

# **HCP2.4 Access Control Delivery Manual**

---

2023. 02

**Content**

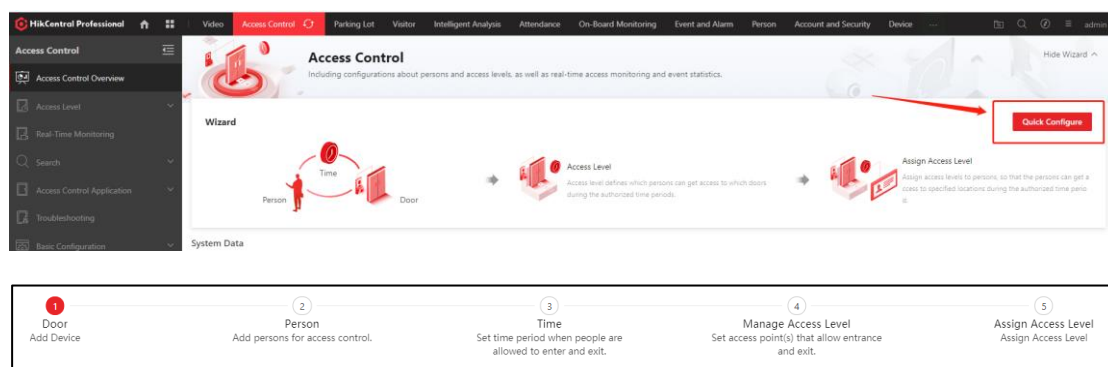
Record .....	<b>错误!未定义书签。</b>
<b>1 Overview.....</b>	<b>3</b>
<b>2 Web Configuration Process .....</b>	<b>3</b>
2.1 Add Access Control Device .....	3
2.2 Add persons for access control.....	4
2.3 Add Access Schedule Template .....	6
2.4 Add Access Level .....	7
2.5 Assign Access Level.....	8
<b>3 Web Function Application.....</b>	<b>8</b>
3.1 Real-Time Monitoring .....	8
3.2 Search.....	9
3.2.1 Identity Access Search.....	9
3.2.2 Device Recorded Data Retrieval.....	10
<b>4 CS Function Application.....</b>	<b>12</b>
4.1 Monitoring.....	12
4.2 Search.....	13
4.2.1 Identity Access Search.....	13
4.2.2 Device Recorded Data Retrieval.....	14

# 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:



### 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.

**Access Control Wizard**

1 Door Add Device

2 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.

Save and Next

**Add Access Control Device**

Basic Information

Access Protocol: Hikvision Private Protocol

Adding Mode:  IP Address/Domain,  IP Segment,  Batch import

\* Device Address: 10.9.99.104

\* Device Port: 8000

\* Device Name: minmce-hj

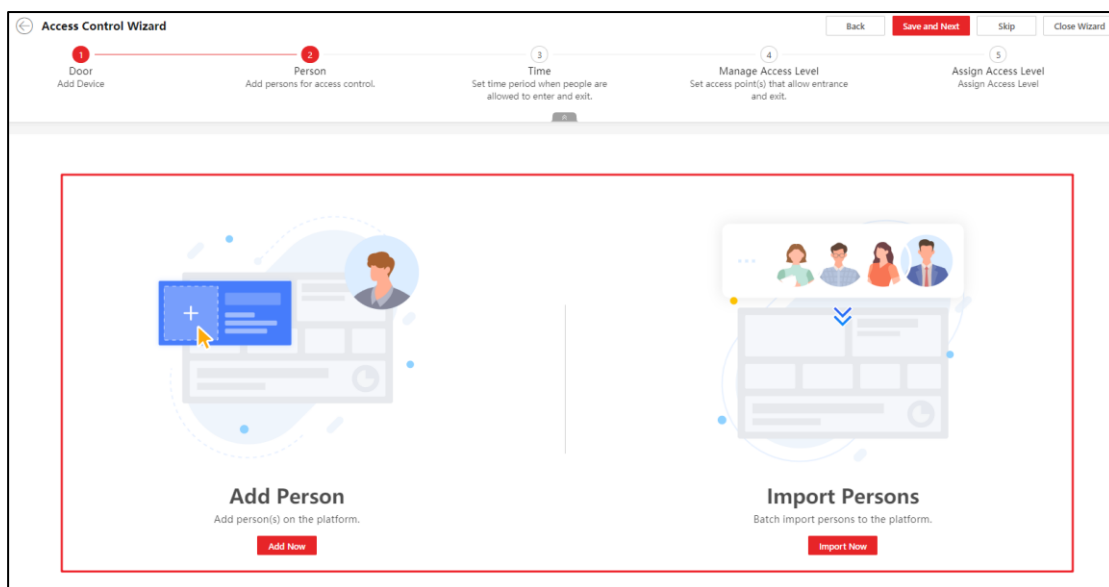
\* User Name: admin

\* Password: [masked] Strong

Time Zone:  Device Time Zone,  Get Device's Time Zone,  Manually Set Time Zone (The time zone settings will be applied 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.



- Method 1: Add Person

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

←
**Add Person**

**\*ID**

ⓘ Once configured, the ID cannot be edited. Confirm the ID rule before setting an ID.

**\*Department**

First Name

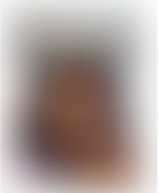
Last Name

**\*Effective Period**  -  📅 Extend Effect...

Allow Login to Self-Service

Employee Self-Service Password

ⓘ 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.



📄 1

📄 0

👤 0

👤 0

👤 1

👁️ 0

**Credential Management**

Configure Platform User
Not Configured
Configure Now

- 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 Method  Import by Template ⓘ  
 Import from Device ⓘ

Device Type  ▾

Select Device\*   
▾   All  
  minmoe-hcj

Import Person  All  
 Specified Employee No.

Select Department ⓘ  ▾

Replace Profile Picture

## 2.3 Add Access Schedule Template

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

### Add Access Schedule Template

**Basic Information**

\*Name

Copy From

**Weekly Schedule**

Weekly Schedule Template

	00	02	04	06	08	10	12	14	16	18	20	22	24
Sunday													
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													
Saturday													

**Holiday Schedule**

Holiday Schedule

## 2.4 Add Access Level

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

### Add Access Level

\*Access Level Name

Description

\*Access Point

Available

- All
- >  K2210
- >  KD8003
- minmoe-hcj

> <

Selected

<input type="checkbox"/>	Name	Area
<input type="checkbox"/>	Door 01	minmoe-hcj

\*Access Schedule

## 2.5 Assign Access Level

Add person(s) for assigning access levels to.

**Assign Access Level**

---

\* Access Level AL-HCJ

**AL-HCJ**

Access Schedule hbj-Tem1 📄      Access Point 📱 1 🔄 0 📱 0 📄

Person Assigned with Permission 📄

**huang chunjuan**

📱 4430122492

🏢 All Departments

**Paul Hu**

📱 4318598525

🏢 All Departments

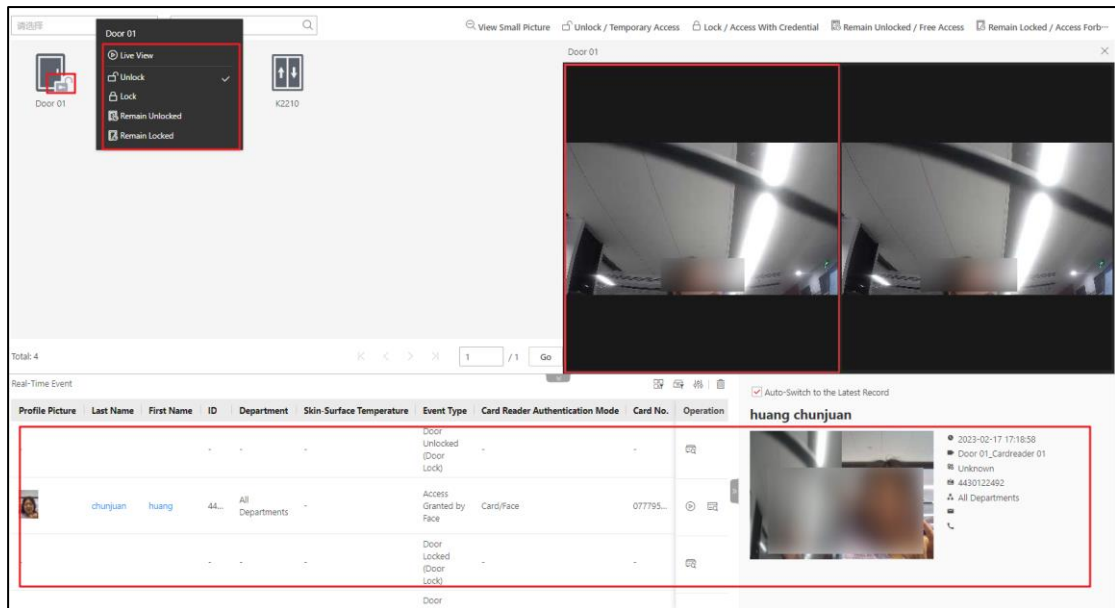
2 Person(s) Selected

## 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

Time: Today

Access Point: Door 01

Event Type: All event types are selected.

Authentication Result: All

Search By: Person/Visitor

Person/Visitor: All

Search In: Fuzzy Matching

Temperature Status:

Mask Wearing Status:

Search

Profile Picture	First Name	Last Name	ID	Skin Surface Temperature	Mask Wearing Status	Card No.	Person/Visitor	Department	Time	Access Point	Card	Operation
	huang	chunjun	44301...		Unknown	0777957744	Person	All Department...	2023-02-17 17:18:58	Door 01	Card 01	
	huang	chunjun	44301...		Unknown	0777957744	Person	All Department...	2023-02-17 17:18:47	Door 01	Card 01	
	huang	chunjun	44301...		Unknown	0777957744	Person	All Department...	2023-02-17 17:18:35	Door 01	Card 01	
	huang	chunjun	44301...		Unknown	0777957744	Person	All Department...	2023-02-17 17:18:32	Door 01	Card 01	
	huang	chunjun	44301...		Unknown	0777957744	Person	All Department...	2023-02-17 17:09:48	Door 01	Card 01	
	huang	chunjun	44301...		Unknown	0777957744	Person	All Department...	2023-02-17 17:09:45	Door 01	Card 01	
	huang	chunjun	44301...		Unknown	0777957744	Person	All Department...	2023-02-17 17:06:58	Door 01	Card 01	
	huang	chunjun	44301...		Unknown	0777957744	Person	All Department...	2023-02-17 17:06:55	Door 01	Card 01	
	huang	chunjun	44301...		Unknown	0777957744	Person	All Department...	2023-02-17 17:06:52	Door 01	Card 01	
	huang	chunjun	44301...		Unknown	0777957744	Person	All Department...	2023-02-17 17:06:37	Door 01	Card 01	
	huang	chunjun	44301...		Unknown	0777957744	Person	All Department...	2023-02-17 16:59:41	Door 01	Card 01	

Total: 23 / 100 /page

### 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

Time: Today

Access Point(s):

Source: Door 01

Event Type: All event types are selected.

Device:

Alarm Input:

Export

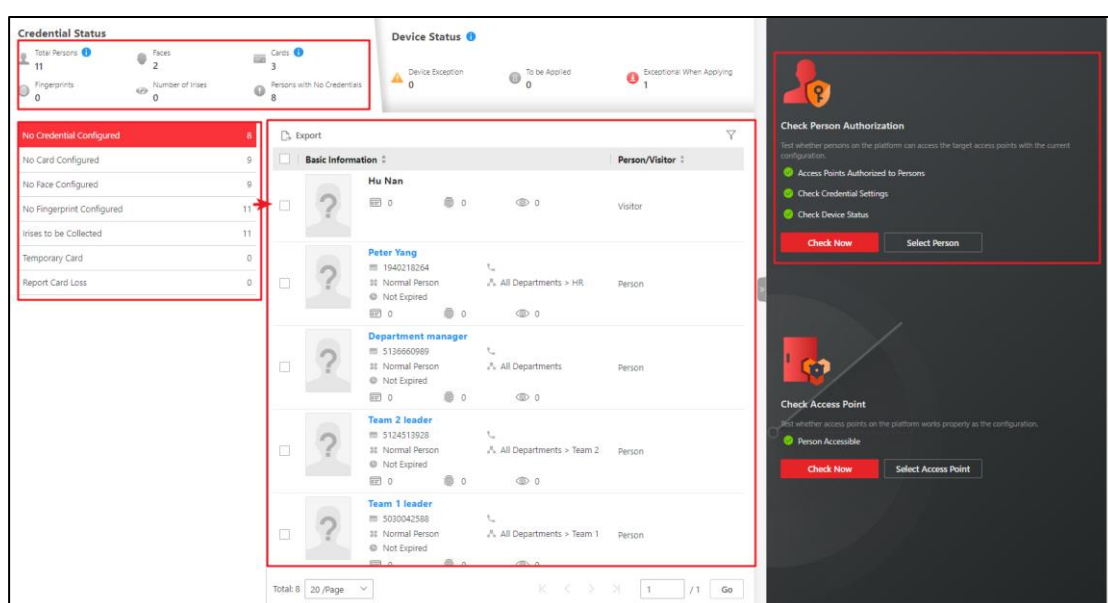
Source	Area	Source Type	Device	Event Type	Time	Operation
Door 01	minmoe-hj	Door	minmoe-hj	Door Locked (Door Lock)	2023-02-17 17:18:03	
Door 01	minmoe-hj	Door	minmoe-hj	Door Unlocked (Door Lock)	2023-02-17 17:18:58	
Door 01	minmoe-hj	Door	minmoe-hj	Door Locked (Door Lock)	2023-02-17 17:18:52	
Door 01	minmoe-hj	Door	minmoe-hj	Door Unlocked (Door Lock)	2023-02-17 17:18:47	
Door 01	minmoe-hj	Door	minmoe-hj	Door Locked (Door Lock)	2023-02-17 17:18:46	
Door 01	minmoe-hj	Door	minmoe-hj	Door Unlocked (Door Lock)	2023-02-17 17:18:41	
Door 01	minmoe-hj	Door	minmoe-hj	Remote: Unlocked Door	2023-02-17 17:18:41	
Door 01	minmoe-hj	Door	minmoe-hj	Door Locked (Door Lock)	2023-02-17 17:18:40	
Door 01	minmoe-hj	Door	minmoe-hj	Door Unlocked (Door Lock)	2023-02-17 17:18:32	
Door 01	minmoe-hj	Door	minmoe-hj	Door Locked (Door Lock)	2023-02-17 17:15:34	
Door 01	minmoe-hj	Door	minmoe-hj	Remote: Unlocked Door	2023-02-17 17:15:29	
Door 01	minmoe-hj	Door	minmoe-hj	Door Unlocked (Door Lock)	2023-02-17 17:15:29	
Door 01	minmoe-hj	Door	minmoe-hj	Door Locked (Door Lock)	2023-02-17 17:09:53	
Door 01	minmoe-hj	Door	minmoe-hj	Door Unlocked (Door Lock)	2023-02-17 17:09:45	
Door 01	minmoe-hj	Door	minmoe-hj	Door Locked (Door Lock)	2023-02-17 17:07:03	
Door 01	minmoe-hj	Door	minmoe-hj	Door Unlocked (Door Lock)	2023-02-17 17:06:52	
Door 01	minmoe-hj	Door	minmoe-hj	Door Locked (Door Lock)	2023-02-17 17:06:42	
Door 01	minmoe-hj	Door	minmoe-hj	Door Unlocked (Door Lock)	2023-02-17 17:06:37	

### 3.3 Troubleshooting

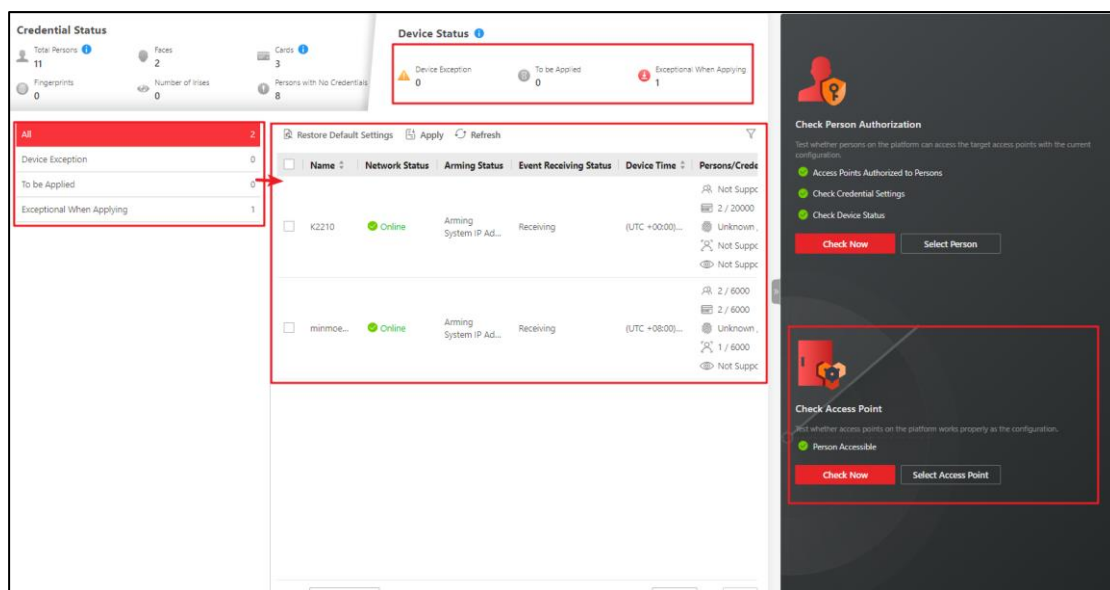
- Credential Status :You can get an overview of the overall situation of the

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.



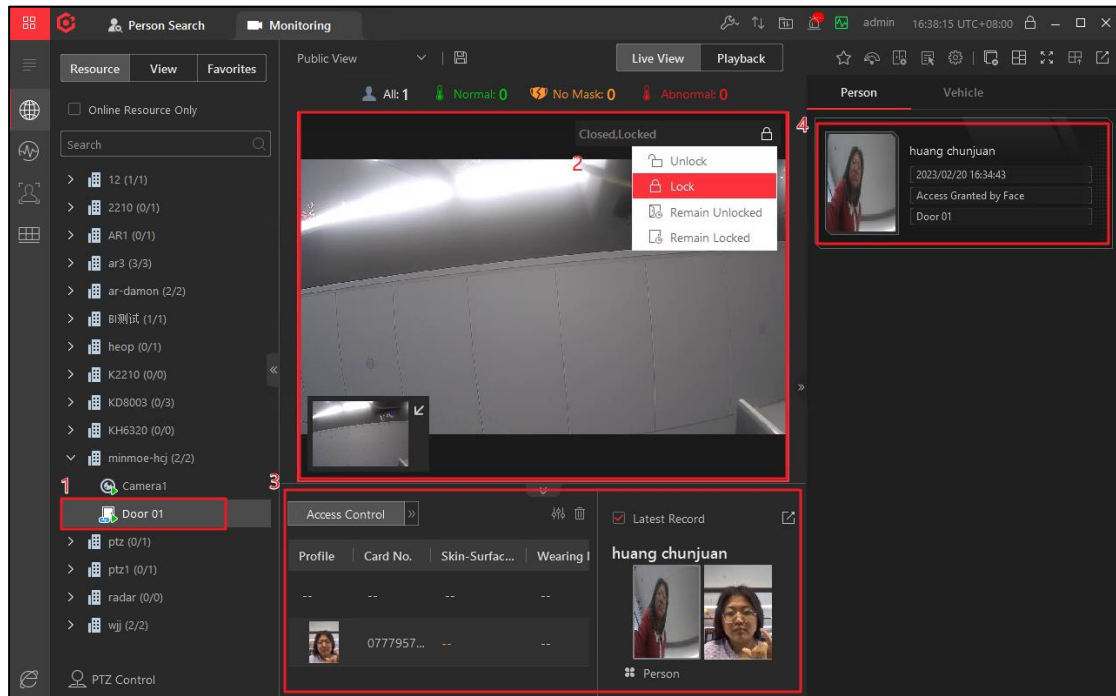
- Device status: Device abnormal, To be Applied , and Exceptional When Applying status.
- Check Access Point: Test whether access points on the platform works properly as the configuration.



## 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.

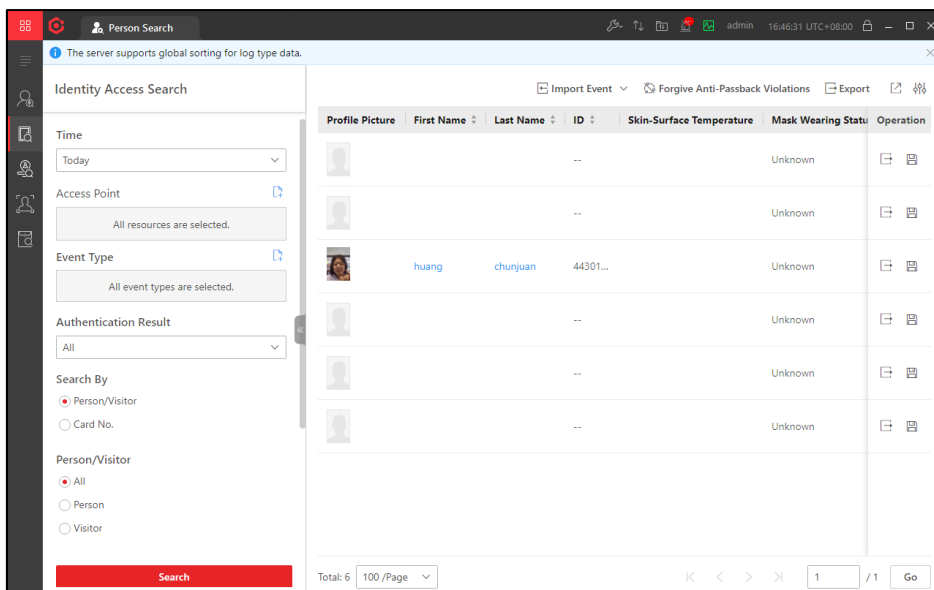


## 4.2 Search

### 4.2.1 Identity Access Search

Person Search→Access Control Retrieval→ 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.



### 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.

