



Setting Absensi pada IVMS 4200 AC (Access Control)



IVMS 4200 AC ini merupakan software khusus dari Hikvision yang berguna untuk mengatur berbagai tipe *Access control* dari Hikvision, pada tutorial kali ini kami ingin menginformasikan cara mengatur absensi pada *IVMS 4200 AC*, terminal yang kami gunakan yaitu *DS-K1T8003MF*

| 16 22 TELESTE | HIKYTSION |
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1. Tambahkan dahulu device terminal ke *IVMS 4200 AC* pada menu *Maintenance & Management – Device Management,* kemudian pilih *online Device* untuk melihat *Access control* yang ada di jaringan kita.

| 4 | IVMS-4200 AC | | | | | | | | | | | | | | | | | 🗄 🔂 Admin 🔻 | 18 - 8 | × |
|----|----------------------|-------|-------------|-----------|--------------------|--------------|--------------------|------------|--------|-------|---------------------|-----------------------|--------|--------------|-------|------------|-----------|-------------|--------|---|
| 8 | Monitoring | 🕅 Tim | e & Attenda | ance | 🛃 Maintenar | nce and Man | agement 🔾 | Access C | ontrol | | | | | | | | | | | |
| | | | | te Device | | | | | | | | | | | | | | | | |
| 88 | | | Name | CI Conr | vection T Connect | tion Para) D | evice Type 1 | Serial No. | | Secu | rity Level Status | Operation | | | | | | | | |
| | Device | | | | | | | | | | | | | | | | | | | |
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| 8 | System Configuration | | | | | | | | | | | | | | | | | | | |
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| | | | I IP | C Dev | ke Model | 11 | Firmware Versior | n Secu | rity | Port | Serial No. | | Boi | st Time | Added | Operation | | | | |
| | | | | | CT T8003M/F | | v1.0.2build 190314 | | | 8000 | DS-K1TE003MF2019 | 0814W010X02END0546258 | | | | | | | | |
| | | | 192,168,7,2 | 40 DS-H | CI TEOSIME | | V1.1.06uild 180206 | S Activ | e. | 15000 | DS-K1T609MF20100 | 108W010100EN213656632 | 1. 201 | 9-08-21 08:3 | No | ⊕ <i>₽</i> | | | | |
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2. Kemudian masukkan Username dan password Device nya kemudian pilih Synchronize Time supaya jam di IVMS dan device sinkron.

| Add | | > |
|------------------|--|---------------|
| Name | DS-K1T8003MF | |
| IP Address | 192.168.2.70 | |
| Port | 8000 | |
| User Name | admin | |
| Password | •••••• | |
| Synchronize Time | 2 | |
| Import to Group | | |
| | Set the device name as the group nam add all the channels connected to the a to the group. | le ai devi |
| | Add Cancel | |

3. Lalu Tambah Nama kantor dengan cara klik add di sebelah kiri kemudian masukan nama kantor, jika ingin menambah divisi silahkan add divisi pada sub kantor nya, untuk menambahkan user ada beberapa metode yaitu dengan cara menambahkan langsung dari IVMS atau daftar dari device nya

| A IVMS-4200 AC | | | | | | | | | | | | | | | 10 E | a Admin • 1 8 |) – Ø × |
|-------------------------|-----|----------|----------|--------------|----------|---------------|---------------|-----|----------------|-----------|---------|------|--------|--|------|---------------|----------|
| 🔠 Person 💿 | Mar | nitoring | 🛅 Time 8 | & Attendance | 1 | Maintenance a | id Management | . 📓 | Access Control | | | | | | | | |
| + Add X Denete | | | | | | | | | | | | | | | | | T |
| | | | | | | | | | | | | | | | | | |
| Show Persons in Sub Org | | | Index | 1 Name | | Person ID | Card No | | Valid or N | et Ding | erprint | Card | 1 face | | | | |
| 📰 Sejahtera Mandini | | | | | | | | | | | | | | | | | |
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4. Jika ingin mengambil user yang sudah ada pada terminal pilih Get From Device, kemudian pilih device nya



5. Pilih *add* untuk menambahkan user dari *ivms*, kemudain Data karyawan nya, untuk menambahkan *credential* seperti kartu dan fingerprint tekan +.

| Add | | × |
|-------------------|---|---|
| Basic Information | | |
| | | |
| | | |
| - Name | + | |
| Gender | Male O Female Add Face | |
| | | |
| | | |
| | | |
| Effective Period | 2019/08/22 00:00:00-2029/08/21 23:59:59 | |
| Remark | | |
| - Credential | | |
| Card | | |
| | | |
| Fingerprint | | |
| | | |
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| | | |
| Access Contro | | |
| Resident Infor | mation | |
| | Add and New Add Cancel | |
| | | |









6. Untuk konfigurasi pendaftaran jari maupun kartu bisa dengan menggunakan *terminal* untuk *reader* ataupun menggunanakn *issuer, issuer* adalah device yang berfungsi untuk mendaftarkan kartu/finger langsung dari *IVMS* nya, jika ingin menggunakan *terminal* sebagai *reader* nya pilih remote pada setttingan reader nya lalu pilih *device terminal* kita, kemudian tekan *read* untuk membaca, kemudian tempelkan kartu / finger ke terminal nya



7. Kemudian setting *Time & attendance*, tentukan hari libur nya di *Weekend Settings*, kemudian konfigurasikan Absen nya, *Check in Late for* adalah ketentuan absensi setelah telat dari waktu yang kita pilih, *Check Out Early* for adalah ketentuan jika ada salah satu karyawan yang pulang lebih awal pada waktu yang di pilih

| 🙏 iVMS-4200 AC | | |
|---------------------------|---|------------------------------|
| 🔡 🗐 Person 🛞 I | Monitoring 🛛 🛅 Time & Attendance 💿 😨 Maintenance and Management | Access Control |
| = | Weekend Settings | |
| Attendance Settings 🔺 | Set as Weekend 🗌 Monday 📄 Tuesday 📄 Wednesday 📄 Thursday | 🗌 Friday 💆 Saturday 💆 Sunday |
| General Rule | Absence Settings | |
| Overtime | Check-In, Late for 60 min, Mark as Absent | |
| Attendance Check Point | *Check-Out, Early Leave for 60 min, Mark as Absent | |
| Holiday | No Check-In, Mark as Absent 👻 | |
| nonday | * No Check-Out, Mark as Absent 👻 | |
| Leave Type | | |
| Third-Party Database | Auto-Calculate Attendance | |
| 🕚 Timetable | * Calculate at 01:00:00 | |
| 👩 shift | | |
| Shift Schedule | | |
| Attendance Handling | | |
| 🕅 Attendance Statistics 👻 | | |







8. Buat Timetable, Timetable ini berfungsi untuk memasukkan jam pada shift yang akan di buat, tentukan pilihan untuk mengkalkulasi absensi nya jika pilihian First in & Last out maka absensi akan mengkalkulasikan check-in nya pada saat karyawan pertama kali tap absen dan Check-out pada saat karyawan terakhir kali tap absen. Kemudian atur jam absen nya, Valid Check in time adalah ketentuan batas absen masuk karywan sedangkan Valid Check-out time adalah ketentuan batas absen pulang karyawan

| + Add $	imes$ Delete | Basic Settings | | | | | | | | | | |
|----------------------|---|--|--|--|--|--|--|--|--|--|--|
| Search | Name Default Timetable | | | | | | | | | | |
| New Timetable1 | Calculated by First In & Last Out | | | | | | | | | | |
| | ① Enable T&A Status 💭 | | | | | | | | | | |
| | Attendance Time | | | | | | | | | | |
| | Start-Work Time 9:00 🗘 Valid Check-in Time 8:30 🗘 to 9:30 🗘 | | | | | | | | | | |
| | End-Work 18:00 🗘 Valid Check-out Time 17:30 🗘 to 18:30 🗘 | | | | | | | | | | |
| | Calculated as 540 🗘 min | | | | | | | | | | |
| | Late Allowable 10 🗘 min | | | | | | | | | | |
| | | | | | | | | | | | |
| | Break Time | | | | | | | | | | |
| | Select Break Time Settings | | | | | | | | | | |
| | I Break Name Start Time End Time | | | | | | | | | | |
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| | Save | | | | | | | | | | |

9. Buat jam istirahatnya tentukan waktu mulai dan akhir istirahatnya, No Earlier Than merupakan ketentuan validasi waktu istirahat, dan No Later Than merupakan validasi Waktu akhir istirahat

| Break Time Management | | | | | | | | | | | |
|-----------------------|------------|------|-----------------|-------|--|--|--|--|--|--|--|
| + Add | | | | | | | | | | | |
| New | Break1 | | | | | | | | | | |
| 17 A | | | | | | | | | | | |
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| Break Name | Break Time | | | | | | | | | | |
| Start Time | 12:00 | | No Earlier Than | 11:30 | | | | | | | |
| End Time | 13:00 | | No Later Than | 13:30 | | | | | | | |
| Break Duration | 60 | | | | | | | | | | |
| Calculation | Auto Dec | duct | O Must Check | | | | | | | | |
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| | Save | | Cancel | | | | | | | | |
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10. Setelah selesai konfigurasi Timetable nya kemudian buatkan Shift dengan cara Klik add untuk membuat baru kemudian pilih time table yang tadi di buat kemudian klik hari pada table hari di bawahnya untuk menambahkan nya

| + Add $	imes$ Delete | Basic Settings |
|----------------------|---|
| Search Q | Shift Name SM Shift |
| SM Shift | Shift Period 1 💌 Weekday 💌 |
| | Default Timetable New Timetable1 |
| | X Delete 💼 Clear New Timetable1 : 09:00 - 15:00 |
| | Time 0000 0200 0400 0600 0800 1800 1200 1460 1660 1800 2000 2200 2400 Monday |
| | Tuesday |
| | Wednesday |
| | Thursday |
| | Friday. |
| | Saturday |
| | Sunday |
| | Save Assign |
| | |
| | |

11. Atur Shift nya, pada menu ini kita dapat mengatur shift perdivisi, perorang, maupun satu kantor nya











12. Pada Department Schedule pilih shift yang tadi kita buat dan tanggal efektif nya, dan atur shift rule sesai kebutuhan



13. Setelah Shift dan person di buat langkah selanjutnya adalah membuat access group yang berfungsi untuk mengirim perintah yang dibuat ke terminal nya, Pilih Access Control – access Group, Kemudian Klik Add untuk menambahkan Access Group nya



14. Kemudian masukkan Nama Access Group nya, Klik Divisi atau department yang di buat tadi kemudian pilih terminal nya, jika sudah klik Save

| Add | | | | | |
|-----|--------|-------------------------|---|--------------------|--|
| | - Name | Sejahtera Mandiri | | | |
| | | All-Day Authorized | | | |
| | | | | | |
| | | | | | |
| | | 👻 📕 🛅 Sejahtera Mandiri | | 🚨 Dandy | |
| | | Se Danidy | | | |
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| | | 👻 📕 DS-К1ТВООЗМЕ | | Door1_DS-K1T8003MF | |
| | | Doorl_DS-K1T8 | | | |
| | | Save Cancel |] | | |









15. Jika Access Group telah di buat maka langkah selanjutnya adalah pilih Apply All to Device/Apply Only changes to device jika ingin menyelesaikan perubahan pada satu access Door saja



16. Tampilan jika sudah berhasil tersimpan

| Applying Progr | ess | | | | |
|-----------------|-------------------|------------|--------|--------|------|
| Current Applyin | ng Group: Sejahte | ra Mandiri | | | 1009 |
| Applying Detai | Is | | | | |
| | | | | | |
| Name | | Progress | Result | Remark | |
| 👻 Sejahtera N | Mandiri | | | | |
| DS-K1 | 18003MF | 100% | | | |
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17. Untuk melihat Report Absensi pilih menu Time & Attendances – Attendace Static- Calculate, kemudian pilih department dan tanggal yang di inginkan beserta keterangan nya, jika sudah klik Calculate maka akan tampil Nama Karyawan beserta detail absen nya

| 🙏 IVMS-4200 AC | | | | | | | | | | |
|-------------------------|--------------|-----------------------|-------------------|---------------------|------------------------------|----------------------|---------------------|------------------|-----------------|----------------|
| 🔠 🗃 Maintenance and | d Management | 🗐 Person 🦪 | Monitoring | m Time & Attendance | 🖸 📋 Access Control | | | | | |
| Ŧ | | me 2019-08-22 | 6 | End Time 2019- | 06-22 🖼 | | | | | Reset |
| 📰 Atlendance Settings 💌 | | ent Sejahtera Mandiri | | | | | | | | Calculate |
| 🕙 Timetable | | | | | | | | | | |
| 🖪 sha | | | | | 💆 OT 🛛 💆 Leave/Business Trip | | | | | |
| 🗐 Shih Schedule | | 🖬 Rest 🔛 N | 4a Shift Schedule | | | | | | | |
| 🔲 Attendance Handling | | | | | | | | | | |
| - | ID 🗍 Na | ame Org | Dute | Shift Timetable | Start-Wor | k End-Work Check | In Check Out La | te Early Leave | Attended Absent | Worked Breat |
| Attendance Statistics * | | | | | | | | | | |
| Original Records | | | | | | | | | | |
| Calculate | | | | | | | | | | |
| Report | | | | | | | | | | |
| Contrary Research | | | | | | | | | | |
| Committing of the | | | | | | | | | | |
| Report Display | | | | | | | | | | |
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18. Jika ingin membuat report otomatis ke email , pilih Custom Report kemudian pilih add untuk menambah report



19. Kemudian Masukkan Report Name dan Report type kemudian pilih person / divisi nya. pilih Auto Sending Email untuk mengirimkan report ke email dan masukkan alamat email kemudian tentukan jadwal pengiriman report nya.

| Add | | | | | |
|-----|--------------------|-------------------------|----------|---------|--|
| | Report Name | | | | |
| | Report Type | Monthly | | | |
| | Report Time | Current Month | | | |
| | | Available | Selected | | |
| | | | | | |
| | | 🕨 🔲 🖿 Sejahtera Mandiri | | | |
| | | | | | |
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| | | | | No data | |
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| | Auto-Sending Email | | | | |
| | Effective Period: | 2019.08.22-2019.08.23 | 660 | | |
| | Sending Date | Monday Tuesday Total | | | |
| | | | sunday | | |
| | Sending Time | 00:00:00 | | | |
| | Email Address | | | | |
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