Installation & operation manual

SUPERVISOR SOFTWARE

KaDe Premium Plus II

KaDe

V 1.1.0026.142B Update: 09-05-2023 R4

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Chapter 1. INTRODUCTION

KaDe Premium Plus II (ver. 136B or higher) supervisor software is designed for using with standard controllers of KDH-KS2012/24-IP, KDH-KS2000-IP-ELV, KDH-KS2012RS, KDH-KZ2000U/M-IP types and models from previous 1000 series, i.e. KS-1012/24-RS/IP and KZ-1000-IP-U/M integrated controllers.

Note: 1000 series controllers cooperate with KaDe Premium Plus II software, but do not offer features, available for new 2000 series controllers. It pertains especially to operating in monitoring mode (particularly important for integration with VENO platform), global functions and few new functionalities, described in the further part of this manual.

Standard controllers (unlike integrated controllers) are made in the form of modules, placed in metal enclosure with power supply. They are located in the protected area. Other system components (readers, electric locks, buttons) are installed next to the controlled door and connected to the controller. Such solution guarantees higher system security level, compared to integrated controllers. Readers can use any identification technology, provided they adopt Wiegand interface.

KaDe Premium Plus II software is easy to install and has convenient graphical user interface for operator. The feature, worth to be noticed, is "Dynamic Help" window, i.e. handy manual, which can be found on the operator's home screen. After clicking in any window of the home screen, description of this item and method for defining and configuring this item will be displayed.

KaDe Premium Plus II supervisor software can serve small and medium access control systems. The operator interface allows:
• configuring physical parameters of system elements
• defining logical elements
• „on-line" system state monitoring, with graphical maps and messages
• showing user's photo after using card
• generating filtered event reports and saving them in *.xls format

KaDe Premium Plus II software offers range of features, described in details in further part of this manual, which allows to comply various, unconventional requirements of system administrator, for example: access using 2, 3 or 4 cards, initial open of controlled door using „first card" with special privileges or access after remote confirmation by operator.

List of the most important system features and parameters is shown in attached table and system structure can be seen on attached system block diagram. Controller bus, using RS-485 protocol, can be connected to supervisor software on PC using RS232, USB or TCP converter. Software can handle up to 20 buses, 32 controllers each. Controller models with IP port can communicate directly, via Ethernet network. System can consist of up to 1024 controllers, what gives 4096 one way doors, when using 4 doors controllers. Capacity of user cards is up to 20 000 cards.

The last chapter 6 of this manual contains information, regarding configuring and defining schedules and shifts and generating simple attendance report.
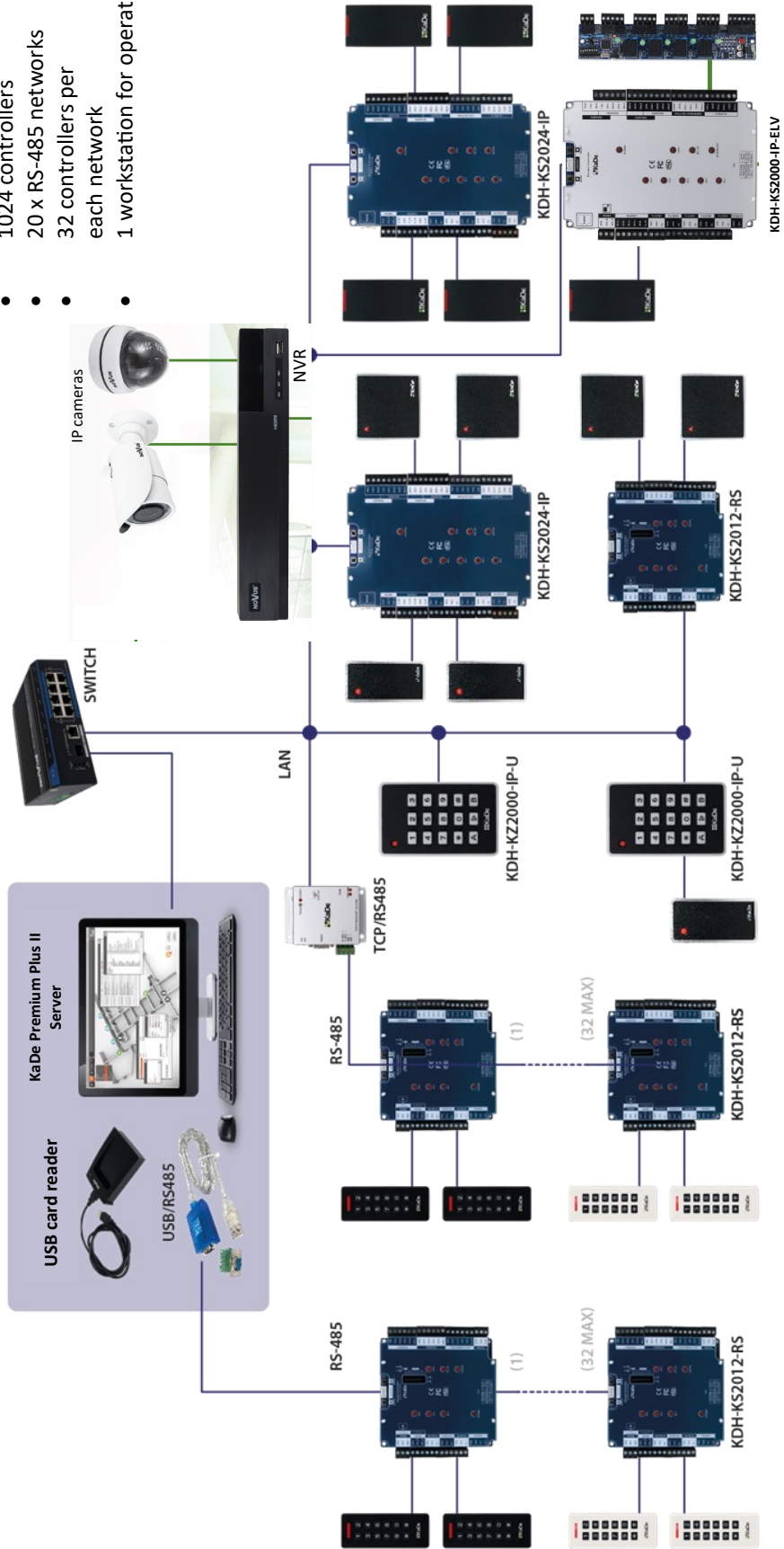
Functions and parameters KaDe Premium Plus II

Functions or parameters name	Parameter value or function description
PC operation system	Windows 7/8/10
Database	Microsoft Access
On-line monitoring	YES
Integration with elevators (up to 9 floors)	YES
Electronic maps	YES
User photo display	YES
Access features	
- cardholder identification method	Card, Card + PIN, Card or PIN, PIN
- local anti-passback	YES
- global anti-passback	YES (only with KDH-KS2012/24-IP models)
- first card authentication	YES
- remote authentication	YES
- multi-card authentication (2 - 4)	YES
- door unlock according to schedule after read valid card or automatically	YES
Alarm features	
- threaten code	YES
- alarm relieve	Alarm relive PIN + valid card
Import user data from file	YES
Controllers	KDH-KS2012/24-IP, KDH-KS2000-IP-ELV, KDH-KS-2024-RS, KDH-KZ2000M-IP, KDH-KZ2000U-IP, KS-1012-RS/IP, KS-1024/RS/IP, KZ-1000-IP
Controller memory capacity	
- card buffer	20 000
- event buffer	50 000
Network communication	
RS485 / TCP converter, built in IP port	- Ethernet
RS485 / USB converter	- COM port
Readers and cards	
- card format	26 - 40 bits Wiegand format compatible
- card type	Any technology compatible with reader
Access levels	
- access levels	200
- schedules	200
- holidays	80 (32 days)
Reports	Filtered, saved in xls format

KaDe

SYSTEM STRUCTURE EXAMPLE

SYSTEM CAPACITY:
- 4096 readers
- 1024 controllers
- 20 x RS-485 networks
- 32 controllers per each network
- 1 workstation for operator

IP cameras

NVR

SWITCH

LAN

TCP/RS485

RS-485

KaDe Premium Plus II Server

USB card reader

USB/RS485

KDH-KS2024-IP

KDH-KS2000-IP-ELV

KDH-KS2024-IP

KDH-KS2012-RS

KDH-KZ2000-IP-U

KDH-KZ2000-IP-U

(1)

(32 MAX)

KDH-KS2012-RS

(1)

(32 MAX)

KDH-KS2012-RS

Chapter 2. SOFTWARE INSTALLATION
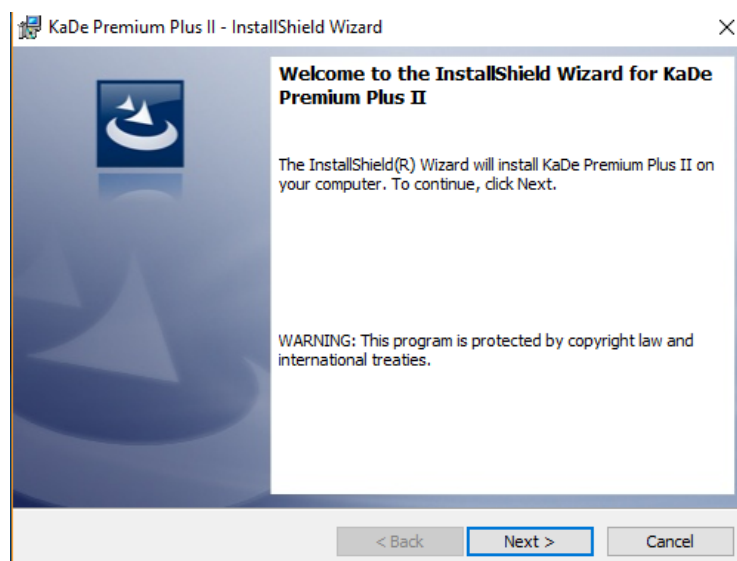
2.1 Software installation

After insert installation CD, following window will appear (click 🇬🇧 if needed):
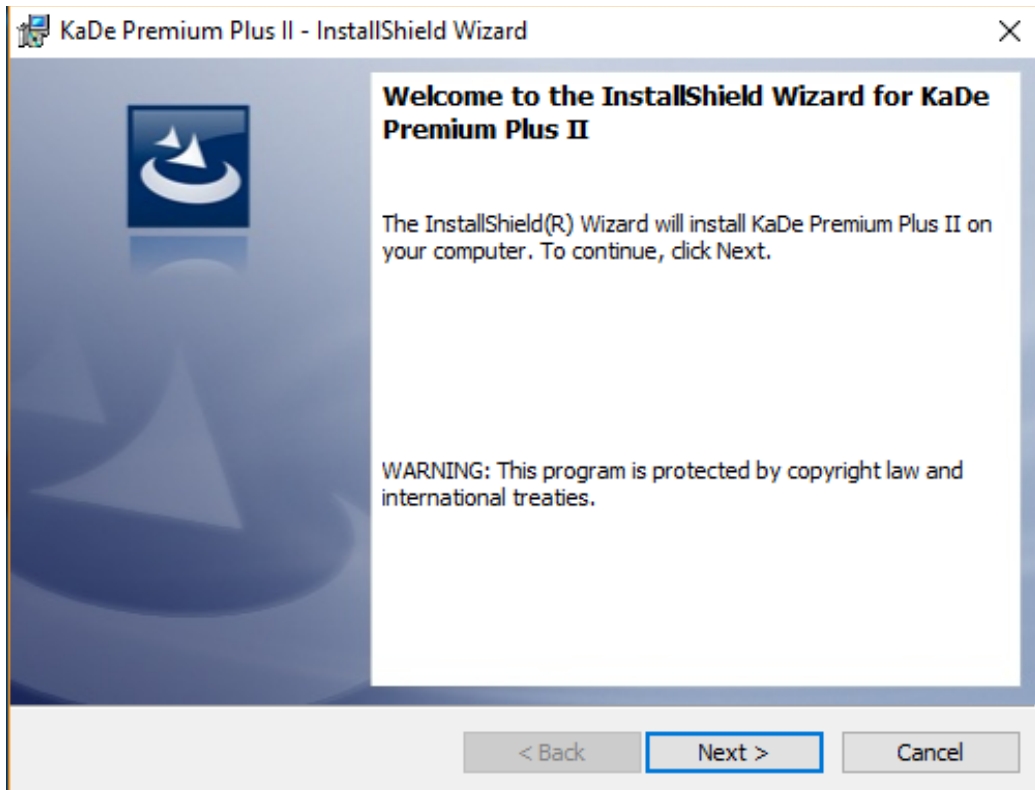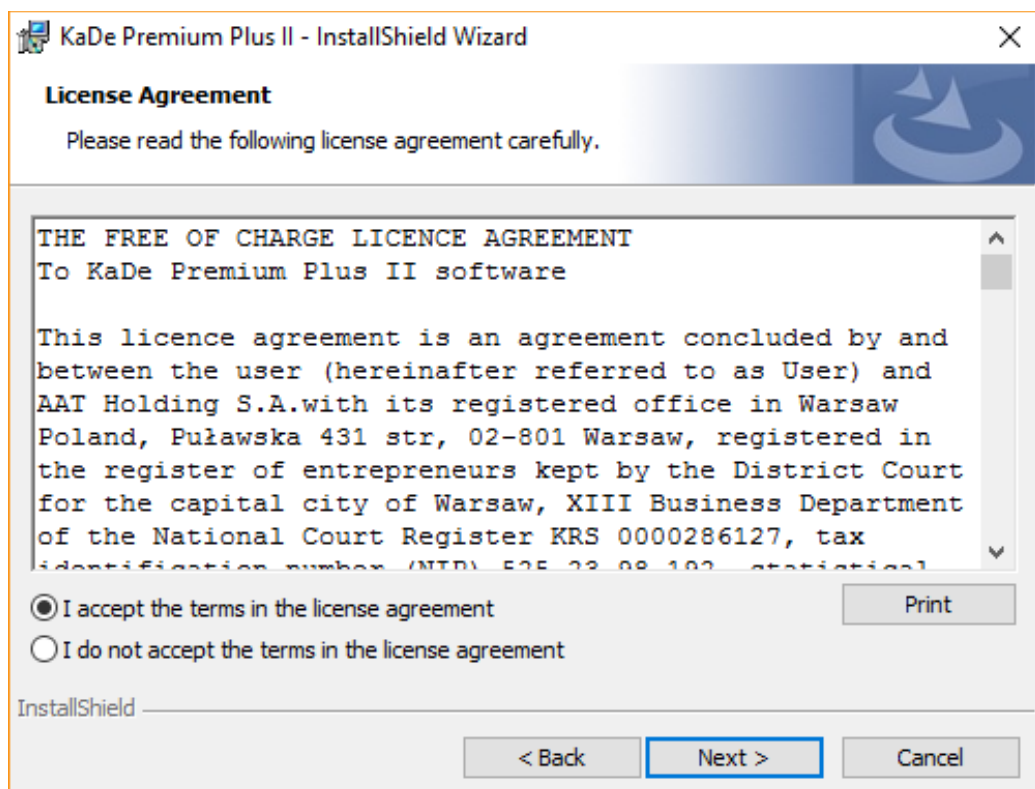

Select *Install KaDe Premium Plus II* option.
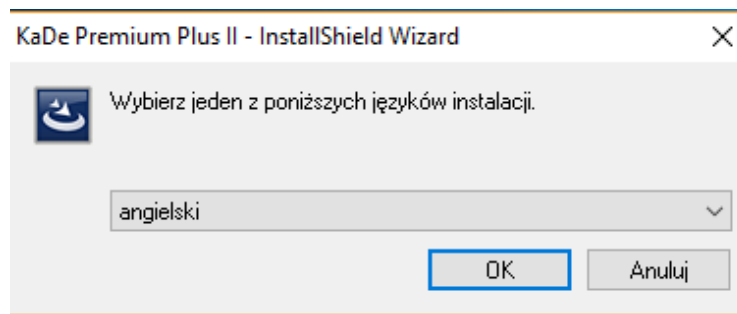
Select Wizard language (Polish or English) and click OK

Click „Next" button.
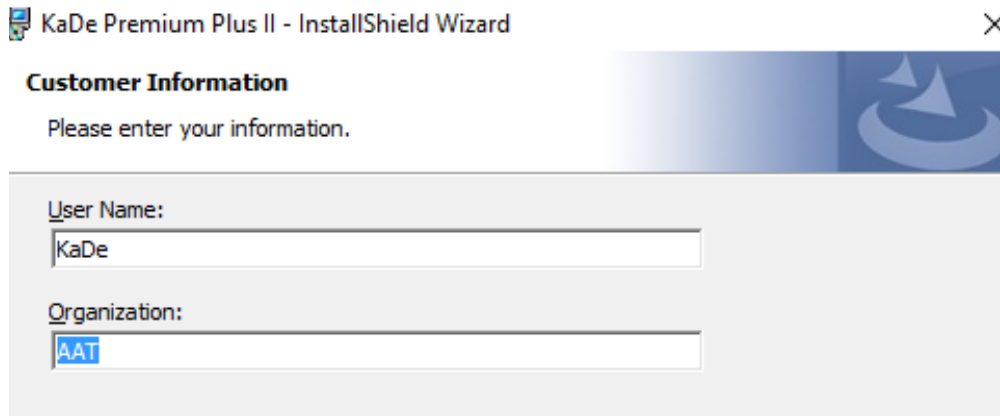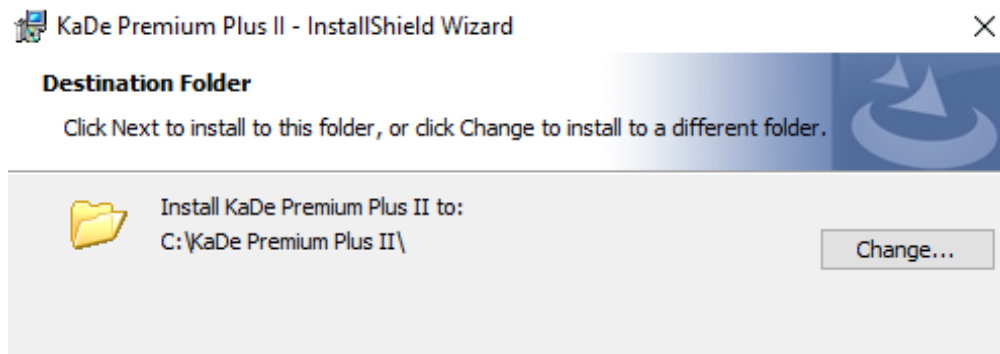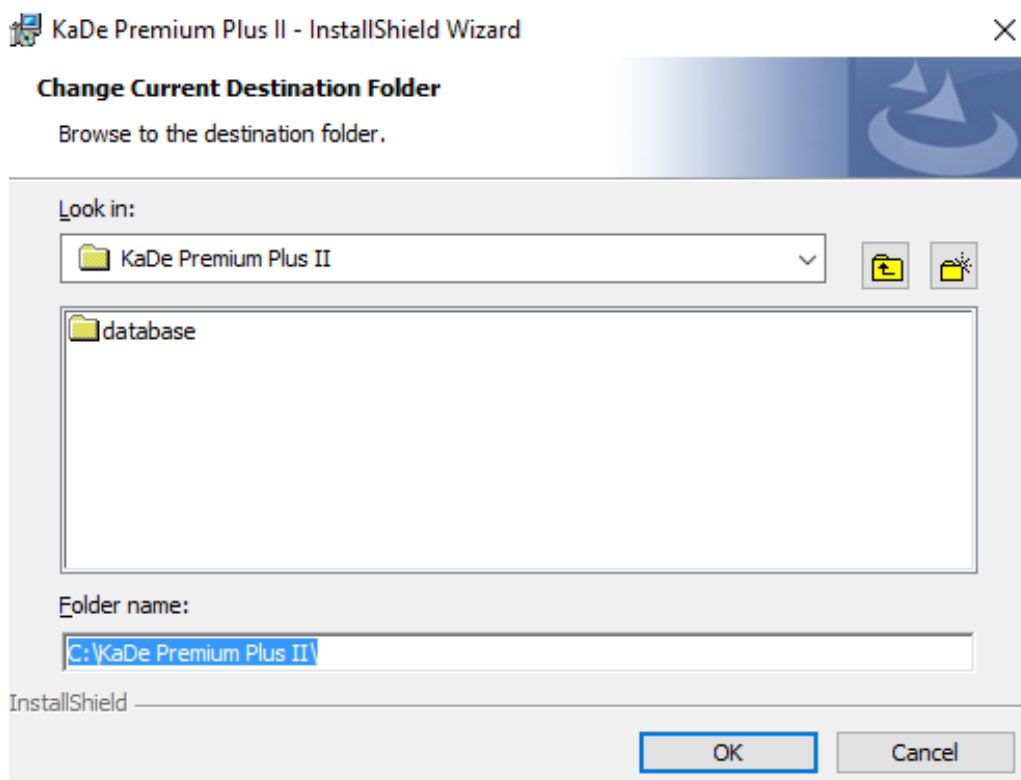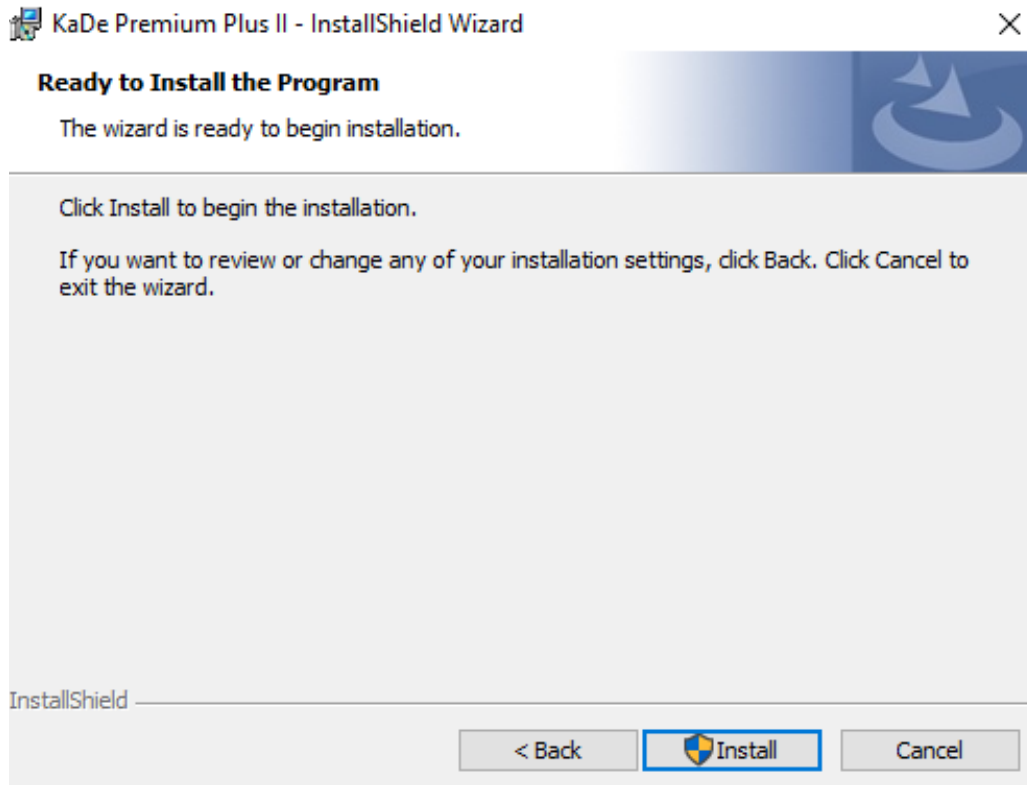

Accept license agreement. Then click „Next".

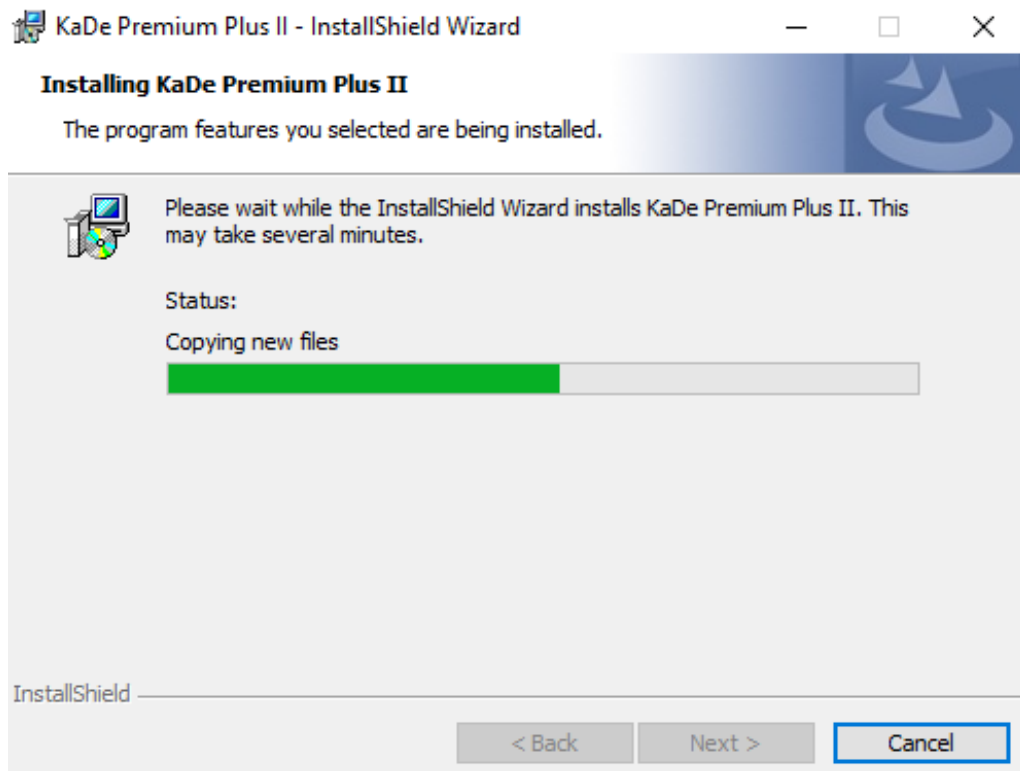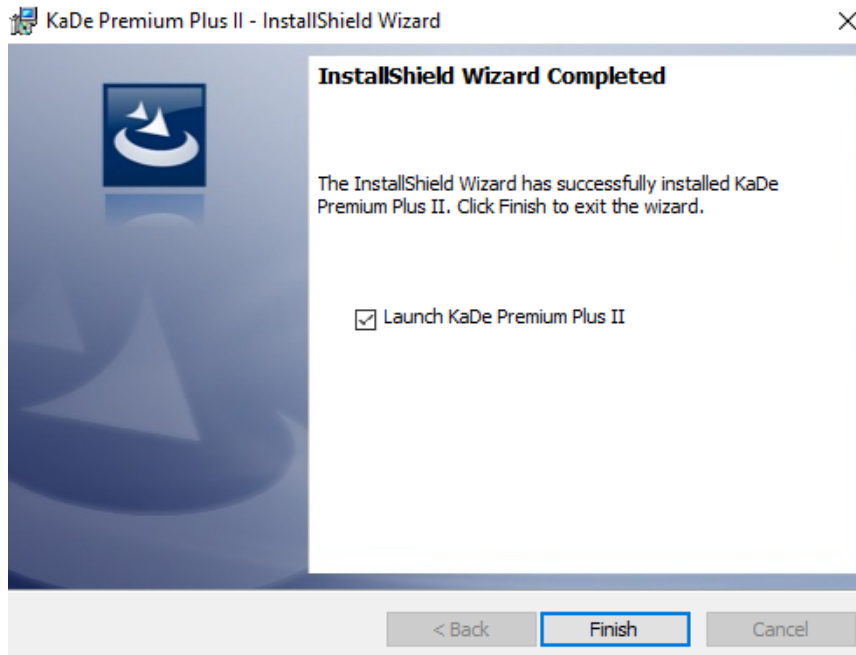Enter user name and organization name. Then click „Next"

Leave default installation folder and click „Next" or click „Change" to set new path

Click „Install", to start installation process.

Press „Finish" button, to end installation process.
If field „Launch KaDe Premium Plus II" is selected, then software will be started after leaving installation program.

2.2 Starting the application

After installing the program, on PC desktop there will appear icon, used to run the application.
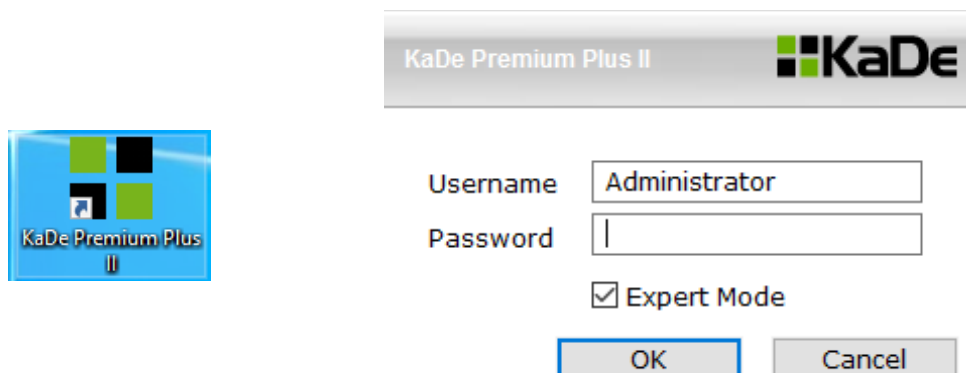
After initial start-up, program runs with English language.
Default login parameters are:
- Username (Login) - „Administrator"
- Password (Password) - no password - leave blank
  (Administrator should set new password upon first login)
- Click „OK."

The program can run in advanced mode, by selecting „Expert mode" (access to the full menu) or in restricted access mode. The advanced mode can also be enabled/disabled from the software menu.

The program starts with English language. Polish language can be selected in Language menu, menu bar.

2.3 Operator desktop

Operator desktop - Setup
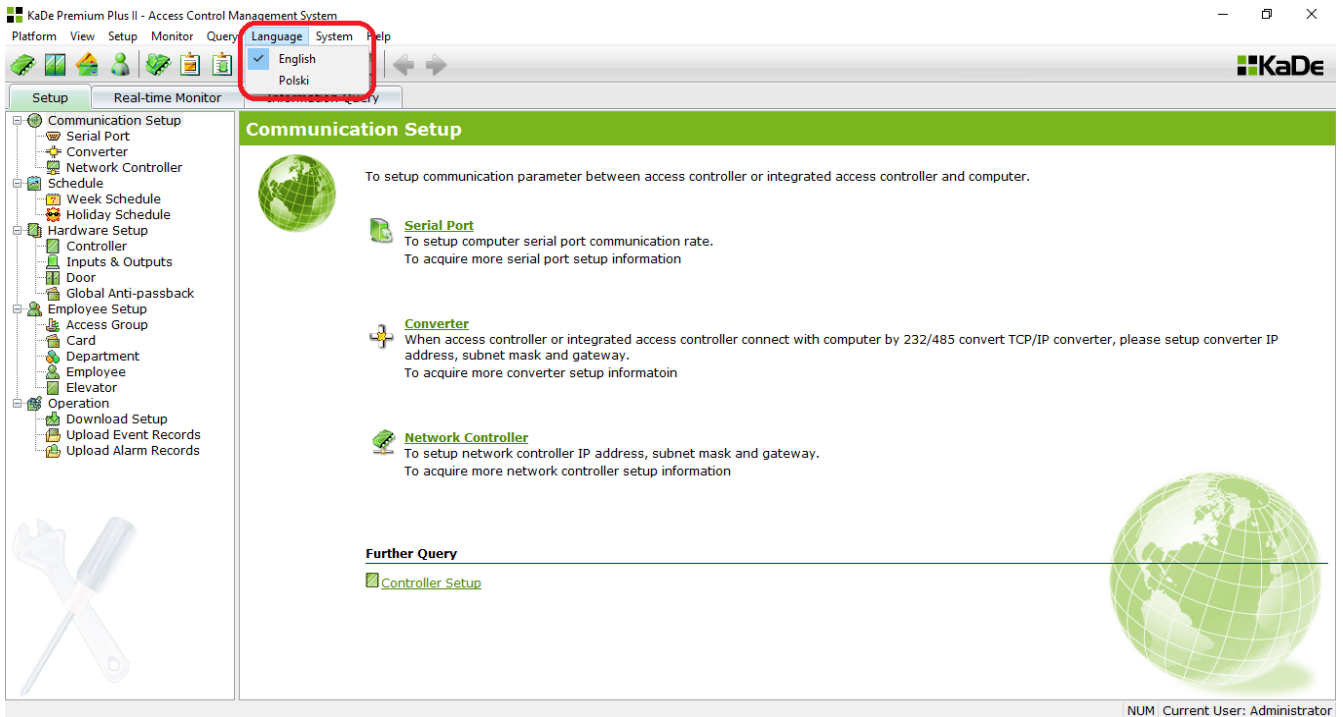
The launch window after starting the program - Setup.
Under *Language* menu it's possible to select operator's language.
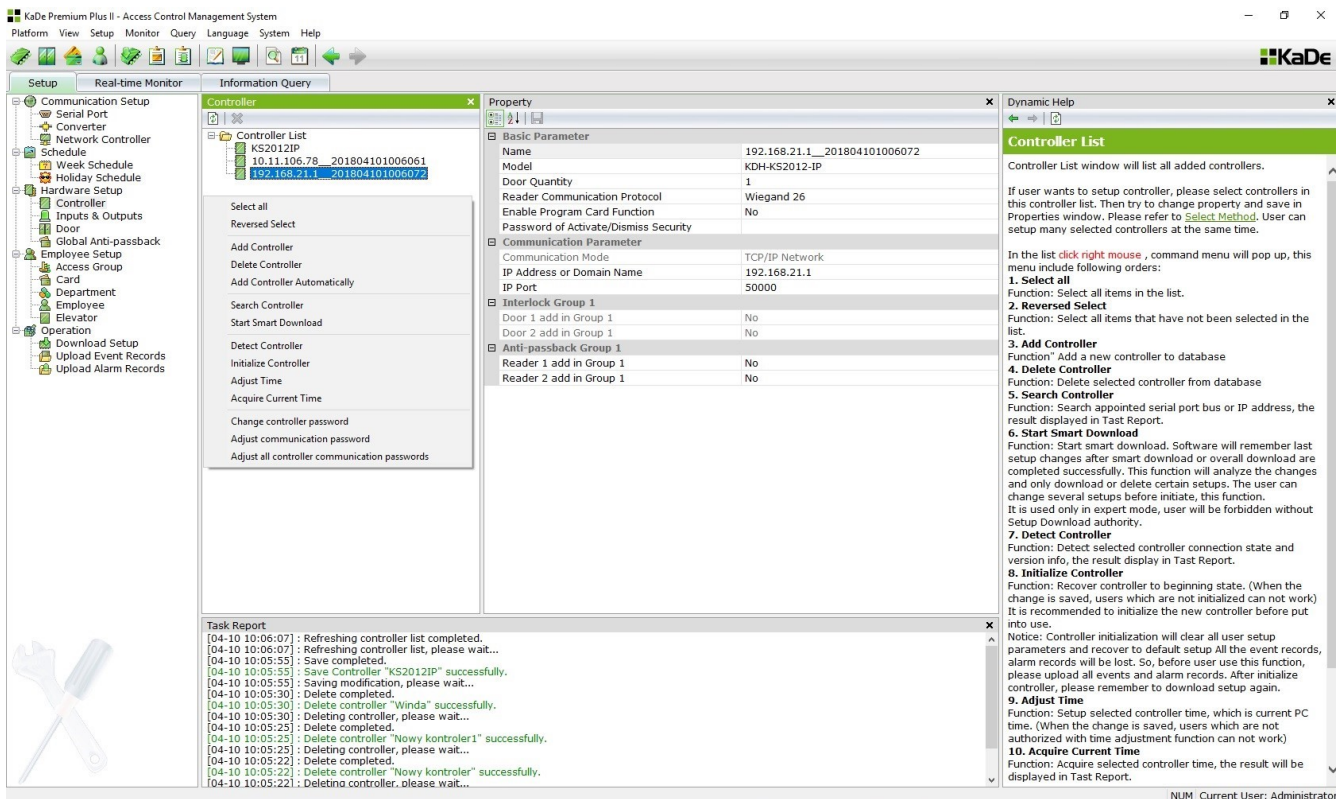
Sample configuration software window - Controller Setup.

Monitoring - map edit mode
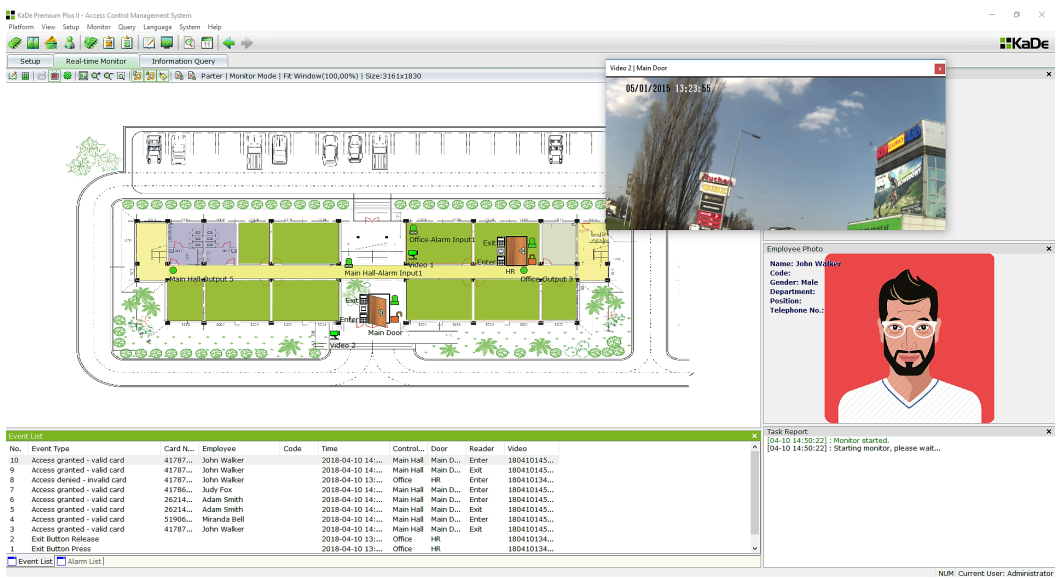
Monitoring - „on-line" map mode
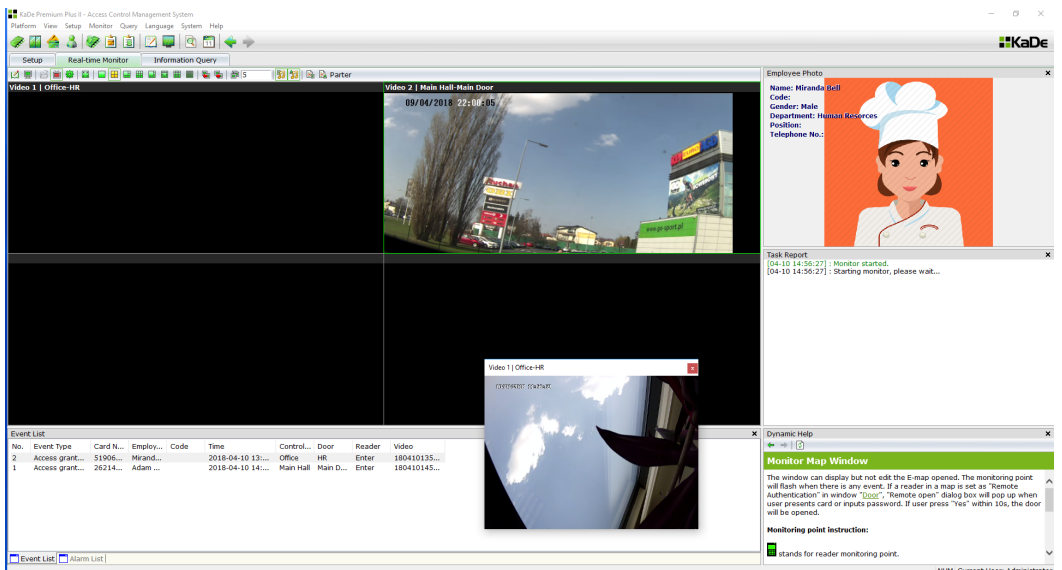
Monitoring - „on-line" video mode

Control panel contains the following windows and menu bars:

- drop-down menu on the top bar
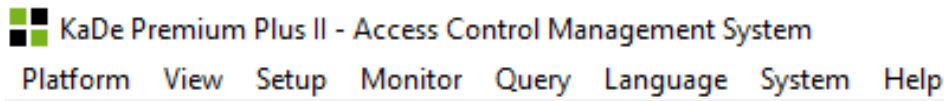
Allows access to all program options.
- icons bar

Allows quick access to frequently used options of the program.

- main tabs

Display window: setup, monitoring or reports.

- configuration window

Allows configuration of the physical
and logical elements of the system
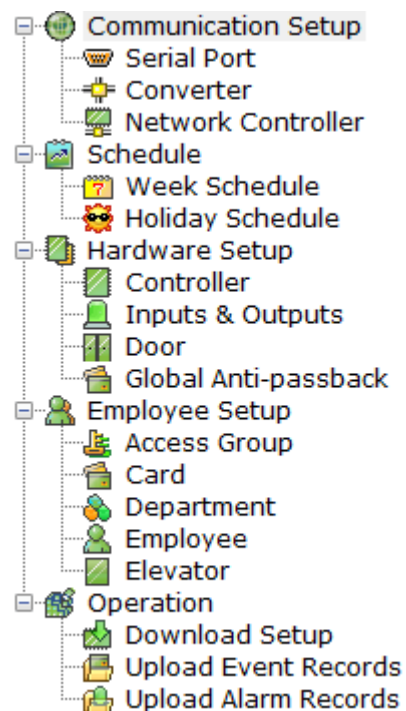
- list of items

Displays a list of elements of group
selected in the configuration
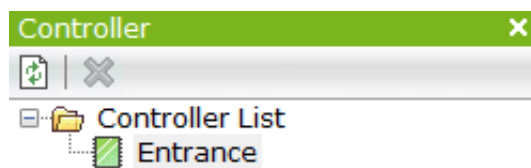
- Component properties window
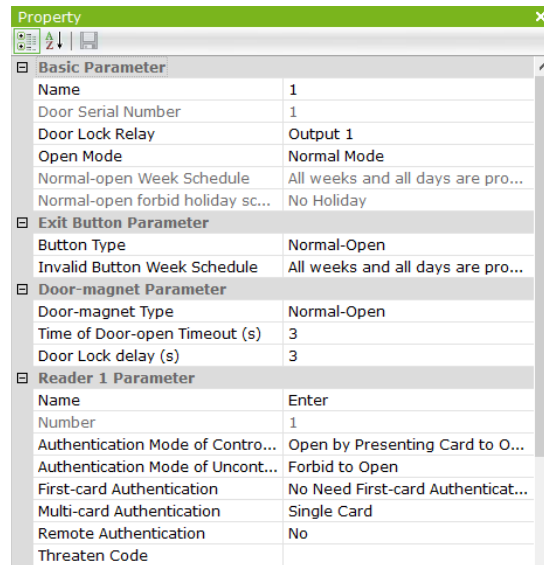
Displays parameters of the item, selected from the list of items.
NOTE: In some cases, after installing KaDe software, component properties windows with right-click menu to configure the system, may not be displayed when you start the program. To display them for each components, to perform a configuration, select *View-> Restore View Layout*. This is a one-time action.

- Task window
Displays recent description of the activities, by the operator.
A list of these activities can be displayed as log files.
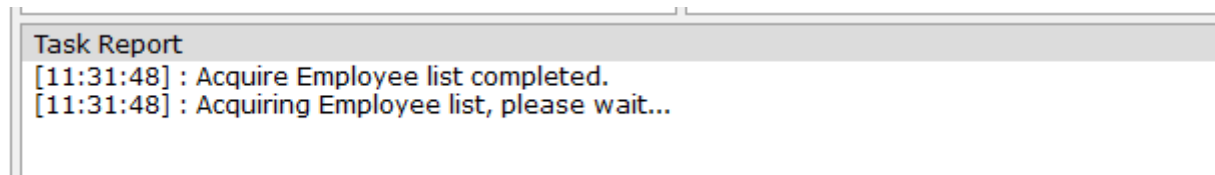
- Dynamic Help window - handy guide to the program
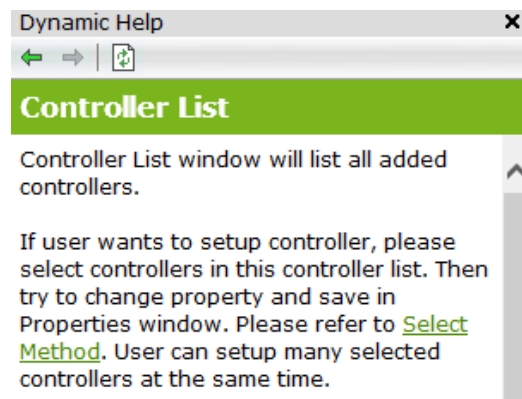
Displays a description of the fields, selected in properties window and setup procedure.

- icons on the top bar of each configuration window

	Refresh		Sort by alphabet
	Cancel operation		Sort by classification
	Save		Enable/disable displaying controller name
	Previous page		Next page

- sample alarm report

Alarm Record

No.	Alarm Type	Time	Controller	Alarm Position
1	End Alarm Input	2011-10-11 13:05:53	WE/WY GŁÓWNE	Wyj. ster. 1
2	Start Alarm Input	2011-10-11 13:05:53	WE/WY GŁÓWNE	Wyj. ster. 1
3	Start Alarm Input	2011-10-11 13:06:14	WE/WY GŁÓWNE	Wyj. ster. 1
4	End Alarm Input	2011-10-11 13:06:17	WE/WY GŁÓWNE	Wyj. ster. 1
5	Start Door Open Overtime	2011-10-11 13:06:45	WE/WY GŁÓWNE	1
6	End Door Open Overtime	2011-10-11 13:06:48	WE/WY GŁÓWNE	1
7	Start Door Open Overtime	2011-10-11 13:08:06	WE/WY GŁÓWNE	1
8	End Door Open Overtime	2011-10-11 13:08:07	WE/WY GŁÓWNE	1
9	Start Door Open Overtime	2011-10-11 15:29:38	WE/WY GŁÓWNE	1
10	End Door Open Overtime	2011-10-11 15:29:39	WE/WY GŁÓWNE	1
11	Start Alarm Input	2011-10-11 15:29:54	WE/WY GŁÓWNE	Wyj. ster. 1
12	End Alarm Input	2011-10-11 15:29:54	WE/WY GŁÓWNE	Wyj. ster. 1
13	Start Alarm Input	2011-10-12 10:45:19	WE/WY GŁÓWNE	Wyj. ster. 1
14	End Alarm Input	2011-10-12 10:45:20	WE/WY GŁÓWNE	Wyj. ster. 1
15	Start Door Open Overtime	2011-10-12 10:46:06	WE/WY GŁÓWNE	1

2.4 Menu bar

- *Platform* menu
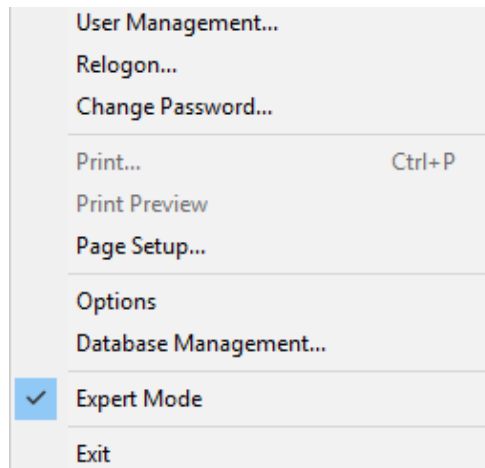
This menu provides access to several important options of the program.

2.4.1 Operators privileges definition
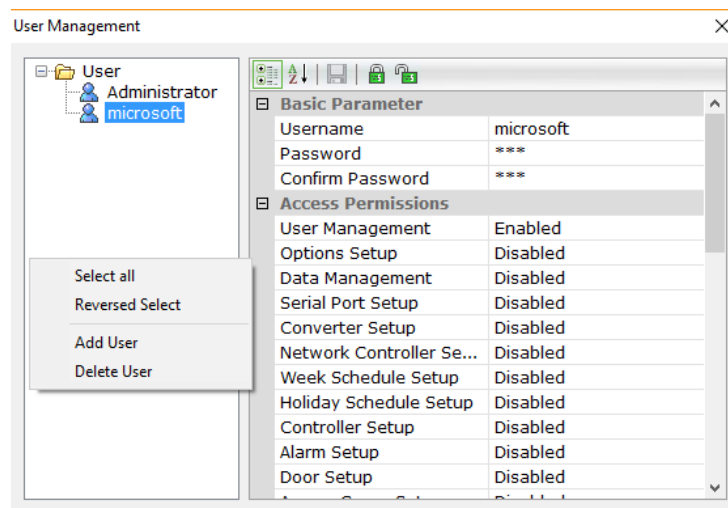
This tab allows you to set passwords and permissions for the new operator. *Administrator* is the default operator. Operator can't delete him and change his permissions. He has full access to the program menu.
The Administrator should establish a password upon first login. To define a new operator use right-click menu in the window and choose *Add user* (operator). In a similar way you can remove the operator.
For a new operator should be set login and password, and permissions. The left column contains a list of all items form menu and rights to enable or disable access to that options in the program. Operator can also quickly enable or disable all privileges by clicking the pad-lock icon on the top bar of the window.

Supervisor software – Installation & operation manual

Relogon

Displays the login window and allows to log on another operator.
Operator currently logged on is displayed on the bottom bar.

Current User: Administrator

Changing the password
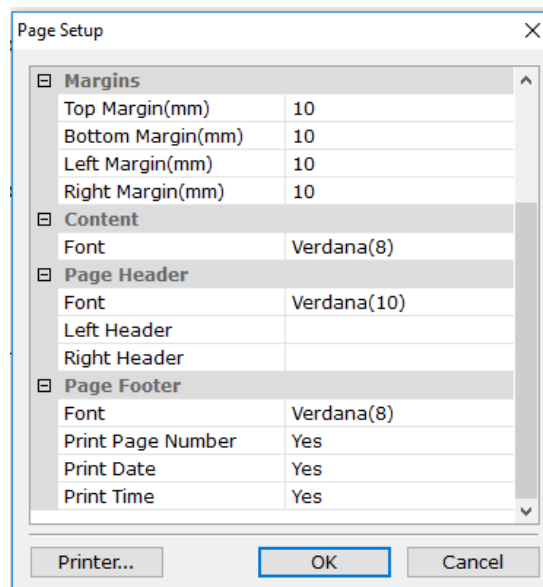
Change Password ×

Old Password ••••••
New Password •••••••
Confirmed •••••••

OK   Cancel

Currently logged in operator can use this window to change his password.
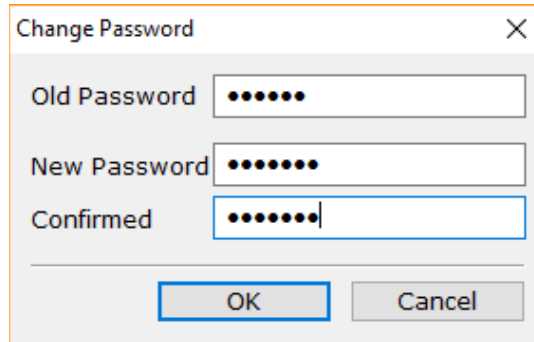Entered password is marked.

2.4.2 Printing reports - Print / Print Preview / Page setup

Report, generated in *Information* Query tab can be saved to hard drive in Excel format or printed on the selected printer. Before printing parameters should be set. It's also possible to preview planned output.

Page Setup ×

Margins	
Top Margin(mm)	10
Bottom Margin(mm)	10
Left Margin(mm)	10
Right Margin(mm)	10
Content	
Font	Verdana(8)
Page Header	
Font	Verdana(10)
Left Header	
Right Header	
Page Footer	
Font	Verdana(8)
Print Page Number	Yes
Print Date	Yes
Print Time	Yes

Printer...   OK   Cancel

Noteworthy are lines concern the left and right header and footer on printed pages. Company name and address can be entered there.

2.4.3 Options
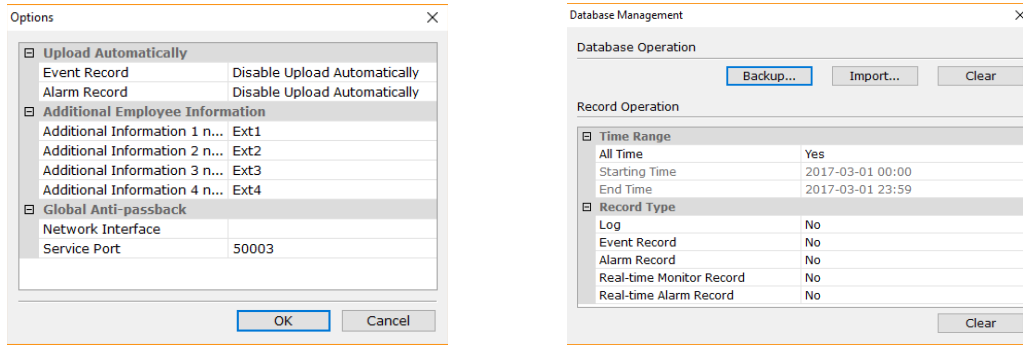
In *Options* window you can set:
- automatic reading of events and alarms from controllers (default setting)
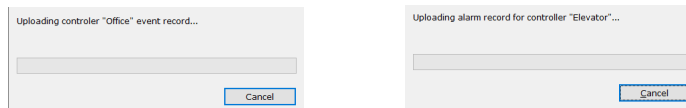
- edit the names of four additional information fields - user form

Global anti-passback - from drop-down list you should select network interface, which can be used for communication with IP controllers. Address is necessary, in order to send it to IP controllers, which communicate with the management software, while performing global anti-passback function. Service port number should be left without changing. If this field remains empty or network adapter IP address will change, following message will appear during program start-up.

NOTE: It is recommended to permanently assign computer address on router if it works with DHCP option.

2.4.4 Database Management

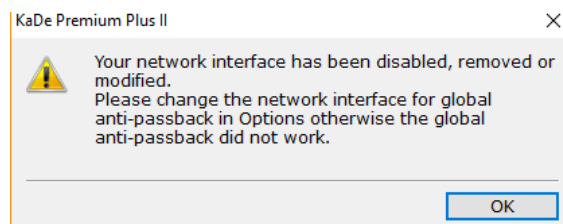Database management involves three operations:

A copy of the system - to make a copy of the entire database system and save it in the selected directory. A copy is stored by default in the directory whose name is the current date. It is recommended that regular backups and store it on a separate data carrier.

Import Database - allows you to restore system databases from a previously made backup. To play back the system, choose a directory copy.

Clear database - you can restore the database to the state as after installing the program. It erases all configuration and employees list from database. It is recommended to make a backup copy of system before use this option.

Operations on records in the database

Menu located in the window below buttons enable delete the selected types of events and alarms from the archive used to generate reports. You can set the period which it is concern and the type of event. After setting these parameters, click the *Clear* button at the bottom of the window.

Advanced Mode - displays the full menu. Disabling this mode causes the display only the most important features for the novice operator menu.

Exit - close the program.

2.4.5 Other menus

- *View* menu

This menu allows you to enable or disable the display of individual windows on the operator desktop. Panes can also be moved and resized. The default desktop layout can be set by clicking - *Restore View Layout.*

- *Setup* menu

This menu allows configuration of physical components (controllers, doors) and to define the logical elements (cards, users, access levels, schedules). Access to this menu is also possible directly from the window on the left side panel in the *Setup* tab. A detailed description is provided later in this manual.

- *Monitor* menu

This menu allows you to monitor the system. There are three modes: edit the maps, communication "on-line" with the network controllers and "on-line" video monitoring. Access to this menu is also possible directly in the window displayed by the *Monitoring* tab. A detailed description is provided later in this manual.

- *Query* menu

This menu allows you to generate reports on individual elements of the system. Report is displayed on the desktop. You can then save it as a file in Excel format on disk or print. Access to this menu is also possible directly in the window displayed by the *Information* tab. A detailed description is provided later in this manual.

- *Language* menu

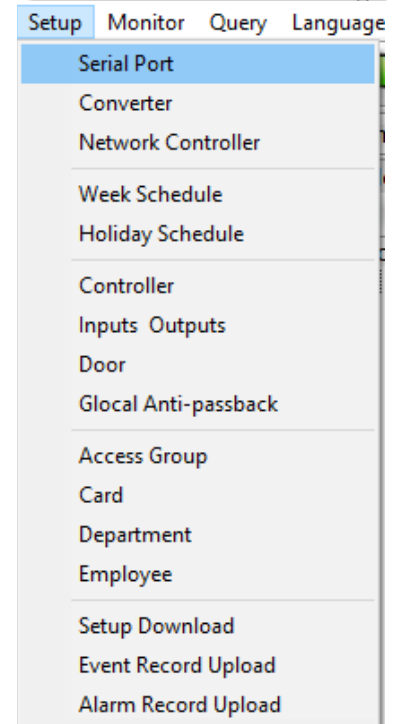This menu allows you to select the language in which they are displayed the names and messages. For selection: Polish or English. Other languages will be available soon.

- System menu

This menu allows choice between access control and time and attendance system.
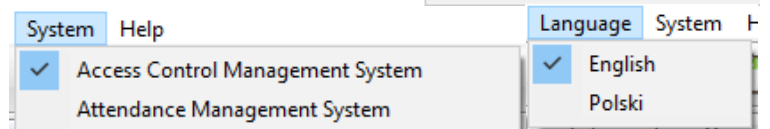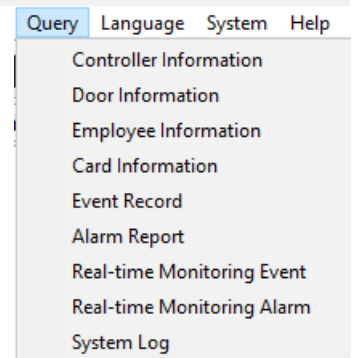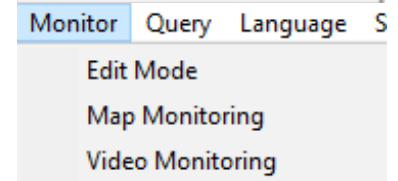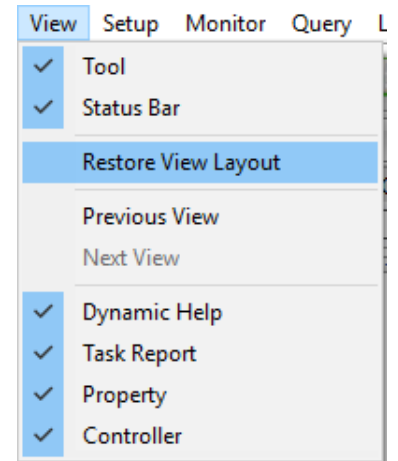
Chapter 3. DATABASE SYSTEM SETUP

Setup a database system is to create a database of physical and logical components. The structure of the system based on communication networks imposes order proceedings in the configuration process of defining physical and logical elements.

Position in the window system is designed so that it coincides with the recommended programming sequence.

After selecting the desired position in the configuration window, the windows on the right displays a list of predefined elements of the group (e.g. controllers, doors, schedules, etc.). Of course, after installing these lists are empty. In the next window displays the properties of the selected parameter from the list.

3.1 Communication setup

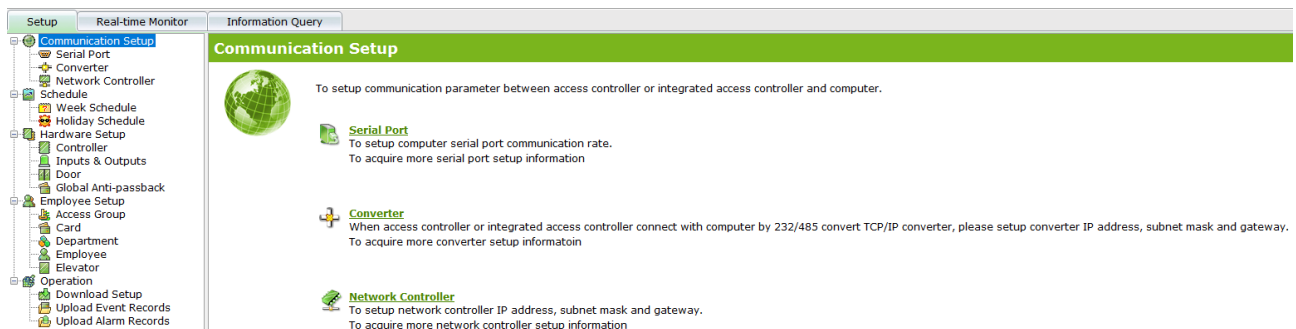Access control system configuration and operating under supervisory KaDe Premium Plus II program should begin with determining the number of networks and how they communicate with the program. There are three possibilities:
- COM serial port to which we attach the controller directly or through a converter RS232/485
- via Ethernet and TCP/RS485 converter
- via IP port built in controller

You can use a mixed system. For one bus can be connected up to 32 controllers. In the case of controllers with IP ports does not apply to the structure of the bus.

Communication through the serial port
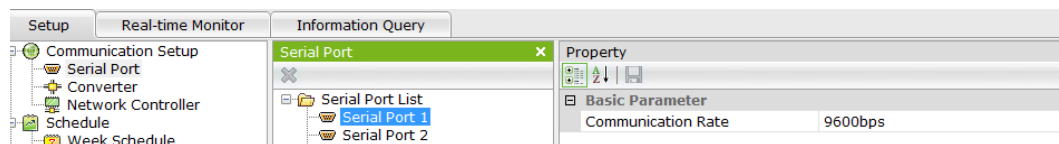
- select the COM port on the list which will be attached to the bus controller
- set the baud rate - recommended value is 9600 bps.

Communication via Ethernet

Communication with the bus controller via Ethernet requires an IP converter, which converts RS485 protocol to the network protocol. Prior to configuration, all converters must be connected to the LAN (not using gateways and routers). When new converter is connected to the LAN click on the "Search converters" on the top bar of the window. This window displays a list of all the converters, TCP/ IP, which are connected to the LAN, the computer is connected with the program. Each converter is recognized and displayed in a list according to the MAC address.
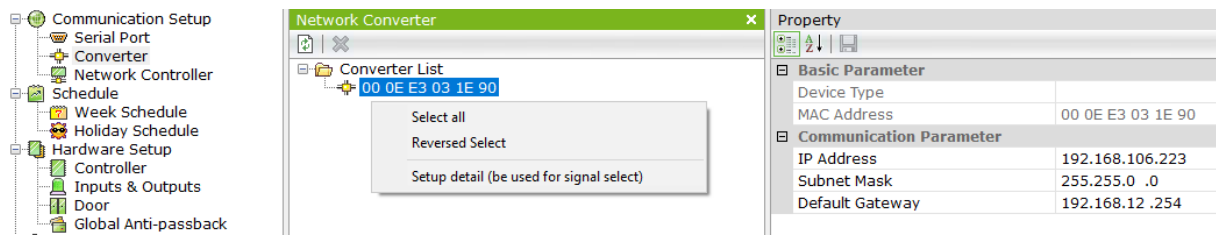Note: Only the type KaDe-TCP/RS485 converters with adequate pool of MAC addresses are searched by the program.

When the list of converters will be displayed in the window, you can proceed to configure them.
•   check on the list converter which will be included in bus controllers
In the "Properties" window will display the default parameters of the converter. Converter type and MAC address are displayed for informational purposes only.
•   set the IP address, subnet mask and gateway according to the parameters of the local network.

More detailed settings for the converter can be done when you connect to it via a web browser using the IP address. To connect this way with the converter, click the right mouse button in the "List of converters" and select - "Setup detail." This will launch your default browser and displays a menu.
If you know the TCP converter address, you can enter it directly into the browser address bar.
Detailed information's about all the settings for the converter were contained in the instructions for that device.

Network controllers - searching and configuration
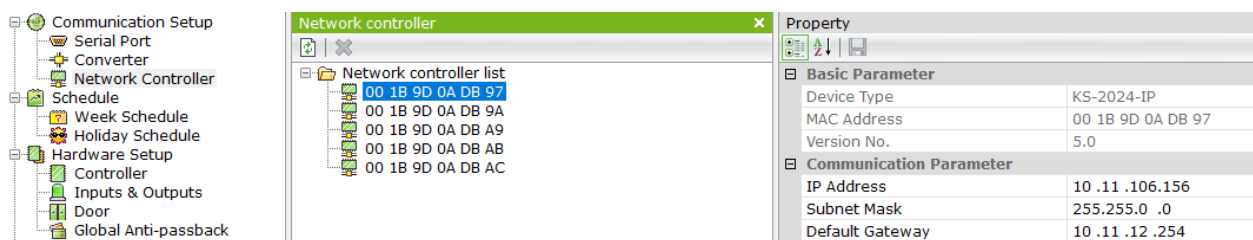
Search and configuration of the IP port controllers is done similarly to TCP converters (see description above).
Static IP address of controllers, subnet mask and gateway should be set according to the existing network and with the same structure as computer's network card.
IP controllers can be also searched with Add Controller Automatically option in Controller Setup tab.

3.2 Schedules
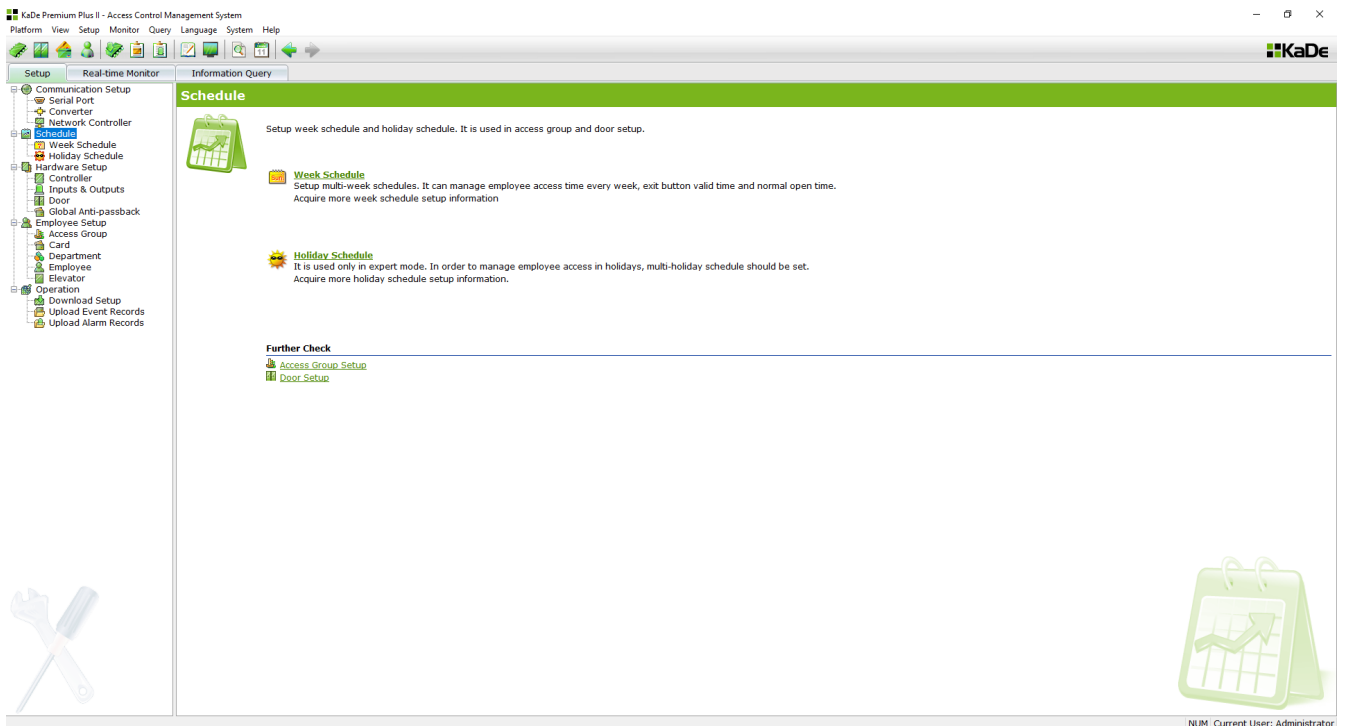
Timetables schedules are defined, including weekdays and holidays. In the Premium Plus version of KaDe software we can define two types of weekly schedules: standard (common) and special. Schedules have different icons.

Schedule defining as the standard we can use for the following functions:
- Access levels to certain doors for employee
- Disable schedule or the exit button for the selected door
- Automatic unlocking schedule of doors in set interval of time

Special schedules can be used for the second and third features.

Standard and special schedules are defined in the same way.

Week Schedules

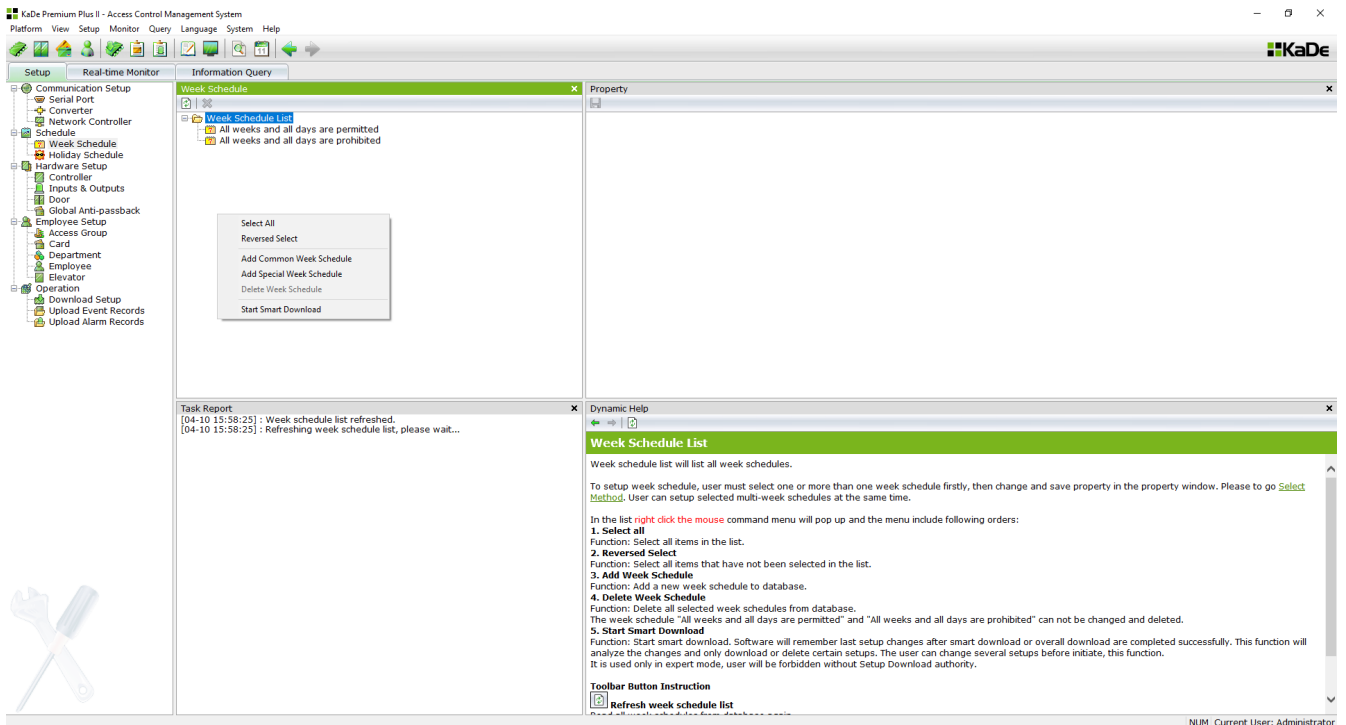The list includes two default schedules *All weeks and all days are permitted* and *All weeks and all days are prohibited.*

To add a new schedule display the context menu by right-clicking in the list of schedules and select *Add a new schedule*. New item is added to the list. After selecting this item on the list, in the right window will display its *Properties*. Using the context menu you can also delete schedules.
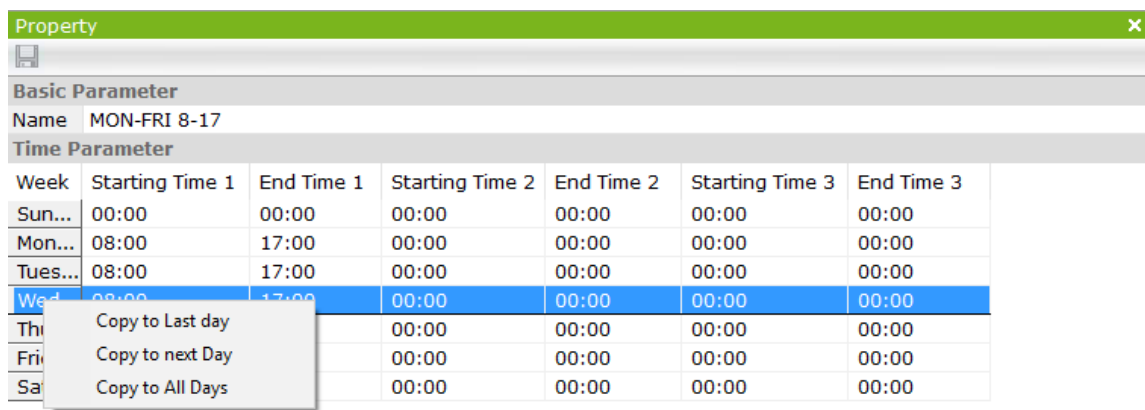
Name - enter the name of the schedule

Starting/End time x - enter in each line indicating the day of the week start and stop of activity schedule. For each day of the week can be set three periods of activity separated by intervals.

Context menu in the column, containing day names of the week, allows to copy settings to next days, helping to define schedules much faster.

Save the settings by clicking on a floppy disk icon on the top bar of the window.

Holiday schedule

Holidays allow you to specify the operation of the access control system for public holidays which fall on normal working days. Public holidays are defined by date. One item on the list may include a group of up to 32 days as a one period of "holiday". At midnight when the date changes, the system checks whether the next day calendaring is on the list of public holidays. If so, it changes the schedule for holiday schedule, so access prohibited.
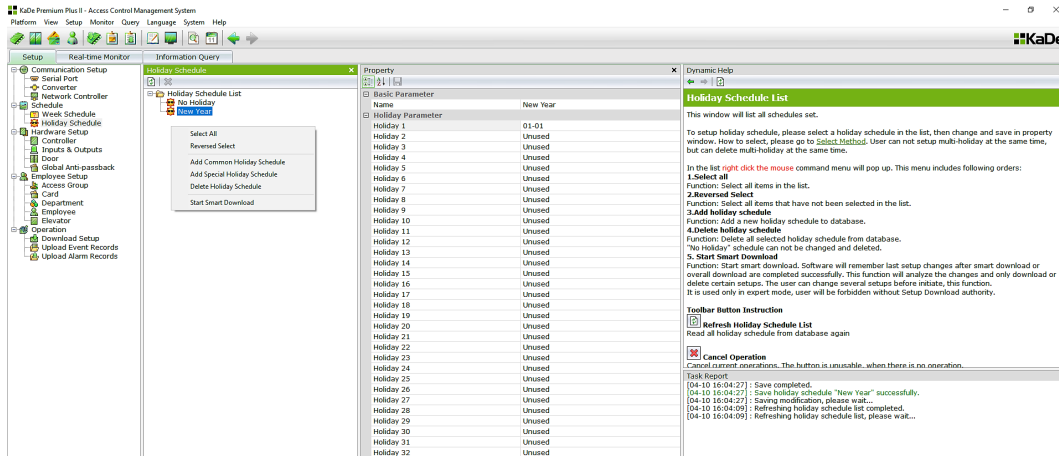
List of holidays by default contains one entry - *No holiday*.
To add a new public holiday should display the context menu by right-clicking in the list of public holidays and select *Add Common Holiday Schedule*. New item is added on the list. After selecting this item on the list, in the right window will display its *Properties*.
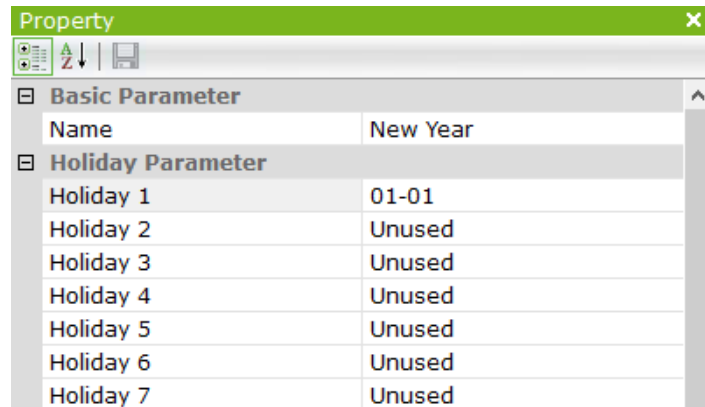
Name - enter the name of the holiday in place of default name
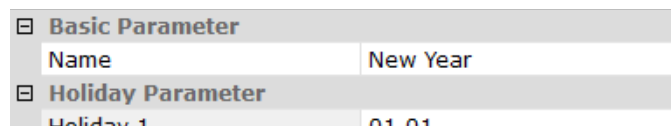
Holiday Parameter - enter date in each line in the second column, meaning the date of holiday. To date field has become active you must first click in the second column and check the box at the beginning of the line. Date format is MM-DD.
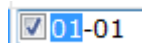
Save the settings by clicking on a floppy disk icon on the top bar of the window.

3.3 Hardware Configuration

Configuration devices include controllers, doors controlled by card readers and alarm functions. All these elements are closely related functionally.
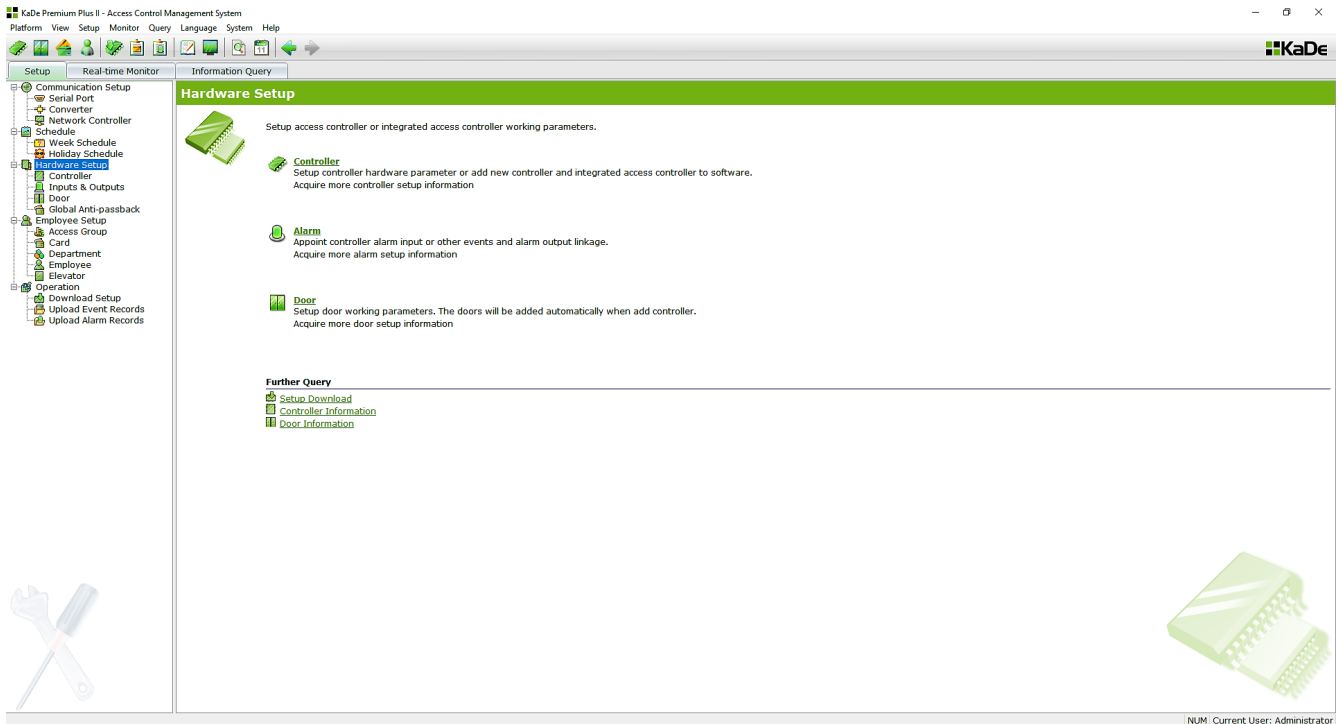
3.3.1 Controllers

KaDe Premium Plus II version software works with KDH-KS2012/24-IP, KDH-KS2012RS, KDH-KZ2000U/M-IP controllers and integrated with previous series standard KS-1012/24 controllers and integrated KZ-1000-IP-U/M. These controllers operate from 1 to 4 doors. A detailed description of the models is contained in the installation instructions to the controllers.

To add a new controller, display the context menu by right-clicking in the list of controllers and select *Add controller*. New item is added on the list. After selecting this item on the list, in the right window will display its *Property*. Using the context menu can also delete the controllers from the list or change properties.
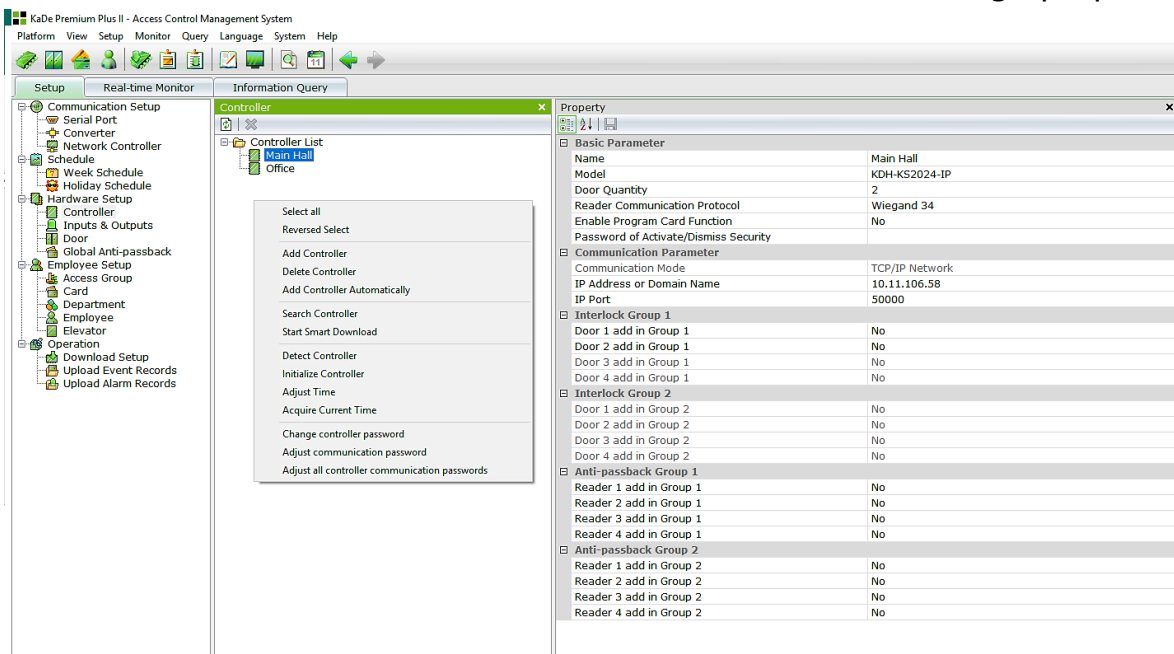
Automatic controller adding

136B version or higher KaDe Premium Plus II software offers automatic adding of searched controllers to system database. That speeds up configuration process notably, because searched controllers display all address parameters and they are added to the database with this parameters after confirmation. IP address edit is done in Communication Setup/Network Controller section.
On the displayed list there is also information whether particular controller has been already added to the database. You can select chosen positions or all of them.

	Device Type	IP Address	State	Name	Subnet Mask	Default Gateway	MAC Address
	KDH-KS2012-IP	10.11.106.204	Added	Office	255.255.0.0	10.11.12.254	00 1B 9D 0A DB 22
☐	KDH-KS2012-IP	192.168.21.1	Un-add...		255.255.0.0	192.168.21.254	00 1B 9D 0A DB 7F
☑	KDH-KZ2000-IP-U	10.11.106.78	Un-add...		255.255.0.0	10.11.12.254	00 D1 EF 04 38 E3
	KDH-KS2024-IP	10.11.106.58	Added	Main Hall	255.255.0.0	10.11.12.254	00 1B 9D 0A DB A5

The controller added with this method is automatically named like:
10.11.106.235__201803091425072 - so IP address and adding date and time. Of course the name can be changed.

Context menu of the controller
(right-click in controller list window)

1.Select all
Function: Selects all items on the list.
2.Reversed select
Function: Selects on the list all the elements, that were not selected and deselects previously selected ones.
3. Add Controller
Function: Adds a new controller to the program database
4. Delete Controller
Function: Removes the selected controller from the program database
5. Search Controller
Function: Finds the controller, indicated by serial port or IP address. The result is displayed in the task report window.
6. Start Smart Download
Function: Transmits only new and changed settings to the selected controller. This allows the transfer process is much faster than sending all the data.
7. Detect Controller
Function: Checks the status of the selected controller and reads its version. The result is displayed in the task report window.
8. Initialize Controller
Function: Resets the controller. During this time, the controller does not support the door. It is recommended to initialize the controller before using the system. Note: Initializing the controller removes from its memory all the settings. All events and alarms will be lost. Only administrator password is left. Therefore it is recommended reading for all events and alarms from the controller before initialization. Also remember to download data again.
9. Adjust Time
Function: Allows time synchronization with the time in the controller in your computer.
10. Acquire Current Time
Function: Reads the time of the selected controller. The result is displayed in the task window.
11. Change controller password
Function: The password prevents communication to make changes in the configuration of the controller by people trying to connect to it from installing unauthorized software (such as through an IP network). Password must be 4 characters hexagonal: 0-9 and AF. Field blank or set FFFF means no password. If the last field is set to "YES" (recommended), the password is sent directly to the controllers. The "NO" is used only after re-installing the program. Reset your password in the controller is done by pressing the "Reset" in the controller.
12. Adjust communication password
Function: Sets the password for the newly added communication controller. Select this command when you add a new controller in the program and physically connected to the system.
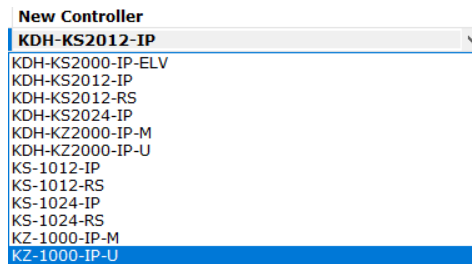**13. Adjust all controller communication passwords**
Function: Sets the password for all communication controllers.
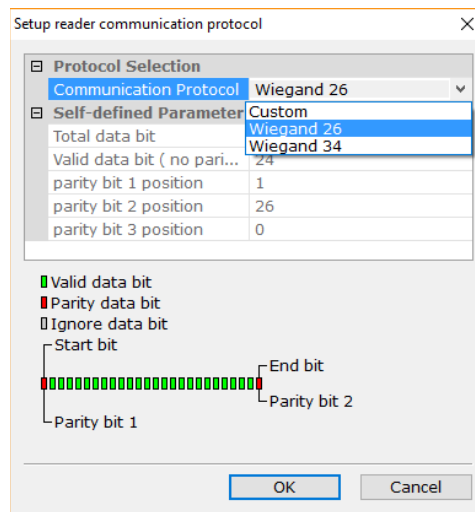
Basic parameter - standard controllers

Name - enter the name of the controller
Model - KaDe Premium Plus II handles 12 models of 1000 and 2000 series controllers:

Door Quantity - 1, 2 or 4 doors can be set, depending on the controller model.
Reader Communication Protocol

In this window you can set the parameters of the protocol by which the controller will read the data received from the reader via Wiegand port. There are two ready-made protocols Wiegand 26 (usually used for card readers Unique) and Wiegand 34 (usually used for card readers Mifare). For cards and readers with different number of bits (26 to 40), you can define your own protocol. If you need help on this topic please contact with Access Control Department of AAT.
**Options for standard controllers 2000 series**
Enable program card function - allows to enable/disable function for adding cards using reader, without communication with supervisor software. Description of this option is included in the operating manual of controllers.
Password of activate/dismiss security
6-digit code allowing authorized user to dismiss monitoring of alarm inputs, which results in disabling active alarm. After entering code user needs to read valid card, authorized for this operation. Repeated operation activates back monitoring of alarm lines. Code length must be 6 digits.

Basic parameter - integrated controllers

When you choose this type of controller, number of doors and the protocol for the reader fields are locked. There are 3 additional settings:
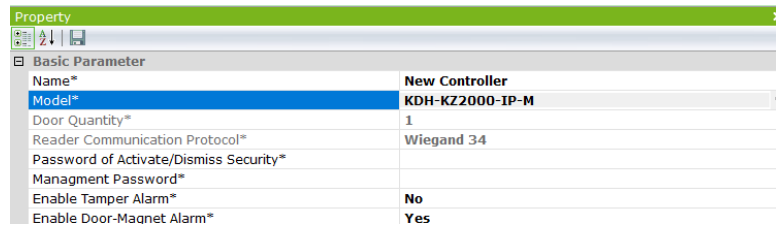
Management password - for entering into programming mode from the controller keypad. This option lets you quickly change your password on all controllers KZ-1000-IP and protect against unauthorized access into programming menu in standalone mode. Enter the 6 digit password - the default password: 000000.
Enable tamper alarm - this setting allows you to enable / disable alarm from tamper located at the rear of the controller.
Enable Door-Magnet alarm - this setting allows you to enable / disable alarm from door status sensor.

Communication parameters (for all controller types)

Communication mode - choose communication type through: TCP port on the controller board, RS485/TCP converter or RS485/USB converter

- TCP/IP network - if you select this option, enter below the IP address of the controller with IP port and port number (50000 is recommended)

- TCP/IP network - if you select this option, enter below the IP address of the IP converter, port number (50000 is recommended) and RS controller address. Using this option all converters with RS485 port on the bus are connected with program on one IP address of converter, but they must have set individual RS485 addresses (set of micro switches)

- Serial port (only for models with RS485 communication port - after selecting this option below, please enter the COM port number, to which controller is attached.

Controller address - enter the address of the controller on the bus from 0 to 31. The same address must be set in the controller (see address Setup instructions in the RS controller manual).

Interlock - Group 1 and 2 (option available only for standard controllers)

Interlock Group 1	
Door 1 add in Group 1	Yes
Door 2 add in Group 1	Yes
Door 3 add in Group 1	No
Door 4 add in Group 1	No
Interlock Group 2	
Door 1 add in Group 2	No
Door 2 add in Group 2	No
Door 3 add in Group 2	Yes
Door 4 add in Group 2	Yes

This feature is applicable only, when controller serves more than one door. It allows reciprocal control of the door within a single controller and assigned to one group. Only one door from assigned to each group can be open at a time. Depending on the model of controller group may contain from 2 to 4 doors. For the controller with two reader ports, one group can be created and for the controller with four reader ports, two such groups can be created. The group must contain at least two doors. Verification of the door within a group takes the time when user presents a valid card or presses the exit button. Unlocking occurs only when the other doors are closed.

Anti-passback - Group 1 and 2

Anti-passback Group 1	
Reader 1 add in Group 1	Yes
Reader 2 add in Group 1	Yes
Reader 3 add in Group 1	No
Reader 4 add in Group 1	No
Anti-passback Group 2	
Reader 1 add in Group 2	No
Reader 2 add in Group 2	No
Reader 3 add in Group 2	Yes
Reader 4 add in Group 2	Yes

This feature is available only in case of two-way control and forces employee to use the card to enter and exit and prevents re-use the same card reader until you use it in another reader of the same group. Activating this function is done by setting the option "Yes". Depending on the model of controller, the group may contain from 2 to 4 doors. For the controller with two reader ports, one group can be created and for the controller with four reader ports, two such groups can be created. The group must contain at least two doors. Card status verification within the door group is done at the time when the card is used in the card reader. When the last card use was in another reader within a group than access is allowed. This is a local anti-passback within a single controller.

3.3.2 Alarm lines and control outputs configuration

KaDe Premium Plus II - Access Control Management System

Platform   View   Setup   Monitor   Query   Language   System   Help

| Setup | Real-time Monitor | Information Query |

Communication Setup
  Serial Port
  Converter
  Network Controller
Schedule
  Week Schedule
  Holiday Schedule
Hardware Setup
  Controller
  Inputs & Outputs
  Door
  Global Anti-passback
Employee Setup
  Access Group
  Card
  Department
  Employee
  Elevator
Operation
  Download Setup
  Upload Event Records
  Upload Alarm Records

Controller

Controller List
  Main Hall
  Office

Select All
Reversed Select
Start Smart Download
Relieve Alarm
Activate Security
Dismiss Security

Property

	Input Name	Type	Activate S...	Activate Sec...	Output 1	Output 2
Output Name					Output 1	Output 2
Interwork Mo...					Synchro...	Synchro...
Delay (s)					0	0
Alarm Input1	Alarm Input1	Nor...	All weeks ...	No Holiday	Non-trig...	Non-trig...
Alarm Input2	Alarm Input2	Nor...	All weeks ...	No Holiday	Non-trig...	Non-trig...
Alarm Input3	Alarm Input3	Nor...	All weeks ...	No Holiday	Non-trig...	Non-trig...
Alarm Input4	Alarm Input4	Nor...	All weeks ...	No Holiday	Non-trig...	Non-trig...
Door-magnet...					Non-trig...	Non-trig...
Door-magnet...					Non-trig...	Non-trig...
Door-magnet...					Non-trig...	Non-trig...
Door-magnet...					Non-trig...	Non-trig...
Exit Button 1					Non-trig...	Non-trig...
Exit Button 2					Non-trig...	Non-trig...
Exit Button 3					Non-trig...	Non-trig...
Exit Button 4					Non-trig...	Non-trig...

Standard and integrated controllers allow configuring detection circuits (inputs), relay outputs and alarm functions. Inputs can be can be used to connect surveillance lines: sensors of the door, exit buttons and various kinds of detectors or alarms NO / NC. Depending of the controller model, we have different amounts of the input lines and control outputs (relays).

When you select a controller in the *"List of the controllers"* window in the right panel system display alarm settings table.

The maximum number of inputs are 3 groups per 4 input lines:
- 4 inputs for door status sensor
- 4 inputs for exit button
- 4 inputs for general purpose

The maximum number of relay outputs are 3 groups per 4 outputs:
- 4 outputs for lock control
- 4 outputs for alarm
- 4 outputs for general purpose, located on expansion module

For models with lowe number of inputs/outputs, some fields are faded to grey.

In KaDe Premium Plus II with 1000 series standard controllers, relays no. 1,3,5,7 are by default assigned to the function of controlling electric locks. Relays no. 2,4,6,8 are linked to the state of the door sensors. Switch when the door is forced open or hold. In 2000 series standard controllers to control electric locks subsequent relays are used starting from 1 by default.

General-purpose outputs (on the expansion module) can be assigned to general-purpose inputs or events related to access: access allowed, permitted or discrete alarm (forced entry). Expansion module also contains control outputs for buzzers in readers.

The first column of the table contains names of alarm lines and events name, second - editable name field, third - NO/NC type, fourth - weekly monitoring schedule and fifth - holiday monitoring schedule.

Further columns allow setting operating mode: *Trigger / Non-trigger* relay assigned to this column.

The first row contains editable name fields for control outputs on the controller and on the expansion module, second row - control mode for the output: *Synchronous with Input* or with delay, which can be set in the third row.

Assignment of alarm line or event to control output is realised by setting field, located in this column and row to *Trigger* mode.

After settings are made, they should be saved and changed data should be transmitted to controllers, using option in the context menu. This menu also allows deleting active alarm in given controller and enabling/disabling line monitoring.

In case of integrated controllers, alarm table allows to configure:
- 1 door status sensor input and 1 alarm input
- 1 lock control output and 1 alarm output
- 1 entry and 1 exit reader

In KaDe Premium Plus II system there are following situations, which can lead to switching relay:

- door forced / hold alarm - the source of the alarm is door contact connected to door status detector line inputs on the controller. Alarm switch the relay in the controller and sends the info to the program. Message is displayed in the alarm window and the audible alarm is generated, on the map changes the state of the door sensor icons.
- detection using exit button - the source of the alarm is to use the exit button connected to the detector line inputs on the controller. This state switches the lock relay in the controller and sends the info to the program. Message is displayed in the window alarm and the audible alarm is generated, on the map changes the state of the button icons.
- alarm detector line - the source of the alarm can be detector connected to the line inputs on the controller. During valid schedule alarm conditions can switch the relay on the module attached to the controller and sends the info to the program. Message is displayed in the window alarm and the audible alarm is generated, on a map icon changes state detector. When schedule is not valid alarms are not generated, only detector icon changes state.
- events associated with the selected reader:
  - Access granted
  - Access denied
  - Threaten alarm

Each of the above situations may result in activation of the relay if it is assigned in the table panel at the intersection of row and column. As described on the previous page, some of these situations is assigned by default in the program. If the controller has a smaller number of inputs or outputs (or defined by a smaller number of doors) is part of the field is off.
Relieve alarm mode (relay off) - to choose from:
- Synchronously with the state of the alarm line
- After a time delay (set in the box below)

When an alarm is generated from a particular detector line or by a specific event, the controller takes an action that is programmed, for example: the output relay switches control. If the off mode is set, "Synchronously with the state of the alarm line," system tracks the status of detector line and off an alarm when the line returns to normal. When the mode is set to "Alarm delay," an alarm is generated by the time the alarm state line doses. plus the delay time set in the box below. During the delay time the alarm can be disabled by the operator from the context menu "Relieve alarm" in the "List of controllers." The alarm is cleared even after the initialization of the controller or after sending the data by the operator.

The context menu also allows you to activate/dismiss security. Dismiss means the state in which at the time the alarm relay is not switched, but the controller sent an alarm event to the PC.

This operation can be performed also using authorized card in the reader by presenting it 2 times within 10 seconds (see controller setup).
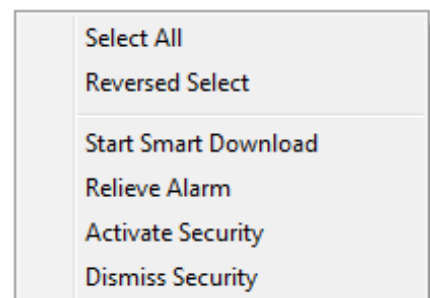
3.3.3 Door and reader configuration
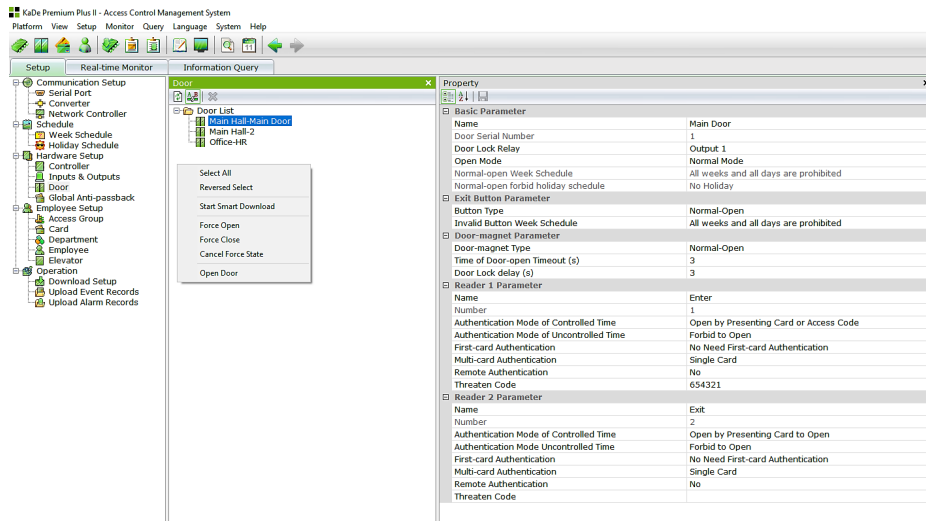
Standard and integrated controllers are designed for controlling 1,2 or 4 doors. If door should be controlled in two-ways, using integrated controller, reader should be connected to the controller port. In this case, selected parameters can be set separately for each reader. The door can't be add or delete from this list because they are associated with the list of controllers. To add/delete a door, controller should be added/removed.

Name - the field for entering the name of a controlled door.

Door Serial Number - just for preview

Door Lock Relay - chosen from drop-down list. Default setting for controller with 4 readers: 1 door - PK1, 2 - door PK3, 3 door - PK5, 4 door - PK7.

Open Mode
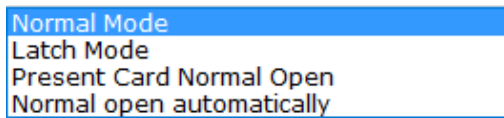
Normal mode - valid card or access code - in this mode user shows the valid card to the reader or inputs valid code and door is unlocked automatically for opening time. It's the most common operating mode.

Latch mode - unlock/lock - in this mode user shows the valid card to the reader or inputs valid code and door is unlocked permanently, until next time, when card is read or code is entered. This mode is designed for special applications or arming/disarming intrusion alarm control panel.

Present card normal open - in this mode, at the beginning of schedule active time door is not unlocked automatically, but only after first reading of valid card. It prevents unlocking room/facility, when there is nobody inside.

Normal open automatically - in this mode, at the beginning of schedule active time door is unlocked automatically and is locked in the end of schedule active time.

During time, when door is unlocked by the schedule, authorized user can lock it by reading the card twice, until the card is read again.

Normal-open week schedule - choose from the list previously defined schedule. This field is active for options 3 and 4 above.

Exit button - used most often in the case of one way control or for remote door open. Set the type of detector line (NO / NC) in the controller to which it is attached, and active schedule for this button.

By default button is always active.

Door magnet - used to monitor the status of the door wing. This makes it possible signalling emergency situation such as door forced/hold.

Parameters associated with the sensor of the door are:
- Detector line type (NO / NC) in the controller to which it is attached
- Timeout to close the door wing- default is 3 seconds, up to 99 seconds.
- Time for unlocking the door lock - default is 3 seconds, up to 99 seconds.

After unlocking and opening physically the door wing, installed sensor identifies this state. After the time of unlocking, the controller counts down the time to close the door wing, set in this field. If after this time the wing of doors still remains open, the controller generates an alarm and switches control output relay assigned to this function. The maximum time for the opening of the door wing, since the use of a valid card or code is the sum of these two times.

Readers parameters

Name - the field to enter the control point name (for example, Archive)

No. of reader port on the controller - just for preview

Authentication Mode of controlled time (during active schedule)- this field is used to set identify mode selected reader. Modes of identification:
- Only the card: the user presents the card on the reader only.
- Only PIN: the user enter own discrete code on the keypad
- Card or PIN: The user presents the card on the reader or enters a PIN on the keypad. Note: Applies only to readers with keypad
- Card + PIN: The user presents the card on the reader and then enters a PIN on the keypad. Note: Applies only to readers with keypad

Authentication Mode of uncontrolled time (during no active schedule)- this field is used to set identify mode selected reader. Modes of identification are the same like above plus "No access".

First card open mode - the operator can in the options menu "Employees" set the card as "opening the first card". This option is available only in the expert mode. When the reader is set to "Without opening the first card," then the reader will ignore this feature.
When the reader is set to "The first card open for every day", the reader will wait for "opening the first card" against each other for the first time used in the reader of the day (to unlock the door). Card without this privilege will not unlock the door.
When the function "Multi-cards to open" is enabled at the same time the reader also will wait for "the first card opening" before the other cards. Parameters of functions requiring multiple cards can be set in the "Number of cards to open doors."

The number of cards to open the door - in this field, you can set the number of cards that is required to present the reader within 10 seconds for the door unlock. Up to 4 cards can be set. Note: People who use these cards must have assigned the same level of access.

This option can be combined with the option of "first card open mode."

<u>Remote authentication</u> - if the option is set to "Yes" the door will be not unlocked even if you use the card with a valid access. This feature allows you additional control readers at the door for particularly important areas by the operator. When the user presents the card in the reader with this option, on the operator screen will display a small window with information about the access request and the name of the user and doors. Only after confirmation by the operator door will be unlocked. Available only in an advanced expert mode.

<u>Threaten code</u> - the code must contain six digits or the field must be blank. Entering by the user this code on the keypad will cause the door will be unlocked, while to the station operator will be sent an alarm message window and audible alarm in the computer will be generated. Available only in expert mode. This function is used in a situation of forced entry.

When the door is controlled on both sides the second reader should be configured in similar way.

<u>Right-click menu</u>

Allows you to perform certain operations
on the list of selected items.

| Select All |
| Reversed Select |
| Start Smart Download |
| Force Open |
| Force Close |
| Cancel Force Sate |
| Open Door |
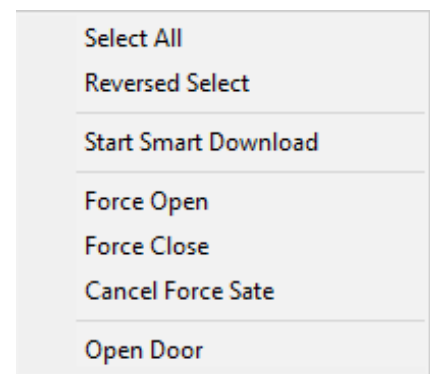
1.Select all - selects all items on the list.
2.Reversed select - selects on the list all the elements that were not marked and unselects marked items.
3. Start smart download - send the set parameters for the selected controller door.
4. Force open - allows the operator to unlock the door permanently from operator console.
5. Force close - allows the operator to lock the door. Once this is locked you can't open the door by valid card, until canceled.
6. Cancel force state - Cancels the state of "unlocked" or "locked" for the selected door. NOTE: Functions 3, 4, 5, 6 are available only for authorized operators.
7. Open door - allows the operator to time unlock the door from operator console.
Unlock time open (the same, as for valid card or exit button) is set in door setup.

Options 4, 5, 6 and 7 are also available in the on-line monitoring mode, as context menu for door icon on the map.

3.3.4 Global antipassback
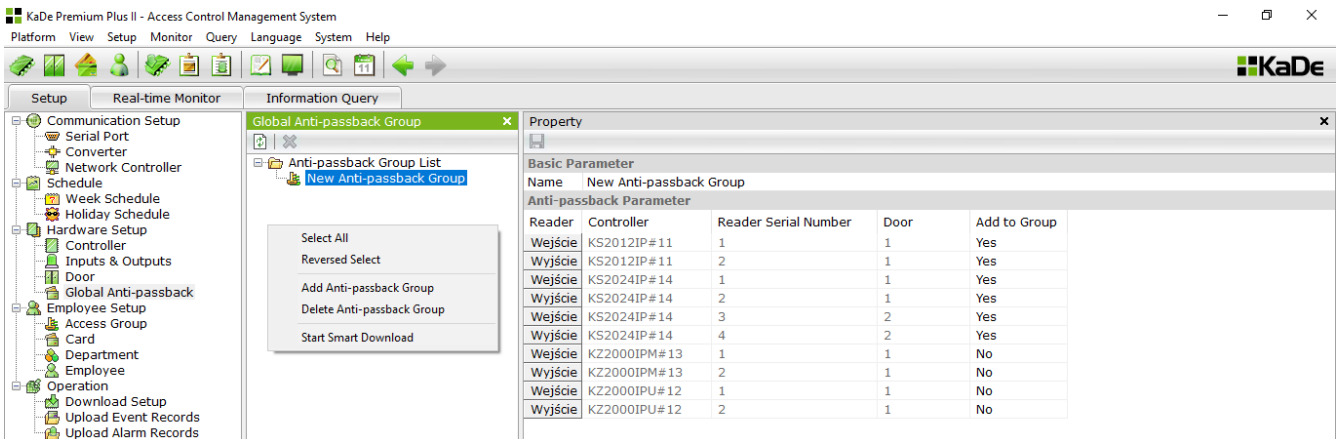
Global antipassback is an extension of the local antipassback feature.
Local antipassback refers to a group of readers belonging to one controller.
Global antipassback refers to a group of readers belonging to different controllers.
The global antipassback applies only to IP-based controllers.
By assigning a controller to a newly defined group, the valid card must be read alter-nately in the entry and exit reader within the group.
Readers connected to the controller are assigned by default (without changeability) as:
Entry reader - attached to port 1 and 3 (in controller 2024)
Exit reader - attached to ports 2 and 4 (in controller 2024)
The global antipassback group can only be created from readers attached to IP-based controllers: KDH-KS2012-IP, KDH-KS2024-IP and KDH-KZ2000U / M-IP.
Only these are listed as above.
Before begin defining global antipassback groups, make sure that under General / Op-tions tab is set IP address of the network adapter that will be used to communicate with the controllers. This address is displayed in the drop-down list in this field. If you are working on a network with DHCP addresses, we recommend permanently assign this IP address in router configuration. When no address in this field, below message at pro-gram start up will be display.
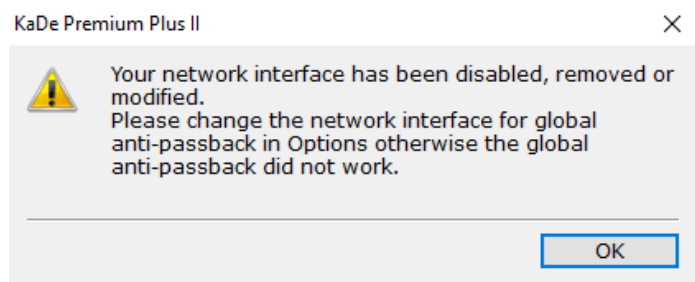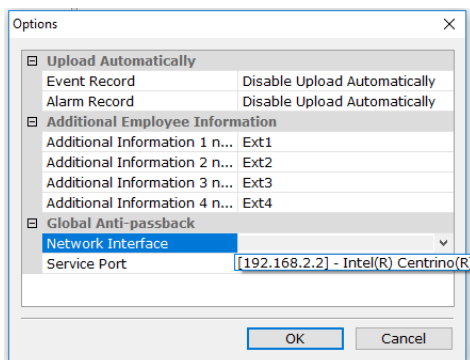
To define a new global antipassback group, click on the Group List window and select Add a new global antipassback group. Then, in the Add to group column, set Yes to the readers rows to be assigned to that group. Then click on the Save Floppy icon. Down-load new settings to controllers using the options in the context menu.

3.4 Employee setup - Users
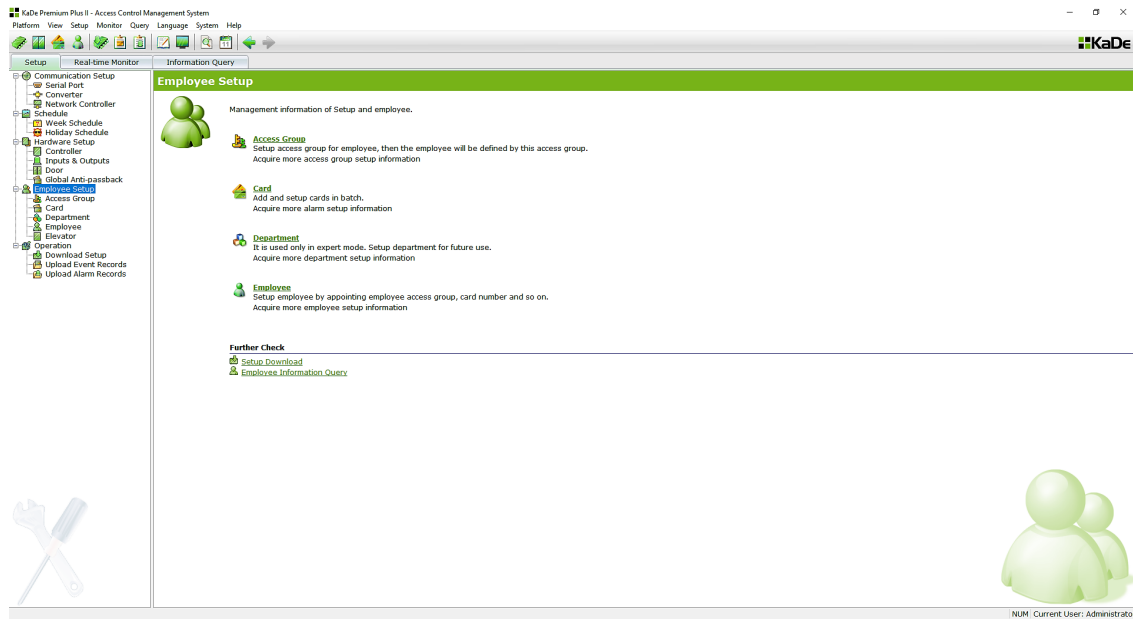
Setup includes defining user access levels and names of departments, loading card numbers and fill forms of card users.

3.4.1 Access Group
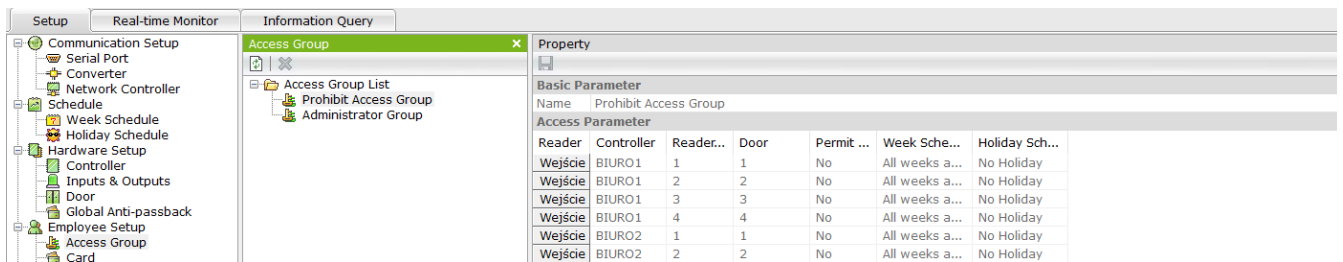
The access level determines user permissions for access to individual rooms, on certain days of the week and hours.
To add a new level of access you must use the context menu in the Access *Group List*.
Similarly, you can remove level.
The scope of access level property is included in the table with 7 columns
The first column is all the readers defined in the system.
The next columns in the line include:
- The name of the controller
- Reader number in the controller
- The name of the door
- Allow access to these doors - YES / NO
- Access Schedule
- Access on public holidays

For faster data entering, you can use context menu in *Reader* column.
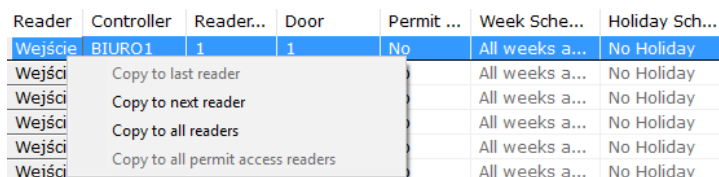
After defining, click on the floppy disk on the top bar of the window to save.

3.4.2 Card

This function is used for add cards to the "cards container" and to change the status of the card.
This window displays a list of all cards added to the system.
Added to the card are stored in so-called. "Cards container." This allows you to add to the database system, the new card, which then can be quickly assigned to users. Each row contains a card number, status, and date and time to load. If the card is assigned to user, in the second column is the name of the user.

To load the card number, use the right-click menu in the window.
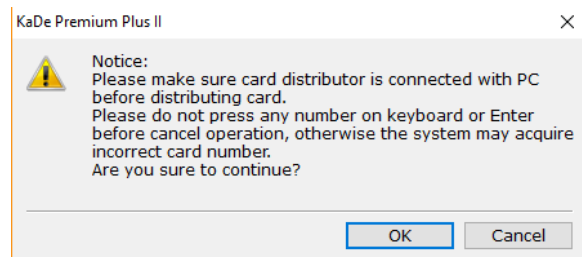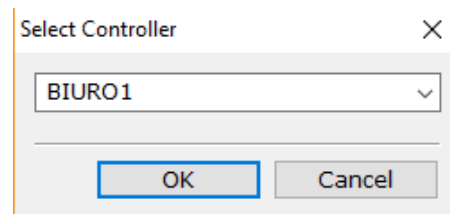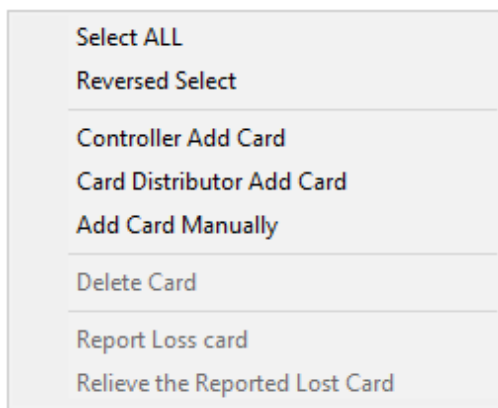
1. Select all
Function: Selects all items on the list.
2. Reversed select
Function: Selects all elements on the list that were not marked and unselect which were marked.
3. Controller add card
Function: After selecting the controller, card can be read by any reader connected to the controller.
4. Card distributor add card
Function: When you select this prompt the operator can start reading cards trough the administrator USB reader.
To finish loading, click the icon on the top bar of the window.
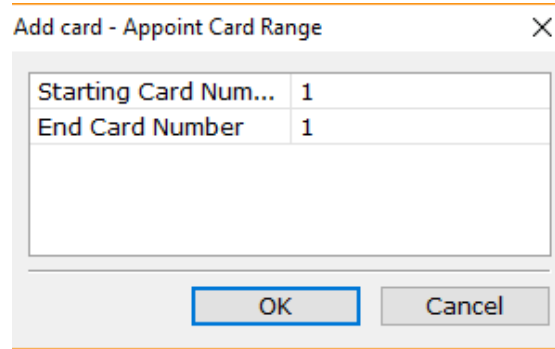
5. Add card manually
Function: Enter the starting and card number in the window that appears. Then the cards will be added to the database and displayed in the window.
6. Delete card
Function: Removes all selected in the list cards, the employee who was assigned to the card remains in the database.
7. Report loss card
Function: Sets the status of the selected cards listed as being lost.
8. Relieve the reported card
Function: Set the selected status on the list of lost cards as not assigned. Assigning a user card is in the *Employee menu*.

3.4.3 Departments
This option is used to define the new department. To define the new department should use the context menu in the list sections. Similarly you can delete departments. Defining the department need enter its name in the *Properties* window. Defined departments can be assigned to employees.
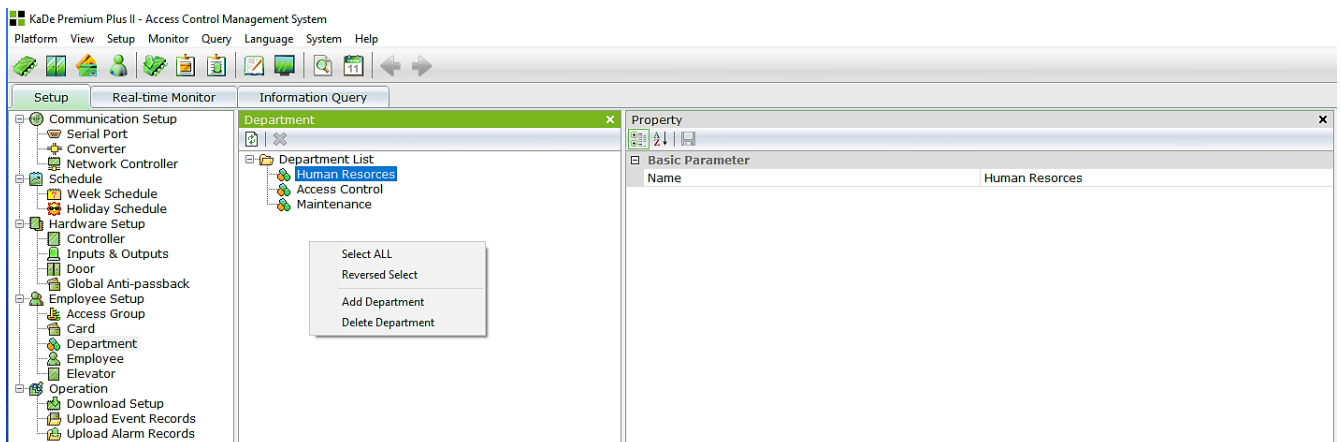
3.4.4 Users - Employees

Use this option to create a database of users. To add new users should use the context menu in the *Users* window or use *Import Employee* option. Similarly, you can remove the user from the list.
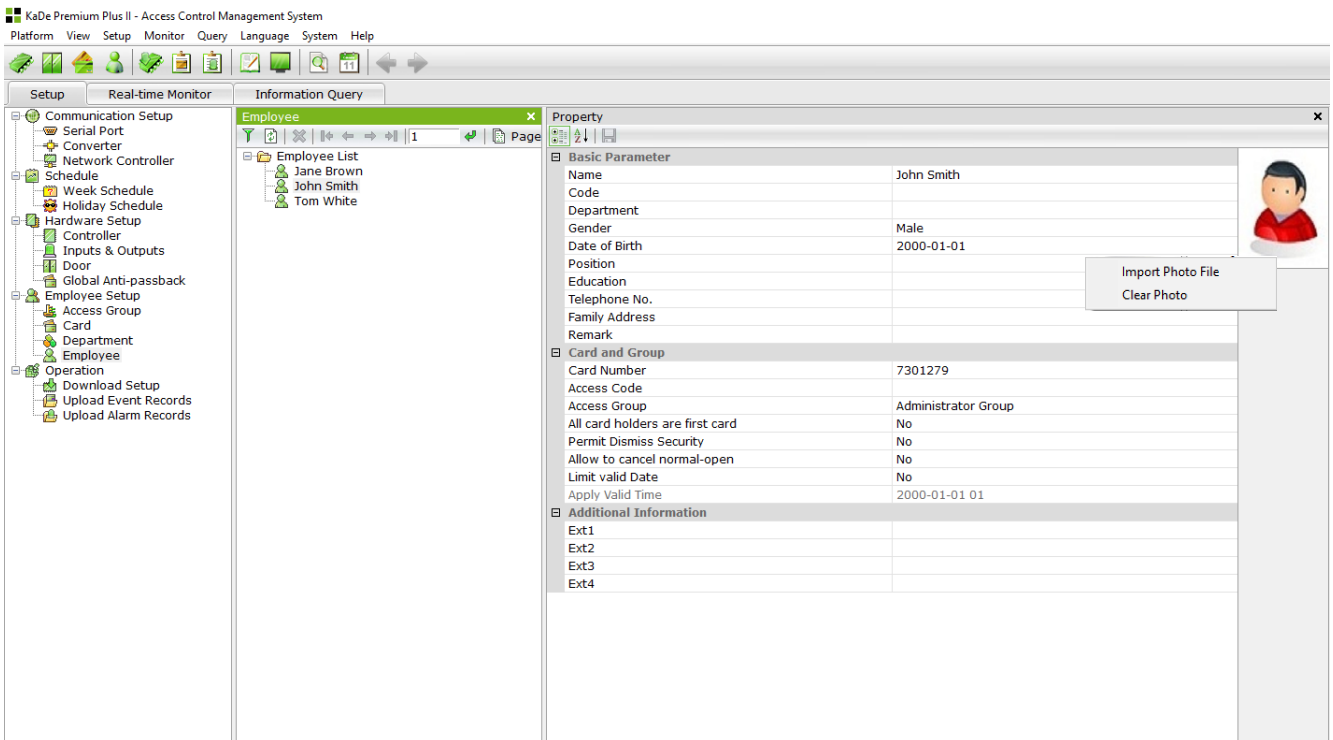
The basic parameters

In this section, administrator fills the following fields manually. Field *Division* and *Sex* can be filled by selection from the list. These fields except name are not mandatory.

Cards and access

In this section, all fields except PIN are selected from the list.
To do this, click on the end of the selected field.

- card number

The card number can contain up to 13 decimal characters - the highest number is 1099511627774. The maximum number is 40 bits (5 bytes). The card number is displayed as decimal.
The card number may apply to cards in any technology or may be a fingerprint or face pattern code. It depends on the type of reader used.
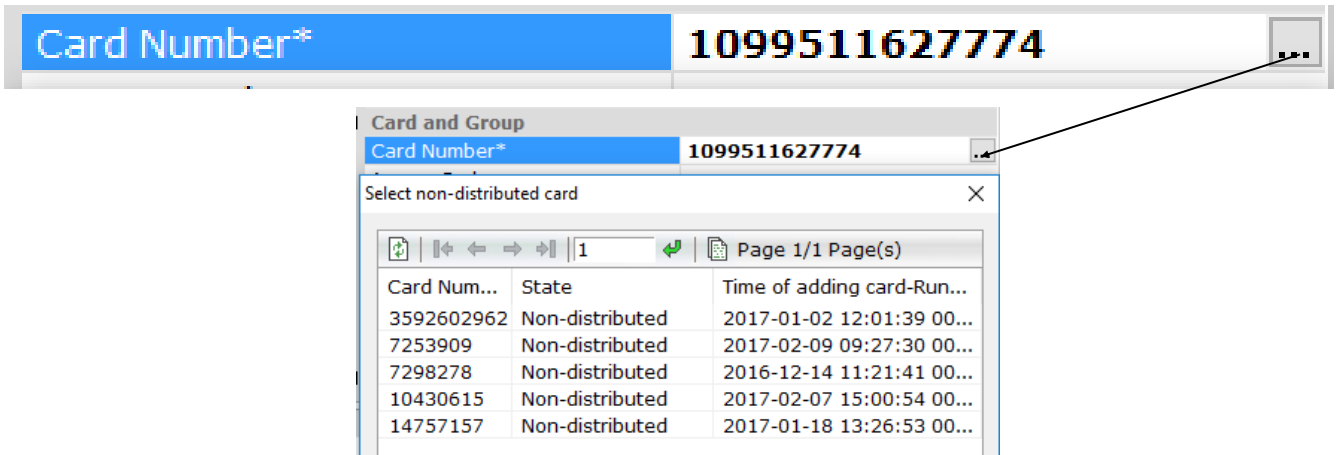
Operator can enter card number from PC keyboard or click on a button on the right end of the field. A box appears with the contents of the container cards with "not assigned" label. The new cards can be added in the card menu. The operator does not need to create a container with the cards. Card number may be added during defining a new user. Number printed on the card can have different formats, e.g. 0010869932 or 165.56492. In this field you can type only the first example (like an integer), omitting the "0" at the beginning.

- PIN

The field for entering the PIN code must contain 6 digits or be empty.
The PIN is used for increasing the security of card use. If necessary and the reader is provided with a keypad operator can set the mode "Card + PIN". Then access is required to present the card and enter PIN. This prevents access in case of lost or stolen card. Setting the mode of user identification is carried out in the *Door* menu.

- Access level

Field specifying the user permissions for access. These privileges decide which door, in which days of the week and which hours you have been assigned access. Select from the drop-down list which include defined earlier access levels. Default settings after add new card - *Administrator Group - full access.*

- <u>First card open</u> - setting this option to YES gives this card to open doors before other unauthorized cards. This function is active for the doors that have set this access mode.
- <u>Turn on / off inputs monitoring</u> - authorized user (field set YES) can enable / disable inputs monitoring. This results in the alarm signalling in the controller (relay control) off by read the card on the reader and enter a special code (set in the controller setup) on the reader keyboard within 10 seconds after reading the card. After turning off the inputs monitoring controller will continue to send violations to the supervisory program but it will not be saved as alarms. This operation can also be performed by the operator in the Inputs & Outputs windows using the context menu.
- <u>Turn on / off the door unlock mode according to the schedule</u> - the authorized user (field set YES) can lock the door that is unlocked according to the schedule by double reading the authorized card (leaving the protected room) and then re-unlocking the card once (when back).
- <u>The validity of the card</u> - if this field is set to YES, below field become an active, where you can choose from a calendar card expiration date

- User photo field

This window displays a photo of the employee if it is assigned.

In the photos field, click the right mouse button to display a context menu containing the following items:

1. Import photo from a file

Function: Opens a dialog box where you can select the image file.

Note: Image size should be at 128x96 pixels, otherwise it will be displayed as garbled.

2. Clear photo

Function: Clears the assigned picture.

Photos are displayed in the monitor mode "on-line" after using the card reader

<u>Additional information's</u> - these are four additional information fields in the user form. Field names can be changed in the *General-> Options* tab. Additional fields can be used as filters in the process of generating reports for users.

Import employee data
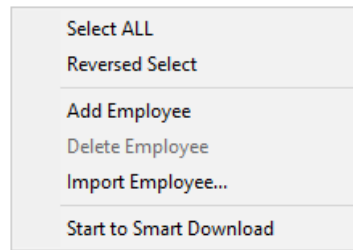
Right-click menu items in the *Define user's* list window allow import user data.
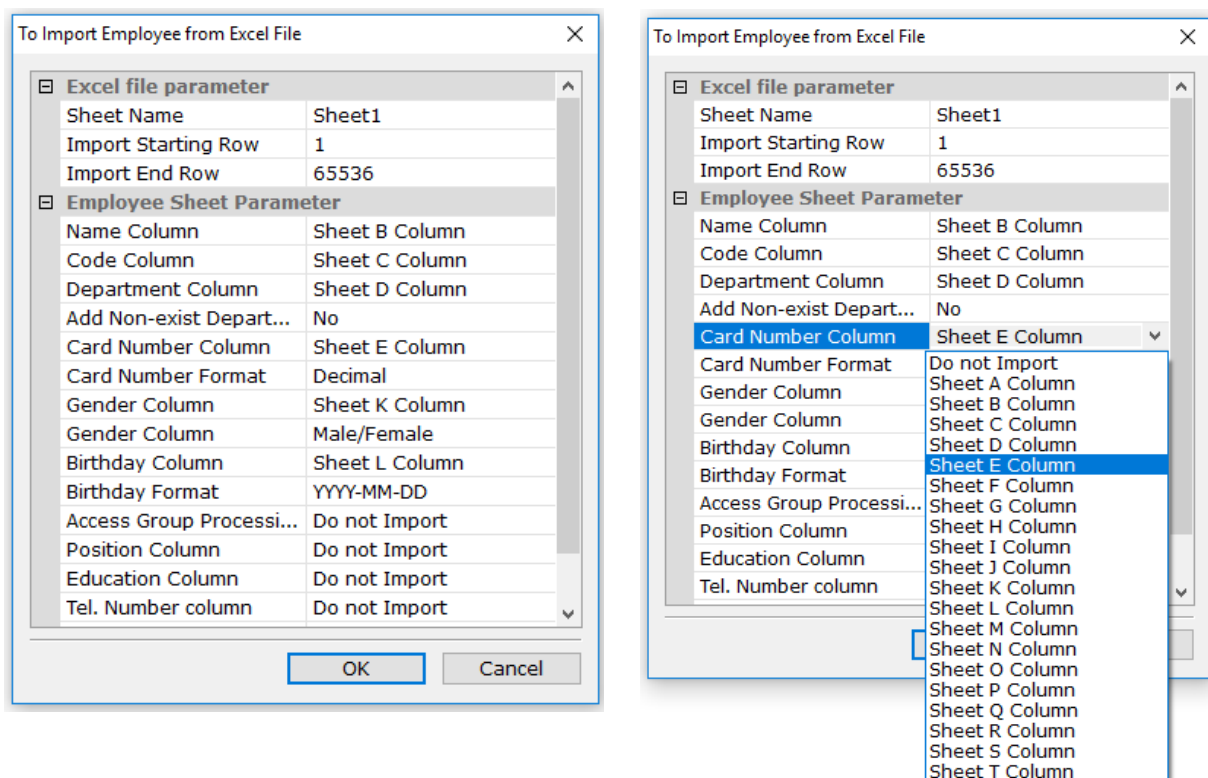
This window contains a template based on which, operator can import data from a file prepared in xls format. The order and number of columns in the file must be in accordance with the template. The right column in the template by clicking on it, allows select from a list of the content of field. The content of each imported from a spreadsheet cell in terms of data format must be compatible with the template such as date format or format card numbers. After determining the data in the template, and confirmed OK window appears where you can specify the path to the template prepared in accordance with the file.

After importing you can see the users and verify the imported data.

By completing the template, you must match the names in the Name line of the sheet with the name in the xls file, and the start and end lines. When an xls sheet has a row with column headers, you should set the start up line number to 2.

3.4.5 Elevator

From KaDe Premium Plus II version 142B you can control access to up to 69 floors (using 4 additional KDH-MOD2016-ELV modules). Possible KDH-KS2000-IP-ELV controller structures described in controller's manual.

After detecting the elevator controller in Setup tab information about currently connected expansion modules are displayed, as in the picture below.

In Setup tab's Elevator position you can assign access permissions to the respective floors for employee through reader installed in elevator cabin.
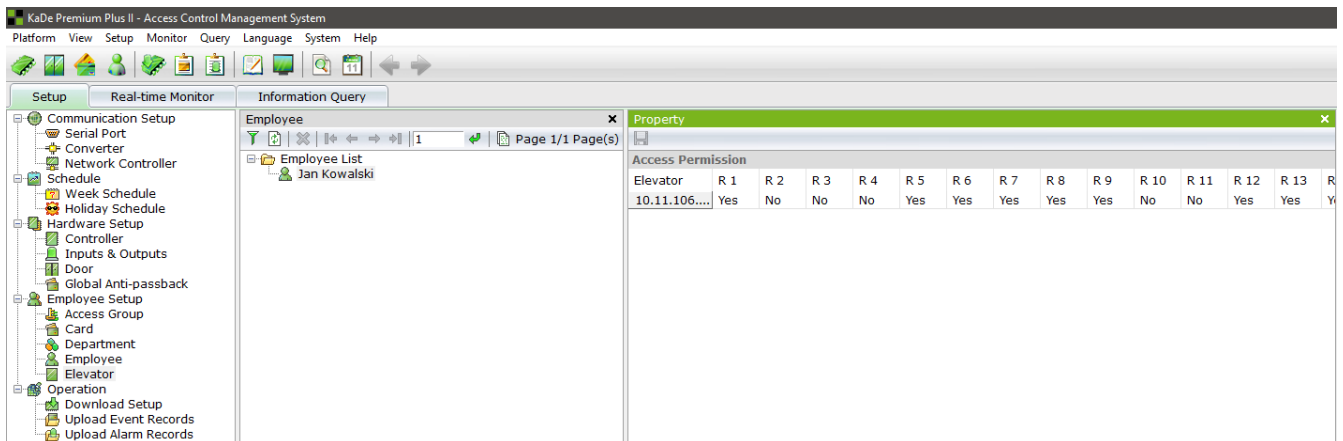
Employee list

List of employees defined in the system, whom you can assign access permission to the respective floors after selecting position on the list. Default setting allows access to all floors.

Access Permission

A list of elevators (first column) and a list of relays (next columns) which control access to particular floor. To prohibit access for particular employee, you must set "No" in a row referring to the proper elevator and save.

3.5 Operation
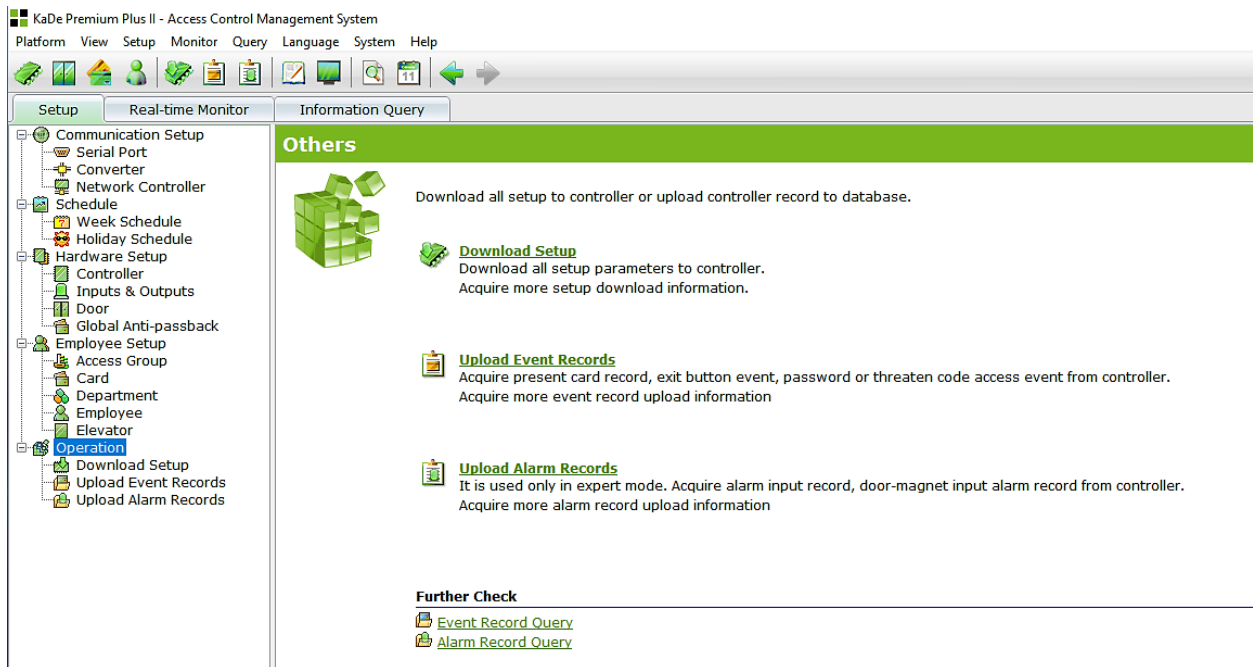
This option includes transfer of data and upload of events and alarms records.

3.5.1 Download setup
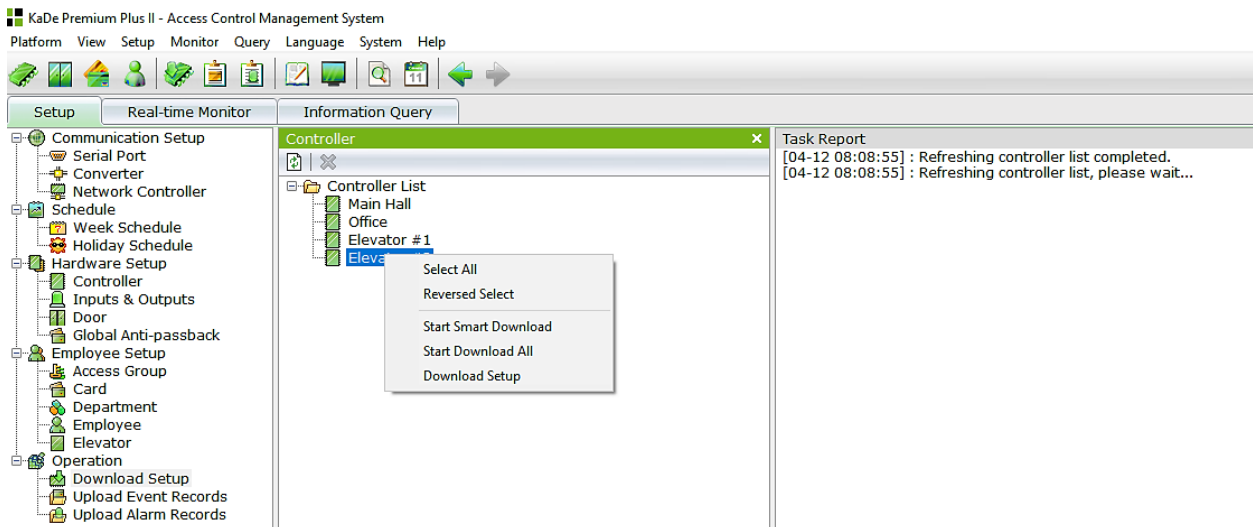
The database created by the configuration of the individual elements of the system is stored on disk in the computer. To be able to be used in the system must be sent to the controllers. Since sending the data to the controller erases all events and alarms, so you should upload it before the operation. All upload records from controllers will be saved to disk in the computer. Right-clicking in a window containing a list of controllers displays a context menu that allows you to perform an operation to send data to some or all controllers.
You can send all data or only the changed greatly accelerate this process.
From this window, operator can download all files. From the other configuration windows can only send data on selected items.

3.5.2 Upload event records
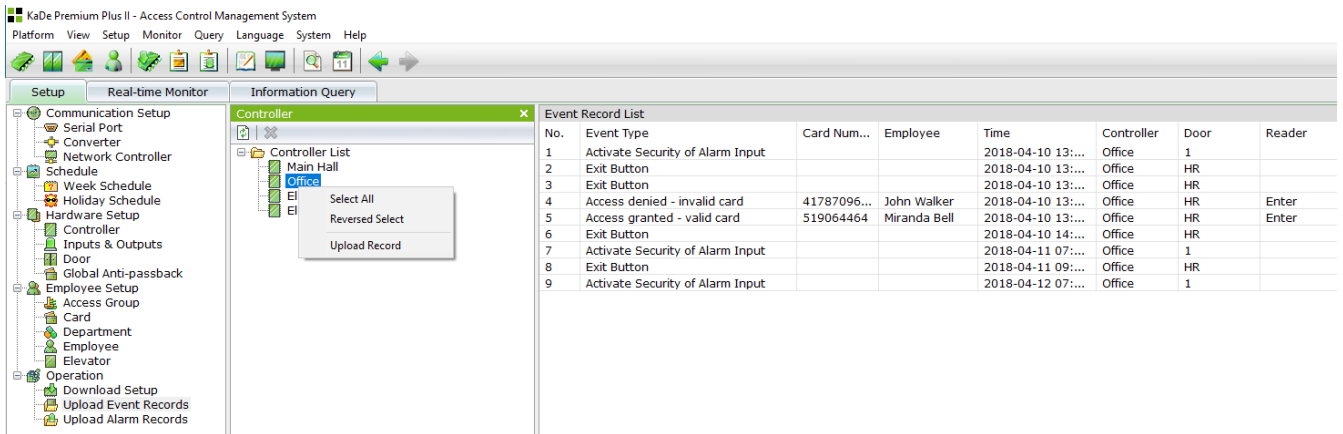
This window displays all controllers added to the database system.
If the operator wants to read events from the controller, select one or more controllers in the list. Then right-click on the selected items to display the context menu and select the item "Upload records".
Showing events are written to the archive and can be used to generate reports in the *Reports* section.

3.5.3 Upload alarm records
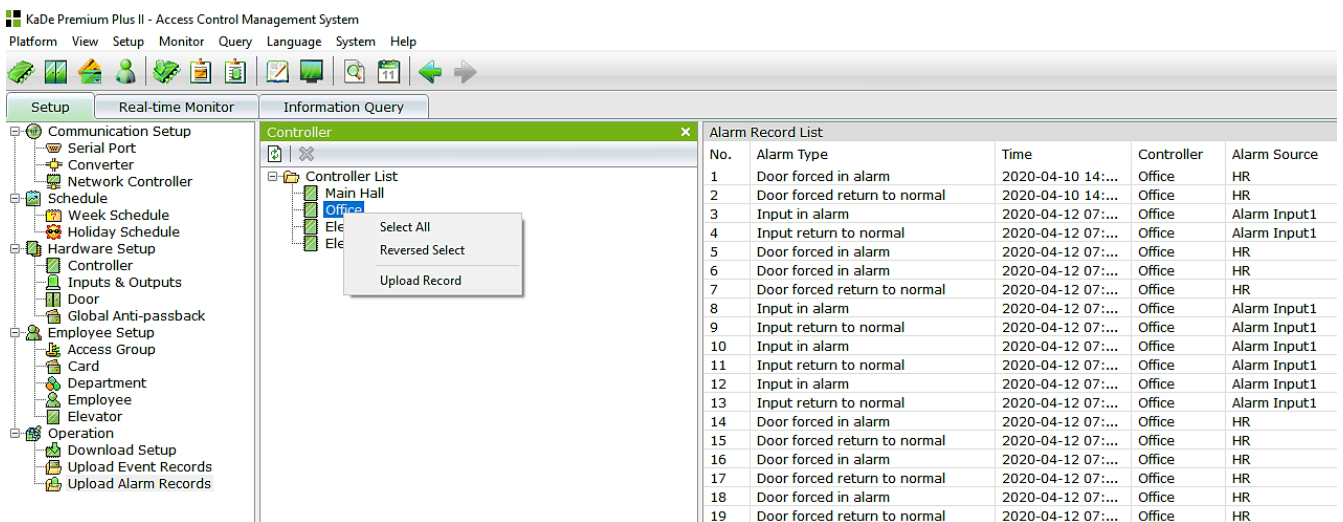
This window displays all controllers added to the database system. If the operator wants to read alerts from the controllers, you must select one or more controllers in the list. Then right-click on the selected items to display the context menu and select the item "Upload records". Displays alarms are written to the archive and can be used to generate reports in the *Reports* section.

Chapter 4. SYSTEM MONITORING

Monitoring tab allows the implementation of three modes:

- Edit mode

This mode allows map edit, so background image loading and put on the icons representing the elements of the system. You can choose from: door, input line, output and camera (if NVR is integrated) icons.

- "On-line" map mode

It visualizes live icon status, displays events and alarms, photos and camera images (if NVR is integrated). In this mode you can also perform certain commands from context menu (e.g. door unlock).

- "On-line" video mode

This mode allows images displaying from many cameras in special window, in which you can set one of available divisions.

4.1 Edit mode

`Parter | Monitor Mode | Fit Window(100,00%) | Size:3161x1830`
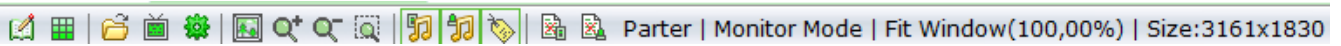
Edit mode allows facility map definition with marked icons of system elements. You can display only one map at a time and system elements, which icons are marked on this map, are monitored. When you first start the program and enable the edit mode displays a blank window.
Background maps should be read from the file and then put on the icons representing the elements of the system.
All operations in this window operator performs using the toolbar at the top of the window.

- enables "on-line" map mode

- renames map

- opens an existing map

- enables „on-line" video mode

- saves changes performed in edit mode

- loads new map background image/deletes existing background image

- fits map background to window size

- zooms in/out map image/selects zoom region

- adds/deletes monitor points from the map

To create new map use context menu in map window.

New Map
Open Map
Save
Save as
Delete current map

View Setup Monitor Query Language System H
Real-time Monitor   Information Quer
Load Background Image
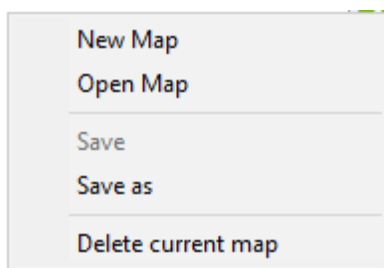
Using this menu you can also delete current map, open map or save modified one under new name. When creating new map, you can load new background image using top bar.

Elements list possible to put on map depends on controller model. Map background isn't necessary to monitor system elements. You can put many elements of the system in blank window and save as map.

Adding monitoring points to the map:

- click on the green icon - the window will open as below
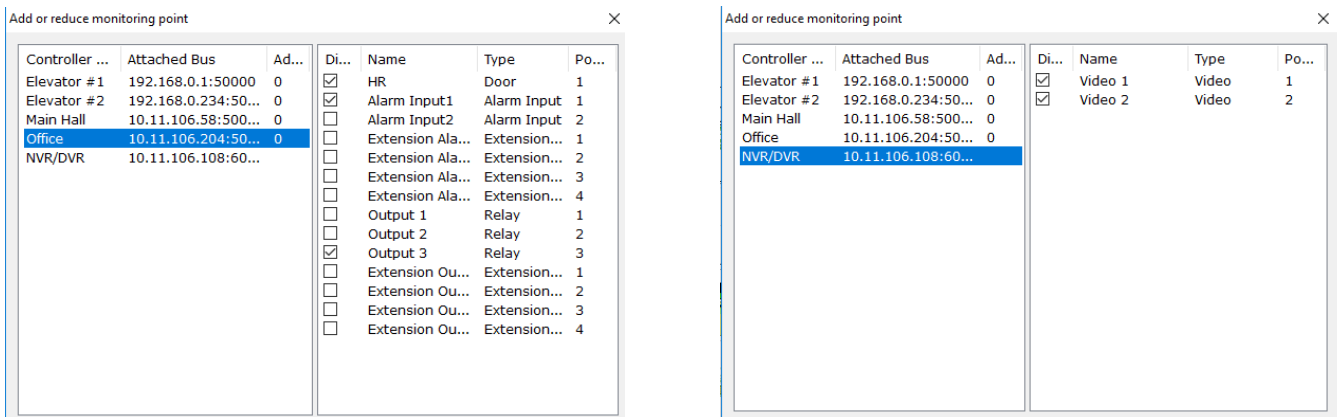
In the window above, a list of all controllers and Network Video Recorder (if added) is displayed. When you select the controller in the list on the left part of the window, the right part displays the items available for the model.

To place an item on the map, first mark it in the list on the right. Selected items are displayed by default in the upper left corner of the map window. You can drag them to the map and place them in their actual location. Alarm inputs and control outputs from the expansion module are included in the list if it has been attached to the controller. When you have finished editing the map, save it under the name you chose.

Monitoring Point Instruction:

 - door status icon.

 - Input icon.

 - Output icon.

 - Video camera.

Then you can go into live monitoring mode.
Live monitoring mode can only be enabled when we create a map with system component icons. Only elements from the map currently displayed are monitored. To view another area, display another map.

4.2 Monitoring "on-line" mode - maps
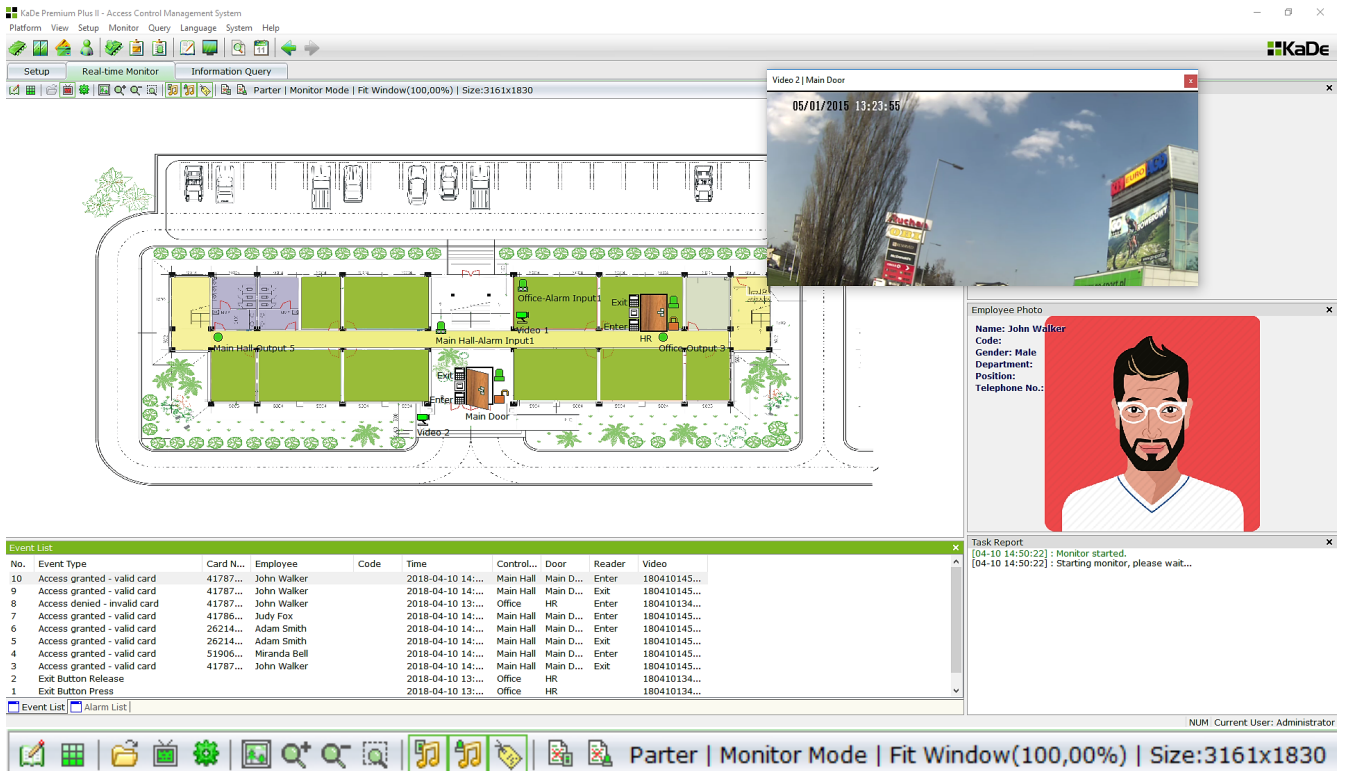
 - enables editing mode

 - enables video monitoring mode

 - opens an existing map

 - enables/disables "on-line" monitoring

 - opens the "Options for monitoring"

 - fits the background map for the window size

 - zooms in/out map/selects the area to zoom

 - enables event sound

 - enables alarm sound

 - enables/disables the labels of the icons on the map

 - removes all events from the list in the event tab

 - removes all alarms from the list in the alarm tab

The live monitoring window includes the following elements:
- a map with active system elements icons
- event list
- alarm list
- user photo card
- list of tasks performed
- dynamic help files
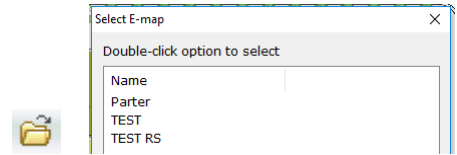
To enable live monitoring mode:
- select a map from the list by clicking on the *Open Map* icon

- click the Start monitoring icon ->

Turning on monitoring mode is signalled by the colour change of this icon to red and the message in the task window:
- Monitor started

Once the door icon is communicated with the door controller, the zones and control outputs are displayed in colour. In the absence of communication, icons are displayed in grey. The lack of communication with the controller may be due to: power failure, disconnection of Ethernet cable, RS485 bus cable, network busy or controller failure. If the monitor shows no communication and the controller has power and the RUN LED is blinking, it is recommended to reset the controller power supply.

The monitoring mode works as follows:
- when the user presents the card to the reader, a message appears in the event window, the sound is generated, the image is displayed, and the reader icon flashes red. If the card has valid permissions then the lock is unlocked (an open padlock icon is displayed)
- when you open the physical door wing, the corresponding icon is displayed
- holding the door opened above the set delay generates an alarm and displays the alarm siren in the door icon in red
- when the door is forced, the alarm is generated immediately (a message appears in the alarm window, the sound is generated and the alarm signal in the door icon is displayed in red)
- violation of the input line with monitoring (glasses) is displayed in the alarm window, the sound is generated, and the line icon is displayed in red
- the violation of input line with the monitoring disabled (no glasses) does not generate an alarm, but the line icon is displayed in red
- switching the control output over an alarm from an assigned zone, event or operator causes the icon to be red.

Loss of communication with the controller when monitoring mode is activated will result in periodic retries of communication. Communication is signalled by the display of a coloured door icon. Lost and returned communication with the controller displays such messages in the task window.

To disable the monitoring mode, click on the icon:

A message will appear asking you to confirm the operation.
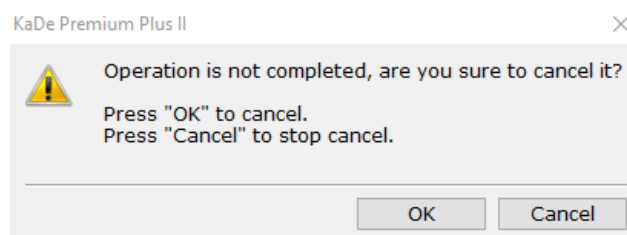
4.3 Monitoring „on-line" mode - video
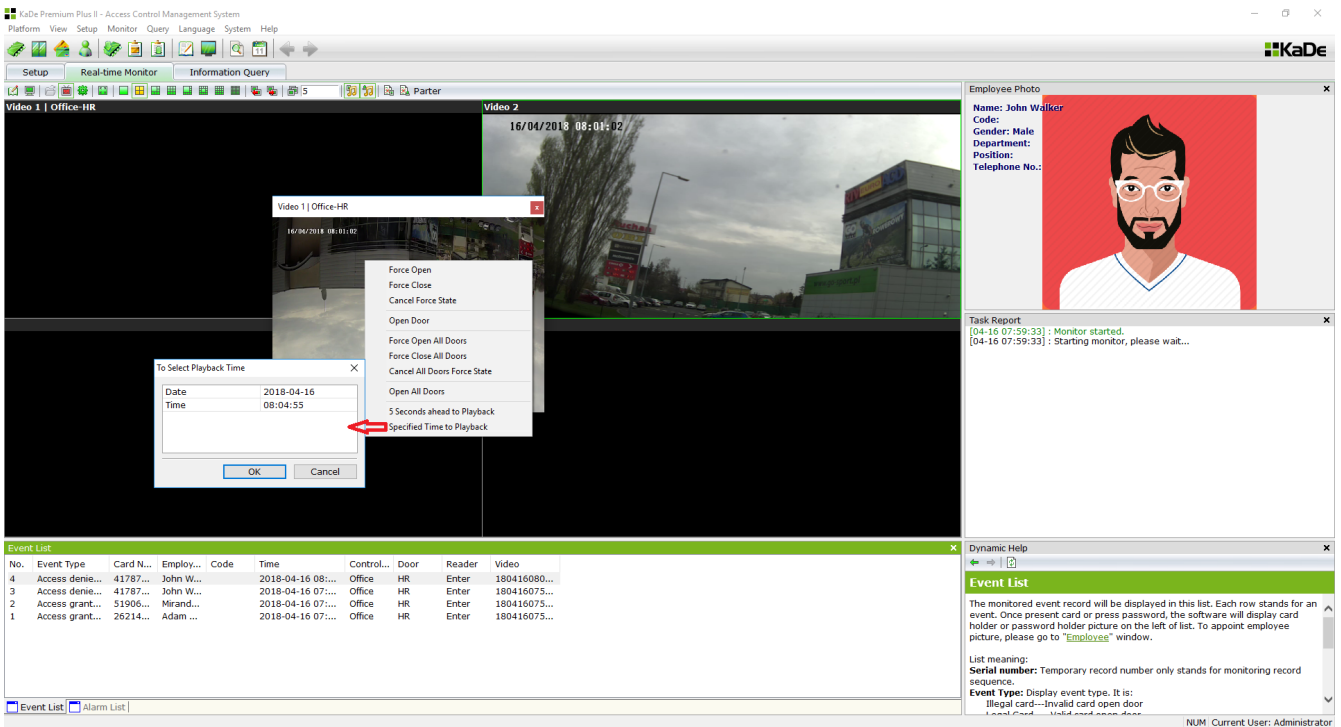
Context menu in this window allows door operations performing and playing video recorded by selected camera ahead of 5 seconds time or from selected time.

      - enables edit mode

      - enables/disables "on-line" monitoring

      - opens Monitoring option window

      - zooms in/out map/selects the area to zoom

      - full screen

      - screen division from 1 to 32 cameras
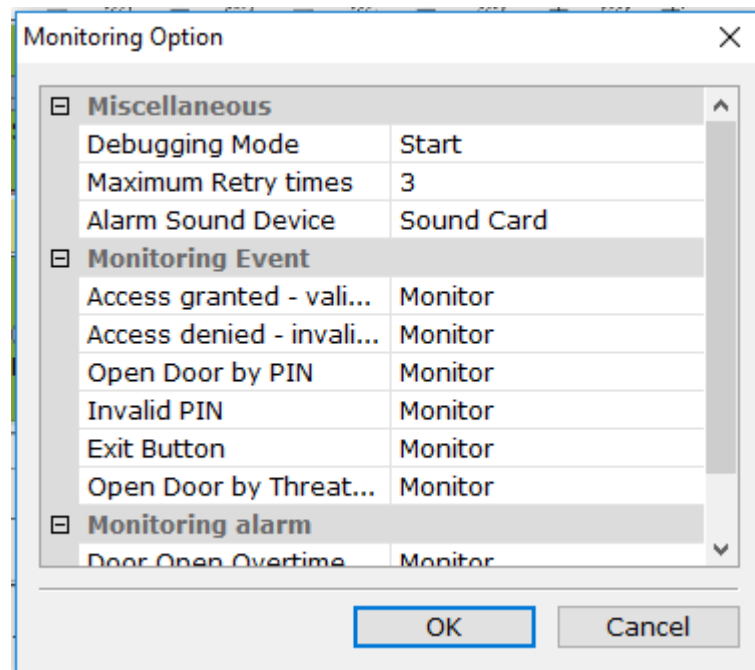
      - enables event sound

      - enables alarm sound

      - removes all events from the list in the event tab

      - removes all alarms from the list in the alarm tab

Monitoring options

- *The maximum number of retries* - number of attempts to communicate with the controller that will be performed by the program before turning off the monitor mode.
- *The siren alarm* - siren alarm type, sound card and an external siren or speaker in the PC.

During monitoring, the following events are displayed in the event window:

    - Access granted - valid card
    - Access not allowed - invalid card
    - Access granted - valid access code
    - Access not allowed - invalid access code
    - Access allowed - exit button

During monitoring in the alarm window the following alarms are displayed:
    - Door forced - alarm state
    - Door forced - normal state
    - Door hold open - alarm state
    - Door hold open - normal state
    - Inputs - in alarm state
    - Inputs - in normal state

By default, monitoring for all events and alarms is enabled.

Chapter 5 INFORMATION AND REPORTS
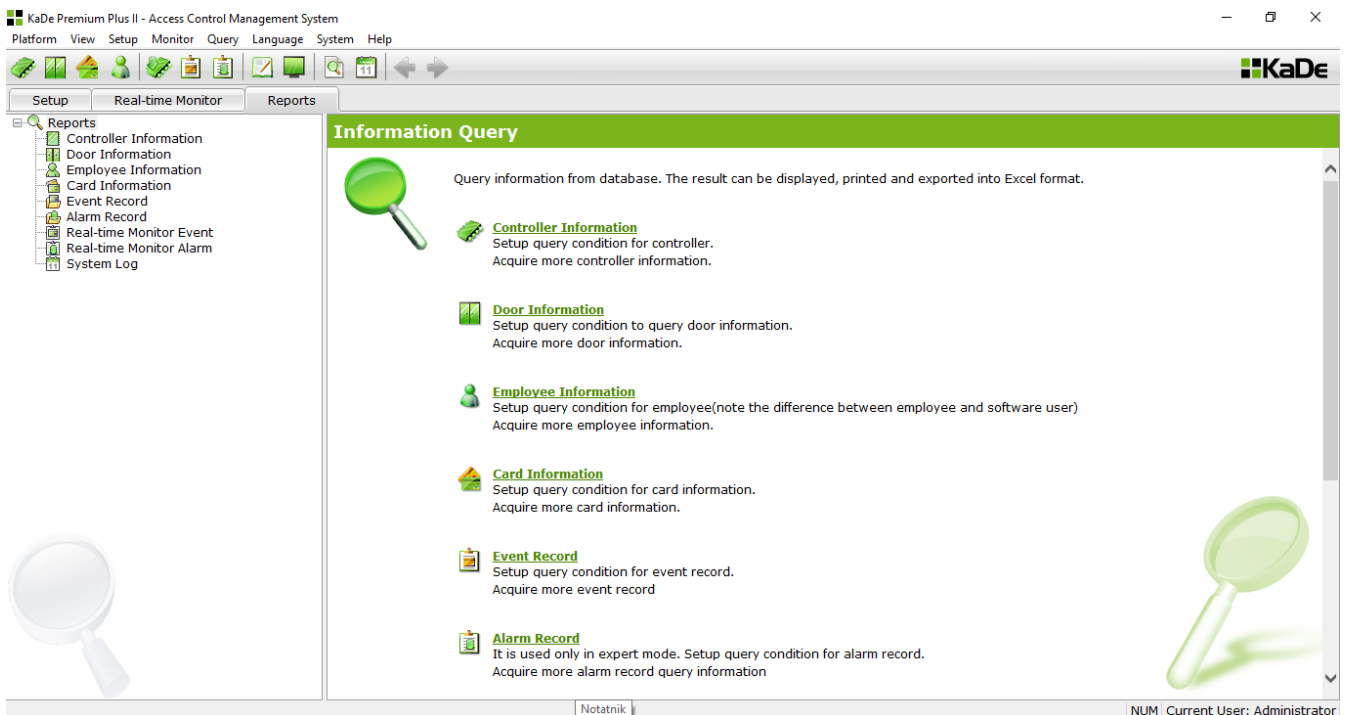
This tab allows you to obtain information from the database and system event using the filters. This information is in the form of reports and can then be displayed on screen, printed or saved in the form of Excel files.

5.1 Controller information
Filter settings
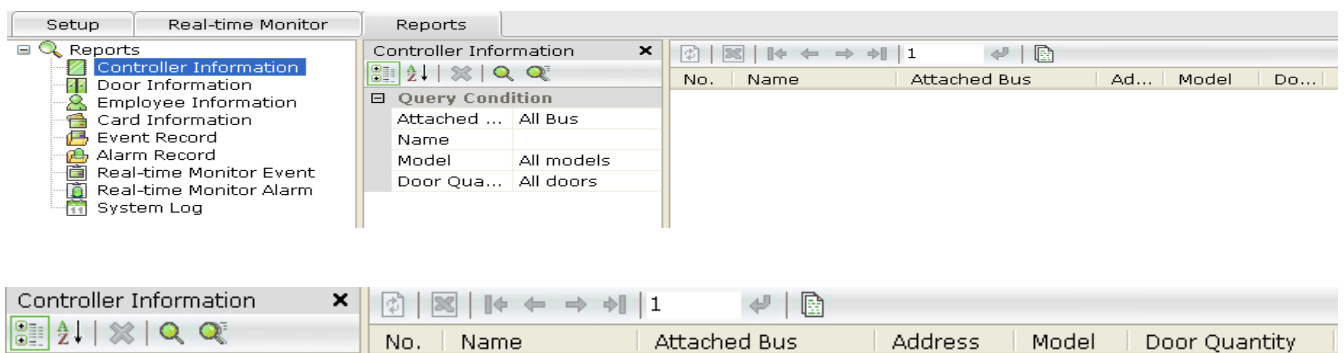
To view information about the controllers defined in the system, click on the magnifying glass icon.

In the window below the filter fields are displayed.
The default filters settings generate report for all controllers.

If you are interested in only selected group of controllers, you must change the filter settings.

Filters

Port - you can choose number to which is attached the controller (or whole network bus).

Name - enter the full, exact name of the controller.
If you do not remember whole name, you can enter a part of them but then in order to view the list, click on the icon:
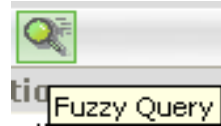
Model - in KaDe Premium Plus II since 136B version 12 controller models are available - KS-10XX, KDH-KS20XX, KDH-KS2000-IP-ELV and KZ-1000-IP, KDH-KZ2000-IP models.

Number of doors - in KaDe Premium Plus II controllers operate with 1 to 4 doors.

After setting the filters and click on one of the magnifying glass icon in the right window displays a list of controllers that meet the criteria of your filters. Each line of the list applies to a single controller and includes: its name, no. of communication port, address, model and number of doors.

The list can be viewed using the tools to move around the site described in the help file and sort by clicking on the column.

You can export the generated list as an Excel file by clicking on the icon
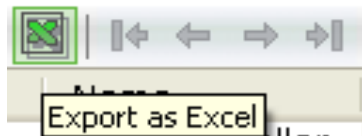
You can also print it using the print option in the *General* tab.

No.	Name	Attached Bus	Address	Model	Door Quantity
1	KS2012IP#1:	10.11.106.244	0	KDH-KS2012-IP	1
2	KS2012RS_IP# 1(	10.11.106.223	10	KDH-KS2012-RS	1
3	KS2012RS_IP#6	10.11.106.223	6	KDH-KS2012-RS	1
4	KS2012RS_IP#7	10.11.106.223	7	KDH-KS2012-RS	1
5	KS2012RS_IP#8	10.11.106.223	8	KDH-KS2012-RS	1
6	KS2012RS_IP#9	10.11.106.223	9	KDH-KS2012-RS	1
7	KS2012RS_RS#0	Serial Port 3	0	KDH-KS2012-RS	1
8	KS2012RS_RS#1	Serial Port 3	1	KDH-KS2012-RS	1
9	KS2012RS_RS#2	Serial Port 3	2	KDH-KS2012-RS	1
10	KS2012RS_RS#3	Serial Port 3	3	KDH-KS2012-RS	1
11	KS2012RS_RS#4	Serial Port 3	4	KDH-KS2012-RS	1
12	KS2012RS_RS#5	Serial Port 3	5	KDH-KS2012-RS	1
13	KS2024IP#14	10.11.106.222	0	KDH-KS2024-IP	2
14	KZ2000IPU#12	10.11.106.211	0	KDH-KZ2000U-IF	1
15	KZ2000IPU#13	10.11.106.212	0	KDH-KZ2000M-IF	1

5.2 Door information
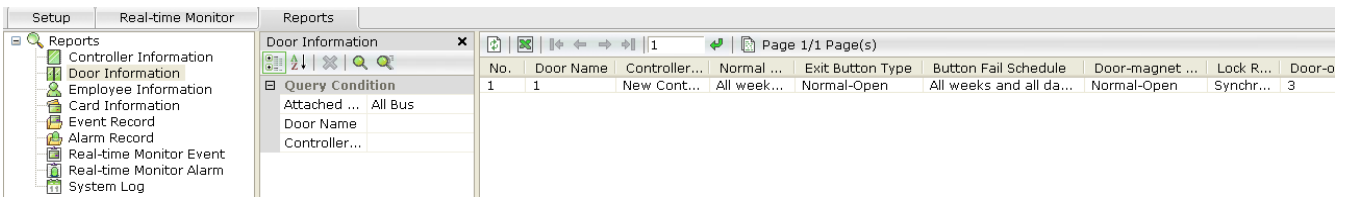
Filter settings

To view information about the door defined in the system, click on the magnifying glass icon.

In the window below the filter fields are displayed. The default filters settings generate report for all doors.

If we are interested only selected group of doors, we need to change the filters.

Filters

Port - you can choose number to which is attached the controller (or whole network bus) that supports the door.

Name - enter the full, exact name of the door.

If you do not remember whole name, you can enter a part of them but then in order to view the list, click on the icon:

After setting the filter and click on one of the magnifying glass icon in the right window displays a list of doors that meet the criteria of your filters. Each line of the list applies to one door and contains data defined during setup.

The list can be viewed using the tools to move around the site described in the help file and sort by clicking on the column.

Yes, you can export the generated list as an Excel file by clicking on the icon
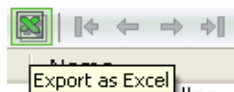
You can also print it using the print option in the *General* tab.

Door Information

No.	Door Name	Controller Name	Lock Relay	Normal Open Schedule	Exit Button Type	Button Fail Schedule	Door-magnet Typ
1	1	KS2012IP#11	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open
2	1	KS2012RS_IP#10	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open
3	1	KS2012RS_IP#6	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open
4	1	KS2012RS_IP#7	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open
5	1	KS2012RS_IP#8	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open
6	1	KS2012RS_IP#9	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open
7	1	KS2012RS_RS#0	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open
8	1	KS2012RS_RS#1	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open
9	1	KS2012RS_RS#2	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open
10	1	KS2012RS_RS#3	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open
11	1	KS2012RS_RS#4	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open
12	1	KS2012RS_RS#5	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open
13	1	KS2024IP#14	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open
14	2	KS2024IP#14	Wyj. ster. 2	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open
15	1	KZ2000IPU#12	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open
16	1	KZ2000IPU#13	Wyj. ster. 1	All weeks and all days are prohibited	Normal-Open	All weeks and all days are prohibited	Normal-Open

5.3 Employee information
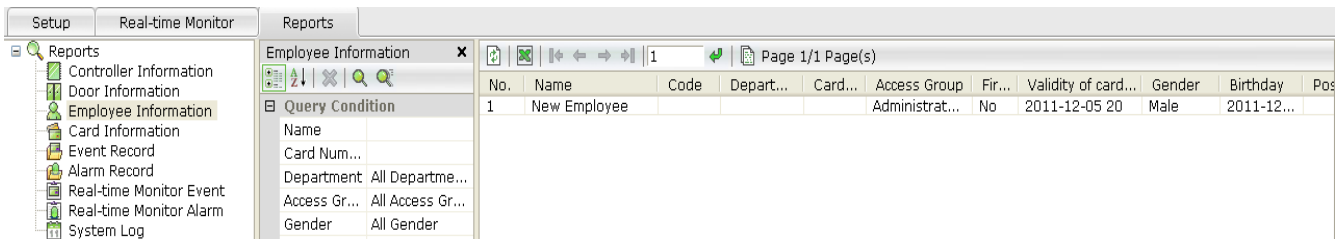
Filter settings

To view information about a users defined in the system, click on the magnifying glass icon.
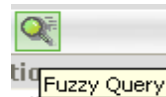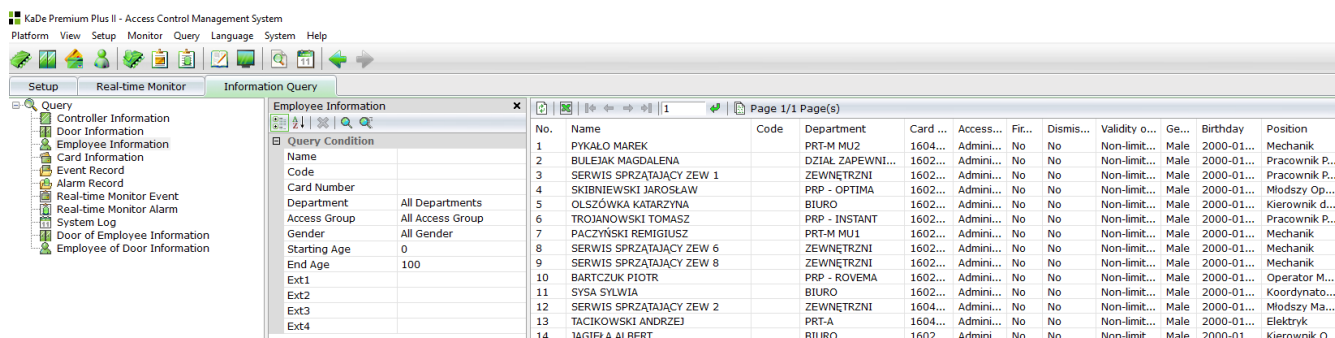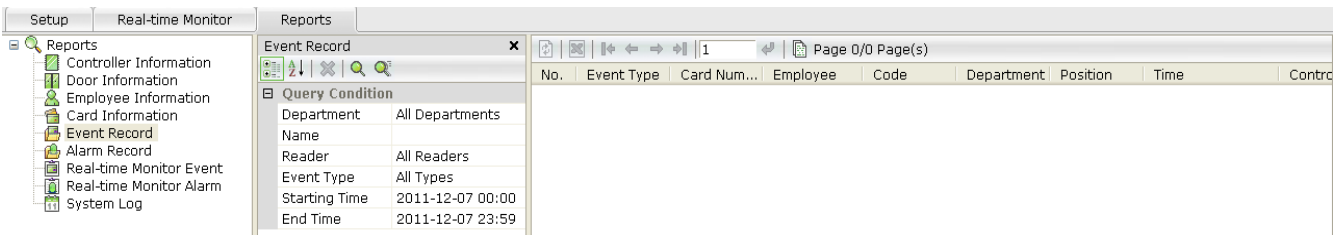
In the window below the filter fields are displayed. The default settings produce report concern all users.

If we are interested only selected group of users, we need to change the filters.

Filters

Name - enter the user name.

If you do not remember whole name, you can write the part of the name but then in order to view the list, click on the icon:

Card number - enter card number.

After setting the filter and click on one of the magnifying glass icon in the right window displays a list of users meeting the criteria of your filters. Each line of the list applies to one user and contains the data defined in the definition.

The list can be viewed using the tools to move around the site described in the help file and sort by clicking on the column.

You can export the generated list as an Excel file by clicking on the icon.

You can also print it using the print option in the *General* tab.

Employee Information
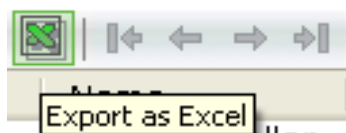
No.	Name	Code	Department	Card Number	Access Group	First Card	Dismiss card and activate security	Validity of card usage	Gender	Birth
1	Jane Brown	2		1099511627774	Administrator Group	No	No	Non-limited	Male	2000
2	John Smith			6008775	Administrator Group	No	No	2017-05-31 01	Male	2000
3	Tom White	1000		7297806	Administrator Group	No	No	Non-limited	Male	2000

5.4 Card information

Filter settings

To view information about cards defined in the system, click on the magnifying glass icon.
In the window below the filter fields are displayed. The default settings produce report concern all cards.
If we are interested only selected group of cards, we must change the filter settings.

Filters

Name - enter the cardholder's name.
If you do not remember whole name, you can write the part of the name but then in order to view the list, click on the icon:
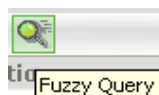
Card number - enter card number.
Status - choose from the list of the status.
After setting the filter and click on one of the magnifying glass icon in the right window displays a list of cards that meet the criteria of your filters. Each line of the list is for one card and contains the data defined in the definition.
The list can be viewed using the tools to move around the site described in the help file and sort by clicking on the column.

You can export the generated list as an Excel file by clicking on the icon.

You can also print it using the print option in the *General* tab.

5.5 Event record

Filter settings
To view information about the events in the system, click on the magnifying glass icon.
In the window below the filter fields are displayed. The default settings generate reports concern all events.
If we are interested only selected group of events, we need to change the filters.
Filters
Department - select a department from the list.
Name - enter the cardholder's name.
If you do not remember whole name, you can write the part of the name but then in order to view the list, click on the icon:
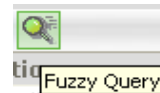
Reader - select the reader from a list.
Event type - select the type from the list.
Start / End range - set the calendar date of the beginning and end of report
After setting the filter and click on one of the magnifying glass icon in the right window displays a list of events that meet the criteria of your filters. Each line of the list involves a single event and presents the data set in the columns of the table. The list can be viewed using the tools to move around the site described in the help file and sort by clicking on the column.

Yes, you can export the generated list as an Excel file by clicking on the icon.

You can also print it using the print option in the *General* tab.

5.6 Alarm record

Filter settings

To display information about the alarm in the system, click on the magnifying glass icon.

In the window below the filter fields are displayed. The default settings generate reports concern all alarms.

If we are interested only selected group of alarms, we need to change the filters.

Filters

Controller - select controller from a list.

Alarm type - select the type of alarm from the list.

Start / End range - set the calendar date of the beginning and end of report.

After setting the filter and click on the magnifying glass icon in the right window displays a list of alarms that meet the criteria of your filters. Each line of the list involves a single alarm and contains data in the columns of the table set.

The list can be viewed using the tools to move around the site described in the help file and sort by clicking on the column.

Yes, you can export the generated list as an Excel file by clicking on the icon.

You can also print it using the print option in the *General* tab.

5.7 „On-line" monitoring events report

5.8 "On-line" monitoring alarms report

<u>Filter settings</u> - analogical as all events/alarms report filter settings.
If access control system is integrated with CCTV system through NVR, after click on selected event, there is an image with ahead of 5 seconds time displayed in Video playback window from camera assigned to AC system element. Due to this ahead time you can see what happened before event - e.g. how this came to door forcing.

5.9 System logs
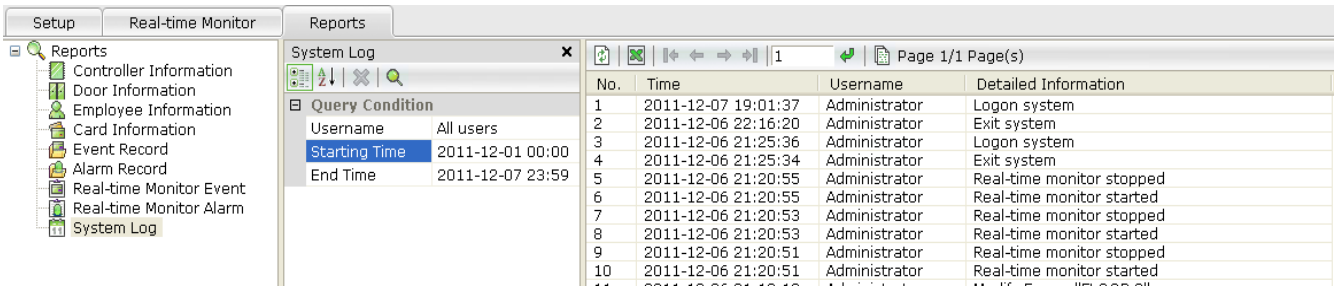
Filter settings

To view system log information, click the magnifying glass icon. The fields below show filter fields. The default filter settings will display information about all logs. If you are only interested in information about selected logs, you need to change the filter settings.

Filters

Operator - select an operator from the list

Start / End of range - set the start and end date of the calendar

After setting the filters and clicking on one of the magnifying glass icons in the right window a list of logs fulfilling the filter criteria is displayed. Each of the list rows refers to a single log and contains the data set in the columns of the table. We can browse the list using the tools for navigating the page described in the help file and sorting by clicking on the column.

You can export this list as an Excel file by clicking on the X icon or printing using the print option under the *General tab*.

5.10 Access for selected employee report
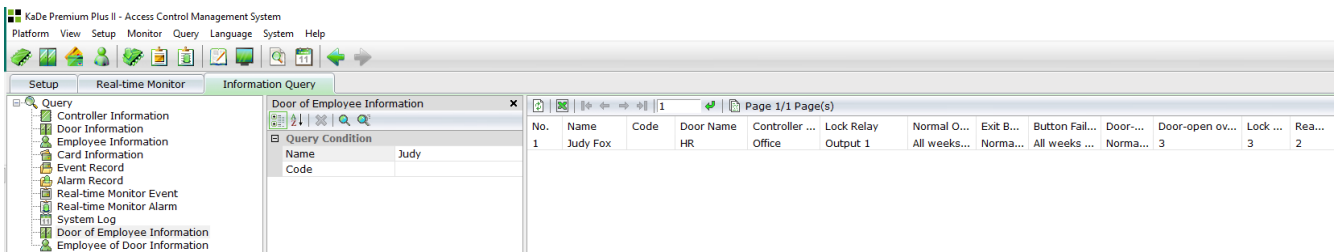
In Name field type full name (as in Employee tab) and click

You can also type block of name - in this case click

You can use employee code for filtering.

5.11 Access groups and employee's access to selected door report
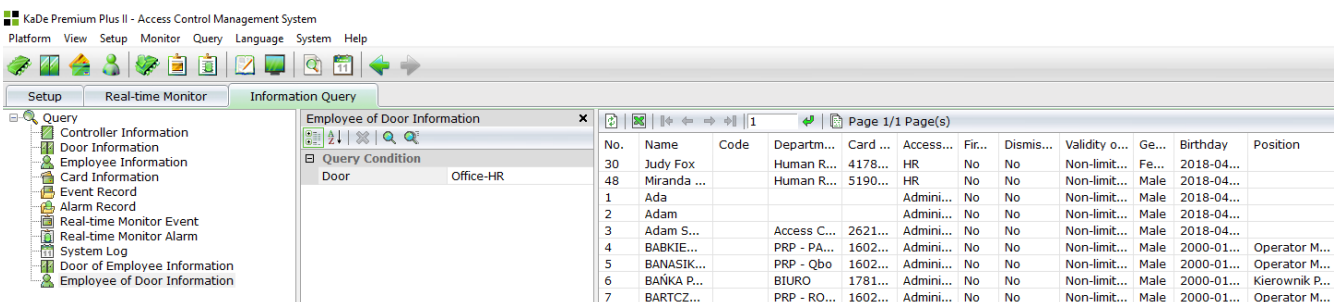
Chapter 6 Time and Attendance
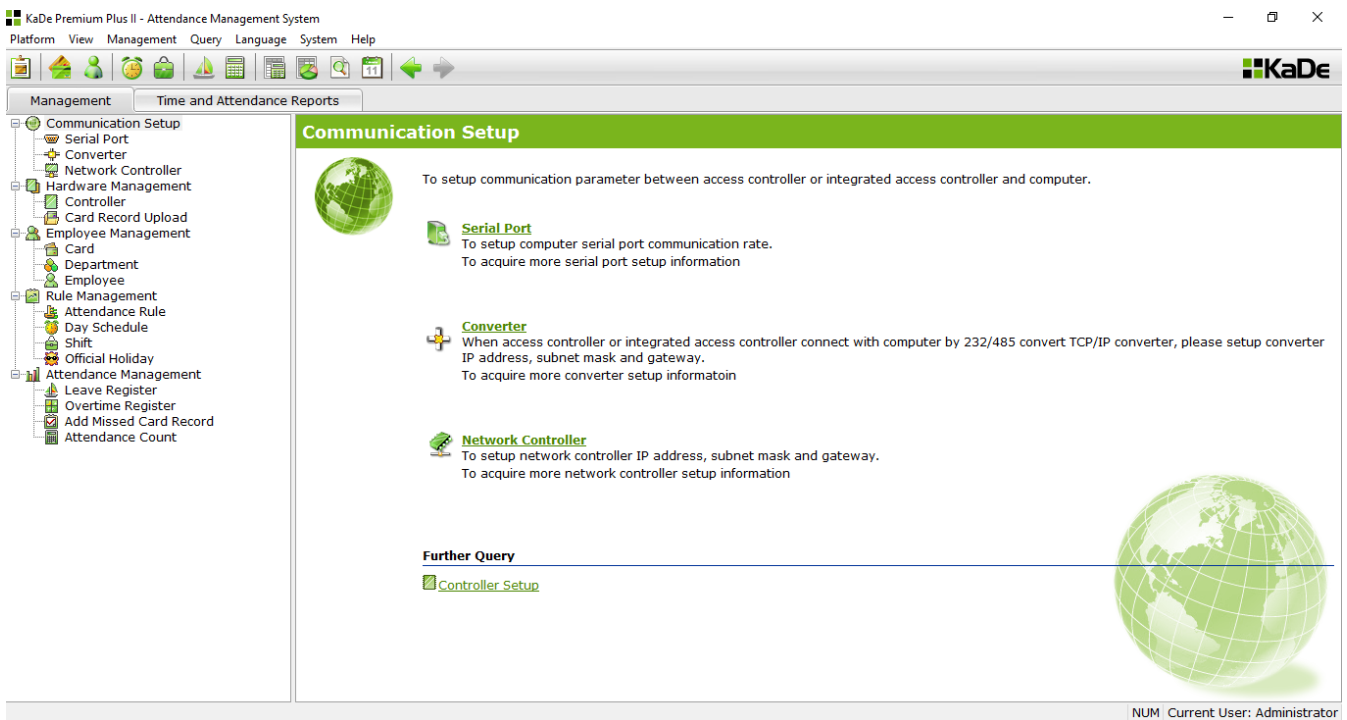
This option is based on the same readers for time and attendance and for access control system. It is very easy and very cheap solution, for generating the T&A reports.

Selecting this item displays a screen with two tabs:
- Configuration of T&A
- T & A Reports

In the process of configuring an administrator can perform the following steps:
- Set the T&A mode - simple or advanced
- Determine which readers in the system are taken into account in the T&A cal-culation
- Establish rules of operation for T&A
- Define work schedules and timetables for the various groups of employees

The configuration of the system and send the data should be carried out in the AC section. Then administrator should switch to the T&A section and assigned readers for T&A (controller menu), define rules for T&A, schedules and shifts, which then must be assigned to individual employees.

6.1 Communication setup

These options are repeated from AC section - description, see page 22 and 23 of this manual.

6.2 Hardware Configuration
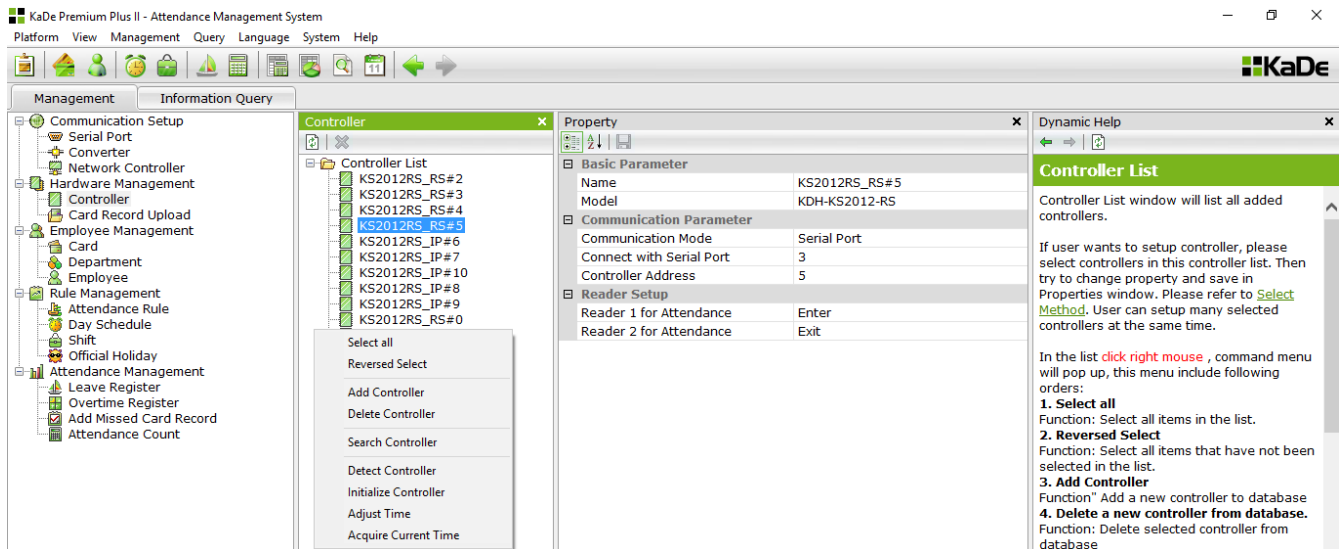
6.2.1 Controller Setup

Setup displays the parameters of the controller configured in the AC section. Use this window to set options in the *Setup reader*. For each of the readers, we can set the value of YES or NO. Setting to YES will cause the events Legal card generated by the reader will be considered as valid registrations in the process of calculating the employee's T&A.

6.2.2 Card record upload
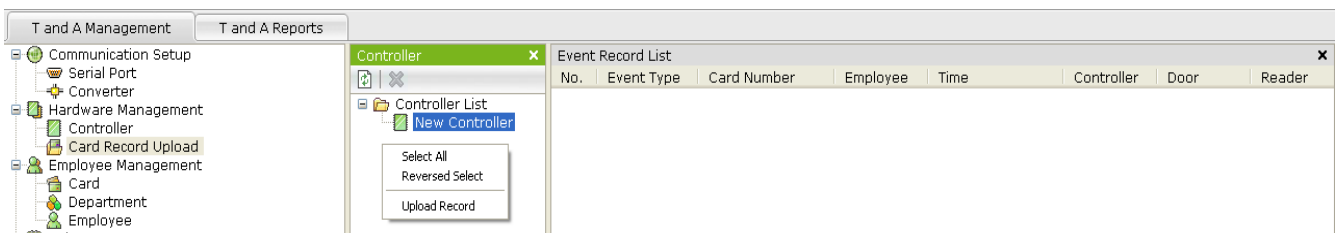
Using the context menu should be performed upload employee's registration from all or selected controllers. This operation should be performed before T&A calculation, otherwise the event will not be included in the report. Only events from the readers with *T&A Reader* option set to YES will be taken into account in T&A calculating.

6.3 Employee management

These options are repeated from section AC - description, see page 36 - 41 of this manual.
Options *Cards* and *Departments* are identical with described in section KD.
User form in this window does not include items related to the functions of AC.

6.4 Rule for management

Management rules allow:

- T&A mode setting

- Define schedules and timetables for T&A

- Defining holidays (if not defined in AC section)

6.4.1 Attendance Rule
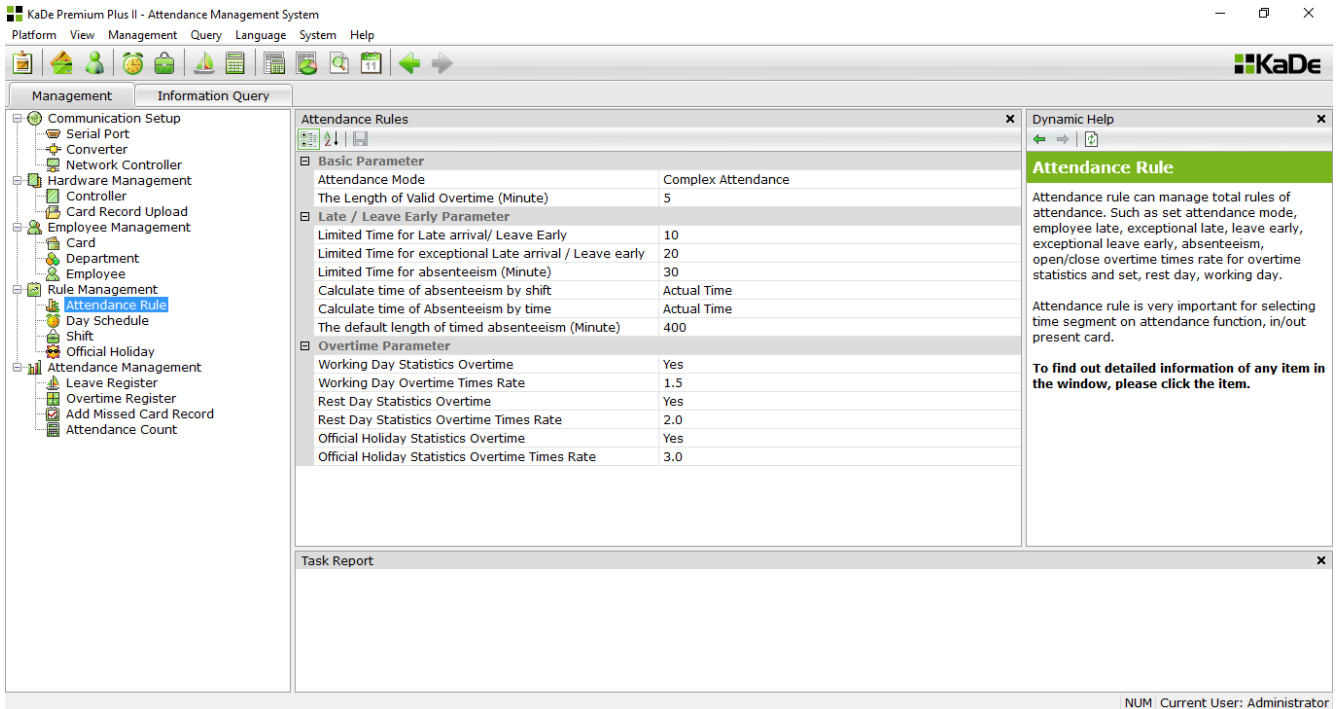
In this window you can set the T&A mode and its parameters.

T&A simple mode
Operates on the principle of counting time between the first and last use of the card in the reader declared as T&A reader, during one shift or the day. In the simplest case this may be one integrated controller KZ-1000 (Lite version). In this mode, the calculating time concern one calendar day and work-time can't pass through the north. There is also no possibility of automatic billing overtime. Work schedules may be timed (irregular working hours) or shift. Readers declared as T&A can simultaneously operate as an access control system components.

T&A Advanced Mode
Operates on the principle of counting time between using a card in the reader declared as T&A ENTRY and using in the reader declared as T&A EXIT. In this mode, two readers must be use and it can't be used in access control system. In this mode, the settling time can be done during one calendar day and time can pass through the north. It is the possibility of automatic billing overtime.

In both modes, operator can manually add the missing registration (for example, when someone forgot the card). Due to the lack of a terminal with function keys registration leave during shift is done manually by the administrator.

T&A simple mode - parameters

Timeout for lateness / early exit - set in the right field value indicates that the

Attendance Rules	✕
Basic Parameter	
Attendance Mode*	**Simple Attendance**
Late / Leave Early Parameter	
Limited Time for Late arrival/ Leave Early	10
Limited Time for exceptional Late arrival / Lea...	20
Limited Time for absenteeism (Minute)	30
Calculate time of absenteeism by shift	Actual Time
Overtime Parameter	
Working Day Statistics Overtime*	No
Rest Day Statistics Overtime*	No
Official Holiday Statistics Overtime*	No

employee can come to 10 minutes (in this case) later than planned start time of a job or leave to 10 minutes earlier than the planned end time of work and will not be recorded late or early leave. He will have noticed a complete shift. If we do not allow such a situation value "0" should be set.

Timeout for lateness / early exit - exceptions - set in the right field value indicates that the employee can come to 20 minutes (in this case) later than planned start time of a job or leave to 20 minutes earlier than scheduled end time job. If registered late entrance or early exit is greater than the permissible limit in the box above, the employee will be late or early recorded. If we do not allow such a situation value "0" should be set.

Timeout on the status of absence - set in the right field value indicates that the employee can come to 30 minutes (in this case) later than the scheduled start time of a job or leave up to 30 minutes earlier than the scheduled time of completion of work, to be counted an incomplete shift. Exceeding this time will assigned him this day as absence. If we do not allow such a situation value "0" should be set.

Calculation of absence for the shift mode - we have two possibilities for selection: according to current, registered time In / Out (deducted the sum of the times: lateness and early departure) or as a whole shift. This value calculation process will be deducted from the planned time.
Shift mode means that the employee is assigned a specific schedule of working hours for each day.

T&A Advanced mode - parameters

Attendance Rules	×
Basic Parameter	
Attendance Mode	Complex Attendance
The Length of Valid Overtime (Minute)	5
Late / Leave Early Parameter	
Limited Time for Late arrival/ Leave Early	10
Limited Time for exceptional Late arrival / Lea...	20
Limited Time for absenteeism (Minute)	30
Calculate time of absenteeism by shift	Actual Time
Calculate time of Absenteeism by time	Actual Time
The default length of timed absenteeism (Min...	480
Overtime Parameter	
Working Day Statistics Overtime	Yes
Working Day Overtime Times Rate	1.5
Rest Day Statistics Overtime	Yes
Rest Day Statistics Overtime Times Rate	2.5
Official Holiday Statistics Overtime	Yes
Official Holiday Statistics Overtime Times Rate	3.5

The minimum time for the calculation of overtime (min) - set in the right field value indicates that the employee had accrued overtime, worked beyond the scheduled time of the shift, and must be equal to / greater than this number.

Timeout for lateness / early exit - exceptions - set in the right field value indicates that the employee can come to 20 minutes (in this case) later than planned start time of a job or leave to 20 minutes earlier than scheduled end time job. If registered late entrance or early exit is greater than the permissible limit in the box above, the employee will be late or early recorded. If we do not allow such a situation value "0" should be set.

Timeout for lateness / early exit - exceptions - set in the right field value indicates that the employee can come to 20 minutes (in this case) later than planned start time of a job or leave to 20 minutes earlier than scheduled end time. If registered late entrance or early exit is greater than the permissible limit in the box above, the employee will be late or early recorded. If we do not allow such a situation value "0" should be set.

Timeout on the status of absence - set in the right field value indicates that the employee can come to 30 minutes (in this case) later than the scheduled start time of a job or leave up to 30 minutes earlier than the scheduled time of completion of work, to be counted an incomplete shift. Exceeding this time will assigned him this day as absence. If we do not allow such a situation value "0" should be set.

Calculation of absence for the shift mode - we have two possibilities for selection: according to current, registered time In / Out (deducted the sum of the times: lateness and early departure) or as a whole shift. This value calculation process will be deducted from the planned time.
Shift mode means that the employee is assigned a specific schedule of working hours for each day.

Calculation of time of absence for timed mode - we have two possibilities for selection: according to current, registered time In / Out (subtracted the total time delay: and early leave) or as a whole shift. This value calculation process will be deducted from the planned time.
Timer mode means that the employee is required to be worked within a given day a certain amount of hours in any period of time.

The default time for the calculation of absence for temporary mode - set in the right box value is used in the calculation of the T&A.

Calculation of overtime in the days in the timed mode - set to YES will cause that during normal work day (with an assigned schedule) can be calculated an overtime.

Times rate for the calculation an overtime during the day with assigned schedule - set value is used in the calculation an overtime.

Calculation overtime for days without a schedule - set to YES will cause that in non-working days (without an assigned schedule) can be calculated an overtime.

Times rate for calculate overtime for days without a schedule - set value is used in the calculation an overtime.

Calculation of overtime on public holidays - set to YES will cause that in public holidays (but without an assigned schedule) can be calculated overtime.

Times rate for calculation of overtime on public holidays - set value is used in the calculation of overtime.

6.4.2 Schedules

T&A schedules specify the hours in which employees can register entry/exit and a nominal daily working time. Schedules parameters for simple and advanced mode are different.

T&A simple mode

Day Schedule	✕		Property	✕
⊟ 📁 All Day Schedule			⊟ **Basic Parameter**	
⊡ 🔴 New Schedule			Name*	**New Schedule**
			Valid Start Time of Presenti…	**00:00**
Select All			Valid End Time of Presentin…	**23:59**
Reversed Select			⊟ **Shift Parameter**	
			The Number of Shift*	4
Add Day Schedule			The time of duty on for Shif…	**09:00**
Delete Day Schedule			The time of duty of for Shift…	**12:00**
			The time of duty on for Shif…	**14:00**
			The time of duty of for Shift…	**18:00**
			The time of duty on for Shif…	**20:00**
			The time of duty of for Shift…	**22:00**
			The time of duty on for Shif…	**23:00**
			The time of duty of for Shift…	**25:00**

In the "simple T&A" are only available shift schedules.
Name - the field to enter the name of the schedule.
Start / End of valid registration - you must insert the time interval in which registrations will be taken into account to calculate the T&A. It could also be all day as in the example above.
The number of shift - because the system allows the settlement of multi-shift operation in this field, you can set a number of shifts from 1 to 4
Start of shift x / End of shift x - field for entering the start and end time for each shift. End of the shift and the beginning of the next can't overlap - see the example above.
Right-click menu - allows you to add new schedules and remove already defined. It also allows you to quickly select all items on the list of schedules. Selected items can be selected by holding the CTRL key and clicking on selected items.

T&A Advanced Mode

In advanced mode, we have to choose two types of schedules:

- shift - the same as in simple mode

- timed - this type of schedule have not shifts and allows the employee to work at all times during the day, but you can set a minimum daily working hours

Advanced Mode - shift schedules

Name - the field to enter the name of the schedule.
Type - This field can set the type of schedule: "Shift schedule" or "Timed schedule". In the "simple T&A" mode are only available "shift schedules".
Beginning / end of valid registration - you must insert the time interval in which registrations will be taken into account to calculate the T&A. It could also be all day as in the example above.
Statistics overtime - this setting determines whether they will be charged overtime to employees who will be assigned to this schedule. In the case of shift schedules, overtime hours are calculated only after completing the minimum time and crossing time for the calculation of daily overtime. In the case of timed schedules overtime will be charged only when you set the minimum working day.
Calculation of overtime for the earlier entry and latest leave - at work occur both earlier entry and later exit. This setting determines whether this situation will be treated as overtime.
The maximum time for overtime hours earlier entry or later leave - if field above is set to "Yes" to this line, you can set a time limit (in minutes) of daily values of overtime for these situations.

Advanced Mode - timed schedules

Name - the field to enter the name of the schedule.

Type - in this field we can set the type of schedule: "Shift schedule" or "Timed schedule". In the "simple RCP" are only available shift schedules.
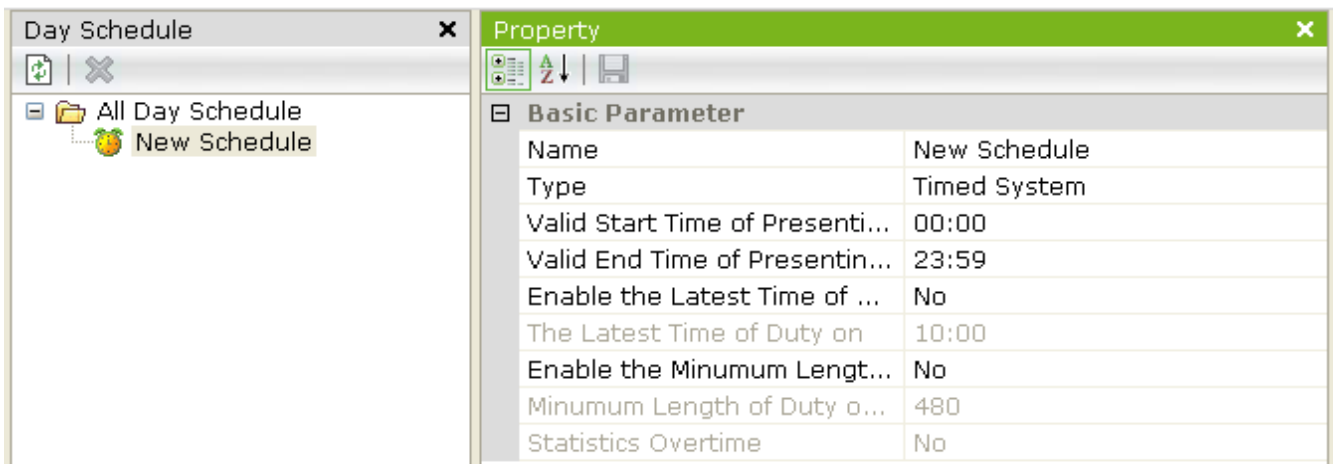
Beginning / end of valid registration - you must insert the time interval in which registrations will be taken into account to calculate T&A. It could also be all day as in the example above.

Time limit for entry - if this field is set to YES then the employee must register at the latest entry at this time. Otherwise, it will be recorded as being late or absent from according the other settings in the "T&A rules."

End entry register - enter the hour, which indicates the end of time to register the entry to work. When this option is enabled the employee should register at the latest entry at this time, otherwise you will be registered late or absent according to the settings in the "T&A rules"

Enable the minimum daily working time - when this option is set to "Yes" then the employee must have worked at least set the time in the field below. Otherwise, in the calculation of the T&A will be inserted absence.

The daily minimum working time - when this option in the box above is set to "Yes" then the employee must have worked at least in this box set time. Otherwise, in the calculation of the T&A will be inserted absence.

The minimum daily working time - when this option is set to "Yes" then the employee must have worked at least in this box set time. Otherwise, in the calculation of the T&A will be inserted absence.

Statistics overtime - this setting determines whether they will be charged overtime to employees who will be assigned to this schedule. In the case of shift schedules, overtime hours are calculated only after completing the minimum time and crossing time for the calculation of daily overtime.

6.4.3 Shifts
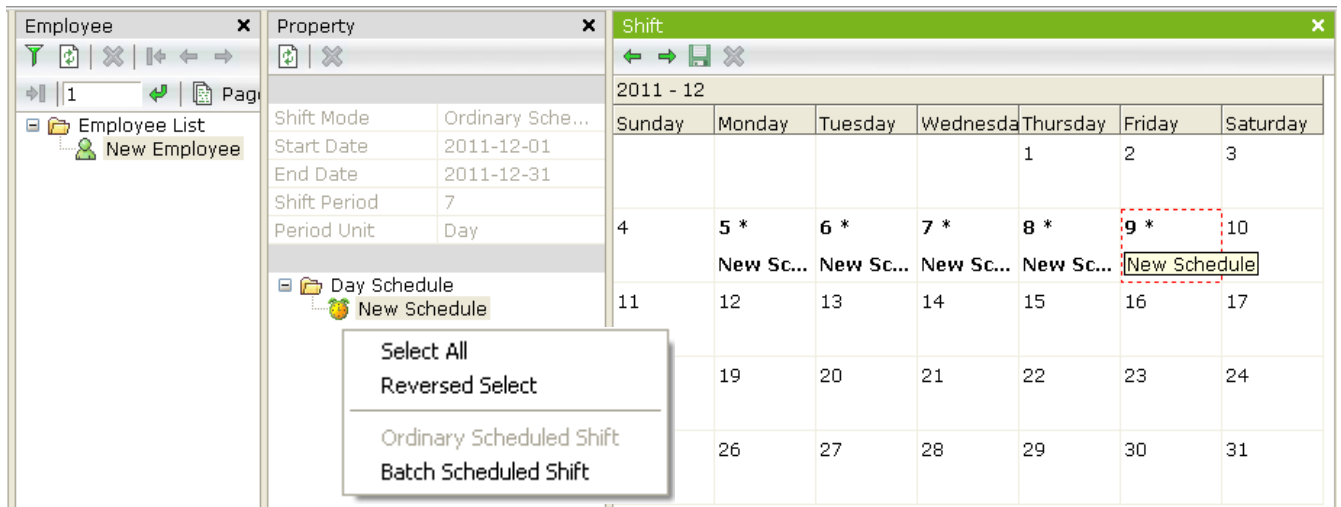
This window allows operator to assign employee predefined schedules for weekdays. Days that do not have an assigned schedule are called "days without a schedule." Overtime on such days may be charged by another times rate. The schedule can be assigned independently for each day. If the schedule is repeated on a weekly basis is recommended to use the automatic assignment schedules.

The window contains three parts: a list of employees, a list of schedules and a calendar. The instruction is as follows:

• from the right-click menu select how to assign schedules: manual or automatic

• select the first letter of the employee (or group of employees)

• select the schedule that we want them to assign

• go into the calendar

Manually assigning schedules

In the *Shift* window displays a monthly calendar, which allows you to manually assign schedules for individual days. To assign a schedule for the day put mouse cursor on it and click the left mouse button. The schedule name appears in the day box. To remove an assigned schedule of the day, click on the right mouse button.

Similarly, assign schedules for the remaining days. Assign manually is laborious' Therefore it is used only when there is no cyclic work order.

<u>Automatic assignment schedules</u>

If you select automatic assignment, become active fields above the list of schedules. Therefore, you must set:

- beginning and end of the period in which they are to be assigned schedules

- number of repetition periods - usually 7 days (weekly cycle)

- repeating period - usually days

After making of settings and click in the calendar window light up the days of one cycle, e.g. 7 days of the first week of this month. Similarly, as in the case of manual mode, is attributable to the following schedule, highlighted days of the cycle - usually from Monday to Friday. When you click on the *Save* icon, close and reopen the windows scheduling, you can check now how the selected user is assigned schedules throughout the set period. The following months can be viewed by clicking on the green arrows on the top of the scheduling.
In an analogous way operator can create schedules for all groups of employees. Only employees with assigned schedules will be included in the calculation and T&A reports.

<u>6.4.4 Holidays</u>

This option is repeated from section KD - description, see page 27 of this manual.
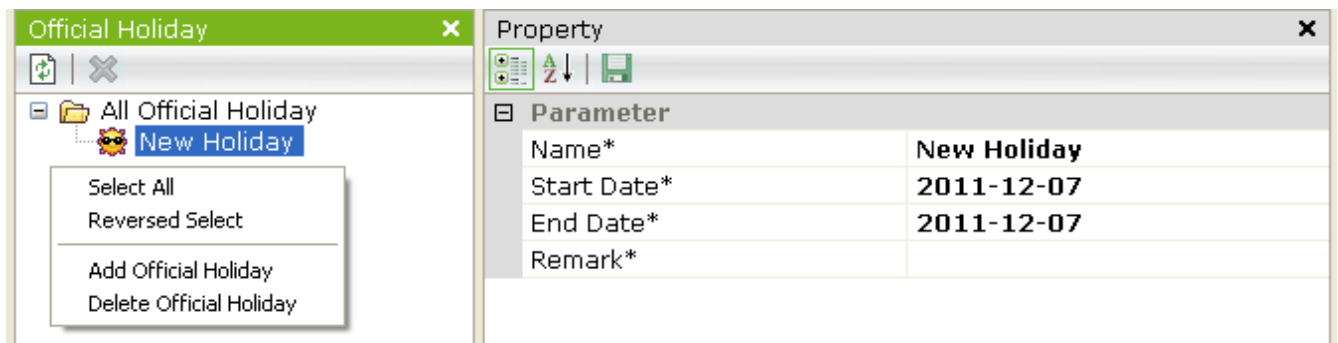
6.5 Attendance management
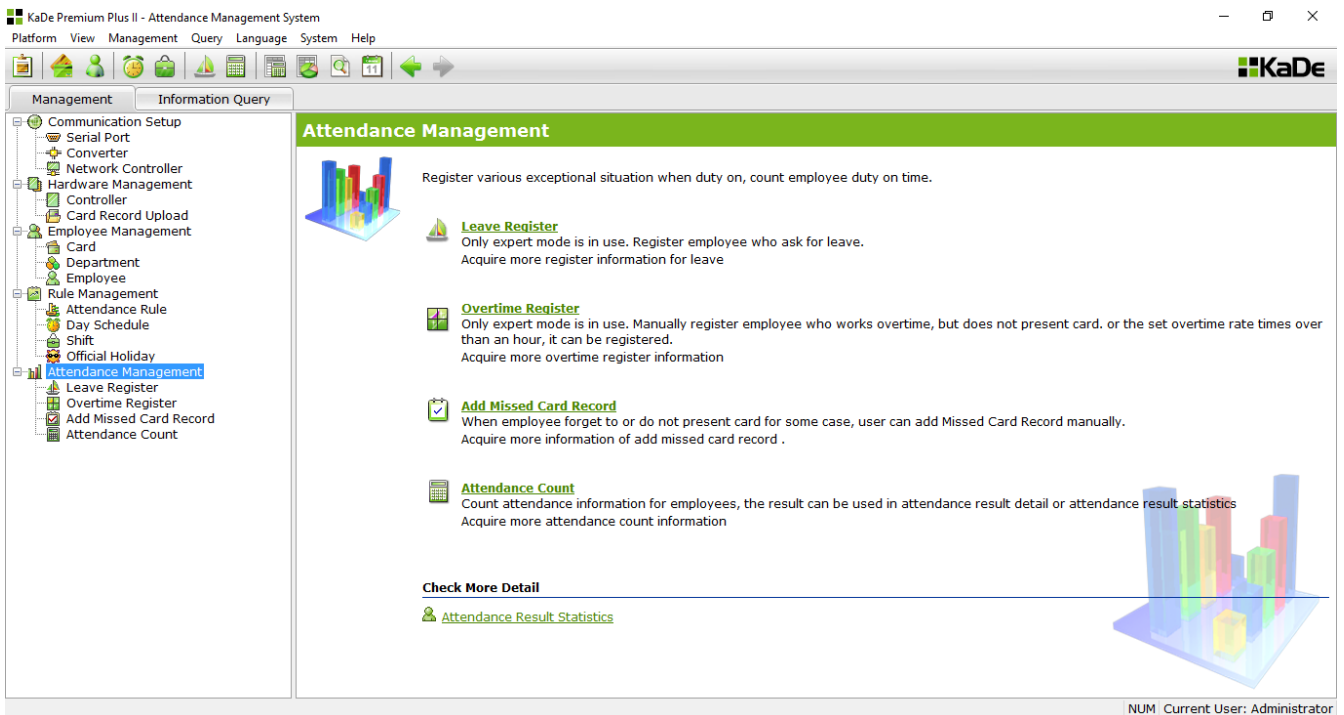
Attendance management section allows the system administrator to perform several operations related to the administration of the T&A system.

6.5.1 Leave register

This option allows the system administrator manually adding leave at the request of the employee. In the current version of KaDe no specialized terminals with function keys, which usually allow you to select the status register, so the
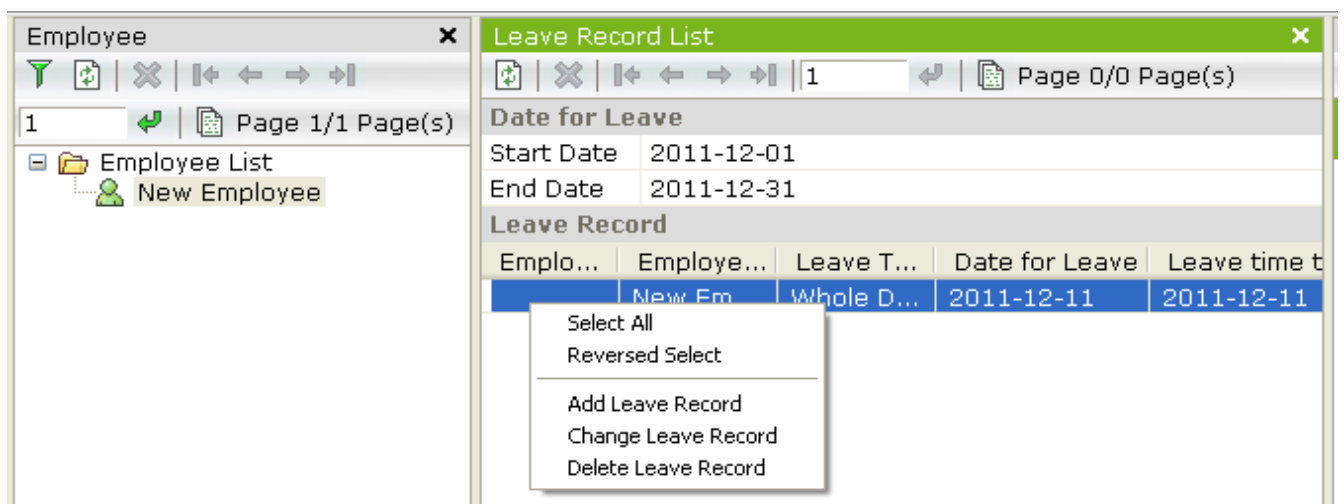
administrator performs these operations using this option. Registrations are taken into account in the calculation of the T&A.
The right-click menu allows also operator change or deletes such records.

After selecting *Add leave record* during working hours, the following window will appear. Previously, the operator must select employee from the list.

Leave Type - choose one of three possibilities:

In simple T&A mode are available only 2 first opportunities.
The form should be completed with the date and name of the operator. Depending on the type of leave it will be otherwise included in the T&A calculation. Add leave appears on the list in the main window.

6.5.2 Overtime register
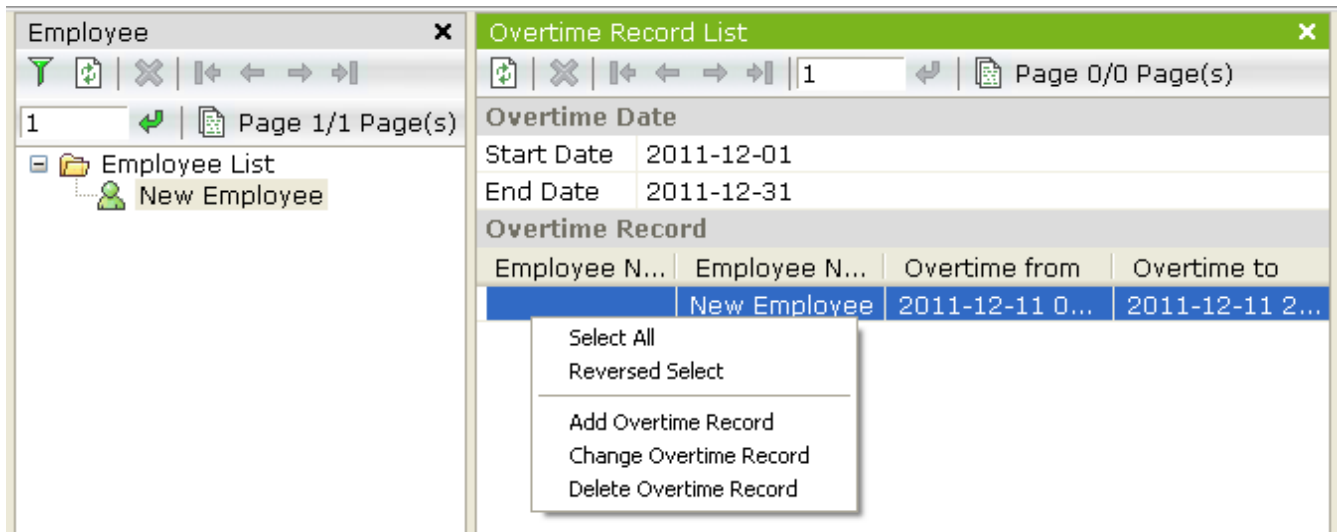
This option allows the system administrator manually adding overtime. In the current version of KaDe no specialized terminals with function keys, w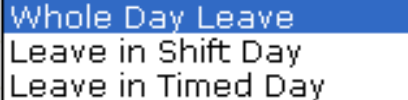hich usually allow you to select the status register, so the administrator performs these operations using this option. Registrations are taken into account in the T&A calculation.

The context menu also allows operator change or deletes previously defined records.

After selecting *Add new record* for overtime will display the following screen. Previously, operator must select employee from the list.

In the form, please enter the start and end of the overtime and the name of the operator. After entering the data the program displays the overtime value for this entry. Added record will be included in the T&A calculation. Add overtime will appear on the list in the main window.

6.5.3 Missed card record register
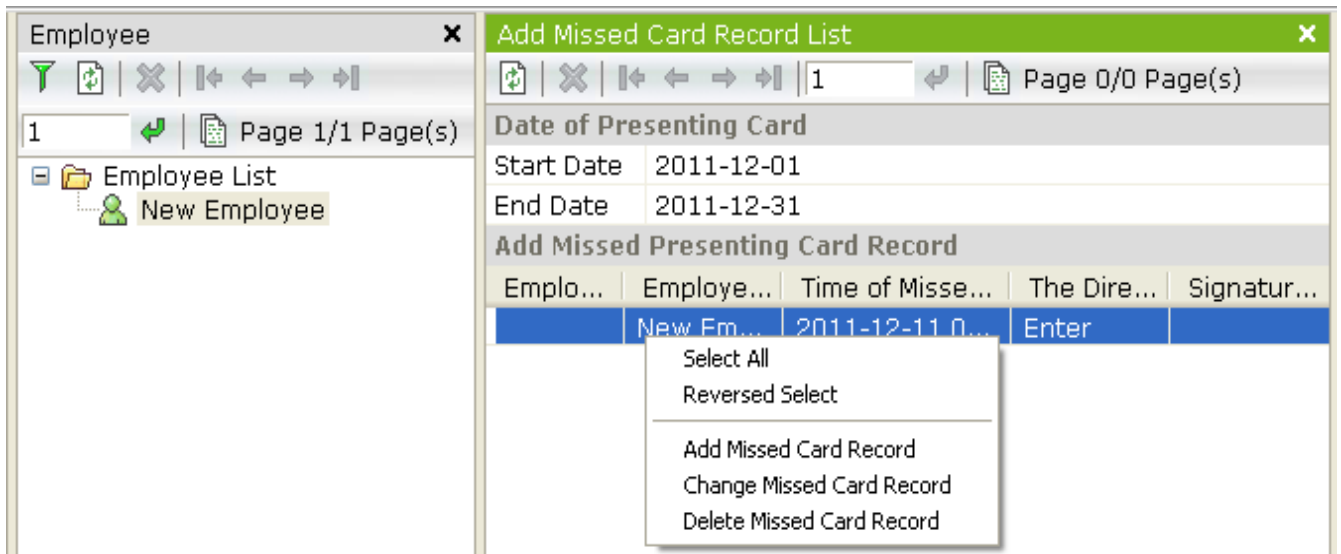
This option allows the system administrator manually adding the missing registration (e.g. when an employee forgets the card or forget to register). Registrations are taken into account in the T&A calculation. The context menu also allows operator change or deletes previously defined records.
After selecting *Add missed card record* will display the following screen.
Previously, the operator must select employee from the list.
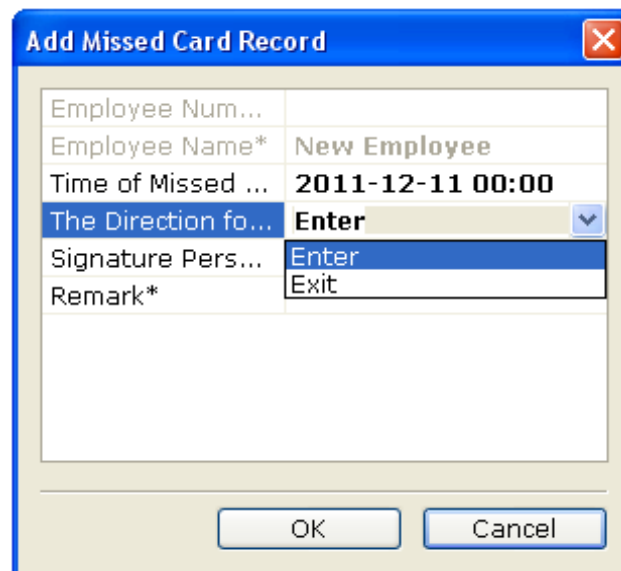
In a simple version of the T&A operator entered only the date and time of registration since the time in this mode is calculated using the 'first entry - last out ".
In advanced mode, the operator should also choose the registration status - ENTRY or EXIT. Added record will be included in the T&A calculation. Add the missing registrations will be listed in the main window.

6.5.4 Attendance count
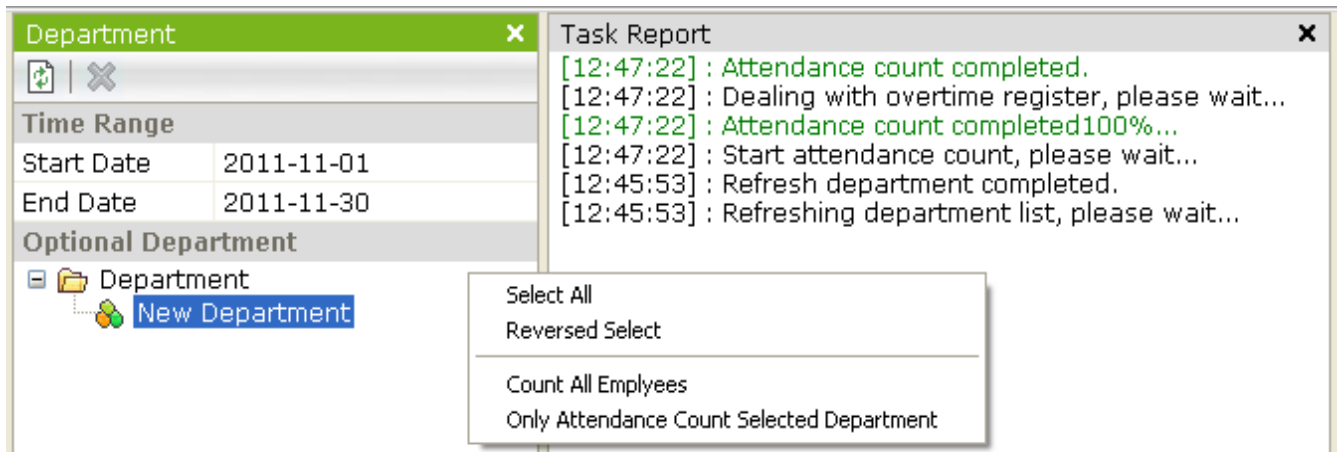
This option is used to calculate the working time using registrations during the given period. Calculation result is stored in the database system and can be use for generate the T&A report. If this operation is not carried out a detailed T&A report and the statistics will not contain any data.

Note: Before performing the calculation, the operator must assign the user to schedule for each day (or create a schedule), add the starting time of work, overtime and missing registrations. Only then T&A generated report will be correct.

This window is used to set the period of calculation and choice of departments, which is a concern.

First, the operator must set the start and end of the calculation and then select one or more departments.

Then right-click in the window, should select from the context menu command "Count T&A calculation selected departments".
You can also perform calculations for all employees.

Confirmation of an operation is a series of messages in the task window. After the calculation, you can go to the "T&A reports" tab.

6.6 T&A Reports
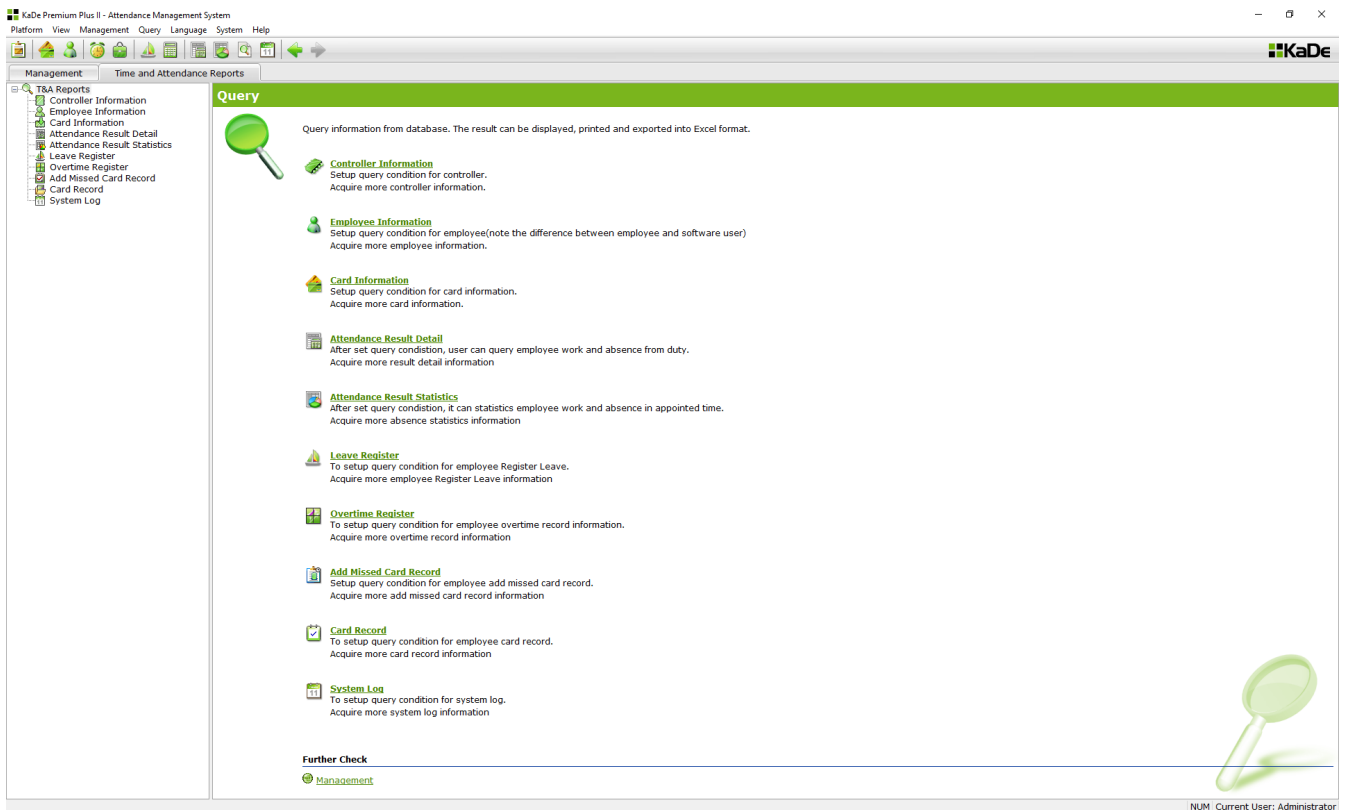
6.6 - 1, 2, 3 Reports concern controllers, employees and cards

These options are repeated from AC section - description, see page 53 - 57 of this manual.

6.6.4 Attendance result detail

This option allows the system administrator to generate a detailed T&A report.

Before performing the report, perform the T&A calculation for the same period which is to T&A report.

Filter settings
To view the report click on the magnifying glass icon.
In the window below the filter fields are displayed. The default settings produce report concern all users.
If we are interested only selected group of users, we need to change the filters.

Filters
Name - enter the user name
If you do not remember whole name, you can write the part of the name but then in order to view the list, click on the icon

Card Number - enter the card number, the report will concern only one user
Department - select a department from the list
Start / End range - set the calendar date of the beginning and end of the reporting period (the same as was use for T&A calculation).

After setting the filter and click on one of the magnifying glass icons in the right window displays T&A report meets the criteria set filters. Each line of the list involves a single event and presents the data set in the columns of the table. The list can be viewed using the tools to move around the site described in the help file and sort by clicking on the column.

T&A report can be export as an Excel file by clicking on the icon
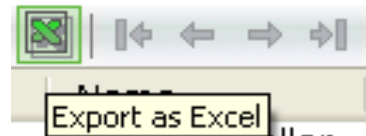
The report can also be print using the print option in the *General* tab.

The most important information contained in the T&A report:
• user name, card number
• assigned a schedule type
• starting and ending time of work according to schedule
• recorded hours of entry and exit
• time worked (in minutes)
• Absences
• Overtime
• information about late and earlier exit

Saved as *.xls file report can be further processed in Excel or a source of data for human resource programs.

6.6.5 Attendance result statistics
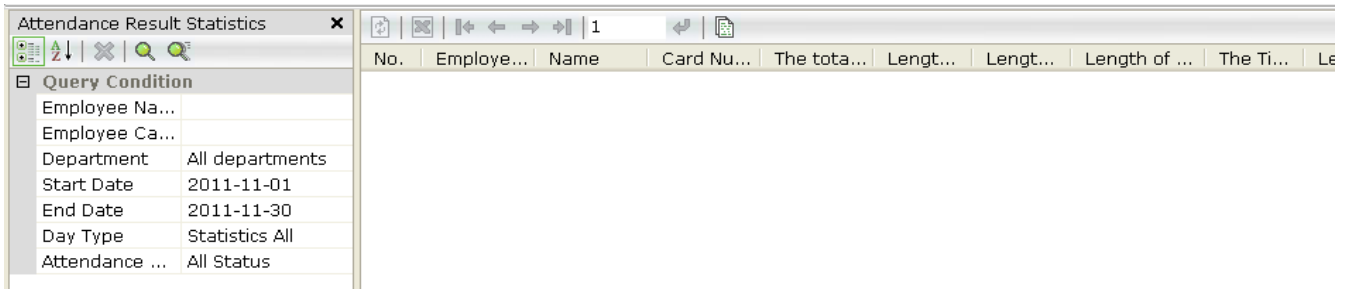
This option allows the system administrator to generate T&A report, which contains T&A registration statistics. This means that each line of the report relates to one employee and includes a summary for each T&A parameters such as working time, absences, overtime, lateness and early leave for the whole set period.
Before performing the report, perform T&A calculation for the same period which would apply statistical T&A report.

Filter settings
To view the report click on the magnifying glass icon.
Filter settings are the same as in the case described in the previous section of T&A report.

Day type - choose the following filters:
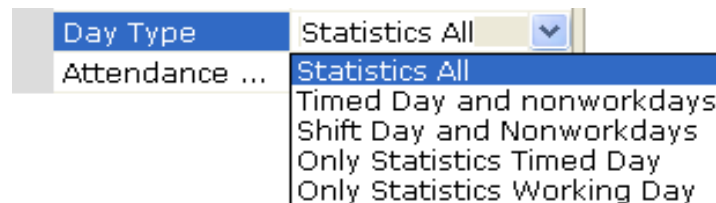
Attendance status - choose the following filters:

T&A statistics report can be export as an Excel file.
The report can also be print using the print option in the *General* tab.

6.6.6 Leave register report
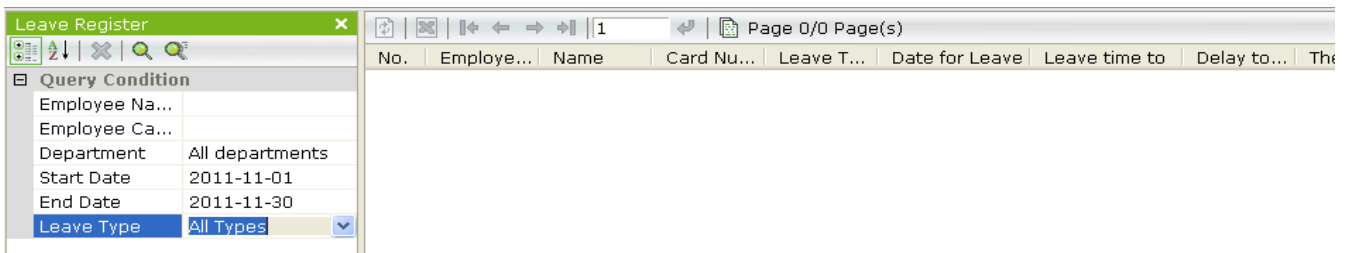
This option allows the system administrator to generate T&A report, which contains leave registration during the shift.

Filter settings
To view the report click on the magnifying glass icon.
Filter settings are the same as in the case described in the previous section of T&A report.

Leave type - choose the following filters:
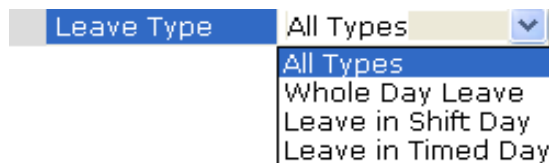
T&A statistics report can be export as an Excel file.
The report can also be print using the print option in the *General* tab.

6.6.7 Overtime report

This option allows the system administrator to generate T&A report, which contains overtime registration.
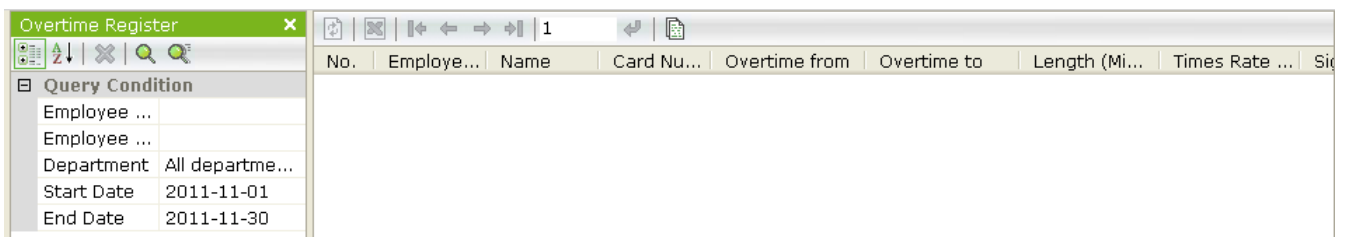
Filter settings
To view the report click on the magnifying glass icon.
Filter settings are the same as in the case described in the previous section of the T&A report.

T&A statistics report can be export as an Excel file.
The report can also be print using the print option in the *General* tab.

6.6.8 Missed card record
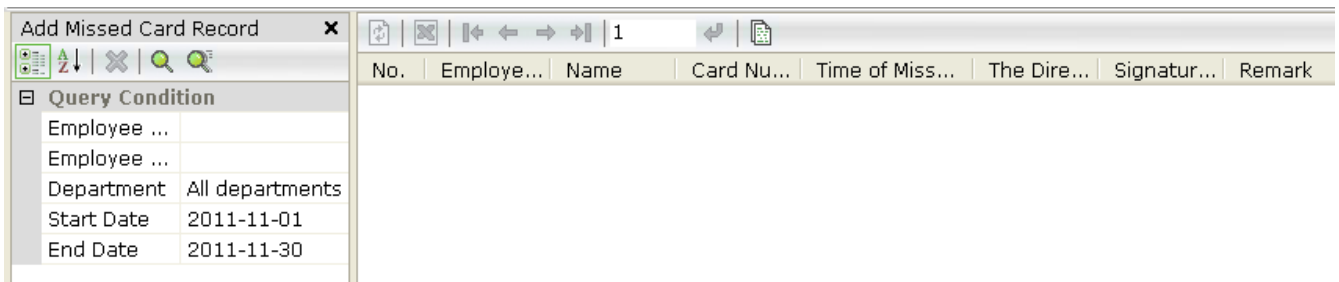
This option allows the system administrator to generate T/A report, which contains added by administrator missed card record.

Filter settings
To view the report click on the magnifying glass icon.
Filter settings are the same as in the case described in the previous section of the T&A report.
T&A statistics report can be export as an Excel file.
The report can also be print using the print option in the *General* tab.

6.6.9 Card record
This option allows the system administrator to generate T&A report, which con-

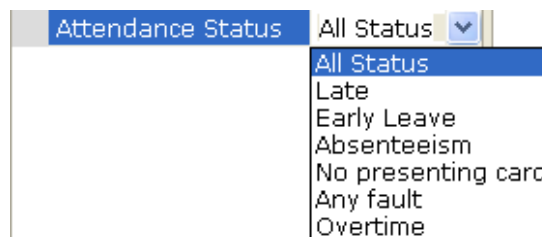tains information concern T&A events.
Filter settings
To view the report click on the magnifying glass icon.
Filter settings are the same as in the case described in the previous section of the T&A report.
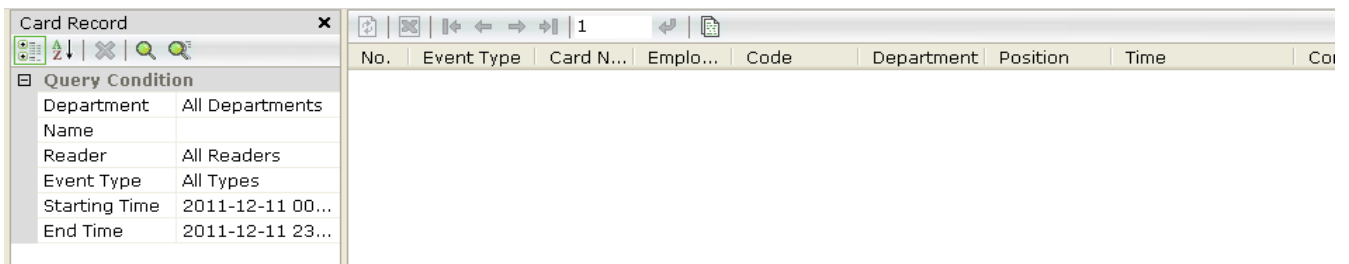
T&A statistics report can be export as an Excel file.
The report can also be print using the print option in the *General* tab.

6.6.10 System Logs

This option allows the system administrator to generate a report that contains system logs.

Filter settings
To view the report click on the magnifying glass icon.
The report can be filtered by selecting a specific operator and period.
The report is the same as in the AC section.

T&A statistics report can be export as an Excel file.
The report can also be print using the print option in the *General* tab.

Appendix no 1

**THE FREE OF CHARGE LICENCE AGREEMENT**
To KaDe Premium Plus II software

AAT Holding S.A.
ul. Puławska 431, 02-801Warszawa
District Court for the capital city of Warsaw, XIII Business Department of the National Court Register KRS 0000552829,
NIP 525-23-98-192, REGON 141047400, GIOŚ E0001894WBW
Share capital: 40 000 000,00 zł

This license agreement is an agreement concluded by and between the user (hereinafter referred to as User) and AAT Holding S.A. with its registered office in Warsaw, ul. Puławska 431, 02-801 Warszawa, registered in the register of entre-preneurs kept by the District Court for the capital city of Warsaw, XIII Business Department of the National Court Register KRS 0000552829, tax identification number (NIP) 525-23-98-192, statistical identification number (REGON) 141047400, share capital: PLN 40 000 000, GIOŚ: E0001894WBW (hereinafter referred to as Developer or AAT) on free of charge, unlimited in time or in geographical scope using KaDe Premium Plus II software on terms as described below, in respect to purchasing AAT devices designed to cooperate with the software. The User acknowledges that the Agreement applies to all possibilities of using the KaDe Premium Plus II software, irrespective of the place or method of its installation.

1. Definitions
1.1. "Copyrights and Related Rights" – shall mean all and any copyright and related right, including in particular copy-rights, patent rights, rights to trademarks, as well as know-how and commercial secret, making up or related to the Software, being a property of the Developer. Copyrights and related rights shall be protected in particular by the Act of 4 February 1994 on copyrights and related rights (Journal of Laws of 1994 No. 24 item 83 as amend-ed). The Agreement shall not transfer or grant copyrights and related rights to the User. The User shall be au-thorized only to use the Software within the scope set forth by the Agreement.
1.2. "Agreement" – shall mean this license agreement, which the User has concluded with the Developer in order to have an option to use the Software.
1.3. "KaDe Premium Plus" or "Software" shall mean the computer software developed by the Developer, which can be used by the User in accordance with principles set forth below.

2. License and limitations
2.1. The User can install and use the Software only in a way and on terms set forth herein, in accordance with the operating manual enclosed to the Software or to the device.
2.2. The Developer hereby grants to the User the license for internal purposes, without the exclusivity right, without the right to transfer or grant the license to other persons, for loading, installation and using KaDe Premium Plus II on a desktop or on a laptop.
2.3. The User shall have the right to install the Software on one computer terminal and to make one back-up copy.
2.4. The User cannot in any way lend for use, resell, transfer, disseminate or in any other way make the Software or its part accessible to third parties, and violate any rights regarding the Software or its part.
2.5. The User shall not be authorized and undertakes not to initiate, procure, agree for or authorize a third party to modify, create derivative elements, translate, decompile, disassemble or break the code of the Software or its part.
2.6. The Developer reserves the exclusive right to modify, extend, update, translate and repair the Software at his discretion.
2.7. The Developer shall not be obliged to notify the User of modifications, extensions, updates, translations or next versions of the Software.
2.8. The Developer shall not be obliged to provide the User with subsequent versions of the Software, its extensions, updates or translations.
2.9. New versions of KaDe Premium Plus II can be accessible on Developer website where the User can download and install modifications, extensions or updates of the Software made.

3.   Term of the Agreement

3.1.   The Agreement shall be concluded by approving its provisions by the User during the KaDe Premium Plus installation.

3.2.   The Agreement shall be concluded for indefinite period subject to one month termination notice, provided that the User can terminate the Agreement by deleting the KaDe Premium Plus and its back-up copy.

3.3.   All rights of the User to the Software granted under the Agreement shall expire upon termination of the Agreement. In such case the User shall be obliged to cease using the Software and delete the Software and its back-up copy from any carriers or devices.

3.4.   The Developer shall not be held liable for any losses incurred as a result of termination of the Agreement.

4.   Guarantees and responsibility of the Developer

4.1.   The Developer guarantees that he is able to conclude and implement the Agreement.

4.2.   The User guarantees that he is able to conclude and implement the Agreement.

4.3.   The Developer shall deliver the Software as is, without any warranty and shall not be held liable for effects of using the Software in case of incorrect operations of the computer system due to defects of the hardware, incorrect installation or configuration of the software and hardware, and in case of incorrect Software usage.

4.4.   The Developer shall not be held liable under a warranty or surety in respect to the Software. If the aforementioned exclusion of liability is impossible, it shall be excluded to maximum possible extent.

4.5.   The Developer shall not be held liable for a way of using the KaDe Premium Plus by the User, in particular for using the Software contrary to the Agreement or operating manual enclosed to the Software, e.g. on a computer terminal other than intended, or for related damage.

5.   User's risk

5.1.   The User acknowledges and agrees that the whole risk resulting from using the Software in a way set forth by the Agreement and the operating manual enclosed to the KaDe Premium Plus shall be borne by the User to a greatest extent permitted by regulations. Additionally, in case of circumstances hindering the Software functioning – if these circumstances are directly due to reasons inherent to the Software – the User shall immediately notify the Developer thereof under pain of excluding any related liability of the Developer.

6.   Settlement of potential disputes

6.1.   The Parties undertake to amicably solve any disputes that might result from execution of the Agreement.

6.2.   If a dispute resulting from the Agreement cannot be solved amicably, the dispute shall be submitted to a court competent for the seat of the Developer for settlement in accordance with the Polish law.

7.   Copyrights and Related Rights

7.1.   Violating Copyrights and Related Rights of the Developer may result in civil and criminal liability of the entity violating these rights.

8.   Final provisions

8.1.   The Developer can assign rights to the KaDe Premium Plus or its part to third parties at his discretion, without a need to notify the User.

8.2.   The User cannot assign rights obtained under the Agreement to third parties without consent of the Developer.

8.3.   Any amendments to the Agreement shall be introduced in writing under pain of invalidity.

8.4.   The Parties declare that they have read the Agreement, understand its content and are aware of the scope of their rights and obligations.

AAT HOLDING S.A.

ul. Puławska 431, 02-801 Warszawa tel. 22 546 05 46, faks 22 546 05 01 e-mail: aat.warszawa@aat.pl, www.aat.pl	Warszawa
ul. Koniczynowa 2a, 03-612 Warszawa tel./faks 22 811 13 50, 22 743 10 11 e-mail: aat.warszawa-praga@aat.pl, www.aat.pl	Warszawa II
ul. Antoniuk Fabryczny 22, 15-741 Białystok tel./faks 85 688 32 33 , 85 688 32 34 e-mail: aat.bydgoszcz@aat.pl, www.aat.pl	Białystok
ul. Łęczycka 37, 85-737 Bydgoszcz tel./faks 52 342 91 24, 52 342 98 82 e-mail: aat.bydgoszcz@aat.pl, www.aat.pl	Bydgoszcz
ul. Ks. W. Siwka 17, 40-318 Katowice tel./faks 32 351 48 30, 32 256 60 34 e-mail: aat.katowice@aat.pl, www.aat.pl	Katowice
ul. Prosta 25, 25-371 Kielce tel./faks 41 361 16 32, 41 361 16 33 e-mail: aat.kielce@aat.pl, www.aat.pl	Kielce
ul. Biskupińska 14, 30-737 Kraków tel./faks 12 266 87 95, 12 266 87 97 e-mail: aat.krakow@aat.pl, www.aat.pl	Kraków
ul. Energetyków 13a, 20-468 Lublin tel. 81 744 93 65-66, faks 81 744 91 77 e-mail: aat.lublin@aat.pl, www.aat.pl	Lublin
90-019 Łódź, ul. Dowborczyków 25 tel./faks 42 674 25 33, 42 674 25 48 e-mail: aat.lodz@aat.pl, www.aat.pl	Łódź
ul. Racławicka 82, 60-302 Poznań tel./faks 61 662 06 60, 61 662 06 61 e-mail: aat.poznan@aat.pl, www.aat.pl	Poznań
Al. Niepodległości 606/610, 81-855 Sopot tel./faks 58 551 22 63, 58 551 67 52 e-mail: aat.sopot@aat.pl, www.aat.pl	Sopot
ul. Zielona 42, 71-013 Szczecin tel./faks 91 483 38 59, 91 489 47 24 e-mail: aat.szczecin@aat.pl, www.aat.pl	Szczecin
ul. Na Niskich Łąkach 26, 50-422 Wrocław tel./faks 71 348 20 61, 71 348 42 36 e-mail: aat.wroclaw@aat.pl, www.aat.pl	Wrocław