DOOR ACCESS CONTROL

DATE, OCTOBER 2018

FITNESS MANAGER
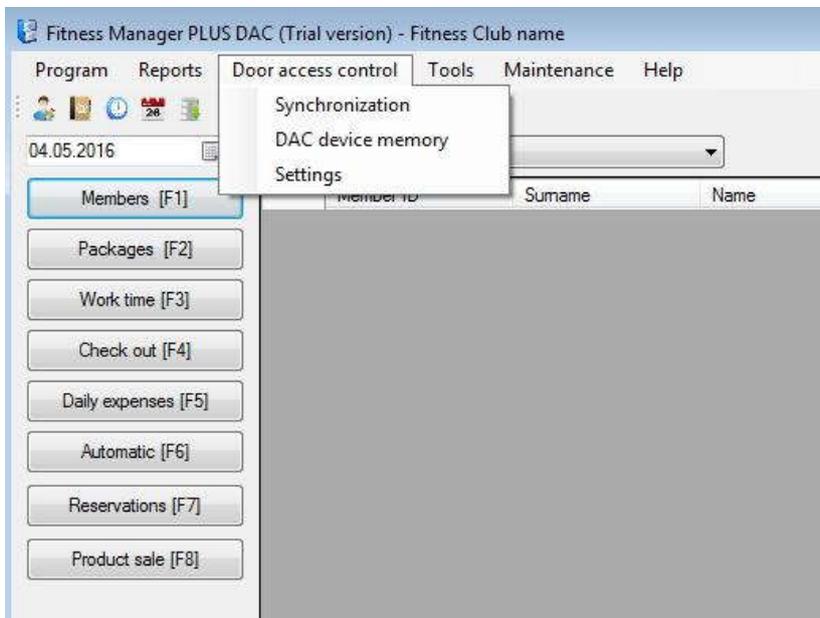
MANUAL

CONTENTS

FM PLUS DAC

FiM PLUS DAC is Fitness Manager version which supports „door access control" . This version works with door access control systems from globaly popular brand ZKTeco.

Setting the system

First connect your PC on which Fitness Manager is installed to **Door access control system** using network or serial cable.

To set Fitness Manager to work with DAC go to **Tools -> Door access control -> Settings**.

By default using door access system in FM is disabled. When everything is connected you can enable it. After that you can set parameters (IP or com port) for connecting to DAC system and test connection. If connection is successful, click on OK and restart FM to update changes.

In case of DAC device malfunction you can always disable using door access mode in FM.

WORK MODES IN FM

The work mode you can set in settings on Behavior tab. There are 2 work modes in FM:

1. **Disable access by deleting members.** In this mode member access is disabled by deleteing members from DAC device which means that only active members are stored in DAC memory all the time. You can use this mode if you use RFID cards or Fingerprint recognition. If you use just RFID cards then this is preffered mode. If you use it for Fingerprint recognition then read the last chapter.

2. **Disable access by disabling members.** In this mode member access is disabled just by disabling members in DAC device. This means when member is uploaded to dac first time he will stay there all the time and just his status will change (Enabled/Disabled). You can use this mode if you use Fingerprint or Face recognition. This mode is more complex and you can learn more about it in the last chapter.

RFID CARD NUMBER

RFID card number is always uploaded to DAC device and cannot be empty .

In DAC settings window on Behavior tab you can check option **RFID is the same as Member ID** and program will automaticaly always enter **Member ID** in **RFID field**.

Use this option if you do not plan to use RFID cards or if you want member id and card number to always to be the same.

How does FM work with DAC

ENABLING ACCESS TO MEMBERS

Before adding new package to the member you need to add RFID card numbers to the member. Keep in mind that this will not add member to DAC device.

Only when you add new package to the member, FM will **upload** member's data to DAC device and grant him access to the gym.

DISABLING ACCESS TO MEMBERS

Every day when you start Fitness Manager, it will check the list of members with expired packages. Fitness Manager will **delete or disable** all members that have no other active packages from DAC device to disable access to the gym.

MEMBER CHECK-IN TRACKING

When a member swipes the card on access control device, member's visit will be saved in FM database so you can track it later through various reports.

MEMBER CHECK-OUT TRACKING

This feature is added in FM version 9.6.0. Check-out is optional. If your members do not check-out using RFID cards, FM will make automatic checkout with default time of 23:00.

IN CASE OF MISTAKE

If you add a package to the member by mistake you can delete it. When you delete it program will check if member has any other active package. If not, his access will be disabled.

EXTENDING EXPIRED PACKAGE

If you wish, you can enable access to the member which package expired by changing the **End date** and providing the reason for this change.
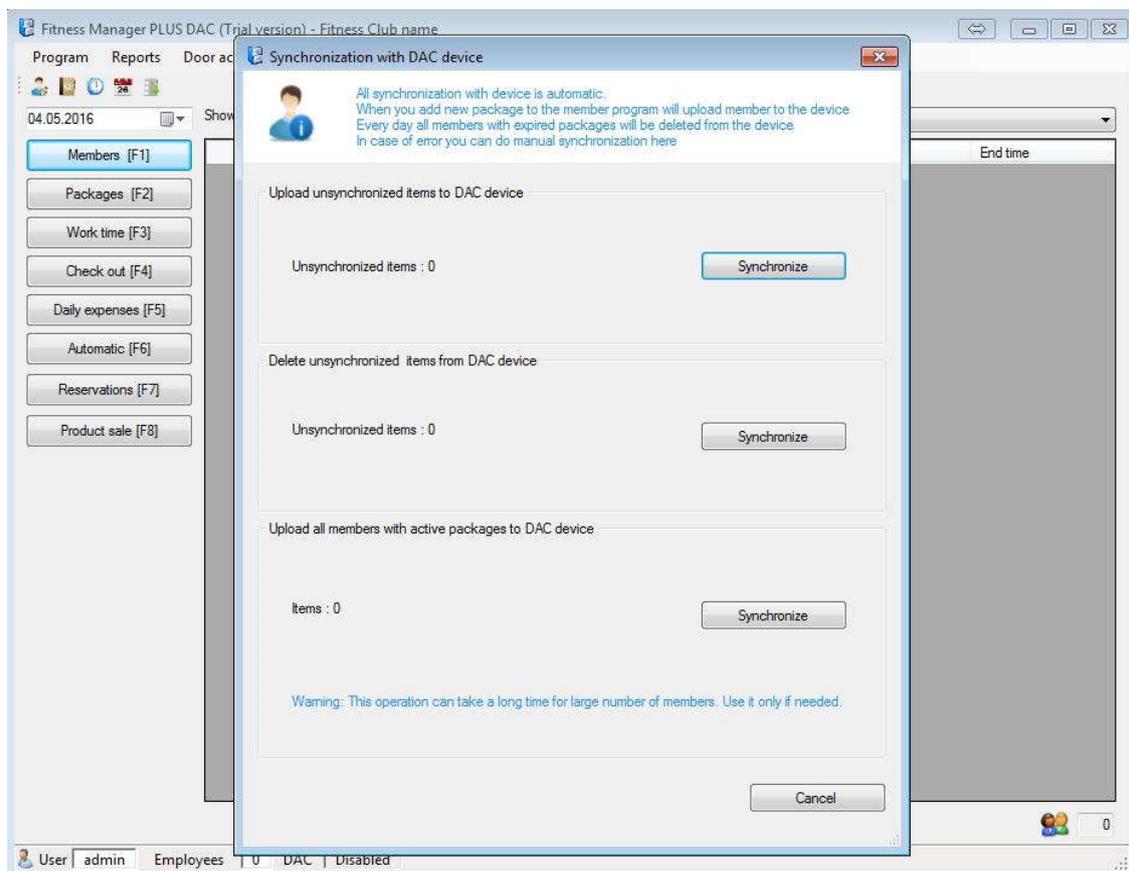
If you wish that only admin can change **End date** or delete the purchased package you can set that in **Tools->Program users->Groups**

Synchronization with DAC device

If for some reason uploading or deleting member to DAC fails (DAC device turned off, cable unplugged or RFID number is empty), those changes will be saved in program but they will not be synchronized with DAC.

After fixing the problem you can go to **Door access control-> Synchronization** and choose **Upload unsynchronized items** or **Delete unsynchronized items** to synchronize data with DAC.

There is also an option **Upload members with active packages**. This option uploads all members with active packages to DAC. Use this option just once to initialize data.

Single member synchronization with DAC device

If you want to synchronize just one member you can do it when you open member profile and click on **Sync with DAC** button.
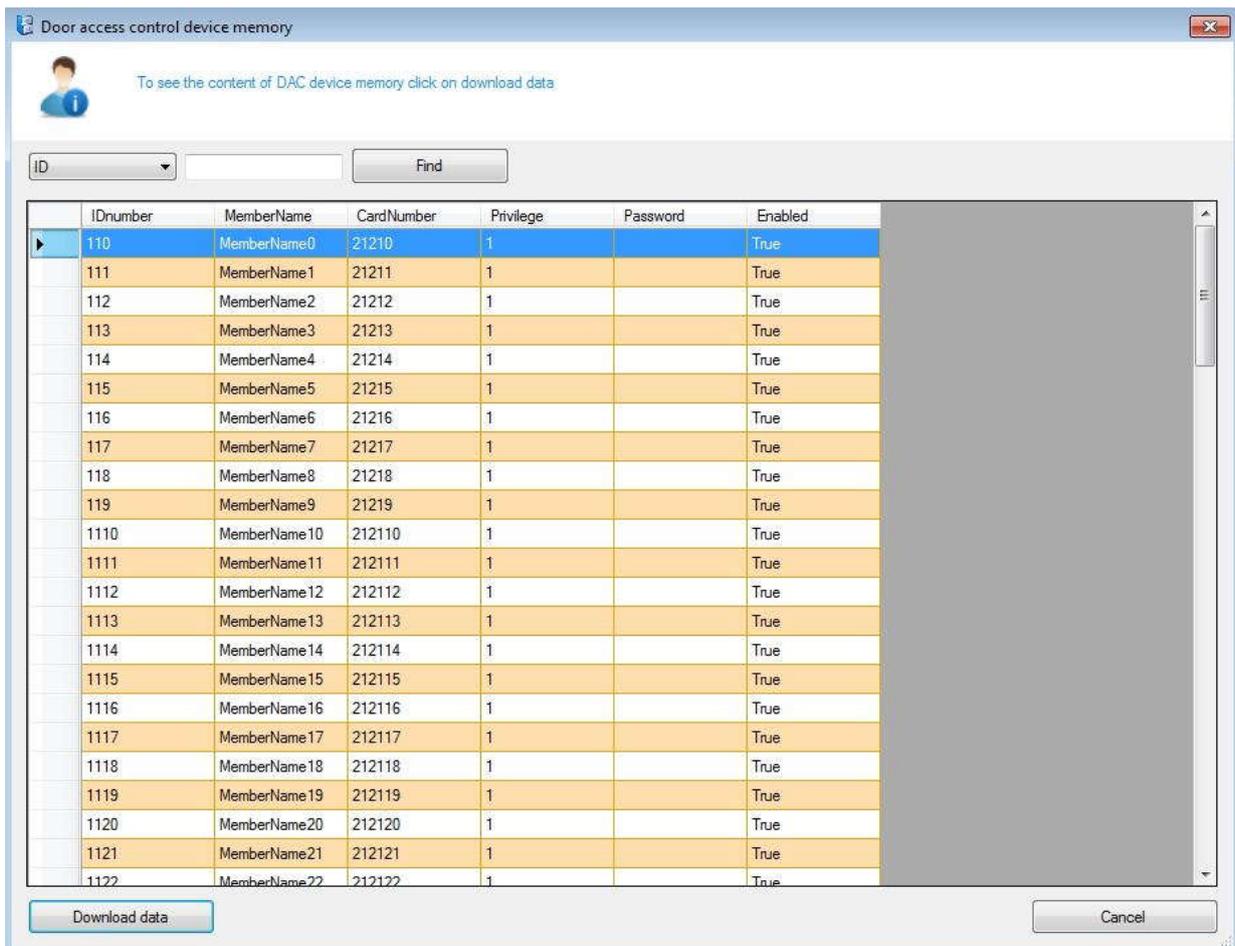
DAC device memory reading

This enables you to see what data has FM transferred to DAC device memory. This means you can see members which are currently stored in DAC device and what status they have in column **Enabled**.

To see that click on **Door access control ->Dac device memory** and then click on **download data** button.

Enabled members will have True value in **Enabled** column.

If selected work mode is **Disable access by deleting members** , than disabled members will not be shown since they are deleted

If selected work mode is **Disable access by disabling members** , than disabled members will be shown with False value in **Enabled** column.

Working with Fingerprint and Face recognition

HOW TO ADD FINGERPRINT AND FACE SCAN TO DAC DEVICE

When you add a package to the member, FM will upload member's data to DAC device.

After that you need to find that member in DAC device and add a Fingerprint or Face scan to the member using ZKTeco system. This must be member which is added to DAC device through FM, not the member you added manually.

This is very important because FM gives its own ID number to each member. This ID number is not RFID number. Also this ID number is not Member ID, because this number must be integer and Member ID in general case can have letters.

This number is uploaded to DAC device together with member's data and by that number FM recognizes member in DAC device. If you add member to DAC manually it will probably have ID number different from the one FM gave to the member and FM will not be able to recognize it.
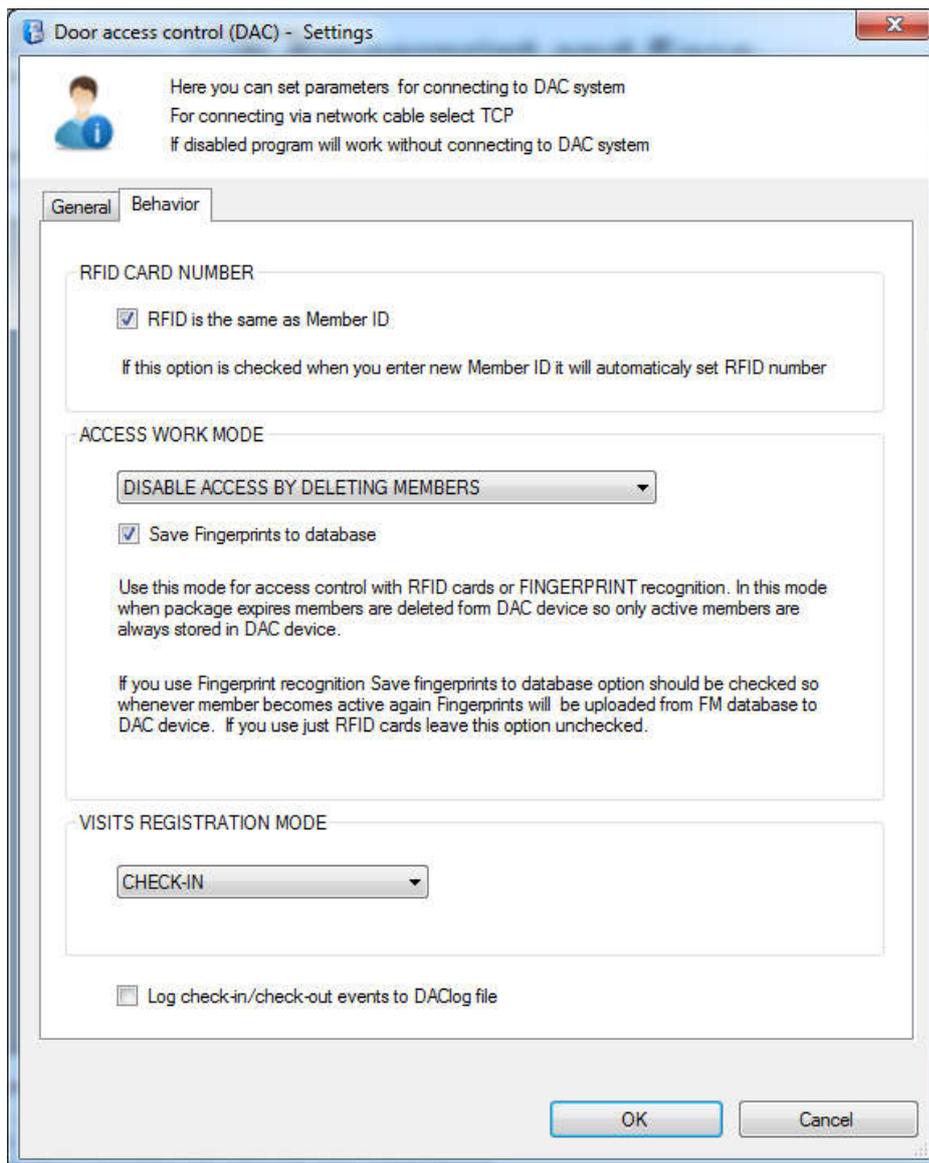
When member checks-in on DAC device using Fingerprint or Face scanning, DAC device will tell to FM that member with that ID number has checked-in. That is how FM knows which member has checked-in.

DISABLE ACCESS BY DELETING MEMBERS

In this mode member access is disabled by deleting members from DAC device which means that only active members are stored in DAC memory all the time. In this mode all member data is deleted from DAC including Fingerprints and Face scans.

You can use this mode if you use RFID cards or Fingerprint recognition.
To use it for Fingerprint recognition the option **Save fingerprints to database** should be checked.

This will enable you to save fingerprint to FM database so whenever member becomes active again his data will be uploaded to DAC device together with Fingerprint templates.

To save Fingerprints from DAC device to FM database go to member profile and click on **Get Fingerprints.**

DISABLE ACCESS BY DISABLING MEMBERS

In this mode members are not deleted. When package expires member will be just disabled. This mode won't delete fingerprints and face scans which you have added to users so you can use it for Fingerprint and Face recognition.

Because members are not deletes and DAC devices have limited memory , one day device memory will become full and you will need to delete old members from DAC device to free the memory space.
To set it this mode go to **Door access control->Settings** then click on **Behavior** tab and in **Mode** section select **Disable access by disabling members.** Click OK and restart application. After that FM will not delete member data from DAC device. It will just disable them.

There is also **Delete inactive members** button. When memory becomes full you can use it to delete members that were inactive for selected period.