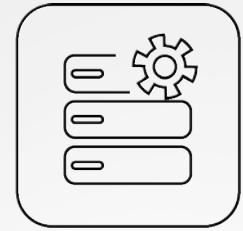


## Data Setup

Maintenance for information of buildings, companies, cardholders and card numbers



### 1. Floors Setup

- Tell the software how many floors each building has and how many units/rooms each floor has

### 2. Company Info

- Input the info of company

### 3. Category

- Set up the group name for classifying staff/cardholders

### 4. Department

- Setup the name of departments as well as divisions that belong to each depts
- Assign door group to tell which floor(s) this dept can access

### 5. Division

- Maintain information of divisions under each department

### 6. Cardholders

- Info of cardholders, and cards that the cardholders have

### 7. Twin Card Access

- Twin cards are required to open doors beyond this time zone

## 8. Special Cardholder

- Select which cardholders to be specially authorized (can access all doors)

## 9. Floor Authority Group

- Set the permission of groups for accessing specified floor(s)

## 10. Input Punch Records

- Manually insert an attendance record, e.g. when the staff forgets to bring his card

## 11. Print Cardholder's Card

- Print cards for selected cardholders