

## User Manual for the Access Control System

### A. Main Menu

There are 4 function buttons in the Main Menu

First of all, user need add Member and Course to the system. (Click Member Edit button)



## B. Member Edit

In the Member Edit page, user can Add /Edit/ Upload new members by the following methods:

1. Type in the fields and then click "Add"
2. Click Import, then select the member file
3. Double click the member on the left hand side, then change the details and Click "Update"

Barcode	Surname
000000110001	Chan
000000110002	Wong

Member Details

ID:

Barcode No:

Membership No:

Name:

Gender:

Date of Birth:  /  /

Mobile:  Other Tel:

Address:

Email:

Company:  Count:

Occupation:  Macau ID:

Position:  Program:

### C. Course Information

In the Course Information page, user can Add /Edit /Upload Courses by the following methods:

1. Type in the fields and then click "Add"
2. Click Import, then select the member file`
3. Double click the Course on the left hand side, then change the details and Click "Update"

Access Control System

## Course Information

Course

Order by:

Code	Name
GE001	General Educatio
GE002	General Educatio

ID:

Course Code:

Course Name:

Description:

Main

New

Import

Add

Edit

Delete

#### D. Check-In

In Check-in page, user can Scan/Type in the Course Code and Member Barcode.

Then Click "Add" to save the record

User can click on the "..." button besides Course Code or Member Barcode to choose the suitable codes.

User can double click the record on the list at right hand side, then change the course / member number and click "Update"

User can Print / Export the Check In Records according to the selected Date Range

ID	Date	Barcode	Surname	Givenname	Course
3	10/10/2011	000000110001	Chan	Tai Man	GE001
4	10/10/2011	000000110002	Wong	Susan	GE001
5	10/10/2011	000000110001	Chan	Tai Man	GE002

### E. Information Query

User can use these 4 methods to query for member's information

User can export / print the Member Report

Export will output the members' information in csv format

Print will generate a Member Enrollment report

Barcode	MemberShipNo	CName	EName	gender	Date of Birth	mobile	tel	address
000000110001	110001	陳大文	Chan Tai Man	M	1981/2/1	98765432	27111121	Room123,Hong Kong