

#### ENTRY-EXIT REPORT (FIRE ROLL REPORT)

TCMS v2.1.2 version G onwards is providing a new report called Entry-Exit report. This report is meant to work with In-Out reader system and antipassback system. The report can show clocking time of users in pairs (time to come in and leaving). This is good to monitor their activities.

In TCMS v2.1.2 version K, this Entry-Exit report is upgraded and full utilities to become a fire roll report. With the same installation scenario (2 terminals installed at a door, as In-Out reader system), users must verify to gain access or to leave a zone. The new Entry-Exit report can show who are the users not leaving the zone during fire or any emergency case.

Step 1

| FingerTec   | : Terminal  |   |                             |   |   |   |  |                                    |                        |       |
|---|---|---|-----------------------------|---|---|---|--|------------------------------------|------------------------|-------|
| Specify th<br>for TCP/IP<br>In order to<br>IMPORTAI | ne ID number and the<br>connection.<br>o enable a disabled te<br>NT: Click 'Activate Te | type of model f<br>rminal, make su<br>rminal' button to | or eac<br>ire the<br>active | h installed terminal, and its<br>terminal is connected onli<br>ate the terminal in order to | s known commu<br>ine to your PC be<br>able to downloa | nication port fo<br>fore you untic<br>d clocking data | r RS-232/485<br>k the 'Disable<br>a from termina | i connection<br>d' checker.<br>il. | , or its unique IP add | dress |
| Disabled  | Product Key   | Activation  | ID                          | Description   | Model   | Serial No.  | Connection                                       | Baudrate                           | IP Address             | ~     |
| Г   | WP5K-EB9U-48QD  | CU6HDY55  | 1                           | Entry   | M2  | 7107644   | ТСРИР  | 115200                             | 192.168.1.143          |       |
|   | N7DF-U8VR-7TE2  | VVMZ6TMD  | 2                           | Exit  | M2  | 7106563   | TCP/IP   | 115200                             | 192.168.1.43           |       |
|   |   |   |                             |   |   |   |  |                                    |                        |       |
| Show 1  | I<br>TCMSv2 Viewer Acti   | vation  |                             |   |   | - <b>I</b> .  |  |                                    |                        | ±     |
| Help  | Add   |   | te                          | Activate Terr   | ninal   | Advanced S  | ettings  | AF                                 | ply <u>C</u> los       | e     |

There must be 2 terminals installed and registered in TCMS v2. Please kindly take note, the connection type must be "TCP/IP" (or COM port). The report cannot be generated if you are using USB pen drive to transfer data. Please make sure you name the terminals to identify them.

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#### Step 2



Select "Configure access zones" to start to add in the Entry and Exit terminals.

| \varTheta Access Zone C                   | Configuration   |                      |                                 |         |        |                 |             |            |                       |               |
|---|---|----------------------|---------------------------------|---------|--------|-----------------|-------------|------------|-----------------------|---------------|
| Specify the access<br>only once either as | s zone which can have multiple ac<br>s an entry terminal or exit terminal : | ccess do<br>for an a | ors with a pair (<br>cess door. | of enti | ry and | ł exit terminal | ls attached | to each do | oor. Each terminal ca | n be assigned |
| Access Zone                               |   |                      |                                 |         | ID     |                 | Descri      | iption     | Model                 | Zone          |
| Zone                                      | Description   |                      | *                               |         |        | Entry           |             |            | M2                    | 1             |
| ▶1 Apa                                    | artment Alpha   |                      |                                 |         | 2      | E×it            |             |            | M2                    | 1             |
| 2 Apa                                     | artment Beta  |                      |                                 |         |        |                 |             |            |                       |               |
|   |   |                      |                                 |         |        |                 |             |            |                       |               |
|   |   |                      |                                 |         |        |                 |             |            |                       |               |
|   |   |                      |                                 |         |        |                 |             |            |                       |               |
|   |   |                      |                                 |         |        |                 |             |            |                       | -             |
|   |   |                      |                                 |         |        |                 |             |            |                       |               |
| Access door with a                        | attached terminals for the selected   | Acces:               | s Zone                          |         |        |                 |             |            |                       |               |
|   | Door Location   | ID                   | Er                              | ntry R  | eader  |                 | ID          |            | Exit Reader           | A             |
| Ground Floor mai                          | in entrance   | 1                    | Entry                           |         |        |                 | 2           | Exit       |                       |               |
|   |   |                      |                                 |         |        |                 |             |            |                       |               |
|   |   |                      |                                 |         |        |                 |             |            |                       |               |
|   |   |                      |                                 |         |        |                 |             |            |                       |               |
| Help                                      |   |                      |                                 |         |        |                 |             |            | Apply                 | Close         |

Access Zone – you will define the zone (example apartment alpha, beta etc). For working environment, the zone could be Production zone, Canteen, Office etc.





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| 😫 Access Zone                          | Configuration  |                       |                              |          |         |                 |            |            |                       |             |          |
|--|--|-----------------------|------------------------------|----------|---------|-----------------|------------|------------|-----------------------|-------------|----------|
| Specify the acce<br>only once either : | ess zone which can have multiple ac<br>as an entry terminal or exit terminal | ccess do<br>for an ac | oors with a p<br>ccess door. | bairofe  | ntry an | d exit terminal | s attached | to each do | oor. Each terminal ca | in be assig | ned      |
| Access Zone                            |  |                       |                              |          | ID      |                 | Descri     | iption     | Model                 | Zone        |          |
| Zone                                   | Description  |                       |                              | <b>A</b> | 1       | Entry           |            |            | M2                    | 1           | <b>A</b> |
| ▶1 A                                   | partment Alpha   |                       |                              |          | 2       | Exit            |            |            | M2                    | 1           |          |
| 2 A                                    | partment Beta  |                       |                              |          |         |                 |            |            |                       |             |          |
|  |  |                       |                              |          |         |                 |            |            |                       |             |          |
|  |  |                       |                              | .        |         |                 |            |            |                       |             |          |
|  |  |                       |                              | -        |         |                 |            |            |                       |             |          |
|  |  |                       |                              | -        |         |                 |            |            |                       |             | <b>v</b> |
|  |  |                       |                              |          |         |                 |            |            |                       |             |          |
| Access door with                       | h attached terminals for the selected  | Acces:                | s Zone                       |          |         |                 |            |            |                       |             |          |
|  | Door Location  | ID                    |                              | Entry    | Reade   | r               | ID         |            | Exit Reader           |             | A .      |
| Ground Floor n                         | nain entrance  | 1                     | Entry                        |          |         |                 | 2          | Exit       |                       |             |          |
|  |  |                       |                              |          |         |                 |            |            |                       |             | _        |
|  |  |                       |                              |          |         |                 |            |            |                       |             | 1        |
|  |  |                       | 1                            |          |         |                 |            |            |                       |             |          |
| Help                                   |  |                       |                              |          |         |                 |            |            | Apply                 | Clos        | e        |

For zone, there could be multiple doors (or entrance). You will name them to identify their location.

Example of door location – Ground floor main entrance.

You must choose the terminal as Entry reader or Exit Reader. Please kindly take note, user verifies at the Entry reader to enter, and verifies at the Exit reader to leave.

| \varTheta Access Zo          | one Configuration   |                       |                                |            |             |                 |             |               |                     |             |          |
|------------------------------|---|-----------------------|--------------------------------|------------|-------------|-----------------|-------------|---------------|---------------------|-------------|----------|
| Specify the a only once eith | ccess zone which can have multiple a<br>ner as an entry terminal or exit terminal | ccess do<br>for an ac | ors with a pair<br>ccess door. | of ent     | ry and      | l exit terminal | ls attached | l to each doo | r. Each terminal ca | an be assij | gned     |
| Access Zone                  |   |                       |                                |            | ID          |                 | Descri      | iption        | Model               | Zor         | ne       |
| Zone                         | Description   |                       | <b>A</b>                       |            | 1           | Entry           |             |               | M2                  | 1           | <b>A</b> |
| <b>▶</b> 1                   | main door   |                       |                                |            | 2           | E×it            |             |               | M2                  | 1           |          |
|                              |   |                       |                                |            |             |                 |             |               |                     |             |          |
|                              |   |                       |                                |            |             |                 |             |               |                     |             |          |
|                              |   |                       |                                |            |             |                 |             |               |                     |             |          |
|                              |   |                       |                                |            |             |                 |             |               |                     |             |          |
|                              |   |                       |                                | 1          | 1           |                 |             |               |                     |             | ~        |
|                              |   |                       | _                              |            |             |                 |             |               |                     |             |          |
| Access door                  | with attached terminals for the selecte   | d Access              | : Zone                         | Centru I D | ) a a d a v |                 |             |               | Evit Doodor         |             |          |
| Cround Ele                   | or main entrance  | 1                     | Entru                          | a itr y re | eauer       |                 | 2           | Ev#           | Exit Reader         |             | <u> </u> |
| Porounario                   |   |                       | Entry                          |            |             |                 | 2           | LAIL          |                     |             | +        |
|                              |   | 2                     | Exit                           |            | -           |                 |             |               |                     |             | +        |
|                              |   |                       |                                |            |             |                 |             |               |                     |             | <b>_</b> |
|                              |   |                       |                                |            |             |                 |             |               |                     | _           |          |
| Help                         |   |                       |                                |            |             |                 |             |               | Apply               | <u>C</u> lo | se       |

Press the ID column to choose the terminal.

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#### Step 3

| Manual Download Cl  | ocking Data   |   |
|---|---|---|
| Use this function to dov<br>terminal manually. Thes<br>once it has been down<br>Please do not interrupt | vnload the clocking transaction<br>e clocking data will be remove f<br>loaded to PC.<br>during the download and conve | data from data<br>irom terminal<br>rting process. |
| Help  | Apply   | Close   |

Now press Download data from terminal to see the data.

You can configure the automatic download interval to automate the download process.

| Step | 4 |
|------|---|
|------|---|

| 😫 Report Generat       | ion                               |         |
|------------------------|-----------------------------------|---------|
| The following are list | of reports available:             |         |
| Gross Wages Repo       | rt 🗾                              | Print   |
| Staff Movement Ana     | alysis                            |         |
| Terminal Activity Re   | port                              | Preview |
| Entry-Exit Transaction | n Listing                         | 42      |
| You you all the set    |                                   | Save    |
| You may select the ra  |                                   |         |
| Group                  | <b>•</b> - <b>•</b>               |         |
| 🔽 Department           | · · ·                             |         |
| Section                |                                   |         |
| User ID                |                                   |         |
| Terminal ID            |                                   |         |
| Date                   | 30/09/2008 00:00 30/09/2008 23:59 |         |
|                        | Non-exit occupant checklist       |         |
|                        |                                   | Cancel  |
|                        |                                   | Help    |

In Report Generation, choose "Entry-Exit transaction Listing". Please define the date range.

Press Preview to see the report.







Example of Report

| ing<br>ro | gerTec TC<br>up : 0 | MS√2.1.2 |            | 30      | Entry-Exit Transaction List<br>/09/2008 00:00 - 30/09/2008 | ing<br>23:59 | 30/0 | 9/2008 10:28:30 | Page: | _ |
|-----------|---------------------|----------|------------|---------|--|--------------|------|-----------------|-------|---|
|           | User ID             | Name     |            | Zone    | Description  | Enter        | ID   | Exit            | ID    | _ |
| 1         | 000001              | John     |            | Departm | ent: Floor 1   |              |      |                 |       |   |
|           |                     |          | 30/09/2008 | 1       | main door  | 10:18:59     | 01   | 12:25:55        | 02    |   |
|           |                     |          |            | 1       | main door  | 18:20:42     | 01   |                 |       |   |
|           |                     |          |            | 1       | main door  |              |      | 18:21:03        | 02    |   |
|           |                     |          |            | 1       | main door  | 18:21:34     | 01   |                 |       |   |
|           |                     |          |            | 1       | main door  |              |      | 20:22:41        | 02    | _ |
| 2         | 000002              | Mary     |            | Departm | ent: Floor 2   |              |      |                 |       |   |
|           |                     |          | 30/09/2008 | 1       | main door  | 10:19:04     | 01   | 12:25:58        | 02    | - |
|           |                     |          |            | 1       | main door  | 18:20:47     | 01   |                 |       |   |
|           |                     |          |            | 1       | main door  |              |      | 18:21:06        | 02    |   |
|           |                     |          |            | 1       | main door  | 18:21:39     | 01   |                 |       |   |
|           |                     |          |            | 1       | main door  |              |      | 20:22:44        | 02    | _ |
|           |                     |          |            |         |  |              |      |                 |       |   |
| 3         | 000003              | Una      |            | Departm | ent: Floor 3   |              |      |                 |       | _ |
|           |                     |          | 30/09/2008 | 1       | main door  | 10:19:10     | 01   | 12:26:01        | 02    |   |
|           |                     |          |            | 1       | main door  | 18:20:52     | 01   |                 |       |   |
|           |                     |          |            | 1       | main door  |              |      | 18:21:25        | 02    |   |
|           |                     |          |            | 1       | main door  | 18:21:45     | 01   |                 |       |   |
|           |                     |          |            | 1       | main door  |              |      | 20:22:47        | 02    | _ |
| 4         | 000004              | Edmond   |            | Departm | ent: Floor 4   |              |      |                 |       |   |
|           |                     |          | 30/09/2008 | 1       | main door  | 10:19:14     | 01   | 12:26:05        | 02    |   |
|           |                     |          |            | 1       | main door  | 18:20:56     | 01   |                 |       |   |
|           |                     |          |            | 1       | main door  |              |      | 18:21:30        | 02    |   |
|           |                     |          |            | 1       | main door  | 18:21:48     | 01   |                 |       |   |
| 5         | 000005              | Royce    |            | Departm | ent: Floor 5   |              |      |                 |       |   |
|           |                     |          | 30/09/2008 | 1       | main door  | 10:19:17     | 01   | 12:26:07        | 02    | - |
|           |                     |          |            | _       |  |              |      |                 |       | • |

You can see the user ID and their verification time at each terminal.

For user ID 00001, 00002, 00003 and 00005, their last transaction are happen in the Exit reader. It means these users already leave the zone.



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For user ID 00004, his last transaction is happen at the Entry terminal. It means the user is inside the zone.

(Reminder: You can do the same configuration to prepare the entry-exit report to check user in-out pairs. This can use to monitor the user's movement. )

To view the Fire Roll report to check who are the users not leaving during fire alarm or emergency,

| 😫 Report Generat       | ion                               |                |
|------------------------|-----------------------------------|----------------|
| The following are list | of reports available:             |                |
| Gross Wages Repo       | rt 🗾                              | Print          |
| Staff Movement An:     | alysis                            |                |
| Terminal Activity Re   | port                              | Preview        |
| Terminal Transactio    | n Listing                         |                |
| Entry-Exit Hansacti    |                                   | Save           |
| You may select the ra  | inge of records by:               | ·              |
| Group                  | <b>•</b> - <b>•</b>               |                |
| 🔽 Department           | <b>•</b> • •                      |                |
| Section                |                                   |                |
| User ID                |                                   |                |
| Terminal ID            |                                   |                |
| Date                   | 30/09/2008 00:00 30/09/2008 23:59 |                |
|                        | Non-exit occupant checklist       |                |
|                        | ht l                              | <u>C</u> ancel |
|                        |                                   |                |
|                        |                                   | Help           |
|                        |                                   |                |

Please define the date range. Check the option "Non-exit occupant chesklist". Press Preview. Sample report as below,

|   | User ID Name  |            | Zone Description    | Enter    | ID | Exit | ID |
|---|---------------|------------|---------------------|----------|----|------|----|
| 1 | 000004 Edmond |            | Department: Floor 4 |          |    | ·    |    |
|   |               | 30/09/2008 | 1 main door         | 18:21:48 | 01 |      |    |



### ENTRY-EXIT REPORT (FIRE ROLL REPORT)

#### Shortcut To Print a Fire Roll Report

The person in charge will not have enough time to configure the report before printing it. TCMS v2.1.2 version K provides a shortcut. You can print the Fire Roll Report (as same as above) by press the button on software.



TCMS v2 will print the Fire Roll report for "today" immediately. You do not need to specific the date range or check the "Non-exit occupant checklist".