

# 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 <https://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 1.0.1.10

- Added support of “Daily” sent time in the report generation. [Report List]
- Added Device log event for unauthorized open door attempt via Wiegand interface. [Device Log]

### Software Version 1.0.1.5

- Added multi-language support for French, Spanish, and Portuguese. [Download and Install GDS Manager]
- Added more lever for User Management. [Basic Information]

### Software Version 1.0.1.2

- Added support to Open Door2 via remote PIN. [Configuration]
- Added ability to configure “Keep Door Open” from GDSManager and synchronize with GDS37xx. [Configuration]

### Software Version 1.0.0.118

- Added feature to record video when alarm event profile triggered. [Alarm Linkage]

### Software Version 1.0.0.113

- Added Account Number to the SIP number in call log. [Device Log]
- Added support to import user data via the CSV format file [import user configuration data]

### Software Version 1.0.0.110

- Added Private Door Password Configuration Field in Member Management. [Private Door Password]
- Increased the Log Operation Types [Device Log]
- Added sorting function based on time in administrator logs [Administrator Log]
- Added SIP mode to display the IP/Port for peering calls in the visiting logs and call logs. [Device Log]

### 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

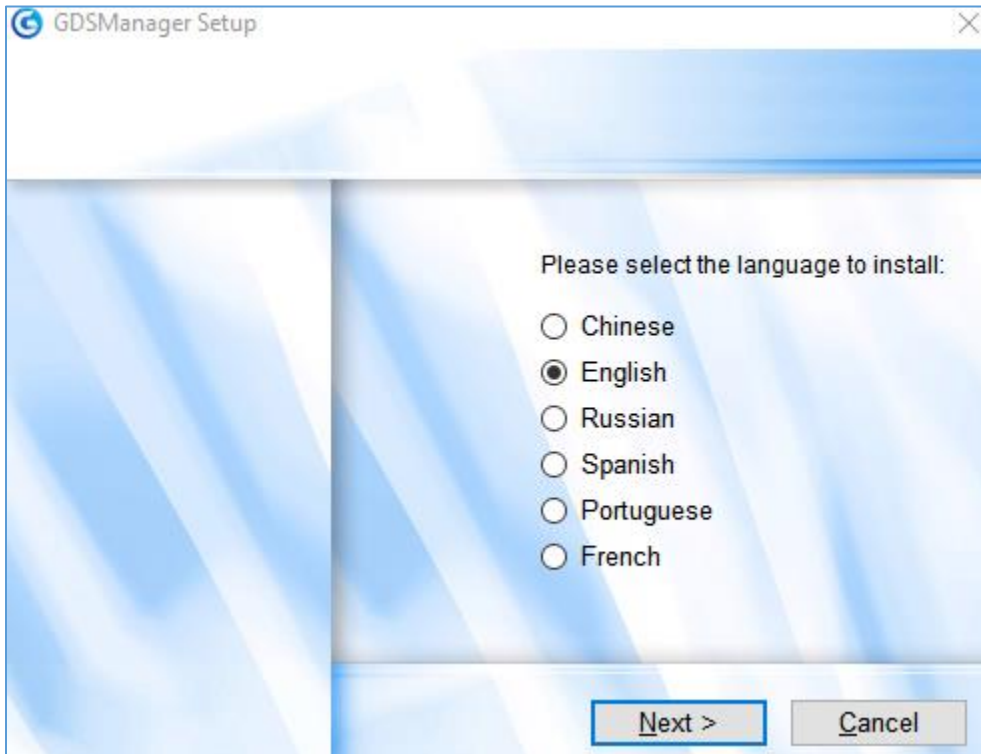
Users need to download the GDS Manager from the following link at the section “Tools”:

<https://www.grandstream.com/support/resources/?title=GDS3710>

Or <https://www.grandstream.com/support/resources/?title=GDS3705>



1. Click on  to start installing the GDS Manager.
2. Select the Language from the available below:




**Figure 1: GDSManager Languages**

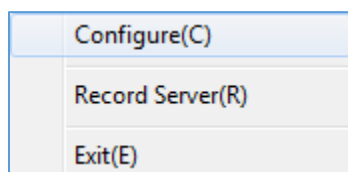
3. Follow instructions to complete the installation.
4. After installation is successful, the following icons will be shown on the Desktop:



## 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 2: 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:

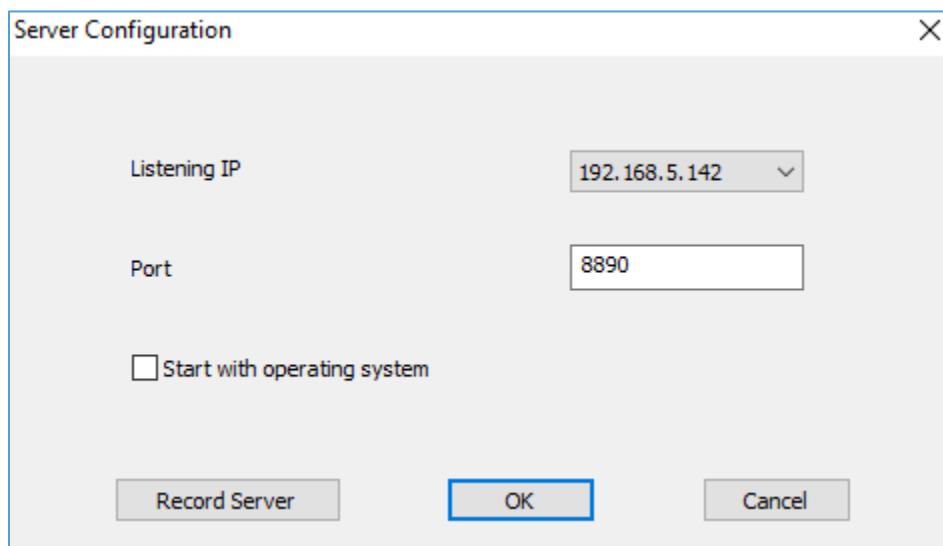


Figure 3: Server Configuration

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:



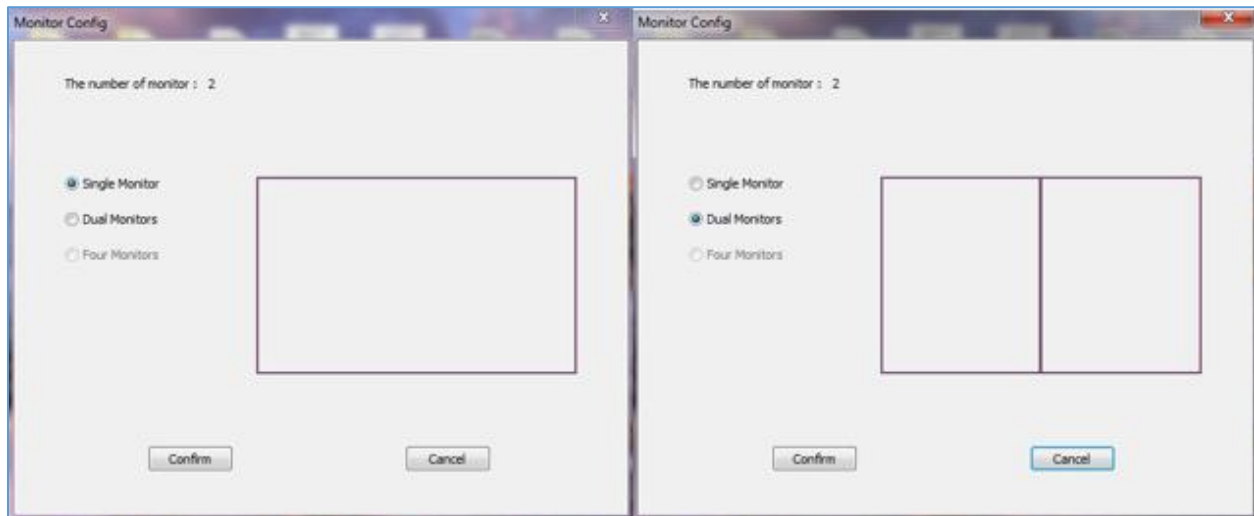


The login page features the Grandstream logo and the text 'GDS-Manager'. It includes four input fields: Address (192.168.5.142), Port (8890), User Name (admin), and Password (masked with dots). Below the fields are two checkboxes: 'Remember Password' (checked) and 'Auto Login' (unchecked). At the bottom are two buttons: 'Login(L)' and 'Exit(E)'.

**Figure 4: 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:



Two side-by-side 'Monitor Config' windows are shown. Both indicate 'The number of monitor : 2'. The left window has 'Single Monitor' selected, showing a single rectangle. The right window has 'Dual Monitors' selected, showing two side-by-side rectangles. Both windows have 'Confirm' and 'Cancel' buttons at the bottom.

**Figure 5: 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.



**Notes:**

- GDS Manager can be connected to a GDS Server on the same LAN or across the WAN, enter the Public or private IP of the GDS Server on the GDS Manager to connect.
- User can still change the Language via the tool UI.

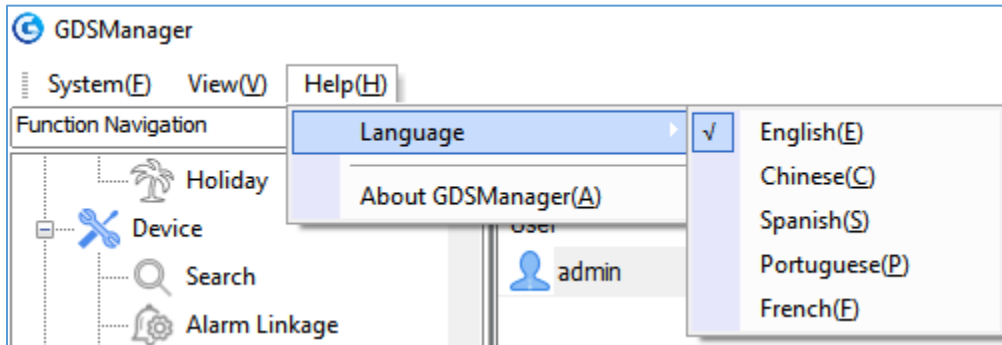


Figure 6: Change Language

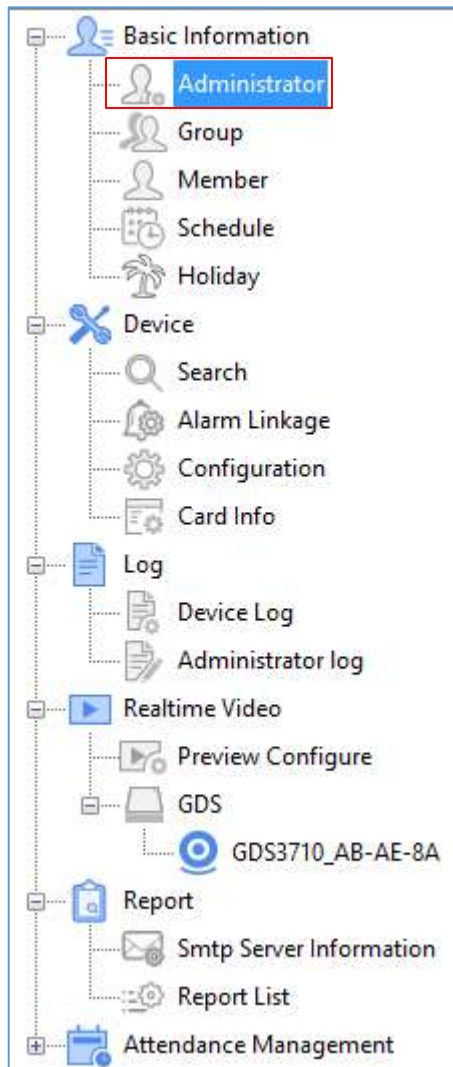


# GDS MANAGER APPLICATIONS

## Basic Information

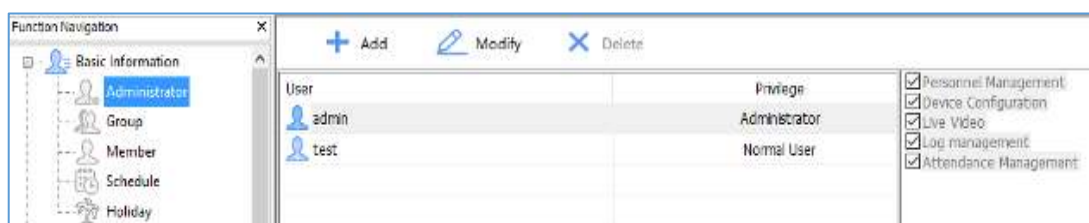
### Administrator

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



**Figure 7: Administrator**

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



**Figure 8: User Management**



Admin can create Users and assign respective privilege which will have access to:

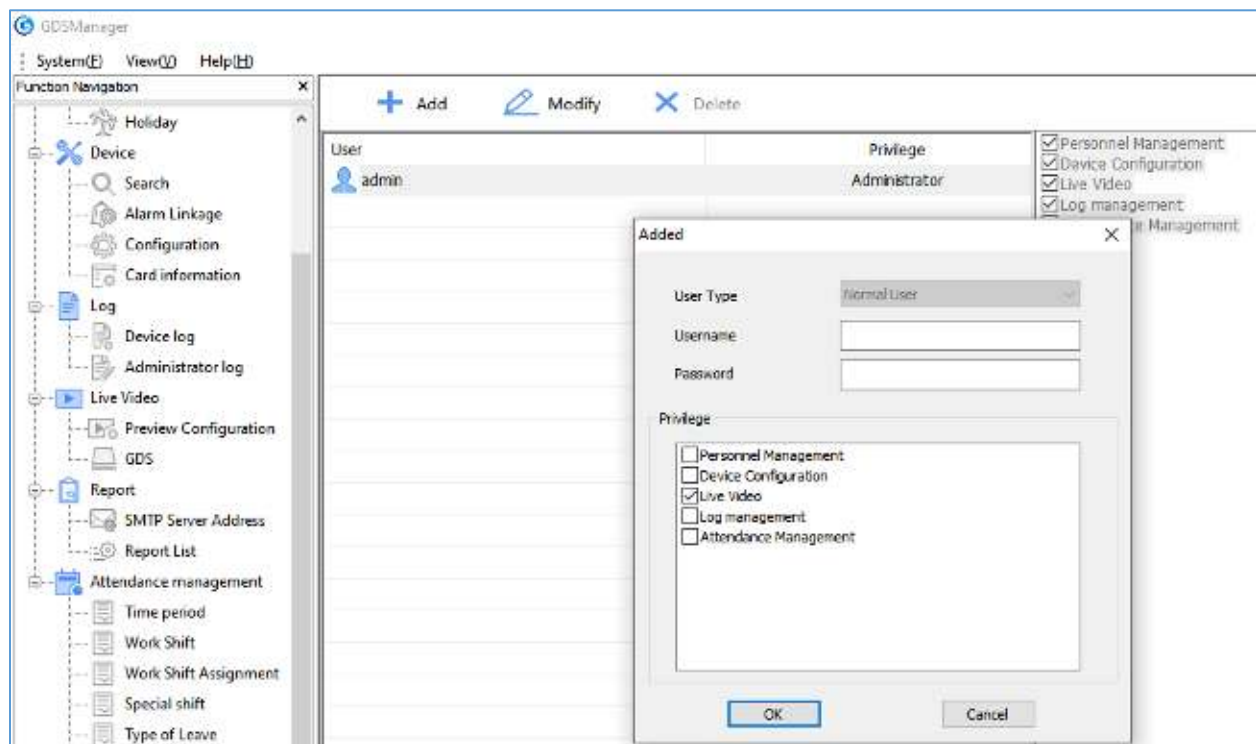




Figure 9: User Management- Select privilege

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.



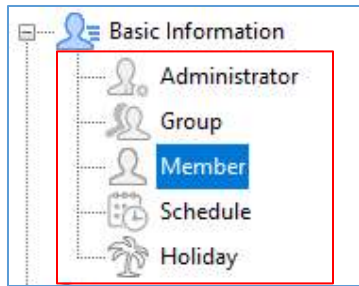


Figure 10: User Level Access

## Group

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

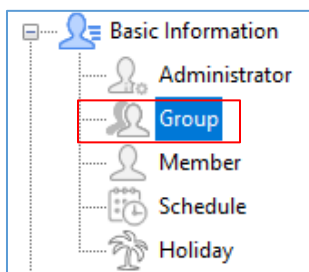


Figure 11: Groups

1. Click on **"Add"** as shown below.

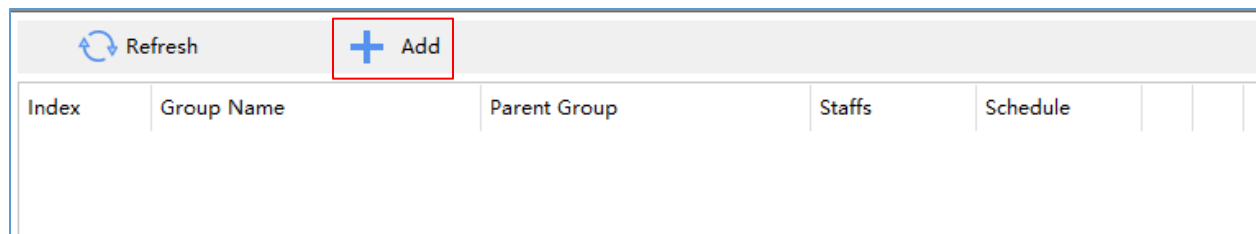
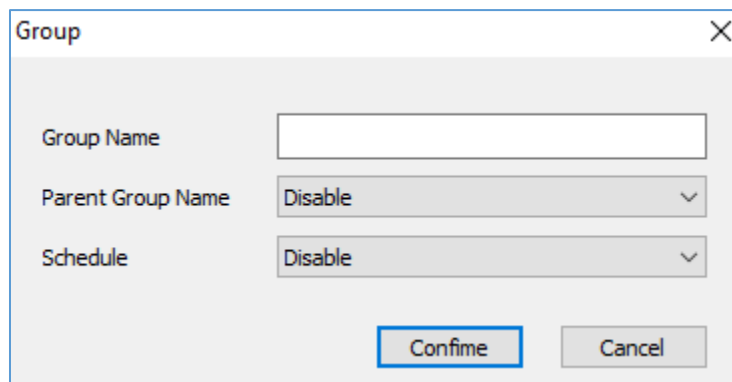


Figure 12: Add Groups

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



Group
✕

Group Name

Parent Group Name

Disable
▼

Schedule

Disable
▼

Confirm

Cancel

Figure 13: 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.

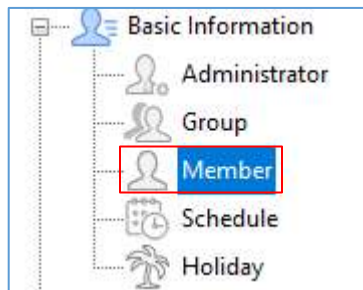


Figure 14: Member

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

Member Profile

Personal Info

Index

00000002

\*

Name

\*

Gender

☒ Male
 ☐ Female

ID Number

Virtual Number

\*

CellPhone

Sip Number

Group

Disable

▼

Schedule

Disable

▼

Remark

Card Info

Card Number

\*

Start Read Card

Card Type

ID Card

▼

☐ Enable

Start Date

2/18/2020

▼

End Date

12/31/2099

▼

Private Door Password

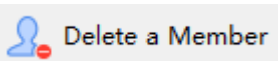
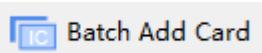
Confirmation

Save And Add

Figure 15: 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 Card Type.
<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>Private Door Password</b>	Enter the specific PIN code to unlock the door (Digits only)
<b>Confirmation</b>	Confirm the PIN code password

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



[illegible]

**Figure 16: Batch Add Card**


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



**Figure 17: USB Card Reader**

- b. Click on “Start Add”.
- c. Start swiping RFID cards, and the (“Person Index”, “Card Number”) fields will be incremented.
- d. Click on “Stop Add” once finished adding new cards.



6. Select users whose configuration need to be saved, then click on , the following window will pop up.

[illegible]

Confine

- Exit

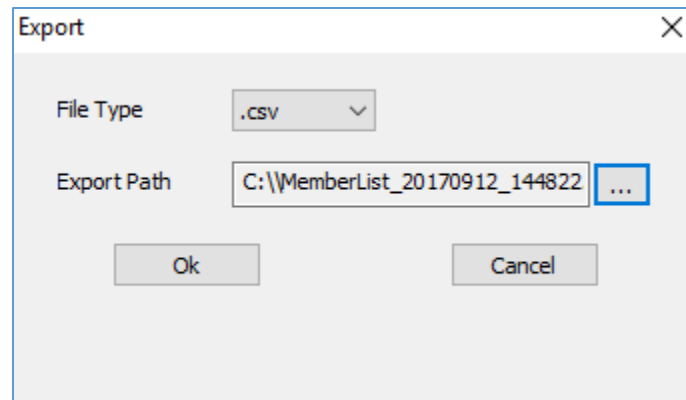

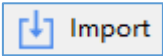


Figure 19: Export

- a. Click on , to browse directories where to store the users' data.
  - b. Click "OK" to save the data.
7. In order to import user configuration data, click on , then select the csv file.
- a. A pop up window will appear to confirm the information uploaded and overriding of existing member

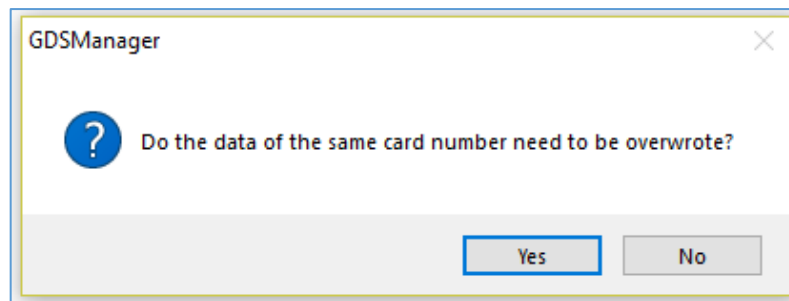
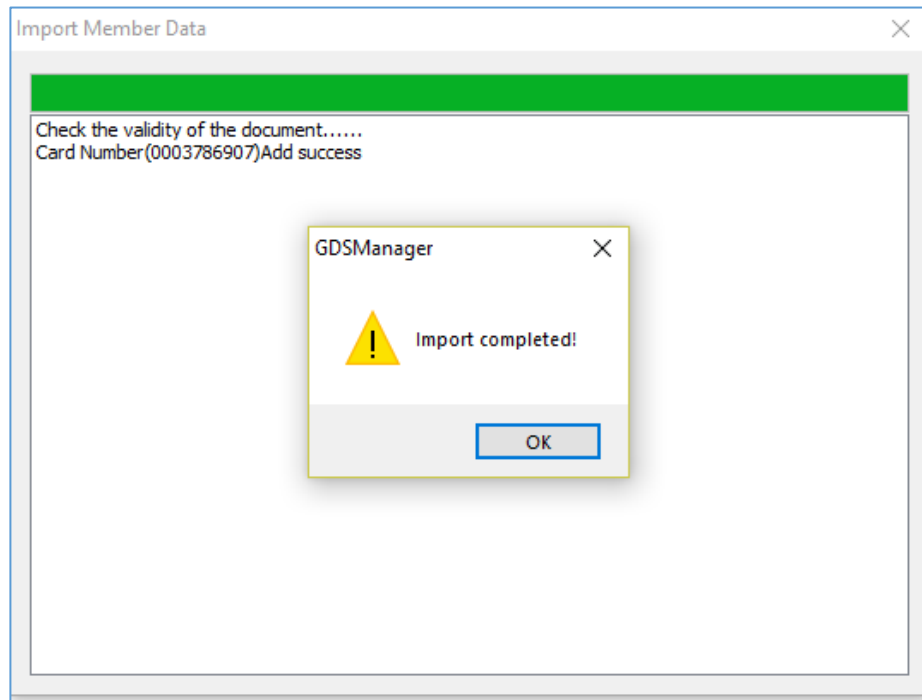


Figure 20: Data overriding



b. And the following window will appear indicating the success of the import.



**Figure 21: Successful import notification**

8. Users can search for members using the search bar to filter with different methods:

- Person Index
- Name
- Group Name
- Virtual Number
- Card Number



**Figure 22: 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.





















Function Navigation				
<ul style="list-style-type: none"> <li>Basic Information               <ul style="list-style-type: none"> <li>Administrator</li> <li>Group</li> <li>Member</li> <li><b>Schedule</b></li> <li>Holiday</li> </ul> </li> <li>Device               <ul style="list-style-type: none"> <li>Search</li> <li>Alarm Linkage</li> <li>Configuration</li> <li>Card Info</li> </ul> </li> <li>Log               <ul style="list-style-type: none"> <li>Device Log</li> <li>Administrator log</li> </ul> </li> </ul>				
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 23: 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.





















Function Navigation				
<ul style="list-style-type: none"> <li>Basic Information               <ul style="list-style-type: none"> <li>Administrator</li> <li>Group</li> <li>Member</li> <li>Schedule</li> <li><b>Holiday</b></li> </ul> </li> <li>Device               <ul style="list-style-type: none"> <li>Search</li> <li>Alarm Linkage</li> <li>Configuration</li> <li>Card Info</li> </ul> </li> <li>Log               <ul style="list-style-type: none"> <li>Device Log</li> <li>Administrator log</li> </ul> </li> </ul>				
Index	Name	Detailed Info		
1	Holiday 1			
2	Holiday 2			
3	Holiday 3			
4	Holiday 4			
5	Holiday 5			
6	Holiday 6			
7	Holiday 7			
8	Holiday 8			
9	Holiday 9			
10	Holiday 10			

Figure 24: 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.

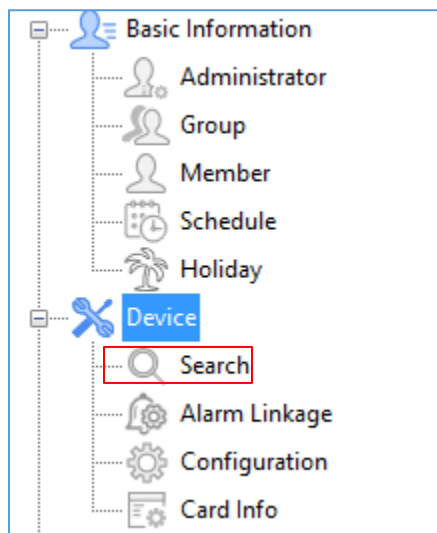


Figure 25: Search



<input checked="" type="checkbox"/> Search by server <span style="float: right;">  Search           <span style="margin-left: 20px;">  Add         </span> </span>							
<input type="checkbox"/> Index	Model	Version	Device Name	IP	Web Port	RTSP Port	Mac
<input type="checkbox"/> 1	GDS3705	1.0.0.26	GDS3705	192.168.5.108	443		00:0B:82:9A:8C:A5
<input type="checkbox"/> 2	GDS3710	1.0.3.32	GDS3710	192.168.5.13	443	554	00:0B:82:A4:0D:95

Figure 26: 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.

## Alarm Linkage

This feature offers the ability to pop up a video stream window on or to record up to 60 seconds video when the alarm is triggered on the GDS37XX, this applies for: Motion Detection; Tamper; Wrong PIN input; DI; Hostage; Alarm Testing; Non-Scheduled Access Alarm.



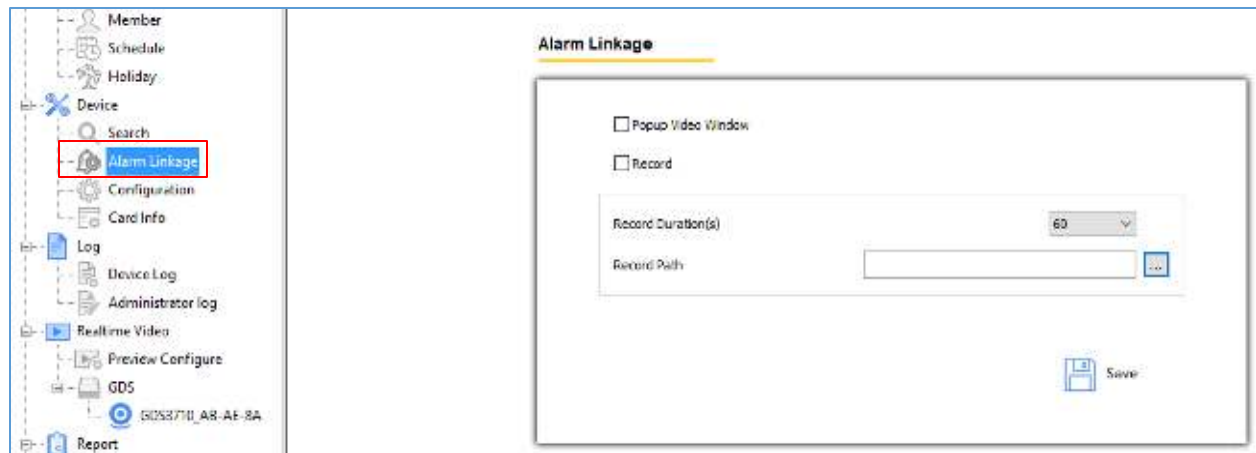


Figure 27: Alarm linkage

## 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.

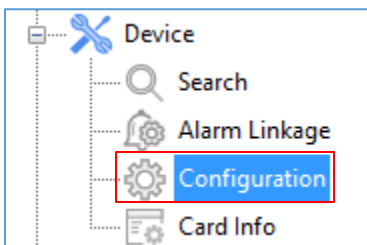
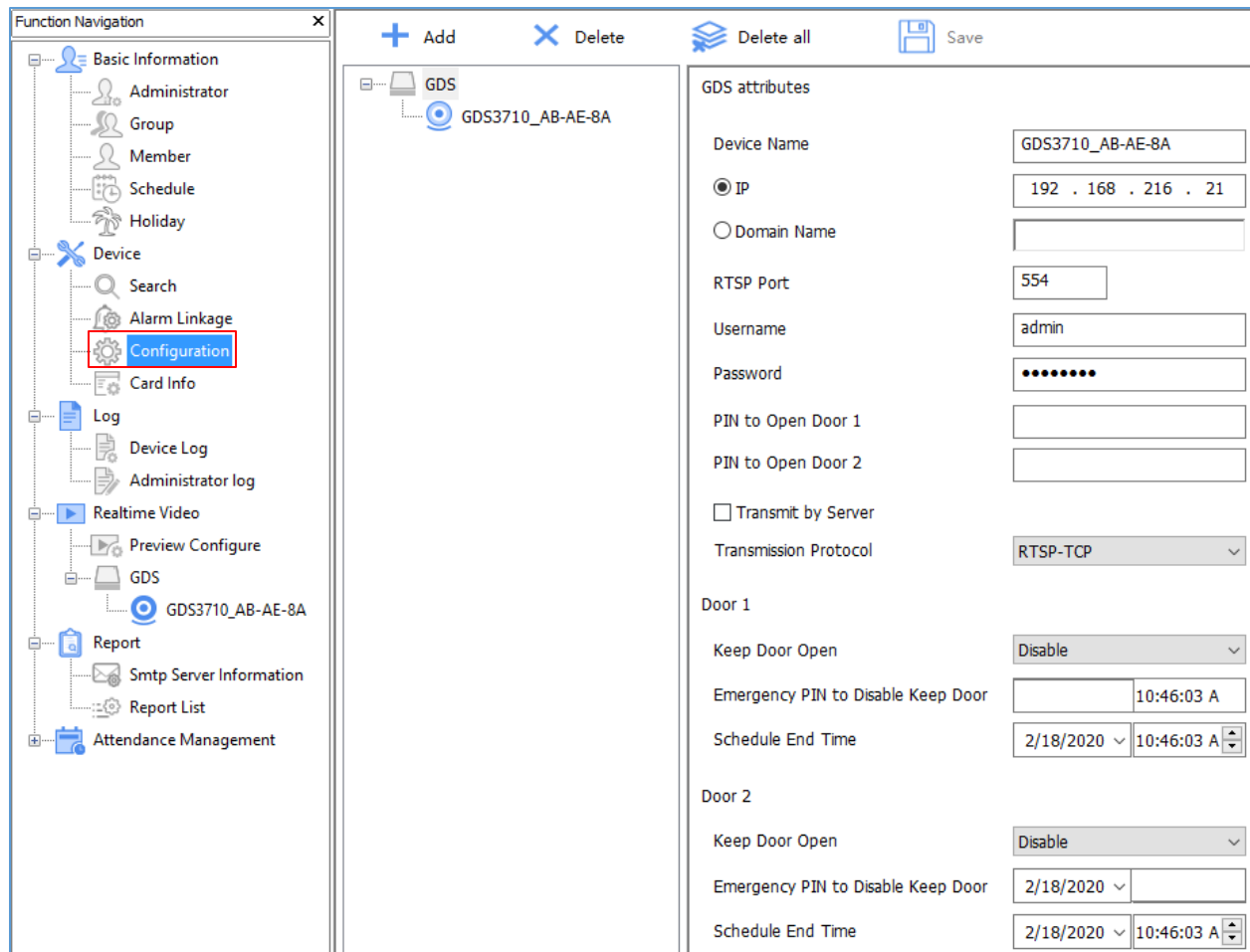


Figure 28: Configuration



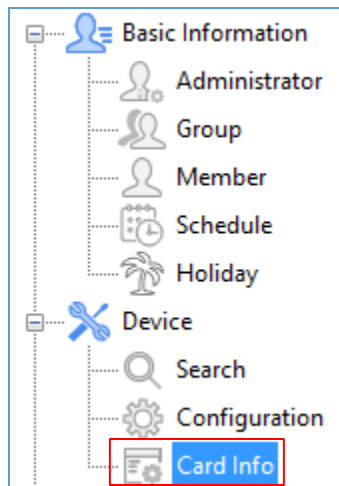


**Figure 29: Device Config**

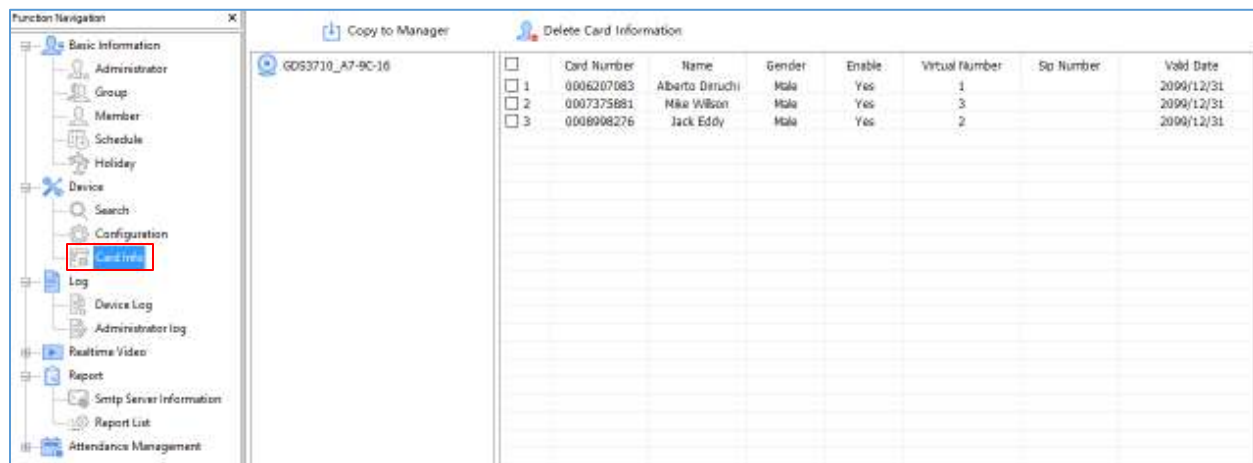
2. Click on “Add” to add devices.
3. Enter the “Device Name”, “IP” or “Domain Name” and “User/pass” as well as the RTSP port.
4. Click “Ok” to add the new device.
5. Select a device and click on “Delete” to delete the selected device.
6. Click on “Delete all” to delete all the available devices.
7. User can now enter the Remote PIN set on the GDS37xx for each door on “PIN to Open Door 1” and “PIN to Open Door 2” fields. (This field isn’t synced with the GDS37xx and needs to be entered manually).
8. Keep Door Open feature can now be enabled and synced from the GDSManager immediately.

## Card Info

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



**Figure 30: Card Info**



**Figure 31: 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.



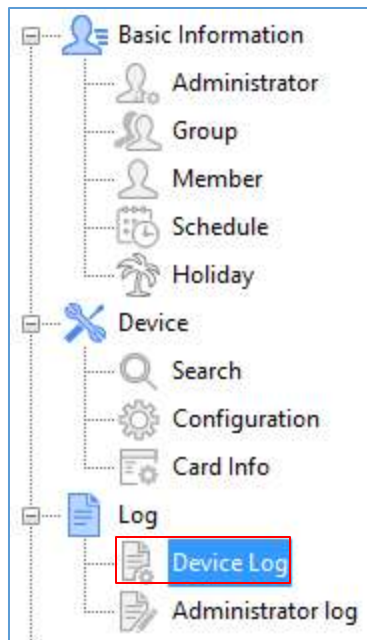


Figure 32: Device Log

The following window will be shown to filter logs.

Device Name	All	Operation Type	All			
Virtual Number						
Period of Time	10/16/2018	12:00:00 A	10/16/2018	11:59:59 P	Search	Export
Index	Device Name	Time	Operation Type	Name	Virtual Number	(Account)Sip Number
1	GDS3705_8B-5E-EF	2018-10-16 16:44:18	System up			
2	GDS3705_8B-5E-EF	2018-10-16 16:50:02	Call Log(Door Bell Call)			(1)192.168.5.134:506
3	GDS3710_AB-AE-8A	2018-10-16 09:58:16	System up			
4	GDS3710_AB-AE-8A	2018-10-16 13:52:05	System up			
5	GDS3710_AB-AE-8A	2018-10-16 16:06:01	Call Log(Door Bell Call)			(2)192.168.5.123:506
6	GDS3710_AB-AE-8A	2018-10-16 16:06:22	Call Log(Door Bell Call)			(2)192.168.5.123:506
7	GDS3710_AB-AE-8A	2018-10-16 17:21:04	System up			
8	GDS3710_AB-AE-8A	2018-10-16 18:21:37	System up			
9	GDS3710_AB-AE-8A	2018-10-16 18:24:37	Firmware Update(1.0.4.5)			
10	GDS3710_AB-AE-8A	2018-10-16 18:24:37	Reboot			
11	GDS3710_AB-AE-8A	2018-10-16 18:25:05	System up			
12	GDS3710_AB-AE-8A	2018-10-16 16:28:43	Reset(Retain Network Data Only)			
13	GDS3710_AB-AE-8A	2018-10-16 16:29:12	System up			
14	GDS3710_AB-AE-8A	2018-10-16 16:32:23	Reboot			
15	GDS3710_AB-AE-8A	2018-10-16 16:32:46	System up			

Figure 33: Log Management Device

1. Filter can be done using 4 methods:

- **Device Name:** Select the device name from the drop-down list.
- **Operation Type:** 24 operations are available to filter with.
  - ❖ **All:** Display all available logs.
  - ❖ **Visiting Log:** Display logs related to visiting logs
  - ❖ **Open Door via Card:** Display logs related to opening door by RFID card.
  - ❖ **Open Door via PIN:** Display logs related to opening door by password.



- ❖ **Open Door by DI:** Display logs related to opening door via digit input.
  - ❖ **Keep Door Open (Immediate):** Display logs related to the immediate keep door open.
  - ❖ **Keep Door Open (Scheduled):** Display logs related to the scheduled keep door open.
  - ❖ **HTTP API Open Door:** Display logs when opening the door using HTTP API.
  - ❖ **Call Log:** Display logs related to call logs.
  - ❖ **Motion Detection:** Display logs related to motion detection.
  - ❖ **Sensor Alarm:** Display logs related to sensor alarm.
  - ❖ **Vandalism:** 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).
  - ❖ **Invalid Password:** Display logs related to input error alarms (GDS3710 will trigger alarm actions every 5 failed attempts).
  - ❖ **Device Temperature:** Display logs related to device temperature
  - ❖ **Door or Lock Abnormal:** Display logs related to abnormal door opening (not triggered via PINs/Card/DI)
  - ❖ **System up:** Display logs related to device booting up
  - ❖ **Reboot:** Display logs related to device rebooting.
  - ❖ **Reset (Clear All Data):** Display logs related to full factory reset.
  - ❖ **Reset (Retain Network Data Only):** Display logs related to unit factory reset except network data.
  - ❖ **Reset (Retain Only Card Information):** Display logs related to unit factory reset except card information.
  - ❖ **Reset (Retain Network Data and Card Information):** Display logs related to unit factory reset except network data and card information.
  - ❖ **Reset (Wiegand):** Display logs related to unit's hard factory reset using wiegand cable.
  - ❖ **Config Update:** Displays logs related to configuration update.
  - ❖ **Firmware Update:** Display logs related to firmware update.
  - ❖ **Non-Scheduled Access:** Display logs related to when a legitimated users access the door outside of the configured schedule.
  - ❖ **Unauthorized door opening attempt:** Display logs related to opening door via non-registered digits input.
  - ❖ **Unauthorized door opening attempt(over wiegand):** Display logs related to opening door via non-registered cards.
- **Virtual Number:** Enter the Virtual 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.

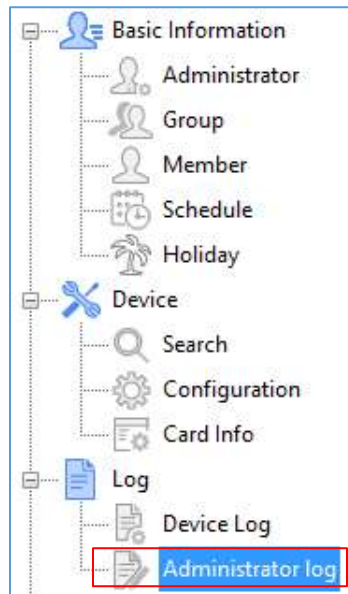


Figure 34: Administrator Log

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

Period of Time


5/24/2018

12:00:00 AM

-->

5/24/2018

11:59:59 PM

 Search

Index	Date	Time	User	Operation Type	Detailed Info
1	2018/5/24	09:45:41	admin	Login	
2	2018/5/24	10:17:43	admin	Edit staff group	Grandstream
3	2018/5/24	10:17:56	admin	Edit staff group	Support
4	2018/5/24	10:18:11	admin	Edit staff group	Documentation
5	2018/5/24	10:18:17	admin	Edit staff group	Documentation
6	2018/5/24	10:18:30	admin	Edit staff group	Management
7	2018/5/24	10:22:31	admin	Added	Added Person Index "00000001"
8	2018/5/24	10:23:35	admin	Added	Added Person Index "00000002"
9	2018/5/24	10:25:23	admin	Edit	Edit Person Index "00000002"

Figure 35: Log Management Admin

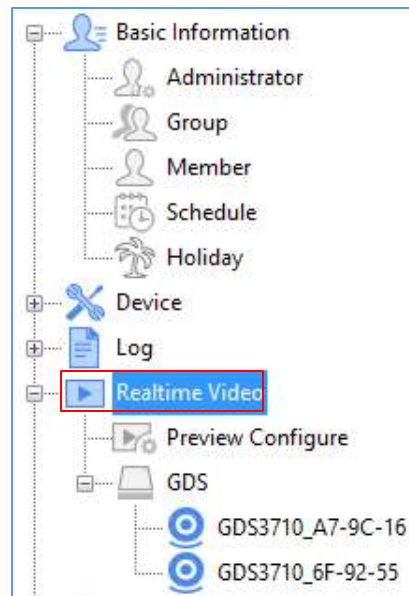
This window display information logs performed by the GDS Manager, such as login, adding/deleting cards, modifying users, adding/deleting devices...

## Realtime Video

Click on "Realtime Video" to list available GDS3710 streams.








**Figure 36: 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.

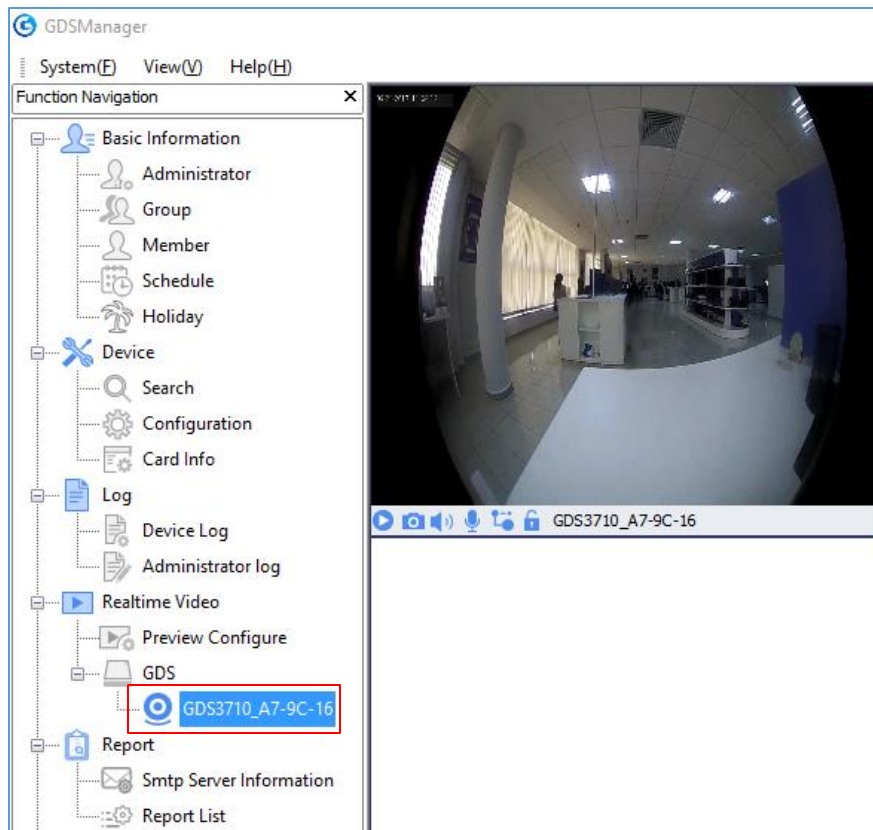


**Figure 37: Play GDS3710 Stream**

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: .







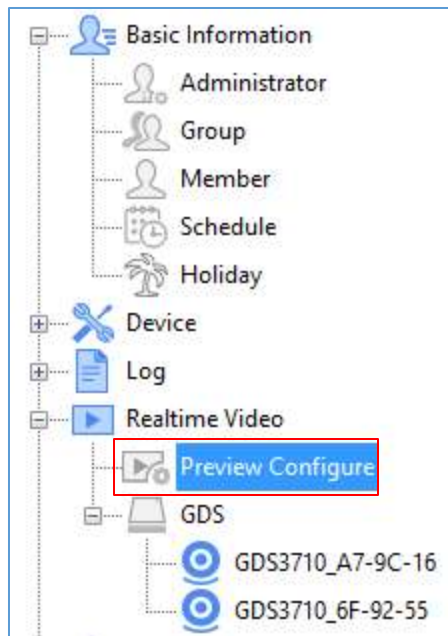
**Figure 38: GDS3710 Live Stream**

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

### Preview Configure

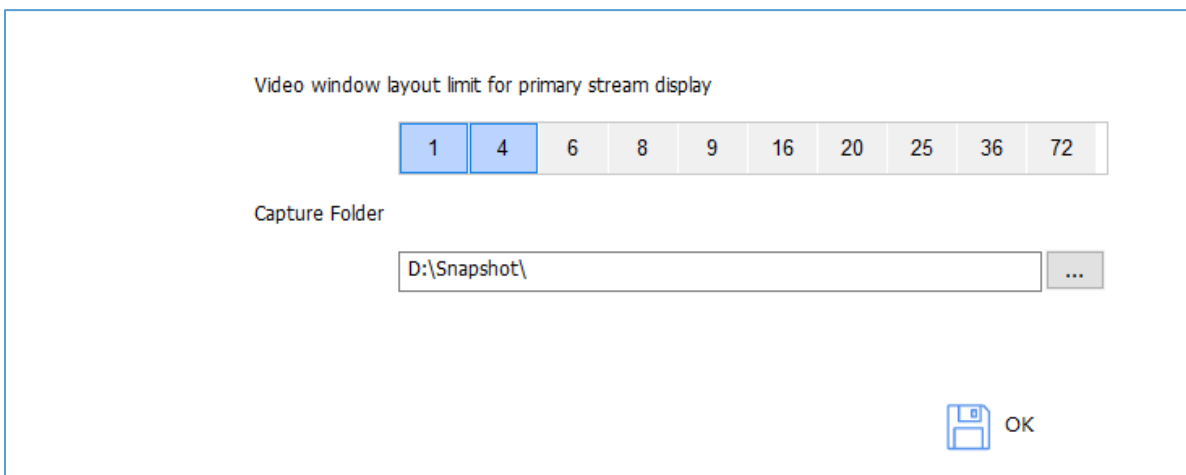
Click on “Preview Configure” to select the file where to store screenshots taken from the GDS3710.





**Figure 39: Preview Configure**

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

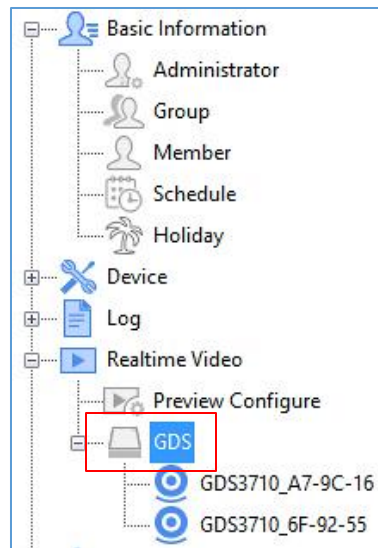


**Figure 40: Local Config**

## GDS

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





**Figure 41: 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.

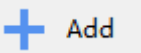


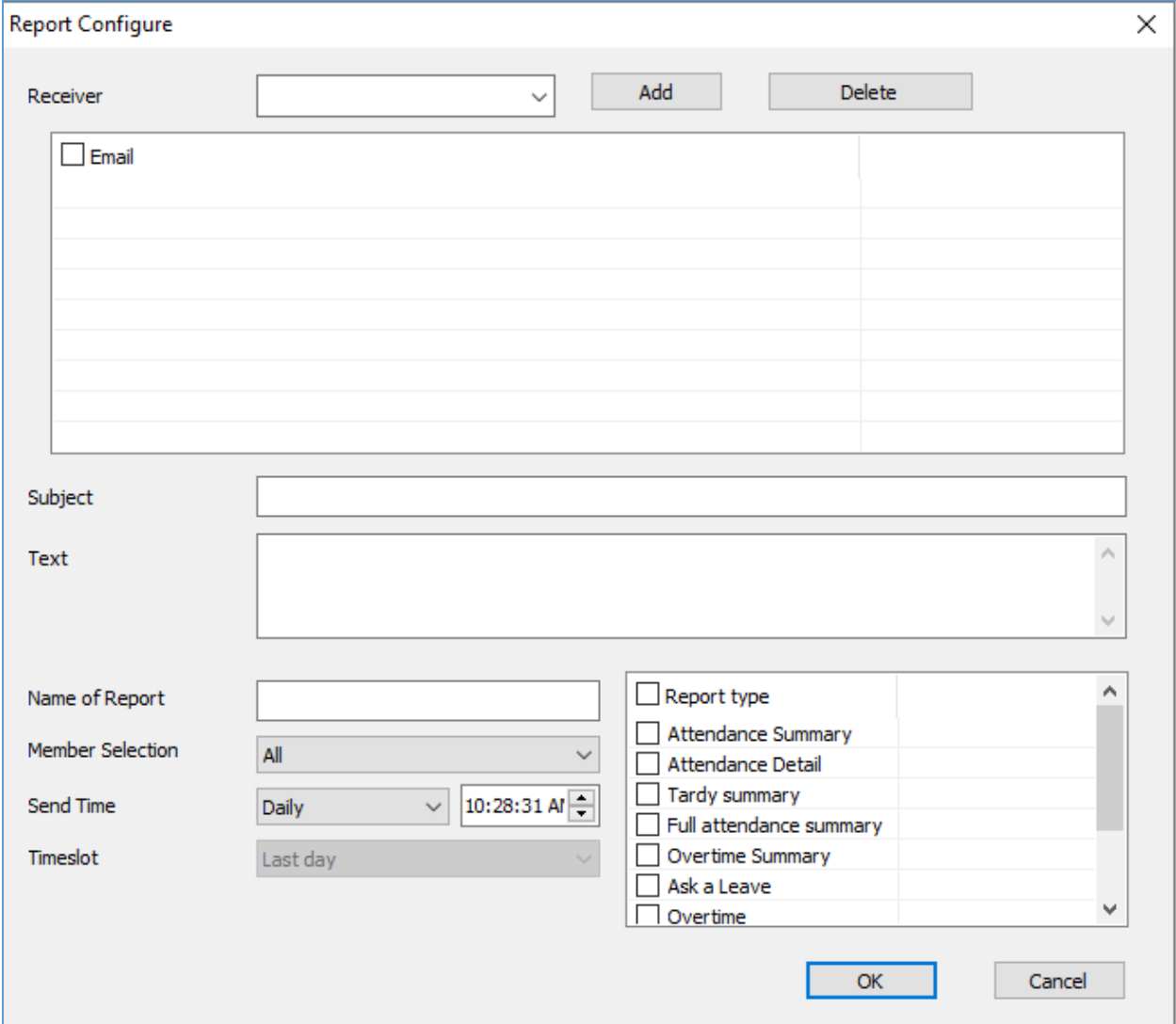
**Figure 42: SMTP Configuration**

## 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 (daily, weekly, and monthly), and report type (attendance Summary, Overtime..etc).



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



**Report Configure**

Receiver:  Add Delete

☐ Email


Subject:

Text:

Name of Report:

Member Selection: All

Send Time: Daily 10:28:31 AM

Timeslot: Last day

☐ Report type  
☐ Attendance Summary  
☐ Attendance Detail  
☐ Tardy summary  
☐ Full attendance summary  
☐ Overtime Summary  
☐ Ask a Leave  
☐ Overtime

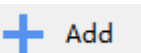
OK Cancel

Figure 43: Report List

## Attendance Management

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

### TimeFrame

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



Timeframe Property

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

00:00:00

Start Clock out Time

14:00:00

Office Time Starts

09:00:00

Office Hour End

18:00:00

Cut-off Clock in Time

12:00:00

Cut-off Clock out Time

23:59:00

Flextime to Work

0

Flextime off Work

0

OK

Cancel

Figure 44: 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 (member will be considered as absent 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. When set to "0" users will be considered absent after the configured "Office Time Starts ".
<b>Flextime off Work</b>	Enter allowed leaving early time. When set to "0", users will only be allowed to leave after "Office Hour End".

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





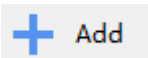
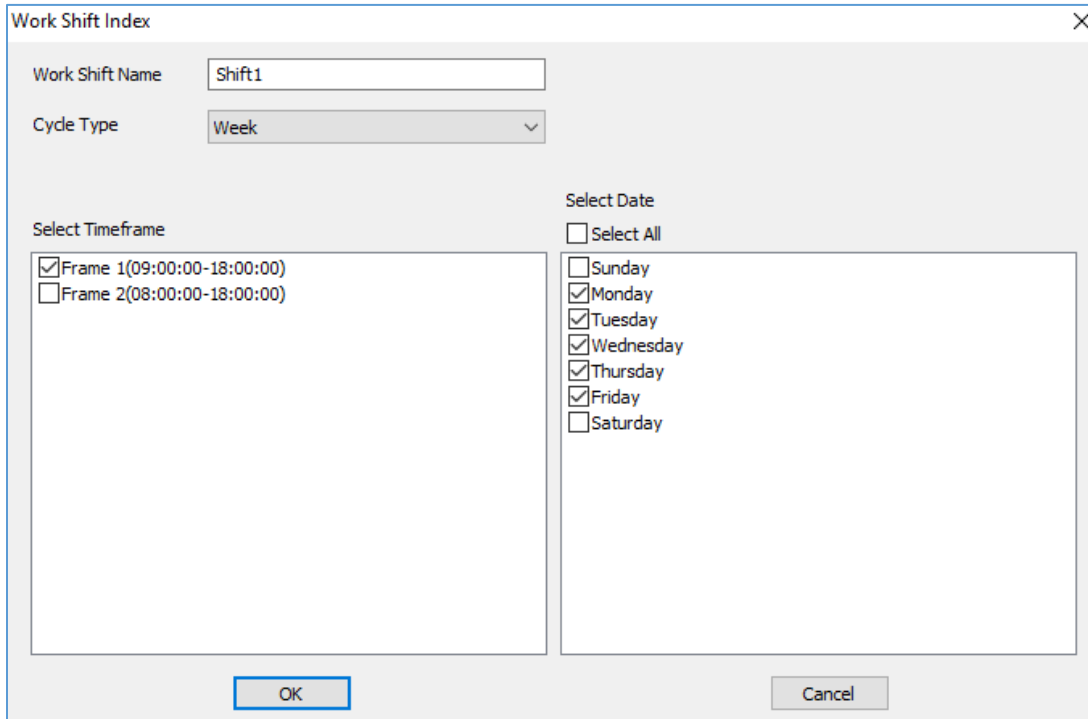
<div> <div>Refresh</div> <div>Add</div> </div>				
Index	Time Frame Name	Office hours	Office Hour End	
1	Frame 1	09:00:00	18:00:00	 
2	Frame 2	08:00:00	18:00:00	 

Figure 45: 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.



The "Work Shift Index" dialog box contains the following fields and options:

- Work Shift Name:** A text input field containing "Shift1".
- Cycle Type:** A dropdown menu set to "Week".
- Select Timeframe:** A list of two options:
  - ☒ Frame 1(09:00:00-18:00:00)
  - ☐ Frame 2(08:00:00-18:00:00)
- Select Date:** A section with a "Select All" checkbox and a list of days:
  - ☐ Sunday
  - ☒ Monday
  - ☒ Tuesday
  - ☒ Wednesday
  - ☒ Thursday
  - ☒ Friday
  - ☐ Saturday

At the bottom are "OK" and "Cancel" buttons.

Figure 46: Work Shift Index

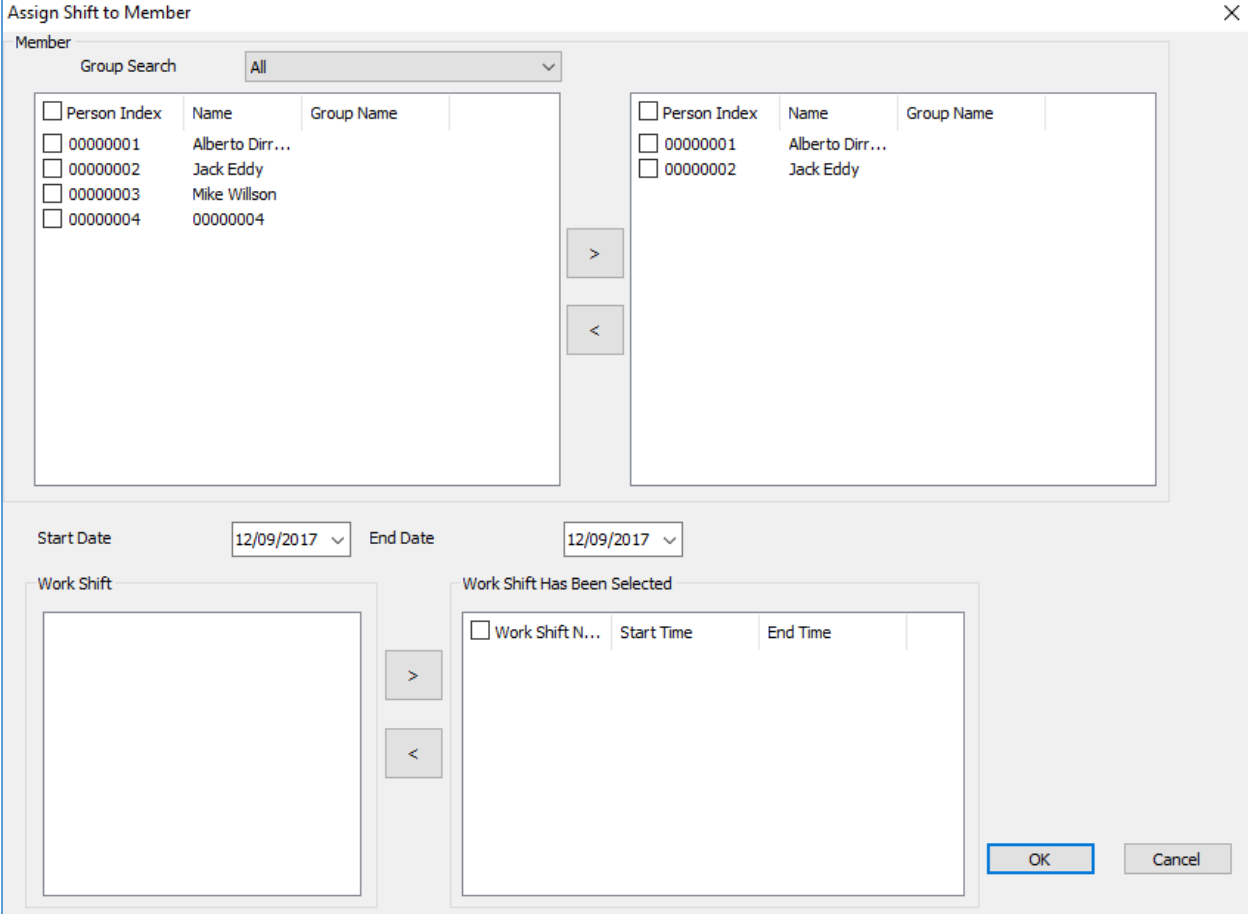
Users need to:

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.





**Assign Shift to Member**

Member

Group Search: All

<input type="checkbox"/> Person Index	Name	Group Name
<input type="checkbox"/> 00000001	Alberto Dirr...	
<input 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"/> 00000001	Alberto Dirr...	
<input type="checkbox"/> 00000002	Jack Eddy	

Start Date: 12/09/2017 End Date: 12/09/2017




Work Shift

Work Shift Has Been Selected

<input type="checkbox"/> Work Shift N...	Start Time	End Time
--	------------	----------

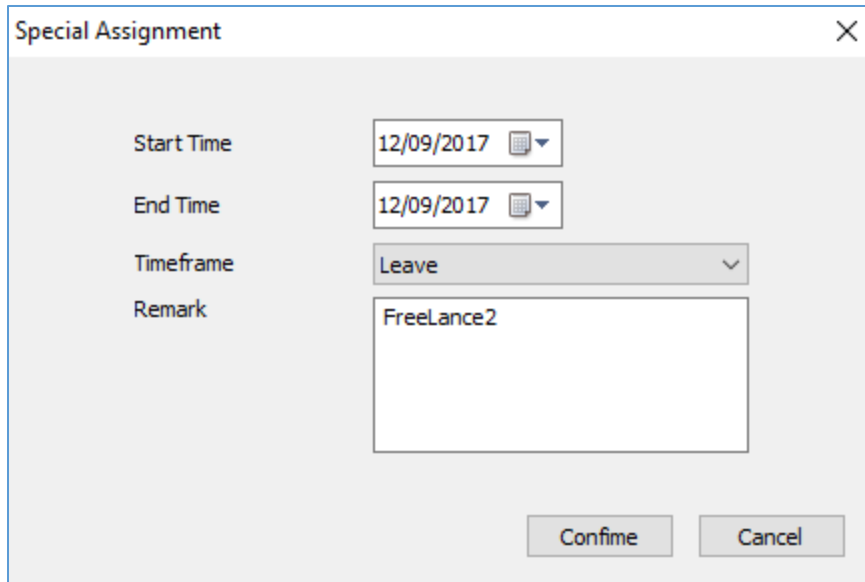
OK Cancel

**Figure 47: 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  under "Special Assignment" to add a special assignment as shown below.



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

- Start Time:** A date picker set to 12/09/2017.
- End Time:** A date picker set to 12/09/2017.
- Timeframe:** A dropdown menu currently showing 'Leave'.
- Remark:** A text area containing the text 'FreeLance2'.

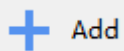
At the bottom right, there are two buttons: 'Confime' and 'Cancel'.

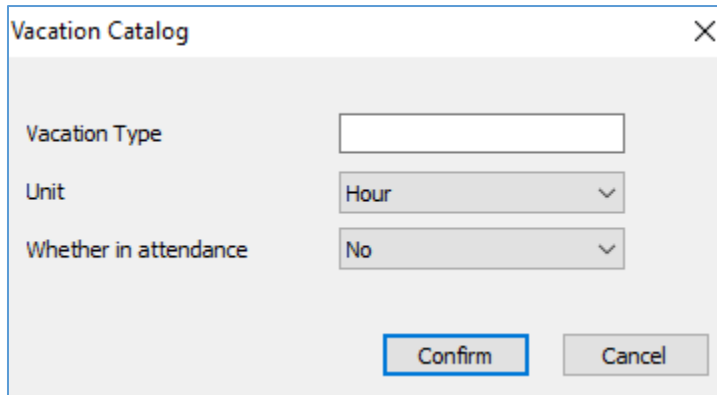
**Figure 48: Special Assignment**

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:** A text input field.
- Unit:** A dropdown menu currently showing 'Hour'.
- Whether in attendance:** A dropdown menu currently showing 'No'.

At the bottom right, there are two buttons: 'Confirm' and 'Cancel'.

**Figure 49: Vacation Type**

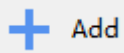
Users need to set:

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".

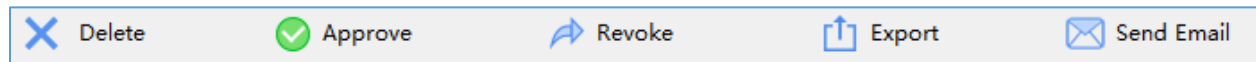




## Vacation Apply

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

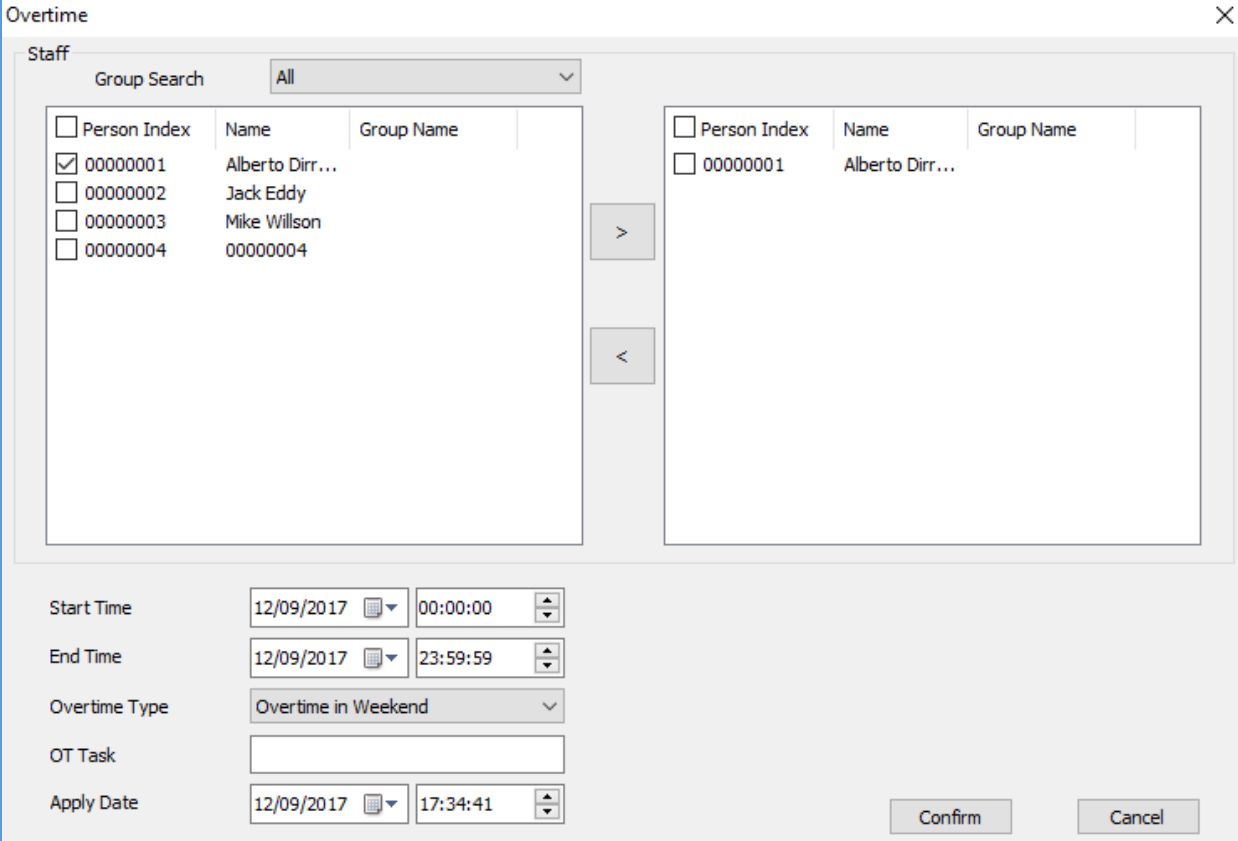
Figure 50: Take Vacation

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



The Overtime window is titled "Overtime" and has a close button (X) in the top right corner. It features a "Staff" section with a "Group Search" dropdown set to "All". Below this are two tables for selecting users. The left table has columns "Person Index", "Name", and "Group Name", with four rows: 00000001 (Alberto Dirr...), 00000002 (Jack Eddy), 00000003 (Mike Willson), and 00000004 (00000004). The right table has the same columns and one row: 00000001 (Alberto Dirr...). Between the tables are ">" and "<" buttons. Below the tables are fields for "Start Time" (12/09/2017, 00:00:00), "End Time" (12/09/2017, 23:59:59), "Overtime Type" (Overtime in Weekend), "OT Task" (empty), and "Apply Date" (12/09/2017, 17:34:41). "Confirm" and "Cancel" buttons are at the bottom right.

Figure 51: 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.






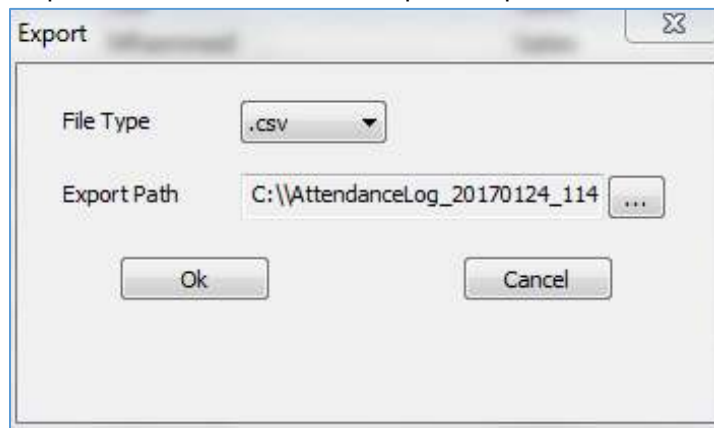
 Export		 Send Email				
Person Index	<input type="text"/>	Start Date	12/09/2017	End Date	12/09/2017	 Search
Person Index	Name	Group Name	Date	Clock Record		
00000002	Jack Eddy	Disable	2017-09-12	16:37:31		
00000003	Mike Willson	Disable	2017-09-12	16:37:36		
00000001	Alberto Dirruchi	Disable	2017-09-12	16:37:49		

Figure 52: 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).

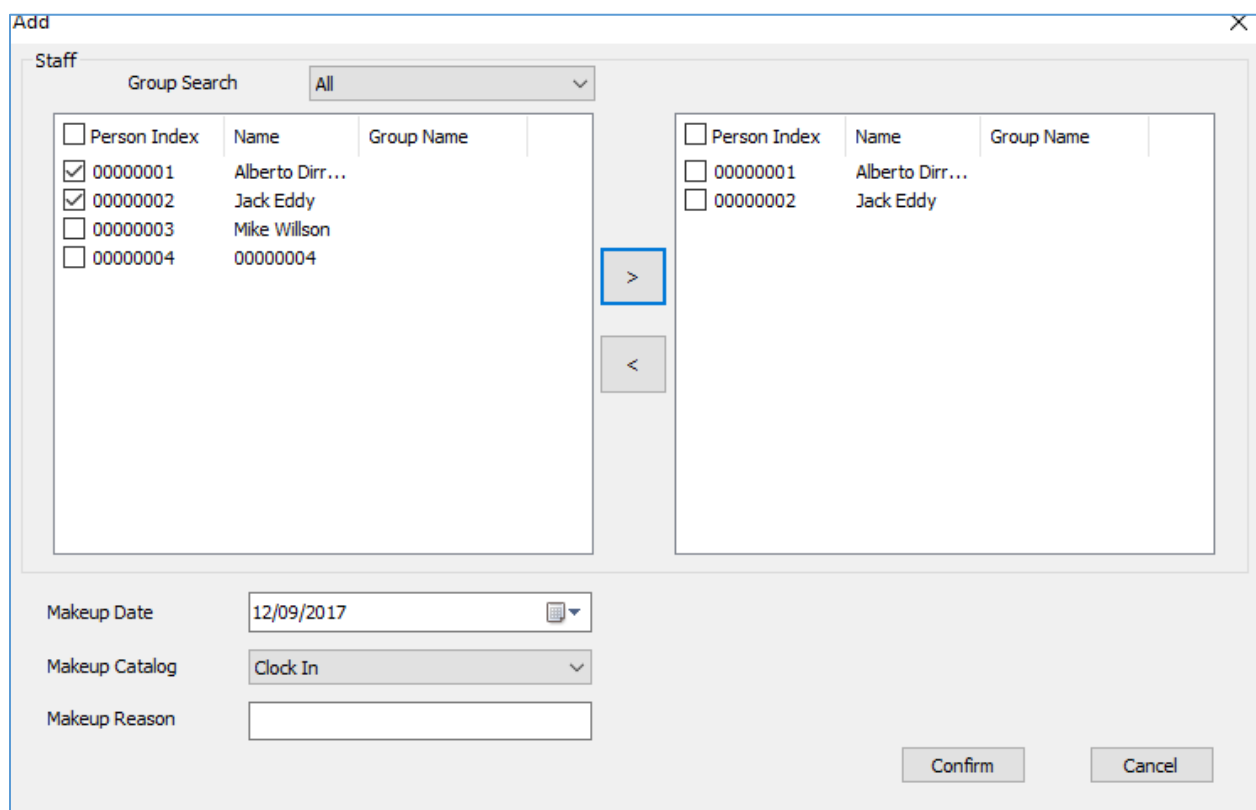
Click on  **Export** to export users' information to the specified path in ".csv" format as shown below.



**Figure 53: Export Attendance**



## Makeup Check-In

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



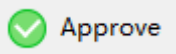
**Figure 54: Makeup Record**

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.

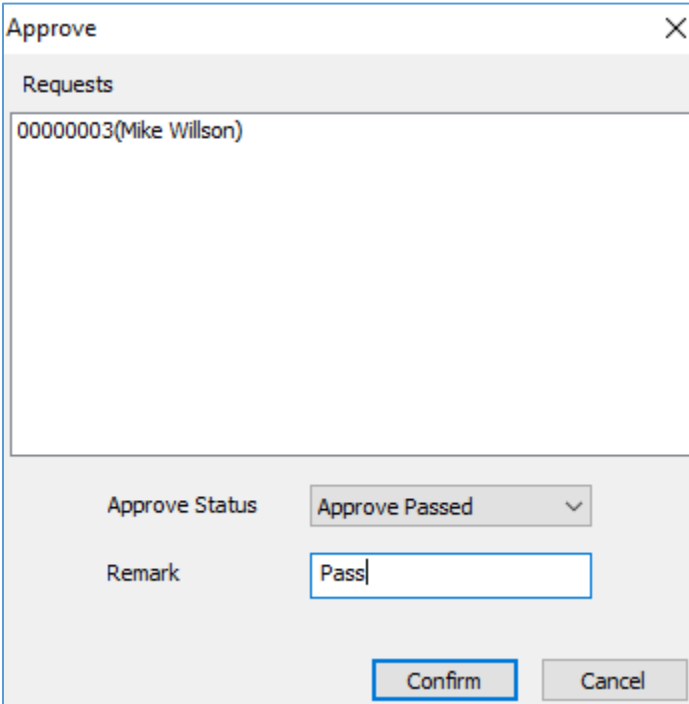
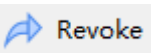

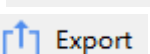
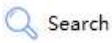


Figure 55: Audit


- ❖ 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  to retrieve data from the GDS3710.




Name ☒ Alberto Dimuchi;Jack Eddy;Mike Wilson;00000004;  More

Start Date  End Date   Search  Export  Send Email

Attendance Detail 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)
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**Figure 56: 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: <https://www.grandstream.com> to receive the most up-to-date updates on firmware releases, additional features, FAQs, documentation and news on new products.

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