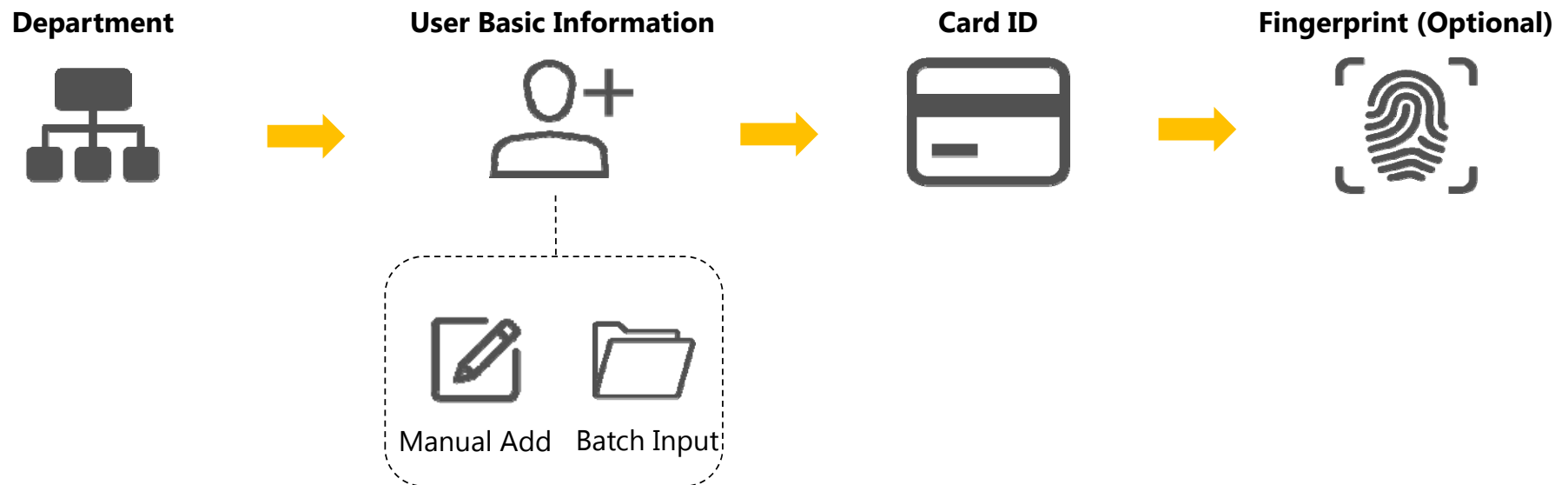


How to manage users

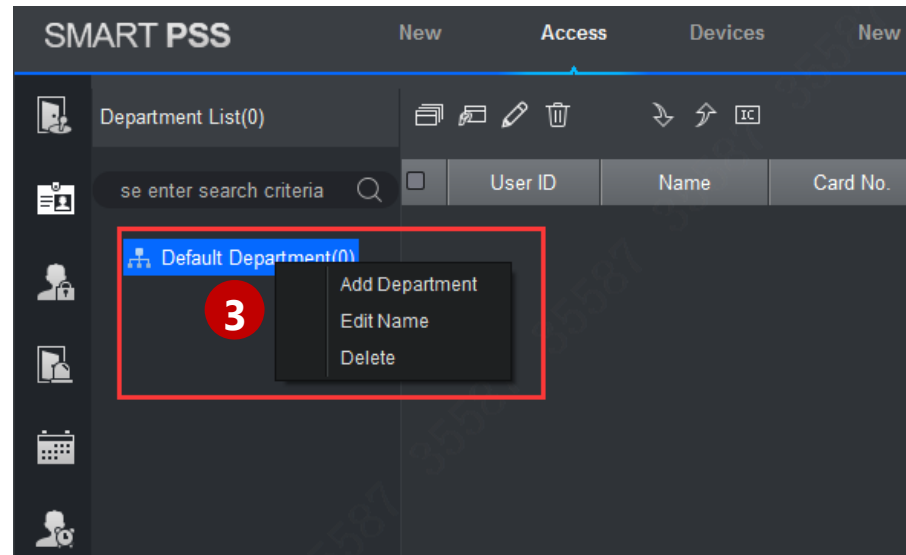
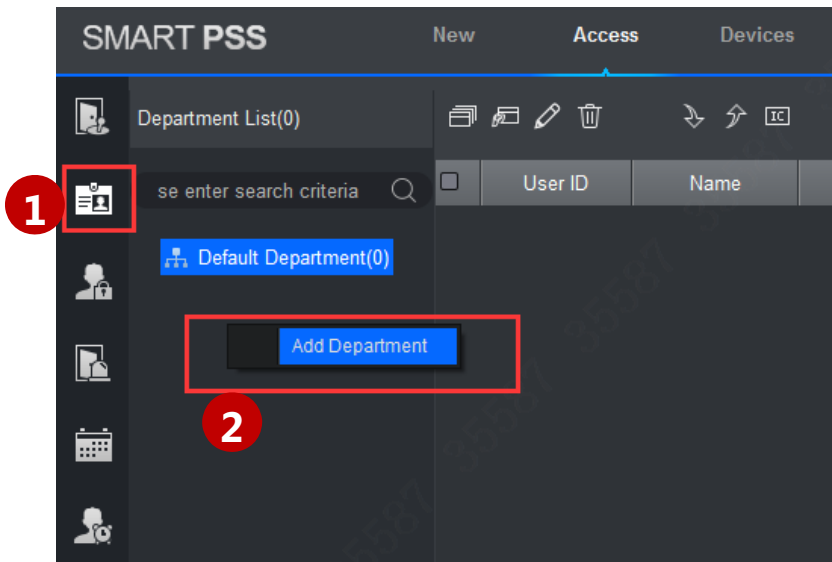
Equipment Model	Firmware	Course Version	Date
DH-ASC1204B-S	General_ASC1204B_MCU_V1.103.0000.0.R.20170527	V1.0	2017/10/30
ASR1102A(V2)	General_ASR1102A_MCU_V2.003.0000.0.R.20170421		
ASR1102A-D(V2)	General_ASR1102A-D_MCU_V2.003.0000.0.R.20170421		
SmartPSS	V 2.01.0		


Overview

- First of all, you should set the department. Then you can manually add user or batch input user information includes user name, department and user ID. Then you can allocate card ID to each user. Also you can enroll each user's fingerprint information.



How to Configure Department



- ① Click 
- ② At blank area, **right click** to add new level 1 department.
- ③ Move the cursor to the level 1 department, **right click** to add new sub level department.

Note: Name of departments at same level cannot be repeated.


How to Add User Information



The screenshot shows the SMART PSS interface. At the top, there are tabs for 'New', 'Access', and 'Devices'. A red circle with the number '1' points to a button with a document icon. Below this is a table with columns: 'User ID', 'Name', 'Card No.', 'Card Type', 'Department', and 'Fingerprint Count'. A red circle with the number '2' points to the 'Add User' dialog box. The dialog box has three tabs: 'Basic Info', 'Fingerprint Info', and 'Details'. The 'Basic Info' tab is active and contains the following fields: 'User ID' (35587), 'Name' (Gloria), 'Department' (Dahua Company), 'Card No.' (Card Reader not ready!), 'Card issuer' (dropdown), 'Card Type' (General Card), 'Card Password', 'Unlock Password', 'Number of Use' (200), 'Valid Time' (2017/11/7 0:00:00 to 2027/11/7 23:59:59), and '3653 Days'. There is also an 'Upload Picture' button and a note: 'Image Size: 0 ~ 120KB'. At the bottom of the dialog are buttons for 'Continue to Add', 'Finish', and 'Cancel'. A note at the bottom of the dialog says 'Make sure reader and card are in agreement.'



Manual Add

- ① Click  to manual add user info.
- ② Enter User ID, Name and other information.

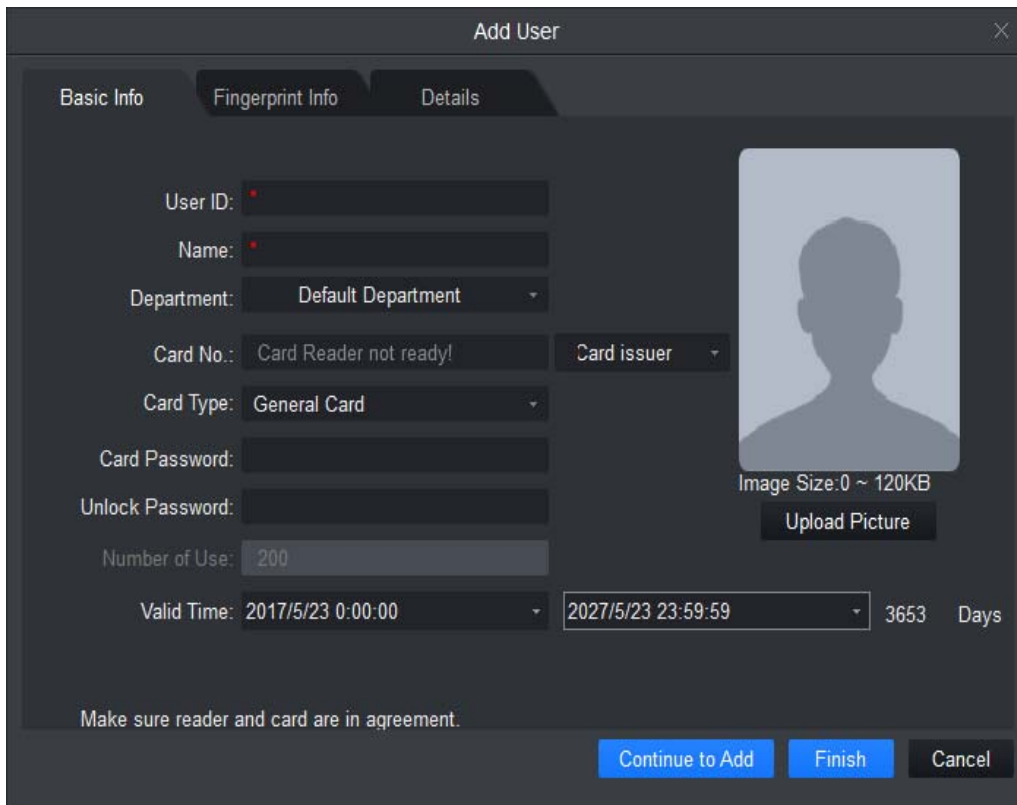
Note: The introduction of each items of user basic information refers to the next page.

How to Add User Information

Add User Basic Information

Issue Card

Enroll Fingerprint



User ID: 【mandatory】

Name: 【mandatory】

Department: 【Auto】

Card no.: input by card reader and manually

Card type: general card, VIP card, guest card, blacklist card, patrol card, and duress card

Unlock password: only used for unlock via password

Card password: used for card+ password unlock

Number of use: only for guest card

Validity: card validity, 10 years by default

Picture: user photo, max 120K

Note:

Card no. and user ID cannot be repeated.

How to Add User Information

Add User Basic Information

Issue Card

Enroll Fingerprint

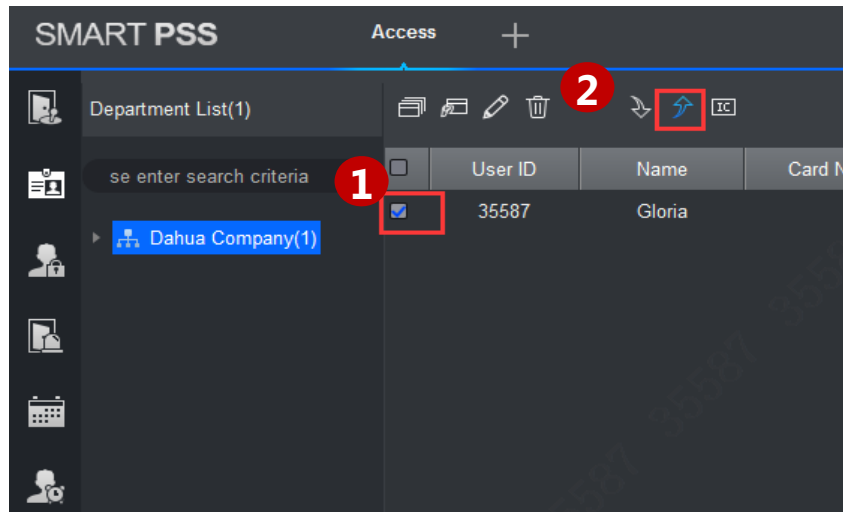


Batch Input



3

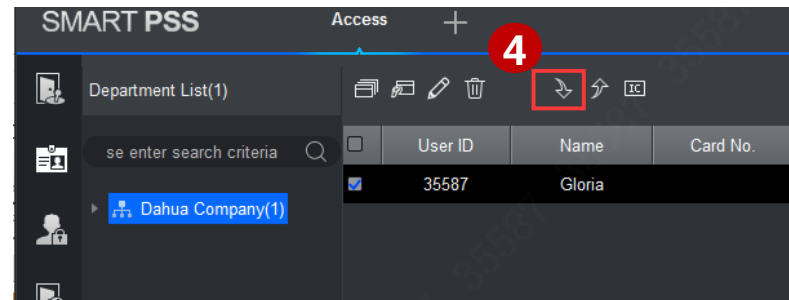
	A	B	C	D	E	F
1	User ID	Name	Card No.	Card Type	Department	Finger Name 1
2	001	lushaohui		General Card	pdd world\pdd security	
3	002	qianzhihui		General Card	pdd world\pdd security	
4	003	zhuopeng		General Card	pdd world\pdd security	
5	004	peidongdong		General Card	pdd world\pdd security	
6						

③ Open the template excel file and enter the user information.(User ID and Name are necessary)



① Select a user

② Click  to export template  **Person list.xls**



④ Click  to import the template.


How to Add User Information

Add User Basic Information

Issue Card

Enroll Fingerprint

Issue card singly

- ① Click  to manual add user info.
- ② When add user manually, you can issue card in basic information interface.

Note: you must connect card reader to your PC when you issue card.

How to Add User Information

Add User Basic Information

Issue Card

Enroll Fingerprint

SMART PSS

Access +

Department List(3)

se enter search criteria

Dahua Company(2)

User ID	Name	Card No.	Card Type	Department
35587	Gloria		General Card	Products Department
35588	Allen		General Card	Products Department

Batch Issue Card

Device: Card issuer

Search:

Card List	Remaining:2	Details		
User ID	Name	Card No.	Opera	ID:
35587	Gloria			35587
35588	Allen			

Details

ID: 35587

Name: Gloria

Card No.:


Department: Products Department

Start Time: 2017-11-07 00:00:00

End time: 2027-11-07 23:59:59

Save Cancel

Batch Issue card

- ① Select the users you want to issue card
- ② Click 
- ③ Select device to issue card
- ④ Click issue and scan card to card enrollment device.

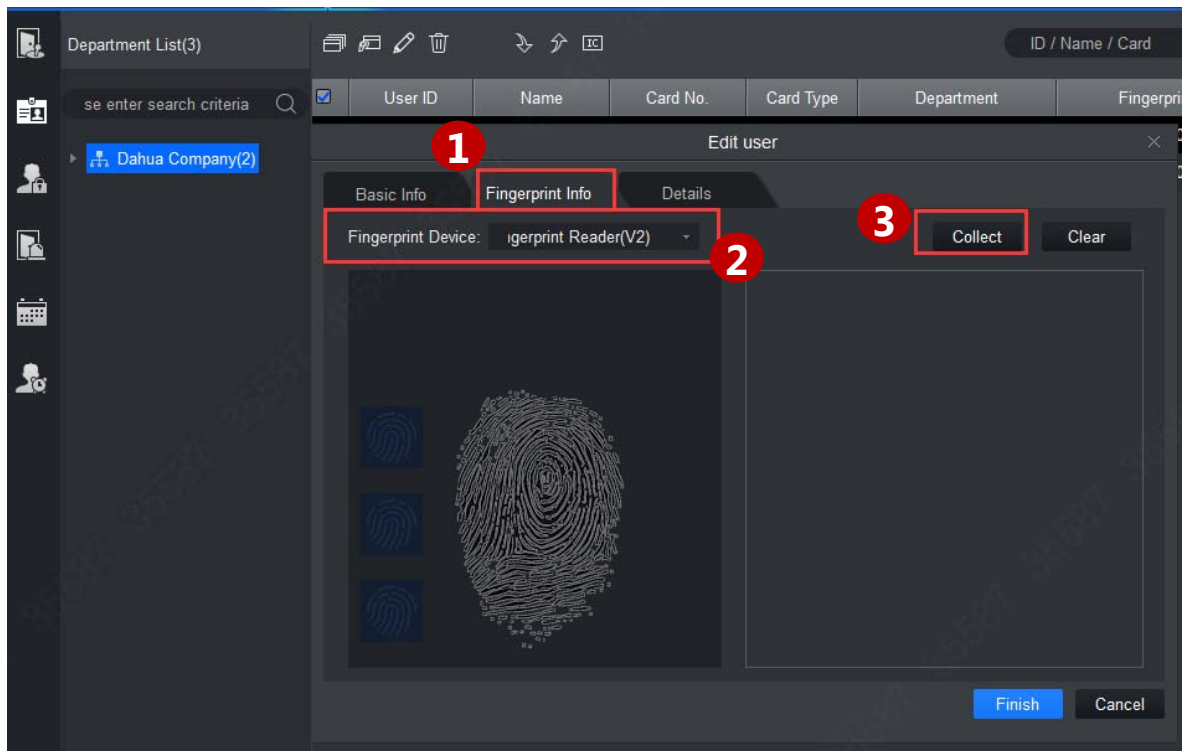
Note: you must connect card reader to your PC when you issue card.

How to Add User Information

Add User Basic Information

Issue Card

Enroll Fingerprint



① In specific user information edit interface, click 'Fingerprint Info'

② Select a fingerprint enrollment device.

③ Click Collect

Note: you must connect fingerprint reader to your PC when you collect fingerprint.