ENTRAPASS™
CORPORATE EDITION

High Performance Access Control and Integrated Security System

Reference Manual

KANTECH / access control and integrated systems

SENSORMATIC ELECTRONICS CORPORATION
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WARNING: KANTECH recommends that the entire system be completely tested on a regular basis. However, despite frequent testing, and due to, but not limited to, criminal tampering or electrical disruption, it is possible for this SOFTWARE PRODUCT to fail to perform as expected.

Table of Contents

Chapter 1 • Introduction

Welcome to EntraPass, a powerful multi-user access control system that provides all the features required in the most demanding applications.

What is EntraPass? EntraPass is a comprehensive, menu-driven access control software package. Among the many features, EntraPass offers:

- Remote communication capability
- Configurable desktops
- Integrated Badging capability
- Multiple reader technology
- Interactive floor plans
- Time and Attendance reporting
- Visual diagnostics
- SmartLink interface
- Elevator control
- Video Integration
- Local anti-passback

What is access control? Access control consists of a set of components (door readers, exit detectors, motion detectors, etc.) that are professionally installed and electronically controlled.

System workstations are used to receive event messages, acknowledge alarms, modify the system database, etc. A supporting advantage of access control is that all system events are carefully archived and can be easily retrieved for inspection purposes.

Some EntraPass Features

Visual Diagnostics. EntraPass offers on-screen real-time visual representation of the system devices, with conditions updated in real-time, including high resolution floor plans that can be imported and displayed on screen. Interactive system icons can be added to the graphic to display component status in real-time. Manual operations may be performed from the real-time system graphic.

Express Setup. The Express Setup utility enables installers to automatically define and configure the most standard system components. This saves installation time and prevents setup errors. With Express Setup, the system is fully functional and ready to test the hardware and wiring before the installer makes the customized changes necessary for a particular site.

Integrated Badging. The Integrated Badging feature was added to EntraPass to allow users to design and print badges. Pictures and signatures can be imported or, with the necessary devices, captured and incorporated into cards for printing badges.

Vocabulary Editor. The system is multilingual. It is available in English, French, Spanish and German. It can also be translated in up to 99 languages.

Time and Attendance feature. The Time and Attendance feature is a low-cost alternative to high-priced dedicated Time and Attendance systems. It enables operators to print or download time sheets in a CSV format to a payroll system.

SmartLink feature. EntraPass enables organizations to interface to most intelligent devices such as CCTV multiplexers, alphanumeric pager systems, LCD panels, video matrix switchers, etc., using an RS-232 link cabled between one of the EntraPass SmartLink workstation and the external device. This feature can also be used to create, in real time, text or CSV files containing specific information concerning an event. These files can then be used with third party Time and Attendance systems, spreadsheet programs, etc.

Elevator Control capability. EntraPass allows installers to program up to 64 floors per elevator cab using expansion devices such as KT-PC4216, KT-PC4204 or REB-8.
This indispensable feature in a multi-tenant building allows facility managers to restrict specific floor access to authorized cardholders.

Video Integration. EntraPass adds real-time monitoring capability to the Corporate and Global series as a response to the growing importance of video in access control systems. From EntraPass Corporate and Global Edition user interfaces, operators can configure viewing parameters for digital video applications.

Redundant Server & Mirror Database. The Redundant Server & Mirror Database option provides an alternative duplication mechanism in case of failures and errors of the Primary Server.

Using KT-100, KT-200 and KT-300 controllers. EntraPass is compatible with Kantech's KT-200 controller, KT-100 and KT-300 controllers. This has an added benefit when

upgrading existing sites that require more flexibility and improved user interfaces. It also allows installers to select the controller that best suits their customers' needs and budget.

Interfacing with external alarm panels. KT-100 and KT-300 controllers allow users to arm, disarm, and postpone the arming of an external alarm panel through. This allows EntraPass to easily integrate with an external alarm system.

EntraPass Manual and Help

Using the Reference Manual

The *Reference Manual* is designed for EntraPass system installers, administrators and users. You may refer to the hard copy of the manual or to the on-line version in pdf format.

To download an updated version of Acrobat Reader, browse to http://www.adobe.com.

Getting Help

Our window-level help will provide you with immediate and context-related help. Press [F1] on your keyboard to display the help related to the active window or select [Help] [Contents] from the EntraPass menu.

For **immediate** help, use the **Help** button, found in all the system window. You may also use the right-click option; it may either display a shortcut menu or the help file of the active window.

Technical Support

If you cannot find the answer to your question in this manual or in the Help files, we recommend you contact your system installer. Your installer is familiar with your system configuration and should be able to answer any of your questions.

Should you need additional information, please call our Customer Assistance Service, Monday to Friday 8:00 AM to 8:00 PM E.S.T. (GMT -5:00)

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Fax	+1 (450) 444-2029
US & Canada	1 888 222-1560 (Toll Free Number)
Internet	http://www.kantech.com
E-mail	kantechsupport@tycoint.com

System Architecture
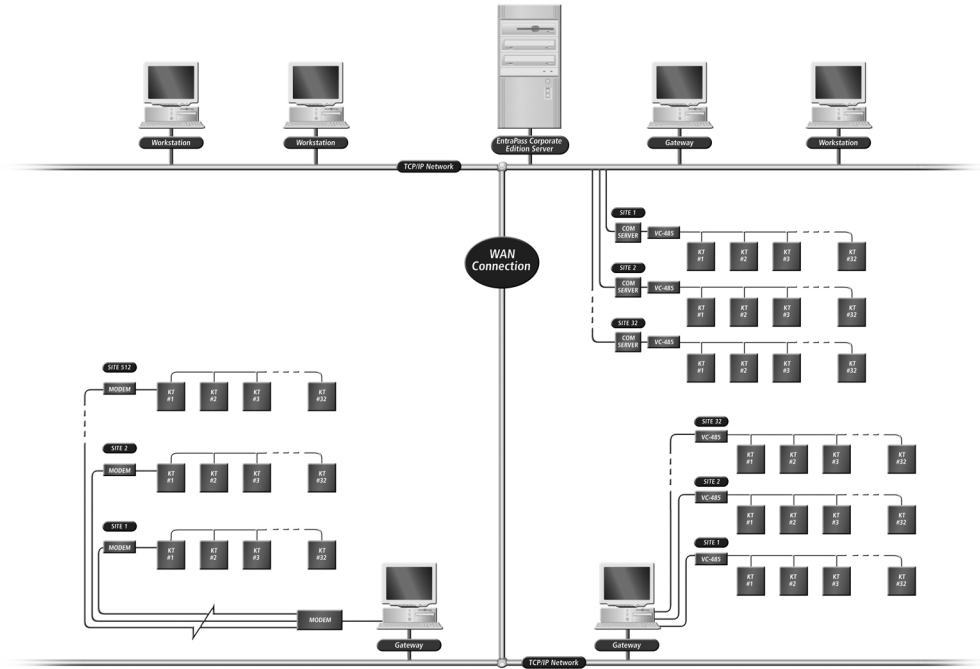
Chapter 2 • Software Installation

Before any installation takes place, make sure that the computers on which the software will be installed meet the necessary requirements.

For information concerning hardware equipment installed with the software, refer to the documentation supplied with the hardware deviserverorces.

This chapter contains information related to the EntraPass software. You will find:

- System requirements
- Software installation and upgrading

Depending on the system configuration, there are different system hardware requirements for the installation of the EntraPass software.

System Requirements

Make sure that the computer on which you are installing the software meets the following requirements:

- Operating Systems: Windows 98 (Second edition)/NT/2000/XP
- Processor: Pentium III at 800 MHz (minimum)
- RAM: 256 MB RAM minimum
- Minimum free hard disk space: 4 GB
- Color depth (for Video Integration): 24-bit (16 million colors)
- Screen resolution: 1024 x 768
- Graphic adapter: 32 MB
- CD-ROM drive
- Network Interface card: 100 Base-T network adaptor

Video Applications

- Pentium III with 256 MB RAM recommended
- Windows 98/2000/XP/NT, version 4, and Server 2003
- Microsoft XP Home and Professional
- Graphic adapter with at least 32MB of RAM
- Monitor with a resolution of at least 1024 x 768

Additional Requirements

For some applications, you can use the following devices:

- **A video capture card**—to capture user images for card identification
- **A sound card**—to use warning sounds when an alarm is reported
- **A badge printer**— to print badges (Badging)
- **A signature capture device**— to capture signatures (Badging)
- **A log printer**—(dot-matrix or laser) to print events (messages and alarms)
- **A Report printer**—(laser) to print reports

Installation Kit

The EntraPass installation package contains EntraPass software CD as well as the *Reference Manual*. It also contains a CBLK-10 kit including 100-foot cable, 2 connectors from KT-200/KT-300 and a DB9 to DB25 adaptor.

Your installation CD allows you to install the basic components of your EntraPass:

- 1 Server application and 1 Workstation application (for configuration purposes)
- Report Viewer
- Vocabulary Editor
- 1 workstation application
- 1 Corporate gateway application
- SmartLink and SmartLink Network Interface

The installation CD also contains system advanced options. They require an additional license:

- 6 Additional workstation applications (for a maximum of 20 +1)
- 40 Corporate gateway applications
- Redundant Server & Mirror Database application
- Oracle/MS-SQL HR Interface application

NOTE: Additional options can only be installed after the EntraPass Server has been registered. They require an additional license.

Installation Steps

It is easy to install EntraPass. The InstallShield Wizard guides you through the steps. All you need to do is to enter the **System Installation Code** (located on the software CD) and follow the instructions displayed on the screen.

Installing EntraPass Software

The system will be up and running in only a few steps stages! Installers need to:

1   Install the software using the **System Installation Code** located in the CD pocket.
2   Register the system using the **Registration Confirmation Code** provided by Kantech Customer Assistance.
3   Install the first components that are part of the installation kit (5 workstation applications and 1 gateway; the first workstation application is automatically installed during the installation of the EntraPass Server).

NOTE: The software is fully functional even before it is registered. However, an unregistered system is restricted to ten cards. Moreover, there is an automatic logout after 1 hour of idle time, that is, when there is no action on the keyboard. After an automatic logout, operators need to enter a 20-character password; it is displayed in the lower part of the screen.

Adding Optional Components/Features

Only four steps are required to install additional components/features to your system. And there are two ways of doing it:

1   Use your installation cd to install additional components all at once, or go through the Server or Workstation Registration window to add individual components to your system.
2   Call Kantech to obtain or register the component/option **Option Code** (located on the Option Certificate) and get the Registration Confirmation Code.
3   Enter the **Registration Confirmation Code** in the Registration window and activate the option.
4   Install the component or option using the **Installation Code** (if applicable). The **Installation Code** is generated by the system; it is displayed in the Registration window.

NOTE: You need to establish communication between the EntraPass Server and the computer where the new component/option is installed (if applicable). Perform this step only if you have installed the component/option on a computer other than where the EntraPass Workstation application has been installed.

Installing the System

1   Before you begin the installation, make sure that no EntraPass application is running.

2   Insert the software CD into the CD-ROM drive. The installation program should start automatically if your computer is configured to autorun. If the installation program does not start automatically, click **Start** > **Run**, then enter d:\Setup.exe (where d: is the CD-ROM drive) in the displayed field. The system displays the installation setup window.
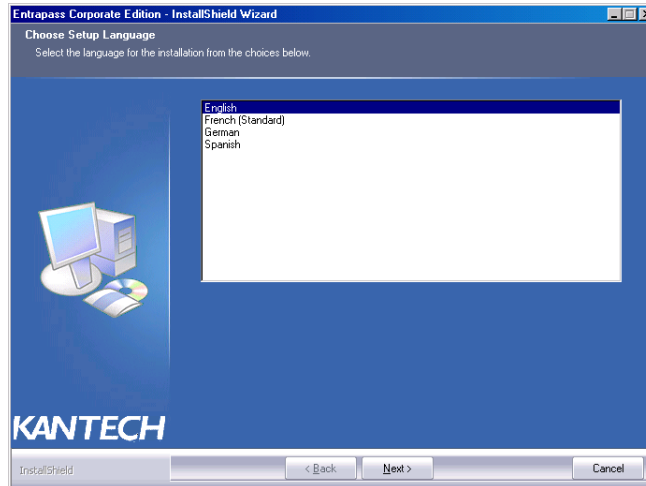
3   Before you go any further, you must select which language you wish to install the system in. English is selected by default.

NOTE: The system language depends on the language you select when installing the software. For example, if you select "French", it will be the system default language at start up.

4   Click **Next**. The Welcome screen will be displayed.
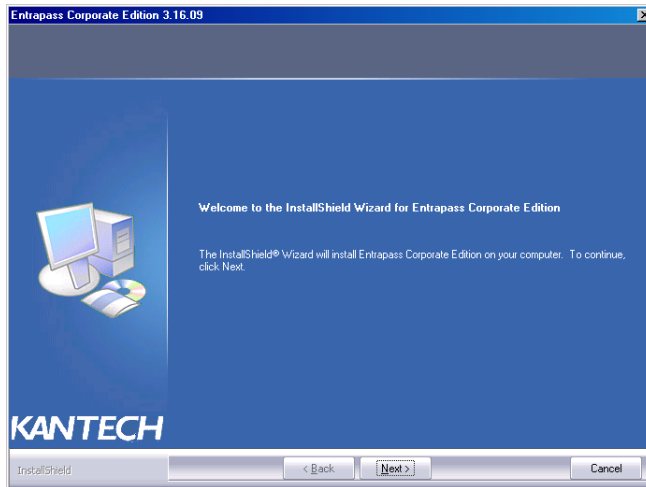
All the installation windows look the same as the Welcome window.

- You will notice the software version you are about to install is located at the top left.
- The middle section of the window contains the instructions you will follow throughout the installation process. The instructions will be updated automatically when you click **Next**.
- **Back** and **Next** buttons are available at the bottom of the screen to allow navigating back and forth within the installation screens if you wish to verify or modify a parameter you previously setup.
- You can **Cancel** the installation at any time.

5 Click Next to continue the installation. The Setup Start window will be displayed.
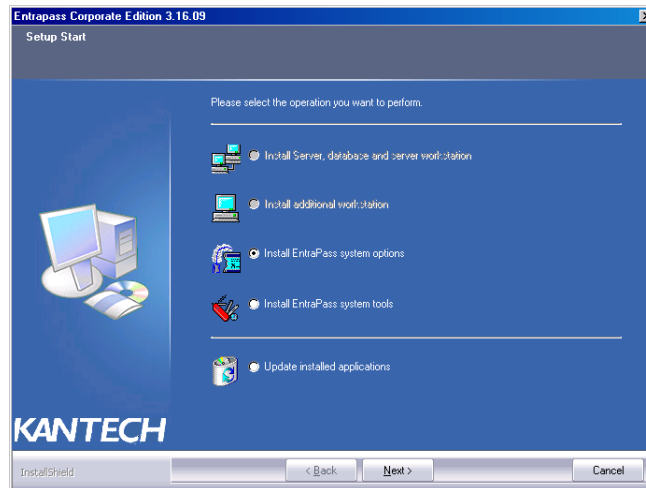
6 Select the operation(s) you wish to perform. The first set of options are for new installs and the last option is for updates. During the first installation, you will only be able to select one of the install options. We suggest that you install the first option in the list.

- **Install Server, Database and Workstation**: This option will install the EntraPass CorporateEdition system. It will be grayed out if the application is already installed on the machine.
- **Install Additional Workstation**: This option is selected when you are installing an additional workstation. It will be grayed out if a server or a workstation is already installed on the machine.
- **Install System Options**: This feature allows installing EntraPass options (card format, printer options, system parameters, etc.). You will need to contact Kantech Systems Help desk to get the registration key number to install the system options. see "Registering the System" on page 19. The feature will be grayed out if all options have already been installed on the machine.
- **Install System Tools:** This option allows installing EntraPass System Utilities (EntraPass Video Vault, Smartlink, Gateway Interface, etc.). You will need to contact Kantech Systems Help desk to get the registration key number to install the system options. see "Registering the System" on page 19. The option will be grayed out if the utilities have already been installed on the machine.
- **Update Installed Applications**: This option will be grayed out if the system has not been installed previously. To update your EntraPass system, see "Updating the System" on page 24.

7 Click **Next**. The Serial Number window will be displayed.
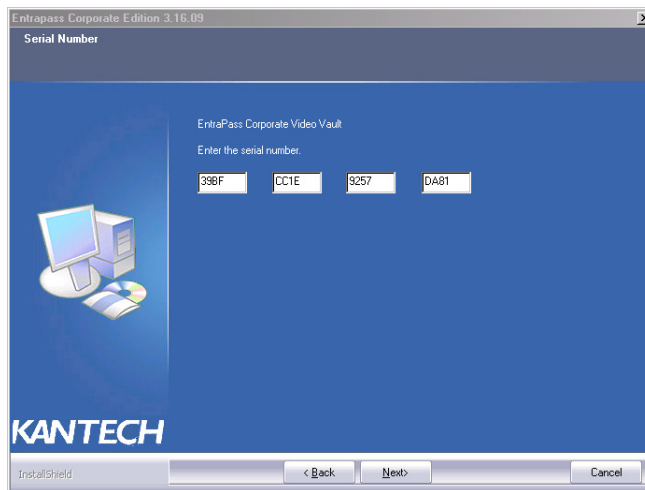
8 Enter the **Serial Number** for the EntraPass Corporate Server or Software. The information is located in the CD pocket. Make sure to enter the correct digits. The **Next** button is only enabled if the installation code is correct.

9 Click **Next**. The Setup window will be displayed, indicating the installation progress. Once completed, the system displays the software End-user license agreement.
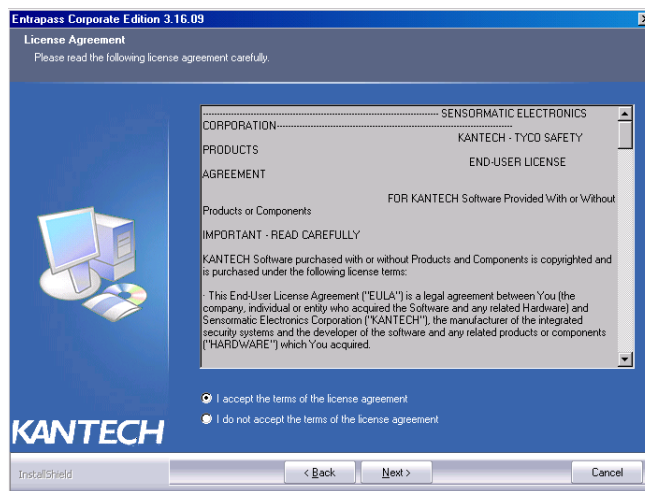
10 Click **I accept...** if you understand and agree with the conditions described in the end-user license agreement or click **I do not accept...** to cancel the installation.

*NOTE: You will not be able to complete the installation if you refuse the terms of the license agreement. The **Next** button will remain grayed out until you select **I accept...***

11 Click **Next**. The Customer Information screen will be displayed.
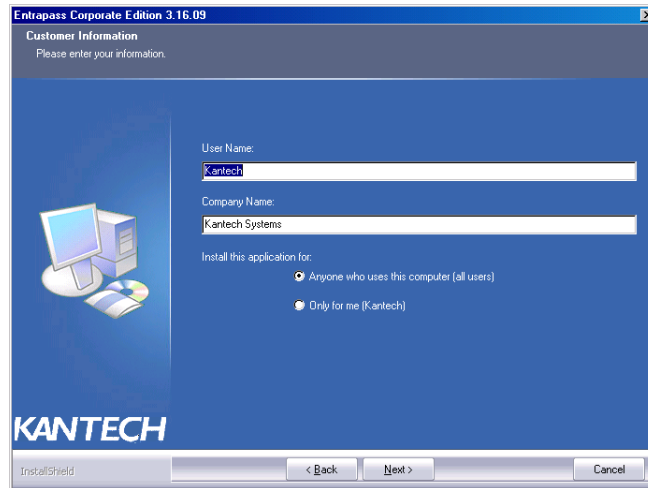
12 Enter the **User Name** and the **Company Name**.

13 Select the user type: **Anyone** who will use this computer or **Only** the person currently logged in and registered in the system.

14 Click **Next**. You will be prompted to select the system and database language.

15 Select the primary language. You can select a secondary language or leave the selection to None.
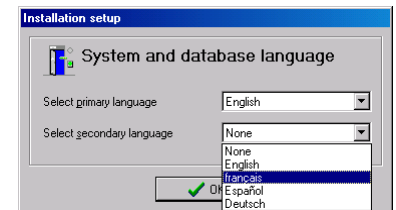
16 Click **OK**. The Choose Destination window will be displayed.
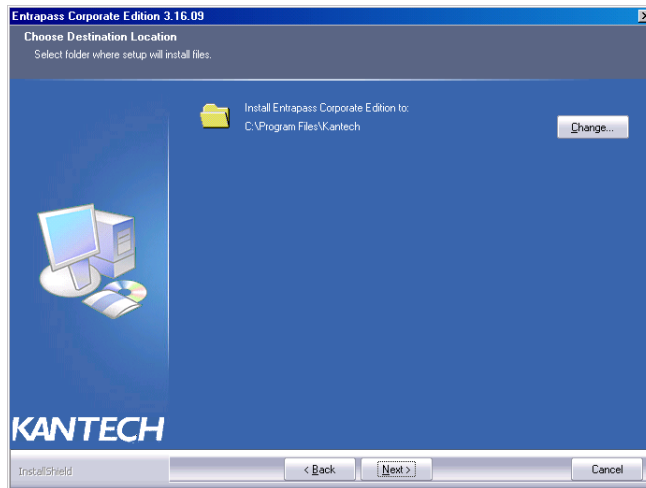
17 Click **Next** to accept the default installation folder indicated in the window.

- If you want to change the directory where to install the application, click **Change**. The Choose Folder dialog will pop up where you can select the new installation directory.
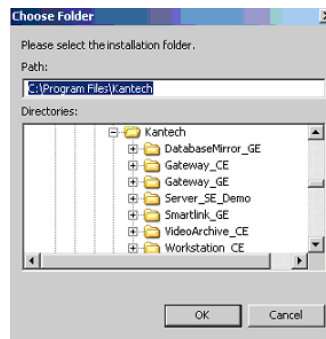
- Type in the destination directory where you want to install EntraPass or double-click the directory structure all the way down to the destination directory. Then, click **Ok**. The path will be indicated in the Choose Destination Location window.

• Click **Next**. The Ready to Install window will be displayed.
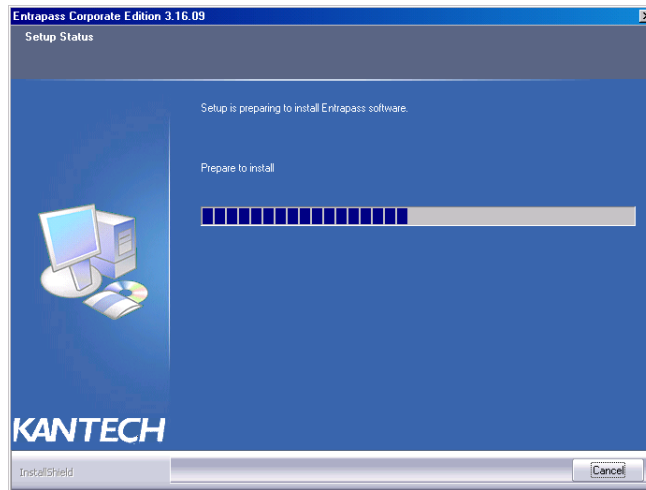
18   If you need to review the parameters you've setup, click **Back**. If everything is ready for the installation, click **Next**. The system starts the installation and displays the installation setup window.

19   Once the first option installation is completed, the system will prompt you to consult the **Read Me** file.
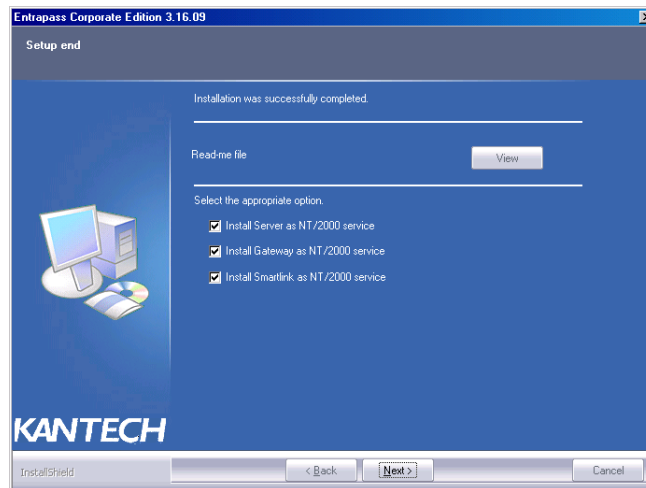
20 Click **Next**. The system will verify if there are any other applications or utilities you can install. If this is the case, the following message will popup on screen:
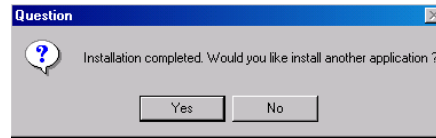
• If you want to install other applications, click **Yes** and start over at number 4.

NOTE: If the application you want to install requires a serial number, you must call the Kantech Systems Help Desk to register the system before you can go any further: see "Registering the System" on page 19.

• If the installation is completed and you do not wish to install other applications, click **No**. The InstallShield Wizard Completed window will popup:
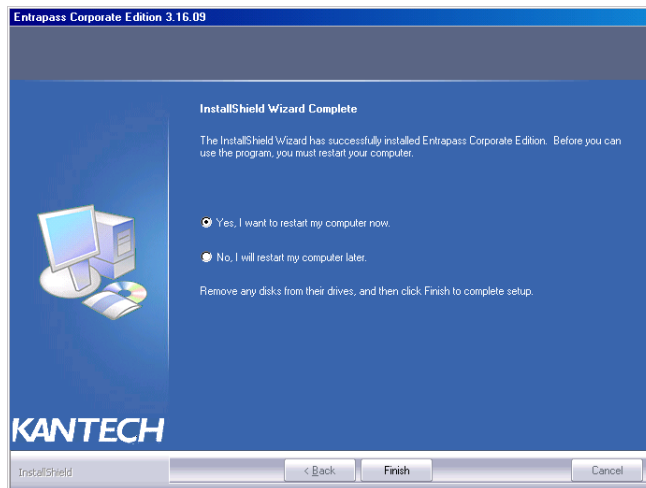
21 You can select to restart your computer at this time or do it later.

22 Remove the cd from the cd drive.

23 Click **Finish** to complete the installation.

NOTE: You must restart the computer after the installation.

24 Your next step will be to contact Kantech Systems Help desk to get your registration key number for the systems different components. Follow the instructions in the next section of this manual.

Registering the System

It is recommended to register the system as soon as possible so that users can install additional options and use the access system with no restrictions. In fact, though the system is functional even before the system registration, it is limited to only 10 cards. Moreover, when the system is not yet registered, operators are logged out after one hour of idle time; then they have to enter the randomly-generated 20-character password each time they are logged out.

To register the system:

1   Click the **Server** icon on the computer desktop. You may also start the EntraPass Server from the Windows Start menu (**Start** > **EntraPass Edition** > **Server).**

2   Click **Login** / **Logout** button. The Operator Login window appears.

3   Enter Kantech in the **User name** field (not case sensitive). Enter the temporary 20-character password displayed at the bottom of the Operator login window (the temporary password appears on new installations only). The System registration window appears.

4   Click the **Temporary password in use (...)** yellow button to register the system. The System Registration window appears. This button is visible on new installations only.

5   Enter the **Registration Confirmation Code** provided by Kantech, then click **OK**. The **OK** button is only enabled when you have entered the correct information.

NOTE: If you exit the Server main window without registering the system, the Change Authentication Password window is displayed. It is no longer displayed when the system has been registered.

Adding Advanced Options

Once the Server has been registered, you may install advanced options. These include EntraPass applications and other utilities such as the Video Vault application. Before you install system components, make sure that the designated computer meets the minimum requirements.

You do not need to call Kantech Customer Assistance to install the first two workstation applications and the first Gateway application. These are part of the installation package.

1 In the Server main window (or Workstation application option window), click the **Registration** icon. The System registration window appears.

NOTE: . One workstation application is automatically installed when the Server is installed. It is used for configuration purposes. It does not appear in the lower pane because it is automatically installed and registered. Use the installation CD and the Installation Codes to install the four additional workstation applications. Make sure that the computer on which they are installed meets the minimum requirements.

2 Click the **Print** button to print the Installation Codes, so that you can take the codes where you are installing the workstation or gateway applications. To avoid errors, do not copy the codes on a piece of paper.

NOTE: When you install an advanced option (for example an additional gateway), you can configure its sites using the Express Setup utility.

3 From the System registration window, select the component you want to install. Then select the **Click here to install component** button (left-hand pane). The Component Registration (Name of component) window appears.

4 Enter the **Option Serial Number** (located on the Option Certificate) then call Kantech Customer Assistance (phone numbers are displayed on-screen) to get the **Registration Confirmation Code**.

5 Enter the **Registration Confirmation Code**, then click **OK**. The **OK** button is only enabled when the correct Registration Confirmation Code has been entered.
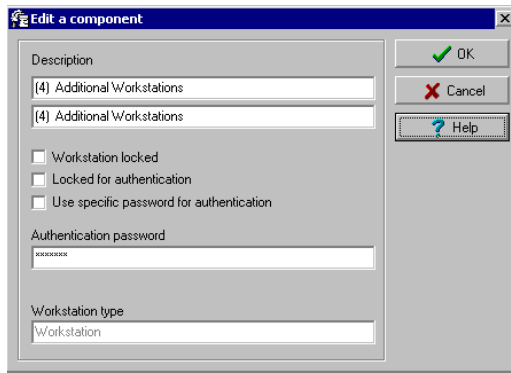
NOTE: *When you have entered the correct Registration Confirmation Code, the system generates an Installation Code. Blue flags identify components that have been created, but not yet activated. Green flags indicate components that have been activated.*

Editing System components

EntraPass enable users to assign custom names to applications for easy identification in system events. You can also modify components names in their definition menu (**Devices** > **EntraPass Applications**).

To assign a descriptive name to an application:

1 From the Registration window, select an application, then click the **Edit** button. The Edit a component window appears.

2 Enter a descriptive name for the selected EntraPass application in the **Description** fields. It is recommended to enter two names, one in the primary language and the second in the secondary language if EntraPass is run in two languages.

3 Check one or more appropriate option(s):
- **Workstation locked**: check this option if this application will be installed on a computer and be used only for receiving system events.
- **Locked for authentication**: check this option if you want the computer where you have installed the EntraPass application not to send its authentication data to the server.
- **Use specific password for authentication**: check this option if you want to assign a specific password to this workstation. If you select this option, enter the password in the Authentication password field.

NOTE: The Application type field displays the type of the selected EntraPass application. For instance, it will display "Corporate Gateway" if the selected application is a Corporate gateway application. This identification is also displayed in the EntraPass application definition window: Devices > Defining an EntraPass application.

Establishing Communication with the EntraPass Server

After an EntraPass application has been installed on a computer, communication with the EntraPass Server must be established between the two computers. The following steps will assist you in configuring and establishing the first communication between the workstation application and the EntraPass Server using the proper protocol.
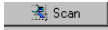
NOTE: Before you proceed, make sure that the Server is online. If it is not, launch it.

To establish communication with the Server:

1   From the Windows Start menu, click on **Start** > **Programs** > **EntraPass Corporate Edition** > EntraPass application (x) > **Register to Server** utility. You may also start the EntraPass application; the system automatically launches the registration program when an application attempts to connect to the Server before it is registered.

NOTE: The Registration window also appears when you launch an application before the EntraPass Server is online. When this happens, simply start the EntraPass Server.

2   Click to select the communication protocol that is used between the EntraPass Server and the EntraPass application.
   • **NetBEUI**: The NetBEUI protocol (NetBIOS Enhanced User Interface) uses the computer name to communicate with devices. Enter the name of the computer where the EntraPass Server software is installed (case sensitive). The name of the current computer is displayed in the status bar. You may use the **Scan** ⬚ Scan button to browse and to display existing computer names.
   • **TCP/IP**: Enter the TCP/IP address of the computer where the EntraPass Server program is installed. The EntraPass Server TCP/IP address appears in the Server status bar.
   • **Local**: Enter Local when registering a component on the same computer as the EntraPass Server software is installed. This option will take the address from the Server software.

3   Check the **Provide local TCP/IP address** button if this EntraPass workstation connects to the EntraPass server using a VPN (Virtual Private Network) connection. Type the IP address used by the VPN application. This address is provided by the VPN application and is usually accessible by clicking on the minimized VPN icon found in the system tray.

4   You may enter an **Authentication Password** if you want operators to use a specific password when they register EntraPass workstations to the EntraPass Server.

Updating the System

When you update your software, the system automatically detects the components that are installed and updates them.

It is highly recommended to update your system when the system is at its minimum use (Friday night, for example.)

Before you update your software

1   Perform a **complete backup of your system database.** For more information on how to perform a backup, see "Backups" on page 444.

2   If you have a Redundant Server & Mirror Database option installed, you **MUST** shutdown the Redundant Server **FIRST**.

3   Shutdown the EntraPass Server and all other EntraPass applications. **No applications should be running when you perform a system update**.

*NOTE: The update will be performed on all components of your system at once. Once the update is complete, DO **NOT** START THE Redundant Server and Mirror Database yet.*

4   Verify the system database (see "Database Utility" on page 450) to make sure that no errors are detected.

5   Once you have verified the database and no errors are present, start the EntraPass Server. Once the Server is up-and-running, start the Redundant Server & Mirror Database. It is essential to start the Server **before** starting the Redundant Server and the mirror database.

6   Once all applications have been updated, we strongly recommend that you reload the gateways to ensure that all data will be refreshed and sent to controllers (**Operations** > **Gateway reload**).

7   You may also use the **View connected List** menu item to verify the status of all the system gateways and EntraPass applications. For details, see "The EntraPass Server" on page 439.

Update your Software

1   Insert the software installation CD into the CD-ROM drive. The installation program should start automatically if your computer is configured to autorun. If the installation program does not start automatically, click **Start** > **Run**, then enter d:\Setup.exe (where d: is the CD-ROM drive) in the displayed field. The system displays the installation setup window.

2   Click **Next**. The Welcome window will be displayed.
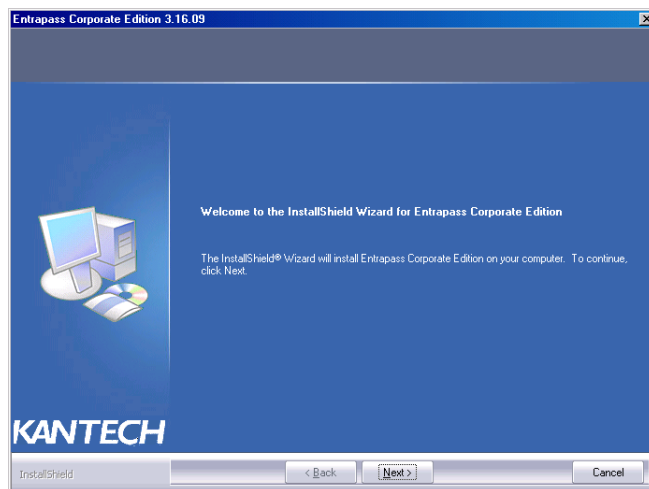
3 Click **Next**. The Setup Start window will be displayed.
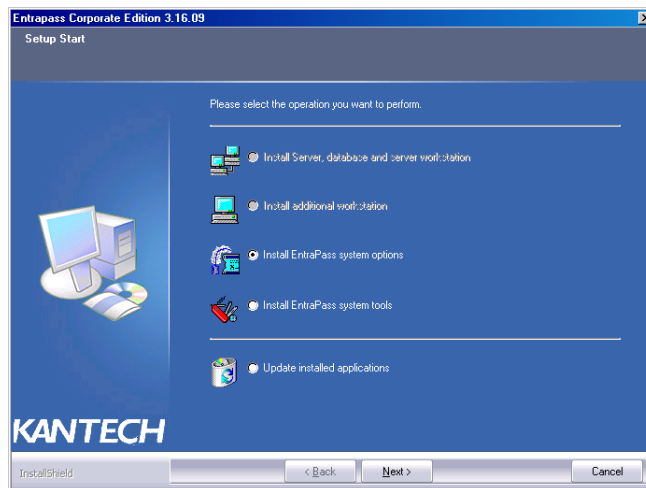
4 Select **Update Installed Applications** and click **Next**. The Previous Software window will be displayed, listing all the software that are currently installed on your machine.
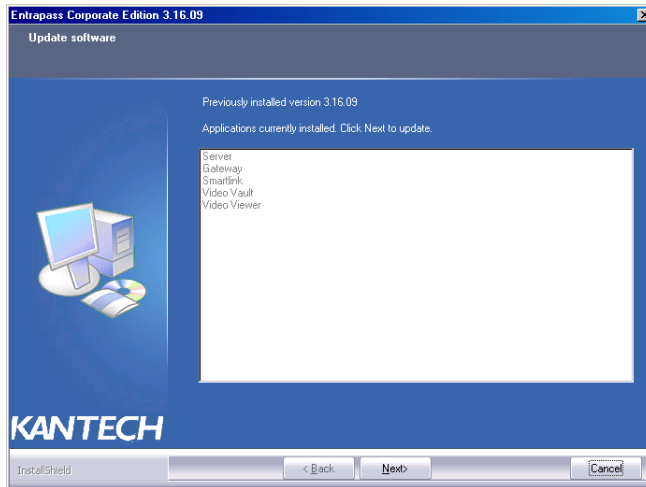
5   Click **Next** to continue. The update will start and all programs currently installed on your machine will be updated.
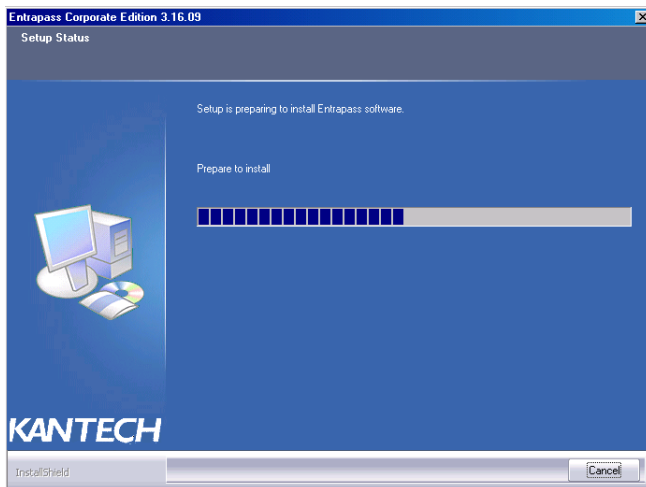
6   Click the **View** button to read the Read-Me File that contains information on the updates that were done to the different applications. When you are done with this file, close it. You will automatically return to the Setup End window.

7 Click **Next**. The system will verify if there are any other applications or utilities you can install. If this is the case, a message will popup on screen:
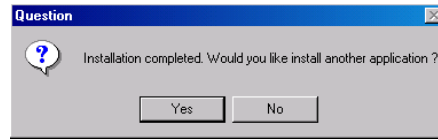
- If you want to install other applications, click **Yes** and start over at number 2.

NOTE: *If the application you want to install requires a serial number, you must call the Kantech Systems Help Desk to register the system before you can go any further: see Chapter 2 'Registering the System'.*

- If the installation is completed, click **No**. The Maintenance Completed window will popup:
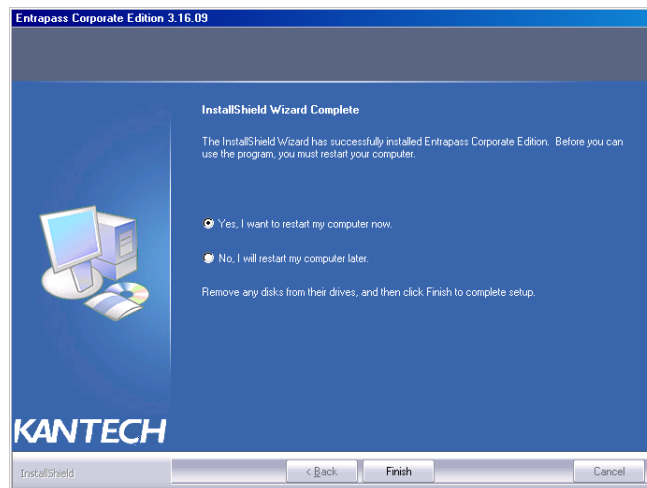
8 You can select to restart your computer at this time or do it later.

9 Remove the cd from the cd drive.

10 Click **Finish** to complete the installation.

NOTE: *After the update, you must restart the computer in the order prescribed at the beginning of this chapter, see "Before you update your software" on page 24.*

Chapter 3 • Getting Started

This chapter introduces operators to the EntraPass system graphical user interface and basic function.

To start an EntraPass session, you have to launch the EntraPass Server, the gateway and the Entrapass Workstation.

The server is a dedicated computer on a network that manages the access control system database. It is used to receive and dispatch information from the gateways. Gateways receive information from sites and transmit it to the server.

EntraPass Workstations enable operators to access and program the system database and components.

NOTE: *In the EntraPass Global and Corporate Edition, the Redundant Server & Mirror Database option may be enabled to monitor the activity of the Primary Server and to serve as an alternative if the Primary Server fails.*

The software allows operators to start the gateway and the workstation application at the same time by clicking on the Gateway-Workstation icon located on the desktop.

NOTE: *All authorized system operators must have a unique and confidential login name and password that should be assigned by the system installer/administrator. It is very important to restrict access to the EntraPass workstations to authorized personnel only.*

Starting and Ending a Session

From the Windows Start menu, click **Start** > **Programs** > **EntraPass Corporate Edition** > **Server** / **Workstation** > (**EntraPass application**), where the EntraPass application may be a **Workstation only** application, a **Gateway** application, or any system stand-alone utility. You may also start the program from the EntraPass shortcut icon on your desktop.

On startup, the application attempts communication with the Server. The display language depends on the settings of the operator who was previously logged on the EntraPass. English is the software default language.

NOTE: You have to start the EntraPass server first. If you start an EntraPass workstation before starting the server, you are prompted to register your application to the server even when the application has already been registered. If the application has been registered, you just have to start the server.

Starting the Primary Server

The EntraPass Server is used for:
- Displaying all the applications connected to the server, the system event and system error logs
- Registering new connections (workstation applications, gateway applications, client applications such as SmartLink, Video Vault, Report Viewer, etc.)
- Performing backups (Data, Archives, Time and Attendance databases)
- Restoring data (data, archive, Time and Attendance databases)
- Verifying database integrity
- Changing the database language

To start the Primary Server:

1 Start the Server (from Windows **Start** menu or from the desktop). The Server startup window displays a progress bar as well as the information related to the server startup process.

2 From the EntraPass Server window, select the **Login/logout** button to login.
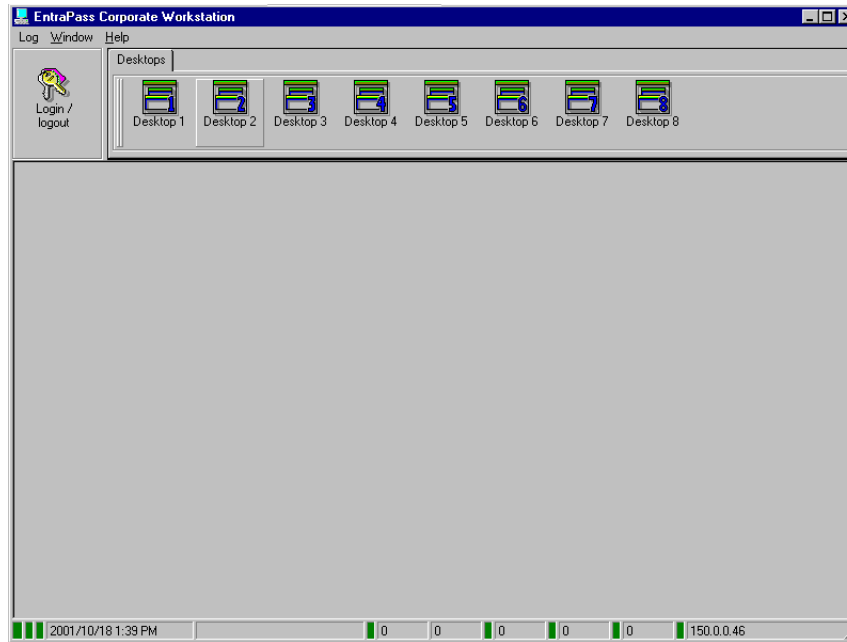
NOTE: *To allow an operator to login to the server, select the option "Allow login on server", during the "Operator security level" definition (**System** > **Security Level**). For more information, see "Security Level Definition" on page 306.*

3 Enter the login information in the Operator login dialog box. The default **User name** is kantech. It is not case sensitive. The default **Password** is kantech, in lower case; it is case sensitive.
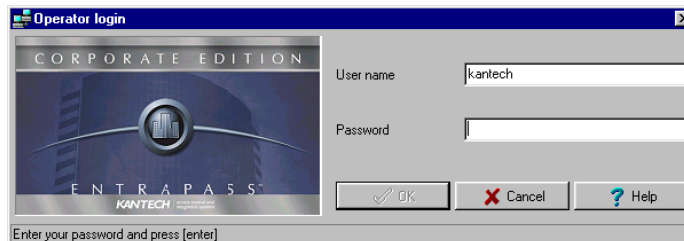
NOTE: *The system keeps the last five usernames, allowing operators to select their username from the drop-down list. To delete a username from the list, simply select it, then press **Delete** on the keyboard.*

4   Once you have entered the correct login information, the EntraPass Server main window appears. Select the desired tab or the corresponding menu item to perform an operation or to display system information.
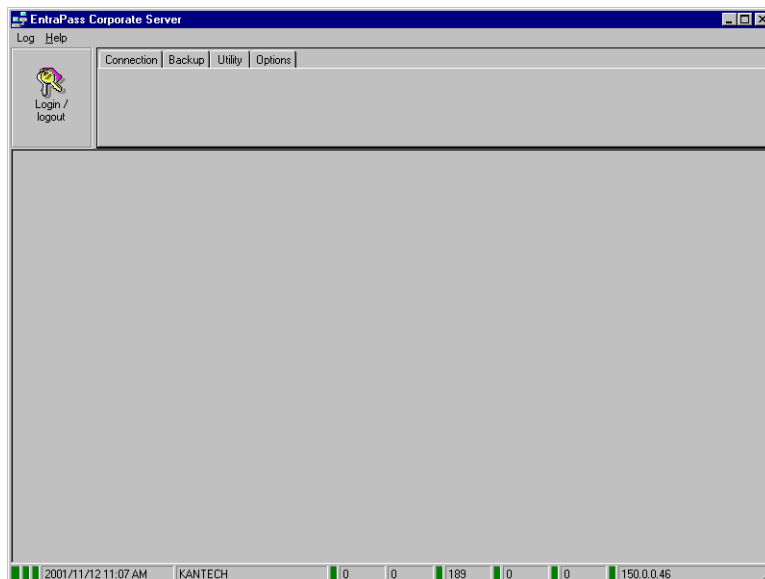
NOTE: *The status bar indicates the communication status: Green: Communication is OK, Red: Communication problems.*

5   Point the cursor to the status flag (colored rectangle) to enable a hint describing the displayed information: the first two colored rectangles indicate the server database open state and the database locked state.

   •   If the first status flag is red, this indicates that the system database is not open. This could be due to a backup or a database verification in progress. If it is purple, this indicates that the database is locked because a backup is being restored or the Mirror database is copying data.

   •   If the second status flag is red, this indicates that the database is unavailable. This happens when the server is processing data or updating the database.

Starting the Gateway Program

The gateway program may be installed on the same computer as the server or the EntraPass workstation application, but it is recommended to install it on a dedicated computer.

To start the gateway:

1   Start the Gateway (from Windows **Start** menu or from the desktop). You do not need to enter a password or a username. The EntraPass Corporate Edition main window appears.
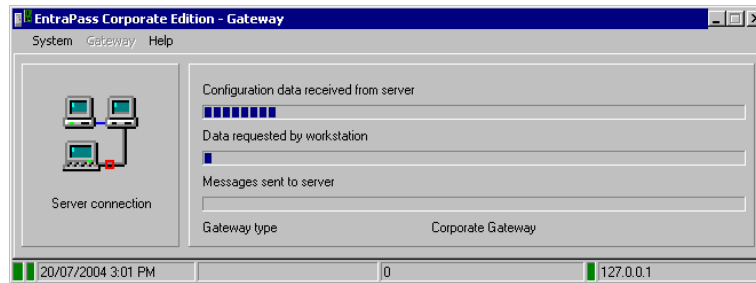
2   You may right click anywhere in the Gateway program window to display a submenu:
   • **Minimize** minimizes the Gateway window
   • **Send to tray** sends the window to the status (tray) bar
3   Pay attention to the progress bars; they indicate:
   • **Configuration data received from the server**: this indicates configuration data such as card modifications are being sent to the gateway from the server.
   • **Data requested by workstation**: this is requested data such as a status request.
   • **Messages sent to server**: these messages originating from a controller are sent to the server.
4   You may right click anywhere in the Gateway program window to display a submenu:
   • **Minimize** minimizes the Gateway window
   • **Send to tray** sends the window to the status (tray) bar
5   You may select the **System** menu item to login, to logout, or to perform a gateway **reload**.
6   You may select the **Gateway** menu item if you want to choose a gateway. The number of gateways that are communicating with the server is displayed on status bar in the gateway main window.

NOTE: The status flags show the communication status. The first status flag indicates the status of the communication with the server. If red, this indicates that the server is not communicating with the gateway. This can occur when the server is offline (you may then start the server). The system date and time, the number of gateways and the server IP address appear also on the status bar.

Starting the EntraPass Workstation

An EntraPass workstation is a computer where the EntraPass monitoring application has been installed. It enables operators to access and program the system database and components.

Make sure that the server is online when you start the EntraPass workstation software.

On startup, the workstation application attempts communication with the Server. The display language depends on the settings of the operator who was previously logged on the system. English is the software default language.

NOTE: Start the EntraPass server first. If you start an application before starting the server, you are prompted to register your application to the server even when the application has already been registered. If the application has been registered, you just start the server.

To log on an EntraPass Workstation:

1 Start EntraPass workstation (form Windows Start menu or from the desktop).

2 Click the **Login**/**logout** button on the toolbar.
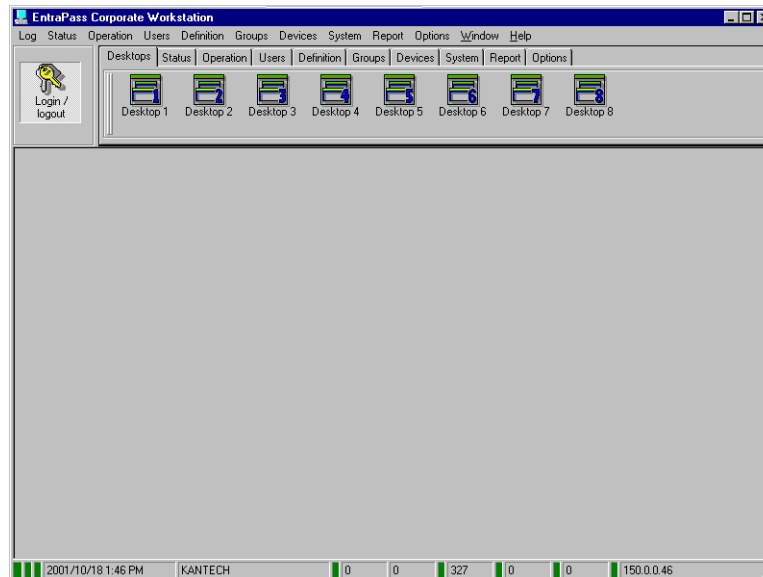
NOTE: When the server is off-line, the first status flag (colored rectangles of the status bar) turns red; the Login/logout button is disabled. If this happens, launch the server; the EntraPass workstation will resume its operation.

3 Enter your Operator **User name** and **Password**. The password is case sensitive. The default **User name** is kantech. It is not case sensitive. The default **Password** is kantech, in lower case; it is case sensitive.

NOTE: If you cannot log on properly, check if the Caps Lock key is activated. When proper login data have been entered, the system menu, toolbar and status bar are enabled.

NOTE: Operators are not allowed to login on more than one EntraPass workstation at a time. However, an operator may login on the EntraPass Server and EntraPass workstation at the same time.
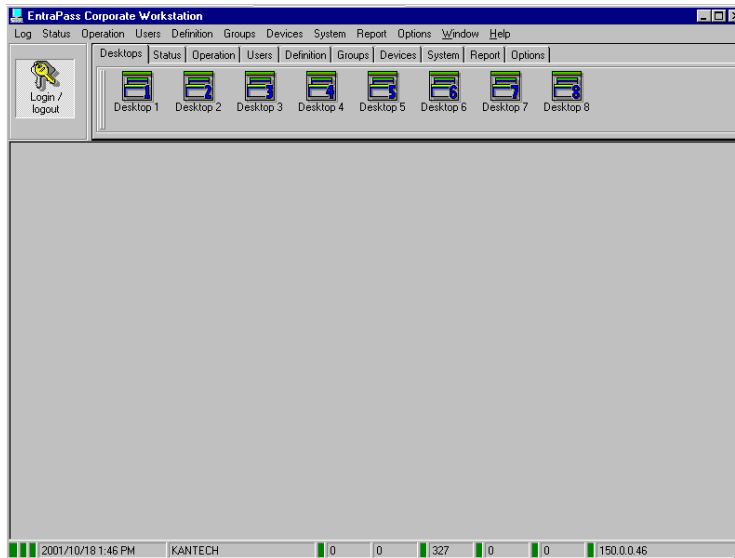
To access information on the workstation connection status:

1 Click any tab to access the system toolbar or select a menu item to access the system menu. In the lower part of the window, color-coded flags indicate the communication status: Green,

communication is OK; Red: communication problems; Blue: a report is pending. You may point the cursor to a rectangle or any number to display details.

2 Move the cursor over the colored rectangles to show details about the network status, the network database status and the workstation application report status.

3 Move the cursor over the displayed numeric values to show details. It will indicate, in order, the system date and time, the operator's name, items in the Alarms desktop, alarms to be acknowledged, etc.

4 Double-click (or single click, depending on your system settings) any number in the status bar to display the Status information window.
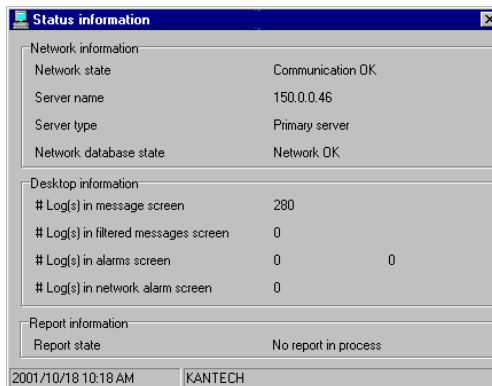
*NOTE: It is recommended to use the **Login/logout** button when you exit EntraPass programs. This ensures that the system databases are shutdown properly.*

To modify your work area properties:

1 Right click anywhere in the main window to display the Properties window. It allows you to customize the window buttons as well as the background color.
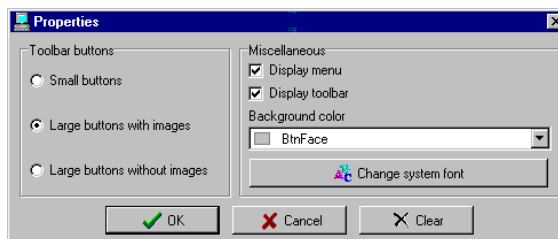
2 To modify the size of the toolbar buttons, select one of the following:
   • Small buttons: small buttons are displayed below menu items
   • Large buttons with images: components icons are displayed on large buttons
   • Large buttons without images: no icons are displayed

3   In the Miscellaneous section, make the appropriate choice:

- Display menu: only the menu bar appears. No icons are displayed. Right-click the work area to modify the properties.
- Display toolbar: the menu bar and the toolbar are displayed.

4   Select a background color for the work space.

Express Setup

Express Setup allows you to configure system components such as sites and controllers, as well as devices associated with these components such as doors and inputs. This utility reduces programming to a minimum, allowing the installer to test the installation and system components. You may use it to configure a site or to define controllers associated with a site.

When used to configure a site, it allows installers to associate this site to a gateway. It also allows installers to configure the site rapidly, giving minimum configuration information about the controllers connected to it.

You may launch Express Setup from Windows Start menu: **Start** > **Programs** > **EntraPass Edition** > **Workstation/Server** > **Express Setup** or by clicking the **Express Setup** icon from a number of EntraPass workstations' windows.

NOTE: There are two versions of the Express Setup program.

When used to configure a controller, it allows operators to assign default values to a controller and to its associated devices (input, relays and output). In this case, it is launched at a system message box or from a controller definition menu.

NOTE: You have to login to the server when you launch Express Setup. In fact, as the program allows you to modify the system devices configuration, it is essential to authenticate yourself before proceeding with any modification.

For details on Express Setup, see "Express Setup Program" on page 472.

Other System Stand-Alone Utilities

EntraPass includes a number of stand-alone utilities that allow operators to perform a variety of tasks including verifying the system database or changing the system language. The following is a list of EntraPass stand-alone utilities:

- **Database Utility:** This program is intended to re-index archived files, update database fields, verify archived files, verify the database integrity, verify the database index, verify the database links and verify the database hierarchy. This utility is run while the server is shutdown.

- **Express Setup:** Program used to configure all the components related to a gateway including the type of readers used, type of connection, number of sites, number of controllers in a site, etc.

- **PING Diagnostic:** Program used to diagnose network related problems.

- **System Report Viewer:** Program used by the operator to view reports without having to start a Workstation. When this utility is installed, operators can view reports sent by other workstations using the EntraPass e-mail feature.

- **Vocabulary Editor**: Simple and easy program used to translate the software in the language of your choice.

- **Workstation** (Configuration Program)**:** Program, similar to a standard workstation, used by the system administrator to configure the system logical and physical components.

- **Migration Utility**: Program used to transfer information relating to software and database for the upgrade from Special Edition to Corporate Edition or Corporate to Global Edition.

These utilities may be launched from the Windows Start menu of any computer where Entrapass Server or EntraPass workstation are installed. For details on EntraPass stand-alone utilities, see "System Utilities" on page 449.

EntraPass Workstation Toolbar

EntraPass windows display most of the following buttons. They are an easier way to access the system functions. Usually, a "hint" is displayed when you move the cursor over an icon.

You may access the EntraPass toolbar from any EntraPass workstation window. Icons vary according to the window that is open. Most of the icons are similar to icons you are familiar with and that are used in the computer industry.

Button	Description
	The **New** button is used to insert new information in the system database. This may be adding a site, a card, a schedule, a controller, etc.
	The **Save** button saves all the information you have entered since the last save. Information is saved directly in the system.
	The **Save As** button allows operators to save all of the information of an existing component under a new name without affecting the original component. When using this option while issuing a card, it allows you to create a new card or save under a new card number without having to modify the information of the original card.
	The **Delete** button is used to delete the currently selected record. As a security against accidental deletion, a warning is displayed prompting you for confirmation. When a component is erased, all links with other items are erased as well. However, the records (archives) are kept in the database after an item is erased.
	The **Print** button: depending on which menu you are working in, the **Print** button can be used to print reports, card lists, event parameters, etc.
	The **Parent** button allows operators to display their search in a hierarchy or to divide searches by gateways, site and controller (according to the menu). This button becomes useful when the system database increases in size; you can find a specific item by selecting its parent items.

Button	Description
	The **Link** button enables operators to see all instances of an item in other menus. For more information, see "Viewing Components Links" on page 51.
	The **Find** button allows operators to find a specific item or component in the system database by using a specific character string. For more information, see "Finding Components" on page 43.
	The **Express Setup** button allows installers and system administrators to configure system devices by assigning default settings.
Close	The **Close** button is used to close a menu or a sub-menu. If you forget to save your information before closing a menu, the system displays a window prompting you to confirm the "save" operation before closing the menu.
Cancel	The **Cancel** button is used to cancel all modifications that were made since the last time a valid save was performed. The system will prompt you to confirm the operation.
Help	Use the H**elp** button to view the help content on a specific subject.
OK	The **OK** button is used to save and accept the modifications, additions or deletions made to a record in the database of the system.
	The **Select all** button is used to select all the items or components displayed in a list.
	The **Unselect all** button is used to unselect all the items or components that were previously selected in a list of choices.

Button	Description
	In some system windows, operators have access to graphic and animation buttons. These buttons are particularly useful when you want to display the status of a component before performing an operation on that component. • The **Enable graphic** button is used for example in the Status menu and in the Operations menu. When enabled, this button displays the image related to the selected component (i.e.: door) and displays also the associated components (i.e.: reader). To display components in real-time, this button must be used with the **Enable animation** button.
	• The **Enable animation:** when enabled, this button automatically enables the **Enable graphic** button. This activates the current component (i.e.: door) and displays its status in real-time. For example, if you wish to lock a door which was previously unlocked, the reader's image (also visible) will be modified; the green dot will change to red.
Right-click	• The **Right-click** shortcut menus allow operators to enable a shortcut menu from which they can choose a specific command depending on the active menu.

Basic Functions

Following are the basic system operations:

- Find components
- Select components
- Print lists or reports
- View links between components

Finding Components

The Find Components function allows operators to find a specific item or component in the system database by using a specific character string.

There are two types of Find Components dialogs: One that can be accessed from any EntraPass window toolbar; One that will be accessed through all the dialogs that pertain to users.

To find a component:

1 From any EntraPass window toolbar, click 🔍.
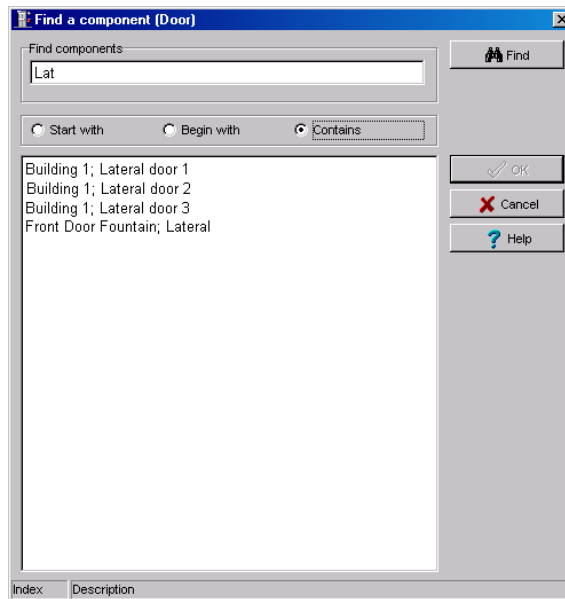
2 Enter a keyword to start the search. To reduce the search results, check one of the boxes:
- **Start with:** Results will list all components that start with the text you specify, in alphabetical order, and will include the rest of the list of components available in the database.
- **Begins with:** Results will list only components that start with the text you specified.

- **Contains:** Results will list all components that contain the text you specify.

3 Click **OK**. The system displays the list of the components found according to the search string.

- To cancel a search in progress, click the **Cancel** button.

NOTE: When you select one of the three search options, (Start with, Begin with and Contains), the selection will be selected by default the next time you open this dialog.

To find a card:

1 From any EntraPass window that pertains to users, click 🔍 in the toolbar.
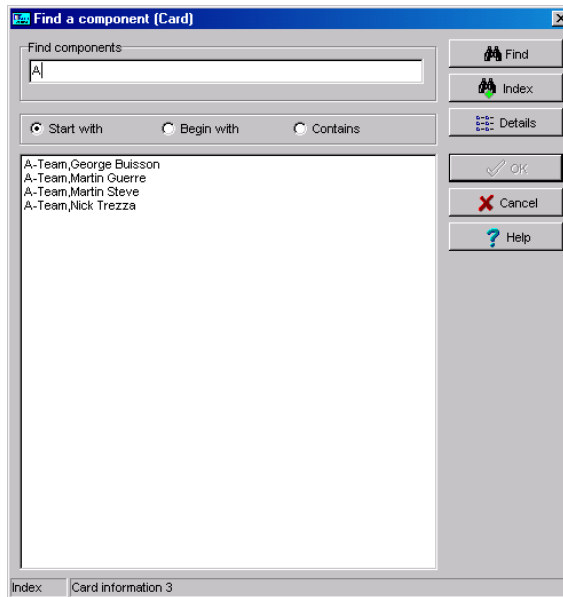
2 Enter a keyword to start the search. To reduce the search results, check one of the boxes:

- **Start with:** Results will list all components that start with the text you specify, in alphabetical order, and will include the rest of the list of components available in the database. (refer to the screen on the left in the example below.)
- **Begins with:** Results will list only components that start with the text you specified. (Refer to the screen on the right in the example below.)

- **Contains:** Results will list all components that contain the text you specify.
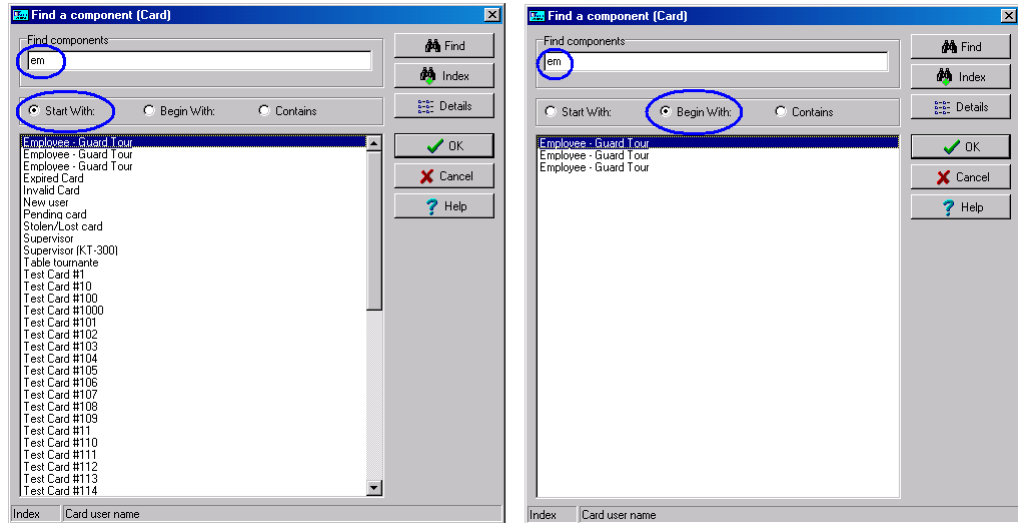
3 To display the contents of one of the Card Information field with the results of the search, click the **Index** icon and select which field you want to display.

4 To view the picture that corresponds to the entry selected in the list, click **Details**. This will open a picture window next to the current dialog.
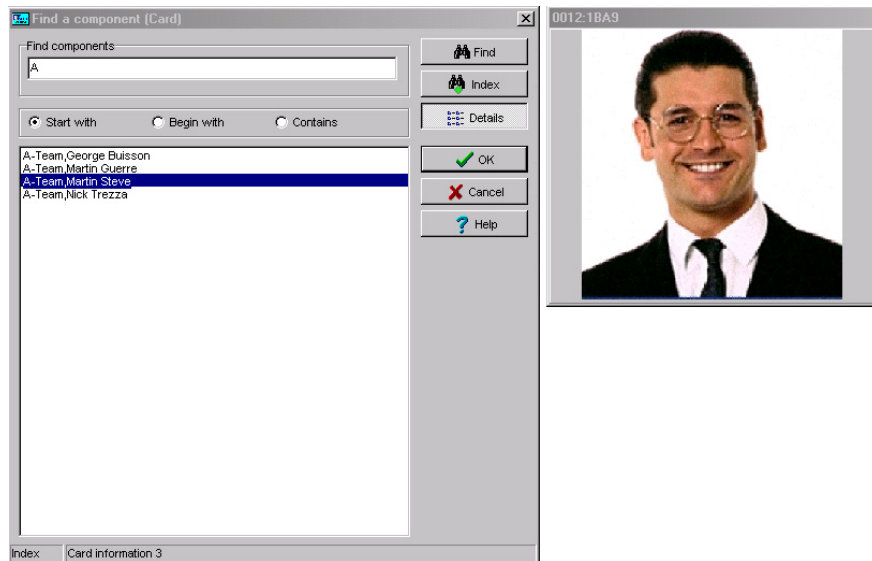
5   Click **OK**. The system displays the list of the components found according to the search string.
   • To cancel a search in progress, click the **Cancel** button.

NOTE: When you select one of the three search options, (Start with, Begin with and Contains), the selection will be selected by default the next time you open this dialog.

Using an Extended Selection Box

An extended selection box allows you to view all components of a drop-down list by right-clicking on the list. This option is available where a drop-down list exists for components such as applications, controllers, and doors. If the option is available, a hint box is displayed when the cursor is placed over the drop-down list.

Available text filters in the extended selection box:

• Contains
• Starts with
• Ends with
• Exact word
• Selected

Selecting Components

The **Component selection** function allows operators to select one or more system components. The method employed may be context sensitive.

To select a component:

1   From the active window, click the Select Components button ⌜∙∙∙⌝. It opens a secondary window from which you may select appropriate options.

2   You may need to check options that are displayed or use the **Select All** button (left) to select all the displayed options. You may also select **Single** to view components that are not grouped or select **Group** to view the existing groups.
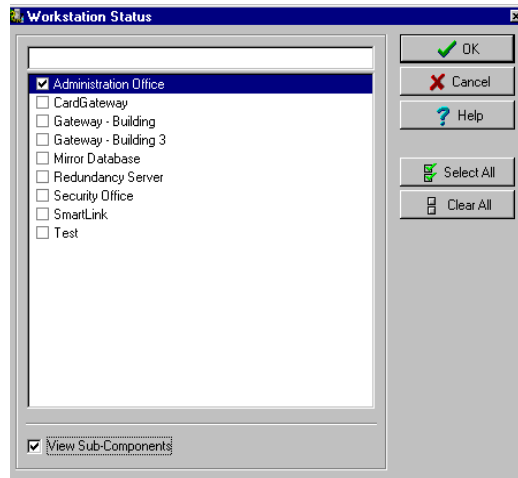
3   From the displayed list, select the component/group you want to display. You may check the **View sub-components** option to display the components associated with the selected components.

4 Where available, use the **Select all** button to select all the components, or use the **Clear all** button to remove the check marks from the selected components. Click **Cancel** to return to the previous window without any selections or changes.
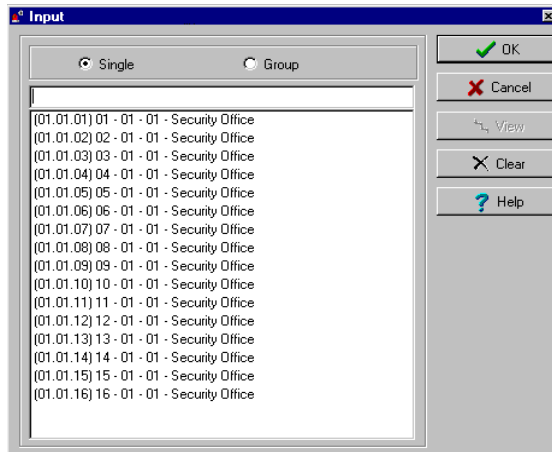
5 Another selection method may be used as displayed in the following Controller Status window. Right click inside the window to display an Extended Selection Box with a complete listing of components.
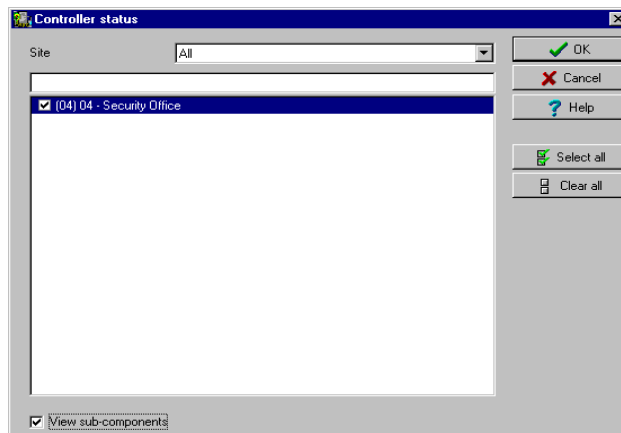
6   Set the required number of columns in the Extended Selection box window to display all components as required. A **Text Filter** may be employed to limit the listing.
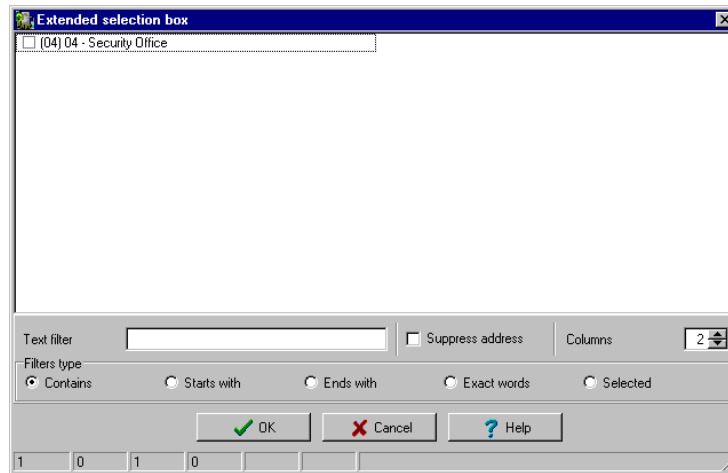
7   Click **OK** to apply selections and return to previous window.

Selecting a Specific Folder

You may need to browse through the network or hard drive to locate a specific folder for backups, for example.

To select a specific folder:

1   From the active window, click the **Select** button (it is identified by "..."). It opens a secondary window from which you may select a specific folder.

2   To change the destination folder, browse the Drives drop-down list (lower part of the window). You may click the **Refresh drive** list to make sure that the displayed list is up-to-date.

3   Once you locate the folder you are searching, click **OK** to go back to the active window.

Selecting a Specific Site or Gateway

EntraPass offers you the ability to associate a specific component with a specific gateway/site. For example, you can define a specific holiday for a specific site or gateway.

To select a specific gateway or site:

1   From an active window, click the New icon. The system displays the Select Gateway/Site window.

2   Double-click a Site/gateway from the displayed list then click OK.

3   Assign a meaningful name to the component being defined.

    4   Follow the steps to complete the task.

Printing

Operators may need the Print function to:

- Print a list of cards
- Print event parameters
- Print event-relay association
- Setup a report for printing

To print a list or a report:

1   From any EntraPass window, click the **Print** icon.

2   Select the components you wish to include in your list. You can use the **Select all** button (if available) to include all the displayed components in the list.

3   When you select **Print empty fields** option (if available), the list will include the titles of the fields even if they are empty.

4   When you have finished selecting the fields, you can preview your list before you actually print it. When you preview the list, you can:

- Define the printer setup
- Print a hardcopy of your report or list
- Save the report or list for later use with the **Quick Viewer** program or load an existing report. For more information on this program, see "Quick Viewer" on page 480.

5   If you want to modify the settings, close, modify and print your list.

6   You can use the **Font** button to select a specific font and font size for your list.

7   To select or modify a font selection:

- Select the font type from the Font menu. A preview of your selection will be displayed in the Sample box.
- Choose the formatting attribute from the **Font Style** menu (regular, italic, bold or bold italic).
- Enter the font size from the Size menu (10 or 11 is a default). The smaller the font, the more items appear on your list.

8   You can also select a color from the **Color** menu (black is a default). The changes appear automatically in the sample box. Click on **OK** when you are done. Use the **Preview** button from the Print window to preview your output before printing.

NOTE: If there is no printer configured for the computer, an error message appears.

Viewing Components Links

The **View links** function allows you to view all instances of an item within other menus. Therefore, it is possible to see all links an item has with other items.

NOTE: You can use the View links button before you delete a component from the database in order to see which menus will be affected by the deletion. You can also print the links of a selected component.

To view component links:

1   From any menu window, select a component and click the **Link** button. All the components that are associated with the selected component are displayed.

2   The icons that are located on the left side of the components indicate the component type. For example, if you select the **Always valid** schedule (in the Schedule definition menu) and click the **Link** button, the system will display a list of all the menus in which this schedule is used.
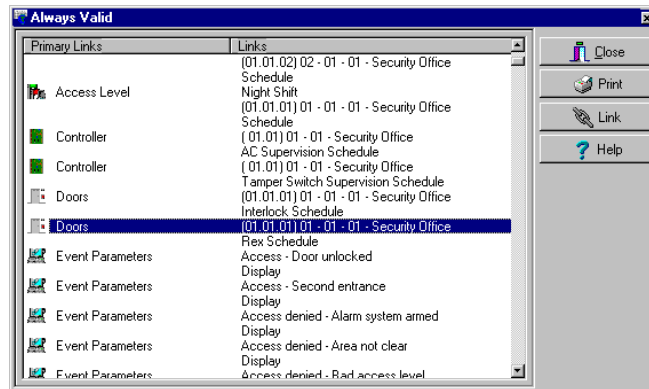
*NOTE: In the highlighted example, the **Always valid** schedule is used as the REX (Request to EXit) schedule in the Door definition menu.You can right-click an item to select a category. For example, if you right-click and select Access levels, only the access levels in which this schedule is defined are displayed.*

3 To view the links of the selected door with other components of the system, select the door, then click the **Link** button again:
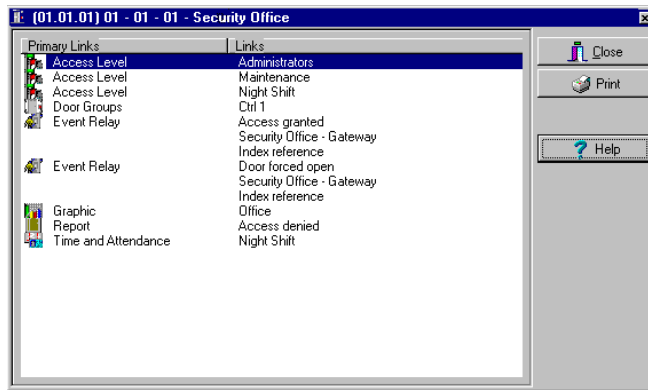
4 All system components that are associated with the selected door appear. In this example, the "door" is used in the Administrator access level; users granted this access level are allowed access to the selected door.

5 Click the **Print** button to print the information displayed on the screen.

Chapter 4 • Configuring System Devices

After the installation of the system hardware and software, you have to configure the access system devices. These include software components (EntraPass applications, gateways, SmartLink, Redundant Server and Mirror Database and EntraPass Video Vault) and physical components (controllers, relays, doors, etc.).

NOTE: *It is recommended to use the Express Setup utility to save configuration time and to prevent setup errors. In addition, using Express Setup allows you to test the hardware and wiring immediately after the installation.*

You run the **Express Setup** utility when you are configuring Gateways, sites or controllers for the first time. You may run the Express set up utility by clicking its icon in EntraPass windows . You may also launch the Express Setup utility from the Windows **Start** menu or from the System Registration window or from a system prompt, when, for instance, you are adding a controller to your system.

For detailed information about using the Express Setup utility, see "Express Setup Program" on page 472.

NOTE: *If you are using the Video Integration feature, EntraPass enables you to assign all system components into a video view; the same way you assign them to system interactive floor plans (graphics). To do this, you simply select the video view where you want the system component (EntraPass application, site, gateway, controller, etc.) to appear. Video views are defined in the Video menu (**Video** tab > **Video** views).*

Configuring EntraPass Applications

The minimum configuration of an EntraPass software package includes a server, a workstation application (EntraPass monitoring application) and a gateway application.

The gateway application can be integrated with the EntraPass workstation on the same computer. The software package comprises a number of applications including:

- A workstation application
- A server application,
- One Corporate gateway application,
- And a number of utilities such as the Vocabulary editor, the Express Database utility, etc.

It is recommended to install the EntraPass server on a dedicated computer for system stability.

The **EntraPass application** menu allows operators to configure computers where EntraPass is installed. This includes configuring computers where you have installed: the EntraPass Workstation software, the Gateways, the Redundant Server and Mirror Database programs, as well as computers where you have installed the SmartLink Interface, if applicable.

To configure the EntraPass applications, you have to define:

- General parameters applicable to all computers where EntraPass is installed
- Security parameters (applicable to all EntraPass applications)
- Filters (to define which gateways and EntraPass applications will send messages to the Workstation application being configured).
- Message/alarm controls.

Defining General Parameters

The **General** tab allows you to specify the system behavior when the operator is inactive, that is when there is no action on the keyboard (idle time). This feature provides additional security to prevent access to the system by an unauthorized person. The default delay is 20 minutes.

This menu allows you also to select a graphic and a video view into which the EntraPass application will be displayed. For details on system graphics, see "Defining Graphics" on page 180. For details on video views, see "Defining Video Views" on page 143.

To configure an EntraPass applications:

1 From the EntraPass main window, select the **Devices** tab, then click the **EntraPass applications** icon. The EntraPass applications main window appears.
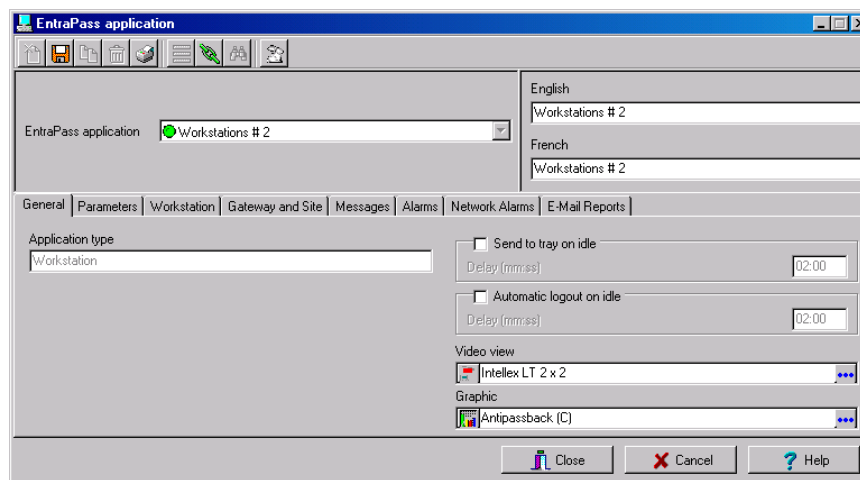
NOTE: *Items displayed in the EntraPass application window vary depending on the selected EntraPass application. For example, if the selected application is a workstation-type application, tabs such as* **Workstation, Gateway and site**, *etc. are displayed. If the selected application is a Redundant server, the Redundant server tab appear.*

2 From the **EntraPass application** drop-down list, select the application you want to configure. This list displays all EntraPass applications that have been installed and registered. The **Application type** drop-down list displays the type of the selected item. It may display Workstation, Gateway, Redundant Server & Mirror Database, etc.

3 Assign a name to the selected EntraPass applications. If you are running the software in two languages, for example in English and French, you may assign a name in English and in French.

4 For added security, specify the system behavior when the operator is inactive. This feature provides additional security to prevent access to the system by an unauthorized person. The default delay is 20 minutes. You may keep the default delay or change it.

• Select the **Send to tray on idle** if you want the EntraPass applications to be minimized when there is no action on the keyboard. If you do this, you have to specify the period after which the application will be minimized if there is no action on the keyboard: in the Send to tray on idle, enter the delay after which the EntraPass applications will be minimized and sent to the task bar.

• Select the **Automatic Logout on idle** option if you want the EntraPass applications to logout when there is no action on the keyboard. If you do this, you have to specify the period after which the application will be minimized: in the Automatic logout on idle

enter the delay after which the Operator will be automatically logged out, (the option has to be checked).

5 If the Video feature is enabled, the **Video view** field appears. If this is the case, select the Video view in which you want the defined component to appear. For details on defining video views, see "Defining Video Views" on page 143.

6 From the **Graphic** list, you may select the graphic to which the EntraPass applications is assigned, if applicable. For details on defining graphics, see "Defining Graphics" on page 180.

Defining Security Parameters

This section applies to all EntraPass applications (EntraPass Workstations, Gateways, SmartLink (if installed), Redundant Server & Mirror Database, etc.).

1 From the EntraPass applications window, select the **Parameters** tab.
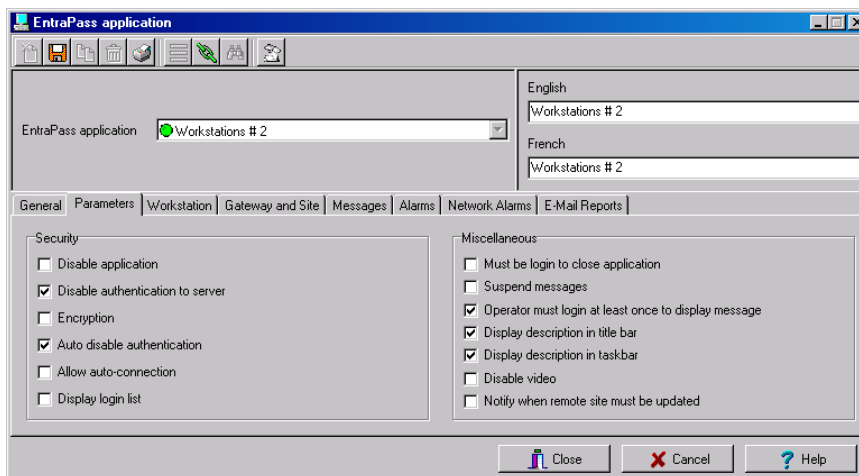
2 Make the appropriate choices:
- **Disable application:** if selected, the operator will not be able to start the application. This field must be used with caution.
- **Disable authentication:** When this option is checked, it is no longer possible to register the EntraPass application to the server.
- **Encryption:** select this option if all incoming or outgoing messages for this application should be encrypted.
- **Auto disable authentication:** if selected, the system will automatically disable authentication when the application has authenticated itself for the first time.
- **Allow auto-connection:** if selected, the EntraPass workstation will automatically attempt to connect itself to the server following a communication failure.

- **Must be login to close application**: checking this option will oblige operators to login before they exit an EntraPass program.
- **Suspend messages:** if this option is selected, all incoming messages for this EntraPass applications will be suspended. Use this option for an EntraPass workstation that is used only to configure components or when messages are not required.
- **Operator must login at least once to display messages**: checking this option will oblige the operator to login at least once with a valid username and password before system messages can be viewed.
- **Display login list**: if checked, this option tells the system to save the five last login names to make them available for selection when opening new sessions. This option offers a fast way to open a session since an operator has only to select a user name and enter a password. You may however leave this field to its default setting (unchecked) for increased security; this will oblige operators to enter both a valid user name and password before accessing EntraPass.
- **Display description in title bar**: check this box to display EntraPass applications description in the window titlebar (top).
- **Display description in taskbar**: check this box to display EntraPass applications description in the window taskbar (bottom).
- **Disable video**: check this option to hide the video view options from this EntraPass workstation user interface. If this option is checked, the Video Events List, Video Playback and Video desktop options are disabled in the system. Operators with appropriate user permissions will be able to configure the Video option but will not be able to view live or recorded video segments.
- **Notify when remote sites must be updated**: check this option to tell the system to send a notification before updating remote sites. When this option is enabled, operators will receive a notification before updating site communicating via a modem. If this option is selected, operators will receive a notification each time data related to sites (such as schedules, controllers, etc.) are modified. They will have the choice of updating remote sites (**Yes**), refusing the change (**No**) or clicking **Details** so that they can select specific sites to be updated.

Defining Filters

The **Workstation** tab allows you to select which applications will send messages to the workstation application being defined. This feature provides the ability to restrict incoming messages to a computer. For example, you may decide that the application being defined will not receive messages from the SmartLink application. To do so, simply remove the mark next to SmartLink (by clicking it); messages from SmartLink will not be sent to this workstation.

To filter incoming messages:

1 From the EntraPass application window, select the **Workstation** tab. From the **EntraPass application** drop-down list, select the Workstation application you want to define.
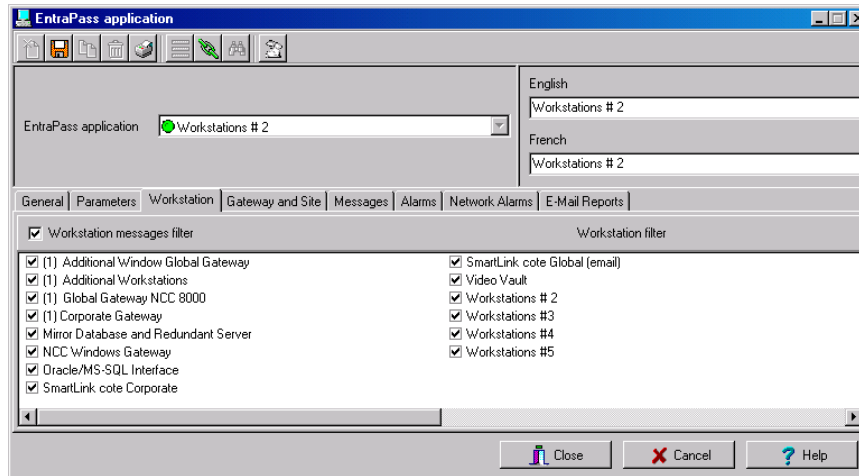
2 In the lower pane, select the application that will send messages to the EntraPass workstation being defined. Messages are sent via the EntraPass server.

To filter messages from gateways and sites:

1 From the **EntraPass application** drop-down list, select the application for which you want to define gateway and site filters.
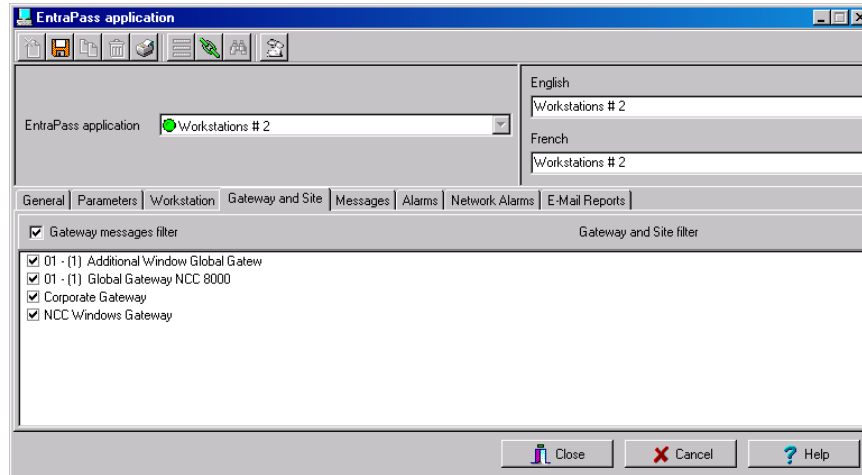
2 In the EntraPass application window, select the **Gateway and Site** tab. Gateway and sites defined in the system appear in the lower pane. The **Gateway/Site** tab appears if the selected application is a workstation.
3 Select the gateway and site that will send messages to the EntraPass application being configured. The selected gateway/sites send their messages via the EntraPass server.

To define message controls:

1 Click the **Messages** tab to define how messages should be processed when the EntraPass workstation is connected (or not) to the server.
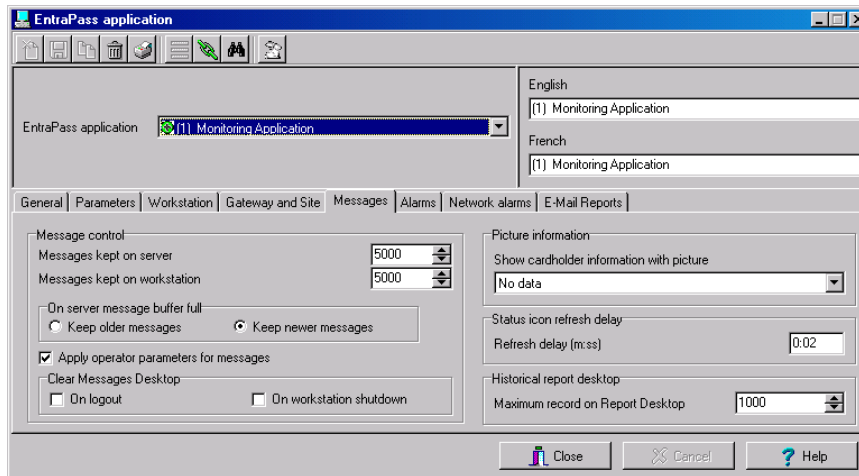
NOTE: Messages desktops are configured in the Desktop definition menu. For details, see Chapter 12 'EntraPass Desktops' on page 337.

2 In the **Message control** section:

- Specify the number of messages that will be **kept on the server** when the EntraPass workstation is off-line, that is, when it is not connected to the server. The server buffers a maximum of 60,000 messages per EntraPass workstation (default: 5,000).
- Specify the number of messages that will be **kept on the workstation**. There is a maximum of 60,000 messages per EntraPass workstation. By default, it keeps 5,000 messages.

NOTE: The EntraPass workstation will always keep newer events. To view older events, you have to request a historical report. For details on requesting reports, see Chapter 13 'Reports' on page 375.

3 Specify if the Server should keep newest or oldest messages when its buffer reaches the defined maximum number:

- **Keep older messages:** the Server will keep the oldest messages and archive the newest messages when the EntraPass workstation is off-line and when the Server buffer is full.
- **Keep newer messages:** The Server will keep the newest messages and archive the oldest messages when the EntraPass workstation is off-line and when its buffer is full. Messages are processed on a first in - first out basis.

4   You may want to create exceptions to the EntraPass workstation configuration by checking **Apply operator parameters for messages** options. When this option is enabled, operator settings have priority over EntraPass workstation settings.

*NOTE: If the **Apply operator parameters for messages** option is selected all events will be filtered according to the EntraPass workstation configuration, and filtered again according to the security level of the operator who is currently logged on the EntraPass workstation. If the "Apply operator parameters for messages" option is selected and no operator is logged in, or the EntraPass workstation is off-line, events will NOT be buffered by the server.*

5   In the **Clear Message Desktops** section, specify when messages should be cleared:
- **On logout** (on a regular logout by an operator)
- **On workstation shutdown** (when the EntraPass workstation is completely shutdown)

6   In the **Picture information** section, select the field content that will be displayed below the cardholder picture. The **Show cardholder information with picture** drop-down list contains 10 definable fields (Card information 1, Card information 2, etc.).

NOTE: By default, the field displays "card information #1" to "card information #10". These labels may be customized. For more information on renaming card information labels, see "Customizing Card Information Fields" on page 209.

7   In the **Status icon refresh delay** section, specify the time interval at which the EntraPass applications refreshes the condition reported by the status icon visible in the status bar. Refresh delays range from 0.01 to 4.59 sec. in increments of 0.01 sec.

8   You can define the **Maximum Records in Report Desktop** that can be retrieved from archived files and displayed on screen. The maximum is 200,000.

To define alarm controls:

1 Click the **Alarms** tab to define how alarms should be processed when the EntraPass workstation is connected (or not) to the server.
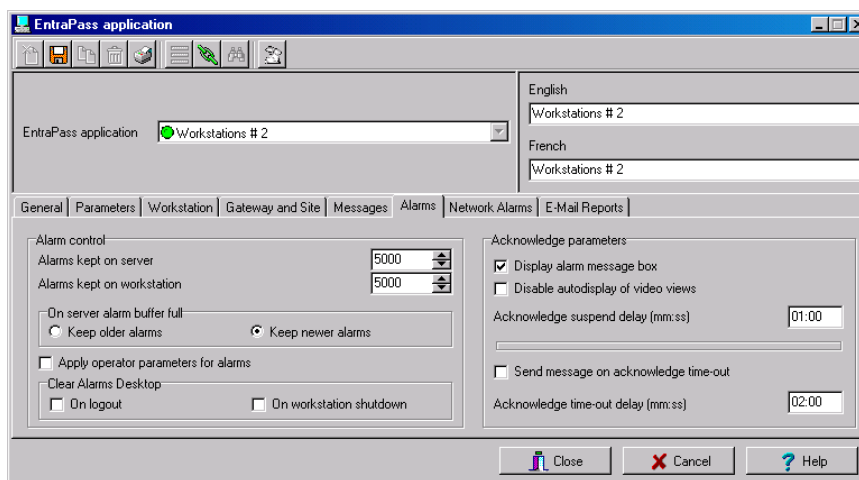
> *NOTE: Alarms desktops are configured in the Desktop definition menu. For details, see Chapter 12 'EntraPass Desktops' on page 337.*

2 In the **Alarm control** section:

- Specify the number of alarms that will be **kept on the server** when the EntraPass workstation is off-line, that is, when it is not connected to the server. The server buffers a maximum of 60,000 alarms per EntraPass workstation (default: 5,000).
- Specify the number of alarms that will be **kept on the workstation**. There is a maximum of 60,000 alarms per EntraPass workstation. By default, it keeps 5,000 alarms.

> *NOTE: The EntraPass workstation will always keep newer events. To view older events, you have to request a historical report. For details on requesting reports, see Chapter 13 'Reports' on page 375.*

3 Specify if the Server should keep newest or oldest alarms when its buffer reaches the defined maximum number:

- **Keep older alarms:** the Server will keep the oldest alarms and archive the newest alarms when the EntraPass workstation is off-line and when the Server buffer is full.
- **Keep newer alarms:** The Server will keep the newest alarms and archive the oldest alarms when the EntraPass workstation is off-line and when its buffer is full. Alarms are processed on a first in - first out basis.

4   You may want to create exceptions to the EntraPass workstation configuration by checking **Apply operator parameters for alarms** options. When this option is enabled, operator settings have priority over EntraPass workstation settings.

*NOTE: If the **Apply operator parameters for alarms** options are selected all events will be filtered according to the EntraPass workstation configuration, and filtered again according to the security level of the operator who is currently logged on the EntraPass workstation. If the **Apply operator parameters for alarms** options are selected and no operator is logged in, or the EntraPass workstation is off-line, events will NOT be buffered by the server.*

5   In the **Clear Message Desktops** section, specify when alarms should be cleared:
  • **On logout** (on a regular logout by an operator)
  • **On workstation shutdown** (when the EntraPass workstation is completely shutdown)

6   You may define the acknowledgement parameters. Checking **Display alarm message box** will send an acknowledgement message box even if the operator is working in another application. When this option is enabled, you have to enter the delay during which the acknowledgement message box will be suspended. At the end of the delay, an alarm message box will be displayed again requiring an acknowledgement from the operator.

7   You can check the **Disable auto display of video views** option to prevent video views from being automatically displayed by this workstation. In fact, video views defined as alarms and associated with components are automatically displayed when the component goes in alarm.

8   You may check the option **Send message on acknowledge time-out** to generate an "acknowledge time-out" event when the operator fails to acknowledge an event during the time-out delay specified in the **Acknowledge time-out delay** field. The message will be sent to the Message desktop and the Alarms desktop. For more information on EntraPass desktops, see Chapter 12 'EntraPass Desktops' on page 337.

To define network alarms

Alarm network alarms are setup in the EntraPass applications Alarm Network tab.
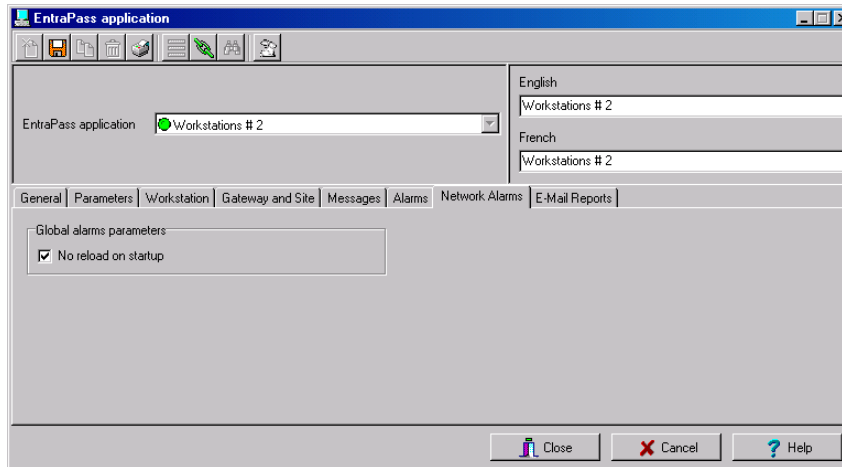
1 Specify whether all the system (network) alarms will be reloaded on startup. System alarms are stored in the server database. If the **No reload on startup** option is checked, operators will have to manually reload the system alarms.

NOTE: Manual reload of the system alarms can be done though the Network Alarms desktop. To do so, open the desktop, right-click on an item and select Refresh from the contextual menu. You may want to check this option for fast startup; it is useful whent he system has a slow connection.

Configuring a Gateway Application

The Gateway converts the information received from a controller or a site and transmits the converted data to the EntraPass application. It also converts the information received from the EntraPass workstation and transmit it to controllers. The gateway interfaces the sites and the EntraPass application.

The Gateway application allows you to monitor the controller sites connected to the gateway. You may add up to 40 Corporate gateways software.

To configure a gateway program:

1 From the **EntraPass application** drop-down list, select the gateway application. When the selected application is a gateway type, the **Application type** field displays "Gateway".
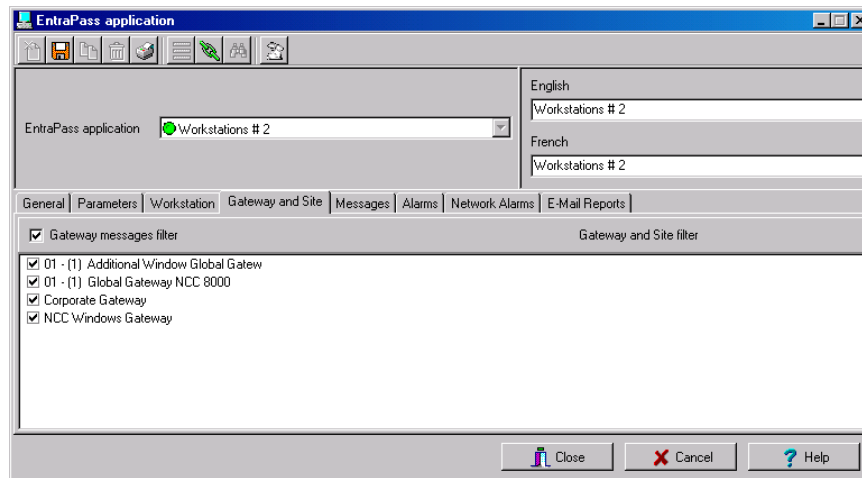
2 For details on defining the system behavior on idle, see "Configuring EntraPass Applications" on page 54.

3 To define security parameters for the gateway application, see "Defining Security Parameters" on page 56.

Configuring the Oracle/MS-SQL HR Interface

The Oracle/MS-SQL HR Interface creates a real-time mirror copy of the EntraPass card databases (Card table, Card group table, Card type table and Badge table) in MS-SQL or Oracle database. In addition, it allows operators to interact with the system card database from their MS-SQL or Oracle programs. Operators can add, modify and delete cards, or obtain card-related information from the EntraPass card database.

The card information is updated in all the databases, whatever the program used to modify or to update the database; MS-SQL HR Interface ensures that the modifications are conveyed to the server and then sent to the workstations.

NOTE: The Oracle/MS-SQL Interface requires an additional license.

Make sure that the MS-SQL or Oracle client software is installed on the same computer as the Oracle/MS-SQL HR Interface. It it not recommended to install the Oracle/MS-SQL HR Interface on a computer where EntraPass is installed. Installing the two applications on the same computer may cause problems during data exchange between EntraPass and the Oracle or MS-SQL server.

To configure the Oracle/MS-SQL HR database Interface you have to define:

- General parameters (applicable to the Oracle/MS-SQL HR Database Interface), including the EntraPass application security parameters
- Database parameters, including the database access rights

To configure the Oracle/MSSQL HR Interface:

1 From the **EntraPass application** drop-down list, select Oracle/MS-SQL HR Interface.
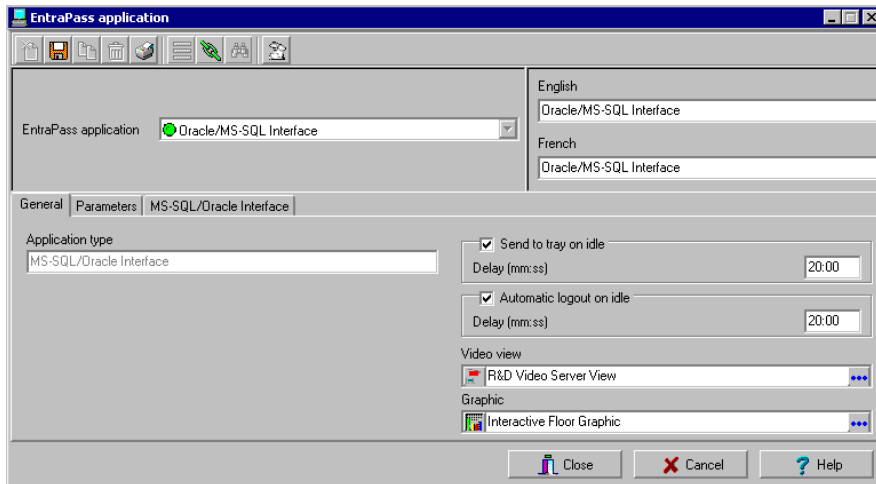
2 Define the application on which you have installed the Oracle/MS-SQL HR Interface. For more details, see "Configuring EntraPass Applications" on page 54.

3 Select the **Parameters** tab to define security parameters for the Oracle/MSSQL HR Interface. For details, see "Defining Security Parameters" on page 56.

4 Select the **MS-SQL/Oracle Interface** tab to indicate how the EntraPass software will communicate with the client database and to define the database access rights.
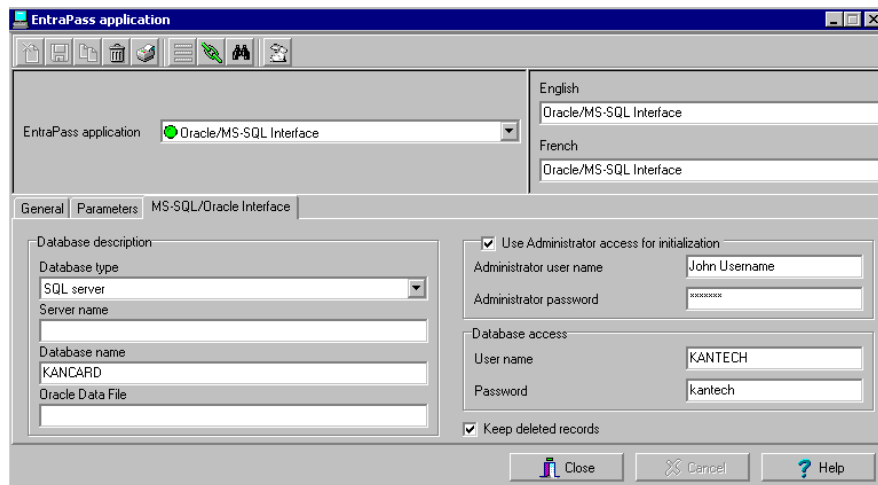
5 From the **Database type** drop-down list, select the database server: Oracle 8.0 server, Oracle 7.3 server or SQL server. Be sure to select the correct server version since the database configuration is different from one version to another.

NOTE: If the wrong version is selected, the Oracle/MS-SQL HR Interface will not communicate and will not be able to connect to the server.

6 Enter the database server name in the **Server name** field.

7 Type the name of the requested Oracle or SQL database in the **Database Name** field.

8 If you are using an Oracle server, type the name of the data file which points to the data you wish to access in the **Oracle Data File** field.

NOTE: Oracle and SQL servers may be configured to contain more than one database. Accessing an SQL database requires pointing to its name while accessing an Oracle database requires pointing to its name and specific data file. Refer to your network administrator for access parameters to the database specific to your application.

9 Check the **Use administrator Access for Initialization** option, if applicable. Checking this option enables you to enter a valid administrator username and password.

NOTE: It is important to check this box. If you do not, you must manually create the database, the username and password in the database server.

10 Enter the username and password of the database administrator in the **Administrator user name** and **Administrator password** fields. The program will automatically create the database, username and password in the server database

11 In the **Database Access** area, enter a username and password which will be used by the card gateway to connect to the Oracle/SQL database.

NOTE: The database access procedure does not allow the card gateway to create or modify an existing user profile on an Oracle/SQL server.

12 Check the **Keep deleted records** option if you want to keep the record of a card, even when the card is deleted from the EntraPass database. The record will be kept in the Oracle/MS-SQL HR Interface database.

NOTE: If you do not select this option, deleted records will be physically and permanently erased from the Oracle/MS-SQL HR database.

NOTE: When EntraPass creates the card database automatically in the SQL or Oracle Server, it allows a maximum of 50MB for the card database. If you want to increase the size of the database, you must create the database manually, as detailed in the following section.

Manually Creating Server Databases

In order to integrate the database with EntraPass, you have to create the database that will be used and then create the Kantech operator in the database. If your system is using an MS-SQL server, proceed as follows:

To manually create the operator in the MS-SQL/Oracle Server:

The first step in integrating MS-SQL/Oracle with EntraPass is to create the database that will be used.

1 Right-click the Database folder and select **New Database**.
2 Enter the database name in the **Database name** field.
3 Click **OK** once you have entered the name of the database.

To create the KANTECH operator for an MS-SQL Server:

You have to create an operator that the Oracle/MS-SQL HR Interface will use to log on the MS-SQL server.

1 Right-click **Logins** and select **New Login**.
2 Enter kantech (lower case) in the **Name** field.
3 Make sure that the **SQL Server Authentication** option is checked.
4 Enter **kantech** (in lower case) as the password in the **Password** field.
5 Click the **Database Access** tab.
6 Check the name of the database created in step 2. When you select this option, the bottom part of the window displays "Database Roles - Permit in database role".
7 In order to be able to modify the database, check the **Public and db_owner** options and click **OK** to save and exit. You will be prompted to confirm the password.
8 Enter kantech (lower case) and click **OK** to exit.

To create the KANTECH operator for an Oracle Server:

1 Log on the ORACLE server as the administrator. Default name "kantech" may be used.

2 Create a database. Default database name "KanCard" may be used.

3 Create a logon profile. Default username and password "kantech" may be used.

4 Assign the kantech operator the permission "Owner".

NOTE: *If any defaults are changed, there must be a consistent Database name, User name and Password between the Database and EntraPass software.*

Configuring the Mirror Database and Redundant Server

The Mirror Database monitors the communication between itself and the Primary Server. The Mirror Database is a real-time copy of the system database and Windows system registry entries.

When communication between the Mirror Database and the Primary Server fails, the Mirror Database automatically initiates the delay after which the Redundant Server is automatically started to replace the Primary Server.

The Mirror Database & Redundant Server program cannot run on the same computer as the Entrapass software server. The Mirror Database & Redundant Server should be installed on a dedicated computer.

NOTE: *You can operate the system with more than one Mirror Database & Redundant Server. The Mirror Database & Redundant Server feature requires an additional license.*

To configure the Mirror database & Redundant server workstation, you have to define:

- General parameters applicable to the Mirror Database & Redundant Server, including security parameters
- Redundant Server parameters
- Security parameters

To configure the Redundant Server & Mirror Database:

1 From the **EntraPass application** drop-down list, select the **Redundant Server application**.
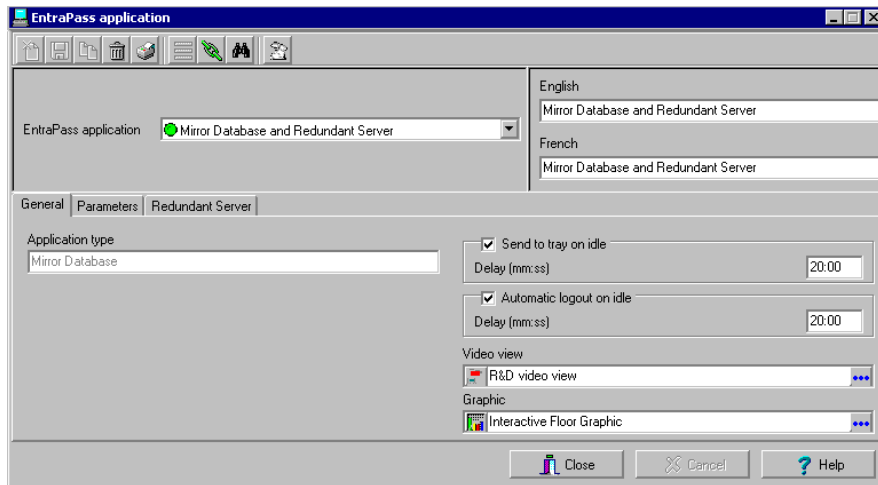
2 Define the workstation on which you have installed the Redundant Server& Mirror Database. For more details, see "Configuring EntraPass Applications" on page 54.

3 Select the **Parameters** tab to define security parameters for the Redundant Server& Mirror Database. For details, see "Defining Security Parameters" on page 56

4 To define communication parameters for the Redundant Server& Mirror Database, select the **Redundant Server** tab.
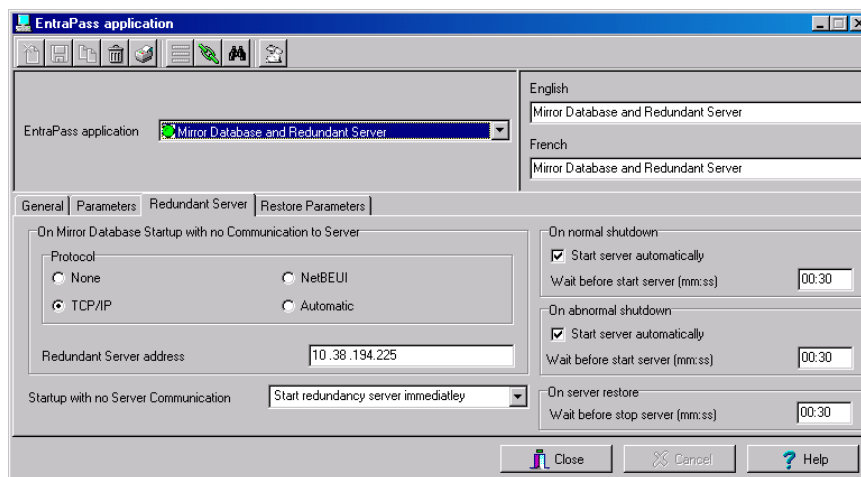
5   Select the protocol that is used to communicate with the computer where the Mirror Database is installed: **None**, **TCP/IP** (network server), **NetBEUI** (computer name) or **Automatic**.

*NOTE: When you select TCP/IP, the **Redundant server address** field is enabled to allow you to enter the TCP/IP address of the computer hosting the Redundant Server and Mirror Database. The field can also be edited when you select NetBeui.*

*NOTE: If **Automatic** is checked, the IP address of the computer hosting the Redundant Server and Mirror Database will be sent to the server for broadcast to all workstations on the network. This option is particularly useful if you don't know the IP address or if the computer is set to a dynamic IP address or if the computer is connected to a DHCP server.*

6   Enter the **redundant server IP address**.

7   Select the course of action the redundancy server must take when it cannot connect with the Communication server on startup.

8   Specify the options for starting the Redundant Server when the main server shuts down: this may be automatically on a normal shutdown (when an operator shuts down the EntraPass server) or on an abnormal shutdown (when EntraPass server "hangs" or "freezes"). The Mirror Database will start the Redundant Server when the delay indicated in the **Wait before start server** field has expired**.**

*NOTE: If you do not check the **Start server automatically** option, the Redundant Server **will not** start when the primary server is closed under normal conditions (i.e. operator shutdown). Therefore, it will be necessary to start it manually.*

9   Specify the system's course of action when the server returns to normal (**On server restore**): enter the delay after which the Redundant Server will be stopped when the primary server returns to its normal functioning. During this time, the Redundant Server will continue to prevail (maximum allowed: 59:59 minutes).

10   Select the Restore Parameters to define the redundant server's course of action when the main server shuts down.
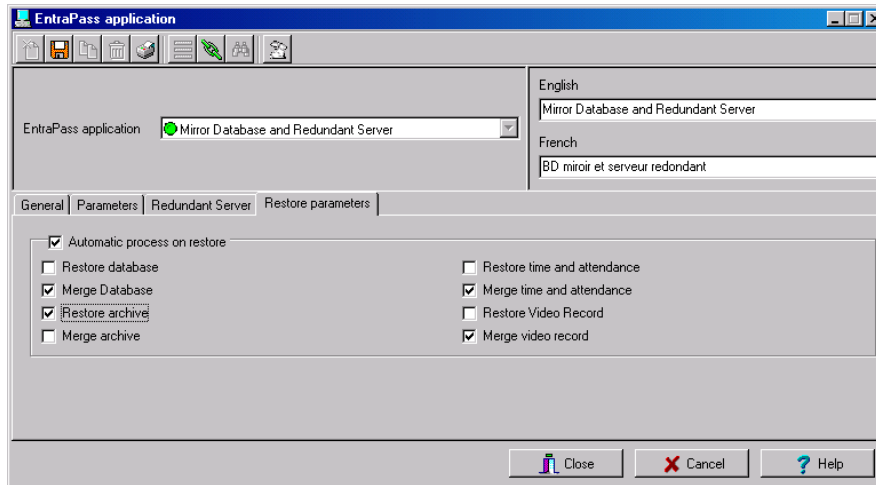
- To automate the restore process from the redundant server, check the **Automatic process on restore** box. The rest of the options become enabled.
- Check the appropriate boxes depending on the features you have installed, and the restore process you want to activate.

NOTE: You can select **Restore** *or* **Merge***; not both.*

- **Restore**: Will transfer the whole database that contains all the transactions from the redundancy server to the main server and overwrite any data created on the main server.
- **Merge**: Will only transfer data from the redundancy server when the transactions cannot be found on the main server.

NOTE: When using the Merge feature, data will not be transferred in cases where, for example, a card has been modified on the redundant server and the main server simultaneously while the main server was disconnected.

Configuring SmartLink

The SmarkLink application allows operators to interface the EntraPass access control software with any intelligent device such as video matrix switchers, paging systems, e-mail application, etc., using an RS-232 connection between one of the EntraPass workstations and the external device. Integration with other systems can also be accomplished through software DLLs. SmartLink can be used to connect to another computer to exchange information and update it automatically in real-time. It also enables EntraPass to receive and send messages or commands, and to communicate with client applications.

NOTE: The SmarkLink feature requires no additional license.

EntraPass allows you to configure the SmartLink communication mode. For more information on SmartLink and how it works, see your *SmartLink Reference Manual*.

To configure SmartLink connection options:

1 From **EntraPass application** drop-down list, select the system **SmartLink** application.
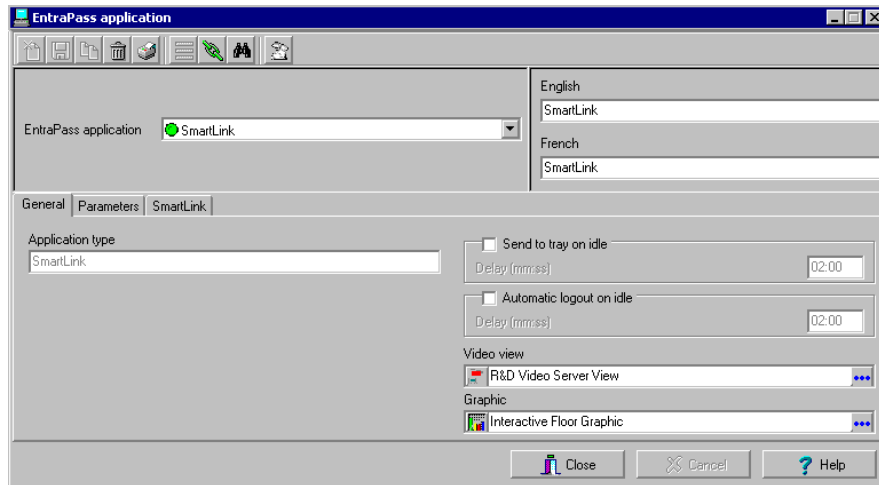
2 Define the workstation on which you have installed the Smartlink interface. For more details, see "Defining Security Parameters" on page 56.

3 Configure the SmartLink workstation security parameters. For more details, see "Defining Security Parameters" on page 56.

4 Click the **SmartLink** tab to view and setup the Smartlink connection parameters.
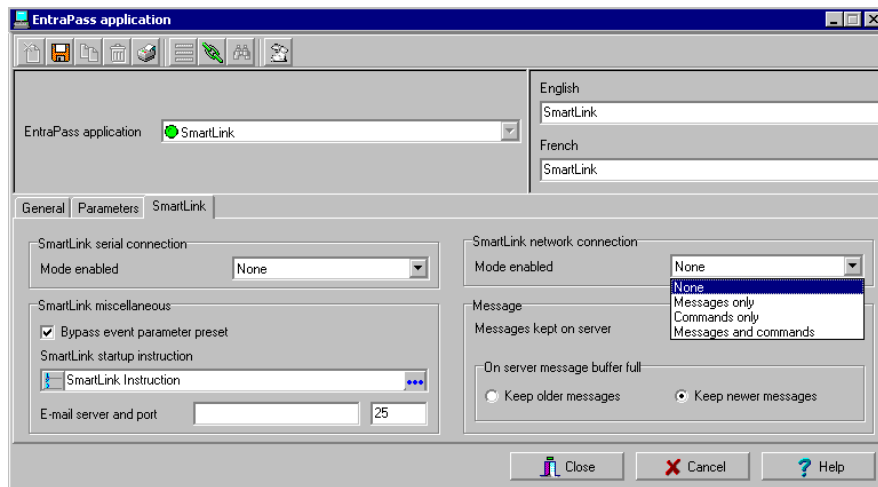
5 From the **Mode** enabled drop-down list, select the mode that is used:
   • The **Unidirectional** or **Message mode** is used to process the contents of instructions that are generated when an event programmed with an instruction occurs. Instructions are defined in the **Instruction** definition menu and assigned to events in the **Event Parameters** menu. For details on defining instructions, see "Instruction Definition" on page 330.
   • The **Bidirectional** or **Command mode** is used to process the requests corresponding to commands received by the serial port or by the network, and to return the appropriate response from the process to the sender.

NOTE: When you start the SmartLink application, the connection options for the serial port and network modes are retrieved from the EntraPass Server. If the network connection mode of the SmartLink is different from "none", the SmartLink application will be started to allow a client application to connect to the SmartLink application, either to execute commands or to receive messages sent through the network or both process simultaneously.

6 Check the **Bypass event parameter preset** option if you want to ignore all default settings of the **Event Parameter** definition menu (**System** > **Event Parameters**). By default, all events are programmed to be sent to all workstations (including the SmartLink workstation). Check this option to avoid receiving unnecessary instructions and events that are not intended for the SmartLink application.

NOTE: You will have to "manually" create associations of events and instructions in the Event Parameter definition menu. For example, you could select the event "Door forced open" and send only a specific instruction to the SmartLink application that would send an e-mail.

7   Click the button to select a SmartLink startup instruction. The instruction you assign will be processed automatically when the **SmartLink** application is started. For details on defining Smartlink and other system instructions, see "Instruction Definition" on page 330.

8   To use the SmartLink option with the e-mail service, enter the E-mail server name and port in the **E-mail server and port** field.

NOTE: The e-mail port value is set to 25 by default. You may leave it as is or change this value to another available port on the network (between 0 and 65 535). For information about setting of the e-mail server, contact the network administrator.

9   In the **Messages** section, you may want to define the status of messages in the Server, or to modify the number of messages that are kept in the Server.

Configuring the EntraPass Video Vault Application

The EntraPass Video Vault application addresses the need for better video data archiving. This application retrieves video segments from the Video Servers connected to EntraPass and saves these video segments for future reference. In fact, video segments can be kept on the video server for a limited period of time. This period depends on the video server disk capacity and settings. In order to take full advantage of the Video Integration capability, EntraPass users who are running a video monitoring software need EntraPass Video Vault to manage their video archive database.

After installing and registering the EntraPass Video Vault application, you must define its environment among other EntraPass applications. For details about registering EntraPass Video Vault, see see "Adding Optional Components/Features" on page 10. For details about using EntraPass Video Vault, see "EntraPass Video Vault" on page 456.

To configure the EntraPass Video Vault application

1   From the **EntraPass Application** drop-down list, select EntraPass Video Vault.
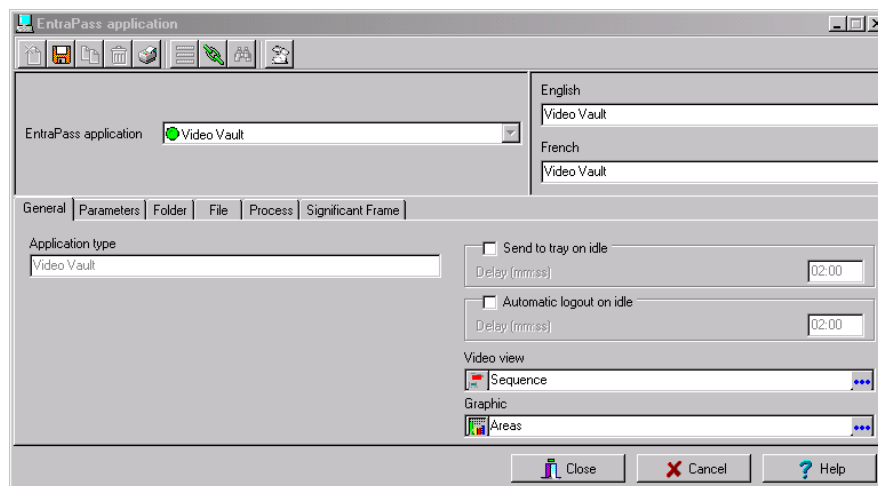
2 To define General parameters for the EntraPass Video Vault application, see "Defining General Parameters" on page 54.

3 To define security parameters for the EntraPass Video Vault application, see "Defining Security Parameters" on page 56.

4 Select **Folder** tab to specify the video file location and name structure. The settings defined in this window will be reflected in the way the video files will be displayed in the Browse Video Vault window (**Video** tab > **Browse Video Vault**).
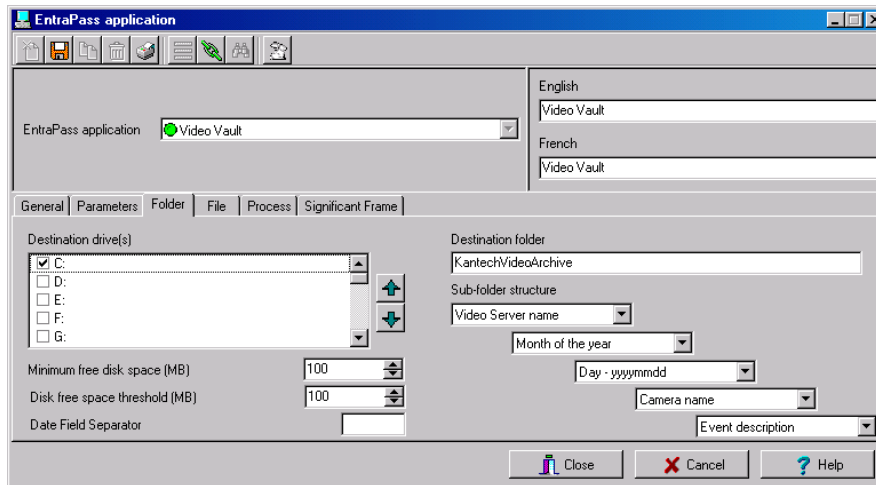
- **Destination drive(s)**: specify the list of drives where video segments will be archived. Video segments will be saved according to the disk space available on the drive and according to order of the selected drives.

NOTE: Destination drives that are displayed for selection correspond to the mapped network drives on your computer. They differ from a computer to another.

NOTE: By default, drives are listed alphabetically. You may decide to change this order according to the space available on each disk. The up/down green arrows allows you to change the sequence of drives to use for archiving. displayed for selection correspond to the mapped network drives on your computer. They differ from a computer to another.

- **Minimum free disk space (MB):** Enter the minimum free disk space allowed before the system sends a message that there is no more disk space in the EntraPass Video Vault.
- **Disk free space threshold (MB):** Enter the maximum threshold space allowed before the system sends a message that the EntraPass Video Vault has reached its disk space threshold.
- **Date field separator:** You can define the date field separator that will appear in the archived video directory.

- • **Destination folder**: select the folder that will be used to archive video data. If you do not specify a target folder, no video segment will be archived. By default, video segments will be archived in C:\KantechVideoArchive folder.
- • Sub-folder structure: Each combo box contains the criteria that will be used to create a sub-directory where to archive video data. For example, selecting Video Server Name will create a sub-directory for each video server where all corresponding video segments will be stored. If you go down further and select Day-yyyy-mm-dd, another sub-directory will be created under Video Server Name to store video segments daily. You can go down to 5 levels of sub-directories.
  - • Select **File** tab to define the file naming convention.
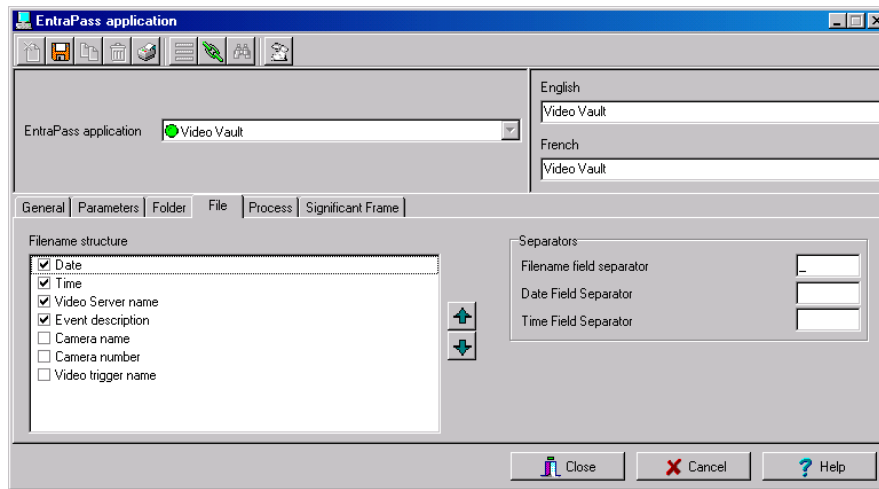
- • **Filename structure:** Check the boxes that correspond to the information you wish to include in the file name.
- • **Separators:** You can define a field separator for the filename as well as data and time.

5 Select the **Process** tab to tell the system how archived video segments will be processed.
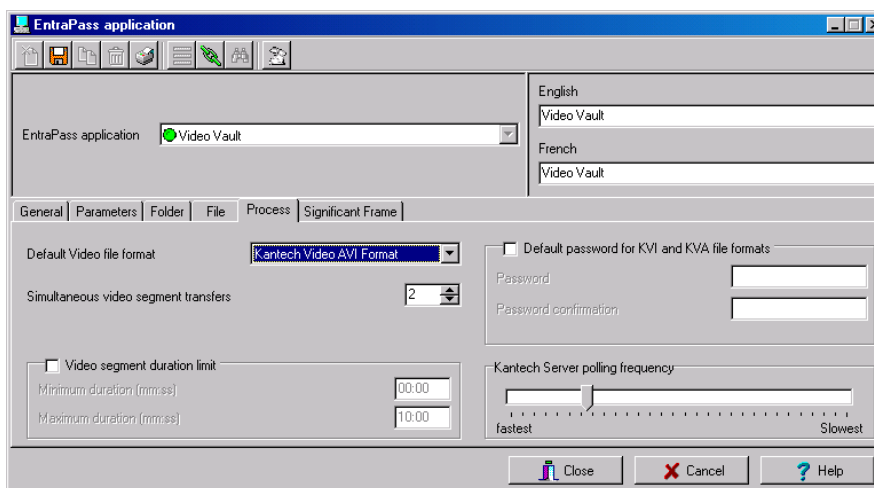
- **Default Video file format for your video archives:** You can archive video segments using the KVI, KVA, AVI or IMG formats.
    - KVI stands for Kantech Video Intellex format. The KVI format offers the ability to view, export, and store video and audio data. The KVI files can be viewed simply by double-clicking on the file itself since they are associated with the Intellex Video Player. However, the Intellex API must be installed on the computer hosting the file.
    - KVA stands for Kantech Video AVI format. Video data are stored in AVI format (.avi). A double click opens the video file using VideoPlayerWindow.exe.
    - AVI stands for Audio Video Interlaced format. AVI video files are viewed using Windows Media Player.
    - IMG is the Intellex native format. Video data are stored in Intellex format (.img) and ca be viewed using the Intellex Video Player.

NOTE: KVI and KVA formats enable users to protect video files with a password and to specify key frames for any selected video event. Key frames offer a fast way for retrieving video segments based on a a still image (bmp) representing the whole video sequence.

- **Simultaneous video segment transfers: Select** the number of simultaneous downloads. You cannot retrieve more than one video segment from one video server at a time. However, it is possible to retrieve more than one segment from more than one video server simultaneously. The minimum value is 1; the maximum is 8.

NOTE: A high number of retrievals requires more network bandwidth. As the flow of video data requires a great amount of network bandwidth, contact the Network administrator for these settings.

- • **Video segment duration-limit:** Specify the minimum and maximum duration of the video segment to be archived. Moving the cursor over the editable field will activate a hint indicating the minimum and maximum duration. This feature can prove useful if you want to restrict the number of archived video segments. For example, the restriction can be based on the size of the record. For example, you can tell the system to ignore all video recordings with a duration of less than 10 seconds.
- • Default password for KVI and KVA file formats: For increased security, check the box if you want to protect the archived video segments by a password. The KVI and KVA formats add the benefit of protecting your archived data with a password. Make sure to enter identical information in the **Password** and **Password Confirmation** fields. Operators with appropriate permission for viewing archived video segments will be required to enter a valid password before viewing the video segment.
- • **EntraPass server polling frequency (m:ss)** Using the slide bar to specify how often the EntraPass Video Vault will poll the EntraPass server.

NOTE: Keep in mind that network traffic will be affected by the polling frequency between the EntraPass Server, Workstations, Gateways and Video servers. Faster polling means higher network bandwidth use.

6 **Significant Frame** allows you to define the key images that will be used as thumbnails to preview video segments in the directories.

- • You must select a setup type:
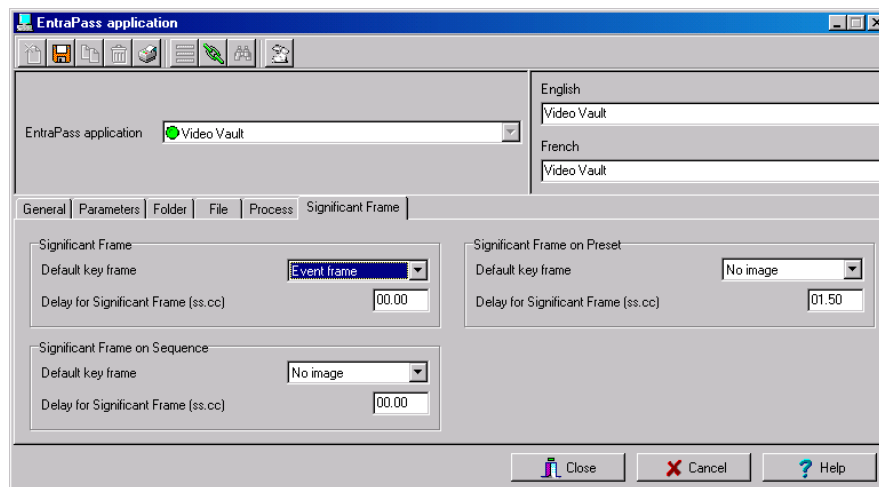
- • **Significant Frame:** The most representative still image of the video segment. This key image serves as a summary for the video segment. It can be used as a thumbnail, for example, when searching for a specific video segment.

- **Significant Frame on Sequence:** This feature is used only with dome cameras where a pattern has been set for the camera to follow and the most representative still image of the video segment must be defined within that pattern.
- **Significant Frame on Preset:** This feature is used only with dome cameras where preset positions have been defined. The most representative image of the video segment can be set taking in consideration the time needed by a camera to move from the first frame to the next preset position.
- You can select one of the **Default Key Frame** types for each setup type:
  - **No image:** there will be no thumbnail for this video segment.
  - **First frame:** The video segment will be represented by a still image of the pre-alarm recording. This automatically enables the **Delay for Significant Frame (ss:cc)** parameter, which is the delay calculated after the first frame to select the thumbnail image that will represent the video segment. Moving the cursor over the editable field will display the min./max. time range admissible.
  - **Event Frame:** the video segment will be represented by the image that was capture when the alarm occurred.

Sending Reports by E-mail

EntraPass offers users the ability to send and to view reports using e-mail capabilities. This feature is configured in the EntraPass applications menu. E-mails can be sent in two formats: report pack files (rpf) and comma separated values (CSV).

- rpf files: this file is a compressed report file. It can be opened by a simple double-click. To view rpf files, users must install a new version of EntraPass Workstation package or the Report Viewer (Set up window) utility found on the installation CD or on Kantech Web site (www.kantech.com).
- CSV files: these files can be viewed using Excel or any text file editor.

To configure e-mail options:

1   From the EntraPass applications main window, select the **E-mail** tab.
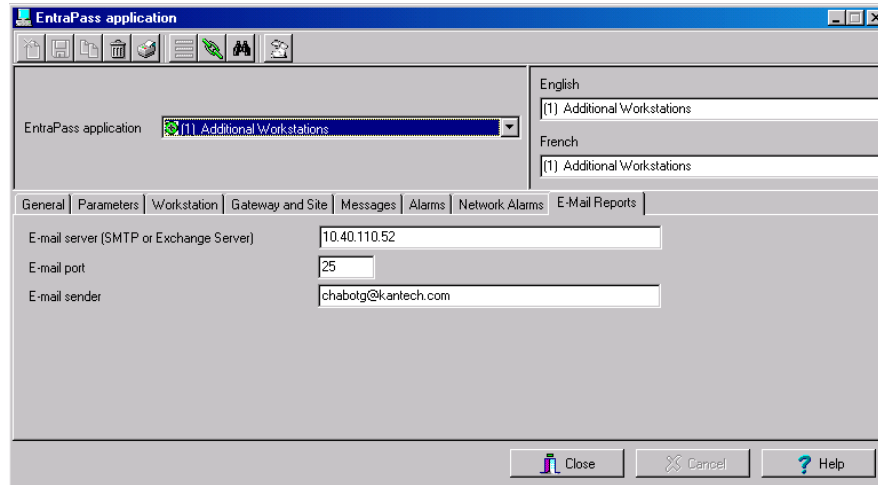
2   In the **E-mail server (SMTP or Exchange)** field, enter the name of the E-mail server that will be used for sending e-mails.

3   In the **Port** field, enter the number of the port that will be used for sending e-mails (usually 25).

4   Enter a valid E-mail address in the **From** field. This e-mail address will be used for authenticating the e-mail server.

NOTE: To view reports sent from EntraPass, the **Report Viewer** *utility must be installed on computers where EntraPass is not installed. To install this utility: Installation CD > Setup window.*

Configuring EntraPass Gateways

Entrapass Gateways convert the information received from a controller or a site and transmit the converted data to the Server. They also convert the information received from the Server and transmit it to controllers.

They may be installed on a dedicated computer, or integrated with another EntraPass workstation.

The following table shows some features of a Corporate gateway:

Capacities	Corporate Gateway
Number	41
Local sites	32
Dial up modems at host site	32 per gateway
Remote dial up sites	512 per gateway
On-line remote sites	32 per gateway
Controllers	17,408 total (32 KT per site)
Readers/keypads per gateway	34,816
Events for timer on/off	30

To configure a Corporate Gateway:

1 From the **Devices** definition tab, select the **Gateway** icon.

2 From the **Gateway** drop-down list, select the gateway to be configured.

3 In the **Keypad** delays section, enter the **Inter-digit delay** time (m:ss). It represents the maximum delay permitted between each selection of a keypad key by a user.

4 Enter the **Time-out on keypad** delay time (m:ss). It is set in seconds. It represents the maximum time allowed for users to begin entering their personal identification number at a keypad.

NOTE: The maximum time allowed for both the Inter-digit and Time-out on keypad delays is 4 minutes and 15 seconds.

5 Click the **Host Modem Definition** button to configure the modem communication options if your Corporate Gateway connects to the first controller of a remote site via modem. For details, refer to see "Configuring Modem Parameters" on page 84.

6 Using the up and down controls, determine the number of **Invalid attempts before keypad is disabled**. Users have a maximum of 255 invalid attempts before the keypad is disabled.

7 Enter the **Keypad disabled duration** delay (h:mm). The maximum duration allowed is 4 hours: 15 minutes. When the counter reaches the maximum attempts counter, the keypad will be disabled for all cards. It is disabled for the delay specified in the **Keypad disabled duration** field.

8 Enter the **Reset attempt counter** delay (m:ss). When the delay specified in the **Reset attempt counter** field is expired, the system will set the attempt counter to zero. The maximum delay is 4:15 minutes. If the value entered is greater than the maximum allowed, then the system will use the previous correct value.

9   Select a Graphic and Video view to which the Gateway is assigned, if applicable. If the Video feature is enabled, the **Video view** field appears. If this is the case, select the Video view in which you want the defined component to appear.

To configure gateway events:

1   From the Gateway window, select the **Events** tab to set the LED **Timer on** and **Timer off** for each event. A Corporate Gateway is configured to manage 30 events.
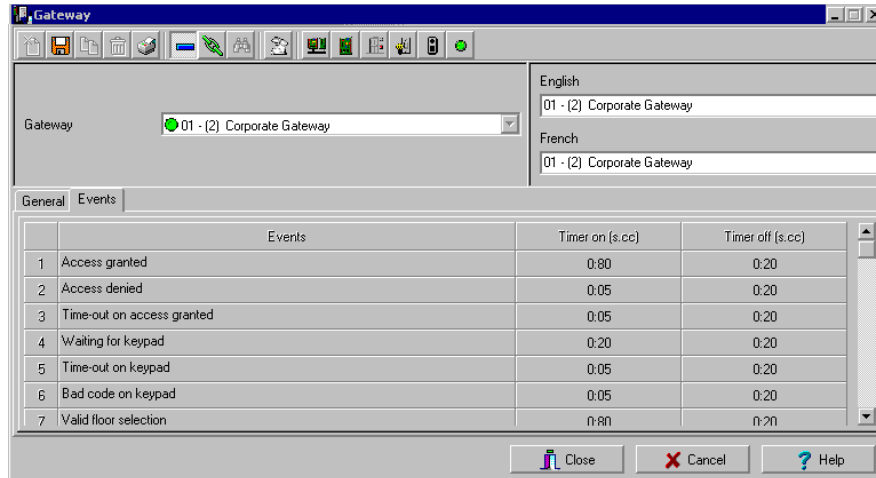
NOTE: A Corporate Gateway-based system may support up to 41 Corporate Gateways. You may add up to 40Corporate gateways .

Configuring Modem Parameters

If your Corporate Gateway connects to the first controller of a remote site via modem you have to configure the modem communication options.

To configure modem parameters:

1   From the Gateway window, click the **Host modem definition** button (lower part of the window) to display the modem setup window.
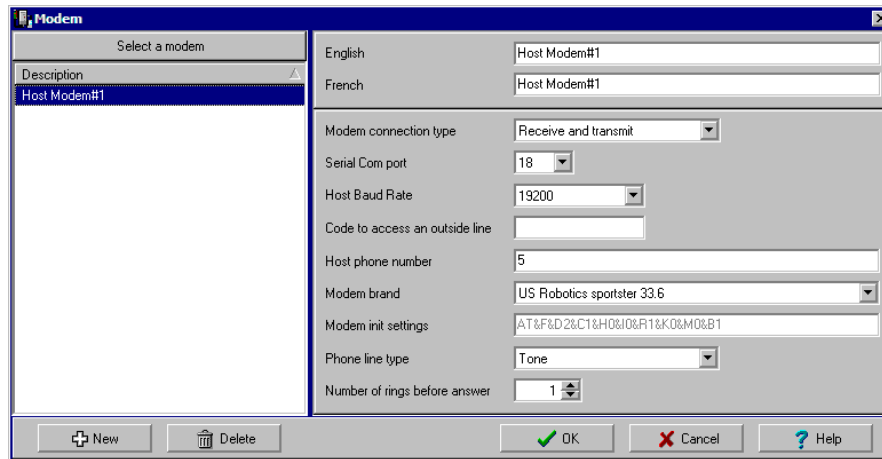
2   Click on the **New** button to add a modem to the modem selection list.

3   Configure the modem as per the example entries shown in the previous window and click **OK** to return to the **Device** definition window.

*NOTE: For reliability and configuration consistency, Kantech currently supports the US Robotics Sportster external modem only. Moreover, the **Modem connection type** should be set to **Receive and transmit** while the **Modem settings** should not be changed. If you are uncertain about modem setup parameters, consult your network administrator for the settings which apply to your particular hardware configuration.*

NCC 8000 Gateways will only work on a dedicated DOS 6.2 computer or Windows 98 with a DOS shell.

Defining Sites

A site is composed of controllers attached to the same serial port. The system can manage up to 32 local sites per Corporate Gateway. EntraPass allows users to add up 512 remote dial up sites per Corporate gateway.

Corporate and gateway sites are composed of KT-100, KT-200 or KT-300 controllers.

NOTE: It is suggested to use a site for each section of a building in order to provide easier system expansion and management.

Defining Sites

Under a Corporate gateway configuration, you have to specify:

• The gateway to which a site is connected
• The number of controllers in the site
• The site communication options, etc.

You may also define the controllers for that specific site by clicking the **Controllers** icon in the Site window toolbar.

To define a site :

1 From the **Devices** window, click the **Site** icon.
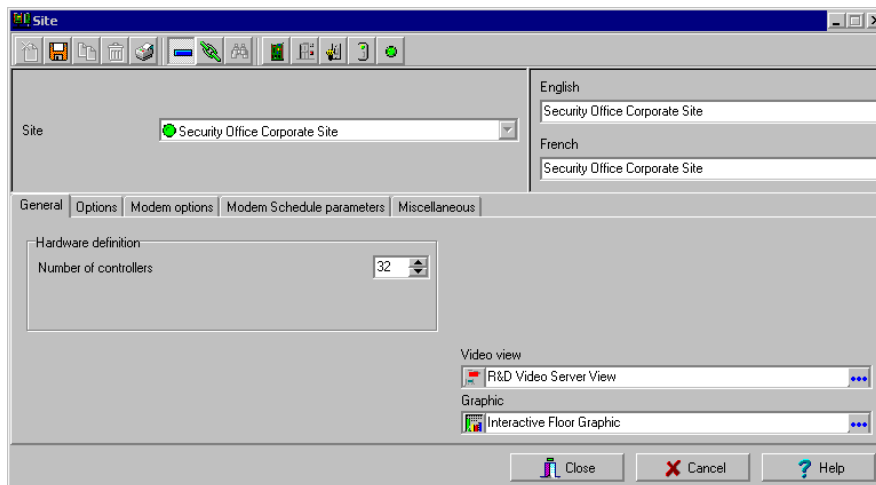
2 If you are defining a new site, assign a name to the new site and click the **Save** icon. The bullet next to the site name turns green.

> **3** In the **Hardware definition** section**,** specify the number of controllers in the site. There may be up to 32 controllers per site. If the number specified is greater than the maximum allowed, the system will set the value to 32.
>
> **4** If the Video feature is enabled, the **Video view** field appears. If this is the case, select the Video view in which you want the defined component to appear.
>
> **5** Select the **Options** tab to define the site connection options.
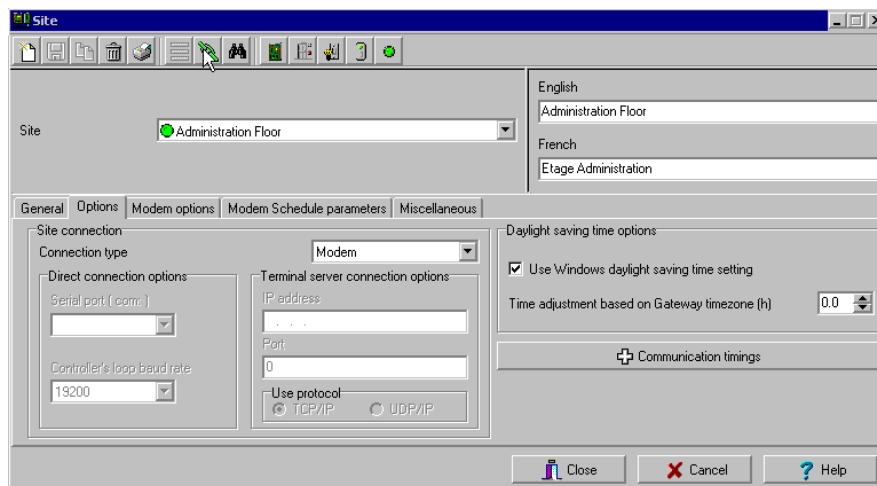
6 From the **Connection type** drop-down list, specify how the site communicates with the gateway computer. This may be through:
  • A direct connection
  • A TCP/IP connection
  • A modem connection

> *NOTE: Selecting* **Modem** *adds three extra tabs to the Site configuration window. To configure these tabs, see "Defining Extra Tabs on Modem Selection" on page 88.*

7 Proceed as follows:
  • Select **Direct**, if the site is connected to the gateway by an RS-232 serial port. Then you have to specify the **Serial port (com:)** as well as the **Controller site baud rate** (usually between 9600 and 19200). When the site communicates with the gateway using a direct connection, the **Terminal server connection options** section is disabled. You also have to select the **Daylight saving time options** (see the following step).
  • Select **TCP/IP** if the site communicates with the gateway through a terminal server using a port number. Then you have to specify the terminal server IP address and **Port** number. In this case, you have to configure the terminal server. To do this, follow the manufacturer's instructions or refer to the Terminal server documentation.

- Select **UDP** (User Datagram Protocol), a connectionless protocol that, like TCP, runs on top of IP networks. UDP offers a direct way to send and receive data over an IP network. It used primarily for broadcasting messages over a network. Check this option if the site you are configuring uses this protocol. If you need more information about the communication protocol used by your site, contact the network administrator. If you are using the Lantronix UDS-10, refer to Lantronix UDS Setup Instructions DN1506 for detailed installation and configuration instructions.

NOTE: You may install up to 32 terminal servers (per gateway).

8 Check the **Use Windows daylight savings time setting** box to automatically switch to daylight saving time according to Windows standard settings. Leave unchecked if you want to do it manually.

9 If you are communicating with a remote site by modem, enter the time difference between gateway location and EntraPass server location **Time adjustment based on Gateway timezone**. This setting will allow events from the remote site to be displayed at local gateway time on EntraPass workstations located in different timezones.

Setting up Communication Timings
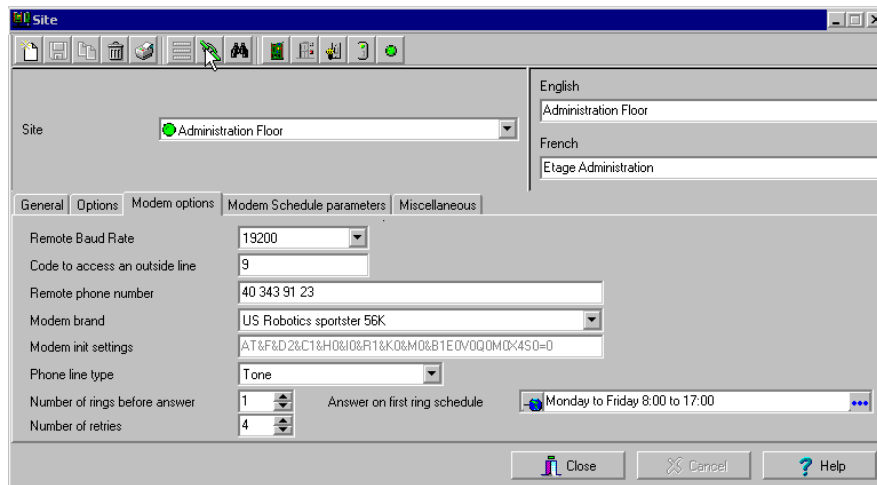
Caution: Do not use the **Communication timing** option. If you need to set up the communication delay and polling frequency, call Kantech Customer Assistance. Inappropriate use of this option may cause serious problems to the system. The Communication timings window shows the actual default settings. They must be preserved unless advised otherwise by Kantech Systems.
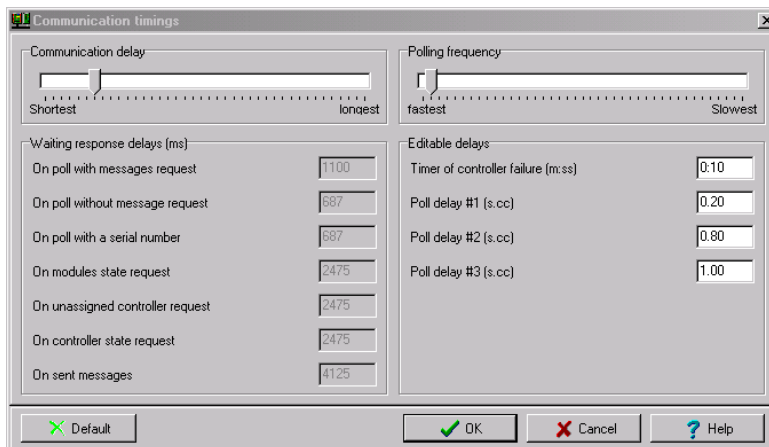
Defining Extra Tabs on Modem Selection

If you specified **Modem** from the **Connection type** drop-down list, you need to access three extra tabs.

1 Select the **Modem Options** tab to set outgoing call behavior to site modem.

2 Enter **Remote phone number** and **Code to access an outside line** (if applicable).

3 Set the **Number of rings before answer** to set the number of rings before the modem picks up the call. This option is valid whenever ring schedules are not in effect.

4 Set the **One ring schedule** option to configure the time interval during which site modem will be allowed to answer on one ring.

5 Set the **Number of retries**. This will set the number of calls the modem will attempt to make before giving up.

NOTE: For reliability and configuration consistency, Kantech Systems currently supports the US Robotics Sportster external modem only.

NOTE: The **Modem settings** *and* **Remote Baud rate** *should not be changed. If you are uncertain about modem setup parameters, consult your network administrator for the settings which apply to your particular hardware configuration.*

6 Once all modem options have been set, click on the **Schedule parameters** tab. This will allow you to set time intervals during which the gateway or site connects to remote sites or gateways (through modem calls) in order to perform specific tasks.
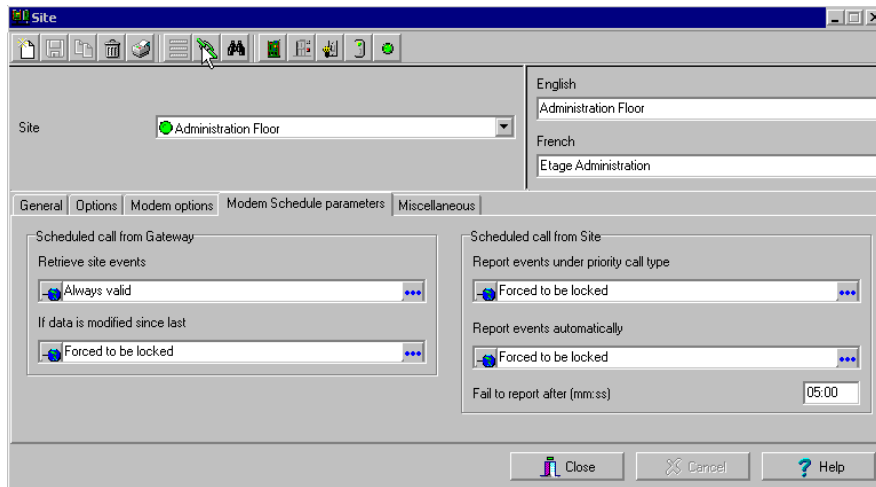
7 Click on the **Retrieve site events** browse button to bring up the schedule selection window. Select the schedule that best corresponds to the time requirements set out for this task. For more information on defining schedules, see "Defining Schedules" on page 176

8 Repeat this step for **If data is modified since last**, **Report events under priority call type** and **Report events automatically**.

*NOTE: To schedule the reporting of events under priority call types, first define **Priority call types** for items such as doors, inputs and controllers.*

9 Click on the **Miscellaneous** tab to set how modems handle site incoming and outgoing calls.
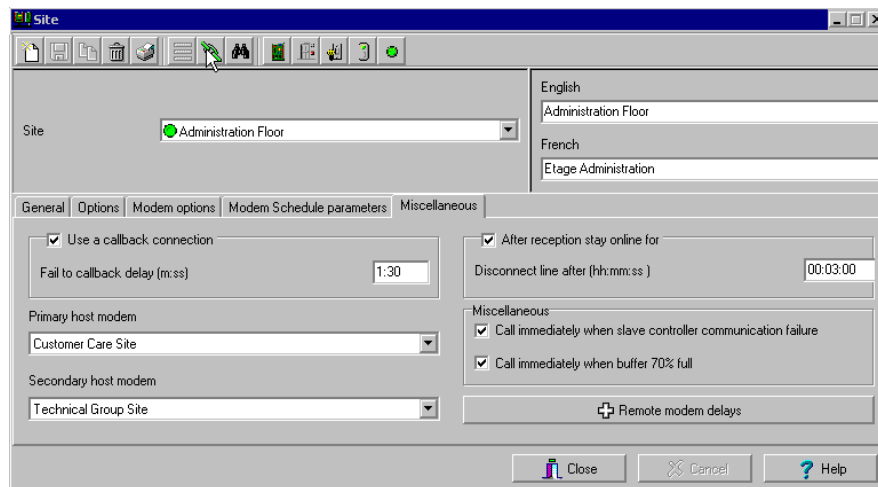
10 Check the **Use a callback connection** box to force the gateway modem to hang up after initial connection to the remote site modem and to stand by for an acknowledgement call from the remote modem. You may also want to customize the standby-for-acknowledgement time in the **Wait for security callback** factory set to 01:minute:30 sec.

11 Select primary modem in the **Primary host modem** drop down list. If available, select a backup modem in the **Secondary host modem.** This setting is useful when the primary modem is busy or fails to take the call.

12 Check **After reception stay online for** if you wish to limit in-call time to a predetermined amount of time which can be set to anywhere between 00.03.00 and 23.59.59.

13 Check the **Call immediately upon slave controller communication failure** to be alerted in the event that a slave controller fails to send data to the master controller (the one carrying the modem).

14 Check the **Report when buffer 70% full** to force download of a site controller's event buffer as soon as it reaches 70% capacity.

Setting Remote Modem Delays

*NOTE: Do not click the **Remote modem delays** button. All values are factory-set for optimum performances with the supported US Robotics modems. Settings should not be edited unless authorized by Kantech.*

Configuring Controllers

Controllers provide audiovisual feedback on the access decision. Typically, a red/green light (LED) indicator on the reader informs the cardholder that the door is unlocked or that access has been denied. A local door alarm can be installed to provide an audible warning if the door is forced open or remains open after an access.The controller definition tells the system how a controller is being used and what devices are associated with it: (door(s), input zones, relays and output devices).

Controllers may be defined during a gateway or site definition; or in the controller definition menu, by selecting either the controller icon (Devices window) or by using Express Setup (identified by the icon).

EntraPass supports three types of controllers: KT-100, KT-200 and KT-300. These provide the ability to activate local functions associated with a controller.

The number of devices associated with a controller varies according to the controller type. The following table summarizes the basic components associated with each type of Kantech controller:

Type	Doors	Relays	Input Zones	Auxiliary Outputs
KT-100	1	4	4	2
KT-200	2	2	16	4
KT-300	2	2	8	4

Defining General Parameters for KT Controllers

1   From the **Controller** definition window, select the gateway associated with the controller site.

2   From the **Site** drop-down list, select the site where the controller is located.

3   From the **Controller** drop-down list, select the controller you want to define. Once selected, the language section is enabled. You may rename the selected controller.

4   From the **Controller type** drop-down list, select the controller type.
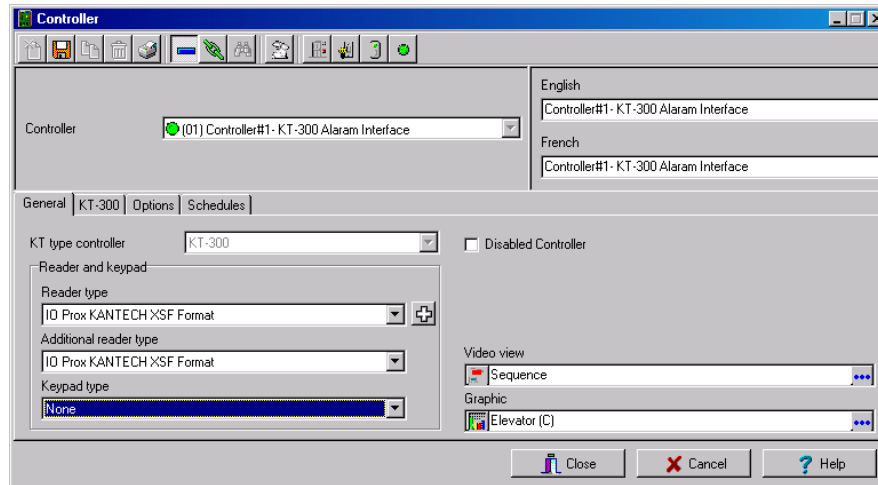
5   Assign a meaningful name to the controller it in the language section (English and French), then click the **Save** icon. Once you save, the **Controller type** drop-down list is disabled.

6   The system prompts you to use the Express Setup program. Click **Yes** to continue. If you select **No** you will have to manually configure these devices in their respective definition menus (doors, relays, inputs and auxiliary outputs).

NOTE: EntraPass offers you the ability to install two types of readers on the same controller The two readers must be of the same technology (Wiegand or ABA). This feature is only available with KT-100 and KT-300, under a NCC Windows and Corporate Gateways.

7   After configuring components associated with the controller, select the reader and keypad installed on your controller from the **Reader** and **Keypad type** drop-down lists.

*NOTE: The **New reader driver** icon* *allows you to install a custom driver for a specific controller. Moreover, using this button allows you to add the driver in the Read Driver table, making it available the next time you want to configure a new controller.*

8 To define the schedules applicable to the new controller, you must move to the Schedules tab.
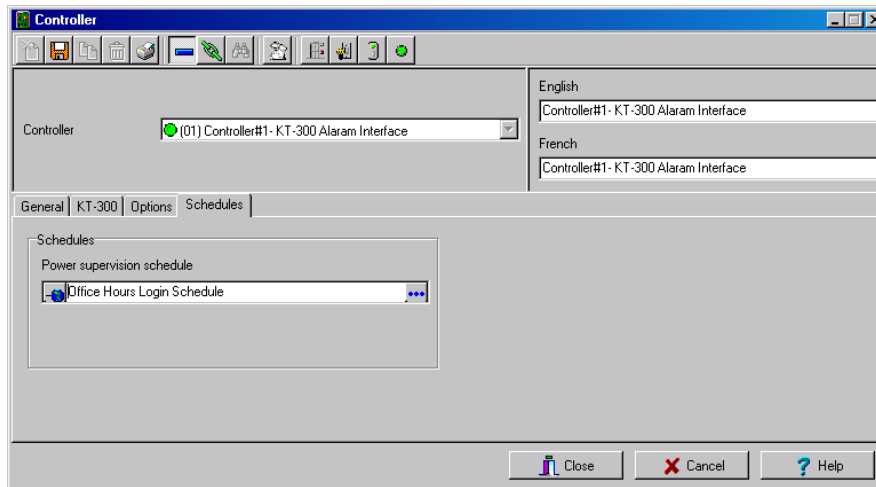
9 Select the applicable **Schedules** for the new controller:
- When a KT-100 or KT-300 is selected: only the **Power supervision schedule** list is displayed.
- For KT-200, the **Power supervision schedule** and the **Tamper switch supervision schedule** lists are available.

10 If the Video feature is enabled, the **Video view** field appears. If this is the case, select the Video view in which you want the defined component to appear.

11 Click the **Save** icon.

Configuring a KT-100 Controller

Once the general parameters are defined, the **Controller type** tab is displayed. A **KT-100** or **KT200** or **KT-300** tab appears beside the **General** tab.

1 Select the **KT-100** tab from the **Controller** window.
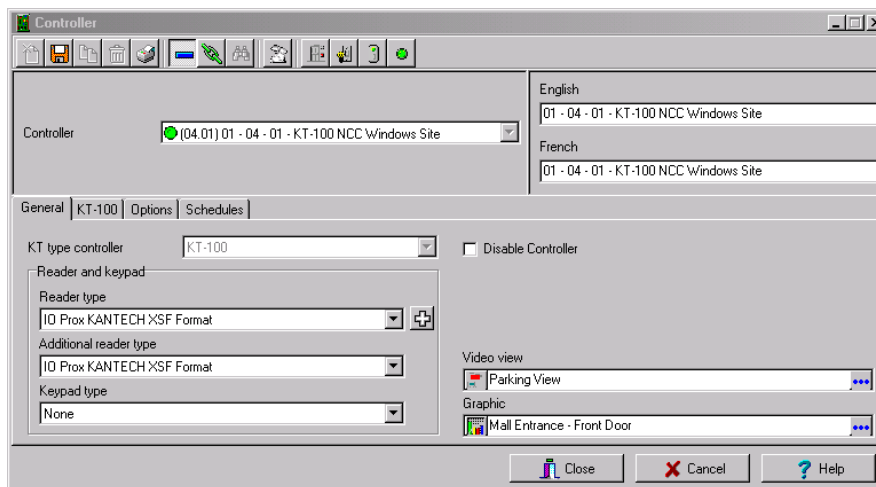
2 Enter the controller serial number in the **Serial number** field. Usually, the number is found on the controller label. The field is defined to accept only numeric characters, except for the first character which may be an *a* or *A*. If a lower case character is entered, the system converts it to a capital letter.

3 Enter the **Wait for second access card** delay. The maximum time allowed is 2 minutes 07 seconds. This feature is useful for secured areas where two cards are required to access a secured door. If the value entered is greater than the maximum allowed, the system will use the existing value.

4 In the **Keypad escape key** drop-down list, choose a keypad escape key if applicable. This feature is associated with PIN numbers. When a user enters a wrong number, he/she may press the escape key and re-enter the PIN, without incrementing the number of attempts.

5 In the I**nput resistor type** drop-down list, select the resistor type used with your system. By default, this choice is set to **Single resistor**. This feature is used as a supervision device for all inputs. In fact, if this feature is enabled and if an input is disconnected, an alarm message is generated and sent to the Alarm message desktop (or other desktop configured to receive such events).

Configuring a KT- 200 Controller

Each KT-200 can monitor, in real-time, the state of 16 input points such as magnetic contacts, motion detectors, temperature sensors, etc. The door contact (supervising door state) and the REX (warning the system that a user is exiting) are connected to such inputs.

The KT-200 is equipped with two relays. These relays can be activated according to schedules, reported events or a combination of different logical conditions. The system is expandable to 16

relays using REB-8 relay expansion board modules. REB-8 may be used as relays or as elevator controllers. KT-2252 are only used as elevator controllers.

NOTE: Please note that KT-2252 are no longer available.

Defining KT-200 Expansion Devices

KT-2252 elevator controllers offer a low voltage interface for up to 32 floors. Up to 4 KT-2252 can be connected to one KT-200 controller for a maximum of 64 floors per cab. One KT-2252 can be shared between 2 cabs, serving a maximum of 16 floors each (one common service switch for both cabs).

When users present their cards to the elevator cab reader, the KT-200 verifies which floors can be accessed by this cardholder and sends a list of floors to be enabled to the KT-2252 interface. The KT-2252 closes the electronic interrupters corresponding to the related floors.

To define KT-200 auxiliary devices:

1 From the **Controller** definition window, select the **KT-200** tab.
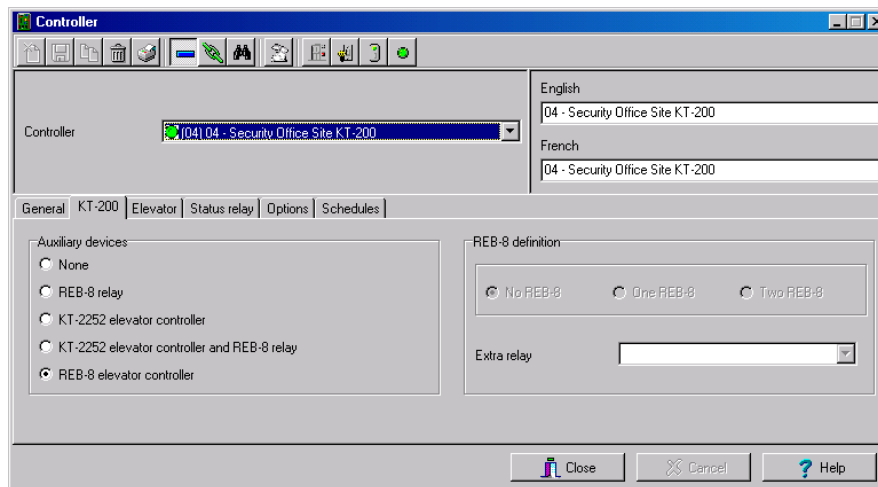
2 In the **Auxiliary devices** section, select the type of devices used with KT-200 controller.

- Check the **REB-8 relay** option if REB-8 expansion boards are used as relays. Only 16 relays can be defined. If two REB-8 are added, the last two relays (the 17th and 18th relays) can be used to perform different actions. You have to specify the additional actions for the two relays in the **Extra relay** drop-down list.
- Check the **KT-2252 elevator controller and REB-8 relay** option if KT-2252 are used as elevator controllers and REB-8 are used as relays on the same door controller. A maximum of four KT-2252 can be connected to the controller.

• Check the **REB-8 Elevator Controller** option if REB-8 are used for elevator control. Up to four REB-8 can be used for elevator control.

NOTE: When an elevator controller option is checked, an Elevator tab appears beside the KT-200 tab.

The following section explains how to program elevator controls using REB-8 and KT-2252 elevator controllers.

To program KT-2252 elevator controllers:

The **Elevator** tab allows you to specify which auxiliary devices are used with the KT-200 for elevator control and how they are used. Depending on the expansion board installed and on the option checked, the Elevator window displays the **REB-8 Installed** or **KT-2252 Installed** section.

1 From the **Controller** definition window, select the **KT-200** tab.
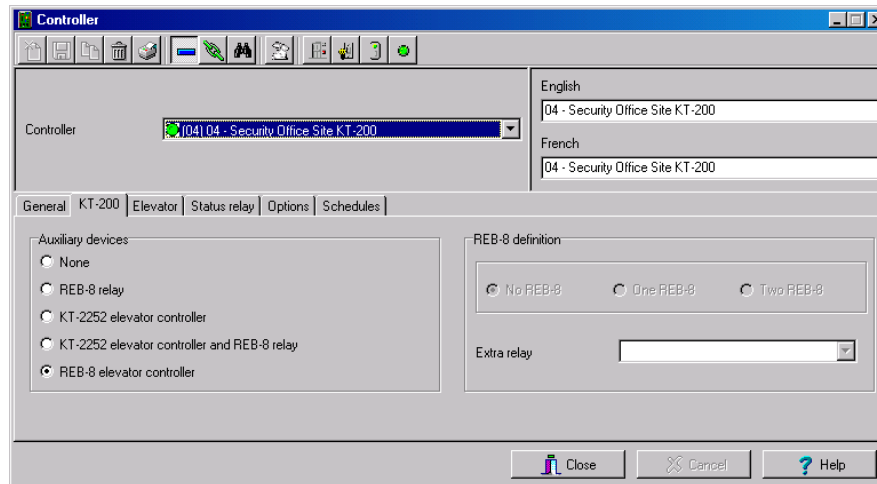
2 In the **Auxiliary devices** section, select **KT-2252 elevator controller**, or **KT-2252 elevator controller and REB-8 relay**. The **Elevator** tab appears beside the KT-200 tab.

3 To configure elevator controllers, select the **Elevator** tab. When KT-2252 elevator controllers are used, the Elevator Mode section is enabled.
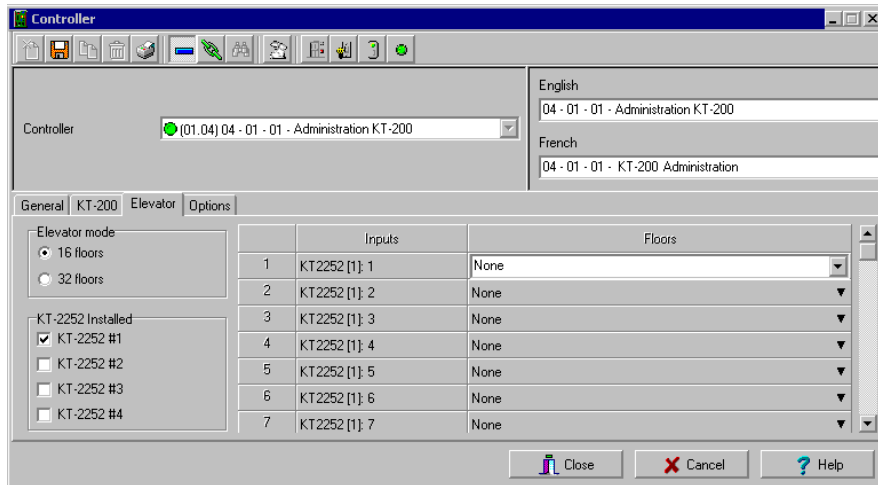
4 In the Elevator mode section, check the appropriate number of floors. This indicates how the floors are controlled with the KT-2252.

- Select 16 Floors if there is one KT-2252 for two cabs sharing the same floors.
- Select 32 Floors if there is one KT-2252 per cab.

NOTE: The Inputs column refers to the KT-2252 terminals. When floors have been defined (Floor menu), the Floors column contains the floors that are associated with the inputs.

5 In the **KT-2252 installed** section, specify the number of KT-2252 installed. The options are cumulative. If for example the KT-2252 #3 option is checked, KT-2252 #1 & 2 have to be checked as well. The following table summarizes how KT-2252 elevator controllers are used:

Number of cabs	Number of floors	Number of KT-2252
1	8	1
1	16	1
1	32	1
1	64	2
2	8	1
2	16	1

Number of cabs	Number of floors	Number of KT-2252
2	32	2
2	64	4

6 In the **Floors** column, select the floors associated with KT-2252 controller terminals.

NOTE: The Inputs column refers to the KT-2252 terminals. When floors have been defined (Floors menu), the Floors column contains the floors associated with the inputs.

To program REB-8 elevator controllers:

REB-8 relay expansion boards may be used as a cost-efficient alternative for elevator control. With an REB-8 expansion board added to a KT-200, the software may control up to two elevator cabs per controller.

1 In the **KT-200** definition window, select the **REB-8 elevator controller** option. When the option is selected, an Elevator tab appears beside the KT-200 tab. The REB-8 definition section is only active when REB-8 are used as relays.
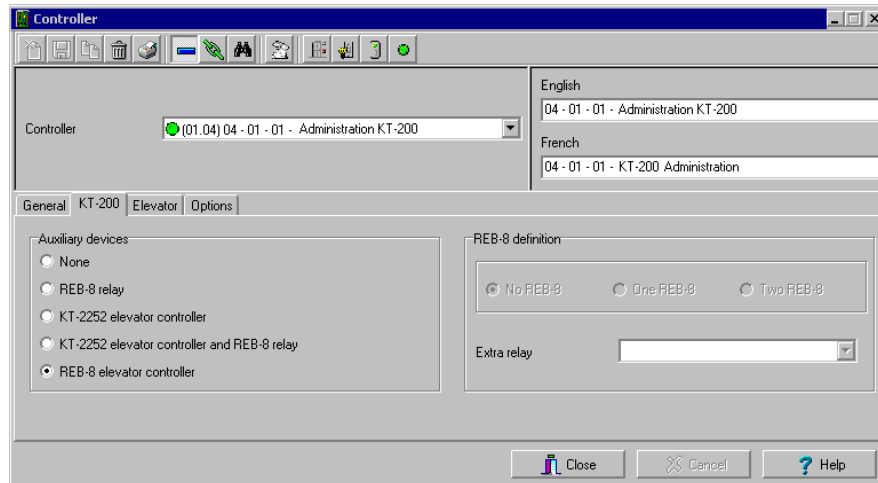
2 Select the **Elevator** tab to configure the REB-8 elevator controllers. Up to four REB-8 elevator controllers are supported.
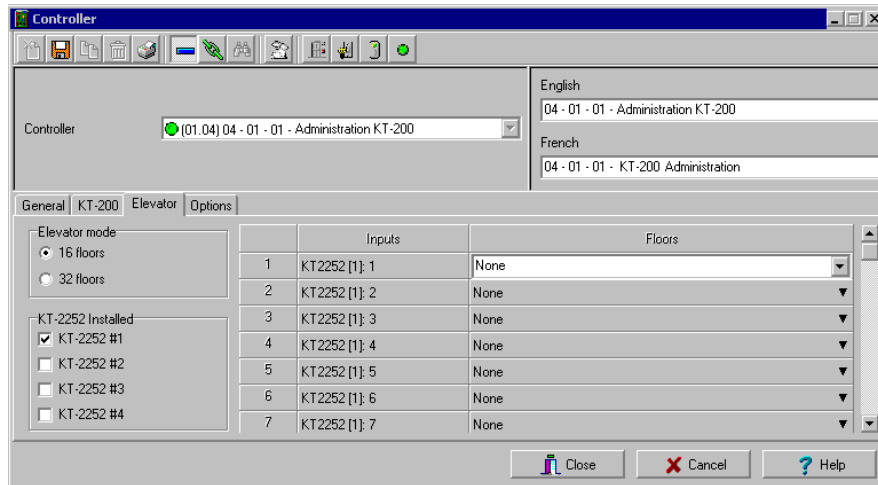
3 Specify the number of REB-8 that are installed on the controller. The selection is cumulative. For example, if four REB-8 are installed, the first three checkboxes have to be checked also. The following table summarizes how REB-8 are assigned to floors and to elevator cabs.

Number of REB-8	Number of floors	Number of Cabs
1	1 to 8	Cab 1
2	9 to 16	Cab 1
3	1 to 8	Cab 2
4	9 to 16	Cab 2

NOTE: The Inputs column refers to the REB-8 terminals. When floors have been defined (Floors menu), the Floors column contains the floors that are associated with the inputs.

4 In the Floors column, select the floors associated with REB-8 controller terminals. For details on floor definition and door group definition, see "Configuring Doors" on page 107.

NOTE: There is no floor confirmation when an REB-8 is used as an elevator controller.

To define REB-8 relays:

When REB-8 are used as relays, you need to specify how many relays are installed on the KT-200. The controller can handle a maximum of 16 accessible relays and already provides 2 on-board relays.

1 In the KT-200 window, select the **REB-8 relay** option if REB-8 are used as relays.
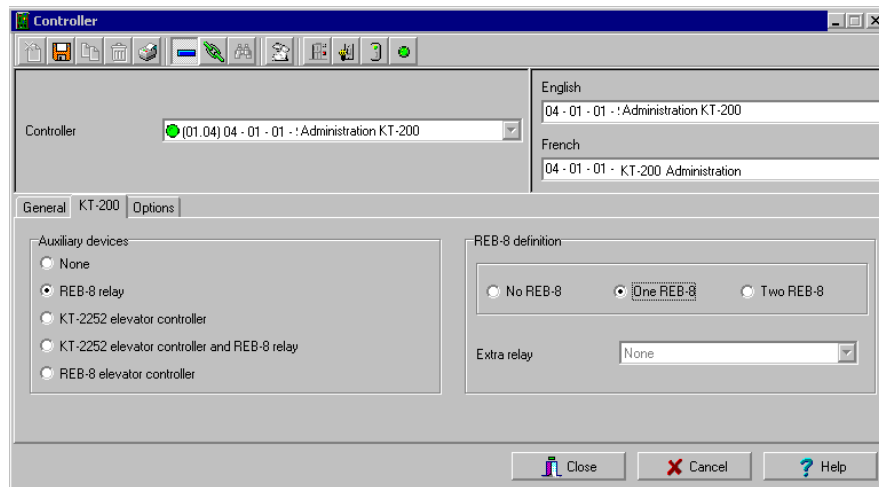
2 If they are used with the KT-2252 elevator controller, select the **KT-2252 elevator controller and REB8 relay** option. In either case, the REB-8 definition section is enabled.

3 In the **REB-8 Definition** section, select the appropriate option: No REB-8, One REB-8 or Two REB-8.

4 If two REB-8 are added (for a total of 18 relays), the last two relays can be used to perform different actions: select the use for the extra relays from the **Extra relay** drop-down list.

5 Select the **Status relay** tab to program a relay or group of relays that will be activated when an event occurs.

Configuring a KT-300 Controller

The KT-300 constantly supervises battery condition and reports "Low battery/No battery condition" status to the system. It also supervises locking devices for short and open circuits to detect lock failures.

KT-300 controllers support Combus modules. The Combus is a 4-conductor cable bus to which several expansion modules are connected in parallel to add inputs, outputs, relays and an LCD time and date display.

To configure a KT-300 Controller:

1 From the Site menu, click the **Controller** icon, then select the **KT-300** tab.
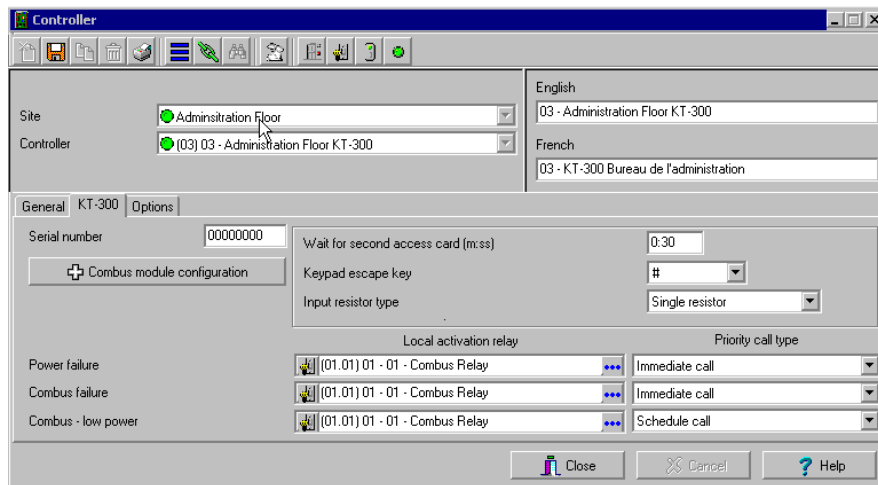
2 Enter the controller serial number in the **Serial number** field. Usually, the number is found on the controller label. The field is defined to accept only numeric characters, except for the first character. It may be an a or A. If a lower case character is entered, the system converts it to upper case.

3 Enter the **Wait for second access card** delay. The maximum time allowed is two minutes and seven seconds. If the value entered is greater than the maximum allowed, the system will use the existing value. This feature is useful when access to a place is controlled by two cards.

4 In the **Keypad escape key** drop down list, choose a keypad escape key if applicable. This feature is associated with PINs. When a user enters a wrong number, he/she may press the escape key and re-enter the PIN, without incrementing the number of attempts.

5 In the **Resistor type** drop-down list, select the resistor type. By default, the **Single resistor** option is selected. If you hear a long buzz, verify the number of resistors installed on your system.

Configuring the KT-300 Combus module

Four expansion modules can be connected to KT-300:

- KT-PC4108 (8-zone input expansion module). This module has a tamper contact input.
- KT-PC4204 (4-relay/power supply expansion module). It has a tamper contact input and also includes a built-in 12VDC, 1A power supply for field devices.
- KT-PC4216 (16-zone output expansion module). It can be used for elevator control, although additional hardware may be required.

- KT3-LCD (Kantech 32-character liquid crystal display). The LCD is *green* (normal status), *red* (power failure) and *yellow* (trouble).

To configure the KT-300 Combus module

1   If a Combus module is installed to the KT-300 controller, click the **Combus module configuration** button. Undefined Combus terminals are identified by red flags/bullets. Once a module has been defined, it is identified by a green flag.
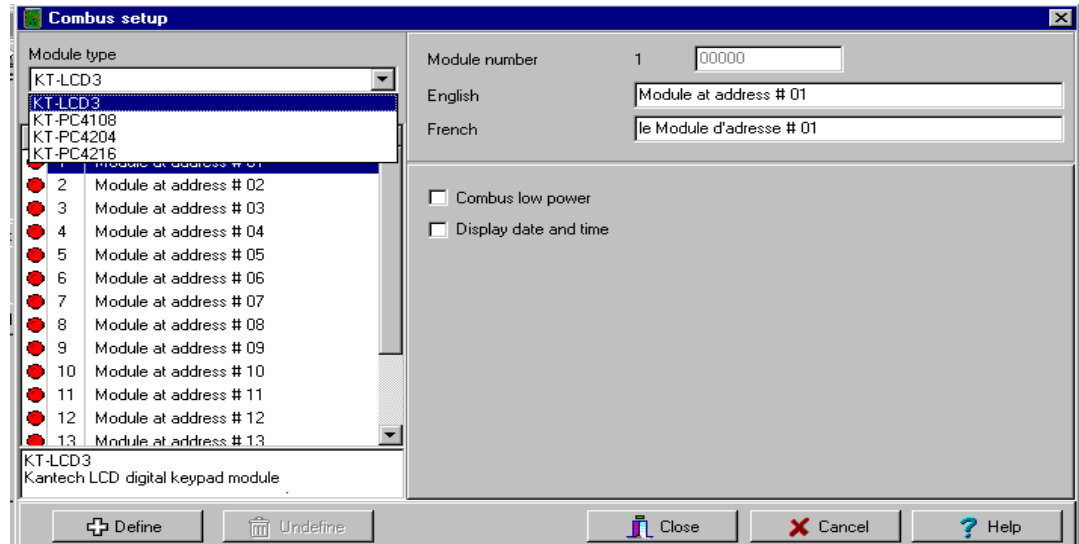
2   To define a module, select one, then click the **Define** button (lower part of the window). The **Enter Combus module serial number** message box appears.

3   Enter the module's serial number, then click **OK**.

NOTE: To obtain this number, you have to activate the Tamper switch or to press any key on the keyboard. The Combus serial number is displayed in the Desktop Message.

4   Assign names to the modules in the language fields.

5   Check the options related to the module you want to configure (if these are displayed in the window).

NOTE: Usage options of a module vary according to the selected Combus module. For example, installing the KT3-LCD and checking the options **Combus low power** *and* **Display date and time** *will allow the KT-300 to report Combus low power conditions and to display the date and time.*

The following table summarizes the options associated with each module:

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Combus type	Options	Additional options
KT3-LCD	Combus low power, display date and time	No additional options
KT-PC4108	Tamper alarm, Combus low power	8 input module May be used as inputs
KT-PC4204	Tamper alarm, Combus low power, Low battery, Power failure, lower auxiliary power	Used as relays (1-4)
KT-PC4216	Tamper alarm, Combus low power	Used as outputs

6 Check the **Combus low power** option so that the KT-300 will report any Combus low power condition

7 Check **Display date and time** option so that LCD can display the date and time; then click the **Close** button to go back to the KT-300 configuration window.

8 When you have finished configuring the Combus module, click the **Close** button to go back to the KT-300 configuration window.
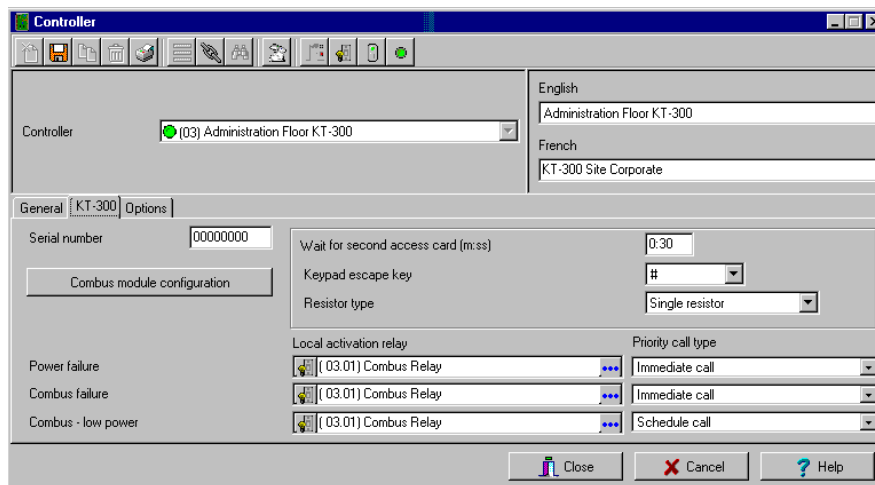
9 Associate a *Local activation relay* for **Power failure**, **Combus failure** and **Combus low power**. If you want to assign a specific relay, you may click the pop-up window icon (⋯) and select a specific relay or group of relays.

*NOTE: To configure local activation relay, you must configure relays (**Devices** > **Relays**), and then select specific relays for local activation.*

10 Under Priority call type, assign the call type option that best suits failure event reporting. To access the **Priority call type** feature, the site connection type must be set to Modem.

Defining Controller Options

The Options tab enables operators configure such features as:
- Anti-passback (for synchronizing entry/exit readers)
- Duress function (for defining a panic button)
- Card count options (for specifying cards in an area), etc.

NOTE: The anti-passback option works with entry/exit readers. It allows security administrators to keep track of the number of monitored cardholders in an area. It is local to each controller defined by corresponding entry/exit readers. A relay can be activated when the counter reaches the number of cards defined to be inside the area; the relay is disabled when the number of cards in the area goes below the specified number.

To define options for a controller:

1 In the **Controller** window, click the **Options** tab to define anti-passback options, duress options and card count options.
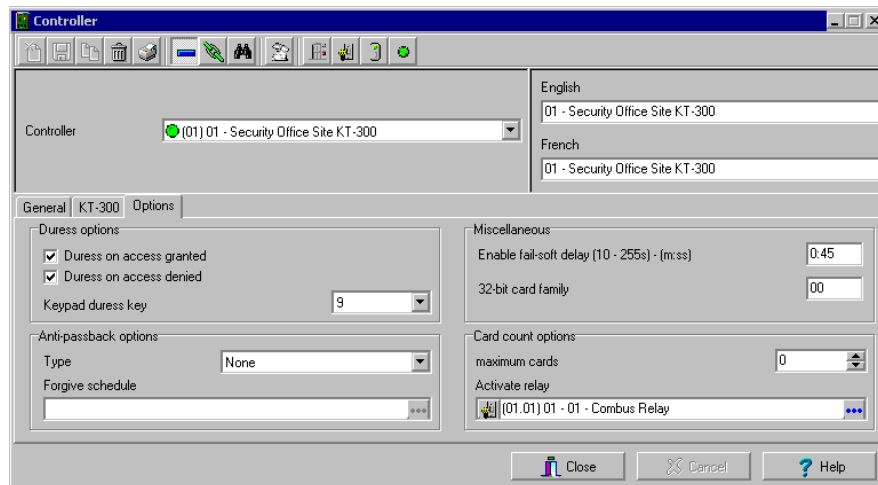
2 Determine the **Duress** options. When a duress option is selected, you have to assign a duress key, that is a silent panic key.
- **Duress on access granted**: this option enables the duress key when access is granted.
- **Duress on access denied**: this option enables the duress key, even when access is denied.

3 Select a duress key from the **Keypad duress key** drop-down list.

NOTE: For added security, you may select the two options.

4   From the Anti-passback options section, select anti-passback option from the **Type** drop-down list: when an anti-passback option is enabled, a card cannot be used on an exit door unless it has been used on a corresponding entry door.

- **None**: the anti-passback option is disabled.
- **Soft passback**: this option allows a cardholder to use an entry (or exit) reader more than once without using the corresponding exit (or entry) reader. Only an "Invalid passback" event is sent to the Message desktop.
- **Hard passback**: a card used at an entry reader will not be able to access the same entry reader again until it has used the corresponding exit reader.

5   In the **Forgive schedule** section, click the ⋯ button to set a schedule for resetting the anti-passback option on all other cards.

6   In the Miscellaneous section, indicate options for **Fail-soft delays** (10-255 second). During a fail-soft mode, the controller operates in stand-alone mode, following a communication failure.

7   In the **Card count** option, use the up or down controls to set the maximum card count. The maximum allowed is 65535. The system keeps track of the number of monitored cards that are in the monitored area and activates a relay when the count is reached. When users exit the area, the counter decrements and the relay will eventually reset when the count is smaller than the value defined.

8   You may configure the system to activate a relay when the maximum count is reached. Click the ⋯ button to select the relay or relay group that will be activated when the number is reached.

Configuring Doors

This menu is used to define the door parameters on which readers and/or keypads are installed.

A door can be considered as an elevator door, a Time & Attendance door, an entry door for anti-passback, an exit door for anti-passback or an access door. All this depends on how the settings are programmed.

The controlled door may be secured at all times or only during defined schedules. The common locking devices used are electric door strikes and electromagnetic locks.

A door may be equipped with one or two readers, with one reader at each side. For doors equipped with two readers, the outer reader has to be defined as an entry reader and the inner reader as an exit reader.

Defining General Parameters

To define general parameters for a door:

1 In the Devices main window, select the **Doors** icon.
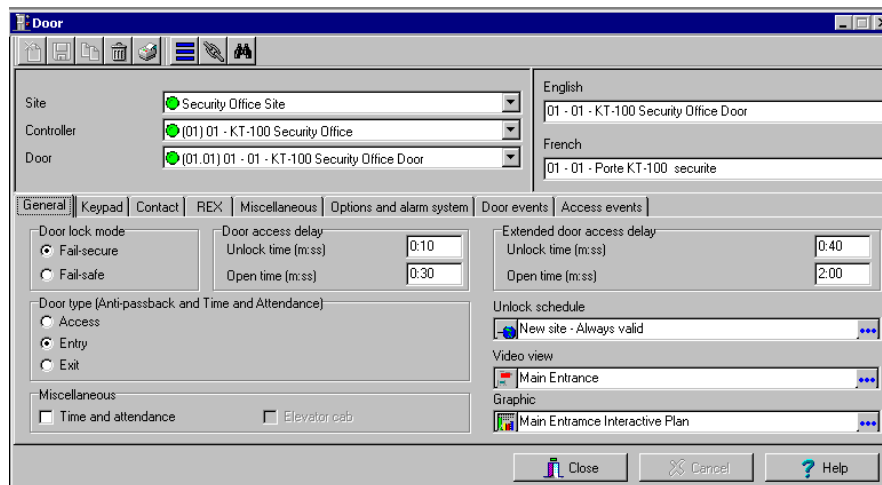
2 In the **Doors** window, the appropriate Gateway to view the controller sites for a specific gateway, then select a site (from the **Site** drop-down list) and the controller associated with the door you want to define.

3 From the **Doors** drop-down list, select the door you want to modify or to define. New items are identified with a red button. The button turns green once the item has been defined and saved.

4 Specify the **Door lock mode**: Depending on the lock device used, the locked state will be energized or de-energized to lock.

- **Fail-secure:** The strike is locked when power is removed (door locks, door strikes).
- **Fail-safe:** The lock output is energized to lock the door (electro magnetic locks).

5 Specify the **Door type**:

- **Access:** The reader is considered as an access reader. **Time and Attendance** or **Anti-Passback** options are not used with access doors. An access reader generates only "Access granted/Access denied" events.
- **Entry**: An entry door is an entry point for Time and Attendance or anti-passback. In order for the system to record an entry, the door must be opened after a valid access (if a door contact is installed).
- **Exit**: An exit door is an exit point for Time and Attendance or anti-passback. In order for the system to record an exit, the door must be opened after a valid access (if a door contact is installed).

6 Specify the **Door access delay**:

- **Unlock time**: The time during which the door is unlocked on a valid card read or a valid request to exit event (when the REX is defined to unlock the door). If this is an elevator door and a push button (input) is used to enable floor selection, this is the time during which a floor selection will be allowed. Usually, a longer period should be defined to allow the user to select floors. For more information, see "To define an input for an elevator door:" on page 125.
- **Open time**: The time during which a door can remain opened following a permitted access or a valid request to exit request. This applies only to a door defined with a door contact input. This time can be from 1 to 255 seconds (4 minutes 15 seconds). After this delay has expired, the system will generate the event "door open too long" and the door piezo will sound to warn the cardholder. You can use the Pre-alarm on door open too long (**Doors** window, **Contact** tab) to sound the door piezo when half of this delay has expired. It will continue to sound until the door is closed.

7 If the door is to be used for time and attendance purposes check the **Time and attendance** option. With this option the door must be set as either an entry or an exit door.

8 Check the **Elevator cab** option if the door is to be used for elevator control. When this option is checked, the Elevator tab is displayed to define the unlocking schedules.

9 If you are using an **Extended door access delay** feature, specify these delays in the **Unlock time** and **Open time** fields. This feature may be useful for cardholders with disabilities.

10 If the Video feature is enabled, the **Video view** field appears. If this is the case, select the Video view in which you want the defined component to appear.

NOTE: EntraPass offers the ability to program an extended door access delay and to specify specific unlock and open time delays reserved for people with disabilities. In addition to setting this special access delay, the user's access card must be programmed with this feature. Only available on KT-100 and KT-300.

Defining Door Keypad Options

Doors can be defined with relay activation when the * or # keys are pressed on the keypad. This option is available only for KT-100 (with firmware version 1.04 and up) and KT-300 (with firmware version 1.16 and up) controllers.

*NOTE: The **Keypad** tab is enabled only if you have selected a keypad type while defining the controller associated with the door being defined.*

To define door keypad options:

1 From the Door window, select the **Keypad** tab.
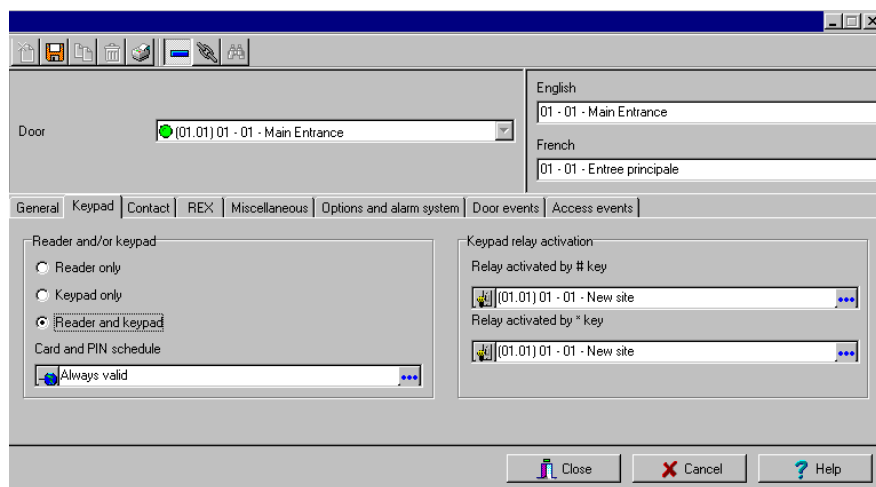
2 Specify how access to the door is controlled:

- **Reader only**: Select this option if access is granted using a reader. A reader only installation is the most common application.

- **Keypad only**: Select this option if access is granted using a keypad only. This option can also be enabled on a reader with an integrated keypad. A keypad only installation is generally considered less secure than a reader only installation, because users may "lend" their codes to another person but cannot prevent further use (in comparison to getting a card back).

NOTE: This option can be enabled on a reader with an integrated keypad if you want for instance to use the keypad only.

- **Reader and keypad**: Select this option if both a reader and a keypad are used to permit access to this door. The keypad will only be used when the "keypad schedule" is valid. Adding a keypad to a reader significantly increases the level of security. PIN code requirement can be limited by a schedule for use only outside business hours, for example, rather than during high traffic hours.

3 From the **Card and PIN schedule** menu, select a schedule during which cardholders will have to enter their PIN after a valid card read. The time allowed between a valid card read and entering the PIN at the keypad is set in the Gateway definition menu (**Time-out on keypad** option).

4 For doors defined with keypad or reader and keypad, you can program the star key (*) or pound key (#) to activate a relay. When this feature is enabled, users can activate a relay simply by pressing the appropriate key.

Defining Contact Options

In most applications, the low cost door contact is the only supervisory element that protects the investment made to control access to the door. The door lock and card reader (or keypad) provide security and prevent unauthorized entry only when the door is closed and locked. A simple door contact allows the ability to monitor several door conditions such as: door forced open, door open too long, interlocks options, etc.

To define the door contact settings:

1 In the **Doors** window, select the **Contact** tab.
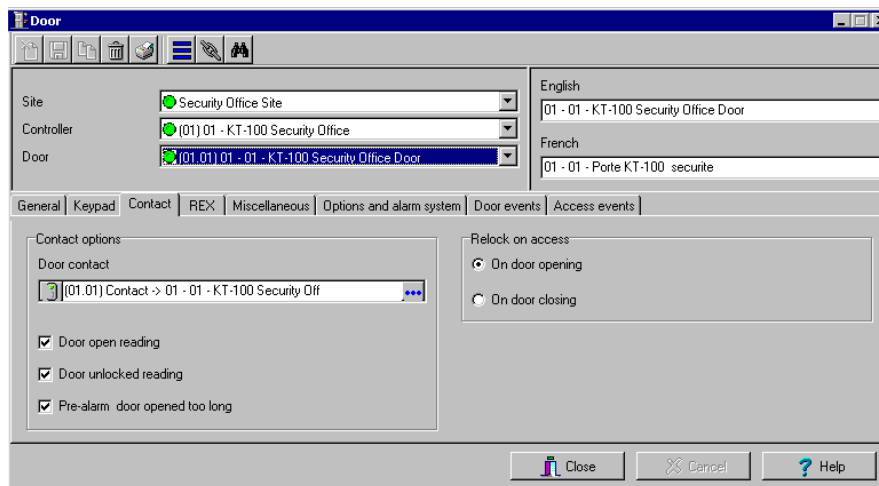
2 Select the door contact from the **Door contact** list.

NOTE: For KT-200 Controllers, Input 1 (door contact) and 2 (request to exit device) are ideally reserved for Door 1 of the controller whereas Input 9 (door contact) and 10 (request to exit device) are ideally reserved for Door 2 of the same controller. The input that is used for the door contact or REX contact SHOULD NOT have a "monitoring" schedule defined in the "Input Definition" menu.

3 Check the door reading options:

- **Door open reading**—If selected, this option allows the system to read cards while the door is open. However the system will not unlock the door if it was locked. If selected, the event "Access granted" is generated. Otherwise, the event "Access granted - Door open" is generated.
- **Door unlocked reading**—If selected, this option allows the system to read cards while the door is unlocked manually by the operator or by a valid unlock schedule. If selected, the event "Access granted - Door unlocked" will be generated on access. To ignore all access events while the door is unlocked, leave this option unselected.
- **Pre-alarm door opened too long**—If selected, this option allows the system to generate the event "pre-alarm door open too long" and sound the door piezo when half of the delay defined in the **Open time** field is expired. It will continue to sound until the door is closed.

4 Select the appropriate **Relock on access** option. You may choose to relock the door on a valid access, or relock the door when it closes.

Defining REX (Request to Exit) Options

A signal from the REX indicates that someone wants to exit through a controlled door. Devices such as motion detectors, push buttons can provide the REX signal. EntraPass enables users to configure doors with unlock time reset each time the primary or secondary REX is triggered.

This option is available only for KT-100 (with firmware version 1.04) and KT-300 (with firmware version 1.16) controllers.

To define Rex options:

1 From the door window, select the **REX** tab, then check the appropriate **Relock on Rex** options:
- **Relock on door opening**, if you want the door device to re-lock following a valid access
- **Relock on door closing**, if you want the door device to re-lock when it closes.
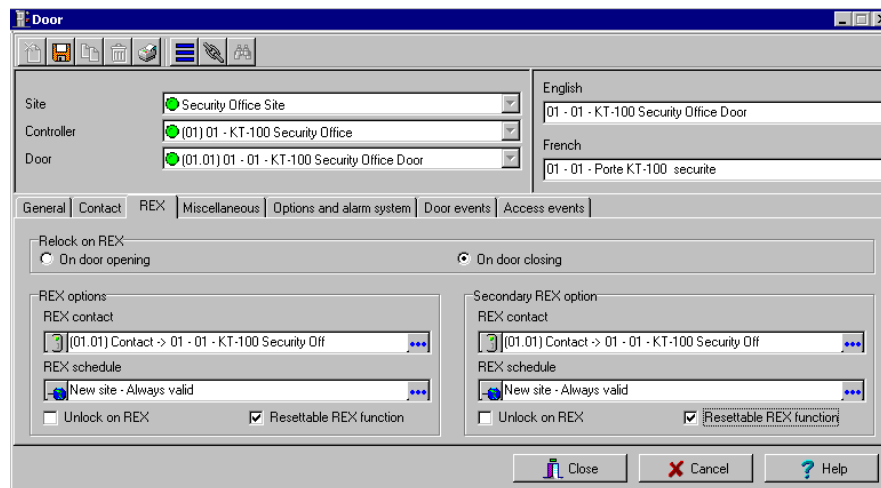
2 For the primary and secondary Rex, make the appropriate choices:

- Assign the REX contact: the input to which a "request to exit" detector can be connected. This input must be local; it has to be one of the inputs on the controller operating the door.
- Select a **Rex schedule:** when this schedule becomes valid, the controller will detect request to exit signals originating for the exit contact. This option applies only to a door defined with a REX contact.

3 Select the **Unlock on REX** or **Resettable REX function** options:

- **Unlock on REX:** the door will be unlocked if a valid request to exit is permitted by the controller. This option may be useful on exit doors such as interior doors, shipping doors or other push doors through which people carrying packages may pass. The system will permit the exit and generates the "request to exit granted" event rather than "door forced open" event.
- **Resettable REX function**: the unlock time is restarted on a valid request to exit. Open and unlock times are defined in the door definition (**Devices** > **Doors** > **General**). Select this option for high traffic area doors such as manufacturing doors where many users may need to exit at short intervals (for example after a work shift) to prevent unwanted door open too long or door forced open events.

*NOTE: It is recommended to choose either **Unlock on REX** or **Resettable Rex function**, not the two options at the same time. If you choose these two options, the door may remain unlocked for long periods of time. Moreover, these features should not be used if a door contact has not been defined.*

Defining Miscellaneous Options

You may define interlock options between two doors to synchronize the time when these two doors are open/closed. The interlock option is also called the mantrap option. This ensures that once has accessed the first door, that door is closed and locked before the cardholder is granted access to the second door. The two doors have to be controlled by the same controller.

To define interlock options between two doors:

1 In the **Doors** window, select the **Miscellaneous** tab.
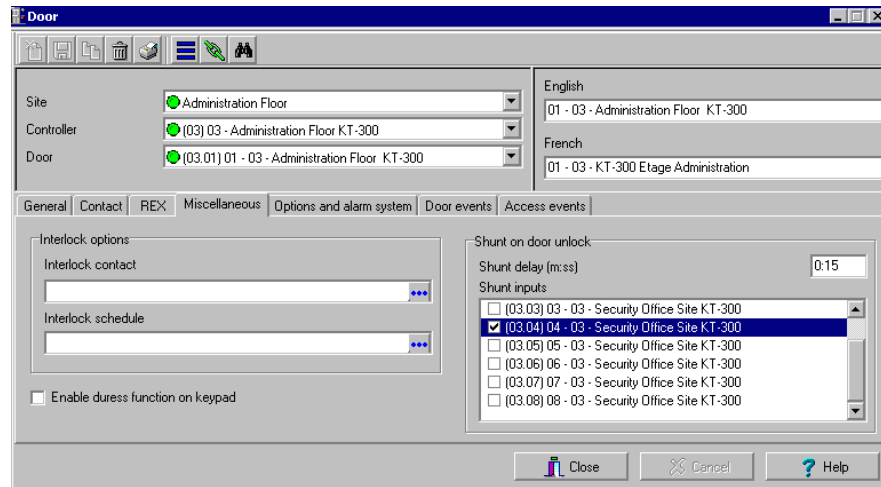
2 From the **Doors** drop-down list, select the first door for which you want to define interlock options.

3 From the **Interlock contact** list, select the first input for the interlock feature. The selected input has to be the *door contact of the second door*.

4 Return to the **Doors** drop-down list to select the second door for which the interlock options are being defined; then select the interlock input for this second door. It has to be the door contact of the first door.

5 Select the **Interlock schedule**: the two doors must have the same interlock schedule. This is the schedule according to which the interlock is checked by the controller before access is granted to users.

NOTE: The interlock feature is not available on doors controlled by a KT-100.

6 Check the **Enable duress function on keypad** option, if desired.

7 In the **Shunt on door unlock** section, set the time during which selected inputs will not be monitored when the door unlocks. The **Shunt delay** indicates the time during which the selected inputs will not be monitored when the door unlocks. It is not possible to shunt a door contact since the system will automatically shunt it.

8 In the **Shunt inputs** scrolling pane, select inputs that will not be monitored when the door unlocks. Selected inputs will remain unmonitored for the delay defined in the **Shunt delay** field.

Defining Elevator Doors

During a door definition, it is possible to specify whether it is a "regular door" or an Elevator cab (**Door** window, **General** tab, **Miscellaneous** section). When a door is defined as an Elevator cab, an **Elevator** tab is displayed in the **Doors** definition window. This tab is used to define the automatic unlock schedules for specific floor groups.

To define settings for an elevator door:

1 From the **Doors** definition window, select the **Elevator** tab.
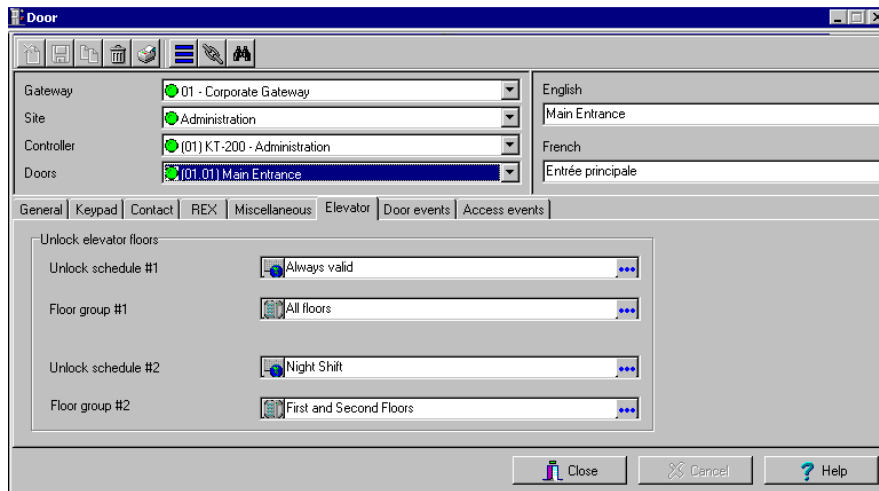
2 From the **Unlock schedule #1** list**,** select the applicable unlock schedule. By default, you may select the Always valid schedule. You may also create a new schedule (**Definition** menu, **Schedules**).

3 From the **Floor group #1** list, select the appropriate floor group associated with the Unlock schedule **#1**. Only floors that have a valid schedule in the **Floor group** definition will be unlocked or available for selection when the Unlock schedule #1 becomes valid.

4 From the **Unlock schedule #2** list, select the schedule applicable to the second group of floors.

5 **From the Floor group #2** list**,** select the appropriate floor group. Only floors that have a valid schedule in the **Floor group** definition will be "unlocked" or available for selection when the Unlock schedule #2 becomes valid.

Important Notes:

• *The **Unlock schedule** defined during a door definition (**Door** menu, **General** tab) will OVERRIDE these schedules even if they are valid.*

• *Only one **Unlock schedule** can be valid at a time. For example if the first schedule (Unlock schedule #1) is valid from 6h00 to 9h00 and the second schedule (Unlock Schedule #2) is valid from 7h00 to 9h00, then Unlock schedule #2 will NEVER be valid since Unlock schedule #1 is already valid.*

- *Do not overlap schedules. For example, if the first schedule is valid from 8h00 am to 17h00 and the second schedule is valid from 16h00 to 21h00, the gap (between 16h00 and 17h00) can result in erratic operation of the elevator control system.*
- *Only floors that have a valid schedule in the Floor Group definition will be "unlocked" or available for selection when the unlock schedules become valid.*

NOTE: For more information on how to program elevator control using REB-8 relays, see "Defining KT-200 Expansion Devices" on page 96.

Configuring Door Events

To define door events:

1 In the **Doors** window, select the **Door events** tab. This is to define the relays (or relay groups) that are to be activated on specified events.
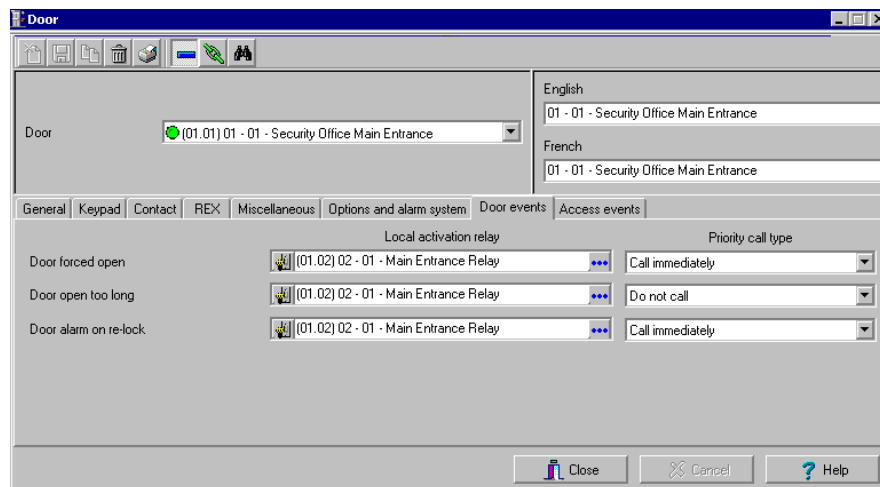
2 Select the relay that will be activated locally, on such events as: **Door forced open**, **Door open too long** or **Door alarm on relock**.

3 Under **Priority call type**, assign the call type option that best suits event reporting.

*NOTE: To access the Priority call type feature, the site connection type must be set to **Modem**.*

4 Once all door event features have been set, select the **Access events** tab to define relays (or relay groups) that are to be activated on miscellaneous events.
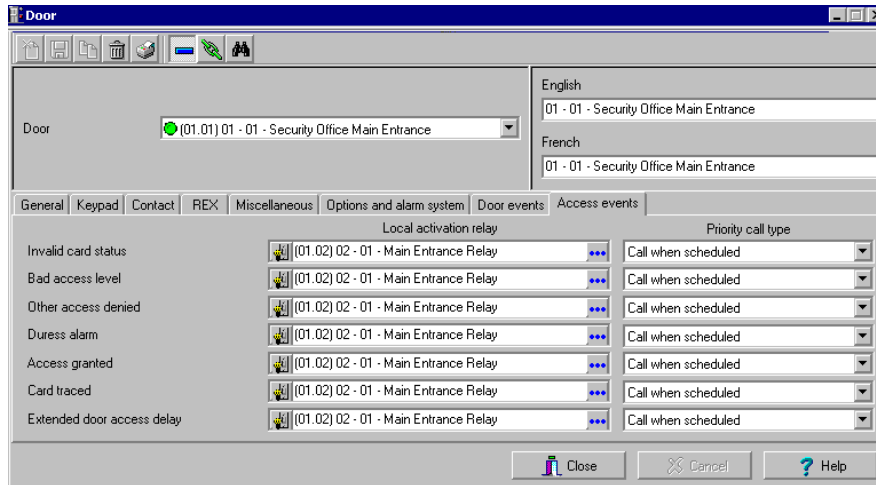
*NOTE: EntraPass offers you the ability to define a relay that will be activated if the **Extended delay** feature is used. The card used must be defined with this feature. Only KT-100 and KT-300 can be configured with the Extended delay feature.*

5 Select the relay that will be activated locally, on such events as: **Invalid card status**, **Bad access level**, **Other access denied**, **Duress alarm**, **Access granted** and **Card traced**.

6 Under **Priority call type**, assign the call type option that best suits event reporting.

To access the Priority call type feature, the site connection type must be set to **Modem***.*

To define options for a KT-100 and KT-300:

Please note that the following options are available with KT-100 or KT-300 controllers only.

1 Select the **Options and alarm system** tab.

2 Check the **Unlock door by schedule after first access granted** option to unlock the door automatically when a first card is read.

3 **Motor lock delay**: enter the time (minutes:seconds) after which the door will be considered locked. This feature is used in specific applications such as bank vaults to compensate for the slow motor locks. Adding this delay avoids false door forced open alarms if a user is opening the door before it has bee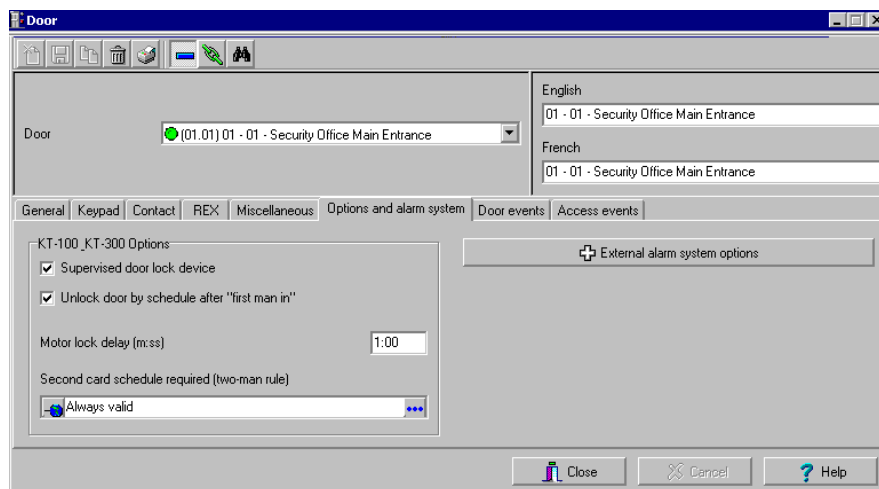n completely secured at the end of unlocking delay. The default value is 0:00 for inactive. For example, if this delay is set to 5 seconds and unlocking delay is 20 seconds after access granted; the lock output will deactivate after 15 seconds and no door forced open alarm will be generated if the door is opened during the last 5 seconds.

4 If a second card read is required, select a schedule from the **Second card schedule required (two-man rule)** list.

NOTE: When KT-100 and KT-300 are installed, the system offers the ability to interface an external alarm system.

Configuring External Alarm System Options

KT-100 and KT-300 offer the ability to interface with any external alarm system. When you add these Kantech controllers to an existing alarm system, cardholders can arm/disarm an existing system, simply by presenting a valid card on an entry/exit door. Adding a keypad will increase the system security since cardholders will be required to enter a PIN in addition to presenting a card.

There are five options to arm/disarm or postpone an external alarm system:

- On a valid card read on an arming reader
- On a valid arming code entered on a keypad
- By pressing a button on a keypad

- By pressing a button connected to an input
- By an automatic arming/disarming schedule

There may be a combination of the three options. For example, an alarm system will be disarmed with a correct access code during a valid predefined schedule and after a valid card read.

To configure external alarm system options:

1 Select the **External alarm system options** button (**Door** > **Options and alarm system** tab). The Options and alarm system tab appears when a KT-100 or KT-300 is selected.
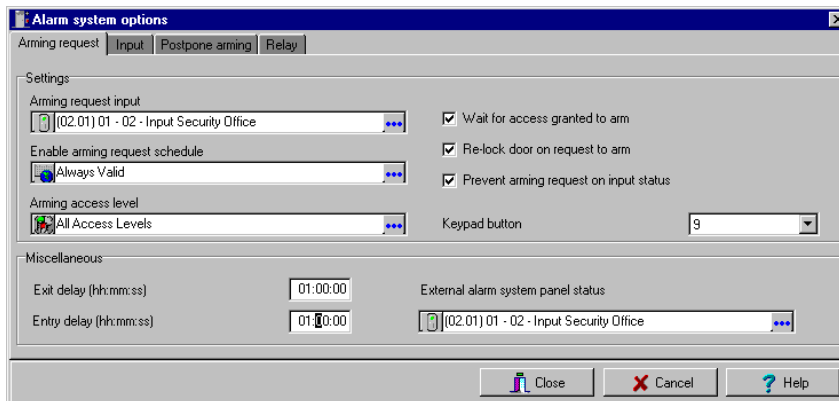
2 In the Arming request window, select the **Arming request input**. This is the input that is activated on an external alarm arming request. Once you have selected an arming request input, you have to set the schedule during which the request will be valid.

3 If applicable, select an arming access level from the list. The **Group** option allows you to select all access levels. Choose **Single** if you want to select a specific level. If the level you want does not appear in the list, you may create a specific level to arm the external alarm system (**Users** > **Access level** definition).

4 Use the right-click menu to create a new access level.

5 To increase the security of your alarm system, check the **Wait for access granted to arm** option. This will oblige the user to present a valid access card before pressing the selected **Keypad button**. You may also check the **Lock door when system armed** option for increased security.

6 Specify the **Exit delay and Entry delay (h:mm:ss)**. The **Entry delay** is the time during which the alarm system is bypassed after an access granted event. The **Exit delay** is the period before which the system is armed. The maximum values are 9:06:07 for both the exit and entry delays. Usually the entry delay is shorter than the exit delay.

7 Select the input that will indicate the status of the external alarm panel. When the selected input status is "normal", this indicates that the external alarm panel is armed.

8   Select the **Input** tab to define input devices that will be supervised or shunted (no supervision) when the alarm system is armed. The input description column contains all the inputs that are defined in the system.
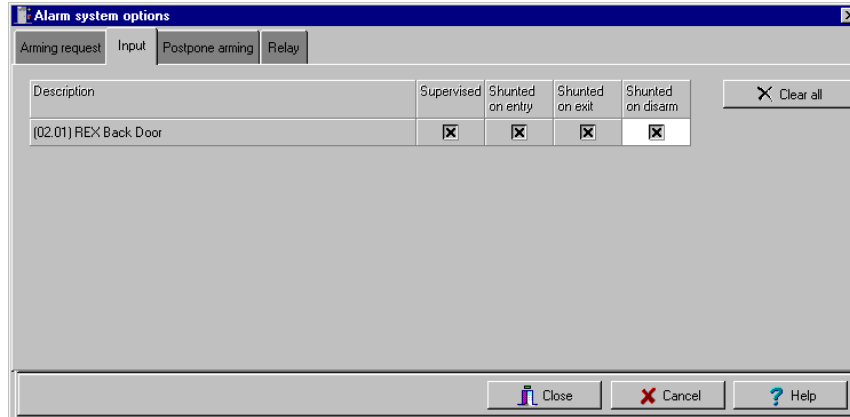
9   Check the **Supervised** column for inputs that you want to be supervised by the external alarm system; check the appropriate column for input for which you want to suspend supervision (on entry, on exit, or when the alarm system is disarmed).

10   Select the **Postpone arming** tab to select the input that will be enabled to postpone arming. Select also the applicable schedule from the **Enable postpone arming schedule**.
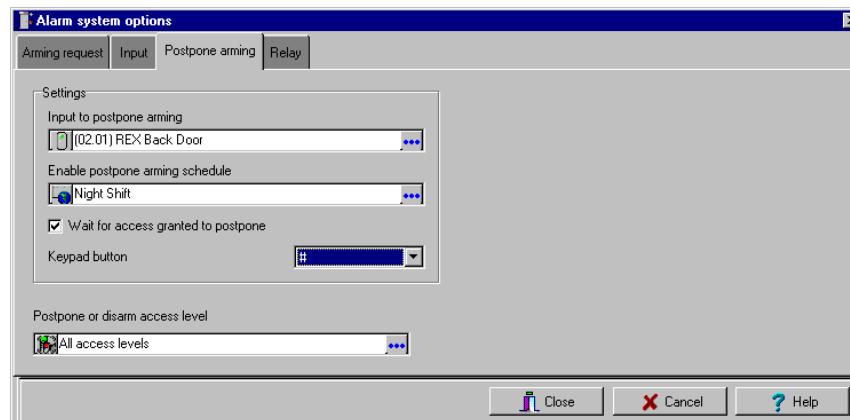
11   You may check the **Wait for access granted to postpone** option. If this option is checked, the alarm system will be postponed only after a valid card read and the cardholder will then press the selected keypad button to postpone the external alarm system.

12   Select the **Postpone or disarm access level** from the list.

13 Select the **Relay** tab to define a relay or a group of relays and input status for the external alarm relays.

NOTE: When you select an Alarm relay, you may specify its activation type. It may be activated permanently or temporarily.

14 Under **Priority call type**, assign the call type option that best suits relay activation reporting.

*NOTE: To access the Priority call type feature, the site connection type must be set to **Modem**.*

Configuring Relays

The output control relays provided on each KT-100, KT-200 and KT-300 can be used to activate alarms or other devices such as lighting control, ventilation, and air conditioning.

These relays can be activated according to schedules, events reported by the system. They can also be activated to indicate the status of an alarm system or a combination of different logic conditions.

To define relays:

1 From the **Devices** definition tab, select the **Relay** icon.
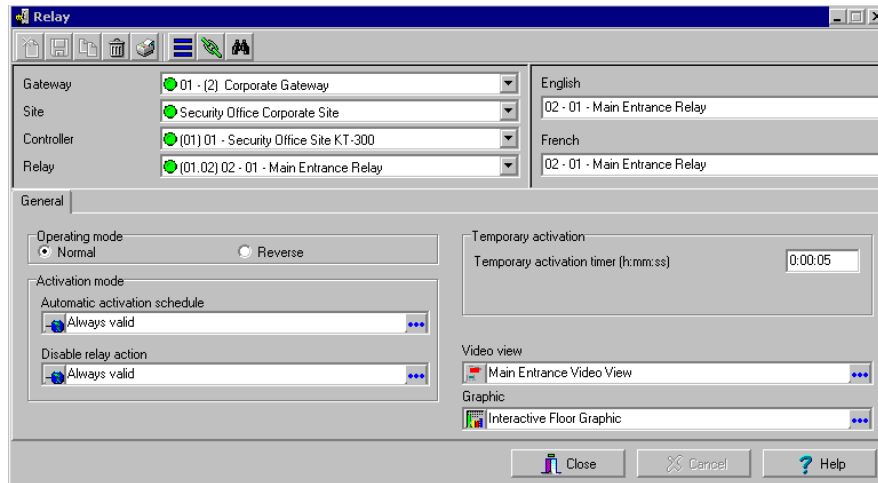
2 Select the **Gateway**, the **Site** and the **Controller** from the displayed drop-down lists, then select the relay for which you want to define settings.

3 Specify the **Operating mode** for the relay:
 - **Normal**: the relay is normally de-energized (deactivated) until it is energized (activated) by an operator, an event or any other system schedule.
 - **Reverse:** the relay is normally energized (activated or resting) until it is de-energized (deactivated) by an operator, an event or any other system function.

4 Specify the **Automatic activation schedule**: when this schedule is valid, the relay will be triggered (activated or deactivated) according to the specified activation mode.

5 Specify the **Disable relay action**: when this schedule is valid, the relay will be deactivated (or activated) according to the predefined operating mode.

6 Set the **Temporary activation timer** to indicate the delay during which the relay will be temporarily triggered following a temporary activation.

NOTE: When the timer is set to zero, the default activation delay is set to five seconds. Maximum time allowed: 255 seconds (4 minutes 15 seconds).

7 Select a video view and graphic and a video view associated with the relay, if applicable.

Configuring Inputs

Door controllers can monitor the state of input points such as: door contacts, interlocks, alarm points, motion detectors, temperature sensors, any REX and other devices with dry contacts. KT-100 monitors the state of 4 input points, KT-200 monitors the state of 16 input points, and KT-300 monitors the state of 8 on-board input points, with a maximum capacity of 16.

- **For KT-200 only**. Inputs are normally closed or normally open dry contacts connected in series with one resistor. If the dry contact is connected in series with the green resistor, the input number will be odd. If the dry contact is connected in series with the red resistor, the input number will be even.

- Input 1 (door contact) and 2 (request to exit device) are ideally reserved for Door 1 of the controller whereas Input 9 (door contact) and 10 (request to exit device) are ideally reserved for Door 2 of the same controller. The input that is used for the door contact or REX contact SHOULD NOT have a "monitoring" schedule defined in the "Input Definition" menu.

- **For KT-100 Controllers.** Input 1 is reserved for door contact while input 2 is reserved for a request to exit device.

- **For KT-300 Controllers**. Input 1 should be reserved for contact on door 1 while input 2 should be used for request to exit device for door 1 of the controller. Input 3 should be reserved for contact on door 2 while input 4 should be used for request to exit device for door 2 of the controller.

To define inputs :

You may define Input devices from the **Controller** definition menu or from the **Devices** definition window.

1 From the **Devices** definition tab, select the **Input** icon.

2 Select a specific gateway (from the **Gateway** drop-down list), a site (from the **Site** drop-down list), a controller (from the **Controller** drop-down list).

3 From the **Input** drop-down list, select the input you want to define.

4 Assign a **Monitoring schedule** to the selected input: this is the schedule during which the system will supervise the condition of the input. When the schedule is valid, a change in input condition generates either an "Input in alarm" or "Input restore" event.

> *NOTE: The input that is used for the door contact, REX contact or interlock contact SHOULD NOT have a monitoring schedule.*

5 Specify the **Normal condition** for the input: it may be **Closed** or **Open**.

6 Specify the **Loop response time.** This delay is expressed in minutes (mm:ss:cc). The maximum time is 10:55:35 for both the alarm response and alarm restore times.

- **Response time**—The delay before the system generates the input and alarm event.
- **Restore site response**—The delay before the system generates the input restore events .

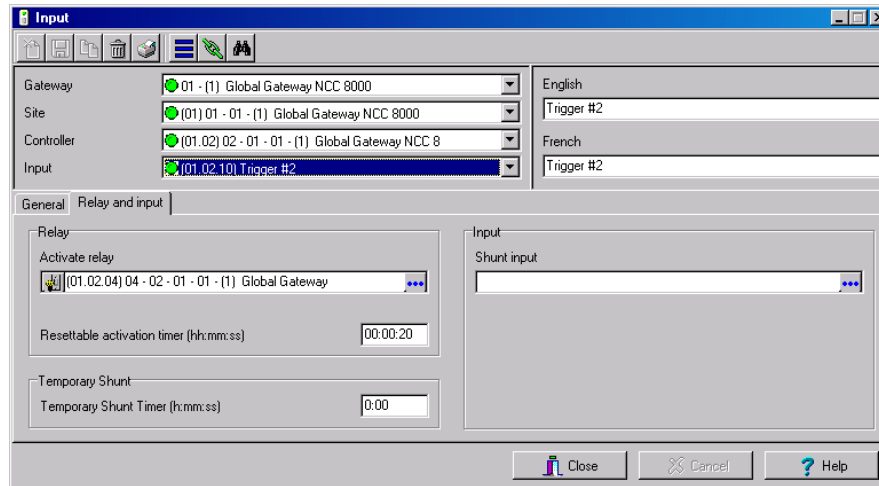> *NOTE: Specifying the site response time reduces bouncing when the contact changes state, and helps to generate only one event for each transition if this time is longer than the bouncing time. For example, a 01:00:00 delay requires that a condition remains stable for at least one minute before it is reported.*

1 From the Input drop-down list, select an input.

2 Select a graphic in which the input has been assigned.

To define relays and inputs:

1 Select the **Relay and input** tab to define which relay(s) or input(s) will be activated or shunted when this input is enabled.

> **NOTE:** *For the system to process properly the reset delay on a temporary shunt, the **Temporary Shunt Timer** option must be set in the definition of the input that will reset the delay. For example, if Input 1 will temporary shunt Input 2, the **Temporary Shunt Timer** must be specified also in the definition of Input 2.*

2 From the **Activate relay** list, select a relay or a relay group that will be triggered when this input is enabled.

> **NOTE:** *Setting the timer to 0:00:00 will instruct the relay to follow the input's state.*

3 From the **Shunt input** list, select the input that will not be monitored when the input being defined is enabled.

> **NOTE:** *When the input is restored or returns to normal condition, the shunted input will also return to normal condition. The event "Input shunted by input" will be generated by the system. When the input returns to normal condition, the event "Input unshunted by input" will be generated.*

4 In the **Temporary Shunt Timer (h:mm:ss)** field, specify the period during which an input is not monitored. Setting the timer to 0:00:00 will instruct the relay to follow the input state. The maximum value for the Shunt delay (h:mm:ss) is 9:06:07.

To define an input for an elevator door:

When the input being defined/edited is used for elevator control, an **Elevator** tab is displayed in the Input definition window.

You may associate an input to a push button. It can then be used by a guard or by a receptionist to temporarily enable the floors defined in the Floor group activation section.

1 In the Input definition window, select the **Elevator** tab.
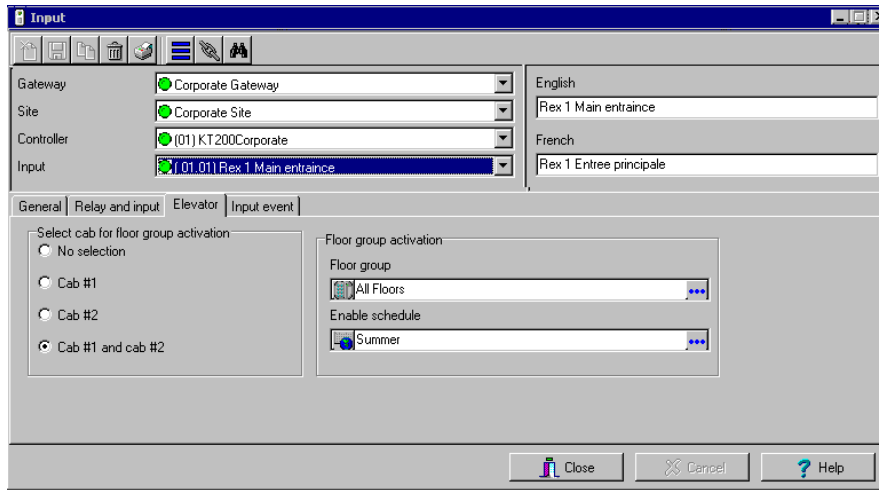
NOTE: Only the floors marked with an "X" in the **State** *column in the Floor group menu will be available for selection. The system will temporarily enable floor selection according to the delay defined in the Unlock time of the Doors menu. A valid schedule has to be selected (Enable schedule list) for this feature to be activated. It may be necessary to define a door as an elevator cab to access this tab.*

2 In the **Select cab for floor group activation** section**,** select the cab associated with the input.

3 Select the **Floor group** associated with the selected cab, that will be enabled when the input is triggered.

4 Select a schedule according to which the defined input will carry out this command.

To enable remote event reporting :

1   Select the **Input event** tab.
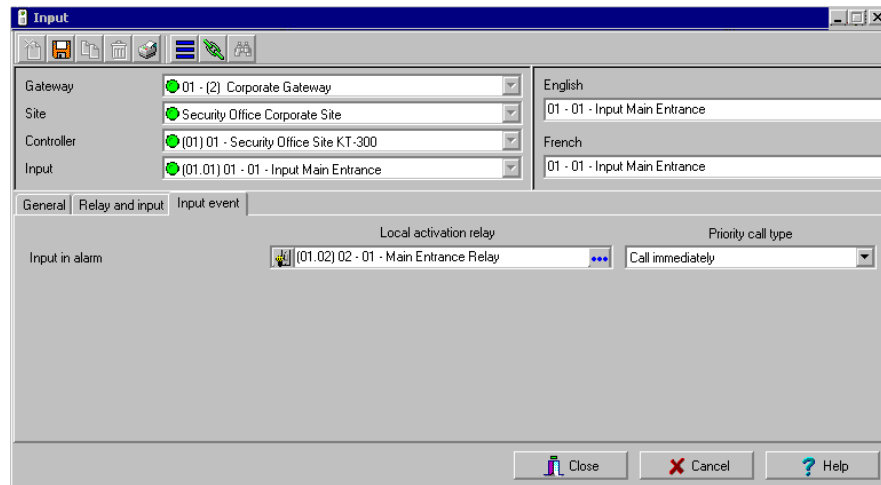
2   From the **Local activation relay** list, select a relay or a relay group that will be triggered when this input is in alarm (activated).

3   Under **Priority call type**, assign the call type option that best suits the reporting of the event which triggered the input.

Configuring Output Devices

Outputs usually control the reader LED and buzzer. There are four outputs available per KT-200 and KT-300 controllers (2 per door). A KT-100 supervises the state of two outputs.

Electrical outputs are configured as open-collector. They provide an open circuit when deactivated (not connected to ground) and are switched to ground when activated.

You may configure Output devices from a controller definition menu or from a gateway window.

To define general options for an output:

1   From the **Devices** configuration window, select the **Output** icon.
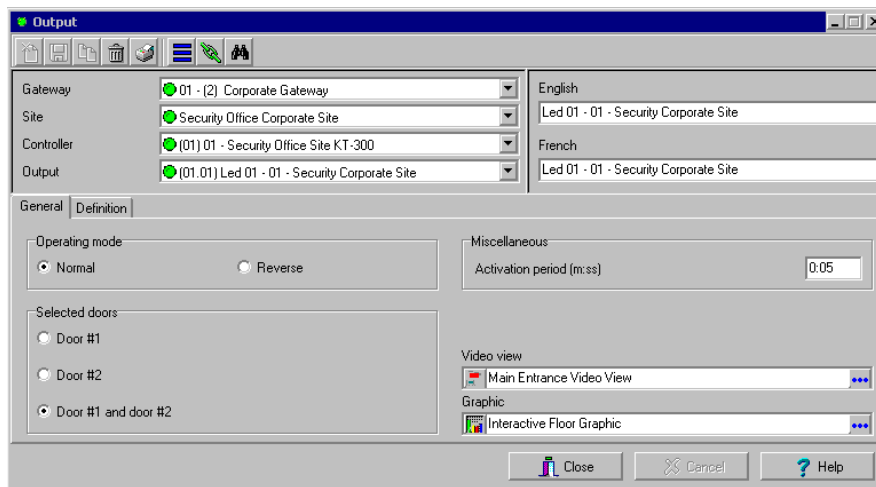
2   Select the physical components related to the output: gateway, site, controller for the output.

3   From the **Output** drop-down list, select the output you are modifying.

4   Specify the **Operating mode** for the output device:

•   **Normal**—The output is switched to ground when it is activated.

•   **Inverse**—The output is an open circuit (not grounded) when it is activated.

5   In the **Selected doors** section, select which door will affect the output you are configuring:

•   **Door #1**—Only the first reader port will follow the state programmed for these events.

•   **Door #2**—Only the second reader port will follow the state programmed for these events.

•   **Door #1 and Door #2**—Both reader ports will follow the state programmed for these events.

NOTE: This option is not available with KT-100.

6 Set the **Activation period (m:ss) delay**. It defines the activation time in seconds during which the output remains active when it is programmed for a temporary activation. An e will leave the output activated indefinitely, regardless of the activation type.

NOTE: If you are using the Video Integration feature, EntraPass enables you to assign all system components into a video view, the same way you assign them to a system interactive floor plans (graphics). To do this, you simply select the video view where you want the system component (Workstation, site, gateway, controller, etc.) to appear.

To associate events with auxiliary outputs:

System events can trigger auxiliary outputs. You can define how each event will trigger the output.

1 Select the **Definition** tab to associate a door event with an auxiliary output.
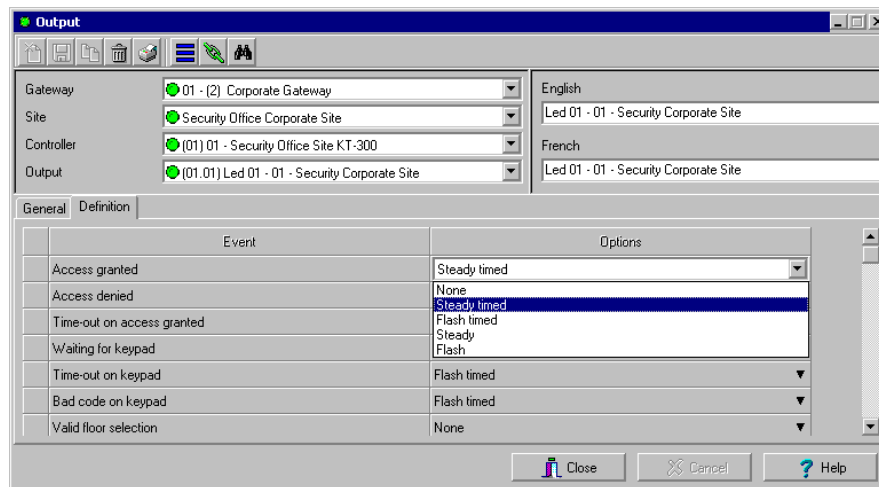
2 In the **Options** column, associate an event with an output state.
- **Steady timed**—The output given this option will not flash, it will remain activated for the specified activation period and will return to normal state when the activation period is over.
- **Flash timed**—The output will flash and remain activated for the specified activation period and will return to its normal state when the activation period is over.
- **Steady**—The output given this option will not flash, it will remain activated until it returns to normal condition.
- **Flash**—The output will flash and remain activated until its condition returns to normal.

NOTE: The on-off delays for the outputs are pre-defined during the Gateway definition. For details, see "Configuring EntraPass Gateways" on page 82. Events for timer on/off vary depending on the type of the selected gateway.

Chapter 5 • Video Integration

EntraPass adds real-time monitoring capability to the Corporate and Global series as a response to the growing importance of video in access control systems. The Video feature allows operators to define Video parameters and use video features from EntraPass Corporate and Global Edition user interfaces.

EntraPass administrators have to define video configuration and viewing parameters including:

- Video servers for use in EntraPass (identifying the Video source and specifying cameras connected to it)
- Video views for Video monitoring using EntraPass desktops
- Video recording triggers
- Recording parameters
- EntraPass Video Vault, etc.

NOTE: *Installing and using the Video feature may take a great amount of your company network bandwidth (LAN or WAN). The network administrator may control the use of the network bandwidth for video data transfer.*

The following diagram shows how the Video feature is integrated in EntraPass. The EntraPass Video Vault utility can be installed on the same computer as any other EntraPass application or on a dedicated computer.
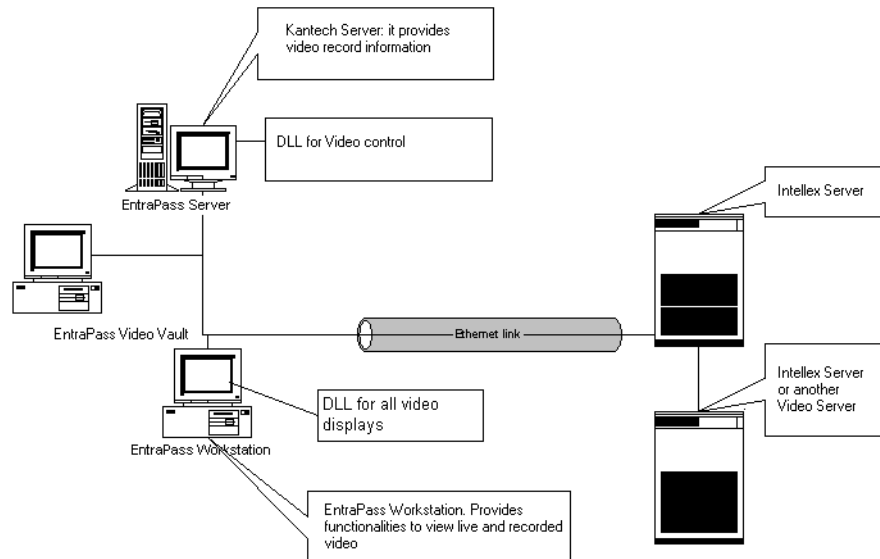
Configuring the Video Server

A Video server is connected to EntraPass through a specific IP address. The Video Server captures, stores and distributes video data to the EntraPass desktops for monitoring and surveillance purposes.Video data can then be accessed by any EntraPass workstation (with appropriate permission) through the network.

In order to use the Video feature in EntraPass, the video server must be identified to EntraPass. To do this, you have to:

- Define the Video server communication settings
- Specify video parameters including the number of cameras connected to the server
- Set communication delays
- Define parameters for use with EntraPass Video Vault, etc.

To define the Video Server communication settings:
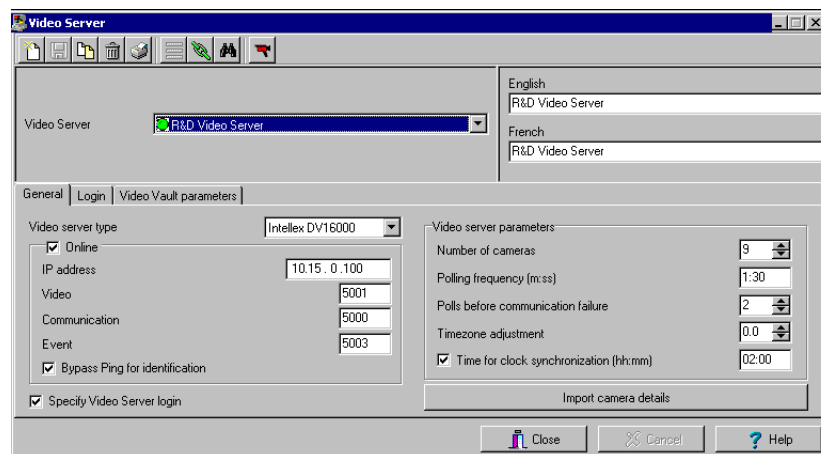
1 From the EntraPass main window, click the **Video** tab, then click the **Video server** icon in the Video window toolbar. The Video server window appears with the **General** tab enabled.

2 From the **Video server** drop-down list, select the Video server you want to configure (or click the **New** icon to create a new one), then assign it a descriptive name in the language section. It is recommended to supply a name in the two languages if you are running the application in two languages.

3 From the **Video Server type** drop-down list, select the Video brand for the Video server you are configuring.

NOTE: The current version of the software integrates Intellex only. EntraPass supports all version of Intellex, including Intellex LT. This later version limits the number of cameras to 4, 8 or 16 depending on the selected Intellex LT (LT-4, LT-8 or LT-16). Moreover, a number of features such as the event control are not available on systems running an Intellex LT.

4 Check the **On-line** option to tell EntraPass that the Video server is on-line.

*NOTE: The **On-line** option must be unchecked when the server is off-line for long periods such as maintenance reasons, for example. Otherwise, EntraPass will continue polling the video server; this may cause the system to hang.*

5 In the **IP address** field, specify the static IP address of the Video server. Make sure that the Video server is set to a static IP address. For specific information about the video server IP address, contact your network administrator.

6 Specify the port information for Video, Communication and Events. Make sure that these are the same used by the DVR (Digital Video Recorder).

NOTE: The TCP port (Transmission Control Protocol) is used by the Video application to communicate with EntraPass. Options displayed in the TCP port section depend on the device you are configuring. For details about ports and their settings, contact your network administrator or the documentation provided by your Digital Video Recorder (DVR) vendor.

7 Check the **Bypass Ping for identification** option if you want to save on Network utilization. In fact if this option is not checked, the workstation will continually poll for server identification.

8 Check the **Specify video server login** option if you want users to enter their credentials before accessing the Video server. If this option is checked the **Login** tab appears in the Video Server window.

9 In the Video server parameters section:

- Enter the **Number of cameras. T**he number of cameras connected to the video server (or use the up/down arrows) or click the **Import camera details** button to get this information from the video server. Using the **Import camera details** button offers a fast way to define cameras connected to the video server. In fact, when you click this button, EntraPass will connect to the Video server and get the number and default names for cameras connected to the DVR.

- Specify the **Polling frequency (mm:ss)**. The polling frequency refers to the delay between two polls from the Kantech Server to the Video Server. This operation is processed by the Kantech Video Server Interface.

- Specify **Polls before Communication failure**. This refers to the number of unsuccessful polls before the EntraPass Server declares the Intellex server offline. For example, if you enter 4 in this field, EntraPass will attempt to connect four times to the video server before it declares that the Intellex server is down.

- Indicate the **Timezone adjustment.**Using the up/down arrows, specify the **Timezone adjustment** if the EntraPass server and the Intellex server are not in the same timezone. The timezone adjustment refers to the timezone difference between the Intellex server and the EntraPass server. Adjusting the timezone enables workstations to retrieve events generated by the Intellex server at the EntraPass Server's time.

- Check the **Time for clock synchronization** box. The Time synchronization refers to the time of the day when the video server will synchronize with the Kantech server for date and time. This operation is processed by the Kantech Video Server Interface.

NOTE: The EntraPass server serves as the reference time source. Intellex server will process the time according to the EntraPass Server's time. For example, if the EntraPass Server's time is 3:00 and that of the Intellex server is 2:00, the Timezone adjustment data will be -1 so that the Intellex server can display the correct information about an event that occurred at a specific time.

Enhancing the Security of Video Servers

If your Intellex Video server is secured by Policy Manager, EntraPass operators must use a specific login and user name to access the Video server. For details about the Video server security parameters, contact the network administrator.

To define the video server login parameters:

1   If the **Specify video server login** option is checked, select the **Login** tab that appears.

2   Enter the login data in the displayed fields:
- **Domain name**: enter the domain name used by the Intellex Video server.
- **Login name**: enter the login name used for accessing the Intellex server.
- **Password**: enter the password specific to the domain controller.
- **Password confirmation**: the password for confirmation must be identical to the password entered in the previous field. If you get an error message, make sure that the Caps Lock key is activated.
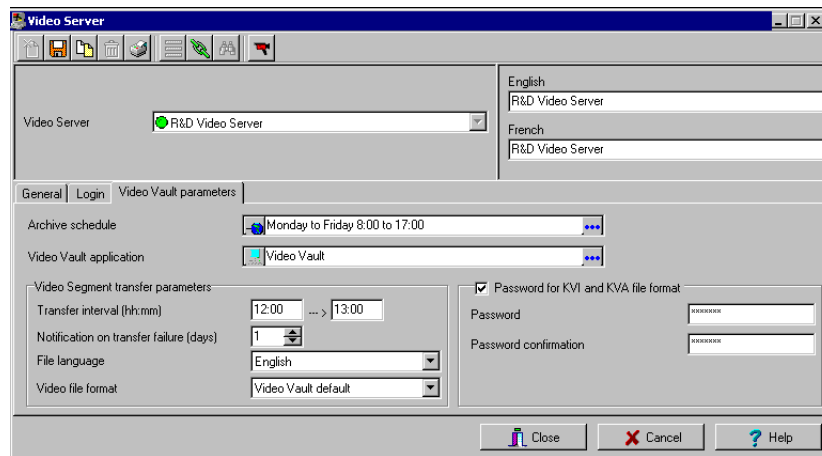
Defining EntraPass Video Vault

The **Video Vault parameters** tab allows you to specify settings such as archiving schedule or transfer frequency for EntraPass Video Vault if this application has been activated in EntraPass and has been configured for use within the EntraPass applications.

- For details about installing EntraPass Video Vault, see "Adding Optional Components/ Features" on page 10.
- For details about configuring the EntraPass Video Vault application, see "Configuring the EntraPass Video Vault Application" on page 75.
- For details about using EntraPass Video Vault, see "EntraPass Video Vault" on page 456.

To specify the video archive details:

1 From the Video server window, select the **Video Vault parameters** tab.

2 Enter information for the EntraPass Video Vault application:
- **Archive schedule**: the selected schedule indicates the period during which video segments will be saved. When this schedule is valid, all video segments from user-defined triggers, video server triggers or manual triggers will be saved for archiving purposes.
- **Video Vault application**: the name of the EntraPass Video Vault application associated with the selected video server.

3 Define the Video segment transfer parameters:
- **Transfer interval (hh:mm)**: the interval specified in this field indicates the period during which videos segments are retrieved from the video server. This feature restricts data retrieval and the availability of the video server during a specified period of time.

NOTE: Intellex allows one video retrieval at a time. If, for instance, the specified period is 02:00 --> 04:00, video segments will be retrieved for two hours per day. If the specified period is 18:00 --> 06:00, this indicates an interval of twelve hours starting from 6:00 PM to 6:00 AM.

- • **Notify on transfer failure (days)**: this number indicates the number of days allocated for the video retrieval. If a video segment was not retrieved after the number of days specified in this field, the video segment will be considered irredeemable for archiving and EntraPass Video Vault will notify the operator of the failure.
- • **File language**: This option is applicable to KVI and KVA formats only. Users can choose between English and French as the language that will be used to describe the archived data.
- • **Video file format**: select the format for the video file that will be retrieved:
  - • **Kantech Video Intellex Format (KVI)**. A simple double-click allows you to view the file using VideoPlayerIntellex.exe.
  - • **Kantech Intellex Video Format (KVA)**. A double click opens the video file using VideoPlayerWindow.exe.
  - • **AVI Format**: Video files open using Windows Media Player.
  - • **Video Vault default**: this is the format defined for the selected EntraPass Video Vault (**Devices** > **EntraPass Applications** > (Select **Video Vault application**) > **Video Vault Process** tab).
  - • Intellex Format: Video data are stored in Intellex format (.img) and can be viewed using the Intellex Video player.

4 For increased security, check the **Use a password for KVI and KVA file formats** option if you want to protect the KVI and KVA archived video segments by a password. Make sure to enter identical information in the **Password** and **Password confirmation** fields. Before viewing video segments archived on the EntraPass Video Vault being defined, operators will have to enter this password. Archived video files can be viewed from the Browse Video Vault window.

Defining a Camera

EntraPass offers you the ability to assign names to cameras, presets, and patterns for easy identification in the Video desktop and in all system video events.

The definition of a camera includes identifying its:

- Type (fixed or dome)
- Presets (for dome cameras)
- Patterns (for dome cameras)

Identifying Camera

The camera name is displayed when viewing live or recorded video events. The default names are *Camera1* through *Camera n* (where n is the last camera number).

To define a camera:

1 From the Video window toolbar, click the **Camera** button. The Camera window appears.
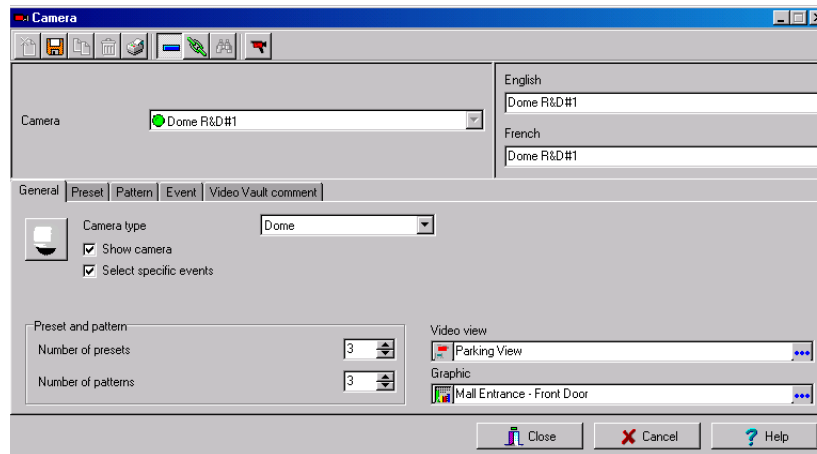
2 Select the camera you want to define, then assign it a descriptive name in the enabled language fields. It is recommended to assign a name both in the primary and secondary languages if the system is running in two languages.

3 Select the **Camera type** from the drop-down list.

- **Fixed:** no preset/pattern; operators cannot control a fixed camera.
- **Dome:** preset and pattern available; selecting this option allows operators to control the camera. If you select this option, assign descriptive names to the camera presets.

4 Check the **Show camera** option for the camera to be accessible for selection and display in the Video view desktop. It is important to check this option if you want the camera to be enabled in EntraPass. Only operators with appropriate permission will be able to view a camera with

the **Show camera** option not checked (Hidden/covert cameras). To assign permission to an operator: **System** > **Operator definition** > **Privileges**.

*NOTE: If you leave the **Show camera** box unchecked, the camera will not appear in the Video view component window (**Video view** > **Modify video view components**) and will not therefore be assigned in the Video desktop for view. This feature allows to hide a camera from all view. Operators who do not have appropriate permission will not be able to view, search, export or carry any other operation on a camera for which they do not have access permission. However, all links and references to this camera will be kept. This feature is different from deleting a camera since links to a deleted camera are deleted as well.*

5 Check the **Select specific events** option if you want this camera to record specific events. By default all camera events are displayed in the Video Events List. However, you can decide which events will be recorded by a specific camera by checking this option. When you do this, the **Event** tab appears. You can then select it and select specific events will be recorded by the camera being defined. If this option is checked, you have to select events that will be recorded by this camera.

6 Using the **Up/down** controls, adjust the number of presets and patterns for the selected camera if the selected camera is a dome. When you do this, the **Preset** or **Pattern** tabs appear in the Camera window.

7 Select the view type you want to display when an alarm occurs.

   • **Video View:** The video view selected will be displayed when an alarm occurs on this camera.

   • **Graphic View:** The graphic view selected will be displayed when an alarm occurs on this camera.

Defining Presets and Patterns

To define presets and patterns:

1   From the Video server window select the **Preset** (or **Pattern**) tab to assign custom names to your presets.
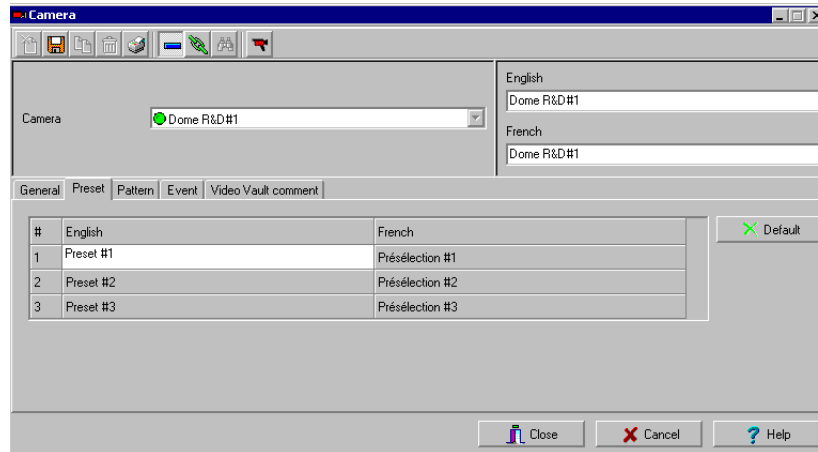
2   Select a table cell, then overtype the default name. If you are running the system in two languages, enter the name in both the primary and secondary language, then click **Close** to close the Preset (or Pattern) window.

NOTE: If you select a preset or pattern and click the Default button, the assigned name is replaced by the default name.

## Defining Events Recorded by a Camera

If the **Specific events** option is checked, you have to:

•   Select events that will be recorded by the camera being defined and that will be sent to the EntraPass Server. This option is disabled when a camera is connected to an Intellex LT DVR.

•   Select or define a schedule that will be used by the video server to report selected events to the EntraPass Server. This schedule can be used as a filter to limit the message flow from the Video Server to the Entrapass Server. For instance, choosing an Always valid schedule will send all the selected events to the EntraPass server. Specifying a limited period of time will allow to send events that occurred during a targeted period of time.

To select camera events and schedules:

1 From the Camera window, select the **Event** tab. Typical camera events are displayed in the window. These are specific to the selected DVR.
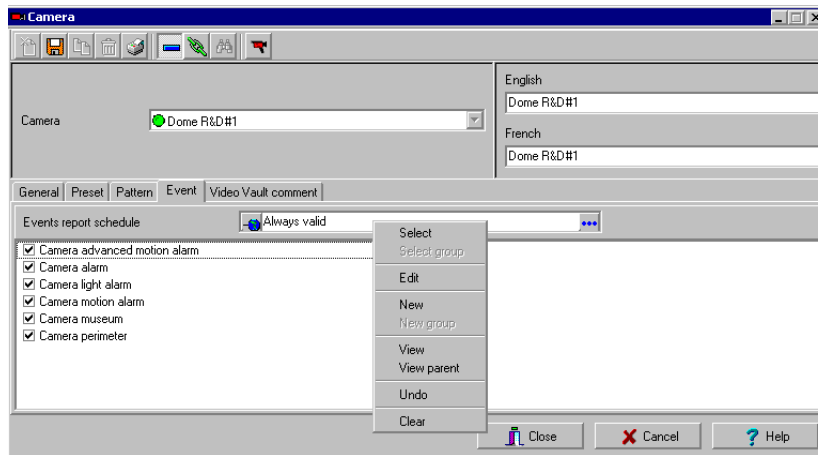
2 Select a schedule for camera event reporting. Only events that will be recorded during the specified period of time will be sent to the EntraPass server. Right clicking the Event report schedule field enables operators to create a new schedule or to select an existing one. To define a schedule see "Assigning/Defining Schedules" on page 176.

3 Select camera events that you want to send to the EntraPass server. Specifying events to be sent to the Intellex server is a way of saving on controlling the flow of the video data, and hence of saving on the company bandwidth. The list of events is specific to the video server. The following list is available on Intellex servers:

- **Camera advanced motion alarm**: the camera will send any event related to a motion alarm.
- **Camera alarm**: the camera will send any event related to a change that occurred in the target area.
- **Camera motion alarm**: the camera will send to the EntraPass server all video segment events related to any movement that occurred in the target area.
- **Camera museum**
- **Perimeter**: the camera will send to the EntraPass server all video segment events related to an object that has crossed into or out of the target area.

4 Select the **Video Vault Comment** tab if you want to add information regarding the camera being defined. KVI and KVA file formats from this camera that will be saved in EntraPass Video Vault will be displayed with the comment entered in this window.
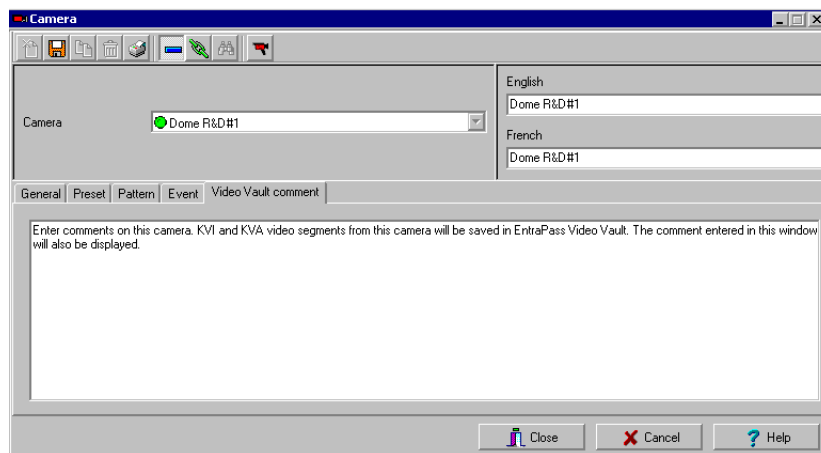

5 Enter the comment you want to associate with the camera being defined, then save and close the window.

Associating a Camera with an Icon

EntraPass offers you the ability to associate a specific icon with a camera for easy identification in the Video desktop and system Graphic.

To associate an icon with a camera:

1   From the Camera window, select the camera you want to associate with an icon, then click or double-click the button next to the camera type drop-down list. The Define camera icon pop-up window opens.
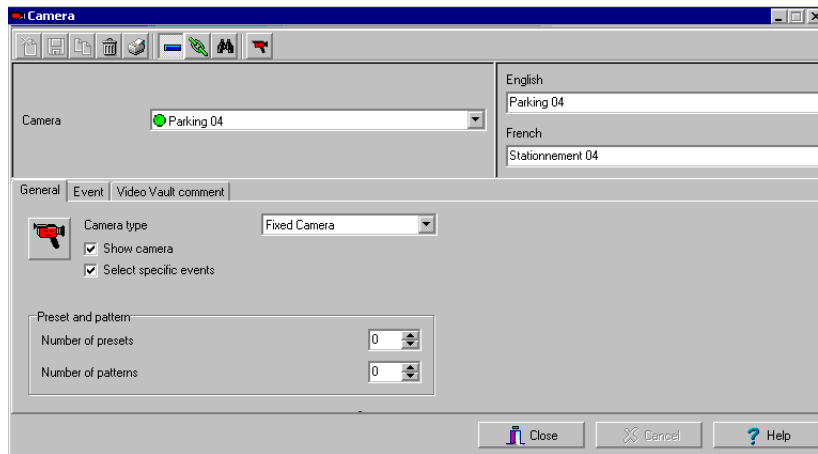
2   Choose an appropriate icon to associate with the selected camera, then double-click it to close the Select an icon window. When you do this, a camera is associated with an icon using the icon index.

*NOTE: The Camera icon in the Camera window toolbar allows you to add custom icons to the list of available icons. The **Add** and **Delete** buttons allow operators to add other icons for selection or to remove icons from the displayed list. The list of icons is displayed when you click the Camera icon in the toolbar.*

Defining Video Views

Once the video server is defined and its cameras identified, operators can define video views that will be displayed in the Video desktop for viewing and monitoring purposes.

EntraPass operators will then call pre-programmed presets and patterns. There is no limit to the number of presets that can be defined in the system.

EntraPass Devices (Workstations, Gateways, Sites, Controllers, etc.) can be associated with Video views. Later, the Video view can be selected in the components definition in order to display the component in the video view.

To define a video view:

1 Select the **Video view** button from the Video toolbar. The Video View window appears with the **General** tab enabled.
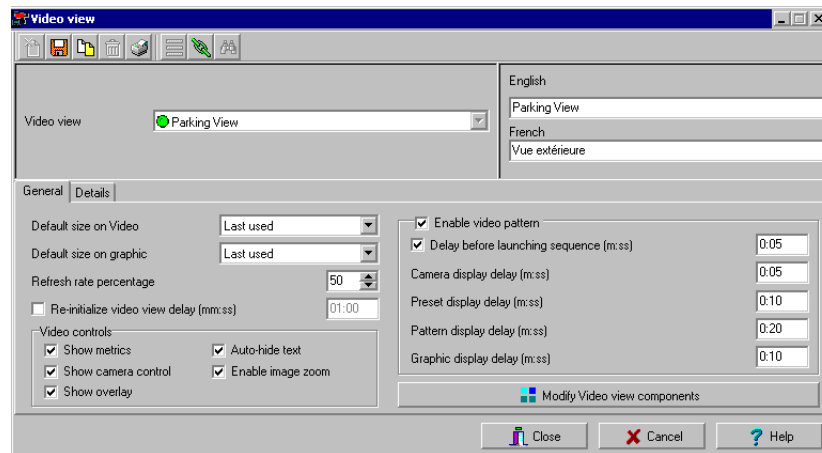
2 From the **Video view** drop-down list, select a video view (or click the **New** icon to create one), then assign it a name in the language section. If the system is running in two languages, you have to give a name in each language.

3 From the **Default size on video** drop-down list, select an appropriate size for the image that will be displayed: you may choose to select a smaller size if you have to display the Video window with another window.

- • **Large**: 1024x768
- • **Medium**: 800x600
- • **Small**: 640x480
- • **Tiny**: 400x300
- • **Last used**: displays the size that was previously displayed in the Video desktop.

4 From the **Default size on graphic** drop-down list, select a size for the image that will be displayed on the system graphics (Large, Medium, Small, Tiny, Last used).

5 Specify the **Refresh rate percentage** using the **Up/down** arrows.

*NOTE: The **Refresh Rate Percentage** is related to the image compression/quality. The image quality impacts the system performance: the higher the quality, the lower the compression and the lower the system performance will be. If you set the Refresh Rate to high (> 80), the compression will be low. As result, the application will use a larger network bandwidth. This may result in a slower process. The following table shows the recommended options:*

Quality	Description	Result
80 and Over	Super quality	Images are recorded at the highest image quality, using the lowest level of compression. This setting requires the highest amount of storage space and network bandwidth.
60	Normal, Default	Images are recorder at normal image quality. This setting provides a balance between compression and storage space requirements.The smaller, more subtle changers between images are ignored.
40	Low quality	Images are recorded at low image quality, using the highest level of compression. This setting requires the lowest amount of storage space and network bandwidth.

6 Check the **Re-initialize video view delay (mm:ss)** if you want the system to refresh the displayed image. If you check this box, the displayed image will be automatically updated when the specified delay is elapsed. This feature is very useful if the defined camera view includes patterns or presets.

7 From the Video control section, make the appropriate choices:
- **Show metrics**: this option enables the system to display the number of frames per second (Fps) and the number of bits per seconds (Bps) for the selected camera. The information appears in the upper section of the Video window (and in the Video desktop).
- **Show camera controls:** check this option for use with dome cameras. Selecting this option allows operators to control a dome camera. It is not available with fixed cameras.
- **Show overlay**: check this option if you want the camera identification (camera name and server) to appear in the Video desktop.
- **Auto-hide text**: if this option is checked, the system will not display the information related to a camera.
- **Enable camera zoom**: check this option if you want to display the zoom value for the selected camera.

NOTE: The Enable video pattern section is enabled once components have been assigned to the video view.

8 Check the **Enable video pattern** box to alternate video images in the Video window. If you have defined a 2X2 view, then the video pattern will be composed of four images alternating in the video display according to the delay specified in the **Camera display** delay field. If you do not check this option, the video view will display a static image.

9 Check **Delay before launching sequence (m:ss)** box to specify the transition delay before the images start alternating in the Video window.

10 Specify the **display delays for Cameras**, **Presets**, **Patterns** and **Graphics**.

NOTE: These delays indicate the time interval during which a video or graphic appears in the Video display before it is replaced by another. Refer to the following table for the minimum/ default delays. The maximum delay is 9:59 seconds.

Delay	Minimum (seconds)
Delay before launching sequence	2 seconds
Camera display delay	3 seconds
Preset display delay	5 seconds
Pattern display delay	10 seconds
Graphic display delay	5 seconds

NOTE: Select the Details tab to view data about the selected view: video servers, cameras, and when applicable, camera presets and patterns.
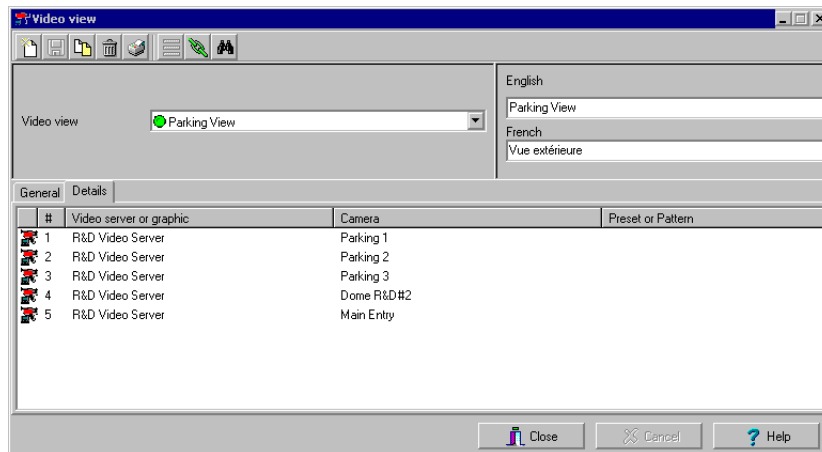
Creating and Modifying Video Views

Video presets and patterns enable users to perform automatic actions on domes. They are configured for view in the desktop dedicated to Video viewing. They enable to optimize the time dedicated to video viewing when displaying videos using pre-programmed views.

EntraPass enables users to define a wide variety of views, depending on their needs:

- Single camera
- Multiple cameras
- Multiple graphics and cameras
- Server-specific view: these are created by dragging a server into the display
- Multiple video servers: depending on their needs, EntraPass users can create views from multiple video servers.

To define a video view:

1 From the Video view window, click the [■■ Modify Video view components] button to edit or create content for the Video view desktop.
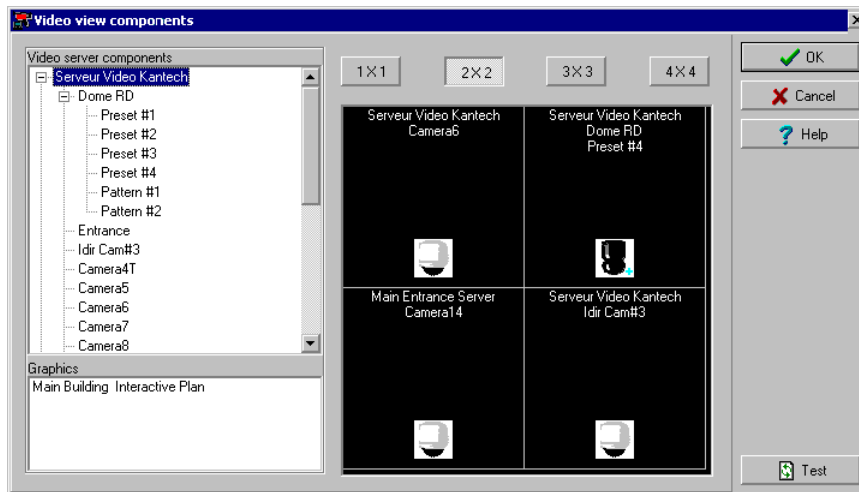
2 From the left-hand panes, select a camera, a camera preset, or a camera pattern, then drag it into a right-hand pane cell. A camera is identified by its name and corresponding icon. A preset is identified by the camera name and the preset name.

*NOTE: A specific camera can appear in more than one cell; in this case, the **Enable video sequence** option must be enabled. A graphic can appear only in one cell. You can put cameras from different Video Server but the source must be from the same vendor.*

3 Click one of buttons in the upper part of the right pane to specify the number of images you want to display:

- Click the 1 X 1 button to display 1 image
- Click 2 X 2 to display 4 images
- Click 3 X 3 to display 9 images
- and 4 X 4 to display 16 images.

NOTE: You can create a view by dragging a video server into the display. This view will contain all cameras from this specific server.

NOTE: The number of the images displayed influence the speed of the network bandwidth. For example, if you are displaying 4X4 images, the network bandwidth will be slower than when you are displaying a 1X1 image.

4 Click the **Test** button to view the result of the selection. The displayed Video view appears in the Video desktop for video monitoring and surveillance (**Desktops** > Desktop dedicated to video monitoring).

*NOTE: To delete a camera from a cell, right-click it, then select **Delete** from the shortcut menu.*

5 Click the **Close** button (bottom left or the "X" top right) to close the Video test window.

Video Triggers

Video triggers are system events that start or stop recording. Any event related to the selected component type can trigger recording including exception events originating from a video server. A source component must be specified for each type of triggering event. For example, the "door" component must be specified for the "Door forced" event message. There is no limit to the number of definable video triggers.

Defining Video Triggers

The following information can be defined:
- Name in two languages
- Component type: type of component to be programmed for the trigger. Events are related to system components: gateway, site, controller, etc.

Based on an event that occurred on the selected system component, the trigger will start or stop recording.

NOTE: The list of parameters depends on the video server type connected to EntraPass. It can vary depending on server feature availability and decisions on subsequent implementation. All EntraPass events can be associated with the video trigger function.

To define a video trigger:

1 From the Video toolbar, select the **Video trigger** button. The Video trigger window appears.
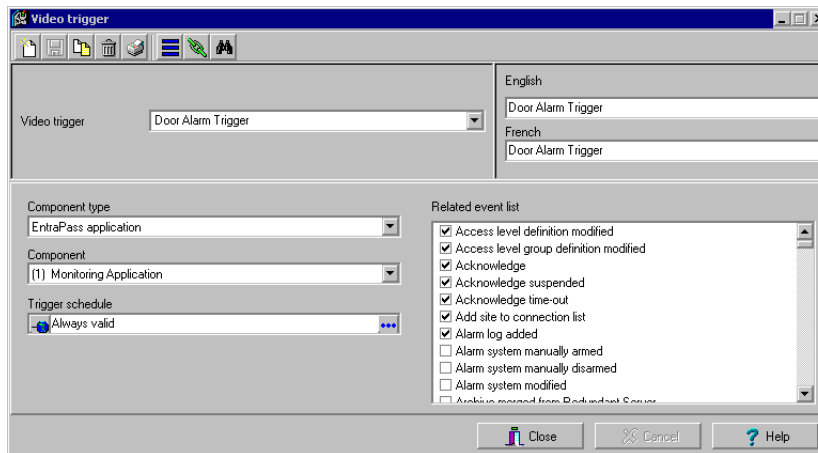
2 Click the new icon (or select an existing trigger if you want to modify one). Assign a descriptive name to the trigger.

NOTE: An alert message appears when you attempt to save before selecting the component type as well as the component for the trigger being defined.

3   From the **Component** drop-down list, select the component that will trigger the recording event. It may be a door controller, for example.

4   From the **Trigger schedule** select a schedule for the trigger to be valid. If necessary, you can define a specific schedule for this trigger (**Definition** > **Schedule**). If there is no schedule selected for a trigger, the trigger will be disabled.

Recording Parameters

The **Recording Parameters** menu enables users to define parameters that control video recording and to associate recording parameters (such as video source, cameras, etc.) with a video trigger. For each recording event, you must specify parameters such as the video server source, the camera, etc.

A recording can be stopped by a timer (maximum recording time) or by a trigger when a stop recording trigger is used.

A source component must be specified for each type of triggering event. For example, the "door" component must be specified for the "Door forced" event message. The resulting action (whether to start or stop recording) must also be specified.

EntraPass offers you the ability to associate multiple recording parameters with one trigger. In this case, all recordings will be associated with the single event and it will be possible to save all record segments as a single event recording.
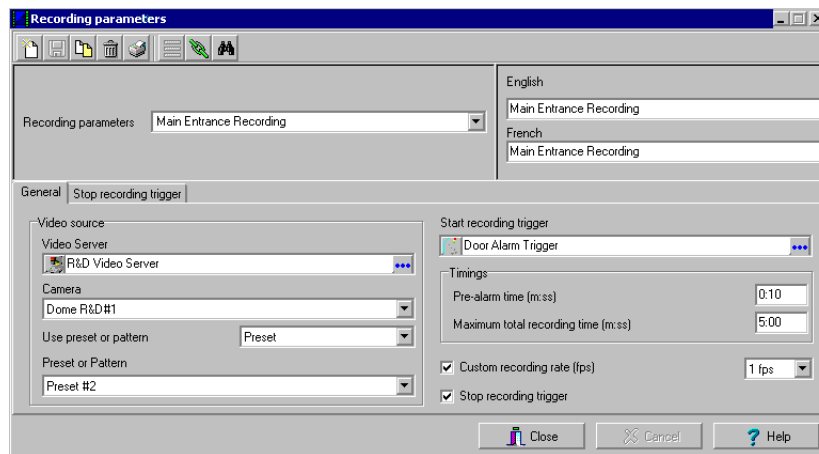
Setting up Recording Parameters

The Video record window lets you configure how EntraPass Video records videos. You must possess the appropriate privileges to set up this feature.

There is no limit to the number of definable recording parameters. The following information can be defined:

- Name in two languages (for systems in two languages)
- Video source (server and camera)
- Preset and patterns
- Start recording trigger
- Pre-alarm time
- Maximum total recording time, etc.

To set up recording parameters:

1   From the Video toolbar, click the **Recording parameters** icon![Recording parameters] .The Recording parameters window appears, the **General** tab enabled.

2   Click the **New** icon to create new **Recording parameters** (or select one from the Recording parameters drop-down list) and assign a descriptive name to the Recording parameters.

3   From the **Video server** pop-up window, select the video server that will be used for the Recording parameters.

4   From the **Camera** drop-down list, select the camera for this Recording parameters.

NOTE: If the selected camera is a dome, you can specify the preset and pattern name and number. Defining these options allows you to direct the camera to a specific position for recording. However, the pre-alarm time feature may not work well with the preset/pattern option. In fact, the pre-alarm may be triggered when the camera is directed to a location different from the one where the video recording event occurred.

5   From the **Start recording trigger** pop-up window, select the Video trigger you want to associate with the Recording parameters being defined. The Video trigger pop-up window displays all video triggers defined in the system.

6   In the Timings section, specify:

   •   **Pre-alarm time (m:ss)**: This option enables users to retrieve from the Intellex server, segment that was recorded before recording was triggered. For example, if a recording was triggered at 2:00 PM and if the Pre-alarm time is 1min. 0 seconds, the record segment will start at 1h 59.

   •   **Maximum total recording time (m:ss)**: This options allows you to specify a maximum length for the recording. This includes the pre-alarm time but not the post-alarm recording delay. The maximum allowed is 5 minutes.

7　Check the **Custom recording rate (fps)** option if you want to enable the custom rate option so that EntraPass can override the Intellex image rate settings. Using the up/down arrows, specify the recording rate for recording parameters. The value you set will be used by EntraPass exclusively for the selected Recording parameters. By default, this value is set to 2.5 fps. The average value is 7.5 fps. Below this value, there is no motion. When the value is set to a value grater than 7.5 fps, for example 8.5, there is motion. Adversely, the computer's performance can be affected.

NOTE: The record rate is defined in frames per second (fps). The frames per second (fps) relates to how many pictures it will record in a second. Real time recording is about 30 fps on each camera.

Setting up Stop Recording Parameters

If you want to associate the defined recording parameters with a trigger for stopping recording, check the **Stop recording trigger** option. If you do this, the **Stop recording trigger** tab appears in the Recording parameters window.

To define stop recording parameters:

1　From the Recording parameters window, select the **Stop recording trigger** tab.
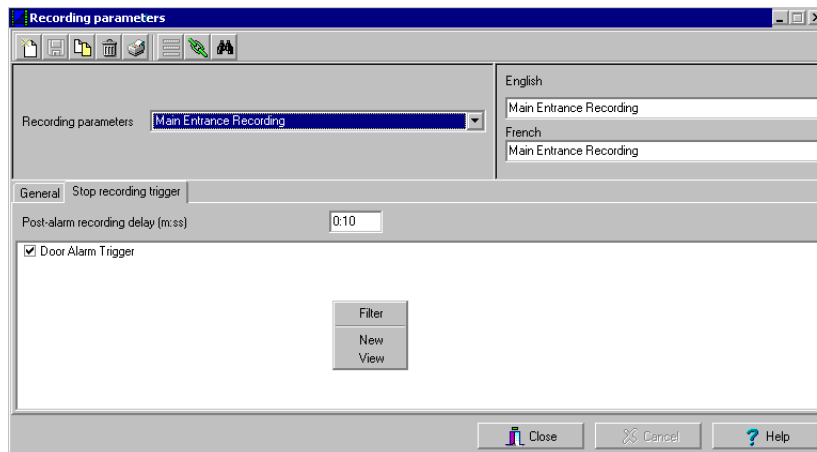
- **Post-alarm recording delay (m:ss)**: this delay enables the system to end recording when recording is stopped by an "end recording delay" condition. Moving the mouse pointer over the field shows the value allowed in the field.
- **Trigger**: select one (or more) trigger(s) that will stop recording.

NOTE: You can create new stop recording triggers by right-clicking the triggers display area.

Video Event List

The Video Event List window displays all video segments recorded in the system and stored in the Video server database as well as video segments archived in EntraPass Video Vault. These video segments can originate from three sources:

- Video triggers
- Manual requests from operators
- Automatic recordings from video servers

*NOTE: Operators must have access permission to the video server in order to perform operation on events displayed in the Video Event list. For example, if an operator has not been assigned permission to use a specific video server, he/she will not view events originating from this server. User permission are assigned while defining the security level: **System** > **Security level**.*

Using the Video Event List

The Video Event List window displays all video events as well as their description.

EntraPass operators can:

- Search for a specific event associated with a video segment based on the date and time when the video was recorded
- Play a video segment
- Export the video segment for future consultation
- Stream or copy video segments from EntraPass Video Vault
- Retry all aborted transfers: these are transfers of video segments that were tagged for archive but which were not transferred to EntraPass Video Vault.
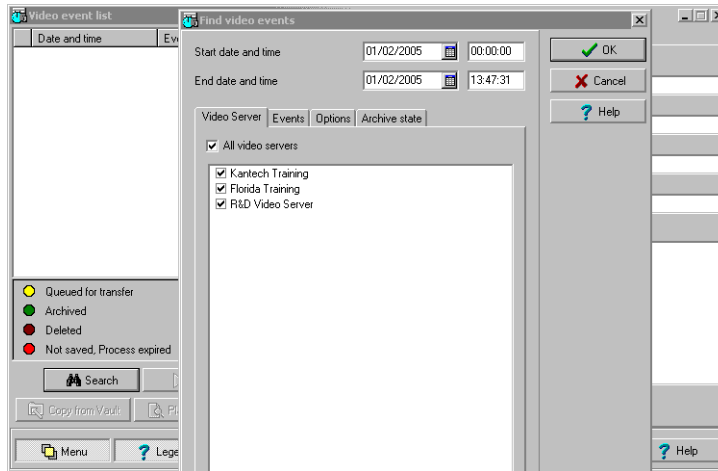
Finding Video Events

Use the **Search** button to locate and view video segments. The **Events** tab allows you to filter events. The **Options** tab allows you to determine the size of the video you are looking for. Appropriate user access rights are necessary for performing this task.

To find video events:

1 From the Video Events List, click the **Search** button 🔍 Search . The Find video event window appears.


NOTE: If the **Menu** *and* **Legend** *buttons are not activated, the window will not show the legend nor the buttons in the lower part.*

2 From the Find a video events window, select the **Start date and time** and the **End date and time** for the video segments you are looking for.

NOTE: The **Legends** *button allows you to display a status legend related to video events. The* **Play and Copy from Video Vault** *buttons are enabled when the selected video events have already been archived on EntraPass Video Vault.*

3 Select the video server that you want to include in the search. You can select **All video servers** if you want to search through all video servers defined in the system.
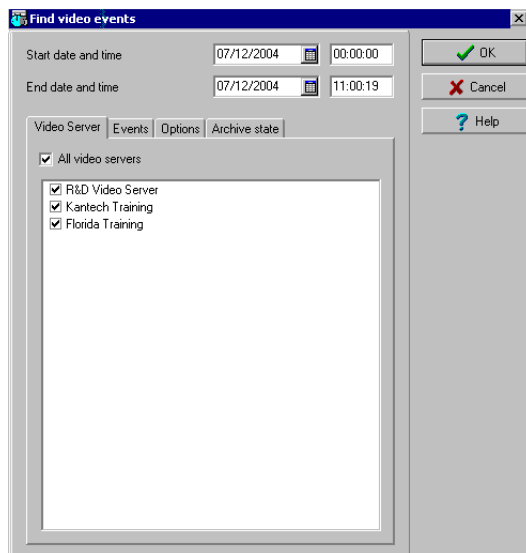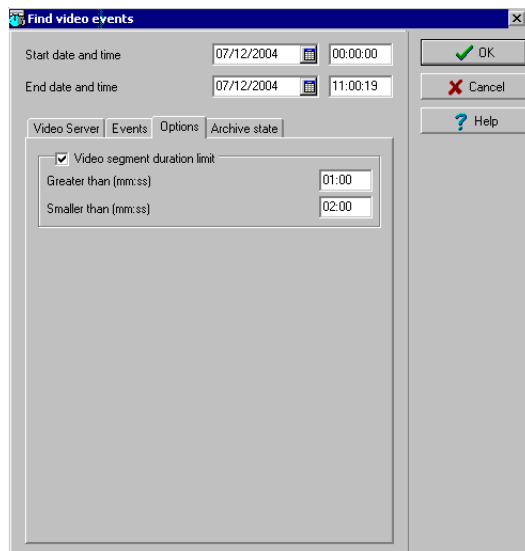

NOTE: *If an event was registered by more than one video server, at least one of the servers must be selected for the event to be included in the list.*

4 Select the **Events** tab to filter events to be included in the report. You can select **All events** all check specific events.
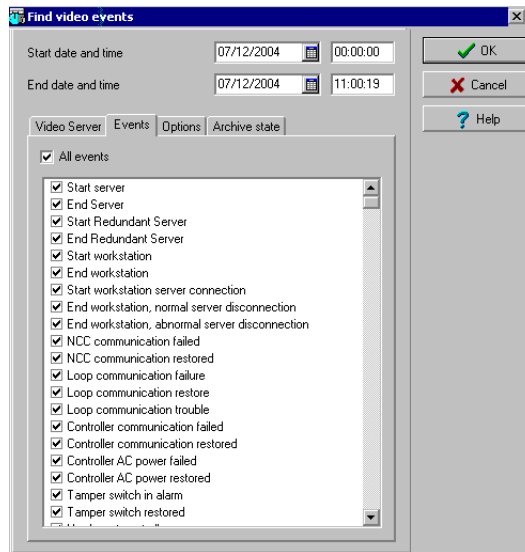
**5** Select the **Options** tab to filter video segments according to their duration.

6 Check the **Size filter** option, then enter the duration in the **Greater than (mm:ss)** and **Smaller than (mm:ss)** fields. The value entered is in minutes and seconds. This feature allows you to target video segments meeting specific duration criteria.

7 Select the **Archive State** tab to filter events according to the archive status.
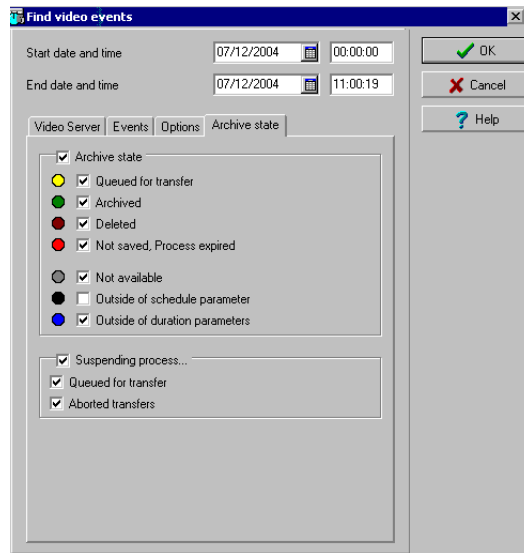
8 Check the **Archive state** option if you want to specify which events will be included in the filter. If you want to include all events, leave these options unchecked.
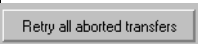
9 Click **OK** to go back to the Video event list window.
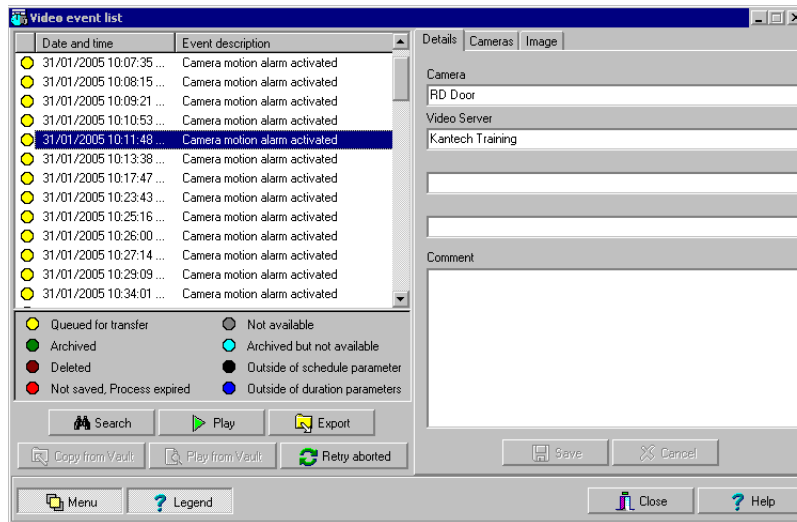
NOTE: The **Play and Copy from Video Vault** *buttons are enabled when the selected video event has been archived on EntraPass Video Vault. Archived events are identified by a green flag.*

10 Do one of the following using the buttons described bellow:

Button	Use description
Search	Use this Search to search for events associated with a video segment. For details, see "Finding Video Events" on page 153.
Play	Use the **Play** button to view a video event. When you click this button, the Video desktop displays the video event. If only one camera was used, which is most often the case, the system displays the duration of the video event. If the video event was recorded by more than one camera on a single server, the video server will use the most optimal display layout. If the video event was registered by more than one server, it is possible to select a specific video server. For example, 2x2 for a maximum of 4 camera, 3x3 for a maximum of 9 camera or less and 4x4 for a maximum of 16 cameras. For events with various length, events will be played based on the longer event. Note that this feature shows limitations when used in systems not configured for continuous recording as it will not display cameras involved outside the selected time frame.

Button	Use description
Copy from Video Vault	The Copy from Video Vault enables operators to retrieve a video segment that has been archived on EntraPass Video Vault.
Play from Video Vault	The Play from Video Vault enables operators to view a video event that has been archived on EntraPass Video Vault
Retry all aborted transfers	The Retry all aborted transfers button enables operators to trigger any archiving process that was suspended.
Menu ? Legend	Use this buttons to display the buttons in the lower part of the window or to display a legend about the status of the displayed video recording events.
Export	The KVI (Kantech Video Intellex) and KVA (Kantech Video AVI) and AVI formats are available for your export needs. These formats allow users to store all the data relative to a video event such as the event icon or key frame, description, etc.
Save	The **Save** button is enabled when an operator enters data in the **Comment** field. It enables operators to save comments associated with a video event.
Cancel	The **Cancel** button is enabled when the **Comment** field is modified. It enables operators to discard the comment and to go back to the previous value.

Playing Video Segments

The Video Event List window is divided in two panes: the left-hand pane displays all video events that were retrieved according to the search criteria. The lower pane of the window displays the legend explaining the status of each event. It also contains buttons that enable operators to perform operations on video recordings.

The right-hand pane contains three tabs:

- The Details tab displays the text description of the video event such as the Video server that recorded the event, the operator who was logged on, etc.
- The **Camera** tab shows cameras that are associated with a selected event.

- The **Image** tab contains the key frame for the video sequence. The key frame serves as preview of the video sequence. It is from this pane that you can associate a video key frame and link it to the video segment.

*NOTE: Video recordings can be streamed from the left-hand pane (**Play** button) or from the **Camera** tab. You can also view camera recordings from the Message desktop. To do so, you have to select a video recording event (identified by a camera icon in the Message desktop), right-click it and select **View video segment** from the shortcut menu.*
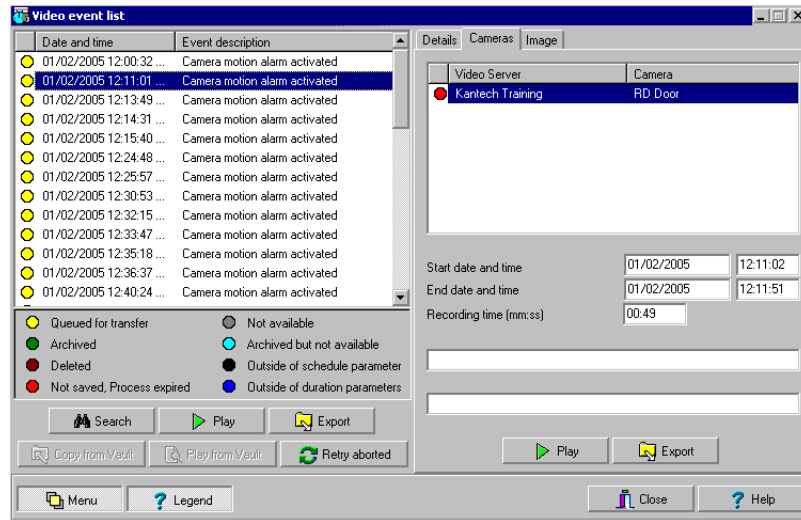
To play video segments:

1 From the Video event list, select an event, then click the **Play** button. The video clip appears in the Video Playback window.
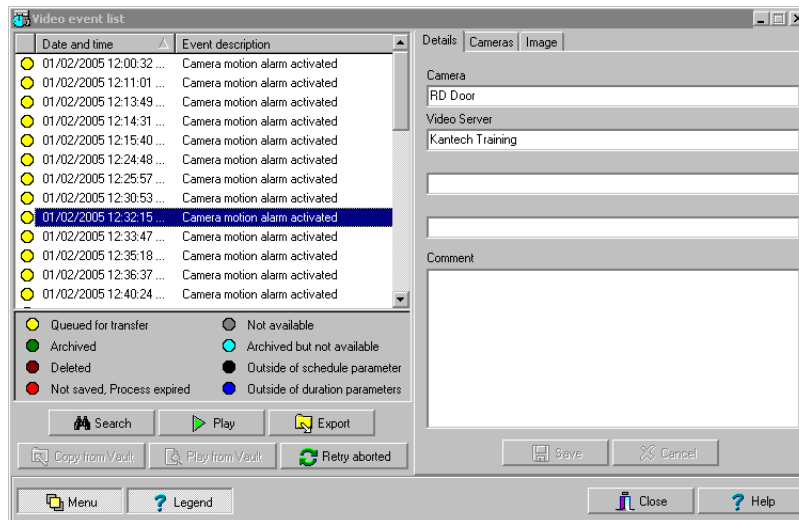
2 You may select the **Camera** tab to view information about the camera that captured the selected event. To do this, select the **Camera** tab in the right hand pane. The system displays:

- **Start/End dates and time** when the recording event occurred.
- **Recording time (mm:ss)**: duration of the video segment. This duration is specified when defining recording parameters (**Video** menu > **Recording parameters**).
- **Video trigger**, if any: the video trigger is defined in the **Video trigger** menu and then selected in the **Recording parameters** definition.

NOTE: The status indicator next to the video server name indicates the current connection status of the server.

3 You can:
- Click the **Play** button to view this video segment of the selected camera for the duration of the recording. The video appears also in the Video desktop (**Desktop** menu)
- Click the **Export** button to export it for future use. For details, see "Exporting Video Files" on page 162.

## Linking Video Clips with Key Frames

EntraPass users have the ability to save a still image that best represents a video sequence linking this image to the whole video recording. This may be useful for example if one event was registered by more than one camera and you want to associate the recording with a more explicit image. Viewing the video event will enable users to identify the best image for this video event, to snap it, paste it and save it as the best sequence for the video clip.

It is also possible to retrieve a previously saved image and to link it to a video segment, or to paste a previously snapped image.

To associate a video event with a key frame:

1 From the video event list, select an event, then click the **Image** tab (right pane).
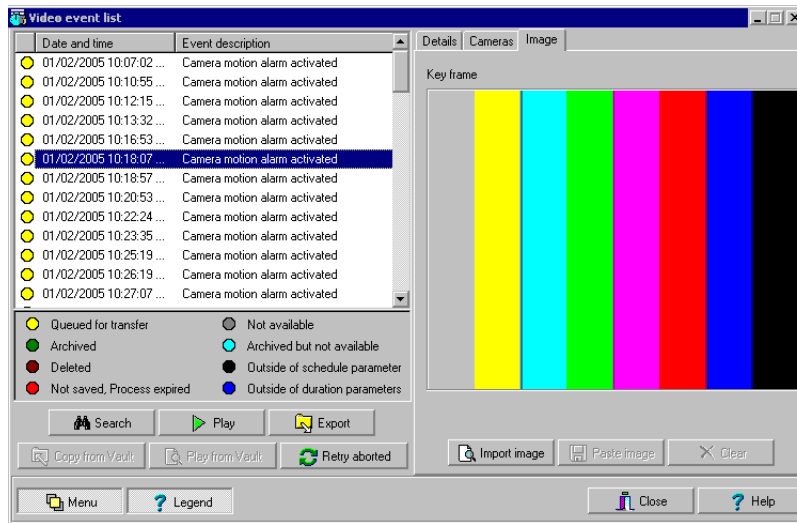
2 From the image window, you can:
- **Import image**: click the **Import** button to retrieve a previously saved or exported image from a file.
- **Paste image**: click this button to paste a previously snapped image. The **Paste image** button is enabled only when you have snapped (copied) an image while viewing it. You can first play a video clip, snap it and then paste it.
- **Clear**: click the clear button to delete the displayed image from view.

Exporting Video Files

EntraPass exports video segments in four formats: KVI and KVA.
- KVI (Kantech Video Intellex format). Video data are stored in Intellex format (.img). A simple double-click allows you to view the file using VideoPlayerIntellex.exe.
- KVA (Kantech Video AVI format). Video data are stored in AVI format (.avi). A double click opens the video file using VideoPlayerWindow.exe.
- AVI format
- IMG format

EntraPass users have two options when exporting videos:
- From the Video event list (without previewing the video)
- From the video playback window: in this case, the video is previewed before it is exported.

To export a video segment:

1 From the video event list, select the video event you want to export.
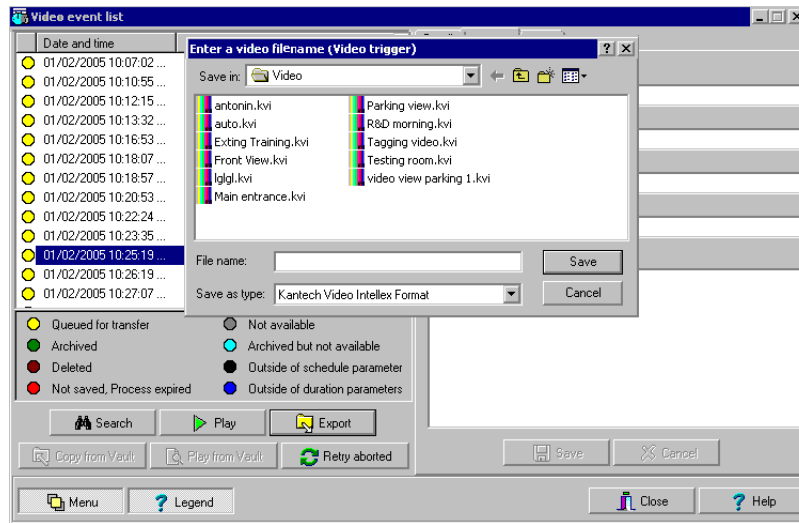
2 Click the **Export** button. The Enter a video filename window opens.

3 Enter a file name in the File name field. By default, the file is assigned the Kantech KVI format.The file will be saved among EntraPass program files:\Kantech\Server-GE or Server CE\Video. Later you can call this file simply by double-clicking it.

NOTE: Video files can be viewed in the View exported videos window (Video tab > View Exported video). The video file is displayed with its name, date and time. Key frames (if any) associated with a video clip can also be previewed in this window.

4 Click **Save** to close the Enter filename window. When you do this, the Description and password window appear.
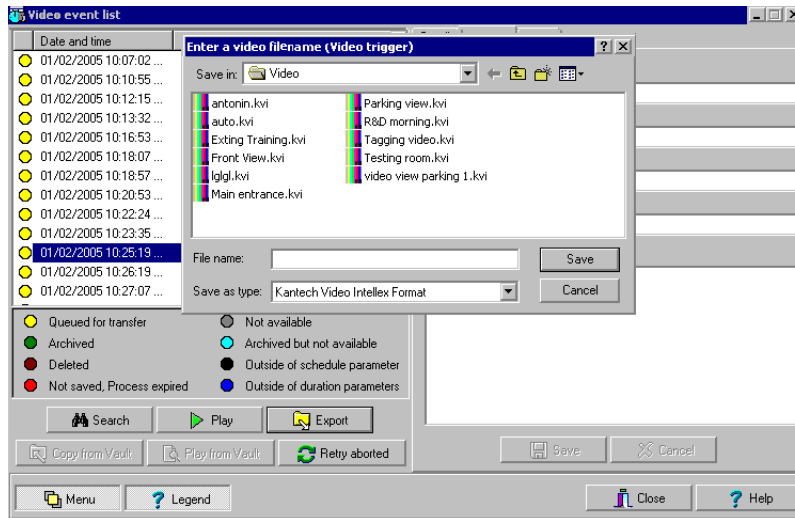
Adding Password to Exported Videos

You can protect exported videos using a password. Users must enter this password to view exported videos.
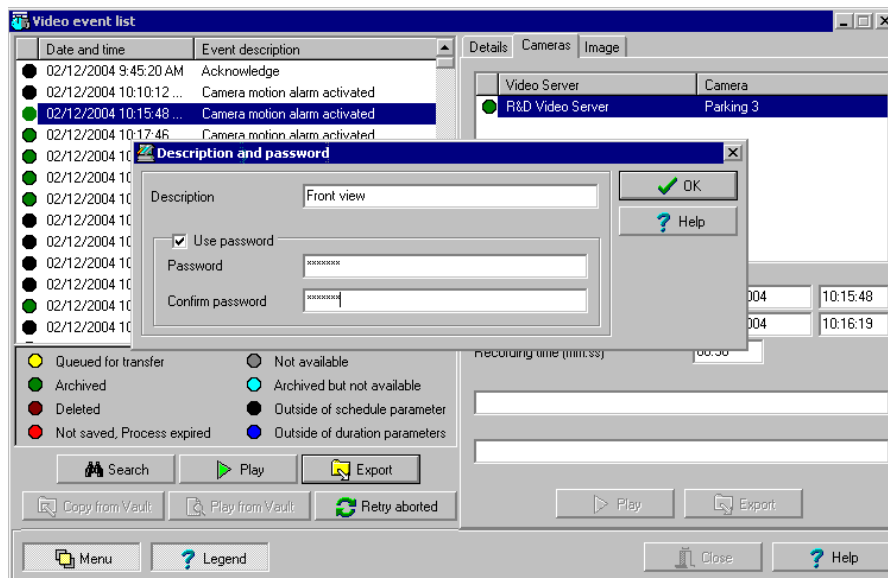
NOTE: The password protection is applicable to KVI and KVA video formats only.

To protect a video with a password:

1 Select the video you want to export, then click the **Export** button.

2 Enter a description for the video segment, in the Enter Video filename window, then click **Save**. The Description and password window appears.

3   Check the **Use password** box if you want to add more security to this video segment. Users will have to enter this password in order to view the saved video segment.

4   Enter a password and confirm the password in the displayed field.

5   Click **OK** to close the Description and password window. Click **OK** to close the system message confirming the export.

Video Playback

The Video Playback feature offers the ability to view recorded video one camera at a time. To do so, you have to specify the period of time for the playback. A maximum of one hour is allowed. To do so:

- Select a camera in the left-hand pane
- Drag and drop it into the View playback area.

To view a video playback:

1 From the Video playback window, specify the **Start date** and **time** and **End date** and **time** for the video you want to view. The maximum allowed is 1 hour. Therefore you may stream video events that occurred on the same date and for a maximum of one hour.

2 From the left-hand pane, select a camera then drop it into the right pane. It plays for the time specified in the start and end time. Use the controls in the lower part of the Playback window (right pane) to play, fast forward, rewind or stop the video playback.

*NOTE: If the requested video is not available, a message appears in the lower part of the window; the **Snap** and **Export** buttons remain disabled. If a video is available, the message Requesting video is displayed.*

- **Snap**: copy the displayed image and save it in the \tmp\image folder and use it as a still image representing the video sequence. Later, the snapped image will automatically appear in the View exported video when browsing the exported videos. It is recommended to add a comment to the snapped image; the comment will appears next to the image.
- **Export**: export the video clip for future usage
- **Tag to archive**: mark the video sequence so that it is queued for archive.

NOTE: You can drag the slider at the bottom of the right-hand pane to increase or decrease the speed of the video clip your are playing.

3   To save a specific video image, click the **Snap** button.
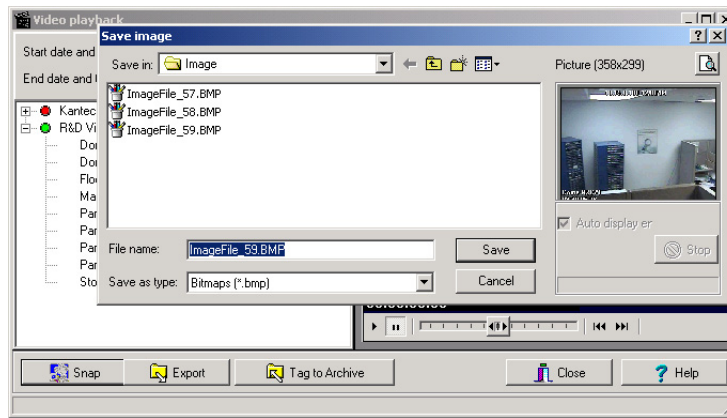
4   Accept the default name or enter a specific name for the video recording. The video recording is saved in: Program files\Kantech\Server_GE\Tmp\Image. The video image can then be viewed using a Windows image viewer such as Paint. Simply, double-click the video image to view it.
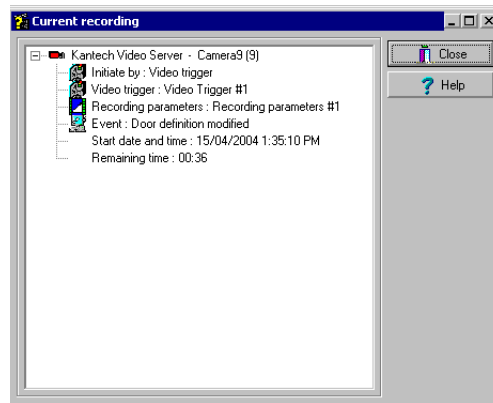
Current Recording

The Current recording feature allows users to view the list of all on-going recordings. The information displayed depends on the source of the recording request:

• Started by a video trigger
• Started by an operator
• Started by an alarm on the video server

To view the current recordings:

1 From the Video toolbar, click the **Current recording** button. The current recording window appears, it shows all on-going recordings.

The following table shows the information displayed in the Current recording window depending on the source of the recording.

Initiated by	Information
Video server alarm	• Initiated by • Event name • Start date and time
Video trigger	• Initiated by • Video trigger • Recording parameter • Event • Start date and time • Remaining time for the recording

Initiated by	Information
Operator	• Initiated by • Workstation • Operator name • Start date and time • Remaining time for the recording

Using the Video Desktop

The Video Desktop allows operators to monitor Video using an EntraPass desktop.

For details about configuring the Video desktop, see "Video Desktop" on page 370.

To display a video view:

1 From the EntraPass main window, select the **Desktop** tab, then select the desktop dedicated to Video. The Video View window appears in the desktop.
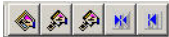
NOTE: When you open the Video desktop, it is empty, it only displays "No video view selected". You must scroll down to the bottom of the window and then select a video view from the Select a video view list.

2 Select a Video view from the **Select video view** drop-down list (bottom of the window). You can edit the view (**Video view** > select a specific **View** > **Modify Video view components** button).

3 Click a button to resize the displayed images. Buttons in the lower part of the window allow you to perform various tasks:

Buttons	Description
☐☐☐☐	Use these buttons to select a size for the displayed video. **Note**: A bigger image requires more process power. Therefore, selecting a bigger image may result in lower process power.

Buttons	Description
[icons]	These buttons are configured in the Operator security level. They enable operators to perform pre programmed tasks such as viewing video playback with a fixed or variable delay, generating video events with fixed or custom parameters. For details on programing this buttons, see "Security Level Definition" on page 306.
[icons]	Use these buttons to create and edit video views.
[icon]	Use this **Show view selector** button to display a mosaic view of all the camera defined in the system.
[icons]	Help and Close buttons. These are EntraPass standard buttons.

4 Click the **Show view selector** button to display the View selector window. This small window allows you to so select a specific view or to monitor a specific camera pattern. For instance, if you select a cell in the View selector, the sequence is interrupted to display the selected cell.

NOTE: When you open the Video view selector while a camera is recording, the camera icon will blink until the end of the recording.

5 From the displayed view, you can click a dome camera icon [icon] to display control buttons for this camera (movement, zoom, focus). Available options depend on the Digital Video Management system connected to your system. Please refer to your DVMS documentation for additional information.

NOTE: If your dome camera is set with pre programmed movement patterns, you can define a view displaying a pattern composed of one or many of these pattern. For more details, see "Defining Video Views" on page 143.

CORPORATE EDITION
E N T R A P A S S

Viewing Exported Video

EntraPass enables users to view all exported videos. This feature makes it possible to browse the list of all exported videos and to preview a key frame of the exported videos sequence for all KVI and KVA formats.

Moreover, users can preview the exported video segment before viewing it.

To view exported videos:

1   From the Video toolbar, select the **View exported video** icon. The Video folder opens automatically, with the list of all exported video sequences that have been exported.
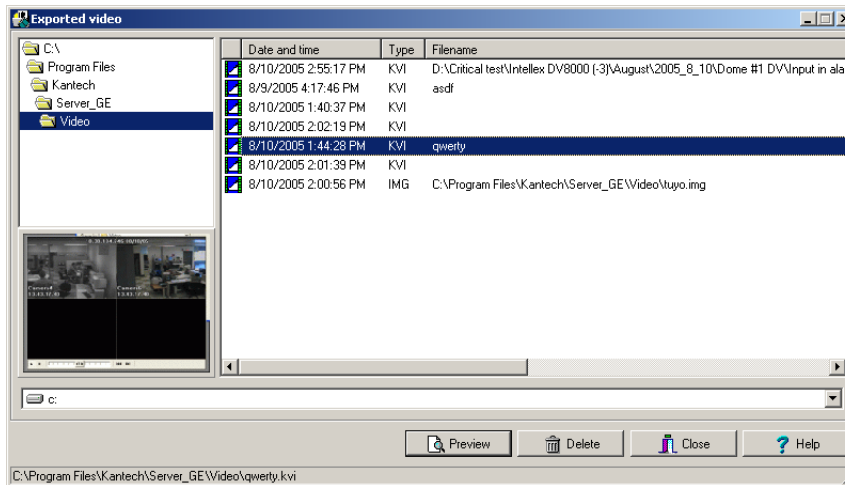
2   Select a video sequence. The video thumbnail appears in the lowerleft part of the window. The directory contains the **Date and Time** the video was taken, the video file format (**Type**) and the **File Name**. You can then click the **Preview** button for details about the exported video. When you preview the video sequence, the system displays information about the camera as well as the software version (**Image** tab, **About** button).

Browsing the EntraPass Video Vault

EntraPass Video Vault offers an easy way for preserving important video data for future reference. In fact, video recordings have a limited life span depending on the video server settings and capability. Moreover, since video recordings require a great amount of disk space, using an archive management tool such as EntraPass Video Vault enables organizations to better manage and easily retrieve video contents.

The archiving activity is monitored from the EntraPass Video Vault user interface. The Browse EntraPass Video Vault interface offers a Windows-like navigation pane that enables operators (with appropriate permission) to play video segments archived on EntraPass Video Vault.

To view a video segments archived on EntraPass Video Vault:

1 From the Video main window, select the Browse Video Vault button.
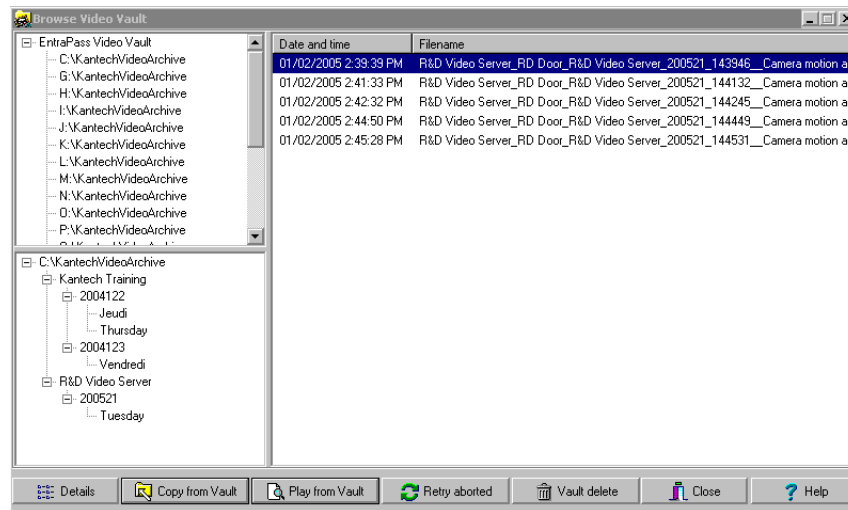
2 To view a specific segment, select a video segment, then click the **Play from Video Vault** button.

Chapter 6 • Definition

Use the **Definition** toolbar to define the system logical components such as:

- Schedules
- Floors
- Graphics
- Holidays

Defining Schedules

A schedule indicates when the system will execute certain operations such as automatically unlocking doors, permitting access to employees, running automatic reports, monitoring inputs, etc. It also determines when events are to be acknowledged or when to activate relays controlling different functions (lighting, heat, etc.).

You can use the same schedule in different menus, but it is recommended to create a different schedule for each application, because it is much easier to modify a particular schedule without affecting other applications.

Each schedule is composed of four intervals. Each interval has a starting and ending time. Each of these intervals can be individually selected for the seven days of the week, and for holidays.

Two groups of schedules are available:

- **System schedules**: System schedules for global functions such as event parameters, operators login schedules and video triggers. These are not loaded in controllers.
- **Corporate site schedules**: These are defined per site. You can define 100 schedules per corporate site for such purposes as: power supervision (controllers), unlock schedule (doors), Rex schedule (doors), activation mode (relay), monitoring schedule (input).
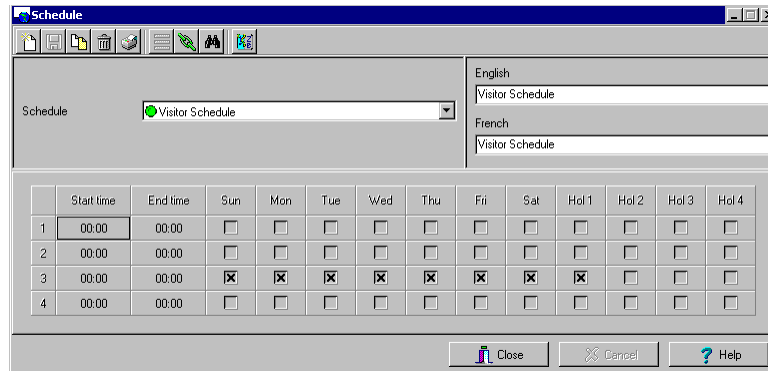
You can program 100 schedules per site and an unlimited number of system schedule. This feature must be enabled in the **Server parameters** menu (**Option** > **Server parameters**).

Assigning/Defining Schedules

If you are assigning or defining schedules, make sure that you are selecting the proper category for this schedule. For example, if you are assigning or defining a system schedule (for workstation, operators, event parameters, video triggers) this schedule will be available for selecting components of this category. If you are selecting a schedule for physical components such as controllers, doors, inputs, their schedules will be grouped by site If you have defined two sites in your system, there will be two separate groups of schedules for each site. You can define up to 100 schedules for each site.

To define a schedule:

1 From the EntraPass main window, click the **Definition** tab. Then click the **Schedules** icon from the **Definition** toolbar.

*NOTE: If you have checked the **Upgrade to advanced schedule capability** option (**Server parameter** > **Server** tab), the **Gateway/Site** drop-down list appears for selection. From the **Gateway/site** drop-down list, select a Site or System schedule (applicable to system components such as event parameters, video triggers, operator login).*

2 From the **Schedule** drop down list, select the schedule you want to modify or select the schedule applicable to the category selected in previous step, or click the **New** icon to create a new one.

3 Assign a name (or modify an existing one) to the schedule. It is recommended to choose a meaningful name.

4 You can click the **Holiday** icon in the toolbar to view the list of holiday that are defined in the system.

NOTE: EntraPass supports four types of holidays.

5 Specify the Start time: this is the scheduled time when the interval becomes valid. It will become invalid when the end time has been reached.

6 Specify the End time: this is the scheduled time when the interval is no longer valid.

NOTE: Start and end times are in 24-hour time format; this gives a range from 00:00 to 24:00. For any interval, the end time must be greater than the start time.

7 Check the Days during which this schedule interval will be valid. To do this, click in the check box below each day.

NOTE: EntraPass supports four types of holidays.

8 Check the Holiday column checkbox if you have defined four holidays in the Holiday definition menu and you want this interval to be valid during a holiday.

Creating a 2-day Continuous Interval

To create an interval from Monday 20:00 (8:00 PM) to Tuesday 08:00 AM, the schedule must be divided into two intervals:

1 First define an interval for Monday from 20:00 to 24:00;
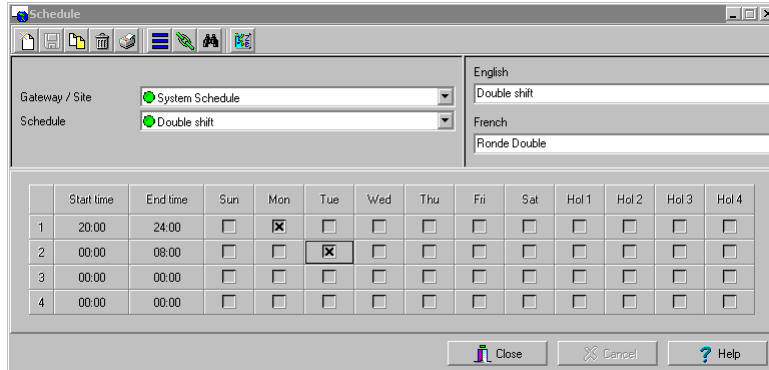
2 Define a second interval for Tuesday from 00:00 to 08:00. The system considers these two intervals as one continuous interval.

Defining Floors

The Floors definition menu is used to create or edit elevator floors. Once the floors are created, they are grouped and associated with a schedule that will define when access is permitted.

To define floors:

1 In the **Definition** main window, click the **Floor** icon.
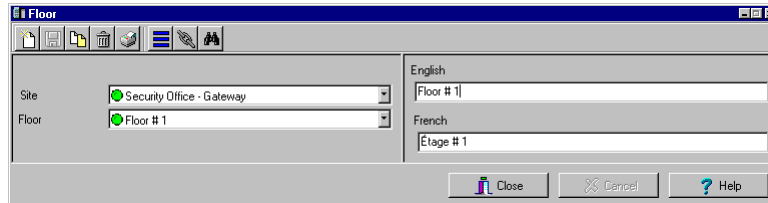
2 In the **Site** drop-down list, select the gateway/site for which you are defining floors. This allows you to minimize the list of components defined in the system.

3 Select a floor or click the **New** icon to create a new floor group.

4 Assign a meaningful name to the floor, then click the **Close** button. The system prompts you to save.

Defining Graphics

A graphic corresponds to the secured area of the system where components (EntraPass applications, controllers, inputs, relays, etc.) are located on a site.

With graphics, operators can easily view the exact location of a component installed on a site, or the status of components and devices such as doors, contacts, motion detectors, controllers, assigned to the graphic. Operators can perform manual operations directly from the displayed component (for example lock/unlock a door).

You can create as many graphics as you need. Each graphic can display up to 250 componentsincluding using live video as a background. You may also import graphics or maps from other programs in the following formats (BMP, EMF, WMF, JPEG, GIF, PCX, PNG, TIF or PCD.

NOTE: Entrapass offers users four sample floor plans. You can customize them to suit your system needs. To view these sample floor plans: C:\Program Files\Kantech\Server-CE\Generaldata\Demobmp folder.

To create a background image:

1 In the Definition window, select the **Graphics** icon.
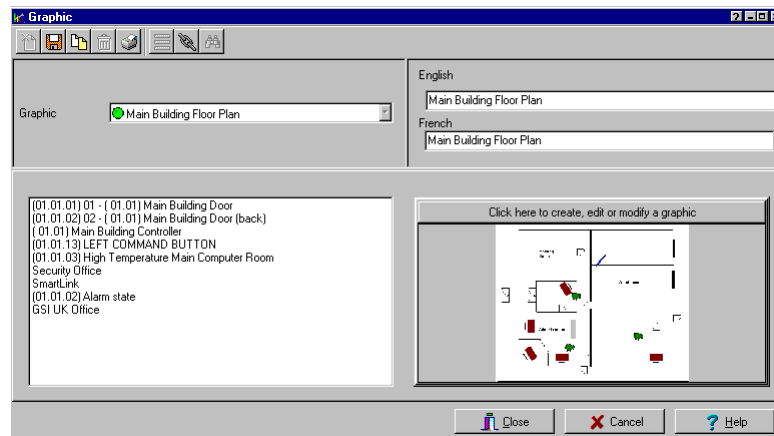
**2** From the **Graphic** drop-down list, select the graphic you want to modify, or click the **New** icon to create a new one.

3 Assign a name to the graphic (or modify the existing name).

NOTE: When you select a graphic, or when you create a new graphic, all the components that are assigned in your graphic are displayed in the left-hand pane. The right-hand part of the window display the selected graphic.

4 From the **Graphic Definition** window, click the [Click here to create, edit or modify a graphic] button to bring up the **Assign Components** window.
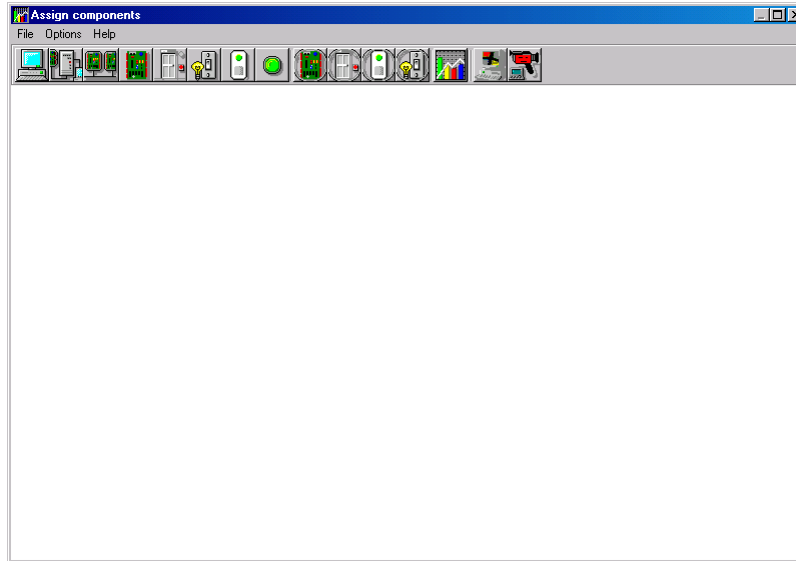
NOTE: *If the Video feature is enabled in your system, video components are added to the Graphics menu. These video components can be accessed from the graphic layout. The icon can be positioned on a graphic layout and its status can be retrieved by clicking on the video icon. In addition to standard option, the following Status option will be available for the video component: Video Server Online / Offline, Video Server Parameters (Related to a specific vendor) and Camera status.*

5 Click on **Options** to display pull down menu of drawing options.
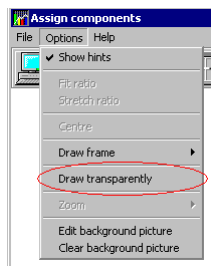
NOTE: *The **Draw transparently** option allows you to place a transparent icon on top of a background picture for a blended effect.*

6 Double-click anywhere in the background to bring up the **Design background picture** window.
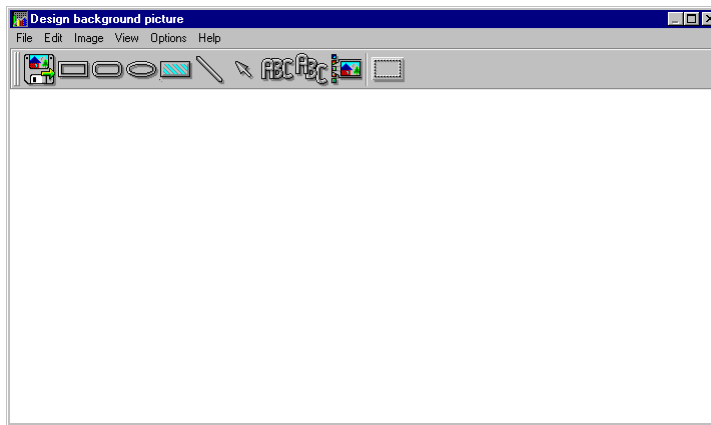
7 Use this window to import a graphic that was created with another application or create your own background using the drawing tool bar buttons.

- To import an existing graphic, click the diskette icon, then drag and drop the diskette in the work area. The system displays the **Open** window. Make your selection and click **Open** to import your graphic.

- To create a background, select a form, drag and drop it to insert either a rectangle, a circle, a ellipse, etc. in your background. You can modify the background color only when the form selected is a rectangle. You can also insert a custom image in the background image.

- To import a custom static icon into the background graphic you may call up images from the **Custom image** button ▣. The Select image window appears.

8 Select an image, then click **OK** to close the window and import the image in your design.

To add annotations and other features to the background image:

1 From the toolbar select an annotation, for example the pointer, click and drag where you want it to be.

**2** Right-click on the arrow in the toolbar. From the displayed options, you can modify the properties (such as line width, color) and you can also specify if the arrow should be sent to the back or the front of the other annotations in your graphic.

3 When you are finished, click on **Image** from the File menu, save annotations. Annotations will be saved in a separate file.

4 Click **Clear** (following your save) to clear the annotations. If you save the graphic with the annotations, the annotations are permanent.

5 Select the **Load annotations** option to retrieve annotations that were previously saved to disk. When you add annotations to a graphic, you have the option of saving the annotations on a separate file in order to enter them later.

6 Select the **Save annotations** option to save annotations on a separate file from your graphic in order to retrieve them for later use.

7 Use the **View** menu to define how the graphic will be displayed.

8 Use the **Options** menu to position and size the graphic in the Design background window

To add components to the background graphic:

1 From the **Design** window toolbar, click and drag the selected component to desired position. To drag an object across a window, select the object with your mouse and drag, while keeping the button pressed down, to the desired location in the graphic.
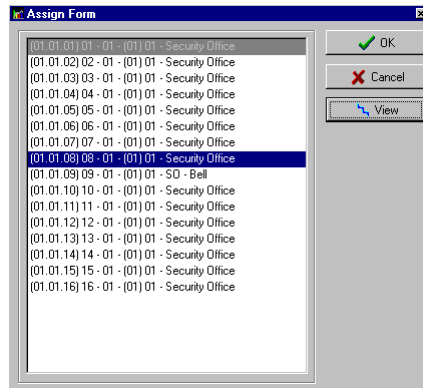
2 Once you have positioned the component, you have to assign it to a component of your system: Right-click the component and select **Assign** from the contextual menu:

---

3   The system will display a component window, select the component that corresponds to the image, then click **OK** to go back to the previous window.

NOTE: If you do not assign the icon to a component, the icon will not be saved in the graphic. Only components that were not selected in the graphic will be available for selection.

4   Select the **Options** menu to define the graphic:
- Select **Show hints** for the system to provide the component's name (component's address and name) when you point over that graphic. To show the hints, right-click on the component, select the **Show hint** option (a check mark will be displayed).
- Select **Draw frame** to draw a frame around the component.
- Select **Frame color** to change the color of the frame for the assigned components.
- Select **Edit background picture** to edit the background of the selected graphic. From this window you can modify the graphic's frame and background color and add annotations.
- Select **Clear background picture** for the to clear the background picture of the graphic only leaving the assigned components. You can use this option when you want to insert a new graphic and leave the same components.

5   Right click on an assigned component to select or unselect it.

NOTE: When an object is selected, sizing handles (square handles that are displayed along the sides of the object that surrounds the selected object) indicate the object is selected.

Defining Holidays

A holiday is treated differently than other days. It is recommended to program holidays at the beginning of the year; this helps to modify floating holidays for the current year (Easter, Thanksgiving Day, etc.).

To define a holiday for a Gateway:

A holiday may also be identified by a specific type (Hol 1,2,3,4). The same day may be defined as a holiday at one site, but as a regular day in another site.

To define a holiday:

1   From the Definition window, select the **Holiday** icon. The Holiday window appears.

2   To create a new holiday, select the **New** icon.
3   To create a global holiday, proceed with the holiday definition. If you want to define a holiday for a specific gateway/site, select the gateway/site from the drop-down list.
4   Assign a name to the holiday.
5   From the **Date** pull-down menu, select a the holiday date from the calender.
6   Check the **Recurring** option if this is the case for the holiday you are defining.

NOTE: If the holiday is not a recurring holiday, you will have to reprogram it for the following year. You can program holidays years in advance; but it is recommended to review holidays on a yearly basis.

7   In the Holiday type section, select the type of the holiday you are defining. This gives you flexibility when defining a holiday. For example, you may decide that a given day is a holiday for a certain group of users, but it is a regular day for another group.

Chapter 7 • Operations

The **Operations** toolbar allows operators to perform manual operations on various system components. Manual operations are used to override schedules or process special requests when necessary.

When a manual operation is launched, it is possible to view in real-time, the status of the selected components. The following icons appear in most manual operation windows. Other icons also appear depending on the component that is displayed:

• The **Enable Graphic** button**:** When selected, this button displays the image related to the selected component (i.e.: door) and will also display the associated components (i.e.: reader). To display in real-time, this button must be used with the **Enable animation** button.

• The **Enable Animation** button**:** When selected, this button automatically enables the **Enable graphic** button at the same time. This will activate the current component (i.e.: door) and will display its status in real-time.

• The **Select All** button: This button is used to select all the items or components displayed in a list of choices.

• The **Unselect All** button: This button is used to unselect all the items or components that were previously selected in a list of choices.

Manual Operations on the Gateway

The **Reload data** command allows operators to refresh system parameters with new data from the system database. After a reload operation, the gateway reorganizes the data received and communicates the new data to all the sites and controllers. Communication with controllers will be suspended during a reload operation.

When to reload the gateway?

- After major changes in the system database such as new cards, new devices, modification of component definition, definition of new schedules;
- When one or more controller(s) is malfunctioning (when it does not receive data for instance).

To reload a gateway:

1 From the EntraPass workstation main window, select the **Operations** tab and click the **Reload data** to open the following Reload data window.
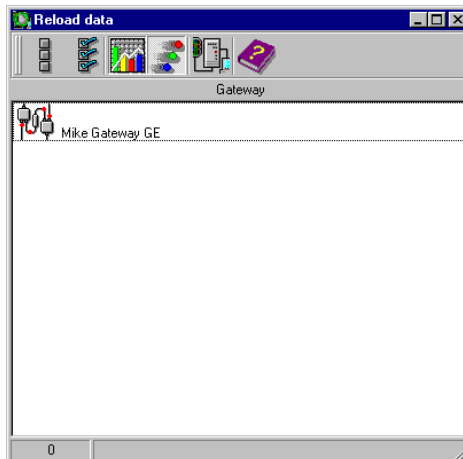
2 Select the desired gateway to reload. You may select the **Enable graphic** icon or the **Enable animation** icon in order to view real-time system animation on the gateway.
3 Click the **Reload gateway** icon to refresh data in the gateway.
4 You may select the **Help** icon to view more information about the gateway.

Manual Operations on Sites

The manual operations on site feature is used to poll unassigned controllers. For example, when a controller has been added in the system without a serial number, you can use this command to get the controller serial number.

To perform manual operation on a site:

1   From the **Operation** window, click on the **Site** icon to open the Manual operation on a site window, then select the gateway to which the site is connected.
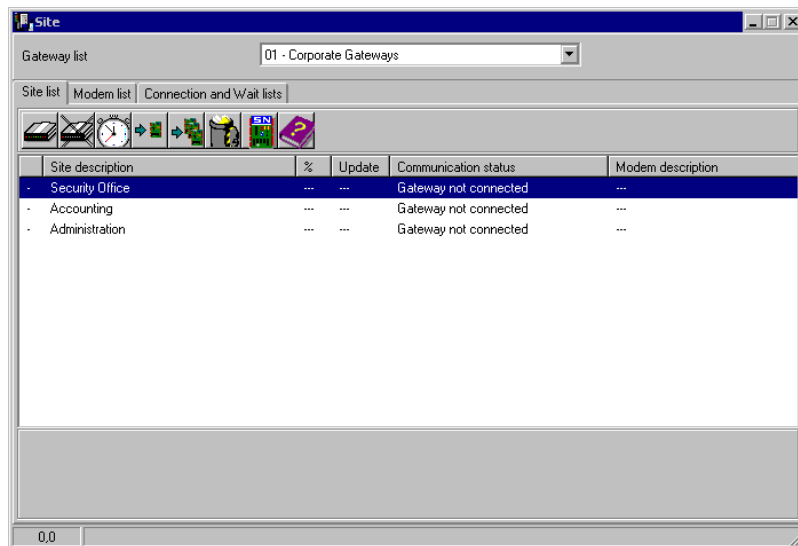
2   To poll a controller that is not assigned, click the **Controller** icon. A message is sent to an unassigned controller, asking it to identify itself. When the controller receives the call from the site, it sends an acknowledgement message in the Message desktop.

3   You may select the Message desktop to view the controller serial number.

NOTE: The% column shows the communication performance of a selected site. If the percentage is too low (below 75% for instance), it may indicate that the site is not communicating efficiently. Communication problems may stem from various reasons such as interferences, damaged cables, etc.

Communication options that are available from the toolbar:

Tool	Description
	Connect to remote site: Click to connect to a remote site using a pre-configured dial-up connection.
	Disconnect remote site: Click to **close** the connection between this EntraPass workstation and the remote site.
	Disable remaining time: Click to stay connected until clicked again. This action disables preset connection remaining time. This action bypasses any idle time.
	Update remote site: After selecting site, click to connect and update parameters.
	Update all remote sites: Click to connect and update parameters on all sites starting with the first site on the list.
	Remove site from connect and wait list: Select a site then click to suspend connection after all sites had been set for update.

Manual Operations on Controllers

This menu is used to reset or reload a controller:

- **A soft reset** will not affect the controller database. This command sends new information to a controller to update its physical components (relays, inputs, doors and outputs);
- **A hard reset** will erase the existing controller database and reload it with new information in the controller database;
- **A reload** will reload the controller database; if for example a controller database is not reloaded correctly due to an erratic operation;
- **A reload controller firmware** will reload the firmware of the controller (KT-100 and KT-300).

From the controller reset window, you may perform operations on the reader. For example, you may:

- Unlock the reader keypad (KT-100 and KT-300);
- Reset the power on the reader (KT-300);
- Rest the number of cards in the area, display the list of Cards in/Cards out (KT-100, KT-200 and KT-300).

NOTE: Reset commands should be executed with caution. Before you carry out a controller reset operation, we recommend you contact our Technical Support. For more information, see "Technical Support" on page 4.

To reset a controller:

1   From the Operations window, select the **Controller reset** icon.
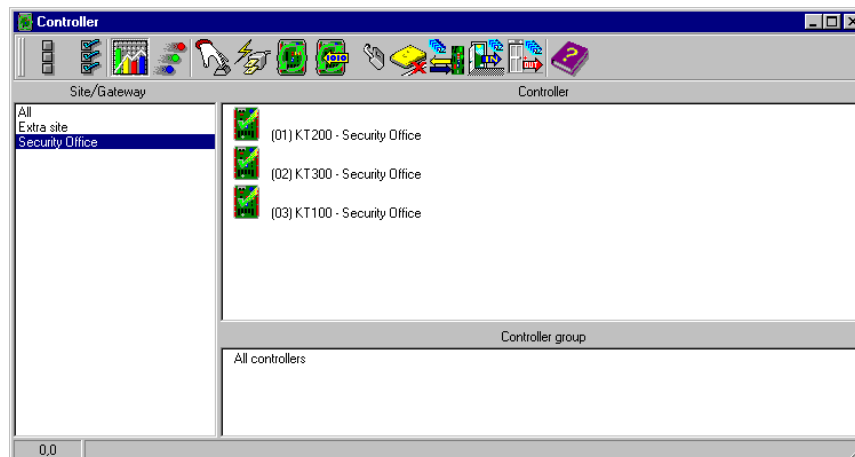
2   From the Site list (left-hand pane), select the Site on which the controller is located.

NOTE: If only one Site or Gateway is defined in the system, the Site or Gateway list window will not appear on the Controller window.

3   From the **Controller** list displayed in the top right-hand, select the controller on which the operations will take place. It has to be highlighted. To perform the operation on a group of controllers, select **All controllers** (lower right-hand).

4   Select the appropriate operation: **soft reset** to refresh the controller; **hard reset**, to re-initialize the controller, **reload controller** and **reload controller firmware**.

NOTE: A hint is displayed when the cursor moves over a button. It gives details about the operation to be performed.

5   To perform a manual operation on a reader:
   •   Select the **Unlock keypad** button if you want to unlock the keypad;
   •   Select the **Reset reader power** if there is a problem with readers (KT-300 only).

6   Select **Forgive** if you want to reset the **Cards in** and **Cards out** counters. When you select the Forgive option, card holders will not be considered inside or outside until the next use of their card at an entry or exit reader.

7   You may want to know how many cards are in or out. To do this, use the **Cards in** and **Cards out** button. The passback option has to be enabled on the reader and the door has to be defined as an entry or exit door.

*NOTE: The Card in/Cards out operations are performed only on a door defined as an entry or exit door. If you have one or more controllers configured with anti-passback, this function allows you, for example, to view a list of cards that are considered inside or outside the area. The passback option has to be enabled; that is, it has to be either **soft** or **hard synchronization**. This operation is performed only on one controller at a time as it may be a lengthy operation.*

Manual Operations on Doors

This menu allows an authorized operator to manually modify the state of a door or group of doors. Operators can manually:

- Lock/unlock a door (icons with a red/green flag),
- Temporarily look/unlock a door or group of doors (icons with an hourglass image),
- Enable or disable readers of selected doors (reader icons are red or green flag).

There are various reasons why you would want to perform one of these operations; for example you may need to "disable a reader" for a short period in order to deny access to the door, etc.

This operation allows an operator to lock a door that was previously unlocked by an operator or a schedule. When a door is manually locked through the Operation menu, it remains locked until:

- The presentation of a valid card (will re-lock after access), or
- The next valid change of the automatic unlocking schedule (for a door defined with an unlocking schedule), or
- An operator manually unlocks the door.

To lock a door manually:

1   From the Operations window, select the **Door** icon. The Door window appears.
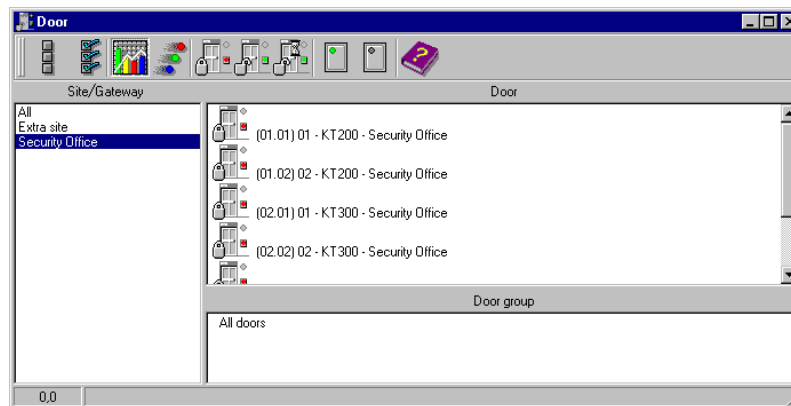
2   The left-hand pane displays the site or gateway lists. You may select **All** sites/gateways or select a specific site or gateway. The doors are listed in the top right-hand.
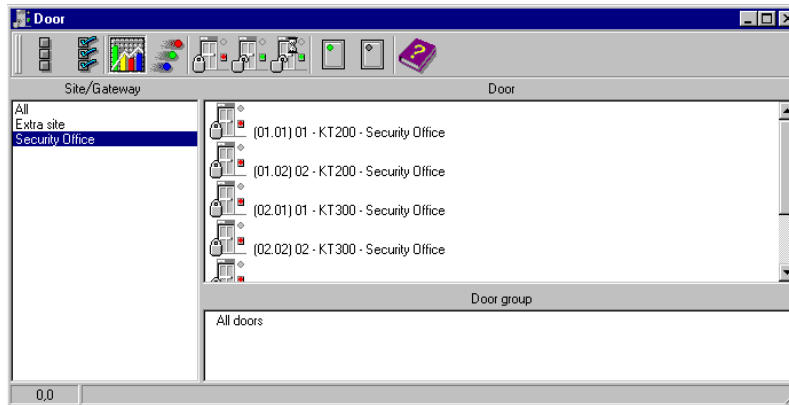
NOTE: If only one site or gateway is defined in the system, the site or gateway list window will not appear on the Controller window.

3   Select desired door(s) from top right-hand or **All doors** from bottom right-hand.
4   Click the **Lock-door** icon in the toolbar.
5   Click the **Enable animation** icon to view a real-time display of the door status.

To unlock a door manually:

1   From the Operations window, select the **Door** icon.

2   The left-hand pane displays the site or gateway lists. You may select **All** or select one site or gateway. The doors associated with the selected site or gateway are displayed in the right hand pane.

3   Select a door in the upper part of the right-hand. You may also select **All doors** (bottom of window).

4   Click the **Unlock-door** icon in the tool bar. The selected door will be manually unlocked. The system will prompt for operator confirmation. A door defined with an automatic unlocking schedule, it will remain unlocked until:

•   The next valid change of the unlocking schedule, or

•   An operator manually locks the door.
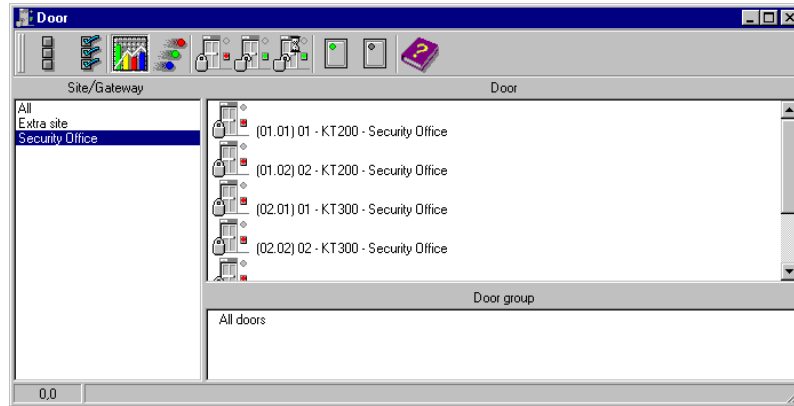
To unlock a door temporarily:

1   From the Operations window, select the **Door** icon.

2   The left-hand pane displays the site or gateway lists. You may select **All** or select one site or gateway. The doors appear in the right hand pane.

3   Select door in the upper part of the right-hand. You may also select a door group under the **All doors** (bottom of window).

4   Click the **Temporarily unlock** icon. The selected door will be temporarily unlocked by an operator. The system will prompt the operator to enter the delay, when this delay expires, the door will re-lock automatically. Use this option to grant access to a user who does not have a card or has forgotten his/her card. Maximum unlock time: 4":15 (255 seconds).

NOTE: If a door contact is installed, the door will re-lock as soon the system sees a "door open-door closed" transition. There is no "Animation" for this type of operation.
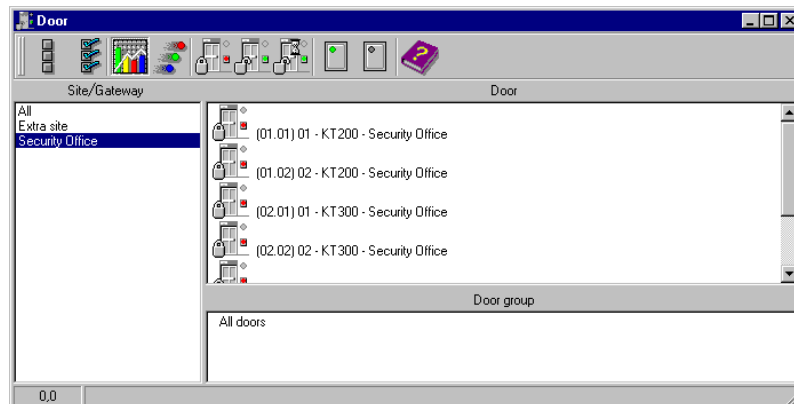
To enable a reader:

1   From the Operations window, select the Reader icon.

2   The left-hand pane displays the site or gateway lists. You may select **All** or select a specific site or gateway. The Doors appear in the right-hand.

3   Select a door in the upper part of the right-hand. You may also select a reader group under the "All readers" (bottom of window).

4   Click the **Reader-enable** button. This option enables a previously disabled reader.

To disable a reader:

1   From the Operations window, select the **Reader-disabled** icon.

2   The left-hand pane displays the site or gateway lists. You may select **All** or select a specific site or gateway. The doors appear in the right hand pane.

3   Select a reader in the upper part of the right-hand. You may also select a reader group under the **All doors** (bottom of window).

4   Click the **Reader-disabled** button. This option disables a previously enabled reader. Disabling a reader prohibits users from accessing the door, even if access rights have been granted.

Manual Operation on Elevator Doors

This menu allows you to manually lock, unlock or temporarily unlock elevator floors. The window will also display, in real-time, the status of the selected elevator door(s).

How elevator access is authorized

• The cardholder pushes an "up/down" button, the elevator door opens,

• The cardholder presents its card at the reader (usually inside the cab),

• The system checks if the schedule assigned to this door is valid. If yes, the system checks which floor group is associated to this door,

• Then the system verifies each floor of the floor group (in the floor group menu) and checks if the schedule associated to each floor of the group is valid or not valid.

• Only floors that have a valid schedule will be available for selection by the user (the elevator panel will enable the buttons corresponding to the floors).

NOTE: When a manual unlocking operation is complete, only floors that are defined with an "X" in the "state" field of the Floor Group Definition menu will be available for selection. Also, when communication is lost and the controllers are working in stand-alone mode, only the floors marked with an "X" will be available for selection and the access schedule will be ignored.

To lock floors:

1 From the **Operations** menu, select the **Elevator door** icon.

2 Select an elevator door in the upper part of the right-hand. You may also select a door group under All doors (bottom of window).

3 Click the **Lock** icon in the toolbar. This command will manually lock the floor group that was previously unlocked by an operator or a schedule (button with a red flag).

4 Click the **Unlock elevator floors** icon in the toolbar to unlock a previously locked floor. This command will only enable the elevator floors that are defined with an "X" in the "State" column of the Floor group Definition menu. If you do this, the system will prompt the operator to select a floor group that should be unlocked (available). Once the group is selected, the system will prompt the operator to confirm the operation.

NOTE: For a door defined with an "automatic unlocking schedule", floors will remain available until:

• The next valid change of the unlocking schedule, or

• An operator manually locks the door.

NOTE: A door defined without an unlocking schedule will only be locked by a manual command. To lock all floors that were previously unlocked, use the Unlock option in the Manual operation on doors menu.

To unlock elevator floors temporarily:

This command will only temporarily enable the elevator floors that are defined with an "X" in the "State" column of the "Floor group Definition menu" (available for selection).

The system will prompt the operator enter the delay (when this delay expires, the floors will no longer be available for selection), then the system will prompt the operator to select a floor group that should be unlocked temporarily (available).

Maximum: 4m15s (255 seconds).

NOTE: There is no "Animation" for this type of operation. To temporarily unlock all floors, use the "temporarily unlock door" option in the "manual operation on doors" menu.

Manual Operations on Relays

Use this menu to manually change the state of a relay or group of relays. You can activate/deactivate and temporarily activate relays or group of relays manually. The window will also display, in real-time, the status of the selected relay(s).

This feature allows to manually turn off a relay; for example, when an input programmed to activate a relay goes in alarm in unknown conditions.

To manually deactivate relays:

1 From the Operation window, select the **Relay** icon.
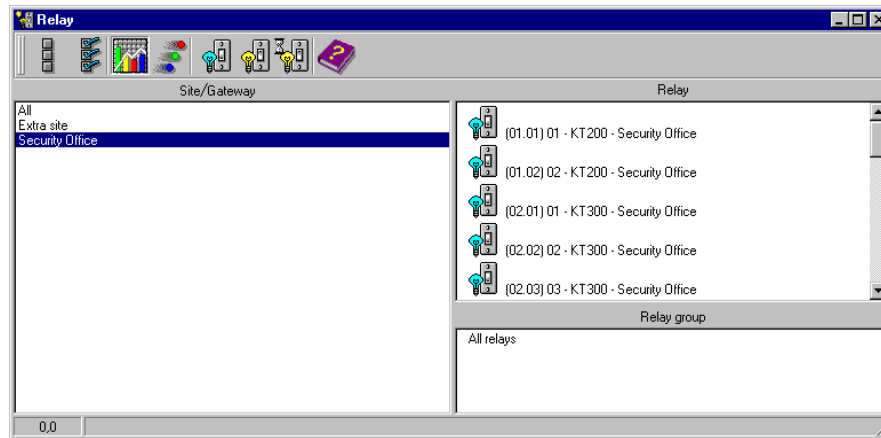
2 In the left-hand pane, you may select a site or gateway, or you may select **All** to display all the relays.

3 In the right-hand, you may select a relay in the upper part of the window, or you may select **All** in the lower part of the window.

4 Click the **Deactivate** relay icon. The selected relay(s) will be manually deactivated. This operation allows an operator to deactivate a relay which was previously activated by an operator, event, schedule or input in alarm.

NOTE: If you manually de-active a relay that is usually activated according to a schedule, it will remain deactivated until its reactivation schedule becomes valid. This means that if a relay needs to be activated according to a schedule and you deactivate it, remember to reactivate it again for the remaining scheduled time, because one relay can be defined for various components of the system; its activation or deactivation will relate to its configuration within these components.
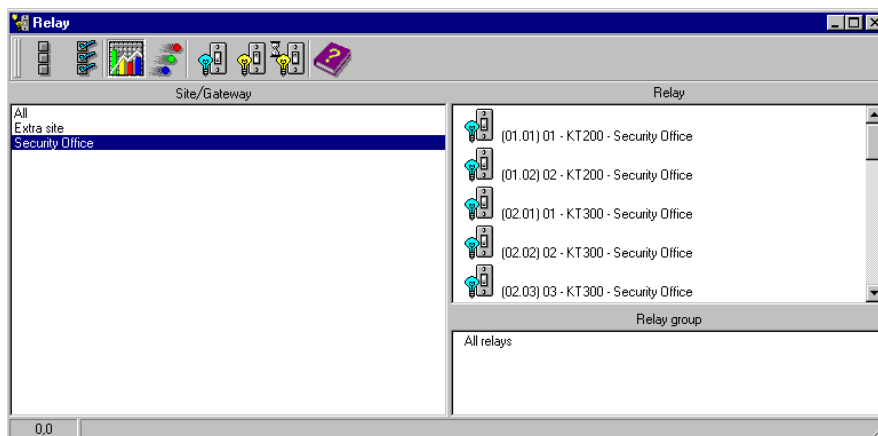
To manually activate a relay:

1   From the Operation window, select the **Relay** icon.
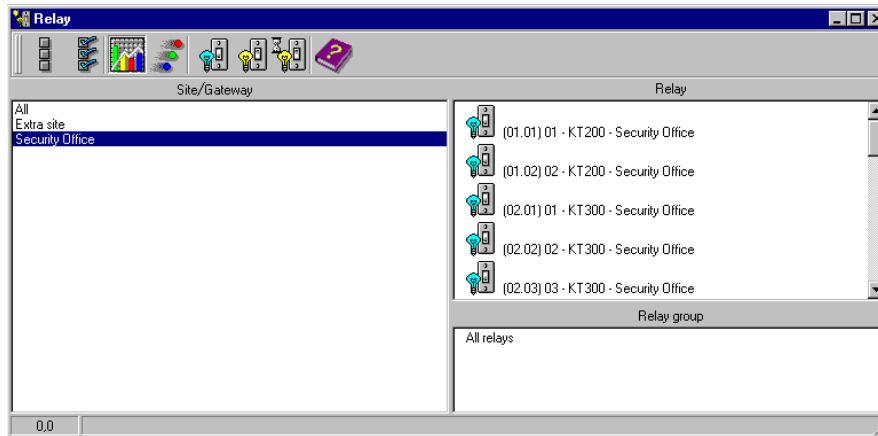
2   In the left-hand pane, you may select a site or gateway, or you may select **All** to display all the relays.

3   In the right-hand, you may select a relay in the upper part of the window, or select **All relays** in the lower part of the window.

4   Click the **Activate relay** icon. The selected relay(s) will be activated. This operation allows an operator to activate a relay which was previously deactivated by an operator, event, schedule or input in alarm.
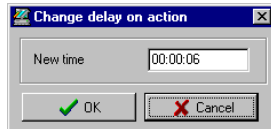
To activate a relay temporarily:

1   From the Operation window, select the **Relay** icon.

2 In the left-hand pane, you may select a site or gateway, or you may select **All Relays** to display all the relays.

3 In the right-hand pane, you may select a relay in the upper part of the window, **All Relays** in the lower part of the window.

4 Click the **Activate relay temporarily** icon to open **Change delay on action** window.

5 Enter the desired delay time and click **OK**.

*NOTE: The selected relay(s) will be temporarily activated. This is useful for an operator who would like to activate temporarily a relay which was previously deactivated by an operator, event, schedule or input in alarm. The system displays a message box requesting that a temporary activation delay, is entered. When this delay is over, the relay will be deactivated automatically.*

Manual Operations on Inputs

To perform manual operations on inputs:

1 From the Operation window, select the **Input** icon. The Input window appears.
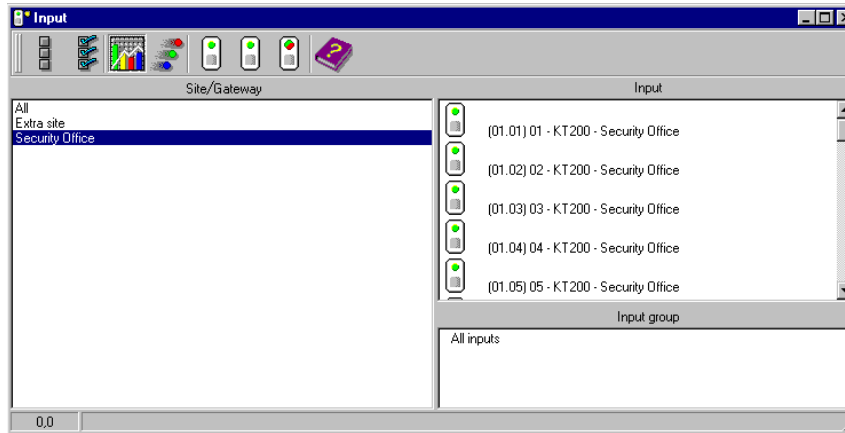
2 To return an input to its normal state, select the input, then click the **Input Normal state** icon. The selected input returns to its normal state as defined in the **Device** menu. For example, if an input is assigned a monitoring schedule in its definition and an operator has reversed the state of the input making it "not supervised", it can be returned to its normal state using this button.

3 To stop monitoring an input, select the input, then click the **Input no supervision** icon. The selected input is not supervised, regardless of its schedules (if defined). Only a manual operation can modify this condition.

4 To shunt temporarily an input, select the input, then click the **Temporarily shunt** icon. The input will not be monitored temporarily.

Chapter 8 • Users

The **Users** menu allows you to easily manage the EntraPass cardholder database.

The **Users** toolbar icons start the following tasks:

- Define and issue cards as well as to perform card-related tasks (find, modify or delete existing cards),
- Design and print badges,
- Define and manage card access groups,
- Define access levels,
- Define and issue visitor cards,
- Define card types,
- Define and issue day passes,
- Modify groups of cards,
- Import or export CSV files.

The Integrated Badging feature was added to EntraPass to allow users to design and print badges. Pictures and signatures can be imported or, with the necessary devices, captured and incorporated into cards for printing badges.

Defining Cards

Cards are defined by the following properties: card number, cardholder name, access level and status (valid, invalid, pending, lost/stolen). Cards records can be searched, sorted and deleted.

The Users menu is used to:

- Create and issue new cards
- Modify or delete existing cards
- Define multiple cards (by creating a group of cards)
- Assign access levels and pictures, etc.

To issue a new card:

1 From the Users menu, select the **Card** icon. The displayed Card window is used to enter/verify general information on the cardholder.

2 Click the **New** icon (first icon) in the toolbar. The Card number field is enabled.

3 Enter the number printed on the card (**Card number** field), then press **Enter**. If it is a new card, the **Card user name** field is initialized with "New user". If the card already exists, the system displays information about the card.

4 Enter the cardholder's name in the **Card user name** field. You can enter up to 50 characters.

5 Check the **Copy to visitor card** checkbox. When this option is checked, card information fields are copied to the Visitor database (the card number is not copied). This feature enables you to archive profiles that are retrieved should you issue a temporary card.

6 Click on the **Card type** box to access the **Card type** menu. Select the card type for the new card. The card type is used to group cardholders; it is useful for modifying an existing card group

and creating reports, etc. For more information on how to create/modify card types, see "Defining Card Types" on page 264.

NOTE: *From the Card type window, you can right-click the Card type field and choose New to create a new card type, choose Select to pick an existing card type or you can choose Edit to edit an existing card type.*

NOTE: *The system automatically displays the Creation date, the Modification date and the Modification count information.*

7   Fill out the **Information #1 to #10** fields. These are user definable fields. They are used to store additional information regarding the cardholder. For example, you could use Information #1 to store the employee number; Information #2, department; Information #3, the address, etc. Later, card information fields are used to index reports, customize the cardholder lists, etc.

NOTE: *These information fields are editable labels. To rename an information field label, double-click it, then enter the appropriate name in the displayed fields. You can enter up to 50 characters.*

8   Click the **Save** icon.

Creating New Cards Using the "Save as" Feature

The **Save as** feature allows you to create a new card based on an existing card, only making changes to specific information. For example: changing only the user name and keeping all other card information.

To create a new card using "Save as":

1   Type required changes into specific fields in the Card window and click the **Save as** icon. This feature allows you to create a new card under a new card number.
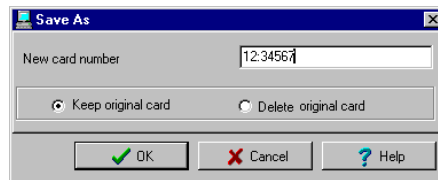

2   Enter the new card number in the **New card number** field.
3   Select the **Keep/Delete original card** options to specify if the original card should be kept or deleted (usually kept), then click **OK** to save the new information. The Card window is displayed.

Issuing Cards Using the Batch Load Feature

The Batch Load feature allows operators to issue cards by presenting cards to a door reader. The card number is displayed on an "unknown card" or "access denied" event messages. During a Batch Load operation, the operator can create new cards or modify existing ones.

To issue cards using the Batch Load feature:

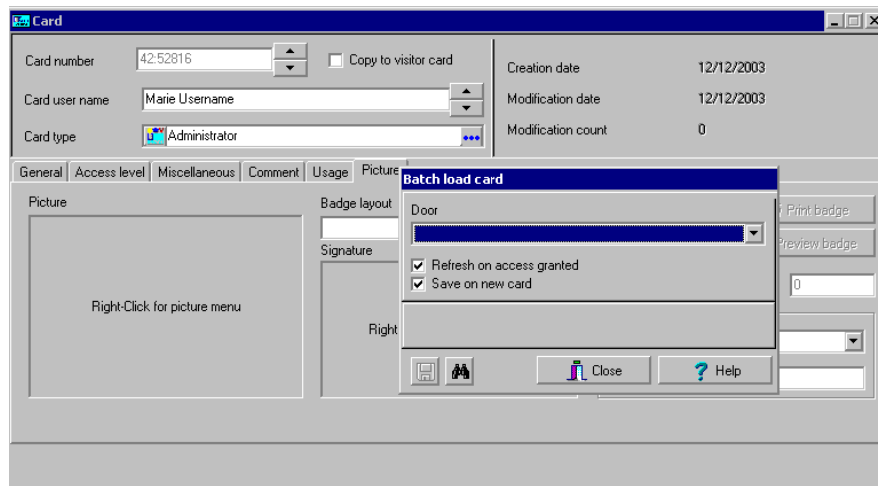1 From the Card window, click the **Batch Load** button.
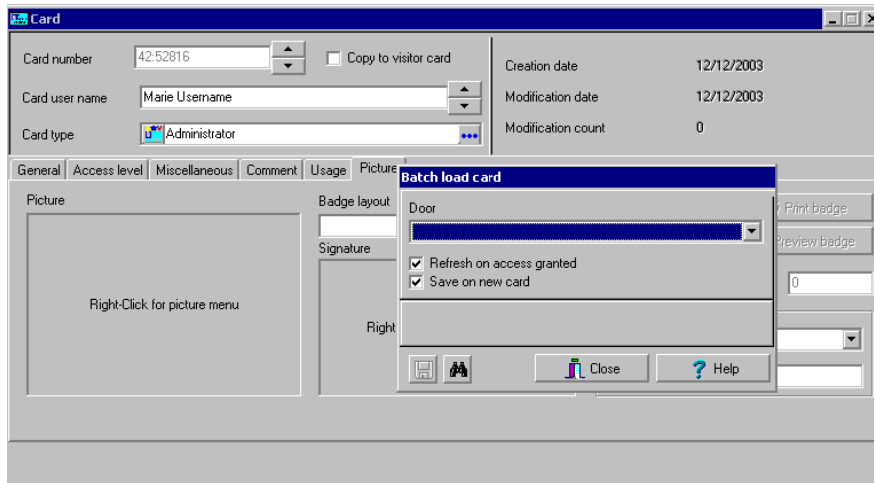
2 From the **Door** drop-down list, select the Door that will be used to read the cards.

3 Check the following options:

   • **Refresh an access granted**: if this option is checked, each time an access is granted the information displayed will be refreshed with data relative to the card.

   • **Save on new card**: if this option is checked, new cards will be saved in the card database on an "unknown card" event message. If this box is not checked, the operator will have to save the card manually each time a card is read.

NOTE:

   • *The* **Find** *button allows operators to search for an existing card in order to create a new card based on the existing card data.*

   • *If an operator clicks the* **Close** *button without saving (when the* **Save** *button is still enabled), a system prompt will ask to save the last information.*

4 Right click the **Door** drop-down list to expand your search.

Issuing Cards using a PIN

EntraPass offers you the ability to create new cards by associating a PIN to a card. To do this, use the **Find a PIN** button in the Card window toolbar.

To issue new cards using the Find a PIN button:
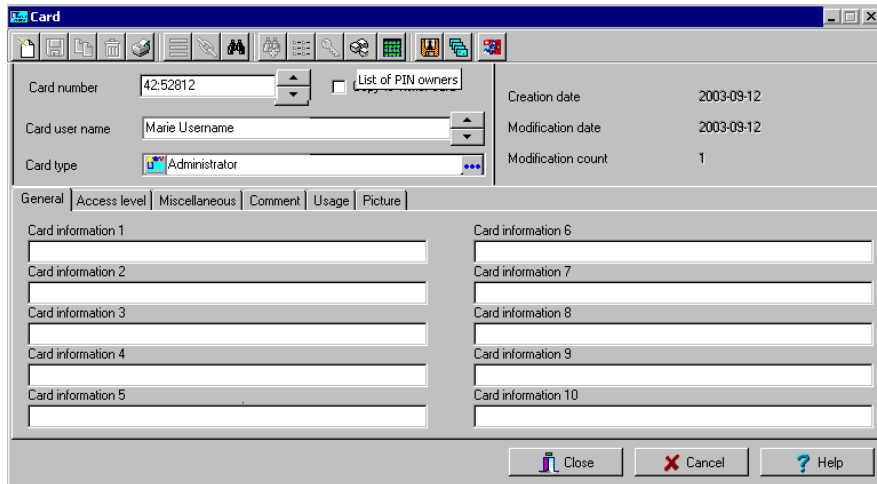
1 From the Card window, click the **Find a PIN** button .

2 In the **Enter your PIN** field, enter the PIN for the new card.

3 Take note of the **PIN** for future use.

4 Click **OK** to close and go back to the Card window. The system displays the card number in the Card window

5 Enter the information for the new card.

Viewing and Verifying PINs

EntraPass enables you to view and verify cardholders' PINs in the Card and Visitor windows.

To view cards assigned the same PIN:

1   From the **Card** or **Visitor** window, click the **List of PIN owners** button ⊞.

2   Enter the PIN number in the Enter your PIN field.

*NOTE: If the system is set to PIN duplication (**Options** > **Server Parameters**), and if the PIN is used by more than one cardholders, the system displays a list of cardholders who are using the PIN. This feature is useful when for example you want to display the list of cardholders who are using a given PIN or if you are issuing new cards and you want to verify which PINs are already being used.*

Editing, Finding and Deleting Cards

Editing a card

To edit a card, do one of the following:
•   Enter the card number in the **Card number** field and press **Enter**. The system displays the card; you may then modify the card as required.
•   Browse the **Card number** field using the **Up/down** arrows and then select the card to be modified.
•   Browse the **Card user name** field, using the **Up/down** arrows.

Searching for a card

1   From the Card window, select the **Binocular** icon.
2   Enter a keyword to start the search (For example, the cardholder's first name).
3   Check the **Display match only** option to restrict the search.

4   Click the **Find** button to launch the search.

5   Click the **Details** button to display detailed information about the cardholder.

6   Click the **Index** button to change the search field.

NOTE: The system searches for "user name" by default. This may be changed with the Index button to search with any of the user definable fields.

NOTE: If you are searching for a visitor card, click the [icon] from the Card window.

Deleting a card

The **Delete** feature allows an operator to remove a card from the cardholder database. A card that has been deleted from the cardholder database must be re-issued again in order to use it again.

To delete a card:

1   Locate the card you want to delete: to locate the card, you may enter the card number in the **Card number** field and press the **Enter** key or you may browse the **Card number** or **Card user name** fields using the up/down arrows.

2   Click the **Delete** icon, then click **Yes** in the **Warning message** box.

NOTE: Although a deleted card is removed from the card database, it remains in the card history; all events involving that card remain in the event messages database. An event report locating past events that involved any deleted card can be performed.

Customizing Card Information Fields

You may rename Card information fields according to your organization requirements. These fields can contain any information. They can be used as edit boxes or drop-down lists.

To customize card information fields:

1   In the Card definition menu, select any card, then double-click the **Card information** field. The system displays the **Change labels** window:

2   Select the field you want to modify and enter the name in the language section. For example, if you want to rename *Card Information #1* to *Employee number*, double-click the **Card Information #1** label; it appears in the language section, then enter the new name in the language section.

3 Select the **Edit field** option if the information appears as an **Edit field** (one-line information) or **Drop-down** list (as applicable); then click **OK** to save your modifications.

4 You need to repeat these steps for all the fields you want to modify.

*NOTE: Check **Mandatory field** to ensure a field is not left empty.*

NOTE: The changes you make are not immediately effective. They will take effect only when you exit and then re-enter the Card menu.

NOTE: An operator must have full access privileges to edit card information fields. An operator with read only access may only view information in these fields.

Assigning Access Levels

An access level must be assigned to each card. Access levels determine where and when the card will be valid. The access level allows the cardholder entry to selected locations during specified schedules.

For information on defining access levels, see "Defining Access Levels" on page 261.

NOTE: When you modify the access level assigned to a card, you also modify the user's access permission to the doors and schedules associated to that access level.

In order to assign an access level to a card, you have to:

• Create schedules that will correspond to the time the user has access to the desired doors,
• Assign the created schedule to the desired doors (in the Access level definition menu),
• Assign the access level to cards.

To assign an access level to a cardholder:

1 From the Card definition window, select the **Access level** tab. The Access level window appears, it displays the **Site** column and **Access level** drop down list.

2 Click the **Card access group** button (displayed on the left of the Site or Gateway list). It is used to copy information from a Card access group to a card. The **Site** column displays the sites and gateways to which an access level will be associated.

3 From the **Access level** drop-down list, select the access level that will determine the cardholder's access to the doors of the selected site. If you do not want this cardholder to have access to the door of this site, leave this field to **None**.

*NOTE: You have to create Access levels (**Users** > **Access Level**) to have them displayed in the Access Level drop-down list.*

Defining Card Use Options

Use the **Miscellaneous** tab to specify and view card additional information.

To define card use options:

1 Select a card number using the **Up/down** arrows. The **Start date** field indicates the card creation date. You can change this information by selecting another date in the displayed calender. The

start date must be the same day or earlier than the current date; else, the **Card state** field (Miscellaneous section) will be set to "Pending".

2   Check the **Use end date** box if applicable. When this box is checked, the system displays a calender allowing you to select the end date. When the end date is reached, the **Card state** field is set to "Expired".

NOTE: When creating a card with a limited access time of 24 hours of less, for example a Day Pass, the card will expire at midnight. This expiration may take up to one minute to register in the system.

3   Check the **Delete when expired** option (if applicable). This option can only be used with the **Use end date** option. When selected, the card information will automatically be deleted on the expiry date (using the end date specified), otherwise the **Card state** field will be modified to "Expired".

NOTE: A deleted card is a card that is not active in the system database. Even if a card was deleted, previous events generated by this card are still stored in the archive file.

4   Check the **Wait for keypad** option to force users to enter a PIN on keypad to access all doors, then in the **Editable PIN** field enter the PIN that users will be required to enter.

NOTE: Selecting the Wait for keypad will delay access to a door for this card until the correct PIN has been entered on a keypad. This only affects doors defined with both reader and keypad in the Door Definition menu (Devices > Doors). The keypad schedule must also be valid for this door. For more information on defining a door, see "Configuring Doors" on page 107.

5   From the **Card state** drop-down list, assign a state to the selected card. By default, a card is valid. The following states are available:

- • **Valid**: the card is functional,
- • **Invalid**: the card is NOT functional,
- • **Lost/Stolen**: the card is NOT functional,
- • **Expired**: the card has reached its expiry date,
- • **Pending**: the card is not yet functional.

*NOTE: You cannot force a card state to **Pending** by selecting this state from the **Card state** drop-down list. To do so, you have to change the Start date.*

6 Check the **Card trace** option if you want to monitor the use of a particular card. Selecting this option will cause the "Card traced" event to be generated each time this card is presented to a card reader. For example, you can request and generate a report containing the "card traced" event in order to verify user actions.

7 Check the **Disable passback** option if you want the card to override the passback option when defined.

*NOTE: If your are issuing a card for a cardholder with disabilities, check the **Extended door access delay** option. To enable this option in the system, you have to define appropriate delays in the Door definition. This option is also available when defining visitor cards.*

Adding Comments to a Card

To add comments to a card:

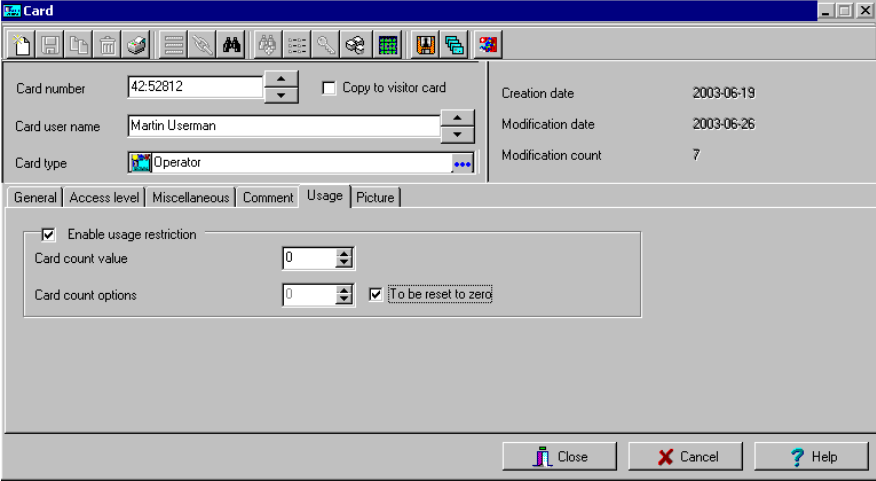**1** From the Card window, select the **Comment** tab.

2 Enter a comment (if necessary) relative to this cardholder. The displayed field can be used to store additional information in the database. Maximum allowed: up to 241 characters.

3 Click the **Save** button, then the **Close** button to exit.

Limiting Card Usage

EntraPass offers the ability to set card use count options so that you may limit the number of times a card can be used.

To set usage restriction:

1   From the Card window, select the **Usage** tab.

2   Check the **Enable usage restriction** option in order to enable the card use count feature.
3   From the **Card count value** scrolling list, set the maximum number you want this card to be used. You may enter the number in the field or use the **Up/down** arrows.

*NOTE: Once you set the **Card count value**, the **Card count options** field is automatically incremented each time the cardholder uses the card. After a certain number of uses, you may check the **Reset to zero** field if you want the counter to be reset to zero when the maximum value is reached.*

Assigning Pictures and Signatures

EntraPass offers the ability to associate photos and signatures with cardholders and to associate badge templates with cards as well as to print badges.

Photos and signatures can be retrieved from files, pasted from the clipboard, or captured using an appropriate device. To capture video images, use any MCI and TWAIN compliant device. For capturing signatures, signature pads such as Topaz, Penware TTI500 and Penware TT3100 are recommended.

Assigning Saved or Pasted Images

To assign a picture from a file:

1 From the Card window, select the **Picture** tab.
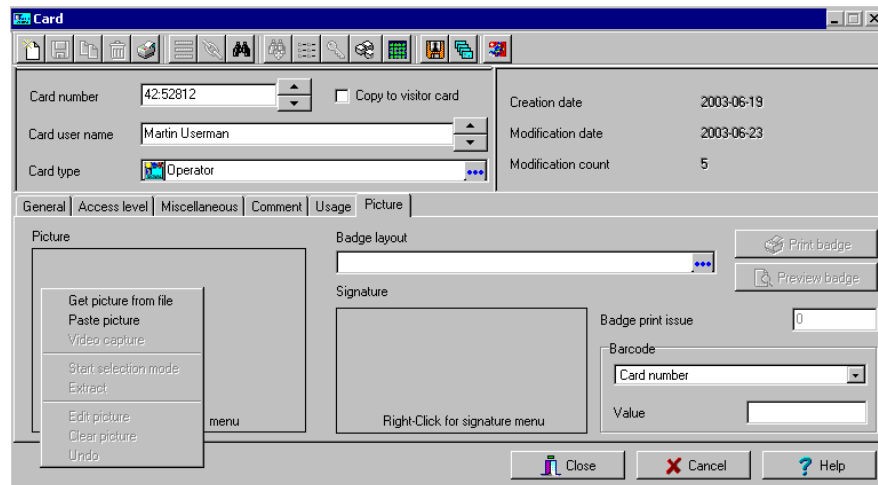
2 Right-click the picture area. A shortcut menu appears; choose the appropriate action:
- **Get picture from file**: this option allows you to select a previously saved picture.
- **Paste picture**: this option allows you to paste a picture from the clipboard. To use this option, you have to copy the picture, then paste it into the picture window.

NOTE: The Video capture option is enabled only when a video capturing device is installed.

3 From the **Files of type** drop-down list, select the file type you are looking for or leave this field to **All** to display all image files. Make sure that the **Auto displayer** option is selected to enable preview.

NOTE: Files with the following extensions are supported: BMP, EMF, WMF, JPG, GIF, PNG, PCD, and TIF.

4 Select the directory where the image is stored. Select the image you are looking for, then click **Open** to import it into the **Card** window.

NOTE: To delete the imported picture, right-click the picture, then choose Clear picture from the shortcut menu.

Assigning a picture using a video camera

The **Video capture** option is enabled only when the option **Enable video capture** is checked: **Options** > **Multimedia devices** > **Video** tab.

NOTE: Before you can capture images using a video camera, all equipment needs to be properly configured. For more information, consult your manufacturer's device manual. If you have more than one video driver, you will need to specify the video driver to be used (Options > Multimedia devices > Video tab).

To incorporate a photo into a card using a video camera:

1 Right-click the picture area.
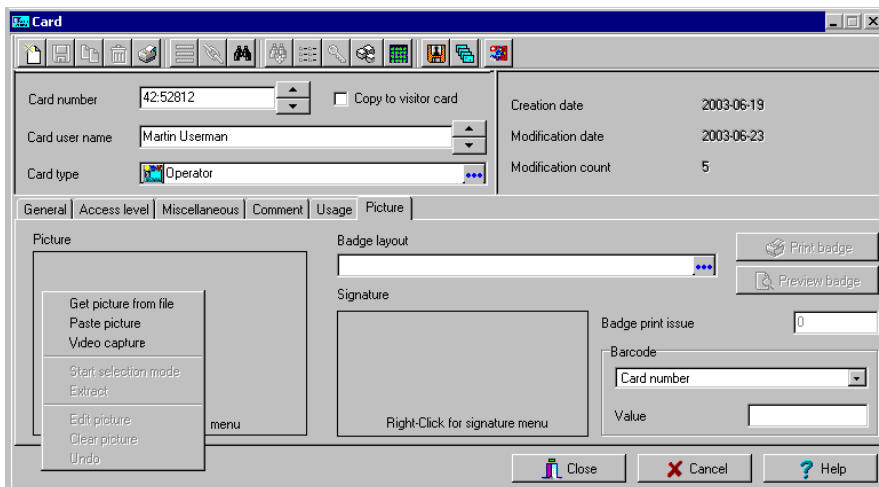
2 From the shortcut menu, select **Video capture**. This option is enabled only when the Video capture capability has been enabled in the Options menu (**Options** > **Multimedia devices** > **Video**).
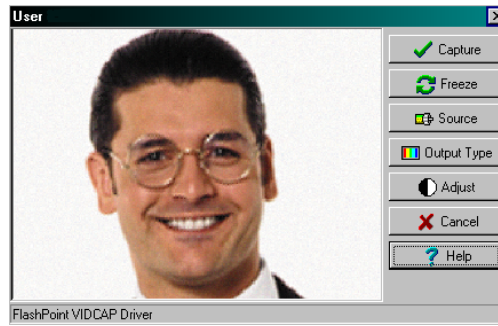
NOTE: Options may vary depending on the video capture program. If you have more than one video driver, you will need to specify the video driver you are using. For more information on configuring your video drivers, see "Setting up Multimedia Devices" on page 413.

3 Click the **Freeze** button when you are satisfied with the displayed image, then click the **Capture** button to paste and save the displayed image.
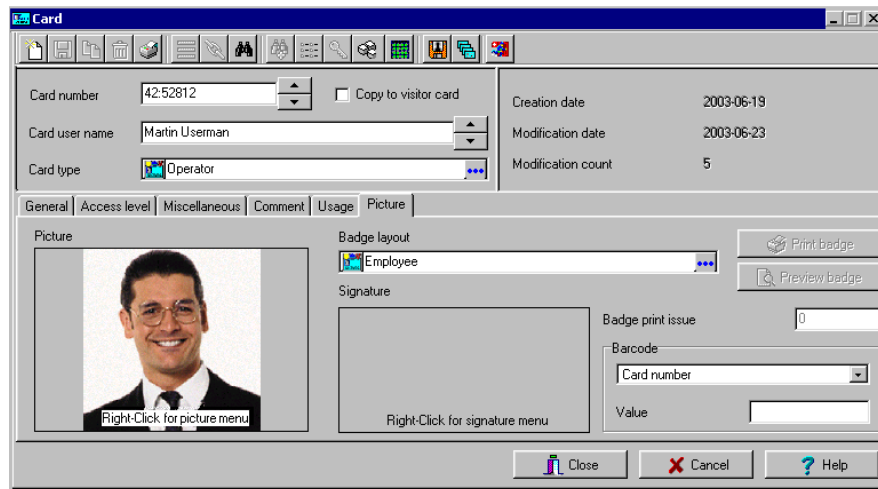
4   To associate a badge layout with the defined card, select one from the **Badge layout** list. For
     information on how to define a badge layout, see "Designing Badges" on page 227.

*NOTE: The Print **badge** and **Preview badge** buttons are enabled only when a badge printer and
badge layout has been selected and the option Use badge printer checked: **Options >
Printer>Badge printer**. If these buttons are enabled, you can preview and print the cardholder's
badge.*

Importing a Signature from a File

You can import a signature, just as you import other images such as logos or pictures into the card.

To import a signature:

1   From the Card window, right-click the signature area. A shortcut menu appears.
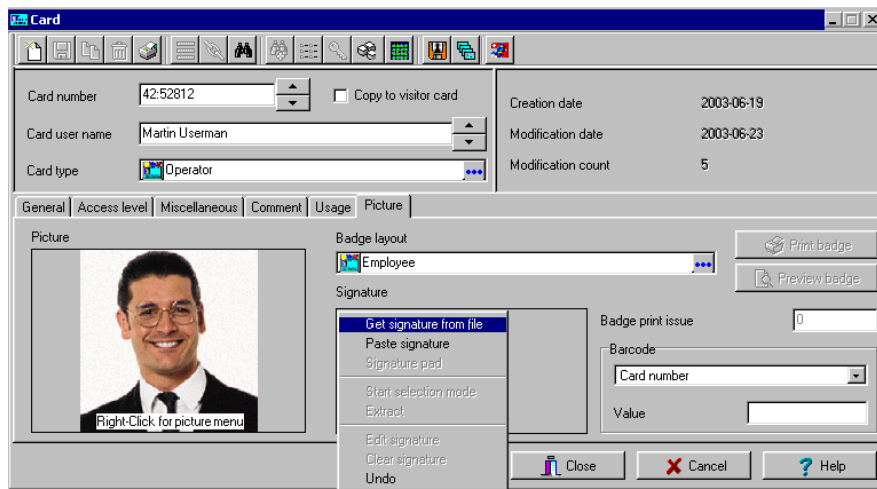
2   From the shortcut menu, make the appropriate choice:
     •   **Get signature from file**: allows you to select a previously saved signature,

- • **Paste signature**: allows you to paste a signature that was previously copied to the clipboard. The option is enabled when there is content in the clipboard.

*NOTE: The **Signature pad option** is enabled only when the appropriate device is enabled in the Options menu (**Options** > **Multimedia devices** > **Signature**).*
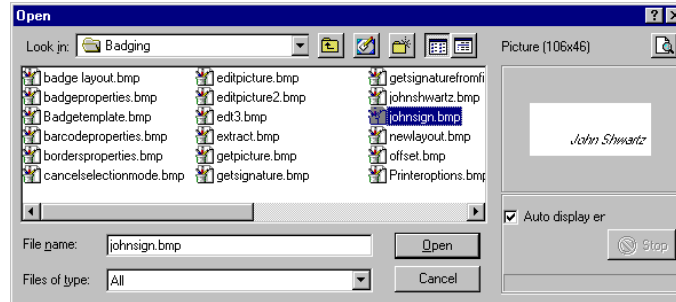
3 Select the signature file, then click **Open**.

Adding a Signature from a Signature Capture Device

Use this option if a Signature Capture Device is installed and configured. The Signature pad option is enabled only when the appropriate device is enabled in the Options menu (**Options** > **Multimedia devices** > **Signature**).

To place a signature:

1 From the Card window, right-click the signature area. A shortcut menu appears.

2 From the shortcut menu, select **Signature pad**. The Signature window appears, allowing you to preview the signature.

3 Click **OK** to paste the signature in the card window.
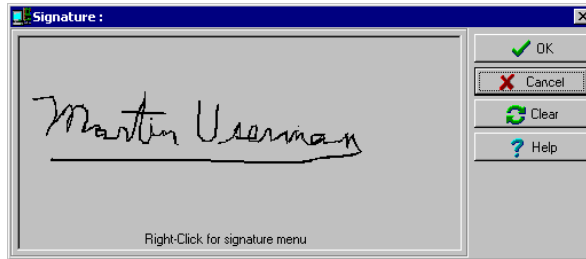
Working with Photos and Signatures

The EntraPass Integrated Badging feature allows users to extract part of an image or enhance images that are incorporated into cards.

Extracting Part of an Image

If you have incorporated a large image but you need only part of it, you can select and extract the part that you want to assign to the card (picture, signature).

To extract part of an image:

1   Right-click the image you have just imported.
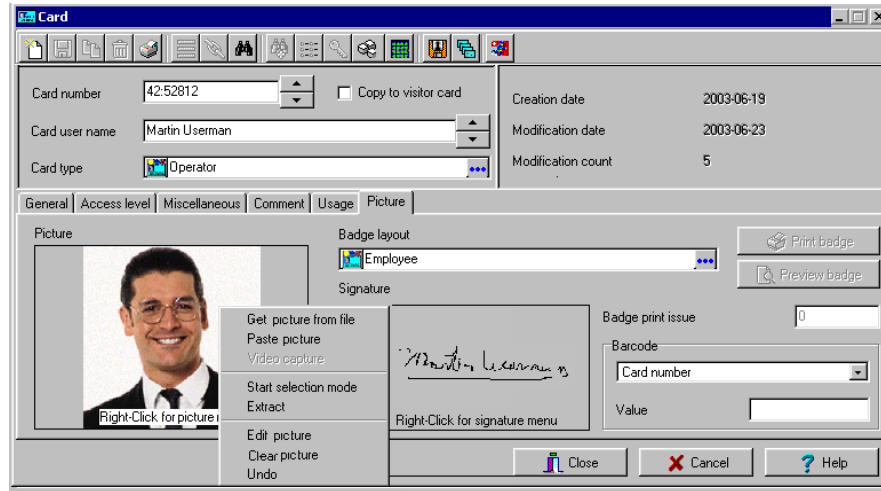
NOTE: *The **Extract option** is enabled after you have started the selection mode. Similarly, the **Undo** option is enabled only when an image has been pasted.*

2   Select **Start selection mode** from the shortcut menu.
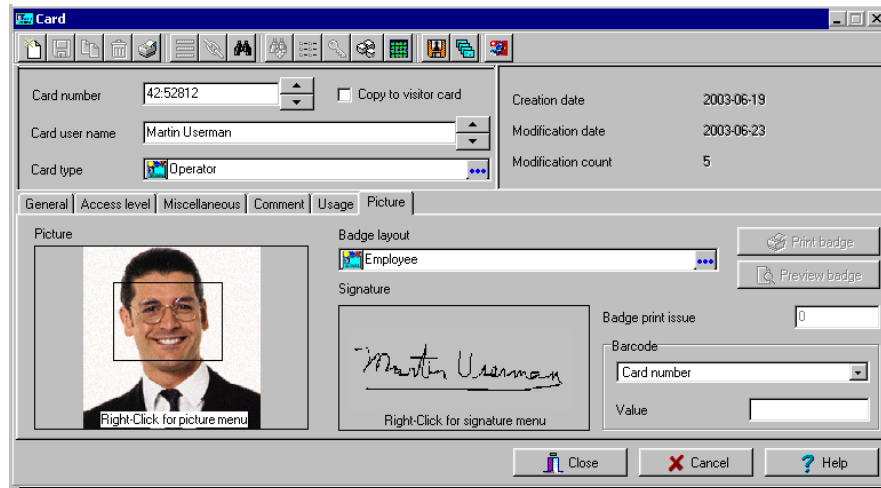
NOTE: *You can increase the size of the selection rectangle by dragging its sides and corners to adjust to the part of the image you want to extract. You can also move it by dragging it to the desired area of the image.*

3 Once you have selected the part you want to incorporate into the card, right-click the image again. A shortcut menu appears.
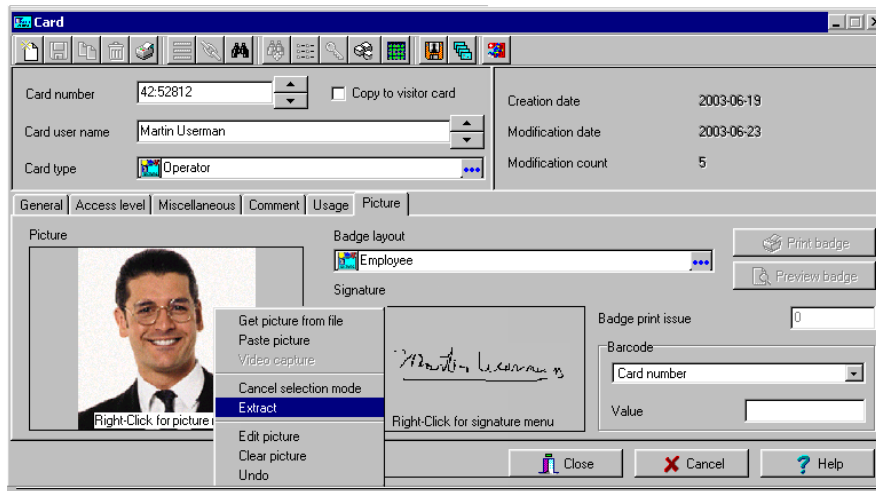
NOTE: *To disable the current selection, right-click the picture, then select **Cancel selection mode**. Select **Undo** to discard the changes. The **Undo** option is enabled only when you have pasted an image.*

4 From the shortcut menu, select **Extract**.

Editing a Picture/Signature

1 Right click the image you want to edit.
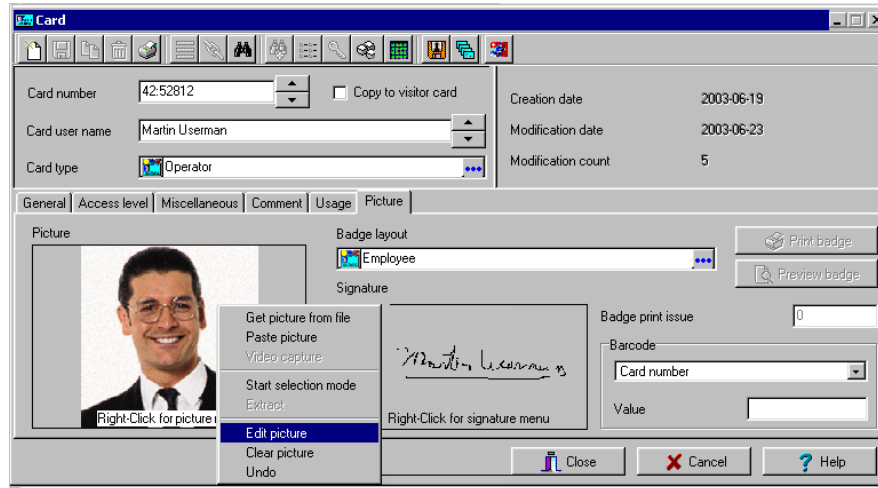
*NOTE: The **Barcode** area allows you to assign a barcode to a badge for identification purposes. Select any item from the drop-down list to be used as the value of the barcode. Select **Custom** to enable the **Value** field and type a specific barcode value. If you do not enter a custom barcode value, the **Card number** is used as the default value.*

2 From the shortcut menu, select **Edit (picture or signature)**.
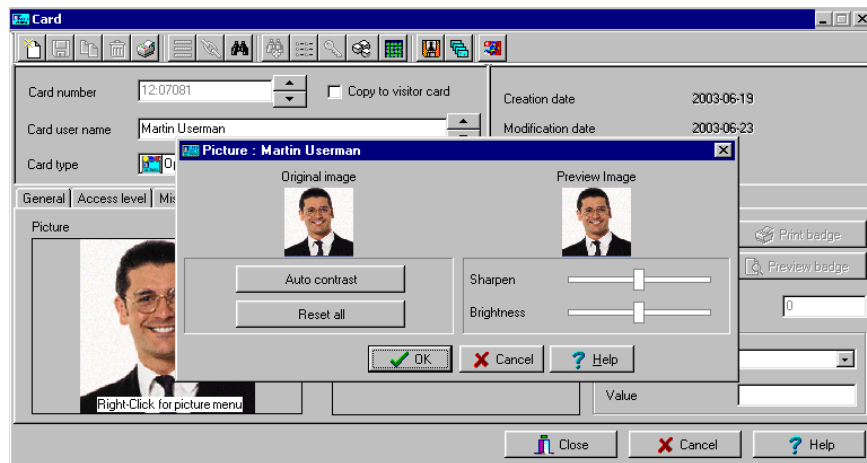
3   Adjust the features of the image using the displayed options. The **Reset all** option enables you to go back to the original image:

- **Auto contrast**: this feature gives better contrast by intensifying lights and shadows: it makes the darks darker and the lights lighter. In general, this auto contrast feature gives a good result when a simple contrast adjustment is needed to improve an image's contrast.
- **Sharpen**: this feature provides more definition to blurry images by applying sharpening only when an edge is found.
- **Brightness**: this feature allows you to add light to the image by sliding towards the positive values.
- **Reset all:** this feature allows you to undo all the changes and to restore the original image.

4   Click OK to close the **Picture** editing window.

5   From the Badge layout pull-down menu, select a layout to associate with the card you have defined To define a badge layout, see "Designing Badges" on page 227.

Printing Badges

You may print badges and **Visitor card** and **DayPass** menus from the **Card** or from all **Badge preview** windows. The software is set up to let you print one single or double-sided badges.

Before you print, you have to select a badge printer. It may be any network printer, or a specific badge printer.

Selecting a Badge Printer

1   From the EntraPass Workstation window, select the **Options** tab, then click the **Printer Option** button.

2   From the Printer option window, select the **Badge printer** tab.
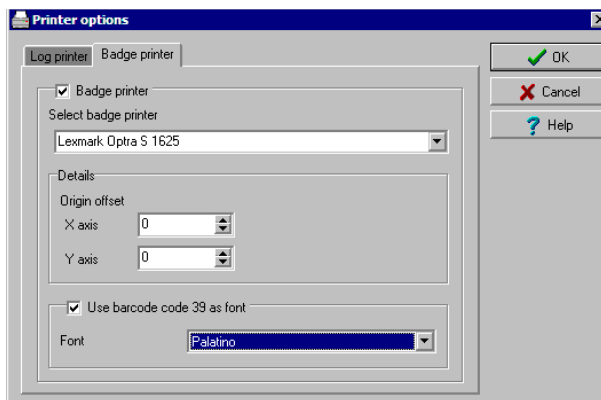
NOTE: You can print badges to any network printer. However, to print badges on appropriate cards, you have to select a badge printer.

3   Check the **Badge printer** option to indicate to the system that a badge printer is selected. If the **Badge printer** option is checked, the Print badge and Preview badge are displayed in windows where you can print badges (Card, Visitor, and Daypass windows).

4   From the **Select badge printer** drop-down list, select the printer dedicated to badging.

5   Adjust the margins:
   • Origin offset, X axis: indicates the left margin.
   • Y axis indicates the upper margin.

Previewing and Printing Badges

The **Badge - Preview and Print** window allows you to preview a badge layout with card information (if the badge layout is associated with a card) or with default values (if the template is not yet associated with a particular card). The program permits you to print single or double sided badges.

To preview badges:

1   From the Card, Visitor and Daypass windows, click the **Preview badge** [🔍 Preview badge] button.

*NOTE: From the Badge design window, the preview option allows you to view a badge with default values since there is no card associated with it (**Badge design** > **Layout** > **Preview**).*

2 From the Badge - Preview and Printing window, choose a printing option:

- • **Print front side**: only the front side (preview in the left-hand pane) is printed.
- • **Print back side**: only the back side (preview in the right-hand pane) is printed. This button is enabled only when the badge is defined with two sides.
- • **Print both sides**: the front and back side are printed. This button is enabled only when the badge is defined with two sides.

*NOTE: Important! In **Order** to print badges with barcodes, your printer has to be properly set. You have to select the "black resin" option, otherwise, barcode readers may not detect the barcode. If you have problems with barcode printing or reading, refer to your printer manufacturer's manual.*

Designing Badges

EntraPass contains a badge layout editor which enables users to create, save, edit or delete badge templates that are later selected and associated with cards for badge printing.

You can create and edit badge templates, add colored or graphic backgrounds, logos, text, barcodes, and place photo or signature holders.

Creating a Badge Template

To create a badge layout:

1 From the Users menu, select the **Badge** icon. The Badge window appears.
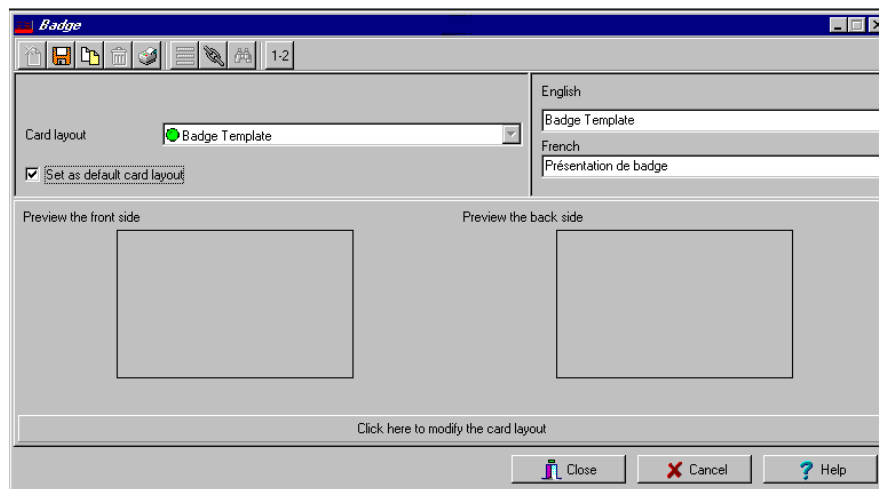
NOTE: *The Badge window contains all the tools available in other EntraPass windows: new, save, copy, delete, print, links, search (the Hierarchy button is disabled). However, it contains an additional button* 1-2 *which allows to modify the number of sides assigned to a badge layout.*

2 Click the **New** icon in the toolbar. The Badge properties window appears.

To specify properties for a badge:

1 In the Badge properties window, indicate the number of sides for the badge, then select the desired size for the badge layout, then click **OK**.
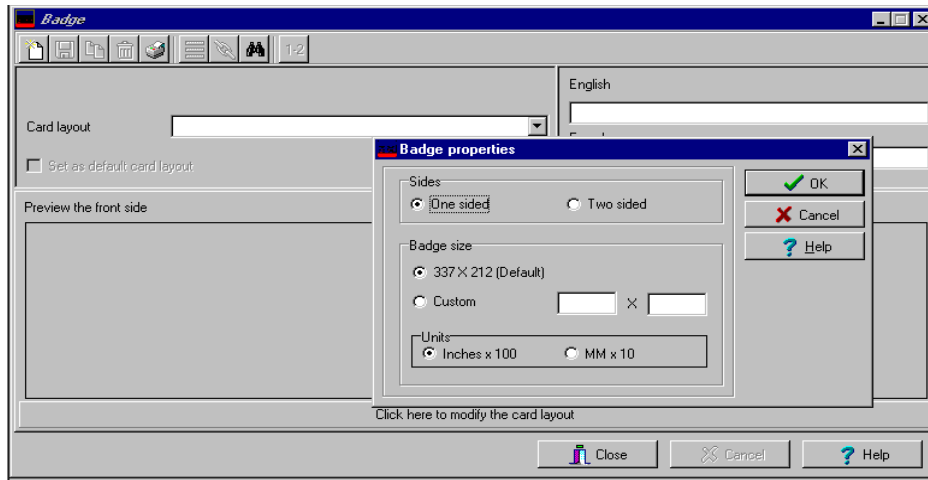
2 Indicate the number of sides for the badge, then select the desired size for the badge layout, then click **OK**.

NOTE: Measures are expressed either in inches or millimeters (a hundredth of an inch or a tenth of a millimeter). To change the unit of measure, check the appropriate radio button in the Units section.
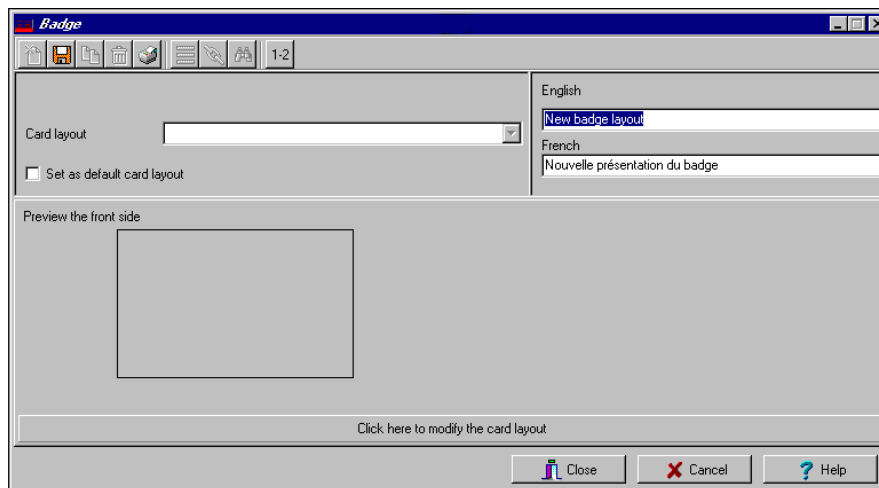
3 Enter the name for the badge template in the language fields. You can enter up to 40 characters.
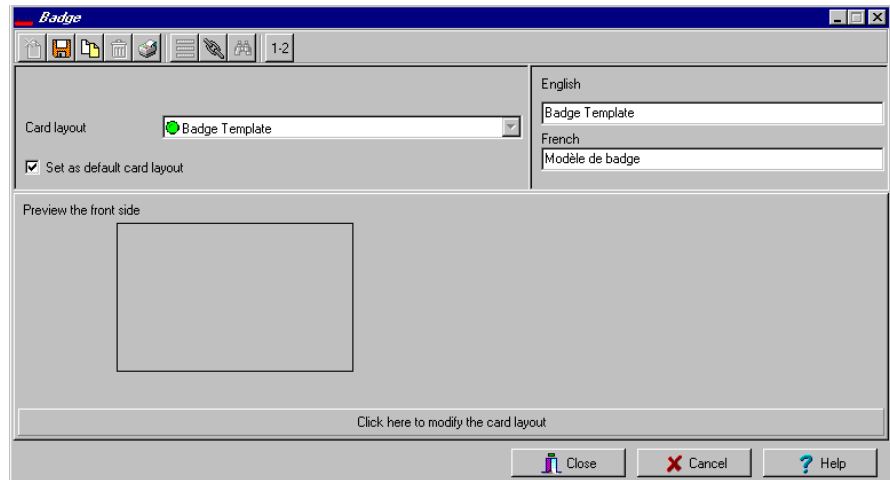
4 You may check **Set as default card layout** if you want this new design to be automatically used for all new badges.

NOTE: *Only one default layout is available. When you select one layout and check the option* **Select as default card layout**, *the current default layout is replaced.*

5 Click the **Save** icon to save the badge template.

Editing a Badge Layout

The Badge design utility allows users to edit the badge layout, to add background color or graphics, to modify the font, etc.

NOTE: *Once a card layout is created, you cannot modify its size; you have to create a new layout. However, you can modify the number of sides by clicking on the* **Sides** *icon in the Badge window toolbar.*

Modifying the Number of Sides

To modify the number of sides:

1 From the badge window, select the badge you want to edit.
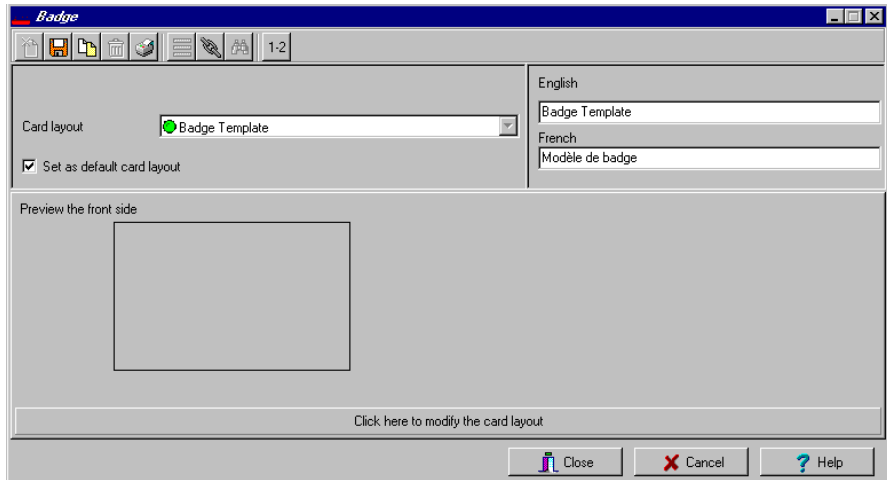
2 From the Badge window toolbar, click the 1-2 button.
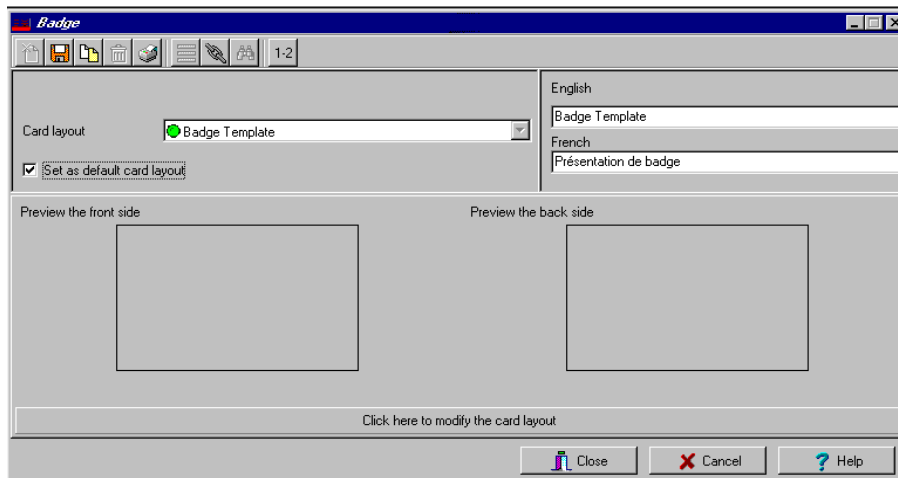
3 Click the **Save** icon to save the new badge information.

Modifying the background color

To modify the background color for your badge:

1   From the Badge window, select the badge you want to modify.
2   Click the **Click here to modify the card layout** button (located in the lower part of the window) to open the Badge design window.
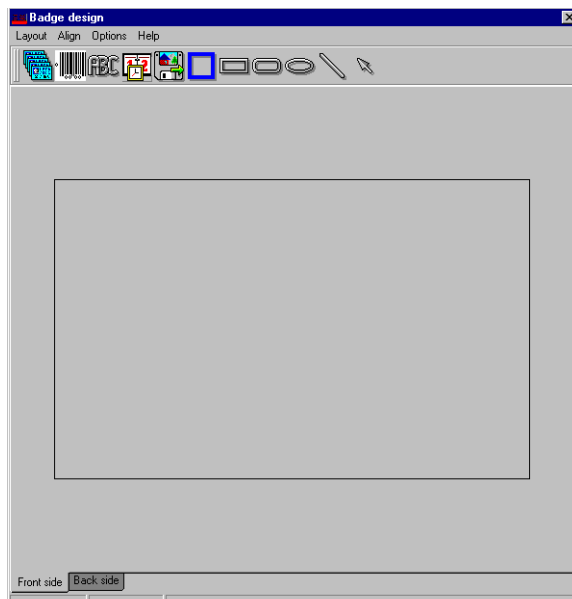
NOTE: When you move the cursor over the Badge design objects, a hint explaining each object appears.

3 To modify the template background color, right-click anywhere in the work area. The **Properties** shortcut menu appears.
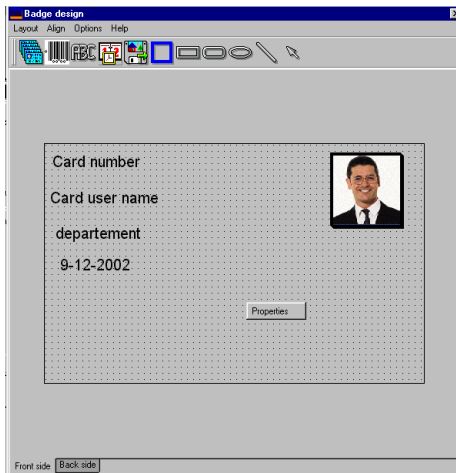
4 Select Properties. The Background properties window appears.
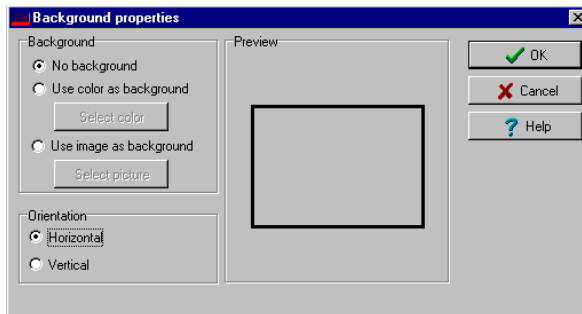
5 Select the appropriate options for the template:
- **No background** (default setting)
- **Use color as background:** this option will allow you to apply a background color to all the designs.
- **Use image as background**. This option allows you to incorporate an image that will be displayed as a watermark in all the badges.
- **Orientation**: allows you to select a landscape (horizontal) or portrait (vertical) display.

Adding Objects to a Badge Layout

By a simple click and drop feature, the Badging utility permits you to incorporate objects into the badge template:

- Card fields information,
- Barcodes,
- Text boxes,
- Current date,
- Previously saved images and logos (BMP, JPG, GIF, etc.),
- Border,
- Rectangle (including rounded rectangle, ellipse),
- Line, pointer,

NOTE: objects are incorporated with their default settings. To modify an object's properties, right-click the object, then select appropriate settings from the shortcut menu.

Incorporating Card Information Fields

1 To add card information fields to the badge template, click the **Card fields** icon. The **Card fields** submenu appears.
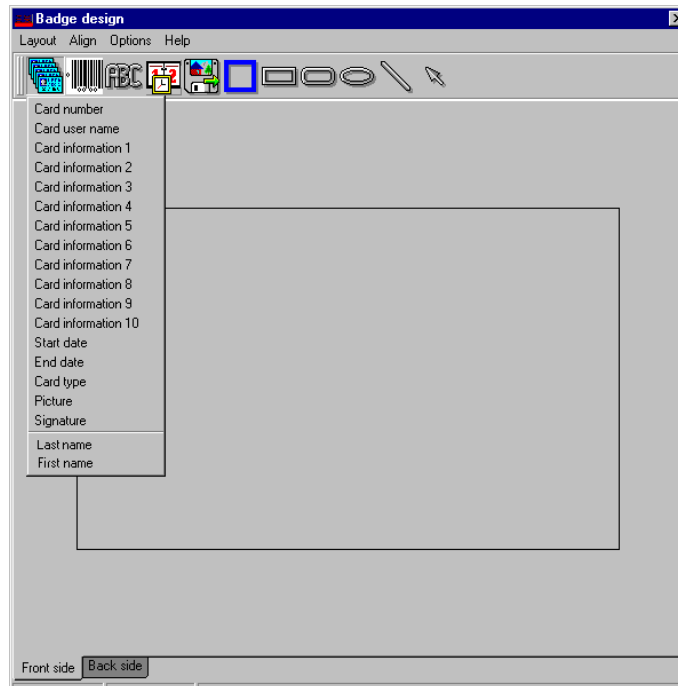
2 To modify an object property before you drop it, go to **Options** in the Badge design window, then choose **Show properties on drop**. If you do this, the Properties window will open every time you drop an item in the template work area.

NOTE: Icons may also be used to drag down information fields for barcode, text, date, pictures and border.

NOTE: To enable last and first name selection in the Card fields menu of the Badge design window, go to the ***Options menu****, then choose* ***Server parameters,*** *select the* ***User name format*** *tab, check* ***Parse user name*** *checkbox, then select the name (first or last name) that will be used for sorting cardholders' names. For more information see "EntraPass Options" on page 405.*

Card number
Card user name
Card information 1
Card information 2
Card information 3
Employed number
Card information 5
Card information 6
Card information 7
Card information 8
Card information 9
Card information 10
Start date
End date
Card type
Picture
Signature

Last name
First name
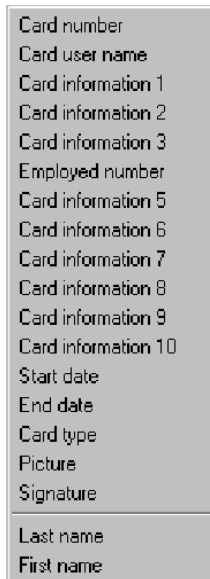
3 From the shortcut menu, select the card information field you want to add to the template layout, then click in the template work area to incorporate that field you have selected.
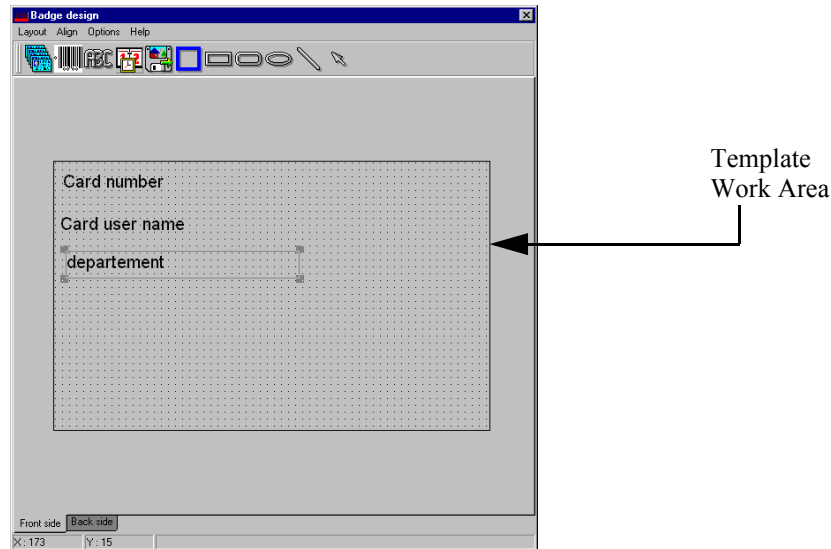
Template
Work Area

NOTE: When you add a photo to a badge design template, the photo that appears is only a placeholder. It indicates where the cardholder's photo will be displayed. When a badge is assigned to a card, the appropriate cardholder's photo is displayed.

Aligning Objects in the Template Layout

As you "click and drop" design objects in the template work area, they will not be properly aligned. The badging tool lets you align these objects, using the Align command.

To align items in the template:

1   From the Badge design window, select the **Align** menu, then select Show gridlines.
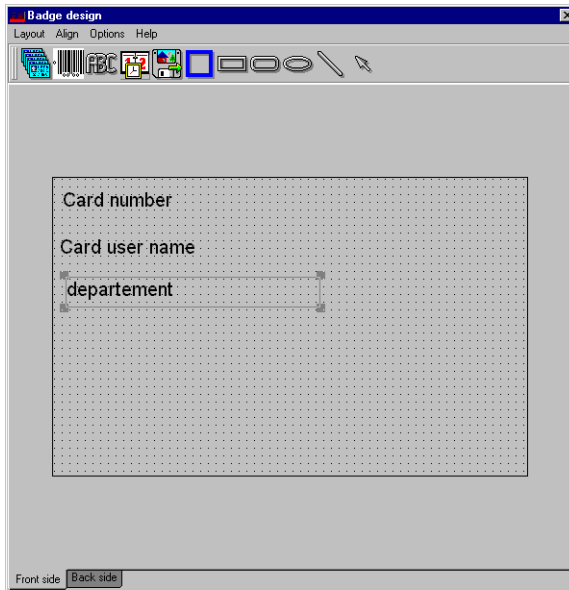
NOTE: *Grids assist you in aligning items in the badge layout template. It can be used as a visual aid to place items on gridlines. The **Snap to grid** option allows for more precise alignments of items. For example, when an item is moved close to a grid mark, it will be automatically aligned to the grid point.*

- **Show gridlines**: displays grid points to aid with object alignment.
- **Align to grid**: aligns all objects to the nearest grid point.
- **Grid settings**: allows you to specify the horizontal and vertical grid spacing (in pixels).

2   To adjust the space between the grid points, right-click the badge design work area to open the Grid settings window.
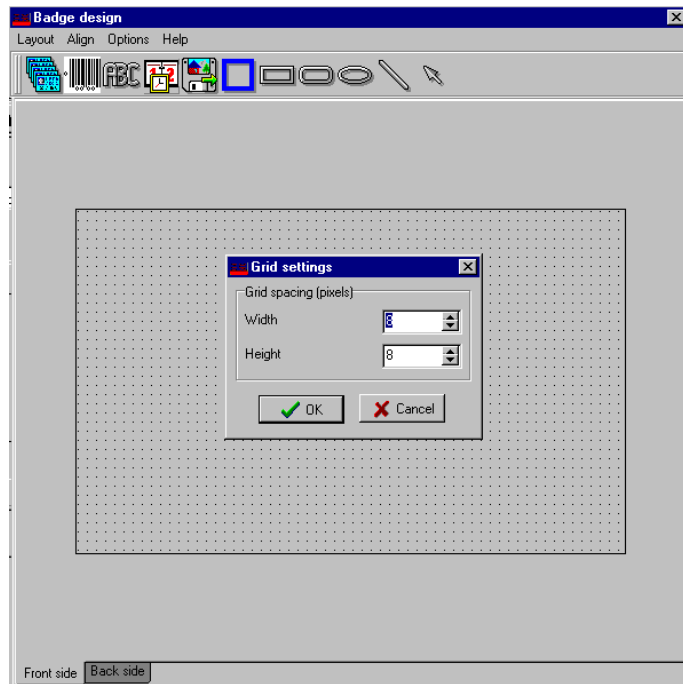
3   Using the **Up/Down** arrows, select the desired spacing in pixels for the width and height, then click OK.

*NOTE: To disable the grid: **Align** > **Show gridlines***

Modifying Card Fields Properties

Objects are incorporated in the template with their default settings (font, color, etc.). You can modify the settings later. For example, you can modify the appearance of any text object, such as card field, static text, date, etc.

To modify an object (card field, static text, date, etc.):

1 From the Badge design template, right-click the object you have inserted (in this example, Card information fields).
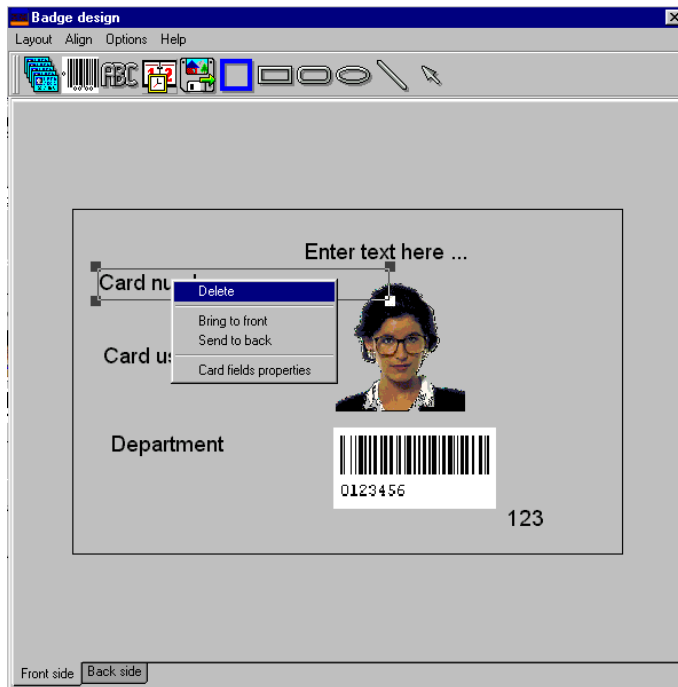
2 From the shortcut menu, select **Card fields properties**.

NOTE: The Properties menu item depends on the selected item. For example, it will change to Image properties or Current date properties, depending on the selected object.
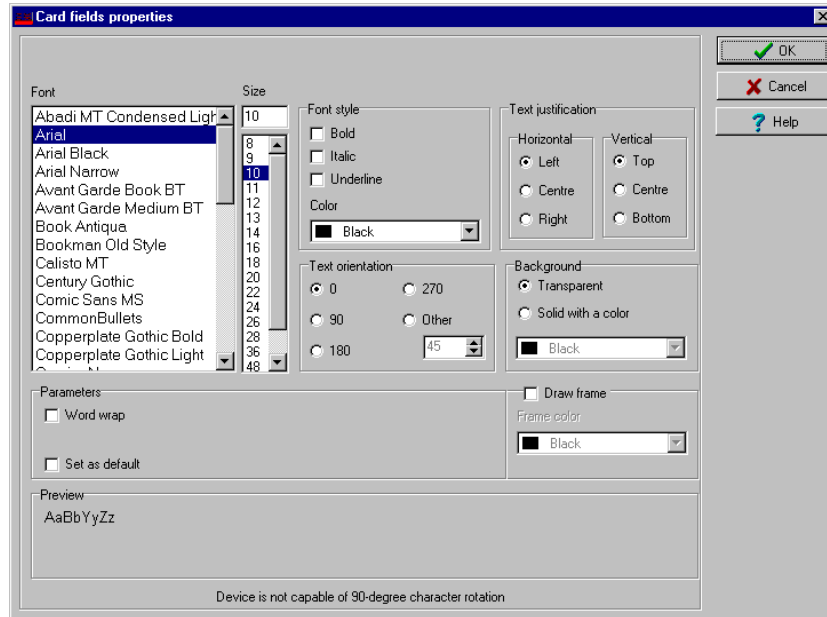
3 From the Card fields properties window, you can modify all the text properties:
- Font (name, color, style (bold, italic, underline)),
- Background (transparent or solid with a color),
- Justification (horizontal, vertical),
- Orientation,
- Parameters (word wrap, for example).

*NOTE: The **Set as default** checkbox allows you to apply all the characteristic to all text objects that will be incorporated in the template.*

NOTE: When Text Orientation is set to "Other" it is not possible to resize the field.

Modifying Picture Properties

This applies to any picture object such as photos, logos, and signatures.

To modify the properties of a picture:

1 From the Badge design work area, right-click the image (picture, logo) or signature that you want to modify.
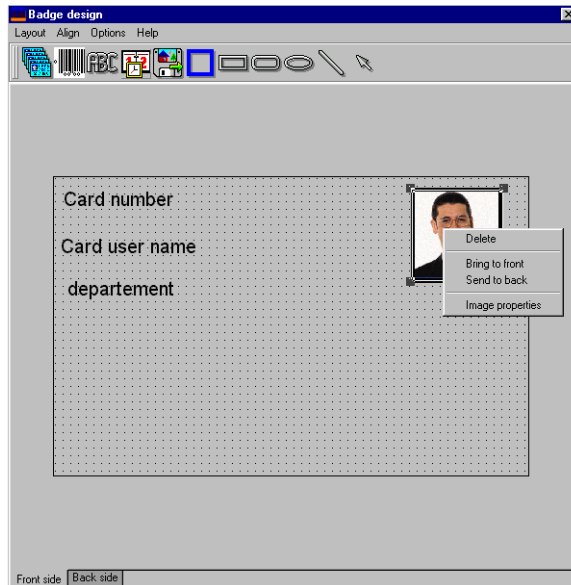
2 From the shortcut menu, select **Images properties**.
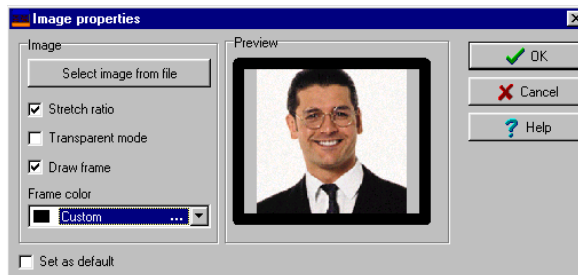
3 You may select another image from file or modify the image properties:

* **Stretch ratio**: select this option if you want the image to be centered in the image holder space, while keeping the proportion of the original image.
* **Transparent mode**: if you choose this option, there is no background color,
* **Draw frame**: select this option if you want a frame around the picture object,

- **Frame color** (enabled when a Frame option is selected): select this option if you want to apply a specific color to the image frame. The Frame color drop-down list enables you to select a custom color from the frame.

4 You may check the **Set as default** option if you want these properties to apply to all image objects you add in the badge template.

Adding Static Text Objects

To add text objects to a badge, first click and drop a text box, then enter the text in the Text properties window. It is also in the Text properties window that you modify the text appearance.

To add a static text box:

1 From the Badge design tool bar, click the text icon. To resize the text box, select it and use the two-headed arrow to drag the sizing handles to the desired position. This also allows you to change the height and width of the text box.
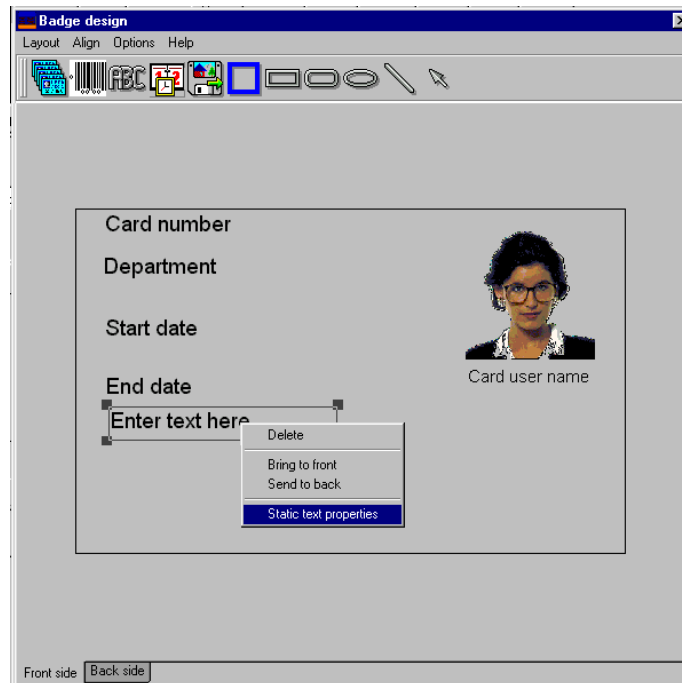
2 To align the text box, see "Aligning Objects in the Template Layout" on page 235.

3 To add text to the text box, right-click the text box, then select **Static text properties** from the shortcut menu.
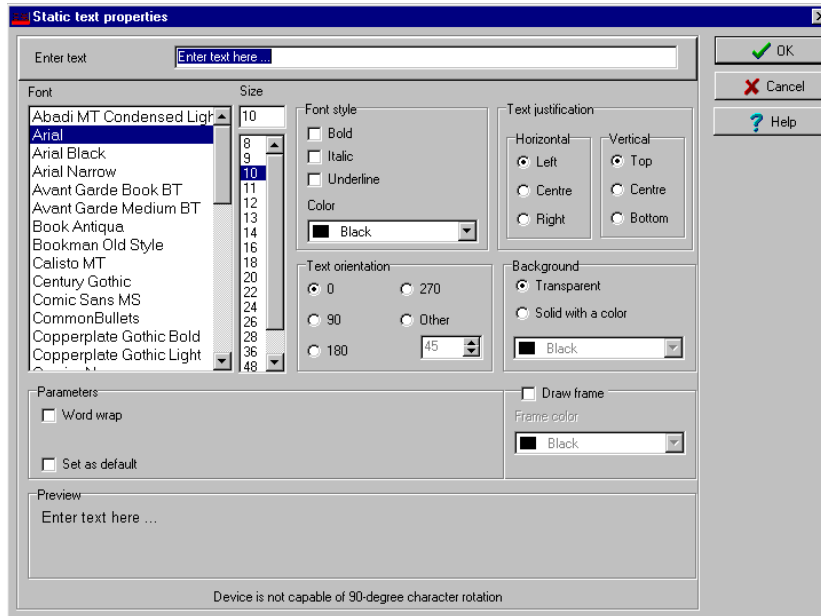
4 Enter text in the **Enter text** field; then modify the text properties as desired. The Preview section shows the result of the changes you apply to the text.

Adding Bar Codes

The Badging feature allows users to add bar codes to badges. By default, the barcode value is the card number, if no other value is specified.

To add bar codes:

1 From the Badge design window, click the **Barcode** icon, then click in the Badge design work area.
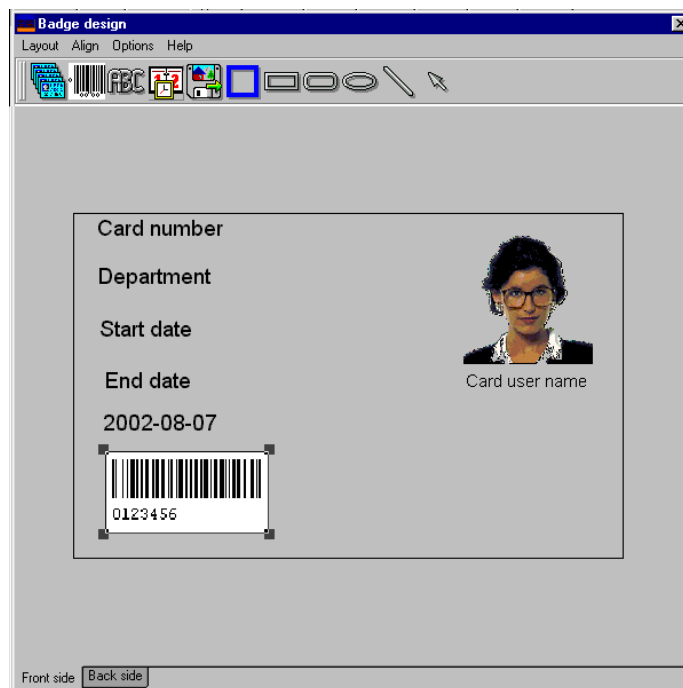
2 To align the barcode, see "Aligning Objects in the Template Layout" on page 235.

To set up barcode properties:

1 From the Badge design window, right click the barcode to open the Barcode Properties window.
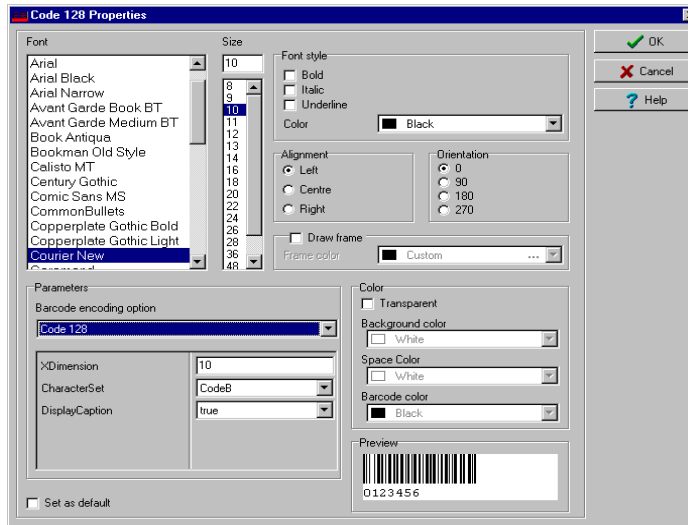
Supported Encoding Options:
Code 39 or Code 39-Modulo 43
POSTNET
Codabar
EAN 8 & EAN 13
UPC A
UPC E
Code 2 of 5
Interleaved 2 of 5
Code 128

2 From the Properties window, you can define settings for the barcode that you want to incorporate in the Badge design.

*NOTE: If it is necessary to set **Barcode encoding option** to Code 39-Modulo 43, set **Field Checksum** to true.*

Adding The Current Date

You add the current date just as you add any other design item by selecting the item in the tool bar, then by clicking in the Badge design work area.

To Add the Current Date:

1 From the Badge Design template, select the **Current date** icon, then click in the Badge design work area.
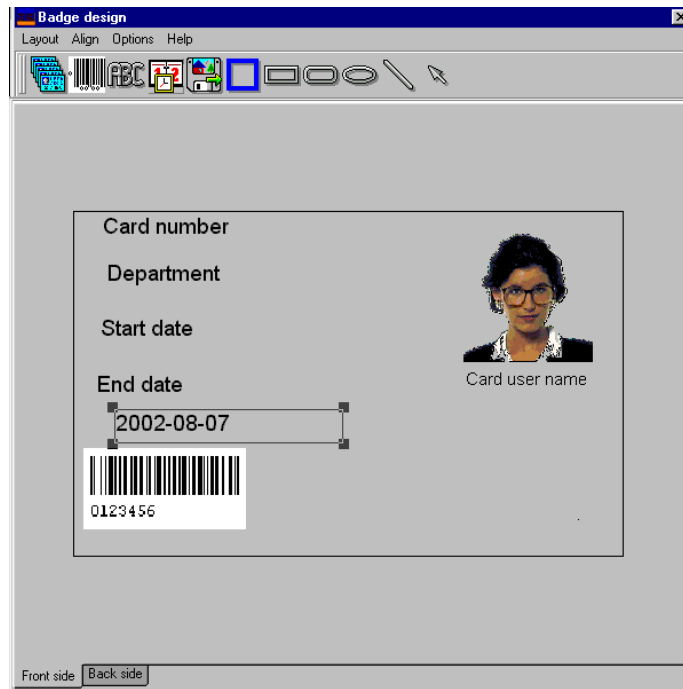
2   Right-click the current date to display the shortcut menu.
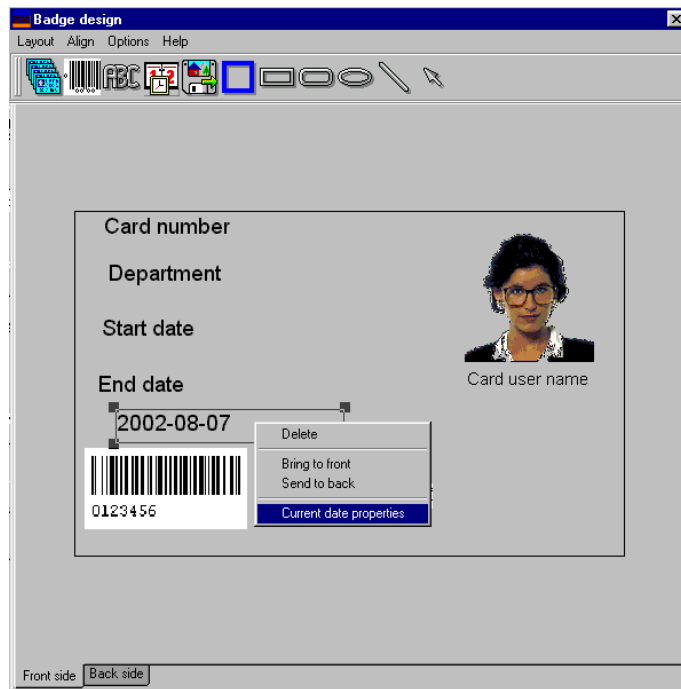
3   To align the current date, see "Aligning Objects in the Template Layout" on page 235.

4   Select **Current date properties** from the shortcut menu.
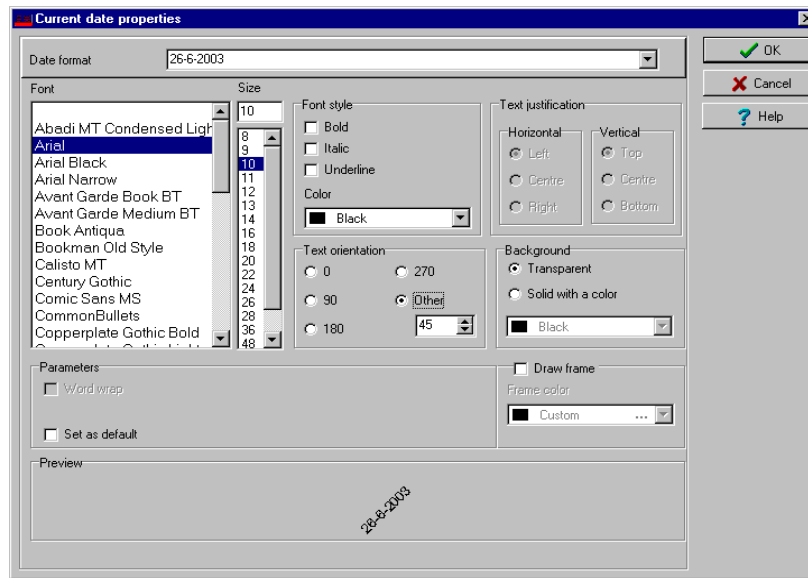
5   From the Current date properties window, you can:
- Select the date format (top of the window)
- Change the text properties: font, color, justification, orientation etc.

Adding An Image

Background images can be imported from any directory. Scanned images, photos taken with a digital camera and artwork created in any illustration design program can be incorporated into the badge design.

To incorporate an image into the design:

1 From the Badge design window, select the **Picture** icon.
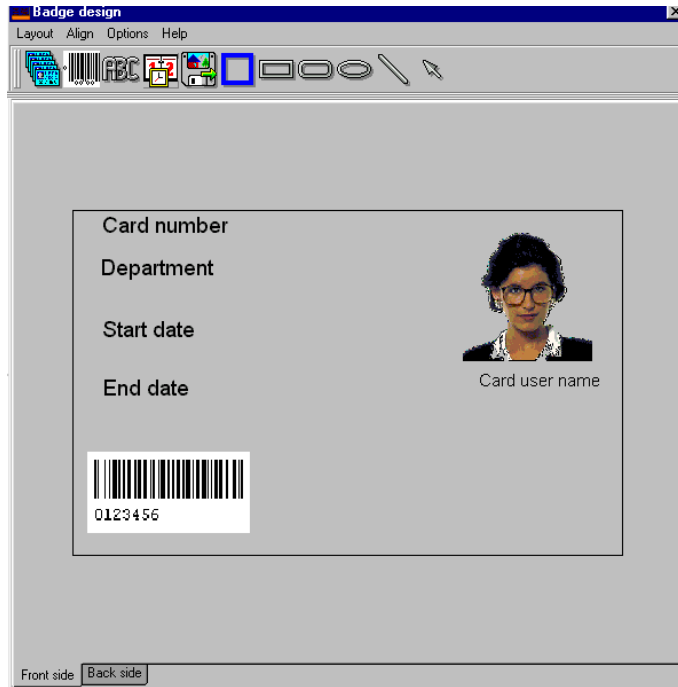
NOTE: The Badging feature supports most available image formats: BMP, JPG, EMF, WMF, GIF, PNG, PCD, and TIF.

2 Drop the **Picture** icon in the template work area. The Image properties window appears.
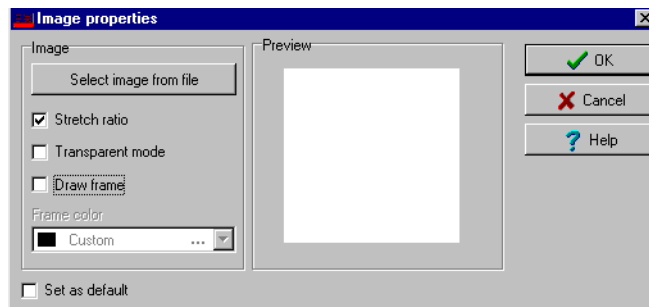
3 Click the **Select image from file** button. The Open window appears, allowing you to select an image.
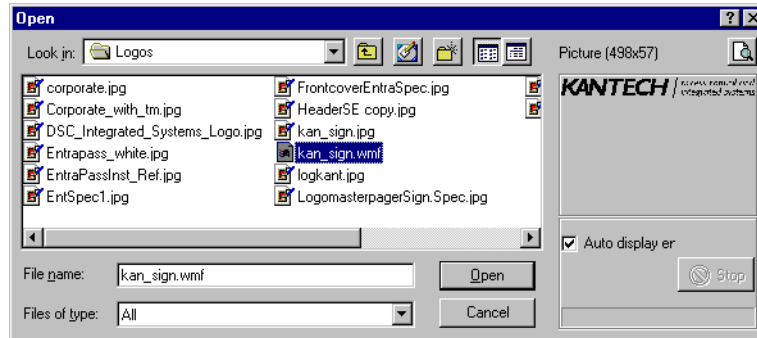
Click the zoom button to increase the size of the image in the preview pane

4   Browse to the desired image, then click **Open**. The picture appears in the template area.

NOTE: When you import an image, you have to resize it to its original size as illustrated on the following image.

5   Using the sizing handles, adjust the image to the desired size, then move it to the right-hand position; you can use the grid to align it properly. For more information, see "Aligning Objects in the Template Layout" on page 235.

6 Right click the image to modify its properties. For details, see "Modifying Picture Properties" on page 239.

Placing Other Design Objects

The Badging feature lets you add borders, rectangles (regular, rounded, ellipse), lines and pointers, just as you add any other design object, by a click in the toolbar, then a drop in the design work area.

To add a border, a pointer or a line:

1 From the Badge design window, select the object you want to add (next to the Diskette icon), then click in the Badge design work area" The Border properties window opens.
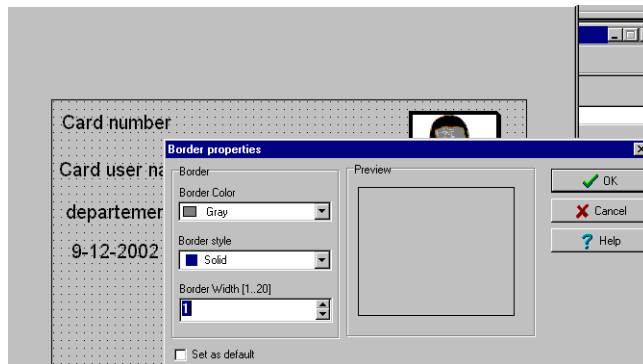
2 To modify the border properties, select the border color, the border style, and the border width. You may check the **Set as default** option, then click **OK** to exit.

To place a rectangle:

1 From the Badge design window, select the rectangle tool (next to the Border tool), then click in the work area.
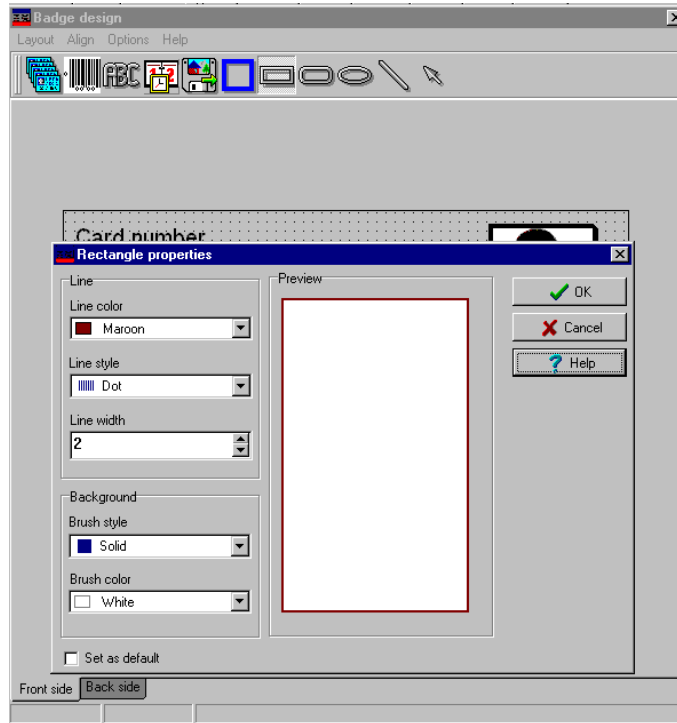
NOTE: This applies also to rectangles, rounded rectangles and ellipses.

2 From the Rectangle properties window, you may define the rectangle properties before importing it:

- Line color,
- Line style,
- Background (brush style and brush color).

Validating Card Access

The Validate card access feature lets you view access levels that are assigned to a particular cardholder.

To validate user access:

1 From the Card window, select a card.
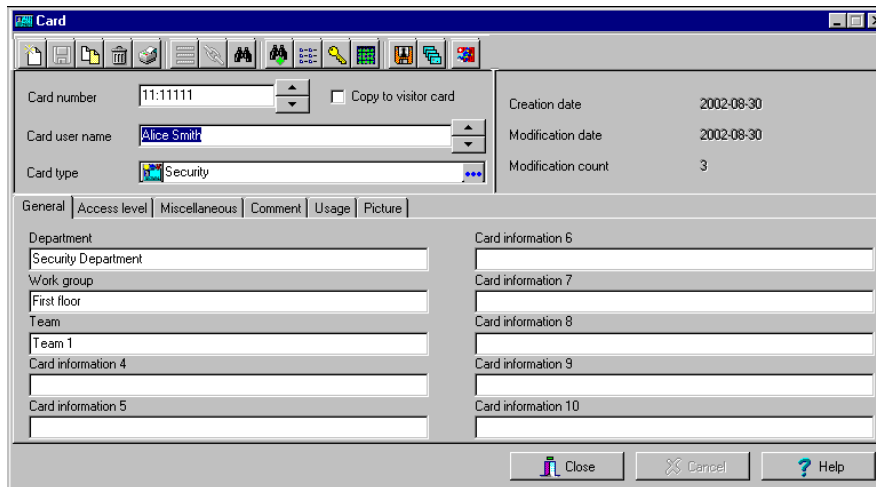
2 From the Card window toolbar, click the **View and Validate Access** button (the key icon in the toolbar).
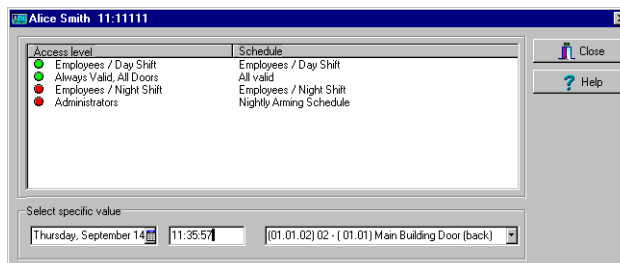
3 From the **Select specific value** section, select the date, time and the door on which the validation is required. The system displays the access levels for the selected door as well as the schedules assigned to the displayed access levels. The **Access Level** column displays the access levels associated with the selected door. The **Schedule** column displays the schedule associated with the access level.

- **Red**—Indicates that access to the selected door on the selected date and time is not allowed (not authorized).

- • **Green**—Indicates that access to the selected door on the selected date and time is allowed (authorized).

Printing Cards

Use the Print feature to print a specific range of all the cards that are stored in the database. You can select various filters to customize the card list.

You can preview your list so that you can modify or verify the settings (fields) before printing.

You can also use the **Font** button to set a different font and font size for your report.

*NOTE: Whatever your selections, the card user name and card number will always be displayed. By default, only fields containing information will be printed. If no fields are selected, only cards containing information will be printed. If you want to print empty fields, check the **Print empty fields** option. If you want to simply preview card reports there must be at least one printer installed on the computer.*

To print cards:

1   From the Card window, click the **Printer** icon.

*NOTE: By default, empty fields are not printed. To print empty fields, check the **Print empty fields** option.*

2   Select a sorting criteria from the **Card Index** drop-down list. These are card information fields.

3   If you are printing a specific range, check the **Specific range** option. Select the field that will be used to sort the card list. For example, if you select **Card number**, the cards in the list will
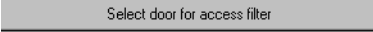
be sorted according to the card numbers in ascending order. This field can also be used to target a specific range of cards when using the **Lower/Upper boundaries** fields.

- If you want to print a specific range, you have to specify a starting number in the **Lower boundary** field. It has to be used with the **Upper boundary** field. You must use the "card index field".
- If you have decided to print a specific range and if you have entered a **Lower boundary** value, enter the last number or letter in the **Upper boundary** field. This field is used with the Lower boundary and the Card Index field.

NOTE: Only cards that match ALL the selected filters will be printed. For example, if you specify six filters, all the six criteria must be met. Cards that do not match all the six criteria will not be included in the range.

4   Select the **Filter** option if you do not want the system to search through all the cards of the system. Filters will restrict the search and facilitate the production of the desired card list.

- **Start date between**—The system will include cards with a "Start date" field which is within the specified range (Miscellaneous tab).
- **End date between**—The system will include cards with a "Use end date" field which is within the specified range (Miscellaneous tab).
- **Card state**—Check the option and then select the desired state. The system will include cards that have this card state selected in the Card window (Miscellaneous tab).
- **Card type**—Check the option and then select the desired card type. The system will include cards that have this card type selected in the Card window.
- Select the **Exist trace** for the system to include cards that have the "Card Trace" option in their definition (Card window, Miscellaneous tab).
- Select the **Exist comment** option for the system to include cards that have information in the **Comment** field in their definition (Card window, Comment tab).
- Select **Exist PIN**—The system will include cards that have a PIN.
- Select **Exist delete when expired**—The system will include cards that have information in the **Delete when expired** field (Card window, Miscellaneous tab).
- Select **Exist wait for keypad** for the system to include cards that have information in the **Wait for keypad** field (Card window, Miscellaneous tab).

5   You may also check the **Print selected fields** to include specific data. If you select this field, no other fields below, the system will print the cards that match the filters you specified above with the card number and user name only.

6 Click the [Select door for access filter] button if you want to include cards associated to a door.
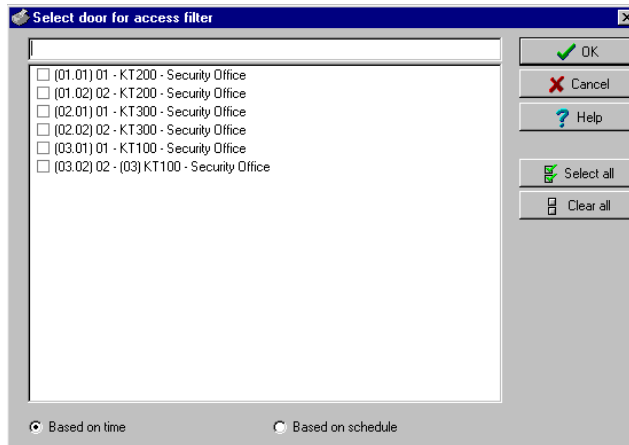
7 Select the **Based on time** option if you want to select cards according to the time or select **Based on schedule** if you want to select cards according to a defined schedule.

*NOTE: To extend the selection, right click within **Select door for access filter** window.*
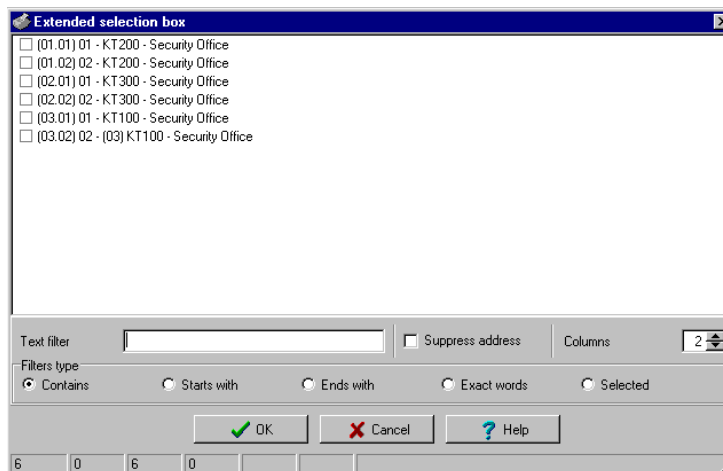
8 Check the appropriate field you want to print. The system will include the field content as it appears in the card definition.

9 You may save the list as a.QRP file (Quick Report) to view later using the Quick Viewer option.

10 You can also use the "Font" button to use a different font and font size for your list. The changes will appear automatically in the sample box. Use the **Preview** button from the print window to preview your report.

Viewing Last Transactions

The **View last transactions** feature lets you view the most recent transactions for the selected cardholder. For example, the window will display "Access denied" as the type of event, and will display the date and time as well as the event message that was displayed in the Message desktop.

The system displays the 15 most recent transactions for each category:

- Access denied events (bad location, bad access level, bad card status, etc.),
- Access granted events,
- Database events (that have affected the database, such as: card definition modified, relay definition modified, etc.),
- Other/Miscellaneous events (these include events that were generated by cardholders),
- Time and Attendance events (entry, exit).

NOTE: To view more transactions for a specific category, see the "Card use report" option in the menu Historical Report definition menu.

To view the last transaction:

1 From the card definition window, select the **View last transaction** icon.

- **Type**—Displays the event category.
- **Date and time**—Displays the date and the time stamp of the event message.
- **Event message**—Displays the event message that was sent to the server (and to the authorized EntraPass workstation) when this event occurred. This is the same message as in the Message desktop (Desktop menu).
- **Details**—Displays additional details directly related to the type of transaction. For example, for a "card definition modified" event message, the Details column lists the EntraPass applications from which the card was modified as well as the operator name.

- **Refresh**—This button can be used to refresh the window with new transactions as they happen. As cardholders generate events, new information is available.
- **Parent**—To view the parent component of a selected component. For more information, see "Basic Functions" on page 43.
- **Print**—Use this button to print an exact copy of the window. For more information, see "Basic Functions" on page 43.

Defining Card Access Groups

Pre-programmed card access groups allow quick selection of access levels for various sites of the system. This card access group can be recalled during card programming instead of re-entering the access levels for each site.

It is only the card access group information that is associated with the card. Therefore, you can modify the card access group information without modifying the card access information.

NOTE: When importing cards, the Card access group may be used to assign an access level to the cards.

To create Card access groups:

1 From the card definition window, click the access group icon.

2 To modify an existing card access group, select it from the **Card access group** drop-down list. To create a new group, click on the **New** button and enter the group name in the language section. The **Site** column displays the site associated with a card access group.

3 From the **Access level** drop-down list, select the primary access level that will determine the access to the doors of the selected site.

Defining Access Levels

Access levels determine where and when the card will be valid. Pre-programmed card access groups allow quick selection of access levels for various gateways. A total of 250 access levels can be programmed per site.

In order to assign an access level to a card, you have to:

- Create schedules that will correspond to the time the user has access to the desired doors
- Assign the created schedule to the desired doors (in the Access level definition menu)
- Assign the access level to a card.

*NOTE: The default access level is **Always valid, all doors**: cardholders assigned this default access level have access to all doors at any time. To restrict access to certain doors and at a certain time, you have to create a specific access level.*

To define access levels:

1 From the Users menu, select the **Access level** icon. The Access level window appears.
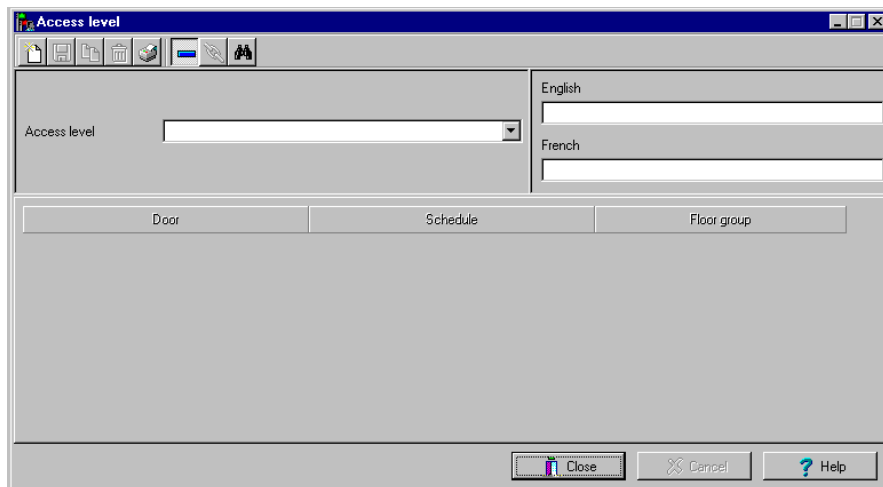
*NOTE: You can click the **Hierarchy** button (next to the **Printer** icon) to display the gateway list.*

2 From the Access level drop-down list, select **New access level**, then assign a meaningful name to the access level you are creating.

NOTE: *Components that are displayed in the Doors, Schedule or Floor group column have to be defined for selection in the Access level definition. To define Doors:* **Devices** > **Sites** > **Doors**. *To define Schedules:* **Definition** > **Schedules**. *To define Floors groups:* **Groups** > **Doors**.

3 From the Doors list, select the doors to which the cardholder has access.
4 From the Schedule column, select the schedule during which the cardholder will have access.
5 Select the floor group, if applicable.

Defining Visitor Cards

A visitor card is issued on a temporary basis. It serves as a template for entering user information. You can create visitor cards in two ways:

- Copying the card information field into the Visitor card database when a new card or a daypass is created in the system,
- Creating a new visitor card.

To create a visitor card when creating a new card:

1 Select the **Card** icon from the Users window. The Card window appears.

2 Check the **Copy to visitor card** option. The card information will be used later for creating new cards and issuing day passes.

To create a visitor card using the card template:

1 Select the **Visitor card** icon from the Card window toolbar.

2 Enter the required information in the **Visitor card** fields.

NOTE: For more information on Day Passes and Visitor cards, see "Defining Cards" on page 204. The Picture tab allows you to display the cardholders picture and signature as well as to preview and print badges.

Defining Card Types

A card type is used to group cardholders and can later be used to modify an existing card group or to create reports. It can also be used to restrict access to card information for a particular operator. For example, you can restrict an operator's ability to issue or view a specific card group. For instance, if a card type is defined as "Administrators", an operator who does not have the appropriate security level will not be able to issue, view, modify, delete, or print this type of card.

NOTE: The system is preset with five card types: administrator, employee, security, maintenance and visitor. A card type can be assigned to a card access group. This way, if a cardholder is issued a card type associated with a card access group, the access information of the card access group will automatically be transferred to the cardholder.

To create a new card type:

1 From the Users menu, click the **Card type** icon. The Card type window appears.

2 In the Card type window, click the **New** button in the toolbar and enter the necessary information in the language section.

3 From the **Card access group to assign** list, select a card access group or create one. For details about card access groups, see "Defining Card Access Groups" on page 260.

4 To assign a card type to a cardholder, see "Users" on page 203.

Defining Day Passes

A day pass is issued to visitors such as contractors, employees from different divisions, customers, etc. This menu option offers an easy way to allow access to "visitors" for a single day.

Even if the day pass cardholder does not return the day pass card, the card will expire the same day at 24:00, and will no longer grant access.

You can use profiles that were copied to the "Visitor definition" menu to create day passes (use the "find visitor" button). You can also use an existing day pass to create a new one.

To create a day pass:

1 From the **Users** menu, select the **Day pass** icon. The Day Pass window appears.

2 You can fill out the fields or browse the card databases to the desired card. For more information, see "Users" on page 203.

3 Check the Copy to visitor card option if you want to save this day pass in the visitor database.

NOTE: For more information of visitor cards, see "Defining Cards" on page 204. The Picture tab allows you to display the cardholders picture and signature as well as to preview and print badges.

Creating New Day Pass Using the "Save as" Feature

The **Save as** feature allows you to create a new day pass based on an existing one, only making changes to specific information and assiging it new card number. You may, for example, change only the user name and keep all other card information.

To create a Daypass using "Save as":

1 From the **Users** menu, select the **Day pass** icon. The Day Pass window appears.

1 To locate an existing card, click the binoculars and select the card you want to duplicate.

2 Type required changes into specific fields and click the **Save as** icon.

3 You will be prompted for a new card number.

Batch Operations on Cards

This menu is used to modify a specific card type group. For example, you could modify the "end date" of all the cards assigned the "administrator" card type. Individual fields will appear only when the appropriate check box is checked.

To perform operations on a group of cards:

1   From the Users menu, click the **Batch operations** icon.

2   Select a user group from the **Card type** drop-down list. All cards having this card type will be modified.

3   Select the appropriate option from the **Operation with** drop-down list.

   • **No notification**—The system will not notify nor request confirmation from the operator.

   • **Notification**—The system will display a window displaying the process.

   • **Notification and confirmation**—The system will display a window displaying the process and will prompt operators to confirm the operation for each cardholder having the selected card type.

4   Check the option you want to modify for the selected type.

   • **Card state**—If a card state is selected, the system will assign this new card state to all the cardholders of the selected card type.

   • **Card count value**—If a card count value is selected, the system will assign this value to all the cardholders of the selected card type.

   • **Trace**—If trace is selected, the system will trace all cardholders of the selected card type.

   • **Start date**—If a start date is selected, the cards will be valid only from this start date. This new date will be assigned to all cardholders having the selected card type.

- **End date**—If an end date is selected, the cards will be invalid after this end date. This new date will be assigned to all cardholders having the selected card type.
- **Delete when expired**—If selected, the cards will be deleted when the end date specified in the Card Definition menu is reached.
- **Wait for keypad**—If selected, all the cardholders of the specified card type will have to enter their PIN at the keypad after a valid card read, in order to permit access to the door (if keypads are defined).
- **Card access group**—If checked, four options are provided to modify card access groups.
  - Replace card access group.
  - Update card access group.
  - Add new access level.
  - Update add access level.

5 Click the **Execute** button to start the process. The system will prompt you to accept the operation.

6 Click **Yes** if you want to continue.

Importing and Exporting CSV Files

The CSV Import/Export feature allows the ability to import or export card files that are saved in a CSV (Comma Separated Value) format. Importing/exporting data between two applications allows the ability for the two application to share data.

CSV files can be edited in most applications (Excel, NotePad, etc.).

You will use the CSV Import/Export feature if:

- You are upgrading from EntraPass DOS or WinPass 64 and you want to retrieve the cards created in these previous versions.
- Your company desires to import the card database information into the payroll system. Using the Import/Export feature will save a considerable amount of time in setting up the card holder database.
- Your company has a new database: instead of having to reprogram all the information already available in the card database, the system administrator could export the data contained in the card database (names, departments, card numbers, etc.) into a CSV file that can be imported into the target database.

NOTE: The CSV Import/Export feature imposes a number of rules: each field contains a specific value format that has to be respected. For example, the card state field will only accept the following values (0=valid, 1=invalid, 2=stolen/lost).

To import/Export card information, you may use Kantech pre-defined patterns or you may create your custom patterns. Two patterns are available: the EntraPass (1,2,3) and the WinPass 64 models. You may use the Kantech template "as is" or you may edit it.

Using a Predefined Pattern

Two patterns are available: the EntraPass (1,2,3) and the WinPass 64 model. You may use the template "as is" or you may edit it.

To use a predefined template:

1 From the Users menu, select the **Import/Export** CSV button.
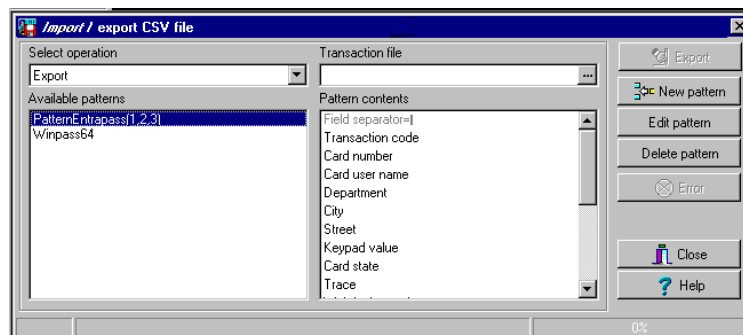
2 From the **Select operation** drop-down list, select either **Import** or **Export**.

3 In the **Available Patterns** pane, select the pattern you wish to use. This depends on the software you are upgrading from.

4 Use the **Edit** button if you want to edit the pattern.

Creating a New Pattern

This menu lets you create your own import/export mask that will be used to import or export CSV files.

To create an import/export pattern:

1 From the **Users** menu, select **Import/Export CSV File** icon. The system displays the Import / Export CSV file window.
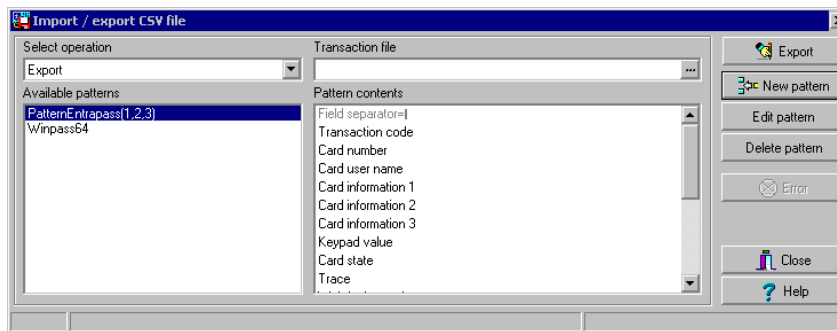
2 From the Import/Export CSV file window, click [New Pattern] . The New pattern window displays a list of all the fields that are available in the EntraPass card databases. They contain

specific value formats that have to be respected. For example, the card state field will only accept the following values (0=valid, 1=invalid, 2=stolen/lost).
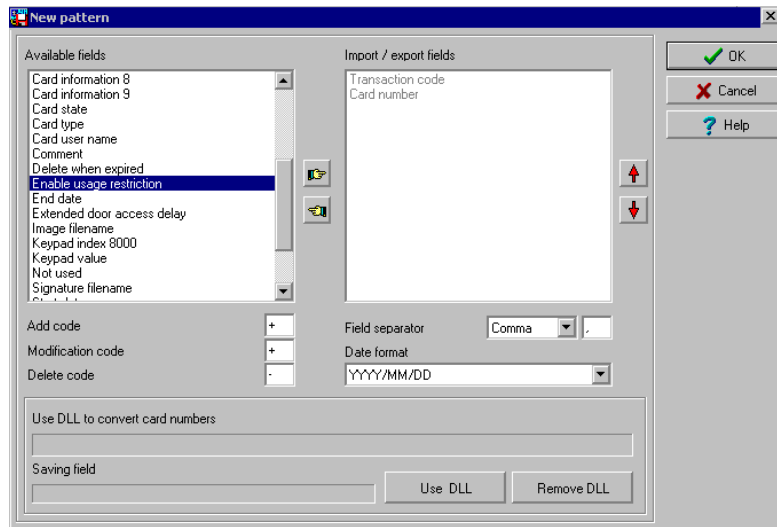
3   Using the **Hand** buttons, select the fields you wish to include in your pattern. The **Transaction code** and the **Card number** fields are displayed by default. Once the fields are selected, you can use the red **Up/down** red arrows to organize information (this will indicate how information will be arranged in the CSV file).

4   Specify the **Add code** and **Modification code**. These codes are used by the system to identify, when importing a file, which card has to be modified or added to the card database. Default add code is "+" and default modification code is "+".

5   Select the **Delete code**. This code is used by the system to identify, when importing a file, which card has to be removed from the card database. Default delete code is "-".

6   Select the **Field separator**. This code will be used to separate the selected fields when importing or exporting data. Usually a comma (,) is selected. Keep this in mind when adding users' last names and first names separated by a commas.

7   Select the **Date format**. The date will be exported or imported according to the specified format. The most commonly used format is YYYY/MM/DD.

*NOTE: The **Use DLL** feature allows you to enable a program that will convert specific card numbers. You may use the **Remove DLL** when you do not wish to enable the program that converts card numbers.*

8 Click **OK** to exist the pattern window and to specify the new pattern name.
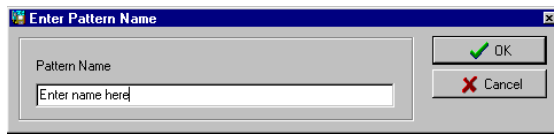
9 Enter the pattern name, then click **OK**. The system automatically returns to the Export/Import CSV file window. The pattern you have just created is displayed in the **Available patterns** list.

10 If you want to add or remove fields from your pattern, double-click the new pattern to edit and make the necessary modifications. Now you can import or export your information using the new pattern you have just created.

Exporting Cards

Your organization may need to export the card database data into another application. You may use a predefined template or create a custom template.

To export data:

1 From the Users menu, select the **Import/Export CSV File** button. The system displays the Import / Export CSV file window.
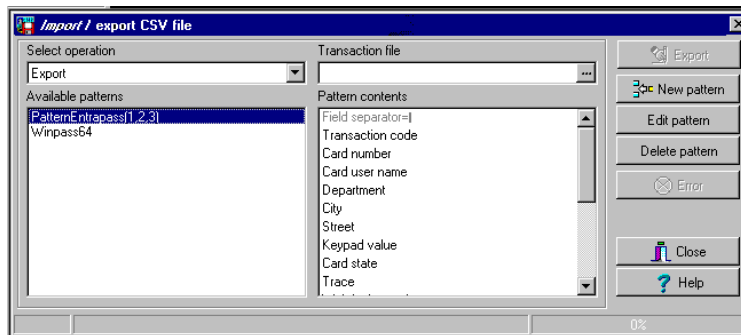
2 From the **Select operation** drop-down list, select **Export**.

3 From the **Available patterns** list (left-hand pane), select the pattern you want to use when exporting cards. If necessary, you may edit the pattern so that it matches the target application pattern, else, you may create a new one. (For more information on how to create a pattern, see "Creating a New Pattern" on page 270).
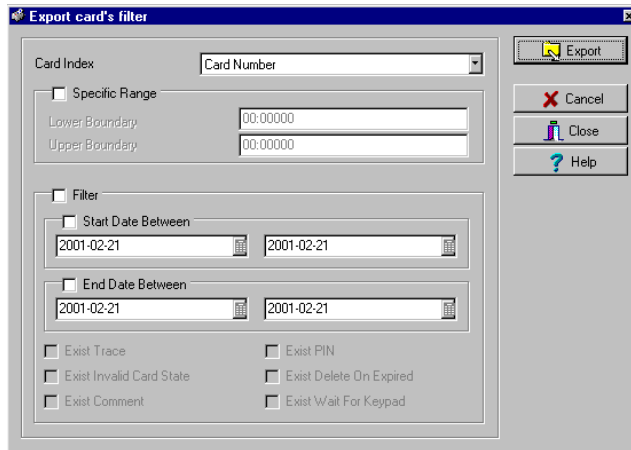
4 From the **Transaction file**, select the folder in which EntraPass will save the card database content. You can open the CSV file in Excel, Notepad, etc.
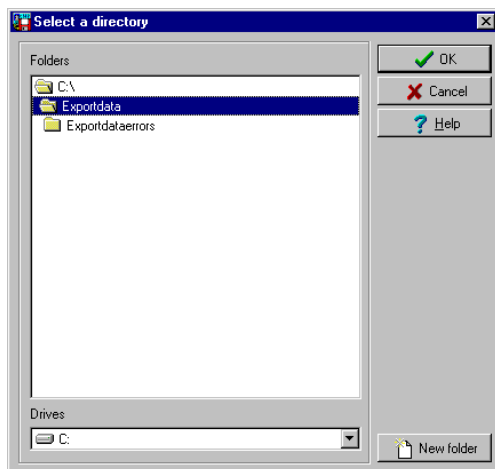
5 Once you have selected/created an export folder, click OK to return back to the Import / Export CSV file window.
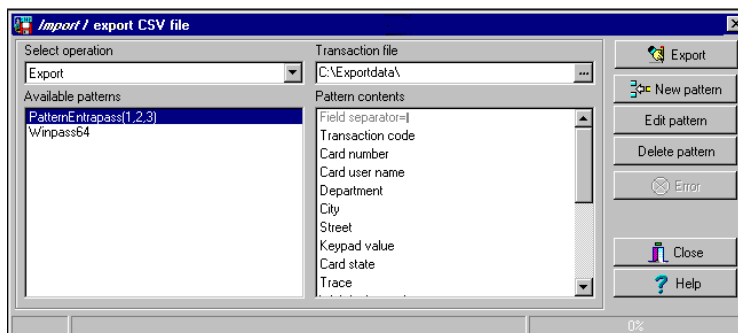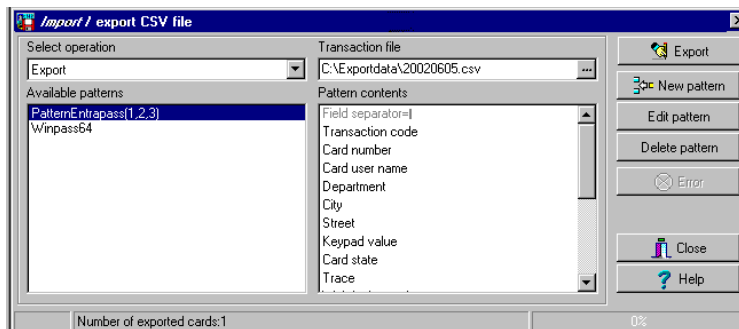
6 Click ▭ 🔧 Export ▭; it is enabled once the transaction file is selected. The system displays a window allowing you to filter the cards you want to export.

NOTE: For cards to be included in your file, they must match all the selected filters, if one or more filters are not matched, the card will not be included.

7 In the Export Card's filter window, specify the cards you want to export. Once you have made all your selections, click the **Export** button. The Import / Export CSV file window appears.

*NOTE: The Transaction **file** field shows the target file name and location. By default, the export file is saved in the specified folder (Exportdata, in this example). The status bar (lower part of the window), shows the number of imported cards (1, in this example). The default name is YYYYMMDD.csv. You can open the target file with Notepad for instance.*

Importing Cards

1 From the **Users** menu, select the **Import/Export CSV File** icon. Then select Import from the **Select operation** drop-down list.
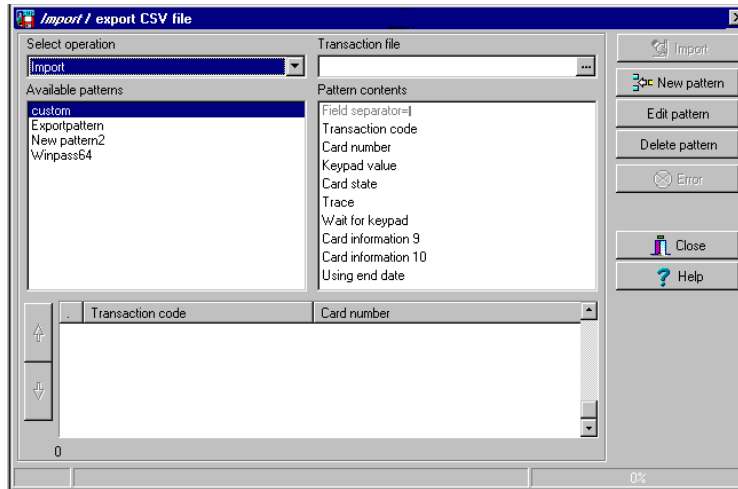
2 From the **Available patterns** list, select the pattern that will be used to import the cards information (for more information on how to create a pattern, see "Creating a New Pattern" on page 270).

3 From the **Transaction file** pull-down menu, browse your hard drive to the CSV file that contains the data to import into the card database, then click **Open.**
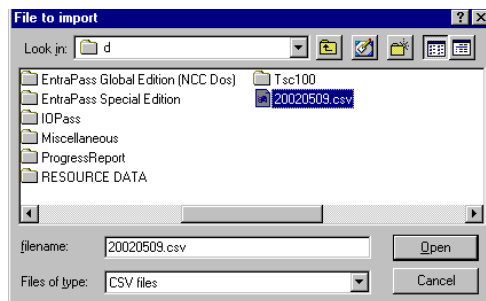
4 Select the **CSV file to import**, then click **Open**. The Import / export CSV file window appears.
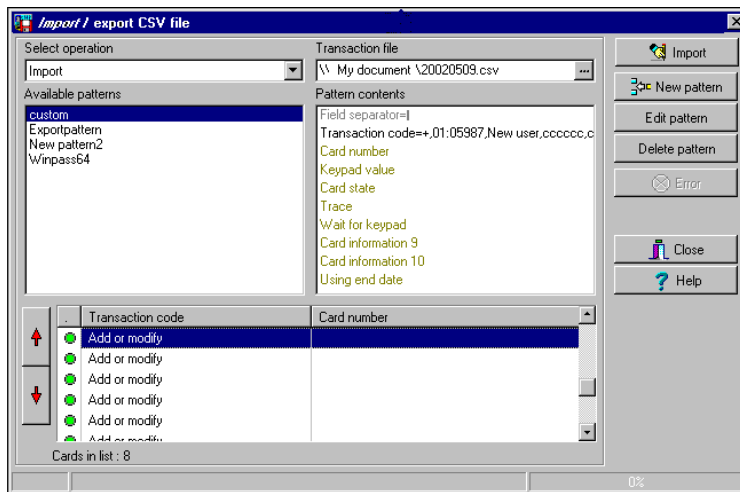
NOTE: *The system scans the file to be imported; then it displays the results using a color code. Each entry is identified by a color flag. A yellow or red flag identifies an entry in error. Errors are frequently caused by the patterns. You have to select another pattern or edit the pattern you are using so that the pattern entries have to match the source file entries. There may be errors also even if the transaction code is identified by a green flag.*

5 If no errors are present (or once you have corrected errors), click [⚙ Import] to complete the operation.

Correcting Import/Export Errors

The CSV Import/Export feature imposes a number of rules: each field contains a specific value format that has to be respected. For example, the card state field will only accept the following values (0=valid, 1=invalid, 2=stolen/lost). The pattern used has to match the pattern used by the source file.

The present section will assist you in correcting import/export errors.

To correct import/export errors:

1 Click the **Import or Export** button to start the transaction (the following example illustrates a case of importing CSV data). The lower part of the window displays the number of cards in the list.
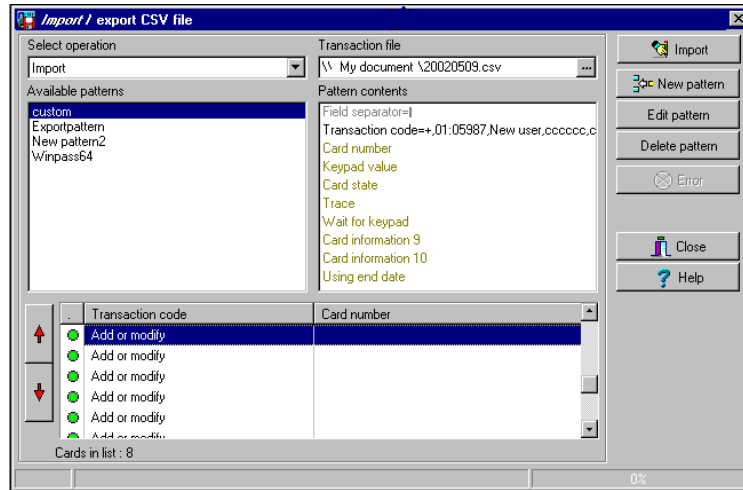
NOTE: *Although entries in the* **Transaction code** *column are identified with a green flag, the* **Card number** *column is empty. This indicates problems in the pattern conversion.*

2 Click [Import].

NOTE: *The* **Error** *button is enabled because the system encountered problems during the import transaction.*

3   You may click the **Error** button to display information about the error. The Process error window shows that the pattern used is invalid.
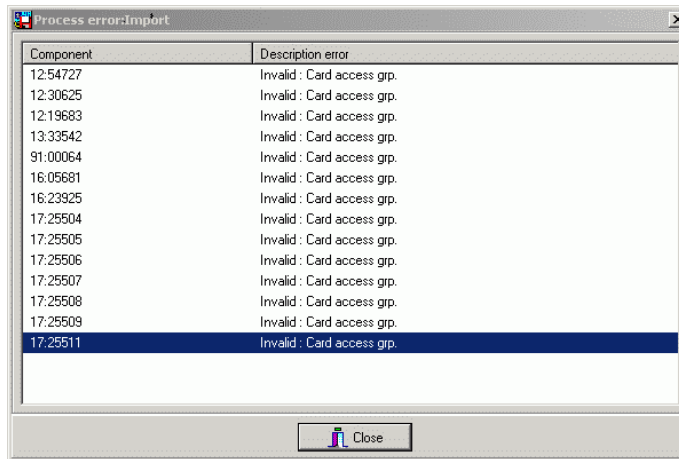
4   Click the **Close** button to go back to the Import Export window.
5   In the Import/Export CSV window, double-click the pattern you have used for the Import transaction (Custom, in this example).
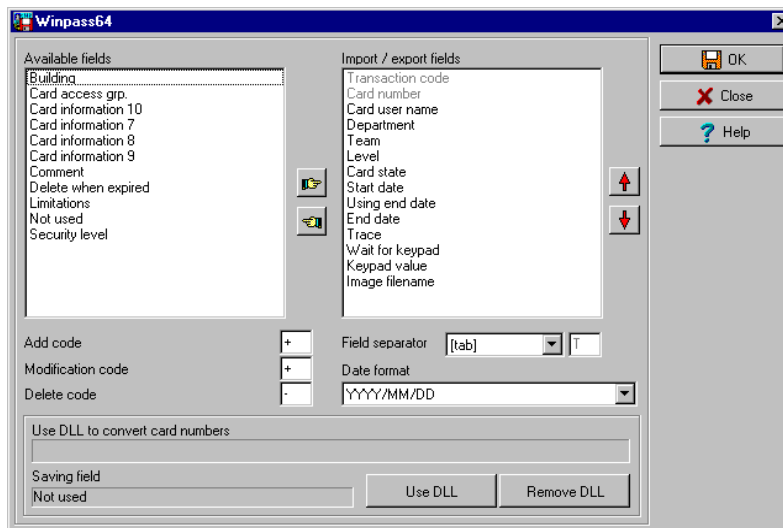
6　From the **Field separator** drop-down list, select **Comma** as the field separator, then click **OK.** The Card number field contains data. This indicates that the import transaction will be successful.
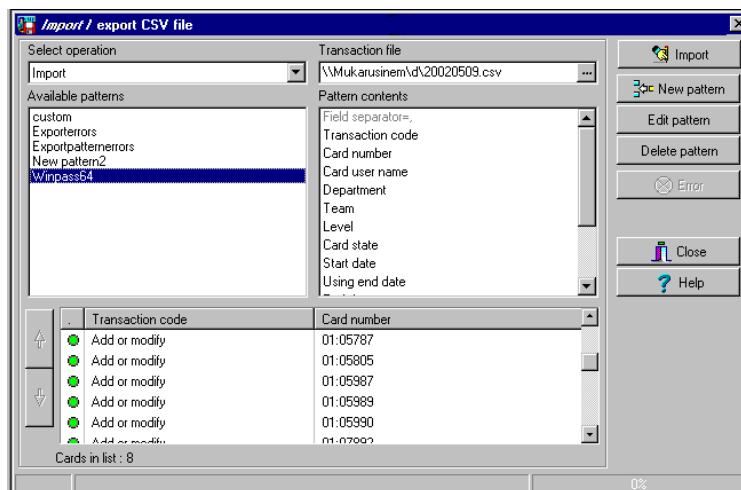
Chapter 9 • Creating Groups

It is useful to create groups so that operators can perform modifications on a group of components or other system functions.

NOTE: Each system component has to be defined before it can be included in a group.

You can create:

- Controller groups
- Door groups
- Relay groups
- Input groups,
- Access level groups
- Floor groups

Creating a Controller Group

The Controller group menu is used to group a number of controllers of the same site. The controller group can later be used to perform manual operations on controllers, for instance (i.e.: reload).

To create a controller group:

1 From the Groups window, select the **Controller** icon.
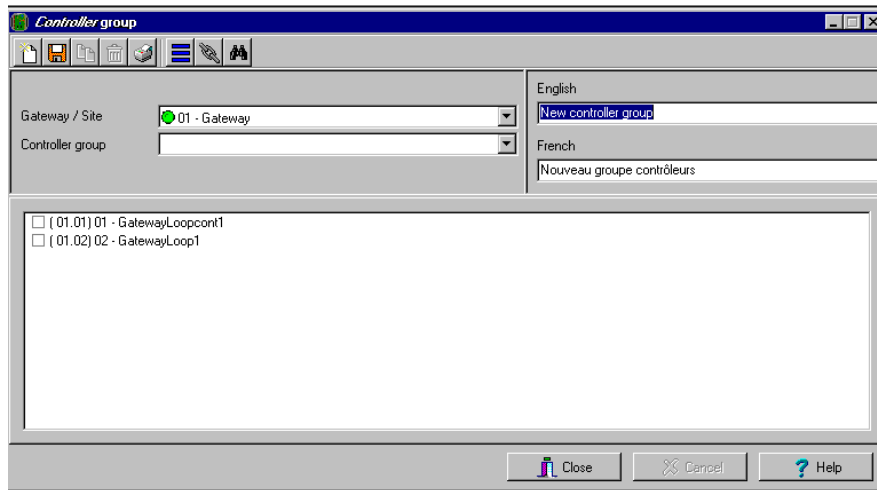
2 Select the **View hierarchy** button to display all the sites defined in the system.

3 From the **Gateway/Site** drop-down list, select the site or gateway from which you want to group controllers.

4 To create a new group of controllers, click the **New** icon. To modify an existing group, select one from the **Controller group** drop-down list, then enter the necessary information in the language section.

5 From the list of controllers connected to the selected site, check the controllers that are to be assigned to the group.

NOTE: For more information on controllers, see "Configuring Controllers" on page 92

Creating a Door Group

The Door group menu is used to group doors of a specific site. The door group can later be used to carry out manual operations such as unlocking a group of doors.

To group doors:

1 From the Groups window, select the **Door** icon.
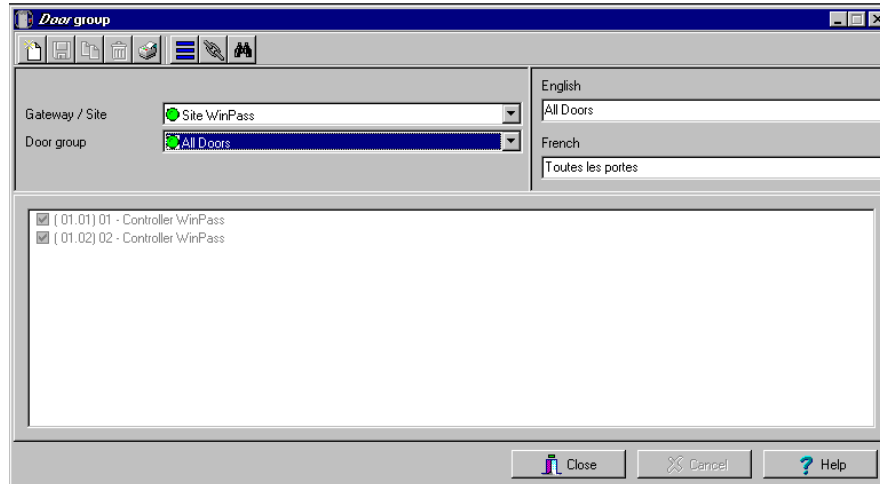
2 Select the **View hierarchy** button to display all the sites defined in the system.

3 From the **Gateway/Site** drop-down list, select the site or gateway from which you want to group doors.

4 From the **Door Group** drop-down list, select a door group you want to modify or click the **New** icon to create a new group, then enter the necessary information.

5 From the **Door list**, select the doors that must be assigned to the group.

NOTE: For more information on doors, see "Configuring Doors" on page 107.

Creating a Relay Group

The Relay group menu is used to group relays of a specific site. This relay group can later be used to carry out manual operations such as temporarily activating relays.

To create a relay group:

1 From the Groups window, select the **Relay** icon.
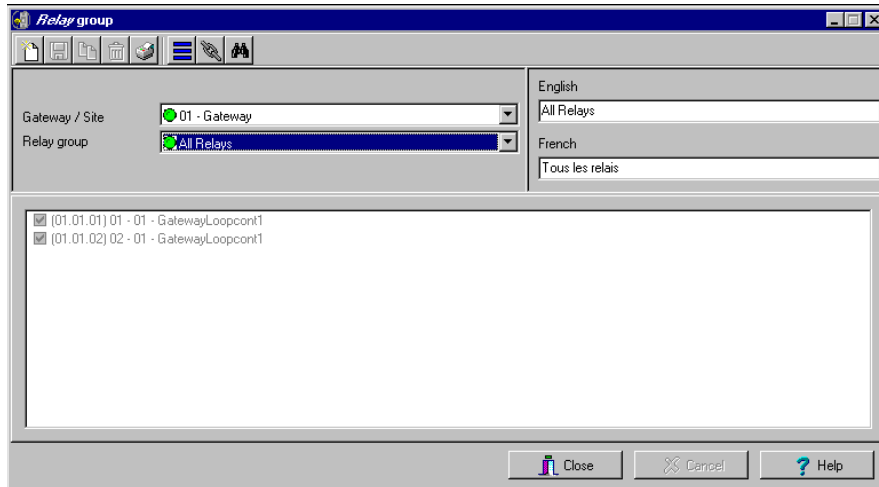
2 Select the **View hierarchy** button to display all the sites defined in the system.

3 From the **Gateway/Site** drop-down list, select the site or gateway from which you want to group relays.

4 From the **Relay** group drop-down list, select a relay group or click the **New** icon to create a new group; then enter the necessary information in the language section.

5 From the **Relay** list, select the relays that must be assigned to the group.

NOTE: For more information on relays, see "Configuring Relays" on page 121.

Creating an Input Group

The Input group menu is used to group inputs of a controller site.

This input group can later be used to carry out manual operations such as shunt on inputs.

To group inputs:

1 From the Groups window, select the Input icon.
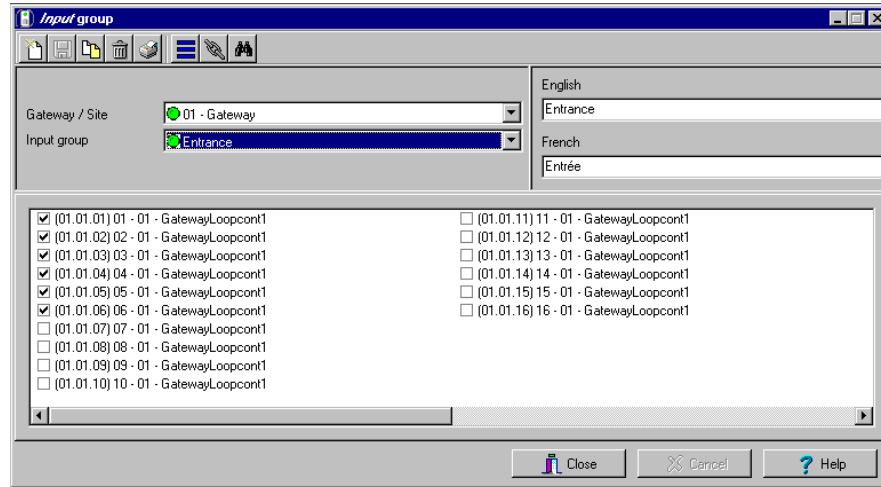
2 Select the **View hierarchy** button to display all the sites defined in the system.

3 From the **Gateway/Site** drop-down list, select the site for which you want to group inputs.

4 From the **Inputs** group drop-down list, select an existing group to modify it, or click the **New** icon to create a new group; then enter the necessary information in the language section.

5 From the **Inputs** list, select the inputs that must be assigned to the group.

NOTE: For more information on inputs, see "Configuring Inputs" on page 123.

Grouping Access Groups

The Access level group menu is used to group access levels of the same site.

To group Access groups:

1 From the Group window, select the **Access level group** icon.
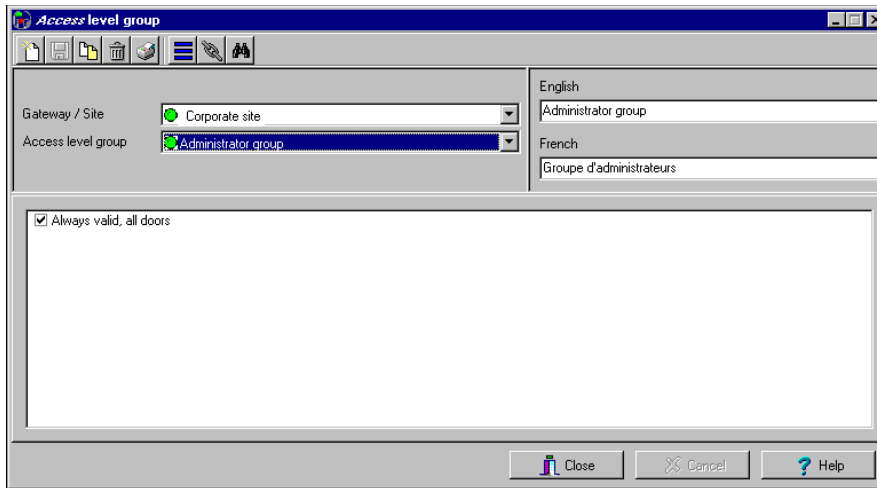
2 Select the **View hierarchy** button to display all the sites defined in the system.

3 From the **Gateway/Site** drop-down list, select the site or gateway from which you want to group access levels.

Creating a Floor Group

This menu is used to group the floors that were created in the floor definition menu. Floor groups are also used for various operations in the system such as: manual operations (unlocking schedules), access levels, etc.

To group floors:

1   From the Groups window, select the **Floor/Elevator door** icon.
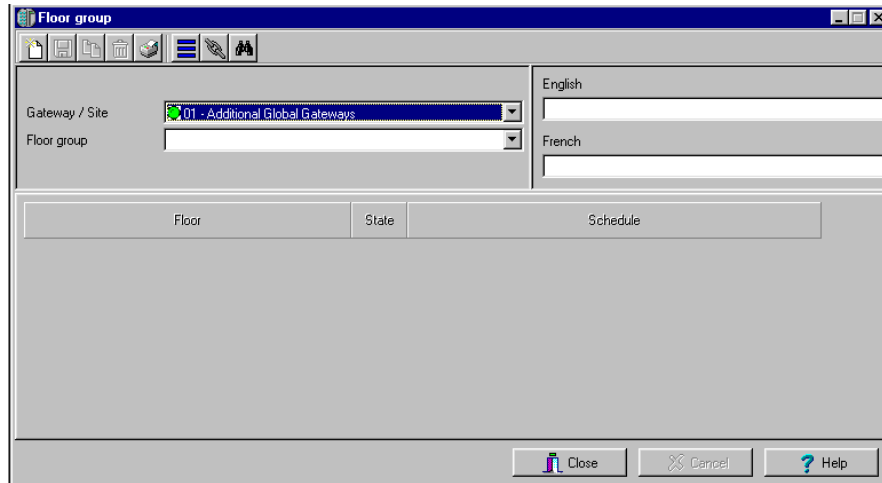
2   Select the **View hierarchy** button to display all the sites defined in the system; then from the **Gateway/Site** drop-down list, select the site or gateway from which you want to group the floors.

3   From the **Floor group** drop-down list, select an existing group if you want to modify it; or click the **New** icon to create a new group. Then enter the name of the group in the language section.

4   From the list of defined floors that is displayed by the system, check the **State** column for the Floors you want to include in the group. Only floors that have the **State** field selected will be enabled when:
   • A manual unlock operation is done, or
   • An "input" is programmed, for example, as a push button to enable floors for visitors (**Devices** > **Input** definition menu > **Elevator** tab),
   • Cardholders present their card to the card reader to enable floor selection when the controller is operating in stand-alone mode (due to communication failure). Only the floors marked with an "X" are available for selection.

5   Only floors that have **State** selected will be enabled when:
   • A manual unlocking operation is done, or

- An "input" is programmed, for example as a push button to enable floors for visitors (input definition menu - elevator tab),
- Cardholders present their card at the card reader to enable floor selection and the controller is operating in "stand-alone" (due to communication failure). Only the floors marked with an "X" will be available for selection

Chapter 10 • System Status

The **Status** menu allows system operators to view the status of various devices and components of the access system:

- The **Connection list** button provides information regarding applications connected to the server (operator name, local identification, etc.).

- The **Text status** button allows operators to view, in text, the status of EntraPass applications, gateways, sites, controllers (KT-100, KT-200, or KT-300), doors, relays, inputs. The status displayed depends on the controller installed.

- The **Numerical** button allows operators to view the statistical status of all components, by gateway. For example, you can view the number of inputs in an alarm.

- The **Graphic** button allows operators to display the graphic status of a controller.

- The **Video Server** button allows operators to display the statuses related to the EntraPass Video Vault process.

- The **Database status** button provides information on the database structure. In addition, an operator can perform configuration operations or manual commands from the database window.

Connection List

The Connection list feature displays details about a selected application, such as: operator name, last query date, local identification number, etc. It is also used to verify if EntraPass applications are connected to the server.

To view the system connection list:

1 In the Status window, select the **Connection** icon . The **Connection list** window   appears.
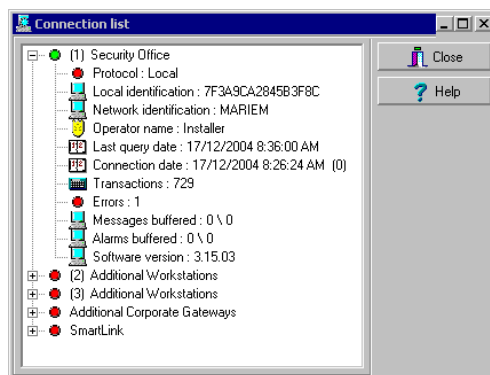
- • The **Red** circle indicates that the EntraPass application is not connected to the server
- • The **Green** circle indicates that the EntraPass application is connected to the server.

2 Select a specific EntraPass application for which you want to display the status. Click the "+" sign to see detailed information about an application; to see if an operator is logged on, for example.

- • **Protocol**—Identifies the protocol (language) used to communicate with the server. The protocol is used to inform the system on how the information is shared between computers.
- • **Local identification**—Identifies the label of the application on the network. This name is used by the server to identify your application.
- • **Network identification**—Provides the IP address of the application on the network or NetbEUI name.
- • **Operator name**—Displays the name of the operator currently logged on this application. The operator name is used for many purposes, such as to identify who performed a modification to a card, who acknowledged an alarm, etc. For information on modifying the operator name, see "Operator Definition" on page 302.
- • **Last query date**—Displays the time the application last polled the server. The server and application exchange information on a regular basis.

- **Connected date**—Displays the date and time at which this application started its connection with the server. This date will be used to generate an event and kept in archives.
- **Transactions**—Displays the number of requests performed by the application (number of exchanges with the server), i.e. report queries, for example.
- **Errors**—Displays the amount of errors encountered by the application. This field will reset when the application is shutdown.
- **Messages/Alarms buffered** (0/1)
  - 0: the number of messages/alarms buffered for this application on the server when the application is off-line (not in communication). This number will reset to "0" when the application connects to the server and messages are sent.
  - 1: the number of messages/alarms that were sent to this application since the Server is operational. If the Server is shutdown, this number will reset.

NOTE: The server holds a maximum of 60,000 messages and 60,000 alarms per workstation (default: 5,000) in the buffer. You can modify these settings through the Workstation Definition menu. You can also specify if newer or older events should be buffered. Events will be buffered only when the workstation is off-line (not connected to the server); and when the fields "Apply operator parameters for messages" and "Apply operator parameters for alarms" are not selected (for more information, see "Configuring EntraPass Applications" on page 54).

Text Status

The **Text status** allows an operator to display the status of a selected component (and sub-components) as well as all the characteristics associated with this component in a text form. This menu option applies to all the system devices: applications, gateways, sites, controllers, doors, relays and inputs. The text window contains additional buttons/icons that assist operators in their tasks:

- The first eight buttons represent system devices (Workstation, Gateway, Site, Controller, Door, Input, Output **Summary / Detailed list**—The magnifying glass icon is used to display components that are not in normal condition. It displays a summary list or a detailed list.
  - Summary: shows the components that are not in normal condition
  - Detail: shows all the components in any condition.
- **Stop display**—This button is used to stop the display when the information is taking too much time. It cancels or interrupts the process.
- **Refresh**—Refreshes the status of the selected components.
- **Print**—Use this button to print the displayed status. You can preview your report before printing it.

To display a component status:

1 From the Status window, select the **Text Status** button . The **Text status** window appears.
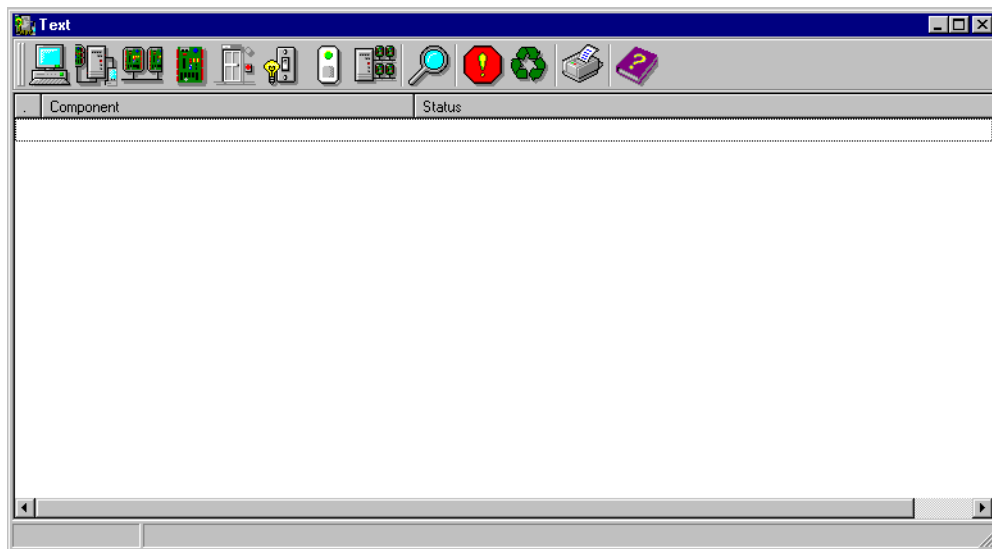
2   In the Text window, select the icon of the component for which you want to view the status. If you select the **Workstation** icon, the system displays the list of the EntraPass Applications defined in the system.
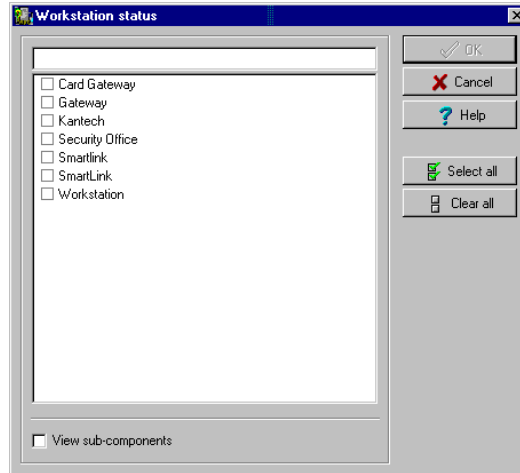
3   You can check the EntraPass application you want to display the status or enter a few characters of the component name (field at the top) for the system to searched in the database. For example, you can enter "Sec" for Security Office. The system will highlight the first name containing the entered characters. You may also click the **Select all** button to select all the EntraPass applications; or select specific components by clicking in the checkboxes next to each component name. The **Clear all** button removes the check marks from the selected components. Click **Cancel** to return to the previous window without any selections or changes.

4   You may check the **View sub-components** box (lower part of the window) to display detailed information on the sub-components linked to the selected component. For example, if you selected a controller, all its components (doors, relays, inputs) with appropriate status will be displayed on the window if this option was checked. For more focus in one window, filter doors, relays or inputs by site.

5   Click **OK** to return to the previous window and apply your selections.

*NOTE: The **Magnifying glass** button ( )is used to display components that are not in normal condition. When it is in a "summary" position, only components that are not in normal condition will be displayed; the "detailed" position, displays a full status of all components.*

Numerical Status

This menu allows an operator to view the number of components in a "not normal" state for a selected gateway.

To view the numeric status of a specific gateway:

1   In the Status window, select the **Numerical status** button . The **Numerical** window appears.
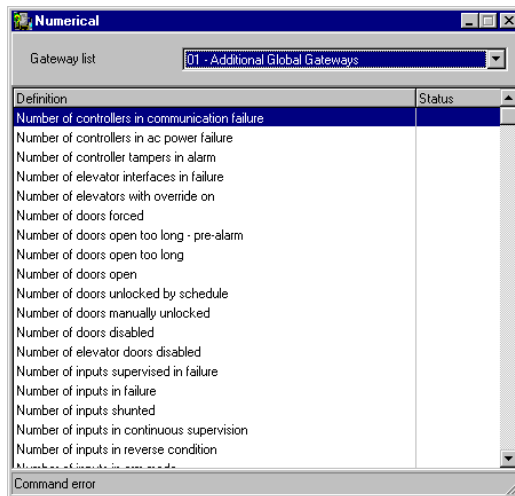
2   From the **Gateway** drop-down list, select the gateway for which you want to display the status. The system displays the number of cards for that gateway, the number of inputs in alarm, the number of relays manually activated, the number of doors forced open, etc. This can be very useful if you need to find out how many cards are defined.

Graphic Status

This feature is used to display a graphical status of a door controller, including the status of all its components (outputs, inputs, power supply status, communication status, etc.) represented by colored shapes (circle, square, etc.).

- An ellipse shape represents the controller
- A circle represents a door
- A square represents a relay
- A rectangle represents an input. Rectangles may be horizontal (KT-200 and KT-300) or vertical (KT-100).

To view a controller status:

1 From the **Gateway** drop-down list, select the gateway on which the controller to display is located. You may select "All gateways" to display all the controllers in the list.

2 From the **Controller** drop-down list, select the controller for which you want to display the status.
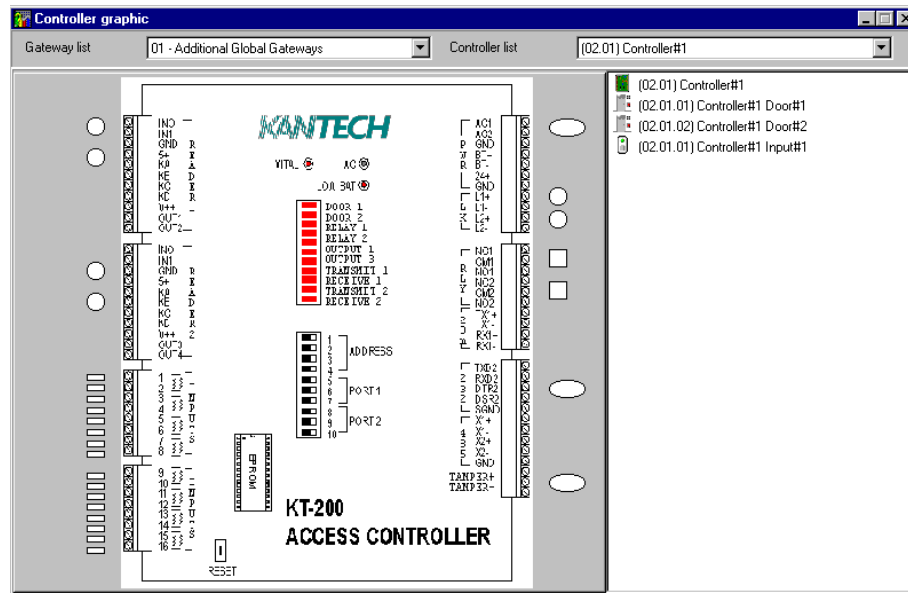
NOTE: The displayed graphic depends on the type of the controller selected.

3 To find out which items are represented by a colored shape, move the mouse over a colored shape. The item highlighted on the right-hand (in the list) identifies the component.

4 Select a controller from the **Controller list** drop-down list (right side of the window), double-click the item on which status is required.

- **Red**—The component is "Supervised" and "in a trouble state".

- **Green**—The component is "Supervised" and "in normal condition".
- **Yellow**—The component is "Not Supervised" and "in a trouble state".
- **Gray**—The component is "Not Supervised" and "in normal condition".
- **Blue**—The relay is activated (by an event or an operator).

NOTE: If there's more than one controller site per gateway, the numbers between parentheses (xx) indicates the controller number and the following numbers (xx) indicate the component number.

Video Server Status

This feature is used to monitor video servers' statuses related to the EntraPass Video Vault archiving process. The **Video Server** option can be accessed from the **Status** tab. The Video Server window lists all video servers and their statuses.

To View Video Server Status

1 Click the **Video Server** icon under the **Status** tab. The Video Server window will open and display all video servers and their statuses.
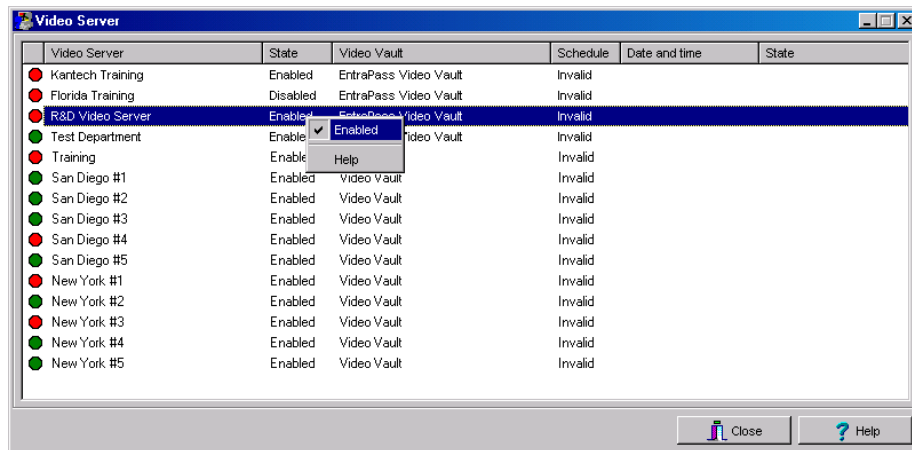
- • **State:** Enabled/Disabled video archiving
- • **Video Vault:** Linked to the EntraPass Video Vault
- • **Schedule:** Valid/Invalid archive schedule state
- • **Date and Time:** of the last transaction for this video server with the EntraPass Video Vault
- • **State:** Description of the las transaction for this video server with the EntraPass Video Vault.

To Enable/Disable Video Archiving

1 Right-click the server for which you want to enable/disable the video archiving process.
- • In the contextual menu, select **Enable** to activate the archiving process.
- • In the contextual menu, select **Disable** to interrupt the archiving process.

Database Status

This window displays the status of the components within the database while browsing the database structure. The system displays all applications (connected or not), the Gateway, controller sites, etc.

You can also perform manual operations directly from the window and edit components in order to modify their configuration.

To view information about the database:

1   From the Status window, select the **Database** icon. The Database window appears.
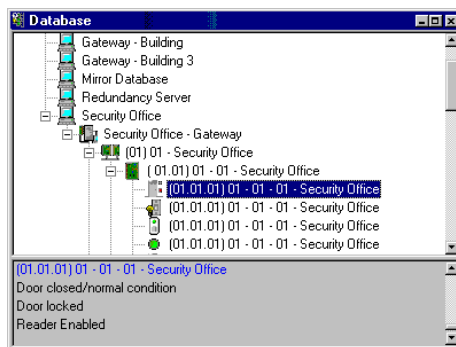
NOTE: The icon identifies the type of component.

2   In the Database window, select the application you want to view the database. The lower part of the window displays the actual status of the selected component as well as its full name.

3   Select a component to modify its definition directly from the Database window. For example, if you have selected a door, right-click the door to display a shortcut menu.

4   Select a command in the cascading sub-menu; select a menu option.
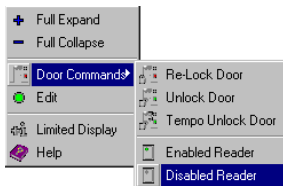
NOTE: The command list varies according to the selected component.

5   Make your modifications to return to the Database status window. The **Right-click** shortcut menu offers the following options:

- **Full expand—**This feature allows you to fully expand the tree status and view all components. Only applications that are connected to the server will display a "+" sign.

- • **Full collapse—**This feature allows you to fully collapse the tree status and hide all components of the root component.
- • **Edit—**When you select an assigned component (i.e.: input) and click edit, the system will edit the definition window so you can modify its definition and when finished, return to the window you edited the component from.
- • **Limited display / No limited display—**When you click on a physical component, the bottom part of the window displays its status.
- • By selecting **Limited display**, the system will erase the previous status and display the status of the next selected component.

NOTE: The icons on the left side components indicate the component type.

Chapter 11 • System

Use the **System** menu to define parameters for systems operators, security levels, event parameters, instructions, and message filters. This menu allows you also to view the EntraPass database structure.

You will define system parameters as follows:

- **Operator**: user name, login name, password settings for EntraPass operators
- **Security level**: use this menu to grant or deny access permission on system logical and physical components
- **Event parameter**: use this menu to define priority, color, schedule (display, printing schedule, acknowledgement) for system events
- **Instruction**: use this menu to create instructions for alarm messages and SmartLink applications
- **Message filter**: Use this menu to direct event messages from a specific EntraPass application to another EntraPass application and to define sort criteria for messages that are sent to the Filtered Message desktop.
- **Database structure**: Use this menu to display EntraPass physical and logical components and to edit or sort system components.

Operator Definition

Use the **Operator** menu to define system operators and to determine their security level and privileges. An operator is responsible for issuing cards, carrying out manual operations on system components, requesting reports, arming the system, etc.

For security reasons, each person using and accessing the system database should have his/her operator defined to ensure that each action performed in the system will be traceable. You need to create at least one operator account or modify the pre-created accounts in order for the operator to use and operate EntraPass and to receive event messages.

There are three default operators created in the system. These are associated with three levels of access rights:

- Installer (login name and password are kantech): Full access to view, modify, delete, print components.
- Administrator (the login Kantech1 and the password kantech): Medium access with limited access to some system menus.
- Guard (login Kantech2 and password are kantech): Limited access to system menus.

NOTE: You can define operators using the default operators or you can create new operators. For details about operators' security levels, see "Security Level Definition" on page 306.

To create or edit an operator:

1 From the **System** tab, select the **Operator** icon to open the Operator window.

NOTE: The upper right-hand corner shows the last EntraPass workstation where the operator logged on and the last login date for the operator who is logged on.

2 Enter the operator name in the **Name** field. The operator name is composed of a maximum of 40 alphanumeric characters (including spaces).

3   Enter the operator **Login name**. This is a descriptive name composed of 6 to 20 alphanumeric characters (including spaces).

NOTE: On login, operators must enter their login name followed by their password in order for the system to validate their access. The login name is displayed in the events' details when operator events are generated (i.e. manual operation, login, logout, etc.).

4   In the **Password** field, enter the password that will be used to login with the login name. The password is alphanumeric and consists of a maximum of twenty characters (minimum seven characters). The password is not displayed nor printed, the system displays the password as asterisks.

*NOTE: The password is **case-sensitive** - make sure that all operators are aware of this.*

5   In the **Password Confirmation** field, enter the operator password again for confirmation using the proper case. If this password is not identical to the one entered in the password field, an error message will appear.

6   In the **Language** section, check the appropriate option for the display language for this operator. If you change the display language, it will be effective only when the operator logs out and logs in again. When an operator logs out and exits an application, the next operator who logs on the application will see the startup window in the language of the last operator.

7   In the Privileges section:

• Select the **Auto acknowledge** option. If this option is selected, the **Manual** button is added to the Alarms desktop (see Chapter 12 'EntraPass Desktops' on page 337). The operator can decide to manually or automatically acknowledge events. This is an operator privilege.

• Select the **Bypass workstation message filter** option, if applicable. When this field is selected, the basic workstation configuration will be ignored and the operator will receive events from all workstations and gateways.

• Check the **Privileges** option if you want this operator to view hidden cameras. For camera definition: **Video** > **Camera** > **Show camera** option

• **Automatic video display**: this option tells the system to automatically display video clips on an alarm event for the operator who is logged on. If the Alarm desktop is configured and open, the video is automatically displayed. If the alarm desktop is not open, the system checks the video display settings for this workstation (**Devices** > **Messages 2 of 2**, **Disable autodisplay of video views**, if this option is not checked, the system checks the video view settings for this operator: **Operator** > **Automatic video display checkbox**.

*NOTE: The **Bypass workstation message filter** option is a privilege granted to operators. It allows them to receive all events regardless of which workstation they are logged into at the time. If this option is selected and the **Apply operator parameters for messages** and **Apply operator parameters for alarms** options of the Workstation definition are also selected, then the basic configuration will be ignored and events will be filtered according to the security level of the operator who is currently logged into the workstation.*

8 Click on the **Security** tab to set operator access parameters.
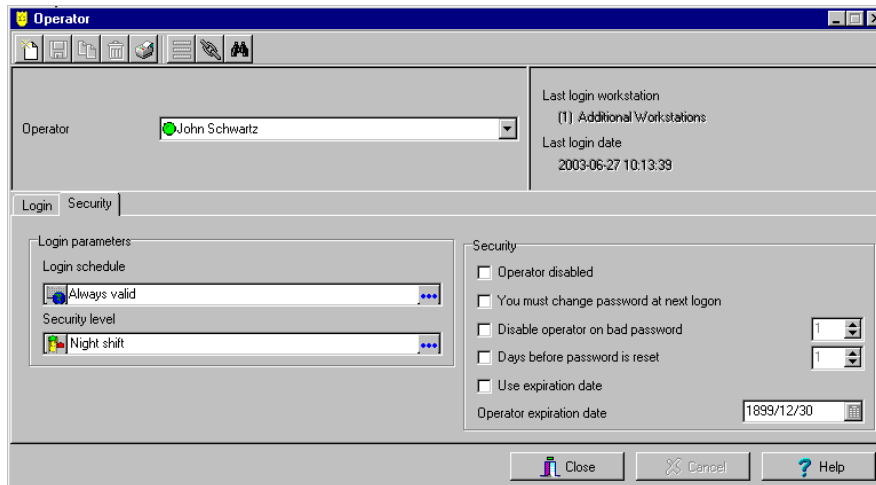
9 From the **Login Schedule** pull-down menu, select the schedule during which the operator will be allowed to login into the system. You may want to create a specific schedule for an operator (**Definition** > **Schedule**), and then assign the schedule to the operator.

*NOTE: To allow an operator to logon to different EntraPass applications or to the EntraPass Server select the field Allow login on application and/or Allow login on server (**System** > **Security Level** > **Miscellaneous** tab).*

10 From the **Security Level** pull-down menu, select a security level that will determine which components an operator has access to. A security level consists of menus through which an operator can modify the database, create components, view system components and events, etc.

NOTE: It is possible to define up to 250 custom security levels; the system offers 3 built-in security levels (Installer, Administrator and Guard) on configuration. The default configuration for Installer permits access to all system commands. The Installer must program other security levels to limit operator access to menu commands and/or options.

11 Access the **Security** section to edit the security features of the currently displayed operator profile:
  - **Operator disabled**: use this feature if you want to suspend or limit an operator access. If you select an operator and then check this box, the selected operator will not be able to run the application.
  - **Change password at next log on**: use this feature if you want an operator to change his/her password at next log on.

- • **Disable operator on bad password**: use this feature to limit the number of retries on bad password. For example, if you set this number to three (3), the operator will be disable after three errors when entering his/her password.
- • **Days before password is reset**: this feature allows to manage operators' passwords. At the end of the number of the days specified in this field, the operator will be prompted to change his/her password.
- • **Use expiration date**: this feature allows you also to manage operators' password. When this feature is checked, you have to select an expiration date (Operator expiration date).
- • **Operator expiration date**: used with the **Use expiration date feature**, the **Operator expiration date** allows you to disable an operator's access at a specified date.

NOTE: Changes to the currently displayed profile will take effect at the next log on attempt.

Security Level Definition

Security levels refer to the permissions granted to an operator to modify the database, create items, view components, print lists or reports, etc. There are three default operators and security levels. It is possible to customize an operator security level; the system allows you to create up to 250 security levels.

NOTE: You have to program the appropriate security levels if you want to limit operator access to commands and/or options of the system menu.

Each default operator has a separate login name, password and a corresponding security level. The password is case-sensitive. These are: Installer, Administrator and Guard.

- **Installer:**
  - **Login name and password**: kantech
  - Security level: By default, a user defined as Installer has full access to all the system menus. He/she can read and edit system components and has unrestricted access to the system.
- **Administrator:**
  - **Login name:** kantech1; password: kantech
  - **Security level**: Administrator. By default, a user defined as Administrator has limited access to a number of the system menus.
- **Guard:**
  - **Login name**: kantech2; password: kantech
  - **Security level**: Guard. By default, a user defined as Guard has limited access to the system menu.

Creating/Modifying an Operator Security Level

Assigning security levels is critical to the system. In fact, if a Security level is given full access to a system menu, operators who are assigned this security level can modify system parameters. Make sure that each operator is given the security level corresponding to his/her tasks.

Items in the Security Level window are presented in a root tree with all components available for selection. This structure makes it possible to target specific components when granting security level for manual operations.

The security manager or an operator with appropriate permissions can easily change or assign a component to a lower level security level by double clicking an item until it changes to the desired color code.

NOTE: Operators will not be able to see items for which they have not been given access.

Each security level is identified by a color: full access (green), read-only (yellow) and no access (red)

NOTE: Security managers or operators can easily change or assign a security level by double-clicking an item to change the color of its adjacent bullet.

To create/modify an operator security level:

1 From the **System** main window, select the **Security level** icon. The Security level window appears with the **Menu** tab enabled.
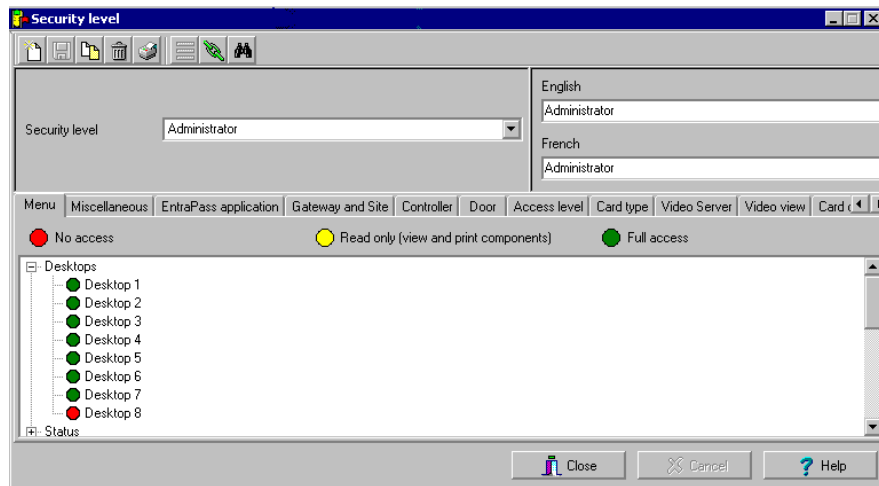
*NOTE: If the Video feature is enabled in EntraPass, the tabs relative to the video feature (such as **Video Server** and the **Video View** tabs) appear in the Security level window.*

2 To modify a security level, select one from the **Security level** drop-down list. To create a new security level, click the **New** button and enter the necessary information in the language section.

3 In the **Menu** window, double-click an item to make it **No access** (red)**, Read-only** (yellow) **or Full access** (green)**.** You can specific components when granting security level for manual operations

Defining Login Options for an Operator

The **Miscellaneous** tab allows you to define: operator login and system display options:

• Operator login options: you can allow or restrict an operator to log on an EntraPass workstation or server

• Active windows that can be kept on the desktop: EntraPass allows operators to keep five active windows on the desktop

- Component display options: components can be displayed with our without their physical address. The physical address can appear on the left or right of the component name.

To define login and display options:

1 Select the **Miscellaneous** tab to define other parameters for the Security level being defined. These include login restrictions and viewing parameters.
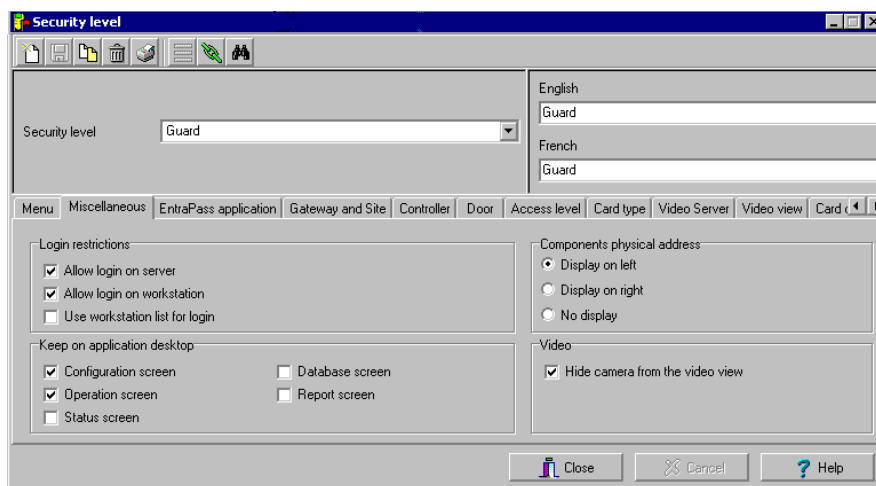
2 In the **Login restrictions** section, select the appropriate login options:
- Select **Allow login on server** to allow the operator to log onto the an EntraPass server (Primary or Redundant).
- Select **Allow login on workstation** to allow the operator to log onto any application in the. To narrow down the list of authorized applications, use this option with the **Use workstation list for login** feature. This option is checked by default when a new operator is created.
- Select the **Use workstation list for login** option to restrict the number of authorized applications for an operator. If selected, the operator will only be allowed to log onto the workstations that are selected in the **EntraPass application** tab. The **Allow login on workstation** option must also be selected.

3 The **Keep on application desktop** section allows users to increase the number of active windows on the desktop. In fact, operators can open five windows at the same time: one configuration window and four windows from the other categories. EntraPass windows are classified in five categories:
- **Configuration screen**: this group includes all the menus that allow an operator to program the system. This group includes such menu items as:
  - User menu (card, Badging, card access group, access level, visitor, card type
  - Definition menu
  - Group menu

- Devices menu
- Video menu
- System menu
- Historical and Time and attendance reports.
- **Operation screen**: this group includes all the Operation menu items and the Video playback option.
- **Status screen**: this group includes windows of the Status menu, Current recording menu and Report state menu.
- **Database screen**: The following menus are included in this category:
  - Option menu (card format, authentication password, select languages, Printers options, Changes date and time, etc.),
  - Items of the User menu (Daypass, batch operations and Import/Export CSV)
  - View Report, Operation on T&A, and View exported videos
- **Report screen**: this group includes Quick Report, Historical and Time and attendance report requests and Video list windows.

NOTE: These options allow operators to keep active four operation windows on the desktop. They can bring to front or send to back the window they want to display, simply by pressing CTRL-F6.

4 In the **Components physical address** section, specify how the component's physical address will be displayed for the security level being defined. This will also affect how components will be sorted.
- **Display on left**—If selected, components will be sorted by their address (i.e. 01.01.01 Controller xyz).
- **Display on right**—If selected, components will be sorted by their component name (i.e. Controller xyz 01.01.01).
- **No display**—If selected, the address will not be displayed (i.e. Controller xyz) and components will be sorted by name.

5 If your are using the Video feature, EntraPass enables you to deny viewing permission to a specified security level by checking the **Hide camera from video views** for the security level being defined.

NOTE: Checking the Hide camera form video view option tells the system to verify access permission to cameras before loading a video view. For example, if the selected operator's security level has access to a video server but not to all cameras defined in the video server and has access to the selected video view, the system will hide the camera that has been un-selected when assigning permission to the video server. For details, see "Limiting Access to a Specific Camera" on page 317.

Filtering Applications Available to an Operator

This feature allows you to filter applications that will be available to Operators assigned the selected security level when viewing or modifying system components. For example, if you

assigned the menu "EntraPass application", only workstation selected in for this security level will be displayed in the EntraPass Application list when the operator who is assigned this security level wants to modify an EntraPass application.

Operator assigned a given security level will not see nor view or modify a specific application if it is not selected in their security level definition.

In the following example, the selected security level (Guard) will not view messages sent by the EntraPass SmartLink application because it is not assigned to their security level.

To filter EntraPass applications available to an operator:

1 From the **Security level** drop-down list, select the security level you want to define/edit. when viewing or modifying components.
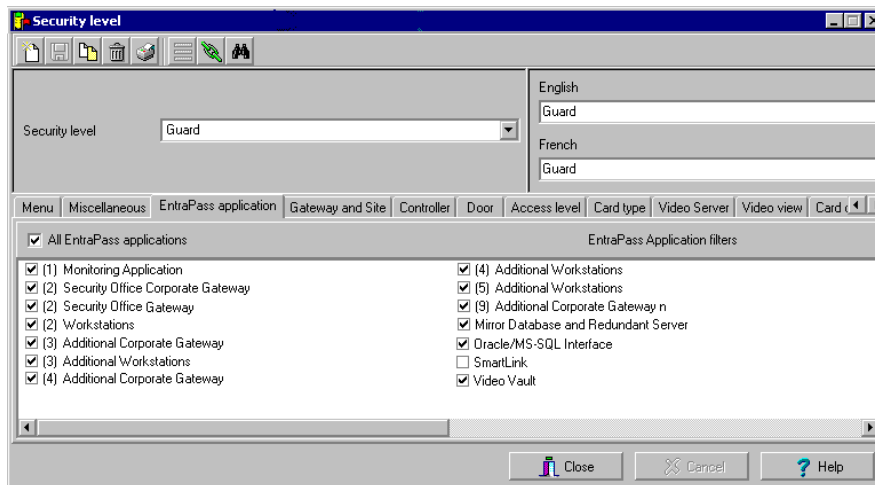
NOTE: When an operator is allowed to use the "Network alarms message desktop (Desktops menu), only alarm events originating from the EntraPass applications and components of the applications that are selected in this window will be displayed. The security level definition acts as a filter for the "Network alarms message desktop".

2 Check the **All EntraPass applications** option if you want the operators assigned this Security level to see all the Entrapass applications defined in the system.

Filtering Gateways and Sites Available to an Operator

As for the EntraPass applications menu, operators assigned a given security level will not see nor view or modify a specific gateway or site if it is not selected in their security level definition.

To filter gateways and sites available to an operator:

1 Select the **Gateway and Site** tab to narrow down the list of gateways and sites that will be available to the operator who is assigned this security level for modifications or normal operations.
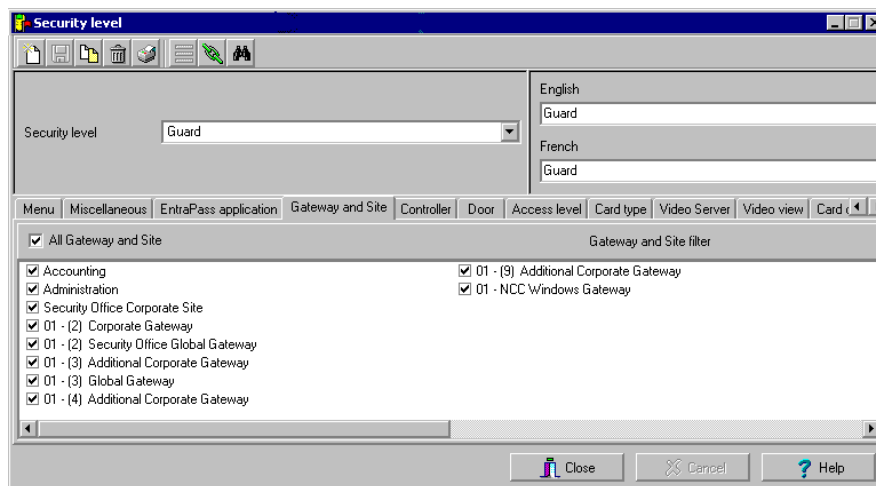
NOTE: *When you select a gateway or site, you **also select all the components** defined "under" or attached to the gateway (i.e. sites, controllers, doors, relays, inputs, outputs, etc.).*

2 Select **All gateways and sites** if you want all the displayed gateways and sites to be available to the operator assigned this security level when modifying doors, relays, inputs, etc. or performing modifications/operations related to controllers. You can also select specific gateways/sites from the displayed list.

Filtering Controllers Available to an Operator

EntraPass allows you the ability to assign to a security level Controllers that will be available for view. To do so, you must select the Operator security level, then select the Controllers tab and check controllers that you to be available for the selected security level.

To filter controllers available to an operator:

1 From the **Security level** drop drown list, select the security level you want to define.

2 From the Security level window, select the **Controllers** tab to assign controllers to the selected security level. The selected controllers will be available for viewing or editing to the operator who is assigned this security level.

NOTE: When you select a controller, you also select all the components defined "under" or related to the controller (i.e. doors, relays, inputs, outputs).Make sure that you have also selected the gateway (Gateway and Site tab) for which the selected controller is defined. If the gateway is not selected, the controller will not be available even if it is selected in the list.

Filtering Doors Available to an Operator

EntraPass allows you the ability to assign to a security level Doors that will be available for view. To do so, you must select the Operator security level, then select the Controllers tab and check controllers that you to be available for the selected security level.

To filter doors available to an operator:

1 From the Security level drop-down list, select the security level you want to define/modify, then select the **Door** tab.
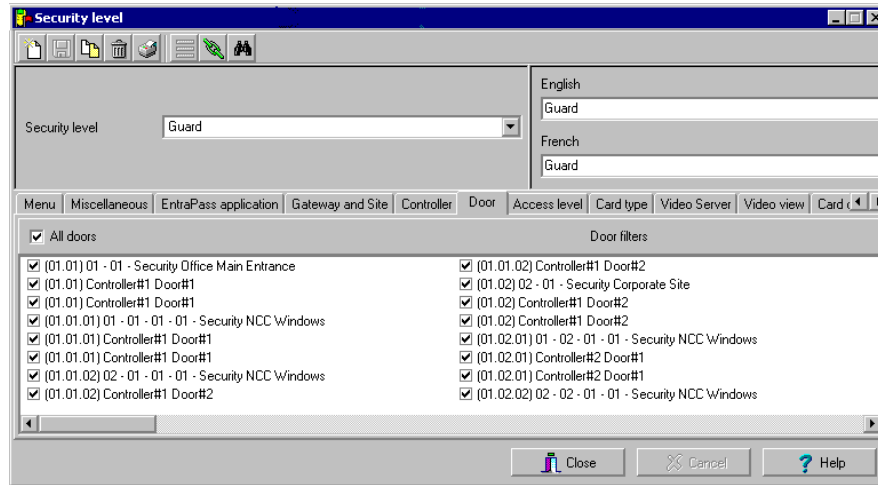
2 Select **All doors** if you want all the displayed doors to be available to the operator assigned this security level when modifying doors, relays, inputs, etc. or performing modifications/operations related to controllers. You can also select only the doors you want from the displayed list.

NOTE: Make sure that you have also selected the controller for which the selected door is defined. If the controller is not selected, the door will not be available even if it is selected in the list.

Filtering Access Levels

Associating specific access levels to a security level allows you to control the access levels that an operator can define or modify. For example, a security guard may have the right to issue cards that are valid for a given door or access level only.

To filter access levels available to an operator:

1 From the Security level drop drown list, select the security level you want to define/edit.
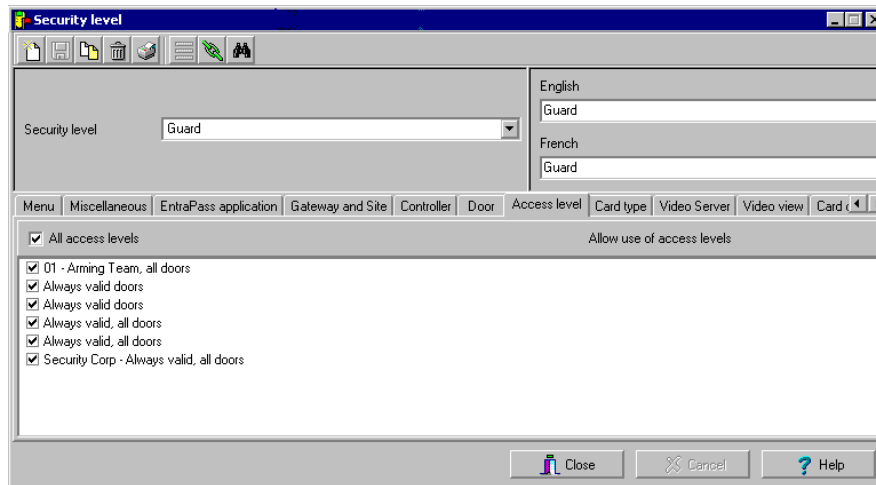
2 Select **All access levels** if you want all the displayed access levels to be available to the operator assigned this security level when creating cards or performing modifications related to access levels. You can also select only the access levels you want from the displayed list.

NOTE: Make sure that you have also selected the gateway for which the selected access level is defined. If the gateway is not selected, the access level will not be available even if it is selected in the list.

Filtering card types available to an operator

This feature restricts the operator action. In fact, card types that are not selected in this menu will not be available to an operator when creating or editing cards. For example, you may decide that an operator with the Guard security level will not be able to issue a specific card type such as Security. To do this, select the Guard security level, then do not select Security when filtering card type for the Guard security level.

To filter card types available to an operator:

**1** From the Security level drop-down list, select the security level you want to define/edit.
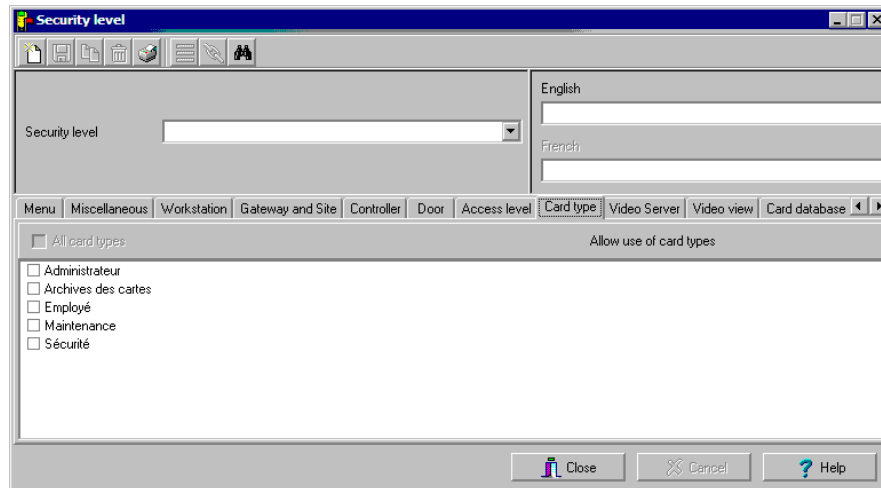
2 Select **All card types** if you want all the displayed card types to be available to the operator assigned this security level when creating cards or performing modifications related to card types. You can also select only the card types you want from the displayed list.

Filtering reports available to an operator

This feature gives operators access to specific reports according to their security level. For example, a System Administrator may have access to all the reports that can be generated whereas the Guards' Supervisor may only have access to all Guard Tour related reports. The reports will be generated from the **Archived Message list** on the workstation desktop. Once the reports have been assigned to security levels, operators will only have access to reports that correspond to their security level.

To filter reports available to an operator:

1 From the Security level drop-down list, select the security level you want to define/edit.
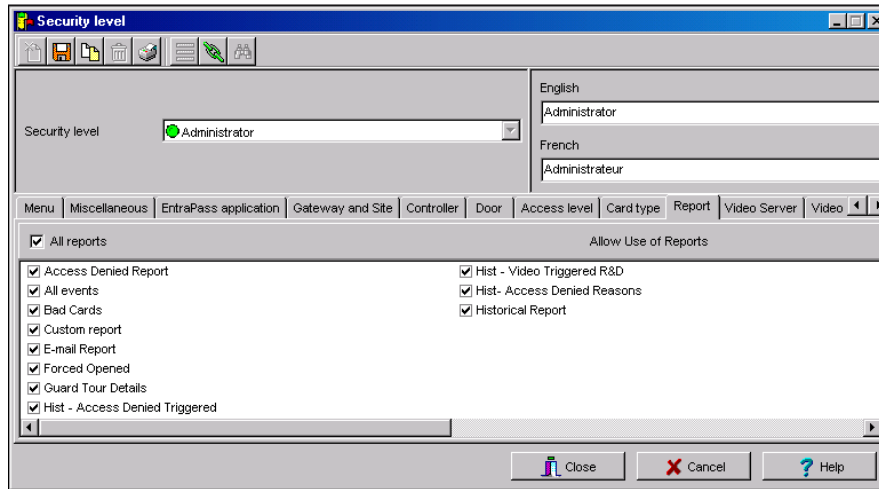
2 In the **Report** tab, select the reports you want to assign to the selected security level. Or, check the **All reports check box** if you want to give full access to all reports to the operator assigned this security level. You can also select only the card types you want from the displayed list.

Filtering Video Servers

The security level menu allows you to assign or limit operator access to specific video servers and cameras. For example, even if a security level has access to a video server, you still have the ability to restrict access to a specific camera. This feature makes it easier to define or modify permission for accessing a video server, a video view or other video menu items by double-clicking the colored bullet next to an item: green: full access; yellow: read-only; and red: no access. The video server, video view and video trigger menus offer the three access options. For other video menu items such as Recording parameters, video event list, current recording, video desktop, etc., only the no access and full access options are available.

To filter Video Servers:

1   From the **Security level** drop-down list, select the security level you want to define/edit, then select the **Video server** tab.
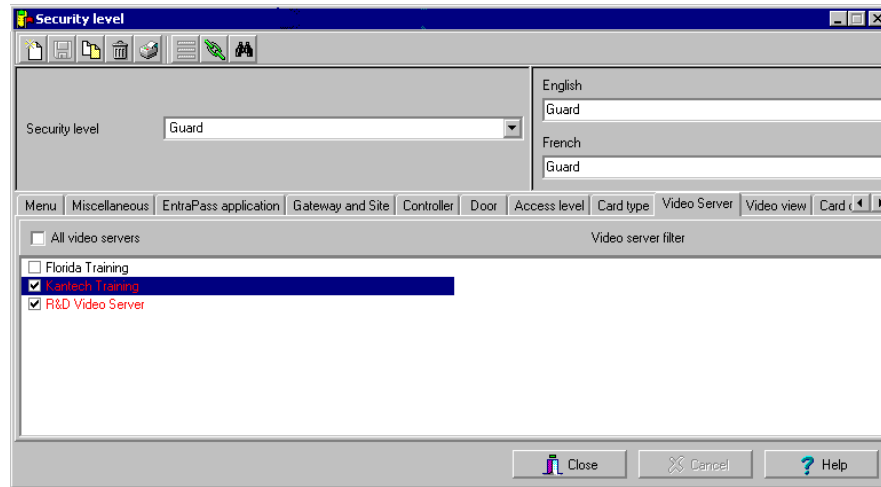
2   Check a specific video server, or check the **All video servers** option if you want the selected security level to have access to all video servers defined in the system.

NOTE: To filter video views available to an operator, the operator's security level must have access permission to the video server associated with this specific video view. For example, if operators are granted access permission to a video view but if their security level does not have access to the video server where the video view is defined, the video view will not be available to operators with this security level.

Limiting Access to a Specific Camera

EntraPass offers the ability to grant permission to a video server and still restrict access to its cameras.

*NOTE: If you want the operator not to view the camera for which he/she does not have access, you must check the **Hide camera from view** option when defining the security level. Checking this option will hide the camera from the video view even when the operator has full access to the video view in which the camera has been defined.*

To restrict access to cameras:

1   From the Security level window, select the **Video server** tab.
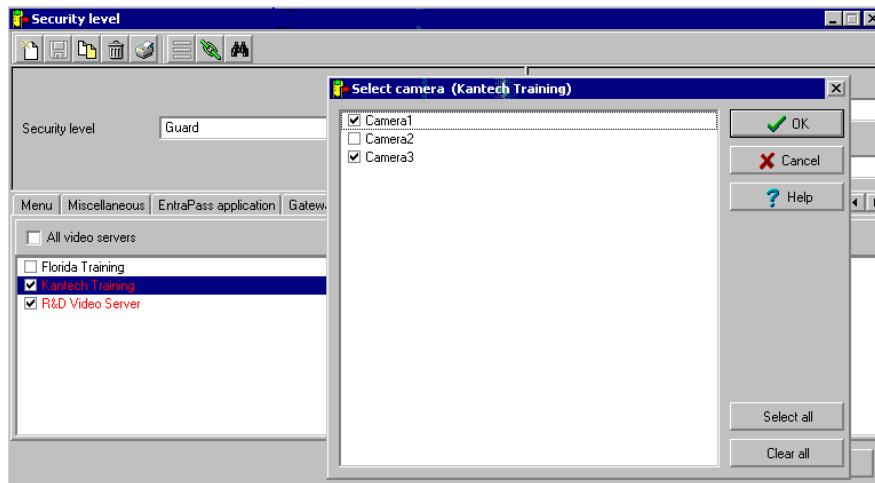
2   Double-click the video server (for this, you have to un-select the **All video servers** option).

3   From the Select camera window, un-select cameras you want to hide for this security level then click **OK** to close the Select camera window.
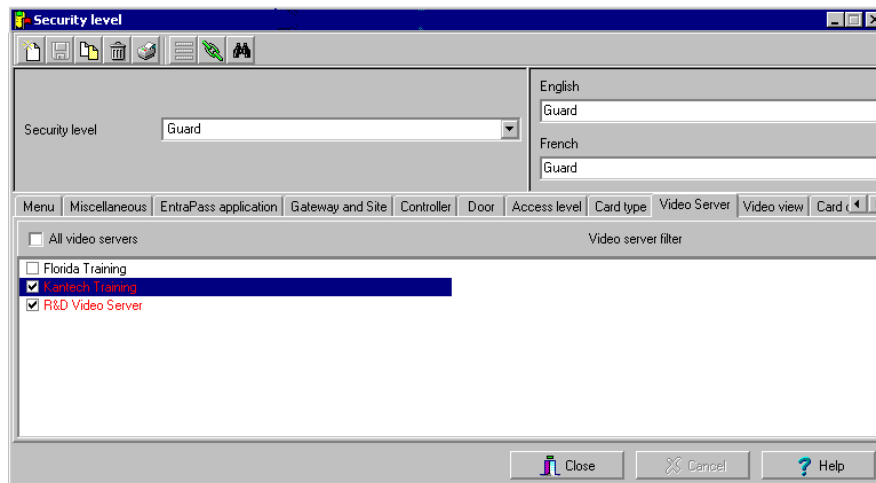
4   Save your modifications. When a video server has been modified, it's color turns red.

Filtering Video Views

1 From the Security level window, select the **Video view** tab.
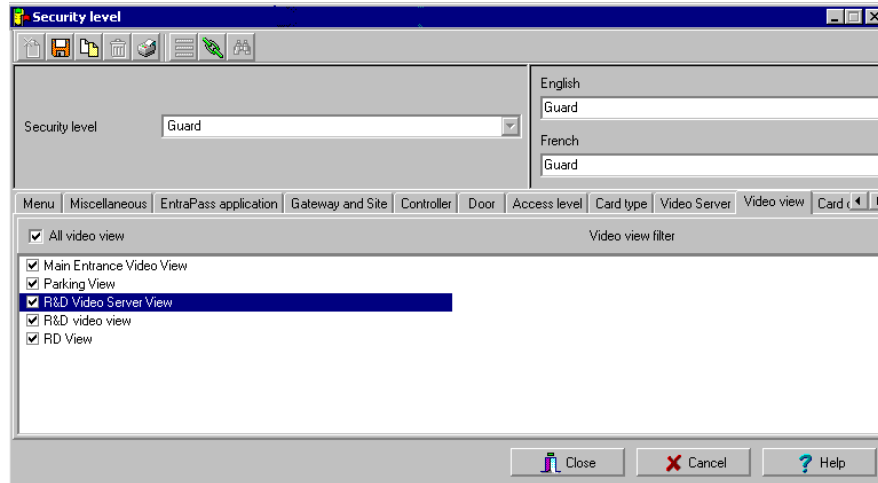
2 From the list of displayed views, select the views available to this security level. You may check **All video views** if applicable. You may also deselect a view if you want to restrict access to a specific view.

Hiding Card Information

EntraPass offers you the ability to hide card information fields from view. For example, you can decide that a certain security level (Guard for example) will not modify card information field. To do so, select the security level, then in the Card database fields (Security level), select fields you want to be hidden.

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To hide card information:

1 Select the **Card database fields** tab to limit the number of card fields which are visible to the operator who is assigned this security level.
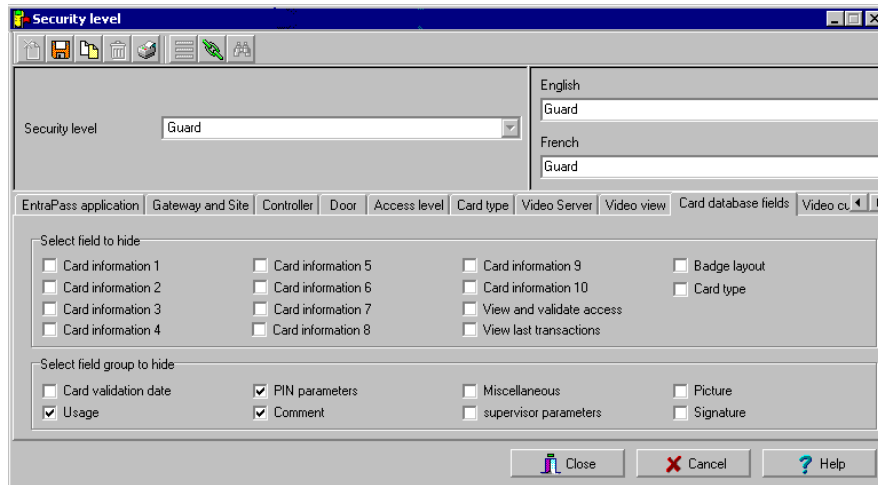
2 Select the fields (either individually or in groups) that will be hidden to the selected security level. In the example above, operators who will be assigned the Guard security level will not see the selected fields.

Assigning Video Custom Buttons

EntraPass offers you the ability to customize five buttons for use in the Video interface. System installers and administrators can customize buttons for use by operators in the Video desktop. For example, a button customized for Playback with fixed delay with specific pre-record and record delays and assigned to a specific Security level will enable operators to trigger the actions related to the specific button.

If you associate a custom button with a specific task (play back or generating video events, additional buttons are added to the Video desktop (**Desktops** > Desktop dedicated to video viewing)

To customize buttons for use in the Video desktop:

1   From the Security level drop-down list, select the security level you want to define/edit.
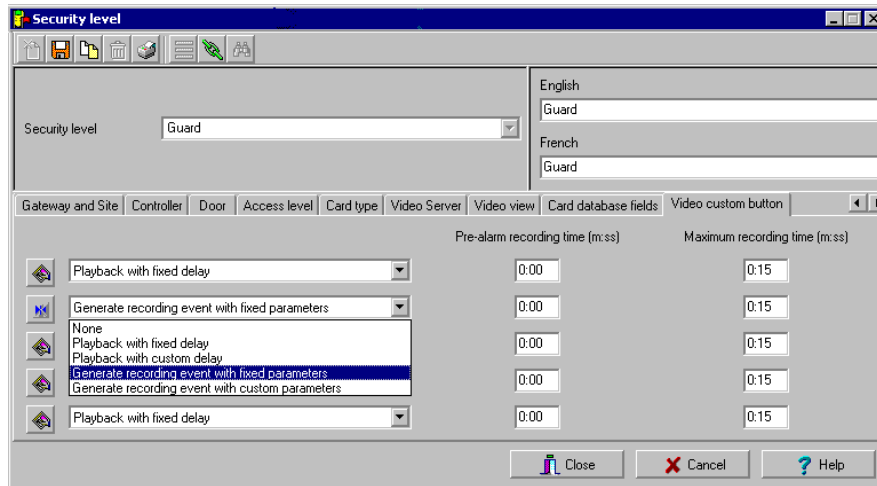
2   Select the V**ideo custom button** tab to assign permission to this operator. The following permission can be granted:
- Playback with fixed delay
- Playback with custom delay
- Generate recording event with fixed
- Generate recording with custom parameters.

3   Select the option you want to assign to the operator being modified.

*NOTE: Pressing the button associated with **Playback with fixed delay** will start a play back with the specified duration. This includes the pre-alarm recording time and the maximum recording time.*

Event Parameters

Defining event parameters is one of the most powerful features of the system. For each event, you can determine how it will be processed by the system. For example, you can:

- Direct events to output devices (such as Messages desktop and log printer),
- Send instructions to a SmartLink application
- Define schedules that will allow, for example, to send alarms to an EntraPass application only at night
- Send a specific event to a specific EntraPass application, etc.

There are more than 400 system events including:

- Access granted
- Input in alarm
- Card modified by operator, etc.

Events are associated with system components, such as doors, controllers, gateways, Entrapass applications, etc. Every event message is associated with a system component and output devices or group of devices. For example, an *Access granted event* can be defined for each individual door or by default it can be defined for all doors. This flexibility allows for different actions or responses on a door-by-door basis.

Defining Events Parameters

The **Event parameters** menu allows you to customize your system events. In fact, you can specify events that will be printed automatically or acknowledged during a specific schedule. You can also send instructions to inform an operator of an alarm or through other media (i.e. e-mail, pager, etc.) when alarms are generated.

By default, all events are defined to be displayed on all the Message desktops of all EntraPass applications defined in the system. You can customize your system events by manually associating events and components.

There are two types of associations: manual and default association. For details about associations, see "Creating and Viewing Associations" on page 324.

NOTE: Manual associations take priority over default associations. When you define a manual association between an event message and a component, the default association is ignored. It can be restored by deleting the manual association Manual associations should be used with caution. The most common use for this feature is the SmartLink application.

To define parameters for a system event:

1 From the System main window, select the **Event** parameters icon .
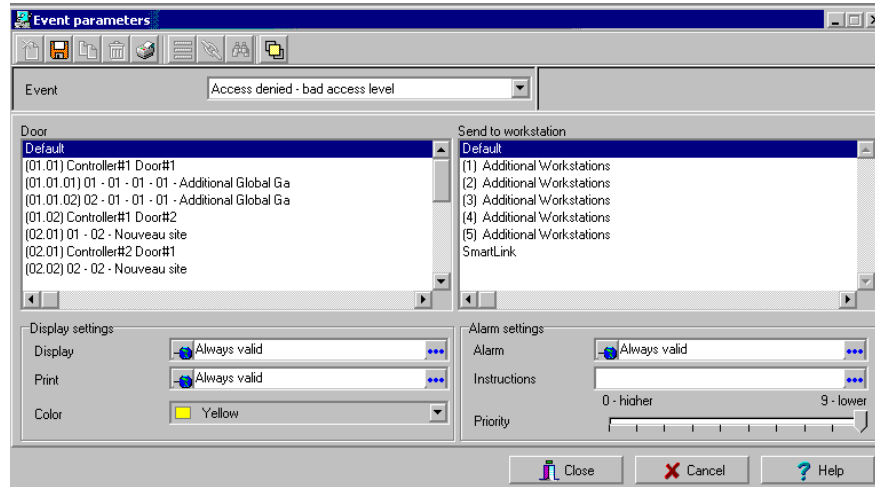
2 From the **Event** drop-down list, select an event for which you want to define settings.

NOTE: By default, all events are defined to be sent to the Messages desktop of all EntraPass workstations defined in the system with an always valid schedule. It is recommended to keep default settings especially when these settings apply to all components/events. However, you may decide to create manual associations if you want a specific event to appear on a specific EntraPass workstation. The selected event will appear on all doors and will be displayed on all EntraPass workstations.

3 In the **Display settings** section, specify the display options: by default, all events are programmed to be displayed in the Messages desktop window of all the EntraPass workstations of the system. By default, they are assigned an **Always valid** schedule.

*NOTE: If you are running EntraPass SmartLink application, this schedule must remain to **Always valid** or otherwise messages/commands will **not** be forwarded to the application.*

4 From the **Print** pop up-down menu, select a schedule to determine when the event will be printed. When this schedule is valid, the selected event will be printed on the printer defined on the workstation to which it is being sent.

NOTE: You must also select a printer and specify if the printer should print messages or alarms, or both. For more information, see "Basic Functions" on page 43.

5 From the **Color** drop-down list, select the color that will be used to display the event in the Message desktop. The default colors are set according to the following convention:
   - **Red** for alarm events;

- • **Green** for elements returning to a normal condition;
- • **Yellow** for warnings and errors;
- • **Blue** for other events.

6 In the **Alarm Settings** section, specify:

- • Alarm (schedule)—When this schedule is valid, the event will be sent to the Alarms Desktop of the selected workstations and will require an acknowledgement from the operator.
- • Instructions—Select the instruction that will be sent to the Instruction desktop with the event to be acknowledged. Instructions will only be sent when the alarm schedule is valid.

*NOTE: For the SmartLink application, the instruction does not require that the alarm schedule be valid. You can leave the **Alarm schedule** field blank, and the instruction will be sent anyway.*

7 Assign the **Priority** level to the event. This determines the sequence in which alarms messages will be displayed to the operator in the alarm queue. The priorities are preset to the most common values (0 = higher, 9 = lower).

Creating and Viewing Associations

There are two types of associations:

- • Default. The default associations are preset in the system. By default all events messages occur on all components associated with them and are displayed in all workstations. You may keep the default settings. However, EntraPass offers you the ability to create manual associations.
- • Manual associations.

Default associations		Comments
Component	Workstation	
Default	**Default**	All events originating from all components are sent to all workstations
Default	**(Specific) Workstation 2**	All events originating from all components are sent to only Workstation 2
Specific (Door 1)	**Default**	Only events originating from Door 1 are sent to all workstations

The following table shows the three types of manual associations:

Manual association		Example
Component	Workstation	
Specific	**Specific**	Events generated by Door 1 are sent to only Worksation 1
Specific	**Unspecified or default**	Events generated by Door 1 are sent to all Workstations (default)
Unspecified or default	**Specific**	Events generated by any of the Doors (Default) will be sent to only Workstation 1

To create an association:

1 In the Event parameters window, select an event from the **Event** drop-down list. From the component pane (on the left) select a component and then select an EntraPass application to which the event message will be sent.
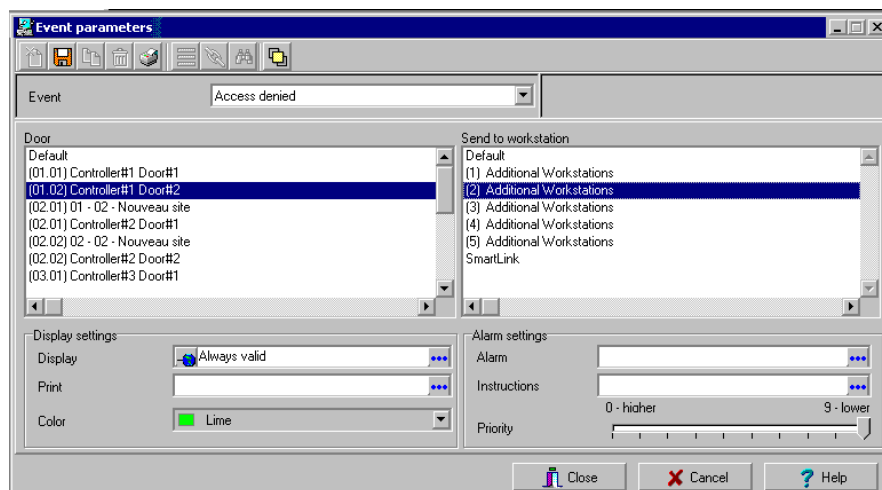
2 Click the **Save** icon to create the new association. In this case, *All access denied* events that will occur on the selected door will be sent to the *Additional workstation* computer (selected on the right-hand) .

*NOTE: The **Save** icon is enabled only when you the selected pair (component/event) is not yet part of an associated.*

To view an association:

1 In the Event parameters window, select a component from the left-hand pane, then select a workstation in the **Send to workstation** pane.
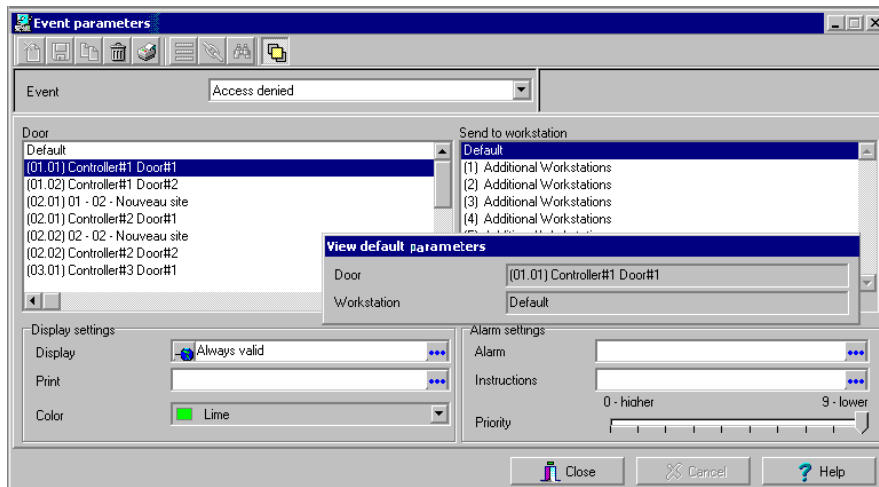
2 Click the **View association** icon in the toolbar 🔲 .The View default parameters message box shows the component and EntraPass application. You can click the **Delete** icon in the toolbar 🗑 if you want to modify the displayed association.

Deleting and Restoring Associations

You may decide that events from Door 1 should no longer be sent to the Message Desktop of all workstations, but to a specific desktop. To do this, you have to delete the existing association and then create a manual association. It is recommended to use this feature with caution.

To delete an association:

1   In the Event parameters window, select an event message from the Event drop-down list.
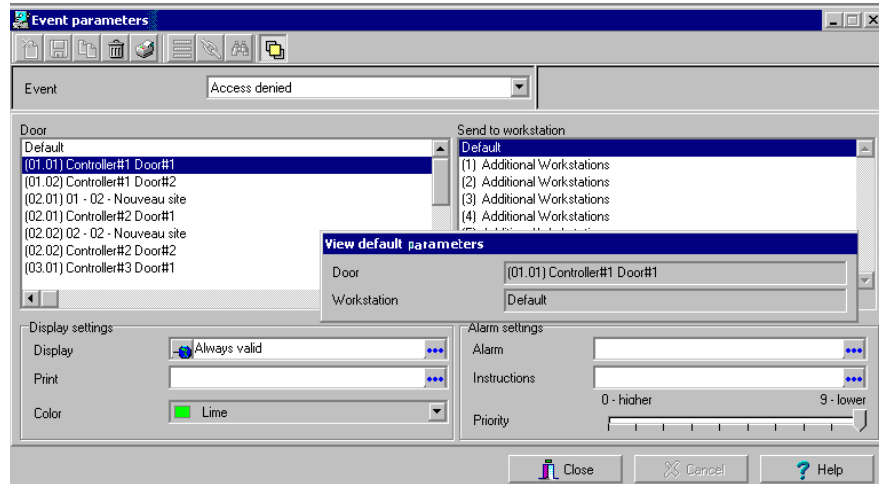
2   From a component, select a workstation in the **Send to workstation** pane then click the association icon. The View default parameters message box appears.

3   Click the **Delete** icon 🗑 in the toolbar.
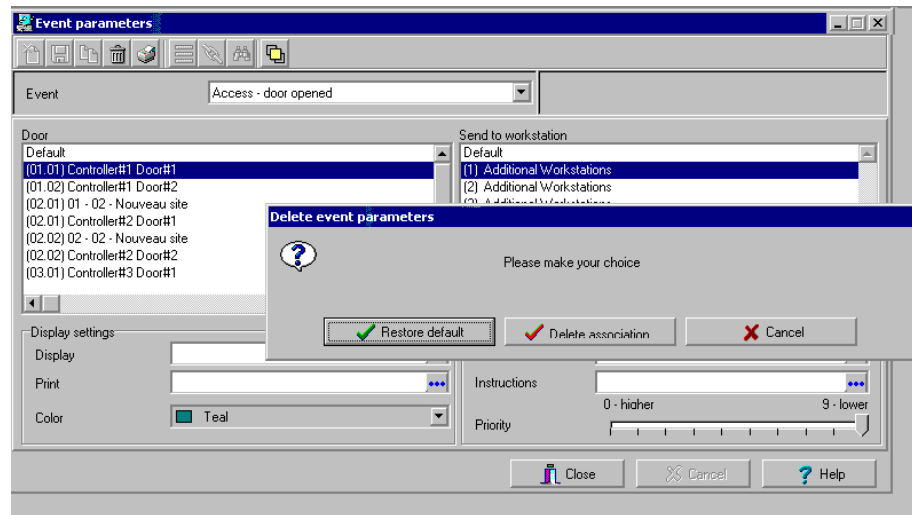
4   From the Delete event parameters window, make your choice:
   • **Restore default**: this option will apply the default alarm and display settings.

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- **Delete association**: if you select this option, the alarm and display settings fields will be left blank and ready for new information. Once you have deleted the settings, you must re-define them.
- **Cancel**: select this option if you want to cancel the delete operation.

Printing Event Parameters

EntraPass allows you to print events parameters (alarm and display settings) for the selected events and selected workstations.

You can also use the **Font** button to choose a different font (and font size) for your report.

To print event parameters:

1 From the Event parameters window, select the **Printer** icon.
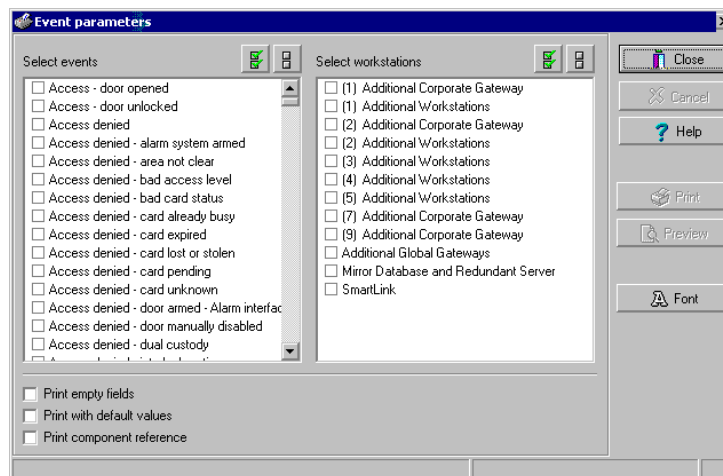
2 In the **Select events** pane, select the events to be included in your printout or click on the **Select all** button to select all the events from the displayed list.

3 In the **Select applications** pane select the EntraPass workstation (or workstations) to be included in your printout or click on the **Select all** button to select all the EntraPass workstations from the displayed list.

4 You may check the **Print empty fields** option in the bottom of the window. If selected, the system will print the fields that do not contain any information. Only the field title will be printed.

5 You may check the **Print with default values** option. If selected, the system will print the default associations as well as manual associations.

6 You may check the **Print components reference** option. If selected, the system will print the component physical address next to the component identification.

*NOTE: If you **do not** select this field, only manual associations (not involving defaults) will be displayed in the report. If you do not have manual associations (Component x with workstation y), the report will be empty.*

7 Select the **Preview** button before printing, if desired.

Instruction Definition

This menu is used to define instructions that will be sent to the Instruction window (Desktop menu) when an alarm is generated and sent for acknowledgement.

Usually, each line will contain a single directive; the response instructions will be composed of several directives (lines). This allows for greater flexibility when modifications are required.

To define instructions:

1   From the **System** main window, select the **Instruction** icon.
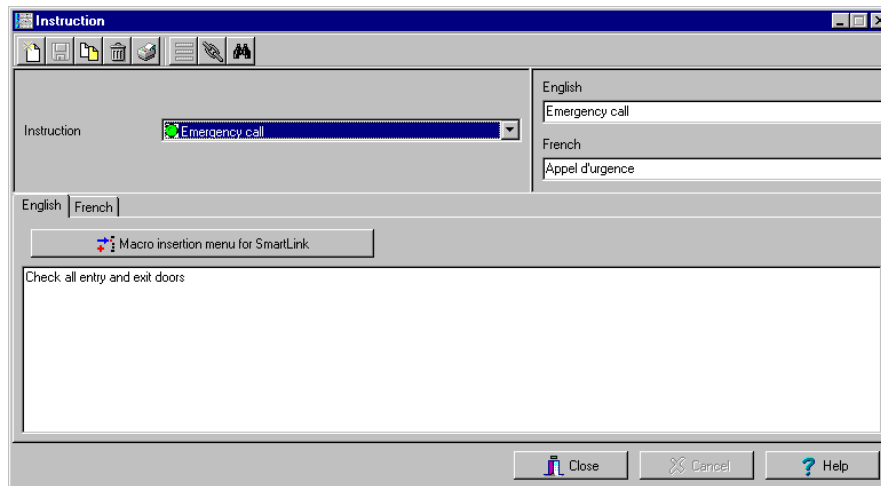
2   To create a new instruction, click the **New** icon. To modify an existing instruction, select one from the **Instruction** drop-down list.

3   Enter the instruction name/identification in the language section.

4   Select an appropriate language tab to enter the instruction. Instructions are entered in *one* selected language.

NOTE: You may enter up to 511 characters (including spaces) per instruction.

5   To assign instructions to events, see "Event Parameters" on page 322.

Creating a SmartLink Instruction

The Instruction definition menu allows you to create SmartLink instructions. If you have a SmartLink application installed, the Macro-insertion menu button is enabled. It allows operators to send built-in macro-commands to the SmartLink application.

To enter a Smart Link instruction:

1   In the Instruction window, select the ⬚ Macro insertion menu for SmartLink button or right-click and a menu will be displayed.

Date ▶
Time ▶
Event ▶
Descriptor #1 ▶
Descriptor #2 ▶
Descriptor #3 ▶
Descriptor #4 ▶
Card information ▶
Numerical value
Character string
Add delay
Carriage return
Trim right
E-mail
Modem
Serial device for messages
Serial device for commands
File ▶
Network
Modify language ▶
Save smartlink mode
Restore previous smartlink mode
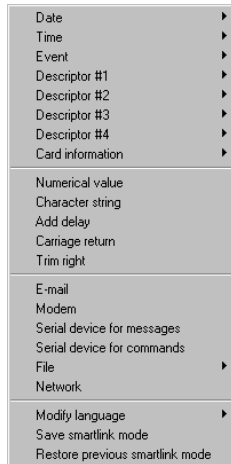
NOTE: When creating SmartLink instructions, only commands that are written in the primary language are considered as valid commands. For more information on macro-commands, refer to your SmartLink Specifications Manual.

Message Filters Definition

The Message filter feature allows you to define filters for the Filtered Messages desktop. These filters are used to view a specific selection of events. For example, you may define specific filters for an operator: a Guard may be only interested by "Guard tour events". You can then create filters so that only guard tour events are sent to the Guard's EntraPass workstation.

There are many pre-defined filters such as: access events, controller events, etc. These filters can be accessed by all operators. You can select or create filters directly from the "Filtered Messages" desktop or from the Message Filters menu.

NOTE: For more information, see "Filtered Messages Desktop" on page 351.

To define event for a message filter:

1   In the System main window, select the **Message Filter** icon.The Message filter window appears.
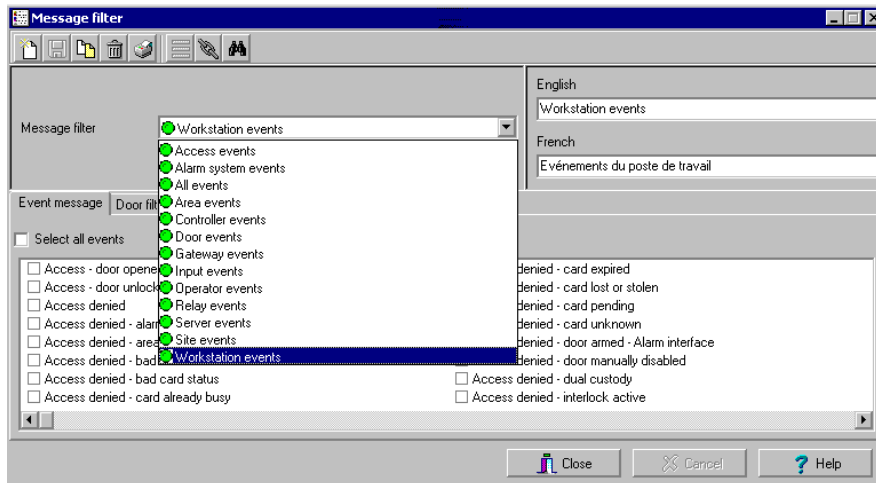
2   From the **Message filter** drop-down list, select an event message type (for example: Door events or Relay events) for which you want to define a filter. You may also click the **New** icon to create your own filter.

3   From the **Event list**, select the events that must appear in the selected filter. You may check the **Select all events** option, if you do not want to select specific events. For example, for a Door events type filter, you may decide to include all events or select the **Access-denied** events.

4   Select the **Door filters** tab to filter doors that will send messages to the Filtered messages desktop. Additionally, when "Access events" are filtered, the cardholder's picture can be

displayed with the event (if pictures are assigned to cardholders). You can select which doors will display the cardholder picture when the event for this door is generated.
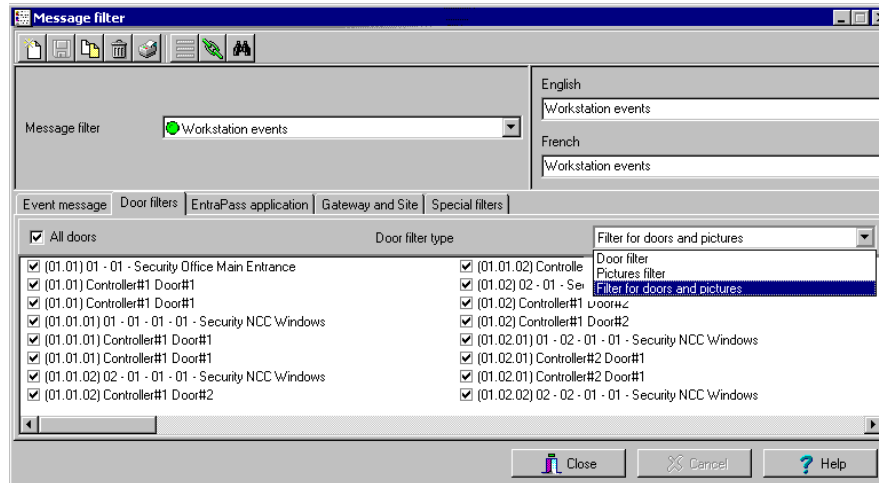
5   Check the **All doors** option or choose specific doors for which the cardholders's picture will be displayed an door event.

6   From the **Door filter type**, select the filter that will be used for filtering Door events:

   •   **Door filter**: Only events related to the selected doors will be sent to the Filtered Message desktop

   •   **Pictures filter**: Cardholders' pictures related to cards presented to the selected doors will be sent to the Filtered Message desktop

   •   **Filters for doors and pictures**: Door events related to the selected doors as well as cardholders' pictures that triggered door events on the selected doors will be sent to the Filtered Message desktop.

7 Select the **EntraPass applications** tab to filter applications that will send messages to the Filtered Messages desktop.
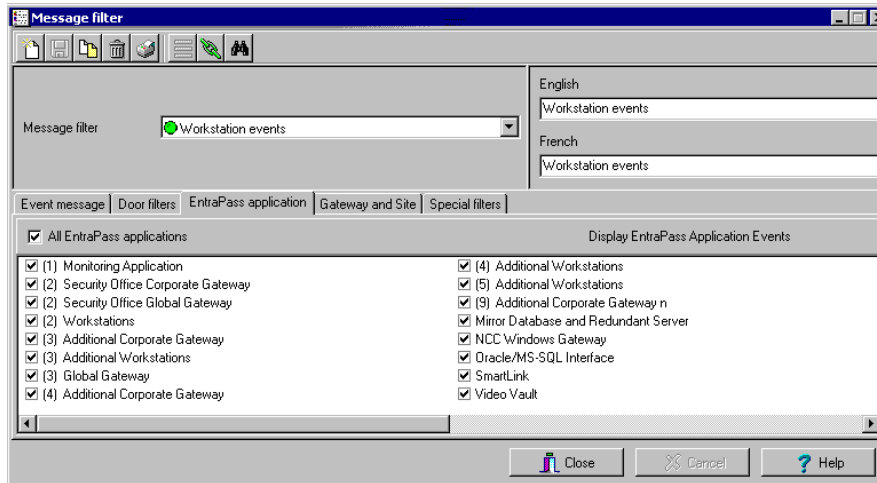
8 Check the **All EntraPass applications** option for the Filtered Messages desktop to receive all events originating from all EntraPass applications defined in the system. You may also choose to display events from specific applications. To do this, select the EntraPass application from which you want to receive events.

9 Select the **Gateway and site** tab to filter gateways and sites events sent to the Filtered Messages desktop.
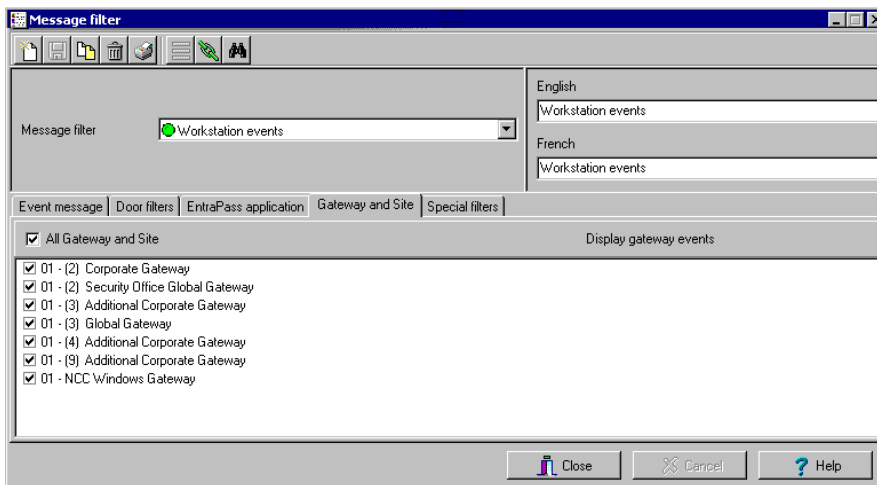
10 Check the **All gateways and site** option to receive events originating from the components of the gateways or sites. You may select the Gateway or the site that will send events to be displayed.

NOTE: When you use filters, the system retrieves events that are already displayed in your Message desktop and sorts these events according to the settings of the selected filter. If some events originating from a specific gateway are displayed in your messages desktop and this gateway is not selected in the filter definition, then these events will not be displayed when you select this filter.

11 Select the **Special filter** tab to filter events according to their type.
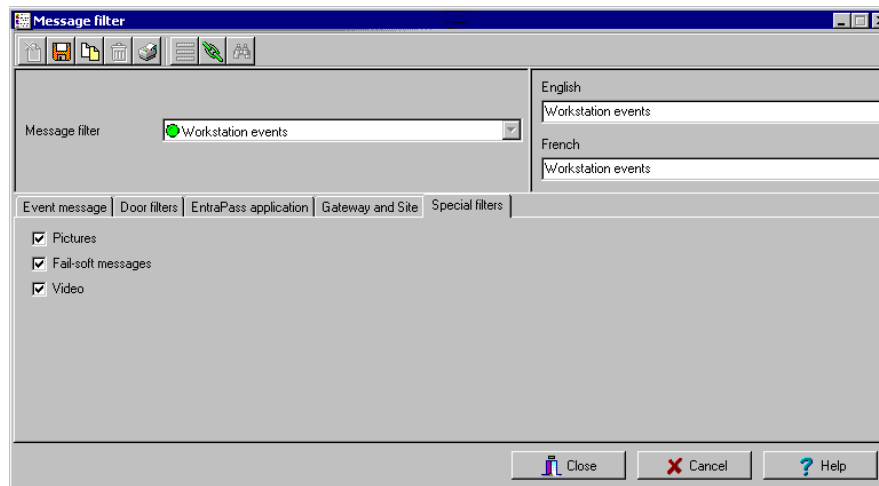
- **Picture**: all events associated with a cardholder's picture will be displayed in the Filtered Message desktop.
- **Fail-soft**: all events generated by a controller in stand-alone mode following a communication failure will be sent to the Filtered Message desktop. Fail-soft messages are identified with a + sign in the Filtered Message desktop (and Message Desktop) when this option is select when defining the Messages list properties (**Desktop** > **Message Desktop** > right-click an event > **Properties**).
- **Video**: all video record events will be sent to the Filtered Messages desktop.

NOTE: When you use filters, the system retrieves events that are already displayed in your Message desktop and filters these events according to the settings of the selected filter. If some events originating from a specific gateway are displayed in your messages desktop and this gateway is not selected in the filter definition, then these events will not be displayed when you select this filter.

Database Structure

Use the Database structure menu to browse the system database. It will display the entire structure of the database including:

- The system *physical components* (EntraPass applications, gateways, sites, controllers, doors, relays, inputs and auxiliary outputs), and
- *Logical components* (cards, schedules, reports, instructions, groups, etc.).

Operators can edit or sort the system components from the Database structure window.

To view the database components:

1 Form the System menu, select the **Database structure** icon.

NOTE: If the Video feature is enabled in EntraPass, its components will appear in the Database explorer.

2 To display only the **Physical component**, select the physical components icon. When selected, only the physical components of the database will be displayed.

*NOTE: By default, physical components are **ALWAYS** displayed.*

3 To display **Logical components**, select the logical components icon. When selected, logical components of the database will be displayed along with the physical components.

4 You may use the **Refresh** button to refresh the display in order to obtain the most recent information saved in the server database.

5 You may select the **Full Expand** button to fully expand the tree structure and view all sub-components of a selected component. For example, if you use this button on a controller, the system will display the controller components (doors, inputs, relays) on the right-hand side of the window.

6 You may select the **Collapse** button to fully collapse the tree structure and hide all sub-components of a selected component.

7 To edit a component, right-click it and select **Edit** from the contextual menu. The system will display the definition window so you can modify the component's parameters.

8 To sort the component, right click the component, then select **Sort** from the contextual menu. Sort the components listed in the right-hand pane of the window for an easier find. You can sort by component address or name.

NOTE: You can define how the component's physical address will be displayed. This will also affect how components will be sorted. For more on this, see "Security Level Definition" on page 306.

Chapter 12 • EntraPass Desktops

Desktops receive and display system events (current or historical), alarms, cardholders's picture, system graphics, etc. A desktop can also be used to acknowledge alarms, display instructions, etc. There are eight (8) pre-defined desktops. These can be configured as follows:

* Desktop 1: all system events
* Desktop 2: System events and pictures
* Desktop 3: Filtered system events
* Desktop 4: Filtered system event and picture, etc.
* Desktop 5: Alarms screen
* Desktop 6: Graphic screen
* Desktop 7: Network alarms screen
* Desktop 8: Video desktop, if the Video option is enabled in EntraPass.

The following windows can be combined with other desktops:

* Instructions
* Pictures
* Historical Reports

It is possible to display more than one window at a time. Depending on their security level, operators can modify the settings of each of these windows (background color, size, toolbar, etc.). However, an operator whose access level is 'read-only' on a given desktop cannot modify, move, maximize or minimize a desktop.

> *NOTE: Only operators with the required security level can customize their desktops (***System*** menu >* ***Access Level****). They also have the ability to allow "Read-only operators" to modify their desktop settings. In this case, the changes apply only to the current session.*

Customizing the Work Area

EntraPass enables operators with appropriate permissions to customize their work area and to modify the desktop properties.

To define an operator's security level: **System** menu > **Security Level**.

To change the display properties:

1   From the Desktop window, right-click anywhere in the window.

2   Select **Properties** from the shortcut menu.
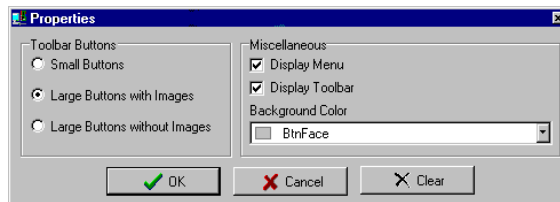
3   From the Properties window that appears, select the display options: you may change the default size of buttons, the default background color, etc.

- **Small buttons**: If this option is selected, small components' icons are displayed with no descriptive text. This option can be appropriate for operators who are familiar with EntraPass icons and do not need an additional description.
- **Large buttons with images**: Icons are displayed with their description.
- **Large buttons without images**: Large buttons are displayed with no description.
- **Display menu**: check this option to view the system menu.
- **Display toolbar**: check this option to view the toolbar for system menus.
- **Background color**: select a background color for the whole work area.
- **Change system font**: click this button to change the font for all the user interface.

Customizing a Specific Desktop

EntraPass enables operators with appropriate permission to customize their desktop. Moreover, operators with full access permissions can permit operators with read-only permission to customize their desktop for a limited time. They can also customize a specific desktop and transfer this customized desktop to other operators using the Assign desktop feature. The following sections explain how to customize a desktop:

- Customizing a desktop by a full access operator
- Customizing a desktop for a read-only operator
- Transferring a customized desktop

Customizing a Desktop (Full Access Operator)

Operators with full access permission have the ability to customize their desktops. To grant full access to an operator: (System > Security Level).

To customize a specific desktop:

1 Select the desktop you want to customize, then right-click to open the Desktop properties window, then select Properties from the short-cut menu.
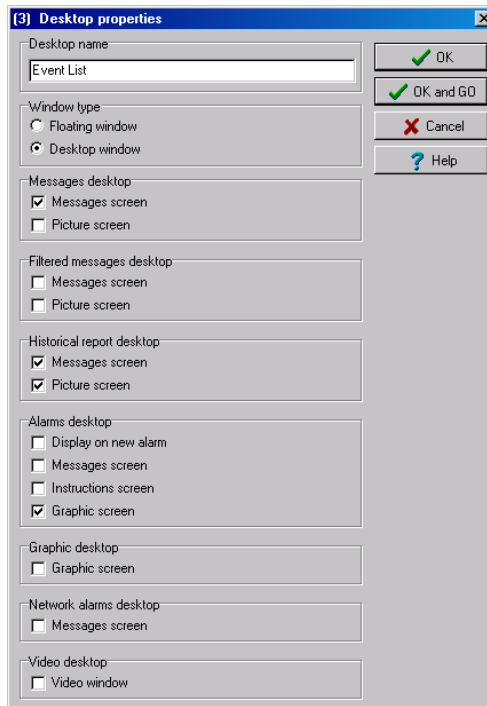
NOTE: If the Video option is enabled in EntraPass, the Video desktop option appears in the lower part of the Desktop properties window.

2 From the **Desktop name** field, assign a meaningful name to the desktop you are configuring.

3 Select the window type:

- **Floating window**—a floating window can be resized and positioned anywhere in the work area screen. For example, you can choose to send it to the back or to bring it to the front. If a floating window was sent to the back, you may bring it to the front by right-clicking the desktop button, then selecting the **Bring to front** menu item.

- **Desktop window**—a desktop window is trapped within the work area. It is not possible to send the window in the background. It always remainswithin the main work area.

4 To save your changes:

- Click **OK**—If selected, you just save your the changes, the window is not displayed.

- Click **OK & GO**—If selected, this function saves your changes and displays the window you have just configured.

> **NOTE:** *When opening a desktop window for the first time, you may need to re-size it in order to view the information correctly. To do so, point to the frame border you want to change; when the pointer turns into a double-headed arrow, drag the border to exact size. You may then position the window in the work area to the desired position.*

Customizing a Desktop for a "Read-Only" Operator

The security manager or an operator with the appropriate security level can give permission to operators who do not have the appropriate permission to customize their desktop during a session.

To change desktop properties:

1 Log on, using the user name and password of the operator with 'read-only' security level. To do this, use Kantech2 as the username and kantech as the password.

2 Then, right-click a desktop, then select **Properties.** The desktop properties window appears.
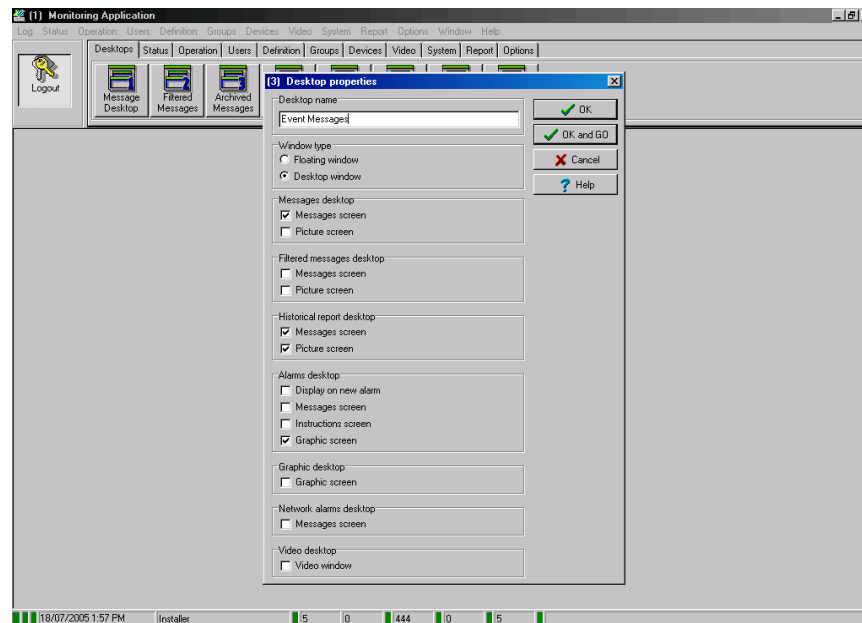
> **NOTE:** *The **Permit** button appears when the operator who is logged on has 'read-only' access permission. The permission acquired during this session will be valid until the operator logs out.*

3 Click the **Permit** button. The operator login window appears. Enter your username and password, and click, **OK**. The temporary permission will be granted.

Transferring a Customized Desktop

Another possibility available to the Security Manager (or to the operator with the appropriate security level) is to customize a desktop, and then to assign the settings to other operators who may not have the appropriate security level to modify their desktop settings.

To transfer desktop settings:

1   Right-click the desktop you want to assign the settings.
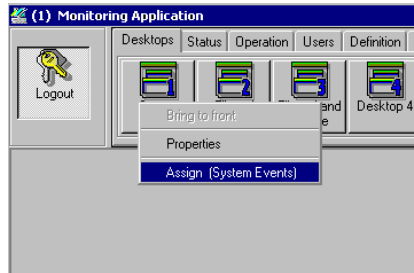
2   Select the **Assign (desktop)** option from the shortcut menu.
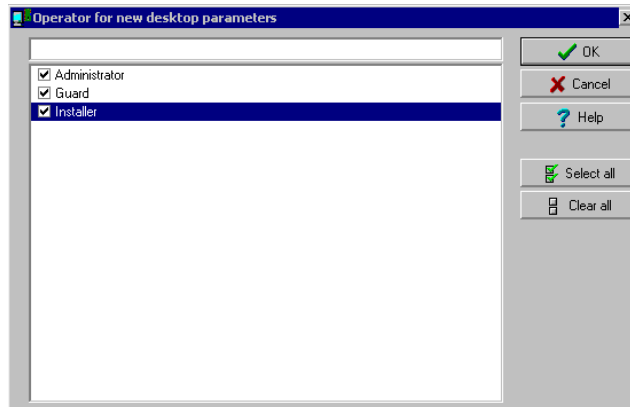
3   From the displayed window, select the operators to whom you wish to assign the desktop properties (you must check the appropriate checkbox). You may select operators one by one, or you may use the **Select all** button.

Messages List Desktop

By default, the first desktop is defined as the **Messages List Desktop**. It displays all system events. Events are displayed with their icon, date and time, description, system components involved in the event such as controllers, cardholder pictures (if defined), etc. When a new event is displayed, the window scrolls up. The newest events are added at the bottom of the window.

Viewing and Sorting System Events

By default, the first desktop is dedicated to displaying system events.When you select an event from the list, you interrupt the incoming sequence (the green status indicator located at the bottom left part of the desktop turns red when scrolling is interrupted). By default, the scrolling will restart automatically after a pre-set period of time, unless the auto-scroll parameter was disabled, In that case, to restore the normal scrolling, click the **Restart Scroll** button.

NOTE: If you configure a Desktop as a message screen and a picture screen, two windows are displayed simultaneously when you select the desktop.

To display and sort system events:

1 Select the first desktop. By default, all system events are displayed in ascending order with an area at the bottom of the screen that displays the selected event in the list.
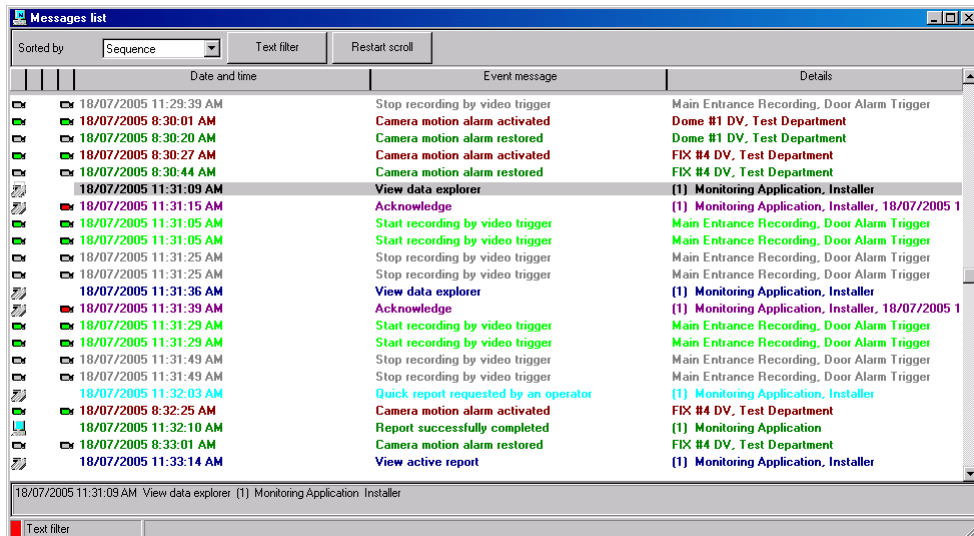
*NOTE: You may change the message color: **System** > **Events parameters**.*

NOTE: You may change the events display order; see "Customizing Event Display" on page 345

2 From the Message list screen, you may change the sorting criterion **(Sorted by** scroll-down list). You may choose to sort by:

- **Sequence**—Events are sorted according to the normal sequence (default). New events are added at the bottom of the window. (This option is not available for Archived Messages Lists.)
- **Date and time**—This sort order interrupts the normal scrolling of events. This feature is useful when you want to know when an event was generated. This time may be different from the "normal sequence" for dial-up sites for instance or after a power failure.
- **Event**—When selected, the system sorts the **Event message** column in alphabetical order, grouping *identical* events. For example, all **Input in alarm** events are grouped together in alphabetical order.
- **Message type**—When selected, the system sorts the **Event message** column in alphabetical order, grouping *similar* events. For example, all **Site** events are grouped together in alphabetical order.

*NOTE: To go back to the default display, Select **Sequence** from the **Sorted by** drop-down list.*

3 Click the **Text filter** button (top of the **window)** to display specific events containing a text string. When you do this, the **Find** dialog box appears. Enter the string that will allow you to display specified events, then click the **Find next** button.
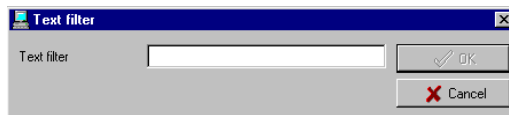
4 To close the **Find** dialog box, click the **Cancel** button or the Windows closing button (X).
5 To return to the normal display in the Messages list screen, click the **Text filter** button.

*NOTE: Every time you select an entry in the list, scrolling stops. By default, EntraPass is set to start scrolling automatically after a pre-set period of time. If you disabled this feature or do not wish to wait for the pre-set period to start scrolling the list again, click the **Restart scroll** button at the top of the screen.*

Customizing Event Display

To modify the message desktop properties:

1   From the displayed shortcut menu (**Message desktop** > Right-click a message), select Properties.

2   From the Properties window, select the appropriate display options.
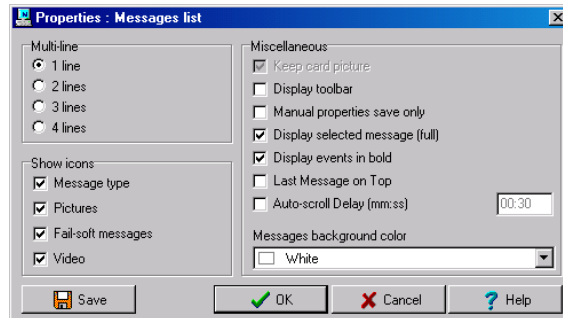
- •   **Multi-line**—Usually, events are displayed on a single line. You can increase the line spacing between events by checking the appropriate option (1, 2, 3 or 4 lines).
- •   **Show icons** —You can choose to display different types of icons beside each event.
  - •   **Message type**—When you select this option, the system inserts an icon next to events indicating the type of event. For example, if the event is a "door forced open" an icon representing a door is displayed (a hand represents a manual operation, a diskette represents the operation that modified the database, etc.). Access events are represented by the login/logout icons.
  - •   **Picture**—When you select this option, the system inserts a card icon next to events containing cardholder pictures.
  - •   **Fail-soft messages**—When you select this option, the system displays a plus (+) sign next to the events that occurred when controllers were off-line.
  - •   **Video**: check this option if you want the selected desktop to display video data from the video server connected to your system.
- •   The **Miscellaneous** section allows you to enable additional options:
  - •   **Keep card picture**—When selected, the system keeps the latest card picture (if the Picture window option is selected) until another event containing a card occurs.
  - •   **Display toolbar**—Displays/hides the toolbar on the top of the Message Desktop.
  - •   **Manual properties save only**—When you select this option, you have to click the **Save** button (once selected, the button is disabled). The system saves all the settings defined in the **Properties window** as well as the position of the window within the Messages Desktop.
  - •   **Display selected messages (full)**—When you select this option, a smaller window is added at the bottom portion of the **Message window**. It displays the selected event

with its full description. This feature is very useful when your Message window is too small to display the entire description of an event.

- **Display events in bold**: select this option to increase the legibility of text event messages displayed in EntraPass desktops (Message list, Filtered messages and Alarm desktops). Moreover, if the color selected for an event message is the same color as the background color, the event message will be displayed in black bold so that it can always stand out. (This option is not available for Archived Messages Lists.)
- **Last Message on Top:** By default, event messages are displayed in ascending order of occurrence, with the area at the bottom of the screen reserved for the highlighted event. You can select to display the events in descending order, with the highlighted event showing above the list of event messages.
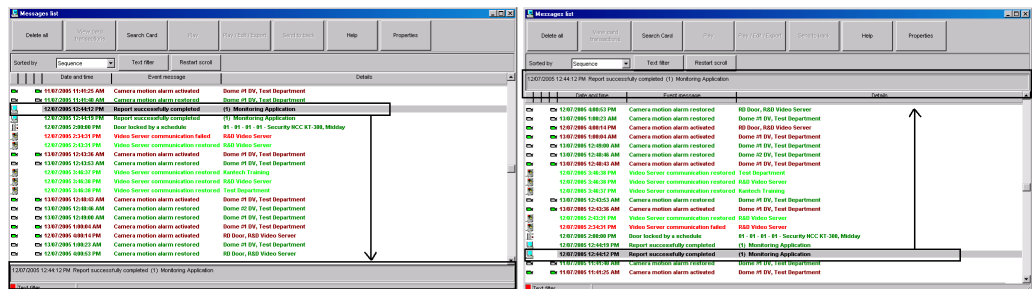
Ascending Order   Descending Order

- **Auto-scroll delay (mm:ss):** Will automatically start scrolling the message list after a pre-set delay when the operator selects an item in the list. By default, this option is turned on with a preset delay. You can select to turn this option off which means that the operator will have to click the **Restart Scroll** button in the Messages List. (This option is not available for Archived Messages Lists.)
- **Message background color**—Allows the operator to modify the background color of the message window.

*NOTE: To change the font color of system messages: **System** > **Event parameters**.*

Performing Tasks on System Messages

EntraPass enables you to perform various tasks on system events. These include:

- Deleting messages
- Viewing card information
- Validating card status and card transaction
- Modifying the desktop properties (such as display options), etc.
- Play, edit and export video recordings

• Play archived videos from the EntraPass Video Vault

NOTE: Some tasks are related to the selected desktop. For example, if you right-click an alarm event, the shortcut menu displays tasks that are related to alarm events. For details, see "Alarms Desktop" on page 356.

To perform additional tasks on messages:

1 From the Message desktop, right-click an event to enable a shortcut menu:

2 Do one of the following:

• **Delete all**—This option allows an operator to delete all the events displayed.

• **Card**—This menu items offers two choices: **View card transactions** and **Search card**. Select View card transactions to display all access information related to the cardholder who has triggered the access event. The **Search card** shortcut allows you to browse the card database and to display information about a card from the View card information window. From this window, operators can perform a variety of tasks including viewing and validating information contained on a card, such as the card number, cardholder name, card state (valid or invalid), card type, etc. They can also select a card and view its transactions or view and validate a card access. For details about validating cardholders' access and last transactions, see Chapter 8 'Defining Cards' on page 204.

• **Video recording**— This menu items offers three options: **Play, Play/Edit/Export** and **Play from Vault**. Selecting **Play** allows users to play the video event in the Playback window, offering options to snap (copy) it and save it for future use. Selecting **Play/Edit/Export** offers users features similar to the ones in the Video Event List. Operators can then display details about the event (camera, server, comment field) and camera information, etc. The video event can also be played and exported. Selecting **Play from Vault** allows operators to view a video that is already stored in the EntraPass Video Vault.

NOTE: If camera icons are not displayed, simply right-click a video event message, select properties from the shortcut menu, and check Video in the Show icons section of the Properties

• **View parent**—Displays the parent of each component related to the selected event.

• **Edit**—This feature offers you the ability to edit each component associated with the selected event. If **Edit** is selected, a shortcut menu displays components associated with the selected event. In this example, the *Site definition modified* event involves the EntraPass application, the operator who was on duty when the event was generated and the site related to the event. It is now possible to edit any of the three components by selecting it from the shortcut menu.

NOTE: If the selected event is an access event and if the card that triggered the event has already been registered in the system, it will be possible to edit the card. However, if the card is associated with an Access denied - card unknown event, the card will be created and registered in the system.
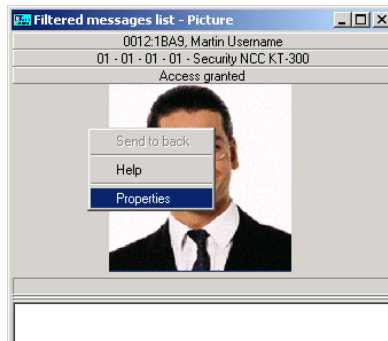
- **Send to back**—This option only works when the window type is set to floating. It sends the active window behind the main application window. To bring back to front, right click the desktop button, then select **Bring to front**.
- **Properties**—This menu item enables users to modify the display properties for the selected desktop.

Picture Desktop

If you selected **Picture screen** when defining the Message desktop, the Message desktop always appears with a Picture window. Access events are displayed with the cardholder's picture if you have set the appropriate display option in the Message filter definition (System > Message filters). For details, see "Message Filters Definition" on page 332.

To modify pictures display options:

1 From the Filtered Message list and Picture, select an access event, then right-click the cardholder's picture.

Send to back—This option only works when the window type is set to floating. It sends the active window (Picture window) behind the Message desktop main window. To bring it back to front, right click the Message desktop button, then select **Bring to front** from the shortcut menu.

2 From the shortcut menu, select **Properties.**
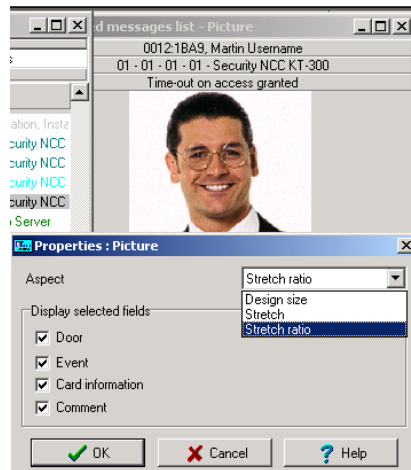
3 **From the Aspect** drop-down list, select the display size for the picture:

• **Design size: the cardholder's picture will be displayed with its original size.**

- **Stretch** —This option stretches the picture to the window size without maintaining proportions. The picture may appear distorted.
- **Stretch ratio**—This option stretches the picture to the window size while maintaining proportions.

4 Select the information you want to see displayed with the cardholder's picture:

- **Door**: The door where the card was presented will be displayed above of the cardholder's picture
- **Event**: The event message will be displayed
- **Card information**: The card information field will be displayed above the picture.
- **Comment**: If this option is selected, a comment field appears below the cardholder's picture. The comment entered when defining the card appears in this field.

Filtered Messages Desktop

The Filtered Messages desktop allows operators to display specific events. For example, you can create filters to display events that are related to a specific controller and from a particular gateway of the system. If this is the case, those events will be displayed in the Filtered Message desktop.

Filtered messages are defined in the Message filters menu: **System** > **Message filters**.

NOTE: When you use filters, the system retrieves events that are already displayed in the Messages desktop and filters these events according to the selected filters.

To configure a Filtered Messages desktop:

1   From the Desktop main window, select the desktop you want to configure as a **Filtered messages desktop**.

2   Assign a meaningful name to the **Filtered message desktop**; then define the desktop type (Message window, Picture window or both).
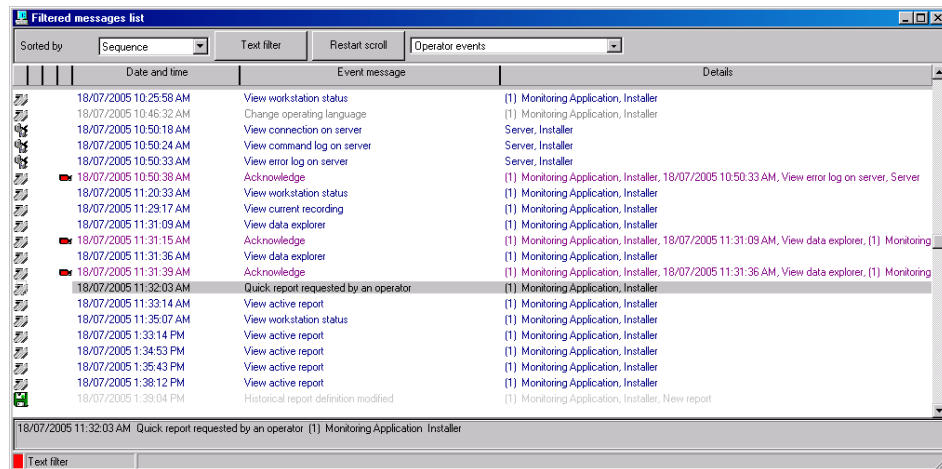
3   You can change the **Text filter**, to display specific events. For details on the Filtered messages desktop, see "Messages List Desktop" on page 343.

Historical Report Desktop

The **Historical Report** desktop allows operators to display events that come from pre-defined, historical reports, view the report generation state and, when available, to play video recordings from the EntraPass Video Vault. Security levels will determine which historical reports are available to each operator.

The **Historical Report message list** operates the same way as all message lists in EntraPass except that it has an extra combo box that allows operators to select a pre-defined historical report.

Historical reports are defined under **Report > Historical Report**

Security levels for reports are defined under **System > Security Level >** under the **Report** tab.

To Configure a Historical Reports Desktop:

1. From the Desktop main window, click the desktop button you want to configure as a **Historical Reports** Desktop.

2. Assign a meaningful name to the Historical Reports Desktop, then define the desktop type (Message window, Picture window or both).
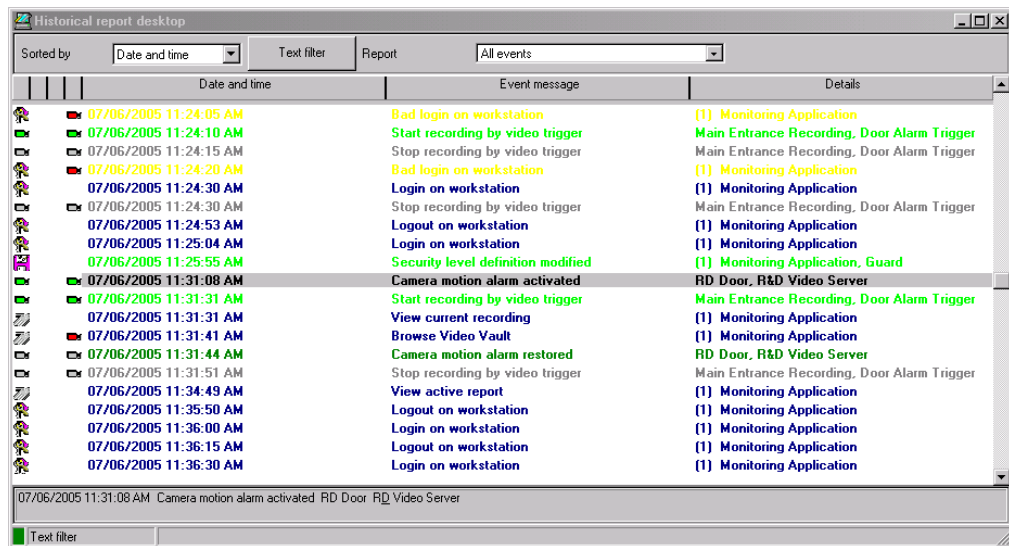
3. Select the sort criteria you want to use to display historical data (**Date and Time**, **Event**, or **Message Type**).

NOTE: The sequential sort option is not available for archived messages.

4. You can enter a text string that will be used for searching specific archived messages (when applicable).

5. In the combo-box, select the historical **Report** you want to generate. The list of available reports corresponds to your security level.

6 After selecting the report, a **Date and Time** window will popup requesting a reporting date and time period.
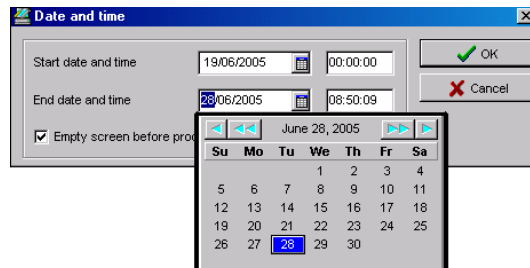

7 Enter **Start** and **End date and time** or click the calendar icon to open the calendar and select the start and end dates, and then type in the start and end times.

8 Check the **Empty screen box process request** box in order to clear the Historical Report message list of the previous search results.

9 Click **OK**. The status indicator light located at the bottom left of the screen will change from green to blue to indicate a historical report is being generated. It will turn green again when the data transfer will be completed and the historical data will be displayed according to the criteria you have selected.

Create and Edit Historical Reports

• When your security level allows you to create new reports, you can access the Historical Report dialog from the **New Report** command in the Historical Report Desktop pop up menu. For more information on Historical Reports, see see "Defining Historical Reports" on page 379

• When your security level allows you to edit existing reports, you can access the Historical Report dialog from the **Edit Report** command in the Historical Report Desktop popup menu. For more information on Historical Reports, see "Defining Historical Reports" on page 379

To Display Historical Report State in Real-Time

This feature allows you to view the progress of report generation for a specific report in the Historical Report Desktop List

1 Right-click an entry in the Historical Report Desktop window. A contextual menu will pop up.
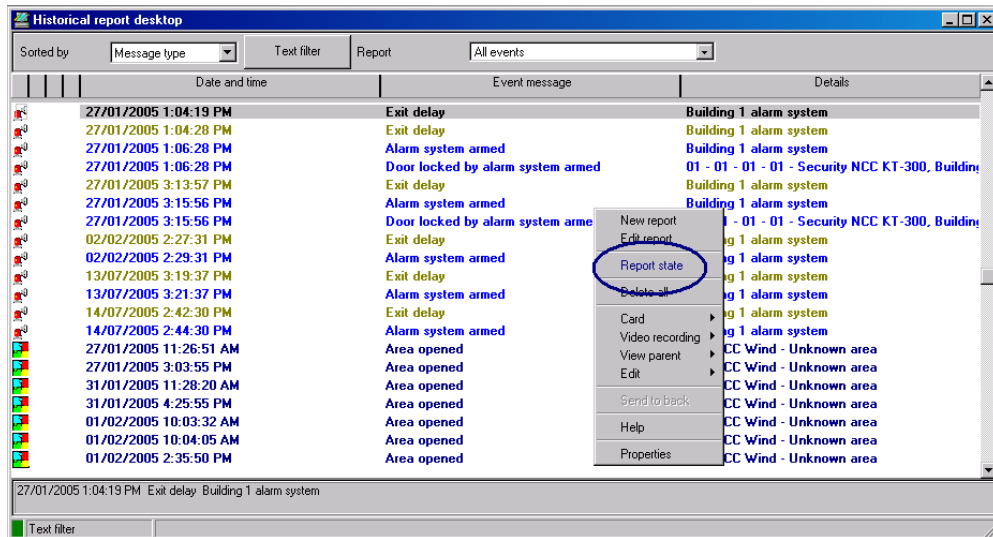
2 Select **Report State**. The Report State dialog will open displaying Report generation information.
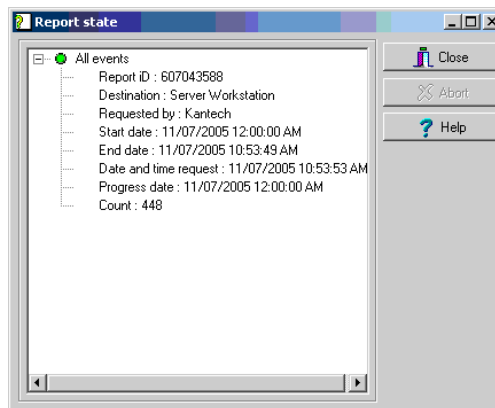
3 When the report is finally generated in the Desktop window, the information in the Report State dialog will disappear. Click **Close**.

To Play Archived Video Recordings from a Desktop Message List

1 Select the video you would like to play and right-click to access the contextual menu.
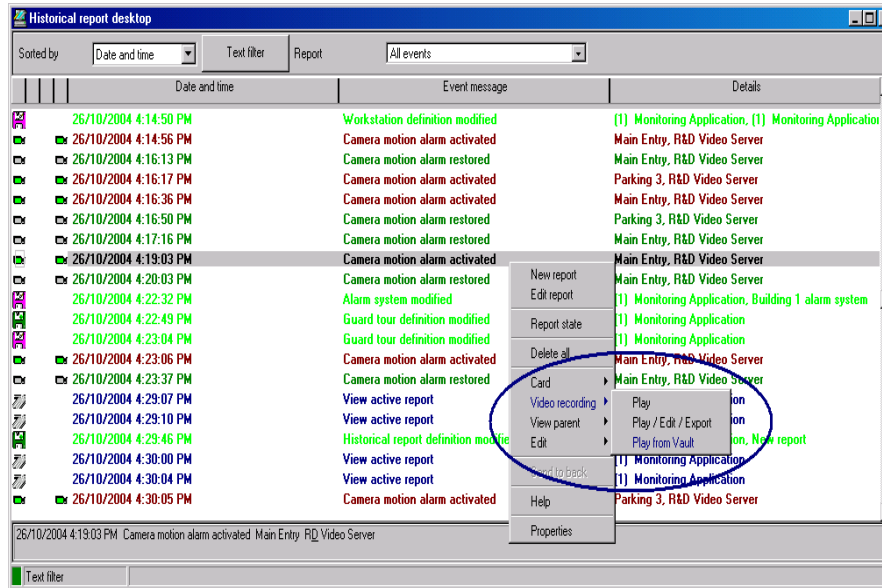
2 If the video has been stored into the Entrapass Video Vault, the **Play from Vault** option will be enabled. Once you click on it, the Video Playback window will open and start playing the selected recording.

Alarms Desktop

The Alarms desktop is used to view and to acknowledge alarm events. Alarm events are defined in the Event Parameter menu (**System > Event Parameters**). Any event can be defined as an alarm event. Alarm events require operator acknowledgment and are displayed in the Alarms desktop.

A schedule must be defined for all alarms (**System** > **Event parameters**, **Alarm settings**).When an alarm is generated during a valid schedule, operators have to acknowledge the alarm.

Alarms are displayed with date and time, alarm description, details, instructions (if defined) and associated graphic or video clip (if defined). New events are added at the bottom of the Alarm desktop unless you have setup the list to display in descending order (in the Alarm Desktop Properties dialog).

NOTE: An Alarms desktop may be defined as a Message window, a graphic window and an Instruction window. These features may apply to a single desktop. When you select a desktop defined with these three features, three windows are displayed simultaneously. For a better display, you may need to resize and to position the windows.

To define an Alarms desktop:

1 From the Desktop main window, select the desktop in which you want to display alarm messages, then define the window type: **Floating** or **Desktop type**.

2   Specify the secondary windows that will be associated with the Alarms desktop:

- **Display on new alarm**—Will open the Alarms desktop automatically when an alarm occurs.

- **Message screen**—This window allows operators to view and acknowledge alarms that have an "acknowledgement schedule" selected in the **Event Parameters** definition menu (**System** > **Event Parameters**, Alarm settings).

- **Instructions screen**—This window displays the instruction that is linked to the event to be acknowledged (i.e. call the police, send a message to a client application, etc.). Instructions are defined in the **System** > **Instructions**. Then after, they may be associated with events.

- **Graphic screen**—This window will display the location of the alarm being reported (if graphics are defined in the system). For more information on assigning graphic, see "Defining Graphics" on page 180.

To view system alarm messages:

1   Select the **Alarm** desktop. Alarm events are displayed according to the criteria selected in the **Sorted by** field.
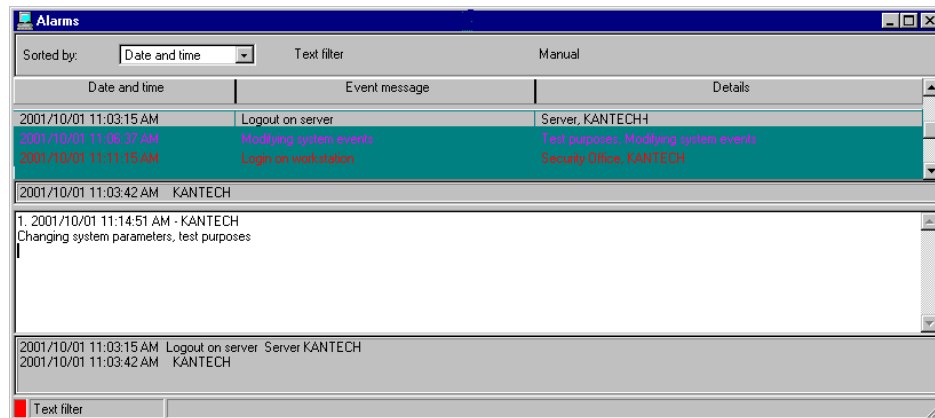
2   You can double-click the log area (middle of the window) to add a comment. The Add a comment window opens and enables you to enter text data. Once you have finished and clicked the **OK** button to close the window, the alarm event will be preceded by a + sign, indicating that an annotation has been added to the alarm event.

3   You may change/define the sorting order (**Sorted by** drop-down list):

- **Sequence**—alarms are sorted by their order of arrival. This the default sequence. The window scrolls to the end each time a new alarm is displayed.

- **State**—alarms are sorted according to their status (acknowledged, to be acknowledged or flagged). When you use this option, you interrupt the normal scrolling of events. Select "sequence" to go back to the default display.

- **Date and time**—alarms are sorted according to the date and time of their arrival.
- **Event**—The **Event messages** column is sorted in alphabetical order, grouping *identical* events For example, all **Input in alarm** events are grouped.
- **Priority**—Events are sorted by priority (as defined in **Event parameter**).

4   You may right-click anywhere in the window to enable the Properties window from which you can enable alarm status icons:

- **Red**—To be acknowledged or suspended. If suspended, the suspension delay is displayed. When the delay expires, the operator is required to acknowledge again. If the delay is not expired but the operator wishes to acknowledge a suspended alarm, he/she has to click on the delay. The delay will be reset to zero.
- **Green**—Acknowledged.
- **Yellow**—Flagged.
- **Black**—Deleted. To view alarms that have been manually deleted, select the **View deleted logs** from the **Properties**.
- **Blue**—Manual log.

5   Select the **Manual / Automatic** buttons to toggle the acknowledgement method (automatic or manual). Only operators who are assigned this feature in the Operator Definition menu can use this option. For more information, see "Operator Definition" on page 302.

NOTE: This option (Manual automatic acknowledgement) is only available through the Alarms Desktop. When the operator logs out, it will return to "manual" by default.

6   Right click an alarm message to perform additional tasks on alarm events:
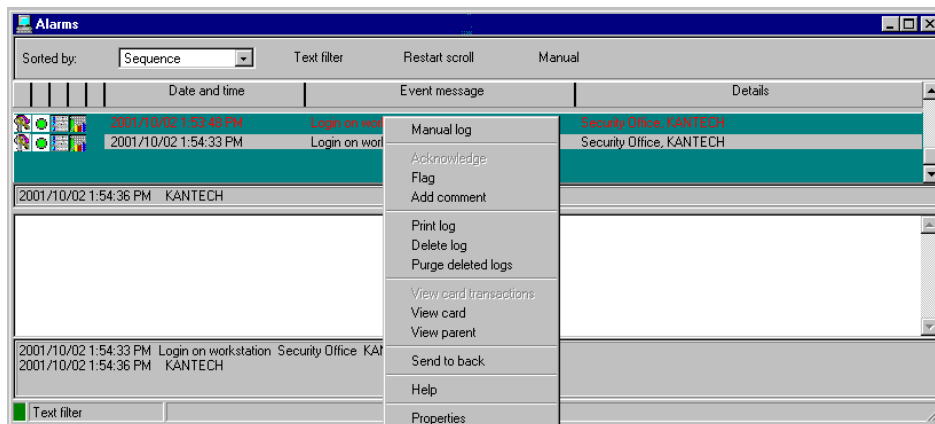
- **Manual log**—When selected, the system displays the Manual log window to allow an operator to add log comments, and hence to generate a customized event (with priority, event details, color etc.).When a manual log is added, a hand and a blue circle are added

beside an alarm message. These are visible when icons are enabled (right-click an alarm event > **Properties** > **Show icons**)

- **Acknowledge**—When selected, a green point is inserted beside an alarm message to indicate that the event was acknowledged.
- **Flag**—When selected, the system flags the selected event. A yellow indicator is inserted beside flagged events.
- **Add comment**—Allows operators to enter comments concerning the selected event. The added comments are displayed in the bottom part of the alarm window. A blue + sign beside an alarm message indicates that a comment was added to the alarm message (visible when icons are enabled: right-click an alarm event > **Properties** > **Show icons**)
- **Print log**—When selected, the system prints the alarm message.
- **Delete log**—When selected, the selected alarm message is marked for deletion (the indicator becomes "black" to indicate that the log has been marked for deletion). To view the logs marked for deletion, before you actually purge them, right click anywhere in the window and select **Properties** then select **View deleted logs**.
- **Purge deleted log**—Select this option to permanently remove logs that were marked for deletion.

Displaying Alarm Desktops Automatically

EntraPass enables users to display graphics automatically - from any desktop - as soon as an alarm occurs.This feature enables operators on duty to automatically view new alarms without having to open the alarm desktop and secondary windows associated with it. If **Display on new alarm** is checked the alarm desktop (and its secondary windows) will be displayed as soon as an alarm occurs regardless of the active window.

To display the alarm desktop automatically:

1 Define a desktop and customize it as an alarm desktop: for this, you have to check the items of the Alarms desktop section.
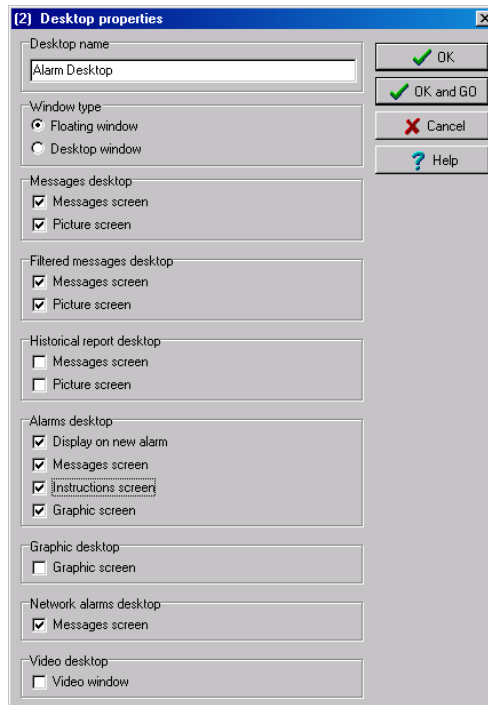
2 Check the **Display on new alarm** option so that operators can automatically view new alarms without having to open the alarm desktop and secondary windows associated with it.

NOTE: If this option is checked and if an operator calls up the alarm desktop, the desktop icon background color turns blue, indicating that the alarm and its secondary windows are displayed when a new alarm occurs. If however this option is selected when defining a Filtered message desktop for instance and if the desktop icon is selected, the filtered message desktop will be displayed (the background color of its icon turns blue), but the windows below the Display on new alarm section will not be displayed; they are only displayed when a new alarm occurs. If those windows are displayed (on new alarm), clicking the "X" in the top right hand corner of one of them will close all the open windows. If **Display on new alarm** *is not checked, the alarm desktop and all its secondary windows will be displayed on call (that is, when the alarm desktop is selected).*

3 Click **OK and Go** for your configuration to take effect immediately.

NOTE: When you define a desktop as an alarm desktop to be displayed on new alarm, it is recommended to reopen the Automatic Alarm Display desktop, to position its windows the way you want them to appear, then to click OK and GO again. This way, it will appear exactly as you have defined it.

Acknowledging Alarms/Events

Usually, operators have to acknowledge receipt of an alarm condition (event—such as intrusion, input in alarm, etc.) by responding in some way such as depressing an acknowledgment button. In EntraPass, operators acknowledge alarm messages from an alarm warning box or from the Alarms desktop window.

NOTE: A sound can be added to alarm events. For more details about setting options for an alarm sound, see "Setting up Multimedia Devices" on page 413.

Acknowledgement options are setup in the EntraPass application definition (**Devices** > **EntraPass application** (selected Workstation) > **Message 2 of 2** tab, Acknowledgement parameters). Events that require operator acknowledgment are defined in the **System** > **Event Parameters**.

NOTE: If the component that is in alarm is assigned to a video view, the video view or video recording is automatically displayed when an alarm occurs.

Automatic Acknowledgement

Alarms can be automatically acknowledged without operator intervention. This option is enabled in the Operator definition menu (**System** > **Operators** > **Privileges**, **Auto acknowledge**).

*NOTE: Only operators granted the appropriate access privilege should be using this option. If the Automatic acknowledge feature is used, the alarm message box is not displayed; therefore, it will not be possible to suspend alarms. If this option is enabled in the Operator definition menu, the Manual button is added to the Alarms desktop. This button toggles between Manual and Automatic acknowledgement.*

To acknowledge an alarm message:

1   When the **Acknowledgement required** message box appears, take one of the following actions:
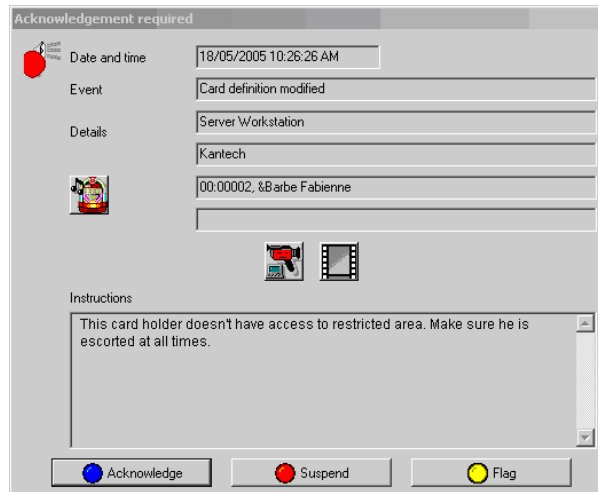
- Click the **Acknowledge** button to acknowledge the displayed alarm event. The red status button turns green once an alarm is acknowledged.
- Click the **Suspend** button to suspend alarms while doing other operations in the system. The alarm will be suspended for the delay time specified in the **EntraPass application** definition menu. Once the suspended alarm delay time expires, the system prompts the operator to acknowledge the alarm.
- Click the **Flag** button if you want to acknowledge an alarm message, and if you want to identify it for future reference. A flagged alarm is identified by a yellow button.
- Click the **Mute** button 🎛 if you want to stop the alarm sound.

*NOTE: The **Acknowledgement required** message box will be presented in a format without the Instructions window if there are no instructions associated with the alarm message.*

NOTE: If the component that is in alarm is assigned to a video view, the video view or video recording is automatically displayed when an alarm occurs.

Acknowledging Alarms from the Alarms Desktop

1   Select the alarm event you want to acknowledge (one that has been flagged, for instance), Right-click to enable a shortcut menu.
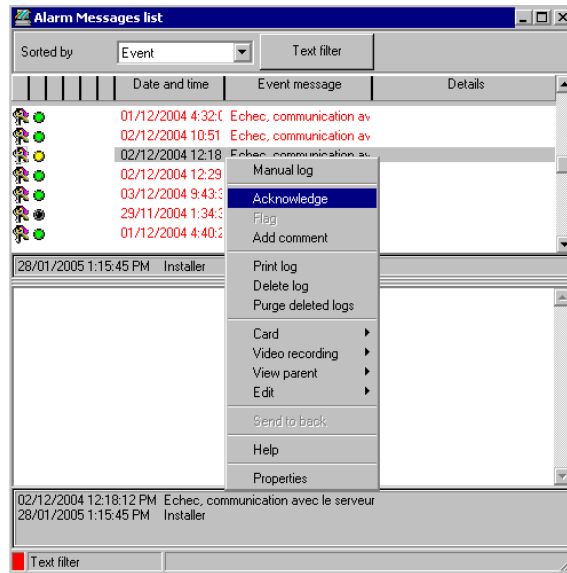
2   Select **Acknowledge** from the sub-menu. The status indicator becomes green.

NOTE: To tag an alarm message for specific purposes, select the alarm event you want to identify; right-click and select **Flag** *from the sub-menu. You can also click an alarm message until the color of its status indicator changes to the desired color.*

Instruction Desktop

The Instruction window displays the instructions to follow when an alarm is reported.

Instructions will only be displayed if this option is enabled during the Event Parameters settings (**System** > **Event parameters**, **Alarm settings)**.

To view an instruction about an alarm message:

1 You may view instructions about an alarm by selecting the Alarms desktop defined as a message and an instruction window, or defined as an instruction window. When a desktop is defined as being both a message window and an instruction window, the two windows are displayed at the same time:
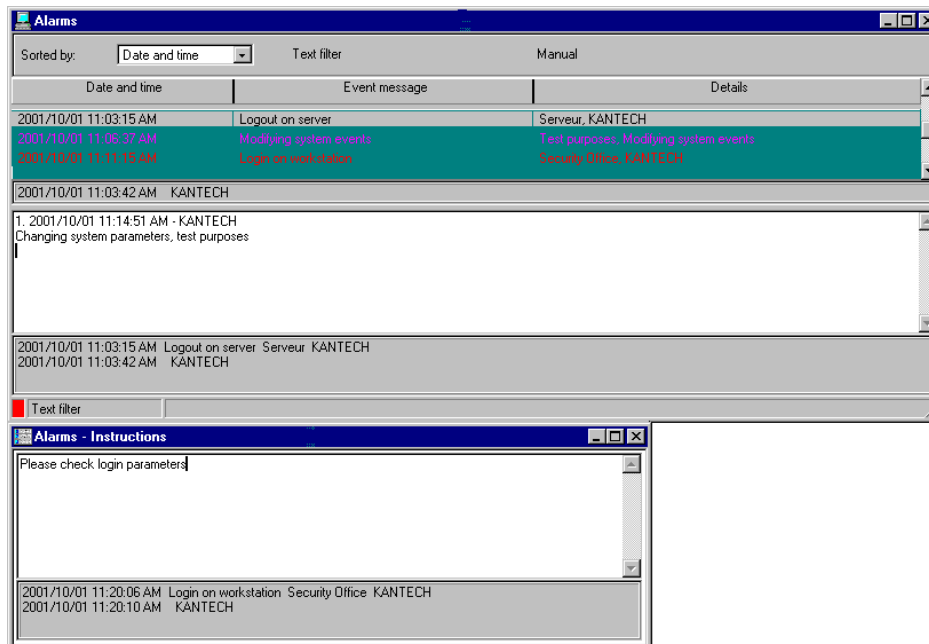
2 You may also view an instruction about an alarm by selecting an alarm message and right-clicking it.
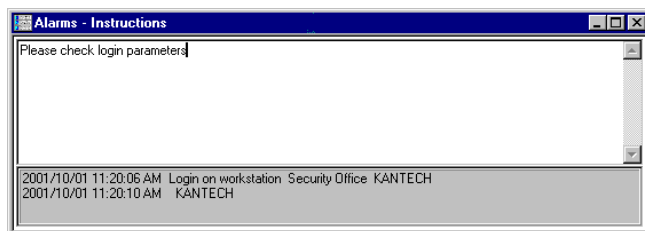
NOTE: *This feature is very useful when the Alarms desktop is too small to display the entire description of an event.*

Graphic Desktop

The Graphic desktop displays the graphical location of the alarm being reported (if graphics are defined in the system). A graphic corresponds to the secured area of the system where components (EntraPass application, controllers, inputs, relays, etc.) are located on a site.

With graphics, operators can easily view the exact location of a component installed on a site, or the status of components and devices such as doors, contacts, motion detectors, controllers, assigned to the graphic. Operators can perform manual operations directly from the displayed component (for example lock/unlock a door). To define interactive floor plans, see "Defining Graphics" on page 180.

To view graphics in the Graphic desktop:

1 Right click the desktop icon you want to assign to graphic, name the desktop (Graphics, for example), then define the window type (**Floating** or **Desktop**).
2 Click **OK and Go** to display the Graphics desktop.
3 Right click anywhere in the Graphic desktop, then, from the shortcut menu, select the graphic you want to display.

NOTE: If the window is smaller than the graphic size, you can click-hold-and-drag the graphic to move it around within the Graphic window.

4 You may right click anywhere in the graphic to enable a shortcut menu in order to:
   • Adjust the display size of the selected graphic (**Fit to screen, Design size or Picture size**.
   • Select **Auto result** for the system to display a message indicating the cause of the communication loss in case of communication failure. If **Auto result** is not selected, operators will have to manually request the results for the component by using the **Show result**.

5 Right-click a component in abnormal condition to enable a sub menu:
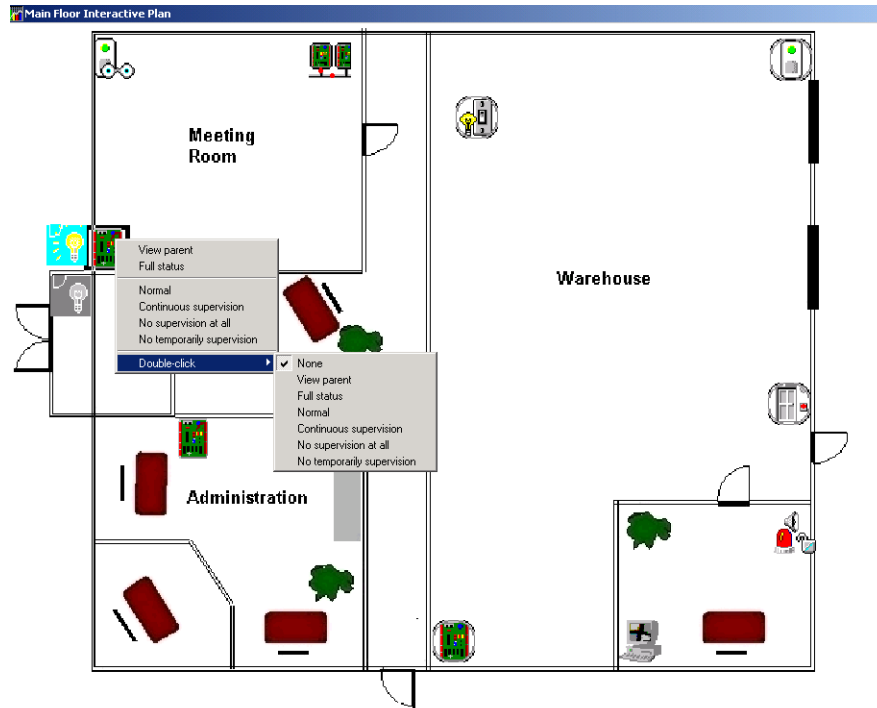
![note icon] *NOTE: Components in alarms are represented by their animated icons. Selecting an animated icon and viewing its parent components allows operators to learn more about the "alarm condition".*

6 Select **Full status** from the shortcut menu to display the error list related to one or all the components in alarm.

7 Select the **Double click** menu item to allow operators to modify the status of a component in alarm from the Graphic desktop. For example, if the displayed component is a door and if the **Double click** menu item was set to **Unlock**, an operator can manually open the door from the Graphic desktop.

![note icon] *NOTE: When you modify the Double-click feature via the Graphic desktop, the system does not save the modifications. Modify the default Double-click feature via the **graphic definition** (**Definition** > **Graphics**, Design window, right click a component > **Default dblclick** menu item). For more information on how to create graphics and on how to assign components to graphics, see "Defining Graphics" on page 180.*

Network Alarms Desktop

The Network Alarms desktop is used to view *all* the alarms in the system. Only events that require operator acknowledgment and that are programmed in the **Event Parameters** menu are displayed in the Network Alarms Desktop.

*NOTE: Network Alarms are available on all workstations of the system. By default the server sends network alarms to all workstations at startup. If you do not want the system to automatically send network alarms, use the **No reload on startup** option (**Devices** > **EntraPass application > Message 2 of 2 tab**). This option is useful when the connection between the workstation and the server is slow.*

Operators will only be authorized to view network alarms that were sent to the Applications that are selected in their security level definition menu.

To view network alarms:

1 Select the Network Alarms desktop.
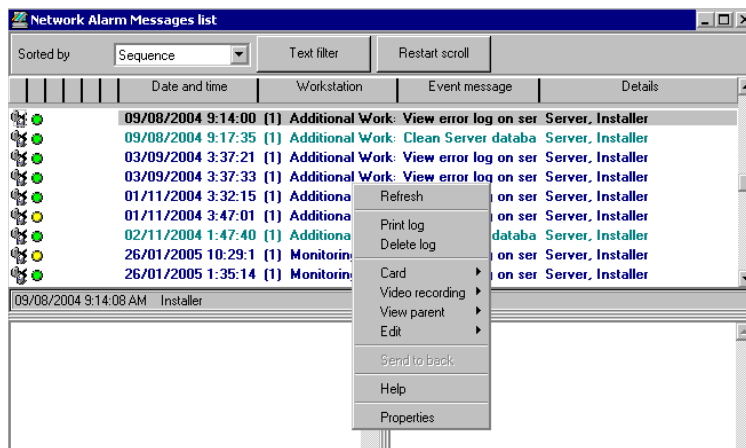
2 Right click anywhere in the window to enable a shortcut menu:
  - **Refresh**: this options allows operators to load new alarm messages in the Network alarms desktop. The **Refresh** menu item is particularly useful when the server does not load automatically network alarm at startup; that is, when the **No reload network alarms on startup** option is checked in the Workstation definition menu (**Devices**> **Workstation** > Messages 1 of 2 tab).
  - **Print log**—When selected, the system prints the alarm message.

- • **Delete log**—Purges alarm records from the system. When you select this option, the Delete network alarms window appears. You can then specify the **Deletion option** (selected, all or custom messages).

*NOTE: To limit the number of records kept in the alarm database, use the **Maximum records in system logs**: **Options** > **Server parameters** > **Server** tab**). This option is used for the server and workstation alarm message databases.*

Video Desktop

If the Video feature is enabled in EntraPass, you can configure a desktop as a Video desktop.

To define a Video desktop:

1   Form the Desktop menu, right-click a desktop to bring up the Desktop properties window.
2   In the **Desktop name** field, assign a name to the new desktop.
3   Select the window type for this desktop.
4   Check the **Video window** option.

To use the Video Desktop:

1   In the Desktop window, select the desktop defined as the Video desktop.The Video display window appears.
2   Select an icon (in the lower part of the window) to determine for instance the size of the views or to display the Panel window (a small window associated with the video display).

The following table shows the available options:

View Icon	Description
	Large. This view sets the window to 1024x768 pixels
	Medium. This view sets the window to 800x600 pixels
	Small. This view sets the window to 640x480 pixels
	Tiny. This view sets the window to 400x300 pixels.
	Creates a new video view
	Shows panel window

View Icon	Description
	Video playback custom buttons. These buttons appear in the lower part of the Video desktop when the operator who is logged on was assigned specific permission for viewing and generating video events. This custom buttons offer a fast way for viewing or generating video events.
	Edits the current video view
	Shows the help related to the Video desktop
	Closes the Video window

Video Server Status

EntraPass offers the ability to display parameters of the video devices connected to the Video server. Operators can for example view information related to network data transfer (images and digital sounds).

NOTE: Installing and using the Video feature may take a great amount of your company network bandwidth (LAN or WAN). The network administrator may control the use of the network bandwidth for Video transfer.

To view the Video Server full status:

1 From the Graphic desktop window, right-click the Video Server icon to display a shortcut menu.

2 From the shortcut menu, select **Full status** to display information about the video server status.

NOTE: The content of the Full Status window depends on the video server associated with EntraPass. The following list provides a short description of the displayed fields.

Item	Description
Unit name	**The network name of the remote DVMS system (Intellex in this example). The Unit name is followed by the DVR IP address**

Item	Description
Unit type	The type of the unit. can be Intellex, Iris (network client), etc.
Schedule mode	The current schedule mode of the remote DVMS unit. It indicates how images are recorded by the DVR installation. The values for this field can be: • **Regular** (regular schedule) • **Single** (only a single camera) • **Custom** (a custom schedule has been set by the operator).
Recording in progress	The active record statue of the remote DVMS unit. Values can be: • **True**: is recording • **False**: is stopped.
Time span (h:mm)	The time interval (in second) between the oldest and newest images in the database.
Unit version	The official version of the DVMS unit.
Number of cameras	The number of cameras connected to the Video server. The source of the video data is generally a camera, but it may also be a television station or other video source.The value varies from 0 to 16.
Record mode	The record mode can be linear or circular • (**Linear**: if you select this option, the recording will continue uninterrupted until the available space is finished; • **Circular**: if you select this option, the DVR will notify the operators before the recording space is completely filled. The operator will then choose to continue the recording or to stop it. By default, the recording mode is set to Circular.
Recording mode	The recording standard of the remote unit. The recording standard depends on the area.Values can be: • **NTSC**: the NTSC standard is mainly used in America and in many Asian countries such as Japan and South Korea or • **PAL**: the PAL standard is mainly used in Germany, Great Britain, China, Australia and Brazil.
Estimated remaining images	The estimated number of frames that may still be recorded in the video database before the DVMS unit space is completely filled. This option is only useful if the recording mode is linear.
Interface version (API)	Indicates the version of the application interface between EntraPass and the selected Video server.

Item	Description
Number of audio	**The number of audio streams available of the video server unit. The source of the audio data is generally a microphone, but may be another audio source.**
Record rate	**The rate code value. This value indicates the aggregate recording rate for the DVR unit in number of frames per second. The value can be: 1, 2.5, 7.5, 15, 30, 60, 120, other value.**
Total number of images	**The total number of images in the remote unit's database.**
Version compatibility	**Compatibility between the versions of the DVR unit and the application interface used.**
Number of text	**The numbers of text data streams available from the DVMS. The text data source may be a cash register or other device.**

Chapter 13 • Reports

EntraPass software allows users to define and generate reports. These reports may be generated automatically or requested manually. Reports can be sent by e-mail.

There are three types of reports:

- **Quick reports**: these are based on selected group of events (i.e.: door, controller, etc.) and event types (normal, abnormal, etc.)
- **Historical reports:** these are historical and card use reports. The historical report type contains archived and filtered events, whereas card use reports contain events related to card use.
- **T & A reports (Time and attendance)**: these are defined according to selected doors and cards defined as time and attendance.

From the Report toolbar, EntraPass users may also:

- View reports— this feature allows an operator to preview and to view report details, or to print pre-defined reports.
- View Report states—this features allows an operator to view the status of all reports in execution.
- Perform Manual operations on Time and attendance reports to add, insert, and delete Time and attendance entries.

Defining a Quick Report

The Quick report feature offers a rapid method of creating reports for certain types of events. For example, it is possible to create a report regarding all abnormal or normal access events in just a few seconds.

Quick report files may be viewed using the EntraPass Quick Viewer, a utility that allows users to display Quick report files and all .QRP files. These include report files that are saved from a report preview. The Quick Viewer is launched from Windows Start menu, without the need to launch the software.

To define a Quick Report:

1   From the Report toolbar, select the **Quick report request** icon.
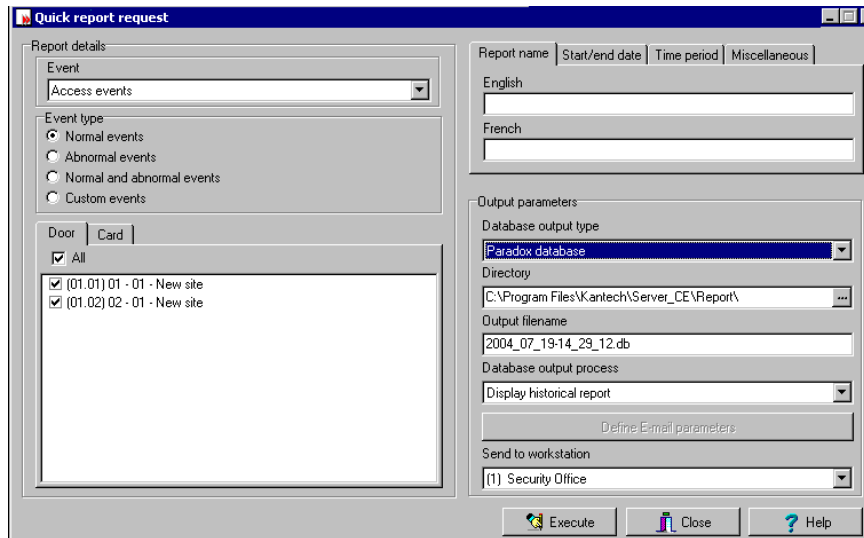
2   From the **Event** drop-down list, select the event type for the current report (access, controller, door, relay, input, operator, manual operation events, etc.). If you have selected "access events", the **Card** tab appears in the window.

3   Among the **Event type** options, select the event type to be included in the report.

  •   **Normal**—Quick report can create reports based on normal events. In an access report, normal events would be such events as "access granted" for instance.

  •   **Abnormal**—Such events as access denied (bad access level, supervisor level required), workstation server abnormal disconnection, gateway communication failure, or all events related to a process that is not complete (a controller reload failure, for example), are considered abnormal.

  •   **Normal & abnormal**—Select this option to include normal and abnormal events in the report.

- **Custom events**—Select this option to include your own events. The **Custom** tab appears when the **Custom events** option is selected. This option allows the operator to selects the components that have generated the selected events according to the setting in the "event" field.

*NOTE: When you use the **Event** field, you have to specify which component(s) should be used or not used. Once you select an event (i.e. access), the system displays all the doors of the gateway. If you select Controllers, the system displays all the controllers for the gateway. Once you have selected an event (i.e. controller events), select the controllers (i.e. list of controllers) to be included in the report.*

4 Select the **Card** tab to specify filter details about the report. The **Card** tab appears only if a card-related event is selected.

5 In the **Card index** drop-down list, specify the information that will be used as the filter. For example, if you select "card number", only access events in which the defined card numbers appear will be selected.

*NOTE: If you select Card number, the **Lower** and **Upper boundary** editable fields display the default numerical values to be replaced by card numbers. If you select **Card user name**, these fields are enabled to receive text data. For example, you can enter **A** in the **Lower boundary** field and **F** in the **Upper boundary** fields for the system to include events in which the selected door is defined and events in which the defined card numbers appear but only for card users whose names begin with A to F. If you select **All**, the editable fields are disabled.*

6 In the **Report name** tab, enter a name for the report (this name will be displayed on your report).

7 **In the Start/end date** tab, enter the date and time on which the system will start to collect the events. For example, if you enter 7:00 and an event occurred at 6:00, this event will not be included. To target events that occurred during a specific time frame, use the **Time period** tab.

8 In the Time period tab, check the Specific time frame option to include events that match the specified time frame. Enter the target time for the report.

9 If you want to overwrite the previous file, select the **Miscellaneous** tab then check **Overwrite existing output file**. If you do this, the existing default output file will be replaced by this new one.

10 Define the output parameters:
- **Database output type**: Select the database output format (Paradox, Dbase IV, or.CSV).
- **Directory**—Indicates where the report is saved and stored. The default folder is: C:\ProgramFiles\Kantech\Workstation_CE \Report\your file.xx
- **Output filename**—Indicates the output file name. By default, reports are saved on disk in C:\ProgramFiles\Kantech\Workstation_CE \Report\your file.xx. The report filename is composed of the date and time on which the report was created. You can modify the filename if necessary, but do not modify the extension.
- **Database output process**—Select the appropriate output processes. A report template is associated with each output.

- Database only (the report will be saved in the system database)
- Display historical report (the report will appear on-screen)
- Report printed (sequence, date or events) (the report will be printed according to the specified sort order)
- **E-mail historical report**: the report will be sent by e-mail to a specified valid e-mail address.
- **Send to workstation**—Select the workstation to which the quick report should be sent. The list contains all applications defined in the system.

11 Click the **Execute** button to launch the report. To view the report, select the **View report** tab.

Defining Historical Reports

The Historical report definition feature allows users to define customized historical reports and card use reports with their own automatic execution parameters.

Reports that are defined with automatic settings are automatically generated at the specified time. However, they may be requested manually when needed. The "Historical Report Request" menu enables operators to trigger reports by overriding automatic settings. When requested manually, automatic settings are ignored.

Defining a Default "All events" Report

You may generate a default report that will include all events. The default report is an Historical report type. EntraPass enables you to send an automatic report by e-mail.

To generate a default "all events" report:

1 Select the **Historical report** icon from the Report toolbar. The Historical report window appears.
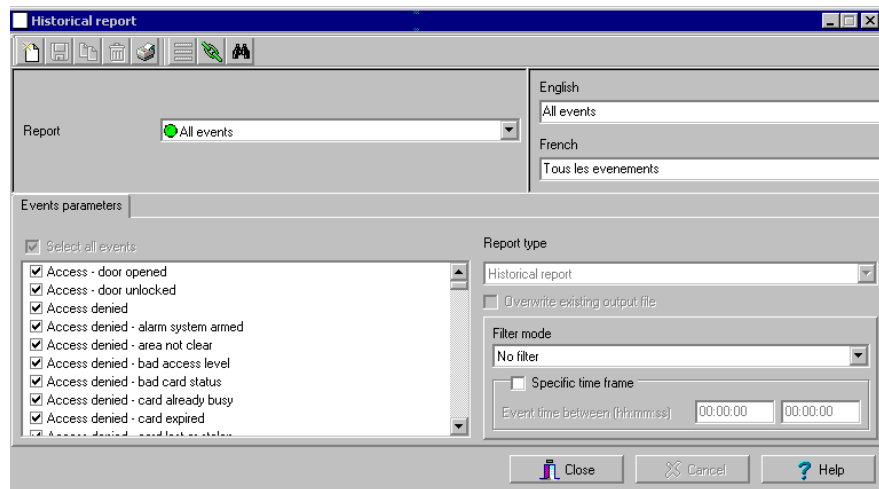
Requesting an "All events" Report

1   Select the **Historical Request** icon from the Report toolbar. The Historical report request window appears.

Historical report

2   Specify the **Start** and **End** time. By default, the end date and time are set to the system time.

3   You may specify the output parameters or leave these to default.

NOTE: It is important to know the differences among the output type and processes. For details, see "Defining a Report Output Format" on page 389.

4   You may select the **Report state** icon from the toolbar to view the report status.

5   Select the **View report** icon from the toolbar to view the report. The default report name is YYYY_MM_DD_-HH_MM_SS.db.

Defining a Custom Historical Report

To define event parameters for an Historical report:

Historical report

1   From the Report window, select the **Historical report** icon. The Historical report window appears.
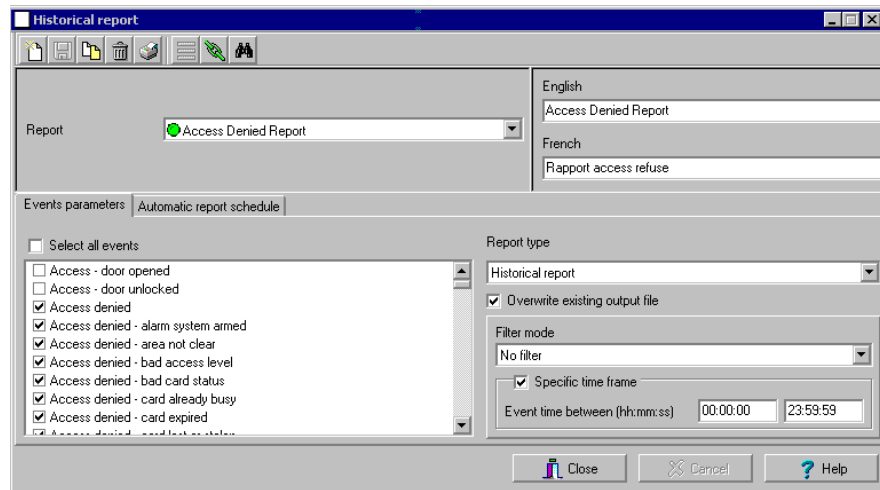
2   To create a new report, click the **New** icon (in the toolbar) and enter the necessary information in the language section. The **Report type** field shows the selected/created report (Historical or Card use report). To modify an existing report, select it from the **Report** drop-down list.

3   You may check the **Select all events** option. All the listed events will be checked and included in the report. You may choose to check specific events that you want to include in the report.

4   If you are creating a **Historical report type** report: from the **Report type** drop-down list, select **Historical report**. This is the first filter for the report. The selected report will show events such as access granted events (with the time, the door that was accessed, as well as the card number).

5   If you selected the **Historical report** type, you have to select components associated with the event. The Components tab appears in the window when the selected report is an **Historical report type**.

NOTE: *When you select Historical report **and** when a filter mode is selected (**Filter mode** drop-down list), the system displays additional tabs, the **Components** and **Cards** tabs. The Card tab is also displayed when "Access" events are selected.*

6   Check the **Overwrite existing output file** option if you want the system to replace the existing output file each time the report is automatically generated according to the settings defined in the "Automatic report schedule".

7 *Historical Reports Only.* Select the **Filter mode** if you want a report from specific components. These filters are used to target specific events that were generated from selected components. You can select various filtering methods. When you use this field, you have to specify which component(s) to use.

8 *Historical Reports Only*. If you selected **Historical report**, check the **Specific time frame** option. If selected, the time frame specified will be used by the system. Only events (event time) that are within this specific time frame will be included in your report. For example, if you define 8:00 to 8:30, only events which occurred during this time frame will be included in the report.

9 Select the **Automatic report schedule** tab to specify details about the report. For details about defining an automatic report, see "Defining Automatic Report Schedules" on page 385.

To define components for an Historical Report

If the selected report is a **Historical report** type and if you have selected a **Filter mode**, the **Components** and **Cards** tabs appear next to the Event parameters tab. You have to specify the components and filters that may affect the report.

To specify components for a report:

1 From the Historical report window, selected the **Components** tab. The Components window lists all the component types that have a direct link with the selected events.
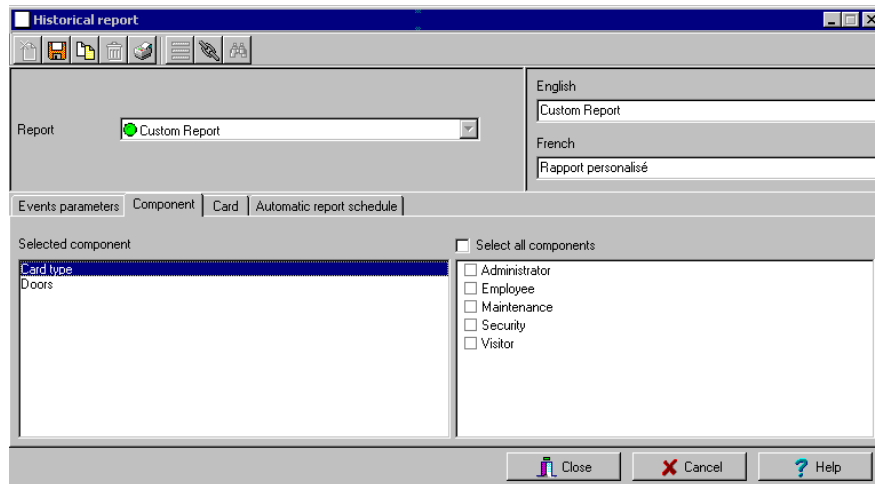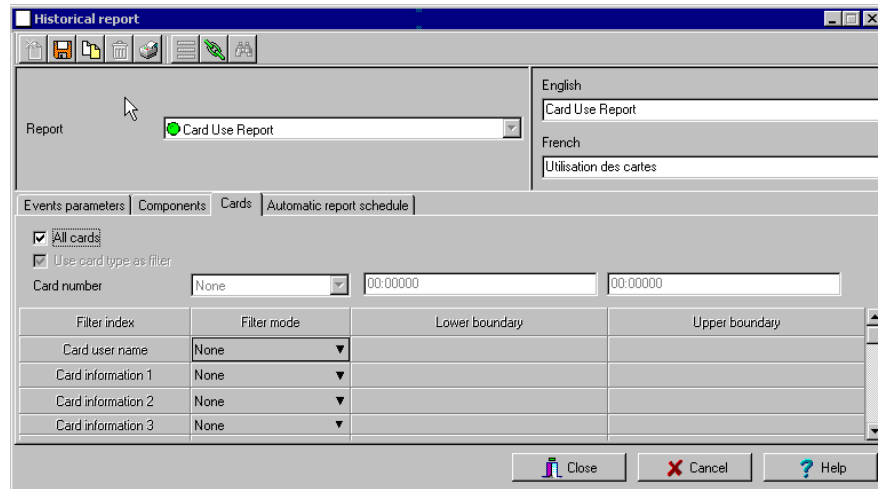
2 Select an event type to display its items in the right-hand pane. If you select **Card type**, the right-hand pane displays all the card types defined in the system. If you select Doors, all the access system doors are displayed in the right-hand pane.

NOTE: If an item in the left-hand pane (Selected components) is selected, its color changes (turns red). When it is deselected, it resumes to the default color.

To define card options for an Historical report:

1 From the Historical report definition window, select the **Card** tab. It is displayed only when access events are selected. It is used to add more filters to your report in order to target specific events.

2 Select the **All Cards** option to include all cards. When you do this, the other fields are disabled. When you select the **Use card type as filter** option, you can add filters for your report. You can view the fields that are included/ excluded as filters and specify a lower and upper boundaries for each selection.

3 Specify the information that will be used as a filter (**Filter index** drop-down list). For example, if you select "Card number", as the filter index, only access events in which the defined card numbers appear will be selected.

4 From the **Filter mode** drop-down list (None, Include, Exclude), specify if the system should exclude or include the value range that you specify in the Upper/Lower boundary fields. When a filter mode is selected (**Exclude** or **Include**), the "Boundary" fields are enabled.

5 Enter the value range in the **Upper/Lower boundary** fields according to the selection in the **Filter mode** field. These may be, for example, alphabet letters (if the filter index is by names; or numeric, if the filter index is by card number). You could, for instance, use the card user name and specify A to F in the **Upper/Lower boundary** as the lower and upper boundaries. As a result the system will include events in which the selected door is defined and events in which the defined card numbers appear but only for card holders whose names begin with A to F.

NOTE: Users may select more than one filter for the same report using the filter index. Events will be filtered n times depending on how many filter indexes are defined for the report.

Defining a Card Use Report

The card use report feature is used to create reports that will list cardholders who did/did not generate events since a specific number of days or a specific date. For example, operators could request a report including "access granted" events that were generated since a specific date.

NOTE: When you select a card use report option, the Use definition tab appears in the Historical report window. It allows you to define the card use parameters, such as: used since a specific date, not used since 30 days before today, etc.

The system displays five event types:

• Access denied (bad location, bad access level, bad card status, etc.)
• Access granted
• Database (events that have affected the database, such as card definition modified)
• Time and Attendance events (entry, exit).

To define a card use report:

1 From the Historical report window, select a report from the **Report** drop-down list. If you are creating a new report, click the New icon in the toolbar, then enter the necessary information in the language section.
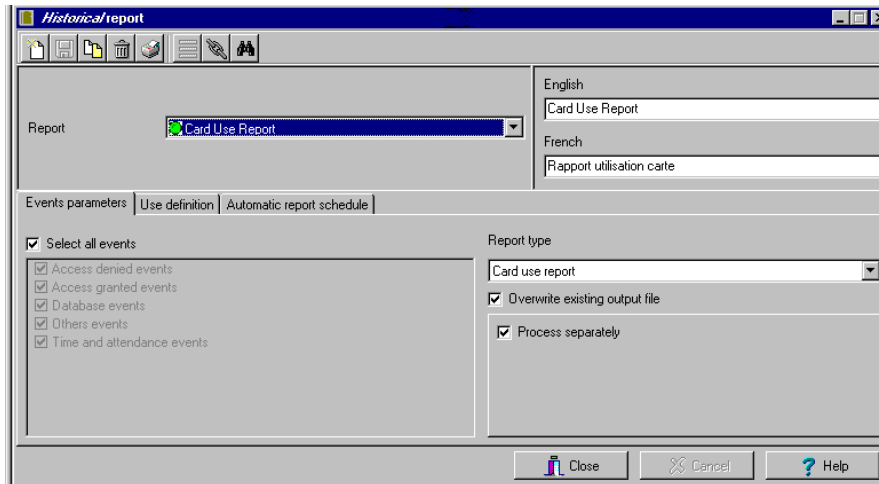
2 The **Report type** drop-down list, displays **Card use report** if the selected report is a Card use report type. If you are creating a new report, select Card Use report. When the selected report (in the Report drop-down list) is a **Card use report** type, only events related to card use are displayed in the left-hand pane.

3 You may check the **Select all events** option (when it is checked the display pane is disabled), or you may select only the events you want to include in the report.

4   You may check the **Overwrite existing output file** option, to replace the existing card use report every time you generate a new one. You may keep the default target folder.

5   You may also check the **Process separately** option if you want the events to be processed individually for each card. For example, if you want a report for "Access denied events" and "Access generated events", if you do not check the **Process separately** option, the report will contain all these events. When the **Process separately** option is checked the report will display Access granted event and Access denied events separately.

*NOTE: The **Process separately** option appears only when the report type is a **Card use report**.*

6   Select the **Use definition** tab to specify the card use options (**Not used since or Used since**) and target periods.

*NOTE: The **Use definition** tab appears only when the selected report type is a **Card use report**.*

7   To define the target period, check the **From** checkbox and enter a date in the **From** field. You may select a date in the calender when you click the **Calender** button. Alternatively, you may use the up/down controls or enter the **Number of days back**, starting from today's date.

8   When you have finished defining the report, save it. You may request it using the **Report request** button in the Report toolbar.

Defining Automatic Report Schedules
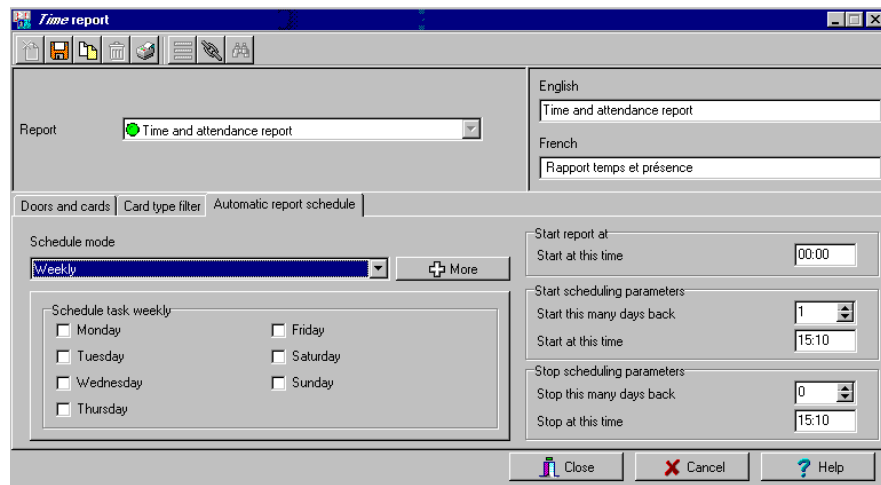
For both Historical and Card use reports.

Use the **Automatic report schedule** tab to define automatic settings for your reports so they can be automatically generated when needed. These settings indicate:

- The frequency: when the report should be generated (none, weekly, monthly, once)
- The time period covered
- The output process (display, print, etc.)
- The output type (dBase, Paradox, CSV)
- The destination (workstation)
- The language and the filename

To define an automatic report schedule:

1 From the Historical report window, select the **Automatic report schedule** tab.

2 From the **Schedule mode** drop-down list, select the frequency at which the report should be executed:

- Select **None** if you want the report to be manually requested (see Historical Report Request).
- Select **Weekly** if you want a report every week. You have to check the day on which the report should be executed automatically.
- Select **Monthly** if the report is needed once a month. You have to specify the day (ex. the second Friday of the month or the 15th day of the month) when the report will be executed automatically.
- Select **Once** if you want the report to be executed automatically on a specified date.

3 In the **Start at this time** field, enter the time at which the system will start executing the report.

4 Specify the **Scheduling parameters** *Only for Historical Reports.*

*NOTE: These settings are **ignored** when the report is requested manually by an operator.*

- **Start this many days back**—The report will start collecting events according to the number of days specified in this field. It is based on the present date.
- **Start at this time**—Once you specify the amount of days, specify the starting time (i.e.: 7:00am). For example, if you enter 7:00, events that occurred at 6:00 will not be included in the report.
- **Stop this many days back**—The report will include the specified number of days entered in this field. It is based on the present date.

- **End at this time**—Once you specify the number of days, specify the ending time (i.e.:5:00 pm), that is, the day on which the system will stop collecting data; you may also specify the time at which it will stop. For example, if you enter 7:00 and an event occurred at 8:00, then this event will not be included. To target events that occurred during a specific time frame, you have to use the **Specific time frame** option.

*NOTE: The start and end time are only used for the first day and last day, for example if you start collecting events on Monday at 8:00 and end on Friday at 17:00 all events between 8:00 Monday and 17:00 Friday will be included. The system **does not use** the start and end time for each day but for the whole period.*

To specify additional options for an automatic report:

1. Select the **More** button to add more settings to the automatic scheduled report. When you click the **More** button, the Automatic report output definition window appears.

2. From the **Output type** drop-down list, select the output format of the report. You may choose Paradox, Dbase IV, or CSV formats.

*NOTE: From the **Database output process**, you can select **E-mail historical report** if you want this report to be automatically sent to specified recipients. If you choose this option, select the **E-mail** tab to enter the recipients' e-mail address in the **Send E-mail to** field. EntraPass enables you to protect the report by a password before e-mailing it.*

3. You may check the **Automatic filename (...)** option. The default file name is YYY_MM_DD-HH_MM_SS.X, indicating the year_ month_ day-hours, minutes_second.file extension.

NOTE: For details on the output type and the output process, refer to the table below. It gives a comparison of the different report formats.

The following table shows the difference between these database formats and their output file formats:

Database	Description	.db	.rdf	.csv
Paradox	In addition to the traditional.db,.rdf output formats, the Paradox database generates the.px,.xg0,.xg1,.yg0,.yg1 files. These contain the indexes and are useful when using a "Paradox" database. They can also be used by the database administrator.	X	X	X
Dbase IV	A popular database management system format for storing data that is supported by nearly all database management and spreadsheet systems. Even systems that do not use the DBase format internally are able to import and export data in Dbase format.	X	X	-
CSV	Will save the report in a comma separated values format (yourfile.csv). A data format in which each piece of data is separated by a comma. This is a popular format for transferring data from one application to another; because most database systems are able to import and export comma-delimited data.	-		X

4 Refer to the following table for information on the editing tools compatible with the output files. Only.db file formats can be edited.

Output file	Paradox	Dbase IV	CSV
.db, Editing tool	dBase IV, dBFast, MultiEdit, DbVista, Paradox, SmartWare and XtreeGold.	dBase III, IV, FoxPro, dBFast, DataBoss and Excel.	-
.csv, Editing tool	-	-	Excel, NotePad, WordPad, etc.
.rdf, Viewing tool	EntraPass tool (Borland Database Engine)	EntraPass tool (Borland Database Engine)	NotePad

5   From the **Output process** drop-down list, select the report template. It will be used with the requested report. For details on the output format, see "Defining a Report Output Format" on page 389.

Defining a Report Output Format

Historical and Card use reports

1   If you select **Database only** (*CSV, Paradox and Dbase*): The report will include the following information: event sequence, date and time, event message, description types (displays a specific number that identifies a component in the system), description names (displays the name of the component as defined in the system—name of description type number) as well as the card number (for card-related events).

NOTE: A database only report is saved in the reports folder in the specified format. It will not be printed nor displayed.

2   If you select **Display Historical report - Display card last transaction report** (*Paradox Only*): The report will automatically be displayed on your desktop when completed. You can customize the report before you print it manually. For more information on how to customize the report, see "Previewing Historical Reports" on page 403. The report will include the following information: event sequence, date and time, event message, card number (for card-related events) and descriptions 1 to 4 which contain details on the event.

3   **Report printed by sequence** (*Paradox Only*)**:** This report is sorted by event sequence number (order in which they were generated by the system) and printed automatically at the printer of the destination workstation.

4   **Report printed by date and tim**e *(Paradox Only):* This report is sorted by date and time and printed automatically at the printer of the destination workstation.

NOTE: The printed reports (option three and four) will be saved in the reports folder in the specified format. They will also be printed but not displayed.

5   **Report printed by event** (*Paradox Only*): This report is sorted by event message (alphabetically) and printed automatically at the printer of the destination workstation. The report is saved in the reports folder in the specified format, but not displayed.

Time and Attendance Reports

Time and attendance reports will be saved in the reports folder, they are not printed nor displayed. User have to manually retrieve the report to view it, they can also use the "View Report" menu.

1   **Single file with all data** (*CSV only*): The report is generated in one file containing the data and the descriptions (date & time, transaction ID, card number, card user name and door description).

2   **Database with transactions** (*CSV, Paradox & DBase IV*): The report is generated with all the data and transactions in one single file. It includes the date & time, the transaction ID, the card number and the card user name.

3   **Display time and attendance report** (*Paradox only):* The report will automatically be displayed on the desktop when completed. You can customize the report before you print it manually. It contains: the card number, card user name, entry time, exit time, contents of the card information field as selected in report definition and total hours per cardholder. For more information on how to customize the report, see "Previewing Time and Attendance Reports" on page 404.

4   **Two (2) databases with all data** (*Paradox & DbaseIV*): the report will be generated in two separate files:

   •   **One file containing**: date, time, event message (transaction type), pkcard, pkdoor, pkdoorgroup.

   •   **One file containing**: pk description (explaining pkcard, pkdoor and pkdoorgroup), card number, object and contents of card information field selected in the report definition menu.

NOTE: Pk refers to a component unique number within the system

5   **Single database with all data** (*Paradox & DbaseIV*): The report will be generated in one file containing the data and the descriptions (date and time, transaction ID, card number, card user name, door description and sequence).

6   **CSV compilation time and attendance** (*CSV Only*): The report will be generated in two files. One file containing a total, of hours for instance, by department, and the other file containing detailed information. Depending on the number of days covered by the report, a "day" column will be reserved for each day.

   •   **Automatic filename**—Select this feature if you want the system to automatically use the date and time as the filename. You cannot use the "overwrite existing output file" when you use this option.

   •   **Filename**—If you wish to overwrite the same report (for example—every week), you can enter a filename here and when the report will be executed according to specifications, the new report will replace the oldest report.

   •   **Destination**: this is where the report should be sent/printed automatically. You can also use the **Overwrite existing output** option to specify a different destination file.

   •   **Report language**—This field is used to include additional information in your report. Select from the displayed list.

Requesting Historical Reports

With this feature operators can request pre-defined **Historical reports** or **Card use** reports that were created using the Historical Report menu. Operators can also e-mail the report to one or multiple recipients.

NOTE: If your report contain automatic settings, these will be ignored. You must indicate new settings.

To request Historical reports manually:

1 From the Report toolbar, select the **Report Request** icon. The Report request window appears.

2 In the **Report list** display pane, select the report that you want to execute.

3 You may define output parameters, including the database output type, the target folder, the output filename, etc. For more information on how to select an output format, see "Defining a Report Output Format" on page 389.

NOTE: If a Card use report is selected, the "Date and time" section is disabled.

4   Click   [🔍 Execute]   . A system message informs you that the report is being processed. The Report options window appears and is then minimized to the task bar.

5   Select the **Preview button** to define the report and filter options. This will increase the readability of the report by adding, for instance, alternating band colors, framing events, icons in the reports, etc., or by sorting events in the report (by event ID number, alphabetical order or date and time). (TO check)

6   Enter the **description** in the **Search description** field. The report is updated in real-time when you enter a filter option.
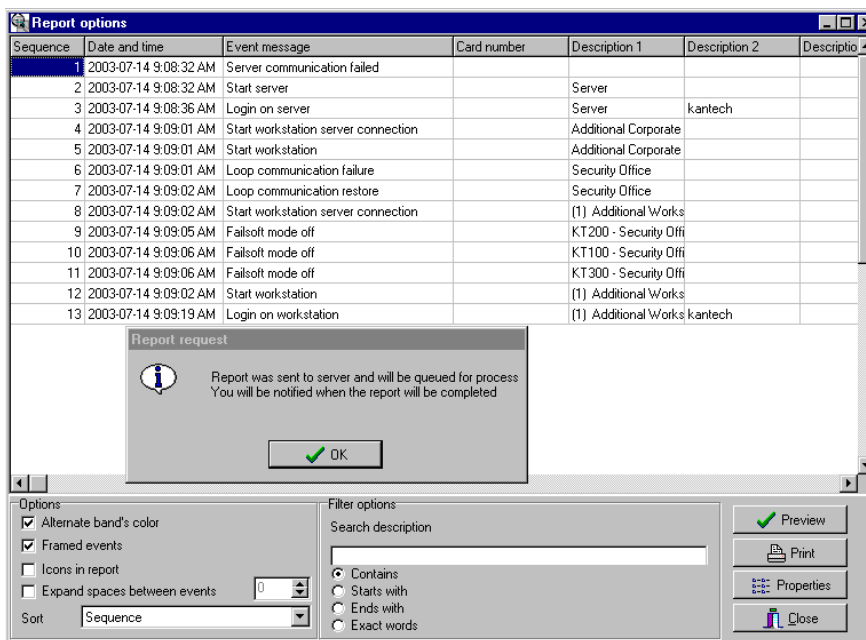
7   You may use   [✔ Preview]   to preview the report or the **Properties** button to view details about the report. When you click the **Preview** button, the system will display the result of the report. From that window, you can save the report (in a.QRP format) or print the report.

Defining Time and Attendance Reports

This feature is used to define customized time and attendance reports with automatic execution parameters.

*NOTE: Reports can be defined with **automatic settings** so they are generated when you need them or can be requested **manually** using the "Time and attendance report request" icon. When requested manually, automatic settings are **ignored**.*

To define Time and attendance reports:

1   From the Report toolbar, select the **Time and Attendance** icon.
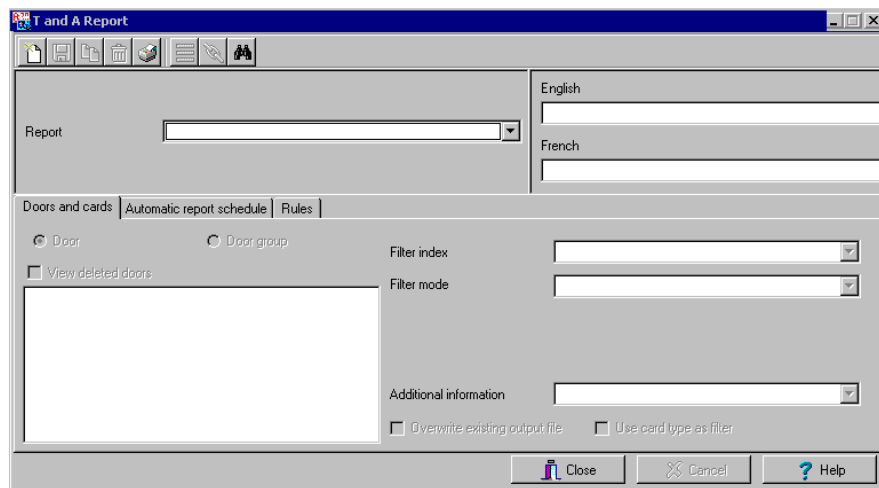
2   If you select the **Doors** option, only the doors defined as "Time and attendance" doors (in the Door definition menu) are displayed. Check the **View deleted doors** to add deleted doors to the list. When you select the **Door group** option, the **View deleted doors** option is disabled. The system displays the door groups of your system; then you may select one.

3   Check the **Overwrite existing output file** option if you want the system to replace the existing file. If you leave this option unchecked, the system will create another output file.

4 Select the **Card** tab to add other filters for the report.

*NOTE: The Card type tab appears if the **Use card type filter** box is checked.*

5 Select a filter index, then select a filter mode (**None**, **Include**, **Exclude**). If you have selected a filter index, select the filter mode and enter the value range in the **Upper/Lower boundary** fields. To include all the fields, leave the filter mode to **None**. For example, if you select Card number as the Filter index, leave the filter mode to **None** so that all events triggered by cards will appear in the report.

6 To add information in the sort criteria, select an item from the **Additional information** drop-down list.

*NOTE: Repeat these steps for all the card information fields that are listed in the filter index field. You could use the card user name and specify A to F in the **Upper/Lower boundary** fields for the system to include events in which the defined card numbers appear but only for card users whose names begin with A to F (G and up will not be included even if the card number is included in the range).*

7 Select the **Card type** tab if it is displayed, then specify the Card types that will be included in the report. This tab appears if you have checked the **Use card type filter** option.

8 Select the **Automatic report schedule** tab to specify information for automatic reports. For details, see "Defining Automatic Report Schedules" on page 385.

9 Select the **Rules** tab in the **Time Report** window to define the rules of time and attendance in employee time reports. Rules can be created to define periods of time as specific values. For

example, all employee entries between 7:50 AM and 8:15 AM can be defined as the value of 8:00 AM on reports.

Time report
request

Requesting Time and Attendance Reports (T & A)

The Request Time and attendance reports feature is used to request the pre-defined Time and attendance reports that were created using the Time and Attendance Report Definition menu. This feature is useful when you want to override automatic settings.

NOTE: If the report contains automatic settings, these will be ignored.

To request a T and A report manually:

1   From the Report toolbar, select the **Time report request** icon. The Time report request window appears.

2   From the **Report list** display pane, select the Time and Attendance report that you want to execute.

3   Specify **Date and time** as well as the **Output parameters**.

4   Click ![Execute] to trigger the report.

NOTE: The Time and Attendance report is automatically saved in the output folder of the Application selected in the Send to workstation field. For the Paradox output type, the system displays a report preview window. For other output formats, you will have to retrieve the report manually since it is not printed or displayed. To view all the reports that have been generated, use the View report button in the Report toolbar. For details on reports output formats, see "Defining a Report Output Format" on page 389.

Manual Operation On Time and Attendance

Use the Manual operation on Time and Attendance feature to manually insert, add or delete Time and Attendance transactions in the database. This feature is useful for an organization using the Time and Attendance feature for the payroll system, for instance.

To add transaction in the Time and attendance database:

1 From the Report main window, select the **Manual operation on Time and Attendance** icon.

2 Enter the **Card number** for which you want to modify the Time and Attendance transactions, then click the **Load** button. If you do not know the number, use the **Find** button.

NOTE: The card number field is mandatory to start loading.

3 Select the **View deleted transactions** option if you want to view the transactions that were previously deleted. Deleted transactions are marked with an "X" in the **Delete** column.

4 Check the **Find deleted cards** option if you want to find the deleted cards. This does not apply to entries that were added manually.

5 Specify the **Start date**, the day on which the system will start to collect the events, by clicking the **Calender** icon and selecting a specific date. Only events that occurred on this date and after are displayed.

NOTE: The Start date is mandatory to start loading.

6 Specify the **End date**, that is the day and time on which the system will stop collecting events. Only events that occurred on the specified date and before are displayed. If you do not specify an end date, the system will include all the data up to the present day time.

7 In the **Site** drop-down list, select the appropriate site to view the Time and Attendance doors.

NOTE: The Gateway is mandatory to start loading.

8 You may check the **All Doors** option, then all the doors displayed under this field will be selected. You may also select specific doors. All the Time and Attendance events that were generated for the selected doors will be displayed.

9 Check the View deleted doors option so that even doors that are no longer defined as time and attendance doors (but that have been defined as time and attendance) will be displayed.

NOTE: Doors are mandatory to start loading.

10 Enter the necessary information in the transaction table. The transaction table displays the transactions for the selected cardholder:

- The **Delete** column indicates transactions that have been deleted (if the **View deleted transactions** option is checked). These are identified by an X.

- The **Date** column indicates the date on which the transaction occurred. Use this field to specify the date when you manually insert a new transaction.

- The **Time** column indicates the time at which the cardholder entered or exited an area. Use this field to specify the time (entry or exit) when manually inserting a new transaction.

- The **Transaction** column indicates the transaction type. For every entry transaction, there should be an exit transaction.

  - **Entry**—indicates that this is an entry transaction generated when a cardholder presented his/her card at a door defined as entry.

  - **Exit**—Indicates that this is an exit transaction generated when a cardholder presented his/her card at a door defined as "Exit".

  - **Manual entry**—Indicates that this is an entry transaction that was manually inserted or added in the system. When you manually insert a transaction, you have to specify if this transaction is an "Entry" transaction or an exit transaction. For every entry, there should be an exit.

  - **Manual exit**—Indicates that this is an "exit" transaction that was manually inserted or added in the system. When you manually insert a transaction, you have to specify if this transaction is an entry transaction or an exit transaction. For every entry, there should be an exit.

- The **Door** column indicates which door was accessed by this user. When you manually insert a transaction, you have to specify the door according to the transaction type (Entry or Exit).

NOTE: If you are inserting an entry transaction, only doors defined as "Entry doors" will be displayed in the list. If your are inserting an exit transaction, only doors defined as "Exit doors" will be displayed in the list.

11 Click the **Load** button to load the transactions from the server for this cardholder. You have to enter the card number, select the gateway/site, door(s), then click the **Load** button. The button is disabled once you have loaded the transactions.

12 Click the **Add** button to add a transaction to the existing transaction list. The new transaction will be added at the end of the list.

13 Use the **Insert** button to insert a transaction between existing transactions or above any transaction.

14 Click **Cancel** to cancel any insertion or modification that was made BEFORE saving.

NOTE: When you delete a transaction that was added manually, it is permanently deleted from the list; as opposed to transactions that were generated by controllers. When they are deleted, they are identified by an X in the Deleted column.

E-mailing Reports

EntraPass allows you to e-mail any report to one or more recipients. The e-mail feature is enabled when defining an EntraPass workstation and when specifying the report database output format.

Historical, time and attendance and quick reports can be sent by e-mail to any valid e-mail address.

To define a report for e-mail:

1 From the Report toolbar, define a new report or select an existing one, then select the appropriate **Report Request** button.
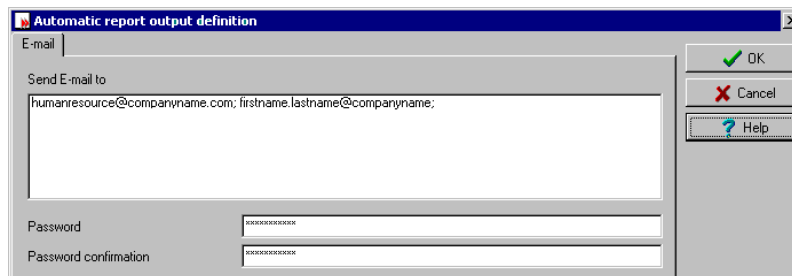
- To send a historical report, select ![Historical report icon].

- To send a time and attendance report, select ![Time report request icon]

- To send a quick report, select ![Quick report request icon]

2 From the Report request window, select **E-mail report** as the Database output process option. When you select this option the **Define E-mail parameters** button is enabled. Click the **Define E-mail parameters** button. The Automatic report output definition window appears.

3 In the **Send E-mail to** enter the recipient's e-mail address. For multiple recipients, addresses are separated by a semi-colon.

NOTE: Sending reports does not compromise the security of your data. In fact, EntraPass allows you to protect rpf files by a password. Only recipients with the correct password will be able to access the file. You cannot set a password to CSV files.

4 Click the **Execute** button to send the report to the specified recipient. The report will be sent to the workstation selected in the Send to workstation drop-down list and to the specified recipients.

Report State

Use the **Report state** feature to display a list as well as the status of all requested reports that are still pending. To delete/stop a pending report, select it, then click **Cancel**.

Viewing Reports

The View Report feature enables users to view the reports that were defined and saved in the system. Operators can use it to view reports in any format, or to customize a report before printing it.

NOTE: When you create a report (csv, db or dbf), the system automatically creates an associated rdf file. This rdf file is the one that is listed in the View report window. When you click "Preview", the system automatically launches the appropriate program to view the report.

To display a report:

1 From the Report window, select the **View report** icon. The system displays the default destination folder. If the report was saved in a different folder, browse the disk, using the scroll-down arrow (bottom of the window) to the report you want to display.

2 Select the report you want to view. If there is a printer installed, the **Preview** button is enabled. It is used to preview the report before printing it.

*NOTE: You **must** have a printer installed on your computer in order to preview or print reports. To setup a printer, click on **Start** > **Settings** > **Printers** > **Add Printer**. For more information, consult your system administrator.*

3 Click the **Details** button to display information about the report. If you click the **Details** button, the Report details window appears, displaying information related to the selected report file such as the report filename, title, type, date, etc. To close the Report details window, click the **Details** button again.

4 Click the **Preview** button to view the report in the system displays the Report preview window.

Previewing Historical Reports

1   From the View report window, select the report you want to view in the right-hand pane. If you select an Historical report, the following window appears. It allows you to customize the report before printing it
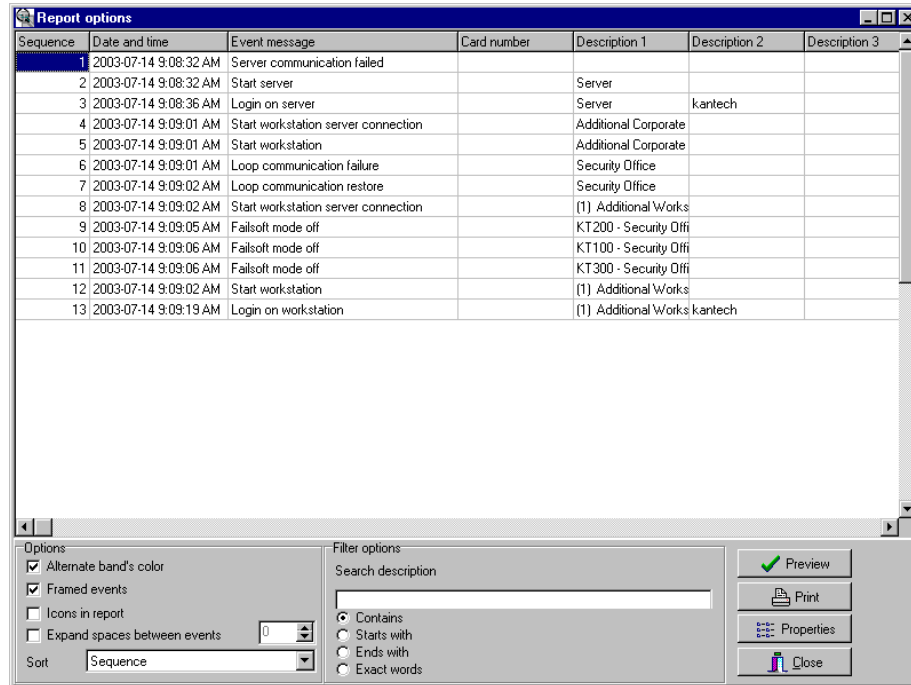
2   Select the display options. If one of the following options is selected:

3   Define the filter options: enter a text string in the **Search description** field. The report will be sorted leaving only events containing the specified text string. You may refine your filter:

- **Contains**—All events which contain the specified text will be included in the report.
- **Starts with**—All events which start with the specified text will be included in the report.
- **Ends with**—All events which end with the specified text will be included in the report.
- **Exact words**—All events containing the exact specified text will be included in the report.

4   Click   ✓ Preview . The system displays the result of the report. From that window, you can save the report (in a.QRP format) or print the report.

5   Use   Properties   to view the settings and details of a pre-defined report. The selected report displays the following information:

- **Report filename**—Displays the whole path where the report was saved as well as its name.
- **Report title**—Displays the title of the report.

- **Start date**—Reports are created for a selected time frame. This option specifies the starting date of this time frame.
- **End date**—Reports are created for a selected time frame. This option specifies the ending date of this time frame as well as the time.
- **Requested**—Displays the date and time at which the report was last requested.
- **Delivered**—Displays the date and time at which the report was produced and printed.
- **Requested by**—Displays the operator name that requested the report.
- **Count**—Displays the number of transactions (lines) in the report.
- **Output process**—Displays a list of the possible templates used for this report.

Previewing Time and Attendance Reports

1   From the **View report** window, select the report you want to view. If the selected report was defined as a "Display Time and Attendance Report" and "Paradox Database" as the output format, the following window appears.

2   Select the display options:
- **Group by**— Select this option for easier management. The report data may be grouped by card user names or by card numbers.
- **Sort by**—You may choose a sort order, by user names, or by card numbers.
- **Report type**—Select this option for easier management. You may choose to include details with or without total.

3   Click ✔ Preview to display the result of the report. From that window, you can save the report (in.QRP format) or print the report.

Chapter 14 • EntraPass Options

The **Options** toolbar offers users the ability to change a number of system parameters. These include changing the card format, the authentication password, the date and time, or changing server parameters. Some of the system utilities are accessed form the Server or the Workstation windows.

The following menu options are available from both the Workstation and the Server windows:

- Change card format
- Change the authentication password
- Select a language
- Change the system date and time
- Modify the server parameters
- Backup Scheduler
- System registration (this icon disappears from the Workstation menu once the system has been registered)

The following utilities are available from the Option menu, only:

- Printer option (select a log printer and a badge printer)
- Multimedia devices (alarm, video and signature capture settings)
- Verify database integrity
- Custom Messages

Changing the Card Format

The system can accommodate various reader types. Depending on the reader type, the card display format may vary. Use this menu to specify how the system will display the card numbers

To define a display format:

1 From the Options main window, select the **Card format** icon.
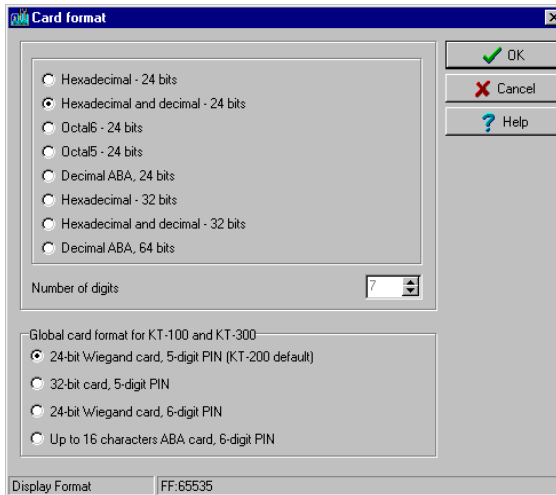
2 Select a display format—When you select a format, the system displays a preview of the selected format in the bottom part of the window.

- **Decimal**—Refers to numbers in base 10.
- **Octal**—Each octal digit represents exactly three binary digits. An octal format refers to the base-8 number system, which uses eight unique symbols (0, 1, 2, 3, 4, 5, 6, and 7). Programs often display data in octal format because this format is relatively easy for humans to read and can easily be translated into a binary format, the format used in computer programming.
- **Hexadecimal**—Each hexadecimal digit represents four binary digits. An hexadecimal format refers to the base-16 number system, which consists of 16 unique symbols: the numbers 0 to 9 and the letters A to F. For example, the decimal number 15 is represented as F in the hexadecimal numbering system. The hexadecimal system is useful because it can represent every byte (8 bits) as two consecutive hexadecimal digits. It is easier for humans to read hexadecimal numbers than binary numbers.

3 Indicate **How many digits** are to be displayed. You may use the up/down controls. When a 64-bit decimal format is chosen, it is possible to specify the number of digits the system must use.

NOTE: Avoid alternating between different card formats because this may result in lost card information.

NOTE: KT100 and KT300 Controllers will do a hard reset on format change.

Changing the Authentication Password

The authentication password is used to authenticate EntraPass Workstations to the EntraPass Server.

The authentication password window is automatically displayed when the system has not yet been registered.

NOTE: *If you are not using a specific password for authentication, then the user will have to use the master default password for workstation authentication. The default authentication password is kantech, in lower case. Passwords are case sensitive.*

To change the authentication password:

1 From the **Options** main window, select the **Authentication password** icon.

2 Enter the current authentication password (case sensitive) in the **Old authentication password** field. The default authentication password is kantech, in lower case.

3 Enter the new authentication password in **New authentication password** field (case sensitive).

4 Enter the new authentication password in the **Verify authentication password** for confirmation. This field will verify that the new authentication password was typed properly (case sensitive).

5 Click **OK** to exist. When you receive an error message, make sure that the data you have just entered in the **New authentication password** and in the **Verify authentication password** fields are identical (case sensitive).

NOTE: *The authentication password is different from the operator password. The authentication password is used to authenticate workstations, whereas the operator password is used to open a session.*

Selecting a Language

EntraPass allows you to run the software in the language of your choice. The basic languages are English, French, Spanish and German. The Vocabulary Editor utility enable users to add other custom languages.

To change the system language:

1 From the EntraPass main window, select the **Options** tab, then select the **Select language** icon.

NOTE: Important note: When you modify the primary language, the database operation will be suspended during the operation and the changes will be effective only when you shutdown and then restart the system. The database language will be modified according the ascii values of the characters in the primary language. Accents and special characters of different languages may have an impact on your database.

2 From the **Select primary language** drop-down list, select the language you want to use as a primary language. From the **Select Secondary language** drop-down list, select the language you want to use as a secondary language.

3 Restart your computer, and login to EntraPass.

Selecting and Configuring Printers

The **Printer option** menu allows users to select a log printer that will be used when printing events and to select a badge printer that will be used to print badges.

Selecting and Setting up a Log Printer

When you define events (in the **Events parameters** definition menu), it is possible to determine how and when events will be printed. For example, you can decide to dispatch events to an EntraPass application, a printer, or to activate a relay. Your decision may be based on, for instance, schedules that will send alarms to a remote terminal at a specific moment.

NOTE: You need to assign a "print" schedule to certain events to print them at a specified time.

To select and set up a log printer:

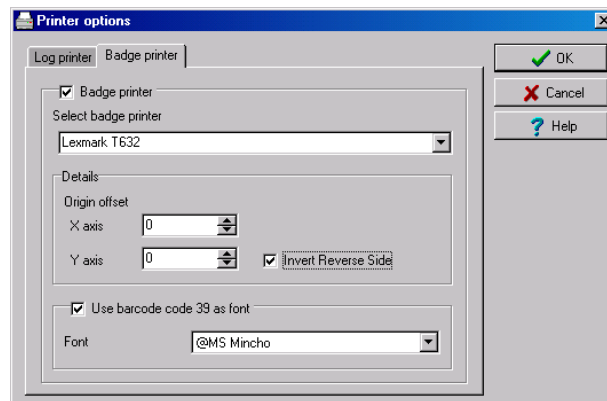1   From the Options menu, select the **Printer option** icon.
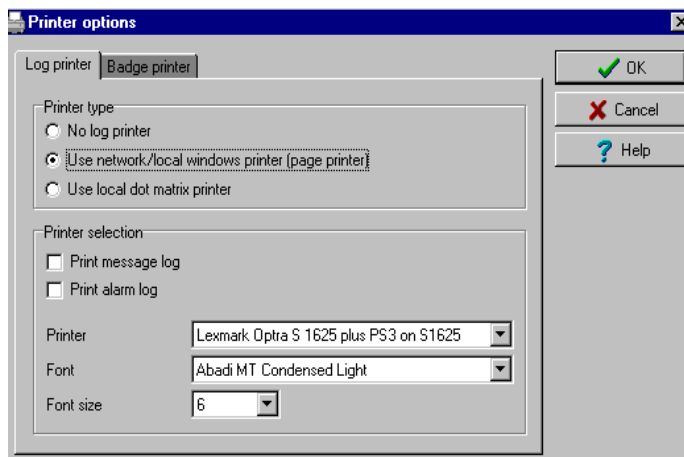
2   Select a printing option in the **Log printer** section:
- **No log printer—**If you select this option, no event will be printed, even if a print schedule is defined for the events.
- **Use Network/Local Windows printer (page printer)**—If you select this option, all events sent to the printer will be buffered and printed when a full page is ready to be printed. Events will be printed on the network/local printer - not on a specific log printer.
- **Use local dot matrix printer**—If you select this option, all events sent to the printer will be printed one-by-one and one under the other, or it will print one event per page, depending on your printer type. Select the printer port that will be used in the "printer" field. Specify if messages and alarms will be printed on this printer.

3   In the **Printer selection** section, specify whether you wont to print message or alarms.

- **Print messages log**—If you select this option, all events that are assigned a "display" schedule in the events parameters menu will be printed.
- **Print alarms logs**—If you select this option, all events that are assigned an "alarm" schedule (and need to be acknowledged) in the events parameters menu will be printed.

4 From the **Printer** drop-down list, select the specific printer that will be used as a log printer.

- If you have selected a **dot matrix printer**, select the **Port** on which the printer is connected to communicate with the computer. The **Port** field appears when a dot matrix printer is selected.
- If you are using a **network/local printer**, select the **Font** and the **Font size**. The font and font size influence the number of events that will be printed on one page. Using a smaller font increases the number of events printed on a page.

Selecting and Setting up a Badge Printer

1 From the Printer option window, select the **Badge printer** tab.

2 Check the **Badge printer** option if a badge printer will be used; as a result, the Print badge and Preview badge button will be displayed in the Card, Visitor, and Day pass windows.

3 From the **Select badge printer** drop-down list, select the appropriate badge printer.

4 If you want the picture on the reverse side of the badge to be inverted, click the **Invert Reverse Side** box.

Changing System Date & Time

The **Change system y** option should be used with caution and only when necessary; this functions may affect logical components of the access system (i.e. schedules, etc.).

If, for any reason, you want to adjust the system time and date, it is better to do so using the Server parameters settings (**Options** > **Server Parameters** > **Time adjustment**).For details on network time adjustment, see "EntraPass Options" on page 405.

To change the system date and time:

1   From the Option main window, select the **Change System date and time** icon.
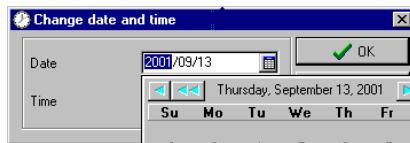
2   Enter the date in the **Date** field, or select a date from the calender. Connected components of this application will also receive the date change notification.

3   Enter the time in the **Time** field. Connected components of this application will also receive the time change notification.

4   Click **OK** to exit.

NOTE: If you want the system to automatically change the time when necessary, use the Time adjustment tab of the Server Parameters definition menu. For details, see "EntraPass Options" on page 405.

IMPORTANT NOTE: You should not change the time using Windows settings. It is strongly recommended to change the system time through the server parameter settings.
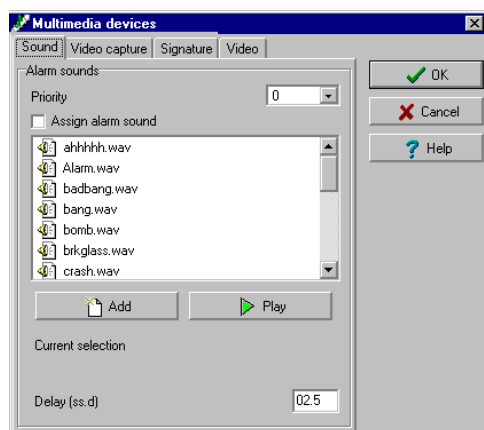
Setting up Multimedia Devices

The Multimedia devices utility allows you to set up your system multimedia objects:

- Alarm sound
- Video capture devices
- Signature capture devices
- Video feature devices

To select an alarm sound:

1 From the Options main window, select the **Multimedia devices** icon.

2 Check the **Enable alarm sound** option if you want an alarm sound notification.

3 Select a sound from the displayed list.

4 Select a **Priority** level for the selected sound so that it is played when an alarm defined with this priority is sounded.

NOTE: The Priority level refers to the order in which alarm messages are displayed in the Alarm desktop. In EntraPass, O is associated with the highest priority, and 9 to the lowest.For more information, see "Event Parameters" on page 322.

5 Click the **Play** button to listen to the selected sound. The system will play the selected sound.

6 Click the **Add** button to add a new sound from your personal files. Clicking on this button displays a new window allowing you to add new alarm sounds.
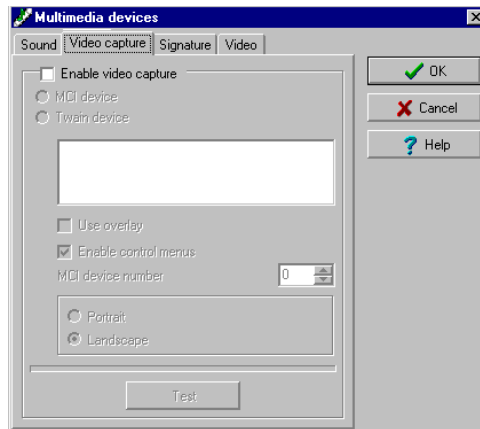
*NOTE: The Current **selection** section displays the sound currently selected (in use). You can adjust the delay of the alarm sound in the **Delay** field.*

To define video options:

**1** From the Multimedia devices window, select the **Video capture** tab.

2 Check the **Enable video capture** box to enable the video capture options in your system.

- **MCI device**: Standard Windows capture drivers.
- **Twain device**: Twain capture drivers. (Recommended).
- **Use overlay**: Option activated for image capture devices.
- **Enable controls menu**: Activates options (such as zoom, pan and tilt) on image capture devices, if applicable.
- **MCI device number**: Select identification number of MCI device.
- **Portrait**: Enables portrait orientation of captured images.
- **Landscape**: Enables landscape orientation of captured images. (Default value).

3 Click the **Test** button to verify if the video camera is functional.

To set up the signature capture device:

**1** From the Multimedia devices window, select the **Signature** tab.
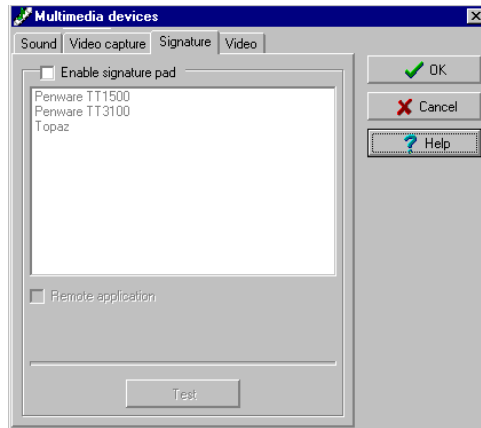
2 Check the **Enable Signature pad** option to enable the use of a signature pad device.

3 From the displayed list of supported Signature pad devices, select the driver for the signature pad you want to use.

*NOTE: The **Test** button allows you to check if the driver selected is functional. When you click the **Test** button, the Signature Pad Test window appears. This window appears whenever you choose the **Signature pad** option (Card, Visitor and Daypass definition windows).*

4 Select the **Video** tab to set video options for use with the Video Integration feature. This option option allows you to choose between the Windows or video format for Video playback.
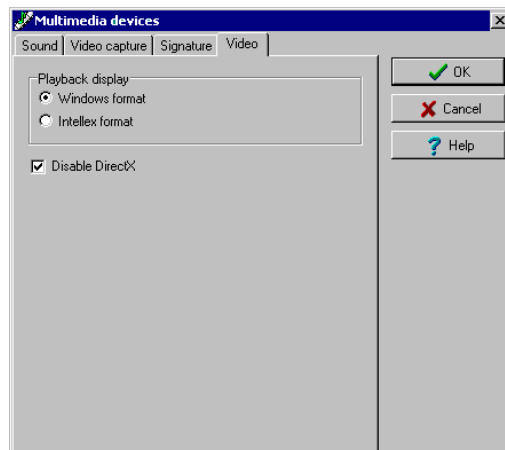
- • **Disable DirectX** option: DirectX is a Windows technology that enables higher performance in graphics and multimedia, including video and sound. By default, DirectX is enabled with the Video feature. However, you may want to disable it; if for example Video images are not correctly displayed or are not displayed at all, disabling DirectX can be useful. However, when DirectX is disabled, the system will use more system resources.

Configuring Server Parameters

The Server parameters configuration menu allows the system administrator to modify server parameters.

This menu may be accessed from a workstation or a server. If the Video Integration feature is enabled in your system, the Video Server tab appears in the Server Parameters window. It enables EntraPass users to set options for time synchronization.

Modifying Connection Options

To modify log in and log out options:

1 From the Option main window, select the **Server parameters** icon.
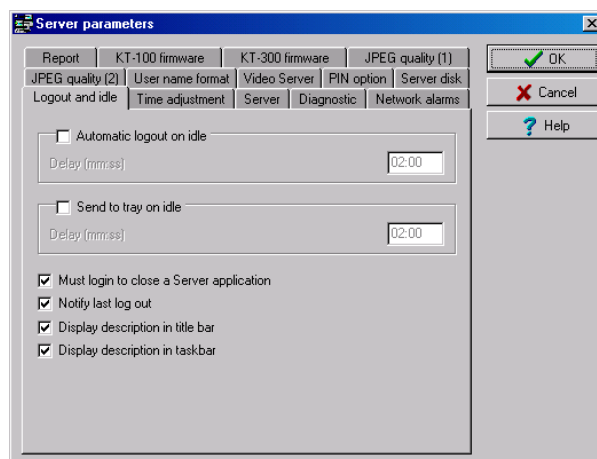
2 In the Server parameters window, select the **Logout and idle** tab to specify the server application behavior on idle (when there is no action on the keyboard from the operator). You may select:

- **Automatic logout on idle**: the operator will have to re-inter his/her user name and password to enable the server application again. The maximum allowed delay is (mm:ss): 59 minutes and 59 seconds.
- **Send to tray on idle**: the server application will be minimized and sent to the task bar when the specified delay expires, if the operator who is currently logged in is inactive. The maximum allowed delay is (mm:ss): 59 minutes and 59 seconds.

3 For increased security, select other options for secure log out:

- **Must login to close a Server application:** if checked, this option obliges operators to authenticate themselves by entering user name and password to close the Server application.
- **Notify last log out**: if checked, EntraPass will notify the last operator who is logging out.

4   For easy identification of the workstation, indicate where you want the workstation name to be displayed:

•   **Display description in title bar**: the workstation name will be displayed on top of the window.

•   **Display description in taskbar**: the workstation name will be displayed in the lower part of the window.

Adjusting System Time

EntraPass server enables users to adjust the system time. This feature is useful for instance for managing remote sites.

To adjust the system time:

1   Select the **Time adjustment** tab in order to specify which Gateway will be used to automatically adjust the time of all the computers connected to the EntraPass server.

NOTE: The gateway polls the first controller on the first site at 5:47 am or 05:47, 1:47 pm or 13:47 and 7:47 pm or 19:47 to get the controller time.
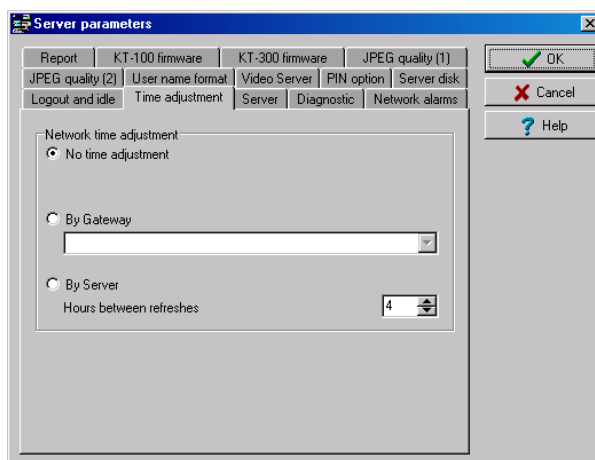
•   **No time adjustment**. If you select this option, no adjustments will be made.

•   **By Gateway**. If you select this option, you must select the appropriate gateway from the **Gateway** drop-down list.

•   **By Server**. If you select this option, the server will refresh the time at regular intervals. You must also select the number of hours between refreshes in the adjacent selection box.

## Setting the Server Options

The **Server** tab allows you to define the number of system log and to convert the system schedule database.

Defining the number of system logs

The maximum record in *system logs* and in *system error logs* include transactions such as: login to server, logout from server, disconnection, connection, stop server or start server, registration requested, etc. These records are kept with the date/time, the workstation (where the event or error came from), the operator and the description of the transactions.

To set up number of events stored in the server:

1 Select the **Server** tab to modify the number of recorded events stored by the server and to define the start up option for the Mirror Database and Redundant Server.
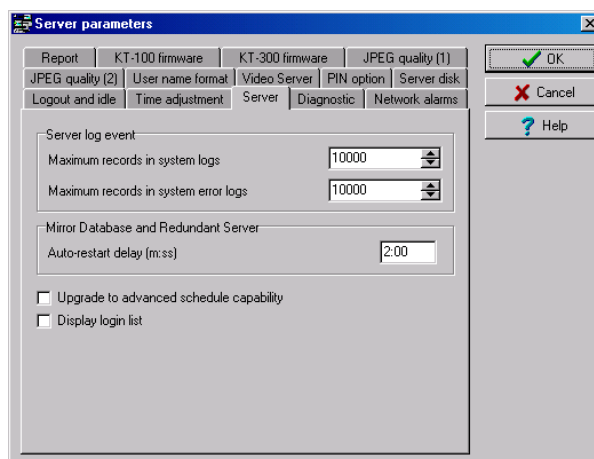
- Specify the **Maximum record in system logs.**
- Specify the **Maximum record in system error logs**.

2 In the **Auto-restart delay (m:ss)** field, specify the delay for an automatic restart of the Mirror database and Redundant server.

## Upgrading to Advanced Schedule Capability

EntraPass offers users more flexibility and ease of use by grouping schedules per gateway, site or system logical components. This option is not automatically enabled upon installation of this new version. Operators must select the option in the Server parameters menu. Schedules are grouped as follows:

- **System schedules**: System schedules are applicable to system logical components such as: event parameters, operators login schedules, video triggers, etc. System schedules are not loaded in a particular controller; they are applicable to all the system. You can program an unlimited number of system schedules.

- • **Corporate site schedules**: These are defined per site. You can define 100 schedules per corporate site for such purposes as: power supervision (controllers), door unlocking, REX trigger (doors), activation mode (relay), input monitoring, etc.

To upgrade to advanced schedule capability:

1   From the Server window, check the **Upgrade to advanced schedule capability option**.
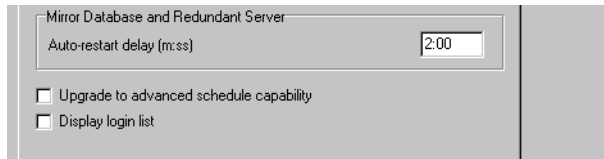
NOTE: When you choose to convert the existing schedule database to the new scheme, EntraPass creates a backup of the system database. This copy can be used if you decide to restore the old schedule database or for validation purposes (when for instance you want to make sure that all your schedules were correctly converted).
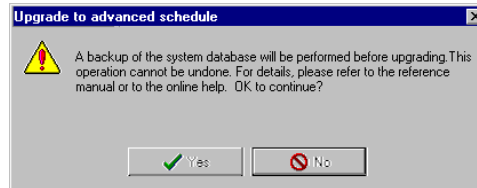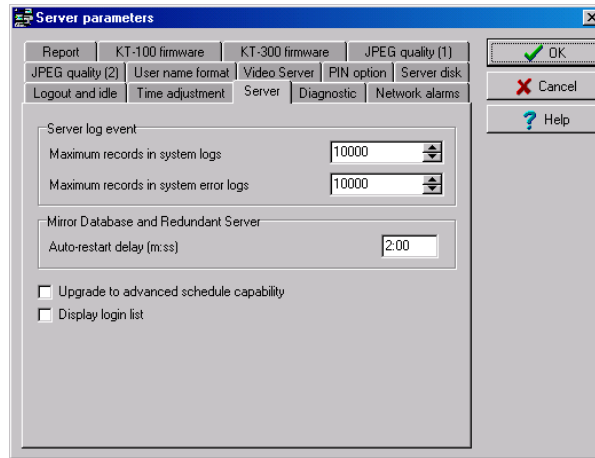

2   Click **OK** if you want to upgrade the system database.

Displaying Login List

EntraPass saves the list of five most recent operators logged on the server or any applications where user names are required. This feature can be enabled for easier system access: operators will simply select their user name and enter their password. It can also be used for administrative follow up; a system administrator can view the list of operators who have recently logged on a specific application. However, despite those advantages, it is recommended to disable it whenever system security is at stake.
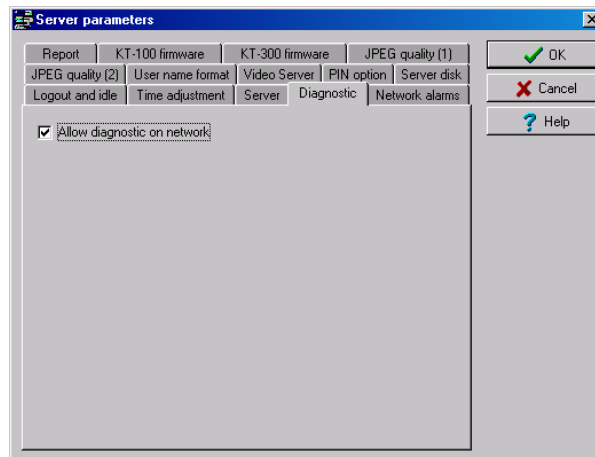
To enable the Display login list option:

1   Form the EntraPass application or Server window, select the **Option** tab > **Server parameters** button.

[Server parameters dialog]

Report | KT-100 firmware | KT-300 firmware | JPEG quality (1)
JPEG quality (2) | User name format | Video Server | PIN option | Server disk
Logout and idle | Time adjustment | Server | Diagnostic | Network alarms

✓ OK
✗ Cancel
? Help

Server log event
Maximum records in system logs   10000
Maximum records in system error logs   10000

Mirror Database and Redundant Server
Auto-restart delay (m:ss)   2:00

☐ Upgrade to advanced schedule capability
☐ Display login list

2   Check the **Display login list** option, then click **OK** to close the window.

Allowing Network Diagnostic

To allow diagnostic on the network:

1   Select the **Diagnostic** tab, if you want to allow diagnostic on network.

[Server parameters dialog]

Report | KT-100 firmware | KT-300 firmware | JPEG quality (1)
JPEG quality (2) | User name format | Video Server | PIN option | Server disk
Logout and idle | Time adjustment | Server | Diagnostic | Network alarms

✓ OK
✗ Cancel
? Help

☑ Allow diagnostic on network

2   Check the **Allow diagnostic on network** option in order to use the PING (Packet INternet Groper) utility program. This stand-alone program is used to diagnose network intermittent

related problems and/or to determine whether a specific IP address is accessible. For details on the PING program, see "System Utilities" on page 449.

Configuring Network Alarms

**1** Select the **Network alarm** tab to define maximum records to be kept in the network alarm table.
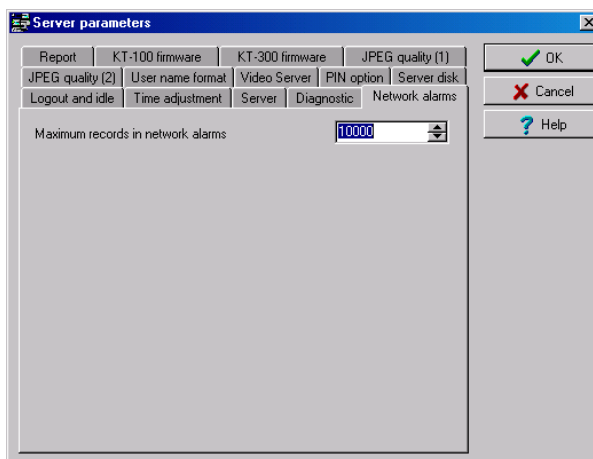
2 Enter the maximum number of records (100,000 maximum allowed) that will be kept in the network alarms table. You may use up/down controls to set this number. When you define this setting, the server will automatically apply the same setting for all workstations of the system. This is to ensure that the file size does not take too much disk space on the workstation and the server's hard disk.

NOTE: When the table reaches the maximum records, events are removed from the table on a first in first out basis. For approximately 100,000 (max) events, the file is about 100 MB. For more information on network alarms, see "EntraPass Desktops" on page 337.

3   Select the **Report** tab to define the field separator for your reports. By default, the system uses a comma (,) as the field separator. You can modify the comma for another character; the TAB for instance.
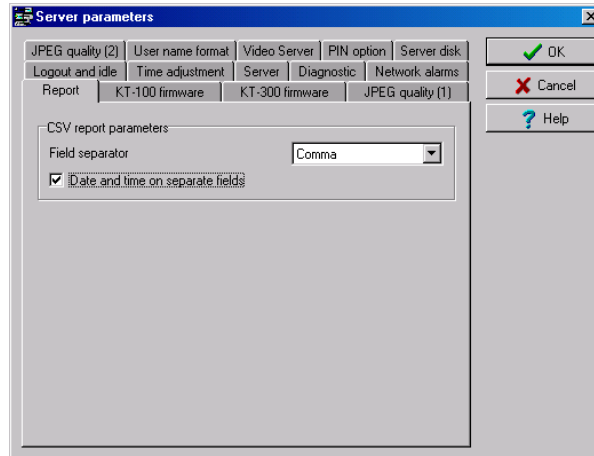

4   Check the **Date and time on separate fields** option. It is recommended to check this option**.** When you select CSV (comma separated values) as the output process for your reports, by default, the system includes the date and the time in a single field. When you select this option, the system will separate the date and the time fields.
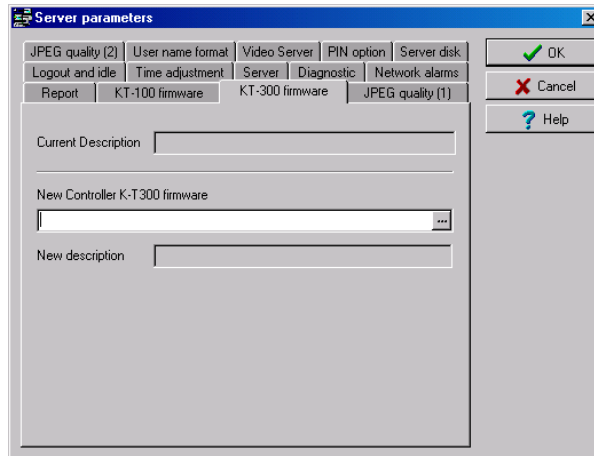
Selecting the KT-100 and KT-300 Firmware

1 Select the **KT-100** tab to specify the folder containing the program for KT-100 controllers.
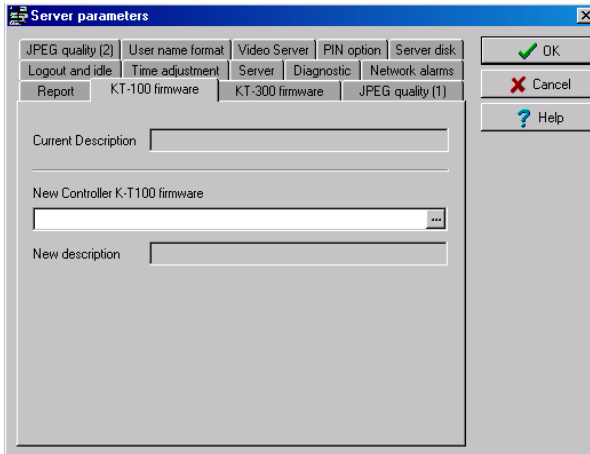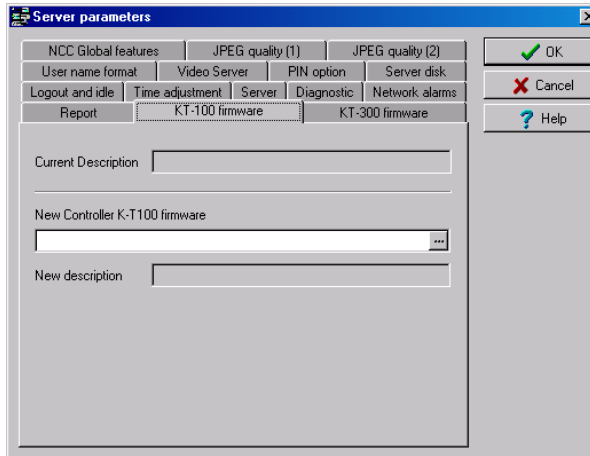
2 Select the **KT-300 Firmware** tab to specify the folder containing the firmware for KT-300 controllers. The system will use this data to update data for the installed controllers.

Selecting the JPEG Quality

If you are using the Badging feature, it is recommended to leave the jpeg quality to default. If you are not using the Badging feature, you may reduce the jpeg quality of your images so that they will not occupy much space in the database. However, reducing the quality of the saved images may affect the quality of the photos imported into badges. If you are not an advanced user, leave these values to default.
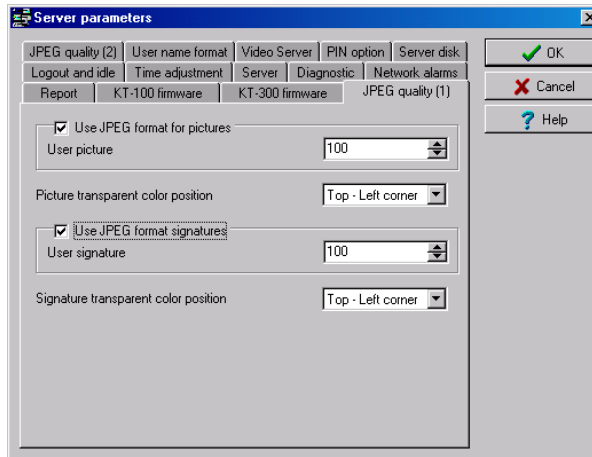
*NOTE: Unchecking **Use JPEG format for pictures** (or signatures) tells the system to save pictures (or signatures) in a tiff format. However, this may affect the image quality.*

To set the JPEG Quality:

1 Select the **JPEG quality (1)** tab to adjust the image and signature quality for use with the Badging feature.

NOTE: The Jpeg quality value indicates the quality of the image that will be saved. If you choose 0, the saved image quality will be poor; 100 indicates an excellent quality.

2 Select the transparency color for pictures and signature. Four choices are available (top-right, top-left, bottom-right and bottom-left). By default, the system chooses the bottom left-hand corner for the transparent background color. EntraPass allows operators to choose a more suitable color.

3 Select the **JPEG Quality (2)** tab to specify the JPEG quality for badges and graphics.
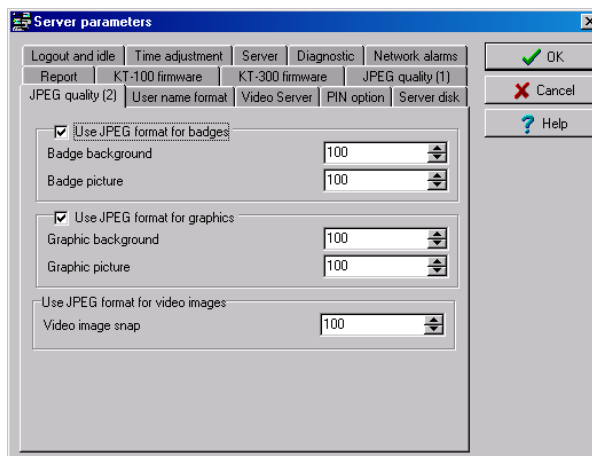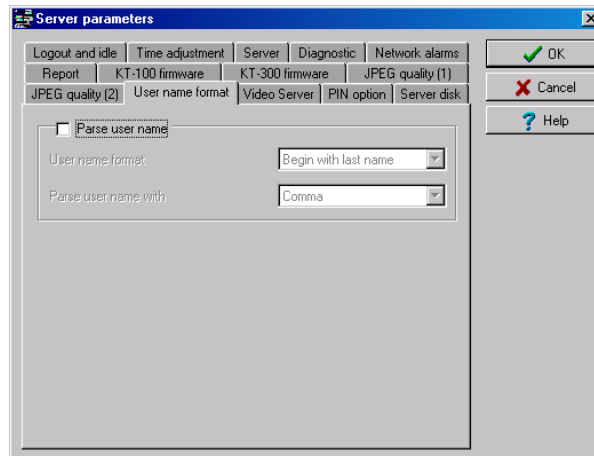
Specifying the User Name Format

Specifying the user name format will tell the system how cardholder's names will be sorted by the system.

To specify the user name format

1 Select the **User name format** tab to choose how names will appear and the method of parsing data.

2 Check the option **Parse user name** if you want the system to sort cardholders' names, then select the sort order: by the first name or last name.

Defining Video Server Options

The **Video server** tab appears in the Server parameters window if the Video integration option is enabled in the system. Select this tab to define settings for:

• Time synchronization: This feature enables EntraPass users running a video management application to define settings for manual time synchronization between the EntraPass server and video servers.

• Remote Video Process Control: This application acts as an interface between the EntraPass Server and the video servers connected to EntraPass. It manages all the tasks (controls) related to: recordings, polls, events, and presets and patterns.

To set up Video server options:

1 Select the **Video Server** tab.
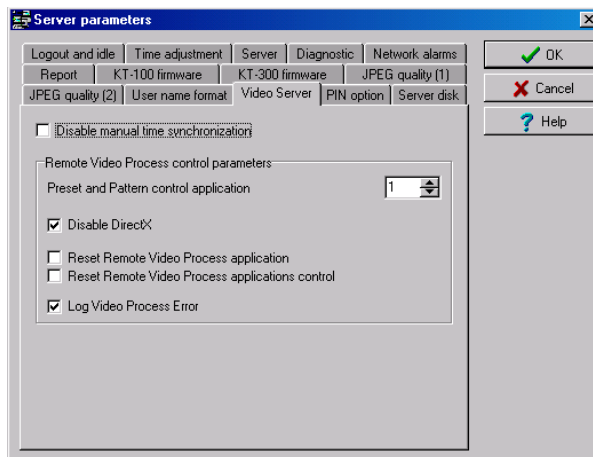
2 Check the **Disable manual time synchronization** option if you do not want the EntraPass server to update the video server date and time following a manual modification of time. This feature is useful when for example you want to keep all recording events that occurred at the video server regardless of the actual time at the EntraPass server.

3 Specify the number of Control applications in the **Preset and pattern control application** field. This is the number of applications that will be simultaneously launched for processing presets and patterns. The system is preset with a range value of 1 to 8 concurrent applications.

NOTE: A Preset and Pattern Control application is launched each time a video recording is started following a trigger on a preset. If you set this number to 1 and if there are for instance more than 1 video servers with presets and patterns defined, the Control application will process presets on all video servers. If you decide to increase the number of Preset and Pattern Control Applications, keep in mind that running many concurrent applications takes a great amount of system resources.

4 Check **Disable DirectX** if you want to disable this utility. DirectX is a Windows technology that enables higher performance when working or viewing graphics and other multimedia contents, including video and sound. By default, DirectX is enabled with the Video feature. However, sometimes you may need to disable it if, for example, Video images are not correctly displayed or are not displayed at all. However, when DirectX is disabled, the system will use more system resources.

5 Check **Reset Remote Video Process application** if you want the system to terminate the Remote Video Process application if for instance video events are not being displayed. If this option is checked, the EntraPass server will stop the Remote Video Process application and will automatically restart it after a few seconds.

6   Check **Reset Remote Video Process Control** applications if you want the system to terminate Control applications instead of stopping the Remote Video Process application. When you select this option, all the Control applications (Recordings, Polls, Events and Preset and patterns) will be stopped; then the Remote Video Process application will restart them.

7   Check **Log Video process error** if you want the system to keep a log of all video process errors in the EntraPass server files. Video process errors are logged in C:\Program files\Kantech\Server_CE\Bin\Log. Each Remote Video Process Control application generates a log file:

- •   CONTROL_LOG_01.txt (errors generated by RVPPoll.exe)
- •   CONTROL_LOG_02.txt (errors generated by RVPEvent.exe)
- •   CONTROL_LOG_03.txt (errors generated by RVPRecord.exe)
- •   CONTROL_LOG_04.txt (errors generated by RVPControl.exe). The system will generate as many log files as there are control applications running concurrently (CONTROL_LOG_05 to 011). The number of error log files will be equal to the number defined in the **Preset and pattern control application** field**.**

Setting up PIN Options

EntraPass users have the ability to prevent or allow PIN duplication. They can also configure the system to send a notification if a PIN is duplicated. Each time a card is issued, the system checks the PIN settings.

This feature can be used for example while loading cards in a batch. An operator may decide to set the PIN option to Allow duplication. Later, if desired, the duplicate PINs can be changed to prevent confusion. If the Notify when duplication option enabled, the system will display a notification on duplicate PIN numbers.

Optionally, the operator can display the list of PIN owners. For details, see "Viewing and Verifying PINs" on page 207.

To define PIN options:

**1**   From the Options window, select the PIN tab.
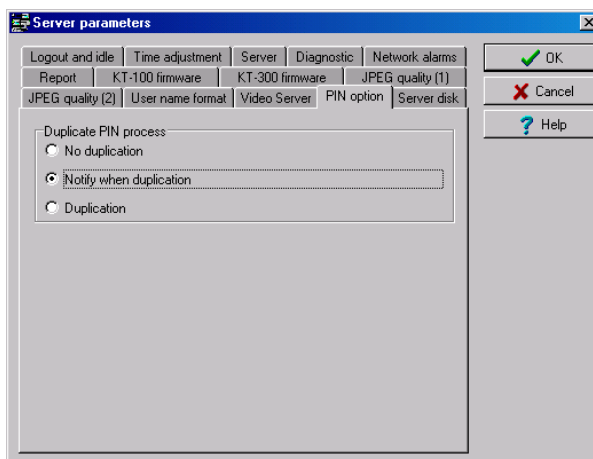
2   Select an appropriate PIN management option:

•   **No duplication**: an alert message appears, the PIN field will be reset to the value you are attempting to duplicate and will be enabled, inviting you to enter a valid PIN. Only PIN 00000 will be duplicated regardless of the PIN setting option.

•   **Notify when duplication:** the Server verifies if this PIN already exists. If the PIN exists, a message box appears, indicating that the PIN exists. A **Details** button will allow operators to view a list of cardholders who were issued this PIN.

•   **Duplication:** no test will be processed, the PIN will be accepted even if it is a duplicate.

Disk Space Management

The Disk Space feature has been added as a protection against system failures that may be caused by the lack of disk space. This feature allows you to monitor the amount of free disk space for optimal system operation or for generating reports. In fact, EntraPass offers the ability to have the system abort the execution of a report if the free disk space has reached a specified threshold.

To specify a free disk space quota:

1   From the Server parameters window, select the **Server Disk** tab.
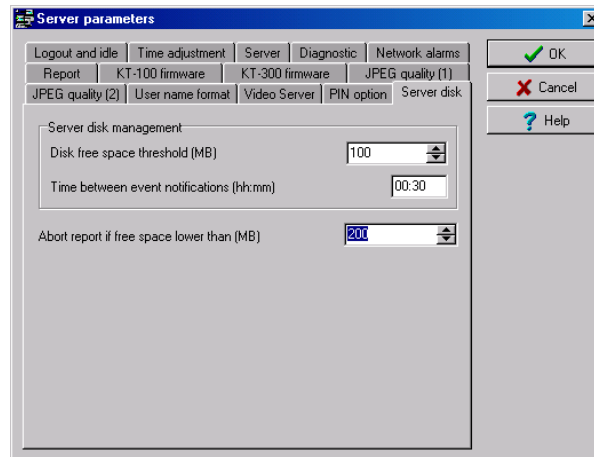
2   From the **Disk free space threshold** (MB) scroll-down list, specify a disk space quota that indicates when you want the system to warn when the amount of free space falls behind the value indicated. This value is in mega bytes.

3   In the **Time between notifications (hh:mm)** field, enter the time between notifications when the disk free space has reached the quota specified in the **Disk space threshold** field. For example, if you enter 00:30 in the field, a system alert message will be displayed every half an hour.

4   From the **Abort report if free space** lower than (MB) scroll-down list, specify the minimum amount of free disk space required for the execution of reports. This feature is a protection when for instance a huge report has been requested. In this case, the system will abort the execution of the report and displays an alert message indicating the reason of the abortion.

Archived Reports Management

It is possible to set a limit to the number of events that can be retrieved when generating a report in the Archived Message List.

1   From the EntraPass Application window, select the **Monitoring** tab.

   •   To define EntraPass Application general parameters, see "To configure an EntraPass applications:" on page 55.

• To define EntraPass Application Messages parameters,
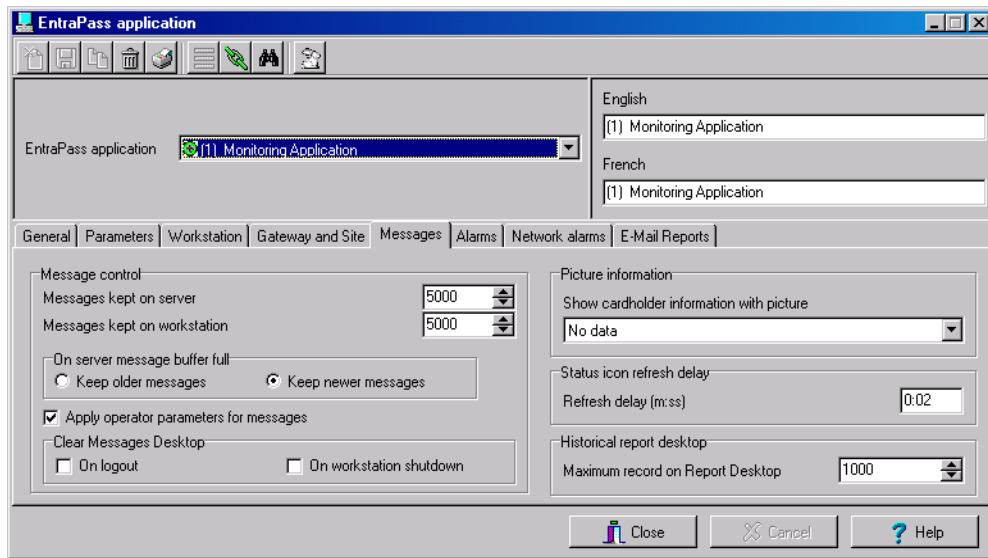
2 Enter the **Maximum Records in Report Desktop** that can be retrieved from archived files and displayed on screen. The number can be set to a maximum of 200,000.
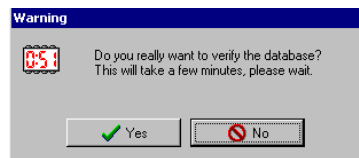
Verifying the Database Integrity

The database utility program allows to verify and to repair the system databases. When the **Database Utility** is launched, the system scans all the tables for any possible errors and repairs them automatically.

Note that when you launch the **Verify Database** Integrity utility from the EntraPass application menu, this is a surface operation. If your system is experiencing problems, when your system experiences problems, you have to run the Database Utility program from Windows Start menu

To perform a quick verification of the database integrity:

1 From the Option toolbar, click the Database Integrity icon. The system displays a warning.

2 Select **Yes** to continue.

NOTE: When you launch the Verify Database Integrity utility from the EntraPass application menu, this is a surface operation. If your system is experiencing problems, you must run the Database Utility program from Windows Start menu.

Backup Scheduler

A backup is a copy of the systems database which serves as a substitute or alternative in case the computer fails. If your system computer fails, you may restore a backup copy onto another computer (on which the EntraPass software has been installed).

- Back up your files regularly, at least once a week or more if many modifications were made to the database.
- We recommend that you make two backups of all your database files. To be especially safe, keep them in separate locations.
- To backup your files, you can use:
    - the menus of the Server/Backup Tab, or
    - the Backup Scheduler to apply automatic schedules, or
    - other third party software and hardware.

NOTE: By default, when you backup or restore files, the Server databases will temporarily be disabled (not available). The Workstations will not be able to modify the databases.

The Backup Scheduler program is used to schedule automatic backups of your data, archives, and Time and attendance databases. Define the default settings and the system will do the rest!

To schedule automatic backups of the system database:

1 From the Options main window, select the **Backup Scheduler** icon.
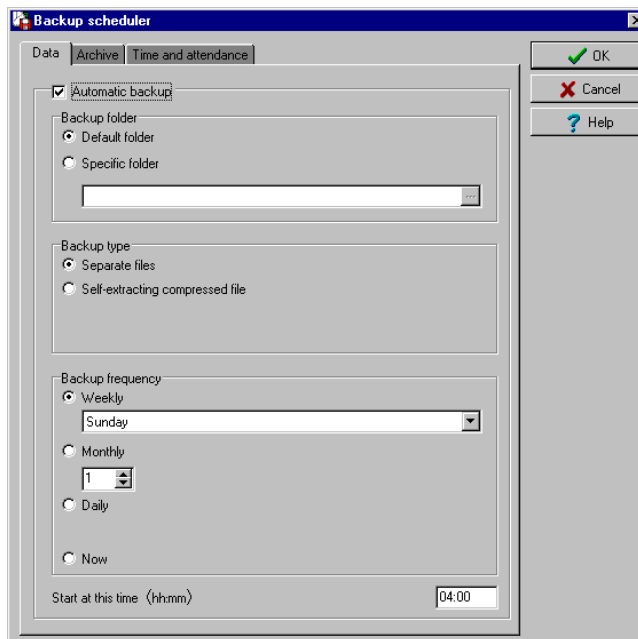
2   Select the tab corresponding to the information you want to backup: **Data, Archive,** or **Time & Attendance**.

NOTE: By default, the system will automatically backup your files every Sunday at 4:00 AM for all new installations. Setting this feature at 4:00AM has an added benefit of not interfering with the system processing time or other tasks scheduled around midnight.

3   Select the **Automatic backup** option to enable the options displayed in the window. The options displayed depend on the tab that is enabled.

4   Select the backup folder:

- **Default folder**—will backup your files in a system default backup folder. By default, the name of the backup sub-directory is generated automatically according to the following convention: X_YYYY_MM_DD_HH_MM_SS (Where 'X' = Data or Archives or Time and Attendance (D, A or T), year, month, day, hour, minutes, and seconds.

NOTE: By default, the system backs up all the information originating from the following directories: C:\PROGRAMFILES\ KANTECH\SERVER\DATA or ARCHIVE or TIME. The information is sent to:C:\PROGRAM FILES\ KANTECH\SERVER\BACKUP\X_YYYY_MM_DD_HH_MM_SS

- **Specific folder**—will backup your files in a sub-folder labeled according to the default convention in the XXX folder.

5   Select the **Backup type**. The options that are displayed depend on the type of the data to be saved.

- **Separate files**: will backup the databases one by one (standard) (*Data only*).
- **Separate files (full backup)**: will backup all databases (*Archive, Time and Attendance*).
- **Separate files (incremental)**: will backup all databases. Only the information that was modified since the last backup will be saved (*Archive, Time and Attendance*).
- **Self-extracting compressed file**: will create an executable file (*.exe) that will compress the information so as to reduce the amount of disk space taken by the backup. (*Data only*)
- **Self-extracting compressed file** (full backup): will create an executable file (*.exe) that will compress the information so as to reduce the amount of disk space taken by the backup (Archive, Time & Attendance).
- **Self-extracting compressed file (incremental)**: will create an executable file (*.exe) that will compress the information so as to reduce the amount of disk space taken by the backup. Only the information that was modified since the last backup will be saved (*Archive, Time & Attendance*).

NOTE: When you have selected "full backup", each time a backup is done a new sub-folder containing the data or the self-extracting file will be created. If you are using the incremental backup type, only the information that was modified since the last backup will be saved. If you want to restore information, you will have to restore all the sub-folders one-by-one (starting from the oldest).

6   Select the frequency of the backup,

- • **Weekly**: the backup will be carried out once a week. Specify which day (example, the backup will be executed every Thursday).
- • **Monthly:** the backup will be carried out monthly, specify the day of the month (example, the backup will be carried out every first day of the month).
- • **Daily**: the backup will be carried out every day.
- • **Now**: this option allows you to request a backup when you need it.

7   Enter the time at which the backup will start (24:00 format), then click on **OK** to save.

8   Repeat steps 1 to 8 for all the tabs.

System Registration

This menu is used to register new system applications such as workstation, gateway, SmartLink, etc. in order to register and use the system's database and to establish communication with the Server.
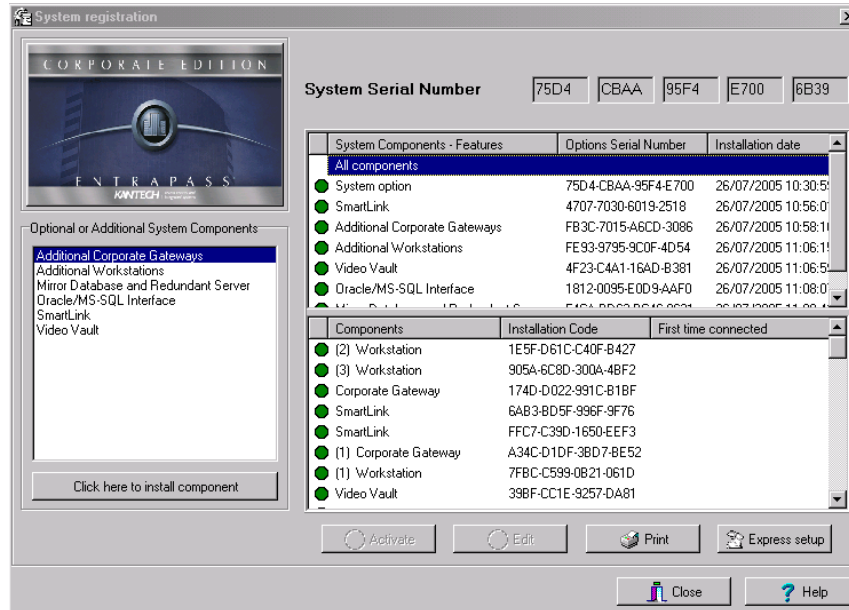
NOTE: *For more information on how to install and register new applications, see Chapter 2 'Software Installation' on page 7. Before you install new applications, make sure that you have the proper serial numbers for the installation.*

Custom Messages

The Custom Messages option allows operators with proper security rights to define custom messages that can generate an event based on a schedule. Up to 10 custom messages can be programmed to trigger an event at a preset time. And each custom message can be triggered when the schedule becomes valid, invalid, or both. In other words, you can trigger up to 20 custom events if you take into account the start and/or end of a schedule interval.

Each custom events will be displayed in the Messages List on the Desktops.

To Setup Custom Messages

1 From the Options Main window, click **Custom Messages**.
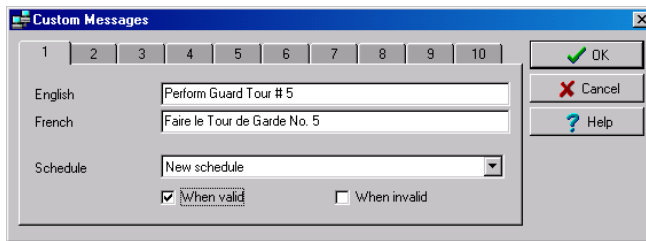
2 In the first tab, enter the first custom message you want to see display in the Messages List. Two fields are available for primary and secondary languages.

3 Select a preset schedule that will determine when the custom event will be triggered.

4 Select if you want the custom event to be triggered when the schedule becomes **Valid** or **Invalid**, or both.

5 Move to the second tab to enter a second custom message, and so on.

Chapter 15 • The EntraPass Server

The EntraPass Server is a dedicated computer on a network that manages the access control system database. It is used to receive and dispatch information received from the different gateways and workstations receiving information from connected controller sites.

In some applications, a Redundant Server and a Mirror Database can be used as an alternative if the Primary server failed.

The EntraPass server can be used for:

- Displaying all the workstations connected to the server, the system event log and system error log
- Registering new connections and system options (workstation, gateway, client applications, etc.)
- Creating and restoring backups (Data, Archives, Time and Attendance databases)
- Restoring data (Data, Archive, Time and Attendance databases)
- Verifying database integrity
- Changing the database language
- Cleaning the database by clearing records relating to previously erased data

Launching the Server

In order to access the EntraPass Server commands, you have to start the Server and login. Operators are identified when they login. This allows them to have access to the security system menu associated with their access level, and to establish communication and initiate interaction with the workstations. However, it is not mandatory to login for the Server to operate.

To launch the Server:

1 From the Windows Start menu, click **Start** > **Programs** > **EntraPass Corporate** > **Server** > **Server**. You may also click to the **Server** icon on the desktop, if applicable.

2 Enter your **User name** and **Password** (case sensitive) and click **OK** to continue. To modify this password, see "Operator Definition" on page 302.

To allow an operator to login to the server, select the "Allow login on server" option, during the Security Level definition of an operator. For more information, see "Security Level Definition" on page 306.

3 To login to the server, click the **Login/Logout button**, the system displays the login window. The status bar indicates the communication status: Green: Communication is OK, **Red**: Communication problems.

The colored flags represent the status of a system logical or physical component:

• Database state availability state

• Database locked state: it turns red when the database is locked

• System date and time

• Login name of the operator who is currently logged in the Server

• Number of client connections, that is, the number of workstations connected to the server

• Number of system logs (messages and events)

• Number of error logs

• Computer name (NetbEUI) where the server is installed

• Server's IP address

• Secondary IP address, if the Mirror database and Redundant server communicate with the server through a TCP/IP connection and if they are configured in the system

• Other IP address, if applicable.

Server Connection list

This menu allows operators to view various lists which show current operational status between the EntraPass server and the workstations connected to it
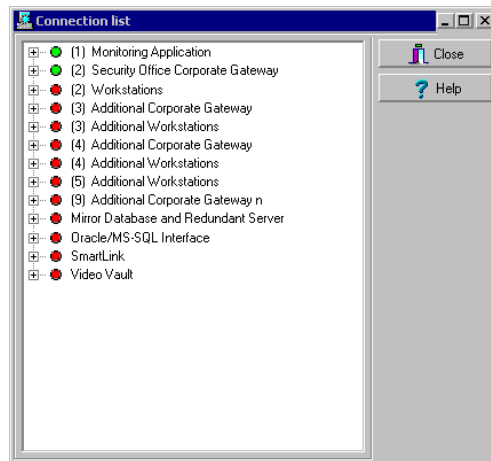
Viewing Applications Connected To The Server

Operators can view the status of all Entrapass applications from the Workstation or Server user interface.

To view applications connected to the server:

1   Start the server (from Windows Start menu or the shortcut on the desktop).

2   Click the + sign next to each workstation to view details about a workstation (such as: registration codes, TCP/IP address, connections, messages buffered, etc.).

Viewing the System Log

The System Log window contains all the login and logout events for all workstations defined in the system. The logs are displayed with date and time, the workstation name, the operator name using the workstation as well as the log type.

To view system log:

1 To view system log, select the **View System Log** 🖾 icon. The System Log window contains all the login and logout events for all workstations defined in the system.
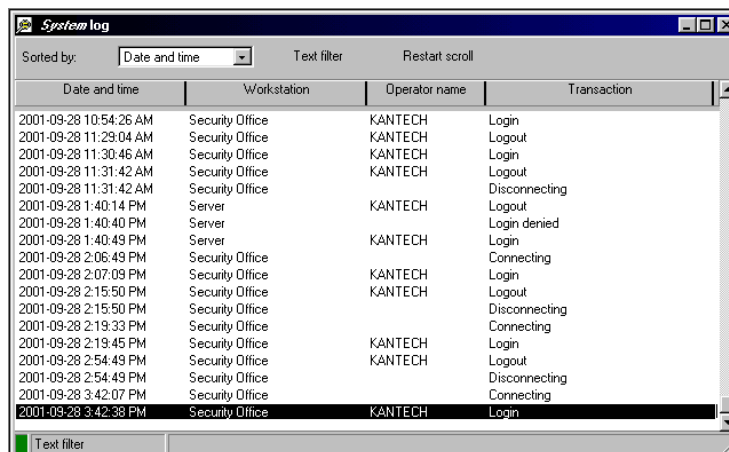
2 From the Sorted by drop-down list, select the sorting criterion: the system events will be displayed according to your specifications.

- **Date and time**— This is the normal incoming sequence, if you select another sorting mode, you interrupt the normal sequence. Select date and time to restore the normal sequence. To do this, you have also to use the "restart scroll" button.
- **Operator**—When selected, all columns will be sorted according to the **Operator** column in alphabetical order.
- **Workstation**—When selected, all columns will be sorted according to the **Workstation** column in alphabetical order.
- **Text filter**—When selected, a new window will be displayed. From that window, enter the text string (i.e.: kantech), and the system will only display logs containing the specified string text. To return to normal display, click on text filter.

3 You may change the **background color**. To do this, right-click on the window and select a color from the displayed short-cut list.

4 You may also clear the window. To do this, right-click in the window, then select **Clear** from the shortcut menu.

Viewing System Errors

The system errors are displayed with the date and time, the workstation name where the error originated from, the code number and its description.

To view system errors:

1 Select the **View system errors** icon to view all the errors that occurred in the system.

2 You may also use the right-click menu to change the window background or to clear all the data displayed.

NOTE: For information on system registration, see "Installing the System" on page 11.

Backups

A backup is a copy of your system database which serves as a substitute or alternative in case the computer fails. Backing up your files safeguards them against accidental loss when for example the hard disk fails or when you accidentally overwrite or delete data.

If your system computer fails, you may restore a backup copy onto another computer (on which the EntraPass software has been installed).

The EntraPass **Backup** tab allows operators to perform manually backups of the system data, archive and time and attendance databases. It is also used to restore backup data.

Safeguard tips:

- Back up your files regularly, at least once a week or more if many modifications were made to the database.
- We recommend that you make two backups of all your database files. To be safe, keep them in different locations.
- To backup your files, you can use:
    - The menu of the EntraPass Backup utility, or
    - The EntraPass Backup Scheduler to apply automatic schedules parameter, or
    - Other third party software and hardware.

NOTE: By default when you backup or restore files, the EntraPass databases will temporarily be disabled. The second colored square of the database status turns red when the database is unavailable. The Workstations will not be able to modify the databases.

All the system data can be found under the following path: C:\Program Files\Kantech\ Server\XXXX. If you are using a third party program to perform backups, it is recommended to backup the whole Kantech directory and sub-directories.

Each time a backup is done (even if it is done automatically), a new sub-folder containing the data or the self-extracting file is created. If you are using the "incremental" backup type and you want to restore information, you will have to restore all the sub-folders one-by-one (starting with the oldest).

Creating Backups of Type D, A, and T

By default, the name of the sub-directory in which the data/archive/time and attendance databases will be saved is generated automatically according to the following convention:X_YYYY_MM_DD-h_mm_ss, where X is the data type (D for Data, A for archive and T for Time and Attendance).

The following steps explain how to backup data. The same steps apply also when you backup archives or time and attendance data.

To create a backup (D, A and T):

1   Select the item you want to backup: data, archive, time and attendance databases. The system displays the backup sub-directory in which the information will be saved. You may keep the default folder, or you may browse your disk to specify a new destination folder for the backup.
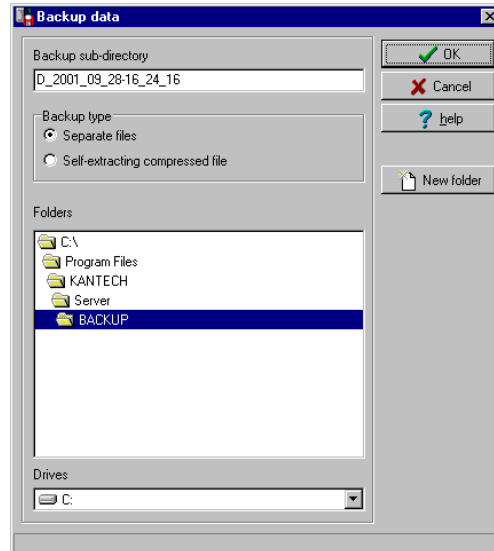
NOTE: *By default, the system/workstation will backup all the information originating from the following directory: C:\Program Files\Kantech\Server_CE \ Data or Archive or Time and attendance to C:\Program Files\Kantech\Server\Backup\X_YYYY_MM_DD-h_mm_ss, where X is the data type. The data type is followed by the year, month and day information as well as the time of the backup.*

2   Select the Backup type:
   •   **Separate file**: the system will back up the databases one by one (standard). This backup type includes the *Regdata.ini* file containing the following identification data: software used to create the backup, backup type (data, archive, time and attendance), operator who requested the backup, date and time of the backup as well as the software version.
   •   **Self-extracting compressed file**: the system will create an executable file (.exe) that will compress the information so as to reduce the amount of disk space taken by the backup. The system displays information identifying the backup: software used to create the backup, backup type (data, archive, time and attendance), operator who requested the backup, date and time of the backup as well as the software version.

3   From the **Drives** drop-down list, select the drive on which the backup will be performed. A list of choices is available according to your computer settings. To save as default, leave as is.

4   You may click the **New folder** button if you want to specify a new destination folder.

5 Click **OK** to launch the backup procedure. The backup process can be viewed on the bottom part of the window.

NOTE: You can use the "Backup Scheduler" to schedule or plan automatic backups. To schedule automatic backups see "EntraPass Options" on page 405.When you backup or restore files, the Server databases are temporarily disabled. You cannot modify the databases when a backup is in process.

Restoring Data (D, A and T):

If you are restoring data, it is strongly recommended to perform a backup before.

If you are using a third party program to restore the data, it is recommend to restore the whole Kantech directory and sub-directories.

To restore archived data (D, A and T):

1 From the Server window, select the desired **Restore** button (**Data, Archive, Time and attendance**). **The** system displays the Restore data window. It displays the path of the backup folder.
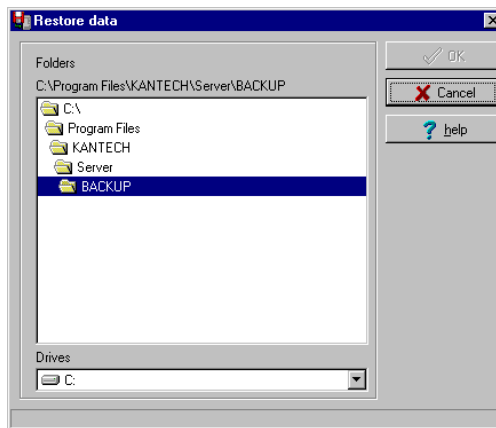
NOTE: By default, the system restores all the information originating from the following directory: C:\ProgramFiles\Kantech\Server_CE \Backup\ X_YYYY_MM_DD-h_mm_ss to C:\Program Files\Kantech\Server_CE \Data or Archive or Time and Attendance.

2 To change the destination folder, browse the **Drives** drop-down list. Click **OK** to launch the restore process.

*NOTE: It is recommended to reload the gateway after restoring the data (**Operation** > **Reload data**).*

Using the Server Utilities

This menu allows users to verity the system database integrity and to restore the system data bases. This menu is also accessible from workstations. For more information on the system utilities, see Chapter 16 'System Utilities' on page 449.

To use the system utilities:

1 Select the **Utility** tab to use the server utilities.

2 Select an icon in the toolbar.
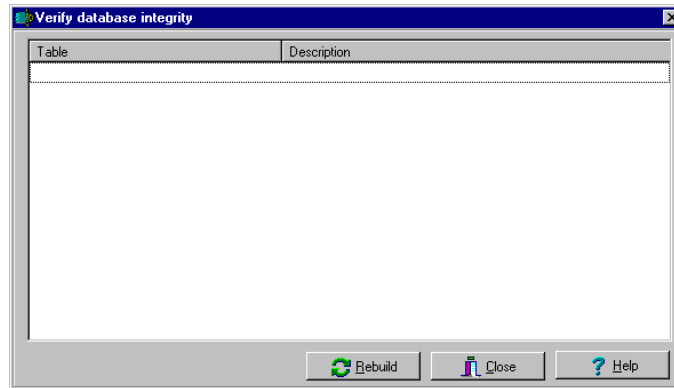
3 Click the **Rebuild** button. The system automatically starts the operation and displays a progress bar indicating that the process is on-going.

NOTE: *Certain windows may provide only a Yes or No button rather than a Rebuild button to start the operation.*

NOTE: *The Clean database utility also provides a Yes or No button to clear records from the database relating to previously erased data.*

Swapping the System Language

In order to have the system run in the language of your choice, first change the system language (Option > Select a language) and then run the **Swap description** utility.

To change the system language:

1 From the Server main window, select the **Options** tab.
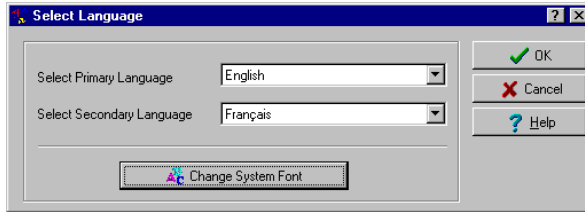
NOTE: **Important!** *When you modify the primary language of the database, the database operation will be suspended during the operation (not available for users) and the changes will be effective only when the server is shutdown and restarted.*

2 From the **Select primary language** drop-down list, select the language you want to use as a primary language. From the **Select Secondary language** drop-down list, select the language you want to use as a secondary language.

3 Shutdown the server.

4 Restart the server and login.

5 Select the **Utility** tab, then select the **Swap descriptions** button.

6 Once completed, restart the server.

NOTE: You may also click the **Change system font** *button to modify the font: this option is used to select the font for the database.*

Chapter 16 • System Utilities

This section groups the utility programs of the EntraPass Software. These programs are accessible from the Windows **Start** menu. The following programs are launched from the server or the workstation.

- **Database Utility** —Program intended to re-index archived files, update database fields, verify archived files, verify the database integrity, verify the database index, verify the database links and to verify the database hierarchy while the server is shutdown.

- **EntraPass Video Vault Application** —Program used to manage video segments archive. This program will process requests from EntraPass users to view archived video segments and to monitor video archiving processes.

- **Express Setup** —Program used to configure all the components related to a gateway including the type of readers used, type of connection, number of controller sites, number of controllers in a site, etc.

- **PING Diagnostic** —Program used to diagnose network intermittent related problems.

- **Quick Report Viewer —**Program used by the operator to view reports without having to start EntraPass.

- **System Report Viewer—**Program used by the operator to view reports without having to start EntraPass. This utility is installed from the Setup window.

- **Vocabulary Editor**—Program used to translate, in the language of your choice, the display text of the software.

- **Workstation—Configuration Program**—Program, similar to a standard workstation, used by the system administrator to configure the system logical and physical components.

- **Migration Utility**—Program used to transfer database information for the upgrade from Special to Corporate Edition or Corporate Edition to Global Edition.

- **The Gateway Interface**—The CardGateway software is a program that creates a mirror copy of the EntraPass card database in the MS-SQL or ORACLE Server. This interface allows user to modify, add or obtain card-related information, all this in real-time, from the MS-SQL or ORACLE Client version. The mirror card database, which contains cardholder information, will be updated automatically as soon as new information is available in the EntraPass card database.

- **The SmartLink Interface**—The SmartLink interface allow users to define a message and format data that may be sent on the second COM port or to a disk file. Using the SmartLink feature, you can interface to just about any intelligent device such as video matrix switchers, paging systems, etc.

Database Utility

Since the information from the system databases is sent back and forth between , some data might end up in the wrong table.

Some of these verifications such as re-indexing the archive files, updating database fields, verifying archive files, or swapping database descriptions require that the Server be shutdown.

When an operation that requires the server to be shutdown is launched, the operator is warned that the databases will be suspended during the operation.

From EntraPass, the Database utility program verifies the integrity of the tables that are used to store events, alarms, network alarms, and graphic. Basically, the system scans all the system tables and correct errors (if they are found).

You may want to start this utility when your systems hangs up frequently.

*NOTE: You may also verify the system databases from the Server (**Server** > **Utility**). However, this will only allow you to perform "surface" verification. If the system hangs frequently, for instance, use the Database Utility program. To do so, you have to shutdown the server.*

Verifying the Database Integrity

The database utility program allows to verify and to repair the system databases. When the **Database Utility** is launched, the system scans all the tables for any possible errors and repairs them automatically.

To verify the database integrity:

1   To verify the database integrity, click the **Verify database integrity** icon in the toolbar (you may enable this feature through the **Utility** menu also). You have the choice to perform a **quick** or **complete** check.

NOTE: When you launch the Verify database integrity utility from the Options menu, this is only a surface operation. When your system hangs frequently, you have to run the Database Utility program.

2   Select the type of verification you want to perform. If you select a quick check, the system scan through the tables, but does not display a detailed report after.

3   If you select a **Complete check of the database**, a detailed report is displayed.

Updating Database Fields

This function is automatically executed when the software is updated.

If an operator performs a database restore (**Server**, **Options** tab, **Restore**), the database fields are automatically updated when the information is restored. Even when an operator performs a database restore outside the Server (copies the databases from a third party backup program), this function is automatically carried out when the Server is started up again.

To update the database fields:

1 From the EntraPass Database utility window, select the **Update database field** icon.
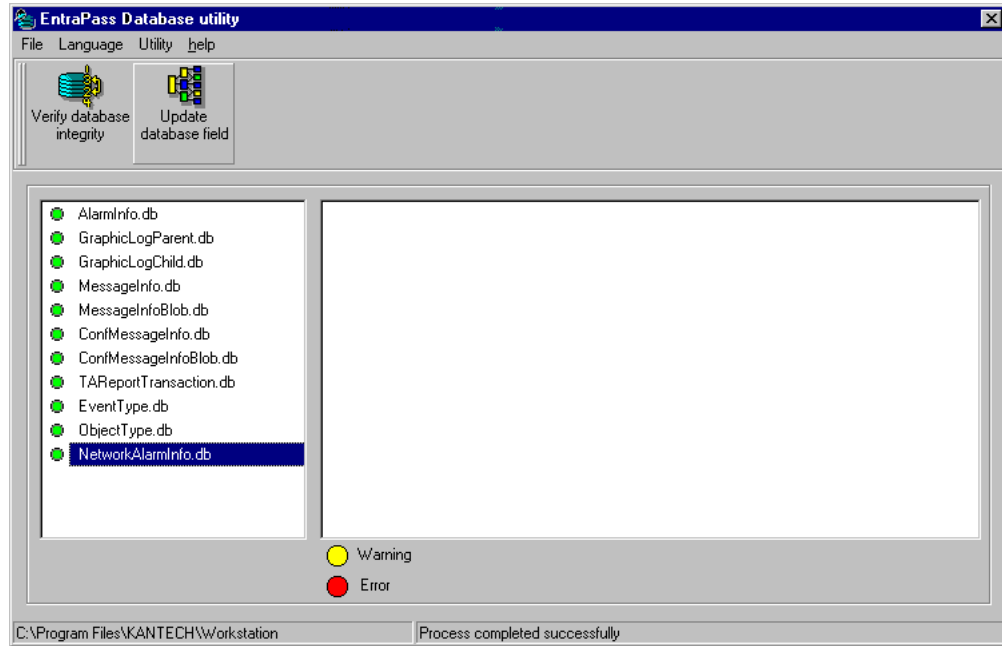
NOTE: *Use this function when for instance you experience problems when starting the server or workstation. When the system does not start, this may imply that there are problems in the database; that the source and the structure do not match.*

Database Utility, Server

Usually, the system verifies the database integrity automatically at start-up (a system message is displayed). If an operator decides not to perform a database check at startup, he/she may trigger the operation later, using the Database Utility program.

It may also be necessary to launch the database utility program when for instance the system experiences problems frequently. This operation should be executed when the system is not much used since the system databases are not available during operations on the databases.

NOTE: *It is recommended to exit the Server before you run the Database utility.*

To run the Database Utility:

1   Exit the server program. During this operation, the system databases are suspended. A red square button in the status bar to indicates that the databases are unavailable

2   From Windows start menu, select **Start > Program > EntraPass Corporate Edition** > **Server** > **Database Utility**.
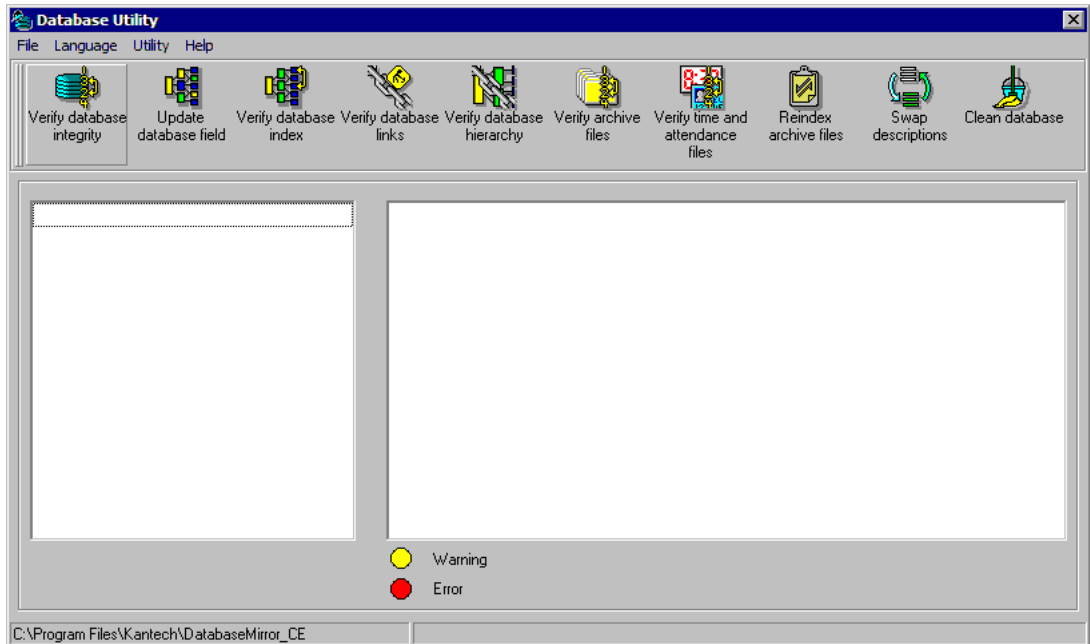
*NOTE: When you select **File** > **Workstation**, the system displays only two icons, the **Verify database integrity** and the **Update database fields** icons. The Server toolbar offers more choices.*

3 Select the icon or menu item corresponding to the program you want to execute. The system displays the result of the analysis.
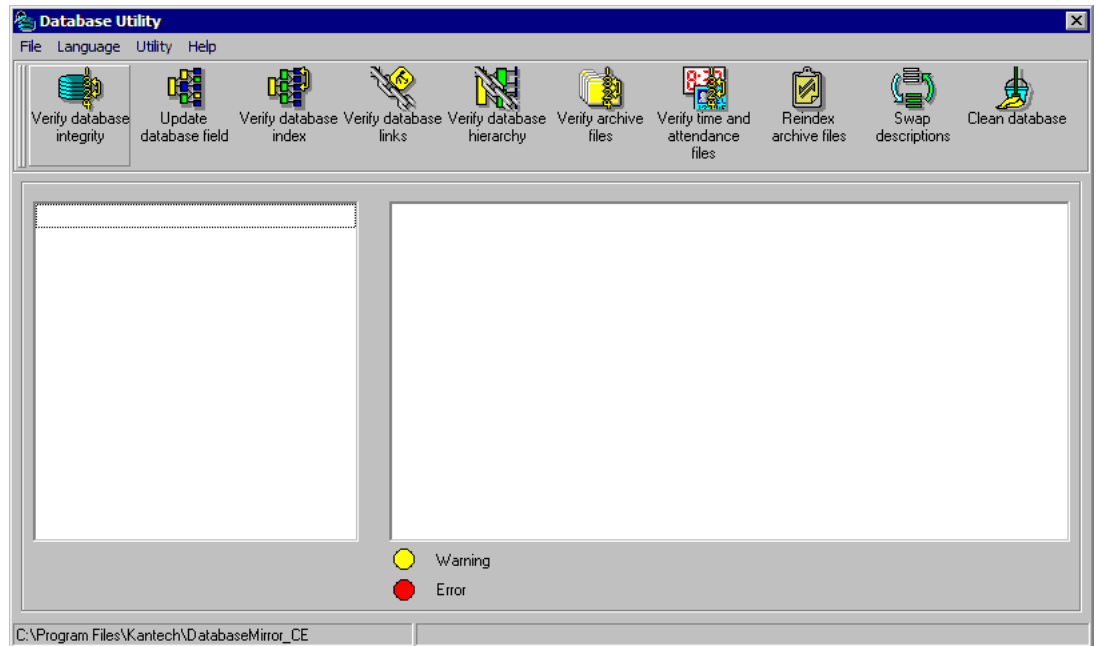
NOTE: *Use this function when for instance you experience problems when starting the server or workstation when the system does not start, this may imply that there are problems in the database; that the source and the structure do not match, for instance.*

Verify Database Index (Server)

This program allows to entirely rebuild the index by using the information that was copied in the primary databases and grouping it to rebuild the Registry.DB database. The latter is used to increase the system performance.

NOTE: *This program can be used when a database is corrupted because it has not been backed up.*

Verify Database Links

The Verify Database Links utility is used to rebuild all the links of the database. Moreover, this program cleans the databases by deleting links that are no longer valid. For example, if a schedule was assigned to a functionality and this schedule was deleted, the system will initialize the field where it was assigned in the primary database. It will also remove the records that point to deleted components. For example, if an access level is assigned to a gateway and this access level was deleted, it will delete the record in the database.

The Verify Database Links utility enables complete management of the links between each component and ensures that the correct information is displayed when:

- Viewing the structure of a component's links to all other components of the system,
- Removing all the traces of a component within the database when this component has been deleted. For example, if a schedule is deleted, the system will use the link list to initialize all the database fields that contains this schedule.

NOTE: It may be necessary to use this function when it is obvious that the database links are incorrect. This features is useful when for example the system experiences abnormal terminations.

Verify Database Archive Files

This function is used to verify archive files. It assigns a new unique sequential value to all primary indexes of archive files.

Verify Time & Attendance Files

This function is used to verify time and attendance database files. It assigns a new unique sequential value to all primary indexes of time and attendances database files.

Verify Database Hierarchy

In EntraPass, the database is set up in a hierarchical way, which means that all components have a parent and can have child components.

The **Verify database hierarchy** utility is used to rebuild the parent-child links within the database. The results of this program are limited if the damages of the database are severe.

NOTE: When a user tries to access a controller by selecting a gateway and a site and when the result does not correspond to the reality, this means that the database hierarchy is probably corrupted. In this case, the Verify database hierarchy feature can be used to correct the problem. If the problem could not be fixed, this could mean that the database is too damaged to be fixed. It will be necessary to restore the database.

Swap Description

This function is used to interchange description #1 (primary language) with description #2 (Secondary language) in all the database of the system.

NOTE: When this function is executed, the current primary language becomes the secondary language, and the secondary language becomes primary. This function must be executed with caution to avoid system language problems.

Follow this procedure to modify the database language, otherwise the database operation will be suspended during the operation and the changes will be effective only when the server is shutdown and restarted.

To interchange the system languages:

It is strongly recommended that you to follow this procedure:

1 Modify the system language (**Server** > **Options**> **Select language** icon).

2 Shutdown the server.

NOTE: If the server is not shut down, the Database Utility program will not operate.

3 In the Database Utility main window, click on the **Swap descriptions** button.

4 Start the server.

Clean Database

This option is used to physically remove database records which have been identified by the system as erased. Most of these records relate to cards and are kept in the Deleted Components section of the database. Using this option will considerably reduce the space required by your database. It will also improve system performance relating to searches for card information. It will not affect the table Registry, nor will it have an impact on historical reports.

To clean the database:

1 Start the **Clean database** utility (**Server>Utility> Clean database** icon).

2 Click on the **Yes** button.

*NOTE: It is strongly suggested to back-up the database before performing this operation. **Clean database** will suspend operation of the database while cleaning is in effect.*

EntraPass Video Vault

The EntraPass Video Vault application addresses the need for optimal video data storage and archive management. This application offers an easy way for collecting important video data for future reference. In fact, video recordings have a limited life span depending on the video server setting and capability. Moreover, since video recordings require a great amount of disk space, using an archive management tool such as EntraPass Video Vault enables organizations to better manage and easily retrieve video contents.

EntraPass Video Vault enables EntraPass users to:

*   View the status of video archiving requests
*   Monitor the status of video servers associated with the active EntraPass Video Vault application
*   Monitor video download logs
*   Archive video segments

The EntraPass Video Vault application will process the following video segment types:

*   Video segments that were triggered by an automated trigger
*   Video segments triggered by a manual operation
*   Video segments recorded following video server triggers
*   Exported video segments tagged for archiving

NOTE: *The EntraPass Video Vault application requires an additional license. It is possible to install more than one EntraPass Video Vault application with EntraPass. Each EntraPass Video Vault must be configured for use with EntraPass (**Devices > EntraPass Applications**).*

Installing EntraPass Video Vault

An Option Certificate is required to install EntraPass Video Vault. For details about installing EntraPass advanced options, see "Adding Optional Components/Features" on page 10

To Install EntraPass Video Vault:

1 From the EntraPass System Registration window, select the EntraPass Video Vault, then select the **Click here to install component** button
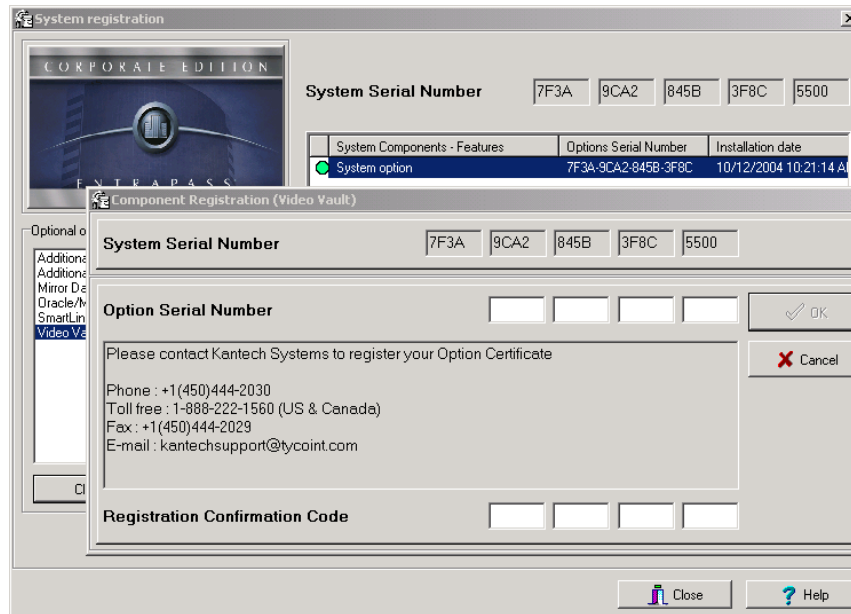
2 Enter the **Option Serial Number** found on the EntraPass Video Vault Management Option Certificate.

3 Enter the **Registration Confirmation Code** provided by the Kantech Technical Support personnel.

4 Click **OK** to close the Component registration window. Once you have completed the registration process, the EntraPass Video Vault application is added to the Components list in the System Registration window.

5 Use the Installation code and the installation CD to install EntraPass Video Vault on any computer meeting the minimum requirements for the EntraPass workstation application. For details about system requirements, see "System Requirements" on page 8.

Launching EntraPass Video Vault

At startup, the EntraPass Video Vault application tries to connect to the EntraPass server. If you are launching the application for the first time, you may need the EntraPass Server's IP address. Also, make sure to launch the EntraPass Server before attempting to run EntraPass Video Vault.

To Run EntraPass Video Vault:

1 From the shortcut menu on the desktop, or from the Windows Start menu, launch the EntraPass Video Vault application.

   • **Video Vault root directory:** indicates the default folder where video segments are stored. The EntraPass Video Vault root directory is determined when configuring EntraPass Video Vault from the EntraPass environment (**EntraPass workstation application > Devices > EntraPass Applications > EntraPass Video Vault**). The default EntraPass Video Vault root directory is C:\Kantech Video Vault.

   • **Current process**: indicates the number of video segments that are being retrieved for archival purposes.

   • **(KVI, KVA, AVI, IMG) files archived**: shows the number of video segment files retrieved by EntraPass Video Vault.

   • **Default video file format**: the default format for archiving files. This format is defined while configuring video archiving parameters for the EntraPass Video Vault: **EntraPass workstation application > Video > Video server > Video Vault Parameters** tab.

   • **Registered Video Server(s)**: indicates the number of video servers associated with he active EntraPass Video Vault application. An EntraPass Video Vault application is associated with a video server when defining the Video Server (**EntraPass workstations application > Video > Video server > Video Vault Parameters** tab).

   • **Processing error count**: indicates the number of unsuccessful video archiving processes. To learn why the archiving process was not completed, log on to **Video Vault > Action** menu item **> Video Server List**. The **Action** menu item appears only when you have entered a valid operator user name and password. EntraPass enables you to retry retrieving unsuccessful archiving processes from the Video Events List window: **EntraPass workstation application > Video > Video Events List**.

Managing Archived Video Segments

1   From the EntraPass Video Vault main window, select **System > Login** to launch EntraPass Video Vault and logon.
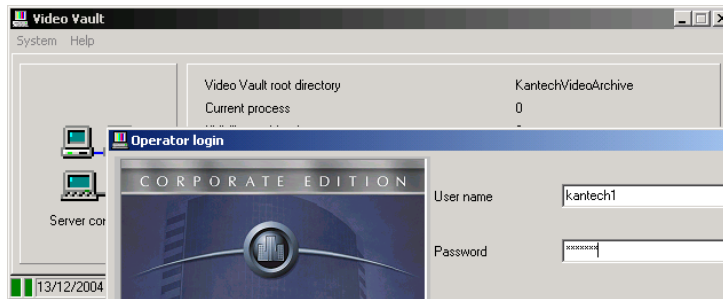
2   Enter the **User name** and **Password** for EntraPass Video Vault, then click **OK** to close the Operator login window. You cannot log in two EntraPass applications simultaneously using the same user name and password. Since you must run EntraPass Video Vault and the EntraPass server at the same time, make sure to use a different user name for EntraPass Video Vault.
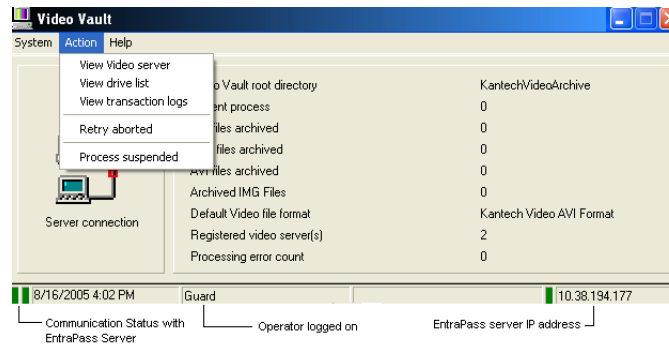
NOTE: To view detailed information about the numerical values displayed on the main window, log on to EntraPass Video Vault.

3   To view the list of Video servers associated with the EntraPass Video Vault application and the status of the archiving process, select the **View Video server** menu item.
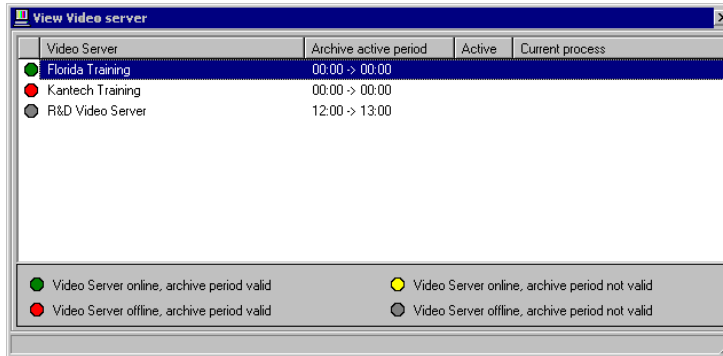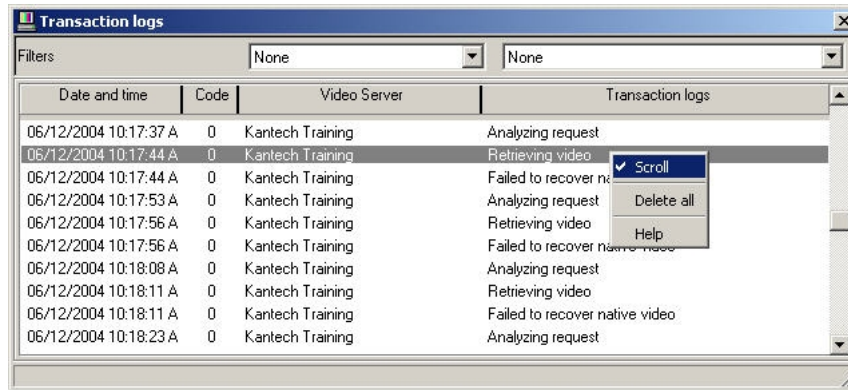
- • **Video server on line, archive period valid**: During this period, the EntraPass Server retrieves video segments from the Video server and queues them for archiving by EntraPass Vault. All video segments originating from video triggers (automatic or manual) and segments tagged to be archived in the Video Events List are archived in the EntraPass Video Vault.
- • **Video server offline, archive period valid**: This status is tagged with a red flag. It indicates that the EntraPass server cannot retrieve video segments from the Video server for various reasons. Video segments recorded during that period will not be available for EntraPass Video Vault.
- • **Video server online, archive period not valid**
- • **Video server offline, archive period not valid**

4 To view the list of drive on which video data have been archived, select the **View drive list** menu item. The Drive list window shows the status of all the files retrieved by EntraPass Video Vault from the Video server.
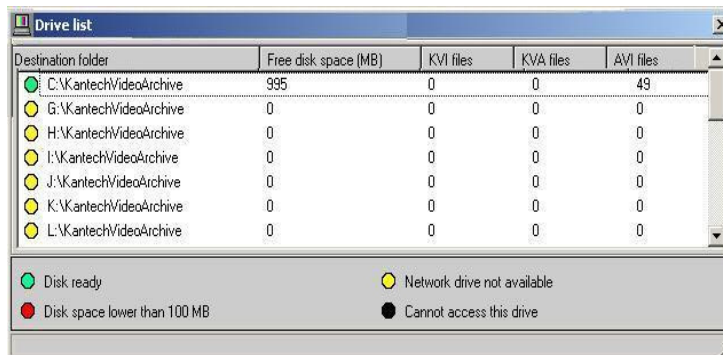
- • Disk ready
- • Disk space lower than 100 MB
- • Network drive not available

- • Cannot access this drive

5 Select Transaction log to view the list of transaction errors.

NOTE: The transaction log window shows all the transactions that have occurred in the software since the last time it was run. The Filters fields enable users to select the type of transactions to be displayed.

Vocabulary Editor

The Vocabulary Editor allows users to translate the display text of the software in the language of their choice.

EntraPass offers you the possibility of adding up to 99 languages for the purpose of changing the text language in the graphic user interface. However, you can only run the software in two languages at a time, a primary and a secondary language.

If you want to use the software in a language other than English, French, German or Spanish, you can have the database dictionary translated in the language of your choice. You will then have to integrate the translated dictionary in the software. The creation of a new display language is carried out in three stages:

- Translating the source text,
- Integrating the newly created language to the EntraPass dictionary in the Server,
- Distributing the new custom language to all EntraPass application.

NOTE: In order to be able to run a new language, your operating system (Windows) must support the desired language. For example, your keyboard (characters) and window (display) must support the specific characters of the desired language. The computers where EntraPass applications are running must also support the language. For more information on language support, refer to your system administrator.

Installing the Vocabulary Editor

EntraPass Vocabulary Editor is a stand-alone program. You can install it and run it independently.

If you want to translate the system language, you just have to install the Vocabulary editor and then to translate the vocabulary database.

NOTE: You do not need an additional license to install the Vocabulary Editor. You just have to select it in the Setup window.

Translating the System Language

EntraPass Vocabulary Editor is a stand-alone program. You can run it independently, you do not need to launch EntraPass software to run the Vocabulary editor. The Vocabulary Editor program will assist you if you want to translate the software in a language, other than English, French, Spanish or German.

To translate the software language:

1   Start the Vocabulary editor from the Windows **Start** menu: click **Start** > **Programs** > **EntraPass Corporate Edition**> **Vocabulary Editor** > **Vocabulary Editor**.
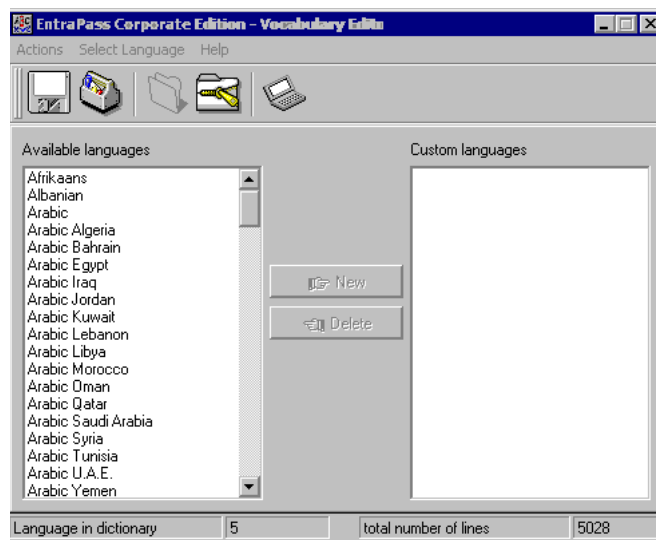

2   From the available **Language list**, select the new language, then click   ☞ New   . The system displays again the **Select language** window. Select the source language for the translation, then click **OK**. The newly selected language is transferred to the right in the **Custom Languages** display list. The **Edit** and **Delete** buttons are enabled.
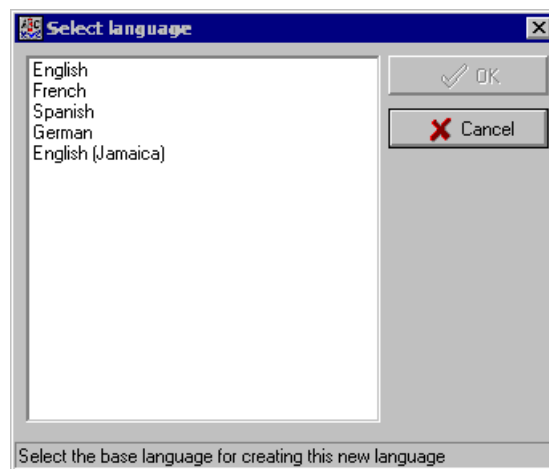
3 Select **Edit** to view the vocabulary database table.
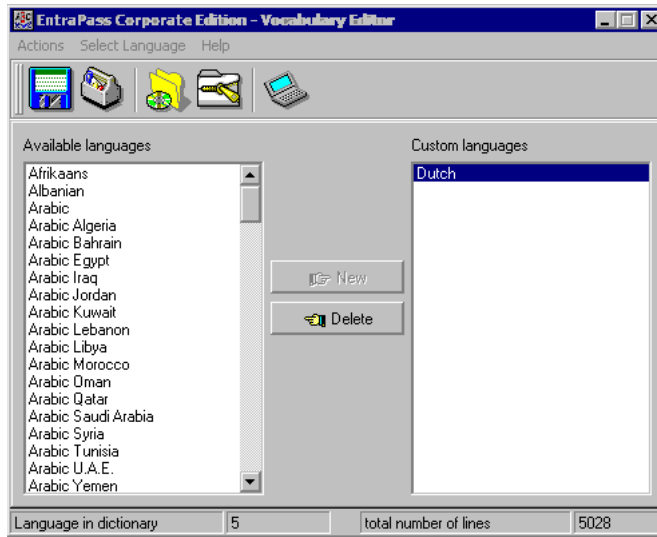
4 In the Vocabulary Editor window, click the **Edit** button to start translating the software vocabulary. The system displays the dictionary database.
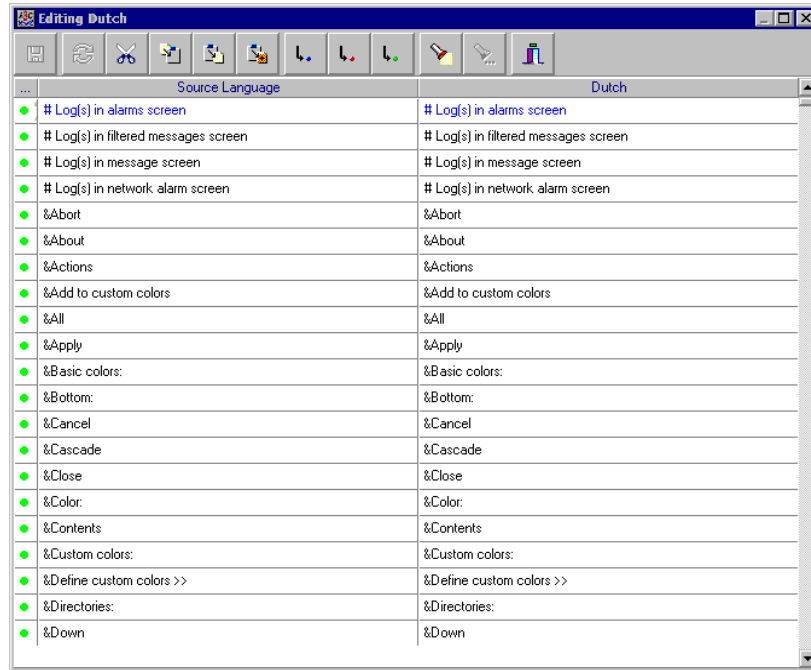
NOTE: *You must make sure that the Customdictionnary directories are regularly backed up (C:\ProgramFiles\Kantech\Vocabulary Editor\CustomDictionary\files.xxx.ath) or C:\ProgramFiles\Kantech\"Application type"\CustomDictionary\files.xxx.0*

The table below shows the value of the Vocabulary Editor color codes.

VOCABULARY EDITOR COLOR CODES	VALUE
Green	**Valid text string.**
Blue/Green	**New text string.**
Red	**Obsolete text string.**

5 The "Source language" column contains text based on the basic language that was selected during the creation of the vocabulary. This column will serve as a "source" for the translation. Software language columns cannot be modified by the user.

6 Use the right-click to enable a contextual sub-menu or use the **Language editor** toolbar. A hint appears when you position the mouse over a button.

Integrating your Custom Language in Entrapass

Once the translation is finished, you have to integrate the new dictionary into the system dictionary so that system operators can use it.

1 Start the Vocabulary Editor. The Vocabulary Editor window toolbar displays five buttons.

NOTE: The Graphic User Interface will only appear in one of four languages: English, French, German or Spanish.

2 Select a newly translated vocabulary.
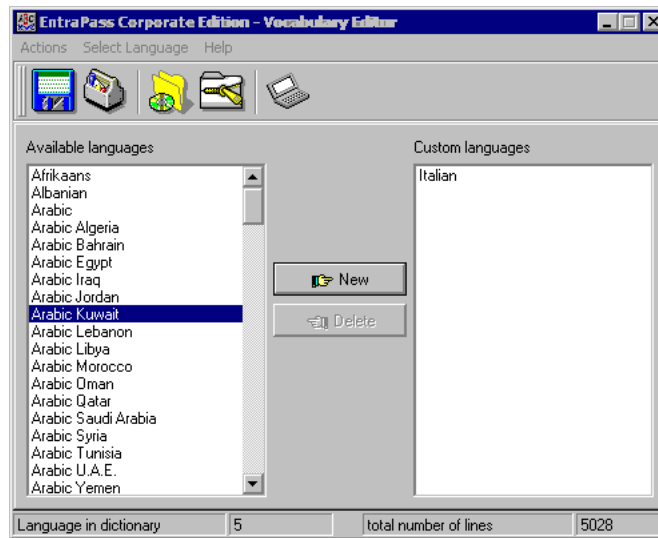
- You may choose to **Apply changes to the Operational dictionary**: this option is useful when you want to test your changes before you update other workstations.
- **Restore the operational vocabulary**: this option allows the user to easily restore the default languages. It creates a self-extracting file which restores the original dictionary.
- **Scan dictionary for new entries**: this option is useful when the software was updated for example.

3 If you decide to implement the new vocabulary, select the **Actions** menu, then choose **Create self-extracting file for update** option. The system creates the **Updatedictionary.exe** file, and prompts you to select a destination folder for the file:
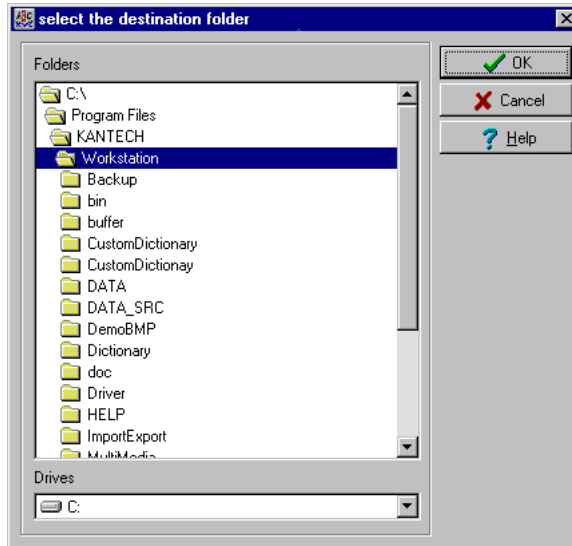
4 Select the destination folder for **Updatedictionary.exe**. By default, the Self-extracting file is stored in C:\Program Files\Kantech (application).

NOTE: It is recommended to copy the Updatedictionary.exe file on a network folder if you want operators to access the file to update their software application.

Distributing the New System Vocabulary

Before you run the file, make sure to exit the EntraPass software; otherwise the operation will not work. To update the system vocabulary, you have to update the EntraPass server first. If you have a Mirror database application, close it before you shutdown the server (so it does not start the Redundant Server when you close the EntraPass server). Once the Mirror database application is shutdown, shutdown the Primary server, update it and re-start the server. Update the Mirror database and the Redundant server, then start the Mirror database.

To update the server vocabulary:
1 Exit all Entrapass programs.
2 Start **Windows Explorer** > **Kantech** > (**EntraPass application**), then copy the **Updatedictionary.exe** on the server.

3 Double-click **Updatedictionary.exe.** The system displays the Entrapass applications that are installed on the computer.

Distribute Custom Language	
Select Language	
System Installed	Folder name
EntraPass Corporate Server	C:\Program Files\Kantech\Server_CE
EntraPass Corporate Redundancy Server	C:\Program Files\Kantech\DatabaseMirror_CE
EntraPass Special Edition Workstation	C:\Program Files\Kantech\Server_SE
EntraPass Corporate Gateway	C:\Program Files\Kantech\Gateway_CE
EntraPass Corporate Mirror database	C:\Program Files\Kantech\DatabaseMirror_CE

Updated files list

C:\Program Files\Kantech\VocabularyEditor_CE\Dictionary\Custom\EpTranslatTemp.DB
C:\Program Files\Kantech\VocabularyEditor_CE\Dictionary\Custom\EpTranslatTemp.PX
C:\Program Files\Kantech\VocabularyEditor_CE\Dictionary\Custom\Italian_CL.db
C:\Program Files\Kantech\VocabularyEditor_CE\Dictionary\Custom\Italian_CL.px
C:\Program Files\Kantech\VocabularyEditor_CE\Dictionary\Custom\Italian_CL.xg0
C:\Program Files\Kantech\VocabularyEditor_CE\Dictionary\Custom\Italian_CL.xg1
C:\Program Files\Kantech\VocabularyEditor_CE\Dictionary\Custom\Italian_CL.xg2
C:\Program Files\Kantech\VocabularyEditor_CE\Dictionary\Custom\Italian_CL.yg0

Update dictionary   Close   About

Vocabulary updated files available

4 Select each application, then click the **Update dictionary** button.

5 You have to copy **Updatedictionary.exe** on every computer where EntraPass is installed, and then double-click it in order to launch the language update. To do so, you have first to exit all EntraPass applications before you run the self-extracting file.

6 Select the application you want to update (one at a time) and click **Update dictionary** button. The system will automatically copy the vocabulary to the **Custom Dictionary** directory then merge the custom directory with the application dictionary.

NOTE: You MUST update all the applications in the system.

NOTE: To restore the dictionary back to original default values, follow the same procedures as for updating the dictionary.

7 Once you have finished updating the dictionary database for the Primary Server, the Mirror Database and the Redundant Server, start the Primary server.
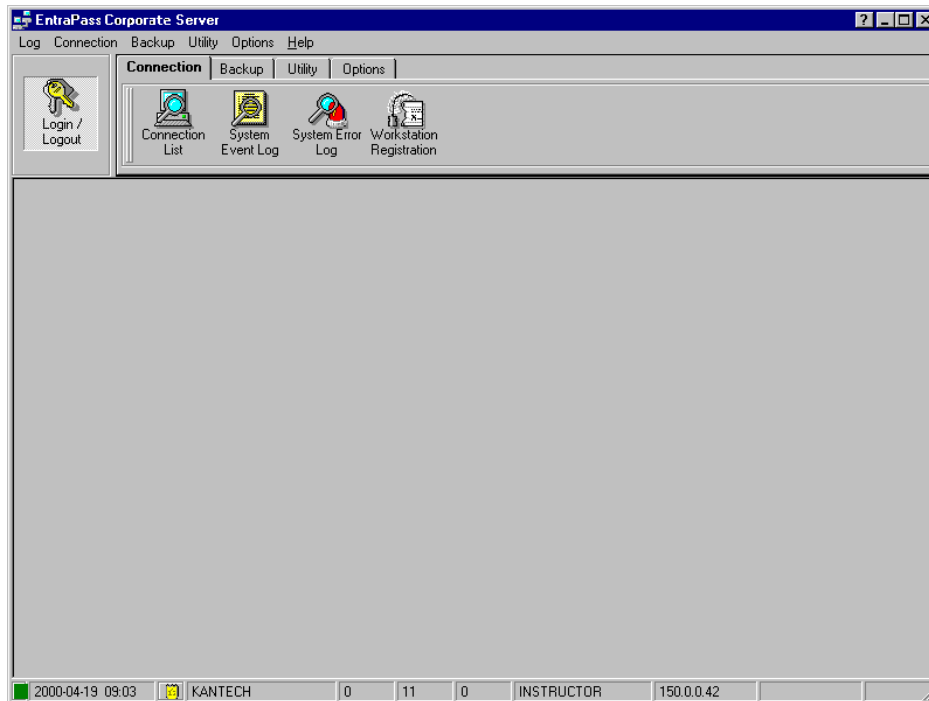
8 Select the **Options** tab, then select the **Select language** icon.
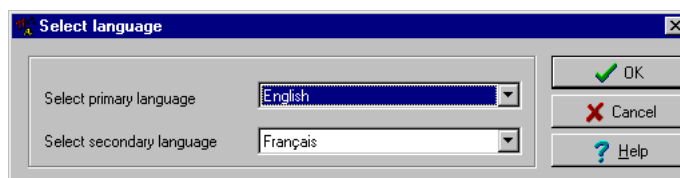
9 In the **Select the language** window, select the primary language and the secondary language. The newly integrated language is displayed in the list. It is important to select the language at this stage, otherwise the operators of the system will not be able to use it.

NOTE: For example, if your primary language is "English" and your secondary language is "French": if you select your new language (i.e. Russian) as primary, all operators who have "English" as their display language in the Operator menu will be modified to "Russian". On the other hand, if you change the secondary language to "Russian" and operators are using "English", you will have to manually select "Russian" in the Operator definition menu". To assign the desired language to an operator, use the System definition menu, then select the Operator definition menu.

10 Before you update all the applications, login on the server and verify the display language. If everything seems to be normal, then you can proceed with the system update. Remember, the computers must support the language (display and keyboard).

NOTE: For every language you are installing, be sure to select the correct keyboard (Start > Settings > Control panel > Keyboard). The selected keyboard is displayed in the system tray.

Upgrading the System Vocabulary

When you upgrade your system, the new or modified strings are automatically inserted in the system vocabulary and also in the custom dictionary.

If you have added a custom language to your system, you have to translate the new/modified strings following a system upgrade. Therefore, you have to re-edit the vocabulary and create a new self-extracting file.

When you re-open the vocabulary table, new strings are indicated by a green point. Obsolete strings (no longer used) are tagged red.

NOTE: For easier management, we recommend that you always edit your vocabulary from the same computer and integrate it to the system using a self-extracting file.

Express Setup Program

The Express Setup program offers a quick and simple way to configure all the components of a system gateway: type of readers used, number of sites, site name, number of controllers on a site, etc. For example, it enables users to modify a door's name by automatically applying default settings to all relays and inputs of controllers connected to the selected door.

To configure a Site under a Corporate Gateway using Express Setup:

1 From Windows Start menu: **Start** > **Programs** > **EntraPass Corporate**> **Workstation**/**Server** > **Express Setup**. You may also launch Express Setup by clicking the Express Setup icon from the registration window or gateway definition window.
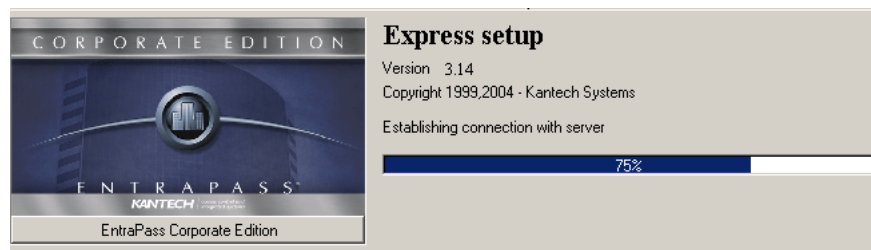
2 Click the **Login** icon. You have to log into the server before you modify the system configuration. Only authorized operators can modify the system parameters.
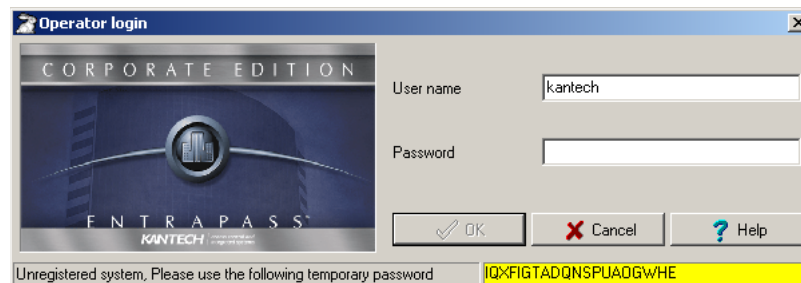
NOTE: The Operator login window appears only when starting Express setup in stand alone mode.

3 Enter your Operator user name and password, then click **OK**. The **OK** button is enabled when the **Password** field contains data.

4 Select the gateway for which you want to configure a site, then click the **New site** icon.
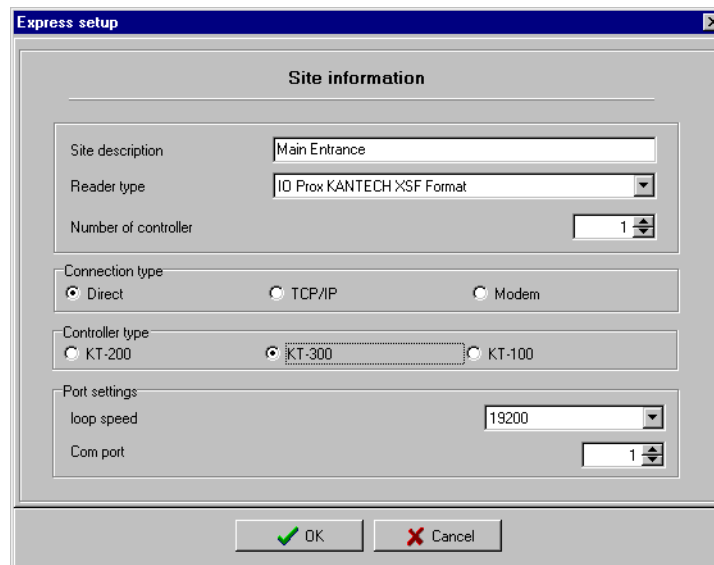
5 Enter the Site name in the **Site description** field, then select the reader type.
6 Set the number of controllers.
7 Specify the connection type. This indicates how the site communicates with the gateway computer.
   • Select **Direct**, if the site is integrated to the gateway computer and connected to it by an RS-232 serial port. If the connection type is direct, then you have to specify the serial port (com:) as well as the controller site baud rate (usually set at either 9600 or 19200). The default value is 19200.
   • Select **TCP-IP** if the site communicates with the gateway through a terminal server device using a port number. Then you have to specify the terminal server's IP Address and Port number. If the connection type is TCP/IP, the port settings section is disabled. To

configure the terminal server, follow the manufacturer's instructions or refer to the terminal server documentation.

- Select Remote site **Modem** if applicable. The modem option is enabled only when this option is installed.

8 Select the controller type for this site.

9 Click **OK**. You have to specify minimum configuration for the controllers defined in the site. This include assigning a name to the controller, specifying the passback option, and entering the serial number (the serial number column appears only when it is a KT-100 or KT-300 controllers).
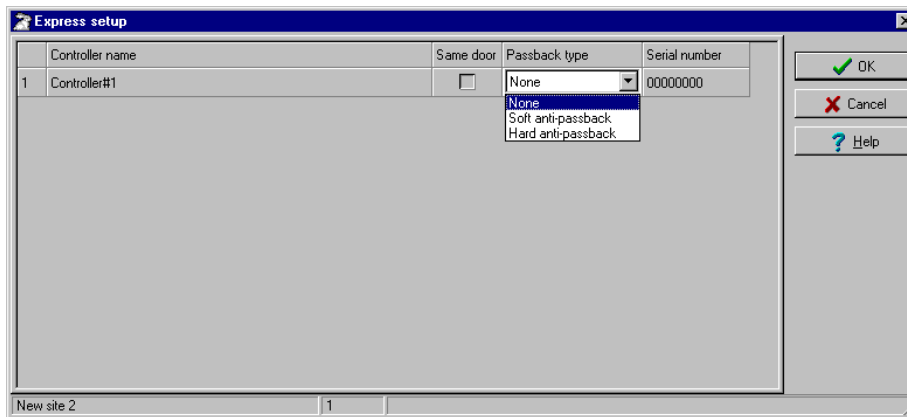
NOTE: The passback feature will not allow any card to re-enter unless it has been used to exit. This requires that readers be used for both entry and exit.

10 Check the **Same door** box if a reader is installed on each side of the door.

11 Select the appropriate passback type (none, soft or hard). If a door is defined as an access door, there is no passback defined for this door. An entry or an exit door can be assigned a passback option.

12 Enter the serial number cell, if this column is displayed. Usually the information is found on the controller label.

13 Once you click **OK**, components associated with the controller and to the site are created in the server database. By default, each controller is assigned two doors, if the **Same door** option is not checked. The following table summarizes default values that are assigned to controllers.

NOTE: When the system is updating the database, the second status flag turns red, indicating that the system database is locked. When you try to access another system menu while the database is locked, an error message appears. Simply wait until the system database becomes available.

The following are default values assigned to controllers by the Express Setup utility.

Controller	Door	Relays	Input zones	Aux. output
KT-100	1	4	4	2
KT-200	2	2	16	4
KT-300	2	2	8	4

The following table summarizes how input zones are used by the system.

Input zones	System use	Controllers
1	Door 1 contact	all
2	Door 1 Rex	all
3	Door 2 contact	KT-100 & KT-300
4	Door 2 Rex	KT-100 & KT-300
9	Door 2 contact	KT-200
10	Door 2 Rex	KT-200

The following table summarizes how output zones are used by the system.

Aux. output	Use	Controllers
1	LED (Door 1)	All
2	Buzzer (Door 1)	All
3	LED (Door 2)	KT-200 & KT-300
4	Buzzer (Door 2	KT-200 & KT-300

NOTE: The remaining components (relays and input zones) are undefined, that is, they have been created but not yet defined. Components that are defined are grayed out. You cannot select them or change their description. You can change their description in their respective definition menu (Devices > Relays/Input zones).

By default, the system assumes that:
• The reader is Ioprox Kantech 26 bits Wiegand,
• The power supervision schedule is always valid,
• The failsoft delay is enabled for 45 seconds,
• The resistor type is single (KT-100 and KT-300),
• The wait for second card delay is 30 seconds.

To configure a controller using Express Setup:

When you add a controller to a site, the system prompts you to use the Express Setup tool to define the controller. You may also launch this tool by selecting a controller and clicking the Express Setup icon in the controller window toolbar.

1   From a controller definition window, click the **Express Setup** icon or click **Yes** in the system message box.
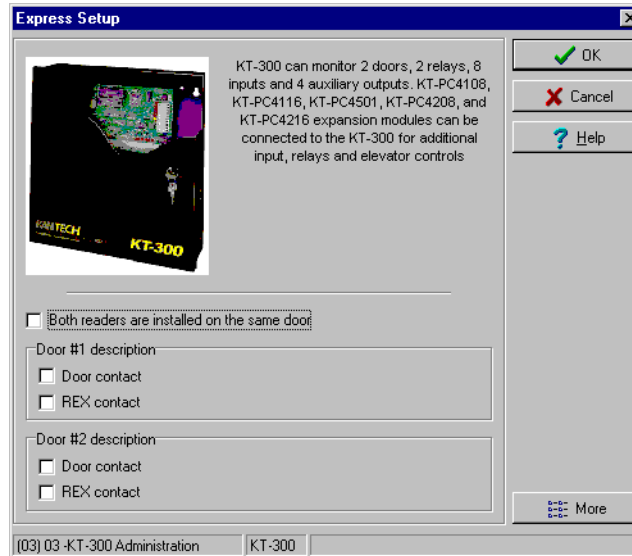
2   Specify if **Both readers are on the same door** if this is applicable. If two readers are installed on the same door, the REX contact option is disabled.

3 Click the **More** button to define the other devices, such as doors, inputs, relays and outputs.
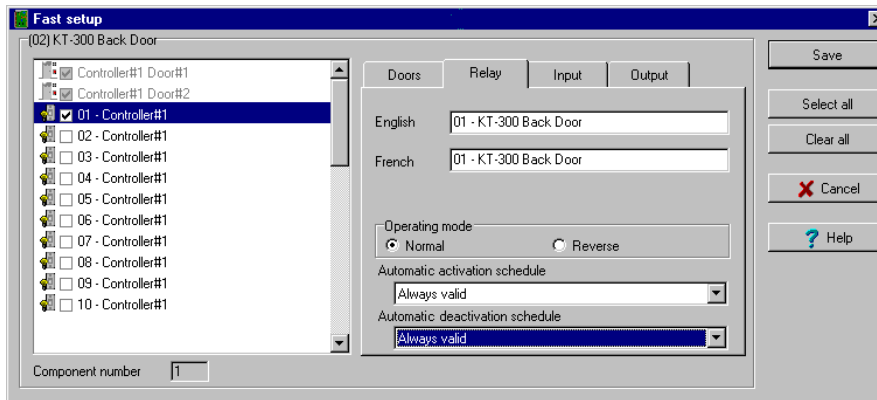
NOTE: Components are listed in the left-hand pane. The related tabs are displayed in the middle of the window. When you select a component, its default name, number and default settings are displayed in the language section. Select a component to enable its tab. Components that are assigned are gray. You cannot modify their description at this stage. You have to go in their definition menu. However, you may later modify any component description in its definition menu (Devices > Relay/Input/Output, etc.).

To define relays:

You may configure relays to define their operation mode, activation and deactivation schedules. If you want to assign a name to the relay, you have to select it. When you use the Select All button, the default names are kept.

1 Select the first relay if you want to modify its description. The relay tab is enabled. You have to check the box beside the relay name in order to enable the language section.
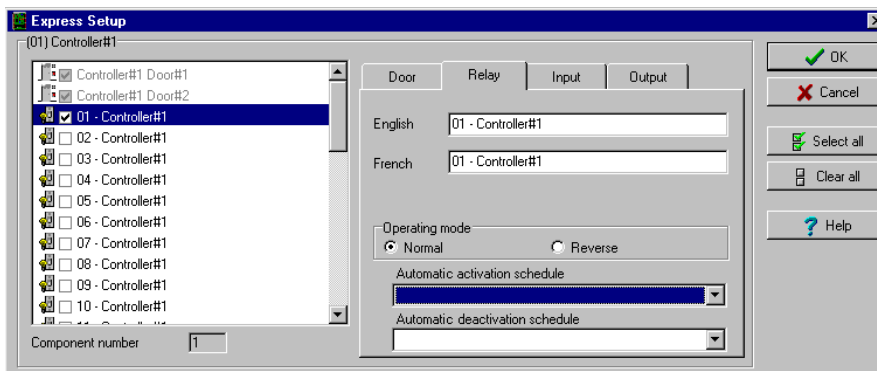
2 Check the appropriate options for the **Operating mode** and for the **Activation mode**.

3 In the **Automatic activation schedule** drop-down list, choose the appropriate activation Schedule.

To define inputs:

By default, the response time for a REX is 250 ms; it is 500 ms for other input zones. The alarm restore time is 150ms by default. The Express Setup program allows you to define the **Input Normal State** and **Monitoring Schedule**.

1 Select the first undefined input (its checkbox is not gray). Check its box to enable the language fields, then assign names to it.
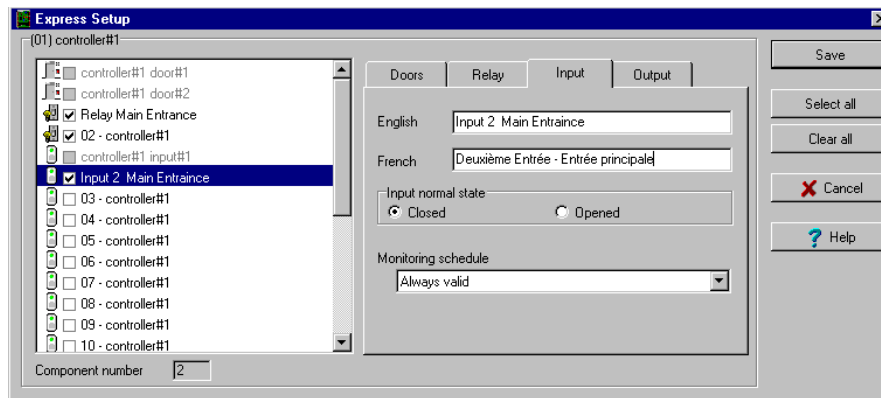
2 Select the **Monitoring schedule** from the drop-down list. If you want to assign a custom schedule to the selected input, you have to define it. (Definition > Schedule).

To define auxiliary outputs:

By default, all outputs are defined, as follows:

• Auxiliary output 1 is used as a LED for door 1 (all types of controllers)
• Auxiliary output 2 is used as a buzzer for door 1 (all types of controllers)
• Auxiliary output 3 is used as a LED for door 2 (KT-200 and KT-300)
• Auxiliary output 4 is used as a buzzer for door 2 (KT-200 and KT-300).

If you want to change their definition, you may do so while defining a controller or in their definition menu (**Devices** > **Auxiliary Outputs**)

Quick Viewer

The **Quick Report Viewer** program allows operators to view previously saved reports without having to start EntraPass. It is used to view / display / load reports that were previously saved (in a.QRP format) during a print preview or Quick reports. For details on requesting and generating reports, see Chapter 13 'Reports' on page 375.

This program is useful when EntraPass is off-line and when a report must be displayed for specific purposes.

To start the Quick Viewer:

Quick Viewer

1 From the Windows task bar, click **Start** > **Programs** > **EntraPass** > **Workstation/Server** > **Quick Viewer**.
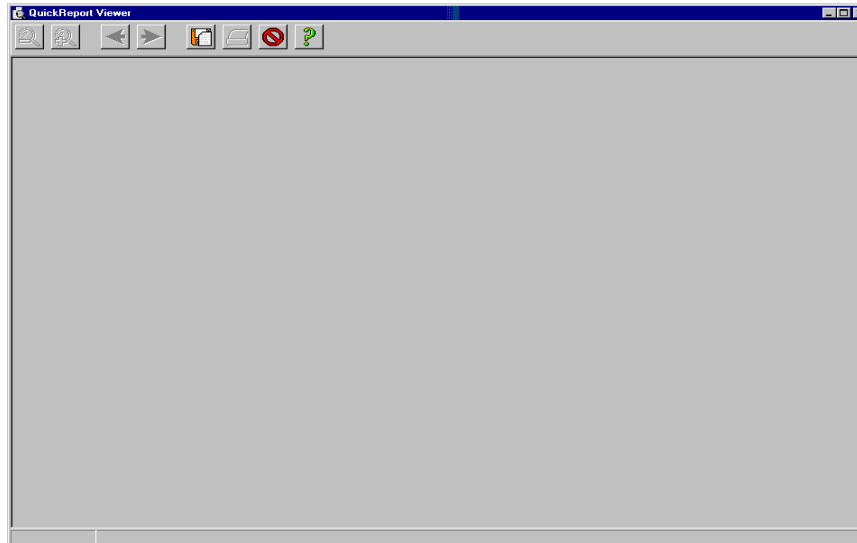
2 Click the 🔲 button to open a report. The system displays the **Open** window:
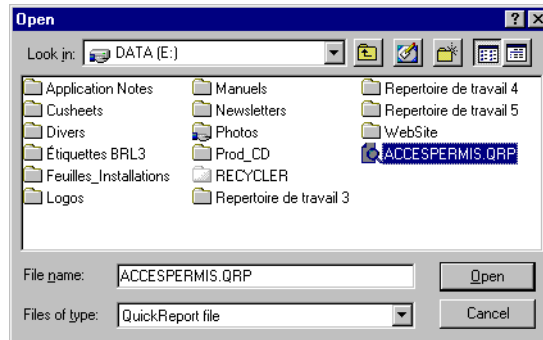
3 By default, when a report is saved in a QRP format, the system automatically saves it in "My Documents" folder. If you have saved the report in another folder you have to browse to the folder to select the report.

4 Click **Open** to preview the report. Once you have selected the requested report, the system will display your report:

5 Use the toolbar buttons to preview the report:

- 🔍 —Use the **Zoom out** button to zoom out the report view.

- 🔍 —Use the **Zoom In** button to display details (view closer).

- ◀▶ —Use **Previous Page and Next Page** buttons to change pages.

- 🔲 —Use the **Open** button to open a report located in any folder on your computer.

- 🖨 —Use the **Print** button to print the report. There will be no printer setup dialog box, the report will automatically print, to cancel the printing, click **Cancel**.

- 🚫 —Use the **Quit** button to quit the application.

PING Diagnostic

This stand-alone program is used to diagnose network intermittent related problems and/or to determine whether a specific IP address is accessible.

It works by sending a packet (block) to the specified address and waiting for a reply. The PING diagnostic program is used primarily to troubleshoot Internet connections.

NOTE: If you want this option to be available, you have to select the "Allow diagnostic on network" field when defining the server parameters. For more information, see "The EntraPass Server" on page 439.

To use the PING diagnostic program:

1 From the Windows Start menu, click **Start** > **Programs** > **EntraPass Corporate**> **Workstation/ Server PING Diagnostic**.

2 Select **Server, Workstation or Redundant Server** depending on which station you want to operate.
3 Select the **Block size** from the drop-down list. This field is used to select the amount of data that will be sent. Selections vary from 1KB to 1024KB (1MB).
4 In the **TCP/IP address** field, enter IP address of the computer you want to test the communication link.

NOTE: See Network Administrator for the required TCP-IP address.

5   When you have entered the TCP/IP address, click the **Test** button to execute the command. The information will be sent 16 times.The system displays the number of bytes sent and the number of bytes received and the delay (in milliseconds).

NOTE: The delay between attempts should be similar, except for the first attempt which could be longer than the others. If you do not have a response, the message will be displayed in the following format: Sent(block) Bytes, No Answer (1717)

Workstation—Configuration Program

This utility program is useful when a workstation or gateway needs to be configured. It contains all the menus and features necessary to configure a system with event display, desktops, manual operations or reports.

The system installer can configure all workstations directly from this program without having to go from workstation to workstation.

Start the Workstation config system utility from Windows start menu **Start** > **Programs** > **EntraPass Corporate**> **Server**> **Workstation for Configuration**. This program can also be launched from a shortcut on the desktop.

When using this option, you must first create the operators and security levels (**System** menu), then define the gateway, sites, controllers (**Devices** menu).

NOTE: For more information see Chapter 2 'Software Installation' on page 7

Migrating EntraPass Special Edition to Corporate Edition

EntraPass offers you the ability to migrate your database from Special Edition to Corporate Edition.

Requirements

- EntraPass Special Edition installed
- EntraPass Corporate Edition.

Steps

1 Install EntraPass Corporate Edition (do not run it, do not register it). For details about the software installation, see Chapter 2 'Software Installation' on page 7.

2 Run the Migration Utility: from the Windows **Start** menu > **EntraPass Corporate Edition** > **Server** > **Migration from EntraPass Special Edition**. The Migration Utility main window appears.
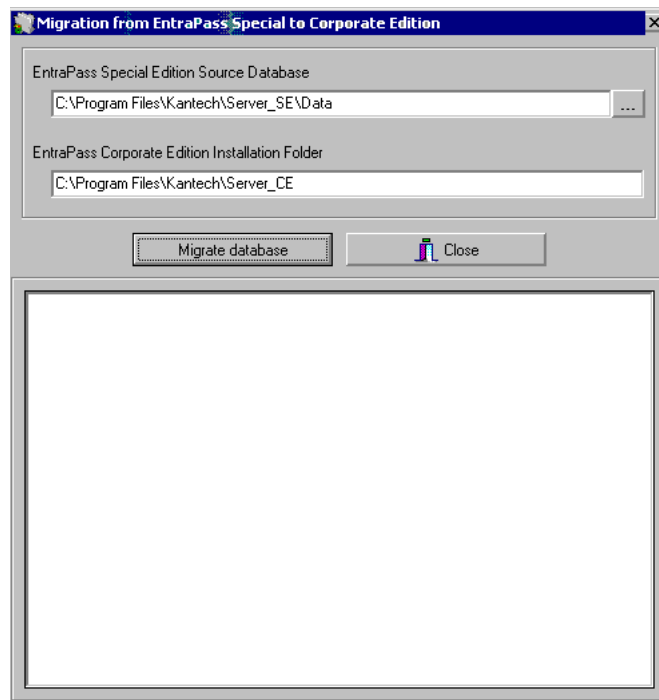
3 From the Migration window, navigate to the EntraPass SE database.

4 Launch EntraPass Corporate Edition. Register EntraPass Corporate Edition. To register EntraPass Corporate Edition, call Kantech technical support. For details, see Chapter 2 'Software Installation' on page 7.

The Gateway Interface

A gateway is a software interface that is used to convert the information received from the sites (which receives information from the controller loops) to the server.

The server and the gateway communicate in the same protocol while the controllers and the site communicate in the same protocol. Usually, the gateway software are installed on the same computer. Sometimes, the gateway can be installed on an external computer which is linked to another computer equipped with the gateway software interface (that communicates the information to the server). The access control system is in fact composed of two different systems:

- Computers are used to enter information and access the database.
- Door controllers (grouped in loops) are managed through the gateway .

The System menu lets you login/logout and reload the gateway.

To start the gateway:

You can start the Workstation and the gateway, the workstation only or just the gateway only interface.

1   Click on **Start** > **Programs** > **EntraPass (software)** > **Gateway** > **Gateway**. This is when you only have the "Gateway Only" software installed. You may also click **Start** > **Programs** > **EntraPass (software)** > **Workstation & Gateway** > **Gateway (**when you have the Workstation & Gateway software installed).
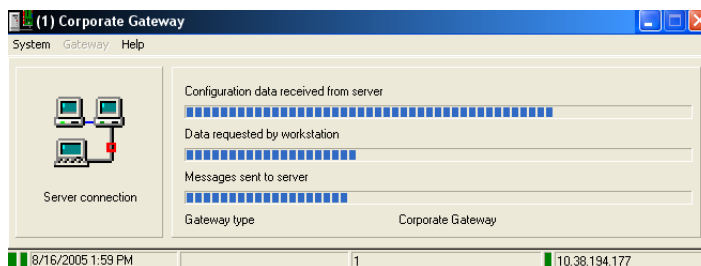
Reloading the Gateway

This option is used to reload information to a specific gateway. It is used to refresh all or some parameters relative to the network. Information included in the Server is downloaded to each gateway, then the gateways reload the controllers.

When you perform this operation, the controllers will be working on their own (fail-soft mode) and.

The status bar indicates the system's date and time, the name of the operator who is currently logged, the status of the gateway (could be any message such as running, etc.) and the IP address of the EntraPass server (the green square indicates the server state, if yellow then it is the Redundancy Server).

- Configuration data received from the server: The progress bar indicates that configuration data is being received from the EntraPass Server. Configuration data can be information such as "Card modifications, etc.".

- Data requested by workstation: The progress bar indicates that data is being requested from the EntraPass Workstations of the system (could be any). Data can be information such as "Status Requests, etc.".

- Messages generated by the gateway: The progress bar indicates that messages are generated from the gateway. These messages can be: Access granted, input in alarm, Access denied— bad access level, etc.

- Configuration data sent to the controllers: The progress bar indicates that configuration data (which was received by the EntraPass Server) is being forwarded to the controllers.

NOTE: *The progress bars indicate data transfers being executed and that information is being sent back and forth.*

CardGateway Program

The CardGateway software is a program that creates a mirror copy of the EntraPass card database in the MS-SQL or ORACLE Server. This interface allows user to modify, add or obtain card-related information, all this in real-time, from the MS-SQL or ORACLE Client version. The mirror card database, which contains cardholder information, will be updated automatically as soon as new information is available in the EntraPass card database.

Depending on the client interface that is used (EntraPass or MS-SQL/ORACLE Client) to add or modify a card, the CardGateway software ensures that the modifications is conveyed to the EntraPass Server's database through the Mirror Database and vice versa and that the information, whatever its origin, is updated in both databases. (For more information, see the "exchange data process" diagram).

Installation

It is recommended to install the CardGateway software on a computer where use is at its minimum, since the data exchange process is processed through the computer running the software.

Depending on the size of the database and the number of transactions, the updating process may require more memory. Furthermore, the computer on which the software will be installed must meet the same requirements as an ordinary EntraPass Workstation (see "System Requirements" on page 8).

1   Install the CardGateway program by following the installation procedure, see "Installing the System" on page 11 (use the appropriate installation code).

2   You MUST install MS-SQL/ORACLE client on the same computer as the CardGateway. You can also install the CardGateway on a computer where an existing MS-SQL/ORACLE client software is already installed,

3   To complete the installation, you must create the database in the MS-SQL/ORACLE Server. To do so, you can **manually** create the database or you can use the automatic integrated function to **automatically** create the database in the Server (see CardGateway Configuration below).

CardGateway Configuration

For more information on how to configure the CardGateway application in order to create the database automatically or to manually create the database, user name and password in MS-SQL / ORACLE Server, see "Manually Creating Server Databases" on page 68.

Starting the program

1   From the Windows tool bar, click on **Start** > **Program** > **EntraPass (software)** > **CardGateway** > **CardGateway**. The display language depends on the settings of the operator that was previously logged in this workstation.

Once you have performed the above steps, the software will try to establish a link with the server. During the process, the following screen will be displayed:

2   When the application connects to the MS-SQL/ORACLE server for the first time, it creates 5 tables in the KANCARD database named: tbCard, tbCardType, tbCardAccessGroup, tbTransactionIn and tbTransactionOut.

Copying database

File to be copied	Source File
19%	CardType.XG2

Data to be transferred	Destination File
11%	CardType.XG2

| Destination Folder | C:\Program Files\KANTECH\ServerRedundancy |
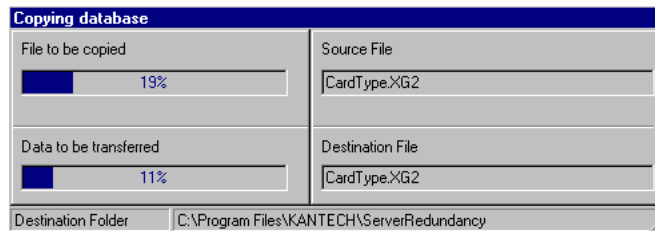
NOTE: *Information or data that is being transferred from the EntraPass primary server to the CardGateway database will be compressed for faster transfer.*

The first three tables (tbCard, tbCardType, tbCardAccessGroup) are filled at the first connection with all the Cards, Card Access Groups and Card Types. Writing in these tables is not necessary because the CardGateway periodically updates them. They should only be read.

The tbTransactionIn table is used to create, modify or delete cards from the MS-SQL/ORACLE server. The CardGateway scans this table periodically. When it finds a card, it creates, modifies or delete this card in the EntraPass server depending on the value of the State column of the tbTransactionIn record (a state value of 0 will create or modify the card and a state value of 1 will delete the card). Once this is done, the CardGateway will delete the card from the tbTransactionIn table.

The tbTransactionOut table contains the history of all creations, modifications and deletions of cards (since the start of the CardGateway). All successful creations, modifications or deletions of a card done by the CardGateway after reading this card in the tbTransactionIn table will also be found in the tbTransactionOut table.

3 Then, the main application screen will be displayed:
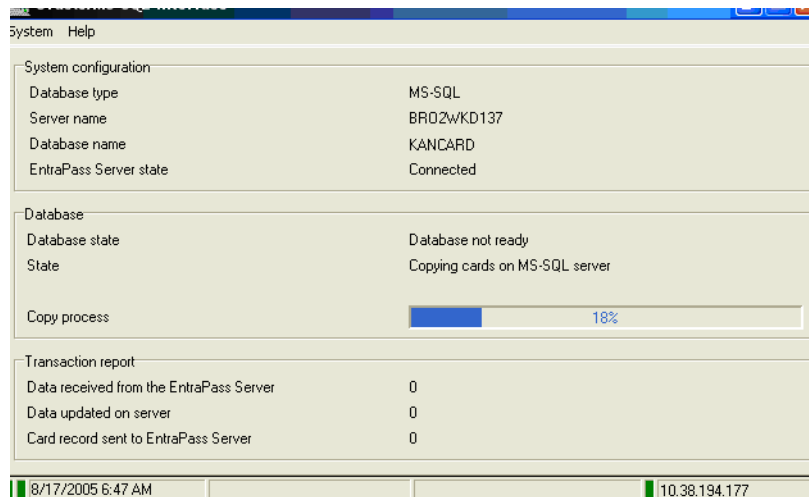
System configuration
- **Server name**—This field indicates the name of the SQL or Oracle Server as defined in the workstation definition menu.
- **EntraPass State**—This field indicates the real-time status of the EntraPass server. In case of failure, messages would appear here.

Database
- **Database State**—This field indicates the real-time status of the card database.

Transaction Report
- **Data received from the EntraPass Server**—When card-related information are modified within the EntraPass server (database), the information is also forwarded to the cardgateway database where the SQL or Oracle Server will collect the information. This field indicates the number of transactions that were executed and sent to the card database.
- **Data updated on SQL Server**—
- **Nb of cards sent to EntraPass Server**—This field indicates the number of cards that were added or modified in the SQL or Oracle client application and that were sent to the EntraPass Server's database.

Transactions

The registry contains the details of the transactions that are processed by the CardGateway interface.

To access this screen, you must login.

Diagram

The diagram below shows the "DATA EXCHANGE PROCESS" between the CardGateway and the MS-SQL / ORACLE database.

The SmartLink Interface

The SmartLink interface allow a user to define a message and format type that may be sent on the second COM port or to a disk file. The following pages explain how to build a character string that can be sent through the SmartLink.

Using the SmartLink feature, you can interface to just about any intelligent device such as video matrix switchers, paging systems, etc.

To do this, a RS-232 link is cabled between one of the EntraPass Workstation and the external device. The necessary command strings and protocols can be easily edited on site to fit just about any job.

The SmartLink simplifies the interfacing to "alien" intelligent devices because it provides the system installer all the tools necessary to build and maintain the actual interface without having to purchase "special" drivers from Kantech.

In communications, a link is a line or channel over which data is transmitted. The transmission of data from one computer to another, or from one device to another. A communications device, therefore, is any machine that assists data transmission. For example, modems, cables, and ports are all communications devices.

Required Material and Installation

- A computer that meets the same requirements as an EntraPass Workstation (see "System Requirements" on page 8),
- Installation CD for the SmartLink application including the serial number.
1 Create the new application in the Workstation Registration menu, see "System Requirements" on page 8 for more information on how to create new applications,
2 Install the SmartLink application on the computer—see "Installing the System" on page 11.
3 Once the SmartLink application is installed, you need to configure the SmartLink application,
4 If you are using the Message Mode, you will need to create instructions using special macro-commands. For more information on how to create instructions, see "Instruction Definition" on page 330.

Configuring the SmartLink application

The configuration is done on an ordinary EntraPass workstation or any EntraPass Workstation for configuration (found on the same computer as the Server software).

Depending on the modes that will be used for the SmartLink (Messages or Commands), you must program the workstation accordingly.

To Start SmartLink application

1 From the computer where the SmartLink application is installed, click on the Windows task bar and select Start>Program>Kantech>SmartLink. The SmartLink application will be started. Refer to the **SmartLink Specifications Manual** for more information on the SmartLink Application.

Network Consumption

The consumption of network time can be divided in many categories:

Messages:

- A message originating from a Server can generate:
- Minimum: 128 bytes + (# workstations, SmartLinks * 32 bytes)
- Maximum: 128 bytes + (# workstations * 416 bytes)
- A message originating from a Workstation, Gateway, etc. generates 56 bytes.

   Using pictures (cardholders) on a system will increase the network traffic. The increase will mainly depend on the number of workstations that are using this option, the number of cards in the system as well as the number of transactions per card.

Reloads:

Since reloads are sporadic actions that have few impacts on the network, it is possible to break down the reload consumption of the gateway into commonly used features.

Features	Bytes	Details
System	256	**-**
Controllers	# * 32	**Where # = 0 to 128**
Doors	# * 32	**Where # = 0 to 256**
Relays	# * 16	**Where # = 0 to 2048**
Inputs	# * 16	**Where # = 0 to 2048**
Auxiliary outputs	# * 16	**Where # = 0 to 512**
Areas	# * 32	**Where # = 0 to 100**
Alarm partitions	# * 64	**Where # = 0 to 100**
Controller groups	# * 32	**Where # = 0 to 100**
Door groups	# * 80	**Where # = 0 to 100**
Relay groups	# * 320	**Where # = 0 to 100**
Input groups	# * 320	**Where # = 0 to 100**
Access level groups	# * 80	**Where # = 0 to 100**
Access levels	# * 640	**Where # = 0 to 250**

Features	Bytes	Details
Schedules	# * 64	**Where # = 0 to 100**
Cards	# * 16	**Where # = 0 to 32,000**
Holidays	# * 64	**-**
Event parameters	# * 16	**Where # = 0 to 50,000**

Manual Operations:

There are 2 types of manual operations:

• Operations that are used to execute functions such as unlocking a door. These operations, which are occasionally requested, usually involve an insignificant amount of information.

Operations which are used to recuperate a component or request a card list. Even though these operations can be frequently requested, they usually involve an insignificant amount of information. For example, requesting a door status only requires 16 bytes OUT and 64 bytes IN.

Chapter 17 • Animated Icons

Animated icons indicate the status of physical or logical components in the windows of EntraPass software. They represent the component status in real time and simulate a movement by displaying a series of pictures associated with the component.

If a particular component status is difficult to identify, use this section to identify it.

Controllers

Controller animated icons indicate the status of a door controller in the graphic window (Desktop > Graphic desktop) or in the "Operation" window.

Status unknown

This animated icon appears when the EntraPass application has not received the component' status after four (4) attempts. It is displayed in:

•   the Operation window (alarms, door, elevator door, relay, input, reload data) or the "Graphic" window (Desktop—graphic).

Controller AC failure

This animated icon appears when the controller is in AC failure. It is displayed in:

•   the Graphic desktop (Desktop > Graphic desktop window)
•   the "Operation" — "Controller Reset" Controller AC failure and Tamper Switch in "alarm"

This animated icon appears when the controller is in AC failure and the tamper switch is in alarm. It is displayed in:

•   the Graphic desktop (Desktop > Graphic desktop window)
•   the Operation > Controller Reset

Controller is not communicating
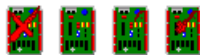
This animated icon appears when the controller is not communicating. It is displayed in:

•   the "Operation" — "Controller Reset" windows.
•   the "Graphic" window (Desktop—Graphic desktop).

Controller communication is regular (no problem)
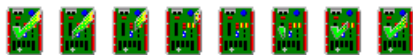
This animated icon appears when the controller is communicating and the communication is regular. It is displayed in:

•   the Graphic desktop (Desktop > Graphic desktop window)
•   the Operation > Controller Reset.

Controller status is not yet known

This animated icon appears when the status of the controller is not yet known. It is displayed in:
• the Graphic desktop (Desktop > Graphic desktop window)

Controller is in "Reset" and AC failure

This animated icon appears when the controller is in "reset mode" and in "AC failure". It is displayed in:
• the Graphic desktop (Desktop > Graphic desktop window)
• the Operation > Controller Reset.

Controller is in "Reset", "AC failure" and "Tamper in alarm"

This animated icon appears when the controller is in "reset mode", in "AC failure" and the tamper is in alarm. It is displayed in:
• the Graphic desktop (Desktop > Graphic desktop window)
• the Operation > Controller Reset

Controller is in reset and tamper in alarm

This animated icon appears when the controller is in "reset mode" and the tamper is in alarm. It is displayed in:
• the Graphic desktop (Desktop > Graphic desktop window)
• the Operation" > Controller Reset.

Controller tamper in alarm

This animated icon appears when the controller tamper is in alarm. It is displayed in:
• the Graphic desktop (Desktop > Graphic desktop window)
• the "Operation" "Controller Reset" when the controller tamper is in alarm.

Controller reloading firmware
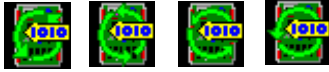
This animated icon appears when the controller is reloading firmware. It is displayed in:

- the Graphic desktop (Desktop > Graphic desktop window)
- the "Operation" "Controller Reset".

Doors

Icons representing a door state indicate the status of door within the graphic window (from the desktop) or within the "Operation" window.

Door forced open

This animated icon appears when the door is opened and that no access granted nor request to exit was permitted. It is displayed in:

- the Graphic desktop (Desktop > Graphic desktop window)
- the "Operation" "Door, Elevator Door"

Door forced open (reader disabled)

This animated icon appears when the door is opened and that no access granted nor request to exit was permitted and the reader is disabled. it is displayed in:

- the "Graphic" window (desktop—graphic)
- the Operation > Door, Elevator Door

Door closed and locked

This animated icon appears when the door is closed and locked. It is displayed in:

- the Graphic desktop (Desktop > Graphic desktop window)
- the Operation> Door

Door closed and locked (reader disabled)

This animated icon appears when the door closed and locked and that the reader is disabled. It is displayed in:

- the Graphic desktop (Desktop > Graphic desktop window)
- the "Operation > Door.

Door status unknown

This animated icon appears in:

• the "Graphic" window (desktop—graphic) when the status of the door is not yet known.

Door open too long

This animated icon appears when the door is opened more than the permitted delay set in "open time". It is displayed in:

• the Graphic desktop (Desktop > Graphic desktop window)
• the "Operation >Door, Elevator door.

Door open too long (reader disabled)

This animated icon appears when the door is opened more than the permitted delay set in "open time" and that the reader is disabled. It is displayed in:

• the Graphic desktop (Desktop > Graphic desktop window)
• the "Operation" "Door, Elevator door".

Door open and unlocked manually

This animated icon appears when the door is opened and it was unlocked by an operator. it is displayed in:

• the Graphic desktop (Desktop > Graphic desktop window)
• the Operation >Door > Elevator door".

Door open and unlocked manually (reader disabled)

This animated icon appears when the door is opened and it was unlocked by an operator and the reader is disabled. It is displayed in:

• the Graphic desktop (Desktop > Graphic desktop window)
• the Operation >Door > Elevator door".

Door is opened and unlocked by schedule

This animated icon appears when the door is opened and it was unlocked by a schedule. It is displayed in:

• the Graphic desktop (Desktop > Graphic desktop window)

•   the Operation >Door > Elevator door".

Door is opened and unlocked by schedule (reader disabled)

This animated icon appears when the door is opened, and it was unlocked by a schedule and the reader is disable. It is displayed in:

•   the Graphic desktop (Desktop > Graphic desktop window)
•   the Operation >Door > Elevator door".

Door pre-alarm on open too long
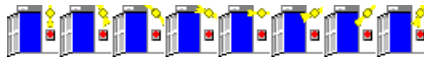
This animated icon appears when the door is opened more than half the time permitted delay set in "open time". It is displayed in:

•   the Graphic desktop (Desktop > Graphic desktop window)
•   the Operation >Door > Elevator door".

Door pre-alarm on open too long (reader disabled)

This animated icon appears when the door is opened more than half the time permitted delay set in "open time" and the reader is disabled. it is displayed in:

•   the Graphic desktop (Desktop > Graphic desktop window)
•   the Operation > Door > Elevator door".

Door still opened schedule invalid

This animated icon appears when the door is opened and the unlock schedule is invalid. It is displayed in:

•   the Graphic desktop (Desktop > Graphic desktop window)
•   the Operation > Door/Elevator door".

Door still opened schedule invalid (reader disabled)

This animated icon appears when the door is opened and the unlock schedule is invalid and the reader is disabled. It is displayed in:

•   the Graphic desktop (Desktop > Graphic desktop window)

• the Operation > Door/ Elevator door".

Door unlocked by an operator

This animated icon appears when the door is unlocked by an operator (manually). It is displayed in:
• the Graphic desktop (Desktop > Graphic desktop window)
• the Operation > Door > Elevator door".

Door unlocked by an operator (reader disabled)

This animated icon appears when the door is unlocked by an operator (manually) and the reader is disabled. It is displayed in:
• the Graphic desktop (Desktop > Graphic desktop window)
• the Operation > Door/Elevator door".

Door unlocked by a schedule

This animated icon appears when the door is unlocked by a schedule. It is displayed in:
• the Graphic desktop (Desktop > Graphic desktop window)
• the Operation > Door/Elevator door".

Door unlocked by a schedule (reader disabled)

This animated icon appears when the door is unlocked by a schedule and the reader is disabled.
 It is displayed in:
• the Graphic desktop (Desktop > Graphic desktop window)
• the Operation > Door/Elevator door".

Elevator door unlocked and closed

This animated icon appears when the elevator door is closed and unlocked. It is displayed in:
• the Graphic desktop (Desktop > Graphic desktop window)
• the Operation > Door/Elevator door".

Relays

Relays icons indicate the status of a relay within the graphic window (from the desktop) or within the "Operation" window.

Relay activated by an event

This animated icon appears in:
- the "Graphic" window (desktop—graphic) when the relay is triggered by an event.
- the "Operation" "Relay" when the relay is triggered by an event.

Relay temporarily activated by an event

This animated icon appears in:
- the "Graphic" window (desktop—graphic) when the relay is temporarily activated by an event.
- the "Operation" "Relay" when the relay is temporarily activated by an event.

Relay activated by an input

This animated icon appears in:
- the "Graphic" window (desktop—graphic) when the relay is triggered by an input.
- the "Operation" "Relay" when the relay is triggered by an input.

Relay temporarily activated by an input

This animated icon appears in:
- the "Graphic" window (desktop—graphic) when the relay is temporarily activated by an input.
- the "Operation" "Relay" when the relay is temporarily activated by an input.

Relay activated by an operator

This animated icon appears in:
- the "Graphic" window (desktop—graphic) when the relay is activated by an operator.
- the "Operation" "Relay" when the relay is activated by an operator.

Relay temporarily activated by an operator

This animated icon appears in:
- the "Graphic" window (desktop—graphic) when the relay is temporarily activated by an operator.
- the "Operation" "Relay" when the relay is temporarily activated by an operator.

Relay activated by a schedule

This animated icon appears in:
- the "Graphic" window (desktop—graphic) when the relay is activated by a schedule.
- the "Operation" "Relay" when the relay is activated by a schedule.

Relay deactivated

This animated icon appears in:
- the "Graphic" window (desktop—graphic) when the relay is not activated.
- the "Operation" "Relay" when the relay is not activated.

Relay status unknown

This animated icon appears in:
- the "Graphic" window (desktop—graphic) when the status of the relay is not yet known.

Inputs

This section is used to indicate the status of an input within the graphic window (from the desktop) or within the "Operation" window.

Input in alarm—Not supervised

This animated icon appears in:

• the "Graphic" window (desktop—graphic) when the input is in alarm and the monitoring schedule is invalid.
• the "Operation" "Input" when the input is in alarm and the monitoring schedule is invalid.

Input in alarm—Shunted by operator

This animated icon appears in:

• the "Graphic" window (desktop—graphic) when the input is in alarm and it is shunted by an operator.
• the "Operation" "Input" when the input is in alarm and it is shunted by an operator.

Input in alarm—Supervised

This animated icon appears in:

• the "Graphic" window (desktop—graphic) when the input is in alarm and the monitoring schedule is valid.
• the "Operation" "Input" when the input is in alarm and the monitoring schedule is valid.

Input in alarm—Supervised by operator

This animated icon appears in:

• the "Graphic" window (desktop—graphic) when the input is in alarm and it is supervised by an operator (continuous supervision).
• the "Operation" "Input" when the input is in alarm and it is supervised by an operator (continuous supervision).

Input OK—Not supervised

This animated icon appears in:
- the "Graphic" window (desktop—graphic) when the input is in normal condition and the monitoring schedule is invalid.
- the "Operation" "Input" when the input is in normal condition and the monitoring schedule is invalid.

Input OK—Shunted by operator

This animated icon appears in:
- the "Graphic" window (desktop—graphic) when the input is in normal condition and it is shunted by an operator.
- the "Operation" "Input" when the input is in normal condition and it is shunted by an operator.

Input OK—Supervised

This animated icon appears in:
- the "Graphic" window (desktop—graphic) when the input is in normal condition and the monitoring schedule is valid.
- the "Operation" "Input" when the input is in normal condition and the monitoring schedule is valid.

Input OK—Supervised by operator

This animated icon appears in:
- the "Graphic" window (desktop—graphic) when the input is in normal condition and it is supervised by an operator (continuous supervision).
- the "Operation" "Input" when the input is in normal condition and it is supervised by an operator (continuous supervision).

Input status unknown

This animated icon appears in the "Graphic" desktop when the status of the input is not yet known.

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Sites and Gateways

These icons indicate the status of a site, or gateway within the graphic window (from the desktop) or within the "Operation" window.

Controller Site:

Site status is not yet known

This animated icon appears in:

•	the "Graphic" window (desktop—graphic) when the status of the controller site is not yet known.

Controller site connected

This animated icon appears in:

•	the "Graphic" window (desktop—graphic) when the site is connected and communication is OK.
•	the "Operation" "reload data" when the site is connected and communication is OK.

Controller site connected and in "Reload Data"

This animated icon appears in:

•	the "Graphic" window (desktop—graphic) when the site is connected and is in "reload data" state.
•	the "Operation" "reload data" when the site is connected and is in "reload data" state.

Controller site—Communication Failure

This animated icon appears in:

•	the "Graphic" window (Desktop—graphic) when the site is disconnected and there is a communication failure.
•	the "Operation" "reload data" when the site is disconnected and there is a communication failure.

Gateway:

Gateway—Communication Failure

This animated icon appears in:
- the "Operation" (door, elevator door, relay, input, reload gateway) window when the gateway is in communication failure.
- the "Graphic" window (desktop—graphic) when the gateway is in communication failure.

Gateway in "Reload Data"

This animated icon appears in:
- the "Graphic" window (Desktop—graphic) when the gateway is being reloaded.
- the "Operation" (door, elevator door, relay, input, reload gateway) when the gateway is being reloaded.

Gateway—Communication Failure during Reload Data

This animated icon appears in:
- the "Operation" (reload data gateway) window when the gateway loses communication during a reload data operation.
- the "Graphic" window (desktop—graphic) when the gateway loses communication during a reload data operation.

Gateway communication is regular (no problem)

This animated icon appears in:
- the "Graphic" window (desktop—graphic) when the gateway is communicating and the communication is regular.
- the "Operation, reload data gateway, communication is regular.

Gateway Trouble

This animated icon appears in:
- the "Graphic" window (desktop—graphic) when the gateway is not communicating.
- the "Operation" "reload data gateway", the gateway is not communicating.

Gateway Trouble when Reloading

This animated icon appears in:
- the "Graphic" window (desktop—graphic) when the gateway is not communicating.
- the "Operation" "reload data gateway" is not communicating with the gateway during a reload data operation.

Gateway (Gateway Software Interface):

Gateway OK—communicating

This animated icon appears in:
- the "Graphic" window (desktop—graphic) when the gateway is communicating.
- the "Operation" "reload data" when the gateway is communicating.

Gateway in "Reload Data"

This animated icon appears in:
- the "Graphic" window (desktop—graphic) when the gateway is being reloaded.
- the "Operation" "reload data" when the gateway is being reloaded.

Gateway—Communication Failure

This animated icon appears in:
- the "Graphic" window (desktop—graphic) when gateway is not communicating.
- the "Operation" "reload data" when the when gateway is not communicating.

EntraPass Application

Application status is not yet known

This animated icon appears in:

• the "Graphic" window (desktop—graphic) when the status of the application is not yet known.

Application attempts communication

This animated icon appears in:

• the startup window when the workstation attempts to communicate with the server.

Application—Communication Failure

This animated icon appears in:

• the "Graphic" window (desktop—graphic) when the workstation is in communication failure.
• the "Operation" window (alarm, door, elevator door, relay, input, reload gateway) when the workstation is in communication failure.

Others

Database Initialization

This animated icon appears in:

• the startup window when the workstation initializes the database.

Data not available

This animated icon is used to indicate a transient stage. This could indicate that the requested information is not currently available.

No state available

This animated icon is used to indicate a transient stage. This could indicate that the requested component status is not currently available.

Output status is not yet known

This animated icon appears in:
• the "Graphic" window (desktop—graphic) when the status of the output is not yet known.

Status unknown

This animated icon appears in:
• the "Operation" (alarms, door, elevator door, relay, input, reload) window when the workstation has not received the component' status after four (4) attempts.
• the "Graphic" window (desktop—graphic) when the workstation has not received the component' status after four (4) attempts.

Error in process

This animated icon appears in:
• the "Operation" (alarms, door, elevator door, relay, input, reload data) window when a specific error is detected.
• the "Graphic" window (desktop—graphic) when a specific error is detected.

Undefined Component

This animated icon appears in:
• the "Operation" window (alarm, area door, elevator door, relay, input, reload data gateway) when the component does not exist.
• the "Graphic" window (desktop—graphic) when the component does not exist.

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