

AC-015

Single-Door Access Control Programmer

Software Manual



ROSSLARE
SECURITY PRODUCTS

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Notice and Disclaimer

This manual's sole purpose is to assist installers and/or users in the safe and efficient installation and usage of the system and/or product, and/or software described herein.

BEFORE ATTEMPTING TO INSTALL AND/OR USE THE SYSTEM, THE INSTALLER AND THE USER MUST READ THIS MANUAL AND BECOME FAMILIAR WITH ALL SAFETY REQUIREMENTS AND OPERATING PROCEDURES.

- The system must not be used for purposes other than those for which it was designed.
- The use of the software associated with the system and/or product, if applicable, is subject to the terms of the license provided as part of the purchase documents.
- ROSSLARE exclusive warranty and liability is limited to the warranty and liability statement provided in an appendix at the end of this document.
- This manual describes the maximum configuration of the system with the maximum number of functions, including future options. Therefore, not all functions described in this manual may be available in the specific system and/or product configuration you purchased.
- Incorrect operation or installation, or failure of the user to effectively maintain the system, relieves the manufacturer (and seller) from all or any responsibility for consequent noncompliance, damage, or injury.
- The text, images and graphics contained in the manual are for the purpose of illustration and reference only.
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- In no event shall manufacturer be liable for any special, direct, indirect, incidental, consequential, exemplary or punitive damages (including, without limitation, any and all damages from business interruption, loss of profits or revenue, cost of capital or loss of use of any property or capital or injury).
- All graphics in this manual are for reference only, some deviation between the image(s) and the actual product may occur.
- All wiring diagrams are intended for reference only, the photograph or graphic of the PCB(s) are intended for clearer illustration and understanding of the product and may differ from the actual PCB(s).

1. Installation

1.1 PC Requirements

The following are the recommended minimum PC requirements, needed for the AS-015 software to run efficiently:

- Operating system: Windows 95/98/2000/NT/XP (English Version)
- Processor: Pentium 133 MHz minimum
- Memory: 16 MB minimum
- A free COM port
- RS-232 cable
- Recommended: Network or local printer for printing function

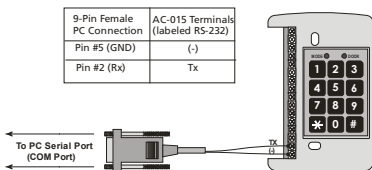
1.2 Connecting the AC-015 to your PC

Connecting the PC software to the AC-015 requires the use of a serial cable connection between the AC-015 and the PC.

To connect the AC-015 to a PC:


1. Ensure that you turn off your PC's power.
2. Ensure that there is one free 9-pin serial (COM) port available.
3. Take the RS-232 cable and cut off the connector from the side that does not connect to the PC (usually the male side).
4. Remove approximately 7 cm (3") of cable shielding and strip about 5 mm (1/4") off the ends of the wires to expose them.
5. Using the modified RS-232 cable, attach the RS-232 connector to a vacant Serial (COM) port on the PC.
6. Connect the wires to the corresponding terminals, labeled RS-232, according to Figure 1.

Figure 1: Connecting the AC-015 to a PC



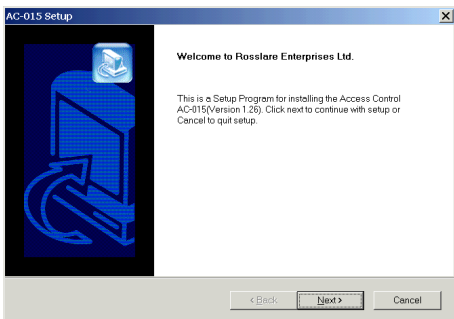
1.3 Software Installation Procedure

To install the AS-015 software:

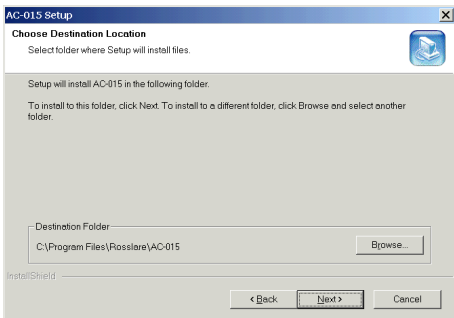
1. Insert the CD into the CD-ROM drive and open the drive window.
2. Double-click the  icon of the AS-015 application file. The following screen is displayed:



- The system extracts the required files and then displays the following screen:

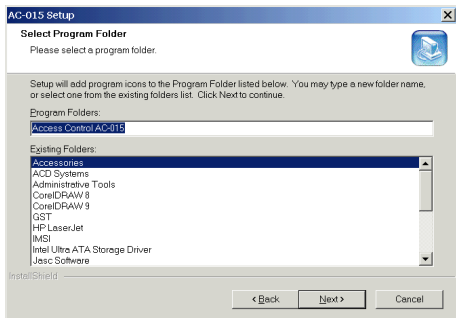


- Click **Next**. The *Choose Destination Location* screen opens.

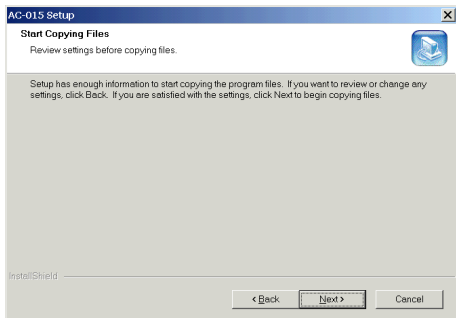


- Select the required file storage location by clicking the **Browse** button or click **Next** to use the default destination.

6. Enter a new Program Folder name or accept the default name and click **Next** to continue. The *Select Program Folder* screen opens.

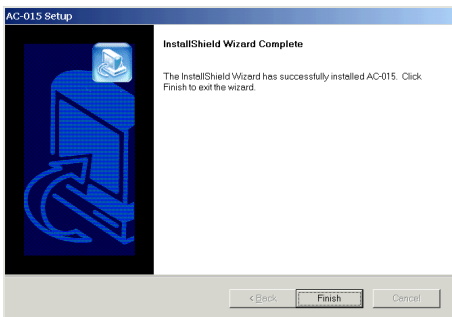


7. Click **Next**. The *Start Copying Files* screen opens.



Installation

- Click **Next**. The progress bar shows the percentage of installed files (this may take approximately 1 minute) until the *Wizard Complete* screen opens.



- Click **Finish**.

2. Getting Started

2.1 Overview

The AC-015 programmer is a controller that allows you to add or delete employees from the system, change system mode status, and change system authorization codes.

The AC-015 provides a higher level of security as the programmer is normally placed in a secure location while the reader sensor is remotely located outside the premises to be controlled. Should the remote sensor be attacked, entry cannot be gained as the remote sensor only provides data to the programmer, not authorization to release the controlled door.

The system may be connected with the optional PC monitor program for easier management of the employees' database or for online monitoring of door access. The system is linked to a PC via an RS-232 serial link. The PC receives information from the AC-015 that is displayed and saved to a database. Code entries and their consequences are visible in Online mode of the software. The Employees menu is used to describe, enter, and associate employee code numbers with employee names and details. The Programming menu is used to define door details, working days, and holidays. The Reports menu specifies which kind of report to build.

The Options menu is used for communication setup, language setup, operators' password setup, and database status. For more details, refer to the *AC-015 Hardware Installation and Programming Manual*.

The AC-015 accepts up to 500 employees via the use of proximity cards (provided separately) or entering PIN codes into the system. Each employee is issued a unique proximity card or PIN code.

Employees designated 01 to 10 are Master users and can operate the system in both the Normal and Secure modes of operation.

Employees 11 to 500, when entered from the external reader sensor, may only operate the system in either Normal or Bypass modes.

It is very important to keep an accurate record of the slot number and its assignment to each employee. This is to help you add additional employees at a later time or delete a proximity or PIN code if one is lost or stolen. A record form is enclosed for your reference to assist you with your record keeping.

The AC-015 is capable of learning both PIN codes (keyboard based codes, 4-digit code) and proximity codes (received from proximity card reader). The system can be connected to up to two reader sensors. An external reader must be located outside the restricted area, and is mandatory. The second reader is for internal installation. Both readers may be proximity or PIN type readers.

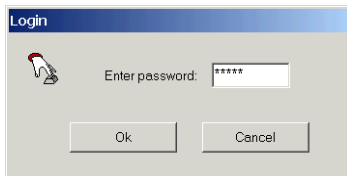
A PIN reader, connected to the indoor reader input, can perform all the operations usually done from the on-board keyboard (depending on the PIN reader model). A PIN reader connected to an external reader input will behave mostly the same but the access level is different on certain AC-015 status of operation.

2.2 Running the Software

Follow these steps to run the AS-015 software:

1. On your desktop double-click on the  icon **OR** click on the menu path: *Start>Programs>Rosslare>AC-015*. After initiating the program, the PC loads all databases and the *Login* window opens.

Figure 2: Login Window

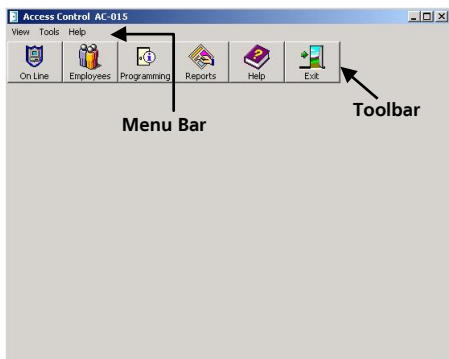


2. Enter in the access password. The default password is admin.
3. Click **OK**. The Main screen is displayed.

2.3 Main Screen Layout

The AS-015 software, allows the user to perform functions by using the drop-down menus and the Toolbar buttons. Some functions can only be accessed via the Menu Bar.

Figure 3: Main Screen Layout



2.3.1 Menu Bar

The Menu Bar contains three menus: **View**, **Tools** and **Help**.

2.3.1.1 View Menu



Table 1 presents the commands available in the View menu:

Table 1: View Menu Commands

Commands	Description
On Line	Displays the current log events (see Section 3.1)
Employees	Gives details about specified employees (see Section 3.2)
Programming	Allows the user to program door details, modes of operation and programming codes (see Chapter 4)
Reports	Accesses the various employees' reports (see Chapter 5)
Exit	Exits the AS-015 software.

2.3.1.2 Tools Menu

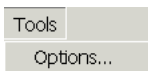


Table 2 presents the command available in the Tools menu:

Table 2: Tools Menu Command

Commands	Description
Options	Accesses the following options: Communication Setup, Language, Operators and Database Status (see Section 3.3)

2.3.1.3 Help Menu

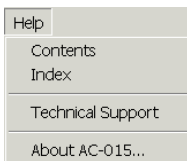


Table 3 presents the commands available in the Help menu.

Table 3: Help Menu Commands

Commands	Description
Contents	Opens the AS-015 software online help
Index	Opens the index of the AS-015 software online help
Technical Support	Displays the Technical Support information for the AS-015 software
About AC-015	Displays the AC-015 software version information

2.3.2 Toolbar





Figure 4: Toolbar





The toolbar provides shortcuts for accessing the AS-015 commands. These commands can also be accessed via the Menu Bar.

Table 4 summarizes the available options, which are explained in more detail in the subsequent chapters.

Table 4: Toolbar Commands

Icon	Choose this to...
 On Line	Displays the online status of the AS-015 (see Section 3.1)
 Employees	Access the Employees List (see Section 3.2)
 Programming	Program the Door name, Working Days and Holidays (see Chapter 4)
 Reports	Display the Reports options (see Chapter 5)

Getting Started

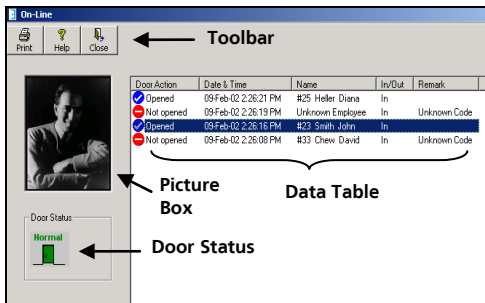
Icon	Choose this to...
 Help	Display the AS-015 software on line help
 Exit	Exit the AS-015 software

3. Using the AS-015 Software

3.1 On Line

The *On Line* window is opened by selecting **View>On Line** from the Menu Bar or by clicking the  icon on the Toolbar.

Figure 5: On-Line Window






The **Data Table** shows details of connected door movements, such as: door action, date and time, employee name and In/Out reader/keyboard.

The **Picture Box** shows the employee's picture of the selected row. If the **Door Status** changes, the status and the icon's color change accordingly (see Section 4.1).

Table 5 presents the commands available in the Toolbar.

The following options are available from the Toolbar:

Table 5: On Line Toolbar Commands

Icon	Choose this to...
 Print	Print the data table
 Help	Display the AS-015 software on line help
 Close	Close the On Line Screen and return to the AS-015 software main window

3.2 Employees

The *Employees List* window gives details about specified employees and allows the user to add new employees to the list and maintain current employees in the list.

Figure 6: Employees List Window

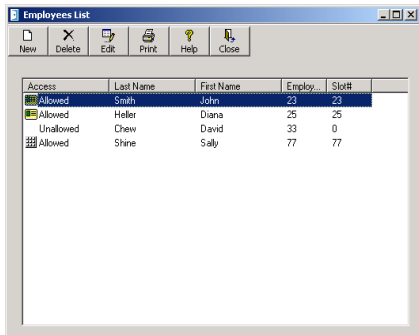








Table 6 presents the options available in the Employees List toolbar.

Table 6: Employees List Toolbar Commands

Icon	Choose this to...
 New	Add a new employee (see Section 3.2.1)
 Delete	Delete the selected employee (see Section 3.2.2)
 Edit	Edit the selected employee (see Section 3.2.3)
 Print	Print all the employees' details
 Help	Open the AS-015 software on line help
 Close	Close the Employees List window and return to the AS-015 software Main screen


The Employee Table displays the following main employee details:

- Access – Displays to which readers the employee has access ability
- Employment# – Employee number on the PC software
- Slot# – Employee number at the Access Control point

3.2.1 Creating a New Employee


Every time a door is accessed, the system can identify the person who has passed through. Each employee must therefore be “created” on the system.

To create a new employee:

1. From the Menu Bar select **View>Employees** or click on the  icon. The *Employees List* window opens.
2. Click **New** to display the *Employee Details* screen.
3. Enter the required details (see Section 3.2.4).


3.2.2 Deleting an Employee

To delete an employee from the database:

1. From the **Employees List Table** select an employee to delete.
2. Click the  icon to delete an employee.
3. Click **Yes** to confirm the deletion. The employee is deleted from the database.

3.2.3 Editing an Employee

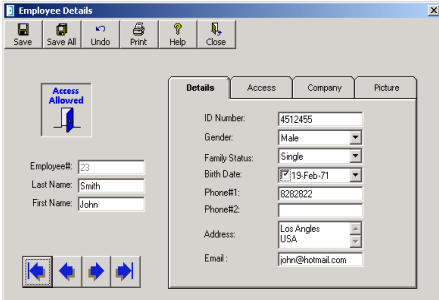
To edit an employee's details:

1. From the **Employees List Table** select an employee to edit.
2. Click the  icon to open the *Employee Details* window:
3. Enter the required details (see Section 3.2.4).

3.2.4 Employee Details

The *Employee Details* window contains all employee data, including four tabs, which contain all the required employee and company information and allow you to create new codes for each employee.

Figure 7: Employees Details Window



The screenshot shows a window titled "Employee Details" with a menu bar containing Save, Save All, Undo, Print, Help, and Close. The main area has a left sidebar with an "Access Allowed" icon and input fields for Employee# (23), Last Name (Smith), and First Name (John). The main panel has four tabs: Details (selected), Access, Company, and Picture. The Details tab contains the following fields:

ID Number:	4512455
Gender:	Male
Family Status:	Single
Birth Date:	19-Feb-71
Phone#1:	8282822
Phone#2:	
Address:	Los Angeles USA
Email:	john@hotmail.com

Table 7 presents the options available in the Employees Details toolbar:

Table 7: Employees Details Commands











Icon	Choose this to...
 Save	Save current employee data
 Save All	Save all employees' data
 Undo	Undo the last action performed
 Print	Print current employee data
 Help	Access the AS-015 software on line help
 Close	Close the Employee Details and return to the Employees List window

Table 8 presents the buttons available in the Employee Details window:

Table 8: Employees Details Buttons

Icon	Choose this to...
	Move to first employee.
	Move to previous employee.
	Move to next employee.
	Move to last employee.

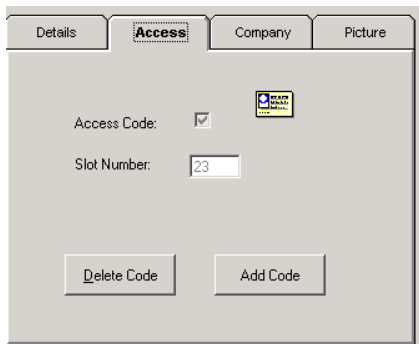
The following four tabs are available:

3.2.4.1 Details Tab

Details	Access	Company	Picture
ID Number:	<input type="text" value="4512455"/>		
Gender:	<input type="text" value="Male"/>		
Family Status:	<input type="text" value="Single"/>		
Birth Date:	<input type="text" value="19-Feb-71"/>		
Phone#1:	<input type="text" value="8282822"/>		
Phone#2:	<input type="text"/>		
Address:	<input type="text" value="Los Angeles"/> <input type="text" value="USA"/>		
Email :	<input type="text" value="john@hotmail.com"/>		

The *Details* tab contains fields for entering the following data: ID number, gender, family status, birthday, telephone numbers, address, and email.

3.2.4.2 Access Tab

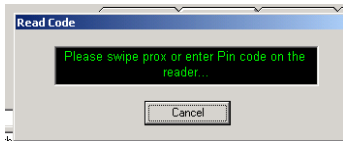


The screenshot shows a software window with four tabs: 'Details', 'Access', 'Company', and 'Picture'. The 'Access' tab is selected and highlighted with a dashed border. Inside the 'Access' tab, there are two input fields: 'Access Code:' with a checked checkbox and a small icon to its right, and 'Slot Number:' with a text box containing the number '23'. At the bottom of the tab, there are two buttons: 'Delete Code' and 'Add Code'.

The *Access* tab contains fields for entering the following data: Access Code and Slot Number at the Access Control. You can add or delete a proximity card or PIN code.

To add an access code:

1. Click the **Add Code** button. The following message appears:

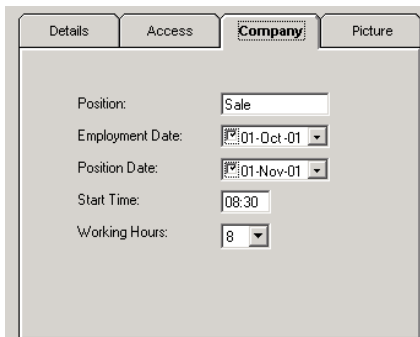


2. Swipe the card over the reader or enter in a PIN code. Once the code is accepted, it is displayed in the slot number field.

To delete an access code:

1. Click the **Delete Code** button.
2. Confirm that you want the code deleted.

3.2.4.3 Company Tab



The screenshot shows a window with four tabs: Details, Access, Company, and Picture. The Company tab is selected and highlighted with a dashed border. The main area contains the following fields:

Position:	<input type="text" value="Sale"/>
Employment Date:	<input type="text" value="01-Oct-01"/>
Position Date:	<input type="text" value="01-Nov-01"/>
Start Time:	<input type="text" value="08:30"/>
Working Hours:	<input type="text" value="8"/>

The *Company* tab contains fields for entering the following data: Position, employment date, position date, start time (the official working start time) and working hours (the official number of working hours).

3.2.4.4 Picture Tab



The screenshot shows a window with four tabs: Details, Access, Company, and Picture. The Picture tab is selected and highlighted with a dashed border. The main area contains a large rectangular image of a man in a suit. Below the image are two buttons: "Delete" and "Add".

The *Picture* tab allows a picture of the employee to be added or deleted.

To add a picture:

1. Click the **Add Picture** button. A standard browse dialog opens.
2. Browse to the file you wish to and click **Add**. The picture is now displayed on the Picture Tab.

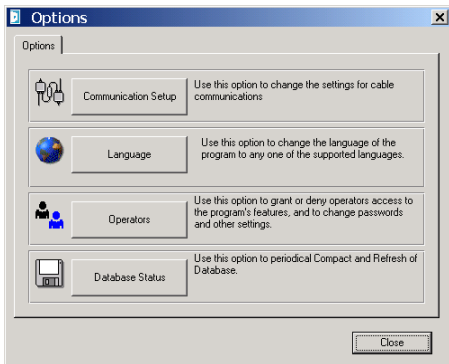
To delete a picture:

1. To delete a picture, click on the **Delete** button.

3.3 Options

The *Options* window is opened by selecting **Tools > Options** from the Menu Bar:

Figure 8: Options Window



Choose from the following options: Communication Setup, Language, Operators, and Database Status.

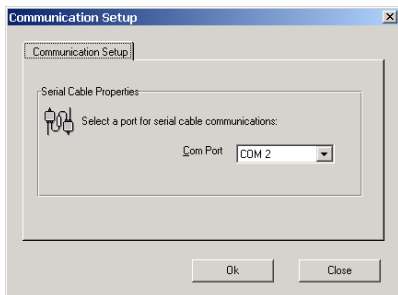
3.3.1 Selecting the Correct Serial (COM) Port

The user is required to set the COM port setting, which correlates to the COM port used for the serial cable.

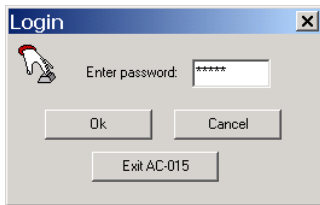
To select the Serial (COM) port:

1. Click the **Communication Setup** button. The system asks for a password. Only Engineer operators and above may access this setting.
2. Enter a valid password and click **OK**. The *Communication Setup* window opens:

Figure 9: Communication Setup Window



3. From the **Com Port** dropdown, select the required COM port that matches the COM port on the PC to which the AC-015 is connected.
4. Click **OK** to save the settings and then click **Close** to exit. The *Login* window opens:



5. Enter a password (Administrator level only) and click **OK** to exit.
6. Click **Close** to exit the *Options* window.

3.3.2 Language Selection

Use this option to change the language of the program to any one of the supported languages.

To change the language setting:

1. Click the **Language** button. The *Change Language* window opens.

Figure 10: Change Language Window



2. Select the required language from the list and click **OK** to save the setting.

3.3.3 Operators

Use this option to grant or deny operators access to the program's features, and to change passwords and other settings.

3.3.3.1 Setting Up Operators

The AC-015 supports three types of system operators, each with their own access rights to various menus and options within them. This ensures that only certain individuals have access rights to change system settings.

Table 9 presents the kinds of operators supported.

Table 9: Operator Types

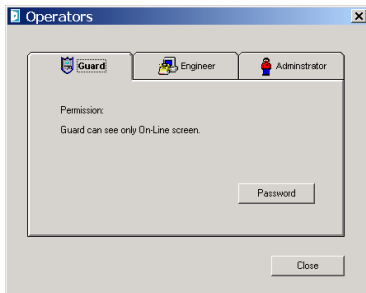
Type	Description	Default Password
Guard	Access to On-line screen only	secur
Engineer	Allowed to change only the COM setting	engin
Administrator	Allowed to change all settings and to access all screens.	admin

3.3.3.2 Setting Up Operator Passwords

To set up an operator password:

1. Click the **Operators** button. The *Operators* window opens:

Figure 11: Operators Window



- Click the tab of the operator type you wish to setup; for example *Guard*.
- Click **Password**. The following dialogue box appears:



- Complete all three fields and click **OK**.

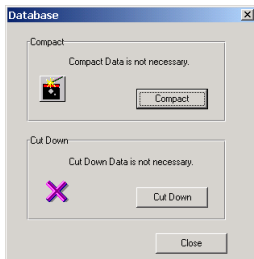
3.3.4 Database Status

Use this option to reduce the size of the database when needed, which improves performance by saving memory on your computer.

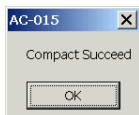
To reduce the size of the database:

- Click the **Database Status** button. The *Database* window opens:

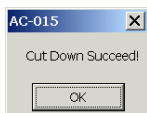
Figure 12: Database Window



- Choose one of the following:
 - To compact data, click **Compact**. The following message appears:



- b. To cut down data, click **Cut Down**. The following message appears:



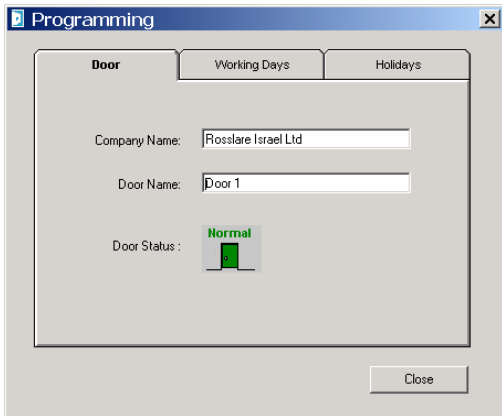
3. Click **OK** and click **Close**.

4. System Programming

4.1 Door Programming

The *Programming* window is opened by selecting **View > Programming** from the Menu Bar.

Figure 13: Programming Window







4.1.1 Door Tab

To configure the Door tab:

1. Enter in the company name.
2. Enter in the door name.

The Door Status field displays the current status of the door:

Table 10: Door Statuses

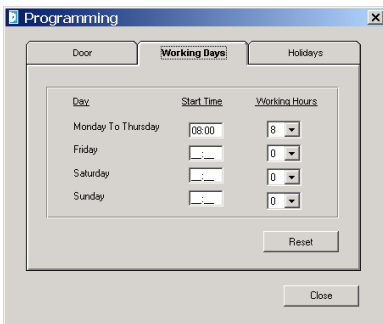
Icon	Description
	Unknown – the default status. If the door status is unknown or door is disconnected.
	Normal Mode – A Valid Lock Strike code (proximity card or PIN code) is required to gain entry. The Mode LED is green.
	Secure Mode – Employee Codes and Open Codes ½ entered through external reader sensor are locked out, unless they are Management (Master) codes. All other valid proximity/PIN codes entered from internal reader or local keyboard gain entry. The Mode LED is red.
	Bypass Mode – For Fail Secure operation (factory default) the door is locked, but pressing the bell button (* key) releases the Locking device. The Mode LED is orange.

4.1.2 Working Days Tab

The duration and start times for each day of the week can be programmed.

To configure the Working Days tab:

1. Click the **Working Days** tab.



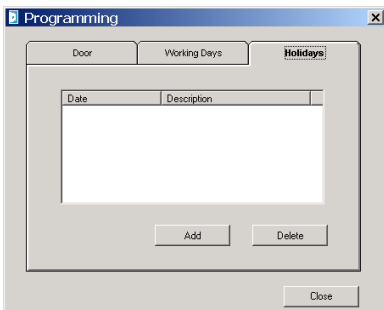
2. In the **Start Time** field, enter the starting time for each workday.
3. In the **Working Hours** field, enter the number of hours that constitute a workday.

4.1.3 Programming Holidays

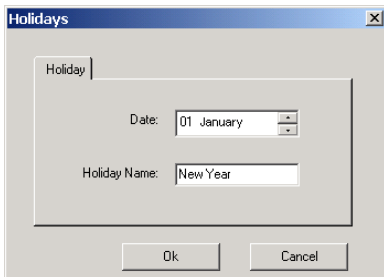
Any calendar holidays may be programmed into the system.

To configure the Holidays tab:

1. Click the **Holidays** tab.



2. To add a holiday, click **Add**. The following window opens:

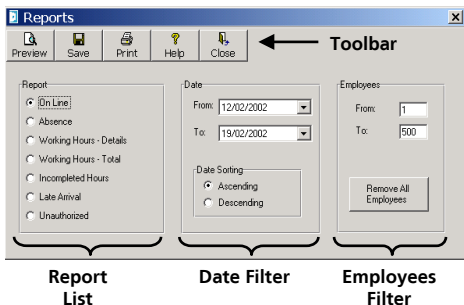


- a. In the **Date** field, enter the date on which the holiday falls.
 - b. In the **Holiday Name** field, enter the name of the holiday.
 - c. Click **OK**.
3. To delete a holiday, select it from the list and click **Delete**. A confirmation message appears.

5. Reports

To access the Reports window, click the **Reports** icon or select *View>Reports* from the Menu Bar. The *Reports* window opens.

Figure 14: Reports Window






The Reports option allows the user to run reports according to type and sort them according to date and employees.



The Reports window contains a toolbar and is divided into three sections.

5.1 The Toolbar

Table 11 presents the options available in the Reports toolbar:

Table 11: Reports Toolbar Commands

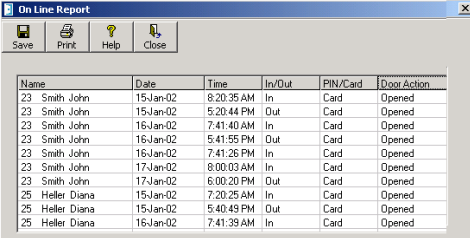
Icon	Choose this to...
 Preview	Display the report results on the screen
 Save	Save the report as text file
 Print	Print the report

Icon	Choose this to...
 Help	Access the AS-015 software on line help
 Close	Close the Reports window and return to the AS-015 software main screen

5.2 Report List

Select a Report from the **Report List**. You may choose from the following reports:

5.2.1 Online Report



The screenshot shows a window titled "On Line Report" with a menu bar containing "Save", "Print", "Help", and "Close". Below the menu bar is a table with the following data:

Name	Date	Time	In/Out	PIN/Card	Door Action
23 Smith John	15 Jan-02	8:20:35 AM	In	Card	Opened
23 Smith John	15 Jan-02	5:20:44 PM	Out	Card	Opened
23 Smith John	16 Jan-02	7:41:40 AM	In	Card	Opened
23 Smith John	16 Jan-02	5:41:55 PM	Out	Card	Opened
23 Smith John	16 Jan-02	7:41:26 PM	In	Card	Opened
23 Smith John	17 Jan-02	8:00:03 AM	In	Card	Opened
23 Smith John	17 Jan-02	6:00:20 PM	Out	Card	Opened
25 Heller Diana	15 Jan-02	7:20:25 AM	In	Card	Opened
25 Heller Diana	15 Jan-02	5:40:49 PM	Out	Card	Opened
25 Heller Diana	16 Jan-02	7:41:39 AM	In	Card	Opened

The On Line report displays the Online movement of the employees. In the sorting frame you can choose the sorting order. The report displays the following fields:

- Name – Employee's number, private and surname
- Date – Date of the exit/entry
- Time – Time of the exit/entry
- In/Out – In or out of the building
- PIN code or proximity card
- Door Action – Whether the door was opened or not

5.2.2 Absence Report

Name	Date
33 Chew David	15-Jan-02
33 Chew David	17-Jan-02
77 Shine Sally	15-Jan-02
77 Shine Sally	16-Jan-02
77 Shine Sally	17-Jan-02

The Absence report presents the employees who were absent from work.

In the sorting frame you can choose the sorting order. The report ignores holidays and Saturday if it is defined in the Programming form.

The report displays the following fields:

- Name – employee's number, last name and first name
- Date – Date of the absence

5.2.3 Working Hours Details Report

Name	Date	In	Out	Sub Total
14 Macbil Robert	02-Dec-01	08:06	17:23	9:17
14 Macbil Robert	03-Dec-01	08:07	18:04	9:57
14 Macbil Robert	04-Dec-01	08:07	18:04	9:57
14 Macbil Robert	05-Dec-01	08:11	17:00	8:49
23 Smith John	02-Dec-01	08:07	17:43	9:36
23 Smith John	03-Dec-01	08:07	17:43	9:36
23 Smith John	04-Dec-01		08:30	
23 Smith John	04-Dec-01	08:40	17:30	8:50
23 Smith John	05-Dec-01	08:11	17:30	9:19
23 Smith John	06-Dec-01	08:07		

Displays the number of hours the employee worked and the time he entered and left the factory. You can limit the data by using the date filter or employees' filter.

The report displays the following fields:

- Name – Employee's number and name
- Date – Date of the work day
- In – Time entered the building
- Out – Time Left the building
- Sub Total – presents the sub total of each entry and exit

5.2.4 Incomplete Hours Report

Name	Date	Schedule Hours	Actual Hours	Missing Hours	Global Hours
14 Macbill Robert	02-Dec-01	10	8:35	1:25	9:17
14 Macbill Robert	03-Dec-01	10	9:27	0:33	9:57
14 Macbill Robert	04-Dec-01	10	9:57	0:3	9:57
14 Macbill Robert	05-Dec-01	10	8:49	1:11	8:49
(*) Incompleted Data					

This report presents the employees that worked fewer hours than they should have worked. The Official Working hours are defined in the *Employee Details* form. If this field is empty, the data is taken from the *Doors Information* form in the *working hours* field.

The report displays the following fields:

- Name – Employee's number and name
- Date – Date of the work day
- Schedule hours – Official hours the employee should work
- Actual hours – Number of hours the employee actually worked

- Missing hours – The difference between actual hours to schedule hours
- Global hours – Total working hours that same day from the first time the employee arrived until the last time he left the building

5.2.5 Late Arrival Report

Name	Date	Start Schedule	Start Actual	Late
14 Macbil Robert	02-Dec-01	08:00	8:06:58 AM	0:06
14 Macbil Robert	03-Dec-01	08:00	8:07:19 AM	0:07
14 Macbil Robert	04-Dec-01	08:00	8:07:33 AM	0:07
14 Macbil Robert	05-Dec-01	08:00	8:11:45 AM	0:11
14 Macbil Robert	06-Dec-01	08:00	8:20:49 AM	0:20

(*) Incompleted Data

This report presents the employees who arrived late to work.

In the sorting frame, you can choose the sorting order. The Official Start time of each employee is defined in the *Employee Details* form in the Programming frame. If this field is empty, the official start time is as defined in the Programming form. The default time is 08:00 AM, but it can be changed.

The report displays the following fields:

- Name – Employee's number, last name and first name
- Date – Date of late arrival
- Start Schedule – Official start time
- Start Actual – Time the employee actually arrived at work
- Late – Number of hours/minutes late

5.2.6 Working Hours Total Report

Name	Date	Actual Hours	Global Hours
14 Macbil Robert	02-Dec-01	8:35	9:17
14 Macbil Robert	03-Dec-01	9:27	9:57
14 Macbil Robert	04-Dec-01	9:57	9:57
14 Macbil Robert	05-Dec-01	8:49	8:49
14 Macbil Robert	Total	36:48	38:00
23 Smith John	02-Dec-01	9:36	9:36
23 Smith John	03-Dec-01	9:36	9:36
23 Smith John	04-Dec-01	(*) 8:50	(*) 8:50
23 Smith John	05-Dec-01	9:19	9:19
23 Smith John	Total	(*) 37:21	(*) 37:21

(*) Incompleted Data

This report presents a summary of the *Working Hours Details* report. The report displays the following fields:

- Name – Employee's number and name
- Date – Date of the work day
- Actual Hours – Presents the total hours worked that day
- Global Hours – The time from first time in to last time out each day

5.2.7 Unauthorized Report

Date	Time	Name	Slot#	Code#	Door Action	Reason
17-Feb-02	2:19:21 PM	33 Chew David	0	0010920835	Not Opened	Unknown Code
17-Feb-02	2:19:25 PM	Unknown Employee	96	0000015664	Opened	
19-Feb-02	1:42:44 PM	23 Smith John	23	0002190110	Not Opened	Unknown Code
19-Feb-02	1:45:55 PM	23 Smith John	23	0002190110	Not Opened	Unknown Code
19-Feb-02	1:58:47 PM	23 Smith John	23	0002190110	Not Opened	Unknown Code
19-Feb-02	2:05:05 PM	33 Chew David	0	0010920835	Not Opened	Unknown Code
20-Feb-02	9:04:56 AM	33 Chew David	0	0010920835	Not Opened	Unknown Code
20-Feb-02	10:32:23 AM	Unknown Employee	96	0000015664	Opened	



The Unauthorized report presents employees who tried to enter but the door did not open for some reason, as well as unknown people who entered through the door. Employees filter is not enabled because this report includes all movements. In the sorting frame you can choose the sorting order.

The report displays the following fields:

- Date – Date of the work day
- Time – Time of attempted unauthorized entry
- Name – Employee’s number and name
- Slot# – Slot number at access control
- Code# – PIN code or proximity card
- Door Action – If the door opened or not
- Reason – The reason the door did not open

5.3 Employees Filter

The Employees Filter allows you to filter which employees are displayed in a particular report by choosing a range of employee numbers.

In addition, the **Select All Employees** () button fills employees filter with all employees (1–500), while the **Remove All Employees** button () clears the employees filter.

5.4 Date Filter

The Date filter allows you to filter the report results by date (the default is to show from one week ago until the present day) in either ascending or descending order.



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