

Akuvox V7.1.1 SmartPlus Office Administrator Guide



AKUVOX SMARTPLUS USER GUIDE

Administrator

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About This Manual

This manual is intended for office administrators who need to manage personnel, visitors, access control, etc of a specific company on the Akuvox SmartPlus platform (Version 7.1.1).

For more information, please visit http://www.akuvox.com/ or consult Akuvox technical support.

What's New:

- Support registering license plates and UHF cards for personnel.
- Support the lockdown feature.
- Support checking break-in alarm and tamper alarm logs.



System Overview

Akuvox SmartPlus is a cloud-based platform where the administrator can conduct integrated management of the company.

Administrators can:

- Set up the company structure;
- Manage groups and personnel;
- Manage access credentials for visitors and couriers;
- Set up access control rules;
- Set up attendance;
- · Check various logs;
- Send messages to personnel.

Log into the SmartPlus Platform

You can log into the SmartPlus platform using the account obtained from your installer.

- 1. Open the web browser, enter the address (URL) of the SmartPlus server location in your area, and click **Enter**.
- 2. Enter your username and password.
- 3. Click Login.

Akuvox · Administrator	
Login	*
User Name	
Password	
Login	

You can click Log Out in the upper right corner to exit the system.

Akuvox	Admin Portal					_	com 👻 🛃 Log out
Dashboard	Akuvox >> Access Control >> Access Group						
2 Personnel	Name Q Search						New
👷 Visitor	Access Group ID	Name	Group	Door	Repeats	Time Duration	Actions
🕞 Access Control 🛛 🗸				No Data			

Dashboard

The functional column consisting of 7 modules allows you to manage personnel, visitors, access control, and account settings in an organized manner.



Akuvox	🔁 Admin Portal m + 😥 Log cou
Dashboard	Test >> Dashboard Click to change the administrator account's password. Change Paarword
& Personnel	Reminder Display the number of devices and personnel accounts in abnormal status.
🙎 Visitor	0 0 Here displays entry records with captured images. Office Devices 0 Inactivated Personnel Click images to enalger a
🕞 Access Control 🗸	Chek inages to enarge.
🖬 Logs 🛛 🗸	Office Information Display the overall company information, the number of groups, personnel, and devices.
📑 Attendance 🗸	
Library	Groups Personnel Devices
🗭 Messages	
	Access Authorization Statistics Door Release Statistics
	Personasel Varitor Today 30 Days No Data
	2 Display the access control statistics Display the access control statistics based on groups of people.
	1.5
	0.4
	PIN RF-Card Face App PIN RF-Card Face Call App

Module Description:

No.	Modules	Description
1	Dashboard	You can have a quick grasp of the company information.
2	Personnel	You can manage groups and personnel.
3	Visitor	You can create access credentials for visitors and couriers.
4	Access Control	 The module contains: Access Group: Define the schedule that limits entry and exit. Holiday: Define the holidays that limit entry and exit. Area Restrictions: Set the anti-passback rules for access control.
5	Logs	Check various logs including door logs, call history, captured images, and alarm records.
6	Attendance	Set up the attendance for the company.
7	Library	The storage of PIN codes and RF cards for quick and integrated management.
8	Messages	Create and send messages to specific personnel.

Groups Management

You can add, edit, and rename groups in companies.

Add/Edit Groups in a Company

On the Personnel module, click in next to the desired company name and click +New Group.
 Or, you can click Group in the target company directory and click New Group.

	Akuvox >> Personnel							
Dashboard	O Neme		Personnel	Group				
2 Personnel	C Hano							_
🙎 Visitor	* Akuvox		Name		Q Search		New 0	Group
R Access Control	* Akuvox	:		Name \$	Personnel Assigned	Created Time \$	Actions	
ag recess conter	Design	1			C MERSING AND ALL AND A			
🕞 Logs 🗸	RD	1		Design	0	2024-09-06 16:54:54	2	1
🖬 Library				RD	2	2024-09-06 16:49:24	2 1	۵.
Messages								
					Lines per page 10 \checkmark 1	> Go to 1 Go 2 In All		



2. Enter the group name.

	New Group	×
* Group Name		
		Submit

3. Click Submit.

You can click _____ to edit the desired group and its settings. See the description of each item in the below chart.

D Parthand	Akuvox >> Personnel					
Dasaboard	Q Name		Personnel Group			
Visitor	+ Akuvox		Name	Q Search		New Group
🖛 🕞 Access Control 🛛 🗸	* Akuvox Design	:	Name ¢	Personnel Assigned	Created Time \$	Actions
🖙 Logs 🗸 🗸	RD		Design	0	2024-09-06 16:54:54	2 1
F Library			RD	2	2024-09-06 16:49:24	2 1
Messages						
				Lines per page 10 \checkmark (1)	Go to 1 Go 2 In All	
Basic Info						
Group Name						
Desigh						
Settings How to display on Dir	ectory (2)					
Do Not Display						
Immune to Anti-Passb	ack 🗇					
Accessible Floors						
Please set the accessib	le floors for specific buildings.					
	~] •					
+ Add						
Access Group						New
Selected(2): Full Aco	ess Ak					
	Name		Doors	Repeats	Time Duration	
	Ak		Door-R29 - Relay1	Daily	16:42:56 - 20:54:59	
	Full Access		All Doors	Daily	00:00:00 - 23:59:59	
0.4-4						

No.	Settings	Description
1	Group Name	Name the group.
2	How to Display on Directory	 Set the directory display. Do Not Display: Neither display the group nor the personnel in it. Display as Group Only: Only display the group name. Sequence Call: You can set three sequence call numbers. When tapping the Group to call, the numbers will receive calls in order. Display Personnel Only: Personnel will all be displayed but not the group name.
3	Immune to Anti-passback	When enabled, the personnel in this group will not be limited to the anti-passback rules.
4	Accessible Floors	Set the accessible floors. The personnel can take lifts to the specified floors using access control credentials. You can select 10 floors in a building at maximum.
5	Access Group	Select the access control schedule. You can click New to create a new access group.

Personnel Management

You can add personnel one by one or in a batch to a company.

Add Personnel One by One

1. On the Personnel module, click New Personnel in the target group directory.

	Akuvox >> Personnel							
B Dashourd	O Name		Personnel					
🙁 Personnel	C. Inter		Concession of the second se					Constant and
	* Akuvox		Actions	~ Apply Active	All ~	D ~		Q Search
Access Control	* Akuvox	1						New Personnel Import
Access Connor	Design	:	ID	Nama A	Crean	L atima	Created Time &	Antions
	RD	:	10	Name +	Group	Active	Created Time +	Actions
Library						No Data		
💭 Messages								
				Lines per page	10 ~	< 1 > Go to	1 Go 0 In All	

- 2. Enter the personnel's information and set up relevant settings. See the description of each item in the below chart.
- 3. Click Next to set up the access control credentials.
- PIN: Enter the PIN code.
- RF Card: Enter the RF card code.
- Face ID: Upload the front face photo in JPG, PNG, or BMP format.
- License Plate: Enter the number that a third-party LPR camera can identify.
- UHF Card: Enter the card code that the Akuvox device ACR-CRP12 can identify.
- Long-term Vehicle: It is enabled by default. If disabled, set when the vehicle can enter and exit the parking lot.



Information		Credential
* Group		
Design ×	~	New Group
* First Name		
* Last Name		
* ID		
Email		
Mobile Number		
+1 ~		
Display in Directory 🕜		
SmartPlus Intercom Feature		
Set Valid Time 💿		

Access Type

PIN			
RF Card			
Face ID			



License Plate

License Plate	
UHF Card ①	
Long-term Vehicle	

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No.	Item Name	Description
1	Group	Select the group of the personnel. You can click New Group to create a group.
2	First Name	Enter the user's first name.
3	Last Name	Enter the user's last name.
4	ID	Enter a unique ID number for the user.
5	Email	Enter the user's email.
6	Mobile Number	Enter the user's mobile phone number.
7	Display in Directory	 Set whether to display the personnel's name on the door phone's contacts list. Note: If Do Not Display is selected on the group editing interface, the personnel will not be displayed. When the SmartPlus Intercom Feature is disabled, this setting is not valid.
8	SmartPlus Intercom Feature	If enabled, the user is allowed to use the SmartPlus App.
9	Call Type	 When the SmartPlus Intercom Feature is enabled, set the Call Type. SmartPlus and indoor monitors/guard phones: When making calls to the personnel on a door phone, the personnel's SmartPlus App and indoor monitors or guard phones will receive the call. Indoor monitors/guard phones with SmartPlus as backup: When making calls to the personnel on a door phone, the personnel's indoor monitors/guard phones will receive the call first. If the call is not answered, it will be made to the SmartPlus App.
10	Set Valid Time	Limit the personnel from opening doors and logging into the SmartPlus App in a certain period. This setting has the highest priority over other access permission settings.
11	Start Time - End Time	When Set Valid Time is enabled, specify the time range.
12	Allow Users to Create QR Code	Set whether personnel can issue temporary QR codes for visitors or couriers on their SmartPlus App.

Add Personnel in a Batch

You can import a batch of personnel data to a company for quick setup.

- 1. On the Personnel view, click Import in the target company directory.
- 2. Download and open the template. Click **Import Personnel** to upload the file after editing it and click **Import Face Data** to upload the face photos. Please follow the upload instructions on the pop-up window.



Akuvox	Admin Portal								om 👻 🛃 Log out
						port			
D Tashhoard	Akuvox >> Personnel								
e a Dashooard	CO Name				Import F	Personnel			
a Personnel	C Name				Download Import Templa	60			
👤 Visitor	* Akuvox		Active		Import F	are Data			Q Search
	* Akuvox	:							New Personnel Import
Access Control 🗸	Design	:							
🕞 Logs 🕓	RD	:		ID	Name 🌩	Group	Active	Created Time ‡	Actions
Library					Judy A	RD	Normal	2024-09-06 16:54:23	۵ 🛍
💭 Messages					Luna Z	RD	Normal	2024-09-06 16:53:29	ا ©
					Line	10 se per page	~ < 1 > 4	Go to 1 Go 2 In All	

In the template, you can see the instructions by moving the mouse cursor to a specific column name.

See the description of each item in the below chart.

A	В	С	D	E	F	G	Н	1
Group	FirstName	LastName	ID	Email	MobileNumber	TelephoneCallingCode	Smartplus Intercom Feature	CallType

J	K	L	М	N
RF Card	PIN	License Plate	UHF Card	Access Group ID

Akuvox Open A Smart World

No.	Column Name	Description
1	Group	The group of the personnel.
2	First Name	The first name of the personnel.
3	Last Name	The last name of the personnel.
4	ID	Assign a unique ID to the personnel.
5	Email	The email address of the personnel that is used to receive SmartPlus App- related emails.
6	Mobile Number	The mobile phone number of the personnel.
7	Telephone Calling Code	The telephone code for phone calls. For example, the code is 1 for the United States.
8	SmartPlus Intercom Feature	If enabled, the user is allowed to use the SmartPlus App. 0: Disabled; 1: Enabled.
9	Call Type	 Set which devices can receive a call. For example, if you select 0, the SmartPlus App will receive the call first, then the indoor monitor or the guard phone. 0: SmartPlus and indoor monitors/guard phones; 1: Phone and indoor monitors/guard phones; 2: SmartPlus and indoor monitors/guard phones, with phone as backup; 3: Indoor monitors/guard phones with SmartPlus as backup; 4: Indoor monitors/guard phones with phone as backup; 5: Indoor monitors/guard phones with SmartPlus as backup, and finally the phone.
10	RF Card	The RF card code is used to open doors. If one user has multiple cards, separate the codes by ";".
11	PIN	The PIN code is used to open doors. The length should be within 2 to 8 digits.
12	License Plate	Fill in the license plate information, multiple plate codes separated by ";". You can add up to 5 codes.
13	UHF Card	Fill in the UHF card code, multiple plate codes separated by ";". You can add up to 5 codes.
14	Access Group ID	Assign the access group ID to the user.

Edit/Delete Personnel

You can edit and delete the personnel on the Personnel module.

- Click to delete the personnel.
- Click to view and edit the personnel's information.

D Dathbard	Akuvox >> Personnel									
Dashoond	O Name		Personn	el (Group					
🙁 Personnel	C. man			_						
🙎 Visitor	* Akuvox		Active	All						Q Search
🛃 Access Control 🗸 🗸	 Akuvox Design 	:							New Personnel	Import
🛃 Logs 🗸 🗸	RD	1		ID	Name ‡	Group	Active	Created Time ‡	,	ctions
E Library				2	Judy A	RD	Normal	2024-09-06 16:54:23	0	D
Messages				1	Luna Z	RD	Normal	2024-09-06 16:53:29	0	۵.
			Ē							



Change	the	access	settinas	and	click	Edit	to	modify	the	personnel's information.

Information			
Name	Luna	Z	
ID	3242		
Group	1		
Email			
Mobile Number			
Display in Directory	On		
SmartPlus Intercom Feature	On		
Landline Number	-		
Call Type			
Valid Time			
Access Type	1999 1985		
PIN RF Card Face ID	License Plate		
			New
PIN	Created By	Created Time	Action
123456	Admin	2025-04-11 13:49:48	2 🖻
536423	Property Manager	2025-04-10 15:28:17	2 直

Access Group Management

The Access Group module allows you to create an inventory of ready-made access control schedules, which can be readily pulled out and applied for the door access control, targeting specific groups and personnel.

Reset Password Edit

Create an Access Group

1. On the Access Control module, click Access Group. Click New to create a new access group.

Dashboard	Akuvox >> Access Control >> Access Group						
Personnel	Name Q Search						New
	Access Group ID	Name	Group	Door	Repeats	Time Duration	Actions
🛃 Access Control				No Data			
Access Group							
			Lines per page 10 \sim	< 1 >	Go to 1 Go 0 In All		
🖬 Logs 🛛 🗸							
F Library							
🗭 Messages							

- 2. Name the access group and select the Repeats mode from Daily, Weekly, and Never. Daily and Weekly means the schedule will repeat every day and week.
- 3. Specify the time within which users can open doors with their credentials.
- 4. Check the relay to be triggered.

	Akuvox >> Access Control >> Access Group >>	New Access Group		
	* Name			
	Repeats			
	Daily			
ss Group	* Schedule			
	• Door			
	Location	Device Name	MAC	Status
	Building A	Door-R29	0C11050073D9	•
	Cubrent			

5. Click Submit.

Edit/Delete Access Groups

1. On the Access Group interface, click of the target access group to edit its settings and click in to delete the access group.



Dashboard	Akuvox >> Access Control >> Access Grou	р					
2 Personnel	Name Q Search						New
2 Visitor	Access Group ID	Name	Group	Door	Repeats	Time Duration	Actions
🛃 Access Control 🛛 🗠	350	Schedule 1	0	Door-R29 - Relay1	Daily	16:43:30 - 18:44:20	۰ 🖻
Access Group							
Holiday			Lines per page 10	 ✓ ✓	1 Go 1 In All		
Area Restrictions							
🖬 Logs 🗸 🗸							
🗾 Library							
🗊 Messages							

- 2. On the Access Group's Info interface, you can:
- check the access group's information.
- apply the schedule to specific groups by checking the groups and clicking . You can quickly find the desired group by entering the group name.
- remove the schedule that applies to the group by checking the group and clicking
- 3. Click Edit on the right to modify the access group's settings including name, repeats mode, and relays.

Dashboard	Akuvox >> Access Contro	ol >> Access Group >> Info	
& Personnel	Basic Information		
💂 Visitor	Access Group Name	Schedule 1	
🛃 Access Control 🛛 🗠	Repeats Time Duration	Daily 16:43:30 - 18:44:20	
Access Group	Door	Door-R29 - Relay1	
Holiday	Add Group Re	emove Group	
	Group Name	Q Search	
🕞 Logs 🗸 🗸		Group	Action
🗾 Library	1	Design	1 2
m Messages	a	RD	\oplus
	\oplus		

Holiday Access Control

You can define the holidays when personnel cannot open doors to enhance access control security.

1. On the Access Control module, click Holiday and click New on the right.

Dathboard	Akuvox >> Access Contro	ol >> Holiday		
& Personnel	Name	Q Search		New
		Name ‡	Repeat by Year	Actions
🕞 Access Control 🛛 ^		Spring Festival	On	-
	m			
Holiday				
			Lines per page 10 \checkmark C 1 \supset Go to 1 Go 1 In All	
🔜 Logs 🗸 🗸				
🐖 Library				
Messages				

- 2. Enter the holiday name.
- 3. You can set the Working Hours to allow authorized personnel to open doors. When enabled, specify the time.
- 4. You can enable **Repeat by Year** to repeat the schedule every year.
- 5. Select the year and day(s) of the holiday schedule.



Dashboard	Ak	uvox >	> Ac	cess C	Contro	ol >>	Holid	ay >> 1	New																													
🏨 Personnel	•	Holiday	Name																																			
💂 Visitor	W	/orking I	Hours	0																																		
🛃 Access Control 🛛 🗠	R	epeat by	Year																																			
Access Group	Y	ear																																				
Holiday		202	4																																			
Area Restrictions					Jan								Feb								Mar							Apr							May			
🕞 Logs 🗸 🗸		Sun	М	Tue	Wed	Thu	Fri	Sat	Su	1 3	ſТ	ue	Wed	Thu	Fri	Sat	Su	n M	м	Tue	Wed	Thu	Fri	Sat	Sur	м	Tue	Wed	Thu	Fri	Sat	Sun	м	Tue	Wed	Thu	Fri	Sat
🗐 Library		31	01	02	03	04	05	06	28	2	9 3	0	31	01	02	03	25	2	26	27	28	29	01	02	31	01	02	03	04	05	06	28	29	30	01	02	03	04
💬 Messages		07	08	09	10	11	12	13	04	0	5 0	6	07	08	09	10	03	0)4	05	06	07	08	09	07	08	09	10	11	12	13	05	06	07	08	09	10	11
		14	15	16	17	18	19	20	11	1	2 1	3	14	15	16	17	10	1	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
		21	22	23	24	25	26	27	18	1	9 2	0	21	22	23	24	17	1	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25

Area Restrictions

This feature strictly controls the entry and exit of users. Users can only enter and exit the specific area through the designated doors.

- 1. On the Access Control module, click Area Restrictions.
- 2. Click New on the right to set up the restriction rule. See the description of each column in the below chart.

Dashboard	Akuvox >> .	Akuvox >> Access Control >> Area Restrictions										
2 Personnel						New						
 & Visitor		Name	Anti-passback	Current Occupancy (7)	Blocked People	Actions						
🖃 Access Control 🗠												
Access Group				Too Lista								
Holiday	Ē											
Area Restrictions				Lines per page 10 \sim < 1 > Go to 1 Go 0 In All								
🛃 Logs 🗸 🗸												
Library												
🗭 Messages												

- 3. Enter the area name.
- 4. Select the entry and exit doors. With anti-passback disabled, there is no strict control over users exiting through the exit door. Users can exit through the entry door.
- 5. When the anti-passback feature is enabled, users must first enter, and then exit the area through designated doors.

Note

- Anti-passback also prohibits users from entering the area by following others. Users can only use their credentials to open the entry and exit doors once respectively.
- For example, if the user follows someone else through the door, the next time he/she cannot swipe his/her card to open the Entry/Exit door.

a. Set the time when the anti-passback feature is effective.

b. Select the action taken by the door phone when the user uses credentials to open the entry or exit door twice.

-Deny Access: The user cannot open the door.

-Log violations only: The door can be opened and the door opening will be recorded in the door log.

3. Set the User Timeout within which users cannot open the same door twice. Only after the time limit, can the user open the door again.

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Area Name	
Entry Doors	
	~
Exit Doors	
	~
.nti-passback	
chedule 🕐	
Always	~
Vhen Re-entry or Re-exit ①	
Deny Access 💿 Log violations only	
Jser Timeout ③	
1 hour	~

No.	Column Name	Description
1	Name	The area name
2	Anti-Passback	Display whether the anti-passback feature is enabled.
3	Current Occupancy	Display the number of personnel entering and exiting the area, only effective when the anti-passback feature is enabled.
4	Blocked People	Display the number of personnel and couriers that are denied access in the area. It is only effective when the anti-passback feature is enabled and Deny Access is selected as the action for When Re-entry or Re-exit .
5	Actions	You can edit the rule or remove it.

Attendance

The SmartPlus Cloud version 7.0.1 brings the attendance feature. You can:

- set up independent attendance for each company;
- designate specific device relays as the attendance points;
- flexibly make timetables and schedule shifts;
- record leaves and attendance easily.

Select Attendance Points

You can select specific relays of door phones/access control terminals as the attendance points. Every successful relay trigger means a clock-in/out.

1. On the Attendance > Attendance Point module, click New on the right.



Dashboard	Test >> Attendance >> Attendance Point		
Le Personnel	Name	2 Search	New
2 Visitor	Name	Door	Action
🛃 Access Control 🗸 🗸	Attendance Point	R29 - Relay 1	2 🗓
🕞 Logs 🗸 🗸	a		
Attendance ^			
Attendance Report		Lines per page $10 \sim \langle 1 \rangle$ Go to 1 Go 1 In All	
Attendance Point			
Timetable			
Leave Management			
Leave Type			
Shift			
Shift Schedule			

- 2. Name the attendance point.
- 3. Select the door phone's relay.

* Attendand	e Point Name		
	of a party i dance		
* Door			

Set up Timetables

There are two timetable modes, fixed and flexible. You can choose the mode based on the company's working schedule.

1. On the Attendance > Timetable module, click New on the right.

Dathbard	Test >> Attend	lance >> Timetable			
 Personnel 	Name		Q Search		New
2 Visitor		Name	Work Time	Valid Check Time	Action
🛃 Access Control 🛛 🗸		Timetable 1	09:00 - 18:00	08:00 - 18:00	2 🖻
🖙 Logs 🗸 🗸	m				
📰 Attendance 🗠					
Attendance Report			Lines per page 10 \checkmark K	Go to 1 Go 1 In All	
Attendance Point					
Timetable					
Leave Management					

- 2. Name the timetable.
- 3. Select the timetable template type:
- Fixed: Employees commute at fixed times like a 9-to-5.
- Flexible Free: Employees work a certain number of hours without clocking in and out at fixed times.



* Timetable Name		
Template Type 💿		
Fixed		10
Schedule 1 ⑦		
* Start Work Time		
© 09:00		
* End Work Time		
④ 18:00		
* Valid Check Time ⑦		
© 08:00	- 🕒 18:00	
Auto Deduct Break Time		
Break Time		
© 12:00	- 🕒 13:00	
+ Add Schedule		
Allow Late Arrival(Minutes) ③)	
0		
Allow Early Out(Minutes) 💿		
0		



Fixed Timetable							
Item Name	Description						
Schedule 1-3	You can specify up to three working periods. The working hours can span over two days such as from 6:00 p.m. to 7:00 a.m. the next day.						
Valid Check Time	Employees can only clock in/out within this period.						
Auto Deduct Break Time	When enabled, you can specify a break time. When calculating the total working hours of employees, the system automatically subtracts the break time.						
Allow Late Arrival(Minutes)	If late arrivals are allowed in the company, specify the time. Employees will not be recorded as tardy in the attendance report if the time they are late does not exceed this limit.						
Allow Early Out(Minutes)	If early out is allowed in the company, specify the time. Employees will not be recorded as leaving early in the attendance report if the time they leave early does not exceed this limit.						

Example: If you set the start time to 8:00 a.m., the end time to 5:00 p.m., the valid check time from 7:00 a.m. to 6:00 p.m., the break time from 12:00 a.m. to 1:00 p.m..

Employees can only clock in after 7:00 a.m. and out before 6:00 p.m. They can have a lunch break from 12:00 a.m. to 1:00 p.m.

Flexible - Free							
Item Name	Description						
Working Hours Per Day	Specify the working hours of employees.						
Start Time of Timetable	Specify the time after which employees can clock in.						
Example: If you set the working hours to 8 hours, and the start time to 7:00 a m. Employees can clock in							

Example: If you set the working hours to 8 hours, and the start time to 7:00 a.m. Employees can clock in after 7:00 a.m. and cannot start clocking out until 3:00 p.m. Otherwise, they will be recorded as early leave.

Set up Shifts

You can decide how to repeat the timetables in one day, a week, or a month by setting up shifts.

1. On the Attendance > Shift module, click New on the right.

Dashboard	Test >> Atte	ndance >> Shift			
2 Personnel	Shift		Q Search		New
2 Visitor		Shift	Number of Cycle	Repeats	Actions
🖬 Access Control 🛛 🗸		1	1	Daily	2 🛍 💿
🖬 Logs 🛛 🗸	Tât I				
🕞 Attendance 🔷					
Attendance Report			Lines per page 10 \checkmark (Go to 1 Go 1 In All	
Attendance Point					
Timetable					
Leave Management					
Leave Type					
Shift					
Shift Schedule					

- 2. Select the repeat mode.
- Daily: The timetable is effective immediately.
- Weekly: Arrange timetables for a week.
- Monthly: Arrange timetables for a month.
- 3. Select the Number of Cycle. You can select 31 days, 52 weeks, or 12 months.
- 4. Click the desired timetable. The blue background color indicates it is chosen.
- 5. Click the desired date and the timetable name will display.

* Shift Name							
Timetable ⑦ Name	Q Search			Repeats Daily		Number of Cycle	1 ~
Name	Work Time	Valid Check Time		Cycle		Time	
Timetable 1	09:00 ~ 18:00	08:00 ~ 18:00		1	[Timetable 1	
Lines per page 10	× < 1 >	Goto 1 Go 1 In All	>>>				

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Arrange Shifts to Personnel

You can arrange the configured shifts for personnel.

1. On the Attendance > Shift Schedule interface, click New.

Dashboard	Test >> Atter	dance >> Shift Schedule					
🏨 Personnel	Group Al	1 ~ Q	Search				New
		Personnel ID	Personnel	Group	Shift	Valid Time	Action
📾 Access Control 🗸	1.44	1 Clouder 1D		oreap			
🕞 Logs 🗸 🗸	<u>п</u>	123123	Luna Z	1	1	2024-11-25 - 2024-11-28	2 🗓
🐼 Attendance 🗠							
			Lines per	page 10 ~ 1	> Go to 1 Go	1 In All	
Shift Schedule							
Library							

- 2. Select the shift type. The temporary type has higher priority over the normal. It can be chosen when arranging for personnel to work overtime temporarily.
- 3. Select the personnel.
- 4. Select the shift. You can click \odot to view the shift.
- 5. Select the Valid Time within which the shift schedule is effective.

Туре 🕐				
Normal				
* Personnel				
Alternative	Selected (1)			
Q Name	ID	Name	Group	Action
~ 1	123123	Luna Z	1	匝
🔽 Luna Z				
* Shift				
		~		
* Valid Time ⑦				
-				
Submit				



After arranging shifts, you can modify or delete them by clicking \nearrow and m respectively.

Company	All	V Q Search					New
	Personnel ID	Personnel	Group	Company	Shift	Valid Time	Action
	123123	Luna Z	1,	Test	1	2024-11-26 - 2024-11-29	2 🖻

Manage Leave Type

You can add, edit, and delete various leave types for leave management.

On the Attendance > Leave Type module, you can check the system-generated leave types which cannot be modified or deleted.

1. Click New to add a new one.

Dashbaard	Test >>> Attendance >>> Leave Type			
 Basiloualu Personnel 	Leave Type Q. Search			New
2 Visitor		Leave Type	Actions	
Access Control ~		Others	-	
🕞 Attendance 🛛 🔿		Business	-	
Attendance Report		Funeral Leave	-	
Attendance Point		Annual Leave		
Timetable		Child Care Leave		
Leave Management		Maternity Leave	<u>م</u>	
Shift		Paternity Leave	-	
Shift Schedule		Sick Leave	-	
🗾 Library		Casual Leave	-	
🗊 Messages				
		Lines per page 10 V C 1 C Go to 1 Go 9 In All		

2. Name the leave type.

	New Leave Type		×
* Leave Type			
		Cancel Submi	Ì

3. Click Submit.

Manage Leaves

You can manage leaves and check leave reports on the Attendance > Leave Management module.

1. Click New on the right.



Dashboard	Test >> Atter	idance >> Leave Manager	ment						
Personnel	Leave Type	All	 ✓ Group All 	Q Search					New
2 Visitor									
🕞 Access Control 🗸		Personnel ID	Name	Group	Start Time	End Time	Leave Type	Remarks	Actions
🕞 Logs 🗸 🗸					No Data				
🕞 Attendance 🛛 🗠	Ē								
Attendance Report				Lines per page 10	✓ < 1 >	Go to 1 Go	0 In All		
Attendance Point									
Timetable									
Leave Management									
Leave Type									
Shift									

- 2. Search for or select the personnel.
- 3. Select the Leave Type.
- 4. Set the Leave Time.
- 5. You can add some remarks to the leave.

* Personnel				
Alternative	Selected (0)			
Q Name	ID	Name	Grou	0
> 🗆 1		No Da	la	
estre Time				
Casual Leave	~			
Start Time				
③ 2024-11-26 08:00				
End Time				
④ 2024-11-26 23:59				
Remarks				
	0/255			

Submit

Check and Export Attendance Reports

New attendance records are generated during off-peak hours each day and updated each time attendance changes.

On the Attendance > Attendance Report module, you can check the latest daily or monthly reports by clicking Refresh on the right.

 Dashboard Personnel Visitor 	Test	>> Attendance >> At ally Report Mont ctions	tendance Repo	rt	Apply Date	2024-11-26	Group All		Status /	11	 ✓ Q Sean 	ch Refresh	Export	
🕞 Access Control 🗸 🗸		Personnel ID ‡	Name	Group	Status	Recheck In/Out	Valid Check Time	Date	Shift	Check In Time	Check Out Time	Duration Worked	Actio	ns
🔜 Logs 🗸 🗸	0	123454	11	1	No Shift	In	2024-11-26 00:00 - 2024-11-26 23:59	2024-11-26	-	2024-11-26 09:00		00:00	ا ھ	
Attendance ^		123123	Luna Z	1	Normal	In Out	2024-11-26 08:00 - 2024-11-26 18:00	2024-11-26	Shift	2024-11-26 09:00	2024-11-26 18:00	08:00		•
Attendance Point					La	nes per page 10	< ↓ Gote	1 G	2 In A					



Test2	>> Attendance >> 2	Attendance Re	eport		
Da	ily Report Mon	thly Report		Date	
				2024-11-26 - 2024-11-26	
				* Fields To Export	Q Search Refresh Export
				Personnel ID	1
	Personnel ID ‡	Name	Group	Name Shift Check In Time Check	Out Time Duration Worked Action
				Group	
	123454		1	Company -26	00:00
				Date	
		Luna Z	1	Status -26 Shift	00:00 👁 L
				Leave Type	
				Shift 2 In All	
				Check In Time	
				Check Out Time	
				Start Work Time	
				End Work Time	
				Antendance Desting Worked	
				2 Over Time	
				Z Leave Early	
				Ask For Leave	
				Absent	
				Cancel Export	

Click Export on the right to download the report. You can select items to be exported and define the period.

Daily					
Item Names	Description				
Personnel ID	Display the personnel ID.				
Name	Display the personnel name.				
Group	Display the group of the personnel.				
Status	Display the following status: Normal, Absent, Late, Leave Early, Ask For Leave, Holiday, and/or No Shift.				
Recheck In/Out	Display the attendance correction records. See details in the Attendance Correction section.				
Valid Check Time	Display the period within which employees should clock in/out.				
Date	Display the date.				
Shift	Display the shift name.				
Check In Time	Display the clock-in time.				
Check Out Time	Display the clock-out time.				
Duration Worked	Display the working time precise to minutes. 10:00 means 10 hours.				
Actions	 Click to view the monthly report in a graphical form. Click to perform attendance correction. 				



	Monthly
Item Names	Description
Personnel ID	Display the personnel ID.
Name	Display the personnel name.
Group	Display the group of the personnel.
Month	Display the month.
Duration Worked	Display the working time precise to minutes. 10:00 means 10 hours.
Over Time	Display the overtime precise to minutes. -10:00 means 10 hours.
Late	Display the times of being late.
Absent	Display the times of being absent.
Ask For Leave	Display the times of asking for leave.
Actions	 Click to view the monthly report in a graphical form.

Attendance Correction

When employees work on time but forget to clock in/out, you can correct the attendance for them.

In this case, the Status column will display Absent and the Recheck In/Out column display "---".

- 1. Check a log and select Recheck In/Out in the action box.
- 2. Click Apply. Or, you can click in of the target log.

	Test2	>> Attendance >>	Attendance H	Report									
Devices	Da	ily Report Mor	nthly Report										
Company	Re	check In/Out			~ Арруу	Date 🛛 2024-11	1-26	Company All	 Status 	All	~ Q Sear	ch Refresh	Export
E Personnel													
L Visitor		Personnel ID ‡	Name	Group	Company	Status	Recheck In/Out	Valid Check Time	Date Sh	ift Check In Time	Check Out Time	Duration Worked	Actions
🛃 Access Control 🛛 🗸		123454	11	1	Test	No Shift	-	2024-11-26 00:00 - 2024-11-26 23:59	2024-11-26			00:00	۲
🖬 Logs —		123123	Luna Z	1	Test	Absent		2024-11-26 08:00 - 2024-11-26 18:00	2024-11-26 Shi	n		00:00	•
🏚 Admin													
Attendance ^						Lines per page	e 10	< 1 > Go to 1	Go 2 In A	Ш			
Attendance Report													
Attendance Point													
Timetable													
Leave Management													

3. Correct clock-in and/or clock-out.

Re	check In/Out ×
Recheck In	
Recheck Out	
	Canad

4. Click Submit. The Status will change to Normal.



Visitor Management

You can set up access credentials for visitors and delivery personnel.

Access Credentials for Visitors

You can create temporary PIN codes along with QR codes for visitors, set the time when the credentials are valid, and select the door to be opened.

1. On the Visitor module, click New on the right.

EQ parthand	Akuvox	>> Visitor								
Dashboard	Temp I	Keys Deliv	ery Auth							
Personnel	Name			Q Search						New
💂 Visitor										
🛃 Access Control 🛛 🗸		Name 0	Key	QR Code	Validity Times Per Device	Repeats	Created By	Start Time	End Time	Actions
🛃 Logs 🛛 🗸		V1	99493757			Daily	Luna	18:19:08	20:19:08	<i>(i)</i> 🗇
🗾 Library				07.25						
💭 Messages	D									
					Lines per page 10	Go to 1	Go 1 In All			

- 2. Enter the visitor's name.
- 3. [Optional]Set a unique ID for the visitor.
- 4. Specify the time within which visitors can open doors by selecting the Repeats mode from Daily, Weekly, and Never.
- Daily and Weekly means the schedule will repeat every day and week.
- 5. Set the **Validity Times Per Device** when you select the **Never** Repeats mode.

For example, if you enter 1 and check three door phones, the visitor can use the credential to open doors three times.

In other words, the validity times of credentials = Validity Times Per Device x The number of door phones selected.

- 6. Enter the visitor's email address in the Delivery Method to receive the temporary key.
- 7. Check the door(s) to be opened by the visitor.

* Name				
ID Number				
Reneats				
Never				
* Begin Time				
③ 2024-09-11 17:03:28				
* End Time				
* Validity Times Per Device				
Delivery Method				
* Dese				
- 100r				
Location	Device Name	MAC	Status	Relay
Building A	Door-R29	0C11050073D9	•	Relay1
Submit				

8. Click Submit.

After creating the temp key, you can check the details of the temp key by clicking m and delete it by clicking m.

Darkhoard	Akuvox >> Visitor								
Dashboard	Temp Keys Deliver	ry Auth							
Personnel	Namo		O Search						Many
💂 Visitor	Norre		Q boardin						
🛃 Access Control 🛛 🗸	Name ‡	Key	QR Code	Validity Times Per Device	Repeats	Created By	Start Time	End Time	Actions
🛃 Logs 🗸 🗸	- V1	99493757			Daily	Luna	18:19:08	20:19:08	0 🖬
Library									
🗭 Messages									
				Lines per page 10 ~ 1	Go to 1	Go 1 In All			

Akuvox Open A Smart World

Name	V1
ID Number	
Created By	Luna
Key	99493757 View Door Logs
Repeats	Daily
Start Time	18:19:08
End Time	20:19:08

On the temp key's information interface, you can click View Door Logs to check the door-opening record.

Access Credentials for Delivery Personnel

You can create PIN codes and RF card credentials for delivery personnel, with which they can access the designated place such as the package room.

1. On the Visitor module, click Delivery Auth and click New on the right.

BD a 11 1	Akuvox >>	Visitor					
Dashboard	Temp Keys	Delivery Auth					
2 Personnel			O front				New
2 Visitor	Name		Q search				INEW
🔄 Access Control 🗸		Name ‡	Access Control	Access Group	Accessible Floors	Created Time	Action
🛃 Logs 🗸 🗸	d i	Wang	PIN:3456789 RF Card:34567	Ak		2024-09-10 09:43:32	2 🛍
Library							
🗊 Messages							
			Lines per pa	ge 10 ~ < 1 >	Go to 1 Go 1 In All		

- 2. Enter the deliveryman's name.
- 3. Enter the PIN code and/or the RF card code. The PIN code should be within 2 to 8 digits not starting with "9".
- 4. Set the accessible floors. The deliveryman can take lifts to the specified floors using access control credentials. You can select 10 floors in a building at maximum.
- 5. Check the schedule for when the deliveryman can open the door. You can also click **New** to create a new schedule.

* Name				
PIN				
RF Card				
Accessible Floors				
Please set the accessible :	floors for specific buildings.			
	× • •			
+ Add				
* Access Group				New
Selected(0):				
	Name	Doors	Repeats	Time Duration
	Schedule 1	Door-R29 - Relay1	Daily	16:43:30 - 18:44:20
Submit				

6. Click Submit.

After creating the credential, you can modify it by clicking and delete it by clicking in .



II Data and	Akuvox	>> Visitor								
Dasnooard	Temp H	Ceys Deliver	y Auth							
Personnel	Name			Q Search						New
🙎 Visitor										
🛃 Access Control 🛛 🗸		Name ¢	Key	QR Code	Validity Times Per Device	Repeats	Created By	Start Time	End Time	Actions
🖬 Logs 🗸 🗸		V1	99493757			Daily	Luna	18:19:08	20:19:08	0 🖻
🗐 Library										
Dessages										
					Liner per page	Colo 1				
					rance ber buller	0010				

Lockdown

The lockdown feature keeps a door locked. It can be used to keep threats out in dangerous situations.

Doors under lockdown cannot be opened by common access methods such as users' credentials and exit button.

- 1. Click Lockdown at the top of any interface.
- 2. Click Lockdown On to lock all doors; click Lockdown Off to release all doors.

Akuvox	Admin Portal		Lockdown - 🛃 Log out
Dashboard	Test >> Dashboard		
🙁 Personnel	Reminder		Entry Record
Visitor	0 Offline Devices	0 Instituated Personnel	
🛃 Access Control 🗸		Lockdown ×	
E Logs ~	Office Information		
E Library	1 Groups	Doors under lockdown: 0 / 0	
🗭 Messages		All Doors Lockdown On Lockdown Off	
	Access Authorization Statistics		
	Personnel Visitor	Today 30 Days	No Data

When users try to open doors in lockdown, devices with screens will display "Property Under Lockdown" and announce alarm; devices without screens will shine blue indicator light and announce alarm.

Logs

You can check and export door logs, call history, images captured, arming alarm, door opened timeout, tamper alarm, and break-in alarm logs in the Logs module.

Door Logs

Door logs have 7 types. You can narrow your log check by the specific time range with parameters: **Device Name**, **Initiated by, Access Methods,** and **Company** for the targeted search.

- All: Display all door logs;
- Call: Display the SIP/IP-based calls initiated on the door phone, indicating when, where, and to whom the calls are made.
- Door Release: Display when, where, and by whom the door openings are made (be it failure or success).
- Entry: Display the valid door-opening records of entering without disobeying the area restriction rules.
- Exit: Display the valid door-opening records of exit without disobeying the area restriction rules.
- Entry Violation: Display the door-opening records of entering that violate the area restriction rules.
- Exit Violation: Display the door-opening records of exits that violate the area restriction rules.



II postouri	Akuvox >> Logs >> Logs							
Dassiovaru	Door Logs Call History	Capture						
Levisitor	Door logs will be kept for 30 days.							
🛃 Access Control 🛛 🗸	Log Type: All	Date: O Search Export Logs		Device Name		Action:	All	
🛃 Logs 💦 🔿		C source and						
Logs	Happened On	Door	Initiated By	Log Type	Action	Key	Response	Capture
Alarm Records				No Data				
Library			Lines per page 10			In All		
Messages			and to be a					

Call Logs

You can check when and by whom the SIP calls are made and received. Moreover, you can set the time range or enter the caller or receiver to check the targeted call information.

Dachboard	Akuvox >> Logs >> Logs							
Dasnovaru	Door Logs Call History	Capture						
Personner	Door logs will be kept for 30 days.							
Visitor	Log Type: All \sim	Date: 💿	• 0	Device Name 🗸 🗸		Action: All		
Access Control	Key:	Q Search Export Logs						
Logs ^								
Logs	Happened On	Door	Initiated By	Log Type	Action	Key	Response	Capture
Alarm Records				No Data				
Library			Tinu narena 10		1 0- 05-48			
💬 Messages			vince her hello	0010	, 30 0 mAn			

Captured Images

Image capturing is either initiated manually by users or by the property management staff. You can check when, where, how, and by whom the images are captured. You can click the image in the **Capture** column to see a larger picture.

 Dashboard Personnel Visitor 	Akuvox >> Logs Logs Door Logs Call History Door logs will be kept for 30 days. Log Type: All	Capture Date: ©	. 0	Device Name		Action:	All	
🛃 Access Control 🖂	Key:	Q Search Export Logs						
Logs	Happened On	Door	Initiated By	Log Type	Action	Key	Response	Capture
				No Data				
Library								
Messages			Lines per page 10	✓ C 1 → Got	o 1 Go 0	in All		

Arming Alarms

You can check the alarm logs in the sub-module Alarm Records of Logs. Narrow the search by entering a specific time.

Darkhand	Test >> Logs >> Alarm Records			
Dashooard	Arming Alarm Door Opened Timeout Tamper Ala	rm Break-in Alarm		
Sersonnel	Alarm Time 🕓 - 🕓	Q Search Export Logs		
🛣 Visitor				
🛃 Access Control 🗸	Alarm Time	Location	Device	Information
🖬 Logs 🛛 🔿		No Data		
Logs				
Alarm Records		Lines per page 10 \checkmark 1 \Rightarrow	Go to 1 Go 0 In All	
🕞 Attendance 🗸 🗸				
Library				
🗭 Messages				

Door Opened Timeout Logs

When the door-opening time exceeds a certain limit, the alarm will be triggered and recorded.

You can check the logs in the sub-module Alarm Records of Logs. Narrow the search by entering a specific time.



Darkhand	Test >>> Logs >>> Alarm Records		
Dasnooard	Arming Alarm Door Opened Timeout	Tamper Alarm Break-in Alarm	
Personnel	Alarm Time 🕓	- O Q Search Export Logs	
Visitor			
Access Control 🗸	Alarm Time	Location	Door
Eð Logs 🔷 🗠		No Data	
Logs			
Alarm Records		Lines per page 10 \checkmark (1) Go to 1 Go 0 In All	
Attendance ~			
🗾 Library			
Messages			

Tamper Alarm

When the device's tamper alarm is triggered, the alarm will be recorded on the cloud.

You can check the logs in the sub-module Alarm Records of Logs. Narrow the search by entering a specific time.

Dashboard	Test ≫ Logs ≫ Alarm Records Arming Alarm Door Opened Timeout Tamper Alar	m Break-in Alarm	
PersonnelVisitor	Alarm Time 💿 - 💿	Q Search Export Logs	
🛃 Access Control 🗸	Alarm Time	Location	Device Name
🖬 Logs 🛛 🔿		No Data	
Logs Alarm Records		Lines per page 10 \checkmark (1 \Rightarrow Go to 1	Go 0 In All
🛃 Attendance 🗸			
Library			
Messages			

Break-in Alarm

When someone forcibly opens doors, the break-in alarm will be triggered and recorded on the cloud.

You can check the logs in the sub-module Alarm Records of Logs. Narrow the search by entering a specific time.

Deshipperd	Test >>> Logs >>> Alarm Records		
Parsonnal	Arming Alarm Door Opened Timeout Tamper	Alarm Break-in Alarm	
Visitor	Alarm Time 💿 - 💿	Q Search Export Logs	
🛃 Access Control 🖂	Alarm Time	Location	Door
🛃 Logs 🔷 🔿		No Data	
Logs			
Alarm Records		Lines per page 10 \checkmark < 1 \Rightarrow Go to 1 Go 0 ln All	
🖙 Attendance 🗠			
🔽 Library			
🗭 Messages			

Library

You can check, modify, and delete all types of created PIN codes and RF Cards conveniently at one stop. On the Library module, click to modify the PIN code or RF card code. Click to remove the code.

BR	Akuvox >>	Akuvot >> Library									
Dashboard	PIN	70N RF Card									
2 Personnel	Group A	1	PIN ~	Q Search							
Visitor											
Recess Control 🗸		PIN	Personnel	Group	Created Time	Actions					
🖙 Logs 🗸 🗸	0	3456789	Wang	-	2024-09-10 09:43:32	2 🛍					
Library	0	2345	Judy A	RD	2024-09-06 16:54:23	2 🖻					
-		12345	Luna Z	RD	2024-09-06 16:53:29	2 🖻					
	1										
			Lines per page 1	0 × 1 >	Go to 1 Go 3 In All						



Messages

You can create, send, and check messages.

You can create one-time messages or reusable message templates for your convenience.

1. On the Messages module, click New on the right.

Dashboard	Akuvox >> Messages					
A Personnel	Message \vee	Q Search				New
2 Visitor	Title	Message	Receiver	Type of Receiver	Created Time	Actions
🕞 Access Control 🗸			No Data			
🛃 Logs 🗸 🗸						
🐔 Library						
💬 Messages		Lines per page 10	✓ < 1 → Go to 1	Go 0 In All		
2 S.						

2. Enter the message title and content directly to create one-time messages. Select the receiver type.

To create reusable message template(s), you can click Add a Template and enter the template name, title, and content.

You can edit or delete the template after creating it.

	1	Ø	٥	+ Ad	d a Templat	е
Title						
Content						

3. Select the personnel to receive the message.

Q Name	Name Inactivated apps w	✓ ✓ Ill be ignored when sending mes	Q Search			
Akuvox		ID	Name	App Status	Group	Company
		1	Luna Z	Normal	RD	Akuvox
		2	Judy A	Normal	RD	Akuvox
		Lines per page	10 ~ <	1 > Go to 1	Go 2 In All	

4. Click Submit.

After the message is created, you can click not be the message details and click not remove it.

Contact Us

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



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We highly appreciate your feedback about our products.

