



# Grandstream Networks, Inc.

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GDS Manager

**User Manual**



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## DOCUMENT PURPOSE

This document describes the basic concept and tasks necessary to use and configure your GDS Manager. In addition, it covers the topic of connecting and configuring the GDS Manager with the GDS3710.

Please visit <http://www.grandstream.com/support> to download the latest “GDS Manager User Manual”.

This guide covers following topics:

- [Welcome](#)
- [Getting to Know GDS Manager](#)
- [GDS Manager Applications](#)
- [Experiencing the GDS Manager](#)



## CHANGE LOG

This section documents significant changes from previous versions of user manual for GDS Manager. Only major new features or major document updates are listed here. Minor updates for corrections or editing are not documented here.

### Software Version 1.0.0.98

- Added schedule batch modification option. [Schedule]
- Added SMTP support to GDSManager. [SMTP Server Information]
- Added option to select windows numbers to display when started.
- Added “Delete All” option in device configuration page. [Configuration]
- Regulated the maximum number of group to 50. [Group]
- Added keypad input error alarm under device log. [Device Log]
- Added manually configured email reporting function. [Report List]
- Updated UI Resource.
- Added GSDServer should display first when program initialized or launched.
- Added Record Server allowing configuration of the storage paths. [Starting GDS Server]
- Added “check box” in front of the search list of the device. [Search]
- Added prompted message of “Open Door Successfully” in the preview screen when door opened. [Realtime Video]
- Added Open Door feature. [Realtime Video]

### Software Version 1.0.0.75

- This is the initial version for the GDS Manager.



## WELCOME

Thank you for purchasing Grandstream's GDS3710 Hemispheric HD IP Video Door System, an innovative IP based powerful video door system.

GDS3710 HD IP Video Door System is a hemispheric IP video door phone and a high-definition IP surveillance. GDS3710 is ideal for monitoring from wall to wall without blind spots. Powered by an advanced Image Sensor Processor (ISP) and state of the art image algorithms, it delivers exceptional performance in all lighting conditions. The GDS3710 IP video door system features industry-leading SIP/VoIP for 2-way audio and video streaming to smart phones and SIP phones. It contains integrated PoE, LEDs, HD loudspeaker, RFID card reader, motion detector, lighting control switch and more.

GDS3710 HD IP Video Door System can be managed by Grandstream's free window based management software: GDS Manager Software, a client/server based software, which provides RFID card management and basic reports for the door entrance.

Along with Grandstream videophone, mobile Apps, and Network Video Recorder (NVR), the GDS3710 provides a powerful recording and monitoring solution. It can be managed with GSURF Pro or any ONVIF-compliant video management system. It also offers a flexible HTTP API for easy integration with 3<sup>rd</sup> party applications and other surveillance systems.

GDS3710 is ideal for entry places required wide angle monitoring, such as banks, hotels, schools, office building, retail stores and small warehouses, also good for small to median sized enclosed environments.





## GETTING TO KNOW GDS MANAGER

The GDS Manager is a management software for the GDS3710 based on a Server/Client architecture, providing RFID card management, basic reports for door entrance and attendance management.

The GDS Manager is a client–server model, which is a distributed application structure that partitions tasks or workloads between the providers of a resource or service, called **Server**, and service requesters, called **Client**.

Often clients and servers communicate over a computer network on separate hardware, but both client and server may reside in the same system. A server host runs one or more server programs that share their resources with clients. A client does not share any of its resources, but requests a server's content or service function.

Clients therefore initiate communication sessions with servers that await incoming requests. Examples of computer applications that use the client–server model are Email, network printing, and the World Wide Web.

### Installation Guide

#### Minimum Computer System Requirement

##### Server:

- **Operating System:** Windows 2003/2008 Server; Windows XP SP2/SP3; Windows 7 32bit/64bit
- **Processor:** Intel® Core™ i3; 2.6GHz or above recommended
- **Memory Capacity (RAM):** 4GB or above
- **Hard Drive Capacity:** 320G (depending on video recording requirement)
- **Graphics Card Type:** Discrete Graphics Card (nVIDIA GEFORCE® GTX660 or above recommended)
- **Network Adapter:** 1000Mbps network adapter

##### Clients:

- **Operating System:** Windows XP SP2/SP3; Windows Vista; Windows 7 32bit/64bit; Windows 8
- **Processor:** Intel® Core 2 Duo™ or above
- **Memory Capacity (RAM):** 2GB or above
- **Hard Drive Capacity:** 120G (depending on recording requirement)
- **Graphics Card Type:** Discrete Graphics Card recommended
- **Network Adapter:** 100Mbps network adapter, 1000Mbps recommended

**Note:** UPS is required for SERVER to prevent database or video record file corruption caused by power outage.


#### Download and Install GDS Manager

Users need to download the GDS Manager from the following link:

<http://www.grandstream.com/sites/default/files/Resources/gdsmanager.zip>






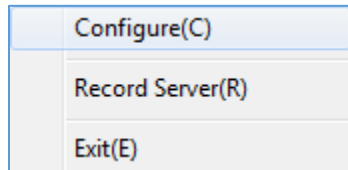
1. Click on  to start installing the GDS Manager.
2. Follow instructions to complete the installation.
3. After installation is successful, the following icons will be shown on the Desktop:



## Connecting to the GDS Manager

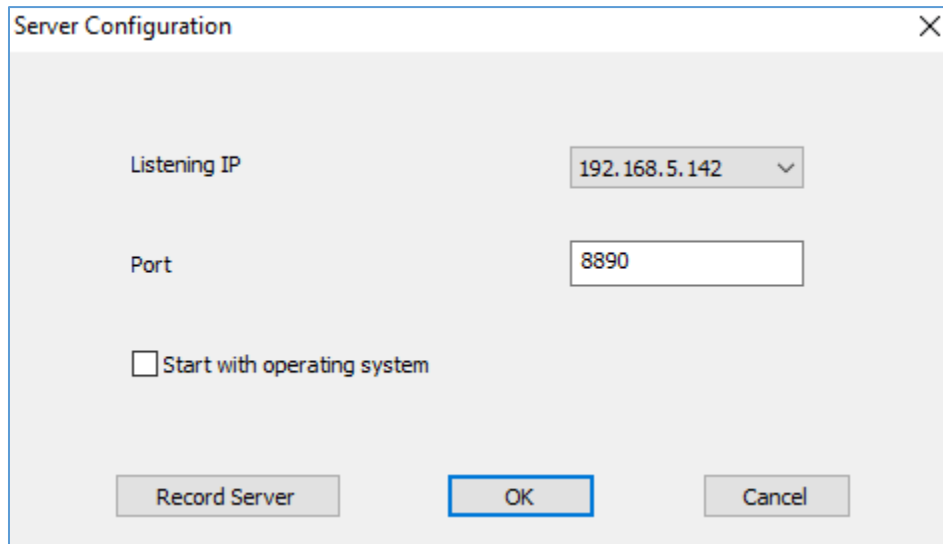
### Starting GDS Server

Double click on the GDS Server icon to start listening for new client connections. The following icon will be shown on the taskbar , right click on to bring the server options as shown below.



**Figure 1: GDS Server Options**

1. **Configure:** Click to display a window showing Listening IP and Port of the server as well as an option to start the server with the operating system and a button for starting the record server as shown below:



**Figure 2: Server Configuration**

2. **Record Server:** Start an FTP server to save pictures uploaded by the GDS3710.
3. **Exit:** Click to quit the GDS Server software.

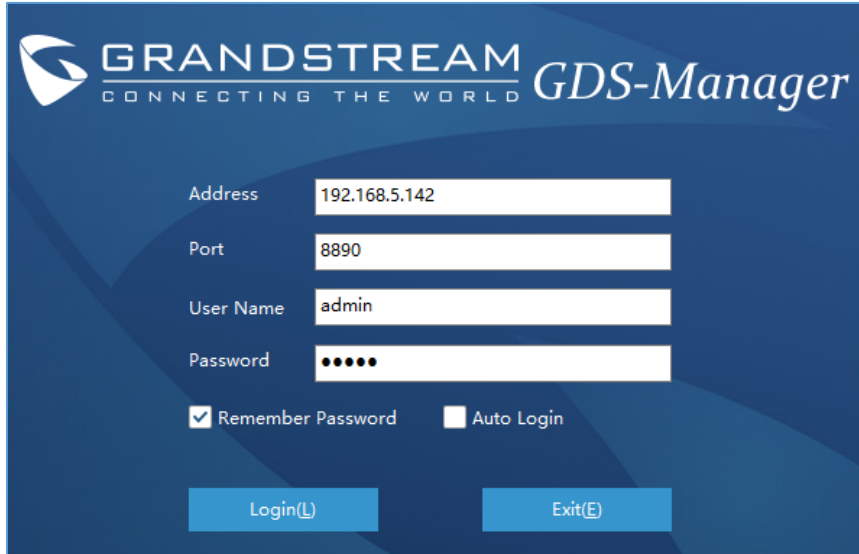


## Starting GDS Manager

The GDS Manager is the client part of the software, which will allow interaction with the GDS3710 through the GDS Server.

To start the GDS Manager follow steps below:

1. Double click on the GDS Manager and the following window will popup:

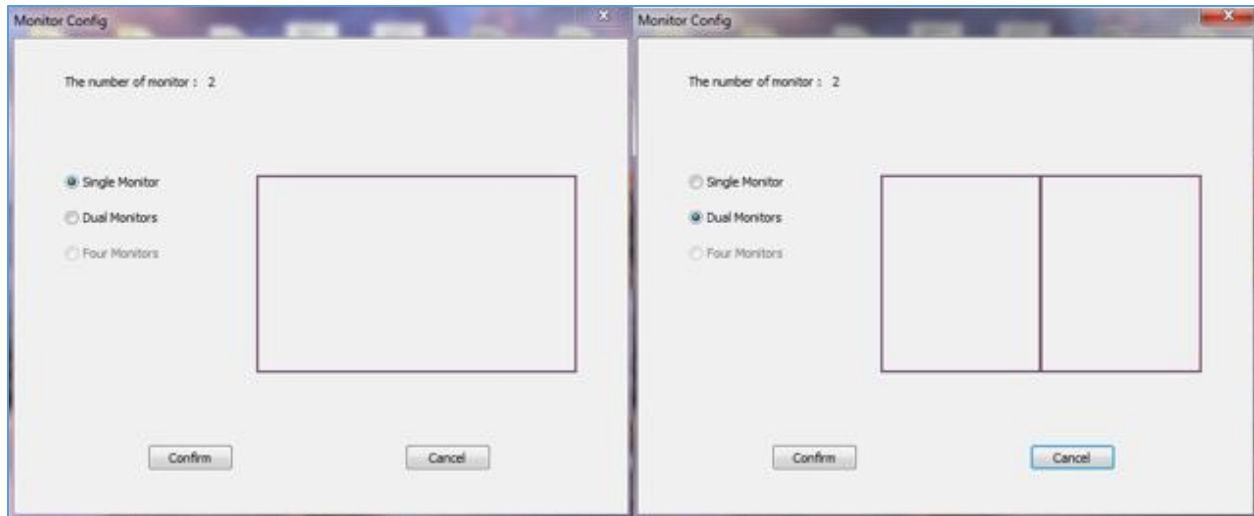


**Figure 3: GDS Manager Login Page**

- **Address:** Enter the IP address or domain of the GDS Server machine.
- **Port:** Enter the listening port of the GDS Server.
- **User Name:** Enter the user name to connect to the GDS Manager, by default its **admin**.
- **Password:** Enter the password to connect to the GDS Manager, by default its **admin**.

2. Click Login and the following confirmation window will popup:





**Figure 4: Monitor Configuration**

- Select **Single Monitor** or **Dual Monitor** to display the GDS Manager on single screen or two screens respectively.
- Click Confirm to start the GDS Manager.

**Note:** GDS Manager can be connected to a GDS Server on the same LAN or a cross the WAN, enter the Public or private IP of the GDS Server on the GDS Manager to connect.

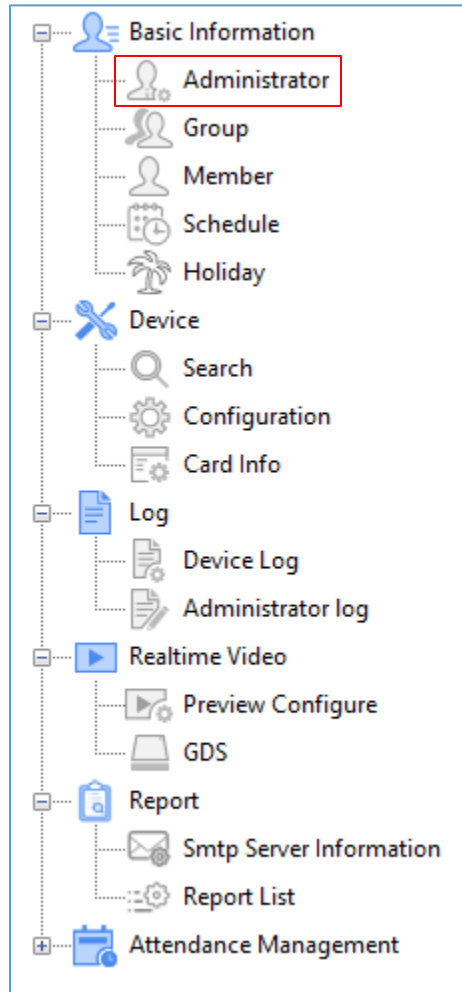


# GDS MANAGER APPLICATIONS

## Basic Information

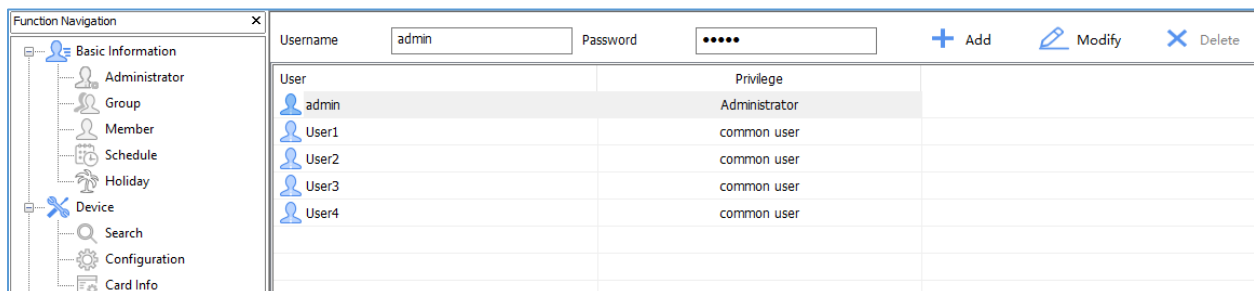
### Administrator

The administrator sub-menu allows the admin to change its password and/or create new users.



**Figure 5: Administrator**


Click on the “**Administrator**” icon to display the following window.




**Figure 6: User Management**



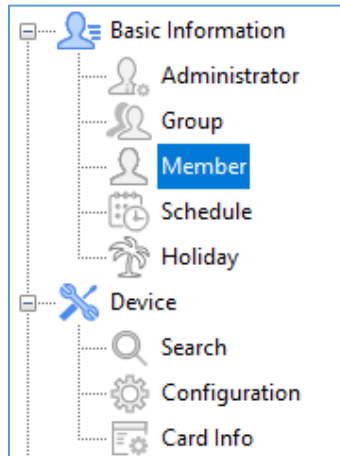
To change the admin password set the following:

- Enter a new password and click on  **Modify** .

To create a new user, follow below steps:

1. Enter a user name.
2. Enter a password.
3. Click on  **Add** .

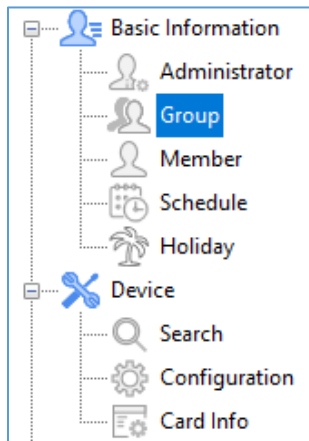
**Note:** Administrator will have access to all sub-menus on the GDS Manager while user account will have access to the following.



**Figure 7: User Level Access**

## Group

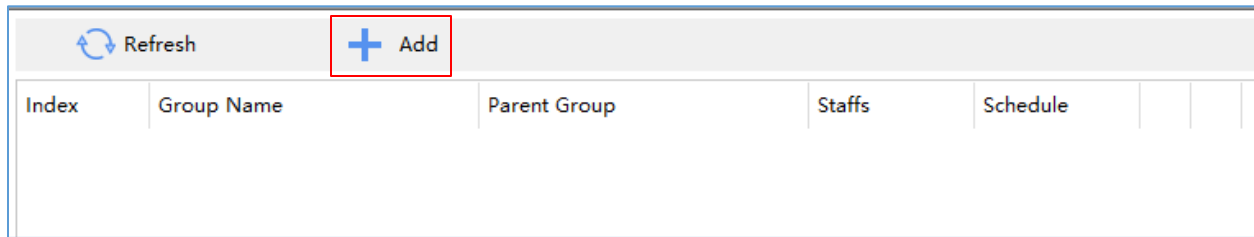
Admin can create groups and sub-groups to separate users, this can be done by following those steps:



**Figure 8: Groups**

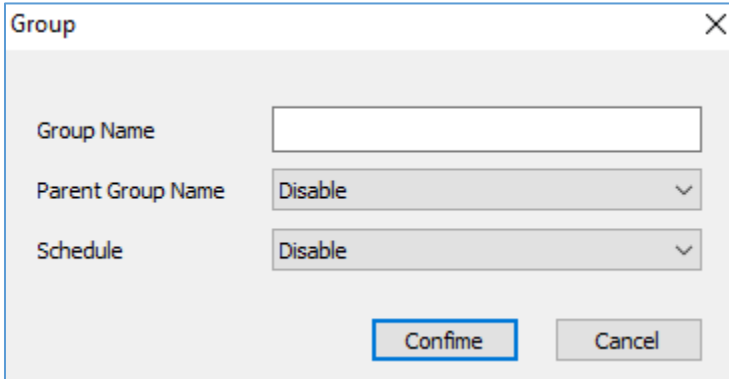


1. Click on “**Add**” as shown below.



**Figure 9: Add Groups**

2. Enter the “**Group Name**” and “**Parent Group Name**” if parent group is needed.



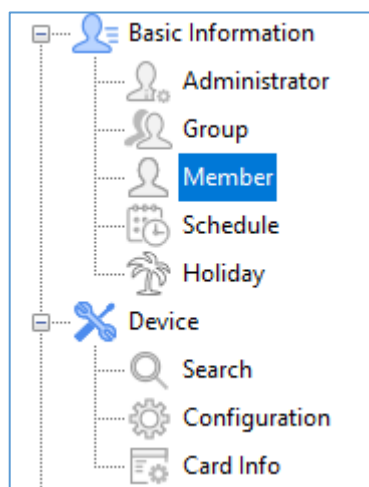
**Figure 10: Group Name**

3. Configure the schedule time frames and click on “**Confirm**” to add the group.

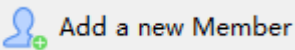
**Note:** Users can create up to 50 groups.

## Member

Admin can manage users from **Member** menu, he/she can add/delete/synchronize data with the GDS3710 and search for a user.



**Figure 11: Member**

1. Click on  to add a new user, the following window will pop up to enter user’s specific information.



Member Profile
✕

**Personal Info**

Index	<input type="text" value="0000001"/>	*	Name	<input type="text"/>	*
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female		ID Number	<input type="text"/>	
Virtual Number	<input type="text"/>		CellPhone	<input type="text"/>	
Sip Number	<input type="text"/>		Group	Disable	▼
Schedule	Disable	▼			
Remark	<input style="width: 100%;" type="text"/>				

**Card Info**

Card Number	<input type="text"/>		Start Read Card		
Card Type	ID Card	*			
<input type="checkbox"/> Enable					
End Date	31/12/2099				
Password	<input type="text"/>				
Confirmation	<input type="text"/>				

**Figure 12: Member Profile**

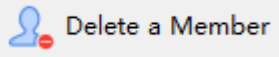
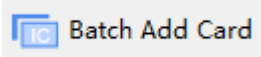
**Table 1: Member Profile**

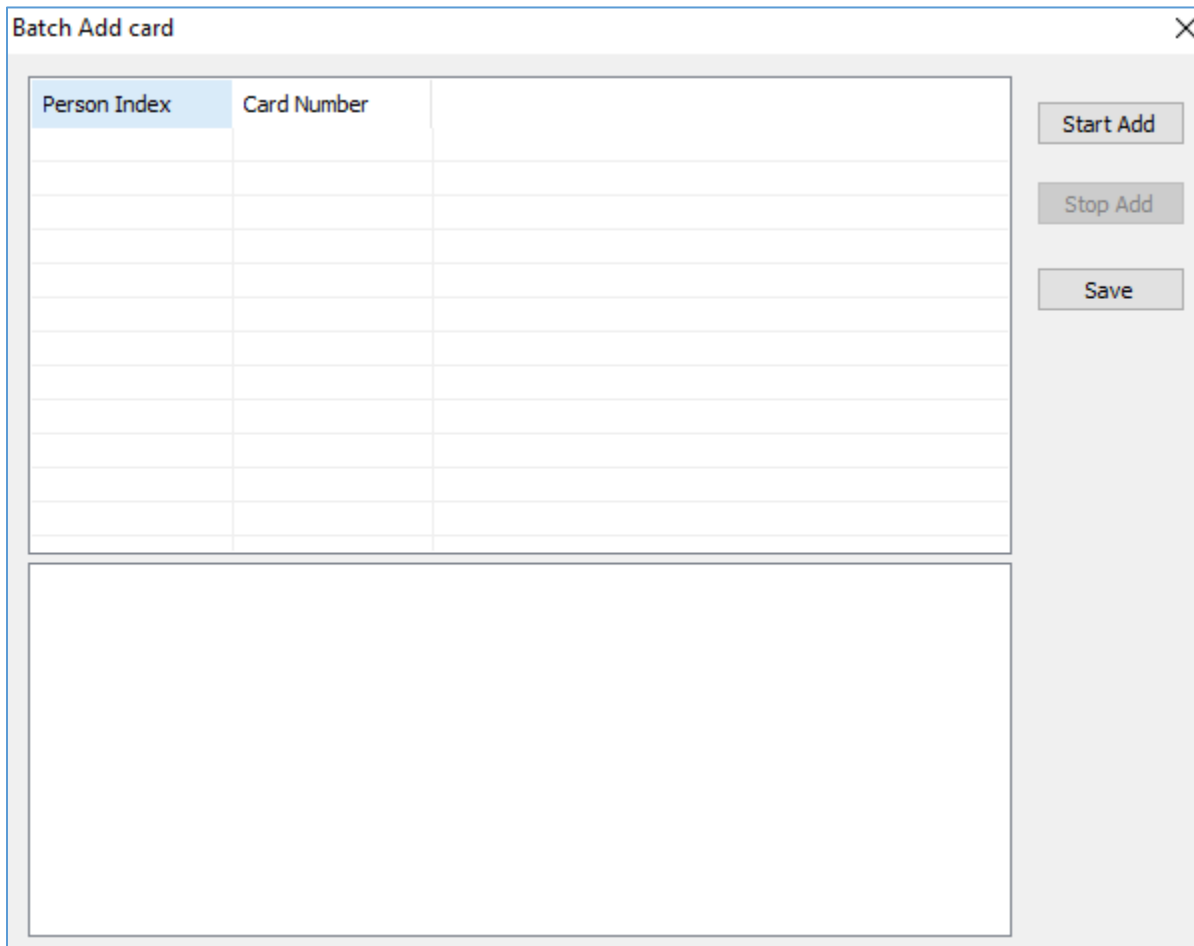
Field	Description
<b>Index</b>	Filed automatically generated by the GDS Manager indicating the number of created users.
<b>Name</b>	Enter the user name.
<b>Gender</b>	Enter the user gender, Male or Female.
<b>ID Number</b>	ID number is a unique number to identify a user.
<b>Virtual Number</b>	When dialing directly from the keypad, the GDS accept only Virtual number to identify a user, once the Virtual number is typed followed by # key, the Sip Number will be dialed.
<b>Cell Phone</b>	Enter the cell phone number of the user.
<b>SIP Number</b>	The SIP Number is mapped with virtual number, once the virtual number is dialed the GDS3710 will send an INVITE to the SIP Number.
<b>Group</b>	Enter the group where the user belongs.
<b>Schedule</b>	Configures the schedule time frames which will be assigned to the users for door system usage
<b>Remark</b>	Enter some remarks regarding the current user.





<b>Card Number</b>	Enter the RFID Card number (this is the number written on the RFID card).
<b>Start Read Card</b>	Click Start Read Card, then sweep RFID card on the USB card reader to read the number registered on the RFID card.
<b>Card Type</b>	Specifies the Cart Type.
<b>Clear Card Information</b>	Click on this option to delete the card information.
<b>Enable</b>	Click on this filed to enable this user.
<b>Start Date</b>	Enter date when the card will start being active.
<b>End Date</b>	Enter date when the card will end being active.
<b>Password</b>	Enter the user password.
<b>Confirmation</b>	Confirm the user password.

2. Select a user and click on  to delete the selected entry.
3. Click on , the following window will pop up.



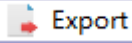
The screenshot shows a window titled "Batch Add card" with a close button (X) in the top right corner. Inside the window, there is a table with two columns: "Person Index" and "Card Number". The table is currently empty. To the right of the table, there are three buttons: "Start Add", "Stop Add", and "Save".

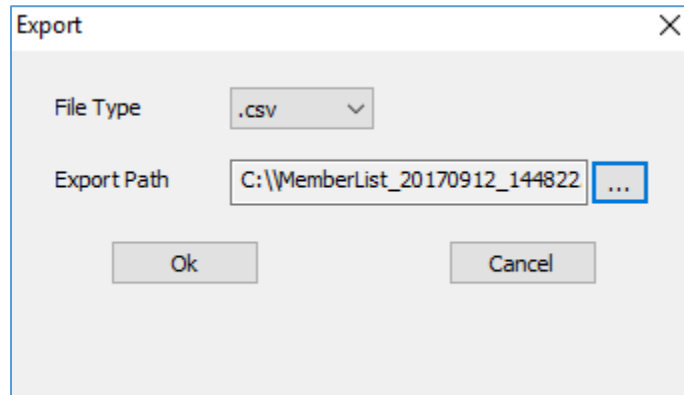
**Figure 13: Batch Add Card**

- a. Plug the USB Card Reader that can be purchased from Grandstream as shown below.






- a. Check the “**Group**” checkbox and select the Group to apply to all users.
  - b. Check the “**Schedule**” checkbox and select the Schedule to apply to all users.
  - c. Check the “**Enable**” checkbox to enable the users.
  - d. Check the “**Valid Date**” checkbox to set a validity date for all users.
6. Select users whose configuration need to be saved, then click on , the following window will pop up.



**Figure 16: Export**

- a. Click on , to browse directories where to store the users' data.
  - b. Click “OK” to save the data.
7. Users can search for members using the search bar to filter with different methods:
- Person Index
  - Name
  - Group Name
  - SIP Number
  - Card Number



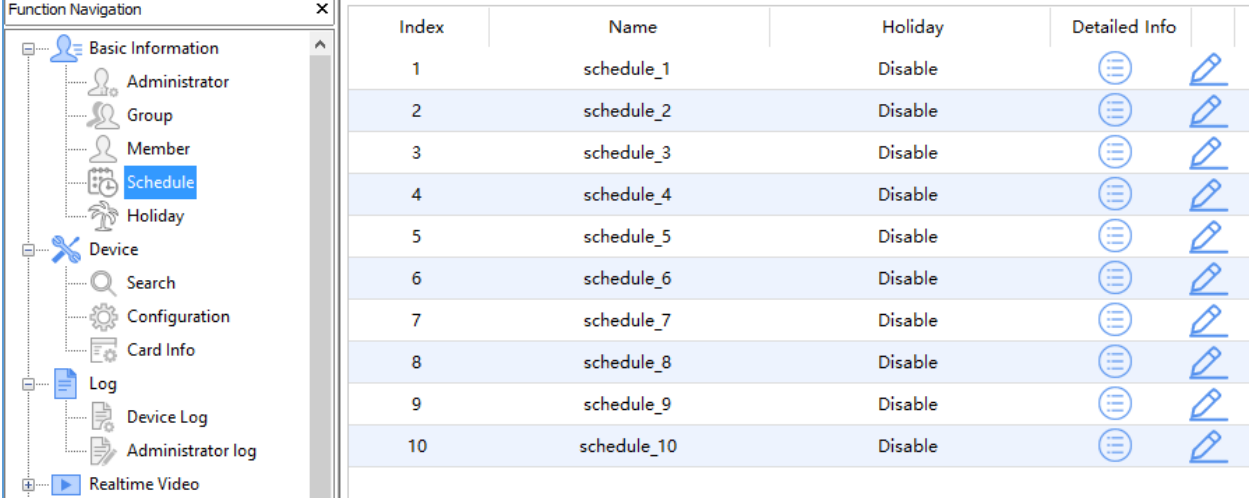
**Figure 17: Search Members**

## Schedule

Admin can schedule time frames which will be assigned to the users for door system usage, outside the configured time intervals, the GDS will deny users' access.

Click on  to edit the schedules or  for schedule details.





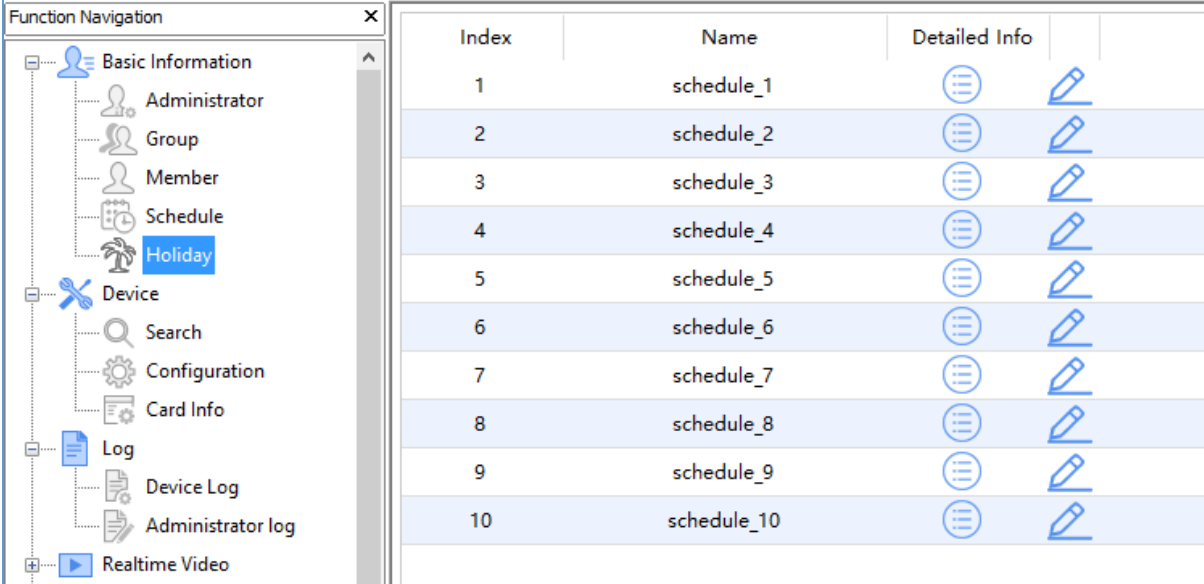
Index	Name	Holiday	Detailed Info
1	schedule_1	Disable	
2	schedule_2	Disable	
3	schedule_3	Disable	
4	schedule_4	Disable	
5	schedule_5	Disable	
6	schedule_6	Disable	
7	schedule_7	Disable	
8	schedule_8	Disable	
9	schedule_9	Disable	
10	schedule_10	Disable	

Figure 18: Schedule

## Holiday

Admin can manage holidays which will be assigned to the users for door system usage.

Click on to edit the holidays or for holiday details.



Index	Name	Detailed Info
1	schedule_1	
2	schedule_2	
3	schedule_3	
4	schedule_4	
5	schedule_5	
6	schedule_6	
7	schedule_7	
8	schedule_8	
9	schedule_9	
10	schedule_10	

Figure 19: Holiday

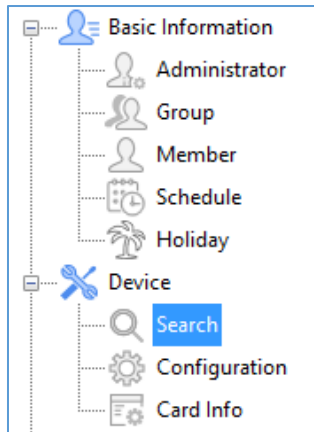
## Device

This sub menu allows users to search the available GDS3710 and prepare the configurations.

## Search

Click on “Search” to perform a search for all GDS3710 available in the local network, the following window will be shown.





**Figure 20: Search**

<input checked="" type="checkbox"/> Search by server		Search		+ Add			
<input type="checkbox"/> Index	Model	Version	Device Name	IP	HTTP Port	RTSP Port	Mac
<input type="checkbox"/> 1	GDS3710	1.0.2.21	GDS3710	192.168.5.13	443	554	00:0B:82:A4:0D:95
<input type="checkbox"/> 2	GDS3710	1.0.2.22	GDS3710	192.168.5.164	443	554	00:0B:82:A7:9C:16

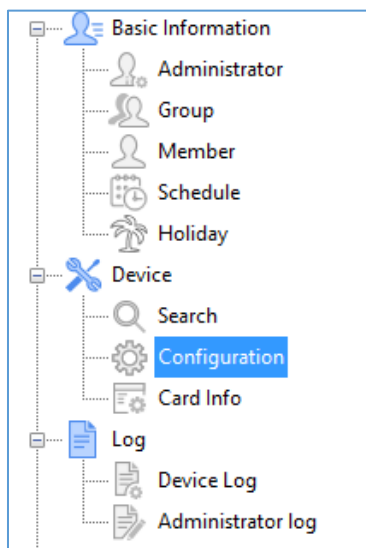
**Figure 21: Search Window**

1. Click “**Search**” to search for available GDSs
2. Select a GDS3710 and click on “**Add**” to start configuring selected GDS3710 from GDS Manager.
3. Click “**Exit**” to quit the search window.

## Configuration

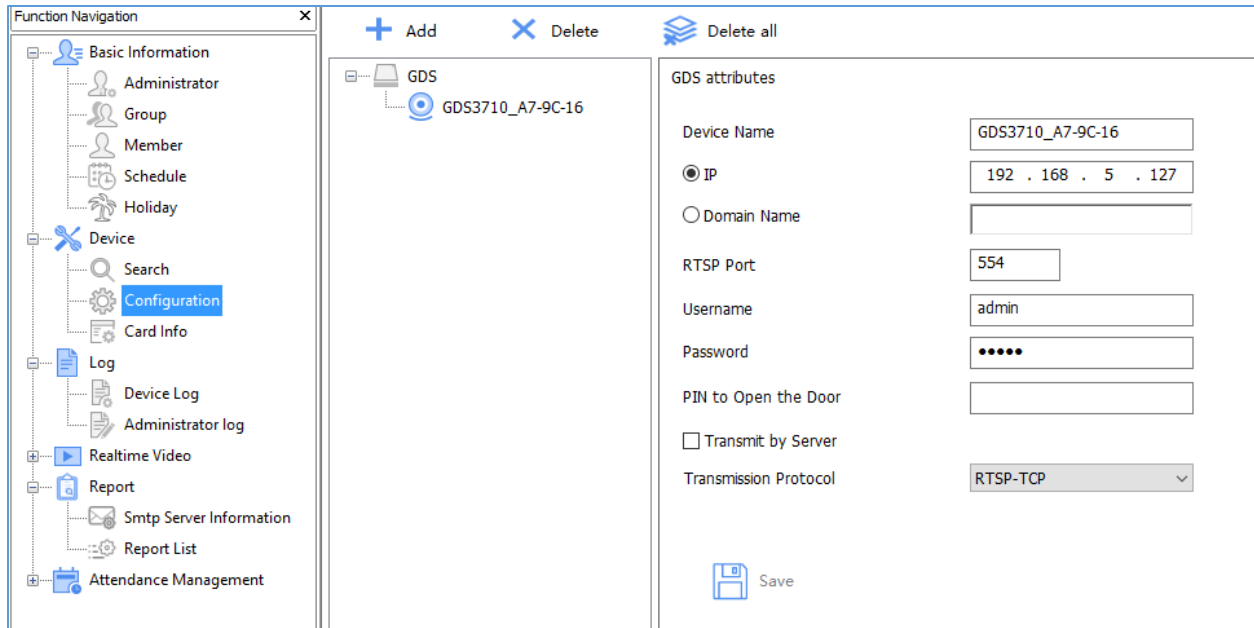
Configuration menu allow users to add manually available GDS3710 devices on the network to the GDS Manager.

1. Click on “Configuration” and the following window will pop up.



**Figure 22: Configuration**



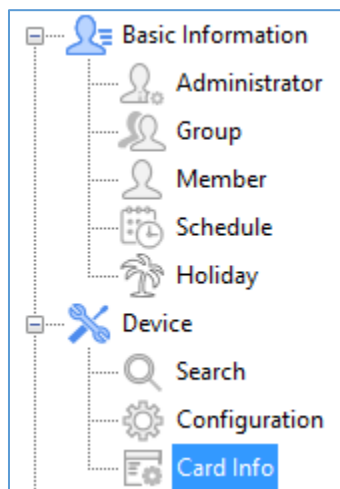


**Figure 23: Device Config**

2. Click on “Add” to add devices.
3. Enter the “Device Name”, “IP” or “Domain Name” and “User/pass” as well as the RTSP port.
4. Click “Ok” to add the new device.
5. Select a device and click on “Delete” to delete the selected device.
6. Click on “Delete all” to delete all the available devices.

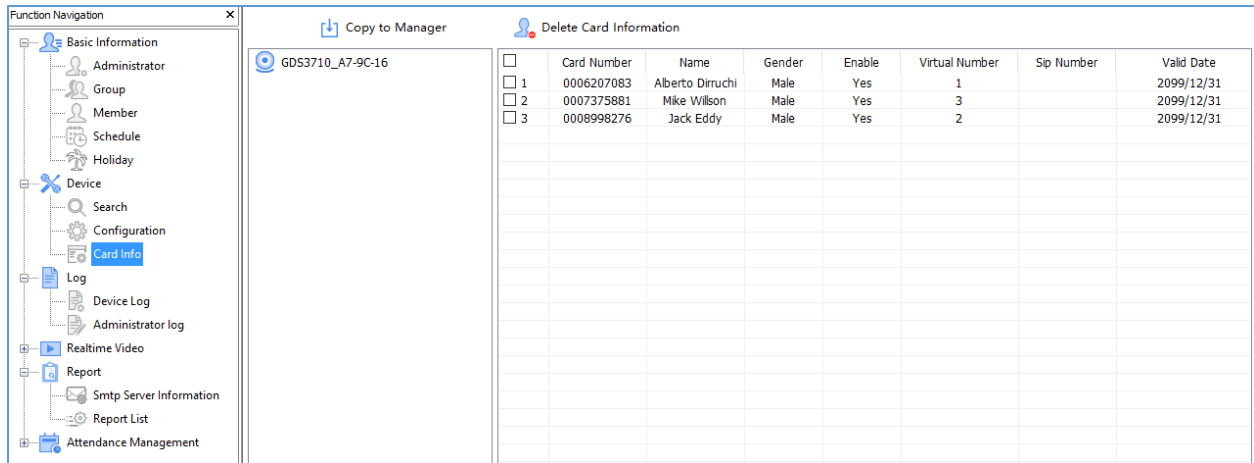
## Card Info

Click on “Card Info” to copy card information stored on the GDS3710 to the GDS Manager.



**Figure 24: Card Info**





**Figure 25: Device Card Information**

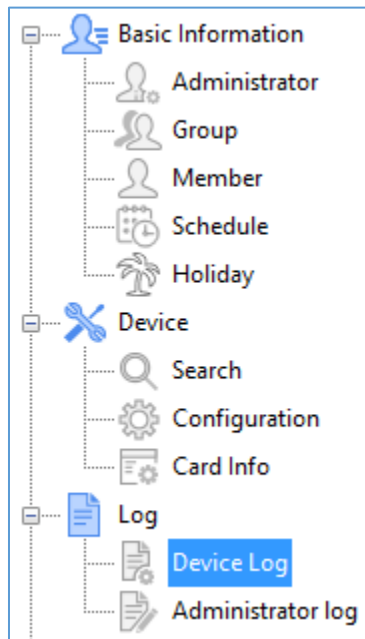
1. Select User to be added to the GDS Manager, then click on “Copy to Manager”.
2. Select User to be deleted from the GDS3710, then click on “Delete Card Information”.
3. Click on “Exit” to quit the device card menu.

## Log

This sub-menu provides access to GDS3710 and GDS Manager logs.

### Device Log

Click on “Device Log” to retrieve logs of GDS3710 operations.



**Figure 26: Device Log**

The following window will be shown to filter logs.



Index	Device Name	Time	Operation Type	Name	Virtual Number	Sip Number
1	GDS3710_A7-9C-...	2017-09-12 09:05:31	Call Log(Call Out)			10000
2	GDS3710_A7-9C-...	2017-09-12 09:05:45	Call Log(Call Out)			10000
3	GDS3710_A7-9C-...	2017-09-12 09:06:37	Call Log(Call Out)			1
4	GDS3710_A7-9C-...	2017-09-12 09:06:52	Call Log(Call Out)			1
5	GDS3710_A7-9C-...	2017-09-12 09:07:03	Call Log(Call Out)			10000*
6	GDS3710_A7-9C-...	2017-09-12 09:10:42	Call Log(Call Out)			1
7	GDS3710_A7-9C-...	2017-09-12 09:11:43	Call Log(Call Out)			1
8	GDS3710_A7-9C-...	2017-09-12 09:11:52	Call Log(Call In)			1000
9	GDS3710_A7-9C-...	2017-09-12 09:13:42	Call Log(Call Out)			10
10	GDS3710_A7-9C-...	2017-09-12 09:13:53	Call Log(Call Out)			10
11	GDS3710_A7-9C-...	2017-09-12 09:13:57	Call Log(Door Bell Call)			1000
12	GDS3710_A7-9C-...	2017-09-12 09:32:35	Call Log(Door Bell Call)			1000
13	GDS3710_A7-9C-...	2017-09-12 09:32:55	Call Log(Call Out)			10
14	GDS3710_A7-9C-...	2017-09-12 10:41:51	Call Log(Door Bell Call)			1000
15	GDS3710_A7-9C-...	2017-09-12 10:41:54	Call Log(Call Out failed ! )			8

**Figure 27: Log Management Device**

1. Filter can be done using 5 methods:

- **Device Name:** Select the device name from the drop-down list.
- **Operation Type:** 10 operations are available to filter with.
  - ❖ **All:** Display all available logs.
  - ❖ **Visiting Log:** Display logs related to visiting logs
  - ❖ **Open Door by Card:** Display logs related to opening door by RFID card.
  - ❖ **Open Door by Password:** Display logs related to opening door by password.
  - ❖ **Open Door by DI:** Display logs related to opening door via digit input.
  - ❖ **Call Log:** Display logs related to call logs.
  - ❖ **Motion Detection:** Display logs related to motion detection.
  - ❖ **Probe Alarm:** Display logs related to probe alarm.
  - ❖ **Dismantle by Force:** Display logs related to dismantle by force (GDS3710 will trigger alarms set on “Tamper alarm” when trying to remove GDS from the installation bracket).
  - ❖ **Hostage Alarm:** Display logs related to hostage alarm (GDS3710 will trigger alarms set on hostage alarm when users enter password on the GDS3710 keypad on an urgent situation).
  - ❖ **Keypad Input Error Alarm:** Display logs related to input error alarms (GDS3710 will trigger alarm actions every 5 failed attempts).
- **Virtual Number:** Enter the Virtual Number of the user to filter with.
- **Card Number:** Enter the Card Number of the user to filter with.
- **Period of time:** Select the period of time

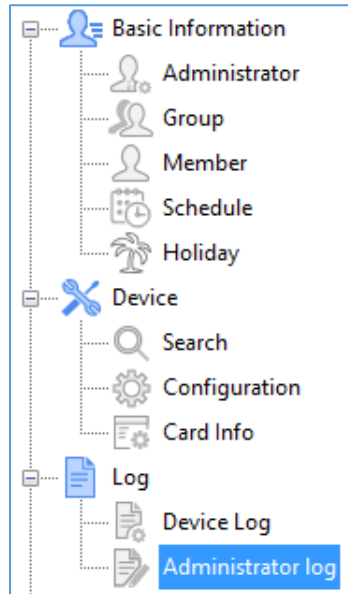




2. Click “Search” to start searching for logs according to search criteria.
3. Click on “Export” to export displayed logs.

## Administrator Log

Click on “Administrator log” to retrieve logs of GDS Manager operations.



**Figure 28: Administrator Log**

The following window will be shown to search for GDS Manager logs.

Index	Device Name	Time	Operation Type	Name	Virtual Number	Sip Number
1	GDS3710_A7-9C...	2017-09-21 07:43:24	Call Log(Door Bell Call)			201
2	GDS3710_A7-9C...	2017-09-21 07:43:59	Call Log(Door Bell Call)			201
3	GDS3710_A7-9C...	2017-09-21 07:44:22	Visiting Log			201
4	GDS3710_A7-9C...	2017-09-21 07:44:31	Call Log(Call In)			201
5	GDS3710_A7-9C...	2017-09-21 07:44:42	Call Log(Call In)			201
6	GDS3710_A7-9C...	2017-09-21 07:44:47	Visiting Log			201
7	GDS3710_A7-9C...	2017-09-21 07:44:47	Open door by password(Re...			201
8	GDS3710_A7-9C...	2017-09-21 07:45:24	Call Log(Call In)			201
9	GDS3710_A7-9C...	2017-09-21 07:48:48	Call Log(Door Bell Call)			201
10	GDS3710_A7-9C...	2017-09-21 07:49:51	Call Log(Call In)			201
11	GDS3710_A7-9C...	2017-09-21 07:49:55	Visiting Log			201
12	GDS3710_A7-9C...	2017-09-21 07:49:55	Open door by password(Re...			201
13	GDS3710_A7-9C...	2017-09-21 07:50:03	Call Log(Call In)			202
14	GDS3710_A7-9C...	2017-09-21 07:50:08	Visiting Log			202
15	GDS3710_A7-9C...	2017-09-21 07:50:08	Open door by password(Re...			202
16	GDS3710_A7-9C...	2017-09-21 07:51:28	Call Log(Call In)			203
17	GDS3710_A7-9C...	2017-09-21 07:51:43	Call Log(Call In)			203
18	GDS3710_A7-9C...	2017-09-21 07:51:53	Call Log(Call In)			202
19	GDS3710_A7-9C...	2017-09-21 07:51:57	Visiting Log			202
20	GDS3710_A7-9C...	2017-09-21 07:51:57	Open door by password(Re...			202
21	GDS3710_A7-9C...	2017-09-21 07:53:15	Call Log(Door Bell Call)			6400
22	GDS3710_A7-9C...	2017-09-21 07:53:25	Call Log(Door Bell Call)			6400
23	GDS3710_A7-9C...	2017-09-21 07:53:34	Visiting Log			6400
24	GDS3710_A7-9C...	2017-09-21 07:53:42	Call Log(Door Bell Call)			6400
25	GDS3710_A7-9C...	2017-09-21 07:53:49	Visiting Log			6400
26	GDS3710_A7-9C...	2017-09-21 07:53:56	Call Log(Call In)			202
27	GDS3710_A7-9C...	2017-09-21 07:54:22	Call Log(Door Bell Call)			6400
28	GDS3710_A7-9C...	2017-09-21 07:54:23	Call Log(Call Out)			202
29	GDS3710_A7-9C...	2017-09-21 07:54:41	Call Log(Door Bell Call)			6400
30	GDS3710_A7-9C...	2017-09-21 07:54:58	Call Log(Call Out)			202
31	GDS3710_A7-9C...	2017-09-21 07:55:43	Call Log(Door Bell Call)			6400
32	GDS3710_A7-9C...	2017-09-21 07:56:00	Call Log(Call Out)			201
33	GDS3710_A7-9C...	2017-09-21 07:56:22	Call Log(Call In)			201
34	GDS3710_A7-9C...	2017-09-21 07:56:27	Visiting Log			201
35	GDS3710_A7-9C...	2017-09-21 07:56:27	Open door by password(Re...			201
36	GDS3710_A7-9C...	2017-09-21 09:20:47	Call Log(Door Bell Call)			6400
37	GDS3710_A7-9C...	2017-09-21 09:21:03	Call Log(Call Out)			201
38	GDS3710_A7-9C...	2017-09-21 09:21:16	Call Log(Door Bell Call)			6400
39	GDS3710_A7-9C...	2017-09-21 09:21:32	Call Log(Call Out)			201
40	GDS3710_A7-9C...	2017-09-21 10:20:47	Invalid Password			
41	GDS3710_A7-9C...	2017-09-21 10:23:46	Open door by password(Priv...			

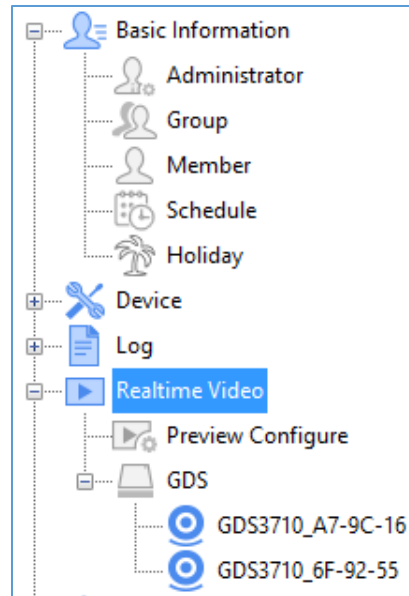
Figure 29: Log Management Admin

This window display information logs performed by the GDS Manager, such as login, adding/deleting cards, modifying users, adding/deleting devices...

## Realtime Video

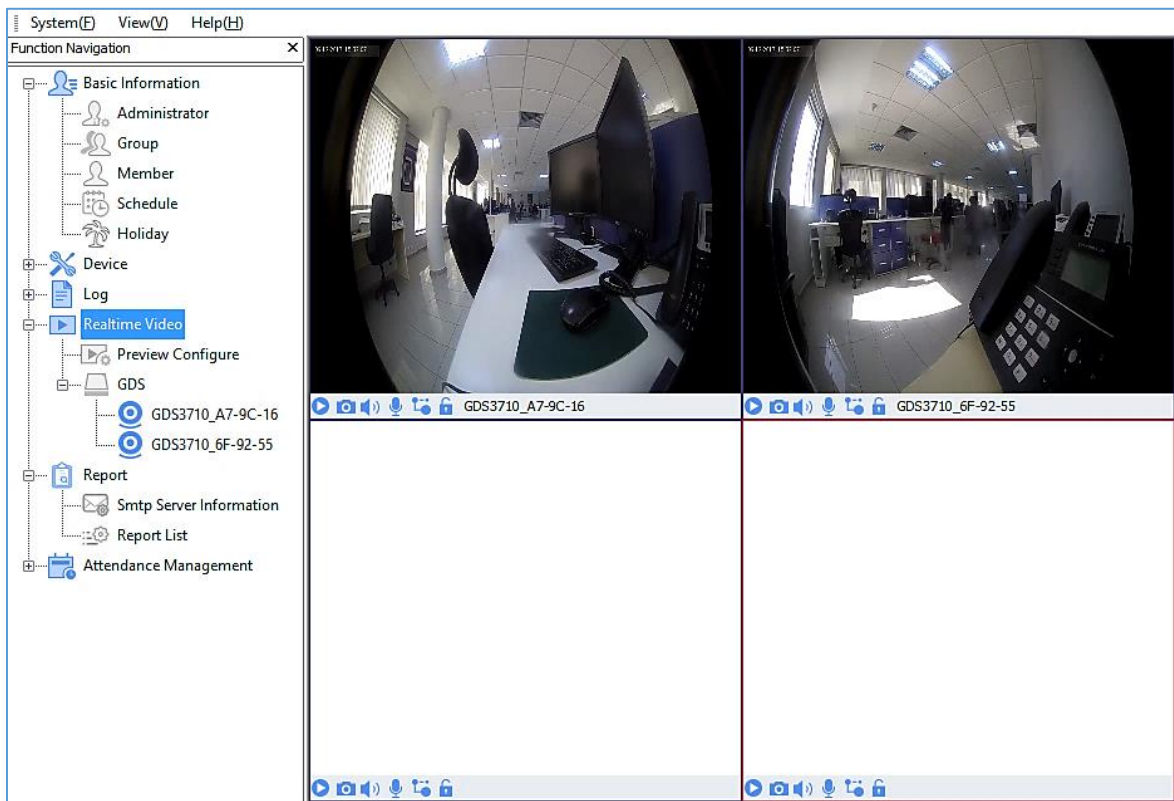
Click on "Realtime Video" to list available GDS3710 streams






**Figure 30: Realtime Video**

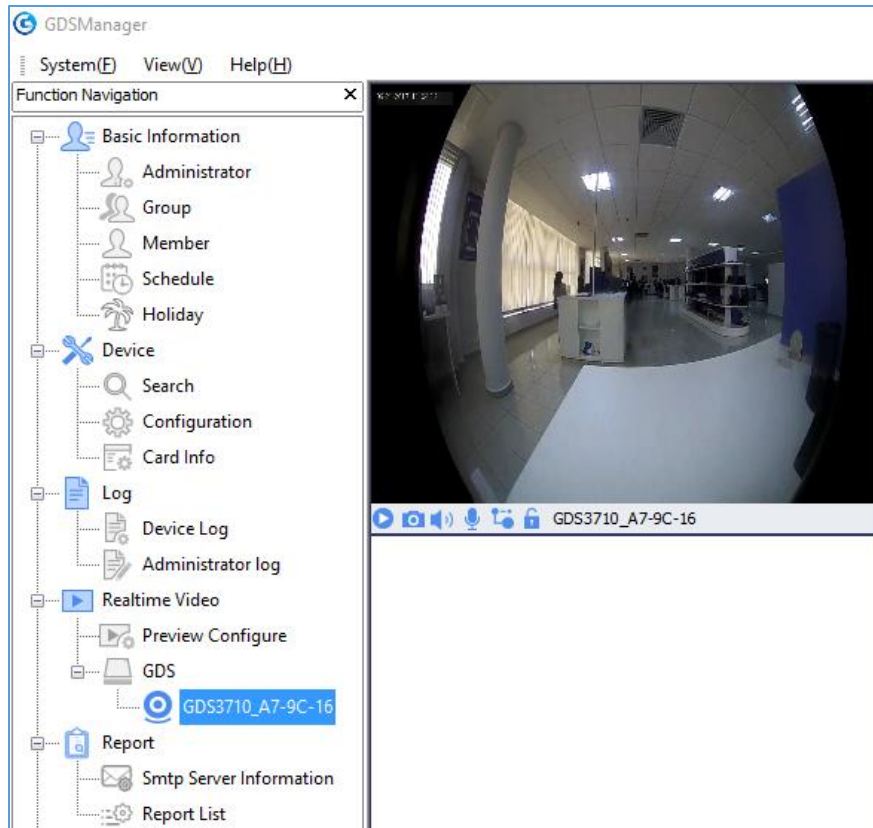
Users need to add first GDS3710 to the GDS Manager from the “Search” sub menu to display stream on the “Realtime Video” menu.



**Figure 31: Play GDS3710 Stream**

The following screenshot display the video stream of the connected GDS3710, users can start/stop the live stream, take a stream’s capture, enable/disable the sound, enable two – way audio, choose the stream and open the door remotely using the following commands: .





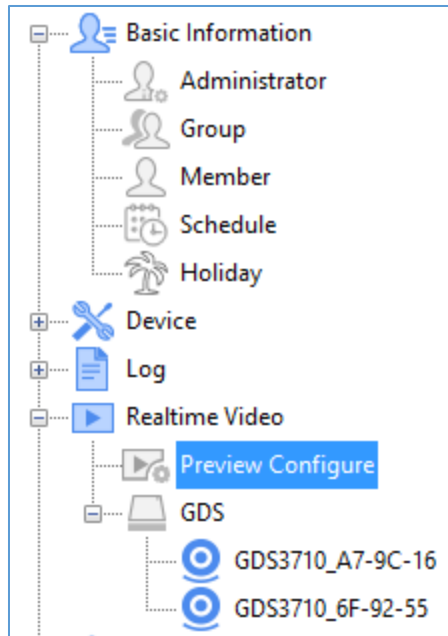
**Figure 32: GDS3710 Live Stream**

**Note** : A prompt message of “Open Door Successfully” will be displayed on the preview screen when door opened.

### **Preview Configure**

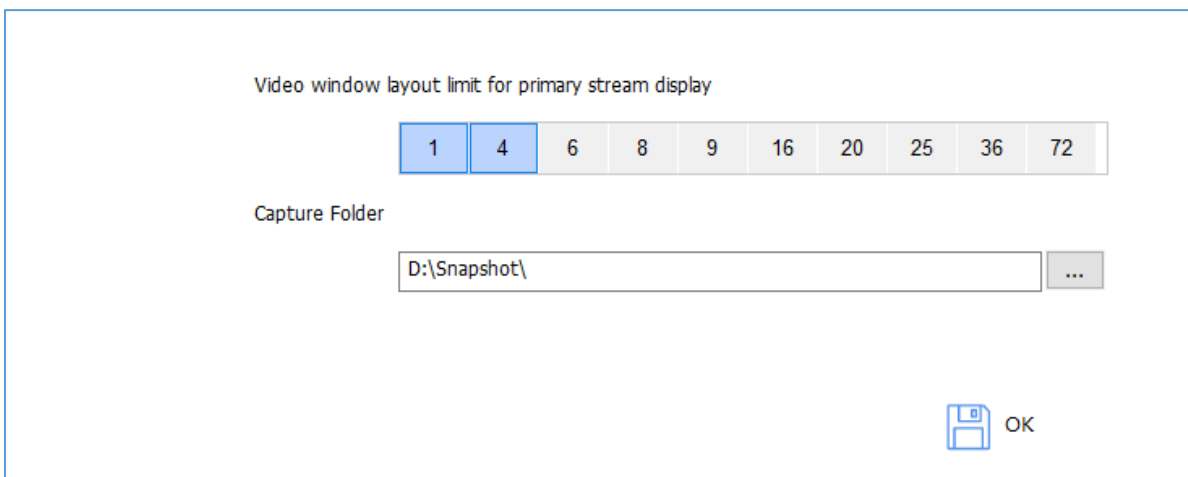
Click on “Preview Configure” to select the file where to store screenshots taken from the GDS3710.





**Figure 33: Preview Configure**

The following window will pop up to select the directory where to store screenshots taken from the GDS3710.

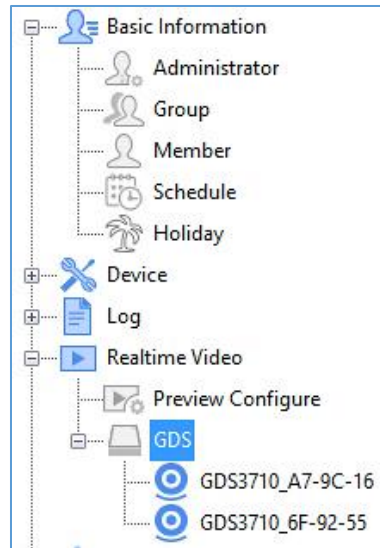


**Figure 34: Local Config**

## GDS

The “GDS” sub-menu displays connected GDS3710 to the GDS Manager added via the “Search” sub menu and their video stream.





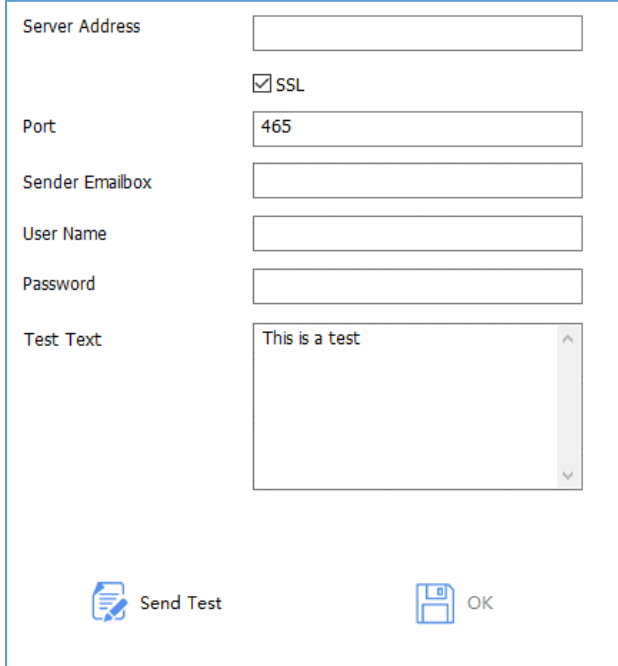
**Figure 35: GDS**

## Report

This menu allows users to configure the SMTP server information and access to the report list.

### SMTP Server Information

The SMTP server sub menu allows users to configure their SMTP server address, port, sender Emailbox and to send a test text.



The screenshot shows a configuration form for SMTP server information. It contains the following fields and controls:

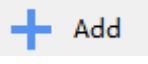
- Server Address:** A text input field.
- SSL:** A checkbox that is checked.
- Port:** A text input field containing the value '465'.
- Sender Emailbox:** A text input field.
- User Name:** A text input field.
- Password:** A text input field.
- Test Text:** A text area containing the text 'This is a test'.
- Buttons:** At the bottom, there are two buttons: 'Send Test' (with a document icon) and 'OK' (with a floppy disk icon).

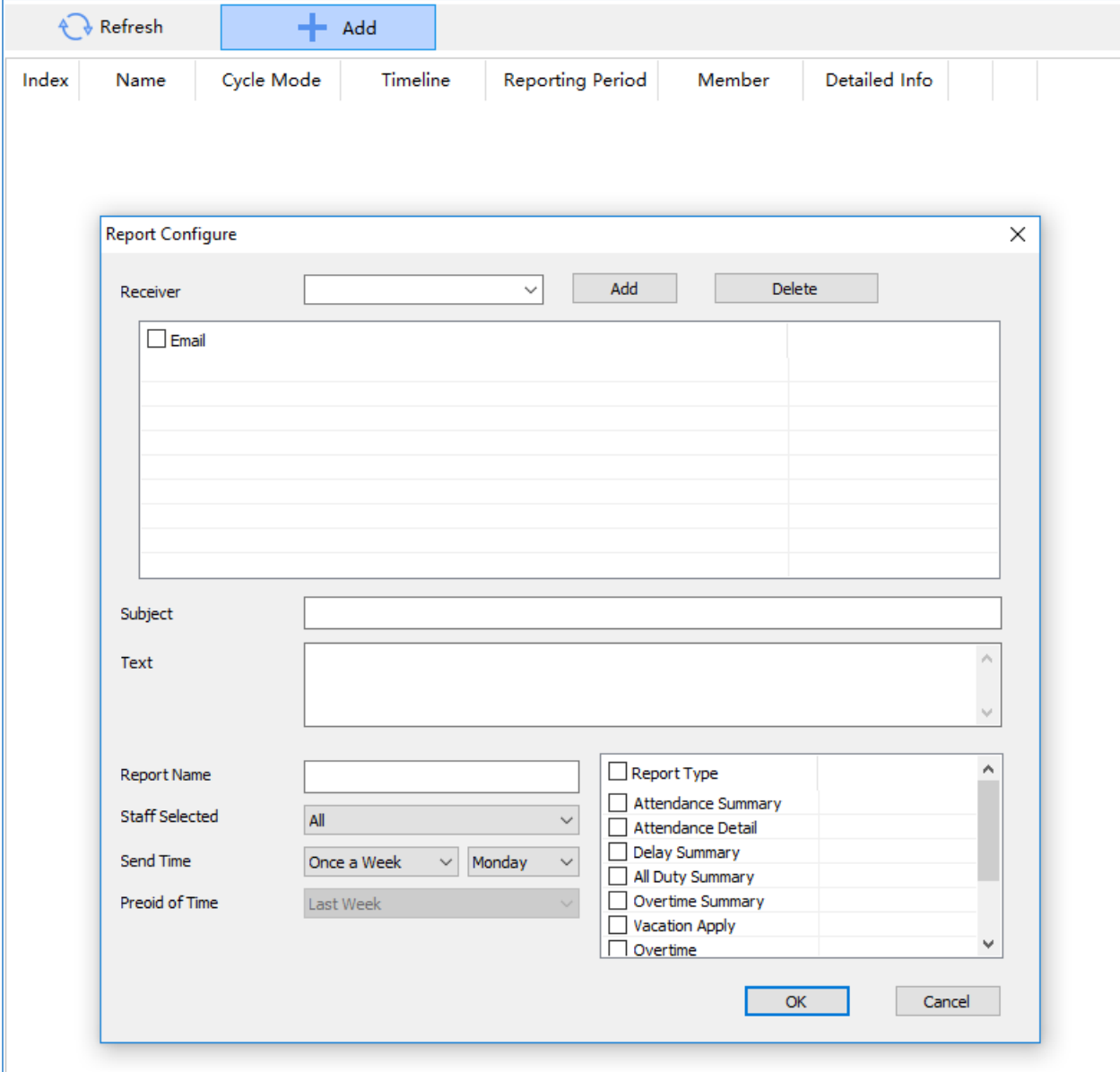
**Figure 36: SMTP Configuration**



## Report List

The report list sub menu allows users to configure the report list including the report's name, email, subject, text, send period time, and report type.

Click on  to access the report list configuration as displayed on the following screenshot.



The screenshot shows the 'Report Configure' dialog box with the following fields and options:

- Receiver:** A dropdown menu with an 'Add' button and a 'Delete' button.
- Email:** A checkbox labeled 'Email' next to a table with multiple empty rows.
- Subject:** A text input field.
- Text:** A large text area with scrollbars.
- Report Name:** A text input field.
- Staff Selected:** A dropdown menu with 'All' selected.
- Send Time:** A dropdown menu with 'Once a Week' selected and a 'Monday' button.
- Preoid of Time:** A dropdown menu with 'Last Week' selected.
- Report Type:** A list of checkboxes:
  - Report Type
  - Attendance Summary
  - Attendance Detail
  - Delay Summary
  - All Duty Summary
  - Overtime Summary
  - Vacation Apply
  - Overtime

Buttons for 'OK' and 'Cancel' are located at the bottom right of the dialog box.

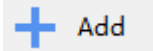
Figure 37: Report List

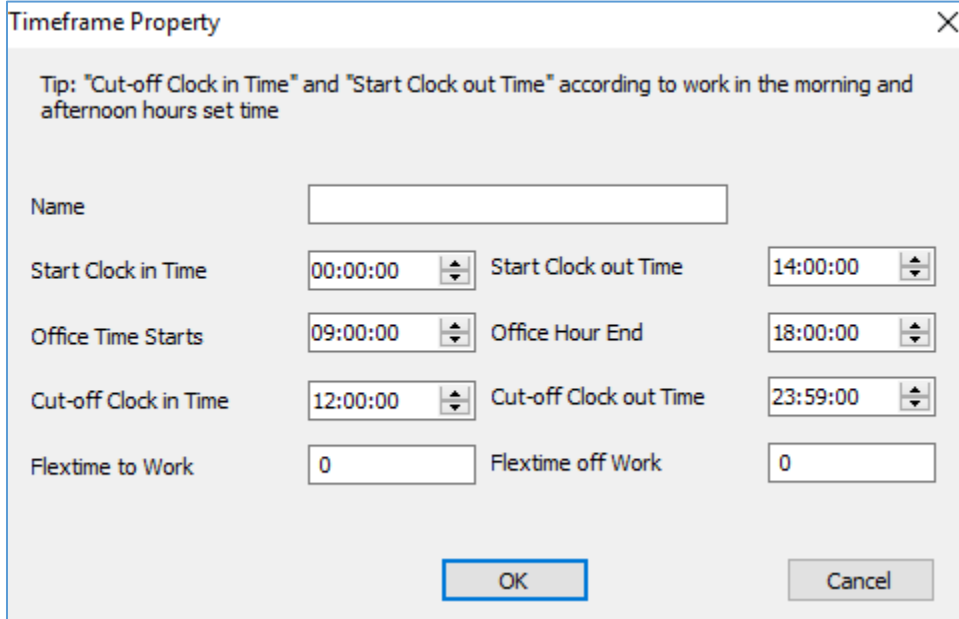
## Attendance Management

The "Attendance Management" sub menu display attendance records, as well as work shift, vacation, and time frame.



## Time Frame

Click on  under “Timeframe” in order to set start and end work time and other time property as shown below.



**Timeframe Property** [X]

Tip: "Cut-off Clock in Time" and "Start Clock out Time" according to work in the morning and afternoon hours set time

Name:

Start Clock in Time:  Start Clock out Time:

Office Time Starts:  Office Hour End:

Cut-off Clock in Time:  Cut-off Clock out Time:

Flextime to Work:  Flextime off Work:

OK Cancel

Figure 38: Timeframe Property

Table 2: Timeframe

Field	Description
<b>Timeframe Name</b>	Enter the Time Frame name.
<b>Start Clock-in time</b>	Enter time when users are allowed to start check-in.
<b>Start Clock -out time</b>	Enter time when users are allowed to start check-out.
<b>Office Time Starts</b>	Enter office start working time.
<b>Office Hour End</b>	Enter office end working time.
<b>Cut-off-Clock-in Time</b>	Enter end check-in time (no check-in will be accepted after this time).
<b>Cut-off-Clock -out Time</b>	Enter end check-out time (no check-out will be accepted after this time).
<b>Flextime to Work</b>	Enter allowed late time.
<b>Flextime off Work</b>	Enter allowed leaving early time.

Users can also modify or delete the timeframe by clicking on “Modified”, “Deleted” respectively.

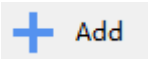




Refresh		Add			
Index	Time Frame Name	Office hours	Office Hour End		
1	Frame 1	09:00:00	18:00:00		
2	Frame 2	08:00:00	18:00:00		

**Figure 39: Timeframe**

## Work Shift

Click on  under “Work Shift” to define work shift schedule to assign it to users. This can be done by completing the following information.

**Work Shift Index** ✕

Work Shift Name:

Cycle Type:

Select Timeframe

Frame 1(09:00:00-18:00:00)

Frame 2(08:00:00-18:00:00)

Select Date

Select All

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

**Figure 40: Work Shift Index**

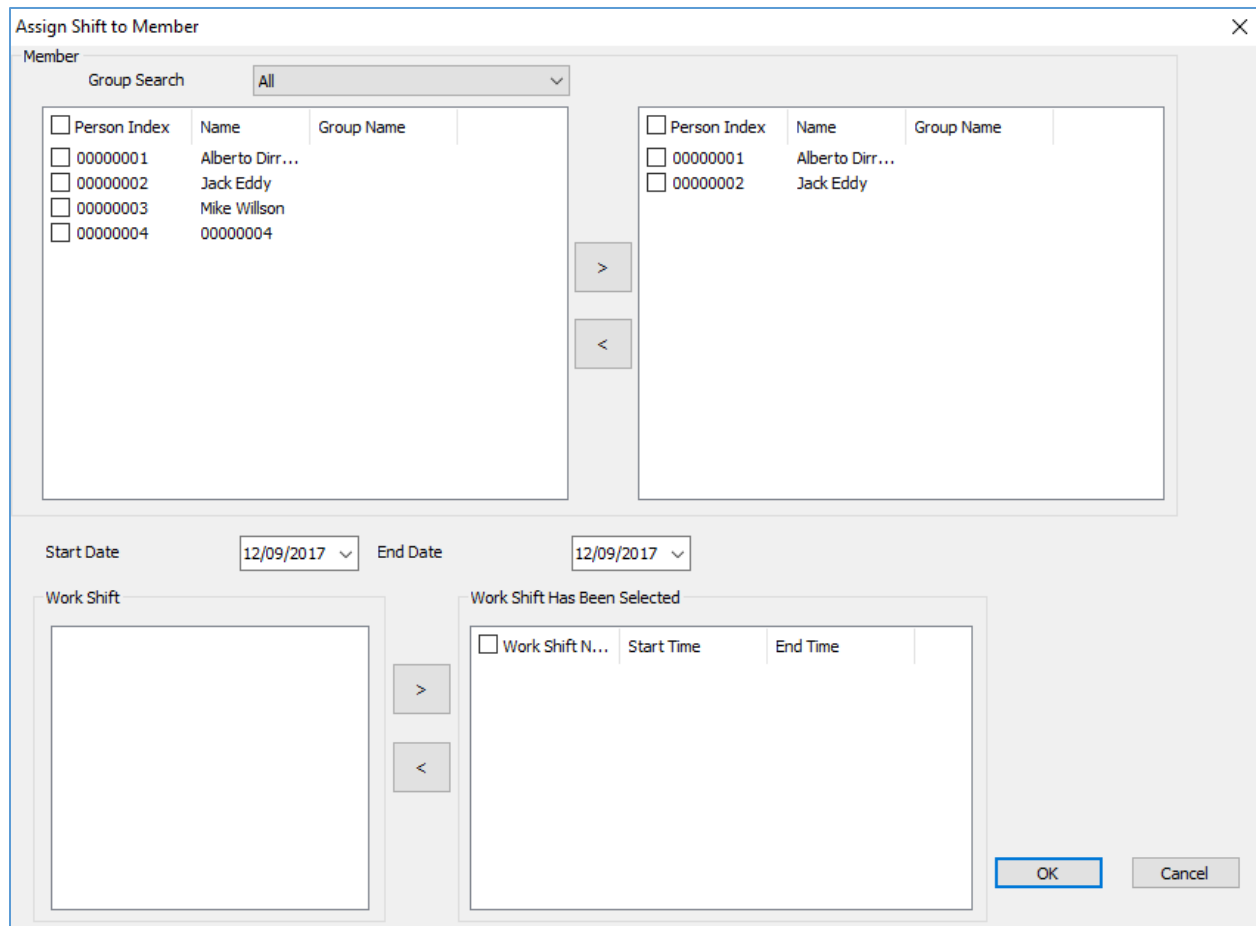
Users need to:

1. Set a Work Shift Name.
2. Select a Cycle Type, either weekly or monthly.
3. Select a timeframe.
4. Select days of the shift.




## Work Shift Assignment

Click on  under “Work Shift Assignment” to assign work shift to users as shown below.





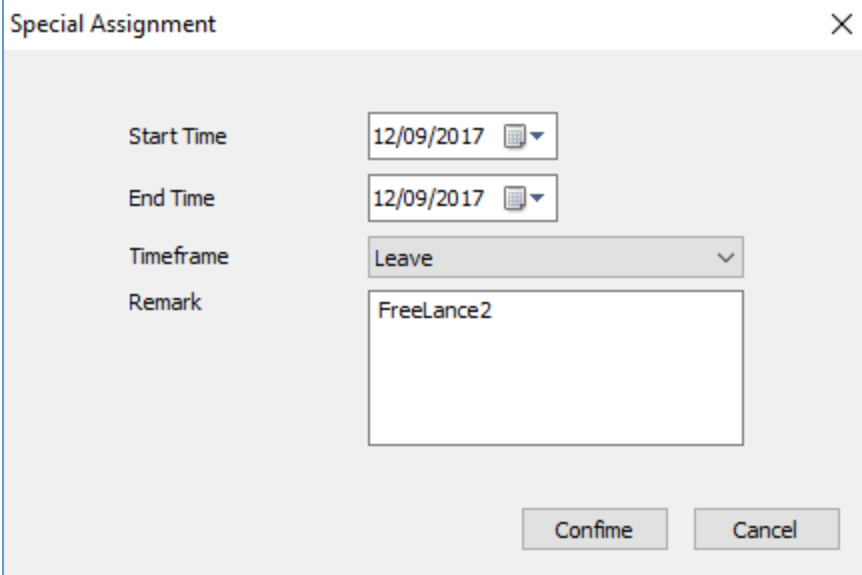
**Figure 41: Assign Shift to Member**

1. Select from “Member” users to include for a work shift using   arrows.
2. Select a “Start Date” and “End Date” for validity of the assignment configuration.
3. Select a work shift from the list and add it using  arrow.
4. Click “OK” to complete the selection.

## Special Assignment

Click on  **Add** under “Special Assignment” to add a special assignment as shown below.





The 'Special Assignment' dialog box contains the following fields:

- Start Time:** 12/09/2017
- End Time:** 12/09/2017
- Timeframe:** Leave
- Remark:** FreeLance2

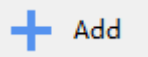
Buttons: Confime, Cancel

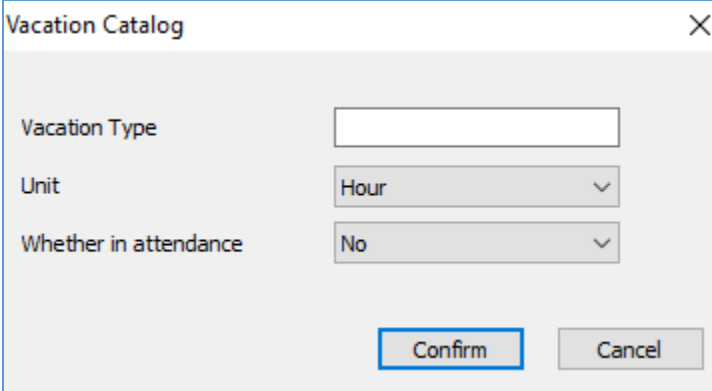
**Figure 42: Special Assignment**

Users need to set:

1. “Start Time” of the special assignment.
2. “End Time” of the special assignment.
3. Assign a specific “Timeframe” or set it to “Leave” to accept all periods.
4. Set a “Remark” as a reminder of the purpose if this special assignment.

### Vacation Catalog

Click on  to add a new vacation type to assign it to users, the following window will pop up.



The 'Vacation Catalog' dialog box contains the following fields:

- Vacation Type:** (Empty text box)
- Unit:** Hour
- Whether in attendance:** No

Buttons: Confirm, Cancel

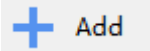
**Figure 43: Vacation Type**

Users need to set:

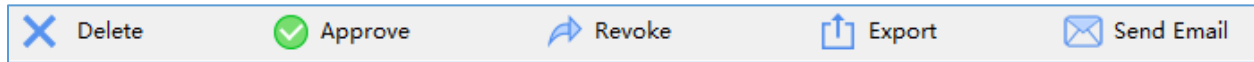
1. Enter a name on the “Vacation Type” to identify the vacation.
2. Select the unit of the vacation on “Unit”.
3. Set “Whether in attendance” to “Yes” or “No”.



## Vacation Apply

Click on  to set configuration for vacation.

The following buttons allows users to delete, approve, revoke the vacations, export the vacation list or send an email:



Take Vacation
✕

Staff

Group Search All

<input type="checkbox"/> Person Index	Name	Group Name
<input type="checkbox"/> 00000001	Alberto Dirr...	
<input checked="" type="checkbox"/> 00000002	Jack Eddy	
<input type="checkbox"/> 00000003	Mike Willson	
<input type="checkbox"/> 00000004	00000004	

>
<

<input type="checkbox"/> Person Index	Name	Group Name
<input type="checkbox"/> 00000002	Jack Eddy	

Start Time 12/09/2017 00:00:00

End Time 12/09/2017 23:59:59

Vacation Catalog National Holiday



Remark Holiday

Petition Date 12/09/2017 17:27:56

Confirm
Cancel

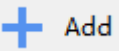
**Figure 44: Take Vacation**

Following configuration needs to be done:

1. Select users for vacation using   arrows.
2. Enter the "Start Time" for vacation.
3. Enter the "End Time" for vacation.
4. Enter "Vacation Type".
5. Set a "Reason for Leave".
6. Enter the "Petition Date".



## Overtime

Click on  to configure their users' overtimes, the overtime sub menu allows also to manage the overtime per users or periods.

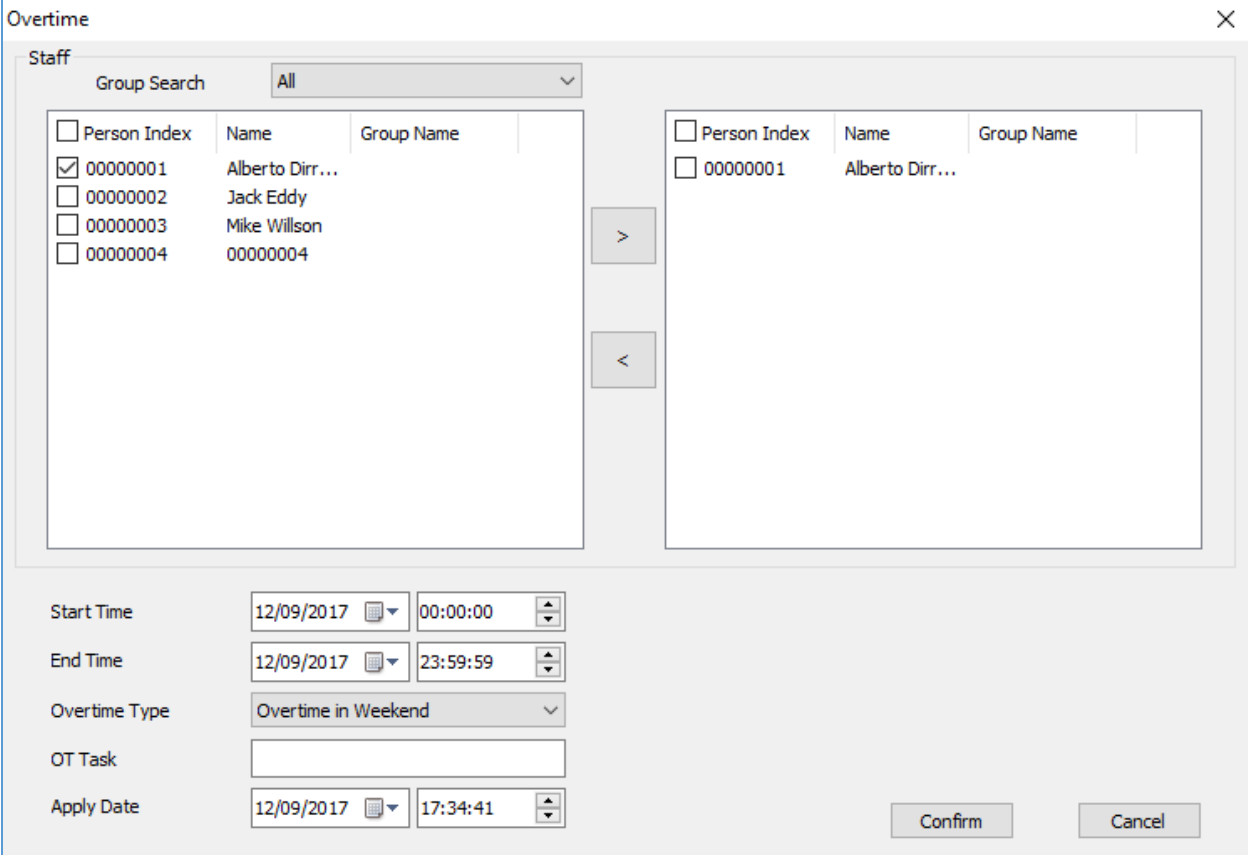
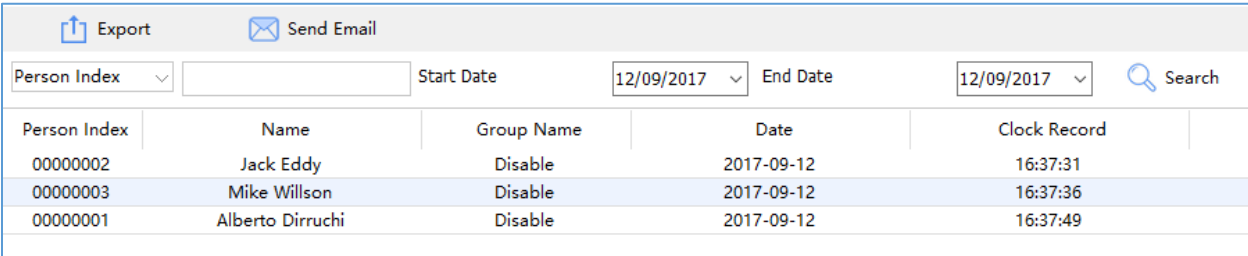


Figure 45: Overtime


## Clock in/out Records

The clock in/out sub-menu shows information about users, Name, Group Name, Date, Check-in and Check-out time, as shown below.




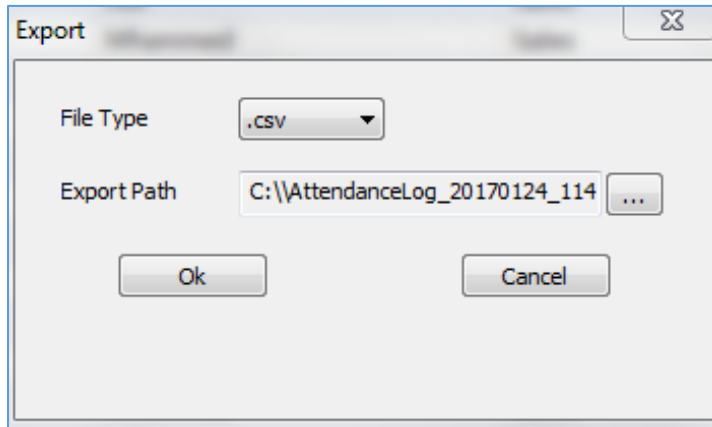
Person Index	Name	Group Name	Date	Clock Record
00000002	Jack Eddy	Disable	2017-09-12	16:37:31
00000003	Mike Willson	Disable	2017-09-12	16:37:36
00000001	Alberto Dirruchi	Disable	2017-09-12	16:37:49

Figure 46: Clock In / Out Records

Click on  Search to retrieve users' information from the GDS3710 (users may need to wait around 2 minutes for the GDS Manager to retrieve users' information from the GDS3710).




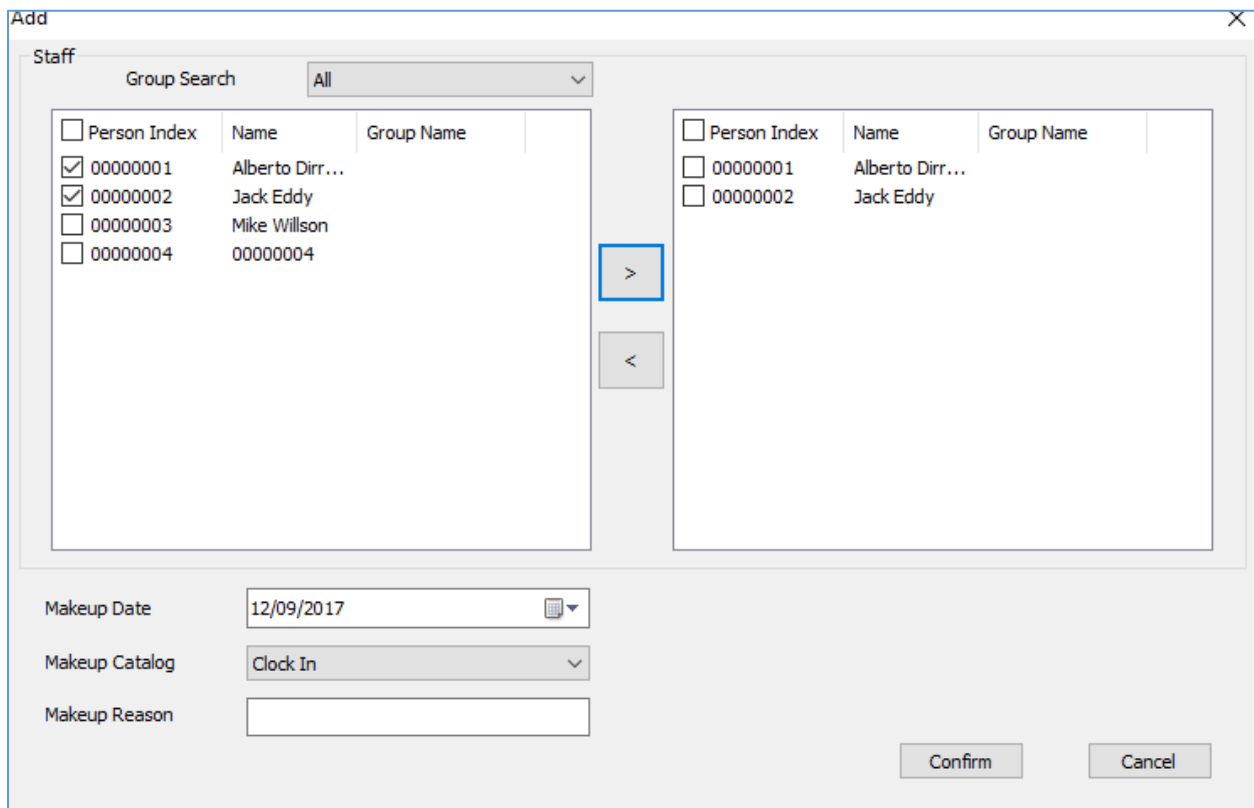
Click on  **Export** to export users' information to the specified path in ".csv" format as shown below.



**Figure 47: Export Attendance**



## Makeup Check-In

1. Click on  **Add** to add a new makeup record, the following window will pop up.



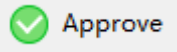
**Figure 48: Makeup Record**

2. Following steps need to be done:

- ❖ Select users for Makeup record using   arrows.



- ❖ Enter the “Makeup Date”.
- ❖ Enter the “Makeup Catalog”.
- ❖ Enter “Makeup Reason”.
- ❖ Click on “Confirm”.

3. Select a user and click on  to set the audit status for a user as pass or rejected, the following window will pop up.

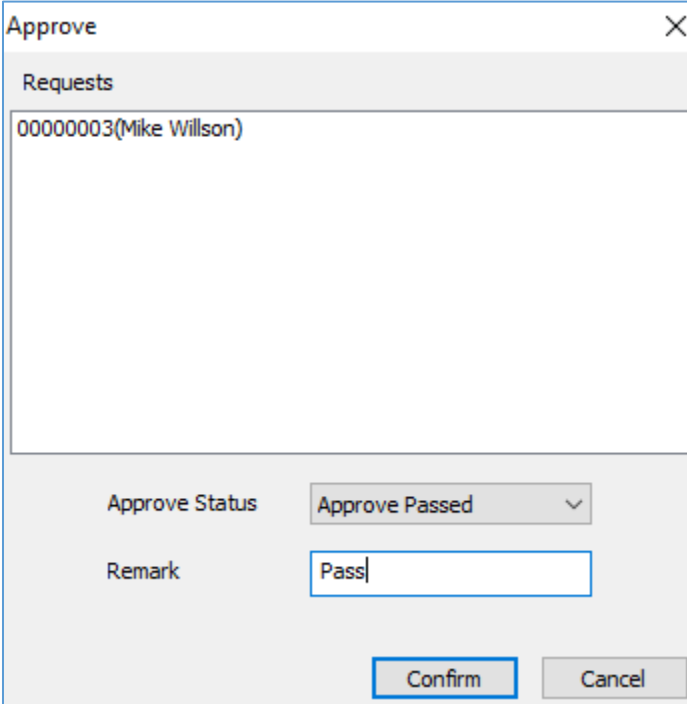
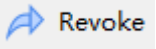
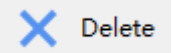
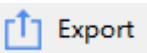



Figure 49: Audit

- ❖ Set the status of the audit either as “Audit Passed” or as “Audit Rejected”.
  - ❖ Set the audit reason.
4. Select a user, and then click on  to revoke the status.
  5. Select a user and click on  to delete it from the audit list.
  6. Select users and click on  to export the selected users in “csv” format.

## Attendance Report


This sub menu provides an overview of attendance details, such as attendance summary, late summary, full attendance summary.

Users need to select the desired type of report from “Attendance Detail”, “Attendance Summary”, “Late summary”, “Full Attendance Summary”, then click on  Search to retrieve data from the GDS3710.



Name	Alberto Dirruchi;Jack Eddy;Mike Willson;00000004;				More		
Start Date	12/09/2017	End Date	12/09/2017	Search	Export	Send Email	
<b>Attendance Detail</b>   Attendance Summary   Delay Summary   All Duty Summary   Overtime Summary							
Person Index	Name	Group Name	Date	Check in time	Check out time	Sum of Delay(minutes)	Overtime(min)

**Figure 50: Attendance Report**

User can also click on  **Export** to export data on the specified path in a “csv” format.





## EXPERIENCING THE GDS MANAGER

Please visit our website: <http://www.grandstream.com> to receive the most up-to-date updates on firmware releases, additional features, FAQs, documentation and news on new products.

We encourage you to browse our [product related documentation](#), [FAQ](#) and [User and Developer Forum](#) for answers to your general questions. If you have purchased our products through a Grandstream Certified Partner or Reseller, please contact them directly for immediate support.

Our technical support staff is trained and ready to answer all your questions. Contact a technical support member or [submit a trouble ticket online](#) to receive in-depth support.

Thank you again for purchasing Grandstream Door Phone System, it will be sure to bring convenience and color to both your business and personal life.

