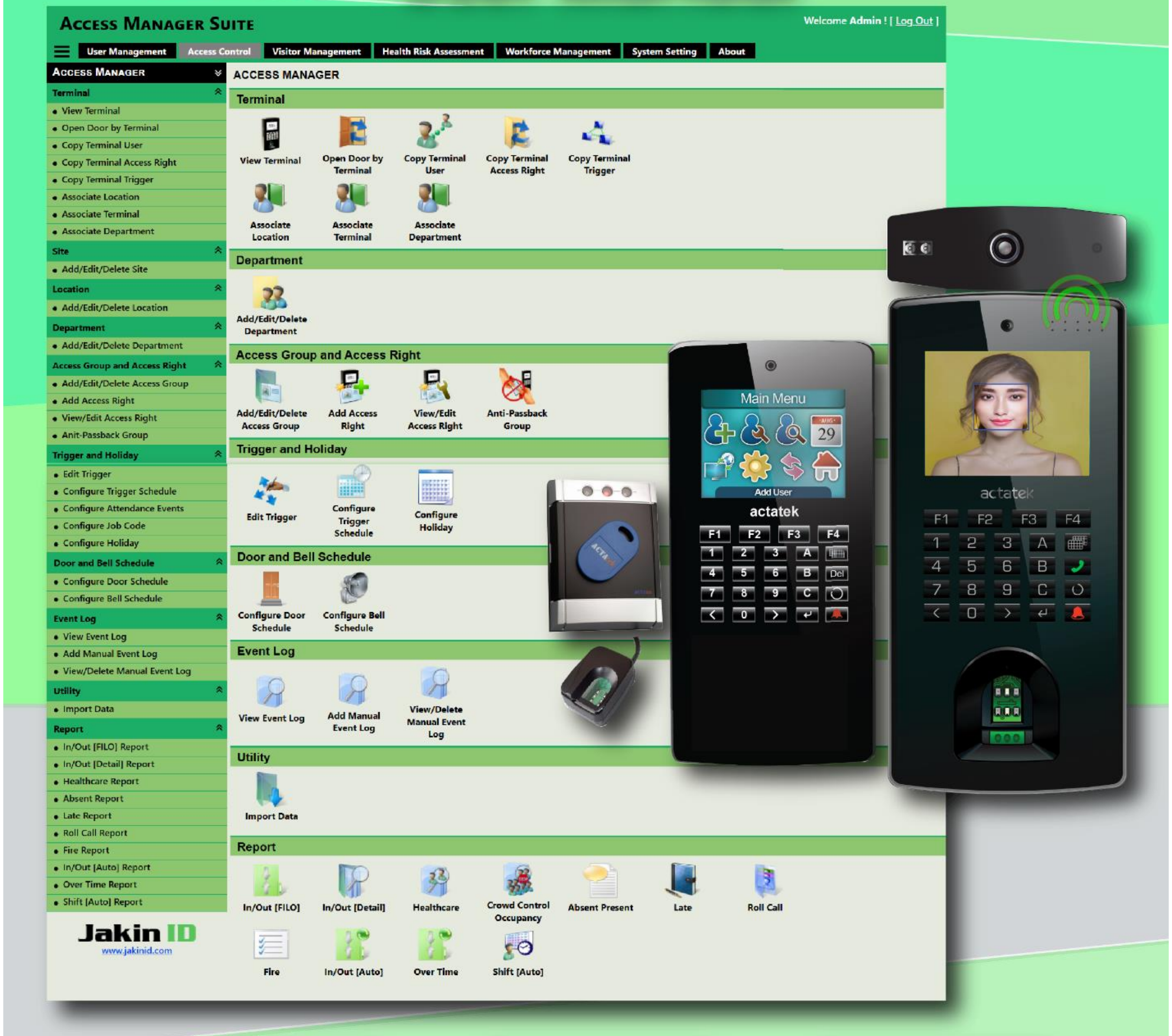
Jakin®ID

Access Manager Suite User Manual



SECURITY

WORKFORCE MANAGEMENT

PAYROLL

Version 1.2.1 December 2022 JakinID

www.jakinid.com

Revision History

Revision	Date	Description	Author
1.2.1	2022/12/24	Added Appendix F. Anti-Pass Back Group Added Appendix G. Health Risk Assessment Added Appendix H. Time off Management Added Appendix I. Payroll Management Added Appendix J. Facial Finger Print Self-Enrollment Added Appendix K. Enhance Security Settings Added Appendix L. Events Log to File Setting Added Appendix M. Payroll API Setting Updated AMS UI with new UI layouts. Updated Hardware Software requirements for AMS Re-Arrange the pages and contents Update Front page	Mohamed Anfas
1.0.7	2017/06/07	Added Chapter 5 AMS Workforce Management Added Chapter 5 AMS Work force Management Shift Manager – Access Apps Updated Chapter 6 AMS Workforce Management & -Access Control Advance Features. Updated View Terminal List Updated Bulk Edit User Updated AMS UI Updated Network Diagram Added Site/Location Feature Added Site/Location Feature System Diagram	Mohamed Anfas
1.0.6	2015/03/25	Updated Department Association Added AMS Server Unreachable Precautions for APB	Michael
1.0.5	2014/08/11	Updated Operating System Requirements	Michael
1.0.4	2014/05/28	Added Email Setup and User Message	Michael
1.0.3	2014/03/04	Added Terminal Time Zone Configuration in AMS	Michael
1.0.2	2013/11/13	Added Upgrading AMS procedures in Section 7	Michael
1.0.1	2013/08/26	Added Access Apps Shift Manager	Michael
1.0.0	2013/08/02	Official Initial Release	Michael

JakinID Access Manager Suite User Manual

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Contents:

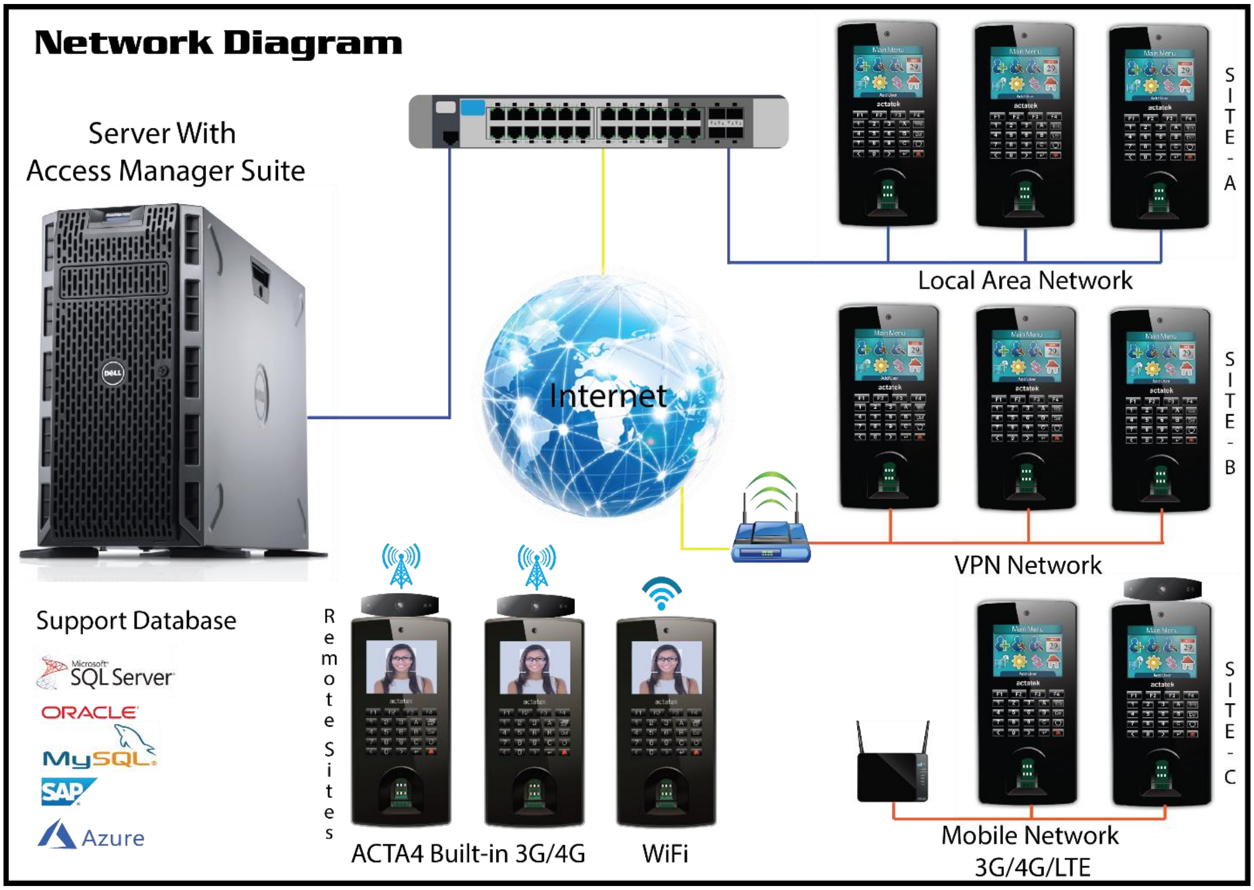
Chapter 1: Overview

1.1 Introduction

Access Manager Suite (AMS) provides centralized web-based control and management to multiple Acta Series of Products environment setups. It also comes packed with features without any limitation in its software so that the system administrator can have full control of the Acta Series of products at all times, either on site or remotely. In addition, the AMS software gathers event log data from all Acta Series of products into a centralized database to simplify user redundant tasks. To enhance user management, AMS will facilitate all data synchronization of Acta Series of products from user modifications to newly added users. Adding or editing users in the AMS control center becomes an easy process along with managing access groups and rights, departments, open door schedules, and reports.

The AMS software is designed to be robust and versatile so that Acta Series of Products on different networks, either public or private, can connect and communicate in a global scale.

1.2 Network Diagram



1.3 System Requirements

Hardware Requirements	
CPU Processor	Core i3 1.20 GHz or faster (32-bit/64-bit)
Memory	8.0 GB or higher
Hard Disk Space	20.0 GB or higher
Network Controller	100 Mbps or higher

Software Requirements	
Operating System	Windows 7 Professional (32-bit/64-bit) or above Windows 8 Professional (32-bit/64-bit) or above Windows Server 2008 R2 SP1 (64-bit) or above Windows Server 2012 (64-bit) or above Windows Server 2016 (64-bit) or above Windows Server 2019 (64-bit) or above Windows Server 2022 (64-bit) or above
Database Server Software Support	Microsoft SQL Server 2008 Microsoft SQL Server 2012 Microsoft SQL Server 2014 Microsoft SQL Server 2016 Microsoft SQL Server 2019 Microsoft Azure SQL Server MySQL Oracle AWS
Microsoft .Net Framework	2.0, 3.5.1, 4.0 & 4.7
Supported Web Browser	Microsoft Edge 108.0 or higher Firefox 3.5 or higher Chrome 6.0 of higher Safari 5.0 or higher

1.4 Microsoft .Net Framework Requirements

AMS Version:	.Net Version Requirement:
1.2.5.5 Build 2022.06.06 Or above (Latest)	Framework.Net 4.7
1.2.3.40 to 1.2.3.x	Framework.Net 4.0
1.0.1.28 to 1.0.1.33	Framework.Net 2.0/3.5.1

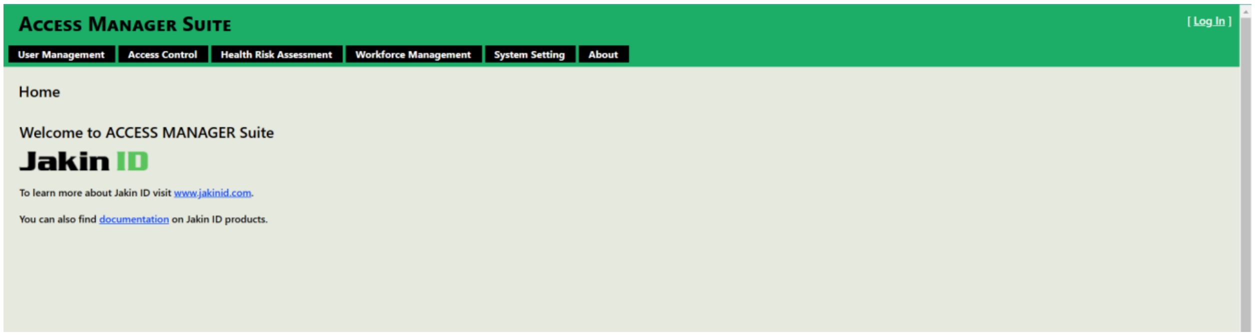
To download Microsoft .Net Framework, follow the link: http://www.microsoft.com/net/downloads

Chapter 2: Configuring Access Manager Suite

2.1 Accessing AMS

Method	URL
Local computer access to AMS	http://localhost/AccessManager/
Network access to AMS	http://IP ADDRESS OF SERVER/AccessManager/ Example: - http://192.168.1.101/AccessManager
Network access to AMS with customized port	http://IP ADDRESS OF SERVER:PORT NUMBER/AccessManager/ Example:- http://192.168.1.101:8080/AccessManager

Enter the URL applicable to the method of accessing AMS to the address bar of a web browser.

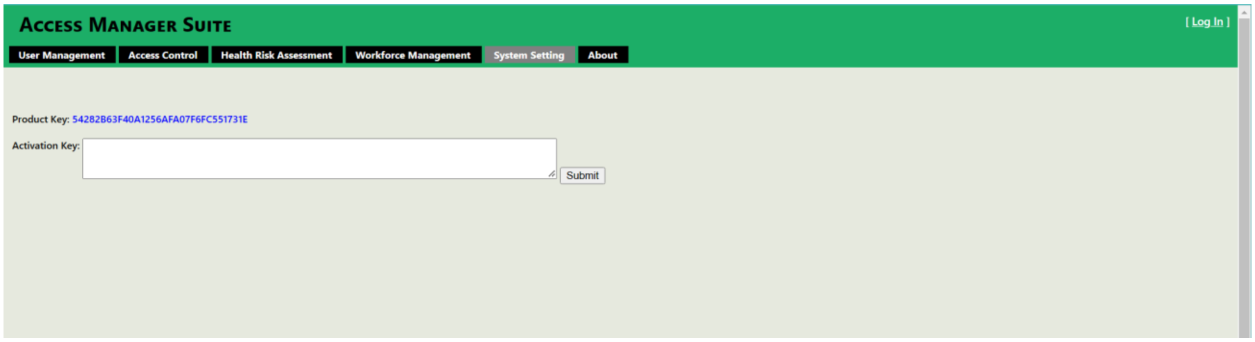


Welcome to ACCESS MANAGER Suite

To learn more about Jakin ID visit www.jakinid.com.

You can also find documentation on Jakin ID products.

2.2 Activate AMS



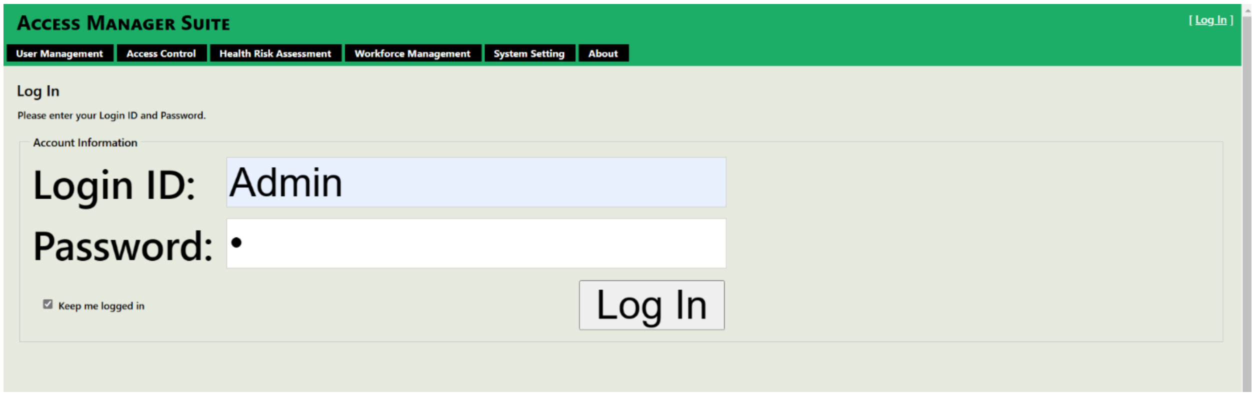
Product Key: 54282B63F40A1256AFA07F6FC551731E

Activation Key:

Press **Log In** at the top right to obtain the new activation page. Contact JakinID support staff and provide the **Product Key and About tab's screenshot** to them and in return, you should receive an **Activation Key** back.

2.3 Log into AMS

Administrator Default Login Details	
Login ID	Admin
Password	1



Log In

Please enter your Login ID and Password.

Account Information

Login ID: Admin

Password: •

☑ Keep me logged in

Log In

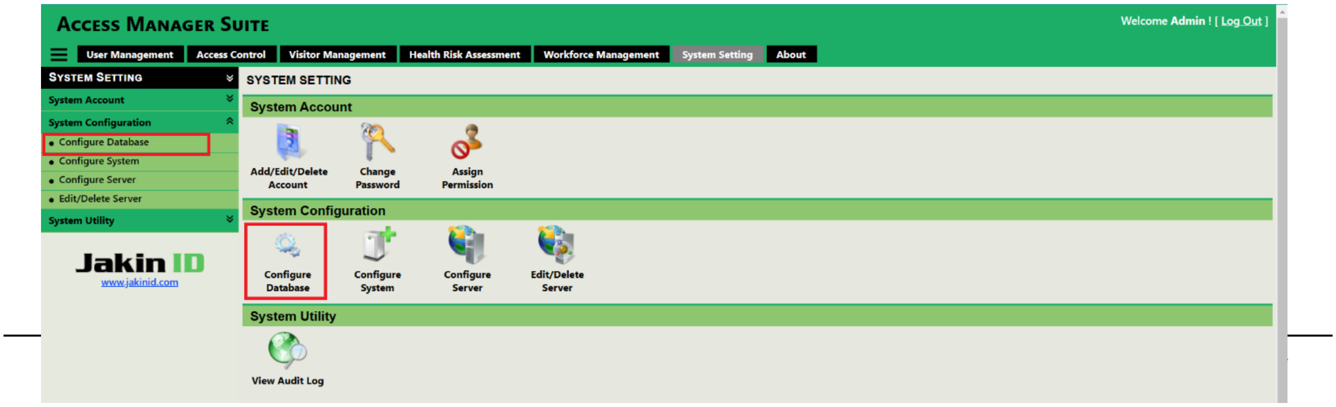
Warning: Change your default password

You are currently using the default password for your admin account. This poses a serious security risk for your system and data. To protect your account from unauthorized access, you should change your password as soon as possible.

To change your password, go to System Setting > Add/Edit/Delete Account > Edit button to change the password.

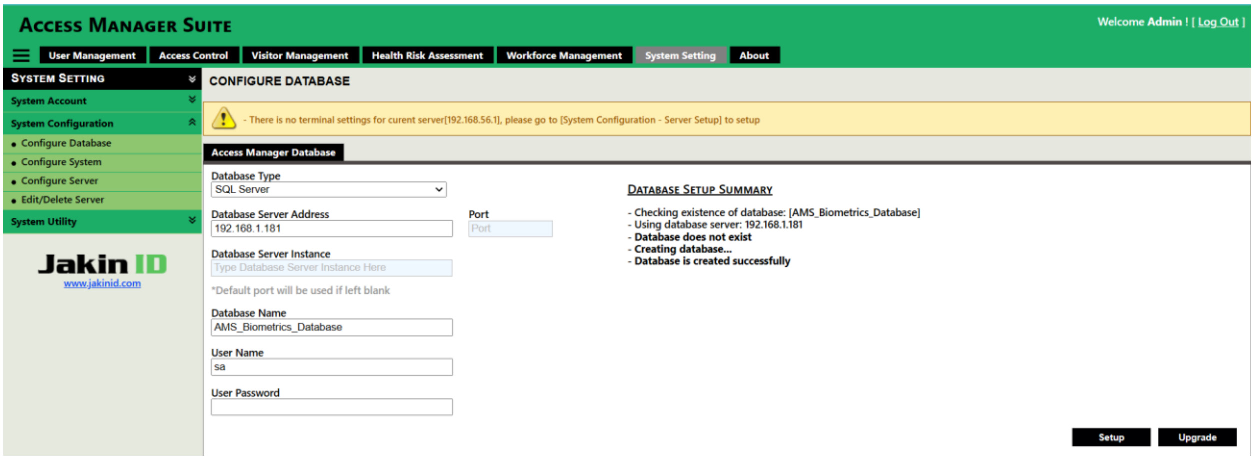
2.4 Setup Database In AMS

Once you've logged in as an administrator, go to **Control Panel** and then **Database Configuration**.



2.4.1 Setup SQL Database Server

Choose the correct **Database Type**. Enter in the **Database Server Address** which includes either the IP address of the database server followed by the instance or localhost followed by the instance. For the **Database Name**, ensure that you have entered a database name that does not exist in your database server so that is creates a new AMS database. Supply the appropriate **User Name** and **Password** with rights to create the database in your database server. Press Setup to proceed and the successful output can be seen below.



CONFIGURE DATABASE

- There is no terminal settings for curent server[192.168.56.1], please go to [System Configuration - Server Setup] to setup

Database Type: SQL Server

Database Server Address: 192.168.1.181

Port: Port

Database Server Instance: Type Database Server Instance Here

*Default port will be used if left blank

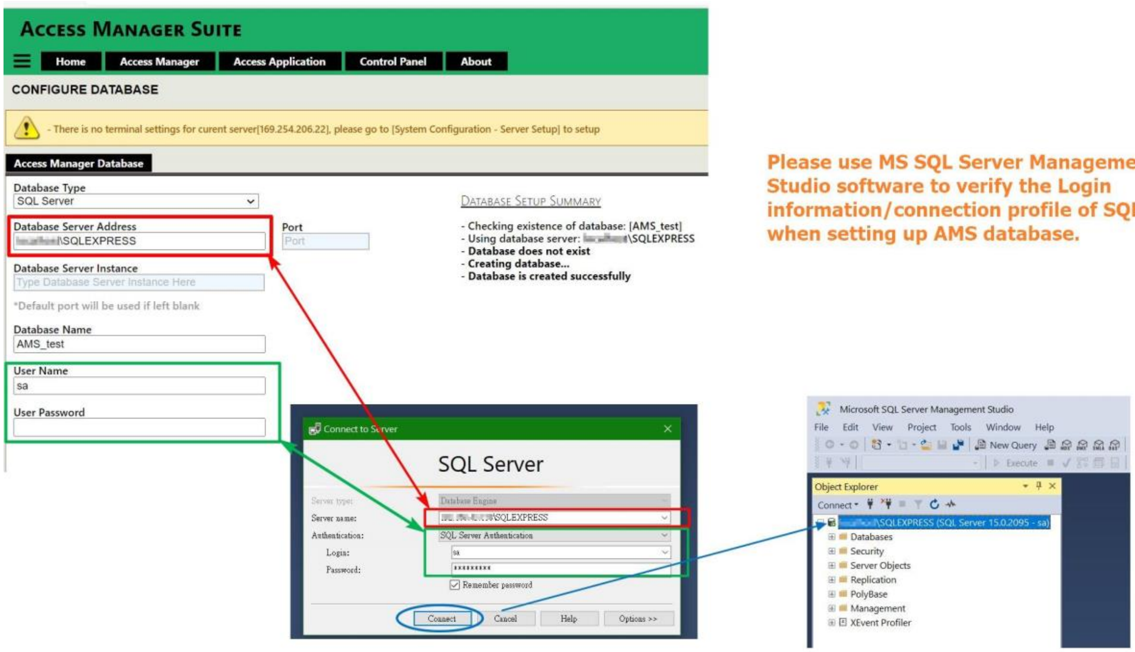
Database Name: AMS_Biometrics_Database

User Name: sa

User Password:

DATABASE SETUP SUMMARY

```
- Checking existence of database: [AMS_Biometrics_Database]
- Using database server: 192.168.1.181
- Database does not exist
- Creating database...
- Database is created successfully
```



ACCESS MANAGER SUITE

CONFIGURE DATABASE

- There is no terminal settings for curent server[169.254.206.22], please go to [System Configuration - Server Setup] to setup

Access Manager Database

Database Type: SQL Server

Database Server Address: [redacted]\SQLEXPRESS

Port: Port

Database Server Instance: Type Database Server Instance Here

*Default port will be used if left blank

Database Name: AMS_test

User Name: sa

User Password:

DATABASE SETUP SUMMARY

- Checking existence of database: [AMS_test]
- Using database server: [redacted]\SQLEXPRESS
- **Database does not exist**
- **Creating database...**
- **Database is created successfully**

Connect to Server

SQL Server

Server type: Database Engine

Server name: [redacted]\SQLEXPRESS

Authentication: SQL Server Authentication

Login: sa

Password: *********

☑ Remember password

Microsoft SQL Server Management Studio

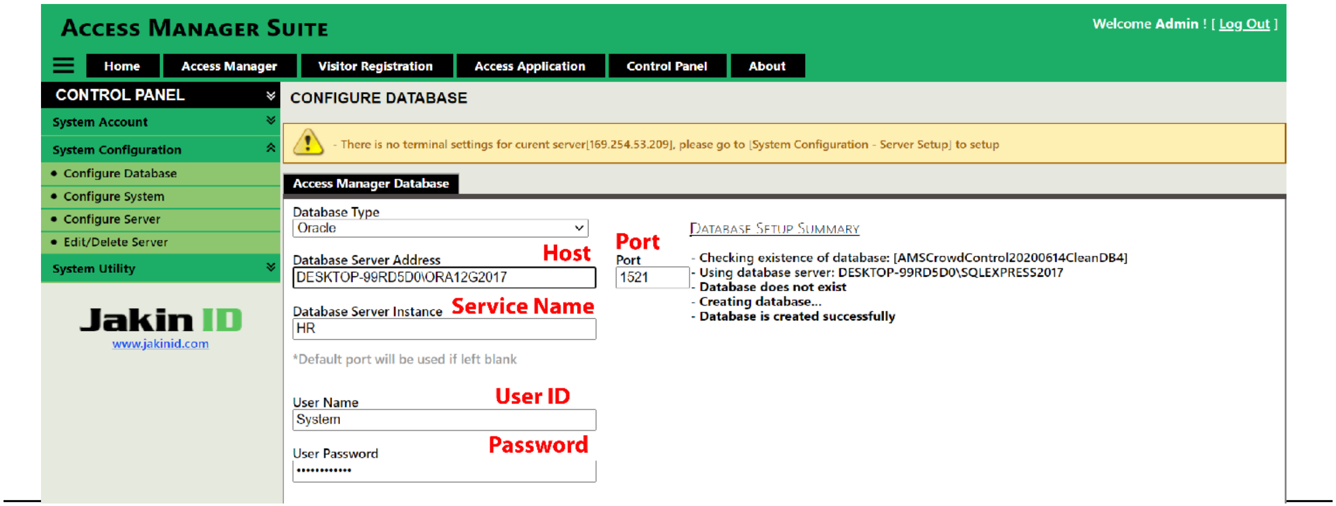
[redacted]\SQLEXPRESS (SQL Server 15.0.2095 - sa)

Please use MS SQL Server Management Studio software to verify the Login information/connection profile of SQL server when setting up AMS database.

2.4.2 Setup Oracle Database

1. Under Database Type select **"Oracle"**
2. Type the **Database Server Address**. E.g. localhost or IP address * If you are connecting to another server via Intranet. Make sure to include the port number after the IP address separated by colon ":"
3. Key in the **Database Server instance** based on your preference.
4. Key-in the **user's name** "system" (default user which can create, edit and delete on the database)
5. Enter the **password.**
6. Click **Setup** then the page will appear same as shown on Figure 2.0 as a successful connection.

For AMS ver.1.2.5.5 Build 2020.09.11 or above latest version



ACCESS MANAGER SUITE

Welcome Admin ! [Log Out]

CONFIGURE DATABASE

- There is no terminal settings for curent server[169.254.53.209], please go to [System Configuration - Server Setup] to setup

Access Manager Database

Database Type: Oracle

Database Server Address: DESKTOP-99RD5D0\ORA12G2017

Port: 1521

Database Server Instance: HR

*Default port will be used if left blank

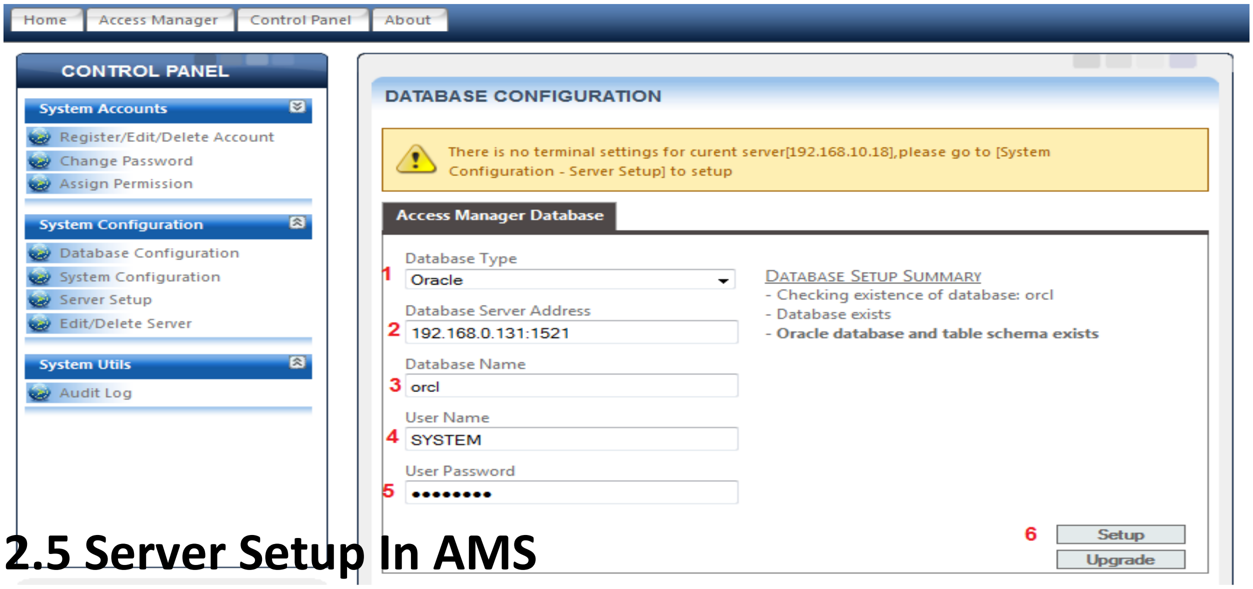
User Name: System

User Password: ••••••••••••

DATABASE SETUP SUMMARY

- Checking existence of database: [AMSCrowdControl20200614CleanDB4]
- Using database server: DESKTOP-99RD5D0\SQLEXPRESS2017
- **Database does not exist**
- **Creating database...**
- **Database is created successfully**

For old AMS ver. 1.0.1.33 to 1.2.5.3



DATABASE CONFIGURATION

There is no terminal settings for curent server[192.168.10.18],please go to [System Configuration - Server Setup] to setup

Access Manager Database

1 Database Type: Oracle

2 Database Server Address: 192.168.0.131:1521

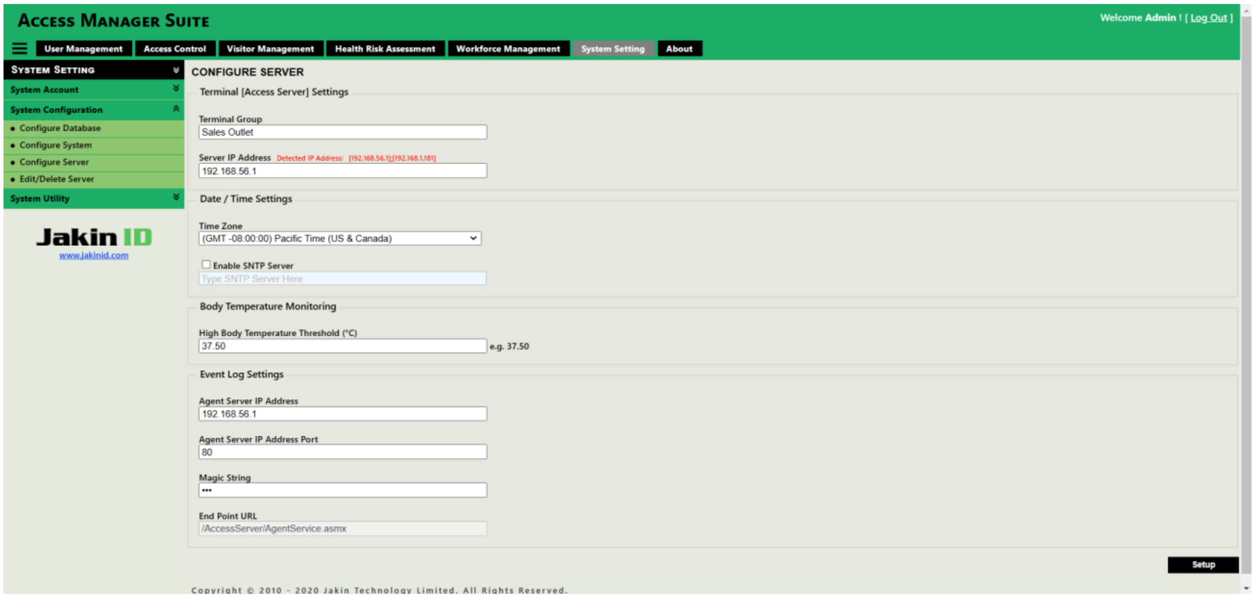
3 Database Name: orcl

4 User Name: SYSTEM

5 User Password: ••••••••

DATABASE SETUP SUMMARY
- Checking existence of database: orcl
- Database exists
- **Oracle database and table schema exists**

2.5 Server Setup In AMS



CONFIGURE SERVER

Terminal [Access Server] Settings

Terminal Group: Sales Outlet

Server IP Address Detected IP Address: [192.168.56.1];[192.168.1.181]: 192.168.56.1

Date / Time Settings

Time Zone: (GMT -08:00:00) Pacific Time (US & Canada)

☐ Enable SNTP Server: Type SNTP Server Here

Body Temperature Monitoring

High Body Temperature Threshold (°C): 37.50 e.g. 37.50

Event Log Settings

Agent Server IP Address: 192.168.56.1

Agent Server IP Address Port: 80

Magic String: •••

End Point URL: /AccessServer/AgentService.asmx

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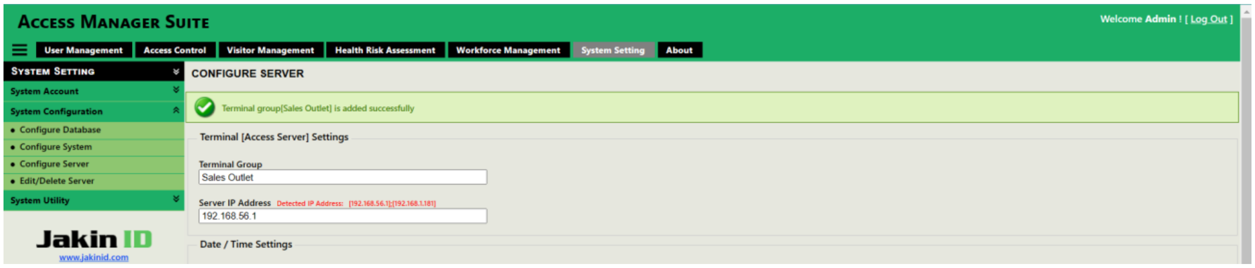
Next step is to go to **Control Panel** and then **Server Setup.** Enter a desired **Terminal Group** name and ensure the **Server IP Address** corresponds to the detected Server IP. Now provide the time zone information in accordance with your region. A public SNTP server is **pool.ntp.org**. Now provide a **Magic String** of your choice which will be used as the encryption and decryption key while transporting event logs over the network. Press the **Setup** button to save changes. A successful message will appear like in the below image.



CONFIGURE SERVER

Terminal group[Sales Outlet] is added successfully

Terminal [Access Server] Settings

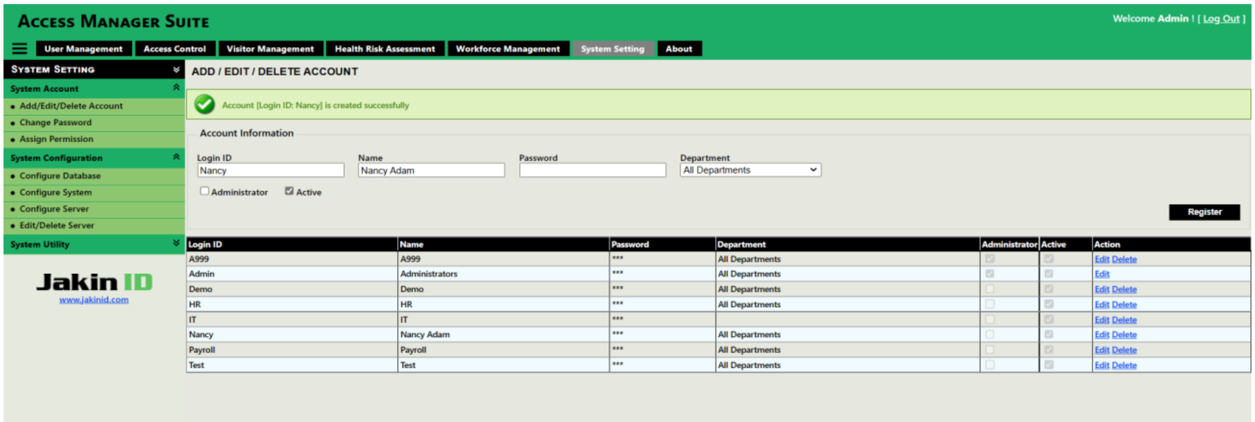
Terminal Group: Sales Outlet

Server IP Address Detected IP Address: [192.168.56.1];[192.168.1.181]: 192.168.56.1

Date / Time Settings

2.6 Add New AMS Login Accounts

To add new AMS login accounts, go into **Control Panel** and then **Register/Edit/Delete Account** under **System Accounts**.



ADD / EDIT / DELETE ACCOUNT

✓ Account [Login ID: Nancy] is created successfully

Account Information

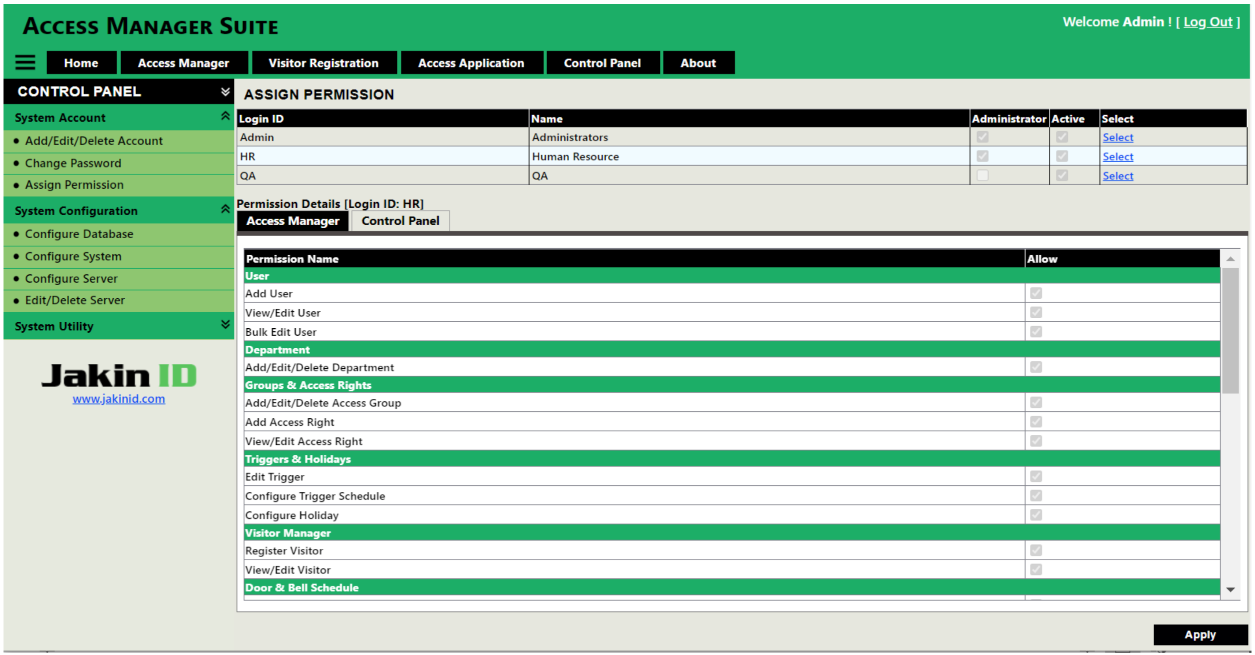
Login ID: Nancy
Name: Nancy Adam
Password:
Department: All Departments
☐ Administrator ☑ Active

Login ID	Name	Password	Department	Administrator	Active	Action
A999	A999	***	All Departments	☑	☑	Edit Delete
Admin	Administrators	***	All Departments	☑	☑	Edit
Demo	Demo	***	All Departments	☐	☑	Edit Delete
HR	HR	***	All Departments	☐	☑	Edit Delete
IT	IT	***		☐	☑	Edit Delete
Nancy	Nancy Adam	***	All Departments	☐	☑	Edit Delete
Payroll	Payroll	***	All Departments	☐	☑	Edit Delete
Test	Test	***	All Departments	☐	☑	Edit Delete

Provide a new **Login ID**, **Name**, and **Password**. Check the boxes for **Admin** and **Activate** and press the **Register** button to add the new administrator account.

2.7 Assign Permission To AMS Login Accounts

Go into **Control Panel** and then **Assign Permission** under **System Accounts**. Press the **Select** clickable link to change permissions for the corresponding user. Now check and uncheck areas in Access Manager you wish to restrict or grant access for this particular user. Press the **Apply** button to save the changes.



ASSIGN PERMISSION

Login ID	Name	Administrator	Active	Select
Admin	Administrators	☑	☑	Select
HR	Human Resource	☑	☑	Select
QA	QA	☐	☑	Select

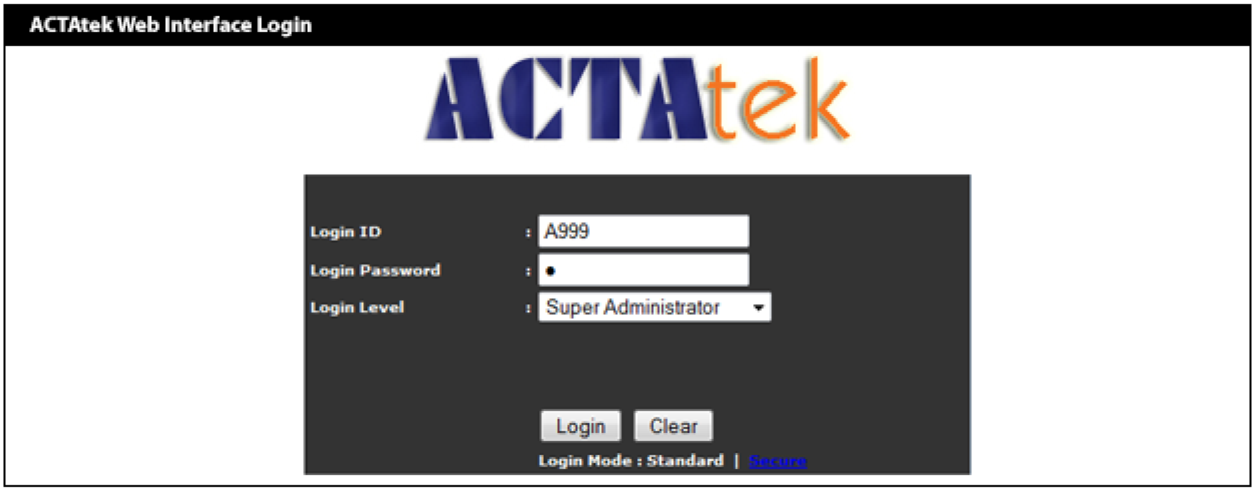
Permission Details [Login ID: HR]

Permission Name	Allow
User	
Add User	☑
View/Edit User	☑
Bulk Edit User	☑
Department	
Add/Edit/Delete Department	☑
Groups & Access Rights	
Add/Edit/Delete Access Group	☑
Add Access Right	☑
View/Edit Access Right	☑
Triggers & Holidays	
Edit Trigger	☑
Configure Trigger Schedule	☑
Configure Holiday	☑
Visitor Manager	
Register Visitor	☑
View/Edit Visitor	☑
Door & Bell Schedule	

Chapter 3: Configuring ACTA Series of Products

3.1 Accessing the ACTA Web Interface

Super Administrator Default Login Details	
Username	A999
Password	1



ACTAtek Web Interface Login

Login ID : A999

Login Password : ●

Login Level : Super Administrator

By entering the IP address of the ACTAtek device in a web browser of a computer that is connected to the same network as the ACTAtek, you will be able to bring up the web interface as shown above. Now you will be able to login to the ACTAtek over the network for configuration.

***It is important to use capitalized letters in the Login ID field.**

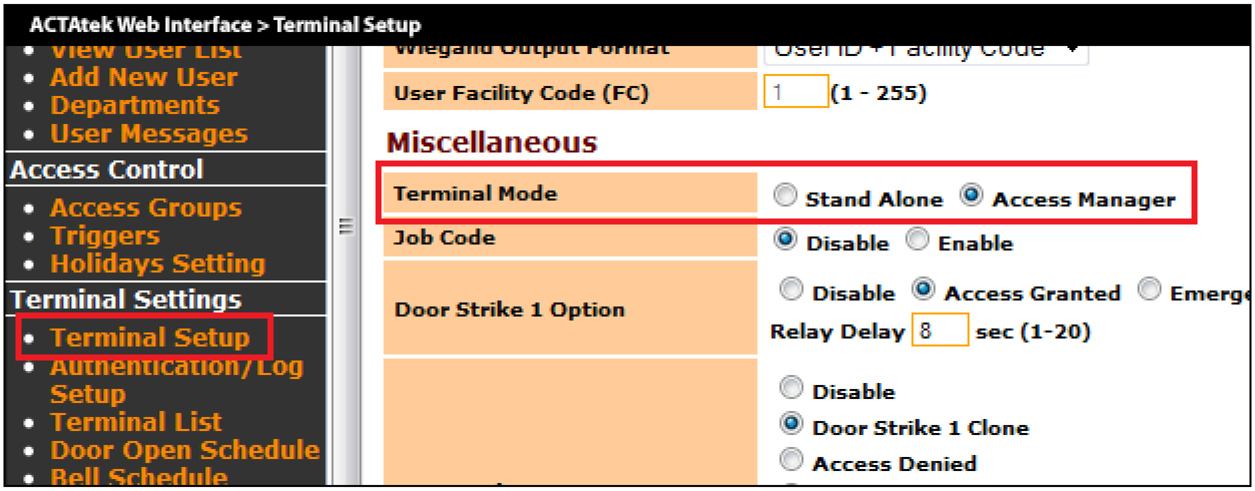
3.2 View Device Information

To obtain the ACTAtek device information such as the current IP address, serial number, connectivity status, and more; press the enter key 6 times on the key pad.

Follow this sequential pattern: ↵ ↵ ↵ ↵ ↵ ↵ on the key pad.

3.3 Enable Access Manager Mode

Once you have logged in as super administrator through the web interface of the ACTAtek terminal, click on **Terminal Setup** in the **Terminal Settings** menu. Scroll down on the page and locate the **Miscellaneous** heading. In **Terminal Mode** setting, switch over from **Standalone** to **Access Manager** and press the **Submit** button at the bottom of the page to save the changes.



User Facility Code (FC)	1 (1 - 255)

Miscellaneous

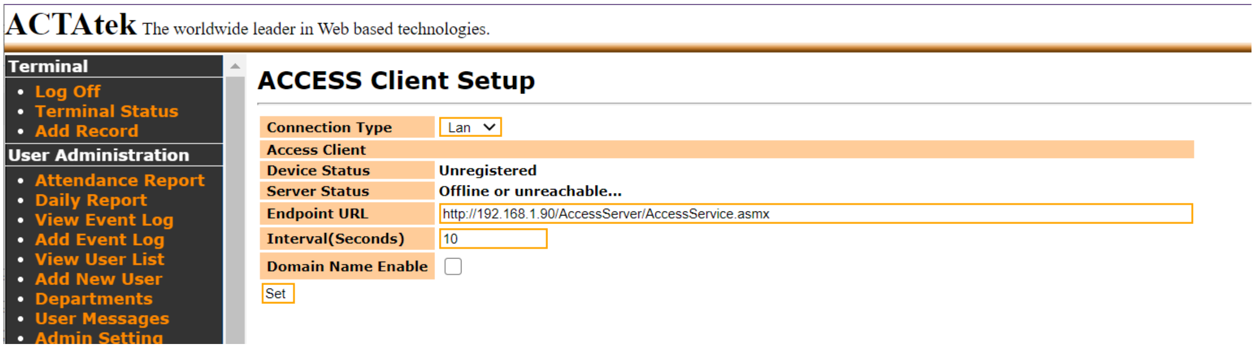
Terminal Mode	○ Stand Alone ● Access Manager
Job Code	● Disable ○ Enable
Door Strike 1 Option	○ Disable ● Access Granted ○ Emerg Relay Delay 8 sec (1-20)
	○ Disable ● Door Strike 1 Clone ○ Access Denied

3.4 Register Acta Series of Products to AMS

After **Access Manager** terminal mode is set, proceed by clicking on **Access Client Setup** in the **Terminal Settings** menu. Provide an **Endpoint URL** that point to the Access Manager Suite Server via an IP address followed by the port and the location. Press the **Set** button to test the Endpoint URL.

Endpoint URL: http:// IP ADDRESS OF AMS:80/AccessServer/AccessService.asmx

Example: http:// 192.168.1.90:80/AccessServer/AccessService.asmx

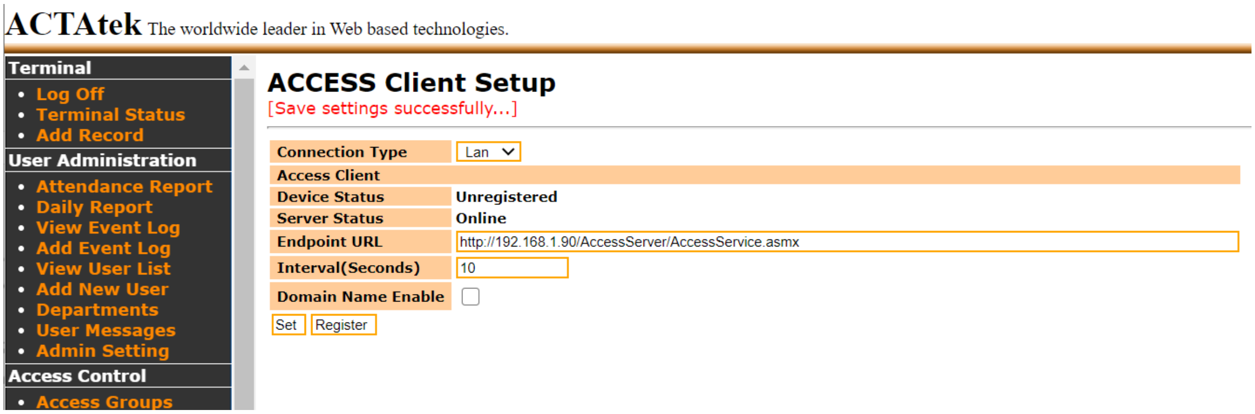


ACCESS Client Setup

Connection Type	Lan
Access Client	
Device Status	Unregistered
Server Status	Offline or unreachable...
Endpoint URL	http://192.168.1.90/AccessServer/AccessService.asmx
Interval(Seconds)	10
Domain Name Enable	□

Set

If the **Register** button appears, that means the ACTATEK terminal was able to connect to the Endpoint URL that was provided.



ACCESS Client Setup

[Save settings successfully...]

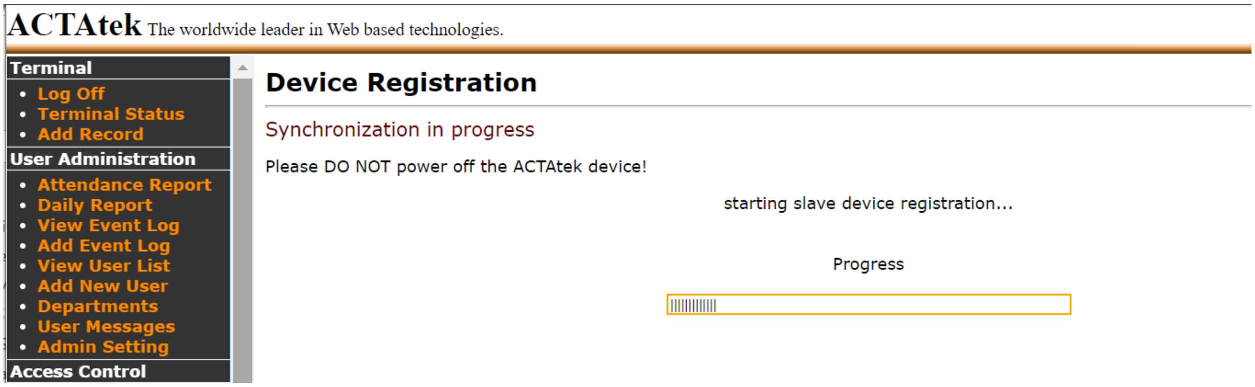
Connection Type	Lan
Access Client	
Device Status	Unregistered
Server Status	Online
Endpoint URL	http://192.168.1.90/AccessServer/AccessService.asmx
Interval(Seconds)	10
Domain Name Enable	□

Troubleshooting:

If you are not able to get to the screen with the **Register** button and **Server Status** reports offline, check:

1) Endpoint URL for typing mistakes.
2) The IP address of the AMS server is correct.
3) The firewall settings on the AMS server are set correctly such that port 80 is open.

Press the **Register** button to register this ACTATEK terminal to Access Manager.



Device Registration

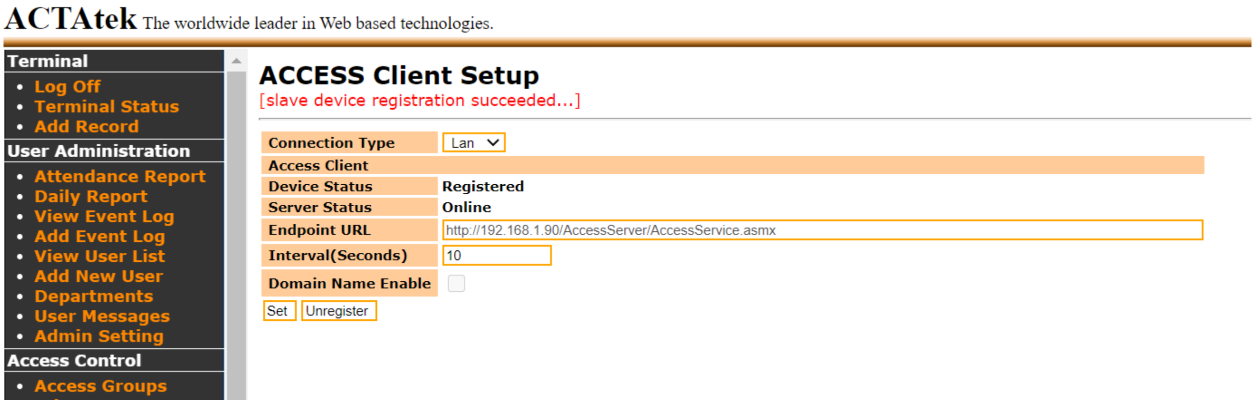
Synchronization in progress

Please DO NOT power off the ACTAtek device!

starting slave device registration...

The ACTATEK terminal that is the first to register to AMS with a clean database will push all its user data from the ACTATEK terminal into the AMS database. All following ACTATEK terminals that will be registering to AMS will have its user data replaced by the downloaded copy from the AMS database during registration.

When the ACTATEK terminal has finished the registration process, a successfully message as indicated below would appear.

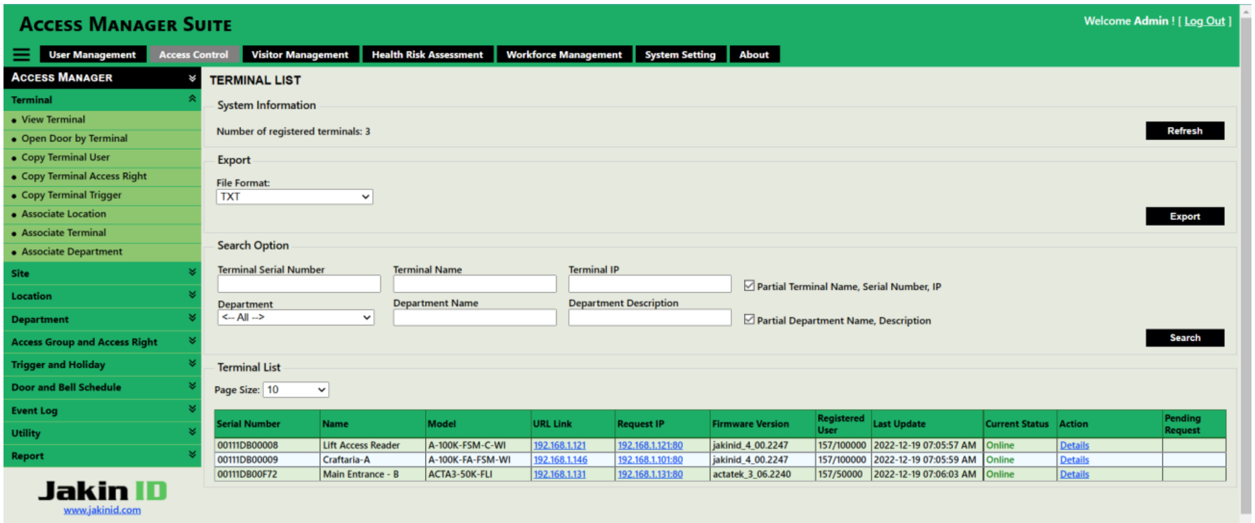


ACCESS Client Setup

[slave device registration succeeded...]

Connection Type	Lan
Access Client	
Device Status	Registered
Server Status	Online
Endpoint URL	http://192.168.1.90/AccessServer/AccessService.asmx
Interval(Seconds)	10
Domain Name Enable	□

To verify that the ACTATEK terminal is now registered and connected successfully with AMS, you can login to the AMS web interface and press **Terminal List** in the menu. It should now list this registered ACTATEK terminal in the terminal list found in AMS.



TERMINAL LIST

System Information

Number of registered terminals: 3

Export

File Format: TXT

Search Option

Terminal Serial Number
Terminal Name
Terminal IP
☑ Partial Terminal Name, Serial Number, IP
Department: <-- All -->
Department Name
Department Description
☑ Partial Department Name, Description

Terminal List

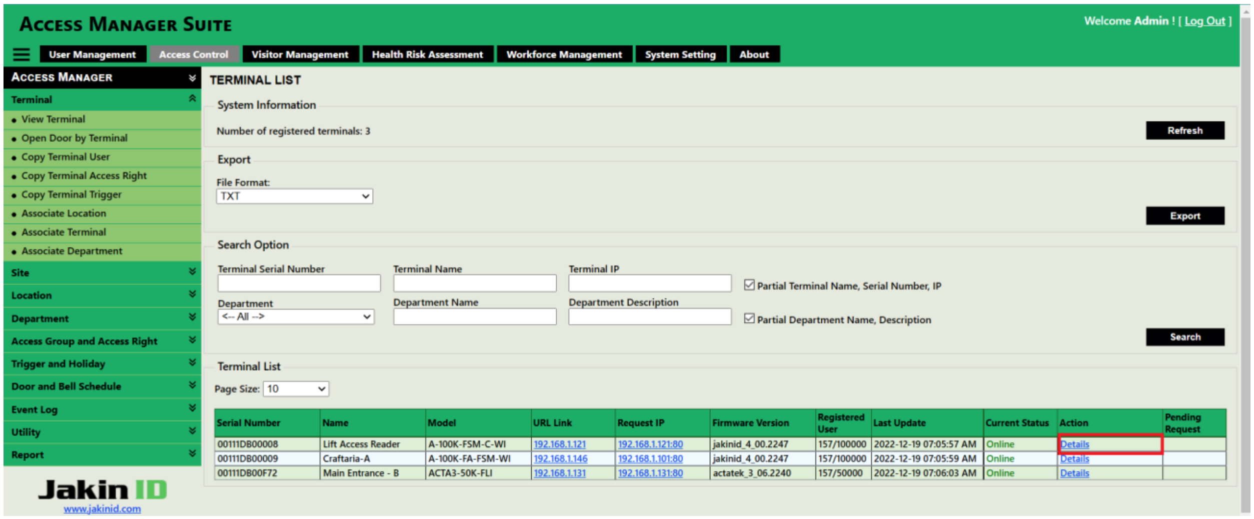
Page Size: 10

Serial Number	Name	Model	URL Link	Request IP	Firmware Version	Registered User	Last Update	Current Status	Action	Pending Request
00111DB00008	Lift Access Reader	A-100K-FSM-C-WI	192.168.1.121	192.168.1.121:80	jakinid_4_00.2247	157/100000	2022-12-19 07:05:57 AM	Online	Details	
00111DB00009	Craftaria-A	A-100K-FA-FSM-WI	192.168.1.146	192.168.1.101:80	jakinid_4_00.2247	157/100000	2022-12-19 07:05:59 AM	Online	Details	
00111DB00F72	Main Entrance - B	ACTA3-50K-FLI	192.168.1.131	192.168.1.131:80	actatek_3_06.2240	157/50000	2022-12-19 07:06:03 AM	Online	Details	

3.5 Assigning Time Zones to Acta Series of Products

For AMS deployment with ACTA Series of Products located in different time zones, it is important to assign the correct time zone for each ACTATEK to ensure event log data can be collected and displayed at the correct times.

To assign a time zone to an ACTATEK, navigate to **Terminals** and then **View Terminal Lists.** Under the **Action** column, press **Details** which corresponds to that specific ACTATEK. In the **Terminal Time Zone Setting**, select from the dropdown menu of time zones and press the **Update** button to save changes.



TERMINAL LIST

System Information

Number of registered terminals: 3

Export

File Format: TXT

Search Option

Terminal Serial Number

Terminal Name

Terminal IP

☑ Partial Terminal Name, Serial Number, IP

Department: <-- All -->

Department Name

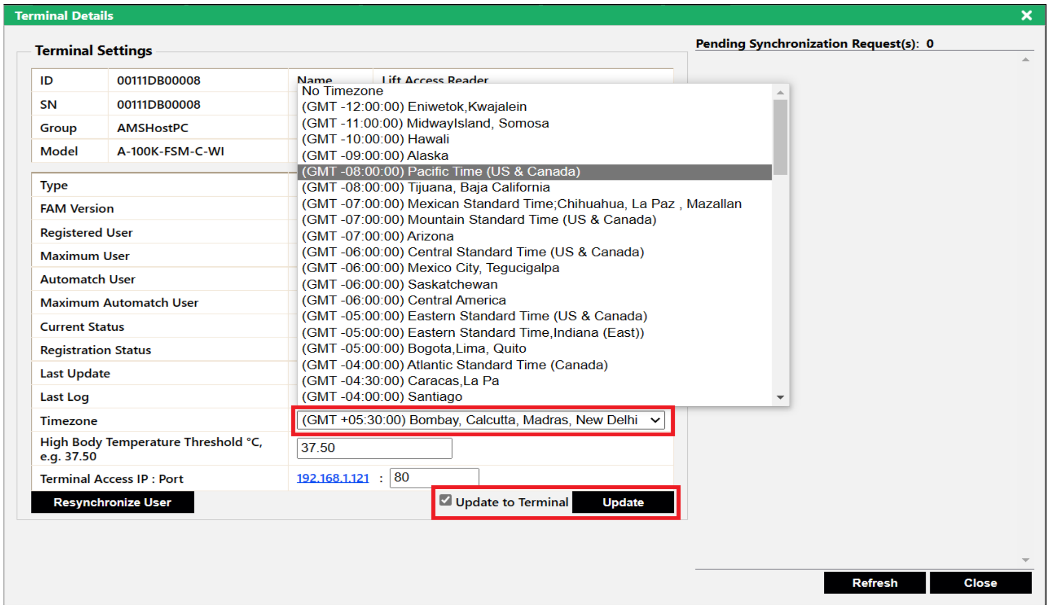
Department Description

☑ Partial Department Name, Description

Terminal List

Page Size: 10

Serial Number	Name	Model	URL Link	Request IP	Firmware Version	Registered User	Last Update	Current Status	Action	Pending Request
00111DB00008	Lift Access Reader	A-100K-FSM-C-WI	192.168.1.121	192.168.1.121:80	jakinid_4_00.2247	157/100000	2022-12-19 07:05:57 AM	Online	Details	
00111DB00009	Craftaria-A	A-100K-FA-FSM-WI	192.168.1.146	192.168.1.101:80	jakinid_4_00.2247	157/100000	2022-12-19 07:05:59 AM	Online	Details	
00111DB00F72	Main Entrance - B	ACTA3-50K-FLI	192.168.1.131	192.168.1.131:80	actatek_3_06.2240	157/50000	2022-12-19 07:06:03 AM	Online	Details	


Terminal Details
No Timezone
(GMT -12:00:00) Eniwetok,Kwajalein
(GMT -11:00:00) MidwayIsland, Somosa
(GMT -10:00:00) Hawaii
(GMT -09:00:00) Alaska
(GMT -08:00:00) Pacific Time (US & Canada)
(GMT -08:00:00) Tijuana, Baja California
(GMT -07:00:00) Mexican Standard Time;Chihuahua, La Paz , Mazallan
(GMT -07:00:00) Mountain Standard Time (US & Canada)
(GMT -07:00:00) Arizona
(GMT -06:00:00) Central Standard Time (US & Canada)
(GMT -06:00:00) Mexico City, Tegucigalpa
(GMT -06:00:00) Saskatchewan
(GMT -06:00:00) Central America
(GMT -05:00:00) Eastern Standard Time (US & Canada)
(GMT -05:00:00) Eastern Standard Time,Indiana (East))
(GMT -05:00:00) Bogota,Lima, Quito
(GMT -04:00:00) Atlantic Standard Time (Canada)
(GMT -04:30:00) Caracas,La Pa
(GMT -04:00:00) Santiago
Resynchronize User
Update
Refresh
Close

Terminal Settings

ID	00111DB00008
SN	00111DB00008
Group	AMSHostPC
Model	A-100K-FSM-C-WI

Name: Lift Access Reader

Type	
FAM Version	
Registered User	
Maximum User	
Automatch User	
Maximum Automatch User	
Current Status	
Registration Status	
Last Update	
Last Log	
Timezone	(GMT +05:30:00) Bombay, Calcutta, Madras, New Delhi
High Body Temperature Threshold °C, e.g. 37.50	37.50
Terminal Access IP : Port	192.168.1.121 : 80

☑ Update to Terminal

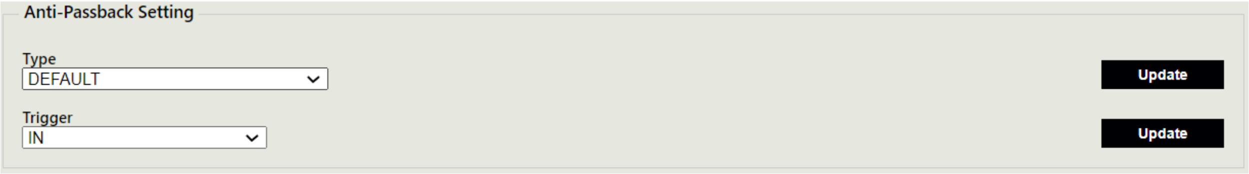
Pending Synchronization Request(s): 0

Chapter 4: Access Manager Suite Functionalities

4.1 Auto User Synchronization

By default, auto user synchronization is set on enabled. All user changes made on the ACTATEK terminals or in Access Manager will propagate updates to all connected ACTATEK terminals to ensure a synchronized state. If you are not sure, leave **Auto User Synchronization** on enabled for the best performance. This feature can be disabled by going into **Control Panel** and then **System Configuration** and selecting **Disabled**. By pressing the **Update** button, the changes will then be saved.

Once the AMS Auto Synchronization has disabled, The AMS can synchronize the newly adding users to a specific or department associated terminals.



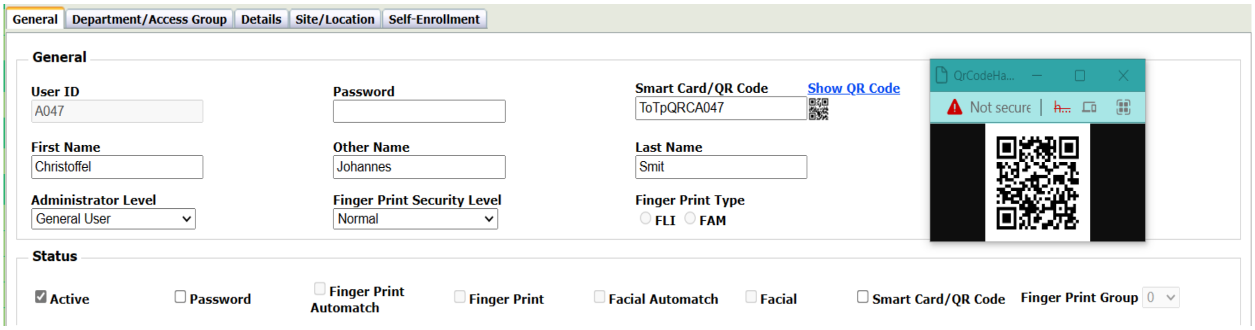
Anti-Passback Setting

Type: DEFAULT

Trigger: IN

4.2 Add Users

To add a new user, go into **Access Manager** tab, then **User Admin** and **Add Users**. The **User ID** and **Password** fields must only contain any of these characters found in "0123456789ABC". The **User ID** must also have a length of 3 or up to 16 characters long. For Facial, Fingerprint and smart card enrollments, this will have to be accomplished on any of the registered ACTA terminals by providing the associated **User ID** to the Face, Fingerprint or smart card enrollment process.



General

User ID: A047

Password:

Smart Card/QR Code: ToTpQRCA047

First Name: Christoffel

Other Name: Johannes

Last Name: Smit

Administrator Level: General User

Finger Print Security Level: Normal

Finger Print Type: ○ FLI ○ FAM

Status

☑ Active □ Password □ Finger Print Automatch □ Finger Print □ Facial Automatch □ Facial □ Smart Card/QR Code

Finger Print Group: 0

In the status field, ensure **Active** is checked to enable this new user in the system. You may also wish to check **Password** if this user can enter through PIN method otherwise leave it unchecked if you do not wish to let this user authenticate through PIN method.

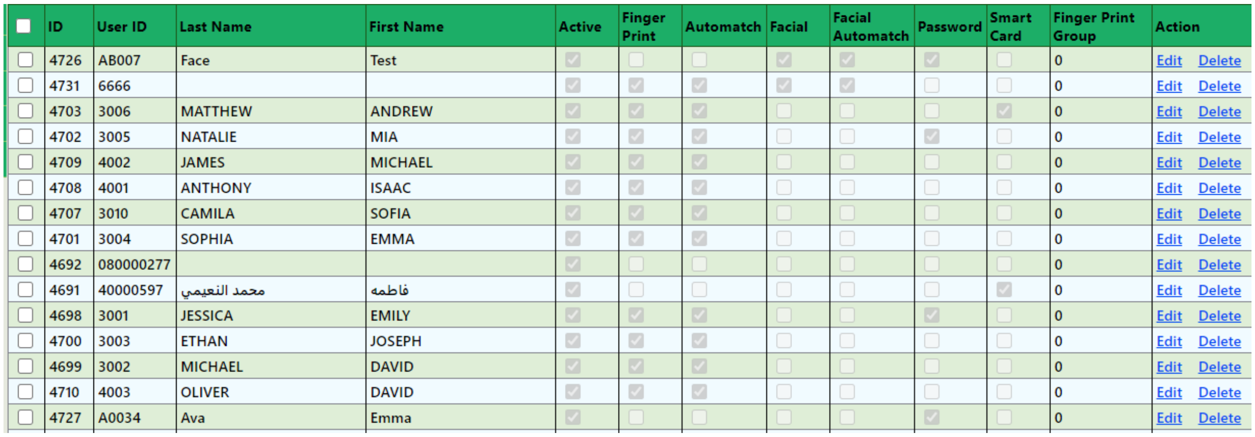
The admin can also wish to **create a QR code access** method by entering any character's in to **Smart Card/ QR Code** field. Once the user has added, AMS will auto generate a QR code for newly added user. The user QR code now can be view and download by selecting **"Show QR Code"** Additional settings which you may choose to set for any new user are: department & groups, user information, user expiry date, and user notification/messages. All these user settings can be modified in **View/Edit User** if you choose not to set any now.

4.3 View/Edit User

This feature allows you to make any changes **except User ID** to an existing user in the system. You can choose to edit, view, or delete an existing user over Access Manager. To delete multiple users, check the boxes that are associated to the users that you would like to delete and press the **Remove** button.

To narrow down a specific user, the search options allows you to search by User ID, First Name, Last Name, Department, and or Group. To view the search result, press the **Search** button.

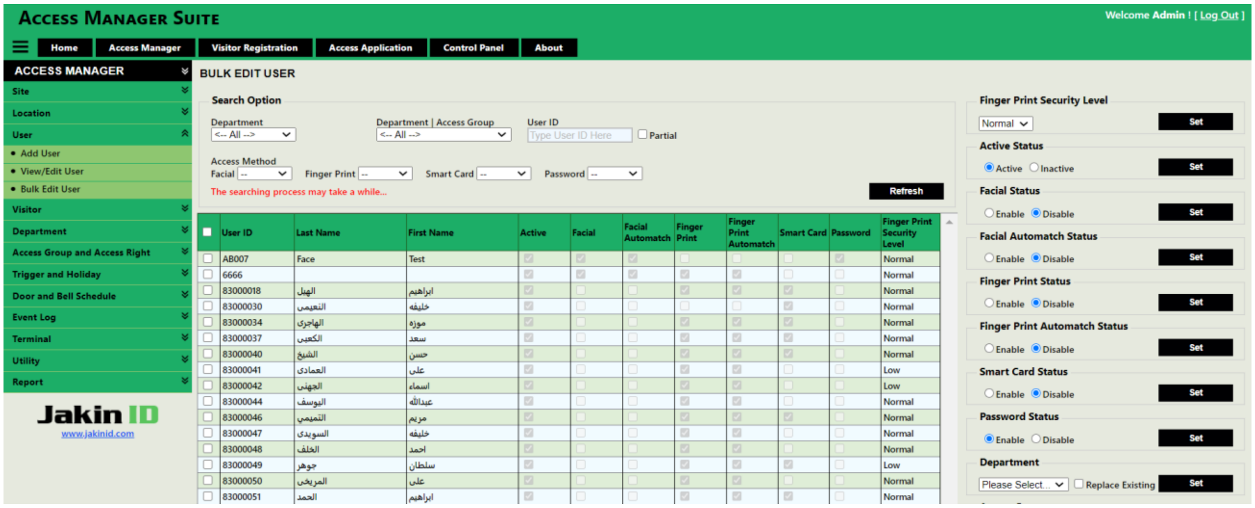
Access Manager > User Admin > View/Edit User



☐	ID	User ID	Last Name	First Name	Active	Finger Print	Automatch	Facial	Facial Automatch	Password	Smart Card	Finger Print Group	Action
☐	4726	AB007	Face	Test	☑	☐	☐	☑	☑	☑	☐	0	Edit Delete
☐	4731	6666			☑	☑	☑	☑	☑	☐	☐	0	Edit Delete
☐	4703	3006	MATTHEW	ANDREW	☑	☑	☑	☐	☐	☐	☑	0	Edit Delete
☐	4702	3005	NATALIE	MIA	☑	☑	☑	☐	☐	☑	☐	0	Edit Delete
☐	4709	4002	JAMES	MICHAEL	☑	☑	☑	☐	☐	☐	☐	0	Edit Delete
☐	4708	4001	ANTHONY	ISAAC	☑	☑	☑	☐	☐	☐	☐	0	Edit Delete
☐	4707	3010	CAMILA	SOFIA	☑	☑	☑	☐	☐	☐	☐	0	Edit Delete
☐	4701	3004	SOPHIA	EMMA	☑	☑	☑	☐	☐	☐	☐	0	Edit Delete
☐	4692	080000277			☑	☐	☐	☐	☐	☐	☐	0	Edit Delete
☐	4691	40000597	محمد النعيمي	فاطمه	☑	☐	☐	☐	☐	☐	☑	0	Edit Delete
☐	4698	3001	JESSICA	EMILY	☑	☑	☑	☐	☐	☑	☐	0	Edit Delete
☐	4700	3003	ETHAN	JOSEPH	☑	☑	☑	☐	☐	☐	☐	0	Edit Delete
☐	4699	3002	MICHAEL	DAVID	☑	☑	☑	☐	☐	☐	☐	0	Edit Delete
☐	4710	4003	OLIVER	DAVID	☑	☑	☑	☐	☐	☐	☐	0	Edit Delete
☐	4727	A0034	Ava	Emma	☑	☐	☐	☐	☐	☑	☐	0	Edit Delete

4.4 Bulk Edit Users

Bulk edit users allow the administrator to make changes to multiple users in Access Manager at the same time. Press the **Refresh** button to reveal a list of users in Access Manager and check the boxes associated to the users that you want to make changes to. Changes include enabling or disabling user settings for: user active status, facial, fingerprint, automatch, password, and smart card. Additionally, adjustable user settings apply to facial, fingerprint quality, departments, and groups. For each change, press the **Set** button to save the changes to the queue. When all the changes are made, press the **Commit** button to permanently make the changes to the selected users. The registered ACTATEK terminals will now enter **System Maintenance Mode** while these changes are being made.



BULK EDIT USER

Search Option

Department <-- All -->
Department | Access Group <-- All -->
User ID Type User ID Here ☐ Partial

Access Method
Facial -- Finger Print -- Smart Card -- Password --

The searching process may take a while...

☐	User ID	Last Name	First Name	Active	Facial	Facial Automatch	Finger Print	Finger Print Automatch	Smart Card	Password	Finger Print Security Level
☐	AB007	Face	Test	☑	☑	☑	☐	☐	☐	☑	Normal
☐	6666			☑	☑	☑	☑	☑	☐	☐	Normal
☐	83000018	الهيل	ابراهيم	☑	☐	☐	☑	☑	☑	☐	Normal
☐	83000030	النعيمى	خليفه	☑	☐	☐	☐	☐	☑	☐	Normal
☐	83000034	الهاجرى	موزه	☑	☐	☐	☑	☑	☑	☐	Normal
☐	83000037	الكعبى	سعد	☑	☐	☐	☑	☑	☑	☐	Normal
☐	83000040	الشيخ	حسن	☑	☐	☐	☑	☑	☑	☐	Normal
☐	83000041	العمادى	على	☑	☐	☐	☑	☑	☐	☐	Low
☐	83000042	الجهنى	اسماء	☑	☐	☐	☑	☑	☐	☐	Low
☐	83000044	اليوسف	عبدالله	☑	☐	☐	☑	☑	☐	☐	Normal
☐	83000046	التميمي	مريم	☑	☐	☐	☑	☑	☑	☐	Normal
☐	83000047	السويدى	خليفه	☑	☐	☐	☑	☑	☐	☐	Normal
☐	83000048	الخلف	احمد	☑	☐	☐	☑	☑	☐	☐	Normal
☐	83000049	جوهر	سلطان	☑	☐	☐	☑	☑	☑	☐	Low
☐	83000050	المريخى	على	☑	☐	☐	☑	☑	☐	☐	Normal
☐	83000051	الحمد	ابراهيم	☑	☐	☐	☑	☑	☑	☐	Normal

Finger Print Security Level
Normal

Active Status
● Active ○ Inactive

Facial Status
○ Enable ● Disable

Facial Automatch Status
○ Enable ● Disable

Finger Print Status
○ Enable ● Disable

Finger Print Automatch Status
○ Enable ● Disable

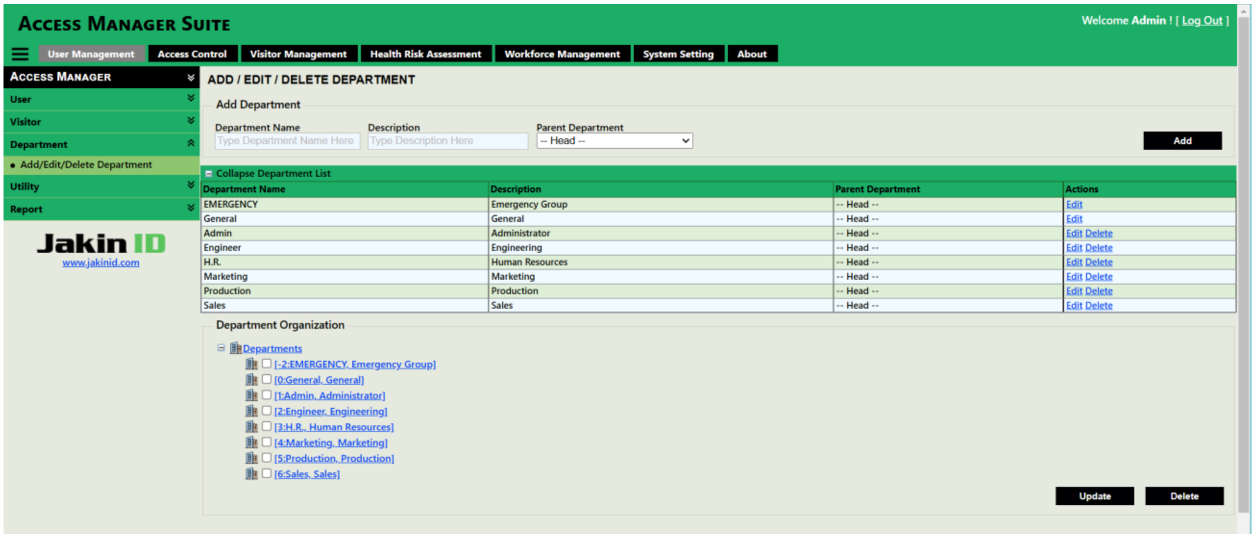
Smart Card Status
○ Enable ● Disable

Password Status
● Enable ○ Disable

Department
Please Select... ☐ Replace Existing

4.5 Add/Edit/Delete Departments

Departments are used for associating users and ACTAtek devices into main groups. This feature allows the administrator to add, edit, or delete departments in Access Manager. Departments also help categorize users and will be the foundation for setting up **Access Groups** and **Access Rights**. To associate users to departments, you will edit a selected user in **View/Edit User** and in the **Department** tab, check the listed departments relevant to this user and press the **Update** button to save the changes.



ADD / EDIT / DELETE DEPARTMENT

Add Department

Department Name Type Department Name Here
Description Type Description Here
Parent Department -- Head --

Department Name	Description	Parent Department	Actions
EMERGENCY	Emergency Group	-- Head --	Edit
General	General	-- Head --	Edit
Admin	Administrator	-- Head --	Edit Delete
Engineer	Engineering	-- Head --	Edit Delete
H.R.	Human Resources	-- Head --	Edit Delete
Marketing	Marketing	-- Head --	Edit Delete
Production	Production	-- Head --	Edit Delete
Sales	Sales	-- Head --	Edit Delete

Department Organization

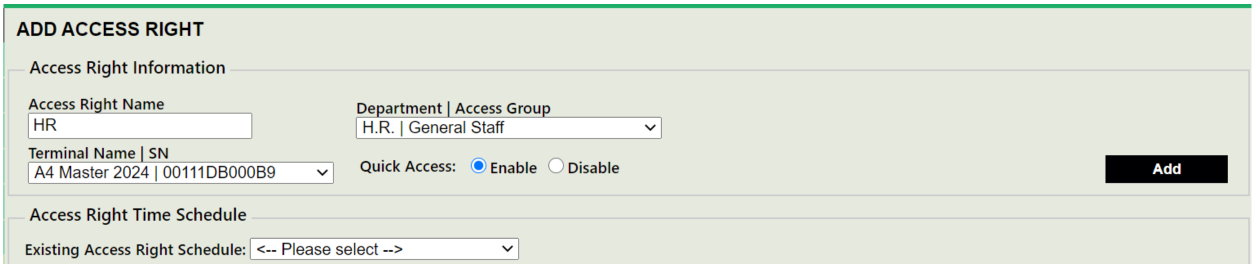
Departments
- ☐ [-2:EMERGENCY, Emergency Group]
- ☐ [0:General, General]
- ☐ [1:Admin, Administrator]
- ☐ [2:Engineer, Engineering]
- ☐ [3:H.R., Human Resources]
- ☐ [4:Marketing, Marketing]
- ☐ [5:Production, Production]
- ☐ [6:Sales, Sales]

4.6 Add/Edit/Delete Access Group

The default settings of Access Manager already have predefined access groups. The administrator may choose to customize or remove irrelevant access groups and departments to personalize their setup and environment. Setting up an access group is the next step in creating an access right. Access groups are used to distinguish different levels of access in a department.

4.7 Add Access Right

An access right is an access control policy used for binding an ACTATEK terminal to an access schedule with the associated department and access group. This will enforce users in that associated department and access group to the access schedule as defined by the administrator. The advantage of using access rights is that it will provide the access control rules to ACTATEK terminals. For example, using access rights can limit certain user groups to certain ACTATEK terminals. Additionally, it can restrict the time and days when a user can have access.



ADD ACCESS RIGHT

Access Right Information

Access Right Name: HR

Department | Access Group: H.R. | General Staff

Terminal Name | SN: A4 Master 2024 | 00111DB000B9

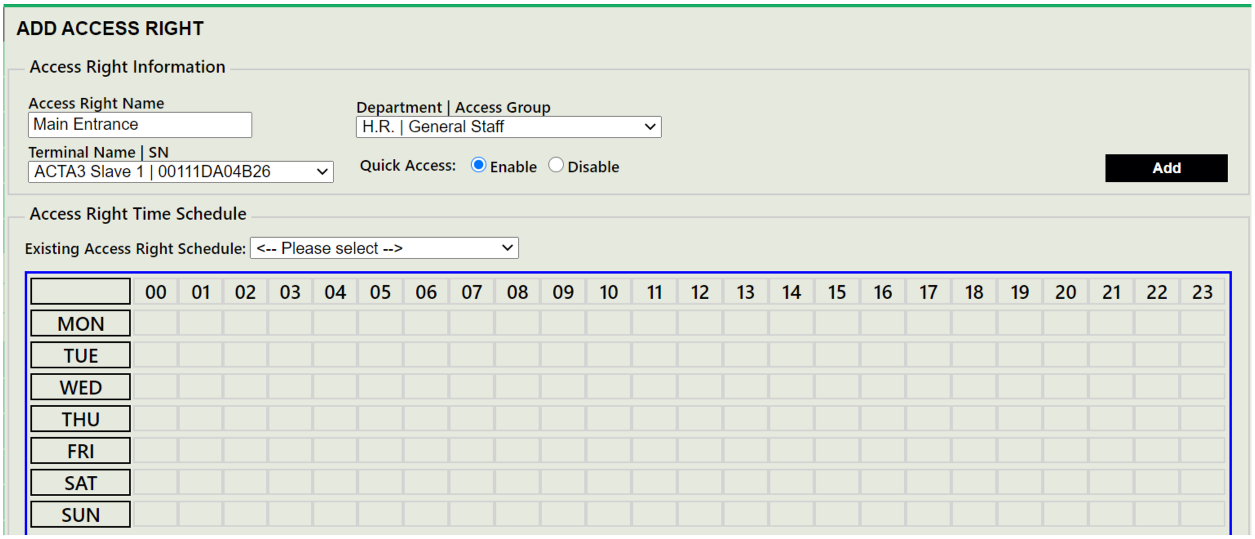
Quick Access: ● Enable ○ Disable

Access Right Time Schedule

Existing Access Right Schedule: <-- Please select -->

To setup an access right, provide an **Access Right Name** followed by selecting a **Dept/Group Name** from the list which this access right will affect. Users in this department and access group will have this policy applied to them. Next, select an ACTATEK terminal from the **Terminal Name / SN** list to apply this access right to and set **Quick Access** to enable.

In the **Day & Time** field, the administrator defines the restrictions and the rules in terms of a schedule. By default, the schedule has all time and days of the week disabled which can be referenced below by the light grey dots.



ADD ACCESS RIGHT

Access Right Information

Access Right Name: Main Entrance

Department | Access Group: H.R. | General Staff

Terminal Name | SN: ACTA3 Slave 1 | 00111DA04B26

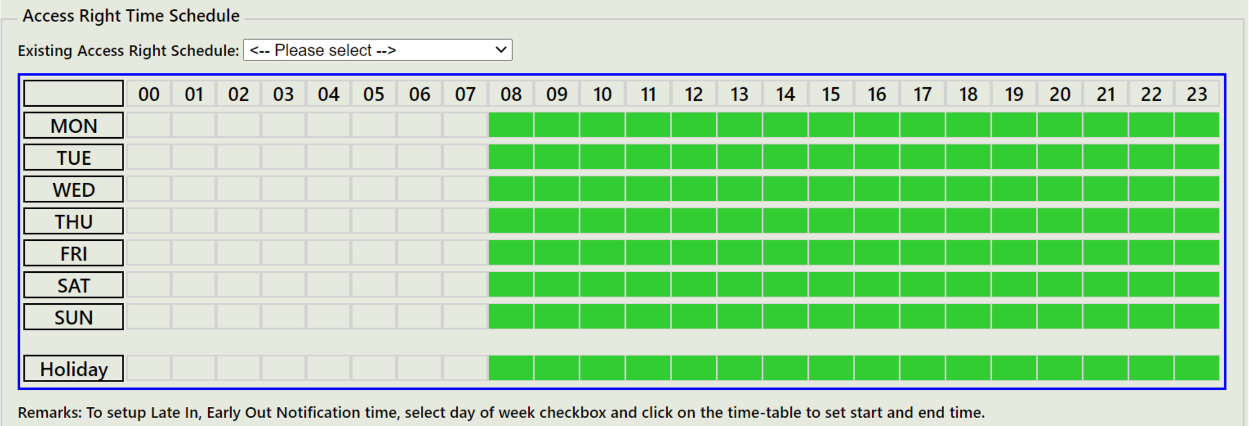
Quick Access: ● Enable ○ Disable

Access Right Time Schedule

Existing Access Right Schedule: <-- Please select -->

	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
MON																								
TUE																								
WED																								
THU																								
FRI																								
SAT																								
SUN																								

After making setting changes to the **Day & Time** field, press the **Modify Time** button to review the changes made. The filled black dots are set for enabled while the light grey dots are set for disabled.



Access Right Time Schedule

Existing Access Right Schedule: <-- Please select -->

	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
MON									🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩
TUE									🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩
WED									🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩
THU									🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩
FRI									🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩
SAT									🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩
SUN									🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩
Holiday									🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩	🟩

Remarks: To setup Late In, Early Out Notification time, select day of week checkbox and click on the time-table to set start and end time.

In the example above, the affected department and access group can only access the ACTATEK terminal on every Tuesday from 07:00 to 17:59.

Press the **Add** button to add this access right to Access Manager. Notice that this access right only affects a single ACTATEK terminal therefore to have this access rights affect all your ACTATEK terminals, you will have to add a new access right for each individually ACTATEK terminal. Use the existing access right schedule drop down list to load any already defined access schedules.

If an access right does not exist in Access Manager for a particular department and access group, this means that the users belonging to this group will not have access to any of the ACTATEK terminals and they will receive an access denied message upon authentication.

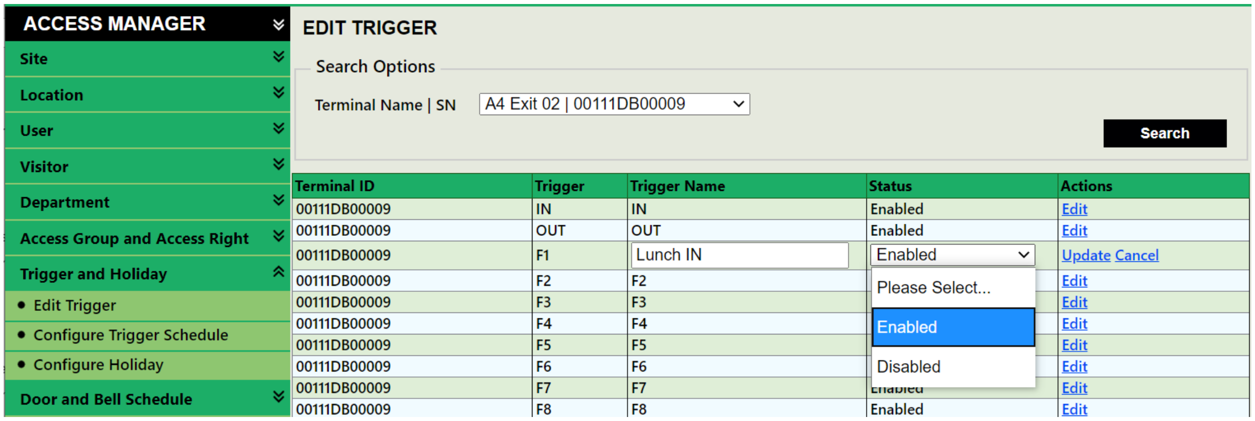
To associate users to this department and access group, you will edit a selected user in **View/Edit User** and in the **Group** tab, check the listed department and group relevant to this user and uncheck all that are no longer relevant. Press the **Update** button to save the changes. A user can belong to more than one access groups.

4.8 View/Edit Access Right

The administrator can view/edit/delete any defined access rights in Access Manager by using this functionality. By default, all registered ACTATEK terminals will create an access right with the department **General** and group **General Staff**. This means all newly registered users will have access to all the ACTATEK terminals in the system. The administrator may want to remove these default access rights so that the newly registered users must be placed in their correct department and group before allowing them access on the ACTATEK terminals.

4.9 Edit Triggers

Make changes to the trigger name/value for an individual ACTATEK terminal by clicking **Edit** for the corresponding trigger and terminal ID you wish to edit. The administrator can choose to disable all unused triggers by clicking on the edit action and selecting disabled and then followed by clicking on **Update**.



EDIT TRIGGER

Search Options

Terminal Name | SN: A4 Exit 02 | 00111DB00009

Terminal ID	Trigger	Trigger Name	Status	Actions
00111DB00009	IN	IN	Enabled	Edit
00111DB00009	OUT	OUT	Enabled	Edit
00111DB00009	F1	Lunch IN	Enabled	Update Cancel
00111DB00009	F2	F2		Edit
00111DB00009	F3	F3		Edit
00111DB00009	F4	F4		Edit
00111DB00009	F5	F5		Edit
00111DB00009	F6	F6		Edit
00111DB00009	F7	F7	Enabled	Edit
00111DB00009	F8	F8	Enabled	Edit

Make all trigger changes to an individual ACTATEK terminal and you can use the **Copy Trigger** function found in the **Terminal** menu to copy triggers from this ACTATEK terminal to all the remainder ACTATEK terminals if they share the same triggers to reduce redundant work.

4.10 Trigger Schedule Setup

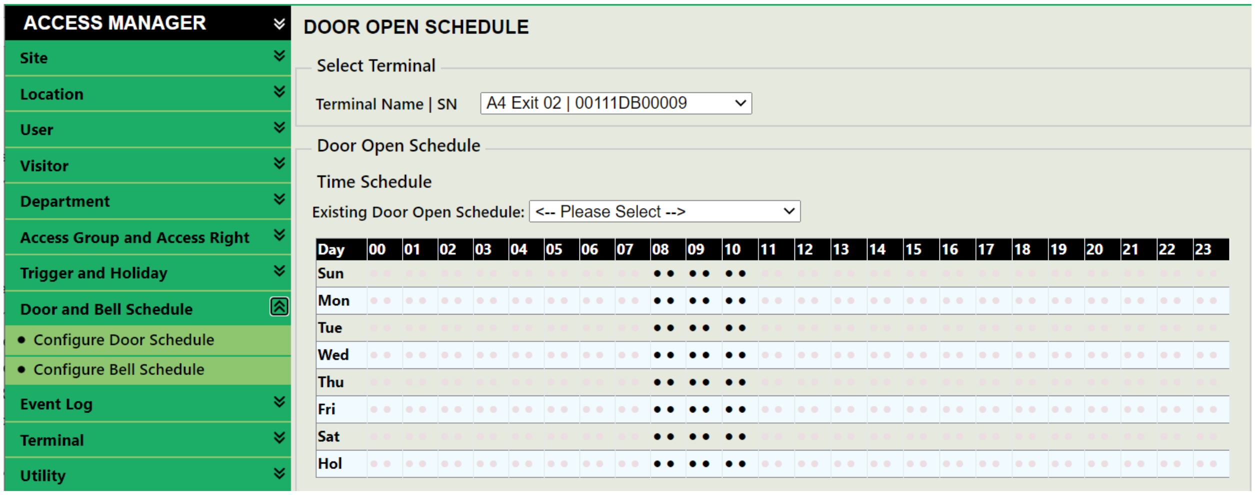
Based on a schedule, the administrator can choose enable or disable triggers. To setup this functionality, select an ACTATEK terminal from the drop down list. In the Day & Time field, select a trigger ID, time frame, date, and specify either enabled or disabled. To save this schedule, press **Modified Time** button and the changes will now reflect on the trigger schedule field. When ready, press the **Setup** button to make the final changes. By default, the trigger schedule settings are on disabled and affect no days of the week unless checked.

4.11 Holiday Setup

The administrator can specify days that are considered as holidays. Simply select the date from the calendar and type in a descriptive description. Press the **Add** button to save it in Access Manger. The administrator can remove any existing holidays that were added previously. The use of holidays is for grouping days that can be affected by a schedule. For example, access rights are affected by a schedule therefore an administrator can define an access right to deny all entries for specific access groups on holidays since the law may forbid the staff from working and entering the facility.

4.12 Door Open Schedule

The administrator may set an open-door policy to enforce any doors controlled by the ACTATEK terminals to be opened based on a set scheduled and closed otherwise. By default, the schedule settings are on disabled and affect no days of the week unless checked. In the **Day & Time** field, set enabled with a selected time frame and check all days that will be affected by this change. By pressing **Modify Time**, this will update the **Time Schedule** to reflect the future modifications. Notice that the black filled dots represent enabled and the light grey dots represent disabled. The example below indicates the door will remain open on every Monday from 00:00 to 23:59.



DOOR OPEN SCHEDULE

Select Terminal

Terminal Name | SN: A4 Exit 02 | 00111DB00009

Door Open Schedule

Time Schedule

Existing Door Open Schedule: <-- Please Select -->

Day	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
Sun	○○	○○	○○	○○	○○	○○	○○	○○	●●	●●	●●	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○
Mon	○○	○○	○○	○○	○○	○○	○○	○○	●●	●●	●●	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○
Tue	○○	○○	○○	○○	○○	○○	○○	○○	●●	●●	●●	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○
Wed	○○	○○	○○	○○	○○	○○	○○	○○	●●	●●	●●	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○
Thu	○○	○○	○○	○○	○○	○○	○○	○○	●●	●●	●●	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○
Fri	○○	○○	○○	○○	○○	○○	○○	○○	●●	●●	●●	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○
Sat	○○	○○	○○	○○	○○	○○	○○	○○	●●	●●	●●	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○
Hol	○○	○○	○○	○○	○○	○○	○○	○○	●●	●●	●●	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○	○○

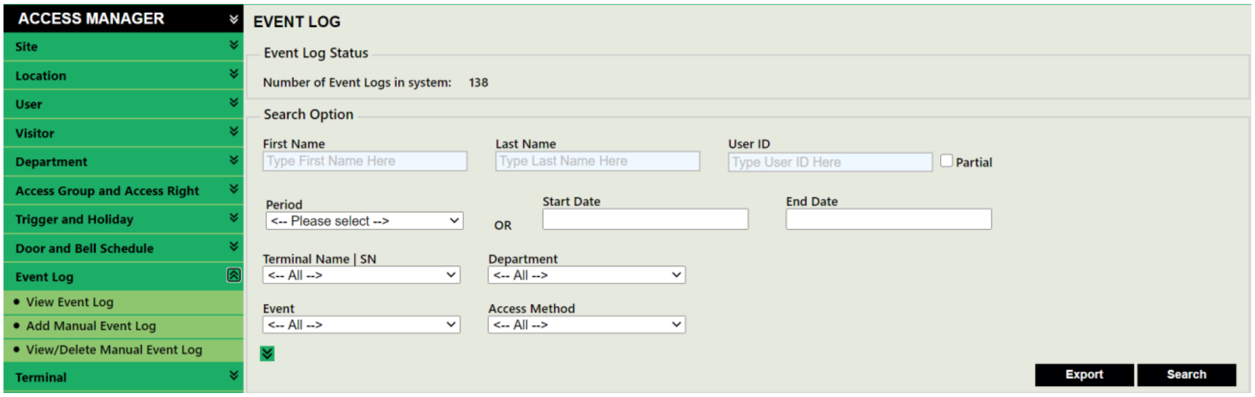
Ensure to select an ACTATEK terminal in the drop-down list to affix this schedule to so the affected ACTATEK terminal will know to leave its door open. Press the **Setup** button to finalize all the changes to the ACTATEK terminal. For all remainder ACTATEK terminals, you may choose to use an existing open-door schedule that has been applied to another ACTATEK terminal or create another customized open-door schedule if necessary.

4.13 Bell Schedule

If any of the ACTATEK terminal is connected to a bell ringer, the administrator can set the bell to ring based on the programmed bell schedules. By default, there is no bell schedule in Access Manager. To add a new bell schedule, select an ACTATEK terminal from the drop-down list for this schedule to take place and configure the Day & Time fields. Check the days in the week for this schedule to come into effect and press the **Setup** button to save all changes.

4.14 View Event Logs

Administrators can view event logs that have been collected from the ACTATEK terminals in real time. Additionally, the administrator may choose to use the search option to search for specific events and export the results in a CSV file. The **View Event Log Viewer** button shows all event logs collected in real time with the newest at the top of the list. By pressing on the Search button, the results will be displayed as a static page.



Number of Event Logs in system: 138

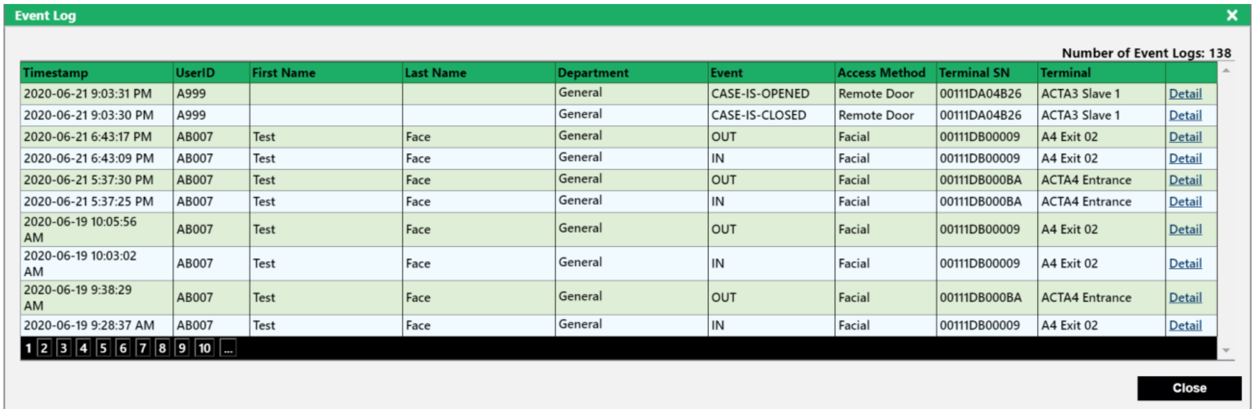
Period: <-- Please select -->

Terminal Name | SN: <-- All -->

Department: <-- All -->

Event: <-- All -->

Access Method: <-- All -->



Number of Event Logs: 138

Timestamp	UserID	First Name	Last Name	Department	Event	Access Method	Terminal SN	Terminal	
2020-06-21 9:03:31 PM	A999			General	CASE-IS-OPENED	Remote Door	00111DA04B26	ACTA3 Slave 1	Detail
2020-06-21 9:03:30 PM	A999			General	CASE-IS-CLOSED	Remote Door	00111DA04B26	ACTA3 Slave 1	Detail
2020-06-21 6:43:17 PM	AB007	Test	Face	General	OUT	Facial	00111DB00009	A4 Exit 02	Detail
2020-06-21 6:43:09 PM	AB007	Test	Face	General	IN	Facial	00111DB00009	A4 Exit 02	Detail
2020-06-21 5:37:30 PM	AB007	Test	Face	General	OUT	Facial	00111DB000BA	ACTA4 Entrance	Detail
2020-06-21 5:37:25 PM	AB007	Test	Face	General	IN	Facial	00111DB000BA	ACTA4 Entrance	Detail
2020-06-19 10:05:56 AM	AB007	Test	Face	General	OUT	Facial	00111DB00009	A4 Exit 02	Detail
2020-06-19 10:03:02 AM	AB007	Test	Face	General	IN	Facial	00111DB00009	A4 Exit 02	Detail
2020-06-19 9:38:29 AM	AB007	Test	Face	General	OUT	Facial	00111DB000BA	ACTA4 Entrance	Detail
2020-06-19 9:28:37 AM	AB007	Test	Face	General	IN	Facial	00111DB00009	A4 Exit 02	Detail

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

4.15 Add Manual Event Logs

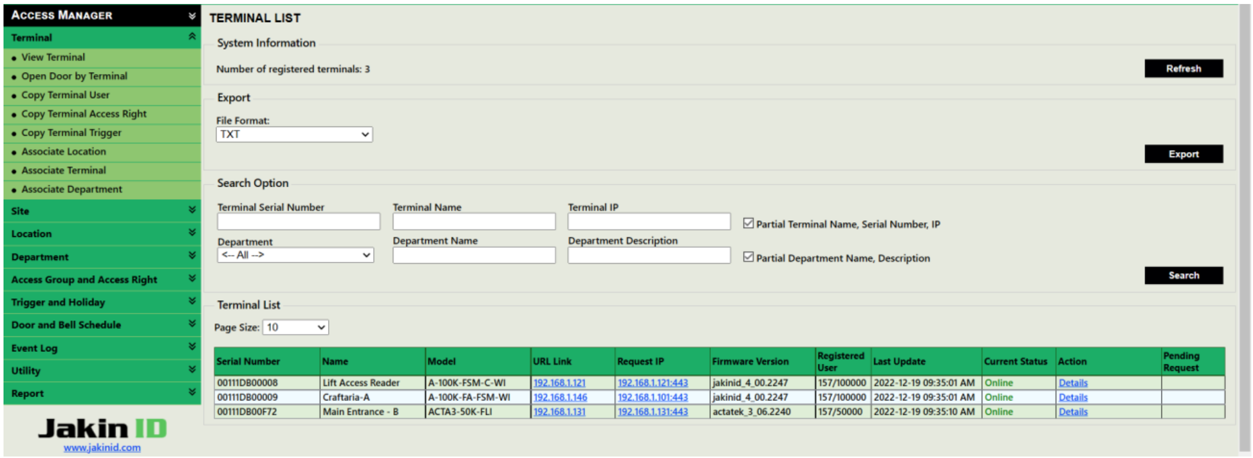
The administrator can add events to Access Manager for corrections in the system. To begin, specify the **User ID** of an existing user. Now select the terminal ID, the appropriate event trigger, the date, the time, and leave a remark as a reason to add this manual event. Press the **Add** button to complete the process and the manual event will be added into Access Manager which can then be searchable in **View Event Logs**.

4.16 View/Delete Manual Event Logs

The administrator can view all event logs that have been added manually into Access Manager and delete any incorrect manual events. Put a check in the boxes to the corresponding events and press the **Remove** button to permanently delete them.

4.17 View Terminal List

View Terminal List shows the status and details of all registered ACTATEK terminals. This page will provide the ACTATEK terminals' serial number, model, IP address, firmware version, user count, device's online/offline status and sync information. Additionally, the administrator may choose to use the search option to search for specific department associated terminals and export the List in a CSV/TXT file.By pressing on the Search button, the results will be displayed as a static page.



TERMINAL LIST

System Information

Number of registered terminals: 3

Export

File Format: TXT

Search Option

Terminal Serial Number

Terminal Name

Terminal IP

☑ Partial Terminal Name, Serial Number, IP

Department: <-- All -->

Department Name

Department Description

☑ Partial Department Name, Description

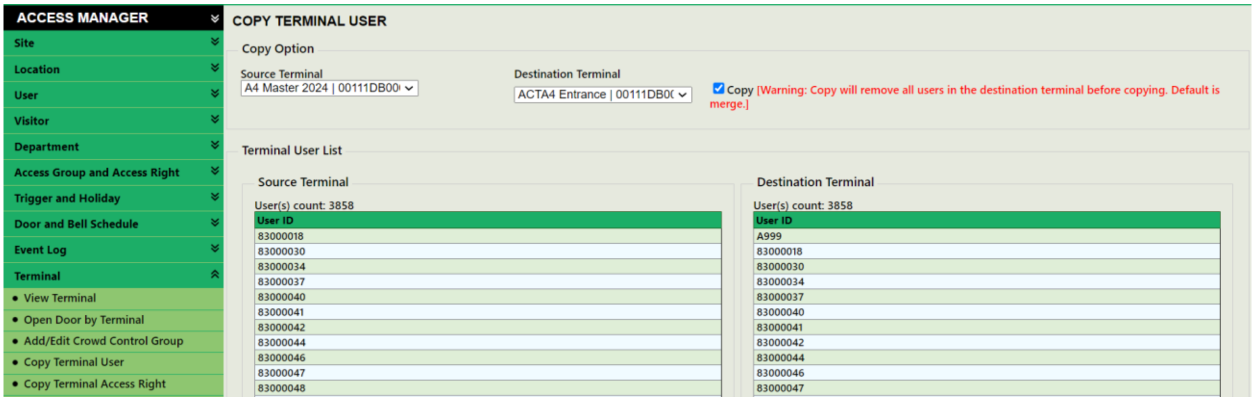
Terminal List

Page Size: 10

Serial Number	Name	Model	URL Link	Request IP	Firmware Version	Registered User	Last Update	Current Status	Action	Pending Request
00111DB00008	Lift Access Reader	A-100K-FSM-C-WI	192.168.1.121	192.168.1.121:443	jakinid_4_00.2247	157/100000	2022-12-19 09:35:01 AM	Online	Details	
00111DB00009	Craftaria-A	A-100K-FA-FSM-WI	192.168.1.146	192.168.1.101:443	jakinid_4_00.2247	157/100000	2022-12-19 09:35:01 AM	Online	Details	
00111DB00F72	Main Entrance - B	ACTA3-50K-FLI	192.168.1.131	192.168.1.131:443	actatek_3_06.2240	157/50000	2022-12-19 09:35:10 AM	Online	Details	

4.18 Copy Terminal User

Copy terminal user allows the administrator to copy the user data found in Access Manager or in another ACTATEK terminal as the source to another ACTATEK terminal as the destination. When auto user synchronization is disabled, copy terminal users may be deemed useful.



COPY TERMINAL USER

Copy Option

Source Terminal: A4 Master 2024 | 00111DB00

Destination Terminal: ACTA4 Entrance | 00111DB0(

☑ Copy [Warning: Copy will remove all users in the destination terminal before copying. Default is merge.]

Terminal User List

Source Terminal

User(s) count: 3858

User ID
83000018
83000030
83000034
83000037
83000040
83000041
83000042
83000044
83000046
83000047
83000048

Destination Terminal

User(s) count: 3858

User ID
A999
83000018
83000030
83000034
83000037
83000040
83000041
83000042
83000044
83000046
83000047

4.19 Copy Group Access Right

Copy group access right allows the administrator to copy the access rights associated to the source terminal to a destination terminal as selected in the drop down list. In addition, access rights are listed to show which access rights will be copied over to the destination terminal from the source terminal.

4.20 Copy Trigger

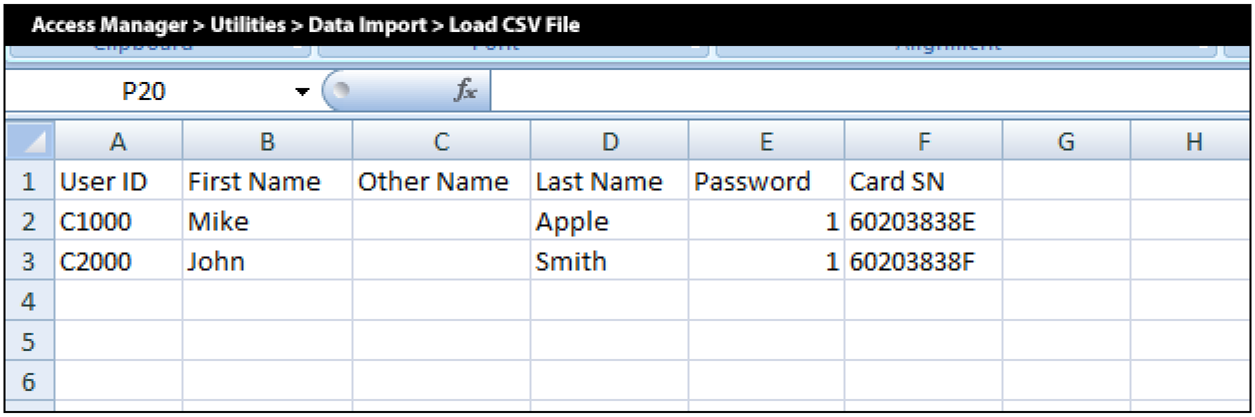
Copy trigger allows the administrator to copy the triggers found in one ACTATEK terminal to another. Select an ACTATEK terminal to use as the source and another ACTATEK terminal as the destination. Press **Copy** button to save the changes.

4.21 Department Association

Department association allows the administrator of AMS to associate specific ACTATEK terminals to a department in AMS. Secondary AMS administrators which are configured with rights to a specific department can now manage all details that belong to their department. To accomplish this, select an ACTATEK terminal from the terminal list and select a department and press the **Associate** button to add this association. Once devices associated with departments they will synchronize each other according to associated group of devices

4.22 Data Import

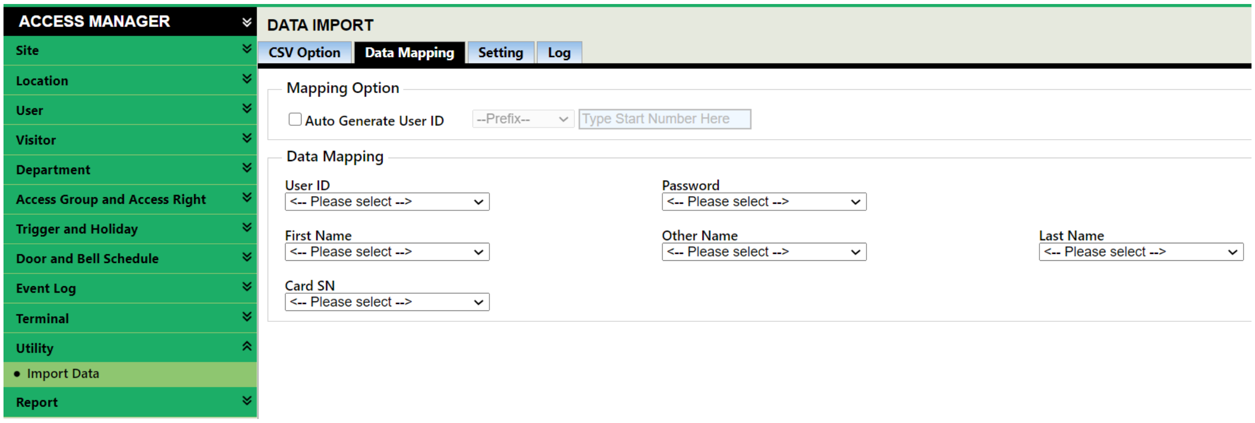
The data import utility allows the administrator to import multiple users into Access Manager using a CSV file. Firstly, set your delimiter and check **First row contains field names**. Next, press the **Browse** button and select the CSV file containing the user's information. Press **Load** button and it will read the CSV file into Access Manager.


Access Manager > Utilities > Data Import > Load CSV File

P20

	A	B	C	D	E	F	G	H
1	User ID	First Name	Other Name	Last Name	Password	Card SN		
2	C1000	Mike		Apple	1	60203838E		
3	C2000	John		Smith	1	60203838F		
4								
5								
6								

Now press the **Data Mapping** tab to configure all additional settings for the users which will contain user level and privileges, departments, groups, and user status.



Mapping Option

□ Auto Generate User ID --Prefix-- Type Start Number Here

Data Mapping

User ID: <-- Please select -->

Password: <-- Please select -->

First Name: <-- Please select -->

Other Name: <-- Please select -->

Last Name: <-- Please select -->

Card SN: <-- Please select -->

Press the **Import** button to import the configured settings and users to Access Manager.

Chapter 5: Access Manager Workforce Management

5.1 Reports

To run reports, the administrator has the options to filter by user ID, department, and time frame. Press the **View Report** button in each report section to generate the report as required. When the report is finished generating, you may choose to export it as an Excel, Word, or PDF file.

Daily In/Out Report:
Shows a report with the first IN event and last OUT event of the day with the total working hours.

Detail Report:
Shows a report with sequential IN and OUTs event of the day with the total working hours.

Absent Report:
Shows a report of users that were absent or present on the day.

Late Report:
Shows a report of users that were late with the restriction where the administrator specifies the finished time.

User Status Report:
Shows a report of users with a status (anyone that has punched in with a trigger) on the day of. The administrator may choose to add filters to only display a specified trigger before pressing the **View Report** button.

Roll Call / Fire Report:
Shows a report of users with a status of "IN" or "OUT" or both as specified by the administrator prior to searching.

Auto In/Out Report:
Shows a report with sequential IN and OUTs event of the day with the total working hours if the AMS has Auto In/Out feature on.

Healthcare Report:
The AMS Healthcare report brings up other events for other users accessed the same terminals within the same time interval together with the infected user. This report brings up potential risky users for further investigation. usually, the Date Time interval will not be more than 3 months.

Enter the user ID of contagious carrier, date time range and extended hours after each event to search for potential infected persons by contacts.

Shift [Auto] Report:
Shows a report with sequential IN and OUTs event of the particular shift with the total working hours.

5.2 Lunch In/Out

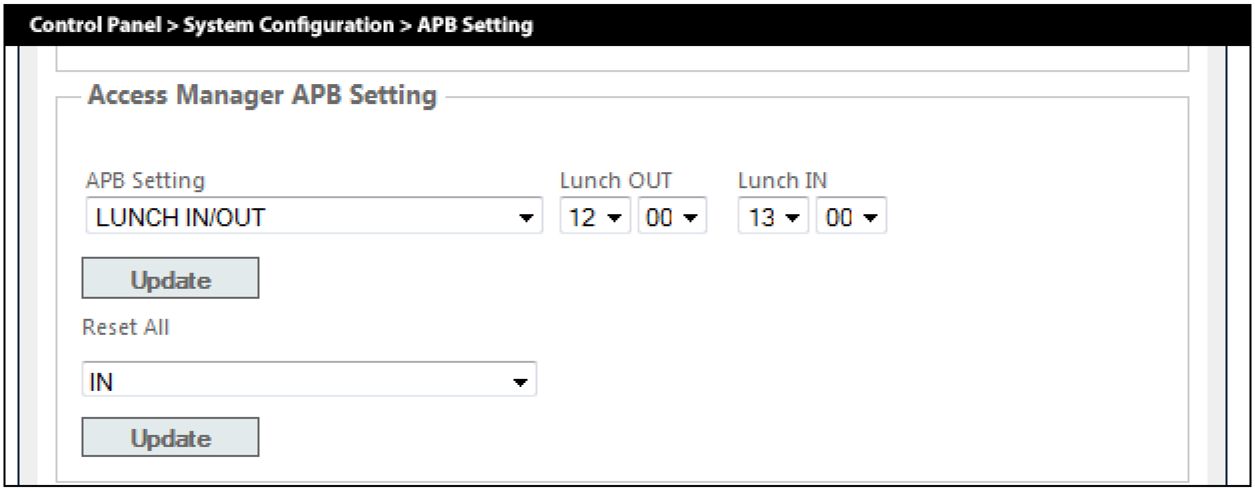
The **Lunch In/Out** feature is used when you would like to enforce a lunch time period so no users can punch in from break until the set time is reached. If they try to punch back in from break before the set time has reached, it will reject them on the ACTATEK terminals.

To enable this feature, go into the **Control Panel** tab and then **System Configuration**. Change **APB setting** to **LUNCH IN/OUT** and press **Update** button to save. Set a **LUNCH OUT** time to allow LUNCHOUT trigger to be used when the user goes on their break. Set a **LUNCH IN** time to allow LUNCHIN trigger to be used after their break is over. The ACTATEK terminal will allow LUNCHIN trigger after the time has passed the set LUNCH IN time in AMS.

Next**, Edit Triggers** on an ACTATEK terminal through the AMS web interface.

Set F1 to "LunchOUT" and F2 to "LunchIN" **or** F3 to "LunchOUT" and F4 to "LunchIN."

Use **Copy Trigger** function and copy them over to all remainder ACTATEK terminals.



Control Panel > System Configuration > APB Setting

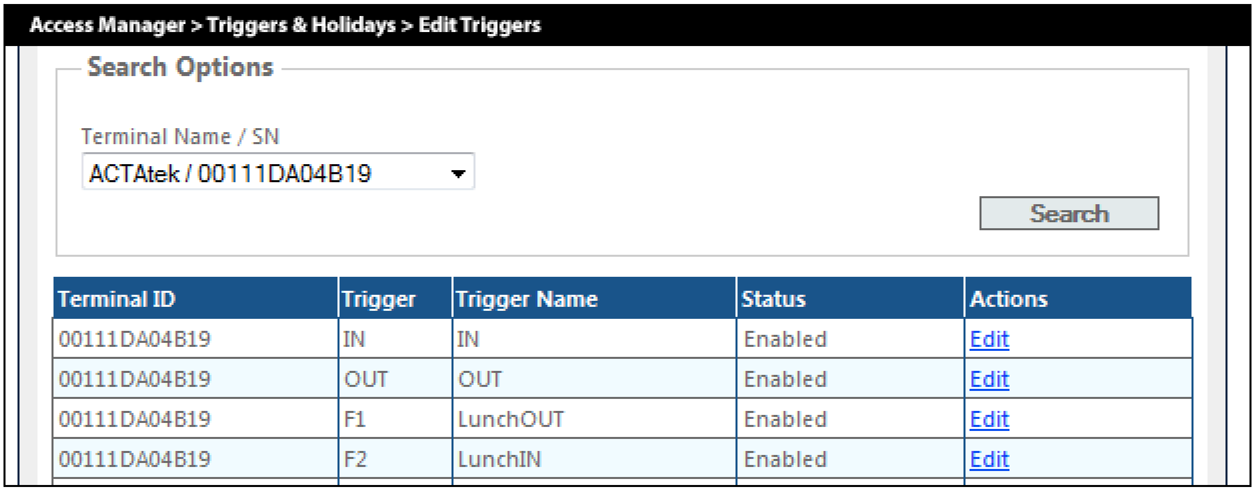
Access Manager APB Setting

APB Setting: LUNCH IN/OUT

Lunch OUT: 12 00

Lunch IN: 13 00

Reset All: IN



Access Manager > Triggers & Holidays > Edit Triggers

Search Options

Terminal Name / SN: ACTAtek / 00111DA04B19

Terminal ID	Trigger	Trigger Name	Status	Actions
00111DA04B19	IN	IN	Enabled	Edit
00111DA04B19	OUT	OUT	Enabled	Edit
00111DA04B19	F1	LunchOUT	Enabled	Edit
00111DA04B19	F2	LunchIN	Enabled	Edit

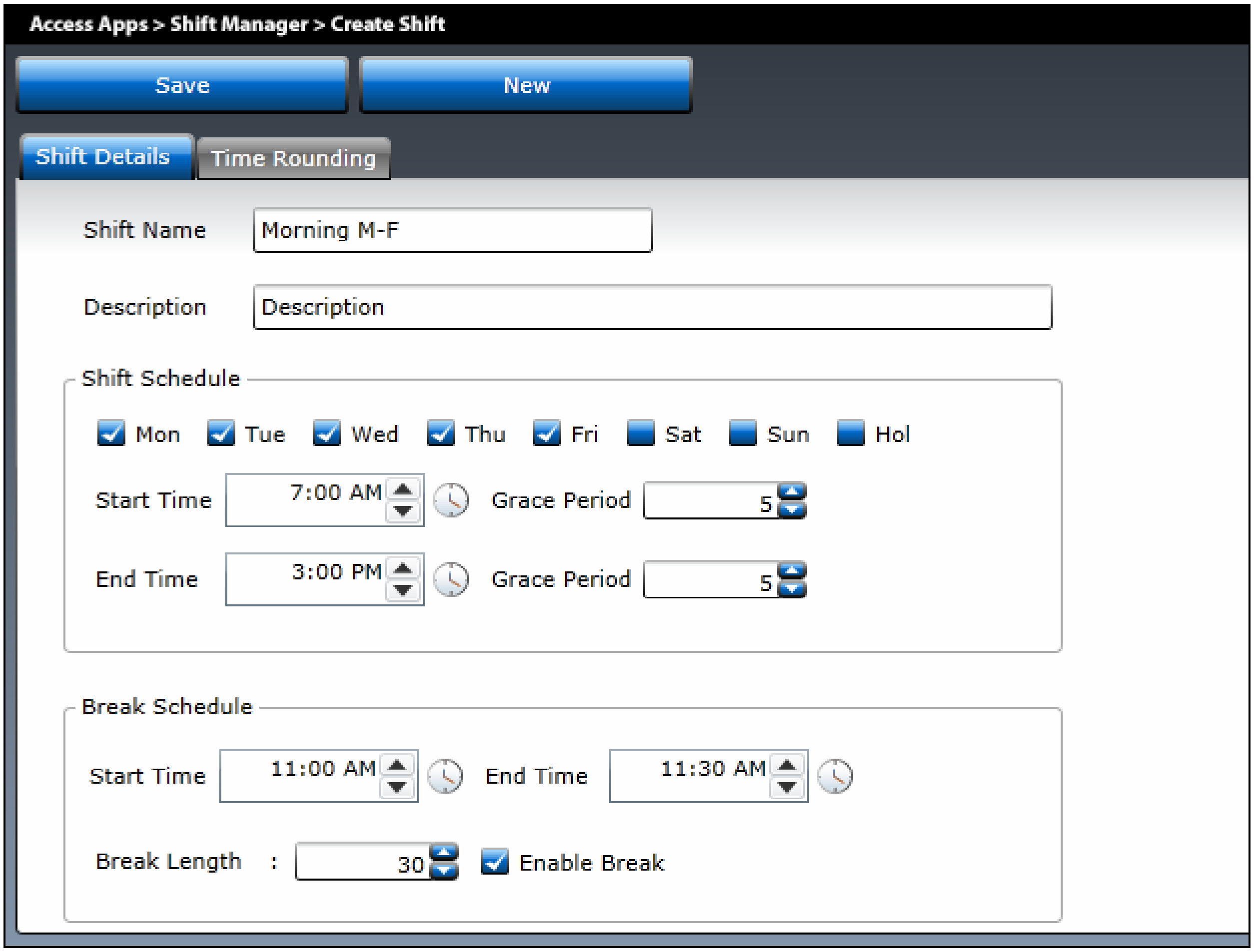
When the user presses the F1 shortcut key on the ACTATEK terminal, it will bring them to the LunchOUT trigger and etc. When the user punches with trigger LunchOUT, it will signify to AMS that the user is on lunch break. When the user punches in with trigger LunchIN, it will be accepted if the punch was made after 13:00 as seen in the images above or else they will be rejected.

5.3 Access Manager Suite Work force Management Shift Manager – Access Application

5.3.1 Create New Shifts

For every unique shift that comprises of different working hours, you will have to create them individually in **Shift Manager**. Provide a **Shift Name** and **Description** such that it can easily be recognized in the later steps. Fill out the necessary information in the **Shift Schedule** section such that it meets your shift's criteria. **Grace Period** is the time specified in minutes that allow employees to punch after or before the **Start/End** time without facing any penalties in their assigned shifts.

Break Schedule can also be configured on the same page. The **Start Time** is the time specified to allow breaks to occur. The **End Time** is the time specified to no longer allow breaks. Choose a **Break Length** in minutes and check **Enable Break** if breaks are allowed in this shift. Press the **Save** button to finish.



Shift Name: Morning M-F

Description: Description

Shift Schedule

☑ Mon ☑ Tue ☑ Wed ☑ Thu ☑ Fri □ Sat □ Sun □ Hol

Start Time: 7:00 AM Grace Period: 5

End Time: 3:00 PM Grace Period: 5

Break Schedule

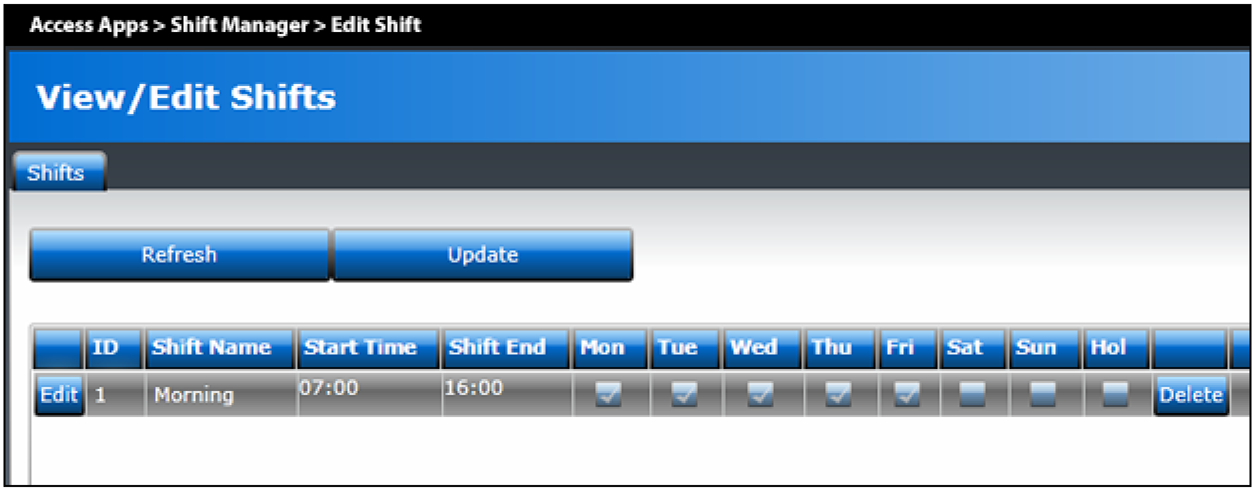
Start Time: 11:00 AM End Time: 11:30 AM

Break Length : 30 ☑ Enable Break

5.3.2 View/Edit Shifts

By pressing on **Edit Shift** in the menu, you will be displayed a list of shifts that is currently present in **Shift Manager**. As an administrator, you can choose to delete or edit an existing shift entry.

To edit an existing shift, press the **Edit** button that is aligned on the same row as the shift you want to make changes to. Make all changes to the shift and press **OK**. Press the **Update** button to save the changes to **Shift Manager**. If you forget to press the **Update** button, you will lose all changes that you have made.


Access Apps > Shift Manager > Edit Shift

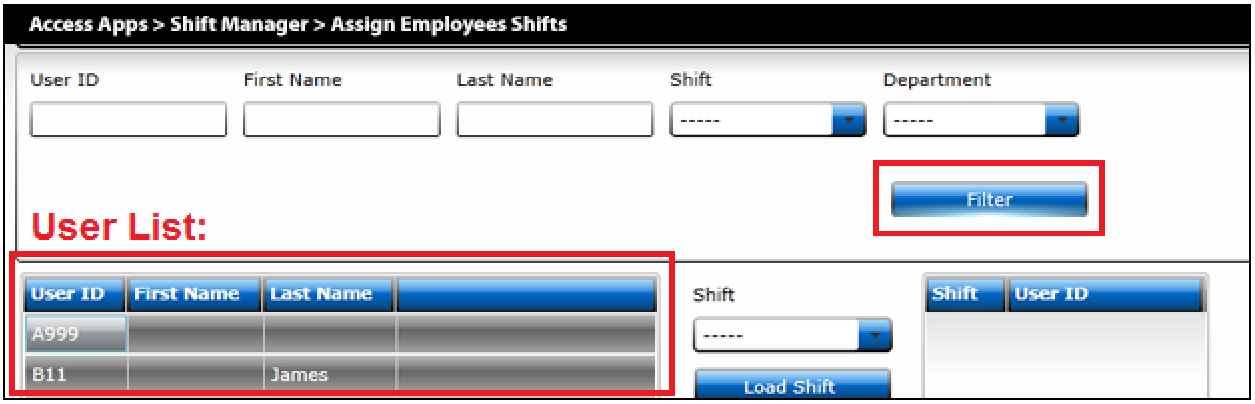
View/Edit Shifts

	ID	Shift Name	Start Time	Shift End	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hol	
Edit	1	Morning	07:00	16:00	☑	☑	☑	☑	☑	☐	☐	☐	Delete

To delete a shift, press the **Delete** button that is aligned on the same row as the shift you wish to delete. Press the **Update** button to save the changes to **Shift Manager**.

5.3.3 Assign Shifts to Employees

On the menu, press **Assign Employee Shifts** and press the **Filter** button to obtain the list of users present in **Access Manager**.


Access Apps > Shift Manager > Assign Employees Shifts

User ID:
First Name:
Last Name:
Shift: -----
Department: -----

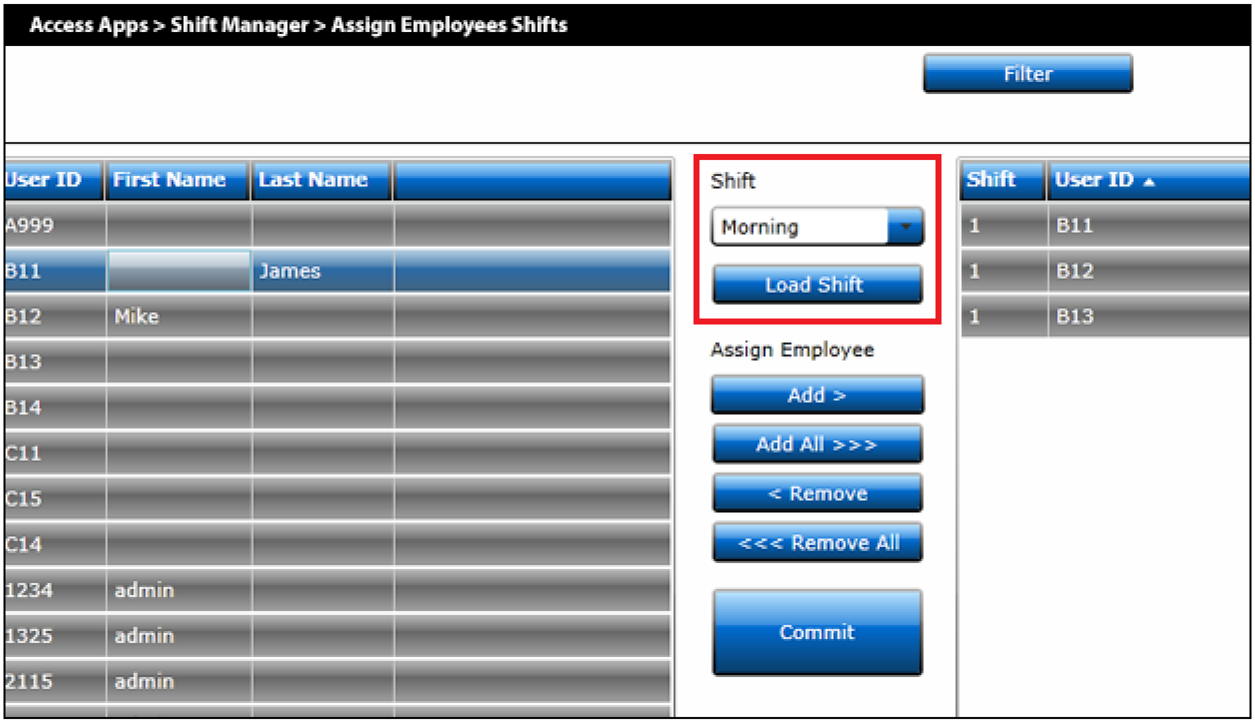
User List:

User ID	First Name	Last Name	
A999			
B11		James	

Shift: -----

Shift	User ID

At the top, you can search by using the **Filter** option such that only users that meet the filter requirements either by **User ID, First Name, Last Name, Shift, and/or Department** will be presented in the user list. If no filter options are used and the **Filter** button is pressed, it will list all the users found in Access Manager.


Access Apps > Shift Manager > Assign Employees Shifts

User ID	First Name	Last Name	
A999			
B11		James	
B12	Mike		
B13			
B14			
C11			
C15			
C14			
1234	admin		
1325	admin		
2115	admin		

Shift: Morning

Shift	User ID ▲
1	B11
1	B12
1	B13

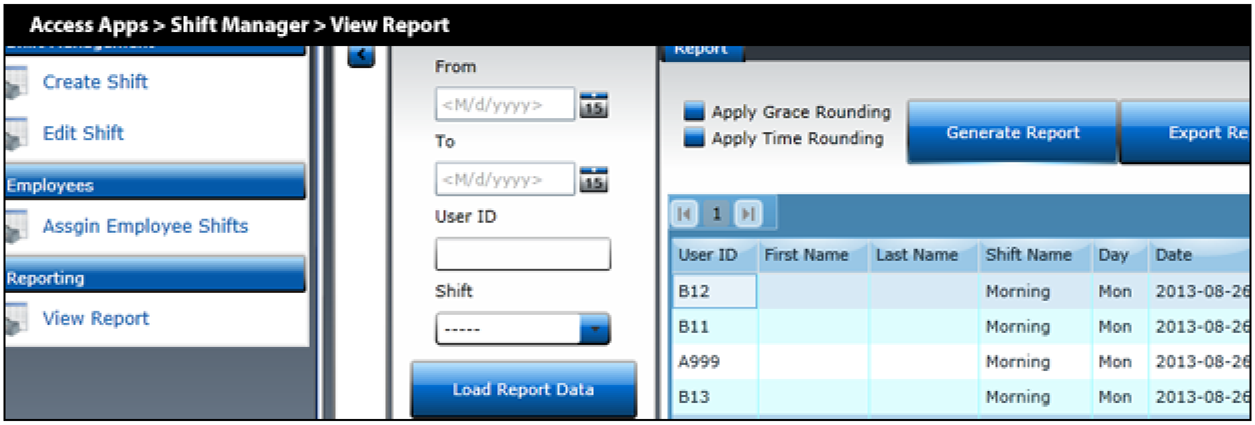
To assign employees or users to shifts created in **Shift Manager**, choose a specific shift in the drop down menu and press the **Load Shift** button. This will associate the selected shift into **Shift Manager** thus now the **Assign Employee** options are available. Select employees from the left user list and press the '**Add >**' button to associate that user to the loaded shift. All existing or newly added users associated to the loaded shift will appear in the user list on the right side. To remove any users from the loaded shift, simply click on that user in the right user list and press the '**< Remove**' button.

To finalize all changes, always press the **Commit** button to save the changes to **Shift Manager**.

5.3.4 Reporting

Press the **View Report** button in the menu to generate report in **Shift Manager**. Shift Manager Reporting gives you the flexibility to filter by **User ID** and also by **Time**. By specifying a **User ID** and a **Time**, you can generate a user report for the week, or for 2 weeks, or for the month, and even for the year. By leaving the User ID field out, you can generate reports containing all employees. Daily reports can also be generated for auditing purpose.

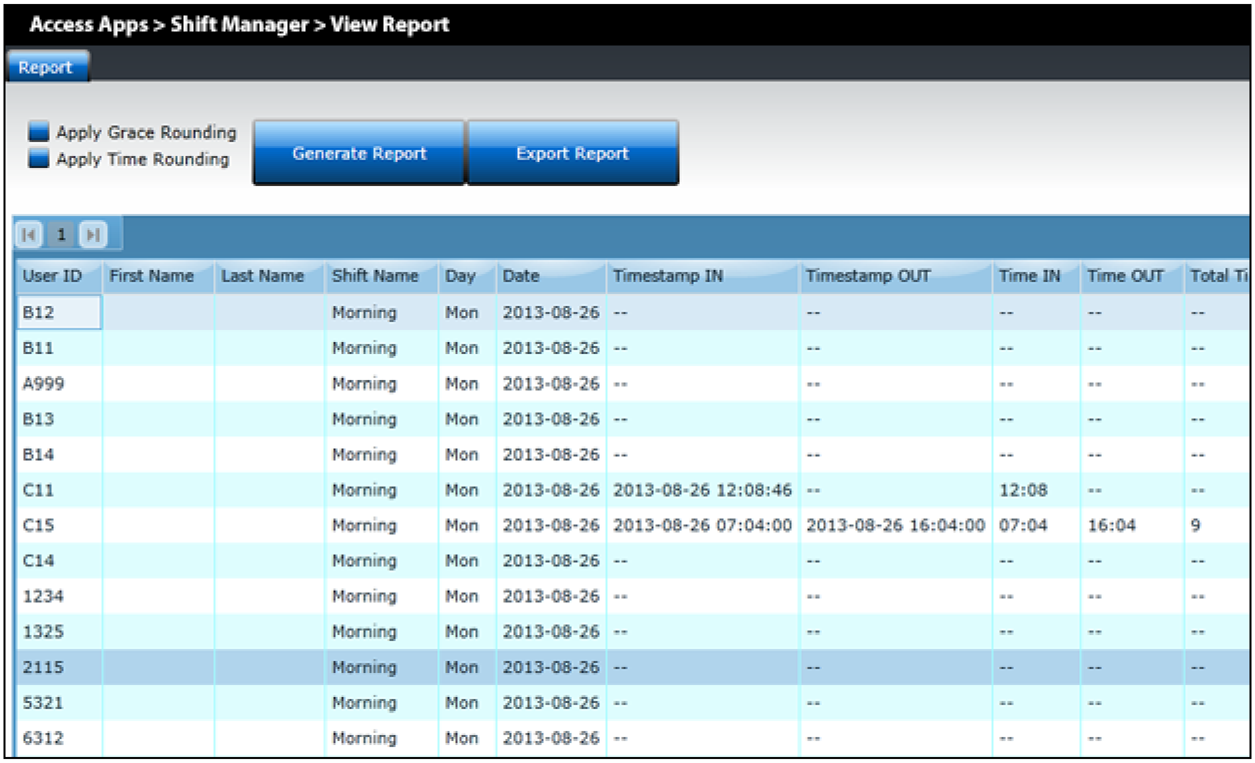
For every changes made in the filter criteria, you will need to press **Load Data Report** button such that it will acquire the event data related to the filter from Access Manager.



User ID	First Name	Last Name	Shift Name	Day	Date
B12			Morning	Mon	2013-08-26
B11			Morning	Mon	2013-08-26
A999			Morning	Mon	2013-08-26
B13			Morning	Mon	2013-08-26

Then afterwards, press the **Generate Report** button to create the report from the gathered event data. The **Export Report** button allows you to save the generated report on the page to CSV file type which can be opened later with any spreadsheet software.

Grace Rounding and **Time Rounding** options can be checked if they are applicable to the reporting as required. Press **Generate Report** button to update the report such that the rounding options are taken account for.



User ID	First Name	Last Name	Shift Name	Day	Date	Timestamp IN	Timestamp OUT	Time IN	Time OUT	Total Ti
B12			Morning	Mon	2013-08-26	--	--	--	--	--
B11			Morning	Mon	2013-08-26	--	--	--	--	--
A999			Morning	Mon	2013-08-26	--	--	--	--	--
B13			Morning	Mon	2013-08-26	--	--	--	--	--
B14			Morning	Mon	2013-08-26	--	--	--	--	--
C11			Morning	Mon	2013-08-26	2013-08-26 12:08:46	--	12:08	--	--
C15			Morning	Mon	2013-08-26	2013-08-26 07:04:00	2013-08-26 16:04:00	07:04	16:04	9
C14			Morning	Mon	2013-08-26	--	--	--	--	--
1234			Morning	Mon	2013-08-26	--	--	--	--	--
1325			Morning	Mon	2013-08-26	--	--	--	--	--
2115			Morning	Mon	2013-08-26	--	--	--	--	--
5321			Morning	Mon	2013-08-26	--	--	--	--	--
6312			Morning	Mon	2013-08-26	--	--	--	--	--

Chapter 6: Access Manager Suite Workforce Management and Access Control Advance Features

6.1 APB Requirements

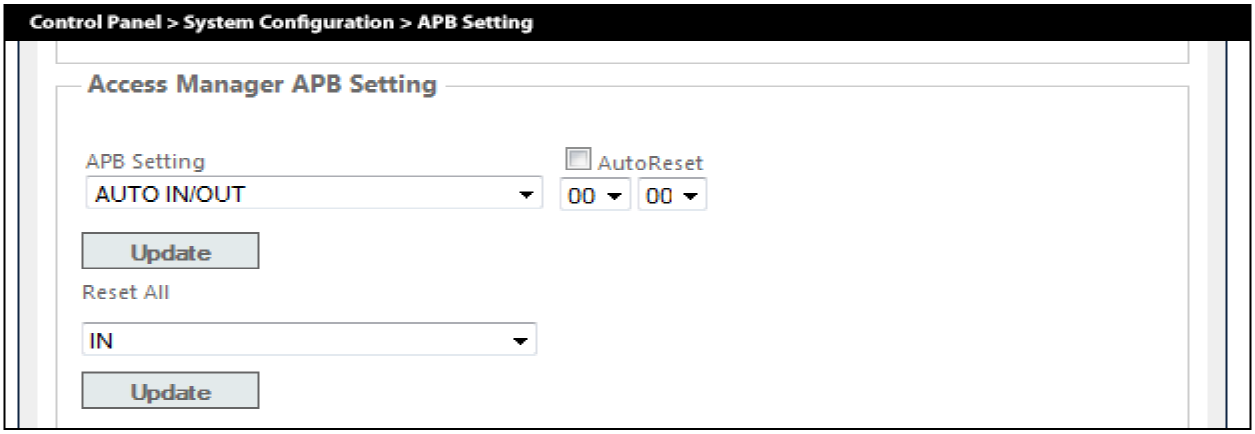
Software & Firmware	Version
Access Manager Suite	1.2.5.5 Build 2021.02.11 or newer
ACTA 3 Firmware	3_06.2030 or newer
ACTA4 Firmware	4_00.2047 or newer

The APB advance features will require the Access Manager Suite Server to reside on the same local area network as the ACTATEK terminals for the best possible outcome. Authentication is determined by the status of the users from the Access Manager Suite Server when working with multiple ACTATEK terminals therefore a low latency network is required.

In any event where the Access Manager Suite Server goes offline or the ACTATEK terminal loses communication with AMS server, the ACTATEK terminal will not be able to request a server-side authentication and instead record an ID UNKNOWN event record while the ACTATEK terminal screen shows ID Reserved AMS Offline during the punch.

6.2 Auto In/Out

The **Auto In/Out** feature allows the ACTATEK terminal to use server-side authentication to automatically determine the IN or OUT status of a user during authentication and records a preceding punch event based on the user’s previous event. To enable this feature, go into the **Control Panel** tab and then **System Configuration**. Change **APB setting** from **DEFAULT** to **AUTO IN/OUT** and press **Update** button to save. The ACTATEK terminals will now only show **AUTO** on the LCD screen.



Control Panel > System Configuration > APB Setting

Access Manager APB Setting

APB Setting: AUTO IN/OUT

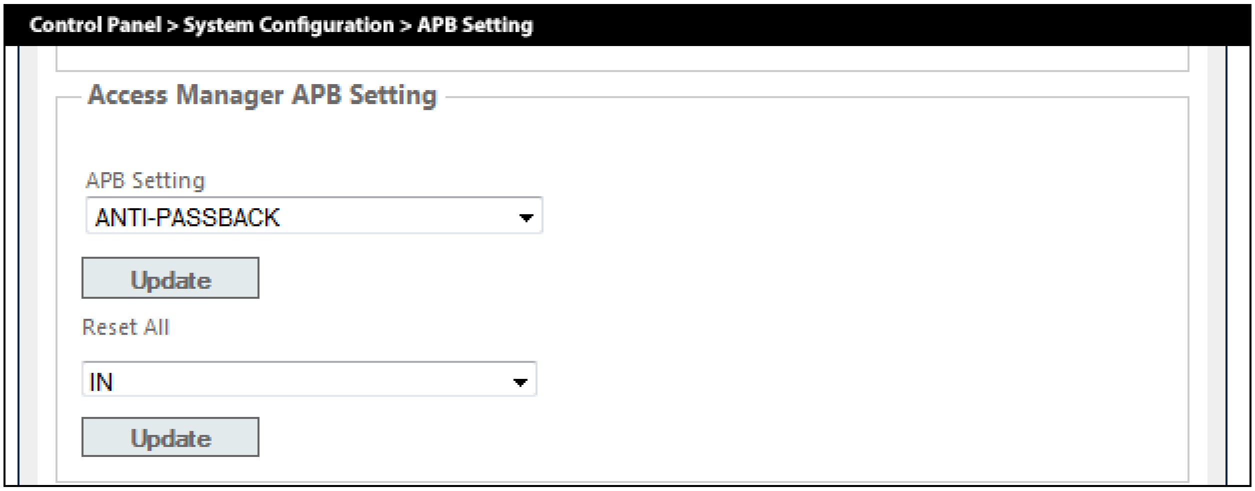
□ AutoReset: 00 00

If the Auto Reset box is checked, it will reset the Auto In/Out system such that all users will punch **IN** event after the specified time has been reached on the ACTATEK terminal per day no matter if they have last punched IN or OUT.

Reset All can be used at anytime by pressing the **Update** button. This will reset all users with the status you have selected. For example, if all user status is reset with **IN** status Auto In/Out system will determine the next punch as an **OUT** event for all the users.

6.3 Anti-Passback

The **Anti-Passback** feature is used for controlling area of access such that the user must proceed with **IN** event and then forced to use **OUT** event and not **IN** again. An example scenario where Anti-Passback would be used is to ensure that the user enters through the first door with ACTATEK terminal set on IN and then exit using the second door with ACTATEK terminal set on OUT.



Control Panel > System Configuration > APB Setting

Access Manager APB Setting

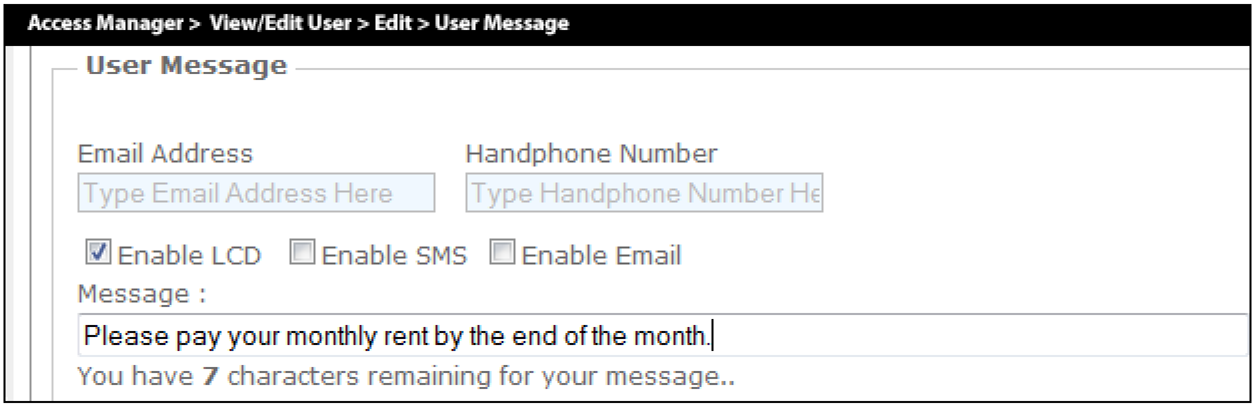
APB Setting: ANTI-PASSBACK

To enable this feature, go into the **Control Panel** tab and then **System Configuration**. Change **APB setting** to **ANTI-PASSBACK** and press **Update** button to save. To use this feature, only triggers **IN** and **OUT** will be affected by Anti-Passback.

Anti-Passback feature when enabled requires active network communicate between ACTATEK terminals and AMS server as authentication requests is validated by the AMS server. In any event where the AMS server goes offline or the ACTATEK terminal loses communication with the AMS server, the ACTATEK terminal will not be able to request a server side anti-passback validation and instead record an **ID UNKNOWN** event while the LCD screen shows **ID Reserved AMS Offline** during the punch. User status remains unchanged where there occurred an incommunicable anti-passback authentication at an ACTATEK terminal.

6.4 User Message

To leave a message for a user that can be viewed on the LCD screen of an ACTATEK upon a successful authentication, go to **View/Edit User** and select the user by pressing **Edit** in the **Action** column. Navigate to the **User Message** field and check **Enable LCD** followed by typing the message in the **Message** field and then pressing the **Update** button to submit the user changes. To remove an active user message, uncheck **Enable LCD** for the user.



Access Manager > View/Edit User > Edit > User Message

User Message

Email Address Type Email Address Here

Handphone Number Type Handphone Number He

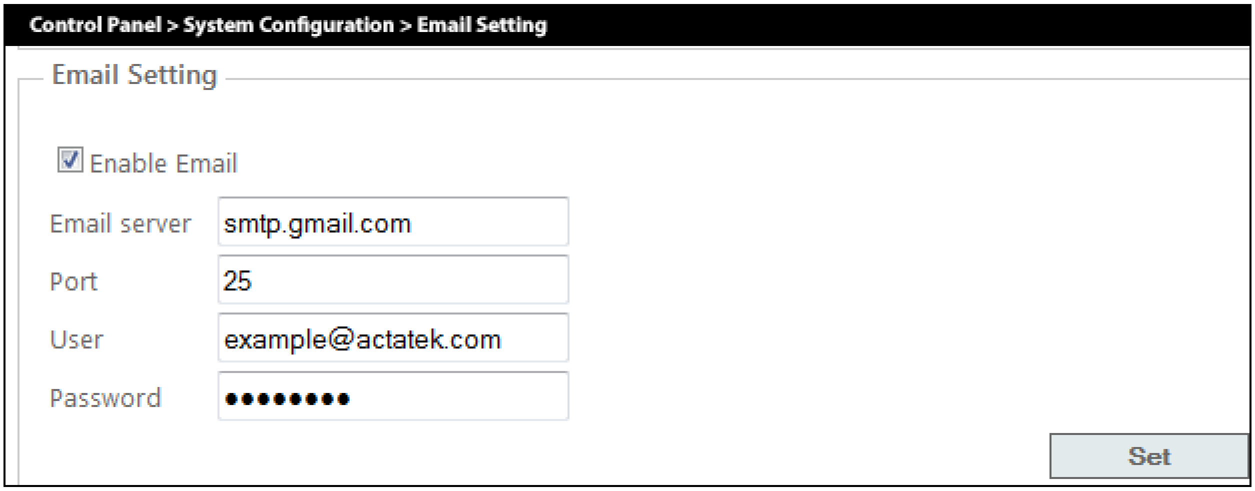
☑ Enable LCD ☐ Enable SMS ☐ Enable Email

Message : Please pay your monthly rent by the end of the month.

You have 7 characters remaining for your message..

6.5 Send Email

To configure AMS to send email notifications to users, go to **Control Panel** and then **System Configuration.** Navigate to the **Email Setting** and provide SMTP credentials into email server, port, user, and password fields. Check the **Enable Email** and press **Set** to save email settings.



Email Setting

☑ Enable Email

Email server: smtp.gmail.com

Port: 25

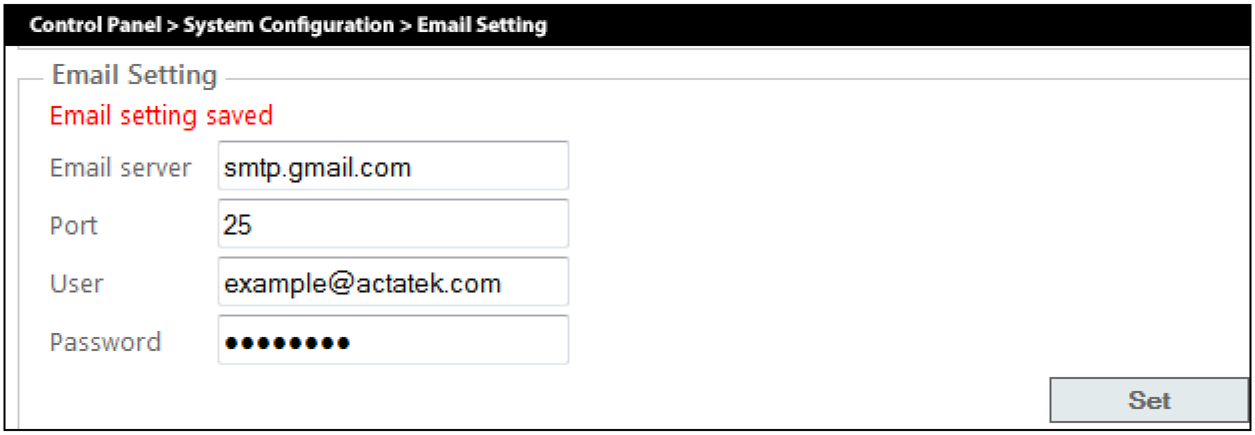
User: example@actatek.com

Password: ●●●●●●●●

It is recommended to start with a Gmail account with the below settings:

Example Settings	
Email Server	smtp.gmail.com
Port	25
User	*GMail username*
Password	*GMail password*

If you do not have a Gmail account, you can create one. The Gmail account that is supplied to AMS will be the email address that will send out emails to the users.



Email Setting

Email setting saved

Email server: smtp.gmail.com

Port: 25

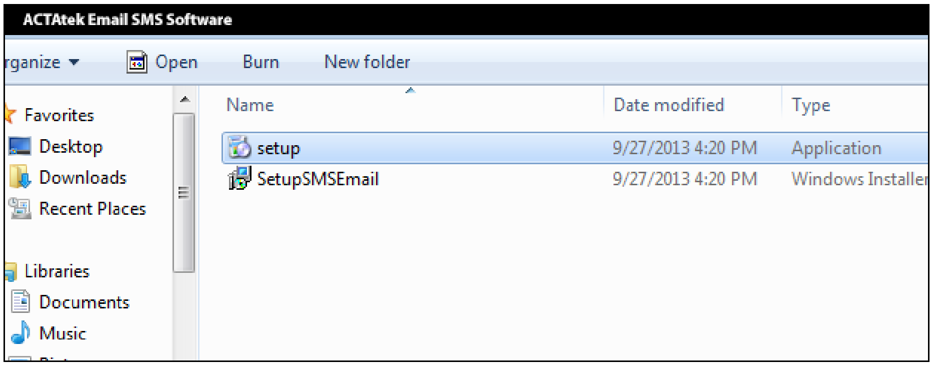
User: example@actatek.com

Password: ●●●●●●●●

Email setting saved message will appear when all the settings are set correctly with SMTP server communication is established. If error message **Error Logging In** is present, this means either the email setting has problems or your Internet Service Provider may have blocked SMTP port. Please contact your Internet Service Provider for more details.

Now download and install ‘ACTA SMSEmail ‘Software on the server or computer running Access Manager Suite.

http://www.ACTAtek.com/Downloads/support/kw/ams/SetupSMSEmail_1.2.5.5.zip



Name	Date modified	Type
setup	9/27/2013 4:20 PM	Application
SetupSMSEmail	9/27/2013 4:20 PM	Windows Installer

Start the AMS SMSEmail service in administrator mode after installation.

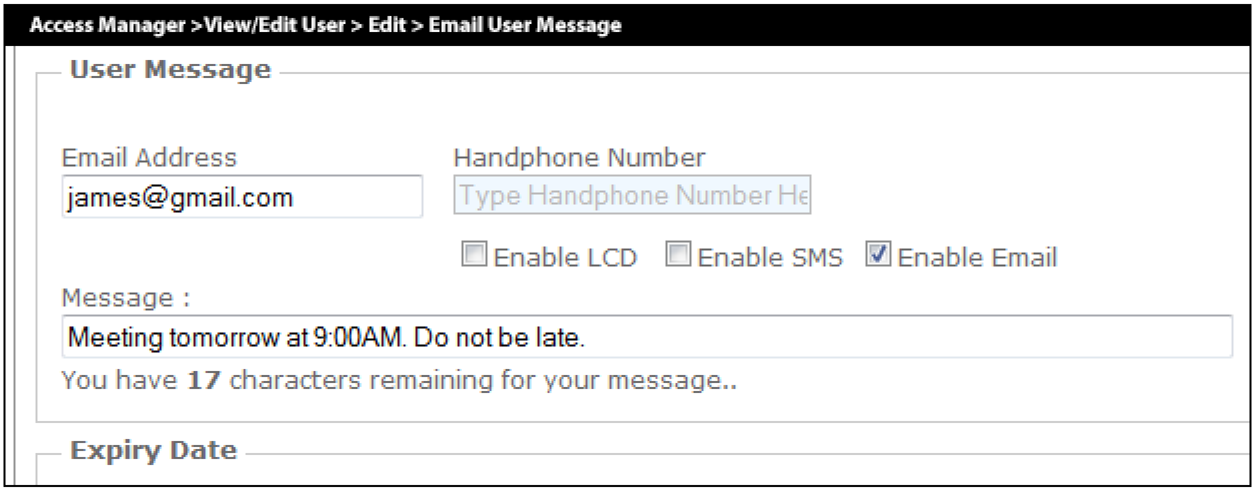
Once the SMSEmail service has installed and running go to ‘’C:\ProgramData\ACTAtek\AccessManager\SMStexts’’ and set the values to enable and send out the alerts

Set following value as example = 20,0,1,1

a:Running Interval in Seconds (positive number, 0 is invalid)
b:Not Used
c:0=Stop, 1=Process SMS
d:0=Stop, 1=Process Email

This value is the refresh time for the AMS Email SMS service to check for pending emails created by Access Manager to be sent out.

To leave an email message for a user, go to **View/Edit User** and select the user by pressing **Edit** in the **Action** column. Navigate to the **User Message** field and check **Enable Email** and provide the user's email address followed by the message in the **Message** field. Press the **Update** button to submit the user changes. To stop sending the email message on authentication, uncheck **Enable Email** for the user.



Access Manager >View/Edit User > Edit > Email User Message

User Message

Email Address: james@gmail.com

Handphone Number: Type Handphone Number He

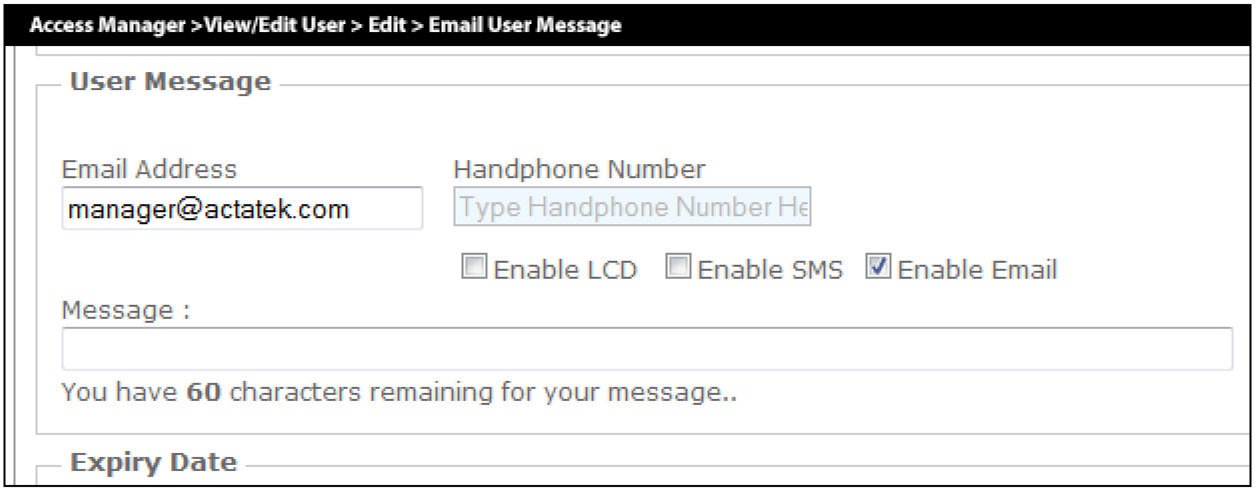
□ Enable LCD □ Enable SMS ☑ Enable Email

Message : Meeting tomorrow at 9:00AM. Do not be late.

You have **17** characters remaining for your message..

Expiry Date

To send email alerts to a specific person instead of the user, supply the email address of the specific person (Parent/Manager/Boss) into the user's profile and that email address on file will receive emails when and what time this user has authenticated.



Access Manager >View/Edit User > Edit > Email User Message

User Message

Email Address: manager@actatek.com

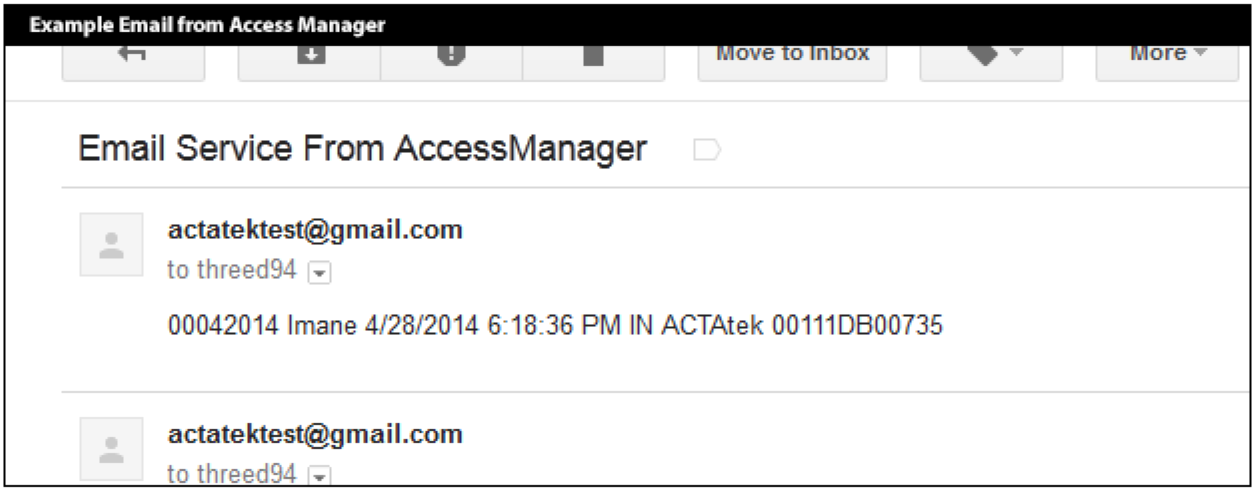
Handphone Number: Type Handphone Number He

□ Enable LCD □ Enable SMS ☑ Enable Email

Message :

You have **60** characters remaining for your message..

Expiry Date



Example Email from Access Manager

Email Service From AccessManager

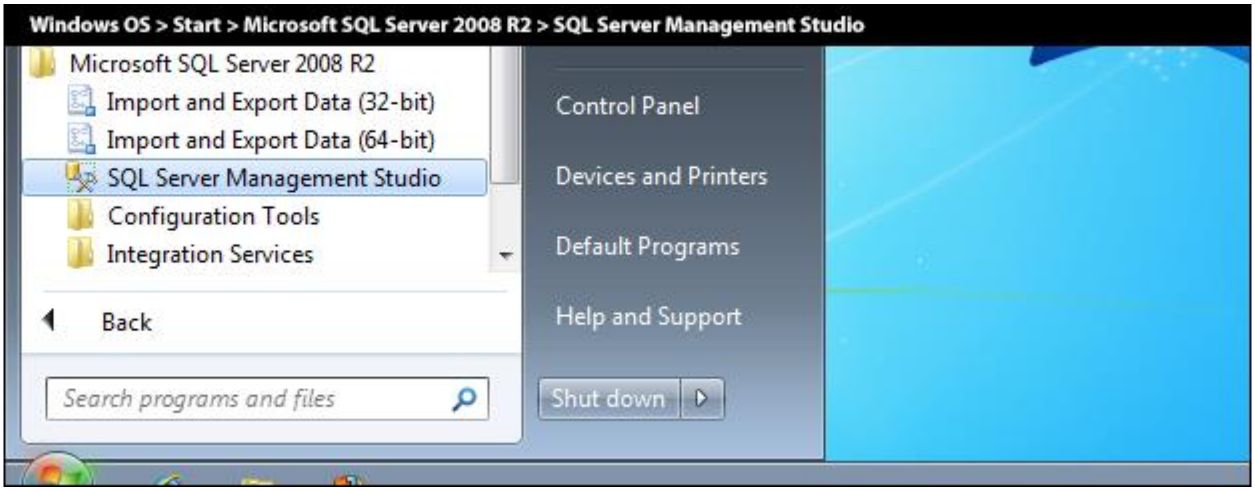
actatektest@gmail.com
to threed94

00042014 Imane 4/28/2014 6:18:36 PM IN ACTAtek 00111DB00735

actatektest@gmail.com
to threed94

Chapter 7: Upgrading AMS Software

7.1 Database Backup

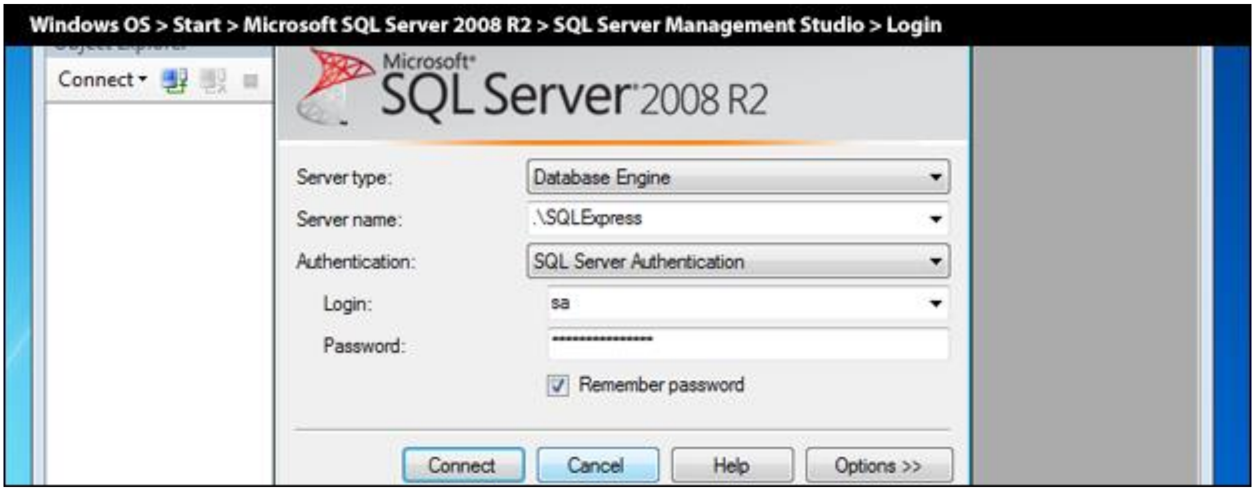


Windows OS > Start > Microsoft SQL Server 2008 R2 > SQL Server Management Studio

Microsoft SQL Server 2008 R2
Import and Export Data (32-bit)
Import and Export Data (64-bit)
SQL Server Management Studio
Configuration Tools
Integration Services
Back
Search programs and files
Control Panel
Devices and Printers
Default Programs
Help and Support
Shut down

Run **SQL Server Management Studio** and log in using either SQL Server Authentication or Windows Authentication. If the SQL Server is installed on your local computer, by default the server name is:

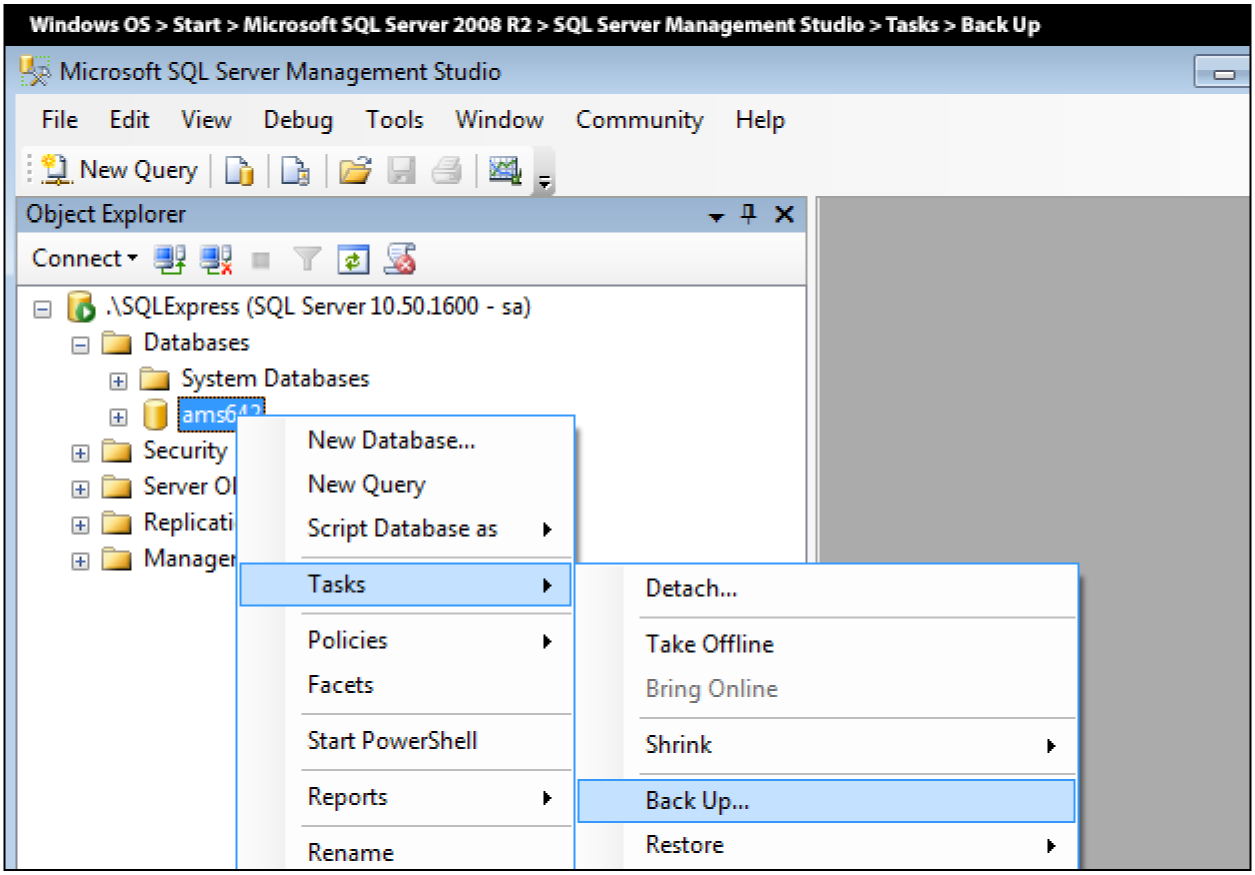
[Local Access] .\SQLExpress
or
[Network Access] **IP ADDRESS OF SQL SERVER**\SQLExpress



Windows OS > Start > Microsoft SQL Server 2008 R2 > SQL Server Management Studio > Login

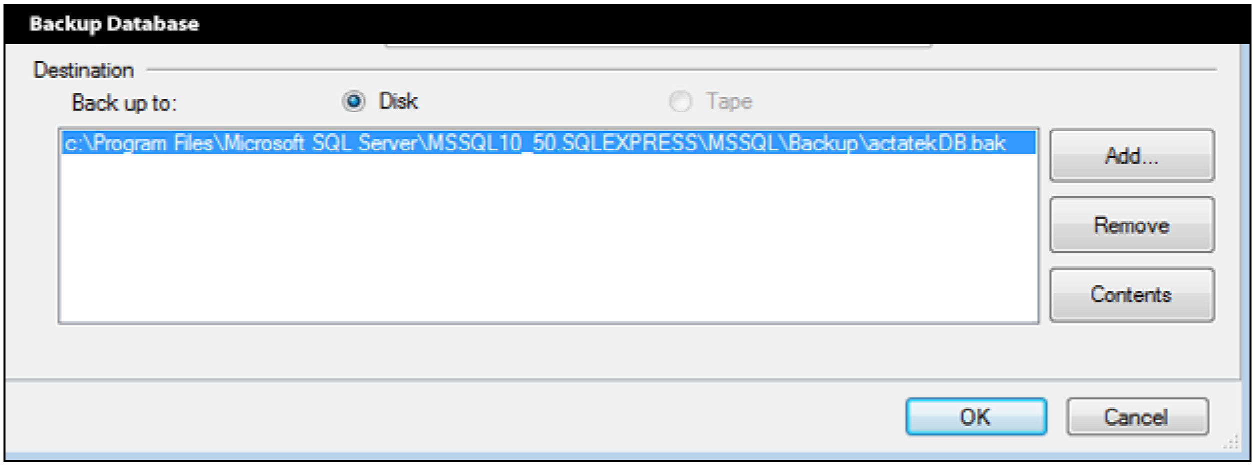
Server type: Database Engine
Server name: .\SQLExpress
Authentication: SQL Server Authentication
Login: sa
Password: ****************
☑ Remember password

Once you have connected to the SQL Server, in the **Object Explorer** located on the left, expand **Databases** to display the current databases in the SQL Server. Right click on the database you wish to back up and select **Tasks** and then **Back Up...**



Windows OS > Start > Microsoft SQL Server 2008 R2 > SQL Server Management Studio > Tasks > Back Up

Back Up Database window will now appear and by default, the setting is set to backup the database in full. In the **Destination** field, you will find the location where the backup database will be stored. Press **OK** button when you are ready. Upon completion, a success message will appear.



Backup Database

Destination

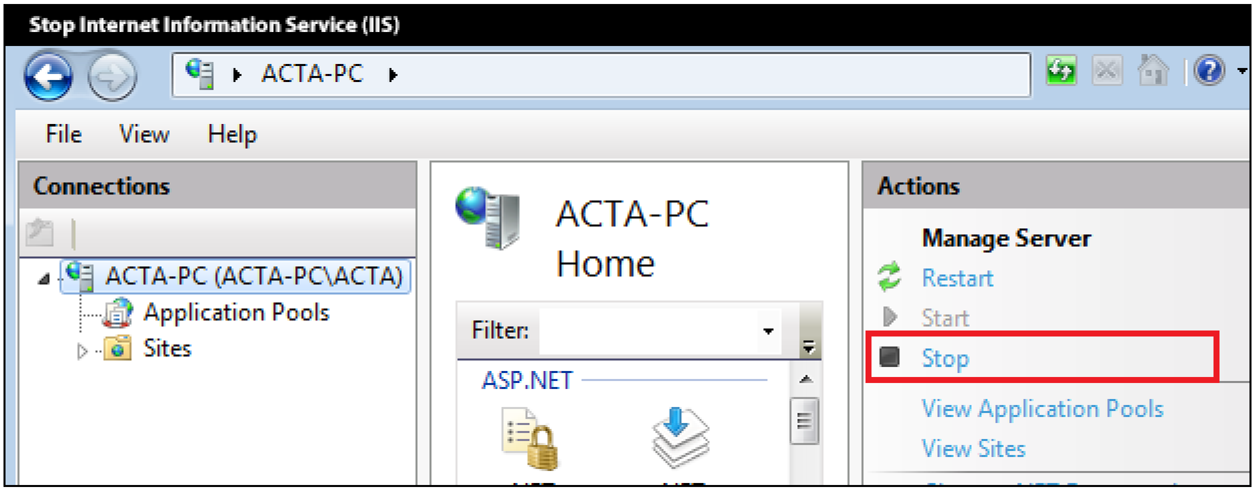
Back up to: ● Disk ○ Tape

c:\Program Files\Microsoft SQL Server\MSSQL10_50.SQLEXPRESS\MSSQL\Backup\actatekDB.bak

7.2 Upgrading AMS from 1.0.1.x to 1.2.3.x

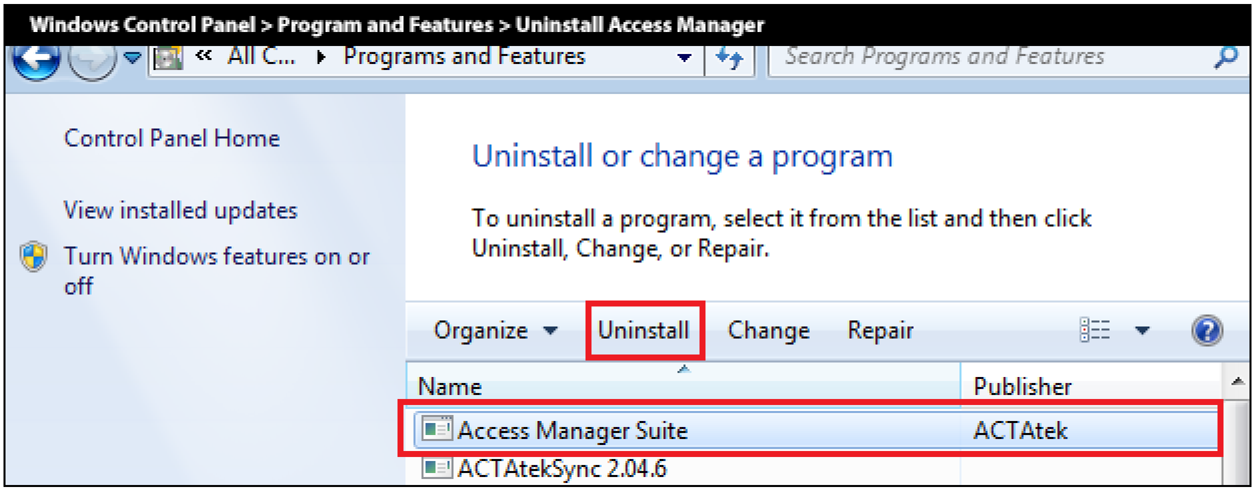
It is highly recommended to make a back up copy of the current AMS database before proceeding.

When upgrading your **AMS** from **1.0.1.x** to **1.2.3.x**, the first step is to **stop** your **Internet Information Service (IIS).** This will allow you to uninstall Access Manager Suite without complications since it is no longer running as a service.



Stop Internet Information Service (IIS)

Go to Window's **Control Panel** and then **Program and Features**. In this list, select **Access Manager Suite** and press **Uninstall.** Follow the **Windows Installer** to remove AMS completely. When **Access Manager Suite** software is no longer on this list, you have successfully uninstalled AMS.



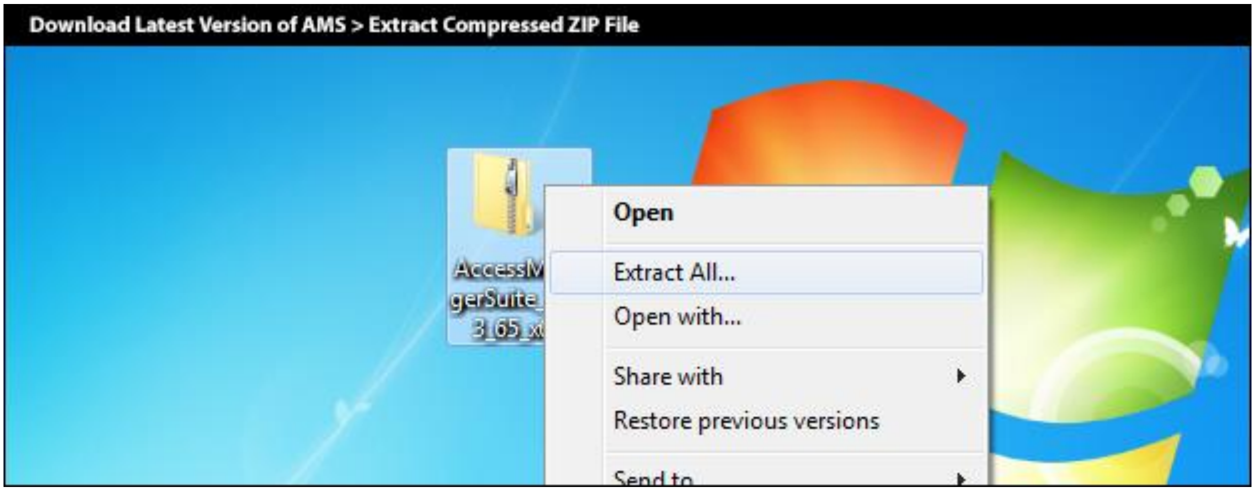
Windows Control Panel > Program and Features > Uninstall Access Manager

« All C... ▸ Programs and Features
Search Programs and Features
Control Panel Home
View installed updates
Turn Windows features on or off
Uninstall or change a program
Organize
Uninstall
Change
Repair

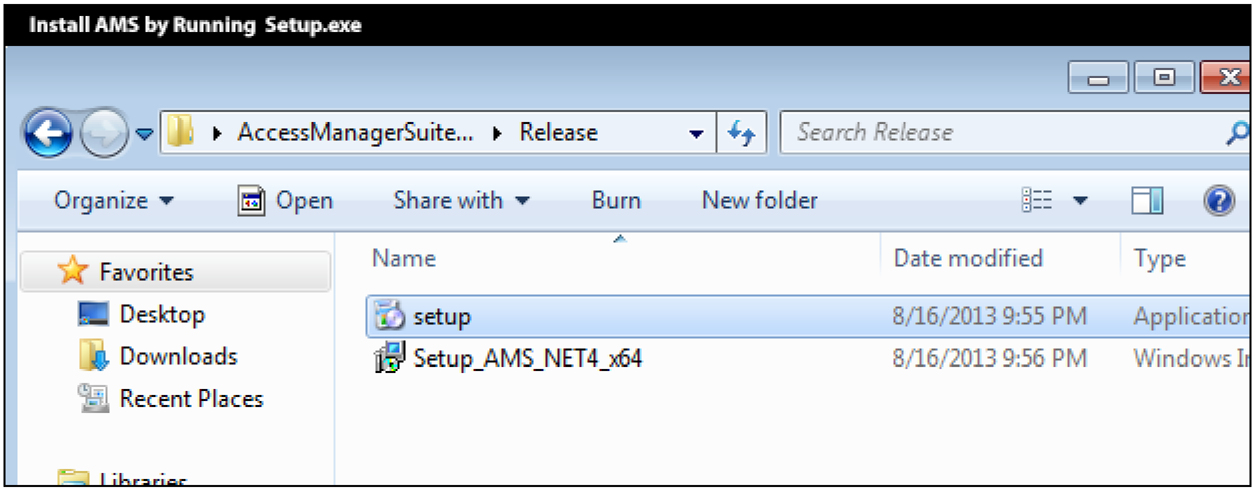
To uninstall a program, select it from the list and then click Uninstall, Change, or Repair.

Name	Publisher
Access Manager Suite	ACTAtek
ACTAtekSync 2.04.6	

Download the latest version of AMS. Extract the compressed ZIP file that contains the installation files to the newest version of AMS. Open its folder and run **setup.exe** to continue with the installation process.

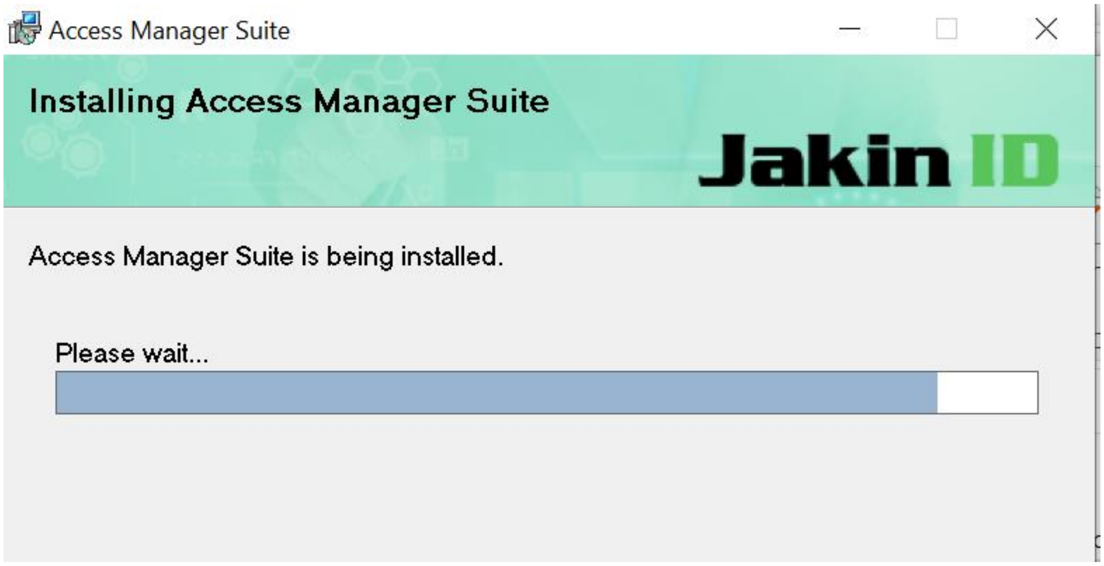


Download Latest Version of AMS > Extract Compressed ZIP File



Install AMS by Running Setup.exe

Follow the AMS installation wizard by pressing the **Next** button.



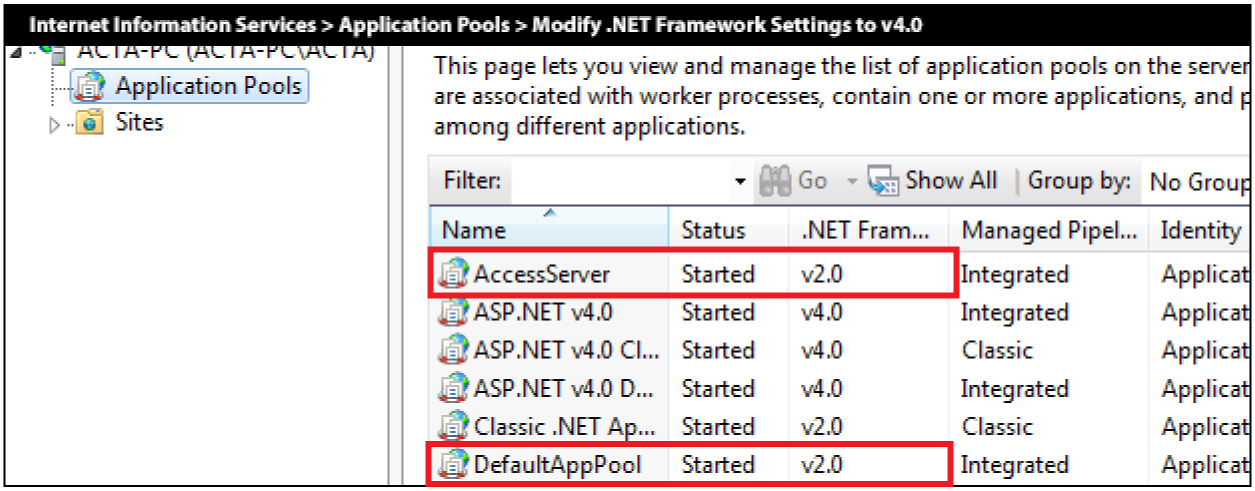
Installing Access Manager Suite

Access Manager Suite is being installed.

Please wait...

Once the AMS installation has completed, go back to Internet Information Services (IIS) window and go into **Application Pools**. Right click with your mouse on **AccessServer** as highlighted below and select **Advance Settings**. Change .NET Framework Version from **v2.0** to **v4.0** and press the OK button to save the changes. Do the following to the **DefaultAppPool** so it is also using .NET Framework Version v4.0.

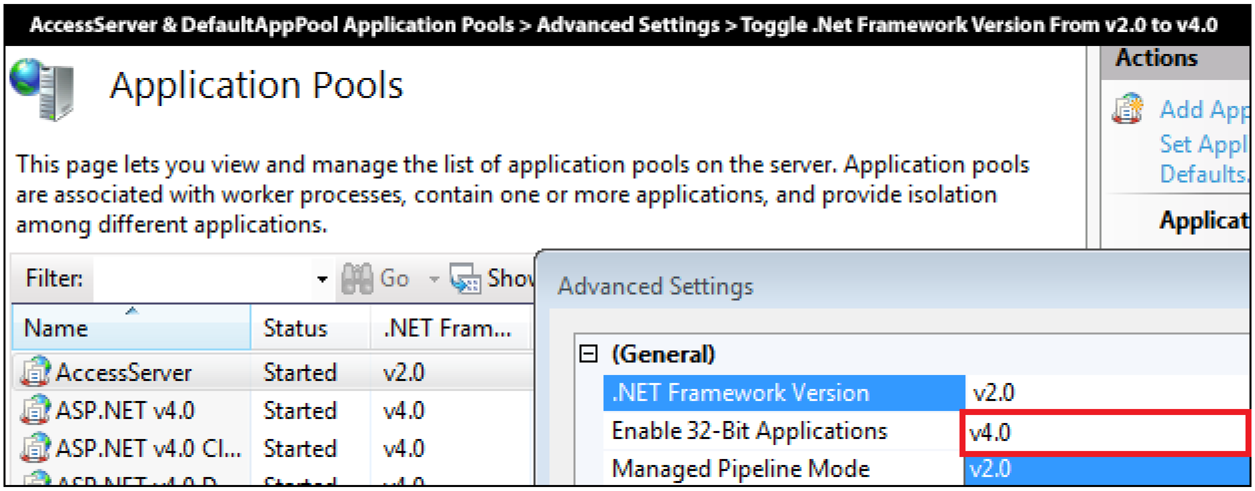
Internet Information Services > Application Pools > Modify .NET Framework Settings to v4.0



This page lets you view and manage the list of application pools on the server are associated with worker processes, contain one or more applications, and p among different applications.

Name	Status	.NET Fram...	Managed Pipel...	Identity
AccessServer	Started	v2.0	Integrated	Applicat
ASP.NET v4.0	Started	v4.0	Integrated	Applicat
ASP.NET v4.0 Cl...	Started	v4.0	Classic	Applicat
ASP.NET v4.0 D...	Started	v4.0	Integrated	Applicat
Classic .NET Ap...	Started	v2.0	Classic	Applicat
DefaultAppPool	Started	v2.0	Integrated	Applicat

AccessServer & DefaultAppPool Application Pools > Advanced Settings > Toggle .Net Framework Version From v2.0 to v4.0



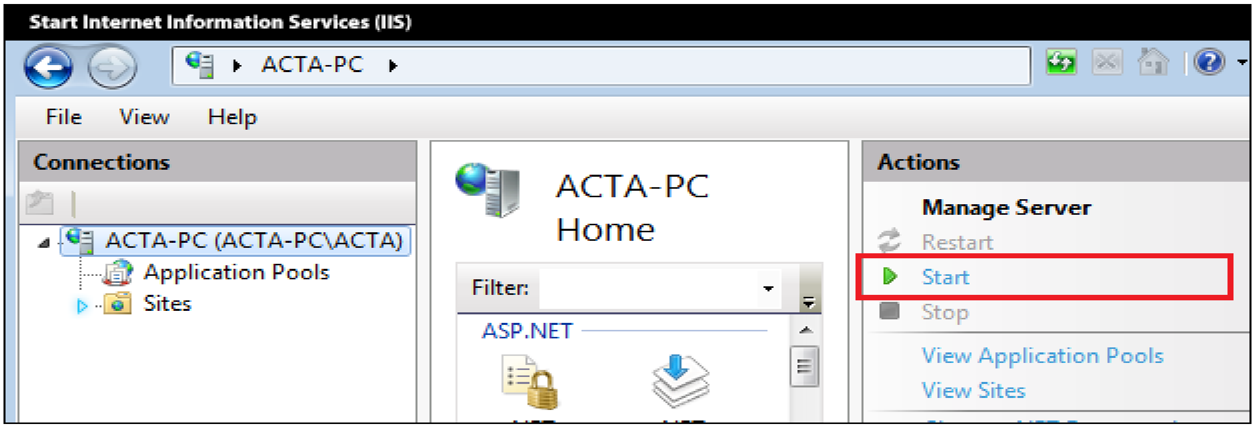
This page lets you view and manage the list of application pools on the server. Application pools are associated with worker processes, contain one or more applications, and provide isolation among different applications.

Name	Status	.NET Fram...
AccessServer	Started	v2.0
ASP.NET v4.0	Started	v4.0
ASP.NET v4.0 Cl...	Started	v4.0

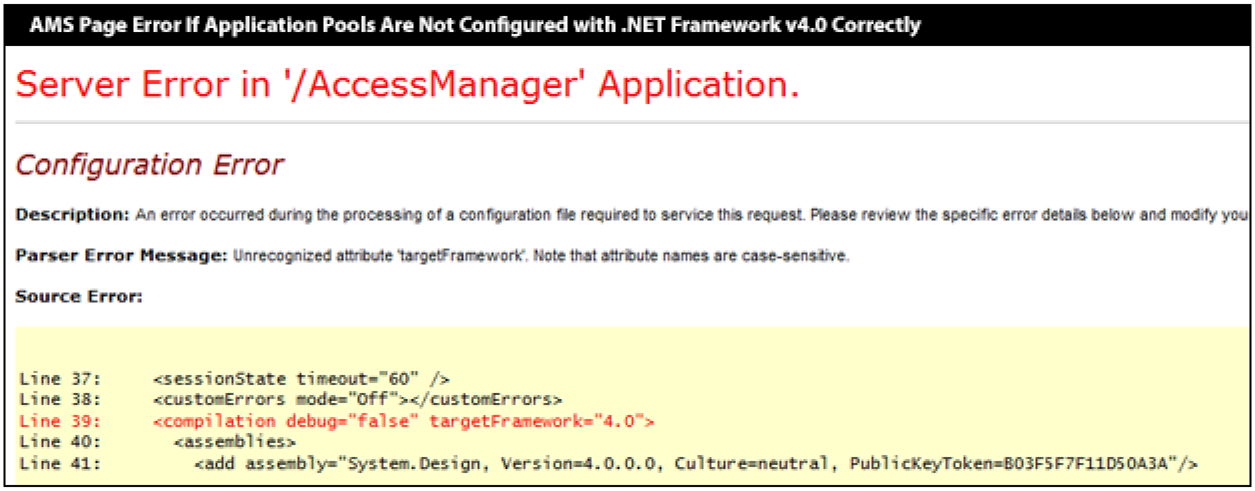
⊟ (General)

.NET Framework Version	v2.0
Enable 32-Bit Applications	v4.0
Managed Pipeline Mode	v2.0

Start Internet Information Services (IIS)



Now in the actions field for managing servers in IIS, press the **Start** action to start up IIS so AMS can run as a service and be accessible on your web browser.



AMS Page Error If Application Pools Are Not Configured with .NET Framework v4.0 Correctly

Server Error in '/AccessManager' Application.

Configuration Error

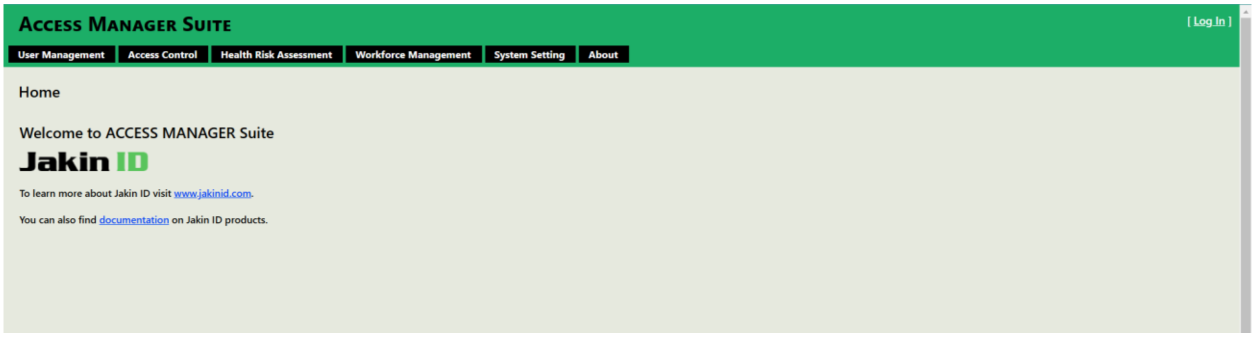
Description: An error occurred during the processing of a configuration file required to service this request. Please review the specific error details below and modify you

Parser Error Message: Unrecognized attribute 'targetFramework'. Note that attribute names are case-sensitive.

Source Error:

```
Line 37:     <sessionState timeout="60" />
Line 38:     <customErrors mode="Off"></customErrors>
Line 39:     <compilation debug="false" targetFramework="4.0">
Line 40:       <assemblies>
Line 41:         <add assembly="System.Design, Version=4.0.0.0, Culture=neutral, PublicKeyToken=B03F5F7F11D50A3A"/>
```

If you receive the following error as shown above when trying to access the Access Manager web interface, this means you have not configured the .NET Framework to v4.0 correctly in IIS. Please revert back a couple of steps to find instructions on how to change .NET Framework from v2.0 to v4.0 for **AccessServer** and **DefaultAppPool** application pools in order for AMS to run properly.



Home

Welcome to ACCESS MANAGER Suite

Jakin ID

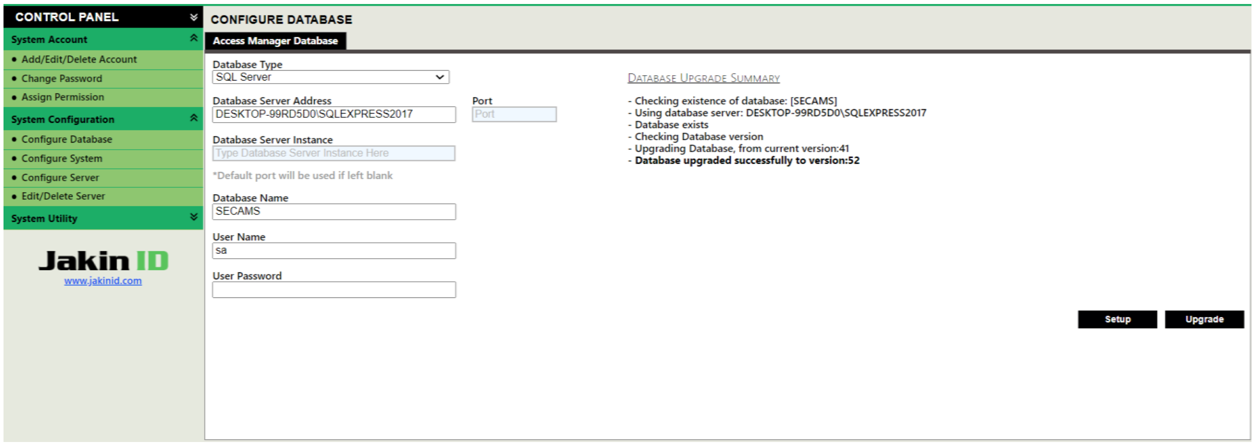
To learn more about Jakin ID visit www.jakinid.com.

You can also find documentation on Jakin ID products.

If you have configured IIS correctly to use the .NET Framework v4.0, you should now be able to access the new version of AMS on your browser. By default, the URL to access AMS is:

[Local Access] http://localhost/AccessManager/
or
[Network Access] http://IP ADDRESS OF SERVER/AccessManager/

Login to AMS and then go to **Control Panel** and then **Database Configuration**. Press **SET** and then the **Upgrade** button to let the database know that a new version of AMS has been installed. When completed, the current page should now produce a **Database Upgrade Summary** and let you know that the database has now been upgraded to a newer revision. You have upgraded AMS successfully from **1.0.1.x** to **1.2.3.x** and you may now use AMS.



Database Type: SQL Server

Database Server Address: DESKTOP-99RD5D0\SQLEXPRESS2017

Port: Port

Database Server Instance: Type Database Server Instance Here

*Default port will be used if left blank

Database Name: SECAMS

User Name: sa

User Password:

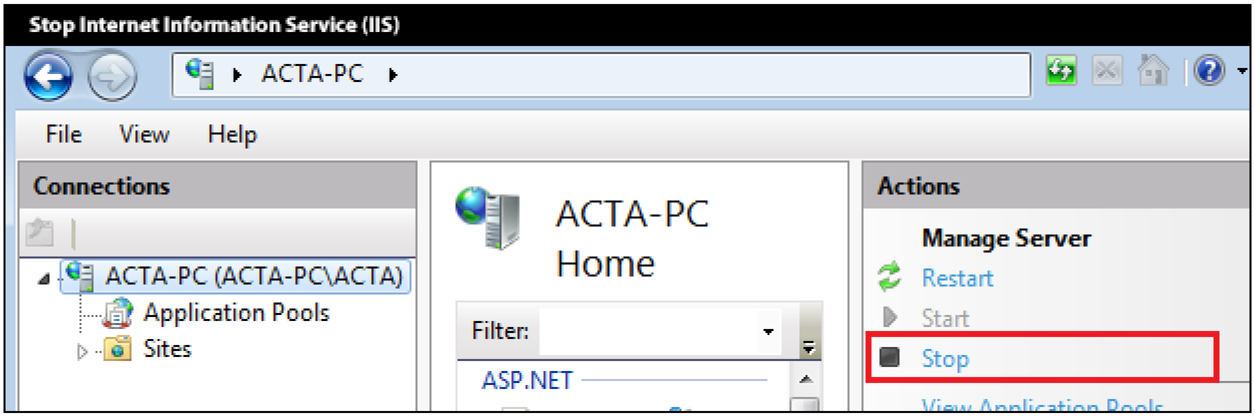
DATABASE UPGRADE SUMMARY

- Checking existence of database: [SECAMS]
- Using database server: DESKTOP-99RD5D0\SQLEXPRESS2017
- Database exists
- Checking Database version
- Upgrading Database, from current version:41
- **Database upgraded successfully to version:52**

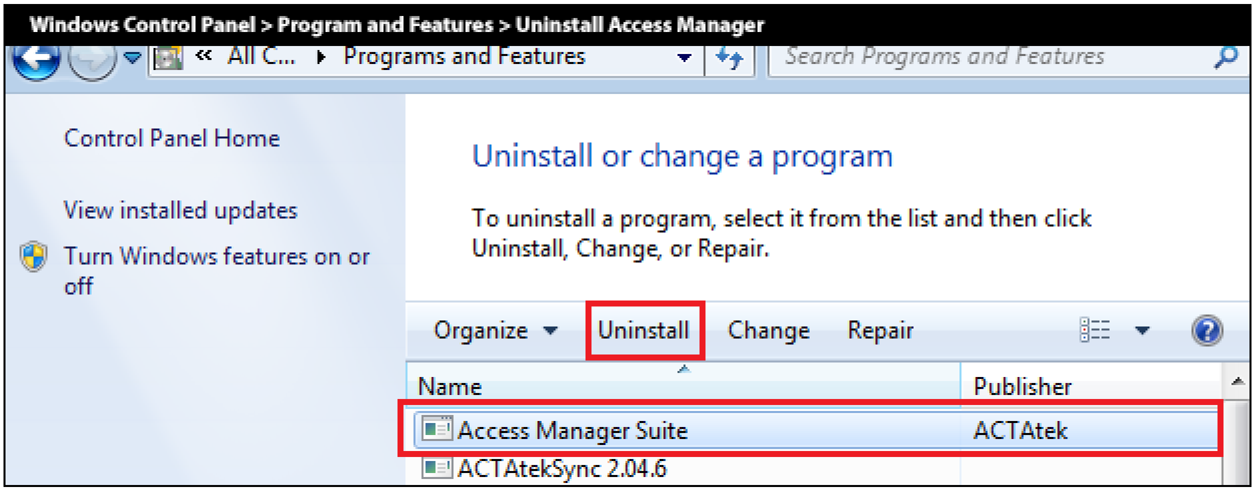
7.3 Upgrading AMS from 1.2.3.x to 1.2.x.x

It is highly recommended to make a back up copy of the current AMS database before proceeding.

When upgrading your **AMS** from **1.2.3.x** to **1.2.3.x**, the first step is to **stop** your **Internet Information Service (IIS).** This will allow you to uninstall Access Manager Suite.


Stop Internet Information Service (IIS)

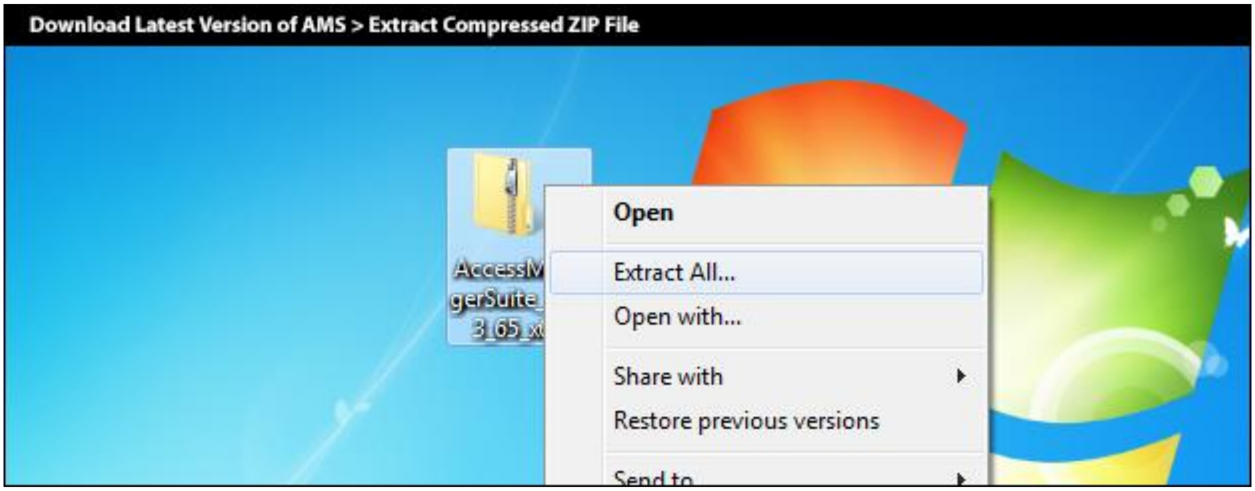
Go to Window's **Control Panel** and then **Program and Features**. In this list, select **Access Manager Suite** and press **Uninstall.**



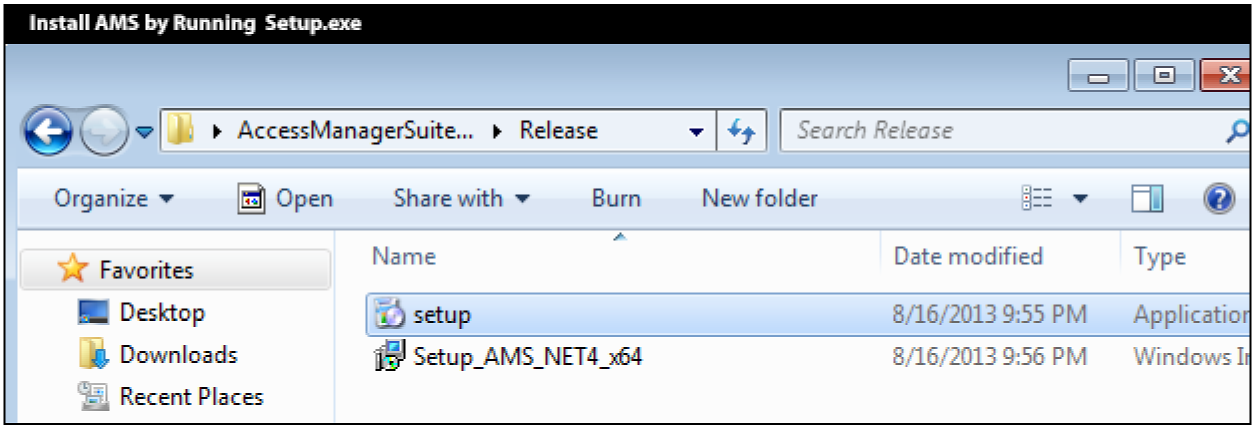
Windows Control Panel > Program and Features > Uninstall Access Manager

« All C... ▸ Programs and Features
Search Programs and Features
Control Panel Home
View installed updates
Turn Windows features on or off
Uninstall or change a program
To uninstall a program, select it from the list and then click Uninstall, Change, or Repair.
Organize
Uninstall
Change
Repair
Name
Publisher
Access Manager Suite
ACTAtek
ACTAtekSync 2.04.6

Download the latest version of AMS and extract the compressed ZIP file that contains the installation files of AMS. Run **setup.exe** to continue with the installation process.



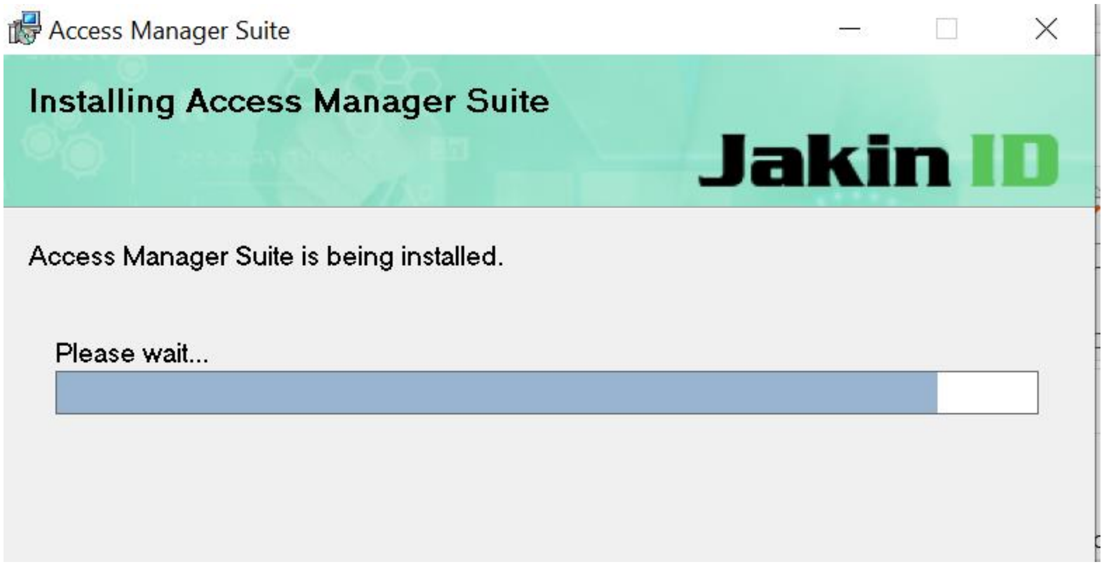
Download Latest Version of AMS > Extract Compressed ZIP File



Install AMS by Running Setup.exe

Name	Date modified	Type
setup	8/16/2013 9:55 PM	Applicatior
Setup_AMS_NET4_x64	8/16/2013 9:56 PM	Windows Ir

Follow the AMS installation wizard by pressing the **Next** button.

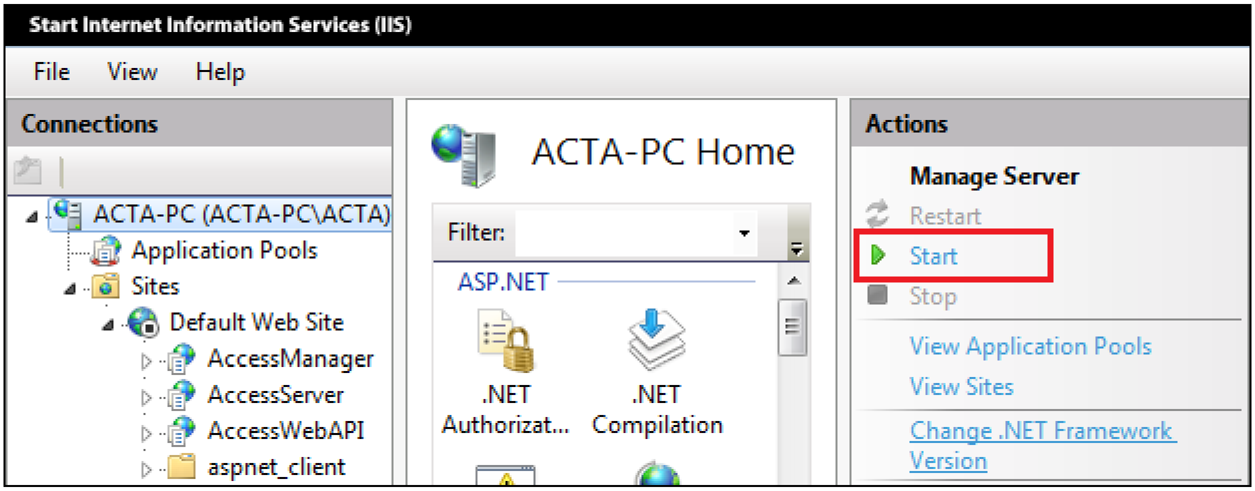


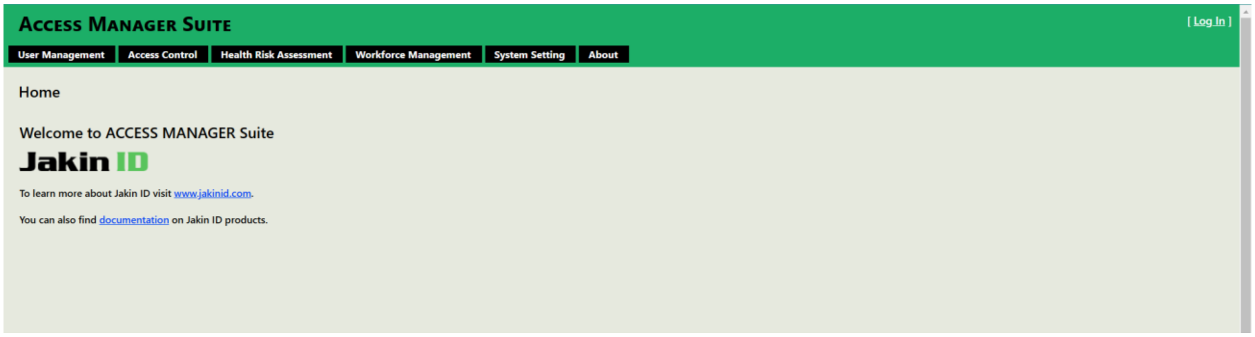
Installing Access Manager Suite

Access Manager Suite is being installed.

Please wait...

When AMS has finished installing, go to IIS and press the **Start** button to reinitiate web services.





Welcome to ACCESS MANAGER Suite

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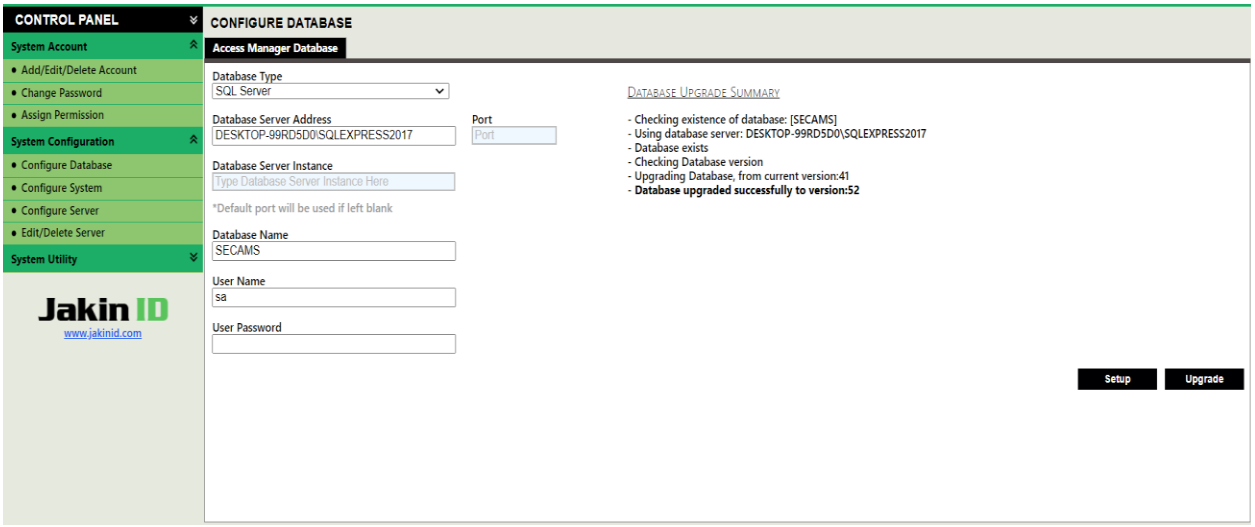
You can also find documentation on Jakin ID products.

Login to AMS and then go to **Control Panel** and then **Database Configuration**. Press the **Upgrade** button to let the database know that a new version of AMS has been installed. When completed, the current page should now produce a **Database Upgrade Summary** and let you know that the database has now been upgraded to a newer revision. You have upgraded AMS successfully from **1.2.3.x** to **1.2.3.x** and you may now use AMS.



Database Type: SQL Server

Database Server Address: DESKTOP-99RD5D0\SQLEXPRESS2017

Port: Port

Database Server Instance: Type Database Server Instance Here

*Default port will be used if left blank

Database Name: SECAMS

User Name: sa

User Password:

DATABASE UPGRADE SUMMARY

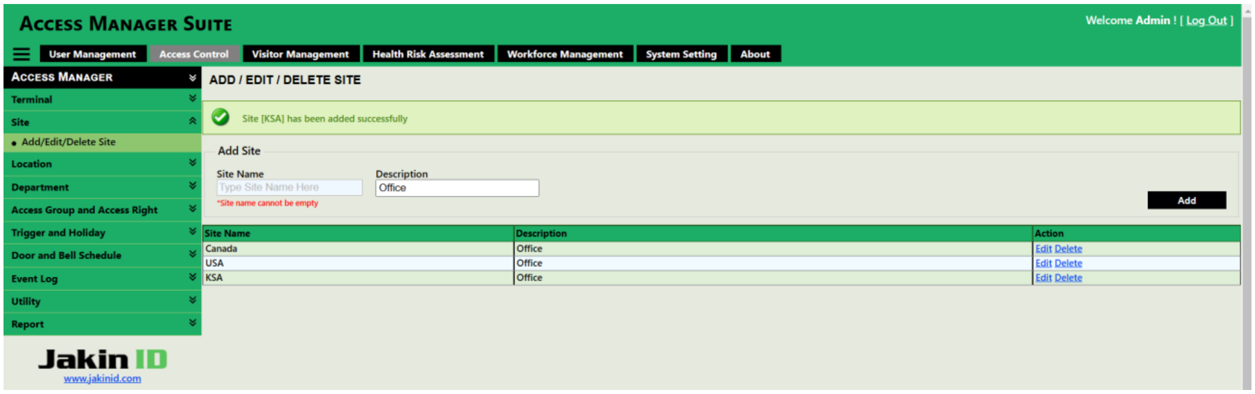
- Checking existence of database: [SECAMS]
- Using database server: DESKTOP-99RD5D0\SQLEXPRESS2017
- Database exists
- Checking Database version
- Upgrading Database, from current version:41
- **Database upgraded successfully to version:52**

Appendix A. Site/Location Feature

The Access Manager terminal data is organized into sites/Location, each site/location will have terminal assigned to it. Terminals in a site/location will share the same user, departments and groups.

Add/Edit/Delete Site

This feature allows the administrator to add, edit, or delete sites in Access Manager. Site also help categorize users and will be the foundation for setting up **Associate Location**. To associate users to sites, you will edit a selected user in **View/Edit User** and in the **Site/Location** tab, check the listed Site relevant to this user and press the **Update** button to save the changes.



Site [KSA] has been added successfully

Add Site

Site Name: Type Site Name Here

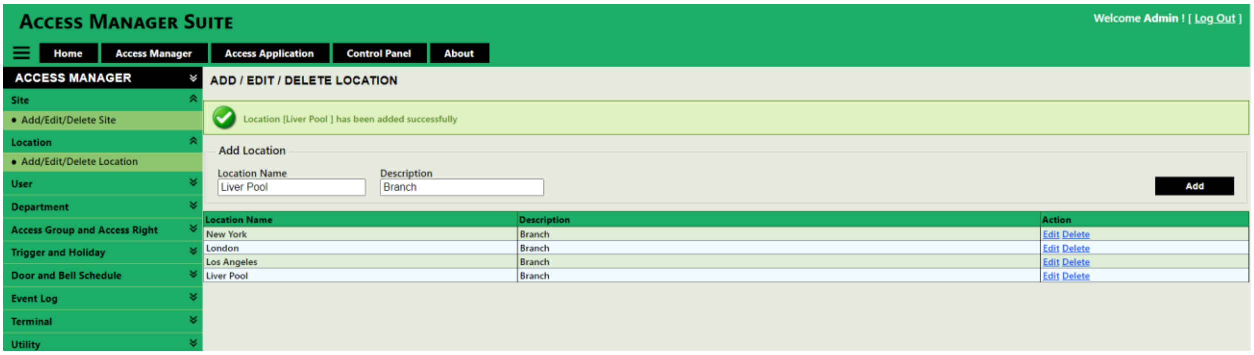
*Site name cannot be empty

Description: Office

Site Name	Description	Action
Canada	Office	Edit Delete
USA	Office	Edit Delete
KSA	Office	Edit Delete

Add/Edit/Delete Location

This feature allows the administrator to add, edit, or delete Location in Access Manager. Location also help categorize users and will be the foundation for setting up **Associate Terminal**. To associate users to location, you will edit a selected user in **View/Edit User** and in the **Site/Location** tab, check the listed location relevant to this user and press the **Update** button to save the changes.



ADD / EDIT / DELETE LOCATION

Location [Liver Pool] has been added successfully

Add Location

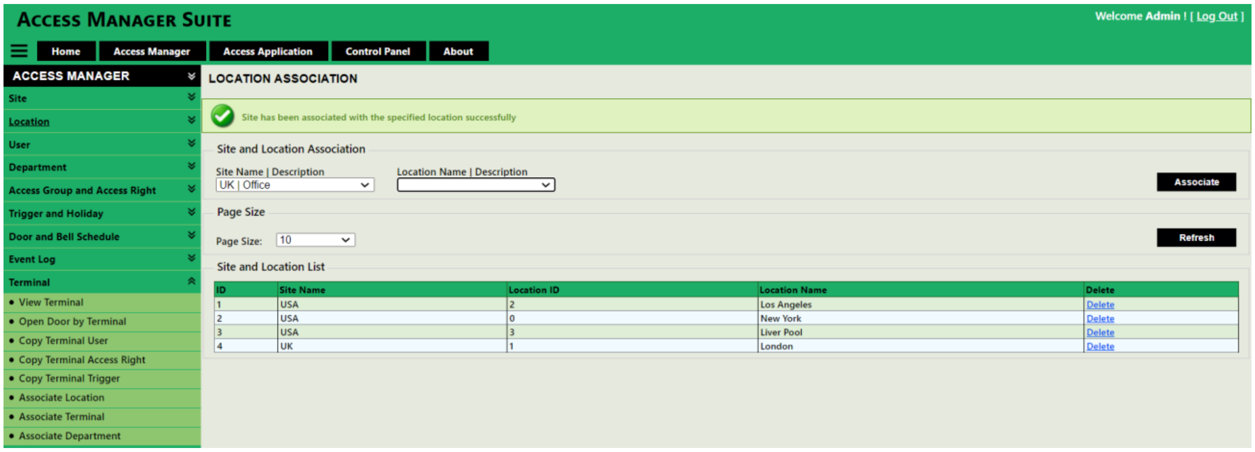
Location Name: Liver Pool

Description: Branch

Location Name	Description	Action
New York	Branch	Edit Delete
London	Branch	Edit Delete
Los Angeles	Branch	Edit Delete
Liver Pool	Branch	Edit Delete

Associate Location

Associate location feature allows the administrator of AMS to associate specific site to one or multiple Location. To accomplish this, select a site name from the site list and select a location and press the **Associate** button to add this association.



LOCATION ASSOCIATION

Site has been associated with the specified location successfully

Site and Location Association

Site Name | Description: UK | Office

Location Name | Description:

Page Size

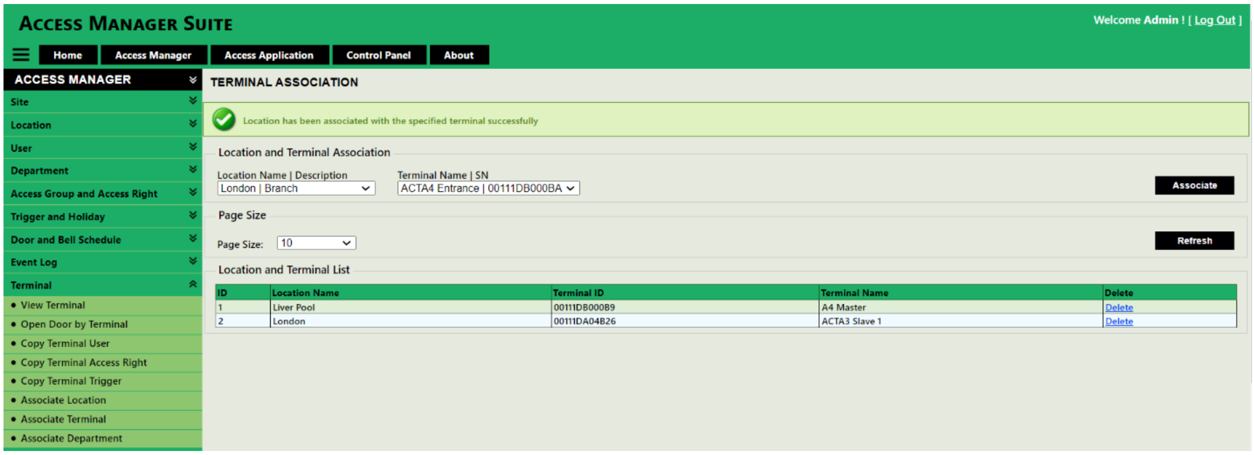
Page Size: 10

Site and Location List

ID	Site Name	Location ID	Location Name	Delete
1	USA	2	Los Angeles	Delete
2	USA	0	New York	Delete
3	USA	3	Liver Pool	Delete
4	UK	1	London	Delete

Associate Terminal

Associate Terminal feature allows the administrator of AMS to associate specific ACTATEK terminals to a location in AMS. To accomplish this, select an ACTATEK terminal from the terminal list and select a location from Location name list and press the **Associate** button to add this association.



TERMINAL ASSOCIATION

✓ Location has been associated with the specified terminal successfully

Location and Terminal Association

Location Name | Description: London | Branch

Terminal Name | SN: ACTA4 Entrance | 00111DB000BA

Associate

Page Size

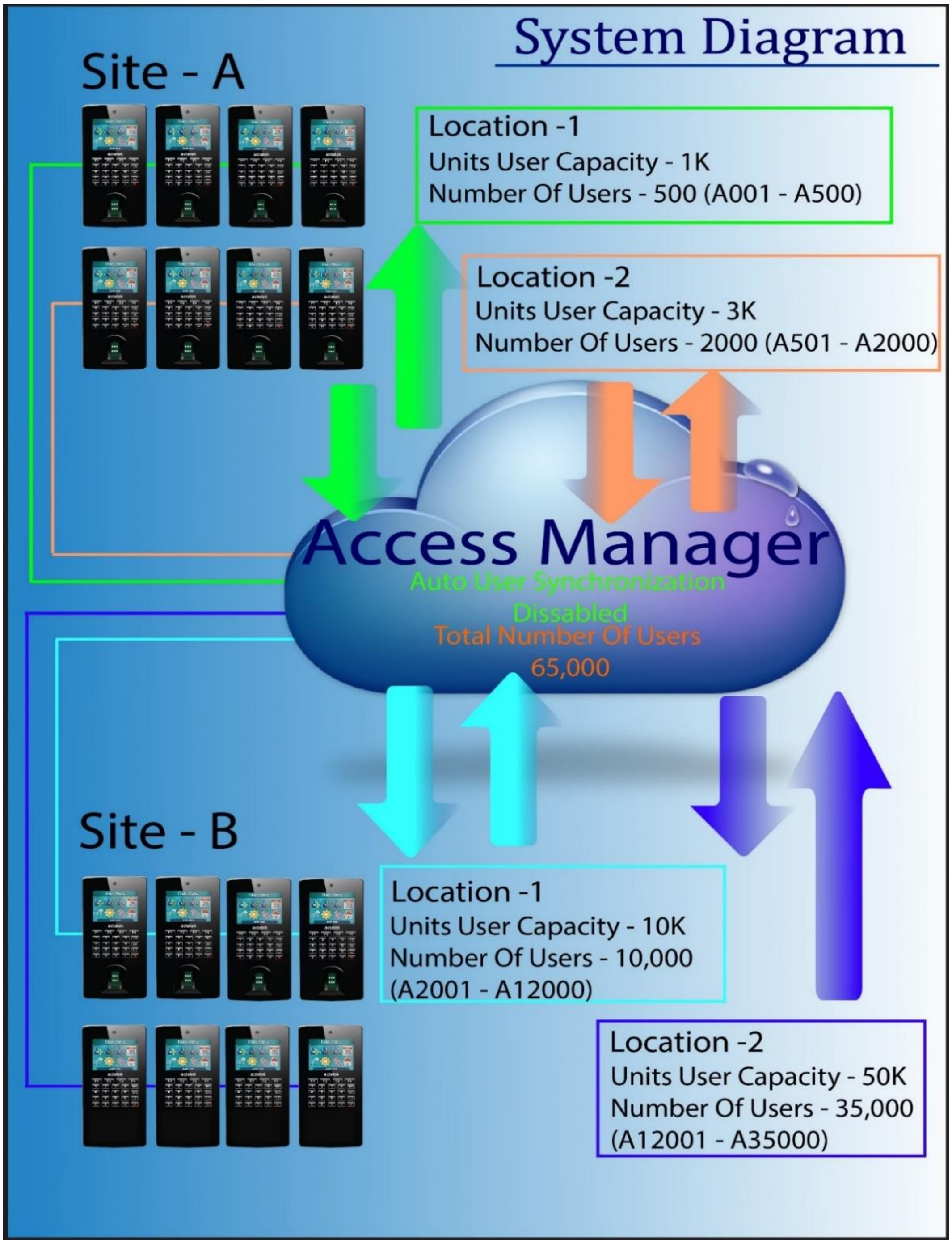
Page Size: 10

Refresh

Location and Terminal List

ID	Location Name	Terminal ID	Terminal Name	Delete
1	Liver Pool	00111DB000B9	A4 Master	Delete
2	London	00111DA04B26	ACTA3 Slave 1	Delete

Site/Location Feature System Diagram



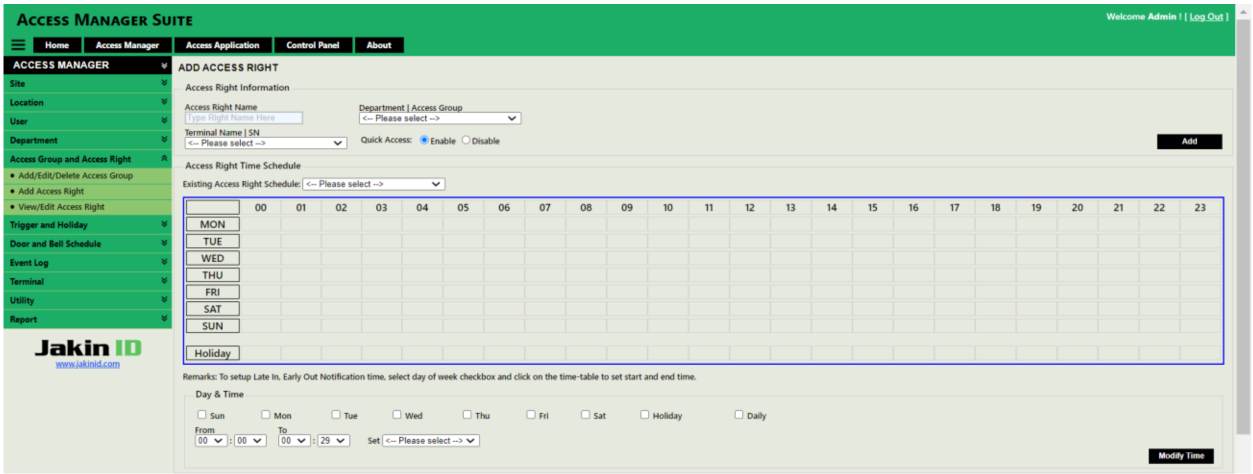
Appendix B. Late IN Early OUT Notification (Email SMS)

The AMS administrator can set-up Email and SMS notification alerts to selected users or managers. Upon users making late IN and early OUT and it will alert to configured user and managers.

Please kindly refer to **chapter 6.5** Send email **(page number 40**) to install and configure the AMS SMSemail Service. So as to enable and send out Late IN and Early OUT notification alerts.

To set or change the Late In, Early Out time, Go to **AMS** and then Select **Add Access Rights.** The default settings of Access Manager already have predefined access groups. The administrator may choose to customize or remove irrelevant access groups and departments to personalize their setup and environment. Access Rights are used to distinguish different levels of notification alerts.

An access right is an access control policy used for binding an ACTA terminal to an access schedule with the associated department and access group. This will enforce users in that associated department and access group to the access schedule as defined by the administrator. The advantage of using access rights is that it will provide the access control rules to ACTA terminals. For example, using access rights can limit certain user groups to certain ACTA terminals. Additionally, it can restrict with the time and days when a user can have access. Also, the admin can create specific time range top of the access right time schedule to get Late In, Early Out Notification.



ADD ACCESS RIGHT

Access Right Information

Access Right Name: Type Right Name Here

Department | Access Group: <-- Please select -->

Terminal Name | SN: <-- Please select -->

Quick Access: ● Enable ○ Disable

Access Right Time Schedule

Existing Access Right Schedule: <-- Please select -->

	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
MON																								
TUE																								
WED																								
THU																								
FRI																								
SAT																								
SUN																								
Holiday																								

Remarks: To setup Late In, Early Out Notification time, select day of week checkbox and click on the time-table to set start and end time.

Day & Time

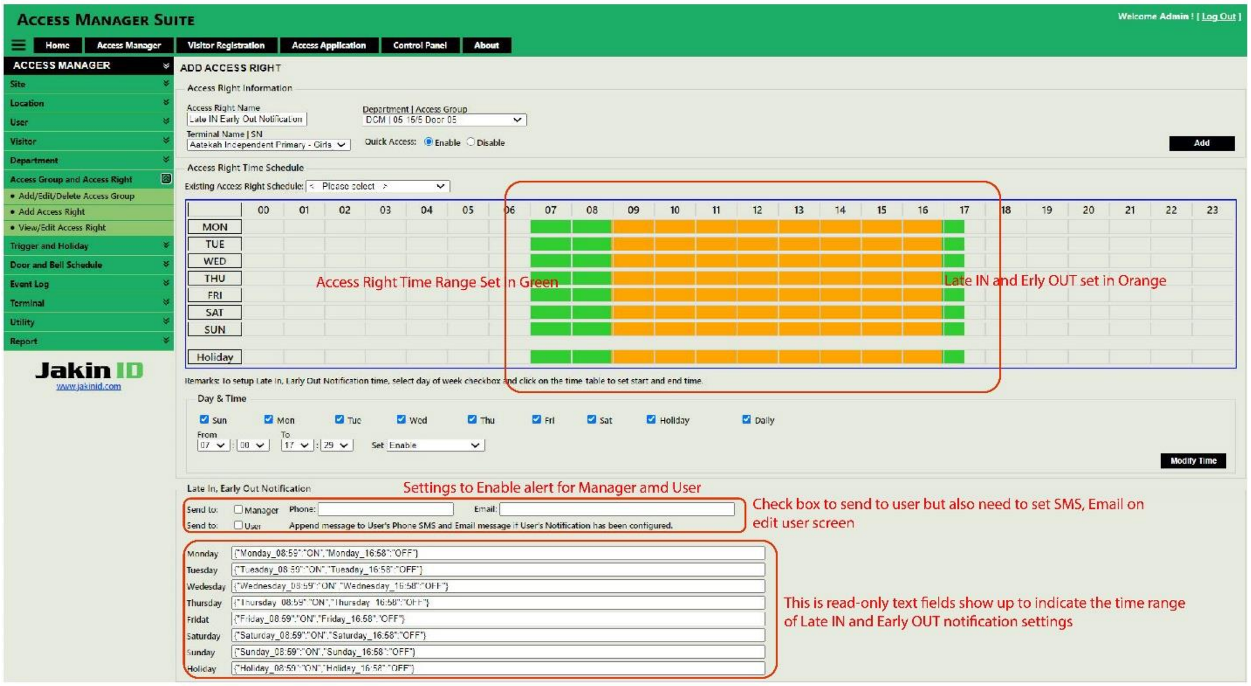
□ Sun □ Mon □ Tue □ Wed □ Thu □ Fri □ Sat □ Holiday □ Daily

From 00 : 00 To 00 : 29 Set <-- Please select -->

To setup an access right, provide an **Access Right Name** followed by selecting a **Dept/Group Name** from the list which this access right will affect. Users in this department and access group will have this policy applied to them. Next, select an ACTA terminal from the **Terminal Name / SN** list to apply this access right to and set **Quick Access** to enable.

In the **Day & Time** field, the administrator defines the restrictions and the rules in terms of a schedule. By default, the schedule has all time and days of the week disabled which can be referenced below by the green color.

After making setting changes to the **Day & Time** field, press the **Modify Time** button to review the changes made. The filled green color area set for enabled while the light grey color set for disabled.



ACCESS MANAGER SUITE

Welcome Admin ! | Log Out |

ADD ACCESS RIGHT

Access Right Information

Access Right Name: Late IN Early Out Notification

Department | Access Group: DCM | 05 15/5 Door 05

Terminal Name | SN: Aatekah Independent Primary - Girls

Quick Access: ● Enable ○ Disable

Access Right Time Schedule

Existing Access Right Schedule: < Please select >

	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
MON								🟩	🟩	🟧	🟧	🟧	🟧	🟧	🟧	🟧	🟧	🟩						
TUE								🟩	🟩	🟧	🟧	🟧	🟧	🟧	🟧	🟧	🟧	🟩						
WED								🟩	🟩	🟧	🟧	🟧	🟧	🟧	🟧	🟧	🟧	🟩						
THU								🟩	🟩	🟧	🟧	🟧	🟧	🟧	🟧	🟧	🟧	🟩						
FRI								🟩	🟩	🟧	🟧	🟧	🟧	🟧	🟧	🟧	🟧	🟩						
SAT								🟩	🟩	🟧	🟧	🟧	🟧	🟧	🟧	🟧	🟧	🟩						
SUN								🟩	🟩	🟧	🟧	🟧	🟧	🟧	🟧	🟧	🟧	🟩						
Holiday								🟩	🟩	🟧	🟧	🟧	🟧	🟧	🟧	🟧	🟧	🟩						

Access Right Time Range Set In Green

Late IN and Erly OUT set in Orange

Remarks: To setup Late In, Early Out Notification time, select day of week checkbox and click on the time table to set start and end time.

Day & Time

☑ Sun ☑ Mon ☑ Tue ☑ Wed ☑ Thu ☑ Fri ☑ Sat ☑ Holiday ☑ Daily

From 07 : 00 To 17 : 29 Set Enable

Late In, Early Out Notification

Settings to Enable alert for Manager amd User

Send to: □ Manager Phone: Email:

Send to: □ User Append message to User's Phone SMS and Email message if User's Notification has been configured.

Check box to send to user but also need to set SMS, Email on edit user screen

Monday	{"Monday_08:59":"ON","Monday_16:58":"OFF"}
Tuesday	{"Tuesday_08:59":"ON","Tuesday_16:58":"OFF"}
Wedesday	{"Wednesday_08:59":"ON","Wednesday_16:58":"OFF"}
Thursday	{"Thursday_08:59":"ON","Thursday_16:58":"OFF"}
Fridat	{"Friday_08.59":"ON","Friday_16.58":"OFF"}
Saturday	{"Saturday_08:59":"ON","Saturday_16:58":"OFF"}
Sunday	{"Sunday_08:59":"ON","Sunday_16:58":"OFF"}
Holiday	{"Holiday_08:59":"ON","Holiday_16:58":"OFF"}

This is read-only text fields show up to indicate the time range of Late IN and Early OUT notification settings

To set or change the Late In, Early Out time, orange time setting mouse click on left side to point the earlier time and then mouse click on right side to point the later time. once select the time frame will over-write and change orange time setting of right side (later time).

To remove existing orange time setting, put mouse on left, e.g. 02:00am, click and click. All orange setting for the day will be removed. Ready to set the new time range again.

To set same orange time setting for multiple days, select checkbox on the days first, e.g. Mon, Tue, Fri, then set all 3 selected days at the same time.

Appendix C. Configure Access Manager Crowd Control Occupancy Limit and Notification.

With Access Manager Crowd Control enabled at System Settings, Access Manager can be configured to control Occupancy up to a configurable Occupancy Limit. Access Manager can also send out SMS, Email notification when the current occupancy reached a high occupancy alert Level, which is configurable.

System Settings to Enable Crowd Control and Crowd Control Notification

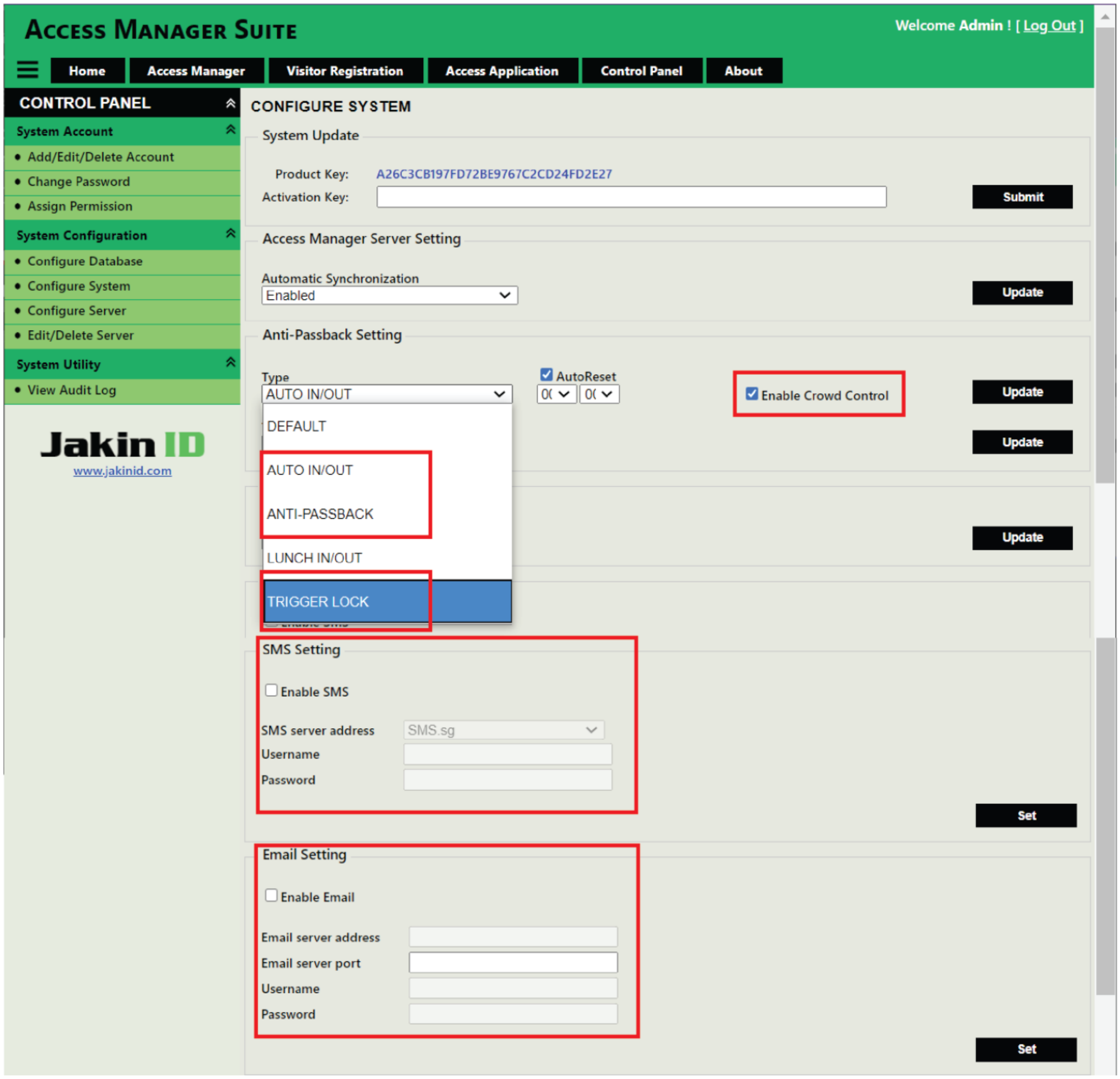
>> Enable/Disable Crowd Control :- Control Panel > System Configuration > Configure System > **Anti-Passback Setting > Enable Crowd Control**

Example: http://localhost/AccessManager/Account/SystemUpdate.aspx

Crowd Control supports Anti-Passback modes: **AUTO IN/OUT, ANTI-PASSBACK, TRIGGER LOCK**

To Set up Crowd Control Notification at high Occupancy Notification Level Configure SMS and Email server connection ready. Control Panel > System Configuration > Configure System > **SMS Setting and Email Setting**
Install SetupSMSEmail_1.2.5.5 and ensure SMS Service is Running.
http://www.ACTAtek.com/Downloads/support/kw/ams/SetupSMSEmail_1.2.5.5.zip

Please kindly refer to **chapter 6.5** Send email **(page number 40**) to install and configure the AMS SMSemail Service



CONFIGURE SYSTEM

System Update

Product Key: A26C3CB197FD72BE9767C2CD24FD2E27

Activation Key:

Access Manager Server Setting

Automatic Synchronization: Enabled

Anti-Passback Setting

Type: AUTO IN/OUT

☑ AutoReset 0(0(

☑ Enable Crowd Control

DEFAULT
AUTO IN/OUT
ANTI-PASSBACK
LUNCH IN/OUT
TRIGGER LOCK

SMS Setting

☐ Enable SMS

SMS server address: SMS.sg

Username

Password

Email Setting

☐ Enable Email

Email server address

Email server port

Username

Password

Add/Edit Crowd Control Group or Delete the Group

Occupancy is counted as total of users with IN events to single or multiple Terminals within a Crowd Control Group which can be added or edited at **Access Manager > Terminal > Add/Edit Crowd Control Group**

Enable: Occupancy Limit, Checkbox to enable/disable Occupancy Limit
Occupancy Limit: Limit to reject/disallow additional IN event until someone get OUT of the facility.

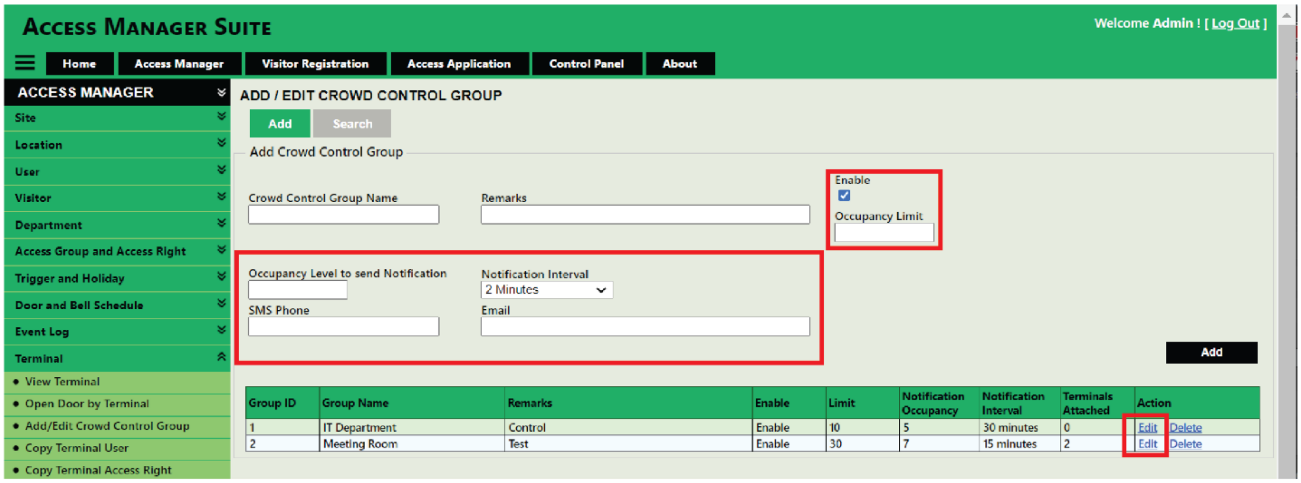
Notification Level: Could be any number below or equal to Limit to receive notification once reaching the notification Level. Or leave blank to not set if don't want to receive notification.

Notification Interval: Time interval in Minutes/Hours to pause before sending out another high occupancy **SMS/Email notification**, e.g. with at least 15 minutes apart.

Enable: [x] checked
Occupancy Limit: e.g. 50
Notification Occupancy Level: 40
Notification Interval: 15 minutes

With settings above, the 40th Occupancy will trigger to send notification once in every time interval set. User still can get IN the facility. In 15mintes later, any IN event if still reaching or over **Notification Occupancy Level**, will send another notification.

Occupancy 50 as maximum Limit to reject/disallow the 51st user to get IN until someone get OUT.



Crowd Control Group Name

Remarks

Enable ☑

Occupancy Limit

Occupancy Level to send Notification

Notification Interval: 2 Minutes

SMS Phone

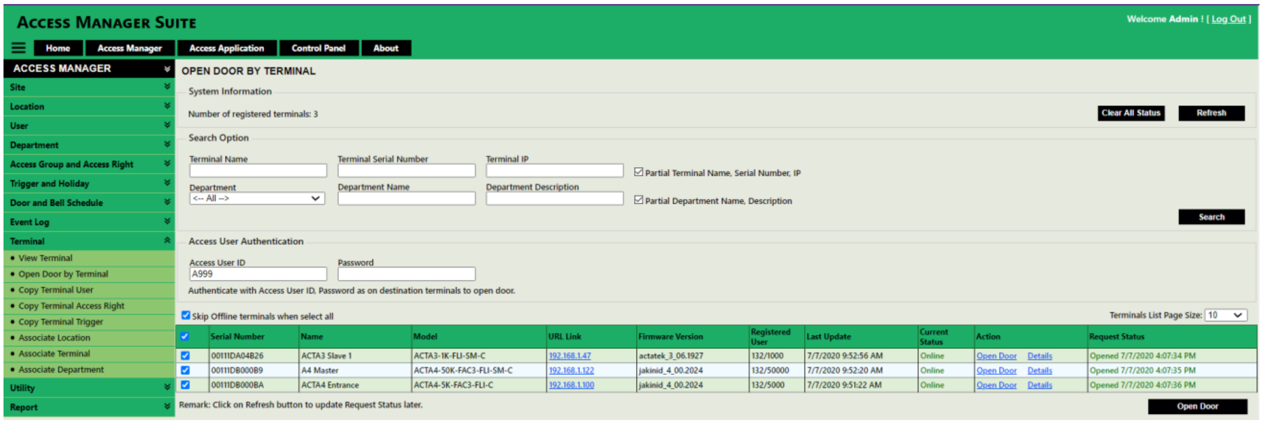
Email

Group ID	Group Name	Remarks	Enable	Limit	Notification Occupancy	Notification Interval	Terminals Attached	Action
1	IT Department	Control	Enable	10	5	30 minutes	0	Edit Delete
2	Meeting Room	Test	Enable	30	7	15 minutes	2	Edit Delete

Appendix D. Open Door by Terminals.

With Access Manager Open Door by Terminal feature the system administrator can now open the access control device's doors remotely from AMS interface.

To open the door, select the Terminal or Terminals >> assign the device's access user ID and password and then click **Open Door** button.



OPEN DOOR BY TERMINAL

System Information

Number of registered terminals: 3

Search Option

Terminal Name:
Terminal Serial Number:
Terminal IP:
☑ Partial Terminal Name, Serial Number, IP

Department: <-- All -->
Department Name:
Department Description:
☑ Partial Department Name, Description

Access User Authentication

Access User ID: A999
Password:

Authenticate with Access User ID, Password as on destination terminals to open door.

☑ Skip Offline terminals when select all

Terminals List Page Size: 10

☑	Serial Number	Name	Model	URL Link	Firmware Version	Registered User	Last Update	Current Status	Action	Request Status
☑	00111DA04B26	ACTA3 Slave 1	ACTA3-1K-FLI-SM-C	192.168.1.47	actatek_3_06.1927	132/1000	7/7/2020 9:52:56 AM	Online	Open Door Details	Opened 7/7/2020 4:07:34 PM
☑	00111DB000B9	A4 Master	ACTA4-50K-FAC3-FLI-SM-C	192.168.1.122	jakinid_4_00.2024	132/50000	7/7/2020 9:52:20 AM	Online	Open Door Details	Opened 7/7/2020 4:07:35 PM
☑	00111DB000BA	ACTA4 Entrance	ACTA4-5K-FAC3-FLI-C	192.168.1.100	jakinid_4_00.2024	132/5000	7/7/2020 9:51:22 AM	Online	Open Door Details	Opened 7/7/2020 4:07:36 PM

Remark: Click on Refresh button to update Request Status later.

Once AMS trigger to open the terminal's door, Request Status panel will update the time frame of the operation.

Appendix E. Visitor Registration

With the Access Manager's Visitor Management feature, provide a quick and easy way for system admin or supervisor to Register the visitor to access sites or specific building zones. They simply **login to the AMS** and click the screen on **Visitor Registration** to capture the visitor's image and then enter the visitor's details. Information on the badge. It can be configured to include details such as visitor and Name, Purpose of visit, expiry date and etc.

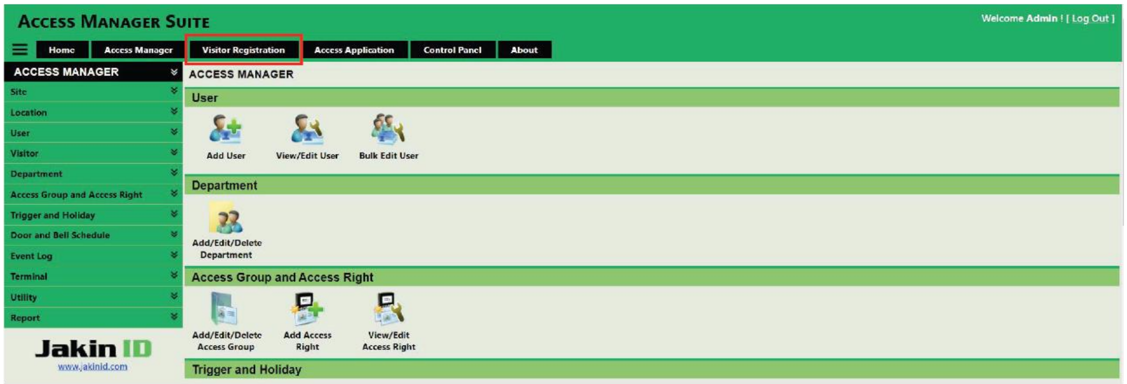
the automated visitor management system allows to prints the relevant type of badge for visitors or contractors by using any Card Printers.

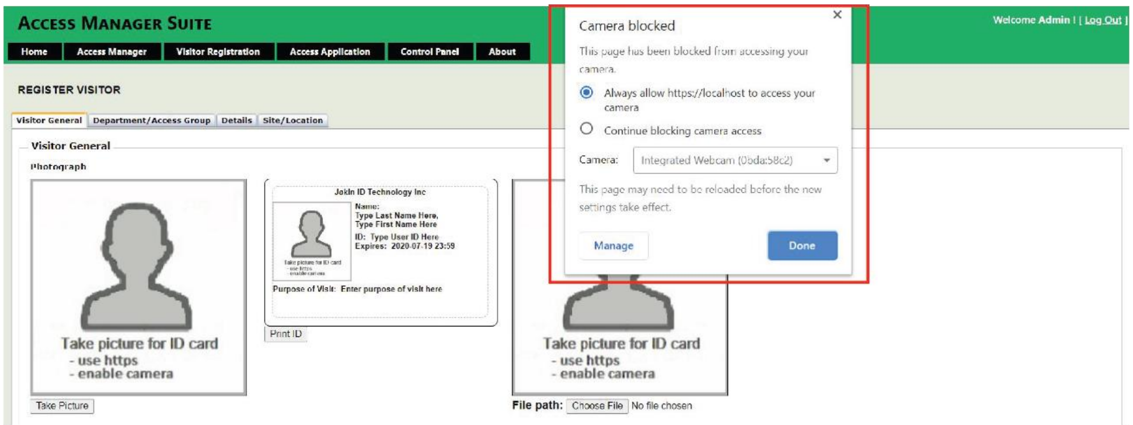
steps to register new visitor and print ID card for visitors via Zebra ID card printer.

1. Make sure the PC or laptop is connected with the web camera, and also the ID card printer ready. (Mobile devices also can use to register the new visitors example: - Mobile phones, Tablets and etc...)

2.Open Chrome browser, and then Login to AMS's "Visitor Registration page. (*Please ignore Chrome's SSL alert message, and continue to browse the URL.)

3. Make click allow to connect the camera





Camera blocked

This page has been blocked from accessing your camera.

● Always allow https://localhost to access your camera

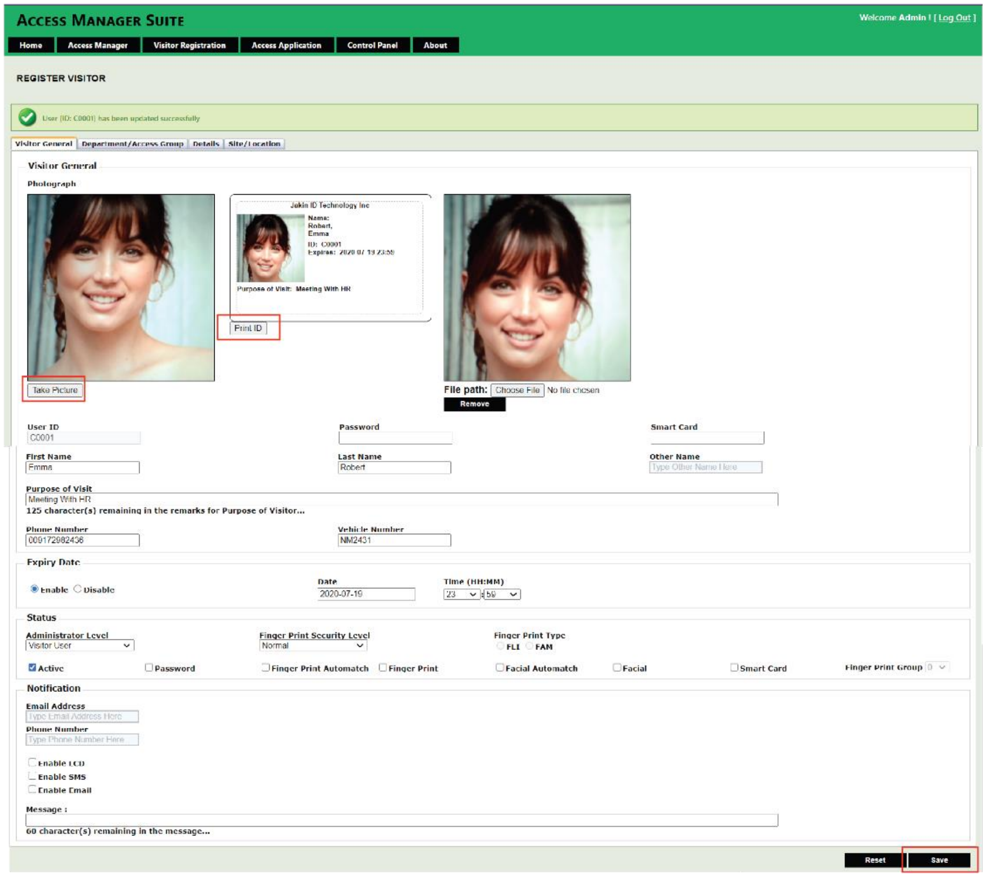
○ Continue blocking camera access

Camera: Integrated Webcam (0bda:58c2)

This page may need to be reloaded before the new settings take effect.

4. Capture or uplod the vistor image and Enter the Vsitor details such as ID,Name and etc. Once done Click Save button to add the vistor in to the system.

5.Click on Print ID button to print the visitor card by any ID card Printer Exampe:-Zebra, Magic Card



REGISTER VISITOR

User (ID: C0001) has been updated successfully

Visitor General

Photograph

Jakin ID Technology Inc
Name: Robert, Emma
ID: C0001
Expires: 2020 07 19 23:59
Purpose of Visit: Meeting With HR

File path: No file chosen

User ID C0001	Password	Smart Card
First Name Emma	Last Name Robert	Other Name Type Other Name Here

Purpose of Visit: Meeting With HR
125 character(s) remaining in the remarks for Purpose of Visitor...

Phone Number 009172982436	Vehicle Number NM2431

Expiry Date

● Enable ○ Disable

Date: 2020-07-19

Time (HH:MM): 23 : 59

Status

Administrator Level: Visitor User
Finger Print Security Level: Normal
Finger Print Type: ○ FLI ○ FAM

☑ Active □ Password □ Finger Print Automatch □ Finger Print □ Facial Automatch □ Facial □ Smart Card

Finger Print Group: 0

Notification

Email Address: Type Email Address Here
Phone Number: Type Phone Number Here

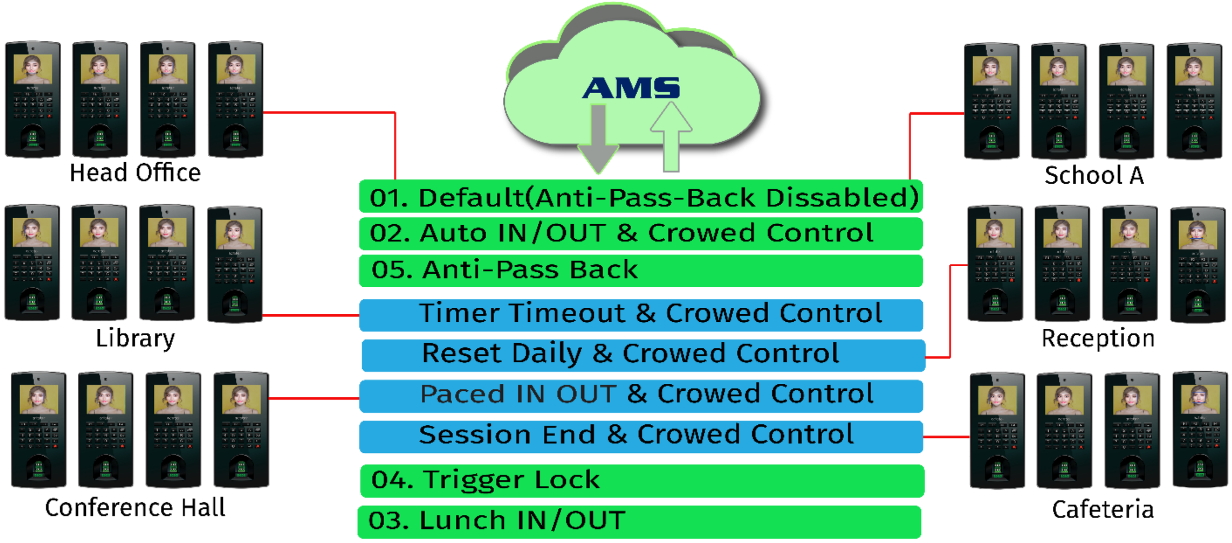
□ Enable LCD
□ Enable SMS
□ Enable Email

Message :

60 character(s) remaining in the message...

Appendix F. Anti-Pass Back Group.

Introduce new "APB Group" to have different APB settings. With new APB Groups, AMS can concurrently set to Disable APB for one APB Group A, Anti-Pass back for another APB Group B, AUTO IN/OUT for another APB Group C etc. Undefined APB Group for certain Departments/Terminals may follow System-wide default APB settings


AMS
Head Office
Library
Conference Hall
School A
Reception
Cafeteria
01. Default(Anti-Pass-Back Dissabled)
02. Auto IN/OUT & Crowed Control
05. Anti-Pass Back
Timer Timeout & Crowed Control
Reset Daily & Crowed Control
Paced IN OUT & Crowed Control
Session End & Crowed Control
04. Trigger Lock
03. Lunch IN/OUT

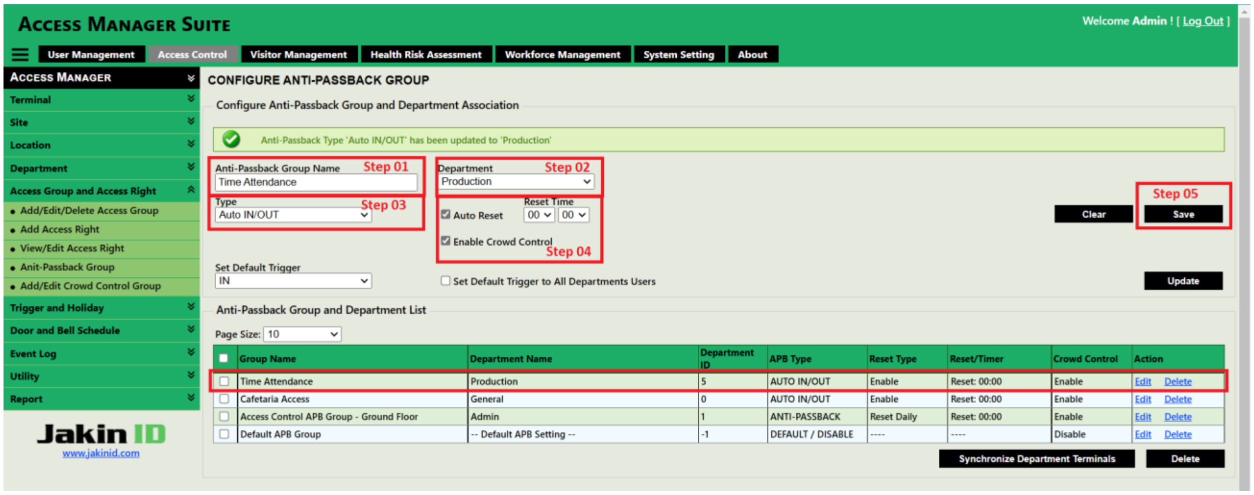
The APB advance features will require the Access Manager Suite Server to reside on the same local area network as the ACTAtek terminals for the best possible outcome. Authentication is determined by the status of the users from the Access Manager Suite Server when working with multiple ACTAtek terminals therefore a low latency network is required.

In any event where the Access Manager Suite Server goes offline or the ACTAtek terminal loses communication with AMS server, the ACTAtek terminal will not be able to request a server-side authentication and instead record an ID UNKNOWN event record while the ACTAtek terminal screen shows ID Reserved AMS Offline during the punch.

Auto In/Out

The **Auto In/Out** feature allows the ACTATEK terminal to use server-side authentication to automatically determine the IN or OUT status of a user during authentication and records a preceding punch event based on the user’s previous event. To enable this feature, go into the **Access Control** tab and then **Anti-Passback Group**. Create new **APB settings by assign a group name and selecting the particular**

department >> Change from **DEFAULT** to **AUTO IN/OUT** and press **Update** button to save. The ACTATEK particular department associated terminals will now only show **AUTO** on the LCD screen.



CONFIGURE ANTI-PASSBACK GROUP

Configure Anti-Passback Group and Department Association

✓ Anti-Passback Type 'Auto IN/OUT' has been updated to 'Production'

Step 01 Anti-Passback Group Name: Time Attendance

Step 02 Department: Production

Step 03 Type: Auto IN/OUT

Step 04 ☑ Auto Reset Reset Time 00 00 ☑ Enable Crowd Control

Step 05 Clear Save

Set Default Trigger: IN

☐ Set Default Trigger to All Departments Users

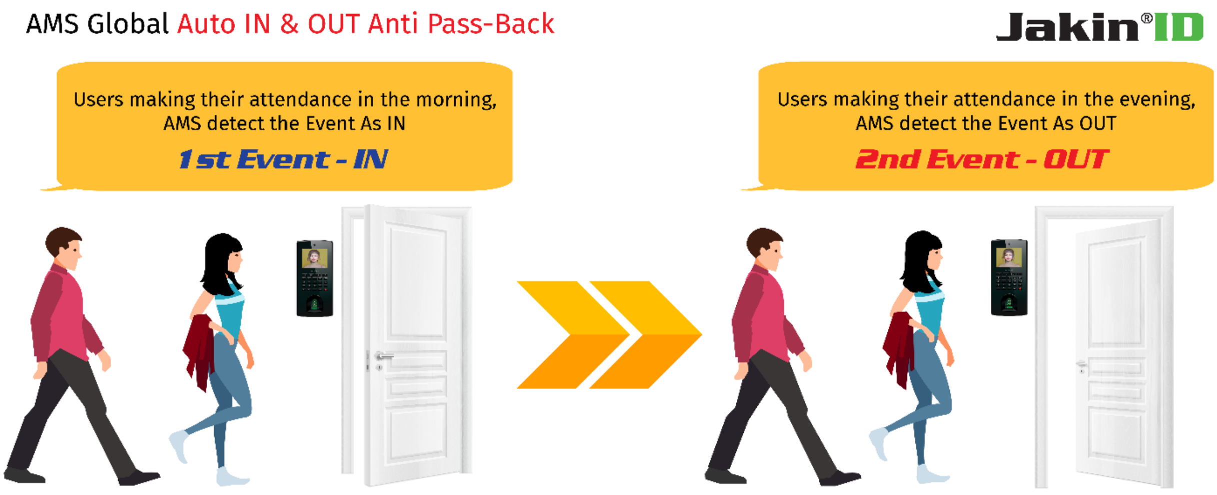
Update

Anti-Passback Group and Department List

Page Size: 10

☐	Group Name	Department Name	Department ID	APB Type	Reset Type	Reset/Timer	Crowd Control	Action
☐	Time Attendance	Production	5	AUTO IN/OUT	Enable	Reset: 00:00	Enable	Edit Delete
☐	Cafetaria Access	General	0	AUTO IN/OUT	Enable	Reset: 00:00	Enable	Edit Delete
☐	Access Control APB Group - Ground Floor	Admin	1	ANTI-PASSBACK	Reset Daily	Reset: 00:00	Enable	Edit Delete
☐	Default APB Group	-- Default APB Setting --	-1	DEFAULT / DISABLE	----	----	Disable	Edit Delete

Synchronize Department Terminals Delete


AMS Global Auto IN & OUT Anti Pass-Back
Jakin ID
Users making their attendance in the morning, AMS detect the Event As IN
1st Event - IN
Users making their attendance in the evening, AMS detect the Event As OUT
2nd Event - OUT

The AMS Auto In/Out feature allows the ACTA3 terminal to use AMS server side authentication to automatically determine the IN or OUT status of a user during authentication and records a preceding punch event based on the user's previous event.

Anti-Passback

Anti-pass back- is a security measure that aims to prevent consecutive entries for one access event, or prevent multiple people from using the same access credentials It can stop users from entering the area by using the same access event example IN for specific time period. such that the user must proceed with **IN** event and then forced to use **OUT** event and not **IN** again.

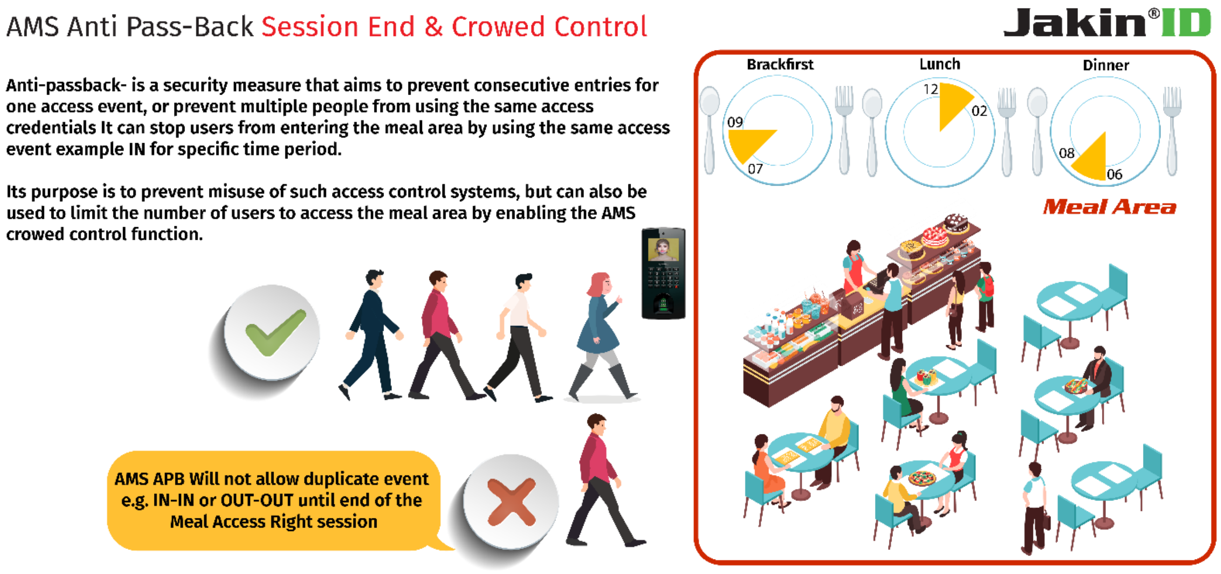
Its purpose is to prevent misuse of such access control systems, but can also be used to limit the number of users to access the area, room, floor by enabling the AMS crowed control function.

The **Anti-Passback** feature allows the ACTAtek terminal to use server-side authentication to automatically determine the IN or OUT status of a user during authentication and records a preceding punch event based on the user's previous event. example scenario where Anti-Passback would be used is to ensure that the user enters through the first door with ACTA3 terminal set on IN and then exit using the second door with ACTA3 terminal set on OUT.

To enable this feature, go into the **Control Panel** tab and then **System Configuration**. Change **APB setting** to **ANTI-PASSBACK** and press **Update** button to save. To use this feature, only triggers **IN** and **OUT** will be affected by Anti-Passback.

To enable this feature, go into the **Access Control** tab and then **Anti-Passback Group**. Create new **APB settings by assign a group name and selecting the particular department >> Change** from **DEFAULT** to **Anti-Passback** and press **Update** button to save. The ACTATEK particular department associated. terminals will now use server-side authentication to automatically determine the IN or OUT status of a user during authentication. To use this feature, only triggers **IN** and **OUT** will be affected by Anti-Passback.

- ✓ **Reset Daily - Reset Daily at the time configured to allow Passback**
- ✓ **Timer Timeout - Reset at Timer Timeout after previous event to allow Passback**
- ✓ **Session End - Reset at the End of Access Right time Session to allow Passback**
- ✓ **Paced IN OUT - No APB Reset, Timer Paced between IN/OUT events**



AMS Anti Pass-Back Session End & Crowed Control

Anti-passback- is a security measure that aims to prevent consecutive entries for one access event, or prevent multiple people from using the same access credentials It can stop users from entering the meal area by using the same access event example IN for specific time period.

Its purpose is to prevent misuse of such access control systems, but can also be used to limit the number of users to access the meal area by enabling the AMS crowed control function.

AMS APB Will not allow duplicate event e.g. IN-IN or OUT-OUT until end of the Meal Access Right session

Lunch In/Out

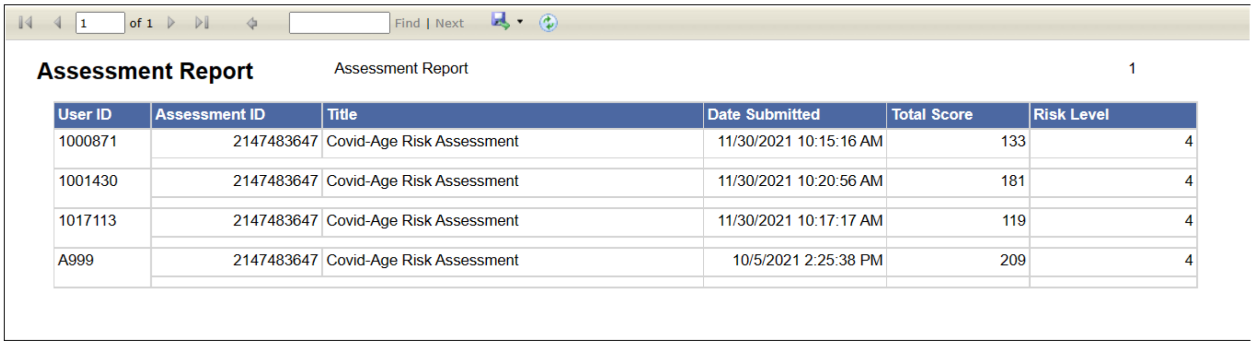
The **Lunch In/Out** feature is used when you would like to enforce a lunch time period so no users can punch in from break until the set time is reached. If they try to punch back in from break before the set time has reached, it will reject them on the ACTAtek terminals.

To enable this feature, go into the **Access Control** tab and then select **Anti-Passback**. Create new **APB settings by assign a group name and selecting the particular department >>** Change **APB setting** to **LUNCH IN/OUT** and press **Update** button to save. Set a **LUNCH OUT** time to allow LUNCHOUT trigger to be used when the user goes on their break. Set a **LUNCH IN** time to allow LUNCHIN trigger to be used after their break is over. The ACTAtek terminal will allow LUNCHIN trigger after the time has passed the set LUNCH IN time in AMS.

Next**, Edit Triggers** on an ACTAtek terminal through the AMS web interface.
Set F1 to "LunchOUT" and F2 to "LunchIN" **or** F3 to "LunchOUT" and F4 to "LunchIN."
Use **Copy Trigger** function and copy them over to all other registered ACTAtek terminals.

Appendix: G. Health Risk Assessment.

The AMS Health risk assessment (HRA) aggregate data is used by employers and wellness providers to understand the health risks of a population, to measure the impact of an employer-sponsored wellness program, and to improve the use of resources. The AMS default British Medical Association standards assessment for health appraisals and issues reports to customers who comply with these standards to determine the user's risk levels.



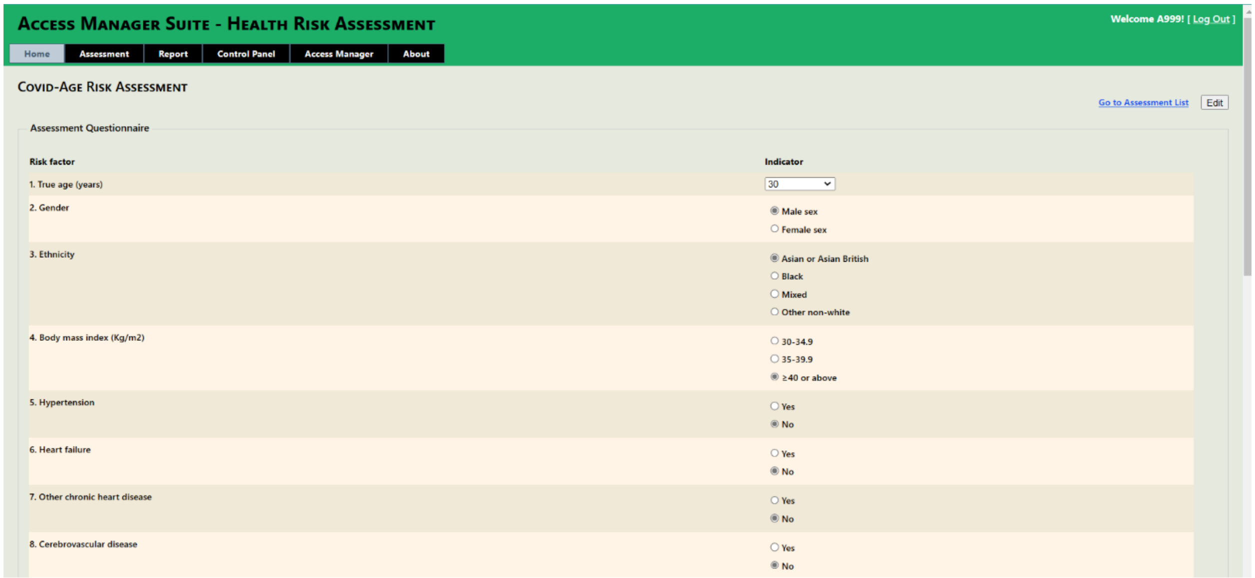
Assessment Report

Assessment Report

1

User ID	Assessment ID	Title	Date Submitted	Total Score	Risk Level
1000871	2147483647	Covid-Age Risk Assessment	11/30/2021 10:15:16 AM	133	4
1001430	2147483647	Covid-Age Risk Assessment	11/30/2021 10:20:56 AM	181	4
1017113	2147483647	Covid-Age Risk Assessment	11/30/2021 10:17:17 AM	119	4
A999	2147483647	Covid-Age Risk Assessment	10/5/2021 2:25:38 PM	209	4

The AMS health risk assessment includes a questionnaire, an assessment of health status, and personalized feedback about actions that can be taken to reduce risks, maintain health, and prevent disease. AMS health risk assessment questionnaire is usually completed online using a PC, tablet, or smart phone. After Users submitted their answers, the HR manager can separate Users into different risk group based on their risk level so as to prevent cross spread of Covid especially to the high-risk groups



Covid-Age Risk Assessment

Assessment Questionnaire

Risk factor	Indicator
1. True age (years)	30
2. Gender	● Male sex ○ Female sex
3. Ethnicity	● Asian or Asian British ○ Black ○ Mixed ○ Other non-white
4. Body mass index (Kg/m2)	○ 30-34.9 ○ 35-39.9 ● ≥40 or above
5. Hypertension	○ Yes ● No
6. Heart failure	○ Yes ● No
7. Other chronic heart disease	○ Yes ● No
8. Cerebrovascular disease	○ Yes ● No

The health risk assessment also can include questions in the following example areas:

Demographic characteristics – age, gender
Lifestyle behaviors – exercise, eating habits, alcohol and tobacco use
Emotional health – mood, stress, life events
Physical health – weight, blood pressure, cholesterol levels
Current and previous health conditions

Quick setup steps:

1.Login to MS SQL management studio software to restore the 'AMS_Assessment_SampleDB.bak' file into SQL server.

http://www.actatek.com/Downloads/support/ams/ams_health_assessment.zip

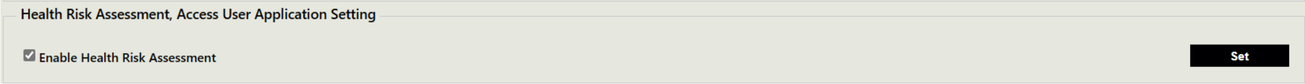
2. Edit the 'Web.config' file located at ' C:\inetpub\wwwroot\AccessManager\HealthRiskAssessment\ ' ,and change the below 2 db connection strings ,and save the file.

Note:Please change the texts in red color based on customer SQL db server settings.

```
  <connectionStrings>
    <add name="AMS_ConnetionString" connectionString="Data
Source=localhost\SQLEXPRESS;Initial Catalog=AMSDB;User ID=sa;Password=123456" />
    <add name="ASSM_ConnetionString" connectionString="Data
Source=localhost\SQLEXPRESS;Initial Catalog=AMS_Assessment;User
ID=sa;Password=123456" />
  </connectionStrings>
```

3.Once done, Login to AMS as the admin User and **enable** Health Risk Assessment, Access User Application Setting from the AMS **Configure System** Page.

localhost/AccessManager/Account/SystemUpdate.aspx



Health Risk Assessment, Access User Application Setting

☑ Enable Health Risk Assessment

4. Now the Admin can see the Health Risk Assessment module from the AMS UI.

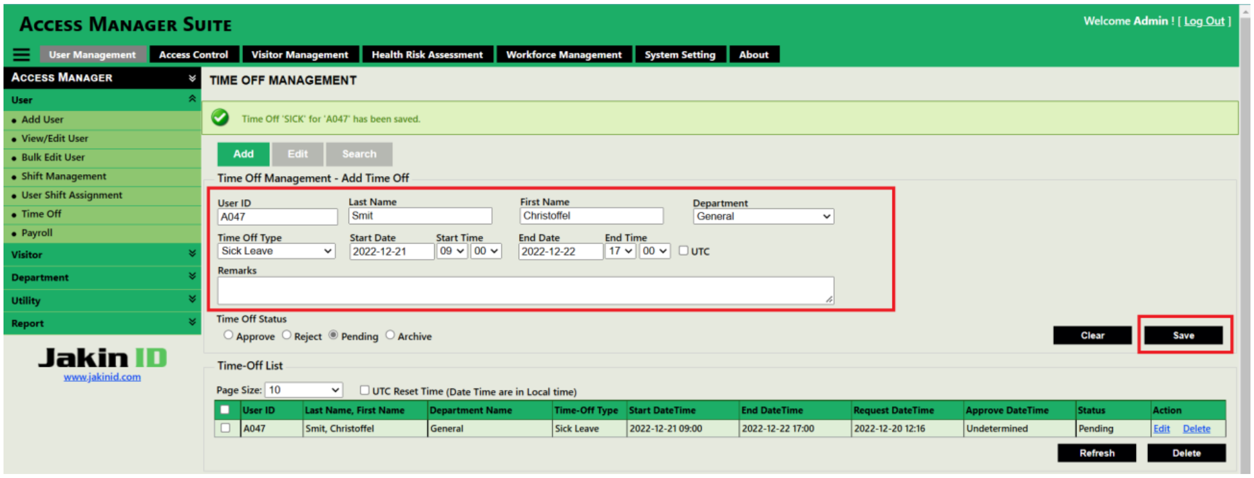
Appendix: H. Time Off Management

Time-off management is the process of managing time-off requests such as Vacation, sick leave and Others leave through a series of policies, guidelines, and rules that are specific to your business.

The automated time off management to reduce the time spent on paper forms and approvals. Managing employee time off requests by AMS could be any easier and more user friendly.

The time off manager allows your employees to request leaves of absence, add comments, and sent them to the manager for approval.

To create a new time off request, User need brows the AMS to go into the **User Management** tab and then enter the user ID, select **a type of vacation** and select the Time Of period. Once done, press **Save** button to finish the Time Off request. The users also can use the ACTAtek mobile App to request their time off.



TIME OFF MANAGEMENT

Time Off 'SICK' for 'A047' has been saved.

Time Off Management - Add Time Off

User ID: A047 Last Name: Smit First Name: Christoffel Department: General

Time Off Type: Sick Leave Start Date: 2022-12-21 Start Time: 09 00 End Date: 2022-12-22 End Time: 17 00 □ UTC

Remarks:

Time Off Status: ○ Approve ○ Reject ● Pending ○ Archive

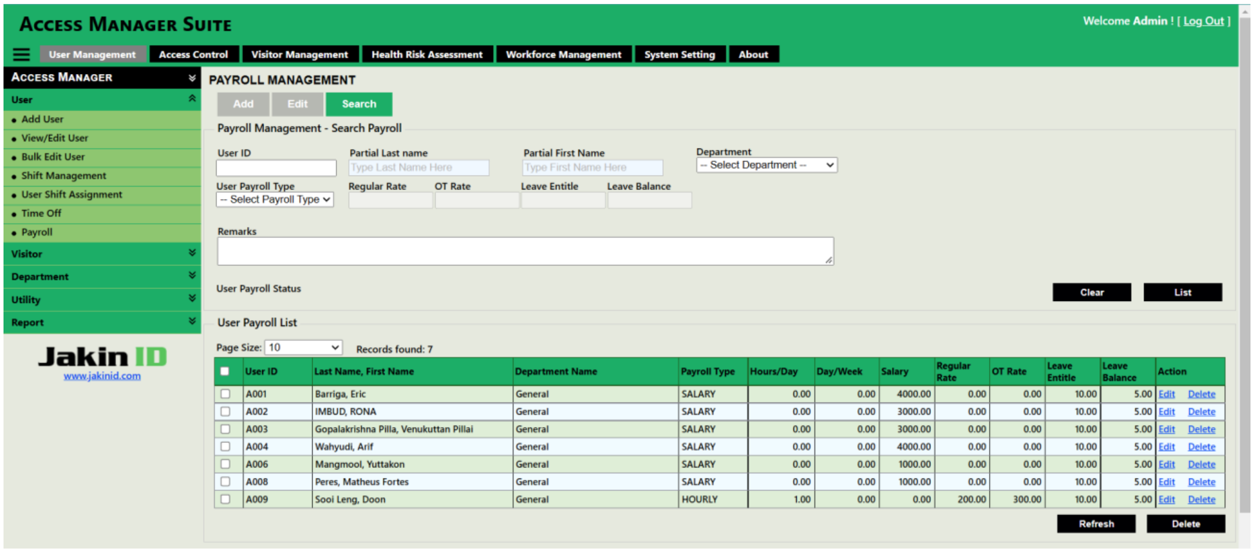
Time-Off List

Page Size: 10 □ UTC Reset Time (Date Time are in Local time)

□	User ID	Last Name, First Name	Department Name	Time-Off Type	Start DateTime	End DateTime	Request DateTime	Approve DateTime	Status	Action
□	A047	Smit, Christoffel	General	Sick Leave	2022-12-21 09:00	2022-12-22 17:00	2022-12-20 12:16	Undetermined	Pending	Edit Delete

Appendix: I. Payroll Management

Payroll Management lets AMS admin view, modify, and create detailed payroll information for their employees. It is composed of three general categories: **Hourly / Daily / Salary**.



PAYROLL MANAGEMENT

Payroll Management - Search Payroll

User ID: Partial Last name: Type Last Name Here Partial First Name: Type First Name Here Department: -- Select Department --

User Payroll Type: -- Select Payroll Type Regular Rate: OT Rate: Leave Entitle: Leave Balance:

Remarks:

User Payroll Status

User Payroll List

Page Size: 10 Records found: 7

□	User ID	Last Name, First Name	Department Name	Payroll Type	Hours/Day	Day/Week	Salary	Regular Rate	OT Rate	Leave Entitle	Leave Balance	Action
□	A001	Barriga, Eric	General	SALARY	0.00	0.00	4000.00	0.00	0.00	10.00	5.00	Edit Delete
□	A002	IMBUD, RONA	General	SALARY	0.00	0.00	3000.00	0.00	0.00	10.00	5.00	Edit Delete
□	A003	Gopalakrishna Pilla, Venukuttan Pillai	General	SALARY	0.00	0.00	3000.00	0.00	0.00	10.00	5.00	Edit Delete
□	A004	Wahyudi, Arif	General	SALARY	0.00	0.00	4000.00	0.00	0.00	10.00	5.00	Edit Delete
□	A006	Mangmool, Yuttakon	General	SALARY	0.00	0.00	1000.00	0.00	0.00	10.00	5.00	Edit Delete
□	A008	Peres, Matheus Fortes	General	SALARY	0.00	0.00	1000.00	0.00	0.00	10.00	5.00	Edit Delete
□	A009	Sooi Leng, Doon	General	HOURLY	1.00	0.00	0.00	200.00	300.00	10.00	5.00	Edit Delete

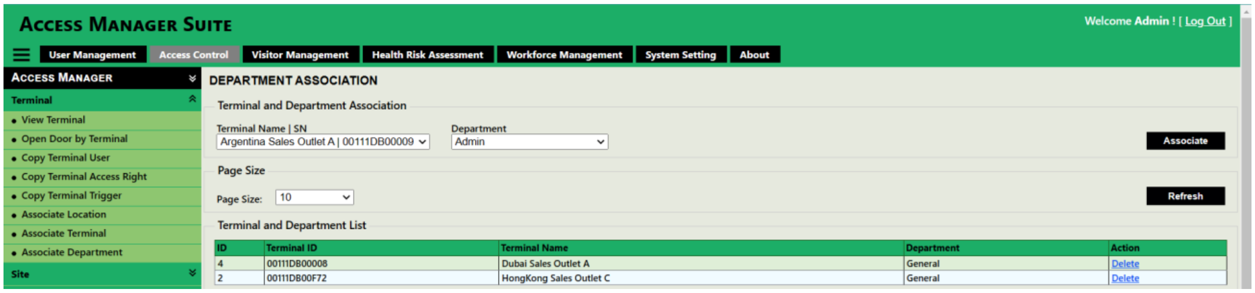
Appendix: J. Facial Finger Print Self-Enrollment

Accurately enrolling and verifying a person’s identity is essential, and made all the easier through biometrics. Onboarding new users, visitors, Contractors, customers and employees is a critical function for many privet and government sectors.

AMS facial fingerprint enrollment function is saves time, improves convenience, and ensures a positive, simple user experience for employees. This can be use Whether your employee is migrating to face recognition from another access credential, a first-time enrollment, or simply bringing employees back to work in-person

In order to use the AMS Self Enrollment, feature the admin needs to make sure the ACTAtek device is associated with a particular department.

AMS Associate Department: -
https://localhost/AccessManager/ACTAtekAccessManager/frmTerminalDept.aspx



DEPARTMENT ASSOCIATION

Terminal and Department Association

Terminal Name | SN: Argentina Sales Outlet A | 00111DB00009

Department: Admin

Page Size

Page Size: 10

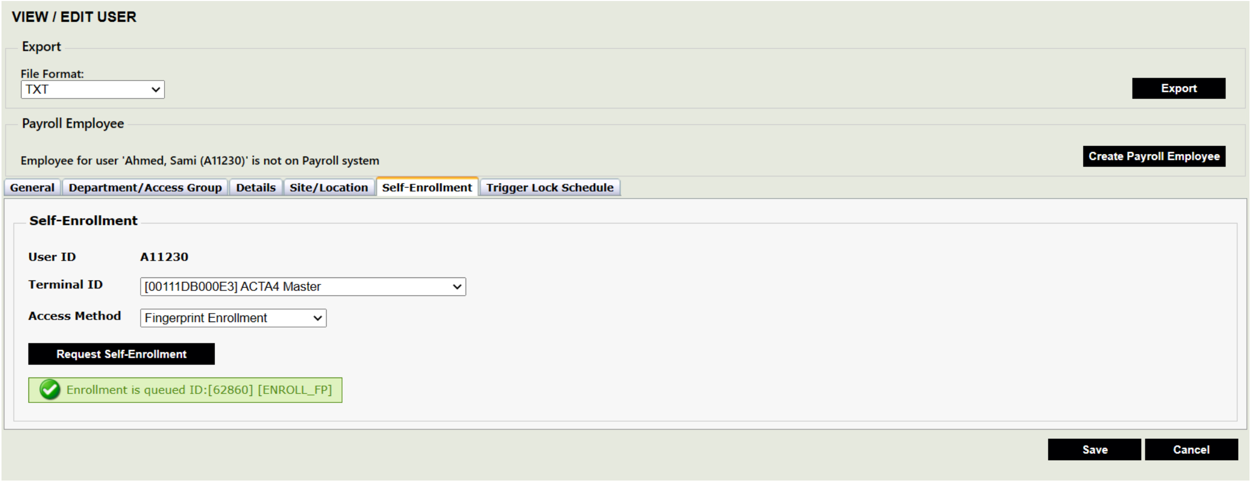
Terminal and Department List

ID	Terminal ID	Terminal Name	Department	Action
4	00111DB00008	Dubai Sales Outlet A	General	Delete
2	00111DB00F72	HongKong Sales Outlet C	General	Delete

Then go to the **View/Edit** user and click on edit. Select the **self -enrollment** tab from edit user screen. Now the admin can select the **Terminal ID** and the **Access Method** and then select the **Request Self-Enrollment** to send out the Facial / Fingerprint enrollment request to remote location ACTAtek device where employee (user) working.

When the AMS hosted in privet/public cloud, The ACTATEK devices can receive the AMS face/fingerprint self-enrollment requests over internet.

https://localhost/AccessManager/UserManagement/frmEditUser.aspx



VIEW / EDIT USER

Export

File Format: TXT

Payroll Employee

Employee for user 'Ahmed, Sami (A11230)' is not on Payroll system

Self-Enrollment

User ID A11230

Terminal ID [00111DB000E3] ACTA4 Master

Access Method Fingerprint Enrollment

✓ Enrollment is queued ID:[62860] [ENROLL_FP]

The employee When the AMS hosted in privet/public cloud, The ACTATEK devices can receive the AMS face/fingerprint self-enrollment requests over internet.

Remote face enrollment saves time, improves convenience, and ensures a positive, simple user experience for employees. Whether your company is migrating to face recognition from another access credential, a first-time installation, or simply bringing employees back to work in-person

Appendix: K. AMS Enhance security settings

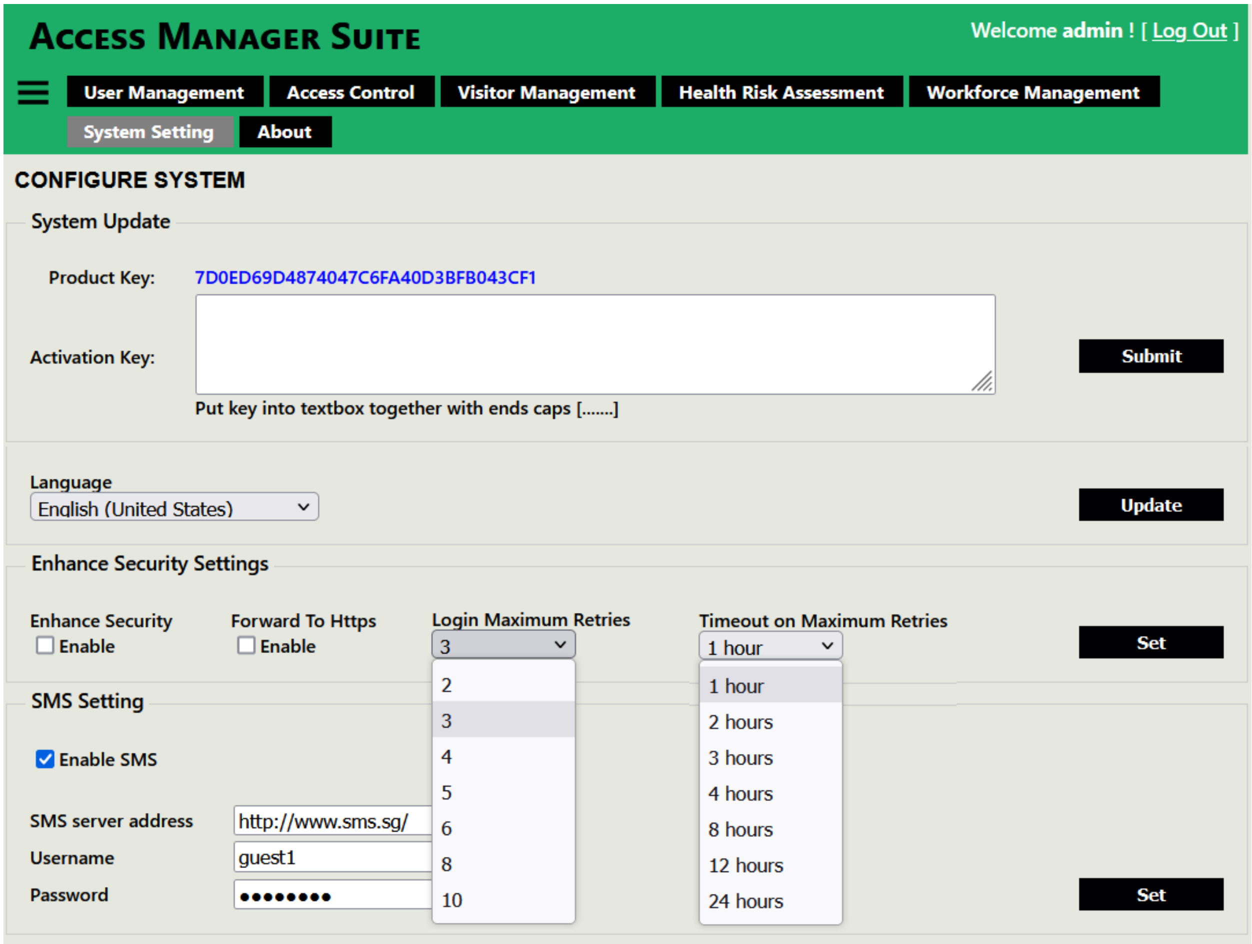
Establishes AMS Enhance security settings that define how users browse the AMS via a Web browser.

Once enabled AMS Enhance Security Settings: -

- Forward Http to Https automatically for all AMS UI requests

- Limit number of Login Failure retries

- Set Wait time in hours after reached Maximum Login Failure Retries



CONFIGURE SYSTEM

System Update

Product Key: 7D0ED69D4874047C6FA40D3BFB043CF1

Activation Key:

Put key into textbox together with ends caps [.......]

Language: English (United States)

Enhance Security Settings

Enhance Security ☐ Enable

Forward To Https ☐ Enable

Login Maximum Retries: 3 (2, 3, 4, 5, 6, 8, 10)

Timeout on Maximum Retries: 1 hour (1 hour, 2 hours, 3 hours, 4 hours, 8 hours, 12 hours, 24 hours)

SMS Setting

☑ Enable SMS

SMS server address: http://www.sms.sg/

Username: guest1

Password: ••••••••

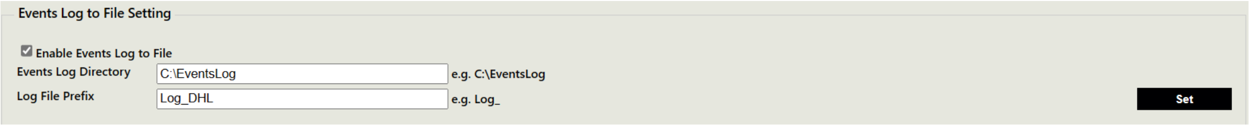
Appendix: L. Events Log to File Setting

Log management has become one of the biggest use cases for big data solutions and integrations. AMS now allow the customer to save the IN/OUT attendance events to a log file for further integrations.

To enable this feature, Please create a folder as ''**EventsLog**''to save the logs in the following path **C:\ drive** and the Directory for Events Log files and Log file prefix can be set at AMS System Configuration screen, at **Control Panel > Configure System** screen.

http://localhost/AccessManager/Account/SystemUpdate.aspx

NOTE:- Ensure the Events Log folder at drive C:/ is having full permissions to AMS IIS Users, administrators. Events Log to File configuration changes will not be effective until AMS server IIS is restarted.



Events Log to File Setting

☑ Enable Events Log to File

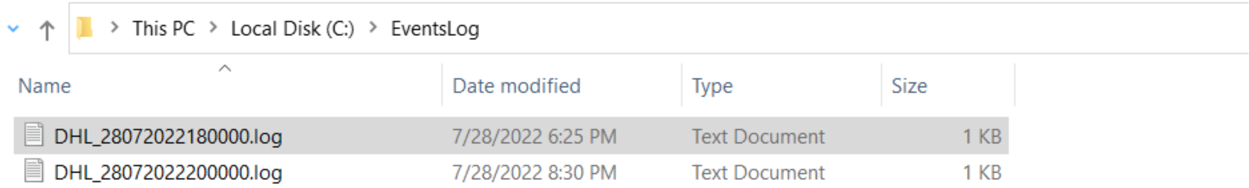
Events Log Directory: C:\EventsLog e.g. C:\EventsLog

Log File Prefix: Log_DHL e.g. Log_

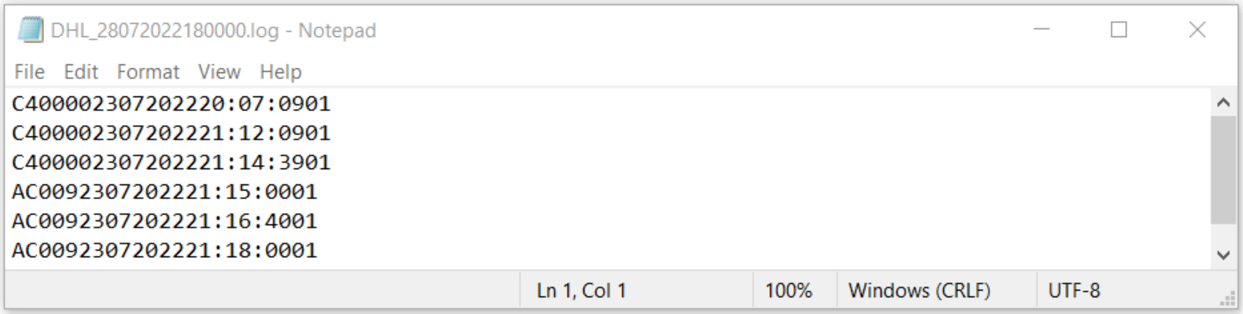
Once the function has enabled, AMS Will write a single line of log per event in the file with following format **Example:- 0008312903202123:03:0002**

<6 Digit AMS Employee ID><ddMMyyyyhh:mm:ss><EventID> (IN=01, OUT=02)

Please refer to below Example log line per event



Name	Date modified	Type	Size
DHL_28072022180000.log	7/28/2022 6:25 PM	Text Document	1 KB
DHL_28072022200000.log	7/28/2022 8:30 PM	Text Document	1 KB



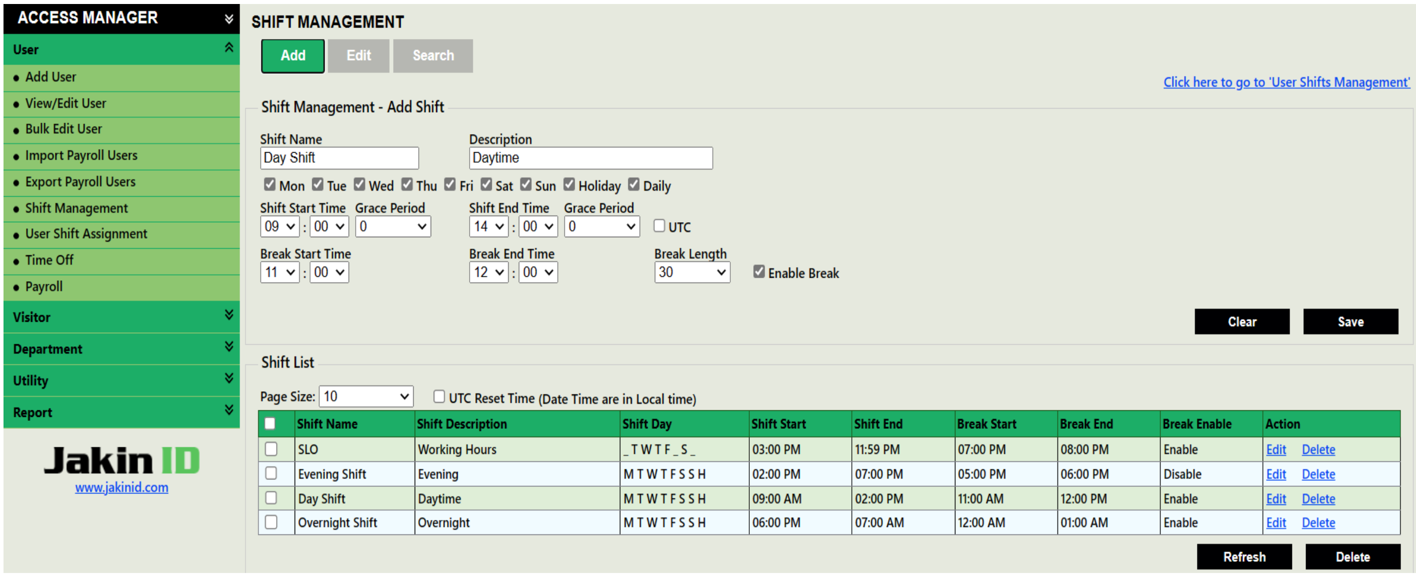
DHL_28072022180000.log - Notepad
File Edit Format View Help

```
C400002307202220:07:0901
C400002307202221:12:0901
C400002307202221:14:3901
AC0092307202221:15:0001
AC0092307202221:16:4001
AC0092307202221:18:0001
```

Ln 1, Col 1 100% Windows (CRLF) UTF-8

Appendix M. Shift Management /User Shift assignment

HR manager can create different shifts and its shift patterns based on the company's HR rules. See below as an example.



Shift Management - Add Shift

Shift Name: Day Shift
Description: Daytime

☑ Mon ☑ Tue ☑ Wed ☑ Thu ☑ Fri ☑ Sat ☑ Sun ☑ Holiday ☑ Daily

Shift Start Time: 09 : 00 Grace Period: 0
Shift End Time: 14 : 00 Grace Period: 0 □ UTC

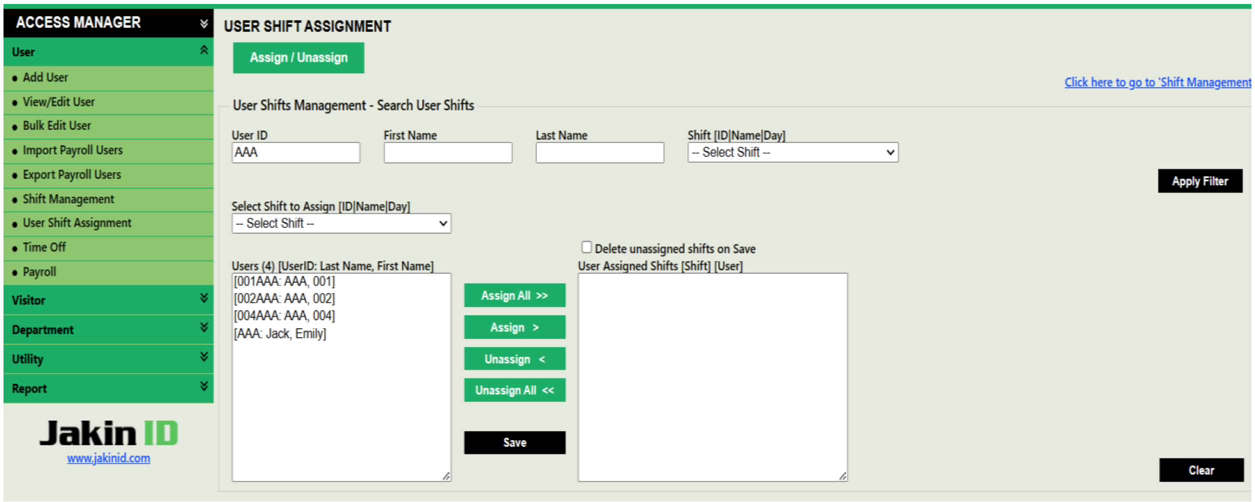
Break Start Time: 11 : 00
Break End Time: 12 : 00
Break Length: 30 ☑ Enable Break

Shift List

Page Size: 10 □ UTC Reset Time (Date Time are in Local time)

□	Shift Name	Shift Description	Shift Day	Shift Start	Shift End	Break Start	Break End	Break Enable	Action
□	SLO	Working Hours	_ T W T F _ S _	03:00 PM	11:59 PM	07:00 PM	08:00 PM	Enable	Edit Delete
□	Evening Shift	Evening	M T W T F S S H	02:00 PM	07:00 PM	05:00 PM	06:00 PM	Disable	Edit Delete
□	Day Shift	Daytime	M T W T F S S H	09:00 AM	02:00 PM	11:00 AM	12:00 PM	Enable	Edit Delete
□	Overnight Shift	Overnight	M T W T F S S H	06:00 PM	07:00 AM	12:00 AM	01:00 AM	Enable	Edit Delete

After that, the HR manager can enter the User ID (*partial search) ,and then click 'Apply filter' to bring up users want to assign shift to the box at the left.



User Shifts Management - Search User Shifts

User ID: AAA
First Name:
Last Name:
Shift [ID|Name|Day]: -- Select Shift --

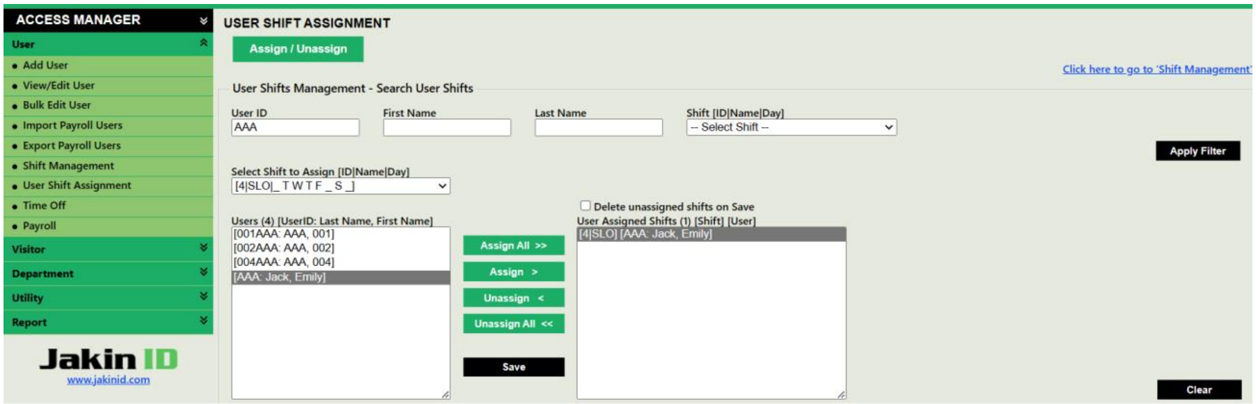
Select Shift to Assign [ID|Name|Day]: -- Select Shift --

□ Delete unassigned shifts on Save

Users (4) [UserID: Last Name, First Name]
[001AAA: AAA, 001]
[002AAA: AAA, 002]
[004AAA: AAA, 004]
[AAA: Jack, Emily]

User Assigned Shifts [Shift] [User]

Once done, please select ‘Shift to Assign’, and then click ‘Assign’ button. Lastly, please click ‘Save’ button to finish the shift assignment.



User Shifts Management - Search User Shifts

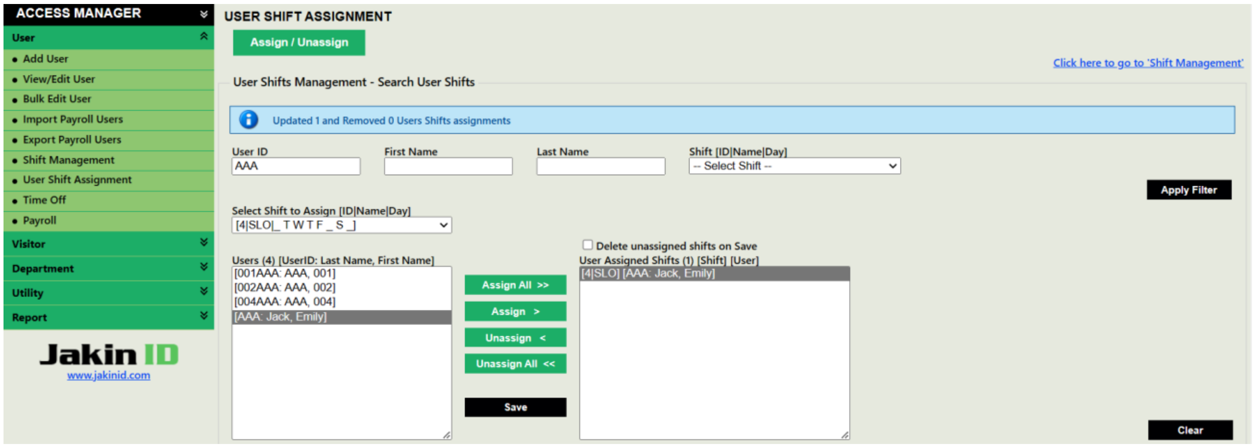
User ID: AAA
First Name:
Last Name:
Shift [ID|Name|Day]: -- Select Shift --

Select Shift to Assign [ID|Name|Day]: [4|SLO|_ T W T F _ S _]

☐ Delete unassigned shifts on Save

Users (4) [UserID: Last Name, First Name]
[001AAA: AAA, 001]
[002AAA: AAA, 002]
[004AAA: AAA, 004]
[AAA: Jack, Emily]

User Assigned Shifts (1) [Shift] [User]
[4|SLO] [AAA: Jack, Emily]



User Shifts Management - Search User Shifts

Updated 1 and Removed 0 Users Shifts assignments

User ID: AAA
First Name:
Last Name:
Shift [ID|Name|Day]: -- Select Shift --

Select Shift to Assign [ID|Name|Day]: [4|SLO|_ T W T F _ S _]

☐ Delete unassigned shifts on Save

Users (4) [UserID: Last Name, First Name]
[001AAA: AAA, 001]
[002AAA: AAA, 002]
[004AAA: AAA, 004]
[AAA: Jack, Emily]

User Assigned Shifts (1) [Shift] [User]
[4|SLO] [AAA: Jack, Emily]