Roger Access Control System 5v2

Application note no. 016

Document version: Rev. B

<u>Attendance reporting and</u> <u>monitoring</u>

Note: This document refers to RACS 5 v2.0.8 or higher

Introduction

RACS 5 enables user attendance reporting and monitoring in VISO software. The offered functionalities enable to:

- Record users working time including attendance reports which can be:
 - reviewed and exported to a file by VISO operator
 - automatically sent to specified email accounts
 - available to users by web browser.
- Monitor number of users in zones.
- Locate users based on their current zones
- Report user statuses based on T&A Modes (e.g. exit on-duty, lunch break, etc.)
- Export T&A data to third party accountancy and T&A software.

Within this note it is assumed that RACS 5 system is already configured so it can offer access control features. Quick start of RACS 5 system is explained in AN006 Application note which is available at <u>www.roger.pl</u>.

Note: More advanced Time&Attendance is offered within RCP Master software.

Attendance zones

Reports and monitors in VISO software are based on Attendance Zones which are defined by indication of Entry and Exit Access points (readers). Attendance zone is a logic object on the level of the whole system and not particular access controller so it can include any available Access Points defined in the system. Additionally, single Access point can be assigned to multiple Attendance zones. In case of Attendance reports usually single zone in the whole premises is specified with entry and exit points corresponding to company entrances and exits. In such scenario the attendance time equals to working time. While in case of monitors, Attendance zones are configured according to requirements of specific installation.

In order to define Attendance zone:

- In the top menu of VISO software select *Time and Attendance* command and then *Attendance Zones* icon.
- In the opened window select *Add* button and in the next window name the zone. Parameters which are available in the window will be explained further in this note. Close the window with *OK* button.



Add Attendance Zone		?	×
General			
Name:	Attendance Zone_1		
Backward Monitoring Time [h]:		_	24 🜲
Min. Attendance Time [min]:		_	(none) 🔻
Max. Attendance Time [min]:			(none) 🔻
Description:			< >
 Automatic Attendance Report 			~
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- In the bottom select the tab *Entry Points* and then *Assign* button to indicate Access points which will be treated by the system as entry readers to the zone. Close the window with *OK* button.
- Similarly select *Exit Points* tab and indicate exit readers from the zone. Close the window with *OK* button.

Time and Attendance

Time and Attendance in VISO software is based on Time and Attendance Report which can be used to calculate attendance time of users in particular zone and then to generate reports which can be exported to such formats as pdf, html, rtf, docx, xls, csv and others. Report can also be sent automatically to email addresses and made available to users via web browser.

The calculations in the report are based on access granted events. The report is started by selection of *Time and Attendance* command in the top menu of VISO software and then *Time and Attendance Report* icon.

Time and Attendance Repo	ort						- 0	\times
Settings								
When		Who						
From: 02.03.2020 -	To: 06.03.2020 🔻	Groups OPerson	s 🔍 Visitors 🗨 Assets 🗨 F	ilter				
Where		Select Objects: Garland	Masha,Carnay Amos,Rubin Steph	en,Childers Adrienne,Mad	rid Derrick,Casillas Ahrim	an,Stein Leslie,Levii	ne Mauro,Progra Drac,Gip	Ŧ
Attendance Zone: Attendance Z	one_1 🔹							
							S App	ly
🖄 First-Last Report 🛛 🖄 First	t - Last Attendance Report	P Detailed Attendance Rep	port 🚊 Report					
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6 Childers Adrien	ine Childers	Adrienne		40H 16M	5		5	5 🗸
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User name: Garland Masha		Entries: 5	Exits: 5					
User T&A ID:		Days: 5						
Preview								
Calendar Details Table View								
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15	16	17	18	19	20		21	
22	23	24	25	26	27	1	28	
29	30	31	April 1	2	3		4	
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Settings

In the *Settings* area the time range, zone and users or filter can be selected for the report. Such filter is defined by selection of *Event log* command in the top menu of VISO software and then *Event Filters* icon. The filter enables more detailed selection of access granted events to be used in the report.

List and Preview

In the *List* area, the list of users is displayed along with their attendance data which can be sorted and searched. This basic report can be exported to file with *Report* button or as explained later it can also be automatically sent by email.

In the *Preview* area all detailed information can be displayed in the form of calendar (weekly and monthly) or table. Right clicking in calendar area enables to switch between different views and to select specific date.

Details						
	3	Total time:	40H 17M			
User name:	Garland Masha	Entries:	5	Exits:	5	
User T&A ID:		Days:	5			
Calendar De	tails Table View					
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(7:58:55 A	M)-(4:00:21 PM), Attendance Time: 08:01:26			Go to <u>T</u> o	day	4:02:21 PM), Attendance Time: 08:02:34
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	08:02:29	16:01:20			51	07:58:	4	2020-03-04
	08:07:30	16:03:28			58	07:55:	5	2020-03-05
	08:02:34	16:02:21			47	07:59:	6	2020-03-06
	08:01:26 09:02:29 08:07:30 08:02:34	16:00:21 16:01:20 16:03:28 16:02:21			55 51 58 47	07:58: 07:59: 07:55: 07:59:	3 4 5 6 6	2020-03-03 2020-03-04 2020-03-05 2020-03-06

First-Last Report

The report which is started by selection of *First-Last Report* button shows user who was the first to enter the attendance zone and user who was the last to exit the attendance zone each day. The report can be exported with *Report* button.

	First-Last F	Report				
Att	endance Zone:	Attendance Zone_1				
Fro	m:	3/2/2020				
To:		3/6/2020				
			First-La	st Report		
Г	Date	First Entry	First User	Last Exit	Last User	
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Þ	3/2/2020	07:59:34	Rubin Stephen	16:02:32	Rubin Stephen	
	3/3/2020	07:58:52	Rubin Stephen	16:00:23	Rubin Stephen	
	3/4/2020	07:58:51	Garland Masha	16:04:13	Casillas Ahriman	
	3/5/2020	07:55:32	Casillas Ahriman	16:03:50	Casillas Ahriman	
	3/6/2020	07:59:23	Casillas Ahriman	16:04:43	Gip Narc	
L						
F	Report					ж

First-Last Attendance Report

The report started with *First-Last Attendance Report* button shows summary list of entries and exits for selected users and their total time spent in the Attendance zone. This report includes only the first entries and the last exits, so if a user left workplace in the meantime then such additional entry and exit are not included in the *Total* field. The report can be exported with *Report* button.

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ttendance Zoi	ne: Attendance Zon	e_1		
om:	3/2/2020			
	3/6/2020			
		Firs	t - Last Attendance Report	
	Date	▲ First Entry	Last Exit	Time
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1	3/2/2020	07:59:38	16:02:28	8H 3M
2	3/3/2020	07:58:55	16:00:21	8H 1M
3	3/4/2020	07:58:51	16:01:20	8H 2M
4	3/5/2020	07:55:58	16:03:28	8H 8M
5	3/6/2020	07:59:47	16:02:21	8H 3M
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	4 3/5/2020	07:55:58	16:03:28	8H 8M
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Detailed Attendance Report

The report started with *Detailed Attendance Report* button shows summary list of entries and exits for selected users and their total time spent in the Attendance zone. This report includes all entries and exits and based on this data the *Total time* is calculated. The report can be exported with *Report* button.

	tendance Report						
tendance Zone:	Attendance Zone_1						
om:	3/2/2020						
	3/6/2020						
		Detailed Attendance Report					
Entry		Exit		Time			
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 Access L 	User Person: [5] Rubin Stephen (Total tir	ne: 40H 17M)					
 Access U 	User Person: [6] Childers Adrienne (Total	l time: 40H 17M)					
 Access L 	User Person: [7] Madrid Derrick (Total tir	me: 40H 20M)					
 Access L 	User Person: [8] Casillas Ahriman (Total	time: 40H 18M)					
Access	User Person: [9] Stein Leslie (Total time:	40H 18M)					
> Access U	User Person: [10] Levine Mauro (Total tin	me: 40H 17M)					
A Access t	User Person: [12] Gip Narc (Total time 3)	9H 20M)					
> 3/2/	/2020 (8H 2M)						
> 3/3/	/2020 (8H 1M)						
> 3/4/	/2020 (8H 5M)						
▲ 3/5/	/2020 (8H 8M)						
07:5	55:44	16:03:41			8H 8M		
				8H 8M			
⊿ 3/6/	/2020 (7H 4M)						
08:00	0:31	10:35:30			2H 35M		
11:3	35:53	16:04:43			4H 29M		
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Automatic Attendance Report (email)

RACS 5 system can automatically send basic attendance report to specified email addresses. This functionality is ensured by Communication Server from Roger SVC software. The report is sent in attachment as PDF or XSL format file and it includes list of users and their total attendance times in Attendance Zone which in general perspective correspond to total working times. Individual report can be generated for each Attendance Zone. In order to define Automatic Attendance Report:



- In the top menu of VISO software select *Tools* and then *SMTP Accounts*.
- In the opened window select *Add* to define SMTP server which will be used by RACS 5 system for email sending. Close the window with *OK* button.
- In the navigation tree of VISO software double click *Schedules* command.
- In the opened window select *Add*, name the schedule and select *General Purpose Momentary* type. Close the window with *OK* button.
- In the bottom select *Week Days* tab and then *Edit*.
- In the opened window select when report will be sent by right clicking day and hour. Schedules in RACS 5 are weekly based. For example, Friday 8:00 PM can be selected for report sending.
- In the top menu of VISO software select *Configuration* and then *Access User Persons*.
- Edit users who are supposed to receive reports and for each such user enter valid email address in *Contact Information* tab. If report are to be sent to a recipient who is not RACS 5 user then you can create new user in VISO software and enter valid email address without assigning any Access Credential, Authorisation(s) nor Authentication Factors (cards, PINs).
- In the top menu of VISO software select *Time and Attendance* command and then *Attendance Zones* icon.
- Add new or edit existing Attendance Zone and enter all details in *Automatic Attendance Report* area i.e. schedule, SMTP account and recipients. In the *Backward Monitoring Time* field you can define period for events which will be used in the report.

Add Attendance Zone		×
General		
Name:	Attendance Zone 1	
Backward Monitoring Time [h]:	24	÷
Min. Attendance Time [min]:	(none)	*
Max. Attendance Time [min]:	(none)	*
Description:		^
Automatic Attendance Rep	ort	
Enabled:		
Communication Server:	Communication Server1	*
Backward Monitoring Time:	24 h	*
Format:	XLS	*
Sending Schedule:	Schedule for Att. Reports	*
SMTP Account:	SMTP account1	*
Email Recipients:	Rubin Stephen	*
	OK Cancel	

Report can be sent not only on weekly basis but also for example on the last day of month and in such case *Backward Monitoring Time* must also be adjusted properly. In order to define such Schedule:

- In the navigation tree of VISO software double click *Calendars* command.
- In the opened window select Add and name the calendar. Close the window with OK button.
- In the bottom select *Dates* tab and then *Edit*.
- In the opened window select the last day of month with left mouse button and then right click to mark the date. Repeat for successive months and then close the window with *OK* button.
- In the navigation tree of VISO software double click *Schedules* command.
- In the opened window select *Add*, name the schedule and select *General Purpose Momentary* type. Close the window with *OK* button.
- In the bottom select *Exceptions* tab and then *Edit*.
- In the opened window assign previously configured Calendar and select time for sending the report e.g. 8:00 PM.
- Assign the Schedule to Attendance Zone.



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	\bigcirc	OK 🔀 Cancel		OK 🔇 Cancel

Attendance Report via web browser

RACS 5 system users can access Attendance Reports via web browser. They can verify by themselves how many hours their worked or how many hours their subordinate employees worked. In order to configure the report via web browser:

- Enable RACS 5 system management by web browser according to VISO Web manual.
- Create VISO Operator with login and password according to AN040 application note. Assign predefined *VISO Web Attendance Reports* Role to the Operator.
- In the top menu of VISO software select *Configuration* and then *Access User Persons*.
- Create new or edit existing Person and in the tab *Remote Management* assign the Person with previously created Operator. Due to such association the system will know whose attendance data will be displayed when Operator is logged to the system via web browser.

Edit Access User Person							?	\times
General								
	ID:							
	Name:	Garland Masha						
	First Name:	Masha						
	Last Name:	Garland						
	Group:	None					```	/ X
	Department:	None					~ >	< 🌣
	Job:	None					~ >	< 🌣
	Supervisor:	(none)					```	/ X
Contact Information	Additional Options	Remote Management	Private Data Protection	Description	Custom Fields	1		
Operator: Garl	and.Masha						```	< ×
Default Credential: (nor	ie)						```	/ X]
						ОК	Cano	el

• Log into VISO Web app by entering Operator's login and password.



• Due to previously assigned predefined Role of the Operator only Attendance Report will be displayed in VISO Web. The button *Report* can be used to export data to PDF or XLS file.

VISO WEB v1.6.6.	439 ×	+						- 🗆
→ C ①	Niezabezpieczona	192.168.11.13:8080/(F(E	EYo64DEoQftMku0s321VvXnxhV	6cLjJLTe1OGBND6OJowC	DBdZTBSFhVF95HYS	skCLTFf-wQSVpEb8goJy7vuX6-m	07 🏠	0 0 0
stem								
								_
.								
Time and ndance Report								Lo
e and Attendance								
Settings								
- Where -				- When -				
Attendance	Zone: Attendance Z	one 1	-	From: 20	20-03-02	To: 2020-03-05		-
		-						
								Apply
Details					_			
First Name:	Garland			Last Name:	Masha			
	3			User name:	Garland Masha			
User T&&A ID:			-	Total time:	40H 17M			
Entries:	5	Exits:	5	Days:	5			
Preview								
🚊 Report 🔻								
	Date		Entry		Exit		Duration	
2020-03-02		07:59:38		16:02:28		08:02:50		^
2020-03-02 2020-03-03		07:59:38 07:58:55		16:02:28 16:00:21		08:02:50 08:01:26		
2020-03-02 2020-03-03 2020-03-04		07:59:38 07:58:55 07:58:51		16:02:28 16:00:21 16:01:20		08:02:50 08:01:26 08:02:29		A
2020-03-02 2020-03-03 2020-03-04 2020-03-05		07:59:38 07:58:55 07:58:51 07:55:58		16:02:28 16:00:21 16:01:20 16:03:28		08:02:50 08:01:26 08:02:29 08:07:30		

• Create more Operators and link them with users so they could access their Attendance Reports via web browser.

In typical application the Operator can only access data related to associated user but it is possible to assign supervisor to user(s). In such scenario the supervisor Operator can display Attendance Reports of all subordinate users (employees). Such association can be done as below.

Edit Access User Person							?	\times
General								
	ID:							
	Name:	Garland Masha						
	First Name:	Masha						
	Last Name:	Garland						
L	Group:	None					~	/ X]
	Department:	None					~ >	. 🌣
	Job:	None					~ >	
	Supervisor:	Carnay Amos					~	× ×
Contact Information	Additional Options	Remote Management	Private Data Protection	Description	Custom Fields			
Operator: Gar	land.Masha						~	 ×
Default Credential: (no	ne)						~	< ×]
						ОК	Cano	el

User location in the system

RACS 5 system offers various tools to locate current and past attendance of users in Attendance Zones.

Current Attendance Zone of user

In order to determine current Attendance Zone of a user:

- In the top menu of VISO software select *Configuration* and then *Access User Persons*.
- For selected user click *User Zone* button.

	Start	Page									-
		lser Per									
	Add	🧷 E	Edit 🧹 Select All 😑 De	elete 🛛 🚨 W	ʻizards 👻 🕌	Synchronise 🛛 😑 Erase	Ø Assign to Group	ち Refresh 🛛 🚊 Reports	🔹 🚠 Print Card 🛛 🔒	Deleted Persons 🛛 🧕 U	ser Zone 🔟 🕤 📕 🗸
Г		ID	Name	First	Name	Last Name	Group	Email	Phone	T&A ID	Information Reference
٩		=	Roc Search	REC Search		Rec Search	= Search	RBC Search	RBC Search	Roc Search	Roc Search
•		3	Garland Masha	Garland		Masha	Office workers				
		4	Carnay Amos	Carnay		Amos	Office workers				
		5	Rubin Stephen	Rubin	Current	 Attenden en 7an a fan [j		1. Carland Mashar	~		
		6	Childers Adrienne	Childers	Current	Attendance Zone for [#	Access User Person] [3	ij: Ganand Masna:	<u>^</u>	123	
		7	Madrid Derrick	Madrid			3/11/2020 9:02:30 A	м			
		8	Casillas Ahriman	Casillas		F.4	1 1				
		9	Stein Leslie	Stein		[1	J: Attendance Zo	one_1			
		10	Levine Mauro	Levine					📀 ок		
		11	Progra Drac	Progra							
		12	Gip Narc	Gip		Narc	None				

List of users in Attendance Zone

Summary location of users in particular Attendance Zone is based on Attendance Monitor which shows users inside and outside the zone. If *Current Events* is selected as *Operating Mode* then attendance status is based on access granted events from the time range specified by the parameter *Backward Monitoring Time [h]* (by default 24h) which is defined when Attendance zone is created/edited and the point of reference is present time. During Attendance Zone configuration it is also possible to specify *Max. Attendance Time* and *Min. Attendance Time*. When any of these values is exceeded by a user then such user is displayed with colour in the Attendance Monitor. If *Past Events* is selected as *Operating Mode* then the reference point can be specified in the past by selection of date and time. Therefore the first mode enables to monitor current attendance while the second enables to monitor attendance in the past (e.g. week ago).

Edit Attendance Zone		
General		
ID:	1	
Name:	Attendance Zone_1	
Backward Monitoring Time [h]:		24 🜲
Min. Attendance Time [min]:		10 🔻
Max. Attendance Time [min]:		30 🔻
Description:		^
		~
Automatic Attendance Report		~
	ok 🕑 Ok	Cancel

The monitor enables selection of users and group of users or filter. Such filter is defined by selection of *Event log* command in the top menu of VISO software and then *Event Filters* icon. The filter enables more detailed selection of access granted events to be used in the monitor.

Attendance Monitor												
												2
▲ Settings												
Where												
Attendance Zone: Att	tendance Zo	one_1	-									
Entry Points						Exit Po	pints					
ID Name			Description			ID	Name		Descrin	tion		
2 C1 Door 1 1	IN					-	3 C1 Door 1 OUT					-11
4 C1 Door 2 1	IN						5 C1 Door 2 OUT					-10
Options						Wha						
Operating Mode: Curr	rent Events		Ŧ									
Users:	Show inside	users 🖾 Show ou	tside users				Groups O Persons O Vis	itors 🔍 Asse	ts 🔍 Hiter			
						Sel	lect Objects: Garland Masha,Ca	arnay Amos,Rub	oin Stephen,Ch	ilders Adrienne,Madrid D	errick,Casillas Ahri 🔻	
											Apply	
Users inside							lsers outside					
🗂 Refresh 🚊 Rep	port				III 😊 🔛		ち Refresh 🚊 Report				II C III	-
Access User	T&A ID	Group	Access Point	Entry Time	Attendance		Access User	T&A ID	Group	Access Point	Exit Time	
					time							
[10]: Levine Mauro		(none)	[2]: C1_Door_1_IN	3/11/2020 7:24:57 AM	00:48:27		[6]: Childers Adrienne	123	(none)	[3]: C1_Door_1_OUT	3/11/2020 7:25:39 AM	
[9]: Stein Leslie		(none)	[4]: C1_Door_2_IN	3/11/2020 7:24:52 AM	00:48:32		[12]: Gip Narc		(none)	[5]: C1_Door_2_OUT	3/11/2020 8:13:06 AM	
[5]: Rubin Stephen		(none)	[4]: C1_Door_2_IN	3/11/2020 7:25:24 AM	00:48:00							
[8]: Casillas Ahriman		(none)	[2]: C1_Door_1_IN	3/11/2020 7:57:52 AM	00:15:32							
[4]: Carnay Amos		[2]: Office wor	[2]: C1_Door_1_IN	3/11/2020 7:58:12 AM	00:15:12							
[11]: Progra Drac		(none)	[2]: C1_Door_1_IN	3/11/2020 7:58:36 AM	00:14:48							
[3]: Garland Masha		[2]: Office wor	[2]: C1_Door_1_IN	3/11/2020 8:12:52 AM	00:00:32							- 8
[7]: Madrid Derrick		(none)	[4]: C1_Door_2_IN	3/11/2020 8:12:55 AM	00:00:29							
			Number of use	rs: 8					Num	ber of users: 2		

Note: Monitor window can be dragged and dropped to be displayed beyond VISO main window. Additionally, multiple monitors can be started at the same time, each for individual Attendance zone.

Evacuation Report

Automatic reporting of users as reaction on event registered in RACS 5 system is explained in AN044 application note. Such functionality is mainly dedicated for RACS 5 operation with fire alarm system and in case of emergency it enables automatic generating and sending of Evacuation Report i.e. current list of users inside Attendance Zone. The list can be sent to email address and/or printer. Virtual PDF printers are not supported in VISO.



User status monitoring

User status monitoring requires T&A Status Monitor which can be used to gather such information as where is the user (e.g. at work, on-duty exit) and what is user doing (e.g. lunch break, on call). The functioning of T&A Status Monitor is based on T&A Modes, which are also used in case of RCP Master software. T&A Modes can be automatically or manually selected by user who identifies at Access Point (reader). Apart from predefined modes such as Entry, Exit, Lunch break, etc. it is possible to define own modes in the window displayed by selection of *Time and Attendance* command in the top menu of VISO software and then *T&A Modes* icon.

T&A modes

In order to define automatic selection of default T&A Mode by user when access is granted:

- In the navigation tree of VISO software within particular MC16 access controller double click *Access Points* command.
- In the opened window select one of previously created points and then *Edit* button.
- In the next window, select *T&A Options* tab, specify required mode in *Default T&A Mode* field e.g. *Entry* and enable the option *Register T&A Event when physical access is granted*. The default mode can also be controlled by schedule so for example the same Access point can be entry point in the morning and exit point in the afternoon. The *T&A Mode* type schedule is defined by selection of *Schedules* command in the navigation tree of VISO software.
- Repeat the steps for remaining Access Points as needed.

Edit Access P	oint					
General						
ID:	2					
Name:	C1_Door_1_IN					
LCD Message:						
Keypad Shortcut:	No shortcut					-
Description:						< >
Authentication	Access Mode	Zone Options	T&A Options	Advanced Option	IS	
Default T&A Mo	de: Entry					-
T&A Mode Sche	dule: None				-	\otimes
Register T&A Ev	ent when physical	access is granted				
			6	👌 ок 🕻	Can	cel

In order to define manual selection of T&A Mode by user with function key on reader's keypad before access is granted:

- In the navigation tree of VISO software within particular MC16 access controller double click *Access Points* command.
- In the opened window select one of previously created points, in the bottom select *Function keys* tab and then *Add* button.
- In the newly opened window select the button 🔛 to indicate the location of function key.
- In the next window, in the *Name* field of *Object* area select exemplary terminal MCT12M-IO (ID=101) and *F*[1] as *Key Code* if F1 key on keypad of the reader is supposed to be used for T&A mode selection. Close the window with *OK* button.



Add Function Key			×
General			
Name:	K1_101_KEYPAD_F[1]_Normal (Short Press)		
Description:		_	^
			- 11
		_	\checkmark
Object			
Name:	MCT12M-IO v1.x_192.168.10.75_101_KEYPAD	_	- ⊗
Key Code:	F[1]		Υ.
Device:	MCT12M-IO v1.x		
Label:	KEYPAD		
Comment:	Keypad on terminal ID101		^
			\sim
Туре:	KBD 1/[16056415]: F5005F		
IP Address:	192.168.10.75		
RS Address:	101		
Additional Options			~
Event log			
	📀 ок	8	Cancel

• In the opened window select the function [153]: Set Momentary T&A Mode and select T&A mode in Parameter field e.g. [5]: Lunch Break. If no option is selected in Authentication and Authorisation Options box then no Authorizations is required and the F1 key can be used by anyone as user authentication for the key will not be necessary. Close the window with OK button.

Add Function Key				
- General				
Function Key: C1_101_KEYPAD_F[1]_Short Press			-	• 2
Function: [153]: Set Momentary T&A Mode				-
Parameter: [5]: Lunch Break				-
Register event: 🜌				
				~
-Authorisation Options -				- ^ -
User authentication required:				
Authorisation for Access Point required:				
Authorisation for Object required:				
Authorisation for Function Parameter required:				
	\bigcirc	ОК	8	Cancel

- As needed, define more keys in similar way assigning the same function [153] but with other T&A Mode in *Parameter* field. Then such keys can be used for temporary (8 sec) selection of particular T&A Mode by user.
- Additionally for each Access Point used for selection of T&A mode click *Edit* button in the top, in the opened window select the tab *T&A Options* and enable the option *Register T&A Event when physical access is granted*. If any T&A Mode is specified in *Default T&A Mode* field then it will be effective till another T&A Mode is selected with function key and then it will be restored after 8s from such key pressing. Close the window with *OK* button.



Edit Access P	bint					
General						
ID:	2					
Name:	C1_Door_1_IN	_	_		_	
LCD Message:		_	_		_	
Keypad Shortcut:	No shortcut	_	_		_	.
Description:						< >
Authentication	Access Mode Zone Options T&A Option	ions	٨d١	anced O	ptions	
Default T&A Mo	ie: Entry	_	_			.
T&A Mode Sche	dule: None	_	_	_	_	- ⊗
Register T&A Ev	ent when physical access is granted: 🛛 🖉					
		6	2	ОК	8	Cancel

Authorisations

Both mentioned above methods for T&A Mode selection and registration require additional configuration of Advanced Authorisation for function [155]: Register T&A Event and then assignment of such Authorisation to users who are supposed to generate T&A events used in T&A Status Monitor.

In order to define required Authorisation:

- In the navigation tree of VISO software expand *Authorisations* command, double click *Advanced Authorisation* command and select *Add* button in the opened window.
- In the next window select the function [155]: Register T&A Event. If the option Includes authorisations for all rules is enabled then the Authorisation will be universal in such extent that it will allow T&A registration on each Access Point in the system.
- Upload settings to controllers.
- Assign the Authorisation to users for example by means of Edit Person Online wizard which is available after selection of *Wizards* command in the top menu of VISO software.

Add Advanc	ced Authorisation		
General			
Enabled:			
Name:	T&A Events registration		
Type:	Main		Ψ.
Valid from:	[Not limited] T2:0		
Valid to:	[Not limited] T 12:0		
Description:			< >
– Details			
Refers to:	Function		-
Action:	[155]: Register T&A Event		-
– Advanced Opt	ions		~~
Includes authori	isations for all rules:		
Includes authori			
Includes authori			
	📀 ок	8	Cancel

Monitoring

The main condition for functioning of the monitor is proper registration of T&A events by users when access is granted. Then the system operator can gather information on current status of users as well as history of their statuses in a time range specified by the parameter *Backward Monitoring Time [h]*. It is also necessary to indicate Attendance zone in the monitor and users. Similarly as in case of Attendance Monitor instead of users or users groups the event filter can be selected. Such filter is defined by selection of *Event log* command in the top menu of VISO software and then *Event Filters* icon. The filter enables more detailed selection of T&A events to be used in the report.

	Status Monitor				
					•
	ottiona				
	etuigs				
wne	n	wno			
Backw	ard Monitoring Time [h]: 24	Groups O Persons O Visitors	Assats Eilter		
Whe					
		Select Objects: Garland Masha,Carnay	/ Amos,Rubin Stephen,Childers Adrienne,Madrid Derrick,	Casillas Ahriman, Stein Leslie, Levine Mauro, Progra Dra	ic,Gip Narc 🔻
Attend	Sance Zone: Attendance Zone_1				
					💲 Apply
TO.A 0	2kahunon				
1 60A 3	statuses				
- 1-	Expand All 📑 Collapse All 📑 Report				III 15 III
	ankanan a senaksen				
	Jser	▲ Date	T&A Status	Access Point	
	Jser Person: [3] Garland Masha	Date 3/11/2020 9:02:30 AM	T&A Status Entry	Access Point C1_Door_1_IN	
	Jser Person: [3] Garland Masha Person: [4] Carnay Amos	▲ Date 3/11/2020 9:02:30 AM 3/11/2020 9:02:23 AM	T&A Status Entry Entry	Access Point C1_Door_1_IN C1_Door_1_IN	
	Jser Person: [3] Garland Masha Person: [4] Carnay Amos Person: [5] Rubin Stephen	Date 3/11/2020 9:02:30 AM 3/11/2020 9:02:23 AM 3/11/2020 9:02:23 AM	T&A Status Entry Entry Entry Entry	Access Point C1_Door_1_IN C1_Door_1_IN C1_Door_1_IN C1_Door_1_IN	
•	Jser Person: [3] Garland Masha Person: [4] Carnay Amos Person: [5] Rubin Stephen Person: [6] Childers Adrienne	▲ Date 3/11/2020 9:02:30 AM 3/11/2020 9:02:23 AM 3/11/2020 9:02:16 AM 3/11/2020 9:01:27 AM	T&A Status Entry Entry Entry Entry Entry	Access Point C1_Door_1_IN C1_Door_1_IN C1_Door_1_IN C1_Door_1_IN	
•	Jser Person: [3] Garland Masha Person: [4] Carnay Amos Person: [5] Rubin Stephen Person: [6] Childers Adrienne Person: [7] Madrid Derrick	▲ Date 3/11/2020 9:02:30 AM 3/11/2020 9:02:23 AM 3/11/2020 9:02:16 AM 3/11/2020 9:01:27 AM 3/11/2020 9:02:33 AM	T&A Status Entry Entry Entry Entry Entry Entry	Access Point C1_Door_1_JN C1_Door_1_N C1_Door_1_IN C1_Door_1_IN C1_Door_1_IN	
•	Jser Person: [3] Garland Masha Person: [4] Carnay Amos Person: [5] Rubin Stephen Person: [6] Childers Adrienne Person: [6] Chadid Derrick Person: [8] Casillas Ahriman	 Date 3/11/2020 9:02:30 AM 3/11/2020 9:02:23 AM 3/11/2020 9:02:16 AM 3/11/2020 9:02:17 AM 3/11/2020 9:02:33 AM 3/11/2020 9:02:27 AM 	T&A Status Entry Entry Entry Entry Entry Entry Entry	Access Point C1_Door_1_JN C1_Door_1_IN C1_Door_1_IN C1_Door_1_IN C1_Door_1_IN C1_Door_1_IN	
•	Jser Person: [3] Garland Masha Person: [4] Carnay Amos Person: [5] Rubin Stephen Person: [5] Childers Adrienne Person: [7] Madrid Derrick Person: [8] Callias Ahriman Person: [9] Stein Leslie	▲ Date 3/11/2020 9:02:30 AM 3/11/2020 9:02:23 AM 3/11/2020 9:02:16 AM 3/11/2020 9:02:33 AM 3/11/2020 9:02:37 AM 3/11/2020 9:02:27 AM 3/11/2020 9:02:20 AM	T&A Status Entry Entry Entry Entry Entry Entry Entry Entry	Access Point C1_Door_1_IN C1_Door_1_IN C1_Door_1_IN C1_Door_1_IN C1_Door_1_IN C1_Door_1_IN C1_Door_1_IN	
•	Jser Person: [3] Garland Masha Person: [4] Carnay Amos Person: [5] Rubin Stephen Person: [5] Rubin Stephen Person: [5] Rubin Stephen Person: [7] Madrid Derrick Person: [8] Casillas Ahriman Person: [9] Stein Leslie Person: [10] Levine Mauro	▲ Date 3/11/2020 9:02:30 AM 3/11/2020 9:02:23 AM 3/11/2020 9:02:16 AM 3/11/2020 9:02:16 AM 3/11/2020 9:02:33 AM 3/11/2020 9:02:27 AM 3/11/2020 9:02:27 AM 3/11/2020 9:02:20 AM	T&A Status Entry Entry Entry Entry Entry Entry Entry Entry Lunch Break	Access Point C1_Door_1_IN C1_Door_1_IN C1_Door_1_IN C1_Door_1_IN C1_Door_1_IN C1_Door_1_IN C1_Door_1_IN	
•	Jser Person: [3] Garland Masha Person: [4] Carnay Amos Person: [5] Rubin Stephen Person: [5] Childers Adrienne Person: [6] Childers Adrienne Person: [7] Madrid Derrick Person: [9] Stein Leslie Person: [10] Levine Mauro Person: [10] Levine Mauro	▲ Date 3/11/2020 9:02:30 AM 3/11/2020 9:02:23 AM 3/11/2020 9:02:16 AM 3/11/2020 9:02:27 AM 3/11/2020 9:02:27 AM 3/11/2020 9:02:27 AM 3/11/2020 9:02:27 AM 3/11/2020 9:02:20 AM 3/11/2020 9:02:20 AM	T&A Status Entry Entry Entry Entry Entry Entry Entry Lunch Break Lunch Break	Access Point C1_Door_1_JN C1_Door_1_N C1_Door_1_N C1_Door_1_N C1_Door_1_N C1_Door_1_N C1_Door_1_N C1_Door_1_N C1_Door_1_N	
•	Jser Person: [3] Garland Masha Person: [4] Carnay Amos Person: [5] Rubin Stephen Person: [5] Rubin Stephen Person: [7] Madrid Derrick Person: [7] Kadrid Derrick Person: [9] Stein Leslie Person: [10] Levine Mauro Person: [10] Levine Mauro Person: [10] Levine Mauro	▲ Date 3/11/2020 9:02:30 AM 3/11/2020 9:02:23 AM 3/11/2020 9:02:16 AM 3/11/2020 9:02:33 AM 3/11/2020 9:02:27 AM 3/11/2020 9:02:27 AM 3/11/2020 9:02:20 AM 3/11/2020 9:01:52 AM 3/11/2020 9:01:55 AM	T&A Status Entry Entry Entry Entry Entry Entry Entry Entry Lunch Break Lunch Break Entry	Access Point C1_Door_1_IN C1_Door_1_IN C1_Door_1_IN C1_Door_1_N C1_Door_1_N C1_Door_1_N C1_Door_1_N C1_Door_1_N C1_Door_1_N C1_Door_1_N C1_Door_1_N C1_Door_1_N	

Note: Monitor window can be dragged and dropped to be displayed beyond VISO main window. Additionally, multiple monitors can be started at the same time, each for individual Attendance zone.

T&A data export to third party systems

Events which are registered in RACS 5 system can be exported to third party systems for the purpose of Time and Attendance. In such scenario, mentioned earlier T&A Modes must be applied in order to distinguish which access granting should be considered as work started and work finished.

T&A data can be exported manually to a file after selection of *Event Log* command in the top menu of VISO software, then *Event log* icon and *Export* button in the opened window. The data can also be exported automatically as *Export to T&A file* action for event [615] which is defined by selection of *Event Log* command in the top menu of VISO software, then *Event Types* icon and *Actions* tab for the event. More information on alerts and notifications is given in AN041 application note.

There are predefined T&A data formats in VISO software and it is also possible to define own format by selection of *Tools* command in the top menu of VISO software and then *T&A Formats* icon.



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