

Grandstream Networks, Inc.

GDS Manager – User Guide



INTRODUCTION

The GDS Manager is a management software for the GDS37xx series 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 Requirements

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:** 320 GB (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:** 120 GB (depending on recording requirement)
- **Graphics Card Type:** Discrete Graphics Card recommended
- **Network Adapter:** 100Mbps network adapter, 1000Mbps recommended

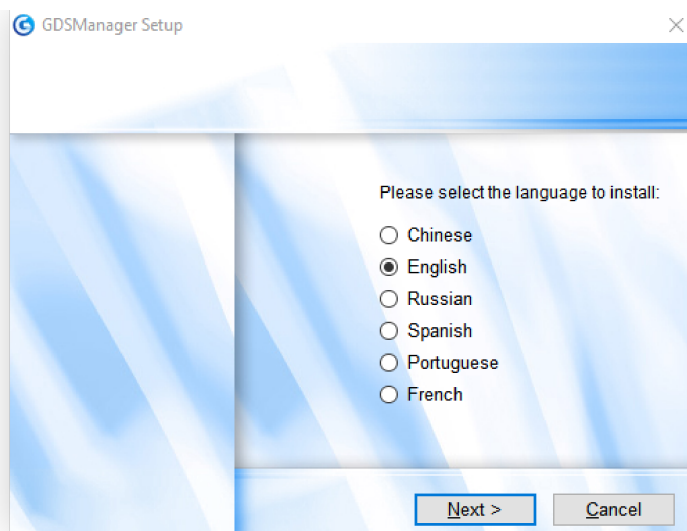
Note: UPS is required for the server to prevent database or video record file corruption caused by a power outage.

Download and Install GDS Manager

Users need to download the GDS Manager from the Grandstream Tools Page:

<https://www.grandstream.com/support/tools>

1. Open the **GDSManager.exe** file in the downloaded package to start installing the GDS Manager.
2. Select the Language from the available options below:



GDSManager Languages

3. Follow instructions to complete the installation.

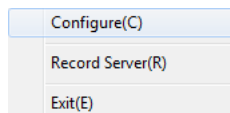
4. After installation is successful, the **GDSServer** and **GDSManager** icons will be shown on the Desktop:



Connecting to the GDS Manager

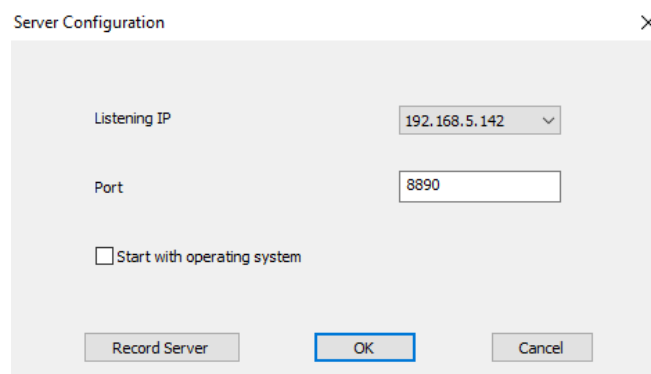
Starting GDS Server

Double-click on the GDS Server icon to start listening for new client connections. The folder icon will be shown on the taskbar. Right-click on it to bring up the server options as shown below.



GDS Server Options

1. **Configure:** Click to display a window showing the 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:



Server Configuration

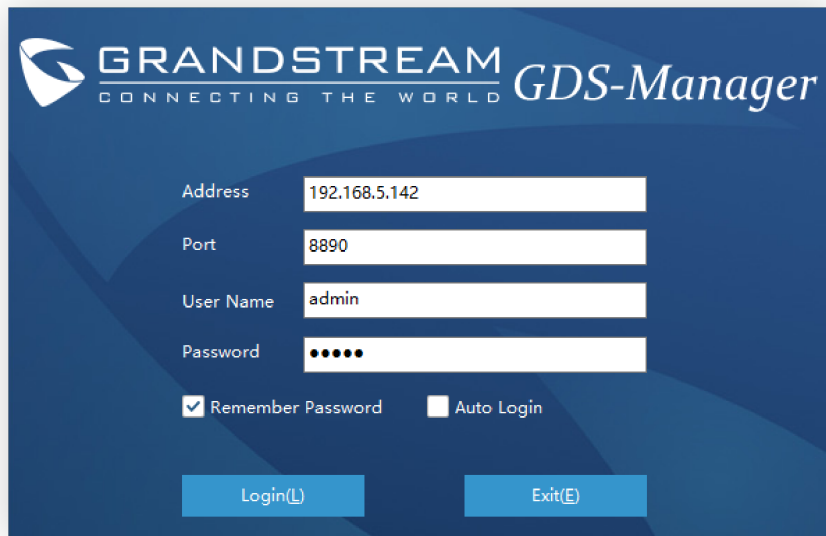
2. **Record Server:** Start an FTP server to save pictures uploaded by the GDS371x/GDS372x.
3. **Exit:** Click to quit the GDS Server software.

Starting GDS Manager

The GDS Manager is the client part of the software, which will allow interaction with the GDS37xx through the GDS Server.

To start the GDS Manager, follow the steps below:

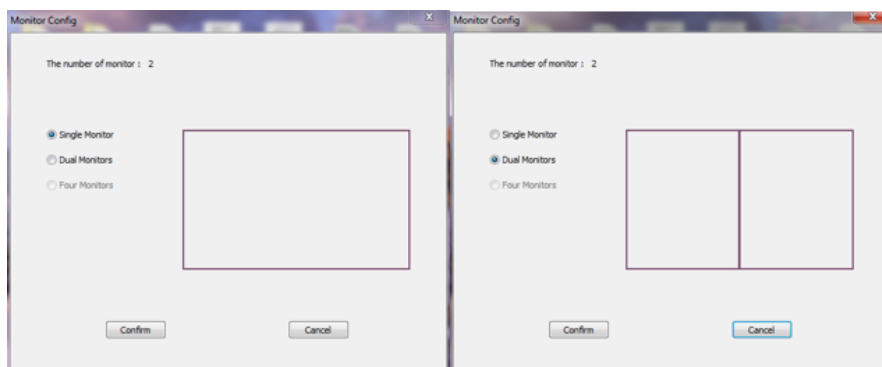
1. Double-click on the GDS Manager, and the following window will pop up:

The image shows the GDS Manager login window. It has a dark blue background with the Grandstream logo and 'GDS-Manager' text at the top. Below the logo, there are four input fields: 'Address' with '192.168.5.142', 'Port' with '8890', 'User Name' with 'admin', and 'Password' with four dots. There are two checkboxes: 'Remember Password' (checked) and 'Auto Login' (unchecked). At the bottom, there are two buttons: 'Login(L)' and 'Exit(E)'.

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, it's **admin**.
- **Password:** Enter the password to connect to the GDS Manager; by default, it's **admin**.

2. Click Login and the following confirmation window will pop up:

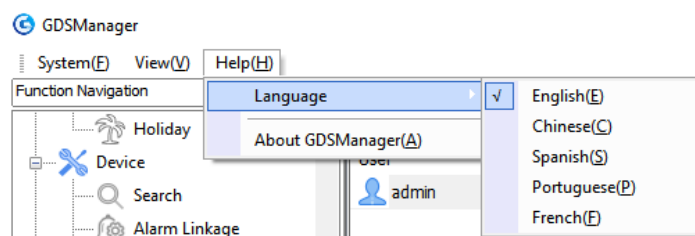
The image shows two side-by-side 'Monitor Config' windows. Both windows have a title bar 'Monitor Config' and a close button. The left window shows 'The number of monitor : 2' and three radio buttons: 'Single Monitor' (selected), 'Dual Monitors', and 'Four Monitors'. Below the radio buttons is a large empty rectangular box. At the bottom are 'Confirm' and 'Cancel' buttons. The right window is identical but shows 'Dual Monitors' as the selected option, and the box below is divided into two vertical panels.

Monitor Configuration

- Select **Single Monitor** or **Dual Monitor** to display the GDS Manager on a 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 across the WAN. Enter the Public or private IP of the GDS Server on the GDS Manager to connect.
- The user can still change the Language via the tool UI.



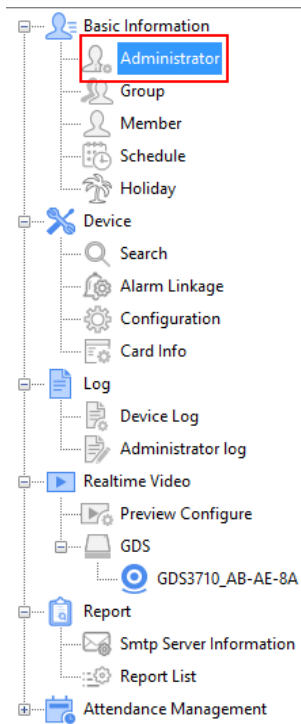
Change Language

GDS MANAGER APPLICATIONS

Basic Information

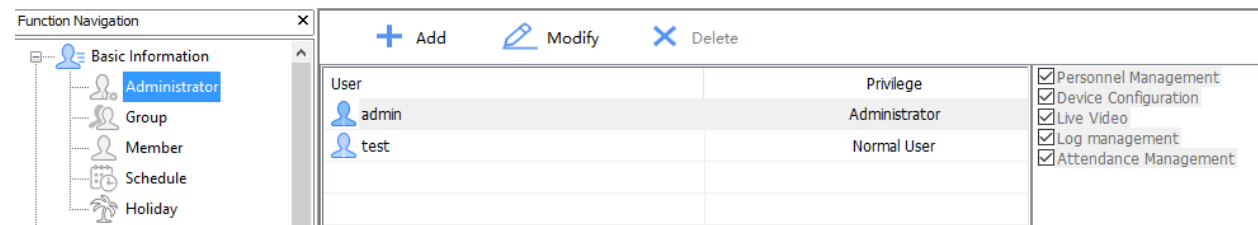
Administrator

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



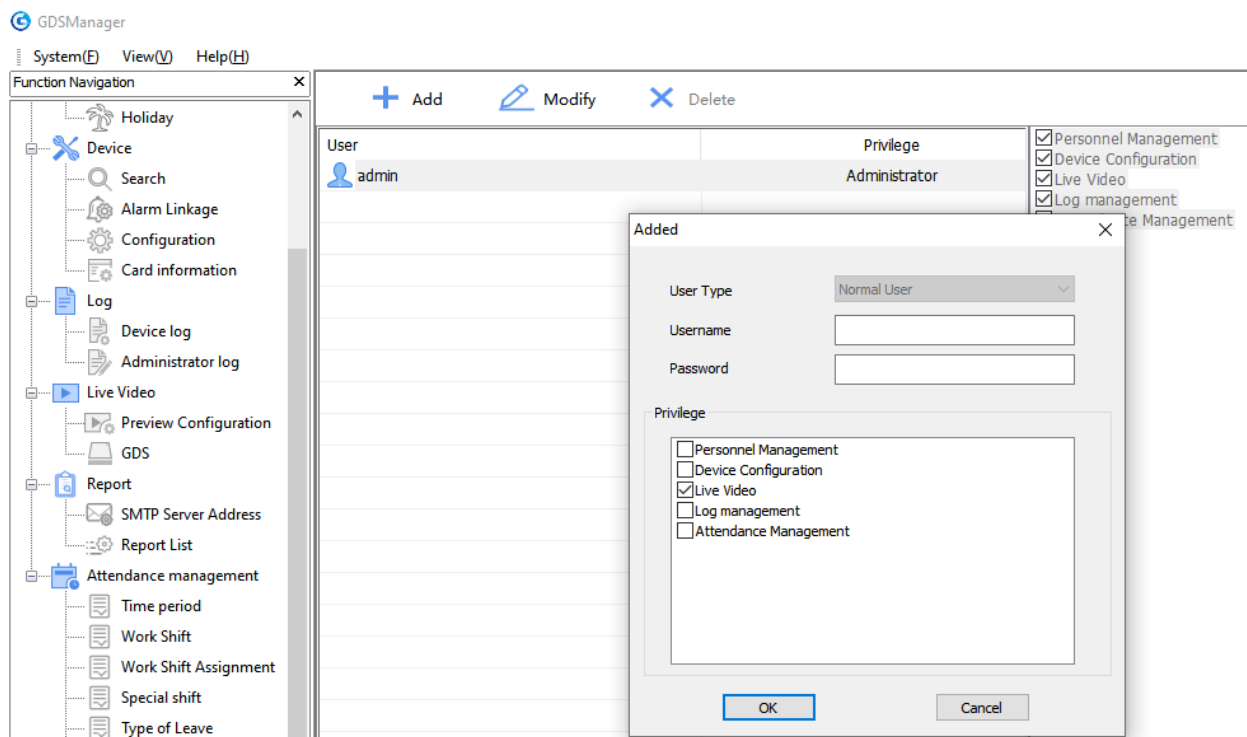
Administrator

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



User Management

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



User Management Select privilege

To change the admin password, set the following:

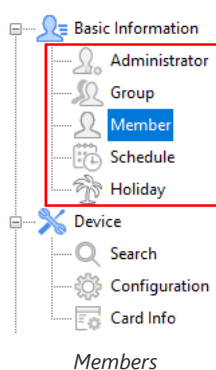
- Enter a new password and click on the "Modify" button.

To create a new user, follow steps below:

1. Enter a user name.
2. Enter a password.
3. Click on the "Plus" (+) button.

Note

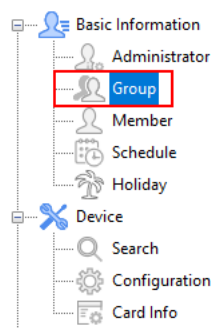
Administrator will have access to all sub-menus on the GDS Manager, while the user account will have access to the following.



Members

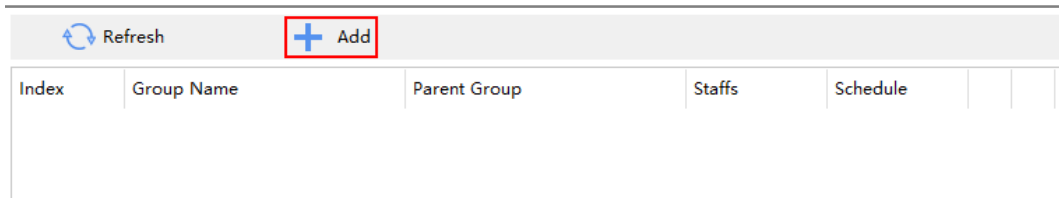
Group

Admin can create groups and sub-groups to separate users. This can be done by following these steps:



Groups

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



Add Groups

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

Group
×

Group Name

Parent Group Name

Disable

Schedule

Disable

Confirm

Cancel

Group Name

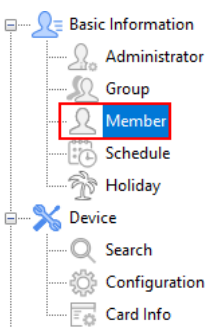
3. Configure the schedule time frames and click on **"Confirm"** to add the group.

Note

Users can create up to 50 groups.

Member

Admin can manage users from the **Member** menu; he/she can add/delete/synchronize data with the GDS37xx and search for a user.



Member

1. Click on **"Add a new Member"** to add a new user, and the following window will pop up to enter the 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

Member Profile

The table below describes the parameters on the member profile:

Field	Description
Index	The index will be incremented automatically. This field is not editable.
Name	Enter the user name.
Gender	Enter the user's gender: Male or Female.
ID Number	ID number is a unique number to identify a user.
Virtual Number	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.
Cell Phone	Enter the cell phone number of the user.
SIP Number	The SIP Number is mapped with virtual number, once the virtual number is dialed the GDS37xx will send an INVITE to the SIP Number.
Group	Enter the group where the user belongs.
Schedule	Configures the schedule time frames which will be assigned to the users for door system usage
Remark	Enter some remarks regarding the current user.
Card Number	Enter the RFID Card number (this is the number written on the RFID card).
Start Read Card	Click Start Read Card, then sweep RFID card on the USB card reader to read the number registered on the RFID card.

[illegible]

Batch Config

- 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 needs to be saved, then click on **"Export"**. The following window will pop up.

Export

File Type: .csv

Export Path: C:\\MemberList_20170912_144822

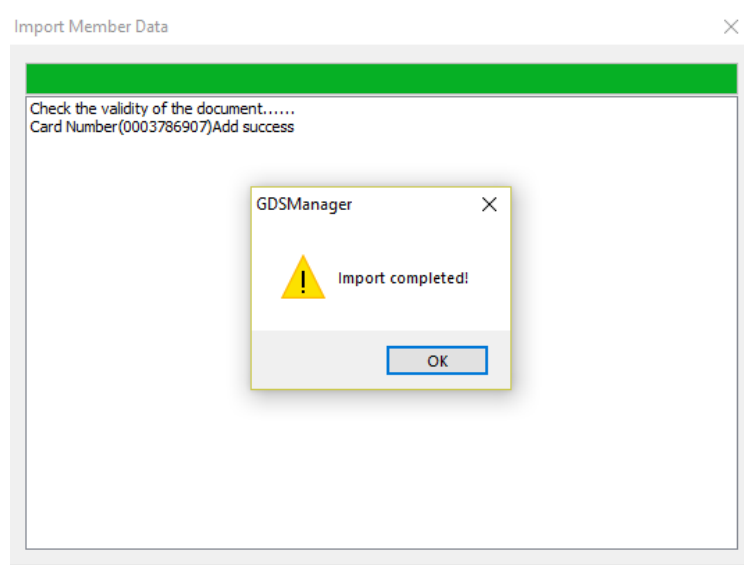
Buttons: Ok, Cancel

Export

- a. Click on the three dots icon (...) to browse directories where to store the users' data.
 - b. Click "OK" to save the data.
7. To import user configuration data, click on "Import", then select the CSV file.
- a. A pop-up window will appear to confirm the information uploaded and the overriding of the existing member

Data overriding

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



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



Search Members

Schedule

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

Click on the pencil "edit" icon to edit the schedules or on the "info" icon for schedule details.

Function Navigation					
- Basic Information - Administrator - Group - Member Schedule - Holiday - Device - Search - Alarm Linkage - Configuration - Card Info - Log - Device Log - Administrator log					
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			

Schedule

Holiday

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

Click on the pencil "edit" icon to edit the holidays or on the "info" icon for holiday details

Function Navigation			
- Basic Information - Administrator - Group - Member - Schedule Holiday - Device - Search - Alarm Linkage - Configuration - Card Info - Log - Device Log - Administrator log			
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		

Holiday

Device

This sub-menu allows users to search the available GDS37xx and prepare the configurations.

Search

Click on "Search" to perform a search for all GDS37xx available in the local network. The following window will be shown.

- Basic Information - Administrator - Group - Member - Schedule - Holiday Device Search - Alarm Linkage - Configuration - Card Info			
---	--	--	--

Search

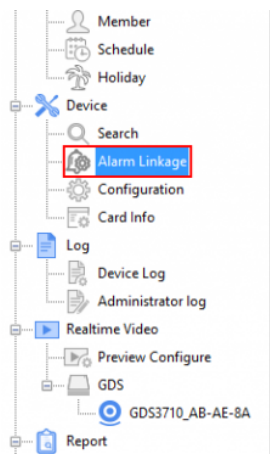
☒ Search by server		Search		+ Add			
☐ Index	Model	Version	Device Name	IP	Web Port	RTSP Port	Mac
☐ 1	GDS3705	1.0.0.26	GDS3705	192.168.5.108	443		00:0B:82:9A:8C:A5
☐ 2	GDS3710	1.0.3.32	GDS3710	192.168.5.13	443	554	00:0B:82:A4:0D:95

Search Window

1. Click "**Search**" to search for available GDSs
2. Select a GDS37xx and click on "**Add**" to start configuring the selected GDS37xx from the 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 of video when the alarm is triggered on the GDS37XX. This applies to: Motion Detection; Tamper; Wrong PIN input; DI; Hostage; Alarm Testing; Non-Scheduled Access Alarm.



Alarm Linkage

☐ Popup Video Window
☐ Record

Record Duration(s)
60

Record Path

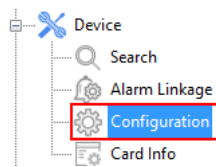
Save

Alarm linkage

Configuration

The configuration menu allows users to add manually available GDS37xx devices on the network to the GDS Manager.

1. Click on "Configuration", and the following window will pop up.



Configuration

Function Navigation

Basic Information

Administrator

Group

Member

Schedule

Holiday

Device

Search

Alarm Linkage

Configuration

Card Info

Log

Device Log

Administrator log

Realtime Video

Preview Configure

GDS

GDS3710_AB-AE-8A

Report

Sntp Server Information

Report List

Attendance Management

Add
Delete
Delete all
Save

GDS
GDS3710_AB-AE-8A

GDS attributes

Device Name
GDS3710_AB-AE-8A

☒ IP
192 . 168 . 216 . 21

☐ Domain Name

RTSP Port
554

Username
admin

Password
.....

PIN to Open Door 1

PIN to Open Door 2

☐ Transmit by Server

Transmission Protocol
RTSP-TCP

Door 1

Keep Door Open
Disable

Emergency PIN to Disable Keep Door
10:46:03 A

Schedule End Time
2/18/2020
10:46:03 A

Door 2

Keep Door Open
Disable

Emergency PIN to Disable Keep Door
2/18/2020

Schedule End Time
2/18/2020
10:46:03 A

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.

- ## Card Info

- Basic Information
 - Administrator
 - Group
 - Member
 - Schedule
 - Holiday
- Device
 - Search
 - Configuration
 - Card Info

Function Navigation

- Basic Information
 - Administrator
 - Group
 - Member
 - Schedule
 - Holiday
- Device
 - Search
 - Configuration
 - Card Info**
- Log
 - Device Log
 - Administrator log
- Realtime Video
- Report
 - Smtp Server Information
 - Report List
- Attendance Management

Copy to Manager
Delete Card Information

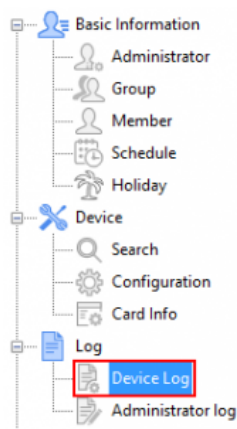
GDS3710_A7-9C-16

	Card Number	Name	Gender	Enable	Virtual Number	Sip Number	Valid Date
☐							
☐ 1	0006207083	Alberto Dirruchi	Male	Yes	1		2099/12/31
☐ 2	0007375881	Mike Wilson	Male	Yes	3		2099/12/31
☐ 3	0008998276	Jack Eddy	Male	Yes	2		2099/12/31

Log

Device Log

Click on "Device Log" to retrieve logs of GDS37xx operations.



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_88-5E-EF	2018-10-16 16:44:18	System up			
2	GDS3705_88-5E-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			

Log Management Device

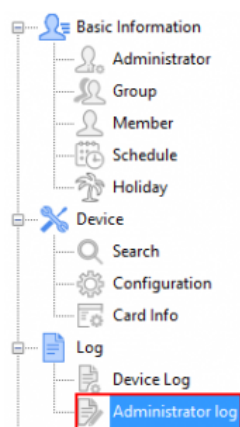
1. Filter can be done using 4 methods:

- **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 the 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 dismantling by force (GDS37xx will trigger alarms set on "Tamper alarm" when trying to remove GDS from the installation bracket).
 - **Hostage Alarm:** Display logs related to hostage alarm (GDS37xx will trigger alarms set on hostage alarm when users enter the password on the GDS3705/GDS3710/GDS3725 keypad on an urgent situation).
 - **Invalid Password:** Display logs related to input error alarms (GDS37xx 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 a full factory reset.
 - **Reset (Retain Network Data Only):** Display logs related to the unit factory reset, except network data.
 - **Reset (Retain Only Card Information):** Display logs related to the unit factory reset, except card information.
 - **Reset (Retain Network Data and Card Information):** Display logs related to the unit factory reset, except network data and card information.
 - **Reset (Wiegand):** Display logs related to the unit's hard factory reset using the 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 legitimate 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 the search criteria.
 3. Click on "Export" to export the displayed logs.

Administrator Log

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



Administrator Log

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

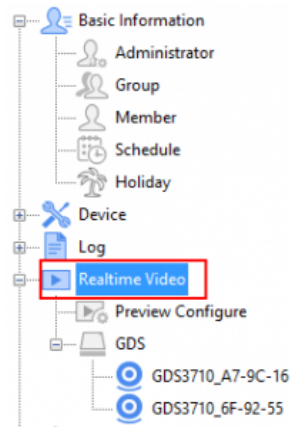
Period of Time					
5/24/2018		12:00:00 AM	-->	5/24/2018	11:59:59 PM
Search					
Index	Date	Time	User	Operation Type	Detailed Info
1	2018/5/24	09:45:41	admin	Login	
2	2018/5/24	10:17:43	admin	Edit staff group	Grandstream
3	2018/5/24	10:17:56	admin	Edit staff group	Support
4	2018/5/24	10:18:11	admin	Edit 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"

Log Management Admin

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

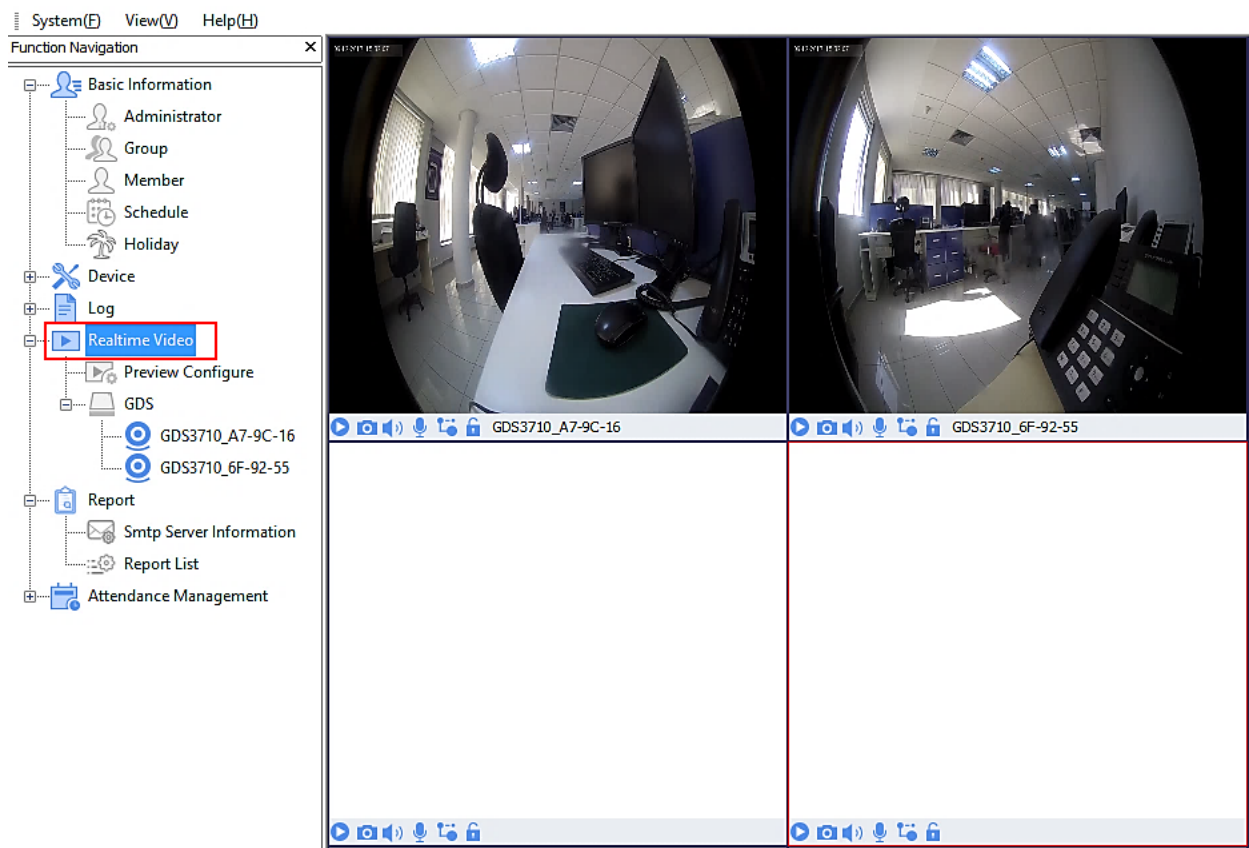
Realtime Video

Click on “Realtime Video” to list available GDS371x/GDS372x streams.



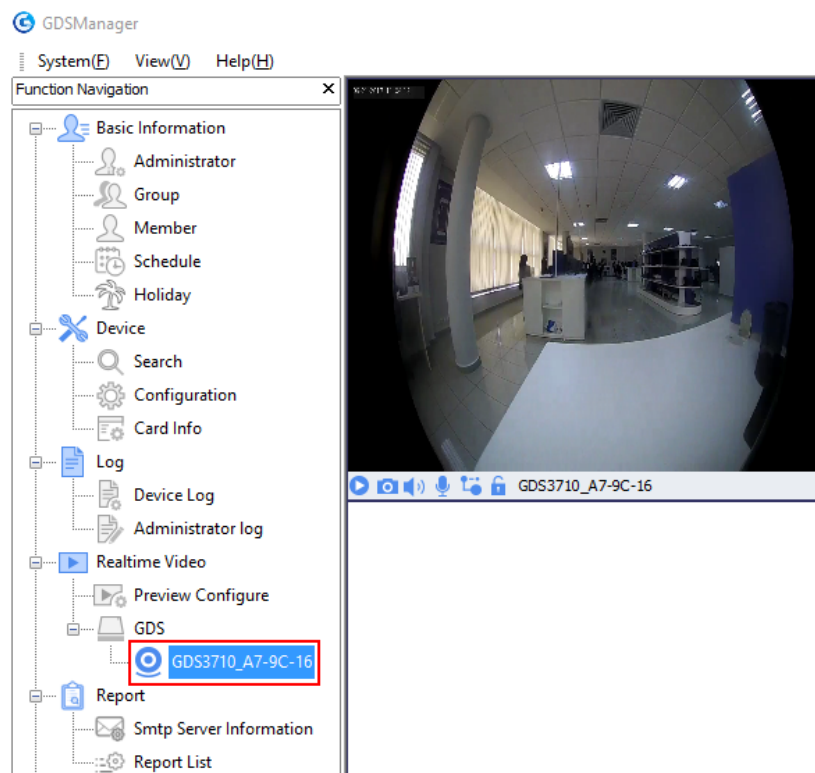
Realtime Video

Users need to add GDS371x/GDS372x to the GDS Manager first from the “Search” sub menu to display the stream on the “Realtime Video” menu.



Play GDS3710 Stream

The following screenshot displays the video stream of the connected GDS371x/GDS372x. 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 icons in the command bar below: .



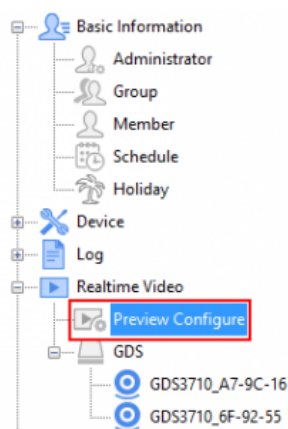
GDS3710 Live Stream

Note

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

Preview Configure

Click on “Preview Configure” to select the file where to store screenshots taken from the GDS37xx.



Preview Configure

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

Video window layout limit for primary stream display

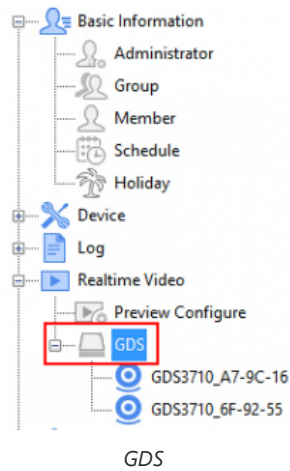
1	4	6	8	9	16	20	25	36	72
---	---	---	---	---	----	----	----	----	----

Capture Folder



GDS

The "GDS" sub-menu displays connected GDS37xx to the GDS Manager added via the "Search" sub menu and their video stream.



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.

Smtp Server Information

Server Address	
	☒ SSL
Port	465
Sender Emailbox	
User Name	
Password	
 Send Test  OK	

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

Report Configure

Receiver: [dropdown] [Add] [Delete]

☐ Email

Subject: [text box]

Text: [text box]

Name of Report: [text box]

Member Selection: [All] [dropdown]

Send Time: [Daily] [dropdown] [10:28:31 AM] [time picker]

Timeslot: [Last day] [dropdown]

☐ Report type

☐ Attendance Summary

☐ Attendance Detail

☐ Tardy summary

☐ Full attendance summary

☐ Overtime Summary

☐ Ask a Leave

☐ Overtime

[OK] [Cancel]

Report List

Attendance Management

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

TimeFrame

Click on "Add" under "Timeframe" in order to set start and end work time and other time properties 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: [text box]

Start Clock in Time: [00:00:00] [time picker] Start Clock out Time: [14:00:00] [time picker]

Office Time Starts: [09:00:00] [time picker] Office Hour End: [18:00:00] [time picker]

Cut-off Clock in Time: [12:00:00] [time picker] Cut-off Clock out Time: [23:59:00] [time picker]

Flextime to Work: [0] [text box] Flextime off Work: [0] [text box]

[OK] [Cancel]

Timeframe Property

The table below describes all the parameters that can be configured in this window:

Field	Description
Timeframe Name	Enter the Time Frame name.
Start Clock-in time	Enter the time when users are allowed to start check-out.
Start Clock -out time	Enter the office start working time.

Office Time Starts	Enter the office end working time.
Office Hour End	Enter the end check-in time (member will be considered as absent after this time).
Cut-off-Clock-in Time	Enter the allowed leaving early time. When set to "0", users will only be allowed to leave after "Office Hour End".
Cut-off-Clock-out Time	Enter end check-out time (no check-out will be accepted after this time).
Flextime to Work	Enter the allowed late time. When set to "0", users will be considered absent after the configured "Office Time Starts".
Flextime off Work	Enter the allowed early leaving 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.

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		

Timeframe

Work Shift

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

Work Shift Index

Work Shift Name

Shift1

Cycle Type

Week

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

OK

Cancel

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 "Add" under "Work Shift Assignment" to assign a work shift to users as shown below.

Assign Shift to Member

Member

Group Search: All

☐ Person Index	Name	Group Name
☐ 00000001	Alberto Dirr...	
☐ 00000002	Jack Eddy	
☐ 00000003	Mike Willson	
☐ 00000004	00000004	

☐ Person Index	Name	Group Name
☐ 00000001	Alberto Dirr...	
☐ 00000002	Jack Eddy	

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

Work Shift

☐ Work Shift N...	Start Time	End Time
--	------------	----------

Work Shift Has Been Selected

☐ Work Shift N...	Start Time	End Time
--	------------	----------

OK Cancel

Assign Shift to Member

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

Special Assignment

Click on "Add" under "Special Assignment" to add a special assignment as shown below.

Special Assignment

Start Time: 12/09/2017

End Time: 12/09/2017

Timeframe: Leave

Remark: Freelance2

Confirm Cancel

Special Assignment

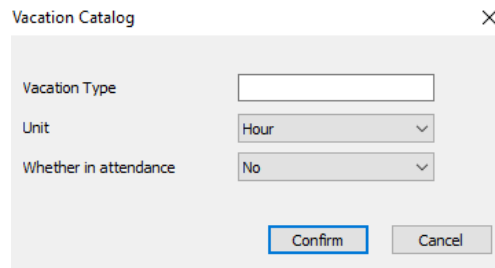
Users need to set:

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 of this special assignment.

Vacation Catalog

Click on "Add" to add a new vacation type to assign it to users. The following window will pop up.



Vacation Type

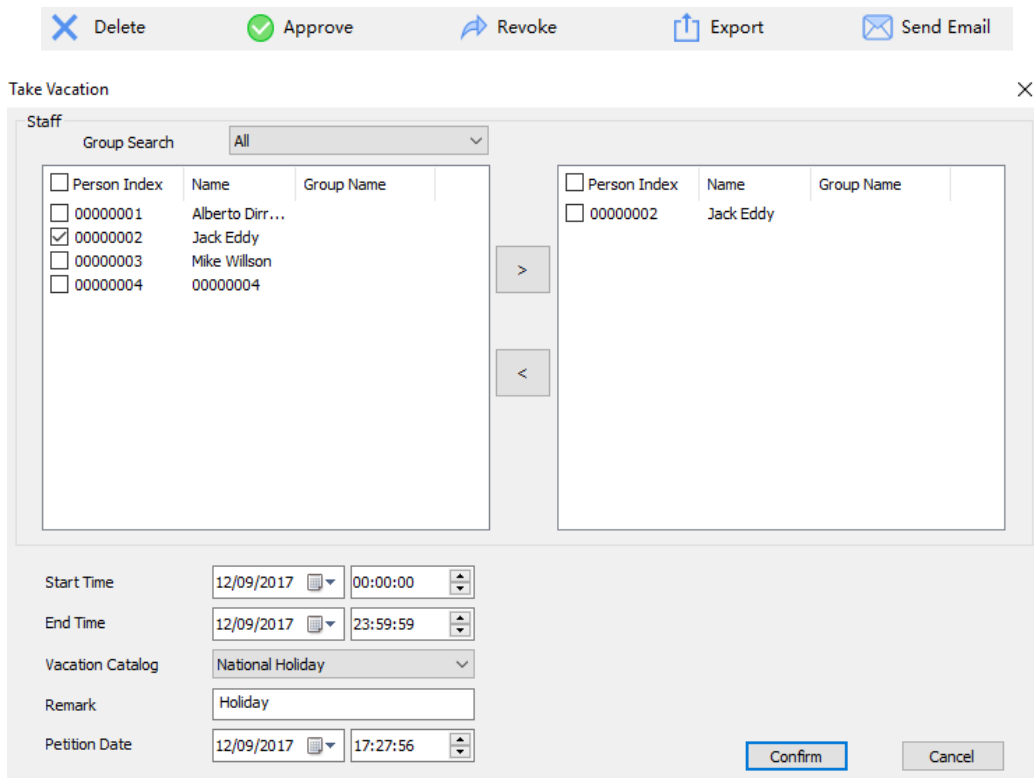
Users need to set:

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 "Add" to set the configuration for vacation.

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



Take Vacation

Following configuration needs to be done:

1. Select users for vacation using the 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.

Overtime

Staff

Group Search: All

Person Index	Name	Group Name
☒	00000001	Alberto Dirr...
☐	00000002	Jack Eddy
☐	00000003	Mike Willson
☐	00000004	00000004

>

<

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

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

Overtime Type: Overtime in Weekend

OT Task:

Apply Date: 12/09/2017 17:34:41

Confirm Cancel

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		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	

Clock In Out Records

Click on the "Search" icon to retrieve users' information from the GDS37xx (users may need to wait around 2 minutes for the GDS Manager to retrieve users' information from the GDS37xx).

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

Export

File Type: .csv

Export Path: C:\\AttendanceLog_20170124_114 ...

Ok Cancel

Export Attendance

Makeup Check-In

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

The 'Add' window is a dialog box with a title bar containing 'Add' and a close button. It features a 'Group Search' dropdown menu set to 'All'. Below this are two side-by-side tables. The left table has columns for 'Person Index', 'Name', and 'Group Name', and contains four rows: 00000001 (Alberto Dirr...), 00000002 (Jack Eddy), 00000003 (Mike Willson), and 00000004 (00000004). The right table has the same columns and contains two rows: 00000001 (Alberto Dirr...) and 00000002 (Jack Eddy). Between the tables are '>' and '<' buttons. At the bottom left, there are three fields: 'Makeup Date' (12/09/2017), 'Makeup Catalog' (Clock In), and 'Makeup Reason' (empty). At the bottom right are 'Confirm' and 'Cancel' buttons.

Person Index	Name	Group Name
☒	00000001	Alberto Dirr...
☒	00000002	Jack Eddy
☐	00000003	Mike Willson
☐	00000004	00000004

Person Index	Name	Group Name
☐	00000001	Alberto Dirr...
☐	00000002	Jack Eddy

Makeup Date: 12/09/2017
Makeup Catalog: Clock In
Makeup Reason:

Confirm Cancel

Makeup Record

2. Following these steps:

- Select users for Makeup record using the arrows.
- Enter the "Makeup Date".
- Enter the "Makeup Catalog".
- Enter "Makeup Reason".
- Click on "Confirm".

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

The 'Approve' window is a dialog box with a title bar containing 'Approve' and a close button. It has a 'Requests' section with a list box containing '00000003(Mike Willson)'. Below this are two fields: 'Approve Status' (Approve Passed) and 'Remark' (Pass). At the bottom are 'Confirm' and 'Cancel' buttons.

Requests

00000003(Mike Willson)

Approve Status: Approve Passed
Remark: Pass

Confirm Cancel

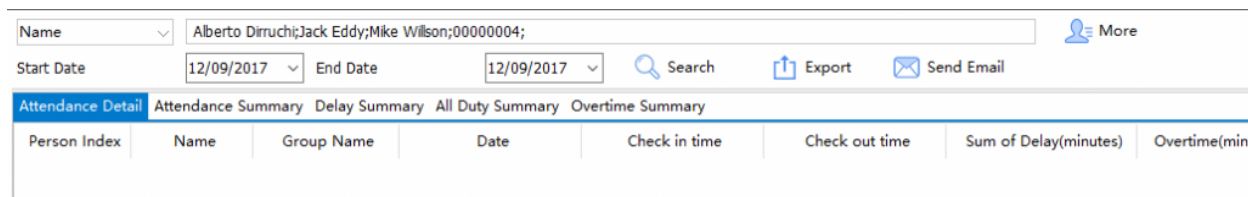
Audit

- 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 "Revoke" to revoke the status.
5. Select a user and click on "Delete" to delete it from the audit list.
6. Select users and click on "Export" 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 the "Search" icon to retrieve data from the GDS37xx.



The screenshot shows the Attendance Report interface. At the top, there is a search bar with a dropdown menu for "Name" containing the text "Alberto Dirruchi;Jack Eddy;Mike Willson;00000004;". To the right of the search bar is a "More" button with a user icon. Below the search bar are two date pickers: "Start Date" set to "12/09/2017" and "End Date" set to "12/09/2017". To the right of the date pickers are three buttons: "Search" (with a magnifying glass icon), "Export" (with a document icon), and "Send Email" (with an envelope icon). Below these elements is a horizontal tab bar with five tabs: "Attendance Detail" (selected), "Attendance Summary", "Delay Summary", "All Duty Summary", and "Overtime Summary". Below the tab bar is a table with the following columns: "Person Index", "Name", "Group Name", "Date", "Check in time", "Check out time", "Sum of Delay(minutes)", and "Overtime(min)".

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.

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.

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 1.0.1.23

- Added support for the new GDS372x series (GDS3725, GDS3726, GDS3727).

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 [[Member](#)]

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.