*HIKVISION*

DS-K2600 Series Access Controller

Adding Users

CORPORATION

Ness V1.0

# Person and Card Management

You can add, edit, and delete the organization and person in Person and Card Management module.

From within iVMS4200 'Access Control' Module, Click ![tab icon] tab to enter the Person and Card Management interface.
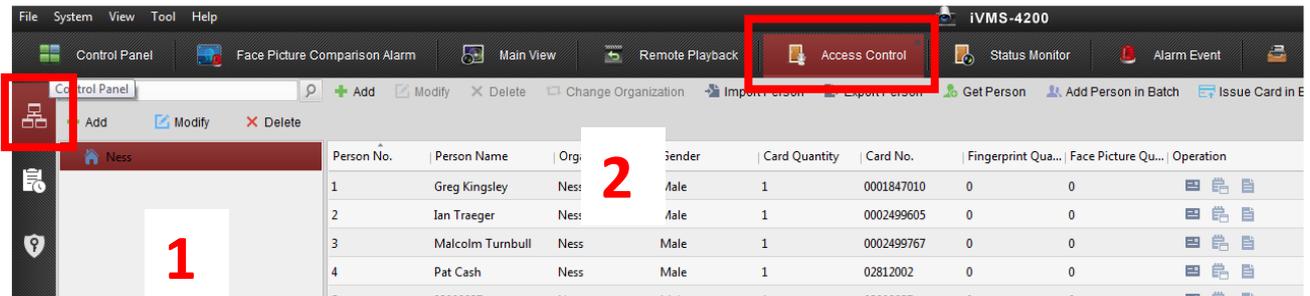


The interface is divided into two parts: Organization Management and Person Management.

| 1 | **Organization Management** | You can add, edit, or delete the organization as desired. |
|---|---|---|
| 2 | **Person Management** | After adding the organization, you can add the person to the organization and issue card to persons for further management. |

## 1.1.1 Organization Management

### Adding Organization
*Steps:*
1. In the organization list on the left, you should add a top organization as the parent organization of all organizations.
   Click **Add** button to pop up the adding organization interface.



2. Input the Organization Name as desired.
3. Click **OK** to save the adding.

4. You can add multiple levels of organizations according to the actual needs.
   To add sub organizations, select the parent organization and click **Add**.
   Repeat *Step 2* and *3* to add the sub organization.
   Then the added organization will be the sub-organization of the upper-level organization.
*Note:* Up to 10 levels of organizations can be created.

## Modifying and Deleting Organization

You can select the added organization and click **Modify** to modify its name.
You can select an organization, and click **Delete** button to delete it.
*Notes:*
- The lower-level organizations will be deleted as well if you delete an organization.
- Make sure there is no person added under the organization, or the organization cannot be deleted.

## 1.1.2 Person Management

After adding the organization, you can add person to the organization and manage the added person such as issuing cards in batch, importing and exporting person's information in batch, etc.
*Note:* Up to 100,000 persons or cards can be added.

## Adding Person / Card

*Steps:*
1. Select an organization in the organization list and click **Add** button on the Person panel to pop up the adding person dialog.
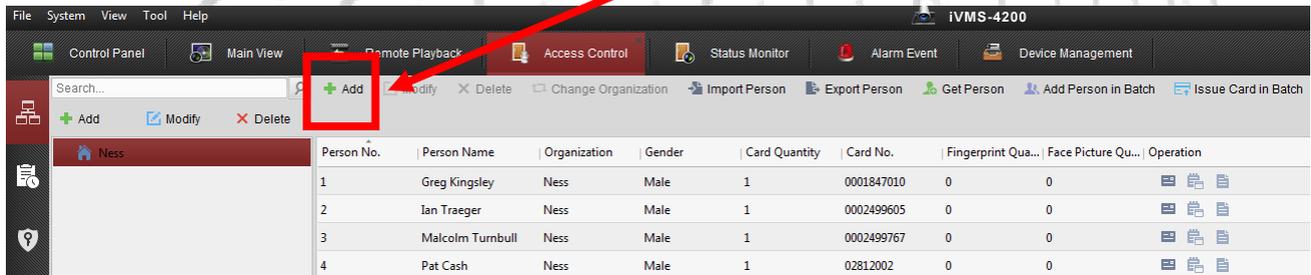
1. The Person No. will be generated automatically and is not editable.
2. Input the persons information as required. (i.e. Person name, gender, phone No., date of Birth, and email etc to suit the client's actual needs. This is database information for the customer and will work without this information)
3. Click **Upload Picture** to select the person picture from the local PC to upload it to the client.
   *Note:* The picture should be in *.jpg format.
   (Optional) You can also click **Take Phone** to take the person's photo with the PC camera.
4. Click **OK** to finish adding.

## Adding Person (Detailed Information)

*Steps:*

1. In the Add Person interface, click **Details** tab.



2. Input the detailed information of the person, including person's ID type, ID No., country, etc., according to actual needs.
   ● **Linked Device:** You can bind the Intercom indoor station to the person.

> *Note:* If you select **Analog Indoor Station** in the Linked Device, the **Door Station** field will display and you are required to select the door station to communicate with the analog indoor station.
>
> ● **Room No.:** You can input the room No. of the person, as used with the Apartment Intercom System. .

3. Click **OK** to save the settings.

## Adding Person (Permission / Access Levels)

*Note:* Before Permissions can be set to a user, they first need to be set. For setting the access control permission, so they can be used, refer to *Chapter 1.3 Permission Configuration.*

Once access permissions are created, you can assign the permissions (ie. What doors the user can access during what times) to the person when adding person.

*Steps:*

1. In the Add Person interface, click **Permission** tab.
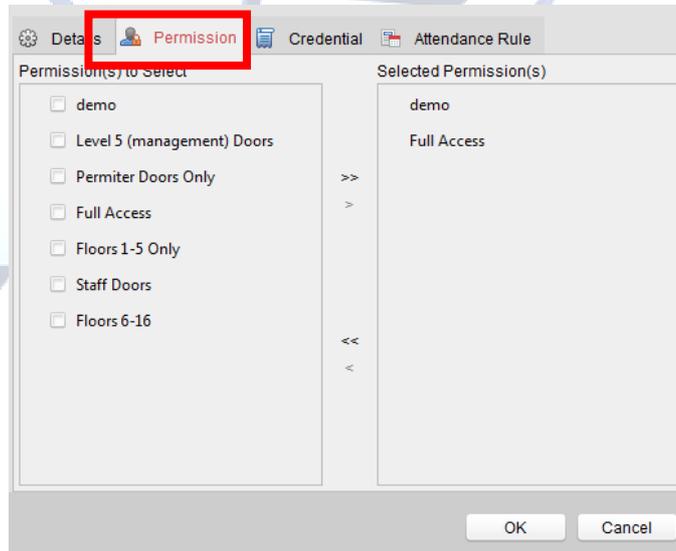


2. In the 'Permission(s) to Select list', all the configured permissions are displayed.
   Check the permission(s) checkbox(es) and click **>** to add to the Selected Permission(s) list.
   (Optional) You can click **>>** to add all the displayed permissions to the Selected Permission(s) list.
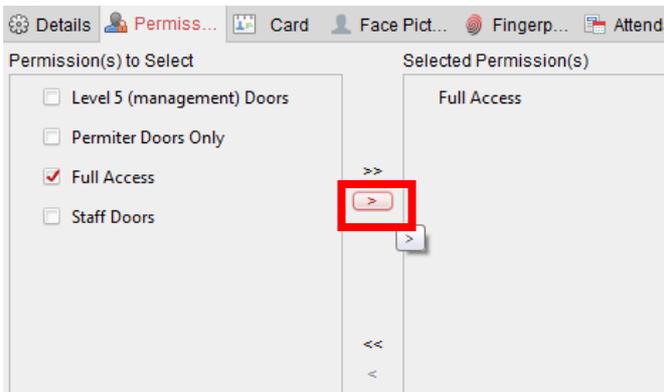
(Optional) In the Selected Permission(s) list, select the selected permission and click **<** to remove it. You can also click **<<** to remove all the selected permissions.
3. Click **OK** to save the settings.

## Adding Person (Card / Credential)

You can add card and issue the card to the person.
*Steps:*
1. In the Add Person interface, click **Credential** tab, then click "Card" tab to add an Access Card.
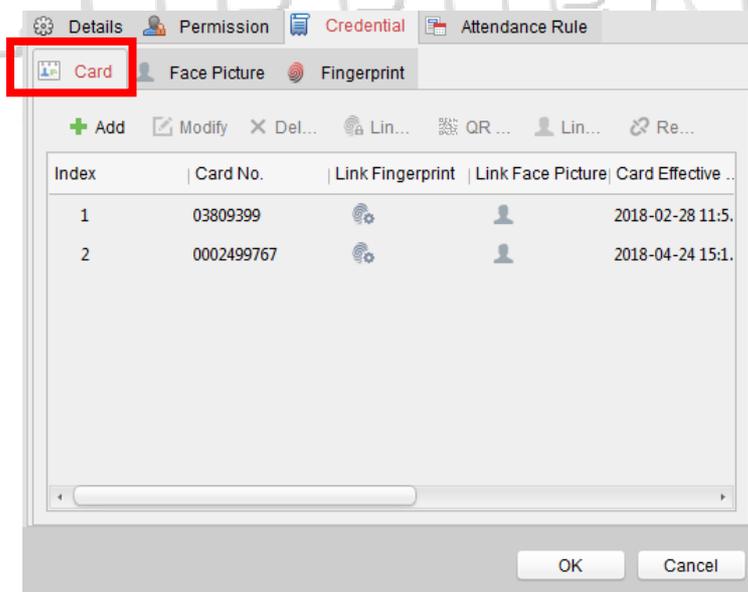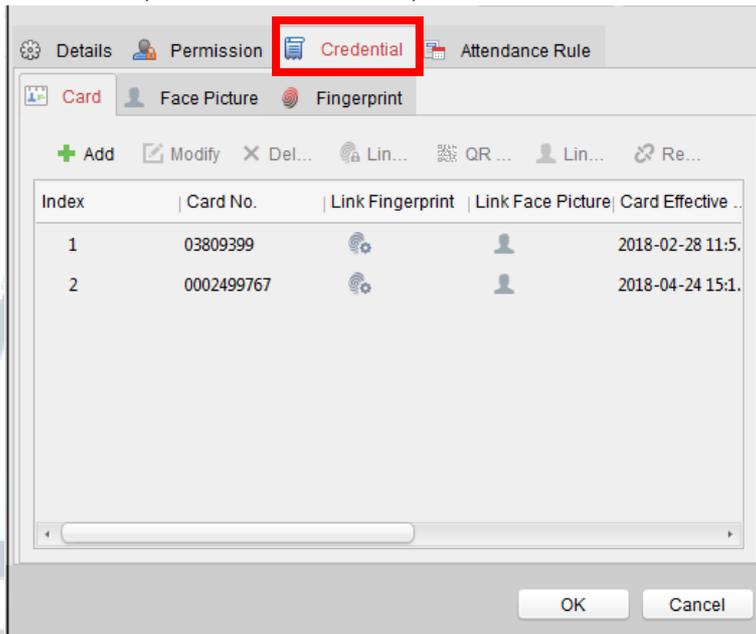
2.  Click **Add** to pop up the Add Card dialog.
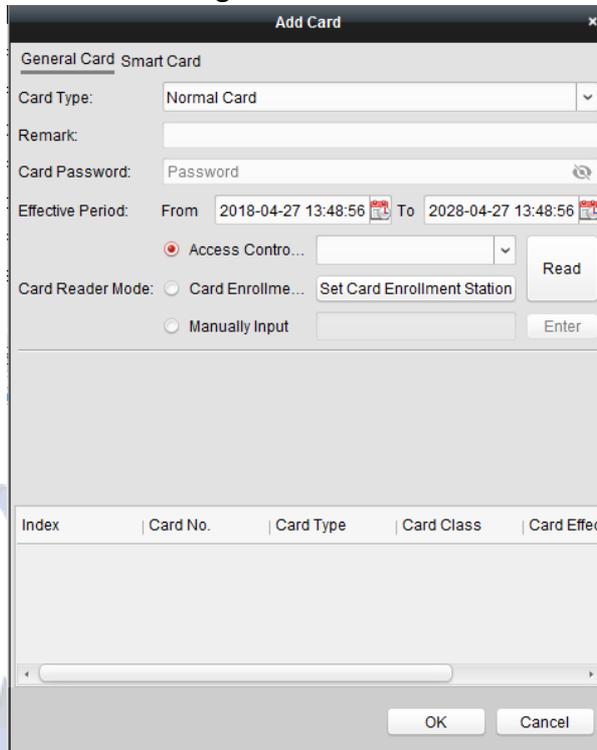


3.  Select the card type according to actual needs.
    ● **Normal Card**
    ● **Card for Disabled Person**: The door will remain open for the configured time period for the card holder.
    ● **Card in Blacklist**: The card swiping action will be uploaded and the door cannot be opened.
    ● **Patrol Card**: The card swiping action can used for checking the working status of the Guard Patrol. The access permission of the Guard Patrol staff is configurable.
    ● **Duress Card**: The door can open by swiping the duress card when there is duress. At the same time, the client can report the duress event.
    ● **Super Card**: The card is valid for all the doors of the controller during the configured schedule.
    ● **Visitor Card**: The card is assigned for visitors. For the Visitor Card, you can set the **Max. Swipe Times**.
      *Notes for Visitor Card:*
      ● The Max. Swipe Times should be between 0 and 255. When your swiping card times is more than the configured times, card swiping will be invalid.
      ● When set the times as 0, it means the card swiping is unlimited.
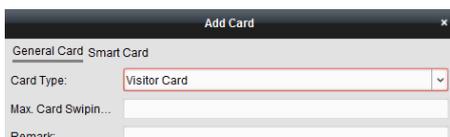
4. Input the password (PIN No) of the card itself in the Card Password field. The card password should contain 4 to 8 digits.
   *Note:* The password will be required when the card holder swiping the card to get enter to or exit from the door if you enable the card reader authentication mode as **Card and Password**, **Password and Fingerprint**, and **Card, Password, and Fingerprint**. For details, *Chapter Error! Reference source not found. Error! Reference source not found.*.

5. Click  to set the effective time and expiry time of the card.



6. Select the **Card Reader Mode** for reading the card No.
   A card can be entered into the system in 3 different ways.
   1. Via the Controllers card reader (any reader on the system)
   2. Via an Enrollment reader connected via a USB port to the clients PC running iVMS4200 software. (e.g. DS-K1F180-D8E)



   3. Manually entering the full card Number (e.g. 8 digits – 3 Digit Site code followed by 5 digit card No.)

   ● **Access Controller Reader:** Select "Read" and then place the card on the reader of the Access Controller to get the card No.
   **Card Enrollment Station:** Select "Read" and then place the card on the Card Enrollment Station to get the card No.
   *Note:* The Card Enrollment Station should connect with the PC running the client. You first need to click **Set Card Enrollment Station** to enter the following dialog to set it up before reading a card.

1) Select the Card Enrollment Station type.
2) *Note:* Currently, the supported card reader types include DS-K1F100-D8E and **DS-K1F180-D8E**
3) Set the serial port No., the baud rate, the timeout value, the buzzing, or the card No. type.
4) If using standard 26 Bit Wiegand Cards, then set the Card No. Type to Wiegand.

   If the card is M1 card, and if you need to enable the M1 Card Encryption function, you should check **Enable** checkbox of M1 Card Encryption and click **Modify** to select the sector.

5) Click **Save** button to save the settings.
You can click Restore Default Value button to restore the defaults.

**Understanding Card Markings.**
Depending on the card vendor, there may be a 10 Digit Card No, 8 Digit (with comma after the first 3 digits) or both 10 and 8 Digit numbers on the card.
There are usually two sets of numbers on the 125kHz EM4100 RFID cards. Key fobs usually only have a single 10-digit or Single 8-digit number.

**e.**g.
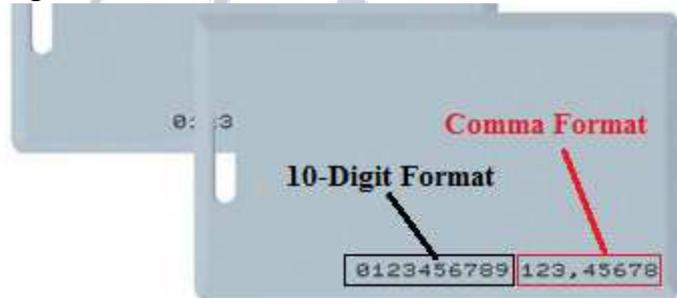


The number on the right, "**comma format**": (e.g. 123, 45678)

- This is usually the Cards **26 Bit Wiegand Number**. It consists of a 3 Digit Site Code (0-255) and then a 5 Digit Card No (0-65,535).
- According to the Wiegand 26 spec, this is the badge number in this format.

The number on the left, "**10-digit format**": (e.g. 0123456789)

- If the Card Reader is set to output **34 Bit Wiegand**, then often this is the associated Card No.

● **Manually Input:** Input the card No. and click **Enter** to input the card No.

7. Click **OK** and the card(s) will be issued to the person.
8. (Optional) You can select the added card and click **Edit** or **Delete** to edit or delete the card.
9. (Optional) You can click **Link Fingerprint** to link the card with the person's fingerprint, so that the person can place the finger on the scanner instead of swiping card when passing the door.
10. Click **OK** to save the settings.

## Adding Person (Fingerprint)

*To program Fingerprint into the system, you require a Fingerprint Registration Terminal.*

**DS-K1F820-F**

*Steps:*
1. In the Add Person interface, click **Fingerprint** tab.
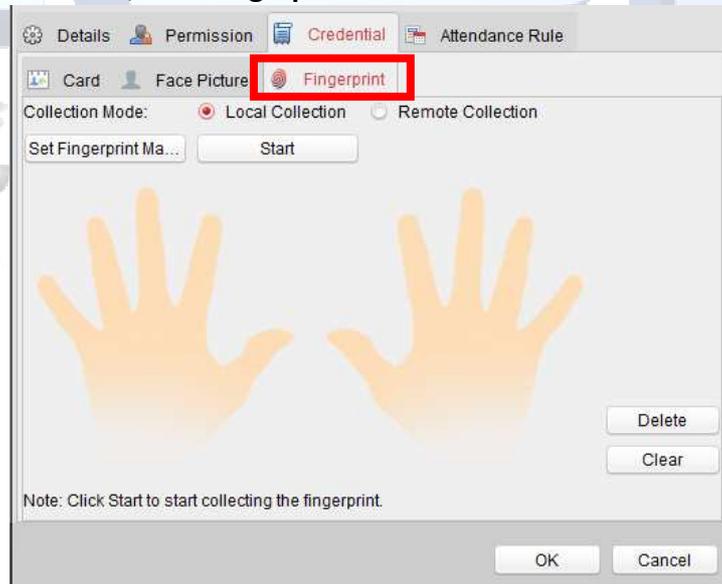
2. Before inputting the fingerprint, you should connect the fingerprint machine to the PC and set its parameters first.
   Click **Set Fingerprint Machine** to enter the following dialog box.



   1) Select the device type: **DS-K1F820-F**
   2) Click **Save** button to save the settings.
      You can click **Restore Default Value** button to restore the default settings.

3. Click on the first Finger you with to register,
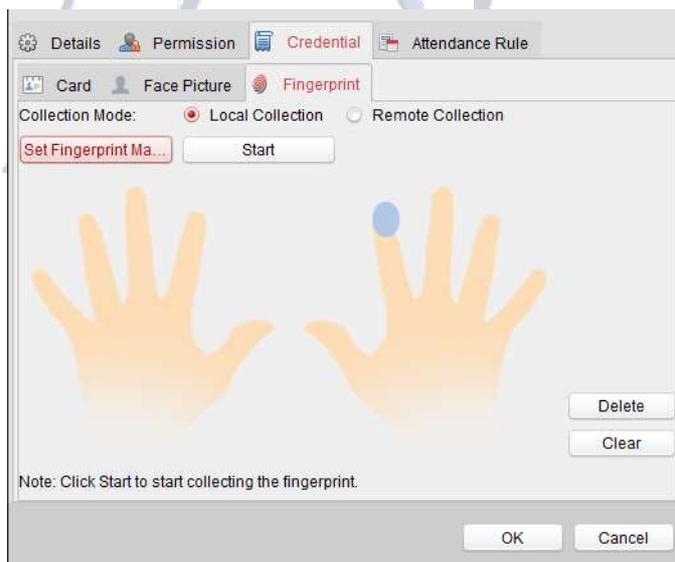


4. Click **Start** button, click to select the fingerprint to start collecting.
5. Lift and rest the corresponding fingerprint on the fingerprint scanner twice to collect the fingerprint to the client.
6. Click **Stop** button can stop collecting.
7. After collecting the fingerprint, click 'Card' in the Add Person window to enter the Card tab.
   You can select the registered fingerprint and click **Delete** to delete it.
   You can click **Clear** to clear all fingerprints.
8. Click **OK** to save the fingerprints.

9. Click **Link Fingerprint** to link the fingerprint to the card.
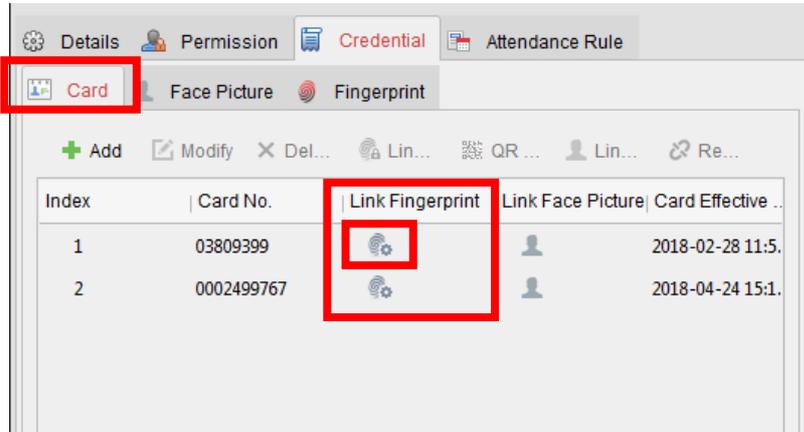


Select the Fingerprints you wish to link to the added card and then click "OK".
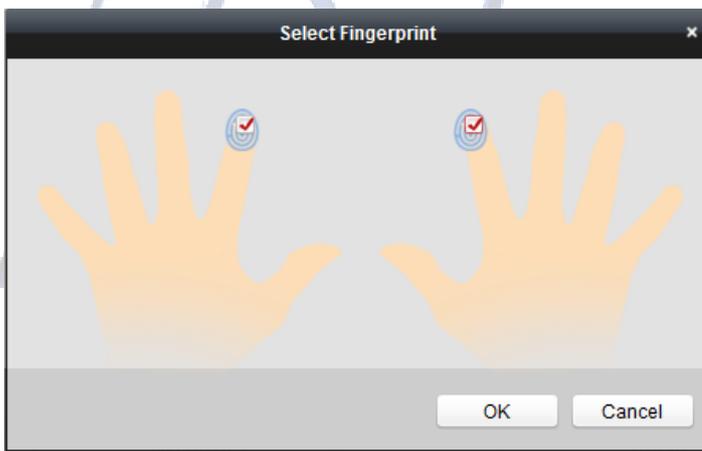


1. Click **OK** to save the settings.
2. Once the person's details have been saved, if the changes affect the access to doors / readers etc, then a 'Data Synchronise' dialog box will open to allow you to download / synchronize the changes into the controller.
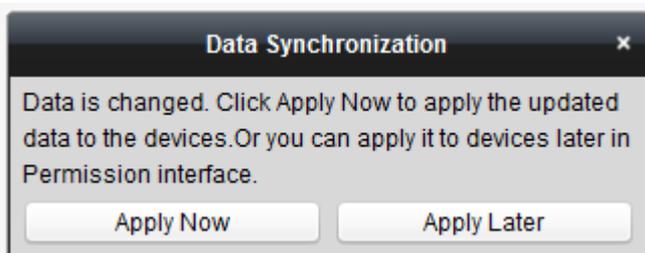


3. Click 'apply now' to download the changes to the controller(s)

## Importing and Exporting Person Information

The person information can be imported and exported in batch.

*Steps:*

1. **Exporting Person:** You can export the added persons' information in Excel format to the local PC.
    1) After adding the person, you can click **Export Person** button in the Person and Card tab to pop up the following dialog.
    2) Click ⊡ to select the path of saving the exported Excel file.
    3) Check the checkboxes to select the person information to export.
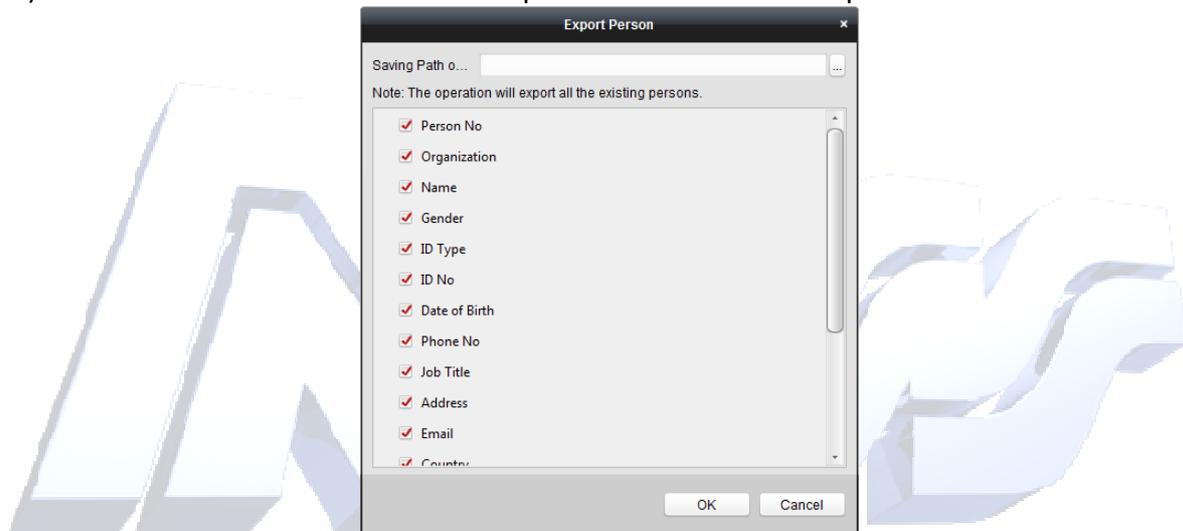


    4) Click **OK** to start exporting.
2. **Importing Person:** You can import the Excel file with persons information in batch from the local PC
    1) click **Import Person** button in the Person and Card tab.
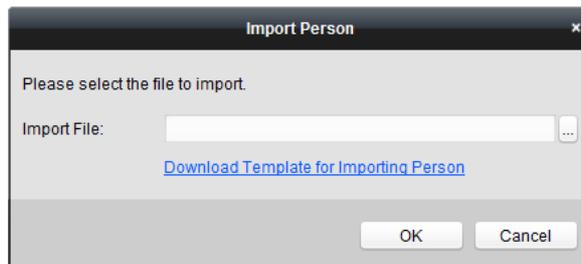


    2) You can click **Download Template for Importing Person** to download the template first.
    3) Input the person information to the downloaded template.
    4) Click ⊡ to select the Excel file with person information.
    5) Click **OK** to start importing.

    To bulk add cards into the system, export the file, modify it with all the card numbers you want to add and then import it into the system.

## Getting Person Information from Access Control Device

If the added access control device has been configured with person information (including person

details, fingerprint, issued card information), you can get the person information from the device and import to the client for further operation.

*Note:* This function is only supported by the device the connection mothod of which is TCP/IP when adding the device.

*Steps:*
1. In the organization list on the left, click to select an organization to import the persons.
2. Click **Get Person** button to pop up the following dialog box.
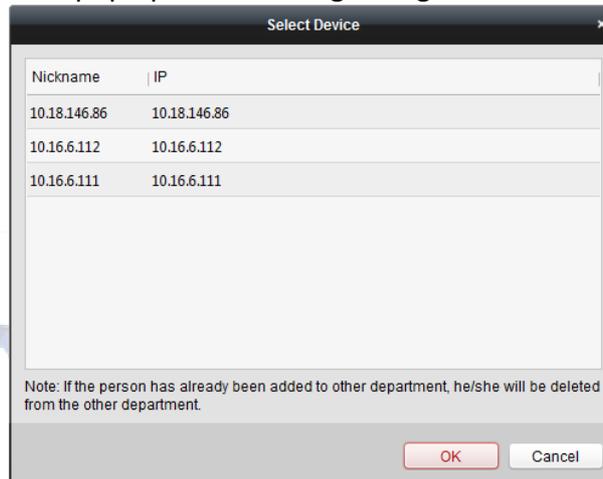


3. The added access control device will be displayed.
4. Click to select the device and then click **OK** to start getting the person information from the device.
   You can also double click the device name to start getting the person information.

*Notes:*
- The person information, including person details, person's fingerprint information (if configured), and the linked card (if configured), will be imported to the selected organization.
- If the person name stored in the device is empty, the person name will be filled with the issued card No. after importing to the client.
- The gender of the persons will be **Male** by default.
- Up to 10,000 persons with up to 5 cards each can be imported.

## Managing Person

## Modifying and Deleting Person

To modify the person information and attendance rule, click [icon] or [icon] in the Operation column, or select the person and click **Modify** to open the editing person dialog.



You can click [icon] to view the person's card swiping records.



To delete the person, select a person and click **Delete** to delete it.

*Note:* If a card is issued to the current person, the linkage will be invalid after the person is deleted.

## Changing Person to Other Organization

You can move the person to another organization if needed.

*Steps:*
1. Select the person in the list and click **Change Organization** button.



2. Select the organization to move the person to.

3.  Click **OK** to save the settings.

## Issuing Card in Batch

You can issue multiple cards for the person with no card issued in batch.

*Steps:*

1.  Click **Issue Card in Batch** button to enter the following dialog.
    All the added person with no card issued will display in the Person(s) with No Card Issued list.



2.  Select the card type according to actual needs.
    *Note:* For details about the card type, refer to *Adding Person.*
3.  Input the password of the card itself in the Card Password field. The card password should contain 4 to 8 digits.
    *Note:* The password will be required when the card holder swiping the card to get enter to or exit from the door if you enable the card reader authentication mode as **Card and Password**, **Password and Fingerprint**, and **Card, Password, and Fingerprint**. For details, refer to *Chapter Error! Reference source not found. Error! Reference source not found..*
4.  Input the card quantity issued for each person.
    For example, if the Card Quantity is 3, you can read or enter three card No. for each person.
5.  Click 🗓 to set the effective time and expiry time of the card.
6.  Select the Card Reader Mode for reading the card No.
    *   **Access Controller Reader:** Place the card on the reader of the Access Controller and click **Read** to get the card No.
    *   **Card Enrollment Station:** Place the card on the Card Enrollment Station and click **Read** to get the card No.
        *Note:* The Card Enrollment Station should connect with the PC running the client. You can click **Set Card Enrollment Station** to enter the following dialog.
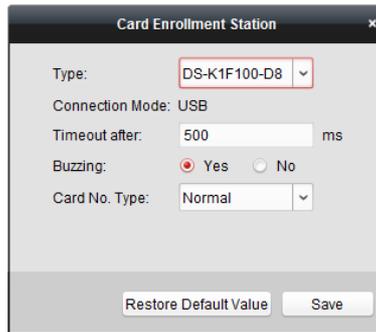
1) Select the Card Enrollment Station type.
2) Currently, the supported card reader types include DS-K1F100-D8E and **DS-K1F180-D8E**
3) Set the parameters about the connected card enrollment station.
   If the card is M1 card, and if you need to enable the M1 Card Encryption function, you should check **Enable** checkbox of M1 Card Encryption and click **Modify** to select the sector.
4) Click **Save** button to save the settings.
   You can click **Restore Default Value** button to restore the defaults.
● **Manually Input:** Input the card No. and click **Enter** to input the card No.

7. After issuing the card to the person, the person and card information will display in the Person(s) with Card Issued list.
8. Click **OK** to save the settings.

# 1.5 Schedule and Template

*Purpose:*

Schedules allow you to set what times and day's events will occur. E.g. Door Auto unlocking, what times card holder can access doors etc.

You can configure the template including a week's schedule and holiday schedule. After setting the templates, you can adopt the configured templates to access control permissions when setting the permission. The access control permissions will take effect in the time durations of the template.

Click  to enter the schedule and template interface.
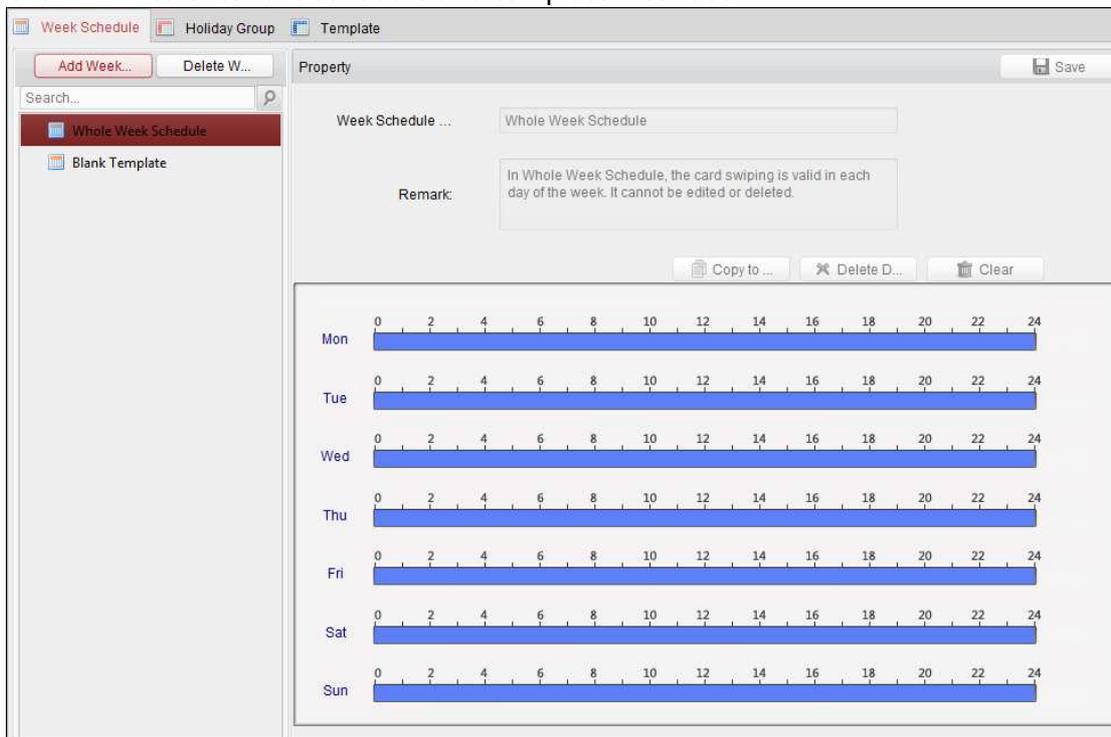


You can manage the schedule of access control permission including Week Schedule, Holiday Schedule, and Template. For permission settings, please refer to *Chapter 1.3 Permission Configuration.*

## 1.5.1 Week Schedule

Click **Week Schedule** tab to enter the Week Schedule Management interface.

The client defines two kinds of week plan by default: **Whole Week Schedule** and **Blank Schedule**, which cannot be deleted and edited.

- **Whole Week Schedule:** Card swiping is valid on each day of the week.
- **Blank Schedule:** Card swiping is invalid on each day of the week.

You can perform the following steps to define custom schedules on your demand.

*Steps:*
1. Click **Add Week Schedule** button to pop up the adding schedule interface.
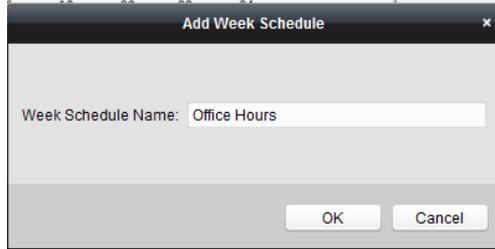


2. Input a name of week schedule (e.g. Office Access Hours) and click **OK** button to add the week schedule.
3. Select the 'added week schedule' in the schedule list and you can view its property on the right.
   You can edit the week schedule name and input the remark / comment information for future reference.
   4. On the week schedule, click and drag on a day to draw on the schedule, which means in that period of time, the configured permission is activated. 
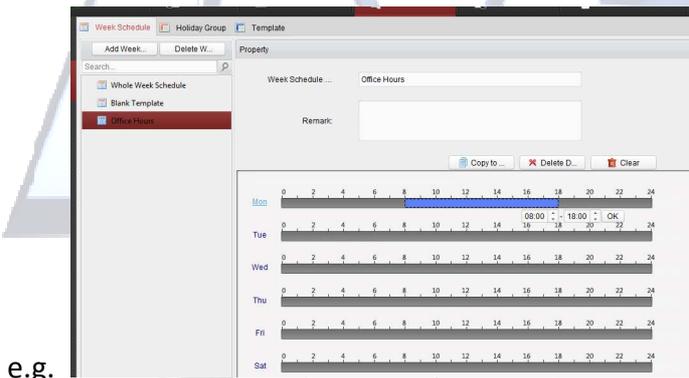
e.g.


   *Note:* Up to 8 time periods can be set for each day in the schedule.

5. When the cursor turns to , you can move the selected time bar you just edited. You can also edit the displayed time point to set the accurate time period.
   When the cursor turns to , you can lengthen or shorten the selected time bar.
6. Optionally, you can select the schedule time bar,
   and then click **Delete Duration** to delete the selected time bar,
   or click **Clear** to delete all the time bars,
   or click **Copy to Week** to copy the time bar settings to the whole week.
7. Click **Save** to save the settings.

## 1.5.2 Holiday Group

Click **Holiday Group** tab to enter the Holiday Group Management interface.
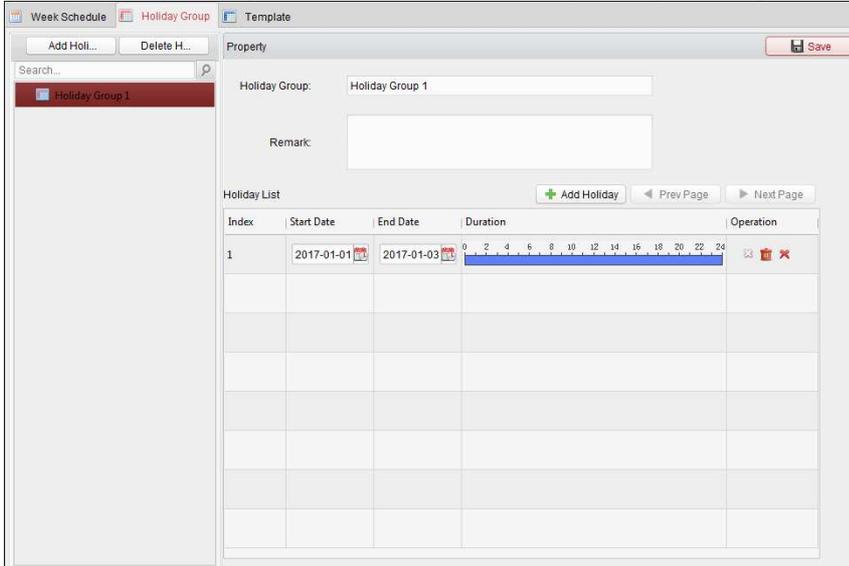


*Steps:*
1. Click **Add Holiday Group** button on the left to pop up the adding holiday group interface.
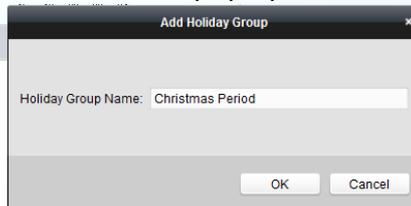


2. Input the name of holiday group in the text filed and click **OK** button to add the holiday group.
3. Select the added holiday group and you can edit the holiday group name and input the remark information.
4. Click **Add Holiday** icon on the right to add a holiday period to the holiday list and configure the duration of the holiday.
   *Note:* Up to 16 holidays can be added to one holiday group.
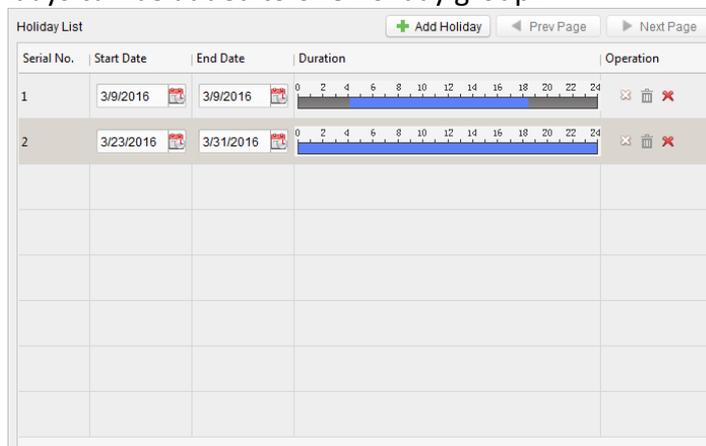
1) On the period schedule, click and drag to draw the period, which means in that period of time, the configured permission is activated.
*Note:* Up to 8 time durations can be set for each period in the schedule.
2) When the cursor turns to 🖑, you can move the selected time bar you just edited. You can also edit the displayed time point to set the accurate time period.
3) When the cursor turns to ⇔, you can lengthen or shorten the selected time bar.
4) Optionally, you can select the schedule time bar,
   and then click ⊠ to delete the selected time bar,
   or click 🗑 to delete all the time bars of the holiday,
   or click ✖ to delete the holiday directly.
5. Click **Save** to save the settings.
*Note:* The holidays cannot be overlapped with each other.

## 1.5.3 Template

After setting the week schedule and holiday group, you can configure the template which contains week schedule and holiday group schedule.

*Note:* The priority of holiday group schedule is higher than the week schedule.
Click **Template** tab to enter the Template Management interface.
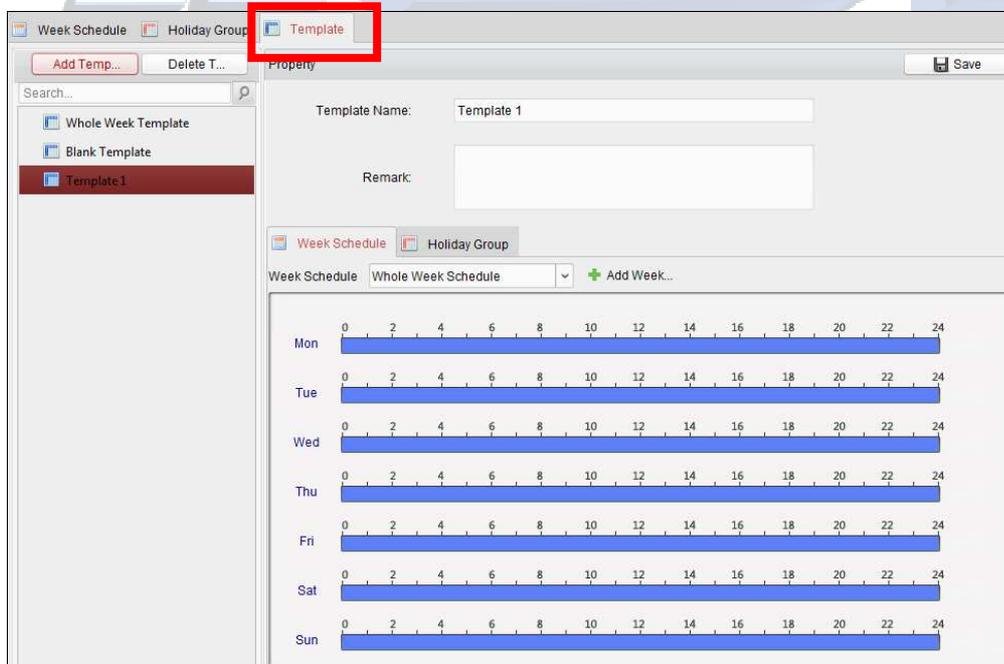


There are two pre-defined templates by default: **Whole Week Template** and **Blank Template**, which cannot be deleted and edited.
● **Whole Week Template:** The card swiping is valid on each day of the week and it has no holiday group schedule.
● **Blank Template:** The card swiping is invalid on each day of the week and it has no holiday

group schedule.
You can define custom templates on your demand.

***Steps:***
1. Click **Add Template** to pop up the adding template interface.
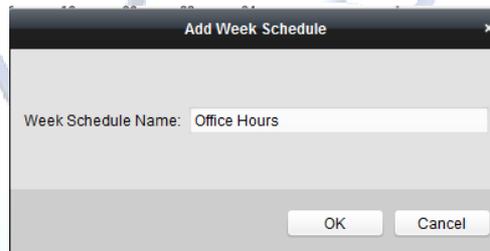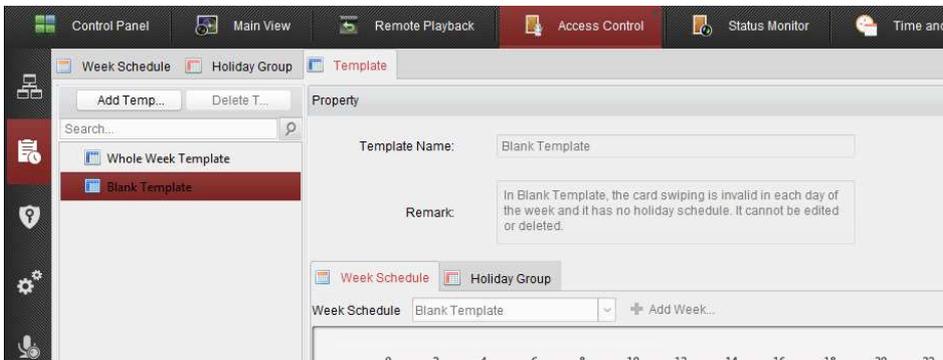


2. Input the template name (for future use that makes easier reference in the future) in the text field and click **OK** button to add the template.
3. Select the added template (from the left hand window) and you can edit its property on the right. You can edit the template name and input the remark information.
4. Select a week schedule to apply to the schedule.
   Click **Week Schedule** tab and select a schedule in the dropdown list.
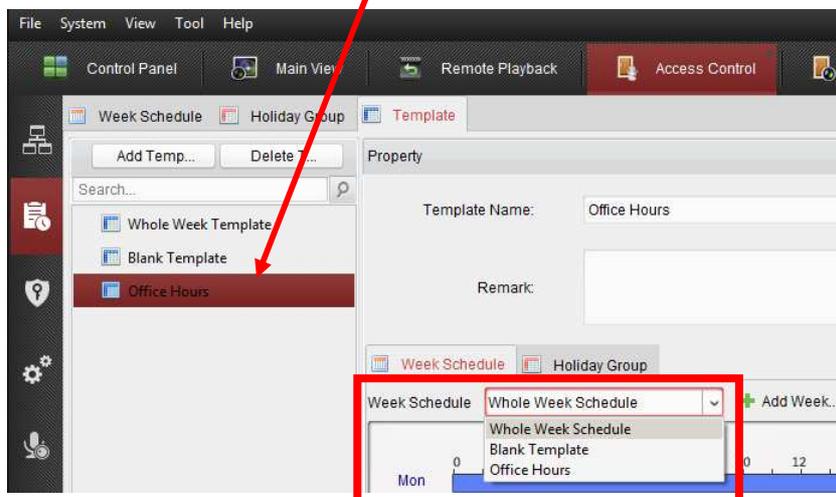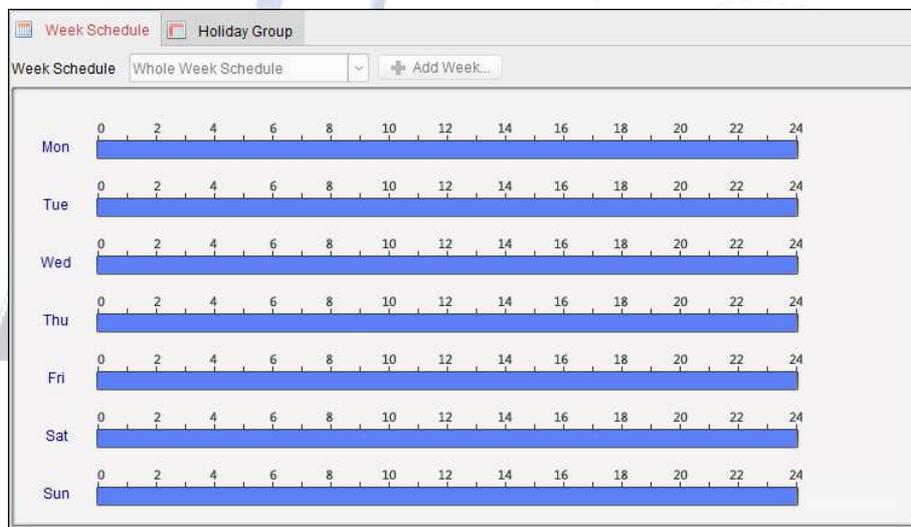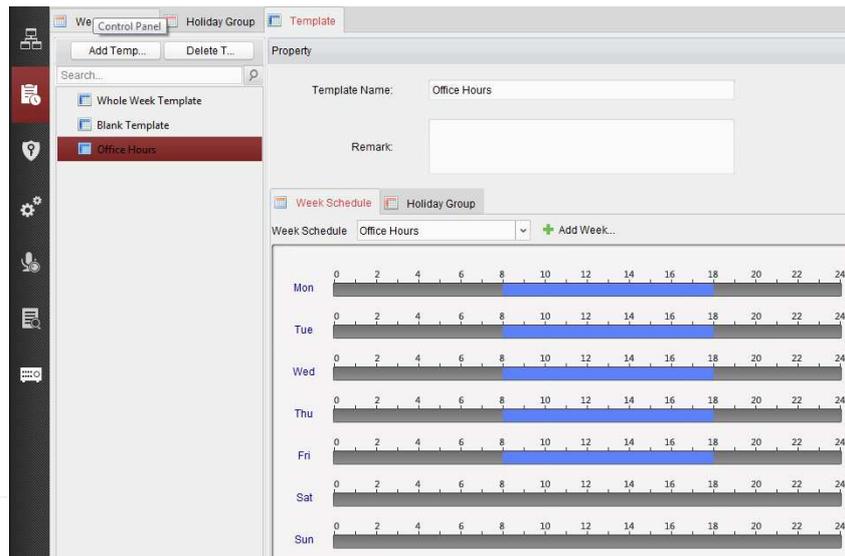
You can also click **+ Add Week Schedule** to add a new week schedule. For details, refer to *Chapter 1.2.1 Week Schedule.*

5.  Select holiday groups to apply to the schedule.
    *Note:* Up to 4 holiday groups can be added.
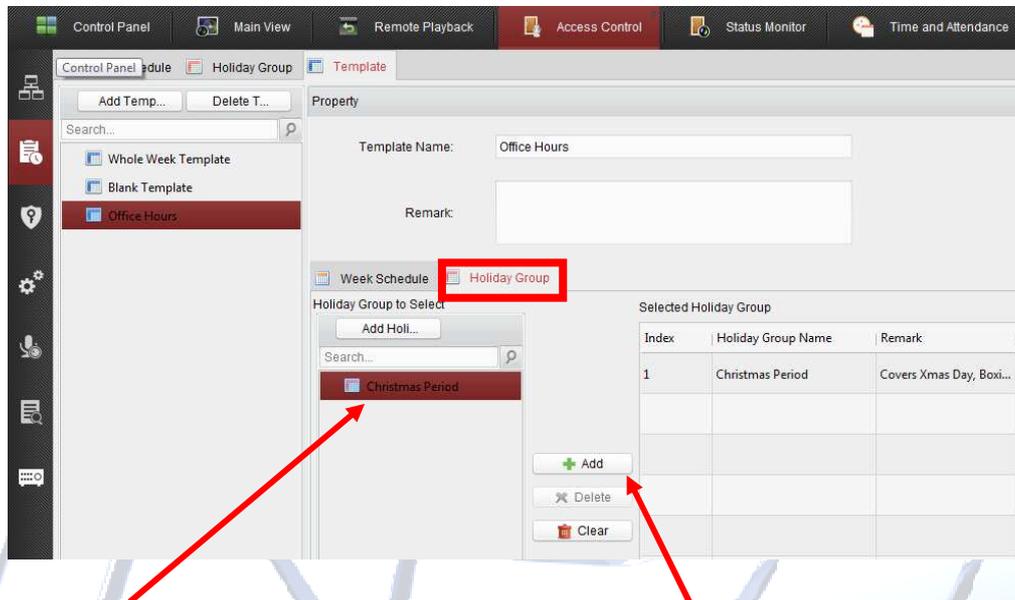


Click to select a holiday group in the list and click **Add** to add it to the template. You can also click **Add Holiday Group** to add a new one from this screen. For details, refer to *Chapter 5 When the* cursor turns to [icon], you can move the selected time bar you just edited. You can also edit the displayed time point to set the accurate time period.
When the cursor turns to [icon], you can lengthen or shorten the selected time bar.
8.  Optionally, you can select the schedule time bar,
    and then click **Delete Duration** to delete the selected time bar,
    or click **Clear** to delete all the time bars,
    or click **Copy to Week** to copy the time bar settings to the whole week.
9.  Click **Save** to save the settings.

Holiday Group*.*

You can click to select an added holiday group in the right-side list and click **Delete** to delete it. You can click **Clear** to delete all the added holiday groups.

6.  Click **Save** button to save the settings.

# 1.6 Permission Configuration

In Permission Configuration module, you can add, edit, and delete the access control permission, and then apply the permission settings to the device to take effect.

Click [icon] icon to enter the Access Control Permission interface.
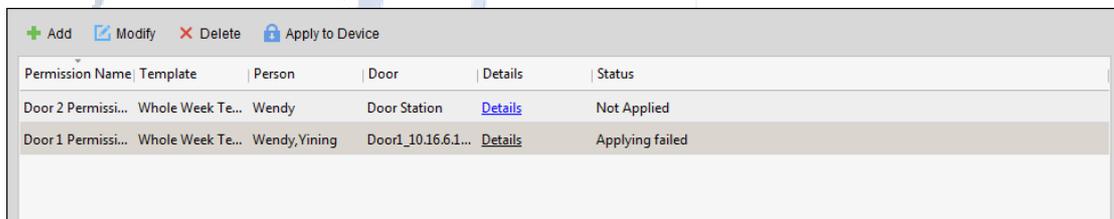
| Permission Name | Template | Person | Door | Details | Status |
|---|---|---|---|---|---|
| Door 2 Permissi... | Whole Week Te... | Wendy | Door Station | Details | Not Applied |
| Door 1 Permissi... | Whole Week Te... | Wendy,Yining | Door1_10.16.6.1... | Details | Applying failed |

# 1.6.1 Adding Permission

*Purpose:*
You can assign permission for persons to enter/exist the access control points (doors) in this section.
*Steps:*
1.  Click **Add** icon to enter following interface.



2.  In the Permission Name field, input the name for the permission as desired.
3.  Click on the dropdown menu to select a template for the permission. (e.g. Office Hours)
    *Note:* You should configure the Schedule Template before permission settings. You can click **Add Template** button from this screen to add the template. Refer to *Chapter 1.2 Schedule and Template* for details.
    In the Person list, all the added persons are displayed. Select the persons for this Permission Group.
    *Note:* Once Permissions are added, you can also assign the persons to their permissions from the Add / Modify persons Card section. Refer to *Chapter 7.5.2 Adding Person (Permission / Access Levels)* for details.

4.  Check the checkbox(s) to select person(s) and click **>** to add to the Selected Person list.
    (Optional) You can select the person in Selected Person list and click **<** to cancel the selection.
5.  In the Access Control Point/Device list, all the added access control points (doors) and door stations will display.
    Check the checkbox(s) to select door(s) or door station(s) the person(s) will have access to and click **>** to add to the selected list.
    (Optional) You can select the door or door station in the selected list and click **<** to cancel the

selection.

6. Click **OK** button to complete the permission adding. The selected person will have the permission to enter/exit the selected door/door station with their linked card(s).

7. (Optional) after adding the permission, you can click **Details** to modify it. Or you can select the permission and click **Modify** to modify.
You can select the added permission in the list and click **Delete** to delete it.

## 1.6.2 Applying Permission

*Purpose:*
After configuring the permissions, you should apply the added permission to the access control device to take effect.

*Steps:*

1. Select the permission(s) to apply to the access control device. To select multiple permissions, you can hold the *Ctrl* or *Shift* key and select permissions.

2. Click **Apply to Device** to start applying the selected permission(s) to the access control device or door station.

3. The following window will pop up, indicating the applying permission result.