



User Guide

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TIMETEC COMPUTING SDN BHD

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# Preface Experience Advanced Access Control System

# Welcome to Ingress

Ingress is an advanced access control software developed and designed specifically as a complete solution to centralize, manage, and monitor FingerTec access control devices directly, or by connecting them to the Ingressus access controller hardware. Along with Ingress, you will experience the extensive and elaborate features for configuring access of a door, as well as the ability to centralize and monitor access activity of an environment in a real-time manner.

Ideally suited for self-managed organizations of below 100-door environment, Ingress is also capable of seamlessly integrating its access control functions with alarm monitoring and other intrusion detection devices. Ingress supports all standalone FingerTec access control models that use card, fingerprint and face recognition verification, and multiple devices can be centralized in the Ingressus Network Control Panel for multiple-door monitoring.



# 10 Useful Features of Ingress

#### Efficient Centralized Management

Ingress is a server-client based software that supports surveillance from multiple PCs concurrently, while containing useful access monitoring features such as multi-level users, and user group privileges.

#### Secure Architecture

The architecture of Ingress keeps data secure and accessible, while providing you with activity logs, audit trails, and advanced devicesearching features in a LAN environment.

#### **User-Friendly & Flexible**

User-friendliness is emphasized in Ingress with features such as the Quick-Setup Wizard, dragand-drop methods, and shortcut icons with ribbon menus to make interaction with the software effortless.

#### **Enhanced Software Security Features**

Ingress provides an optional fingerprint login for system administrators. There is a screenlock function as well as an automatic logout after timeout. The detailed history records and audit trail functions for tracking past configuration changes. There is also a full backup and restoral of system data.

#### Access Control Readily Available Reports

There are 13 types of listing & event reports available. The report supports digital watermark imprint, comprehensive event filtering, quick-print and email action. The reports can be exported into 10 formats for example: .XLS, .TXT, .CSV.

#### **Useful Event Priority & Alerts**

You can organize alarm alerts and set alarm priorities to optimize response time into Ingress. There are 62 event types that can be assigned according to the necessity of the priority. Ingress will automatically send email notifications to assigned recipients when an event is detected in the system. You may also customize the sound alert for every priority.

#### **Powerful Access Control Settings**

Get most Access Control features from Ingress such as Interlocking, fire alarm linkage, Antipassback, multiple verification settings and multi-card operation.

#### **Integrated Monitoring**

Ingress provides a real-time alarm or event logs to ensure all events are completely documented (including messages and controls) for the entire system. Doors can be controlled remotely, including unlocking doors and disarming alarms.

#### Pictorial Map for Instant Activity Visibility

Ingress can display up to a maximum of 9 floor maps for real-time monitoring. The Graphic map is displayed with animated icons for instant visibility of activity. Multiple work stations can be used concurrently to perform monitoring.

# Comprehensive Time Attendance Functions

The weekly schedule comes with 3 pairs of IN/OUT columns for attendance monitoring. You can set up a group or personal duty roster and assign it to the users. Ingress also supports leave and holiday management. At the Attendance Sheet, you can instantly add, edit, or delete attendance records. At the report section, there are 6 types of commonly used time attendance reports, for example: Daily Attendance Listing, Tardiness Report, and On-Leave Listing.

# Chapter 1 Installation and Configuration

This chapter guides you on the installation and basic setup of the Ingress.

Before you start using Ingress, you will need to install the software successfully into your computer. Installing the Ingress software is hassle-free as the Ingress installer contains an installation wizard, to guide you step-by-step in setting up the software completely.

# **GETTING STARTED - Ingress Installation**

## System Requirements

Before installing Ingress, please make sure your client and server PCs are up to date with the following requirements:

Feature	Server	Feature	Client
Operating system	<ul> <li>Windows 7</li> <li>Windows 8</li> <li>Windows 10</li> <li>Windows Server 2003/2008/2012/2016</li> <li>(32 or 64 bits)</li> </ul>	Operating system	<ul> <li>Windows 7</li> <li>Windows 8</li> <li>Windows 10</li> <li>Windows Server 2003/2008/2012/2016</li> <li>(32 or 64 bits)</li> </ul>
Processor	Intel® Core® 2 Duo 2.5 GHz or better	Processor	Intel <sup>®</sup> Core <sup>®</sup> 2 Duo 2.0 GHz or better
Memory	3 GB of RAM or better	Memory	2 GB of RAM of better
Hard drive	80 GB	Hard drive	50 GB
Resolution	1024 x 768 or higher	Resolution	1366 x 768

## Installing the System

For Ingress to function properly, you will need to install these components first:

- MySQL Server
- Microsoft .NET Framework 4.0 Full
- FingerTec Ingress Software
- OFIS Scanner Driver

## STARTING THE INGRESS INSTALLATION

Right click the FingerTec Ingress setup file and select Run as administrator.



This will prompt the installer to start the Ingress Server – Install Shield Wizard. The Install Shield Wizard will show the required components' installation status. There are 3 components to be installed before we can proceed with Ingress installation.

- MySQL Server
- Microsoft .NET Framework 4.0

Click Install to initiate the installation.



## **INSTALLING MYSQL SERVER**

The first component to be installed is the MySQL Server.

At the welcome page, click Next to proceed. At the End-User License Agreement window, select I accept the terms in the License Agreement and click Next to proceed.

뷇 MySQL Server 5.5 Setup		HysQL Server 5.5 Setup
	Welcome to the MySQL Server 5.5 Setup Wizard	End-User License Agreement Plesse read the following license agreement carefully
	The Setup Wizard will install MySQL Server 5.5 on your computer. Click Next to continue or Cancel to exit the Setup Wizard.	ONT GENERAL FORLIC LICESSE ( Teasinn J. Ama 1955) Coggright (C) 1959, 1959, Free Software Foundation, Inc., I Translin Streege fit By Town, Gateway, BA, and Station Software E, Stationer Software, But changing us is an as allowed.
C3		Promble The license for wars being and diginal to take any you freedom to heat and chapp it. By contrast, the GUT Securit hals license is intended to guarantee you freedom to share and change free software-to make sums the software is free for all its users. This v
MySQL	Bad: Next Cancel	I accept the terms in the License Agreement  Print Back Next Cancel

At the Choose Setup Type window, choose Typical to proceed.



At the Ready to install MySQL Server 5.5 window, click Install to immediately start the installation. When the progress bar completes, you will be prompted with MySQL Enterprise window.

B MySQL Server 5.5 Setup	HySQL Server 5.5 Setup
Ready to install MySQL Server 5.5	Installing MySQL Server 5.5
Click Install to begin the installation. Click Back to review or change any of your installation settings. Click Cancel to exit the wizard.	Please wait while the Setup Wizard installs MySQL Server 5.5. Status: Updating component registration
Back Instal Cancel	Back Next Concel
At the MySQL Enterprise window, click Next > Next and Finish to launch the MySQL Instance Server Configuration Wizard.	MySQL Enterprise     MySQL Enterprise subscription is the most comprehensive offering of MySQL database structure, services, and support to ensure your busines achieves the highest levels of felability, services the highest levels of felability, and uptime.     An Enterprise Deriver - The most reliable, secure, and up-to-date version of the world's most popular open source database.     MySQL Enterprise Monitor Service - An automated virtual database assistant.     MySQL Enterprise Monitor Service - An automated virtual database assistant.     MySQL Enterprise Monitor Service - An automated virtual database more dit, along with service packs, hot-fixes, and more.     Iorunge information edice (bloce - J criviti www.mygl.com/enterprise     More
MySQL Enterprise The MySQL Enterprise Monitor Service • Quickly identifies your across all your servers. • MySQL Advisors and 125- Best Practice Rules ensure security and performance. • Alerts and Expert Advice on how to fix problems and tune for pask performance. Lournecenterimetionedick (Morea) or vestiowww.mycelcom/enterprise	Image: WhySQL Server 5.5 Setup         Image: WhySQL Server 5.5 Setup
More < Back Next > Cancel	Back Finish Cancel

Once the installation of MySQL Server completes, the program will launch the MySQL Server Instance Configuration Wizard. You need to click Next 9 times until you reach the security options window. Make sure that on each page before you clicked next, the selections are as shown as the screenshots below.



MySQL Server Inst	ance Configuration Wizard
MySQL Server In	nstance Configuration
Choose the c	onfiguration for the server instance.
Please set the	Windows options.
🔽 Install As	Windows Service
Cont	This is the recommended way to run the MySQL server on Windows.
	Service Name: MySQL
	Launch the MySQL Server automatically
🗔 Include B	in Directory in Windows PATH
Myddia	Check this option to include the directory containing the server / client executables in the Windows PATH variable so they can be called from the command line.
	< Back Cancel

At the Modify Security Settings, enter your new Root Password and enter it once again for reconfirmation. Click Next > Execute to start the configuration. Once done, click Finish.



MySQL Server Instance Configuration Wizard	MySQL Server Instance Configuration Wizard
MySQL Server Instance Configuration Choose the configuration for the server instance.	MySQL Server Instance Configuration Choose the configuration for the server instance.
Ready to execute	Processing configuration
Prepare configuration	
<ul> <li>Write configuration file</li> </ul>	Write configuration file (C:\Program Files (x86)\MySQL\MySQL Server 5.5\my.in)
<ul> <li>Start service</li> </ul>	
<ul> <li>Apply security settings</li> </ul>	<ul> <li>Apply security settings</li> </ul>
Please press [Execute] to start the configuration.	Configuration file created. Windows service MySQLS installed. Service started successfully.
	Press [Finish] to close the Wizard.
< Back Cancel	< Back Finish Cancel

## **INSTALLING MICROSOFT .NET FRAMEWORK 4.0**

The next component that the installer needs to install is the Microsoft .NET Framework 4.0. The FingerTec Ingress Setup will detect and determine if the computer has already been installed with the Microsoft .NET Framework 4.0. It will skip the installation if it has been installed. If it has not been installed, the FingerTec Ingress Setup will install it automatically.

Upon completing the installation of the MySQL Server and Microsoft .NET Framework 4.0, the next component to be installed is the Ingress Server. Click Next, select I accept the terms in the license agreement and click Next to proceed. Choose the installation path and click Next.



Select Complete and click Next. Click Install to start the Installation and click Finish when the process is complete.



 Image: Text Install Sheld Wizard

 Image: Text Install Sheld Wizard Installston Settings, ddk Bad. Click Cancel to

 Image: Text Install Sheld Wizard Installston Settings, ddk Bad. Click Cancel to

 Image: Text Install Sheld

 Image: Text Inst

## INSTALLING OFIS SCANNER DRIVER

The last component to install is the OFIS Scanner Driver. The Ingress Setup will detect and determine if the computer has already been installed with the OFIS Scanner Driver and skip the installation if has. If it has not, the Ingress Setup will install it automatically.

Click Next and click Install to start the installation. Upon completing the installation, you will need to restart the computer for the changes to take effect. Please select No, I will restart the computer later and click Finish to proceed to the next step.





## **COMPLETING INGRESS DB INSTALLER**

The Ingress Setup will then prompt the *Ingress DB installer window. It is very important to test the server and database connection before you start using Ingress.* If you do not perform this step, you will not be able to log into Ingress. Insert the Password and click Test Connection.

	Server Type	MySQL	•
	Host	localhost	
	Admin User Name	root	
	Password	••••	
	Port	\$306	Test Connection
Database			
	Database Name	Ingress	
	User Name	ingress	
	Password	ingress	Update Connection
Status			
	Install Release	20130225	
	Server Release		
	Backup To		

Once the server connection is established, it will open up the option for Database. Insert the User Name and Password for the Database and click Update Connection.

After the Database connection is established, click New Database to create a new database.

Click Finish to complete the installation.



Ingress DB Installer



# **Ingress Startup**

Once the installation has completed, the Ingress icon will be available at the desk-top. Right click the icon and select Run as administrator.

The Ingress client will validate the database connection from the server. Once the validation has been obtained, insert the Server IP Address and Server Port to establish connection. Click Test to test the connection. When the connection has been established successfully, click Save to save the Server IP Address and Server Port into the computer for future references.

Now you will reach the Ingress Login Window. Insert the User Name and Password to log into Ingress. **Default User Name: admin , Password: 123.** You can change the User Name and Password under Ingress User Accounts. Click Login to log into Ingress. If you wish to reconfigure the server settings, click Server Setting. You can also log into Ingress by using your fingerprint instead of the username login. You will need to enroll your fingerprint template(s) under User Account before you can login using this method.







Congratulations! Now you are about to experience INGRESS, the Advanced Access Control Software, brought to you by FingerTec Worldwide.



# **Quick Setup Wizard**

Ingress will start up Quick Setup Wizard during the first login session. The wizard will guide you through all basic and useful settings in Ingress software.

You can skip the wizard in order to configure Ingress software by yourself. You can always run the wizard later from the Main Menu button.

# Chapter 2 Management of Device and Door

This chapter guides you on how to install and manage FingerTec devices into Ingress and assigning them to doors.

# Devices

Devices refer to the FingerTec physical terminals installed to guard every door/entrance. There are 3 types of physical terminals:

- Ingressus door controller
- FingerTec standalone terminal
- Keylock series (7700 and 8800)

Ingressus door controller can work with slave terminals. It is the master that will store & transfer data, control door and alarm activities. Ingressus door controller can link up to a maximum of 4 slave terminals (R2c, i-Kadex or k-Kadex). Slave terminals only work as capturing station for fingerprints, cards or password. The captured data is sent to Ingressus for verification before Ingressus can grant access to users. Ingressus can work with AUX input (e.g.: heat and smoke sensor, PIR motion detector) and output (e.g.: alarm siren, strobe light, IP camera).

FingerTec standalone terminals refer to all FingerTec terminals, for example R2, AC900, Q2i, Face ID series. The terminals have individual processors and memory, to verify and store users' data. Standalone terminals can be paired with slave terminals as an entry-exit system. Slave terminals capture fingerprints, card or password data then sends them to master for verification.

Keylock series refer to FingerTec biometric mechanical door lock. The Keylock series has integrated processor and memory, to verify/store users' data. However, it does not communicate with Ingress directly as it only has a USB port for data transfer.

## **Add Device Manually**

You must add each device into the list in Ingress before you can manage any of it. Adding devices to Ingress requires the device to connect to Ingress via network (TCP/IP or RS 485). However, standalone terminals and the Keylock series supports USB flash disk for transferring data and settings with Ingress.

Every device has a unique serial number, which is important for activation in Ingress. Contact your local resellers or *support@fingertec.com* by providing the serial number of the device in case you fail to activate online.

- 1. Go to Device tab to select Add Device.
- 2. Select Device Type and Communication Mode then insert the information accordingly.

Add Device	×
Device Type	<ul> <li>Standalone Device</li> <li>Ingressus</li> <li>Keylock</li> </ul>
Device Name	1st fllor - sales office
Communication Key	
Auto Synchronize Device Time	V
Communication Mode	● TCP/IP ◎ RS485 ◎ USB
IP Address / URL	192.168.1.18
Port	4370
Device Activation	Online Offline
Add And Continue	Add Cancel

Device Name: Name the device for easy future reference.

Communication Key: 5-digit numeric secret password to secure the connection between device and Ingress. Ingress must pair this key with device (under Dev ID) before connection establishes.

Auto Synchronize Device Time: Activate this to allow Ingress to always synchronize the device with the server date and time.

#### Settings for TCP/IP connection:

IP Address/URL: Insert the IP address of the device so Ingress can find it on the network to establish connection.

For devices installed at remote site, you can insert the URL of the remote server into this column. Ingress can link up with the device via Internet.

Port: Default TCP port (4370) of Ingress server to link up with device via network.

#### Settings for RS485 connection

Serial port: Define the serial port of the server in use to connect to the RS232/485 data converter. Baud rate: Select the baud rate of RS485 network.

#### Settings for USB flash disk

Serial number: Serial number of device. Device ID: Make sure you insert the same ID as the one set in the device. Ranges from 1 to 999.

#### Settings for Keylock

UDisk Path: Define the USB flash disk drive to read the basic info of Keylock

#### 3. Check the box Online next to Device Activation to add the device into Ingress.

If an Internet connection is unavailable, you can activate the device by selecting Offline. Ingress accepts a 12-digits alphanumeric code for offline activation, but this code may onle be retrieved from your local resellers or <u>support@fingertec.com</u>.

#### 4. Click Enable Device to establish connection to the device.

**Note:** You must plug in a USB flash disk to Keylock 7700/8800 to download a file name "X\_udata", where X is the Device ID of the device used (e.g.: 1\_udata). The file contains the serial number of the device and other important information. Ingress can only add the Keylock 7700/8800 device into the list after it captures this file from the USB flash disk.

# Add Device by Auto Scan

In case you do not know the specific IP address of the standalone device or Ingress, you can use the Auto Scan function to look for them on the network.

Scan D	evice								
Device Ty	pe	Standalone De	rvice	Ingressus	C Keylock	IP Address	Range	192.168.1.1	~ 25
	Device Name	IP Address	Port	Subnet	Gateway	Serial Num.	Model	Status	
C Select	All	None					0		
					A	dd Salastad Davisa		Sran	Clore
					A	dd Selected Device		Scan	Close

- 1. Click Scan Device.
- 2. Select Device Type:

Standalone device: Insert range of IP address. Ingressus: Ignore IP address because Ingress can discover the IP address of Ingressus automatically. Keylock: Ingress scans your USB drive which contains the "X\_udata" file.

- 3. Click Scan to start.
- 4. Device is discovered and published on the list.
- 5. Select the devices to add into Ingress.
- 6. Continue to activate the device (refer to Chapter 2 Add Device Monually).

## **Configuring Device**

Download all settings and info from devices when connection is established. You can start to personalize the settings of each device and synchronize new settings and info to devices by uploading them. Due to the different nature of all 3 types of devices, Ingress hides some pages/options when not applicable with a device.

- 1. Click to select device.
- 2. Click Download Device Settings.
- 3. Wait for the download process to finish.
- 4. Start to configure:

Device Name	Front Door - En	try terminal *	Serial Num.	3100731			
Firmware	Ver 6.60 Nov 9	2011	Model	Q2i			
Information	Network	Biometric	Power	Access Control	Other	OP Log	Event
Device							
Manufacturer	FingerTec		Manufactured Date	2012-04-13 19:11	19		
Record							
User Count	69 / 10000		Administrator Count	5			
Fingerprint Count	260 / 10000		Transaction Count	19145 / 200000			

Information: This is the page to display all information of the device. No amendments are allowed. You can know the storage status of the device at the Record section.

Network: You can change types of communication mode in this page, for example change from TCP/IP to RS485. You can update the TCP/IP settings (e.g.: change to new IP address) or RS485 settings (e.g.: change baud rate to 9600bps). All new settings will take effect after you upload the new settings to the device.

Biometric: This page is only effective when connecting to devices that support fingerprint or face recognition. Amend these settings accordingly after you click the Edit button:

**Only 1:1** verification: Set to No by default so users can gain access immediately after verifying their finger or face. Change this to Yes if you want users to insert their ID before fingerprint/face verification.

**Fingerprint algorithm**: VX 10.0 is the latest fingerprint matching algorithm supported by the device. Only change to VX 9.0 if your environment is using the older algorithm. This option is not applicable to Ingressus because it only supports VX 10.0.

Face/Fingerprint 1:1 Threshold: The level of matching security if you want users to insert user ID before fingerprint/face verification. For fingerprint, the range is from 0 to 50, where 50 is the highest. For face, it ranges from 0 to 99 where 99 is the highest. The default values are 15 for fingerprint and 70 for face.

Face/Fingerprint 1:N Threshold: The level of matching security if you allow users to verify by fingerprint/face without inserting user ID. The default values are 45 for fingerprint and 75 for face.

Power: You can configure the duration (in minutes) for device to wait before going into idle mode.

Idle time (in minutes): Time duration to wait before going into idle mode.

Idle action: Select either Sleep or Power Off.

Power on time: Check the box and insert time to turn on the device.

Power off time: Check the box and insert time to shut down the device.

Access control: You can configure the device for basic access control settings.

Save Transaction log: Set to Yes by default. The device saves IN-OUT records of users. In case you only want the device to control access without referring to its records, select No. The device will not keep any IN-OUT records.

Save False Log: Set to Yes by default. The device saves records even though users fail to verify. You can assess the level of fail verifications happening at this device and adjust the biometric settings to improve the verification process. Select No and the device will not store this record.

Master Record State: You must define the device as Master or Slave If two standalone devices are installed to control one door. Normally the standalone device controlling entry is set as Master, and at the exit is the Slave. Ignore if you are installing slave device with a standalone device. This is important if you are using Antipassback function. The Master device stores all entry-exit records to justify Antipassback status.

Antipassback: Feature that forces users to verify every time he/she comes in or leaves a zone. In case he/she is tailgating another user without verification to access a zone, the device will block his/her verification to gain access again. You can select any of the following settings to suit your environment.

*In*: Activate this to force users to verify when leaving a zone. Users can skip verification when coming into the zone.

*Out:* Activate this to force users to verify when coming into a zone. Users can skip verification when leaving the zone.

*In/Out*: Activate this to force users to verify both when coming in and leaving a zone.

*None & Save*: Select this setting so the device does not block users to access when Antipassback take effect. Device will instead only keeps track of Antipassback records with the user ID, where you can download the records into Ingress to view and analyze.

None: Disable Antipassback at the device.

Other settings:

**Power off Device:** To shutdown device remotely. All devices do not have a physical power off button to avoid unauthorized shutdown. You can only shutdown the device by clicking this button.

Reboot Device: To restart device remotely. If the device is working abnormally, try to restart it.

Synchronize Date and Time: Synchronize date and time of device immediately. It is recommended to do this during first installation.

Download Device Settings: Download all settings/parameters from device.

Activate Device: Activate device to be added into Ingress.

Clear All Device Data: To clear the storage of device back to initial stage. You cannot retrieve any data after this.

Clear All Log: To delete the transaction logs stored in device. Recommended to do this after you finish downloading logs from device.

**Clear Admin Privilege:** To clear admin lock in device. Any users can access into the Main Menu by pressing the Menu button. Only do this before you want to assign a new administrator at the device.

Upload Device Settings: To upload all new settings/parameters device to start to take effect.

Operation logs: Device records every operation done by administrators into a log file. This is a hidden file that you cannot view at the device. You must download the operation logs into Ingress to view it.

Press Download OP Log to download from device.

Insert the date range to narrow down your search.

Event: Device records abnormal activities (e.g.: door force open, alarm trigger, fail verification, etc.) as events. These records are automatically downloaded into Ingress. You can narrow your search to view by date and time.

5. Click Upload Device Settings to upload new settings to devices.

## **Disable and Delete Device**

Delete or remove the device from list if it is no longer in use, or wrongly added to Ingress. In case you want to suspend a device from Ingress (to stop data transfer with the device), disable it from the list.

To delete a device:

- 1. Click to select the device from list.
- 2. Click Delete Device.
- 3. Click Yes to confirm to delete the device.

#### To disable a device:

- 1. Click to select the device from list.
- 2. Click Disable Device.
- 3. Click Yes to confirm to suspend the device.

# Doors

Adding devices into Ingress is to prepare the list of devices installed in the environment. Now you can start to pair the devices to doors accordingly. You must assign devices to guard every door. Pairing multiple devices to a specific door allows you to update the same access settings (e.g.: door unlocks time) to both entry and exit devices.

For installations with Ingressus II (2-doors door controller), you can pair devices with 2 doors. You can configure different access settings for each door even though they are connected to the same Ingressus II controller.

Types of device	Quantities of devices/slaves	Quantities of door
Standalone devices	2 devices	1
Ingressus I	2 slave terminals	1
Ingressus II	4 slave terminals	2
Keylock	1	1

Ingress can work with video surveillance software. You can connect to Milestone server or EpiCamera to stream video from your IP camera for live view or playback. It is recommended to pair the IP camera with the door/entrance installed with device to monitor users' movement. In case of abnormal door activities (e.g.: door force open, device dismantled illegally) Ingress will trigger alarms to alert administrators. You can playback the video at that moment to know what is going on at the door, or even export the photo or video easily for further investigation.

## Add Standalone Device to Door

- 1. Click Door at the left panel.
- 2. Click Add Door.
- 3. Rename the door, for example Main entrance.
- 4. Add description to the door for easy reference.



Select Device	- = ×	Select Device	_ = ×
Device Type		Device Type	
C Standalone Device	Slave Device	Standalone Device	Slave Device
Slave Device Name	°	Device     Protot Door - Entry terminal     Tront Door - Entry terminal     Production - Ent terminal     Production - Ent terminal	
	OK Cancel		OK Cancel

- 5. Click Add Device.
- 6. Select Standalone Device.
- 7. Select the device to be added to this door.
- 8. Repeat steps (5) to (7) to add 2nd standalone device to this door.

**Note:** Select Slave Device in the Add Device window if you are connecting a slave device (R2c, i-Kadex or k-Kadex) with the standalone device. Name the slave device according to its model.

## Add Ingressus to Door



Doors

Factory

🔺 🧻 Main entra

Ist floor

Inventory

Store room

Front De

Eront D

Camera

4 ] 192.168.1.25 - 1

192.168.1.25 - 1 (in)

192.168.1.25 - 1 (out)

Add Device

Add Camera

Remove Camera

Rename

Refresh

Ingress automatically creates door(s) after you add Ingressus into the system. System creates 1 door if Ingressus I is added as device, 2 doors if Ingressus II is added. You will find the IP address of Ingressus display at the left panel.

In Ingressus II, you will send 2 lines of the same IP address to indicate 2 doors. Under each door, there is an in and out device (slave devices). Refer to Ingressus installation guide to understand how to define door and IN-OUT slave devices. This is all controlled by the wiring between Ingressus and slave devices.

Right click at the IP address of Ingress to rename, for example Ingressus II – R&D office. Rename the slave device by their models for easy reference.



## Add Keylock to Door



Ingress automatically creates a door named Keylock 7700/8800 after you add the device into the system. Ingress adds the device to the door immediately. You can rename the device for easy reference.

# **Configuring Settings to Doors**

You can configure access settings in Ingress and upload to both devices paired with the door. This ensures both standalone devices apply the same access settings during operation. If you are using a standalone device with a slave to guard the door, settings will only be sent to the standalone device.

Ingress treats Ingressus II as 2 different doors even though it is from one device. You can configure access settings for each door individually. Ingressus II can store and apply the settings to doors accordingly.

Ignore this if you are installing with the Keylock series. Due to the lack of communication cable, Ingress cannot upload any settings to Keylock. Thus you do not need to configure anything in Ingress.

lame R&D office	Description	
Details Access Group	Event	
Permanent Door Open Close Timezone	-	
ull Access Device	None	
intry Device	In device ~	
.ock Open Duration	2 C sec (0-10)	
Jarm Delay	2 C sec (0-99)	
.rror Times To Alarm	2 ~	
Juress Alarm 1:1 Trigger	No ~	
Juress Alarm 1:N Trigger	No ~	
Juress Alarm Password Trigger	No ~	
Juress Alarm Delay	10 C sec (0-255)	
voor Sensor Type	Normal Close *	
Joor Sensor Delay	2 * sec (1-254)	

- 1. Click to select a door.
- 2. Press Edit at the right panel.
- 3. Change the settings accordingly.

#### General configuration for standalone device and Ingressus

Permanent Door Open/Close Time Zone: Select to follow time range settings to allow free access (without verification at the device) to the zone. Only to be used for zones with open access to public during specific time range. Requires setup of Permanent Door Open Close Time Zone. Leave this blank to ignore this feature.

Lock Open Duration: Change to set duration for door lock and unlock during successful verification.

**Door Sensor Type:** Select the type of door sensor installed at the device. The most common type is NC (normally close). Door sensor is a must-have component if you want to monitor door activities. It responds to standalone device or Ingress all the time to report door status.

#### Configurations to apply to door with standalone device only

Full Access Device: Important setup if you apply Time Zone settings to the door. Select exit device to become full access device. Full access device ignores time zone settings. Users can verify at the device to leave the zone anytime.

Entry Device: Defines if the device is used for In or Out transactions. For example, all records from an In device will be recorded as In while records from the other device at the same door will be recorded as Out.

Alarm Delay: Change to set the duration before triggering alarm during emergency. Set to 0 for the device to trigger alarm immediately during emergency.

**Error Times To Alarm**: To set the maximum times of failed verification before device triggers alarm. This is to alert the unauthorized person to not tamper with the device.

Duress Alarm 1:1 Trigger

**Duress Alarm 1:N Trigger** 

#### **Duress Alarm Password Trigger**

During emergency users can verify at the device to trigger duress alarm to alert others. For example, robbers force user to verify to unlock the door to access into the zone. User can verify at device to trigger alarm to alert the users inside the zone.

Activate one of the above options as the duress alarm trigger method. If you are using fingerprint verification to gain access during normal days, activate Duress Alarm Password Trigger. The device will then trigger the alarm when you insert your password. Refer to the device's user guide for details on how to enroll fingerprint or password to trigger duress alarm.

Duress Alarm Delay: Change to set duration before alarm is triggered during duress scenario. Set 0 and device will trigger alarm immediately during duress scenario.

**Door Sensor Type:** Select the type of door sensor installed at the device. The most general type is NC. Door sensor is an important component to monitor door activities. In case of door force open or door remain open, the door sensor reports it to the device. You can see the status of door under the Monitoring page in Ingress. Select None if you did not install door sensor, but you can no longer monitor the activities from this door.

#### Configurations to apply to door with Ingress only

Permanent Door Open/Close Holiday Time Zone: Select to follow time range settings to allow free access (without verification at the device) to the zone during holiday. Requires setup of Holiday list and Permanent Door Open Close Holiday Time Zone. Leave this blank to ignore this feature.

**Punch Interval**: Set the time duration between 1st and 2nd verification from the same user, for example 10s. Ingressus will not grant access to the user if he/she verifies twice within 10s from any slave devices.

Verify Mode: To select combination of verification to gain access.

Duress Password: Same as Duress Alarm Password Trigger.

**Emergency Password:** During emergency, users can enter an emergency password to unlock any door (controlled by Ingressus) at anytime. Time zone or access control settings will not affect it. This is normally done by the administrator.

Door sensor delay: Set the time duration before Ingressus triggers the alarm if door remains open.

**Close and Reverse State:** Activate this if you want EM lock or dropbolt to lock immediately once door closes. You must install door sensor together with the door lock. When the door sensor touches each other, Ingressus receives the signal and activates the door lock system immediately. This overrides the Door Open

Duration settings and can avoid unauthorized access or tailgating incident.

- 4. Save settings.
- 5. Upload new settings to devices.

## **Delete Device/Doors**

You can delete the devices or doors in case any of them are no longer in use. Make sure you identify the devices and doors before you proceed to delete them.

- 1. Click to select the device/door display at the left panel to delete.
- 2. Click Delete Device or Remove Door to proceed.
- 3. Click Yes to confirm to delete.

## Access Group of Door

You can limit access according to time range of every user via each door. For example all users can access via the main entrance but only Admin staff can access into the Admin department during office hours. Refer to Access Level for more details.



Here, you can only view the access time range set to each door. You can only change them under the Access Level tab.

## **Events of Doors**

4	Doors					#						
4 🖪 Doors	Basic	Informati	on									
🗈 🍓 Factory	Nar	ne	Main entrance	Description Main	1 door							
Main entrance												
Ist floor		Details Access Group Event										
Inventory	Interval 01/08/2013 * 12:00 AM * 31/08/2013 * 11:59 PM Get Ion											
Image: Store room 1												
Ingressus II - R&D office				Drag a column header here to	group by that column							
D Ingressus II - Equipment office		No.	Date & Time	Device ID	User ID	Status						
	- F		1 01-08-2013 05:12:38 PM		0	Remote Release Alarm						
<ul> <li>Mermanent Door Open Close Timezone</li> </ul>			2 01-08-2013 05:12:38 PM		0	Remote Release Alarm						
Office hour (9am to 4pm)			3 20-08-2013 11:19:37 AM	3101217	3057	Identify Success						
Public holiday (Morning access)												
Dublic holiday (Examine access)												
init Poblic Holiday (cvening access)												
						*						
						Edit						

Each device uploads activities (e.g.: door force opened) to Ingress automatically. You can view these records according to date and time.

- 1. Press Edit.
- 2. Define the date range/Interval.
- 3. Press Get Log.

# Linkage with IP Camera

Ingress can link up with the MileStone server or EpiCamera to stream the video. You can have live view from your IP camera in Ingress without logging-in to MileStone or EpiCamera. You can pair the IP camera to relevant door(s) so you can monitor IN-OUT movement easily.

Before you start to pair the IP camera to a door, go to System Settings to configure connection details of your Milestone server or EpiCamera under Network Camera Integration.

- 1. Select Door at the left panel.
- 2. Click Add Camera.
- 3. Select MileStone or EpiCamera.
- 4. Select the IP camera to be paired with the door.
- 5. The IP camera will be displayed at the left panel under the selected door.
- 6. Select the IP camera and click Show Live View to stream video.





In case of abnormal door activities (e.g.: door force open), Ingress records the event immediately under Monitoring. You can playback the video during the abnormal door activities by clicking at the alert message. More details under Monitoring.

- 1. Select the IP camera from left panel.
- 2. Click Remove Camera.
- 3. Yes to confirm to delete.

# Permanent Door Open Close Time Zone

You can set a specific time range to allow free access for certain entrance. For example, sales office is open for customers to visit during office hours (9am to 5pm). Users do not need to verify to gain access from 9am to 5pm. This is called Permanent Door Open Close Time Zone, designed to control access for zones with high traffic flow without compromising the security purpose.

#### Steps to setup Permanent Door Open Close Time Zone:

- 1. Click Permanent Door Open Close Time Zone.
- 2. Click Add Time Zone.
- 3. Name the Time Zone, e.g.: Office hour Free Access 9am to 4pm.
- 4. Press Edit.
- 5. Define the Start and End time for each day.
  - You can click the Copy button to copy the settings from the previous day.
  - Click 📃 to define time range by scroll bar.

elect Time Range				
12:00 AM	Q +	P		11:59 PM
	09:00 AM - 04	1:00 PM		
			ОК	Cancel

6. Press Save to save settings.

#### Steps to assign Permanent Door Open Close Time Zone to Door:

- 1. Select Door from the left panel.
- 2. Select Details.
- 3. Press Edit.
- 4. Select the time zone under Permanent Door Open Close Time Zone.
- 5. Press Save.
- 6. Upload settings to devices.

## To remove the Permanent Door Close Time Zone from list:

- 1. Select the Time Zone from left panel.
- 2. Click Remove Time Zone.
- 3. Yes to confirm to delete.

# Permanent Door Open Close Holiday Time Zone (Ingressus only)

You can apply Permanent Door Close Time Zone during holidays. Ingress applies the time zone settings to the date listed under Holiday Settings. This is only effective to doors installed with Ingressus.

#### Steps to setup Permanent Door Open Close Time Zone:

- 1. Click Permanent Door Open Close Time Zone.
- 2. Click Add Holiday Time Zone.
- 3. Name the Time Zone, e.g.: Holiday Access Morning only.
- 4. Press Edit.
- 5. Define the Start and End time.
- 6. Press Save to save settings.

#### Steps to assign Permanent Door Open Close Holiday Time Zone to Ingressus:

- 1. Select Ingressus from the left panel.
- 2. Select Details.
- 3. Press Edit.
- 4. Select the time zone under Permanent Door Open Close Holiday Time Zone.
- 5. Press Save.
- 6. Upload settings to Ingressus.

## To remove the Permanent Door Close Time Zone from list:

- 1. Select the Holiday Time Zone from left panel.
- 2. Click Remove Holiday Time Zone.
- 3. Yes to confirm to delete.

# Chapter 3 Setup of Zones

This chapter guides you on setting up zone installations using Ingressus.

This chapter is only applicable for Ingressus. Skip this chapter if you are not installing any Ingressus controllers in your environment. You can set up zone installations with Ingressus to perform more secure access control settings.

There are a total of 5 types of zones, which are:

- Antipassback
- Fire alarm
- Interlocking
- First Card Unlock
- Multi Card Open

# Antipassback

Apply Antipassback to force all users to verify every time when coming in or leaving the work place. Ingressus blocks user access if the user missed his/her previous verification record. This is an important feature to stop users from tailgating others during access. Ingress can collect the full IN-OUT records of every user.

	Zones
🔺 🥥 Zones	Basic Information
4 😵 Anti Passback	Name Ingressus II * Type Anti-passback Zone
4 婆 Ground floor lobby	Details
Ingressus II	
🖻 🔮 Fire Alarm	Anti-Passback between readers of Door 1
Interlocking	Anter-assock between readers of Door 1 and between the readers of Door 2 respectively
First Card Unlock	Anti-Passback between Door 1 and Door 2
🕒 🞫 Multi-Card Open	
	Save Cancel

- 1. Click Antipassback from the left panel.
- 2. Click Add Zone.
- 3. Name the Zone, e.g.: Ground Floor.
- 4. Click Add Device.
- 5. Select Ingressus from the list.
- 6. Name the Ingressus controller.
- 7. Press Edit at the Basic Information panel.

8. Select the nature of Antipassback by clicking at the radio button.

Antipassback between readers of Door 1: To activate feature at Door 1 only.

Antipassback between readers of Door 2: To activate feature at Door 2 only.

Antipassback between readers of Door 1 and between the readers of Door 2 respectively: To activate the features at both Door 1 and Door 2 independently.

Antipassback between Door 1 and Door 2: To activate the feature between both Door 1 and Door 2. User must have an Out record from Door 1, before granted access to Door 2.

9. Sync settings to the Ingressus controller.

# Fire and Burglar Alarm

Apply fire alarm settings to Ingressus to alert users in case of fire emergency. You must install AUX input component at Ingressus (e.g.: smoke/heat detector). The sensor sends signal to Ingressus once it detects smoke/heat. You can configure in Ingress to force Ingressus to unlock doors immediately.

4	Zones				4
🔺 🥥 Zones	Basic Information				
🖻 😨 Anti Passback	Name Ingressus II	*	Type Fire Alarm Zor	he	
4 🚆 Fire Alarm	Details				
🔺 👷 All doors					
Ingressus II	Fire Alarm			Burglar Alarm	
🗉 🔒 Interlocking	Fire Alarm Condition			Fire Alarm Condition	
First Card Unlock	Trigger Condition	Auxiliary Input Shorted	-	Trigger Condition	Auxiliary Input Disconnected
🖻 🛋 Multi-Card Open	Input Point Address	Any	*	Input Point Address	Auxiliary Input 2
	Fire Alarm Action			Fire Alarm Action	
	Output Point Address	V Lock 1	V Lock 2	Output Point Address	Lock 1 Lock 2
		Auxiliary 1	Auxiliary 2		Auxiliary 1
	Action Type	Normal Open	-	Action Type	Close -
				Time Zone	
				Manual Synchronize	
					Save Cancel

- 1. Click Fire Alarm from the left panel.
- 2. Click Add Zone.
- 3. Name the Zone, e.g.: All doors.
- 4. Click Add Device.
- 5. Select Ingressus from the list.
- 6. Name the Ingressus controller.
- 7. Press Edit at the Details panel.
- 8. Check the Fire Alarm box to start configurations.

*Trigger condition*: To define the action that will trigger the fire alarm in Ingressus. You can either use sensors (connecting to AUX port at Ingressus) or key command from slave terminals (insert special password, verification of duress finger). For example, select Auxiliary Input Shorted if you are using smoke/heat sensor to detect fire. The sensor connects to Ingressus at its AUX Input port. It only send signal to Ingressus in case it detects smoke or heat.

*Input point address:* To define the type of input to Ingressus to trigger fire alarm. Select Any if you are using slave terminals as input, or Auxiliary Input Port 1 and 2. You will only find Auxiliary Input Port 1 if you are installing with Ingressus I.

#### 9. Configure the output from Ingressus during fire alarm.

*Output point address*: To define the type of action given from Ingressus during fire alarm, either Lock or Auxililary Output. Check the box LOCK 1 and 2 if you want to control door lock during fire alarm. Select Auxiliary 1 and 2 if you are connecting to any sensor supporting auxiliary output.

Action Type: To define Close, Open or Normal Open as outputs from Ingressus.

**Close** – Ingressus outputs NC relay signal from the AUX port. The NC relay signal can turn on the 3rd party circuit, e.g.: turning on siren to alert users.

**Open** – Ingressus outputs NO relay signal from AUX port. The NO relay signal can turn off the 3rd party circuit, e.g.: turning off power to door lock system.

If you have selected Lock 1 and 2 under Output point address, select Open to unlock doors during fire alarm. **Delay –** The time duration to wait before action happens.

#### 10.Sync settings to the Ingressus controller.

Ingressus can link with motion detectors to monitor zones after operation hours. In case of break-ins, the motion detector senses the movements of the intruder, and proceeds to trigger its alarm output. Unlike smoke/heat sensors, motion detectors must be shut down when users are allowed to enter the zone. You can set a schedule to activate/de-activate the motion detector instead of manual operation.

- 1. Check the Burglar Alarm box to start configurations.
- 2. Select Auxiliary Input Disconnected under Trigger Condition.
- 3. Select Auxiliary Input 2 as Input Point Address (we recommend to connect motion detector to AUX IN 2 port).
- 4. Select Auxiliary 2 under Output Point Address (we recommend to link AUX OUT 2 port to alarm system or siren).
- 5. Select Close under Action Type.
- 6. Sync settings to Ingress controller.

# Interlocking

This is also known as a mantrap and is only applicable for installations of Ingressus II with 2 doors. With the setting, Ingressus will detect either door closed tightly before allowing user to verify to unlock the other door. Door sensor must be installed at each door to monitor the door open-close activities.

- 1. Click Interlocking from the left panel.
- 2. Click Add Zone.
- 3. Name the Zone, e.g.: server rooms.
- 4. Click Add Device.

a	7
	2018
4 🥥 Zones	basic untermetion
Anti Passback	Name Ingressus II * Type Interlock Zone
	Details
4 🍙 Interlocking	
4 🔒 Server room	Interlocking between Door 1 and Door 2
🕸 Ingressus II	
🗉 🖩 First Card Unlock	
🕨 💌 Multi-Card Open	
	Save Cancel

- 5. Select Ingressus from the list.
- 6. Name the Ingressus controller.
- 7. Press Edit at the Details panel.
- 8. Check Interlocking between Door 1 and Door 2 to activate the feature.
- 9. Press Save to save settings.
- 10.Sync settings to the Ingressus controller.

# First card unlock

You can set one user/card as the 'gatekeeper', whereby the user/card must be verified first before others are given access to a restricted area. If he/she is unavailable to verify, other users cannot gain access. This is to ensure the person in charge is present to monitor the restricted area before other users seek access.

•	Zones			4
4 🥥 Zones	Timeset	-		
Anti Passback	User ID	Name	Department	
🖻 💼 Fire Alarm	▶ 3039 Henr	у	Research & Development	
Interlocking				
4 👅 First Card Unlock				
I R&D office				
Multi-Card Open				
				Add Personnel Remove Personnel
	Device Name	Door Name		
	Ingressus II	Ingressus II - R&D office		A
× X				Add Door Remove Door
Click to sync all device info				Save Cancel

- 1. Click First Card Unlock from the left panel.
- 2. Click Add Zone.

- 3. Name the Zone, e.g.: R&D office.
- 4. Click Add Device.
- 5. Select Ingressus from the list.
- 6. Name the Ingressus controller.
- 7. Press Edit at the Zone panel.
- 8. Select Time Set to access for access. No access granted if time falls out of the boundary.
- 9. Click Add Personnel to define the user as First Card Unlock person (he/she still can use password or fingerprint to verify). It is optional to assign more than 1 user.
- 10. Click Add Door to define which Ingressus to follow this rule.
- 11. Press Save to save settings.
- 12.Sync settings to the Ingressus controller.

# Multi card open

Multi card open is a security feature to unlock doors whereby at least 2 specified users must verify themselves (fingerprint, password or card) at the same time at a door to gain access. You can set up to a maximum of 5 users that must verify together to unlock a door.

		4	Zones				ą
4	0 2	Zones	Basic Information				
	Þ 🐐	Anti Passback	User Group Name	No of User Select	Total Count User		
	•	Fire Alarm	Equipment room	2	5		
	Þ 6	Interlocking					
		First Card Unlock					
		Multi-Card Open				v	ļ
		🖌 🧱 Multi-Card User Group	Doors				
		Equipment room	Device Name	Door Name			
		🛚 🖳 Multi Card Combination Group	Ingressus II	Ingressus II - R&D office		<u>^</u>	
		Restricted area (R&D)	Ingressus II	Ingressus II - Equipment			
						Add Door Remove Door	
						Save Cancel	

- 1. Click Multi Card Open from the left panel.
- 2. Click Add User Group.
- 3. Name the User Group e.g.: R&D group.
- 4. Click Edit at the right panel.
- 5. Select the relevant users from the list.
- 6. Click Save to save settings.
- 7. Click Multi Card Combination Group from the left panel.
- 8. Click Add Combination Group.
- 9. Name the Combination Group e.g.: Restricted Area Level 1.

3	Zones			4
🖌 🥥 Zones	Basic Information			
Anti Passback	User Group Name	No of User Select	Total Count User	
Fire Alarm	Equipment room	2	5	
V 🖌 Interlocking				
First Card Unlock				
4 💌 Multi-Card Open				
🔺 🧮 Multi-Card User Group	Doors			
Equipment room	Device Name	Door Name		
4 💐 Multi Card Combination Group	Ingressus II	Ingressus II - R&D office		×
<ul> <li>Bestricted area (B&amp;D)</li> </ul>	Ingressus II	Ingressus II - Equipment		
-				
				Add Door Remove Door
				Save Cancel

- 10. Press Edit to start to configure.
- 11. Double click at the No. of User Select to be presented for verification in this group.
- 12. Press Add Door to select the Ingressus controller to follow this rule.
- 13. Press Save to save settings.
- 14. Sync to the Ingressus controller.

# To Delete Zone/Device/User Group/Multi card combination group

If any of the above is not applicable in your environment, or if you wrongly added configurations into the list, you can choose to delete them from the list as follows:

- 1. Select the required zone/device/user group/multi card combination group from the left panel to be deleted.
- 2. Click the button at the top menu bar (Remove Zone, Delete Device, Remove User Group or Remove multi card combination group).
- 3. Click Yes to confirm delete.

#### Alternatively:

- 1. Select the item to delete.
- 2. Right-click on the item to select Delete.
- 3. Click Yes to confirm delete.

# Chapter 4 Management of Users

This chapter guides you to manage users by synchronizing them from devices into Ingress and filling in detailed user information for reporting purposes.

Synchronize all users from devices into Ingress for easy management. You can fill in important information of each user as reference and also transfer users' info among all devices to allow access accordingly. The transfer process requires TCP/IP or RS485 connection to each device. If either communication method is not available, you can copy users' info into a USB flash disk to transfer information between Ingress and device. You can import users' info from your current system, and transfer it into Ingress so you do not need to re-insert the info again.

# Add Department

Create list of departments in Ingress before you start to synchronize or create users. This is a good practice to handle users by department.

									Ingr	ess										-	= >
	Monitoring		Devices		Doors	Zone	(Ingressus Only)	Visual Maps		Use	rs	Access Lev	el 4	Attendance		Reports	Syster	n Settings	۵	- 85	<b>.</b>
12	225	-	-	1		1	1	2			Ŷ	2	0								
Add Departme	Remove ent Department	New User	Batch Create User	Downle Use	oad Import From	n Import UBS	Remove Current User	Remove Device User	Upload User	Export User	Read Use From USI	Export User To USB	Search User								
De	partment			Add L	lser		Remov	re User	Expor	t User	USB M	anagement	Search Use	e							
a Users									4												
4 🔳 1	Jser					Drag a column header here to group by that column															
> <b>X</b>	Administration	1			No. Us	tr ID	First Name	Las	t Name		Depa	rtment	Card N	lum.	Status	FP VX9	FP VX10	Face	Access	Group	
- 2	Logistic																				-
- <b>X</b>	Production																				
🕴 🏙 Research & Development																					
🗈 🏛 Sales & Marketing																					
E 🗰 Technical Support																					
	New Departm	ient																			

- 1. Click User at the left panel.
- 2. Click Add Department.
- 3. Name the Department.

# Add Users

## To download users from devices

The easiest way to add users is to synchronize users from the devices. To do so, enrollment of users with face, fingerprint, card and password must first be done at the device. Then, run Ingress to download the users and assign under department accordingly. *Refer to Chapter 4 • To import users' biodata from other system* to learn how to import user biodata from 3rd party system so you do not need to insert user biodata manually.
- 1. Click Download Users at the Menu bar.
- 2. Double-click to select the device from the left panel.
- 3. Check the checkbox to select users data to download.

Username + Password + Privilege (compulsory item. Ingress ignores username and password if the user does not enroll any of them)

*Fingerprint* (only select if you want to download users' finger-print templates)

*Face* (only select if you want to download users' face templates)

Card (only select if you want to download users' card ID)

- 4. Check "Do not overwrite PC user info if no terminal data is downloaded" to avoid accidentally downloading data from a device without any data. Ingress will delete all users' data in its list if the connected terminal is empty. Ignore this if you do not have any data stored in Ingress.
- 5. Select the users to download from the right panel.
- 6. Click Download to proceed.

### To download users via USB flash disk

You can use USB flash disk to download users from all terminals and the Keylock series. However, the Ingressus controller does not have a USB port for data transfer.

- 1. Click Read User From USB.
- 2. Click to select USB drive plugged with the USB flash disk.
- 3. Click From USB.
- 4. Select users by checking the user ID.
- 5. Click Download to copy users' data into Ingressus.

4 🛄 (F:)	1	3031	Nick	*	Here	
🗱 user.dat	2				User	0
- osciloar		3034	Lilian	•	User	0
	3	3037	Sophia	*	User	0
	4	3038	Jackson	•	Supervisor	0
	5	3039	Henry	*	Supervisor	0
	6	3042	Jazzter	•	User	0
	7	3043	Sujanah	*	User	0
	8	3044	Regielov	•	User	0
	9	3046	Carmen	*	User	0
	10	3048	Catherine	•	User	0

Store room (0.0.0.0)	Group Dub	t overwriti v Roster	e PC user into	ve level	re with latest group duty roster
Production - Exit terminal (192.168.					
Front Door - Entry terminal (192.16		No.	User ID	First Name 🔍	Last Name
1st floor - sales office (192.168.1.50		1	3037	Sophia	Jackson
Ingressus II (192.168.1.90)		2	3031	Nick	Kutz
Front Door - Exit terminal (192.168.		3	3042	Jazzter	Vitz
Production - Entry terminal (192.16		4	3038	Jackson	Frost
		5	3039	Henry	Pang
		6	3048	Catherine	Jones
		7	3046	Carmen	Freeman
		8	3122		
		9	2037		
		10	2036		
		11	3121		
		12	3120		
		13	3119		
		14	3118		
	Status				
lect Data Username + Password + Privilege	20-08-20 20-08-20 20-08-20	013 02:40: 013 02:40: 013 02:40:	12 PM 14 PM 16 PM	Connect Device The connection is successfu Reading user from device	^ ال
Fingerprint 🔄 Face 📃 Card	20-08-20	013 02:40:	16 PM	Disconnection successful	*

### To create users manually

You must manually create users in Ingress if only the Ingressus controller is installed in the environment because you cannot enroll users fingerprint, password or card ID directly to Ingressus. Therefore, enroll them in Ingress by scanning fingerprint with OFIS-Y scanner (fingerprint), or insert password or card number of each user in Ingress.

You can create users by batch by assigning a running user ID for each user. In case you are assigning RFID cards to every user, where the card numbers are in sequence, you can create users by batch too.

#### To add users one-by-one:

- 1. Click New User.
- 2. Fill in the user biodata.
- 3. Click Add and continue to continue to add next user.
- 4. Refer to 4.3.1 to learn how to enroll fingerprint by using OFIS-Y scanner.

	User ID	8892		IC/Social Sect	arity No.	A48533LJ73525
	Username	Johnson		Employee ID		TEC3386
	First Name	Johnson		Last Name		Cornor
	Gender	Male	-	Day of Birth		16/08/1995
	Email	johnson@techa	suto.com	Department		Technical Support
hone	601220988765		Design	nation	Support	engineer
lddress						
ssue Date	20/08/2013		* Expiry	Date		
ccess Level	Anytime		* Group	Duty Roster	Executive	: level
assword			Card 1	lum.		
rivilege	User		*			
emark						
emark						

#### To add users by batch:

1. Define the start and end User ID.

- 2. Provide the starting Card Num. if users are using card in running sequence number.
- Define a general Username to attach with the user ID, for example Staff1234. You can amend the username accordingly afterwards.
- Provide the Designation if all users share the same post. Ignore this if they have different designations.
- 5. Press Execute to start to generate users.



# Edit User Biodata

Assign users into department via drag-and-drop. Fill in the biodata of each user to ease searching in future. You can also edit individual users manually or import the relevant information from your previous system into Ingress.

## To edit users' information manually

#		Jsers										<b>#</b>
4 🔳 User	Γ											
E 🗱 Administration	lt	No.	User ID	First Name	Last Name	Department	Card Num.	Status	FP VX9	FP VX10	Face	Access Group
E 🛤 Logistic	Þ	1	3031	Nick	Kutz	Production		0	0	4	•	
Production		2	3034	Lilian	Hong	Production		0	0	4	۰	
1 10 Research & Development		3	3037	Sophia	Jackson	Logistic		0	0	4	۰	
	Ш	4	3038	Jackson	Frost	Logistic		0	0	4	•	Anytime
Isales & Marketing		5	3039	Henry	Pang	Research & Development		0	0	2	•	Anytime
It is Technical Support	E	6	3042	Jazzter	Vitz	Technical Support		•	0	4	•	Anytime
III New Department	Ш	7	3043	Anabel	Raymond	Administration		0	0	4	•	Anytime
interv Department		8	3044	Belle	Dickson	Administration		0	0	4	•	
		9	3046	Carmen	Freeman	Sales & Marketing		0	0	4	•	
	Ш	10	3048	Catherine	Jones	Sales & Marketing		0	0	0	•	
	1											

You can see all users displayed in the right panel. Double-click the user ID to start to edit his/her biodata accordingly.

First Name         Henry         Last Name         Pang         Email         pang@fin           Designation         Phodict Development Manager         Department         Research & Development         Research & Development           Day of Binh         15/05/2013         Gender         Male         Phone         012200348           Address         Group Day Roster         * Executive level         Research & Development         Research & Development           Details         Address         Group Day Roster         * Executive level         Research & Development           Details         Regregation         Time Attendance         Executive level         Other           Versione         Time Attendance         Executive level         Holiday         Holiday           1         Main entrance         Andrese         Valid         Holiday		User ID *	3039		Employee ID	Tech3039			IC/Social Security No.	
Designation         Product Development Manager         Department         Research & Development           Day of Birth         16/05/0013         Gender         Male         Phone         012/0013484           Address         Group Day Rotter         * Executive level         Address         Carde           Access Control         Time Attendance         Execut         Other         Other           No.         Door         Time Sat         Holday         Holday           1         Main entrance         Valid         Holday		First Name	Henry		Last Name	Pang			Email	pang@finger
Day of Birth         16/06/2013         Gender         Male         Phone         012/2013.468           Address         Group Duty Boster         *         Executive level           Details         Frgerprint         Cast           Access Control         Time Attendance         Event         Other           No.         Door         Time Set         Holday         Holday           1         Main entrance         Valid         Holday         Holday		Designation	Product Develop	oment Manager	Department	Research & Dev	elopment	t .		
Address         Group Duty Roster         Executive level           Details         Executive level         Card           Access Control         Time Attendance         Event         Other           vydime         No.         Door         Time Set         Holday           1. Main entrance         Anvirne         Valid         Holday		Day of Birth	16/06/2013		Gender	Male P	hone	01220	81448	
Details         Fregerprint         Card           Access Control         Time Attendance         Bent         Other           onytime         Image: Standance         Time Set         Holiday           1. Main entrance         Anrotime         Valid         Holiday		Address					Grou	p Duty Roster	Executive level	
Access Control         Time Attendance         Event         Other           vnytime	Details			Eingerprin	4			Car	rd	
nytime	Access Control		Time Atter	idance		Event			Other	
1 Main entrance Anytime Valid	nytime No.		Door		т	ime Set			Holiday	
	1	Main entrance		Any	rtime			Valid		

- 1. Press Edit.
- 2. Double click at the Photo column to insert his/her photo.
- 3. Fill in the details under the Basic Information to describe the user.
- 4. Click each tab to view or configure under the Basic Information section.
  - Details tab:

Username: Short name to be displayed to user during verification. Maximum 9 characters. Password: Assign password for users' verification at devices. Maximum 5-digits. Issue date: To show the date the user created in Ingress. Expiry date: Date to suspend users to display on Attendance Sheet. Suspend: Block users to gain access at the device. Privilege: To change the user's privilege at the devices. Card: To display the card number assign to the users. *Face:* To indicate if a user is enrolled with face template.

Total FP VX 9: To display total number of VX 9.0 fingerprint template enrolled for the users.

Total FP VX 10: To display total number of VX 10.0 fingerprint templates enrolled for the users.

- Fingerprint tab: You can enroll new fingerprint for users by using the OFIS-Y scanner under FP VX 9.0/VX 10.0. Follow steps below:
  - 1. Plug OFIS-Y scanner to Ingress server/client.
  - 2. Click the User ID to enroll fingerprint.
  - Open the page FP VX 10 (if you are using an older device supporting VX 9.0 fingerprint, please open FP VX 9 before proceeding to the next step)
  - 4. Press Edit.
  - 5. Press Registration.

Follow the onscreen instruction to enroll fingerprint.

- Card tab: You can assign/update a new card number to the users as well as removing a card number from the user.
  - 1. Click Edit.
  - 2. Click Add/Update/Delete.
  - 3. Sync settings to terminal.
- Access Control tab: This tab displays the list of terminals that this user is assigned to.
- Time Attendance tab: This tab displays the working calendar that this user is assigned to.
- Event tab: You can view his/her access records at this tab. Define the start and end date range to view the records.

### To import users' biodata from other system

You can import users' biodata from other system so you do not need to re-insert details again into Ingress. The import file can be in XLS, TXT or CSV format. The data includes:

- User ID
- Username
- First name
- Last name
- Card number
- Department
- Employee ID

It is recommended to prepare the data according to the arrangement mentioned above. However you can configure Ingress to read the data from specific columns to match the data via the following steps:

C:\Users\Henry\Deskt	top\user list.txt					Browse
Result						
Please match header	with columns below :-		No. User ID	Username	First Name	
User ID •	User_ID -	+ -	1 3039	Henry	Henry	Pang
Username *	Username -					
First Name	First_Name *					
Last Name	Last_Name *					
Card Num.	Card_Num. *					
Department						
Employee ID	Employee_ID *					
Group Duty Roster	Executive level *					
Replace with late	est group duty roster					
View Sample	Populate User					
view sample	Populate Oser	4				•

- 1. Click Browse to find and open the file.
- 2. Select to Match the column of import data with Ingress.
- 3. Click Populate User to see the data.
- 4. Click Read to start to import.

# Upload users to devices

You can upload the users' information to devices without re-enrollment of the users. You can upload via TCP/IP, RS485 or USB flash disk.

## Upload users via TCP/IP or RS485

elect which device to upload :-	V Don	ot oven	vrite termina	I data if no PC user into i	s upicaded		
4 🗐 🛄 Device	V	No.	User ID	First Name	Last Name	Department	
Front Door - Entry terminal	> V	1					
	<b>V</b>						
1st floor - sales office	<b>V</b>						
Store room	<b>V</b>						
Ingressus II	V						
	<b>V</b>						
M Front Door - Exit terminal	<b>V</b>						
Production - Entry terminal	<b>V</b>						
Production - Exit terminal	V						
	<b>V</b>						
Select Data V Uzerrame + Password + Privilege	Status						

- 1. Click Upload User.
- 2. Select the devices in the left panel to upload the users' information to.
- 3. Check the checkbox to select users information to upload.

Username + Password + Privilege (compulsory item. Ingress ignores username and password if the user does not enroll any of them)

Fingerprint (only select if you want to download users' fingerprint templates)

Face (only select if you want to download users' face templates)

Card (only select if you want to download users' card ID)

- 4. Check "Do not overwrite terminal data if no PC user info is downloaded" to avoid accidentally uploading empty data to a device. Ingress will delete all users' information in the terminal if you forget to include the information mentioned in step 3. Ignore this if you are sure the device is new and data is stored in it.
- 5. Select the users to be uploaded from the right panel.
- 6. Click Upload to proceed.

## Upload users via USB flash disk

			No	User ID	First Name	Last Name
4 🛛 🔳 User		<b>v</b>	1	3031	Nick	Kutz
		1	2	3034	Lilian	Hong
Administration		~	3	3037	Sophia	Jackson
Logistic		1	4	3038	Jackson	Frost
V III New Department	+	<b>v</b>	5	3039	Henry	Pang
			6	3042	Jazzter	Vitz
Production			7	3043	Anabel	Raymond
Research & Developme			8	3044	Belle	Dickson
Sales & Marketing			9	3046	Carmen	Freeman
The Table I County			10	3048	Catherine	Jones
	Ph	ease sp	ecify the 9	attached USE	flash disk drive location :	- FA

- 1. Click Export Users to USB.
- 2. Select users by department or individual users.
- 3. Click to select USB drive plugged with the USB flash disk.
- 4. Select types of users' information to upload.
  - FP VX 9 users' fingerprint enrolled by algorithm VX 9.0 (old fingerprint templates)

*FP VX 10* –users; fingerprint enrolled by algorithm VX 10.0 (new fingerprint templates) *Face* – users' face templates

Card – users' card number

- 5. Select the types of devices to upload the data to.
- 6. Click Export.

# **Remove Users**

When users no longer work in the environment, or transfer to another department/section, you must delete his/her information from Ingress and devices. This is to ensure the user no longer has access to selected doors.

### **Remove Current Users**

This is to remove users when the users no longer work with the company. This process can remove the users' information from Ingress and all devices.

	V	Rem	ove both	local and de	evice user data		
🗷 🛄 Device			No.	User ID	First Name	Last Name	Department
Front Door - Entry terminal			1	3031	Nick	Kutz	Production
Real of the			2	3034	Lilian	Hong	Production
Ist floor - sales office			3	3037	Sophia	Jackson	Logistic
🗹 🛄 Store room			4	3038	Jackson	Frost	Logistic
V 🔅 Ingressus II			5	3039	Henry	Pang	Research & Development
			6	3042	Jazzter	Vitz	Technical Support
Front Door - Exit terminal			7	3043	Anabel	Raymond	Administration
🗹 🛄 Production - Entry terminal		V	8	3044	Belle	Dickson	Administration
Reproduction - Exit terminal	Þ	1					
			10	3048	Catherine	Jones	Sales & Marketing
		Status					
led Data	- 1						
elect Data							
elect Data							

- 1. Click Remove Current Users.
- 2. Select the devices from the left panel to remove the users (recommended to select all).
- 3. Select all data to delete (fingerprint, face, card, all user info).
- 4. Select the user ID(s) to delete.
- 5. Click Remove to proceed.

## **Remove Device Users**

This is to remove the users from selected devices. The users' information will still be kept in Ingress and can be uploaded to devices again in the future.

lect which device to connect :-		No.	User ID	First Name 🔻	Last Name	Select which device to remove user(
Store room (0.0.0.0)		15	3037	Sophia	Jackson	A
Production - Exit terminal (192.16		13	3031	Nick	Kutz	Device
Front Door - Entry terminal (192.1		18	3042	Jazzter	Vitz	Front Door - Entry ter
1st floor - sales office (192,168,1.5		16	3038	Jackson	Frost	I st floor - sales office
Ingressus II (192.168.1.90)		17	3039	Henry	Pang	
Eront Door - Exit terminal (192.16) Production - Entry terminal (192.1	1	21	3048	Catherine	Jones	Store room
	> 🖌	58	3046	Carmen	Freeman	🗆 🏟 Ingressus II
		72	3122			Front Door - Exit term
		71	2037			The sector sector
		70	2036			Production - Entry ter
		69	3121			🗹 🋄 Production - Exit term
		68	3120			
		67	3119			
		66	3118			
		65	3109			
		64	3108			
		63	3107			
		62	3095	5		×
	Status					
elect Data Fingerprint Face Card	20-08- 20-08- 20-08- 20-08-	2013 03 2013 03 2013 03 2013 03	06:18 PM 06:19 PM 06:21 PM 06:21 PM	Connect Device The connection is suc Reading user from de Disconnection succes	cessful vice sful	
All User Info	1					e

- 1. Click Remove Device Users.
- 2. Select device (from left panel) to connect so you can seek for the users ID to delete.
- 3. Select the users ID to delete.
- 4. Select device (from right panel) to connect so you can delete the users from these devices.
- 5. Click Remove to proceed.

# **Other Operation**

### To export users biodata

You can export the users' biodata into other digital format (TXT, XLS, XLSX or CSV) for 3rd party system to use with.



- 1. Click Export User.
- 2. Select users by department or individual users.
- 3. Select the type of biodata to export.
- 4. Press right arrow include in the export process.
- 5. Click Export to proceed.
- 6. Name the output file.
- 7. Select the types of output.

### To import users' biodata from Sage UBS Payroll (for Malaysia market only)

You can import users' biodata from Sage UBS Payroll.

- 1. Click Import UBS.
- 2. Select users by department.
- 3. Browse to seek for the Sage UBS Payroll path.
- 4. Insert the company name.
- 5. Select the users to import.

Pepartment	Payroll Path		Browse
🖌 🗹 🏬 User	Company Name		
Administration	No. User ID	Name	
Logistic			
New Department			
Production			
🗆 🏛 Research & Development			
Sales & Marketing			
Technical Support			
	Group Duty Roster Executive	e level 🔹 👘 Replace with latest grou	p duty roster
	Running Sequence No.	Numeric User ID	
	Replace Username by User ID		
< III. >	Separate Name become First Na	ame and Last Name by space in between	
		Download	Cancel

6. Select user ID format.

*Running sequence number* – select this if you want Ingress to create new user ID by running number *Numeric user ID* – select this and system only accepts numbers as user ID. In case the user is using alphanumeric for example AD3039 as user ID, enable this option and system only capture 3039 as ID during import process.

- 7. Check "Replace username by user ID" select this and system treats user ID as username during export process.
- 8. Check "Separate Name become First Name and Last Name by space in between" select this and system justifies employee first name and last name by space in between employees' name.
- 9. Click Download to proceed.

### To search users by keywords

You can search Ingress' database to look for a user by keywords via the following steps:

Search User	×
Please fill in at least one filter to search	user
User ID	
Username	
First Name	
Last Name	
Card Num.	
	Search Cancel

- 1. Click Search User.
- 2. Insert keywords into the relevant column.
- 3. Click Search to proceed.

# Chapter 5 Access Levels

This chapter guides you on how to restrict access to created and assigned users in the workplace through several different methods.

You can limit access of every user by time range to any doors in the workplace by configuring its settings and uploading them to the devices. Devices justify the access by checking his/her identity and effective time range. For example, you can allow access to all managers at all times but only allow access from 9am to 5pm for junior executive.

Each time range is separated into 3 intervals a day. You can set a maximum of 3 sets of access time ranges in a day. The users can only access the workplace during these 3 intervals. For example, you can allow access for the production workers into the production area from 7am to 10am, 11am to 1pm and 2pm to 6pm to carry out their duties. Therefore, production workers cannot gain access into the factory while having their breaks between the 3 time ranges.

You can also set the specific access time to apply to holidays. Ingress uploads the access time together with date of holiday to devices. For example, you can allow access through the main entrance from only 8am to 12pm during holidays. To fully utilize holiday time zone, you must set the list of applicable holidays in Ingress before further configurations.

You can improve the security of access by using a combination of verification methods. To do so, you can set different verification methods at individual doors. For example, R&D staff can verify by fingerprint at the company's main entrance, but must verify both fingerprint and card when accessing to the R&D office.

# Access Levels by Time

Firstly, you must configure the daily time set. Time set is the time where users are allowed access into the door. The device blocks user access if his verification time is out of range. You can apply up to 3 different time sets in a day.

Secondly, you must create an Access Group to define the time sets to follow and which devices shall apply this time set.

Finally, you must add the users into the Access Group. Users must follow the time set settings at the specific devices to gain access.

# Setup of Time Set

By default, Ingress provides 2 time sets which are Anytime (all time access) and No time (no access anytime). You can create new time sets according to your company's requirements.

	Access Level				3							
🔺 😥 Access Group	Basic Information											
Anytime	Name 1 Office hours	Name * Office hours (Zam to Rom) Description Access range (Sam - 12nm 1nm - 4nm 5nm - Rom no access weekends)										
No time	Marine Onice Hour	s (vani to opin)	poon Access range (value - 12pm, 1p	in - upin, spin - opin, no access weekends)								
Manager level access	Details											
🔺 🥥 Time Set		First Interval	Second Interval	Third Interval								
Anytime		Start Time End Time	Start Time End Time	Start Time End Time								
🥥 No time				-								
<ul> <li>Office hours (7am to 8pm)</li> </ul>	Sunday Copy	07:00 AM 12:00 PM	01:00 PM 04:00 PM	05:00 PM 08:00 PM								
🖏 Holiday (morning access)	Monday Copy	06:00 AM 12:00 PM	V 01:00 PM 04:00 PM	05:00 PM 08:00 PM								
Holiday Setting	Tuesday Copy	06:00 AM 12:00 PM	01:00 PM 04:00 PM	05:00 PM 08:00 PM								
4 🖬 Verify Type	Wednesday Copy	06:00 AM 12:00 PM	01:00 PM 04:00 PM	05:00 PM 08:00 PM								
Fingerprint + password	Thursday Copy	06:00 AM 12:00 PM	01:00 PM 04:00 PM	05:00 PM 08:00 PM								
	Friday Copy	06:00 AM 12:00 PM	V 01:00 PM 04:00 PM	V 05:00 PM 08:00 PM								
	Saturday Copy	12:00 AM 11:59 PM	01:00 PM 04:00 PM	05:00 PM 08:00 PM								
	Transfer To Device				Edit							

- 1. Select Time Set from the left panel.
- 2. Click Add Time Set.
- 3. Press Edit.
- 4. Name the time set, e.g.: Office hours.
- 5. Write a Description to remark the time set.
- 6. Set the time range to allow access with a maximum of 3 sets of time per day. In case you want to block access for the whole day, set 11:59PM as start time and 12:00AM as end time.
- 7. You can click like to use the graphical setup page as an alternative.
- 8. To use 2nd and 3rd interval, you must check the box to activate it.
- Click Copy in the next line if you want to duplicate the same time from the above settings.
- 10. Click Save to save settings.
- 11. Click Transfer to Device to synchronize the settings to devices.

		First Interval	
	12:00 AM	Q	11:59 PM
		06:00 AM - 12:00 PM	
		Second Interval	
7	12:00 AM	+ Q - Q	11:59 PM
		01:00 PM - 04:00 PM	
		Third Interval	
1	12:00 AM	· 9 P	11:59 PM
		05:00 PM - 08:00 PM	
			OK Cancel

## **Setup of Access Group**

	Access Level				4
🔺 🔒 Access Group	Basic Information				
🔒 Anytime	Name * M	anazoar laval accorr	Description		
😥 No time	- Charles - Char	anger terter access	Celebrati		
Manager level access	Array Control	likar			
🔺 🥥 Time Set	Access control	vie:			_
Anytime	No.	Doors	Time Set	Holiday	
2 N 2	1 N	fain entrance	Office hours (7am to 8pm)	Invalid	
V No time	2 In	igressus II - R&D office	Office hours (7am to 8pm)	Invalid	
Office hours (7am to 8pm)					
🖏 Holiday (morning access)					
Holiday Setting					
🔺 🌌 Verify Type					
Fingerprint + password					
				Add Update Re	move
	Transfer To Device				Edit

- 1. Click Access Group from the left panel.
- 2. Click Add Access Group.
- 3. Name the access group, e.g.: Executive level.
- 4. Click Edit at the Access Control tab.
- 5. Click Add to add the device to use this access level.
- 6. Select Time Set to follow (the time set must be preset prior to this step).
- 7. Check Holiday if you want to apply Holiday Time Zone (refer to Chapter 5 • Access Level by Holiday for more details).
- 8. Click OK to save settings.
- 9. Click Transfer to Device to synchronize settings to device.
- 10. Click Edit at the User tab.
- 11. Click Add to include the users that will follow this access group and time set.
- 12. Click OK to save settings.
- 13. Click Transfer to Device to synchronize users to the device that will follow this access group.

# Access Levels by Holiday

You can control access of users during holiday, e.g.: users can only access company main entrance from 9am to 12pm during holiday. Set the holiday time set to define the access time applicable to holidays in Ingress. Ingress does not allow you to proceed if there is no holiday time set defined. Define the start and end date for holidays under Holiday Settings. Assign the holiday time set to the specific holiday to take effect.

### Setup of Holiday Time Set

+	AUCESS LEVEL
🔺 😥 Access Group	Basic Information
😥 Anytime	New 1 (Lifety (manine second) Devicining
No time	Name Prology (moming access) Description
Manager level access	
🔺 🥥 Time Set	Joon 2
🥥 Anytime	Start Time End Time
🥥 No time	08:00 AM 12:00 PM
Office hours (7am to 8pm)	
Holiday (morning access)	
Holiday Setting	
4 🖬 Verify Type	
Fingerprint + password	
	Transfer To Device Edit

Doors ×
Doors
4 Door
4 🗷 🌉 Factory
Production
Main entrance
1st floor
Store room 1
Ingressus II - R&D office
Ingressus II - Equipment office
Time Set Anytime  Time Set
OK Cancel

O User	×
Select All     Select Unassigned User	
User	
🔺 🖾 User	<u> </u>
A dministration	-
Sujanah	-
Regielov	
Logistic	
Jackson	
New Department	-
OK	Cancel

- 1. Click Time Set from the left panel.
- 2. Click Add Holiday Time Set.
- 3. Describe the holiday time set, e.g.: Year End Holiday.
- 4. Click Edit.
- 5. Name the holiday time set, e.g.: Holiday access Morning.
- 6. Define the start and end time to deny access. By default, Ingress does not allow any access throughout the day if holiday settings are in use.

If access is required during some part of the day, you can shorten the access deny time.

*For example*, if access is required until 12:00pm, you may set the start time as 1:00pm and end time as 11.59pm.

- 7. Click Save to save settings.
- 8. Click Transfer to device.

You can repeat the steps above to create additional holiday time sets to suit your workplace.

### Create Holiday List to add Holiday Time Set

4	Ad	ccess Lev	rel										- 9
🔺 🗟 Access Group	ſ	Holiday											
🙆 Anytime		V	No.	Holiday Descri	ption Start Mon.	Start Day	End Month	End Day		Time Zo	one		
🙆 No time			1	Year end holiday	Dec	24	Dec	31	Holiday (morning a	ccess)			
Manager level access													
🔺 🥥 Time Set													
Anytime													
🥥 No time													
<ul> <li>Office hours (7am to 8pm)</li> </ul>													
norming access)													
Holiday Setting													
🔺 🖾 Verify Type													
Fingerprint + password													
													v
										Add	Update	Remove	
											Save	Cancel	

- 1. Click Holiday Settings from the left panel.
- 2. Click Edit.
- 3. Click Add to add new holiday.
- 4. Name the holiday.
- 5. Select Holiday Time Zone to apply.
- 6. Define the start and end date.
- 7. Click OK to apply.
- 8. Click Save to save settings.
- 9. Click Transfer to Device to synchronize to devices.



# Access Level by Verify Type

You can increase the security level of access by applying different verification types (combination of verification) at different time. With this setting, users must perform several verifications during specific time range at the device to gain access.

*	Access Level					7
🔺 🔒 Access Group	Basic Information					
Anytime	Name * Fi	ngerprint + password		Description		
Manager level access	Varify Turna	Door				
4 🥥 Time Set		0001				
🥥 Anytime	Sunday	×				
🥥 No time	Name	Start Time	End Time	Verify Type	Name	•
<ul> <li>Office hours (7am to 8pm)</li> </ul>	Time Range 1	08:00 PM	11:59 PM	Fingerprint&Password	Start Time	•
Real Holiday (morning access)					End Time	•
Holiday Setting					Verify Type	•
🔺 🖾 Verify Type						Add Remove
Fingerprint + password						
					~	
	Transfer To Device					Ed

- 1. Click Verify Type from left panel.
- 2. Click Add Verify Type.
- 3. Name the Verify Type, for example FP + Password.
- 4. Select Name (You can select from Time Range 1 to Time Range 50).
- 5. Define the start and end time applicable for this verification method.
- 6. Select Verify Type.
- 7. Click Add.
- 8. Repeat steps above if you want to add new verification types into the group.
- 9. Click Save to save settings.
- 10. Click Transfer to Device to synchronize settings to terminals.
- 11. Click Door tab.
- 12. Click Add to select doors applicable for this verification method.
- 13. Click Save to save settings.
- 14. Click Transfer to Device to synchronize settings to device.

# Chapter 6 Monitoring

This chapter guides you to monitor door activities using Ingress via several methods.

Monitoring door activities is very important in access control software. Devices need to send any abnormal door activities to Ingress immediately via TCP/IP or RS485 connection, making it crucial to secure the network between Ingress and all devices. Door sensors must also be installed to link up to all devices. The door sensor is a magnetic switch that works as the 'watchdog' of every door. Monitoring cannot work without a door sensor installed to the door and device.

Ingress offers 2 types of monitoring methods. You can either monitor activities door-bydoor or by visual floor map. It is recommended to import the floor plan of your workplace into Ingress as a visual map. You can drag-and-drop every door on the visual map for easy monitoring.

You can customize the types of events to be displayed on Ingress. There are a total of 48 types of event for Ingressus and 14 types for standalone device. Any abnormal incidents reported to Ingress will be published onscreen in different colors. You can enable sound alerts in Ingress to alert you when abnormal activities are detected.

Ingress can also send emails immediately to dedicated users to report any abnormal activity. Configure the SMTP email server settings to allow Ingress to send notification emails.

Furthermore, you can incorporate monitoring process with IP camera (Milestone or Epi-Camera). Ingress can stream to playback the footage from your video surveillance software to give you a visual of the scene.

# Monitoring by Door or Zone

#	Monitoring								
a 📑 Doors	Door/Zone Monitoring	Realtime Monitoring	Log	List					
Store room 1     S	Open Door	Close D List floor	Store Jag	Door Alarm Ret	set Show Live View				
D Income II. Continuent office									
		-	-		-		1		
	Date	Device	Door	InOut	Event	User ID	Username	Card Num.	
	> 29-10-2013 11:30:50 AM	Store room 1 [3101300]	Main entrance		Door Close	0			
	29-10-2013 11:30:42 AM	Main entrance [3100731]	Factory		Door Not Open	0			
	29-10-2013 11:30:42 AM	Store room 1 [3101300]	Main entrance		Door Close	0			
	29-10-2013 11:30:41 AM	Store room 1 (3101300)	Main entrance		Door Left Open	0			
	29-10-2013 11:30:36 AM	Store room 1 [3101300]	Main entrance	Out	Identify Success	3057			
	29-10-2013 11:30:39 AM	1st floor [3101217]	Factory		Door Not Open	0			
	29-10-2013 11:30:30 AM	Main entrance [3100731]	Factory	In	Identify Success	3057			
	29-10-2013 11:30:27 AM	1st floor [3101217]	Factory	Out	Identify Success	3057			
< >									×.

Open the Monitoring tab to see all doors displayed on screen. Ingress displays the details of a door when you move your cursor on top of it. Click the door group at the left panel to see doors assigned under this door group.

Each door icon represents the current status of the doors. See the details below:

Door icon	Represents
	Devices paired with door are working online. Everything is normal.
0	Connection to the devices of this door is lost. Requires immediate action to check the devices.
	No devices were added to this door. Make sure you added devices into the list and add devices to the door.
	Door is incorporated with IP camera. You can watch live view to monitor this door.
EL	Door alarm trigger due to door force open or door not close. Requires immediate action to check the door.

The bottom of the screen displays all activities sent from all devices. You can see IN-OUT records of all users, door activities and alarm trigger.

	Monitoring							
4 📵 Doors	Door/Zone Monitoring	Realtime Monitoring	Log I	List				
🖻 🝓 Store room 1	Status Monitoria	ng Started Start	Pause					Clear
Factory								
Main entrance	Date	Device	Door	InOut	Event	User ID	Username	Card Num.
1st floor	29-10-2013 11:32:13 AM	Store room 1 [3101300]	Main entrance		Door Close	0		A.
D transfer	29-10-2013 11:32:03 AM	Store room 1 [3101300]	Main entrance		Door Left Open	0		
inventory	29-10-2013 11:32:03 AM	Store room 1 [3101300]	Main entrance		Door Close	0		
Ingressus II - R&D office	29-10-2013 11:31:58 AM	Store room 1 [3101300]	Main entrance	Out	Identify Success	3057		
Ingressus II - Equipment office	29-10-2013 11:31:57 AM	Store room 1 [3101300]	Main entrance		Door Close	0		
	29-10-2013 11:31:55 AM	Store room 1 [3101300]	Main entrance		Door Close	0		
	29-10-2013 11:31:49 AM	Store room 1 [3101300]	Main entrance		Door Left Open	0		
	29-10-2013 11:31:44 AM	Store room 1 [3101300]	Main entrance	Out	Identify Success	3097		
	29-10-2013 11:30:50 AM	Store room 1 [3101300]	Main entrance		Door Close	0		
	29-10-2013 11:30:42 AM	Main entrance [3100731]	Factory		Door Not Open	0		
	29-10-2013 11:30:42 AM	Store room 1 [3101300]	Main entrance		Door Close	0		
	29-10-2013 11:30:41 AM	Store room 1 [3101300]	Main entrance		Door Left Open	0		
	29-10-2013 11:30:36 AM	Store room 1 [3101300]	Main entrance	Out	Identify Success	3057		
	29-10-2013 11:30:39 AM	1st floor [3101217]	Factory		Door Not Open	0		
	29-10-2013 11:30:30 AM	Main entrance [3100731]	Factory	In	Identify Success	3057		
	29-10-2013 11:30:27 AM	1st floor [3101217]	Factory	Out	Identify Success	3057		
								*
*								

## **Remote Settings**

You can control all doors remotely from Ingress. You can control door open/close or reset the door alarm.

#### To open/close door remotely:

- 1. Select door from Door/Zone Monitoring.
- 2. Click Open Door or Close Door.

Note: Click Close Door to force device/Ingressus to activate door lock system immediately.

#### To reset door alarm:

- 1. Select door from Door/Zone Monitoring.
- 2. Click Door Alarm Reset.

Note: Door Alarm Reset only works when the door alarm is activated.

# **Monitoring Settings**

Ingress starts monitoring processes automatically when you start this page. You can choose to stop the process by clicking the Pause Monitoring button.

Ingress triggers your PC or laptop's onboard speaker to alert you in case of abnormal activities. You can press Stop Alert Sound button to acknowledge the alert notification.

# **Real-time monitoring**

The Realtime Monitoring page displays all records from all devices. You can see every record line-by-line. You can pause the process if you want to focus on certain records. Click Start button to resume the process.

4	Monitorin	g								
4 📑 Doors	Door/	Zone Monitoring	Realtime Monitoring	Log List						
Store room 1	Interv	al 01/10/2013	- Event	ALL						_
Pactory .	· ·	31/10/2013	- User	ALL					Searc	h
P El Main entrance			Device	ALL						
Ist floor		Date	Device	Door	InOut	Event	User ID	Usemame	Card Num	
Inventory	+ 1	01-10-2013 01:14:22	1st floor [3101217]	Factory	Out	Identify Success	3055			-
Ingressus II - R&D office	2	01-10-2013 02:03:27	1st floor [3101217]	Factory	Out	Identify Success	1084			
Ingressus II - Equipment office	3	01-10-2013 02:19:41	1st floor [3101217]	Factory	Out	Identify Success	1002			
	4	01-10-2013 02:26:49	1st floor [3101217]	Factory	Out	Identify Success	3078			
	5	01-10-2013 02:51:47	1st floor [3101217]	Factory	Out	Identify Success	3097			
	6	01-10-2013 02:51:56	1st floor [3101217]	Factory	Out	Identify Success	1003			
	7	01-10-2013 02:56:25	1st floor [3101217]	Factory	Out	Identify Success	1002			
	8	10-10-2013 12:40:59	1st floor [3101217]	Factory	Out	Identify Success	3061			
	9	10-10-2013 12:41:32	1st floor [3101217]	Factory	Out	Identify Success	3114			
	10	10-10-2013 12:48:21	1st floor [3101217]	Factory	Out	Identify Success	1003			
	11	10-10-2013 12:58:55	1st floor [3101217]	Factory	Out	Identify Success	3071			
	12	10-10-2013 01:41:39	Main entrance [3100731]	Factory	In	Identify Success	3060			
	13	10-10-2013 01:42:19	Main entrance [3100731]	Factory	In	Identify Success	3061			
	14	10-10-2013 01:42:37	Main entrance [3100731]	Factory	In	Identify Success	3031	林雪华		
	15	10-10-2013 01:50:18	1st floor [3101217]	Factory	Out	Identify Success	3112			
	16	10-10-2013 01:52:32	1st floor [3101217]	Factory	Out	Identify Success	1002			*

You will find a camera icon attached with some records. This indicates the door is incorporated with an IP camera. Double-click the record to see live footage from the IP camera.

When the door alarm is triggered, Ingress marks the record in red color to alert you. Doubleclick at the record and Ingress will stream the video footage from the video surveillance software for your reference.

Ingress always retrieves the video 5 minutes before and after the door alarm trigger. You can export the images into digital formats (BMP, JPEG, PNG, GIF, TIFF). You can also export to AVI or MKV video formats too.



# Log List

To search for previous IN-OUT records or alarm records in Ingress, you can check under the Log List tab.

4	Monitoring				
4 📑 Doors	Door/Zone Monitoring Realtime Monitoring	y Log List			
Store room 1     Store room 1     Sone room 1     State room 1     State room 1	Open Door Clos	e Door Door Alarm Ri Bore Ingressus E - Rib0 office Equipments	eset Show Live View		
Inventory     Ingressus II - R&D office     Ingressus II - Equipment office	IP Address         :1           Date         Owned Device         :S           > 29-10-2013 11:33:33 29-10-2013 11:32:13         Door Name         : N	92168.3.63 tore room 1 Aain entrance	Event Remote Release Alarm Door Close	User ID Username 0 0	Card Num.
	29-10-2013 11:32:03 Status : E 29-10-2013 11:32:03 Store room 1 (3101300)	Main entrance	Door Left Open Door Close	0	
	29-10-2013 11:31:58 Store room 1 [3101300]	Main entrance Out	Identify Success	3057	
	29-10-2013 11:31:57 Store room 1 [3101300]	Main entrance	Door Close	0	
	29-10-2013 11:31:49 Store room 1 [3101300]	Main entrance	Door Left Open	0	
	29-10-2013 11:31:44 Store room 1 [3101300] 29-10-2013 11:30:50 Store room 1 [3101300]	Main entrance Out	Identify Success	3097	
	29-10-2013 11:30:42 Main entrance [3100731]	Factory	Door Not Open	0	
	29-10-2013 11:30:42 Store room 1 [3101300]	Main entrance	Door Close	0	
4	29-10-2013 11:30:41 Store room 1 [3101300] 29-10-2013 11:30:36 Store room 1 [3101300] 20-10-2013 11:20:30 Inter-Page 12:00:31:20	Main entrance Out	Identify Success	3057	· · · · · · · · · · · · · · · · · · ·

- 1. Define the start and end date to seek records.
- 2. Select type of records needed (event, user, or device).
- 3. Specific type of event, user ID or device ID.
- 4. Click Search.

# **Visual Map**

You can import floor plans (in JPEG format) into Ingress to be used as visual map. You can drag-and-drop doors into the map for a complete view during monitoring. In case of abnormal door activities, the door will blink together with an alert sound from your PC. You can reset the door alarm as *shown in Chapter 6* • *Remote Settings*. You can open/close each door by selecting the door from map, and pressing the Open Door or Close Door buttons.

# Add Visual Map and Doors

	Vi	isual Maps										<b>7</b>
4 🏥 Visual Maps		Basic Informa	ation									
Ground floor		Name	New Visual Map		Description							
👛 1st floor												
2nd floor												
🚢 3rd floor												
New Visual Map												
		1	Date		Device	0	loor	Event	User ID	Username	Card Num	
												^
		4		_					 		_	•
		Door Al	larm Reset	-	Show Map in New W	indow						Edit

- 1. Click Visual Map from the left panel.
- 2. Click Add Visual Map to create a new floor plan.
- 3. Name the floor plan, e.g.: 3rd floor.
- 4. Press Edit to start to configure

Set Background – To select the floor plan to be used as visual map.

Add Door – Select door to be added into the visual map. Drag the door to the correct location on map.



*Remove door* – Select door icon from map and click Remove Door if the door in no longer in use.

5. Click Save to save settings.

### Start monitoring process

You can start the monitoring process by clicking Start Monitoring on the top menu. Click Pause Monitoring if you want to stop the process.

Click Visual Maps from the left panel and Ingress will display all maps on the right panel. Click any visual map if you want to have a detailed view to the floor.



Click Show Map in New Window and Ingress will display the selected map in an individual window. You can drag the individual map to another display monitor/LCD for all-time monitoring.

# Chapter 7 Attendance

This chapter guides you on setting up clocking schedules for the purpose of recording and monitoring attendance and generate an attendance sheet.

Ingress is loaded with comprehensive time and attendance features applicable to different industries. To utilize Ingress' time attendance features efficiently, first is to set up the clocking schedules, which consist of the weekly working timetables, calculation rules for work time and OT. The process is simple, users report attendance at any devices, Ingress downloads records from devices and it processes attendance according to the clocking schedules being set. Maximum number of clocking schedules allowed in Ingress is 999.

#### 3 important schedule types readily available to be used in Ingress

- WEEKLY Working schedule that rotates weekly This schedule is the most commonly used working schedule worldwide where working days fall on weekdays and offdays fall on weekends.
- DAILY Working schedule that rotates daily This schedule is suitable for multiple shifts, overnight shifts, open shifts, rotational shifts, where the work schedules change daily.
- FLEXI Working schedule that does not include any late ins, early outs or overtime. This schedule is suitable for groups of workers having flexible working time.

The next important configuration is the group duty roster, also known as the annual working calendar. For a group of users that follow the same working rules, they can be grouped into one single group. Alternatively, you can customize independent calendars to match specific users under User Duty Planner. Each group of duty roster follows one clocking schedule only and Ingress offers a total of 999 group duty rosters to configure.

Configure various types of leave in Ingress. The leaves will be recorded in Attendance Sheet and a remark column is available for administrator to flag irregular records. A user can also notify the management of any irregularity in attendance by the use of work codes. During verification of attendance at any device, users can insert work codes as an explanation for his/her irregular attendance records.

# Weekly Schedules Clocking Rules

edule ID *	1 Name	e * N	ormal working hours	Work Schedule	Weekly	Description		
Clocking Time	Clock	king Range	General	Ro	ounding	Break	Overtime	
nstruction								
Weekday	Day Type	In	Break	Resume	Out	TO	Done	
Sunday	Restday							
Monday	Workday	09:00 AM	01:00 PM	02:00 PM	06:00 PM	07:00 PM	10:00 PM	
Tuesday	Workday	09:00 AM	01:00 PM	02:00 PM	06:00 PM	07:00 PM	10:00 PM	
Wednesday	Workday	09:00 AM	01:00 PM	02:00 PM	06:00 PM	07:00 PM	10:00 PM	
Thursday	Workday	09:00 AM	01:00 PM	02:00 PM	06:00 PM	07:00 PM	10:00 PM	
Friday	Workday	09:00 AM	01:00 PM	02:00 PM	06:00 PM	07:00 PM	10:00 PM	
Saturday	Restday							
ound to neares	t minutes :-	5	5	5	5	5	5	
ounding:-		Up -	Up -	Up -	Up -	Up *	Up *	
llow grace peri	od in minutes :-	10	10	10	10			
lexible break tir	me in minutes :-							
xclude break tir	me from working hou	ur t-	1	1				

Clocking refers to an activity of someone clocking in or clocking out from a timeclock terminal. Ingress offers 6 attendance clocking columns in 3 pairs.

- 1. Click Clocking Schedule under the left panel.
- 2. Click Add Clocking Schedule.
- 3. Insert ID to represent the schedule (range from 1 to 999).
- 4. Name the schedule, e.g.: Normal hours from 9am to 6pm.
- 5. Select Weekly under Work Schedule.
- 6. Fill in description to remark the schedule, e.g.: Applicable to all executive level.
- 7. Click OK.

In-Out	This pair is very important as it displays the first record of a user in the IN column and the last record in the Out column.
Break-Resume	This column records the start of the first break time in the Break column and the end time of the first break in the Resume column. This column is not compulsory; leave it if you don't wish to view the break-resume records.

OT-Done	This column records the start time for overtime in OT column and the end time of overtime in Done column. This column is also not compulsory. Leave these columns if your company does not require users to start and end OT at specific times. Leave these column blanks and lngress will automatically calculate overtime if an employee logged out after the standard Out time.
	In case your company takes 2 breaks a day, you can treat Out time as the start of the second break and OT time as the end time of the second break. This way, overtime will only be calculated if an employee logged out after the standard Done time.

#### 8. Define standard time to report

Learn about clocking pairs in the table below.

 Rounding & Round to the Nearest Minute - At every clocking column, you can set the "Round to the Nearest Minutes" according to your company's policy. Refer to the table below as your guide to Round times.

*Round up*: If you choose to round up 15 minutes, when an employee clocks in at 9:06am, his IN time will be recorded as 9:15am

*Round down:* If you choose to round down 15 minutes, when an employee clocks in at 9:06am, his IN time will be recorded as 9:00am.

*Round mid-point*: If you choose to take a midpoint of 15 minutes, when an employee clocks in at 9:06am, his IN time will be recorded as 9:07am

- Allow Grace Period in minutes This also depends on your company's policy, whether it allows attendance late in or early out? You can set the duration of grace period in minutes in the given columns under each slot, if you want to define the grace period or you can leave them blank if the company does not allow any grace period.
- 3. Flexible break time This feature allows a company to set a certain duration allowed for breaks for example from 12:30pm to 2:30pm. During this break time, employees are free to take their break hour but they have to be mindful of the preset limit. If the company set the break duration to 1 hour only, an employee who takes a break at 1:00pm must be back at the office by 2:00pm and those who take a break at 12:45pm, their break ends at 1:45pm. If an employee exceeds the given time, Ingress will leave a remark on the attendance data. Disregard this feature if it is not applicable to your company.
- 4. Exclude break time from working hour Check the box if your company deducts break time from the total work time. Ignore this feature if it is not applicable.
- 5. Click OK to save settings.

## **Range Rules**

ic Information -	1 Name	• No	rmal working hours	Work Schedule	Weekly	Description		
Clocking Time	Clocking	Range	General	Rou	nding	Break	Overtime	
Optional: You ma	y specify a max time th	at a particular cl	ocking falls in that ti	me slot				
Weekday	Day Type	In	Break	Resume	Out	OT	Done	
Sunday	Restday							
Monday	Workday							
Tuesday	Workday							
	Workday							
Wednesday								
Wednesday Thursday	Workday							
Wednesday Thursday Friday	Workday Workday							

Range is to determine the maximum time that one slot could record before it is considered as the time for the corresponding slot. For example, if a value for IN is 12:00 and when a staff clocks in at 12:01, the time will be recorded in Break column instead of in the IN column. When you set the range for OUT is at 6:00, any time that falls after 6:00 will be recorded on the next column which is OT column. You need to set the time for the clocking range of the clocking columns.

Replace with the latest clocking –When you click this checker, Ingress will replace the clocking data with the latest clocking data after the download process is done.

\* **RECOMMENDATION:** Select this checker for OUT and DONE columns only because software will always check the latest OUT time of users and will publish it on the Attendance Sheet.

If you tick Replace with latest clocking checkbox at the IN column, the Attendance Sheet will display the latest transaction data every time the employee comes in and out of the door.

- 1. Click Clocking Range.
- 2. Click Edit.
- 3. Configure time into the Range columns.
- 4. Check the box Replace with latest clocking for Out and Done columns.

### **General Rules**

Attendance						
Basic Information Schedule ID * 1	Name * N	ormal working hours	Work Schedule	Weekly	Description	
Clocking Time	Clocking Range	General	Round	ding	Break	Overtime
Work time record into OT	Work time record into OT and Done column considered as-				Work Time	
Enable/Disable employee	define In/Out records:-		Y	es		

General is to determine whether you want to consider the times that are recorded in OT and DONE columns to be considered as overtime or as normal working time. Click the appropriate radio button to determine your choice. If you choose as OT, the extra time will be calculated in the overall time of the staff that is using this clocking schedule.

You can also determine whether an employee needs to press a key button to define his/her status during clocking. Click the checker if you want to.

## **Rounding Rules**

ttendance						
Basic Information Schedule ID * 1	Name Name	ormal working hours	Work Schedule Weekly	Description		
Clocking Time	Clocking Range	General	Rounding	Break		Overtime
Round up the work time to	o nearest (minutes) :-		15	Rounding	Down *	
Round up the OT time to r	nearest (minutes) :-	15	Rounding	Down *		
First rounding time range :-			09:00 AM	- 09:30 AM	round to	09:00 AM
Last rounding time range :-			06:00 PM	- 06:30 PM	round to	06:00 PM

Rounding is to determine the "rounding of minutes" rules allowed in the clocking schedule and the rules will determine the presentation of time in the attendance sheet.

Learn about it in the table below:

#### Round the work time to the nearest (minutes)

Round Up	Work hour is rounded up to the nearest minute and is set to 15, hence all minutes will be rounded up as per below: 1-15 minutes = 15 16-30 minutes = 30 31-45 minutes = 45 46-59 minutes = 1 hour
Round Down	Work hour is rounded down to the nearest minute and is set to 15, all minutes will be rounded down as per below: 1-15 minutes = 0 16-30 minutes = 15 31-45 minutes = 30 46-59 minutes = 45
Round Midpoint	Once you insert a value here, the software will calculate the value's midpoint. For example if you set the value at 15 min, the midpoint would be at 7 min. The clocking schedule's IN time is 9.00am and the midpoint is 7 min. If the user verifies in less than 7 minutes after the IN time, for example 9.07 a.m., the software will round down the transaction data to be displayed as 9.00am. If the user verifi es more than 7 minutes after the IN time, the software will round up the transaction data to be displayed as 9.15 a.m.

Round Up	OT is rounded up to the nearest minute and is set to 15, all minutes will be rounded up as per below: 1-15 minutes = 15 16-30 minutes = 30 31-45 minutes = 45 46-59 minutes = 1 hour
Round Down	OT is round down to the nearest minute and is set to 15, all minutes will be rounded down as per below: 1-15 minutes = 0 16-30 minutes = 15 31-45 minutes = 30 46-59 minutes = 45
Round Midpoint	Once you insert a value here, the software will calculate the value's midpoint. For ex- ample if you set the value at 30 min, the midpoint would be 15 min. The clocking schedule's OT time is 6.00pm and the midpoint is 15 min.
	If the user verifies in less than 15 minutes after the OT time, for example 6.15pm, the software will round down the transaction data to be displayed as 6.00pm. If the user verifies more than 15 minutes after the IN time, the software will round up the transaction data to be displayed as 6.30pm.

#### Round up or round down the OT time to the nearest (minutes)

First rounding time range - This function is entitled for the In time only. You can round the In time into your preferred time. *For example:* any transaction between 9:01 am – 9:15am will be rounded as 9:00am

Last rounding time range - This function is entitled for the Out time only. You can round the Out time into your preferred time. For example: any transaction between 5:01pm to 5:15pm will be rounded as 5:00pm

### **Break Rules**

At	endance							
	Basic Information Schedule ID * 1	Name N	ormal working hours	Work Schedule	Weekly	Description		
Ē	Clocking Time	Clocking Range	General	Round	ing	Break	Overtime	1
	Do not deduct any lunch ti	V Co	ompulsory					
	Do you want to apply Auto	Add Break Rule when you inc	lude lunch/dinner time?					
	Do you want to include lun	<b>V</b>						
	Do you want to deduct extra lunch/dinner time from working hour?				(Please disat	ble Exclude break time from	working hour before using th	is feature)
	Deduct no. of hours for bre	eak time from overtime hour		1.00		if overtime exceeded	4.00	

Break is to determine the rules for break time allowed in the clocking schedule and the rules will determine the presentation of time in the attendance sheet.

Learn the break rules from the table below:

Do not deduct any lunch time if	If this is the rule of your company, please click on the checker.
employee works half day only	Leave it if it's not applicable to your company.
Do you want to Apply Auto Add Break Rule when you include lunch/dinner break?	Tick the checker if you want to apply the rule. It means that the remaining lunch/dinner time will be added into the work time. This is to add the work time for the users who work during their lunch/dinner break.
Do you want to include lunch/	Tick the checker if you want to include the unfinished break time
dinner time into overtime	into overtime hours. This is to add overtime for the employee who
hours?	work during their lunch/dinner break
Do you want to deduct extra	Tick the checker if you want to limit the break time to only the
lunch/dinner time from work-	permitted hour by the company; any extra minutes taken will be
ing hour?	deducted from the total work hours.
Deduct no. of hours for break time from overtime hour	If you want to deduct the break time from the overtime, define number of hours that should be deducted if the overtime hour taken exceeds a certain value.

# **Overtime Rules**

endance					
Basic Information Schedule ID * 1	Name * N	ormal working hours Wo	rk Schedule Weekly	Description	
Clocking Time	Clocking Range	General	Rounding	Break	Overtime
Early time for work before in time :-			V		
Overtime Differential Rate Interval :-			09:00 PM -	11:00 PM	
Minimum minutes must work to qualify for overtime.			30		
Maximum num. of hours allowed to claim for overtime			24.00		
Deduct short time from OT :-			V		

Overtime is to determine the rules for overtime in the weekly clocking schedule you define here. Learn about the rules in the table below:

Early time for work before In time	Sometimes employees come early for overtime for example the overtime starts at 8pm and they arrive at 7pm. If they logged in at 7pm, would you like to count the extra one-hour as overtime? Tick the checker if your company allows this rule.
Overtime Differential Rate Interval	There is some overtime sessions required by a company on as-and when basis. Define the IN and OUT time for this specific overtime sessions.

Minimum minutes must work to qualify for overtime	Sometimes a staff would work only for a few minutes and considered it as an OT; define the minimum minutes required by the company for a staff to work in order for him/her to qualify for an OT claim.
Maximum numbers of hours allowed to claim for overtime	Put a limit to a number of hour a staff could claim for overtime and the default maximum is 24 hours.
Deduct short time from OT	There are cases where an employee has short time in his/her total work hour and he/she is taking overtime. If the company wants to replace the short time on his/her total work hour from the OT taken, tick the checker.

# The Daily schedule

The Daily Clocking Schedule is only available when you add new schedule and select "Daily" from Work Schedule type. Daily clocking schedule is applicable for daily basis schedule.

This is suitable for multiple shifts, overnight shifts, open shifts, rotational shifts, etc where the work schedule changes everyday. There are 6 tabs that you set for weekly clocking schedules.

- 1. Click Clocking Schedule under the left panel.
- 2. Click Add Clocking Schedule.
- 3. Insert ID to represent the schedule (range from 1 to 999)
- 4. Name the schedule, e.g.: Normal hours 9am to 6pm.
- 5. Select Daily under Work Schedule .
- 6. Fill in description to remark the schedule, e.g.: apply to all facotyr workers.
- 7. Click OK.

# **Clocking Rules**

		work Schedule	Daily	Description	Daily	
locking Range	General	R	ounding	Break	Overtime	
e In	Break	Resume	Out	OT	Done	
09:00 AM	01:00 PM	02:00 PM	04:00 PM	05:00 PM	11:00 PM	
5	5	5	5	5	5	
Up -	Up -	Up -	Up -	Down *	Down *	
10	10	10	10			
•	e In 09:00 AM 5 Up * 10	Cocking Range General e In Break 09:00 AM 01:00 PM 5 5 Up - Up - 10 10	Clocking Range         General         Resume           e         In         Break         Resume           09:00 AM         01:00 PM         02:00 PM           5         5         5           Up         *         Up         *           10         10         10	Clocking Range         General         Rounding           e         In         Break         Resume         Out           09:00 AM         01:00 PM         02:00 PM         04:00 PM           5         5         5         5           Up         *         Up         *         Up           10         10         10         10	Clocking Range         General         Rounding         Break           e         In         Break         Resume         Out         OT           09:00 AM         01:00 PM         02:00 PM         04:00 PM         05:00 PM           5         5         5         5         5           Up         -         Up         -         Up         -           10         10         10         0         0         0	Clocking Range         General         Rounding         Break         Overtime           e         In         Break         Resume         Out         OT         Done           09:00 AM         01:00 PM         02:00 PM         04:00 PM         05:00 PM         11:00 PM           5         5         5         5         5         5         5           Up         "         Up         "         Down "         Down "           10         10         10         10         10         10

Clocking refers to the time someone clocks in and clocks out from timeclock terminals. Ingress offers 6 attendance columns in 3 pairs. There are 6 clocking columns to be defined in the Daily Clocking Schedule. When you define the clocking time(s) in the clocking slots, Ingress would accept the time and place them into the appropriate clocking columns. For example, if you put 9:00 a.m. as the IN time, whoever that clocks in at 9:00a.m., the clocking time will be in IN column.

Define standard time to report:

In-Out	This pair is very important as it shows the first (In column) and last records (Out column)
Break-Resume	This column records the start of the first break time in the Break column and the end time of the first break in the Resume column. This column is not compulsory; leave it if you don't wish to view the break-resume records.
OT-Done	This column records the start time for overtime in OT column and the end time of overtime in Done column. This column is also not compulsory. Leave these columns if your company does not require users to start and end OT at specific times. Leave these column blanks and Ingress will automatically calculate overtime if an employee logged out after the standard Out time. In case your company takes 2 breaks a day, you can treat Out time as the start of the second break and OT time as the end time of the second break. This way, overtime will only be calculated if an employee logged out after the standard Done time.

1. Rounding & Round to the Nearest Minute - At every clocking column, you can set the "Round to the Nearest Minutes" according to your company's policy. Refer to the table below as your guide to Round times.

*Round up*: If you choose to round up 15 minutes, when an employee clocks in at 9:06am, his IN time will be recorded as 9:15am

*Round down:* If you choose to round down 15 minutes, when an employee clocks in at 9:06am, his IN time will be recorded as 9:00am.

*Round mid-point:* If you choose to take a midpoint of 15 minutes, when an employee clocks in at 9:06am, his IN time will be recorded as 9:07am

- 2. Allow Grace Period in minutes This also depends on your company's policy, whether it allows attendance late in or early out? You can set the duration of grace period in minutes in the given columns under each slot, if you want to define the grace period or you can leave them blank if the company does not allow any grace period.
- 3. Flexible break time This feature allows a company to set a certain duration allowed for breaks for example from 12:30pm to 2:30pm. During this break time, employees are free to take their break hour but they have to be mindful of the preset limit. If the company set the break duration to 1 hour only, an employee who takes a break at 1:00pm must be back at the office by 2:00pm and those who take a break at 12:45pm, their break ends at 1:45pm. If an employee exceeds the given time, Ingress will leave a remark on the attendance data. Disregard this feature if it is not applicable to your company.

- 4. Exclude break time from working hour Check the box if your company deducts break time from the total work time. Ignore this feature if it is not applicable.
- 5. Click OK to save settings.

## **Range Rules**

asic Information	2 Name	* Mor	ming shift	Work Schedule	Daily	Description	Daily	
Clocking Time	Clocking	Range	General	Rou	nding	Break		Overtime
Optional: You may : Weekday	specify a max time th Day Type	iat a particular clo In	ocking falls in that t Break	Resume	Out	OT	Done	
Replace with latest	clocking :-				V		V	
Qualify minutes bef rotational shift only	fore shift starts for							

#### **Clocking Range**

Specify the time to be considered as a certain clocking time before it is recorded as the corresponding clocking time. For example, if you specify the clocking range for IN as 12:00 p.m., any clocking activities that fall before 12:00 p.m. will be recorded as IN and the clocking after 12:00 will be recorded as Break.

#### Latest Clocking

Clicking on this checker will configure the system to record only the most recent clocking transaction within a clocking range. For example, if your official OUT time is at 6:00 p.m. and you leave at 6:05 p.m., comes in again at 6:10 p.m. and checks out again at 6:15 p.m., as long as the time falls under the clocking range of that time slot, the software will take the most recent clocking time to be recorded in your attendance record which is 6:15 p.m. However, it is NOT recommended to click on the checker on the first four columns of IN, BREAK, RESUME, and OT.

**NOTE:** It is recommended that you only apply this rule for OUT and DONE only because these two clocking columns should be recording your latest time for the clocking activities.

Daily clocking schedule could be used as schedules for rotational shifts. You can specify the qualified minutes before the shift starts. Rotational shift means that a work schedule with hours that change at prescribed intervals.

*For example* a person may work for four days from 8:00 a.m. to 4:00 p.m., continued with four days from 4:00 p.m., to midnight, and followed by four days from midnight to 8:00 a.m. The cycle is then repeated.

# **General Rules**

ttendance								
Basic Information Schedule ID * 2	Name • Me	orning shift	Work Schedule	Daily	Description	Daily		
Clocking Time	Clocking Range	General	Roun	ding	Break		Overtime	
Work time recorded into C	)T and Done column considere	d as :-	() ()	т	O Work Time			
Enable/Disable employee define In/Out records :-			es					

General is to determine whether you want to consider the times that are recorded in OT and DONE column to be considered as overtime or as normal working time. Click the appropriate button. If you click as OT, the time will be calculated in the overall time of the staff that is using this clocking schedule. If you click Normal work time, the OT will not be calculated even though the staff works passed that time.

You can also determine whether an employee needs to press a key button to define his/her status during clocking. Click Yes if you want to.

## **Rounding Rules**

tendance						
Basic Information Schedule ID * 2	Name * M	orning shift	Work Schedule Daily	Description	Daily	
Clocking Time	Clocking Range	General	Rounding	Break		Overtime
Round up the work time to	nearest (minutes) :-		10	Rounding	Down *	
Round up the OT time to n	earest (minutes) :-		10	Rounding	Down *	
First rounding time range :-		09:00 AM	- 09:15 AM	round to	09:00 AM	
Last rounding time range :-		06:00 PM	- 06:15 PM	round to	06:00 PM	

Rounding is to determine the "rounding of minutes" rules allowed in the clocking schedule and the rules will determine the presentation of time in the attendance sheet. Learn about it in the table below.

#### Round the work time to the nearest (minutes)

Round Up	Work hour is rounded up to the nearest minute and is set to 15, hence all minutes will be rounded up as per below:
	1-15
	31-45 minutes = 45 46-59 minutes = 1 hour

Round Down	Work hour is rounded down to the nearest minute and is set to 15, all minutes will be rounded down as per below:
	1-15 minutes = 0 16-30 minutes = 15 31-45 minutes = 30 46-59 minutes = 45
Round Midpoint	Once you insert a value here, the software will calculate the value's midpoint. For example if you set the value at 15 min, the midpoint would be at 7 min. The clocking schedule's IN time is 9.00am and the midpoint is 7 min.
	If the user verifies in less than 7 minutes after the IN time, for example 9.07 a.m., the software will round down the transaction data to be displayed as 9.00am. If the user verifi es more than 7 minutes after the IN time, the software will round up the transaction data to be displayed as 9.15 a.m.

Round up or round	down the OT	time to the nearest	(minutes)
-------------------	-------------	---------------------	-----------

Round Up	OT is rounded up to the nearest minute and is set to 15, all minutes will be rounded up as per below: 1-15 minutes = 15 16-30 minutes = 30 31-45 minutes = 45 46-59 minutes = 1 hour
Round Down	OT is round down to the nearest minute and is set to 15, all minutes will be rounded down as per below: 1-15 minutes = 0 16-30 minutes = 15 31-45 minutes = 30 46-59 minutes = 45
Round Midpoint	Once you insert a value here, the software will calculate the value's midpoint. For example if you set the value at 30 min, the midpoint would be 15 min. The clocking schedule's OT time is 6.00pm and the midpoint is 15 min.
	If the user verifies in less than 15 minutes after the OT time, for example 6.15pm, the software will round down the transaction data to be displayed as 6.00pm. If the user verifies more than 15 minutes after the IN time, the software will round up the transaction data to be displayed as 6.30pm.

First rounding time range - This function is entitled for the In time only. You can round the In time into your preferred time. For example: any transaction between 9:01 am – 9:15am will be rounded as 9:00am

Last rounding time range - This function is entitled for the Out time only. You can round the Out time into your preferred time. For example: any transaction between 5:01pm to 5:15pm will be rounded as 5:00pm

# **Break Rules**

Attendance							
Basic Information							
Schedule ID * 2	Name * M	forning shift	Work Schedule	Daily	Description [	Daily	
Clocking Time	Clocking Range	General	Roundi	ing	Break	Overtin	ne
Do not deduct any lunch tin	ne if the employee works ha	lf day only.	V Co	mpulsory			
Do you want to apply Auto	Add Break Rule when you in	clude lunch/dinner time?	V				
Do you want to deduct extr	a lunch/dinner time from wo	orking hour?	V				
Do you want to include lund	5						
Deduct no. of hours for brea	1.00		if overtime exceeded	4.00			

Break is to determine the rules for break time allowed in the clocking schedule and the rules will determine the presentation of time in the attendance sheet.

Learn about it in the table below.

Do not deduct any lunch time if employee works half day only	If this is the rule of your company, please click on the checker. Leave it if it's not.
Do you want to Apply Auto	Click Yes if you want to apply the rule, which means that the remain-
Add Break Time when in-	ing lunch/dinner time will be added into work time. This is to add the
clude lunch/dinner break?	work time for the users who work during their lunch/dinner break.
Do you want to deduct ex-	Click Yes if you want to limit the break time to only the permitted
tra lunch/dinner time from	hour by the company; any extra minutes taken will be deducted from
working hour?	the total work hours.
Do you want to include	Since dinner usually exceeds OUT time, click Yes if you want to in-
lunch/dinner time into	clude the dinner time into the overtime hour. Leave it if the compa-
overtime hour?	ny's policy does not allow that.
Deduct no. of hours for	If you want to deduct the break time from the overtime, define
break time from overtime	number of hours that should be deducted if the overtime hour taken
hour	exceeds a certain value.

Note: Specify the rules based on your company's policy. Leave them blank if it's not applicable to your environment.

# **Overtime Rules**

endance								
Basic Information								
Schedule ID * 2	Name * M	orning shift	Work Schedule	Daily	Description	Daily		
Clocking Time	Clocking Range	General	Round	ding	Break	Overtime		
Early time for work before	in time :-		V					
Quartiese Differential Pate	Internal in			00.014	11:00 PM			
Overtime Differential Nate	Interval :-		09	09:00 PM - 11:00 PM				
Minimum minutes must work to qualify for overtime.				30				
Maximum num, of hours allowed to claim for overtime				24.00				
Deduct short time from OT :-			7					

Overtime is to determine the rules for overtime in the weekly clocking schedule you define here.

Learn about the rules in the table below.

Early time for work before In time	Sometimes employees come early for overtime for example the over- time starts at 8pm and they arrive at 7pm. If they logged in at 7pm, would you like to count the extra one-hour as overtime? Tick the checker if your company allows this rule.
Overtime Differential Rate Interval	There is some overtime sessions required by a company on as-and when basis. Define the IN and OUT time for this specific overtime ses- sions.
Minimum minutes must work to qualify for overtime	Sometimes a staff would work only for a few minutes and considered it as an OT; define the minimum minutes required by the company for a staff to work in order for him/her to qualify for an OT claim.
Maximum numbers of hours allowed to claim for overtime	Put a limit to a number of hour a staff could claim for overtime and the default maximum is 24 hours.
Deduct short time from OT	There are cases where an employee has short time in his/her total work hour and he/she is taking overtime. If the company wants to replace the short time on his/her total work hour from the OT taken, tick the checker.
	The overtime rules set in the schedule will be applied to any group that is under this schedule. All rules and calculations will reflect in the attendance sheet of the staff involved in this clocking schedule.

# The Flexi Schedule

hedule ID	3 Name	• Fle	xi	Work Schedul	e Flexi	Description	Flexi
					-		
Clocking Time	G	eneral	Rounding		Break	Overtime	
Instruction							
Weekday	Day Type	In	Out	In	Out	In	Out
Sunday	Restday						
Monday	Workday						
Tuesday	Workday						
Wednesday	Workday						
Thursday	Workday						
Friday	Workday						
Saturday	Workday						
Round to nearest	: minutes :-	10	10	10	10	10	10
Rounding:-		Up *	Up *	Up *	Up ~	Down *	Down *
		Rounding f	or first-in and last-or	it for job costing of	anly		

Flexi Clocking Schedule is a working schedule that does not include any late-ins, early outs or overtime. This is suitable for groups of workers where their working time is not fixed.

- 1. Click Clocking Schedule under the left panel.
- 2. Click Add Clocking Schedule.
- 3. Insert ID to represent the schedule (range from 1 to 999)
- 4. Name the schedule, e.g.: Normal hours 9am to 6pm.
- 5. Select Flexi under Work Schedule
- 6. Fill in description to remark the schedule, e.g.: apply to all executive level.
- 7. Click OK.

### **Clocking Rules**

Clocking refers to the time someone clocks in and clocks out from a terminal. However flexi schedule does not apply any fix time to report attendance. You can ignore the 6 clocking slots.

- 1. Define the day type for every row.
- 2. Rounding & Round to nearest minute: At every clocking column, you can determine the Round to nearest minutes which means that the attendance recorded will be rounded to the nearest minutes as specified in the field. Examples of Rounding:

*Round up:* If you choose to round up 15 minutes, when an employee clocks in at 9:06am, his IN time will be recorded as 9:15am

*Round down:* If you choose to round down 15 minutes, when an employee clocks in at 9:06am, his IN time will be recorded as 9:00am.

*Round mid-point:* If you choose to take a midpoint of 15 minutes, when an employee clocks in at 9:06am, his IN time will be recorded as 9:07am

#### 3. Flexible break time

- 4. This feature allows a company to set a certain duration allowed for breaks for example from 12:30pm to 2:30pm. During this break time, employees are free to take their break hour but they have to be mindful of the preset limit. If the company set the break duration to 1 hour only, an employee who takes a break at 1:00pm must be back at the office by 2:00pm and those who take a break at 12:45pm, their break ends at 1:45pm. If an employee exceeds the given time, Ingress will leave a remark on the attendance data. Disregard this feature if it is not applicable to your company.
- 5. There is a button where you can choose to apply Rounding for first-in and last-out for the purpose of job costing. Leave it blank if you do not wish to use this rule in your attendance data.
- 6. Click OK to save settings.

### **General Rules**

hedule ID * 3	Name	* Flexi	Work Schedule	Flexi	Description	Flexi	
Clocking Time	General	Roun	ding B	reak	Overtime	•	
Please specify the maxim	um number of in-out cl	locking pairs for this f	lexi-hour schedule	3	*		
Enable/Disable employee (Employee press key bu	define In/Out records tton to define status du	uring attendance repo	orting)	Ye:	s		
Enable/Disable employee	define work code for jo	ob costing records		V Ye	5		
Maximum work hours to	be considered as the sa	ame work day					
Separation hours between (i.e. break time)	n an out clocking and s	ubsequent in clocking	g to qualify for next day				
Last log out time to consi (Recommended for the	der as same work day last log out time after (	00:00/12:00 AM)		04:0	MA 0		

There are general rules that you need to set to flexi clocking schedules because the employee who are going to use this schedule will not adhere to the normal working schedules like weekly and daily schedules.

Learn about the rules of flexi schedule in the table below:

Rules	Descriptions
Please specify the maxi- mum number of in-out clocking pairs for this flexi-hour schedule	The maximum pairing of clocking time in Ingress is 3 (IN-OUT, Break-Resume, OT-DONE). Since flexi-clocking is flexible as the name suggests, you can choose to use only one pairing only or a few. Select your preference accordingly.
Enable/Disable User Define In/Out records	Click Yes if you want the user to press the relevant key button to define status during attendance reporting. Leaving this checker unchecked will prompt the system to accept the clocking times of the user and slot them into the appropriate clocking slots.Click Yes if you want the user to enter his/her workcode to specify his/her tasks in attendance report.

Rules	Descriptions
Enable/Disable User Define work code for job costing records.	Click Yes if you want the user to enter his/her workcode to specify his/her tasks in attendance report
Maximum work hours to consider as same work day	There are cases where an employee reports to work late at night and the working hours are extended until the next day. To avoid this confusion, you need to specify the maximum work hours of an employee for him/her work time to be considered as the same workday.
	For example if you start work at 10:00 p.m., you can work only 8 hours for the work time to be considered on the same day. Hence, you'll have to clock out at 6a.m.
Separation hours between an out clock-	Following the rule above, you need to specify the duration in between a clock out and a clock in to qualify an employee for the next day pay.
ing and subsequent in clocking to qualify for next day	For example, the employee who checks out at 6a.m just now must not check in again immediately and consider it the next day work time.The hour specified here will determine the duration of 'rest' required before the same employee could clock in to work and qualify for the next day work time.
Last log out time to con- sider as same work day	As being mentioned in the column above, if an employee checks inlate at night and the work hour extends to the next day but still isconsidered the same work day, you need to specify the last log out time that the com- pany allows to consider as the same work day. Forexample, if you put 9am as the last log out time, the clock in after 9:00 will not be considered as the same day clocking.
Double punch for con- secutive clocking in a clocking slot if it's within minutes of	All clocking activities within this predefined time interval will be consid- ered for one time only. For example if the IN time is 9:00am and the time interval is 15 min, any verification done by the same ID within the 15 min- utes will be considered as IN time, taking the first time he clocks in.

# **Rounding Rules**

A	ttendance								
ſ	Basic Information								
	Schedule ID * 3	Name * Fle	exi	Work Schedule	Flexi	Description	Flexi		
]	Clocking Time	General	Rounding	Break	¢	Overtime			
	Round up the work time to	nearest (minutes) :-		15		Rounding	Up *		
	Round up the OT time to n	earest (minutes) :-		15		Rounding	Down -		
	First rounding time range :-			09	00 AM -	09:15 AM	round to	09:00 AM	
	Last rounding time range :-			07	:00 PM -	07:15 PM	round to	07:00 PM	

Rounding is to determine the "rounding of minutes" rules allowed in the clocking schedule and the rules will determine the presentation of time in the attendance sheet.
Learn about it in the table below.

#### Round the work time to the nearest (minutes)

Round Up	Work hour is rounded up to the nearest minute and is set to 15, hence all minutes will be rounded up as per below:
	1-15 minutes = 15 16-30 minutes = 30 31-45 minutes = 45 46-59 minutes = 1 hour
Round Down	Work hour is rounded down to the nearest minute and is set to 15, all minutes will be rounded down as per below:
	1-15 minutes = 0 16-30 minutes = 15 31-45 minutes = 30 46-59 minutes = 45
Round Midpoint	Once you insert a value here, the software will calculate the value's midpoint. For example if you set the value at 15 min, the midpoint would be at 7 min. The clocking schedule's IN time is 9.00am and the midpoint is 7 min.
	If the user verifies in less than 7 minutes after the IN time, for example 9.07 a.m., the software will round down the transaction data to be displayed as 9.00am. If the user verifi es more than 7 minutes after the IN time, the software will round up the transaction data to be displayed as 9.15 a.m.

#### Round up or round down the OT time to the nearest (minutes)

Round Up	OT is rounded up to the nearest minute and is set to 15, all minutes will be rounded up as per below:
	1-15 minutes = 15 16-30 minutes = 30
	31-45 minutes = 45 46-59 minutes = 1 hour
Round Down	OT is round down to the nearest minute and is set to 15, all minutes will be rounded down as per below:
	1-15 minutes = 0 16-30 minutes = 15
	31-45 minutes = 30 46-59 minutes = 45
Round Midpoint	Once you insert a value here, the software will calculate the value's midpoint. For example if you set the value at 30 min, the midpoint would be 15 min. The clocking schedule's OT time is 6.00pm and the midpoint is 15 min.
	If the user verifies in less than 15 minutes after the OT time, for example 6.15pm, the software will round down the transaction data to be displayed as 6.00pm. If the user verifies more than 15 minutes after the IN time, the software will round up the transaction data to be displayed as 6.30pm.

First rounding time range - This function is entitled for the In time only. You can round the In time into your preferred time. For example: any transaction between 9:01 am – 9:15am will be rounded as 9:00am

Last rounding time range - This function is entitled for the Out time only. You can round the Out time into your preferred time. For example: any transaction between 5:01pm to 5:15pm will be rounded as 5:00pm

### **Break Rules**

tendance									
Basic Information									
Schedule ID * 3	Name	* Fl	exi	Work Schedule	Flexi	Description	Flexi		
Clocking Time	General		Rounding	E	ireak	Overtin	ne		
lgnore Break Time (If Yes, flexi-work hour i	s calculated based o	in last clo	cking minus first clock	ing)	$\checkmark$				
Do you want to apply Aut	o Add Break Rule w	hen you ii	nclude lunch/dinner ti	me?	1				
Is the break paid?						Deduct w time in m	ihole break after iinutes	0.15	
Do you want to include lu	nch/dinner time int	o overtime	e hour?		V				
Do you want to exclude fu	Ill lunch/dinner if it	is greater	than allowed?						
Do you want the automat	ic deduction to app	ly on total	I hours exceeds per da	ay?					
Deduct no. of hours for b	eak time from over	time hour			1.00	if overtim	e exceeded	6.00	
Deduct no. of hours for b	eak time from flexi-	work hou	ır		1.00	if daily to exceeds	tal of work is	6.00	
Do you want the automat	ic addition to apply	on total h	nours exceeds per day	?					
Auto Add Time (in hour fo	irmat)				1.00	if flexi-wo	ork surpassed	8.00	

Break is to determine the rules for break time allowed in the clocking schedule and the rules will determine the presentation of time in the attendance sheet. Learn about it in the table below.

lgnore break time	Click Yes if you want to deduct break time from the total work time. If you don't click on the checker, the time will be calculated in this formula, the last clocking - the first clocking = work time.
Do you want to Apply Auto Add Break Time when in- clude lunch/dinner break?	Click Yes if you want to apply the rule it means that the remaining lunch/dinner time will be added into work time. This is to add the work time for the users who work during their lunch/dinner break.
Is the break paid? Deduct the whole break after time in minutes	Click Yes to include the time taken for lunch/dinner into the total work- ing hour. Leaving it uncheck will deduct the break time from the total working hour. However, you need to specify the maximum break time that an employee can take for his/her break.
	If it exceeds the break time duration, the additional minutes will be deducted from the total work hours.

Do you want to include lunch/dinner time into overtime?	Click Yes to include break time into overtime.
Do you want to exclude full lunch/dinner if it's greater than allowed?	If you click Yes for this function, when an employee takes a break i.e. lunch or dinner more than the allowed minutes, the whole break minutes will be deducted from the total work time. <i>For example</i> , if the total work time is 8 hours and an employee takes a lunch for 1 hr 30minutes, exceeding 30 minutes from the allowed break time of 1 hour. By doing this, the software will deduct 1 hour from the total work hour of the staff.
Deduct no. of hours for break time from overtime hour if overtime exceeded	Specify the hour of break time from overtime hour if the overtime hour exceeded the value specified in this column. If you put 1 hour and 8 hours, it means that if an employee takes an overtime of 9 hours, the overtime will be deducted by 1 hour of break time. Therefore, the total overtime is 8 hours.
Deduct no. of hours for break time from flexi hour if flexi hour exceeded	Specify the hour of break time from flexi hour if the flexi hour exceed- ed the value specified in this column. If you put 1 hour and 8 hours, it means that if an employee takes flexi hour of 9 hours, the total time will be deducted by 1 hour of break time. Therefore, the total flexi hour is 8 hours.
Auto add time (in hour for- mat) if flexi work surpasses 	Specify the hour of break time from flexi hour if the flexi hour exceed- ed the value specified in this column. If you put 1 hour and 8 hours, it means that if an employee takes flexi hour of 9 hours, the total time will be added by 1 hour of break time. Therefore, the total flexi hour is 10 hours.

Note: Specify the rules based on your company's policy. Leave them blank if it's not applicable to your environment.

## **Overtime Rules**

Attendance							
Basic Information							
Schedule ID * 3	Name * Fle	exi	Work Schedule	Flexi	Description	Flexi	
Clocking Time	General	Rounding	Break	¢	Overtime		
Overtime if total flexi-work	c hour exceeds workhour of		8.00				
Differential overtime if tota	al flexi-work hour exceeds wor	khour of	10.00				
Minimum minutes must w	ork to qualify for overtime.		30				
Maximum num. of hours a	llowed to claim for overtime		24.00				
Overtime and double time	for restday work		V				

Break is to determine the rules for break time allowed in the clocking schedule and the rules will determine the presentation of time in the attendance sheet.

Learn about it in the table below.

Overtime if total flexi work hour exceeds work hour of	Define the number of hour considered 'normal' working hour for flexi- work for example 8 hours. If an employee exceeds that 8 hours, the next hour and after are considered as overtime.
Differential overtime if total flexi-work hour exceeds work hour of	In some companies, their employees are given a different overtime rate after a certain work period. Define how many hours the employee is required to work before he/she is entitled for different overtime.
Minimum minutes to work to claim OT	Sometimes a staff would work only for a few minutes and considered it as OT; define the minimum minutes required by the company for a staff to work in order to qualify for an OT claim.
Maximum hours to allow to claim OT	Put a limit to a number of hour a staff could claim for overtime and the default maximum is 24 hours.
Overtime & double time for restday work	In some companies, employees are entitled for overtime and double time if they work on a rest day. Tick the checker to enable the em- ployee for the overtime & double time.

**Note:** The overtime rules set in the schedule will be applied to any group that is under this schedule. All rules and calculations will reflect in the attendance sheet of the staff involved in this clocking schedule.

# Setup of Group Duty Roster

endance																															
Basic Information																															
Group ID *	2		N	lame			• [	Week	dy				Ros	ter			W	eekly		Descri	ption		[								
vertime Only After			/			_	Ŧ			aily T	otals			Au	to Ca	lc OT			7th	Day (	т							201	4		_
pen Schedule	1,4	,5																													
Group Duty Ro:	ter				User			1																							
Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Feb	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2			
Mar	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1
Apr	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
May	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Jun	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Jul	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1
Aug	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Sep	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Oct	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	18
Nov	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Dec	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	

Assign clocking schedules into group duty roster to generate a complete working calendar. Users are assigned into the same group duty roster if they are following the same clocking schedules.

#### There are 2 types of group duty rosters:

- WEEKLY Group duty roster for weekly basis. This is the most commonly used working rosters worldwide where working days fall on weekdays and offdays fall on weekends.
- SHIFT Working schedule for daily basis. This is suitable for multiple shifts, overnight shifts, open shifts, rotational shifts, etc. where the work schedules change every day.

### **Creating Weekly Group Duty Roster**

Carry ID	*	4	]
Group ID		4	
Name	*	Factory	
Roster		Weekly	*
Description			
			OK Cancel

- 1. Click Group Duty Roster from the left panel.
- 2. Click Add Duty Roster.
- 3. Select a number to represent the group duty roster

- 4. Name the group duty roster, e.g.: 9:00am to 6:00pm.
- 5. Click Edit under Group Duty Roster tab.
- 6. Select Weekly under Roster
- 7. Click OK to proceed
- 8. Click Edit.
- 9. Click Add Schedule.

Now you can start to select the clocking schedule to use this roster.

Sunday Monday Tuesday	Restday Workday	1	Normal hours (9am to 6			
Monday Tuesday	Workday					
Tuesday		1	Normal hours (9am to 6		1.	Define Day Type.
	Workday	1	Normal hours (9am to 6		2	
Wednesday	Workday	1	Normal hours (9am to 6		Ζ.	Select the clocking schedule
Thursday	Workday	1	Normal hours (9am to 6			follow.
Friday	Workday	1	Normal hours (9am to 6		3	Define the effective date rand
Saturday	Restday	1	Normal hours (9am to 6		5.	benne the enterine date rang
turday	Restday	1	Normal hours (9am to 6	•	4.	to apply the calendar. Click <i>OK</i> to save settings.

Now you have the group duty roster ready to use. The next step is to assign users, who follow the same working rules into the same group.

#### **Creating Shift Group Duty Roster**

- 1. Click Group Duty Roster from the left panel.
- 2. Click Add Duty Roster.
- 3. Select a number to represent the group duty roster
- 4. Name the group duty roster, e.g.: 9:00am to 6:00pm.
- 5. Click Edit under Group Duty Roster tab.
- 6. Select Shift under Roster
- 7. Click OK to proceed.
- 8. Click Edit.
- 9. Click Add Schedule.

Now you can start to select the clocking schedule to use this roster.

	D.T.			
Weekday	Day Type	1		
1	Workday	2	Â	1. Define Day Type according to
2	Workday	2		shift sequences, for example
3	Workday	2	* =	work day followed by 1 rest day
4				work day followed by Trest day
5				2 Select the clocking schedule to
6				2. Select the clocking schedule to
7				low (must use Daily Schedule)
8				3 Define the effective date range
9				5. Define the enective dute range
10			55	apply the calendar.
11				A Click OK to source anthing to
			•	4. Click OK to save settings.

Software can support multiple shifts per day, maximum 3 shifts per day. To increase shift per day:

Group ID *	4		N	ame			• [	Prod	uction	n			Ros	ter			Sh	ift		Descri	ption										
vertime Only After			/				-			aily Ti	otals			Au	to Ca	lc OT			7th	DayS	hift /	Day		C	3	:		201	14		
pen Schedule																								Shift	1		O SI	hift 2		C	) Shif
Shift 1				l	Jser																										
Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Jan	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Feb	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2			
Mar	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Apr	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
May	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Jun	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Jul	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Aug	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Sep	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Oct	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Nov	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	
Dec	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2

- 1. Click Edit
- 2. Change the value from 1 to 2 or under *Shift/Day* section
- 3. Click Auto Schedule and you will see additional columns to assign schedule code for every work day

Now you have the group duty roster ready to use. The next step is to assign users, who follow the same working rules into the same group.

## Assign Users Into Group Duty Roster

roup ID	* 1 N	ame * 9am to 6pm	Description	
Group Duty	Roster Us	er		
No.	User ID	First Name	Last Name	Department
0	1			Sales & Marketing
	88			Sales & Marketing
	1002			Administration
	1003			Research & Development
	1084			Logistic
	1102			Research & Development
	1103			Production
	1116			Administration
	1118			Research & Development
0	1120			Research & Development
1	1217	Steve	Cornor	Technical department
2	1234	Ethan	Dallas	Technical department

You can now assign users into a group duty roster. You can select individual users or all users under a department.

- 1. Click Edit under the Users tab.
- 2. Click Add to start to add users into the group duty roster.

ser	New U	ser			
🗉 🔝 User		No. User II	D First Name	Last Name	Department
D 🗷 🏛 Administration	>				
Distic					
New Department					
Production					
Research & Development					
Sales & Marketing					
V 11 Sales & Marketing	Existing	g User			
Sales & Marketing      Zethical department      Ahmad Faiz	Existing No.	User User ID	First Name	Last Name	Department
Sales & Marketing     Zon Sales & Marketing     Annad Faiz     Aidid	Existing No.	User User ID 1	First Name	Last Name	Department Sales & Marketi
	Existing No. 1 2	User User ID 1 88	First Name	Last Name	Department Sales & Marketi Sales & Marketi
Its Sales & Marketing      Its Sales & Marketing      Its Technical department      Ahmad Faiz      Aidid      Aidid      Ethan	Existing No. 1 2 3	User User ID 1 88 1002	First Name	Last Name	Department Sales & Marketi Sales & Marketi Administration
Ithe Sales & Marketing      Ithe Sales & Marketing      Ithe Sales & Marketing      Ithe Sales & Marketing      Ithe Sales & Andread      Ithe	Existing No. 1 2 3 4	User User ID 1 88 1002 1003	First Name	Last Name	Department Sales & Marketi Sales & Marketi Administration Research & Dev
Inter Sales & Marketing      Inter Sales	Existing No. 1 2 3 4 5	User ID 1 88 1002 1003 1084	First Name	Last Name	Department Sales & Marketi Sales & Marketi Administration Research & Dev Logistic
✓ III Sales & Marketing       ✓ III Sales & Marketing       ✓ III Ahmad Faiz       ✓ III Ahmad Faiz       ✓ III Ahmad Faiz       ✓ III Ethan       ✓ III Steve	Existing No. 1 2 3 4 5 6	User ID User ID 1 88 1002 1003 1084 1102	First Name	Last Name	Department Sales & Marketi Sales & Marketi Administration Research & Dev Logistic Research & Dev
Image: States & Marketing       Image: States & States & States	Existing No. 1 2 3 4 5 6 7	User ID User ID 1 88 1002 1003 1084 1102 1103	First Name	Last Name	Department Sales & Marketi Sales & Marketi Administration Research & Dev Logistic Research & Dev Production

- 3. Select users to add into this group duty roster. You can select users individually or by department.
- 4. Click OK to save settings.

## **Special Working Rules**

lasic Information Group ID	3		N	ame			• [	Work	: Shoj	p			Ros	ter			We	ekly		Descri	ption		1								
ertime Only After en Schedule	40.	00	]/[\	Neek	ly		•	(	V Di	aily T	otals		E	Au	to Ca	lc OT		E	7th	Day (	т							201	14		
Group Duty Ro	ster			l	Jser			1																							
Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	3
Jan	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Feb	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3			
Mar	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Apr	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
May	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	Г
Jun	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Jul	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Aug	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Sep	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Oct	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	
Nov					-	-	-				-	2	2	2	2	2		2	2	2	2	2	2	2	-	-	-				_

You can configure 5 special working rules under group duty roster to fit into your working environment.

 Overtime only after - Software accumulates work time of employees every day before employee can claim overtime during predefined time period (weekly, bi-weekly, semimonthly or monthly).

*For example:* If a predefined working hours a week is 40 hours per week and an employee works a total of 45 hours for that particular week, she would get 40 hours of work time and a 5 hours to be considered as OT.

You can apply additional option to view the work time and overtime accordingly.

*Daily Totals*: Software display additional columns under Attendance Sheet when this option enabled. The columns display individual work time and overtime done by the employees every day. However the actual work time and overtime calculation still follow Overtime only after.

Auto Calc OT: This option is similar to Daily Totals however the software will sum up daily work time and over time to as Total Work Time and Total OT. This is only for display and the actual work time and overtime will still follow the Overtime only after

*Tth day OT:* This option only works if you select Overtime only after Weekly. The software only calculates overtime if employees work 7-days continuously. In case the employee takes a rest day in that 7-days working schedule, the software will not calculate any overtime even though the total work time exceeds the predefined value.

• Open schedule -Open schedule is when a factory or a company does not determine specific type of roster for the employee and they can attend any shifts as they please. With the open schedule, software will allocate user's clocking time into corresponding working shift by referring to the clocking time. The working shift in open schedule cannot be overlapped and must be clearly defined. Software will not be able to allocate users into their correct shift if the IN time and OUT time of the shift overlaps.

aroup buly hoster			1. Cherriato Schedule
Weekday	Day Type	Schedule	2. Define Day Type
Sunday	Restday	A	2 Loove the Schedule code of
Monday	Workday		5. Leave the schedule code of
Tuesday	Workday		umns blank
Wednesday	Workday		4. Define the <i>date range</i> for r
Thursday	Workday		ter to take effect
Friday	Workday		
Saturday	Workday	-	5. Select the <i>schedule codes</i> (m
fective Date ossible option of sche chedule code:- i.e. 11,	edule codes for open schedi 12, 13	01/01/2014 · 31/12/2014 ·	imum 3) under option Possi option of schedule code open schedule attendau that has no pre-determir schedule code

Set the schedule code under Auto Schedule when you are configuring group duty roster.

### **User Duty Planner**

						Ingress					-	. = >
Monitoring	Devices	Doors		Zone (Ingressus Only	) Visual Maps	Users	Access Level	Attendance	Reports	System Settings		• 💻
Cale Cale Cale Cale Cale Cale Cale Cale	Template Import Tra	Naction A	dd Clockir Schedule	g. Remove Clocking Schedule	Add Duty Remove Duty Roster Roster	Purge Data Expo	rt Data udit					
Atte	ndance Sheet			Schedule	Roster	Data Audit L	ist					
<b>1</b>		* Atten	ndance									
Attendance Shee						Drag a colu	rnn header here to group b	y that column				
4 () Clocking Schedul	•	1.1	No.	User ID	First N	ame		Last Name		Department		
Normal hours	(9am to 6pm)	>	1	1			- î		Sales & M	arketing		
() New Schedule			2	88					Sales & M	arketing		
			3	1002					Administra	ition		
- Group Duty Kost	5r		4	1003					Research I	k Development		- 1
9am to 6pm			5	1084					Logistic			
User Duty Planne	r .		6	1102					Research &	k Development		
E Lanua Tura			7	1103					Production			
E beave type			8	1116					Administra	ition		
Remark			9	1118					Research 4	k Development		
Data Audit List			10	1120					Research &	k Development		
			11	1217	Steve		Cornor		Technical	department		
			12	1234	Ethan		Dallas		Technical	department		
			13	2030					Administra	ition		
			14	2033					Logistic			
			15	2034					Administra	tion		
			16	2035					Sales & M	arketing		
			17	3031					Production			
			18	3034					Production			
			19	3037					Logistic			
			20	3038	Aidid		Sulaiman		Technical	department		
			21	3039	Kok Loong		Pang		Technical	department		¥

You can change the working calendar of a user without creating a new group duty roster for her/him. You can change the effective clocking schedules for this user under the same group duty roster.

- 1. Click User Duty Planner from the left panel.
- 2. Double-click the user ID to customize group duty roster.
- 3. Refer to *Chapter 7 Creating Group Duty Roster* to build individual working calendar.

# Leaves and Remark

## To Add Types of Leave

		Ingress		_ = >
Monitoring Devices Do	oors Zone (Ingressus Only) Vis	ual Maps Users Access Lew	Attendance Reports	System Settings 🛛 🔅 • 💻 •
Export Attendance Export Sheet Payroll Configuration Attendance Sheet	Add Clacking Remove Clacking Schedule Schedule R	Remove Duty Roster Purge Data Export Data Audit Audit Data Audit List		
Attendance Sheet	Leave Type			
4 () Clocking Schedule	No. Name		Description	
Chornal Nours (Sam to Spin)     New Schedule     Group Duft Noter     Some Spin Spin     Some Spin     Some Spin     Leave Type     Remark     Cabe Audit List	1 Annual leave     2 Matering feature     3 Matical leave     4 Institute     4 Institute		Add	Update Remove

You can create a list of leave types into Ingress. You can remark his/her attendance by displaying leave at Attendance Sheet.

- 1. Select Leave Type from the left panel.
- 2. Click Edit.
- 3. Click Add.

Add Leave 1	ype		
Leave Type	•	(Maximum length 15 characters or	nly)
Description		[	
		ОК	Cancel

- 4. Name the Leave Type.
- 5. Add Description for this leave type.
- 6. Click OK to insert the new leave type into list.
- 7. Click Save to save settings.

# To Add Remark

			1	ngress					- 8
Monitoring Devices I	Doors Zone	(Ingressus Only)	Visual Maps	Users	Access Level	Attendance	Reports	System Settings	۵ 😸 • 💻
Expert Attendance Export Sheet Payroll Configuration Attendance Sheet	n Add Clocking Res Schedule Sched	nove Clocking Schedule	Add Duty Remove Duty Roster Roster	Purge Data Export Dr Audit Audit Data Audit List	da				
	Attendance								#
Attendance sheet	Nemark	27 I							
4 O Clocking Schedule	191	No. 1 12	Work Code	Mails an excelored	20	Kema	irk		
Normal hours (9am to 6pm)	E	2 13		Visit to supplier					
New Schedule		3 14		Car breakdown					
4 📑 Group Duty Roster		4 15		Outstation					
Same to 6pm USE Duty Planner Leave Type Remark Date Audit List							Add	Update	Remove
	Upload D	ownload						Save	Cancel

During verification, employee can input a specific number at a device to represent a reason for abnormal attendance records. For example, a user inputs a 10 when he reports to work to indicate that he was late to work because he attended a sales meeting away from the office. You can create the list of work codes under the Remark column and also put a remark into users' attendance in Attendance Sheet to describe his/her attendance records.

- 1. Click Remark from the left panel.
- 2. Click Edit.
- 3. Click Add.

X				🜔 Add Remark
		* [		Work Code
		(Maximum length 9 digits only)		
		*	*	Remark
		(Maximum length 24 characters only)		
	Cancel	ОК		
	Cancel	(Maximum length 24 characters only)		Kemark

- 4. Insert the number under Work Code (to be used at device during verification), e.g.: 15.
- 5. Give the work code a short description under Remark, e.g.: Outstation.
- 6. Click OK to save new work code into list.
- 7. Click Save to save settings.

# **Attendance Sheet**

### View and Edit

ą	A	ittendance														
Attendance Sheet	D	ate Today		* User	ALL					Late In	E E	arly Out	Exte	nded	Absent	Generate
Pay Class						-	_						Brea	ik	_	
L User Pay Class	1	18-01-2016 Mon	- 18-01-20	16 Mon		Total	Oni	jinal Clock	ing 📃	Overtime	C	In Leave	Mis	s Punch	Diff. OT	Download
4 G Clocking Schedule		Date	User 1D	Name	Sche	Day Type	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Type
New Schedule	•	18-01-2016 Mon	1		1	Workday	10:26 AM	11:08 AM	11:08 AM				0.42		8.18	A
C Tert	H	18-01-2016 Mon 18-01-2016 Mon	2		1	Workday	10:08 AM	12:04 AM	11:18 AM				0.58		8.02	
		18-01-2016 Mon	1235	Nana harlina	1	Workday										
- Heo		18-01-2016 Mon	1290	john lincoln	1	Workday										
Daily		18-01-2016 Mon	3201	kyle Johnson	1	Workday										
4 III Group Duty Roster		18-01-2016 Mon	3203	wallace huo	1	Workday										
New Roster	H	18-01-2016 Mon	3204	lyn dyana	1	Workday										
📰 9am to 6pm		18-01-2016 Mon	3209	Anushiva Kunasilan	1	Workday										
User Duty Planner		18-01-2016 Mon	3215	Gerard Abraham	1	Workday										
1 Holiday List		18-01-2016 Mon	4300	Fatihah Ahmad	1	Workday										
E Leave Type																
Bemark																
Data Andia Lint																
E Data Muuri List																v
	1					_		_		_	_	_	_		_	•
															Export	Edit

Attendance Sheet displays the attendance records of all users. View IN-OUT records, work times, short hours, overtimes and leaves taken. You can also select from the respective check boxes to view:

- Total Displays total hours for Work, Overtime, Diff. OT and Short Hours at the bottom of the screen.
- Original Clocking Displays original clocking data as downloaded from device in the event that employee's attendance records have previously been edited. This is also a good filter to use if you have rounding rules set on your clocking schedule. If you have rounding rules set, you can use "Original Clocking" to see the actual time the employee punched in.

#### Filters

Select the following options to filter from all the employees and focus on specific data you want to view:

- Late-In Displays late clock in data of all employees.
- Early-Out Displays data records of all employees who left earlier than the predefined Out time.
- Extended Break Displays data records of all employees who exceeded his/her predefined
  Break-Resume time.
- Absent Displays data records of employees who has not clocked in for the day.
- Overtime Displays overtime data records of employees. If an employee has not worked overtime, they will not show in Attendance Sheet.
- On Leave Displays only the attendance data of employees who are on leave.
- Miss Punch Displays attendance data of employees that have missed a punch for the date that you are viewing. If an employee missed a punch, it will only show you the punch the employee has made so far. If there are no employees who missed a punch, you will not see any data on the Attendance Sheet.

 Diff. OT – Displays attendance data of employees who have Diff. OT (Differential Over Time) in the attendance sheet. The Diff. OT column is only displayed if you have enabled Diff. OT setting in your Clocking Schedule. Diff. OT is a secondary overtime that is defined by the company for different pay rate purposes.

Ingress provides flexibility for administrators to amend the attendance records. Records displayed in bold indicates that amendments were done. You can insert the leave taken by the users (under Leave Type column) or put a remark to his/her records (under Remark column).

A	ttendance												
D	ate Today		Department AL	L			te In	Early C	Dut	Extended	Break 🥅 Ab	ient	Gene
	07-08-2013 Wed ~ 0	17-08-2013 Wed					ertime	🛄 On Lea	ave	Miss Punc	h.		Down
					Drag a colum	n header here t	o group by th	at column					
	Date	User ID	Name	Sche	Day Type	In	Break	Resume	Out	TO	Done	Work	Overtime
X	07-08-2013 Wed	1		1	WORKDAY	09:00 AM	12:00 PM	1:00 PM	09:00 PN	1		11.00	

- 1. Click Edit.
- 2. Insert time into relevant columns.
- 3. Work time, Short time and Overtime are calculated automatically based on clocking schedule settings.
- 4. Click Save to save settings.

Attendance											ą
Date To:	iay	~	Department	ALL			🔲 Late I		Early Out	📰 Extended Break 📰 Abse	Generate
07-08-2013 V	Ved ~ 07-08-2	2013 Wed					Cverti	me E	On Leave	Miss Punch	Download
					Drag	a column head	er here to g	roup by that	column		
Day Type	In	Break	Resume	Out	OT	Done	Work	Overtime	Short	Leave Type	Remark
I WORKDAY	09:00 AM	12:00 PM	1:00 PM	09:00 PM			11.00			Annual leave	
WORKDAY										12	
WORKDAY										Annual leave	1
WORKDAY										Maternity leave	
WORKDAY										Medical leave	
WORKDAY										Half day AL	
MORKOW											

- 1. Click Edit.
- 2. Move to the Leave Type or Remark column.
- 3. Select leave type or remark.
- 4. Click Save to save settings.

#### **Download Data from Devices**

Before you can view attendance data, it is advisable to download data from all devices. Attendance Sheet updates the records when there are any new data downloaded into the database.

- 1. Click Download in Attendance Sheet.
- 2. Select devices to download data from.
- Recommended to check Remove transaction logs after download. Ingress deletes all logs in devices after finishing the download from devices. This operation can avoid data overflow in the log storage of the device.
- 4. Click OK to proceed.

evice				
4 🗷 🛄 De	vice			
V	Main door - E	xit termina	l	
<b>V</b>	Main door - B	ntry termi	nal	
V	Store room			
	Ingressus II			
-	14			
Kemove tr	ansaction log	atter down	lioad	

If the TCP/IP or RS485 connection is unavailable, you can download transaction logs from devices by using a USB flash disk. Plug the USB flash disk into Ingress and do the following steps:

1. Click Import Transaction logs.

ease specify the attached US	B flash disk drive location	*		From USB
Visk Drive	No. User	D Username	Clocking Time	Transaction
	Enter your criter Date Range User ID	ia selection for selective tran 01/08/2013 * 12:00 . ALL	saction saving AM - 31/08/2013 *	12:00 AM

- 2. Specify the drive location of the USB flash disk.
- 3. Click From USB.
- 4. Define the Date Range of data to be imported into Ingress.
- 5. Select user ID.
- 6. Click Download to proceed.

### Generate Attendance Data

Run Generate Attendance Data to force Ingress to repopulate and recalculate attendance records.

**Note:** You must generate attendance data after making changes to the clocking schedule or group duty roster. Changes will only take effect after this process.

- 1. Click Generate in Attendance Sheet.
- 2. Select user ID.
- 3. Select Date Range.
- Only select schedule ID if you want Ingress to generate attendance records according to a new clocking schedule setup.

V	No.	User ID	Name	Department	
V	1	1		Sales & Marketing	
-	2	88		Sales & Marketing	L
V	3	1002		Administration	
	4	1003		Research & Develo	
	5	1084		Logistic	
	6	1102		Research & Develo	
	7	1103		Production	
	8	1116		Administration	
Date	ate	Today	8		
) D	ate Rang	e 01/08/	2013	- 31/08/2013	*
hedul	e ID			Default *	
onvert	from Dat	ta Audit List		$\checkmark$	
	ar change	ad data			

- 5. Check Convert from Data Audit List so Ingress checks into database for any new records.
- 6. Check Keep User Changed Data so Ingress will not erase any edit records done before this. Click OK to proceed.

### **Export Attendance Records**

You can export attendance records for use with payroll software. The exported records can be detailed (day-by-day) or summarized records. You can choose to save the output file in XLS or TXT format to be used by the payroll software.

Before you can export attendance records, you must configure a template for the export format by determining the exported data fields and adjust their length. You can configure multiple templates if you are exporting attendance records to be used in more than one software. Make sure you select the correct template during export process.

1.	Click	Temp	lates	Confia	uration.

ease specify the attached use	8 flash disk drive location	19	*	From	USB
tsk Drive	No. User I	D Username	Clocking Tim	e Transaction	
	- Enter your criter	a selection for selective	transaction saving		

- Select Templates details (to export day-by-day attendance records) or Templates Summary (to export summary of attendance records for specific time period).
- 3. Name the template, e.g.: Payroll use Details.
- 4. Click Edit.

npiate	Basic Information					
Template Details	Name	Payroll use - Details	Last Up	date	07-08-2013, Wed 3:06:50 A	м
Payroll use - Details Template Summary Payroll use - Summary Sage UBS Payroll	Output Target File Delimited with dou Suppress hundredt		Browse			
	[Unselected Fields List]			[Selected Fie	ds List]	
	First Name		~~	No.	Field	Size
	Last Name			1	User ID	9
	Group Roster			2	Employee ID	9
	IC/Social Security No.	IC/Social Security No.		3	Department	30
	Date			4	In	5
	Weekday			5	Break	5
	Schedule ID		^	6	Resume	5
	OT			7	Out	5
	Done			8	Work done in days	5
	Deave in hours			9	Work done in hours	5
	includes.			10	Overtime	5
				11	Short	5
				12	Leave Type	15
				13	Leave in days	5

- 5. Click Browse to determine the path location to save the output file. You can select to save in XLS or TXT.
- 6. Select the separators to use when exporting in TXT file. Ignore if you are exporting to XLS.
- 7. Select data fields from left panel. Double click data field to include into the right panel.
- 8. Arrange data fields in right panel to export.
- 9. Adjust the length of data field by changing value under Size column.
- 10. Click Save to save settings.

#### During the export process:

- 1. Click Export Attendance Sheet.
- 2. Select users individually or by department.
- 3. Select the template.
- 4. Determine path/location to save the output file.
- 5. Define the effective date range of records to export.
- 6. Click Export.

Department		Template		Si	ige UBS Export Format	* Template Configuration
🔺 🗹 🎑 User		Output Ta	rget File	C	\Users\Henry\Desktop\Sage L	JBS format.txt
Administration			No.	User ID	First Name	Last Name
Logistic		•	1	1		
VIII New Department			2	88		
The set of			3	1002		
Production			4	1003		
Research & Develop	me		5	1084		
Sales & Marketing			6	1102		
VIII Technical department			7	1103		
recurred department			8	1116		
		200	10	1118		
			10	121	Stana	Corpor
		1	12	1217	Ethan	Dallas
			13	2030		
			14	2033		
		Date				
		O Dat	0		Today -	-
<	÷	<ul> <li>Date</li> </ul>	e Range		01/08/2013	~ 31/08/2013 ~

### Export to Sage UBS Payroll (Malaysia market only)

Ingress is customized to export attendance records into Sage UBS Payroll, whereby the arrangement of attendance records are fixed to fit the software. You must know the basic usages of Sage UBS Payroll before proceeding to the steps below.

mplate	Basic Information									
Template Details	Name	New Ter	nplate Pay	roll		Last Update		07-08-2013, W	ed 3:09:51	5 AM
Payroll use - Details Template Summary Payroll use - Summary	Payroll Path Company Name					· Date		01/08/2013		Browse 31/08/2013
Sage UBS Payroll	User ID	ALL								
New Template Payroll										
	Workday Holiday Restday Offday Shift Allowance			Meal Alls	HR1 - Hours w HR2 - Hours w HR3 - Hours w HR4 - Hours w HR5 - No. of n HR5 - No. of h wance	orked for 1 time O orked for 1.5 times orked for 2.0 times orked for 3.0 times estdays worked olidays worked	от от от			
	Work Hour	B.00		No.	Type	Hour>=				
				1		0	-			
				2		0	-			
				3		0	_ 1			
				4		0				
				5		0	Ŧ			

To export to Sage UBS Payroll:

- 1. Click Export Payroll.
- 2. Select Sage UBS template.
- 3. Select users individually or by department.
- 4. Define the effective date range.
- 5. Select payroll path to save the output file.
- 6. Select company name.
- 7. Configuration of data field.
- 8. Click Export.

# Data Audit List

		Ingress				_ # ×
Monitoring Devices I	Doors Zone (Ingressus Only)	Visual Maps Us	ers Access Level	ttendance	Reports System Settings	ه 🔬 • 💻 •
Export Attendance Export Temptate Import Tempsactic Log	in Add Clocking: Remove Clocking Schedule Schedule	Add Duty Remove Duty Roster Roster Roster	ta Audit List			
#	Attendance					4
Attendance Sheet     O Clocking Schedule     O Normal hours (9am to 6pm)     O New Schedule	From To To	12:00 AM Door 12:00 AM User	ALL *	Work Code Check Type Verify Type	ALL * ALL * ALL	
Compo Duty Rotter     Compo Duty Rotter     Comp Duty Parmer     Loser Duty Parmer     Como Type     Remark     Date Audit List     Dote Audit List	Na. Description	User ID Name	Clocking Time	Check Type	Venty Type	Work Cod

Data audit list is the database that stores all transaction logs downloaded from devices. Ingress provides an easy interface to check transaction logs. All IN-OUT records are published in this page. You can choose to view transaction logs by:

- Date range
- Doors
- Users
- Work Code
- Check Type
- Verify Type

These are raw data that can be exported in XLS, XLSX, TXT or CSV format. The output file can be imported into 3rd party software for further processing or evaluation.

To export raw data:

- 1. Click Data Audit List from left panel.
- 2. Click Export Data Audit.
- 3. Select users' raw data to be exported.

						[Unselected Fields List]		[Selec	ted Fields List]	
pm.	No	Urar ID	Name	Department		Name	~~	No.	Field	Size
E	1	1	- Home	Calas & Mashatian				1	User ID	9
	2	-		Sales & Marketing	- A			2	Check Type	5
-	2	1002		Administration			>>	3	Work Code	5
-	3	1002		Automiscradion Research & Develo	- 11			4	Verify Code	5
		1005		Research & Develo				5	Door ID	5
	6	11004		Descent & Develo			^	6	Clocking Time	25
	7	1102		Research & Develo	-	-				
	0	1116		Administration	-					
	0	1110		Received & Develo	-		~			
	10	1110		Research & Develo	-					
	11	1217	Stave Corner	Technical departm	-					
		121/	Steve Comor	recrimical department	-					
	12	1224	Ethan Dallar	aconical departm						
	12	1234	Ethan Dallas	Technical departm	-					
	12 13	1234 2030	Ethan Dallas	Administration						
	12 13 14	1234 2030 2033 2024	Ethan Dallas	Administration Logistic	-					
	12 13 14 15	1234 2030 2033 2034 2035	Ethan Dallas	Administration Logistic Administration		Output Target File				Browse
	12 13 14 15 16 17	1234 2030 2033 2034 2035 3031	Ethan Dallas	Administration Logistic Administration Sales & Marketing Production		Output Target File	ut file			Browse
	12 13 14 15 16 17 18	1234 2030 2033 2034 2035 3031 3034	Ethan Dallas	I echnical departm Administration Logistic Administration Sales & Marketing Production Production		Output Target File	utfile			Browse
	12 13 14 15 16 17 18 19	1234 2030 2033 2034 2035 3031 3034 3037	Ethan Dallas	Iechnical departm Administration Logistic Administration Sales & Marketing Production Production		Output Target File	ut file			Browse
	12 13 14 15 16 17 18 19 20	1234 2030 2033 2034 2035 3031 3034 3037 3038	Ethan Dallas	I echnical departm Administration Logistic Administration Sales & Marketing Production Production Logistic Technical departm		Output Target File Cutput Target File Figure Append data to existing outp Effective Date From	ut file		* 1200	Browse
	12 13 14 15 16 17 18 19 20 21	1234 2030 2033 2034 2035 3031 3034 3037 3038 3039	Ethan Dallas Aidid Sulaiman Kok Loose Pase	Iechnical departm Administration Logistic Administration Sales & Marketing Production Production Production Logistic Technical departm		Output Target File	ut file		* 12:00	Browse

- 4. Double-click to select the data fields to be exported.
- 5. Arrange the data fields to be exported.
- 6. Adjust the length of the data fields by changing their value under the Size column.
- 7. Click Browse to define path location to save the file.
- 8. Define the effective date range to export raw data.
- 9. Click OK to export.

# Chapter 8 Report

This chapter guides you on the types of reports provided by lngress for housekeeping purposes and how to generate them.

Ingress provides you 8 types of commonly used reports to understand all IN-OUT and attendance records. You can have reports to display lists of users, devices and doors that are useful for housekeeping in the future.

You can print the reports to keep as records or save them in a digital format (PDF, HTML, MHT, RTF, XLS, XLSX, CSV, TXT, XPS and JPEG). You can send emails together with the digital reports to others for viewing and analysis.

# Types of reports and usage

## DEVICES

Device Listing: This report records all transaction data downloaded from every device. Device Activity: This report details the transaction record of the users by device ID.

### USERS

Department Listing: A list of all department names and its corresponding amount of users. User Listing: This report shows the users' information in detail.

User Movement Analysis: This report lists the details of the users' movement from all devices.

# DOORS

Door Listing: This report will compile and show a complete list of all created doors/door groups with a connected device.

# ZONES

Zone Listing: This report shows the list of the devices and its assigned zone mode and type.

# ACCESS LEVEL

Access Level Listing: This report shows the list of doors with its assigned access level.

Time Set Listing: This report shows the daily time period for the Timeset configurations.

Holiday Listing: This is a list of holidays created at the Holiday Settings as well as the Holiday Time zone assigned to it.

# ACCESS CONTROL

Event Log Report: This report is applicable to all FingerTec door access devices that are connected to a door sensor. The report will display detailed information for door events.

Transaction Listing: This report records all transaction data downloaded from every device.

# ATTENDANCE

Clocking Schedule: This is a checklist showing detailed configurations and settings of the clocking schedule.

Duty Calendar: This is a working calendar checklist for all or a particular work group.

Remark Listing: A list of all work codes and its remarks (names).

Electronic Time Card: The most general employee attendance record comprises of detailed clocking activities of an employee in a month including calculated work time, overtime and short time. The summary of attendance, tardiness and leave taken is also available in this report.

Daily Attendance Listing: This report details the daily work rate, tardiness, total work time, OT and shortages for workdays/rest day and off day for each employee.

Weekly Attendance Listing: This report will generate the employee's weekly attendance into a page with its summary of attendance at the bottom of the report.

Attendance Sheet: This report is almost the same as the attendance summary but it is without the work rate, work time, OT and short hours. With this report, the employer can have an overview of how many times the staff is late to work or clocks out early.

Correction Report: This report shows employees that have irregular clocking activities, e.g.: extended break times, early clock-outs, late clock-ins, etc. The Administrator can choose to amend these irregular clocking activities suggested by the software to match the activities of the affected employees, if necessary.

Tardiness Report: This report shows employees with tardiness e.g.: late in, early out, and etc. The time of tardiness and the total short minutes will be shown in red.

On Leave Listing: This report shows the list of employees who have taken leave and the particulars of their leaves for references.

Overtime Approval Worksheet: This is an overtime worksheet report showing the list of employees who are taking overtime and the amount of hours that he/she is entitled for. This report is important for the management to enable them to check the details of the overtime taken before approving the claims.

Attendance Summary: This report details the work rate, tardiness, total work time, OT and work hour shortage time for workdays/rest day and off day for each employee. Analysis of each employee's working performance can be viewed using this report.

Attendance Analysis: This report is similar to the attendance summary but it does not include the work rate, work time, OT and work shortage time. The employer can have an overview of how many times the staff is late to work or clocks out early with this report.

Day by Day Analysis: This report details the daily work rate, tardiness, total work time, OT and work hour shortages for workdays/rest day and off day for each employee.

Month by Month Analysis: This report details the monthly work rate, tardiness, total work time, OT and work hour shortages for workdays/rest day and off day for each employee.

#### **REPORT OPTION**

In some of the Attendance Listings and Reports, there are several options you can select and to change what is viewed in the report:

Show zero hour: Tick to display all rest/off days, holidays, absences or leaves in the report.

Work/OT Total: Tick to hide work, overtime, Diff. OT and Short hours

Original Clocking: Tick to display original clocking data as downloaded from device if employee's at-

tendance records have previously been edited or you have configured rounding rules.

Leave in hours: Tick to display leave in Hours instead of Days.

Remark: Tick to display remarks added to explain employee's clocking activities.

Clocking Count: Tick to display number of times clocking was performed by employee. If unticked, only a check mark is displayed to indicate employee has performed at least one clocking and was therefore present.

In/Out Clocking: Tick to display the Clock In and Out records.

Rate/Hr: Tick to display pay rates (per hour) as configured for employee wages and/or job costing purposes.

Job Cost: Tick to display wages computed based on pay rates configured for the different jobs using Job costing feature.

Work done in days: Tick to display work done in Days instead of Hours.

### AUDIT TRAIL

Audit Trail: This report will show all configurations performed in the software according to the user that made the edit.

Error Log: This report will show all the errors which occurred in the software.

# Preview, Print or Save Reports

- 1. Select report to preview or print.
- 2. Select the filter options from the left panel.
- 3. Click Generate.
- 4. Report preview at the right panel.
- 5. Other operations

Print reports – click 🛁 .

Save in other digital format:

- Click 📑 .
- Select file format.
- Configure the output file.
- Click OK to proceed.

#### Send via email:

- Click 🔄 .
- Select file format.
- Configure the output file.
- Click OK to save into digital file.
- New email created automatically from email provider.
- · Insert recipients' email address to be sent to.

# Chapter 9 Settings in Ingress

This chapter guides you in configuring the settings of Ingress for your own preference.



This chapter will guide you in configuring Ingress to operate according to your preference. You can configure settings for:

- Database configuration: You can initialize, backup or restore MySQL database of Ingress.
- System Parameters settings: This page allows you to configure date/time and other display settings in Ingress.
- Field customization management: You can add additional data fields to use in User biodata (under Other tab).
- Company info: Fill in information of your company and local reseller. You can also place a special watermark on every report created by Ingress.
- System User: You can create/delete multi-levels account with different authorities to login to use your copy of Ingress.
- Event: You can configure the types of events that will trigger alarm in Ingress. You can
  select the sound to represent different events and link up the SMTP email server to send
  notifications from Ingress to specific recipients. For Ingress Mobile users, you can also
  send push notifications.
- Network camera integration: Before you can connect a network camera to stream video footage, you must configure the login details to Milestones or Epicamera accordingly in Ingress.

# **Database Configuration**

System Settings		
Database Informatic	on	Database Initialization
Server Username Password Port	127.0.1 * ingress *	ALL     Device     Door     Vousu Map     Zone     User     Access Lovel     Attendance     Initialize Database
Database Managem	nent	
Database Backup		
Database Backup	p Path Browse Backup	
Database Restore		
Database Restor	re File	
	Browse Restore 🗸	Abort On Error

1. Fill in the database information by:

Server: IP address where MySQL database install. By default, MySQL installs into the server together with Ingress server.

Username: Login username of MySQL database.

Password: Login password of MySQL database.

Port: Set at 3306 by default. Change if you are using a different network port to communicate with the MySQL database.

- Click Test Connection to try to connect to the MySQL database. Change the settings mentioned in (1) if connection fails.
- 3. Click Save to save settings.

If you want to initialize the MySQL database (to clear all data stored in the specific table), follow the steps below.

- 1. Select the data filed from the column Database Initialization.
- 2. Click Initialize Database.

#### To backup data stored in the MySQL database, follow the steps below:

- 1. Click Browse to set the location path to save the output file.
- 2. Click Backup to proceed.

#### To restore data into MySQL, follow the steps below:

- 1. Click Browse to seek for the file to be restored into MySQL.
- 2. Click Restore to proceed.

# System Parameters Settings

System Settings			
System Settings			
Date Format	DD-MM-YYYY	Time Format	AM / PM
Hour Format	HLMM		
Mini Visual Map Display Number	12 ~	Auto Log Off (Min)	0 ()
Attendance Settings			
Server Download Transaction Log Interval (HH:mm)	01:00 [?]		
	Remove transaction log a	after download	
the automatic download timer for the system to activate the automatic download process everyday	V Perform daily download	when computer is powered on	
Server Generate Audit Data Interval (HH:mm)	00:30		
Settings			
Device Connection Timeout (Sec)	5.0		
Syncronize users in the device	V		
Allow wiegand settings			
L			
			Edit

- 1. Date, Time and Hour format: Select the format to display date, time and hour in Ingress and reports.
- 2. Mini Visual Map Display Number: Select to display 6, 9, or 12 visual maps onscreen during monitoring.
- 3. Auto Log Off: Set the maximum idle time before the system automatically logs off.
- 4. Server Download Transaction Log Interval: Set time interval to download transaction logs from devices automatically. Set 00:00 to disable this option if unnecessary.
- 5. Remove transaction logs after download: Check the box if you want to clear all transaction logs from devices after complete download.
- 6. Specify daily download timer for system to activate the automatic download process every day: Set up to a maximum of 2 daily timers to run auto download transaction logs from devices.
- 7. Perform daily download when computer is power on: Check the box so Ingress activates the daily download timer when server is power on.
- 8. Server Generate Audit Data Interval: Set time interval so Ingress generates raw data to be updated into Attendance Sheet accordingly. Ignore this if you are using attendance features in Ingress.
- Device Connection Timeout: Devices disconnect and reconnect to Ingress frequently if the network is unstable. Set maximum waiting time for Ingress to justify device in offline mode.
- 10. Check Synchronize users in the device: Enable this option and Ingress always clear all employees' data in device or Ingressus before upload new users. This is to make sure you always update fresh copy of employees' data to devices or Ingressus.

Disable this option and Ingress only update particular employees' data in device or Ingressus during upload process.

# Field Customization Management

- Edit Field Customization Management

   Item Name
   Valid driving license

  Item Type
   DateComboBox
   \*

  Item Data
   Yes, No, 82, D

   Save
   Cancel
- 1. Click Edit.
- 2. Click Add to add a new field.
- 3. Insert the name of information, e.g.: Valid driving license.
- 4. Select type of data

Text box - column to fill in text freely.

Combo box - drop down to select description (require data from Item Data).

Check box – box for check and uncheck.

DateCombo box – column to display calendar for date selection.

- 5. Insert description into Item Data for Combo box to select.
- 6. Click Add to save into the list.
- 7. Click Save to save settings.

Repeat steps above to create new data fields. All newly created data fields are displayed under Other tab in User's Biodata.

Click Update if you want to edit the data field or Remove to delete from the list.

# **Company Info**

System Settings			
- Rasic Information			
Company Info		Dealer Info	
Comment			
Company Name	AdTech Autoparts	<ul> <li>Dealer Name</li> </ul>	Biometric Expot Pvt Ltd
Address 1	6, 8 and 10, King Road	<ul> <li>Address 1</li> </ul>	
Address 2	Puchong Industrial Park	City	Kuala Lumpur
City	Puchong * Zip 47100	<ul> <li>State</li> </ul>	Kuala Lumpur *
State	Selangor		
Country	MALAYSIA -	•	
Contact Person	Malta Koel	•	
Email	malta@adtech.com	•	
Report Settings			
Neporc Sectings			
Watermark			
Watermark Display N	lode Zoom -		
Show Watermark in F	Report		
	FINICEPPIEC		
	I INO VILC		

- 1. Insert your company information in the left panel.
- 2. Fill in the contact information of your local reseller in the right panel.

#### Follow the steps below to insert watermark to your reports:

- 1. Click 🔜 to select the image file (in JPEG format).
- 2. Select Display Mode:
  - Center watermark display at the center of page
  - Stretch watermark stretch to cover the whole page
  - Zoom watermark zoom to bigger size located at the center
- 3. Check Show Watermark in Report to activate watermark in reports.

# System User

#### **To create User Roles**

You must create roles to edit or view data in Ingress. To do this, follow the steps below:

- 1. Click User Roles under System User.
- 2. Click Add Role.
- 3. Name the role, e.g.: System Operator.
- 4. Select modules to allow for viewing under View column.
- 5. Select modules to allow for editing under Edit column.
- 6. Click OK to save settings.

Repeat steps above to create new user role.

Module Nam	e 🛛 🖾 View	Edit	
Module Nam Server Managemen	e View	Edit	
Server Managemen			
	t 🗌		
Real Time Monitori	ng 📃		
Device Managemer	nt 📃		
Door Management			
Zone Management			
User Management	<b>V</b>	✓	
Access Level Manag	gement 🔽		
Attendance Manag	ement 🔽	<b>v</b>	
Reports	<b>V</b>	<b>v</b>	
System Manage			

You can select to update existing roles by selecting them from the list, followed by Edit Role. Select existing role and click Remove Role to remove it if it is no longer in use.

#### To create login account and assign role

Now, you can create new login username and password for new users to handle Ingress. Steps as below:

- 1. Click User Account under System User.
- 2. Click Add Account.
- 3. Insert username and login password.
- 4. Assign role (as preset under User Role) to this account, e.g.: System Operator.
- 5. Check Activate to grant access to this account user.
- 6. It is optional to enroll fingerprints from this user. He/she can verify fingerprint to access into Ingress instead of using a password. You must plug in the OFIS-Y scanner into the PC before clicking the Register button. Follow the onscreen instructions to enroll fingerprints from the user.

System User Account	;	ĸ
User Name	HR payroll	
Password	*****	
Confirm Password	*****	
Role	Payroll cleark *	
Remark		
Account Status	Active	
FP Template1	Register	
FP Template2	Register	
Push Notification		
	OK Cancel	

7. Click OK to save settings.

Repeat steps above to create new user login account.

Select the user account and press Edit Account to start to edit, or press Remove Account to delete the account permanently.

# **Event**

### To configure notifications by alarm and email

*	# System Settings		
🔺 🕍 System Settings	Select Priority Level Priority 1		
Database Configuration	Event		
🔀 System Parameter Settings	Door Alarm		
🚸 Field Customization Management	Door Accidental Open		
Company Info	Door Left Open		
d 🗱 Surtem Urer	Usassemble the Alarm		
- Jyacin Old	Iuvaid Th		
User Account			
🚢 User Roles			
4 🛅 Event			
Alarm			
Sound			
🖂 Email	Select the action when a specific event happens		
🔺 💣 Network Camera Integration	V Program Sound Windows Ding.way		
i Milestone	Play Duration 0 s (0: Infinite)		
💣 EpiCamera	Send Email		
	Send Push Notification		
	Show Color Red		
	Save Cancel		

- 1. Select Alarm under Event.
- 2. Select Priority 1 from Select Priority Level.

You can define events under different levels of priority. There are a total of 5 levels of priority ready to use. You can treat level 1 as the highest and 5 as the lowest, or vice versa.

- Click Add.
- Select Ingressus or Standalone devices.
- Select the events to include under the Priority level.
- Click OK to save.
- 3. Check Program sound to enable sound alert from PC.
  - Select the sound to play to alert
  - Define the duration of alert sound
- 4. Check Send Email to enable email notification function.

Create the email template to send as notification

5. Check Send Push Notification to enable push notification to specific users with Ingress Mobile apps *(iOS or Android)*.

Select the recipient(s) of push notification from the list

- 6. Select the color to highlight the event under monitoring process.
- 7. Click Save to save settings.

Repeat steps above if you want to create alarm for Priority 2 to 5.

### To configure alarm alerts sound and color

*	System Settings		-
🔺 🕍 System Settings	Media		
III Database Configuration	Windows Ding.wav		- 1
🔀 System Parameter Settings			
🚸 Field Customization Management			
🎄 Company Info			
4 🤹 System User			
User Account			
🛓 User Roles			
4 🛅 Event			
Alarm			
Sound			
🖸 Email			
🔺 💣 Network Camera Integration			
Milestone			
💣 EpiCamera			
	Play.	Edit	-

- 1. Click Sound under Event.
- 2. Click Edit.
- 3. Click Add.
- 4. Select the sound file to be added into Ingress to use to alert users.
- 5. Click OK to save settings.

## To configure email alerts

*	System Settings	
🔺 🕍 System Settings	Email Configuration	
Consequent View Configuration     System Parameter Settings     Field Customization Management     Consequent View     System User     User     User Account     User Roles	SMTP Server SMTP Port SMTP Email SMTP Password SMTP Confirm Password SSL Required	makfounder com my * 25 * makfounder com my * ** ** * * * * * * * * * *
4 🖪 Event	Recipient Info	
Alarm	Name	Email
Sound Email Mitestone EpiCamera		
	Add Update	Delete Cancel

- 1. Click Edit under Email Configuration.
- 2. Insert the information to connect to your SMTP email server.
- 3. Click Save to save settings.
- 4. Click Edit under Recipients Info.
- 5. Click Add.
- 6. Insert users' email address and name.
- 7. Click OK to save settings.

# Network Camera Integration

### **Milestone server**

System Settings	ration Information	
The work camera integr		
Milestone Server	192.168.0.121	*
Milestone Port	8080 *	
Username	administrator	_•
Password	•••	* 🔲 Show Password
	Edit	Test Connection

- 1. Select Milestone under Network Camera Integration.
- 2. Click Edit.
- 3. Insert IP and Port of your Milestone server.
- 4. Insert Username and Password to log in to the Milestone server.
- 5. Click Test Connection to make sure connection establishes. Check items in step 3 and 4 if the connection fails.
- 6. Click OK to save settings.

### EpiCamera

System Settings		
Network Camera Integration Informatio	n	
Username	demo	*
Password	••••	* Show Password
Image Interval Time (Seconds)	5 0 [?]	
	Ec	lit Test Connection

- 1. Select EpiCamera under Network Camera Integration.
- 2. Click Edit.
- 3. Insert login username and password of your EpiCamera account.
- 4. Click Test Connection to make sure connection establishes. Check items in step 3 if the connection fails.
- 5. Define the time interval to collect images from EpiCamera.
- 6. Click OK to save settings.

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