MagEtegra	**QUICK GUIDE** 22 Aug 2019, V1
MagEtegra ME-ACS	WWW.MAG-ETEGRA.COM.MY

MagEtegra (ME-ACS) is an advance client / server access control software that is designed exclusively for Soyal's card and fingerprint access system. It extends SOYAL functionality to the next level with integrated CCTV surveillance, alarm monitoring and advanced time attendance functions. MagEtegra is fully loaded with powerful features into a single platform to achieve centralized security, surveillance and attendance management for small to big business operations.

Table of Content

Introduction

MagEtegra (ME-ACS)

MagEtegra (ME-ACS) extends SOYAL hardware original capability and integrates all of them into a single software for centralized **Access Control**, **Alarm Monitoring, Time Attendance** and **CCTV Surveillance**. ME-ACS support client server architecture which allows control and management from a remote site over LAN or internet network.

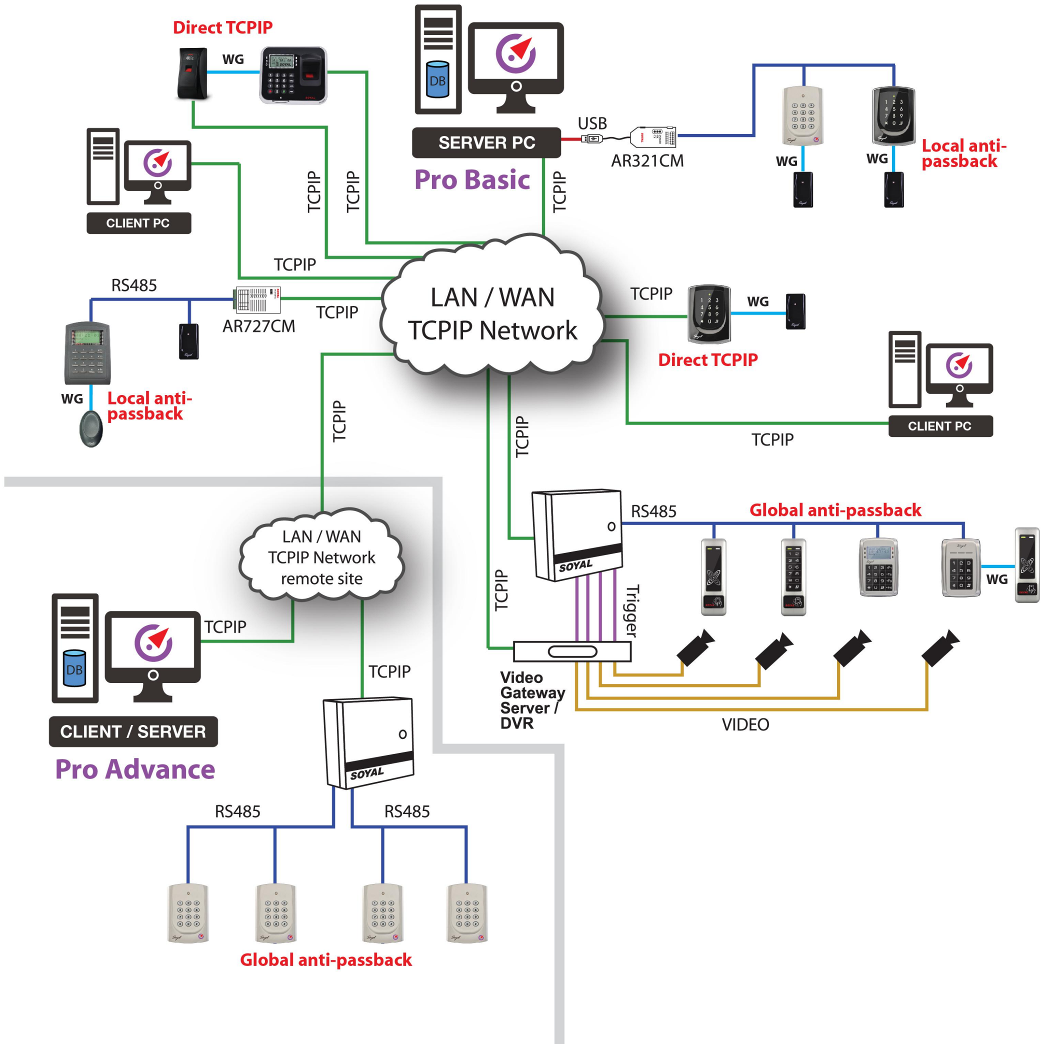
MagEtegra (ME-ACS) support the following function:

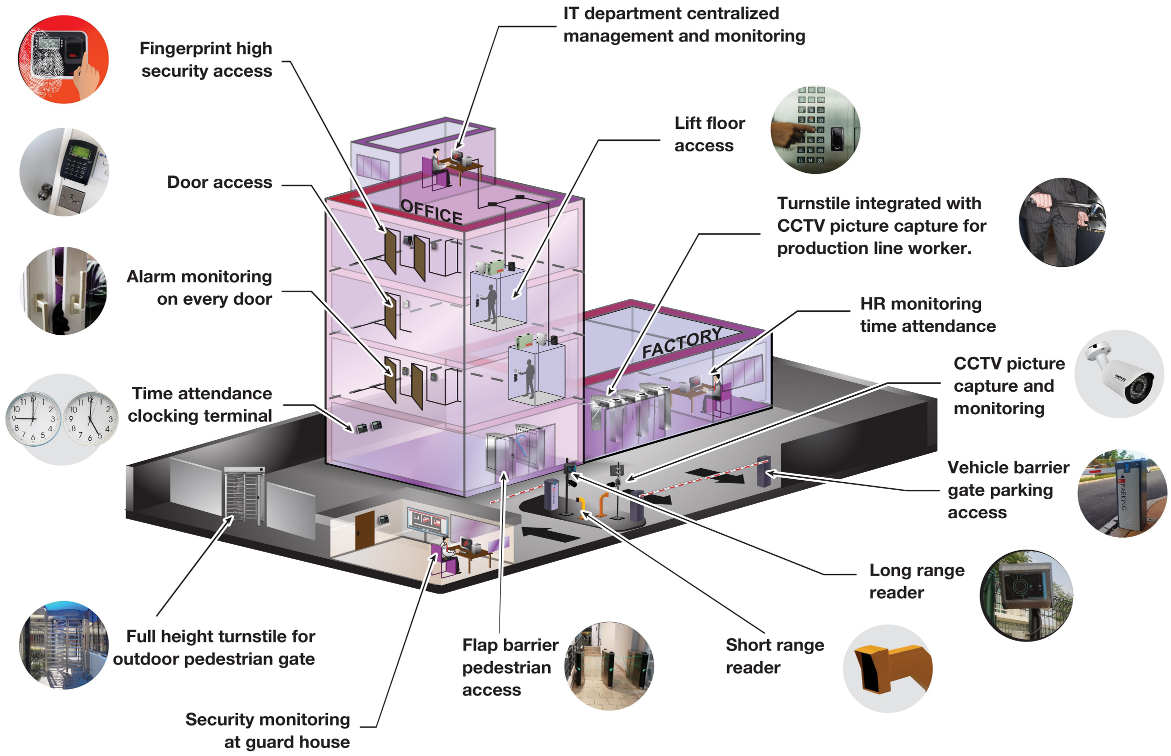
1) Door access
2) Elevator access
3) Parking access
4) Turnstile access
5) Fingerprint biometric access
6) Multi-shift time attendance
7) Alarm event monitoring
8) CCTV video and picture capture

MagEtegra (ME-ACS) benefits are:

1) GUI has been optimized to provide very clean, uncluttered and simple interface yet with powerful functions beneath it. Skin color theme and background image can be changed to suit different user preferences.
2) SQL based database to fully support smooth operation in networking environment.
3) Client / Server architecture for maximum security. Server can be protected in secure room. All operators can only access the server via limited function using client.
4) Integrated alarm and CCTV monitoring allow operator to quickly check alarm event with picture and video. Visual evidence always provides a clearer picture of what is happening.
5) Integrated access and CCTV monitoring to capture picture on all users that badge card. Operator can visually verify the authentication user to catch "buddy punching". Guard can use this feature to easily verify all vehicles in and out of premises.

Client / Server Architecture Diagram





PART 1: STARTING ME-ACS.

1.1) How to Install ME-ACS.

Insert MagEtegra (***ME-ACS***) DVD installer disc into DVD ROM drive, and select the *ME-ACS 64-bit Setup (Refer Fig 2.0.1).* Please read the installation guide before start the installation.

The information inside the CD:

DVD ROM Drive → 1. ME_ACS 64-bit Setup → ***DatabaseSetup64.exe*** *&* ***ME-ACS_v6_Setup.exe***

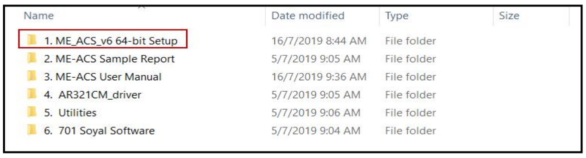


Fig 2.0.1: ***ME-ACS 64-bit installer folder.***

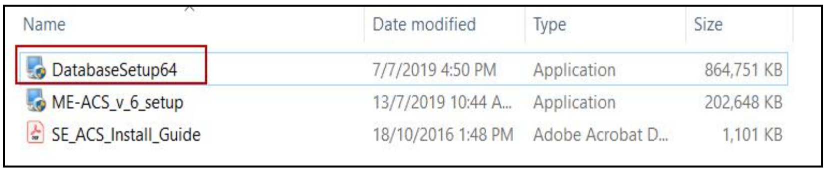


Fig 2.0.2: ***ME-ACS 64-bit installation.***

The process of installation:

Step 1: *Database installation - Run the DatabaseSetup64.exe*

Step 2: *ME-ACS installation - Run the ME-ACS_setup.exe*

Step 1: Database Installation

a) Double-click on *DatabaseSetup64.exe* to start the database installation.

DVD ROM Drive → 1. ME-ACS 64-bit Setup → DatabaseSetup64.exe

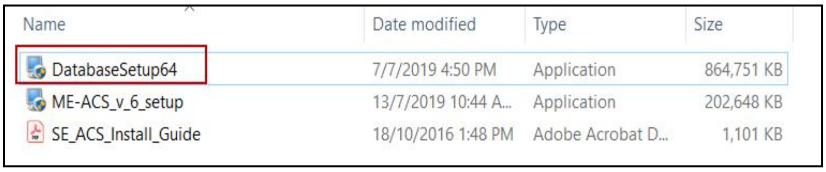


Fig 2.1.0: ***ME-ACS 32-bit or 64-bit installation.***

b) If the system which not yet install SQL Server 2014 Express will prompt to request to install it. Please click **OK** button to install it.

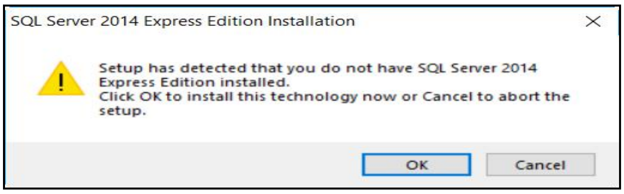


Fig 2.1.1: ***SQL Server 2014 Express Edition installation.***

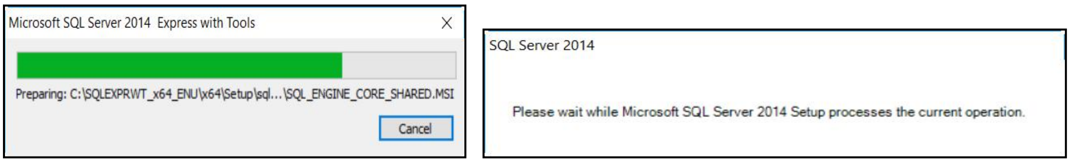


Fig 2.1.2: ***SQL Server 2014 Express Edition installation in progress.***

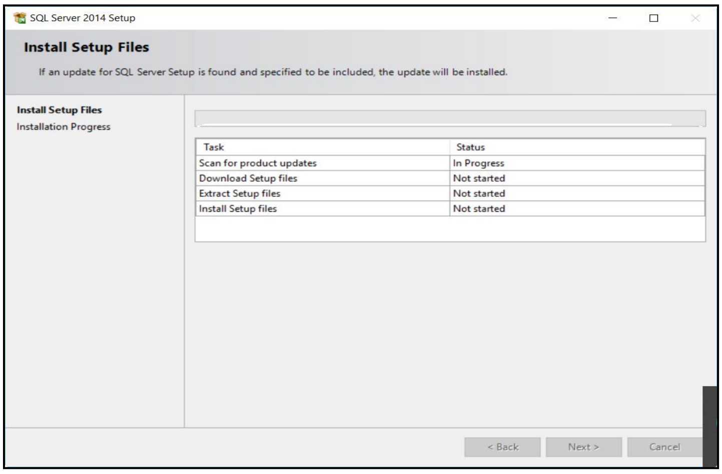


Fig 2.1.3: ***SQL Server 2014 Express Edition installation in progress.***

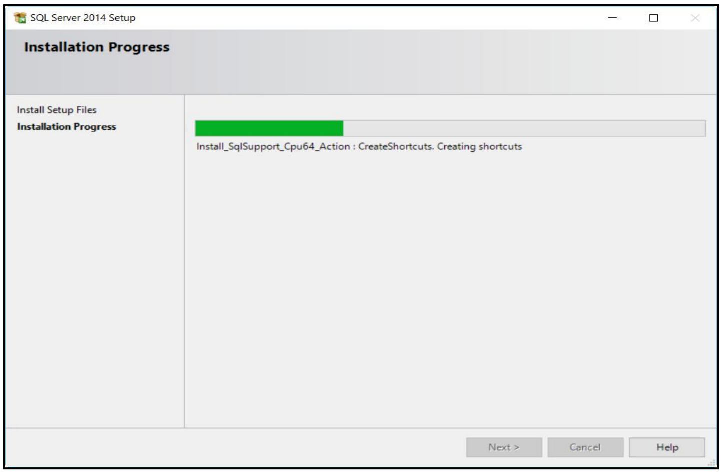


Fig 2.1.4: ***SQL Server 2014 Express Edition installation in progress.***

c) At the welcome screen, click on **Next** button to continue.

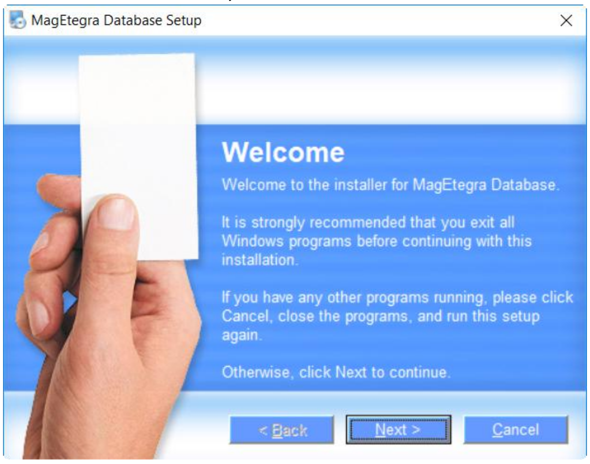


Fig 2.1.5: ***Click on Next to continue ME-ACS setup***

d) Read the EULA and click on **Next** upon checking the Agree radio box.

Fig 2.1.6: If you agree the terms of license agreement, then click the Next to continue process of installation.

e) Fill in the user information and click on **Next** to continue.

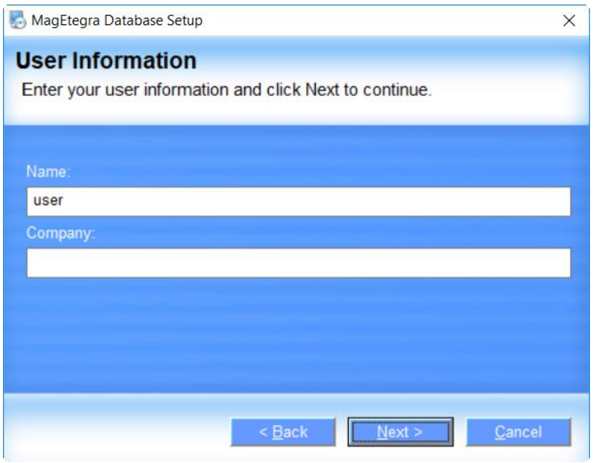


Fig 2.1.7: Fill in the user information and click the Next to continue process of installation.

f) Click on **Next** to proceed the process of installation.

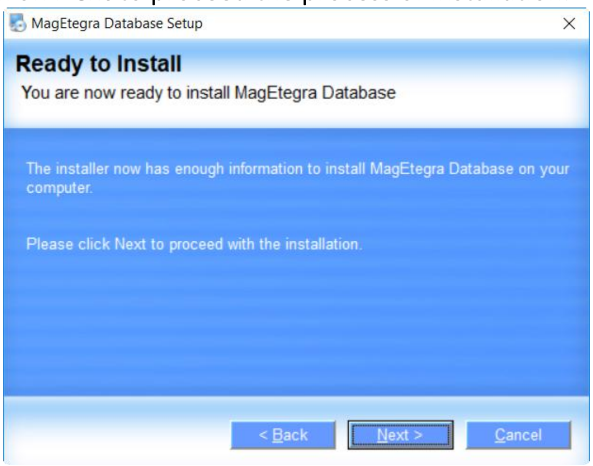


Fig 2.1.8: Click on Next to continue process of installation.

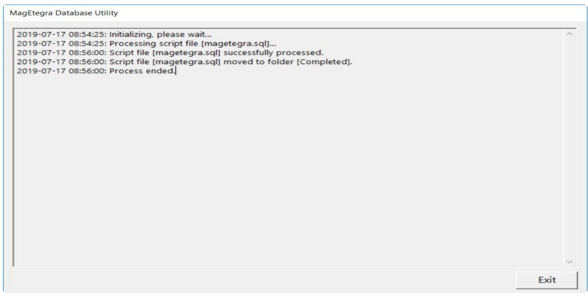


Fig 2.1.9: The installation of ME-ACS database.

g) When message box just like below will prompt. Click **Finish** button to close it.

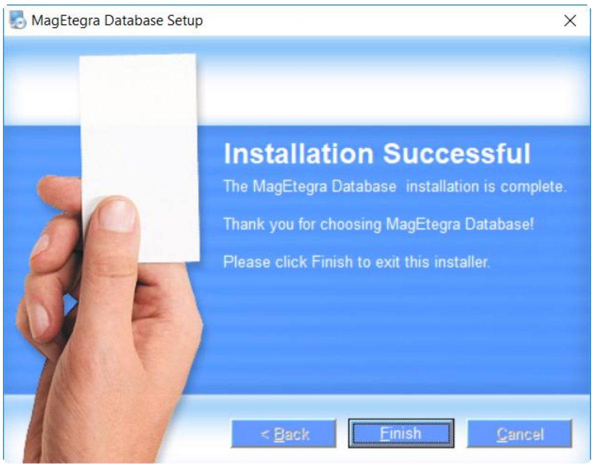


Fig 2.1.10: The SQL database installation is successful and clicks on Finish to close it.

Step 2: ME-ACS Installation

a) Double-click on *ME_ACS_setup.exe* to start the ME-ACS installation.

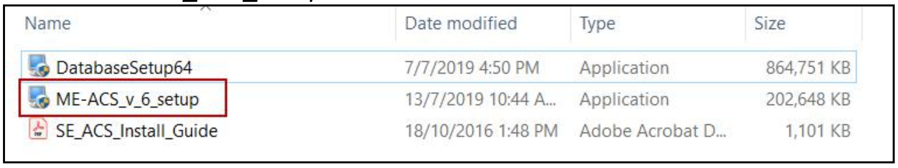


Fig 2.2.0: ME-ACS 64-bit installation.

b) At the welcome screen, click on **Next** button to continue.

Fig 2.2.1: Click on Next to continue ME-ACS setup.

c) Read the EULA and click on **Next** button upon checking the Agree radio box.

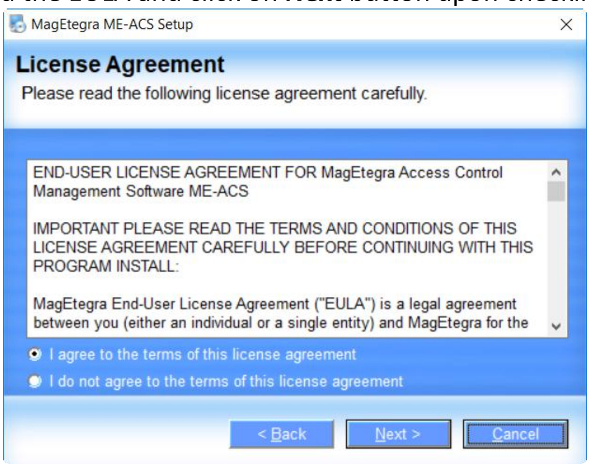


Fig 2.2.2: If you agree the terms of license agreement and click the Next to continue.

d) Select the MAGClient and MAGServer and click on **Next** button to proceed.

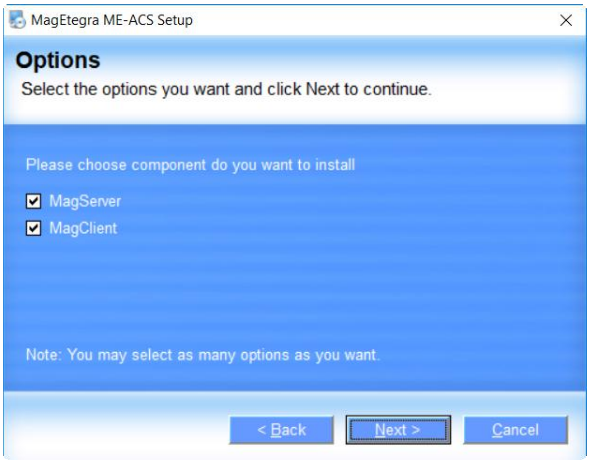


Fig 2.2.3: Select the components you want to install.

e) Click on **Next** button to continue.

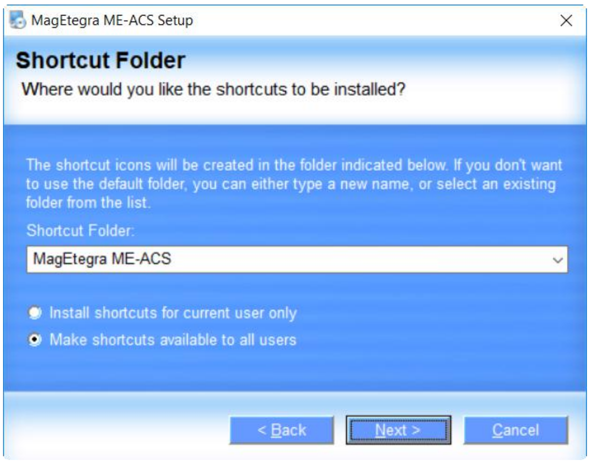


Fig 2.2.4: Click on Next to continue ME-ACS setup.

f) Fill in user information and click on **Next** button.

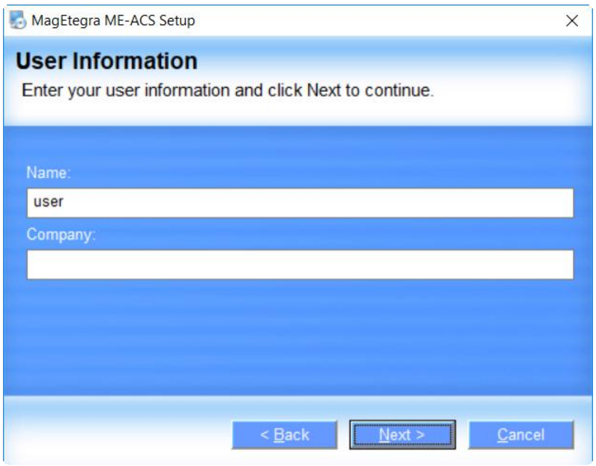


Fig 2.2.5: User information.

g) Click on **Next** button to start the installation.

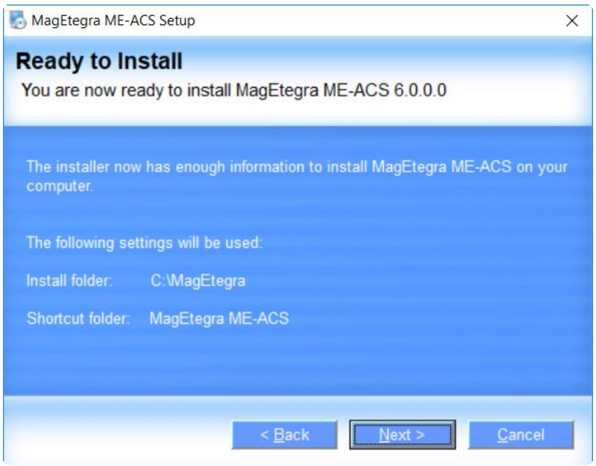


*Fig 2.2.6: **Ready to install process.***

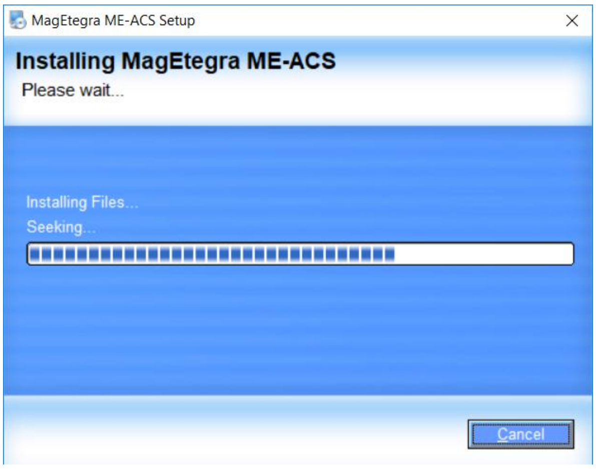


Fig 2.2.7: ***Installation in progress.***

h) When the message box just like below (Refer Fig 2.2.8), then click on **NEXT** button to install it.

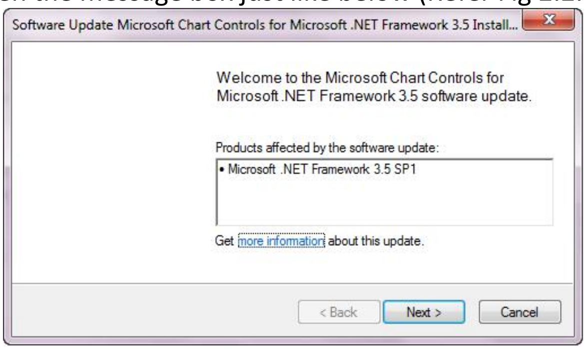


Fig 2.2.8: ***MSchart.exe installation.***

i) When the message box just like below will prompt and click on **Finish** button to close it.

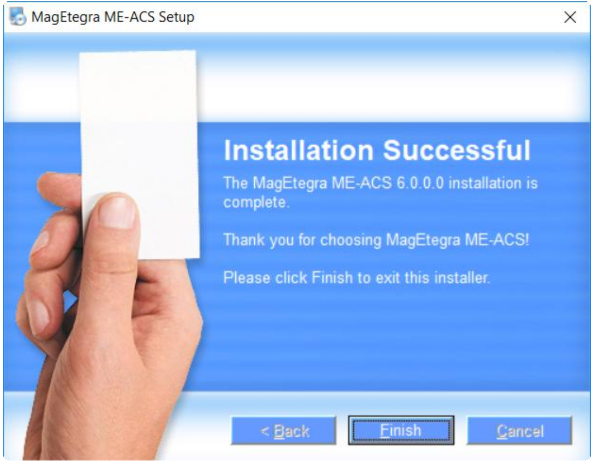


Fig 2.2.9: The ME-ACS installation is successful and clicks on Finish to close it.

**** Note:**

The following 2 shortcut icons will be created in desktop.

- *MAGClient* is the **client** application. You can use the Client application for settings, viewing reports and all monitoring function available.
- *MAGServer* is the **server** application. Server responsibility is to run in the background managing communication with hardware controller.

If fail to read report in pdf format in ME-ACS system. Please install the SAP Crystal Report runtime to view:

DVD ROM Drive → 6. Utilities → 6.14 SAP CrsytalReports → ***CRRuntime_x32_13_0_13.msi***

1.2) First-time Running ME-ACS.

For first time running it is ***compulsory*** *to run* ***MAGClient*** *first. Running MAGServer first will cause improper operation.*

1) From desktop, double click the **MAGClient** Icon. Registration is needed for first-time running this software.

2) Fill up the preference information, just the **Name 1** is mandatory, other fields can be filled in later at **Preference**. After that click **Next** button to continue.

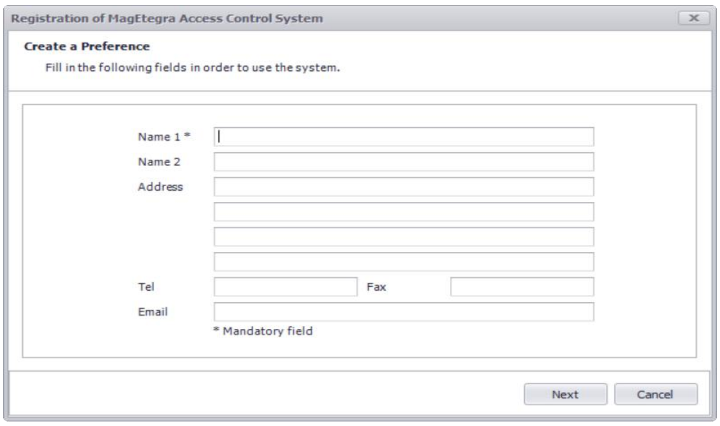


Fig 2.1: User information.

3) Select the Package (*Lite, Professional Basic or Professional Advance*) and key in the serial number is corresponding to the package you choice. Then click **Next** button to finish the registration. *(Refer Fig 2.2 & 2.3)*

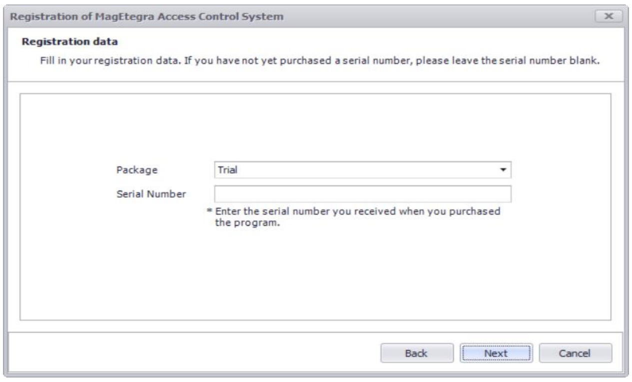


Fig 2.2: Registration data and package of ME-ACS versions.

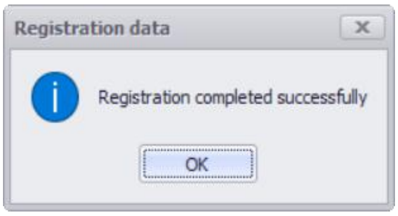


Fig 2.3: Registration completed successfully.

When registration completed, you get **60 days trial periods**. After 60 days, you can activated it with key in the activation key at the Licensing Management by **submitting Serial number and MAC address** to your authorize dealer. Upon verification, an activation key will be send back to you.

1.3) Login ME-ACS.

1) Enter the default **User ID** = "ADMIN" and default **Password =** "123456", then click on login. *(Refer Fig 2.4)*

Fig 2.4: The default ME-ACS login setting just like as below:

User ID : ADMIN
Password : 123456

After fill in it, then click on Login.

The MAGClient will show current event log by default upon a successful login. *(Refer Fig 2.5)*

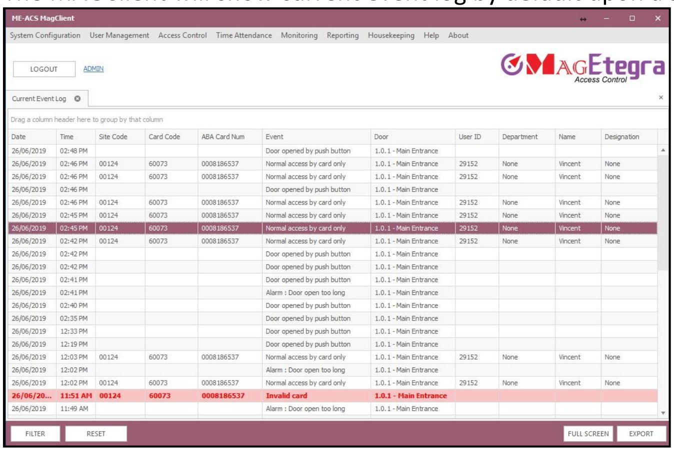


Fig 2.5: The default view of ME-ACS client after login.

2) From desktop, double-click the **MAGServer** icon to run the MAG Server system.

1.3) To Check Communication Port.

For TCPIP connection: *(Optional) (Refer Fig 2.6a)*

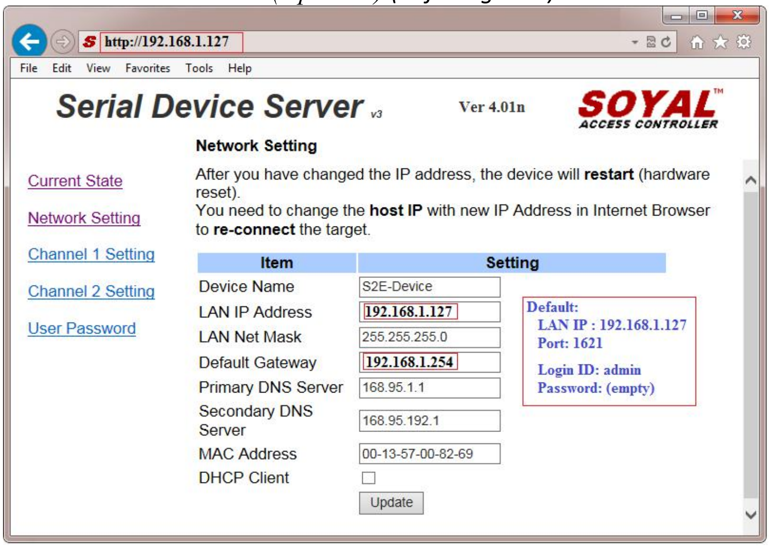
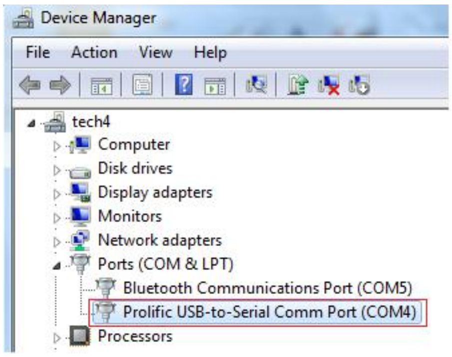


Fig 2.6a: ***The TCPIP information.***

For COM connection: *(Optional) (Refer Fig 2.6b)*

My computer (Right Click) → Properties → Device Manager



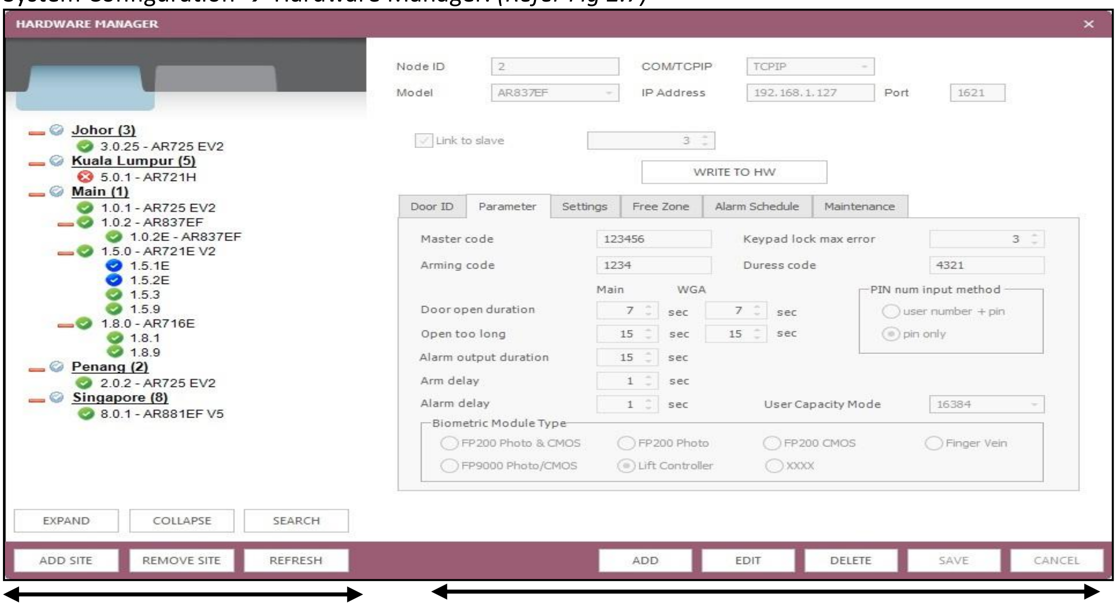
From the Device Manager, the *Prolific USB-to-Serial Comm Port* already install, this is the driver for **AR312CM**.

Please take note about the number of COM port is being to use as communication port. The Figure show is **COM4**.

Fig 2.6b: ***The device manager: COM port checking.***

1.4) To Add/Remove Controller or Reader.

System Configuration → Hardware Manager. *(Refer Fig 2.7)*



Site Manager **Controller Manager**

Fig 2.7: The Hardware Manager settings and operations.

Note: *Controller that is **online (connected)** is indicates as **GREEN** tick. Controller that is **offline (disconnected)** is indicates as **RED** cross.*

1) The adding / removal of Site.

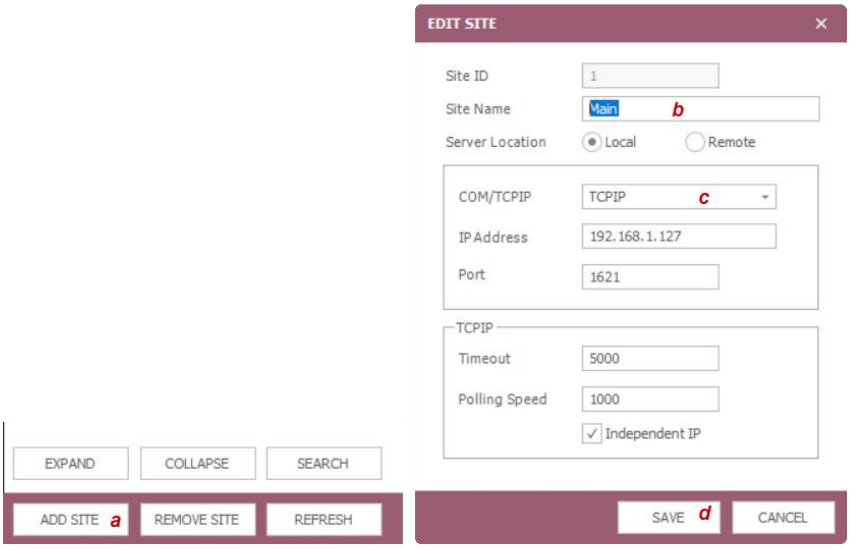


Fig 2.8: To add a new Site.

To add a site:

a) Click on the **ADD SITE**. *(Refer Fig 2.8)*

b) Insert the **Site Name**.

c) Go to **COM/TCPIP**, click menu box and scroll down to select the ***correct COM*** *(or TCPIP)* port or communication port that will connect to the controllers.

For TCPIP : Fill in the IP address and port. *(Refer Fig 2.6a)*

For COM : Select the correct COM port. *(Refer to **Prolific USB-to-Serial COM Port**) (Refer Fig 2.6b)*

d) Click **SAVE** button and the site will appear on the **Site Manager** *(left panel).* The created site is ready to use to add the hardware.

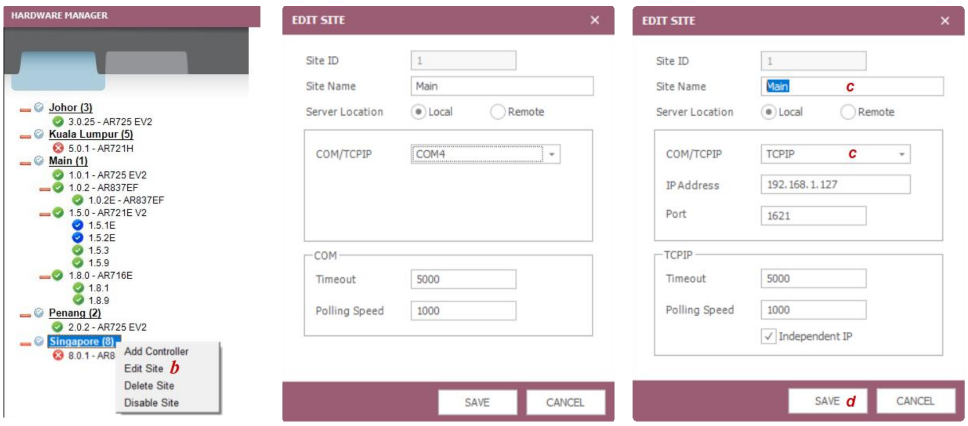


Fig 2.10: To edit a Site.

To edit a site:

a) Before do edit on site, the **MAGServer** must close first. If not, the change will cannot take effect. *(Refer Fig 2.12)*

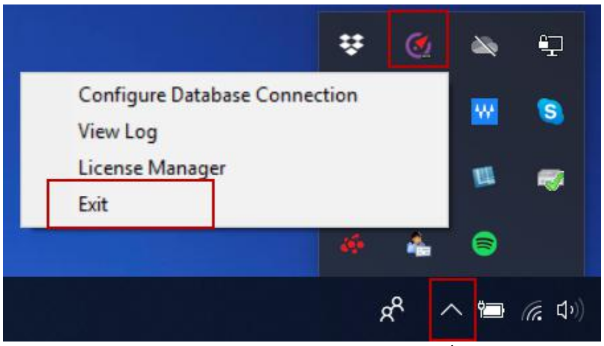


*Fig 2.12: **To close the MAGServer during edit Site.***

Check it :

1) *Click on this* ^ *on taskbar, go to **MAGServer** Icon, then right-click.*
2) *Select **Exit** to close the MAGServer.*

Click here to check.

b) At the Site Manager, choose the site want to be edited and right-click to select the **Edit**. *(Refer Fig 2.10)*
c) Edit the **Site Name** or **COM/TCPIP** from the pop up **EDIT SITE** screen.
d) Click **Save** button to update the changes.

Note:
*** Add Site – To create a new item of site.*
*** Remove Site – To remove selected site.*
*** Edit Site – To edit the selected site setting.*
*** Disable Site – To disable selected site.*

2) The Adding of Reader (Hardware).

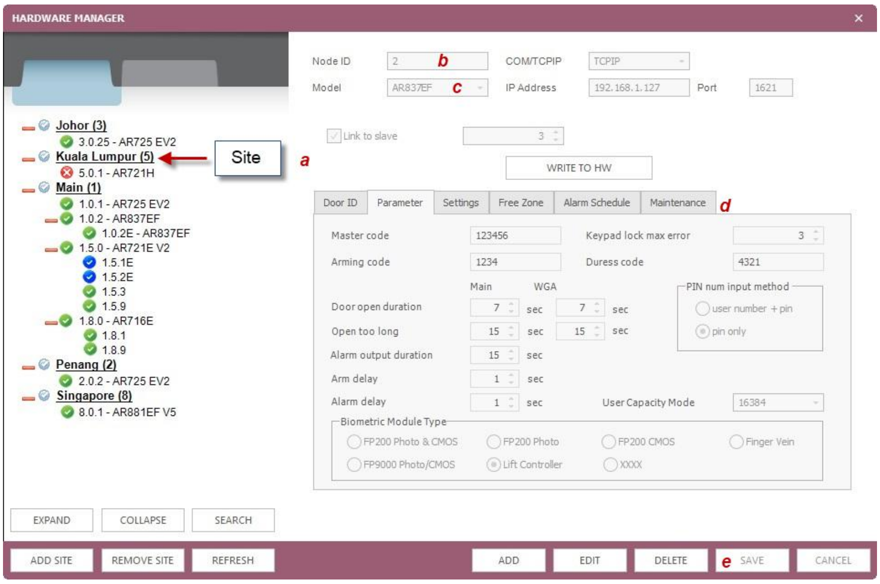


*Fig 2.15: **To add Controller / Reader (Hardware).***

To add a controller / hardware: *(Refer Fig 2.15)*

a) Select the **Site** that you want to add hardware and then click on the **ADD** button.
b) Fill in the **Node ID** input. It will prompt if any duplicate node id found.
c) Choose the hardware **Model** that you want to add.
d) Configure the controller / hardware settings depend on the type of hardware is connect to.
e) Click **SAVE** button to save it.

Note:
*** Add – To create a new item of hardware.*
*** Edit – To edit the selected hardware setting.*
*** Delete – To delete the selected hardware.*
*** Save – To save the change of selected hardware.*
*** Cancel – To cancel the changes.*

*Check Up: Controller that is **online (connected)** is indicates as **GREEN** tick. Controller that is **offline (disconnected)** is indicates as **RED** cross, then check the selected **COM port or Node ID** is same as already set. After that, click on **REFRESH** button to refresh the change.*

PART 2: USER MANAGEMENT.

2.1) How To Create Department.

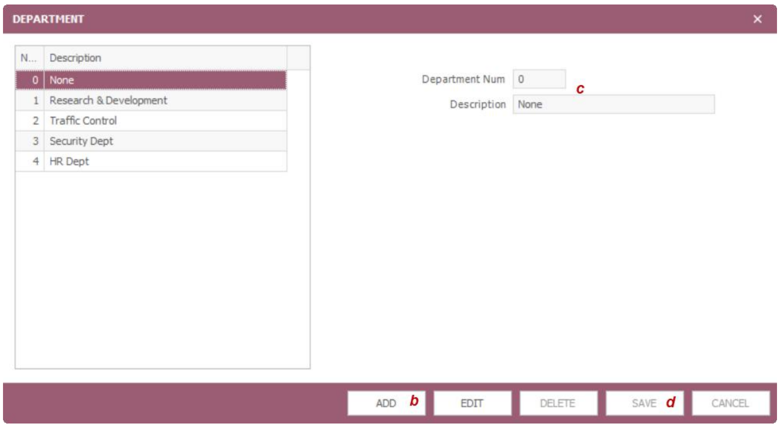


Fig 2.16: To create the department for card user profiling.

a) **System Configuration → Department**. *(Refer Fig 2.16)*
b) Click on the **ADD** button.
c) The **Department Num** is auto generate and enter the **Description** of the department.
d) Click on the **SAVE** button to save it. Click **Yes** to confirm it.

Note:
*** Add – To create a new item of department.* *** Edit – To edit the selected department information.*
*** Delete – To delete the selected department.* *** Save – To save the change of department.*
*** Cancel – To cancel the changes.*

2.2) How To Create Designation.

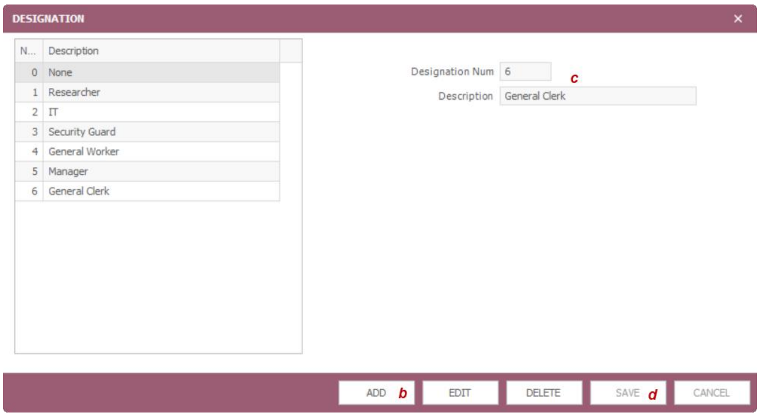


Fig 2.18: To create the designation for card user profiling.

a) **System Configuration → Designation**. *(Refer Fig 2.18)*
b) Click on the **ADD** button.
c) The **Designation Num** is auto generate and enter the description of the designation.
d) Click on the **SAVE** button to save it. Click **Yes** to confirm it.

Note:
*** Add – To create a new item of designation.* *** Edit – To edit the selected designation information.*
*** Delete – To delete the selected designation.* *** Save – To save the change of designation.*
*** Cancel – To cancel the changes.*

2.3) To Register A New User.

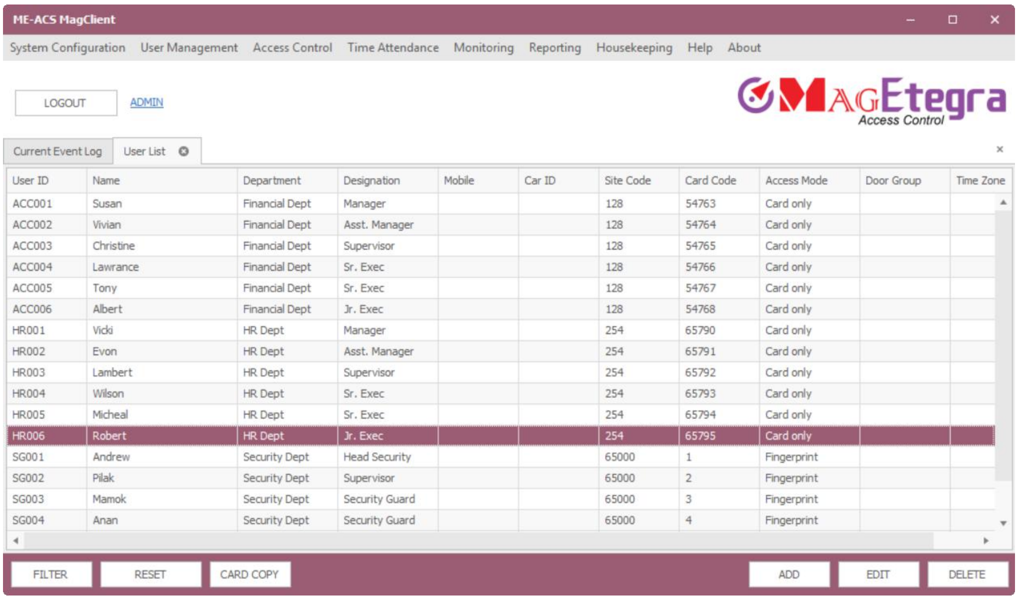


Fig 3.1: The User List profiles.

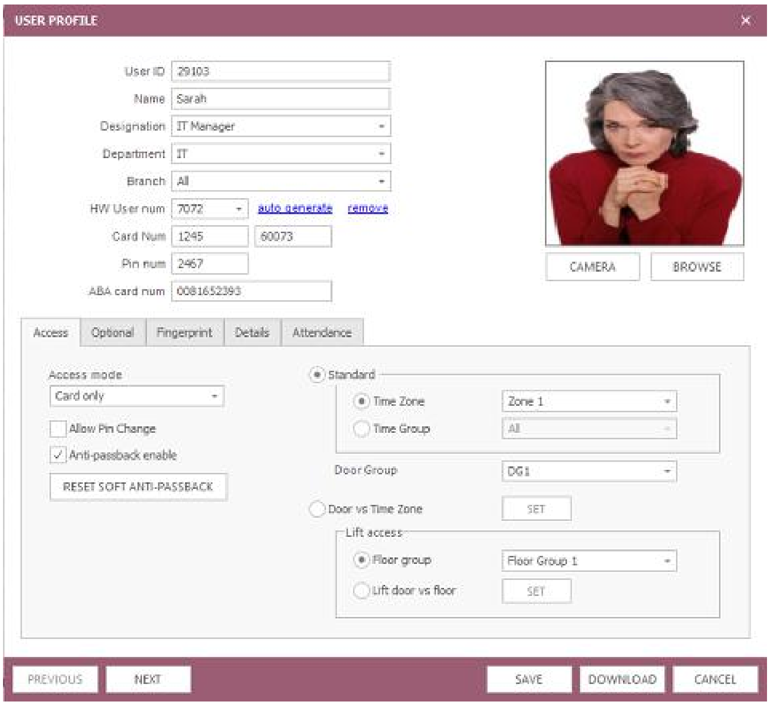


Fig 3.2: User profile.

i) **System Configuration → User Management → User List**. *(Refer Fig 3.1)*
ii) Click on the **ADD** button.
iii) An empty **USER PROFILE** window will pop up.
iv) **User ID** will be automatically assigned. Or you also can assign the User ID number manually.
v) Insert the **Name** of the user.
vi) Select the **Designation, Department** from the dropdown list.
vii) It is compulsory to insert card num after a HW user number is assigned to this user profile.
viii) Click on **SAVE** button to save the information for new user profile.
ix) Then, click on the **DOWNLOAD** button.
x) Select the targeted controller to activate or update this new user on the targeted controller, then click on **OK** button. *(Refer Fig 3.3) (Optional)*

*Note: If not do **DOWNLOAD** to the targeted controller / hardware, the new user profile will **not activate**.*

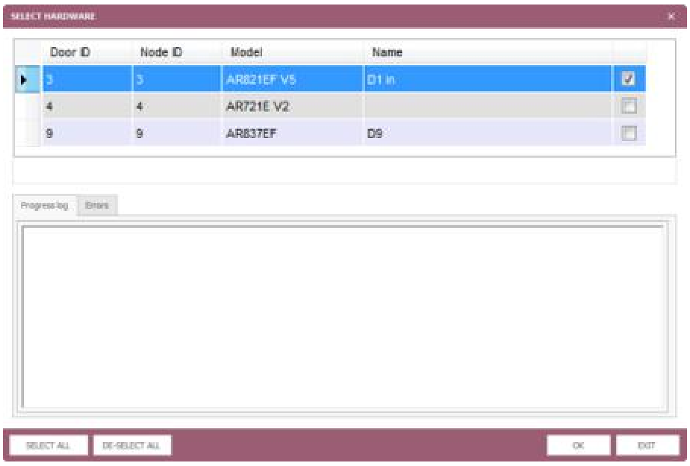


Fig 3.4: Select the targeted hardware / controller that want to download the changes for the users.

To delete a user: (Refer Fig 3.1)

i) Select the **User** that you want to delete from the **User List** by click on it. Then click on the **DELETE** button.

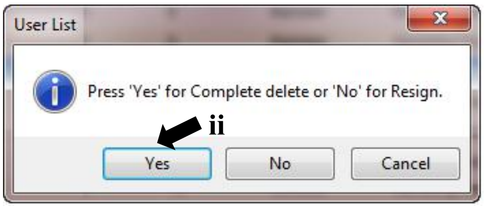


Fig 3.5: "Yes for Complete delete" is removes all record and profile for the deleted user. "No for Resign" is the deleted user profile data can be retained and remark as resign.

ii) By default click **Yes** to completely remove all the user transaction record and profile or **No** for resigns. If select **CANCEL** button to cancel delete for that user. *(Refer Fig 3.5)*

iii) A menu will pop up to show the process of delete is in progress. Do not press any key to interrupt it.

Tips :
- *a) Use the mouse to highlight the range of the users want to be deleted.*
- *b) Click one of the user as starting range, then press and hold the SHIFT key and click on the another user as ending range.*
- *c) Press and hold CTRL key, then click on the user want to be deleted from any range.*

iv) Go to **System Configuration → Download**, select **All users** and targeted controller / hardware want to be downloaded or updated so that deleted user will be removed from controller / hardware as well. *(Refer Fig 3.6)*

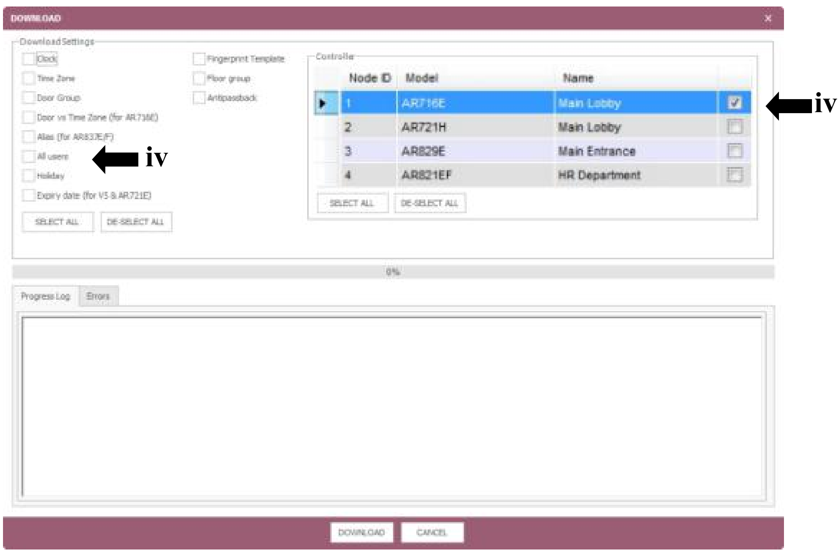


Fig 3.6: To download the changes of user profiles to controllers.

Note:
*** Add – To create a new item of user.* *** Edit – To edit the selected user information.*
*** Delete – To delete the selected user.*

2.4) Auto-capture Card Number.

This function purposely allow easy enrollment of large number of new users in User List record. The card number as printed on proximity card can be automatically captured as they are flashed on selected controller reader.

i) *User Management → Fast Batch Enrollment → Auto Capture Card Number*.

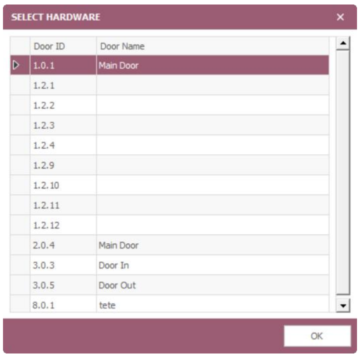


***Fig 3.7:* The hardware selection for card number capture.**

ii) The **SELECT HARDWARE** window is prompt, select the controller reader is used for capturing the new users cards, then click **OK** button.

iii) The **USER PROFILE AUTO SAVE CARD NUMBER** is prompt *(Refer Fig 3.8),* then start flash **NEW** card on the selected controller reader.

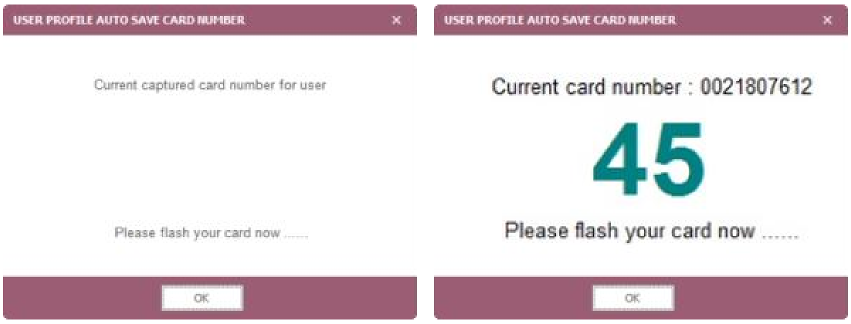


***Fig 3.8:* Before and after card number capture.**

iv) Continue flash the 2nd, 3rd, 4th…new card users. Each time you flash a card, the card number will be captured and used to create a new user.

*Note: If the card number **already exist** in User List, the card will cannot be captured again and notification of card duplication will prompt to avoid same user card number happen.*

v) When done, just click on **OK** button to exit this function

IMPORTANT note:

All adding, editing and deleting of user profile is only the records apply in database. All these new changes **will not take effect** if the latest updates or changes is not download to the controller / hardware. If not do **DOWNLOAD** to controller / hardware, for all new users will not be recognized by controller / hardware. For those deleted user will still able to log in if the changes are not downloaded to controller / hardware. **ALL the changes can be download all together by select the correct field and targeted controller / hardware. *(Refer Fig 3.6)***

2.5) Auto-generate User List.

This function is used to generate large number of users within certain range of user number with include selected fields of user profile. This function save your and time to assign the selected fields into each user profile one by one. For example user 1 to 50 is for marketing department and user 51 to 100 is for technical department. Then, use this tool to generate Department field from user 1 to 50 and Department field from user 51 to 100.

1) Fill in the repeat count number that is the number of user want to be generated.
2) Select and fill in the fields want to be generate for user profiles. *(Refer Fig 4.3.3)*
   - ✓ *User ID* must be unique
   - ✓ *Format* indicates the number of digit for *start number.*
3) Click on **SAVE** button to save the existing auto-generate setting.
4) Click on **GENERATE** button to generate the users profile list.

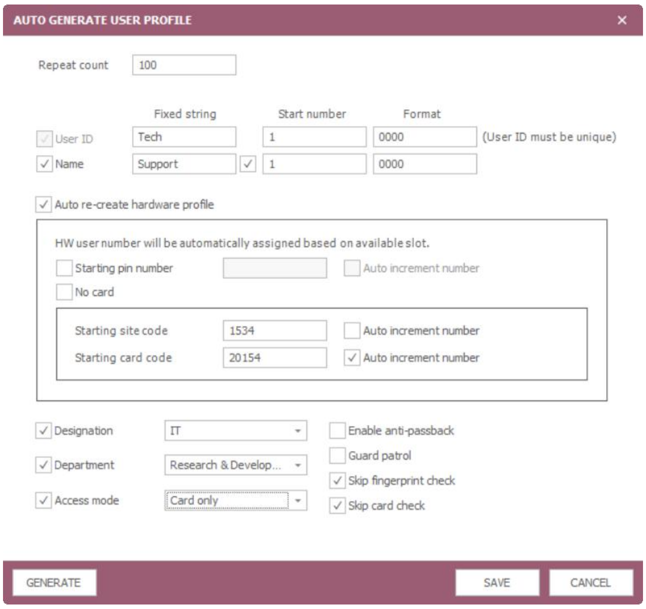


*Fig 4.3.3: The **Auto Generate User Profile.***

PART 3: ACCESS CONTROL SETTING.

The access control module is responsible for managing the holiday, door group, time zone, floor group and time group settings as per the requirements. These are the settings that define access control permission - when user can enter which door? These permissions are then assigned to each user in User Profile. ME-ACS is user-oriented access control system.

Important note:
*All access control permission defined here must be downloaded to hardware for it to become activated. **Download Holiday, Time Zone or Door Group first** before does ALL USER download or download user individual from User Profile. Saving all these settings in software will not activate the features. All permission setting can be downloaded to hardware via System configuration → Download.*

3.1) How To Create Holiday.

This function is use to define the holiday for work. By default, no users are allowed to enter during the Holiday.

a) *Access Control → Holiday. (Refer Fig 4.1)*
b) Click on **ADD** button to create the Holiday list.
c) From the calendar, select the day(s) will be classified as Holiday.

d) Then click on **SAVE** button to save it.

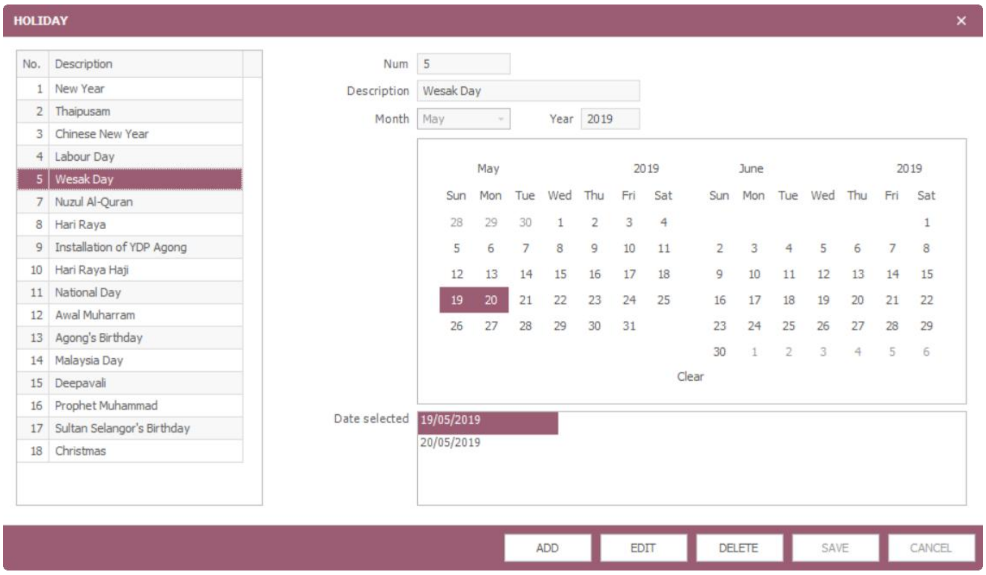


Fig 4.1: ***Select the day(s) that will be defined as Holiday.***

e) Click on **Yes** button to confirm it.

Note:

*** Add – To create a new item of holiday.*
*** Edit – To edit the selected holiday information.*
*** Delete – To delete the selected holiday.*
*** Save – To save the change of holiday.*
*** Cancel – To cancel the changes.*

3.2) How To Create Door Group.

This function is use to define the door access authority for each user. By default, this function is set to ALL and allow user to enter for all door.

a) *Access Control → Door Group. (Refer Fig 4.3)*
b) Click on **ADD** button to create the Door Group list.
c) Fill the information for *Description* and *Door Level*. (By default, the Door Level is equal to 0).
d) From the Door(s) Available list, select the door(s) and click on **IN >** or **IN>>** button for the door group selection.
e) Click on **SAVE** button to save it.

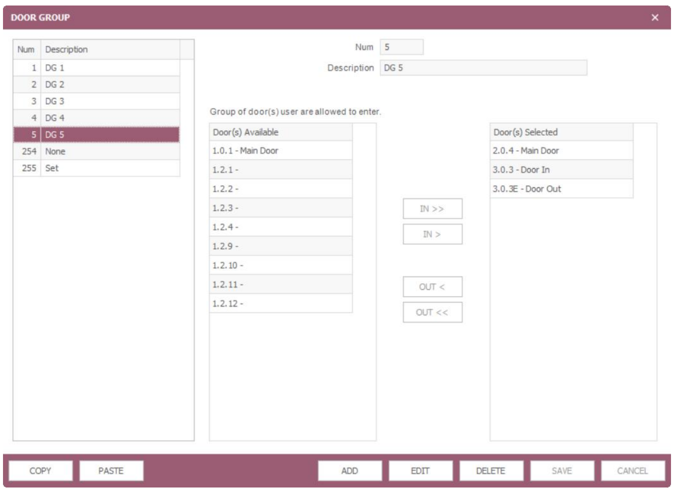


Fig 4.3: ***Door(s) selection to build up the door group(s).***

f) Click on **Yes** button to confirm it.

Note:

*** Add – To create a new item of door group.*
*** Edit – To edit the selected door group setting.*

** Delete – To delete the selected door group. ** Save – To save the change of door group.
** Cancel – To cancel the changes.

3.3) How To Create Time Zone.

This function is use to set up the period of time that is allow user(s) to enter the door. The user only can enter the door base on the time zone is already set. Other period will not allow to enter and show out as Time Zone Error.

a) *Access Control → Time Zone. (Refer Fig 4.5)*
b) Click on **ADD** button to create the Time Zone list.
c) Fill the information for *Description*.
d) Tick the day and fill in the allow entrance period to enter. By default, no users are allowed to enter during the Holiday. (If want allow to enter during Holiday and then tick it).
e) Click on **SAVE** button to save it.

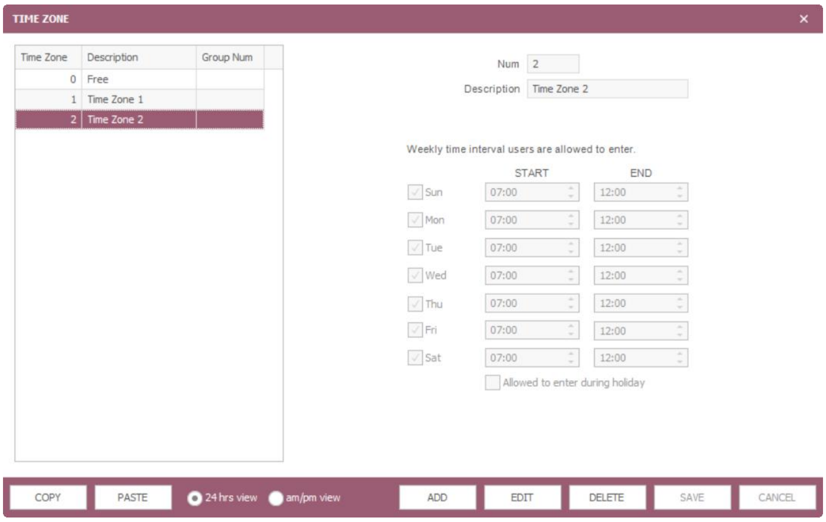


***Fig 4.5:* Door(s) selection to build up the door group(s).**

f) Click on **Yes** button to confirm it.

Note:
*** Add – To create a new item of time zone.* *** Edit – To edit the selected time zone setting.*
*** Delete – To delete the selected time zone.* *** Save – To save the change of time zone.*
*** Cancel – To cancel the changes.*

3.4) How To Create A Time Group.

This function is use to group the multiple time zone into 1 group. Then the user can got multiple access periods in 1 day.

a) *Access Control → Time Zone Group. (Refer Fig 4.7)*
b) Click on **ADD** button to create the Time Zone list.
c) Fill the information for Description.
d) From the Door(s) Available list, select the door(s) and click on **IN >** or **IN>>** button for the time zone group selection.
e) Click on **SAVE** button to save it.

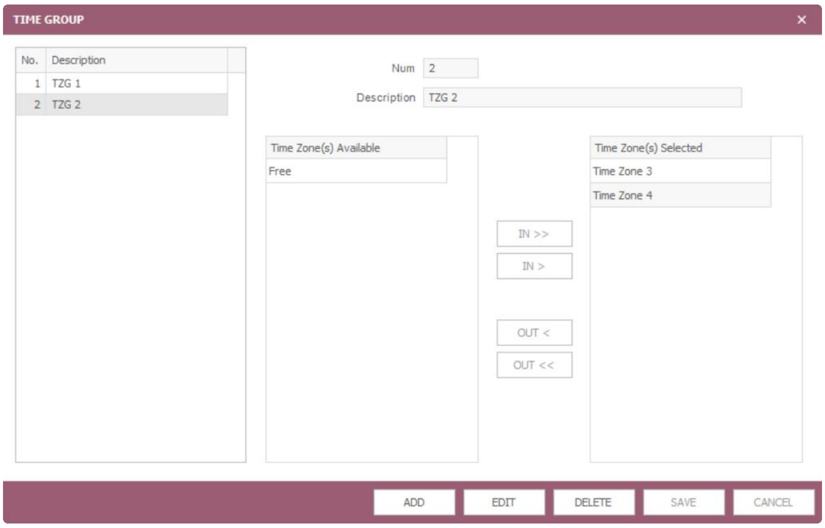


*Fig 4.7: **Time Zone(s) selection to build up the time zone group(s).***

f) Click on **Yes** button to confirm it.

Note:
*** Add – To create a new item of time group.*
*** Edit – To edit the selected time group setting.*
*** Delete – To delete the selected time group.*
*** Save – To save the change of time group.*
*** Cancel – To cancel the changes.*

PART 4: ACCESS CONTROL REPORTS.

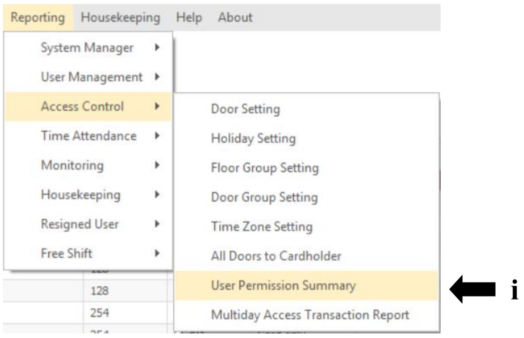


*Fig 5.1: **To open the Multiday Access Transaction Report.***

4.1) To Make Multiday Access Transaction Report.

i) **Reporting → Access Control → Multiday Access Transaction Report**. *(Refer Fig 5.1)*

ii) Select the range of access control period want to report, key in **START** day and **END** day for access control data. *(Refer Fig 5.2)*

*Note: By default, **ALL** the users and parameters will be included inside the access control report. If you want make some filter, please select and tick the fields and items you want to be filter out.*

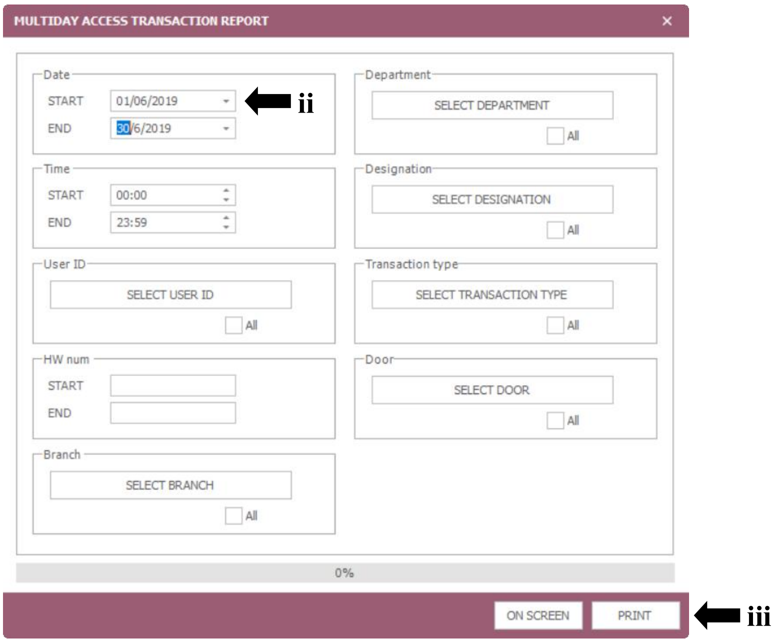


Fig 5.2: Daily Time Attendance Report Filter Options.

iii) Click on **ON SCREEN** button or **PRINT** button. The report will be generated out as what you want.
*Note: **ON SCREEN** is represent on PC screen and can be **EXPORT** as Excel or .xls file. The **PRINT** is represent in .pdf file and ready for print out.*

4.2) To Filter Base On Department Field.

*(The instructions are **same** to filter the **Designation, Transaction Type or Door**).*

i) **Reporting → Access Control → Multiday Access Transaction Report**. *(Refer Fig 5.1)*
ii) Select the range of access control period want to report, key in **START** day and **END** day for access control data. *(Refer Fig 5.2)*
iii) Go to Department and click on **SELECT DEPARTMENT**.
iv) Select the item of department want to be reported in the multiday access transaction report. *(Refer Fig 5.3)*
v) Then click on **OK** button to confirm the selection or **CANCEL** button to cancel the selection.

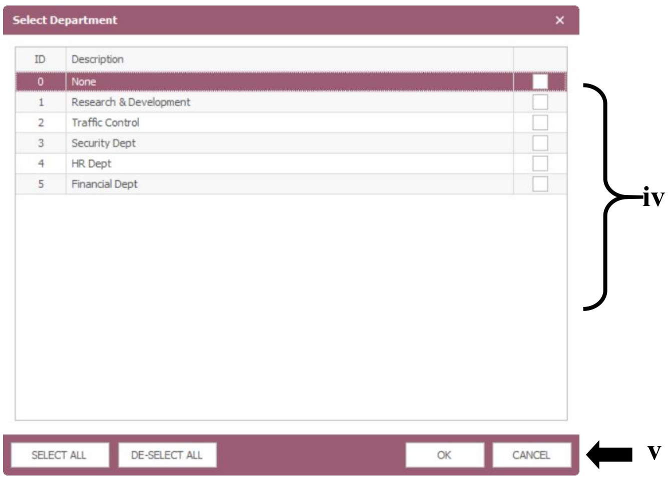
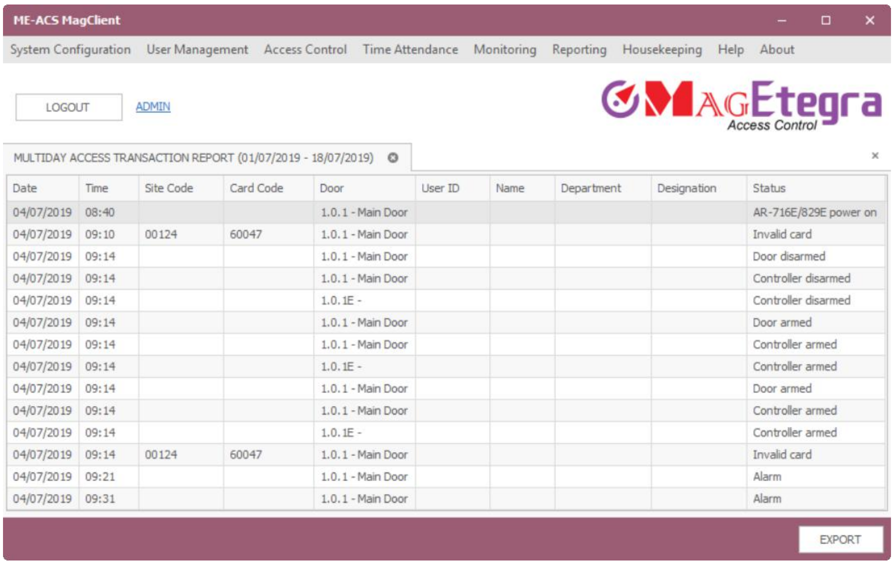


Fig 5.3: The Filter Options in the Department field.

vi) Click on **ON SCREEN** button or **PRINT** button. The report will be generated out as what you want.

4.2) To Export Multiday Access Transaction Report.

If you click **ON SCREEN** when you make the attendance report, the attendance report is show just like Fig 5.4 below.



i)

Fig 5.4: The multiday access transaction report.

i) Click on the **EXPORT**.

ii) The **Save As** window will pop up, then select **location of file** want to save and key in the **File name**. *(Refer Fig 5.5)*

iii) Then click on **Save** button.

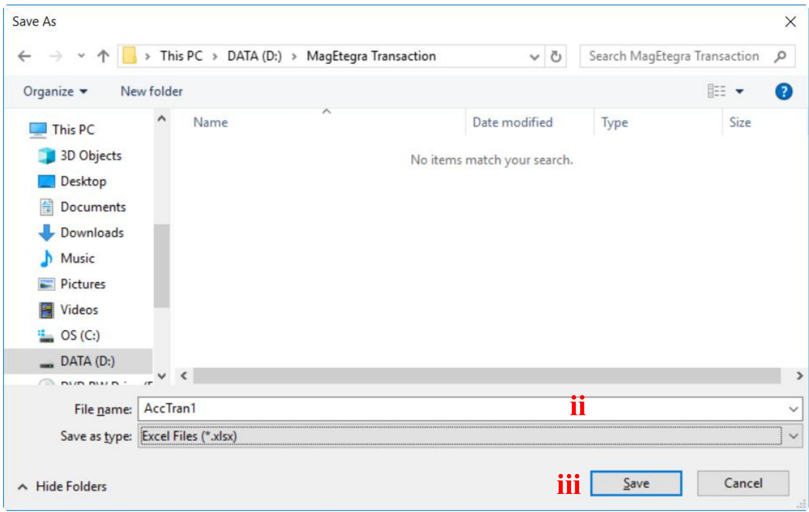


Fig 5.5: Save the multiday access transaction report export file.

PART 5: BASIC TIME ATTENDANCE.

5.1) To Create The Working Shift.

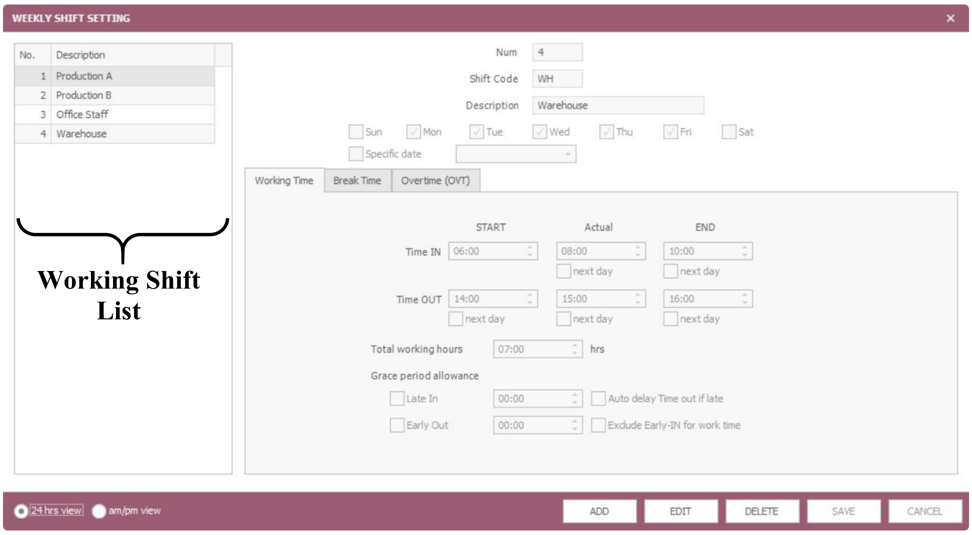
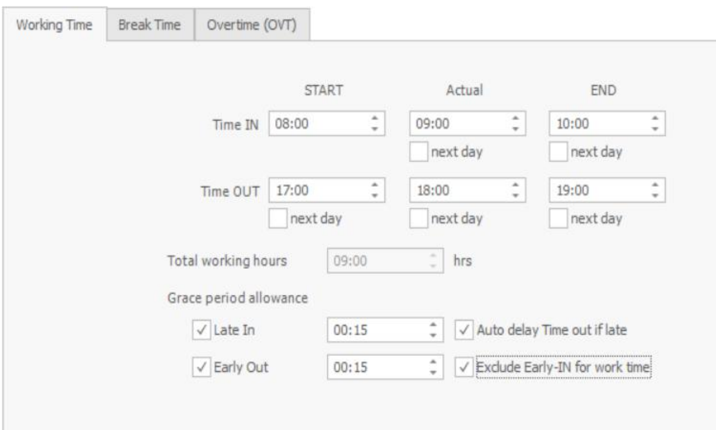


Fig 2.29: The settings of working shift.

a) **Time Attendance → Shift Setting**. *(Refer Fig 2.29)*
b) Click on the ADD button.
c) The **Num** is auto generates or you also can assign the Num manually.
d) Insert the **Shift Code** and **Description** of the working shift.
e) Select the days for the shift by tick/check the checkbox.
   If got the **Specified day** for the shift, click on the calendar and select the shift day. If not, just ignore it. The **Specified day** just can set for 1 day working shift, cannot for multiple days shift.
f) Navigate between the **Working Time**, **Break Time** & **Overtime** tabs to configure the settings. *(Refer Fig 2.31, 2.32 & 2.33)*. Then, click on **SAVE** button to save the working shift.
g) The confirmation message box is prompt, then click on **Yes** to add it or **No** to cancel it. *(Refer Fig 2.30)*

***Note: If the users is clocking **outside the clocking period** already set for Working Time, Break Time & Overtime, **not clocking will take** for attendance reporting.*

A) Working Time:



1) Clocking period for Time In:
8:00 am - 10.00 am
Late In Period: After 9:15 am

2) Clocking period for Time Out:
5:00pm - 7.00 pm
Early Out Period: 5.00 – 5.45 pm

This is because the grace period allowance:
Late In : 15 minutes
Early Out : 15 minutes

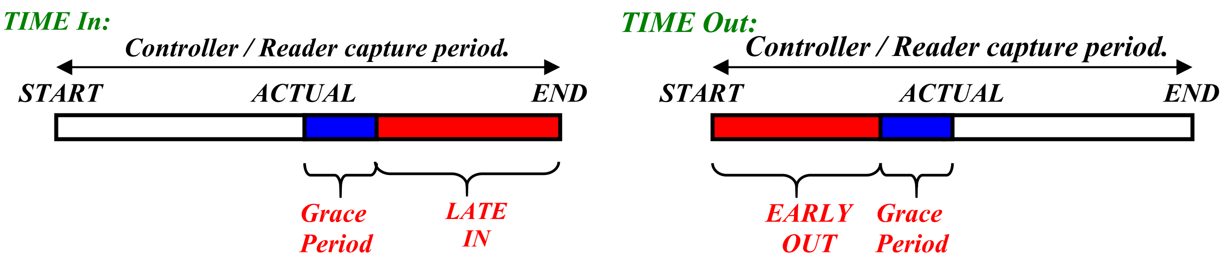
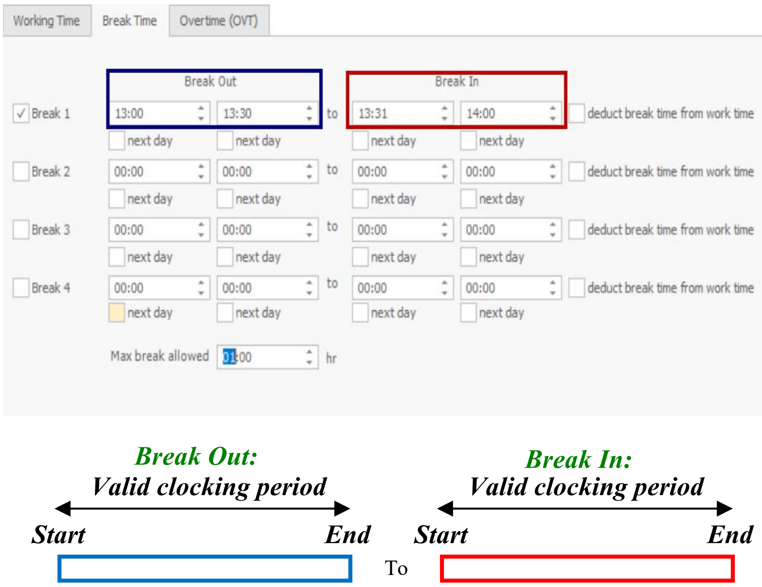


Fig 2.31: The Working Time idea of Time In & Time Out are captured by the controller or hardware.

B) BreakTime:



1) *Clocking period for Break Out:*
1.00 pm - 1.30 pm

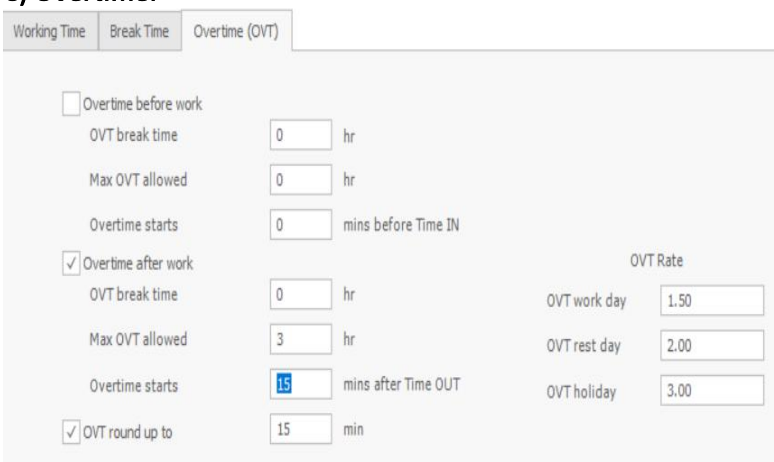
2) *Clocking period for Break In:*
1.31 pm - 2.00 pm

The Max break allowed is 1 hour. Let say the user go out early and come in late, if the break/lunch period is more than 1 hour, will remark as Long Break in attendance report.

Let say:
Clocking 12.50 pm (As invalid data)
Clocking 1.25 pm (As Break Out)
Clocking 1.45 pm (As Break In)
Clocking 2.02 pm (As invalid data)

Fig 2.32:** **The Break Time idea of Break Out & Break In are captured by the controller or hardware.

C) Overtime:



The Overtime is based on the Working Time setting, especially the Time Out: END period setting.

The period is set the range of clocking period controller to take record. If the user Time Out is out of the range of clocking period, the controller will not record in attendance report.

Fig 2.33:** **The settings of Overtime.

Note:
*** Add – To create a new item of shift.*
*** Edit – To edit the selected shift setting.*
*** Delete – To delete the selected shift.*
*** Save – To save the change of shift.*
*** Cancel – To cancel the changes.*

5.2) To Assign Basic Attendance Settings For User.

To do the amendment of User Profile, you need open the User List first then select the user that you to fill up the further information. The instruction is same as **Section2.3: To edit a user**.

a) **System Configuration → User Management → User List.** *(Refer Fig 2.20)*
b) From **User List**, click on the user that you want to edit. Then click on the **EDIT** button. The **User Profile** window just like *Fig 2.21* is prompt up.

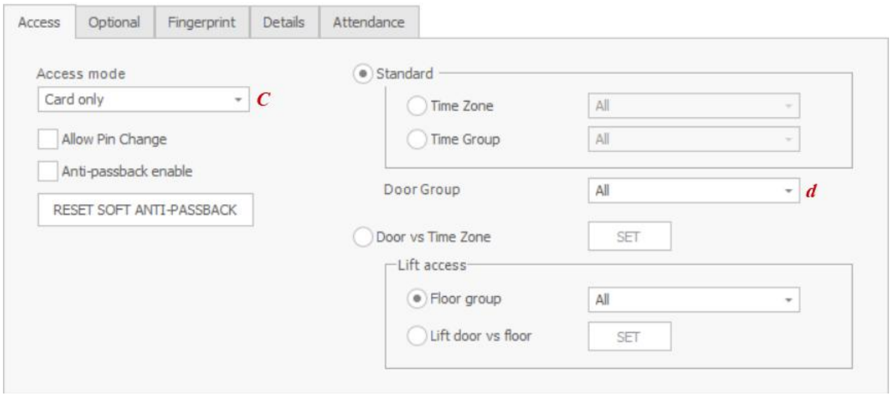


Fig 2.35: User List: Access tab.

c) Click on the **Access** tab, go to **Access mode** and select the access mode to log in. Preferably, select the **Card or Pin** for those use tag card or pin number and not use the fingerprint reader. *(Refer Fig 2.35)*
   Access mode: *Invalid, Card or pin, Card + pin or Fingerprint.*

d) Click on the **Standard**, go to **Door Group** and select ALL.

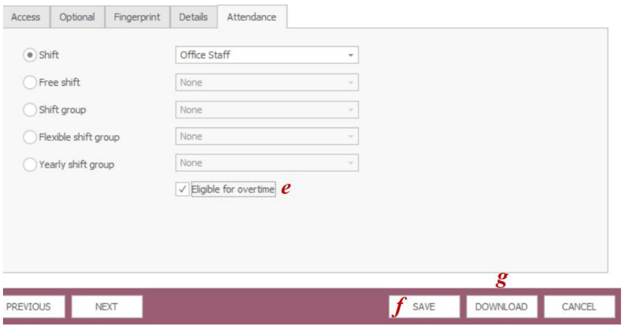


Fig 2.36: User List: Attendance tab.

e) Go to **Attendance** tab, select the Shift, from the dropdown list select working shift is already build in **Section 2.4: To Build The Working Shift**. If **Eligible for overtime**, then tick the checkbox or ignore it. *(Refer Fig 2.36)*
f) Then click on **SAVE** button to save the changes.
g) Then, click on the **DOWNLOAD** button.
h) Select the targeted controller to activate or update this new user on the targeted controller, then click on **OK** button. *(Refer Fig 2.37)*

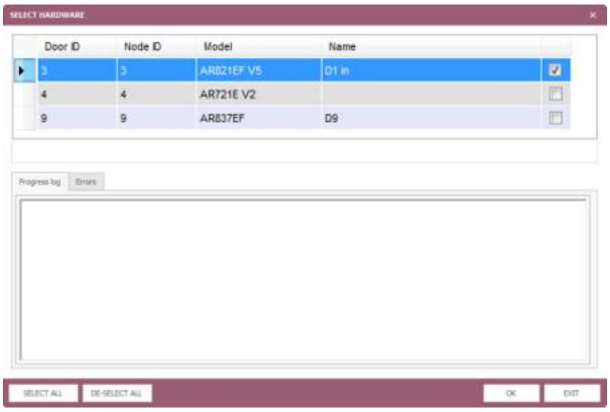


Fig 2.37: Select the targeted hardware / controller that want to download the changes for the users.

5.3) To Set Time Attendance Settings.

Time Attendance → Attendance Settings.

a) Click on the **Calculation** tabs, tick the "Auto **multiply overtime rate as defined in shift**". Then click on **SAVE** button to save it. *(Refer Fig 2.38) (Optional)*

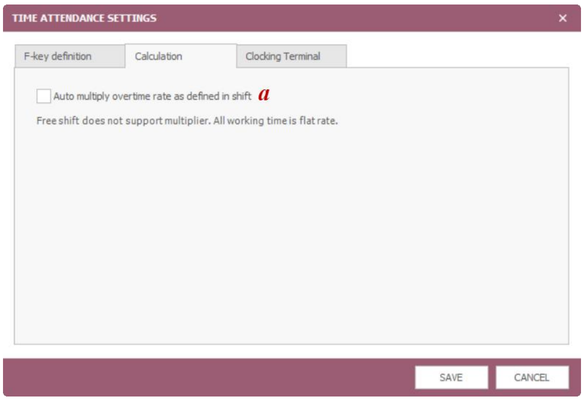


Fig 2.38: The Time Attendance settings.

b) Click on **Clocking Terminal**, choose the **Clocking** method either **FILO** or **Duty based** by clicking the radio button. *(Refer Fig 2.39)*

c) Select **Door Name** is need for clocking, then click on "**in >**" for in only the selected door or "**in >>**" for in all.

d) Click on **SAVE** button to save it or **CANCEL** button without change it.

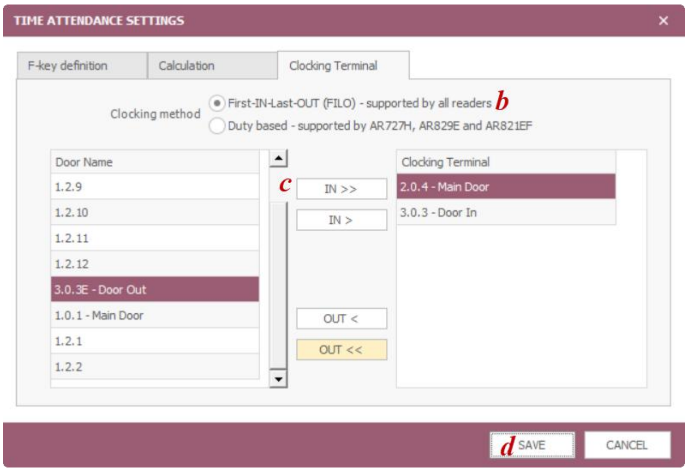


Fig 2.39: Clocking terminal for the door or access security.

PART 6: TIME ATTENDANCE REPORTS.

6.1) To Build Time Attendance Database.

Before do the reporting process, step to build the database is compulsory. If not, the report will display nothing. From the daily attendance transaction record, then use it to build the attendance database for reporting. **BUILD ATTENDANCE DATA** function is to generate time attendance data within specified date range for those **already assign any working shift / shift group**. *(Please check **Section: 2.4**)*

a) **Time Attendance → Build database.**

b) Select the range of attendance period want to build, key in **START** day and **END** day for attendance data. *(Refer Fig 3.1)*

c) Then press **OK** button to build it.

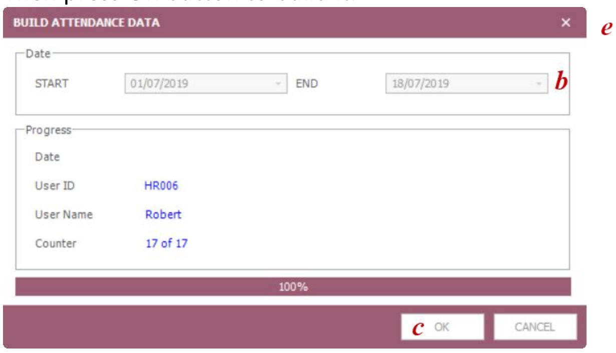


Fig 3.1: Build up the attendance database for reporting.

d) When the process of building attendance data complete, the message box prompt to show build successfully *(Refer Fig 3.3)*. Then click **OK** button to close it.

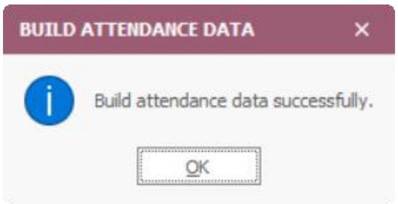


***Fig 3.3:* The attendance database is build successful.**

e) Click on Close  to close the **Build Attendance Data**.

6.2) Time Attendance Database Reporting.

The reporting can be represented in many way depend the company need. 3 of the way are used by company as report commonly that is **User Time Attendance – Time Card, Multiday Summary Attendance Report & Daily Time Attendance Report.** The report can be represented in PC screen (ON SCREEN) or print out through .pdf file (PRINT)

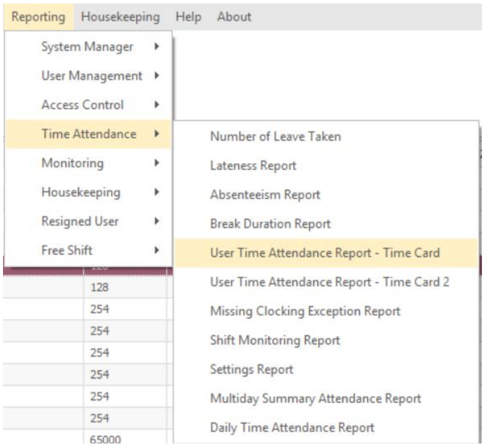


***Fig 3.4:* The way of Reporting for Time Attendance.**

- **User Time Attendance – Time Card:** Individual or personal attendance report for each day.
- **Multiday Summary Attendance Report:** Summary or total of attendance working period for each user.
- **Daily Time Attendance Report:** Daily Attendance for each day and each user.

To make a daily time attendance report:

*(The instructions are **same** to make the **User time Attendance Report – Time Card** & **Multiday Summary Attendance Report**).*

a) Reporting → Time Attendance → Daily Time Attendance Report. *(Refer Fig 3.4)*
b) Select the range of attendance period want to report, key in **START** day and **END** day for attendance data. *(Refer Fig 3.5)*

*Note: By default, **ALL** the user and parameter will be included inside the attendance report. If you want make some filter, please select and tick the fields and items you want to be filter out.*

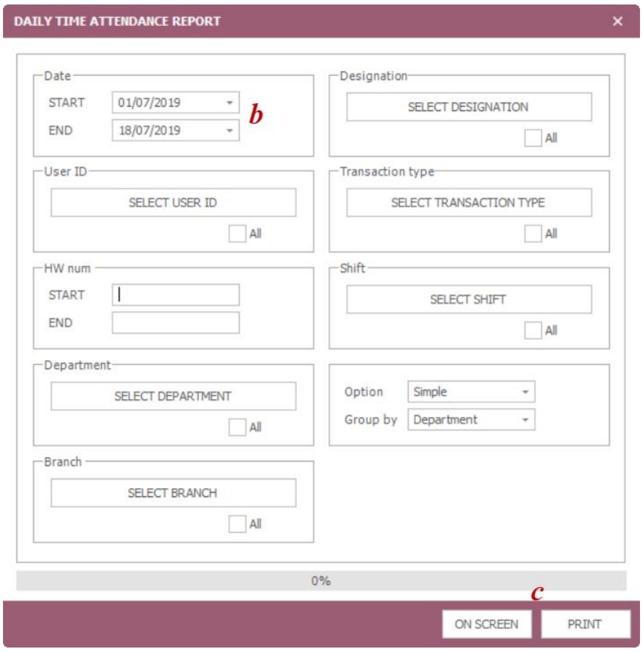


Fig 3.5: ***Daily Time Attendance Report.***

c) Click on **ON SCREEN** button or **PRINT** button. The report will be generated out as what you want.
*Note: **ON SCREEN** is represent on PC screen and can be **EXPORT** as Excel file (.xls). The **PRINT** is represent in .pdf file and ready for print out.*

To filter base on department field: (Refer Fig 3.5)

*(The instructions are **same** to filter the **Designation, Transaction type or Shift**).*

a) Reporting → Time Attendance → Daily Time Attendance Report. *(Refer Fig 3.4)*
b) Select the range of attendance period want to report, key in **START** day and **END** day for attendance data. *(Refer Fig 3.5)*
c) Go to Department and click on **SELECT DEPARTMENT**.
d) Select the item of department want to be reported in the attendance report. *(Refer Fig 3.4)*
e) Then click on **OK** button to confirm the selection or **CANCEL** button to cancel the selection.

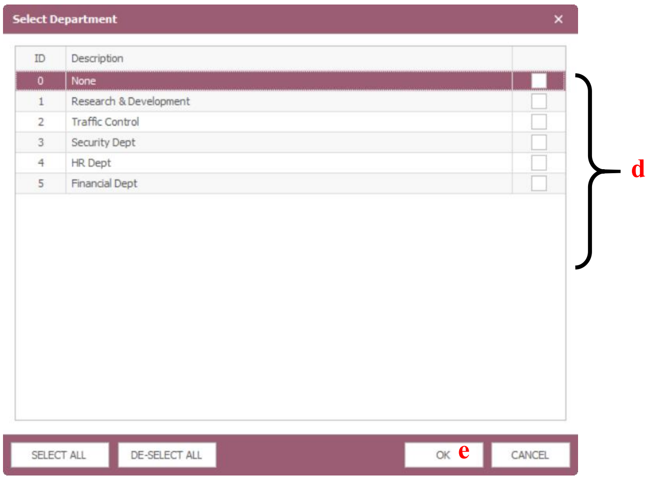
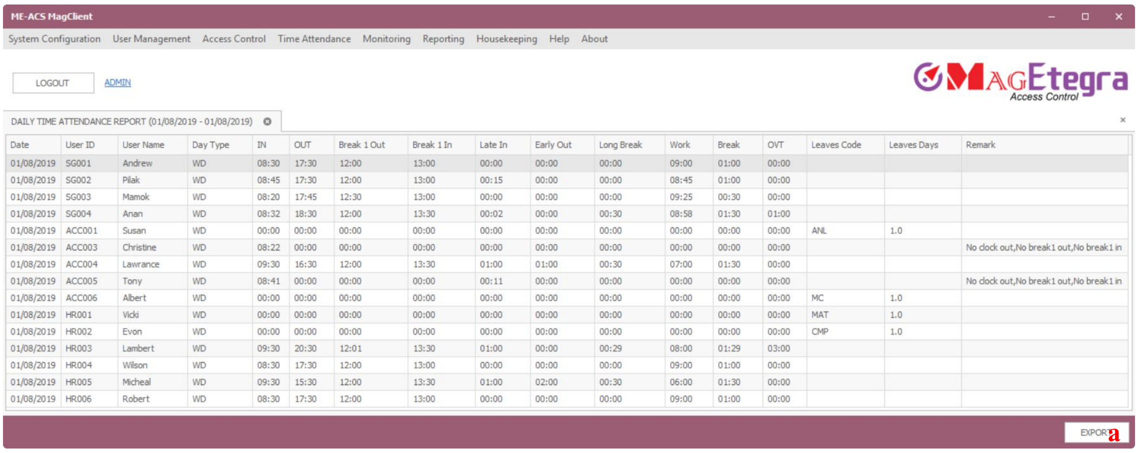


Fig 3.6: ***The Filter Options in the Department field.***

f) Click on **ON SCREEN** button or **PRINT** button. The report will be generated out as what you want.

To export attendance report: (Refer Fig 3.7)

If you click **ON SCREEN** when you make the attendance report, the attendance report is show just like Fig 3.7 below.



Date	User ID	User Name	Day Type	IN	OUT	Break 1 Out	Break 1 In	Late In	Early Out	Long Break	Work	Break	OVT	Leaves Code	Leaves Days	Remark
01/08/2019	SG001	Andrew	WD	08:30	17:30	12:00	13:00	00:00	00:00	00:00	09:00	01:00	00:00			
01/08/2019	SG002	Pilak	WD	08:45	17:30	12:00	13:00	00:15	00:00	00:00	08:45	01:00	00:00			
01/08/2019	SG003	Mamok	WD	08:20	17:45	12:30	13:00	00:00	00:00	00:00	09:25	00:30	00:00			
01/08/2019	SG004	Anan	WD	08:32	18:30	12:00	13:30	00:02	00:00	00:30	08:58	01:30	01:00			
01/08/2019	ACC001	Susan	WD	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	ANL	1.0	
01/08/2019	ACC003	Christine	WD	08:22	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00			No clock out,No break1 out,No break1 in
01/08/2019	ACC004	Lawrance	WD	09:30	16:30	12:00	13:30	01:00	01:00	00:30	07:00	01:30	00:00			
01/08/2019	ACC005	Tony	WD	08:41	00:00	00:00	00:00	00:11	00:00	00:00	00:00	00:00	00:00			No clock out,No break1 out,No break1 in
01/08/2019	ACC006	Albert	WD	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	MC	1.0	
01/08/2019	HR001	Vicki	WD	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	MAT	1.0	
01/08/2019	HR002	Evon	WD	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	CMP	1.0	
01/08/2019	HR003	Lambert	WD	09:30	20:30	12:01	13:30	01:00	00:00	00:29	08:00	01:29	03:00			
01/08/2019	HR004	Wilson	WD	08:30	17:30	12:00	13:00	00:00	00:00	00:00	09:00	01:00	00:00			
01/08/2019	HR005	Micheal	WD	09:30	15:30	12:00	13:30	01:00	02:00	00:30	06:00	01:30	00:00			
01/08/2019	HR006	Robert	WD	08:30	17:30	12:00	13:00	00:00	00:00	00:00	09:00	01:00	00:00			

Fig 3.7: ***The daily time attendance report.***

a) Click on the **EXPORT** button.
b) The **Save As** window will pop up, then select **location of file** want to save and key in the **File name**. *(Refer Fig 3.8)*
c) Then click on **Save**.

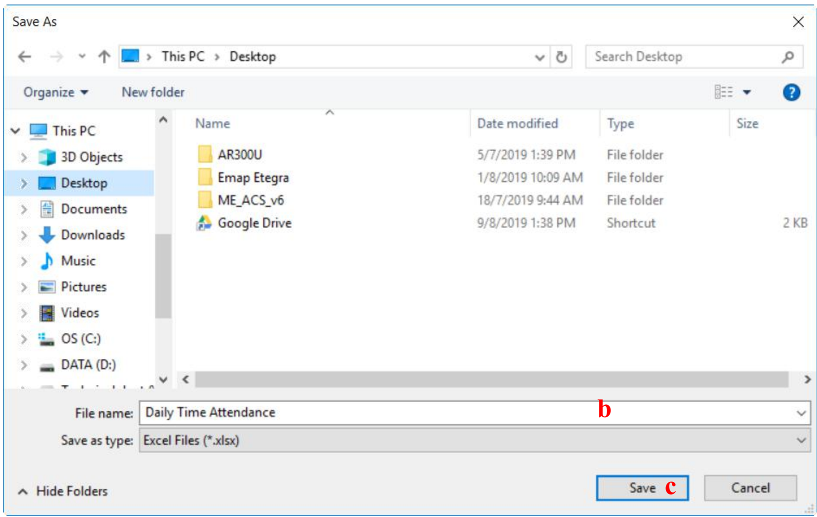


Fig 3.8: ***Save the attendance report export file.***

PART 7: DATABASE MANAGEMENT.

7.1) To Make Database Backup File.

This function is use to make the backup file for all basic Soyal system backup include all the in / out attendance transaction, hardware setting, attendance database, user profile detail and so on.

a) **Housekeeping → Database Management**.

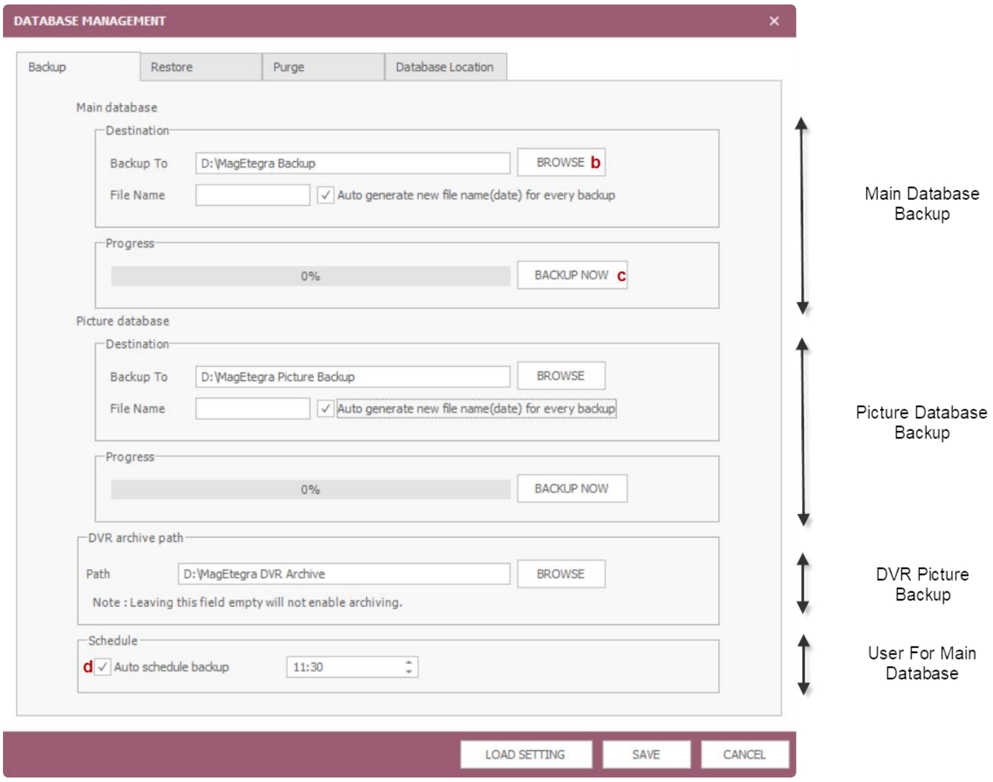


Fig 3.9: The database management for DVR image records and database backup files.

b) Select **Backup** tab and go to **Destination,** click **BROWSE** button to find the location of backup file, and then click on **OK** button. *(Refer Fig 3.10)*

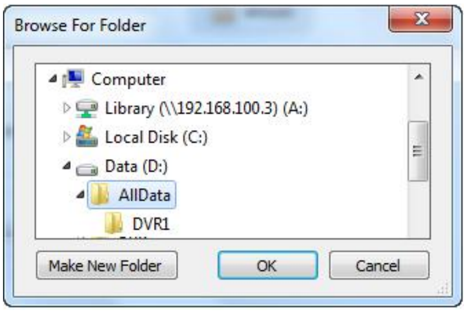


Fig 3.10: The location of backup file.

c) Click on the **BACKUP NOW** button to generate the backup file.

d) If want daily auto database backup, tick the **Auto schedule backup** and fill in the time to start backup process. *(Optional)*

7.2) To Restore Database Backup File.

a) **Housekeeping → Database Management**.

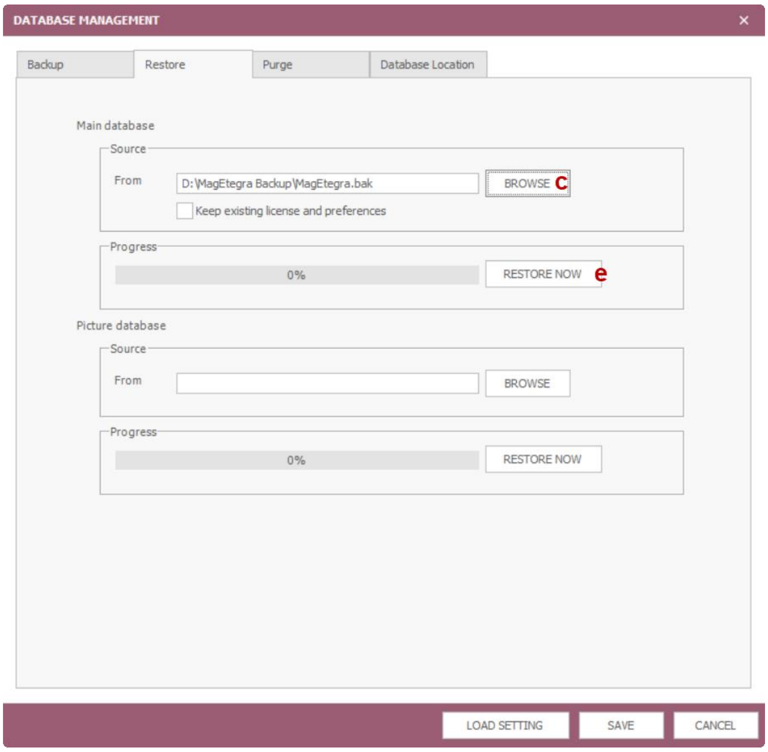


*Fig 3.11: **The restoration from backup database file.***

b) Before run the backup file restoration, **make sure the MAGServer is close**. If not, the backup file restoration will fail. *(Refer Fig 3.12)*

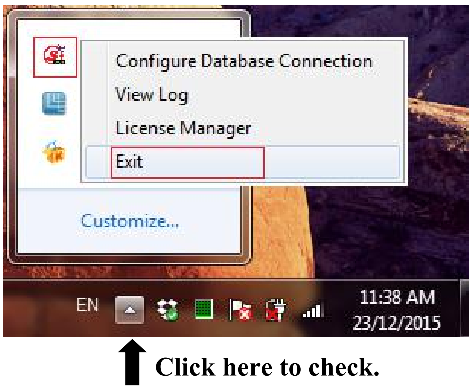


*Fig 3.12: **To close the MAGServer during backup file restoration.***

Check it :

3) Click on this  *on taskbar, go to **MAGServer** Icon, then right-click.*

*4) Select **Exit** to close the MAGServer.*

c) Select the **Restore** tab and go to **Source**, click **BROWSE** to find the backup file.

d) In the **Open** window, choose the backup file want to be restore, then click on **Open** button. *(Refer Fig 3.13)*

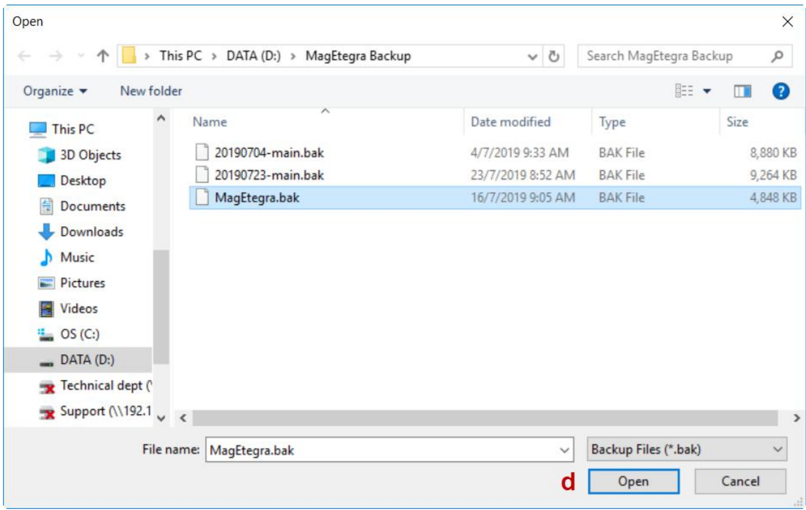


*Fig 3.13: **The selection of backup file.***

e) Click on **RESTORE NOW** button to start backup file restoration. Then click on **Yes** button for prompt message box to continue. *(Refer Fig 3.14)*

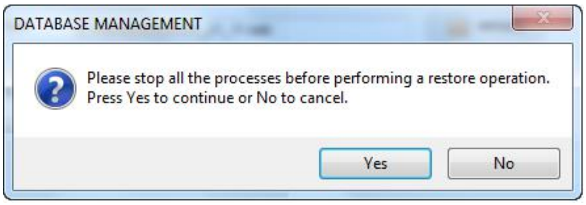


***Fig 3.14:* Backup file restoration confirmation.**

f) When the prompt message about database is restore successfully, click **OK** *(Refer Fig 3.15)* to close it and close the **DATABASE MANAGEMENT** window.

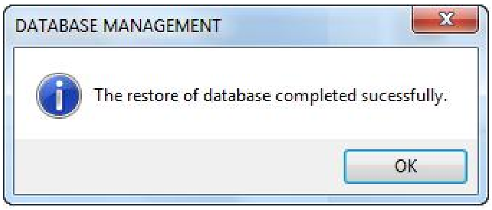


***Fig 3.15:* Restoration is complete restore successfully.**

7.3) To Purge Database Record.

a) **Housekeeping → Database Management**.

b) Go to **Purge** tab, select type of data from purge option that it want to be deleted.

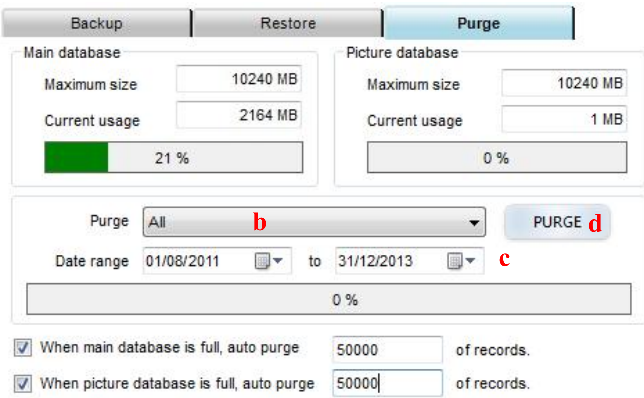


***Fig 3.16:* The cleaning for database for selected periods.**

Note :

*** When the percentage of database capacity is reach critical condition. Alert will prompt to do data purge to release some database space. The Event logs will be blocked from being transfer into system database.*

c) Key in the range of period wants to purge or click on the calendar icon to select the date. *(Refer Fig 3.16)*

d) Click on **PURGE** button to start purge process.

e) When purge operation warning message box is prompt, click on **Yes** to continue. *(Refer Fig 3.18)*

Note: After the purge process, the deleted database will cannot be recovered if don't have database backup.

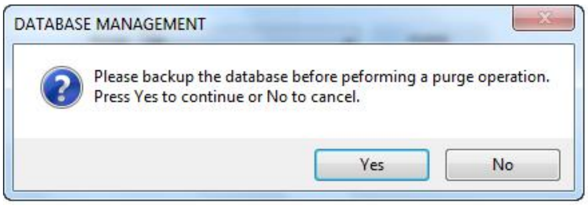


***Fig 3.18:* Purge operation confirmation.**

f) Then click **OK** to close it.

g) Logout the **ME-ACS** and login again to refresh the data.

7.4) Licensing Management.

Each ME-ACS software purchased will come with a Serial Number. Serial number is prompt when you first run ME-ACS client. Enter the serial number corresponds to the package is need for software registration. After register, the 30 days trial version will take effect until to activate the software. Please send serial number, MAC address as displayed in Licensing Module to activate@soyal.com.my to request for activation key.

How to activate the software:

1) When you get the *activation code* regarding the package you buy, enter the activation code and click on **GENERATE** to activate the software.
   Note: Every PC has a different **MAC address** therefore you will need to request activation key for every PC installed with ME-ACS Client. Activation keys for multiple clients will be listed out on display.

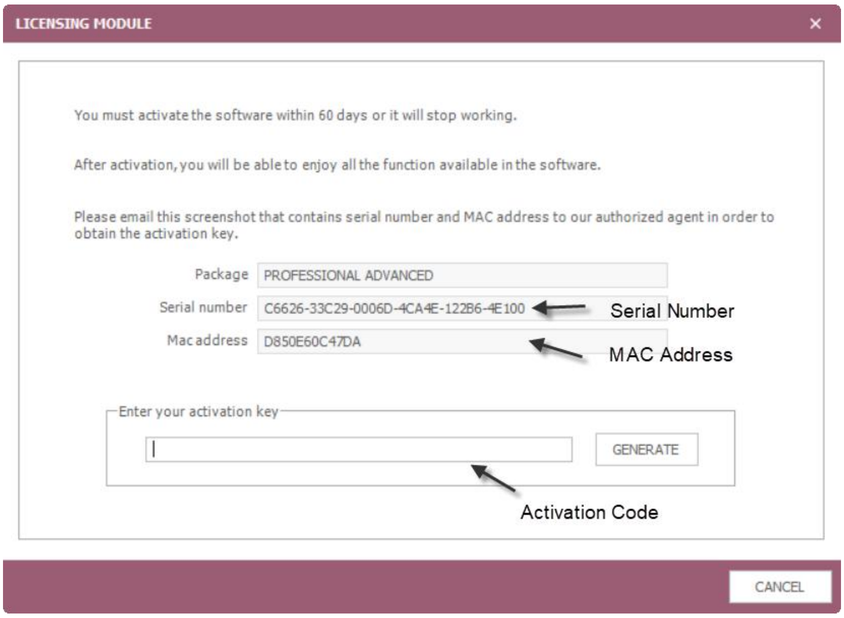


Fig 4.1: The licensing module.

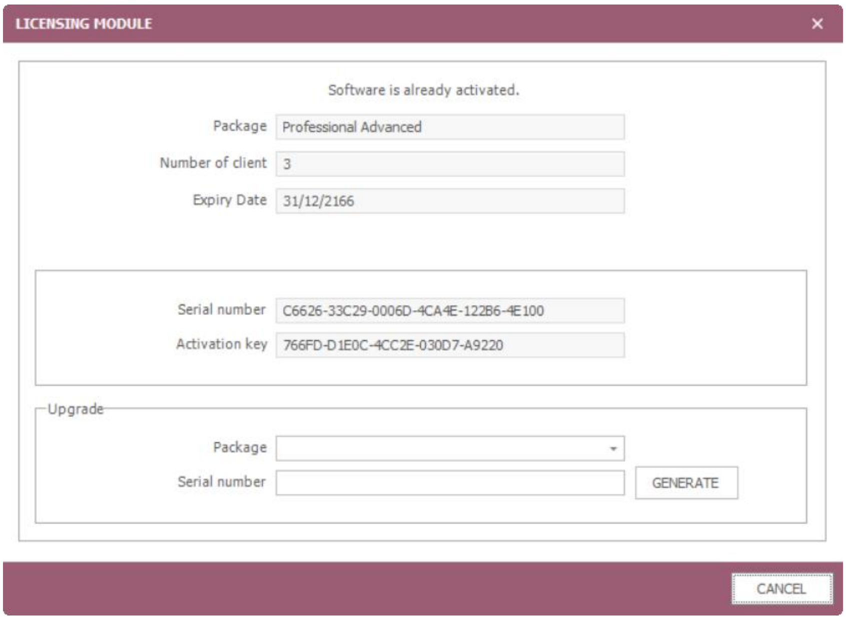


Fig 4.2: The process of activation by entering the activation code.

2) For those buy the upgrade package or change into other package, enter the new serial number is need regarding the buying package. Then click on the **GENERATE** button. After that, key in the new activation code for new package.

Support

You can find the latest product information, product updates, and answers to common questions at http://www.mag-etegra.com.my.

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