



# WatchNET Access Integrated Security Management Software

# WatchNET Access User Guide



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# **Revision History**

Revision	Date	Author	Description of Changes
1.0	05/26/2014	Octavio Colantonio	Manual Created.
1.1	21/12/2017	Peter Punzalan	Updated manual with no card list version
2.0	04/06/2020	Peter Punzalan	Updated screenshots and new software update

This guide is for end users and is intended to help in the configuration and programing of the WatchNET Access Control System.



Click on the Desktop Icon

	×
Wa	tchNET
Integrated	video security
User:	Administrator $\checkmark$
Password:	••••••
Save Password	d 🗌 Auto Run 📄 Run Minimized
V1.2.5.0	Login Cancel Help

The *default User* is *Administrator* and the *default Password* is *watchnet*. You will have an opportunity to change the *password* later in the software settings.

NOTE: In case the password is lost and no back-up was done then you have two option:  $1^{st}$  is to uninstall and reinstall the software and  $2^{nd}$  is call technical support and give them access to the server to reset the password.

After entering the password the main window will display:



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On the left you will have Tabs which are for Access, Maps, Intrusion and CCTV. Please make sure that you are on the Access Tab and lock this by clicking on the lock pin on the right hand top corner of the Access Tab window. In the locked position this pin will be in the vertical position.



In the middle of this window is where we add a *map* and on the right the *video* will be displayed. At the bottom of the window you have the events that occur in the system. These windows are configurable and you can bring up or remove them based on what you need to see on the window. These windows can be closed by clicking on the *x* mark on the windows.

We are now ready to start configuring and programing the system.

NOTE: The Installer has already configured the database and has connected the panels which should be online. Please contact the Installer if the panels are offline.



### Step 1 Door Configuration

Click on the *Door* Icon next to the *Controller Configuration* and the following window will be displayed.

In the **Parameters** tab you can configure the status for door sensor and exit button, also times for lock to be open, handicap card, enable pin required and others, for more information refer to full manual.

Door Configuration						23 4		↔ _	o ×
V 😏 WATCHNETACCESS	Parameters Door Status	Schedule Door Access Schedul	e Personnel Access Leve	Event Driver Channel M	pping				
✓	Door Parameters		Reader Parameters						
Door 1	Door Name	Door 1	LED Polarity	Cathode					
Door 2	Door Type	IN Reader 🗸 🗸	Buzzer Control	Low Level					
Door 3	Door Sensor	Normally Open 🗸 🗸	Buzer Alarm	Door Opened Too L	1				
Door 5	Sensor Anti-shake(MS	) 20 ~		Valid Card					
Door 7	Exit Button	Normally Open 🗸 🗸	Beading Delay(S)	0 9	]				
Door 8	Lock Open Time(S)	5	Keinad Delau(S)	5					
	Handicap Card	Disable 🗸	Neypdu Poloy(3)	5					
	Handicap Time (S)	oli 100 🔮							
	Lock Monitor Time(S)	30	Anti PassBack						
	Read Card Mode	Single Card $\sim$	Area APB	Disable					
	Multi-Card	2	Exit Area	Outside					
	PIN Required	Disable $\sim$	Entry Area	Outside					
	Max. 3 wrong PIN	Disable $\vee$		Area Name					
	Duress PIN	0000 #							
	Super PIN	* 00000000 #							
	Arm Code	Lock Opened + *# 0000 #							
	Disarm Code	Lock Opened + "# 0000 #							
	Armed Flow Control	Arm Linkage 1 🔍							
	Double Card	Enable $\vee$							
								_	
< >							Default	Paste	Set All
Find Copy Pa	ste Set Al		Mail				ОК	Cancel	Apply

In **Door Status Schedule** tab you can modify the status of the door, for example 8am-5pm it will be open from first card, means whoever comes after 8 and scan their card the door will stay open until 5pm.

Parameters	Door Status Schedule	Door Access Sched	lule Perso	onnel Access Le	evel Event	Driver Char	nnel Mapping			
Time	Status		Sun	Mon	Tue	Wed	Thu	Fri	Sat	H1
8:00 📀	Opened	From 1st Card		×	×	ж	×	×		
0 17:00	Normal	<u>_</u>		×	×	×	×	×		
© 00:00 © 00 © 00:00 © 00:00 © 00:00 © 00:00 © 00:00 © 00:00 © 00:00 © 00:00 © 00:00 © 00 © 00:00 © 00:00	Normai Normai Normai Normai Normai Normai Normai Normai Normai	Door Status Time         Status Time         Start Time         Start Time         Big H         Opened From 1st Card         Group 1#         Group 2#         Group 3#         Group 1#         O \$					Confirme Backup PIN * 0000000	ed by Centre I During Offline 0#	×	
00:00	Normal	Valid Date Set								
60:00	Normal	Sunday	🗹 Mono	iay 🗹 Tue	sday 🗹	Wednesday	🗹 Thursday	🗹 Friday	Saturday	
		🗆 H1	🗆 H2	🗆 НЗ		H4	🗌 H5	🗌 H6	🗌 H7	
		🗆 T1	🗆 T2							
								ОК	Cance	ł

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In example above the it is set to opened from first card on 8:00 and goes back to normal at 17:00 which is 8am-5pm from Monday-Friday

#### Note: Time format should be followed to modify the status schedule, must be 0-24hrs

Below are the descriptions for the Entry status available.

Open from 1 <sup>st</sup> Card	Door opens as per the schedule depending on first valid card. If the fist
	valid card is before the scheduled door open time then door closes after
	access granted. If no valid card is presented on the door when it is set to
	open from 1st card then the door stays closed. When a first valid card is
	presented then the door opens and stays open as per schedule.
Normal:	Door opens normally with the presentation of a valid card, which means the
	door is always close and will only open when a valid card is presented
Sleep:	The system is effectively asleep and will not read a valid card.
Always Open:	The door is always open (unlocked).
Always Closed:	The door is always closed (locked) and even if the cardholder has access to
	that door it will stay closed (Locked). The Event Viewer will show Valid Card
	but the Door will remain locked. With this option the Door can only be
	unlocked by a <i>Master Card</i> .
Card + PIN:	Card and PIN required.
APB:	Anti Pass back.
Open/Closed:	Door status changes on valid card. First valid card will open door and it stays
	open until next valid card is presented.
Group Card Mode(G	<i>CM):</i> it requires a group card to open the door

The next step is to configure the *Door Access Schedule*.

In **Door Access Schedule** tab user can configure the time schedule a card can open a door. Each door will have 15 access schedule and each schedule will have 7 Time Zone to configure, in example below, **Day Time Schedule** is set from 8am-8:01pm from Monday to Friday, which means whoever has this schedule can only open the door from those times.



ID       Name         I       Entry Always         I       Entry Always         I       Entry Always         I       Entry Always         Image: Schedule       Image: Schedule 4         Image: Schedule 5       Image: Schedule 6         Image: Schedule 6       Image: Schedule 7         Image: Schedule 7       Image: Schedule 8         Image: Schedule 9       Image: Schedule 9         Into: Schedule 10       Image: Schedule 12         Image: Schedule 13       Image: Schedule 13         Image: Schedule 14       Image: Schedule 15         Image: Schedule 15       Image: Schedule 15         Image: Schedule 16       Image: Schedule 16         Image: Schedule 15       Image: Schedule 15         Image: Schedule 15       Image: Schedule 16         Image: Schedule 16       Image: Schedule 17         Image: Schedule 16       Image: Schedule 14	
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□ T1 □ T2	
OK Cance	ncel

## Step 2

Departments

Now that the Doors have been configured we will now configure the *Departments*.





Departments				+- 0 ×
Eile ⊻iew				
New Edit Delete	Save Order Filts Prior Next Last Filts	er Locate Preview Print Export		
🗸 🔄 All Departments 🗟	epartment Department	Department Manager sonnel Nur Remark	^ B	egular Work Time
> Head Office	1 Head Office	3		Start Time In Uut Day Ulf Lunch Break
	7 Human Bergurce Department	0	141	
	8 Financial Department	0	Ti	Jesday 00:00:00 09:00:00 18:00:00
	9 Testing Department	0	w	ednesday 00:00:00 03:00:00 18:00:00
	10 Technical Support Department	0	7.	
	11 Customer Service Department	0		
	12 Sales Department	0	Fr	day 00:00:00 09:00:00 18:00:00
	13 Marketing Department	0	s	aturday 00:00:00 09:00:00 18:00:00
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The system comes preprogrammed with a *Head Office* and a *Visitor* department. Within the *Head Office* Department are *Sub Departments*. User can create their own departments or modify the existing one.

Note: Creating Department is important for card holder; card holder needs to be assigned into a department to manage the access level.

#### Step 3

#### **Creating Access Security Groups**

Access Security groups is important to manage the access level for a group or department, for example, creating a group time schedule for employee to be able to open door on allowed times, see screenshot below.

Access Security Groups



#### Step 4



#### **Enrolling Cards to the System by Personnel List**

There are two ways to enroll cards in the system. The first is the through the *Personnel List* and the second is by swiping a card on any reader.

Click on the **Personnel List** Icon and then Click on **Add a Personnel** Icon. The **Personal** Information window will be displayed.

0

Personal Information		×
Basic Information	Personal Information	n
Card	First Name*	Peter Last Name
Access Level	ID Number	Gender 3×4
	Department	Head Office
Fingerprint	Group	Group Name
Fingerprint Reader	Joining Date	
	Last Day	
Face Info	Address	Floor No.
	TEL	E-Mail
Card Events QR Code	Card Print	OK Cancel Apply

Note: First Name, Department and Group are mandatory before moving to next tab.

Next, click on the *Card* Tab.

Enable **Use Access Card** first and input the number that shows on the card or you can scan the card on the desktop reader or system reader, make sure to enable the option at the bottom.

Note: For more information of all other settings please refer to the full manual.

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Personal Information	×
Basic Information	☑ Use Access Card Card Info
Card	Card No.: 0000123456 Issue Code 0 🚫 Vice Cards
Access Level	ID Card Custom ID:     0 ➡       □ Expiry Date     2020-05-09         ☑ Retrieve Card Number     ☑ Retrieve Card Number       ☑ From Desktop Reader     ☑ From System Reader
Fingerprint	Deactivate     30      Days not used     Card Event Link to
Fingerprint Reader	Access Properties Temp Card Valid Time
Face Info	Handicap Card       Opens the Door for a longer time       From:         Manager Card       No Anti-Passback Limitation; Open/Sc       Image: Card         Boss/Master Card       Can open any Door anytime; Open/Sc       Expiration:
	PIN Ourrent Area
	PIN ID     PIN     Current Area:       0000     Automatically     0000     Outside
	Card Property for WAC-XDYE Balance
	Card Group None Times Card 0
	I win Card Select     Select     Limited Times
Card Events QR Cod	le Card Print OK Cancel Apply

Next, click on the *Access Level* Tab.

There is two ways on giving access level, first is by **Security Groups** and second is by **Access Doors.** For Security groups just select the created group you created from security group menu and that will assign the access level for the card.



Personal Information	-		 		×
Dacia Information	Security G	roups Access Doors			~
Basic Information	No.	Access Security Group	No.	Access Security Grou	4p
Card		24 Hours			
Access Level		Employees			
Fingerprint					
Fingerprint Reader					
Face Info			Door Name		Access Time Ta
			Door 1		Day Time Sche
			Door 2		Day Time Sche
Card Events QR	Code	Card Print		OK Car	ncel Apply

## Check the "Employees" security group name to assign access level

Once you check the box it will move on the right side of the window indicating the access level is been set.

Personal Information					×
Basic Information	Security (	aroups Access Doors			
	No.	Access Security Group	No.	Access Security Gr	oup
Card		24 Hours	<b>⊠</b> 1	Employees	
Access Level					
Fingerprint					
Fingerprint Reader					
Face Info			Door N	lame	Access Time Ta
			Door 1		Day Time Sche
			Door 2		Day Time Sche
Card Events QR C	ode	Card Print		OK C	ancel Apply



#### For Access Doors Please refer to full software manual.

#### Enrolling Cards to the System by Scanning on the Reader first

Scan the card on any reader and on card events double click the first event that shows invalid card and double click that event to open the personal information.

Card Events R ×															
Acknowledge	Acknowledge) Description End Location (View Captured) Confirm Open Door 🕅 Auto Refresh Record counter: 1														
Auto ID	Time	Event Name	First Name	Last Name	Site Name	Card No.	Door ID	Door Name	Departn	ent Controller	Controller Name	Line ID ers	onnel N 'ersonnel Co	-	
31 5	/26/2014 2:40:46 PM	Invalid Card			WatchnetAccess Group	0011038418	3 1	Entry door 1(001)			Controller(4 Doors,In/0	)ut) 1	0	1	
🔄 🙆 Card Eve	nts 👕 Alert Events														

This procedure is the same way of enrolling the card from the personnel list, you can do the same process again.

Personal Information		×
Basic Information	Personal Information	
Card	No. First Name*	Peter Last Name
Access Level	ID Number	Gender
Fingerprint	Department Group	Group Name V Position V
Fingerprint Reader	Joining Date	
Face Info	Last Day Address	· · · · · · · · · · · · · · · · · · ·
	TEL	E-Mail
Card Events QR Code	Card Print	OK Cancel Apply



#### Step 5

#### **Running Reports**

Click on Reports from the Main Menu and select All Cards Event.

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Auto ID	Time	Ever Ever	nt Name	Site Name	Line ID	Controller ID	Letter Co	ntroller N	ame	Door ID	Dogr Na	ame	Site Code	ard Numbe	Department	ersonnel
877	11/21/2013 3:48:	59 PM Invalid Doo	n/Time	WatchnetAccess Gro	up 3	1	Controller	(8 Doors	Jn1(001)	2 Door	2/0011	1110	12	48852	Warehouse	4
876	11/21/2013 3:48	51 PM Invalid Doc	r/Time	WatchnetAccess Gro	up 3	1	Controller	(8 Doors	Jn)(001)	2 Door	2(001)		188	48685	Engineering	
875	11/21/2013 3:48	42 PM Invalid Doc	r/Time	WatchnetAccess Gro	up 3	1	Controller	(8 Doors	In)(001)	2 Door	2(001)		225	34682	Warehouse	1
874	11/21/2013 3:48:	34 PM Invalid Doc	r/Time	WatchnetAccess Gro	un 3	1	Controller	(8 Doors	In)(001)	2 Door	2(001)		225	36820	Tech Support Departme	n
873	11/21/2013 3:48:	13 PM Invalid Doc	r/Time	WatchnetAccess Gro	up 3	1	Controller	8 Doors	Jn)(001)	2 Door	2(001)		12	48513	Head Office	4
872	11/21/2013 3:48	09 PM Invalid Doc	r/Time	WatchnetAccess Bro	un 3	1	Controller	(8 Doors	In)((((1))	2 Door	2(001)		12	48852	Warehouse	4
871	11/21/2013 3:48	05 PM Invalid Doc	r/Time	Watchnet&ccess Gro	un 3	1	Controller	(8 Doors	lo)(001)	2 Door	2(001)		188	48685	Engineering	
870	11/21/2013 3:48	02 PM Invalid Doc	r/Time	Watchnet&ccess Gro	un 3	1	Controller	(8 Doors	In)(001)	2 Door	2(001)		188	48687	Head Office	1
869	11/21/2013 3:45:	28 PM Invalid Doc	r/Time	WatchnetAccess Gro	un 3	1	Controller	(8 Doors	In)(001)	2 Door	2(001)		188	48687	Head Office	1
868	11/21/2013 3:45:	24 PM Invalid Doc	r/Time	WatchnetAccess Gro	up 3	1	Controller	(8 Doors	In)(001)	2 Door	2(001)		188	48685	Engineering	
967	11/21/2013 3:45:	19 PM Invalid Doc	r/Time	Watchnet/coses Gro	up 2	1	Controller	(P Doore	La)(001)	2 Door	2(001)		12	49952	Washours	
000	11/21/2013 3:45:	15 PM Invalid Doc	/Time	Watchnet/coose Gro	up 3	1	Controller	(0 Doors	(in)(001)	2 Door	2(001)		12	40512	Ward Office	
000	11/21/2013 3:45	11 PM Invalid Doc	r/Time	WatchnetAccess Circ	up 0	1	Controller	(0 Dioora	(in)(001)	2 Door	2(001)		225	90010	Tech Support Departme	n .
003	11/21/2013 3:45	IT I M Invalid Doc	r/Time	WatchnetAccess Circ	up 3	1	Controller	(0 Dioora	(001)	2 Door	2(001)		225	240020	1 Crobarno	
004	11/21/2013 3:45	01 PM Invalid Doc	4	WatchnetAccess Circ	up 3	1	Controller	(0 Dioors	(001)	2 Door	2(001)		12	20261	w diciliuuse	
003	11/21/2013 3:430	57 PM Invalid Call	J /Time	WatchnetAccess Cit	up 3	1	Controller	(0 Doors	(001)	2 Duur 2 Duur	2(001)		205	20331	Teeh Cunned Departme	m
002	11/21/2013 3:403	57 FM Invalid Doc	1711110	watchnet/coess dit	up 3		Controller		1-3(001)	2 0001	2(001)		223	000	Tech Support Departie	
000	11/21/2013 3:403	53 PM Invalid Doc	r/ ime	watchnetAccess Gro	up 3	1	Controller	(8 D oors	(1001)	2 D00r	2(001)		220	000	Tech Support Departme	n
066	11/21/2013 3:403	50 PM Invalid Doc	r/ i me	watchnetAccess Gro	up 3		Controller	(8 D 000rs	inj(001)	2 Door	2(001)		10	30/14	Tech Support Departme	en l
809	11/21/2013 3:40:	43 PM Invalid Lar	3	watchnetAccess Gro	up 3	1	Controller	(8 Doors	inj(001)	2 U00r	2(001)		13	22251		
858	11/21/2013 3:40:	UT PM Invalid Care	1	WatchnetAccess Lin	up 3	1	Controller	8 Doors	,inj(UU1)	2 Door	2(001)		13	26351		
857	11/21/2013 3:39:	57 PM Invalid Doc	r/lime	WatchnetAccess Lin	up 3	1	Controller	(8 Doors	Inj(001)	2 Door	2(001)		225	34682	Warehouse	1
856	11/21/2013 3:39	54 FM Invalid Doc	r/lime	WatchnetAccess Lin	up 3	1	Controller	8 Doors	.inj(001)	2 Door	2(001)		225	36820	Tech Support Departme	n
855	11/21/2013 3:39.	49 PM Invalid Doc	r/lime	WatchnetAccess Gro	up 3	1	Controller	8 Doors	Inj(001)	2 Door	2(001)		12	48513	Head Uthce	4
854	11/21/2013 3:39:	44 PM Invalid Doc	r/Time	WatchnetAccess Gro	up 3	1	Controller(	(8 Doors	Jn)(001)	6 Door	6(001)		12	48852	Warehouse	4
853	11/21/2013 3:39:	36 PM Invalid Doc	r/Time	WatchnetAccess Gro	up 3	1	Controller	(8 Doors	.inj(001)	6 Door	6(001)		188	48685	Engineering	
852	11/21/2013 3:39:	30 PM Invalid Doc	r/Time	WatchnetAccess Gro	up 3	1	Controller	(8 Doors	.ln](001)	6 Door	6(001)		188	48687	Head Office	1
851	11/21/2013 1:42:	25 PM Invalid Doc	r/Time	WatchnetAccess Gro	ир 1	1	Controller(	(2 Doors	.ln)(001)	2 Door	2(001)		0	1234	Tech Support Departme	nl 3
850	11/21/2013 1:42:	21 PM Valid Card		WatchnetAccess Gro	up 1	1	Controller(	(2 Doors	.ln)(001)	2 Door	2(001)		0	1	Tech Support Departme	nl 3
849	11/21/2013 11:15	51 Af Invalid Doc	r/Time	WatchnetAccess Gro	up 7	1	T & A con	ntroller(00	11)	1 Entry	door(001	)	81	20493	Warehouse	1
848	11/21/2013 11:15	:50 At Invalid Doc	r/Time	WatchnetAccess Gro	up 7	1	T & A con	ntroller(00	11)	1 Entry	door(001	]	81	20493	Warehouse	1
847	11/21/2013 11:15	:50 Al Invalid Doc	r/Time	WatchnetAccess Gro	up 7	1	T & A con	ntroller(00	11)	1 Entry	door(001	)	81	20493	Warehouse	1
846	11/21/2013 11:15	:49 At Invalid Doc	r/Time	WatchnetAccess Gro	up 7	1	T & A con	ntroller(00	11)	1 Entry	door(001	]	81	20493	Warehouse	1
845	11/21/2013 11:15	:48 At Invalid Doc	r/Time	WatchnetAccess Gro	up 7	1	T & A con	ntroller(00	11)	1 Entry	door(001	)	81	20493	Warehouse	1
844	11/21/2013 11:15	:47 Af Invalid Doc	r/Time	WatchnetAccess Gro	up 7	1	T & A con	ntroller(00	11)	1 Entry	door(001	)	81	20493	Warehouse	1
843	11/21/2013 11:14	19 At Invalid Doc	r/Time	WatchnetAccess Gro	up 7	1	T & A con	ntroller(00	11)	1 Entry	door(001	)	81	20493	Warehouse	1
842	11/21/2013 11:14	18 At Invalid Doc	r/Time	WatchnetAccess Gro	up 7	1	T & A con	htroller(00	11)	1 Entry	door(001	)	81	20493	Warehouse	1
841	11/21/2013 11:14	14 At Invalid Doc	r/Time	WatchnetAccess Gro	up 7	1	T & A con	ntroller(00	и)	1 Entry	door(001	)	81	20493	Warehouse	1
840	11/21/2013 11:14	13 Al Invalid Doc	r/Time	WatchnetAccess Gro	up 7	1	T & A con	ntroller(0)	лі	1 Entry	door/001	1	81	20493	Warehouse	1
839	11/21/2013 11:14	12 Af Invalid Doo	r/Time	WatchnetAccess Gro	up 7	1	T & A con	ntroller(00	ຫ່	1 Entry	door/001	1	81	20493	Warehouse	1
939	11/21/2013 11:14	11 At Invalid Dor	r/Time	WatchnetAccess Grr	un 7	1	T & A con	troller(0)	ท่	1 Entry	door(001	ĺ	81	20493	Warehouse	1
1.0.00							• • • • • • • • • • • • • • • • • • •									

Click on the *Export* Icon and enter the *File name* and *Save as type* and click the *Save* button.



7

We can run different queries to get specific events records regarding different personnel, departments events etc.

Click on *Reports* from the *Main Menu* and select and select Cards Events Filter.



Filter		
Personnel	Check ListBox Grid	
<ul> <li>- All Departments</li> <li>- Steport Department</li> <li>- All Departments</li> <li>- All Department</li> <li>- All Department</li></ul>	Linda Zeta Joseph Goldberg     Jesica Lin Frank Heyes     Maria Nunez     Octavio Colantonio     Azezal Stevens     Simon Taves     Prinder Grewal     iu/bgr sdw     red frde     Test PIN     Octa 0001     Pradeep Boss     Card Test     Mito Allaya     Octavio Finger     Greg Ti	
	Select All Unselect All 🗸 All	Include Sub Department/Pers
	Date Time	All Doors
	From 11/21/2013 ▼ To 11/21/2013 ▼ From 00:00:00 ★ To 23:59:59 ★ T Y W M	Ently door 1(031)     Exit door 1(031)     Exit door 2(031)     Exit door 2(031)     Ently door 2(031)     Ently door 3(031)     Exit door 3(031)
	Record Type	I Events
	All     First Card Event     First Card Event     First Card Event	Balance Is Not Enough Card Opened by Handicap Card Card Opened by Manager/Master Card Chargeback Fails
	C Last Card Event	System Temp Normal Unusual
		Ok Cancel

Enter the *Departments, Cardholders, Date Time* and which *Events* and *Doors* and click the *OK* button.

eview - Query	Result							
Print ST	Stop	Page Setup	Previous Page	Next Page				
	Octavio demo	dongle						1
				0				
				Query Result				
		1	1	1			1	_
	Auto ID	Time	Event Name	Site Name	Line ID	ontroller II	Controller Name	
	874	11/21/2013 3:48:34 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors, In)(001)	
	865	11/21/2013 3:45:11 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors,In)(001)	
	862	11/21/2013 3:40:57 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors, In)(001)	
	861	11/21/2013 3:40:53 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors, In)(001)	
	860	11/21/2013 3:40:50 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors,In)(001)	
	856	11/21/2013 3:39:54 PM	Invalid Door/Time	WatchnetAccess Group	3	1	Controller(8 Doors, In)(001)	
	851	11/21/2013 1:42:25 PM	Invalid Door/Time	WatchnetAccess Group	1	1	Controller(2 Doors, In)(001)	
	850	11/21/2013 1:42:21 PM	Valid Card	WatchnetAccess Group	1	1	Controller(2 Doors, In)(001)	
	836	11/21/2013 8:49:46 AM	Valid Card	WatchnetAccess Group	1	1	Controller(2 Doors,In)(001)	
	835	11/21/2013 8:49:30 AM	Invalid Door/Time	WatchnetAccess Group	1	1	Controller(2 Doors,In)(001)	
	834	11/21/2013 8:48:08 AM	Invalid Door/Time	WatchnetAccess Group	1	1	Controller(2 Doors.in)(001)	

Select *Print* to print the report.

The next report is the *Time & Attendance* report.

The System displays an attendance report in accordance with the condition such as *personnel*, *department*, and record type.

Click on *Reports* from the *Main Menu* and select and select *Time & Attendance*.



Time Attendance	_	_	_			
Personnel	Check ListBox Grid					
All Departments     Tech Support Department     Warehouse     Engineering     Head Office     Visitor	Linda Zeta     Jesica Lin     Maria Nunez     Octavio Colantonio     Azezal Stevens     Simon Taves     Prinder Grewal     juhgr sdkr     red frde     Select All	Unselect All	11 Boss st Ja Finger Soldberg syes <b>JI</b>	Include Persons of Sub-Depar		
	Date From 11/ 1/2013 • T Y W	To 11/30/2013 ▼	All Doors     Entry door 1(031)     Exit door 1(031)     Entry door 2(031)     Exity door 2(031)     Exity door 2(031)     Exity door 2(031)			
	Decend Turce	Comment	All Events			
	<ul> <li>Daily Report</li> <li>Weekly Report</li> </ul>	<ul> <li>Department</li> <li>Personnel Code</li> <li>Name</li> </ul>	Balance Is Not Enou Card Opened by Ha Card Opened by Ma Card Opened by Ma Chargeback Fails	ligh ndicap Card nager/Master Card ↓		
	Monthly Report	Card Number	System Temp	Normal Unusual		
	Card Events for T_A Does not distinguise	h In/Out	<ul> <li>Report Title</li> <li>Print Date</li> <li>Page #</li> </ul>	<ul> <li>✓ Card No.</li> <li>✓ Day</li> <li>✓ Personnel Code</li> <li>✓ First Name</li> </ul>		
	💿 Odd Door as In, Ev	en Door as Out	✓ Column Name ✓ Daily/Weekly/Month	✓ Last Name ✓ Department ly ✓ In		
	💿 Even Door as In, O	dd Door as Out	<ul> <li>Daily/Weekly/Month</li> <li>Summary</li> </ul>	Iv ✓ Late In ✓ Early Out ▼		
				OK Cancel		

Enter the desired information and click the OK button



For all other menu and configuration please refer to full manual.

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