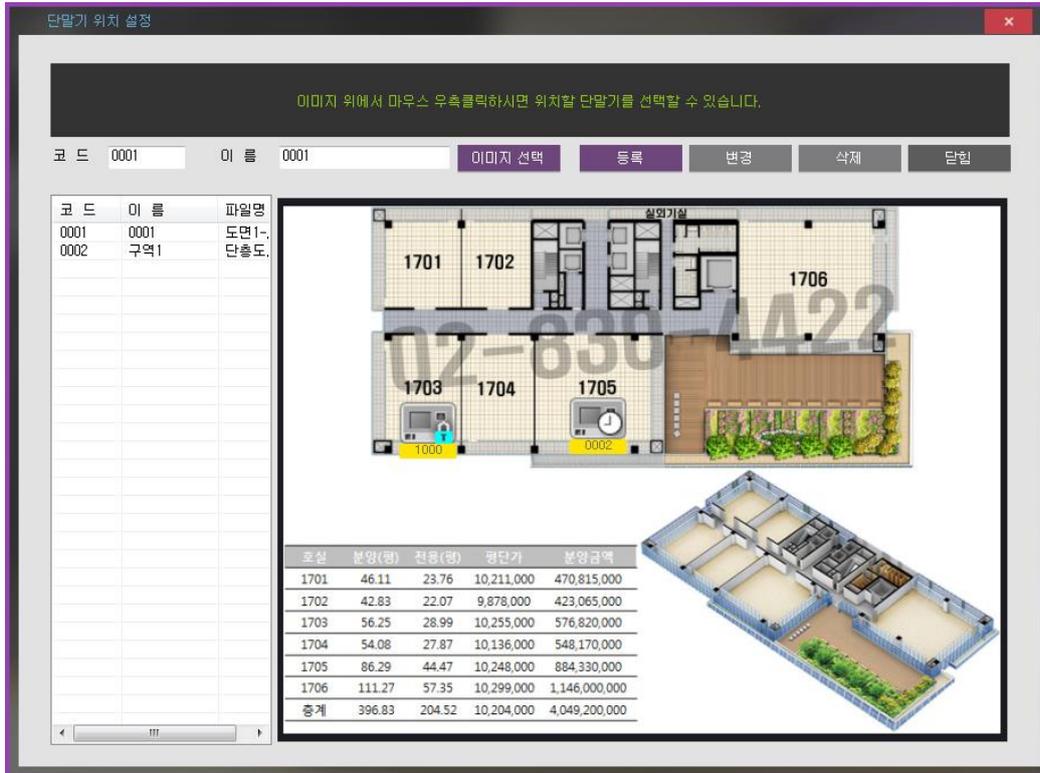
- ④ Drag each drawing position in the list to place in an entire layout.



- ⑤ Press Finish button to finish setting.



2.3.1.2 Set Terminal Position



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.

2.3.1.3 Set Drawing Position

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.)
- 🌟 : It marks the crisis detection of terminal. (It marks caution on screen.)



: It marks the abnormal door opening. (It marks caution on screen.)



: 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.)



: 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.)



: 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 warning state



: Represents notice state

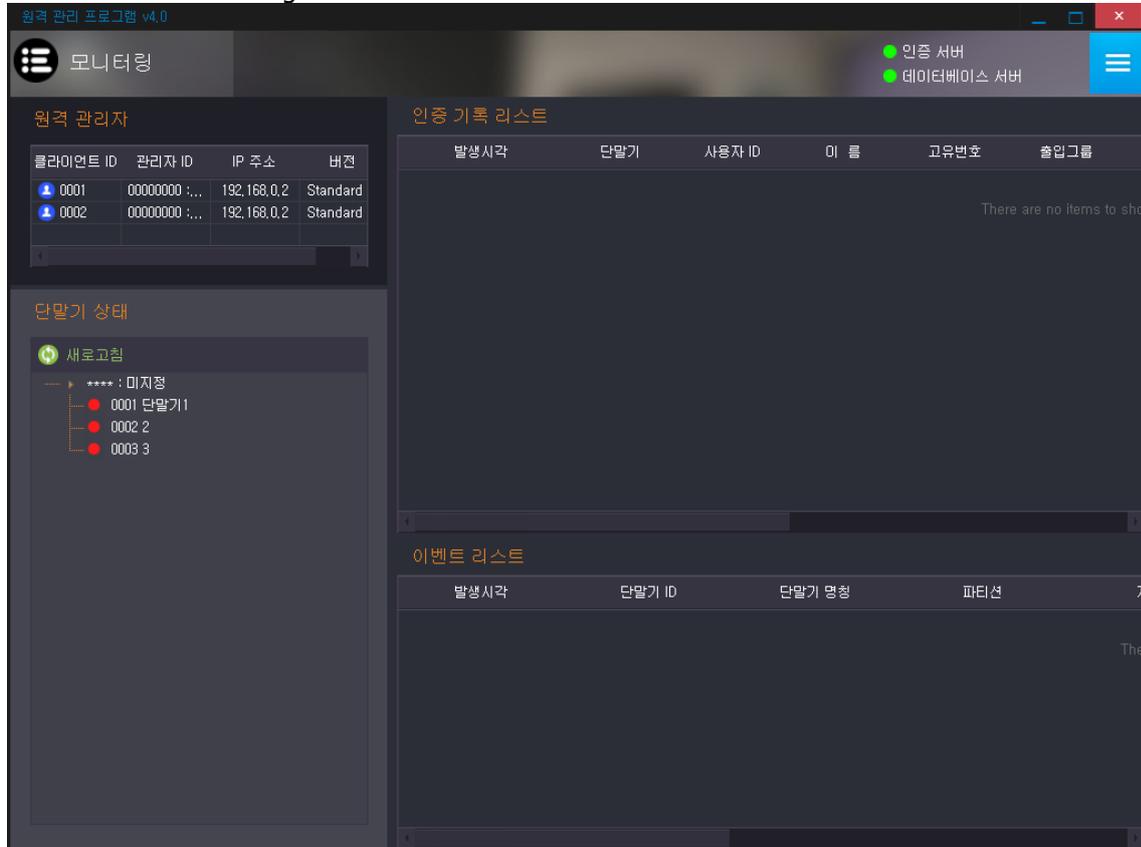


: Represents normal state

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.

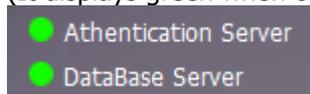
2.3.2 Monitoring

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.



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)



2.3.2.1 Authentication 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. (Refer to this link [\[Access Control\]](#))
- 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.)

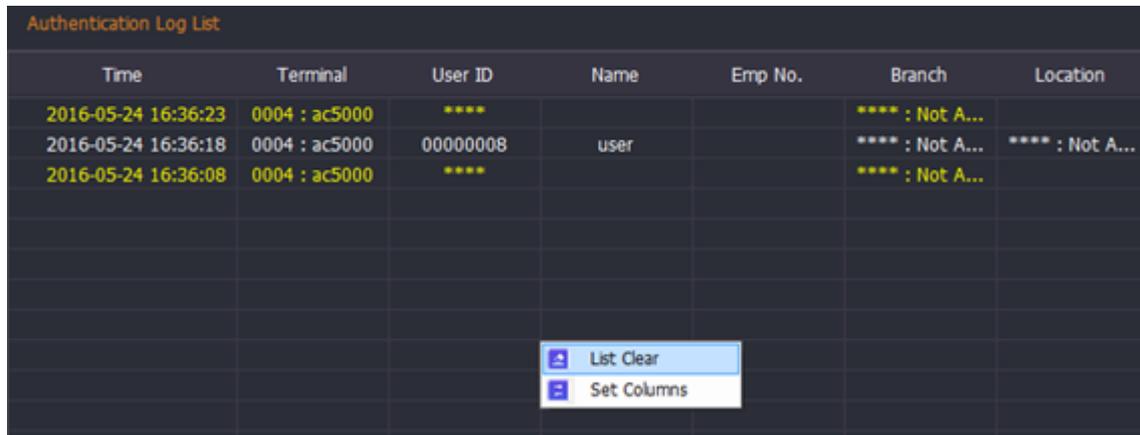
- Type: From 1:N/1:1/fingerprint card/card/password, a type that authenticated is displayed.
- Result: Authentication result is displayed as success/failure.
- External Device: Check option for external device if it is not connected leave with blank.
- Pass Count: if person over then, excessive number of people will be displayed (Only by using Tail Gate)

★ Notes

If the User's Authentication Type was "OR", the Authentication Log will be displayed respectively per each authentication try on server authentication.

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.

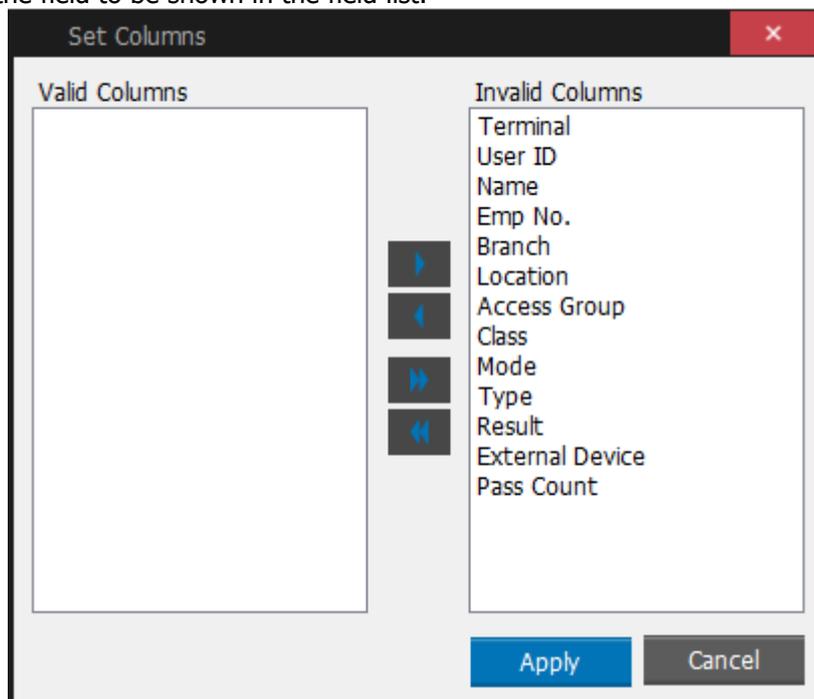


The screenshot shows a table titled "Authentication Log List" with the following columns: Time, Terminal, User ID, Name, Emp No., Branch, and Location. The table contains three rows of data. A context menu is open over the table, showing two options: "List Clear" and "Set Columns".

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	00000008	user		**** : Not A...	**** : Not A...
2016-05-24 16:36:08	0004 : ac5000	****			**** : Not A...	

Set 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.



2.3.2.2 Remote Manager

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

Remote Manager				
Client ID	Admin ID	IP Address	Version	
 0998	00000000 : Master Admin	192.168.20.65	FaceServer	
 0999	00000000 : Master Admin	192.168.20.65	CmdProcess v1.3...	
 0001	00000000 : Master Admin	192.168.20.65	Standard v4.5.0.1	

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.

2.3.2.3 Terminal Status

Terminal connection status is displayed.

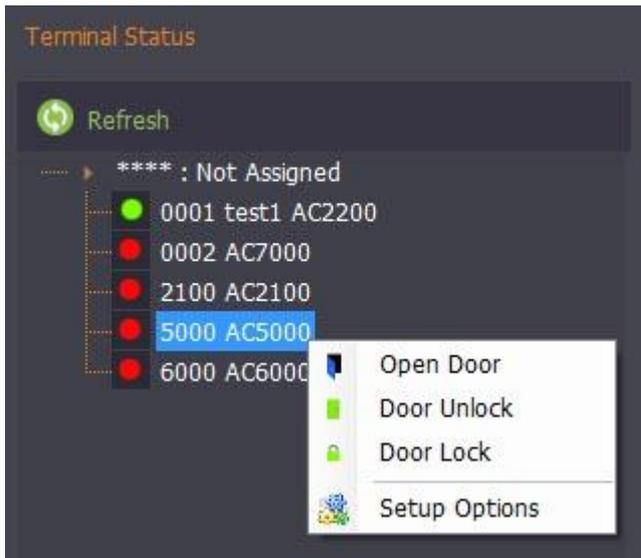
Connection: If a terminal is connected,  green lamp is displayed.

Disconnection: If a terminal is disconnected,  red lamp is displayed.

※ 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: [Setup Option](#))

2.3.2.4 Event List

It displays the various event lists of the terminal.

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

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)

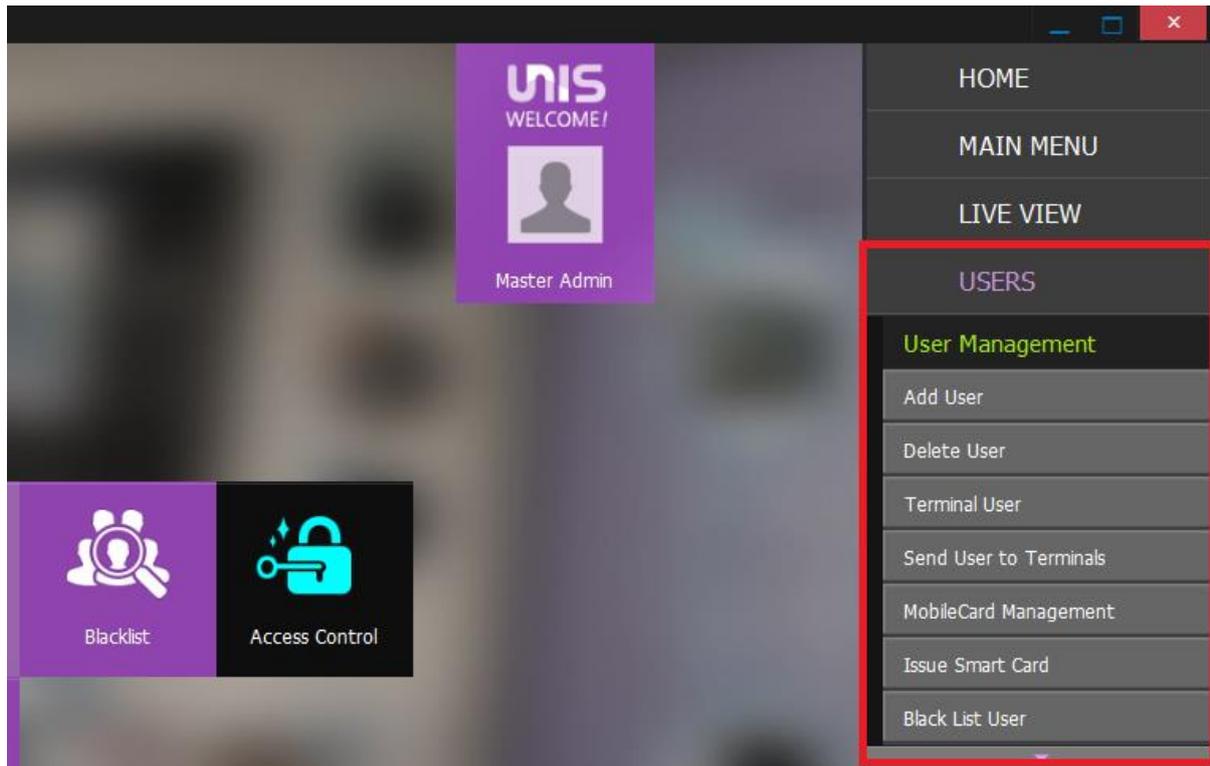
Remark: The brief information for the authenticated user is displayed.

2.4 USERS

2.4.1 User Management

It is a list of registered users.

► From right side menu [USERS]-[User Management], add/modify/delete the users and transfer the users to terminal well.



Remote Manager v4.5 [Admin Logon 00000000 : Master Admin] (CONNECT:1)

User Find | Set Columns | Refresh | Save

C	ID	Name	Employee ID	Location	Branch	Department	Title	Authority	Access Group	Schedule
■	00000001	User1	00000001	**** : Not Assigned	**** : General User	**** : Not Assigned	**** : Not Assigned			
■	00000002	User2	00000002	**** : Not Assigned	**** : General User	**** : Not Assigned	**** : Not Assigned			
■	00000003	User3	00000003	**** : Not Assigned	**** : General User	**** : Not Assigned	**** : Not Assigned			
■	00000004	User4	00000004	**** : Not Assigned	2000 : Terminal Admin	**** : Not Assigned	**** : Not Assigned			
■	00000005	User5	00000005	**** : Not Assigned	**** : General User	**** : Not Assigned	**** : Not Assigned			
■	00000006	User6	00000006	**** : Not Assigned	**** : General User	**** : Not Assigned	**** : Not Assigned			
■	00000007	User7	00000007	**** : Not Assigned	**** : General User	**** : 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.

Schedule: User's time & attendance code is displayed.

Pay Rate: User's hourly wage code is displayed.

Meal Code: User's meal service code is displayed.

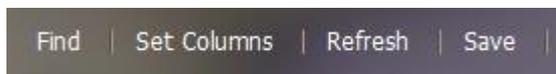
Fingerprint Count: The number of user's fingerprints is displayed.

Card Count: The number of the user's cards is displayed.

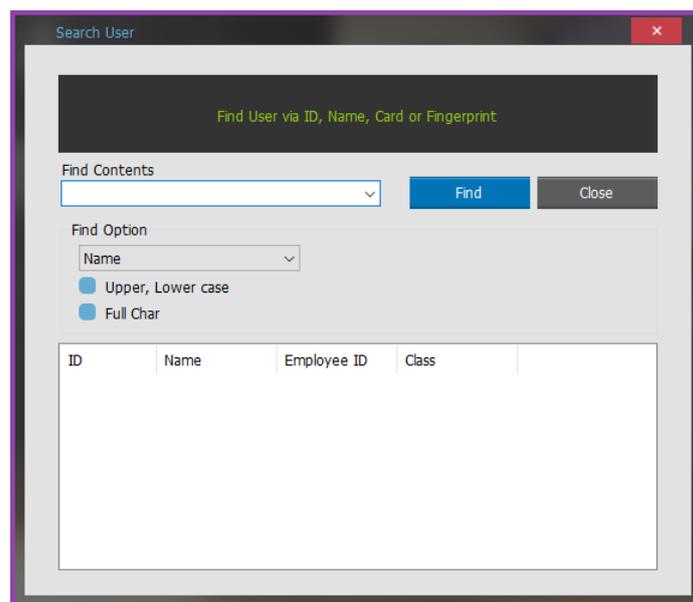
Face Count: The number of the user's faces is displayed.

★ If any authentication method is not registered, the user is displayed as the color which is designated in [Authentication Type Un-registered user Record colour] from [SETTINGS]-[SETUP]-[Environment Settings]-[General].

► Top Menu (Right side)



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



Refresh: Update the list information

Set Columns: Set the item to print from the list (Double-click to the Size or Visible to modify its value)

Name	Size	Visible
Name	120	true
Employee ID	120	true
Location	120	true
Branch	120	true
Department	120	true
Title	120	true
Authority	120	true
Access Group	120	true
Schedule	120	true
Pay Rate	120	true
Meal Code	120	true
Fingerprint Count	120	true
Card Count	120	true
Face Count	120	true
Registration on the Server	120	true

Save: Save the currently displayed list of users as CSV file

2.4.1.1 Add User

User Registration

Add Employee's Info

Basic Information

ID: 00000044

Name: [Empty]

Employee ID: 00000044

Branch: **** : Not Assigned

Department: **** : Not Assigned

Title: **** : Not Assigned

Authority: **** : Not Assigned

Access Group: **** : Not Assigned

Schedule: **** : Not Assigned

Pay Rate: **** : Not Assigned

Meal Code: **** : Not Assigned

Extended Information

Restriction

Access Date Range: No Restriction Period, 2019/01/08 ~ 2019/01/08

Ignore Antipassback Rules

[Set Admin Restrictions](#)

Remote Access Password Info

Etc.

Authentication Type

Combination: OR

Fingerprint FP-Card Password Card Face MobileCard

Fingerprint Information

Password Information

Card Information

Face Information

MobileCard Information

[Add](#) [Close](#)

► **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

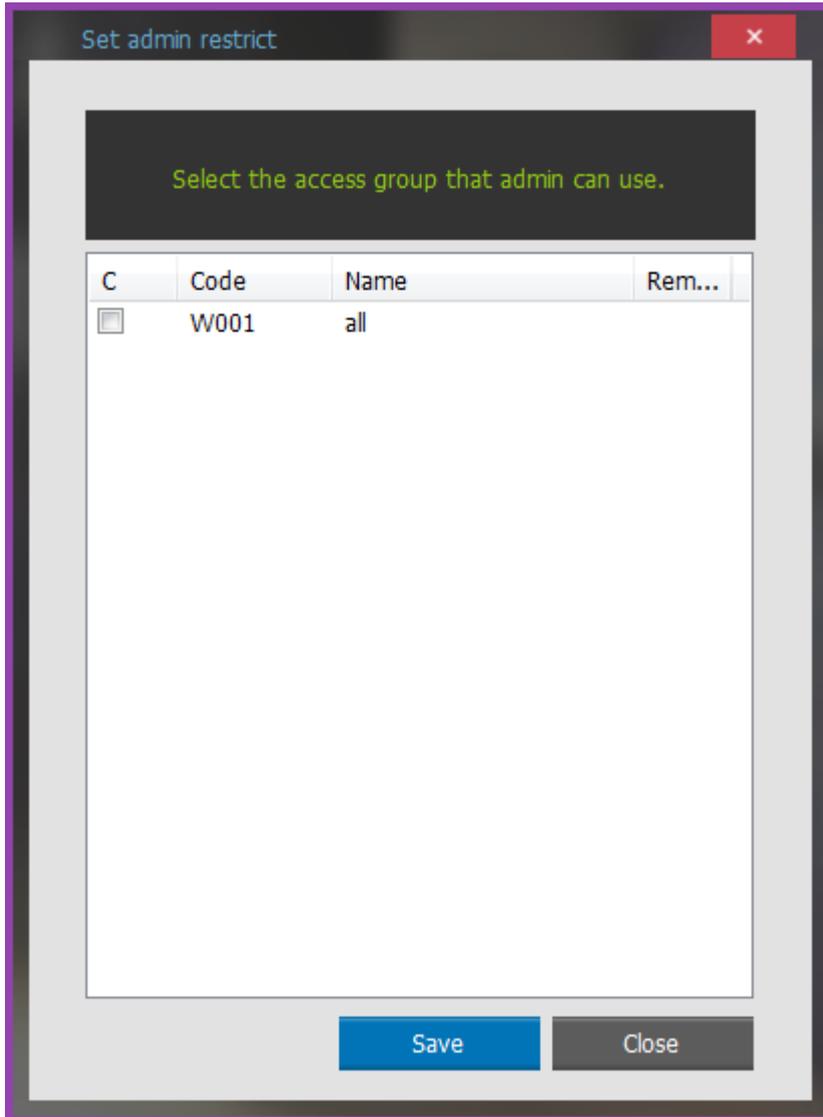
- Address: Enter the address of user's residence
- Other: Enter other items
- Reg. Date: User registration date and time are automatically entered
- Location: Display the area where the user is currently located when using Anti Pass Back function (※ [\[Anti-Passback Setup\]](#), [\[ex1\)Anti-Passback\]](#) 참고)
- User Message: Enter the user message to display in the terminal when authenticating

(※ Display ID when it's authorized with user information from the computer, only with AC2100)

- Message: 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 Information: 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)

▶ 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
 - (※ If it is the terminal period of limitations, a user cannot access with "invalid entry the term")
- Ignore Antopassback Rules: Check a user's anti-pass back option
- Set Admin Restriction: In case of log in as a master administrator, it provides access data range to the user having the management authority.



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 Info

- 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.

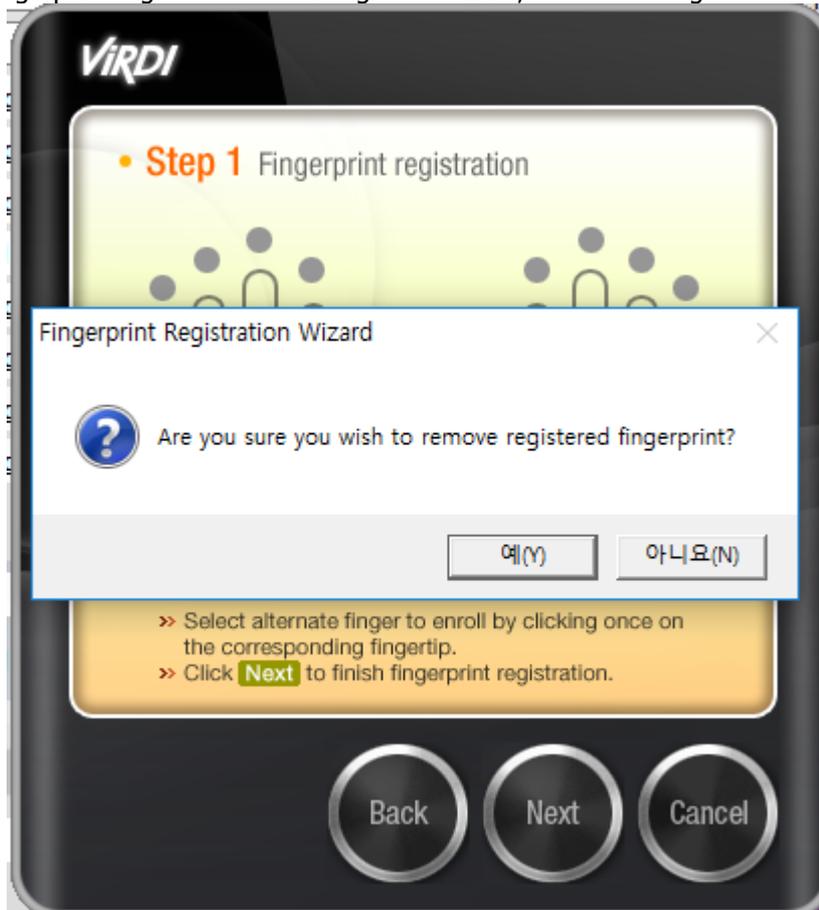
► Etc.

- 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 Type

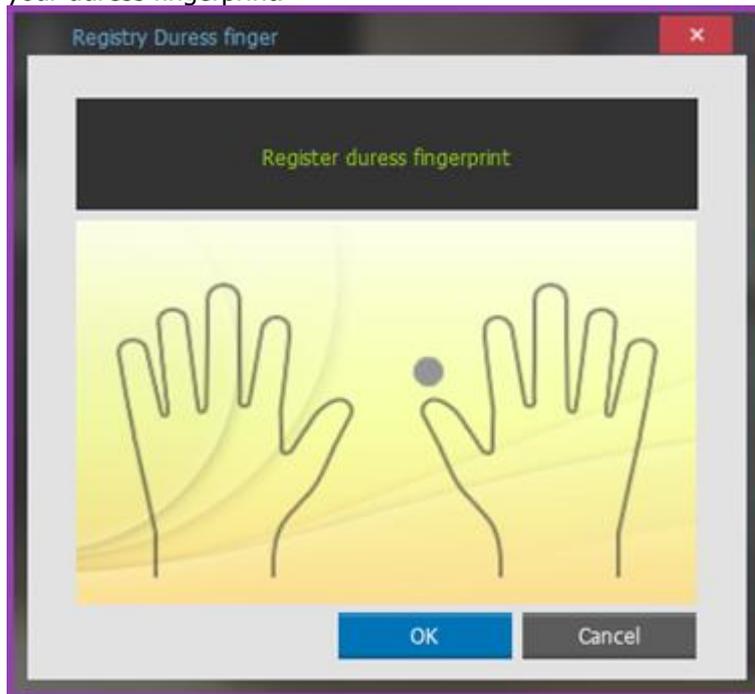
- Combine the authentication methods such as fingerprint, fingerprint card, password, card, face, mobile card, and etc.
- In case of the fingerprint card, others cannot be used.
- If a user uses the password, the OR combination with others is available for only 2 methods.
- Except for that, the maximum 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.

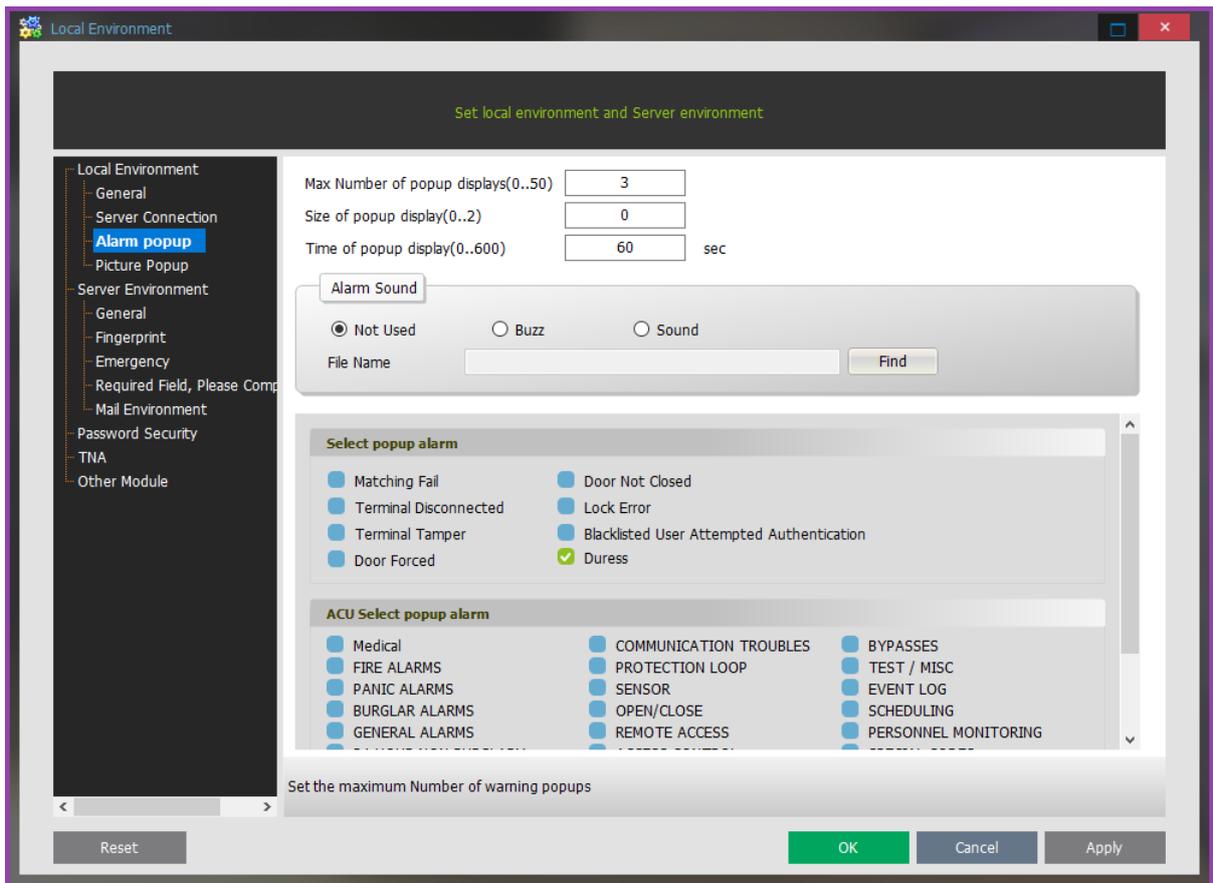


- Delete: Delete all the registered fingerprints.
- Duress fingerprint: If a user is threatened by somebody in outbreak situation, in case of registering your fingerprints, the user can get the alerts and mail from real-time log using

your duress fingerprint.



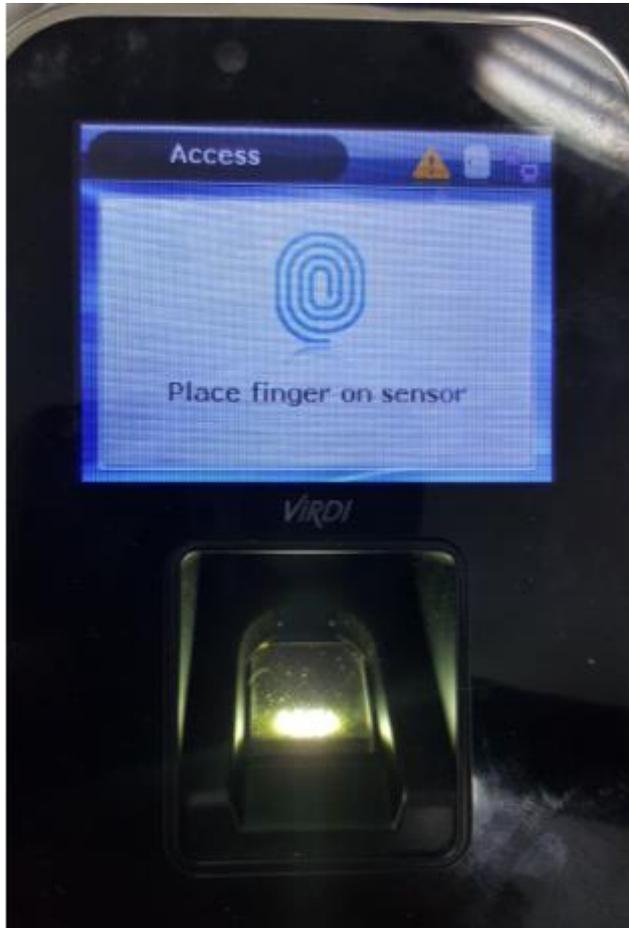
- 1:N: This is a method that authenticates fingerprint. A user can set 1:1 or 1:N. (1:N is the method that can be authenticated without entering ID when authenticating the fingerprint.)
- Alarm setting for Duress finger: Select the Duress alarm in [Environment] – [Local Environment] – [Alarm Popup] as it is shown below.



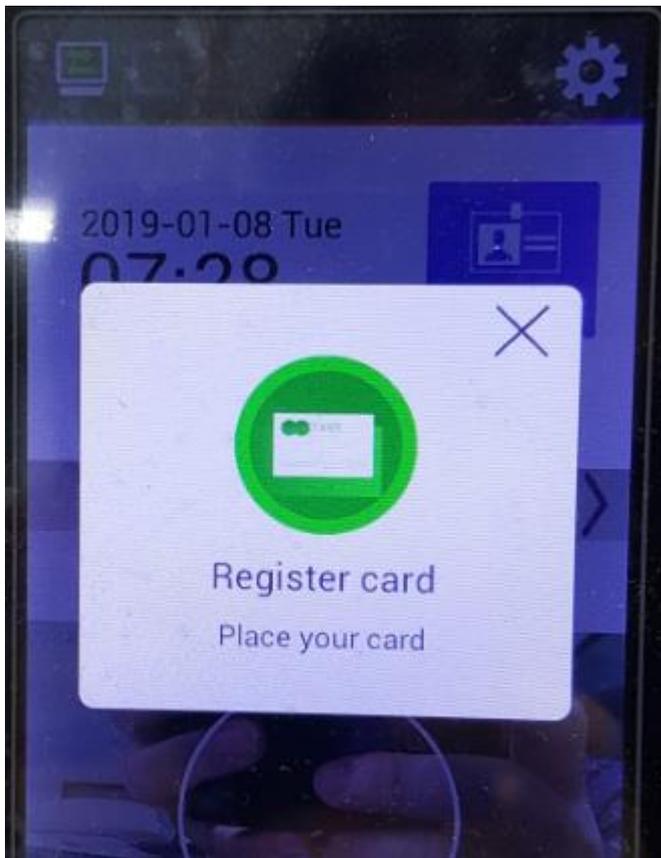
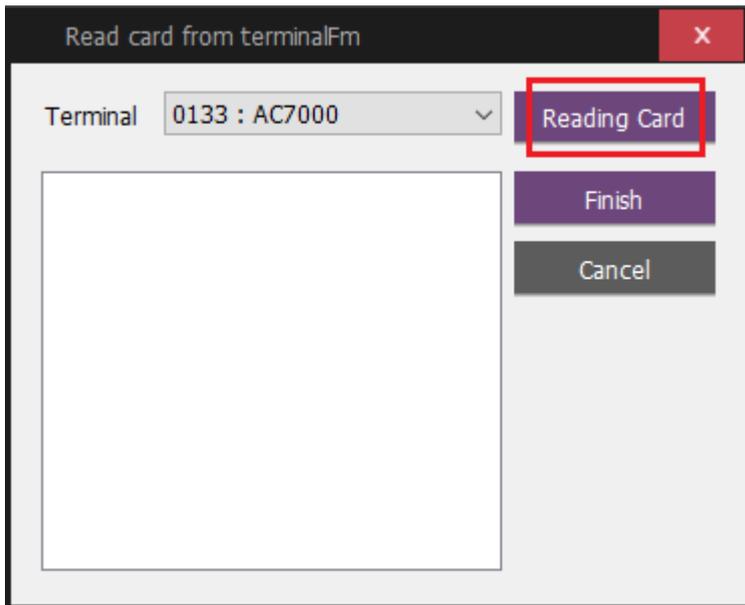
- Mail Setting for Duress fingerprint: Select the duress fingerprint in [SETUP]-[Environment Settings]-[Mail Environment]
- Enroll from Terminal: This button is used to enroll the fingerprint from the terminal instead of USB Fingerprint Scanner.



- Enroll: When clicking Enroll button, the selected terminal request to place the fingerprint like below picture. At this time, the terminal will be asked automatically for inserting your finger on the sensor with the message "Place finger on sensor" as below picture. In this case, insert your finger twice as requesting of the terminal.



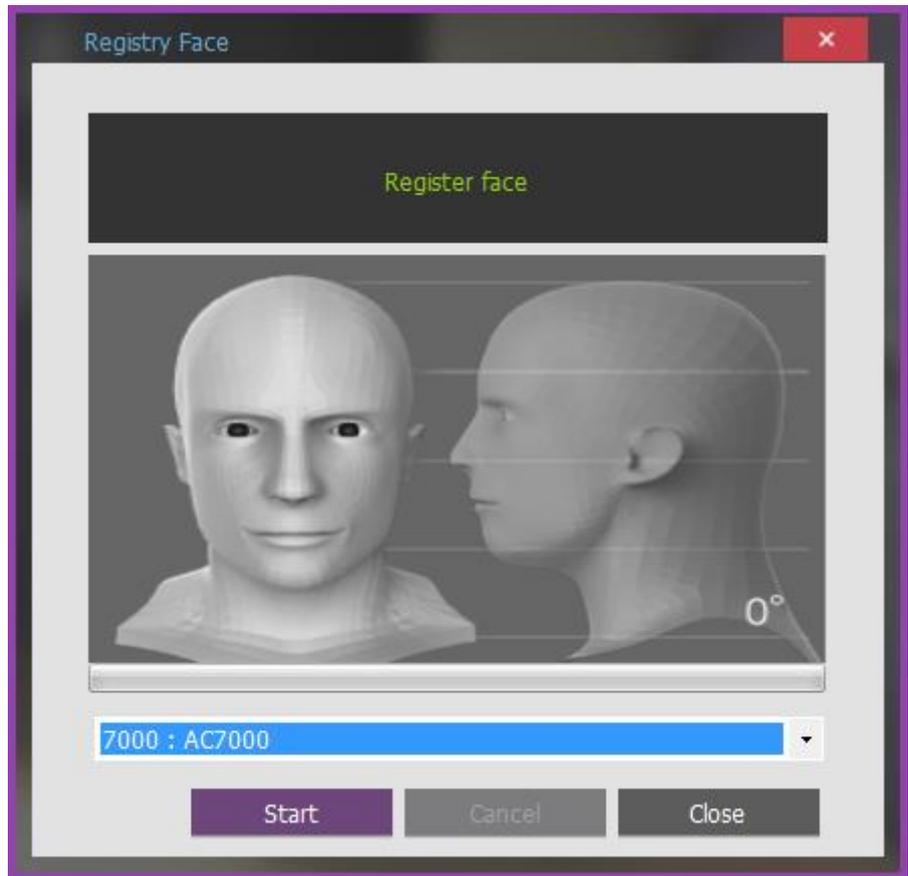
- Delete: When clicking Delete button, the selected fingerprint can be removed.
 - Prev: When clicking Prev button, go back to the previous step.
 - Next: If you need to enroll another fingerprint, click Next button and then it will be possible to enroll the fingerprint additionally.
 - Finish: When clicking Finish button, the fingerprint registration will be finished.
 - Cancel: When clicking Cancel button, the fingerprint registration will be cancelled.
-
- Terminal Password Information (Password registration): Register the password as your authentication Method.
 - Card information (Card registration): Click the Reading Card button and then let the card read in the FOH02RF hamster. After the card number appears, press Add button and register the card.
 - Read from Terminal: This button is used to enroll the RF card from the terminal instead of FOH02RF hamster. When clicking the **Reading Card** button, the selected terminal can scan the card. At this time, the terminal will be asked automatically for placing your card on the terminal with the message "Place your card" as below picture. In this case, place your card swiftly as requesting of the terminal.



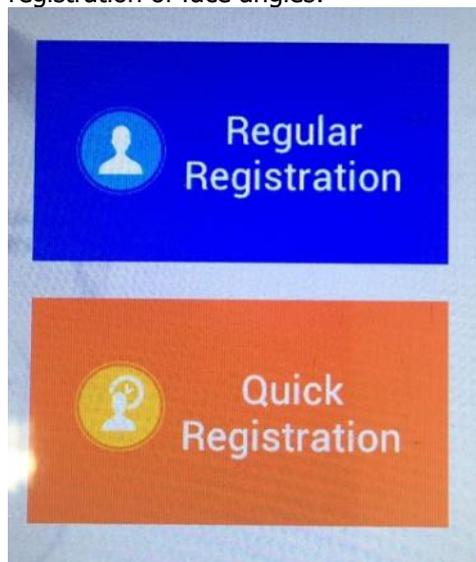
■ Face information

- 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)

- ✧ 1) Press Register button to start to register a user's face.
- ✧ 2) Select the terminal to register in the list and press Start button to keep processing.

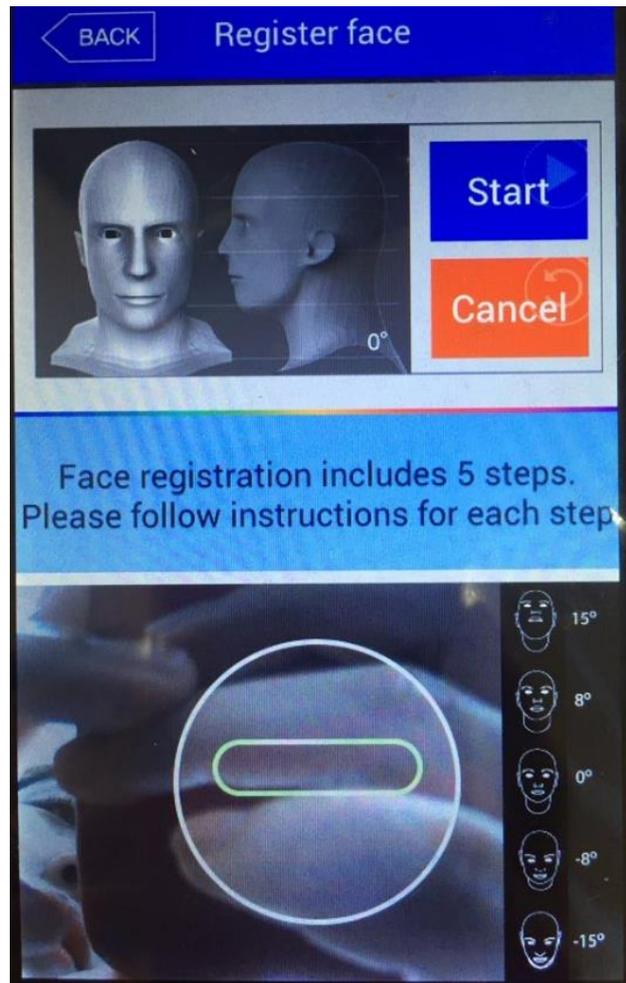


- ✧ 3) Select the registration method in the terminal AC7000.
- ✧ General registration: 15° (Up), 8° (Up), 0° (Front), -5° (Below), -15(Below), a total of five registration of face angles.
- ✧ Simple registration: 15° (Up), 0° (Front), -15(Below), a total of three registration of face angles.



- ✧ 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.

■ MobileCard Information

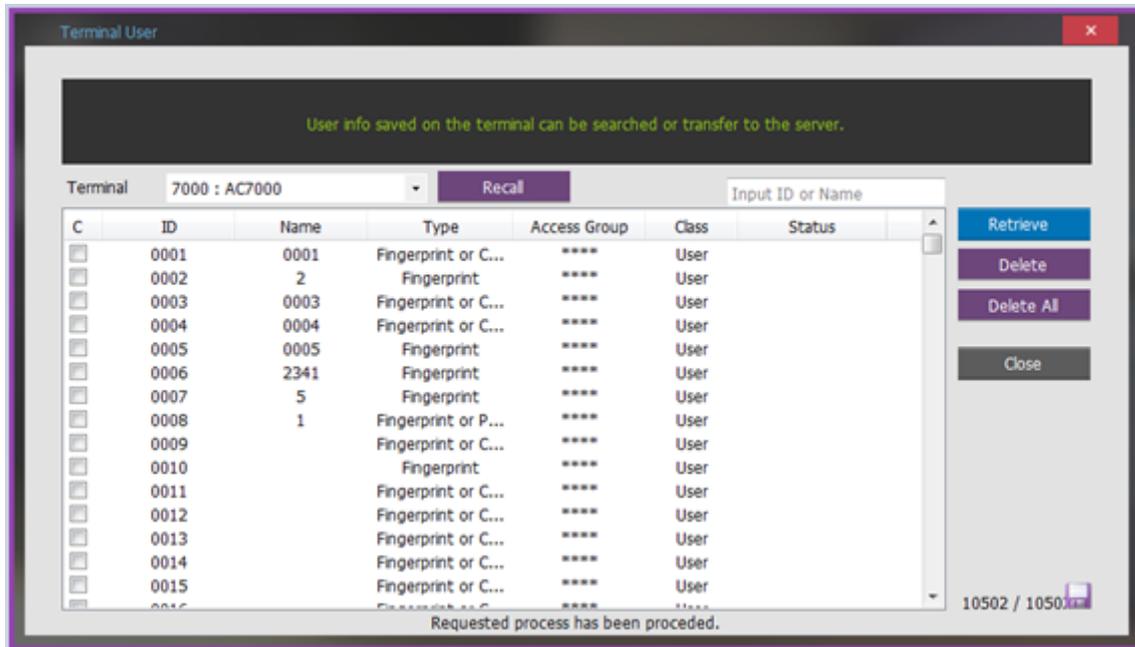
- To use the mobile card, a user should register the administrator first. (Refer [MobileCard Admin Setting](#))

MobileCard Information	
Period Setting	2016-05-03 ~ 2017-05-03
Country Code	82 <input type="checkbox"/> Immediately issued when the register
Mobile Number	01012341234 <input type="button" value="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

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

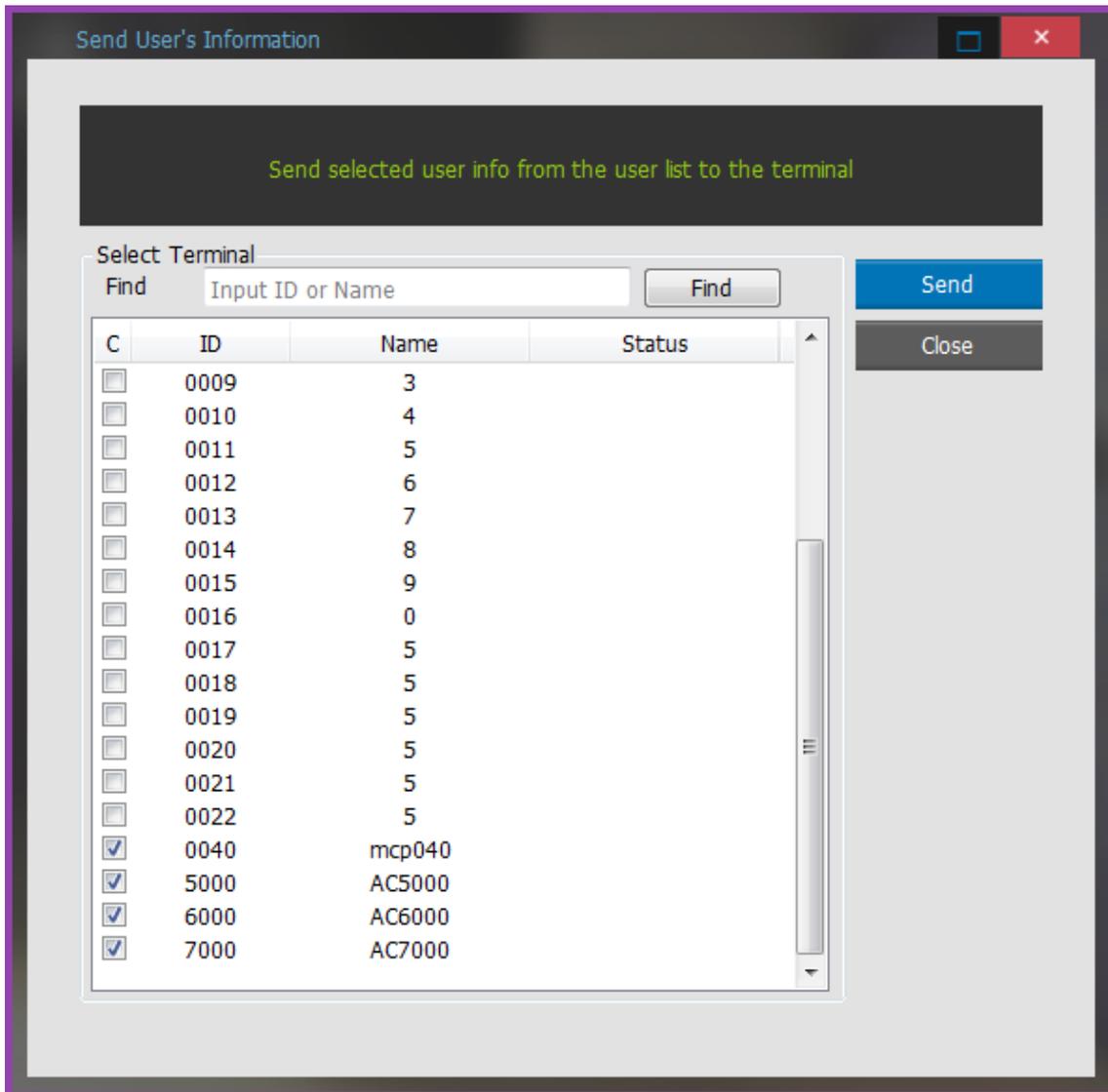
Information of a user who is already registered in the server cannot be loaded.
(But a user can bring the corresponding user in [SETUP]-[Environment Settings]-[Server Environment]-Check [Allow terminal to overwrite users])



- 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.

2.4.1.4 Send User to 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.



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.**

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

※ Visitor is not transmitted to the terminal. (Refer [Add Visitor])

2.4.1.5 MobileCard Management

Mobile Card Batch Apply

The screenshot displays the 'MobileCard Issue Management' application window. At the top, there is a header bar with the title 'MobileCard Issue Management' and a close button. Below the header, a dark grey bar contains the text: 'Manage mobilecard issuance. Search batch user issuance or history of issuance'. The main interface has two tabs: 'MobileCard Batch Apply' (active) and 'MobileCard Issue History'. Under the 'MobileCard Batch Apply' tab, there is a 'Condition' section with two radio buttons: 'Within 1 months' (selected) and 'UnIssued User'. To the right of these buttons is a 'Search' button. Further right is a date/time selector showing '2016-05-03 18:05' with a calendar icon, followed by a range indicator '~' and the text 'A year later'. An 'Apply' button is located to the right of the date selector. Below the 'Condition' section is a table with the following columns: 'C', 'ID', 'Name', 'Employee ID', 'Country Code', 'Telephone', 'Period', and 'Status'. The table body is currently empty.

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.

Mobile Card Issue History

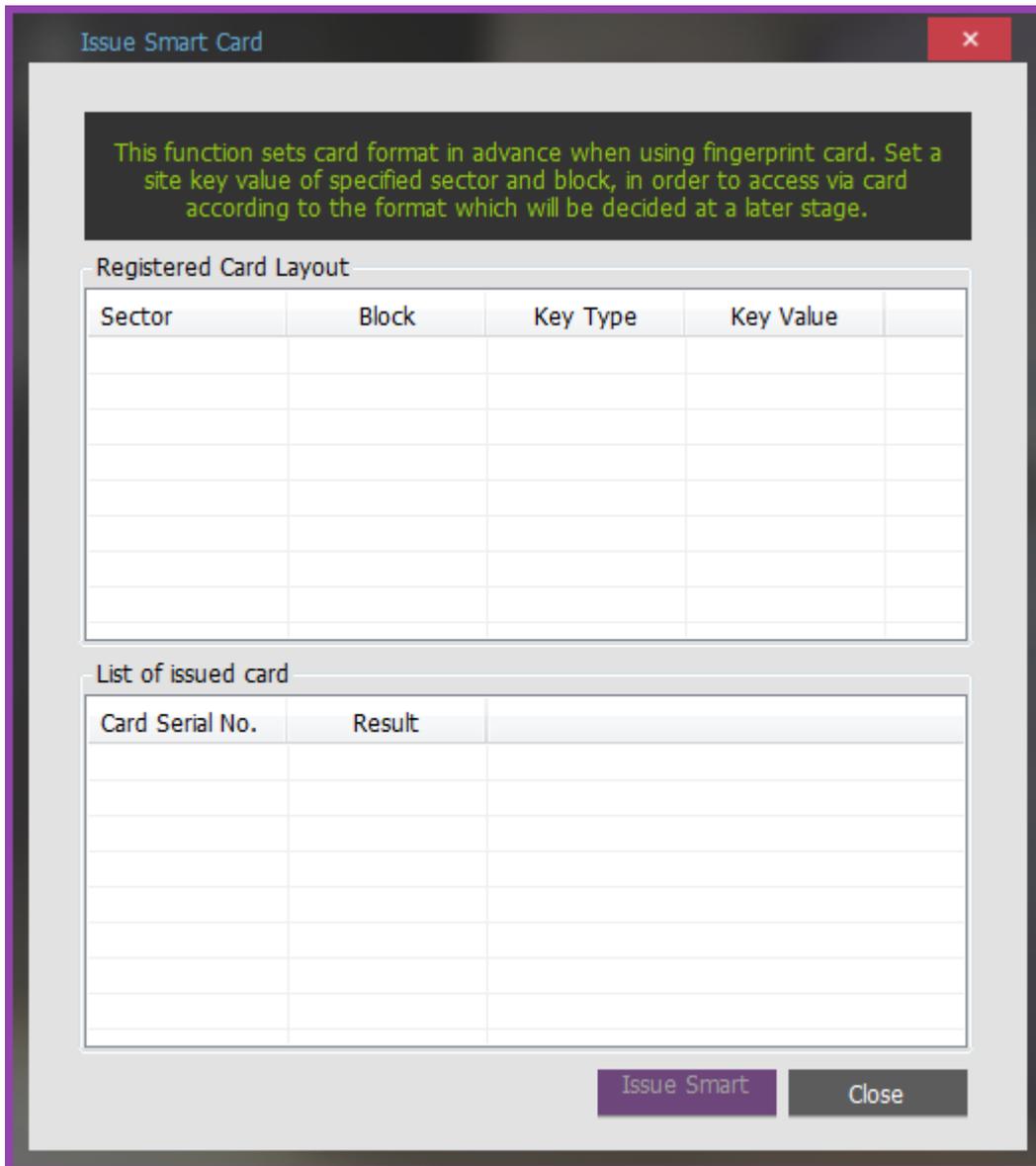
The screenshot shows a web application window titled "MobileCard Issue Management". At the top, there is a dark banner with the text "Manage mobilecard issuance. Search batch user issuance or history of issuance". Below this, there are two tabs: "MobileCard Batch Apply" and "MobileCard Issue History", with the latter being selected. Under the "MobileCard Issue History" tab, there is a "Condition" section with two input fields: "Mobile Number" and "Name". To the right of these fields are two buttons: "Search" and "History Search". Below the search fields is a table with the following columns: "ID", "Name", "Mobile Number", "Date", "Admin", and "Status". The table is currently empty.

It searches the issue history of the mobile card.

2.4.1.6 Issue Smart Card

When clicking the button "Issue Smart Card" from the right side Menu [USERS]-[Issue Smart Card], it will be appeared. 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.

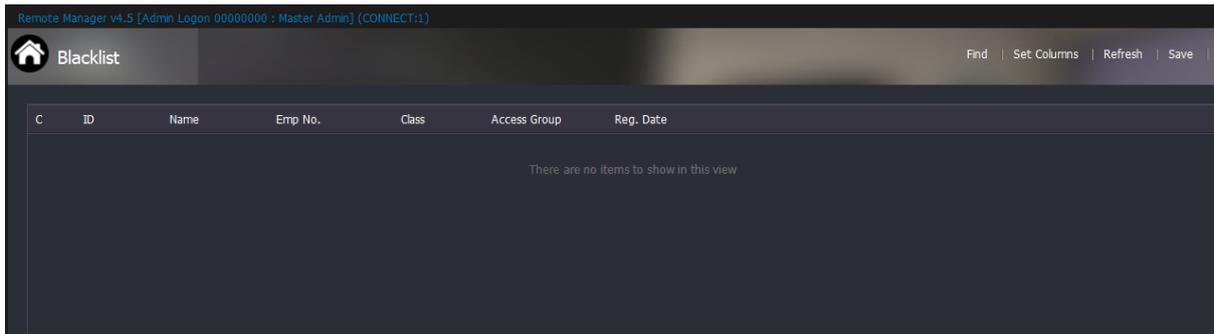
※ **Registered card layout information correction and confirmation** :[SETTINGS]-[Smart Card Layout Setting]



2.4.1.7 Black List User

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.

► This function is used to send the Blacklist to terminal and also can delete the Blacklist User from the Right Side Bar Menu [USERS]-[Black List User].

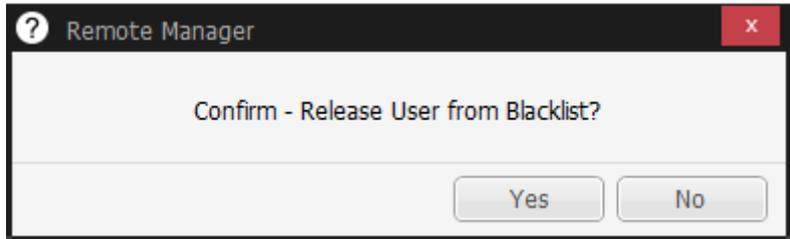
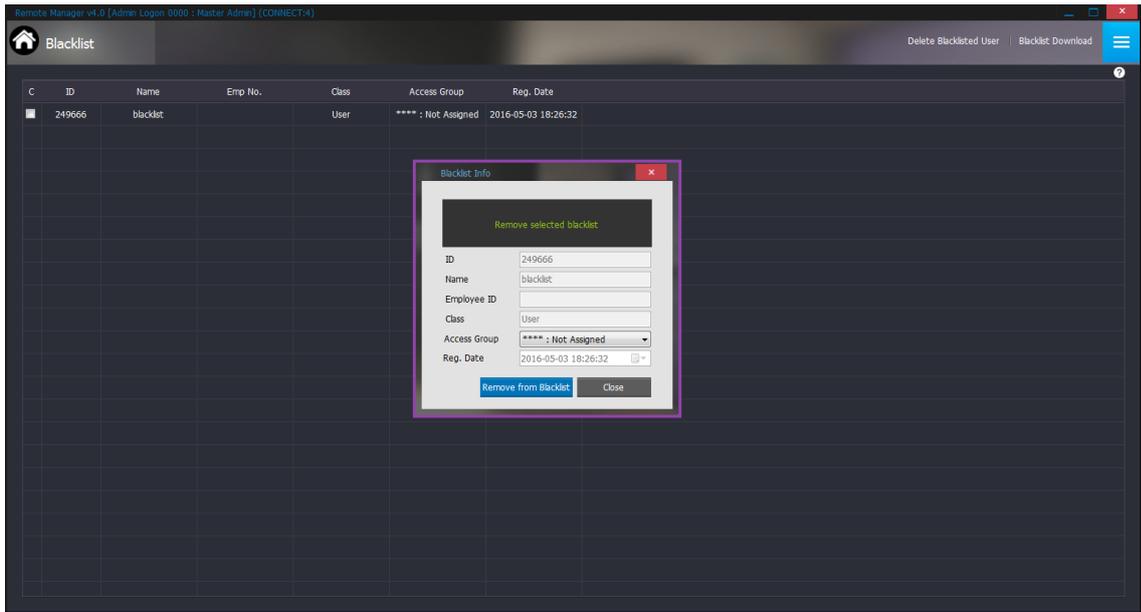


How to set up

- Check [Use blacklist user management] from [SETTINGS] – [Environment Settings] -[[Server Environment](#)].
- 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.

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

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



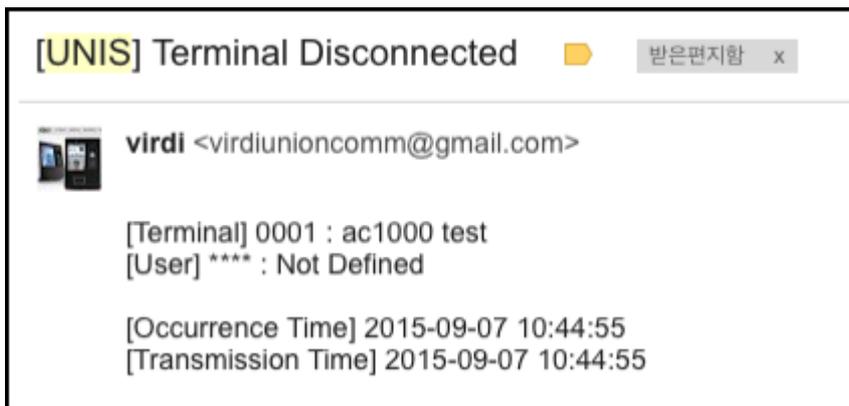
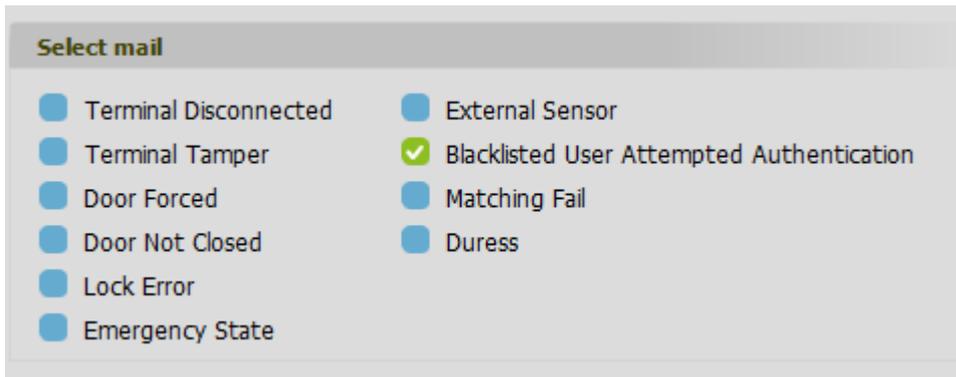
Confirm Authentication Log

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.

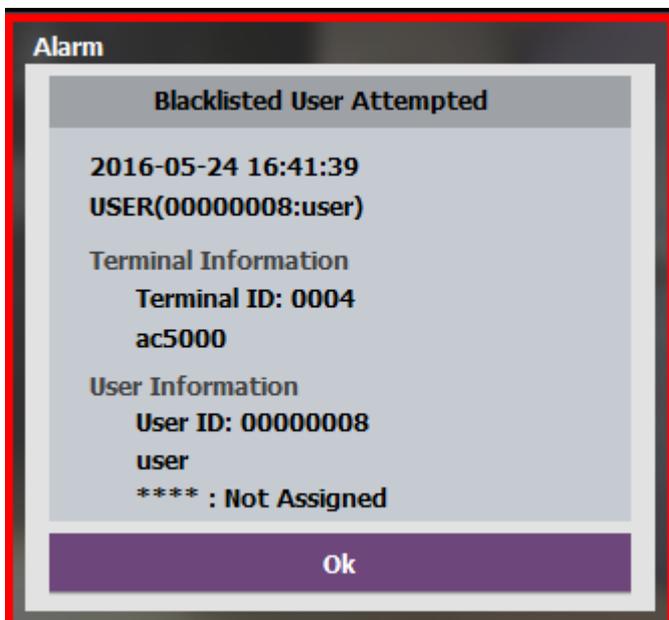
Time	Terminal	User ID	Name	Emp No.	Branch	Location	Access Group	Class	Modi
2016-05-03 18:32:22	6000 : AC6000	0231	User		**** : Not A...	**** : Not A...	**** : Not A...	User	Acces
2016-05-03 18:31:19	5000 : ACS000	0231	User		**** : Not A...	**** : Not A...	**** : Not A...	User	Acces
2016-05-03 18:31:07	6000 : AC6000	0231	User		**** : Not A...	**** : Not A...	**** : Not A...	User	Acces
2016-05-03 18:31:01	6000 : AC6000	0231	User		**** : Not A...	**** : Not A...	**** : Not A...	User	Acces
2016-05-03 18:30:32	6000 : AC6000	0231	User		**** : Not A...	**** : Not A...	**** : Not A...	User	Acces

Additional notification function: mail service, an alarm message display

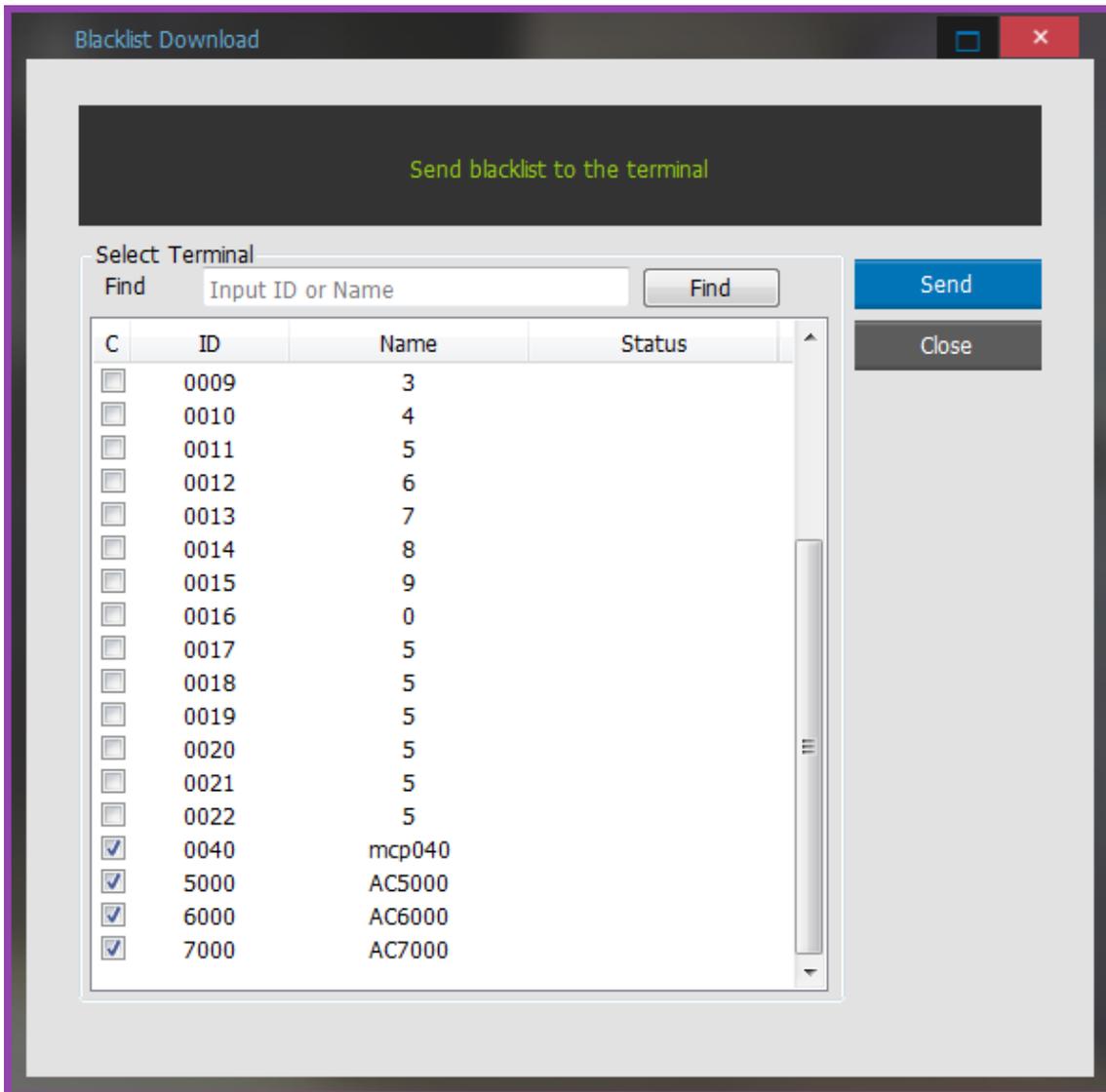
Check the use of mail service and [Blacklisted User Attempted Authentication] from [SETTINGS] – [Environment Settings] – [Server Environment]-[Mail Environment] to forward the related contents into the mail as below.



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

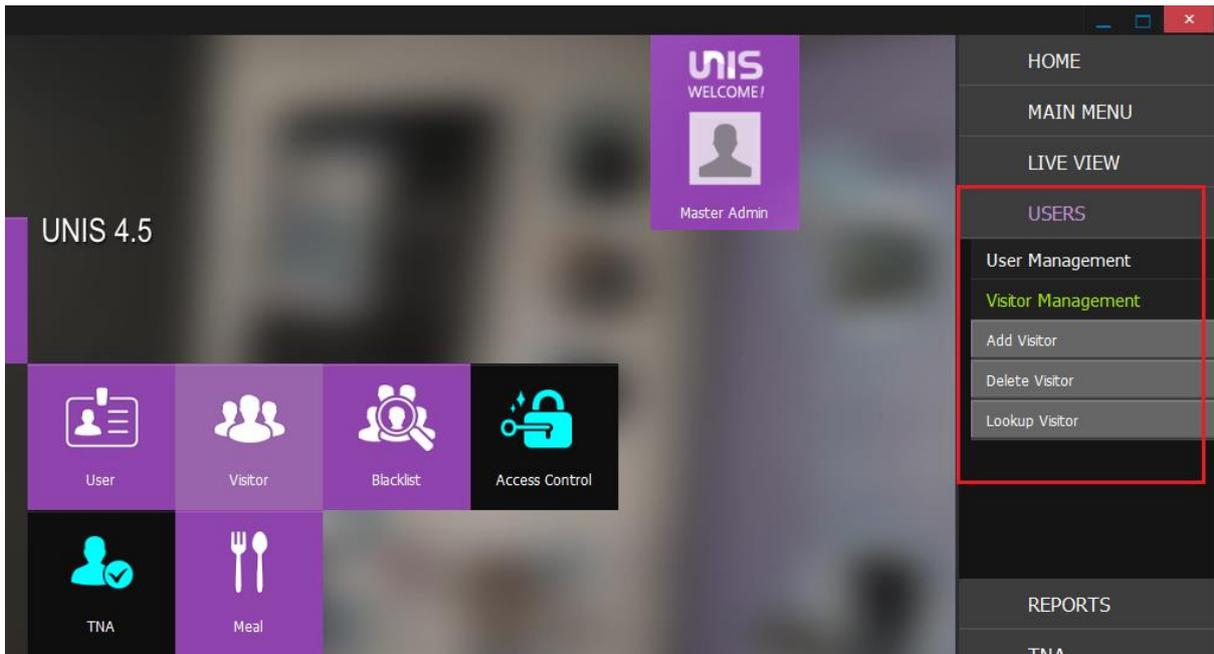


2.4.1.7.1 Send Blacklist to Terminal



Transfer the selected blacklist user to the terminal.

2.4.1.7.2 Delete Blacklisted User



Remote Manager v4.5 [Admin Logon 00000000 ; Master Admin] (CONNECT:1)

Visitor

C	ID	Name	Social Number	Location	Visitor's Company	Visitor Information	Access Group	Host Branch	Host Department	Host	Purpose for
■	00000046	Visitor 1	00000046	**** ; Not Assigned			**** ; Not Assigned	**** ; 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.

► Top Menu (Right side)



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

Refresh: Update the list information.

Set Columns: Set the item to print from the list.

Save: Save the visitor's list as CSV file.

2.4.2.1 Add Visitor

The screenshot shows a web application window titled "Visitor Registration". At the top, there is a dark header with the text "Add visitors info". Below this, the form is organized into several sections:

- Basic Information:** Includes fields for ID (00000006), Name, Social Number (00000006), Visitor's Company, Visitor Information, Telephone, Email Address, Address, Other, Reg. Date (24 May 2016), and Location (**** : Not Assigned).
- Authentication Type:** Features a "Combination" dropdown set to "OR" and four radio buttons for "Fingerprint", "Password", "Card", and "MobileCard".
- Visiting Information:** Contains dropdowns for "Host Branch" and "Host Department" (both **** : Not Assigned), a text field for "Host", a text field for "Purpose for Visit", a dropdown for "Access Group" (**** : Not Assigned), and a "Visit Period" range from 2016/05/24 to 2016/05/24.
- Picture Information:** Includes "Add" and "Delete" buttons, and a "Capture from Webcam" button.

At the bottom of the form, there is a "Visitor Lookup" section with four expandable categories: "Fingerprint Information", "Password Information", "Card Information", and "MobileCard Information". At the very bottom right, there are "Register" and "Close" buttons.

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. (※ Refer [\[Anti-Passback Setup\]](#),
[\[ex1\)Anti-PassBack\]](#))

Authentication Type

- Combine the authentication methods such as fingerprint, fingerprint card, password, 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: If it is selected, 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.

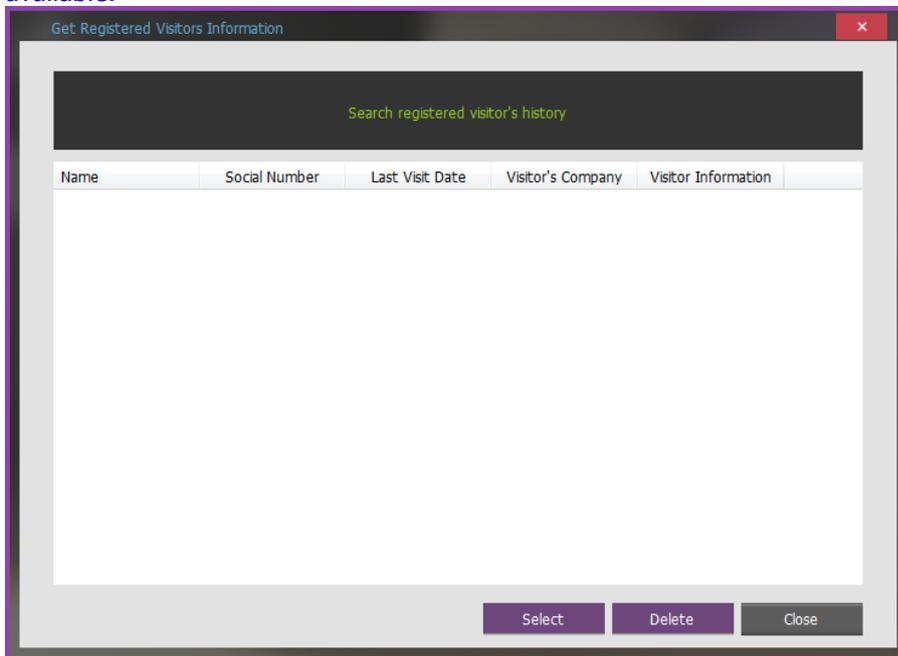
Picture Information: Press Add button to register the desired picture.

(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 Period: Set the visiting period from Start date to End date.

Lookup Visitor: Get the registered visitor's information from the list.

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



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

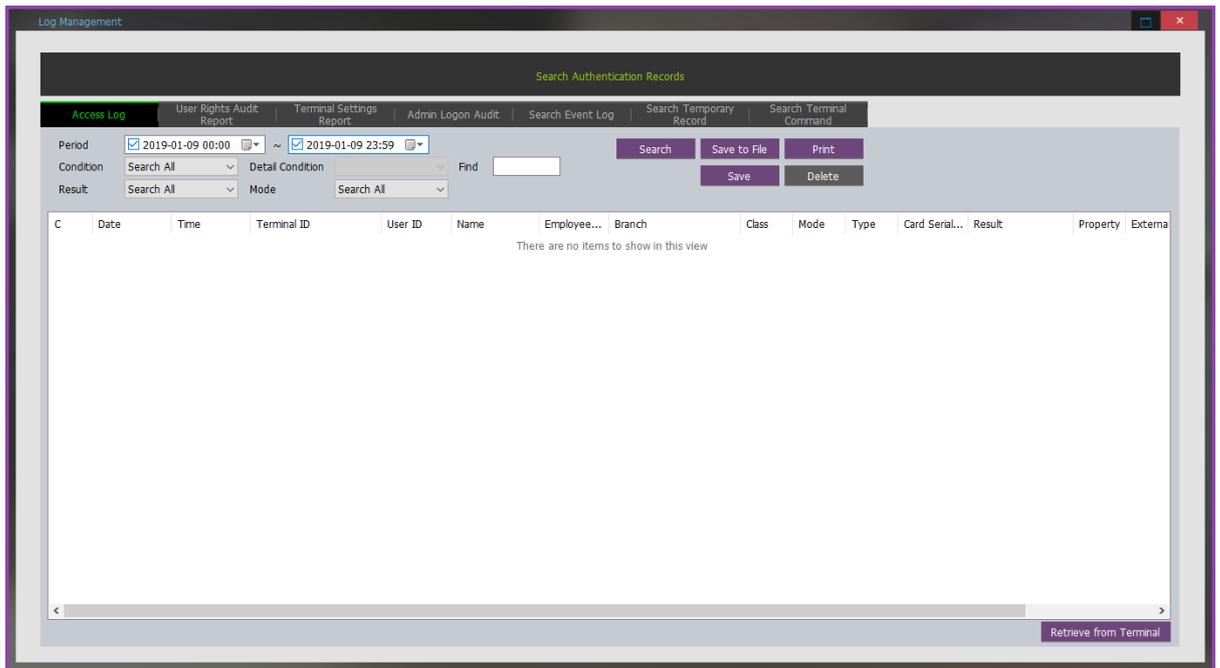
Delete: Delete the selected visitor.

2.5 REPORTS

2.5.1 Log Management (Report Writer)

Access Log

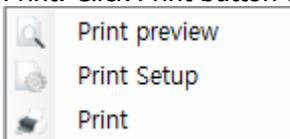
Search the user's access log.



- Period: Set the period to search. For entire period search, uncheck the check box on the period dates.
- 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.

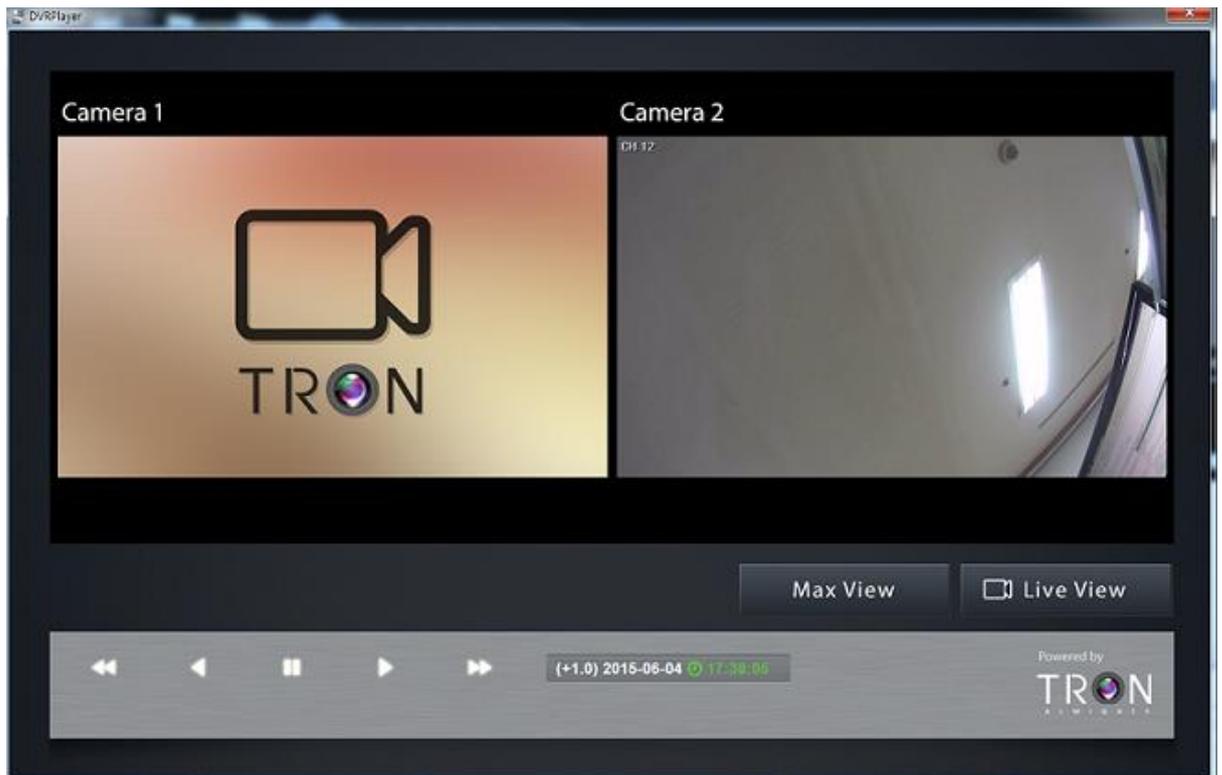


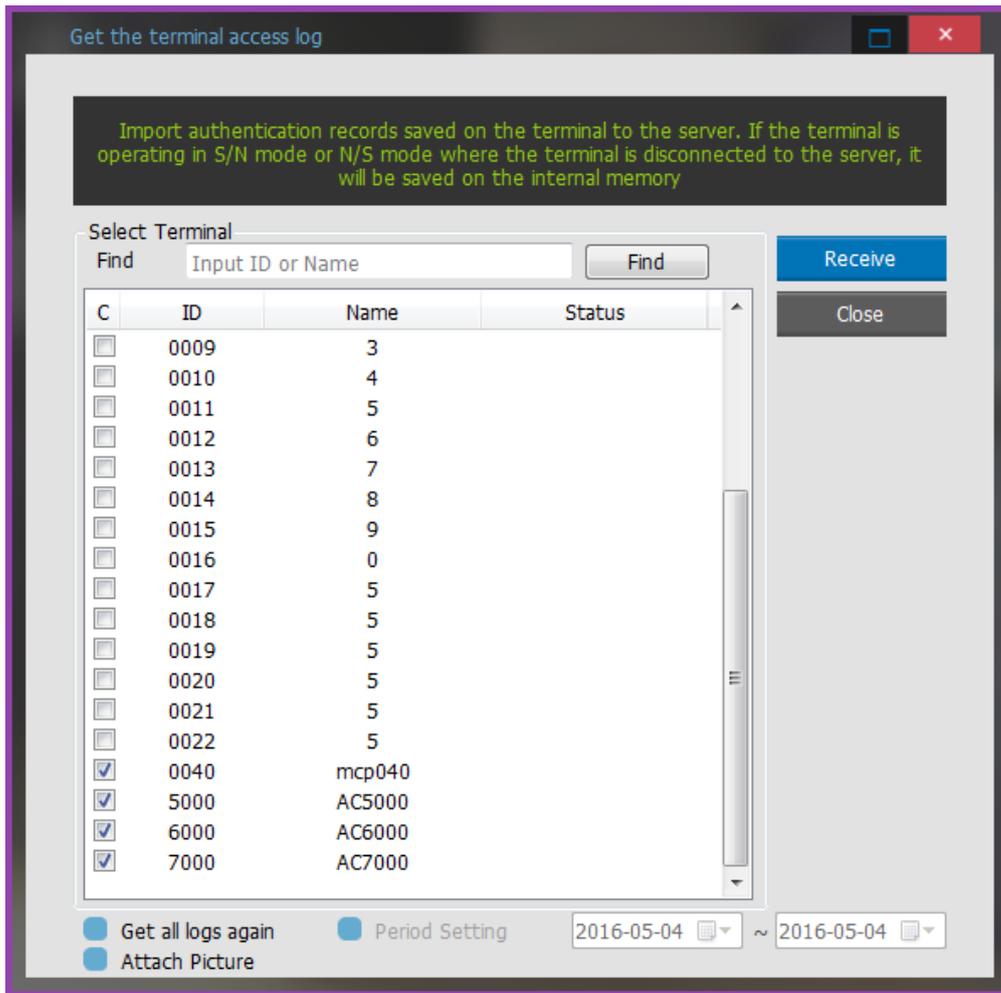
- Print preview: Preview the paper to print.
- Print Setup: Set the paper to print.

- 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.

- When double-clicking the authentication records, if the corresponding terminal has DVR setting, the viewer of the recording video displays.

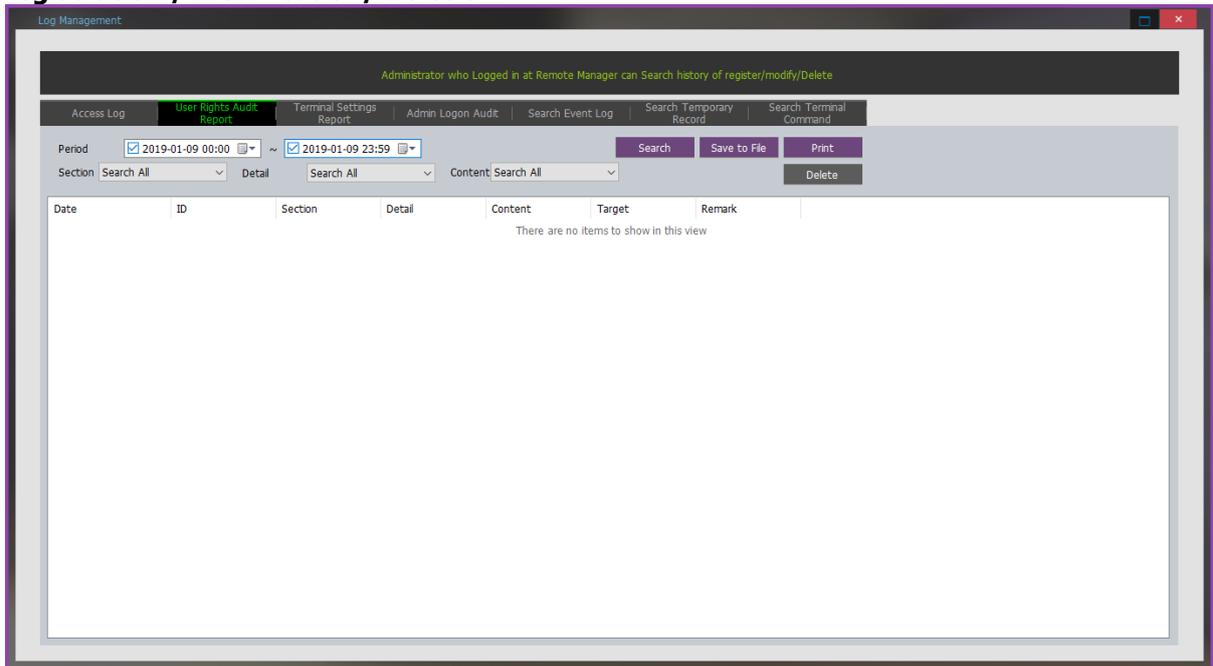




- After checking a desired terminal, press Receive button to get the authentication logs.
- Get all logs again: It gets all authentication logs stored in a terminal again.

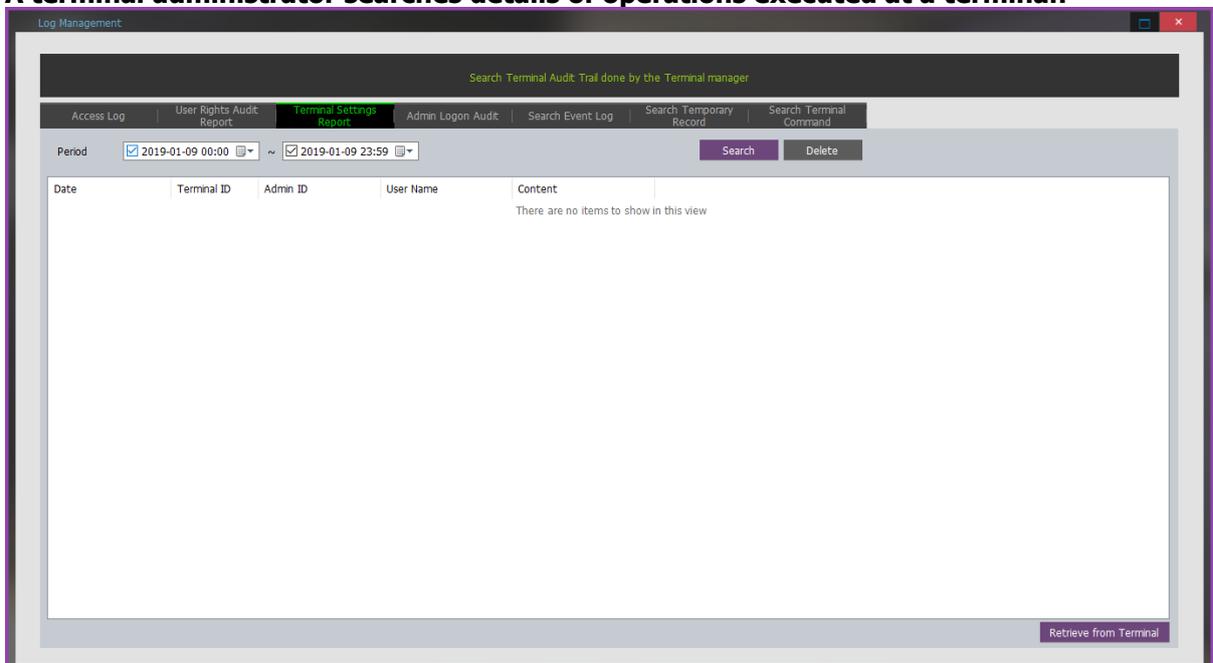
User Rights Audit Report

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



Terminal Settings Report

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

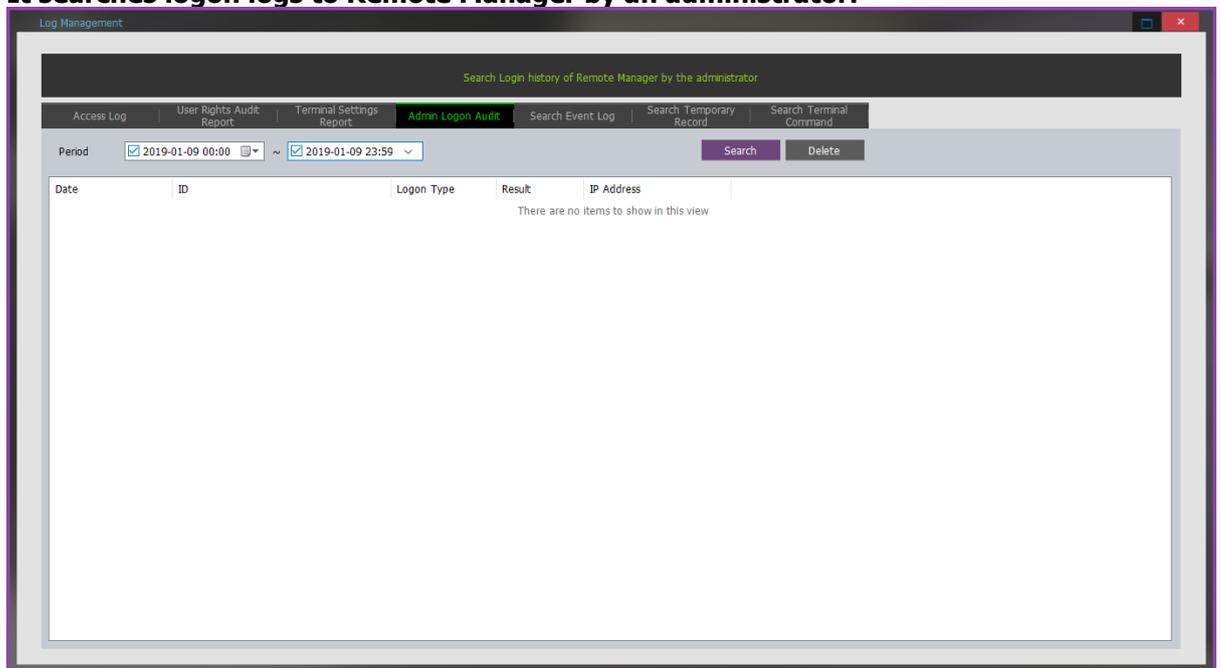
User Name: Display the administrator's name

Detail: Display the detail of operation

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

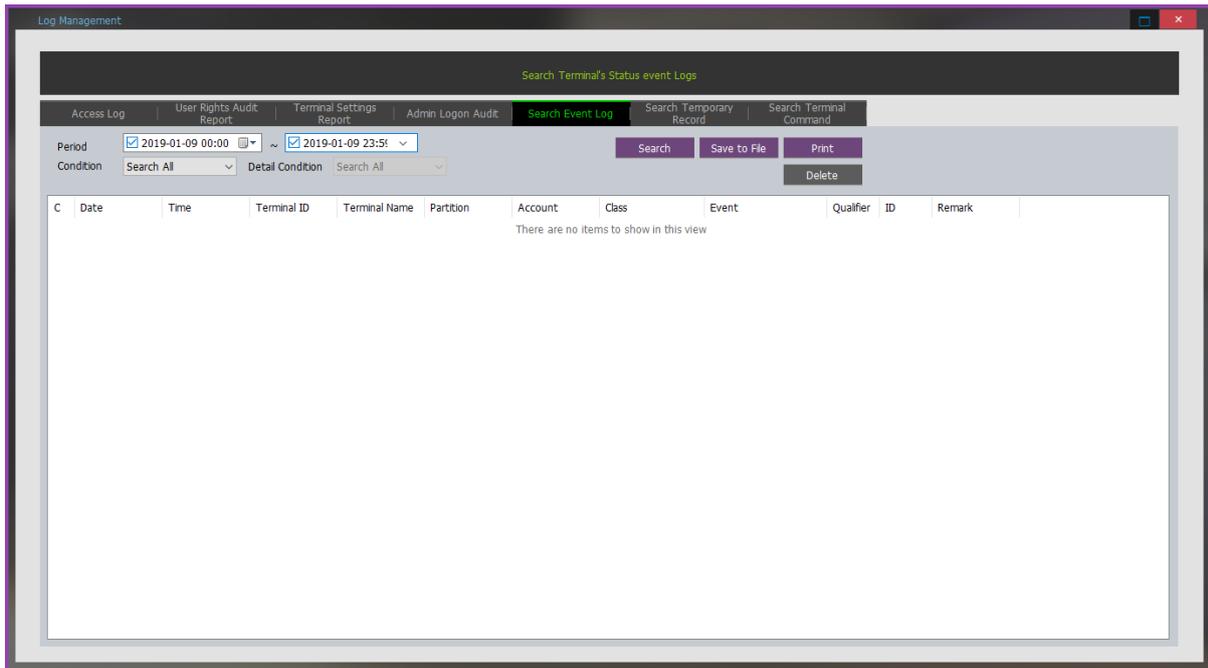
Admin Logon Audit

It searches logon logs to Remote Manager by an administrator.



Search Event Log

It searches Event Log.



Condition and Detailed Condition:

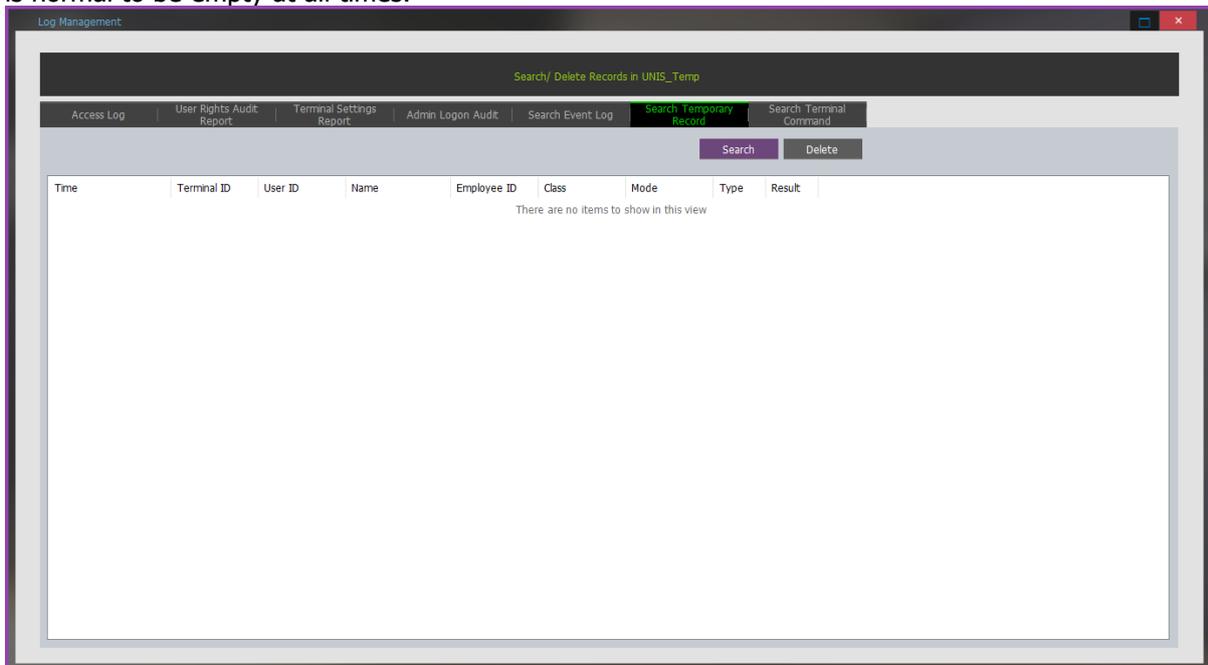
- 1) Terminal State
 - A. Terminal Disconnected
 - B. Terminal Connected
 - C. Terminal Locked
 - D. Terminal Unlocked
 - E. Terminal Tamper
 - F. Terminal Attached
 - G. Terminal Lockdowned
- 2) Door State
 - A. Door Open
 - B. Door Close
 - C. Door Unlock
 - D. Door Locked
 - E. Door Forced
 - F. Door 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. Attempt to access by Blacklist User
- 4) Emergency State
 - A. Fire Sensor Start
 - B. Fire Sensor End
 - C. Panic Sensor Start
 - D. Panic Sensor End
 - E. Emergency Sensor Start
 - F. Emergency 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

Search Temporary Record

Search or delete the record in UNIS_Temp.

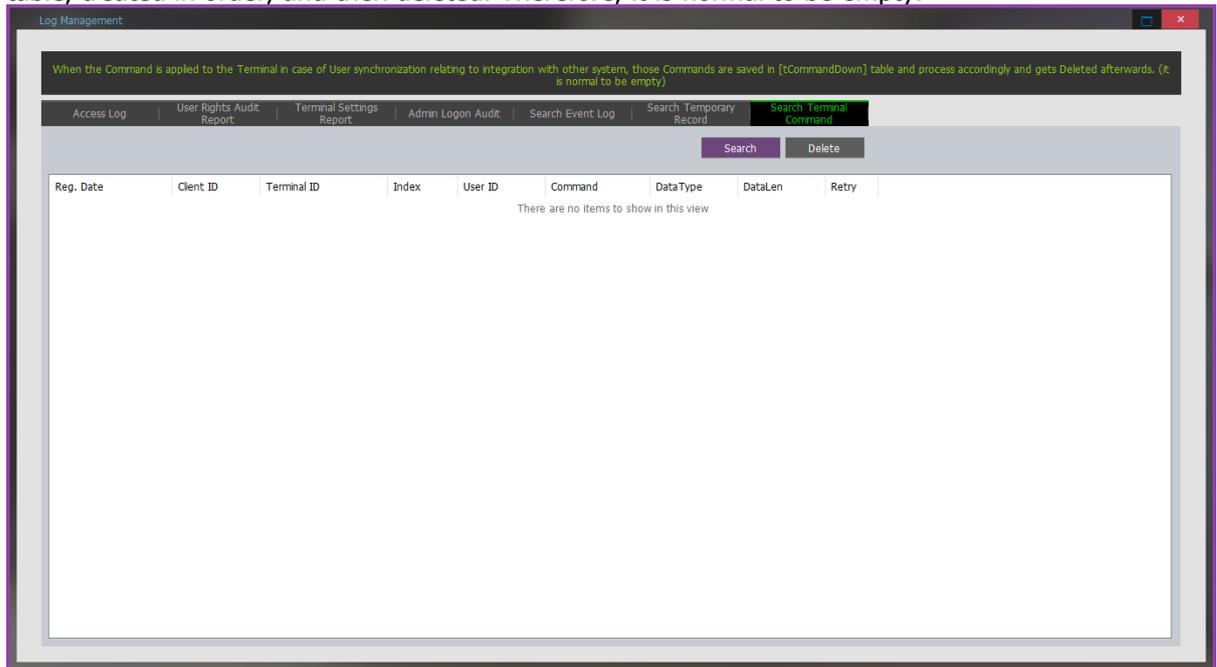
When authentication log is delivered to the server, the server functions stores the log in UNIS main DB. If any problem occurs in this case, the record is temporarily stored in local DB (UNIS_Temp.mdb) so as to allow regular checking. The record is deleted after being stored in the main DB. Therefore,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



Search Terminal Command

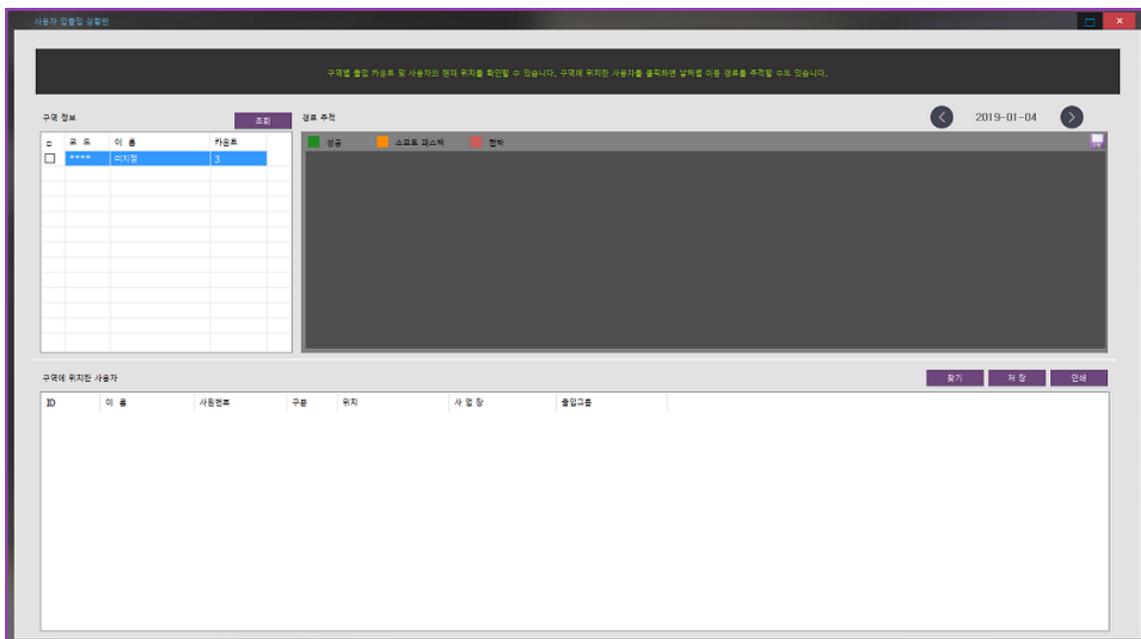
In the event of giving special command to the terminal such as user sync, etc. related with the interface with the other system, the applicable command language is stored in [tCommandDown]

table, treated in order, and then deleted. Therefore, it is normal to be empty.



2.5.2 User Tracking Report

It shows the entrance count per area and user's current location for Anti-PassBack.



2.5.3 User Rights Audit Report

See [REPORTS]-[User Rights Audit Report]

2.5.4 TNA Reports

See [REPORTS]-[TNA Reports]

2.5.5 Meal Management Reports

See [REPORTS]-[Meal Management Reports]

2.5.6 Terminal Settings Report

See [REPORTS]-[Terminal Settings Report]

2.6 TNA

It gives the various Time and Attendance settings with the configured TNA conditions and the authenticated log data for Output Period Result, Set Special Shift, Output Person Result, Attendance Reports, Break Reports, Process Totals, Modify Total Hours and etc.

- ▶ 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. (In this case, all tables in the external DB should be created with same properties with UNIS DB.)

일요일	월요일	화요일	수요일	목요일	금요일	토요일
						01 출근 160 결근 1216 지각 0
02 출근 11 결근 1408 지각 0	03 출근 90 결근 1328 지각 0	04 출근 0 결근 0 지각 0	05 출근 0 결근 0 지각 0	06 출근 0 결근 0 지각 0	07 출근 0 결근 0 지각 0	08 출근 0 결근 0 지각 0
09 출근 0 결근 0 지각 0	10 출근 0 결근 0 지각 0	11 출근 0 결근 0 지각 0	12 출근 0 결근 0 지각 0	13 출근 0 결근 0 지각 0	14 출근 0 결근 0 지각 0	15 출근 0 결근 0 지각 0
16 출근 0 결근 0 지각 0	17 출근 0 결근 0 지각 0	18 출근 0 결근 0 지각 0	19 출근 0 결근 0 지각 0	20 출근 0 결근 0 지각 0	21 출근 0 결근 0 지각 0	22 출근 0 결근 0 지각 0
23 출근 0 결근 0 지각 0	24 출근 0 결근 0 지각 0	25 출근 0 결근 0 지각 0	26 출근 0 결근 0 지각 0	27 출근 0 결근 0 지각 0	28 출근 0 결근 0 지각 0	29 출근 0 결근 0 지각 0
30 출근 0 결근 0 지각 0	31 출근 0 결근 0 지각 0					

※ For more information on setting method, refer to [TNA Settings].

※ Tip1 : It is used to edit the search column items when clicking the "Settings" button on the Output Period Result section. (※ Refer [Output Period Result])

※ Tip2 : The selected items will be sorted when clicking the "Search" button and also it is possible to drag your mouse to adjust the width of per each column.

※ Tip3 : The size of each item can be edited manually by double-clicking on the modification mode.

2.6.1 TNA Settings

2.6.1.1 Wizard

① Set the standard business hours

Work Wizard

STEP 1 Set default | STEP 2 Set Shift Times | STEP 3 Enter Information | STEP 4 Set Schedule | STEP 5 Finish

Select Access Terminal
Set standard business hours

Arrival Time: 09:00 | Departure Time: 18:00

+ - -Yesterday *Today +Overnight

Prev Next Cancel

- Enter the arrival time and departure time.

② Set hours that do not fall in standard business hours

Work Wizard

STEP 1 Set default | STEP 2 Set Shift Times | STEP 3 Enter Information | STEP 4 Set Schedule | STEP 5 Finish

Set Shift Times
Set hours that do not fall in standard business hours

Set Working Time	Start time	End time
<input type="checkbox"/> Time Before Shift	00:00	00:00
<input type="checkbox"/> Overtime1 Hours	00:00	00:00
<input type="checkbox"/> Overtime2 Hours	00:00	00:00
<input type="checkbox"/> Off Day Hours	00:00	00:00

Prev Next Cancel

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 Schedule STEP 5 Finish

Enter Information
Select work type and authentication mode. Click add button to add noew work type

Shift Code: 01
Shift Name: work1
Clocking Mode: Use all function keys

Add 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 Set default STEP 2 Set Shift Times STEP 3 Enter Information **STEP 4 Set Schedule** STEP 5 Finish

Set Schedule
Register rotating business schedule by using registered working hour register code. Rotating schedule not later than 30 days can be registered

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	Fri	01 : work1
2016-05-07	Sat	01 : work1
2016-05-08	Sun	01 : work1
2016-05-09	Mon	01 : work1

Prev Next Cancel

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

⑤ Finish

Work Wizard

STEP 1 Set default STEP 2 Set Shift Times STEP 3 Enter Information STEP 4 Set Schedule **STEP 5 Finish**

Finish
Display list of registered type of work. When complete, saves to the database

Work Code: W001
Work Name: work1

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.)**

Apply Schedule

Refer [Apply Schedule](#)

Rate of Pay

Refer [Rate of Pay](#)

2.6.1.2 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)

►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]-[[Access Log](#)]

Basically, the success logs for authentication are used only for calculating TNA.

(The failure logs for authentication are not used for TNA)

Time Frame: The record of sign in/out within the relevant zone is processed as TNA.

- 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 [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

When setting business hours, create arrival/departure time automatically, set times that do not have to be on records, set multiple arrival/departure time periods

Time Frame: 09:00 ~ 10:00

Auto Clock

- Auto Clock IN: 00:00
- Auto Clock OUT: 00:00

Out of Office Settings

- Deduct Break Time
- Clocking Mode: Use all function keys
- Break by LEAVE record
- Clocking Mode: Use all function keys

Break Times

- 1st Break: 00:00 ~ 00:00
- 2nd Break: 00:00 ~ 00:00
- 3rd Break: 00:00 ~ 00:00
- 4th Break: 00:00 ~ 00:00
- 5th Break: 00:00 ~ 00:00

Set Multi Daily Shift Times

- 1st Band: 00:00 ~ 00:00
- 2nd Band: 00:00 ~ 00:00
- 3rd Band: 00:00 ~ 00:00
- 4th Band: 00:00 ~ 00:00

Set 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: [ex5\) TNA Settings](#)**)

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, See [[ex5\) TNA Settings](#)].

- 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 ex5: [\[TNA Settings\]](#))
- Add: Newly register the input data.
- Modify: Modify and save the modified data.
- Delete: Delete the registered data.
- Close: Close the relevant window

2.6.1.3 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 business schedule by using registered working hour register code

Code	Name
w001	tna code1

Enter Information

Code: w001 Name: tna code1

Define Holidays

Holiday: **** : Not Assigned

Holiday Shift: ** : Not Assigned

Set Schedule

Start Date: 2016-05-24 Repeat After: 7 Days

Date	Day	Set Shift	Enter ...
2016-05-24	Tue	1 : tna1	
2016-05-25	Wed	1 : tna1	
2016-05-26	Thu	1 : tna1	
2016-05-27	Fri	1 : tna1	
2016-05-28	Sat	1 : tna1	
2016-05-29	Sun	1 : tna1	
2016-05-30	Mon	1 : tna1	

Pay Rate Rules

Normal Time Detail

Time Before Shift Detail

Overtime1 Hours Detail

Overtime2 Hours Detail

Off Day Hours Detail

Overtime3 Hours Detail

Add Modify Delete Close

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** : [\[Holiday Management\]](#))

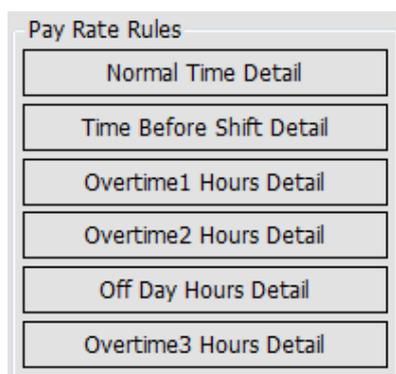
Holiday Shift: Assign holiday code registered in [Shift Config]
- With this setup, time and attendance is processed in the way of calculating the hours assigned in Work Hours registration on the assigned holiday (date).

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.

2.6.1.4 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.

C	ID	Name	Employee ID	Schedule
<input checked="" type="checkbox"/>	0004	0004	0004	**** : Not Assi...
<input checked="" type="checkbox"/>	0005	0005	0005	**** : Not Assi...
<input checked="" type="checkbox"/>	0006	2341	1	**** : Not Assi...
<input checked="" type="checkbox"/>	0007	5	21	**** : Not Assi...
<input checked="" type="checkbox"/>	0008	1	1	**** : Not Assi...
<input checked="" type="checkbox"/>	0009			**** : Not Assi...
<input checked="" type="checkbox"/>	0010	name	employee	**** : Not Assi...
<input checked="" type="checkbox"/>	0011			**** : Not Assi...
<input checked="" type="checkbox"/>	0012			**** : Not Assi...
<input checked="" type="checkbox"/>	0013			**** : Not Assi...
<input checked="" type="checkbox"/>	0014			**** : Not Assi...
<input checked="" type="checkbox"/>	0015			**** : Not Assi...
<input checked="" type="checkbox"/>	0016			**** : Not Assi...
<input checked="" type="checkbox"/>	0017			**** : Not Assi...
<input checked="" type="checkbox"/>	0018			**** : Not Assi...
<input checked="" type="checkbox"/>	0019			**** : Not Assi...
<input checked="" type="checkbox"/>	0020			**** : Not Assi...
<input checked="" type="checkbox"/>	0021			**** : Not Assi...
<input checked="" type="checkbox"/>	0022			**** : Not Assi...
<input checked="" type="checkbox"/>	0023			**** : Not Assi...

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

- **Set:** Click the button, then the applicable data is applied to the user checked above.
- **Close:** Close the relevant window.

2.6.1.5 Rate of Pay

Set pay unit and pay rate.

Rate of Pay

Set pay unit and pay rate

Enter Information

Code

Name

Code	Name
------	------

Pay Unit

Hour

30 Min

15 Min

10 Min

1 Min

Pay Rate

Normal Time

Time Before

Overtime1 Hours

Overtime2 Hours

Off Day Hours

Overtime3 Hours

Add Modify 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

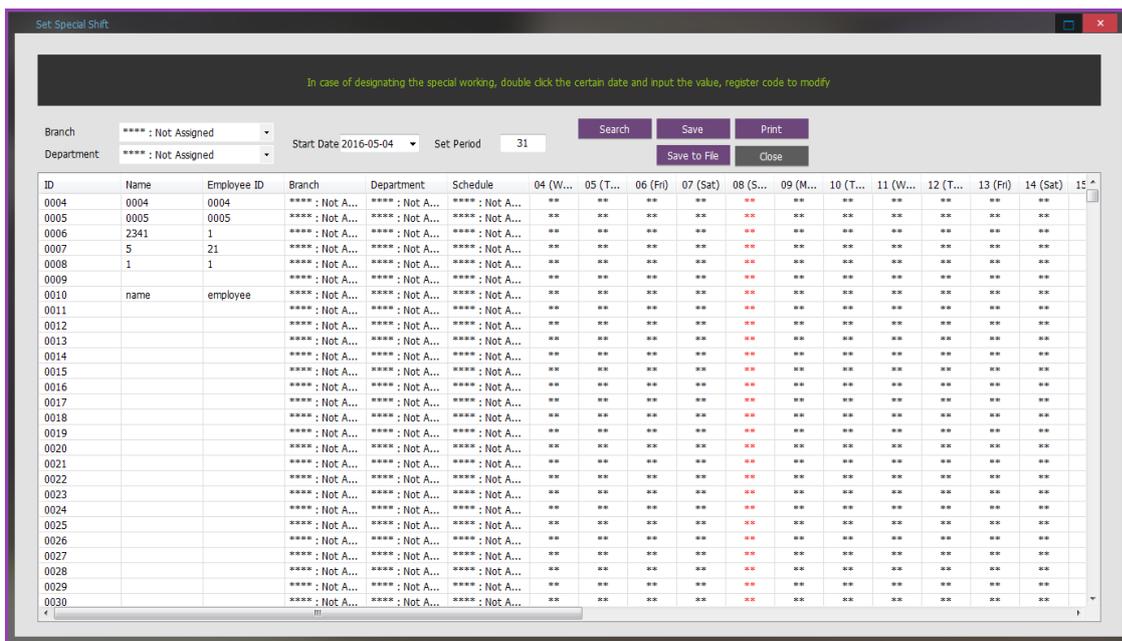
1 Min: Paid the payment in 10 min unit

► 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.

2.6.2 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, it is possible to apply it to time & attendance again after performing modification work in advance.



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.

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

Set Special Shift

In case of designating the special working, double click the certain date and input the value, register code to modify

Branch: **** ; Not Assigned
Department: **** ; Not Assigned
Start Date: 2016-05-24
Set Period: 14

Buttons: Search, Save, Print, Save to File, Close

ID	Name	Employee ID	Branch	Department	Schedule	24 (T...	25 (W...	26 (T...	27 (fr)	28 (Sat)	29 (S...	30 (M...
00000004	1	00000004	**** ; Not A...	**** ; Not A...	**** ; Not A...	** : Not Assigned 1 : tria	**	**	**	**	**	**

2.6.3 TNA Management

2.6.3.1 Process 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 [\[Output Period Result\]](#)

Process Transactions

Calculate the registered setting value and apply

Set Period

2016-03-15 ~ 2016-03-22

Ignore Modifications

Process Close

C	ID	Name	Employee ID	Schedule	Result
<input checked="" type="checkbox"/>	0004	0004	0004	**** : Not A...	
<input checked="" type="checkbox"/>	0005	0005	0005	**** : Not A...	
<input checked="" type="checkbox"/>	0006	2341	1	**** : Not A...	
<input checked="" type="checkbox"/>	0007	5	21	**** : Not A...	
<input checked="" type="checkbox"/>	0008	1	1	**** : Not A...	
<input checked="" type="checkbox"/>	0009			**** : Not A...	
<input checked="" type="checkbox"/>	0010	name	employee	**** : Not A...	
<input checked="" type="checkbox"/>	0011			**** : Not A...	
<input checked="" type="checkbox"/>	0012			**** : Not A...	
<input checked="" type="checkbox"/>	0013			**** : Not A...	
<input checked="" type="checkbox"/>	0014			**** : Not A...	
<input checked="" type="checkbox"/>	0015			**** : Not A...	
<input checked="" type="checkbox"/>	0016			**** : Not A...	
<input checked="" type="checkbox"/>	0017			**** : Not A...	
<input checked="" type="checkbox"/>	0018			**** : Not A...	
<input checked="" type="checkbox"/>	0019			**** : Not A...	
<input checked="" type="checkbox"/>	0020			**** : Not A...	
<input checked="" type="checkbox"/>	0021			**** : Not A...	
<input checked="" type="checkbox"/>	0022			**** : Not A...	
<input checked="" type="checkbox"/>	0023			**** : Not A...	
<input checked="" type="checkbox"/>	0024			**** : Not A...	
<input checked="" type="checkbox"/>	0025			**** : Not A...	
<input checked="" type="checkbox"/>	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.

2.6.3.2 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

ID	Name	Employee...	Branch	Department	Title	Date	Day	Shift Name	Arr...	De...	La...	Ea...	Norma...	Time ...	Overt...	Overt...	Off Da...	Overti...	MONEY	Mo...
----	------	-------------	--------	------------	-------	------	-----	------------	--------	-------	-------	-------	----------	----------	----------	----------	-----------	-----------	-------	-------

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.

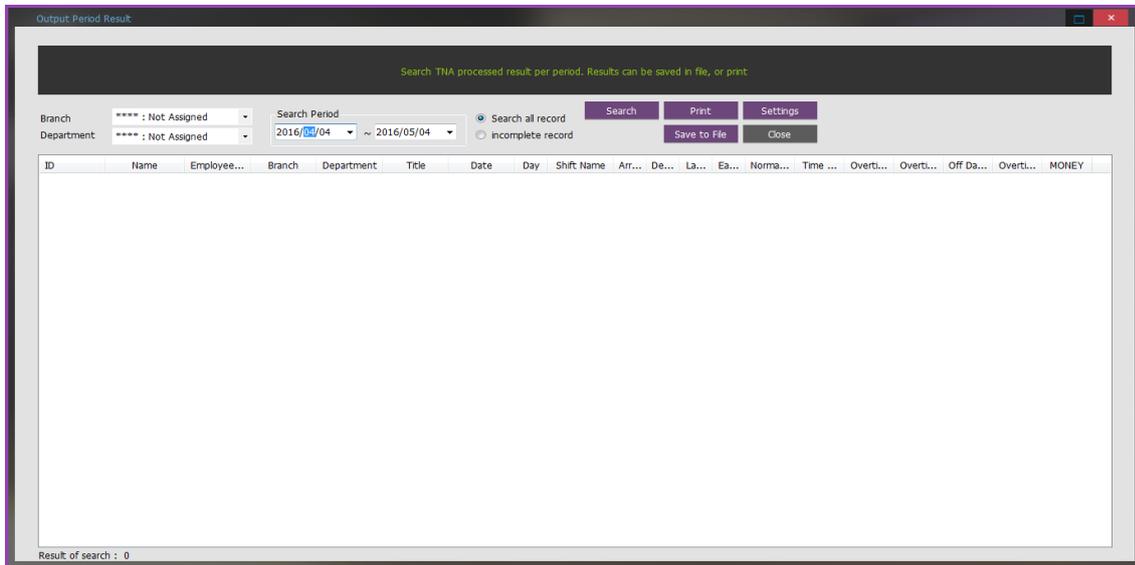
※ Switch to modify mode by **double-clicking** the time to be modified - Apply by clicking Modify button after entering the data

Save: Save the modified data.

Settings: The Item inquired can be edited by the user. (※ For more information on how to set up :[\[조회 How to set query items\]](#))

2.6.3.3 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.



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:

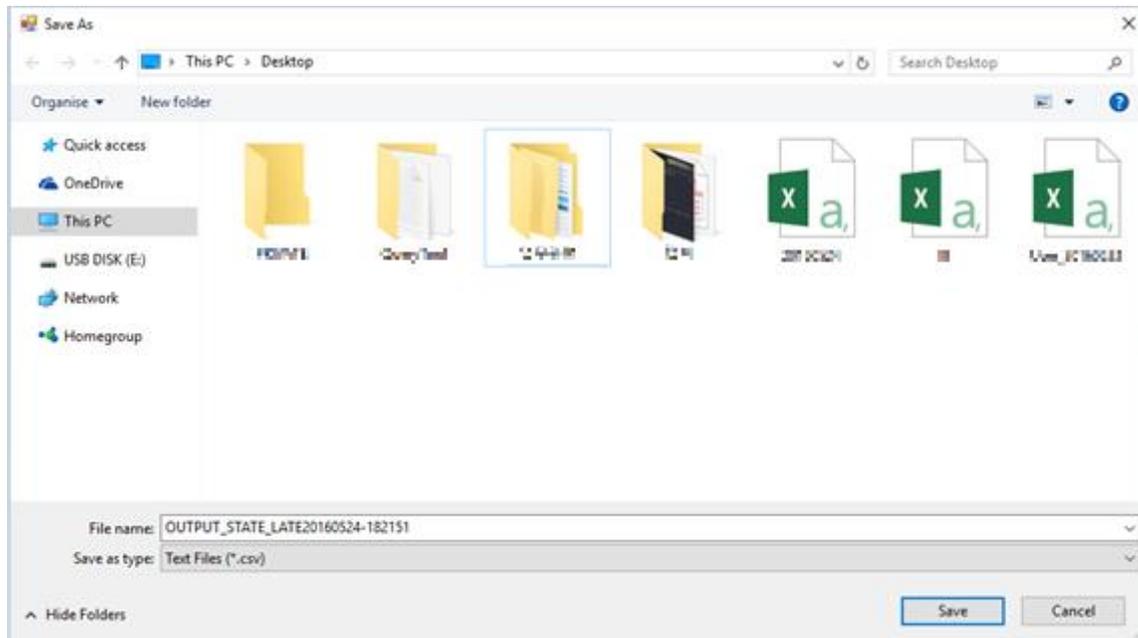
Search: Print out the result equivalent to the query option.

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

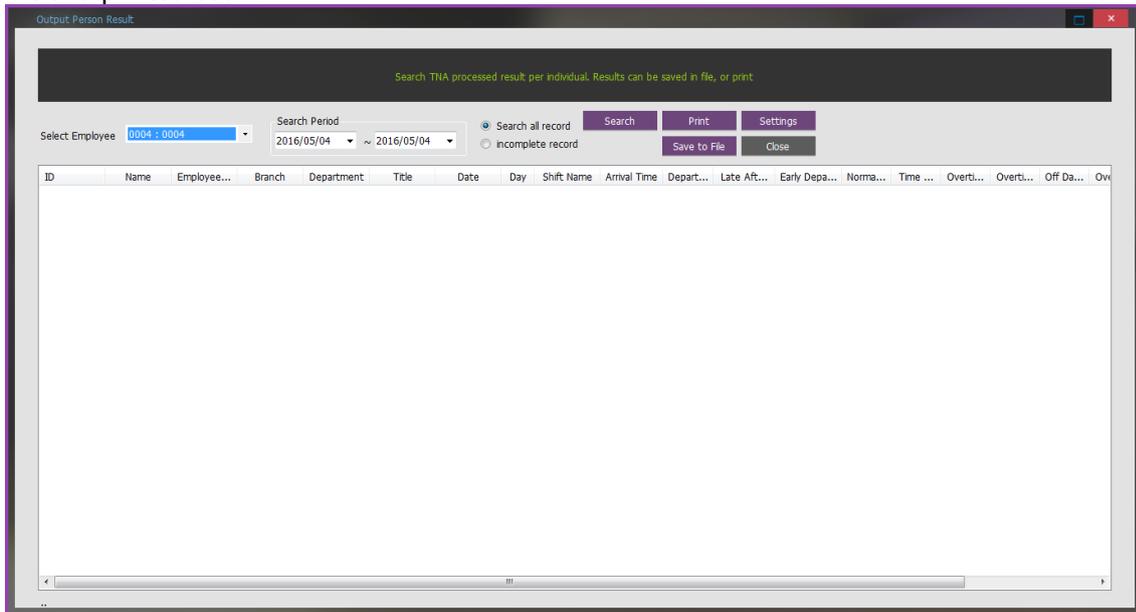
ID	Name	Employee ID	Branch	Departm...	Title	Date	Day	Shift Na...	Arrival Ti...	Departur...	Late Afte...	Early De...
0000037	Curtis File (37	Not Assign...	Not Assign...	Not Assign...	2016-01-08	Fri	General W...	10:08	18:00	01:03	10:08
0000043	Carle	2015391	Not Assign...	Not Assign...	Not Assign...	2016-01-04	Mon	General W...	11:51	18:00	02:46	11:51
0000124	Lee	2014177	Not Assign...	Not Assign...	Not Assign...	2016-01-01	Fri	General W...	11:34	18:00	02:29	11:34
0000143	Rain	2015113	Not Assign...	Not Assign...	Not Assign...	2016-01-11	Mon	General W...	10:09	18:00	01:04	10:09
01304002	B.I.	2004031	Not Assign...	Not Assign...	Not Assign...	2016-01-13	Wed	Flexible W...	10:38	17:06	00:33	10:38
0200991	Jessica	1998002	Not Assign...	Not Assign...	Not Assign...	2016-01-04	Mon	Team Lea...	08:35	18:00	00:05	#:~:~
0200991	Jessica	1998002	Not Assign...	Not Assign...	Not Assign...	2016-01-07	Thu	Team Lea...	12:47	18:00	04:17	#:~:~
0200991	Jessica	1998002	Not Assign...	Not Assign...	Not Assign...	2016-01-13	Wed	Team Lea...	09:44	18:00	01:14	#:~:~
0210002	Boboya	2000012	Not Assign...	Not Assign...	Not Assign...	2016-01-04	Mon	Team Lea...	10:21	18:00	01:51	#:~:~
0210002	Boboya	2000012	Not Assign...	Not Assign...	Not Assign...	2016-01-13	Wed	Team Lea...	10:00	18:25	01:30	#:~:~
0210002	Boboya	2000012	Not Assign...	Not Assign...	Not Assign...	2016-01-19	Tue	Team Lea...	10:30	18:00	02:00	#:~:~
0210002	Boboya	2000012	Not Assign...	Not Assign...	Not Assign...	2016-01-20	Wed	Team Lea...	09:56	18:25	01:26	#:~:~
03007002	Ela	2007003	Not Assign...	Not Assign...	Not Assign...	2016-01-20	Wed	Flexible W...	10:06	10:11	00:01	10:06
0330991	Ho	1990033	Not Assign...	Not Assign...	Not Assign...	2016-01-04	Mon	Team Lea...	11:52	18:00	03:22	#:~:~
06204002	Jenius	2004028	Not Assign...	Not Assign...	Not Assign...	2016-01-18	Mon	Flexible W...	08:59	08:57	00:54	#:~:~
06204002	Jenius	2004028	Not Assign...	Not Assign...	Not Assign...	2016-01-19	Tue	Flexible W...	08:59	11:28	00:54	08:59

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



2.6.3.4 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.



Search Option

Select Employee: Search each employee

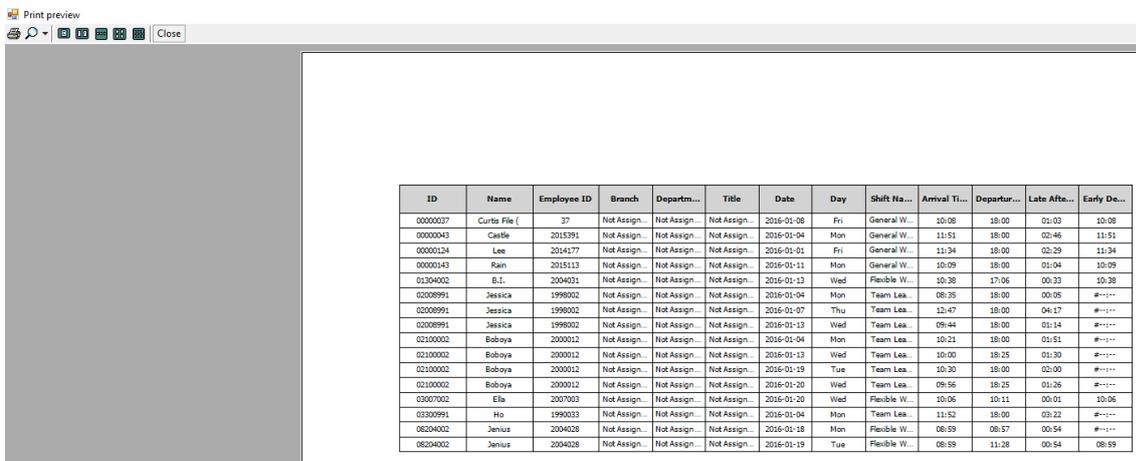
Search Period: Set the period to be inquired. (Maximum of 31 days)

Search all record: Inquire all records equivalent to the query option.

Incomplete record:

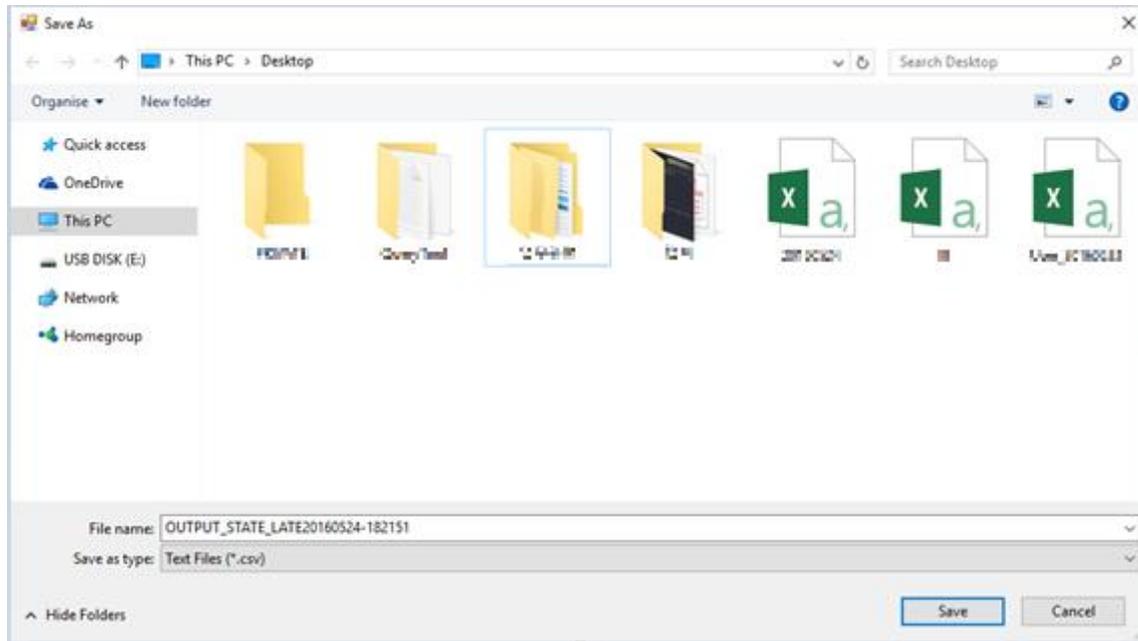
Search: Print out the result equivalent to the query option.

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.

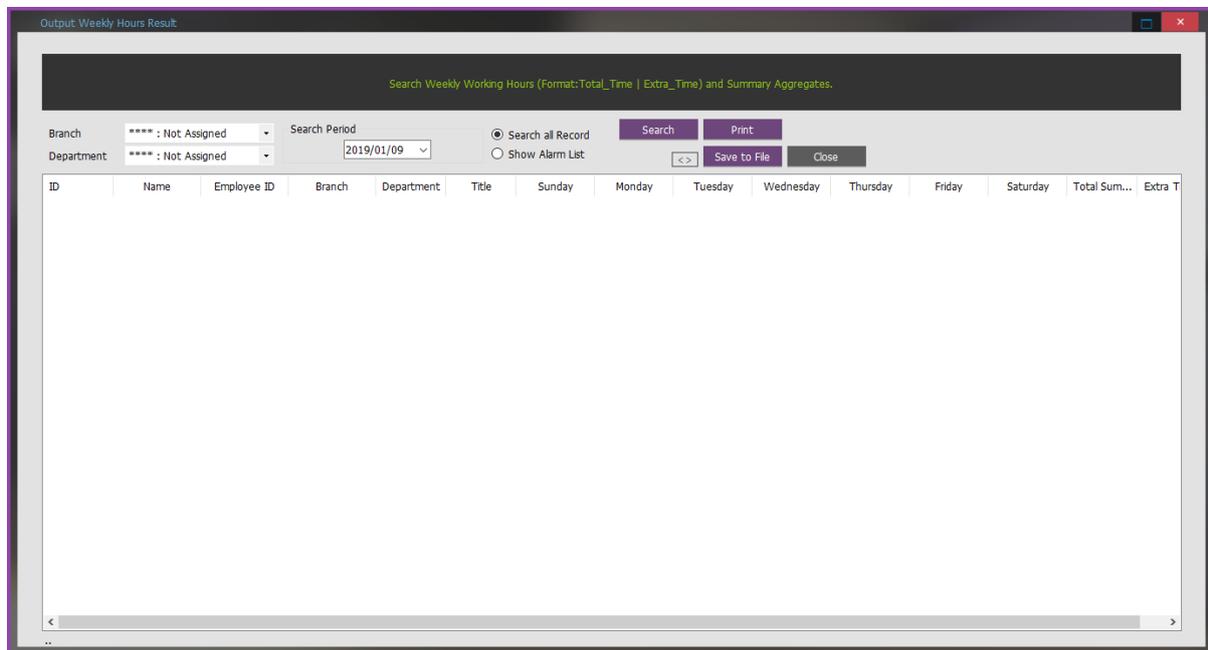


Settings: The Item inquired can be edited by the user
 (* For more information on how to set up: [조희 How to set query items](#))

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



2.6.3.5 Output Weekly Hours Result



It calculates for weekly TNA result to export. (It displays the employee who works more than 52 hours in a week)

2.6.4 TNA Reports

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.

Monthly IN Out Transactions

The screenshot shows the 'TNA Reports' interface. At the top, there is a navigation bar with 'Monthly In Out Transactions' selected. Below the navigation bar, there are search filters for 'Branch' and 'Department', both set to '**** : Not Assigned'. The 'Search Period' is set to '2019/01/01 ~ 2019/01/31'. There are buttons for 'Search', 'Print', 'Settings', and 'Save to File'. Below the filters is a table with the following columns: ID, Name, Employee ID, Branch, Department, Title, and Type.

Search Late Arrivals

The screenshot shows the 'TNA Reports' interface with 'Search Late Arrivals' selected. The search filters are the same as in the previous screenshot, but the 'Search Period' is now '2019/01/09 ~ 2019/01/09'. The table below has additional columns: Date, Day, Shift Name, Arrival Time, Departure..., and Late After...

Search Early Departures

The screenshot shows the 'TNA Reports' interface with 'Search Early Departures' selected. The search filters are the same as in the previous screenshots, but the 'Search Period' is now '2019/01/09 ~ 2019/01/09'. The table below has an additional column: Early Dep...

Search for Absenteeism

Monthly In Out Transactions | Search Late Arrivals | Search Early Departures | **Search for Absenteeism**

Branch: **** : Not Assigned | Search Period: 2019/01/09 ~ 2019/01/09 | Department: **** : Not Assigned

Buttons: Search, Print, Settings, Save to File, <>

ID	Name	Employee ID	Branch	Department	Title	Date	Day	Shift Name	Arrival Time	Departure...
----	------	-------------	--------	------------	-------	------	-----	------------	--------------	--------------

2.6.5 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.

During TNA process, search time period that excludes from the standard business hours due to leave

Branch: **** : Not Assigned | Search Period: 2016/05/04 ~ 2016/05/04 | Department: **** : Not Assigned

Buttons: Search, Print, Settings, Save to File, Close

ID	Name	Employee...	Branch	Department	Title	Date	Day	Shift Name	Type	start b...	end br...	Break ...
----	------	-------------	--------	------------	-------	------	-----	------------	------	------------	-----------	-----------

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)

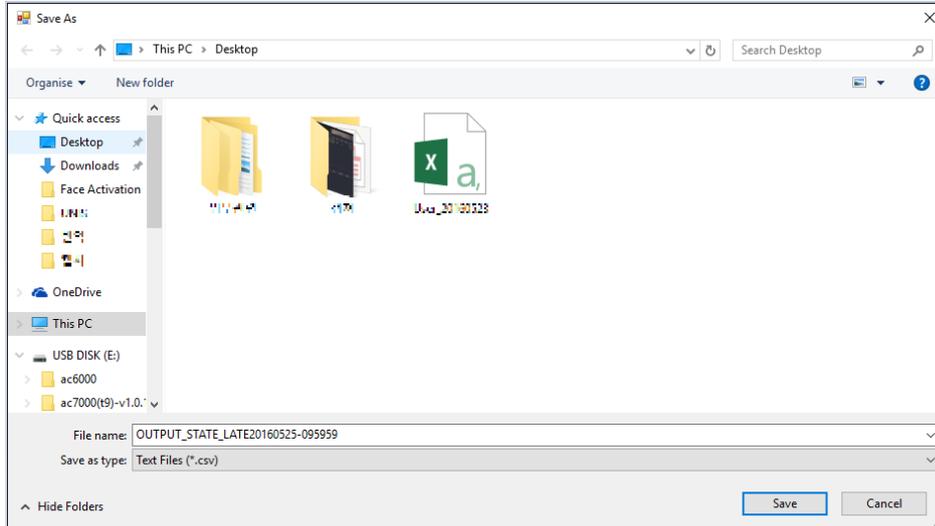
Search: Inquire the result equivalent to the query option.

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 :**[\[How to set query items\]](#))

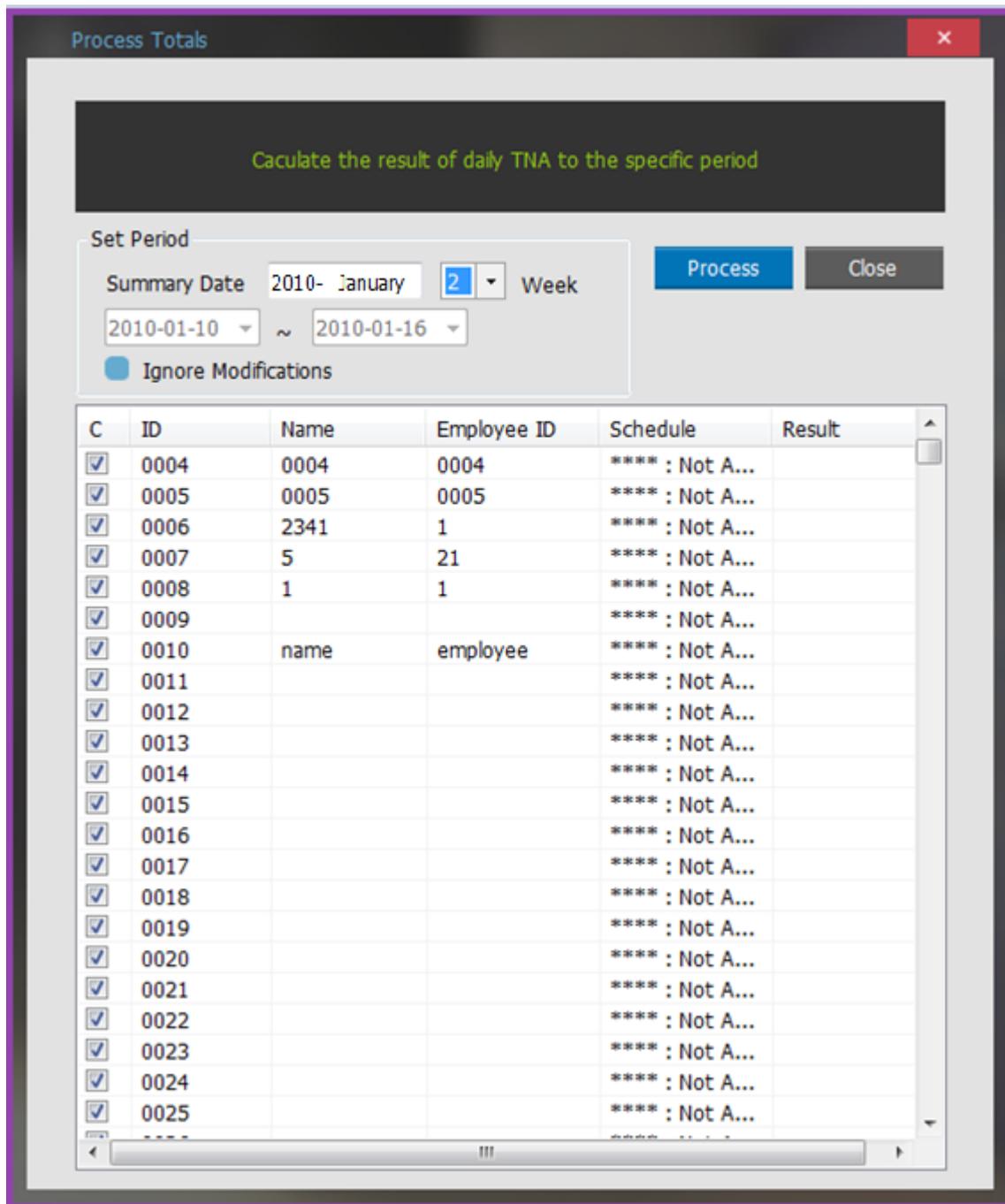
Save to File: A user can save the inquired data in file (Excel CSV form). Click the applicable button, and then save them as follow.



2.6.6 Summary Management

2.6.6.1 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.



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.

2.6.6.2 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.

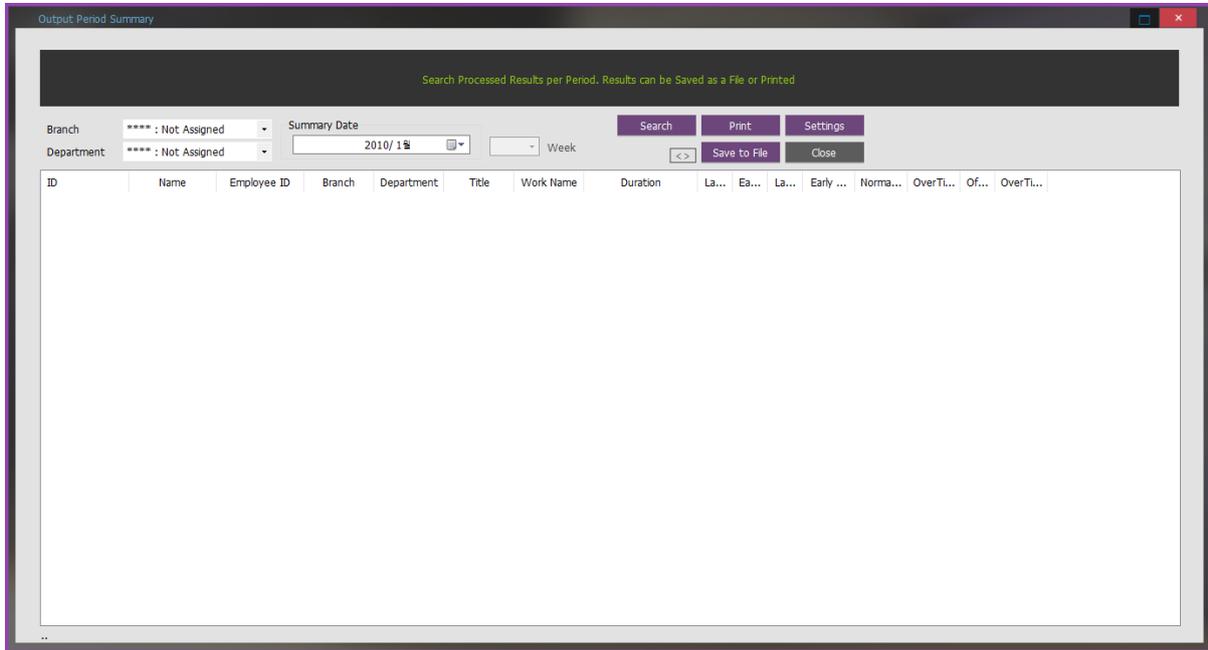
Save: Save the modified data.

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

(※ **For more information on setting method:** [\[조 How to set the query items\]](#))

2.6.6.3 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

Branch: Query by work center available

Department: Query by department available

Summary Date: 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.

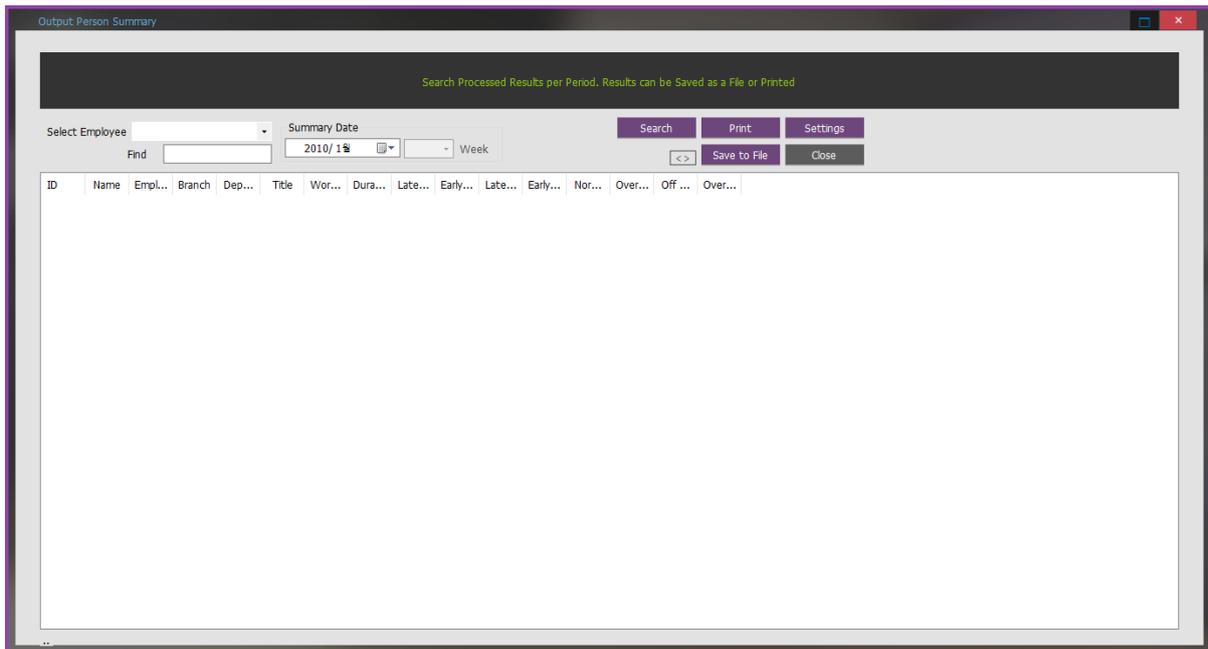
Print: The inquired screen can be printed out. Click the button so that Print Preview screen will pop up. Click **Print** button to get a printout.

Settings: The inquired item can be edited by the user.
(※ **For more information on setting method :** [\[조 How to set query items\]](#))

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

2.6.6.4 Output Person Summary

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



Search Option

Select Employee : Choose the Employee ID from the list

Summary Date : 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.

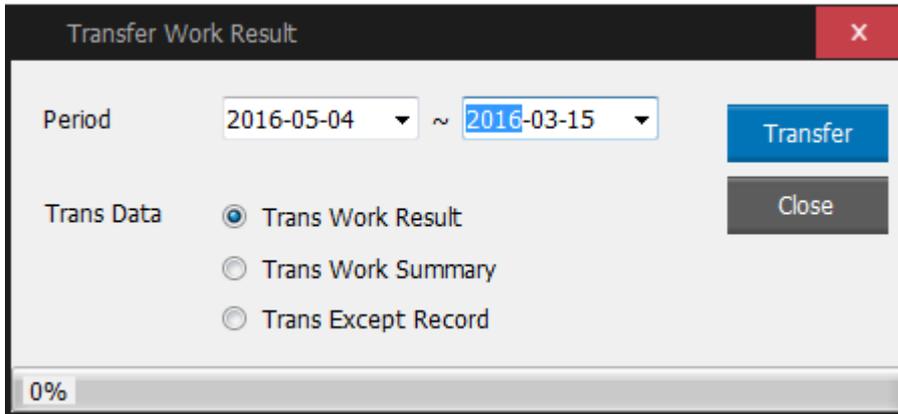
Settings: The inquired item can be edited by the user.
 (* **For more information on setting method :** [\[조 How to set query items\]](#))

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

2.6.7 Transfer Work Result

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.

* 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).

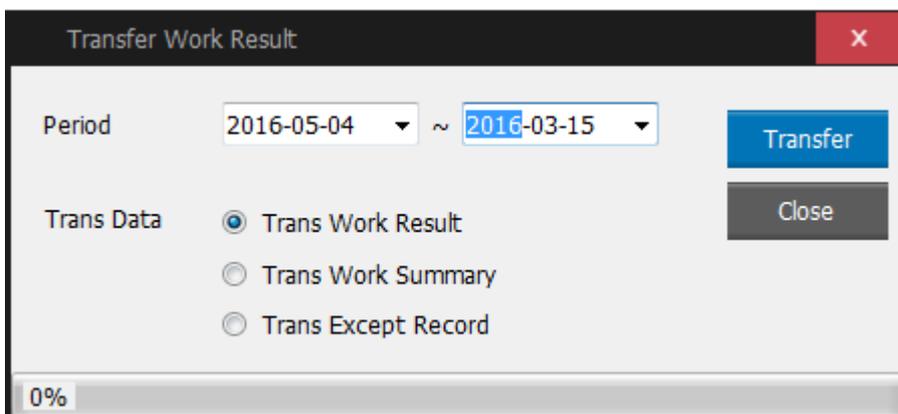
Trans Except Record: Transfer all the exceptional records (Contents of wExceptRecord Table).

Transfer: Transfer all the data created within the designated period.

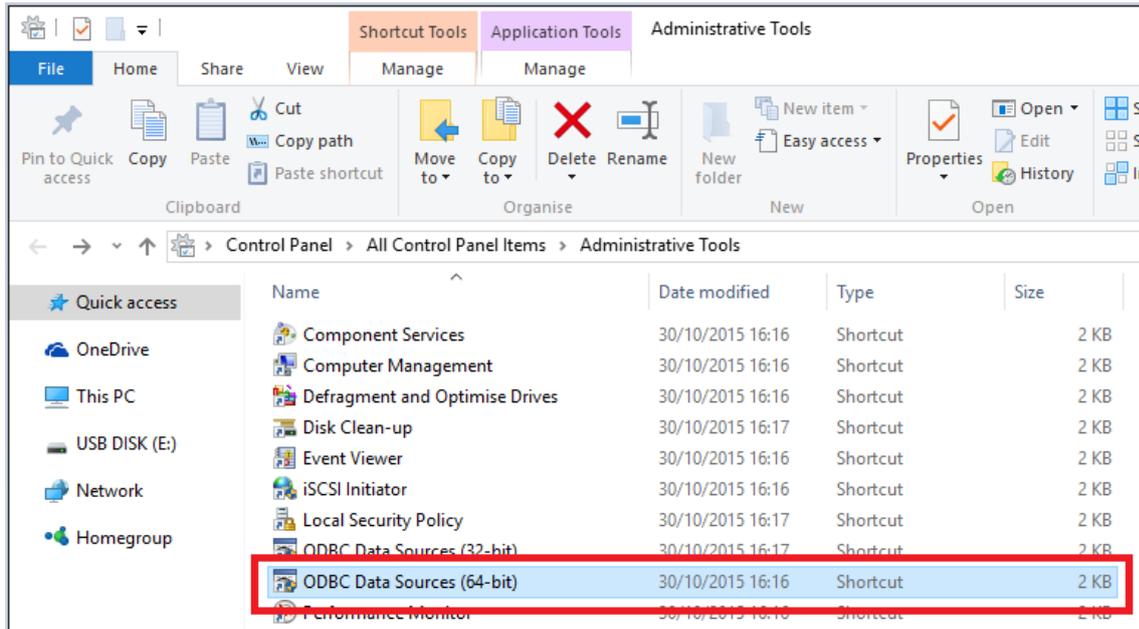
Close: Complete transferring the time and attendance results.

How to set the Transfer Work Result

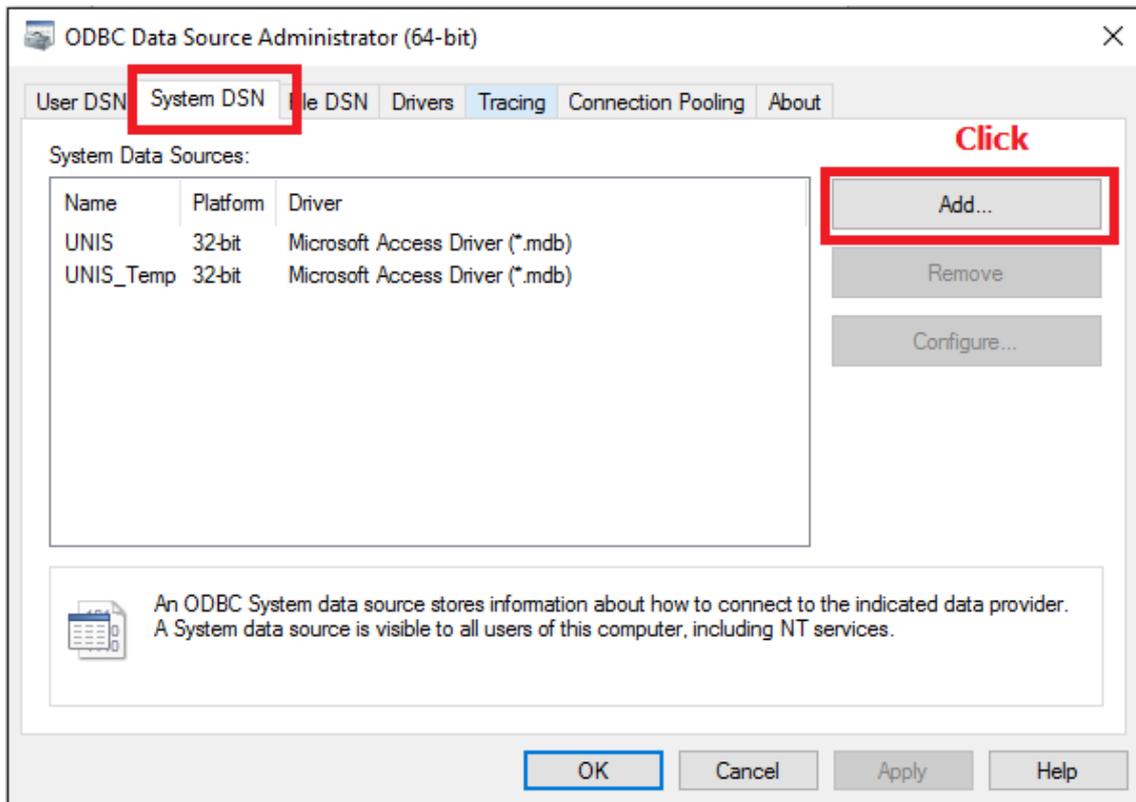
Desired results and attendance data can be sent to DB. Be sent to DB is supposed to be registered in the ODBC Administrator.



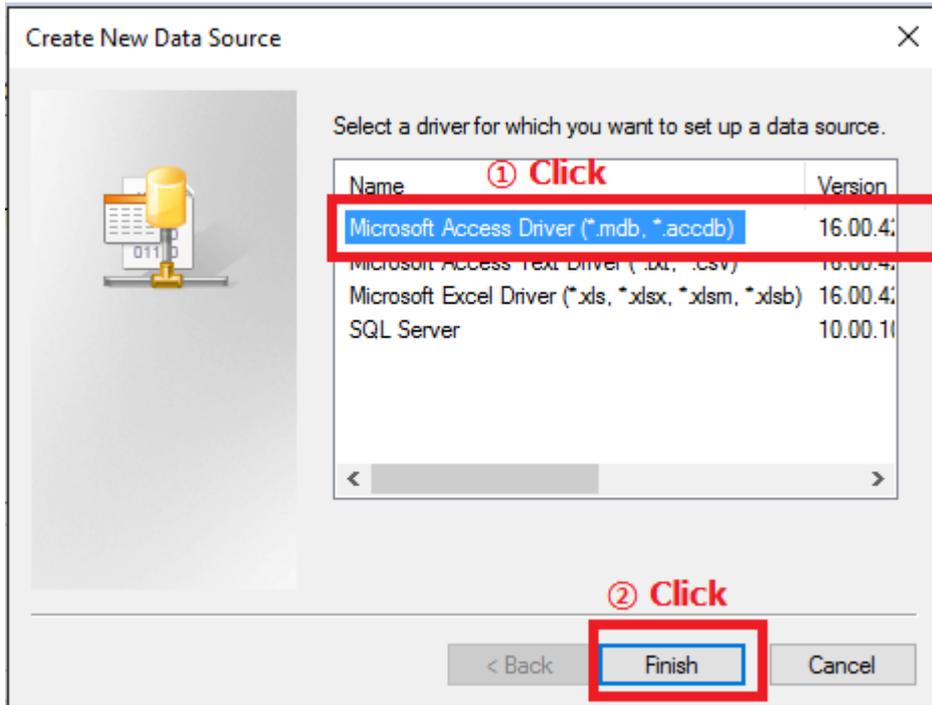
1. [Control Panel] → [Administrative Tools] → [data (ODBC)] execution.



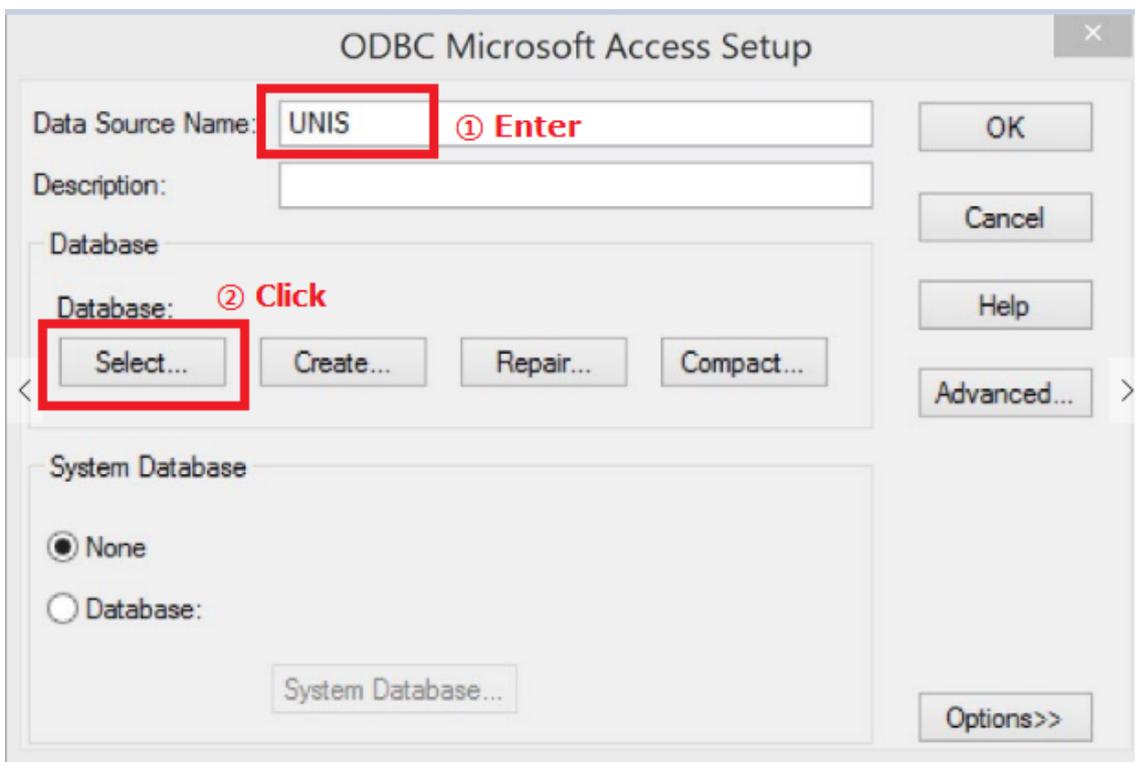
2. In the System DSN **Add** button.



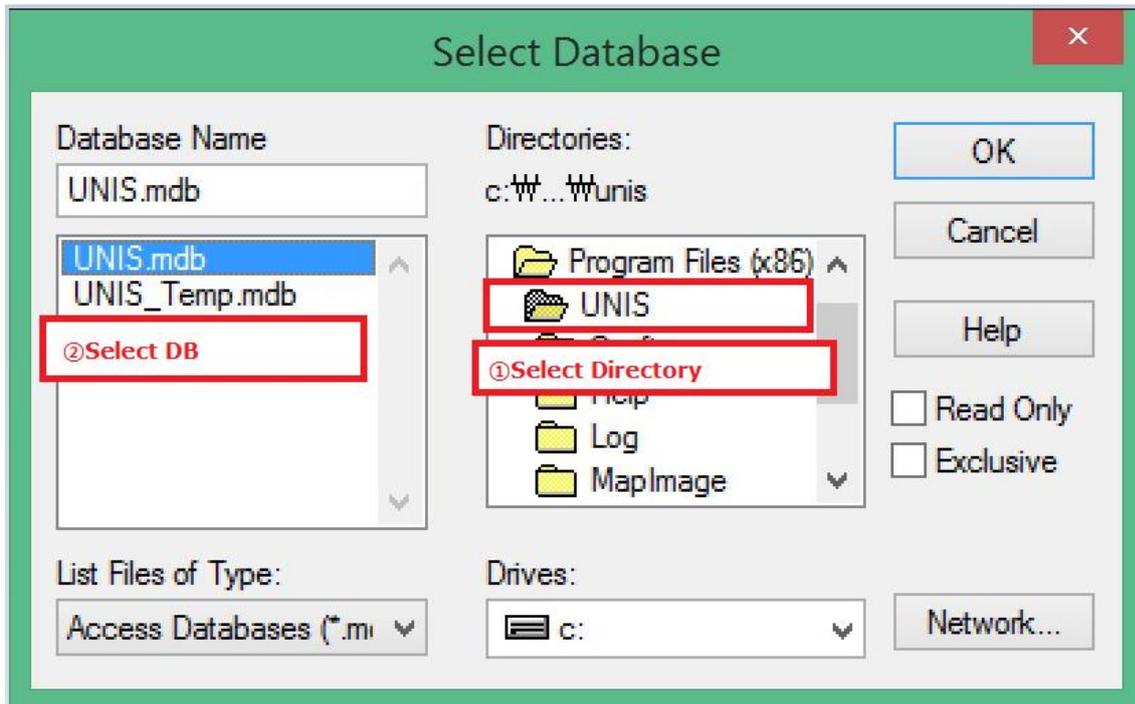
3. "Microsoft Access Driver(*.mdb)" select, click **Finish**.



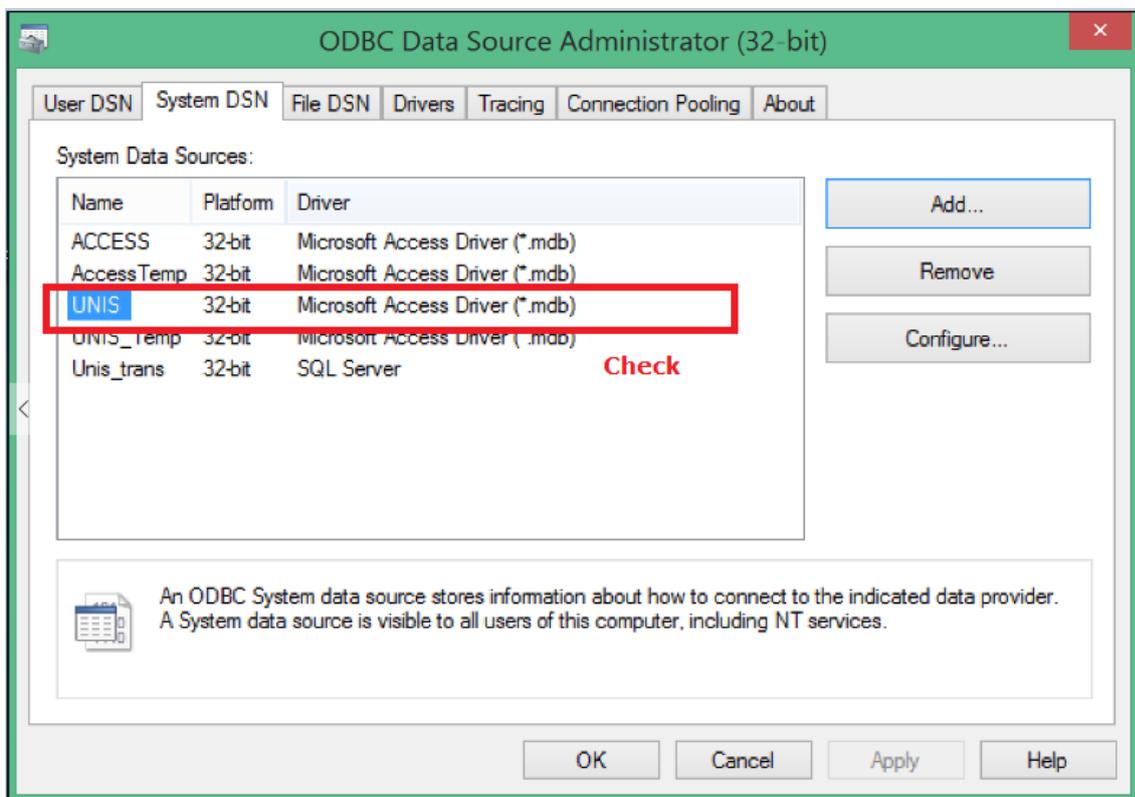
4. Input Data Source Name "UNIS_WORK" and click **select**.



5. Be transmitted in the database, select the path and name of the database, then click **OK**.



6. Click **OK**.



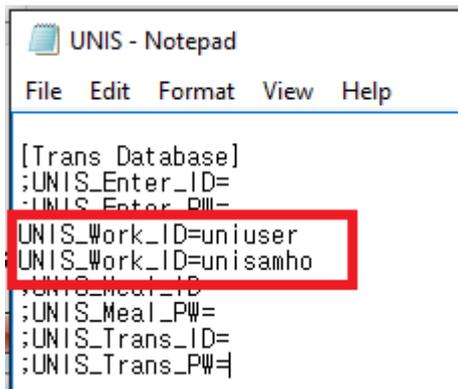
7. Attendance results, click the Transfer menu.

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.



```
[Trans Database]
;UNIS_Enter_ID=
;UNIS_Enter_PW=
UNIS_Work_ID=uniuser
UNIS_Work_ID=unisamho
;UNIS_Meal_ID=
;UNIS_Meal_PW=
;UNIS_Trans_ID=
;UNIS_Trans_PW=
```

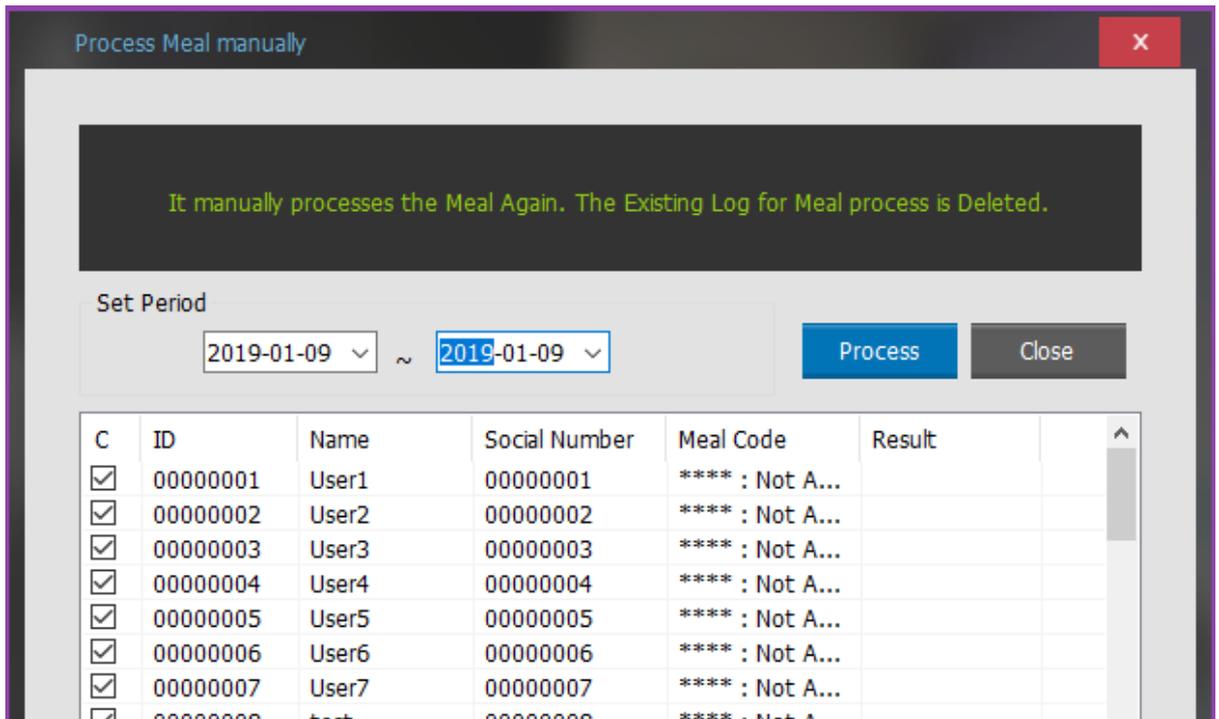
- Enter DB access information that has done the connection setting from UNIS_WORK in ODBC.

10. Restart UNIS_Server.

2.7 MEAL

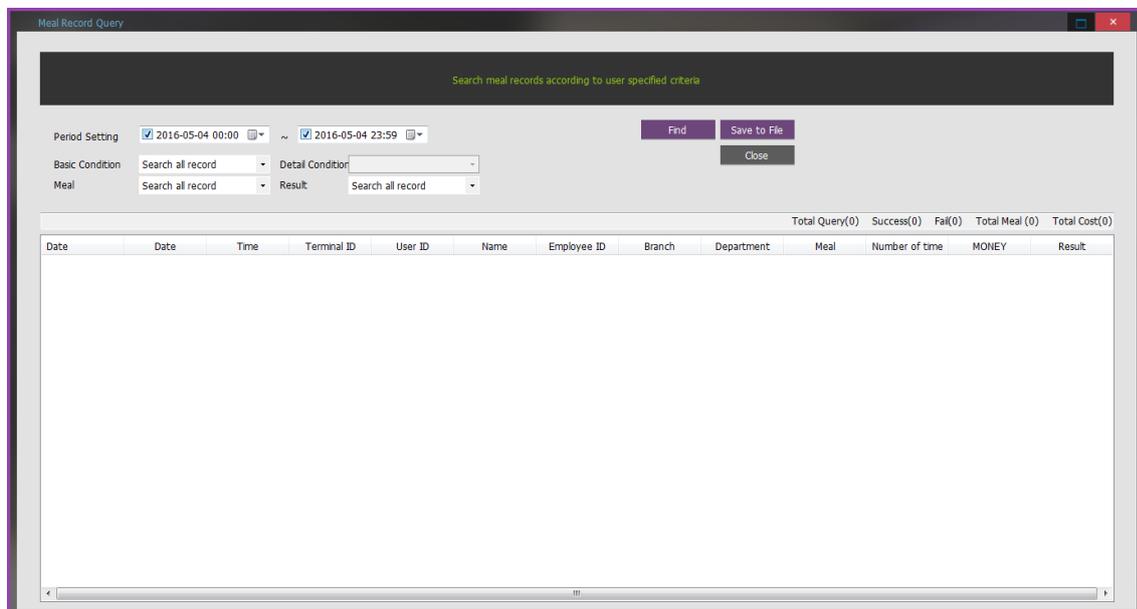
2.7.1 Process Meal Manually

It uses to process the Meal data manually. (At this case, the old processed data will be removed)



2.7.2 Meal Management Report

Under the terms of user-selected query to look for Meal Management Result.



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.

2.7.3 Statistics of Total Meal

During the set period print out the total and submission.

Branch	Department	Breakfast(Nu...	Breakfast(...	Lunch(Nu...	Lunch(Cost)	Supper(N...	Supper(C...	Late Nigh...	Snack(Nu...	Snack(Cost)	Total(Nu...	Total(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.

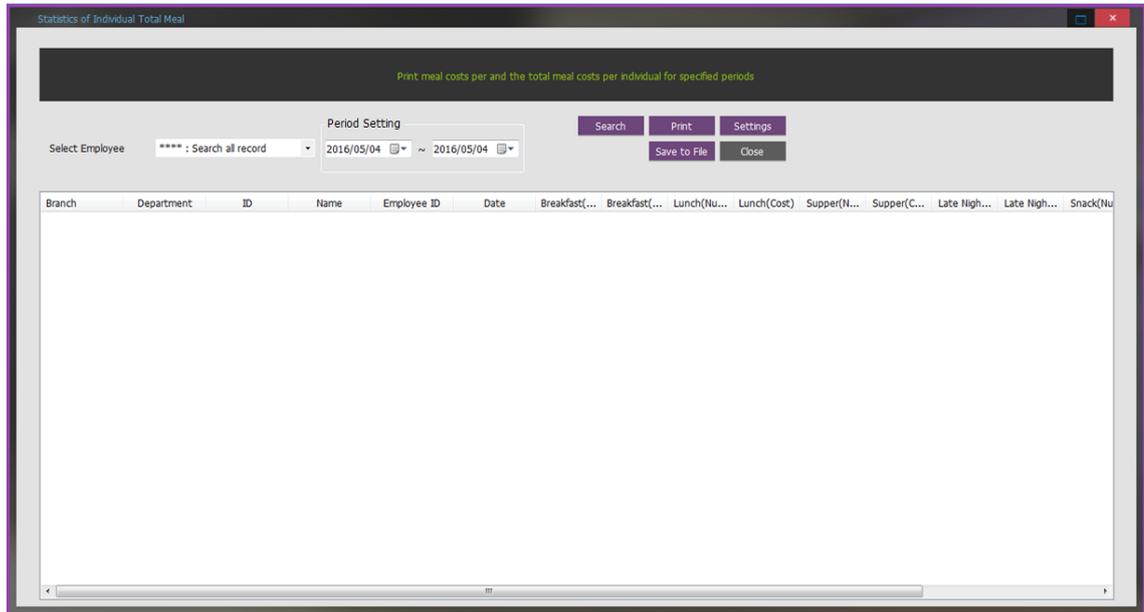
Config: Set and order of items to display.

Save to File: View the contents of file.

<>: Arrange the width of the column in the default value.

2.7.4 Statistics of Individual Total Meal

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



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.

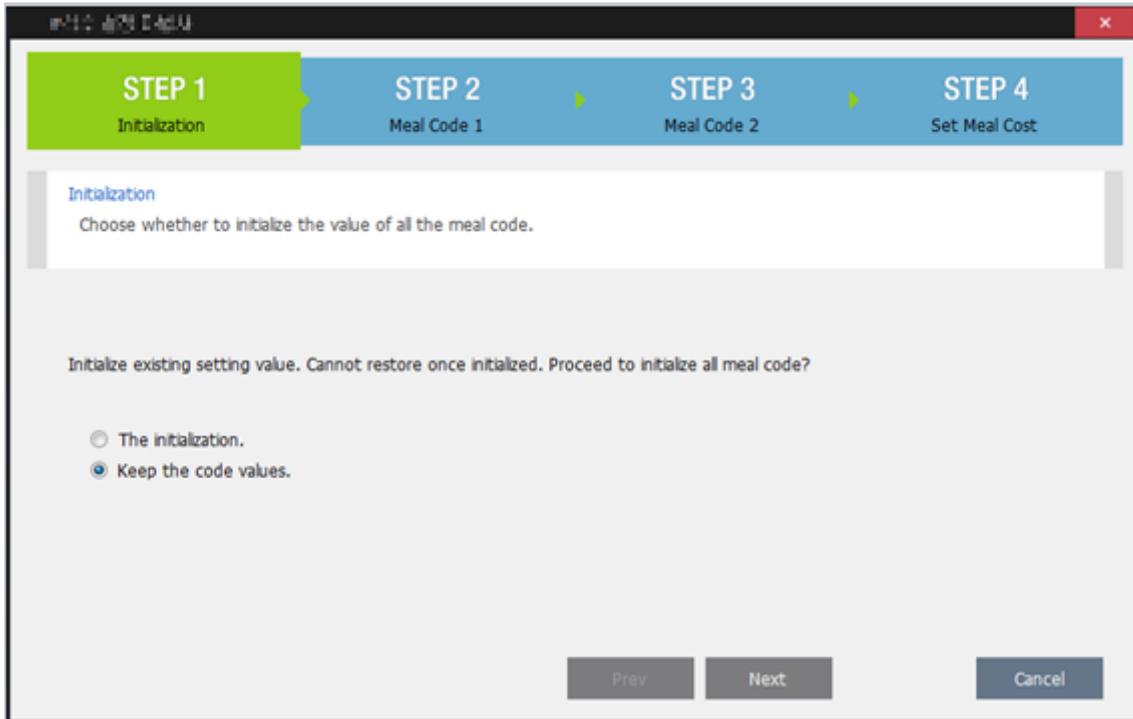
<>: Arrange the width of the column in the default value.

2.7.5 Settings

2.7.5.1 Wizard

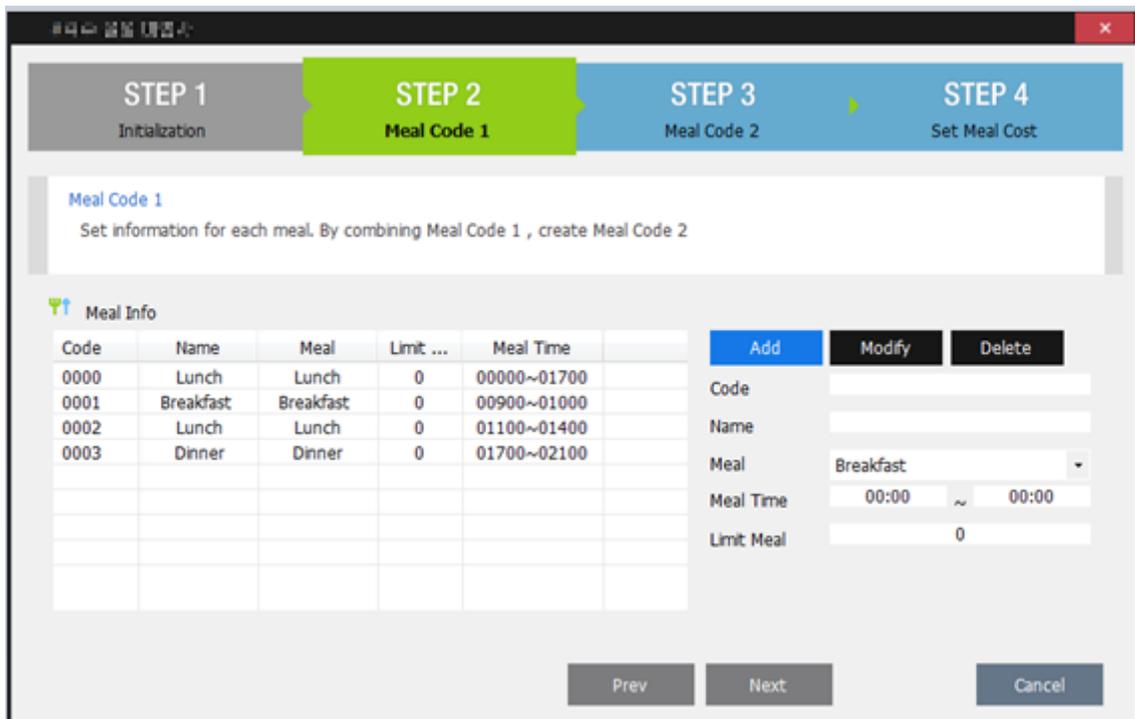
① Initialization

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



② Meal Code 1

Set the information on each meal.



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

③ Meal Code 2

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

Meal Code 2
Set meal code 2. by combining existing Meal Code 1

C	ID	Name	Meal	Limit ...	Meal Time
<input type="checkbox"/>	0000	Lunch	Lunch	0	00000~01700
<input type="checkbox"/>	0001	Breakfast	Breakfast	0	00900~01000
<input type="checkbox"/>	0002	Lunch	Lunch	0	01100~01400
<input type="checkbox"/>	0003	Dinner	Dinner	0	01700~02100

Add Modify Delete

Code

Name

Day Limit

Monthly Limit

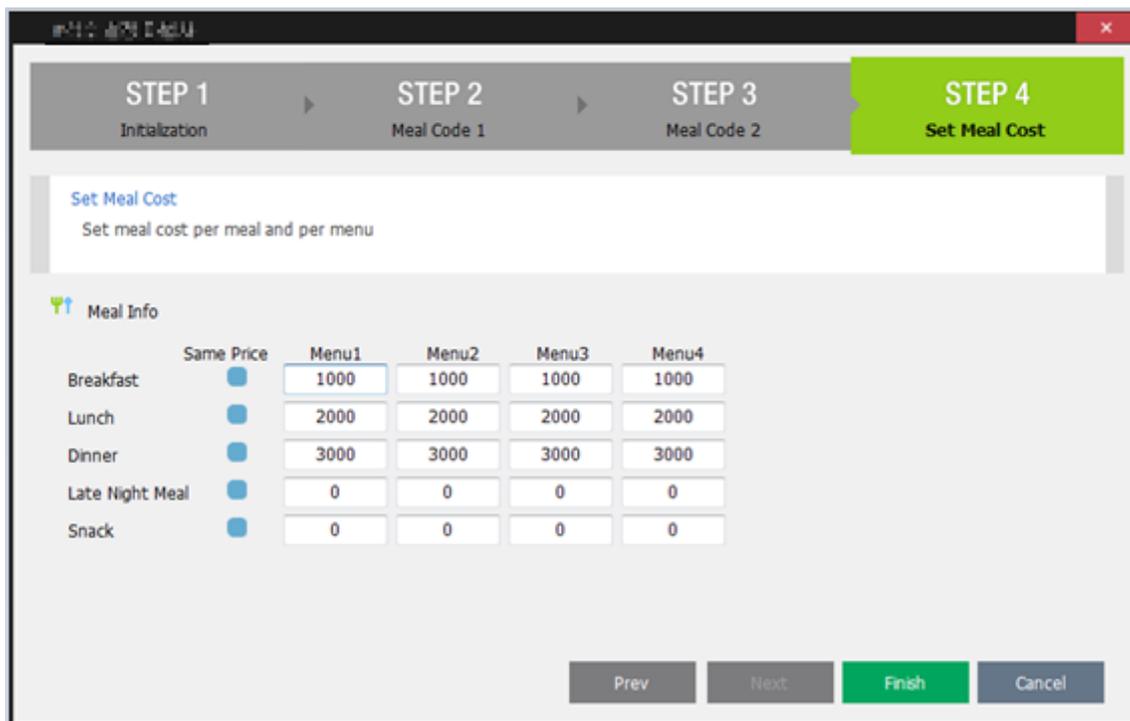
Period Setting
2016-05-0~ 2016-05-0

Prev Next Cancel

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

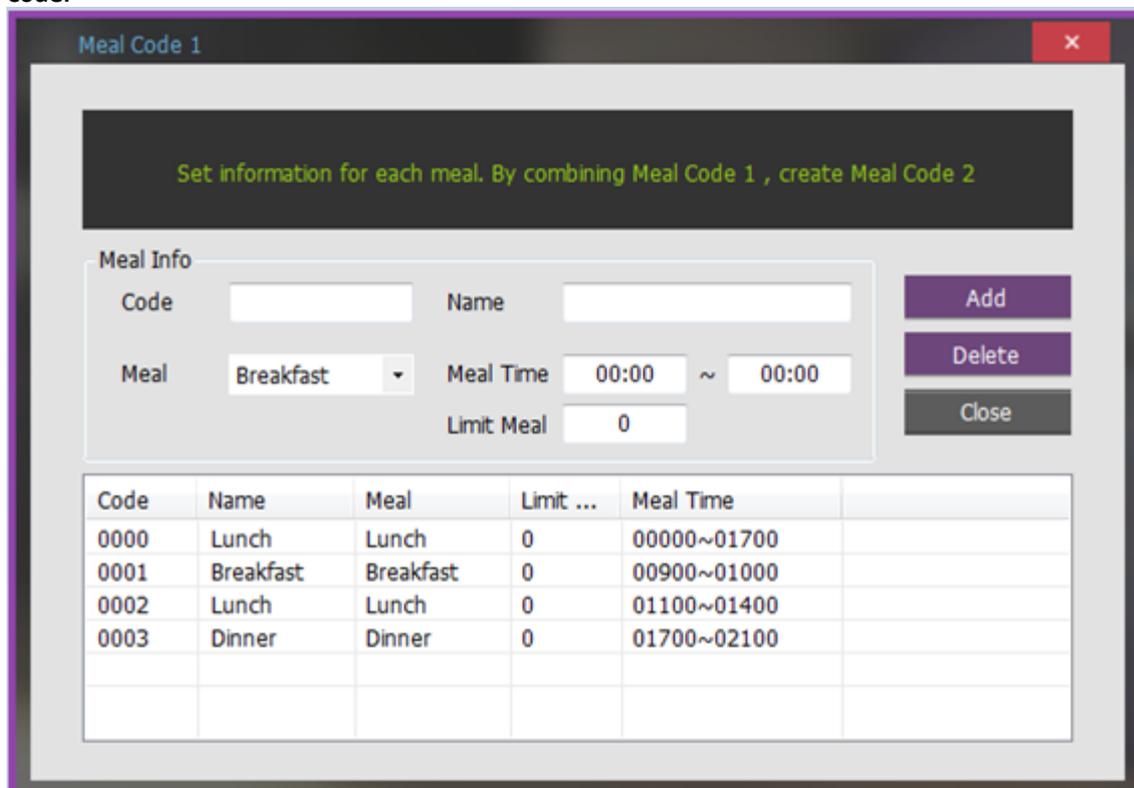
④ Set Meal Cost

Set the cost of meal for each meal.



2.7.5.2 Meal Code 1

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



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.

2.7.5.3 Meal Codel 2

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

C	ID	Name	Meal	Limit ...	Meal Time
<input type="checkbox"/>	0000	Lunch	Lunch	0	00000~01700
<input type="checkbox"/>	0001	Breakf...	Breakf...	0	00900~01000
<input type="checkbox"/>	0002	Lunch	Lunch	0	01100~01400
<input type="checkbox"/>	0003	Dinner	Dinner	0	01700~02100

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.

2.7.5.4 Set Meal Cost

Set the cost of meal for each meal .

	Same Price	Menu1	Menu2	Menu3	Menu4
Breakfast	<input checked="" type="radio"/>	1000	1000	1000	1000
Lunch	<input type="radio"/>	2000	2000	2000	2000
Dinner	<input type="radio"/>	3000	3000	3000	3000
Late Night Meal	<input type="radio"/>	0	0	0	0
Snack	<input type="radio"/>	0	0	0	0

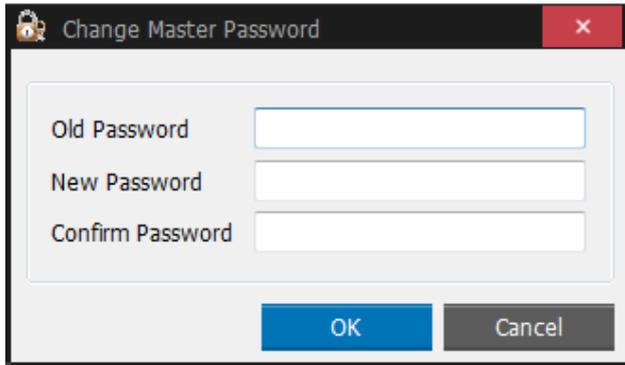
Same Price: In case that a user checks each meal, set the meal cost for all of the menu to setting costs on menu1.

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

2.8 OTHER

2.8.1 Change Master Password

It uses to change the password of the master administrator



A dialog box titled "Change Master Password" with a lock icon and a close button (X). It contains three text input fields: "Old Password", "New Password", and "Confirm Password". At the bottom, there are two buttons: "OK" (blue) and "Cancel" (grey).

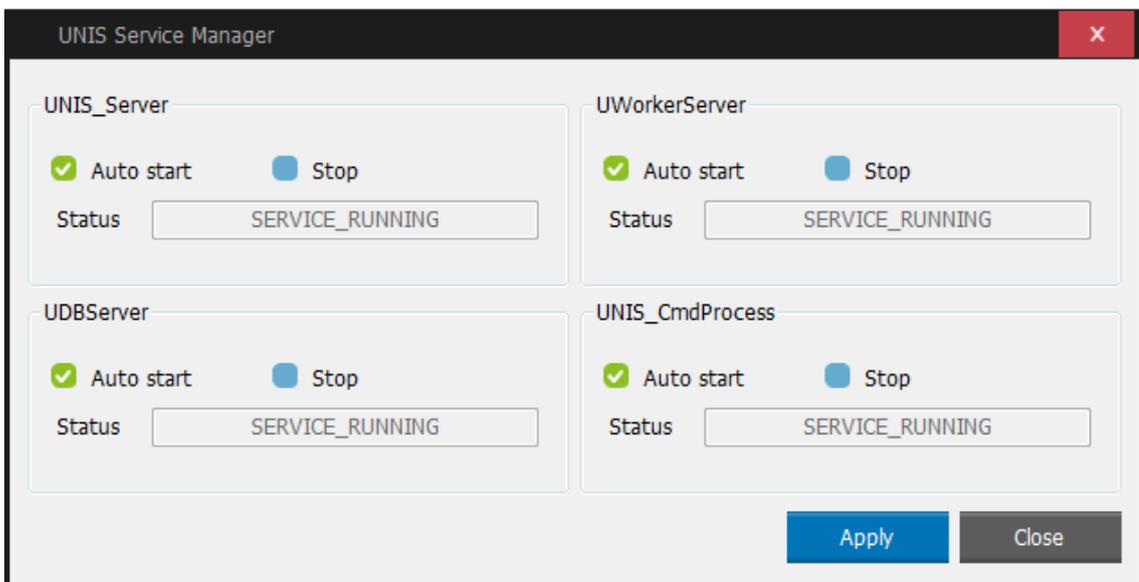
** The maximum length to enter is 30 digits and English/Number/Symbol is available.

2.8.2 Database Backup

This menu is applied only for using the MS Access DB (MDB).

2.8.3 Service Manager

Monitor and control the server window setting in the system menu.



A window titled "UNIS Service Manager" with a close button (X). It displays four service cards in a 2x2 grid:

- UNIS_Server**: Auto start (checked), Stop (unchecked), Status: SERVICE_RUNNING
- UWorkerServer**: Auto start (checked), Stop (unchecked), Status: SERVICE_RUNNING
- UDBServer**: Auto start (checked), Stop (unchecked), Status: SERVICE_RUNNING
- UNIS_CmdProcess**: Auto start (checked), Stop (unchecked), Status: SERVICE_RUNNING

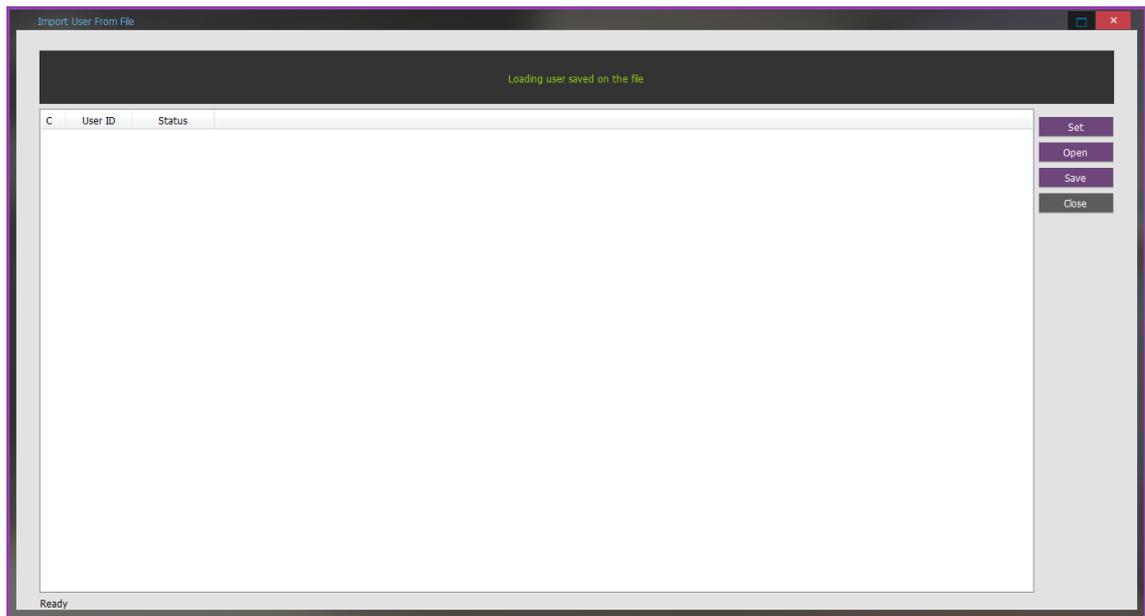
At the bottom right, there are two buttons: "Apply" (blue) and "Close" (grey).

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.

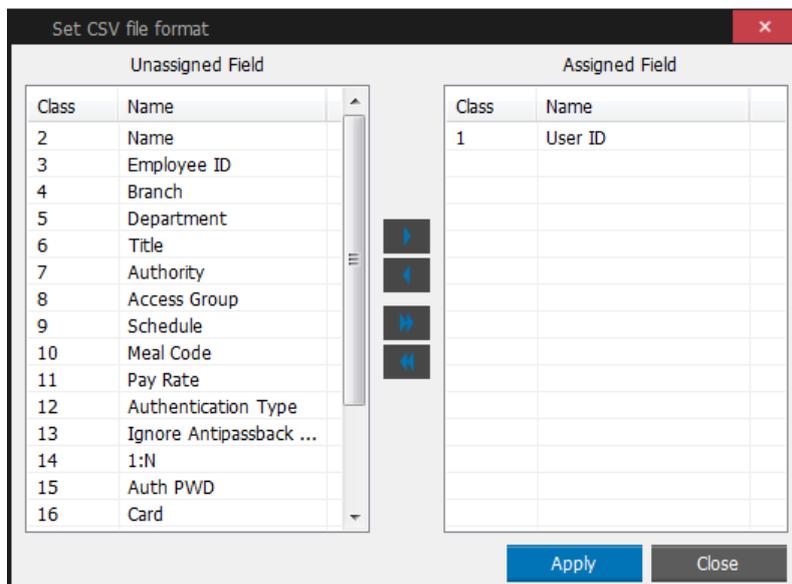
2.8.4 Import User From File

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

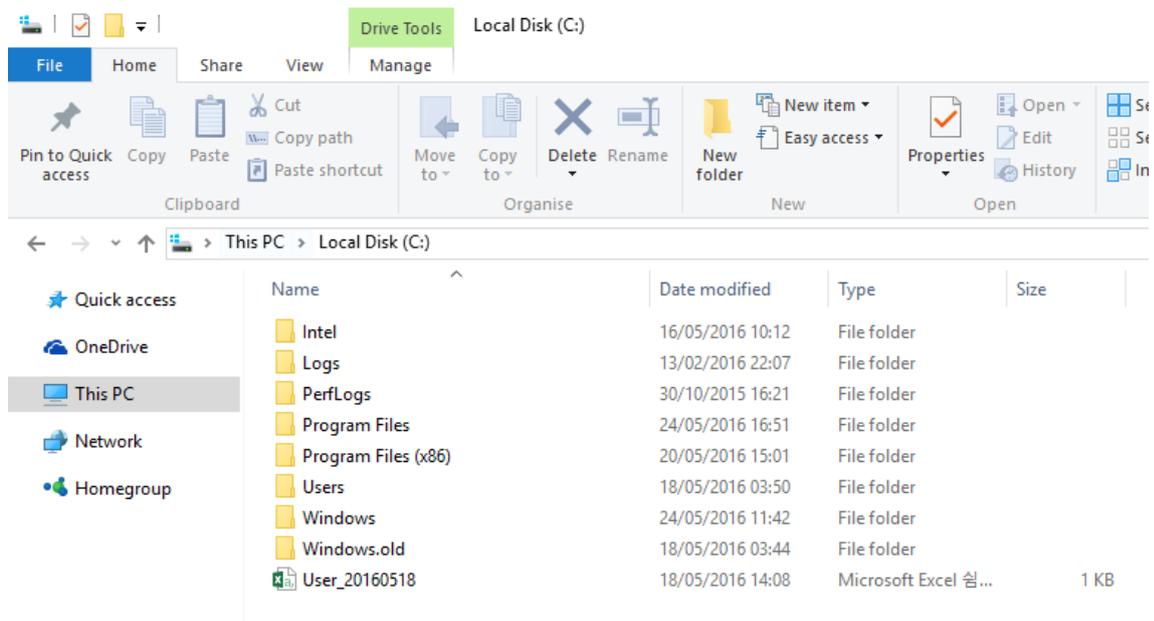


- ① Press **Set** button to set the field to register.

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



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

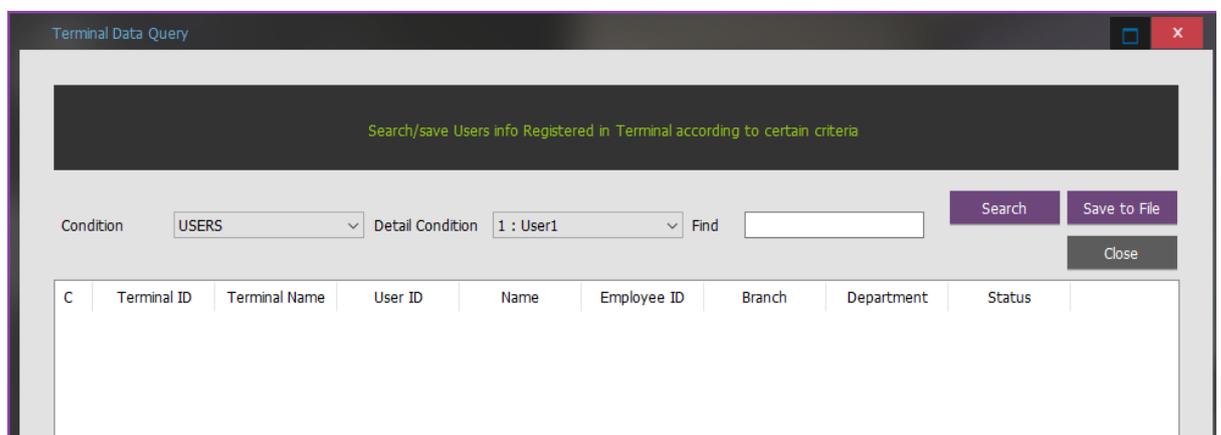


③ For CSV file edit method, refer to [\[Data Query\]](#).

(※ For more information on setting method : ex4) How to add the CSV users)

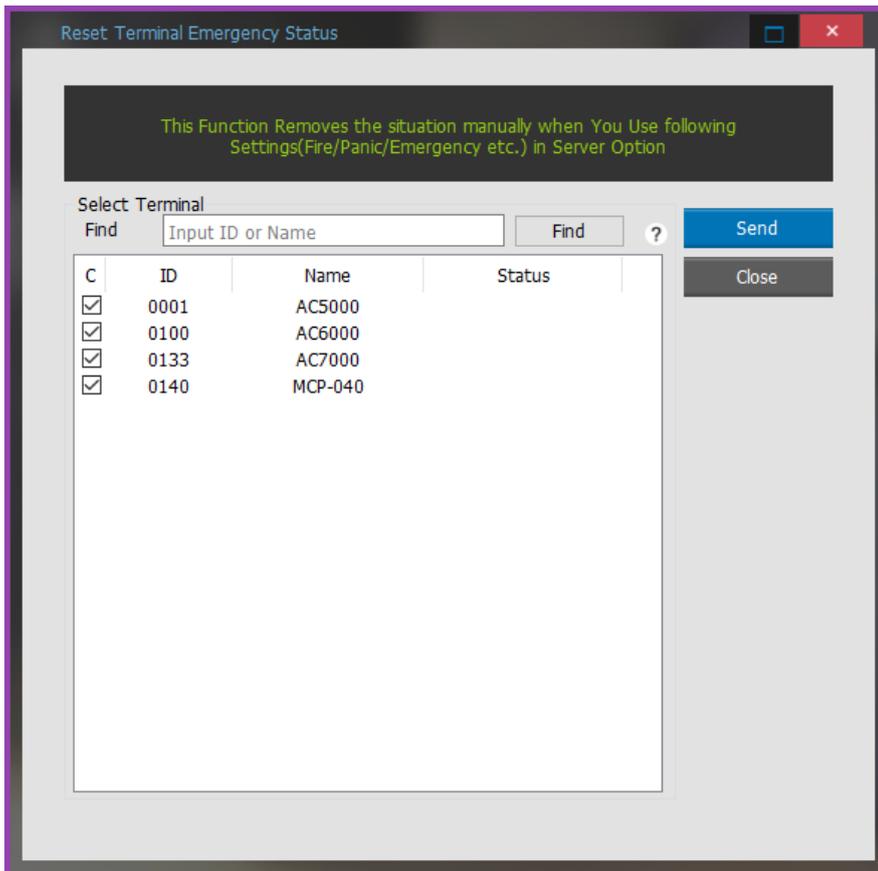
④ As shown in the figure below, the user ID to be registered is automatically checked.

2.8.5 Search Terminal Data



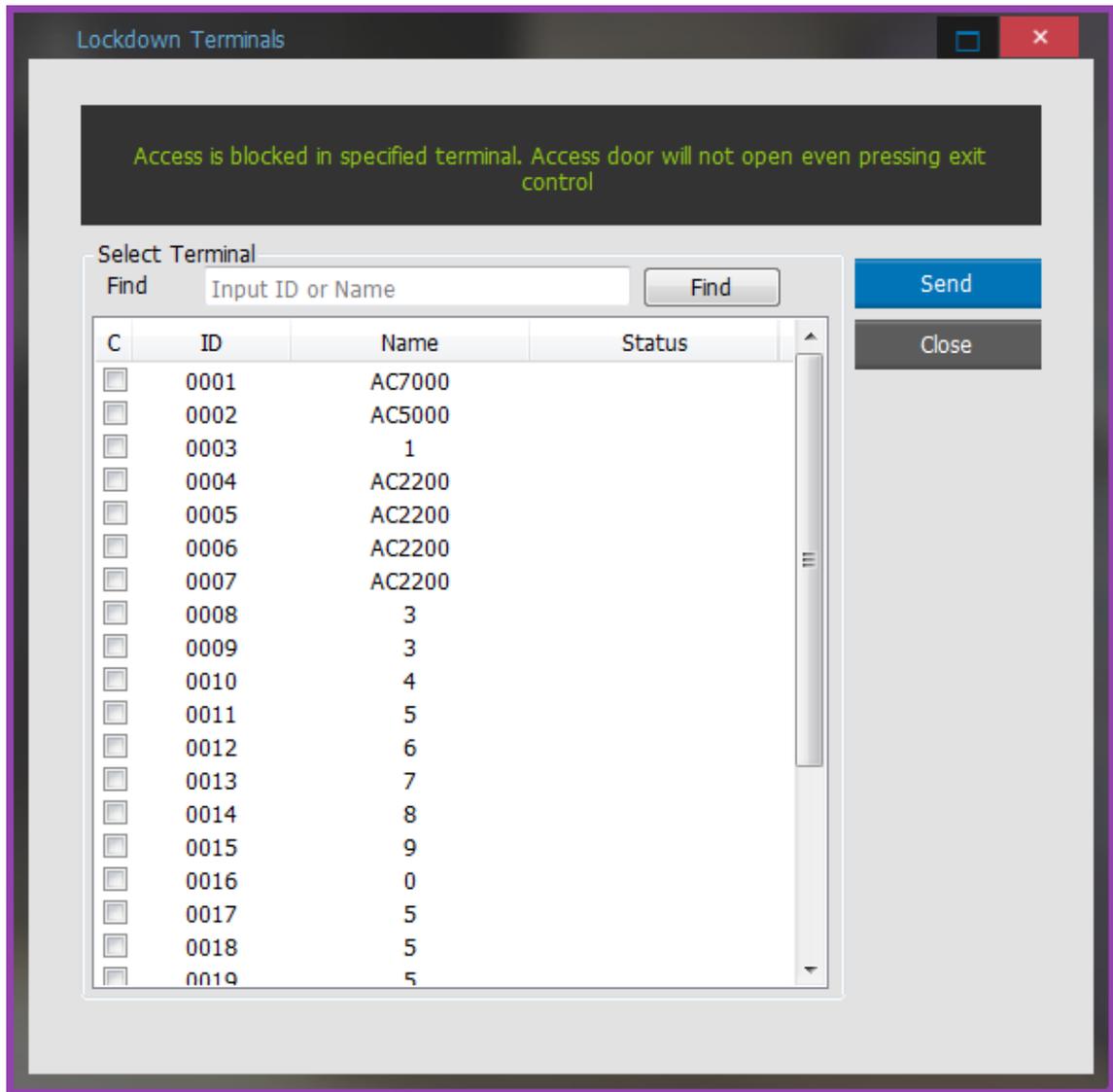
2.8.6 Reset Terminal Emergency

It uses to release the terminal emergency manually after emergency was caused by Fire /Panic/Emergency. But, the terminal emergency will be released automatically when the option "Automatically terminates" is activated from [SETUP]-[Environment Settings]-[Emergency].



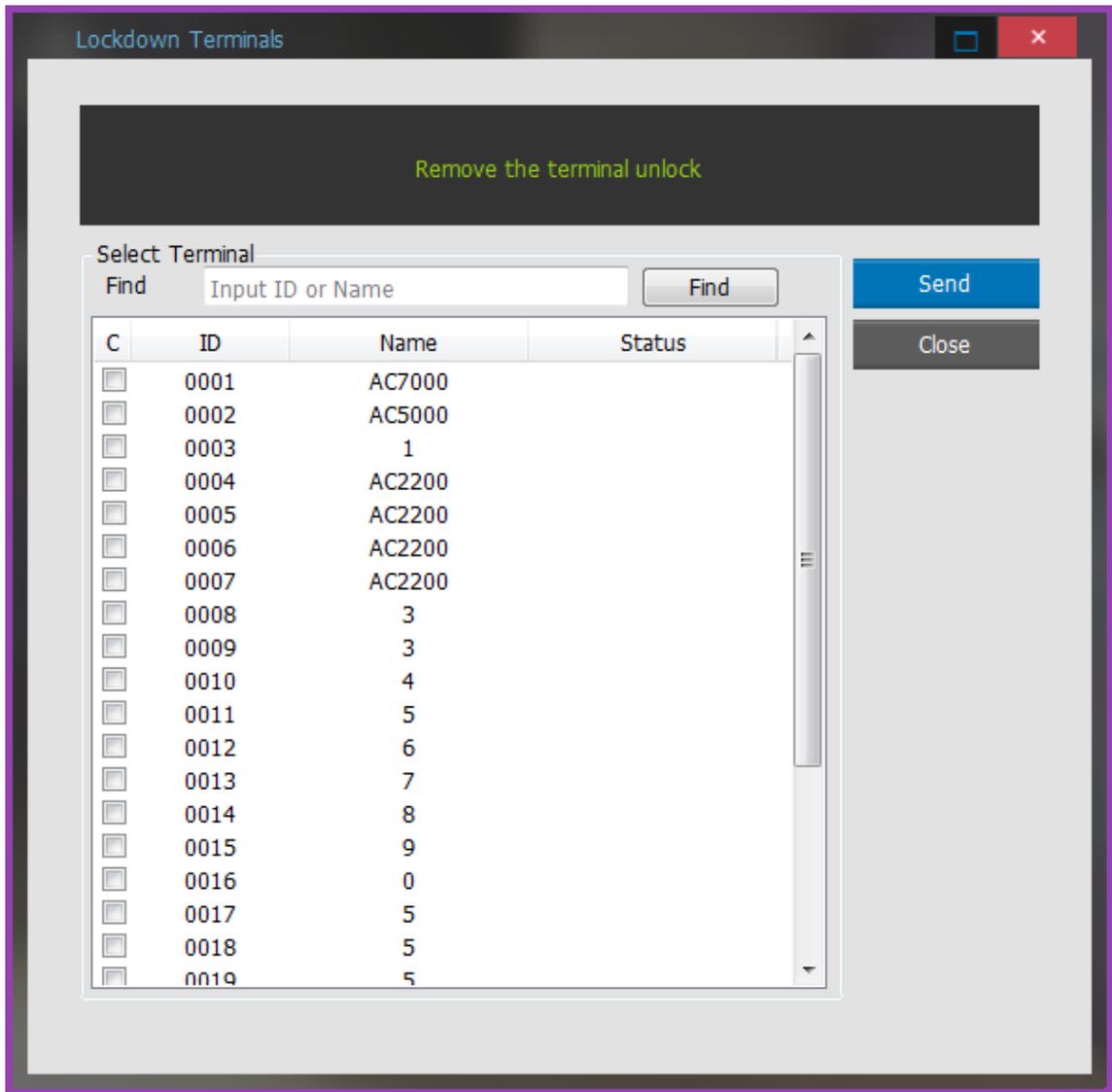
2.8.7 Lockdown Terminals

Access is blocked in specified terminal. Access door will not open even pressing the internal exit button. Also in case of the emergency status such as fire, Access door is not open even if the terminal status is deleted.



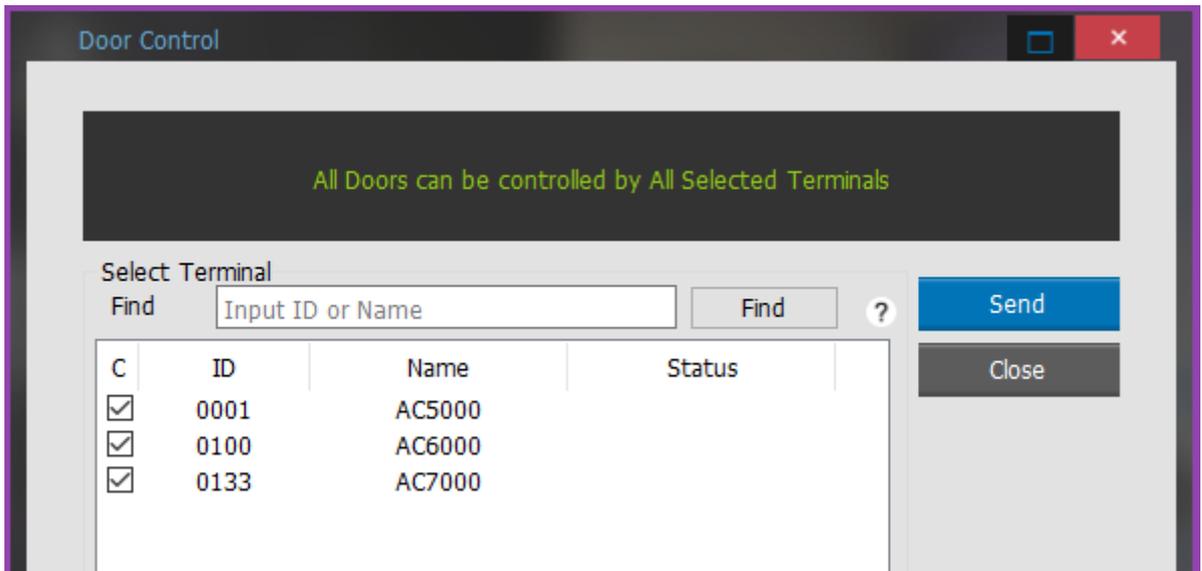
2.8.8 Release Terminal Lockdown

It releases the lockdown terminals function.



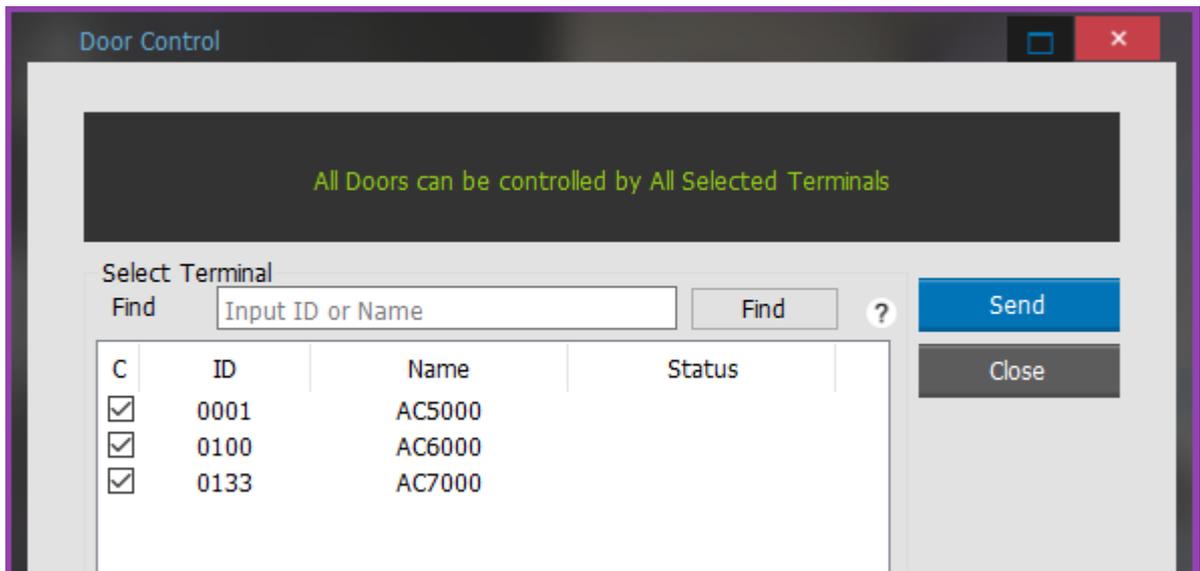
2.8.9 Door Open

Open the door control: All the door of the selected terminal is opened for a second.



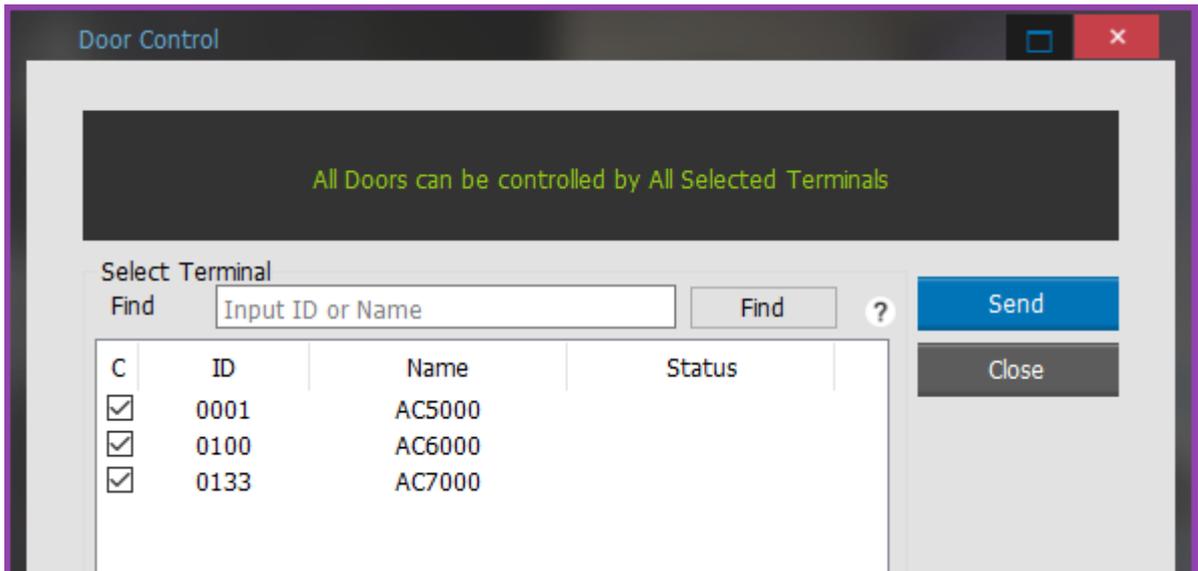
2.8.10 Door Unlock

Release the door lock: Delete all the door lock of the selected terminal.



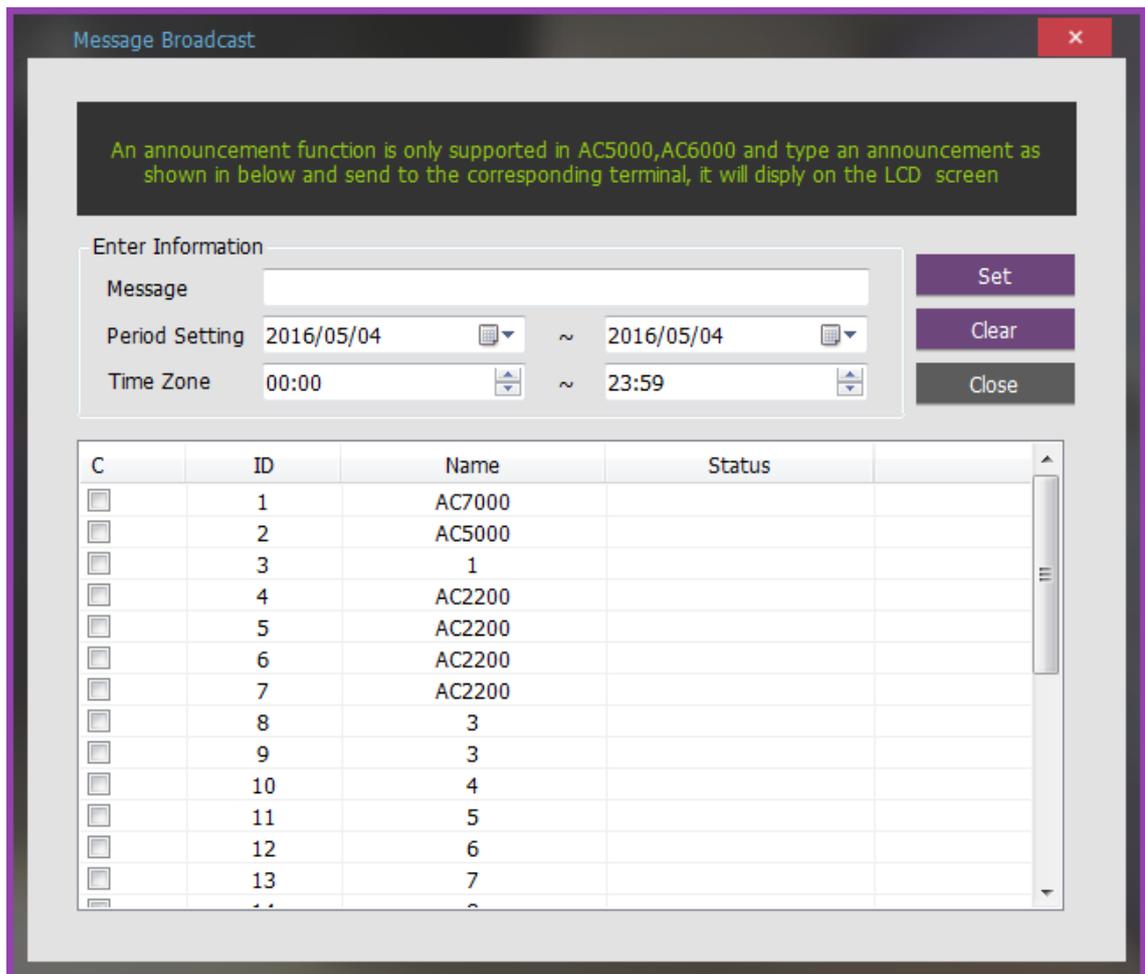
2.8.11 Door Lock

Set the door lock: Set all the door lock of the selected terminal.



2.8.12 Send Notice To Terminal

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.



- 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.

2.9 ADVANCED

2.9.1 User Batch Editing

It uses to modify User Access, TNA, Meal Control in batches.

User Batch Editing

The ability to modify User Access, TNA, Meal Codes in batches

Condition

Target: USERS Branch: Search All

Department: Search All Title: Search All

Function: Access Group Content: **** : Not Assign

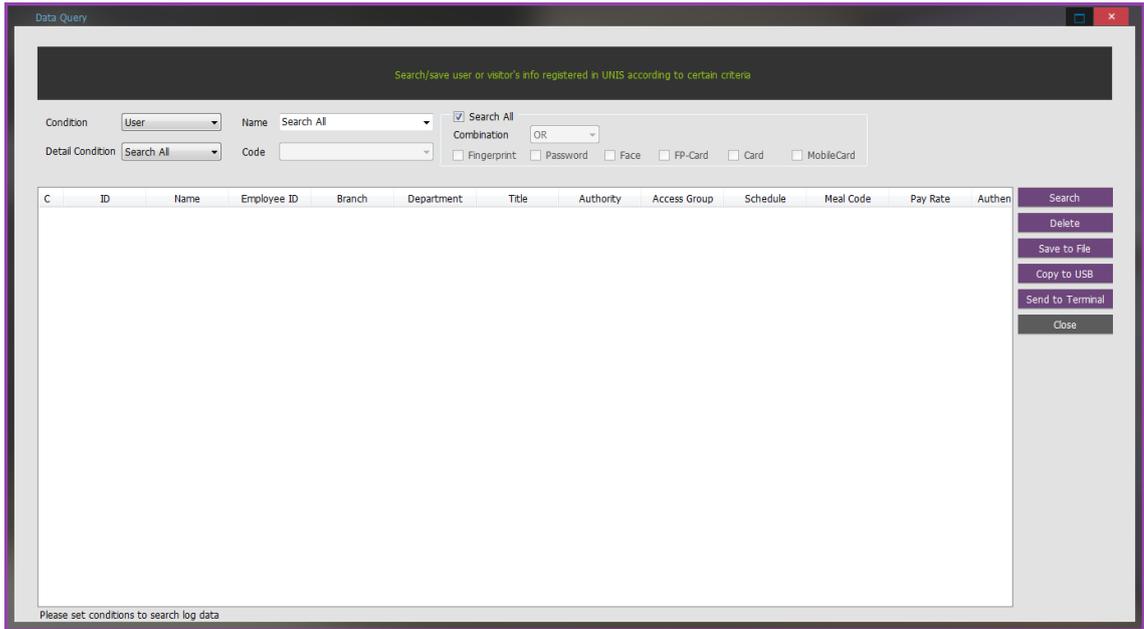
C	ID	Name	Employee ID	Branch	Access Group	Schedule	Meal Code
---	----	------	-------------	--------	--------------	----------	-----------

Ready

- Condition : Set the condition to search the user or visitor who needs to be sorted.
- Function : Select the target to apply among Access Group/Work Code/Meal Code.
- Apply : Modify in batches for selected function to the selected users.

2.9.2 Data Query

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



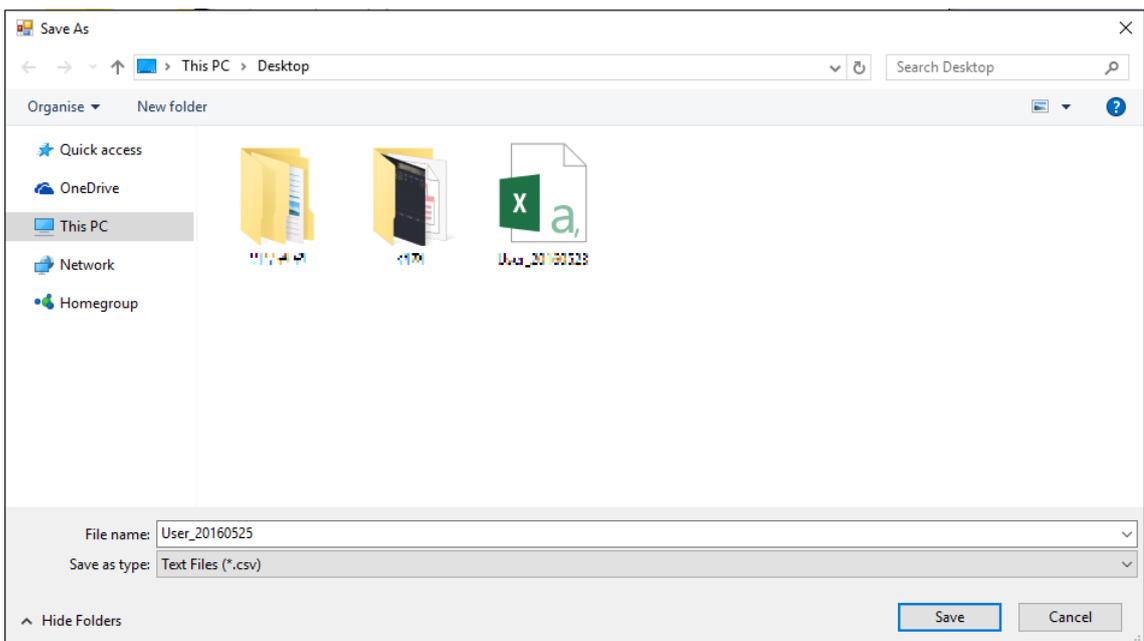
Condition: User, Visitor

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

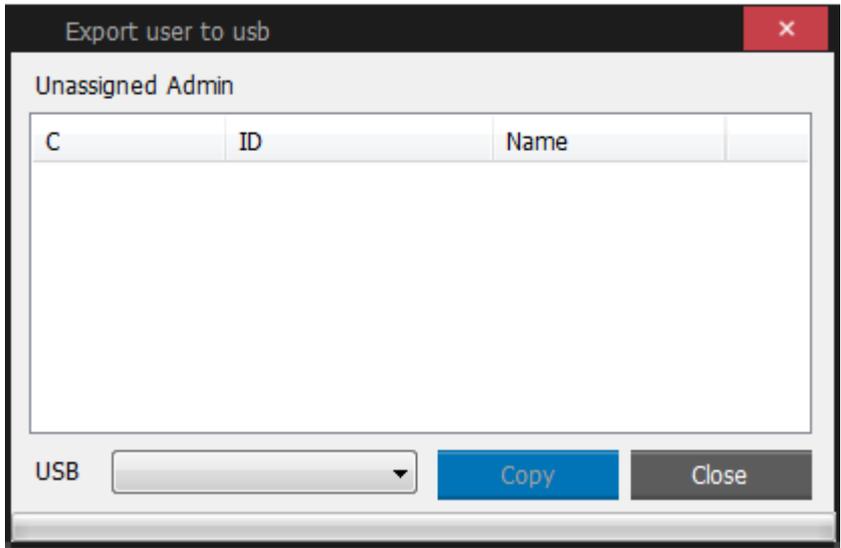
Code: Details of the selected item from the registered code

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

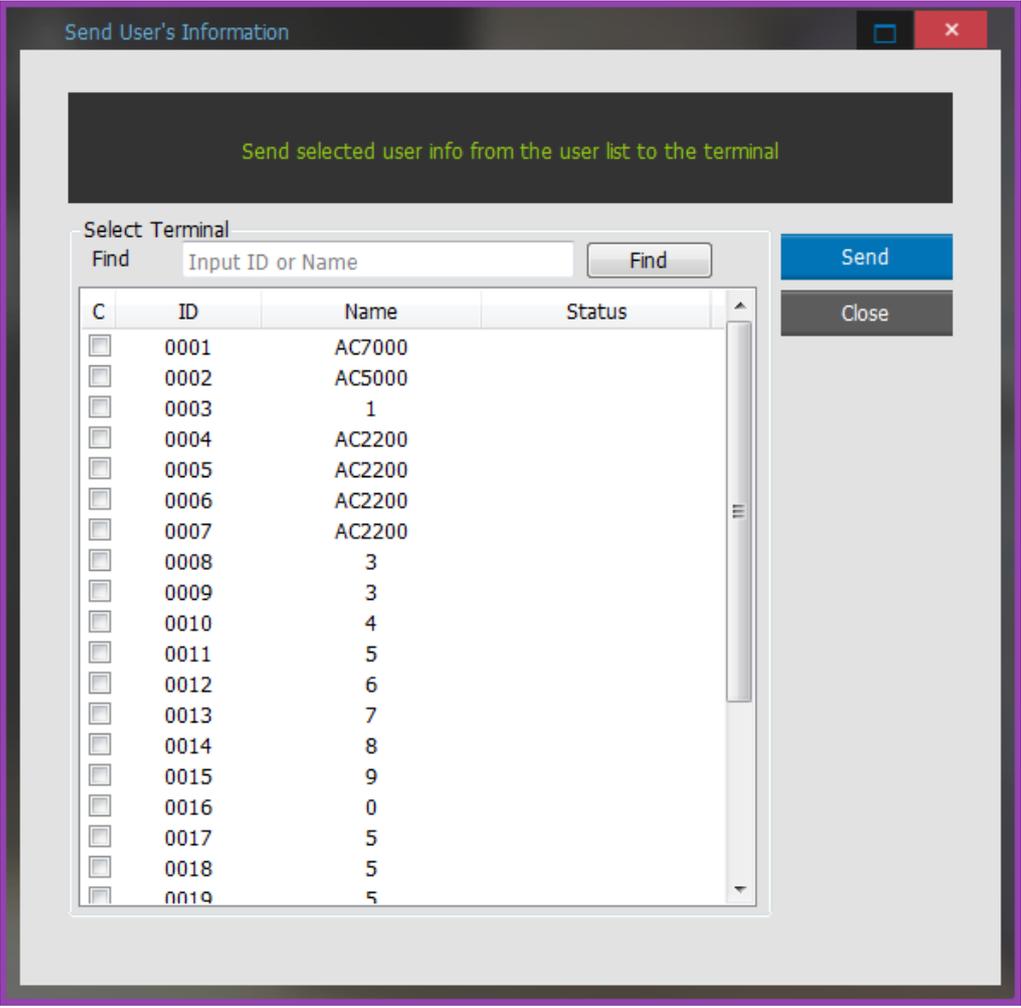
Save to File: Click the button below to save the queried information.



Press **Copy to USB** button to export user to USB.



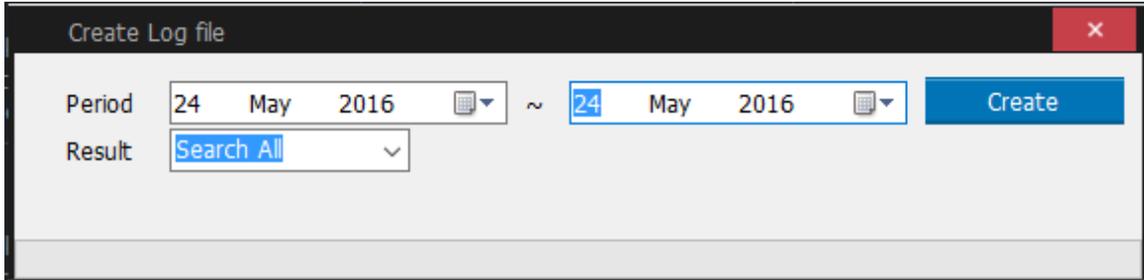
- Assigned Administrator: Only add the terminal administrator in the list.
- Copy: The selected user from USB is saved in uniuser folder.
The copied user data in USB can import the user to the terminal from USB by using User Import function.
- Press **Send to Terminal** button to transfer the information into the terminal.



2.9.3 Export Log File

Export Log file is the function that saves file by cutting log file within the fixed period. The saved log file activates as a log with the merge function in another system.

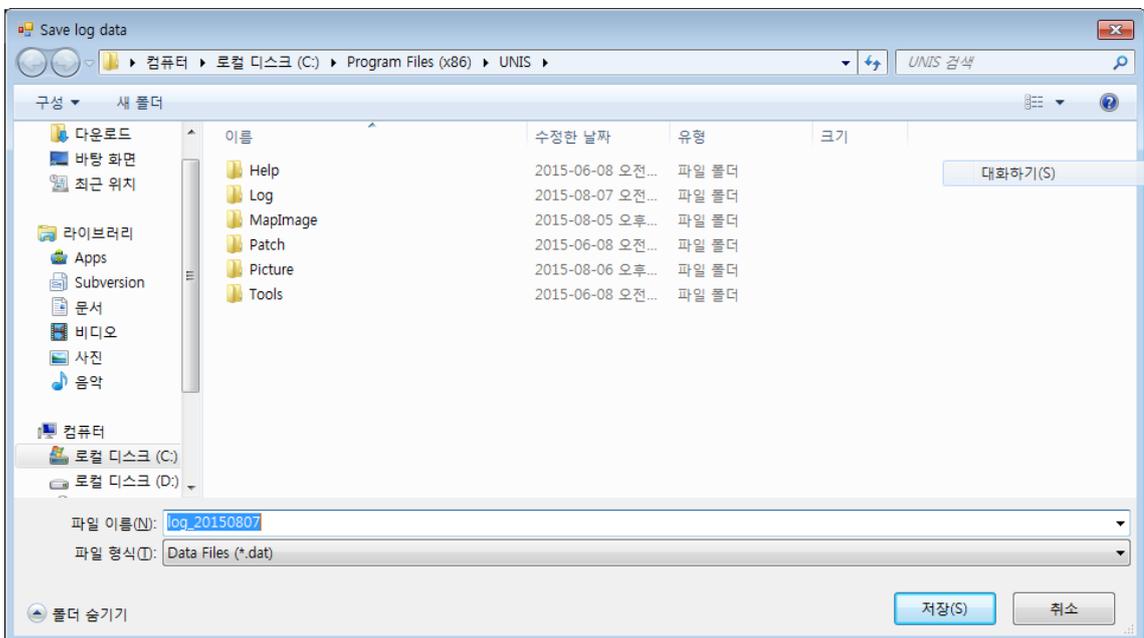
Log file name that is saved is created into the period ended date (YYYYMMDD).



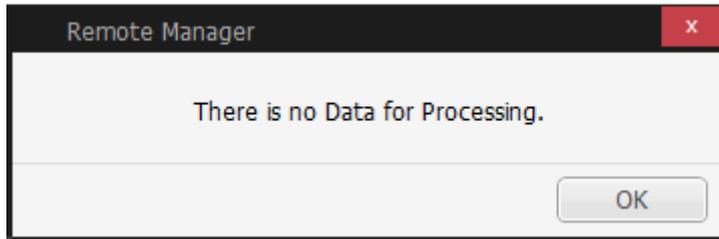
Ex9)Export log file

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.

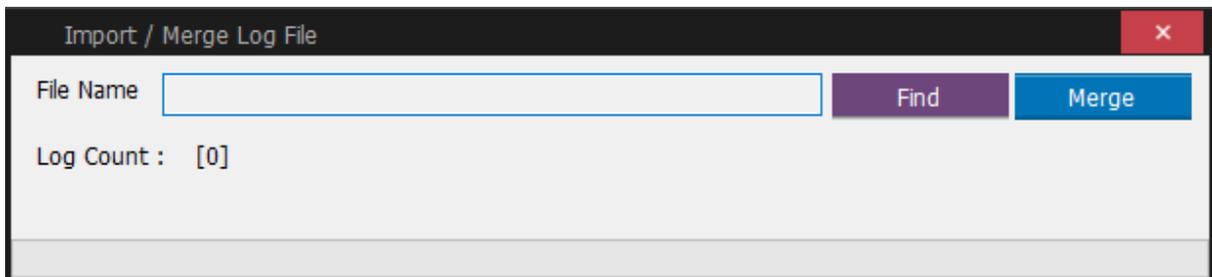


※ If there is no log on the selected period, below message will be appeared.



2.9.4 Import / Merge Log File

It uses to import or to merge the logs which was created from other UNIS system. "Import/Merge Log File" can be activated from the right side menu [ADVACED].



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

2.9.5 Import Terminal Data

It uses to import the downloaded log data or user data from the terminal manually.

In case of AC6000 model, refer to the below steps.

- ① Select the icon "USB" from the terminal Menu after inserting USB memory.
※ For more information on setting method : Refer the AC6000 User's Manual

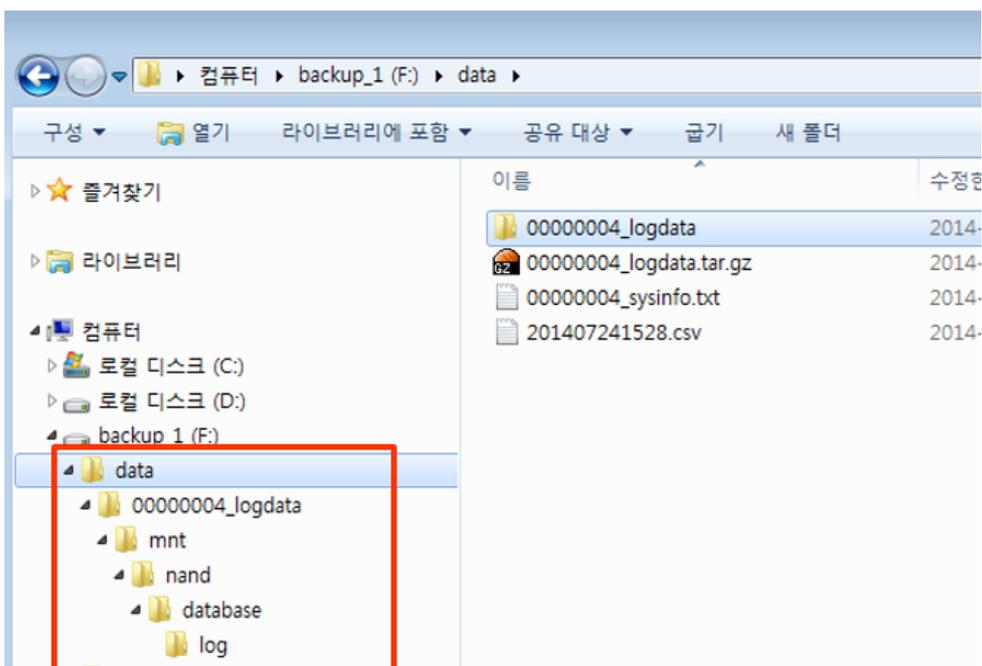


② After selecting the "Event Log" from the above menu, the terminal's log will be stored to USB memory. (This feature is applied only for "Event Log".)

③ Copy the "data" folder from the USB and then paste it to the hard disk. And then extract it like as the picture

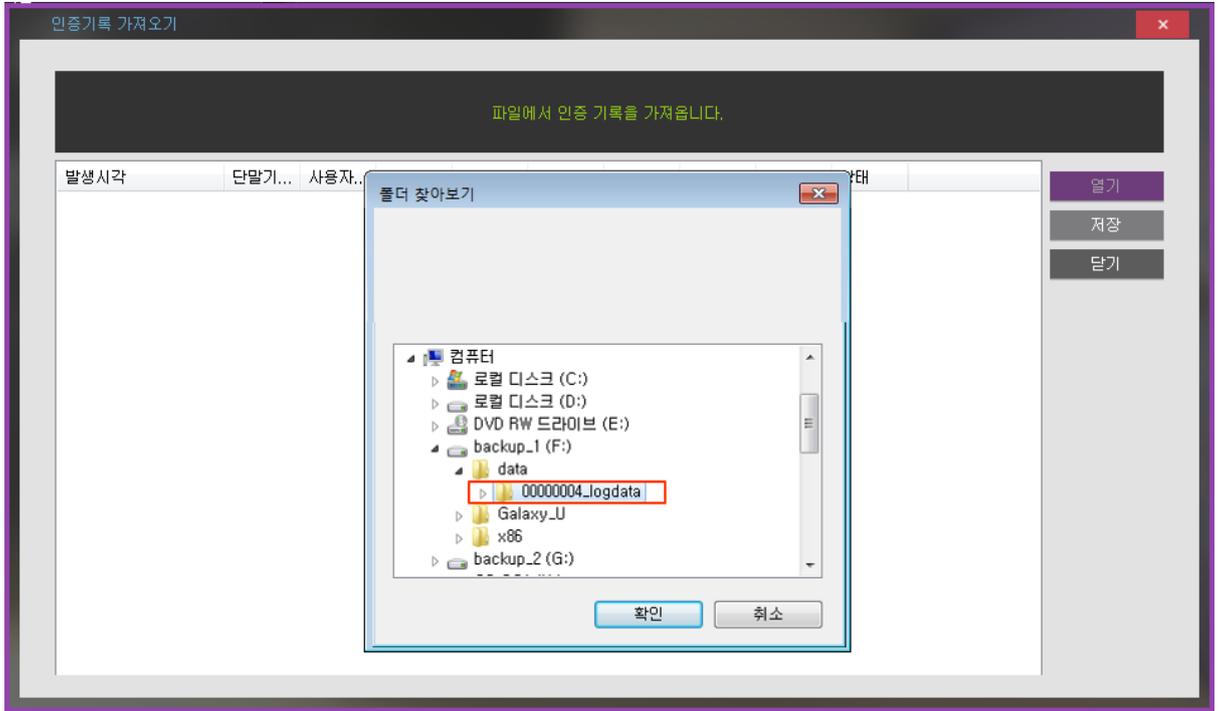
- File Name : Terminal ID(8digits)_logdata.tar.gz (Do not change this name)
- "00000004_logdata.tar" folder is extracted to the root folder
- ac6000 > data > 00000004_logdata > mnt folder is created

- In case of AC2200, AC2200 > Data > Terminal ID > log.dat will be created.



- ④ **UNIS** - [ADVANCED] - [Import Terminal Data] - [Open] – **Select the folder 00000004_logdata.tar** - [OK]

* In case of AC2200, Select the folder AC2200>Data>Terminal ID



- ⑤ Retrieving the Access logs from the folder.

Time	Terminal ID	User ID	Name	Employee...	Class	Mode	Type	Result	Status
2014-07-15 14:59:58	0004	00000001			Visitor	Access	1:N	Success	
2014-07-15 15:00:31	0004	00000001			Visitor	Access	1:N	Success	
2014-07-15 15:09:00	0004	00000001			Visitor	Access	1:N	Success	
2014-07-15 15:09:34	0004	****			Visitor	Access	1:N	Not Matched	
2014-07-15 15:10:37	0004	00000002			Visitor	Access	1:N	Success	
2014-07-18 13:57:24	0004	****			Visitor	Access	1:N	Invalid User	
2014-07-18 13:57:29	0004	****			Visitor	Access	1:N	Invalid User	
2014-07-18 13:57:45	0004	****			Visitor	Access	1:N	Invalid User	
2014-07-18 13:57:52	0004	****			Visitor	Access	1:N	Invalid User	
2014-07-18 14:00:14	0004	****			Visitor	Access	1:N	Invalid User	
2014-07-18 14:01:06	0004	****			Visitor	Access	1:N	Invalid User	
2014-07-18 14:01:19	0004	****			Visitor	Access	1:N	Invalid User	
2014-07-18 14:13:33	0004	****			Visitor	Access	1:N	Invalid User	
2014-07-18 14:13:37	0004	****			Visitor	Access	1:N	Invalid User	
2014-07-18 14:14:18	0004	****			Visitor	Access	1:N	Invalid User	
2014-07-18 14:15:22	0004	00000001			Visitor	Access	1:N	Success	
2014-07-18 14:15:46	0004	00000001			Visitor	Access	1:N	Success	
2014-07-18 14:16:43	0004	00000001			Visitor	Access	1:N	Success	
2014-07-18 14:18:01	0004	00000002			Visitor	Access	Card	Success	
2014-07-18 14:18:10	0004	00000002			Visitor	Access	Card	Success	
2014-07-18 14:18:19	0004	00000001			Visitor	Access	1:N	Success	
2014-07-18 14:18:37	0004	00000002			Visitor	Access	Card	Success	
2014-07-21 17:11:42	0004	****			Visitor	Access	1:N	Not Matched	
2014-07-21 17:11:46	0004	****			Visitor	Access	1:N	Not Matched	

Total Log : 34, Old Log : 0, New Log : 34

- ⑥ Find the quantity of the saved logs and then click to the "Save" for uploading to UNIS

(Duplicated logs will be skipped from the UNIS)

- ⑦ After uploading the terminal's log to UNIS, check the result from the right side menu [REPORT] - [Report Writer] - [Access Log]

The screenshot shows the '로그 데이터 조회' (Log Data Search) interface. At the top, there is a navigation bar with tabs for '인용기록 조회', '서버 작업내역 조회', '단말기 작업내역 조회', '관리자 로그온 기록 조회', '이벤트 로그 조회', '임시 기록 조회', and '단말기 명령 조회'. The '인용기록 조회' tab is selected. Below the navigation bar, there are search filters for '기간지정' (Date Range: 2015-11-17 00:00 to 2015-11-17 23:59), '조건지정' (Condition: 모두 조회), '세부지정' (Detail: 모두 조회), and '결과' (Result: 모두 조회). There are also buttons for '조회' (Search), '삭제' (Delete), '파일저장' (Save File), and '인쇄' (Print). The main area contains a table with the following columns: '발생시각' (Occurrence Time), '단말기 ID' (Terminal ID), '사용자 ID' (User ID), '이름' (Name), '사원번호' (Employee No.), '구분' (Category), '모드' (Mode), '타입' (Type), '결과' (Result), '속성' (Attribute), '외부...' (External...), and '위성좌표' (Satellite Coordinates). The table lists various user activities, including logins, logouts, and terminal operations, with columns for '결과' (Result) and '속성' (Attribute) showing values like '성공' (Success) and '1000'.

발생시각	단말기 ID	사용자 ID	이름	사원번호	구분	모드	타입	결과	속성	외부...	위성좌표
2015-11-17 14:07:53	00001; AC7000	00000001	JOSE SALVA...	X0000	사용자	출근	1-N 열출	패스백...	1000		0.0
2015-11-17 14:05:30	00001; AC7000	00000001	JOSE SALVA...	X0000	사용자	출근	1-N 열출	패스백...	1000		0.0
2015-11-17 14:05:25	00001; AC7000	****			방문객	출근	1-N 열출	지문입...	1000		0.0
2015-11-17 13:16:31	00001; AC7000	00000011	11	00000011	사용자	출근	1-N 열출	패스백...	1000		0.0
2015-11-17 10:26:00	00001; AC7000	00000001	JOSE SALVA...	X0000	사용자	출근	1-N 열출	성공	1000		0.0
2015-11-17 10:27:50	00001; AC7000	00000001	JOSE SALVA...	X0000	사용자	출근	1-N 열출	패스백...	1000		0.0
2015-11-17 10:27:31	00001; AC7000	00000001	JOSE SALVA...	X0000	사용자	출근	1-N 열출	성공	1000		0.0
2015-11-17 10:27:06	00001; AC7000	00000001	JOSE SALVA...	X0000	사용자	출근	1-N 열출	패스백...	1000		0.0
2015-11-17 10:27:02	00001; AC7000	****			방문객	출근	1-N 열출	매칭실패	1000		0.0
2015-11-17 10:26:10	00001; AC7000	00000001	JOSE SALVA...	X0000	사용자	출근	1-N 열출	패스백...	1000		0.0
2015-11-17 10:25:50	00001; AC7000	00000001	JOSE SALVA...	X0000	사용자	출근	1-N 열출	패스백...	1000		0.0
2015-11-17 10:25:40	00001; AC7000	****			방문객	출근	1-N 열출	매칭실패	1000		0.0
2015-11-17 10:01:46	00001; AC7000	****			방문객	출근	1-N 열출	매칭실패	1000		0.0
2015-11-17 10:01:31	00001; AC7000	00000001	JOSE SALVA...	X0000	사용자	출근	1-N 열출	패스백...	1000		0.0
2015-11-17 09:59:28	00001; AC7000	****			방문객	출근	1-N 열출	매칭실패	1000		0.0
2015-11-17 09:59:21	00001; AC7000	00000001	JOSE SALVA...	X0000	사용자	출근	1-N 열출	패스백...	1000		0.0
2015-11-17 09:58:38	00001; AC7000	****			방문객	출근	1-N 열출	매칭실패	1000		0.0
2015-11-17 09:58:33	00001; AC7000	****			방문객	출근	1-N 열출	매칭실패	1000		0.0
2015-11-17 09:58:16	00001; AC7000	00000001	JOSE SALVA...	X0000	사용자	출근	1-N 열출	패스백...	1000		0.0
2015-11-17 09:58:14	00001; AC7000	****			방문객	출근	1-N 열출	매칭실패	1000		0.0
2015-11-17 09:58:05	00001; AC7000	****			방문객	출근	1-N 열출	매칭실패	1000		0.0
2015-11-17 09:57:42	00001; AC7000	****			방문객	출근	1-N 열출	매칭실패	1000		0.0
2015-11-17 09:57:36	00001; AC7000	****			방문객	출근	1-N 열출	매칭실패	1000		0.0
2015-11-17 09:57:31	00001; AC7000	****			방문객	출근	1-N 열출	매칭실패	1000		0.0
2015-11-17 09:56:48	00001; AC7000	****			방문객	출근	1-N 열출	지문입...	1100		0.0
2015-11-17 09:37:46	00001; AC7000	00000001	JOSE SALVA...	X0000	사용자	출근	1-N 열출	패스백...	1000		0.0
2015-11-17 09:37:42	00001; AC7000	00000001	JOSE SALVA...	X0000	사용자	출근	1-N 열출	패스백...	1000		0.0

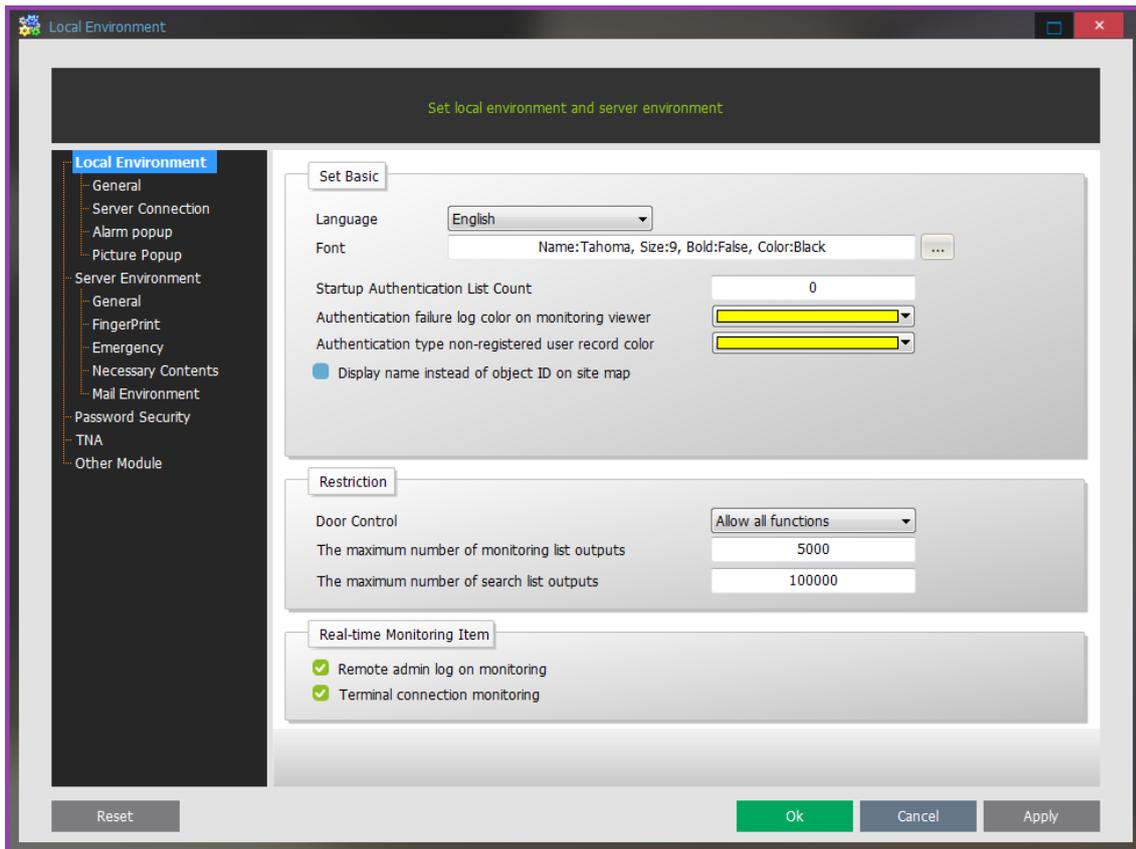
2.10 SETTINGS

2.10.1 SETUP

2.10.1.1 Environment Settings

2.10.1.1.1 Local Environment

2.10.1.1.1.1 General



▶ 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	
	訪問者管理	
	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	

경로) 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.

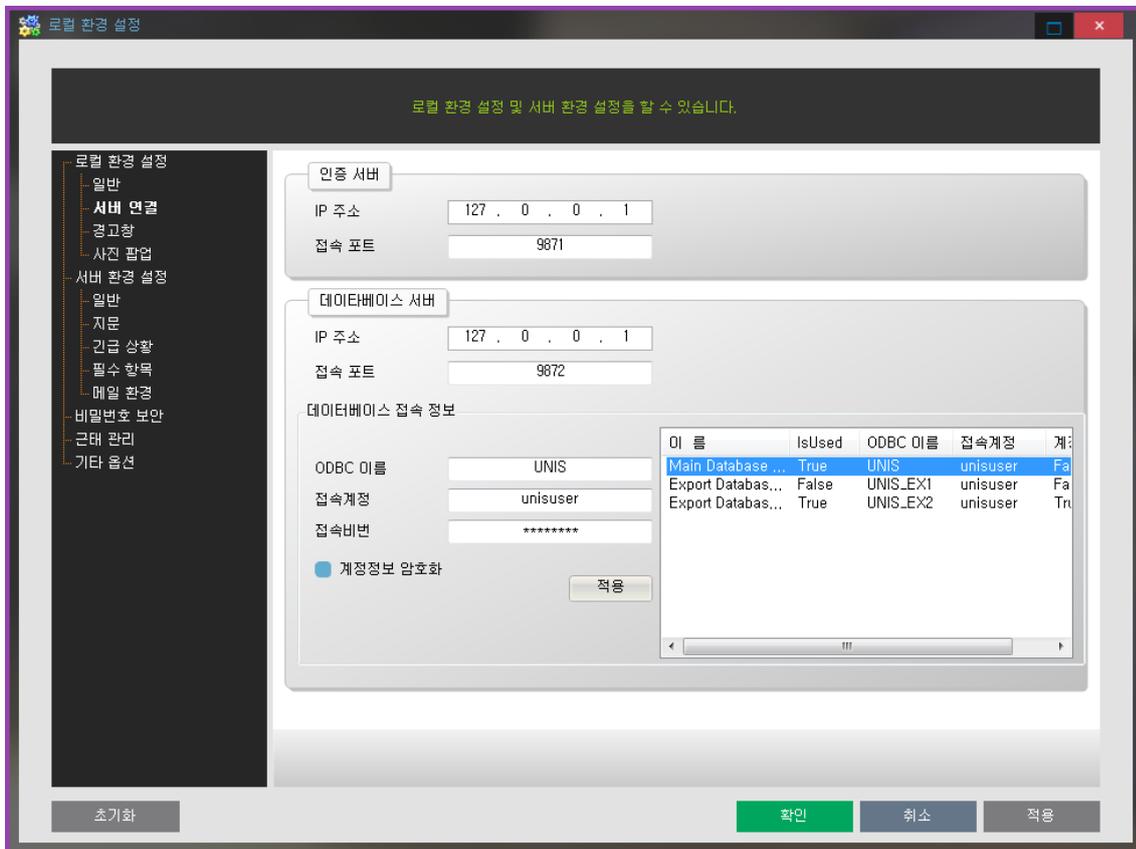
The maximum number of search list outputs: Enter the maximum number of lists to be displayed in the authentication record search screen.

▶ 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.

2.10.1.1.2 Server Connection



▶ Authentication Server

IP Address: Enter authentication server IP address (UNIS_Server)

Connection Port: Enter the authentication server socket port number

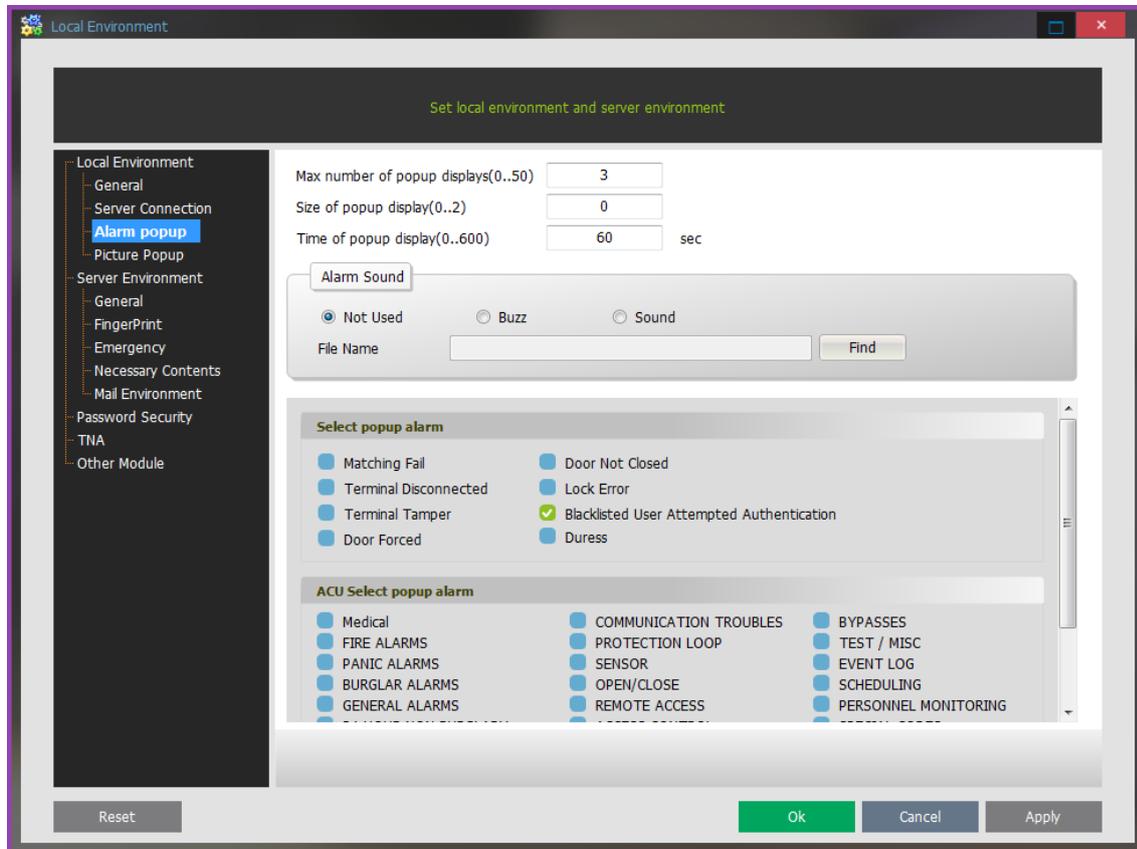
▶ Database Server

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.

2.10.1.1.1.3 Alarm Popup



The number of maximum pop up of alarm's window (0~50): 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 "PPiic~PPiic"

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

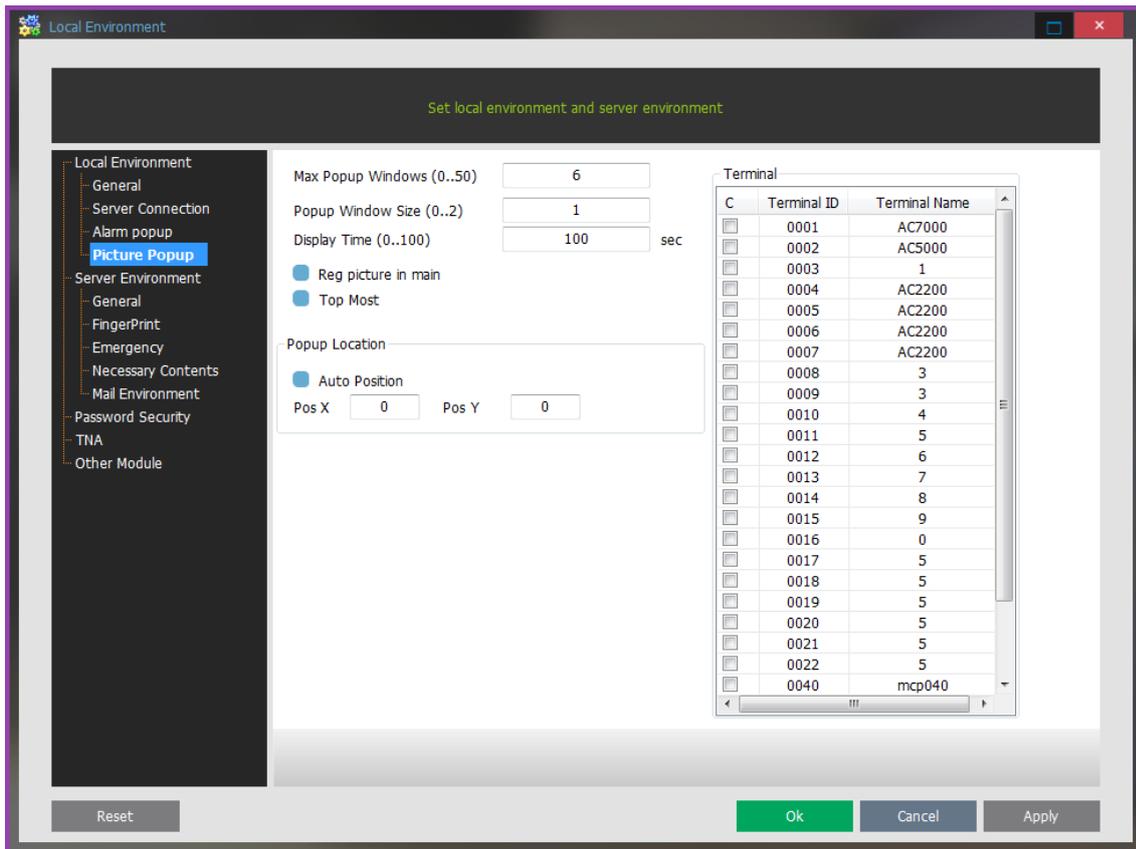
Alarm for lock error

Blacklisted User Attempted Authentication

Duress

▶ ACU Select popup alarm

2.10.1.1.1.4 Picture Popup

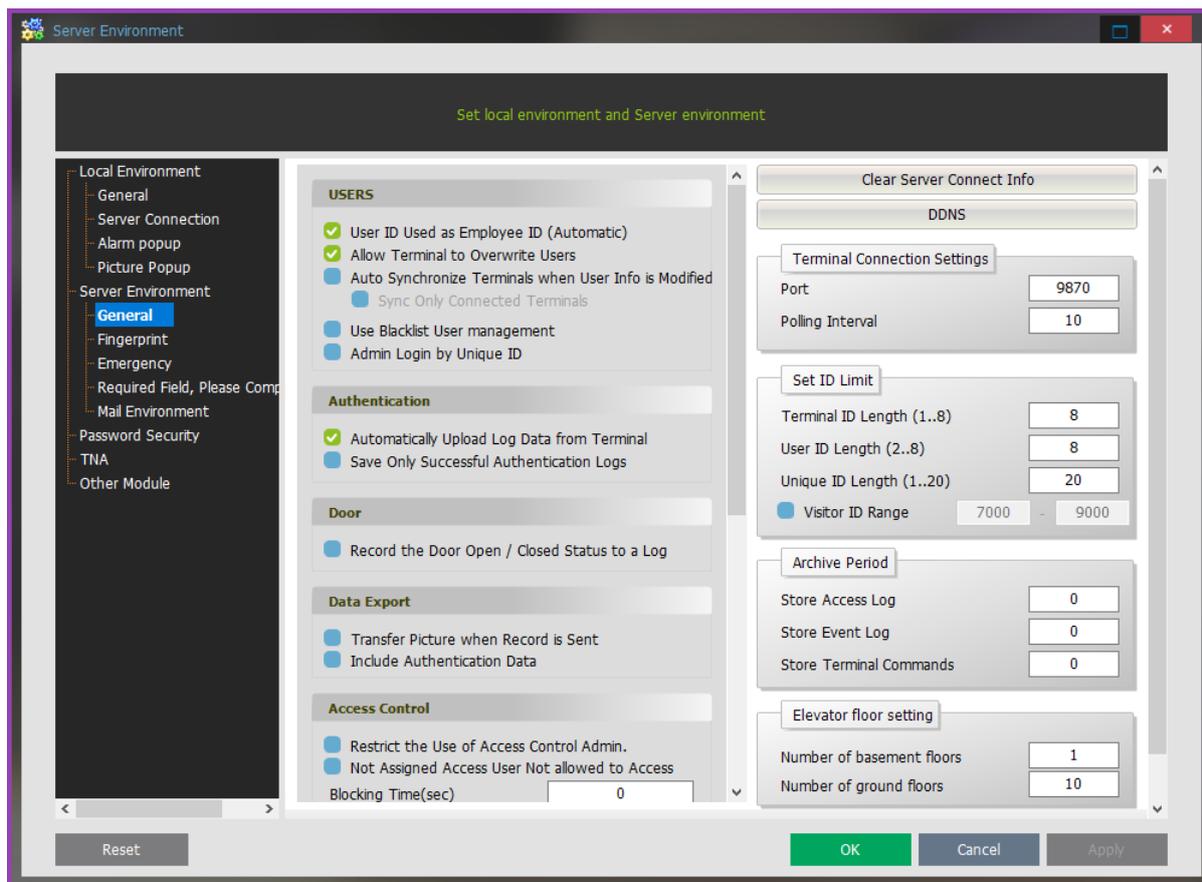


Max Popup Window(0~50): Enter the maximum number of pop-ups to be displayed
 Popup Window Size (0~2): Set pop-up window size.
 Popup Time (0~100): Enter a time in seconds for which a pop-up window is opened.
 Reg picture in main: Set the size of the picture popup window.
 Top Most: Place the picture 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.

2.10.1.1.2 **Server Environment**

2.10.1.1.2.1 **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 (JPEG): 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.

※ Error will occur during multiple connection from UNIS_Server.

DDNS

: Set DDNS server information.

DDNS Configuration

Enable

Host (1 ... 9999999999)

Update Term

Contract No.

Clear Apply Close

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)

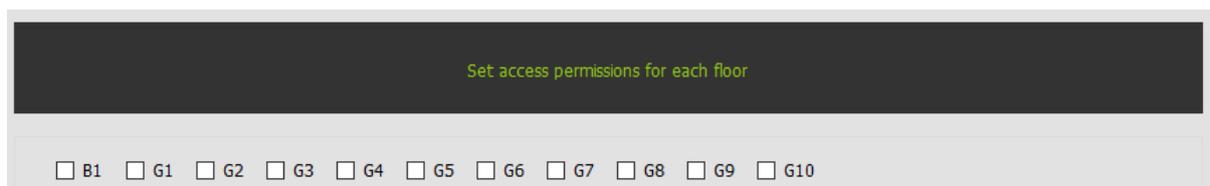
Store Event Log: A standard unit is days, if setting 0, period for storage is unlimited.

Store Terminal Commands: A standard unit is days, if setting 0, period for storage is unlimited

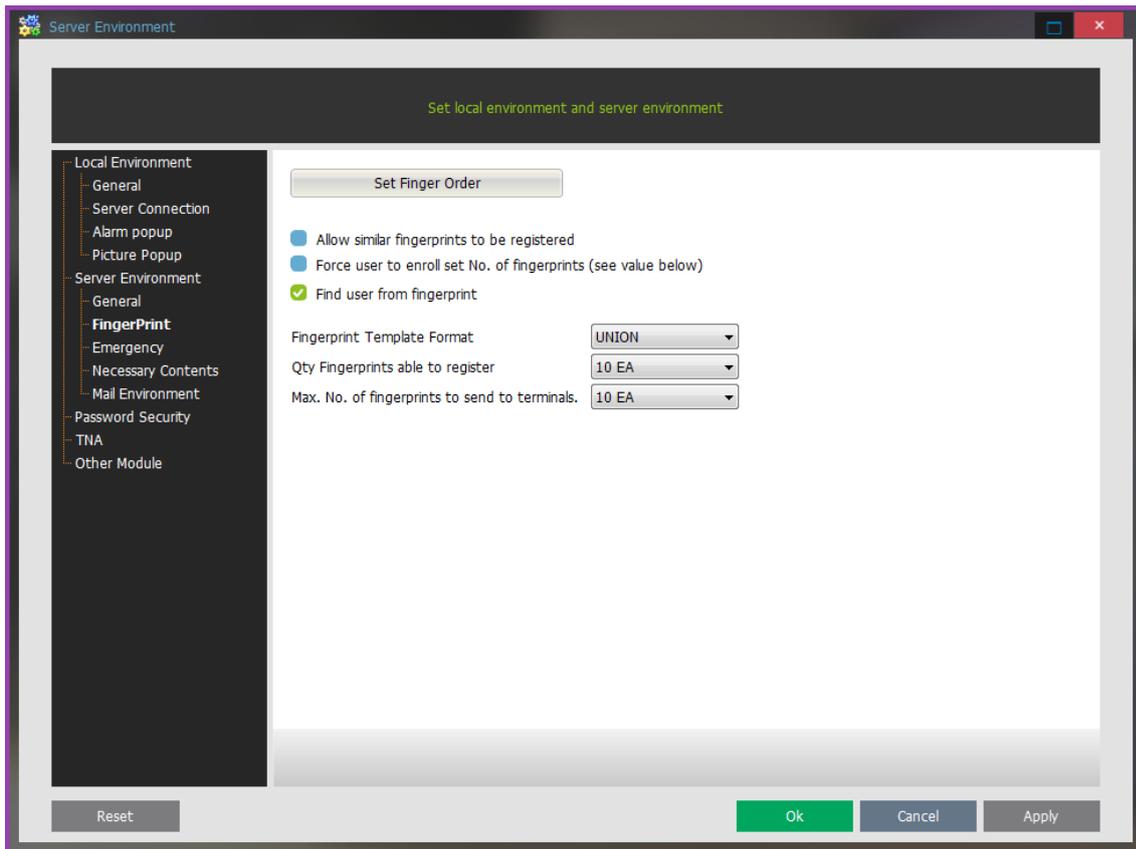
Elevator floor setting : It can be configured to display the number of floors on [SETTINGS] > [CONFIGURATION] > [Access Control Settings] > [Access Group] > [Elevator floor setting] (Maximum floor is 64)

Number of basement floors : The basement floors are displayed with "B"

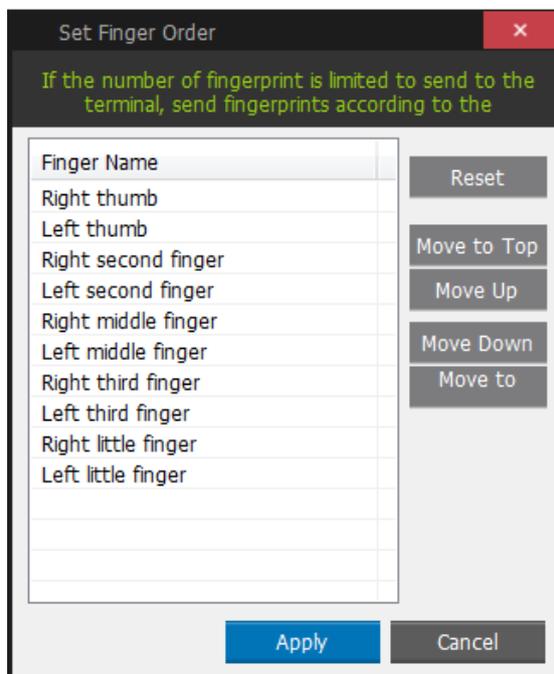
Number of ground floors : The ground floors are displayed with "G"



2.10.1.1.2.2 Fingerprint



Set Finger Order : If the number of fingerprint is limited to send to the terminal, send fingerprints according to the priority of fingerprint.



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.

<input checked="" type="checkbox"/> Allow similar fingerprints to be registered
<input type="checkbox"/> Force user to enroll set No. of fingerprints (see value below)
<input type="checkbox"/> 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 fingerprints to be registered", "Find user from fingerprint" deactivates like the picture below.

<input type="checkbox"/> Allow similar fingerprints to be registered
<input type="checkbox"/> Force user to enroll set No. of fingerprints (see value below)
<input checked="" type="checkbox"/> 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).

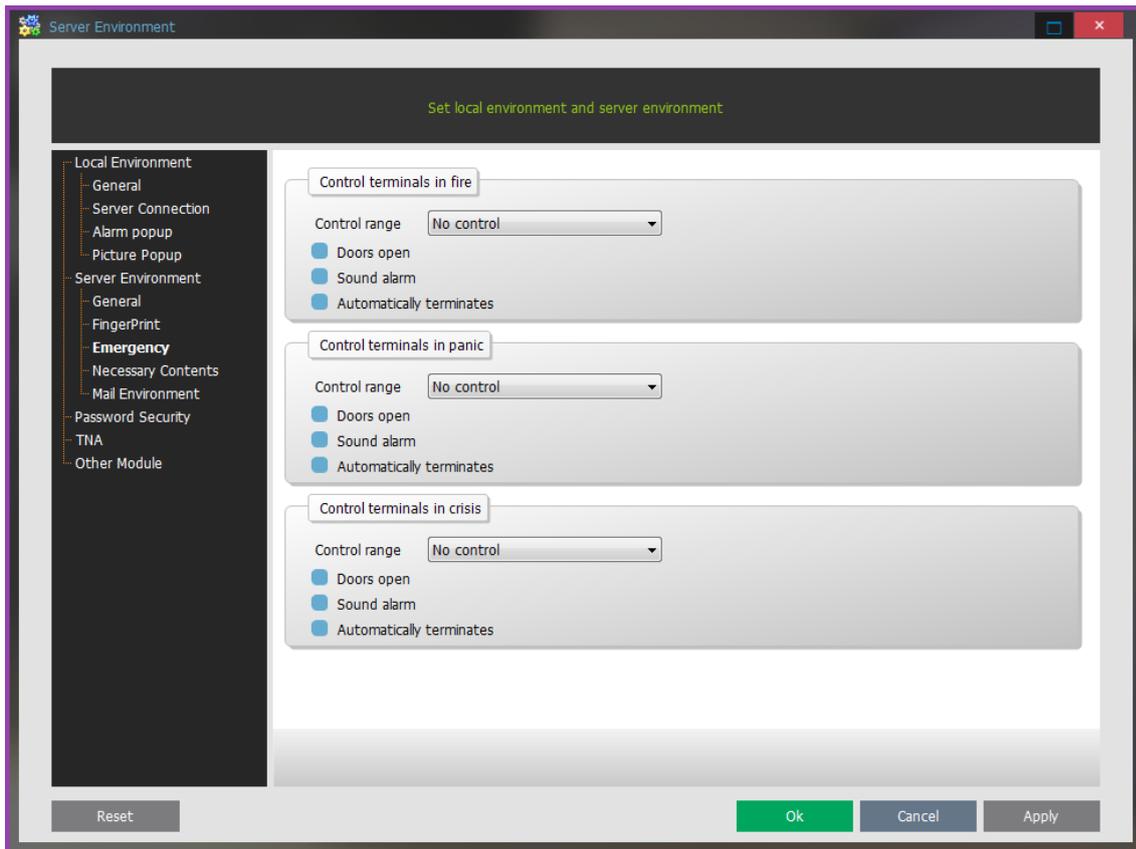
Qty Fingerprints able to register

: Set the maximum number of fingerprints able to register. (1~10)

Max. No. of fingerprints to send to terminals.

: The maximum number of fingerprints to be sent from the terminal when downloading user.

2.10.1.1.2.3 **Emergency**



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.

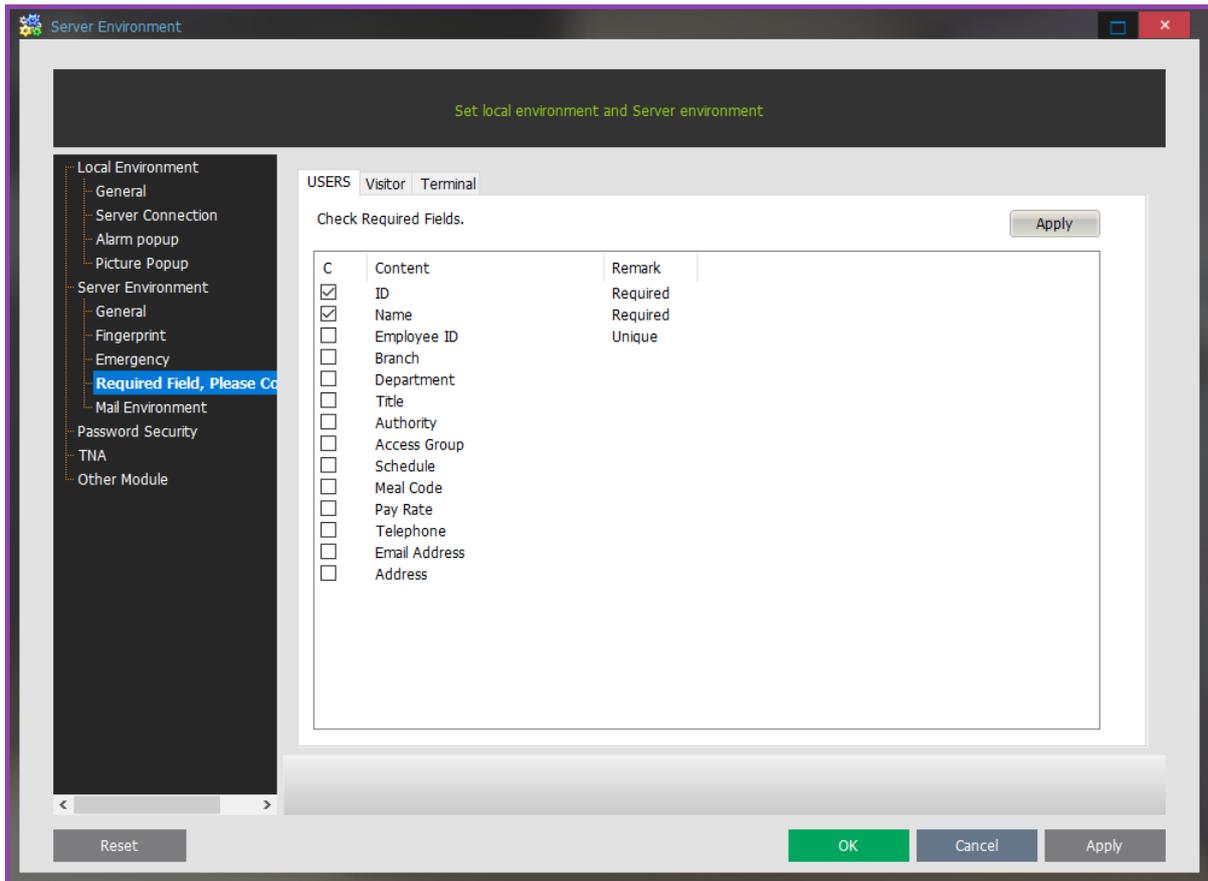
Doors open: In case of fire, open the door.

Sound alarm: In case of fire, sound the alarm.

Automatically terminates: When the situation ends, it finishes the control automatically

2.10.1.1.2.4 **Required Field**

Set the necessary contents when registering a user, visitor, and terminal information.



2.10.1.1.2.5 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)

※ 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 Server: [] Mail Port: 25

Mail ID: [] Mail PWD: []

* Address Sample : abc1@aaa.com;bac2@bbb.net

Mail_FROM: [] Sender: []

Mail_TO: []

Mail_CC: []

Mail_BCC: []

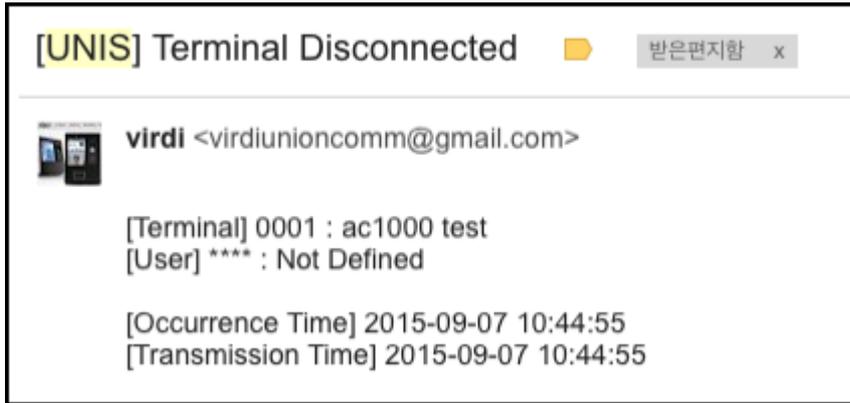
Select mail

- Terminal Disconnected
- Terminal Tamper
- Door Forced
- Door Not Closed
- Lock Error
- Emergency State
- External Sensor
- Blacklisted User Attempted Authentication
- Matching Fail
- Duress

ACU Select mail

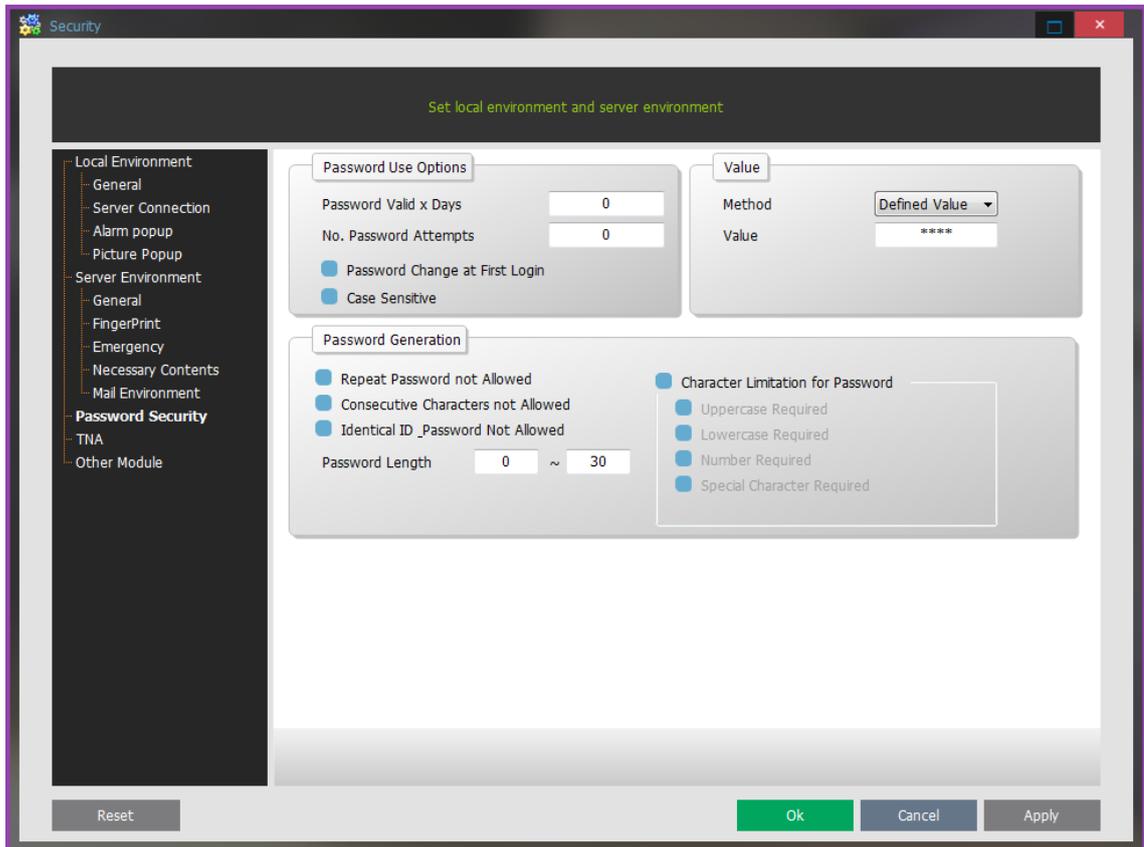
Reset Ok Cancel Apply

Example) The list of sending mail.



2.10.1.1.3 Password Security

[Remote Access Password Info] can be set up at [\[2.4.1.1. Add User\]](#)



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

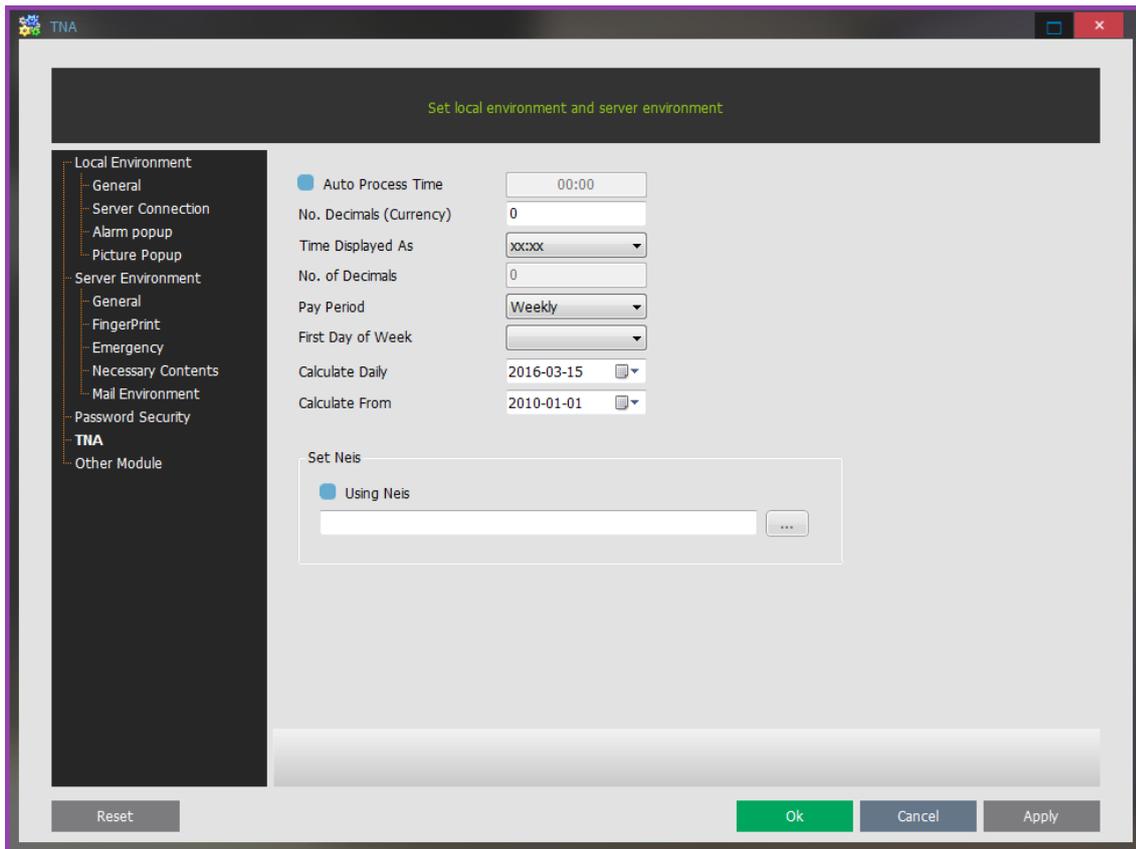
Password Character Limitation

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.



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.

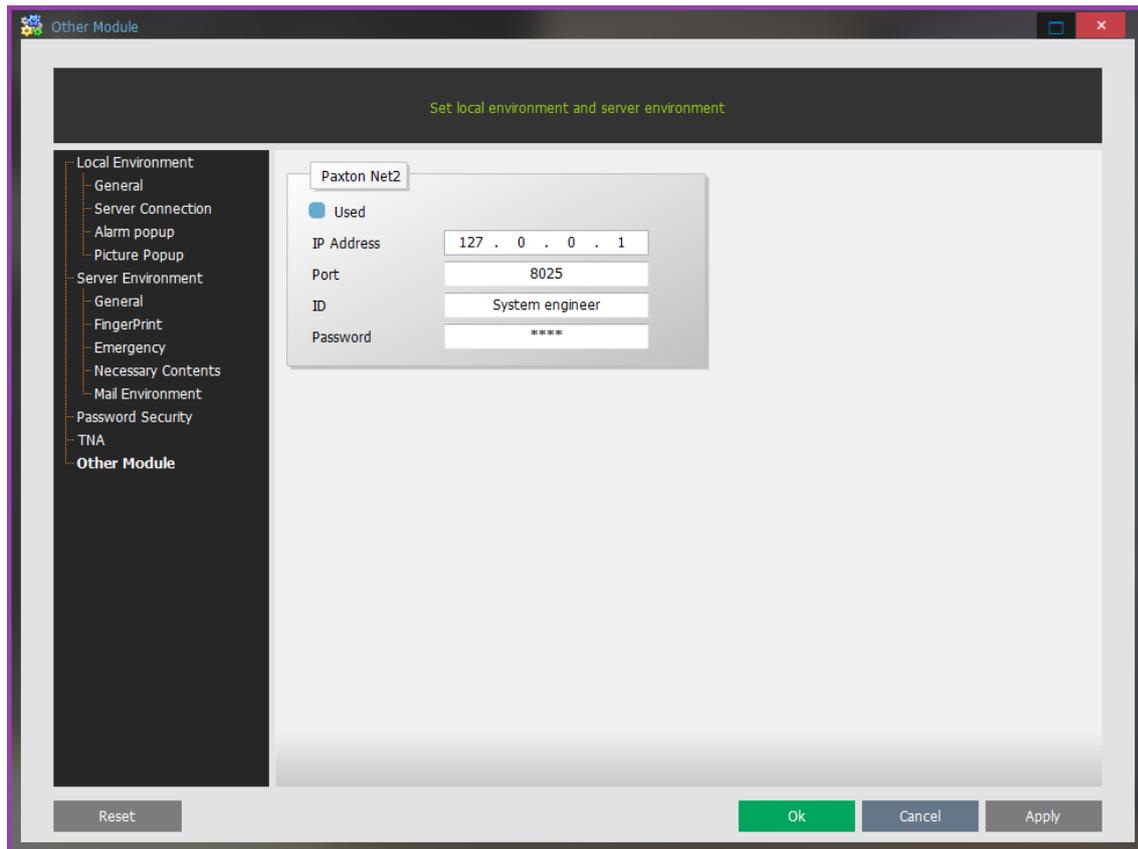
Using Neis

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.

2.10.1.1.5 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

2.10.1.2 Company Info Setup

Branch

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
1	1
2	2

Add

Modify

Delete

Input Information

Code: Enter a 4-digit unique number.

Name: Enter business location name

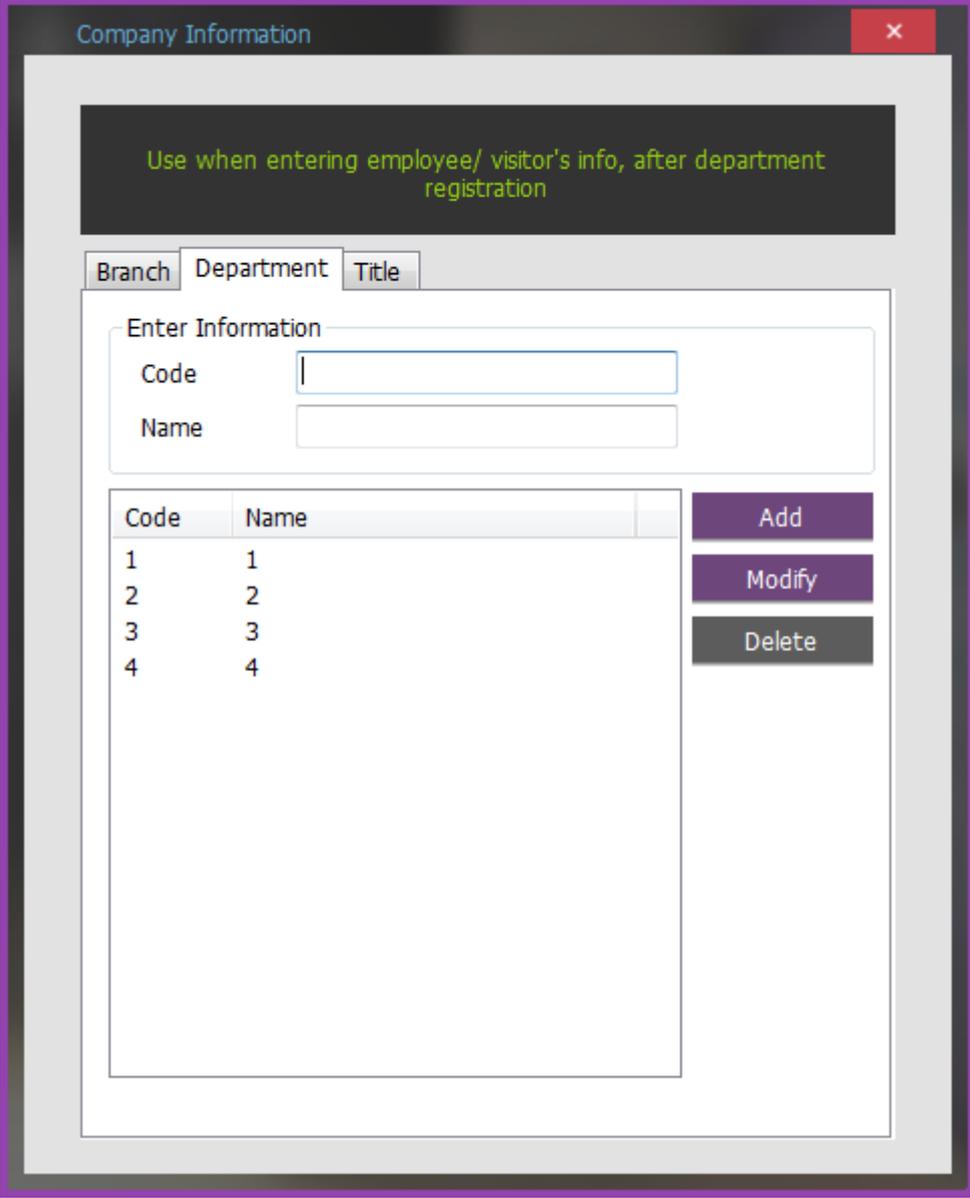
Add: Register entered business location information

Modify: Modify business location information.

Delete: Delete business location information.

Department

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



The screenshot shows a window titled "Company Information" with a red close button in the top right corner. Inside the window, there is a dark grey box with green text that reads: "Use when entering employee/ visitor's info, after department registration". Below this, there are three tabs: "Branch", "Department", and "Title". The "Department" tab is selected. Underneath the tabs, there is a section titled "Enter Information" containing two input fields: "Code" and "Name". Below the input fields is a table with two columns: "Code" and "Name". The table contains four rows of data: (1, 1), (2, 2), (3, 3), and (4, 4). To the right of the table are three buttons: "Add", "Modify", and "Delete".

Code	Name
1	1
2	2
3	3
4	4

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.

Title

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.

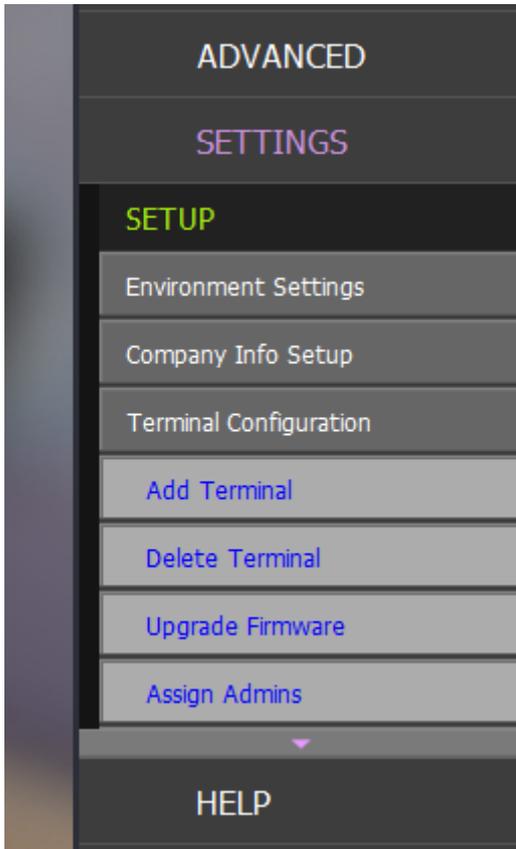
Add: It registers entered position information.

Modify: It modifies position information.

Delete: It deletes position information.

2.10.1.3 Terminal Configuration

► From right side menu [SETTINGS]-[SETUP]-[Terminal Configuration], 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.

Remote Manager v4.5 [Admin Logon 00000000 : Master Admin] (CONNECT:1)

Terminal Find | Set Columns | Refresh | Save

C	ID	Name	Branch	Install Type	Function	Enter Zone	Exit Zone	Remote	Location	IP Address	Mac Address
■	00000003	13th Floor Ent	**** ; Not Assigned	Fixed		****	****	0		172.20.9.70	000265174a9a AC6
■	00000004	13th Floor Exit	**** ; Not Assigned	Fixed		****	****	0		172.20.9.19	000265174b1e AC6
■	00000005	12th Floor Ent	**** ; Not Assigned	Fixed		****	****	0		172.20.9.67	000265174b56 AC6
■	00000006	12th Floor Exit	**** ; Not Assigned	Fixed		****	****	0		172.20.9.68	000265123f86 AC6
■	00000007	11 th Floor Ent	**** ; Not Assigned	Fixed		****	****	0		172.20.9.16	000265163cf6 AC6
■	00000008	11th Floor exit	**** ; Not Assigned	Fixed		****	****	0		172.20.9.15	000265163cf7 AC6
■	00000009	10th Floor Ent	**** ; Not Assigned	Fixed		****	****	0		172.20.9.64	000265174b5e AC6
■	00000010	10th Floor Exit	**** ; Not Assigned	Fixed		****	****	0		172.20.9.65	000265174b5c AC6
■	00000011	9th Floor Ent	**** ; Not Assigned	Fixed		****	****	0		172.20.9.61	000265174a97 AC6
■	00000012	9th Floor Exit	**** ; Not Assigned	Fixed		****	****	0		172.20.9.62	000265174b19 AC6
■	00000013	8th Floor Ent	**** ; Not Assigned	Fixed		****	****	0		172.20.9.8	000265174a98 AC6
■	00000014	8th Floor Exit	**** ; Not Assigned	Fixed		****	****	0		172.20.9.9	000265174ae0 AC6
■	00000015	7th Floor Ent	**** ; Not Assigned	Fixed		****	****	0		172.20.9.58	000265174adf AC6

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.

※ 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.

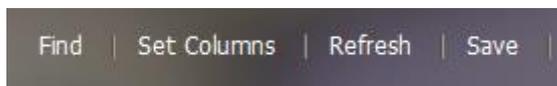
IP Address: Terminal's IP address is displayed.

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.

▶ Top Menu (Right side)



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

Search Terminal

Find terminal via ID or name

Find Contents

Find

Close

Find Option

ID

Upper, Lopper case

Full Char

ID	Name	Branch
----	------	--------

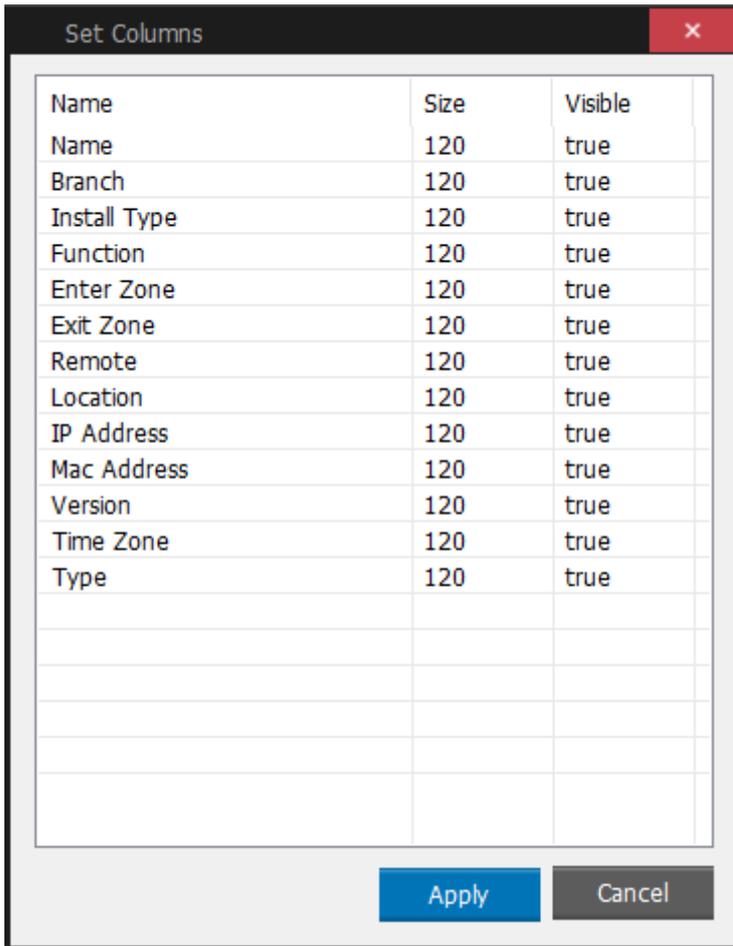
Find contents: Enter to the terminal to find.

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.

Set Columns: Set the item to print from the list. (Size, Visible can bechanged as double-clicking)



Refresh: Update the list information.

Save: Save the visitor's list as CSV file.

2.10.1.3.1 **Add Terminal**

► 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, [DVR Setting](#) should be registered in advance.)



The screenshot shows a 'DVR Configuration' window with four fields: 'DVR ID' (a dropdown menu currently set to 'Not Defined'), 'DVR IP' (a text input field), 'CH1' (a dropdown menu currently set to 'Not Defined'), and 'CH2' (a dropdown menu currently set to 'Not Defined').

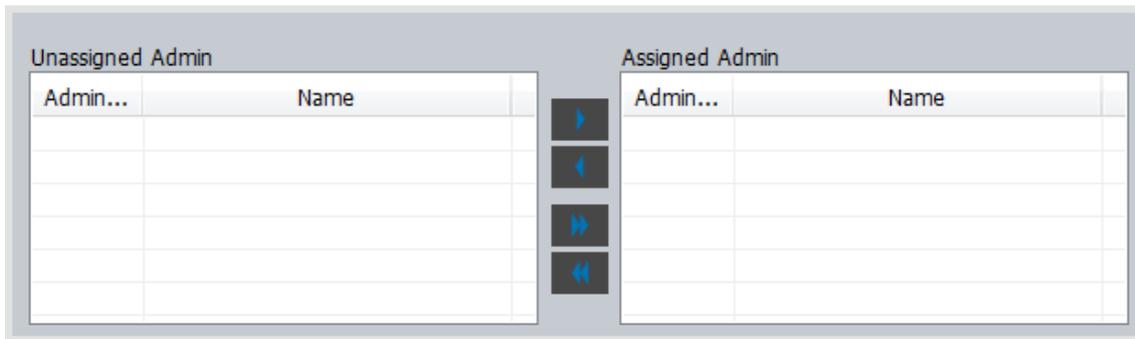
DVR ID: Select the DVR ID corresponding to the terminal.

DVR IP: Enter the DVR IP address .

CH1: Select the Channel 1.

CH2: Select the Channel 2.

Assign Terminal Administrator



A list of users with Terminal Management rights of Access Control at [\[Admin Authority Management \]](#) is displayed at "Unassigned Admin".

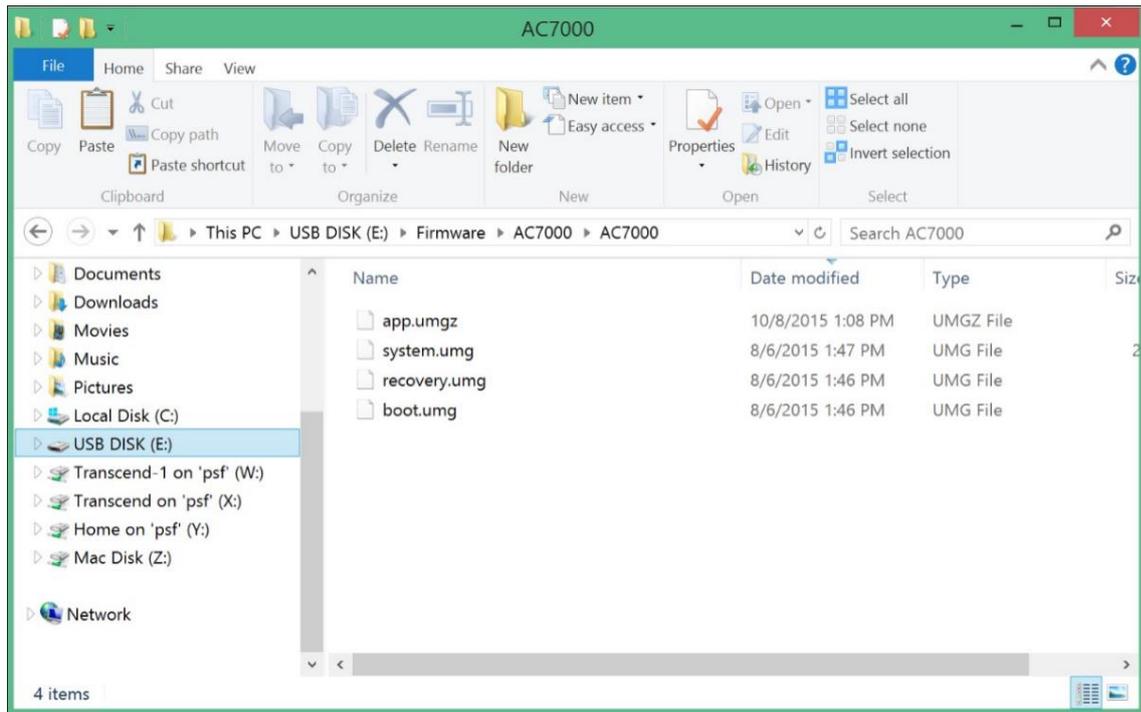
After selecting a user to be assigned as an administrator, move the selected user to "Assigned Admin" list with the  button.

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

2.10.1.3.3 Upgrade Firmware

Terminal firmware can be upgraded.

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

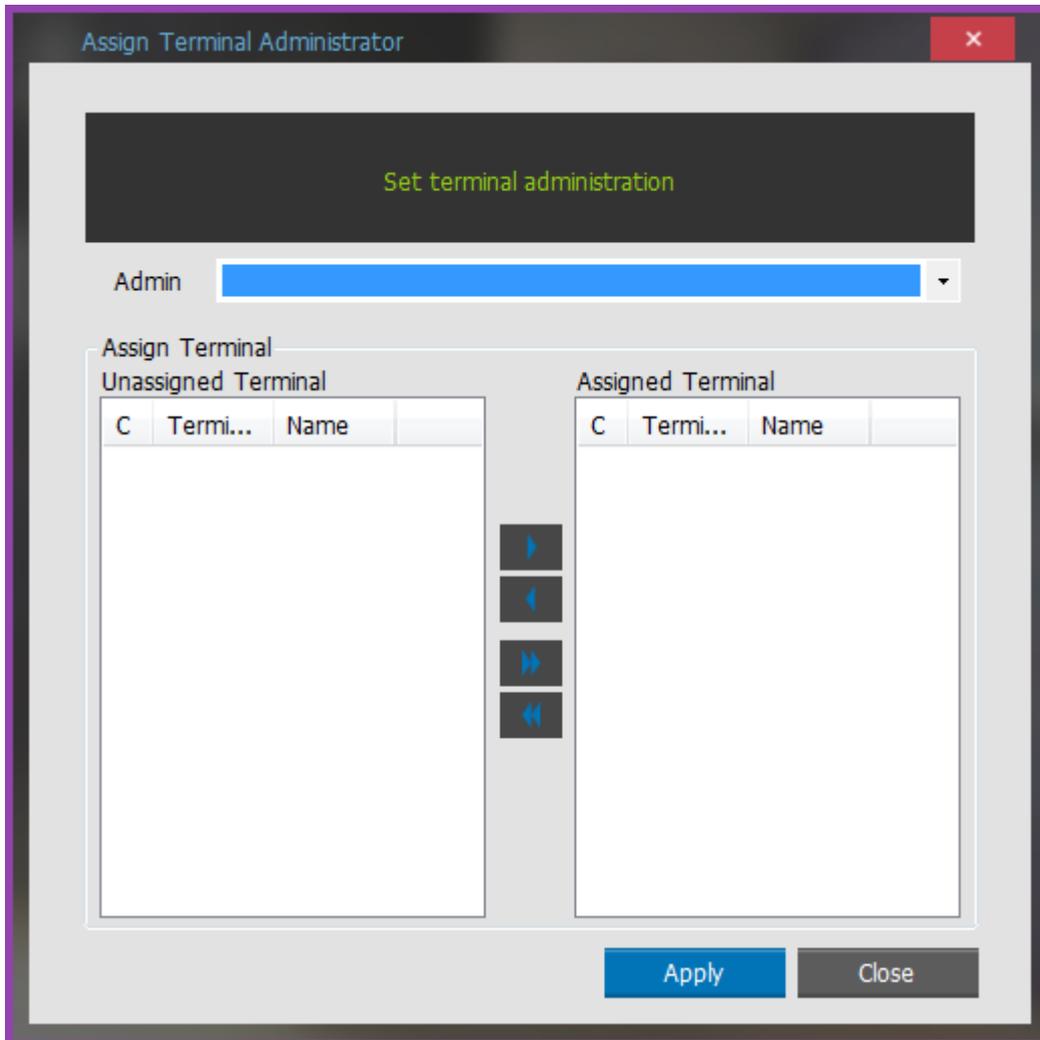


Select a terminal to be upgraded and press **Send** button to upgrade the firmware.

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

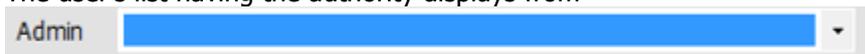
2.10.1.3.4 Assign Admins

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.



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.

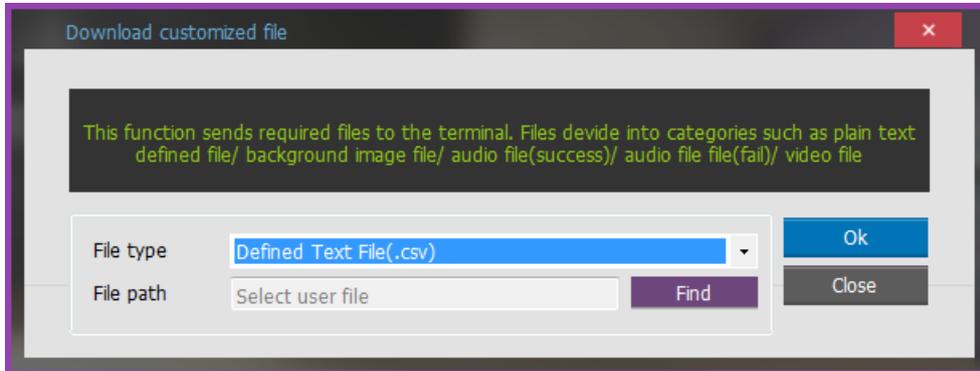
The user's list having the authority displays from



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

2.10.1.3.5 Customize Logo / Voice

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



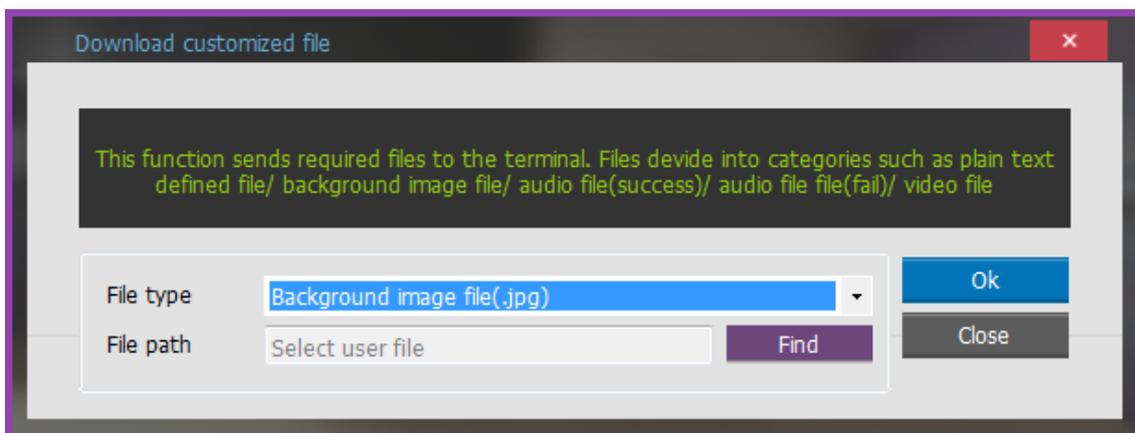
1. Defined Text File

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.

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



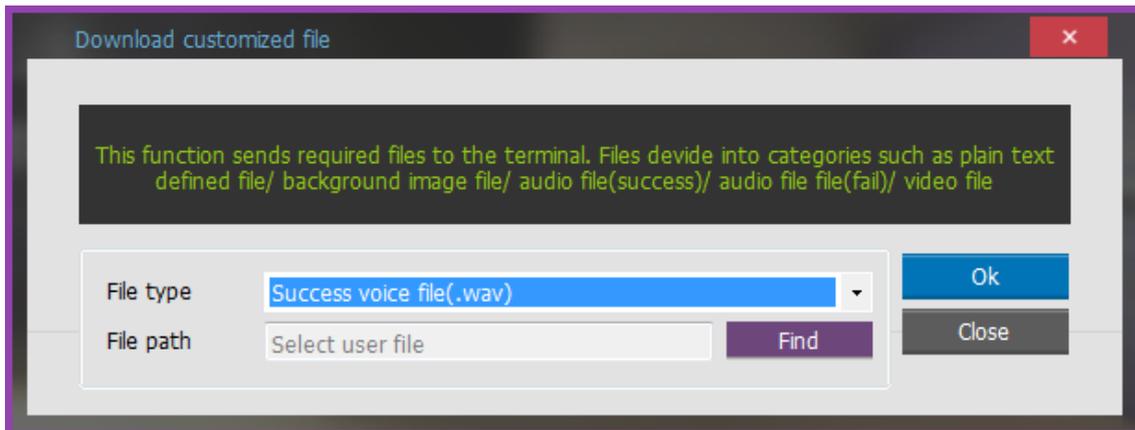
Designate the File type as the background image file(.jpg) and select the image file(.jpg).

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

3. Modifying the Voice File



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.

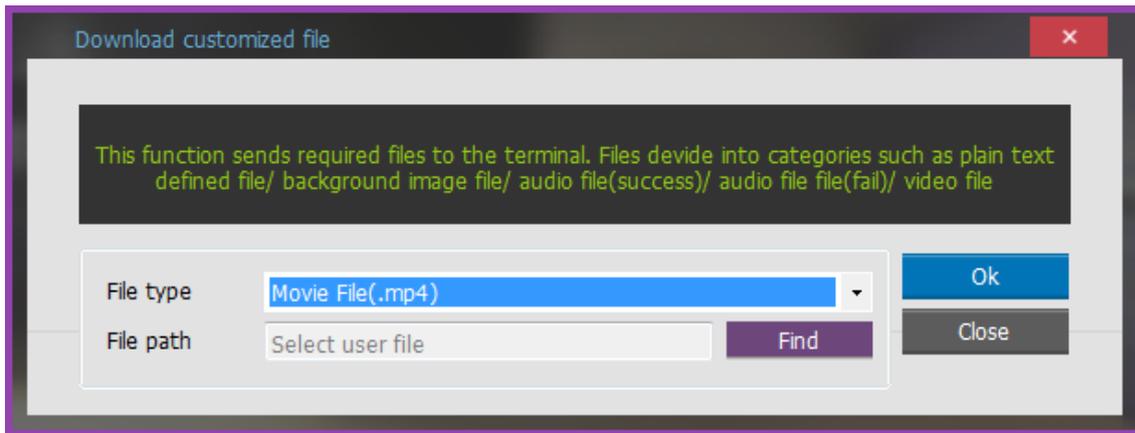
At this time, choose file name within 15 words including extension name, send Wav file of 8 KHz ,16 bit mono. If date other format is downloaded version error is displayed on the monitor.

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



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

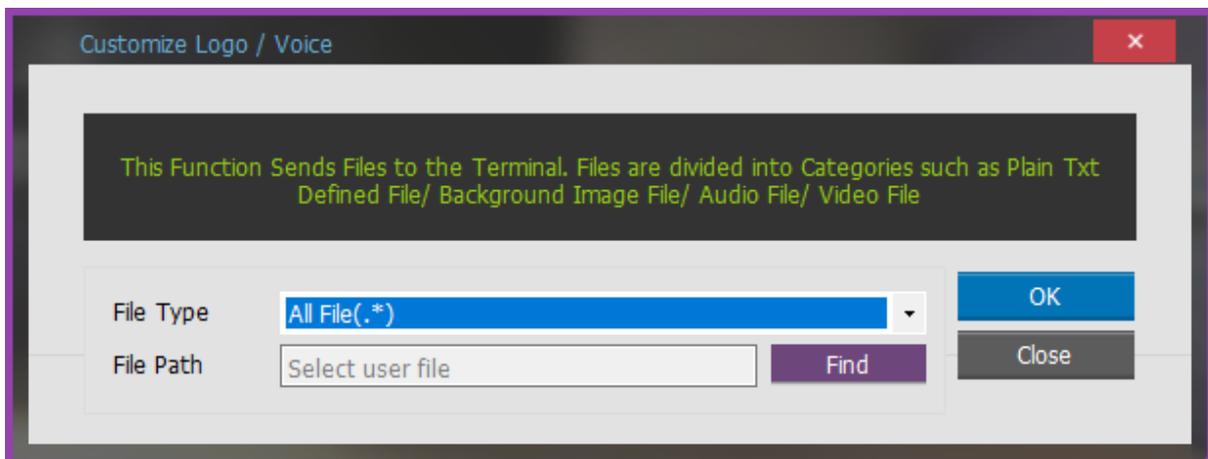
Press **Send** button in the terminal list to transfer the file and display the downloaded result.

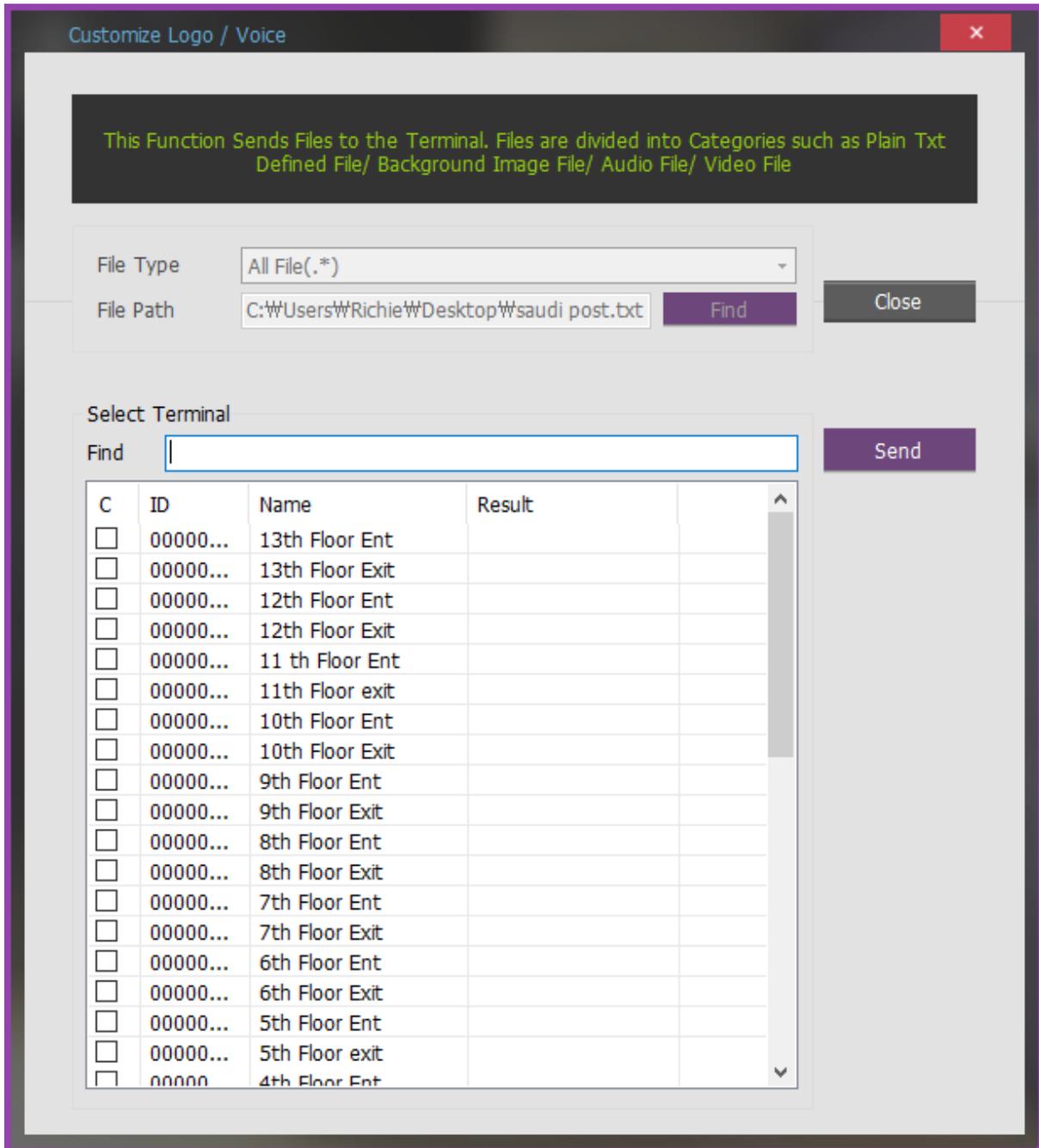
At this time, use the file name within 15 words including the extension and only transfer MP4 file. If the data of another format is download, "version error" is displayed in the results.

5. Sending a file which is wanted to send to terminal

When a file is wanted to be sent to the terminal, select the File Type with "All File(.*)" and click **OK** button to send it.

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





2.10.1.3.6 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

Authentication Level

1:1: It is the level value used during [1:1 authentication](#) recognition terminal.

1:N: It is the level value used during [1:N authentication](#) at the fingerprint recognition terminal.

Access Level

Anti Pass Back: It is the anti pass back assigned value.(※ 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.

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

► Network Setting

The screenshot shows the 'Setup Options' window with the 'Terminal Option Setting' section. The terminal ID is '5000 : 5000'. The 'Network' tab is selected, showing the following settings:

- Terminal: 5000 : 5000
- Basic | **Network** | Lock | Holiday | Siren | Meal Time Setting | VoIP
- Automatic IP Address Acquisition:
- Following IP Address Used:
- Terminal IP: 192 . 168 . 1 . 58
- Subnet mask: 255 . 255 . 255 . 0
- Default Gateway: 192 . 168 . 1 . 1
- Function:
 - Authentication Mode: SO
 - Operation Mode: Access Control
 - Text for meal printer: [Empty text box]
- Authentication Server:
 - IP Address: 192 . 168 . 1 . 32
 - Port: 9870
- Buttons: Refresh, Apply, Apply to Another Terminal, Close
- Status: Requested process has been proceeded.

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.

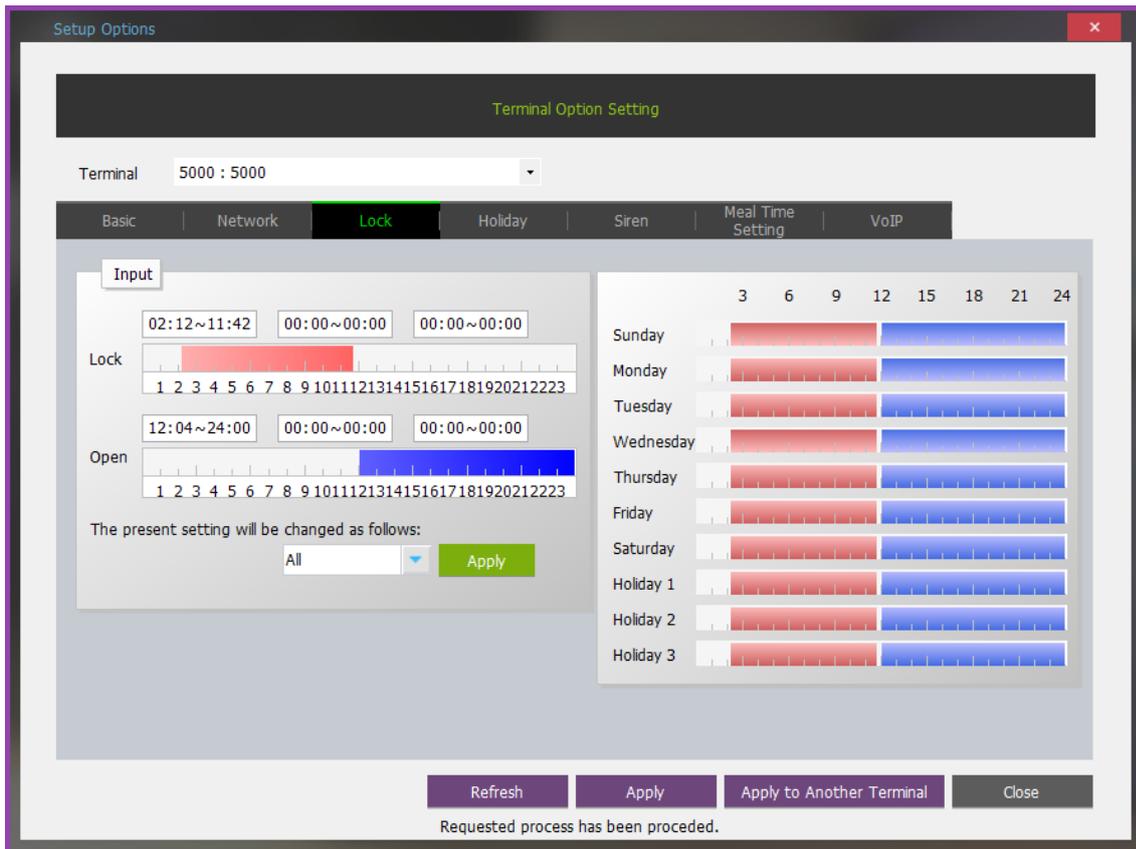
- NS: Authentication is made with the server first. In case that the terminal and server are disconnected, authentication is made with the terminal.
- SN: Authentication is made with the terminal first. In case an authenticated user is not available in the terminal, authentication is made with the server.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

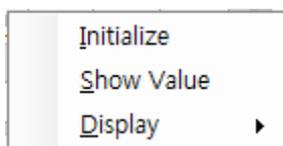


Locking Terminal: It is used to restrict user access (authentication) by a terminal.

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.

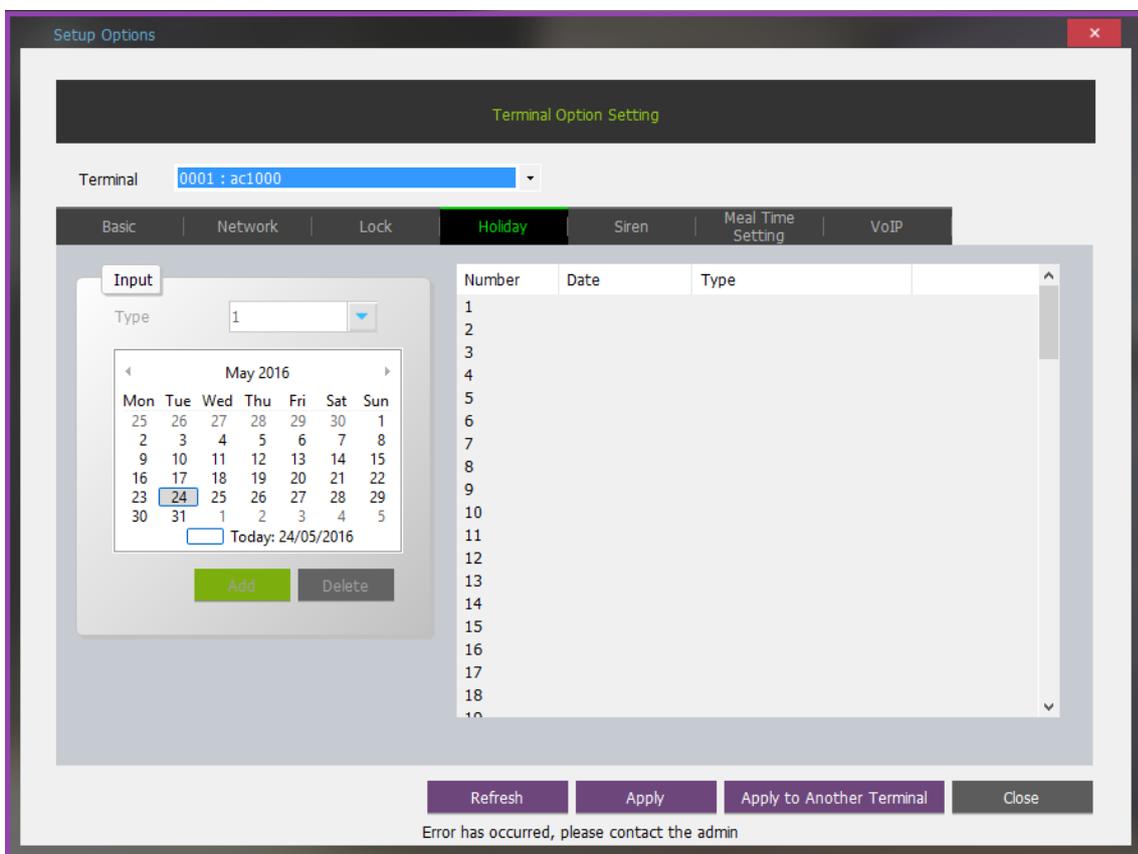
Display: Modify the timeline value.

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



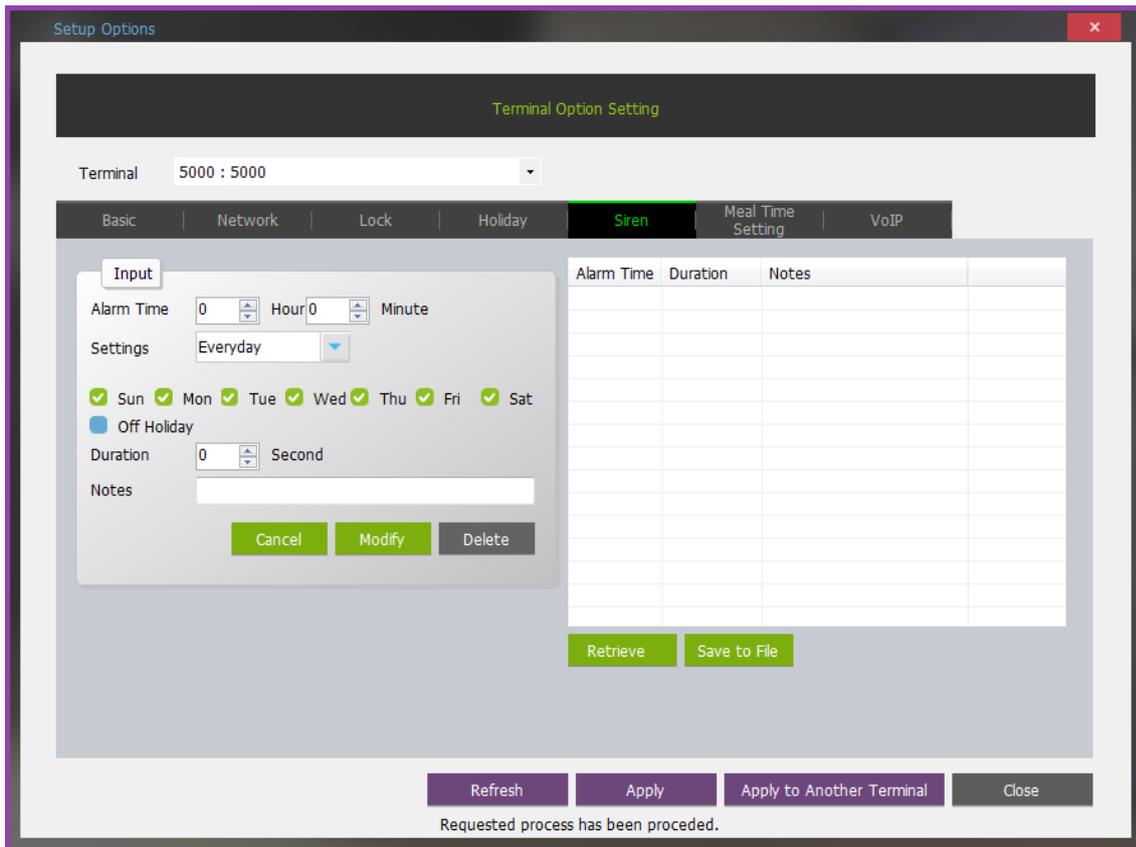
1) Select a number to set from the list and assign the holiday type.

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)

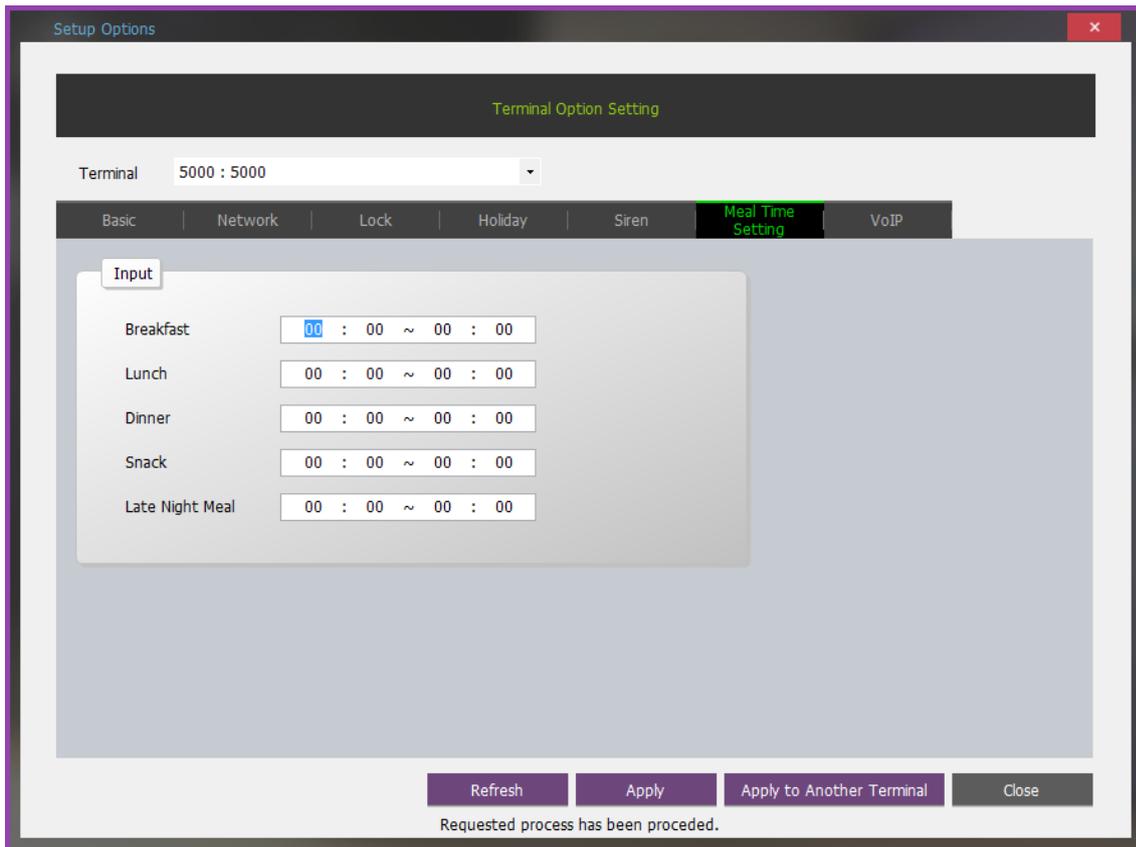
► Siren



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.

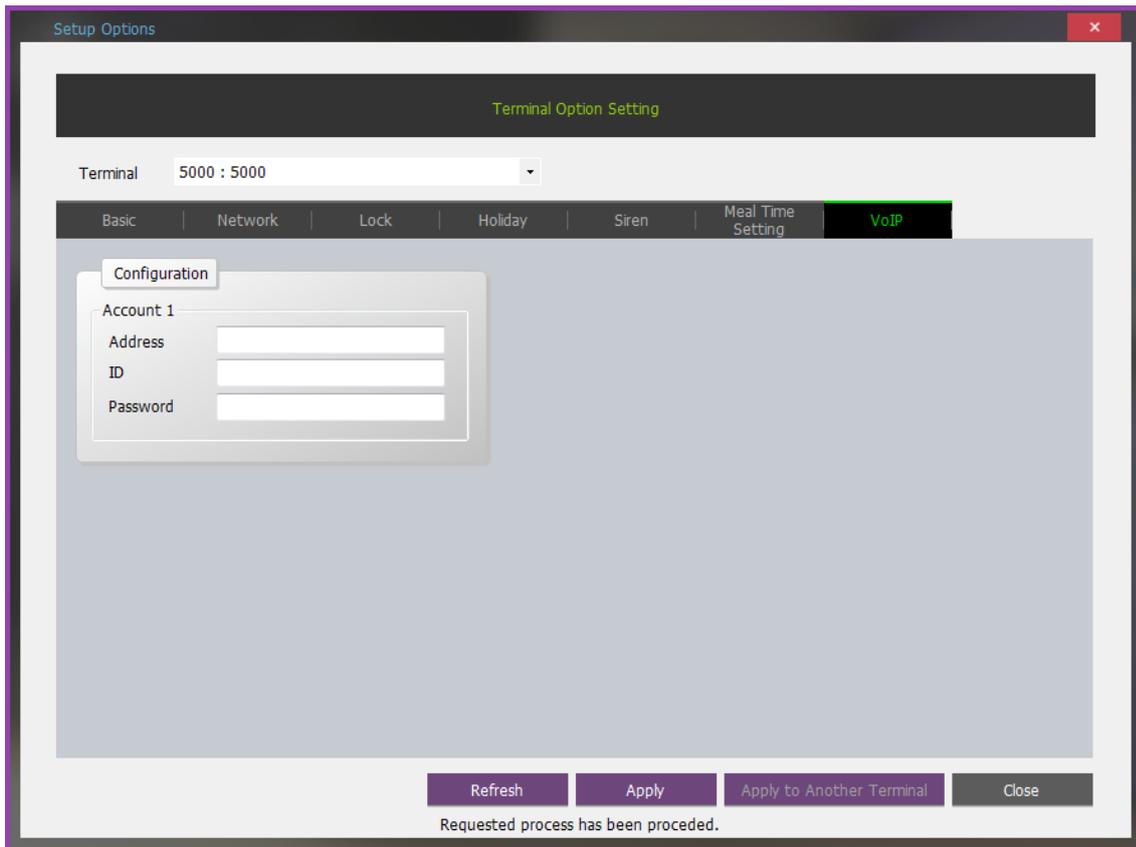
► Meal Time Setting



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



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

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

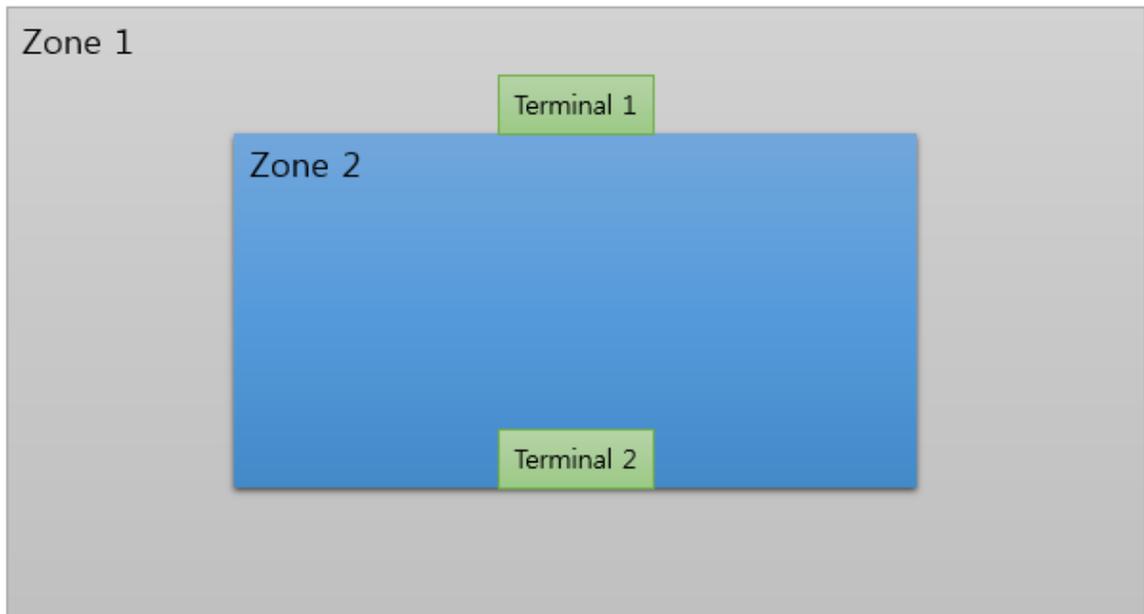
ID: Enter the server ID of exchanger or SIP Server.

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

2.10.1.4 Anti-Passback Setup

It registers AntiPass Back after specifying area where requires security and code per area.

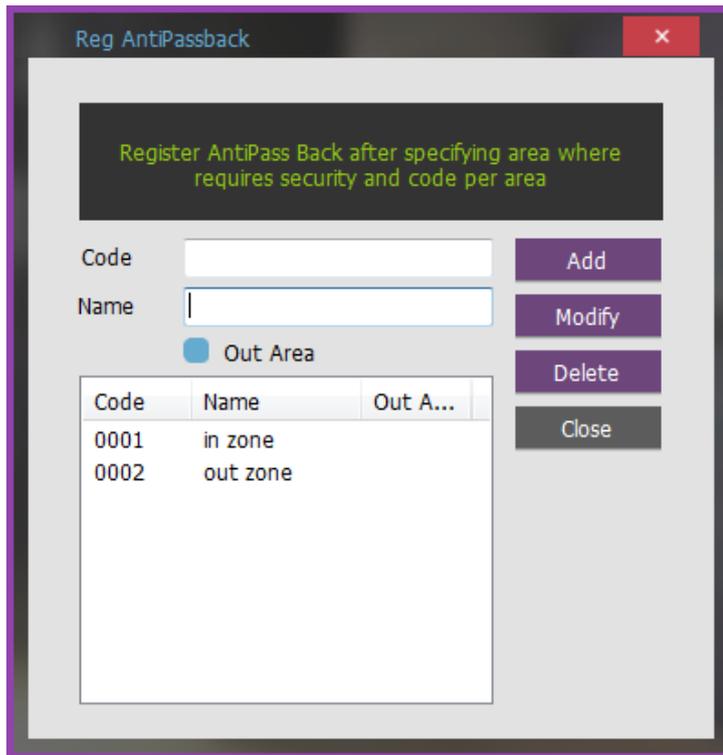
Entrance and exit exist in a zone, and only a person who enters through the entrance can leave through the exit.



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

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**.

Select SETTINGS > SETUP > Anti-Pass Back Setup on the right side menu.



Anti pass back code is registered.

Input Information

Code: Enter a 4-digit unique number.

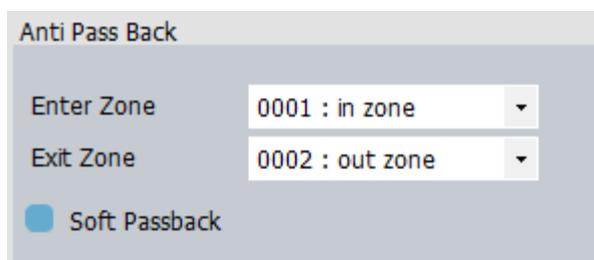
Name: Enter anti pass back name.

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 ([\[Add Terminal\]](#))during terminal registration.



※ See detailed setting an example: [\[ex1\)Anti Pass Back\]](#)

2.10.1.5 Site Map

Refer to the right side menu [LIVE VIEW]-[Site Map]

2.10.1.6 Wiegand Format Setting

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 wiegend 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.

The screenshot shows the 'Set Wiegand' application window. At the top, a green banner reads 'Set wiegend in _out format and import and export from the terminal'. Below this, there are two tabs: 'Wiegand Out' (selected) and 'Wiegand In'. On the left, there is a table with columns 'Code' and 'Name', containing entries like '0000 5000' and '0001 040'. Below the table are 'Input info' fields for 'Code' and 'Name', and buttons for 'Register', 'Modify', and 'Delete'. The main area is divided into several sections: 'Basic info' with dropdown menus for 'Terminal', 'Bit Length' (set to 'Unused'), 'Port State' (set to 'Active Low'), 'Send Fail' (set to 'Not Anything'), and 'Output Type' (set to 'UserID'); 'Custom Size' (set to '1'), 'Site Code' (set to '0'), 'Fail Data' (set to '0'), 'Intervar Time(us)' (set to '0'), and 'Width Time(us)' (set to '0'); 'Set Field' and 'Set Parity' grids, each with rows 1, 17, 33, 49, 65, 81, 97, 113 and columns 16, 32, 48, 64, 80, 96, 112, 128; and a 'Field Type' legend with options: Site Code (S), Data(ID) (D), Fixed 0 (0), Fixed 1 (1), Odd Parity (O), Event Parity (E), and Point (P). The status bar at the bottom left says 'Ready'.

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

※ 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 50 μ s)

Field Type

S: Site Code (1byte(=8bit))

D: User ID data, Specifies the length of digits

0: 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

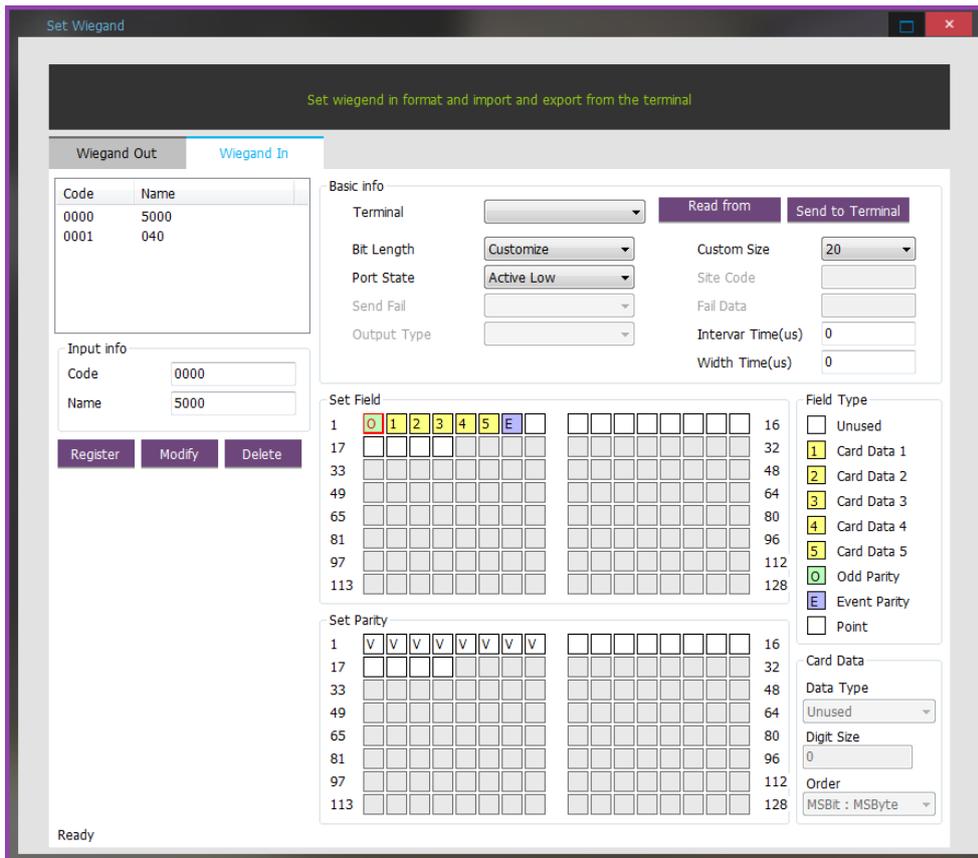
Set Field: Field Type value set to the right, select the item and to specify one.

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

※ 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.



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

1: Input Data 1

2: Input Data 2

3: Input Data 3

4: 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

※ 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

2.10.1.7 **Smart Card Layout Setting**

It requires master authority, which set card layout.

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.

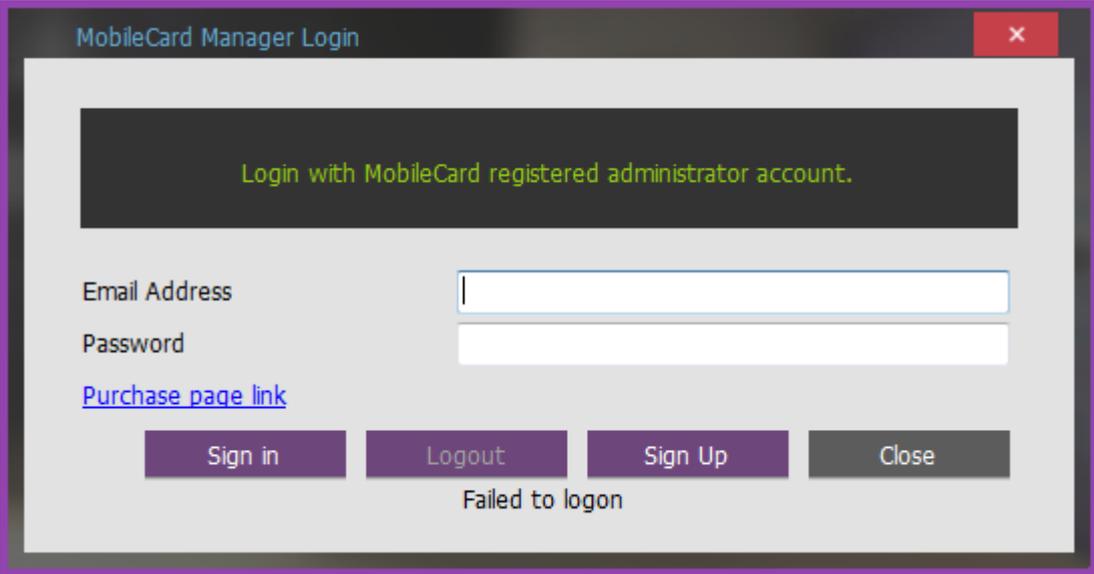
Press **Clear** button to delete the entered sector information.

Press **Send to Terminal** button to send the setting information to the terminal.

2.10.1.8 MobileCard Admin Setting

MobileCard Manager Login

It is the screen to login with Mobile Card registered administrator account.



The screenshot shows a web application window titled "MobileCard Manager Login". At the top, there is a dark banner with the text "Login with MobileCard registered administrator account." in green. Below the banner, there are two input fields: "Email Address" and "Password". A blue link labeled "Purchase page link" is positioned below the password field. At the bottom of the form, there are four buttons: "Sign in", "Logout", "Sign Up", and "Close". Below these buttons, the text "Failed to logon" is displayed.

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

MobileCard Manager settings.

Import mobilecard setting info or connect to the server and register administrator.

Server DNS:

Client Secret Key:

Email Address:

Password:

Country Code / Mobile Number:

82 KR -

Customer Name:

SiteCode:

Time Zone:

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.

Renewal List

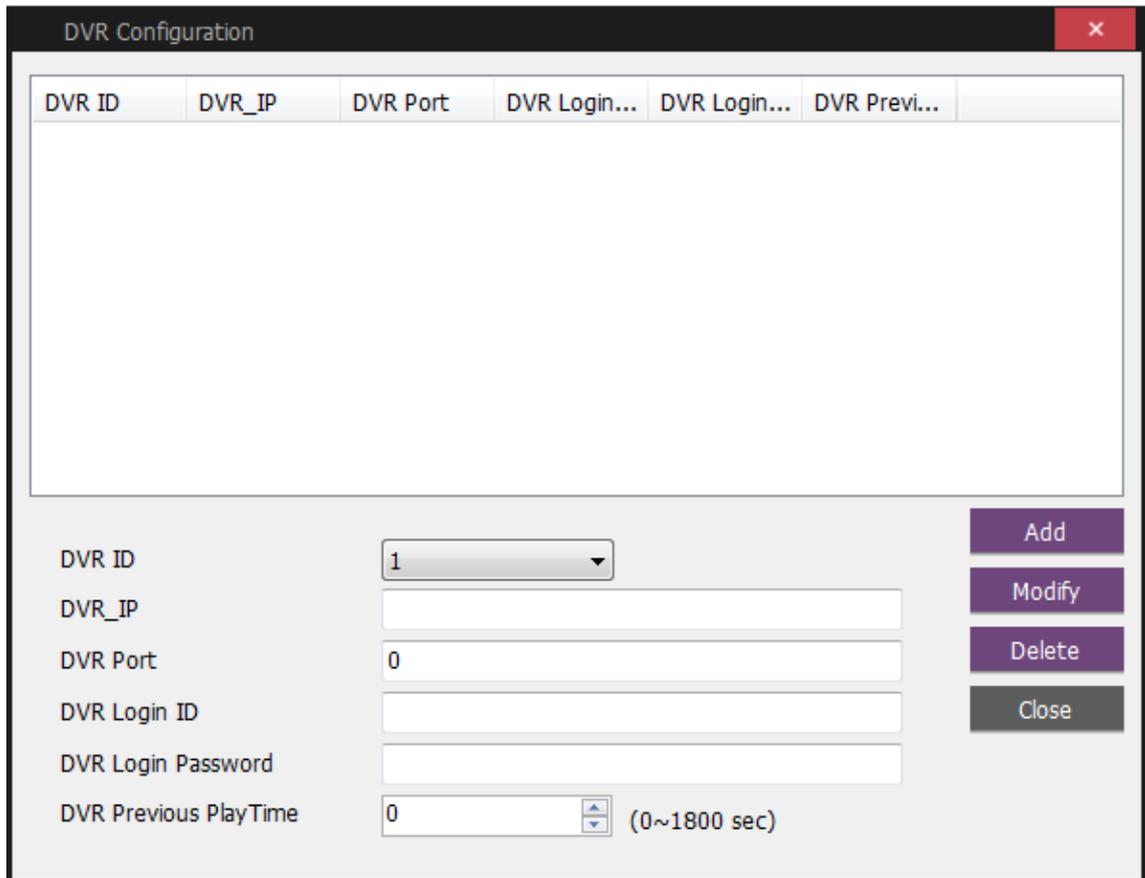
Automatically renew setting of user renewal list and mobile card expiration date.

The screenshot shows a web application window titled "renewal list". At the top, there is a dark banner with the text "Automatically renew setting of user renewal list and mobilecard expiration date". Below this, the "Period" section includes an "Expiration Date Range" with two date pickers set to "2016-05-04" and "2016-05-05", a "Search" button, and a "Manual synchronization" button. There is also a "Telephone" input field and a checked "Automatic Renewal" checkbox. The "Automatic Renewal" section has a "Period" dropdown set to "Y", a "Modify" button, and an "Apply" button. At the bottom, there is a table with the following columns: C, ID, Name, Telephone, Issue Co..., Access Date ..., Automatic Re..., and Status. The table is currently empty.

- ◆ 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.

2.10.1.9 DVR Configuration Setting

It can set a various of DVR in advance and select the DVR when registering the terminal.



The screenshot shows a window titled "DVR Configuration" with a close button in the top right corner. Below the title bar is a table with the following headers: "DVR ID", "DVR_IP", "DVR Port", "DVR Login...", "DVR Login...", and "DVR Previ...". The table body is currently empty. Below the table are several configuration fields: "DVR ID" (a dropdown menu with "1" selected), "DVR_IP" (a text input field), "DVR Port" (a text input field with "0" entered), "DVR Login ID" (a text input field), "DVR Login Password" (a text input field), and "DVR Previous PlayTime" (a text input field with "0" and a spinner control, with "(0~1800 sec)" to its right). On the right side of the form, there are four buttons: "Add", "Modify", "Delete", and "Close".

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.

2.10.1.10 Holiday Management

A user can add the public holidays. These dates will be used in access control in TNA management.

Code	Name
2222	2222
7	1

Input Information

Code: Enter a 4-digit unique number.

Name: Enter a name suitable to the code.

Add/Delete Holiday

Date	2016/12/25
Name	x-mas

After entering a code, enter and press **Add** button.

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

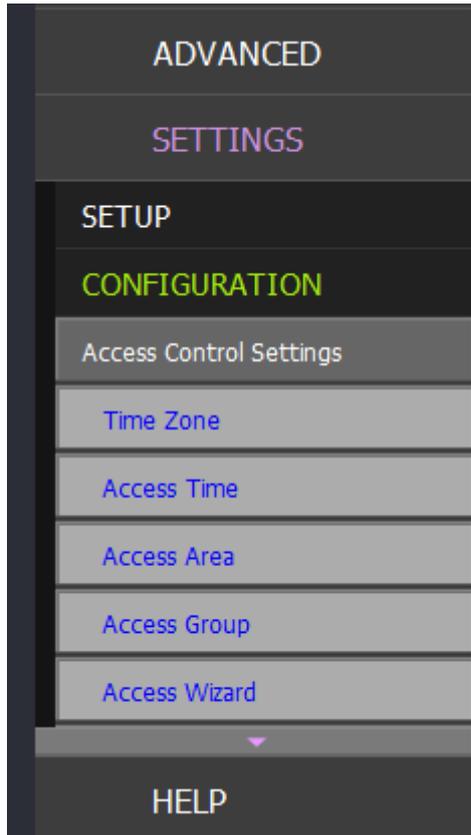
※ As some holidays such as New Year's Day and Thanksgiving Day in lunar calendar change every year, it is necessary to set these holidays every year.

2.10.2 CONFIGURATION

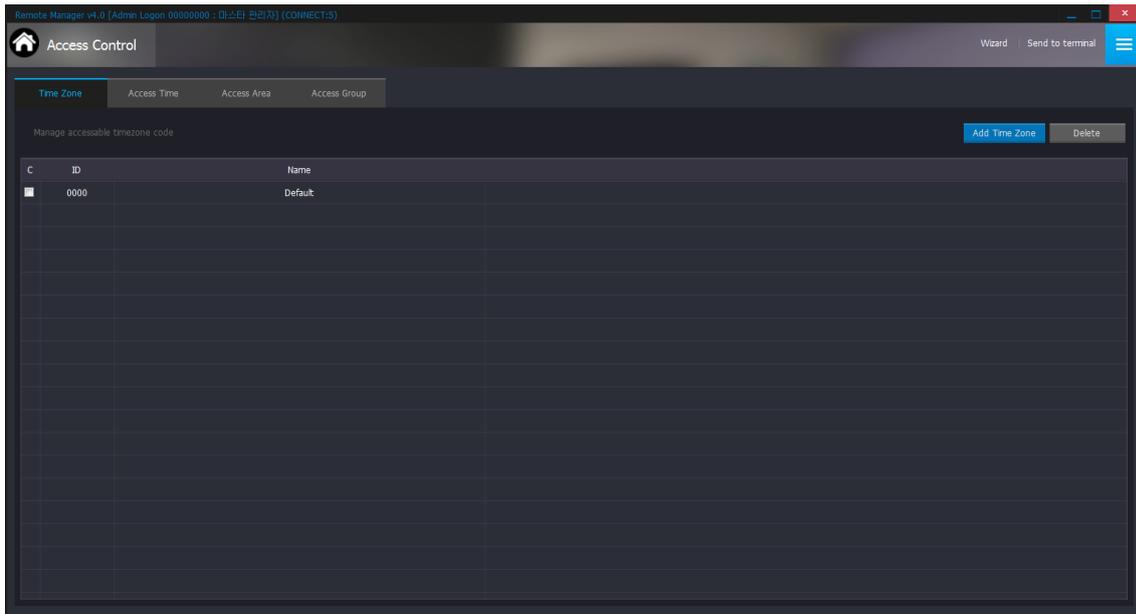
2.10.2.1 Access Control Settings

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

► [SETTINGS]-[CONFIGURATION]-[Access Control Settings] from the right side menu, 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.



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



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

2.10.2.1.1 Access Wizard

Select [SETTINGS]-[CONFIGURATION]-[Access Control Settings]-[Access Wizard] from the right side menu or click to "Wizard" at the top of right menu as below.



② Select the time zone. (Default is selected basically.)

The screenshot shows the 'Access Wizard' window with five steps: STEP 1 (Select Terminal), STEP 2 (Time Zone), STEP 3 (Access Time), STEP 4 (Access Group), and STEP 5 (Finish). STEP 2 is highlighted in green. Below the steps, there is a 'Time Zone' section with the instruction: 'Check timezone. If you want to add, add timezone in management screen'. Below this is a 'TimeZone List' table with columns 'Code' and 'Name'. The table contains one entry: Code '0000' and Name 'Default'. Below the table is a 'Set Time' section with a blue bar and a row of numbers from 1 to 23. At the bottom, there are 'Prev', 'Next', and 'Cancel' buttons.

Access Wizard

STEP 1 Select Terminal **STEP 2 Time Zone** STEP 3 Access Time STEP 4 Access Group STEP 5 Finish

Time Zone
Check timezone. If you want to add, add timezone in management screen

TimeZone List

Code	Name
0000	Default

Set Time

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23

Prev Next Cancel

③ Designate the Access Time in each day.

Access Wizard

STEP 1 Select Terminal STEP 2 Time Zone **STEP 3 Access Time** STEP 4 Access Group STEP 5 Finish

Access Time
Select access time per day, using a created time zone. Standard setting is set as standard time zone which allows all the access

Set Weekday

		3	6	9	12	15	18	21	24
Sunday	0000 : Default	█	█	█	█	█	█	█	█
Monday	0000 : Default	█	█	█	█	█	█	█	█
Tuesday	0000 : Default	█	█	█	█	█	█	█	█
Wednesday	0000 : Default	█	█	█	█	█	█	█	█
Thursday	0000 : Default	█	█	█	█	█	█	█	█
Friday	0000 : Default	█	█	█	█	█	█	█	█
Saturday	0000 : Default	█	█	█	█	█	█	█	█

Set Holiday

Holiday Group	**** : Not Assigne	
Holiday	0000 : Default	█

Prev Next Cancel

④ Enter the Access group name.

The screenshot shows a software window titled "Access Wizard" with a close button (X) in the top right corner. The window contains a progress bar at the top with five steps: STEP 1 (Select Terminal), STEP 2 (Time Zone), STEP 3 (Access Time), STEP 4 (Access Group), and STEP 5 (Finish). STEP 4 is highlighted in green. Below the progress bar, there is a section titled "Access Group" with a warning: "Set access group name. if you proceed to the following step, you can not change". Below this, there are four input fields: "Access group name" (containing "AccessGroup1"), "Access Time" (containing "0000 - AccessGroup1"), "Access Area" (containing "W001 - AccessGroup1"), and "Access Group" (containing "W001 - AccessGroup1"). At the bottom of the window, there are three buttons: "Prev", "Next", and "Cancel".

Step	Description
STEP 1	Select Terminal
STEP 2	Time Zone
STEP 3	Access Time
STEP 4	Access Group
STEP 5	Finish

Access Group
Set access group name. if you proceed to the following step, you can not change

Access group name:

Access Time:

Access Area:

Access Group:

Prev Next Cancel

- ⑤ Press **Finish** button to finish the setting. (But, if the additional registration is needed, press **Add new** button)

Access Wizard

STEP 1 Select Terminal STEP 2 Time Zone STEP 3 Access Time STEP 4 Access Group **STEP 5 Finish**

Finish
Shows access group list created from the wizard and for additional registration, click register button

New access group list **Add new** **Delete**

Access group...	Access Time	Access Area	Access Group
AccessGroup1	0000 - Acces...	W001 - Acce...	W001 - Acce...

Set access group to terminal
 Set access group to user

Prev Next **Finish** Cancel

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].

2.10.2.1.2 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 [Close]

Set maximum of 12 time periods that can access in a day per code

Code: 0001 Name: time1

Authentication Type
 Combination: OR

Fingerprint
 FP-Card
 Password
 Card
 Face
 MobileCard

Buttons: Initialization, Apply, Close

Set Time

<input checked="" type="checkbox"/> Zone 1	06:00 ~ 20:00	<input type="checkbox"/> Zone 5	00:00 ~ 00:00	<input type="checkbox"/> Zone 9	00:00 ~ 00:00
<input type="checkbox"/> Zone 2	00:00 ~ 00:00	<input type="checkbox"/> Zone 6	00:00 ~ 00:00	<input type="checkbox"/> Zone 10	00:00 ~ 00:00
<input type="checkbox"/> Zone 3	00:00 ~ 00:00	<input type="checkbox"/> Zone 7	00:00 ~ 00:00	<input type="checkbox"/> Zone 11	00:00 ~ 00:00
<input type="checkbox"/> Zone 4	00:00 ~ 00:00	<input type="checkbox"/> Zone 8	00:00 ~ 00:00	<input type="checkbox"/> Zone 12	00:00 ~ 00:00

Timeline: 1 2 3 4 5 6 7 8 9 10 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.



2.10.2.1.3 Access Time

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

The screenshot shows the 'Add Access Time' dialog box. At the top, there is a message: "Set access time for weekdays and holidays per code. Set value will be applied when setting access group". Below the message, there are two input fields: "Code" with the value "0000" and "Name" with the value "Default". To the right of these fields are "Apply" and "Close" buttons. The dialog is divided into two main sections: "Set Weekday" and "Set Holiday".

Set Weekday: This section lists the days of the week from Sunday to Saturday. Each day has a dropdown menu set to "0000 : Default" and a horizontal timeline bar representing 24 hours. The timeline bars for all days are currently filled with blue, indicating that access is granted for the entire 24 hours.

Set Holiday: This section has two dropdown menus. The "Holiday Group" dropdown is set to "**** : Not Assigned" and the "Holiday" dropdown is set to "0000 : Default". Below these dropdowns is a horizontal timeline bar representing 24 hours, with individual hours numbered from 1 to 23. This bar is currently filled with blue, indicating that access is granted for the entire 24 hours.

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.

※ See detailed setting an example: [\[ex1\)Access Control\]](#)

2.10.2.1.4 Access Area

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

set accessible terminal per code. Set value will be applied when setting access group

Code Name

Access Time

Door 1

Door 2

Door 3

Door 4

Add Terminal

C	ID	Name	Access Area
<input type="checkbox"/>	0001	5000	
<input type="checkbox"/>	0002	7000	
<input checked="" type="checkbox"/>	5000	5000	W001;
<input type="checkbox"/>	6000	6000	
<input type="checkbox"/>	7000	7000	

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

2.10.2.1.5 Access Group

Set the Access Area to be included in Access Group.

Set the Access Area to be included in Access Group.

C	ID	Name	Door1 Access T...	Door2 Access T...	Door3 Access T...	Door4 Access T...
<input checked="" type="checkbox"/>	0001	NO ACCESS	**** : Not Assi...			
<input type="checkbox"/>	0002	All Access	0002 : All	**** : Not Assi...	**** : Not Assi...	**** : Not Assi...
<input type="checkbox"/>	0003	13 th Floor	0003 : 7days	**** : Not Assi...	**** : Not Assi...	**** : Not Assi...
<input type="checkbox"/>	0004	12th Floor	0003 : 7days	**** : Not Assi...	**** : Not Assi...	**** : Not Assi...
<input type="checkbox"/>	0005	11th Floor	0003 : 7days	**** : Not Assi...	**** : Not Assi...	**** : Not Assi...
<input type="checkbox"/>	0006	10th Floor	0003 : 7days	**** : Not Assi...	**** : Not Assi...	**** : Not Assi...
<input type="checkbox"/>	0007	9th Floor	0003 : 7days	**** : Not Assi...	**** : Not Assi...	**** : Not Assi...
<input type="checkbox"/>	0008	8th Floor	0003 : 7days	**** : Not Assi...	**** : Not Assi...	**** : Not Assi...
<input type="checkbox"/>	0009	7th Floor	0003 : 7days	**** : Not Assi...	**** : Not Assi...	**** : Not Assi...
<input type="checkbox"/>	0010	6th Floor	0003 : 7days	**** : Not Assi...	**** : Not Assi...	**** : Not Assi...
<input type="checkbox"/>	0011	5th Floor	0003 : 7days	**** : Not Assi...	**** : Not Assi...	**** : Not Assi...
<input type="checkbox"/>	0012	4th Floor	0003 : 7days	**** : Not Assi...	**** : Not Assi...	**** : Not Assi...
<input type="checkbox"/>	0013	2nd Floor	0003 : 7days	**** : Not Assi...	**** : Not Assi...	**** : Not Assi...
<input type="checkbox"/>	0014	G Floor	0003 : 7days	**** : Not Assi...	**** : Not Assi...	**** : Not Assi...
<input type="checkbox"/>	0015	Debitcard(G fl...	0003 : 7days	**** : Not Assi...	**** : Not Assi...	**** : Not Assi...
<input type="checkbox"/>	0016	7.10 Floors	0003 : 7days	**** : 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](#)]

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

Elevator floor setting

is selected to set the access for each elevator floor.

B1 G1 G2 G3 G4 G5 G6 G7 G8 G9 G10

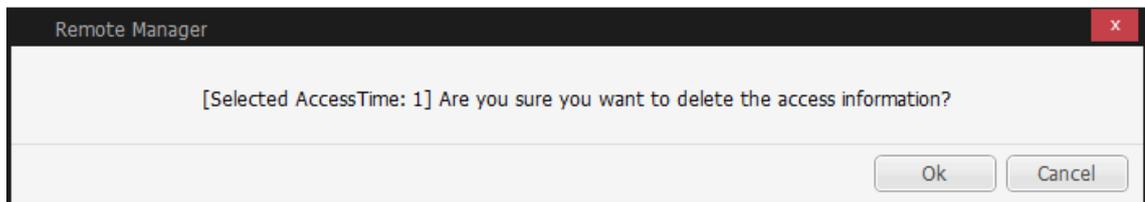
2.10.2.1.6 Delete

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

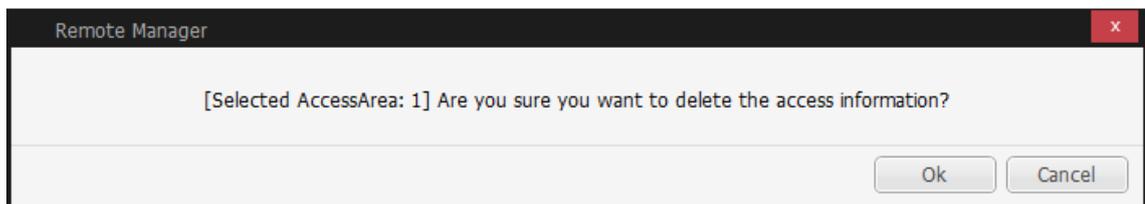
1. In case of deleting the Time zone



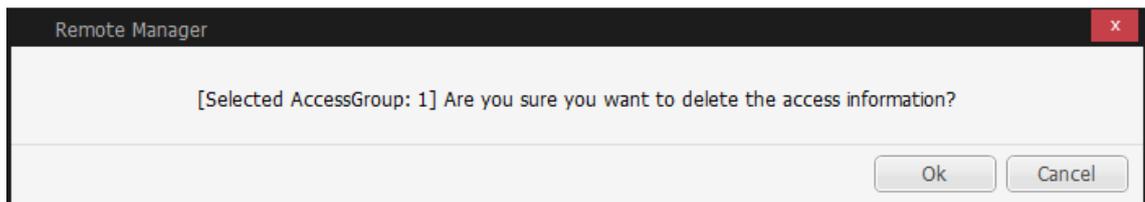
2. In case of deleting the Access Time



3. In case of deleting the Access Area

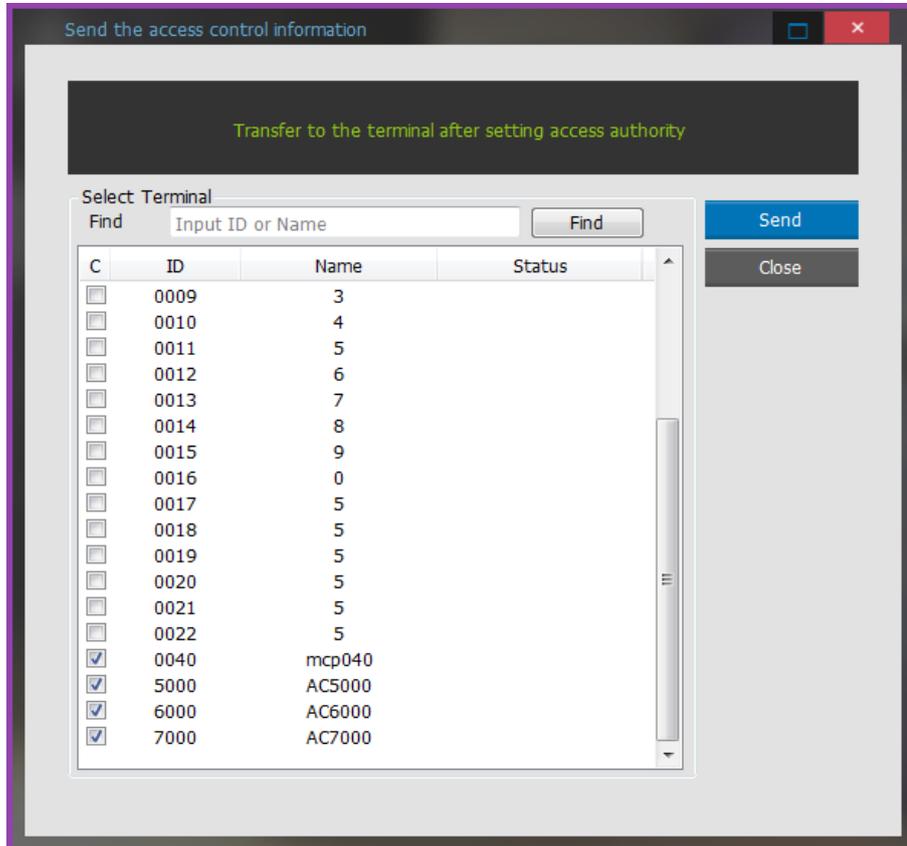


4. In case of deleting the Access Group



2.10.2.1.7 Send to Terminal

After setting access authority, it transfers to the terminal.



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

2.10.2.2 Access Group Shift Settings

This function sets a pertinent shift setting when Access Group is not fixed or is changed regularly. All users in this group will be changed automatically to a modified group at a specified date accordingly.

Access Group Shift Settings

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	Start Date	Repeat After	Access Shift Code

Access Shift Schedule

Set Access Group: **** : Not Assigned

Start Date: 2019-01-16

Repeat After: 7 Days

Date	Day	Access Shift Code	Enter Directly
2019-01-16	Wed	**** : Not Defined	
2019-01-17	Thu	**** : Not Defined	
2019-01-18	Fri	**** : Not Defined	
2019-01-19	Sat	**** : Not Defined	
2019-01-20	Sun	**** : Not Defined	
2019-01-21	Mon	**** : Not Defined	
2019-01-22	Tue	**** : Not Defined	

Buttons: Save, Send to Terminal, Close, Add, Modify, Delete

Access Shift Schedule

Set Access Group : Select the Access Group to be applied.

Start Date : Choose the starting date to apply the selected Access Group

Repeat After : Choose the period to repeat the selected Access Group

Access Shift Code : Double-click to choose the different shift code to apply the selected day.

- To insert the code manually, double-click [Enter Directly]

Add : This button is used to add this configuration to the list.

Modify : This button is used to modify this configuration.

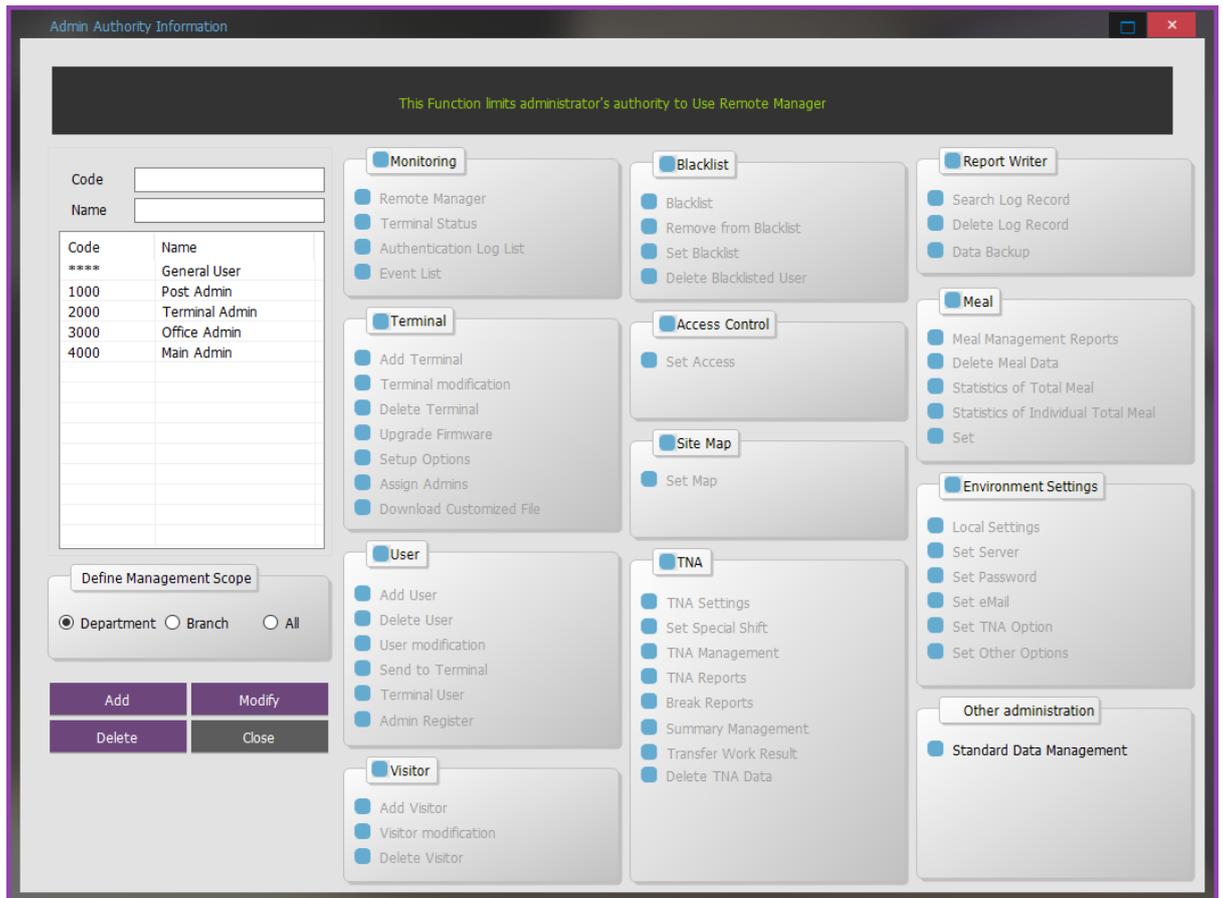
Delete : This button is used to delete this configuration.

Save : This button is used to save this configuration.

Send to Terminal : This button is used to send this configuration to the terminal.

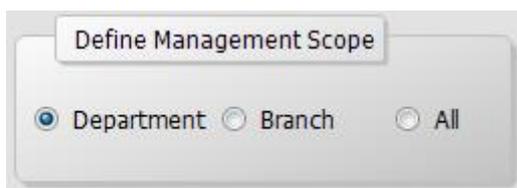
2.10.2.3 Application Authority Management

This function limits the administrator's authority to use Remote Manager.



"Define Management Scope"

After setting a range that can be managed by assigning a range at set detailed items.



**** 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.

3. Appendix

3.1 Verifying UNIS Normal Operation

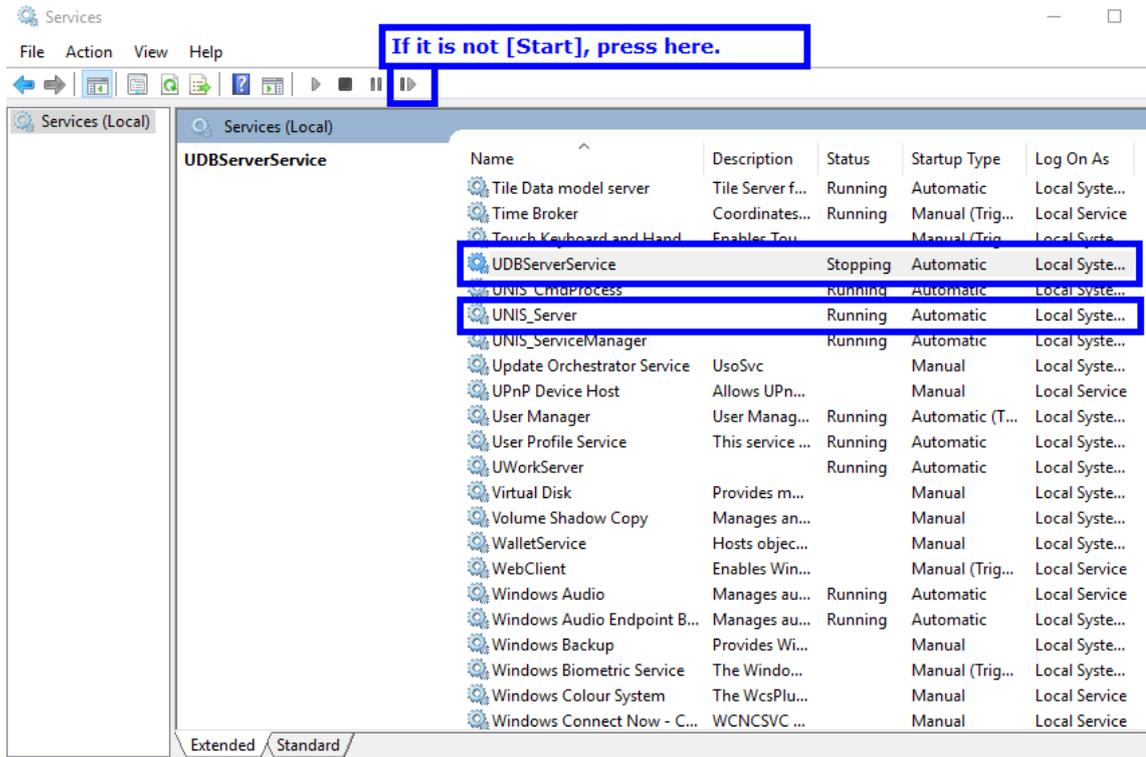
1. Verifying the process operation

The screenshot shows the Windows Task Manager window with the 'Processes' tab selected. The window title is 'Task Manager' and the subtitle is 'Ctrl+Alt+Del key'. The 'Processes' tab is highlighted with a blue box. The table below shows the running processes and their resource usage.

Name	CPU	Memory	Disk	Network
Snipping Tool	0.3%	2.6 MB	0 MB/s	0 Mbps
Spooler SubSystem App	0%	3.7 MB	0 MB/s	0 Mbps
Tray Application				
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
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

A blue box highlights the 'UNIS Server Application (32 bit)' process, and a text box above it says 'Check if they are operating.' The 'Ctrl+Alt+Del key' is also highlighted in blue.

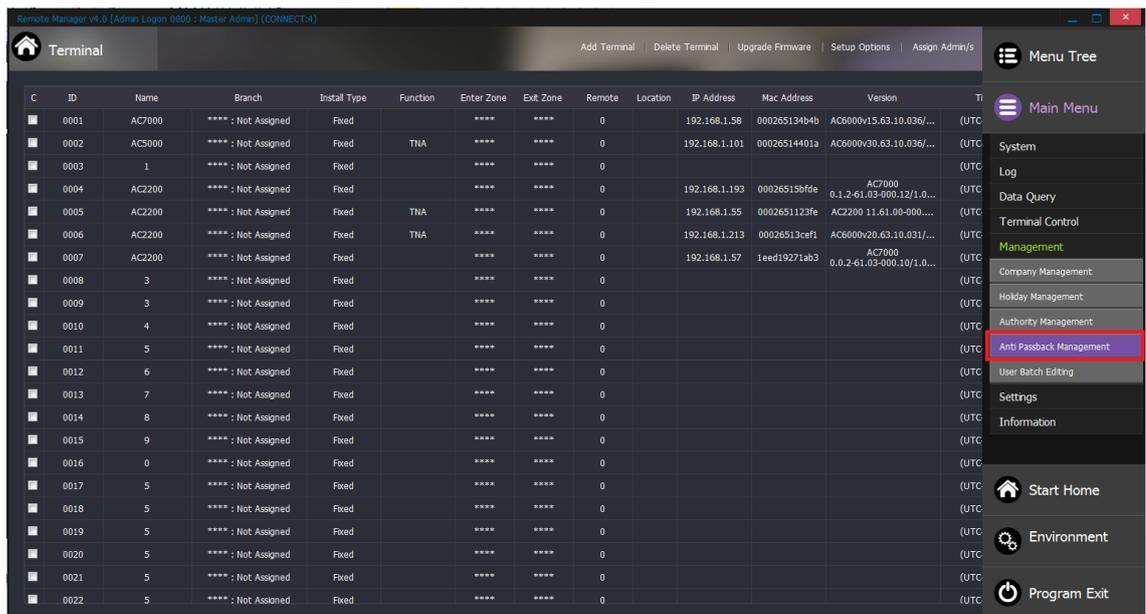
2. Check the operating status: [Control Panel]-[Administrative Tools]-[Service]



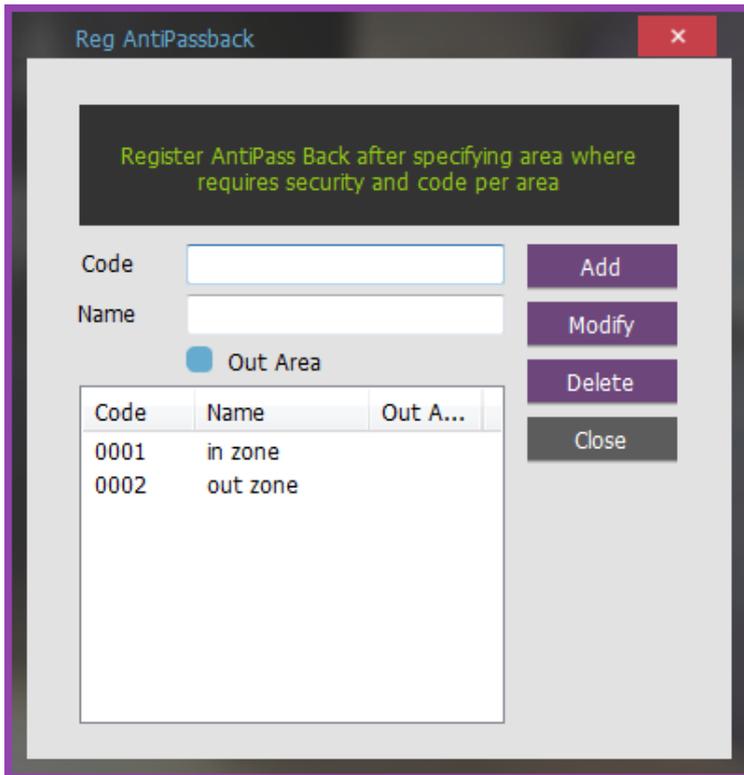
3.2 Anti Pass Back Configuration

Configure in the following order to use Anti PassBack function.

1. [Menu]-[Anti Pass Back Management]



2. Add the area in accordance with terminal location as follow.



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.



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.

Modify terminal's information

Modify terminal

Basic Information

ID: 0003
 Name: ac2200
 Branch: **** : Not Assigned
 Install Type: Fixed
 Location:
 Reg. Date: 2016/05/20 14:11:11
 Door Control: Allow all functions
 Type: Normal
 Time Zone: (UTC+09:00) Seoul
 2016/05/24 14:41:25

Function

TNA Meal School

Anti Pass Back

Enter Zone: 0001 : in zone
 Exit Zone: 0002 : out zone
 Soft Passback

Other:

DVR Configuration

DVR ID: Not Defined DVR IP: CH1: Not Defined CH2: Not Defined

Unassigned Admin

Admin...	Name

Assigned Admin

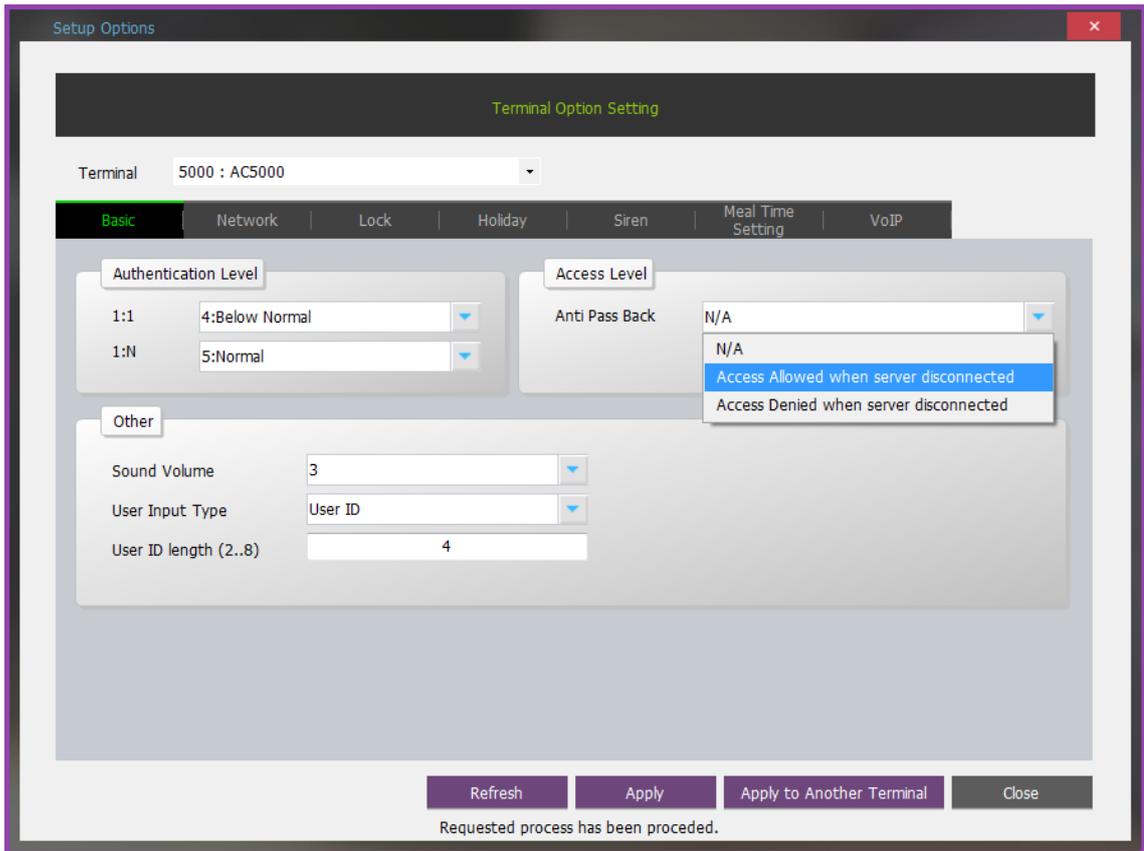
Admin...	Name

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.

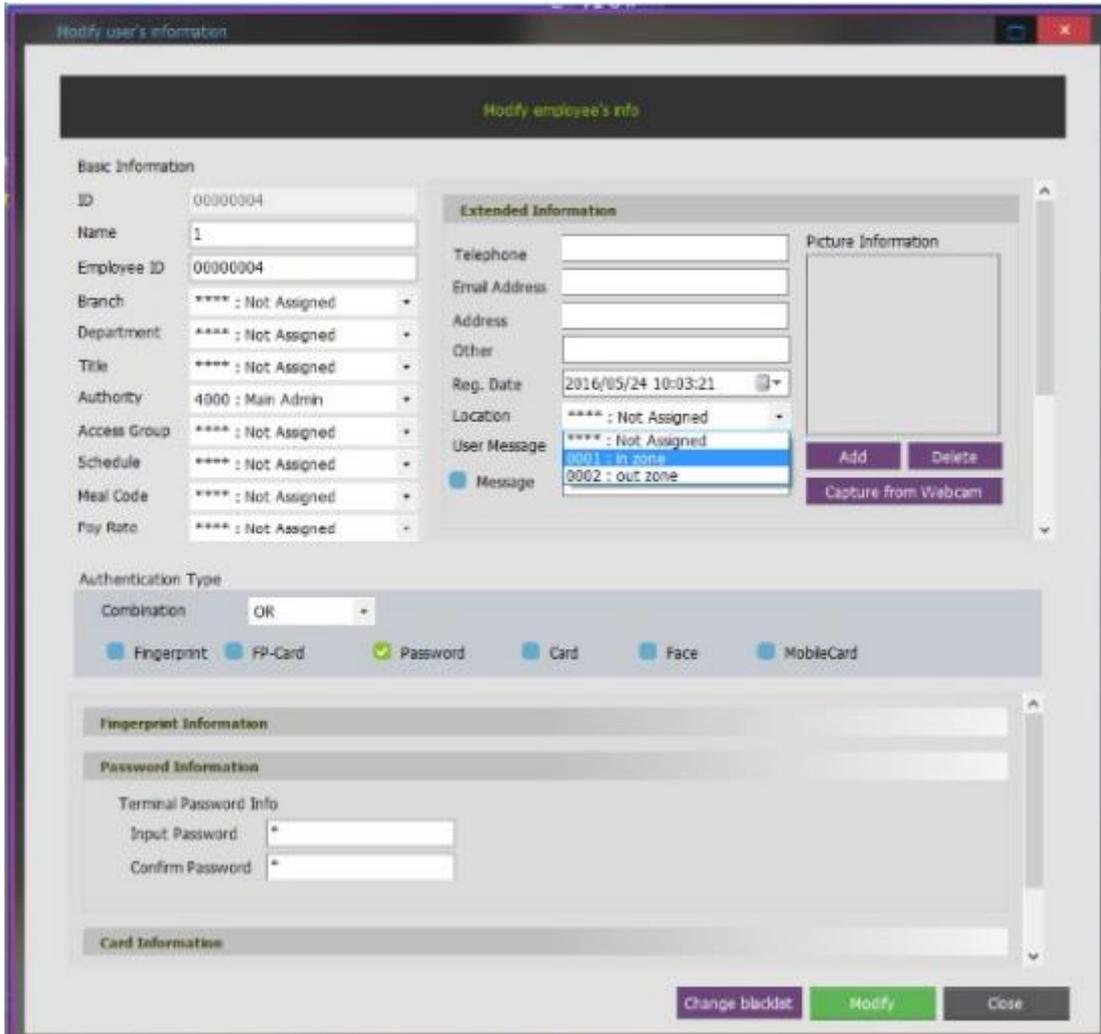
-Access allowed when server disconnected: Set whether or not access is allowed when communication with server is disconnected during the use of Anti Pass Back. In case of disconnection, access is allowed for all.

-Access denied when server disconnected: When communication with server is disconnected during the use of Anti Pass Back, access is denied for all.



5. Authentication with Anti Pass Back

[Location] information is indicated as "unassigned" in user information as shown in the figure below.



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.

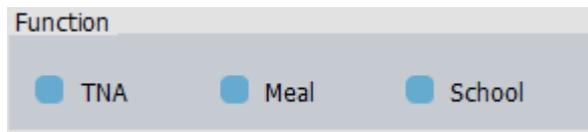
Authentication Log List											
Time	Terminal	User ID	Name	Emp No.	Branch	Location	Access Group	Class	Mode	Type	Result
2016-05-25 17:05:03	0001 : 7000	****			**** : Not A...			Visitor	Access	1:N	Not Matched
2016-05-25 17:03:40	0001 : 7000	00000006	ssss	00000006	**** : Not A...	**** : Not A...	**** : Not A...	User	Access	1:N	Success
2016-05-25 16:52:01	0001 : 7000	00000001	iii	00000001	**** : Not A...	**** : Not A...	**** : Not A...	User	Access	1:N	Success
2016-05-25 16:51:52	0001 : 7000	00000002	Bob	2	**** : 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 (Examples)

※ 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.**



Examples by Workplaces and Attendances

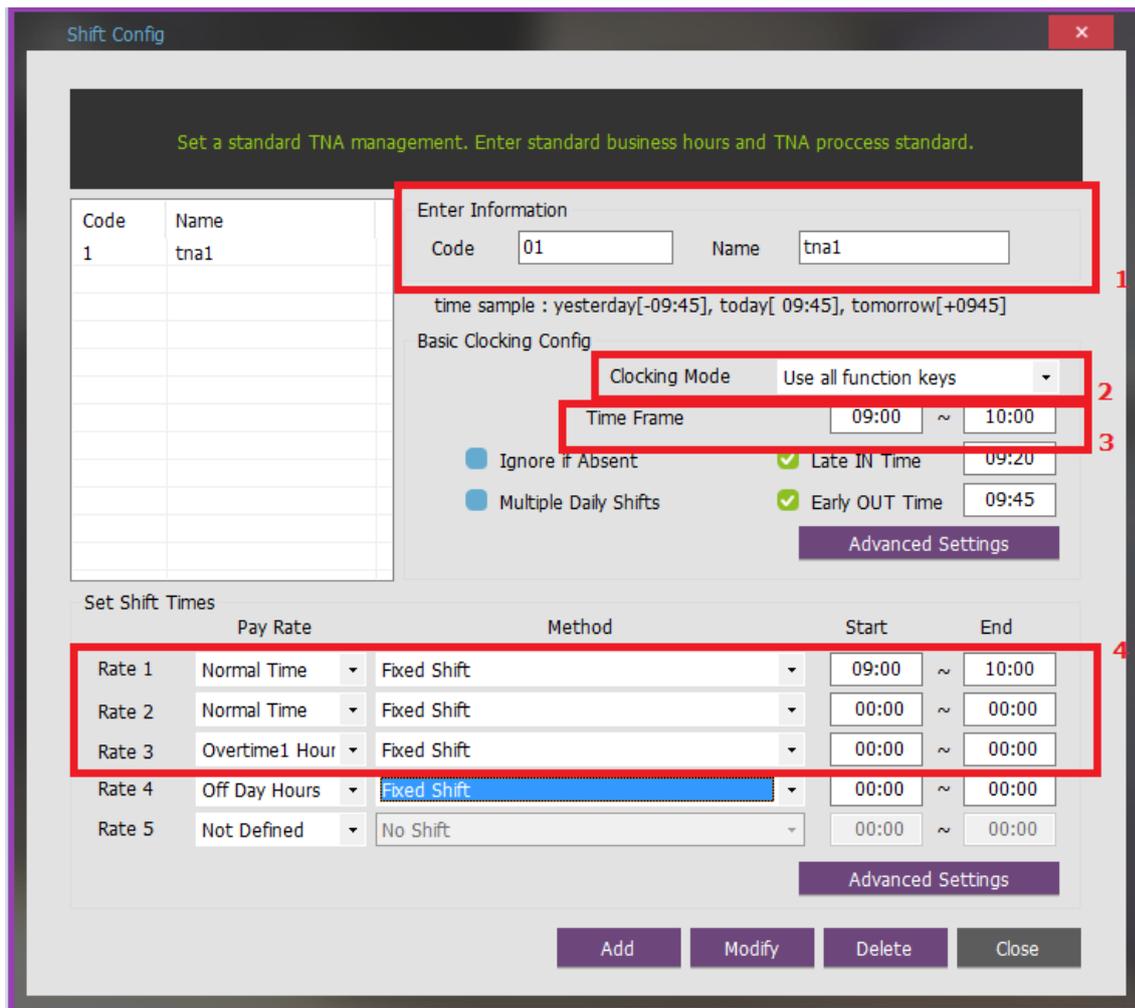
1. General Workplace: Example of Attendance Basic Setting ► Move to [\[General Workplace\]](#)
- 2.. Public Office: Example of Attendance Setting at Public Office such as Overtime Work. ► Move to [\[Public Office\]](#)
3. Night Shift: Example of the case where the range of attendance per day is 24 hours 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 [\[Shift Config\]](#)



① Code: Enter a two-character code consisting of digits or English alphabet letters without overlapping (Special characters are not allowed) / Name: Code Name

➤ **Code: 11 / Name: Enter the ordinary days (ex. Working day, normal day, etc.)**

② Clocking Mode

- Use all function keys: Acknowledge all the records 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)**
- ☛ **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 [\[Set Schedule\]](#)

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)

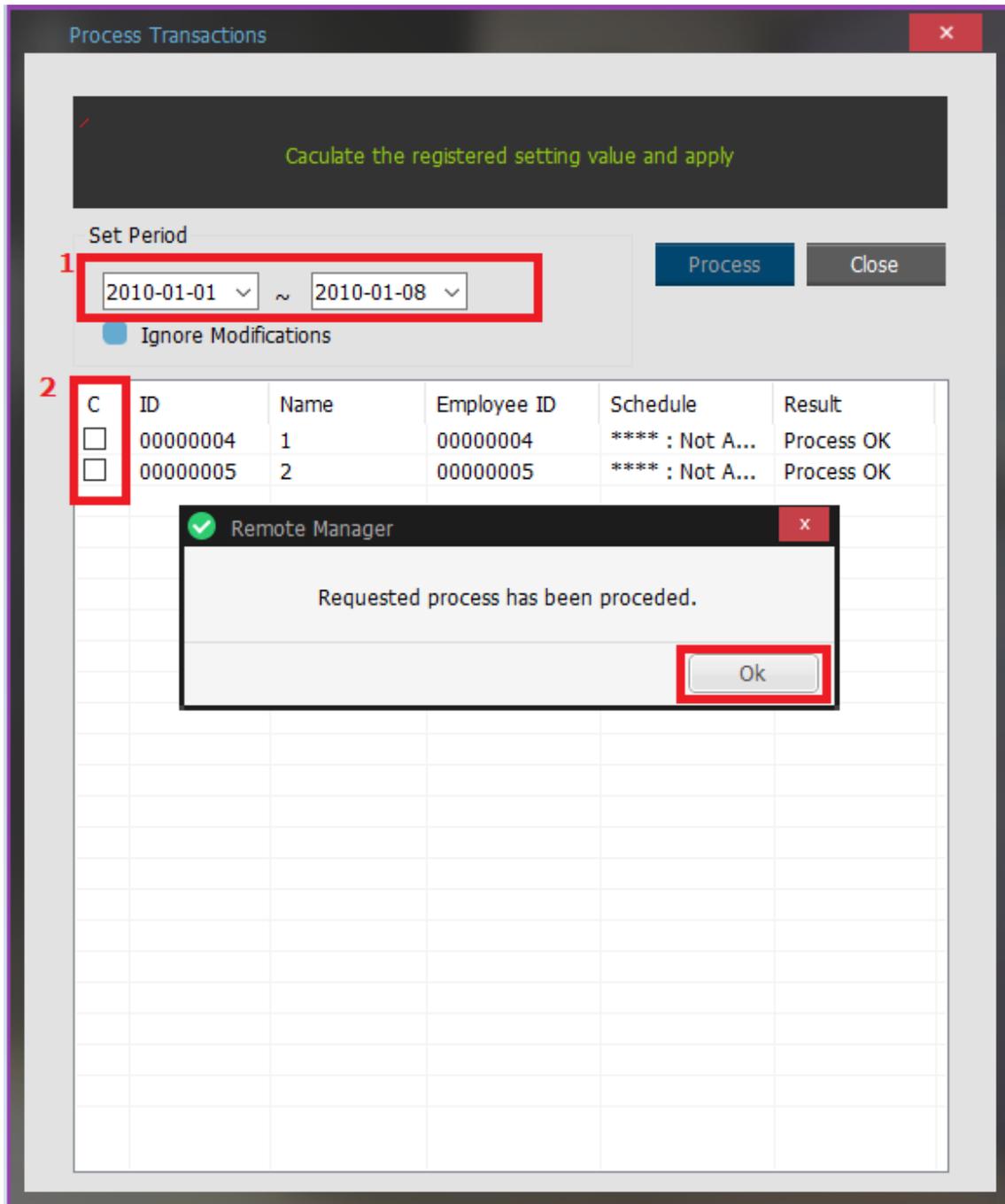
✦ **Select 7 days (Normally repeated in the unit of 7 days)**

③ Set Shift: Double-click to inquire the work code registered in [Shift Config]

✦ **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 [\[Apply Schedule\]](#).



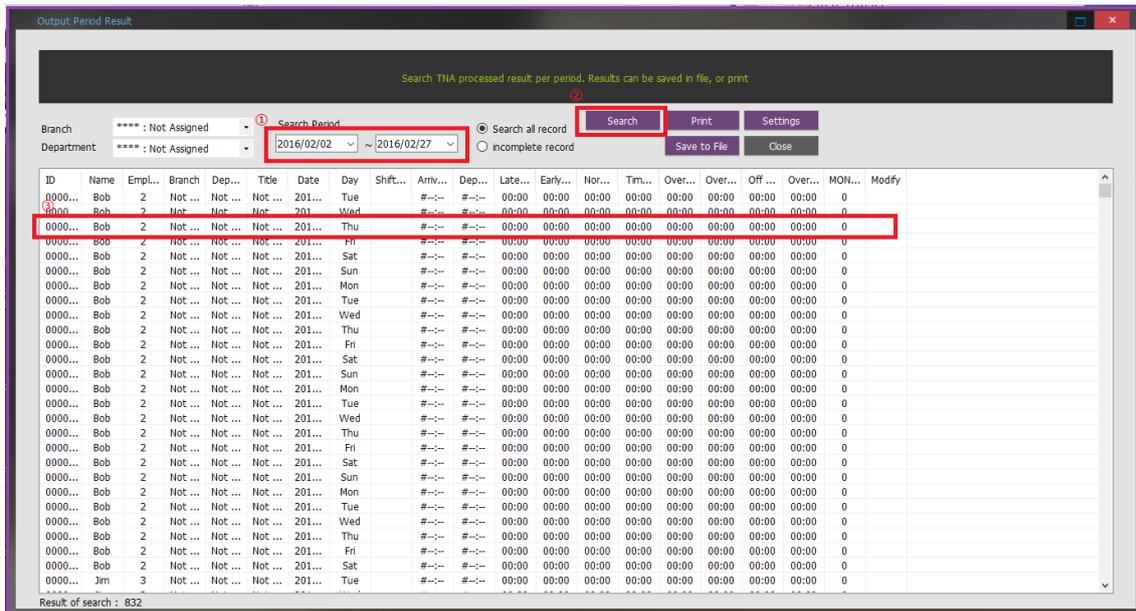
① Set Period: Designate the subject period of attendance processing. (Maximum Period: 31 days)
 ➤ **Normally in the unit of a day or seven days (The data of attendance processed must exist during the applicable period)**

② Check box: Check the applicable employee

➤ **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]



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.

1. [TNA Settings]: Set/add time as below from [Shift Config]

Shift Config

Set a standard TNA management. Enter standard business hours and TNA process standard.

Code	Name
01	tna1
02	222

Enter Information

Code Name

time sample : yesterday[-09:45], today[09:45], tomorrow[+0945]

Basic Clocking Confir

Clocking Mode

Time Frame ~

Ignore if Absent Late IN Time

Multiple Daily Shifts Early OUT Time

Advanced Settings

Set Shift Times

Rate	Pay Rate	Method	Start	End
Rate 1	Normal Time	Fixed Shift	09:00	18:00
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	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

☛ Code: 01 / Name: Enter the ordinary days (ex. Date of Work, Weekday, etc.)

② Clocking Mode

- Use all function keys: Acknowledge all the records 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)**

☛ **Time Before Shift: 04:00~09:00 / ☛ 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 [\[Set Schedule\]](#)

Code	Name
w001	tna code1

Enter Information

Code Name

Define Holidays

Holiday **** : Not Assigned

Holiday Shift ** : Not Assigned

Set Schedule

Start Date 2016-05-24 Repeat After 7 Days

Date	Day	Set Shift	Enter ...
2016-05-24	Tue	** : Not Defined	
2016-05-25	Wed	** : Not Defined	
2016-05-26	Thu	** : Not Defined	
2016-05-27	Fri	** : Not Defined	
2016-05-28	Sat	** : Not Defined	
2016-05-29	Sun	** : Not Defined	
2016-05-30	Mon	** : Not Defined	

Add Modify 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

☛ **Code: 1111 / Name: Enter Code Name**

② Repeat After: Select the number of days revolving repeatedly (Normally in the unit of 7 days)

☛ **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]

☛ **Double-click to designate the registered code**

④ Overtime3 Hours Detail: Set the public office overtime work standard

☛ Rounding: The entered time information processing unit
☛ Add. Hours: When the conditions are met, add as set time.

☛ Add. Hours After: The set time based on the over time.

☛ Del. Hours: One hour is deducted for the overtime work period

☛ 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

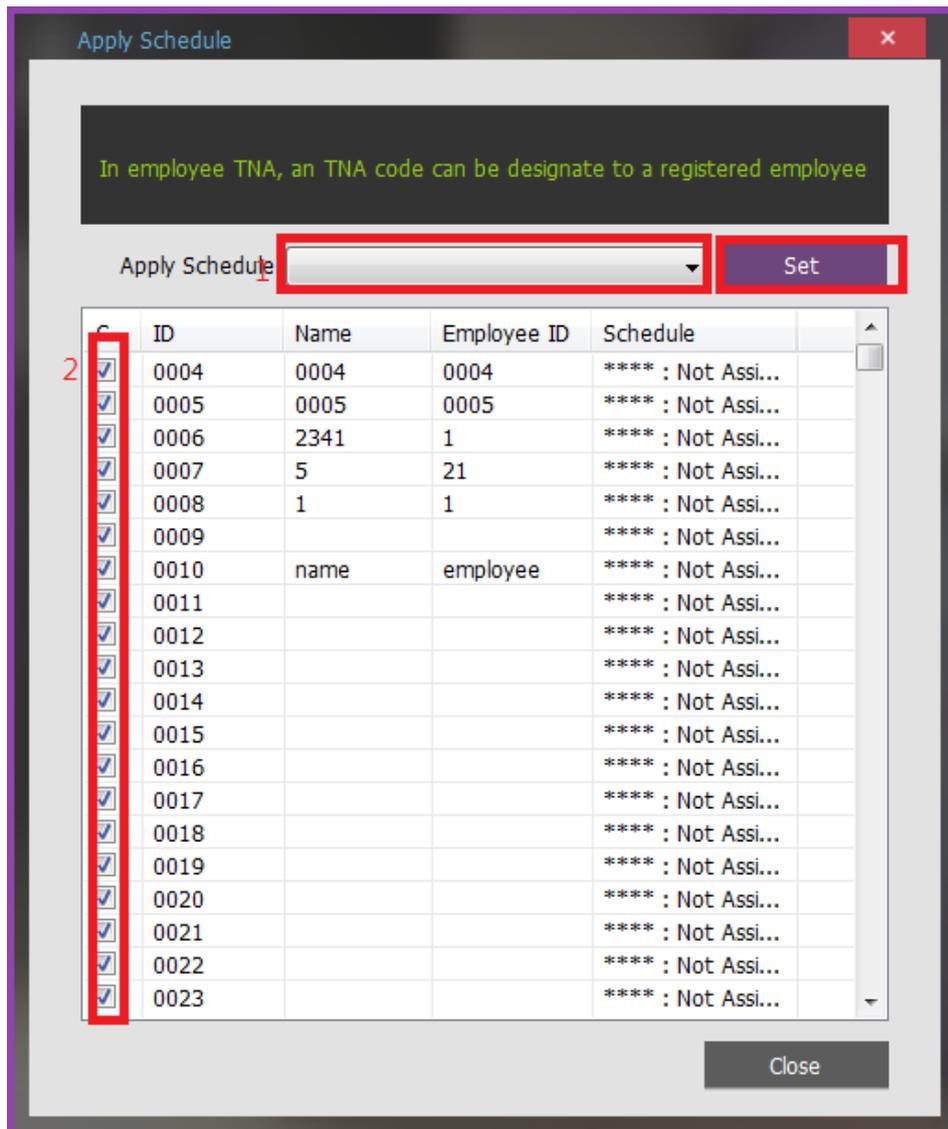
☛ Rate: Rate the time base on the minimum time.

- Define Pay Period Rules: When processing TNA, the detailed setting and contents are same.

☛ Transfer to : Add the corresponding over time to the other working time.

Set: Save the set value.

3. [TNA Settings]: Designate the attendance codes registered as follow on a lump sum basis in [\[Apply Schedule\]](#)



① Apply Schedule: Select the work type to be applied

☛ **Select the attendance code**

② Check box: Check the applicable employee

☛ **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)

☛ **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

☛ **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)

☛ **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
CASE1	07:20	+01:25	00:00	00:00	09:00	01:40	07:25	04:00
	☛ Overtime3 Hours = 1:40+7:25 = 9:05 (Del. Hours 1, Max. Time 4) ▷ 4:00							
	11:02	+01:05	02:02	00:00	06:58	00:00	07:05	04:00
☛ Overtime3 Hours = 07:05 (Del. Hours 1, Max. Time 4) ▷ 4:00								
CASE2	12:41	22:55	03:41	00:00	05:19	00:00	04:55	03:55
	☛ Overtime3 Hours = 04:55 (Del. Hours 1) ▷ 3:55							
CASE3	08:50	19:33	00:00	00:00	09:00	00:10	01:33	00:00
	☛ Overtime3 Hours = 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								

☛ **Overtime3 Hours: Time other than Basic Work Time, Acknowledge a maximum of four hours per day (Del. Hours 1)**

Time	Arrival	Departure	Late After	Early	Normal	Time Before	Overtime1	Overtime3 Hours
------	---------	-----------	------------	-------	--------	-------------	-----------	-----------------

	Time	Time	Time	Departure Time	Time	Shift	Hours	
Attendance Setting Value	09:00	18:00	After09:00	Before18:00	9Hours	Before09:00	After18:00	Time Before Shift+Overtime1
CASE4	08:41	19:27	00:00	00:00	09:00	00:19	01:27	00:46
	⚠ Overtime3 Hours = 00:19+ 01:27= 01:46 (Del. Hours 1) ▷ 00:46							
	07:15	15:13	00:00	02:47	06:13	01:45	00:00	00:45
	⚠ Overtime3 Hours = 01:45 (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 [\[Shift Config\]](#)

Shift Config

Set a standard TNA management. Enter standard business hours and TNA process standard.

Code	Name
01	tna1
02	222
03	all night

Enter Information

Code Name

time sample : yesterday[-09:45], today[09:45], tomorrow[+0945]

Basic Clocking Config

Clocking Mode

Time Frame ~

Ignore if Absent Late IN Time

Multiple Daily Shifts Early OUT Time

Advanced Settings

Set Shift Times

Rate	Pay Rate	Method	Start	End
Rate 1	<input type="text" value="Normal Time"/>	<input type="text" value="Actual Time"/>	<input type="text" value="00:00"/> ~ <input type="text" value="00:00"/>	<input type="text" value="00:00"/>
Rate 2	<input type="text" value="Not Defined"/>	<input type="text" value="No Shift"/>	<input type="text" value="00:00"/> ~ <input type="text" value="00:00"/>	<input type="text" value="00:00"/>
Rate 3	<input type="text" value="Not Defined"/>	<input type="text" value="No Shift"/>	<input type="text" value="00:00"/> ~ <input type="text" value="00:00"/>	<input type="text" value="00:00"/>
Rate 4	<input type="text" value="Not Defined"/>	<input type="text" value="No Shift"/>	<input type="text" value="00:00"/> ~ <input type="text" value="00:00"/>	<input type="text" value="00:00"/>
Rate 5	<input type="text" value="Not Defined"/>	<input type="text" value="No Shift"/>	<input type="text" value="00:00"/> ~ <input type="text" value="00:00"/>	<input type="text" value="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

☛ Code: 44 / Name: Enter the ordinary days (ex. Working day, normal day, etc.)

② Clocking Mode

- Use all function keys: Acknowledge all the records 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~+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

☛ **Normal Time: All hours from 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 [\[Set Schedule\]](#)

Code	Name
01	staff
w001	tna code1

Enter Information

Code: 01 Name: staff

Define Holidays

Holiday: **** : Not Assigned

Holiday Shift: ** : Not Assigned

Set Schedule

Start Date: 2016-05-24 Repeat After: 7 Days

Date	Day	Set Shift	Enter ...
2016-05-24	Tue	03 : all night	
2016-05-25	Wed	03 : all night	
2016-05-26	Thu	03 : all night	
2016-05-27	Fri	03 : all night	
2016-05-28	Sat	03 : all night	
2016-05-29	Sun	03 : all night	
2016-05-30	Mon	03 : all night	

Buttons: Add, Modify, 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

☛ **Code: 1111 / Name: Enter Code Name**

② Repeat After: Select the number of days revolving repeatedly (Normally in the unit of 7 days)

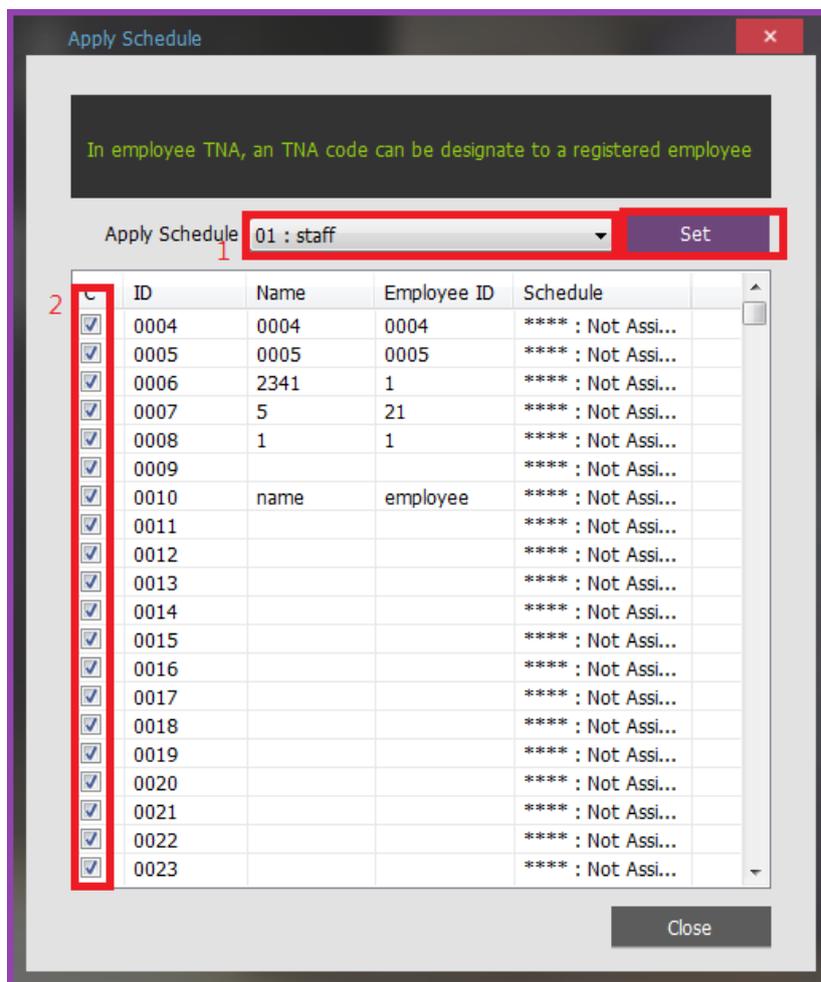
☛ **Select 7 days (Normally repeated in the unit of 7 days)**

③ Set Shift: Double-click to inquire the work code registered in [Shift Config]

☛ **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: Select the work type to be applied

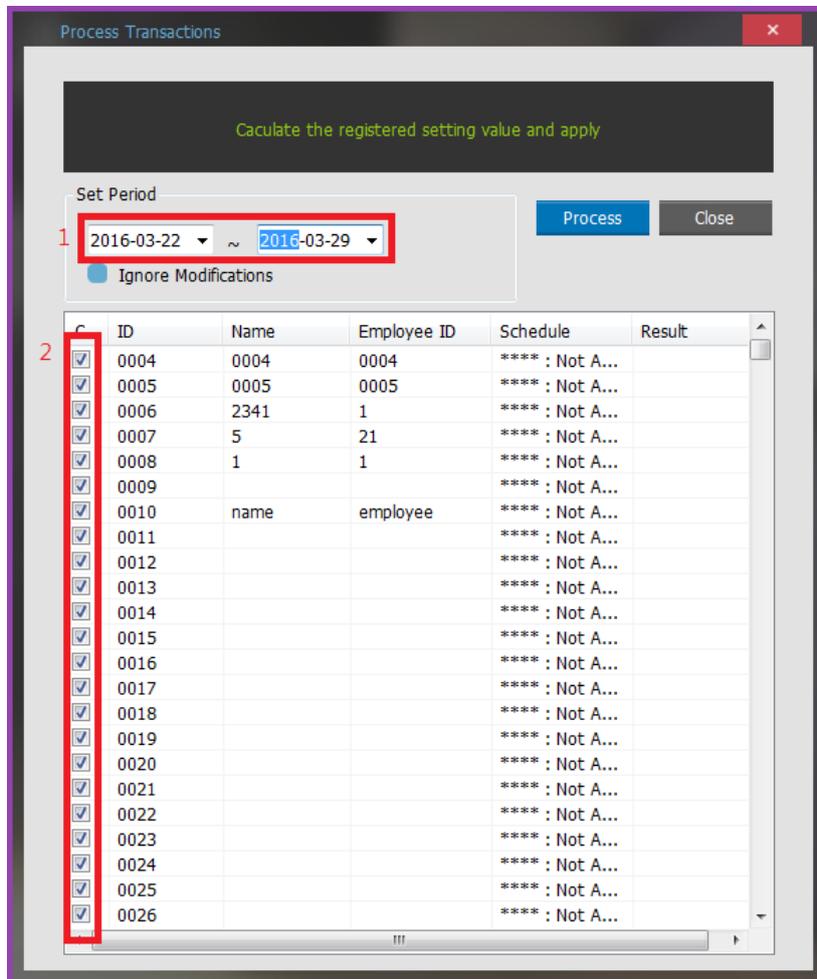
☛ **Select the attendance code**

② Check box: Check the applicable employee

☛ **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)

☛ **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

☛ **Check All Employees**

Process: button to display 'complete' message on the processing result

after processing

5. [TNA]: Inquire the attendance results as follow from [\[Output Period Summary\]](#)

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.

➤ **Identify Access Log**

Period ~

Condition Detail Condition

Result Mode

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 [\[Shift Config\]](#)

The screenshot shows the 'Shift Config' window with the following configuration:

- Enter Information:** Code 04, Name morning.
- Basic Clocking Config:** Clocking Mode Use all function keys, Time Frame 06:00 ~ 18:00.
- Set Shift Times:** Rate 1 Normal Time Fixed Shift 08:00 ~ 16:00; Rate 2 Time Before Sh Fixed Shift 06:00 ~ 08:00; Rate 3 Overtime1 Hour Fixed Shift 16:00 ~ 18:00.

Code	Name
01	tna1
02	222
03	all night
04	morning

Enter Information

Code 04 Name morning

time sample : yesterday[-09:45], today[09:45], tomorrow[+0945]

Basic Clocking Config

Clocking Mode Use all function keys

Time Frame 06:00 ~ 18:00

Ignore if Absent Late IN Time 00:00

Multiple Daily Shifts Early OUT Time 00:00

Advanced Settings

Set Shift Times

Rate	Pay Rate	Method	Start	End
Rate 1	Normal Time	Fixed Shift	08:00	16:00
Rate 2	Time Before Sh	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

Advanced Settings

Add Modify Delete Close

Set a standard TNA management. Enter standard business hours and TNA process standard.

Code	Name
01	tna1
02	222
03	all night
04	morning
05	day

Enter Information

Code ¹ Name

time sample : yesterday[-09:45], today[09:45], tomorrow[+0945]

Basic Clocking Config

² Clocking Mode

³ Time Frame ~

- Ignore if Absent
- Late IN Time
- Multiple Daily Shifts
- Early OUT Time

Advanced Settings

Set Shift Times

	Pay Rate	Method	Start	End
⁴ Rate 1	Normal Time	Fixed Shift	16:00	~ +00:00
Rate 2	Time Before Sh	Fixed Shift	14:00	~ 16:00
Rate 3	Overtime1 Hour	Fixed Shift	+00:00	~ +02:00
Rate 4	Not Defined	No Shift	00:00	~ 00:00
Rate 5	Not Defined	No Shift	00:00	~ 00:00

Advanced Settings

- Add
- Modify
- Delete
- Close

Set a standard TNA management. Enter standard business hours and TNA process standard.

Code	Name
01	근태1
02	222
03	all night
04	morning
05	day
06	night

Enter Information

Code 1 06 Name night

time sample : yesterday[-09:45], today[09:45], tomorrow[+0945]

Basic Clocking Config

2 Clocking Mode Use all function keys

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 Times

	Pay Rate	Method	Start	End
Rate 1 4	Normal Time	Fixed Shift	+00:00 ~	+08:00
Rate 2	Time Before Sh	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

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

☛ 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

※ Authentication record used for attendance is applied when such authentication was successful(The record of failure in authentication is disregarded from the attendance)

☛ 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 18:01, it is not recorded as attendance)

④ Set Shift Times

☛ 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 [\[Set Schedule\]](#)

Register rotating business schedule by using registered working hour register code

Code	Name
01	staff
02	A Group

Enter Information
Code: 02 Name: A Group

Define Holidays
Holiday: **** : Not Assigned
Holiday Shift: ** : Not Assigned

Set Schedule
Start Date: 2016-05-04 Repeat After: 15 Days

Date	Day	Set Shift	Enter ...
2016-05-04	Wed	04 : Morning	
2016-05-05	Thu	06 : all night	
2016-05-06	Fri	06 : all night	
2016-05-07	Sat	04 : Morning	
2016-05-08	Sun	04 : Morning	
2016-05-09	Mon	06 : all night	
2016-05-10	Tue	06 : all night	
2016-05-11	Wed	05 : Day	
2016-05-12	Thu	05 : Day	
2016-05-13	Fri	05 : Day	

Add Modify 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

☛ 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)

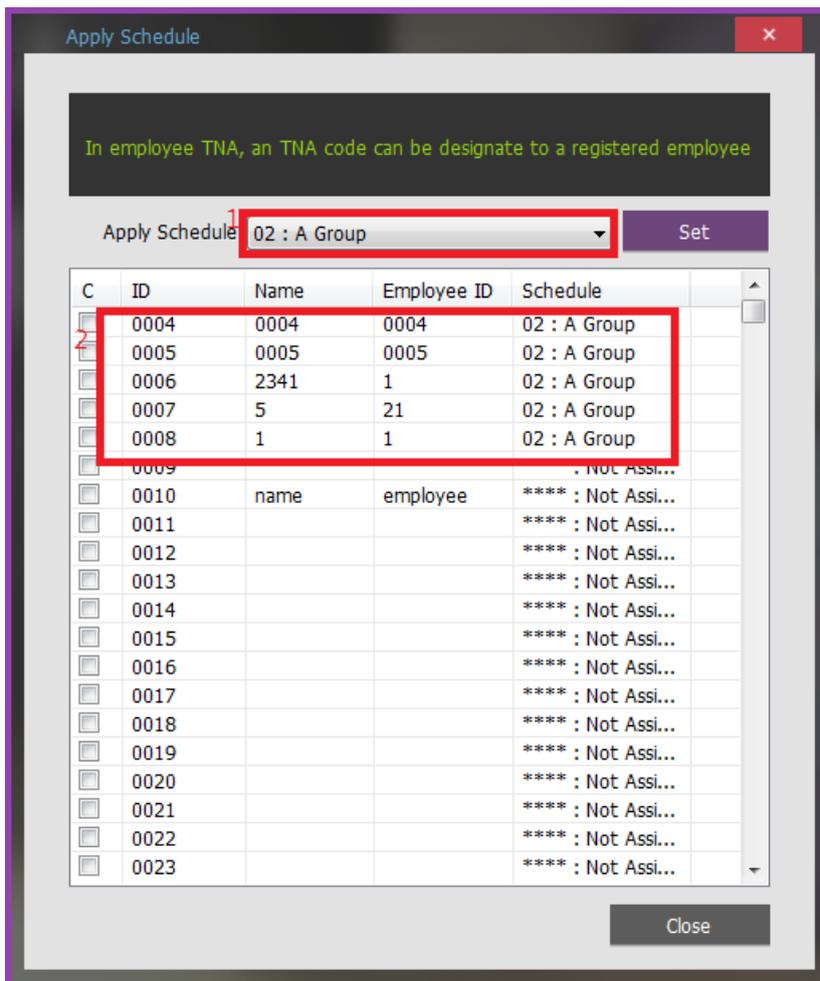
☛ **Select 7 days (Normally repeated in the unit of 7 days)**

③ Set Shift: Double-click to inquire the work code registered in [Shift Config]

☛ **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: Select the work type to be applied

☛ **Select the attendance code**

② Check box: Check the applicable employee

☛ **Check All Employees**

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 [\[Process Transactions\]](#).

C	ID	Name	Employee ID	Schedule	Result
<input checked="" type="checkbox"/>	0004	0004	0004	**** : Not D...	
<input checked="" type="checkbox"/>	0005	0005	0005	**** : Not D...	
<input checked="" type="checkbox"/>	0006	2341	1	**** : Not D...	
<input checked="" type="checkbox"/>	0007	5	21	**** : Not D...	
<input checked="" type="checkbox"/>	0008	1	1	**** : Not D...	
<input checked="" type="checkbox"/>	0009			**** : Not A...	
<input checked="" type="checkbox"/>	0010	name	employee	**** : Not A...	
<input checked="" type="checkbox"/>	0011			**** : Not A...	
<input checked="" type="checkbox"/>	0012			**** : Not A...	
<input checked="" type="checkbox"/>	0013			**** : Not A...	
<input checked="" type="checkbox"/>	0014			**** : Not A...	
<input checked="" type="checkbox"/>	0015			**** : Not A...	
<input checked="" type="checkbox"/>	0016			**** : Not A...	
<input checked="" type="checkbox"/>	0017			**** : Not A...	
<input checked="" type="checkbox"/>	0018			**** : Not A...	
<input checked="" type="checkbox"/>	0019			**** : Not A...	
<input checked="" type="checkbox"/>	0020			**** : Not A...	
<input checked="" type="checkbox"/>	0021			**** : Not A...	
<input checked="" type="checkbox"/>	0022			**** : Not A...	
<input checked="" type="checkbox"/>	0023			**** : Not A...	
<input checked="" type="checkbox"/>	0024			**** : Not A...	
<input checked="" type="checkbox"/>	0025			**** : Not A...	
<input checked="" type="checkbox"/>	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

☛ **Check the group to be processed for attendance**

Process: Press **Process** button to display complete message on the processing result after processing.

5. **[TNA]:** Inquire the attendance results as follow from [\[Output Period Result\]](#)

Output Period Result

Search TNA processed result per period. Results can be saved in file, or print

Branch: **** : Not Assigned
 Department: **** : Not Assigned

Search Period: 2016/02/01 ~ 2016/02/29

Search all record
 incomplete record

Buttons: Search, Print, Settings, Save to File, Close

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...	Ho	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 ...	Not ...	201...	Mon	Tea...	#-:-	#-:-	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0310...	Jinu	200...	Not ...	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 ...	Not ...	201...	Mon	Flexi...	#-:-	#-:-	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0420...	Kevin	200...	Not ...	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 ...	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 ...	Not ...	201...	Mon	Flexi...	#-:-	#-:-	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0200...	Dora	200...	Not ...	Not ...	Not ...	201...	Mon	Flexi...	#-:-	#-:-	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00
0300...	Ela	200...	Not ...	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 ...	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

Result of search : 864

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.

➤ Identify Access Log

Period 2010-01-01 00:00 ~ 2010-01-13 23:59

Condition Detail Condition

Result Mode

Time	Terminal ID	User ID	Name	Unique ID	Class	Mode
2010-01-01 07:31:24	0100	00000376	User376	0376	User	Attend
2010-01-01 16:59:47	0100	00000376	User376	0376	User	Attend
2010-01-02 07:19:14	0100	00000376	User376	0376	User	Access
2010-01-02 17:39:22	0100	00000376	User376	0376	User	Attend
2010-01-03 06:22:24	0100	00000376	User376	0376	User	Attend
2010-01-03 17:22:54	0100	00000376	User376	0376	User	Access
2010-01-04 23:49:39	0100	00000376	User376	0376	User	Attend
2010-01-05 08:49:59	0100	00000376	User376	0376	User	Attend
2010-01-05 23:19:26	0100	00000376	User376	0376	User	Attend
2010-01-06 09:34:14	0100	00000376	User376	0376	User	Attend
2010-01-07 15:37:39	0100	00000376	User376	0376	User	Attend
2010-01-08 01:47:02	0100	00000376	User376	0376	User	Attend
2010-01-08 15:09:03	0100	00000376	User376	0376	User	Access
2010-01-09 01:53:59	0100	00000376	User376	0376	User	Attend
2010-01-09 14:58:59	0100	00000376	User376	0376	User	Attend
2010-01-10 01:49:07	0100	00000376	User376	0376	User	Access
2010-01-10 22:55:13	0100	00000376	User376	0376	User	Attend
2010-01-11 08:40:14	0100	00000376	User376	0376	User	Attend
2010-01-12 07:40:09	0100	00000376	User376	0376	User	Attend
2010-01-12 16:15:37	0100	00000376	User376	0376	User	Attend
2010-01-13 08:54:41	0100	00000376	User376	0376	User	Attend
2010-01-13 09:13:49	0100	00000376	User376	0376	User	Attend

③ Transaction Reports

▣ Calculation Standard: 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 [\[Shift Config\]](#)

Shift Config

Set a standard TNA management. Enter standard business hours and TNA process standard.

Code	Name
01	tna1
02	222
03	all night
04	Morning
05	Day
06	all night
07	multi tna

Enter Information

Code: 07 Name: multi tna

time sample : yesterday[-09:45], today[09:45], tomorrow[+0945]

Basic Clocking Config

Clocking Mode: Use all function keys

Time Frame: 06:00 ~ +06:00

Ignore if Absent Late IN Time 00:00

Multiple Daily Shifts Early OUT Time 00:00

Advanced Settings

Set Shift Times

Rate	Pay Rate	Method	Start	End
Rate 1	Time Before Sh	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

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

➤ 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

- 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

※ Authentication record used for attendance is applied when such authentication was successful(The record of failure in authentication is disregarded from the attendance)

☛ **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

When setting business hours, create arrival/departure time automatically, set times that do not have to be on records, set multiple arrival/departure time periods

Time Frame 06:00 ~ +06:00

Auto Clock

Auto Clock IN 00:00

Auto Clock OUT 00:00

Out of Office Settings

Deduct Break Time

Clocking Mode Use all function keys

Break by LEAVE record

Clocking Mode Use all function keys

Break Times

1st Break 00:00 ~ 00:00

2nd Break 00:00 ~ 00:00

3rd Break 00:00 ~ 00:00

4th Break 00:00 ~ 00:00

5th Break 00:00 ~ 00:00

Set Multi Daily Shift Times

1st Band 06:00 ~ 13:00

2nd Band 13:00 ~ 22:00

3rd Band 00:00 ~ 00:00

4th Band 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
- 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 Settings

Set 1~5 working hours set in [working time registration]-[working time setting] in more detail. (Time digit, min/max time etc)

Rate	Pay Rate	Min. Time	Max. Time	Rate	Rounding	Select Range	Shift Auto OUT
Rate 1	Time Before Shift	00:00	99:00	100 %	No Rounding	1st Band	<input checked="" type="checkbox"/>
Rate 2	Overtime1 Hours	00:00	99:00	100 %	No Rounding	2nd Band	<input checked="" type="checkbox"/>
Rate 3	Normal Time	00:00	99:00	100 %	No Rounding	Not Defined	<input checked="" type="checkbox"/>
Rate 4	Normal Time	00:00	99:00	100 %	No Rounding	Not Defined	<input checked="" type="checkbox"/>
Rate 5	Not Defined	00:00	99:00	100 %	No Rounding	Not Defined	<input checked="" type="checkbox"/>

Set Cancel

➤ **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 [\[Set Schedule\]](#)

Set Schedule

Register rotating business schedule by using registered working hour register code

Code	Name
01	staff
02	A Group
03	staff

Enter Information

Code **1** Name

Define Holidays

Holiday

Holiday Shift

Set Schedule **2**

Start Date Repeat After

Date	Day	Set Shift	Enter ...
2016-05-25	Wed	07 : multi tna	
2016-05-26	Thu	07 : multi tna	
2016-05-27	Fri	07 : multi tna	
2016-05-28	Sat	07 : multi tna	
2016-05-29	Sun	07 : multi tna	
2016-05-30	Mon	07 : multi tna	
2016-05-31	Tue	04 : Morning	

Pay Rate Rules

Normal Time Detail

Time Before Shift Detail

Overtime1 Hours Detail

Overtime2 Hours Detail

Off Day Hours Detail

Overtime3 Hours Detail

Add Modify 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

☛ **Code: 1111 / Name: Enter Code Name**

② Repeat After: Select the number of days revolving repeatedly (Normally in the unit of 7 days)

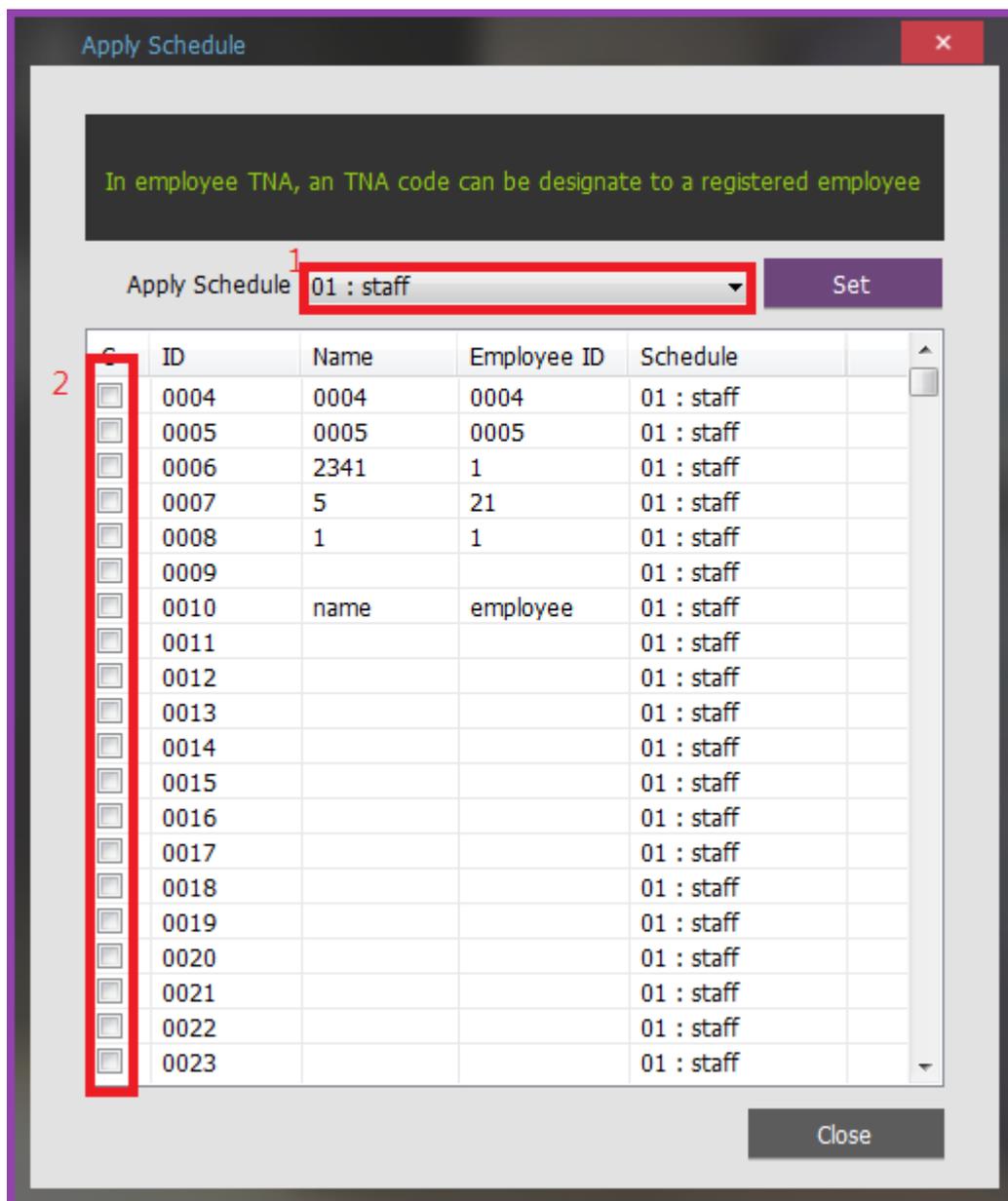
☛ **Select 7 days (Normally repeated in the unit of 7 days)**

③ Set Shift: Double-click to inquire the work code registered in [Shift Config]

☛ **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: Select the work type to be applied

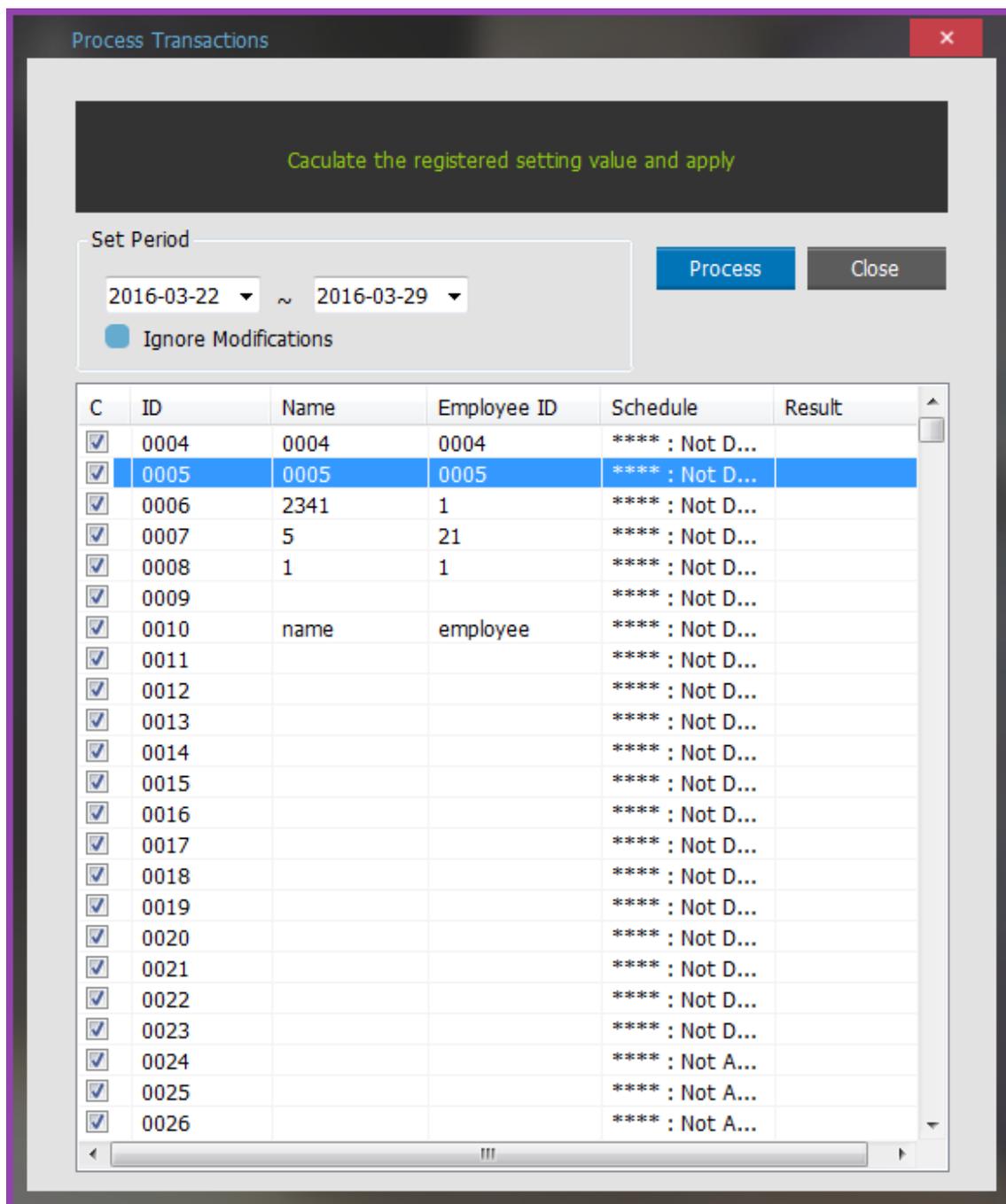
☛ **Select the attendance code**

② Check box: Check the applicable employee

☛ **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)

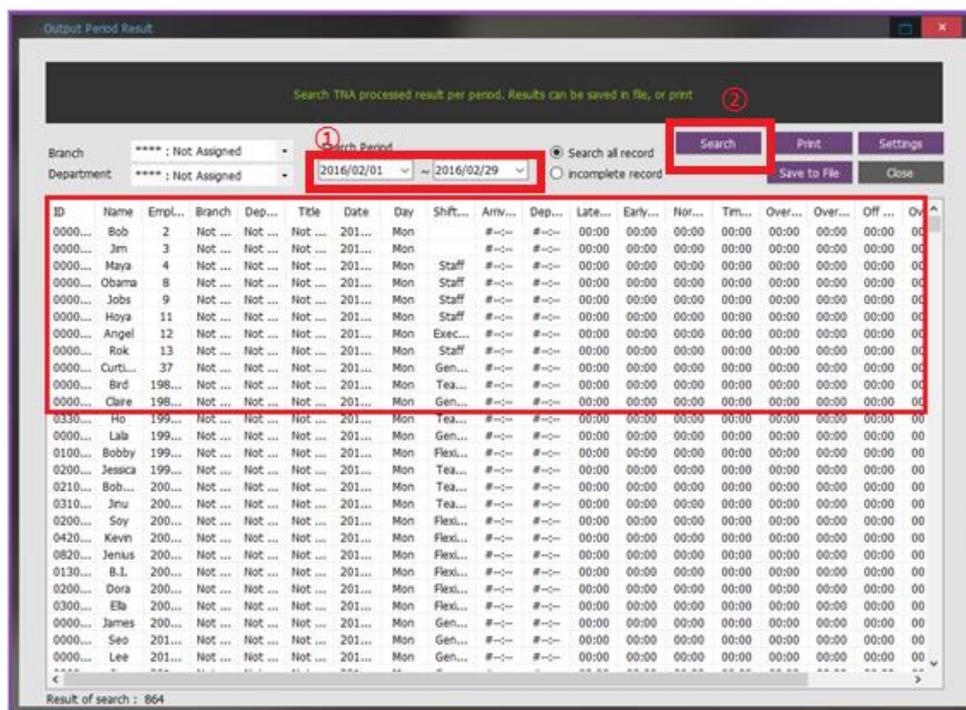
☛ **Normally in the unit of a day or seven days (The data of attendance processed must exist during the applicable period)**

② Check box: Check the applicable employee

☛ **Check All Employees**

Process: Press the button to print the complete message 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)

☞ 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

☞ 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 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 Settings

Set 1~5 working hours set in [working time registration]-[working time setting] in more detail. (Time digit, min/max time etc)

Rate 1

Pay Rate: Normal Time Rounding: No Rounding

Min. Time: 00:00 Max. Time: 99:00 Rate: 100 %

Select Range: Not Defined Shift Auto OUT

Rate 2

Pay Rate: Not Defined Rounding: No Rounding

Min. Time: 00:00 Max. Time: 99:00 Rate: 100 %

Select Range: Not Defined Shift Auto OUT

Rate 3

Pay Rate: Not Defined Rounding: No Rounding

Min. Time: 00:00 Max. Time: 99:00 Rate: 100 %

Select Range: Not Defined Shift Auto OUT

Rate 4

Pay Rate: Not Defined Rounding: No Rounding

Min. Time: 00:00 Max. Time: 99:00 Rate: 100 %

Select Range: Not Defined Shift Auto OUT

Rate 5

Pay Rate: Not Defined Rounding: No Rounding

Min. Time: 00:00 Max. Time: 99:00 Rate: 100 %

Select Range: Not Defined Shift Auto OUT

Set Cancel

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 [\[Multiple going to and leaving from work\]](#)

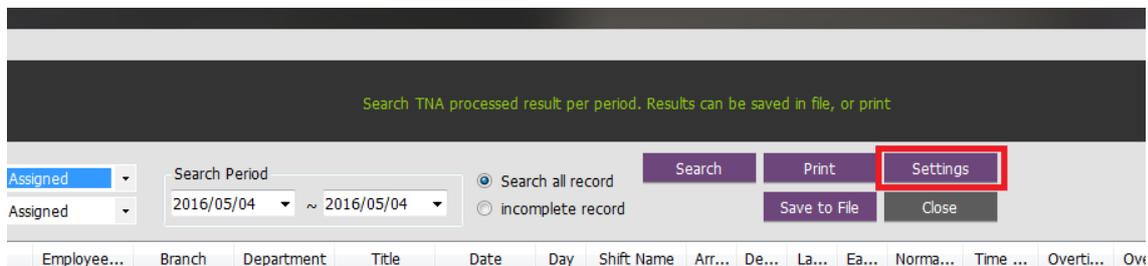
Multiple Daily Shifts **Checking this item activates the setting window.**

Shift Auto OUT: Recognized as sign-out if there is no record of sign-out for Multiple Sign in/out Zone Setup.

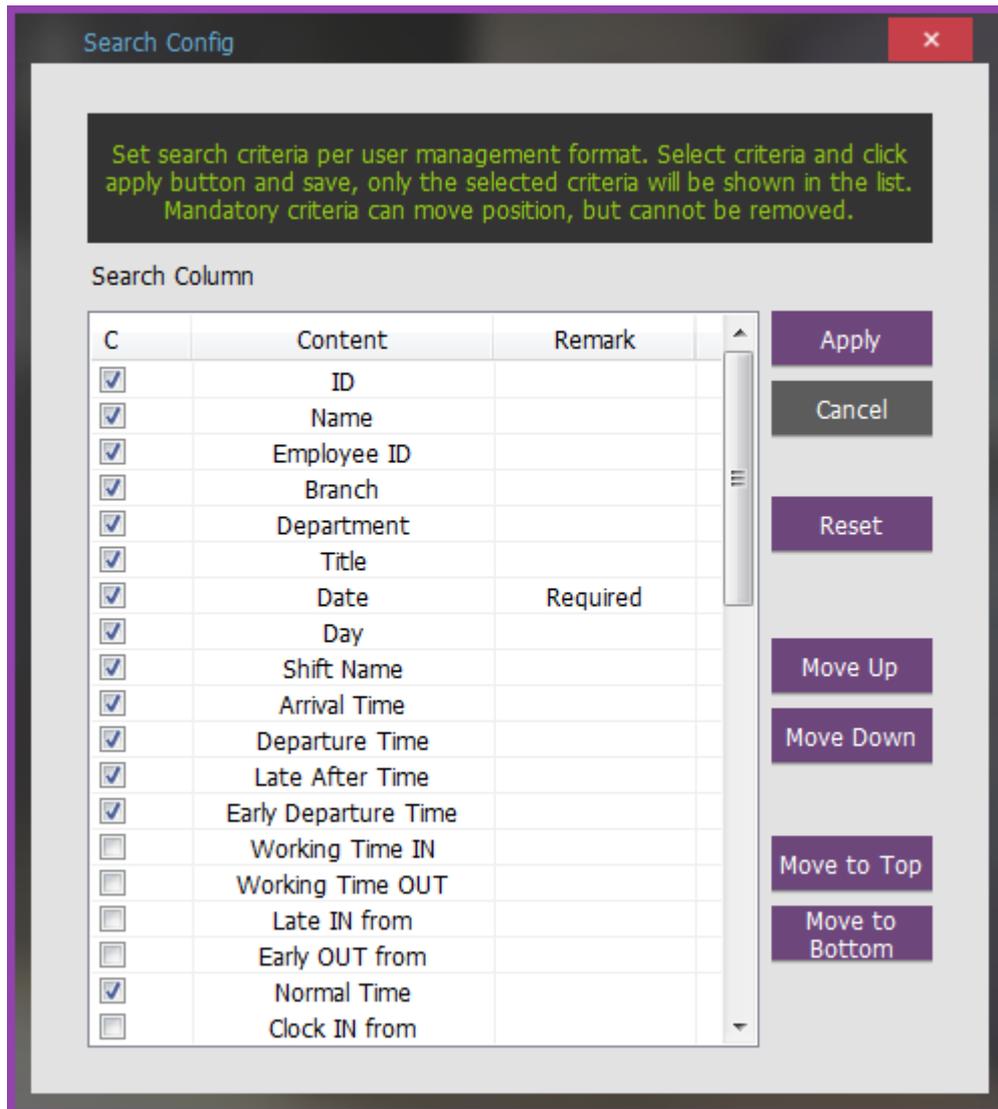
3.3.7 How to set the query items

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.



Settings: Press the button to bring up the following window.



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 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 × [Set Wiegand In Format]. Please refer to the section.

1. [Set Wiegand Out Format]: 26bit

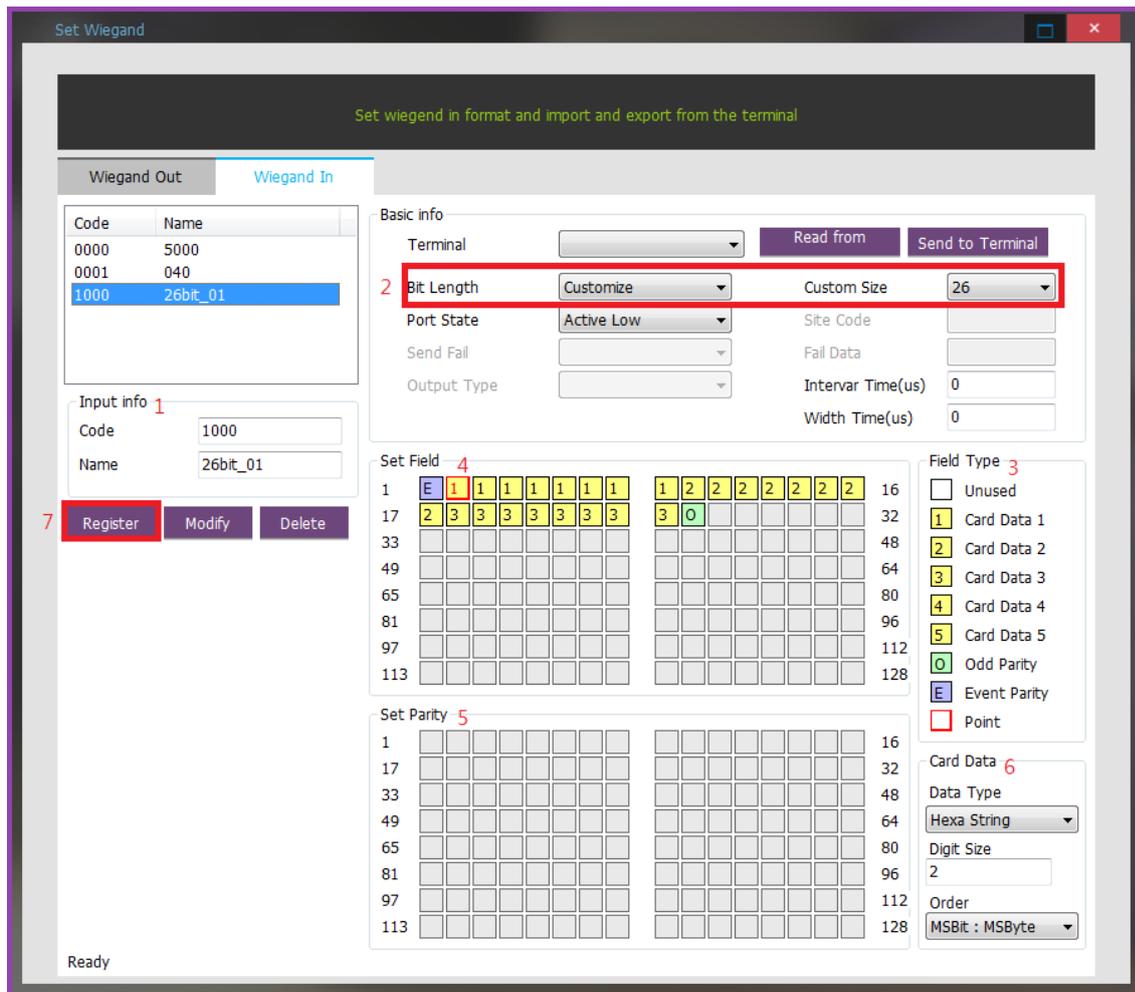
The screenshot shows the 'Set Wiegand' application window. At the top, there's a title bar and a subtitle 'Set wiegend in _out format and import and export from the terminal'. Below this, there are two tabs: 'Wiegand Out' (selected) and 'Wiegand In'. On the left, there's a table with columns 'Code' and 'Name'. The table contains three rows: (0000, 5000), (0001, 040), and (1000, 26bit_01). Below the table are input fields for 'Code' (1000) and 'Name' (26bit_01), with a 'Register' button highlighted. The 'Basic info' section has several dropdown menus: 'Terminal', 'Bit Length' (set to 'Customize'), 'Port State' (Active Low), 'Send Fail' (Not Anything), and 'Output Type' (UserID). To the right of these are input fields for 'Custom Size' (26), 'Site Code' (0), 'Fail Data' (0), 'Intervar Time(us)' (0), and 'Width Time(us)' (0). Below this are two grid sections: 'Set Field' and 'Set Parity'. The 'Set Field' grid has 16 columns and 12 rows. The first row contains 'E', 'S', 'S', 'S', 'S', 'S', 'S', 'S', 'S', 'D', 'D', 'D', 'D', 'D', 'D', 'D'. The 'Set Parity' grid has 16 columns and 12 rows. The first row contains 'V', 'V'. To the right of the grids is a 'Field Type' legend with items: Site Code (S), Data(ID) (D), Fixed 0 (0), Fixed 1 (1), Odd Parity (O), Event Parity (E), and Point (□). The 'Ready' status is shown at the bottom left.

- 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: 1bit / S: 8bit / D: 16bit / O: 1bit**
- ④ Set Field: Is set as shown above..

⑤ Set Parity: First, "E" Set Field area select , specified - From second bit to 13th bit. Next "O" select, 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 - 0xB2 0x34 0x74 -> 0xB2 0x34 0x74 input)



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, 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 / O: 1bit

④ Set Field: Set as shown above.

⑤ 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 25 **➡ E: 2bit~13bit / O: 14bit~25bit**

⑥ Card Data: Card Number (0xB2 0x34 0x74) Type and Each digit Set, ④ Set Field area **1** click, is set as shown above. **2**, **3** this is enter the same way too.

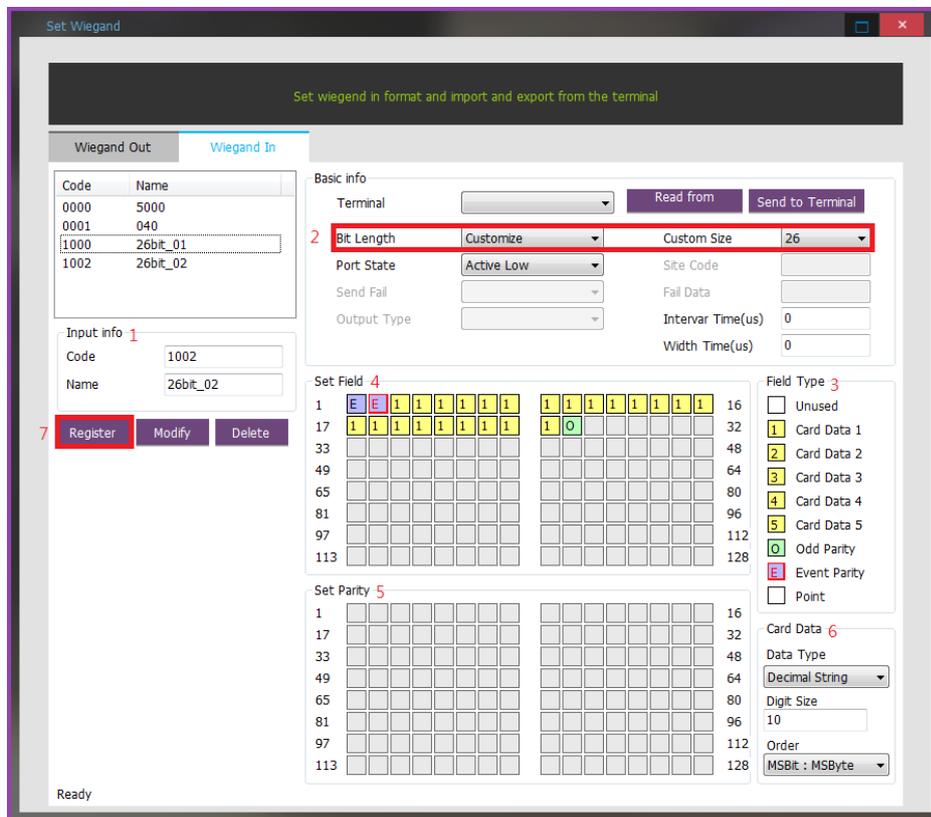
➡ **1 (Card Data 1): Data Type - Hexa String / Digit Size - 2 / Bit Order - MSB**

➡ **2 (Card Data 2): Data Type - Hexa String / Digit Size - 2 / Bit Order - MSB**

➡ **3 (Card Data 3): Data Type - Hexa String / Digit Size - 2 / Bit Order - MSB**

⑦ Click **Register** the button: Completed

3. [Set Wiegand In Format- B]: 26bit (Card Data- 0xB2 0x34 0x74 **≡ 0011678836(Decimal) input**)



① Enter Information: Code(Numeric format) / Name **➡ Code: 0002 / Name: 26bit_02**

② Bit Length: Customize select / Custom Size: 26bit **➡ Customize / 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.

➡ **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 **0** select, specified - From 14th bit to 25th bit

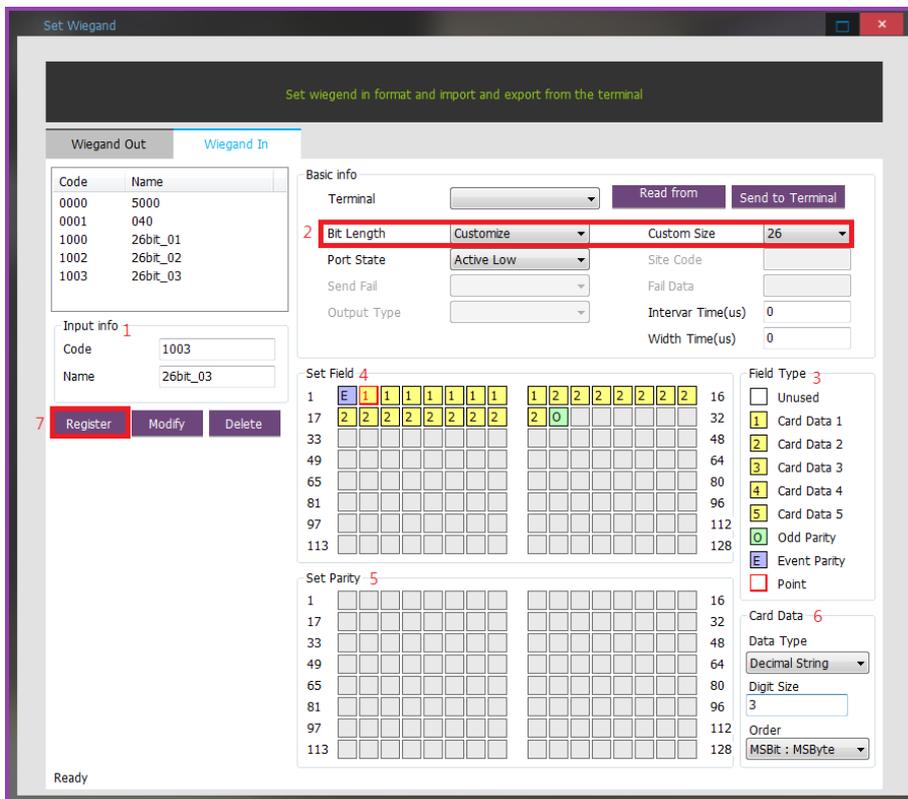
➤ **E: 2bit~13bit / O: 14bit~25bit**

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)



① Enter Information: Code(Numeric format) / Name ➤ **Code: 0003 / Name: 26bit_03**

② Bit Length: Customize select / Custom Size: 26bit ➤ **Customize / 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.

➤ **E: 1bit / 1 (Card Data 1): 8bit / 2 (Card Data 2): 16bit / O: 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

☛ **E: 2bit~13bit / O: 14bit~25bit**

⑥ Card Data: Set Card Number 0×B2 0×34 0×74 Type and Each digit, and click **1** on ④ Set Field area as it is shown above. **2** has the same way.

☛ **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.

3.5 Face Authentication in Server Mode

3.5.1 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.

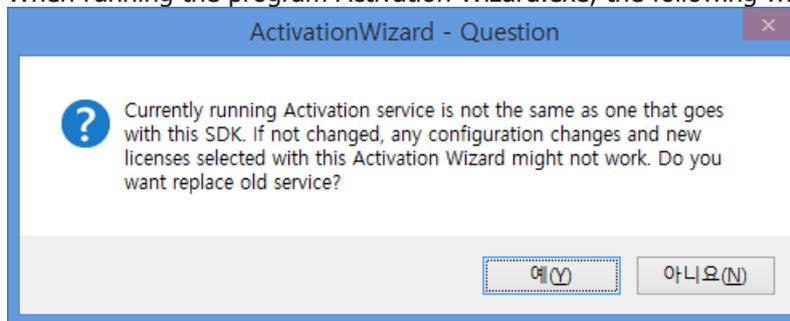
3.5.2 Activating License

3.5.2.1 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	Type	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
pg	Application	173 KB	No
pgd.conf	CONF File	1 KB	No

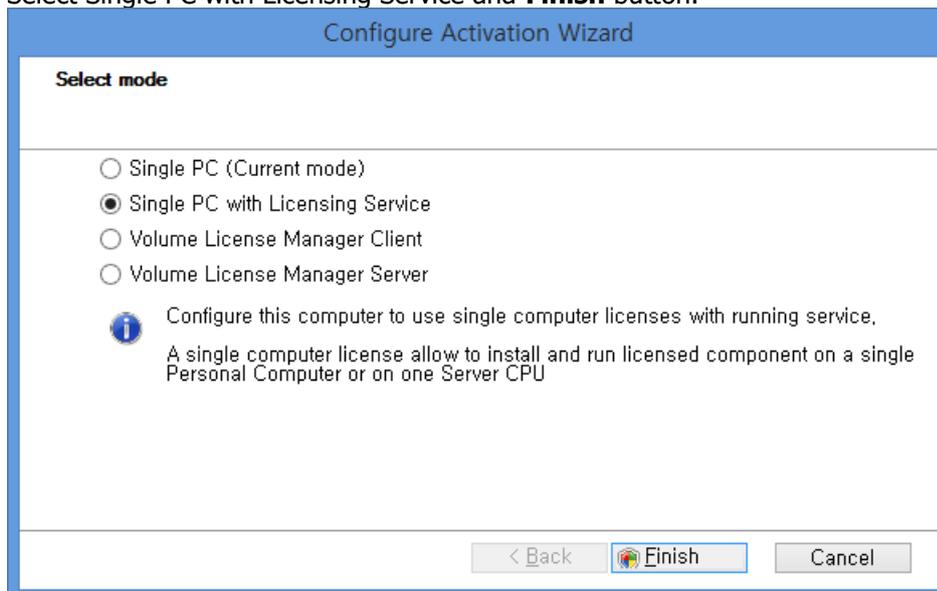
When running the program Activation Wizard.exe, the following window appears.



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.



Press **Finish** button, the following license activation screen appears like below.

Activation Wizard

Configure | Dongle update | License generation | **Diagnostics**

Status: Activation service is running! 

Activation type: Single with Service

Details: Pg path: D:\Activation123\pg.exe
revision: 6.0.146179

+ Add Licenses

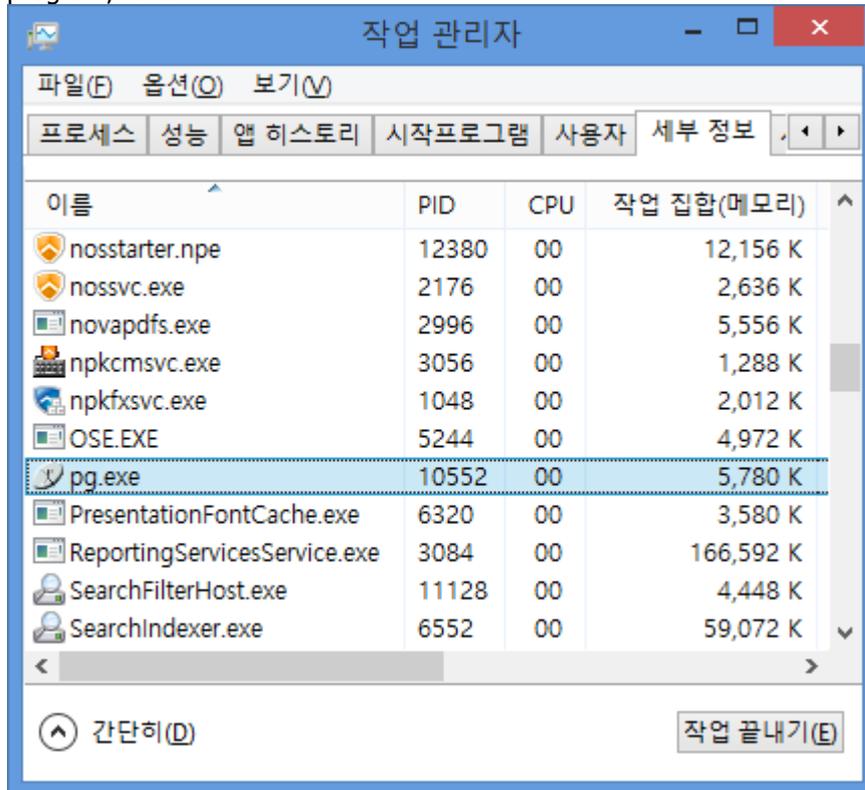
Deactivate Service: Running

Products	Co...	Details	Path
----------	-------	---------	------

IP address: 222.107.20.65 | Refreshing in 5 seconds ...

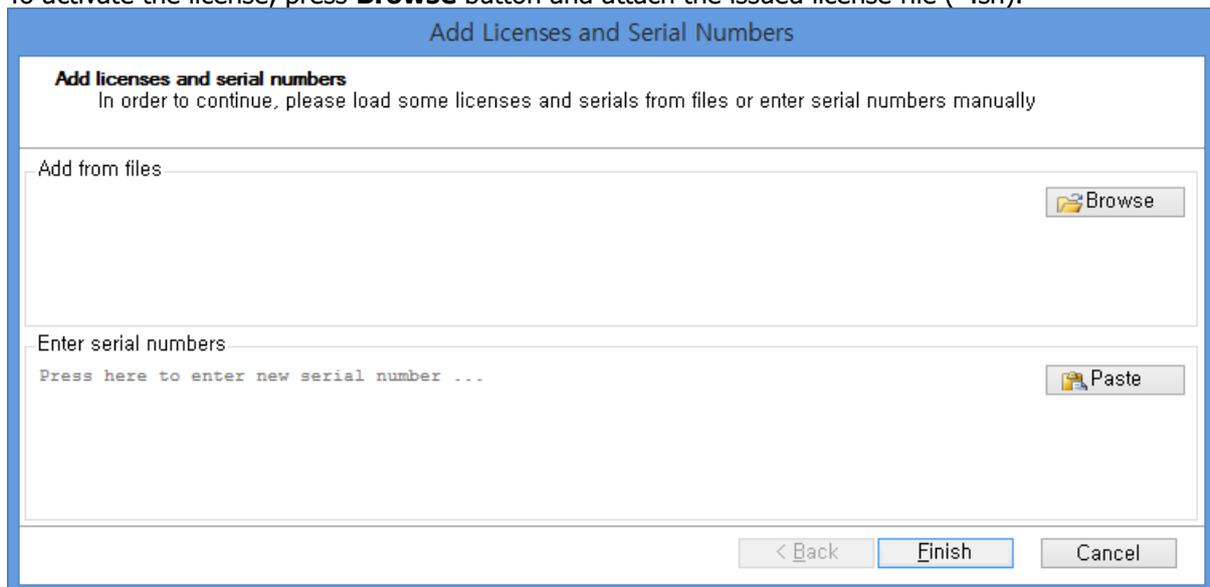


When checking the detailed information tap from task manager, 'pg.exe', which is Activation service program, runs.

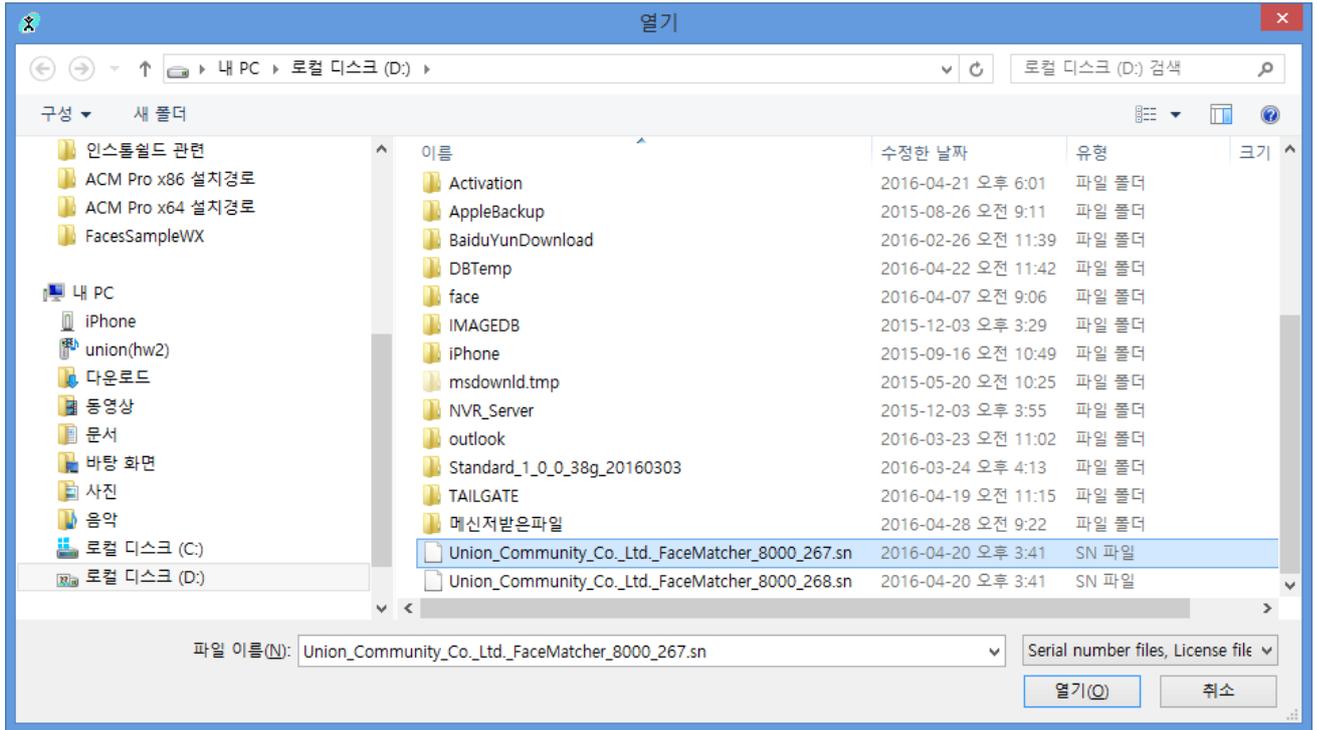


※ 'pg.exe' is the program that communicates the face authentication SDK and API. If a user does the forced termination, the function of face authentication is not worked. Please be careful.

To activate the license, press **Browse** button and attach the issued license file (*.sn).



** When using USB dongle license, the serial license (*.sn) is not needed. In general, attach *.sn file as the following picture below.



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_Co._Ltd._FaceMatcher_8000_267.sn

Enter serial numbers

Press here to enter new serial number ...

When pressing **Next** button, the following window appears.
And when pressing **Activate**, the license file appears.

Add Licenses and Serial Numbers

Activate serial numbers
Press 'Activate' and let all serials finish activation process

Serial	Product	Distributo	Numbe	Status
AB4D-85C...	Face Matc...	8000	267	

Serial number activation requires internet connection. In order to start activation process, please press 'Activate'. If you experience problems during activation process, you can save generated computer hardware id for selected failed activation and either try to activate manually through http://www.neurotechnology.com/software_activation.html or contacting

※ 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.



After completing , "Activated" appears on the status window.

Add Licenses and Serial Numbers

Activate serial numbers
Press 'Activate' and let all serials finish activation process

Serial	Product	Distributo	Numbe	Status
AB4D-85C...	Face Matc...	8000	267	Activated

i Serial number activation requires internet connection. In order to start activation process, please press 'Activate'. If you experience problems during activation process, you can save generated computer hardware id for selected failed activation and either try to activate manually through http://www.neurotechnology.com/software_activation.html or contacting

Show hardware id

Activate

< Back Finish 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**.

3.5.2.2 Activation Error

If attempting to activate or deactivate your license several times, a user may encounter the following error.

Add Licenses and Serial Numbers

Activate serial numbers
Press 'Activate' and let all serials finish activation process

Serial	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

 press 'Activate'. If you experience problems during activation process, you can save generated computer hardware id for selected failed activation and either try to activate manually through http://www.neurotechnology.com/software_activation.html or contacting Neurotechnology support at support@neurotechnology.com

If an error occurs, please send an activation request to Neurotechnology's customer support email (support@neurotechnology.com) directly, as the screen messages above.

3.5.2.3 Activating in Web site

Activate the license through the link site below with computer id file.

<http://www.neurotechnology.com/cgi-bin/nla.cgi>

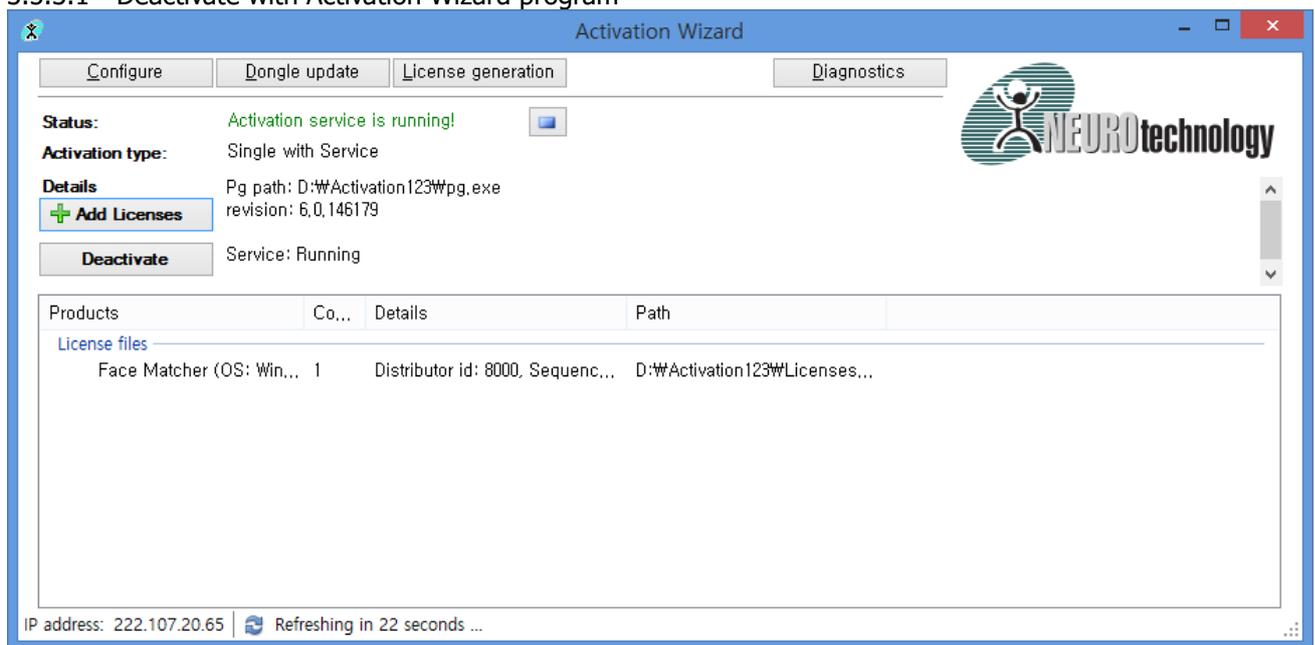
Regarding to how to create Computer id file, please refer to "2.2.1 Single computer license" items, which is Activation.pdf file.

3.5.3 Deactivating License

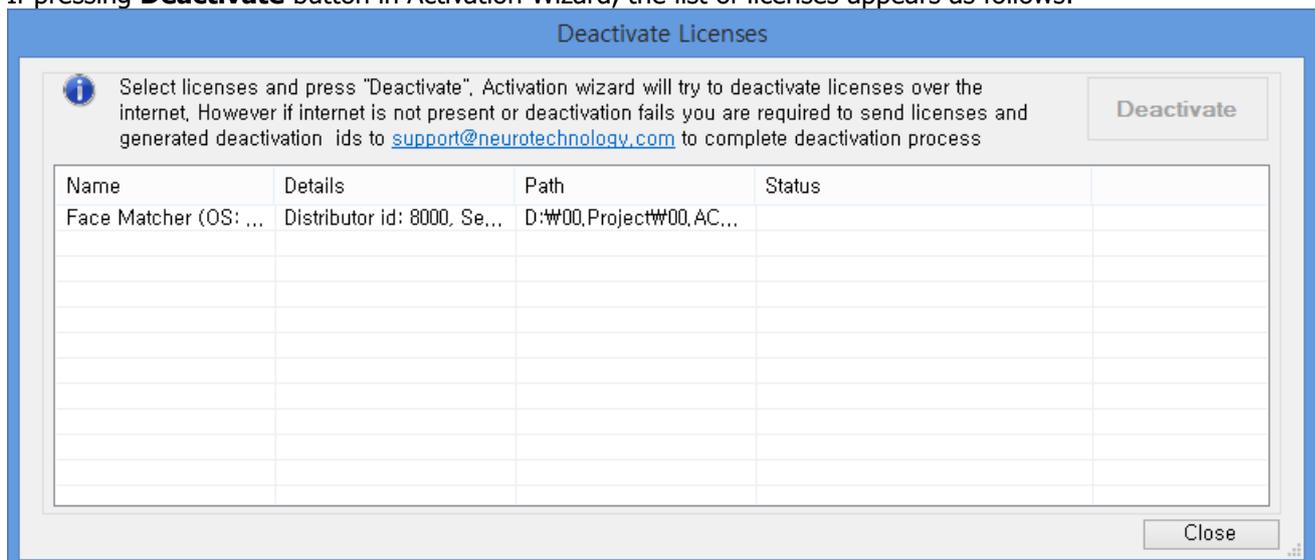
To deactivate the license, a user can move the license to the other PC.

※ 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.

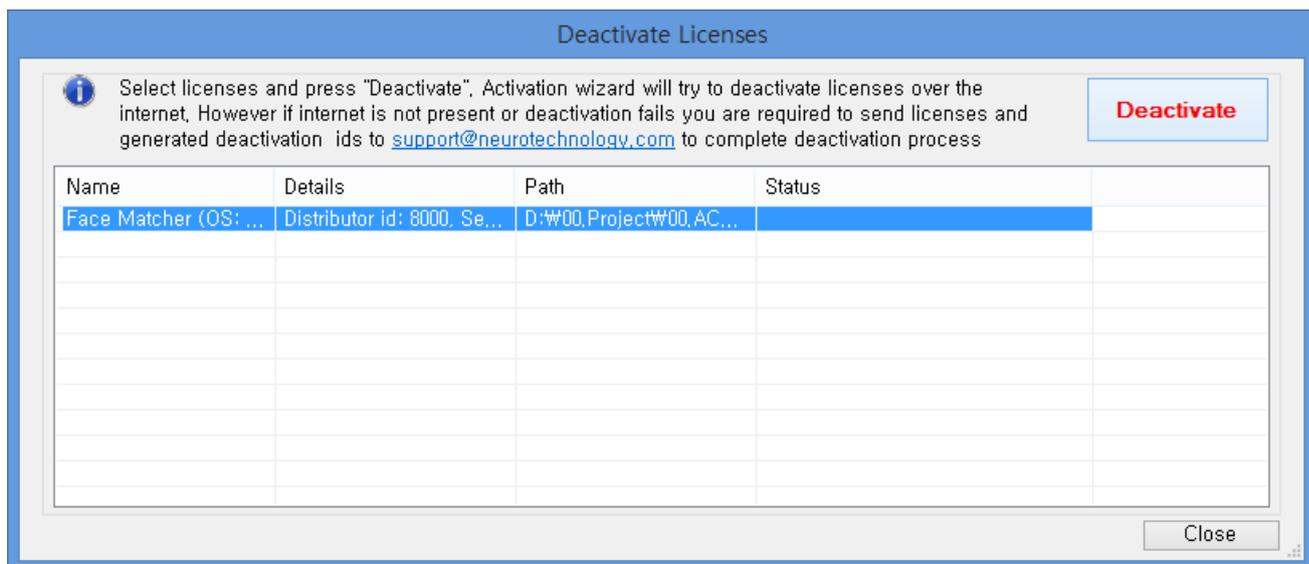
3.5.3.1 Deactivate with Activation Wizard program



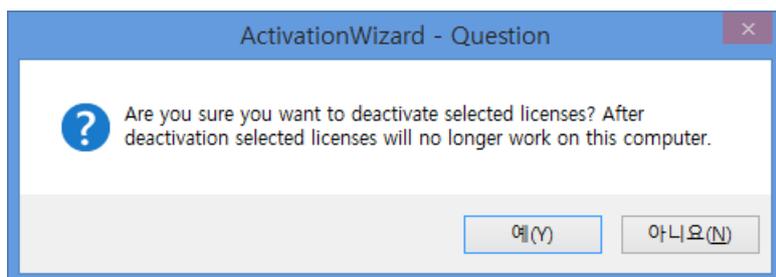
If pressing **Deactivate** button in Activation Wizard, the list of licenses appears as follows:



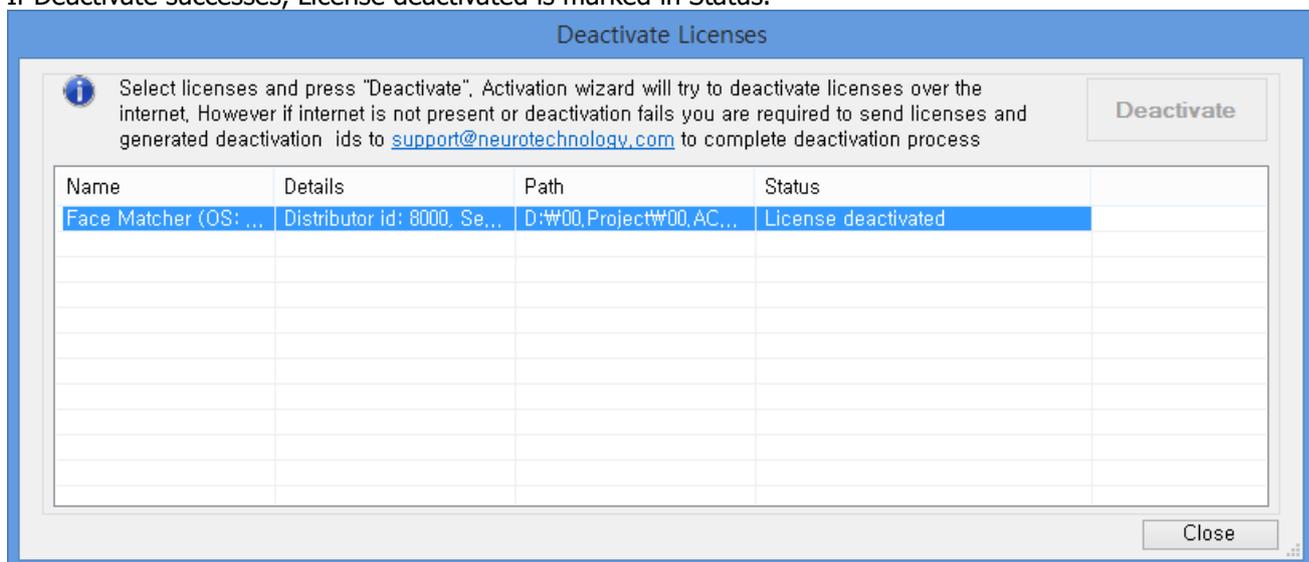
Select the license a user wants to deactivate and press **Deactivate** button.



If pressing **Deactivate** button, the warning message appears as below and the deactivation processes.

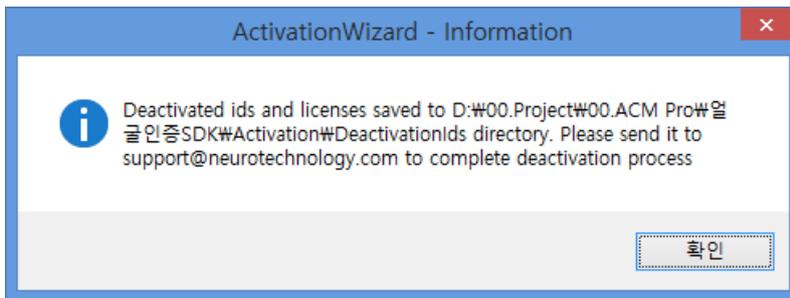
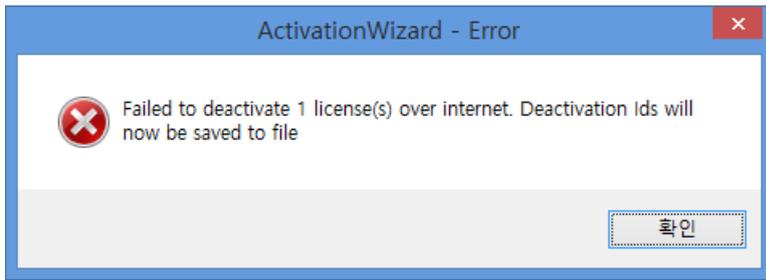


If Deactivate successes, License deactivated is marked in Status.



3.5.3.2 Deactivation Error

If the deactivation fails, the following message appears as below.



After that, "DeactivationIds" folder is created in the same folder and the following two files are created.

이름	수정한 날짜	유형	크기
FaceMatcher.lic	2016-04-20 오후 5:50	License	2KB
FaceMatcher_deactivation.id	2016-04-28 오전 11...	ID 파일	6KB

please send a deactivation request by sending the two files to Neurotechnology's customer support email (support@neurotechnology.com) directly.

3.5.3.3 Deactivation with Website

With the files generated from items, a user can proceed to deactivate from the following site.
<http://www.neurotechnology.com/cgi-bin/nlz.cgi>