

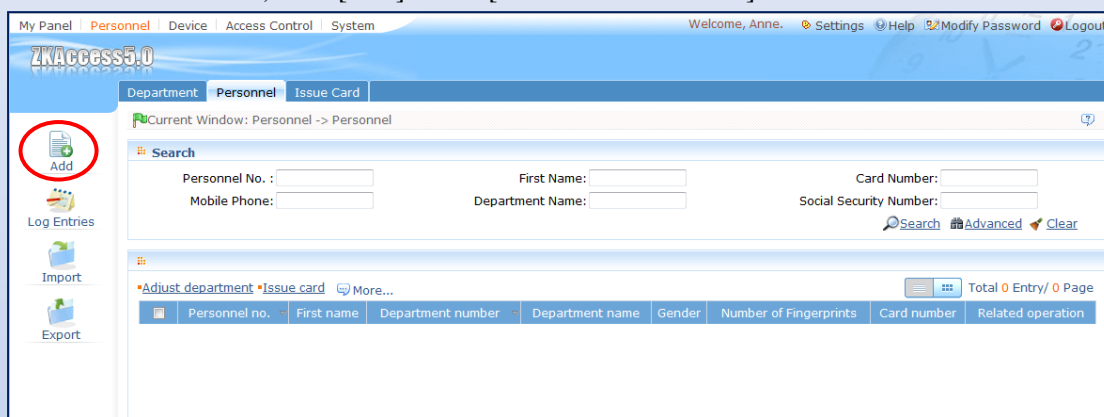


## Adding New Personnel

Personnel refer to the people that are controlled and identified by the software. Once a person has been identified in the system, a decision can be made at each door whether they are permitted or denied access.

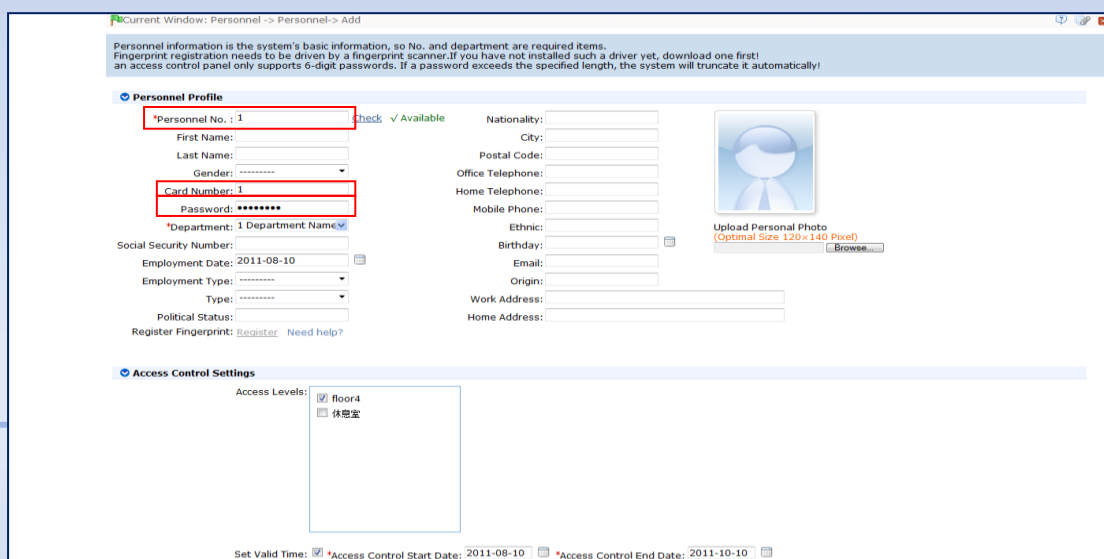
### Add one person

To enable this function, click [Add] on the [Personnel—Personnel] interface on the left corner.



### Input details for one person

The Personnel Number and Department are required items. The Card number and password are also important information for personnel. The access control panel only supports 6-digit passwords, so make sure the password doesn't exceed.



## Access Levels

If the access level in the system is already set, when we add new personnel we can assign an access level for the new personnel directly. This function will save time for the admin setting up new personnel.

Access Control Settings

Access Levels:

- floor4
- 休息室

Set Valid Time:  \*Access Control Start Date: 2011-08-10 \*Access Control End Date: 2011-10-10

Multi-Card Opening Personnel Groups: .....

OK Cancel

## Set Valid Time

Select **[Set Valid Time]**. The Access Control start and end date can also be set here. Outside of the set dates, the person's access will be denied.

Access Control Settings

Access Levels:

- floor4
- 休息室

Set Valid Time:  \*Access Control Start Date: 2011-08-10 \*Access Control End Date: 2011-10-10

Multi-Card Opening Personnel Groups: .....

OK Cancel