

GDS Manager Your Facility Management Platform

Our GDS series of Facility Access Devices has become a go-to choice for businesses, offices, residential buildings, industrial locations and warehouses looking to protect, manage, restrict and track access to their facilities. **One of the best aspects of our GDS series is the free management platform it includes, GDS Manager.** GDS Manager offers a complete facility and human resources management platform that allows administrators to provide customized access to employees and guests, track check-in and check-out times, access detailed reports, view real-time video/audio feeds and more. It also provides a centralized platform that can manage and provide reports from GDS series devices, including our USB RFID Card Reader, in multiple physical locations. This guide provides a quick overview of what GDS Manager can do for any business.



Setup is the Foundation

1. Pair GDS devices and USB RFID Card readers in any location with GDS Manager through IP Addresses



2. Create users profiles for those who need access to facilities and rooms



3. Scan and activate RFID cards, chips or fobs, specific to each user, using the USB RFID Reader or any GDS device. Or, set passwords for each user.



4. If desired, assign schedules for each user or group to determine when they are able to receive access through a GDS device



Attendance Management



Set specific shift, flex-time, holiday, and overtime rules either to allow or restrict access. Statistics are noted in reports generated by GDS Manager.

- **Clock-in and clock-out times:** per employee or for groups
- **Shift times:** restrict access outside of shift times
- **Flex time:** how late can an employee be
- **Cut-off times:** restrict access based on time
- **Overtime rules:** automatically track employee overtime
- **Holidays/weekend:** track/restrict access on holidays/weekends

Activity Reports



Sent Automatically

With a built-in SMTP server, reports can be automatically generated and emailed out by GDS Manager. Users can customize when the reports are sent and whom they are sent to.

Export at Any Time

Admins can log-in to GDS Manager at any time to export reports.

Customize or See All information

Customize reports to include specific information or to include all available information.

By GDS device or for all GDS devices

Reports can be created for specific GDS devices or for all paired devices

By employee or employee groups

Reports can be generated for specific employees, employee groups, all employees, or pick-and-choose between those options

Real-Time Video



View Live Video Feeds

View live video feeds to respond accordingly to real-time events



Talk to Visitors through GDS Manager

With support for 2-way audio, speak through any paired GDS device to visitors in real-time

Open Doors

Simply click a button with GDS Manager to open doors

Screen Capture

See something suspicious? Take an instant screen capture

Record Video

Pair any GDS devices with an NVR, NAS or video management software to record video for security purposes