

EPORDO Professional Access Control Management System - User Manual

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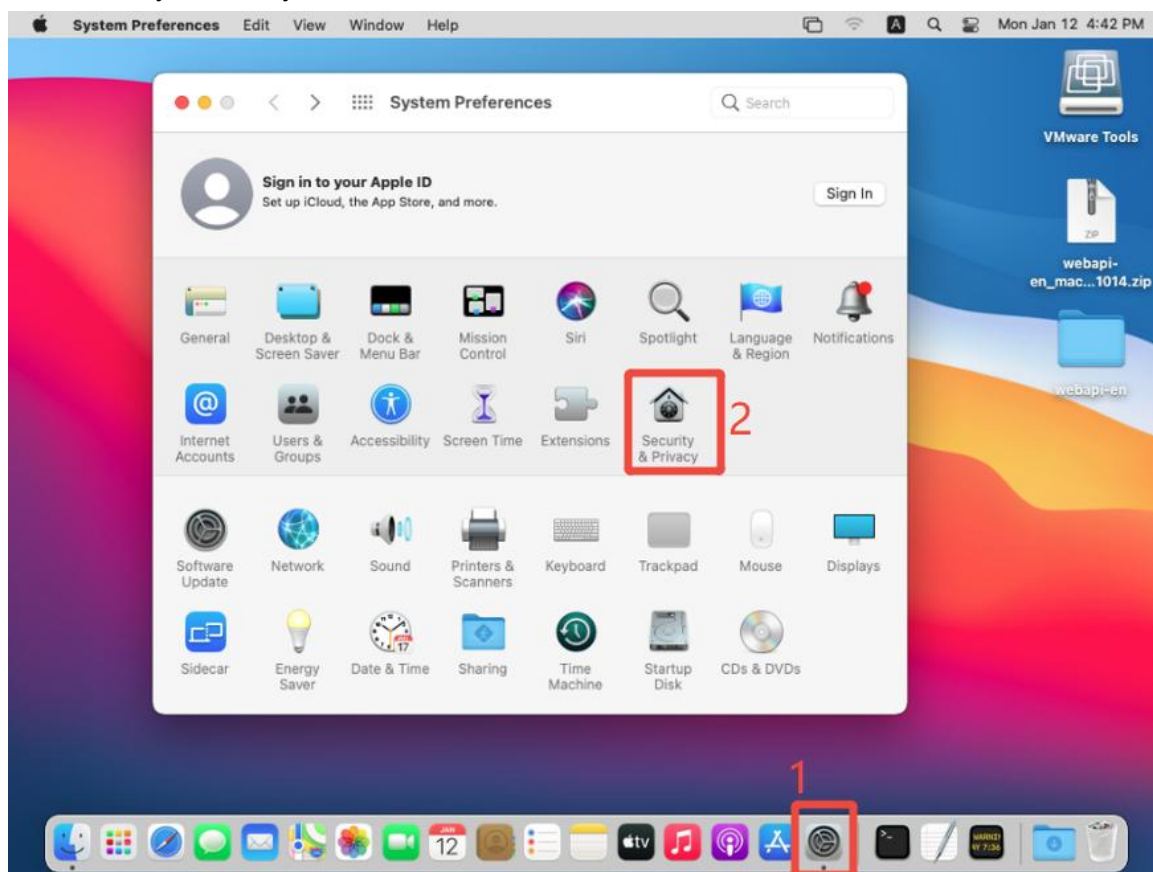
1. Basic Software Operations

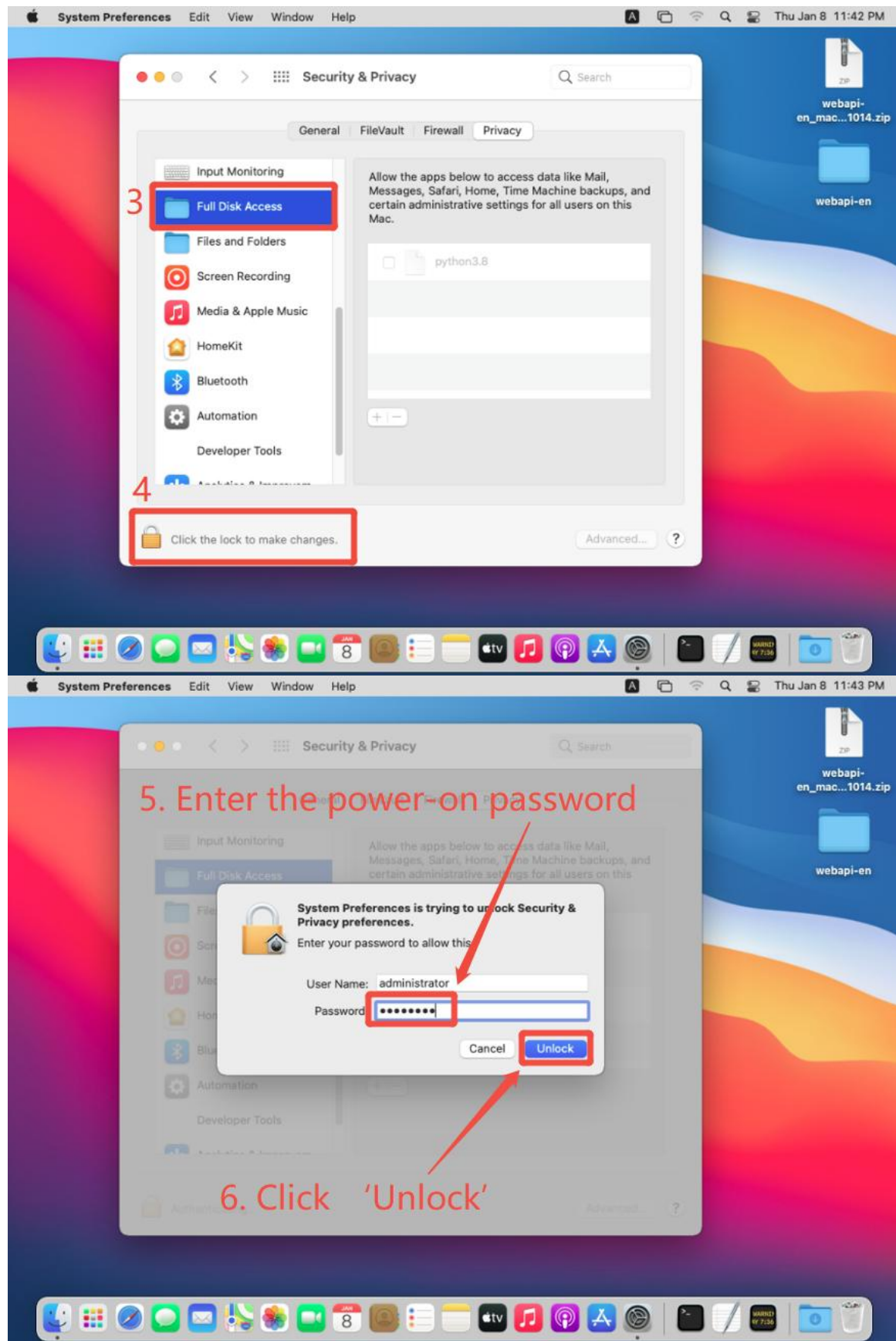
1.1 Environmental Requirements

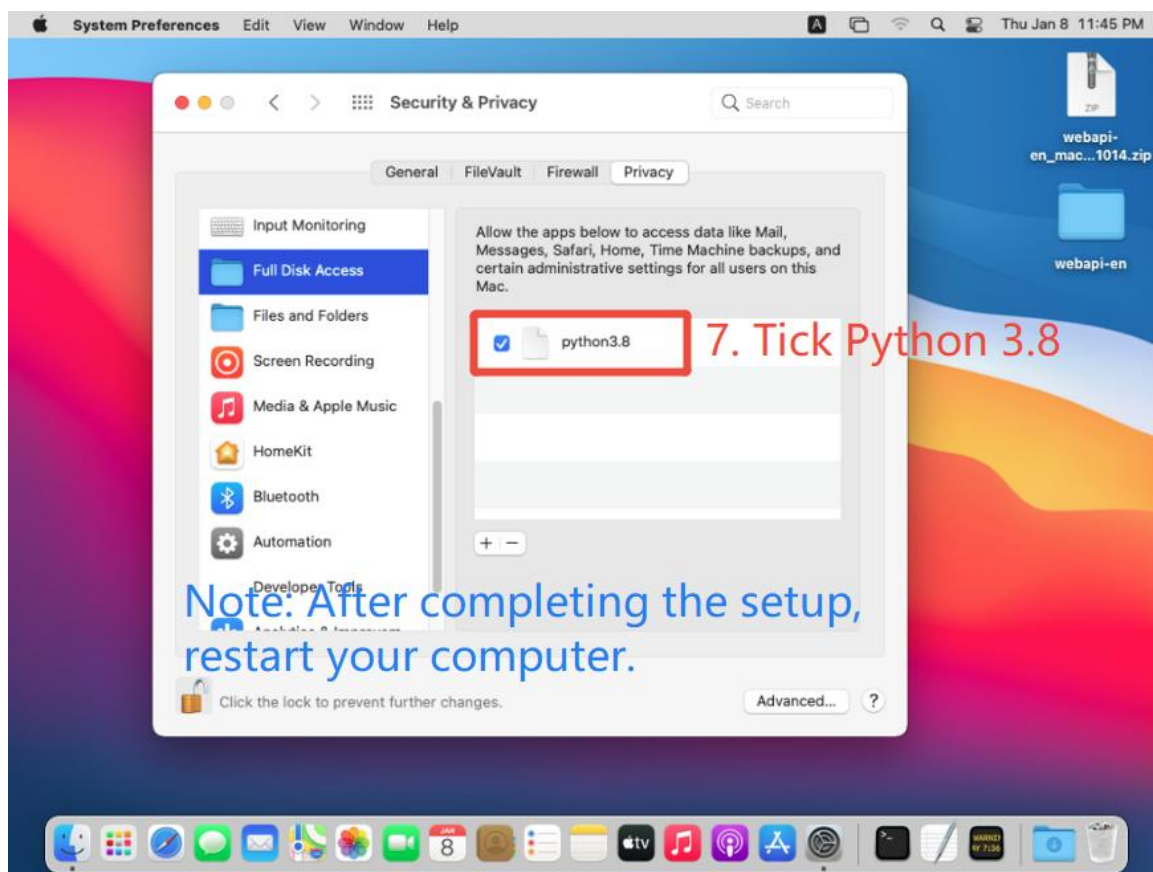
Python 3.8 and later versions. Earlier macOS versions only support Python 2.7; Python 3.8 or later must be installed.

1.1.1 Permit Python 3.8 access

macOS imposes permission restrictions on Python 3.8; you must enable access permissions within Security & Privacy.

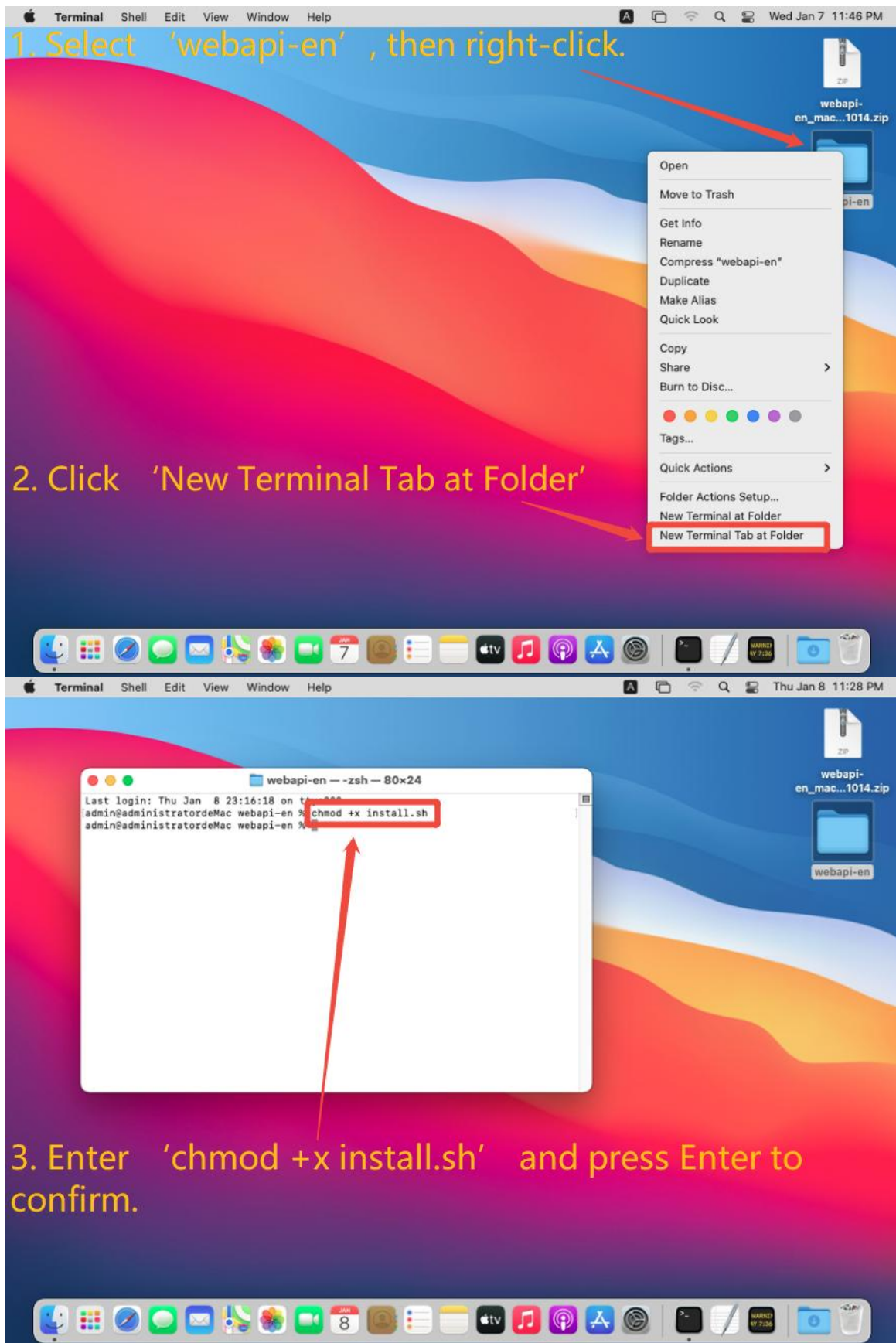


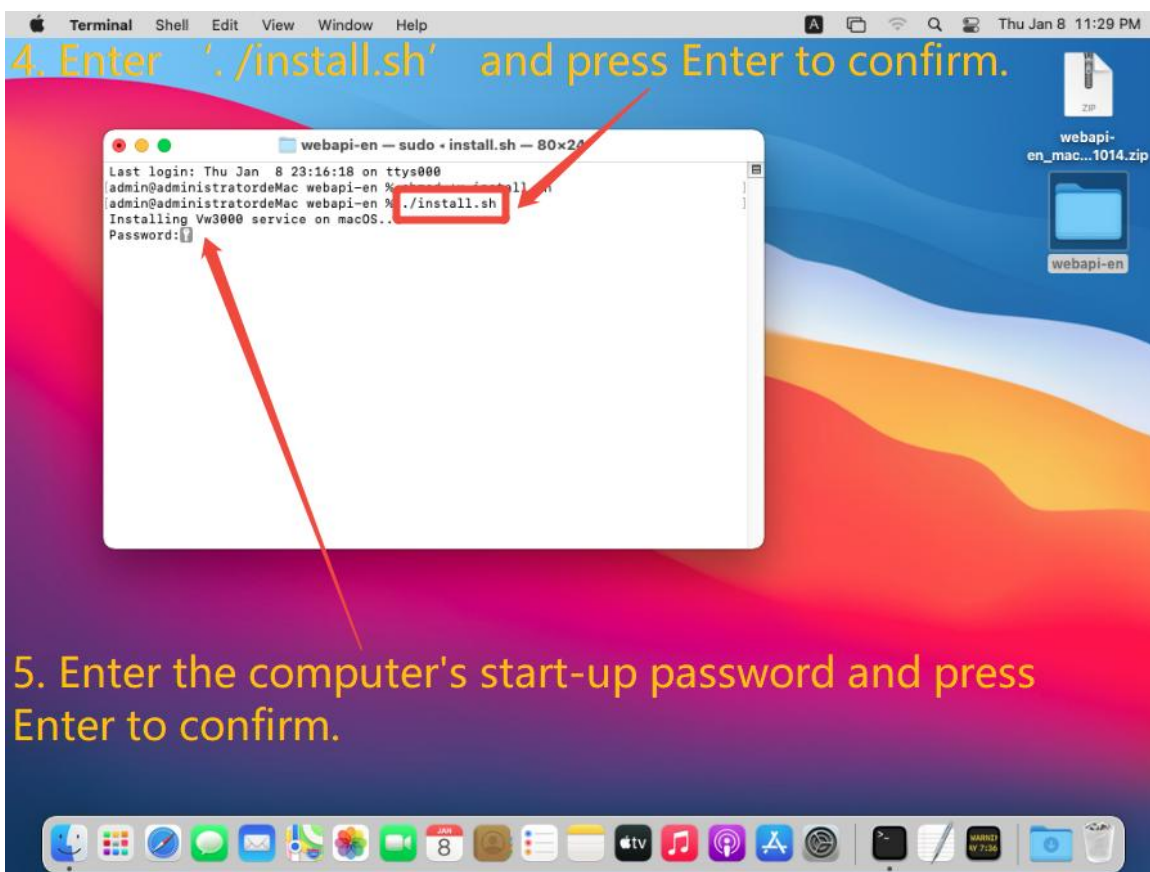




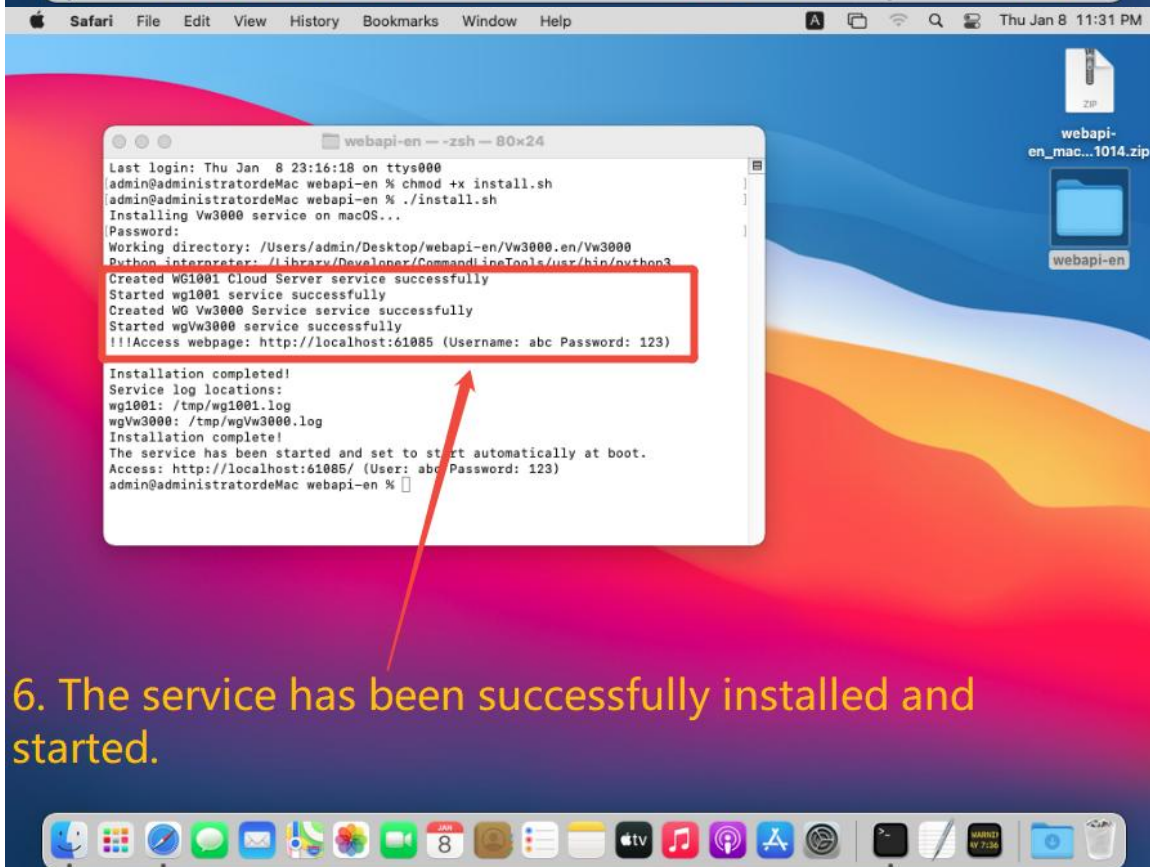
1.2 Software Installation and Uninstallation

1.2.1 Software Installation

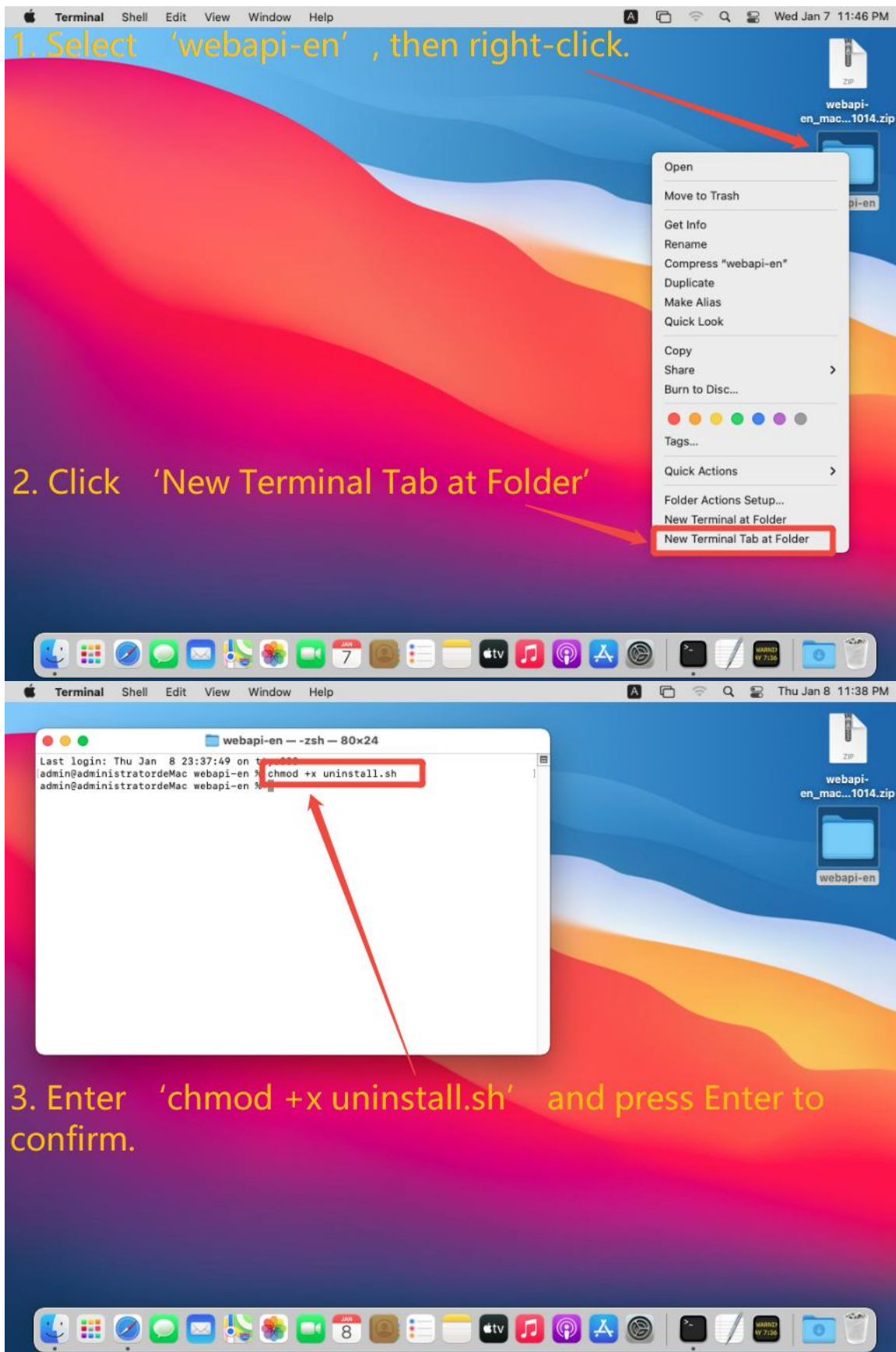


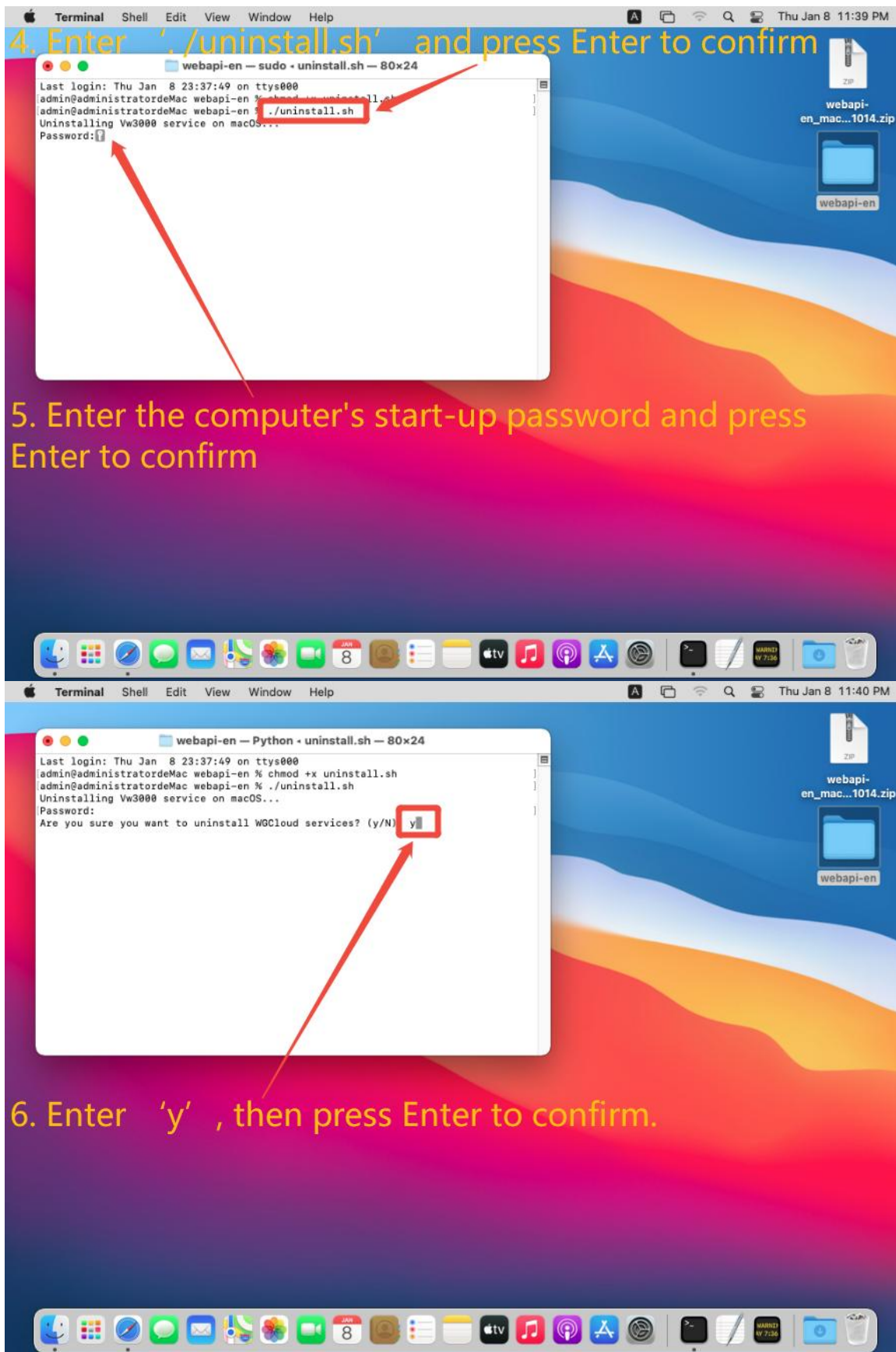


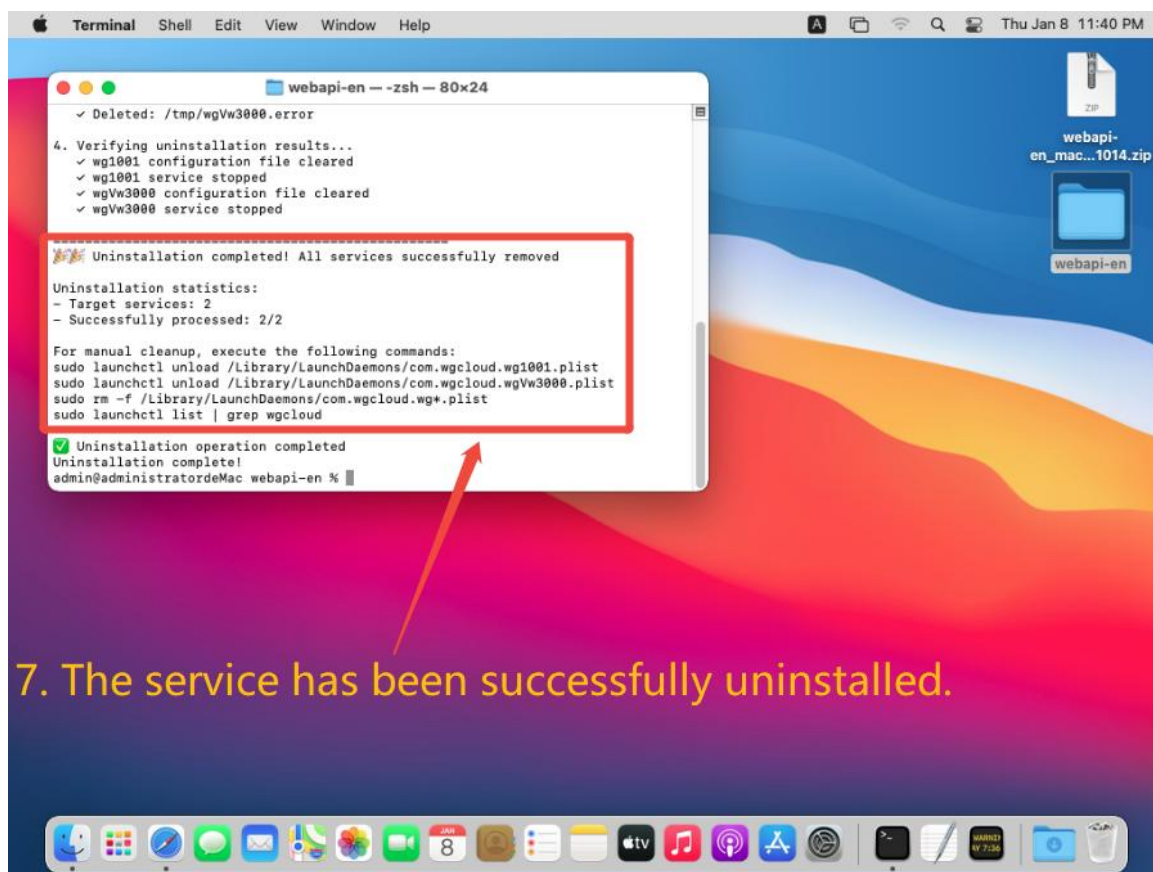
5. Enter the computer's start-up password and press Enter to confirm.



1.2.2 Software Uninstallation

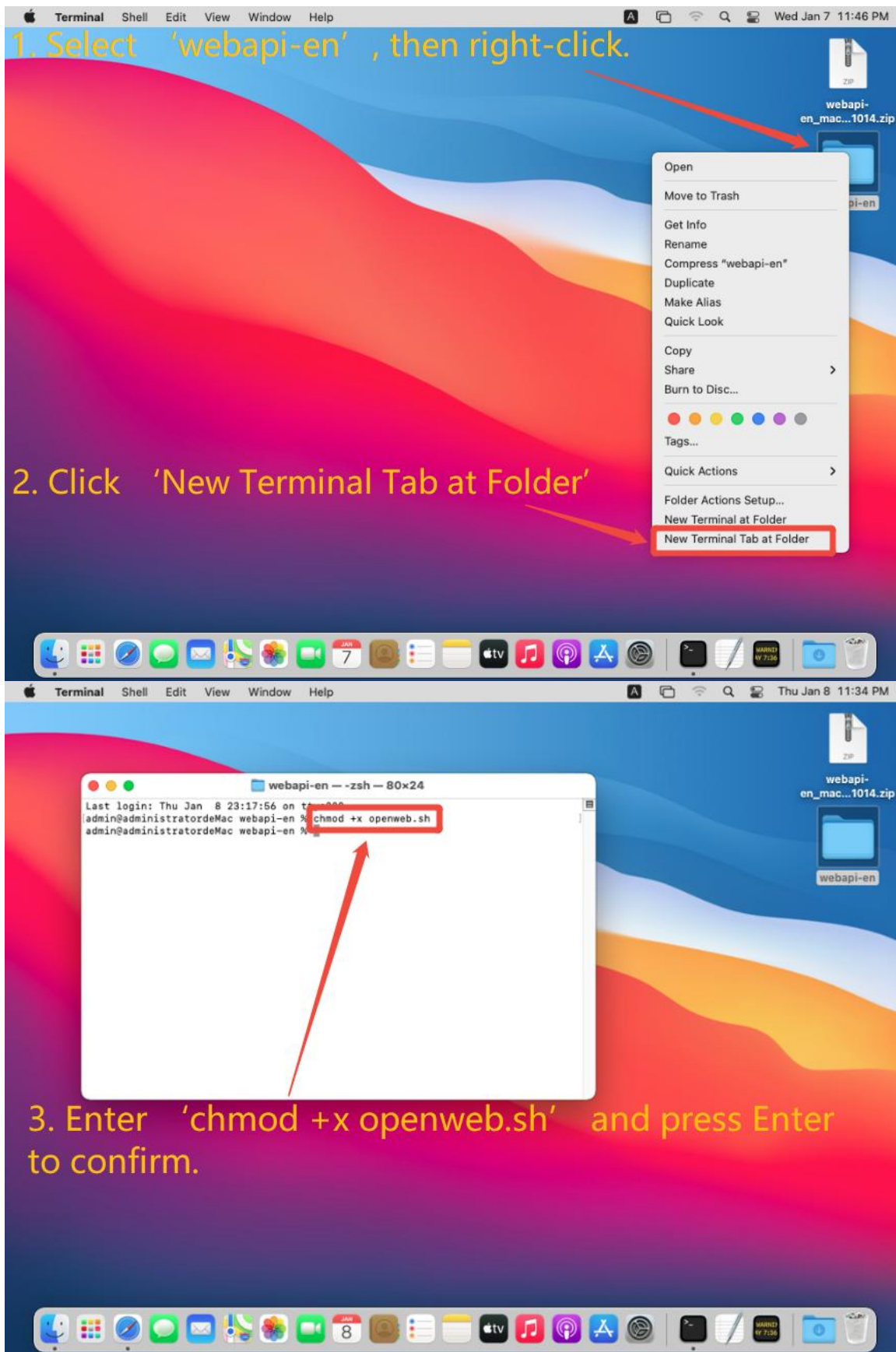


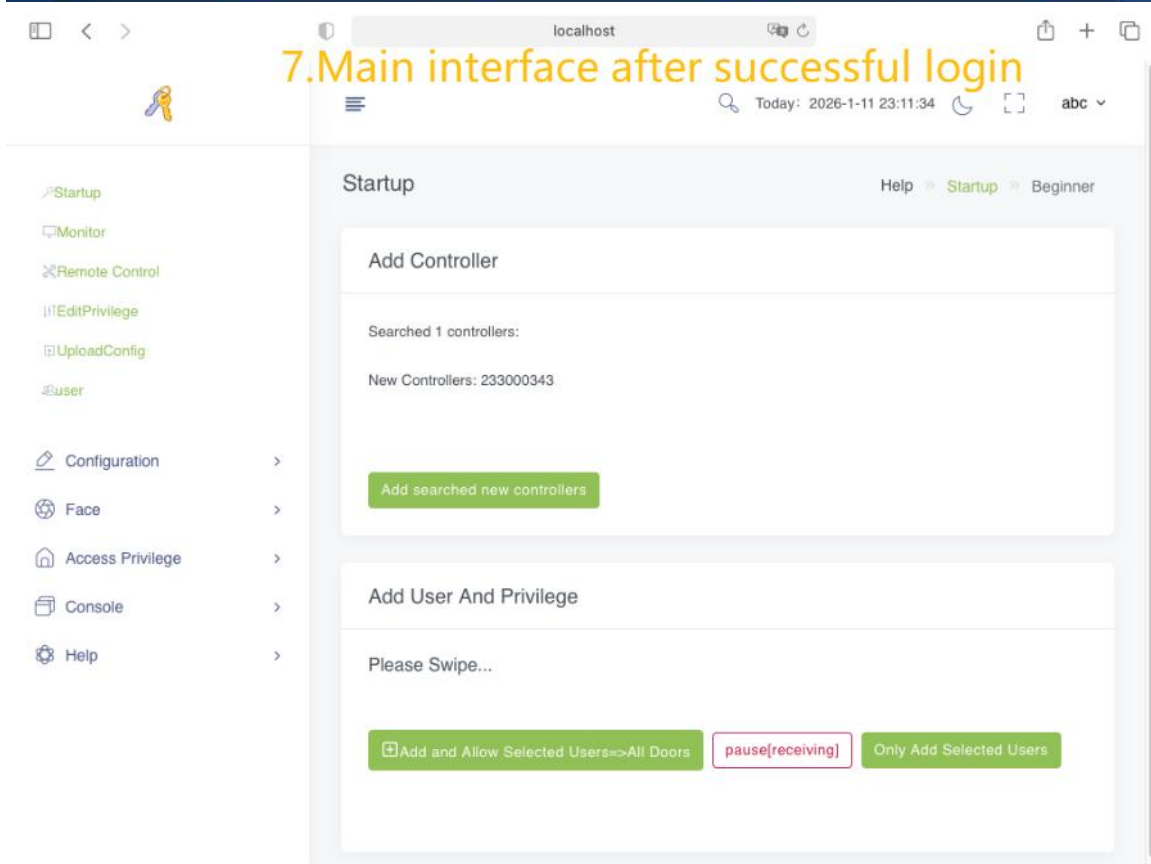
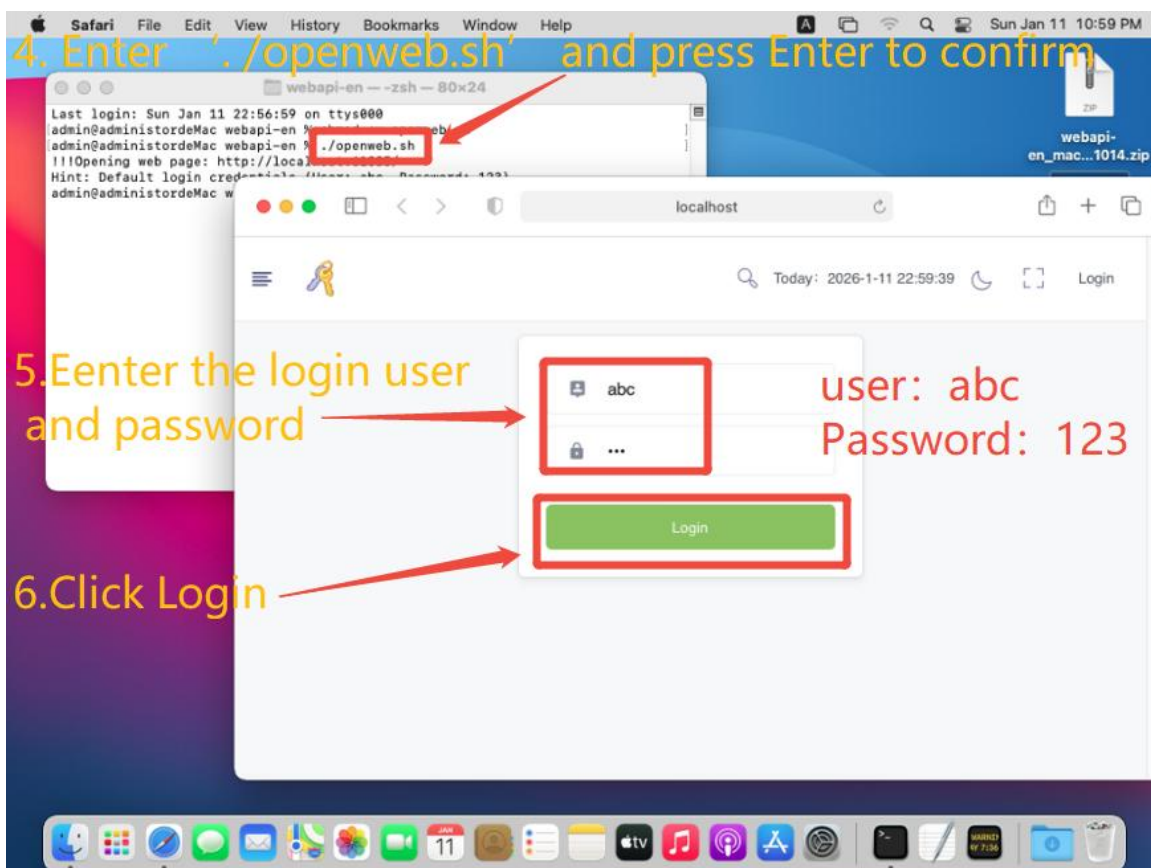




1.3 Logging In and Accessing the Software

1.3.1 Method One: Launching Software via Installer



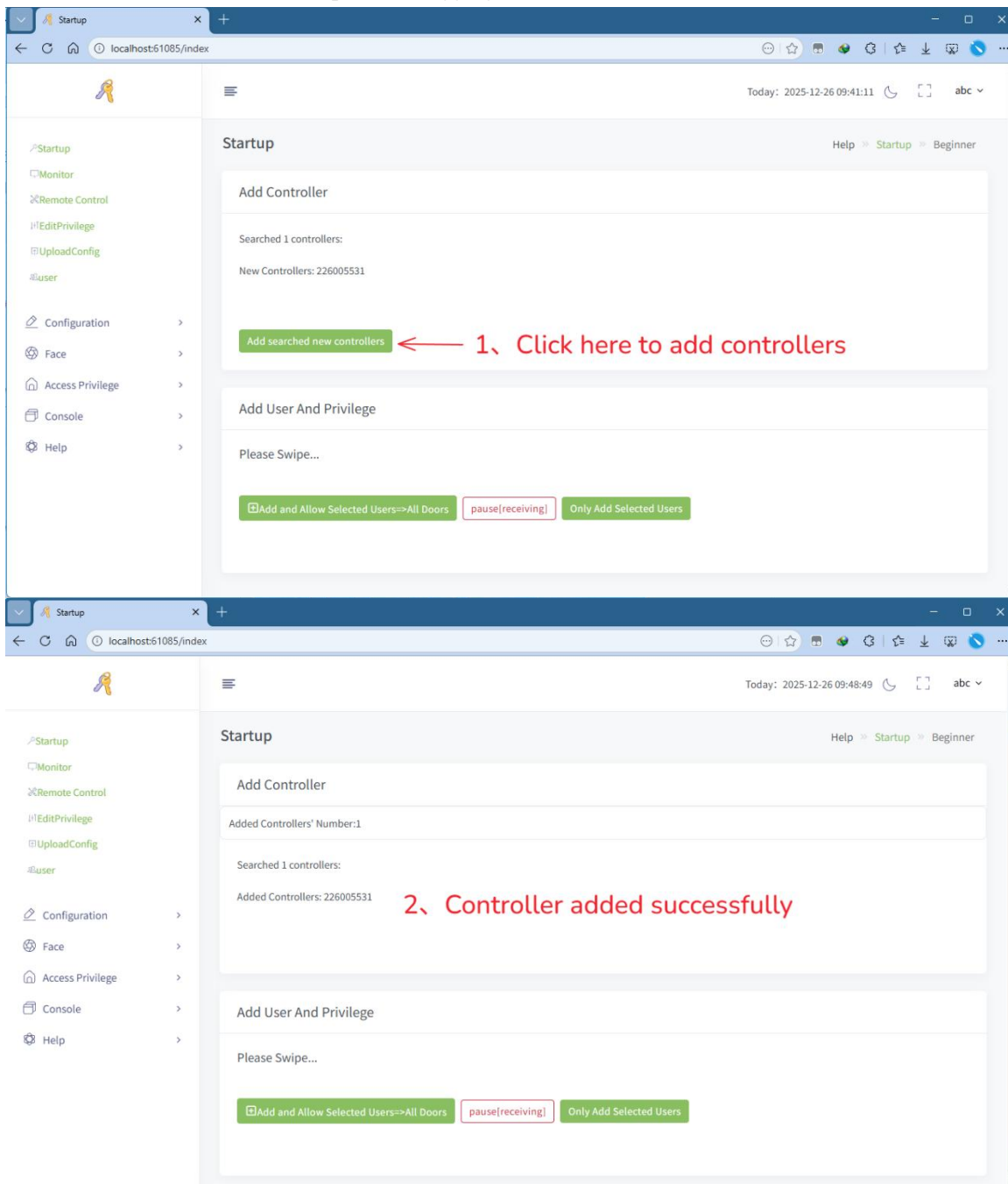


1.4 Quick Start Operation (Rapid Deployment on Small Local Area Networks)

When the controller and management computer are on the same network segment (small LAN), the access control system can be rapidly deployed via the "Quick Start" procedure.

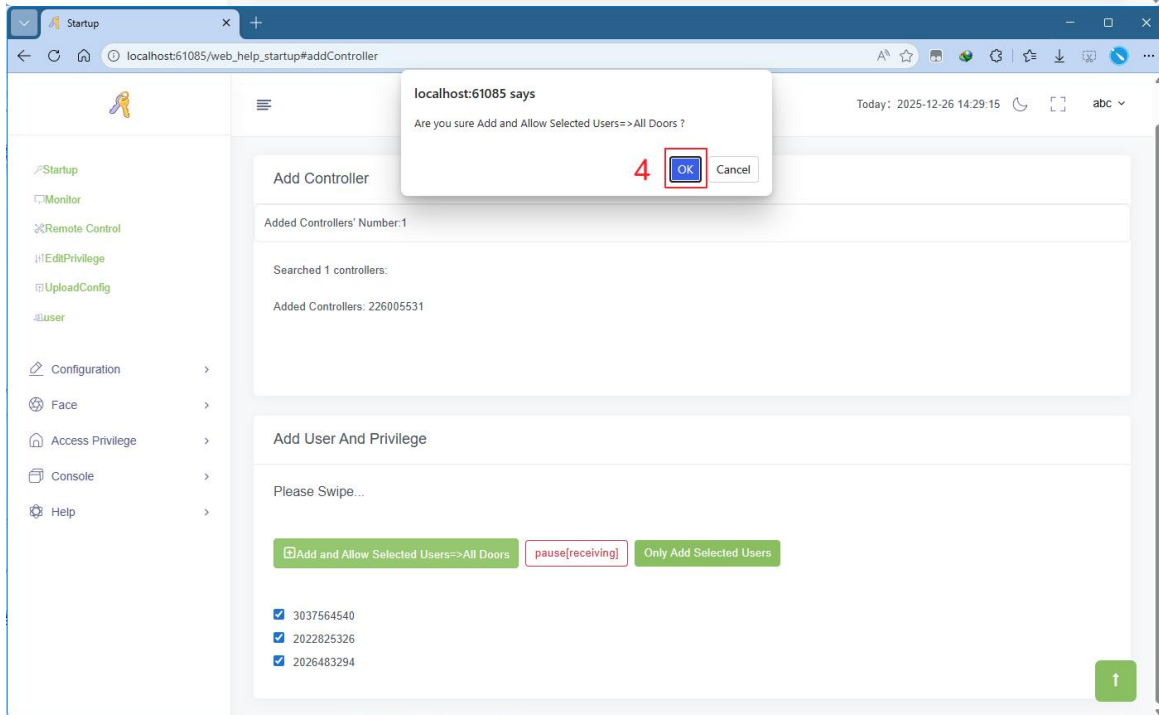
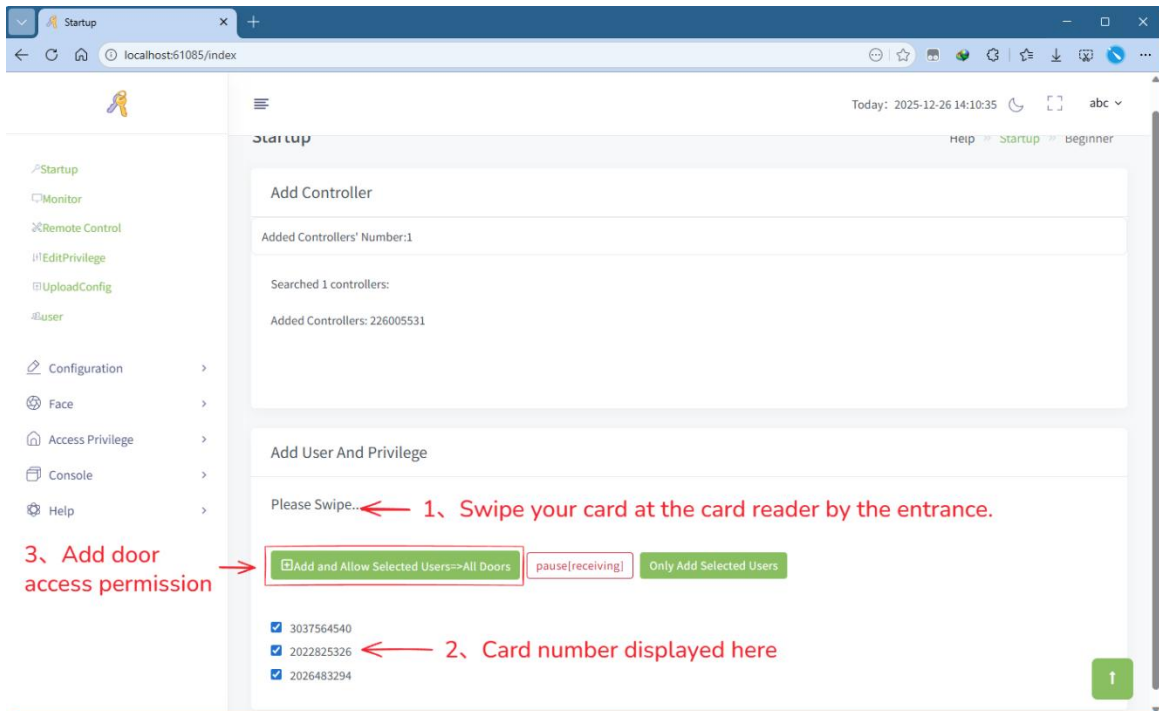
1.4.1 Adding Controllers

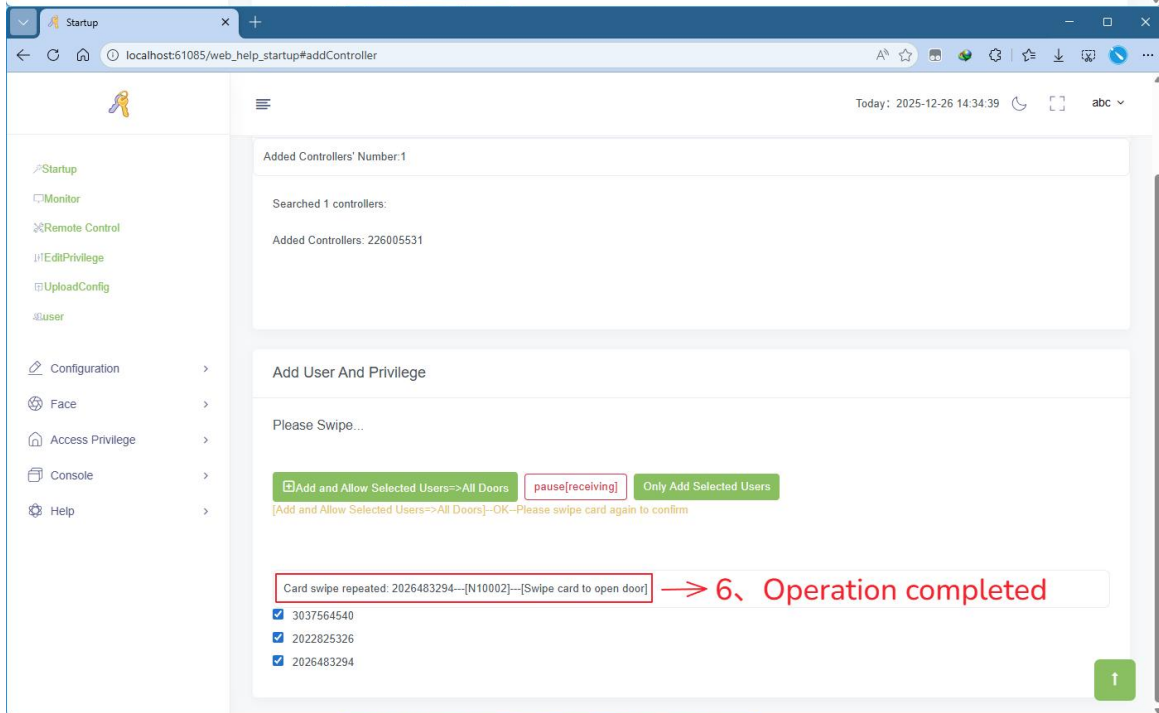
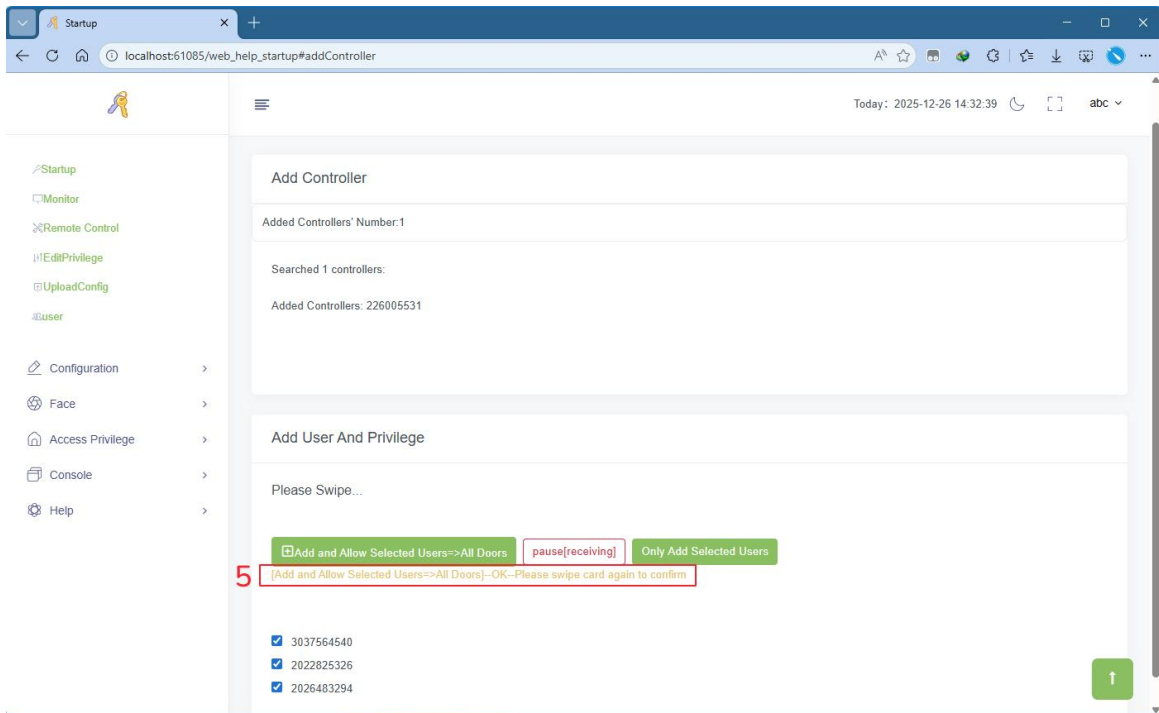
When the controller and management computer are on the same network segment (small LAN), the controller will be detected upon first logging into the software.



1.4.2 Adding User Cards and Permissions

Permissions: Specify which doors each user card is authorised to open.





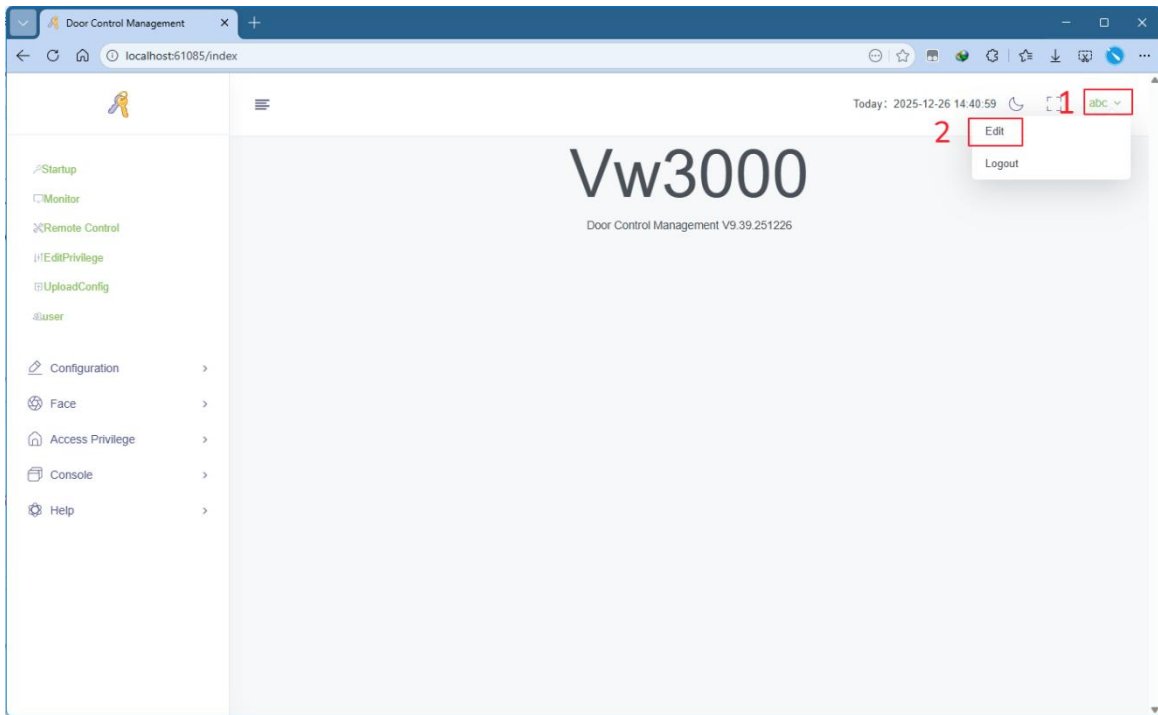
1.5 Modify Software Login Credentials

Default software username and password:

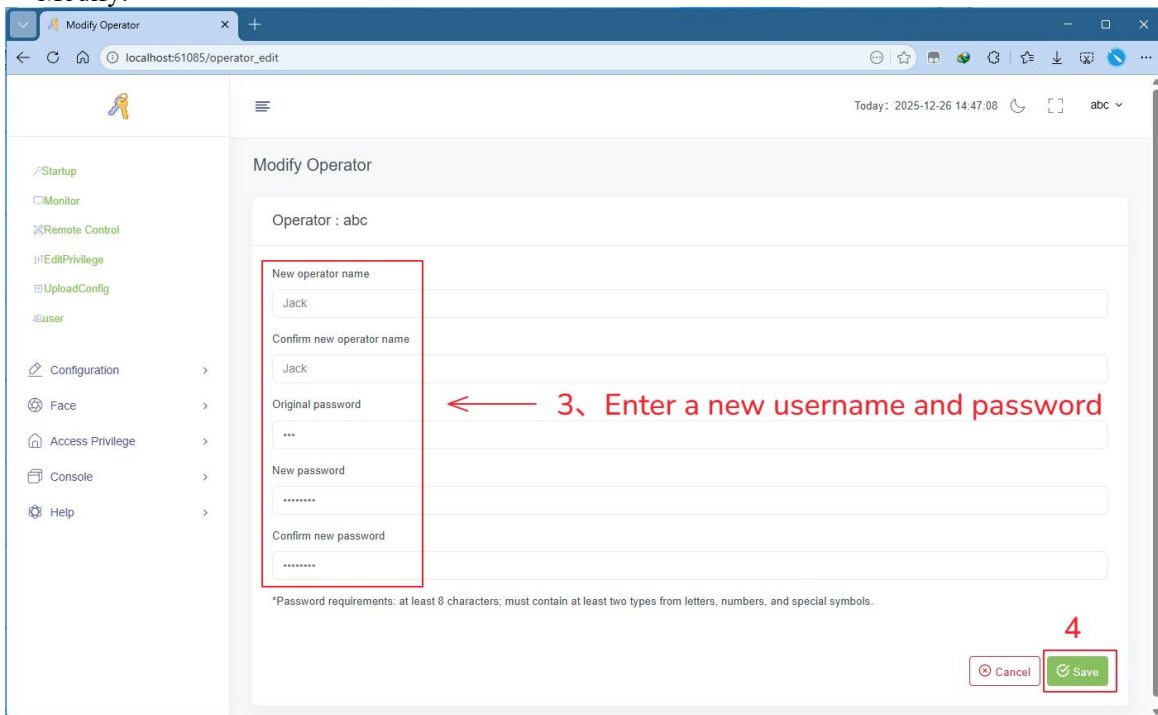
Username: abc

Password: 123

Modify:



Modify:

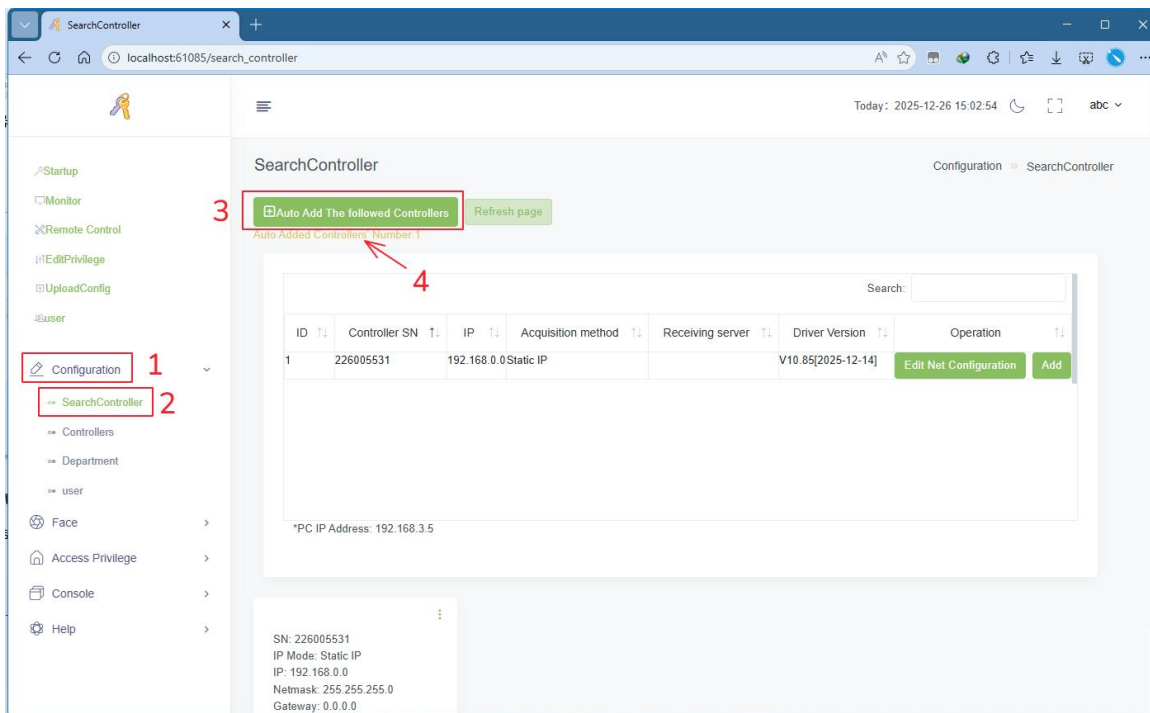


1.6 Device parameter settings

1.6.1 Add Controller

1.6.1.1 Add Controller on Same Network Segment

1.6.1.1.1 Search and Add Controller

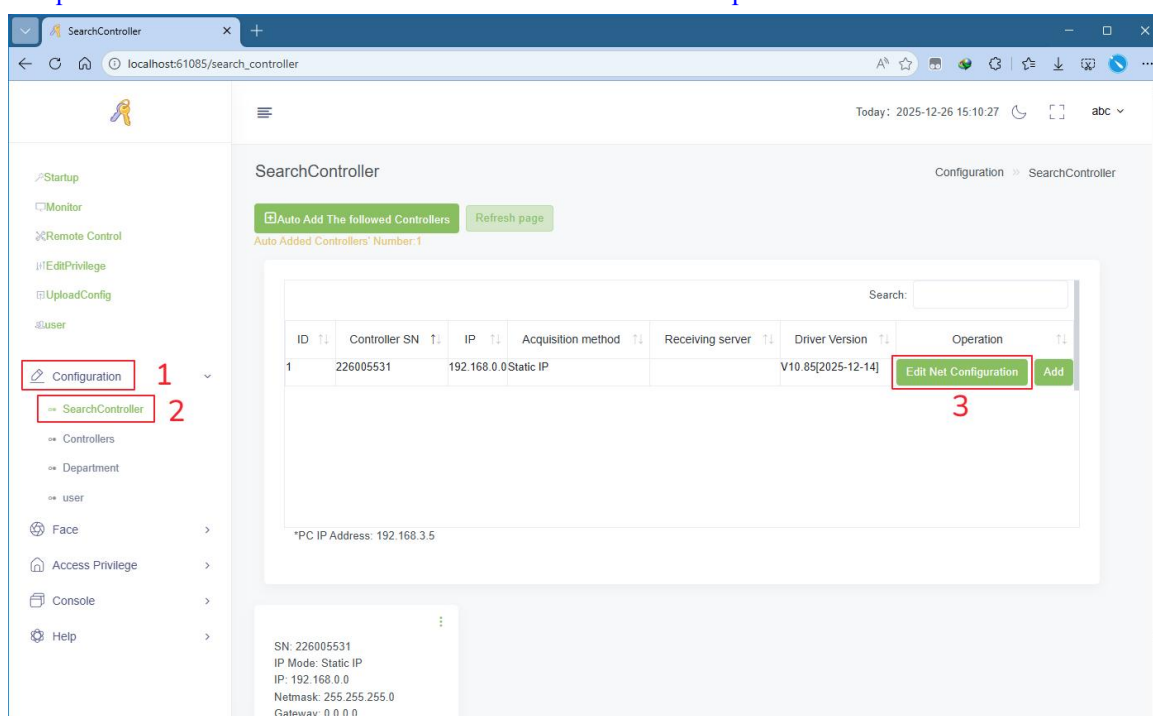


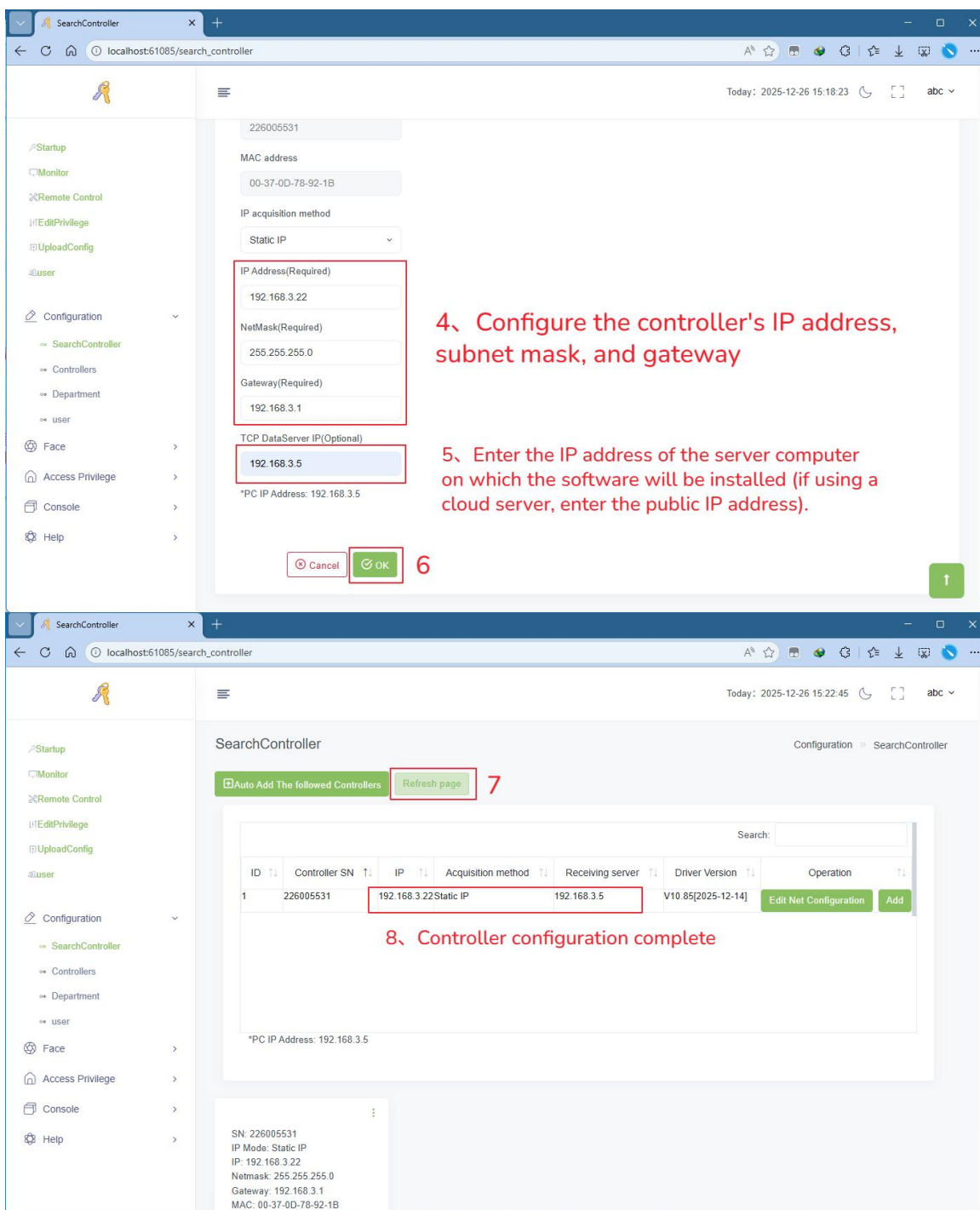
1.6.1.2 Adding Controllers Across Subnets/Across the Internet

To add controllers across subnets/the internet, you must first configure the controllers within the same subnet.

1.6.1.2.1 Controller Configuration

To configure the controller, a computer within the same network segment as the controller is required. Install and launch the EPORDO software on this computer.

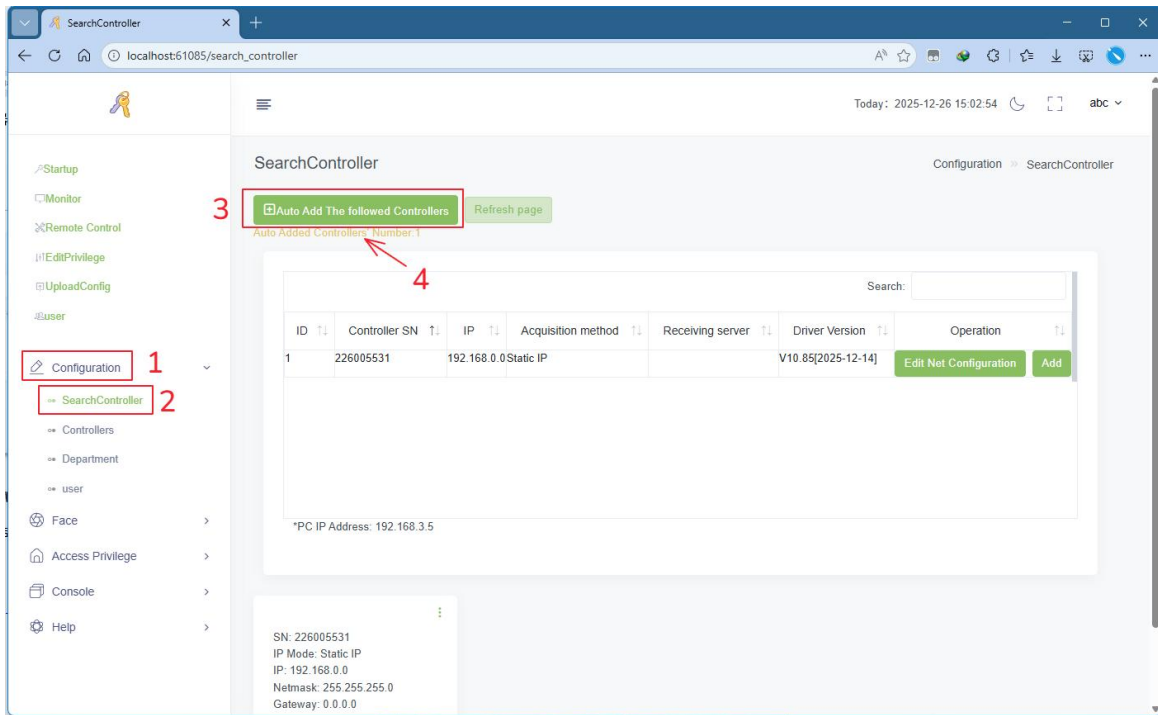




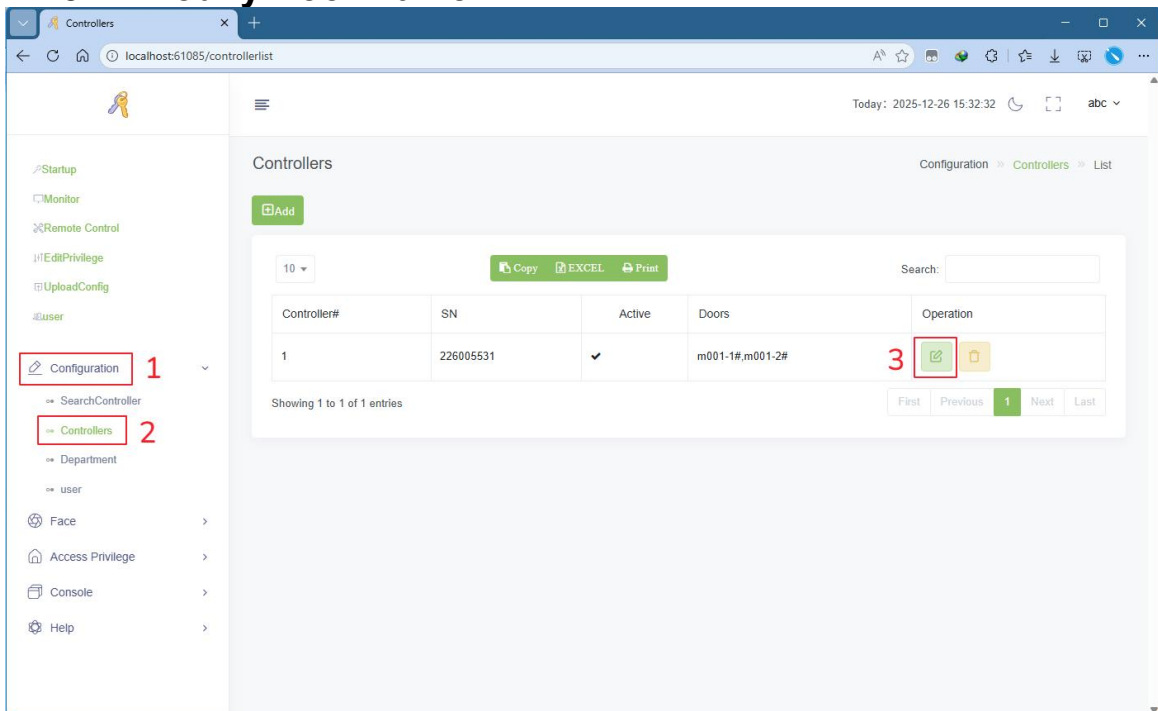
1.6.1.2.2 Search and Add Controller

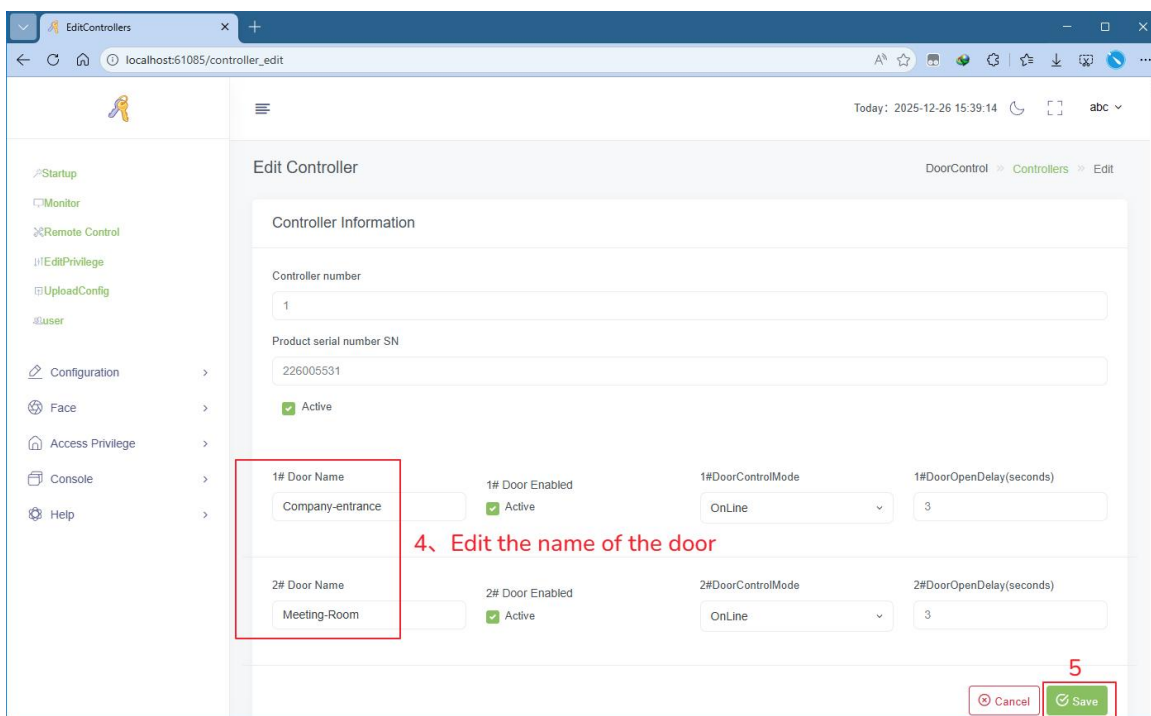
Launch the software on the server and initiate the search to add controllers.

Note: After completing the controller setup, please wait 30 seconds before searching for the controller in the server software.



1.6.2 Modify Door Name





1.6.3 Setting the door control method

Door Control Mode Explanation:

Online: The door is locked. It can be opened by swiping a card, pressing a button, or remotely. After unlocking, it remains open for a set period (door open delay time) before automatically relocking.

Normally Open: The door remains unlocked at all times.

Normally Closed: The door is locked and cannot be opened by card swipe or button press.



Note: After modification, perform an "Upload Settings" to activate changes.

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The image shows two screenshots from the EPORDO Professional Access Control Management System. The top screenshot displays the 'Controllers' list page, and the bottom screenshot displays the 'Edit Controller' form. Red boxes and numbers 1-5 highlight specific UI elements.

Top Screenshot: Controllers List

- 1: Configuration menu item in the left sidebar.
- 2: Controllers menu item in the left sidebar.
- 3: Edit and delete icons in the 'Operation' column of the table.

Controller#	SN	Active	Doors	Operation
1	226005531	✓	m001-1#,m001-2#	 

Bottom Screenshot: Edit Controller

Controller Information

Controller number: 1

Product serial number SN: 226005531

Active

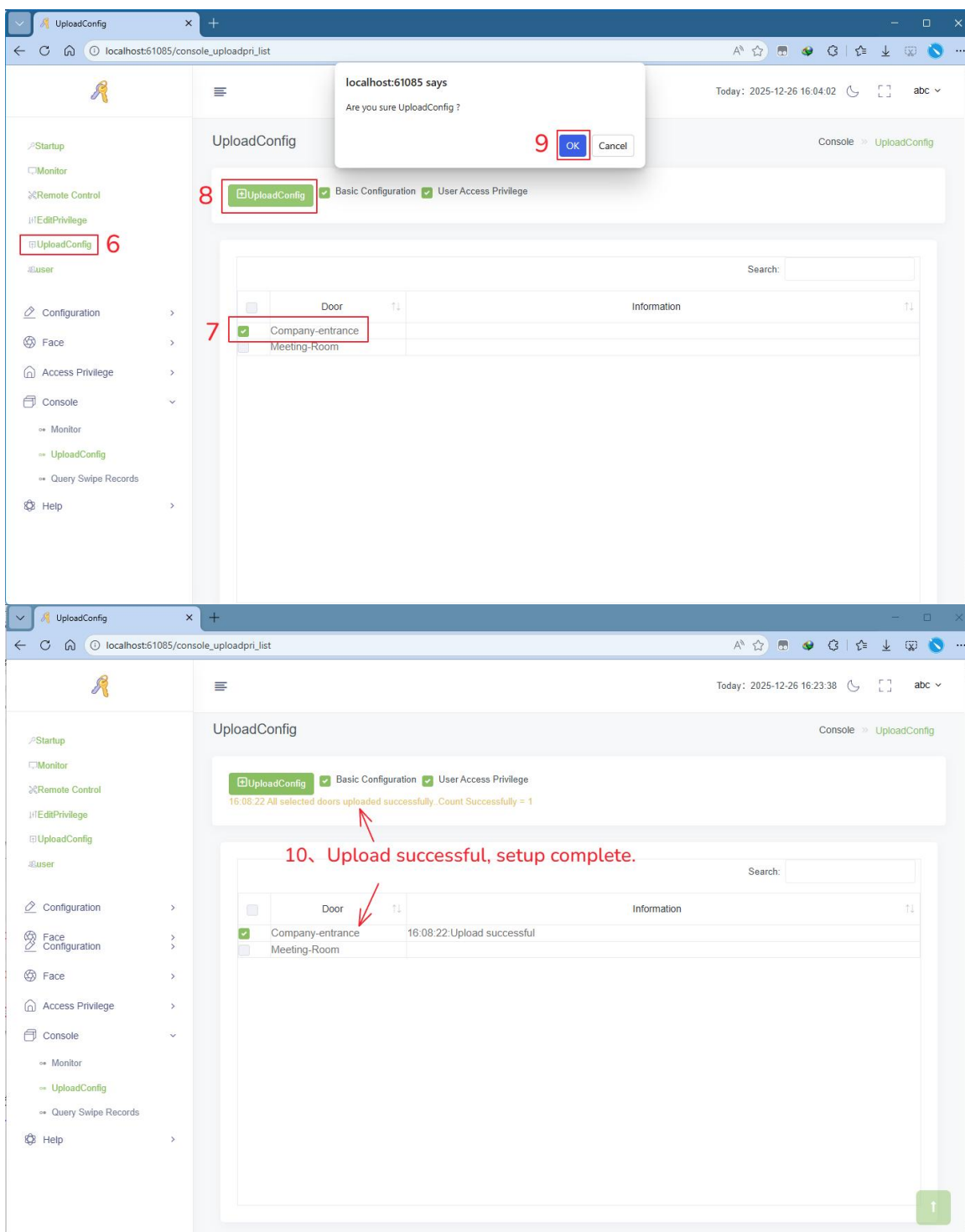
1# Door Name: Company-entrance 1# Door Enabled: Active 1#DoorControlMode: NormalOpen (highlighted) 1#DoorOpenDelay(seconds): 3

2# Door Name: Meeting-Room 2# Door Enabled: Active 1#DoorControlMode: OnLine 2#DoorOpenDelay(seconds): 3

4: Red box around the '1#DoorControlMode' dropdown menu.

5: Red box around the 'Save' button.

Note: After clicking 'Save', you must also complete the 'UploadConfig' for the changes to take effect.



1.6.4 Modifying the Door Opening Delay

Door delay: After unlocking, the door remains open for a set period (door delay time) before automatically locking.



Note: After modification, you must perform "Upload Settings" for the changes to take effect.

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The image shows two screenshots from the EPORDO Professional Access Control Management System. The top screenshot displays the 'Controllers' list page, and the bottom screenshot displays the 'Edit Controller' page.

Top Screenshot: Controllers List

The 'Controllers' page shows a table with the following data:

Controller#	SN	Active	Doors	Operation
1	226005531	✓	m001-1#,m001-2#	 

Annotations in the top screenshot:

- 1: Points to the 'Configuration' menu item in the left sidebar.
- 2: Points to the 'Controllers' menu item in the left sidebar.
- 3: Points to the 'Edit' icon in the 'Operation' column of the table.

Bottom Screenshot: Edit Controller

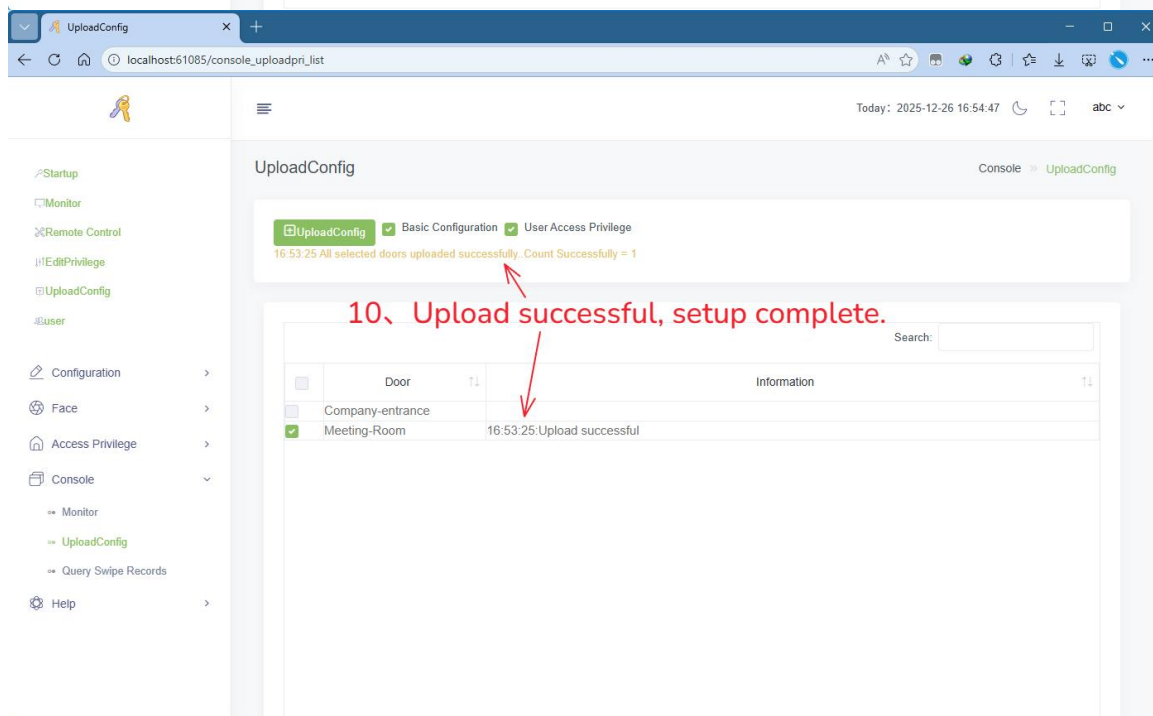
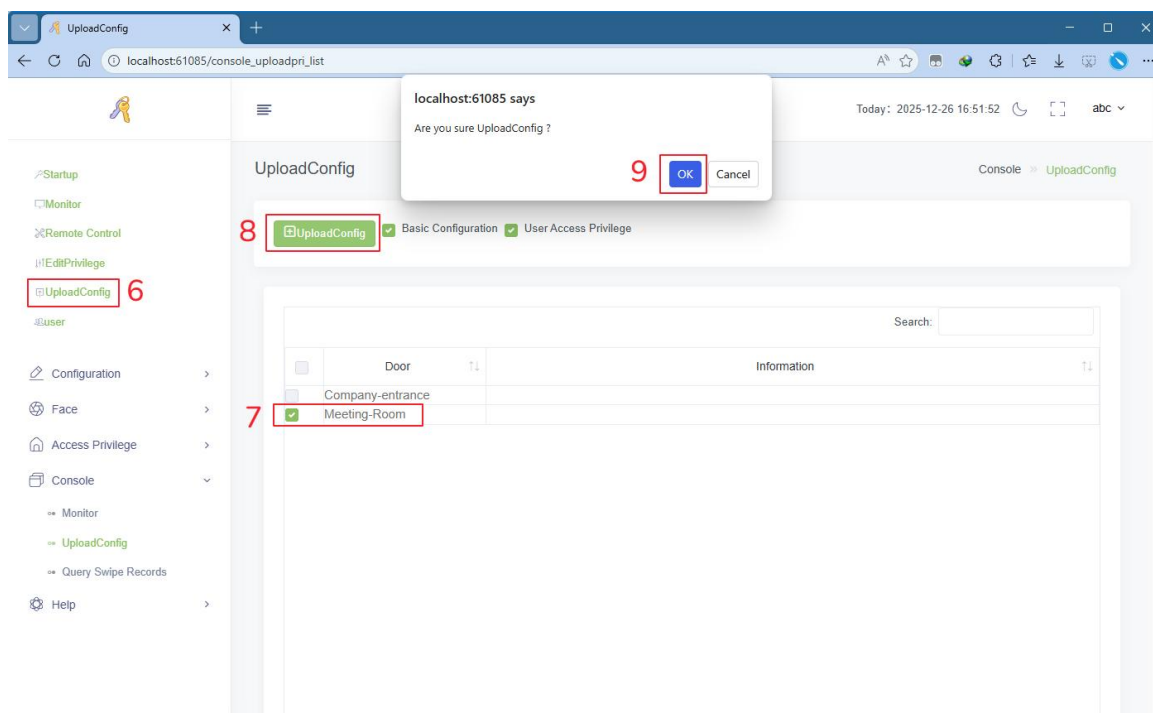
The 'Edit Controller' page shows the following fields:

- Controller number: 1
- Product serial number SN: 226005531
- Active:
- 1# Door Name: Company-entrance
- 1# Door Enabled:
- 1#DoorControlMode: NormalOpen
- 1#DoorOpenDelay(seconds): 3
- 2# Door Name: Meeting-Room
- 2# Door Enabled:
- 2#DoorControlMode: OnLine
- 2#DoorOpenDelay(seconds): 5

Annotations in the bottom screenshot:

- 4: Points to the '2#DoorControlMode' dropdown menu.
- 5: Points to the 'Save' button.

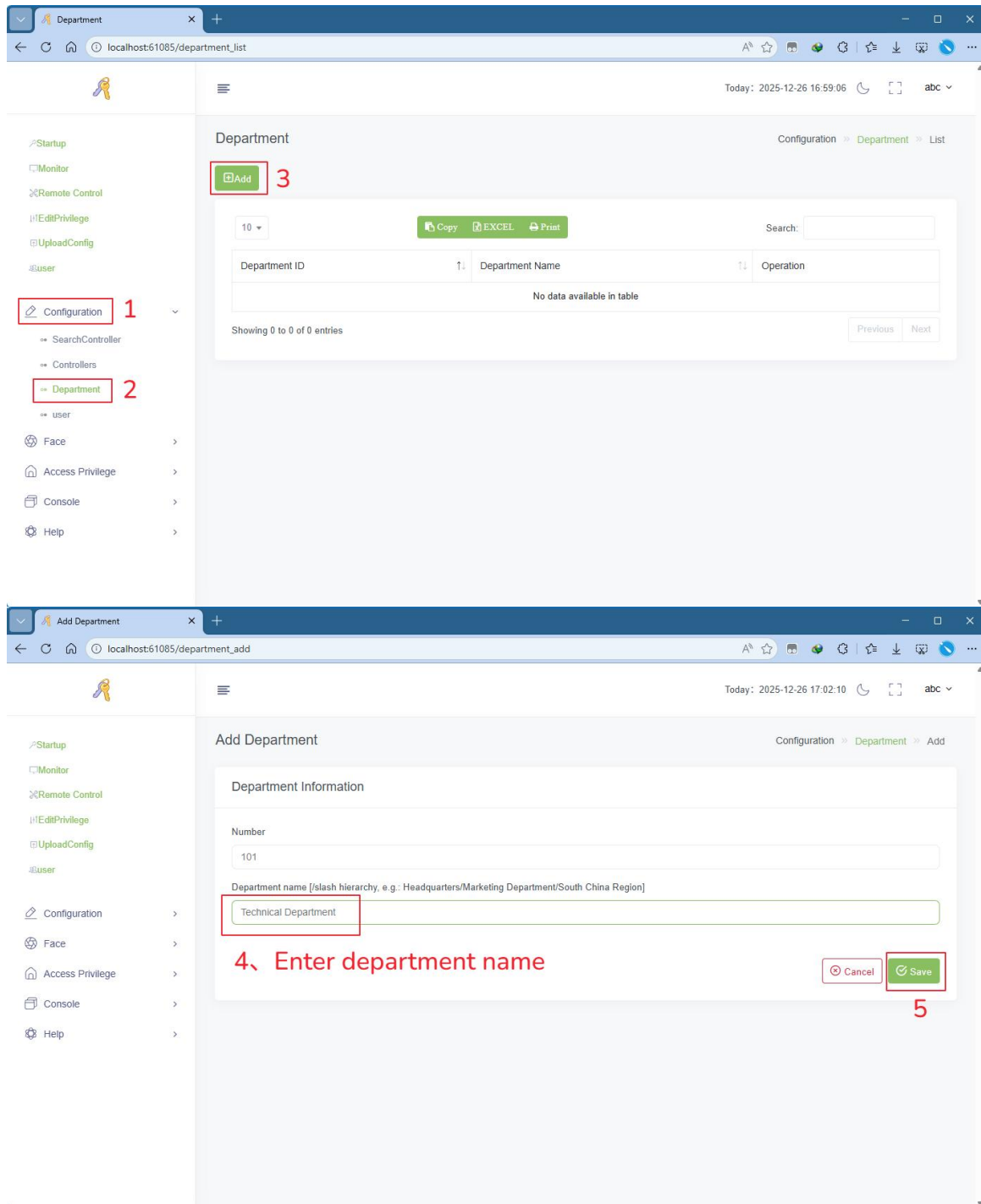
Note: After clicking 'Save', you must also complete the 'UploadConfig' for the changes to take effect.



1.7 Department, Registered Card Users and Facial Recognition Operations

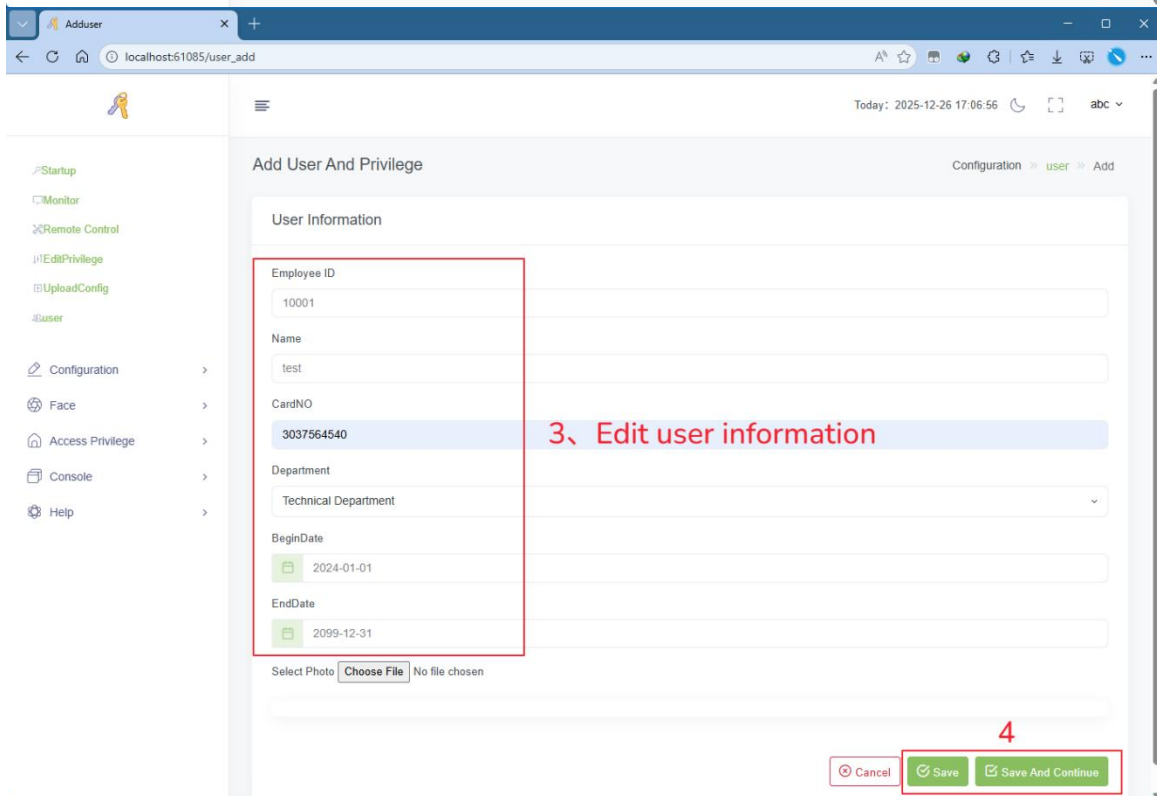
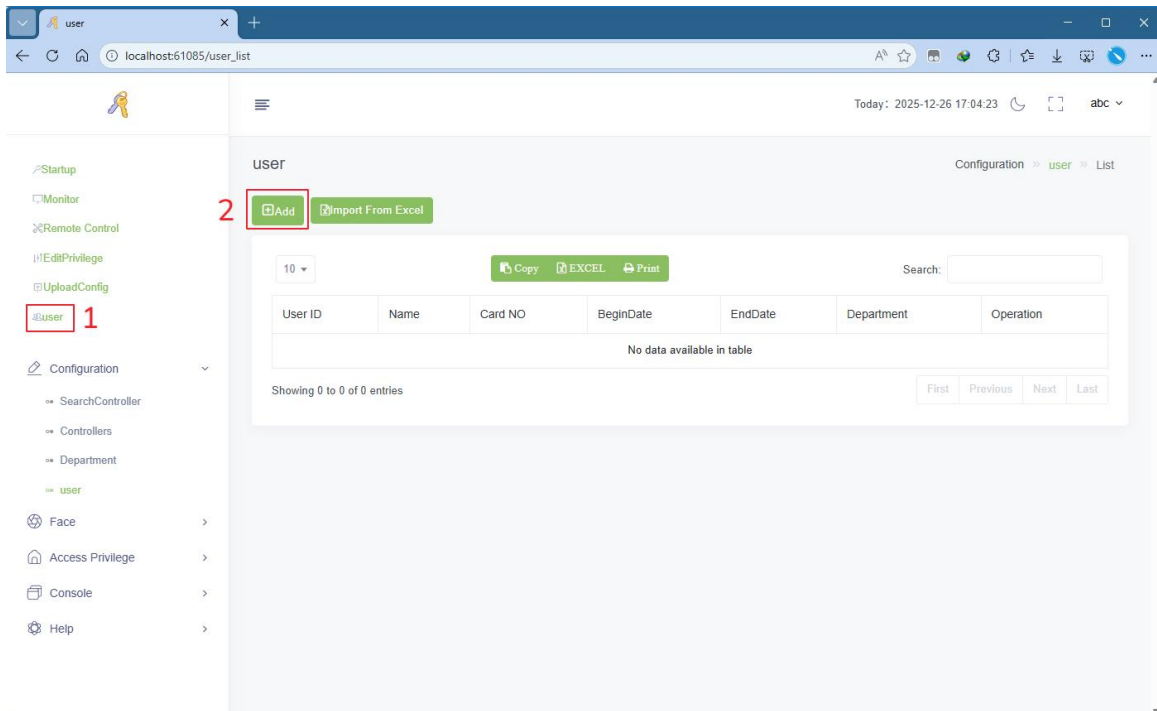
1.7.1 Set Department

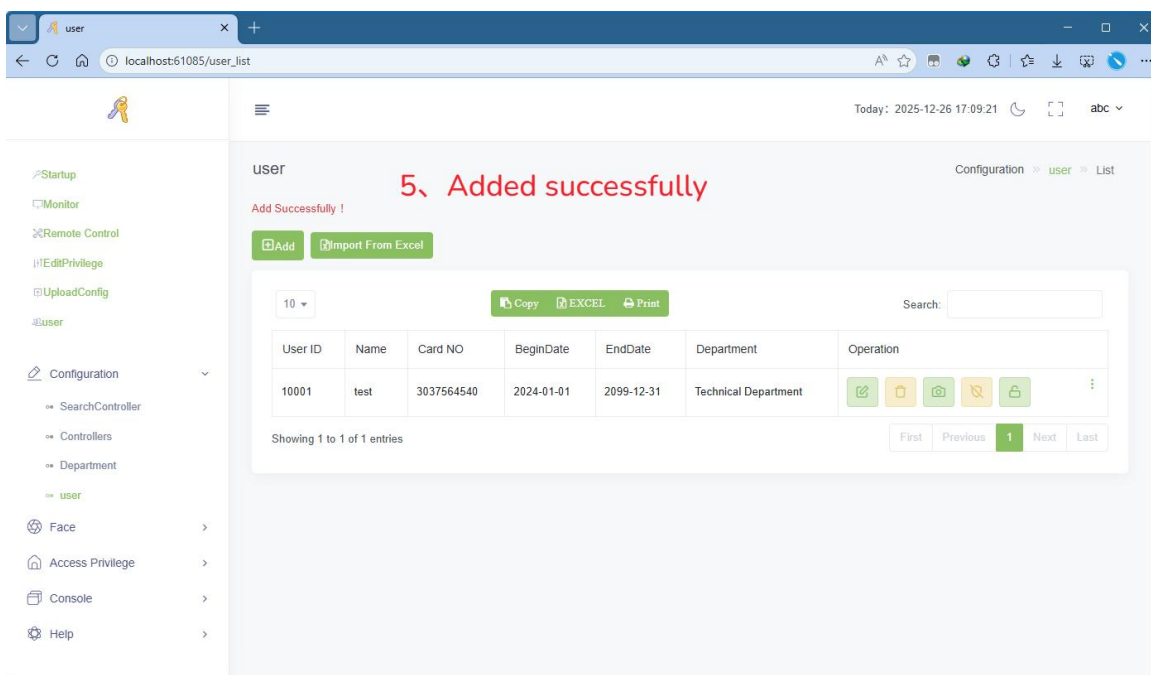
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1.7.2 Add Registered Card Users

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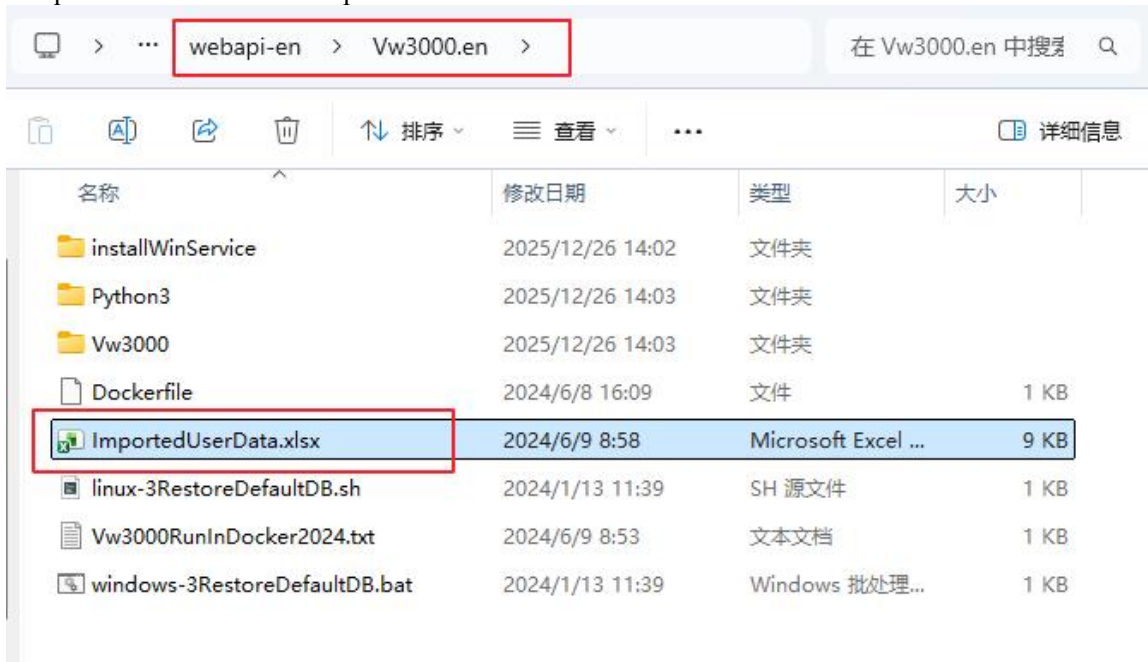




1.7.3 Batch Import Users

Enter user information into the "Imported User Data.xlsx" Excel spreadsheet located in the software directory to import users from Excel.

Spreadsheet location: webapi-zh\EPORDO.zh



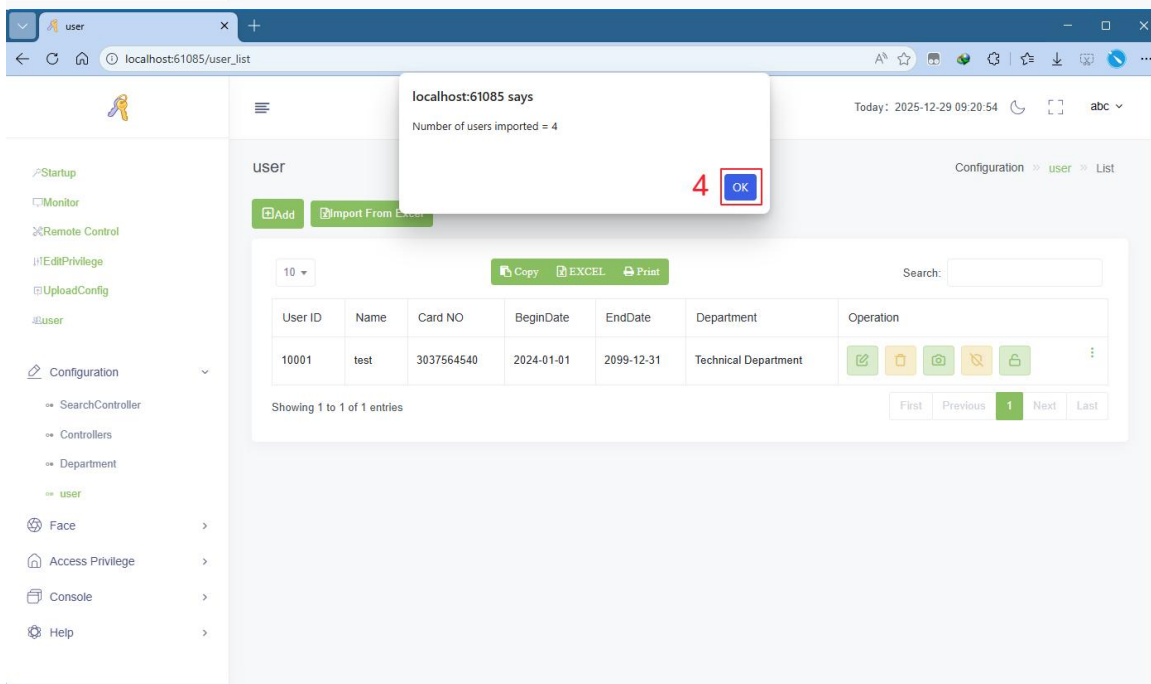
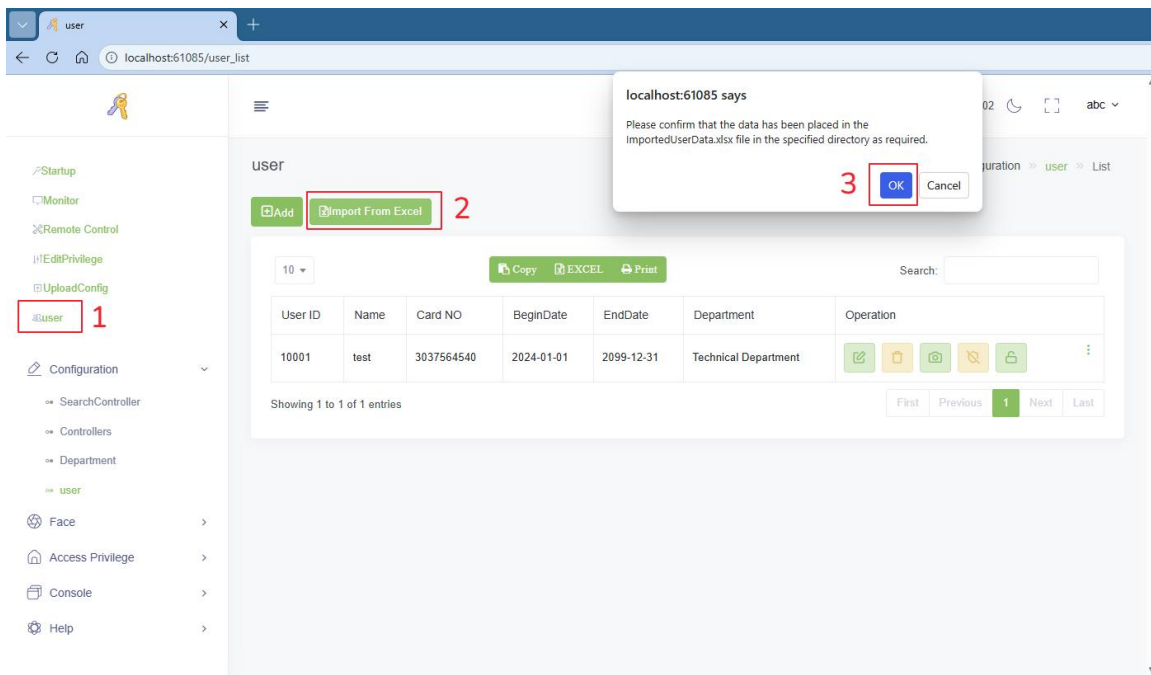
Open the spreadsheet and complete the user information

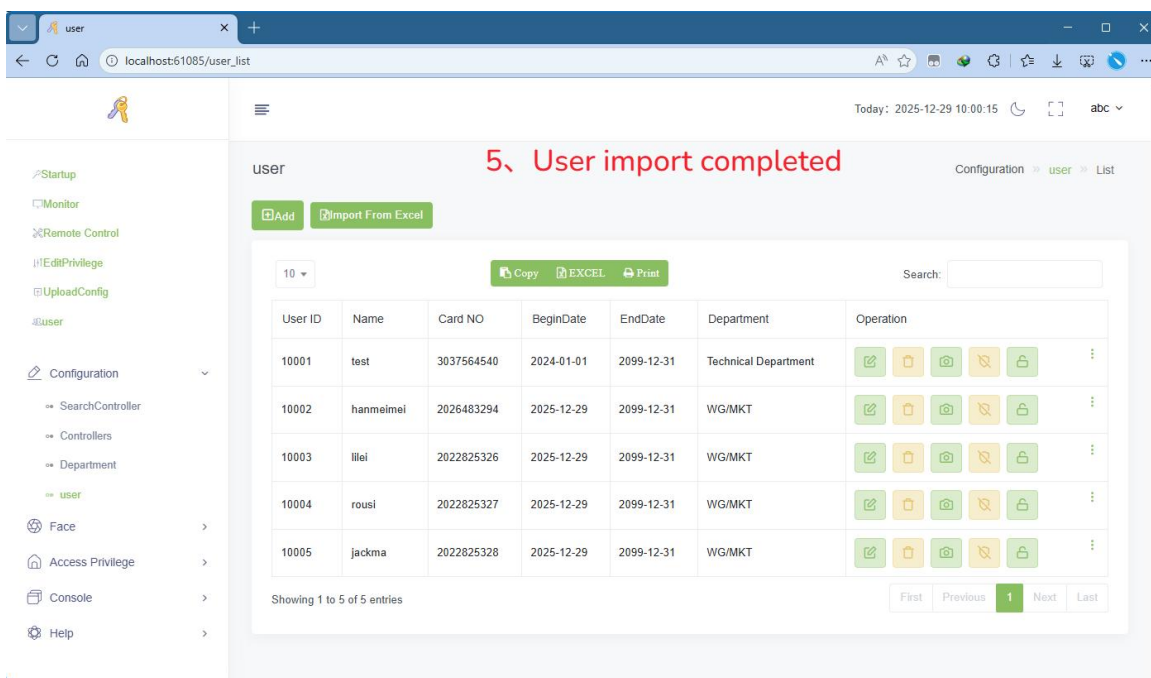
Note: Employee ID, Name, Card Number, and Department must not be left blank.

	A	B	C	D	E	F	G
1	User ID	Name	Card NO	Active Date	Deactive Date	Department	
2	10002	hanmeimei	2026483294			WG/MKT	
3	10003	lilei	2022825326			WG/MKT	
4	10004	rousi	2022825327			WG/MKT	
5	10005	jackma	2022825328			WG/MKT	
6							
7							
8							

Importing users from Excel:

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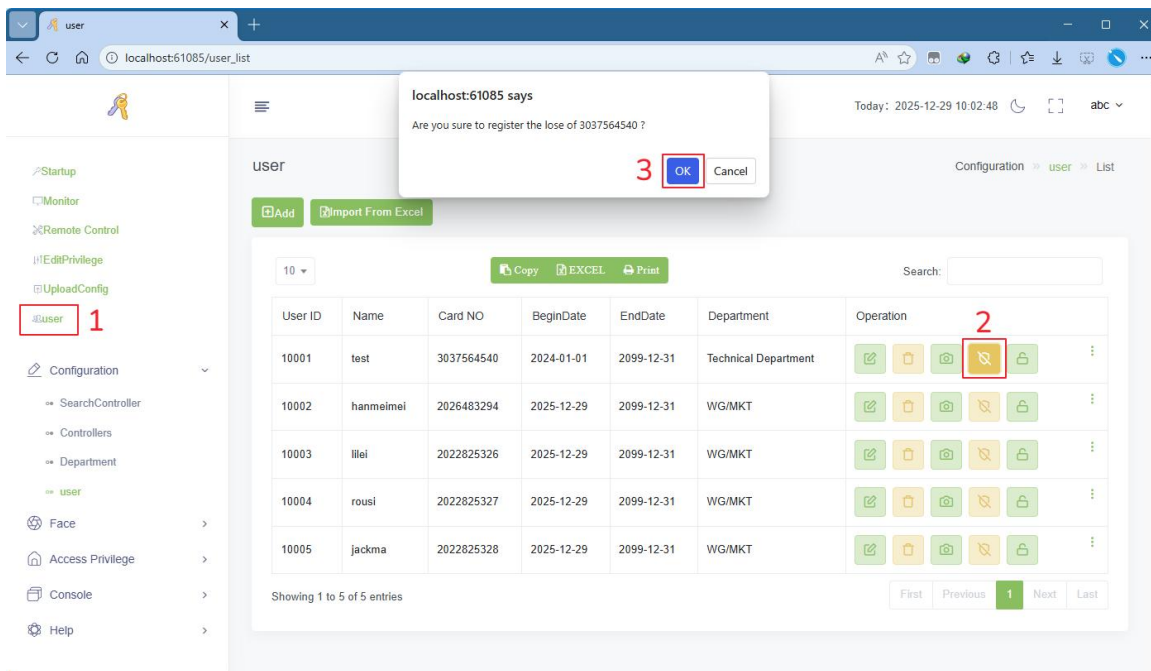


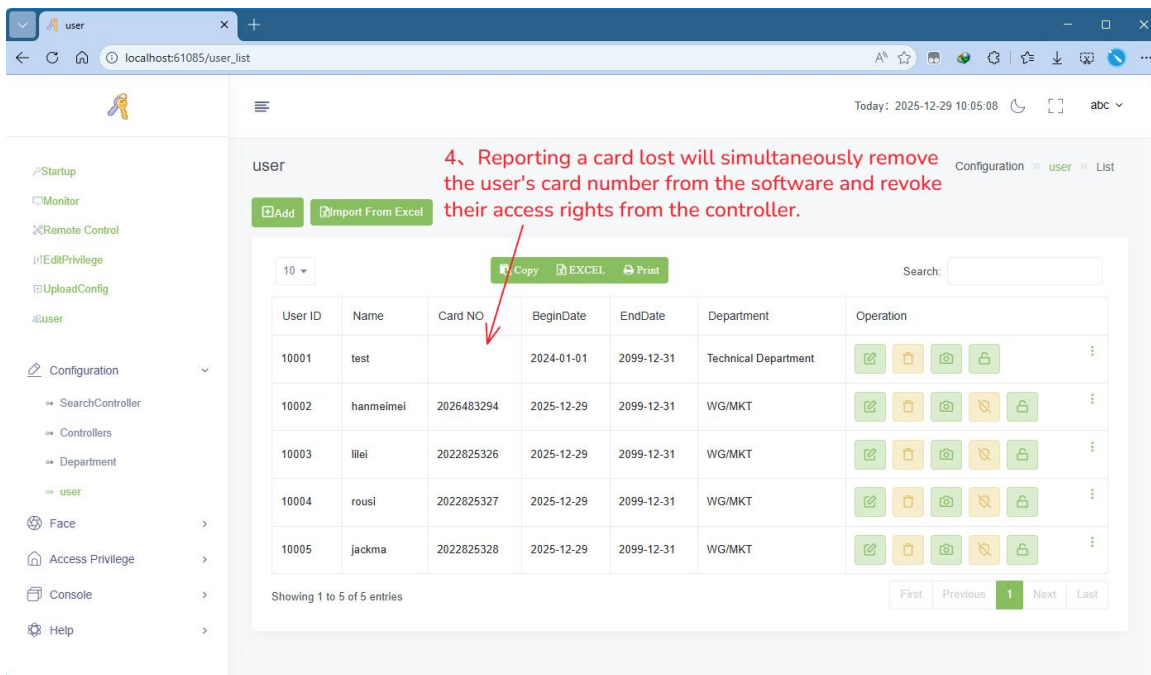


1.7.4 Reporting a User Card Lost

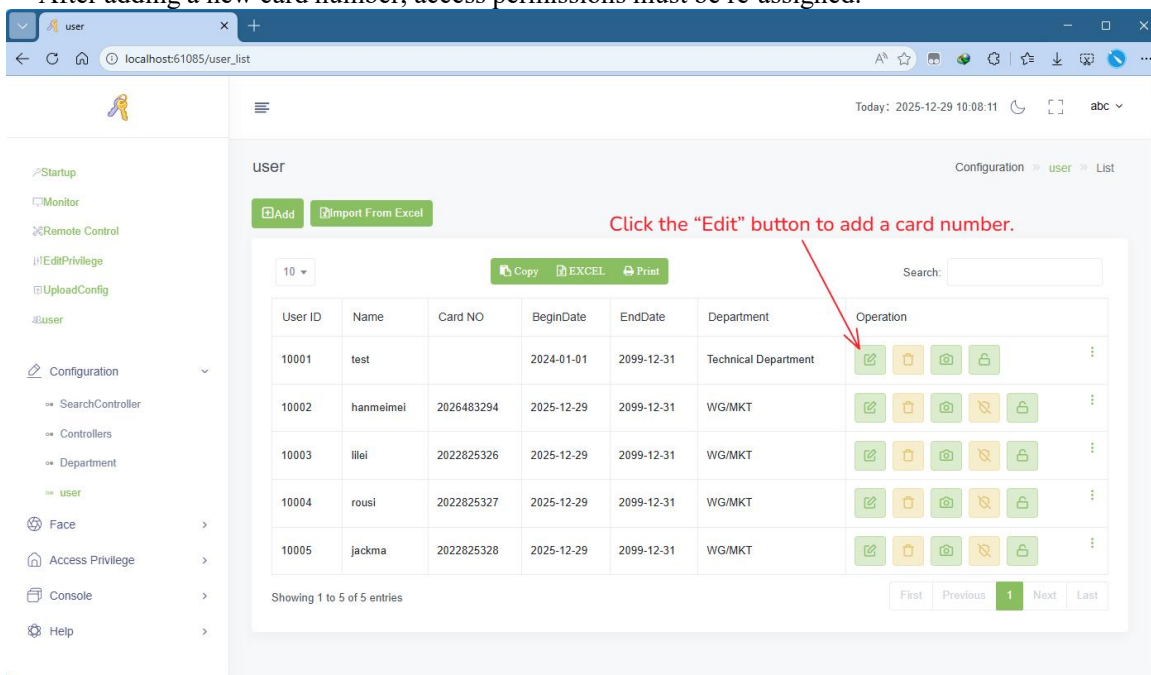
Reporting loss: When a user card is lost or the user leaves the organisation, promptly report the loss to prevent unauthorised access.

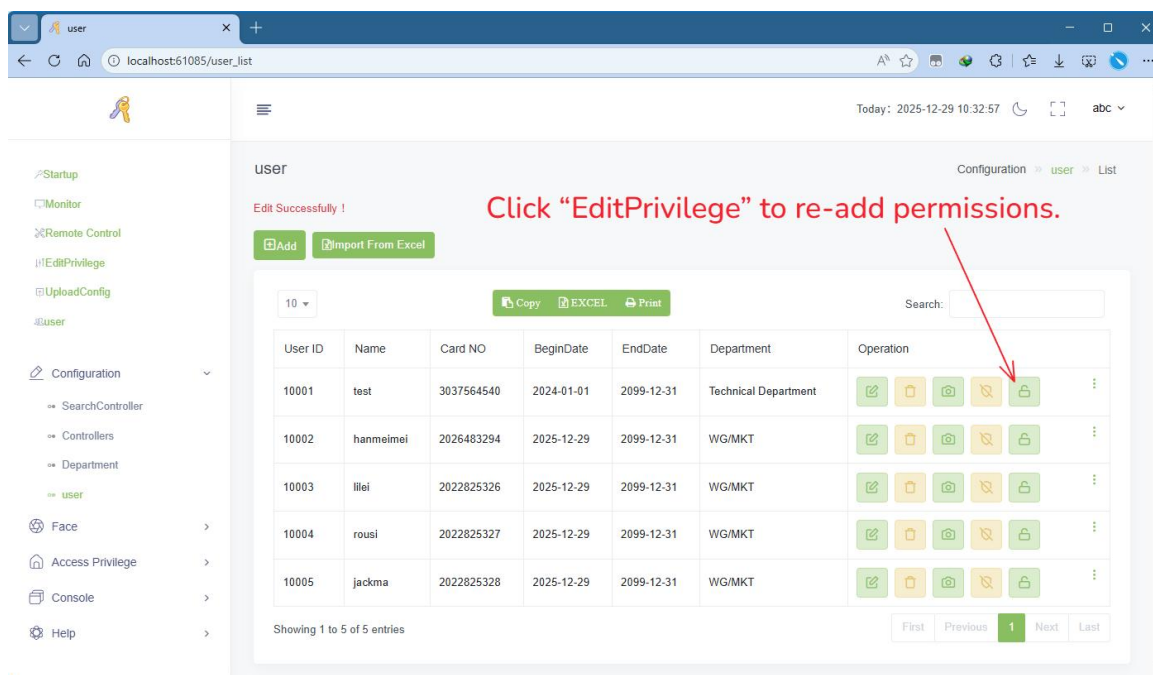
Note: Cancellation simultaneously removes the user's card number from the software and revokes access permissions from the controller.





To assign a new card number to a user, click the "Modify" button;
 After adding a new card number, access permissions must be re-assigned.

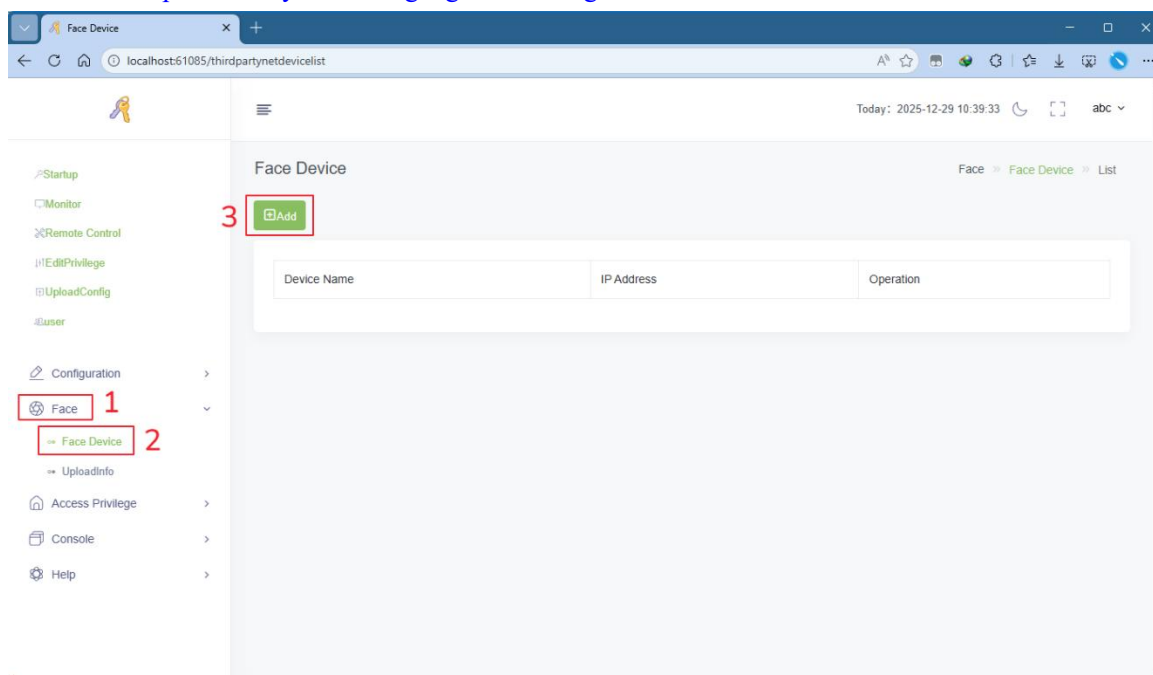


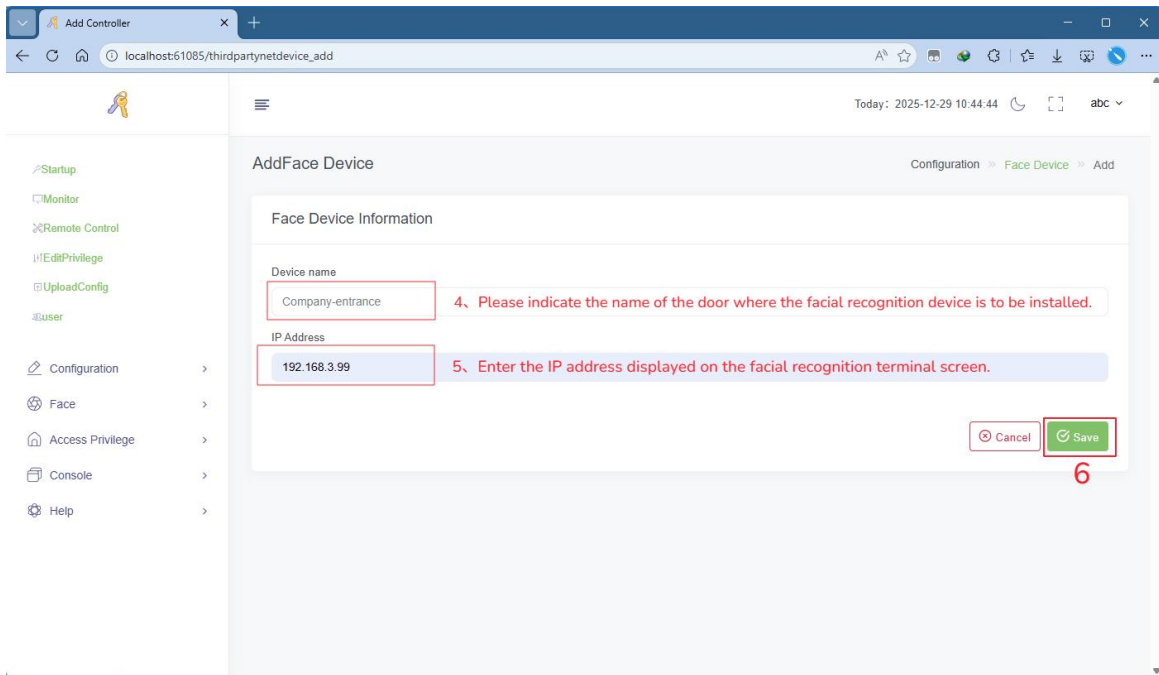


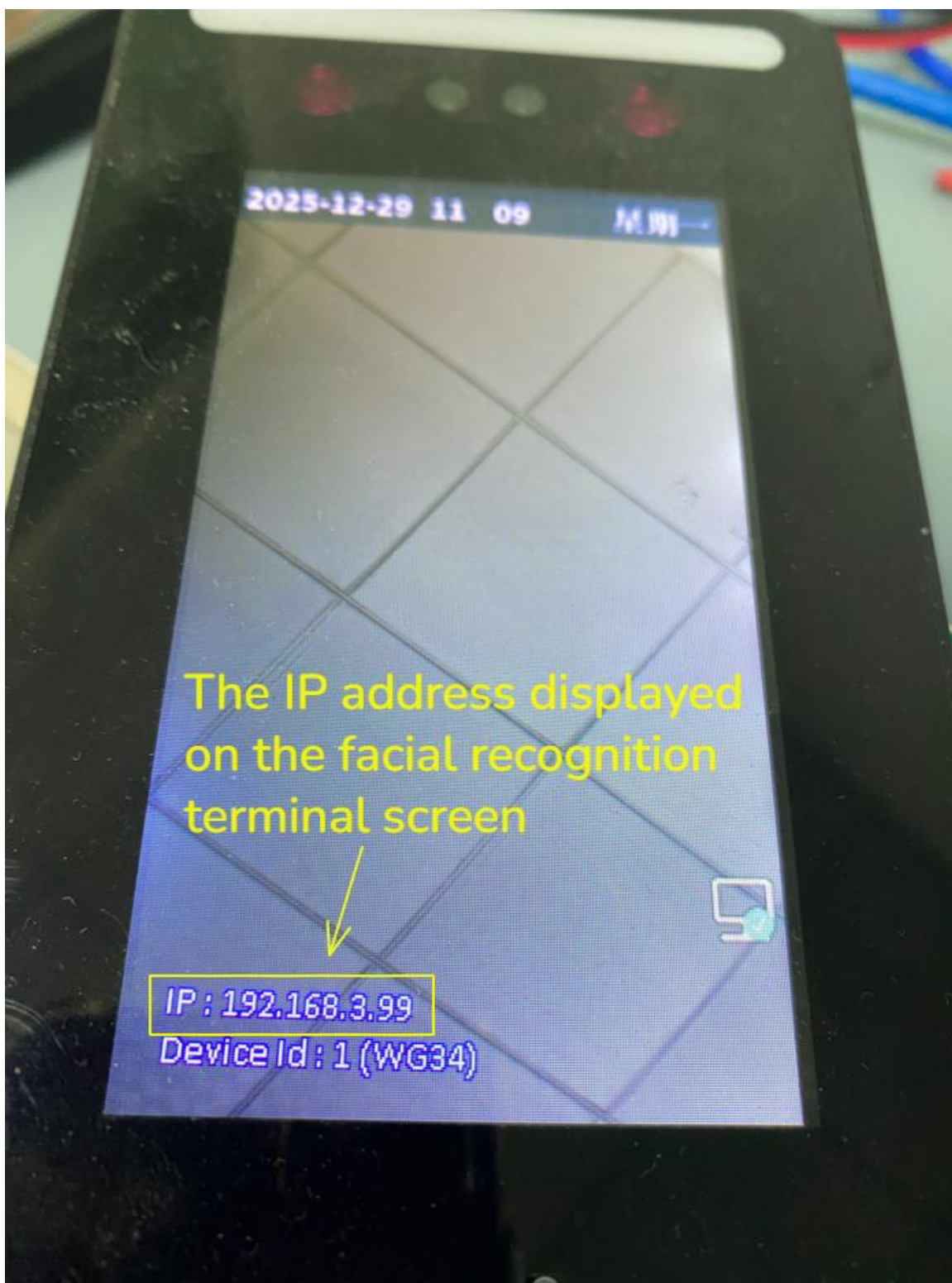
1.7.5 Facial Recognition

1.7.5.1 Adding Facial Recognition Devices

Note: Facial recognition units require an Ethernet connection to communicate with the software and are compatible only with Weigeng facial recognition devices.

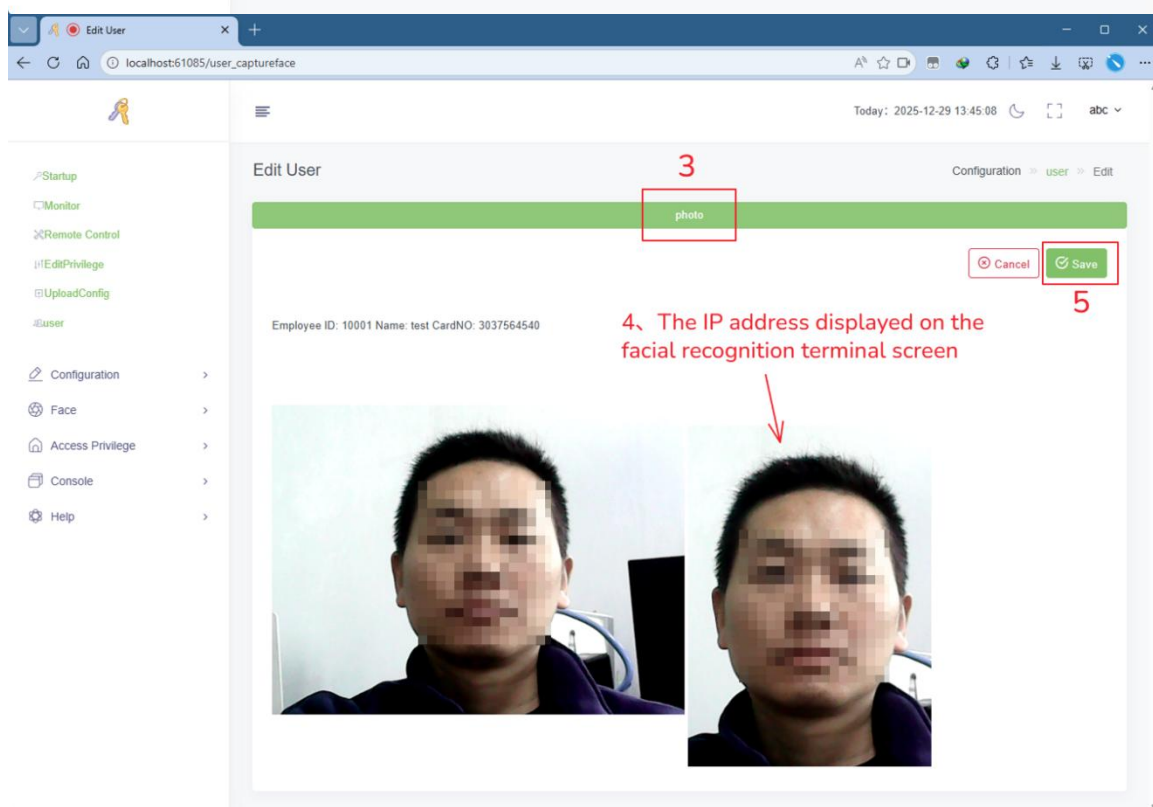
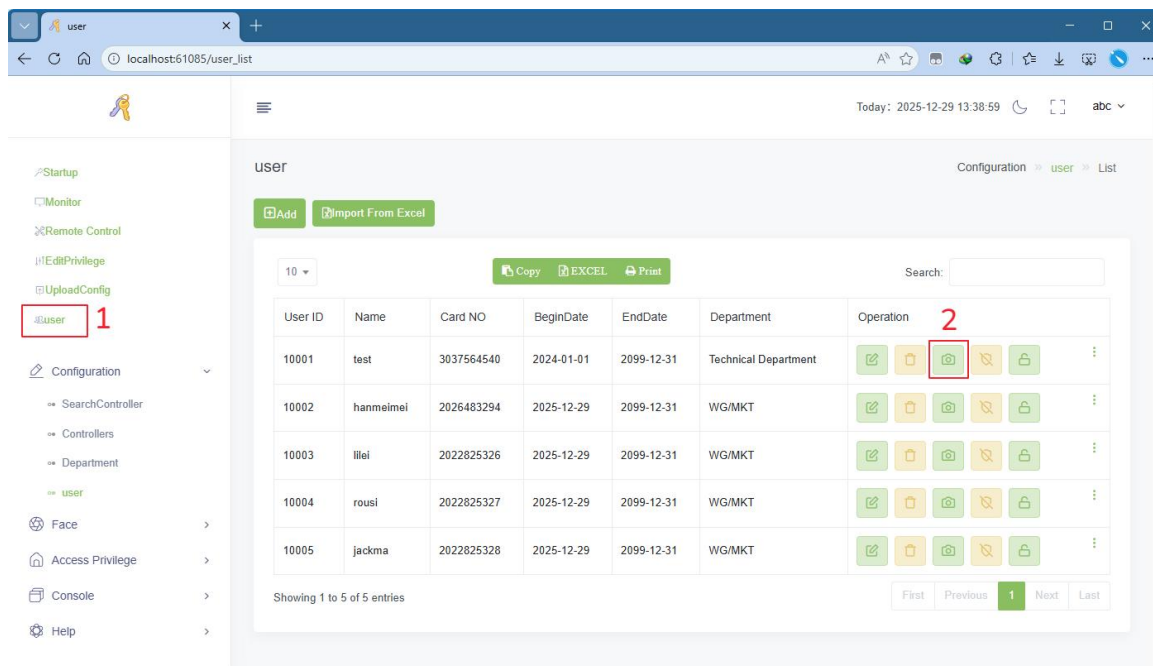






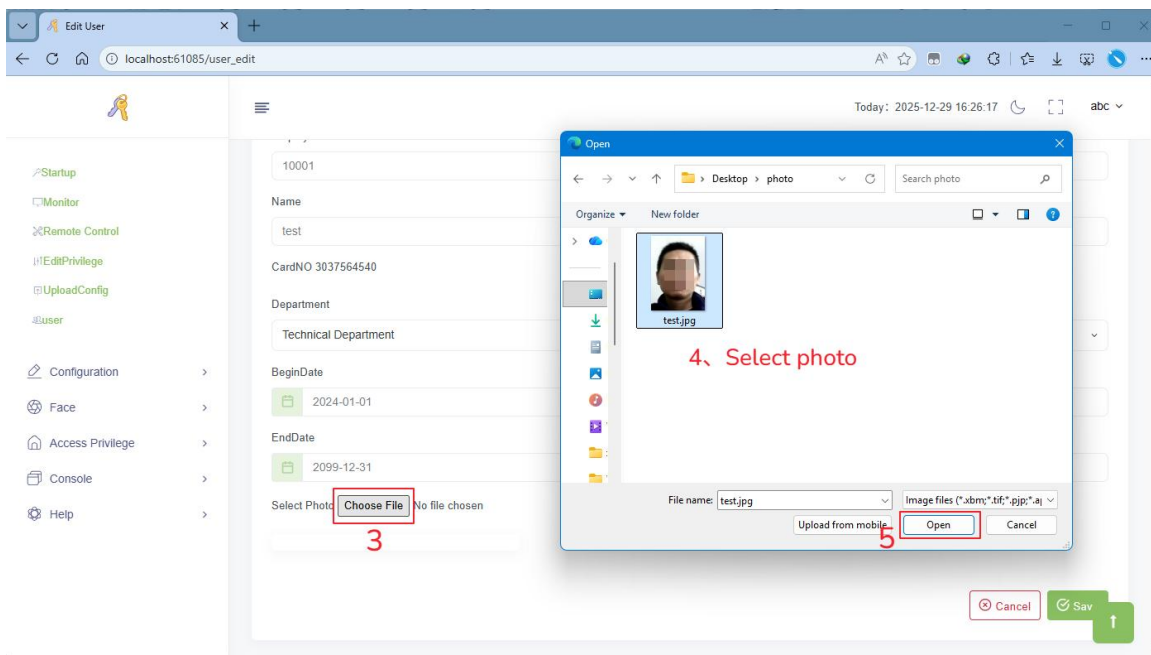
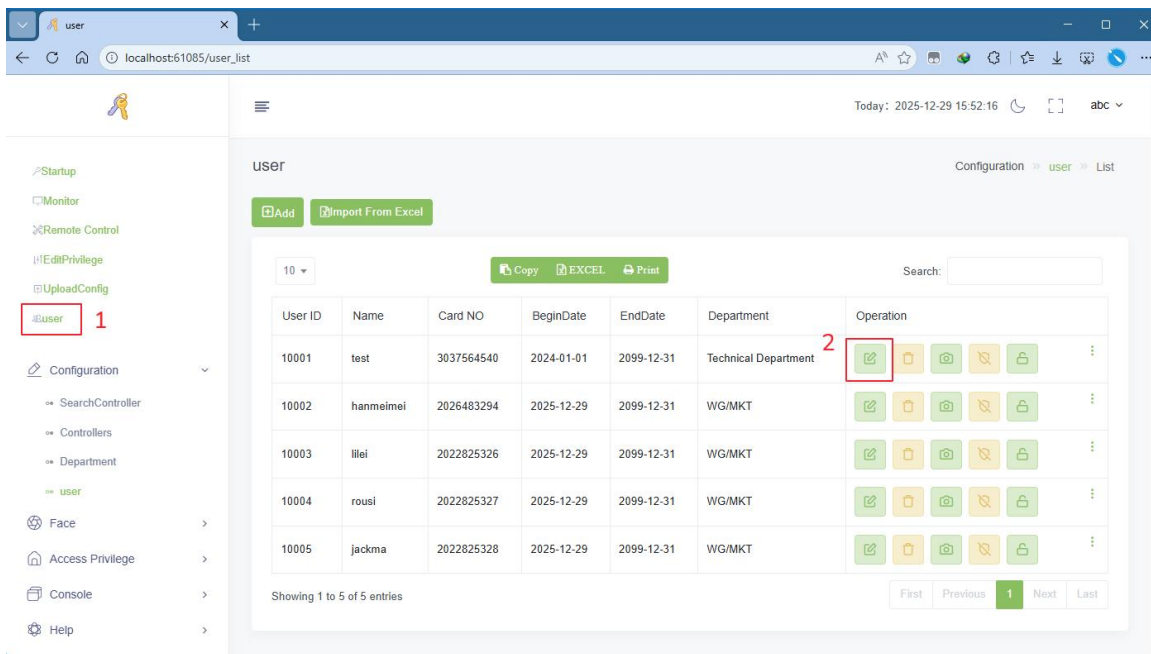
1.7.5.2 Adding Facial Photos

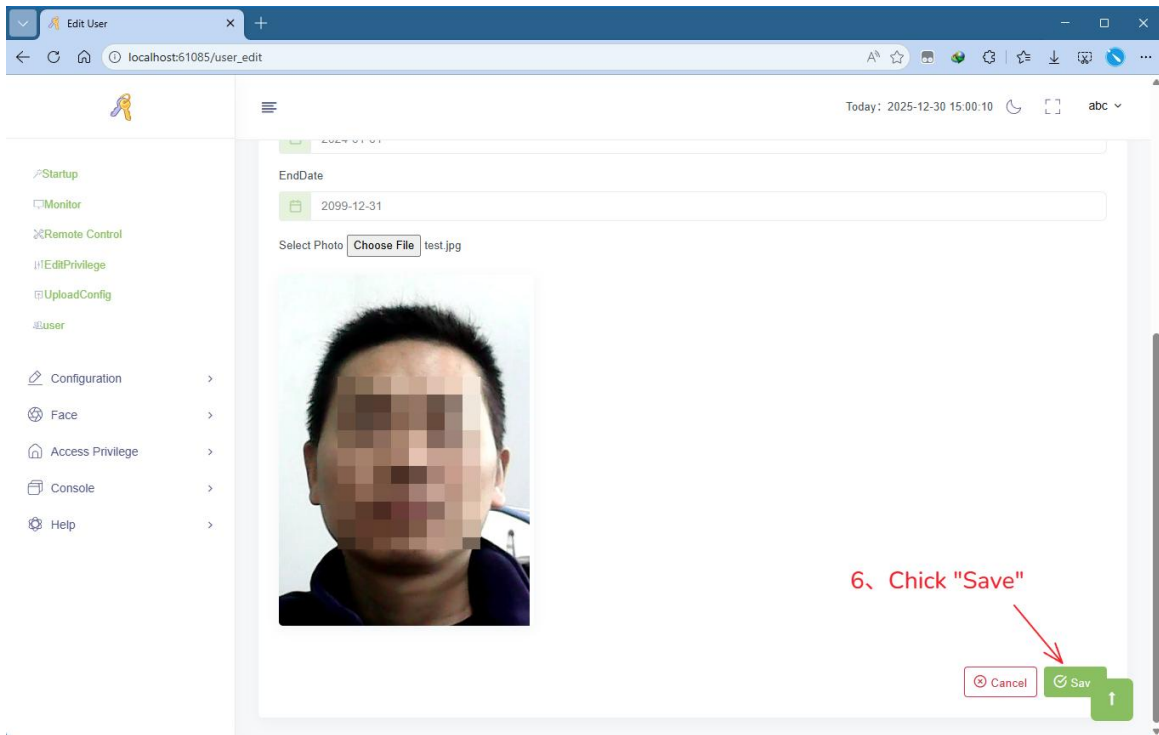
1.7.5.2.1 Method One: Capture via Computer Webcam



1.7.5.2.2 Method Two: Selecting Photos to Add

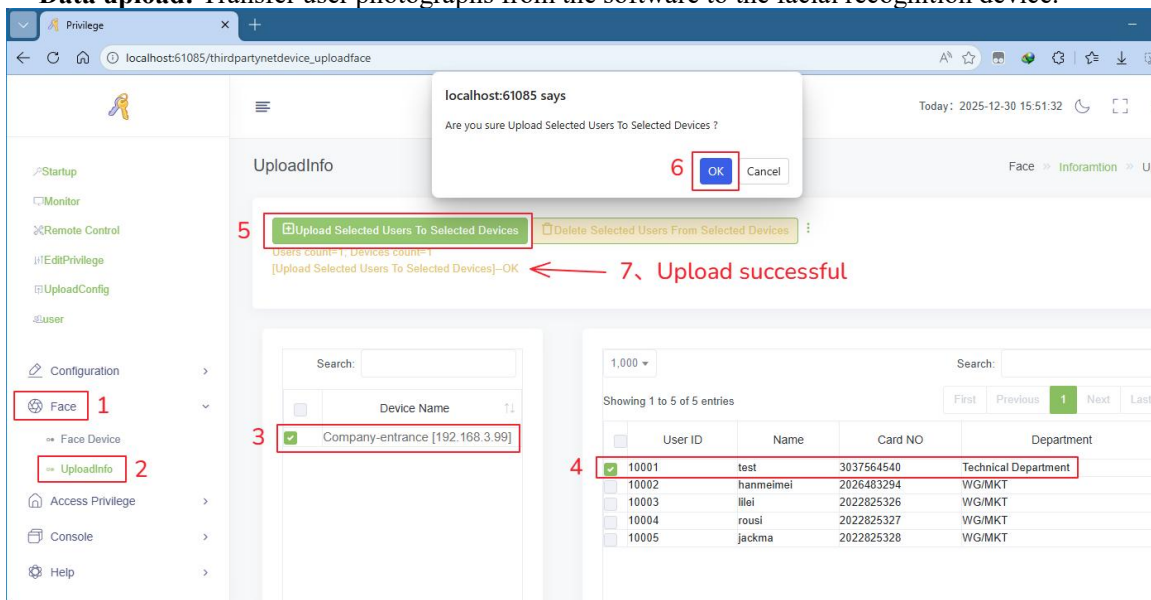
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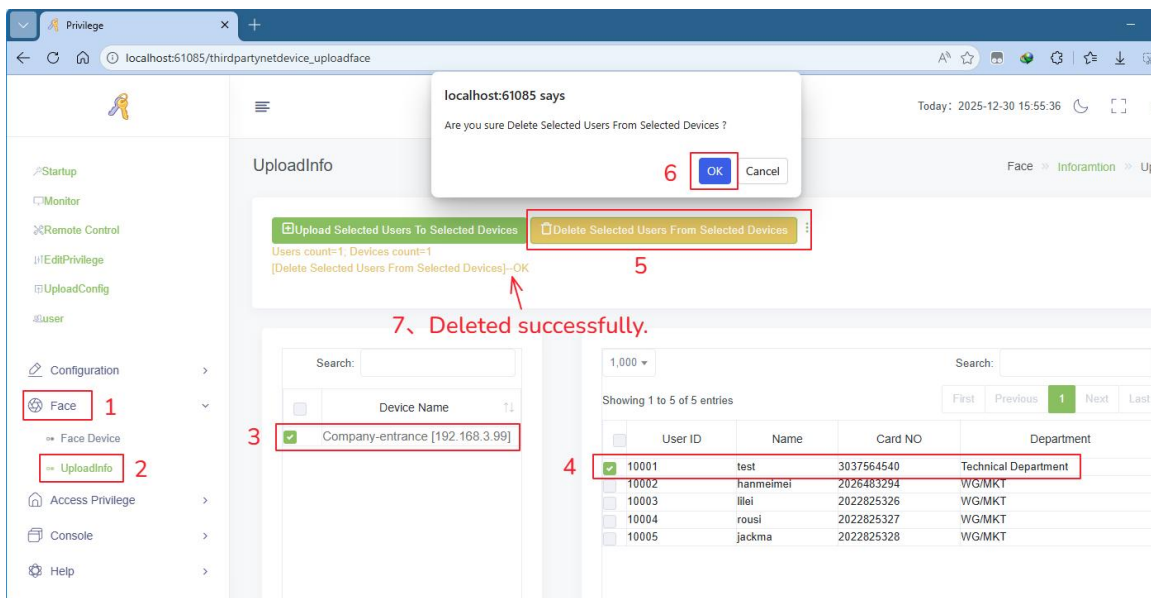


1.7.5.3 Uploading Facial Photographs

Data upload: Transfer user photographs from the software to the facial recognition device.

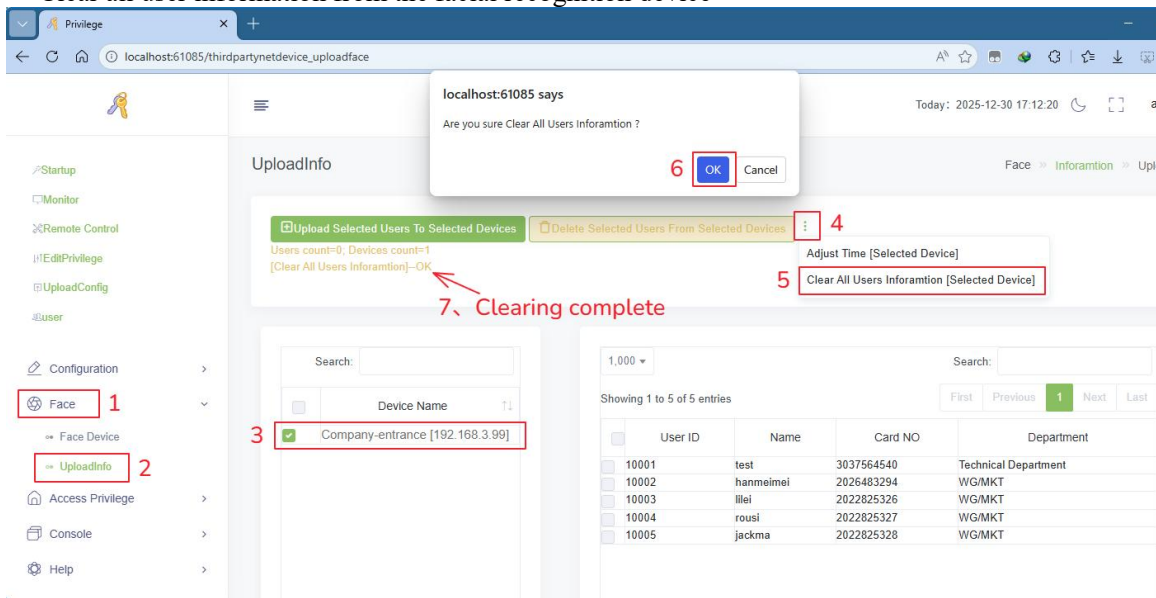


1.7.5.4 Delete facial photo



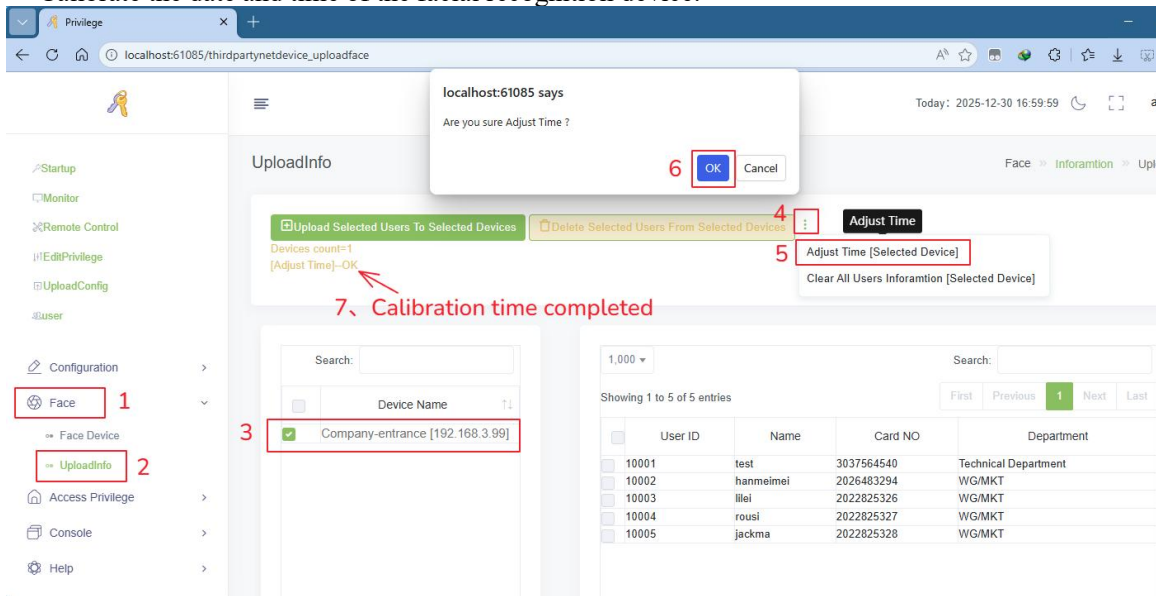
1.7.5.5 Clear all user information

Clear all user information from the facial recognition device



1.7.5.6 Calibrate time

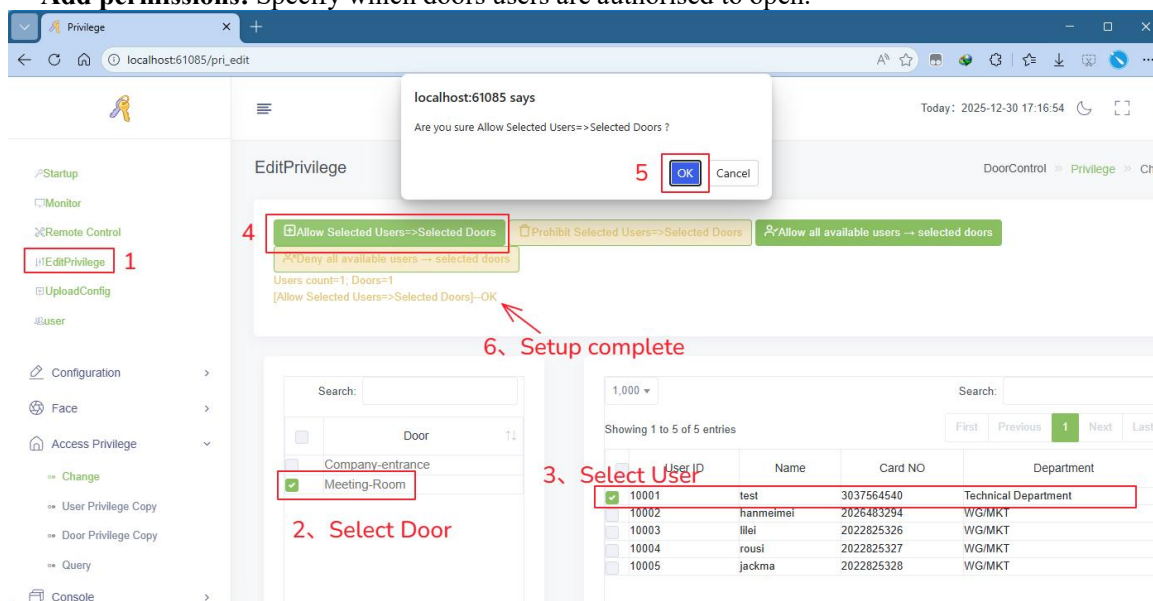
Calibrate the date and time of the facial recognition device.



1.7.6 Add/Remove Permissions

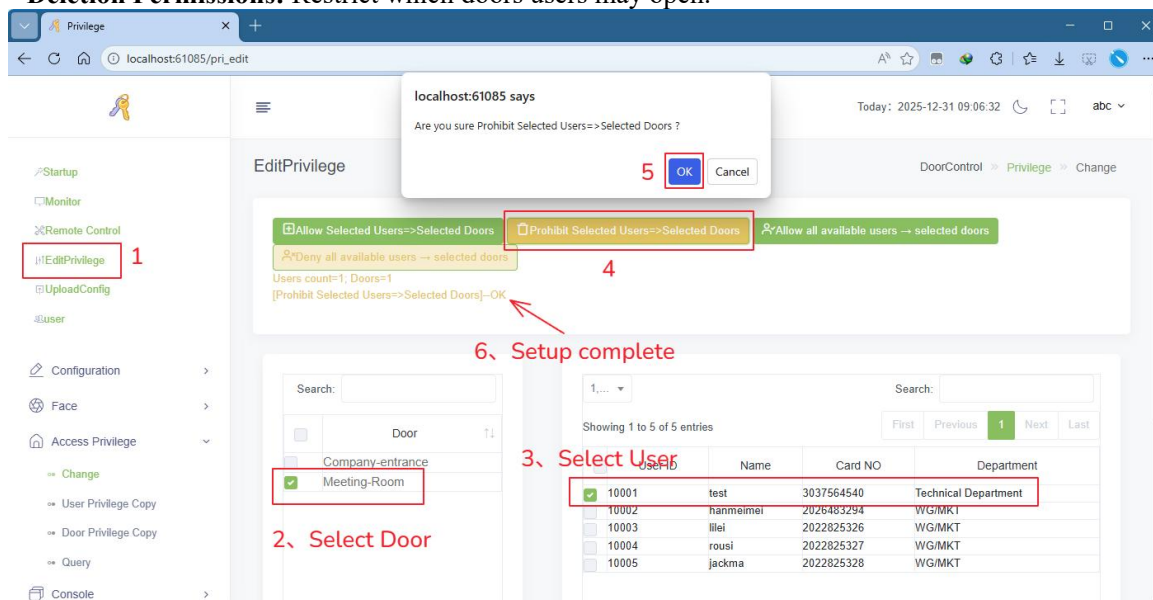
1.7.6.1 Add Permissions

Add permissions: Specify which doors users are authorised to open.



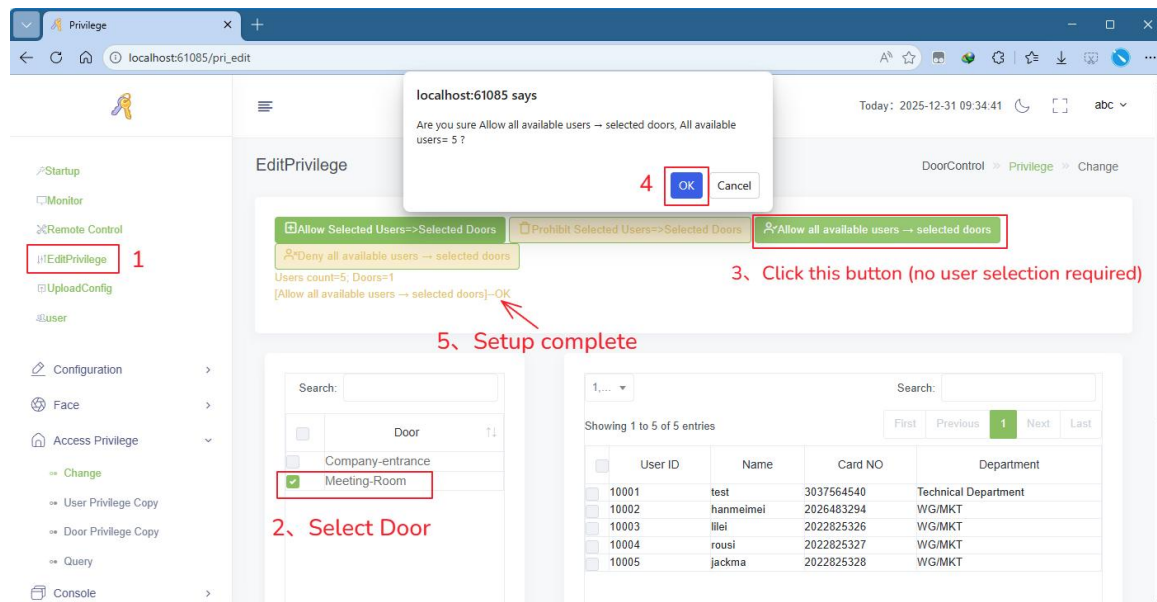
1.7.6.2 Remove Permissions

Deletion Permissions: Restrict which doors users may open.

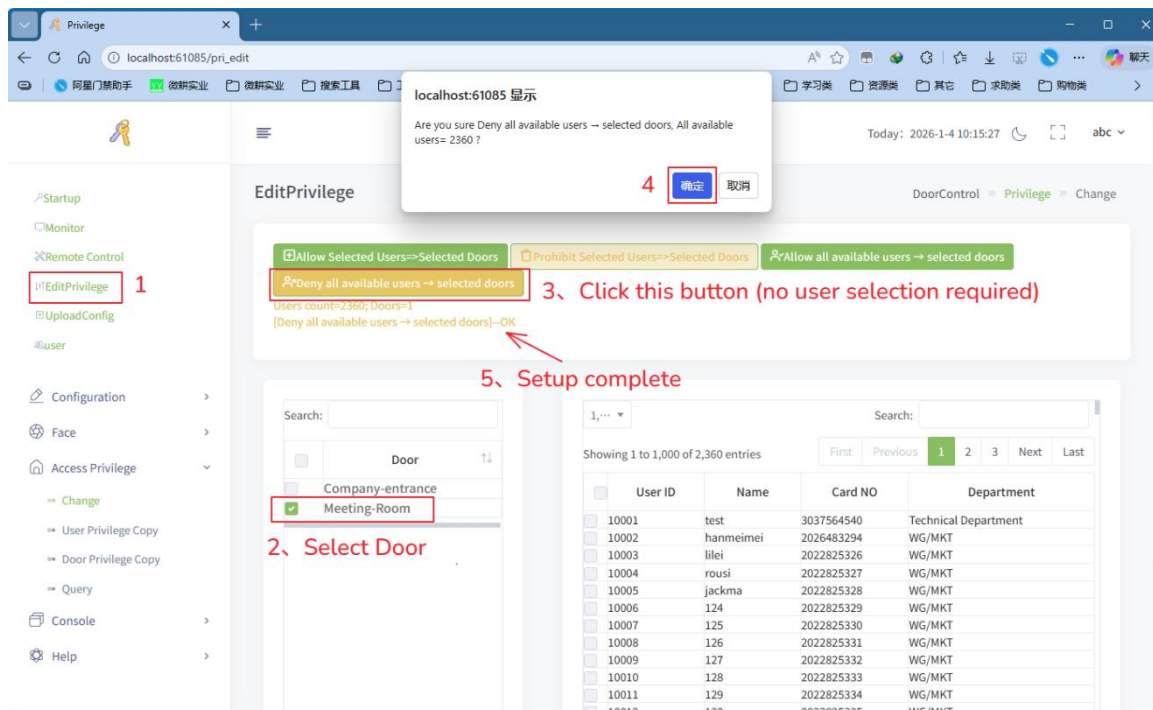


1.7.6.3 One-click operation for all users' permissions

Allow all users to open selected doors:

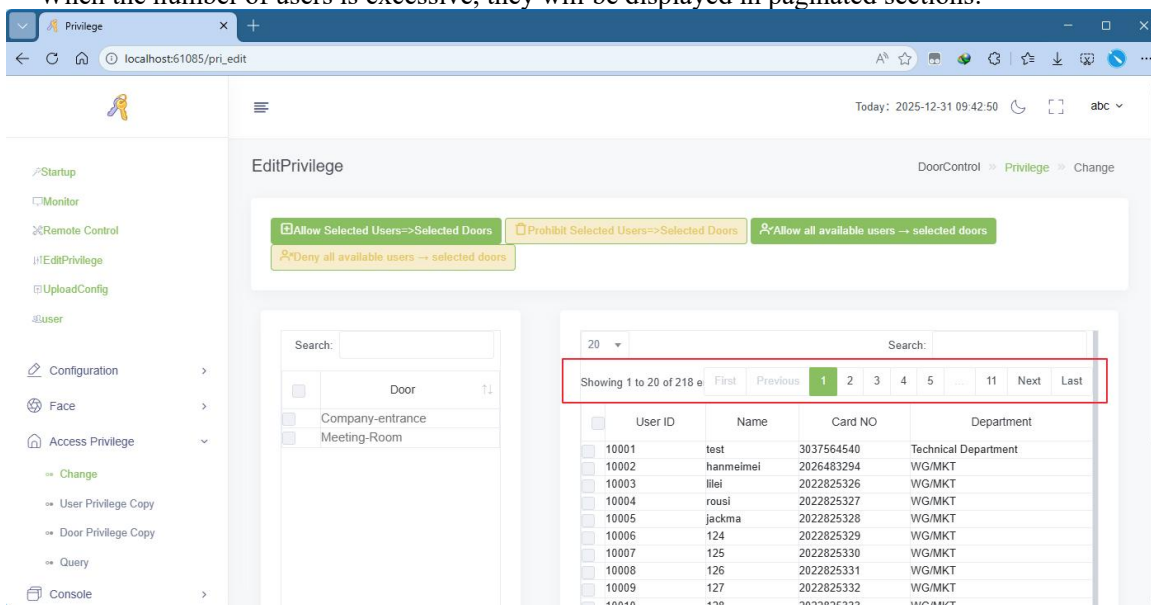


Prohibit all users from opening selected doors:



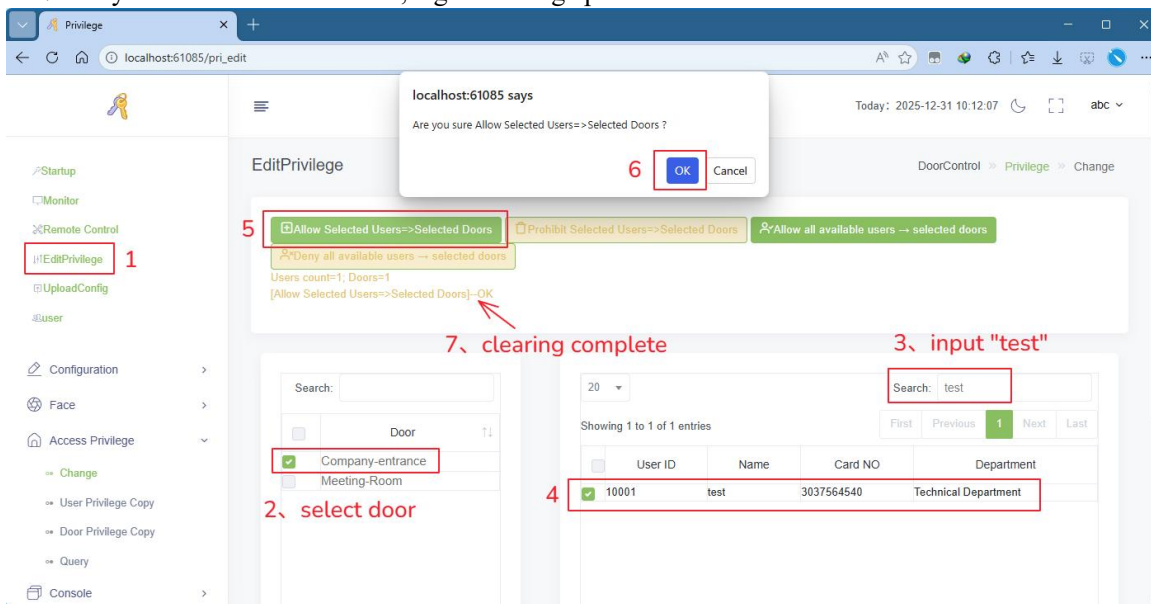
1.7.6.4 Permission management when users are paginated due to high numbers

When the number of users is excessive, they will be displayed in paginated sections:

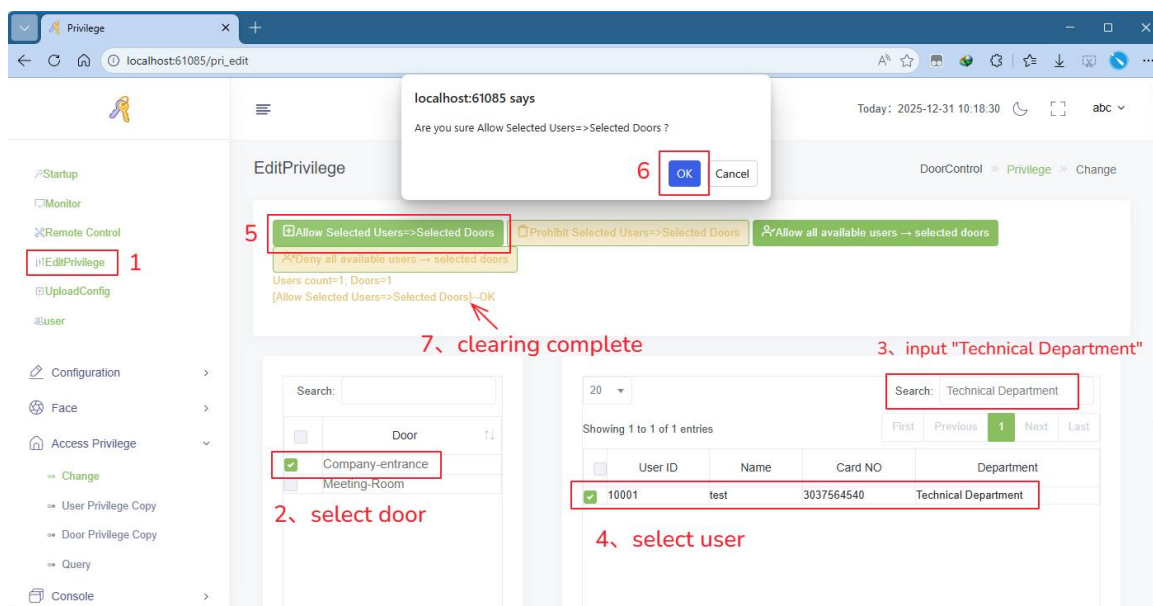


When users exceed the display limit, use the 'Search' function in the top-right corner for quick permission management.

1、 If you know the user's name, e.g. to manage permissions for user "test":



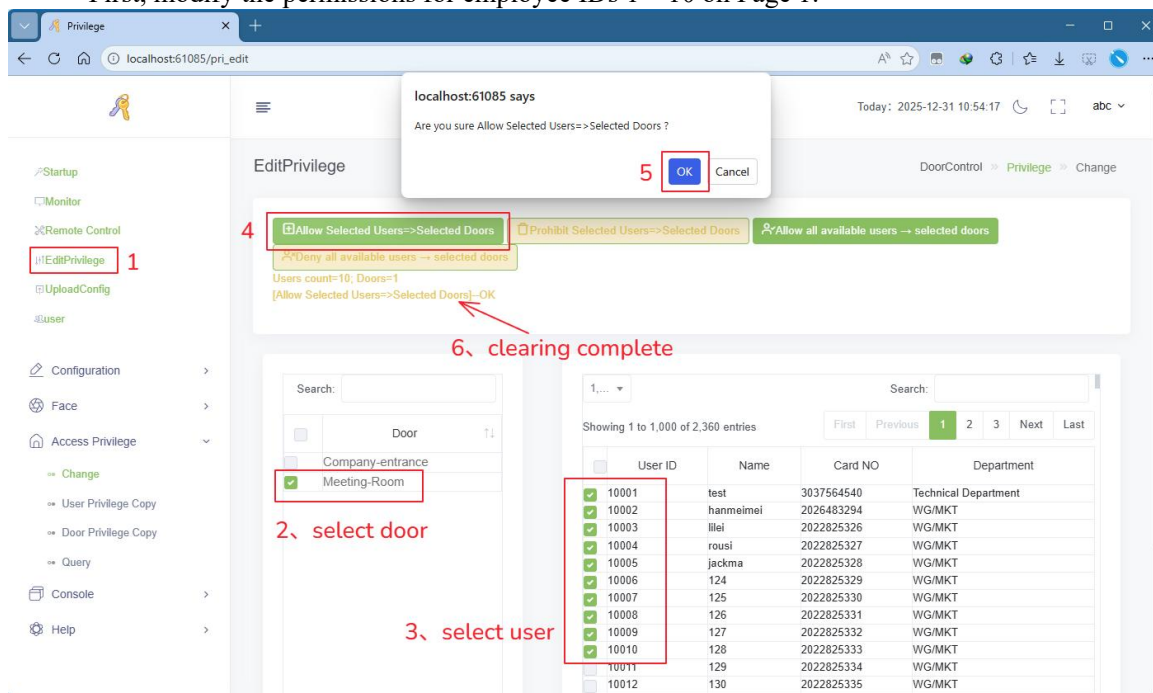
2、 To modify permissions for an entire department, e.g. to adjust permissions for the entire "Technical Department":



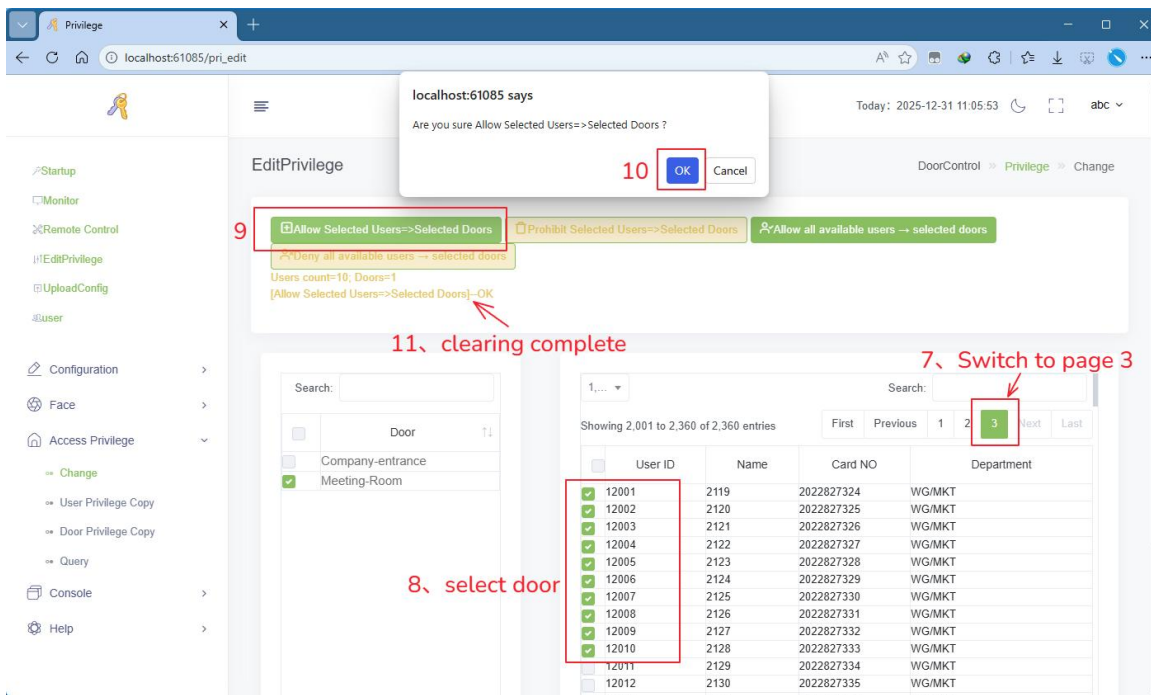
When users are displayed across multiple pages and you need to manually select permissions for multiple users, you cannot select users across pages. You must complete the permission operations for the users selected on the current page before switching to other pages to continue operations.

For example: The current software displays 1000 users per page. To manage permissions for employees with IDs 1 - 10 and 2001 - 2010:

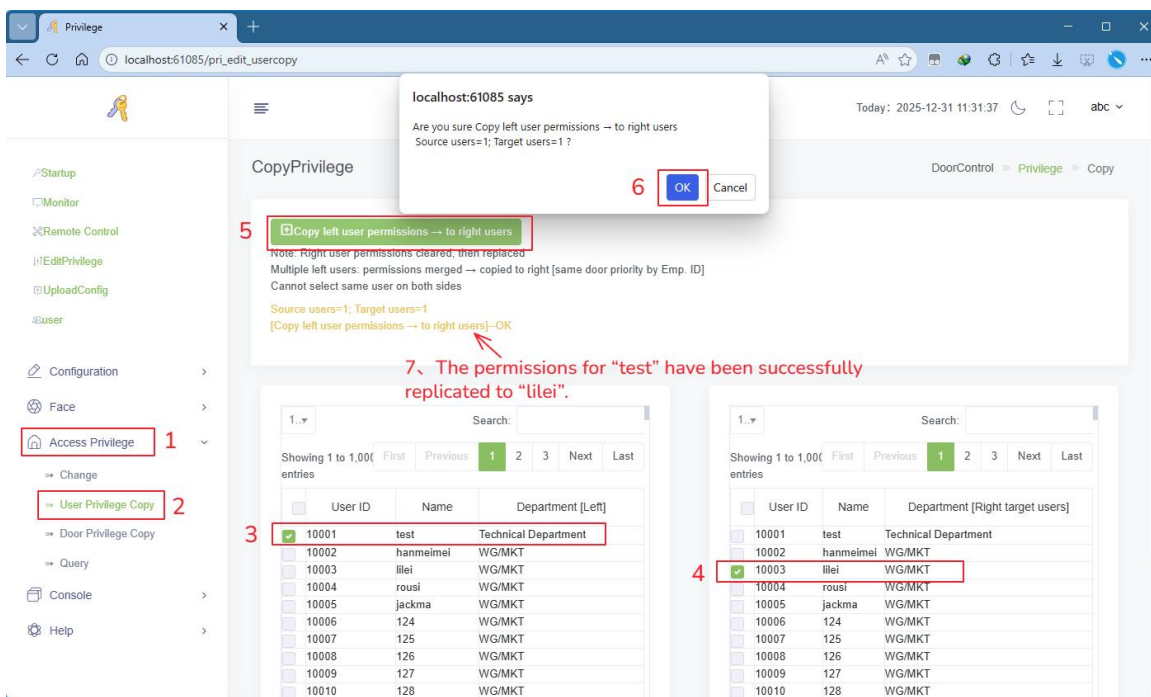
First, modify the permissions for employee IDs 1 - 10 on Page 1:



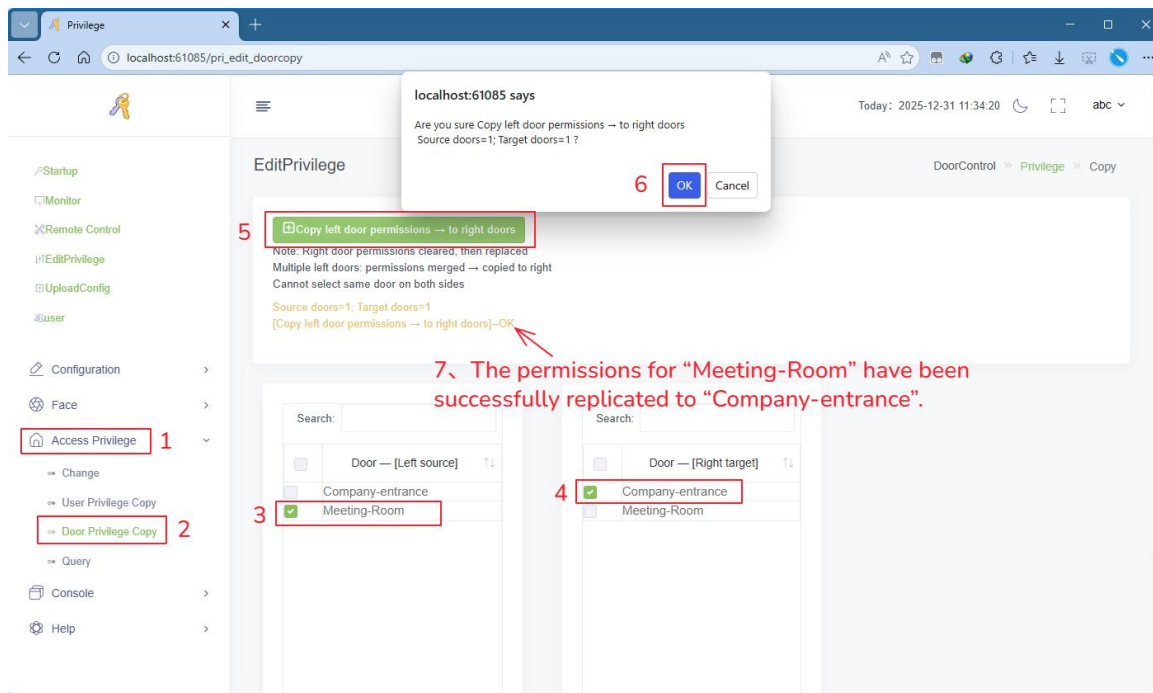
After completing user permission operations on Page 1, switch to Page 3 to manage permissions for employee IDs 2001 - 2010:



1.7.6.5 User Permission Duplication



1.7.6.6 Door Permission Duplication

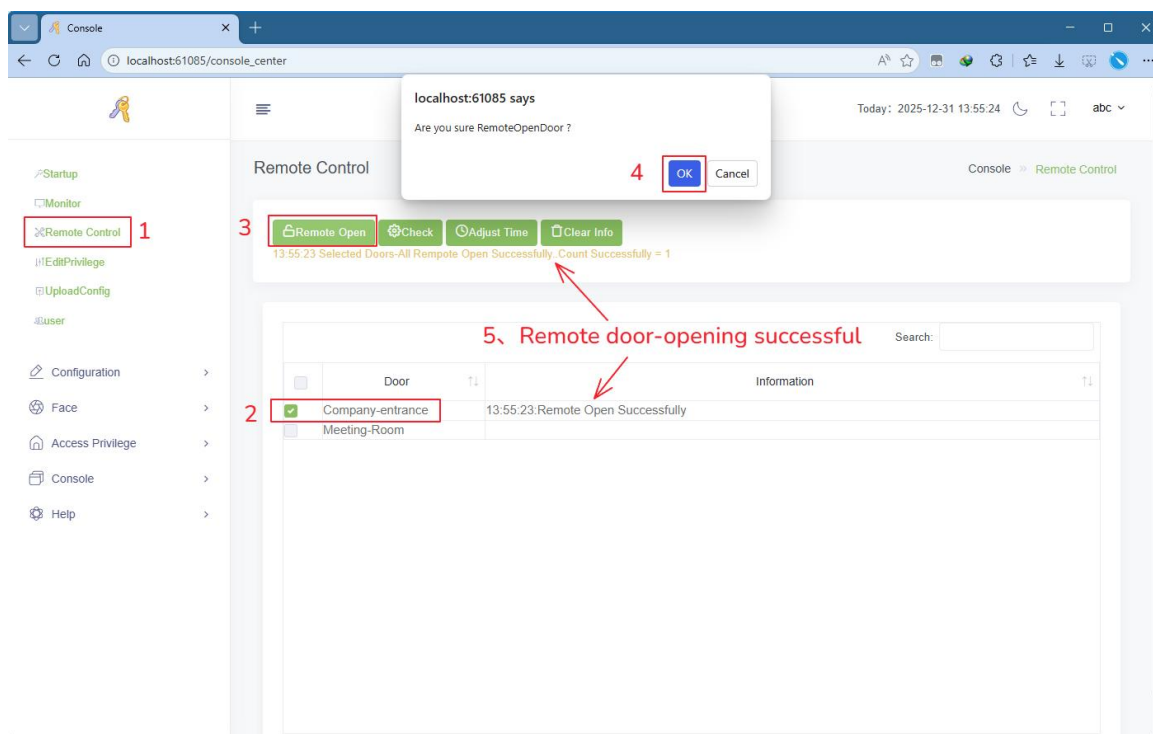


1.8 Basic Operations

1.8.1 Remote Control

1.8.1.1 Remote Door Opening

Remote Door Opening: Open doors remotely via software control; options include opening one door, multiple doors, or all doors.

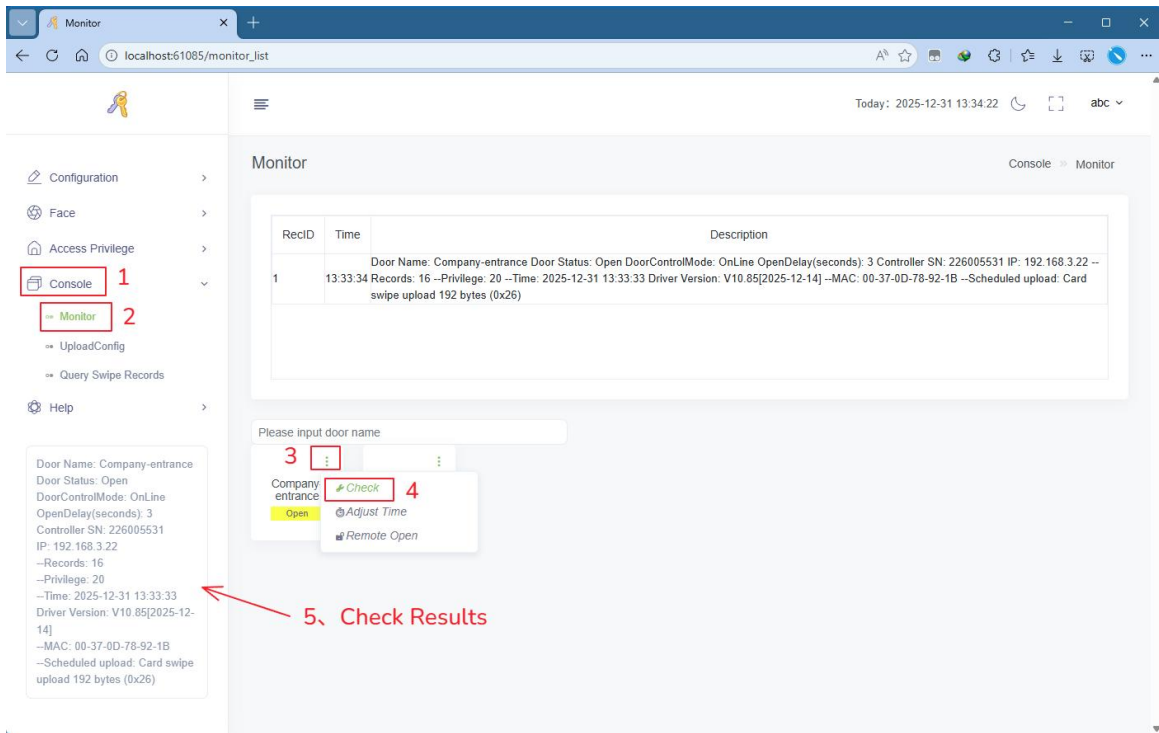


1.8.1.2 Detect Controller

Detect Controller: Use the software to check the current status of the controller. Examples of detectable information include:

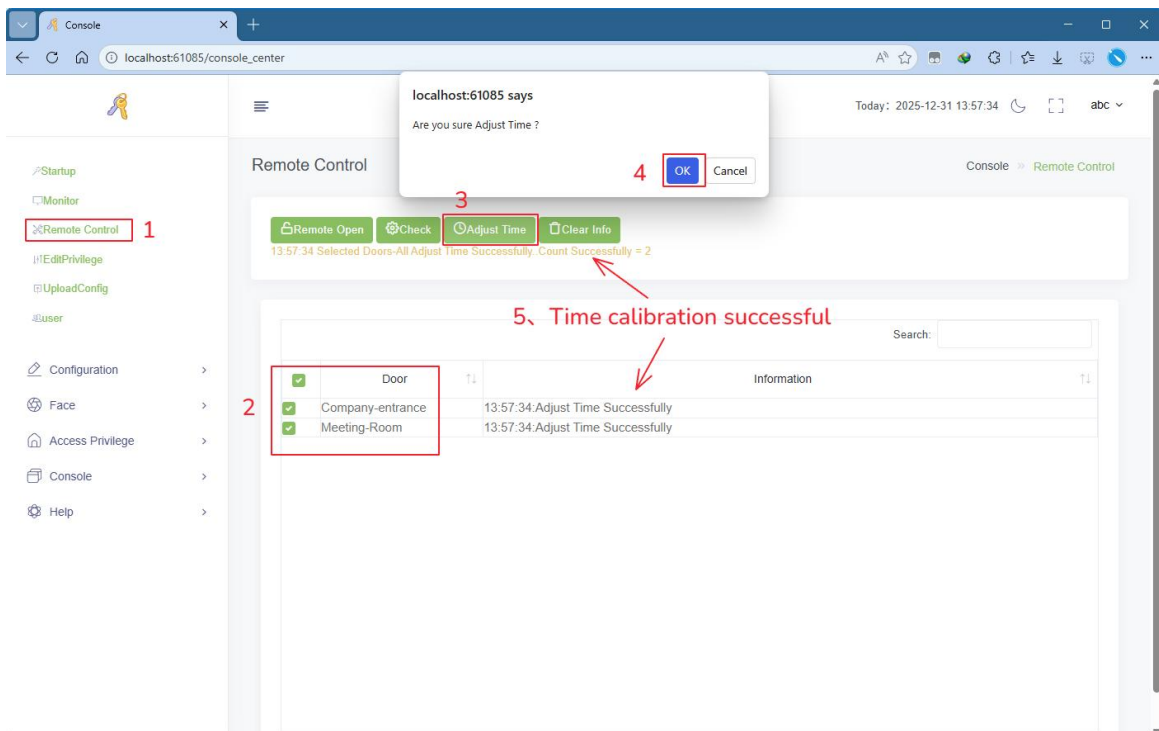
```

Door Name: Company-entrance
Door Status: Open
DoorControlMode: OnLine
OpenDelay(seconds): 3
Controller SN: 226005531
IP: 192.168.3.22
--Records: 16
--Privilege: 20
--Time: 2025-12-31 11:58:08
Driver Version: V10.85[2025-12-14]
--MAC: 00-37-0D-78-92-1B
--Scheduled upload: Card swipe
upload 192 bytes (0x26)
    
```

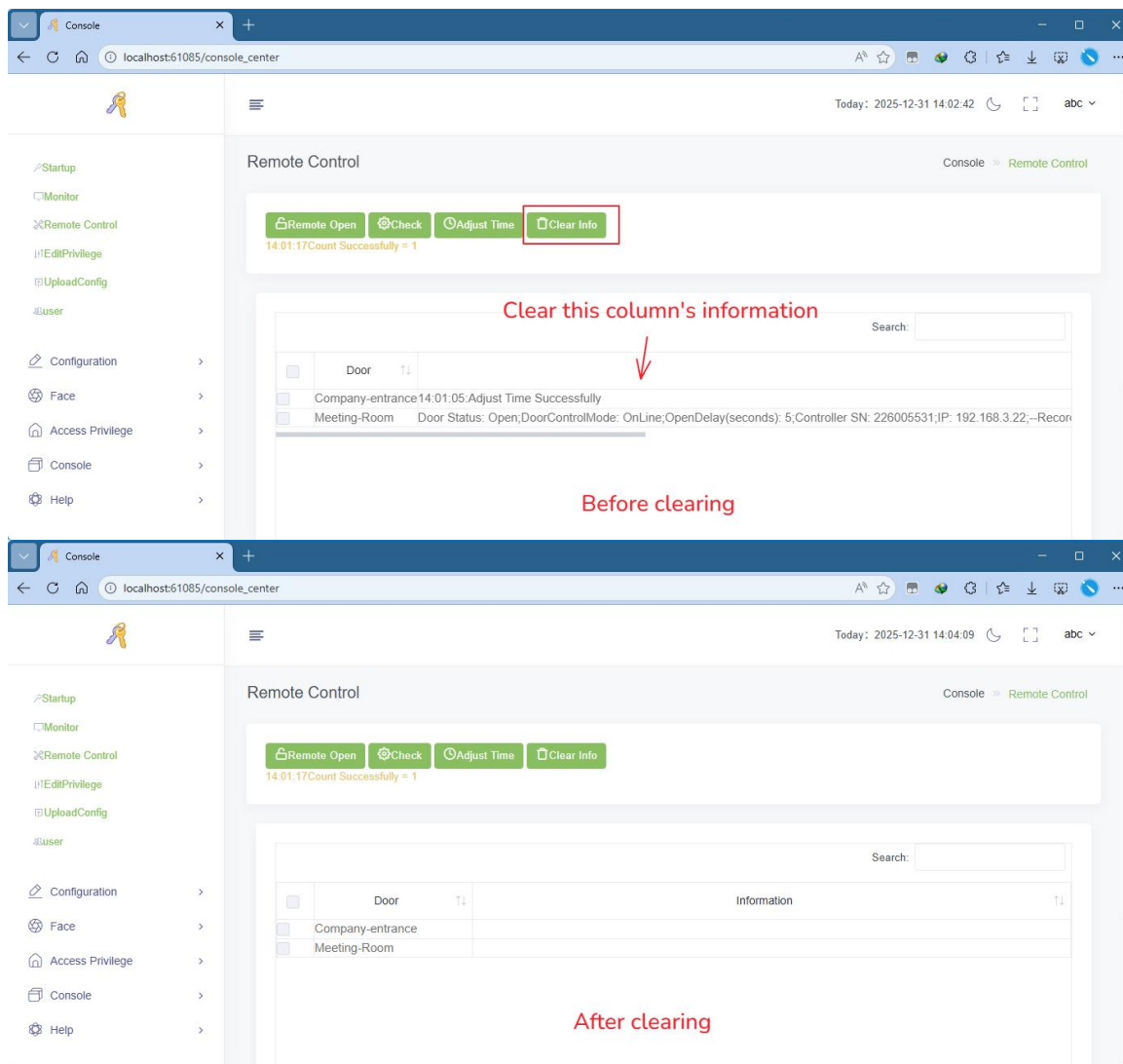


1.8.1.3 Calibrate Time

Calibrate Time: The controller incorporates an internal clock chip. By executing the "Calibrate Time" function within the software, the controller's time can be synchronised with the computer's time.

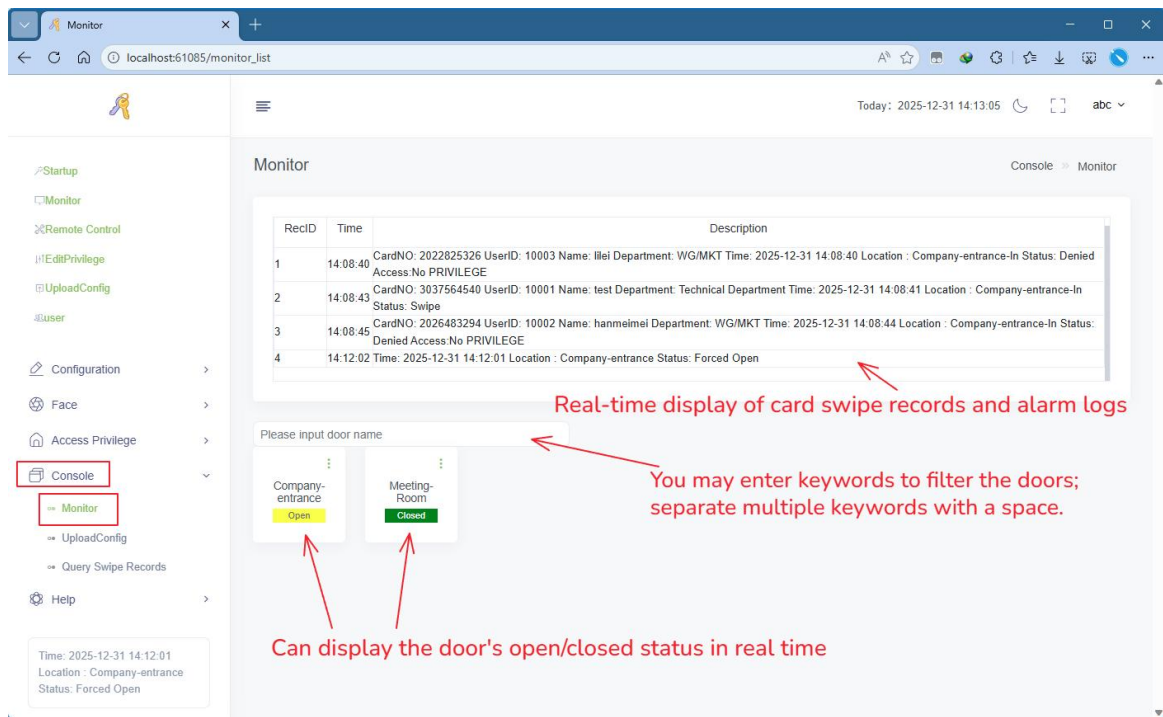


1.8.1.4 Clear Information



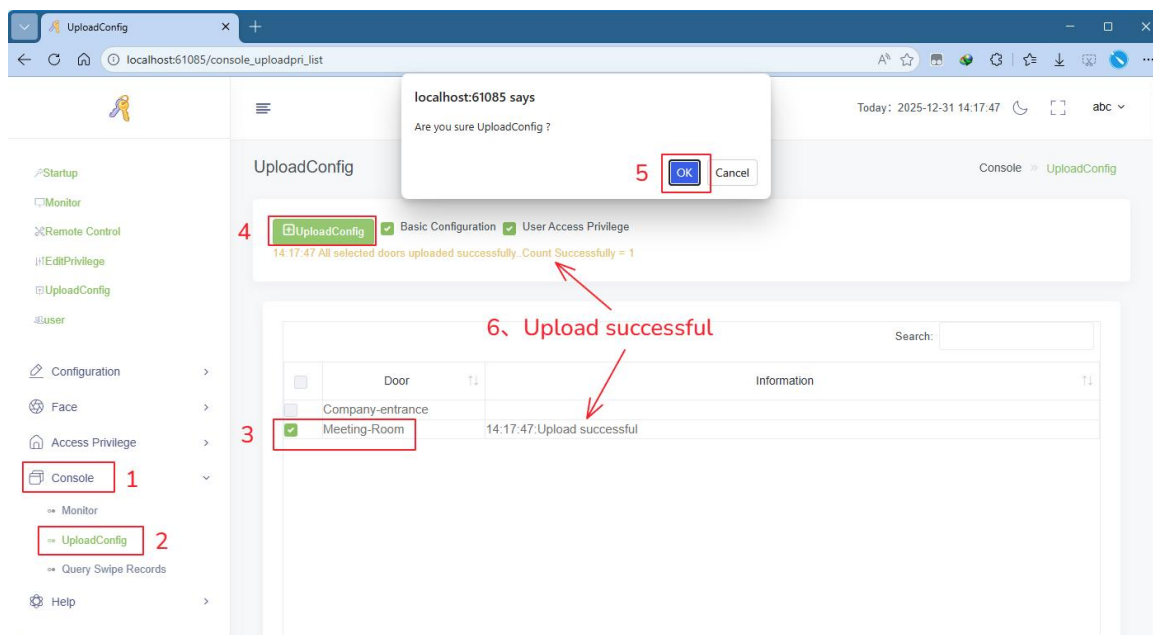
1.8.2 Real-time Monitoring

Real-time Monitoring: Enable real-time monitoring to display card swipe records, alarm logs, door status, and more in real time.



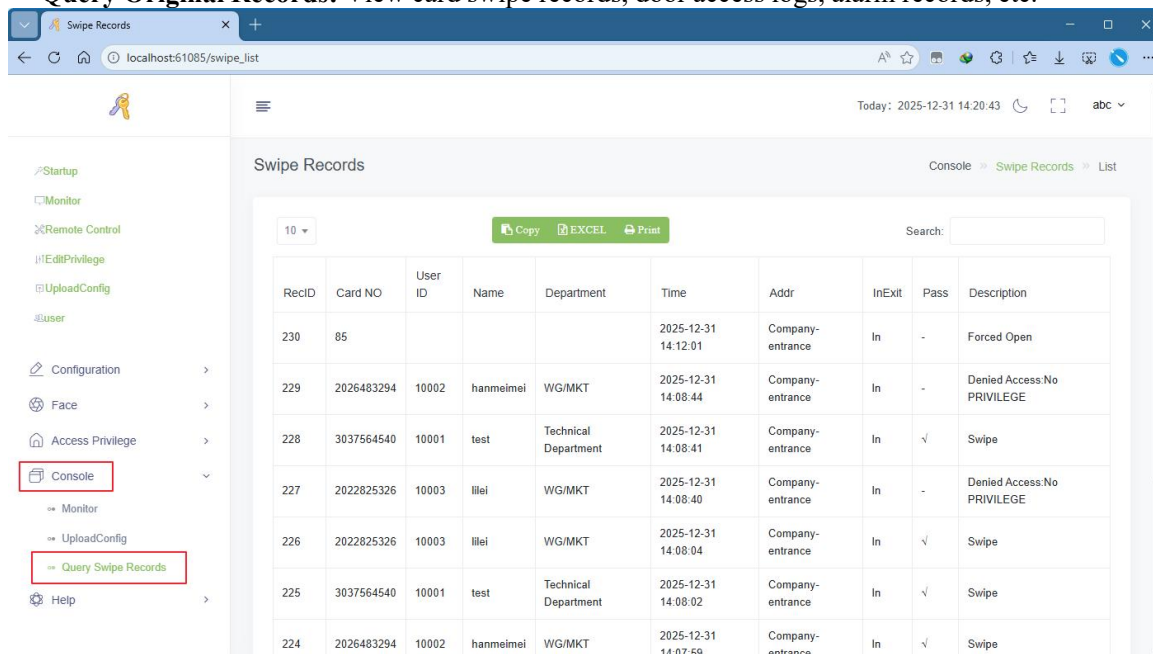
1.8.3 Upload Settings

Upload Settings: Transfers the controller's configuration and permission lists from the software to the controller.



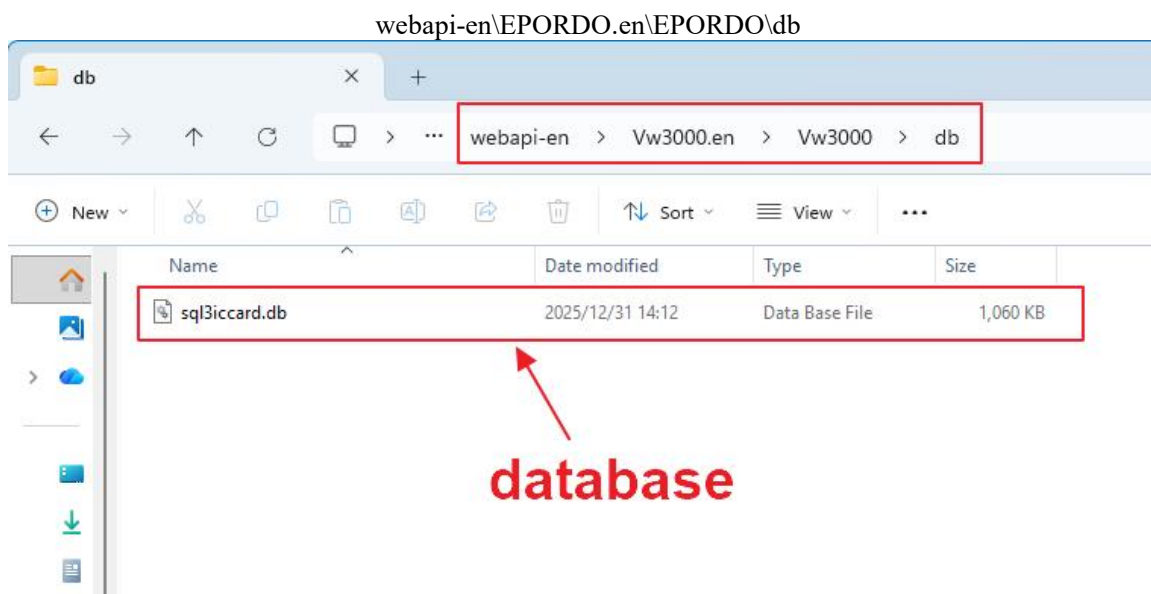
1.8.4 Query Records

Query Original Records: View card swipe records, door access logs, alarm records, etc.



1.9 Database Backup and Restore

1.9.1 Database Storage Path



1.9.2 Backup and Restore

Backup: Copy the database file to another storage location;

Restore: Copy the backed-up database file to the path "webapi-en\EPORDO.en\EPORDO\db" to replace the existing file.

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