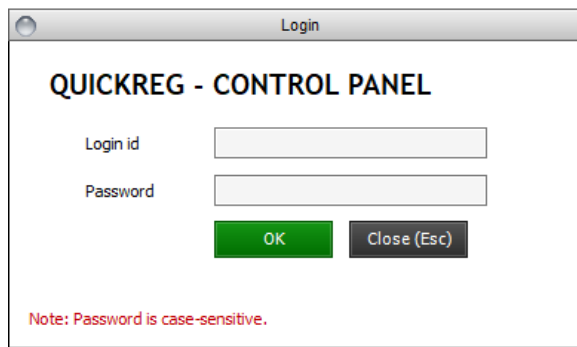
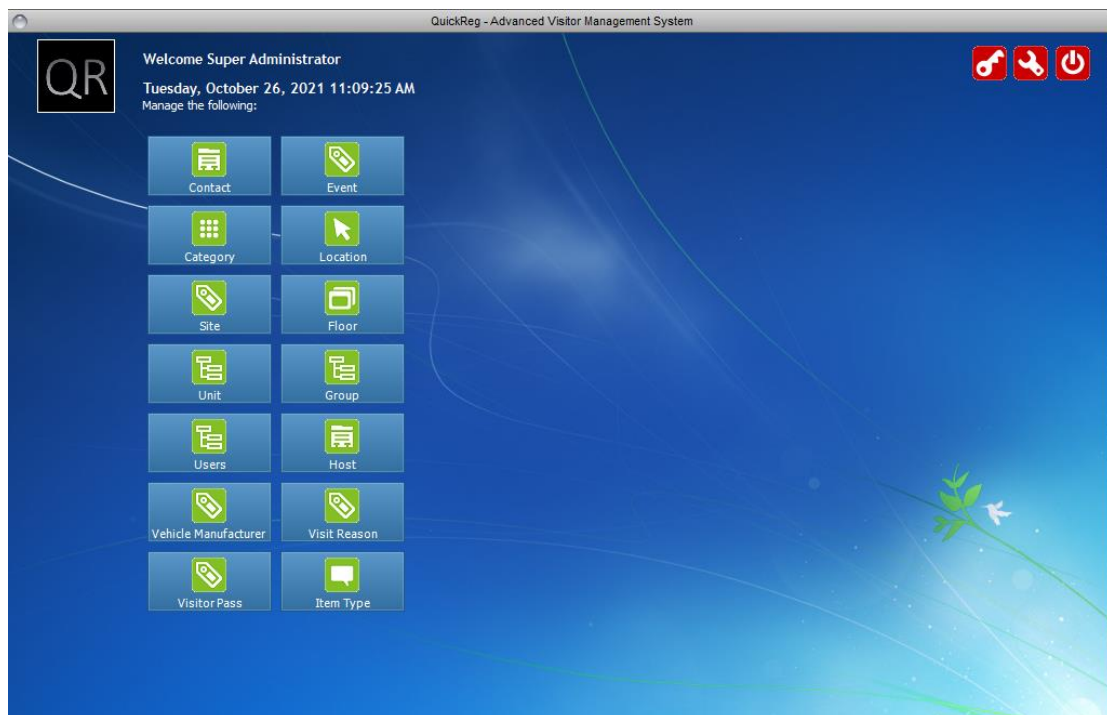


To set Configuration, you need to login to CONTROL PANEL.



The screenshot shows a window titled "Login" for the "QUICKREG - CONTROL PANEL". It contains two input fields: "Login id" and "Password". Below the fields are two buttons: a green "OK" button and a grey "Close (Esc)" button. At the bottom left, there is a red note: "Note: Password is case-sensitive."

Once login, there are many Master Data setup and System setup.
Default Login ID / Password: admin / Password2



MANAGE ACCESS RIGHT:

1. Setup Group

QuickReg - Manage Group

+ Add x Delete Refresh Close

Normal User
System Administrator
System Supervisor

Group Information:

Name * Normal User

Access Rights for this group:

Access Right

- Action Briefing
- Action Contractor Registration
- Action Evacuation List
- Action Manual Sign Out
- Action Registered Visitor
- Action Report
- Action Visitor Registration
- Action Watch List
- Host Information
- Register Personnel

Save

2. Setup User

#	Field Name	Description
1	Name	Full Name of User
2	Login id	Id used to login to system
3	Access Group	Control what menu can be accessed by this user
4	Email	
5	Password Expiry Interval	The number of days user can use one password before system force user to change password
6	Dormant Period	Number of inactive days past before system locked this user
7	Password Retry	Number of password retry before system locked this user
8	Is this user barred?	User is locked? Ticked means locked.
9	Reset button	Set password = Password1 for this user
10	Grant button	Set password = Password1 for this user and unlocked this user

QuickReg - Manage User

+ Add x Delete ↻ Refresh ⏻ Close

Guard
Supervisor

User Information:

Name * Guard

Login id * guard

Access Group * Normal User

Email

Password Expiry Interval 0 days (0 = Password Never Expire)

Dormant Period 0 days (0 = Disable Dormant Period)

Password Retry 0 times (0 = Unlimited)

Is this user barred?

For user who forget their password, click on Reset button to set to default password. **Reset**

For user who have their account revoke, click on Grant button to reactivate the account with default password. **Grant**

Save

MANAGE SYSTEM SETTINGS:

#	Field Name	Description
1	Current ID	Use to auto-generate Visit ID when "Use Visitor Pass card"=No
2	Reset button	Reset Current ID number to 1
3	Use Visitor Pass card?	Indicate System will use Pass card or not
4	Chip based?	Control how system read card number when "Use Visitor Pass card"=Yes
5	MyKad Reader (local)	Set MyKad Reader name
6	Mifare Reader (local)	Set Mifare Reader name
7	Passport Reader (local)	Set Passport Reader name
8	Receipt Printing Report	Select type of receipt to be printed during Sign-in
9	Print Receipt Preview	Set receipt be print directly to printer or preview on screen
10	Default Nationality	Set Default Nationality from a list
11	Counter Category	Counter Category to be display on Dashboard
12	Dashboard Refresh Rate (Minutes)	How long to refresh the dashboard data
13	Access On?	Turn on/off command to Access Control system
14	Appointment Only?	Only allowed visitor with Appointment to Sign-in to system
15	Use Floor/Unit?	Control the selection of Visit Information
16	Use Briefing?	Setup briefing requirement for visitor. This setting can be override by Category setup.
17	Min DocNo	Minimum range for DocNo for SOMAC use only
18	Max DocNo	Maximum range for DocNo for SOMAC use only
19	Company Logo button	Upload Company Logo
20	Whitelist/Blacklist	System-wide setting to be use by system. <ul style="list-style-type: none"> Whitelist means only visitor registered inside Registered Info is allowed to Sign-in. Blacklist means anyone whom is not blacklist can Sign-in. This setting can be override by Category setup.

QuickReg - Settings

System Setting Information:

Current Visit ID: 16 Reset

Use Visitor Pass card? Yes Chip based? Proximity

MyKad Reader (local): X Select

Mifare Reader (local): ACS ACR1252 Dual Reader PICC 0 X Select

Passport Reader (local): Sino-secure Reader

Receipt Printing Report: Visitor Form - A4 Designer

Print Receipt Preview: Yes Default Nationality: MYS Malaysia

Counter Category: CONTRACTOR

Dashboard Refresh Rate (Minutes): 1

Access On? Yes Appointment Only? No

Use Floor/Unit? No Use Briefing? No

Min DocNo: 20001 Max DocNo: 50000

Company Logo: Browse

Whitelist/Blacklist: Blacklist (Override by Category Whitelist settings) Whitelist

Other Configurations:

CCTV COMM SOMAC Field Label Dropdown

RTSP Stream URI (local):
Example: rtsp://username:password@ip_address/defaultPrimary?streamType=u

Still Image URI (local):
Example: http://ip_address/media/cam0/still.jpg?res=max

Save Close (Esc)

1. Current ID

Current ID is shown as Pass Card when "Use Visitor Pass card"=No

QuickReg - Visitor Registration

Sign In

Identity Information:

MyKad (F2) Visitor Pass (F3) Manual (F4) Identify FP (F6) Register FP (F7) Passport (F8)

Registration Contractor Address Contact Document

SEARCH:

IC/Passport No.

Full Name

IC/Passport Exp Date: 26/10/2021

Gender:

Race:

Nationality: MYS Malaysia

Category:

Mobile Number:

Company Name:

NRIC Photo Capture Photo Capture Document Capture CCTV

Visit Information Visit History

Floor: AADP Branch Johor Unit No.

Person To Meet:

Vehicle Manufacturer:

Vehicle No.:

Total Passenger: 1

Remark:

IN DO:

OUT DO:

Time Limit: 00 Day 08 Hour 00 Minutes

Visit Reason:

Pass Card:

Note: Field name in RED is compulsory field.

Save (F5) Clear Close (Esc)

2. Use Visitor Pass card? and Chip based?

If “Use Visitor Pass card” = Yes, the “chip based” selection will determine how to read and convert the card serial number.

The card serial number will be compared with the Visitor Pass list as show below.

QuickReg - Visitor Registration

Sign In

Identity Information:

- MyKad (F2)
- Visitor Pass (F3)**
- Manual (F4)
- Identify FP (F6)
- Register FP (F7)
- Passport (F8)

Registration Contractor Address Contact Document

SEARCH :

IC/Passport No.

Full Name

IC/Passport Exp Date 26/10/2021

Gender

Race

Nationality MYS Malaysia

Category

Mobile Number

Company Name

NRIC Photo Capture Photo Capture Document Capture CCTV

Visit Information Visit History

Floor AADP Branch Johor Unit No.

Person To Meet

Vehicle Manufacturer

Vehicle No.

Total Passenger 1

Remark

IN DO

OUT DO

Time Limit 00 Day 08 Hour 00 Minutes

Visit Reason

Pass Card

Note: Field name in RED is compulsory field.

Save (F5) Clear Close (Esc)

Mifare Card SN and Proximity Card SN is set according to the selection of “chip based” in System Settings.

QuickReg - Manage Visitor Pass

+ Add x Delete Refresh Identify Close

V001
V002

Visitor Pass Information:

Visit Reason * VISITOR_PASS

Visit Pass ID * V 001

Description

Mifare Card SN 14462062

Proximity Card SN


* Mandatory field

3. MyKad, Mifare and Passport reader?


QuickReg - Visitor Registration

Sign In


Identity Information:




MyKad (F2)




Visitor Pass (F3)




Manual (F4)



Identify FP (F6)



Register FP (F7)



Passport (F8)

Registration Contractor Address Contact Document

SEARCH:

IC/Passport No.

Full Name

IC/Passport Exp Date: 26/10/2021

Gender


Race




Nationality: MYS Malaysia

Category

Mobile Number

Company Name



Visit Information Visit History

Floor: AADP Branch Johor Unit No.

Person To Meet

Vehicle Manufacturer

Vehicle No.

Total Passenger: 1

Remark

IN DO

OUT DO

Time Limit: 00 Day 08 Hour 00 Minutes

Visit Reason

Pass Card

Note: Field name in RED is compulsory field.


Save (F5)
Clear
Close (Esc)

4. Default Nationality


QuickReg - Visitor Registration

Sign In


Identity Information:




MyKad (F2)




Visitor Pass (F3)




Manual (F4)



Identify FP (F6)



Register FP (F7)



Passport (F8)

Registration Contractor Address Contact Document

SEARCH:

IC/Passport No.

Full Name

IC/Passport Exp Date: 26/10/2021

Gender


Race




Nationality: MYS Malaysia

Category

Mobile Number

Company Name



Visit Information Visit History

Floor: AADP Branch Johor Unit No.

Person To Meet

Vehicle Manufacturer

Vehicle No.

Total Passenger: 1

Remark

IN DO

OUT DO

Time Limit: 00 Day 08 Hour 00 Minutes

Visit Reason

Pass Card

Note: Field name in RED is compulsory field.

Save (F5)
Clear
Close (Esc)

5. Counter Category

Set which category to be display on the Dashboard

Welcome Super Administrator
Tuesday, October 26, 2021 12:12:35 PM

BRIEFING

Visitor Registration (F1) Contractor Registration

Registered Info Appointment (F2)

Report Evacuation List (F10)

Host Information Watch List

CURRENT COUNTER

In-building Visitor	Today Total Visitor	In-building CONTRACTOR	Today Total CONTRACTOR
0	0	0	0

IN-BUILDING VISITOR LIST

Search: Pass Card

#	Date In	Full Name	IC/Passport	Vehicle No	Company	Pass Card

Read MyKad Read Contactless Card Identify Fingerprint Read Passport

Top Watch List:

Version : ADVANCED 4.0.2

6. Dashboard Refresh Rate

Set how many minutes to refresh the highlighted display on the Dashboard

Welcome Super Administrator
Tuesday, October 26, 2021 12:12:35 PM

BRIEFING

CURRENT COUNTER

In-building Visitor	Today Total Visitor	In-building CONTRACTOR	Today Total CONTRACTOR
0	0	0	0

IN-BUILDING VISITOR LIST

Search: Pass Card

#	Date In	Full Name	IC/Passport	Vehicle No	Company	Pass Card

Read MyKad Read Contactless Card Identify Fingerprint Read Passport

Top Watch List:

Version : ADVANCED 4.0.2

7. Use Floor/Unit?

If **"Use Floor/Unit"** = **Yes**, system allow user to choose Floor and Unit during Sign-in.

Visit Information Visit History

Floor: AADP Branch Johor Unit No.:

Person To Meet:

If **"Use Floor/Unit"** = **No**, system allow user to enter Person To Meet and Host Name during Sign-in.

Visit Information Visit History

Person To Meet:

Host Name:

8. Other Configurations

Set Gate control board for IN and OUT. Working on specific hardware only.

Other Configurations:

CCTV COMM SOMAC Field Label Dropbox

Gate IN ComPort:

Gate OUT ComPort:

Gate Pulse (ms):

Set SOMAC settings.

Other Configurations:

CCTV COMM SOMAC Field Label Dropbox

Controller IP: Port:

Account: Pin Code:

Disabled Group:

Door IN: Door OUT:

Set 2 configurable input fields label

Other Configurations:

CCTV COMM SOMAC Field Label Dropbox

IN.Record:

OUT.Record:

Visit Information Visit History

Floor: Unit No.:

Person To Meet:

Vehicle Manufacturer:

Vehicle No.:

Total Passenger:

Remark:

IN DO:

OUT DO:

Time Limit: Day Hour Minutes

Visit Reason:

Pass Card:

Trigger dropdown open command based on Event and Door. Specific to certain hardware only.

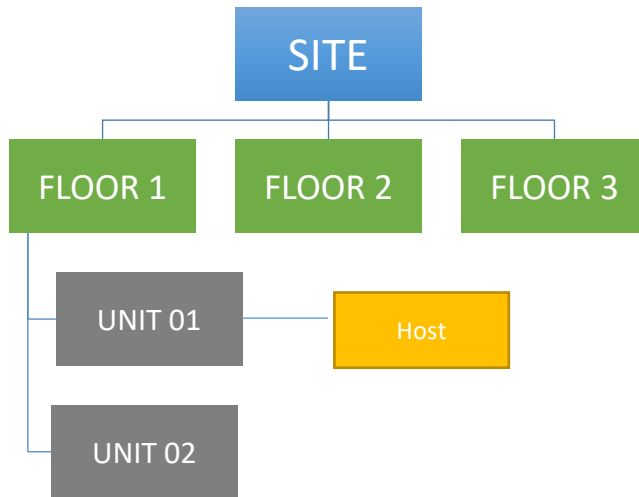
Other Configurations:

CCTV COMM SOMAC Field Label Dropbox

Event List:

Door List:

SITE STRUCTURE:



MANAGE SITE:

#	Field Name	Description
1	Name	Category Name

QuickReg - Manage Site

+ Add x Delete ↻ Refresh ⏻ Close

DEFAULT
SITE B

Site Information:

Name *

Save

* Mandatory field

MANAGE FLOOR:

#	Field Name	Description
1	Name	Floor Name
2	Access Code	Use in VMS Client. Get List from SOMAC. This access code will be use when "Floor/Unit" = Yes.
3	Access Code (Kiosk)	Use in Kiosk App. Specific to hardware.
4	Site	Tie to this site

QuickReg - Manage Floor

+ Add x Delete ↻ Refresh ⏻ Close

AADP Branch Johor
 AADP Branch KL
 AADP HQ
 AADP SITE B

Floor Information:

Name *

Access Code [Get List](#)

Access Code (Kiosk)

Site

[Download Template File](#)

(Access Code will be use when Floor/Unit is Turn On)

* Mandatory field

MANAGE UNIT:

#	Field Name	Description
1	Name	Unit Name
2	Floor	Tie to this site
3	Owner Name	Owner Name will appear in "Person To Meet" field on Sign-in screen

QuickReg - Manage Unit

+ Add x Delete ↻ Refresh ⏻ Close

AADP HQ-Data Center Room 1
 AADP HQ-Data Center Room 2
 AADP SITE B-Data Center Room

Unit Information:

Name *

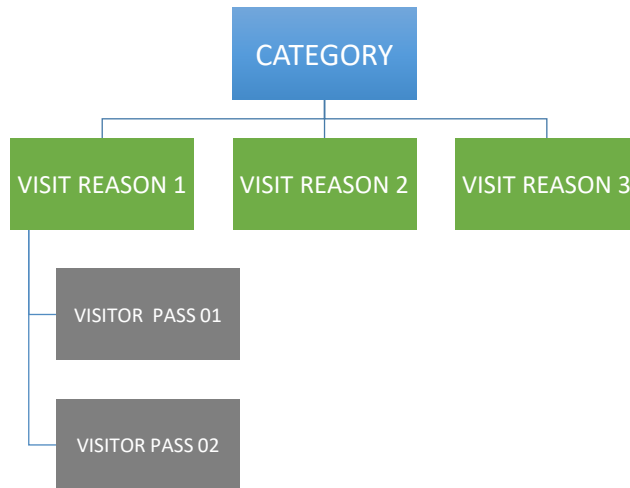
Floor *

Owner Name

(Owner Name will appears in Person To Meet)

* Mandatory field

VISITOR CATEGORY AND PASS STRUCTURE:



MANAGE CATEGORY:

#	Field Name	Description
1	Name	Category Name
2	Time Limit	Set time limit for different category before Notification is triggered
3	Use Briefing?	Setup briefing requirement for category. This setting work together with System settings.
4	Whitelist/Blacklist	Category setting to be use by system together with System settings. <ul style="list-style-type: none"> Whitelist means only visitor registered inside Registered Info is allowed to Sign-in. Blacklist means anyone whom is not blacklist can Sign-in.

QuickReg - Manage Category

+ Add x Delete ↻ Refresh ⏻ Close

AUDITOR
 CONTRACTOR
 DELIVERY
 DROP-OFF
 EXPATRIATE
 VISITOR

Category Information:

Name *

Time Limit Day Hour Minutes

Use Briefing

Whitelist/Blacklist Whitelist Blacklist

Save

* Mandatory field

MANAGE VISIT REASON:

#	Field Name	Description
1	Category	Tie to this Category
2	Name	Name of Visit Reason
3	Prefix	Prefix letter for Visitor Pass that tie to this Visit Reason
4	Access code	Use in VMS Client. Get List from SOMAC. This access code will be use when "Floor/Unit" = Yes.

QuickReg - Manage Visit Reason

+ Add ✕ Delete ↻ Refresh ⏻ Close

- AUDITOR
- PICK UP/ DROP OFF
- SELF-REGISTRATION
- VEHICLE CONTRACTOR PASS
- VEHICLE VISITOR PASS
- VISITOR PASS

Visit Reason Information

Category: [Clear](#)

Name *:

Prefix *:

Access Code: [Get List](#)

(Access Code will be use when Floor/Unit is Turn Off)

* Mandatory field

MANAGE VISIT PASS:

#	Field Name	Description
1	Visit Reason	Tie to this Visit Reason.
2	Visit Pass ID	Unique ID assign to this Visitor Pass. Prefix letter for Visitor Pass that tie to this Visit Reason.
3	Description	
4	Mifare Card SN	Read from card using Mifare Reader.
5	Proximity Card SN	Enter manually or read from card using Proximity Reader.

The screenshot shows a web application window titled "QuickReg - Manage Visitor Pass". The interface includes a toolbar with icons for Add, Delete, Refresh, Identify, and Close. On the left, there is a list of visitor passes with "V001" selected. The main area displays the "Visitor Pass Information" form, which contains the following fields and controls:

- Visit Reason ***: A dropdown menu currently showing "VISITOR PASS".
- Visit Pass ID ***: A text input field containing "V" and another field containing "001".
- Description**: An empty text input field.
- Mifare Card SN**: A text input field containing "14462062" and a "Read" button.
- Proximity Card SN**: An empty text input field.
- Save**: A button at the bottom of the form.

A red asterisk legend at the bottom indicates that fields marked with an asterisk are mandatory.

MANAGE HOST:

#	Field Name	Description
1	Floor	Tie to this Floor.
2	Unit No.	Tie to this Unit No.
3	Owner Name	Pull from Unit setup
4	Host Name	Name of Host/Resident who stayed in the unit
5	IC/Passport/Staff No	Unique ID to identify this host
6	Mobile Number	
7	Access Card SN	Enter manually or read from card using Mifare Reader.
8	Vehicle No.	
9	Host Card	Has this host been issued a Host card (Resident Card)?
10	Sticker	Has this host been issued a sticker (Car Sticker)?

QuickReg - Manage Host

+ Add x Delete ↻ Refresh ⏻ Close

AADP HQ--GUEST 1-01-01
 AADP HQ--GUEST 1-01-02
 AADP HQ--GUEST 1-02-01
 AADP HQ-Data Center Room 1-
 AADP SITE B-Data Center Room

Host Information:

Floor * AADP HQ

Unit No *

Owner Name

Host Name * GUEST 1-01-01

IC/Passport/Staff No. * 1001

Mobile Number 0001

Access Card SN

Vehicle No. PPP000

Host Card

Sticker

(Host Name will appears in Person To Meet)

* Mandatory field

MANAGE ITEM TYPE: (TO BE USE IN FUTURE)

#	Field Name	Description
1	Name	Name of Item Type that is bring in by visitor (such as laptop, machine, etc)

QuickReg - Manage Item Type

+ Add x Delete ↻ Refresh ⏻ Close

COMPUTER
MACHINERY

Item Type Information:

Name *

Save

* Mandatory field