

OTRON門禁系統操作步驟

Access
r@ Smart Attendance Management

目錄

1. 假期設定.....	P.03
2. 員工排班時段設定.....	P.04
3. 員工資料輸入設定.....	P.05
4. 排班設定.....	P.06
5. 門禁開放時間設定.....	P.07
6. 建立門組並綁定權限.....	P.08
7. 綁定員工門禁權限.....	P.09
8. 出勤報告詳情.....	P.10
9. 出勤報告摘要（員工）	P.11
10. 出勤報告摘要（部門）	P.12
11. 管理訪客臨時權限.....	P.13

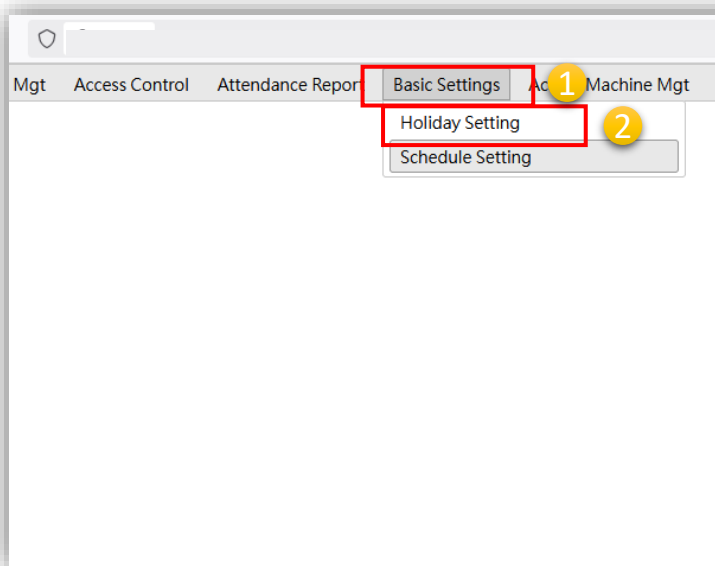
1. 假期設定

進入 Basic Settings → Holiday Setting → Add

→ 填寫假期資訊

Year : 輸入年份

Date : 輸入假期日期



A screenshot of the 'Add' form for 'Holiday Setting'. The form is titled 'Add' and 'Location HK Holiday Setting'. It has buttons for 'Modify', 'Save', and 'Return'. Below the title, there is a 'Year' input field with a red arrow pointing to it. Below the 'Year' field, there are buttons for 'Add Ten Record', 'Delete Record', 'Insert Record', and 'Edit'. The main part of the form is a table with columns 'Date' and 'Name'. The table contains a list of holidays, including 'The first day of January', 'Lunar New Year's Day', 'The second day of Lunar New Year', 'The third day of Lunar New Year', 'Ching Ming Festival', 'Good Friday', 'The day following Good Friday', 'Easter Monday', 'Labour Day', 'The Birthday of the Buddha', 'Tuen Ng Festival', 'HK Administrative Region Establishment Day', 'National Day', 'The day following the Chinese Mid-Autumn Festival', 'Chung Yeung Festival', and 'Christmas Day'. A red box highlights the 'Date' column, and a red arrow points to the 'Add' button at the bottom left. The 'Add' button is also highlighted with a red box and a yellow circle with the number '3'.

Date	Name
	The first day of January
	Lunar New Year's Day
	The second day of Lunar New Year
	The third day of Lunar New Year
	Ching Ming Festival
	Good Friday
	The day following Good Friday
	Easter Monday
	Labour Day
	The Birthday of the Buddha
	Tuen Ng Festival
	HK Administrative Region Establishment Day
	National Day
	The day following the Chinese Mid-Autumn Festival
	Chung Yeung Festival
	Christmas Day

2. 員工排班時段設定

進入 Basic Settings → Schedule Setting → Add
→ 輸入員工的工作時段

The screenshot illustrates the process of adding a new schedule setting in the Employee Management System. It shows two overlapping windows. The background window displays the main menu with 'Basic Settings' highlighted (marked with a red box and a yellow circle with the number 1). A dropdown menu is open, showing 'Schedule Setting' highlighted (marked with a red box and a yellow circle with the number 2). The foreground window shows the 'Add' form for 'Schedule Setting'. The form includes a 'Location' dropdown set to 'HK' and a 'Roster Type Name' field set to '0900-1800'. Other fields include 'Work hours' (9.00), 'Punch in' (0900), 'Meal start', 'Meal end', 'Punch out' (1800), and 'Available' (Y). The 'Add' button at the bottom of the form is highlighted with a red box and a yellow circle with the number 3.

Employee Mgt Visitor Mgt Access Control Attendance Report Basic Settings Access Machine Mgt System

Active Only ☒ Add

Location HK Schedule Setting Modify Save Return

Roster Type Name 0900-1800

Work hours 9.00

Punch in 0900

Meal start

Meal end

Punch out 1800

Available Y

1 Basic Settings

2 Schedule Setting

3 Add

Create User ID ADMIN Create Time

3. 員工資料輸入設定

進入 Employee Management → Employee Record → Add Employee
→ 填寫員工基本資料

The screenshot illustrates the process of adding a new employee in the system. It is divided into two main parts: a navigation menu on the left and a main form area on the right.

Navigation Menu (Left):

- Employee Mgt (1) - Highlighted with a red box and a yellow circle with the number 1.
- Employee Record (2) - Highlighted with a red box and a yellow circle with the number 2.
- Daily Attendance Check
- Roster Setting

Main Form Area (Right):

The main form is titled "Add Employee" and "Employee Record". It includes a search bar and a table of employee records.

Employee Record Table:

Employee No.	Employee Name
100001	
100003	
100004	
100005	
100007	
100008	
100009	
100010	
100011	
100012	
100013	
100014	
100015	
100016	
100017	
100018	

Add Employee Form (Right):

The form includes the following fields and buttons:

- Location: HK
- Employee No.: NEW
- Employee Name: (empty field)
- Department: (dropdown menu)
- Position: (dropdown menu)
- Roster Type Code: (searchable dropdown)
- Buttons: Modify, Save, Return

Bottom Navigation Bar:

- Add Employee (3) - Highlighted with a red box and a yellow circle with the number 3.
- Modify Employee
- Create User ID
- Create Time

→ 點擊「Add Roster」按鈕

→ 點擊日曆圖示，選擇日期後按「Schedule」，系統將自動生成對應排班

→ 若需更改排班時段，點選目標時段，並點擊「Edit」進行修改

(* 僅可更改為已預設的時段，無法新增未設定的時段)

e

5. 門禁開放時間設定

進入 Access Control → Door Time Setting → Modify Time

- 選擇需設定的「Time Period」
- 設定該門每日的開放時段，即用戶獲准訪問門禁的時間。
如果用戶驗證的時間不在時間設置範圍內，就會阻止其訪問。
- 可根據實際需求設置分時段出入。

The screenshot illustrates the process of modifying door time settings in an Access Control system. It shows three overlapping windows with numbered steps:

- Step 1:** The 'Access Control' menu is selected in the top navigation bar.
- Step 2:** The 'Door Time Setting' option is selected from the dropdown menu.
- Step 3:** The 'Modify Time' button is clicked in the 'Door Time Setting' window.

The 'Modify Time' window displays the following information:

- Location:** [Empty field]
- Door Time Setting:** [Empty field]
- Time Period:** 1
- Time Name:** Staff

The main table shows the time settings for each day of the week:

Day	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00	00:00 - 00:00
Sunday	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Monday	08:00	12:00	13:00	18:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Tuesday	08:00	12:00	13:00	18:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Wednesday	08:00	12:00	13:00	18:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Thursday	08:00	12:00	13:00	18:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Friday	08:00	12:00	13:00	18:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Saturday	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00

Red arrows indicate the sequence of actions: from the 'Access Control' menu to 'Door Time Setting', then to 'Modify Time', and finally to the '08:00 - 12:00' and '13:00 - 18:00' time slots for Monday through Friday.

6. 建立門組並綁定權限

進入 Access Control → Door Group Setting

→ 點擊「Add Door Group」及輸入門組名稱（例如：Staff、Cleaner）

→ 選擇可開啟的 Door Name 並指派對應的 Time Group
（註：Time Group 需預先在 Door Time Setting 中設定）

The screenshot displays the 'Access Control' menu with 'Door Group Setting' selected. The 'Modify Door Group' window is open, showing the 'Door Group' list with 'Staff' selected. The 'Door Name' column lists doors 101 through 114, and the 'Time Group' column lists 'Staff' for all doors. The 'Add Door Group' button is highlighted at the bottom left.

1. Access Control

2. Door Group Setting

3. Add Door Group

Modify Door Group

Location HK Door Group Setting

Door Group Staff

Door Name	Time Group
Door 101	Staff
Door 102	Staff
Door 103	Staff
Door 104	Staff
Door 105	Staff
Door 106	Staff
Door 107	Staff
Door 108	Staff
Door 109	Staff
Door 110	Staff
Door 111	Staff
Door 112	Staff
Door 113	Staff
Door 114	Staff

Create User ID CIDERR Create Time 2025

7. 綁定員工門禁權限

進入 Access Control → Employee Card Registration

→ 選擇需設定的員工，並指派所屬的 Door Group

→ 同步完成員工卡/感應卡註冊，權限即時生效

The screenshot displays the 'Access Control' menu with 'Employee Card Registration' selected. The 'Add Card' form is shown with the 'Location' set to 'HK'. The form includes fields for 'Seq No.' (NEW), 'Employee No.', 'Employee Name', 'Card No.', and 'Door Group'. A table lists existing employee records. The 'Add Card' button is highlighted at the bottom.

1. Access Control

2. Employee Card Registration

3. Add Card

Employee Mgt Visitor Mgt Access Control Attendance Report Basic Settings Access Machine Mgt System

GO

Add Card

Location HK Employee Card Registration

Modify Save Return

Seq No. NEW

Employee No. [Search]

Employee Name [Search]

Card No. [Search]

Door Group [Search]

Seq No.	Employee No.	Employee Name
100001	100001	Le...
100003	100004	Ch...
100004	100005	Ma...
100005	100006	La...
100007	100010	Li...
100008	100011	Le...

Create User ID ENGINEER Create Time 2025/03

8. 出勤報告詳情

進入 Attendance Report → Attendance Detail

- 在日期範圍欄位設定查詢日期
- 點擊「Go」按鈕，系統將顯示所有員工每天的出勤記錄
- 如要導出Excel文件，可點擊右下方「Export Excel」按鈕

Access Con1Attendance ReportBasic Se

2Attendance Detail

Attendance Summary By Employee

Attendance Summary By Dept

Employee Mgt Visitor Mgt Access Control Attendance Report Basic Settings Access Machine Mgt System

Date fm 2025-03-01 to 2025-03-31 GO

Total Record: 589
Filtered Record: 589

Employee...	Employee N...	Date	Week	Attendance Type	Punch in sched...	Punch out sche...	Meal start sche...	Meal end sche...	Punch in	Punch out	Meal start	Meal end	Leave days	OT (mins)	Late (mins)	Early leave (mi...	Roster Type Code
100001	Lee Ka Man	2025-03-01	Saturday	A2-Absent	0800	1700							0.0	0	0	0	0800-1700
100001	Lee Ka Man	2025-03-02	Sunday	A3-Rest Day									0.0	0	0	0	O
100001	Lee Ka Man	2025-03-03	Monday	A8-AL									0.0	0	0	0	AL
100001	Lee Ka Man	2025-03-04	Tuesday	A1-On Duty	0800	1700			1254	1541			0.0	0	294	79	0800-1700
100001	Lee Ka Man	2025-03-05	Wednesday	A2-Absent	0800	1700			0910				0.0	0	70	0	0800-1700
100001	Lee Ka Man	2025-03-06	Thursday	A2-Absent	0800	1700							0.0	0	0	0	0800-1700
100001	Lee Ka Man	2025-03-07	Friday	A8-SL									0.0	0	0	0	SL
100001	Lee Ka Man	2025-03-08	Saturday	A2-Absent	0800	1700							0.0	0	0	0	0800-1700
100001	Lee Ka Man	2025-03-09	Sunday	A3-Rest Day									0.0	0	0	0	O
100001	Lee Ka Man	2025-03-10	Monday	A8-AL									0.0	0	0	0	AL
100001	Lee Ka Man	2025-03-11	Tuesday	A2-Absent	0800	1700							0.0	0	0	0	0800-1700
100001	Lee Ka Man	2025-03-12	Wednesday	A8-CL					1446	1527			0.0	41	0	0	CL
100001	Lee Ka Man	2025-03-13	Thursday	A2-Absent	0800	1700			1221				0.0	0	261	0	0800-1700
100001	Lee Ka Man	2025-03-14	Friday	A1-On Duty	0800	1700			1055	1752			0.0	52	175	0	0800-1700
100001	Lee Ka Man	2025-03-15	Saturday	A1-On Duty	0800	1700			0910	0911			0.0	0	70	469	0800-1700
100001	Lee Ka Man	2025-03-16	Sunday	A3-Rest Day									0.0	0	0	0	O
													2.0	1,885	8,433	6,966	

Select ColumnFilterExport ExcelPrint ListQuit

9. 出勤報告摘要 (員工)

進入 Attendance Report → Attendance Summary By Employee

→ 在日期範圍欄位設定查詢日期

→ 點擊「Go」按鈕，系統將顯示所有員工的出勤狀況摘要

→ 如要導出Excel文件，可點擊右下方「Export Excel」按鈕

The screenshot displays the 'Attendance Report' section of a system, specifically the 'Attendance Summary By Employee' view. The navigation menu on the left shows 'Attendance Report' selected, with 'Attendance Summary By Employee' highlighted. The main area shows a table of employee attendance data for the period from 2025-03-01 to 2025-03-31. The table includes columns for Employee No., Employee Name, and various attendance metrics. The summary statistics on the right indicate a total of 19 records and 19 filtered records. The 'Export Excel' button is highlighted in the bottom right corner.

Employee Mgt Visitor Mgt Access Control Attendance Report Basic Settings Access Machine Mgt System

Date fm 2025-03-01 to 2025-03-31 GO

Total Record: 19
Filtered Record: 19

Employee No.	Employee Name	01-Annual Leave	A1-On Duty	A2-Absent	A3-Rest Day	A8-AL	A8-CL	A8-SL	C0-Month Days	C1-OT	C2-Late	C3-Early
100001	Lee Ka Man		7	14	5	2	2	1	31	5	9	4
100003	Wong Tsz Yan		2	24	5				31	1	1	2
100004	Chan Shin Kiu		3	22	5	1			31		3	4
100005	Ma Hoi Ching	1	2	23	5				31		1	3
100007	Chan King Hong		1	25	5				31	1	3	
100008	Lau Ki Yan		1	25	5				31		1	2
100009	Lee Cheuk Man		2	24	5				31		2	2
100011	Leung Wing Tung	1	1	24	5				31	1	1	
100012	Kwok Ming Hin		2	24	5				31	1	4	1
100013	Wong Tsui Yi		2	24	5				31		2	2
100014	Cheung Man Ka		1	25	5				31	1	1	
100015	Chiu Tsz Hin			26	5				31			
100016	Fung Yan Tung			26	5				31			
100017	Cheung Kin Lok			26	5				31			
100018	Tam Ho Yin		1	25	5				31			1
100019	Ho Tak Ming		6	20	5				31	4	8	2
		2	93	403	85	3	2	1	589	14	36	23

Select Column Filter Export Excel Print List Quit

10. 出勤報告摘要 (部門)

- 進入 Attendance Report → Attendance Summary By Dept
- 在日期範圍欄位設定查詢日期
 - 點擊「Go」按鈕，系統將顯示所有部門的出勤狀況摘要
 - 如要導出Excel文件，可點擊右下方「Export Excel」按鈕

Access Cont1Attendance ReportBasic Settings

Attendance Detail

Attendance Summary By Employee

2Attendance Summary By Dept

Employee Mgt Visitor Mgt Access Control Attendance Report Basic Settings Access Machine Mgt System

Date fm 2025-03-01 to 2025-03-31 GO

Total Record: 8
Filtered Record: 8

Department	01-Annual Leave	A1-On Duty	A2-Absent	A3-Rest Day	A8-AL	A8-CL	A8-SL	C0-Month Days	C1-OT	C2-Late	C3-Early
Marketing Department		7	40	10	2	2	1	62	5	9	4
HR Department		5	46	10	1			62	1	4	6
Sales Department	1	4	73	15				93	1	4	4
Customer Service Department		5	73	15				93	1	7	5
Account Department	1	32	50	10				93	1	1	
Administration Department		3	75	15				93	1	3	2
IT Department		6	46	10				62	4	8	2
IT		31						31			
	2	93	403	85	3	2	1	589	14	36	23

Select Column Filter Export Excel Print List Quit

11. 管理訪客臨時權限

進入 Visitor Management → Event Management

→ 點擊「Add Event」並填寫訪客資訊

Entry Date fm

Modify Event

Location HK Event Mgt(Visitor QR Code) Modify Save Return

No. 100009

Entry Date 2025-03-18

Name TEST Door

Event

Note

Door

Booking Period 1 Door 124

Booking Period 1

Booking Period 3

Booking Period 4

Booking Period 5

Booking Period 6

Booking Period 7

Booking Period 8

Booking Period 9

Booking Period 10

Fr Date 2025-03-18 Time(h) 08 Time(m) : 00 To Date 2025-03-20 Time(h) 19 Time(m) : 00 Same time every day ☒

→ 設定權限範圍：

- 選擇允許存取的「門」
- 指定有效時段（例如：2023/10/01 14:00-18:00）
- 可依訪客類型分類（例如：合作廠商、維修人員）

3 Add Event

Create User ID CIDERR

Next Page

11. 管理訪客臨時權限

- 選擇相應的活動欄位，然後按「Show QR CODE」按鈕
- 系統會自動生成專屬 QR Code，訪客憑碼掃描進出

Employee Mgt
Visitor Mgt
Access Control
Attendance Report
Basic Settings
System

Entry Date fm 2025-03-18 to 2025-03-18 GO

Total Record: 1
Filtered Record: 1

No.	Entry Date	Name	Event	Note
100009	2025-03-18	TEST Door		

Add Event
Modify Event
Delete Event
Show QR CODE
4

