

Sphinx
Access Control System
(TC3XY controller)
Version 3.0.1.7
User Operation Manual



Contents

<u>INTRODUCTION TO SPHINX ACCESS CONTROL SYSTEM.....</u>	<u>6</u>
COMPUTER REQUIREMENTS	7
INSTALLATION PROCEDURE	7
Reporting	10
Security and Safety Features.....	10
Photo	10
Year 2000 - Date & Time Format	10
MULTI-LANGUAGES	10
Regional Options Win2K:.....	11
Regional Options Win XP:	12
<u>A. SYSTEM SETUP</u>	<u>14</u>
How to login the software.....	14
<u>I. HARDWARE SETUP</u>	<u>14</u>
1. CONTROLLER SETUP	15
TCP SETTINGS OF TC3XYNT/C2000:.....	17
TCP MANUAL CONFIGURES:	20
2. DOOR SETUP:.....	21
3. DOOR STATUS CONFIGURATION:	23
<u>II. ACCESS RIGHT</u>	<u>25</u>
1. TIME ZONE SETUP	25
2. TIME TABLE	26
3. PERSONAL GROUP	27
How to create a new Personal Group.....	27
How to edit an existing Security Group.....	27
How to delete a Personal Group	28
How to add a new Security Group Detail	28
How to edit a Security Group Detail	28

How to delete a Security Group Detail	28
4. CARDS LIST SETUP	29
Buttons definitions	29
How to create a new Personnel database record	30
How to edit an existing Personnel database record	33
How to delete a Personnel database record	33
How to update the configuration of controller(s)	33
How to import data from external ASCII file	33
Personnel Definition screen	34
5. TEMPORARY CARDS STORE SETUP.....	36
Buttons definitions	36
How to create a new Temporary card database record	37
How to create a new guest database record	37
Guest Definition screen	38
5. HOLIDAY SETUP.....	40
<u>III. FLOW SETUP.....</u>	<u>41</u>
What is Flow Setup?	41
How to setup a Flow Setup by Inputs?	41
How to setup a Flow control by Events?	42
How to setup Flow control by Soft Event?.....	43
Events List:	44
<u>IV. COMMUNICATION.....</u>	<u>46</u>
How to send data to a controller	46
Real Time Monitoring.....	47
How to start Online.....	48
Statistics displayed.....	49
How to zoom in the photo?.....	50
How to modify the Personal data using Personal Monitor?	51
How to issue new card using Personal Monitor?.....	52
<u>V. ALERTS</u>	<u>53</u>



How to add a new event alert.....53

IF POPUP IS TRUE, WHEN CARD IS SWEEPED OVER THE READER, THE POPUP WINDOW WILL BE SHOWN, AS BELOW:56

VI. ALARM EMAIL NOTIFICATION.....58

Alarm Email Notification Setting58

VII. AREA SETUP – ANTI PASS BACK FUNCTION:60

1. AREA SETUP60

2. HOW TO MAKE AN ANTI PASS BACK SYSTEM?.....61

VIII. TIME & ATTENDANCE:63

1. CONFIGURATION:63

2. MAKING T&A REPORT:64

DATE FILTER65

REPORT TYPE.....65

SORTING ORDER65

STAFFS FILTER65

DOORS FILTER65

REPORT FIELD VISIBLE65

REPORT TYPE.....65

DATA SOURCE.....65

READER65

B. REPORT66

TRANSACTION REPORT66

Filter Group.....66

Doors List66

Report Type.....67

Sorting Order67

Reporting in ASCII format67



GUEST TRANSACTION REPORT	68
Date Filter	68
Card No. Filter	68
Doors List Filter.....	68
FIRST IN REPORT	69
LAST OUT REPORT	69
FIRST IN/LAST OUT REPORT	69
LOCATION MAP	69
SYSTEM REPORT	70
TIME ATTENDANCE REPORT	70
Date Filter	70
Report Type.....	70
Sort Order	70
Doors List Filter.....	71
HOLIDAY REPORT	71
CARDS LIST REPORT	72
1. CLEAN UP TRANSACTIONS	73
2. CLEAN UP ARCHIVE	73
3. ADMINISTRATION	73
4. DATABASE BACKUP	74
5. DATABASE RESTORE	74
6. AUTO ARCHIVE	75
7. DATABASE COMPACT/REPAIR	75
<u>D. LICENSING</u>	<u>76</u>
1. ABOUT	76
2. REGISTER	77
<u>F. HARDWARE CONNECTION DIAGRAM</u>	<u>78</u>

Introduction to Sphinx Access Control System

Sphinx Access Control System is new software from Keyking International Limited. Keyking International Limited is a leader in designing and manufacturing cost effective and highly reliable Access Control Systems, with over than 10 years experience in the cards and smart cards business, Keyking provide the most cost effective solution on Access Control System, Time & Attendance system, and Smart Card system.

The software enables you to define the specific time and entries for the personnel accessibility. The system has an online facility that enables you to control and verify with the employee's photo if the permitted cardholder is the one using it.

The Sphinx can work as an off-line system as well. The large variety of reports and the report generator gives you the facility and the tool to analyze your database as your needs require.

Sphinx Access Control System is a powerful tool which enables you to limit and control access to your work area; to see-in real time-exactly where any given employee is located; and to produce custom reports on employee location and movement, for the purposes of security or payroll calculations.

Each employee or visitor is issued with a card (e.g. proximity or smart card), which must be presented through the reader to gain entry or exit. Sphinx controller checks the Cardholder's status before granting access, as well as recording every valid or invalid transaction.

Sphinx lets you group doors and Cardholders in a variety of different ways to suit your specific Reporting and Security needs.



The Supervisor sees a constantly updating, online summary of all events, and can follow the paths of specific Cardholders or see who is at a given location, at will. Sphinx can also alert the Supervisor to special-user-defined-situations, with an alarm and/or a color sequence.

The Offline facility enables you to print custom Reports of all transactions, or specific types of transactions, between any given dates and times.

The Sphinx works under Windows 98, 2000, XP, NT, Server Family 2000, Server Family 2003. The system requires at least one Controller and one Reader.

Computer Requirements

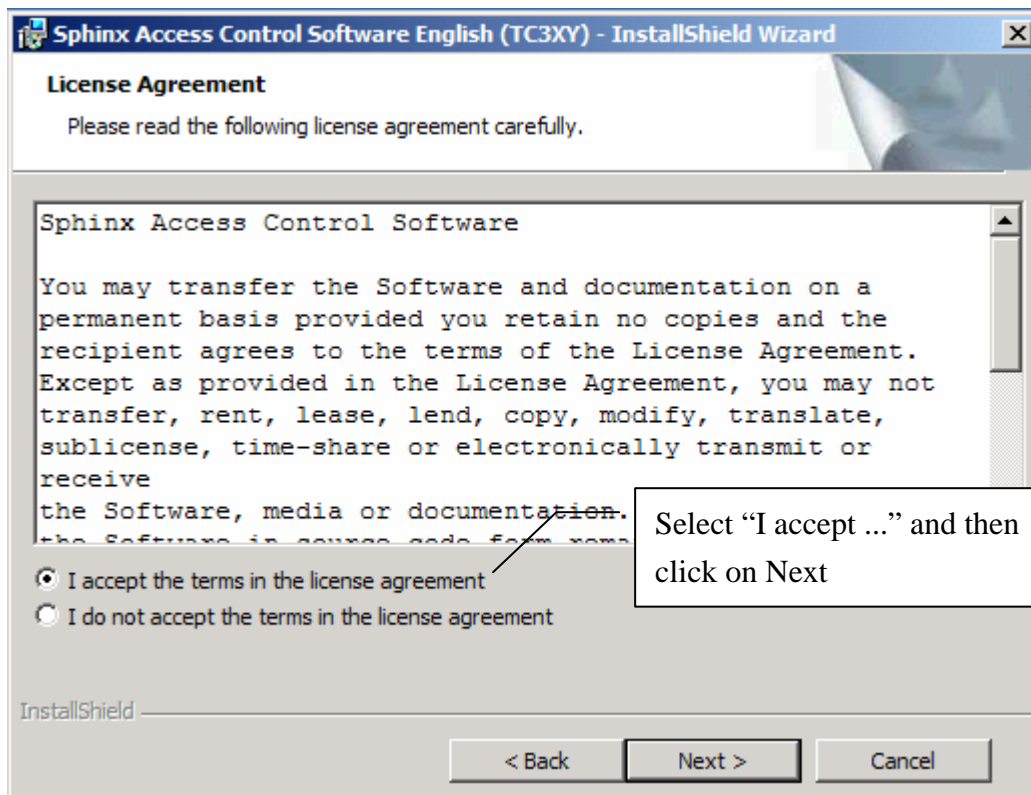
- IBM compatible with Pentium II Processor
- 64 MB RAM (128 MB recommended)
- 50 MB hard disk space
- CD-ROM
- Keyboard & Mouse
- VGA 1024x768 Monitor
- RS-232 serial port
- Windows 98, 2000, XP, NT, Server Family 2000 or Server Family 2003
- Sphinx Controller (TC3XY, firmware v3.50 or higher).

Installation Procedure

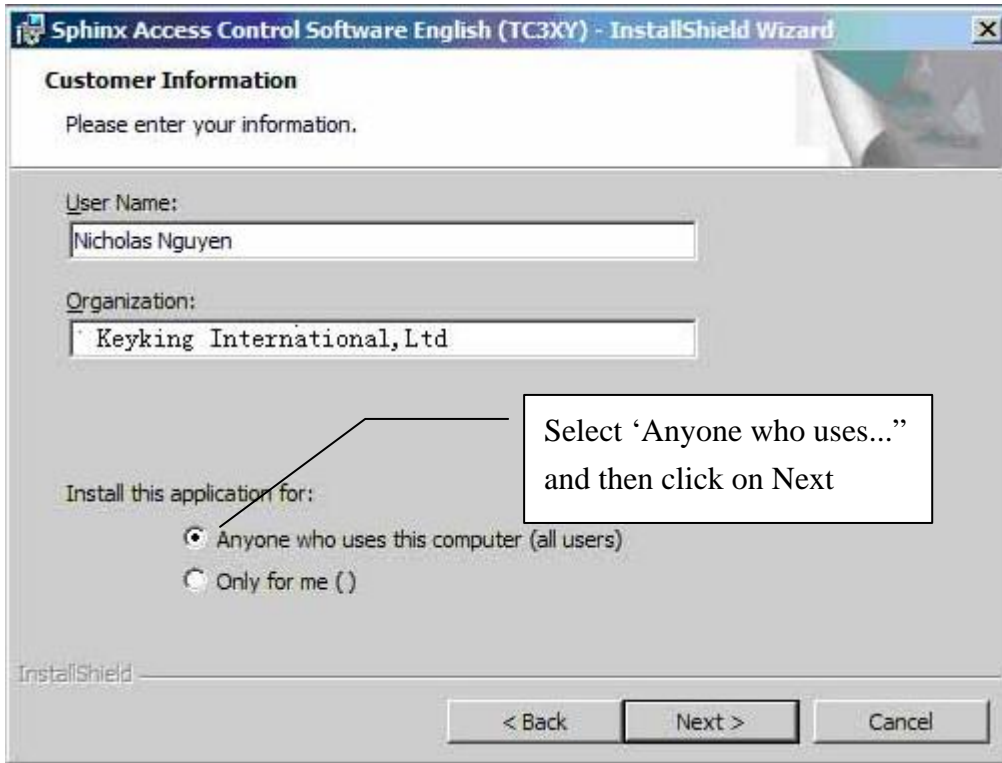
1. Insert the installation CD or download setup file at our website <http://www.key-king.com>
Please contact to support@key-king.com for user name and password to access the download site.
2. Run the Setup file



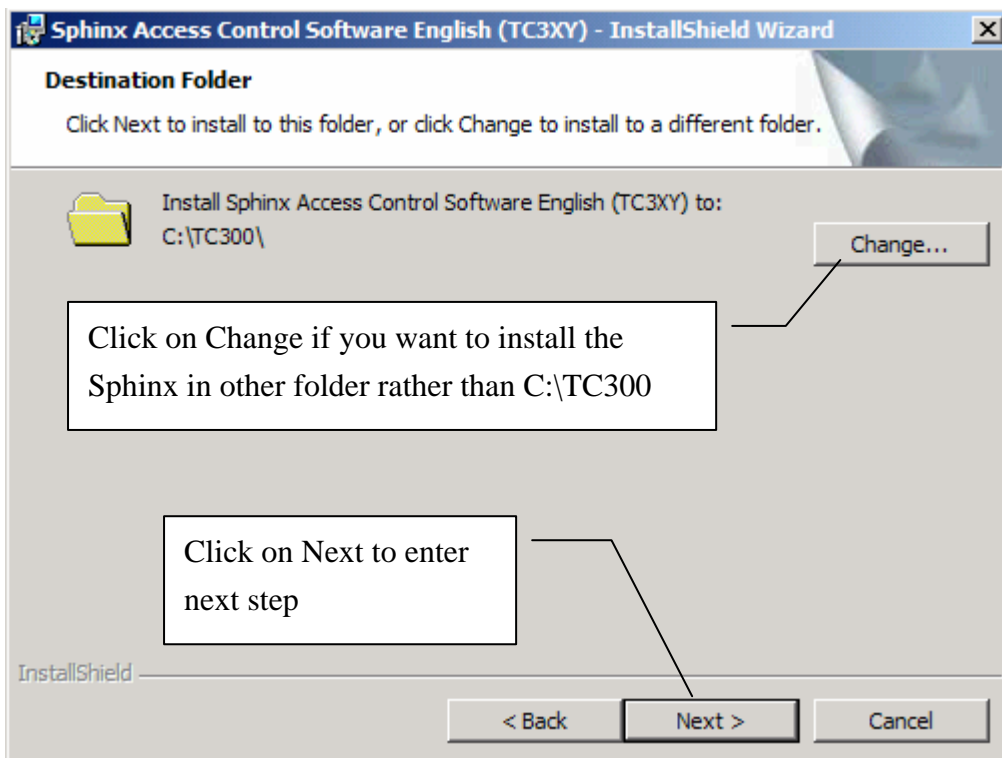
3. License Agreement



4. Enter your name and your company



5. Specify the Sphinx location



6. Follow the system instructions

Reporting

Use Sphinx's Report options to print Transactions you want on record.

Security and Safety Features

Define exactly how much access for each User is allowed.

See, Online, a passport picture of any Cardholder passing a terminal.

Photo

The Photo Path specified in the area is to store the cardholder photo. When defining a new employee there will be an automatic search for a jpg or bmp file in that directory and the photo will popup. The best image size is 109 (w) x 129 (h) pixels. The dpi scale is better to be lower because large file require more time to load and this will affect the time delay during real time monitoring. Using Auto Generate employee info will create Photo Path automatically, using the card ID as file name; the extension (bmp, jpg...) would be defined in generating process.

Year 2000 - Date & Time Format

The date format dd/mm/yyyy, and time format HH:mm:ss should be setting in Windows.

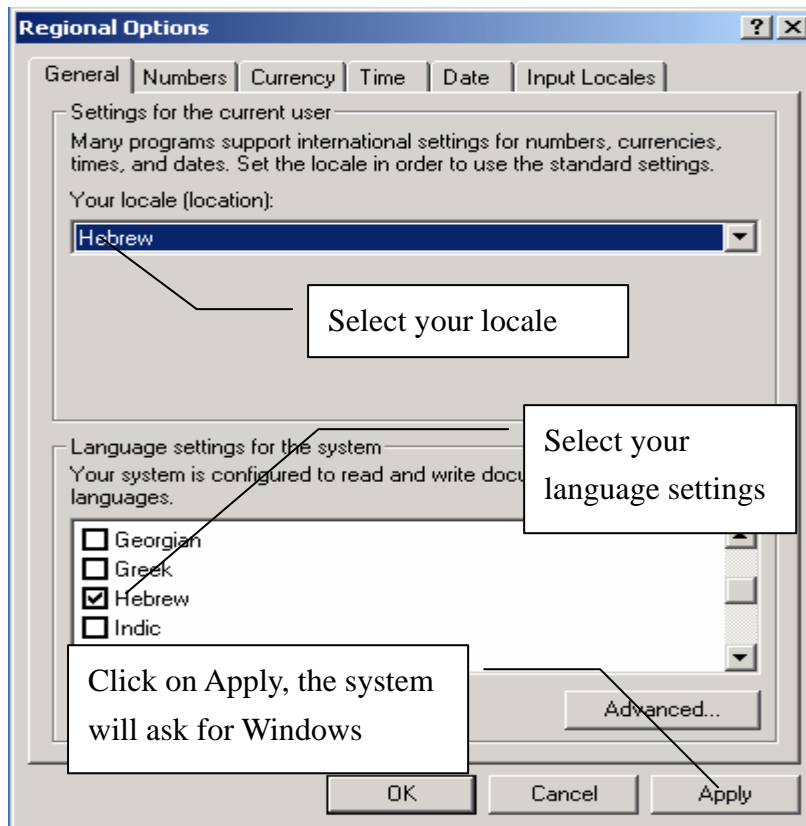
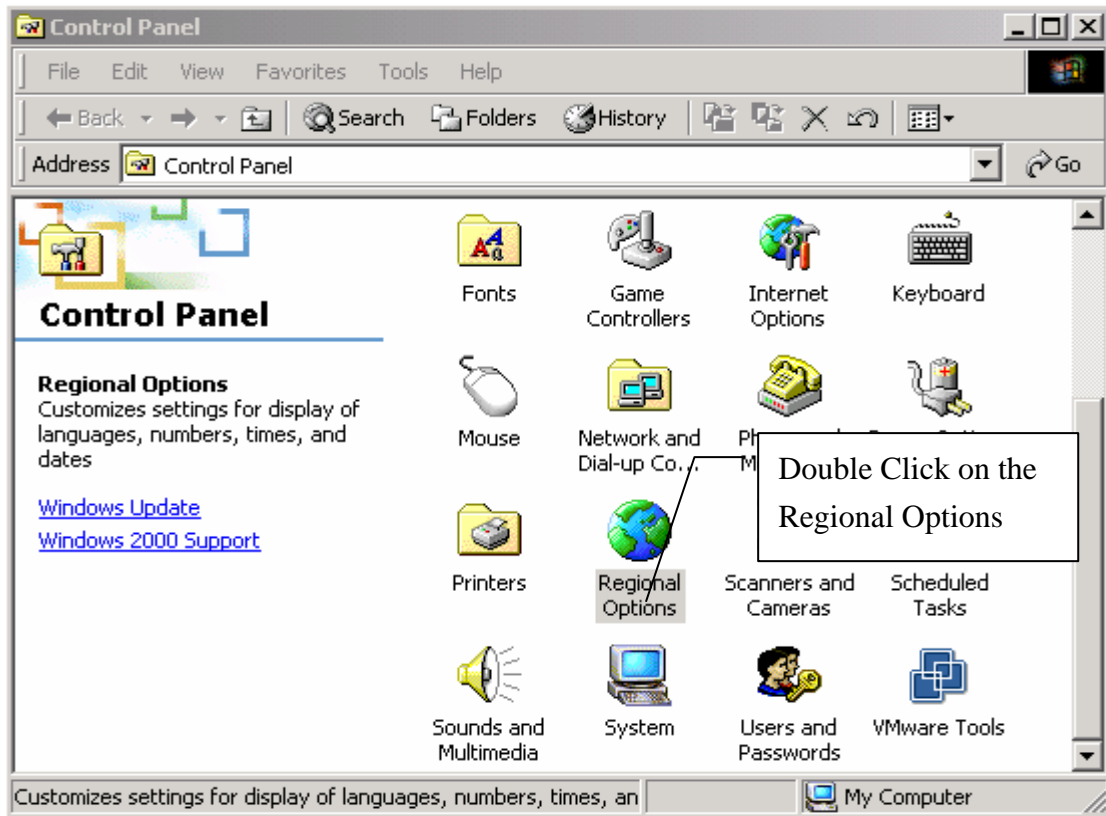
HH:mm:ss means 24 hours format. As a result of other date & time format were not transformed correctly a created the configuration file of the Access in a corrupted way.

Multi-Languages

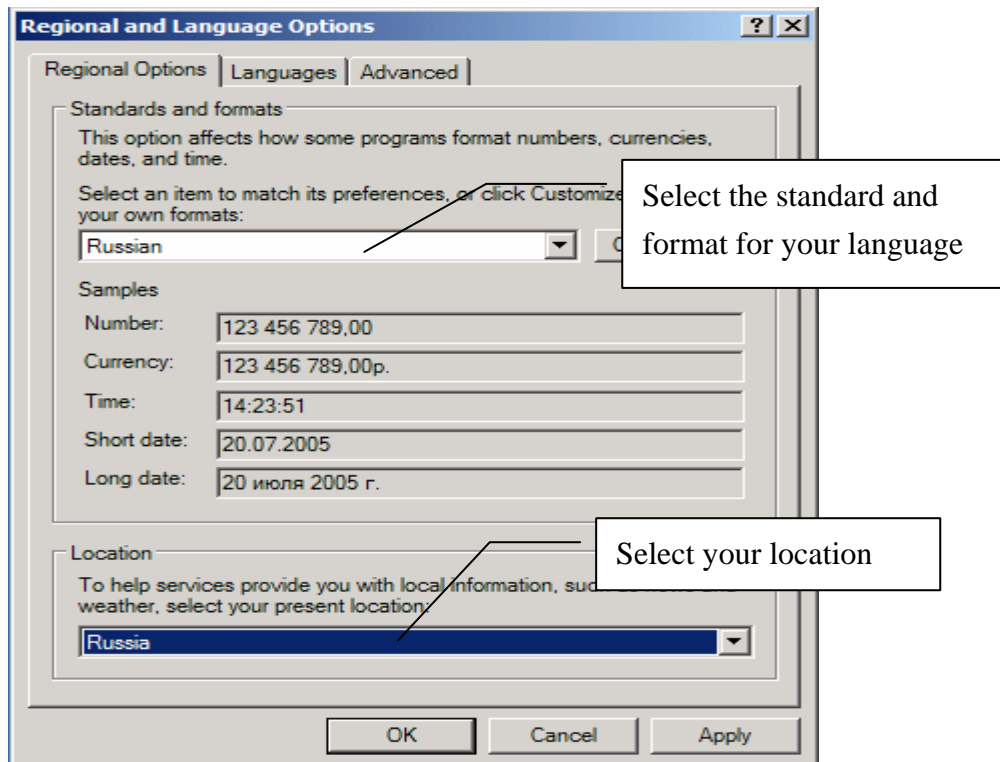
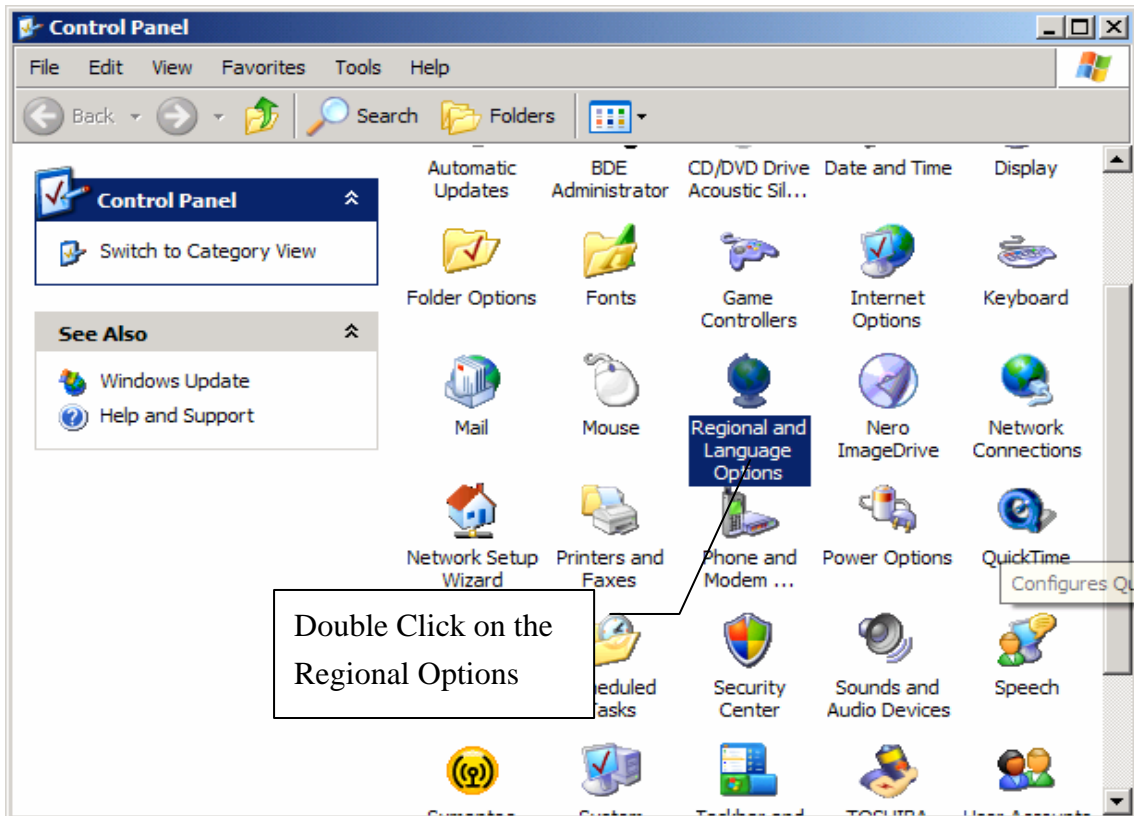
Sphinx already supports not only English, Spanish, Herew, Russian, Chinese but also support others, User simplify fills up the String table which map from English into his local language and send it back to us. You can find out the String list table in Excel or CSV format at TC300\Documentations\Language Define.xls

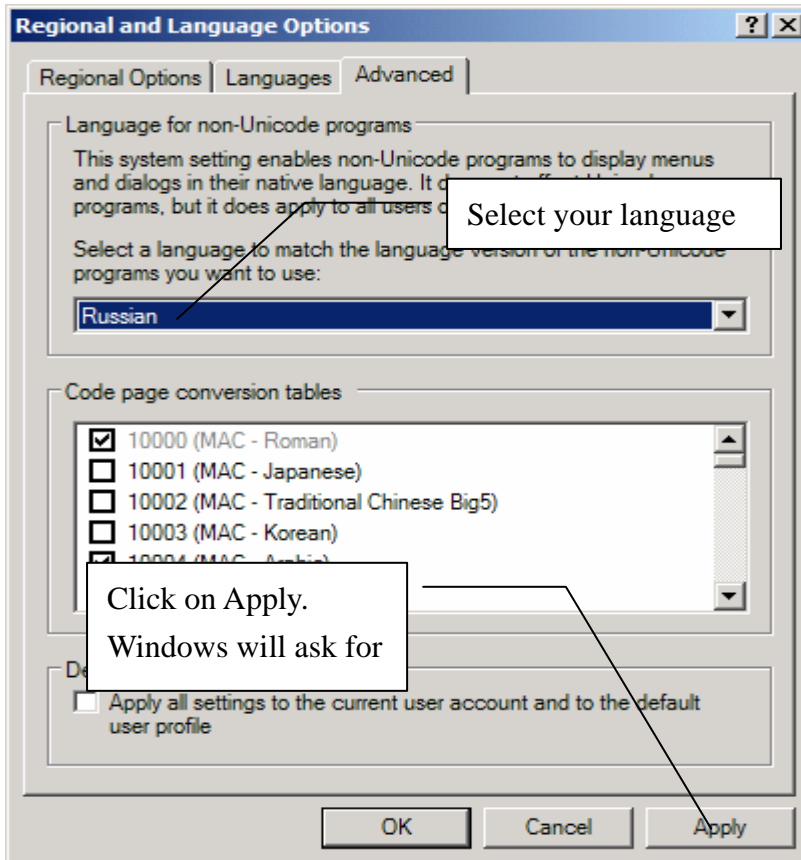
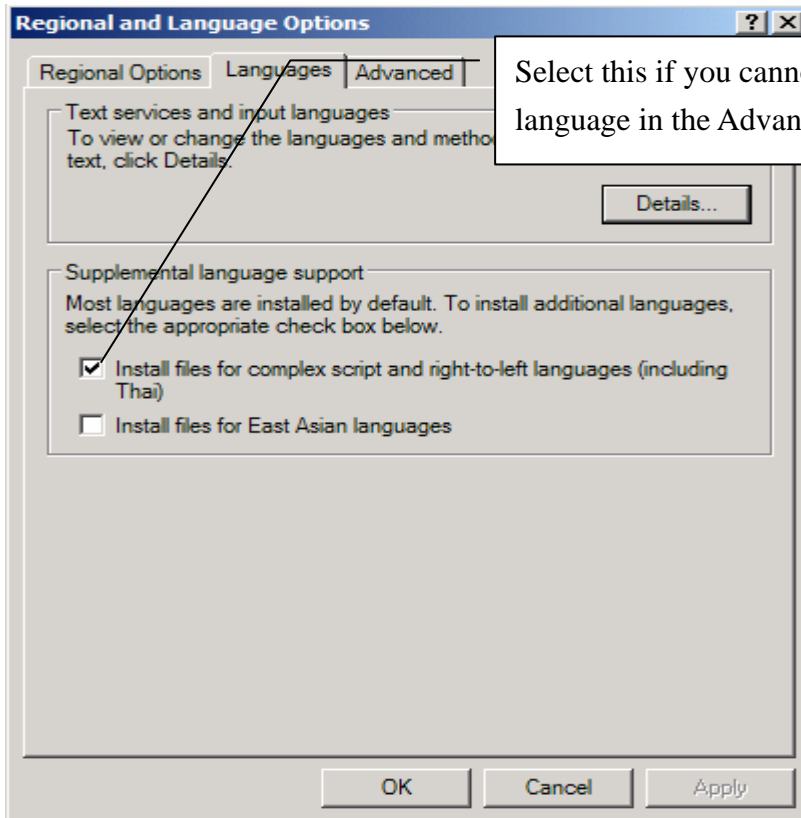
Notice: The local version supports Win2K, XP or higher. Here are some instructions how to change the local input and Regional in order to allow local words to be showed correctly in WinK and XP.

Regional Options Win2K:



Regional Options Win XP:



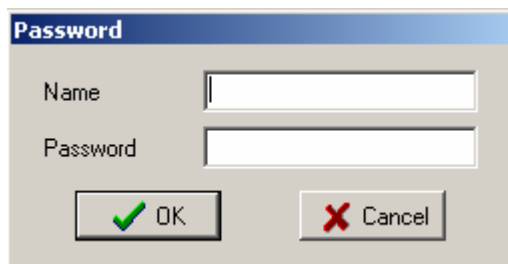


A. System Setup

The setup module contains 6 folders for setting up your application. Use the pull down manual and/or speed buttons at the top of software to access each detail setup.

- Hardware Setup
- Access Right (Time Zone, Time Table, Security Group, Cards List, Holiday)
- Flow Setup
- Communication
- Alerts
- Alarm Email Notification

How to login the software



You must enter a *Name* and *Password* if you want to use the software.

The default user: *Name – admin*

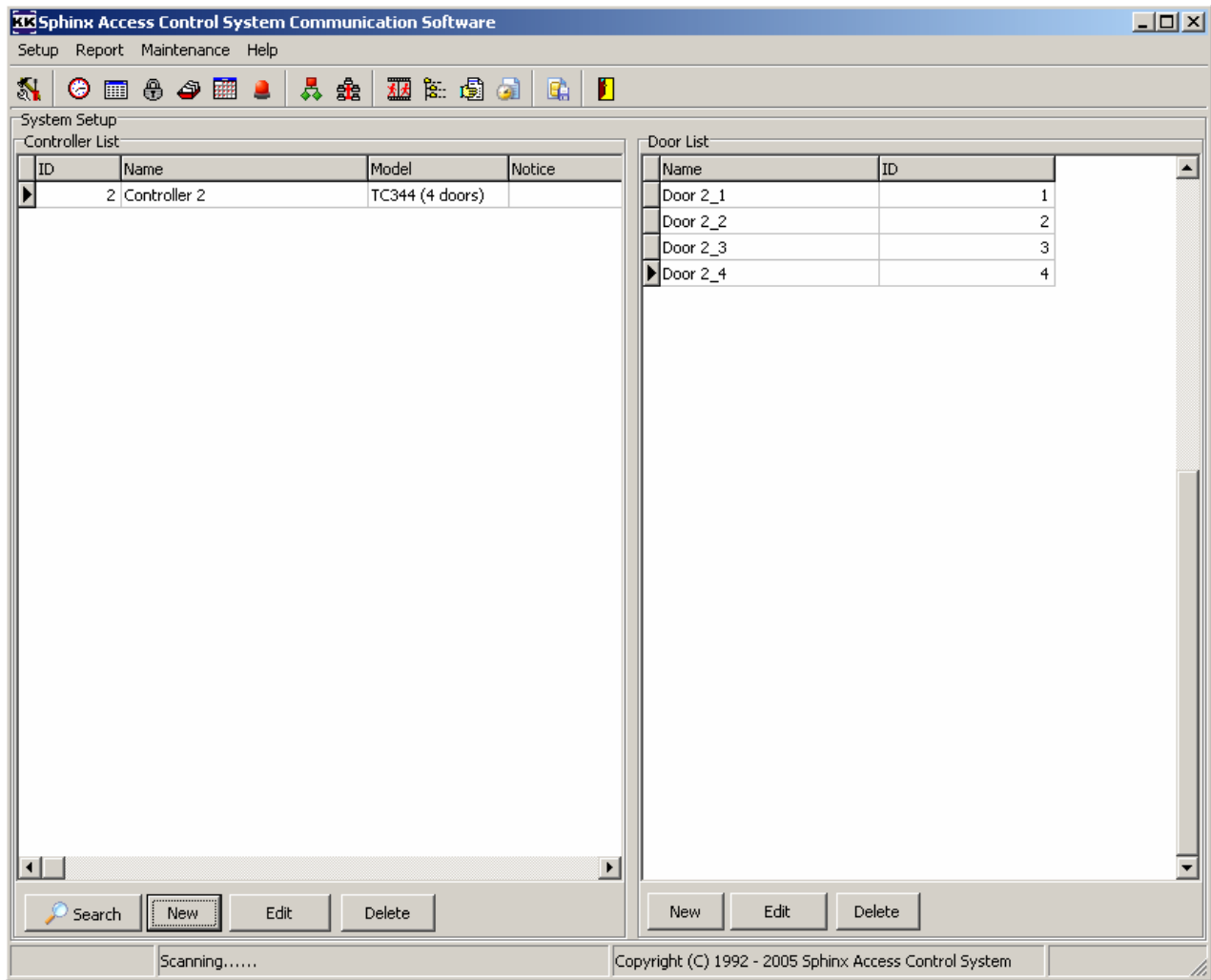
Password – admin

This user has full powers.

Notice: Due to security, The database of software has a password. So you can access it unless you have its password. You can have the password when you contact with us.

I. Hardware Setup

Sphinx software uses the ID to identify different doors connected to the same controller. The ID must be a unique number between 1 and 127 for TC3XY Controllers, between 1 and 4 for doors. The Name field is a label intended to help you identify the controllers and doors. Sphinx software uses only the ID and the name does not affect Sphinx operation. The Model and Firmware version will be filled up automatically by software using search function.

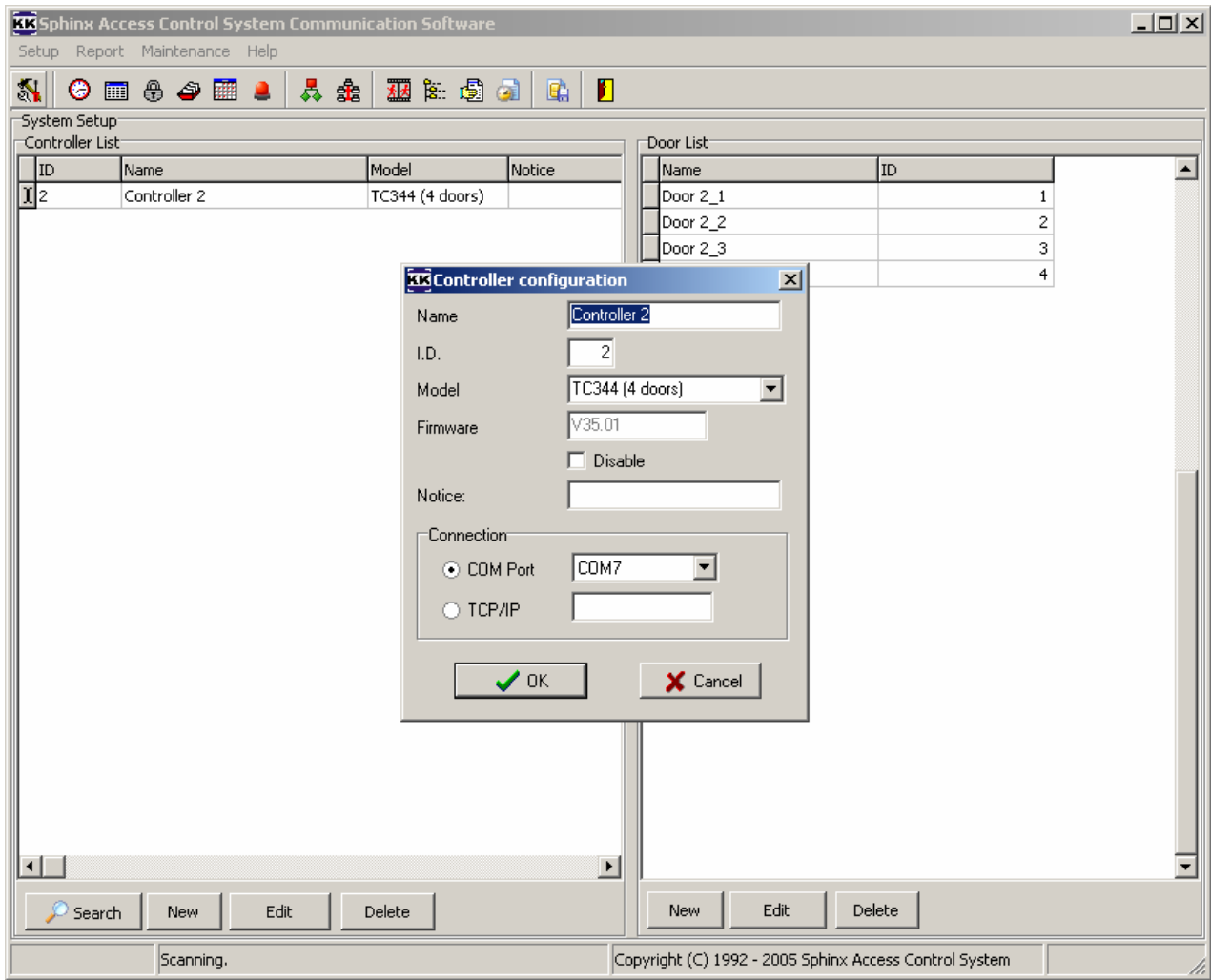


This folder defines how each door operates. The Controller List on the left side contains a list of controller connected to the Sphinx system. The door List on the Right side contains a list of doors connected to the currently selected controller.

1. Controller Setup

Sphinx software uses the ID to identify different controllers connected to the same communication port. The ID must be a number between 1 and 127, which is unique to the communication port to which it is connected. To set the IP of controller please refer Starter Guide for more information.

To edit a controller, select the desired controller and click on the Edit button, then make the desired changes. You can also double click on the controller definition line to open its edit menu directly.



Name – Name of the Controller

ID – ID of Controller (the ID would be defined in controller by using switches)

Port – The COM port (RS232 port) which is controller (converter) is connected.

IP – The IP of TC3XYNT/C2000 the controller is connected.

Model (for reference only) – There are four models TC312 (1 door, 2 readers), TC322 (2 doors, 2 readers), TC344 (4doors, 4readers), TC340 (4 doors, 8 readers).

Firmware (for reference only) – Firmware version.

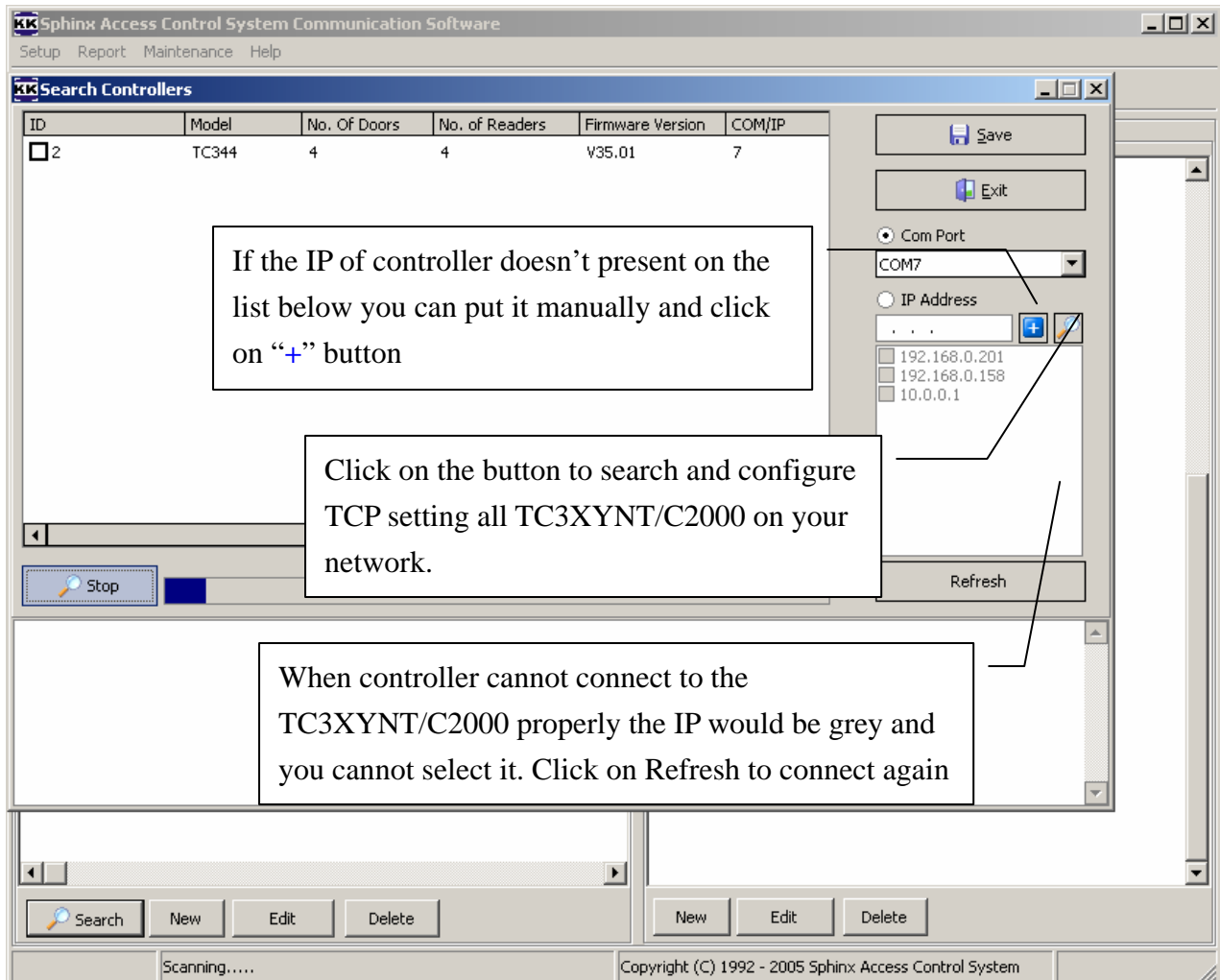
Disable – The Status of Controller. If it's checked, The controller is not ready.

Notice – Where the cotroller is located,

There are two ways to add a controller,

- Click on Search (recommended): This function would help you find all controllers which are connected to PC.
- Click on the New button, enter a unique ID and replace default definitions as necessary.

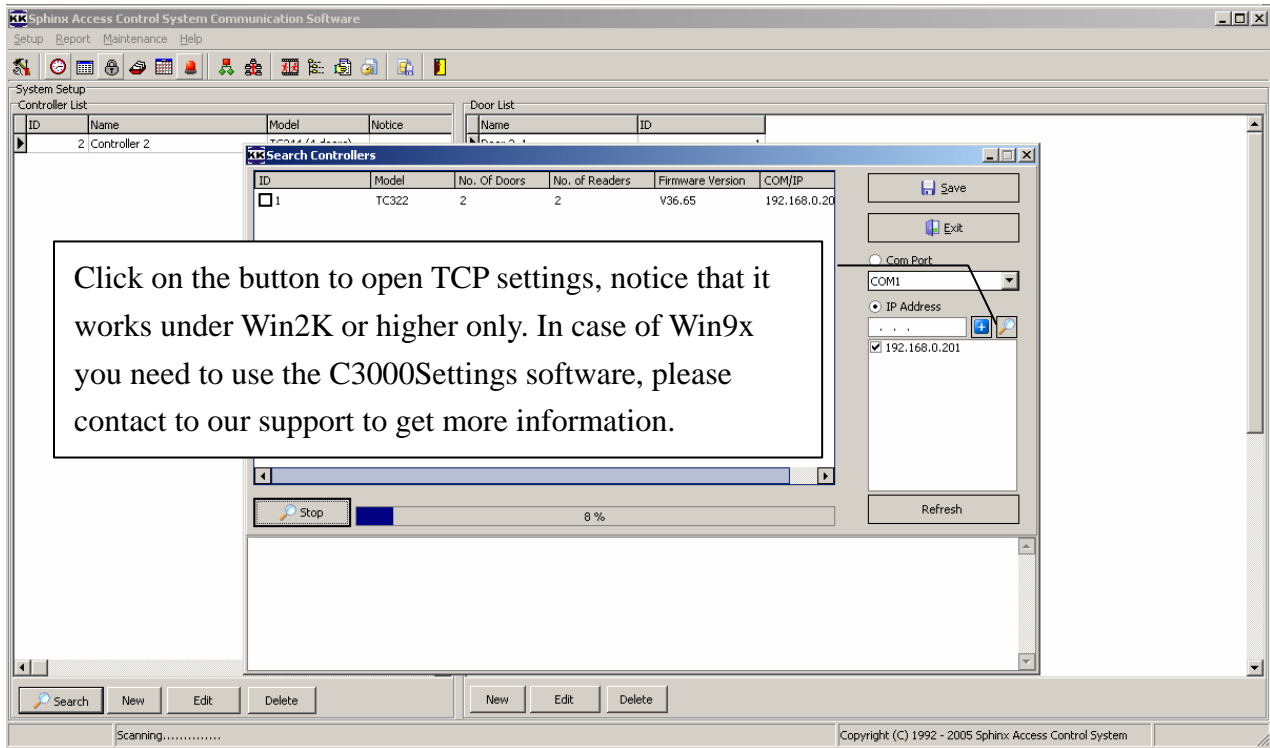
To delete a controller unit, select the desired controller and click on the Delete Controller button.
To search controller, click on Search button.

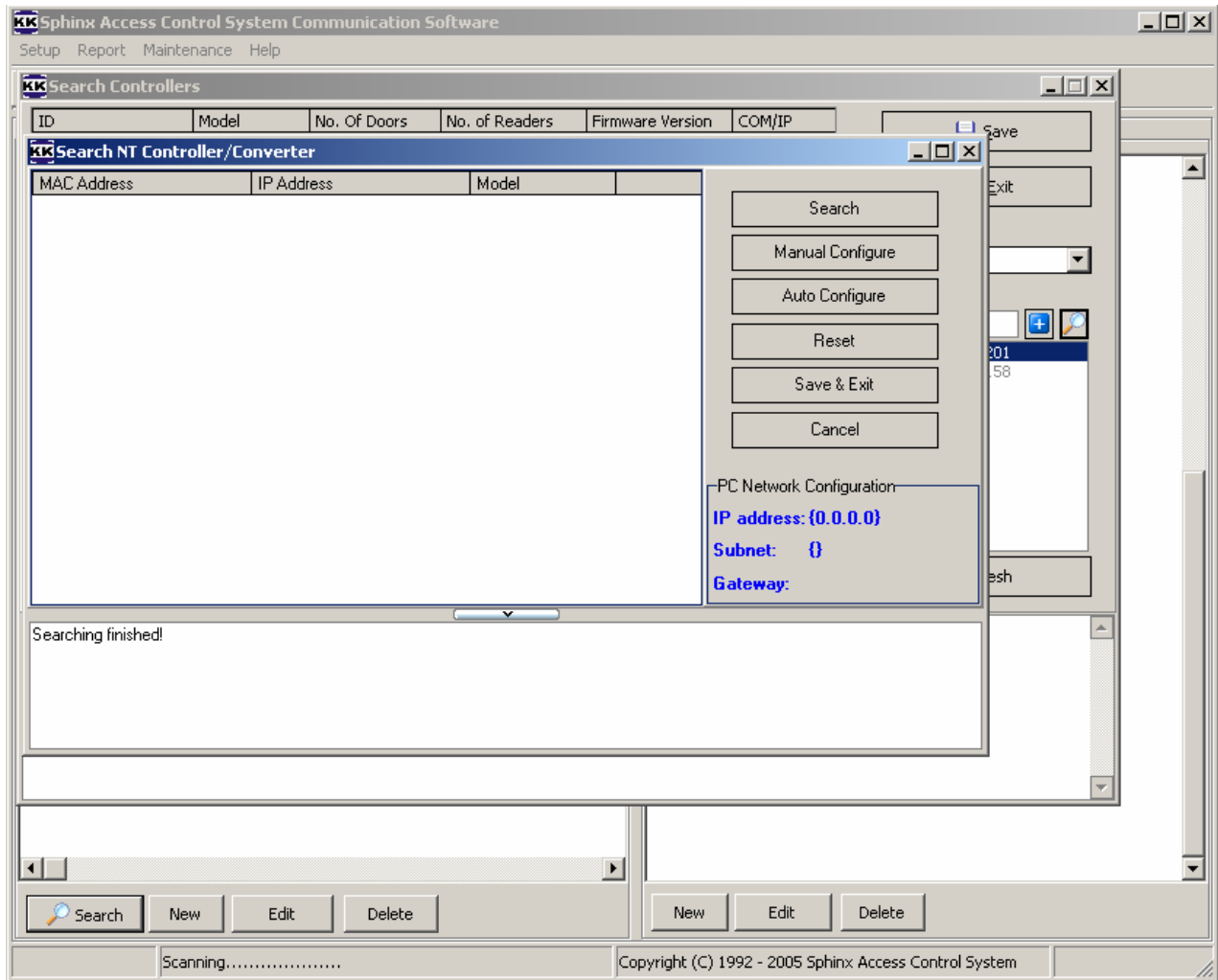


To search for new controller please specify COM/IP and then click on Search button.
After finishing, select which controller you want to save and then click on Save button. If the controller already exists, it would be ignored.

TCP settings of TC3XYNT/C2000:

Notice: Please change the S1/DIP1 of TC3XYNT/C2000 to ON when you start configuring and change it to OFF once you finish configuring. The S2/DIP2 of TC3XYNT/ should be OFF for applying new IP.





Search – Search for all controller in network. If it cannot find out any controllers then you should check the network cable, Hub/Switch again.

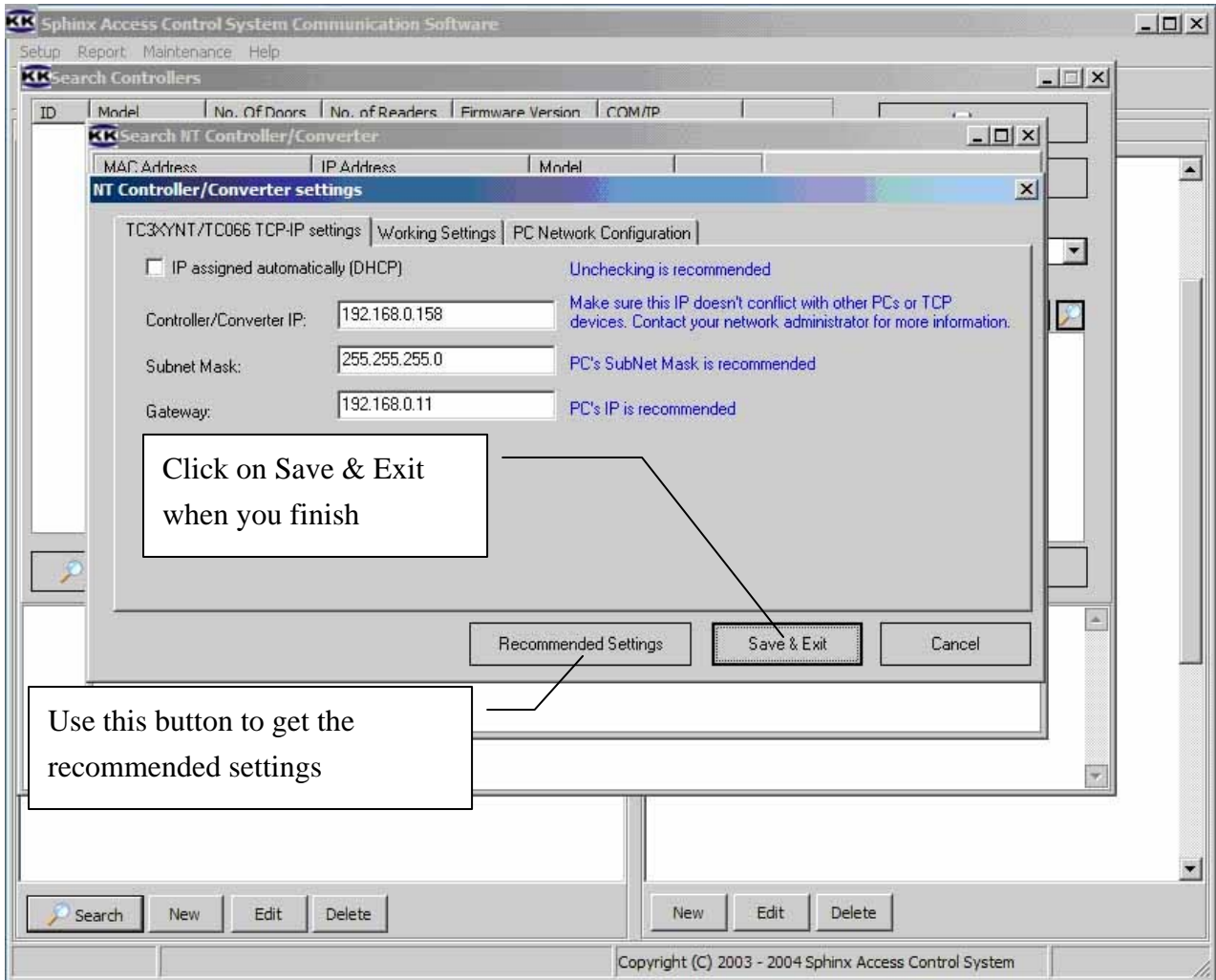
Manual Configure – Configure the TCP settings of selected TC3XYNT/C2000, use this function when you understand your network configuration clearly.

Auto Configure – Sphinx configures the TCP settings of TC3XYNT/C2000 automatically (recommended).

Reset – Reset TCP settings of the selected TC3XYNT/C2000. All IN/OUT status, temporary cached will be erased after resetting but TCP parameters.

Save & Exit – Save the IP has been found into memory.

TCP Manual configures:



After configuring the TCP settings of controller, please back to Search for Controller windows to search for all controllers related to that IP. If you use TC3XYNT the Sphinx will find only one controller related to an IP, if you use C2000connect to 2 or more TC3XYMT, Sphinx will find out 2 or more controllers.

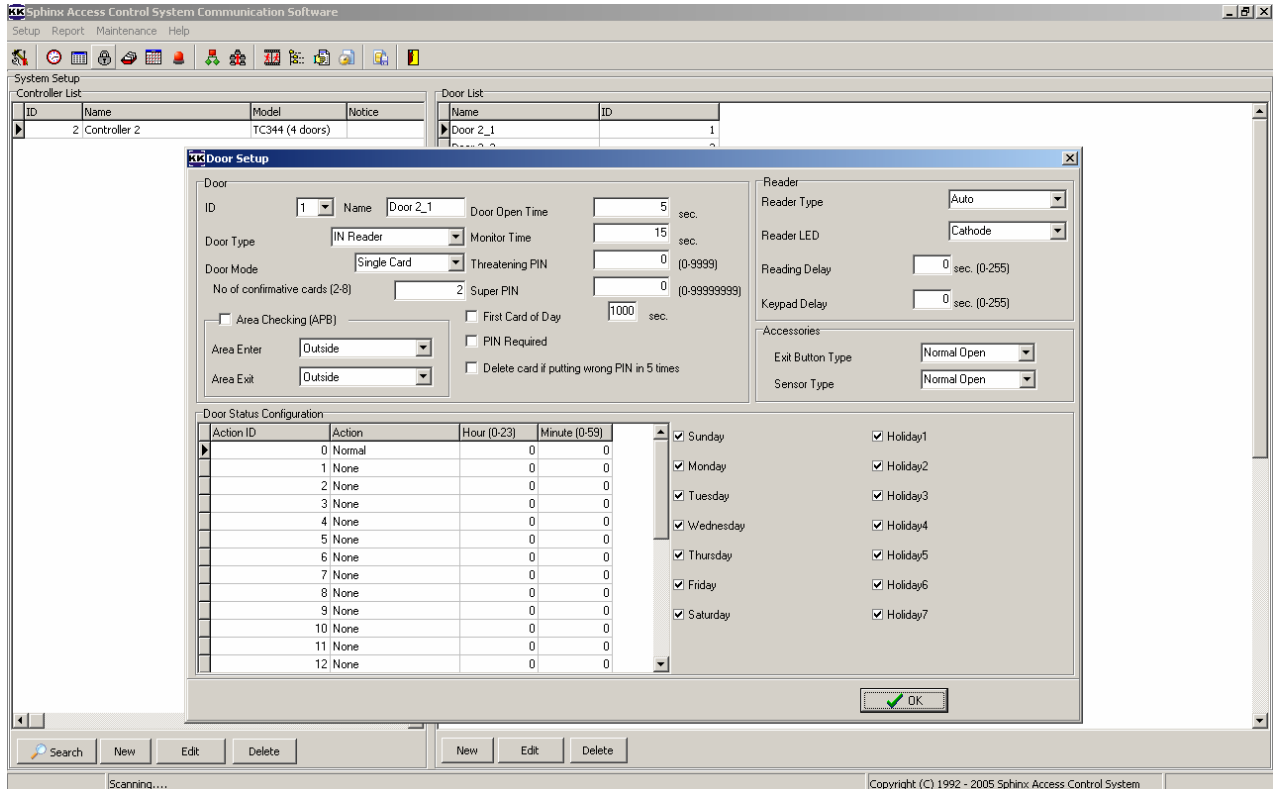
2. Door Setup:

This contains a display of definitions specific to individual doors. The definitions are added and edited in the Door Definition screen.

To add a door, click on the New door button, enter an unique ID and replace default definitions as necessary.

To edit a door, select the desired door, click on the Edit door button and make the desired changes. You can also double click on the door definition line to open its edit menu directly.

To delete a door, select the desired slave and click on the Delete button.



ID – ID of Door (between 1 and 4)

Name – Name of the Door e.g. Main Door.

Door Type – There are two types of Door.

- “IN only” which has only one reader for entrances.
- “IN/OUT” which has one reader for entrances and one reader for exits. Reader 1 and Reader 3 for entrance, Reader 2 and Reader 4 for exits.

Door Mode – There are two options

- “Single Card”: user needs one card to open door.
- “Many a Card”: user needs more than one card to open door. The number of cards should be defined in “No of Confirmative Cards”, from 2 to 8.

Area Checking (APB) – Please refer the Area-Anti Pass Back (APB) chapter.

Door Open Time – Define the amount of time for which the door lock relay is active. This time is defined in units of second.

Door Monitor Time - defines the amount of time that the Door Monitor sensor allows the door to remain open after the Door Opening Time has been completed (0-255 seconds). If the door remains open after this time, an alert is transmitted to the Sphinx software.

Threatening PIN – Using this password when you are forced to open door. An alert will be sent to software this Password is available when the door is under PIN required mode only.

Super PIN – This is supervisor password, you can open door at anytime using this password.

First Card Of Day – Enable the “First Card of Day Open Door in long time”. The door will be opened in long time 0-1000 seconds for the first card of the day.

PIN required – Cardholder has to flash card and then key in password (including supervisor card)

Delete Card if putting wrong PIN in 5 times – the card’s information will be erased if the card holder putting wrong PIN more than 5 times.

Reader Type – There are 3 options

- “Auto” (recommended), the controller will detect 26bits or 34bits reader. Using others option in case of the reader doesn’t support auto detected.
- “Weigand 26”, “Weigand 34”.

Reader LED: Using this option to change the color of reader’s LED.

Reading Delay – Time delay between two flashings card (0-255 seconds).

Keypad Delay – Time delay between two pressings keypad (0-255 seconds).

Exit Button Type, Sensor Type – There are 2 options

- Normal Open: “Shorted” meaning “Activate”, “Released” meaning “Deactivate”.
- Normal Close: “Shorted” meaning “Deactivate”. “Released” meaning “Activate”.

Door Status Configuration – Please refer the Door Status Configuration chapter.

3. Door Status configuration:

This function enables you change status of Door based on time of day, working day or day off, holiday.

Starting from 00:00 to 23:59 a day, each door can change its status 15 times.

Action ID	Action	Hour (0-23)	Minute (0-59)		
0	Normal	0	0	<input checked="" type="checkbox"/> Sunday	<input checked="" type="checkbox"/> Holiday1
1	Always Open	8	30	<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Holiday2
2	Normal	16	15	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Holiday3
3	None	0	0	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Holiday4
4	None	0	0	<input checked="" type="checkbox"/> Thursday	<input checked="" type="checkbox"/> Holiday5
5	None	0	0	<input checked="" type="checkbox"/> Friday	<input checked="" type="checkbox"/> Holiday6
6	None	0	0	<input checked="" type="checkbox"/> Saturday	<input checked="" type="checkbox"/> Holiday7
7	None	0	0		
8	None	0	0		
9	None	0	0		
10	None	0	0		
11	None	0	0		
12	None	0	0		

Door starts Normal (using card to open door) at 00:00 on Sun to Sat, Holiday1 to Holiday7

Action ID	Action	Hour (0-23)	Minute (0-59)		
0	Normal	0	0	<input type="checkbox"/> Sunday	<input type="checkbox"/> Holiday1
1	Always Open	8	30	<input checked="" type="checkbox"/> Monday	<input type="checkbox"/> Holiday2
2	Normal	16	15	<input checked="" type="checkbox"/> Tuesday	<input type="checkbox"/> Holiday3
3	None	0	0	<input checked="" type="checkbox"/> Wednesday	<input type="checkbox"/> Holiday4
4	None	0	0	<input checked="" type="checkbox"/> Thursday	<input type="checkbox"/> Holiday5
5	None	0	0	<input checked="" type="checkbox"/> Friday	<input type="checkbox"/> Holiday6
6	None	0	0	<input type="checkbox"/> Saturday	<input type="checkbox"/> Holiday7
7	None	0	0		
8	None	0	0		
9	None	0	0		
10	None	0	0		
11	None	0	0		
12	None	0	0		

Door starts “Always Open” at 8:30 on Monday to Friday only. Meaning this status applies for Mon, Tue, Wed, Thu, Fri only.

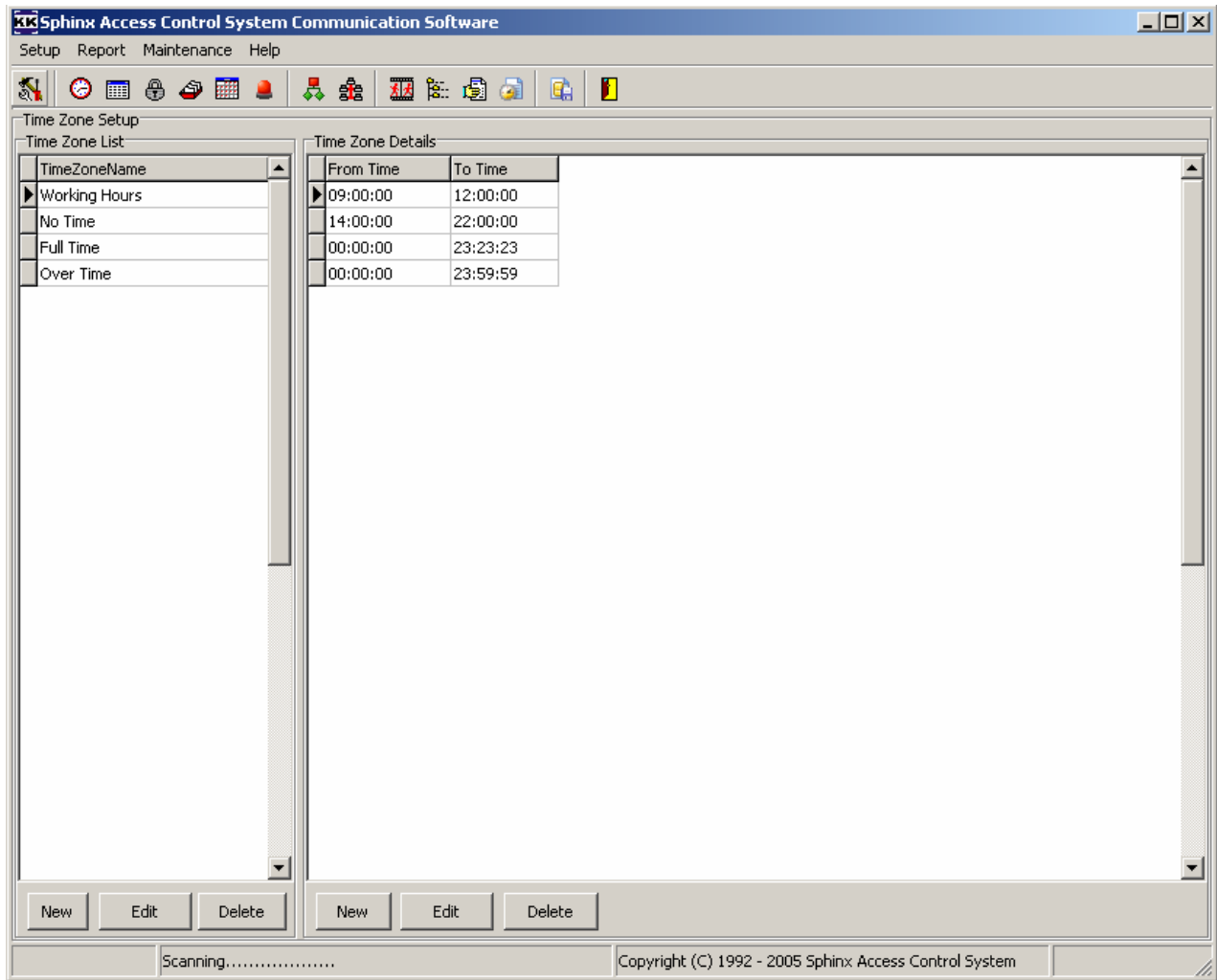
Door Status Configuration				
Action ID	Action	Hour (0-23)	Minute (0-59)	
0	Normal	0	0	
1	Always Open	8	30	
2	Normal	16	15	
3	None	0	0	
4	None	0	0	
5	None	0	0	
6	None	0	0	
7	None	0	0	
8	None	0	0	
9	None	0	0	
10	None	0	0	
11	None	0	0	
12	None	0	0	

<input checked="" type="checkbox"/> Sunday	<input checked="" type="checkbox"/> Holiday1
<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Holiday2
<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Holiday3
<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Holiday4
<input checked="" type="checkbox"/> Thursday	<input checked="" type="checkbox"/> Holiday5
<input checked="" type="checkbox"/> Friday	<input checked="" type="checkbox"/> Holiday6
<input checked="" type="checkbox"/> Saturday	<input checked="" type="checkbox"/> Holiday7

Door backs to Normal status at 16:15 on Sunday to Saturday, Holiday1 to Holiday7 and keep this status in the rest of day.

II. Access Right

1. Time Zone Setup



- Time zone means system will restrict the entrance of card holders with entrance restriction in a day. System default sets no restriction period for entrance. If you need to set time zone control for a card holder, you need to set time zone, time table and holiday setting.
- One controller contains 32 time zones at most, max. 287 time zone details for each time zone.

How to create a new Time Zone

1. Click on the new button and enter a name for the Time Zone.
2. Define the time range.

How to edit an existing Time Zone

1. Select the Time Zone from the Time Zone List on the left, and click on the Edit Time Zone

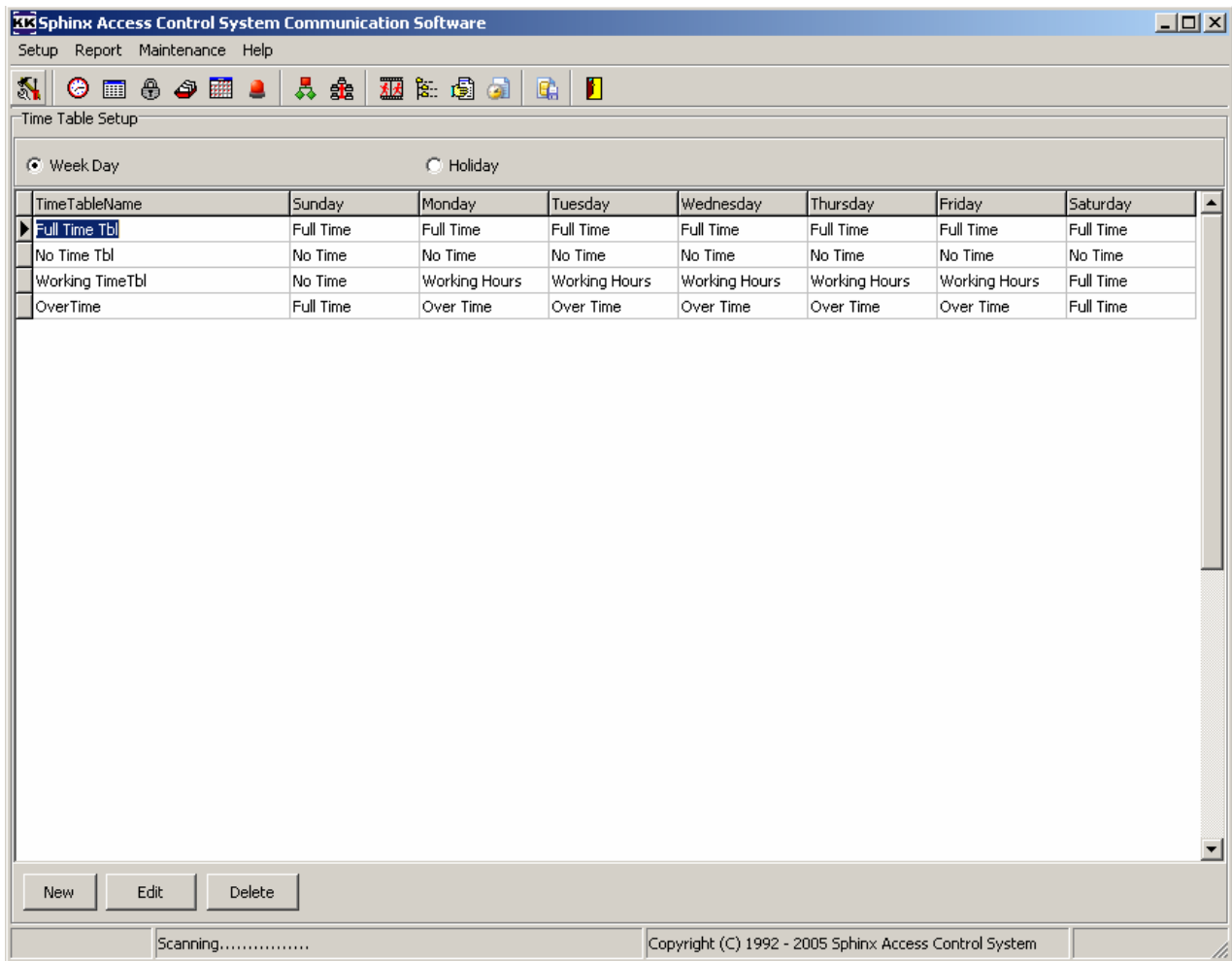
button.

2. Make the desired changes. Define the time range.

How to delete a Time Zone

1. Select the Time Zone.
2. Click on the Delete Time Zone button.

2. Time Table



1. Time table setting is based on the foundation of time zone setting. The timetable includes time setting from Monday to Sunday, holiday setting.

2. Each controller can include max. 15 timetables.

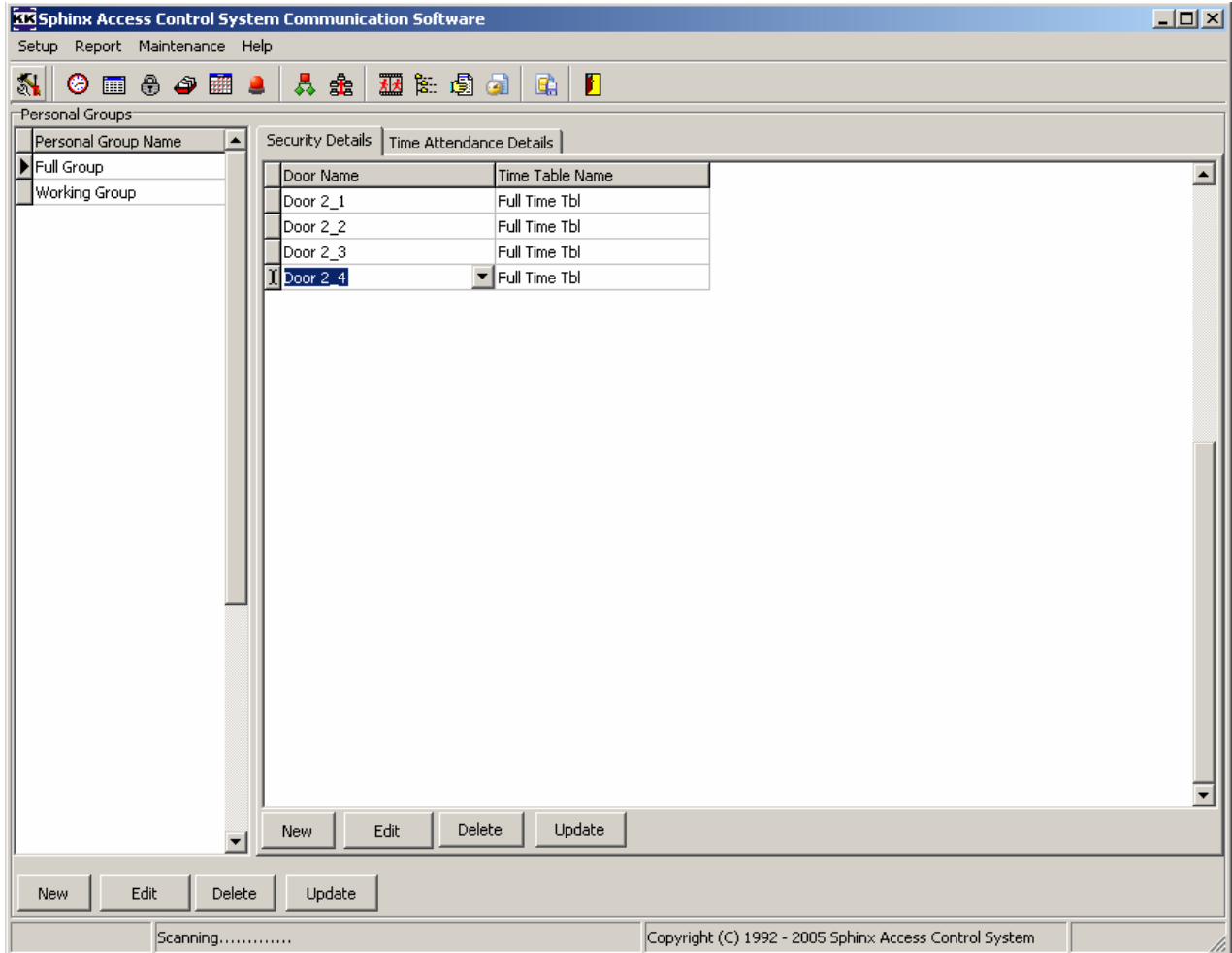
To set timetable, just click the corresponding field form “Sunday” to “Saturday”, “Holiday 1” to “Holiday 7”. Then select the desired time zone’s name.

3. Controller will execute the time zone control as set in the timetable for specified card holder(s). System will execute time zone restriction according to the timetables in corresponding day of week.

3. Personal Group

A Personal Group includes Security Group and Time Attendance Group.

A Security Group contains one or more doors where access is defined. Only **ONE** Time Table must be defined for each door.



You may add the door access right to a specific group; select the timetable that belongs to this group and Time Attendance rule.

How to create a new Personal Group

1. Click on the New button and enter a name for the Personal Group.
2. Add and define new lines.

How to edit an existing Security Group

1. Select the Personal Group and click on the Edit button, or double-click on the Personal Group.
2. Add, delete or edit lines.

How to delete a Personal Group

1. Select the Personal Group.
2. Click on the Delete button.

How to add a new Security Group Detail

1. Click on the New button in the Security Group detail frame.
2. Select a door.
3. Select a Time Table.

How to edit a Security Group Detail

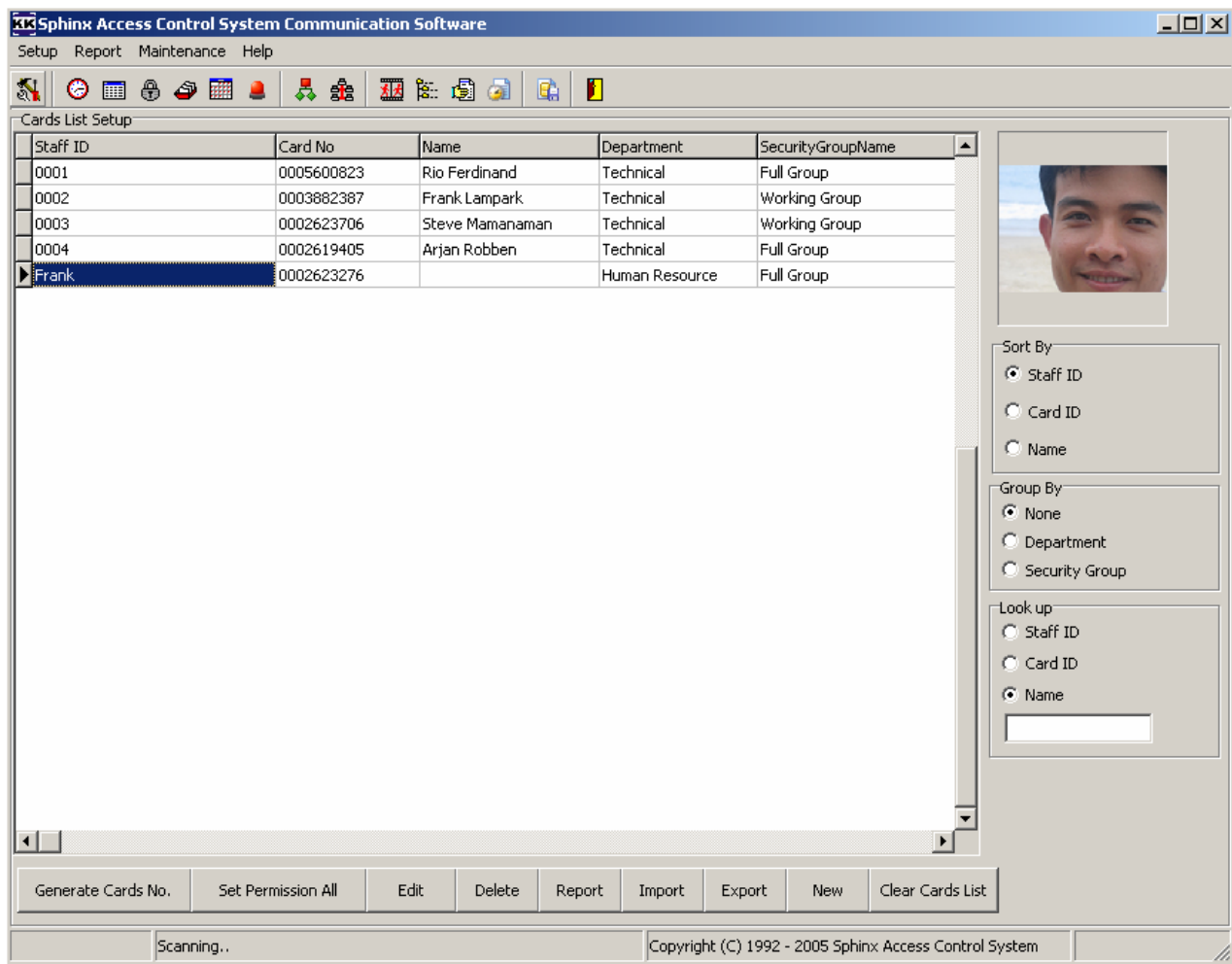
1. Select the line to be edited.
2. Change the door or Time Table selection.

How to delete a Security Group Detail

1. Select the line to be deleted
2. Click on the Delete button in the Security Group Detail.

Time Attendance Group – Please refer the Time Attendance chapter.

4. Cards List Setup



This is a database of employees, visitors and other personnel who may be issued cards. It contains a photograph.

Sort by – The following display fields on the left: Staff ID, Card ID or Name.

Group by – The following display fields by Department, Security Group or None

Look up – Choose the kind of field you want to search. Type parameter, Pointer search and seek to record in Card List.

Department Setup – Click this button to add, update or delete department in the list.

Buttons definitions

New – Create a new cardholder.

Edit – Edit the selected cardholder.

Delete – Delete the selected cardholder.

Send This – Send the selected record to controller(s).

Sent Permission All – Send all records to controller(s).

Import – Import the card list from CSV file.

Export – Export the card list to CSV file.

Report – Show the card list report.

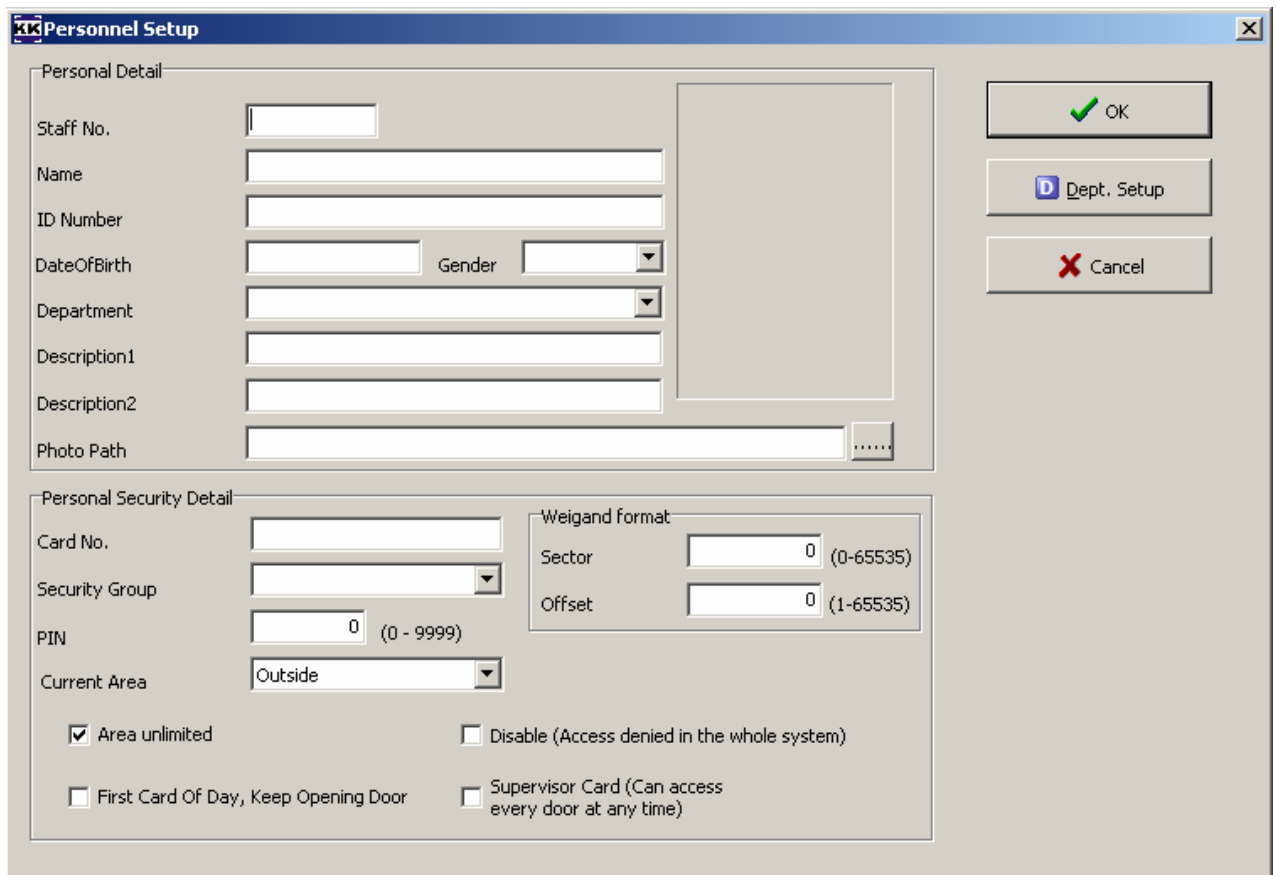
Clear Cards List – Remove all cardholder from controller(s) and software.

Generate Cards No. – Generate Cards List automatically when card numbers are continuous.

How to create a new Personnel database record

- One by One:

1. Click on the 'New' button.

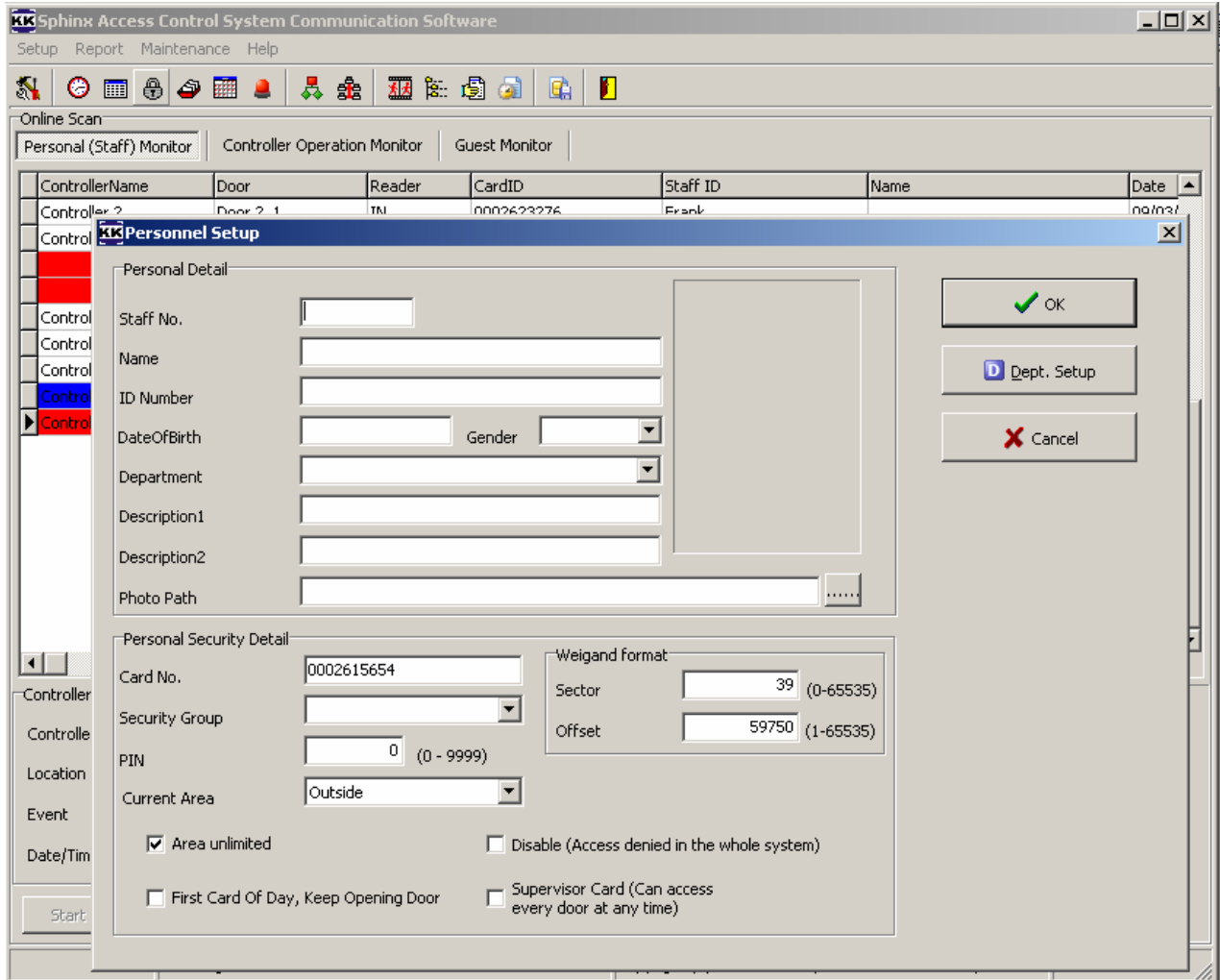


2. Enter the name, Staff No.,IDNumber,DateOfBirth,Gender of the individual to whom the card is being issued.
3. Select the Department.
4. Enter Description of this card. It can be any type (number, date/time...). You can also change the caption Description1 & Description2 by Message Translation.
5. Click on the Browse button adjacent to the Photo File Name field and open a bitmap/jpeg file containing the individual's picture.
6. Enter a card number by regular or Weigand format.
7. Select the Security Group.

8. Enter PIN if necessary.
 9. Select cardholder's current Area.
 10. Check "Area unlimited" if cardholder doesn't follow ABP checking.
 11. Check "First Card Of Day, keep opening door", if cardholder has that right.
 12. Click on the OK button.
- Desktop Reader (HDS515/HDS525): it is the same as "One by One" but using desktop reader to input card number
 1. Edit Sphinx.ini using Microsoft notepad.

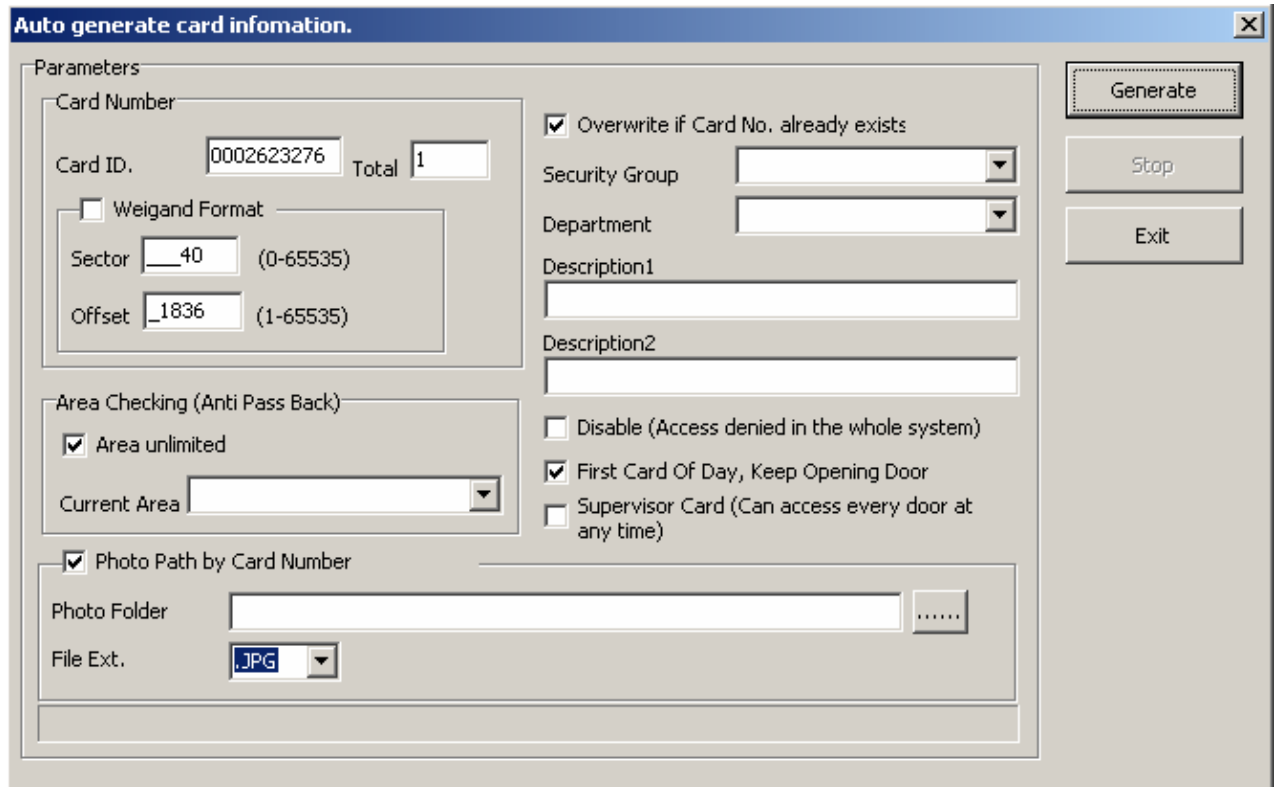
```
[Mifare_Desktop]
COM_PORT=2 //COM port number which the HDS525 is connected
Bytes=3 //Number of bytes, it should be 3 if you use are using TC3XY
controller
ENABLED=0 // 0-Disable; 1 Enable

[EM_Desktop]
COM_Port=2 //COM port number which the HDS515 is connected
Bytes=3 //Number of bytes, it should be 3 if you use are using TC3XY
controller
ENABLED=0 // 0-Disable; 1 Enable
```
 2. Enable EM desktop reader or Mifare desktop reader by setting the Enable=1
 3. Make sure the desktop reader is being connected to PC properly.
 4. Exit and restart Sphinx software if needed.
 5. Place the cursor on Card No. field
 6. Flash card in front of reader. The card no would be shown on that field.
 - Using Online report:
 1. Flash card in front of the reader
 2. Using Online Report -->Start Scan to get the record from controller
 3. Double Click on the new record, a Personnel Setup will come out with the card number is filled automatically. Then you can enter the rest data for card holder.



- Auto Generate

1. Click on “Generate Card No.”
2. Enter card started card number, using regular or weigand format.
3. Enter the number of card would be generated.
4. Enter card parameter (please refer Personal Setup for more info).
5. Select “Photo Path by Card Number” if you want to generate the photo path.
The photo path includes Photo Folder, Card No as file name, Extension. E.g.:
C:\Sphinx\Photo; 0002038260; .JPG. The photo path will be
C:\Sphinx\Photo\0002038260.JPG.
6. Click on Generate button.



How to edit an existing Personnel database record

1. Double-click on a field to open the Definition screen for the selected individual, or select a field and click on the Edit button.
2. Edit fields as necessary.
3. Click on the Save button.

How to delete a Personnel database record

- Option 1: Select the line for the record to be deleted, and click on the Delete button.
- Option 2: Select the line for the record to be deleted, and press the Delete key on your PC keyboard.

How to update the configuration of controller(s)

Click on the Send All button to send all Personnel records to the Controller(s) or on the Send This button to send only the records that currently selected.

How to import data from external ASCII file

1. Prepare a text file contains the card list you want with the following format:

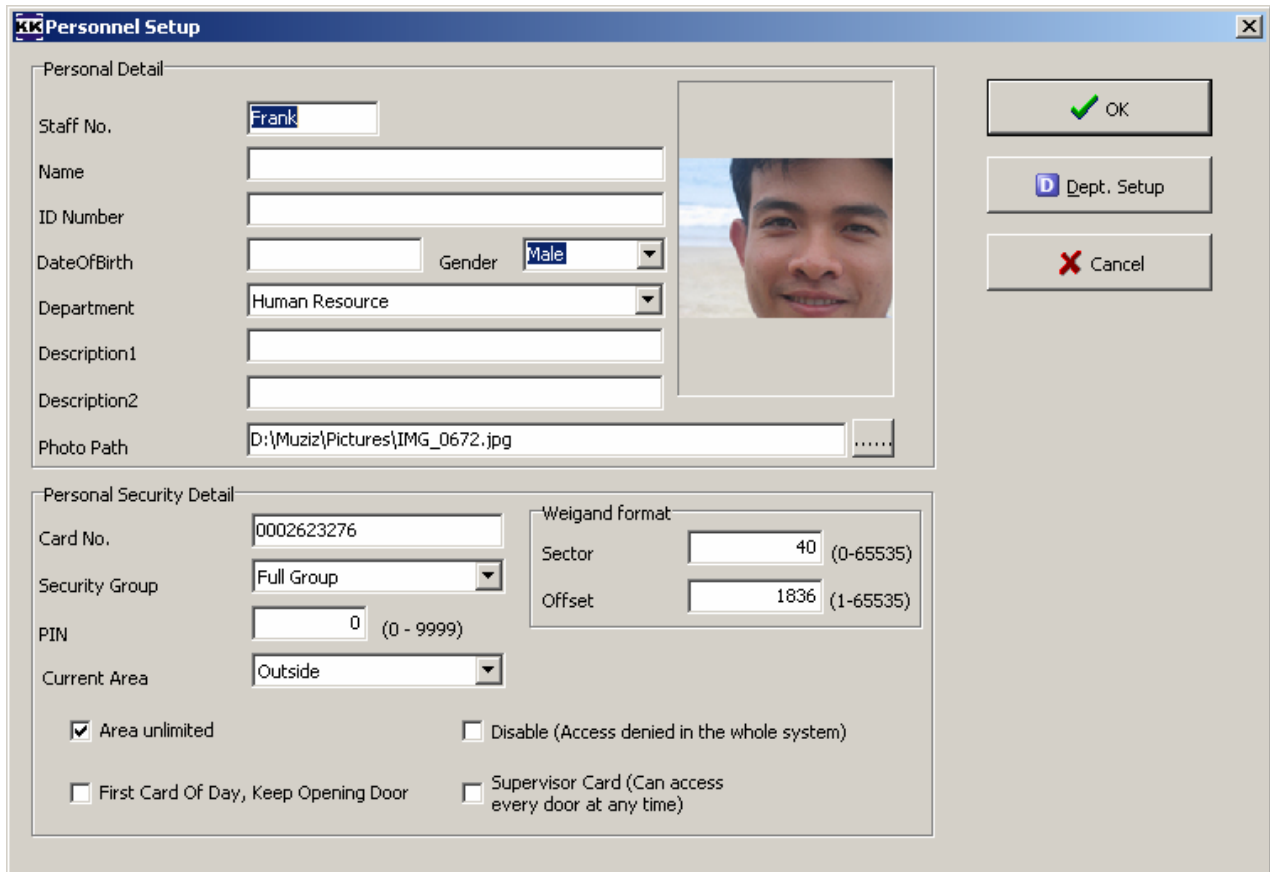
(StaffID, CardID, Name, Department Name, SecurityGroupName, Photo file path)

(The first 5 fields must be in the file)

You can also prepare this file in the Microsoft Excel software and save as CSV format:

2. Click on “Import” button and select the CSV you have prepared.

Personnel Definition screen



This screen contains the following definition fields:

Staff No. – Staff Number.

Card No. – Your proximity or smart card number. The card number can be filled up by regular or Weigand format.

Name – Cardholder name.

IDNumber – ID Number.

DateOfBirth – The birthday.

Gender – The gender.

Description1, Description2 – comment of the personal.

Department – Cardholder’s department. The Department List is defined by clicking on Dept. Setup.



Photo File Path – photo of the card to be displayed when on-line

Security Group – System Access level for this card.

Area Unlimited – Select this option to cancel Area Checking (Anti Pass Back) of this card.

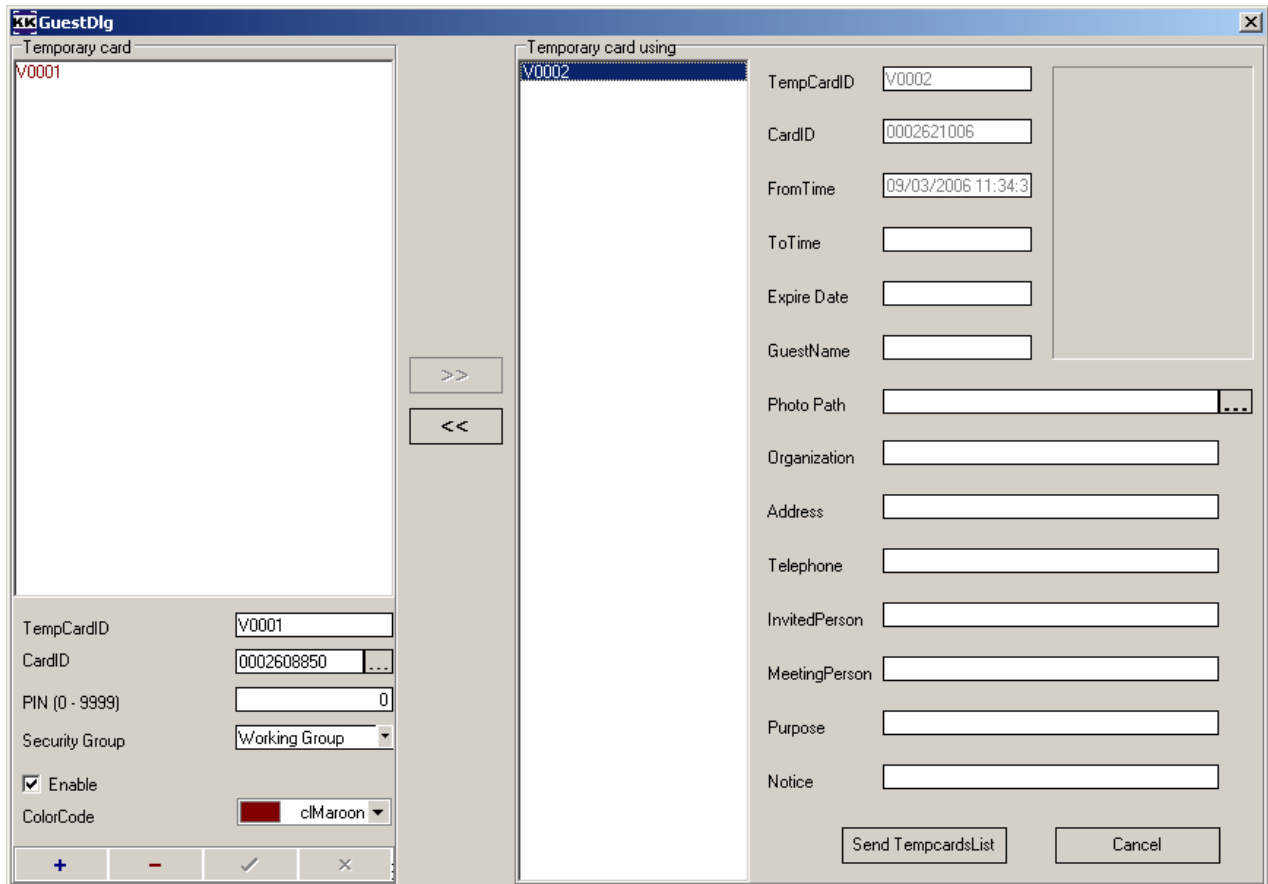
PIN – secret code (Password) of this card

First Card Of Day Keep Opening Door – At the beginning of day (from 00:00:00) this card will open the door in long time.

Disable – This card will be sent to controller but it cannot open any door.

Supervisor Card – Select this option to grant supervisor right to this card. A supervisor card can open any door at anytime.

5. Temporary Cards Store Setup



The screenshot shows the 'GuestDlg' window with two panes. The left pane, titled 'Temporary card', contains a list with 'V0001'. The right pane, titled 'Temporary card using', contains a list with 'V0002'. Below the left list are buttons '>>' and '<<'. Below the right list are input fields for: TempCardID (V0002), CardID (0002621006), FromTime (09/03/2006 11:34:3), ToTime, Expire Date, GuestName, Photo Path, Organization, Address, Telephone, InvitedPerson, MeetingPerson, Purpose, and Notice. At the bottom right are 'Send TempcardsList' and 'Cancel' buttons. At the bottom left of the window are buttons '+', '-', a checkmark, and 'x'. Below the left pane are input fields for: TempCardID (V0001), CardID (0002608850), PIN (0 - 9999) (0), Security Group (Working Group), a checked 'Enable' checkbox, and ColorCode (clMaroon).

Logic Flow:

1. Create Temp cards store, the TC3XY supports up to 500 temp cards
2. Specify Security Group, Color... for each temp card
3. Send Temp Cards Store to all controllers.
4. When you give cards to guests, please follow the instructions according to function of each button below

Buttons definitions

- “+” – Create a new tempcardholder.
- “-“ – Delete the selected tempcardholder.
- “√” – Save the added tempcardholder.
- “x” – Not save the added tempcardholder.
- “>>” – To hand over a tempcardholder to guest.
- “<<” – To take back a tempcardholder from guest.

“**Send TempcardsList**” – Send temporary cards store to the controller.

How to create a new Temporary card database record

- One by One:
 13. Click on the “+” button.
 14. Enter the TempcardID.
 15. Enter the CardID - card number by regular or weigand format. User can chose a card number by clicking the “...” button (beside the CardID Editbox) if it has invalid cards.
 16. Enter the PIN if necessary.
 17. Select the Security Group of the Temporary Card.
 18. Check into the Enable checkbox if it is unchecked
 19. Select the Corlor of the temporay card.
 20. Click on the “√” button.

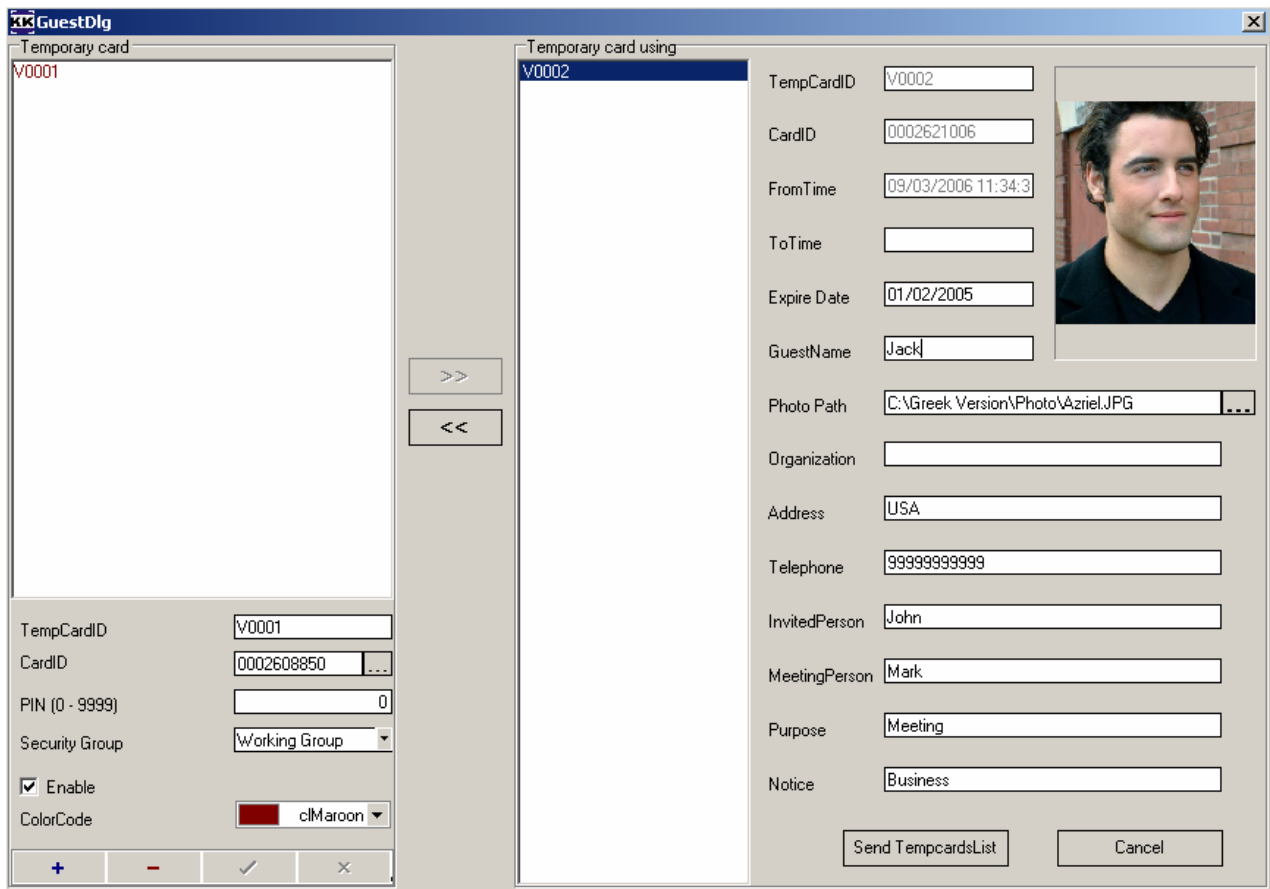
How to disable tempcard if it is taken back from a guets

- One by One:
 1. Select a tempcard from tempcards list.
 2. Click on the “>>” button.
 3. Enter the Expire Date.
 4. Enter the GuestName.
 5. Click on the Browse (“...”) button adjacent to the Photo File Name field and open a bitmap/jpeg file containing the individual's picture.
 6. Enter the Guest information (Organization, Address, ...).
 7. Repeat from step 1. for each of guests.
 8. Click the “**Send TempcardsList**” button.

How to create a new guest database record

- One by One:
 1. Select a tempcard from tempcard using list.
 2. Click on the “<<” button.
 9. Click the “**Send TempcardsList**” button.

Guest Definition screen



This screen contains the following definition fields:

TempCardID – Temporary card number.

CardID – The proximity card number.

PIN – secret code (Password) of this card

Security Group – System Access level for this card.

Enable – The temporary card is enabled.

ColorCode – The color of tempcardID in Tempcards list.

FromTime – Time of handing over a tempcardholder to guest.

ToTime – Time of taking back a tempcardholder from guest.

Expire Date – The deadline of tempcard which hand over a tempcardholder to guest.

GuestName – The name of guest.

Photo Path – The File Name of the picture's guest.

Organization – Where the guest come from.

Address – The address of guest organization.

Telephone – The telephone number of guest organization.



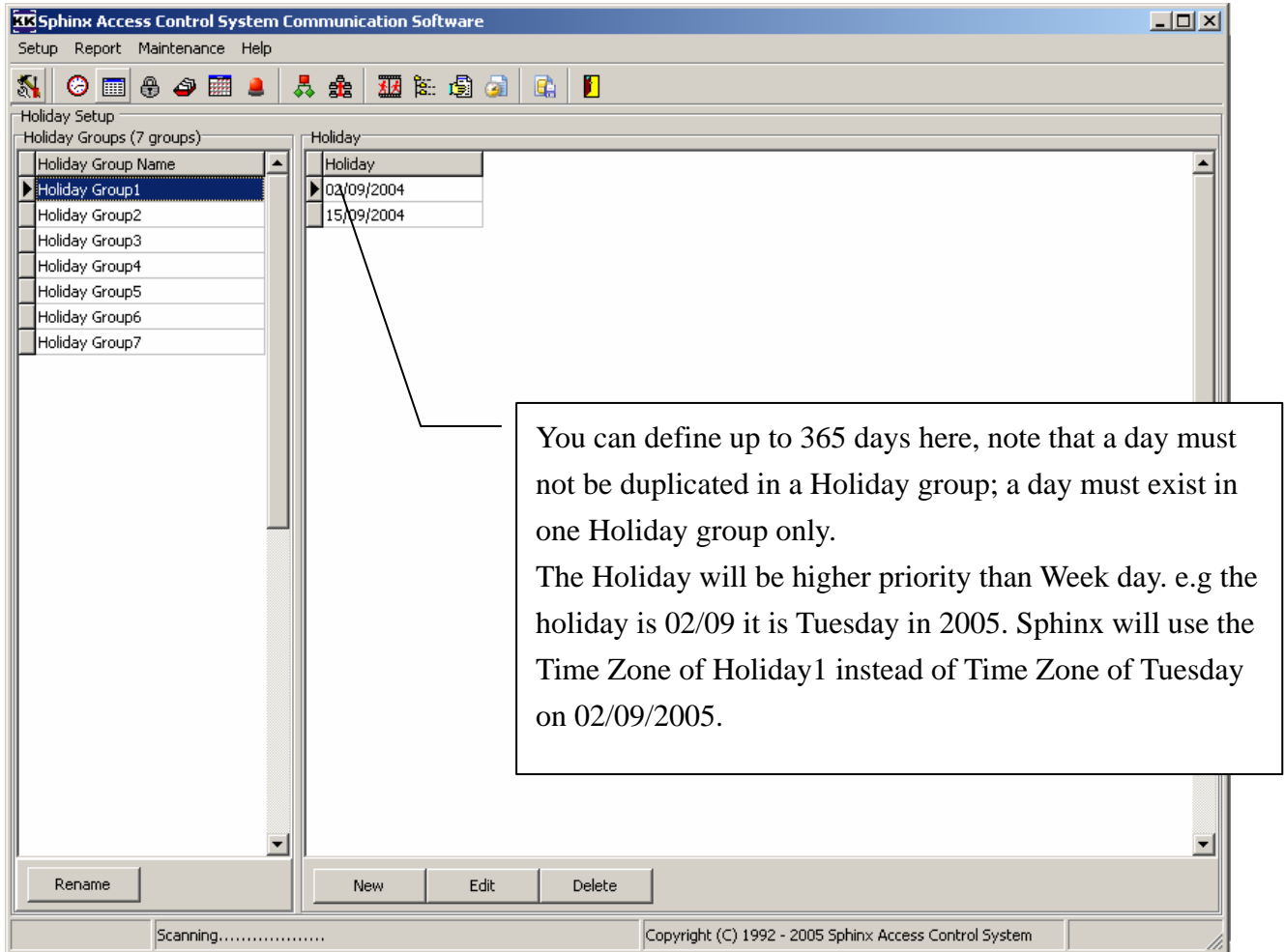
InvitedPerson – Who invited the guest.

MeetingPerson – Who the guest meets.

Notice – The purpose of the meeting.

5. Holiday Setup

This folder contains all holidays in a year:



Sphinx Access Control System contains 7 groups of holiday that you can define. This feature gives the user more flexibility. User can define up to 365 days for each Holiday group, note that a day must not be duplicated in a Holiday group; a day must exist in one Holiday group only. The Holiday will be higher priority than Week day. E.g. the holiday is 02/09 it is Tuesday in 2005. Sphinx will use the Time Zone of Holiday1 instead of Time Zone of Tuesday on 02/09/2005.

III. Flow Setup

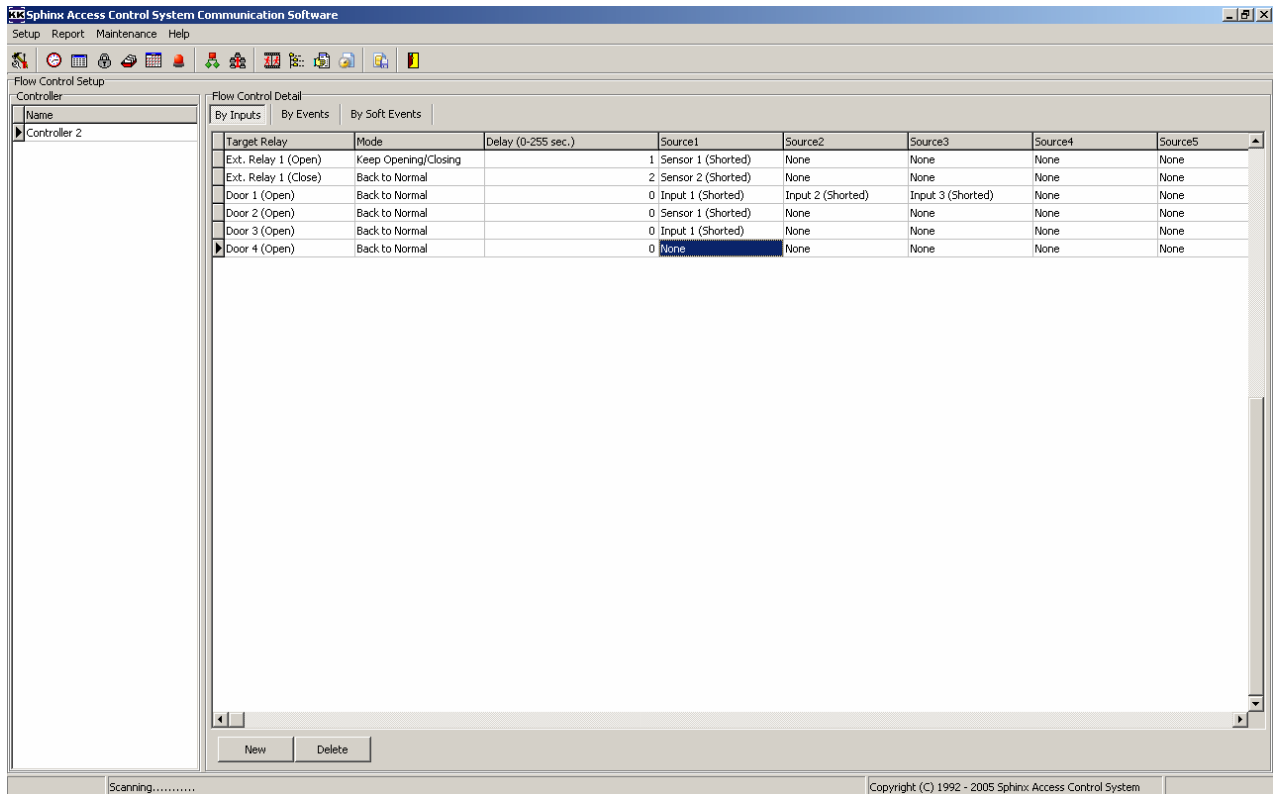
What is Flow Setup?

Event is a message for the door status, when an incident happens, it will react in one or more action. When system detects an incident, it will execute reaction in a sequence per user-defined setting.

There are two kinds of Flow Control due to the source of incident. The first use Input (Ext. Input, Sensor, Exit Button) as source of incident, the second use Door Events(Illegal Open, Lock Open, Lock Close....) as source of incident.

How to setup a Flow Setup by Inputs?

Select [Setup] → [Flow Setup], click on “By Inputs” you will see the following screen; it is a default setting for door release button. Please DO NOT change the flow setup if you are not an authorized engineer.



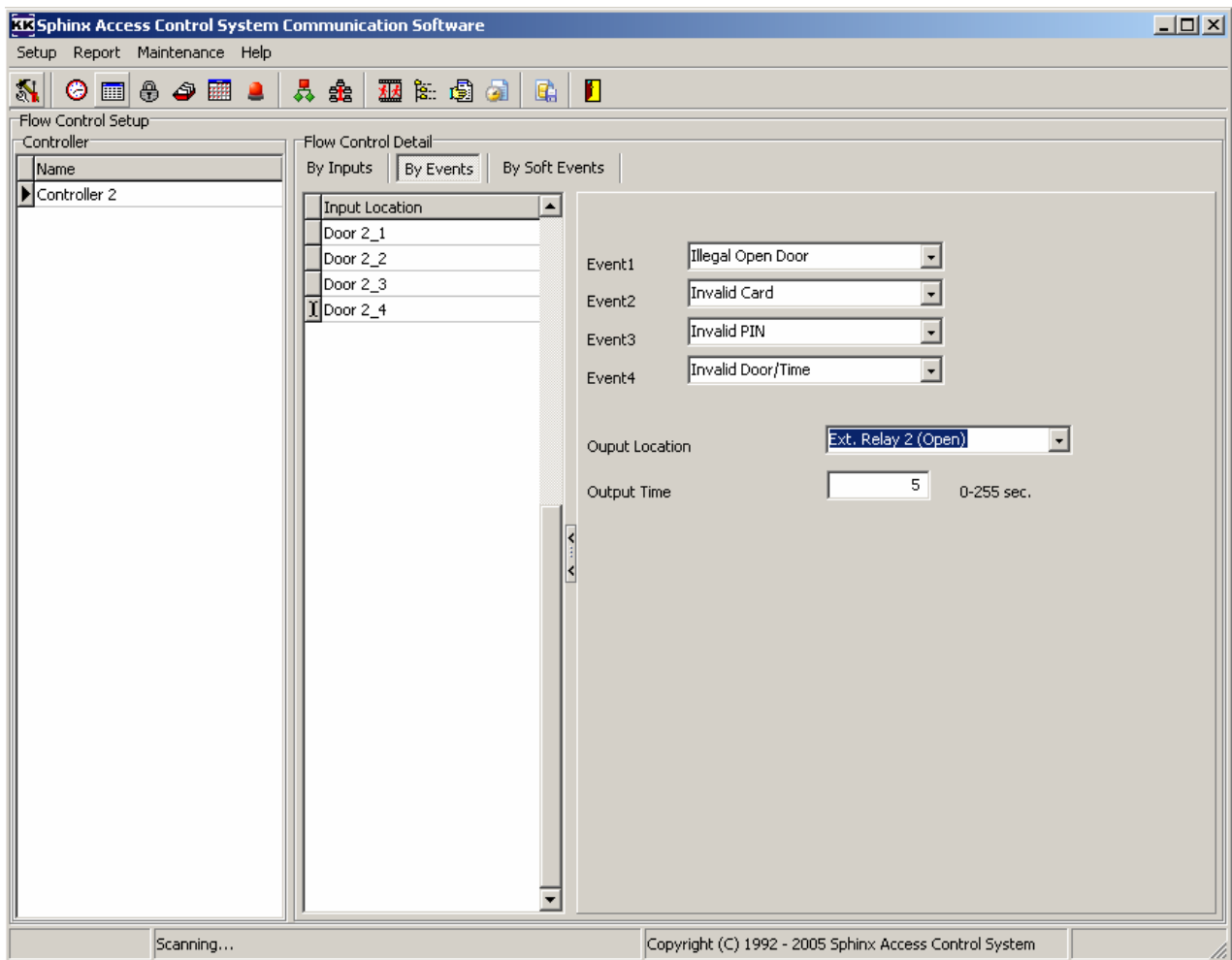
You will see that the logic is

1. IF Sensor 1 is shorted
THEN wait for 1 second, and then Ext. Relay 1 opens (keep opening until other events or commands from user let it closes)
2. IF Sensor 2 is shorted

- THEN wait for 2 seconds, and then Ext. Relay 2 Open (back to close when Sensor2 is released).
3. IF Input 1 and Input 2 and Input 3 is shorted
THEN Door Lock 1 opens (when one of Input 1, Input 2, and Input 3 released, Door Lock 1 will back to Normal)
 4. IF Sensor 1 shorted
THEN Door Lock 2 opens
 5. IF Input 1 shorted
THEN Door Lock 3 opens
 6. IF Input 1 shorted
THEN Door Lock 4 opens

How to setup a Flow control by Events?

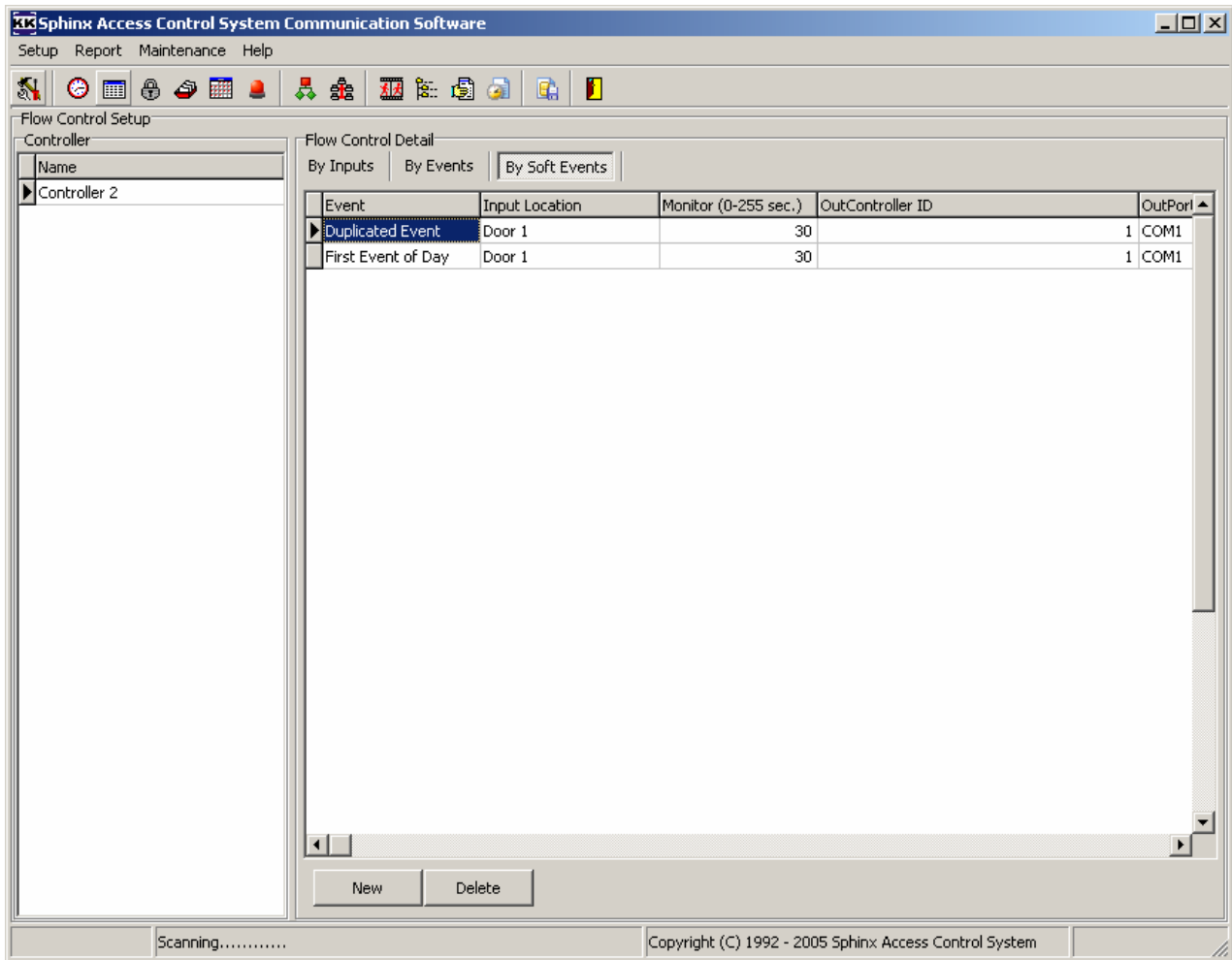
Select [Setup] → [Flow Setup], click on “By Events” you will see the following screen; it is a default setting for door release button. Please DO NOT change the flow setup if you are not an authorized engineer.



The logic of those Flows control above is:

IF Illegal Open Door **OR** Invalid Card **OR** Invalid PIN **OR** Invalid Door/Time at Door 2_1
THEN Ext. Relay 2 Open in 5 seconds.

How to setup Flow control by Soft Event?



Soft Event is generated by software, the software in progress of scanning transaction from controllers, meaning all Soft Events are raised when scanning transaction from controller only.

Event – Duplicated Event: this event is raised when a card flashing in the second time of a day. if the number seconds between first time and second time of flashing is less than Monitor (0-255) then the second time is ignore, meaning the event is not raised.

First Event of Day: this event is raised when card holder flash his card in the first time

of a day.

Out Controller ID – The ID of controller you want to open relay of it.

Out Port – The COM port which Out Controller is being connected

Out Relay – The relay of Out Controller you want to open when the events rose

Out Time (0-255) – Open time of the Out Relay.

Log – Write to log file (Sphinx.log) when the event rose.

There is another option of Flow Control by Soft Event in Sphinx.ini

[SoftEvent]

ExpiredTime=60 (2-65535 seconds, Time to ignore a transaction)

When the time of event is expired then it is ignored in Flow Control by Soft Event

E.g.: Time of event is 23/07/2005 01:00:00, time of PC when the event is downloaded by software is 24/07/2005 10:00:00 this event will not be applied in Flow Control system.

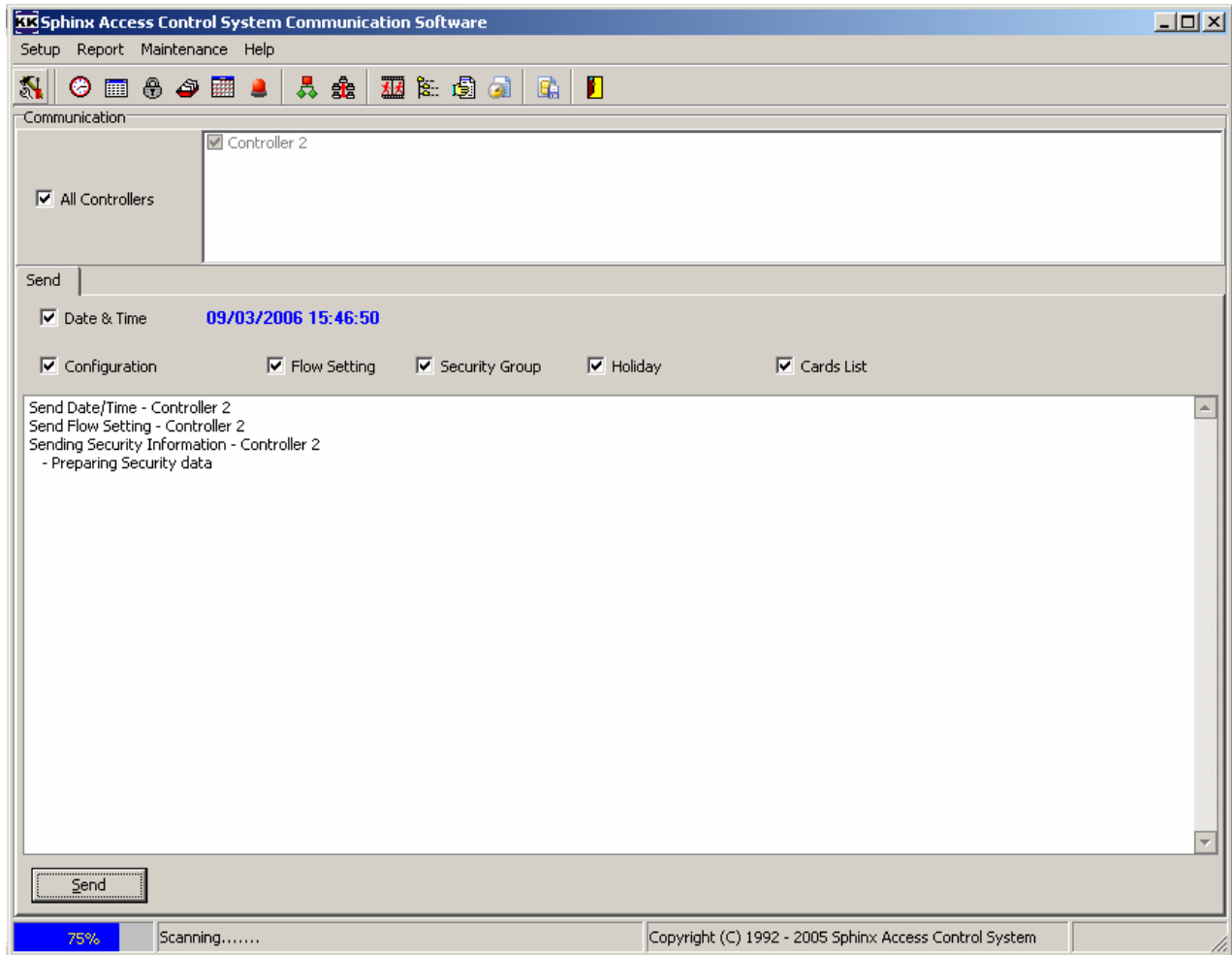
Events List:

Event	Description
System Reset	<p>This event will be raised when you press and hold the reset button (in the PCB) in 5 seconds.</p> <ul style="list-style-type: none"> - Lock, Ext. Relay, Sensor,... will be back to normal - When the ID of controller changed, you have to reset the controller. - Cards Holder, Door Events, Transactions, Door configuration, System Clock are not effected by this reset.
Data Reset	<p>This event will be raised when the switch 8 is ON, press and hold the reset button in 5 seconds. Remember turn switch 8 to OFF when you finish otherwise all data will not be stored.</p> <ul style="list-style-type: none"> - Cards Holder, Door Events, Transactions, Door configuration will be destroyed. - System Clock will be reset to 01/01/2004 00:00:00
Power Off	
Power On	
Data Destroyed	
Door Configuration Destroyed	
Transactions Destroyed	
System Clock Initialize	

System Time Error	
Door Opened	
Door Closed	
Illegal Open Door	Door Open while the lock is locked
Illegal Close Door	This event raised when the door is opened illegal.
Left Door Open	Door open too long.
Lock Opened	Lock released
Lock Closed	Lock locked
Force Door Open	Door change to "Always Open status"
Force Door Close	Door change to "Always Close staus"
Supper PIN	Supper PIN was entered
Wrong Supper PIN	Wrong Super PIN was entered
Card + PIN	
Threatening PIN	someone put Threatening PIN
Invalid PIN	
Invalid Card	
User Area Changed	card holder enter to other area
Invalid Area	card holder try to enter wrong area
First Card of Day	the first card of day (from 00:00:00)
Supervisor Card	
Invalid Area	
Permitted Card	
Card on PIN	Card holder is putting PIN
User Area Changed	
Invalid PIN (with Card)	

IV. Communication

This folder defines what data to send to Sphinx controller(s). The left side of this folder defines data to send and to which controller(s) to send this data.



How to send data to a controller

1. Select the type of data to send. (Date and Time, Configuration, Security group, Card List, Holiday)
2. Select All Controllers or a specific controller.
3. Click on the Send button.

Send To Controller fields

Field	Description
Time and Date	Resets the date and time at the terminals with the date and time that you enter here.

- Configuration Sends the settings defined in the Door List folder.
- Card List Sends the settings defined in the Card List folder.
- Security Group Sends all of the settings defined in the following folders:
 - Security Groups
 - Time Table
 - Time Zones
- Holiday Sends the settings defined in the Holiday folder.

Real Time Monitoring

Remark: You must connect to a running Controller in order to have on-line scanning.

The screenshot shows the 'Sphinx Access Control System Communication Software' interface. The 'Online Scan' section is active, displaying a table of scan results. Below the table are control panels for 'Controller Operation Monitor' and 'Personal Monitor', along with a legend for connection status.

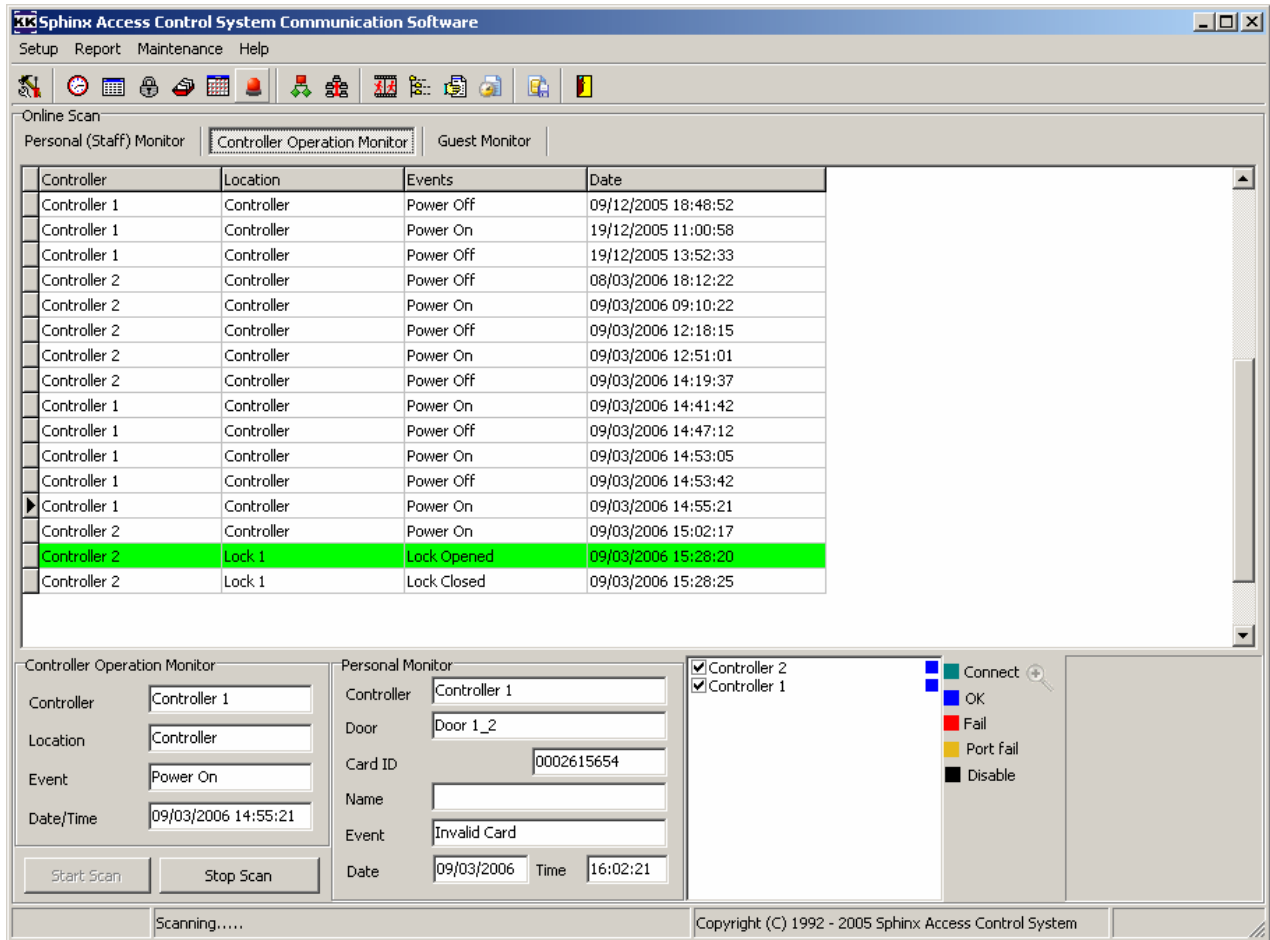
ControllerName	Door	Reader	CardID	Staff ID	Name	Date
Controller 2	Door 2_1	IN	0002623276	Frank		09/03/2006
Controller 2	Door 2_1	IN	0002619405	0004	Arjan Robben	09/03/2006
Controller 1	Door 1_2	IN	0003882387	0002	Frank Lampark	09/03/2006
Controller 1	Door 1_2	IN	0002615654			09/03/2006

Controller Operation Monitor:
 Controller: Controller 1
 Location: Controller
 Event: Power On
 Date/Time: 09/03/2006 14:55:21

Personal Monitor:
 Controller: Controller 1
 Door: Door 1_2
 Card ID: 0002615654
 Name:
 Event: Invalid Card
 Date: 09/03/2006 Time: 16:02:21

Legend:
 Controller 2
 Controller 1
■ Connected
■ OK
■ Fail
■ Port F...
■ Disabl...

Scanning... Copyright (C) 1992 - 2005 Sphinx Access Control System



How to start Online

Select the desire controller and click the Start Scan button to start online scanning.

This module displays data as it is collected from the controller(s). The display consists of the following:

1. An online table of the personal data collected.
2. The photo on file for the card used in the last transaction collected.
3. An online table of the Door Event collected

Notice: The online is started at the begin if a user has Polling (OnlineRpt/Location) authority. With Polling (OnlineRpt/Location) authority, you can stop and restart online. You can see the setting authority in the Administrator section.

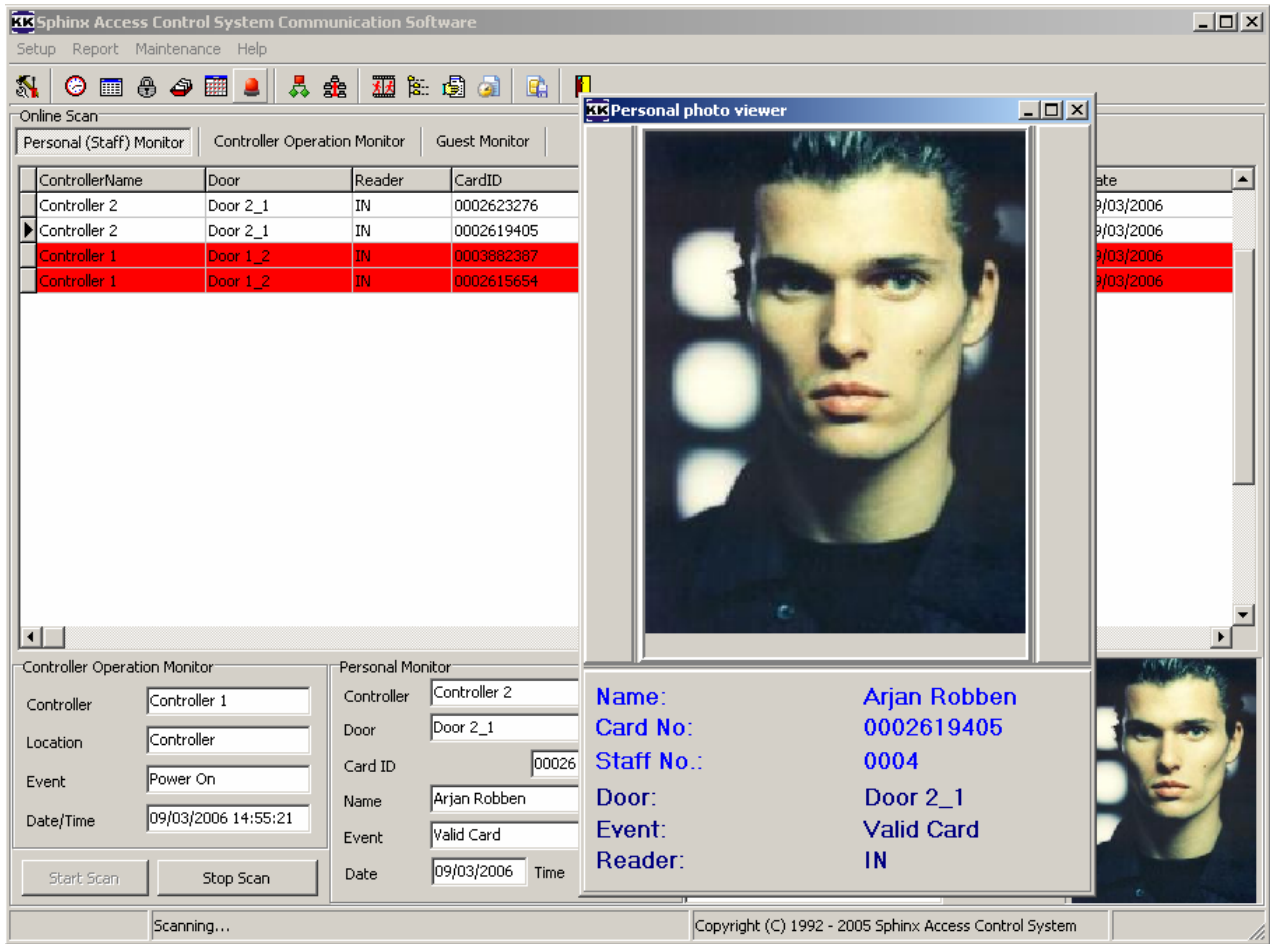
Statistics displayed

Statistic	Description
Controller Name	The name of the controller that is defined in the Controller List.
Door	The name of the door that is defined in the Door List.
Reader	Entrance/Exit reader
Card ID	Card Number of cardholder.
Staff ID	Staff ID of cardholder
Name	Name of cardholder.
Date	Date
Time	Time
Event Type	This field indicates the status of transaction.

Statistic	Description
Controller Name	The name of the controller that is defined in the Controller List.
Location	Door/Lock/Ext. Input/Sensor/Exit Button/Controller/Ex.Relay
Events	This field indicates the status of transaction.
Date	Date/Time of events

How to zoom in the photo?

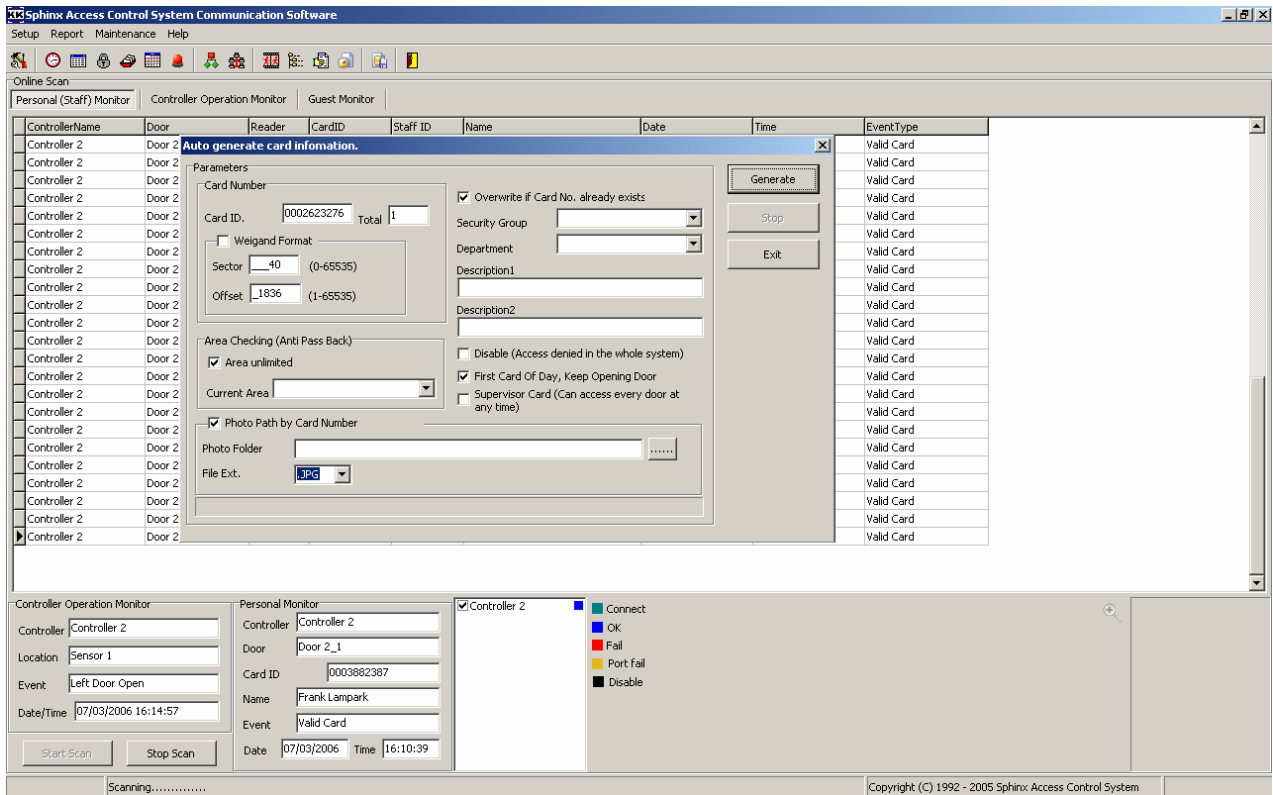
Click on Zoom In icon. A mini Personal transaction viewer will be displayed like below



It is resizable; you can adjust high and weigh of the photo for the best view.

How to modify the Personal data using Personal Monitor?

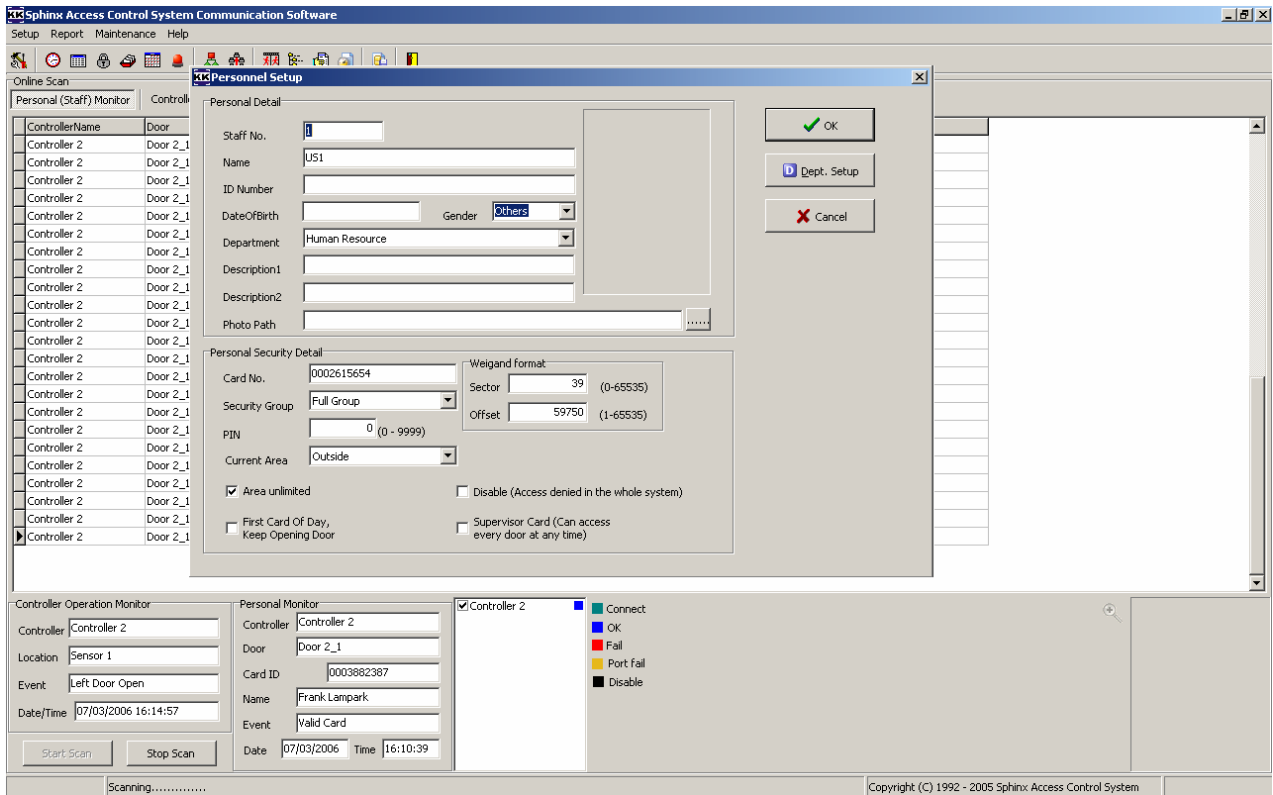
Double click on the record contains the card number which you want to modify. If the card was already registered, Personnel Setup would be shown like below.



After modifying personal data, click OK or Cancel to back to Online Scan.

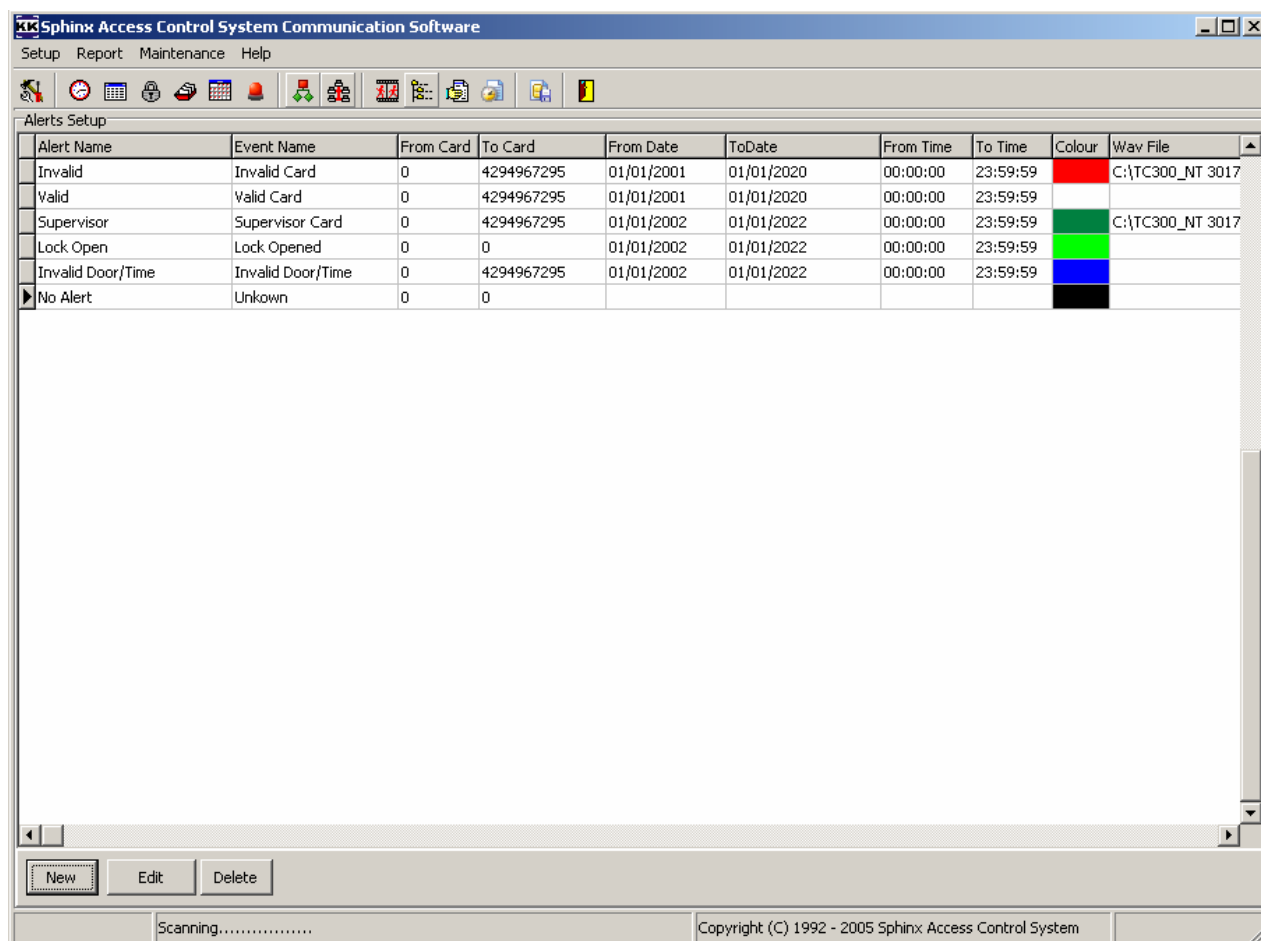
How to issue new card using Personal Monitor?

Double click on the record contains the card number which you want to modify. If the card doesn't exist in Cards List Setup, an "Auto Generate Cards" would be shown like below.



V. Alerts

Sphinx enable user to show different color of record on the online report with specific time range and date range:



How to add a new event alert

- Click New button.
- Enter a name for this alert.
- Select an event type that you would be interest in the online report. You could refer Flow Setup to understand more about event type.
- Enter the range of card number for this alert that you would be interested in the online report (enter 0 for each event which doesn't have card number).
- Enter the date range for this alert that you would be interested in the online report.
- Enter the time range for this alert that you would be interested in the online report.
- Select a color for this alert that would be show in the online report.
- Select a wav file (sound file) you would like to alert when event happened.
- Select popup or none (True or False). The popup window will be showed if it's True.
- Select KeepArming or none (True or False). When event happened, the correlative alert will

repeat until you select DisArm on popup menu. You will see how select DisArm in below section. After adding the event feature, you may try to run online scanning to see the difference of the color for each type of event happens.

The screenshot shows the 'Sphinx Access Control System Communication Software' interface. At the top, there is a menu bar with 'Setup', 'Report', 'Maintenance', and 'Help'. Below the menu is a toolbar with various icons. The main window is titled 'Online Scan' and contains three tabs: 'Personal (Staff) Monitor', 'Controller Operation Monitor', and 'Guest Monitor'. The 'Personal (Staff) Monitor' tab is active, displaying a table with the following data:

ControllerName	Door	Reader	CardID	Staff ID	Name	Date
Controller 2	Door 2_1	IN	0002623276	Frank		09/03/2006
Controller 2	Door 2_1	IN	0002619405	0004	Arjan Robben	09/03/2006
Controller 1	Door 1_2	IN	0003882387	0002	Frank Lampark	09/03/2006
Controller 1	Door 1_2	IN	0002615654			09/03/2006

Below the table, there are two main control panels. The 'Controller Operation Monitor' panel includes fields for 'Controller' (Controller 2), 'Location' (Controller), 'Event' (Power Off), and 'Date/Time' (08/03/2006 18:12:22), with 'Start Scan' and 'Stop Scan' buttons. The 'Personal Monitor' panel includes fields for 'Controller' (Controller 2), 'Door' (Door 2_1), 'Card ID' (0002619405), 'Name' (Arjan Robben), 'Event' (Valid Card), 'Date' (09/03/2006), and 'Time' (15:47:43). To the right of these panels is a legend with color-coded boxes: Connect (green), OK (blue), Fail (red), Port fail (yellow), and Disable (black). A small portrait photo of a man is visible in the bottom right corner of the interface. The status bar at the bottom shows 'Scanning.....' and 'Copyright (C) 1992 - 2005 Sphinx Access Control System'.

Sphinx Access Control System Communication Software

Setup Report Maintenance Help

Online Scan

Personal (Staff) Monitor Controller Operation Monitor Guest Monitor

ControllerName	Door	Reader	CardID	Staff ID	Name	Date
Controller 2	Door 2_1	IN	0002623276	Frank		09/03/2006
Controller 2	Door 2_1	IN	0002619405	0004	Arjan Robben	09/03/2006
Controller 1	Door 1_2	IN	0003882387	0002	Frank Lampark	09/03/2006
Controller 1	Door 1_2	IN	0002615654			09/03/2006

Controller Operation Monitor

Controller: Controller 2
Location: Controller
Event: Power Off
Date/Time: 08/03/2006 18:12:22

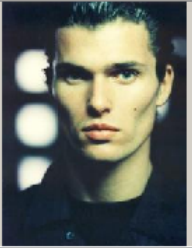
Start Scan Stop Scan

Personal Monitor

Controller: Controller 2
Door: Door 2_1
Card ID: 0002619405
Name: Arjan Robben
Event: Valid Card
Date: 09/03/2006 Time: 15:47:43

Controller 2
 Controller 1

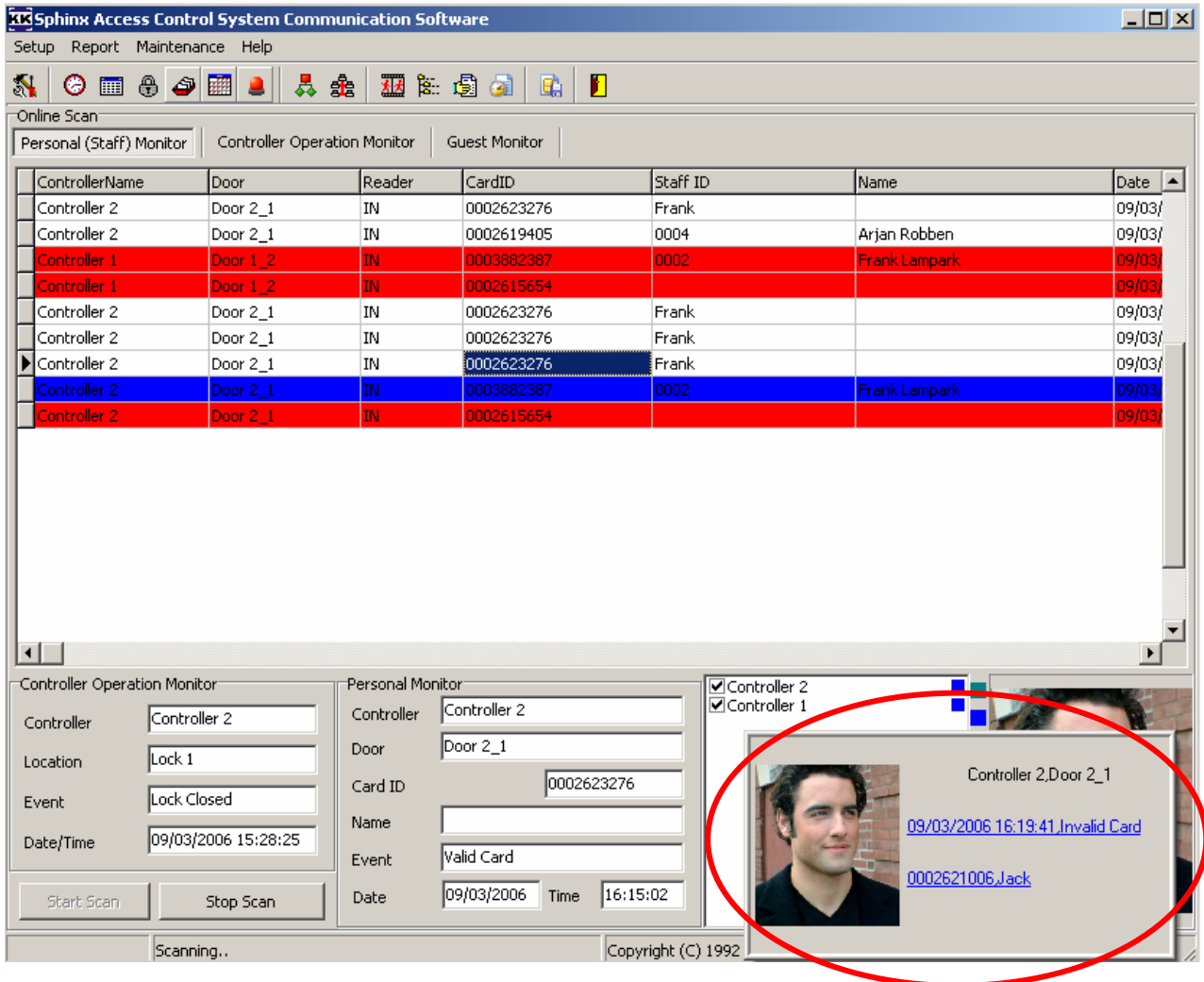
Connect
 OK
 Fail
 Port fail
 Disable



Scanning.....

Copyright (C) 1992 - 2005 Sphinx Access Control System

If popup is True, when card is swept over the reader, the popup window will be showed, as below:

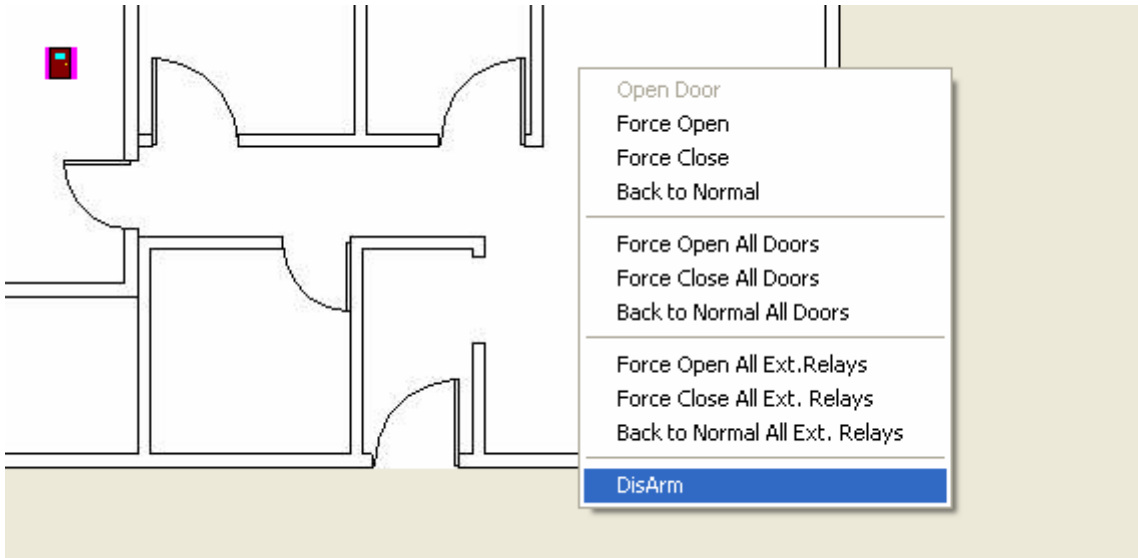


If KeepArming is True, you will see the blink picture when the correlative event happens.



How do you select DisArm?

In the Location Report, you click on the right button of the mouse, and chose DisArm submenu on popup menu.



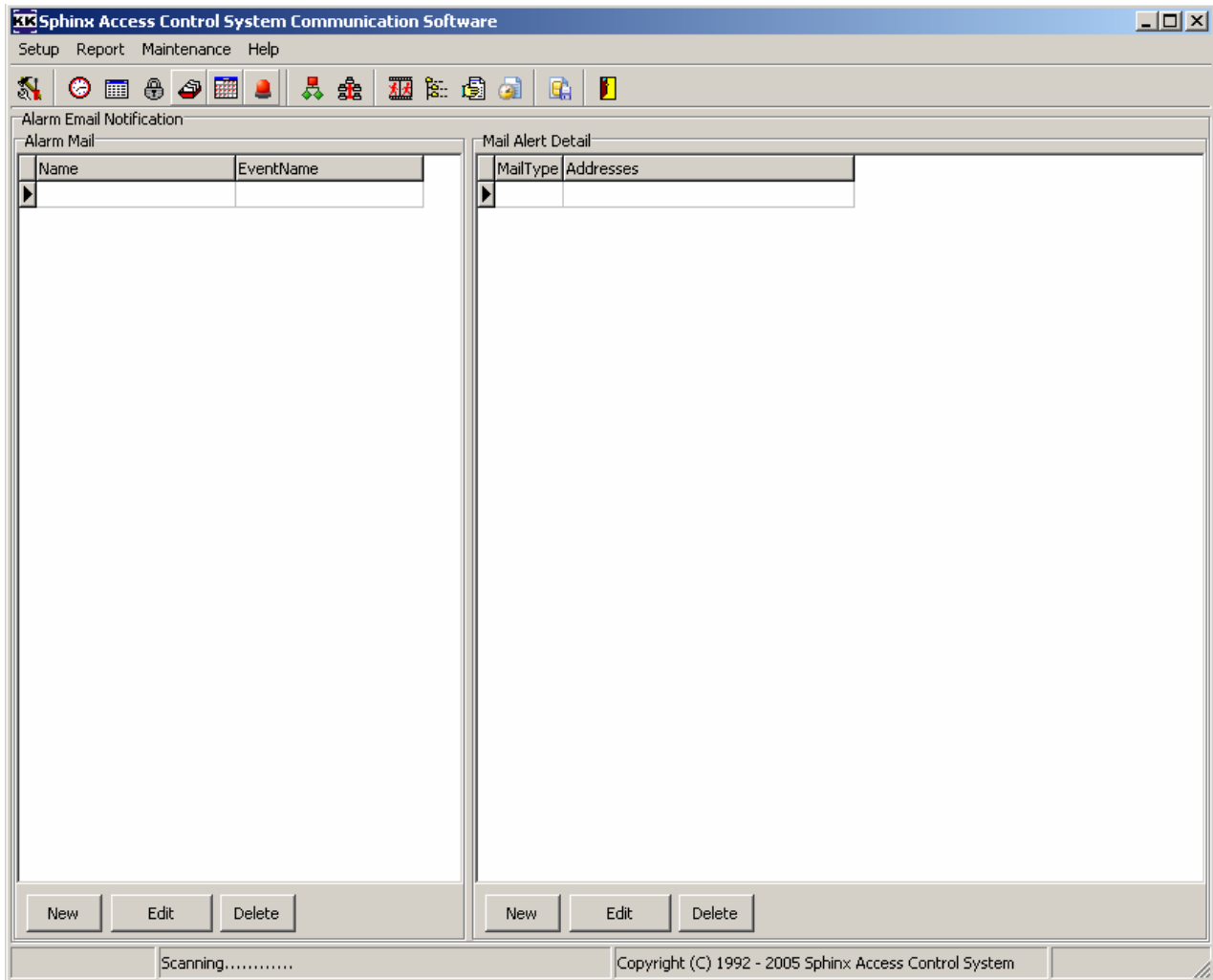
VI. Alarm Email Notification

Alarm Email Notification Setting

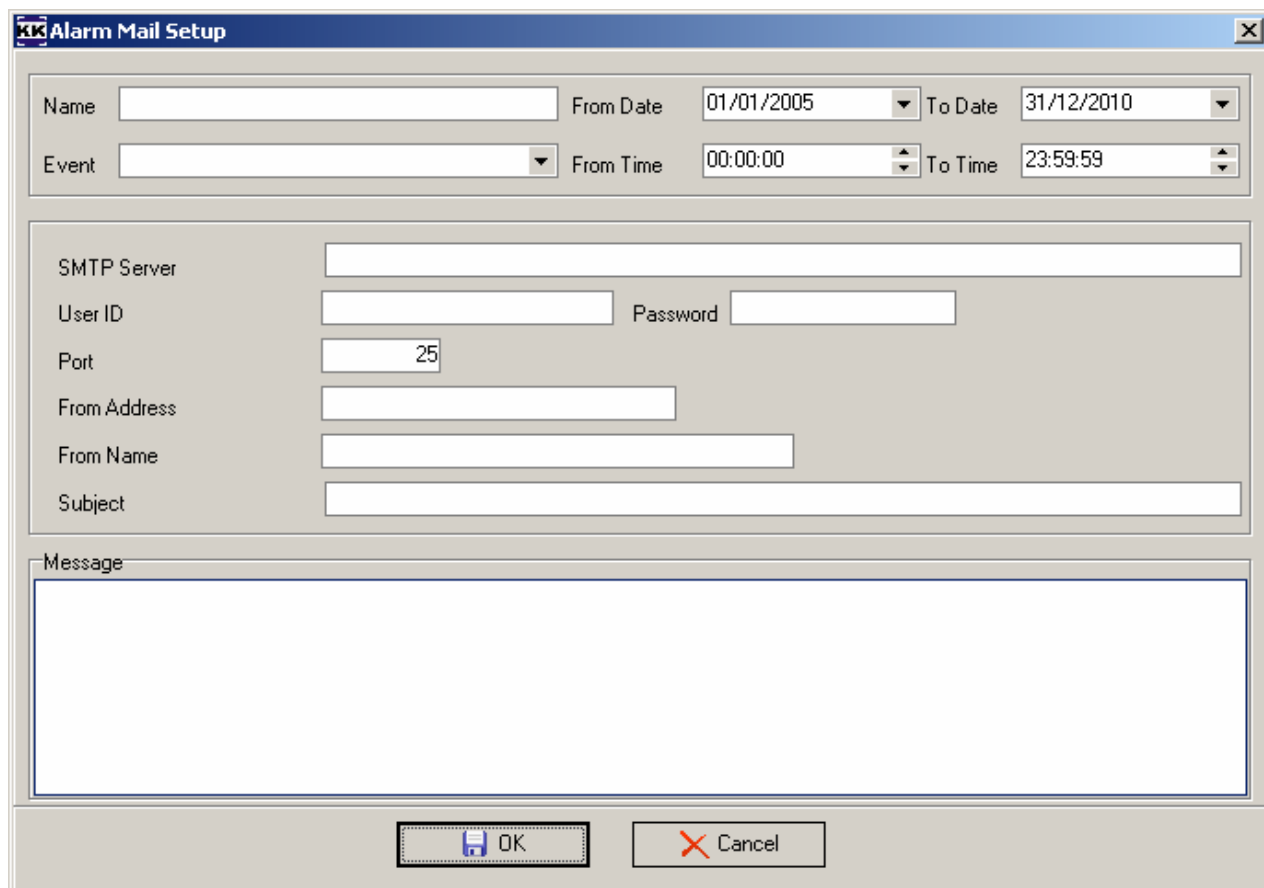
Nowadays, email is a very important communication tool for any business division. Therefore Sphinx Access Control System also utilizes this advantage in order to provide a user-friendly environment for Sphinx user.

In [Setup] → [Alarm Email Notification], you will see the following screen.

Please DO NOT change the setup if you are not an authorized engineer.



Press New for create an alert, Press Edit to edit, Press Delete to remove the setting



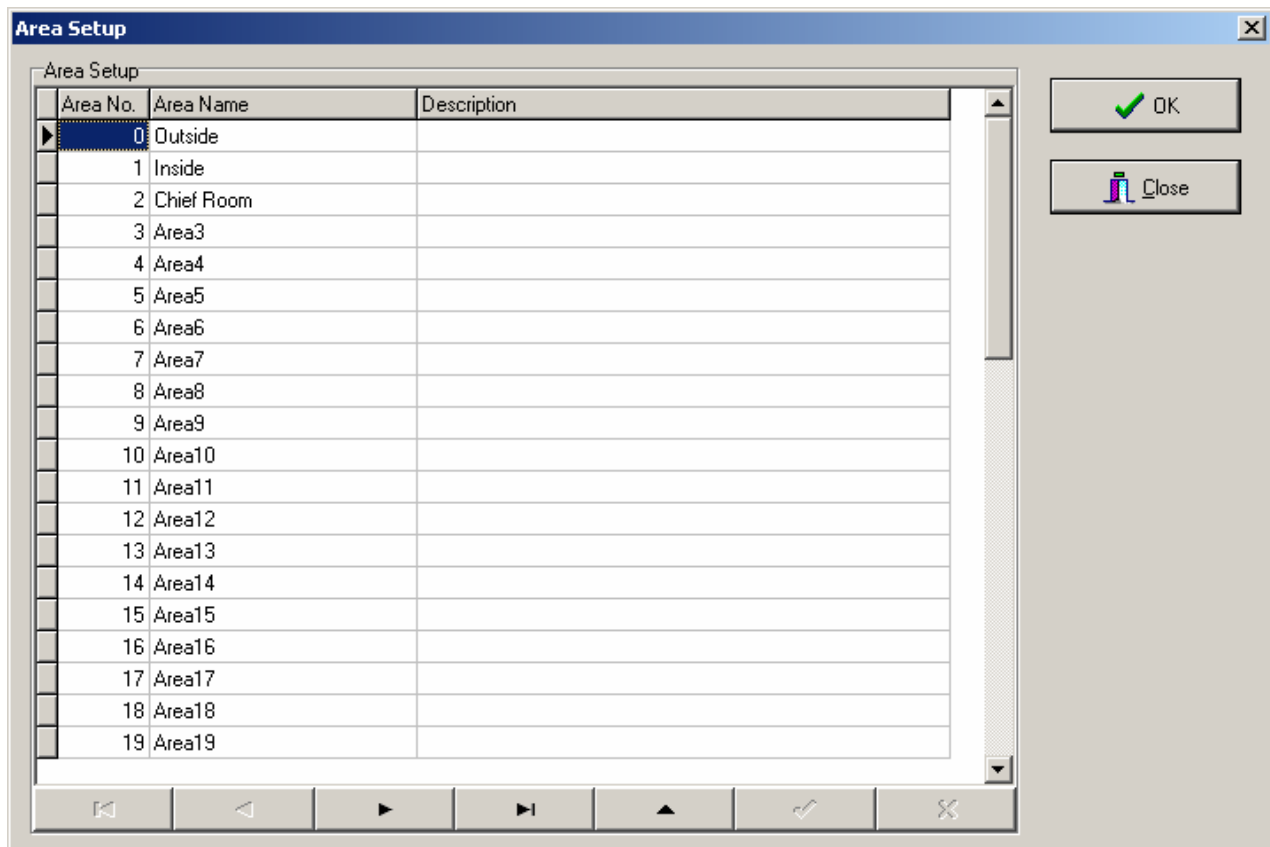
The screenshot shows a dialog box titled "Alarm Mail Setup" with a close button in the top right corner. The dialog is organized into several sections:

- Header Section:** Contains six input fields: "Name" (text box), "From Date" (dropdown menu with "01/01/2005" selected), "To Date" (dropdown menu with "31/12/2010" selected), "Event" (dropdown menu), "From Time" (time spinner with "00:00:00" selected), and "To Time" (time spinner with "23:59:59" selected).
- SMTP Configuration Section:** Contains six input fields: "SMTP Server" (text box), "User ID" (text box), "Password" (text box), "Port" (text box with "25" entered), "From Address" (text box), "From Name" (text box), and "Subject" (text box).
- Message Section:** A large, empty text area for composing the email message.
- Buttons:** At the bottom, there are two buttons: "OK" (with a floppy disk icon) and "Cancel" (with a red X icon).

VII. Area Setup – Anti Pass Back Function:

1. Area Setup

[Setup]→[Area Setup] you will see the following screen:

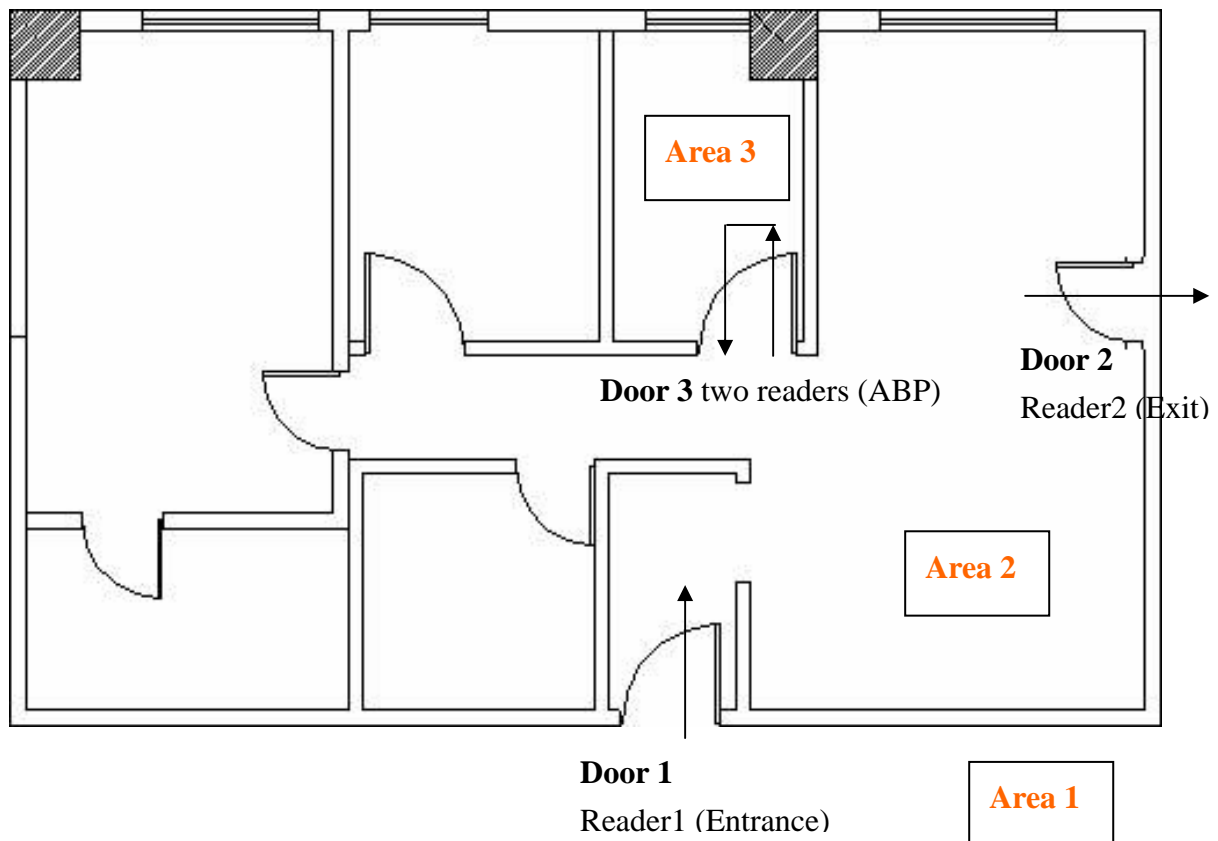


This folder used to define each area in your company or building. There are maximum 32 area would be defined. You may define this function for Anti Pass Back or Answer “Where is she/he?” question.

2. How to make an Anti Pass Back system?

- Open Door Setup dialog. Specify the Area Enter and Area Exit of each door. Select “Area Checking” option
- Specify the current Area of Card holder. Uncheck “Area unlimited” option.
- Using Communication to send Door Configuration and Card List again.

E.g.:



Door 1: using Reader1 for entrance only.
 Door 2: using Reader2 for exit only.
 Door 3: using Reader3 for entrance, Reader4 for exit.

- Card Holder entrances Area2 by flashing card at Reader 1 and exits Area2 by flashing card at Reader2 only. He/She cannot exits Area 2 by flashing card at Reader2 without entrancing Area2 by flashing card at Reader1.

Door1 and Door2 configuration:

Enable “Area Checking” at Door1, Door2

Door1 [Area Enter] = Area2

Door1 [Area Exit] = Area1
Door2 [Area Enter] = Area1
Door2 [Area Exit] = Area2

- Card Holder entrances and exits Area3 by flashing card at Reader3 and Reader4. He/She cannot exit Area 3 by flashing card at Reader4 without entrancing by flashing card at Reader3.

Door3 and Door4 configuration:

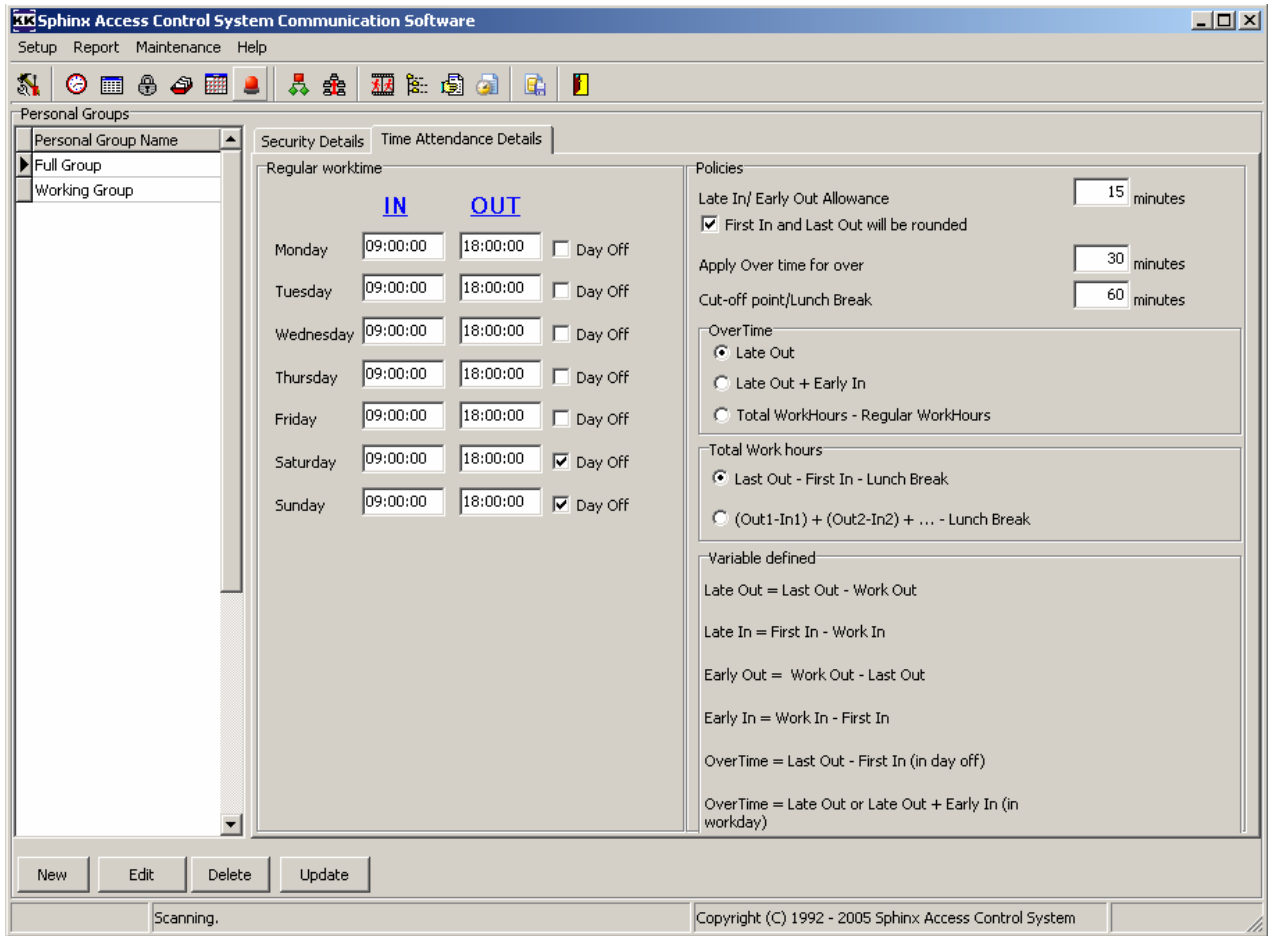
Enable “Area Checking” at Door3 and Door4
Door3 [Door Type] = IN/OUT Reader
Door4 [Door Type] = IN/OUT Reader
Door3 [Area Enter] = Area3
Door3 [Area Exit] = Area2
Door4 [Area Enter] = Area2
Door4 [Area Exit] = Area3

Note:

- *If your system has more than one controller (Global ABP). The software should be always online scanning transactions to keep updating current Area of all cards holder to all controllers.*
- *The Current Area of card holder is considered changed when they flash card and open door (door sensor is activated) otherwise there is no change.*

VIII. Time & Attendance:

1. Configuration:



Personal group - User can define up to 16 Groups, each group has its own Security Setting (Door-Time) and T&A setting. e.g.: HC group starts working at 09:00 while the other starts working at 08:00.

Regular working time - including IN (or Work IN), OUT (or Work OUT), Day Off.

- Based on IN Time and the time staff coming to office (getting from transactions list) software will calculate Late time (if he come late) or Over Time (if he come to office early).
- Out Time is the same as IN Time.
- Day Off. Sphinx will use Day off to calculate Over Time or Absence

Late In/Early Out Allowance - The number of minutes coming late or going out early is allowed. Sphinx will not report the staff comes lately in a day if he comes to office at 08:05 while the Work IN time is 08:00 and Late IN/ Early Out Allowance is 15 minutes. He will be considered coming late if he comes to office after 08:15

First In/Last Out will be rounded - Check this option if you want to round the IN time and Out

time if the minutes between IN/OUT time and Work IN/Work OUT is less than Late IN/Early Out Allowance: if he comes to office from 07:45 to 08:15, his IN time of that day will be reported as 08:00 if the Allowance is 15 minutes.

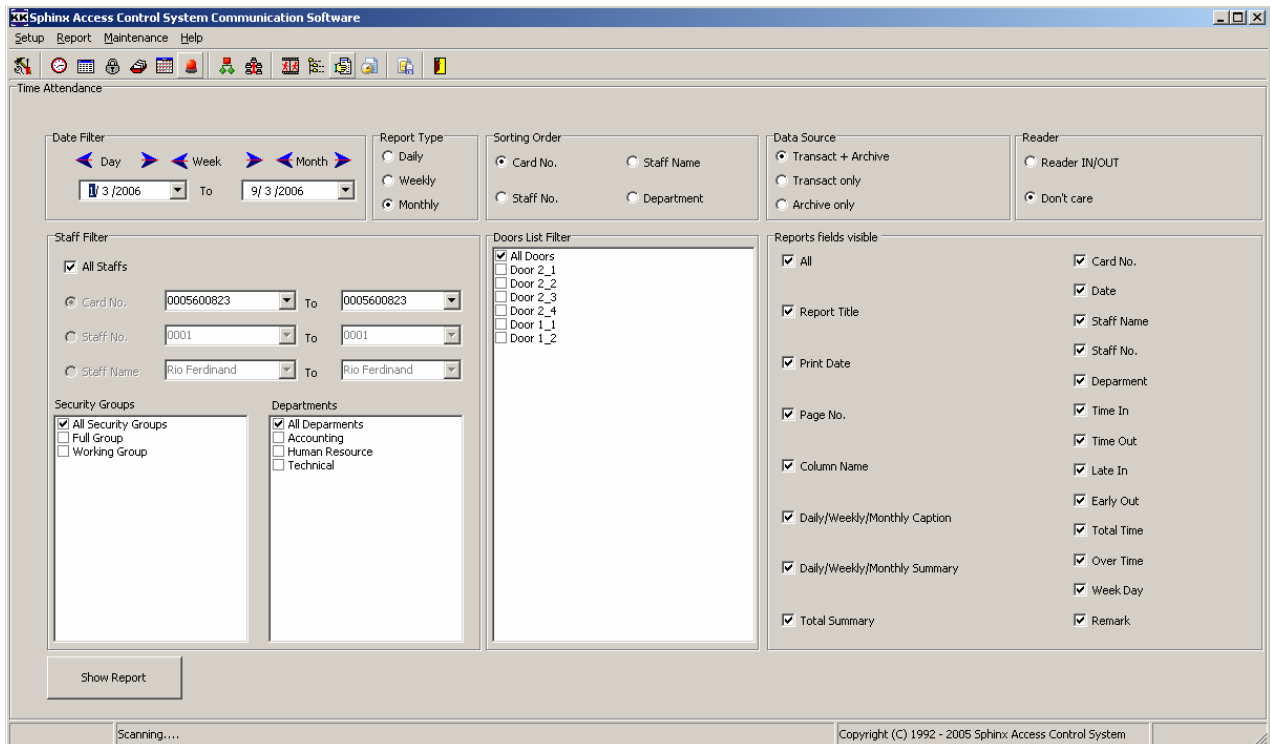
Apply Over time for Over - Sphinx will report he works over time of a day if his Over Time of that day is bigger than X, otherwise his Over Time will not reported. The method to calculate over time is configured in Overtime section.

Cut-off point/Lunch break - This is used to calculate working time, pls refer calculating Working Time method.

Variable Defined:

- Last Out: the last time the staff flashes his card on every readers in system of a day, this time will be considered as the time he leaves office.
- First IN: the first time the staff flashes his card on every readers in system of a day, this time will be considered as the time he comes to office.
- Work IN: the IN time is defined in Regular Working Time.
- Work OUT: the Out time is defined in Regular Working Time.

2. Making T&A Report:



This folder is mainly separated by many categories filter – Date Filter, Report Type, Sorting Order, Data Source, Reader, Staff Filter, Door List Filter, Report field visible.

Date Filter

You can check from the calendar or use arrow button to increase/decrease up to, day, week or month.

Report Type

Choose the periods you want to print.

Sorting Order

There are 4 kinds of options to sort. Sort by Card No, Start No, Name or Department

Staffs Filter

Card No. – Card No. range should be in the report.

Staff No. – Staff No. range should be in the report.

Staff Name – Name of Staff should be in Report following Alphabet order.

Departments – Select the department(s) that you want shows in the report.

Security Groups – Select the security group(s) that you want shows in the report.

Doors Filter

Making T&A report based on the transactions from the Doors List

Report Field Visible

Select/Deselect the fields' user want to show in Report

Report Type

There are Daily, Weekly, Monthly reports, select the report type you want to make.

Data Source

Transaction + Archive: the Time & Attendance report is made by transactions in Transactions List and Archive.

Transaction Only: the Time & Attendance report is made by transaction in Transactions List only

Archive Only: the Time & Attendance report is made by transactions in Archive only.

Reader

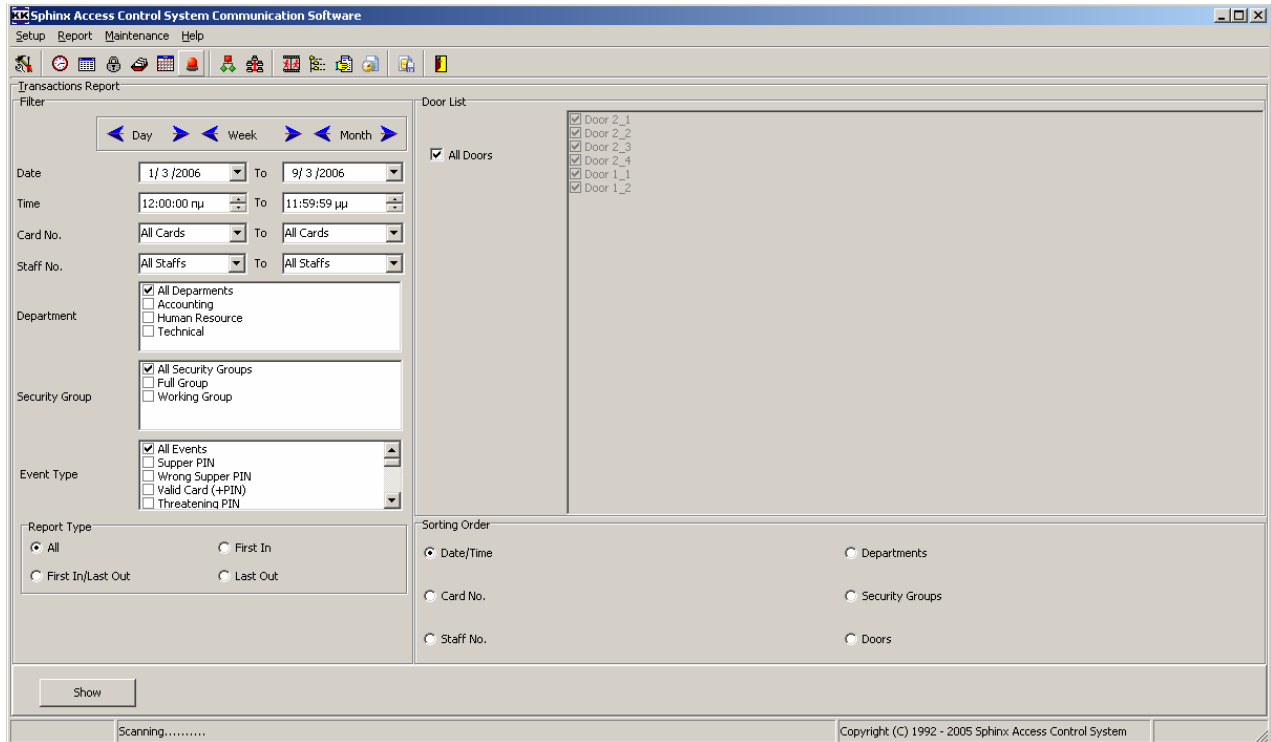
Reader IN/OUT - Using this option when your system has IN reader and OUT reader for each door. The IN time of each staff will be calculated based on transaction made by IN reader, the OUT time is the same but using OUT reader.

Don't Care – Sphinx will use the First time of flashing card of a day as IN time and Last time of flashing card of a day as OUT time.

B. Report

Transaction Report

This folder used to filter the transactions Report. User can filter the transaction record by Date, Time, Card number, Staff number, Department, Security Group and Door.



This folder is mainly separated by 4 categories – Filter, Doors, Report Type and Sorting Order.

Filter Group

Date – Input the Transaction report's date range.

Time – Input the Transaction report's Time range.

Card No. – Card No. range should be in the report.

Staff No. – Staff No. range should be in the report.

Department – Select the department(s) that you want shows in the report.

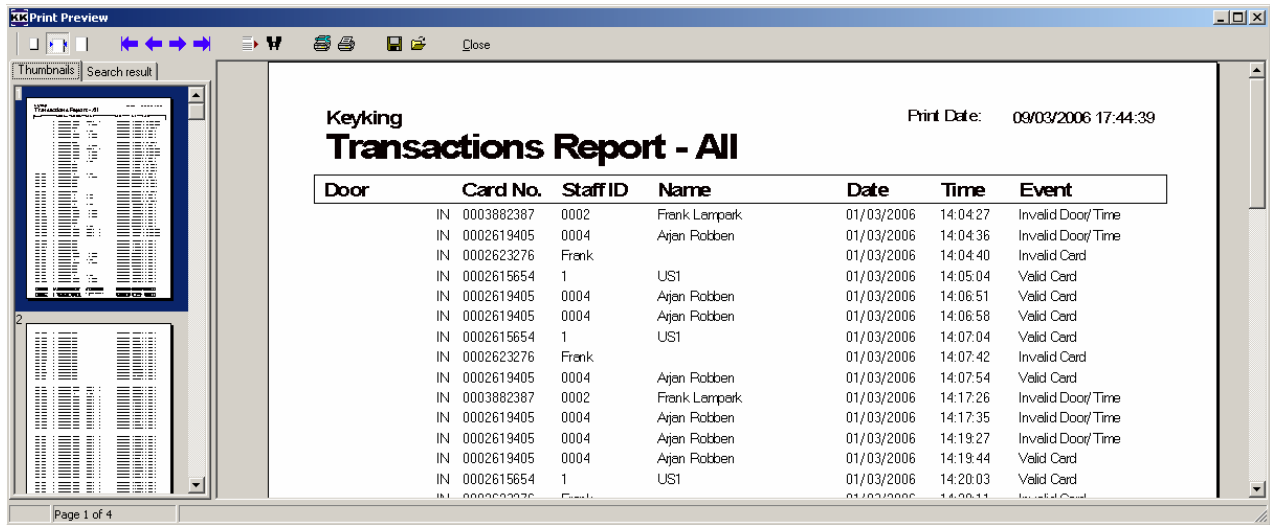
Security Group – Select the security group(s) that you want shows in the report.

Event Type – Select the event type(s) that you want shows in the report.

Doors List

Select the door(s) that you want shows in the report.

Report Type



All – Show all transactions in the report.

First In / Last Out – Only show the earliest record and the latest record of each cardholder according to each day.

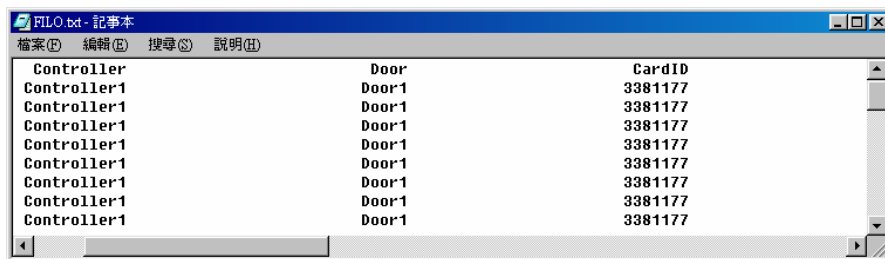
First In – Only show the earliest record of each cardholder according to each day.

Last Out – Only show the latest record of each cardholder according to each day.

Sorting Order

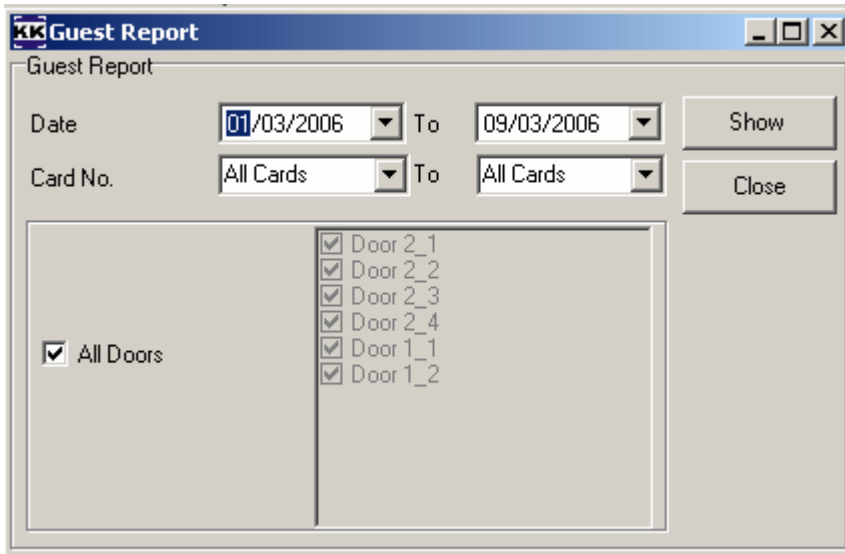
Sphinx allow the transactions report with sorting order in Date/Time, Card No, Staff No, Departments, Security Groups and Door.

Reporting in ASCII format



When you try to show the transactions report with Sphinx. At the same time, an ASCII format transactions report will be generate in the Sphinx directory name as FILO.txt.

GuestTransaction Report



Date Filter

Select date to date that you want to shows in th report

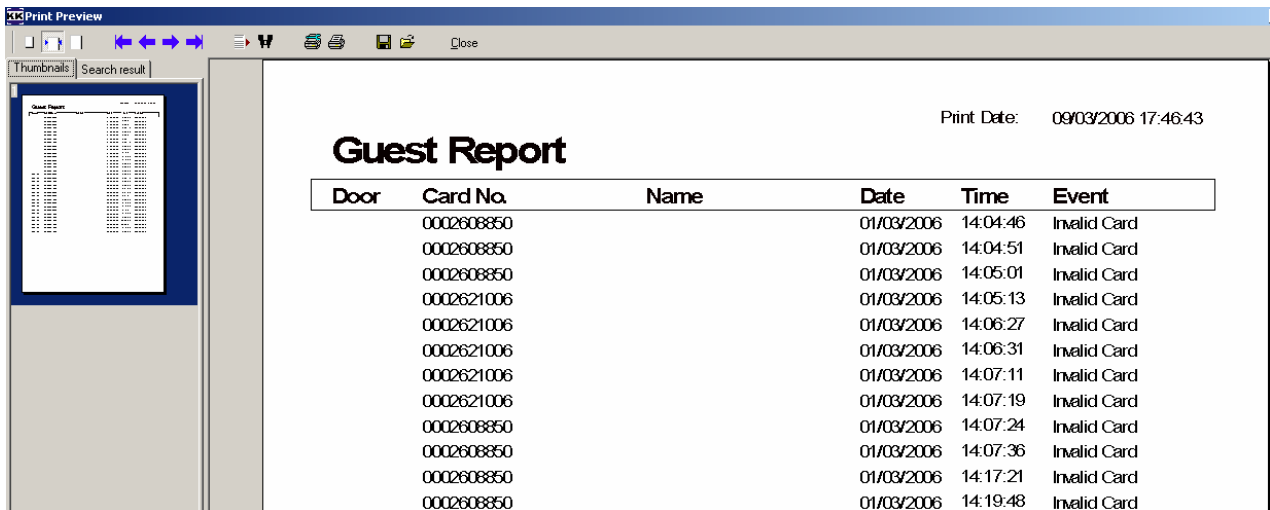
Card No. Filter

Select Card to card that you want to shows in th report

Doors List Filter

Select the door(s) that you want to shows in the report.

Click **Show** button to show the GuestTransaactionReport.



First In Report
 Last Out Report
 First In/Last Out Report

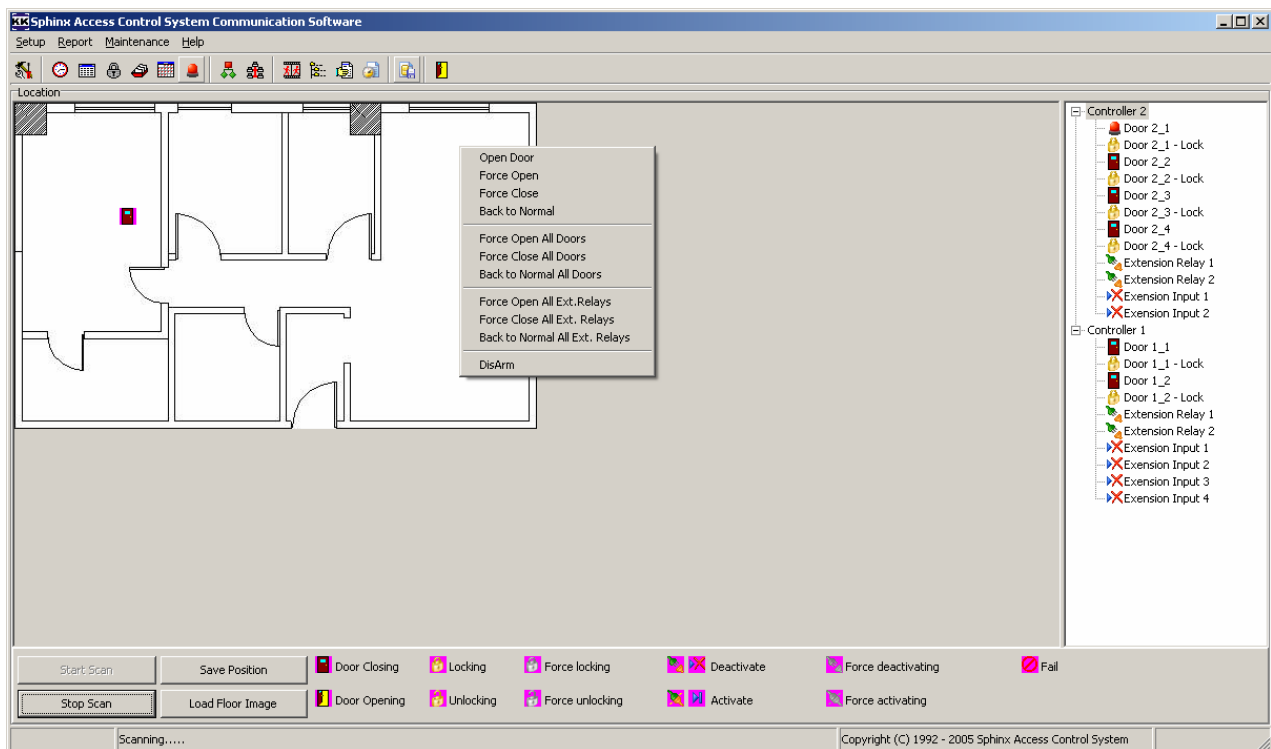
Location Map

This report will show all controllers and doors in floor plan and tree-view format on screen. You may first select that door by left click the mouse then right click to open the door/close the door manually.

You may select the floor plan by clicking on the Load Floor Image button.

Each door in the floor plan can be moved around by left click and hold down to door then drag.

You may click the Save Position button to save the position of all doors.



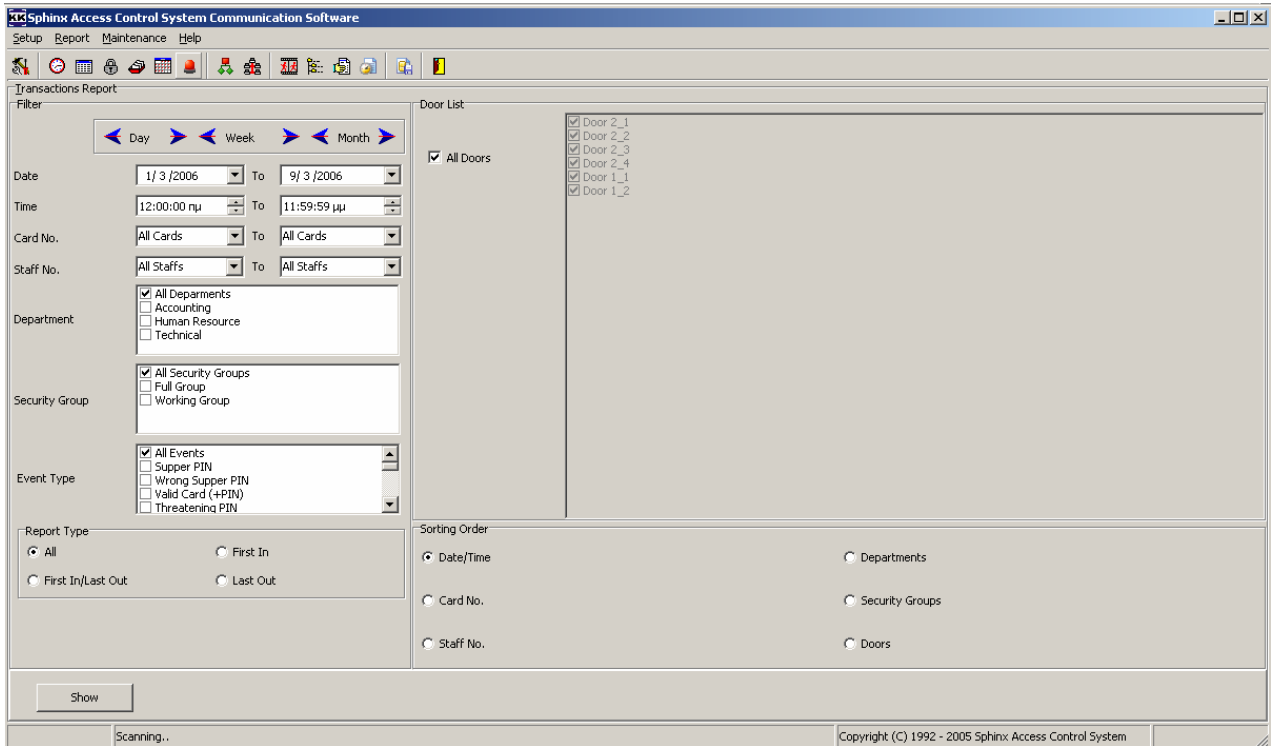
Open Door – Open the Door manually as flash card entrance.

Force Door Open – Force the door remains open until another further command.

Force Door Close - Force the door remains close until another further command, and controller will not accept any cards.

Back to Normal – Return to the automatic access control.

System Report
Time Attendance Report



This folder is mainly separated by many categories filter – Date Filter, Report Type, Sorting Order, Data Source, Reader, Staff Filter, Door List Filter, Report field visible.

Date Filter

You can check from the calendar or use arrow button to increase/decrease up to, day, week or month.

Report Type

Choose the periods you want to print.

Sort Order

There are 4 kinds of options to sort. Sort by Card No, Staff No, Name or Department

Date – Input the Transaction report’s date range.

Time – Input the Transaction report’s Time range.

Card No. – Card No. range should be in the report.

Staff No. – Staff No. range should be in the report.

Department – Select the department(s) that you want shows in the report.

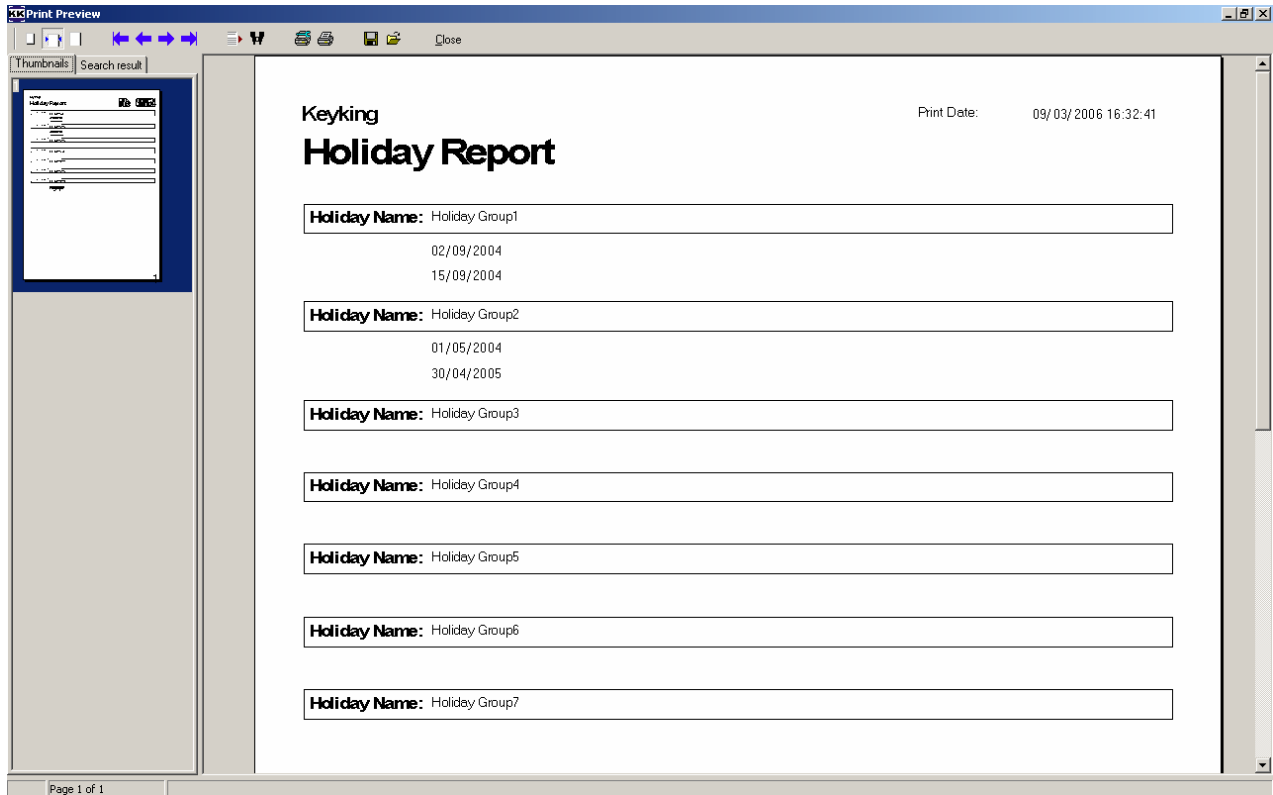
Security Group – Select the security group(s) that you want shows in the report.

Event Type – Select the event type(s) that you want shows in the report.

Doors List Filter

Select the door(s) that you want shows in the report.

Holiday Report



Cards List Report

Keyking Print Date: 09/03/2006 16:33:47

Cards List Report

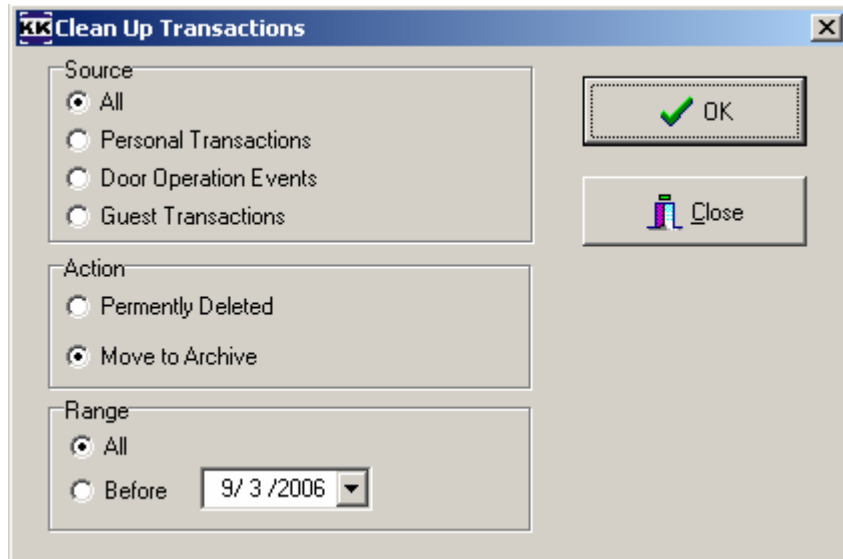
Staff No.:	0001	Name:	Rio Ferdinand	Dept.:	Technical
Card No.:	0005600823	Description1:			
Security Group:	Full Group				
PIN:	0				
Supervisor:	False	Description2:			
Disabled:	False				
First Card:	True				
Photo Path:	0005600823.JPG				
Staff No.:	0002	Name:	Frank Lampark	Dept.:	Technical
Card No.:	0003882387	Description1:			
Security Group:	Working Group				
PIN:	0				
Supervisor:	False	Description2:			
Disabled:	False				
First Card:	False				
Photo Path:	C:\TC300_NT\Photo\Gavriel.jpg				
Staff No.:	0003	Name:	Steve Mamanamen	Dept.:	Technical
Card No.:	0002623706	Description1:			
Security Group:	Working Group				
PIN:	0				

C. MAINTENANCE

1. Clean Up Transactions

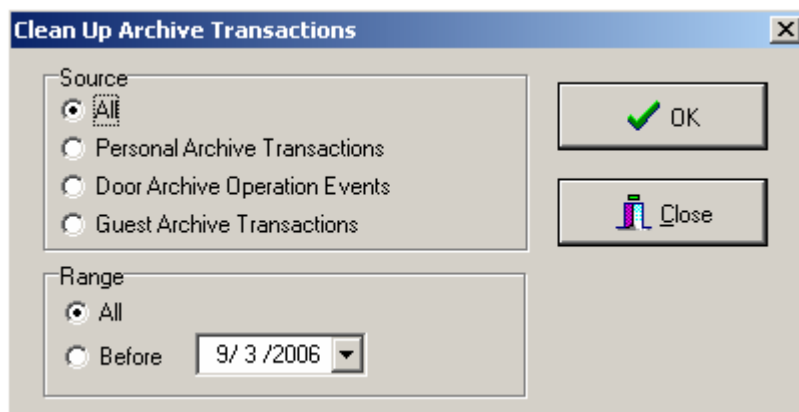
This function use to clean up the old transactions, Door Events.

Click on Maintenance → Clean Up Transactions.



2. Clean Up Archive

Click on Maintenance → Clean Up Archive



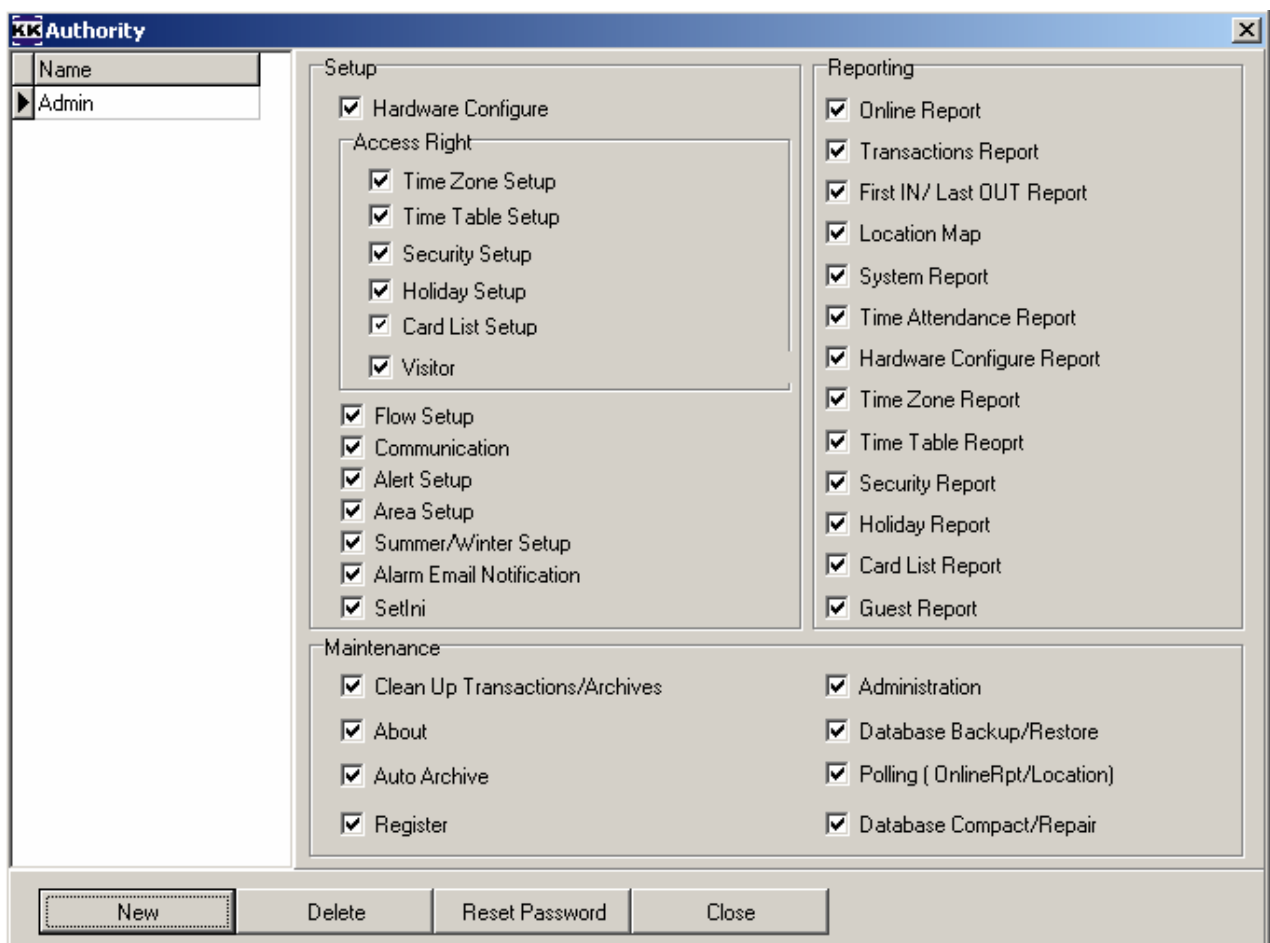
3. Administration

This option enables you to define system operators and restrict their access to Sphinx software according to the functions that they are to use. Each system operator must be given a user name, password, and access to specific modules. Access to a module is assigned by placing a check in the check box for that module.

Invoke Sphinx and define the Supervisor who is in charge of entering data. Assign the Supervisor a password for security. The next time you invoke Sphinx you will have to type in the password to get access. Each regular User has a separate password; the extent of each user's authority may be determined by the system Supervisor.

Click on New button to create new user, click on Delete button to remove a specific user, click on Reset Password to re-enter password for a specific user.

Notice: The default user: - Name: *admin*
 - Password: *admin*



4. Database Backup

Database Backup function allows you to create a copy of a database. This copy is stored in a location protected from the potential failures. If the database is somehow damaged, the backup copy can be used to re-create, or restore, the database.

5. Database Restore

when restoring a database, the copy will overwrite current database in the old program.

6. Auto Archive

To keep your transaction manageable, you need another place to store — archive — the old transactions that are important but not frequently used. You also need a way to automatically move those old transactions. Auto Archive takes care of these processes for you.

7. Database Compact/Repair

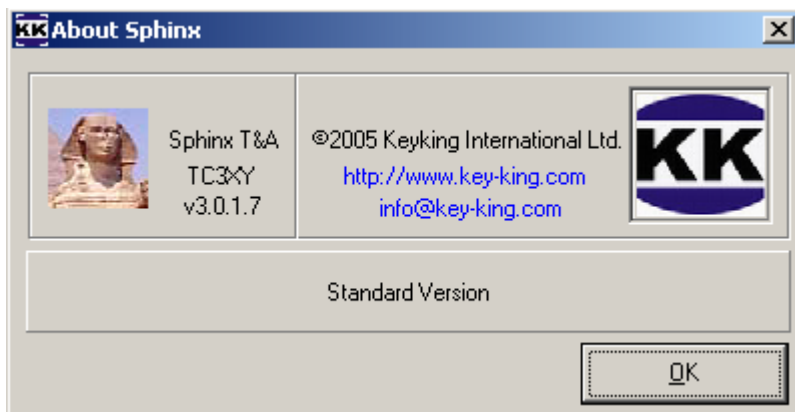
Database Compact/Repair allows you to compact and repair the database. This helps to reduce the size of database.

D. Licensing

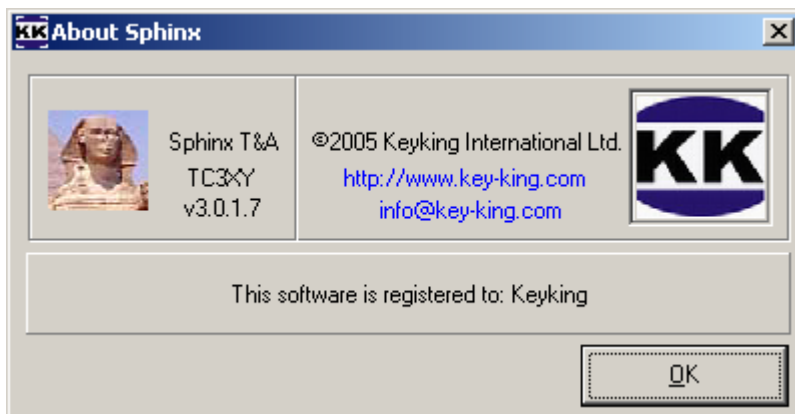
The standard version supports up to 5 cards holder which is used for testing and introducing system. When you want to use it with full functions, you need to register the software with us, please refer the Register section for more information. A registered version supports up to 30,000 cards holder and no limit of T&A function.

A license is grant for only one PC. You will need a new license if replacing one of Hard Disk, Main Board, CPU. Or else upgrading from win 9x to NT/2K/XP

1. About



Please contact to support@key-king.com for licensed file (Sphinx.lic). Copy Sphinx.lic into Sphinx folder, restart Sphinx. After registration the Sphinx About looks like below:



2. Register



1. Type your company name, the number of doors you want to register, company address and email
2. Click Generate registered file button to browse where you save the registration file.
3. Click OK to finish.

Send us the registration file, with your payment. We would provide a licensed file (Sphinx.lic), Copy this file into Sphinx folder.

Note: Each Sphinx.lic works with only one PC according to the PC which registration file created. Please backup the licensed file in order to reinstall Windows.

F. Hardware Connection Diagram

