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Akuvox
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ACMS
Administrator Guide

Version: 1.0 | Date: Jan.2021

Version: 2.0 | Date: July.2021

About This Manual

Thank you for reading this manual. This manual is intended for the administrators who need to properly manage the Akuvox ACMS (Access Control Management System) for integrated access control that incorporates the all-in-one management of the personnel, device, access control configuration, and personnel attendance and shift schedule. This manual applies to ACMS with the software version 2.0.0.4. Please visit consult our technical support for any new information or the latest software version.

Introduction of Icons and Symbols

Warning:

- **Always abide by this information in order to prevent the persons from injury.**

Caution:

- **Always abide by this information in order to prevent damages to the device.**

Note:

- **Informative information and advice for the efficient use of the device.**

Related Documentation

You are advised to refer to the related documents for more technical information via the link below:

https://knowledge.akuvox.com

1.Product Overview

ACMS (Access Control Management System) is designed with an idea that personnel, device, access control, personnel attendance and shift schedule etc. are separated in their configurations which can later be conveniently incorporated to form a complete and integrated access control and attendance management.

Users using ACMS will be able to:

- achieve the data synchronization between the ACMS and device (s).
- manage the personnel and department information of the access control.
- customize your access control schedule and authority group for the door access, and to check and monitor the logs for the security purpose.
- manage personnel attendance, shift schedule.
- search, check, and export the attendance report.
- import and export system data for the convenience of data sharing and system configuration.

ACMS currently applies to A01/A02/A05 access control terminals, E16 door phones, and A092 Access controllers.

2.ACMS Installation

2.1. Installation Requirements

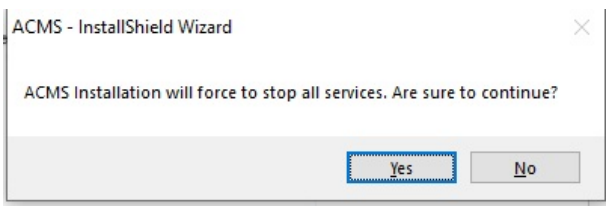
Prior to the installation of the ACMS software, you are required to make sure that the following installation requirements are met:

- Windows 7 operating system or above.
- Only one ACMS is allowed in the same LAN (Local area network)
- No SDMC and ACMS software is turn on your personal computer or on other personal computers in the same network.
- No device is connected to the Akuvox SmartPlus.
- The Firewall on your computer is turned off.
- Only one network adapter can be turned on in your PC.
- Anti-virus software is turned off.

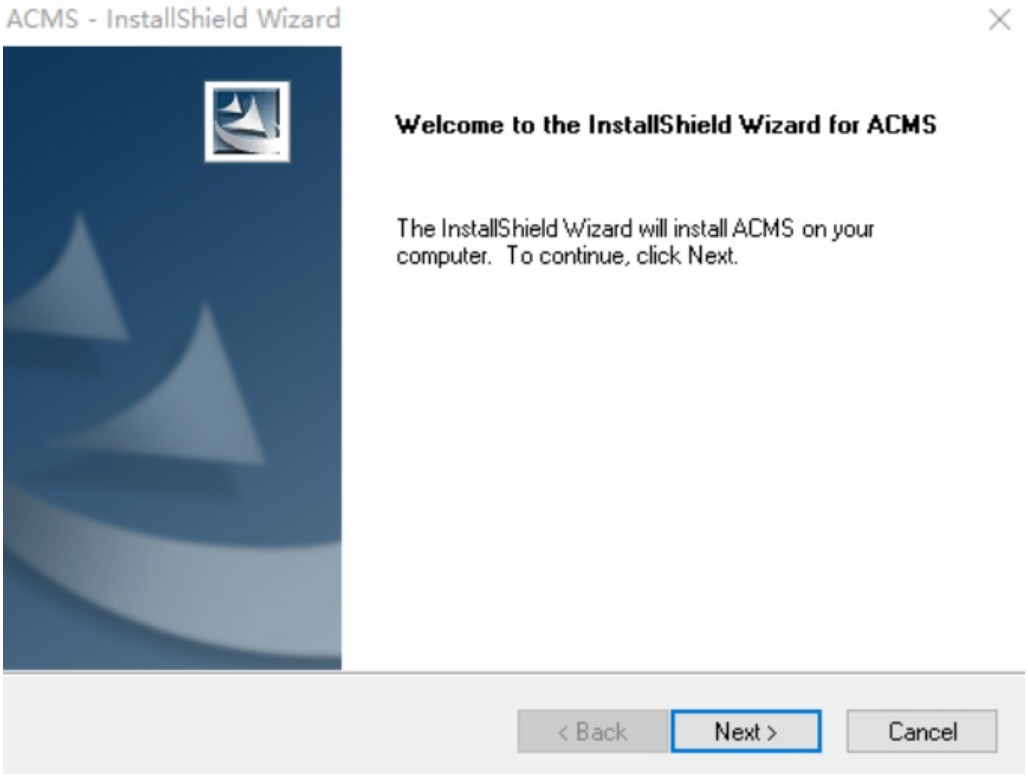
2.2. Install ACMS

ACMS is to be installed on your computer using compressed files.

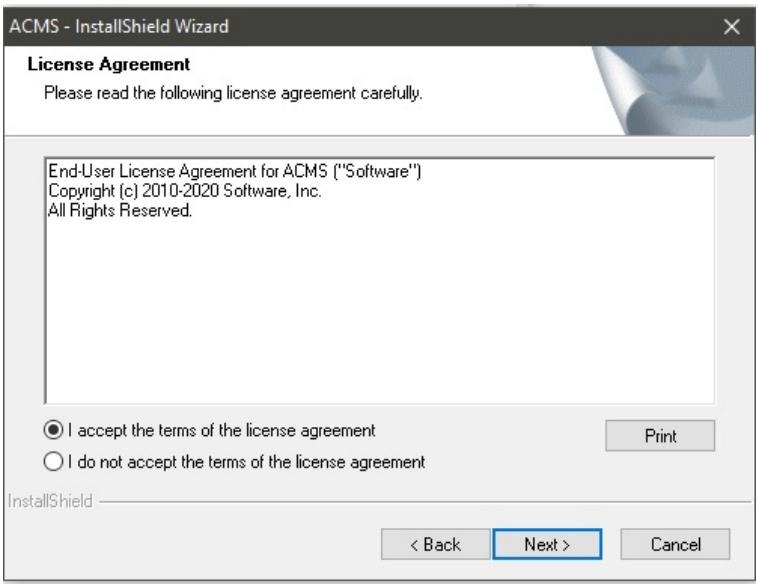
1. Decompress the zip file **ACMS.AK.2.0.0.4**
2. Click the ACMS setup.exe file.
3. Click "**Yes**" in the pop-out window to continue the installation.



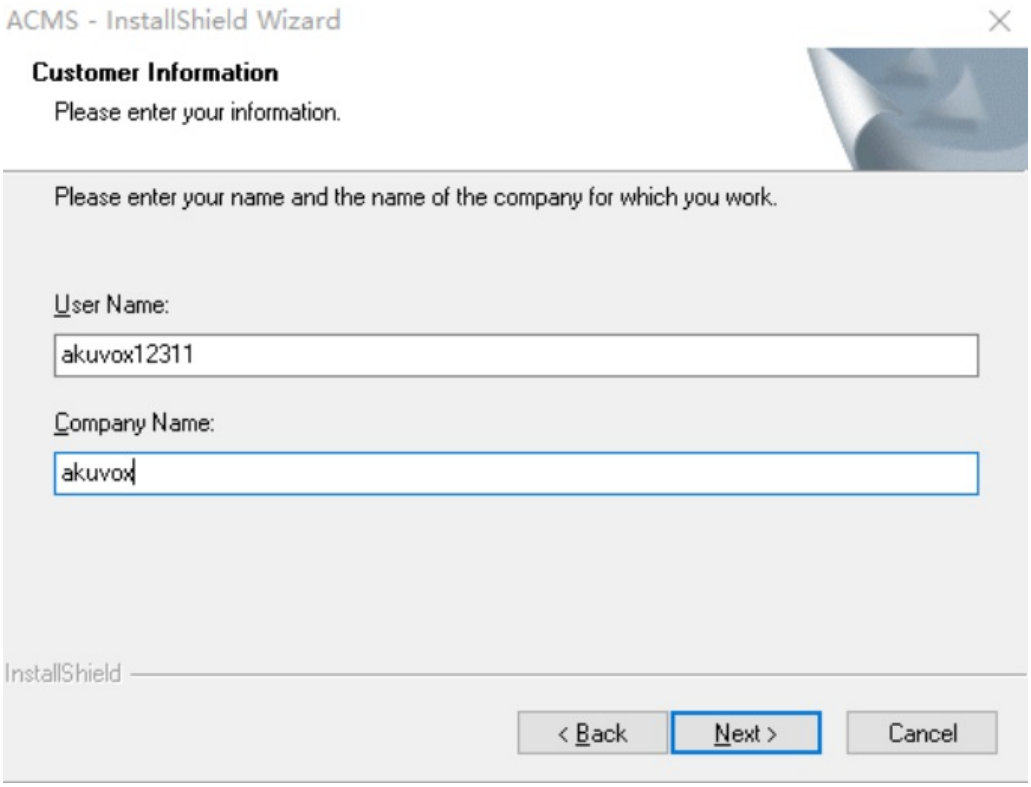
4.Click **Next** to go to the next step



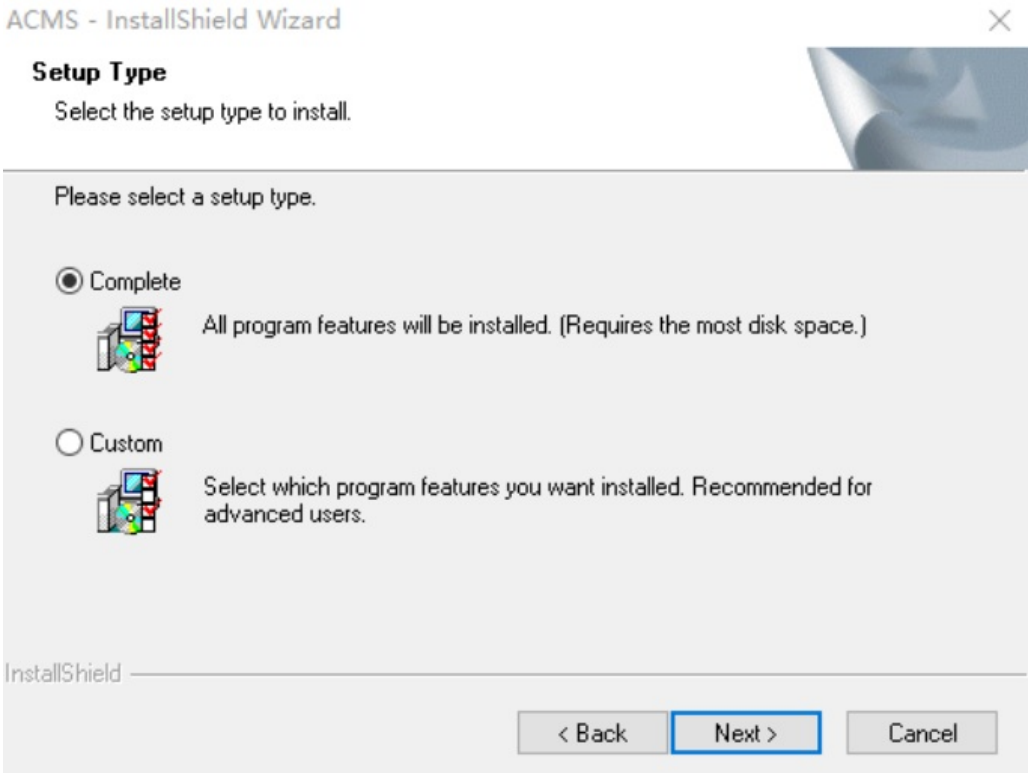
5. Click on **Next** to accept the agreement.



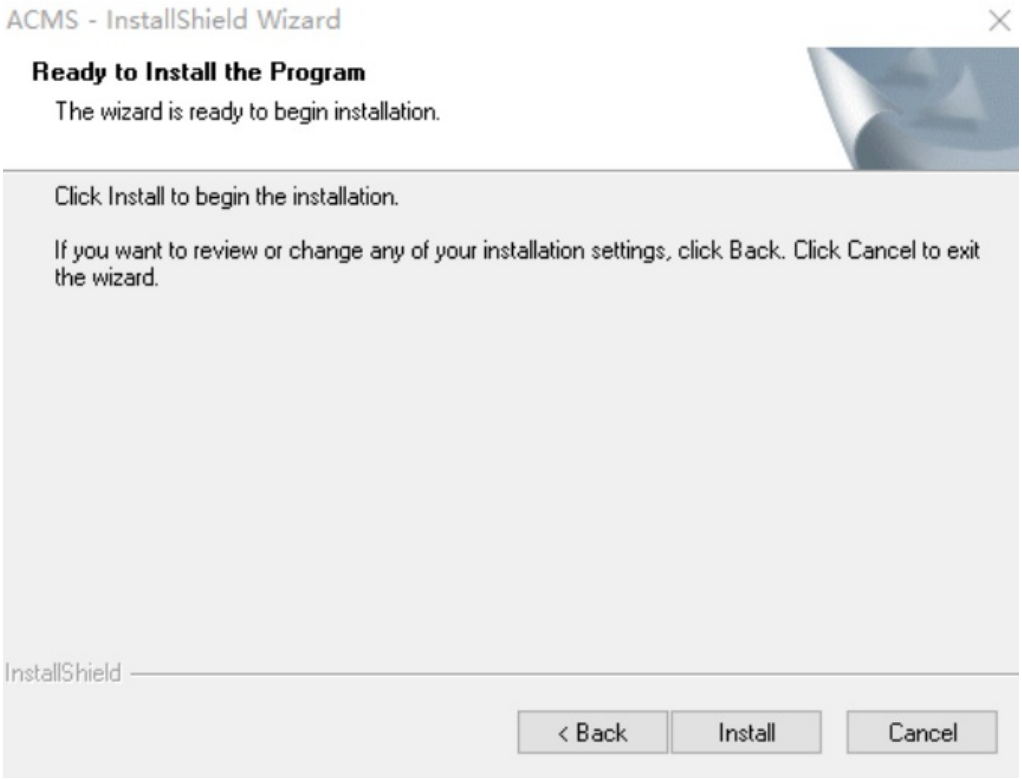
6. Enter the **User Name** and **Company Name** and click **Next.**



7. Select the installation path by default or the other path to your preference and click **Next**.



8.Click on **Install** to finish the installation.



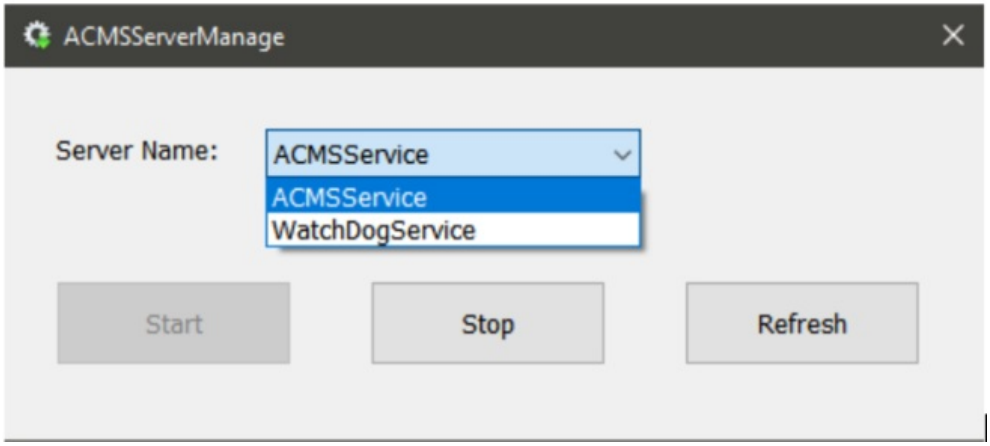
- After the installation is completed, you will see the ACMS icon along with ACMSSeverManage icon on your desktop.

Note:

- The ACMS installation path should be English characters.

2.3. Set up ACMSserver Manage Software

ACMserver Manage is a software that is installed along with the ACMS. The software is designed to provide two types of services called “**ACMSService**”, and “**WatchdogService**”.

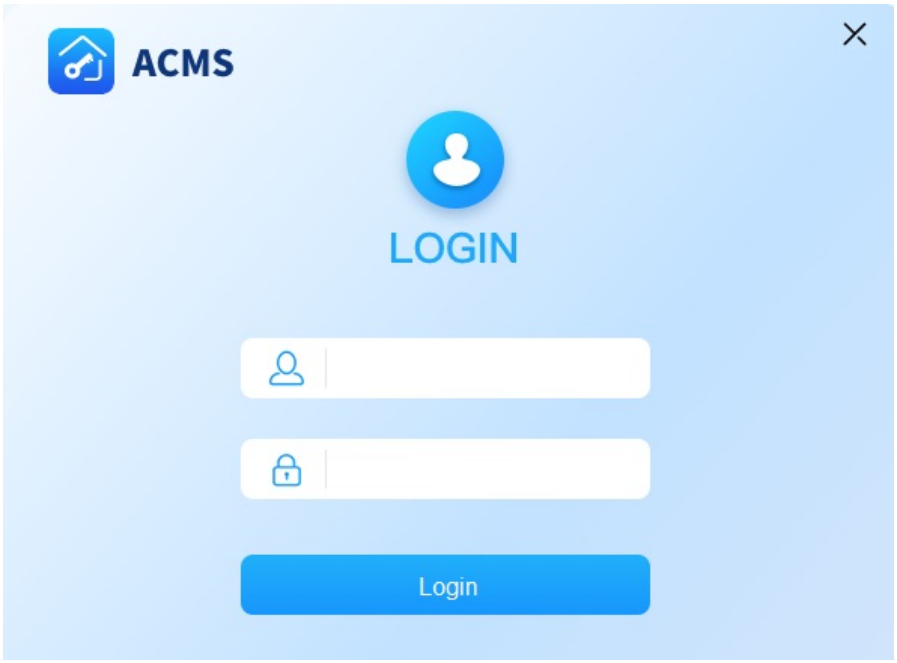


- **ACMSService:** this service is used to facilitate the two-way communication between the ACMS and the devices for the data transmission, therefore the service must be turned on to ensure the smooth running of ACMS.
- **WatchdogService**: Watchdog will be running automatically upon the completion of its installation by default. **WatchdogService** is responsible for monitoring the **ACMSSevice** status. To be more specific, **Watchdog** will turn on **ACMSService** automatically whenever it finds **ACMSService** is not running, which means **ACMService** will be running nonstop or will be up and running again on condition that the Watchdog is on.

2.4. Log in ACMS

To log in ACMS for the first time, you are required to enter the username "**admin**", and the password "**admin**" by default. While you can click

on the upper right corner of the screen to log out ACMS.

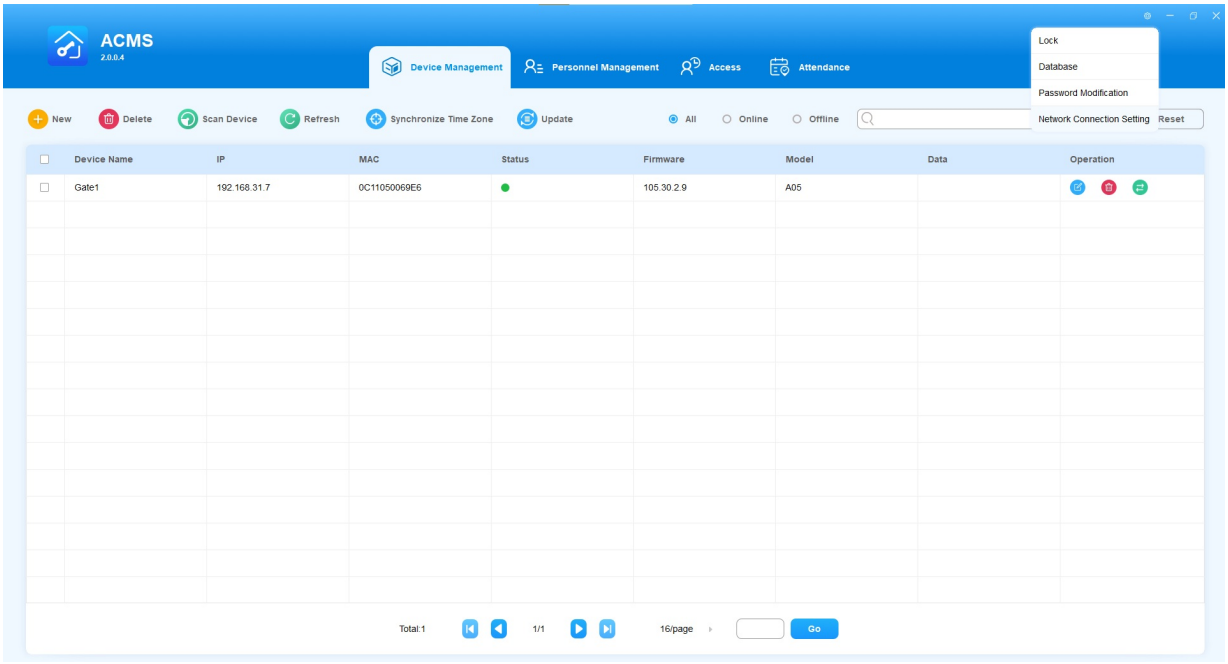


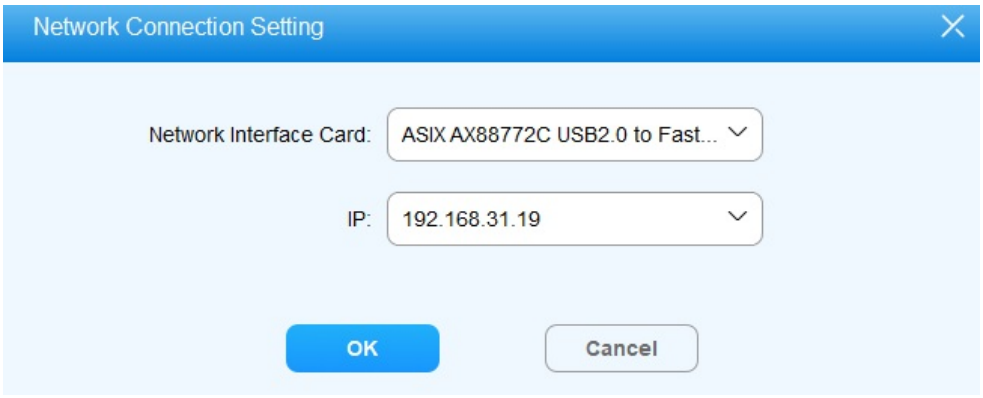
2.5. Configure Network Connection

In order to achieve the normal data transmission and interaction with other devices, you are required to select one NIC (Network Interface Card) that will come with a corresponding IP address so that a sole data transmission port between the ACMS and devices can be established.

1. Click

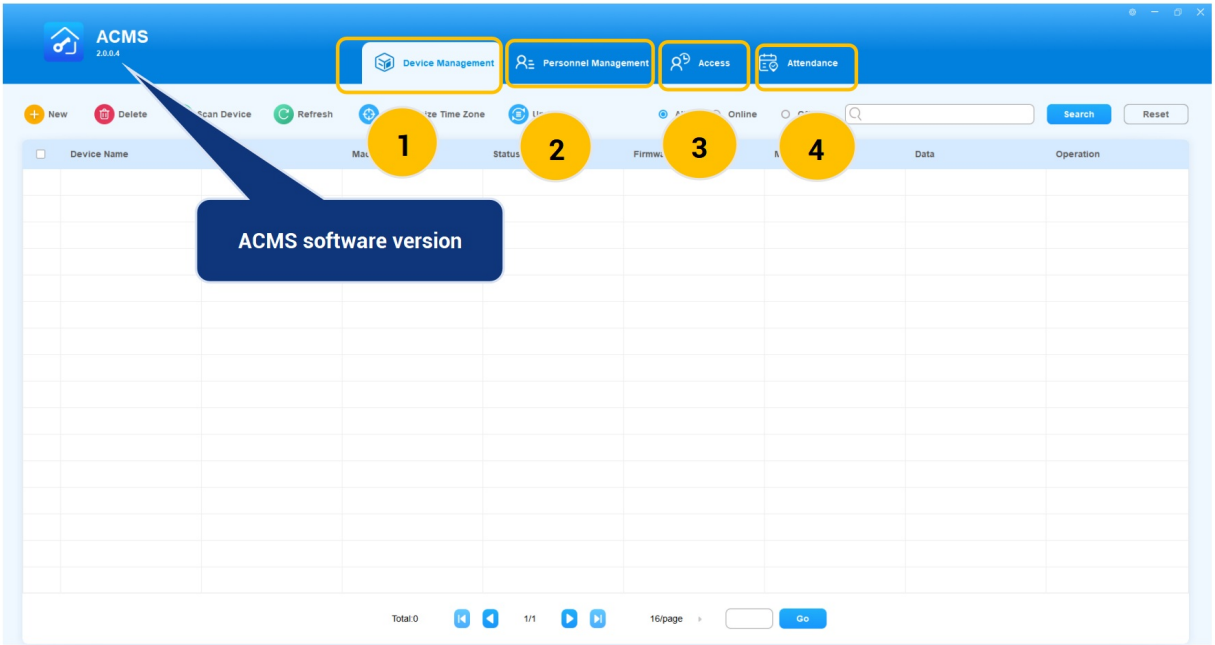
   on the upper right corner and click on **Network Connection Setting**.
2. Select your NIC with its corresponding IP address.





2.6. ACMS Main Interface Introduction

ACMS main interface mainly consists of four modules, namely **Device Management module, Personnel Management module, Access module, and Attendance module**.

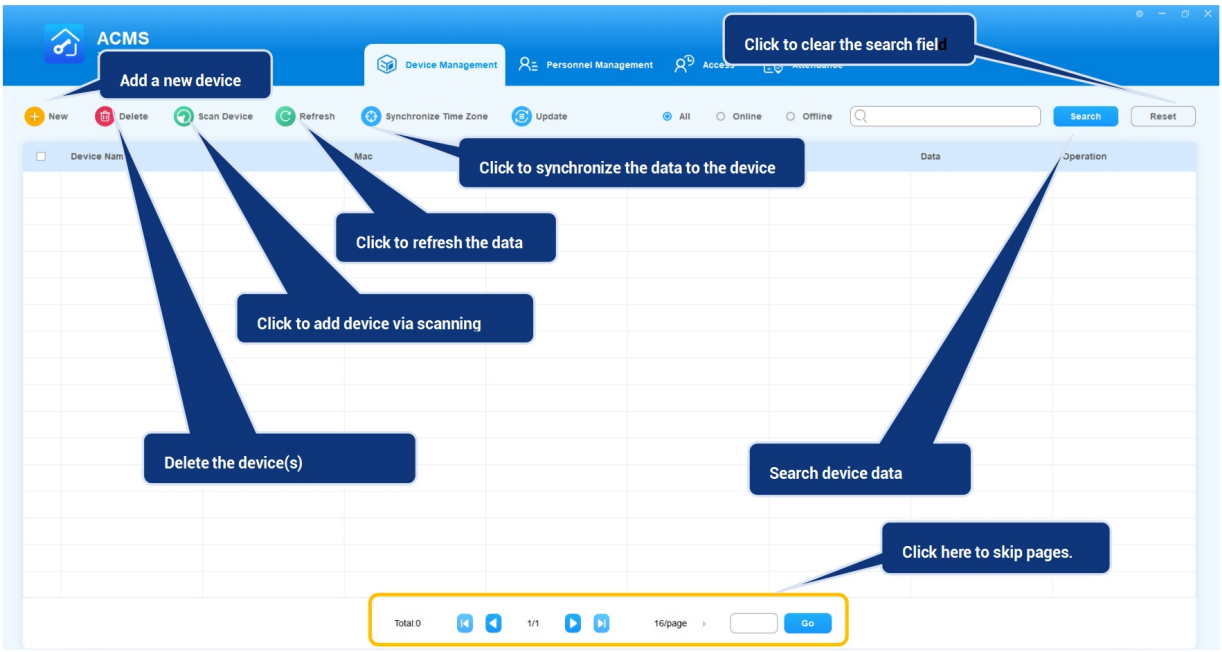


ACMS software version

- **Device Management Module**: used to add, delete and search the devices as well as synchronizing the data and time zone to the device.
- **Personal Management Module:** used to manage the department-based personnel data in terms of creating department, managing the personnel information and assigning configured PIN and Card number to personnel or personnel within a selected access authority group.
- **Access Module:** used to create and manage an inventory of access control time schedules, and it serves as a platform on which you can manage and deploy the access control by establishing a corresponding relation among **device**, **department**, **personnel**, and **access control schedule**, forming an authority group. In addition, you can manage the door log, temperature log and log data import and export.
- **Attendance Module:** used to manage the holidays, attendance point, employee shift schedule, attendance records and and report etc.

3. Device Management

In the device management module, you can manage the device in terms of adding, editing, deleting the device(s) individually or in batch, and synchronizing the data to the corresponding device(s) you selected. You can also search the data ed.



3.1. Add Device

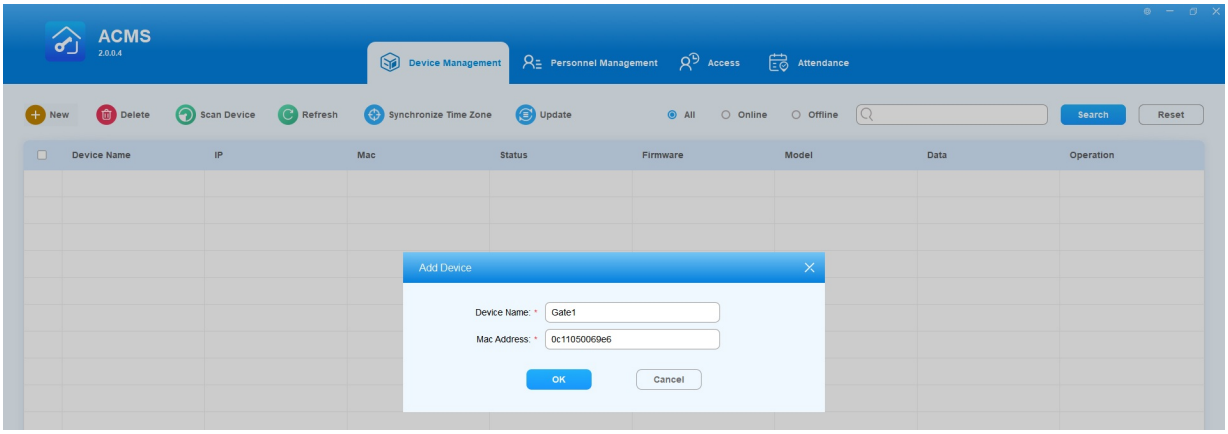
Device(s) can be added manually or added through scanning.

- **Add Device Manually**

1. Click **New**

   and enter the device name and device MAC address.
2. Click "**OK**" for the confirmation and" **Cancel** "for the Cancellation.
3. Click Refresh to refresh the devices added if needed.

Picture is shown as follows:



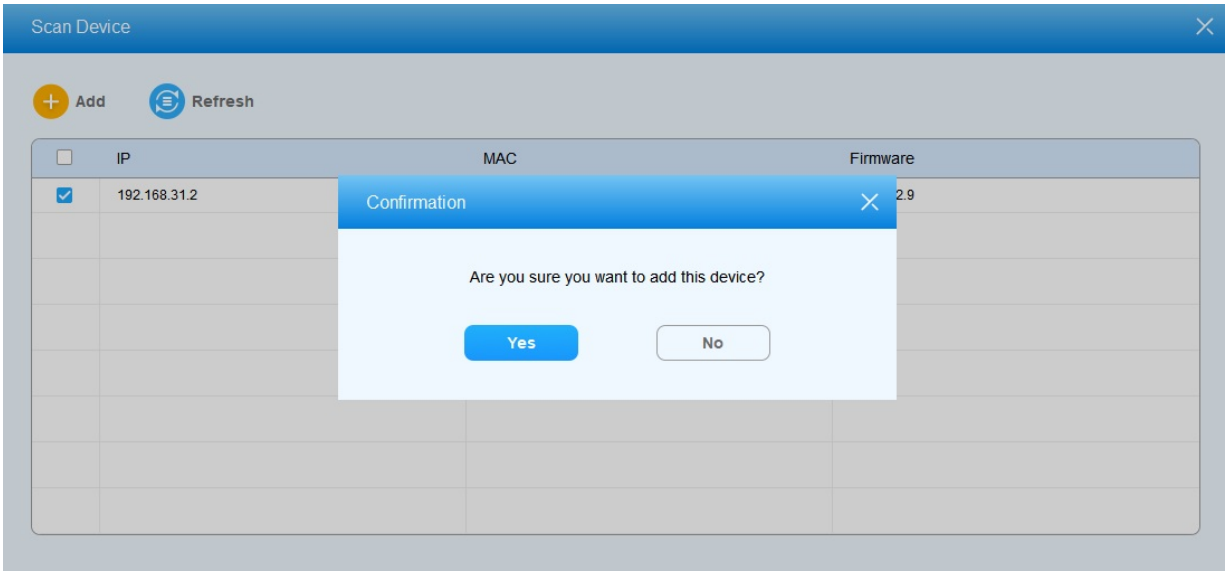
- **Add Device via Scanning**

1. Click **Scanning Device**

   to display all the devices that can be found.
2. Click **Refresh**

   to refresh the scanning list.
3. Tick the check box of the device you want to add click

   Add.
4. Click "**Yes**" for confirmation.

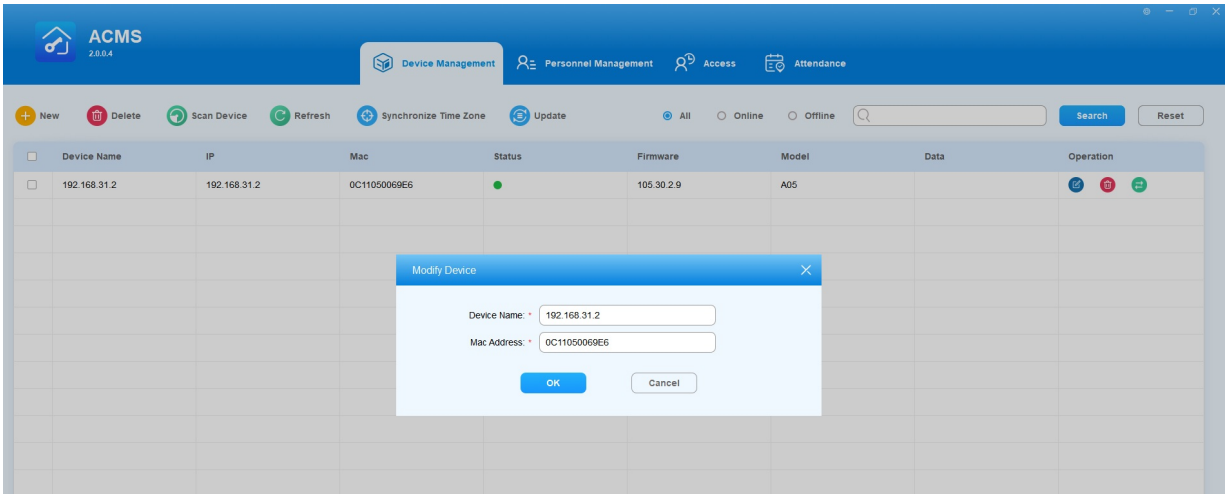


3.2. Edit Device

The device can be edited in terms of device name and MAC address; you can edit the device if needed.

1. Double click the device you want to edit or click

   on for the editing.
2. Edit the device name and MAC address according to your need.
3. Click "**OK**" for the confirmation or "**Cancel**" for the cancellation.



3.3. Delete Device

You can remove the device if need.

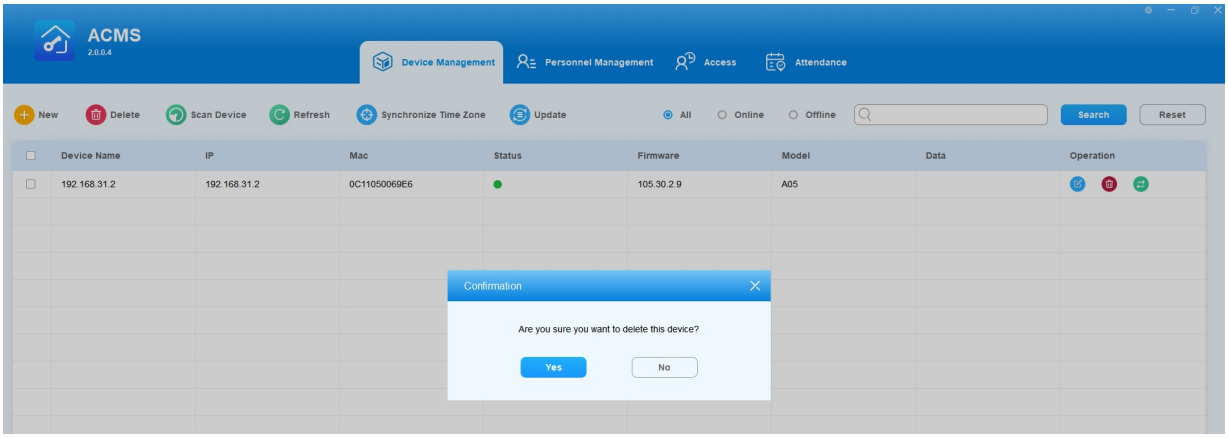
1. Tick the check box of the specific device(s)you want to delete.
2. Click

   the of the specific device to delete the device or you can delete multiple devices by clicking the

   Delete

   to delete the device in batch at one time.
3. Click “**Yes**” for the confirmation.

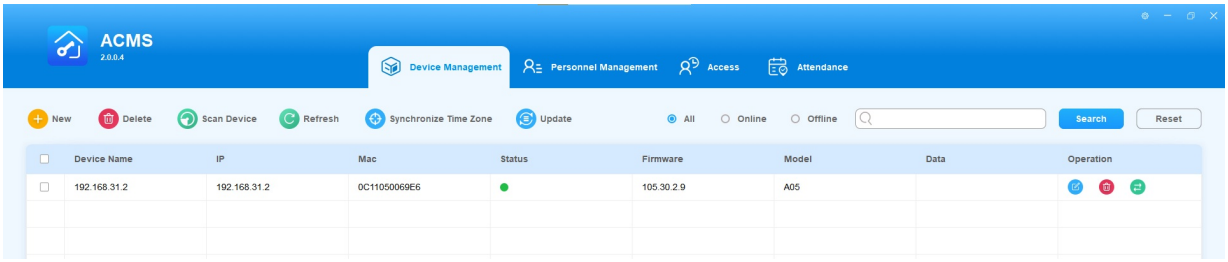
Picture is shown as follows:



3.4. Search the Device

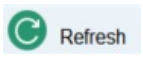
The device search can be done by first filtering the device status as indicated by **All**, **Online**, and **Offline** before entering the search information for the targeted device search.

1. Click to select the filtering conditions among **All**, **Online**, and **Offline**.
2. Enter the information such as “**Device Name**”, “**MAC**” ,”**IP**”, and “**Firmware**”and click on **Search**. You can click on **Reset** to clear the information in the **Search** field



3.5. Refresh the Device Data

When changes occurred to the device data, you can click

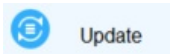


to refresh such device information as device IP Address, Status, Firmware for each individual device.

3.6. Synchronize the Data to the Device

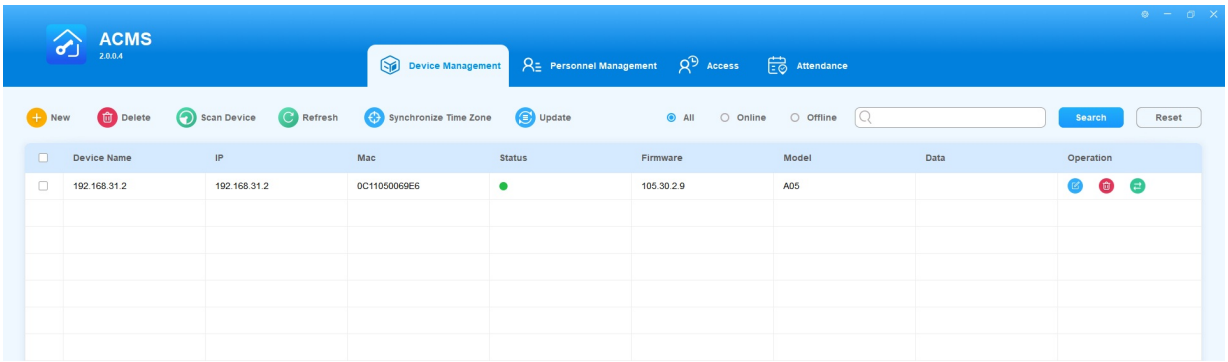
When all the access control configuration is done in both **Personnel Management** module and **Access Control** module, you are required to synchronize the data to the device(s) in the **Device Management** module otherwise all the configuration will not be synchronized to the device(s), as the **Device Management** module is solely responsible for the direct data synchronization between ACMS and Device(s). In addition, you can also synchronize time zone to the designated devices(s).

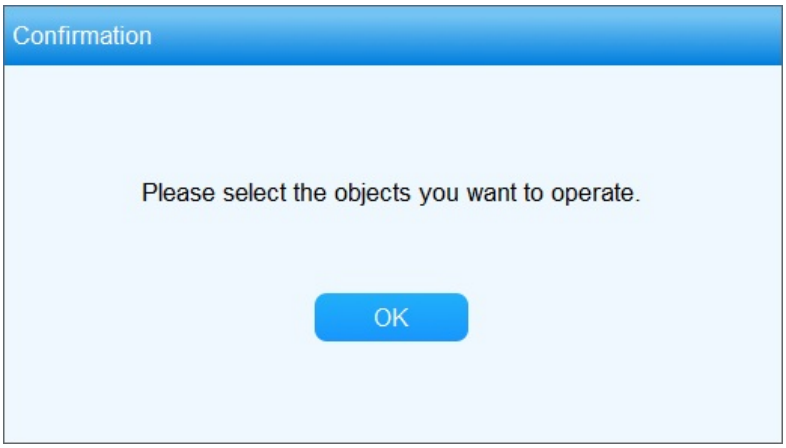
1. Tick the check box of the device(s) to which you want to synchronize the data.
2. Click

   to initiate the data synchronization to the device(s).
3. Click

   to synchronize your ACMS time zone to the device(s).



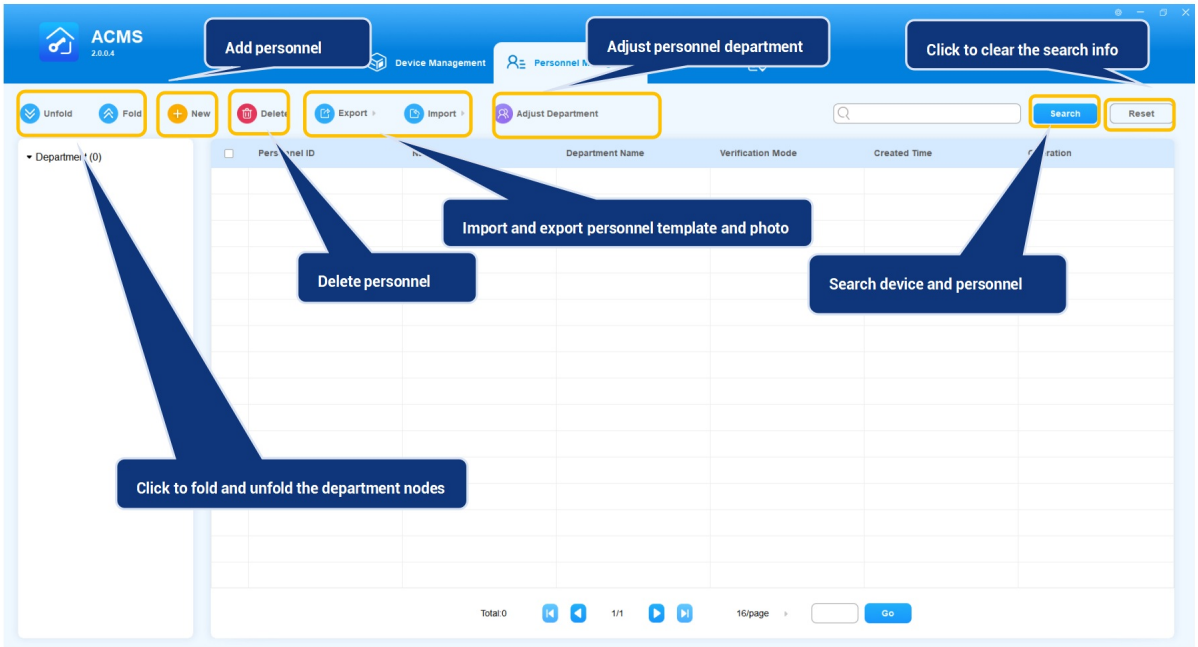


Note:

When no device is selected, a prompt will appear shown above.

4. Personnel Access Management

Personnel Management module is primarily designed to manage department and personnel in terms of adding, deleting, editing personnel and department, importing, and exporting the personnel data and photos, adjusting the department for personnel. You can also search the personnel to find the information needed.

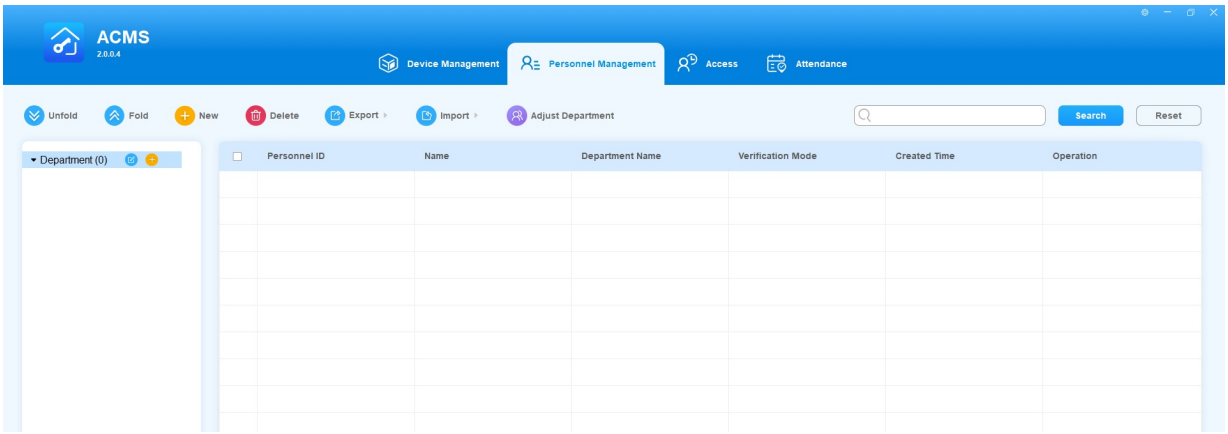


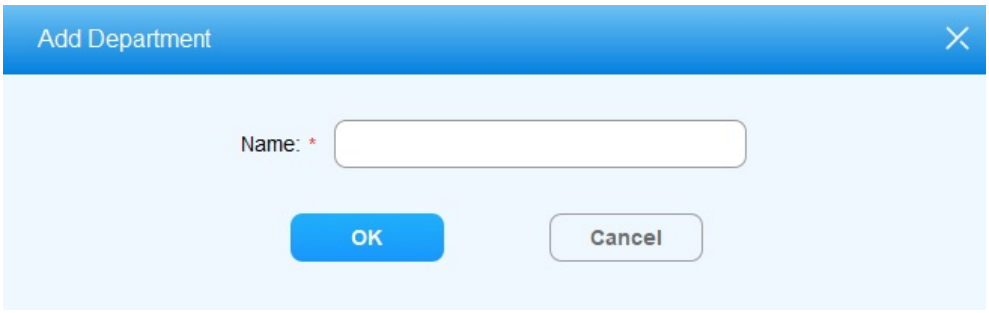
4.1. Add Department

Departments are structured in nodes. Each level of node can be further extended to night level of subordinating nodes in descending order, however there is no limitation on the number of paralleled subordinating nodes. You can manage and add the personnel to the designated department at a different level of nodes.

1. Click on

   at the root node.
2. Enter the department name to add a department.
3. Click **OK** for the confirmation.

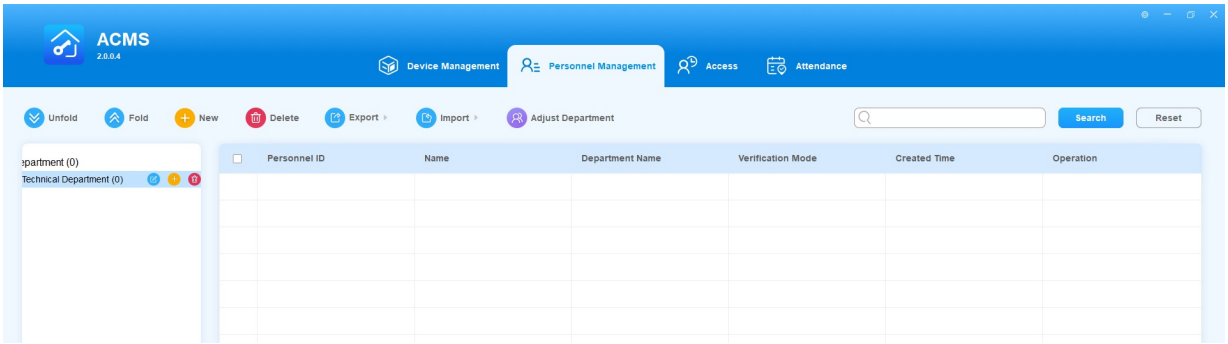




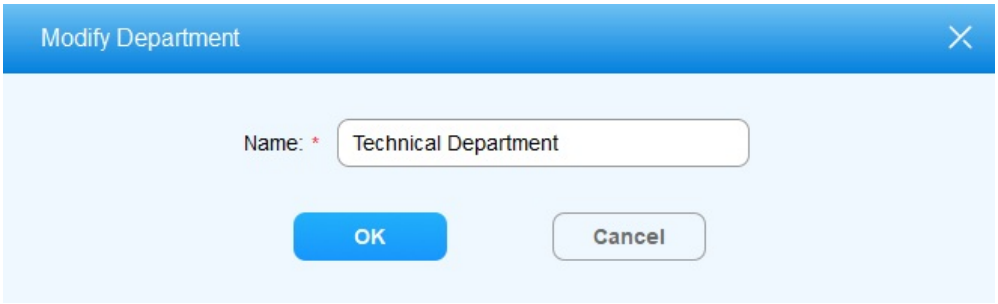
4.2. Edit Department Name

1. Click on

   of the department for which you want to change the name.



2. Change the department name according to your need, and click **OK** for confirmation.

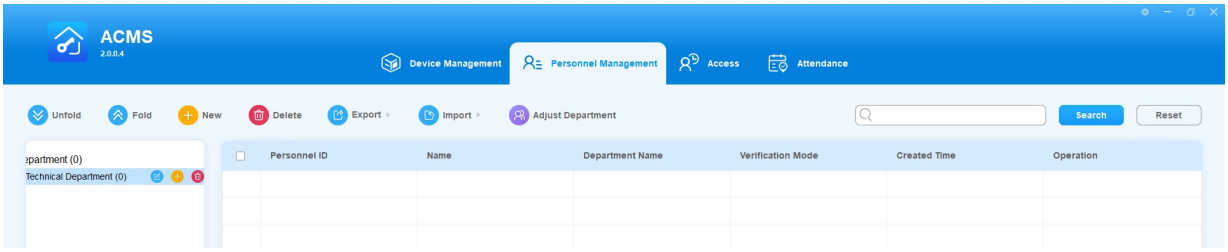


4.3. Delete Department

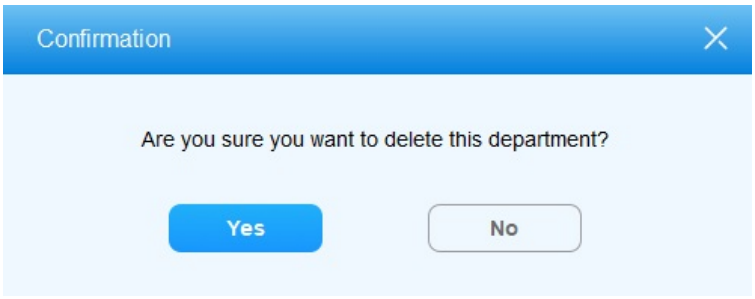
You can delete the department you created if needed.

1. Click on

   of the department you want to delete.



2. Click **Yes** for the confirmation.



Note:

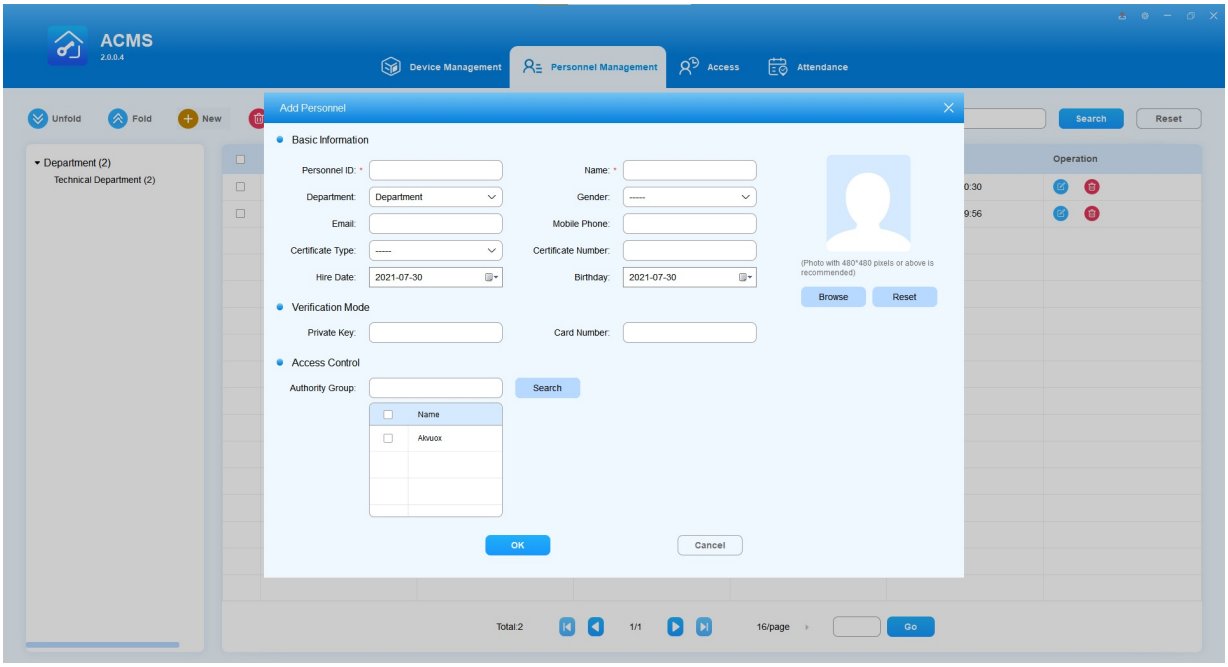
- The department at the root node can not be deleted.

4.4. Add Personnel

You can add personnel in the designated department in which you enter the personnel information such as personnel name, ID, photo, etc. while assigning the personnel with the PIN code and card number for the door access.

1. Click

   on the department in which you want to add personnel.
2. Click to go to “**Add Personnel**” interface.
3. Enter the personnel information.
4. Click on “ **Browser**” to upload the personnel photo and click on **Reset** if you want to clear the photo.
5. Tick the check box to select the authority group you created in **Access Control** module, or you can search the authority group in the field.
6. Click “**OK**” for confirmation.



Key information for adding personnel

No.	Information	Description
1	**Personnel ID***	Personnel ID number (employee number) is the required information that can only be consisted of alphabets or numbers with 23 characters maximum.
2	**Name***	Personnel name is the required information with 63 characters maximum.
3	**Department**	The department field will automatically display the node (sub-department) that is immediately subordinated to the exact department you selected. If the department you select has no nodes (sub-department) under it, then the node for the department selected will be displayed. For example: if you click and select the node “**Technical Training**” under the parent node “ **Technical Department**”, then the node information for the “**Technical Training**” will be displayed.
4	**Gender**	Gender is “---” by default, you can select “**Male**” or “ **Female**”.
5	**Email**	Email is left blank by default with a maximum of 127 characters.
6	**Mobile Phone**	Mobile Phone is left blank by default, you can enter the mobile phone number that should be no more than 63 characters.
7	**Certificate Type**	You can select the Certificate type (ID type) from the pull-down list according to your need.

8	**Certificate Number**	You can enter the specific ID number needed for the personnel with 63 characters maximum.
9	**Hire Date**	Hire day refers to the employee start date.
10	**Birthday**	Birthday refers to the data of birth of the employee.
11	**Private Key**	Enter the configured PIN code for the door access. The PIN code can only be consisted of numbers (2-8 characters in combination) and should not be duplicated.
12	**Card Number**	You can enter multiple ID card numbers separated by ";"with no more than 63 characters. And the ID number should not be duplicated.
13	**Authority Group**	Search and select the authority group that incorporates a designated set of door access control schedule, device and, personnel for the door access.

Note:

The personnel photo(S) to be uploaded for the facial recognition can only be in .jpg or .jpeg format with face dimension of 480*480 pixels.

Note:

Multiple door access types such as Face, PIN code, and ID card number can be supported at the same time depending on your need. Authority group (Group, name and device) must be assigned to the personnel before the above-mentioned access type can be valid. However all these data have to be synchronized to the designated device on the device management module first.

Note:

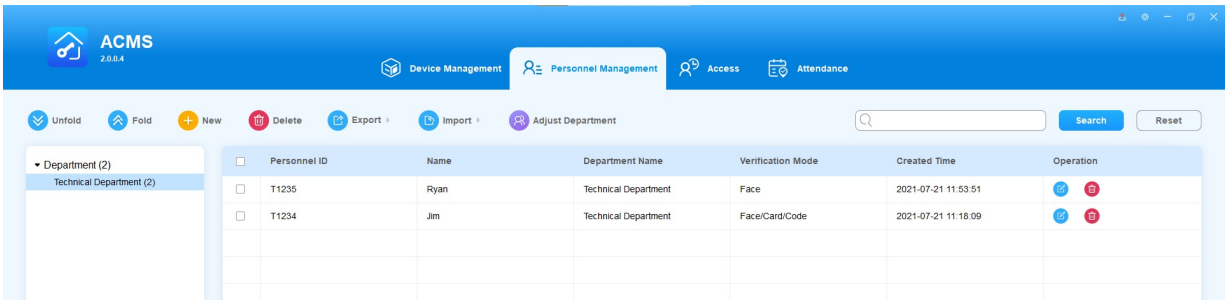
Icon will appear on the upper right corner of the screen whenever there is any changes occurred to the authority group setting, you are required to click on the icon to synchronize the changes to the device(s).

4.5. Edit Personnel

After adding personnel, you can edit the personnel information if needed.

1. Click

   or double click on the specific line of the personnel to be edited.



2. Change the personnel information you want to change.

3. Click **OK** for the confirmation.

Note:

The personnel ID can not be edited or changed.

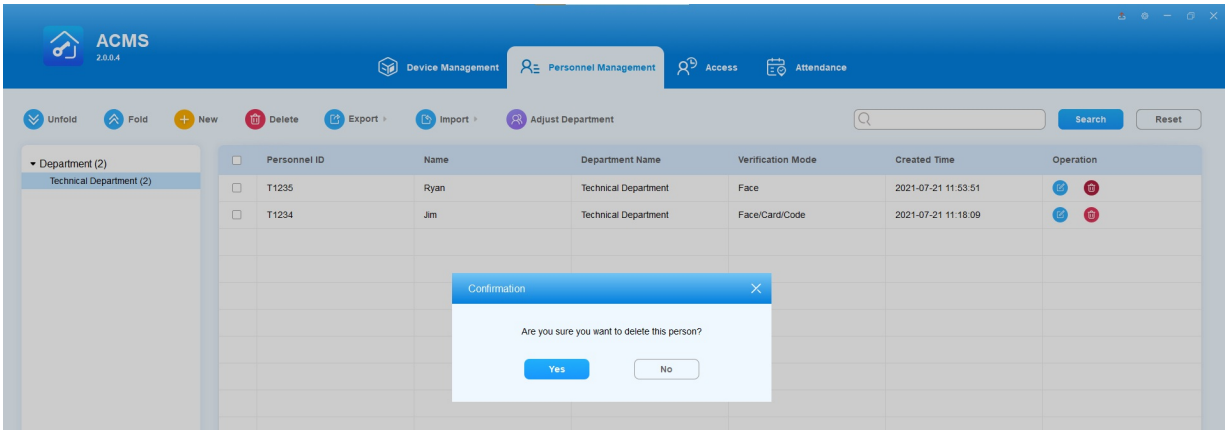
4.6. Delete Personnel

Personnel can be deleted separately or in batch.

- **Delete personnel separately**

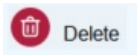
1. Click

   of the specific personnel to be deleted.
2. Click **YES** for confirmation.

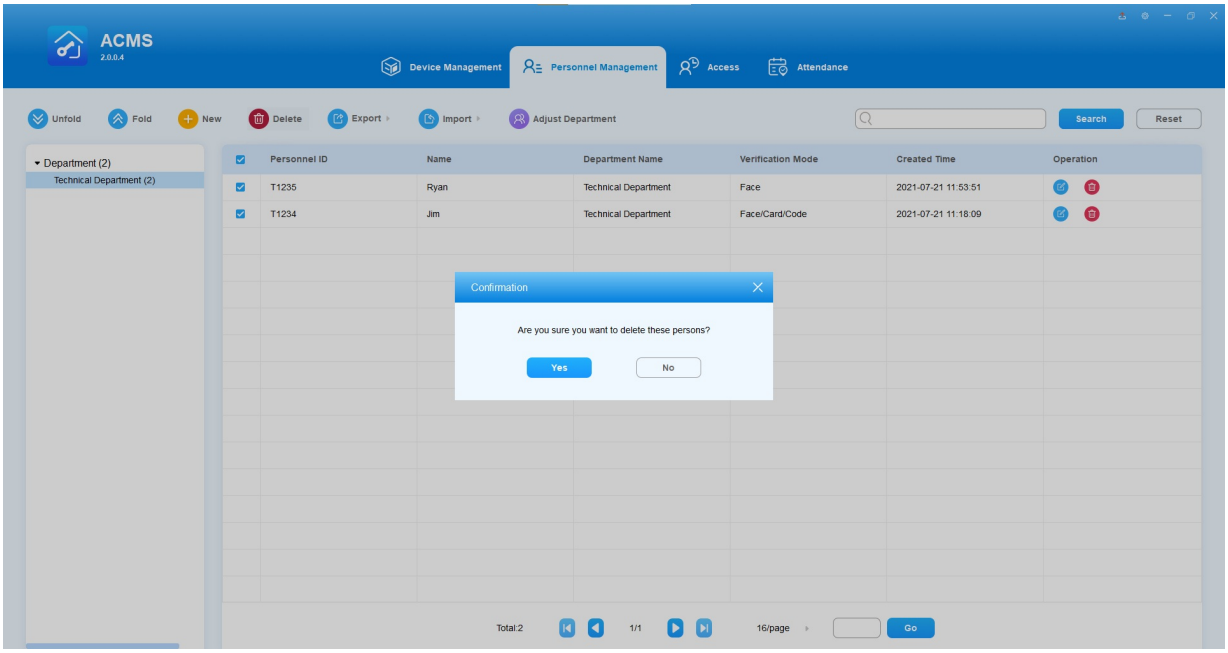


- **Delete personnel in batch**

1. Tick the check box of the personnel to be deleted.
2. Click

   to delete the ticked personnel.
3. Click **Yes** for confirmation.



4.7. Import and Export Personnel Data

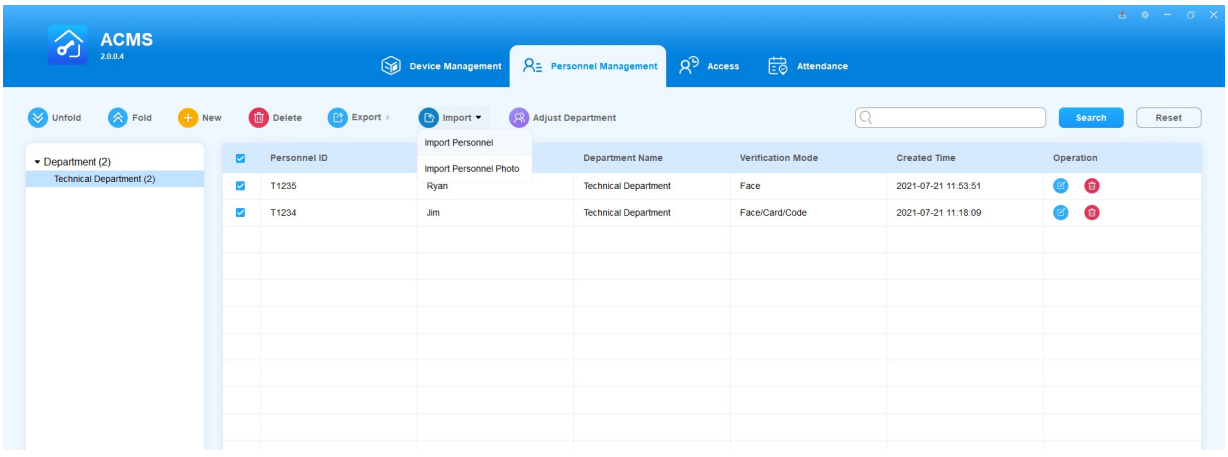
ACMS allows you to import and export personnel data inclusive of personnel information and personnel photo for the convenience of the personnel management.

4.7.1. Import Personal Data

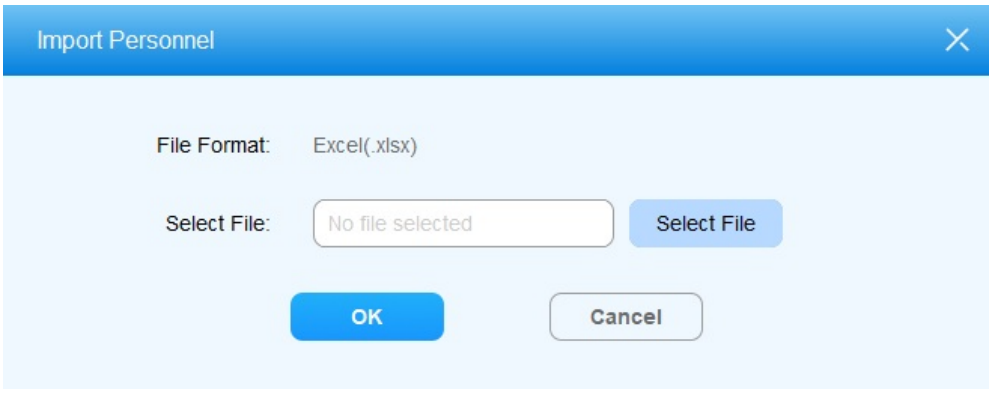
- **Import Personnel Information**

1. Click

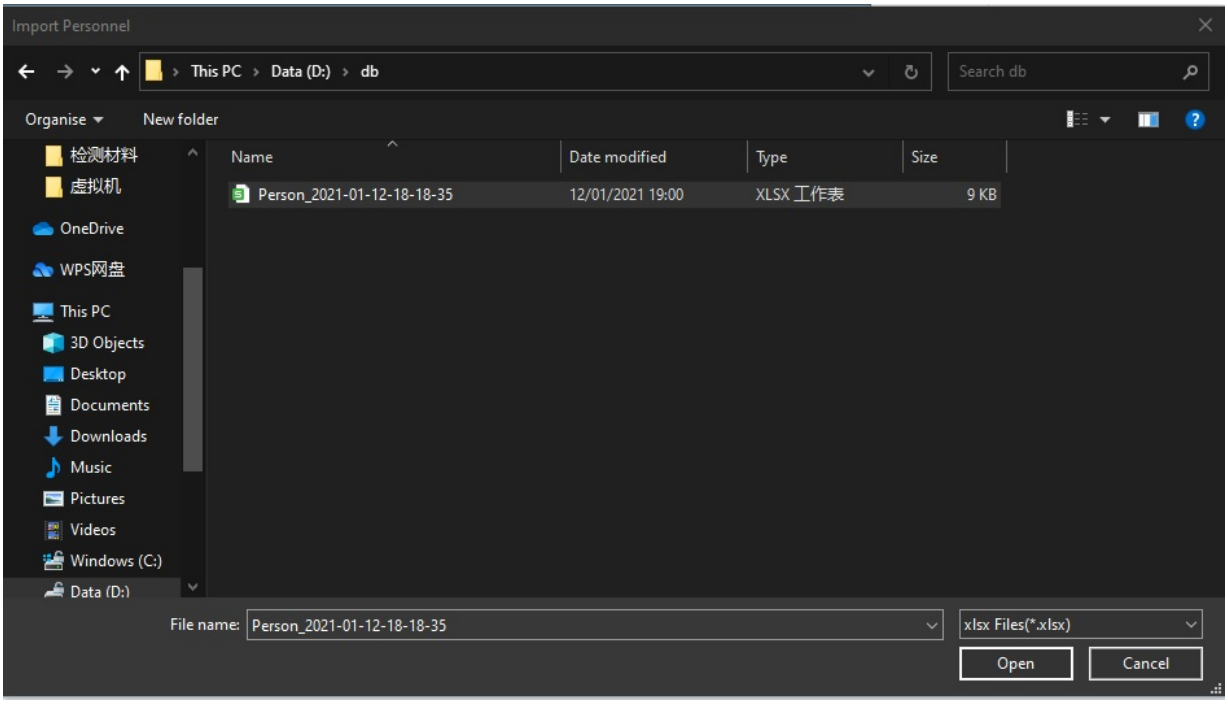
   and click “ **Import Personnel** ”in the pull-down list.



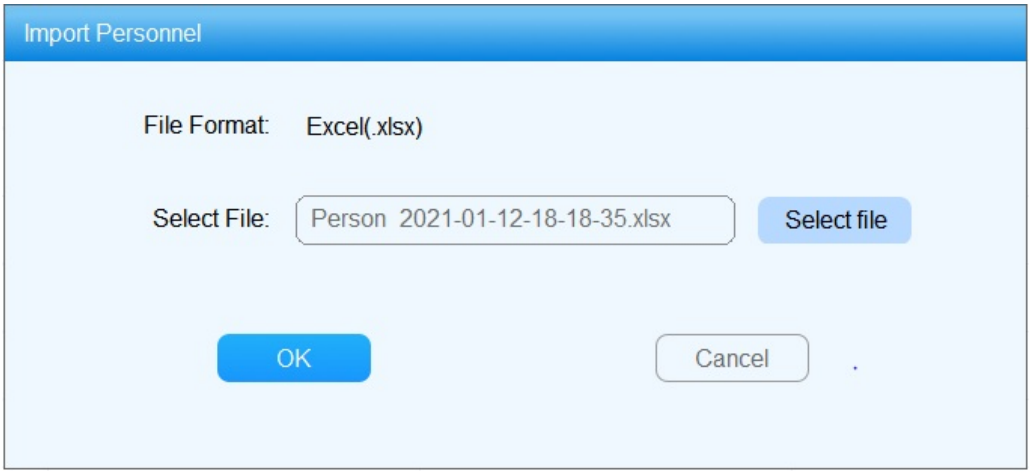
2.Click “**Select File**” to find the file to be uploaded.



3. Click to select the .xlsx personnel data file and click **"Open"** to upload the file.



4. Click **OK** for the confirmation.



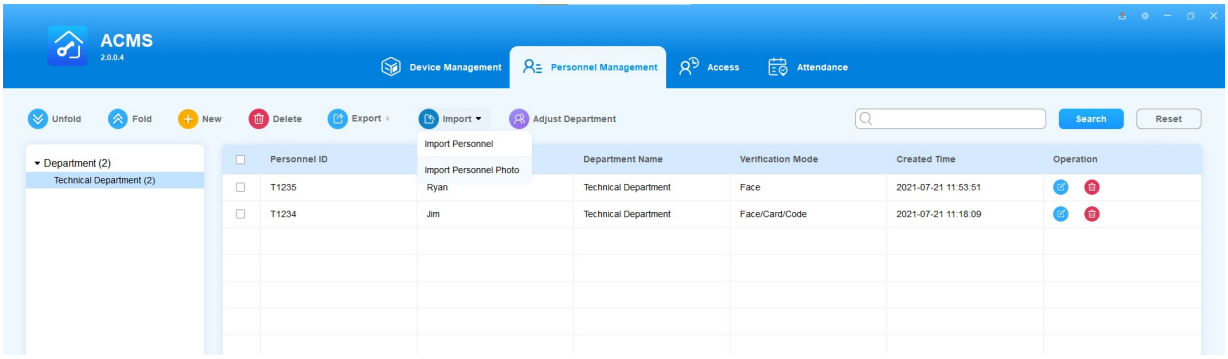
Note:

Personal data must be filed into the personal data file template without changing the template spreadsheet.

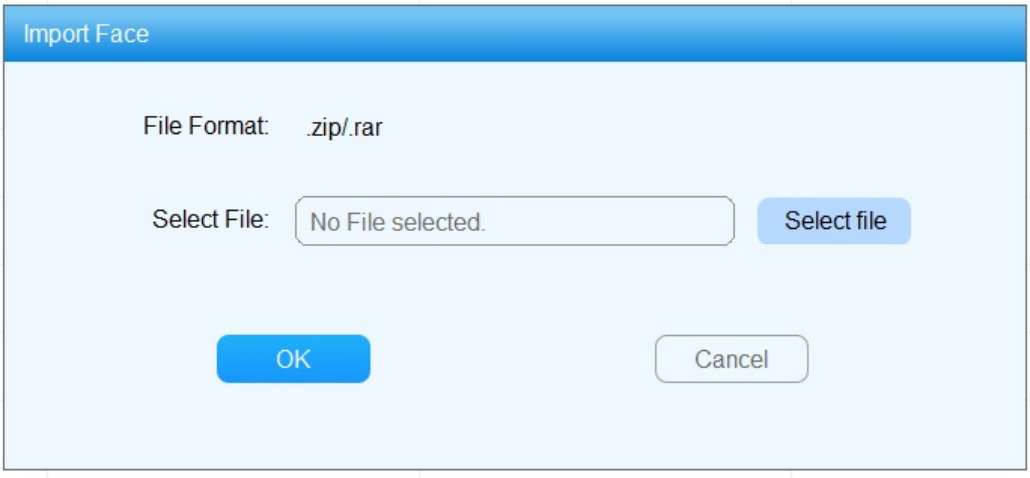
- **Import Personnel Photo**

1. Select the .jpg or .jpeg photo that are named by "**personnel ID + name**" and right- click to compress them into .zip file directly (for example T1234+Jim)
2. Click

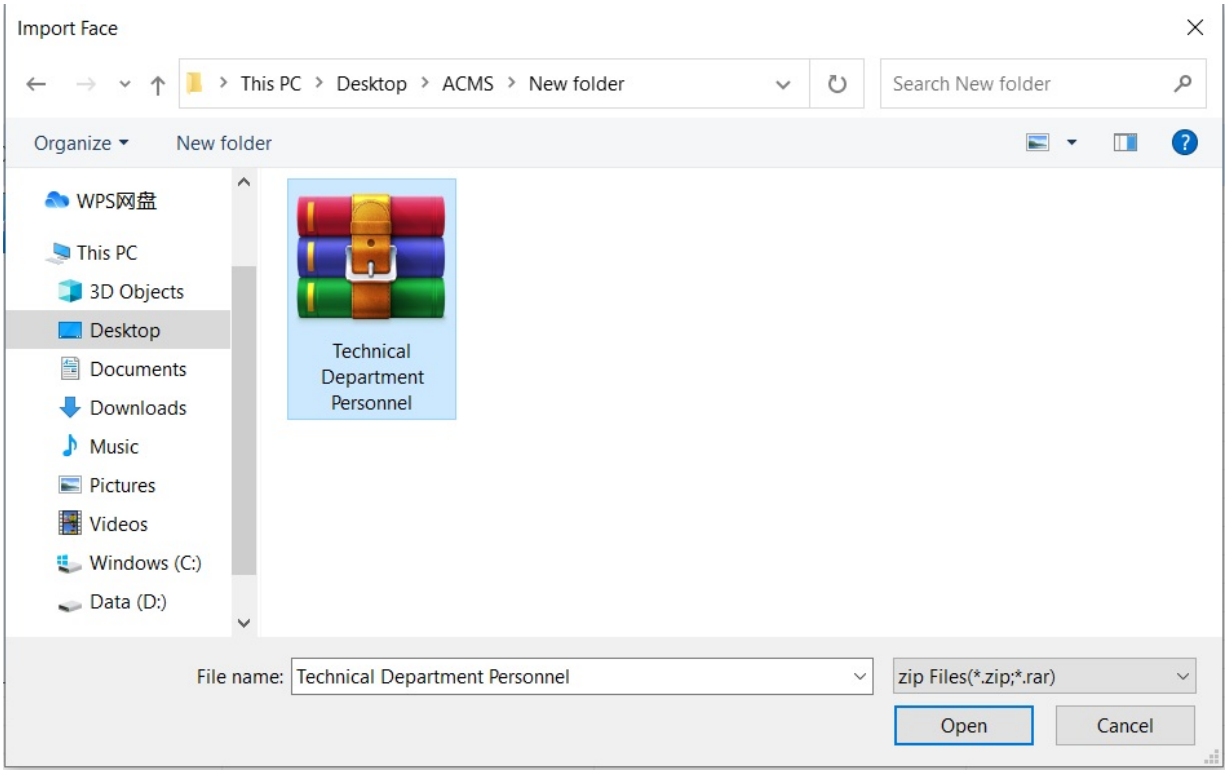
   and click "**Import Personnel Photo**" in the pull-down list.



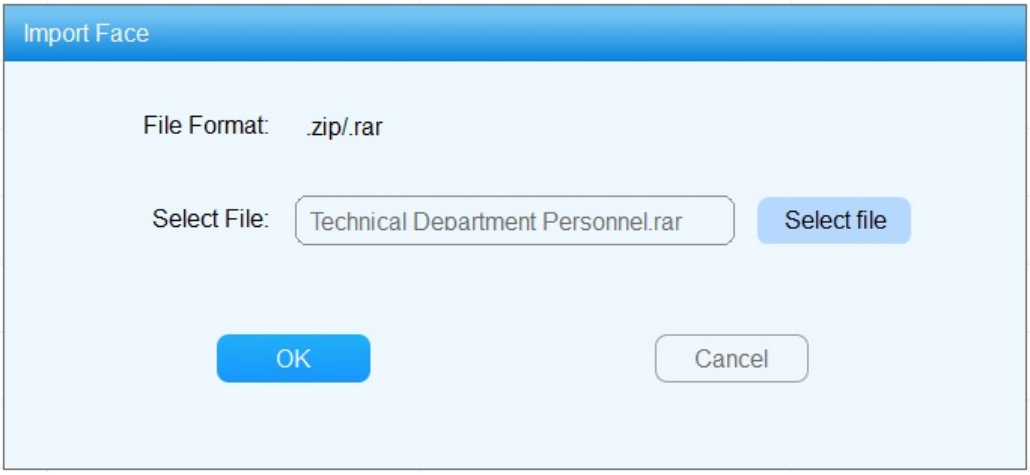
3.Click **Select file** and find the .zip photo file



4.Click and select the .zip file and click **Open** to upload the file.



5.Click **OK** for the confirmation.

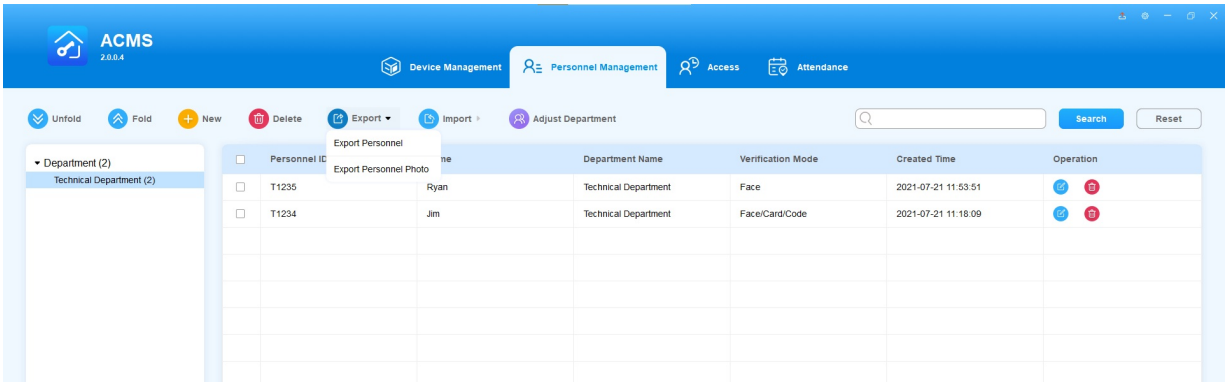


4.7.2. Export Personnel Data

- **Export Personnel Information**

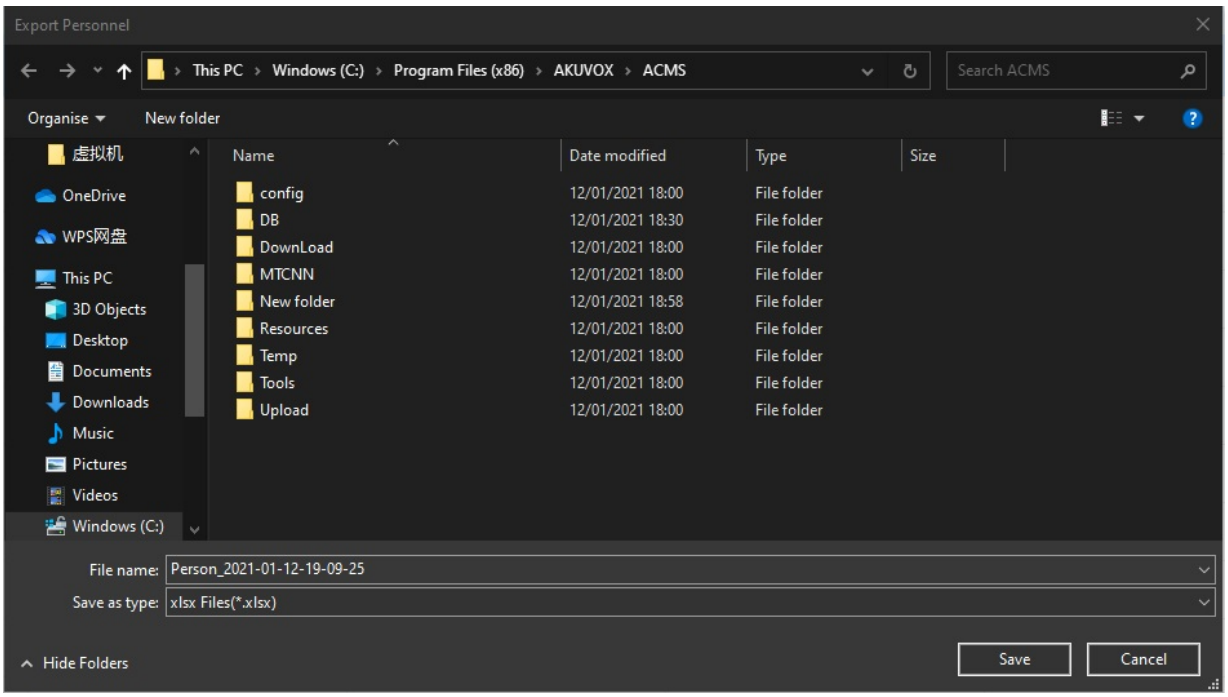
1. Click

and click on **"Export Personnel"** in the pull-down list.



2. Select the path in your local PC to export the personnel .xlsx file

3. Click **Save** to export the file to the designated path on your computer.



Personnel Information File Template:

Personnel ID	Name	Department	Gender	Email	Mobile Phone	Certificate Type	Certificate Number	Hire Date	Birthday	Private Key	Card Number
T12345	Jim	Technical Support Group	Male			ID Card		2020/12/29	2020/12/29		
T12333	Ryan	Technical Support	Male			ID Card		2020/12/30	2020/12/30	12345	1234567

Key Field Format:

Field Name	Field Format Requirement
Personnel ID	This is the require field Required field with 23 characters maximum (**a～z,A～Z,0～9**].
Name	This is the required field with 63 characters maximum.
Department	This is the required field with 127 characters maximum.
Gender	Fill in **“Male” or “ Female”**
Certification Type	Fill in1.”**Passport**” 2.”**Driving License**” 3.”**ID Card**” 4.”**Other**”
Hire Date	Fill in data format:” **Y/M/D**”.

Birthday	Fill in data format: “Y/M/D”.

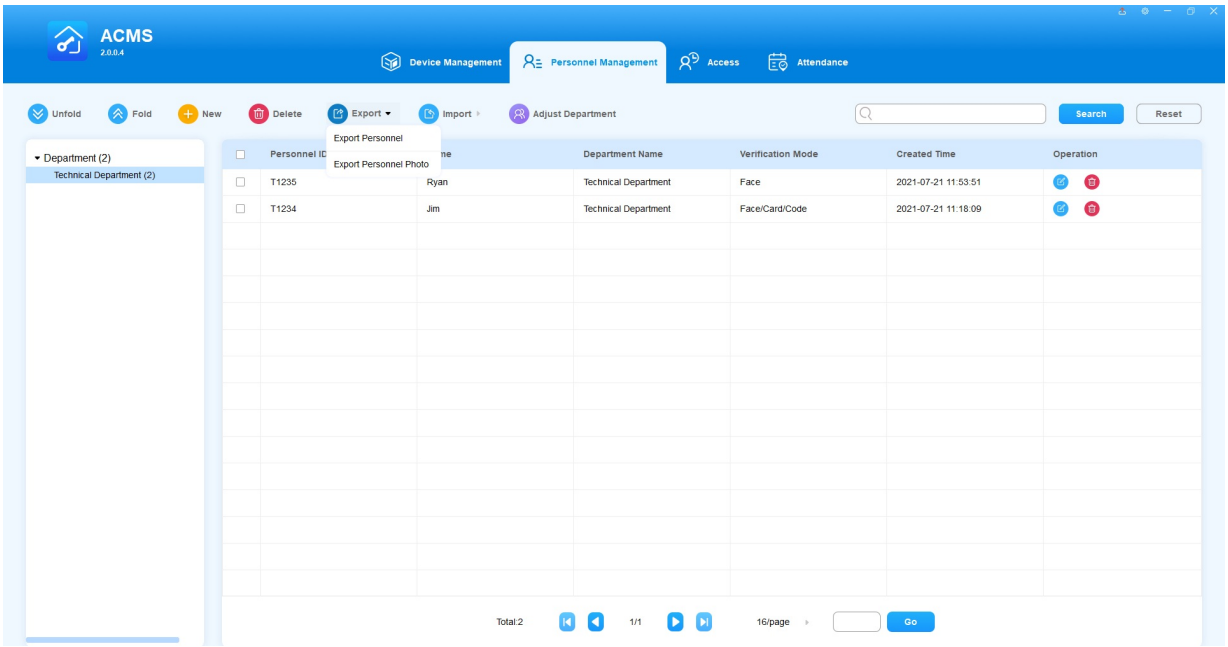
Note:

- When using the template ,Please edit the parameters according to the editing format in the template. If you change the template format at will, it may cause errors.

- **Export Personnel Photo**

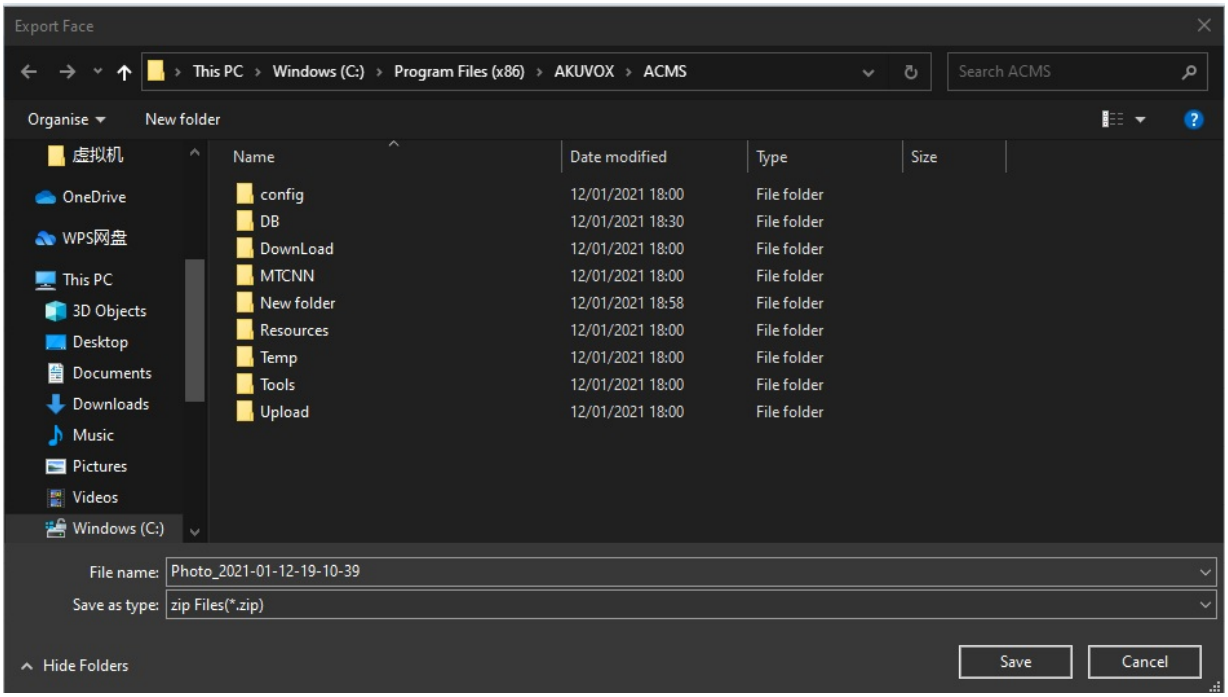
1. Click

   and click on **“Export Personnel Photo”** in the pull-down list.

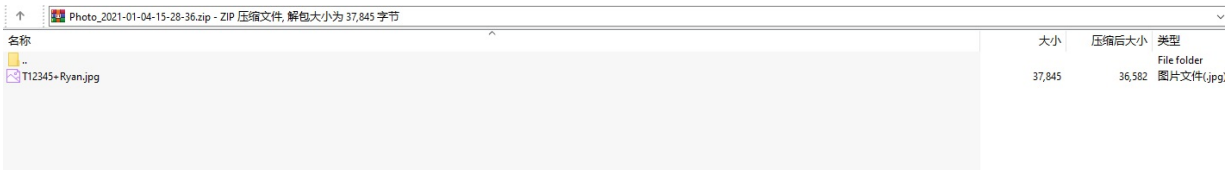


2. Select the path on your local PC to export the personnel photo .zip file.

3. Click on **Save** to export the file to the designated path on your computer.



Personnel Photo File:

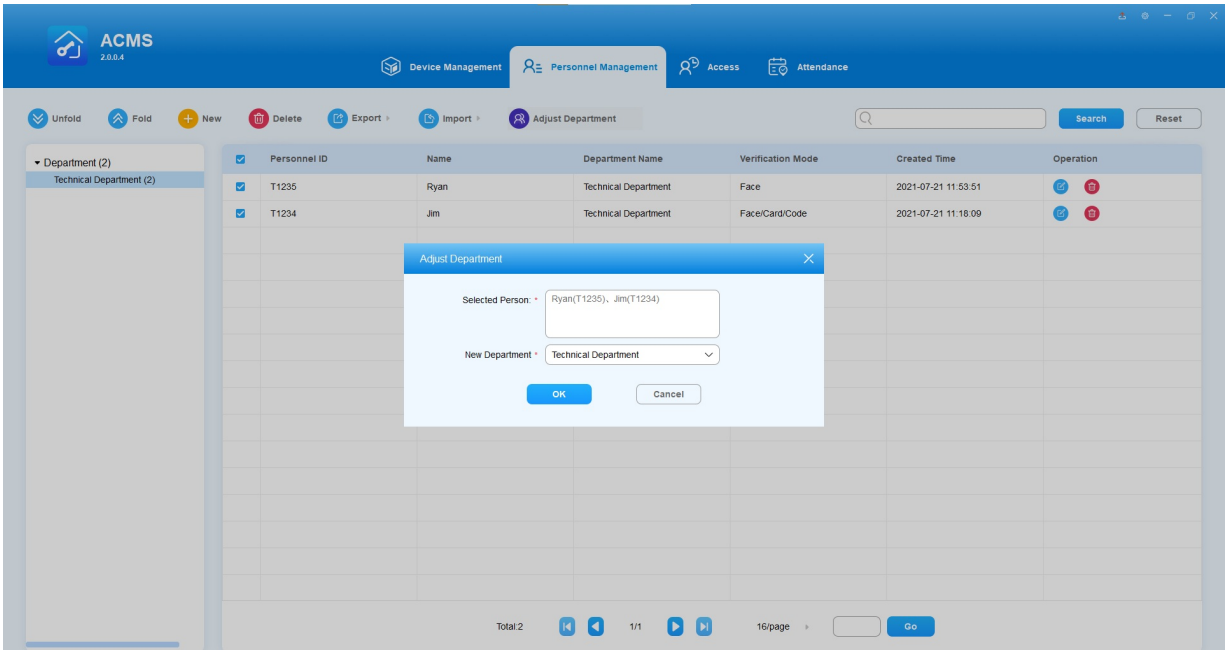


4.8. Adjust Department for Personnel

You can make personnel adjustments by moving the person to a different department if needed.

1. Tick the check box of the personnel for whom you want to adjust the department.
2. Click

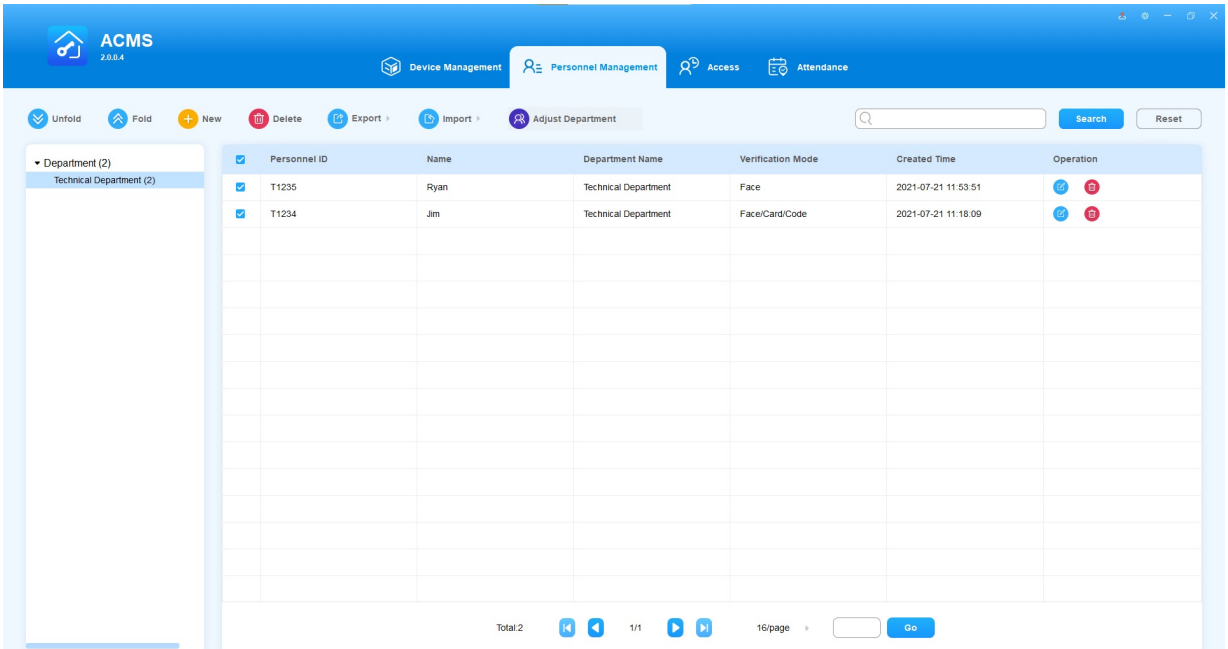
   and select the department to which you want to move the personnel.
3. Click “**OK**” for confirmation.



4.9. Search Department and Personnel

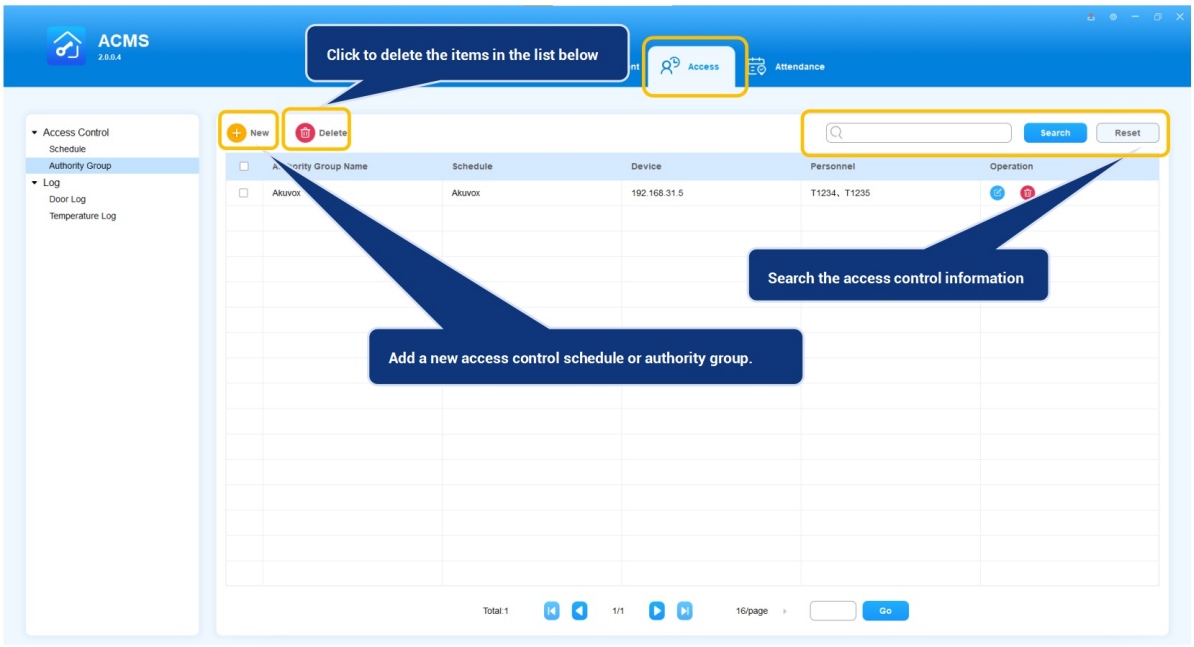
You can enter the personnel ID, Name, and department name in the search field to find the information related to a specific personnel or department if need.

1. Enter the **personnel ID**, **name**, and **department name** in the search field.
2. Click **Search** or click **Reset** the clear the search information.



5. Access Control and Logs

In the access module, you can create an inventory of access control schedules that can be readily pulled out to be incorporated with the specific device(s) and authority group as a whole for integrated access control. In addition, the access module allows you to pull out door logs and temperature logs if needed.

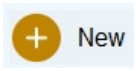


5.1. Manage Access Control Schedule

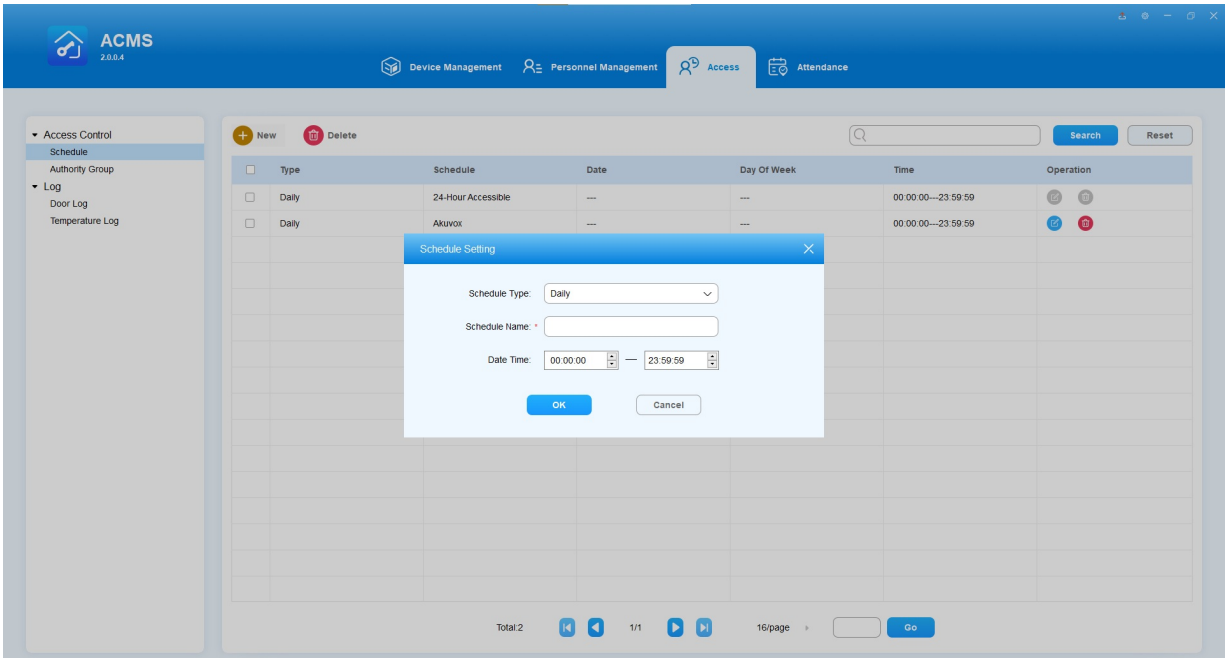
ACMS allows you to create, edit, and delete the access control schedule you have created for the management of the access control schedule.

5.1.1. Create Access Control Schedule

A complete access control schedule includes **schedule type, schedule name** and **time schedule**.

1. Click
   

   to go to **Schedule Setting**.
2. Set the schedule type (**Daily**, **Weekly**, or **Normal**)
3. Create a proper schedule name.
4. Set the time schedule for the validity of the door access.
5. Click **OK** for the confirmation.



Note:

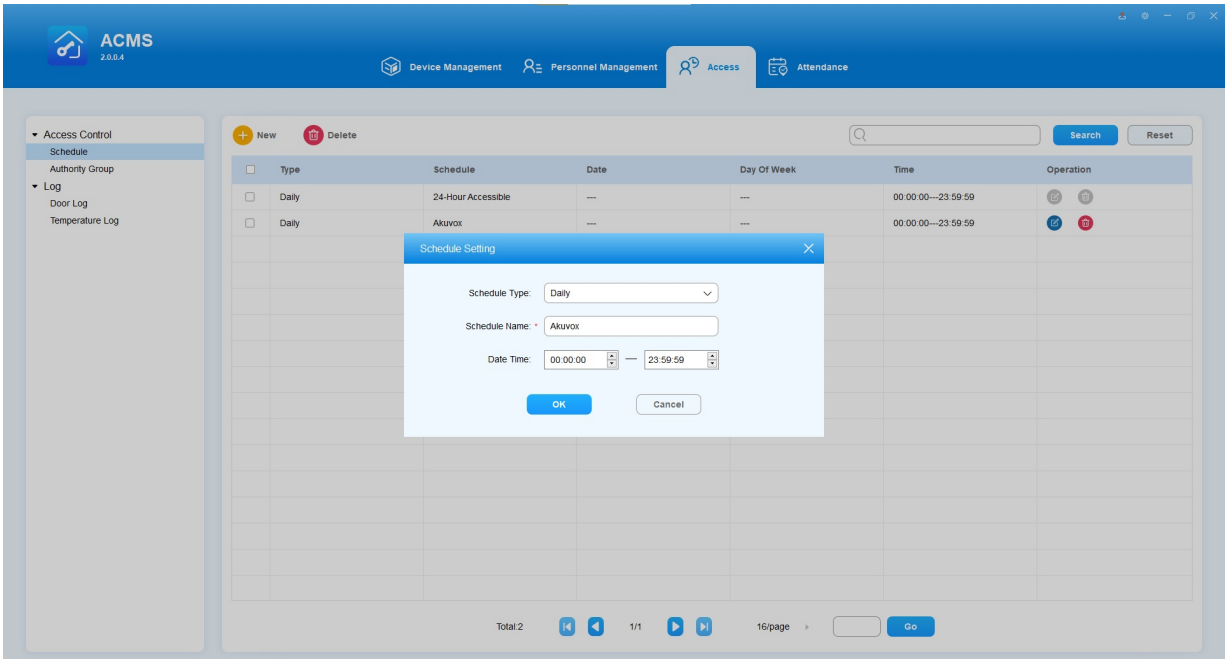
Normal as a schedule type is selected when you want to create an access control schedule with a longer period of time rather than on a daily or weekly basis.

5.1.2. Edit Access Control Schedule

Access control schedule includes three types: **"Daily", "Weekly", "Normal"** while the " **Normal**" schedule type includes all the settings of "**Daily**" and " **Weekly**", therefore only the "**Normal**" schedule setting is presented below.

1. Click

   or double-click on the specific line of schedule type to be edited, or click instead.
2. Change or adjust the schedule related settings according to your need.
3. Click **OK** for the confirmation.



Note:

The Daily schedule type with **“24-HourAccessbile”** is not editable.

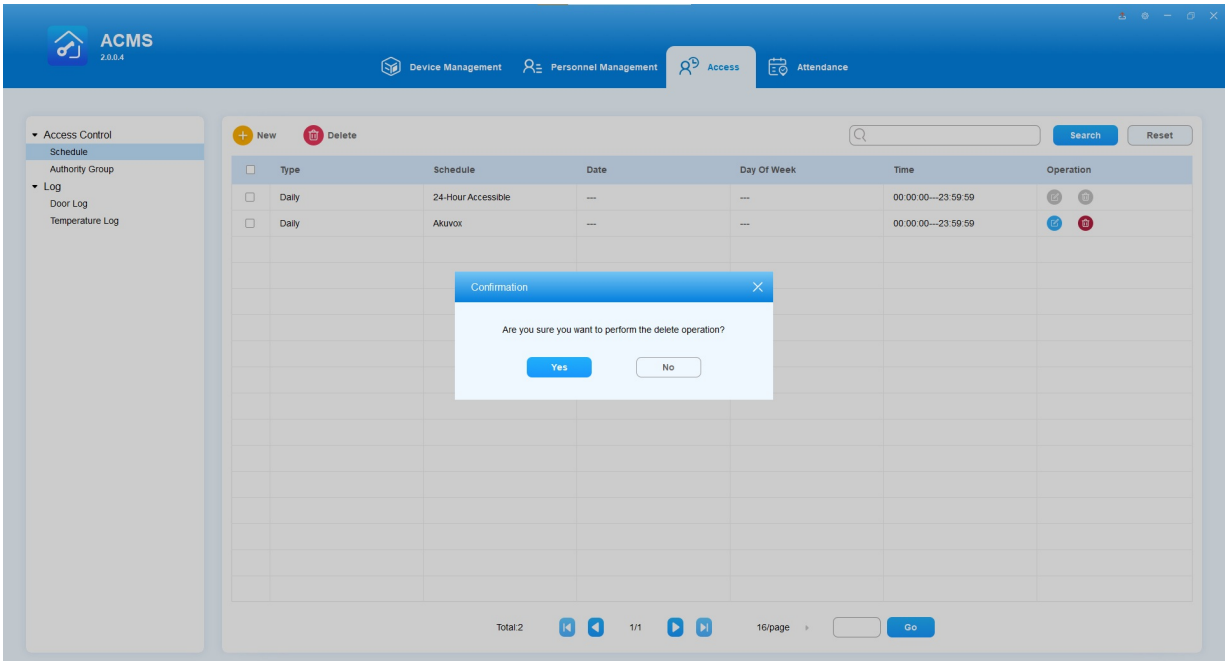
5.1.3. Delete Access Control Schedule

Access control schedule can be deleted separately or in batch.

- **Delete the schedule separately**

1. Click on

   the specific access control schedule created.
2. Click **“Yes”** for confirmation.

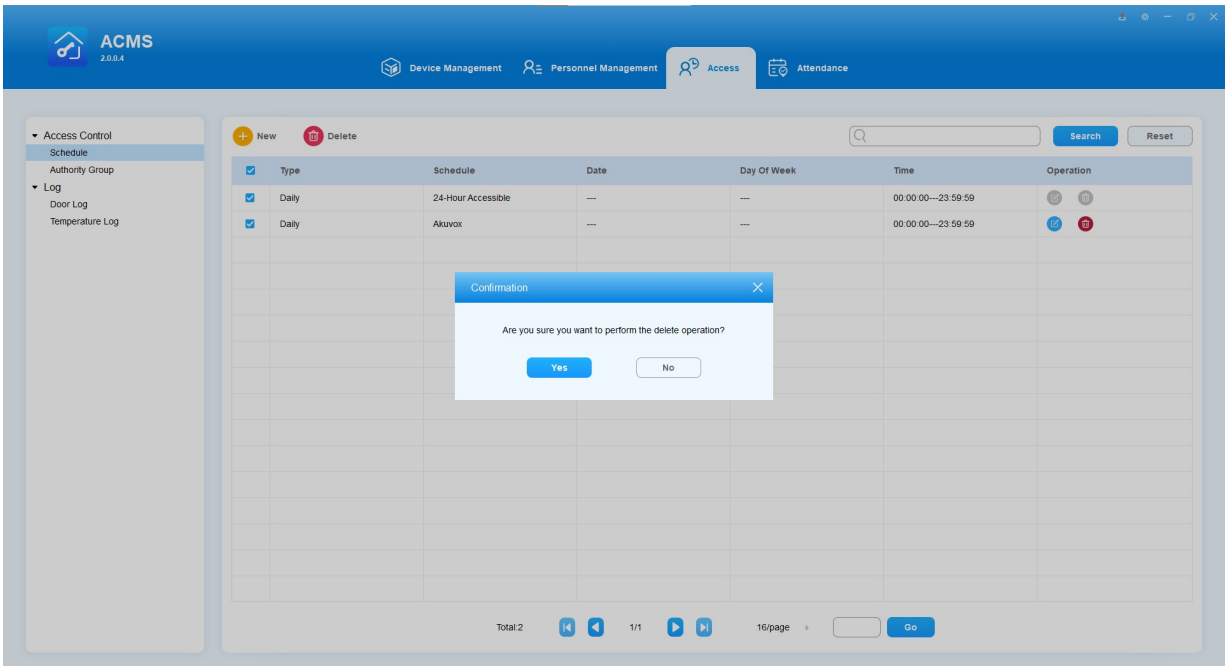


- **Delete the schedule in batch**

1. Tick the check box of the access schedule to be deleted.
2. Click

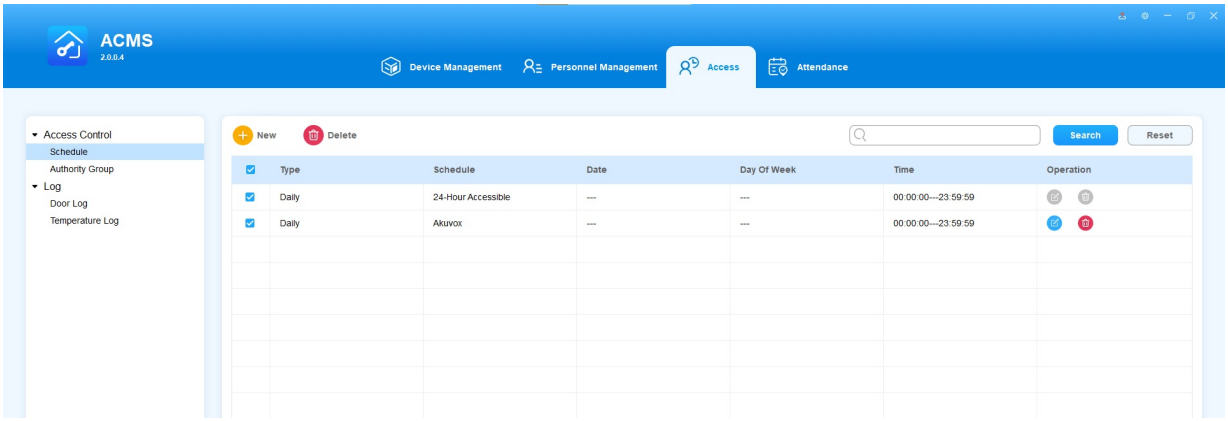
   Delete

   to delete all schedules that are ticked.
3. Click **Yes** for the confirmation



5.1.4. Search Access Control Schedule

You can search a specific access control schedule by entering the keyword in the search field.

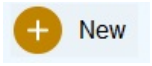


5.2. Manage Access Control

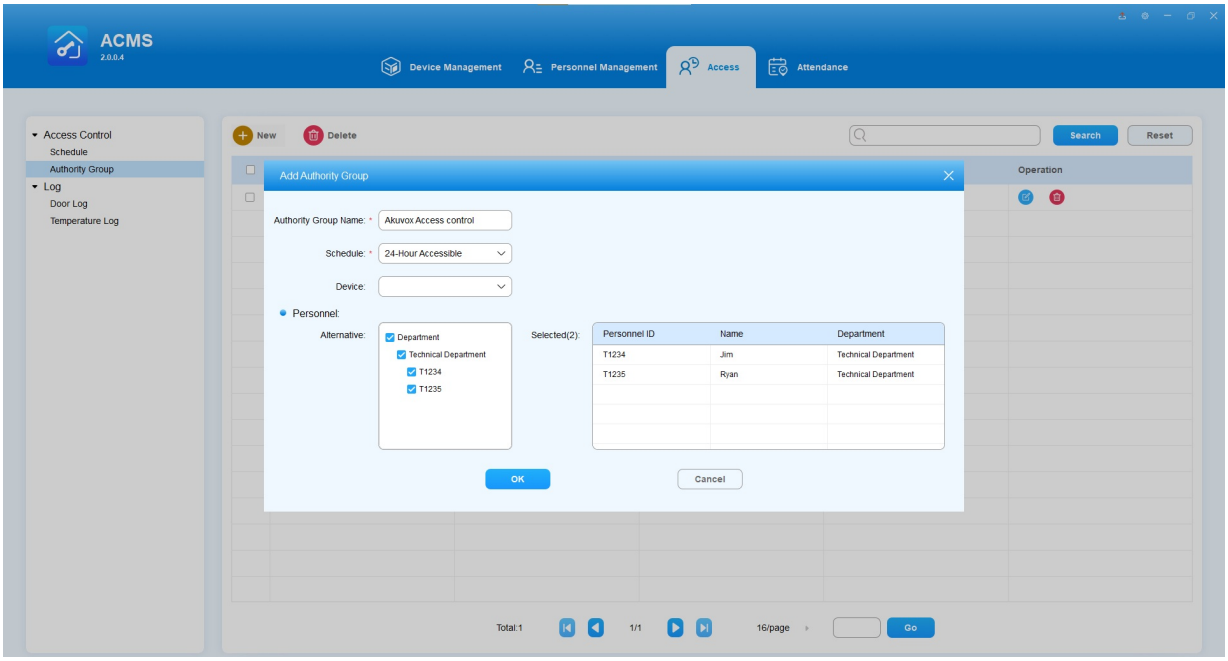
5.2.1. Create Authority Group

You can create an inventory of authority groups that can be applied to the specific person(s), device(s) and access time schedule included in the access control group.

1. Select **Authority Group** in the **Access Control** module.
2. Click

   to go to **Add Authority Group**.
3. Create an Authority group name
4. Select the schedule type and the device(s) to be included in the authority group.
5. Click on and select the department and person you want to be bound in the authority group.
6. Click **OK** for the confirmation.



Note:

You are required to tick the check box and click

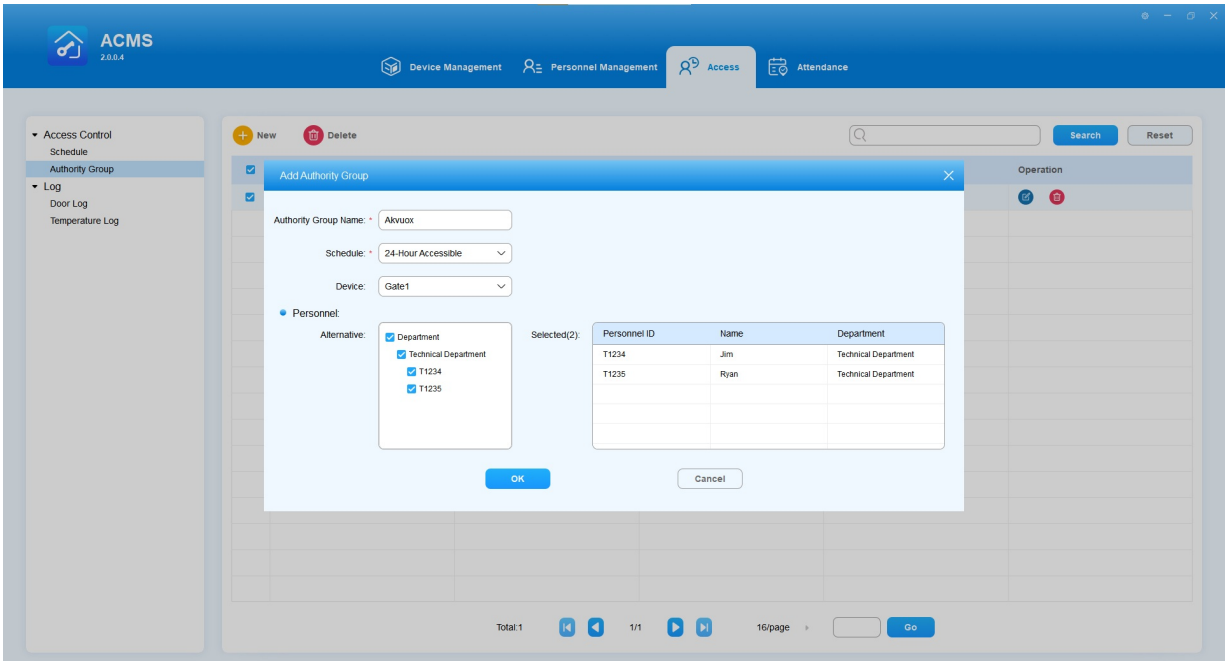
in the device management module to synchronize the data to the device(s) after creating the authority group.

5.2.2. Edit Authority Group

You can edit the authority group in terms of authority group name, schedule type, device, and personnel.

1. Click

   or double-click on the specific line of authority group you want to edit.
2. Edit the related setting in the authority group according to your need.
3. Click **OK** for the confirmation.



Note:

You are required to tick the check box and click

in the device management module to synchronize the data to the device(s) after editing the authority group.

5.2.3. Delete Authority Group

You can delete the authority group separately or in batch.

- **Delete authority group separately**

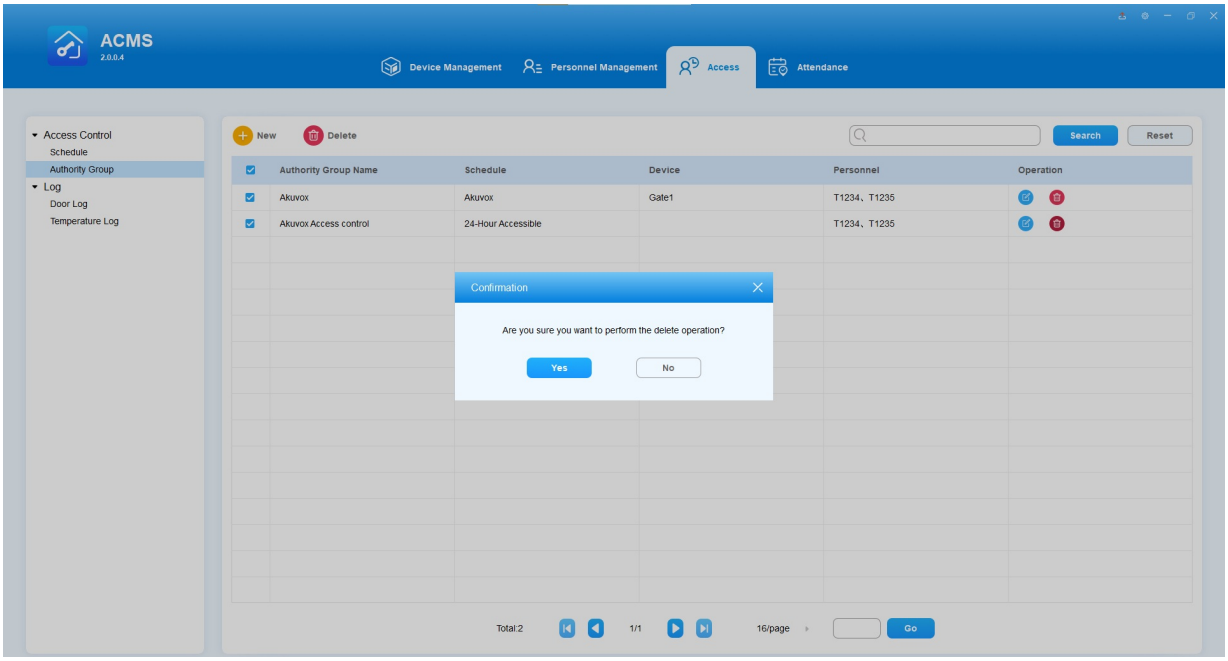
1. Click

   on the specific line of authority group you want to delete.
2. Click **Yes** for the confirmation.

- **Delete authority group in batch**

1. Tick the check box of the specific line of the authority group(s) you want to delete.
2. Click

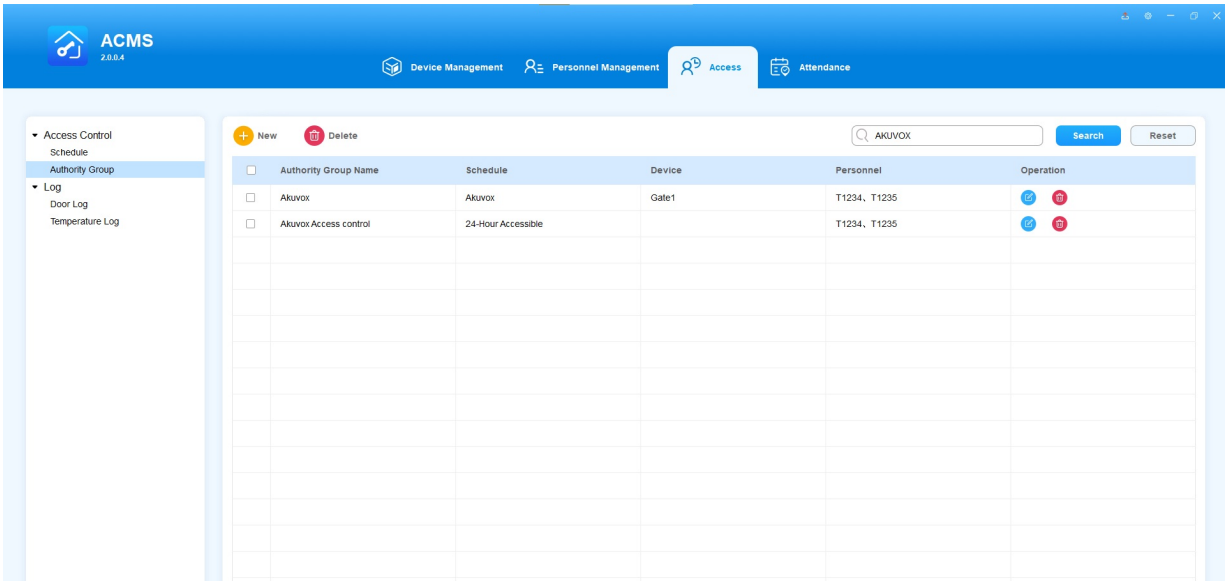
   and click **Yes** for the confirmation.



5.2.4. Search Authority Group

You can search the specific authority group by entering the authority group name in the search filed.

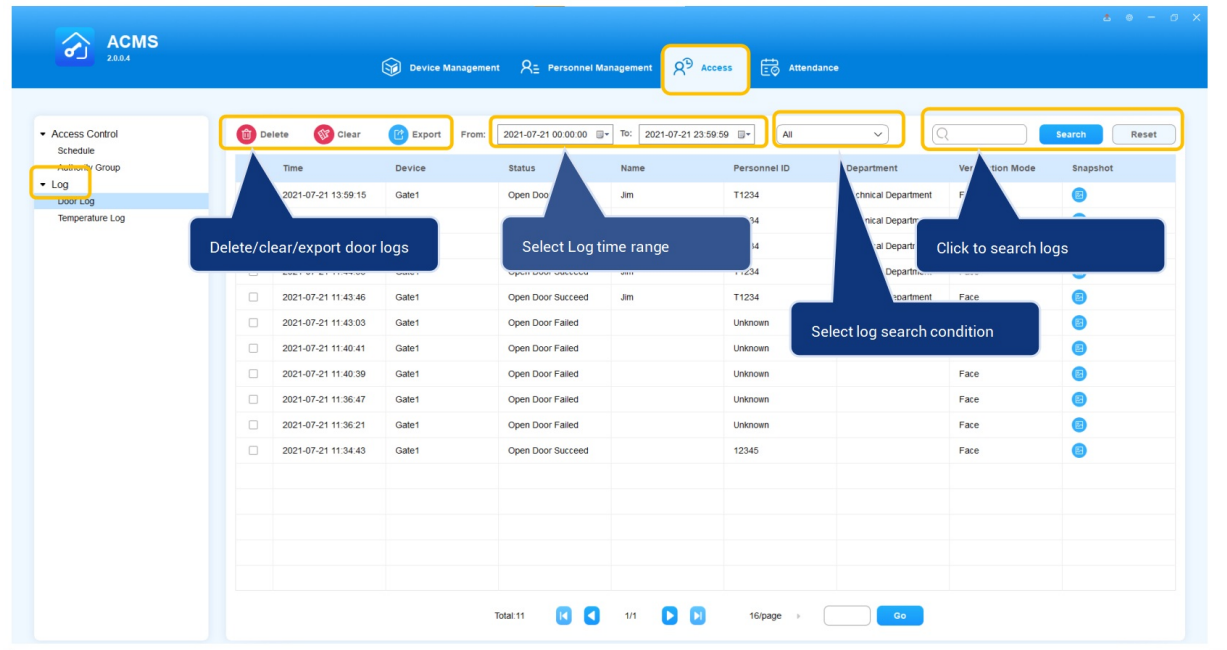
1. Enter the authority group name in the **Search** field.
2. Double click the authority group if you want to see the details.



5.3. Log

Log sub-module includes two-door log and temperature log, which allows you to check and trace back the door access records and temperature records for security purposes if needed.

5.3.1. Door Log

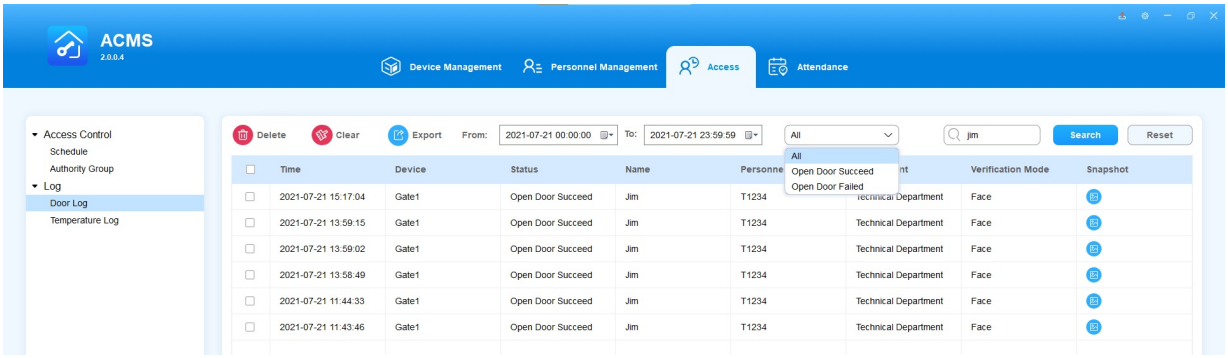


5.3.2. Check and Search Door Log

In the door log sub-module, you can check and search door access records in terms of what access types are used, who in which department have been granted or denied the door access during a certain time range.

- **Check Door Log**

1. Select the time range for the door log.
2. Select filtering range (“All”, “ Open Door Succeed”, and “ Open Door Failed”).

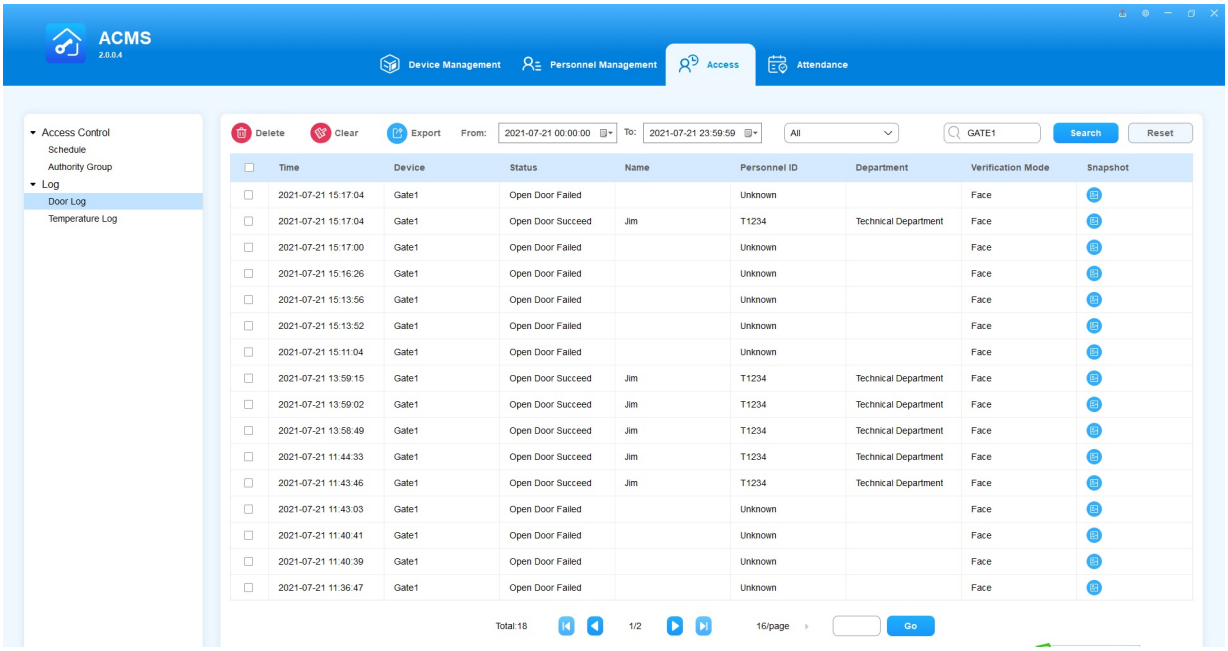


3. Click

Snapshot if you want to see the personnel photo in each access record.

- **Search Door Log**

1. Enter such information as “ Device”, “Name” “Personnel ID”, and “ Department” in the Search field.
2. Click **Search** to find the specific log.



Note:

Personnel ID field will be display as “**Unknown**” and the **Name** field and **Department** field will be left blank for the unregistered personnel seeking the door access.

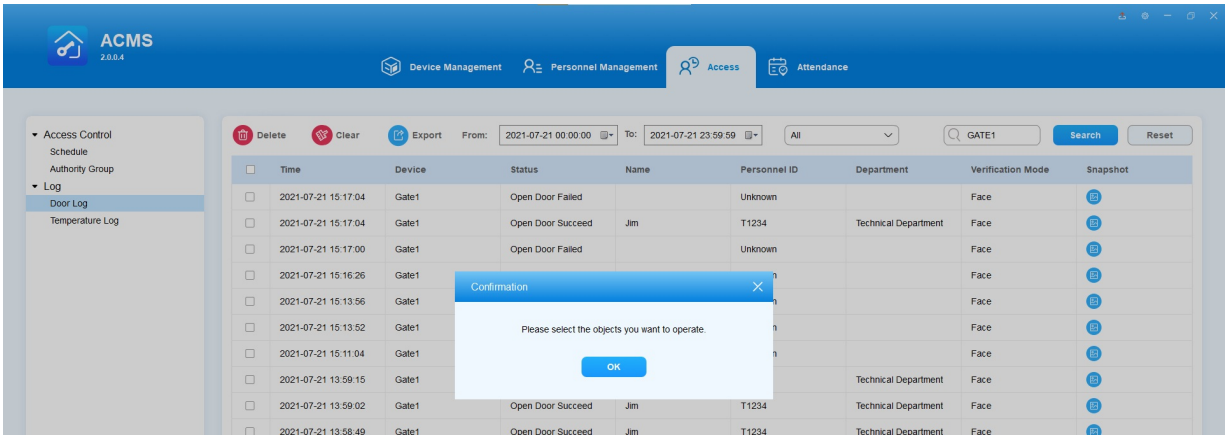
Delete and Clear Door Log

- **Delete Door Log**

1. Tick the check box of the specific door log.
2. Click

   Delete

   to delete the ticked door log.

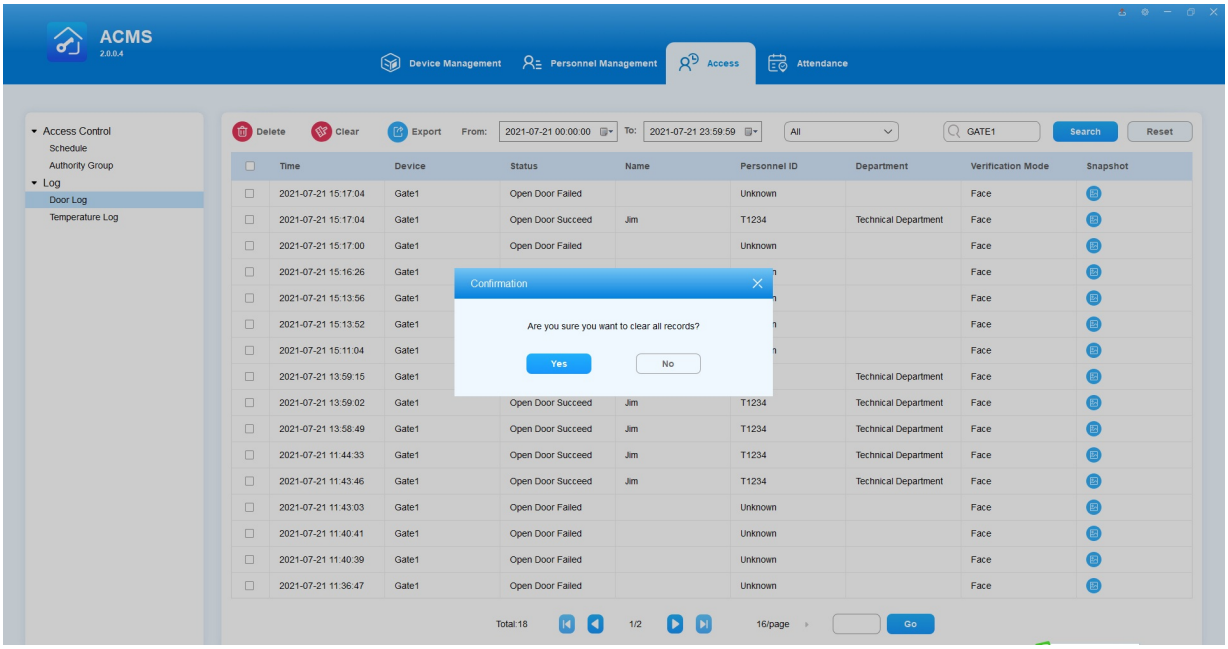


- **Clear Door Log**

1. Click

   Clear

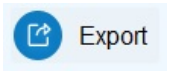
   to delete all the logs.
2. Click **Yes** for the confirmation.



Export Door Log

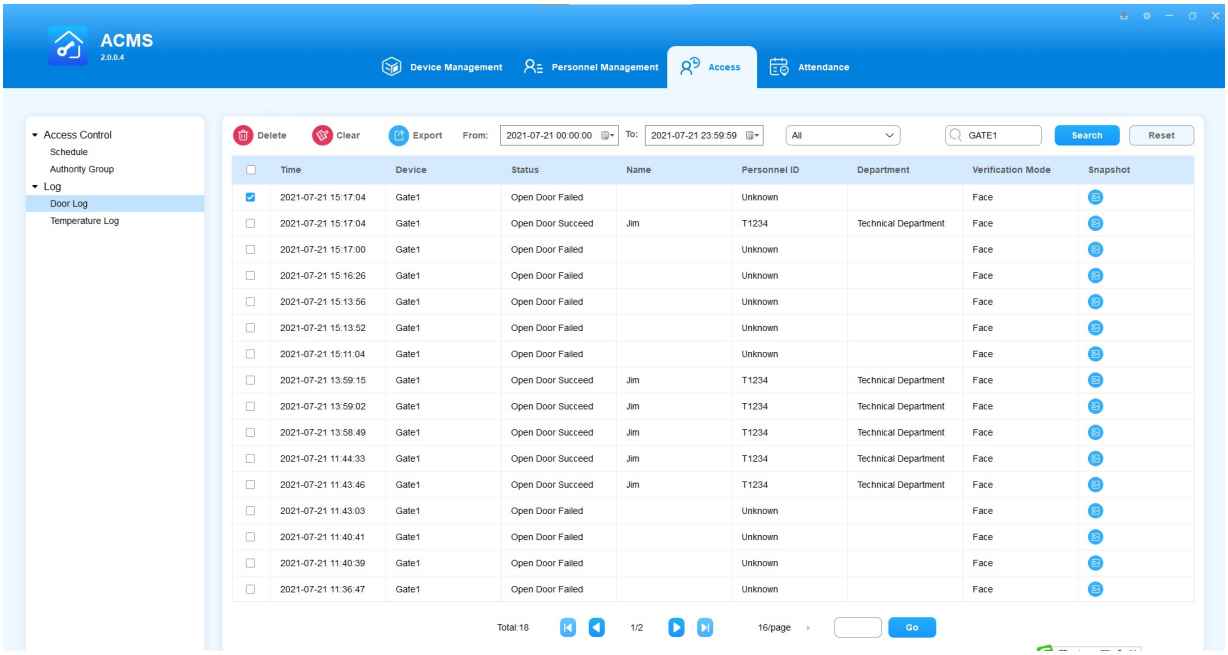
Door log can be export to a designated path in your computer in .xlsx format.

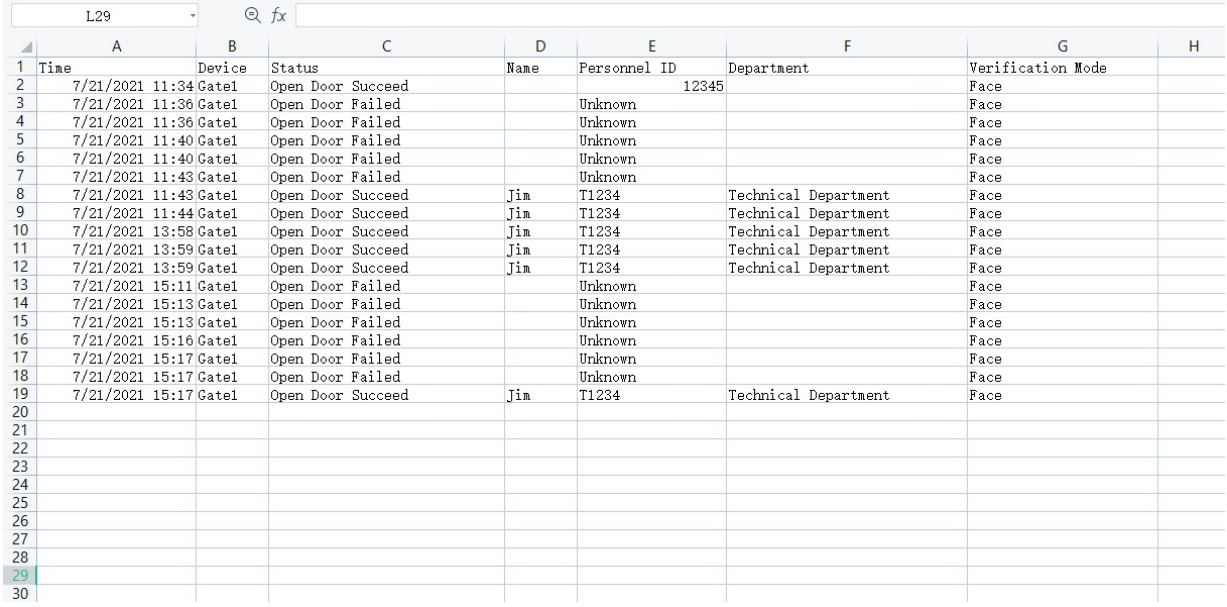
1. Click



and select the path to which you want to export the file in your local PC.

2. Click **Save** to save the exported file.





	A	B	C	D	E	F	G	H
1	Time	Device	Status	Name	Personnel ID	Department	Verification Mode	
2	7/21/2021 11:34	Gate1	Open Door Succeed		12345		Face	
3	7/21/2021 11:36	Gate1	Open Door Failed		Unknown		Face	
4	7/21/2021 11:36	Gate1	Open Door Failed		Unknown		Face	
5	7/21/2021 11:40	Gate1	Open Door Failed		Unknown		Face	
6	7/21/2021 11:40	Gate1	Open Door Failed		Unknown		Face	
7	7/21/2021 11:43	Gate1	Open Door Failed		Unknown		Face	
8	7/21/2021 11:43	Gate1	Open Door Succeed	Jim	T1234	Technical Department	Face	
9	7/21/2021 11:44	Gate1	Open Door Succeed	Jim	T1234	Technical Department	Face	
10	7/21/2021 13:58	Gate1	Open Door Succeed	Jim	T1234	Technical Department	Face	
11	7/21/2021 13:59	Gate1	Open Door Succeed	Jim	T1234	Technical Department	Face	
12	7/21/2021 13:59	Gate1	Open Door Succeed	Jim	T1234	Technical Department	Face	
13	7/21/2021 15:11	Gate1	Open Door Failed		Unknown		Face	
14	7/21/2021 15:13	Gate1	Open Door Failed		Unknown		Face	
15	7/21/2021 15:13	Gate1	Open Door Failed		Unknown		Face	
16	7/21/2021 15:16	Gate1	Open Door Failed		Unknown		Face	
17	7/21/2021 15:17	Gate1	Open Door Failed		Unknown		Face	
18	7/21/2021 15:17	Gate1	Open Door Failed		Unknown		Face	
19	7/21/2021 15:17	Gate1	Open Door Succeed	Jim	T1234	Technical Department	Face	
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								

5.3.2. Temperature Log

In the temperature sub-module, you can check and search temperature records collected in the device that is equipped with Akuvox digital temperature detector during a certain time range.

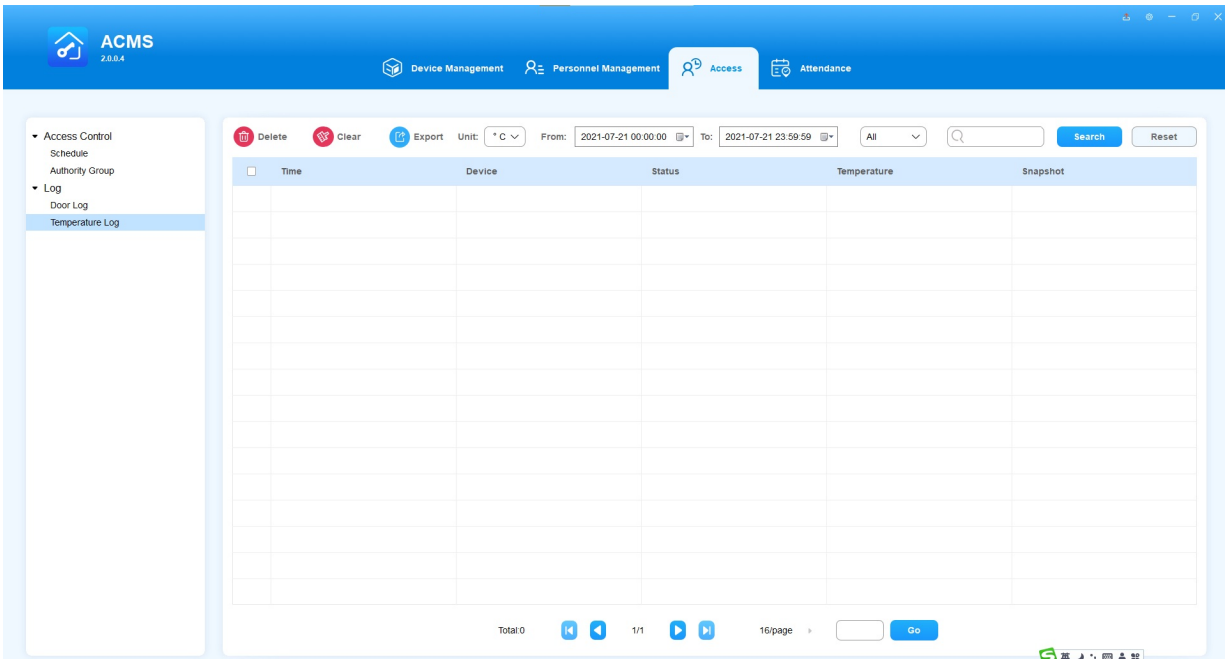
Check/Search Temperature Log

- **Check Temperature Log**

1. Select the time range for the temperature log.
2. Switch the temperature measurement unit (**Celsius** or **Fahrenheit**) if needed.
3. Select filtering range (**“All”**, **“ Normal Temperature”**, **“ Abnormal Temperature”**, and **“Low Temperature”**.)

- **Search Temperature Log**

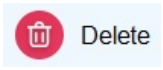
1. Enter the device name in the **Search** field
2. Click **Search** to find the specific temperature record



Delete/Clear Temperature Log

- **Delete Temperature Log**

1. Tick the check box of the specific temperature log.
2. Click



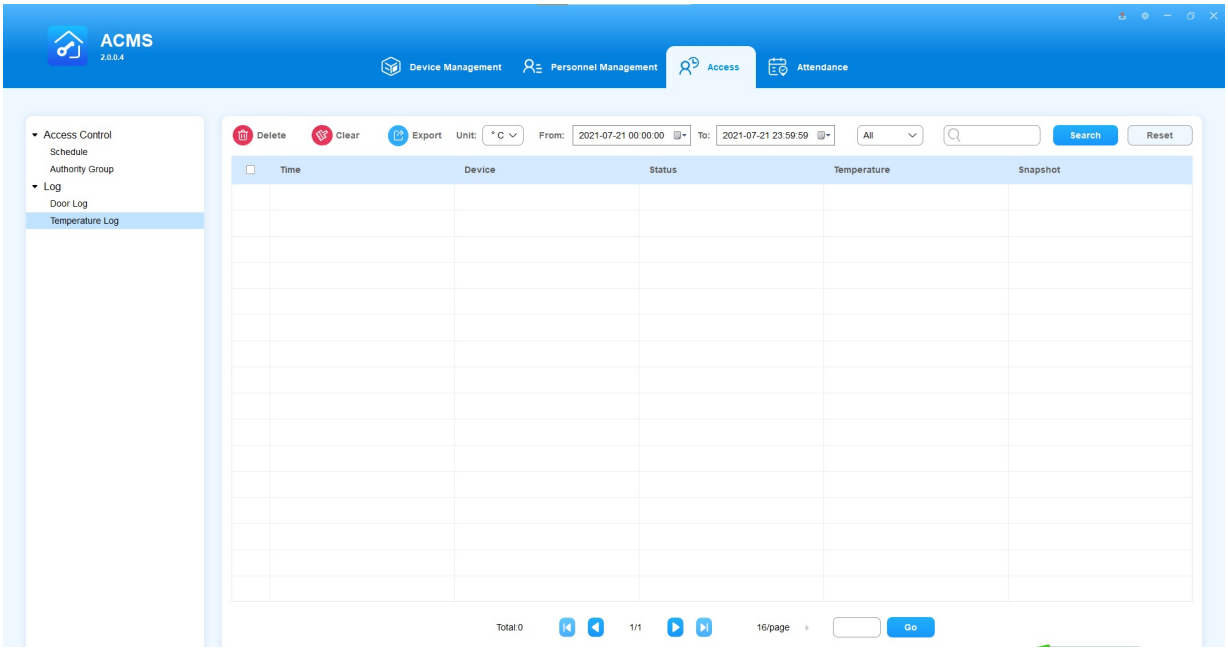
to delete the ticked temperature log.

- **Clear Temperature Log**

1. Click

to delete all the temperature logs.

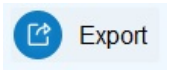
2. Click **Yes** for the confirmation.



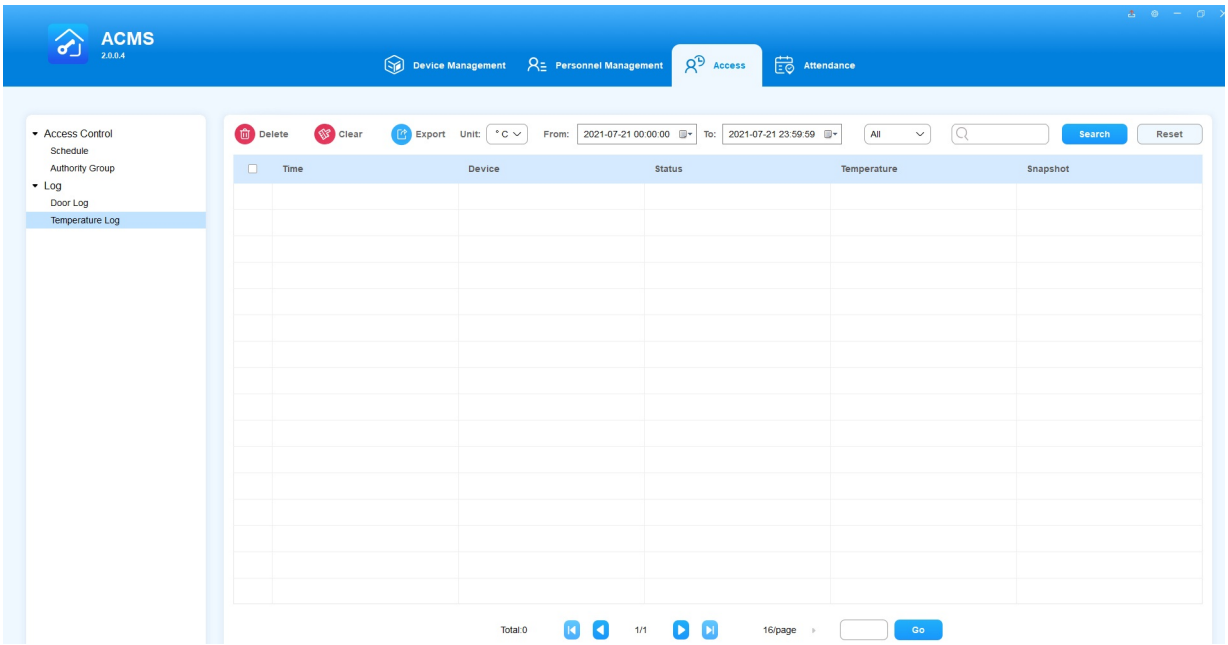
Export Temperature Log

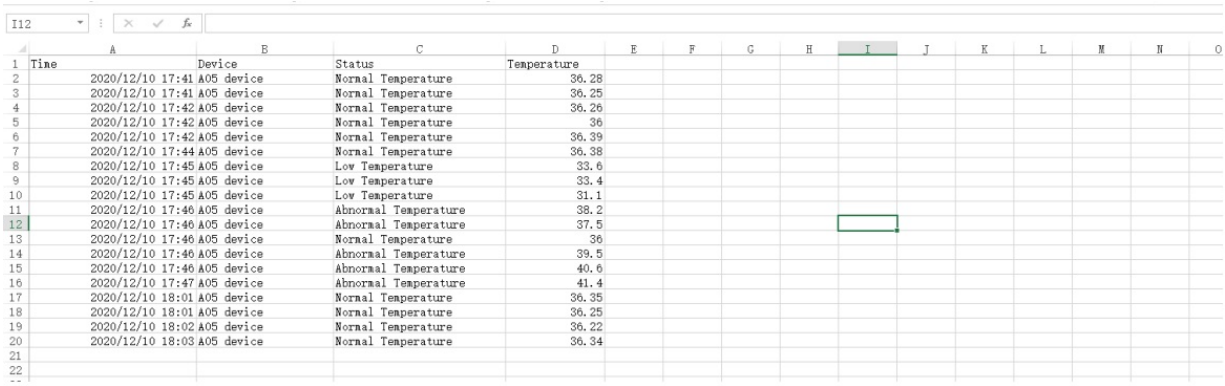
Temperature log can be exported in .xlsx format. to the designated path on your computer.

1. Click

   and select the path to which you want to export the file in your local PC.
2. Click **Save** to save the exported file.





Time	Device	Status	Temperature
2020/12/10 17:41	A05 device	Normal Temperature	36.28
2020/12/10 17:41	A05 device	Normal Temperature	36.25
2020/12/10 17:42	A05 device	Normal Temperature	36.26
2020/12/10 17:42	A05 device	Normal Temperature	36
2020/12/10 17:42	A05 device	Normal Temperature	36.39
2020/12/10 17:44	A05 device	Normal Temperature	36.38
2020/12/10 17:45	A05 device	Low Temperature	33.6
2020/12/10 17:45	A05 device	Low Temperature	33.4
2020/12/10 17:45	A05 device	Low Temperature	31.1
2020/12/10 17:46	A05 device	Abnormal Temperature	38.2
2020/12/10 17:46	A05 device	Abnormal Temperature	37.5
2020/12/10 17:46	A05 device	Normal Temperature	36
2020/12/10 17:46	A05 device	Abnormal Temperature	39.5
2020/12/10 17:46	A05 device	Abnormal Temperature	40.6
2020/12/10 17:47	A05 device	Abnormal Temperature	41.4
2020/12/10 18:01	A05 device	Normal Temperature	36.35
2020/12/10 18:01	A05 device	Normal Temperature	36.25
2020/12/10 18:02	A05 device	Normal Temperature	36.22
2020/12/10 18:03	A05 device	Normal Temperature	36.34

6. Attendance Management

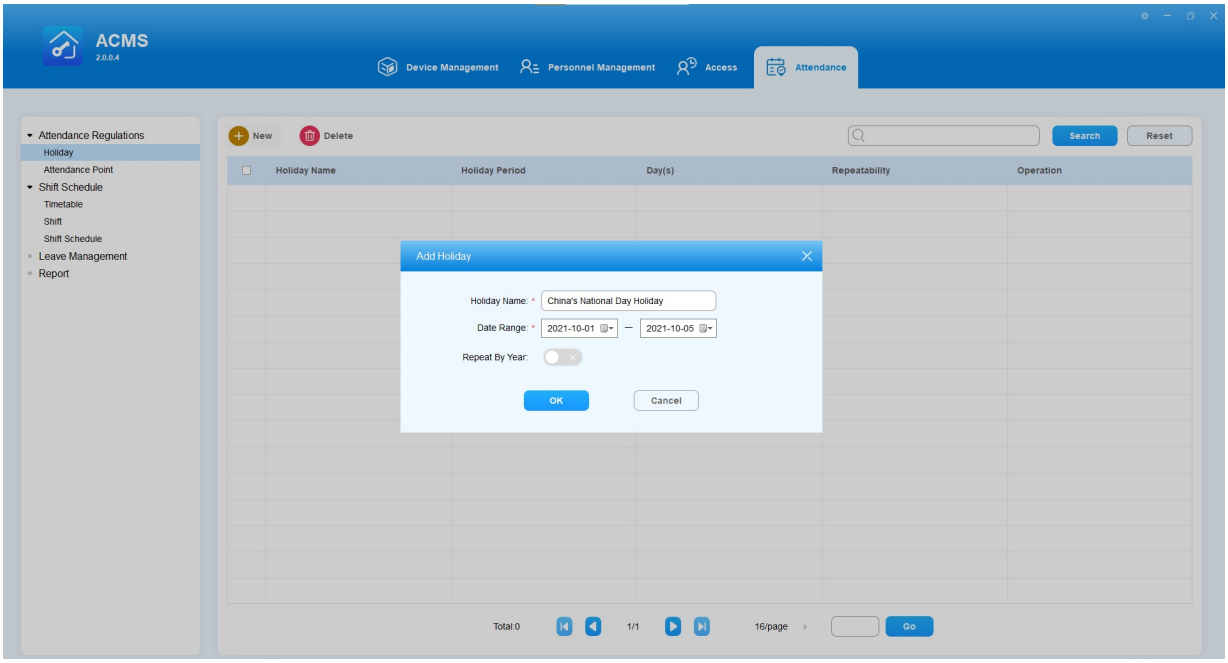
Attendance module is where you can set up holidays, attendance device locations, work time tables, and manage the employee shift schedules, shift adjustment, attendance management, and attendance report.

6.1. Holiday

You can set up holidays that will be automatically integrated into your work schedule and attendance.

6.1.1. Create Holiday

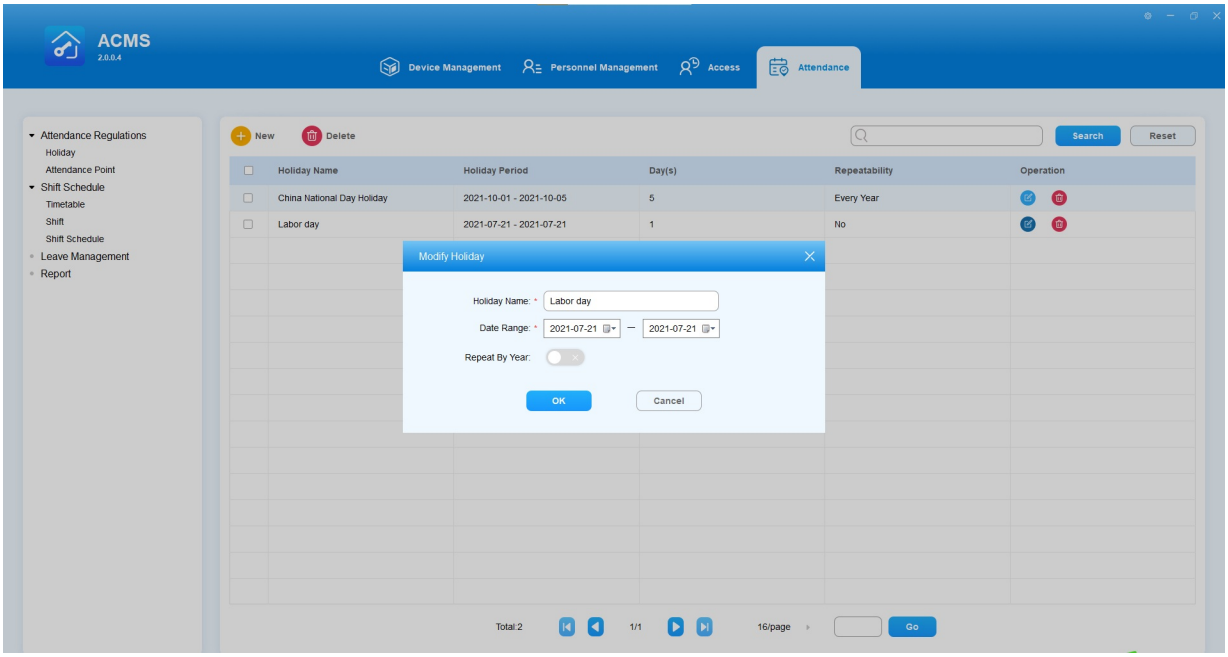
1. Enter the holiday name.
2. Set up the holiday time range.
3. Move the toggle switch to the right if want the holiday to be repetitive by year.



6.1.2. Edit Holiday

1. Click

   on of the specific holiday you want to edit.
2. Edit the holiday information according to your need.



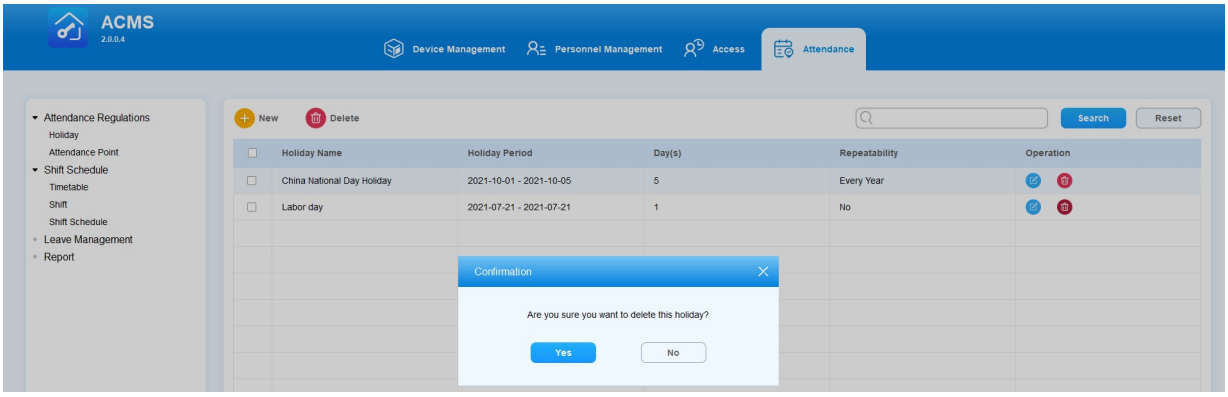
6.1.3. Delete Holiday

You can delete holiday(s) separately or in batch.

- **Delete holiday(s) separately**

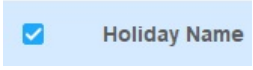
1.

   Click on of the specific holiday you want to delete.

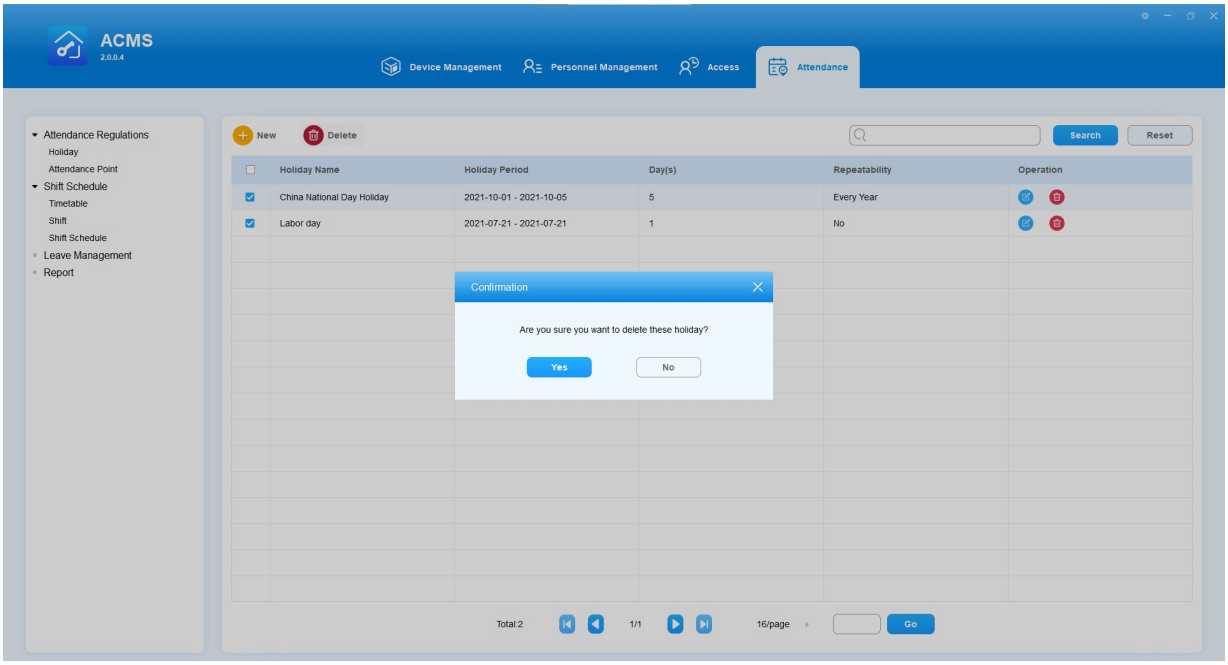


- **Delete holiday(s) in batch**

1. Tick

   of the checkbox of the holiday (s) you want to delete.
2. Tick the checkbox if you want to delete all of the existing holidays.



6.2. Attendance Point

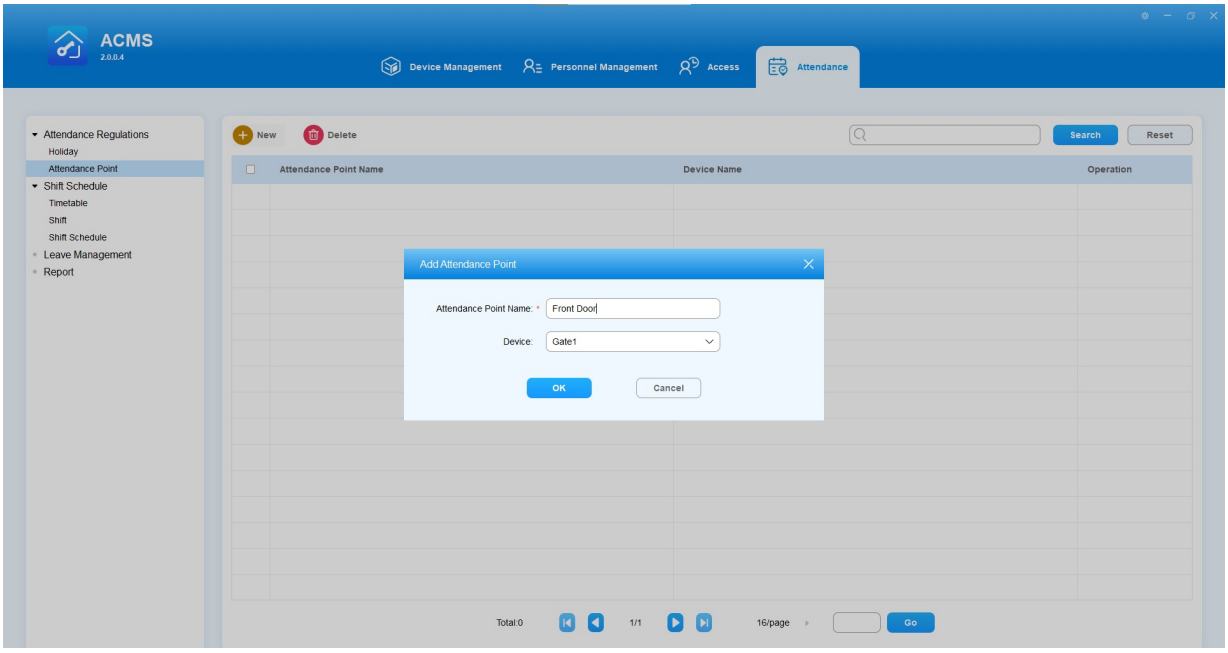
There can be more than one device for personnel's punch-in and punch-out, therefore you might need to name the devices based on their locations (location point) so that attendance records of the specific attendance device(s) can be obtained.

6.2.1. Create Attendance Point

1. Click on

   New

   .
2. Fill in attendance location name and select the device for the attendance location.



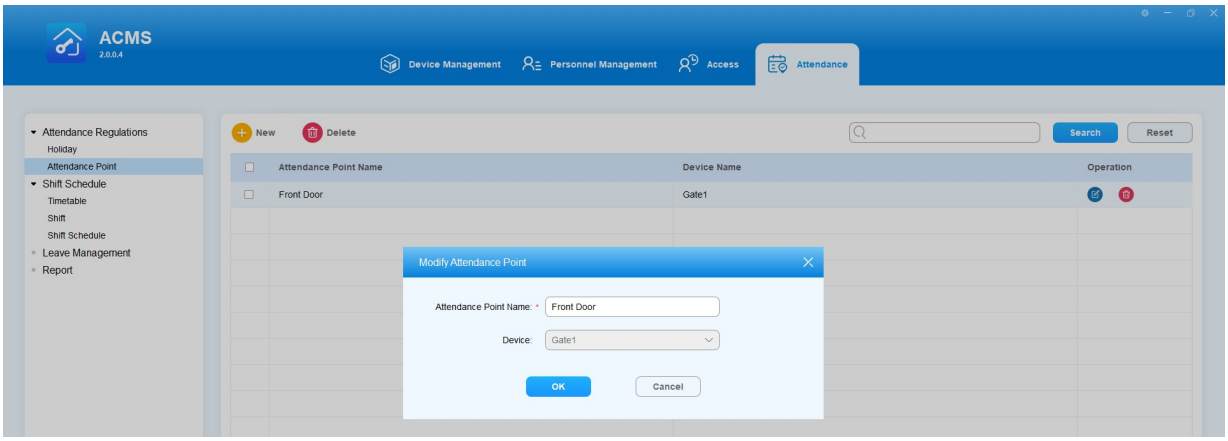
6.2.2. Delete Attendance Point

You can delete the attendance device point separately or in batch

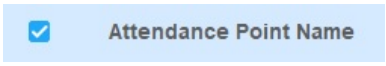
- **Delete attendance device point separately**

1. Click on

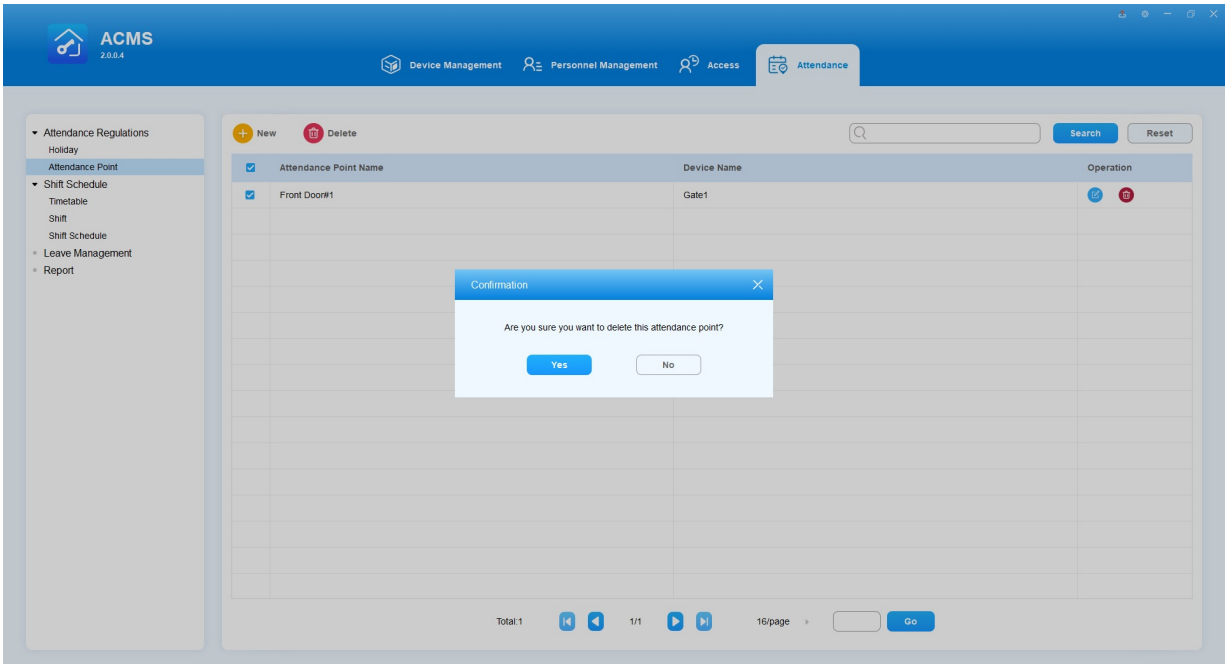
   of the specific attendance point
2. Click **OK** for the confirmation.



- **Delete attendance device point in batch**

1. Tick
   

   the checkbox of the attendance points you want to delete.
2. Tick the checkbox if you want to delete all the existing attendance points.



6.3. Shift Schedule

The **Shift Schedule** sub-module allows you to plan for the work shift timetables, shift management, shift adjustment, and to manage the attendance record, and leave the report for the employees.

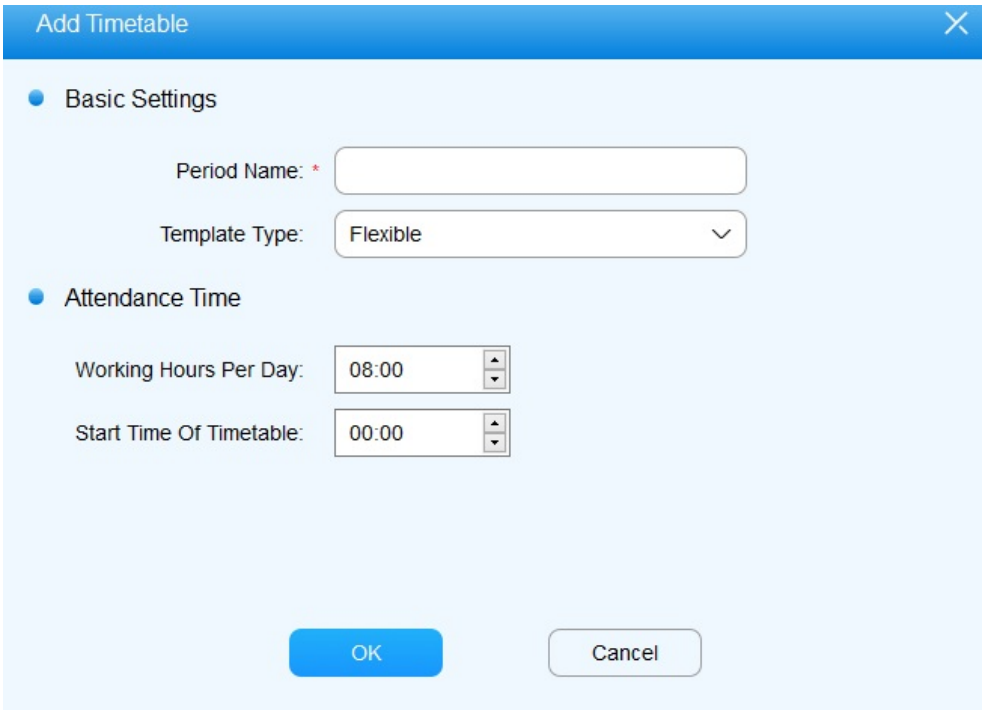
6.3.1. Timetables

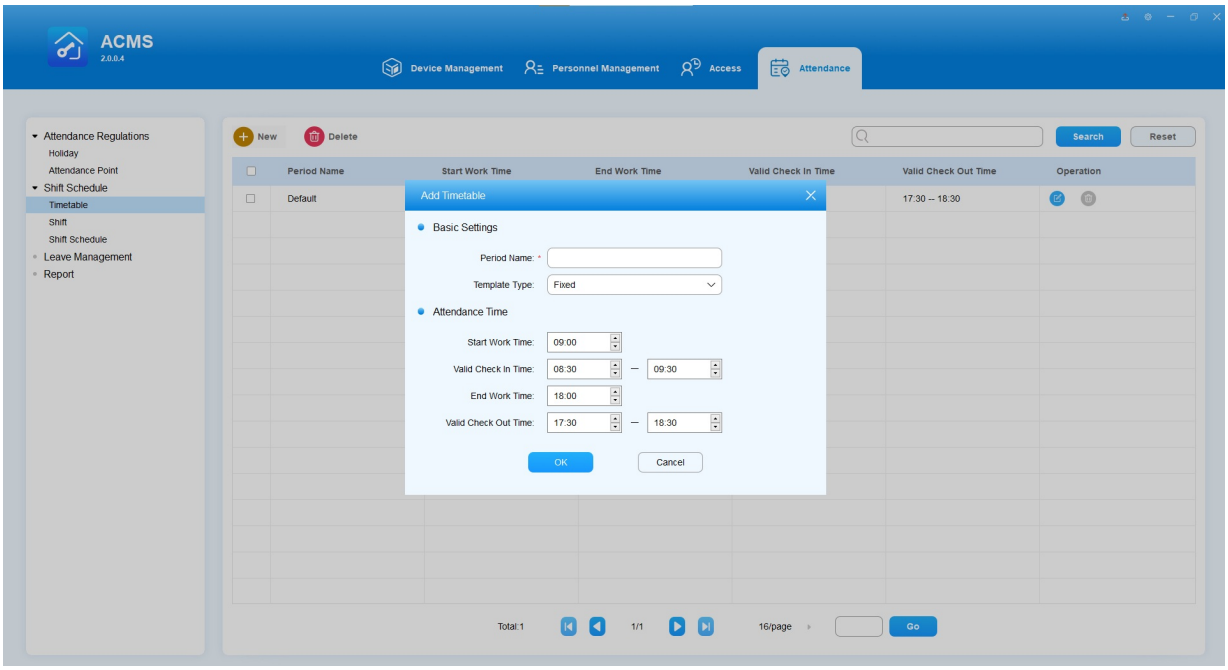
Create Timetable

You can create an inventory of shift timetable templates that can be later conveniently pulled out and applied to the specific work shift(s) for the specific employee(s). You can define timetable setting in terms of setting up timetable names, types, as well as work hour and attendance time to be applied for the timetable.

1. Go to **Attendance** module and navigate to **Shift Schedule > Shift.**
2. Click

   to add a timetable.
3. Set up timetable names and types, and attendance time in the timetable.





Parameter Setup

No.	Field Name	Description
1	Period Name	Enter the name of the work timetable, which is required. Period name is mainly used for the identification and search purposes.
2	Template Type	Select the timetable type between **Flexible** and **Fixed**. Th type is **Fixed** by default. • If **Fixed** is selected, then you are required to specify the work start-time, end-time, valid punch-in and punch out time for the employees. • If **Flexible** is selected, then you need to fill in the total work hour required of employees per day, and the work start time, ignoring the work end time and valid punch-in and punch-out time as long as the employee work hour meets the total work hour you defined.

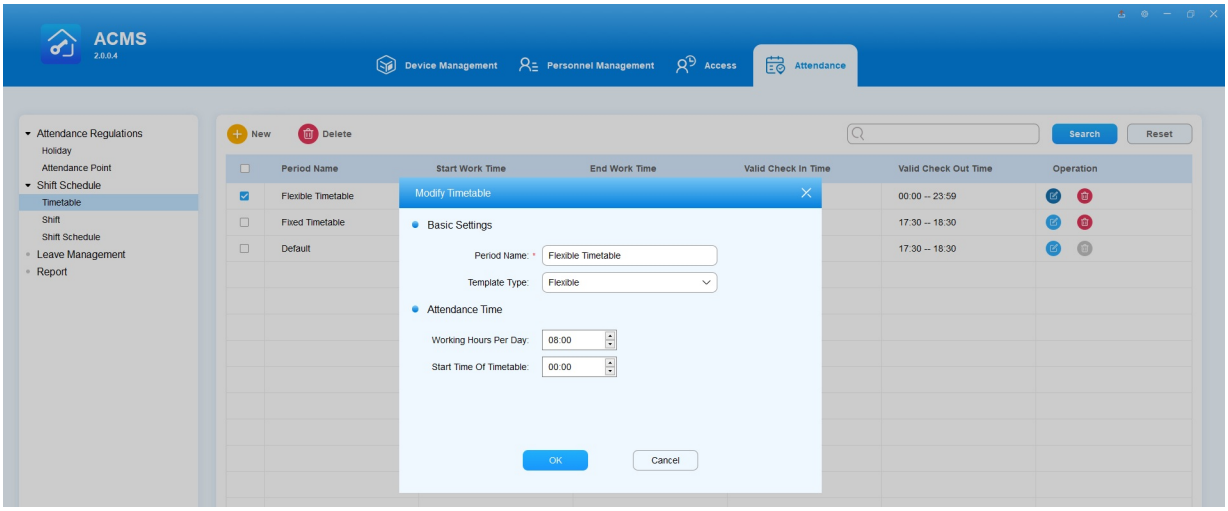
3	Start Work Time	Set up work start-time. The default start time is **09:00**.
4	Valid Check in Time	Set up a valid punch-in time range. The default valid punch-in time range is from **08:30-9:30**. For example if an employee punches in at 08:29, then his/her punch-time will be invalid and if he/she punches in at 9:31, then he/she will be deemed as late for work in the employee attendance records. Moreover, if you set the **Valid check-in Time** range, for example as **23:00-09:00,** you will see "**+1**" by the field, meaning **09:00** of the next day (Plus one day) as **09:00** is earlier than **23:00** if counted in the same day.
5	End work Time	Set up work end-time. The default end time is **18:00**
6	Valid Check out Time	Set up a valid punch-in time range. The default valid punch-in time range is from **08:30-9:30**. And when you set Valid Check out Time as 23:00-0:00, you will see "**+1**" by the field, meaning 0:00 of the next day (Plus one day) as 0:00 is earlier than 23:00 if counted in the same day.
7	Working Hours Per Day	Set up the total work hour required of employees per day. The total work hour shall not be more than **24** hours. The default work hour is **8** hours. (For **Flexible** type only).
8	Start Time OF Timetable	Set up the work start time for the flexible type timetable. For example, if you set the start-time as **09:00**, then the end time will automatically be **09:00** the next day (24 hours a cycle), requiring employee to punch in and punch out during the 24 hours (In this case, the valid punch-in time will start at 09:00 while the valid punch-out time will end at 08:59 the next day)the default start-time is **00:00**

Edit Timetable Template

After timetables are created, you are allowed to edit the timetables if needed.

1. Click on

   of the specific timetable you want to edit.
2. Edit the timetable according to your need.

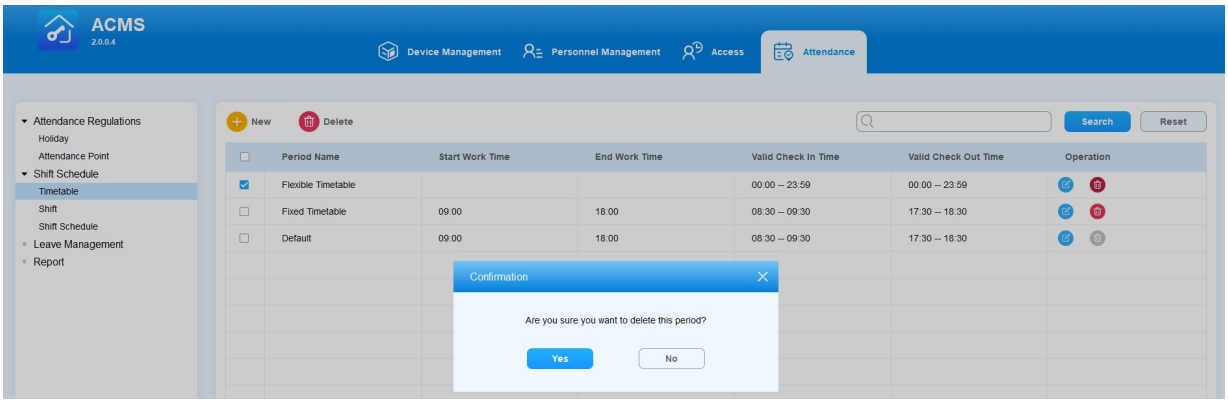


Delete Timetables

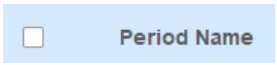
You can delete the existing timetables separately or in batch if needed.

- **Delete timetable separately**

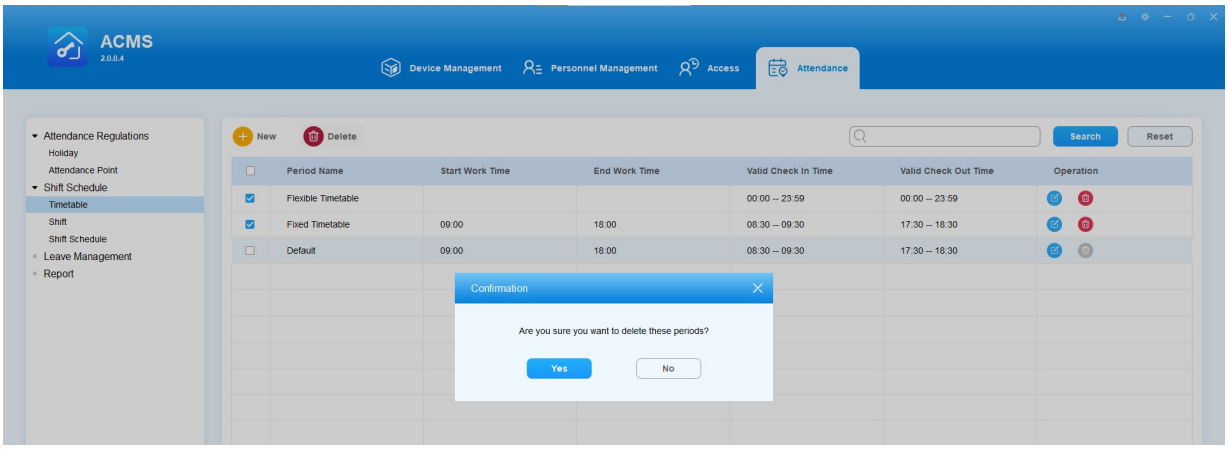
1. Tick the checkbox of the specific timetable you want to delete.
2. Click **Yes** for the confirmation.



- **Delete timetable in batch**

1. 

   Tick the checkbox of the timetables you want to delete.
2. Tick the check box if you want to delete the existing timetables.



Note:

The default timetable cannot be deleted.

6.3.2. Create Shift Schedule

You can create shift schedule templates by selecting shift timetables, shift cycles, and setting up shift names before you can manage the shift schedule on the basis of day, week, and month.

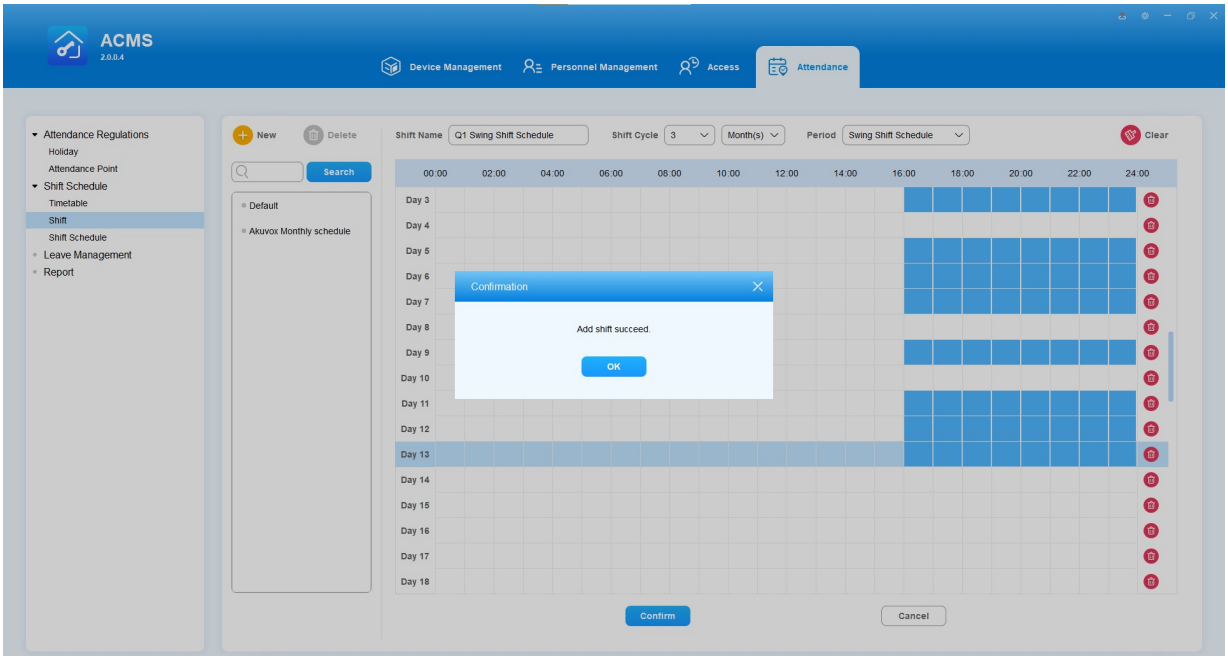
1. Click

   New

   on to start creating shift schedules.
2. Select the created timetable template(s) for the shift schedule in the **Period** field.
3. Setting up the shift schedule to be carried out by day, week, or by month as well as the shift cycle times.
4. Click

   Clear

   on and blue high-light days you want to implement the shift and click if you want to clear the day(s) high-lighted.



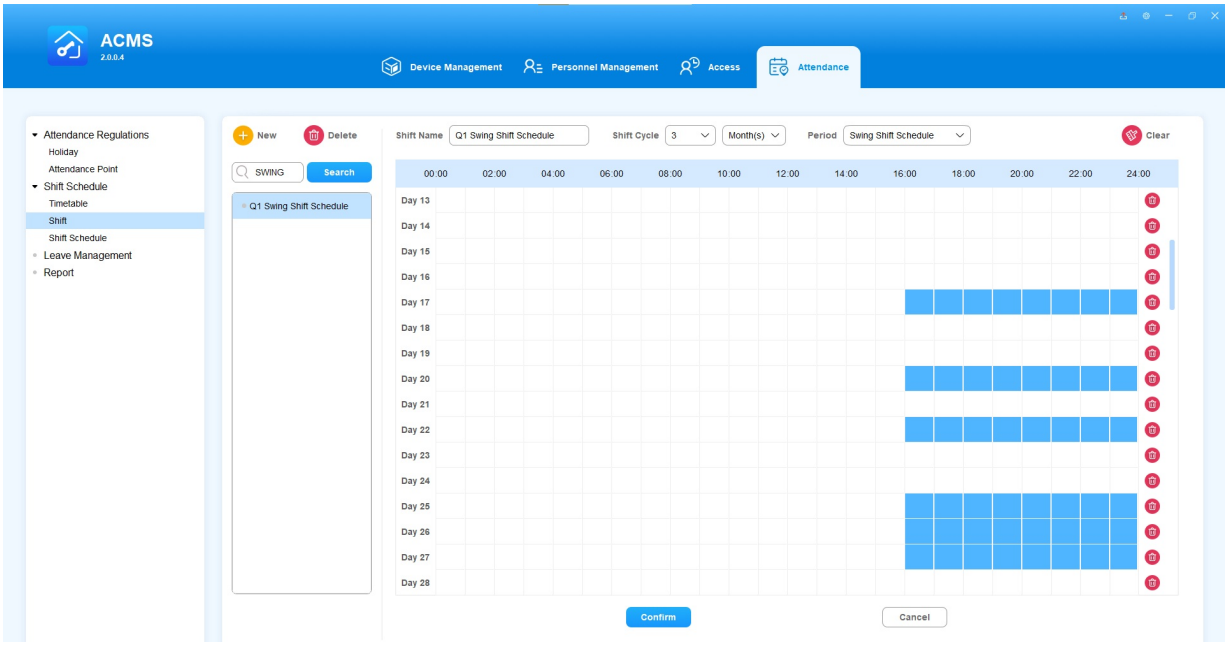
Parameter Setup

No.	Field Name	Description
1	Period	Select the timetable template to be applied to the shift to be created. You can select multiple timetable templates for the shift on the weekly and monthly basis if needed.
2	Shift Cycle	Select the shift to be carried out on the daily, weekly or the monthly basis and the shift cycle times. For example, if you set the shift by month and shift cycle as three times, then you will be getting a total of 9 month shift with a three-month as cycle, meaning the following two “three-month” shift will be carried out in the same way as the first three-month shift.
3	Shift Name	Name the shift according to you need.

6.3.3. Search Shift Schedule

After the shift is created, you can search the shift you created if need.

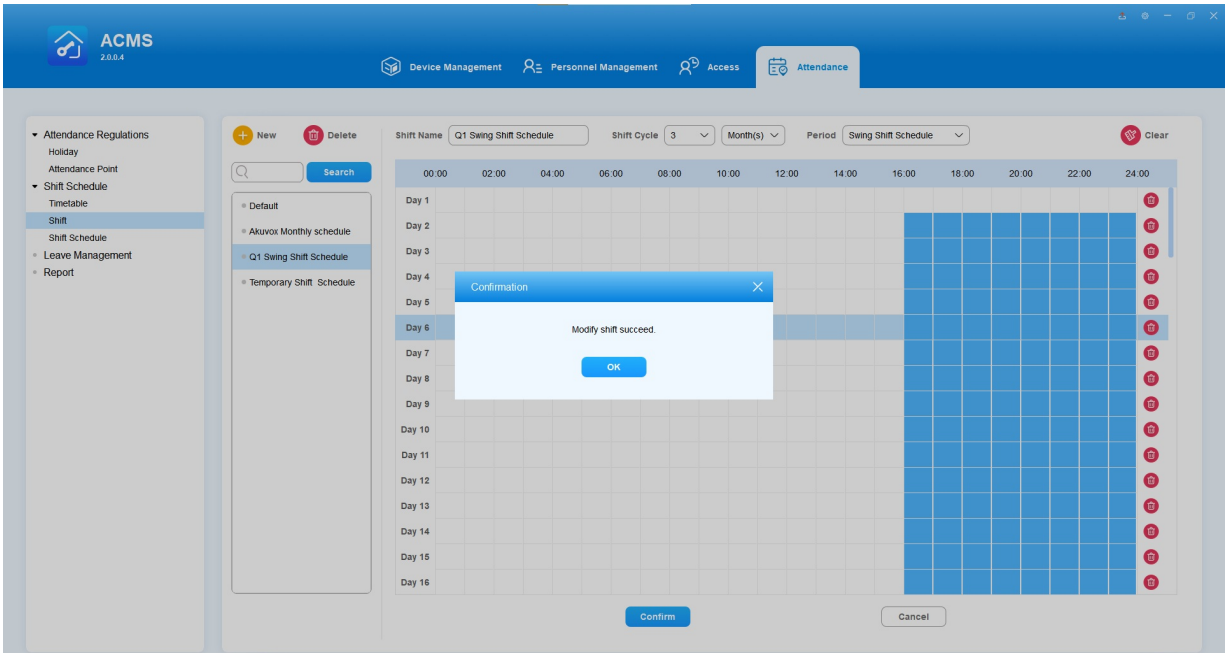
1. Enter the keyword in the search word to search the shift
2. Click on **Search**.



6.3.4. Edit Shift

You can edit the shift templates in terms of changing the shift name,shift cycle, and shift timetable (**Period**).

1. Click on the shift template you want to edit in the shift column.
2. Change the shift name, shift cycle and shift timetable (Period) according to your need.
3. Click on **OK** for the confirmation.

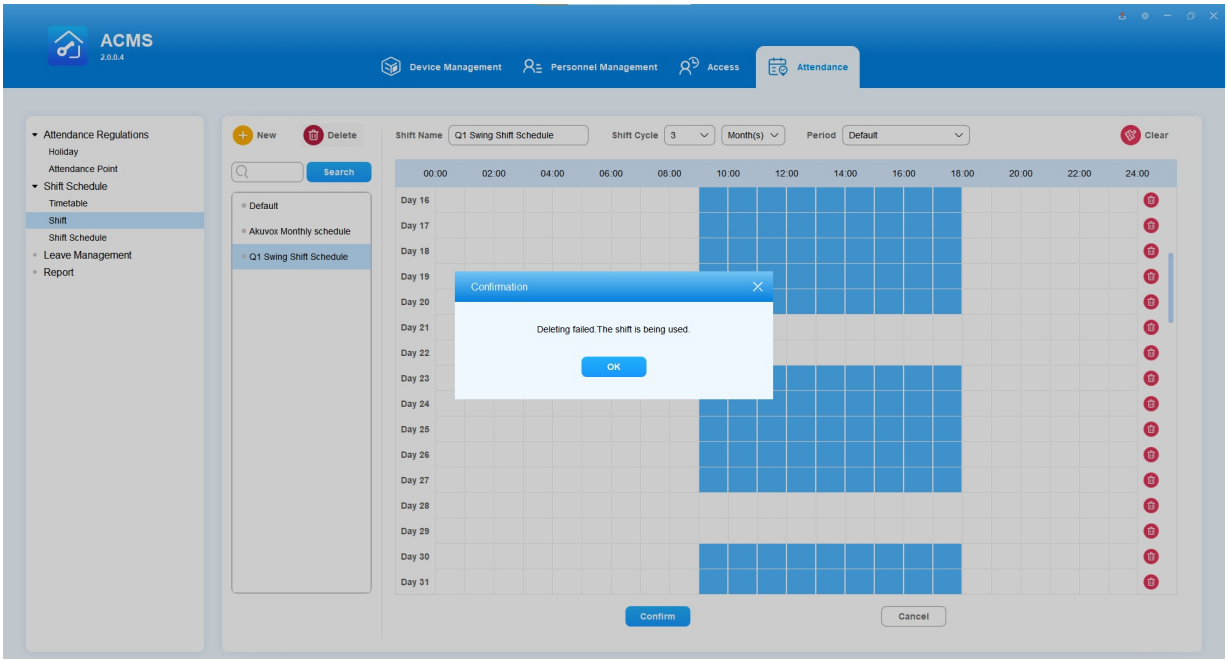


6.3.5. Delete Shift

1. Click on the shift template you want to delete in the shift column on the left.
2. Click on

   Delete

   to delete the shift.
3. Click on **OK** for the confirmation.



Note:

A shift template cannot be deleted if the shift template is being applied for any employees.

6.3.6. Shift Management

After you created shift template(s) you can select the specific shift template from the shift inventory and applied it to the employees' regular shift and temporary shift schedule while defining how long a shift should last, and to which department(s) and employee(s) the shift is to be assigned. And you can search, check, delete shift(s) afterward if needed.

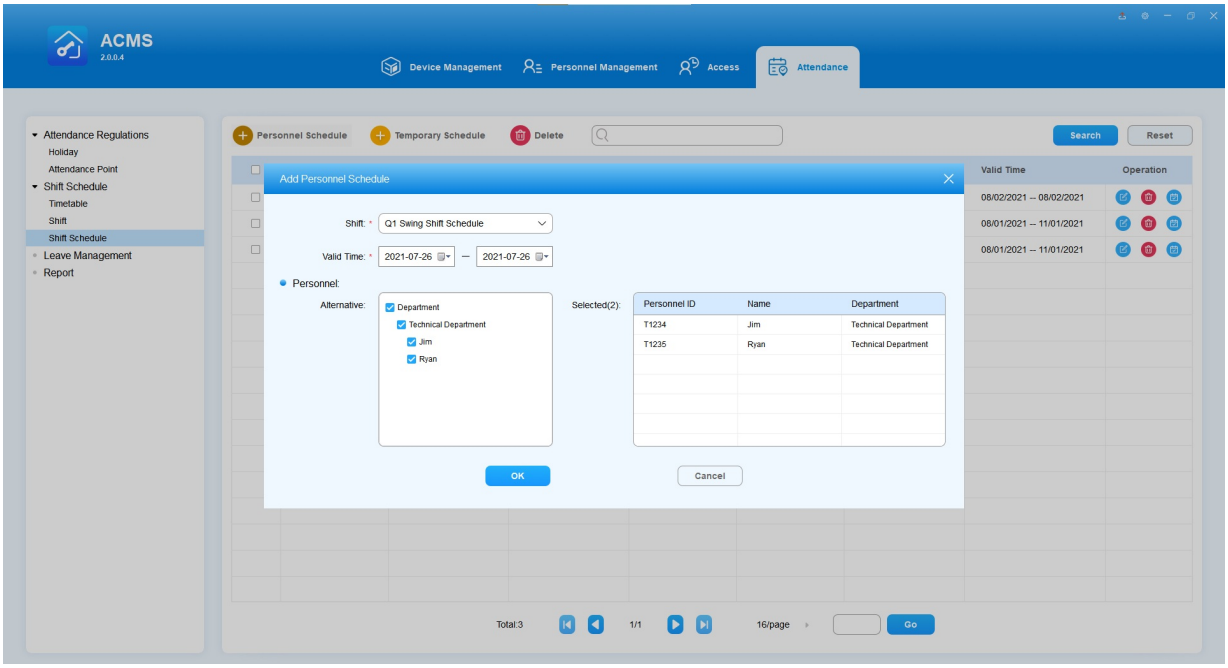
Assign Regular Shift Schedule to Employee

You can assign a regular shift schedule to the specific department(s)and employee(s).

1. Click on

   Personnel Schedule

   .
2. Select the shift schedule template and the time range you want to apply.
3. Select the department(s) and employee(s) you want the shift to be applied to.



Note:

An employee can only be assigned with one regular shift schedule, therefore the previous one will be replaced automatically by the new one if you insist on the replacement.

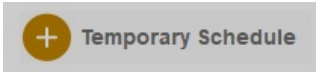
Note:

A shift cannot be deleted if the shift is being applied for the specific employee.

Assign Temporary Shift Schedule to Employee

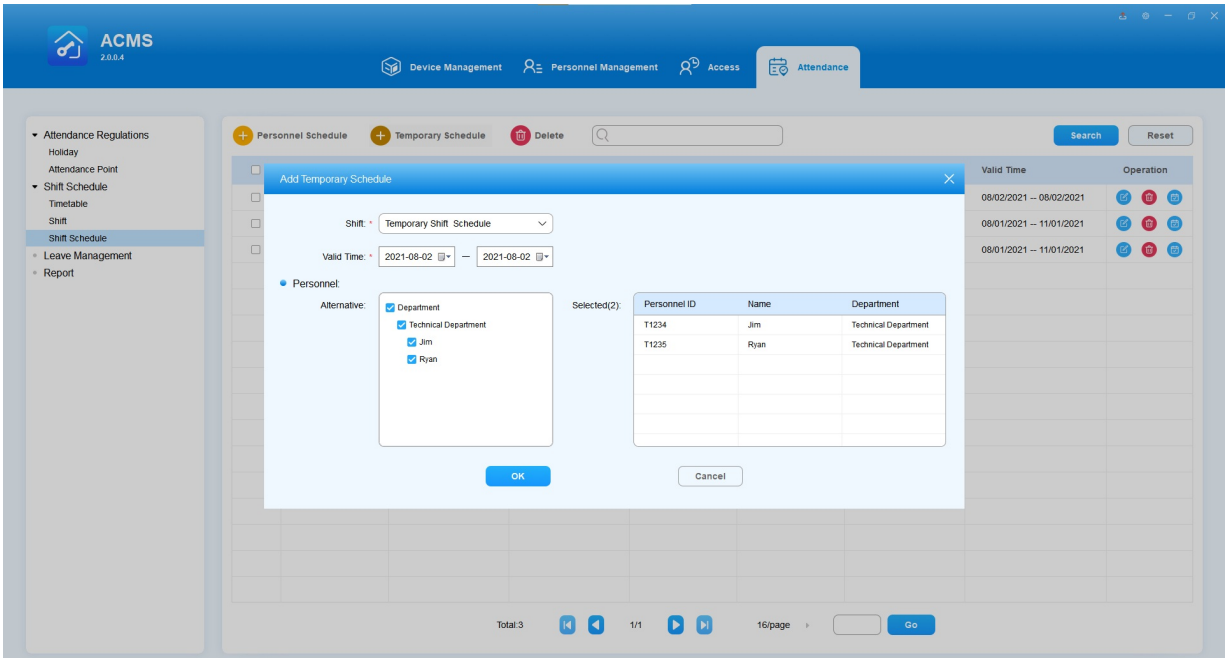
You can assign temporary shift schedule to the specific employees of the specific department when the temporary change or adjustment of shift for the employee is needed.

1. Click on



.

2. Select the shift and the time range you want to the shift to be applied.
3. Select the department(s) and employee(s) you want the shift to be applied to.



Note:

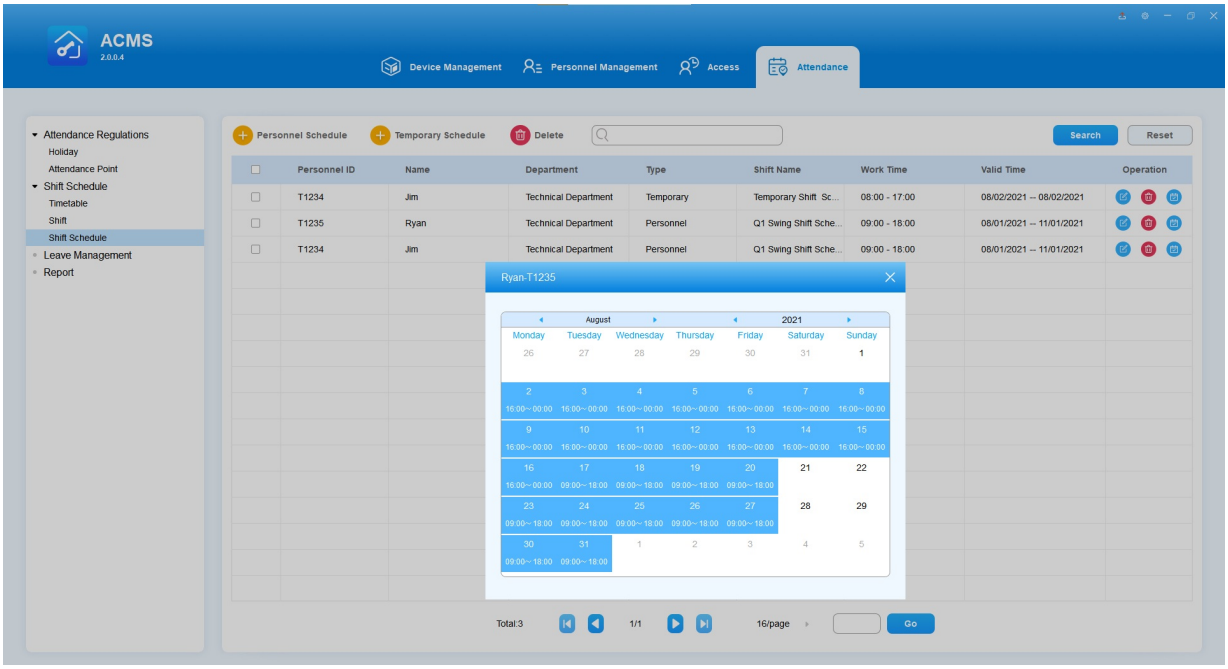
An employee can only be assigned with one temporary shift schedule, therefore the previous one will be replaced by the new one if you insist on the replacement.

Search/Check the Assigned shift

You can search the regular and temporary shift that is assigned to the employees. In the meantime, you can also check the work calendar of the employee for the details.

1. Search the employees' shift by entering the employee's name and ID number in the search field. Click on Reset to quickly clear the search field if needed.
2. Click on

   of the specific employee if you want to check the employee's work calendar.

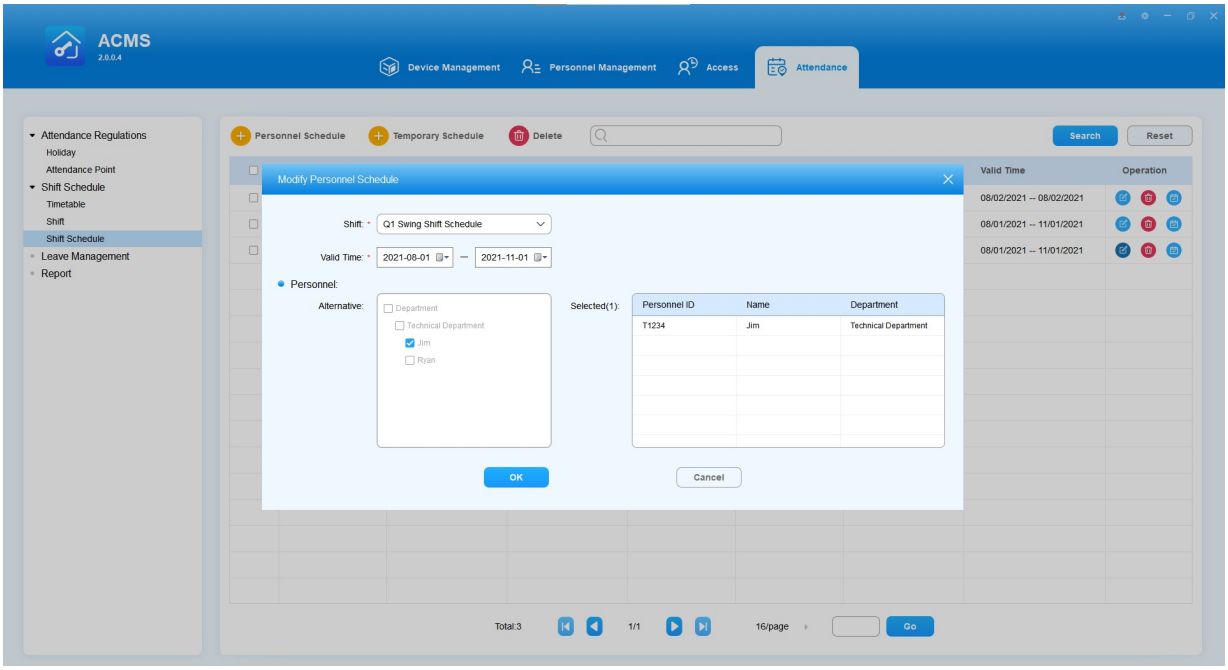


Edit the Assigned Shift

You can edit the assigned shift in terms of changing the shift and shift valid time range for the specific employee if needed.

1. Click on

   of the specific assigned shift you want to edit
2. Change the shift and shift valid time range for the assigned shift.



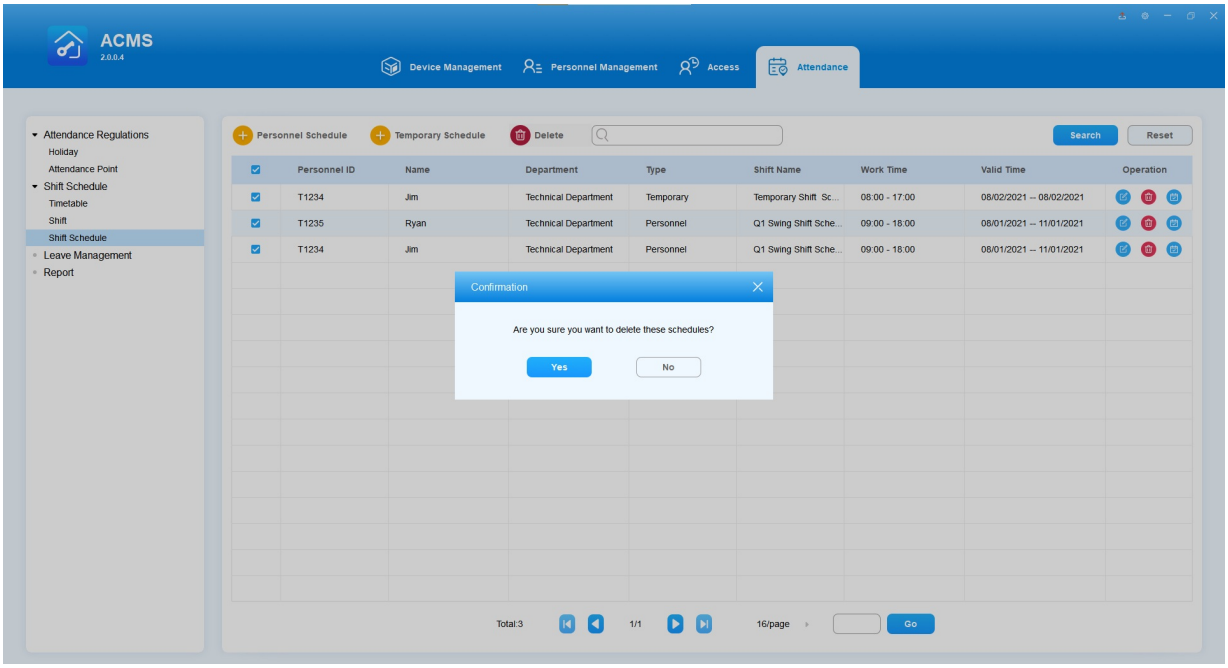
Delete the Assigned Shift

You can delete the assigned shift(s) if needed.

1. Click on

   Delete

   of the specifically assigned shift if you want to delete it separately.
2. Tick the checkbox(s) of the assigned shift(s) and click all of the shifts.



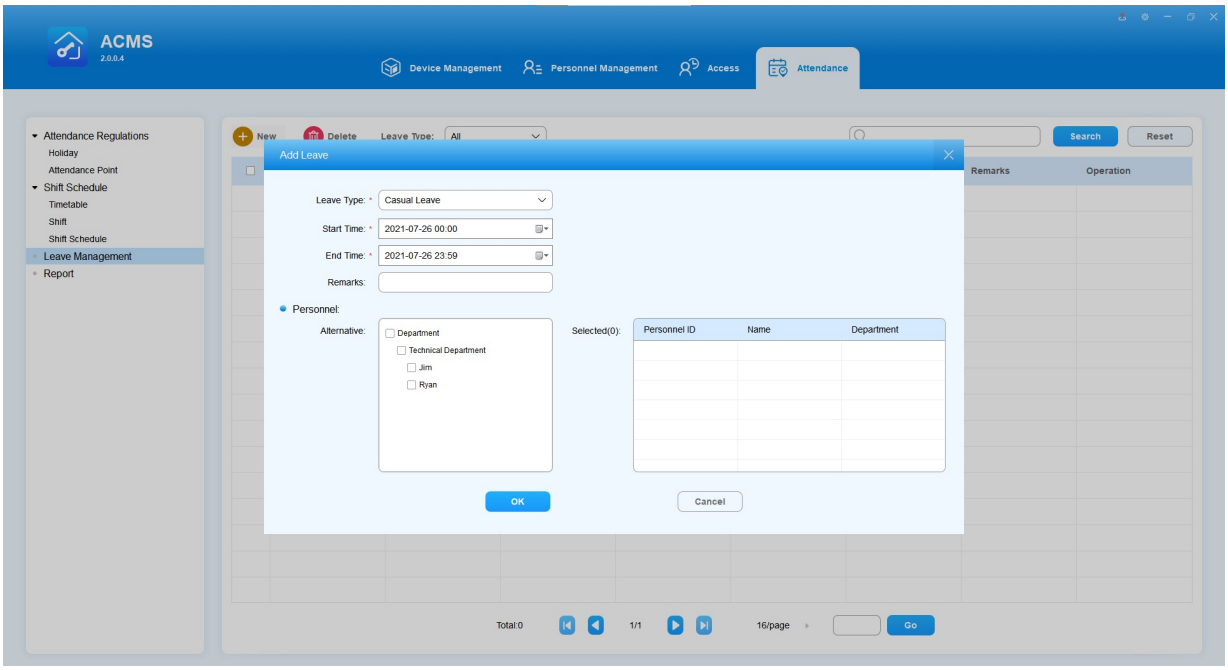
6.4. Leave Management

You can create, search, edit and delete employee leaves.

6.4.1. Create Leave

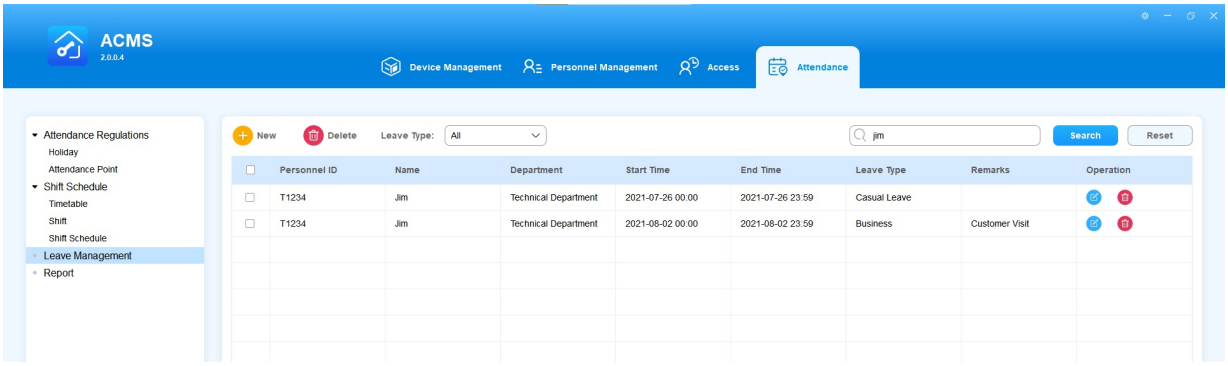
You can create leaves for the employees by defining what the leave types are, when the leave starts and ends, and to which employee the leave is to be applied to, etc.

1. Enter the leave information
2. Select the employee(s) to whom the leave is to be applied.



6.4.2. Search Leave

1. Select the leave type to narrow down the search range if needed.
2. Search leaves by entering the employee ID or name in the search field.

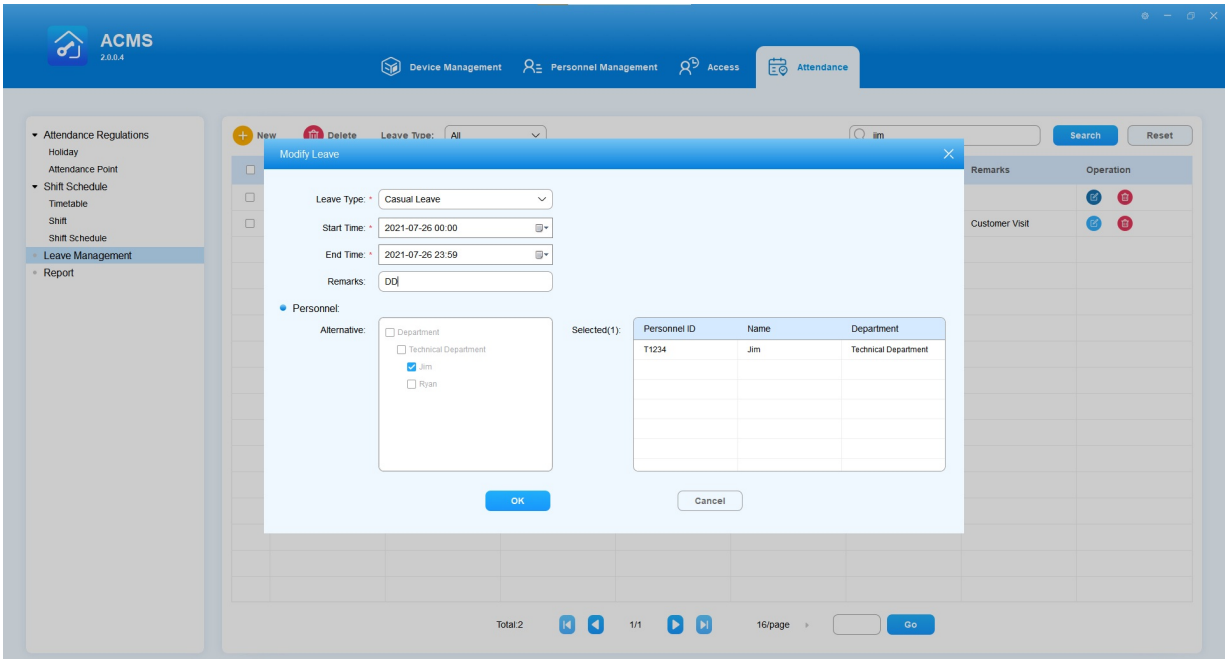


6.4.3. Edit Leave

You can edit leave in terms of changing the leave type, leave start time and end time.

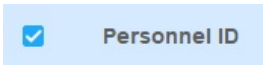
1. Click on

   of the specific leave you want to edit.
2. Change the leave information.

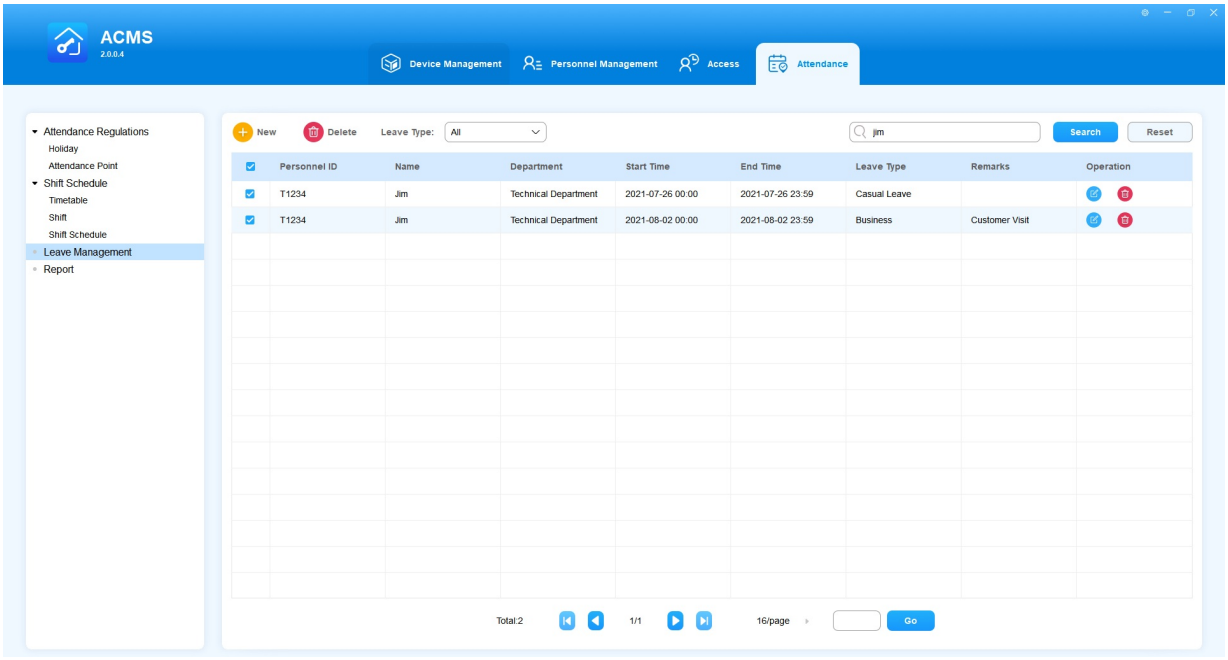


6.4.4. Delete Leave

1. You can delete leave separately or in batch.
2. Click on

   of the specific leave you want to delete.
3. 

   Tick the checkbox of the leaves you want to edit or tick to delete all the leaves.

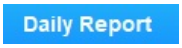


6.5. Attendance Report

6.5.1. Search/Check/Export Daily Attendance Report

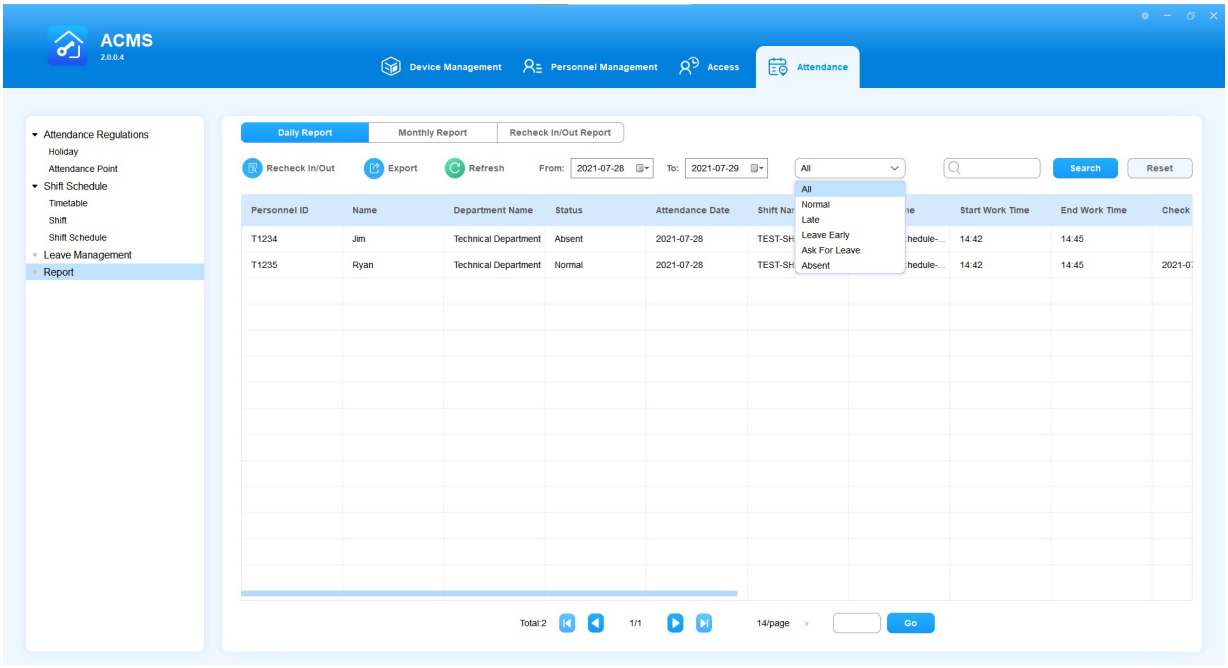
You can manage your attendance report in terms of searching, checking, and exporting your attendance report on the daily basis.

1. Click on

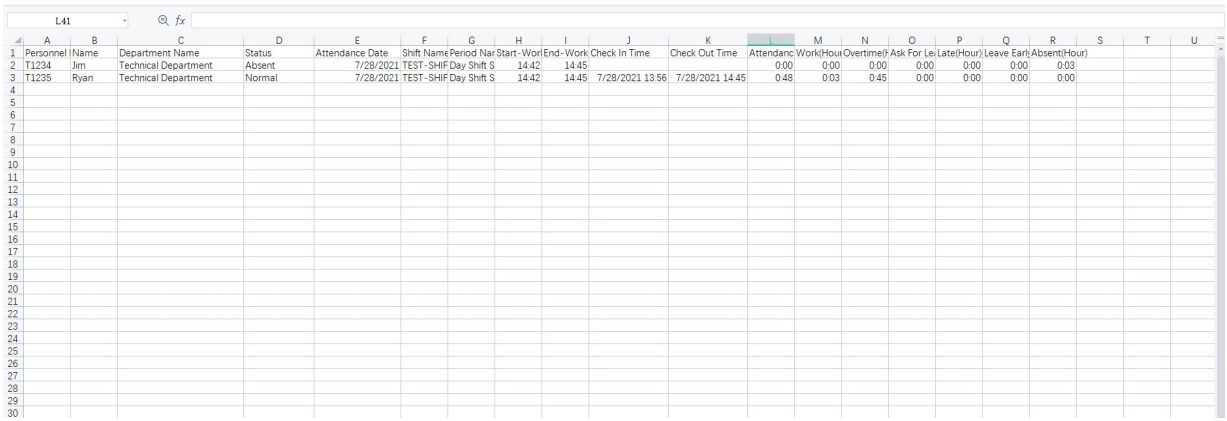
   

2. Search the report by employee name or ID number or by selecting specific attendance type in the pull-down list.
3. Select the report time range.
4. Click

   on to export the daily report.



See the daily attendance report below:



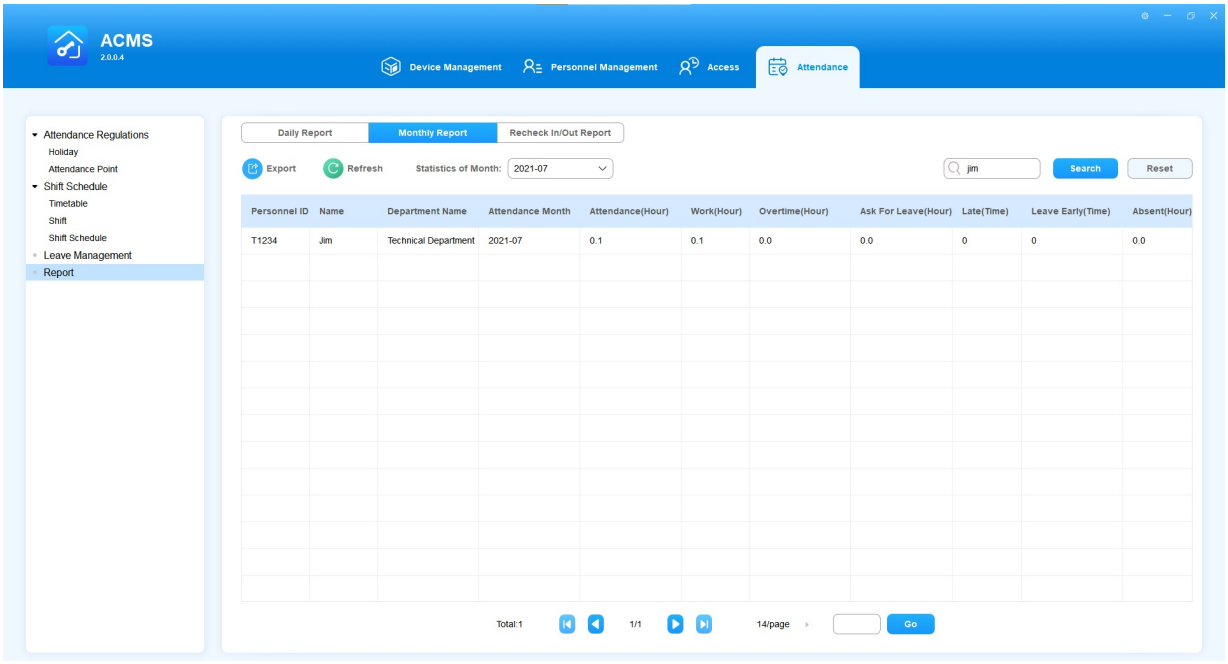
Personnel ID	Name	Department Name	Status	Attendance Date	Shift Name	Period Name	Start-Work	End-Work	Check In Time	Check Out Time	Attendance	Work(Hour)	Overtime(H	Ask For Le	Late(Hour)	Leave Early	Absent(Hour)
T1234	Jim	Technical Department	Absent	7/28/2021	TEST-SHIF	Day Shift S	14:42	14:45			0:00	0:00	0:00	0:00	0:00	0:00	0:03
T1235	Ryan	Technical Department	Normal	7/28/2021	TEST-SHIF	Day Shift S	14:42	14:45	7/28/2021 13:56	7/28/2021 14:45	0:48	0:03	0:45	0:00	0:00	0:00	0:00

6.5.2. Search/Check/Export Monthly Attendance Report

1. Click on

   Monthly Report

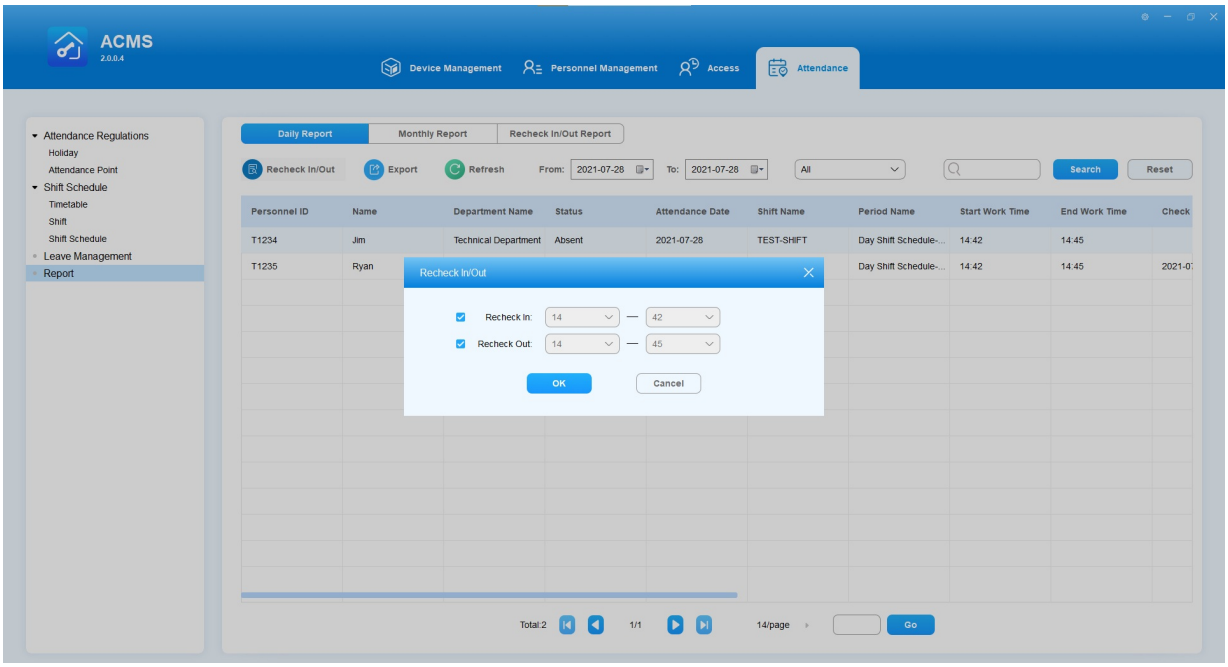
   .
2. Search the report by employee name or ID number.
3. Select the specific month of the report you want to export to your local PC.



6.5.3. Correct Recheck-In/Out Record

You can correct employee's attendance record when any employee has forgotten to punch in before work or punch out after work.

1. Click on
   Daily Report
   .
2. Click on specific employee for whom you want to make up his/her check-in/check-out.
3. Click on
   Recheck In/Out
   .
4. Tick the checkbox of the missing check-in/check-out, and click **OK** for the confirmation.



6.5.4. Check/Export the Recheck-In/Out Record

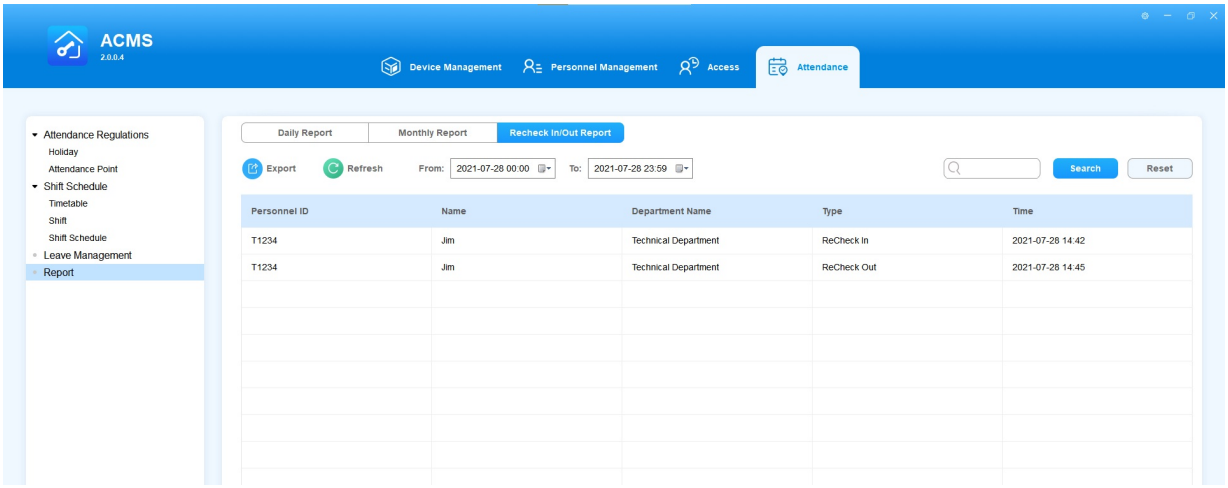
1. Click on

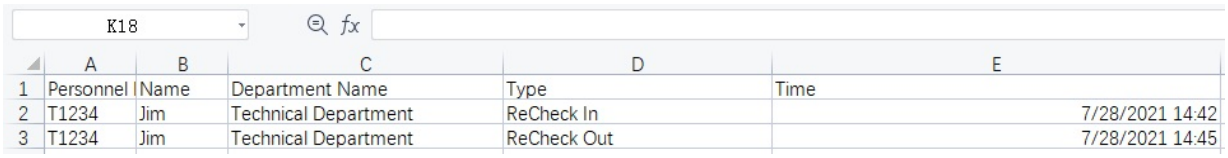
   Recheck In/Out Report

   .
2. Search the record by employee name or ID number in the search field.
3. Select the time range of the record you want to export.
4. Click

   Export

   on to export the record to your local PC.





7. System Setting

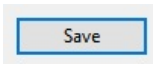
ACMS system setting allows you to export the system data to your PC as a backup in advance, which can be later imported back to the ACMS in case missing data occurs. In addition, you can also create and modify the password .

7.1. Import and Export System Data

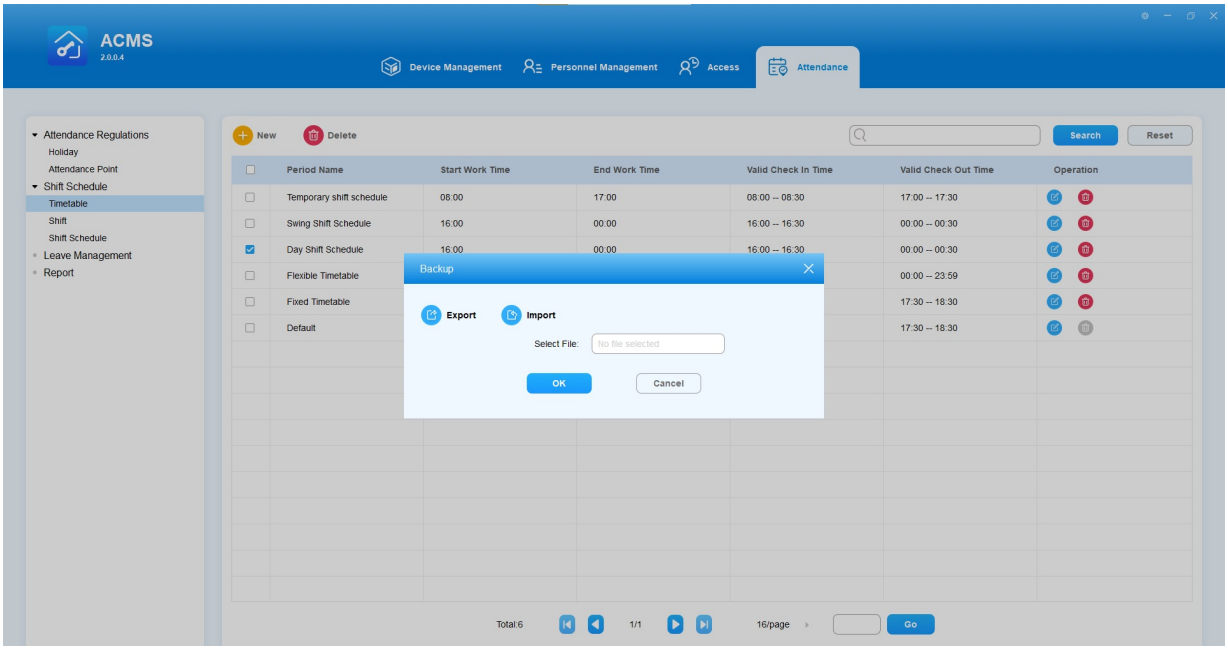
- **Export System Data**

1.

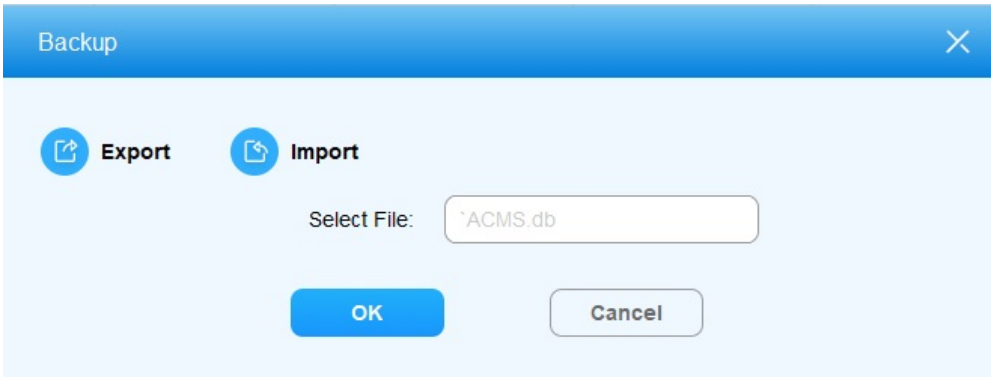
Click on the upper right corner and click on **Database** in the pull-down list.

2. Click and select the path to which you want to export the data in your computer.
3. 

Click on in your computer to confirm the path.



4. Click **OK** for the confirmation.

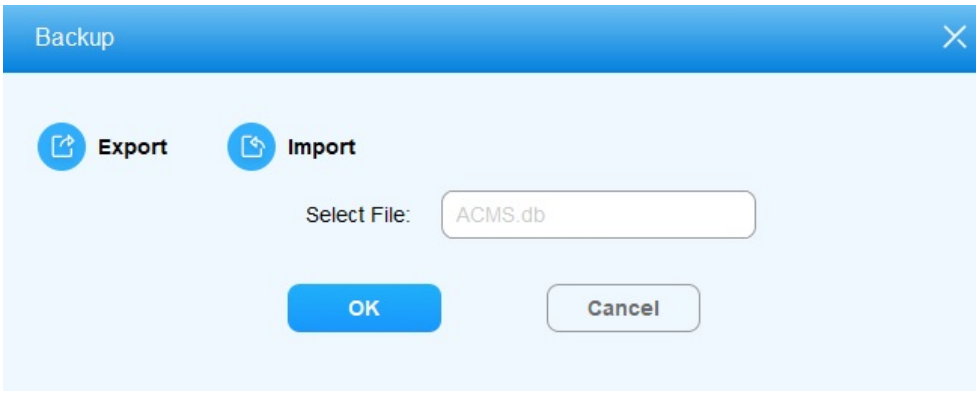


- **Import System Data**

1. Click

on the upper right corner and click on **Database** in the pull-down list.
2. Click

on to select the data file to be imported to the ACMS
3. Click **Open** to upload the file, then Click **Yes** for the confirmation.



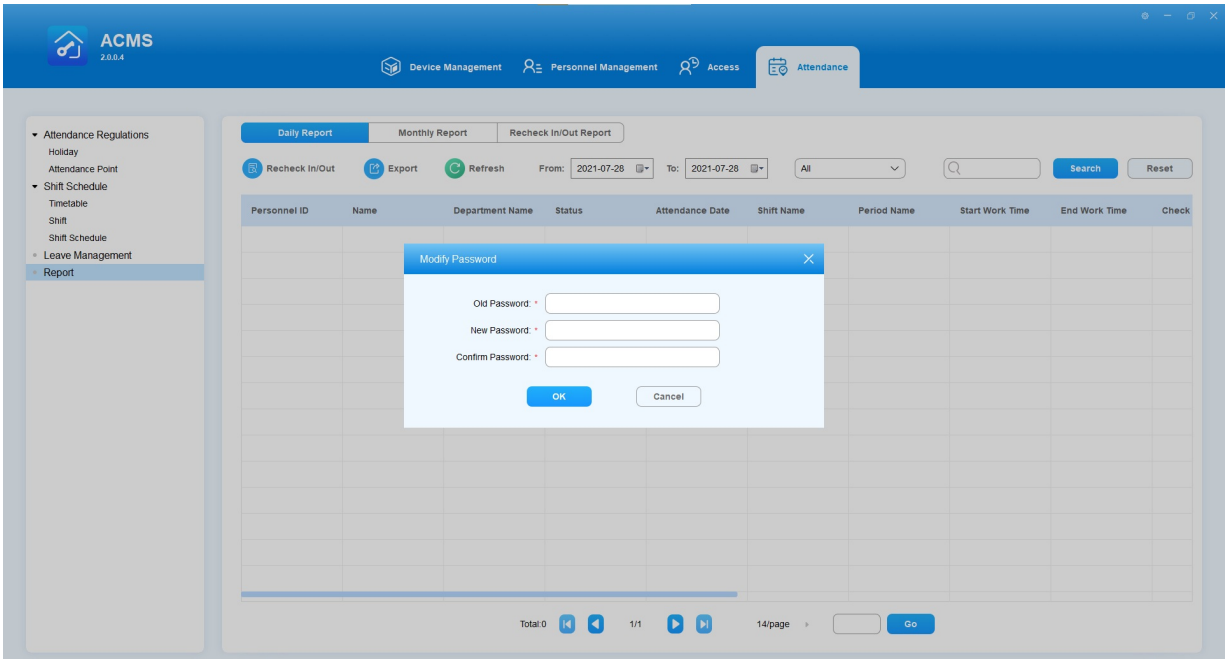
Note:

- The data file to be imported into ACMS should be in .db format.

7.2. Modify Login Password

1. Click

on the upper right corner and click on **Database** in the pull-down list.
2. Click on **Password Modification** and modify the password.
3. Click on **OK** for the confirmation.

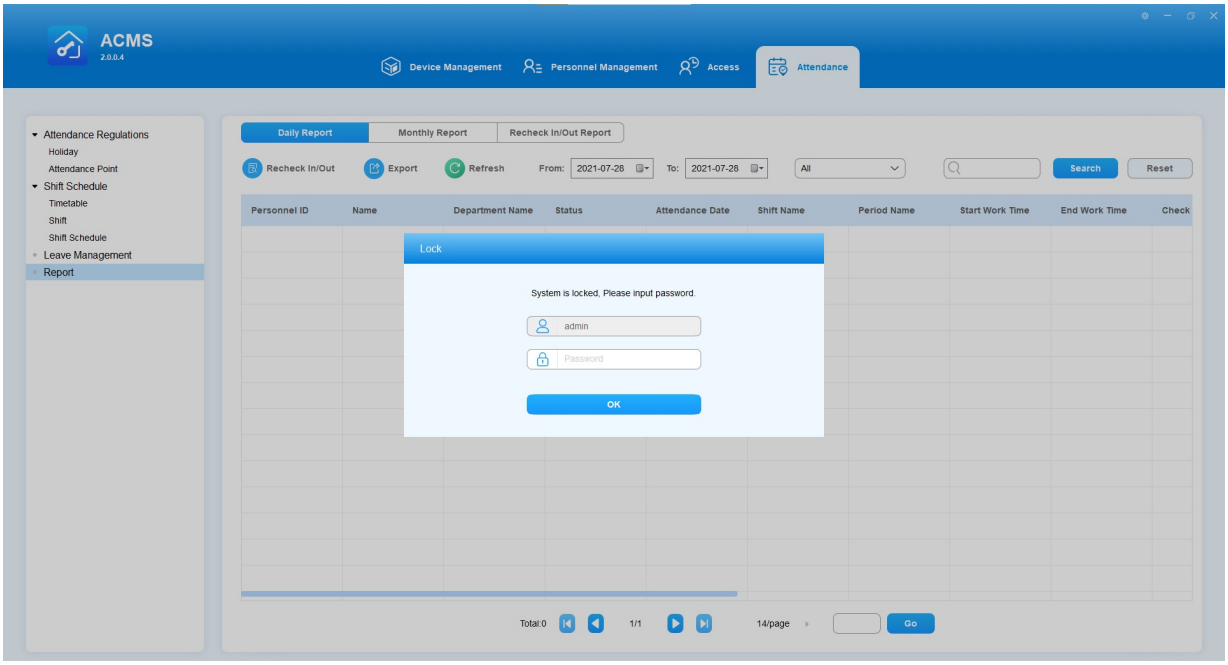


7.3. Lock/Unlock ACMS Interface

ACMS allows you to lock and unlock ACMS interface using the Login password when you are managing the ACMS for security purposes.

1. Click

   on the upper right corner and click on **Lock** in the pull-down list to lock the screen.
2. Enter the login password and click **OK** to unlock.



Note:

The default unlock password is “**Admin**”.

8. Contact Us

For more information about the product, please visit us at www.akuvox.com or feel free to contact us by

Sales email: sales@akuvox.com

Technical support email: support@akuvox.com

Telephone: +86-592-2133061 ext.7694/8162

We highly appreciate your feedback about our products.

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