

HCP2.4 Access Control

Delivery Manual

2023. 02



Content

Record	错误!未定义书签。
1 Overview	3
2 Web Configuration Process	3
2.1 Add Access Control Device	3
2.2 Add persons for access control	4
2.3 Add Access Schedule Template	6
2.4 Add Access Level	7
2.5 Assign Access Level	8
3 Web Function Application	
3.1 Real-Time Monitoring	8
3.2 Search	9
3.2.1 Identity Access Search	9
3.2.2 Device Recorded Data Retrieval	
4 CS Function Application	
4.1 Monitoring	
4.2 Search	
4.2.1 Identity Access Search	
4.2.2 Device Recorded Data Retrieval	

1 Overview

This article mainly introduces the HCP2.4 platform access control, Including configurations about persons and access levels, as well as real-time access monitoring and event statistics.

2 Web Configuration Process

The configuration process is as follows:

🔞 HikCentral Professional 👖 🔡	Video Access Control 🔿 Parking Lot Visitor Inte	lligent Analysis Attendance On-Board Monitoring	Event and Alarm Person Account and Security Device	🖽 Q, 🕐 🗏 admin -
Access Control	Access Control			Hide Wizard A
Access Control Overview	Induding configurations about persons	and access levels, as well as real-time access monitoring and e	went statistics.	
🔀 Access Level 🗠				
Real-Time Monitoring	Wizard			Quick Configure
Q Search ~	Time	Access Level	Assign Acc	ress Level
Access Control Application	Person L Door	Access level defines which person during the authorized time period	s can get access to which doors .	is levels to persona, so that the persons can get a cified locations during the authorized time perio
C Troubleshooting	9			
Basic Configuration	System Data			
1	(2)	(3)	(4)	5
Door	Person	Time	Manage Access Level	Assign Access Level
Add Device	Add persons for access control.	set time period when people are allowed to enter and exit.	Set access point(s) that allow entrance and exit.	Assign Access Level

2.1 Add Access Control Device

Access Control → Access Control Overview → Guide, Click Quick Configure, Enter the

relevant parameters, click the save and next button.



2023.02

Access Control Wizard				Save and Next
0	2	3		
Add Device	Add persons for access control.	Set time period when people are allowed to enter and exit.	Set access point(s) that allow entrance and exit.	Assi
dd Access Control Device				
Basic Information				
Access Protocol	Hikvision Private Protocol			
Adding Mode	IP Address/Domain			
	O IP Segment			
	O Batch Import			
* Device Address	10.9.99.104			
* Device Port	8000			
*Device Name	minmoe-hcj			
*User Name	admin			
* Password		Ø₽		
		Strong		
Time Zone				
Device Time Zone	Get Device's Time Zone			
	O Manually Set Time Zone (The time zone settings will be a	pplied to the d		

2.2 Add persons for access control.

There are two ways to add person, the first is to add person directly, and the second

is to import persons from templates or access control devices.

Access Control Wiza	ard		Back	Save and Next Skip Close Wizard
Door Add Device	Person Add persons for access control.	3 Time Set time period when people are allowed to enter and exit.	4 Manage Access Level Set access point(s) that allow entrance and exit.	s Assign Access Level Assign Access Level
	Add Person Add person(s) on the platform.		Import Perso Batch import persons to the pl	ns latform.
	Add Now		Import Now	

• Method 1: Add Person

Click Add now button, Enter the relevant parameters according to the actual situation. click the save and next button.



*ID	4430122492		
	(i) Once configured, the ID cannot be edited. Confirm the ID rule before setting an ID.		
*Department	All Departments ~		
First Name	huang	- 1	0
Last Name	chunjuan	i (i)	0 🔊
*Effective Period	2023/02/17 16:26:17 - 2033/02/17 23:59:59 ⊟ Extend Effect ∨	୍ରି 1 Crede	الله و الله الله الله الله الله الله الل
Allow Login to Self-Service			
Employee Self-Service Password			
	(i) By default, the password is the employee ID. The default password is not necessary to conform to the platform's password rule. If you want to change password, you have to set a new password according to the platform's password rule.		

• Method 2: Import Person

Click Import Now button, You can choose device import or template import. Configure relevant parameters according to the actual situation, and then save.



Import Persons		
Importing Metho	 Import by Template ^① Import from Device ^① 	
Device Type	Access Control Device ~	
Select Device [*]	 ✓ ✓ ■ All ✓ ■ minmoe-hcj 	
Import Person	All Specified Employee No.	
Select Department 🛈	All Departments ~	

2.3 Add Access Schedule Template

Set time period when people are allowed to enter and exit.



*Name	hcj-Tem1]				
Copy From	Please se	ect.														~]				
																	J				
Weekly Schedule																					
Weekly Schedule Template	Autho	rize																		۹	raser
		00	 02	1 :	04	1 :	06	1	08	1	10	 12	1.1	14	1 :	16		18	 20	22	24
	Sunday																		_		
	Monday																				
	Tuesday										_										
	Wednesday										_										
	Thursday																				
	Friday																				
	Saturday	00	02		04		06		08		10	12		14		16		18	20	22	24

2.4 Add Access Level

Manage Access Level,Set access point(s) that allow entrance and exit. Configure

*Access Level Name	AL-HCJ			
*Access Point	All Resources	~		
	Available		Selected Search	Area
	>	>	Door 01	minmoe-hcj

access points and access schedules, then save.



2.5 Assign Access Level

Add person(s) for assigning access levels to.

Assign Access Level		
*Access Lavel	AL-HCI V	
	Access Schedule hcj-Tem1 🖹 Access Point 🔳 1 🥥 0 🗏 0 🖹	
Person Assigned with Permission		
	huang chunjuan ■ 4430122492 ▲ All Departments	
	Paul Hu Hu 4318598525 All Departments	
	2 Person(s) Selected	

3 Web Function Application

3.1 Real-Time Monitoring

- Support door Live view, Unlock, Lockr, Remain Unlocked, Remain Locked operation.
- Support access control Real-Time Event viewing.



3.2 Search

3.2.1 Identity Access Search

Identity Access Search displays all events under user permissions, events can be filtered on the left, and events corresponding to the filter conditions are displayed on the right.

- Import Event: There are two ways to import, ① Obtain from the device ② File import (export the file from the device to a USB flash drive, and then import it to the platform)
- Forgive Anti-Passback Violations: The goal is to clear all devices that have generated anti-passback events in the retrieval conditions.
- Export: There are two formats of EXCEL and CSV.



Identity Access Search									E Impor	t Event 🗸 🖏	Forgive Ant	i-Passback Violatic	ons 🖯	Export 4
_	_	Profile Picture	First Name	Last Name 🕴	ID ÷	Skin-Surface Temperature	Mask Wearing Status	Card No. 0	Person/Visitor	Department	Time ‡	Access Point	Card	Operatio
Time Today	~	0	huang	chunjuan	44301		Unknown	0777957744	Person	All Departme	2023- 02-17 17:18:58	Door 01	Cardro 01	B
Access Point	С; Ш	0	huang	chunjuan	44301		Unknown	0777957744	Person	All Departme	2023- 02-17 17:18:47	Door 01	Cardro 01	B
Event Type All event types are selected.	D2	0	huang	chunjuan	44301		Unknown	0777957744	Person	All Departme	2023- 02-17 17:18:35	Door 01	Cardre 01	G
Authentication Result	-	٥	huang	chunjuan	44301		Unknown	0777957744	Person	All Departme	2023- 02-17 17:18:32	Door 01	Cardre 01	Đ
Search By		٥	huang	chunjuan	44301		Unknown	0777957744	Person	All Departme	2023- 02-17 17:09:48	Door 01	Cardro 01	Ð
Card No.	¢.	0	huang	chunjuan	44301		Unknown	0777957744	Person	All Departme	2023- 02-17 17:09:45	Door 01	Cardre 01	G
erson/Visitor All Person		0	huang	chunjuan	44301		Unknown	0777957744	Person	All Departme	2023- 02-17 17:06:58	Door 01	Cardre 01	G
⊖ Visitor		0	huang	chunjuan	44301		Unknown	0777957744	Person	All Departme	2023- 02-17 17:06:55	Door 01	Cardre 01	G
Search In Select Person Euzzy Matching		0	huang	chunjuan	44301		Unknown	0777957744	Person	All Departme	2023- 02-17 17:06:52	Door 01	Cardro 01	G
Person Name Fuzzy Matching		0	huang	chunjuan	44301		Unknown	0777957744	Person	All Departme	2023- 02-17 17:06:37	Door 01	Cardre 01	G
Temperature Status Mask Wearing Status							Unknown				2023- 02-17 16:20:41	Door 01	Cardre 01	G
Search		Total: 23 100 /Pa	ge 🗸								2023- K <	> > 1	Cardin	/1 G

3.2.2 Device Recorded Data Retrieval

The device record retrieval displays all events under the user authority, the events can be filtered on the left, and the events corresponding to the filter conditions are displayed on the right. Click the export button in the upper right corner, and you can choose EXCEL and PDF to export the screening results, and the EXCEL method can be checked to export pictures.

Device Recorded Data Retrieval								C
T	_	Source ÷	Area 🗧	Source Type	Device ÷	Event Type	Time ‡	Operation
Time		Door 01	minmoe-hcj	Door	minmoe-hcj	Door Locked (Door Lock)	2023-02-17 17:19:03	L+
Today		Door 01	minmoe-hcj	Door	minmoe-hcj	Door Unlocked (Door Lock)	2023-02-17 17:18:58	Ð
Access Point(s)		Door 01	minmoe-hcj	Door	minmoe-hcj	Door Locked (Door Lock)	2023-02-17 17:18:52	Ð
Source	D2	Door 01	minmoe-hcj	Door	minmoe-hcj	Door Unlocked (Door Lock)	2023-02-17 17:18:47	Ð
Door 01	û	Door 01	minmoe-hcj	Door	minmoe-hcj	Door Locked (Door Lock)	2023-02-17 17:18:46	Ð
Event Type	D	Door 01	minmoe-hcj	Door	minmoe-hcj	Door Unlocked (Door Lock)	2023-02-17 17:18:41	G
All most home an extended		Door 01	minmoe-hcj	Door	minmoe-hcj	Remote: Unlocked Door	2023-02-17 17:18:41	Ð
All event types are selected.		Door 01	minmoe-hcj	Door	minmoe-hcj	Door Locked (Door Lock)	2023-02-17 17:18:40	B
Device		Door 01	minmoe-hcj	Door	minmoe-hcj	Door Unlocked (Door Lock)	2023-02-17 17:18:32	G
Alarm Input		Door 01	minmoe-hcj	Door	minmoe-hcj	Door Locked (Door Lock)	2023-02-17 17:15:34	G
	×	Door 01	minmoe-hcj	Door	minmoe-hcj	Remote: Unlocked Door	2023-02-17 17:15:29	G
		Door 01	minmoe-hçj	Door	minmoe-hoj	Door Unlocked (Door Lock)	2023-02-17 17:15:29	G
		Door 01	minmoe-hcj	Door	minmoe-hcj	Door Locked (Door Lock)	2023-02-17 17:09:53	G
		Door 01	minmoe-hcj	Door	minmoe-hcj	Door Unlocked (Door Lock)	2023-02-17 17:09:45	G
		Door 01	minmoe-hcj	Door	minmoe-hcj	Door Locked (Door Lock)	2023-02-17 17:07:03	G
		Door 01	minmoe-hcj	Door	minmoe-hcj	Door Unlocked (Door Lock)	2023-02-17 17:06:52	G
		Door 01	minmoe-hcj	Door	minmoe-hoj	Door Locked (Door Lock)	2023-02-17 17:06:42	œ
		Door 01	minmoe-hcj	Door	minmoe-hcj	Door Unlocked (Door Lock)	2023-02-17 17:06:37	Ð

3.3 Troubleshooting

• Credential Status : You can get an overview of the overall situation of the

credential status of personnel, and you can filter and export personnel or visitors who do not have a credential configured according to conditions. (Certificates include: face, card, fingerprint, iris)

 Check Person Authorization: Test whether persons on the platform can access the target access points with the current configuration. ① Access Points Authorized to Persons②Check Credential Settings③Check Device Status.



• Device status: Device abnormal, To be Applied , and Exceptional When Applying

status.

• Check Access Point: Test whether access points on the platform works properly as the configuration.



11 Paces Paces 2 Fingerprints Number of Irises	and a state of the							
0 0	Persons 8	with No Creden	tials A Device	e Exception	0 To be Applied	Exceptional 1	Nhen Appying	
	2	lestore Defau	t Settings 🗄 App	ly 🗘 Refresh			Check Person Authorization	
vice Exception	•	Name 0	Network Status	Arming Status	Event Receiving Status	Device Time ‡	Persons/Crede O Access Points Authorized to Persons	
be Applied	1	K2210	Online	Arming System IP Ad	Receiving	(UTC +00:00)	R: Net Support © Onex Credential Settings R: 2/20001 © Onex Credential Settings © Unknown, © Onex Device Status W. Not Support Cleck Now Select Person Select Person	
		minmoe	Online	Arming System IP Ad	Receiving	(UTC +08:00)	R 2 / 6000 ≅ 2 / 6000 © Unknown, © 1 / 6000 © Not Suppo	
							Check Access Point This whether access points on the platform works property as Prevok Accessible Check New Select Access Point	

4 CS Function Application

4.1 Monitoring

The number of resources on the left can select the door resource monitoring interface, which can play view the door resource screen in real time, and can operate Unlock, Lockr, Remain Unlocked, Remain Locked operations. The real-time events of access control can be displayed at the bottom, and the detailed information of personnel can be displayed on the right.



4.2 Search

4.2.1 Identity Access Search

Person Search \rightarrow Access Control Retrieval \rightarrow Identity Access Search, Identity Access Search displays all events under user permissions, events can be filtered on the left, and events corresponding to the filter conditions are displayed on the right.

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- Export: There are two formats of EXCEL and CSV.



88	🤨 🔒 Person Search				E3-	1) 🗈 🚰 🐱 admin	16:46:31 UTC+08:00) –	• ×
	1 The server supports global sorting for log type data								×
Ŕ	Identity Access Search			E Im	iport Event 🗸	Service Anti-Passback	k Violations 🕞 Export	: [2	3 669
۵	Time	Profile Picture	First Name 🗘	Last Name 🗘	ID ‡	Skin-Surface Temperature	Mask Wearing Statu	Oper	ration
<u>ø</u>	Today ~						Unknown	Ð	8
	Access Point							_	
ļ	All resources are selected.				-		Unknown	Ŀ	8
	Event Type		huang	chunjuan	44301		Unknown	Ð	
	All event types are selected.								
	Authentication Result	« 9					Unknown	⋳	8
	All								
	Search By						Unknown	Ð	
	 Person/Visitor 								
	Card No.						Unknown	Ð	8
	Person/Visitor								
	 All 								
	O Person								
	⊖ Visitor								
	Search	Total: 6 100 /Pag	ge 🗸				> 1	(1	Go

4.2.2 Device Recorded Data Retrieval

Person Search→Access Control Retrieval→ Device Recorded Data Retrieval, The device record retrieval displays all events under the user authority, the events can be filtered on the left, and the events corresponding to the filter conditions are displayed on the right. Click the export button in the upper right corner, and you can choose EXCEL and PDF to export the screening results, and the EXCEL method can be checked to export pictures.

88	🏮 🔒 Person Search					& ↑↓	🏗 🕂 🔣 admin	16:46:03 UTC+0	18:00 合 – □ ×	
	The server supports global sorting for log type data.									
R	Device Recorded Data Retrieval								∃Export [2]	
-	-		Source ‡	Area ‡	Source Type	Device ‡	Event Type	Time ‡	Operation	
lā (8)	Time	~	2210	2210	Elevators	2210	Button Relay Disconnected	2023-02-20 15:17:14	⋳	
ਵα ′Ωੋ	Access Point(s)		2210	2210	Elevators	2210	Remote: Unlocked Door	2023-02-20 15:12:14	Ð	
	Device		2210		Elevator Control Device	2210	Remote: Login	2023-02-20 15:12:14	\Box	
	Alarm Input		2210		Elevator Control Device	2210	Remote: Logout	2023-02-20 15:12:14	Ð	
			2210		Elevator Control Device	2210	Remote: Logout	2023-02-20 15:12:13	Ð	
		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	2210		Elevator Control Device	2210	Remote: Login	2023-02-20 15:12:13	Ð	
			2210		Elevator Control Device	2210	Remote: Logout	2023-02-20 15:12:00	Ð	
			2210		Elevator Control Device	2210	Remote: Logout	2023-02-20 15:12:00	Ð	
			2210		Elevator Control Device	2210	Remote: Login	2023-02-20 15:12:00	Ð	
			2210	2210	Elevators	2210	Remote: Unlocked Door	2023-02-20 15:12:00	Ð	
			2210		Elevator Control Device	2210	Remote: Login	2023-02-20 15:12:00	Ð	
	Search		Total: 237 10	00 /Page 🗸			к < >	>  1	/3 Go	