ENTRAPASS™

SPECIAL EDITION

High Performance Access Control and Integrated Security System

Reference Manual

KANTECH | access control and integrated systems

DN1420-0508 / Version 3.16

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
- Elevator control
- 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.

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.

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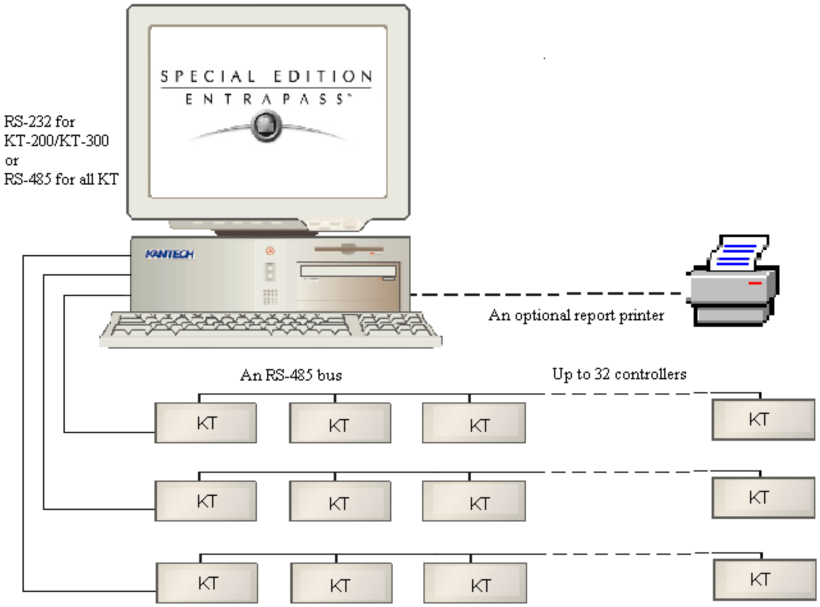
Fax	+1 (450) 444-2029
US & Canada	1 888 222-1560 (Toll Free Number)
Internet	http://www.kantech.com
E-mail	kantechsupport@tycoint.com

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: 128MB RAM minimum
- Minimum free hard disk space: 4 GB
- Screen resolution: 800 x 600
- Graphic adapter: 4MB
- CD-ROM drive
- Network Interface card: 10 Base-T network adaptor

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 single-workstation application
- Report Viewer
- Vocabulary Editor

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. Install the workstation.

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:

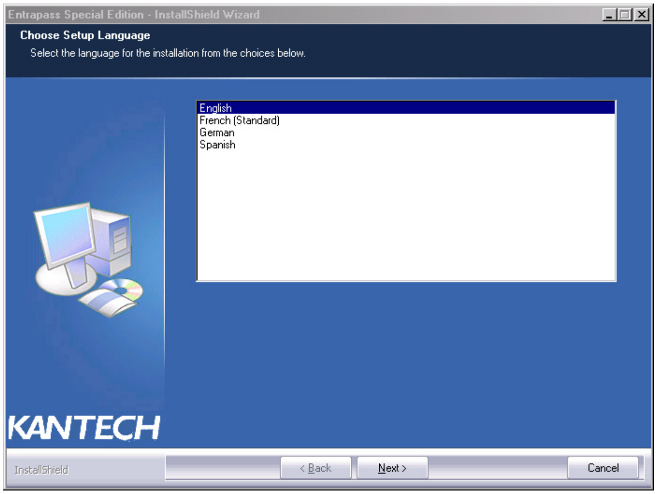
1. Use your installation cd to install additional components all at once, or go through the Server or Workstation Registration window to add individual components to your system.
2. Call Kantech to obtain or register the component/option **Option Code** (located on the Option Certificate) and get the 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.



Entrapass Special Edition - InstallShield Wizard

Choose Setup Language

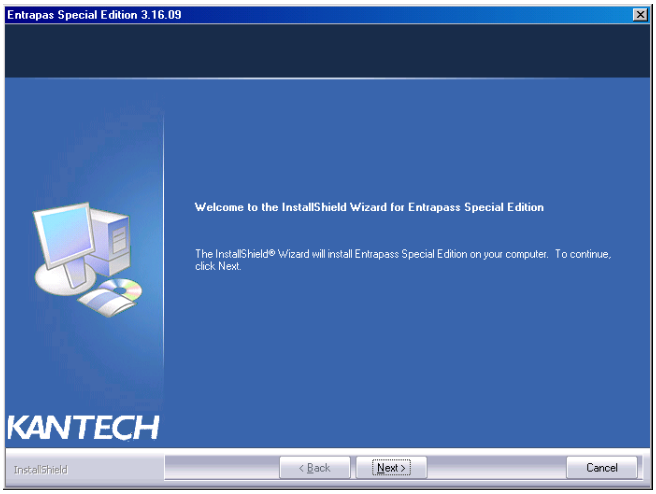
Select the language for the installation from the choices below.

English
French (Standard)
German
Spanish

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.



Entrapas Special Edition 3.16.09

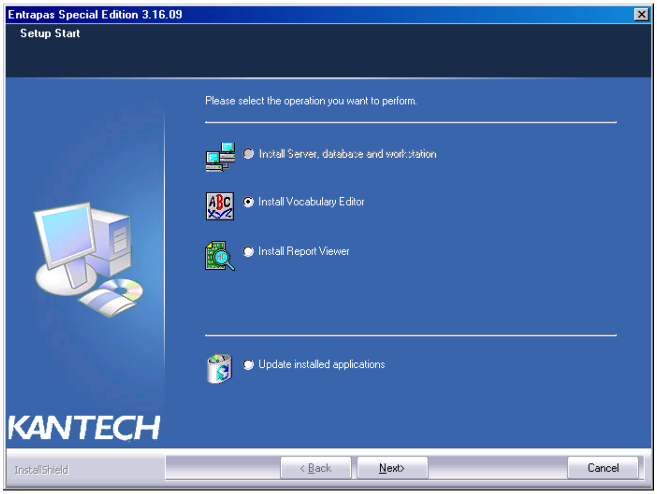
Welcome to the InstallShield Wizard for Entrapass Special Edition

The InstallShield® Wizard will install Entrapass Special Edition on your computer. To continue, click Next.

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.



Entrapas Special Edition 3.16.09

Setup Start

Please select the operation you want to perform.

○ Install Server, database and workstation

● Install Vocabulary Editor

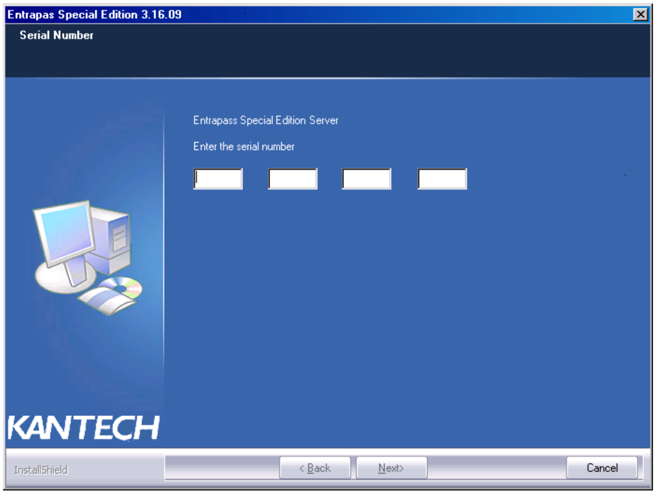
○ Install Report Viewer

○ Update installed applications

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 SpecialEdition system.It will be grayed out if the application is already 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 17.

7 Click **Next**. The Serial Number window will be displayed.


Entrapas Special Edition 3.16.09

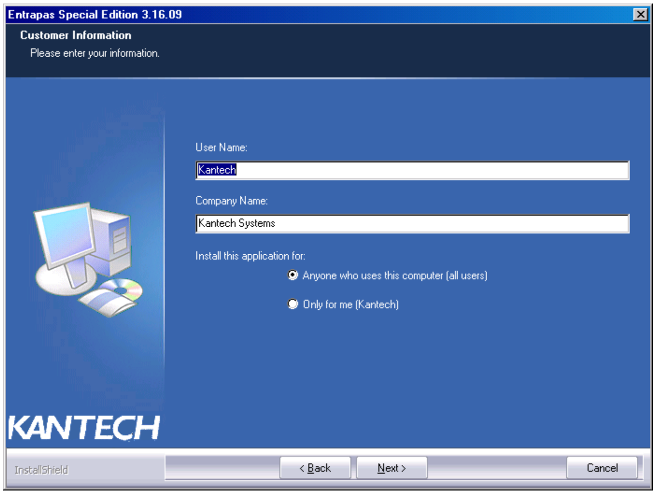
Serial Number

Entrapass Special Edition Server

Enter the serial number

8 Enter the **Serial Number** for the EntraPass Special 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.


Entrapas Special Edition 3.16.09

Customer Information

Please enter your information.

User Name: Kantech

Company Name: Kantech Systems

Install this application for:

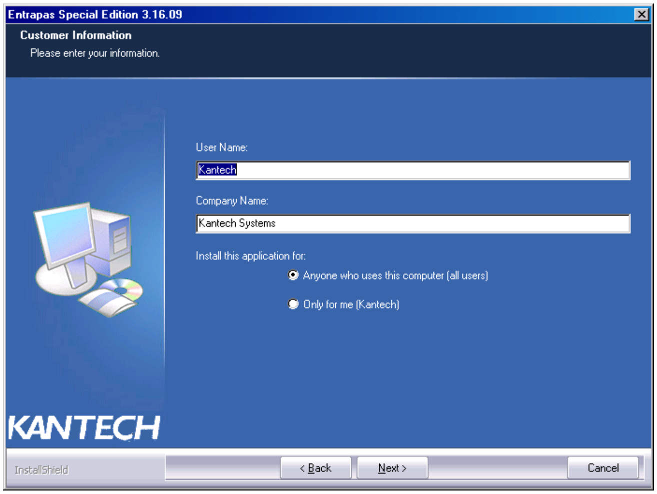
● Anyone who uses this computer (all users)

○ Only for me (Kantech)

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.


Entrapas Special Edition 3.16.09

Customer Information

Please enter your information.

User Name: Kantech

Company Name: Kantech Systems

Install this application for:

● Anyone who uses this computer (all users)

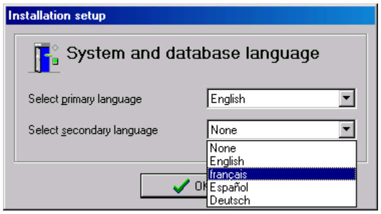
○ Only for me (Kantech)

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.


Installation setup

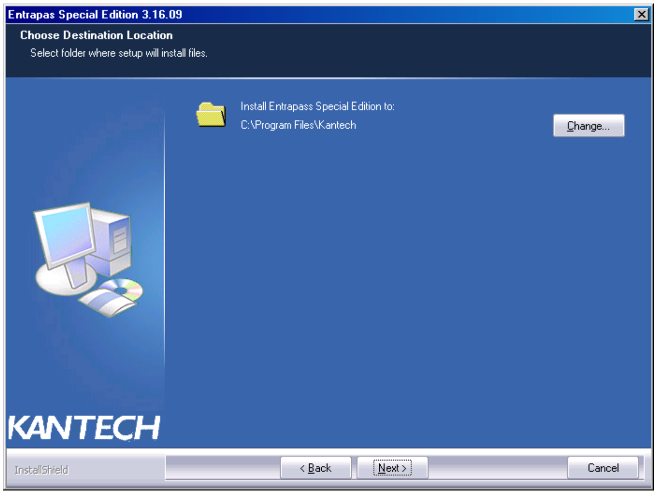
System and database language

Select primary language: English

Select secondary language: None

None
English
français
Español
Deutsch

16 Click **OK**. The Choose Destination window will be displayed.



Entrapas Special Edition 3.16.09

Choose Destination Location

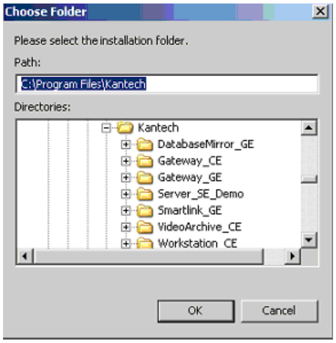
Select folder where setup will install files.

Install Entrapass Special Edition to:

C:\Program Files\Kantech

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.



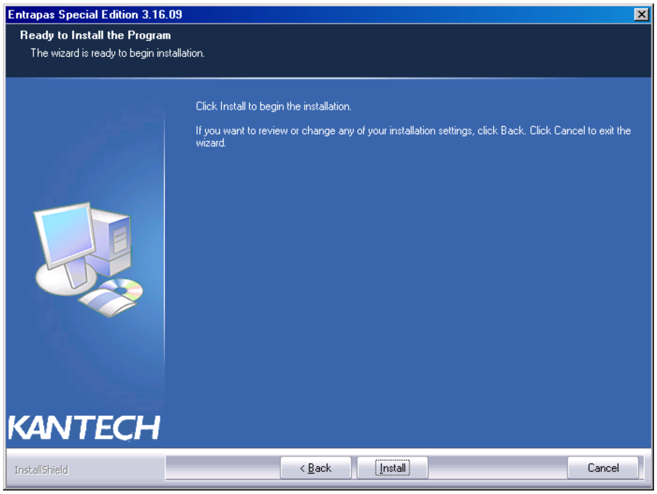
Choose Folder

Please select the installation folder.

Path: C:\Program Files\Kantech

- 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.



Entrapas Special Edition 3.16.09

Ready to Install the Program

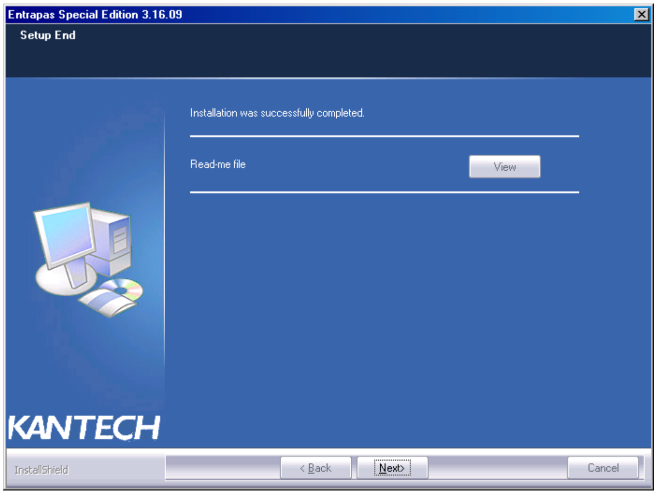
The wizard is ready to begin installation.

Click Install to begin the installation.

If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.

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.



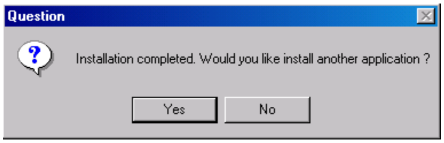
Entrapas Special Edition 3.16.09

Setup End

Installation was successfully completed.

Read-me file

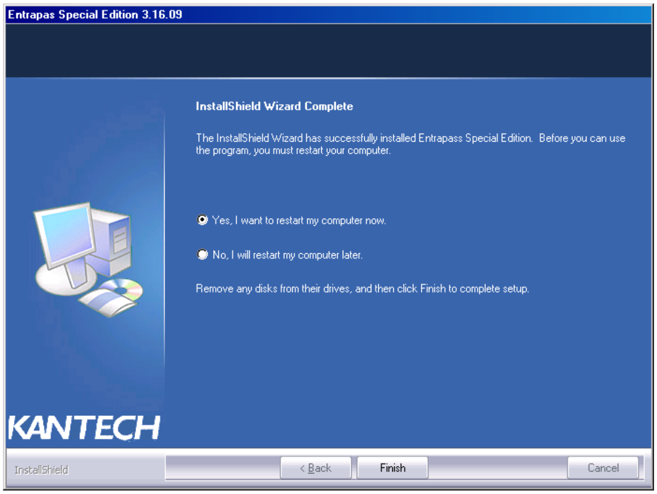
20 Click **Next**. The system will verify if there are any other applications or utilities you can install. If this is the case, the following message will popup on screen:



Question

Installation completed. Would you like install another application ?

- If you want to install other applications, click **Yes** and start over at number 4.
- If the installation is completed and you do not wish to install other applications, click **No**. The InstallShield Wizard Completed window will popup:



Entrapas Special Edition 3.16.09

InstallShield Wizard Complete

The InstallShield Wizard has successfully installed Entrapass Special Edition. Before you can use the program, you must restart your computer.

● Yes, I want to restart my computer now.

○ No, I will restart my computer later.

Remove any disks from their drives, and then click Finish to complete setup.

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.*

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 312.

2 Verify the system database (see "Database Utility" on page 316) to make sure that no errors are detected.

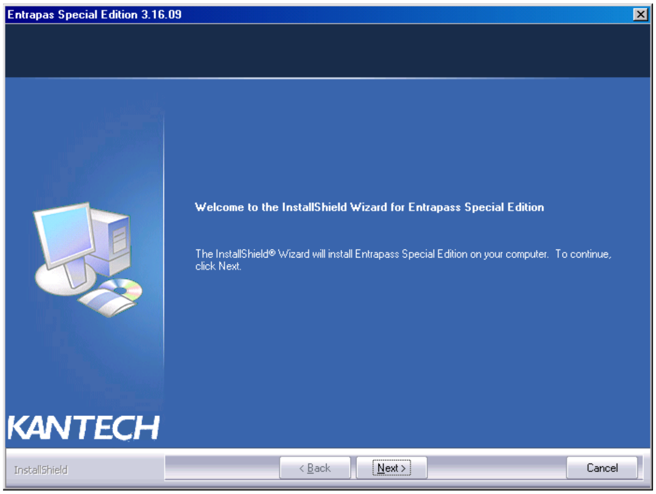
3 Once all applications have been updated, we strongly recommend that you reload the gateways to ensure that all data will be refreshed and sent to controllers (**Operations** > **Gateway reload**).

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.



Entrapass Special Edition 3.16.09

Welcome to the InstallShield Wizard for Entrapass Special Edition

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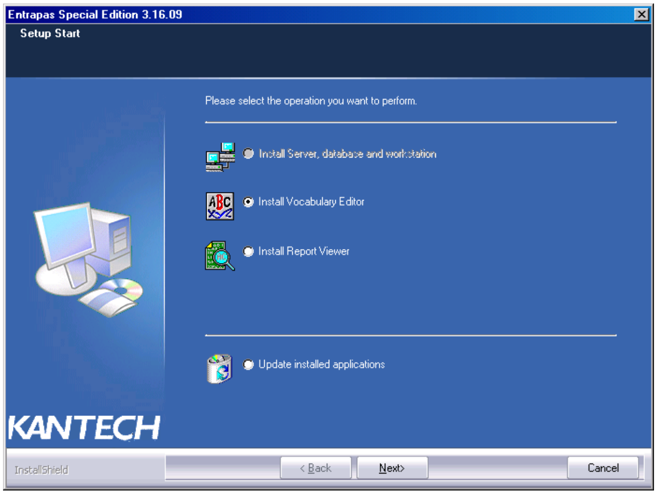


Entrapass Special Edition 3.16.09

Setup Start

Please select the operation you want to perform.

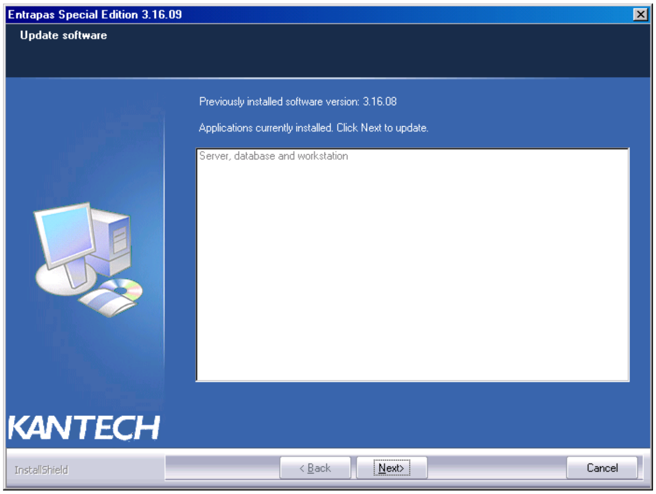
○ Install Server, database and workstation

● Install Vocabulary Editor

○ Install Report Viewer

○ Update installed applications

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.

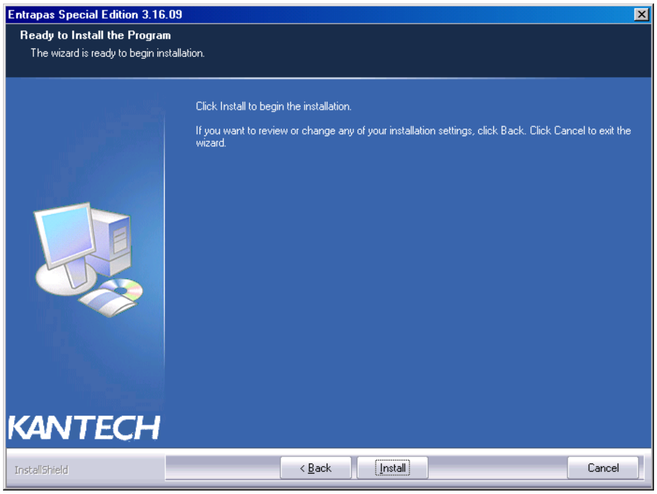


Previously installed software version: 3.16.08

Applications currently installed. Click Next to update.

Server, database and workstation

5 Click **Next** to continue. The update will start and all programs currently installed on your machine will be updated.



Entrapas Special Edition 3.16.09
Ready to Install the Program

The wizard is ready to begin installation.

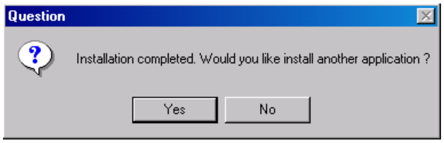
Click Install to begin the installation.

If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.

KANTECH
InstallShield
< Back
Install
Cancel

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.

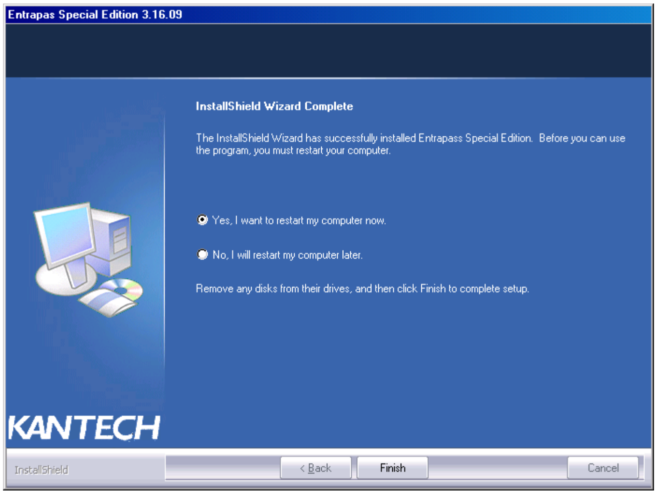
7 Click **Next**. The system will verify if there are any other applications or utilities you can install. If this is the case, a message will popup on screen:



Question

Installation completed. Would you like install another application ?

- If you want to install other applications, click **Yes** and start over at number 2.
- *t*If the installation is completed, click **No**. The Maintenance Completed window will popup:



Entrapas Special Edition 3.16.09

InstallShield Wizard Complete

The InstallShield Wizard has successfully installed Entrapass Special Edition. Before you can use the program, you must restart your computer.

● Yes, I want to restart my computer now.

○ No, I will restart my computer later.

Remove any disks from their drives, and then click Finish to complete setup.

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 17.*

Chapter 3 • Getting Started

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

***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.*

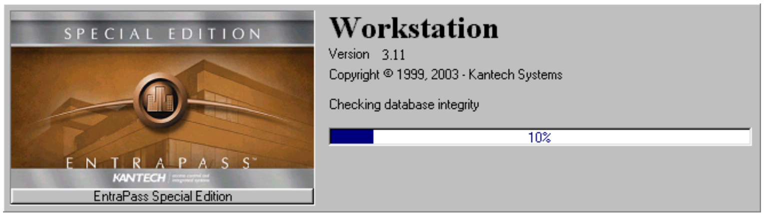
Starting and Ending a Session

***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.*

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.

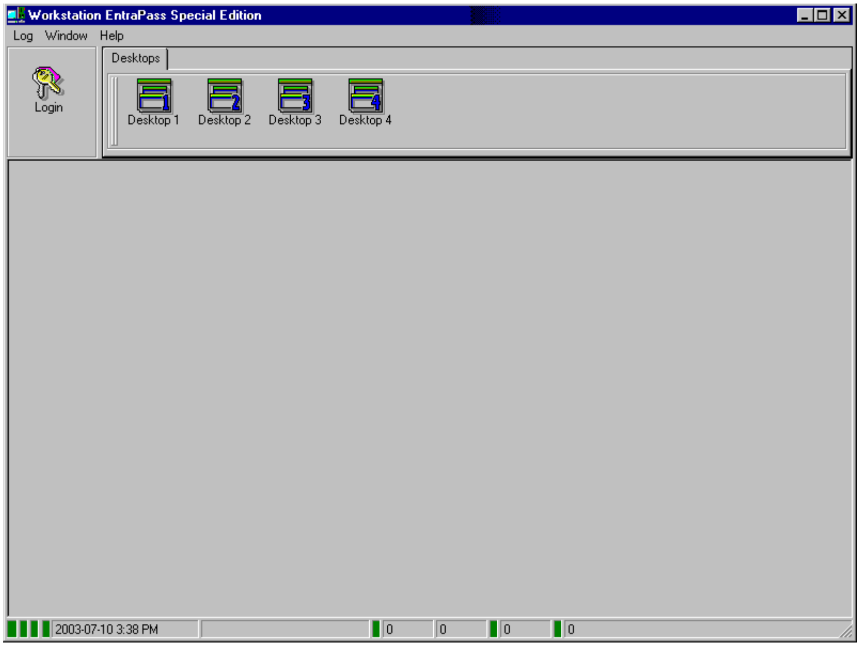
To log on an EntraPass Workstation:

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

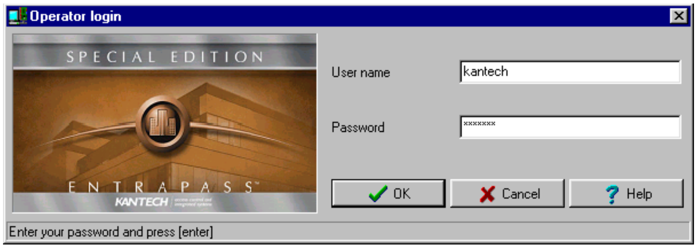


Workstation
Version 3.11
Copyright © 1999, 2003 - Kantech Systems
Checking database integrity
10%

2 Click the **Login**/**logout** button on the toolbar.



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.

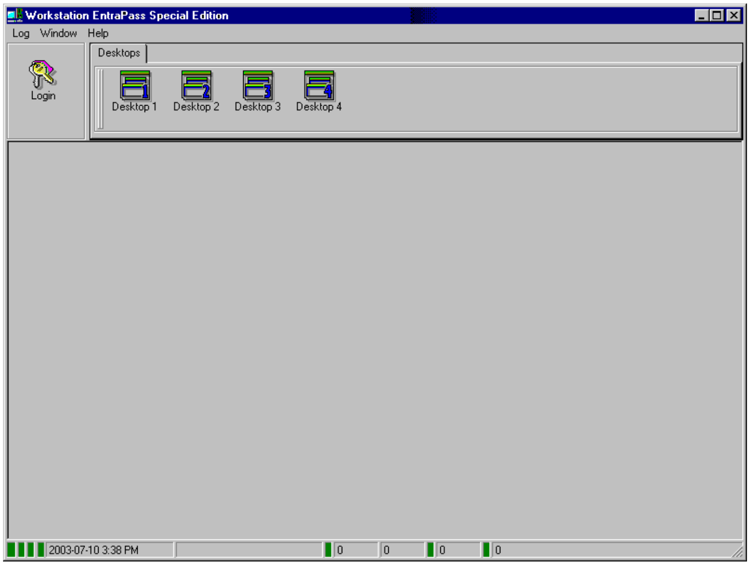


User name: kantech

Password: *******

Enter your password and press [enter]

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.*



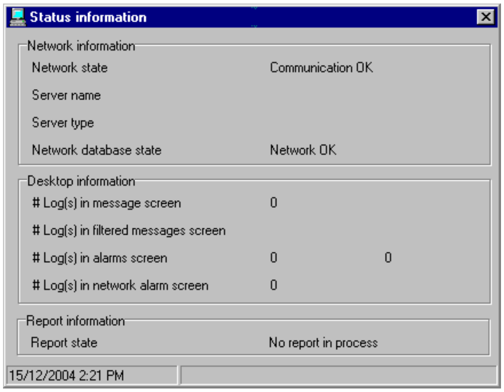
To access information on the workstation connection status:

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.



Status information

Network information

Network state	Communication OK
Server name	
Server type	
Network database state	Network OK

Desktop information

# Log(s) in message screen	0	
# Log(s) in filtered messages screen		
# Log(s) in alarms screen	0	0
# Log(s) in network alarm screen	0	

Report information

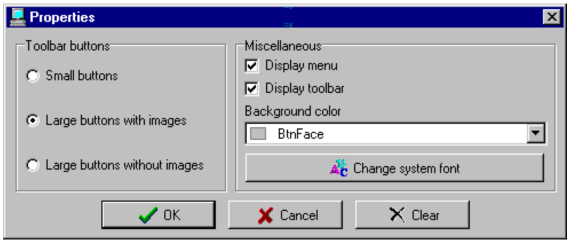
Report state	No report in process

15/12/2004 2:21 PM

***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.



Properties

Toolbar buttons

○ Small buttons

● Large buttons with images

○ Large buttons without images

Miscellaneous

☑ Display menu

☑ Display toolbar

Background color: BtnFace

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.

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.
- **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.
- **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.

These utilities may be launched from the Windows Start menu of any computer where Entrapass installed. For details on EntraPass stand-alone utilities, see “System Utilities” on page 315.

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 38.
🔍	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 30.
🐇	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

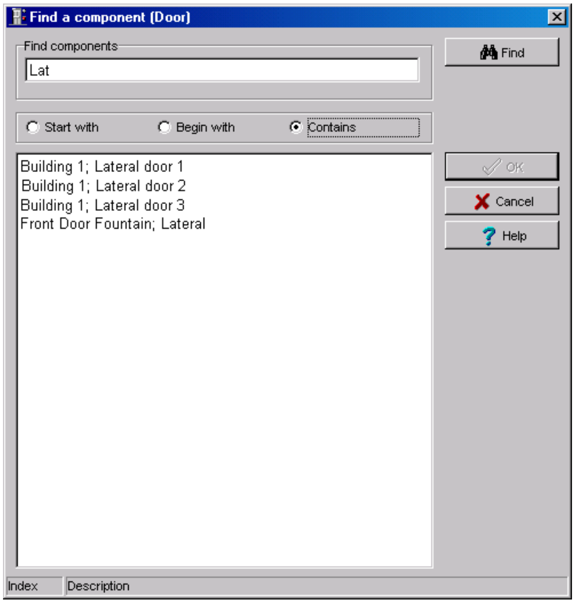
Finding Components

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 🔍.



Lat

○ Start with ○ Begin with ● Contains

Building 1; Lateral door 1
Building 1; Lateral door 2
Building 1; Lateral door 3
Front Door Fountain; Lateral

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.

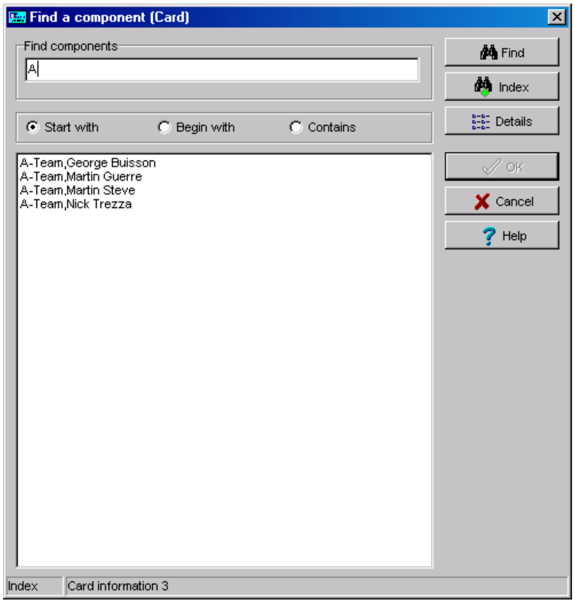
3 Click **OK**. The system displays the list of the components found according to the search string.

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

NOTE:

To find a card:

1 From any EntraPass window that pertains to users, click in the toolbar.



Find a component (Card)

Find components: A

● Start with ○ Begin with ○ Contains

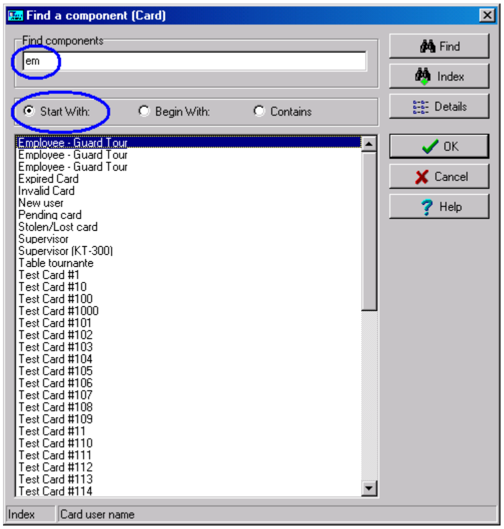
A-Team,George Buisson
A-Team,Martin Guerre
A-Team,Martin Steve
A-Team,Nick Trezza

Index | Card information 3

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.



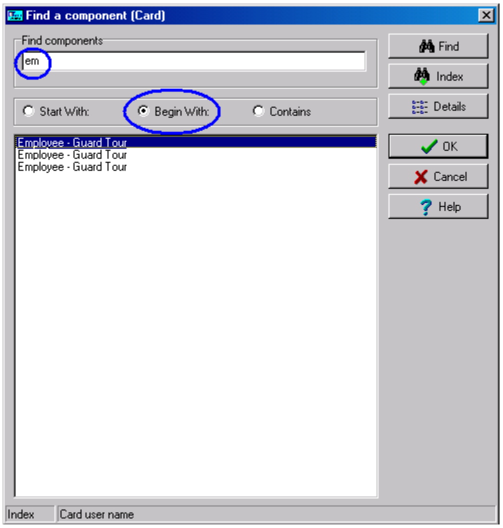
Find a component (Card)

Find components: em

● Start With: ○ Begin With: ○ Contains

Employee - Guard Tour
Employee - Guard Tour
Employee - Guard Tour
Expired Card
Invalid Card
New user
Pending card
Stolen/Lost card
Supervisor
Supervisor (KT-300)
Table tournante
Test Card #1
Test Card #10
Test Card #100
Test Card #1000
Test Card #101
Test Card #102
Test Card #103
Test Card #104
Test Card #105
Test Card #106
Test Card #107
Test Card #108
Test Card #109
Test Card #11
Test Card #110
Test Card #111
Test Card #112
Test Card #113
Test Card #114

Index | Card user name



Find a component (Card)

Find components: em

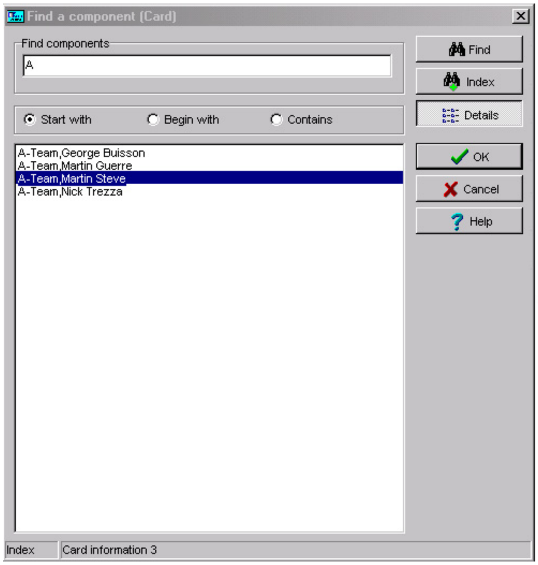
○ Start With: ● Begin With: ○ Contains

Employee - Guard Tour
Employee - Guard Tour
Employee - Guard Tour

Index | Card user name

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.



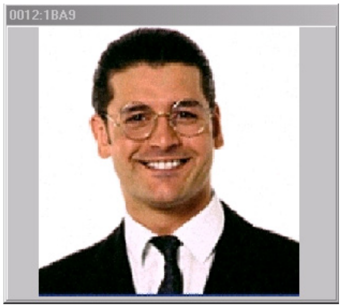
Find a component (Card)

Find components: A

● Start with ○ Begin with ○ Contains

A-Team,George Buisson
A-Team,Martin Guerre
A-Team,Martin Steve
A-Team,Nick Trezza

Index | Card information 3



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:

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

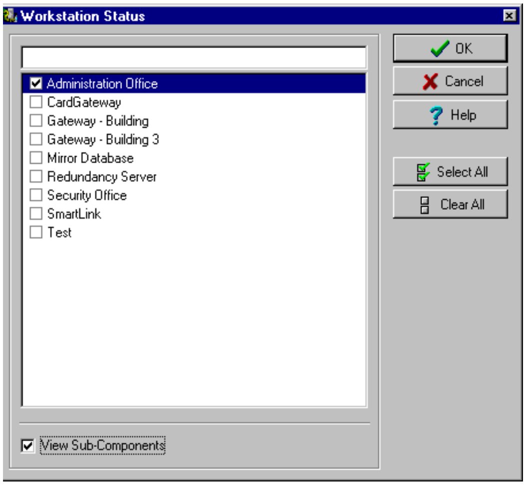
Selecting Components

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.

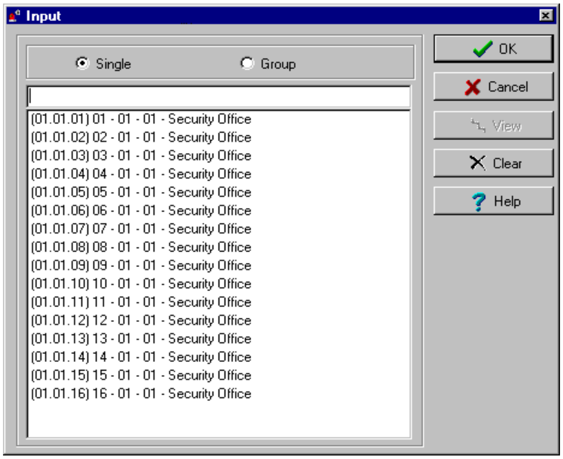


☑ Administration Office
□ CardGateway
□ Gateway - Building
□ Gateway - Building 3
□ Mirror Database
□ Redundancy Server
□ Security Office
□ SmartLink
□ Test

☑ View Sub-Components

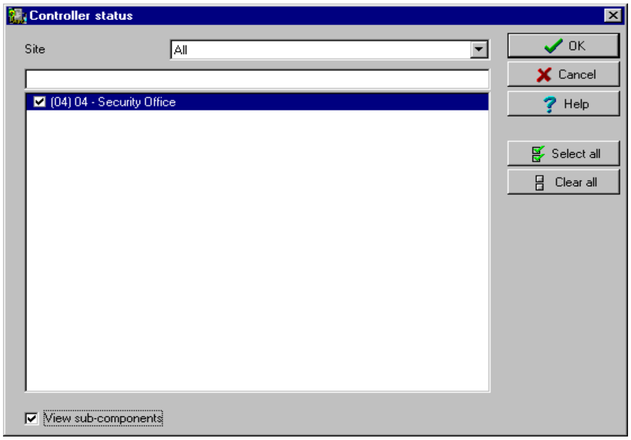
3 From the displayed list, select the component/group you want to display. You may check the **View sub-components** option to display the components associated with the selected components.

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.



(01.01.01) 01 - 01 - 01 - Security Office
(01.01.02) 02 - 01 - 01 - Security Office
(01.01.03) 03 - 01 - 01 - Security Office
(01.01.04) 04 - 01 - 01 - Security Office
(01.01.05) 05 - 01 - 01 - Security Office
(01.01.06) 06 - 01 - 01 - Security Office
(01.01.07) 07 - 01 - 01 - Security Office
(01.01.08) 08 - 01 - 01 - Security Office
(01.01.09) 09 - 01 - 01 - Security Office
(01.01.10) 10 - 01 - 01 - Security Office
(01.01.11) 11 - 01 - 01 - Security Office
(01.01.12) 12 - 01 - 01 - Security Office
(01.01.13) 13 - 01 - 01 - Security Office
(01.01.14) 14 - 01 - 01 - Security Office
(01.01.15) 15 - 01 - 01 - Security Office
(01.01.16) 16 - 01 - 01 - Security Office

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.

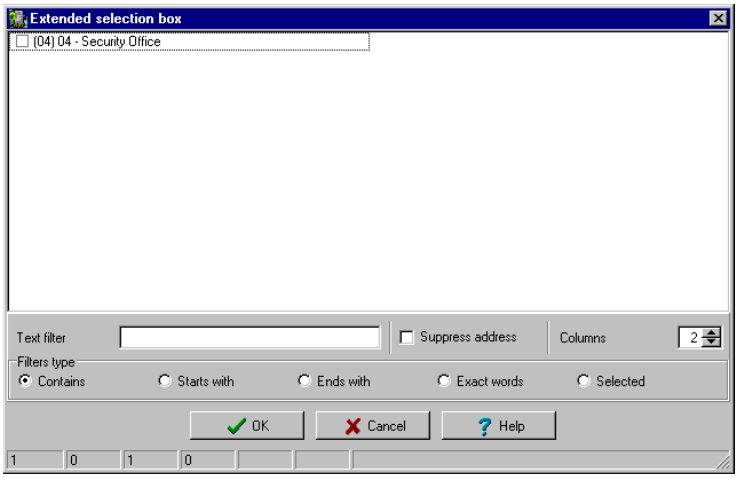


Site: All

☑ (04) 04 - Security Office

☑ View sub-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 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

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 334.
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

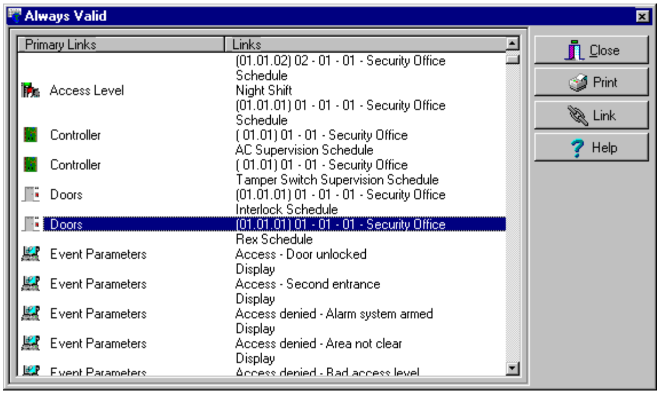
The **View links** function allows you to view all instances of an item within other menus. Therefore, it is possible to see all links an item has with other items.

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.

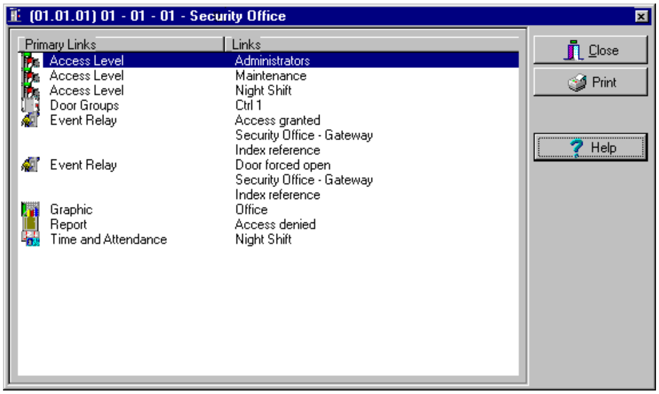
2 The icons that are located on the left side of the components indicate the component type. For example, if you select the **Always valid** schedule (in the Schedule definition menu) and click the **Link** button, the system will display a list of all the menus in which this schedule is used.



Primary Links	Links
	(01.01.02) 02 - 01 - 01 - Security Office
	Schedule
Access Level	Night Shift
	(01.01.01) 01 - 01 - 01 - Security Office
	Schedule
Controller	(01.01) 01 - 01 - Security Office
	AC Supervision Schedule
Controller	(01.01) 01 - 01 - Security Office
	Tamper Switch Supervision Schedule
Doors	(01.01.01) 01 - 01 - 01 - Security Office
	Interlock Schedule
Doors	(01.01.01) 01 - 01 - 01 - Security Office
	Rex Schedule
Event Parameters	Access - Door unlocked
	Display
Event Parameters	Access - Second entrance
	Display
Event Parameters	Access denied - Alarm system armed
	Display
Event Parameters	Access denied - Area not clear
	Display
Event Parameters	Access denied - Bad access level

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:



Primary Links	Links
Access Level	Administrators
Access Level	Maintenance
Access Level	Night Shift
Door Groups	Ctrl 1
Event Relay	Access granted Security Office - Gateway Index reference
Event Relay	Door forced open Security Office - Gateway Index reference
Graphic	Office
Report	Access denied
Time and Attendance	Night Shift

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) 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 sites or controllers for the first time.

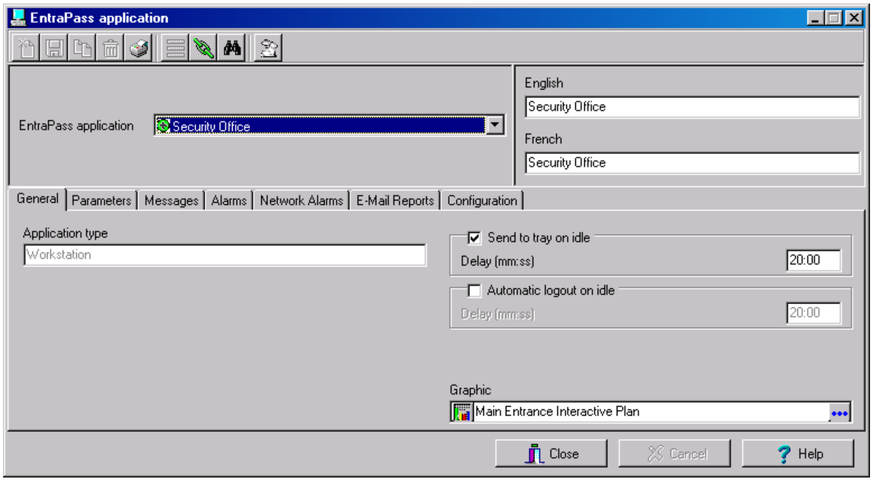
You may run the Express set up utility by clicking its icon in EntraPass windows. For detailed information about using the Express Setup utility, see “Express Setup Program” on page 328.

Configuring EntraPass Applications

EntraPass Special Edition application is a single-workstation software.

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.



EntraPass application: Security Office

English: Security Office

French: Security Office

General | Parameters | Messages | Alarms | Network Alarms | E-Mail Reports | Configuration

Application type: Workstation

☑ Send to tray on idle — Delay (mm:ss) 20:00

□ Automatic logout on idle — Delay (mm:ss) 20:00

Graphic: Main Entrance Interactive Plan

2 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.

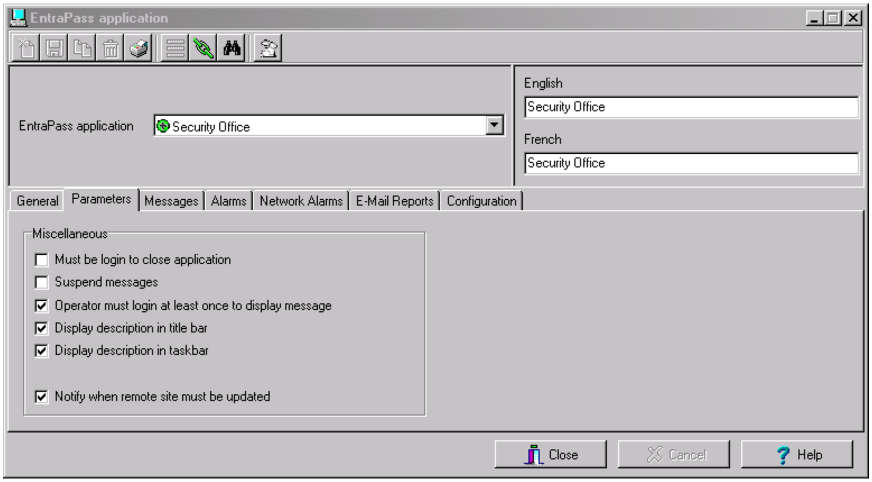
3 For added security, specify the system behavior when the operator is inactive. This feature provides additional security to prevent access to the system by an unauthorized person. The default delay is 20 minutes. You may keep the default delay or change it.

- 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).

4 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 99.

Defining Security Parameters

1 From the EntraPass applications window, select the **Parameters** tab.



EntraPass application: Security Office

English: Security Office

French: Security Office

Miscellaneous

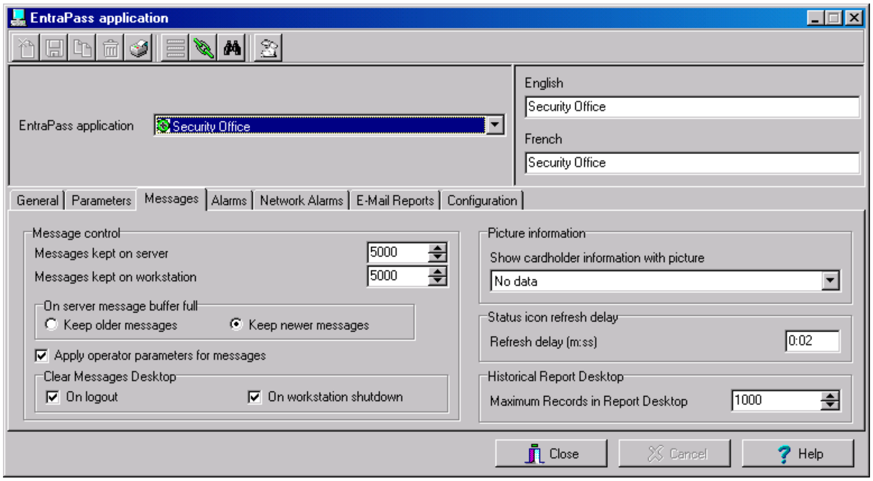
- ☐ Must be login to close application
- ☐ Suspend messages
- ☑ Operator must login at least once to display message
- ☑ Display description in title bar
- ☑ Display description in taskbar
- ☑ Notify when remote site must be updated

2 Make the appropriate choices:

- **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 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).
- **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.

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 module.



EntraPass application

General | Parameters | Messages | Alarms | Network Alarms | E-Mail Reports | Configuration

EntraPass application: Security Office

English: Security Office

French: Security Office

Message control

Messages kept on server: 5000

Messages kept on workstation: 5000

On server message buffer full

○ Keep older messages ● Keep newer messages

☑ Apply operator parameters for messages

Clear Messages Desktop

☑ On logout ☑ On workstation shutdown

Picture information

Show cardholder information with picture: No data

Status icon refresh delay

Refresh delay (m:ss): 0:02

Historical Report Desktop

Maximum Records in Report Desktop: 1000

NOTE: *Messages desktops are configured in the Desktop definition menu. For details, see Chapter 11 ‘EntraPass Desktops’ on page 233.*

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 module. The module 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 12 ‘Reports’ on page 261.*

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

- **Keep older messages:** the module 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 module 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 system.*

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.).

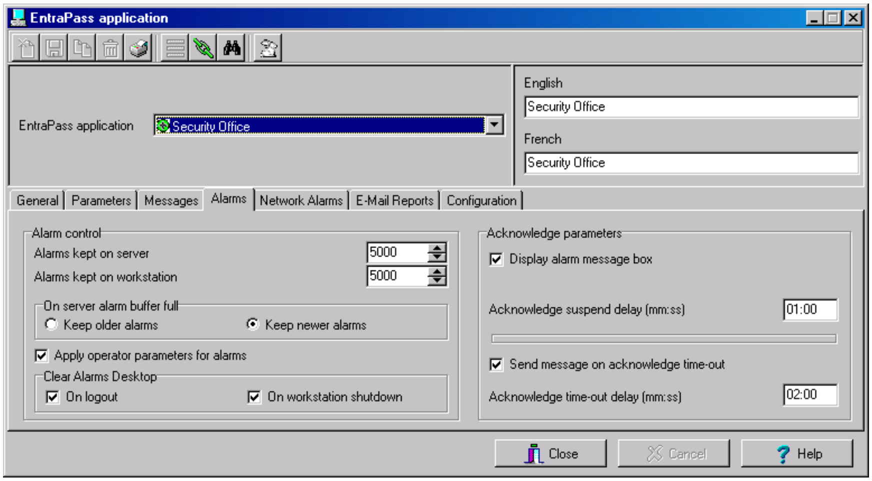
***NOTE:** By default, the field displays "card information #1" to "card information #10". These labels may be customized. For more information on renaming card information labels, see "Customizing Card Information Fields" on page 127.*

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 module.



EntraPass application: Security Office

English: Security Office

French: Security Office

Alarm control

Alarms kept on server: 5000

Alarms kept on workstation: 5000

On server alarm buffer full: ○ Keep older alarms ● Keep newer alarms

☑ Apply operator parameters for alarms

Clear Alarms Desktop: ☑ On logout ☑ On workstation shutdown

Acknowledge parameters

☑ Display alarm message box

Acknowledge suspend delay (mm:ss): 01:00

☑ Send message on acknowledge time-out

Acknowledge time-out delay (mm:ss): 02:00

NOTE: *Alarms desktops are configured in the Desktop definition menu. For details, see Chapter 11 'EntraPass Desktops' on page 233.*

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 module. The module 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 12 'Reports' on page 261.*

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

- **Keep older alarms:** the module 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 module 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 system.*

5 In the **Clear Message Desktops** section, specify when alarms should be cleared:

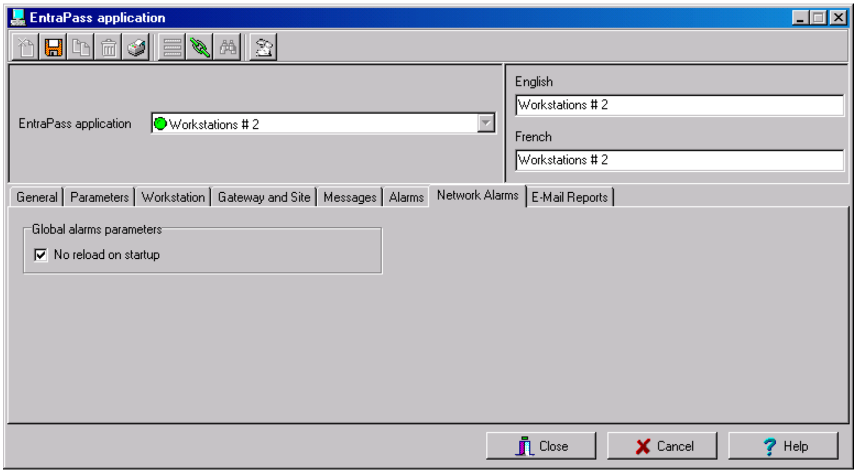
- **On logout** (on a regular logout by an operator)
- **On workstation shutdown** (when the EntraPass workstation is completely shutdown)

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 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 11 'EntraPass Desktops' on page 233.

To define network alarms

Alarm network alarms are setup in the EntraPass applications Alarm Network tab.



EntraPass application

EntraPass application: Workstations # 2

English: Workstations # 2

French: Workstations # 2

Global alarms parameters

☑ No reload on startup

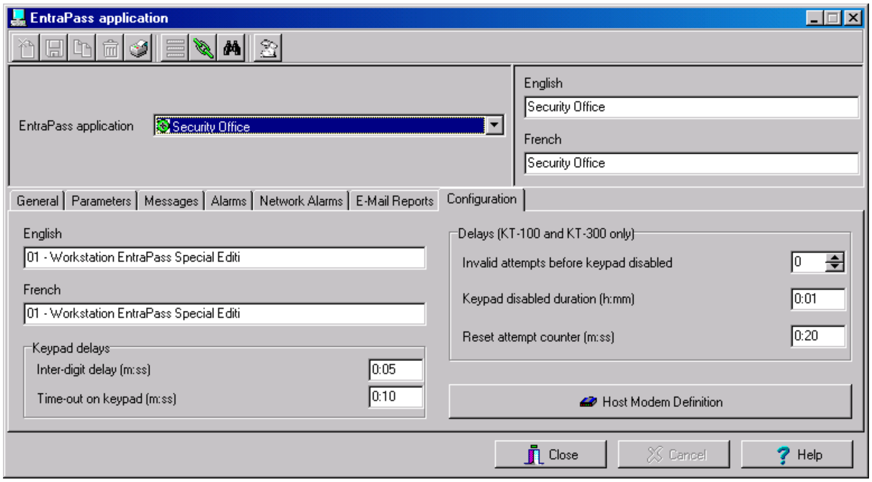
1 Specify whether all the system (network) alarms will be reloaded on startup. System alarms are stored in the server database. If the **No reload on startup** option is checked, operators will have to manually reload the system alarms.

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.*

Defining Delays for Keypads

To define keypad delays and usage:

1 From the EntraPass applications window, select the **Configuration** tab.



EntraPass application

EntraPass application: Security Office

English: Security Office

French: Security Office

English: 01 - Workstation EntraPass Special Editi

French: 01 - Workstation EntraPass Special Editi

Keypad delays

Inter-digit delay (m:ss): 0:05

Time-out on keypad (m:ss): 0:10

Delays (KT-100 and KT-300 only)

Invalid attempts before keypad disabled: 0

Keypad disabled duration (h:mm): 0:01

Reset attempt counter (m:ss): 0:20

2 Briefly describe the Gateway in the **English** and **French** fields. The information entered here will be useful when browsing the Database structure and the Database status windows.

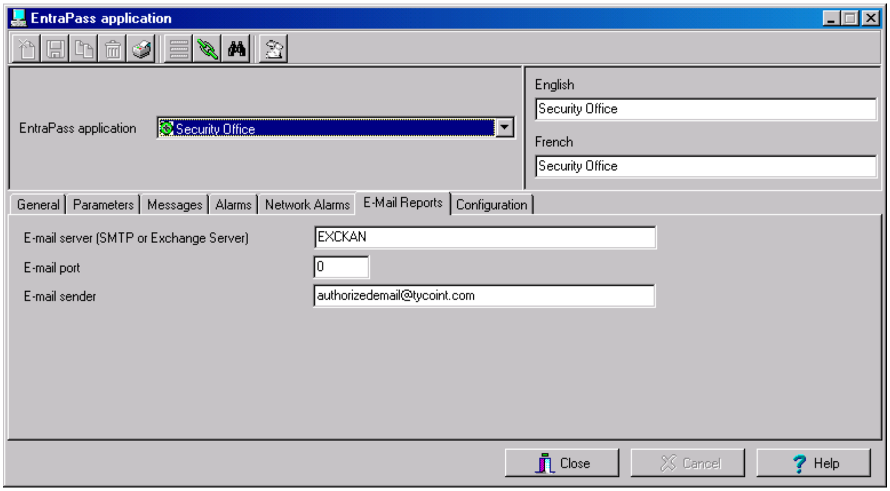
Sending Reports by E-mail

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.



EntraPass application: Security Office

English: Security Office

French: Security Office

E-mail server (SMTP or Exchange Server): EXCKAN

E-mail port: 0

E-mail sender: authorizedemail@tycoint.com

2 In the **E-mail server (SMTP or Exhange)** 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.*

5 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.

6 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.*

7 Click the **Host Modem Definition** button to configure the modem communication options if your Gateway connects to the first controller of a remote site via modem. For details, refer to see “Configuring Modem Parameters” on page 50.

8 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.

9 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.

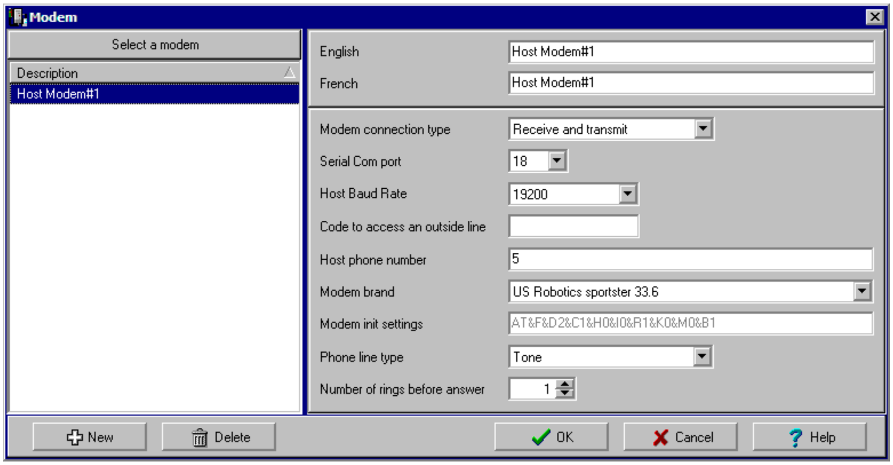
10 Enter the **Reset attempt counter** delay (m:ss). When the delay specified in the **Reset attempt counter** field is expired, the system will set the attempt counter to zero. The maximum delay is 4:15 minutes. If the value entered is greater than the maximum allowed, then the system will use the previous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

Configuring Modem Parameters

If your 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.



Host Modem#1

English: Host Modem#1
French: Host Modem#1
Modem connection type: Receive and transmit
Serial Com port: 18
Host Baud Rate: 19200
Code to access an outside line:
Host phone number: 5
Modem brand: US Robotics sportster 33.6
Modem init settings: AT&F&D2&C1&H0&I0&R1&K0&M0&B1
Phone line type: Tone
Number of rings before answer: 1

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 32 controllers attached to the same serial port. EntraPass Special Edition supports 2 sites 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

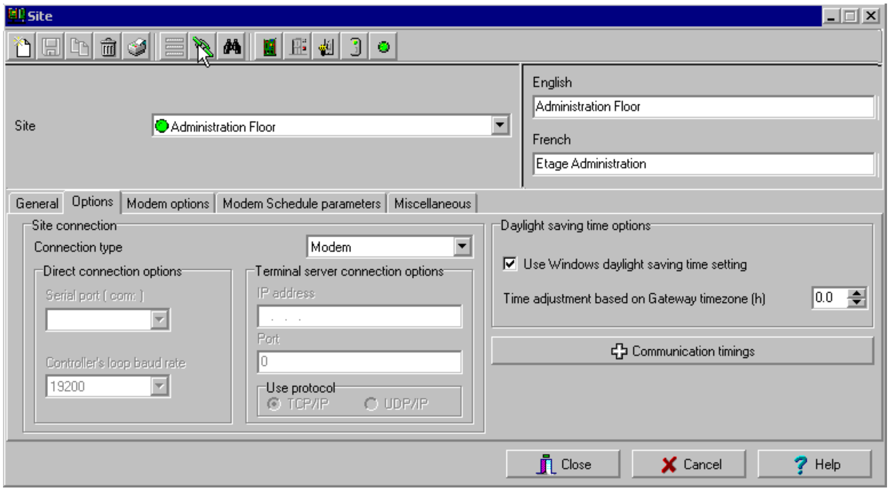
To define a site, you have to define:

- 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. Select the **Options** tab to define the site connection options.



Site: Administration Floor

English: Administration Floor

French: Etage Administration

Site connection

Connection type: Modem

Direct connection options: Serial port (com:); Controller's loop baud rate: 19200

Terminal server connection options: IP address; Port: 0; Use protocol: ○ TCP/IP ○ UDP/IP

Daylight saving time options

☑ Use Windows daylight saving time setting

Time adjustment based on Gateway timezone (h): 0.0

5. 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 54.*

6 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.

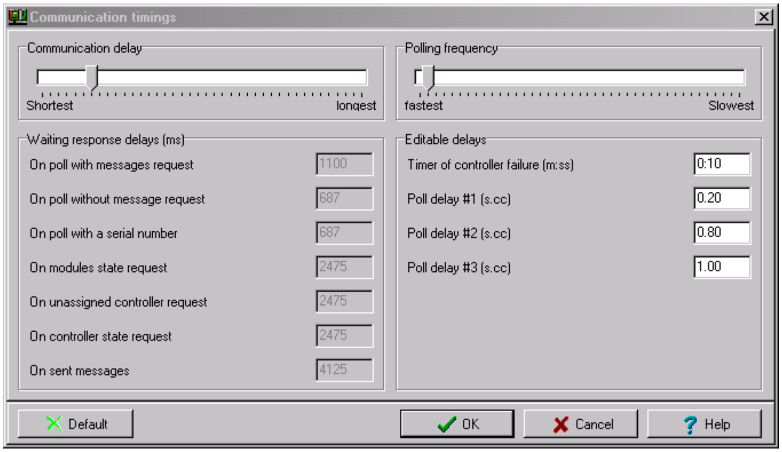
NOTE: *You may install up to 32 terminal servers (per gateway).*

7 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.

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



Communication timings

Communication delay: Shortest – longest

Polling frequency: fastest – Slowest

Waiting response delays (ms)

On poll with messages request	1100
On poll without message request	687
On poll with a serial number	687
On modules state request	2475
On unassigned controller request	2475
On controller state request	2475
On sent messages	4125

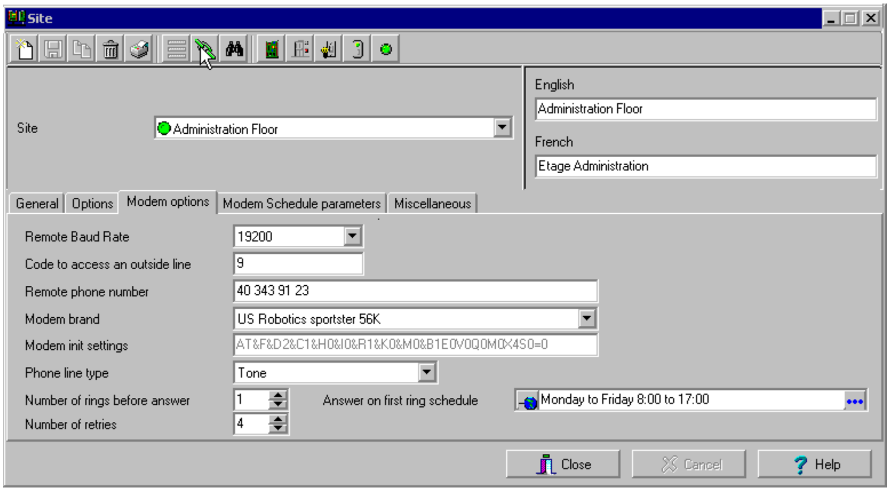
Editable delays

Timer of controller failure (m:ss)	0:10
Poll delay #1 (s.cc)	0.20
Poll delay #2 (s.cc)	0.80
Poll delay #3 (s.cc)	1.00

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.



Site

Site	Administration Floor
English	Administration Floor
French	Etage Administration

Remote Baud Rate	19200
Code to access an outside line	9
Remote phone number	40 343 91 23
Modem brand	US Robotics sportster 56K
Modem init settings	AT&F&D2&C1&H0&I0&R1&K0&M0&B1E0V0Q0M0X4S0=0
Phone line type	Tone
Number of rings before answer	1
Answer on first ring schedule	Monday to Friday 8:00 to 17:00
Number of retries	4

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.

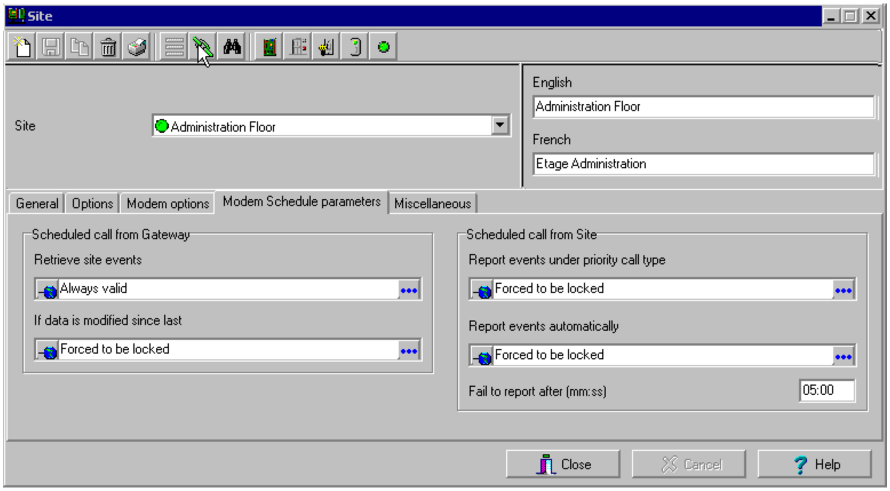
4 Set the **One ring schedule** option to configure the time interval during which site modem will be allowed to answer on one ring.

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.



Site: Administration Floor

English: Administration Floor

French: Etage Administration

Scheduled call from Gateway

Retrieve site events: Always valid

If data is modified since last: Forced to be locked

Scheduled call from Site

Report events under priority call type: Forced to be locked

Report events automatically: Forced to be locked

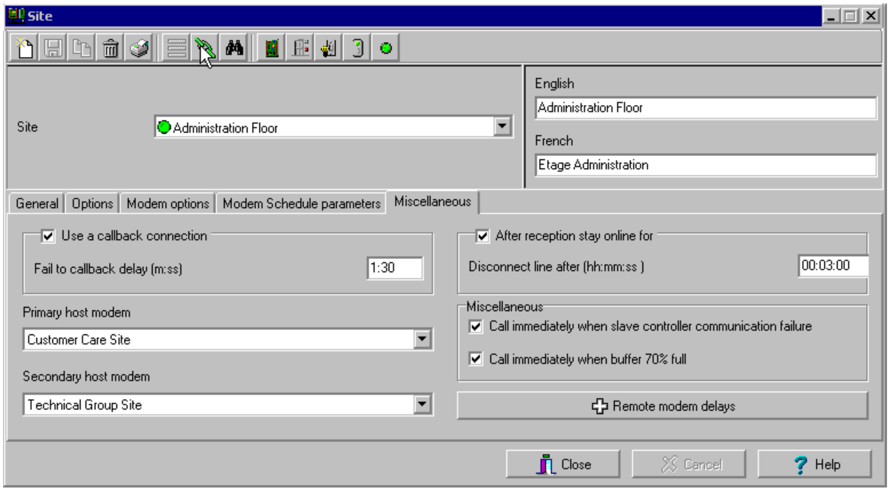
Fail to report after (mm:ss): 05:00

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 96

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.



Site: Administration Floor

English: Administration Floor

French: Etage Administration

☑ Use a callback connection

Fail to callback delay (m:ss): 1:30

☑ After reception stay online for

Disconnect line after (hh:mm:ss): 00:03:00

Primary host modem: Customer Care Site

Secondary host modem: Technical Group Site

Miscellaneous

☑ Call immediately when slave controller communication failure

☑ Call immediately when buffer 70% full

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.

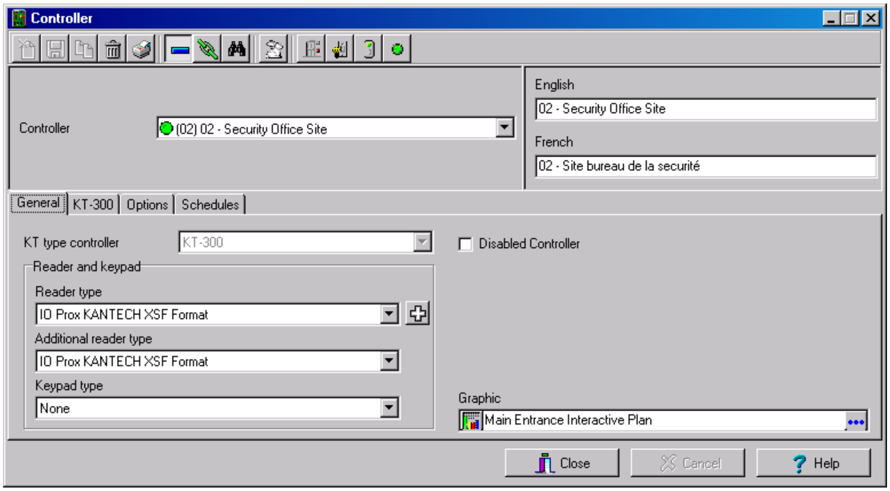
The number of devices associated with a controller varies according to the controller type. The following table summarizes the basic components associated with each type of Kantech controller:

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.



Controller: (02) 02 - Security Office Site

English: 02 - Security Office Site

French: 02 - Site bureau de la securité

KT type controller: KT-300

□ Disabled Controller

Reader and keypad

Reader type: IO Prox KANTECH XSF Format

Additional reader type: IO Prox KANTECH XSF Format

Keypad type: None

Graphic: Main Entrance Interactive Plan

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.

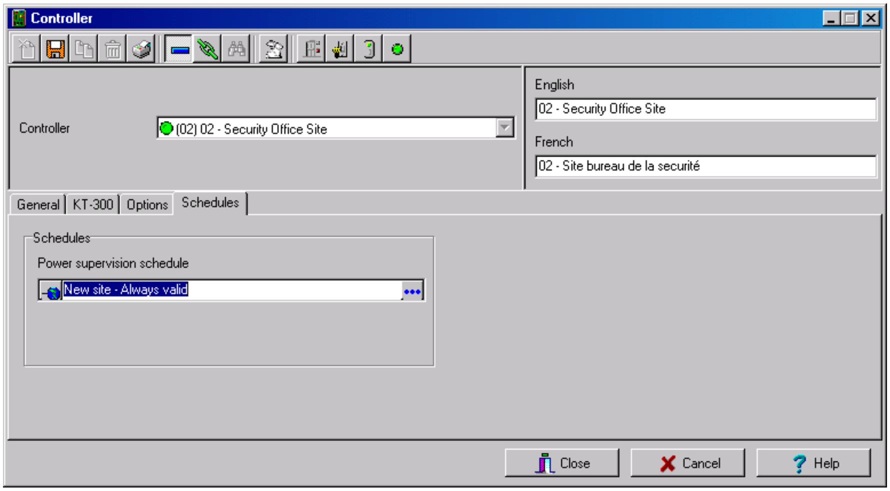
6 The system prompts you to use the Express Setup program. Click **Yes** to continue. If you select **No** you will have to manually configure these devices in their respective definition menus (doors, relays, inputs and auxiliary outputs).

***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.



Controller: (02) 02 - Security Office Site

English: 02 - Security Office Site

French: 02 - Site bureau de la securité

Schedules

Power supervision schedule: New site - Always valid

9 Select the applicable **Schedules** for the new controller:

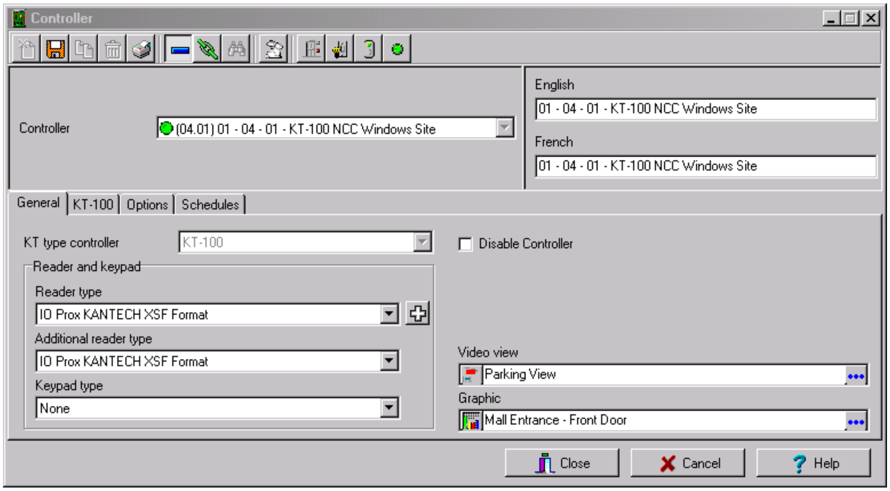
- When a KT-100 or KT-300 is selected: only the **Power supervision schedule** list is displayed.
- For KT-200, the **Power supervision schedule** and the **Tamper switch supervision schedule** lists are available.

10 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.



Controller: (04.01) 01 - 04 - 01 - KT-100 NCC Windows Site

English: 01 - 04 - 01 - KT-100 NCC Windows Site

French: 01 - 04 - 01 - KT-100 NCC Windows Site

KT type controller: KT-100

□ Disable Controller

Reader and keypad

Reader type: IO Prox KANTECH XSF Format

Additional reader type: IO Prox KANTECH XSF Format

Keypad type: None

Video view: Parking View

Graphic: Mall Entrance - Front Door

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.*

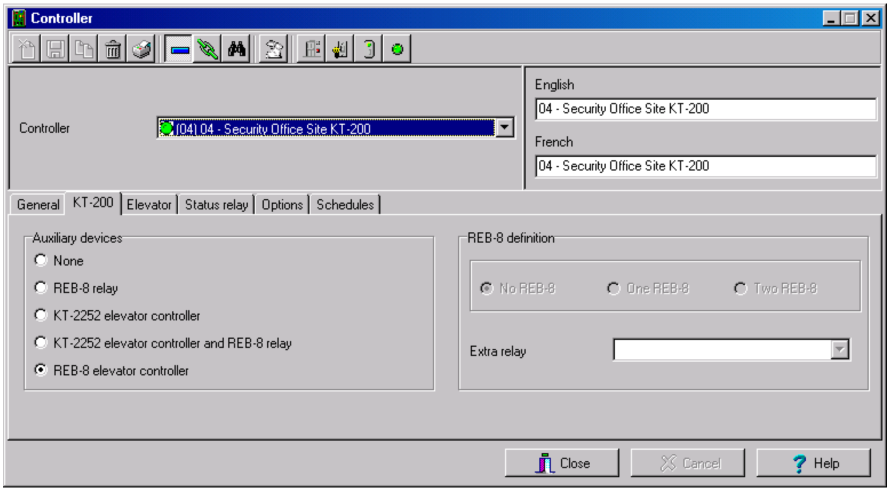
Defining KT-200 Expansion Devices

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.



Controller

Controller: [04] 04 - Security Office Site KT-200

English: 04 - Security Office Site KT-200

French: 04 - Security Office Site KT-200

General | KT-200 | Elevator | Status relay | Options | Schedules

Auxiliary devices
- ○ None
- ○ REB-8 relay
- ○ KT-2252 elevator controller
- ○ KT-2252 elevator controller and REB-8 relay
- ● REB-8 elevator controller

REB-8 definition
- ● No REB-8 ○ One REB-8 ○ Two REB-8

Extra relay:

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.

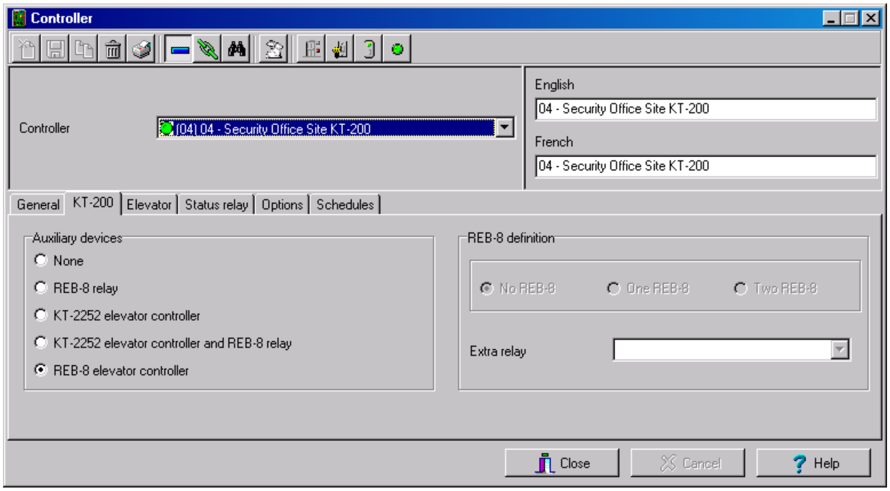
NOTE: *When an elevator controller option is checked, an Elevator tab appears beside the KT-200 tab.*

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.



Controller

Controller: [04] 04 - Security Office Site KT-200

English: 04 - Security Office Site KT-200

French: 04 - Security Office Site KT-200

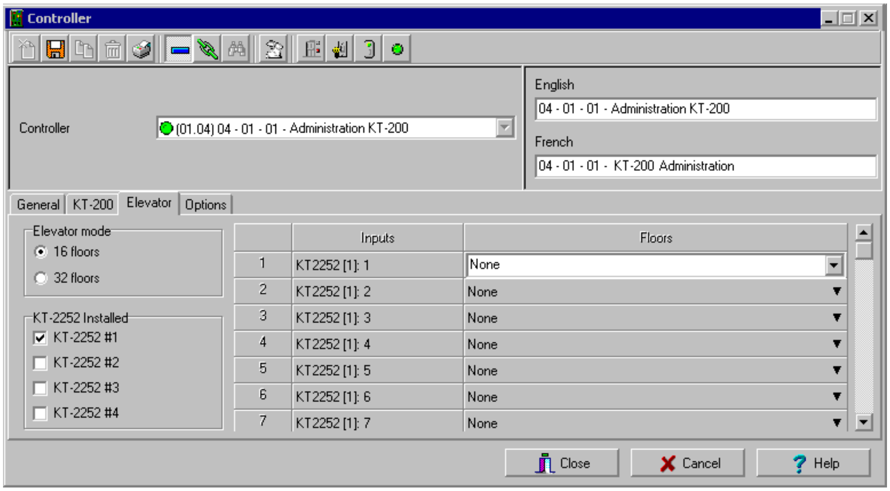
Auxiliary devices
○ None
○ REB-8 relay
○ KT-2252 elevator controller
○ KT-2252 elevator controller and REB-8 relay
● REB-8 elevator controller

REB-8 definition
● No REB-8 ○ One REB-8 ○ Two REB-8

Extra relay:

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.



Controller: (01.04) 04 - 01 - 01 - Administration KT-200

English: 04 - 01 - 01 - Administration KT-200

French: 04 - 01 - 01 - KT-200 Administration

Elevator mode
● 16 floors
○ 32 floors

KT-2252 Installed
☑ KT-2252 #1
☐ KT-2252 #2
☐ KT-2252 #3
☐ KT-2252 #4

	Inputs	Floors
1	KT2252 [1]: 1	None
2	KT2252 [1]: 2	None
3	KT2252 [1]: 3	None
4	KT2252 [1]: 4	None
5	KT2252 [1]: 5	None
6	KT2252 [1]: 6	None
7	KT2252 [1]: 7	None

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

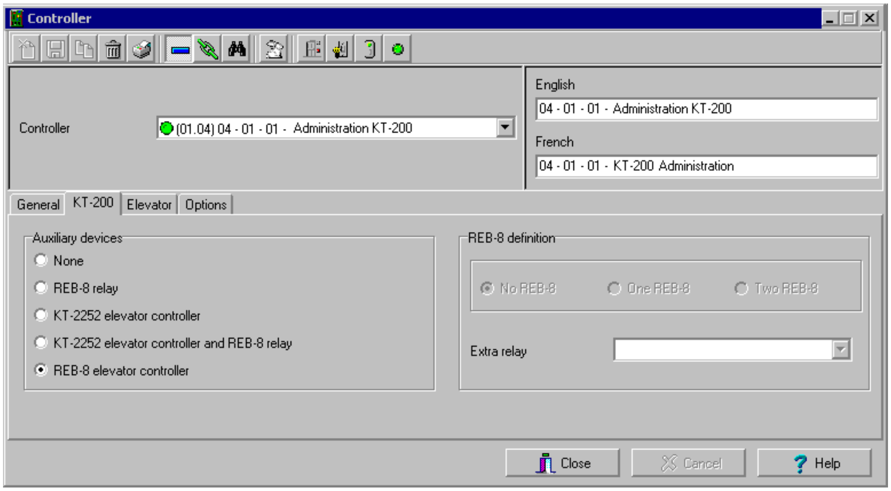
6 In the **Floors** column, select the floors associated with KT-2252 controller terminals.

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.



Controller

Controller: (01.04) 04 - 01 - 01 - Administration KT-200

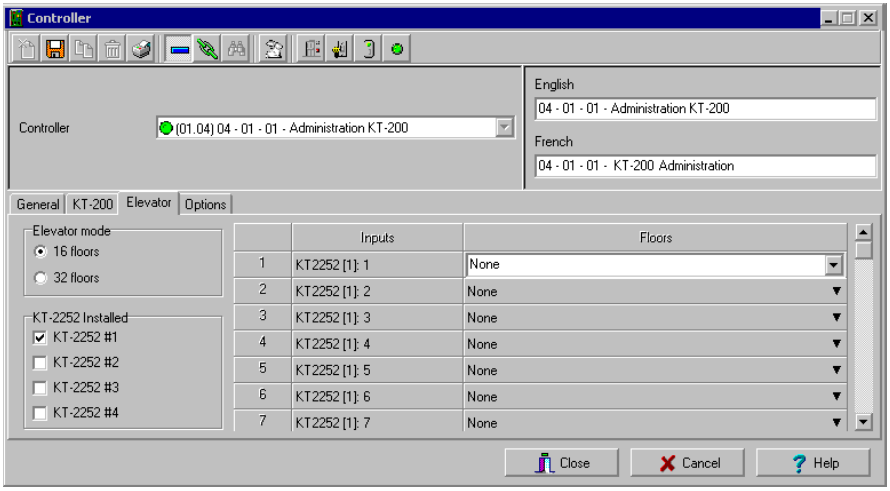
English: 04 - 01 - 01 - Administration KT-200

French: 04 - 01 - 01 - KT-200 Administration

Auxiliary devices
○ None
○ REB-8 relay
○ KT-2252 elevator controller
○ KT-2252 elevator controller and REB-8 relay
● REB-8 elevator controller

REB-8 definition
● No REB-8 ○ One REB-8 ○ Two REB-8
Extra relay:

2 Select the **Elevator** tab to configure the REB-8 elevator controllers. Up to four REB-8 elevator controllers are supported.



Controller

Controller: (01.04) 04 - 01 - 01 - Administration KT-200

English: 04 - 01 - 01 - Administration KT-200

French: 04 - 01 - 01 - KT-200 Administration

General | KT-200 | Elevator | Options

Elevator mode
● 16 floors
○ 32 floors

KT-2252 Installed
☑ KT-2252 #1
□ KT-2252 #2
□ KT-2252 #3
□ KT-2252 #4

	Inputs	Floors
1	KT2252 [1]: 1	None
2	KT2252 [1]: 2	None
3	KT2252 [1]: 3	None
4	KT2252 [1]: 4	None
5	KT2252 [1]: 5	None
6	KT2252 [1]: 6	None
7	KT2252 [1]: 7	None

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.*

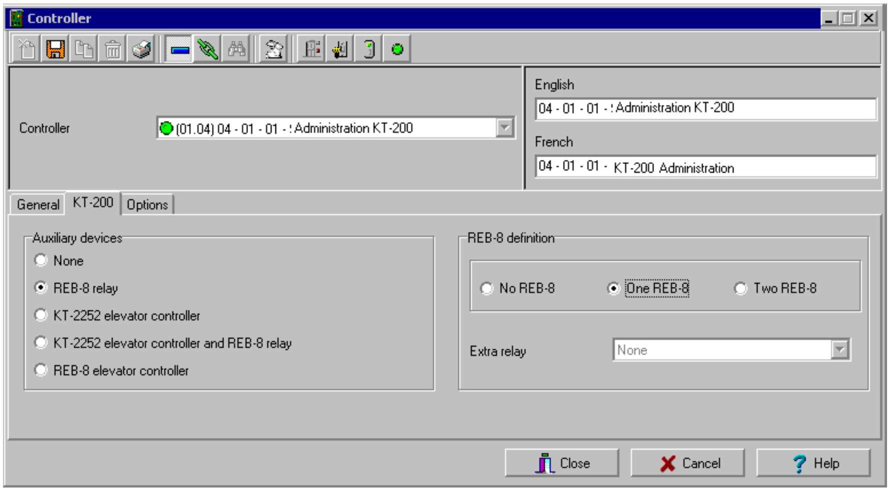
4 In the Floors column, select the floors associated with REB-8 controller terminals. For details on floor definition and door group definition, see “Configuring Doors” on page 72.

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.



Controller

Controller: (01.04) 04 - 01 - 01 - ! Administration KT-200

English: 04 - 01 - 01 - ! Administration KT-200

French: 04 - 01 - 01 - KT-200 Administration

Auxiliary devices

○ None

● REB-8 relay

○ KT-2252 elevator controller

○ KT-2252 elevator controller and REB-8 relay

○ REB-8 elevator controller

REB-8 definition

○ No REB-8 ● One REB-8 ○ Two REB-8

Extra relay: None

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.

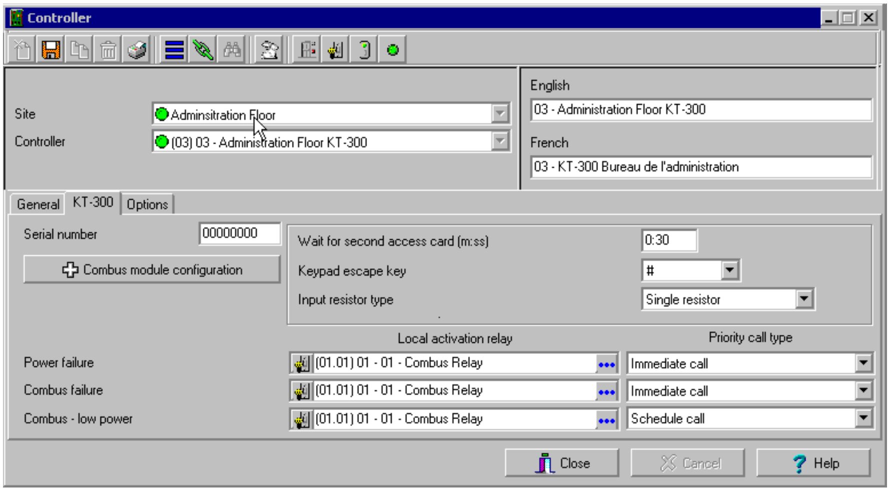
Configuring a KT-300 Controller

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.



Controller

Site: Adminsitration Floor

Controller: (03) 03 - Administration Floor KT-300

English: 03 - Administration Floor KT-300

French: 03 - KT-300 Bureau de l'administration

General | KT-300 | Options

Serial number: 00000000

Combus module configuration

Wait for second access card (m:ss): 0:30

Keypad escape key: #

Input resistor type: Single resistor

	Local activation relay	Priority call type
Power failure	(01.01) 01 - 01 - Combus Relay	Immediate call
Combus failure	(01.01) 01 - 01 - Combus Relay	Immediate call
Combus - low power	(01.01) 01 - 01 - Combus Relay	Schedule call

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

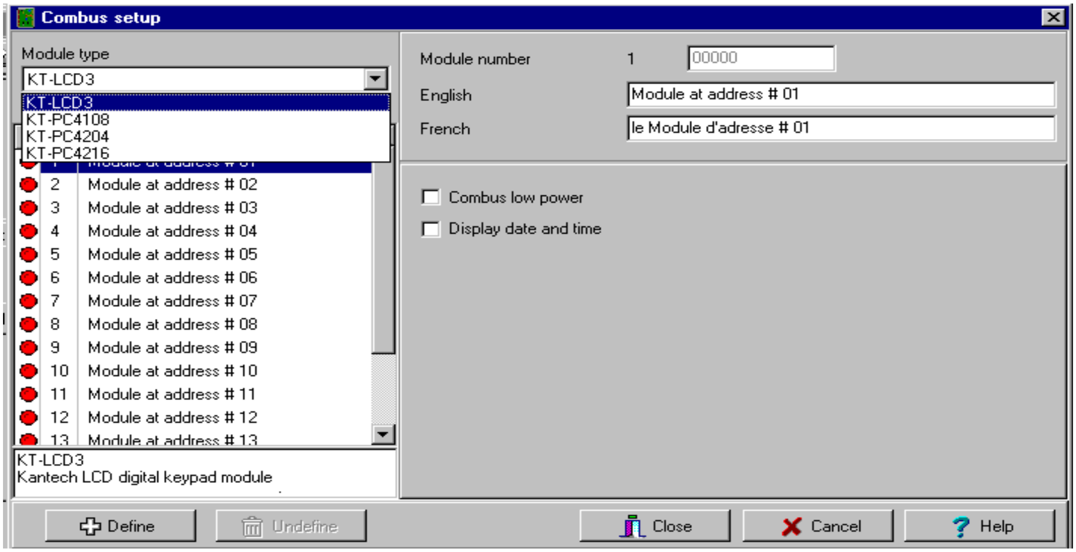
Four expansion modules can be connected to KT-300:

- 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.



Combus setup

Module type: KT-LCD3

KT-LCD3
KT-PC4108
KT-PC4204
KT-PC4216

●	2	Module at address # 02
●	3	Module at address # 03
●	4	Module at address # 04
●	5	Module at address # 05
●	6	Module at address # 06
●	7	Module at address # 07
●	8	Module at address # 08
●	9	Module at address # 09
●	10	Module at address # 10
●	11	Module at address # 11
●	12	Module at address # 12
●	13	Module at address # 13

KT-LCD3
Kantech LCD digital keypad module

Module number: 1 00000

English: Module at address # 01

French: le Module d'adresse # 01

□ Combus low power

□ Display date and time

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.*

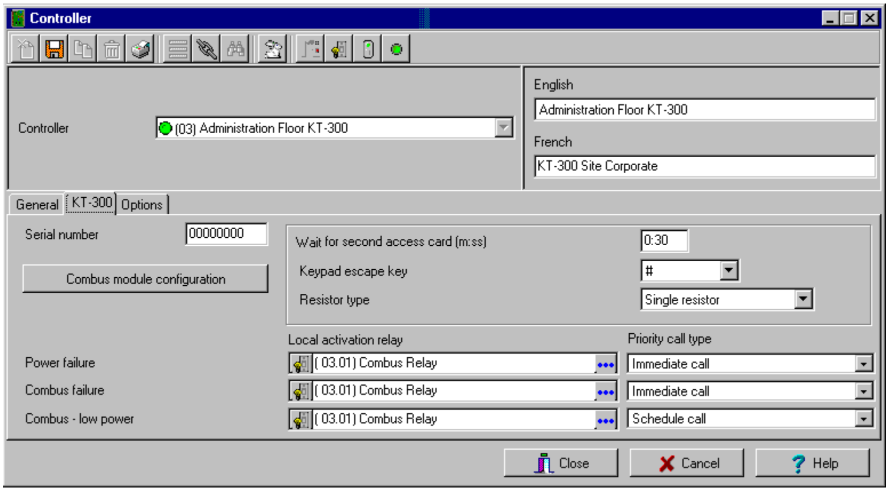
The following table summarizes the options associated with each module:

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.



Controller: (03) Administration Floor KT-300

English: Administration Floor KT-300

French: KT-300 Site Corporate

Serial number: 00000000

Wait for second access card (m:ss): 0:30

Keypad escape key: #

Resistor type: Single resistor

	Local activation relay	Priority call type
Power failure	(03.01) Combus Relay	Immediate call
Combus failure	(03.01) Combus Relay	Immediate call
Combus - low power	(03.01) Combus Relay	Schedule call

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

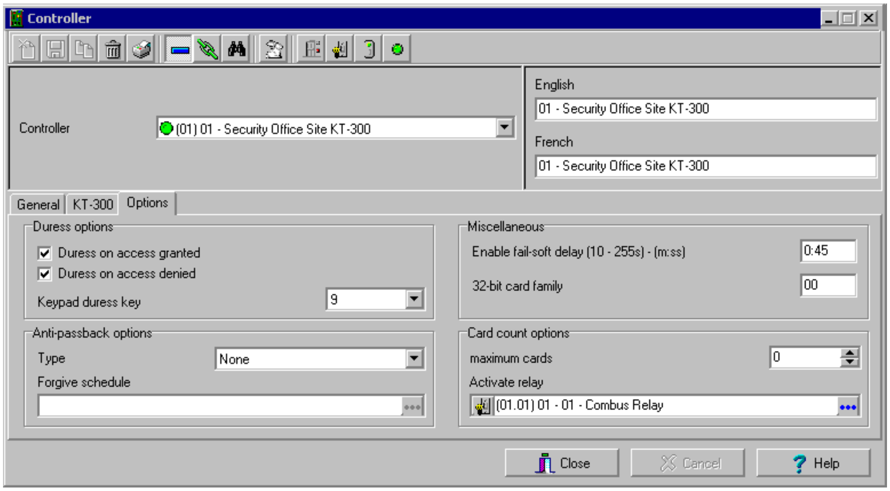
The Options tab enables operators configure such features as:

- 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.



Controller

Controller: (01) 01 - Security Office Site KT-300

English: 01 - Security Office Site KT-300

French: 01 - Security Office Site KT-300

General | KT-300 | Options

Duress options

☑ Duress on access granted

☑ Duress on access denied

Keypad duress key: 9

Miscellaneous

Enable fail-soft delay (10 - 255s) - (m:ss): 0:45

32-bit card family: 00

Anti-passback options

Type: None

Forgive schedule:

Card count options

maximum cards: 0

Activate relay: (01.01) 01 - 01 - Combus Relay

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.

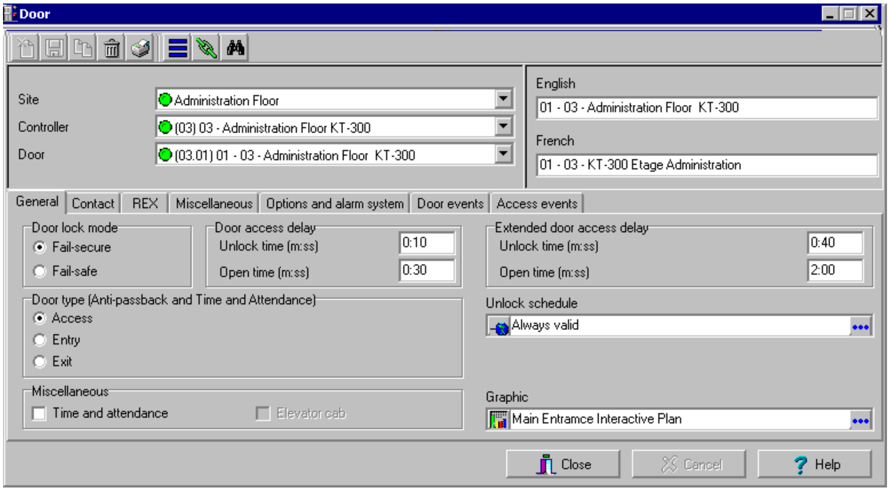
The controlled door may be secured at all times or only during defined schedules. The common locking devices used are electric door strikes and electromagnetic locks.

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.



Site: Administration Floor

Controller: (03) 03 - Administration Floor KT-300

Door: (03.01) 01 - 03 - Administration Floor KT-300

English: 01 - 03 - Administration Floor KT-300

French: 01 - 03 - KT-300 Etage Administration

Door lock mode: ● Fail-secure ○ Fail-safe

Door access delay: Unlock time (m:ss) 0:10; Open time (m:ss) 0:30

Extended door access delay: Unlock time (m:ss) 0:40; Open time (m:ss) 2:00

Door type (Anti-passback and Time and Attendance): ● Access ○ Entry ○ Exit

Unlock schedule: Always valid

Miscellaneous: □ Time and attendance □ Elevator cab

Graphic: Main Entramce Interactive Plan

2 In the **Doors** window, 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 90.
- **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.

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.*

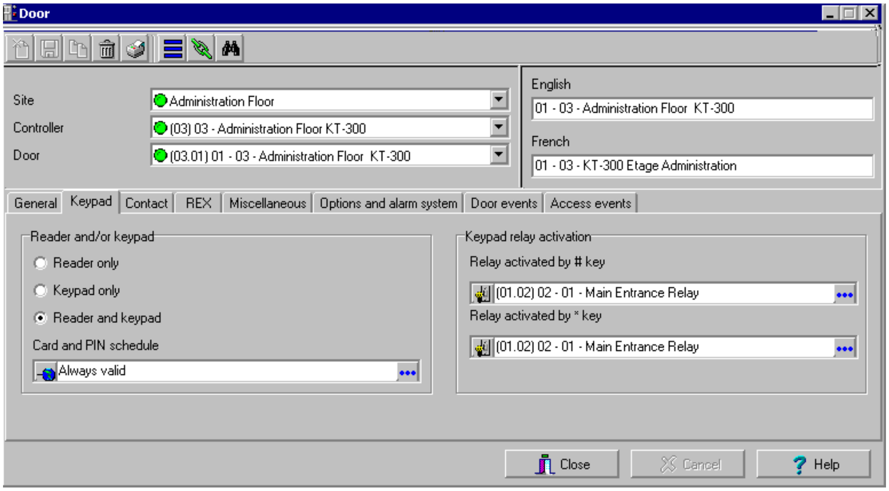
Defining Door Keypad Options

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.



Site: Administration Floor

Controller: (03) 03 - Administration Floor KT-300

Door: (03.01) 01 - 03 - Administration Floor KT-300

English: 01 - 03 - Administration Floor KT-300

French: 01 - 03 - KT-300 Etage Administration

Reader and/or keypad

○ Reader only

○ Keypad only

● Reader and keypad

Card and PIN schedule: Always valid

Keypad relay activation

Relay activated by # key: (01.02) 02 - 01 - Main Entrance Relay

Relay activated by * key: (01.02) 02 - 01 - Main Entrance Relay

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).

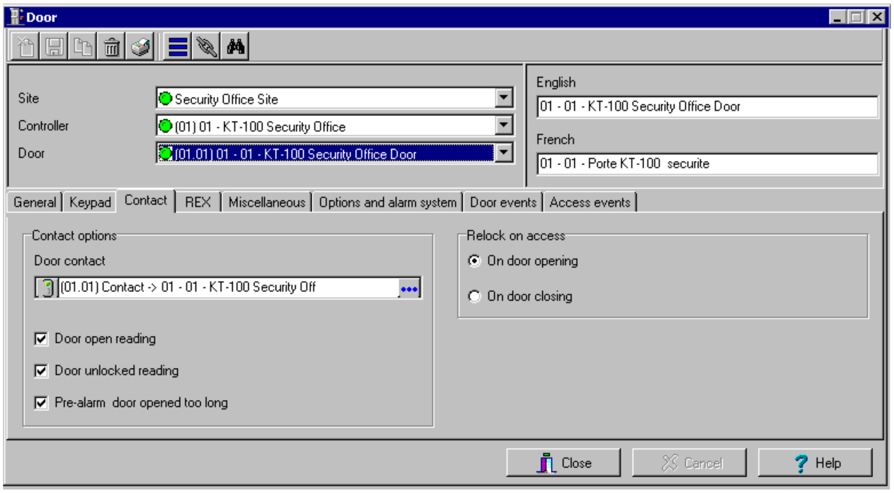
4 For doors defined with keypad or reader and keypad, you can program the star key (*) or pound key (#) to activate a relay. When this feature is enabled, users can activate a relay simply by pressing the appropriate key.

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.



Site: Security Office Site
Controller: (01) 01 - KT-100 Security Office
Door: (01.01) 01 - 01 - KT-100 Security Office Door

English: 01 - 01 - KT-100 Security Office Door
French: 01 - 01 - Porte KT-100 securite

Contact options
Door contact: (01.01) Contact -> 01 - 01 - KT-100 Security Off
☑ Door open reading
☑ Door unlocked reading
☑ Pre-alarm door opened too long

Relock on access
● On door opening
○ On door closing

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

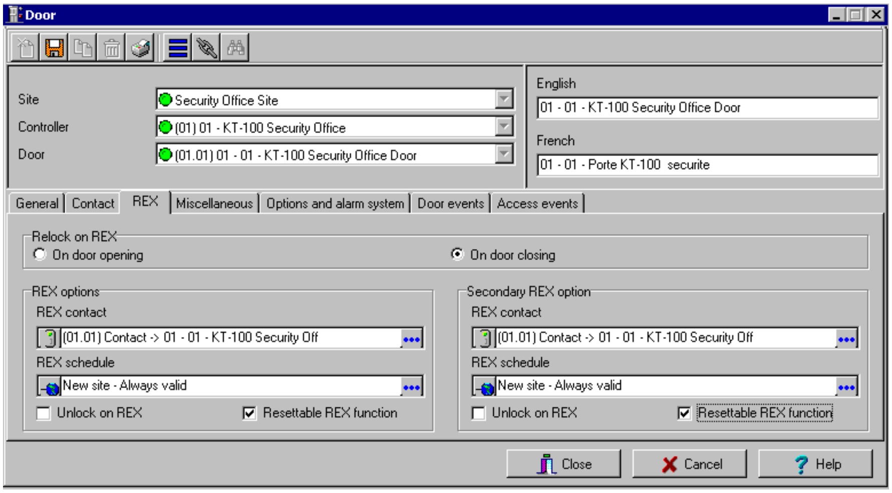
A signal from the REX indicates that someone wants to exit through a controlled door. Devices such as motion detectors, push buttons can provide the REX signal. EntraPass enables users to configure doors with unlock time reset each time the primary or secondary REX is triggered.

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.



Door

Site: Security Office Site
Controller: (01) 01 - KT-100 Security Office
Door: (01.01) 01 - 01 - KT-100 Security Office Door

English: 01 - 01 - KT-100 Security Office Door
French: 01 - 01 - Porte KT-100 securite

General | Contact | REX | Miscellaneous | Options and alarm system | Door events | Access events

Relock on REX
○ On door opening ● On door closing

REX options
REX contact: (01.01) Contact -> 01 - 01 - KT-100 Security Off
REX schedule: New site - Always valid
☐ Unlock on REX ☑ Resettable REX function

Secondary REX option
REX contact: (01.01) Contact -> 01 - 01 - KT-100 Security Off
REX schedule: New site - Always valid
☐ Unlock on REX ☑ Resettable REX function

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.

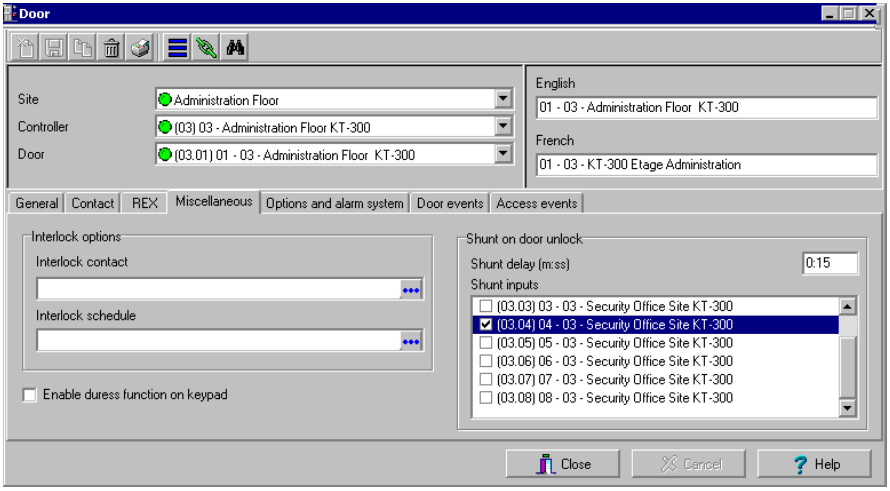
***NOTE:** It is recommended to choose either **Unlock on REX** or **Resettable Rex function**, not the two options at the same time. If you choose these two options, the door may remain unlocked for long periods of time. Moreover, these features should not be used if a door contact has not been defined.*

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.



Site: Administration Floor
Controller: (03) 03 - Administration Floor KT-300
Door: (03.01) 01 - 03 - Administration Floor KT-300

English: 01 - 03 - Administration Floor KT-300
French: 01 - 03 - KT-300 Etage Administration

Interlock options
Interlock contact:
Interlock schedule:
□ Enable duress function on keypad

Shunt on door unlock
Shunt delay (m:ss): 0:15
Shunt inputs
□ [03.03] 03 - 03 - Security Office Site KT-300
☑ [03.04] 04 - 03 - Security Office Site KT-300
□ [03.05] 05 - 03 - Security Office Site KT-300
□ [03.06] 06 - 03 - Security Office Site KT-300
□ [03.07] 07 - 03 - Security Office Site KT-300
□ [03.08] 08 - 03 - Security Office Site KT-300

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.

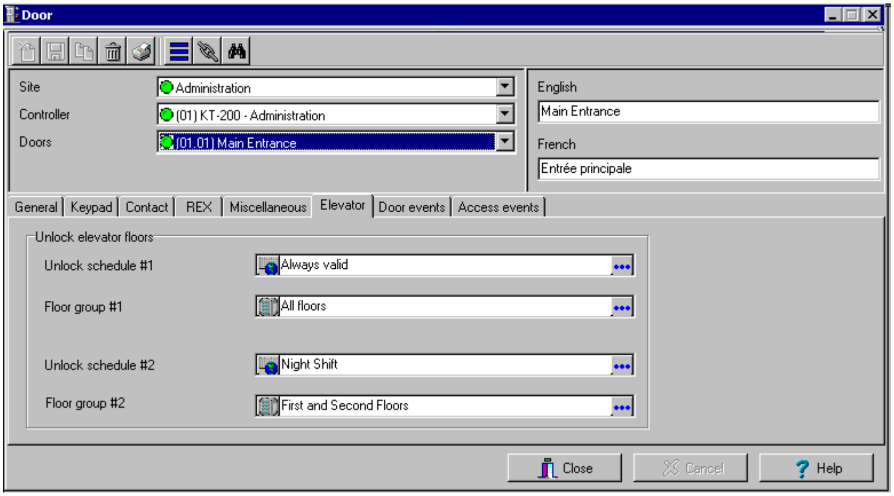
8 In the **Shunt inputs** scrolling pane, select inputs that will not be monitored when the door unlocks. Selected inputs will remain unmonitored for the delay defined in the **Shunt delay** field.

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.



Site: Administration

Controller: (01) KT-200 - Administration

Doors: (01.01) Main Entrance

English: Main Entrance

French: Entrée principale

Unlock elevator floors

Unlock schedule #1: Always valid

Floor group #1: All floors

Unlock schedule #2: Night Shift

Floor group #2: First and Second Floors

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.*

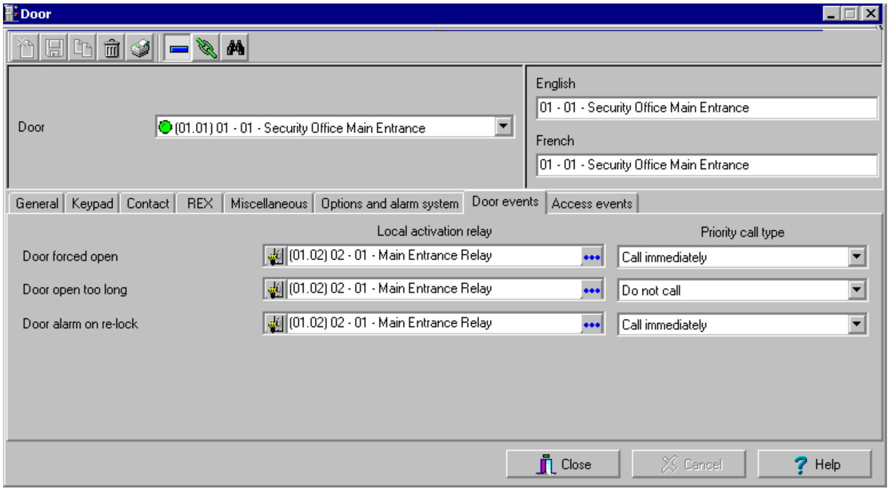
- *Only floors that have a valid schedule in the Floor Group definition will be "unlocked" or available for selection when the unlock schedules become valid.*

NOTE: *For more information on how to program elevator control using REB-8 relays, see "Defining KT-200 Expansion Devices" on page 61.*

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.



Door: (01.01) 01 - 01 - Security Office Main Entrance

English: 01 - 01 - Security Office Main Entrance

French: 01 - 01 - Security Office Main Entrance

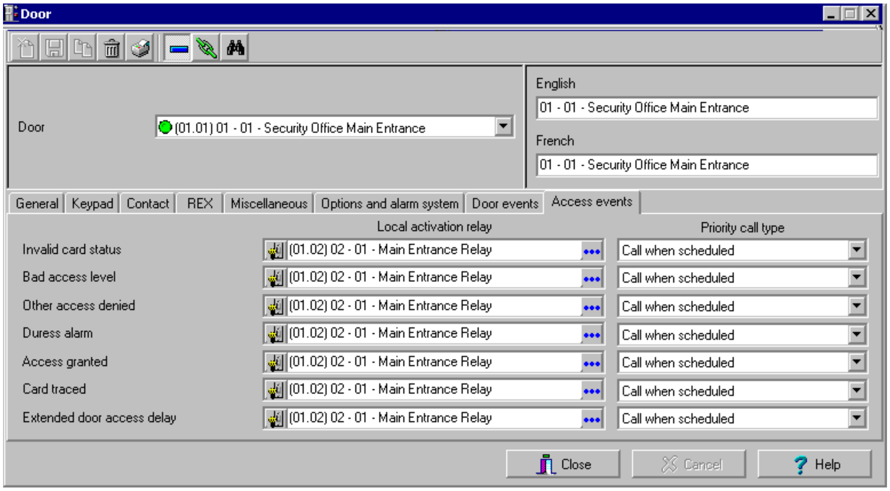
	Local activation relay	Priority call type
Door forced open	(01.02) 02 - 01 - Main Entrance Relay	Call immediately
Door open too long	(01.02) 02 - 01 - Main Entrance Relay	Do not call
Door alarm on re-lock	(01.02) 02 - 01 - Main Entrance Relay	Call immediately

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.



Door: (01.01) 01 - 01 - Security Office Main Entrance

English: 01 - 01 - Security Office Main Entrance

French: 01 - 01 - Security Office Main Entrance

	Local activation relay	Priority call type
Invalid card status	(01.02) 02 - 01 - Main Entrance Relay	Call when scheduled
Bad access level	(01.02) 02 - 01 - Main Entrance Relay	Call when scheduled
Other access denied	(01.02) 02 - 01 - Main Entrance Relay	Call when scheduled
Duress alarm	(01.02) 02 - 01 - Main Entrance Relay	Call when scheduled
Access granted	(01.02) 02 - 01 - Main Entrance Relay	Call when scheduled
Card traced	(01.02) 02 - 01 - Main Entrance Relay	Call when scheduled
Extended door access delay	(01.02) 02 - 01 - Main Entrance Relay	Call when scheduled

***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**.

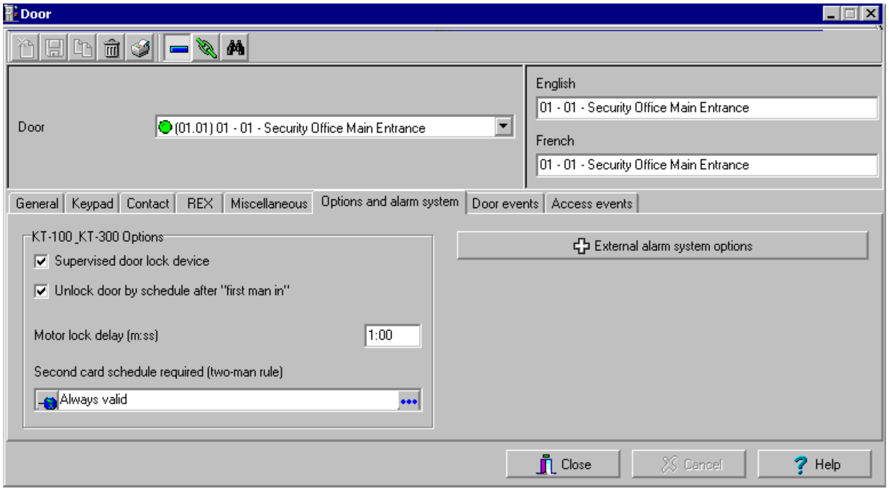
6 Under **Priority call type**, assign the call type option that best suits event reporting.

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.


Door
Door
(01.01) 01 - 01 - Security Office Main Entrance
English
01 - 01 - Security Office Main Entrance
French
01 - 01 - Security Office Main Entrance
General
Keypad
Contact
REX
Miscellaneous
Options and alarm system
Door events
Access events
KT-100_KT-300 Options
☑ Supervised door lock device
☑ Unlock door by schedule after "first man in"
Motor lock delay (m:ss) 1:00
Second card schedule required (two-man rule)
Always valid
External alarm system options
Close
Cancel
Help

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 been 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:

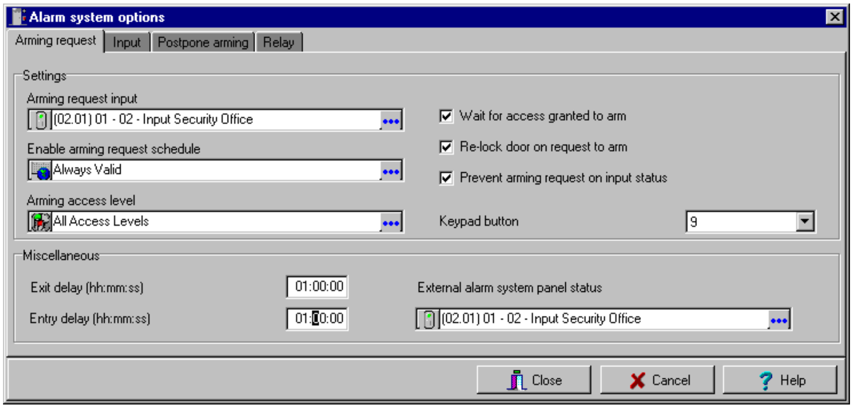
- On a valid card read on an arming reader
- On a valid arming code entered on a keypad
- By pressing a button on a keypad

- 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.



Settings

Arming request input: (02.01) 01 - 02 - Input Security Office

Enable arming request schedule: Always Valid

Arming access level: All Access Levels

☑ Wait for access granted to arm

☑ Re-lock door on request to arm

☑ Prevent arming request on input status

Keypad button: 9

Miscellaneous

Exit delay (hh:mm:ss): 01:00:00

Entry delay (hh:mm:ss): 01:00:00

External alarm system panel status: (02.01) 01 - 02 - Input Security Office

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).

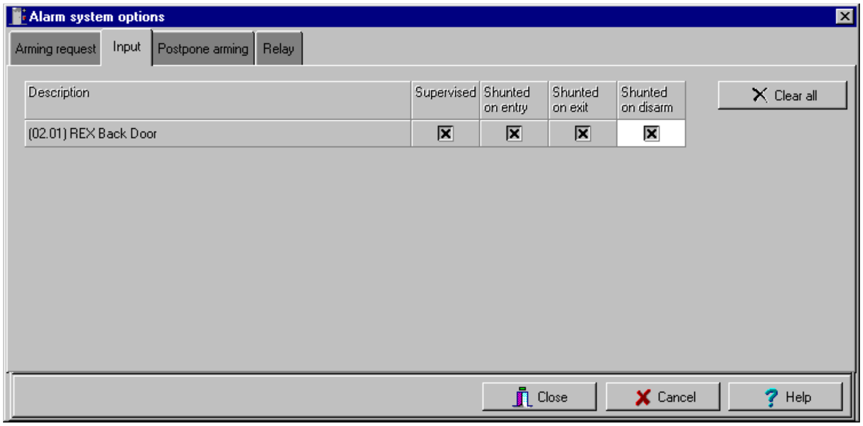
4 Use the right-click menu to create a new access level.

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.

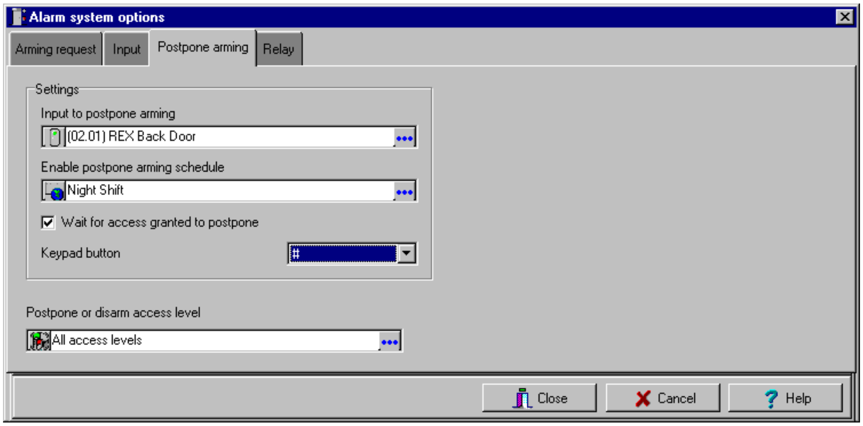
8 Select the **Input** tab to define input devices that will be supervised or shunted (no supervision) when the alarm system is armed. The input description column contains all the inputs that are defined in the system.



Description	Supervised	Shunted on entry	Shunted on exit	Shunted on disarm
(02.01) REX Back Door	☒	☒	☒	☒

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**.



Settings

Input to postpone arming: (02.01) REX Back Door

Enable postpone arming schedule: Night Shift

☑ Wait for access granted to postpone

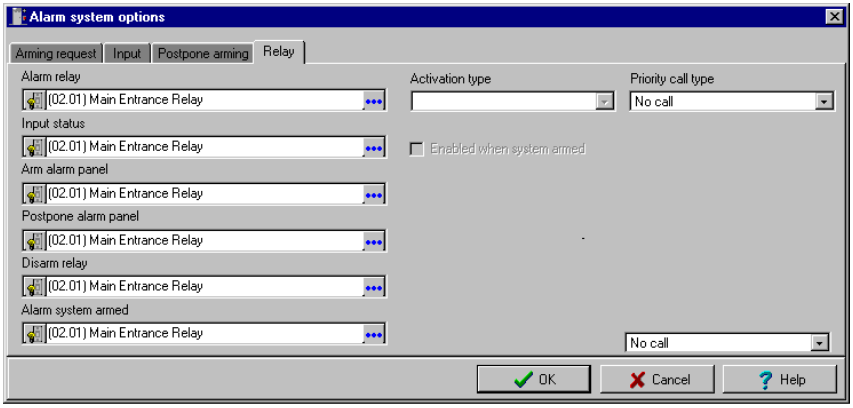
Keypad button: #

Postpone or disarm access level: All access levels

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.



Alarm system options

Alarm relay: (02.01) Main Entrance Relay

Input status: (02.01) Main Entrance Relay

Arm alarm panel: (02.01) Main Entrance Relay

Postpone alarm panel: (02.01) Main Entrance Relay

Disarm relay: (02.01) Main Entrance Relay

Alarm system armed: (02.01) Main Entrance Relay

Activation type:

□ Enabled when system armed

Priority call type: No call

No call

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****.*

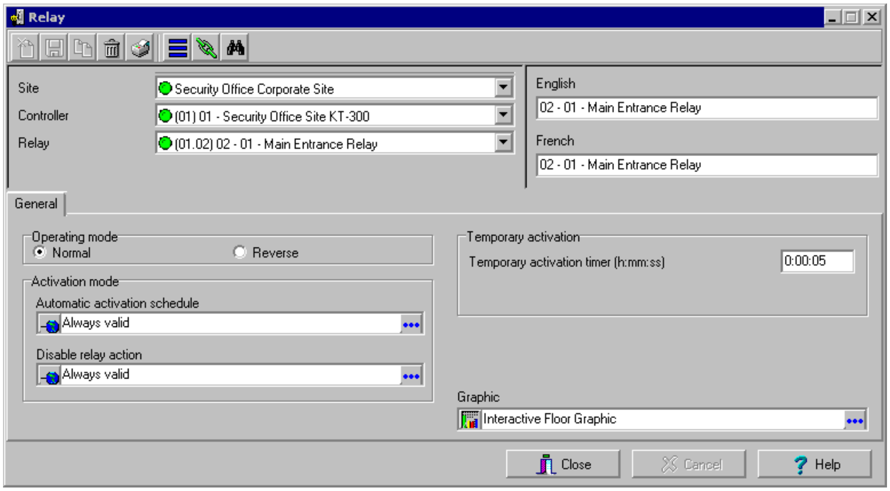
Configuring Relays

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.



Site: Security Office Corporate Site
Controller: (01) 01 - Security Office Site KT-300
Relay: (01.02) 02 - 01 - Main Entrance Relay
English: 02 - 01 - Main Entrance Relay
French: 02 - 01 - Main Entrance Relay

Operating mode: ● Normal ○ Reverse

Activation mode
Automatic activation schedule: Always valid
Disable relay action: Always valid

Temporary activation
Temporary activation timer (h:mm:ss): 0:00:05

Graphic: Interactive Floor Graphic

2 Select 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 graphic associated with the relay, if applicable.

Configuring Inputs

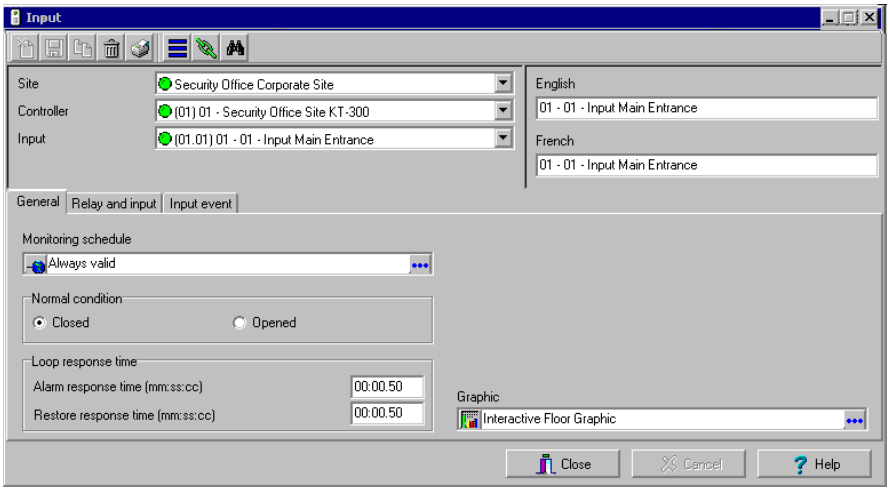
Door controllers can monitor the state of input points such as: door contacts, interlocks, alarm points, motion detectors, temperature sensors, any REX and other devices with dry contacts. KT-100 monitors the state of 4 input points, KT-200 monitors the state of 16 input points, and KT-300 monitors the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



Input

Site: Security Office Corporate Site
Controller: (01) 01 - Security Office Site KT-300
Input: (01.01) 01 - 01 - Input Main Entrance

English: 01 - 01 - Input Main Entrance
French: 01 - 01 - Input Main Entrance

Monitoring schedule: Always valid

Normal condition: ● Closed ○ Opened

Loop response time
Alarm response time (mm:ss:cc): 00:00.50
Restore response time (mm:ss:cc): 00:00.50

Graphic: Interactive Floor Graphic

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.*

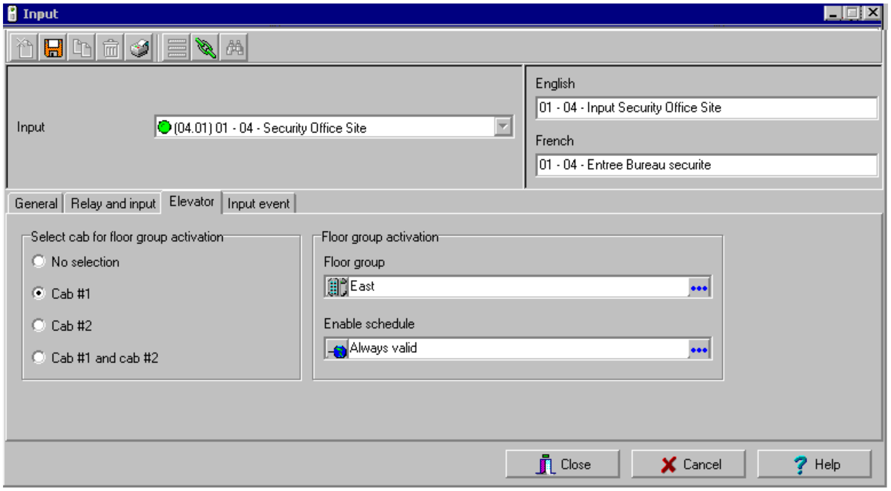
4 In the **Temporary Shunt Timer (h:mm:ss)** field, specify the period during which an input is not monitored. Setting the timer to 0:00:00 will instruct the relay to follow the input state. The maximum value for the Shunt delay (h:mm:ss) is 9:06:07.

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.



Input

Input: (04.01) 01 - 04 - Security Office Site

English: 01 - 04 - Input Security Office Site

French: 01 - 04 - Entree Bureau securite

General | Relay and input | Elevator | Input event

Select cab for floor group activation

○ No selection

● Cab #1

○ Cab #2

○ Cab #1 and cab #2

Floor group activation

Floor group: East

Enable schedule: Always valid

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.*

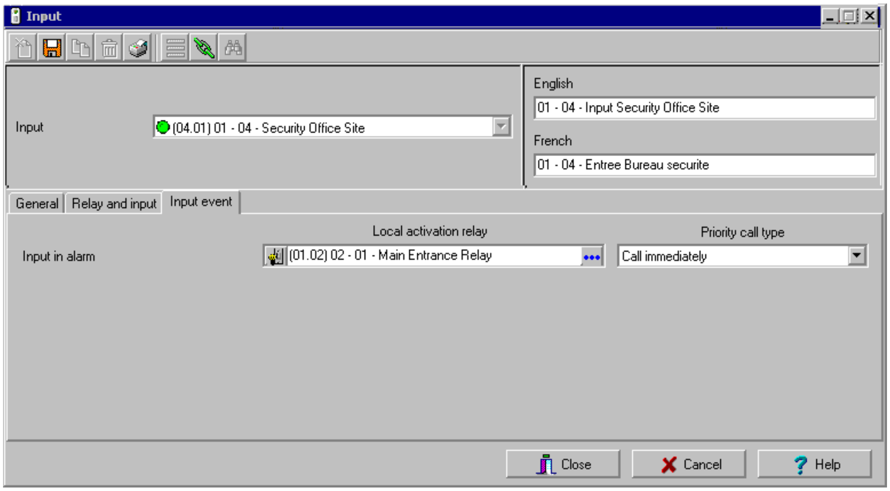
2 In the **Select cab for floor group activation** section, select the cab associated with the input.

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.



Input: (04.01) 01 - 04 - Security Office Site

English: 01 - 04 - Input Security Office Site

French: 01 - 04 - Entree Bureau securite

Local activation relay: Input in alarm (01.02) 02 - 01 - Main Entrance Relay

Priority call type: Call immediately

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

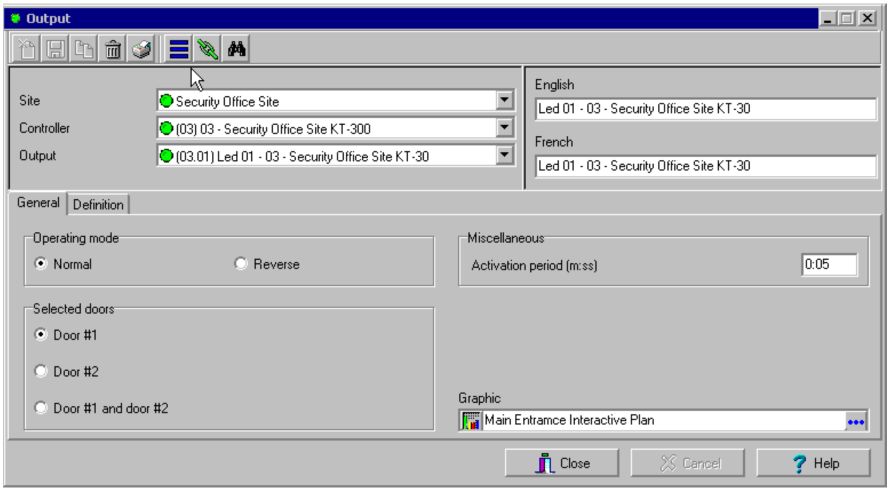
Outputs usually control the reader LED and buzzer. There are four outputs available per KT-200 and KT-300 controllers (2 per door). A KT-100 supervises the state of two outputs.

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.



Site: Security Office Site

Controller: (03) 03 - Security Office Site KT-300

Output: (03.01) Led 01 - 03 - Security Office Site KT-30

English: Led 01 - 03 - Security Office Site KT-30

French: Led 01 - 03 - Security Office Site KT-30

Operating mode: ● Normal ○ Reverse

Miscellaneous: Activation period (m:ss) 0:05

Selected doors: ● Door #1 ○ Door #2 ○ Door #1 and door #2

Graphic: Main Entramce Interactive Plan

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.

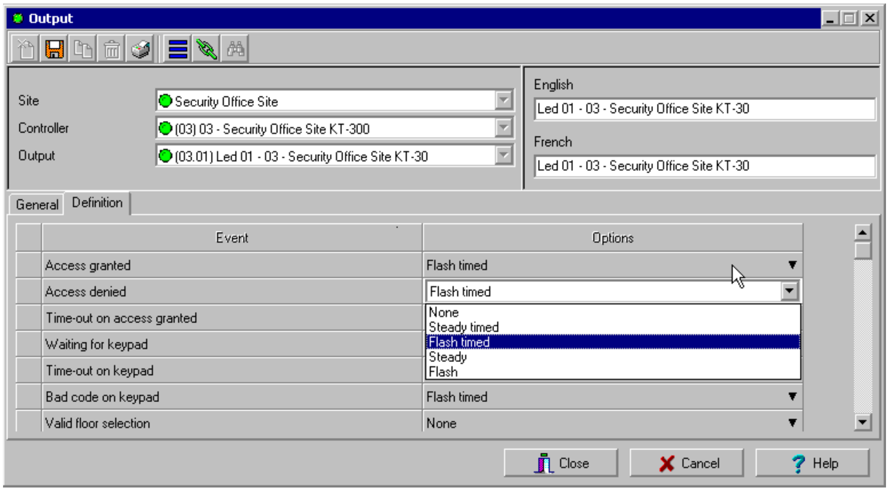
NOTE: This option is not available with KT-100.

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.

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.



Output

Site: Security Office Site

Controller: (03) 03 - Security Office Site KT-300

Output: (03.01) Led 01 - 03 - Security Office Site KT-30

English: Led 01 - 03 - Security Office Site KT-30

French: Led 01 - 03 - Security Office Site KT-30

General | Definition

Event	Options
Access granted	Flash timed
Access denied	Flash timed
Time-out on access granted	
Waiting for keypad	
Time-out on keypad	
Bad code on keypad	Flash timed
Valid floor selection	None

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.

Chapter 5 • Definition

Use the **Definition** toolbar to define the system logical components such as:

- Schedules
- Floors
- Graphics
- Holidays

Defining Schedules

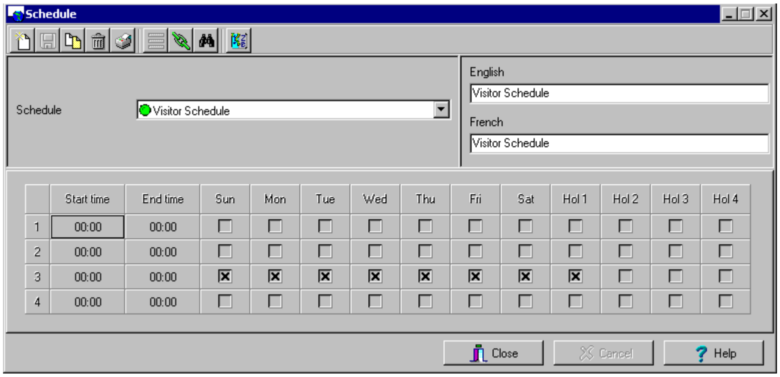
A schedule indicates when the system will execute certain operations such as automatically unlocking doors, permitting access to employees, running automatic reports, monitoring inputs, etc. It also determines when events are to be acknowledged or when to activate relays controlling different functions (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.

To define a schedule:

1 From the EntraPass main window, click the **Definition** tab. Then click the **Schedules** icon from the **Definition** toolbar.



Schedule: Visitor Schedule

English: Visitor Schedule

French: Visitor Schedule

	Start time	End time	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hol 1	Hol 2	Hol 3	Hol 4
1	00:00	00:00	□	□	□	□	□	□	□	□	□	□	□
2	00:00	00:00	□	□	□	□	□	□	□	□	□	□	□
3	00:00	00:00	☒	☒	☒	☒	☒	☒	☒	☒	□	□	□
4	00:00	00:00	□	□	□	□	□	□	□	□	□	□	□

2 From the **Schedule** drop down list, select the schedule you want to modifyor 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.

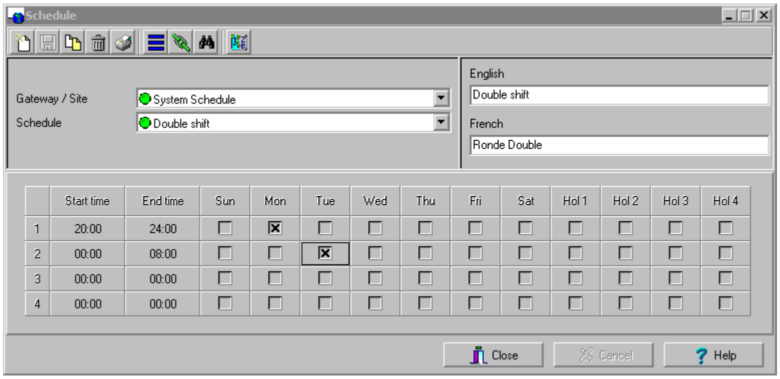
NOTE: *EntraPass supports four types of holidays.*

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;



Gateway / Site: System Schedule
Schedule: Double shift
English: Double shift
French: Ronde Double

	Start time	End time	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hol 1	Hol 2	Hol 3	Hol 4
1	20:00	24:00	□	☒	□	□	□	□	□	□	□	□	□
2	00:00	08:00	□	□	☒	□	□	□	□	□	□	□	□
3	00:00	00:00	□	□	□	□	□	□	□	□	□	□	□
4	00:00	00:00	□	□	□	□	□	□	□	□	□	□	□

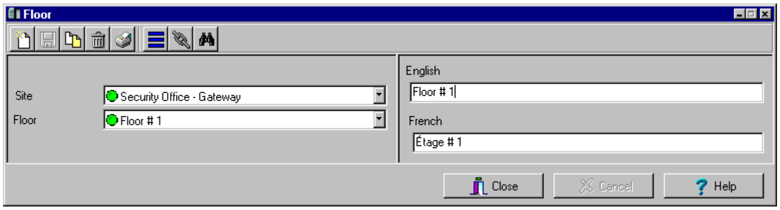
2 Define a second interval for Tuesday from 00:00 to 08:00. The system considers these two intervals as one continuous interval.

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.



Site: Security Office - Gateway
Floor: Floor # 1
English: Floor # 1
French: Étage # 1

2. In the **Site** drop-down list, select the 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.

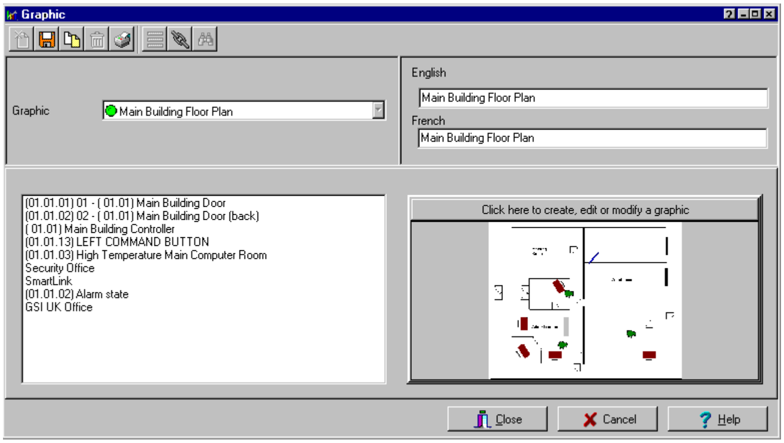
With graphics, operators can easily view the exact location of a component installed on a site, or the status of components and devices such as doors, contacts, motion detectors, controllers, assigned to the graphic. Operators can perform manual operations directly from the displayed component (for example lock/unlock a door).

You can create as many graphics as you need. Each graphic can display up to 250 components. 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-SE\Generaldata\Demobmp folder.*

To create a background image:

1 In the Definition window, select the **Graphics** icon.



Graphic: Main Building Floor Plan

English: Main Building Floor Plan

French: Main Building Floor Plan

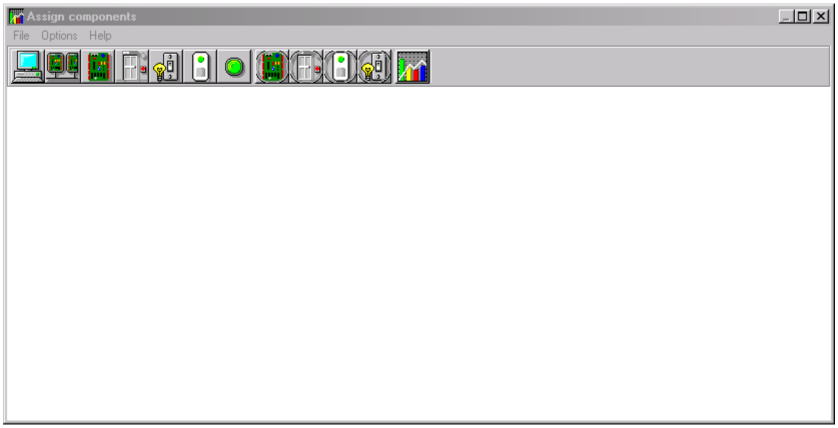
(01.01.01) 01 - (01.01) Main Building Door
(01.01.02) 02 - (01.01) Main Building Door (back)
(01.01) Main Building Controller
(01.01.13) LEFT COMMAND BUTTON
(01.01.03) High Temperature Main Computer Room
Security Office
SmartLink
(01.01.02) Alarm state
GSI UK Office

2 From the **Graphic** drop-down list, select the graphic you want to modify, or click the **New** icon to create a new one.

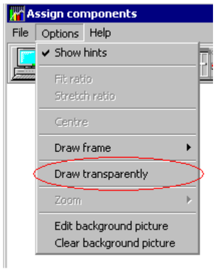
3 Assign a name to the graphic (or modify the existing name).

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.

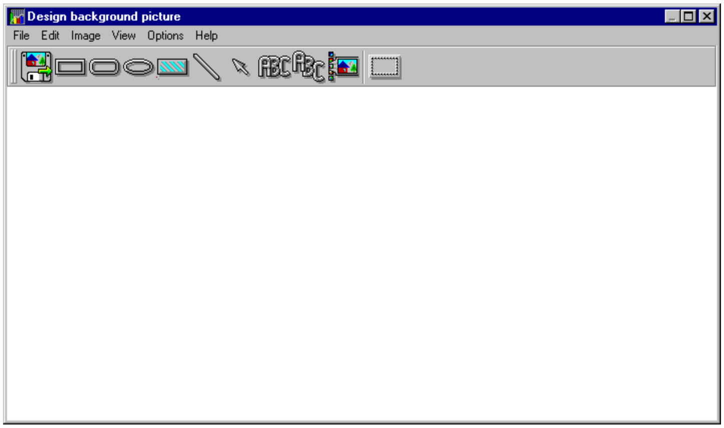


5 Click on **Options** to display pull down menu of drawing options.



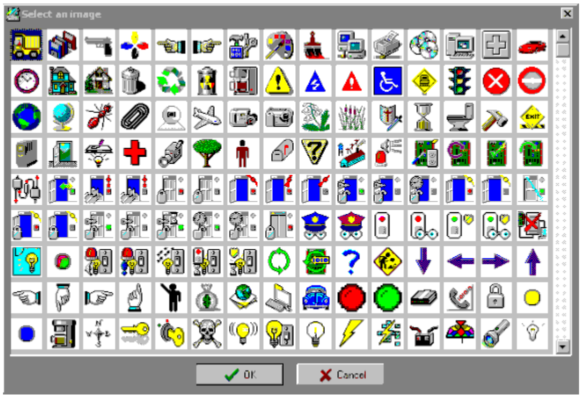
*NOTE: The **Draw transparently** option allows you to place a transparent icon on top of a background picture for a blended effect.*

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.

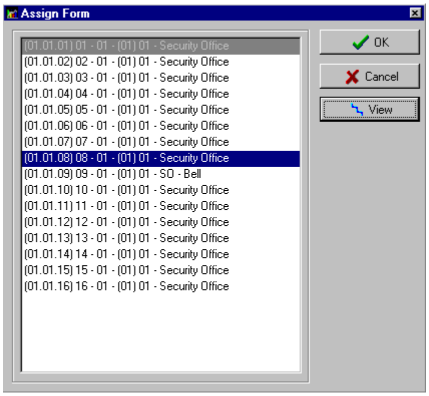
6 Select the **Save annotations** option to save annotations on a separate file from your graphic in order to retrieve them for later use.

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.



(01.01.01) 01 - 01 - (01) 01 - Security Office
(01.01.02) 02 - 01 - (01) 01 - Security Office
(01.01.03) 03 - 01 - (01) 01 - Security Office
(01.01.04) 04 - 01 - (01) 01 - Security Office
(01.01.05) 05 - 01 - (01) 01 - Security Office
(01.01.06) 06 - 01 - (01) 01 - Security Office
(01.01.07) 07 - 01 - (01) 01 - Security Office
(01.01.08) 08 - 01 - (01) 01 - Security Office
(01.01.09) 09 - 01 - (01) 01 - SO - Bell
(01.01.10) 10 - 01 - (01) 01 - Security Office
(01.01.11) 11 - 01 - (01) 01 - Security Office
(01.01.12) 12 - 01 - (01) 01 - Security Office
(01.01.13) 13 - 01 - (01) 01 - Security Office
(01.01.14) 14 - 01 - (01) 01 - Security Office
(01.01.15) 15 - 01 - (01) 01 - Security Office
(01.01.16) 16 - 01 - (01) 01 - Security Office

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

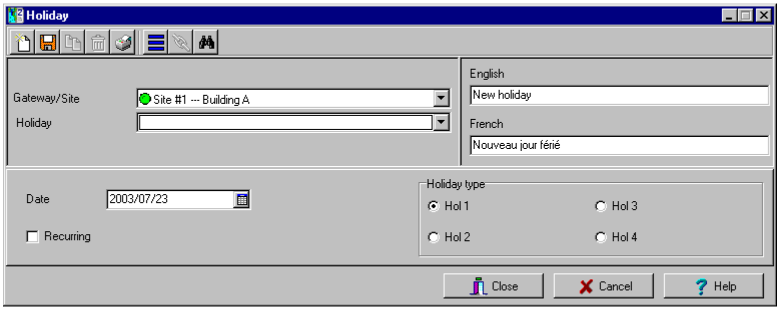
A holiday is treated differently than other days. It is recommended to program holidays at the beginning of the year; this helps to modify floating holidays for the current year (Easter, Thanksgiving Day, etc.).

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.



Gateway/Site: Site #1 --- Building A

Holiday:

English: New holiday

French: Nouveau jour férié

Date: 2003/07/23

□ Recurring

Holiday type: ● Hol 1 ○ Hol 2 ○ Hol 3 ○ Hol 4

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 6 • 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:

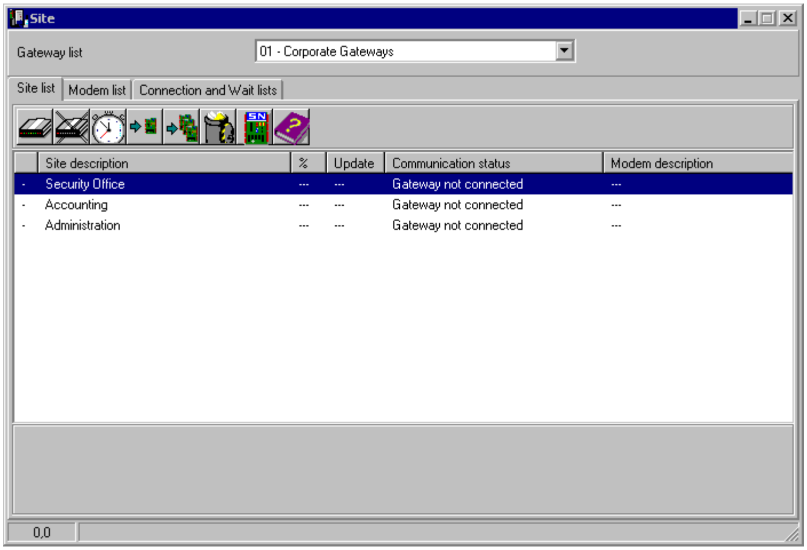
1. From the EntraPass workstation main window, select the **Operations** tab and click the **Reload data** to open the following Reload data window.
2. Select the desired gateway to reload. You may select the **Enable graphic** icon or the **Enable animation** icon in order to view real-time system animation 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.



Gateway list: 01 - Corporate Gateways

	Site description	%	Update	Communication status	Modem description
-	Security Office	---	---	Gateway not connected	---
-	Accounting	---	---	Gateway not connected	---
-	Administration	---	---	Gateway not 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).

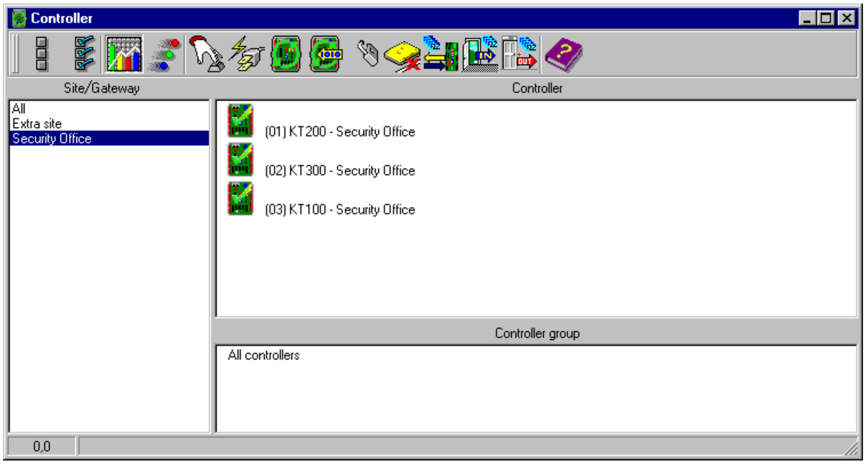
From the controller reset window, you may perform operations on the reader. For example, you may:

- 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 3.*

To reset a controller:

1 From the Operations window, select the **Controller reset** icon.



All
Extra site
Security Office

(01) KT200 - Security Office
(02) KT300 - Security Office
(03) KT100 - Security Office

All controllers

2 From the Site list (left-hand pane), select the Site on which the controller is located.

NOTE: *If only one Siteis defined in the system, the Site 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).

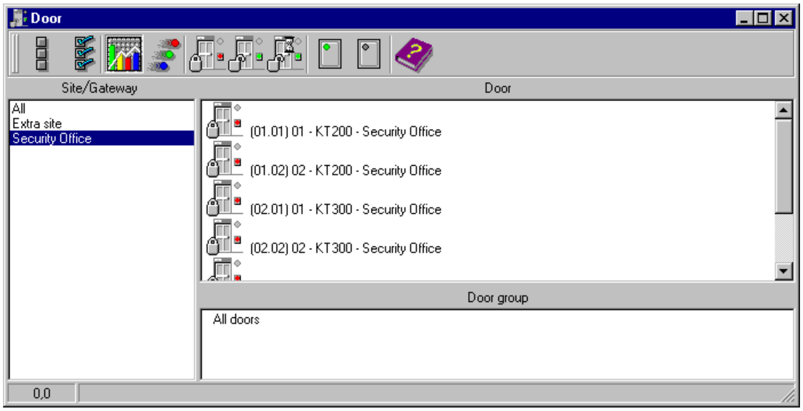
There are various reasons why you would want to perform one of these operations; for example you may need to "disable a reader" for a short period in order to deny access to the door, etc.

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.


Door
Site/Gateway
Door
All
Extra site
Security Office
(01.01) 01 - KT200 - Security Office
(01.02) 02 - KT200 - Security Office
(02.01) 01 - KT300 - Security Office
(02.02) 02 - KT300 - Security Office
Door group
All doors
0,0

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.*

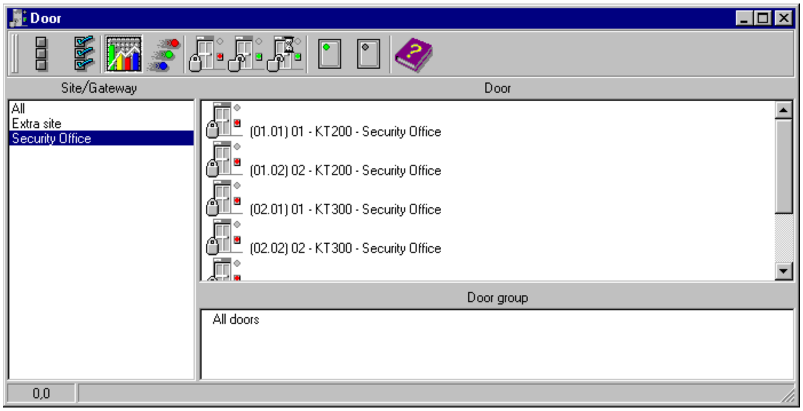
3 Select desired door(s) from top right-hand or **All doors** from bottom right-hand.

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.



Door
Site/Gateway
Door
All
Extra site
Security Office
(01.01) 01 - KT200 - Security Office
(01.02) 02 - KT200 - Security Office
(02.01) 01 - KT300 - Security Office
(02.02) 02 - KT300 - Security Office
Door group
All doors
0,0

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.

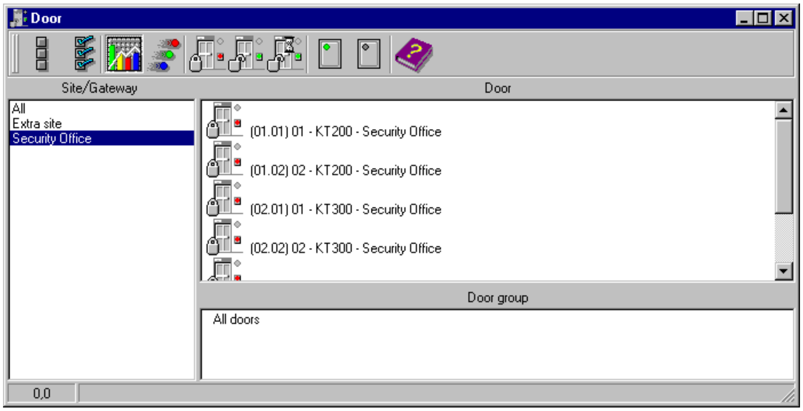
3 Select door in the upper part of the right-hand. You may also select a door group under the **All doors** (bottom of window).

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.


Door
Site/Gateway
Door
All
Extra site
Security Office
(01.01) 01 - KT200 - Security Office
(01.02) 02 - KT200 - Security Office
(02.01) 01 - KT300 - Security Office
(02.02) 02 - KT300 - Security Office
Door group
All doors
0,0

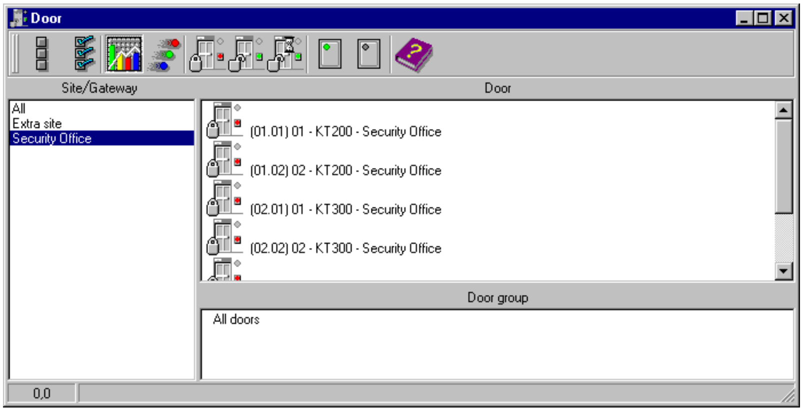
2 The left-hand pane displays the site or gateway lists. You may select **All** or select a specific site or gateway. The Doors appear in the right-hand.

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.


Door
Site/Gateway
Door
All
Extra site
Security Office
(01.01) 01 - KT200 - Security Office
(01.02) 02 - KT200 - Security Office
(02.01) 01 - KT300 - Security Office
(02.02) 02 - KT300 - Security Office
Door group
All doors
0,0

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.*

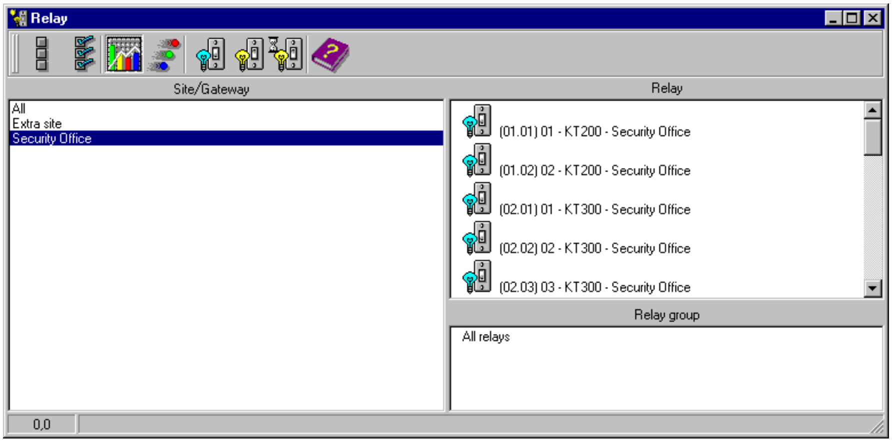
Manual Operations on Relays

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.


Relay
Site/Gateway
All
Extra site
Security Office
Relay
(01.01) 01 - KT200 - Security Office
(01.02) 02 - KT200 - Security Office
(02.01) 01 - KT300 - Security Office
(02.02) 02 - KT300 - Security Office
(02.03) 03 - KT300 - Security Office
Relay group
All relays
0,0

2 In the left-hand pane, you may select a site or gateway, or you may select **All** to display all the relays.

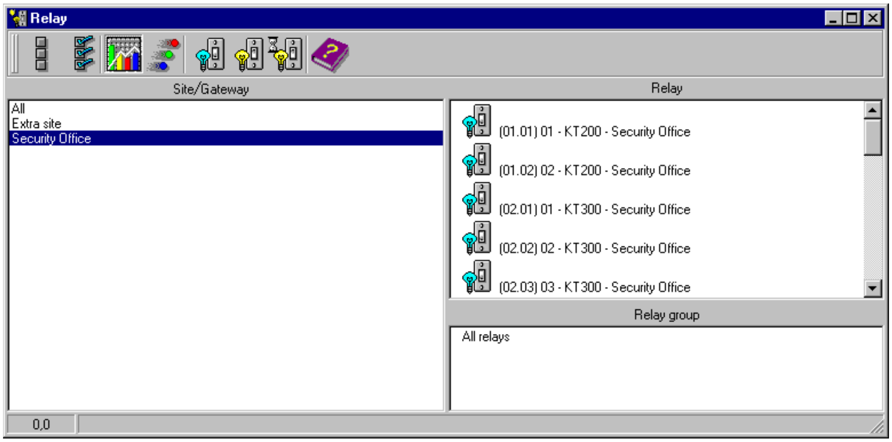
3 In the right-hand, you may select a relay in the upper part of the window, or you may select **All** in the lower part of the window.

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.


Relay
Site/Gateway
All
Extra site
Security Office
Relay
(01.01) 01 - KT200 - Security Office
(01.02) 02 - KT200 - Security Office
(02.01) 01 - KT300 - Security Office
(02.02) 02 - KT300 - Security Office
(02.03) 03 - KT300 - Security Office
Relay group
All relays
0,0

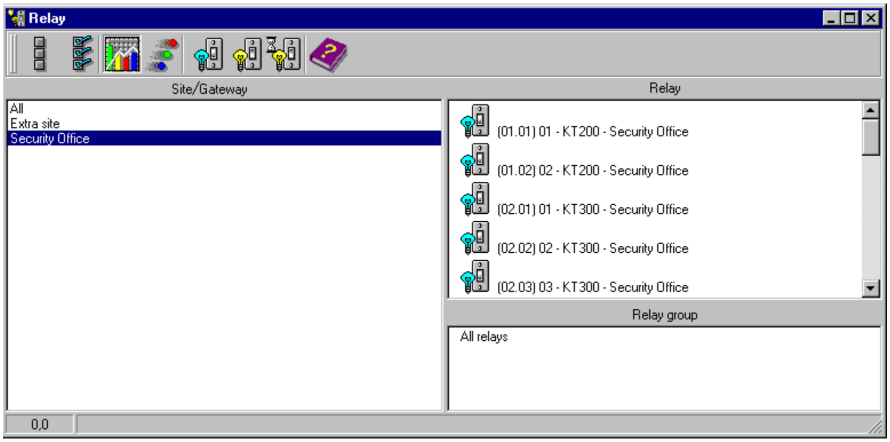
2 In the left-hand pane, you may select a site or gateway, or you may select **All** to display all the relays.

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:

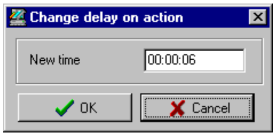
1 From the Operation window, select the **Relay** icon.


Relay
Site/Gateway
All
Extra site
Security Office
Relay
(01.01) 01 - KT200 - Security Office
(01.02) 02 - KT200 - Security Office
(02.01) 01 - KT300 - Security Office
(02.02) 02 - KT300 - Security Office
(02.03) 03 - KT300 - Security Office
Relay group
All relays
0,0

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.



New time 00:00:06

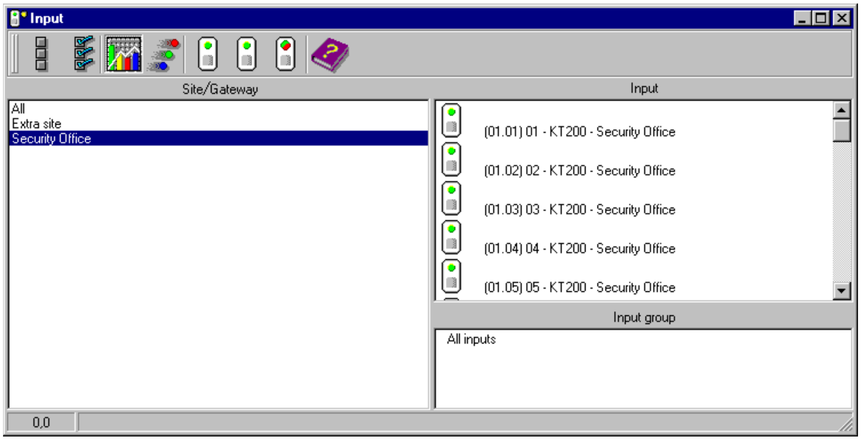
5 Enter the desired delay time and click **OK**.

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.


Input
Site/Gateway
All
Extra site
Security Office
Input
(01.01) 01 - KT200 - Security Office
(01.02) 02 - KT200 - Security Office
(01.03) 03 - KT200 - Security Office
(01.04) 04 - KT200 - Security Office
(01.05) 05 - KT200 - Security Office
Input group
All inputs
0,0

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 7 • 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,
- 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

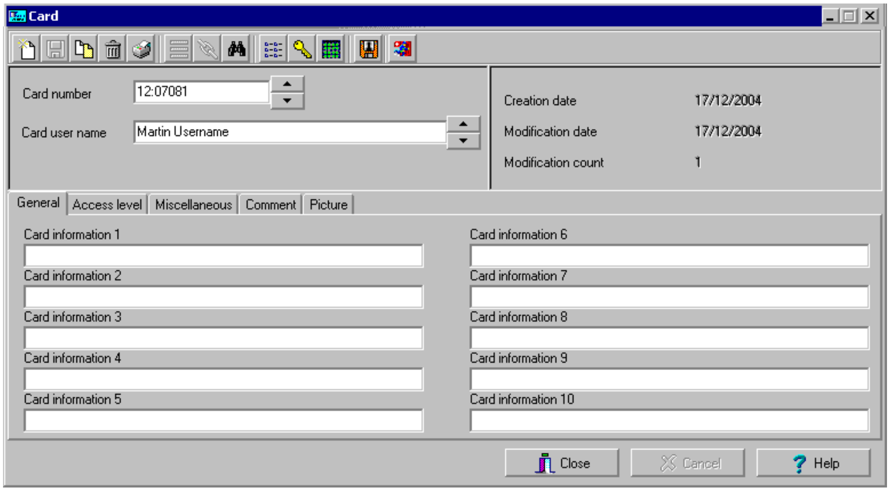
Cards are defined by the following properties: card number, cardholder name, access level and status (valid, invalid, pending, lost/stolen). Cards records can be searched, sorted and deleted.

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.



Card number: 12:07081
Card user name: Martin Username
Creation date: 17/12/2004
Modification date: 17/12/2004
Modification count: 1

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.

NOTE: *The system automatically displays the Creation date, the Modification date and the Modification count information.*

5 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.*

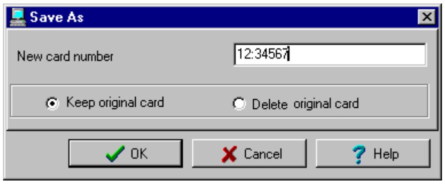
6 Click the **Save** icon.

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.



Save As

New card number: 12:34567

● Keep original card ○ Delete original card

2 Enter the new card number in the **New card number** field.

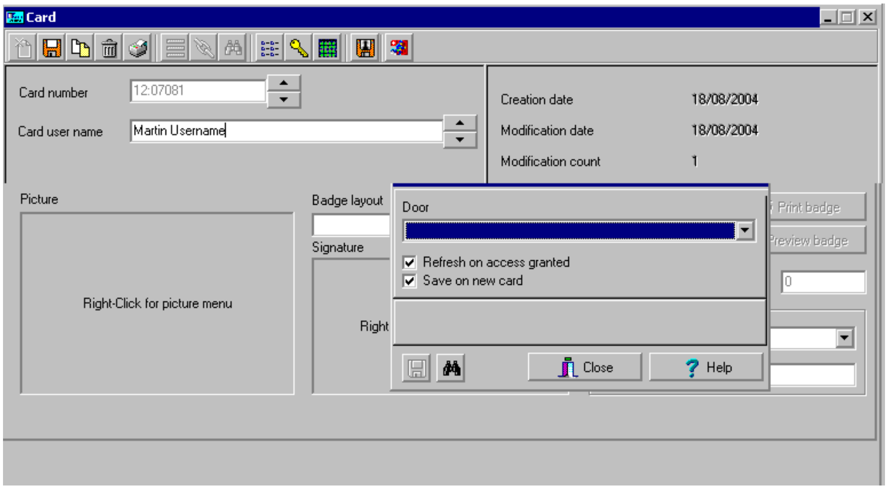
3 Select the **Keep/Delete original card** options to specify if the original card should be kept or deleted (usually kept), then click **OK** to save the new information. The Card window is displayed.

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.



Card number 12:07081

Card user name Martin Username

Creation date 18/08/2004

Modification date 18/08/2004

Modification count 1

☑ Refresh on access granted

☑ Save on new card

2 From the **Door** drop-down list, select the Door that will be used to read the cards.

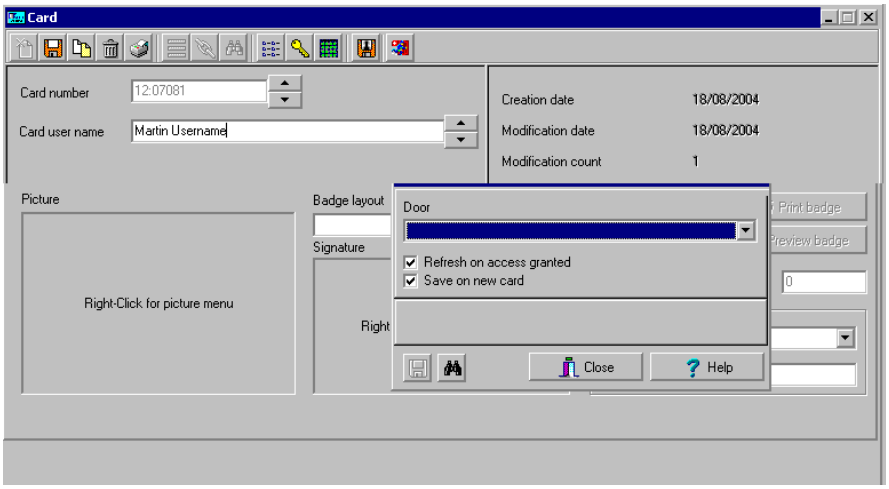
3 Check the following options:

- **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.



Card number 12:07081

Card user name Martin Username

Creation date 18/08/2004

Modification date 18/08/2004

Modification count 1

☑ Refresh on access granted

☑ Save on new card

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

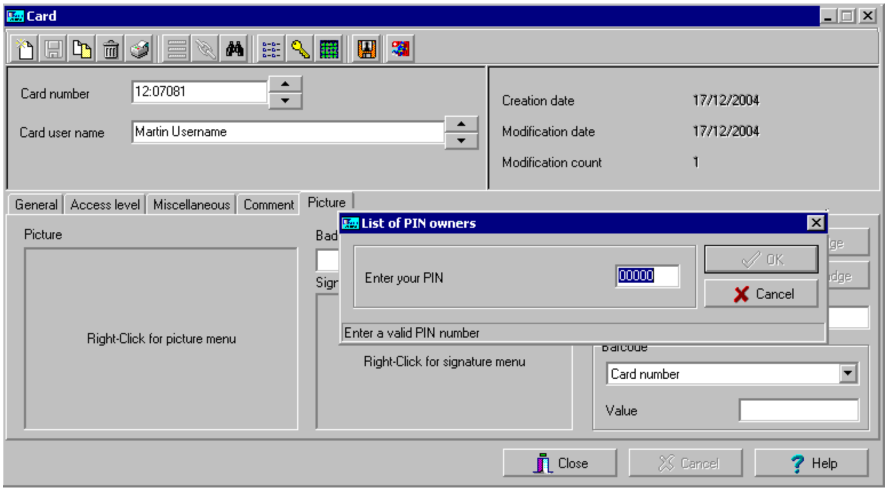
5 Enter the information for the new card.

Viewing and Verifying PINs

EntraPass enables you to view and verify cardholders' PINs in the Card and windows.

To view cards assigned the same PIN:

1 From the **Card** window, click the **List of PIN owners** button .



Card number 12:07081

Card user name Martin Username

Creation date 17/12/2004

Modification date 17/12/2004

Modification count 1

Enter your PIN 00000

Enter a valid PIN number

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.*

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.

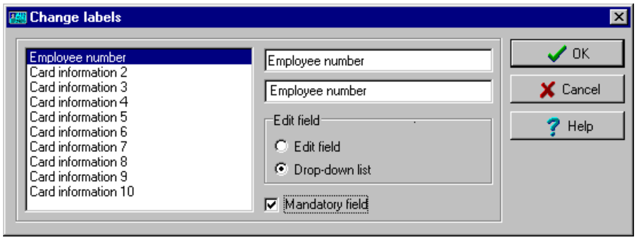
***NOTE:** Although a deleted card is removed from the card database, it remains in the card history; all events involving that card remain in the event messages database. An event report locating past events that involved any deleted card can be performed.*

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:



Change labels

Employee number
Card information 2
Card information 3
Card information 4
Card information 5
Card information 6
Card information 7
Card information 8
Card information 9
Card information 10

Employee number

Employee number

Edit field
○ Edit field
● Drop-down list

☑ Mandatory field

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 178.

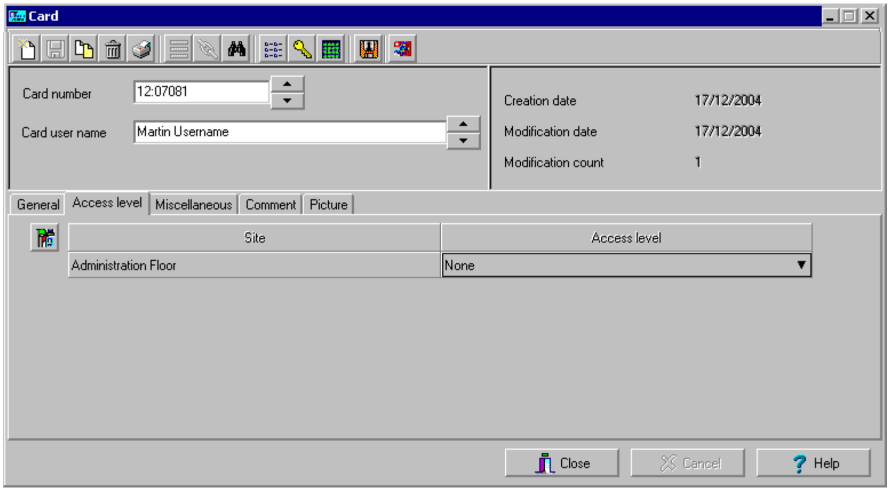
***NOTE:** When you modify the access level assigned to a card, you also modify the user’s access permission to the doors and schedules associated to that access level.*

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.



Card number 12:07081
Card user name Martin Username
Creation date 17/12/2004
Modification date 17/12/2004
Modification count 1

Site	Access level
Administration Floor	None

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**.

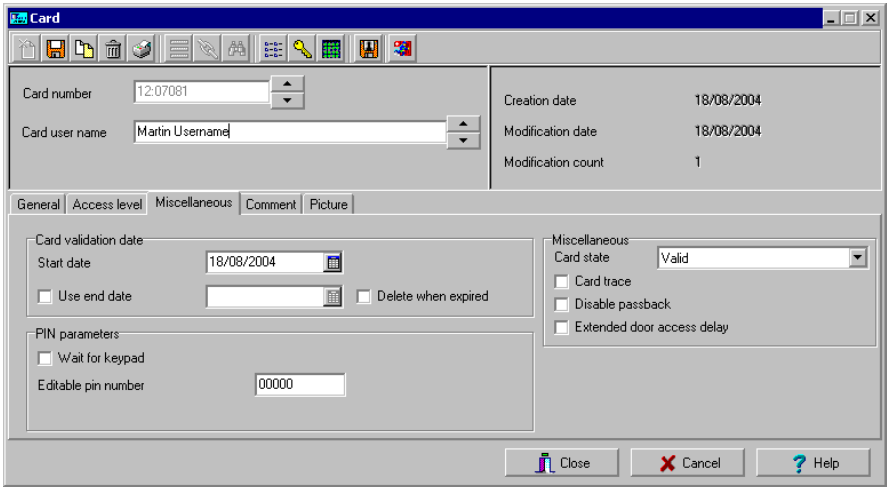
*NOTE: You have to create Access levels (**Users** > **Access Level**) to have them displayed in the **Access Level** drop-down list.*

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".



Card number 12:07081

Card user name Martin Username

Creation date 18/08/2004

Modification date 18/08/2004

Modification count 1

Card validation date

Start date 18/08/2004

□ Use end date

□ Delete when expired

PIN parameters

□ Wait for keypad

Editable pin number 00000

Miscellaneous

Card state Valid

□ Card trace

□ Disable passback

□ Extended door access delay

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".

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 72.*

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.

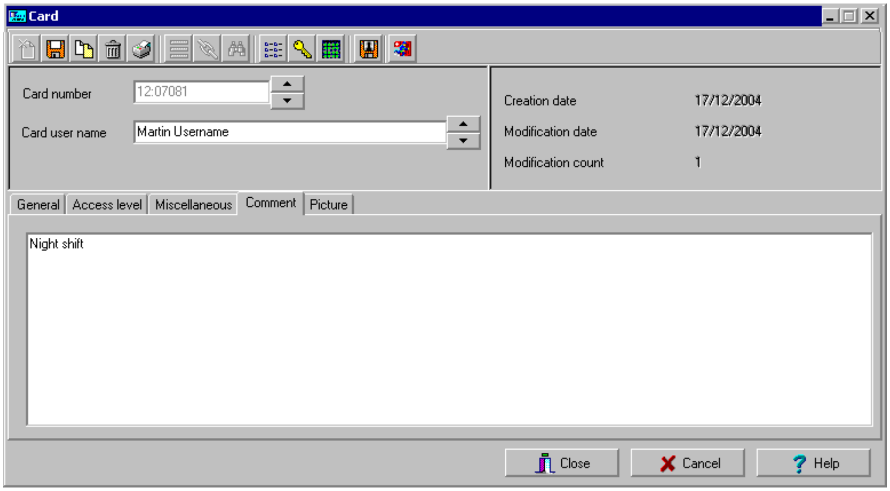
7 Check the **Disable passback** option if you want the card to override the passback option when defined.

*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.*

Adding Comments to a Card

To add comments to a card:

1 From the Card window, select the **Comment** tab.



Card number: 12:07081

Card user name: Martin Username

Creation date: 17/12/2004

Modification date: 17/12/2004

Modification count: 1

Night shift

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.

Assigning Pictures and Signatures

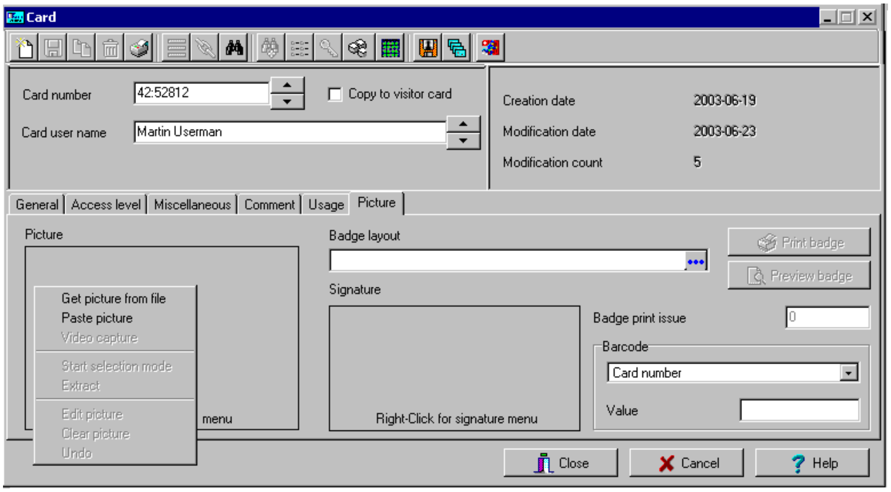
EntraPass offers the ability to associate photos and signatures with cardholders and to associate badge templates with cards as well as to print badges.

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.



Card number: 42:52812

☐ Copy to visitor card

Card user name: Martin Userman

Creation date: 2003-06-19

Modification date: 2003-06-23

Modification count: 5

Badge print issue: 0

Barcode: Card number

Value:

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.*

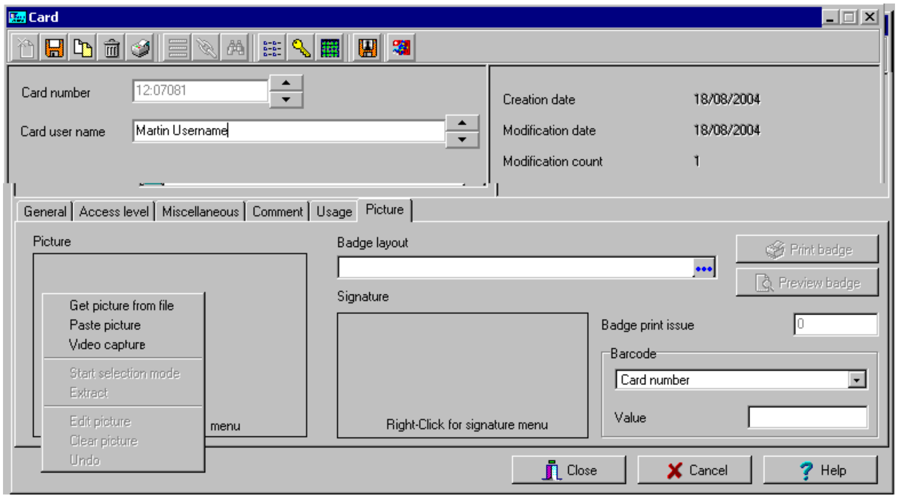
Assigning a picture using a video camera

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.



Card

Card number: 12:07081

Card user name: Martin Username

Creation date: 18/08/2004

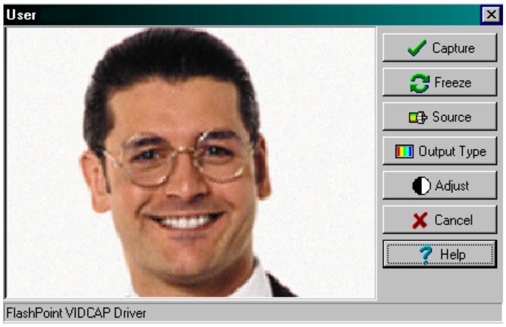
Modification date: 18/08/2004

Modification count: 1

Badge print issue: 0

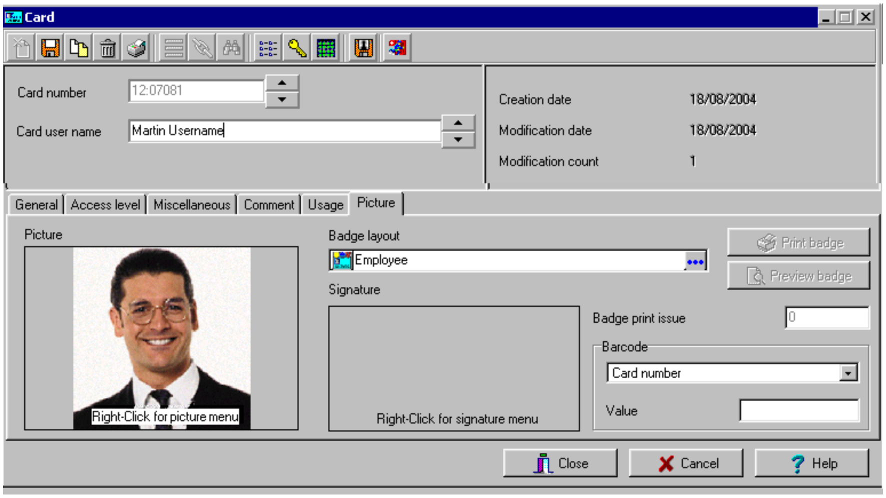
Barcode: Card number

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 298.*

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.


Card number: 12:07081

Card user name: Martin Username

Creation date: 18/08/2004

Modification date: 18/08/2004

Modification count: 1

Badge layout: Employee

Badge print issue: 0

Barcode: Card number

Value:

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 144.

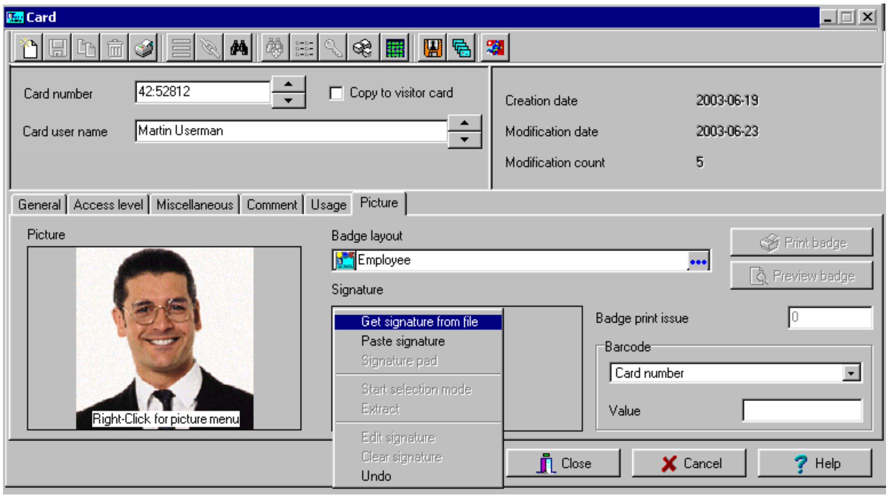
NOTE: *The Print* ***badge*** *and* ***Preview badge*** *buttons are enabled only when a badge printer and badge layout has been selected and the option Use badge printer checked:* ***Options > Printer>Badge printer****. If these buttons are enabled, you can preview and print the cardholder’s badge.*

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.



Card number: 42:52812

□ Copy to visitor card

Card user name: Martin Userman

Creation date: 2003-06-19

Modification date: 2003-06-23

Modification count: 5

Badge layout: Employee

Badge print issue: 0

Barcode: Card number

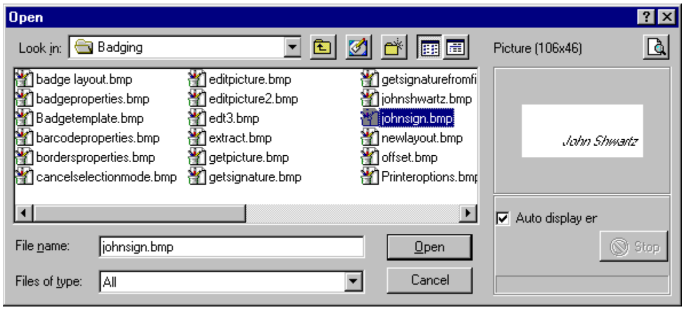
Value:

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**).*


Open

Look in: Badging

File name: johnsign.bmp

Files of type: All

Picture (106x46)

☑ Auto display er

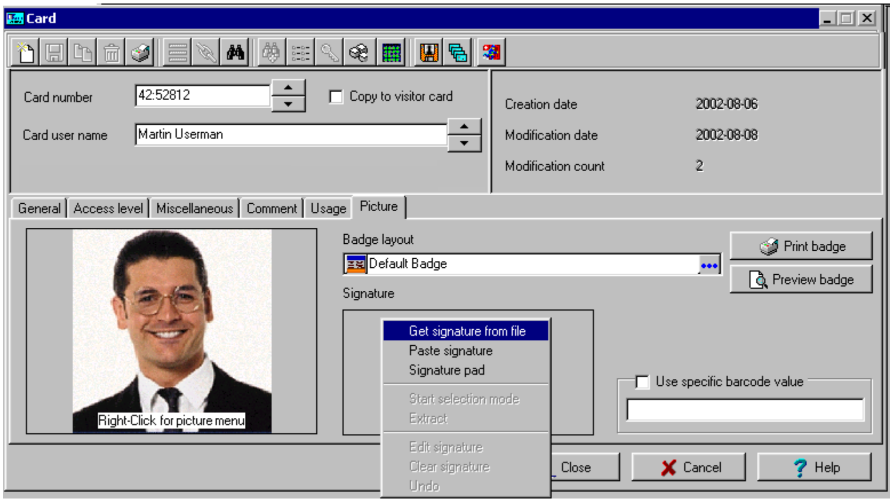
3 Select the signature file, then click **Open**.

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.


Card

Card number: 42:52812

□ Copy to visitor card

Card user name: Martin Userman

Creation date: 2002-08-06

Modification date: 2002-08-08

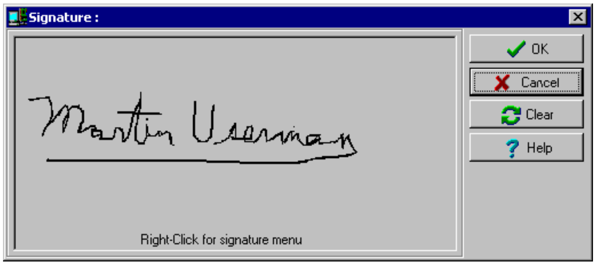
Modification count: 2

Badge layout: Default Badge

□ Use specific barcode value

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

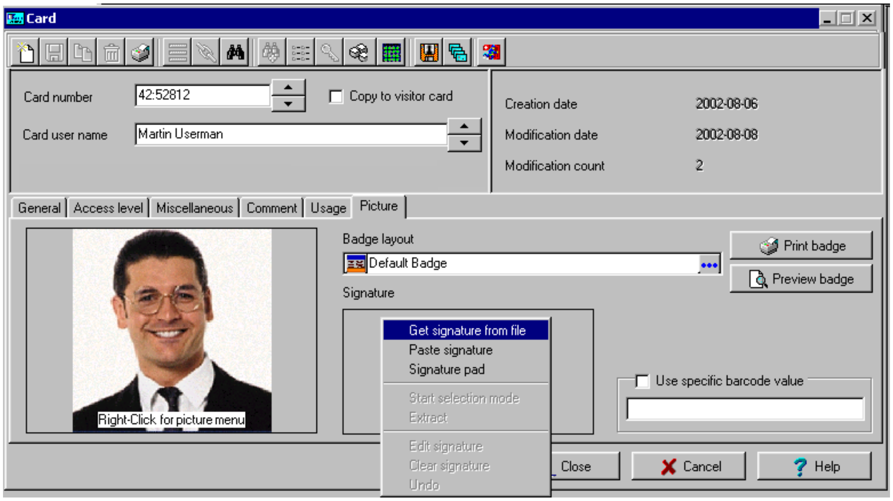
The EntraPass Integrated Badging feature allows users to extract part of an image or enhance images that are incorporated into cards.

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.



Card

Card number 42:52812 □ Copy to visitor card

Card user name Martin Userman

Creation date 2002-08-06

Modification date 2002-08-08

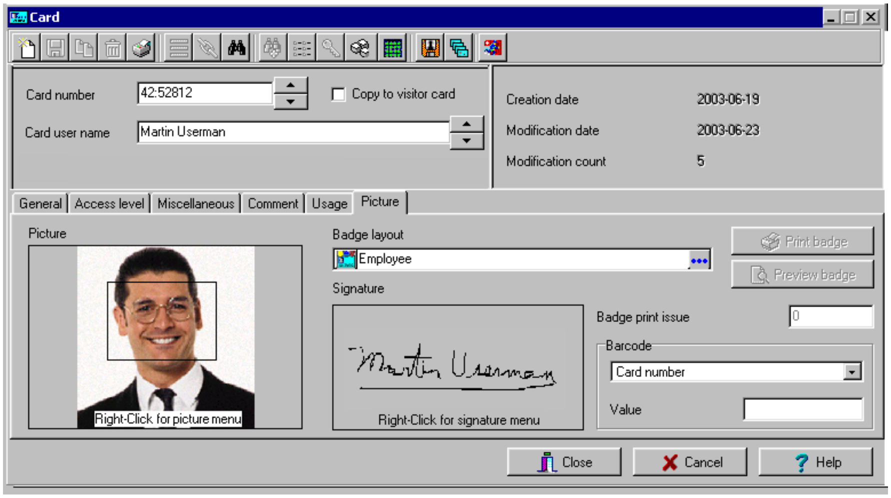
Modification count 2

Badge layout: Default Badge

□ Use specific barcode value

*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.



Card

Card number 42:52812 □ Copy to visitor card

Card user name Martin Userman

Creation date 2003-06-19

Modification date 2003-06-23

Modification count 5

Badge layout: Employee

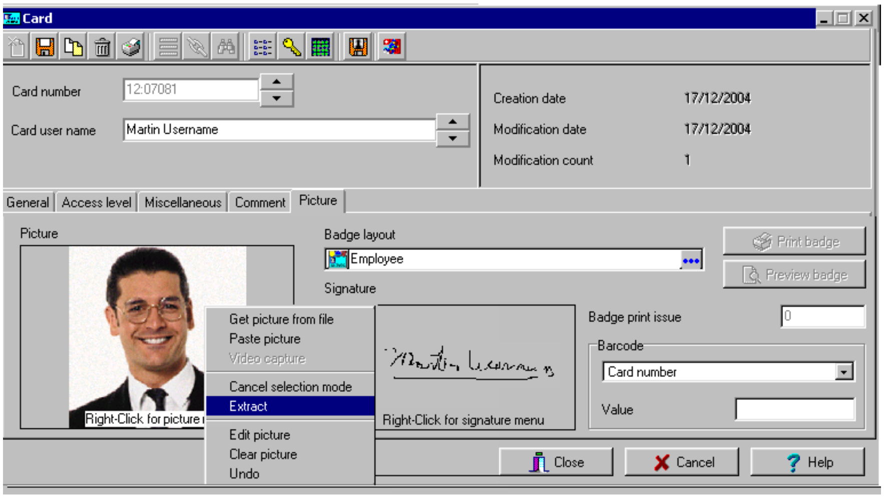
Badge print issue: 0

Barcode: Card number

Value:

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.



Card number: 12:07081

Card user name: Martin Username

Creation date: 17/12/2004

Modification date: 17/12/2004

Modification count: 1

Badge layout: Employee

Badge print issue: 0

Barcode: Card number

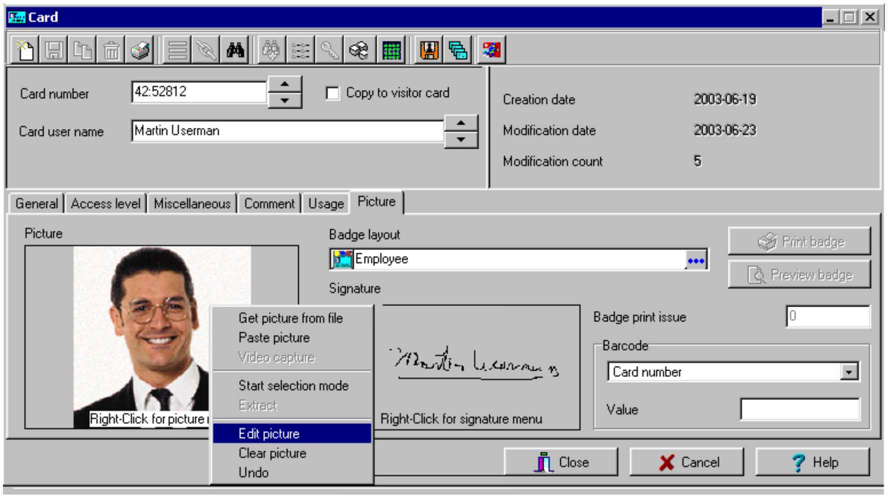
Value:

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.



Card

Card number 42:52812

☐ Copy to visitor card

Card user name Martin Userman

Creation date 2003-06-19

Modification date 2003-06-23

Modification count 5

Badge layout Employee

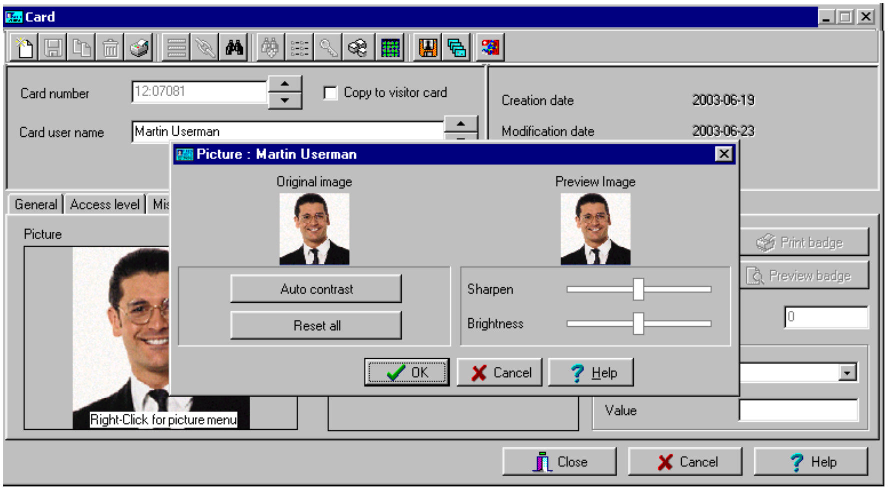
Badge print issue 0

Barcode Card number

Value

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)**.



Card

Card number 12:07081

☐ Copy to visitor card

Card user name Martin Userman

Creation date 2003-06-19

Modification date 2003-06-23

Picture : Martin Userman

Badge print issue 0

Value

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 144.

Printing Badges

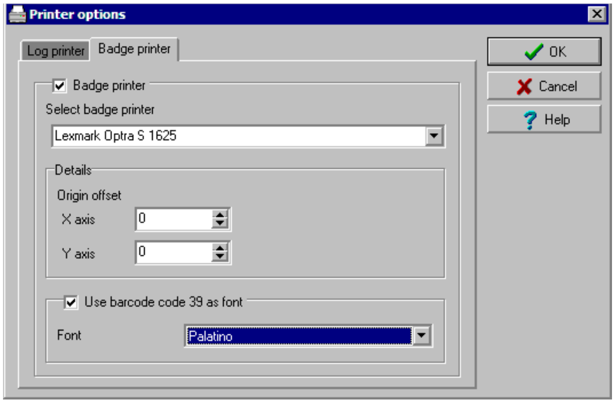
You may print badges from the **Card** or from all **Badge preview** windows. The software is set up to let you print one single or double-sided badges.

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.



Printer options

☑ Badge printer

Select badge printer: Lexmark Optra S 1625

Details

Origin offset

X axis: 0

Y axis: 0

☑ Use barcode code 39 as font

Font: Palatino

***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 windows).

4 From the **Select badge printer** drop-down list, select the printer dedicated to badging.

5 Adjust the margins:

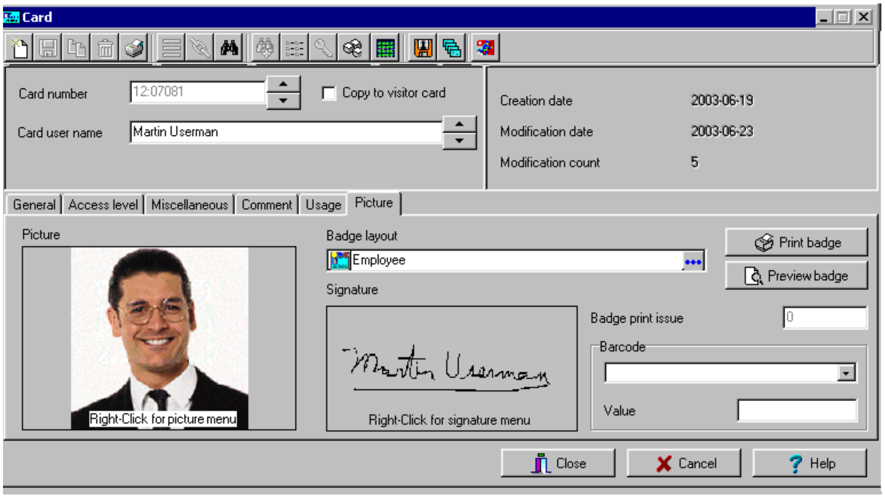
- Origin offset, X axis: indicates the left margin.
- Y axis indicates the upper margin.

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, click the **Preview badge** Preview badge button.



Card

Card number 12:07081
□ Copy to visitor card
Card user name Martin Userman

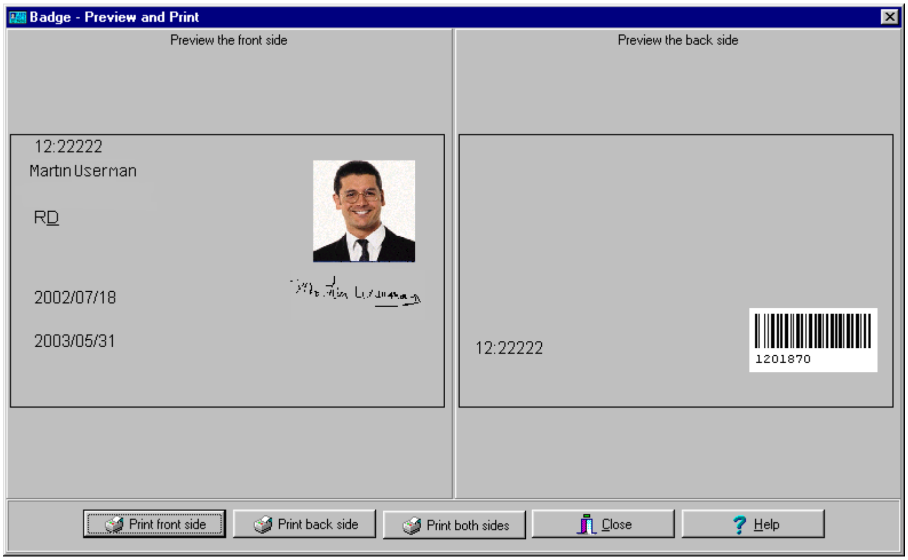
Creation date 2003-06-19
Modification date 2003-06-23
Modification count 5

General | Access level | Miscellaneous | Comment | Usage | Picture

Picture
Badge layout Employee
Signature
Badge print issue 0
Barcode
Value

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:



12:22222
Martin Userman
RD
2002/07/18
2003/05/31

12:22222
1201870

- **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

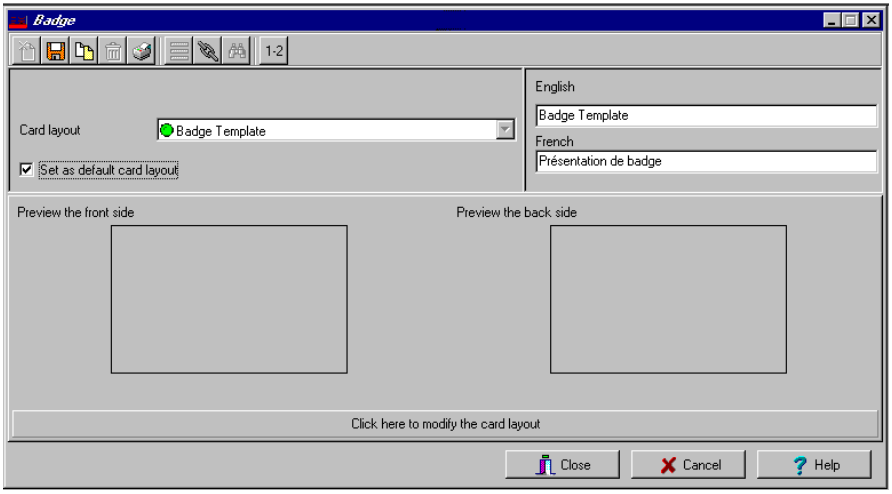
EntraPass contains a badge layout editor which enables users to create, save, edit or delete badge templates that are later selected and associated with cards for badge printing.

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.



Card layout: Badge Template

☑ Set as default card layout

English: Badge Template

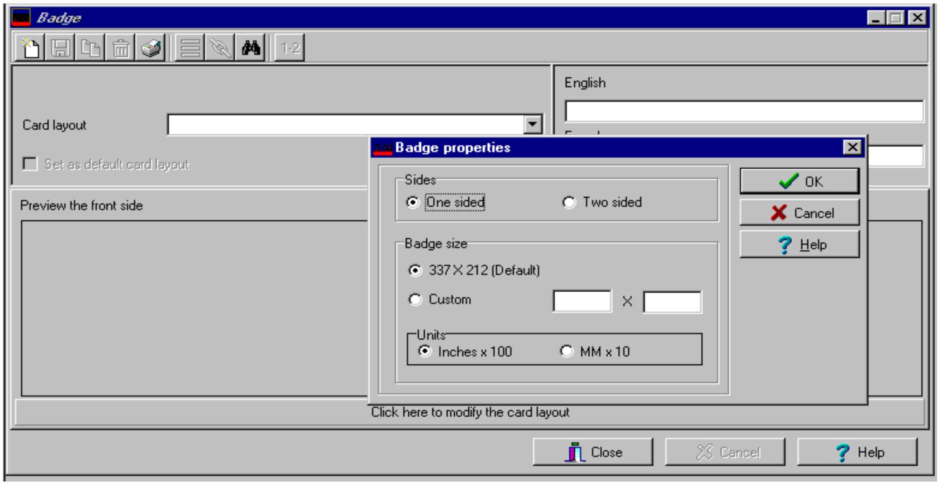
French: Présentation de badge

***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**.



Badge

Card layout

□ Set as default card layout

English

Preview the front side

Badge properties

Sides

● One sided ○ Two sided

Badge size

● 337 X 212 (Default)

○ Custom X

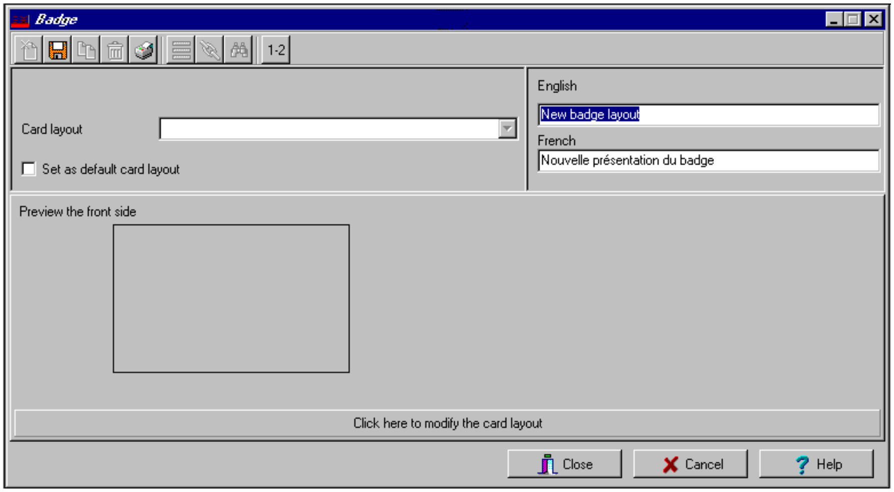
Units

● Inches x 100 ○ MM x 10

Click here to modify the card layout

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.*



Badge

Card layout

□ Set as default card layout

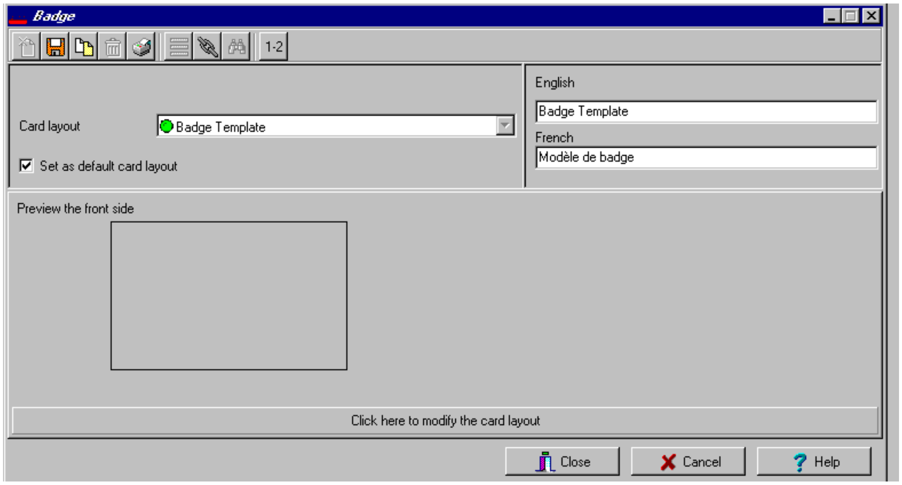
English: New badge layout

French: Nouvelle présentation du badge

Preview the front side

Click here to modify the card layout

3 Enter the name for the badge template in the language fields. You can enter up to 40 characters.



Card layout: Badge Template

☑ Set as default card layout

English: Badge Template

French: Modèle de badge

Preview the front side

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

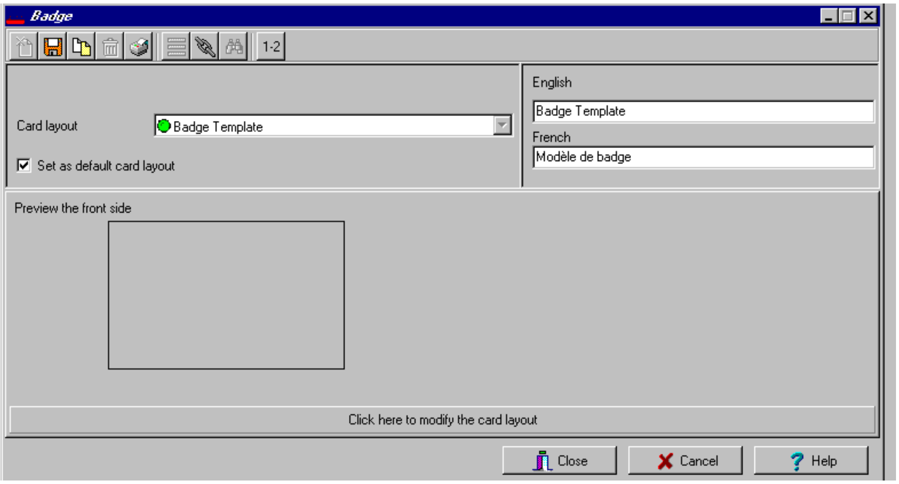
The Badge design utility allows users to edit the badge layout, to add background color or graphics, to modify the font, etc.

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.



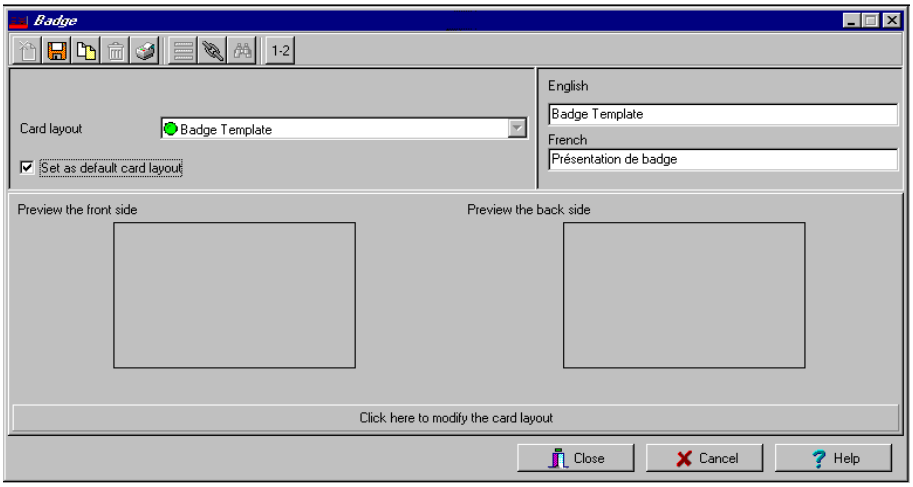
Card layout: Badge Template

☑ Set as default card layout

English: Badge Template

French: Modèle de badge

2 From the Badge window toolbar, click the 1-2 button.



Card layout: Badge Template

☑ Set as default card layout

English: Badge Template

French: Présentation de badge

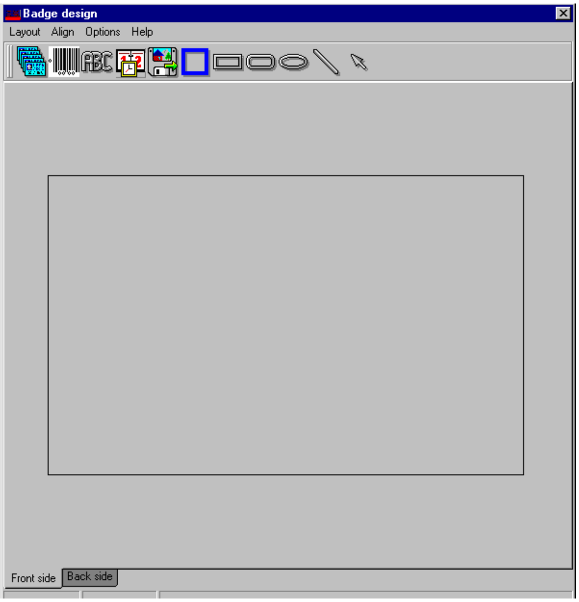
3 Click the **Save** icon to save the new badge information.

Modifying the background color

To modify the background color for your badge:

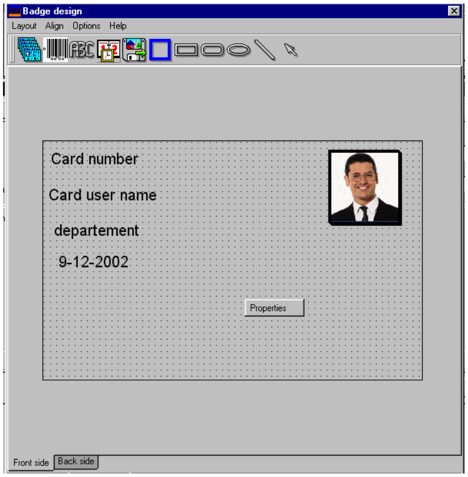
1 From the Badge window, select the badge you want to modify.

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.

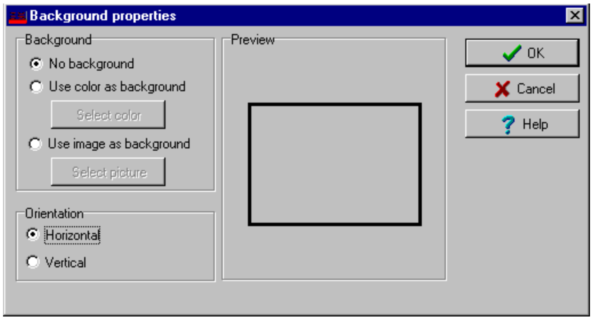


NOTE: *When you move the cursor over the Badge design objects, a hint explaining each object appears.*

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.



Background
- ● No background
- ○ Use color as background
- ○ Use image as background

Orientation
- ● Horizontal
- ○ Vertical

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

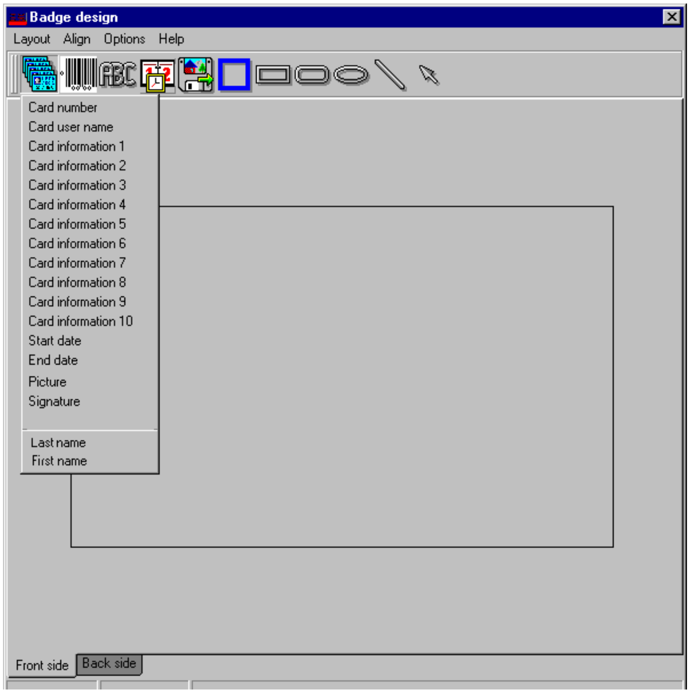
By a simple click and drop feature, the Badging utility permits you to incorporate objects into the badge template:

- 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

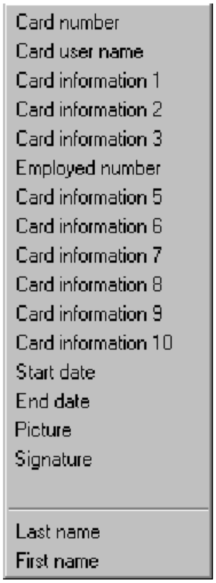
1 To add card information fields to the badge template, click the **Card fields** icon. The **Card fields** submenu appears.



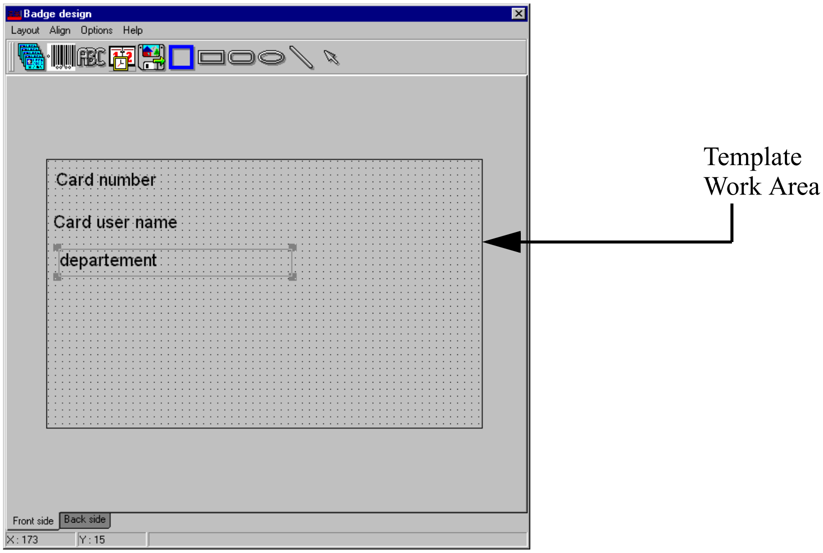
2. To modify an object property before you drop it, go to **Options** in the Badge design window, then choose **Show properties on drop**. If you do this, the Properties window will open every time you drop an item in the template work area.

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 System options,*** *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.*



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.



Card number

Card user name

departement

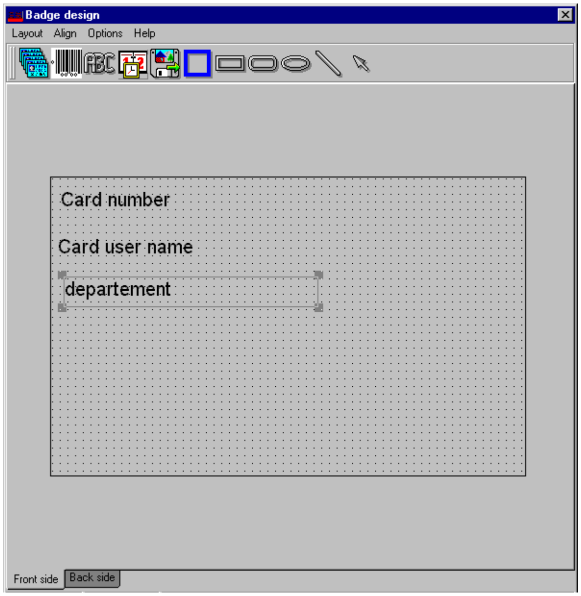
NOTE: *When you add a photo to a badge design template, the photo that appears is only a placeholder. It indicates where the cardholder's photo will be displayed. When a badge is assigned to a card, the appropriate cardholder's photo is displayed.*

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.



Card number

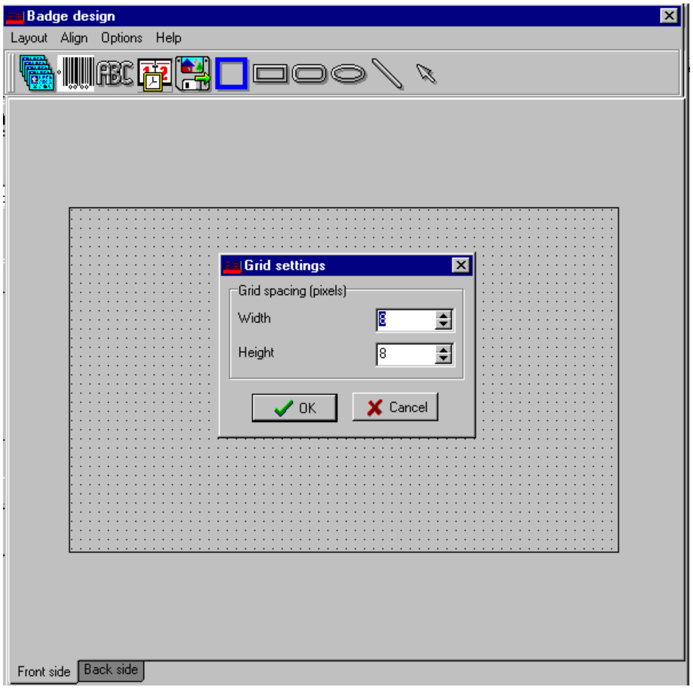
Card user name

departement

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.

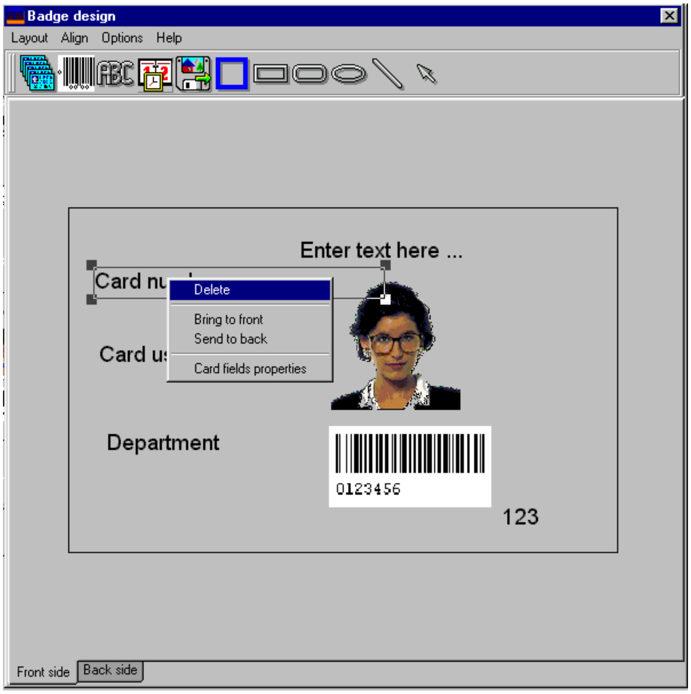
NOTE: To disable the grid: ***Align*** *>* ***Show gridlines***

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.

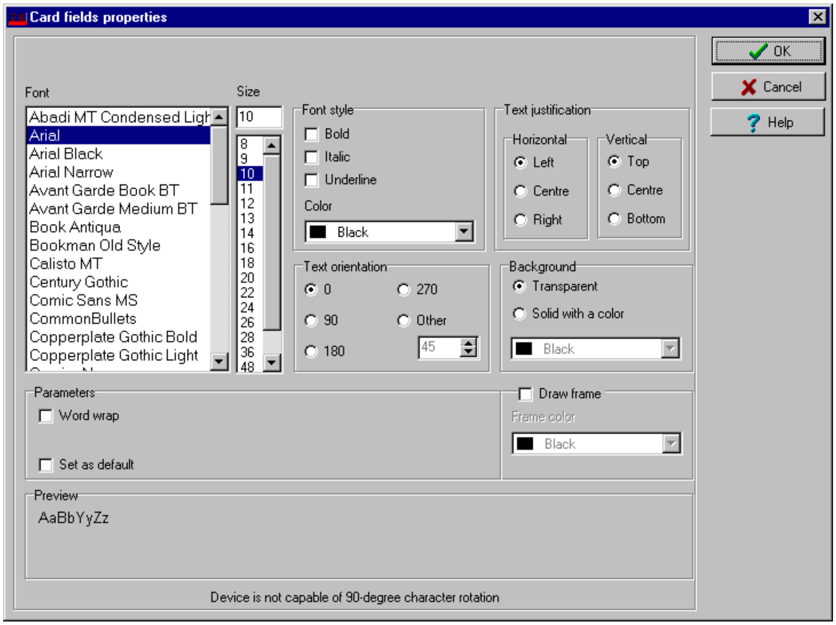
To modify an object (card field, static text, date, etc.):

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.*



Card fields properties

Font: Arial (list: Abadi MT Condensed Ligh, Arial, Arial Black, Arial Narrow, Avant Garde Book BT, Avant Garde Medium BT, Book Antiqua, Bookman Old Style, Calisto MT, Century Gothic, Comic Sans MS, CommonBullets, Copperplate Gothic Bold, Copperplate Gothic Light)

Size: 10 (list: 8, 9, 10, 11, 12, 13, 14, 16, 18, 20, 22, 24, 26, 28, 36, 48)

Font style: □ Bold □ Italic □ Underline

Color: Black

Text justification — Horizontal: ● Left ○ Centre ○ Right; Vertical: ● Top ○ Centre ○ Bottom

Text orientation: ● 0 ○ 270 ○ 90 ○ Other ○ 180 45

Background: ● Transparent ○ Solid with a color; Black

□ Draw frame; Frame color: Black

Parameters: □ Word wrap □ Set as default

Preview: AaBbYyZz

Device is not capable of 90-degree character rotation

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.*

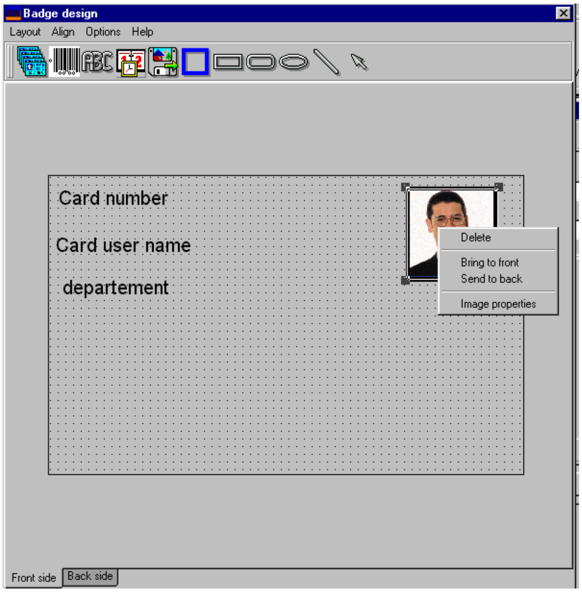
NOTE: *When Text Orientation is set to "Other" it is not possible to resize the field.*

Modifying Picture Properties

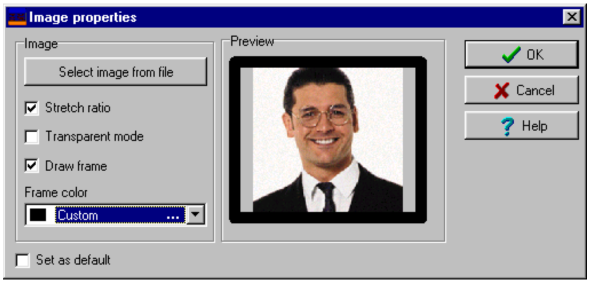
This applies to any picture object such as photos, logos, and signatures.

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**.



☑ Stretch ratio
□ Transparent mode
☑ Draw frame
Frame color: Custom
□ Set as default

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.

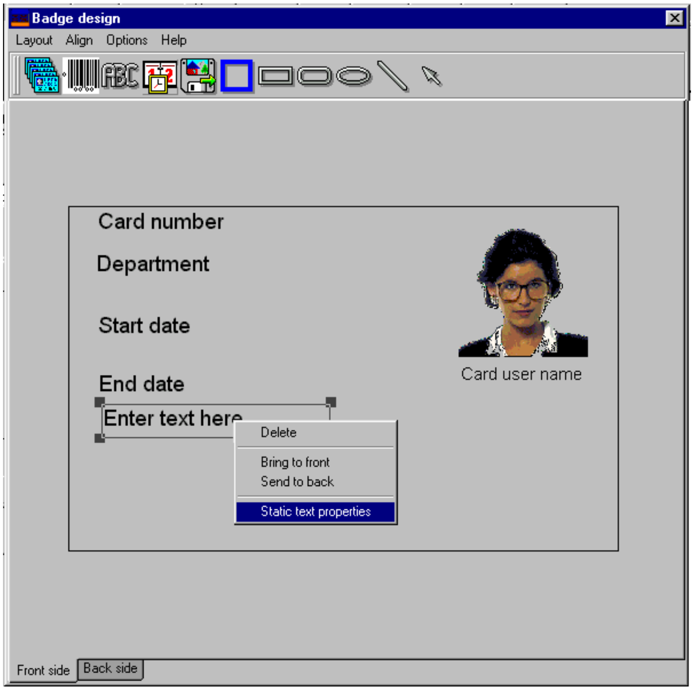
4 You may check the **Set as default** option if you want these properties to apply to all image objects you add in the badge template.

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.

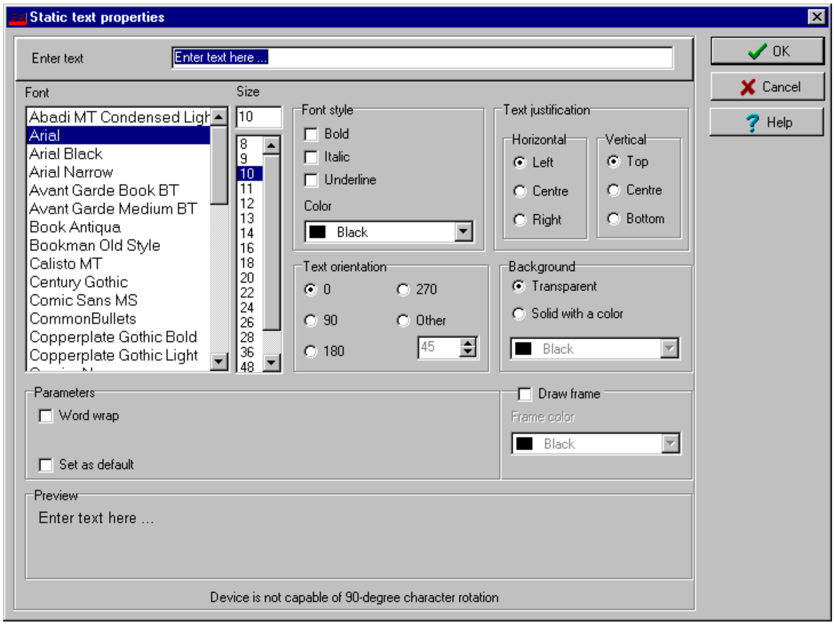
To add a static text box:

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 152.

3 To add text to the text box, right-click the text box, then select **Static text properties** from the shortcut menu.



Static text properties

Enter text: Enter text here ...

Font: Abadi MT Condensed Ligh, **Arial**, Arial Black, Arial Narrow, Avant Garde Book BT, Avant Garde Medium BT, Book Antiqua, Bookman Old Style, Calisto MT, Century Gothic, Comic Sans MS, CommonBullets, Copperplate Gothic Bold, Copperplate Gothic Light

Size: 10 (8, 9, **10**, 11, 12, 13, 14, 16, 18, 20, 22, 24, 26, 28, 36, 48)

Font style: □ Bold □ Italic □ Underline

Color: Black

Text justification: Horizontal: ● Left ○ Centre ○ Right; Vertical: ● Top ○ Centre ○ Bottom

Text orientation: ● 0 ○ 270 ○ 90 ○ Other 45 ○ 180

Background: ● Transparent ○ Solid with a color; Black

Parameters: □ Word wrap □ Set as default

□ Draw frame; Frame color: Black

Preview: Enter text here ...

Device is not capable of 90-degree character rotation

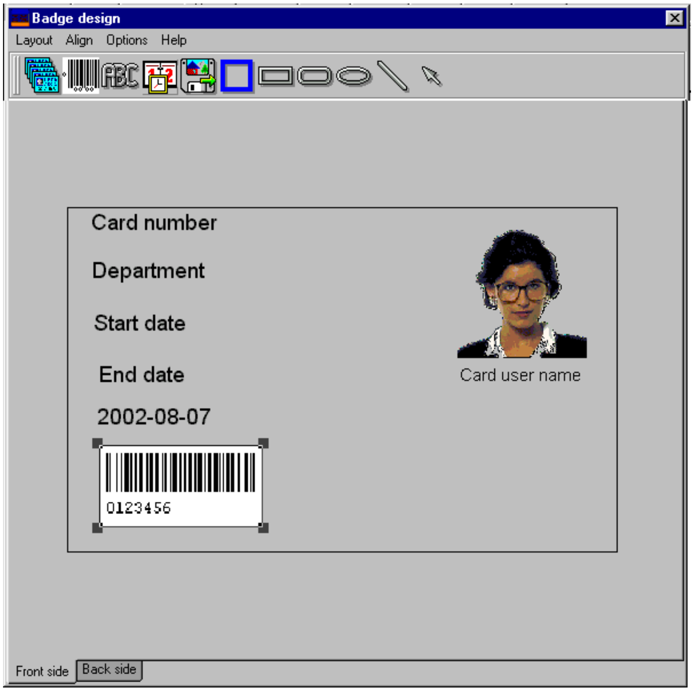
4 Enter text in the **Enter text** field; then modify the text properties as desired. The Preview section shows the result of the changes you apply to the text.

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:

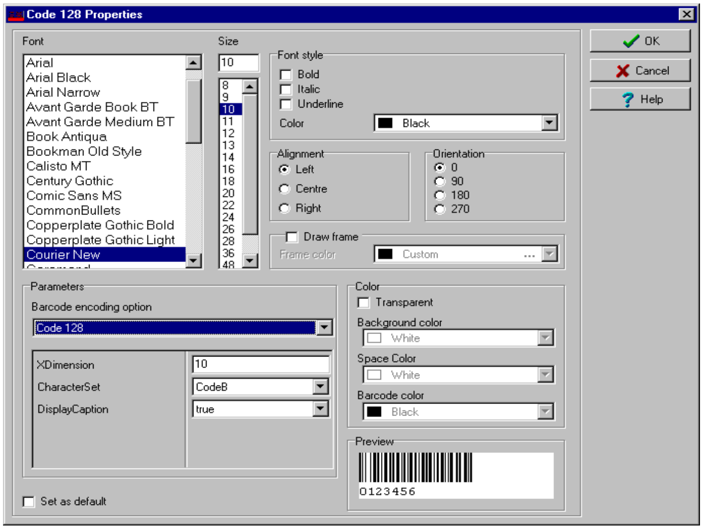
1 From the Badge design window, click the **Barcode** icon, then click in the Badge design work area.



2 To align the barcode, see “Aligning Objects in the Template Layout” on page 152.

To set up barcode properties:

1 From the Badge design window, right click the barcode to open the Barcode Properties window.



Code 128 Properties

Font: Arial, Arial Black, Arial Narrow, Avant Garde Book BT, Avant Garde Medium BT, Book Antiqua, Bookman Old Style, Calisto MT, Century Gothic, Comic Sans MS, CommonBullets, Copperplate Gothic Bold, Copperplate Gothic Light, Courier New

Size: 10 (8, 9, 10, 11, 12, 13, 14, 16, 18, 20, 22, 24, 26, 28, 36, 48)

Font style: ☐ Bold ☐ Italic ☐ Underline

Color: Black

Alignment: ● Left ○ Centre ○ Right

Orientation: ● 0 ○ 90 ○ 180 ○ 270

☐ Draw frame

Frame color: Custom

Parameters

Barcode encoding option: Code 128

XDimension	10
CharacterSet	CodeB
DisplayCaption	true

Color

☐ Transparent

Background color: White

Space Color: White

Barcode color: Black

Preview: 0123456

☐ Set as default

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.

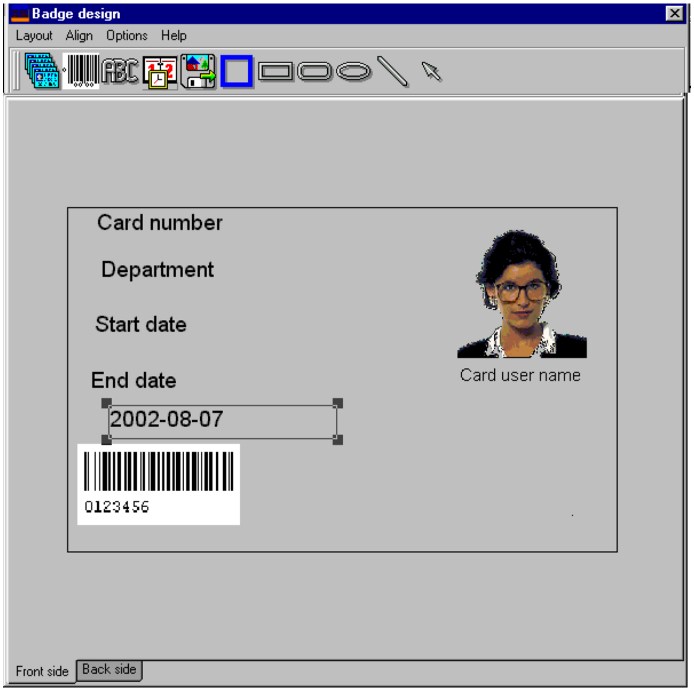
NOTE: *If it is necessary to set* ***Barcode encoding option*** *to Code 39-Modulo 43, set* ***Field Checksum*** *to true.*

Adding The Current Date

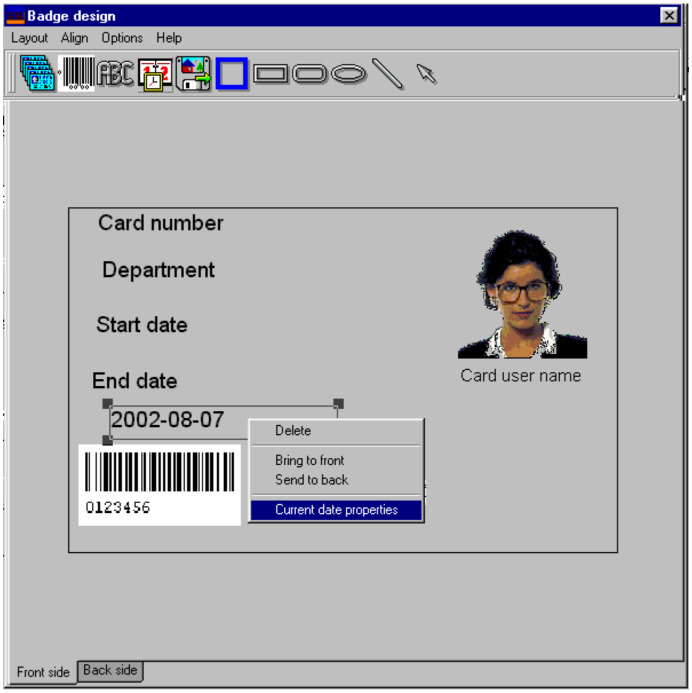
You add the current date just as you add any other design item by selecting the item in the tool bar, then by clicking in the Badge design work area.

To Add the Current Date:

1 From the Badge Design template, select the **Current date** icon, then click in the Badge design work area.

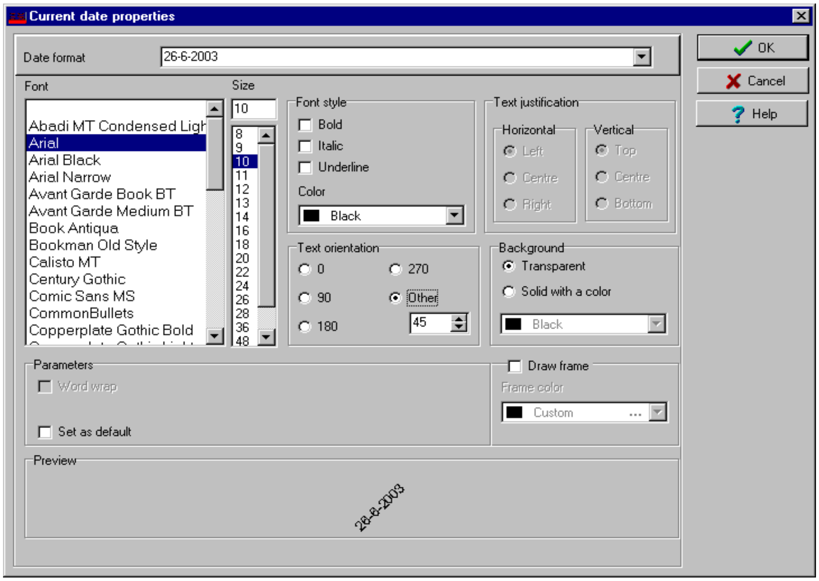


2 Right-click the current date to display the shortcut menu.



3 To align the current date, see “Aligning Objects in the Template Layout” on page 152.

4 Select **Current date properties** from the shortcut menu.



Current date properties

Date format 26-6-2003

Font
Abadi MT Condensed Ligh
Arial
Arial Black
Arial Narrow
Avant Garde Book BT
Avant Garde Medium BT
Book Antiqua
Bookman Old Style
Calisto MT
Century Gothic
Comic Sans MS
CommonBullets
Copperplate Gothic Bold

Size 10
8 9 10 11 12 13 14 16 18 20 22 24 26 28 36 48

Font style
□ Bold
□ Italic
□ Underline
Color ■ Black

Text justification
Horizontal: ● Left ○ Centre ○ Right
Vertical: ● Top ○ Centre ○ Bottom

Text orientation
○ 0 ○ 270
○ 90 ● Other
○ 180 45

Background
● Transparent
○ Solid with a color
■ Black

Parameters
□ Word wrap
□ Set as default

□ Draw frame
Frame color
■ Custom ...

Preview
28-8-2003

5 From the Current date properties window, you can:

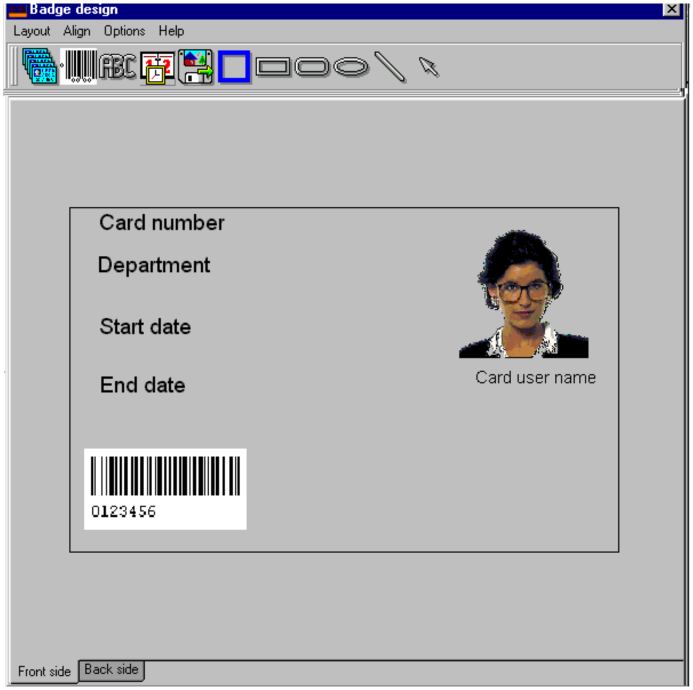
- Select the date format (top of the window)
- Change the text properties: font, color, justification, orientation etc.

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.

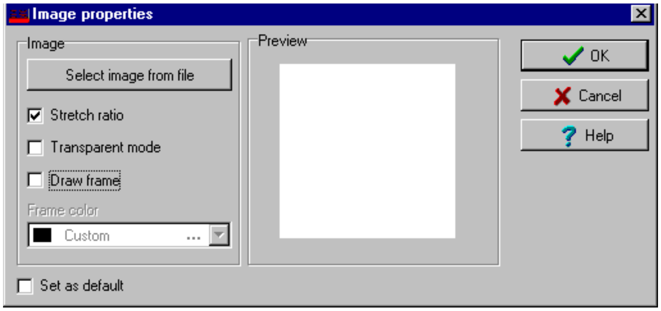
To incorporate an image into the design:

1 From the Badge design window, select the **Picture** icon.



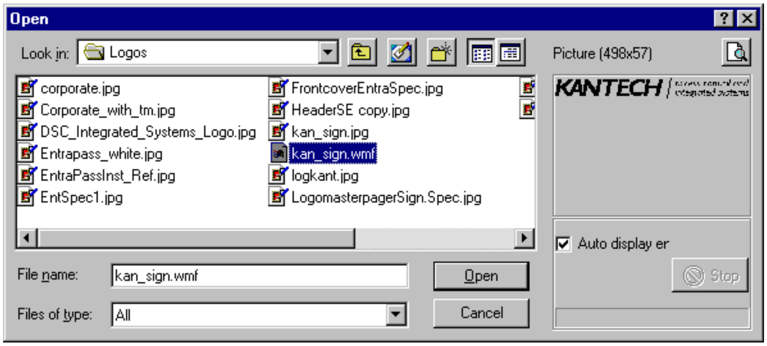
NOTE: The Badging feature supports most available image formats: BMP, JPG, EMF, WMF, GIF, PNG, PCD, and TIF.

2 Drop the **Picture** icon in the template work area. The Image properties window appears.



☑ Stretch ratio
☐ Transparent mode
☐ Draw frame
Custom
☐ Set as default

3 Click the **Select image from file** button. The Open window appears, allowing you to select an image.



Open

Look in: Logos

corporate.jpg	FrontcoverEntraSpec.jpg
Corporate_with_tm.jpg	HeaderSE copy.jpg
DSC_Integrated_Systems_Logo.jpg	kan_sign.jpg
Entrapass_white.jpg	kan_sign.wmf
EntraPassInst_Ref.jpg	logkant.jpg
EntSpec1.jpg	LogomasterpagerSign.Spec.jpg

File name: kan_sign.wmf

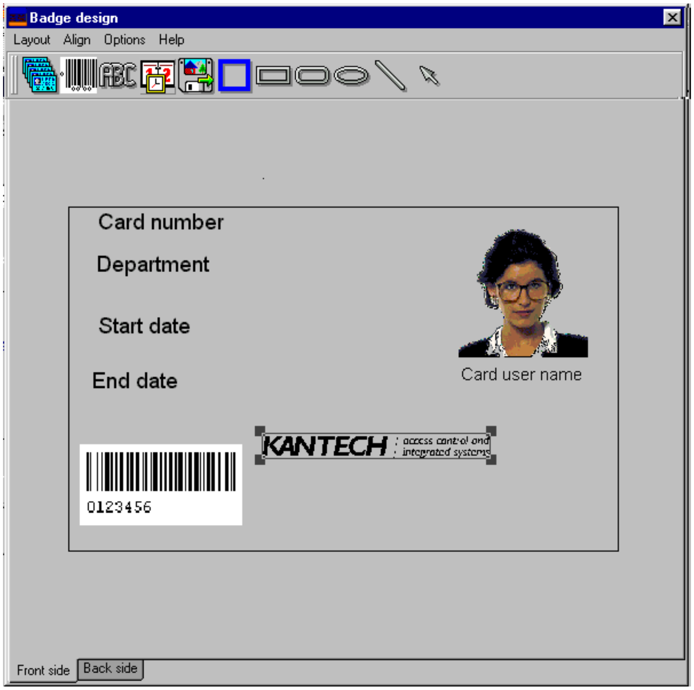
Files of type: All

Picture (498x57)

☑ Auto display er

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 152.

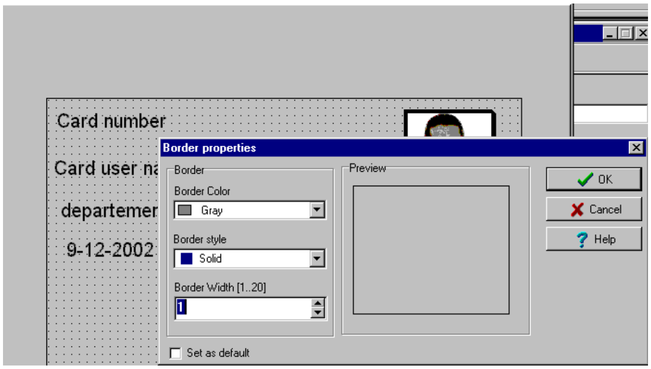
6 Right click the image to modify its properties. For details, see “Modifying Picture Properties” on page 156.

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.



Border Color: Gray

Border style: Solid

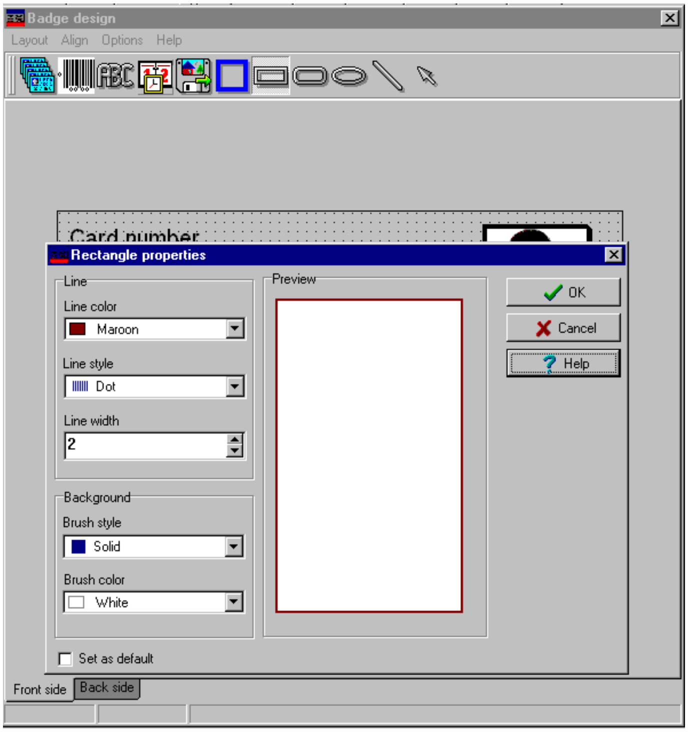
Border Width [1..20]: 1

□ Set as default

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.



Line color: Maroon

Line style: Dot

Line width: 2

Brush style: Solid

Brush color: White

☐ Set as default

***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:

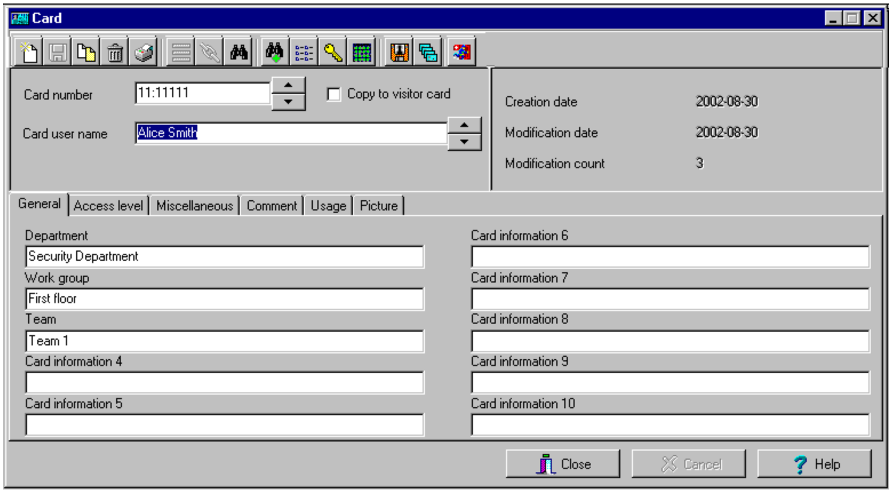
- Line color,
- Line style,
- Background (brush style and brush color).

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.



Card number: 11:11111

□ Copy to visitor card

Card user name: Alice Smith

Creation date: 2002-08-30

Modification date: 2002-08-30

Modification count: 3

Department: Security Department

Work group: First floor

Team: Team 1

Card information 4:

Card information 5:

Card information 6:

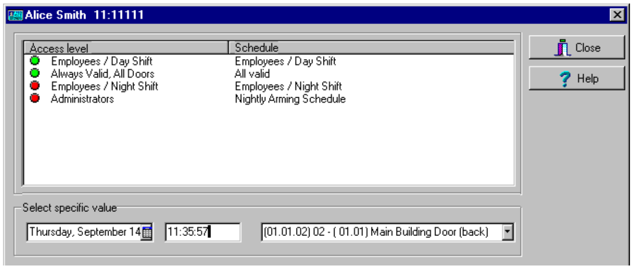
Card information 7:

Card information 8:

Card information 9:

Card information 10:

2 From the Card window toolbar, click the **View and Validate Access** button (the key icon in the toolbar).



Alice Smith 11:11111

Access level	Schedule
🟢 Employees / Day Shift	Employees / Day Shift
🟢 Always Valid, All Doors	All valid
🔴 Employees / Night Shift	Employees / Night Shift
🔴 Administrators	Nightly Arming Schedule

Select specific value: Thursday, September 14 | 11:35:57 | (01.01.02) 02 - (01.01) Main Building Door (back)

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.

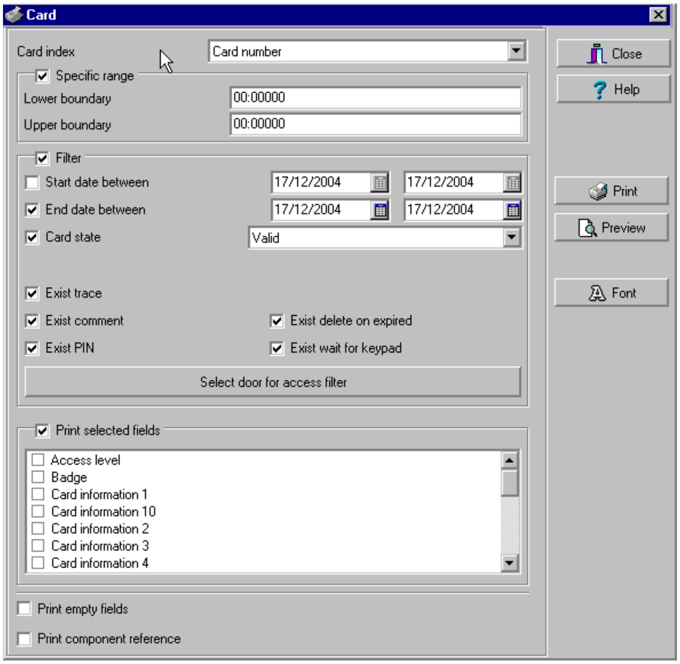
You can preview your list so that you can modify or verify the settings (fields) before printing.

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.



Card

Card index: Card number

☑ Specific range

Lower boundary: 00:00000

Upper boundary: 00:00000

☑ Filter

☐ Start date between 17/12/2004 17/12/2004

☑ End date between 17/12/2004 17/12/2004

☑ Card state: Valid

☑ Exist trace

☑ Exist comment ☑ Exist delete on expired

☑ Exist PIN ☑ Exist wait for keypad

☑ Print selected fields

☐ Access level
☐ Badge
☐ Card information 1
☐ Card information 10
☐ Card information 2
☐ Card information 3
☐ Card information 4

☐ Print empty fields

☐ Print component reference

***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.

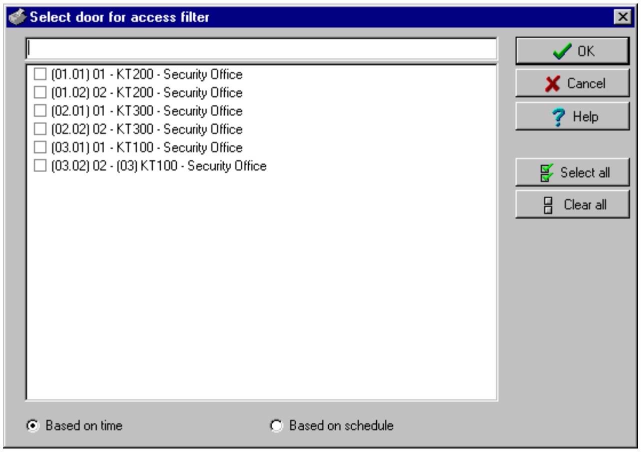
NOTE: *Only cards that match ALL the selected filters will be printed. For example, if you specify six filters, all the six criteria must be met. Cards that do not match all the six criteria will not be included in the range.*

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).
- 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.

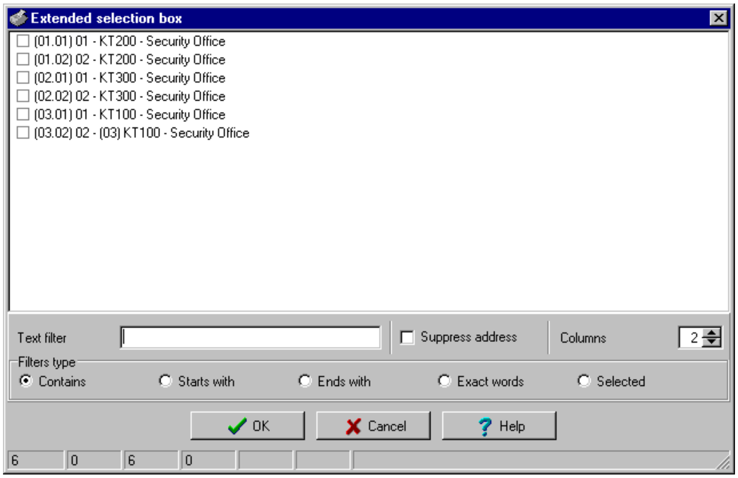


☐ (01.01) 01 - KT200 - Security Office
☐ (01.02) 02 - KT200 - Security Office
☐ (02.01) 01 - KT300 - Security Office
☐ (02.02) 02 - KT300 - Security Office
☐ (03.01) 01 - KT100 - Security Office
☐ (03.02) 02 - (03) KT100 - Security Office

● Based on time ○ Based on schedule

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.*



☐ (01.01) 01 - KT200 - Security Office
☐ (01.02) 02 - KT200 - Security Office
☐ (02.01) 01 - KT300 - Security Office
☐ (02.02) 02 - KT300 - Security Office
☐ (03.01) 01 - KT100 - Security Office
☐ (03.02) 02 - (03) KT100 - Security Office

Text filter ☐ Suppress address Columns 2

Filters type
● Contains ○ Starts with ○ Ends with ○ Exact words ○ Selected

6 0 6 0

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.

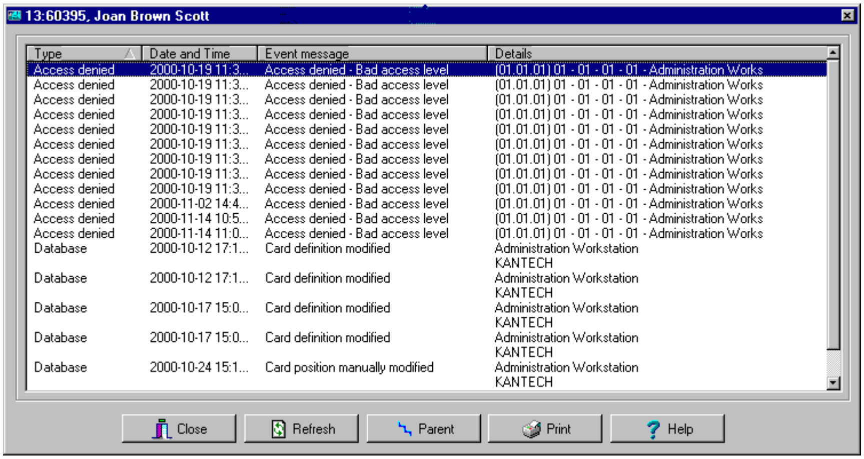
The system displays the 15 most recent transactions for each category:

- 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.



13:60395, Joan Brown Scott

Type	Date and Time	Event message	Details
Access denied	2000-10-19 11:3...	Access denied - Bad access level	(01.01.01) 01 - 01 - 01 - 01 - Administration Works
Access denied	2000-10-19 11:3...	Access denied - Bad access level	(01.01.01) 01 - 01 - 01 - 01 - Administration Works
Access denied	2000-10-19 11:3...	Access denied - Bad access level	(01.01.01) 01 - 01 - 01 - 01 - Administration Works
Access denied	2000-10-19 11:3...	Access denied - Bad access level	(01.01.01) 01 - 01 - 01 - 01 - Administration Works
Access denied	2000-10-19 11:3...	Access denied - Bad access level	(01.01.01) 01 - 01 - 01 - 01 - Administration Works
Access denied	2000-10-19 11:3...	Access denied - Bad access level	(01.01.01) 01 - 01 - 01 - 01 - Administration Works
Access denied	2000-10-19 11:3...	Access denied - Bad access level	(01.01.01) 01 - 01 - 01 - 01 - Administration Works
Access denied	2000-10-19 11:3...	Access denied - Bad access level	(01.01.01) 01 - 01 - 01 - 01 - Administration Works
Access denied	2000-11-02 14:4...	Access denied - Bad access level	(01.01.01) 01 - 01 - 01 - 01 - Administration Works
Access denied	2000-11-14 10:5...	Access denied - Bad access level	(01.01.01) 01 - 01 - 01 - 01 - Administration Works
Access denied	2000-11-14 11:0...	Access denied - Bad access level	(01.01.01) 01 - 01 - 01 - 01 - Administration Works
Database	2000-10-12 17:1...	Card definition modified	Administration Workstation KANTECH
Database	2000-10-12 17:1...	Card definition modified	Administration Workstation KANTECH
Database	2000-10-17 15:0...	Card definition modified	Administration Workstation KANTECH
Database	2000-10-17 15:0...	Card definition modified	Administration Workstation KANTECH
Database	2000-10-24 15:1...	Card position manually modified	Administration Workstation KANTECH

- **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 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 30.
- **Print**—Use this button to print an exact copy of the window. For more information, see “Basic Functions” on page 30.

Defining Card Access Groups

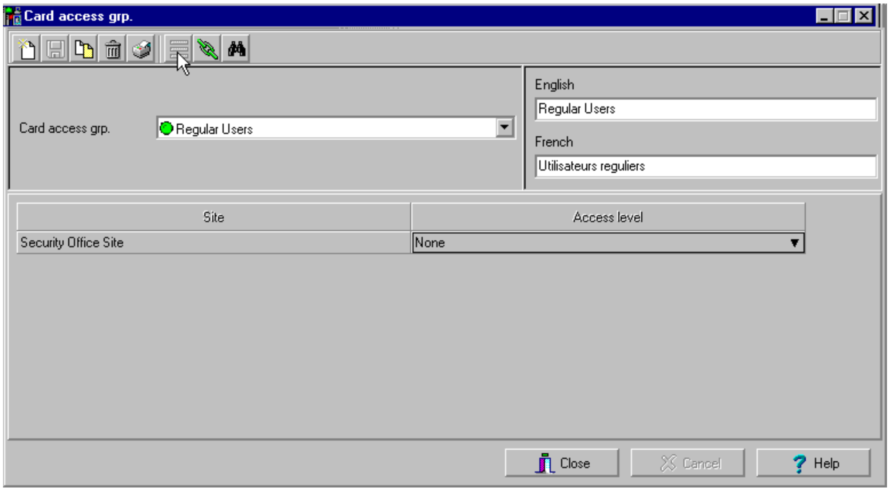
Pre-programmed card access groups allow quick selection of access levels for various sites of the system. This card access group can be recalled during card programming instead of re-entering the access levels for each site.

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.



Card access grp. Regular Users

English: Regular Users

French: Utilisateurs reguliers

Site	Access level
Security Office Site	None

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.

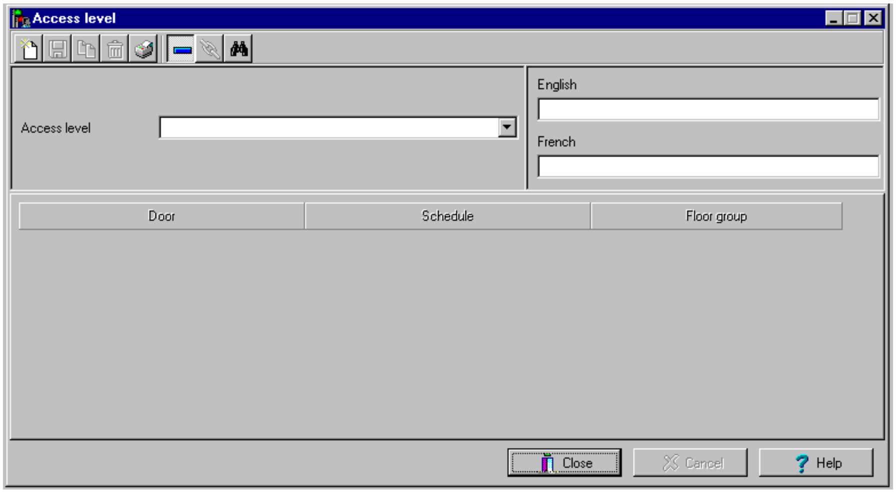
In order to assign an access level to a card, you have to:

- 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.*

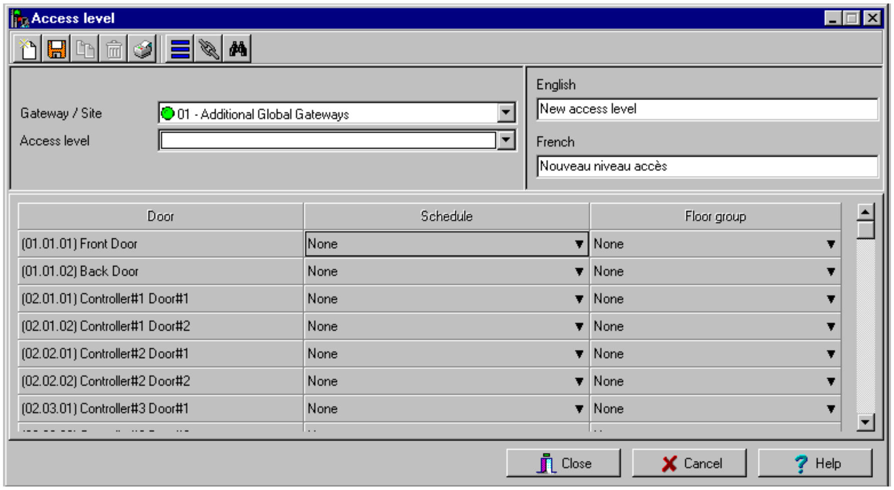
To define access levels:

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.



Gateway / Site: 01 - Additional Global Gateways

Access level:

English: New access level

French: Nouveau niveau accès

Door	Schedule	Floor group
(01.01.01) Front Door	None	None
(01.01.02) Back Door	None	None
(02.01.01) Controller#1 Door#1	None	None
(02.01.02) Controller#1 Door#2	None	None
(02.02.01) Controller#2 Door#1	None	None
(02.02.02) Controller#2 Door#2	None	None
(02.03.01) Controller#3 Door#1	None	None

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.

6 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 177.

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 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.

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).*

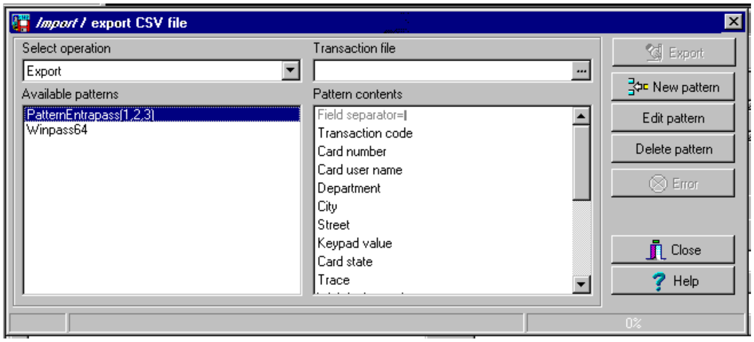
To import/Export card information, you may use Kantech pre-defined patterns or you may create your custom patterns. Two patterns are available: the EntraPass (1,2,3) and the WinPass 64 models. You may use the Kantech template “as is” or you may edit it.

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.



Select operation: Export

Transaction file:

Available patterns:
PatternEntrapass[1,2,3]
Winpass64

Pattern contents:
Field separator=|
Transaction code
Card number
Card user name
Department
City
Street
Keypad value
Card state
Trace

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.

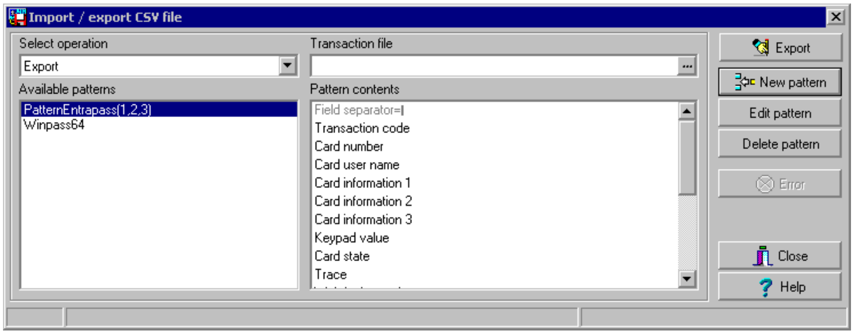
4 Use the **Edit** button if you want to edit the pattern.

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.


Import / export CSV file

Select operation: Export

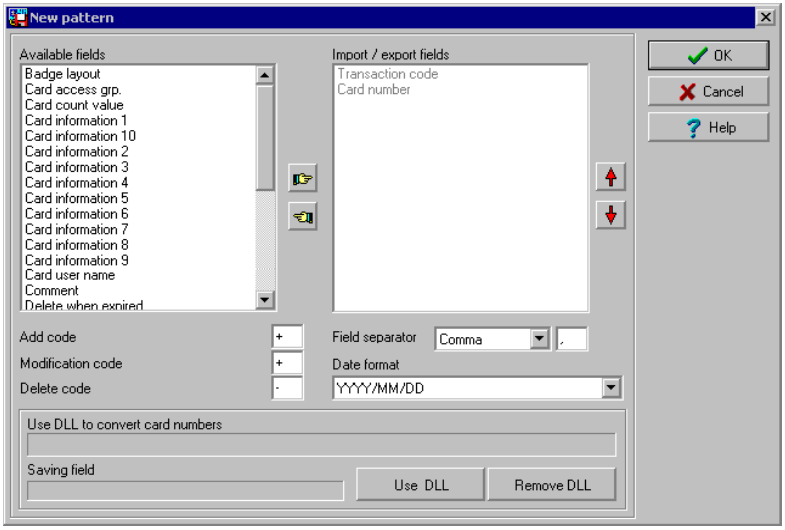
Transaction file:

Available patterns:
PatternEntrapass(1,2,3)
Winpass64

Pattern contents:
Field separator=|
Transaction code
Card number
Card user name
Card information 1
Card information 2
Card information 3
Keypad value
Card state
Trace

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).



Import / export fields: Transaction code, Card number

Add code: +

Modification code: +

Delete code: -

Field separator: Comma ,

Date format: YYYY/MM/DD

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 “+”.

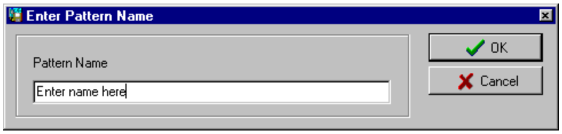
5 Select the **Delete code**. This code is used by the system to identify, when importing a file, which card has to be removed from the card database. Default delete code is “-”.

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.



Pattern Name: Enter name here

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.

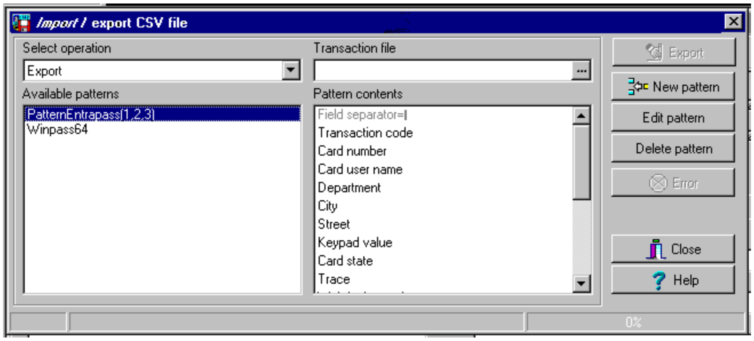
Exporting Cards

Your organization may need to export the card database data into another application. You may use a predefined template or create a custom template.

Import / export CSV

To export data:

1 From the Users menu, select the **Import/Export CSV File** button. The system displays the Import / Export CSV file window.



Select operation: Export

Transaction file:

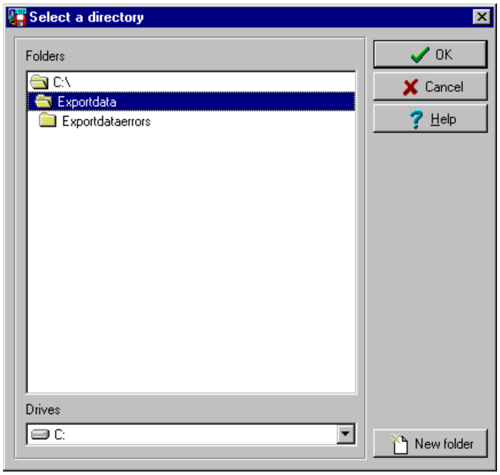
Available patterns:
PatternEntrapass[1,2,3]
Winpass64

Pattern contents:
Field separator=|
Transaction code
Card number
Card user name
Department
City
Street
Keypad value
Card state
Trace

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 181).

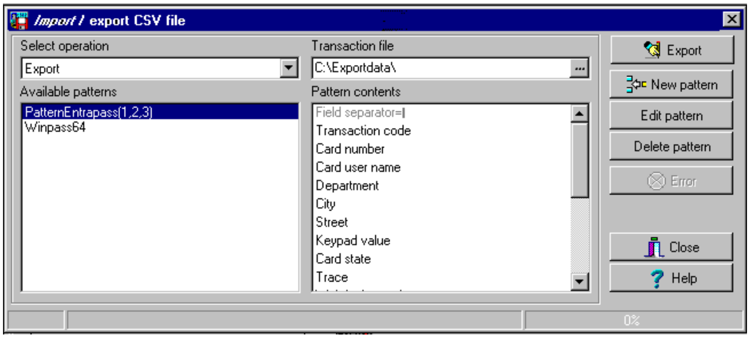
4 From the **Transaction file**, select the folder in which EntraPass will save the card database content. You can open the CSV file in Excel, Notepad, etc.



Folders
C:\
Exportdata
Exportdataerrors

Drives
C:

5 Once you have selected/created an export folder, click OK to return back to the Import / Export CSV file window.



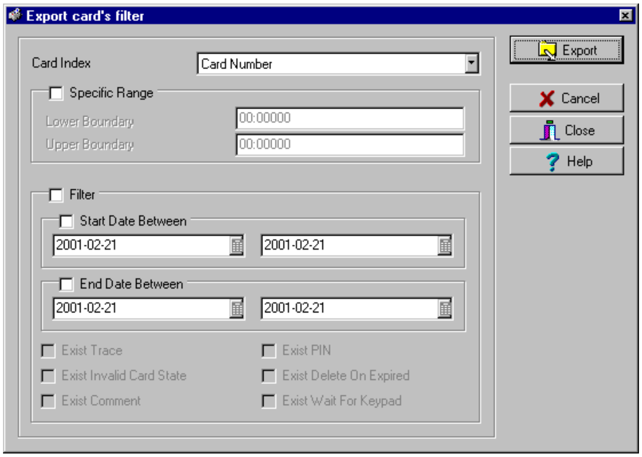
Select operation: Export

Transaction file: C:\Exportdata\

Available patterns
PatternEntrapass(1,2,3)
Winpass64

Pattern contents
Field separator=|
Transaction code
Card number
Card user name
Department
City
Street
Keypad value
Card state
Trace

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.



Export card's filter

Card Index: Card Number

□ Specific Range

Lower Boundary: 00:00000

Upper Boundary: 00:00000

□ Filter

□ Start Date Between: 2001-02-21 – 2001-02-21

□ End Date Between: 2001-02-21 – 2001-02-21

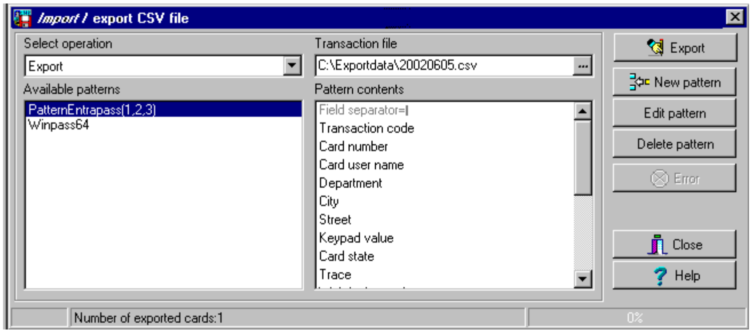
□ Exist Trace □ Exist PIN

□ Exist Invalid Card State □ Exist Delete On Expired

□ Exist Comment □ Exist Wait For Keypad

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.



Import / export CSV file

Select operation: Export

Transaction file: C:\Exportdata\20020605.csv

Available patterns:
PatternEntrapass(1,2,3)
Winpass64

Pattern contents:
Field separator=|
Transaction code
Card number
Card user name
Department
City
Street
Keypad value
Card state
Trace

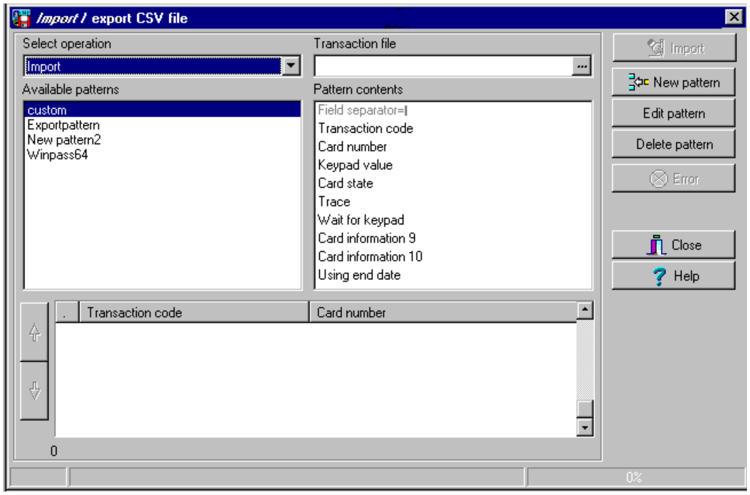
Number of exported cards:1

0%

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.*

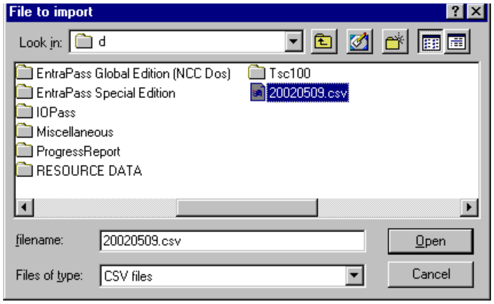
Importing Cards

1 From the **Users** menu, select the **Import/Export CSV File** icon. Then select Import from the **Select operation** drop-down list.

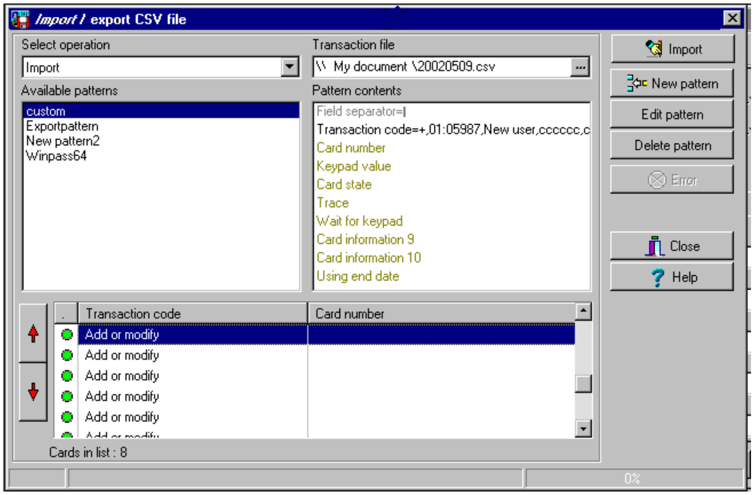


2 From the **Available patterns** list, select the pattern that will be used to import the cards information (for more information on how to create a pattern, see “Creating a New Pattern” on page 181).

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.



Select operation: Import

Transaction file: \\ My document \20020509.csv

Available patterns:
- custom
- Exportpattern
- New pattern2
- Winpass64

Pattern contents:
- Field separator=|
- Transaction code=+,01:05987,New user,cccccc,c
- Card number
- Keypad value
- Card state
- Trace
- Wait for keypad
- Card information 9
- Card information 10
- Using end date

.	Transaction code	Card number
●	Add or modify	
●	Add or modify	
●	Add or modify	
●	Add or modify	
●	Add or modify	

Cards in list : 8

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.

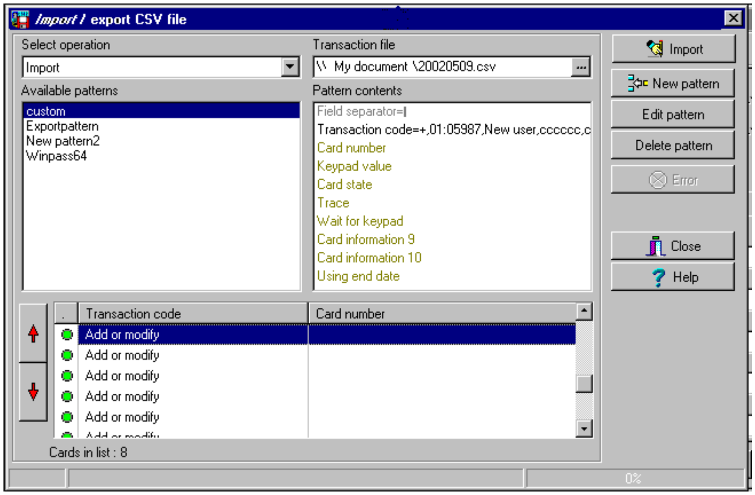
Correcting Import/Export Errors

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.



Select operation: Import

Transaction file: \\ My document \20020509.csv

Available patterns:
custom
Exportpattern
New pattern2
Winpass64

Pattern contents:
Field separator=|
Transaction code=+,01:05987,New user,cccccc,c
Card number
Keypad value
Card state
Trace
Wait for keypad
Card information 9
Card information 10
Using end date

.	Transaction code	Card number
●	Add or modify	
●	Add or modify	
●	Add or modify	
●	Add or modify	
●	Add or modify	
●	Add or modify	

Cards in list : 8

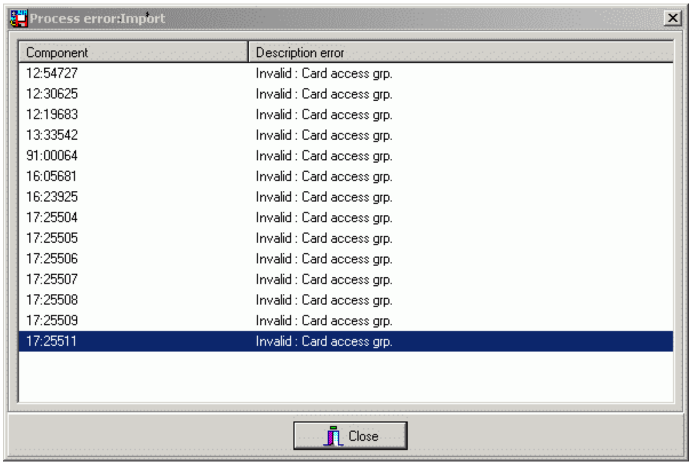
0%

***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.*

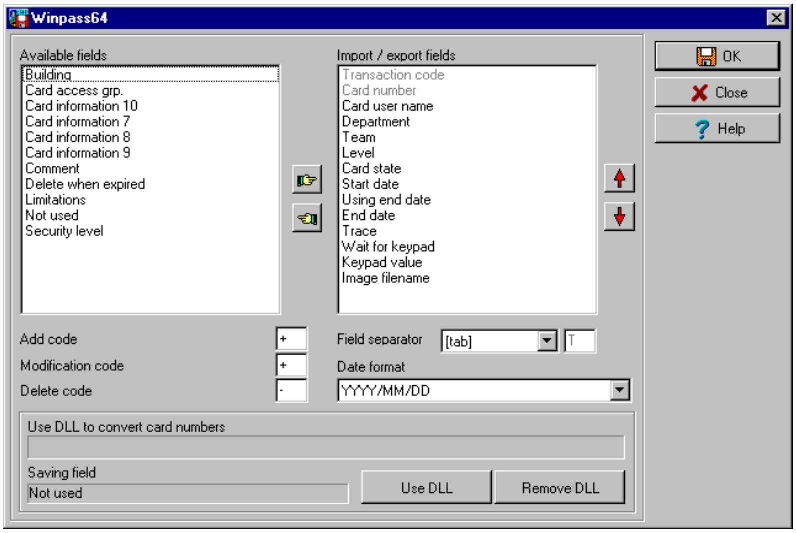
3 You may click the **Error** button to display information about the error. The Process error window shows that the pattern used is invalid.



Component	Description error
12:54727	Invalid : Card access grp.
12:30625	Invalid : Card access grp.
12:19683	Invalid : Card access grp.
13:33542	Invalid : Card access grp.
91:00064	Invalid : Card access grp.
16:05681	Invalid : Card access grp.
16:23925	Invalid : Card access grp.
17:25504	Invalid : Card access grp.
17:25505	Invalid : Card access grp.
17:25506	Invalid : Card access grp.
17:25507	Invalid : Card access grp.
17:25508	Invalid : Card access grp.
17:25509	Invalid : Card access grp.
17:25511	Invalid : Card access grp.

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).



Available fields
- Building
- Card access grp.
- Card information 10
- Card information 7
- Card information 8
- Card information 9
- Comment
- Delete when expired
- Limitations
- Not used
- Security level

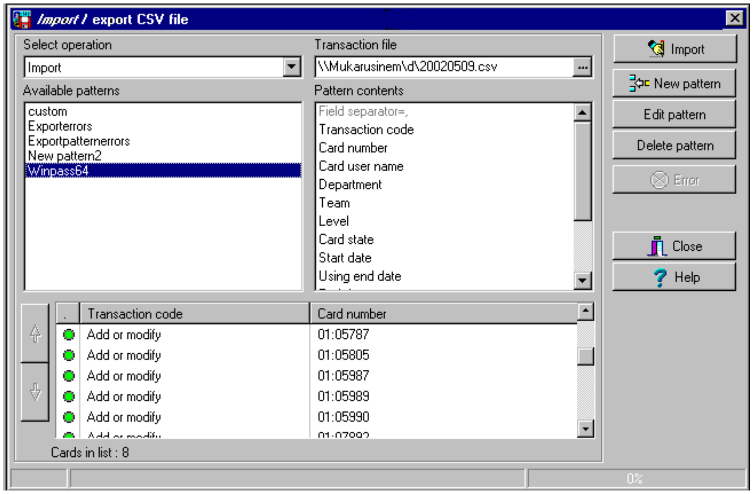
Import / export fields
- Transaction code
- Card number
- Card user name
- Department
- Team
- Level
- Card state
- Start date
- Using end date
- End date
- Trace
- Wait for keypad
- Keypad value
- Image filename

Add code: +
Modification code: +
Delete code: -
Field separator: [tab] T
Date format: YYYY/MM/DD

Use DLL to convert card numbers

Saving field: Not used

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.



Select operation: Import

Transaction file: \\Mukarusinem\d\20020509.csv

Available patterns:
custom
Exporterrors
Exportpatternerrors
New pattern2
Winpass64

Pattern contents:
Field separator=,
Transaction code
Card number
Card user name
Department
Team
Level
Card state
Start date
Using end date

.	Transaction code	Card number
●	Add or modify	01:05787
●	Add or modify	01:05805
●	Add or modify	01:05987
●	Add or modify	01:05989
●	Add or modify	01:05990
●	Add or modify	01:07992

Cards in list : 8

Chapter 8 • 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:

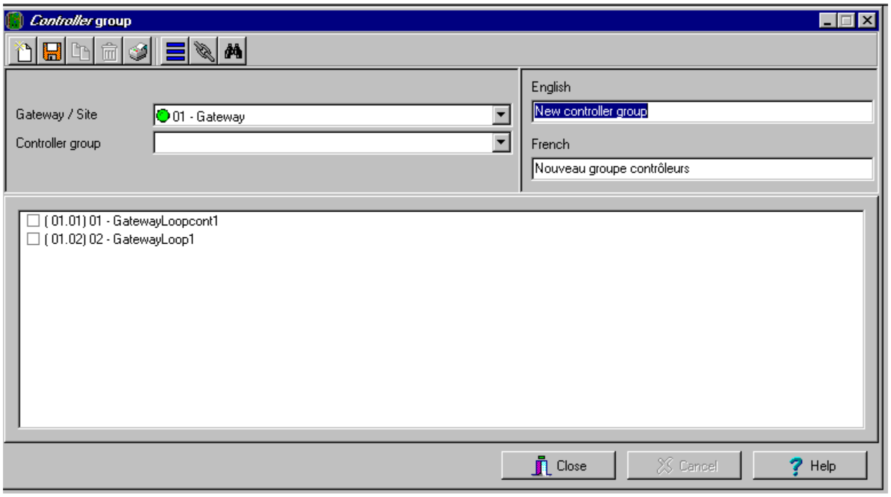
- Controller groups
- Door groups
- Relay groups
- Input groups,
- Access level groups
- Floor groups

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.



Controller group

Gateway / Site: 01 - Gateway

Controller group:

English: New controller group

French: Nouveau groupe contrôleurs

- ☐ (01.01) 01 - GatewayLoopcont1
- ☐ (01.02) 02 - GatewayLoop1

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.

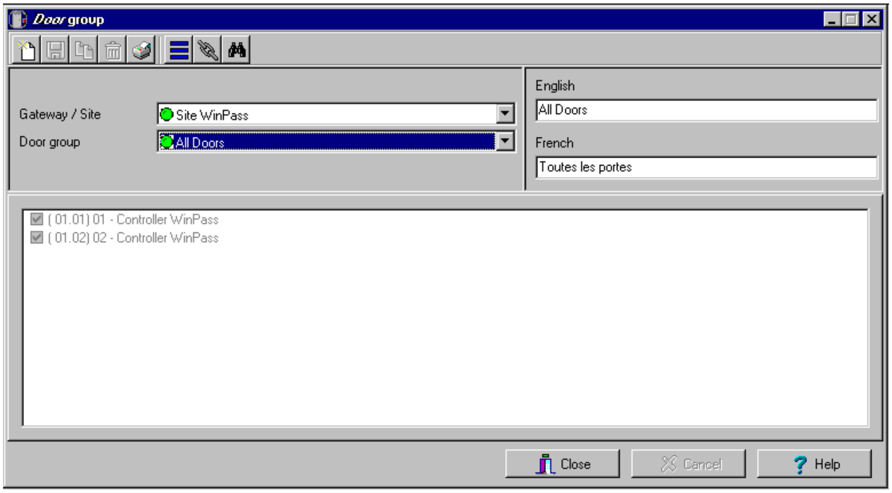
***NOTE:** For more information on controllers, see “Configuring Controllers” on page 57*

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.



Gateway / Site: Site WinPass

Door group: All Doors

English: All Doors

French: Toutes les portes

☑ (01.01) 01 - Controller WinPass
☑ (01.02) 02 - Controller WinPass

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.

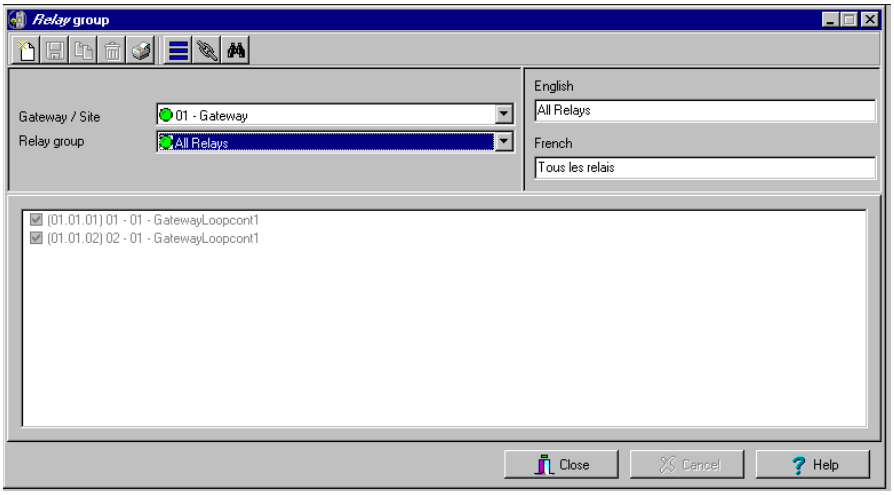
***NOTE:** For more information on doors, see "Configuring Doors" on page 72.*

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.



Gateway / Site: 01 - Gateway

Relay group: All Relays

English: All Relays

French: Tous les relais

☑ (01.01.01) 01 - 01 - GatewayLoopcont1

☑ (01.01.02) 02 - 01 - GatewayLoopcont1

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 86.*

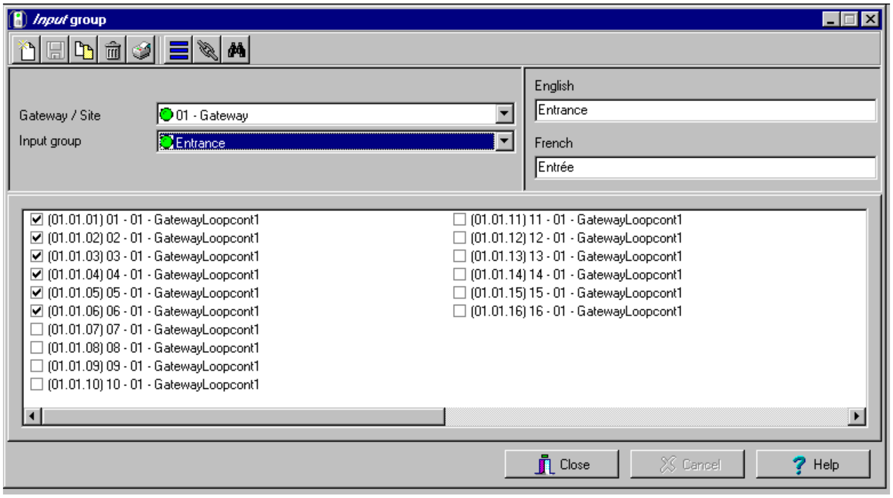
Creating an Input Group

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.



Gateway / Site: 01 - Gateway

Input group: Entrance

English: Entrance

French: Entrée

☑ (01.01.01) 01 - 01 - GatewayLoopcont1
☑ (01.01.02) 02 - 01 - GatewayLoopcont1
☑ (01.01.03) 03 - 01 - GatewayLoopcont1
☑ (01.01.04) 04 - 01 - GatewayLoopcont1
☑ (01.01.05) 05 - 01 - GatewayLoopcont1
☑ (01.01.06) 06 - 01 - GatewayLoopcont1
☐ (01.01.07) 07 - 01 - GatewayLoopcont1
☐ (01.01.08) 08 - 01 - GatewayLoopcont1
☐ (01.01.09) 09 - 01 - GatewayLoopcont1
☐ (01.01.10) 10 - 01 - GatewayLoopcont1
☐ (01.01.11) 11 - 01 - GatewayLoopcont1
☐ (01.01.12) 12 - 01 - GatewayLoopcont1
☐ (01.01.13) 13 - 01 - GatewayLoopcont1
☐ (01.01.14) 14 - 01 - GatewayLoopcont1
☐ (01.01.15) 15 - 01 - GatewayLoopcont1
☐ (01.01.16) 16 - 01 - GatewayLoopcont1

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.

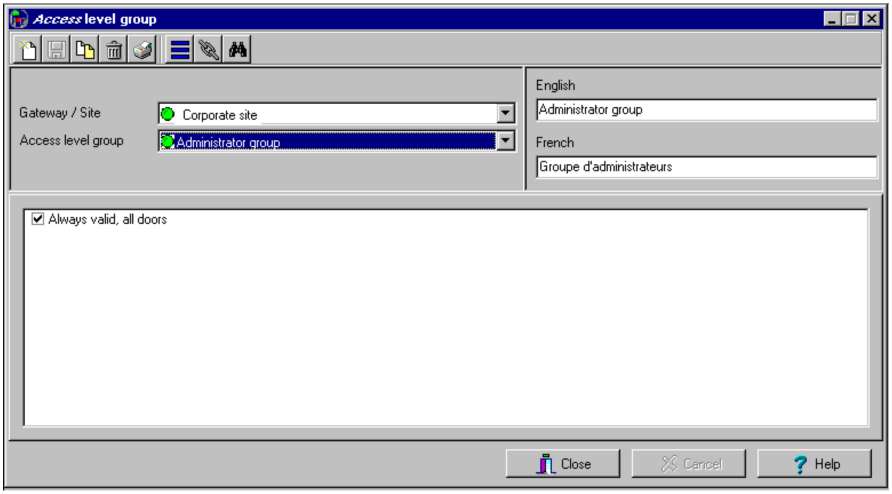
NOTE: *For more information on inputs, see “Configuring Inputs” on page 88.*

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.

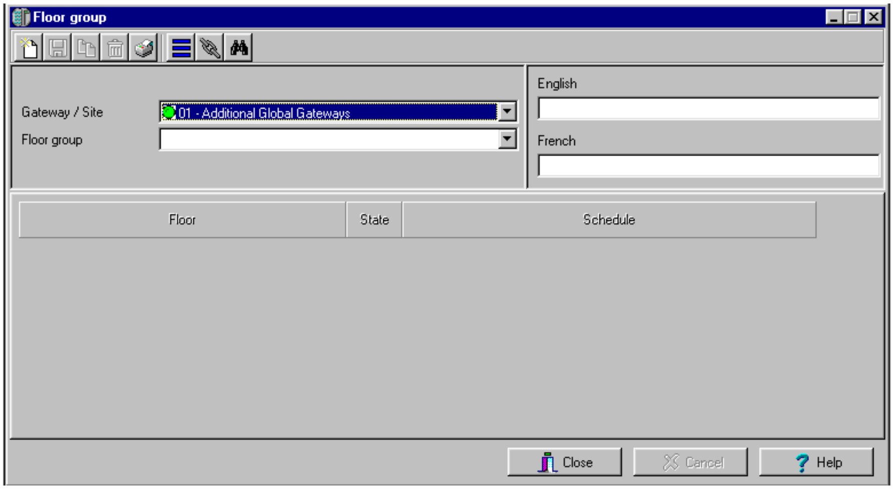
3 From the **Gateway/Site** drop-down list, select the site or gateway from which you want to group access levels.

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.



Gateway / Site: 01 - Additional Global Gateways
Floor group:
English:
French:

Floor	State	Schedule

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 9 • System Status

The **Status** menu allows system operators to view the status of various devices and components of the access system:

- The **Text status** button allows operators to view, in text, the status of EntraPass applications, 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 **Database status** button provides information on the database structure. In addition, an operator can perform configuration operations or manual commands from the database window.

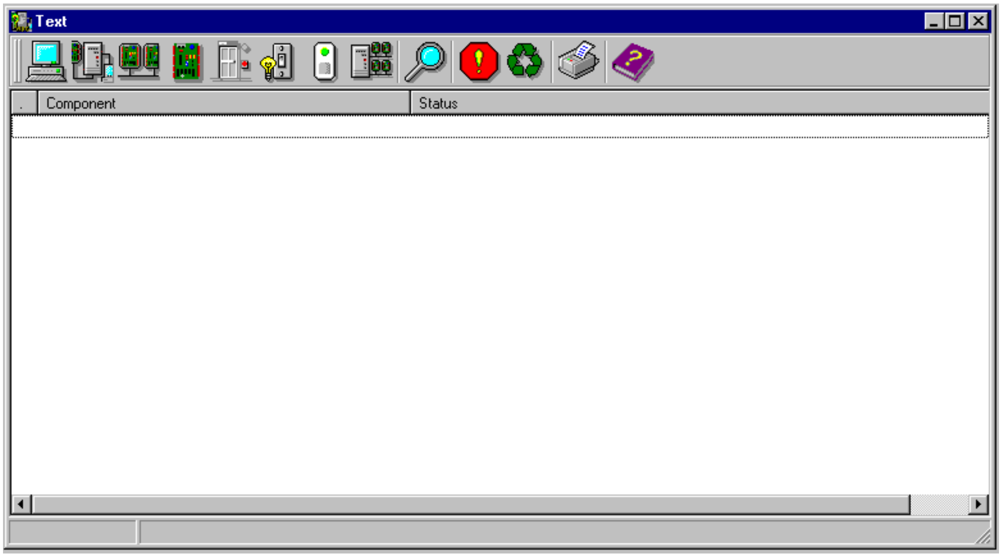
Text Status

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:

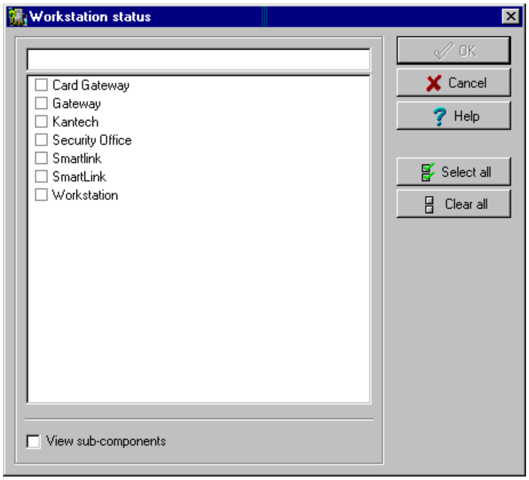
- The first eight buttons represent system devices (Workstation, Gateway, Site, Controller, Door, Input, Output **Summary / Detailed list**—The magnifying glass icon is used to display components that are not in normal condition. It displays a summary list or a detailed list.
  - Summary: shows the components 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 ABC Text. 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.



□ Card Gateway
□ Gateway
□ Kantech
□ Security Office
□ Smartlink
□ SmartLink
□ Workstation

□ View sub-components

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.

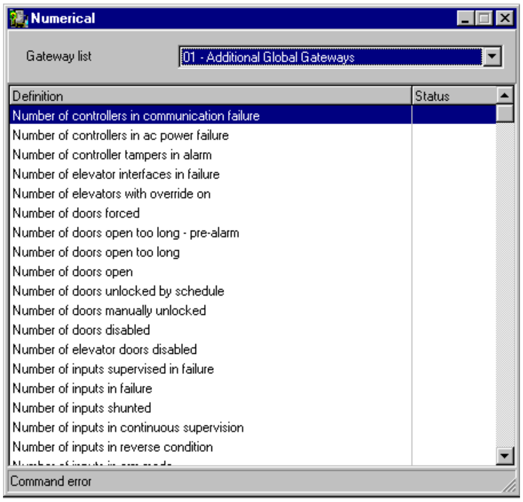
NOTE: *The **Magnifying glass** button (🔍)is used to display components that are not in normal condition. When it is in a “summary” position, only components that are not in normal condition will be displayed; the “detailed” position, displays a full status of all components.*

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 Numerical. The **Numerical** window appears.



Numerical

Gateway list: 01 - Additional Global Gateways

Definition	Status
Number of controllers in communication failure	
Number of controllers in ac power failure	
Number of controller tampers in alarm	
Number of elevator interfaces in failure	
Number of elevators with override on	
Number of doors forced	
Number of doors open too long - pre-alarm	
Number of doors open too long	
Number of doors open	
Number of doors unlocked by schedule	
Number of doors manually unlocked	
Number of doors disabled	
Number of elevator doors disabled	
Number of inputs supervised in failure	
Number of inputs in failure	
Number of inputs shunted	
Number of inputs in continuous supervision	
Number of inputs in reverse condition	

Command error

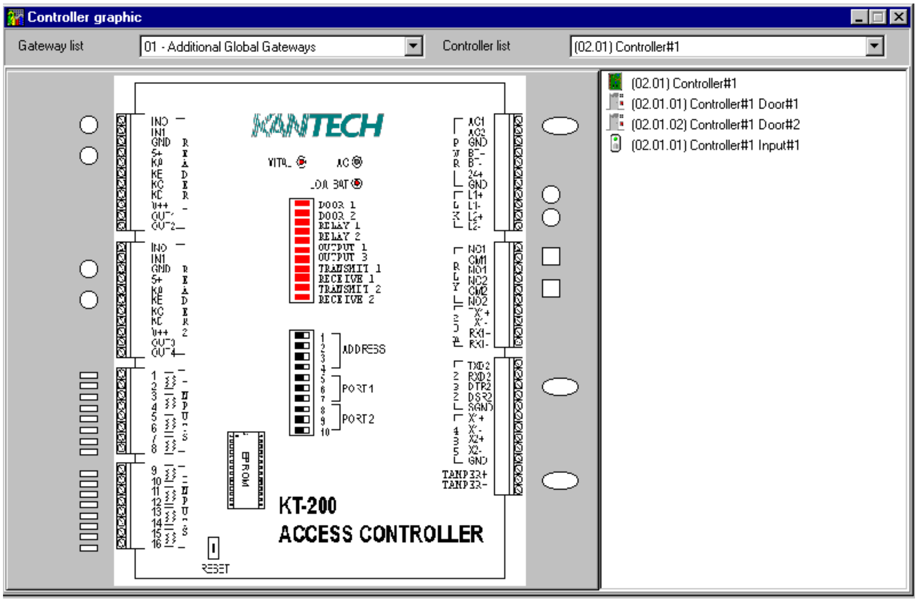
Graphic Status

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.



Controller graphic

Gateway list: 01 - Additional Global Gateways

Controller list: (02.01) Controller#1

(02.01) Controller#1

(02.01.01) Controller#1 Door#1

(02.01.02) Controller#1 Door#2

(02.01.01) Controller#1 Input#1

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.*

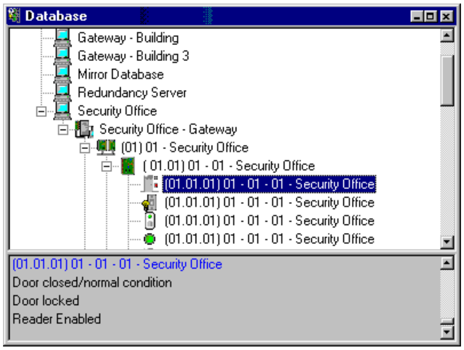
Database Status

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.



Gateway - Building
Gateway - Building 3
Mirror Database
Redundancy Server
Security Office
Security Office - Gateway
(01) 01 - Security Office
(01.01) 01 - 01 - Security Office
(01.01.01) 01 - 01 - 01 - Security Office
(01.01.01) 01 - 01 - 01 - Security Office
(01.01.01) 01 - 01 - 01 - Security Office
(01.01.01) 01 - 01 - 01 - Security Office

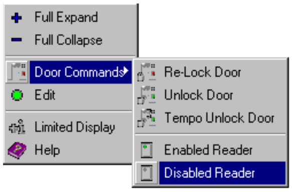
(01.01.01) 01 - 01 - 01 - Security Office
Door closed/normal condition
Door locked
Reader Enabled

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 10 • 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
- **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:

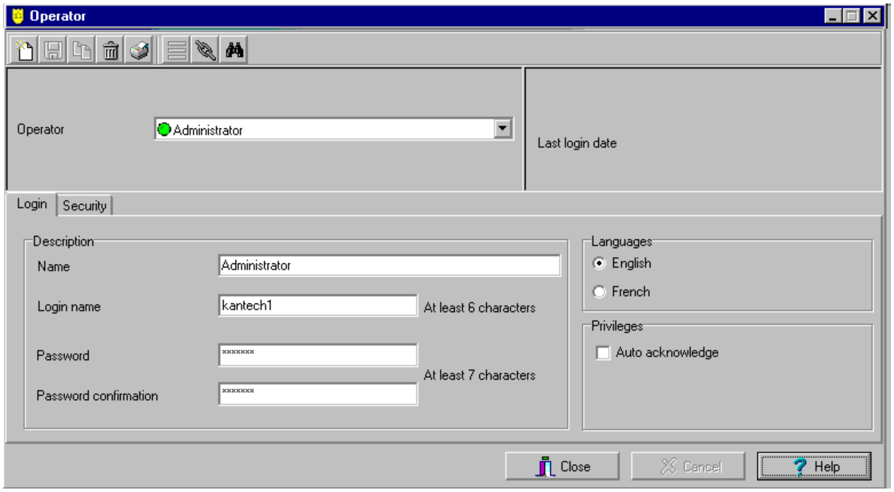
- Installer (login name and password are kantech): Full access to view, modify, delete, print components.
- Administrator (the login Kantech1 and the password kantech): Medium access with limited access to some system menus.
- Guard (login Kantech2 and password are kantech): Limited access to system 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 212.*

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.*



Operator: Administrator

Last login date

Description
Name: Administrator
Login name: kantech1 At least 6 characters
Password: *******
Password confirmation: ******* At least 7 characters

Languages
● English
○ French

Privileges
□ Auto acknowledge

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.*

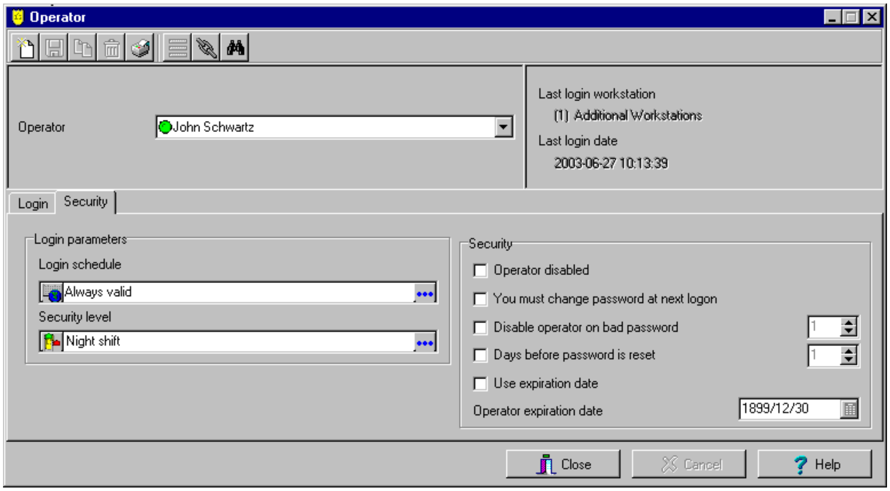
5 In the **Password Confirmation** field, enter the operator password again for confirmation using the proper case. If this password is not identical to the one entered in the password field, an error message will appear.

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 11 ‘EntraPass Desktops’ on page 233). The operator can decide to manually or automatically acknowledge events. This is an operator privilege.

8 Click on the **Security** tab to set operator access parameters.



Operator

Operator: John Schwartz

Last login workstation: (1) Additional Workstations

Last login date: 2003-06-27 10:13:39

Login | Security

Login parameters

Login schedule: Always valid

Security level: Night shift

Security

□ Operator disabled

□ You must change password at next logon

□ Disable operator on bad password: 1

□ Days before password is reset: 1

□ Use expiration date

Operator expiration date: 1899/12/30

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.

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.

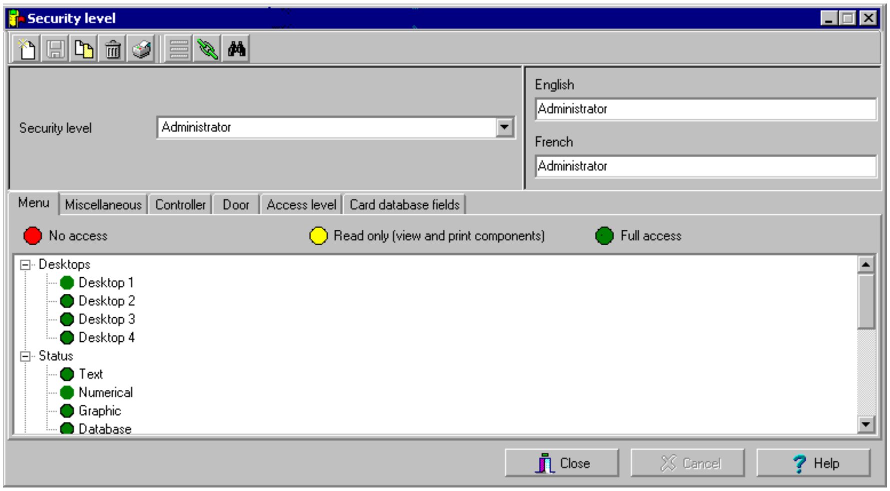
NOTE: *Operators will not be able to see items for which they have not been given access.*

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.



Security level: Administrator

English: Administrator

French: Administrator

🔴 No access 🟡 Read only (view and print components) 🟢 Full access

- Desktops
  - 🟢 Desktop 1
  - 🟢 Desktop 2
  - 🟢 Desktop 3
  - 🟢 Desktop 4
- Status
  - 🟢 Text
  - 🟢 Numerical
  - 🟢 Graphic
  - 🟢 Database

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

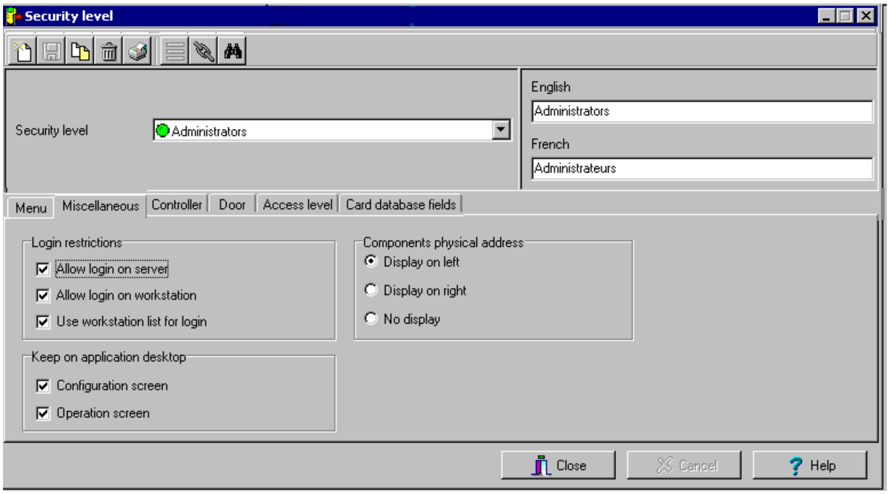
Defining Login Options for an Operator

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
- 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.



Security level: Administrators

English: Administrators

French: Administrateurs

Login restrictions
- ☑ Allow login on server
- ☑ Allow login on workstation
- ☑ Use workstation list for login

Keep on application desktop
- ☑ Configuration screen
- ☑ Operation screen

Components physical address
- ● Display on left
- ○ Display on right
- ○ No display

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
- Select **Allow login on workstation** to allow the operator to log onto the system. 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 two windows at the same time. EntraPass windows are classified in two 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,
  - Definition menu
  - Group menu
  - Devices menu
  - System menu
  - Historical and Time and attendance reports.
- **Operation screen**: this group includes all the Operation menu items .

- **Status screen**: this group includes windows of the Status menu and Report state menu.
- **Database screen**: The following menus are included in this category:
    - Option menu (card format, 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
- **Report screen**: this group includes Quick Report, Historical and Time and attendance report requests 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.

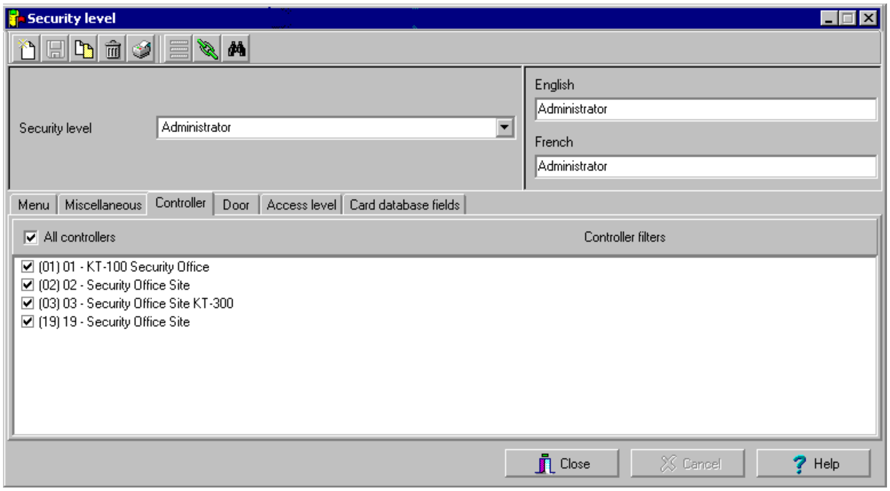
- **Display on left**—If selected, components will be sorted by their address (i.e. 01.01.01 Controller xyz).
- **Display on right**—If selected, components will be sorted by their component name (i.e. Controller xyz 01.01.01).
- **No display**—If selected, the address will not be displayed (i.e. Controller xyz) and components will be sorted by name.

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.



Security level: Administrator

English: Administrator

French: Administrator

☑ All controllers

☑ (01) 01 - KT-100 Security Office
☑ (02) 02 - Security Office Site
☑ (03) 03 - Security Office Site KT-300
☑ (19) 19 - Security Office Site

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.

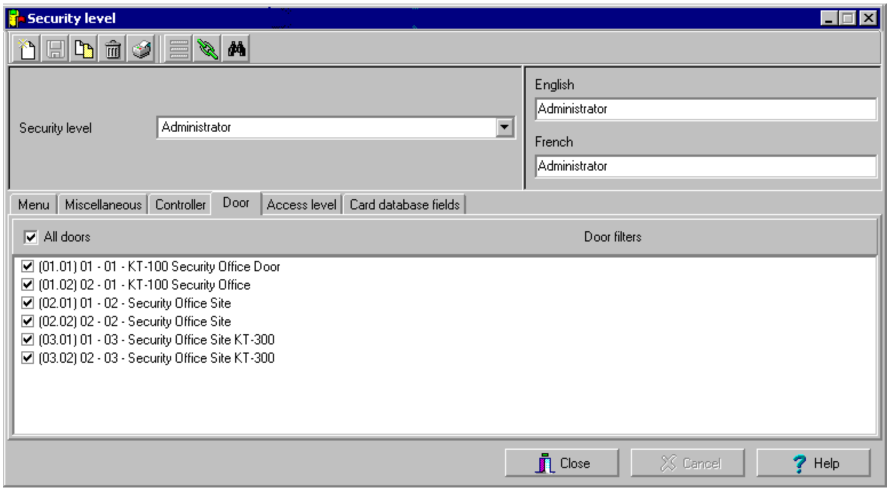
***NOTE:** When you select a controller, you also select all the components defined “under” or related to the controller (i.e. doors, relays, inputs, outputs).Make sure that you have also selected the gateway (Gateway and Site tab) for which the selected controller is defined. If the gateway is not selected, 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.



Security level: Administrator

English: Administrator

French: Administrator

☑ All doors — Door filters

- ☑ (01.01) 01 - 01 - KT-100 Security Office Door
- ☑ (01.02) 02 - 01 - KT-100 Security Office
- ☑ (02.01) 01 - 02 - Security Office Site
- ☑ (02.02) 02 - 02 - Security Office Site
- ☑ (03.01) 01 - 03 - Security Office Site KT-300
- ☑ (03.02) 02 - 03 - Security Office Site KT-300

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.

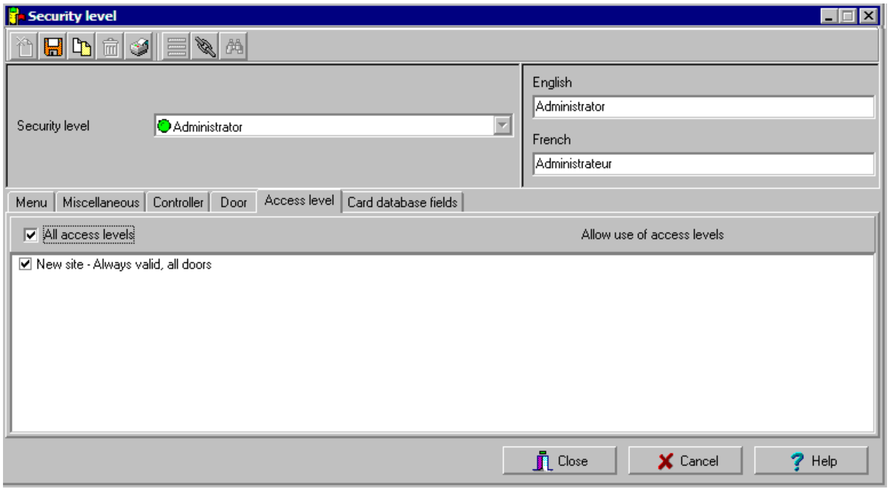
NOTE: *Make sure that you have also selected the controller for which the selected door is defined. If the controller is not selected, the door will not be available even if it is selected in the list.*

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.



Security level: Administrator

English: Administrator

French: Administrateur

☑ All access levels — Allow use of access levels

☑ New site - Always valid, all doors

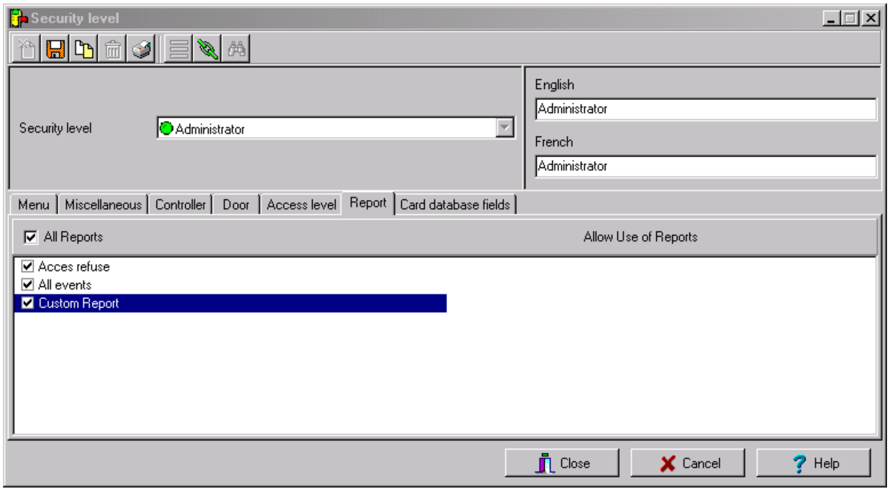
2 Select **All access levels** if you want all the displayed access levels to be available to the operator assigned this security level when creating cards or performing modifications related to access levels. You can also select only the access levels you want from the displayed list.

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.



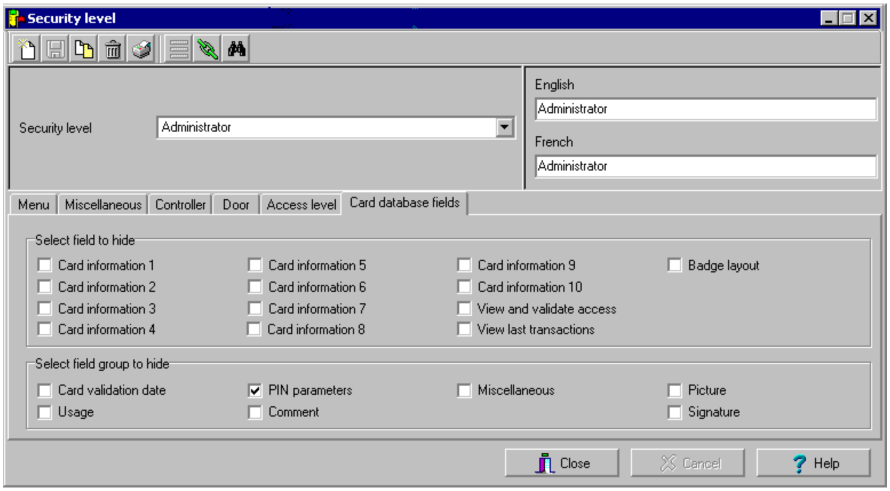
2 In the **Report** tab, select the reports you want to assign to the selected security level. Or, check the **All reports check box** if you want to give full access to all reports to the operator assigned this security level. You can also select only the card types you want from the displayed list.

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.

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.



Security level: Administrator

English: Administrator

French: Administrator

Select field to hide

□ Card information 1
□ Card information 2
□ Card information 3
□ Card information 4
□ Card information 5
□ Card information 6
□ Card information 7
□ Card information 8
□ Card information 9
□ Card information 10
□ View and validate access
□ View last transactions
□ Badge layout

Select field group to hide

□ Card validation date
□ Usage
☑ PIN parameters
□ Comment
□ Miscellaneous
□ Picture
□ Signature

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.

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),
- Define schedules that will allow, for example, to send alarms only at night

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, 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.

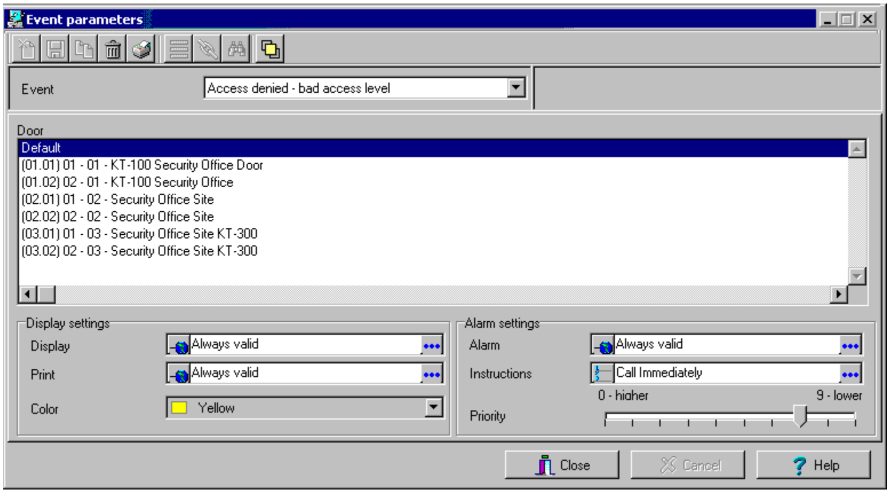
By default, all events are defined to be displayed on all the Message desktops. You can customize your system events by manually associating events and components.

There are two types of associations: manual and default association. For details about associations, see “Creating and Viewing Associations” on page 223.

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.*

To define parameters for a system event:

1 From the System main window, select the **Event** parameters icon .



Event: Access denied - bad access level

Door
- Default
- (01.01) 01 - 01 - KT-100 Security Office Door
- (01.02) 02 - 01 - KT-100 Security Office
- (02.01) 01 - 02 - Security Office Site
- (02.02) 02 - 02 - Security Office Site
- (03.01) 01 - 03 - Security Office Site KT-300
- (03.02) 02 - 03 - Security Office Site KT-300

Display settings
- Display: Always valid
- Print: Always valid
- Color: Yellow

Alarm settings
- Alarm: Always valid
- Instructions: Call Immediately
- Priority: 0 - higher … 9 - lower

2 From the **Event** drop-down list, select an event for which you want to define settings.

3 *By default, all events are defined to be sent to the Messages desktop with an always valid schedule. It is recommended to keep default settings especially when these settings apply to all components/events.* In the **Display settings** section, specify the display options: by default, all events are programmed to be displayed in the Messages desktop window . By default, they are assigned an **Always valid** schedule.

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 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 30.*

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 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.

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).

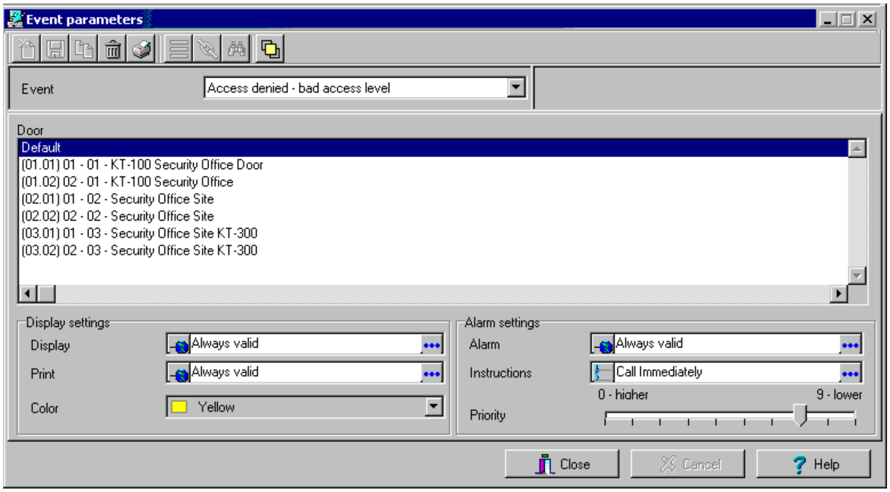
Creating and Viewing Associations

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. You may keep the default settings. However, EntraPass offers you the ability to create manual associations.
- Manual associations.

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.



Event parameters

Event: Access denied - bad access level

Door
- Default
- (01.01) 01 - 01 - KT-100 Security Office Door
- (01.02) 02 - 01 - KT-100 Security Office
- (02.01) 01 - 02 - Security Office Site
- (02.02) 02 - 02 - Security Office Site
- (03.01) 01 - 03 - Security Office Site KT-300
- (03.02) 02 - 03 - Security Office Site KT-300

Display settings
- Display: Always valid
- Print: Always valid
- Color: Yellow

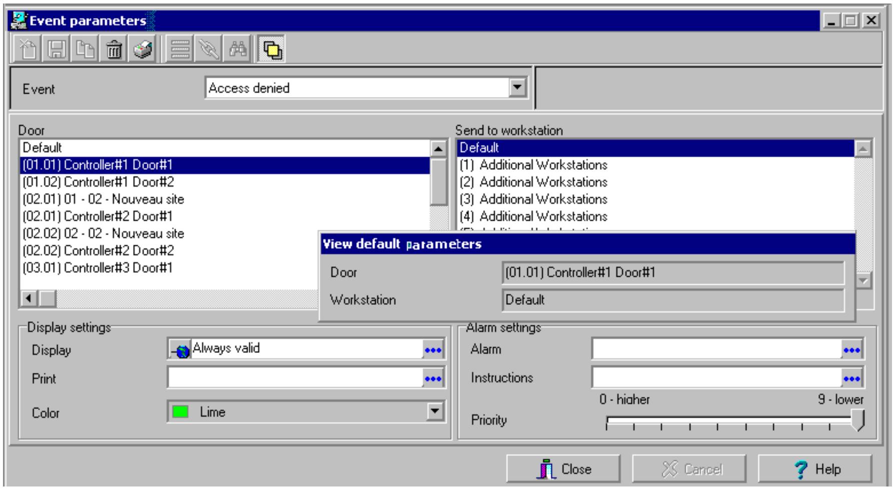
Alarm settings
- Alarm: Always valid
- Instructions: Call Immediately
- Priority: 0 - higher … 9 - lower

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 message desktop.

***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.



Event parameters

Event: Access denied

Door
Default
(01.01) Controller#1 Door#1
(01.02) Controller#1 Door#2
(02.01) 01 - 02 - Nouveau site
(02.01) Controller#2 Door#1
(02.02) 02 - 02 - Nouveau site
(02.02) Controller#2 Door#2
(03.01) Controller#3 Door#1

Send to workstation
Default
(1) Additional Workstations
(2) Additional Workstations
(3) Additional Workstations
(4) Additional Workstations

View default parameters
Door: (01.01) Controller#1 Door#1
Workstation: Default

Display settings
Display: Always valid
Print:
Color: Lime

Alarm settings
Alarm:
Instructions:
Priority: 0 - higher … 9 - lower

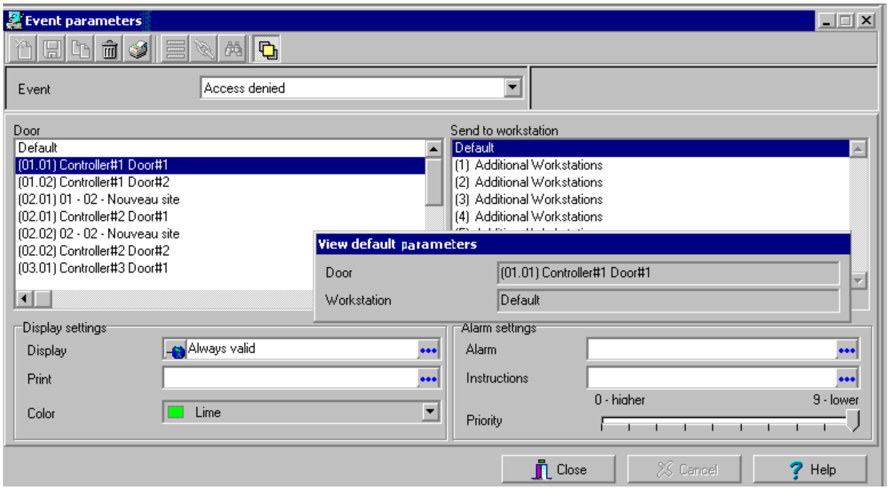
2 Click the **View association** icon in the toolbar .The View default parameters message box shows the component and EntraPass application. You can click the **Delete** icon in the toolbar if you want to modify the displayed association.

Deleting and Restoring Associations

You may decide that events from Door 1 should no longer be sent to the Message Desktop, 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.



Event parameters

Event: Access denied

Door:
- Default
- (01.01) Controller#1 Door#1
- (01.02) Controller#1 Door#2
- (02.01) 01 - 02 - Nouveau site
- (02.01) Controller#2 Door#1
- (02.02) 02 - 02 - Nouveau site
- (02.02) Controller#2 Door#2
- (03.01) Controller#3 Door#1

Send to workstation:
- Default
- (1) Additional Workstations
- (2) Additional Workstations
- (3) Additional Workstations
- (4) Additional Workstations

View default parameters

Door: (01.01) Controller#1 Door#1

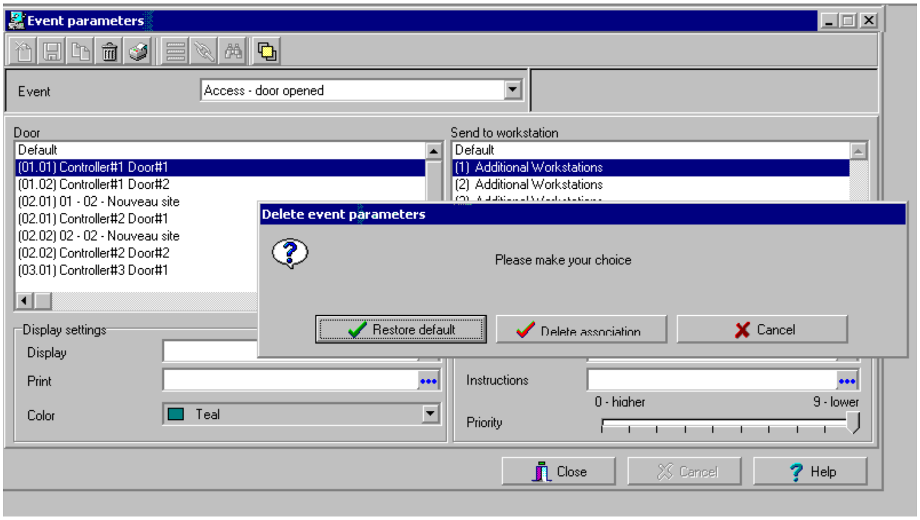
Workstation: Default

Display settings — Display: Always valid; Print; Color: Lime

Alarm settings — Alarm; Instructions; Priority (0 - higher, 9 - lower)

2 From a component, then click the association icon. The View default parameters message box appears.

3 Click the **Delete** icon in the toolbar.



Event parameters

Event: Access - door opened

Door:
- Default
- (01.01) Controller#1 Door#1
- (01.02) Controller#1 Door#2
- (02.01) 01 - 02 - Nouveau site
- (02.01) Controller#2 Door#1
- (02.02) 02 - 02 - Nouveau site
- (02.02) Controller#2 Door#2
- (03.01) Controller#3 Door#1

Send to workstation:
- Default
- (1) Additional Workstations
- (2) Additional Workstations

Delete event parameters

Please make your choice

Display settings — Display; Print; Color: Teal

Instructions; Priority (0 - higher, 9 - lower)

4 From the Delete event parameters window, make your choice:

- **Restore default**: this option will apply the default alarm and display settings.

- **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.

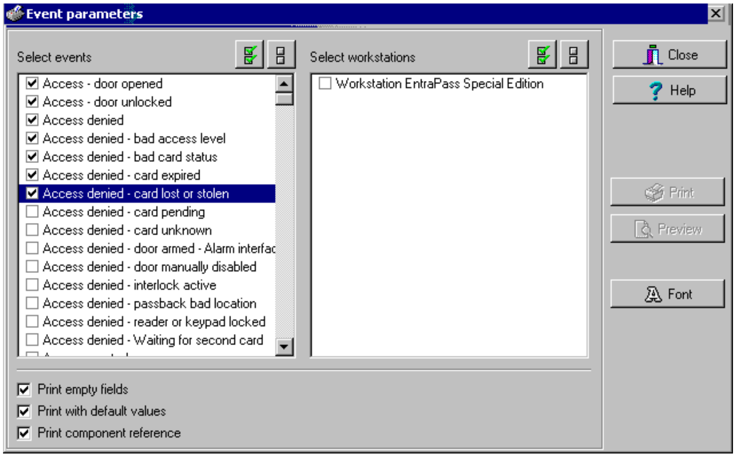
Printing Event Parameters

EntraPass allows you to print events parameters (alarm and display settings) for the selected events .

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.



Select events
- ☑ Access - door opened
- ☑ Access - door unlocked
- ☑ Access denied
- ☑ Access denied - bad access level
- ☑ Access denied - bad card status
- ☑ Access denied - card expired
- ☑ Access denied - card lost or stolen
- ☐ Access denied - card pending
- ☐ Access denied - card unknown
- ☐ Access denied - door armed - Alarm interfac
- ☐ Access denied - door manually disabled
- ☐ Access denied - interlock active
- ☐ Access denied - passback bad location
- ☐ Access denied - reader or keypad locked
- ☐ Access denied - Waiting for second card

Select workstations
- ☐ Workstation EntraPass Special Edition

- ☑ Print empty fields
- ☑ Print with default values
- ☑ Print component reference

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 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 event y) , the report will be empty.*

7 Select the **Preview** button before printing, if desired.

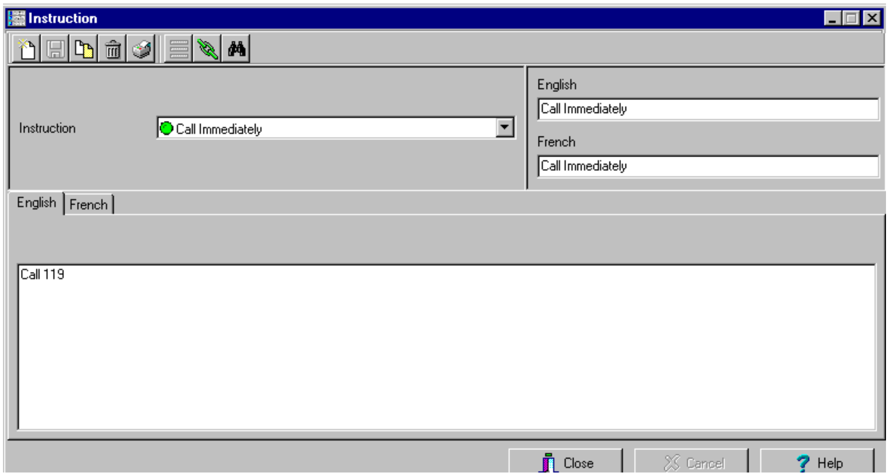
Instruction Definition

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.



Instruction: Call Immediately

English: Call Immediately

French: Call Immediately

English | French

Call 119

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 221.

Message Filters Definition

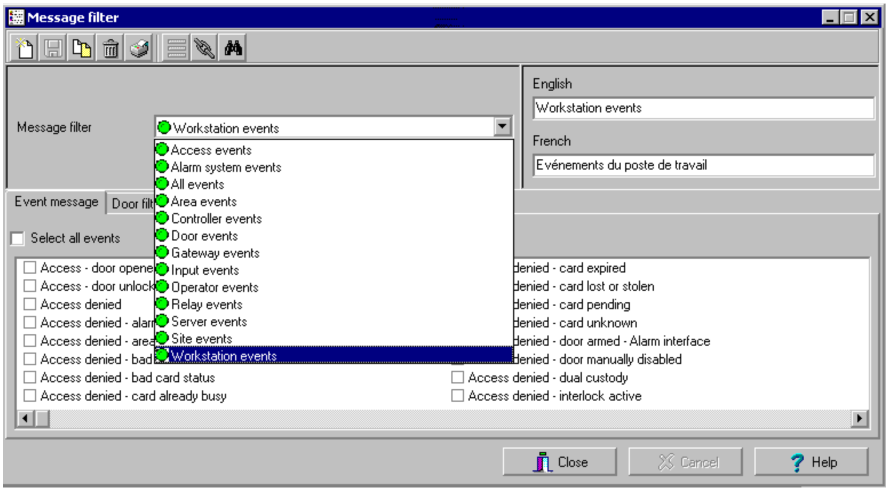
The Message filter feature allows you to define filters for the Filtered Messages desktop. These filters are used to view a specific selection of events. For example, you may define specific filters for an operator: a Guard may be only interested by "Guard tour events". You can then create filters so 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 245.*

To define event for a message filter:

1 In the System main window, select the **Message Filter** icon.The Message filter window appears.



Message filter: Workstation events

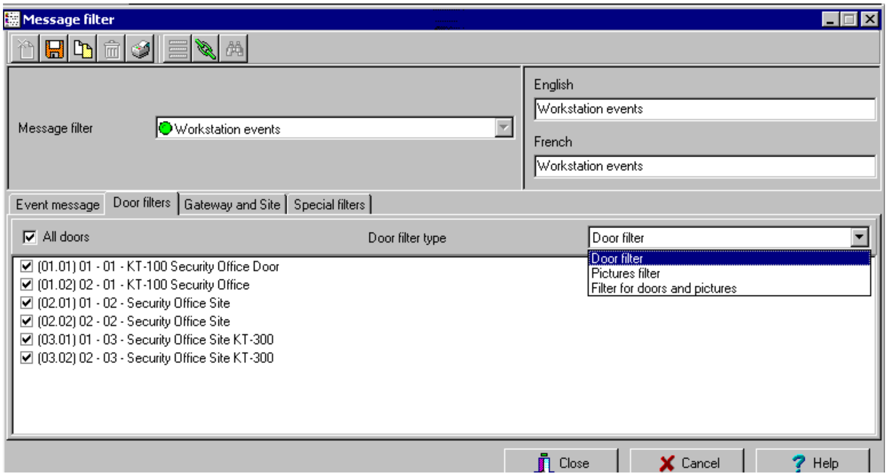
English: Workstation events

French: Evénements du poste de travail

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.


Message filter

Message filter: ● Workstation events

English: Workstation events

French: Workstation events

☑ All doors

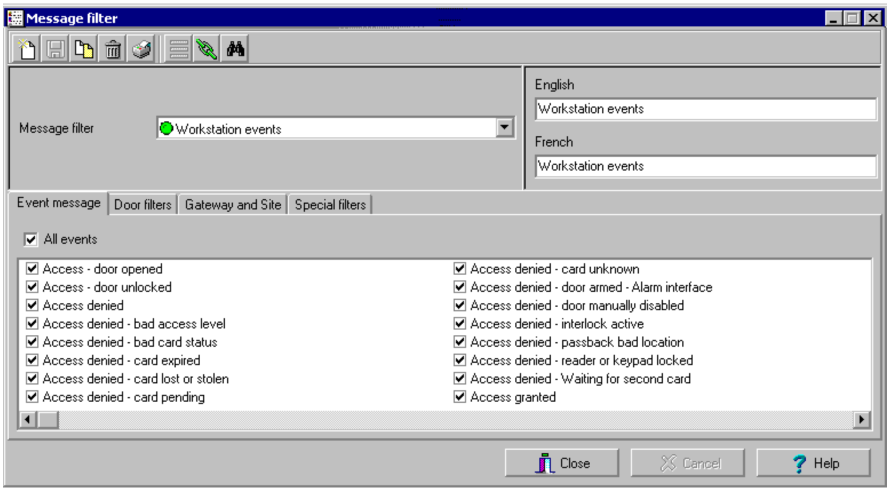
Door filter type: Door filter
- Door filter
- Pictures filter
- Filter for doors and pictures

☑ (01.01) 01 - 01 - KT-100 Security Office Door
☑ (01.02) 02 - 01 - KT-100 Security Office
☑ (02.01) 01 - 02 - Security Office Site
☑ (02.02) 02 - 02 - Security Office Site
☑ (03.01) 01 - 03 - Security Office Site KT-300
☑ (03.02) 02 - 03 - Security Office Site KT-300

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:

7 Select the **Gateway and site** tab to filter gateways and sites events sent to the Filtered Messages desktop.


Message filter

Message filter: ● Workstation events

English: Workstation events

French: Workstation events

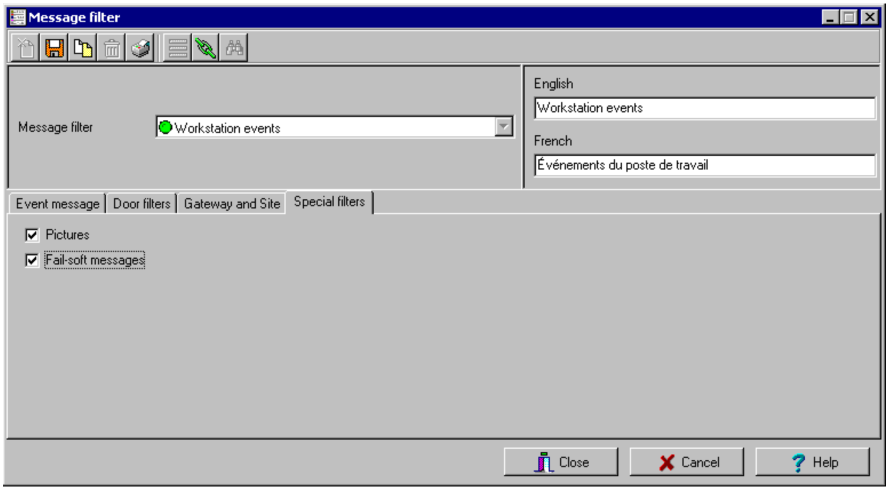
☑ All events

☑ Access - door opened
☑ Access - door unlocked
☑ Access denied
☑ Access denied - bad access level
☑ Access denied - bad card status
☑ Access denied - card expired
☑ Access denied - card lost or stolen
☑ Access denied - card pending
☑ Access denied - card unknown
☑ Access denied - door armed - Alarm interface
☑ Access denied - door manually disabled
☑ Access denied - interlock active
☑ Access denied - passback bad location
☑ Access denied - reader or keypad locked
☑ Access denied - Waiting for second card
☑ Access granted

8 Check the **All gateways and site** option to receive events originating from the components of the sites. You may select 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.*

9 Select the **Special filter** tab to filter events according to their type.



Message filter: Workstation events

English: Workstation events

French: Événements du poste de travail

Event message | Door filters | Gateway and Site | Special filters

☑ Pictures

☑ Fail-soft messages

- **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**).

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.*

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, 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.

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 212.*

Chapter 11 • 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 four (4) pre-defined desktops. These can be configured as follows:

- Desktop 1: all system events
- Desktop 2: System events and pictures
- Desktop 3: Alarms screen
- Desktop 4: Graphic screen

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.*

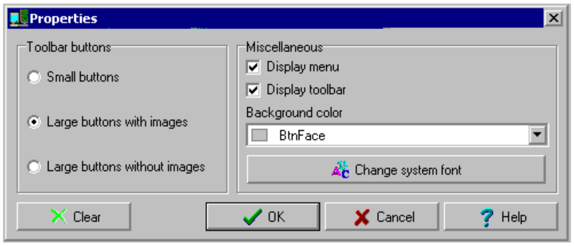
Customizing the Work Area

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.



Properties

Toolbar buttons

○ Small buttons

● Large buttons with images

○ Large buttons without images

Miscellaneous

☑ Display menu

☑ Display toolbar

Background color: BtnFace

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.
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.*

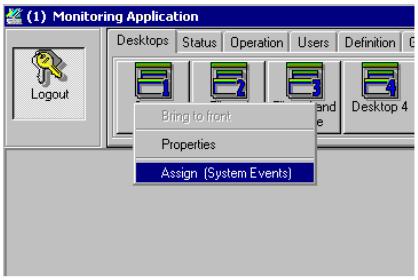
3. Click the **Permit** button. The operator login window appears. Enter your username and password, and click, **OK**. The temporary permission will be granted.

Transferring a Customized Desktop

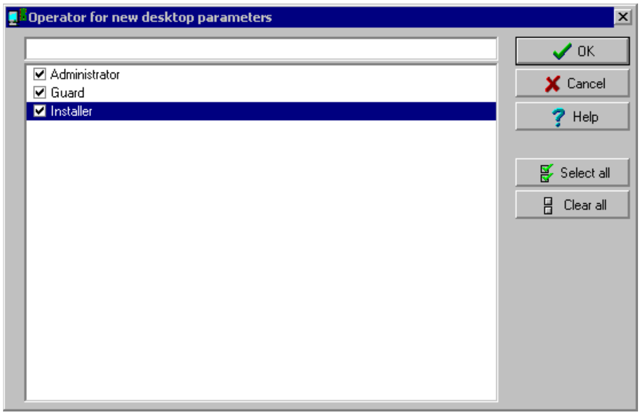
Another possibility available to the Security Manager (or to the operator with the appropriate security level) is to customize a desktop, and then to assign the settings to other operators who may not have the appropriate security level to modify their desktop settings.

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****.*

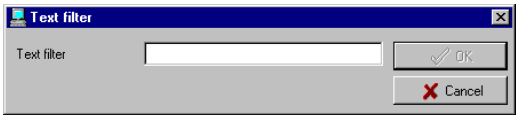
NOTE: *You may change the events display order; see “Customizing Event Display” on page 239*

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).

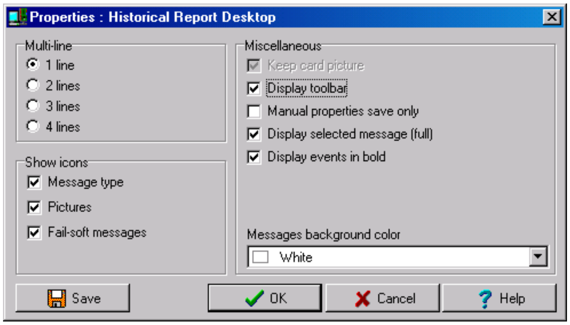
5 To return to the normal display in the Messages list screen, click the **Text filter** button.

***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.



Multi-line
● 1 line
○ 2 lines
○ 3 lines
○ 4 lines

Show icons
☑ Message type
☑ Pictures
☑ Fail-soft messages

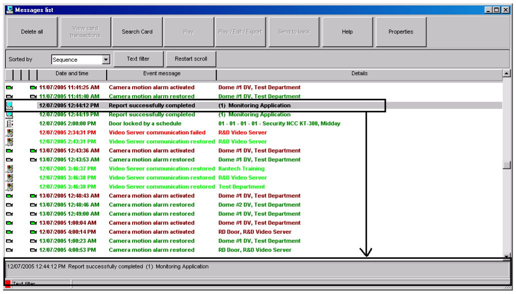
Miscellaneous
☑ Keep card picture
☑ Display toolbar
☐ Manual properties save only
☑ Display selected message (full)
☑ Display events in bold

Messages background color: White

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.

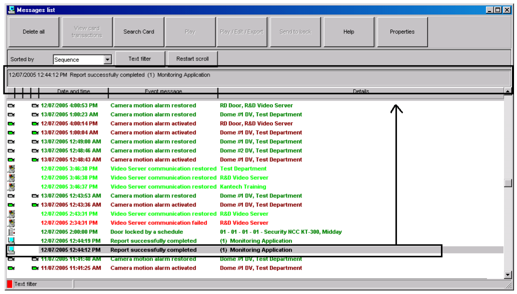
  - **Picture**—When you select this option, the system inserts a card icon next to events containing cardholder pictures.
  - **Fail-soft messages**—When you select this option, the system displays a plus (+) sign next to the events that occurred when controllers were off-line.
- The **Miscellaneous** 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.



Date and time	Event message	Details
11/07/2005 11:41:25 AM	Camera motion alarm activated	Dome #1 DV, Test Department
11/07/2005 11:41:40 AM	Camera motion alarm restored	Dome #1 DV, Test Department
12/07/2005 12:44:12 PM	Report successfully completed	(1) Monitoring Application
12/07/2005 12:44:19 PM	Report successfully completed	(1) Monitoring Application
12/07/2005 2:00:00 PM	Door locked by a schedule	01 - 01 - 01 - 01 - Security NCC KT-300, Midday
12/07/2005 2:34:31 PM	Video Server communication failed	R&D Video Server
12/07/2005 2:43:31 PM	Video Server communication restored	R&D Video Server
13/07/2005 12:43:36 AM	Camera motion alarm activated	Dome #1 DV, Test Department
13/07/2005 12:43:53 AM	Camera motion alarm restored	Dome #1 DV, Test Department
12/07/2005 3:46:37 PM	Video Server communication restored	Kantech Training
12/07/2005 3:46:38 PM	Video Server communication restored	R&D Video Server
12/07/2005 3:46:38 PM	Video Server communication restored	Test Department
13/07/2005 12:48:43 AM	Camera motion alarm activated	Dome #1 DV, Test Department
13/07/2005 12:48:46 AM	Camera motion alarm restored	Dome #2 DV, Test Department
13/07/2005 12:49:00 AM	Camera motion alarm restored	Dome #1 DV, Test Department
13/07/2005 1:00:04 AM	Camera motion alarm activated	Dome #1 DV, Test Department
12/07/2005 4:00:14 PM	Camera motion alarm activated	RD Door, R&D Video Server
13/07/2005 1:00:23 AM	Camera motion alarm restored	Dome #1 DV, Test Department
12/07/2005 4:00:53 PM	Camera motion alarm restored	RD Door, R&D Video Server

12/07/2005 12:44:12 PM Report successfully completed (1) Monitoring Application

Ascending Order



12/07/2005 12:44:12 PM Report successfully completed (1) Monitoring Application

Date and time	Event message	Details
12/07/2005 4:00:53 PM	Camera motion alarm restored	RD Door, R&D Video Server
13/07/2005 1:00:23 AM	Camera motion alarm restored	Dome #1 DV, Test Department
12/07/2005 4:00:14 PM	Camera motion alarm activated	RD Door, R&D Video Server
13/07/2005 1:00:04 AM	Camera motion alarm activated	Dome #1 DV, Test Department
13/07/2005 12:49:00 AM	Camera motion alarm restored	Dome #1 DV, Test Department
13/07/2005 12:48:46 AM	Camera motion alarm restored	Dome #2 DV, Test Department
13/07/2005 12:48:43 AM	Camera motion alarm activated	Dome #1 DV, Test Department
12/07/2005 3:46:38 PM	Video Server communication restored	Test Department
12/07/2005 3:46:38 PM	Video Server communication restored	R&D Video Server
12/07/2005 3:46:37 PM	Video Server communication restored	Kantech Training
13/07/2005 12:43:53 AM	Camera motion alarm restored	Dome #1 DV, Test Department
13/07/2005 12:43:36 AM	Camera motion alarm activated	Dome #1 DV, Test Department
12/07/2005 2:43:31 PM	Video Server communication restored	R&D Video Server
12/07/2005 2:34:31 PM	Video Server communication failed	R&D Video Server
12/07/2005 2:00:00 PM	Door locked by a schedule	01 - 01 - 01 - 01 - Security NCC KT-300, Midday
12/07/2005 12:44:19 PM	Report successfully completed	(1) Monitoring Application
12/07/2005 12:44:12 PM	Report successfully completed	(1) Monitoring Application
11/07/2005 11:41:40 AM	Camera motion alarm restored	Dome #1 DV, Test Department
11/07/2005 11:41:25 AM	Camera motion alarm activated	Dome #1 DV, Test Department

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

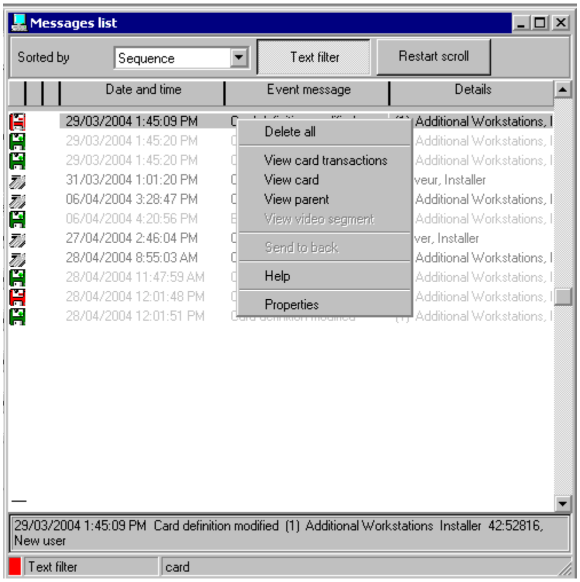
EntraPass enables you to perform various tasks on system events. These include:

- Deleting messages
- Viewing card information
- Validating card status and card transaction
- Modifying the desktop properties (such as display options), etc.

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 250.*

To perform additional tasks on messages:

1 From the Message desktop, right-click an event to enable a shortcut menu:



Date and time	Event message	Details
29/03/2004 1:45:09 PM	C	Additional Workstations, I
29/03/2004 1:45:20 PM	C	Additional Workstations, I
29/03/2004 1:45:20 PM	C	Additional Workstations, I
31/03/2004 1:01:20 PM	C	veur, Installer
06/04/2004 3:28:47 PM	C	Additional Workstations, I
06/04/2004 4:20:56 PM	E	Additional Workstations, I
27/04/2004 2:46:04 PM	C	ver, Installer
28/04/2004 8:55:03 AM	C	Additional Workstations, I
28/04/2004 11:47:59 AM	C	Additional Workstations, I
28/04/2004 12:01:48 PM	C	Additional Workstations, I
28/04/2004 12:01:51 PM	Card definition modified	Additional Workstations, I

29/03/2004 1:45:09 PM Card definition modified (1) Additional Workstations Installer 42:52816, New user

Text filter card

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 7 'Defining Cards' on page 122.
- —**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 theselected 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.*

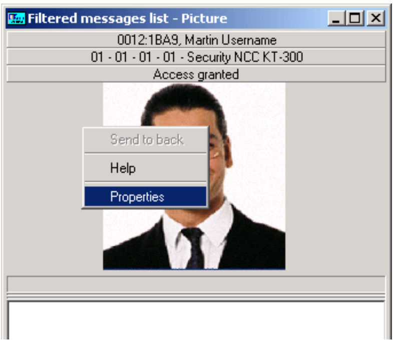
- **Send to back**—This option only works when the window type is set to floating. It sends the active window behind the main application window. To bring back to front, right click the desktop button, then select **Bring to front**.
- **Properties**—This menu item enables users to modify the display 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 229.

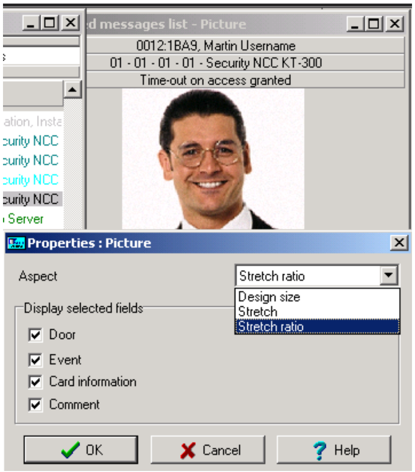
To modify pictures display options:

1 From the Filtered Message list and Picture, select an access event, then right-click the cardholder's picture.


Filtered messages list - Picture
0012:1BA9, Martin Username
01 - 01 - 01 - 01 - Security NCC KT-300
Access granted
Send to back
Help
Properties

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.**



Aspect: Stretch ratio

Display selected fields

☑ Door

☑ Event

☑ Card information

☑ Comment

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.

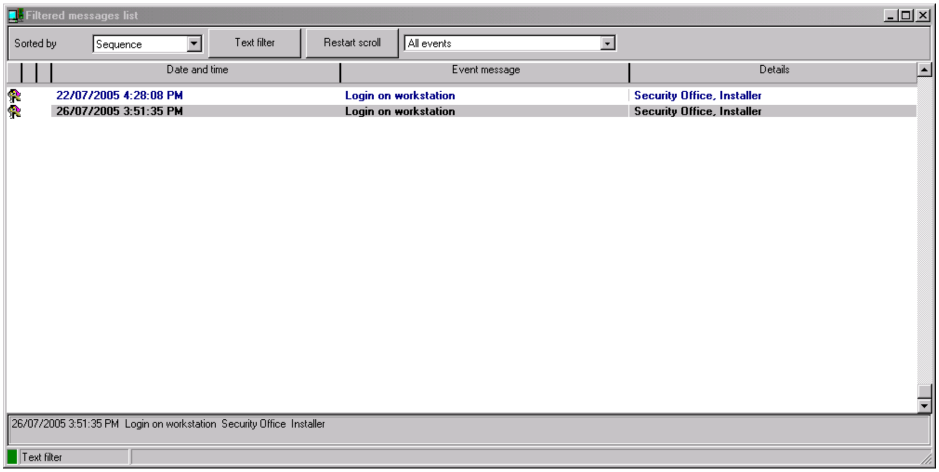
Filtered messages are defined in the Message filters menu: **System** > **Message filters**.

***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).



Date and time	Event message	Details
22/07/2005 4:28:08 PM	Login on workstation	Security Office, Installer
26/07/2005 3:51:35 PM	Login on workstation	Security Office, Installer

26/07/2005 3:51:35 PM Login on workstation Security Office Installer

3 You can change the **Text filter**, to display specific events. For details on the Filtered messages desktop, see “Messages List Desktop” on page 238.

Historical Report Desktop

The **Historical Report** desktop allows operators to display events that come from pre-defined, historical reports, view the report generation state. 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.

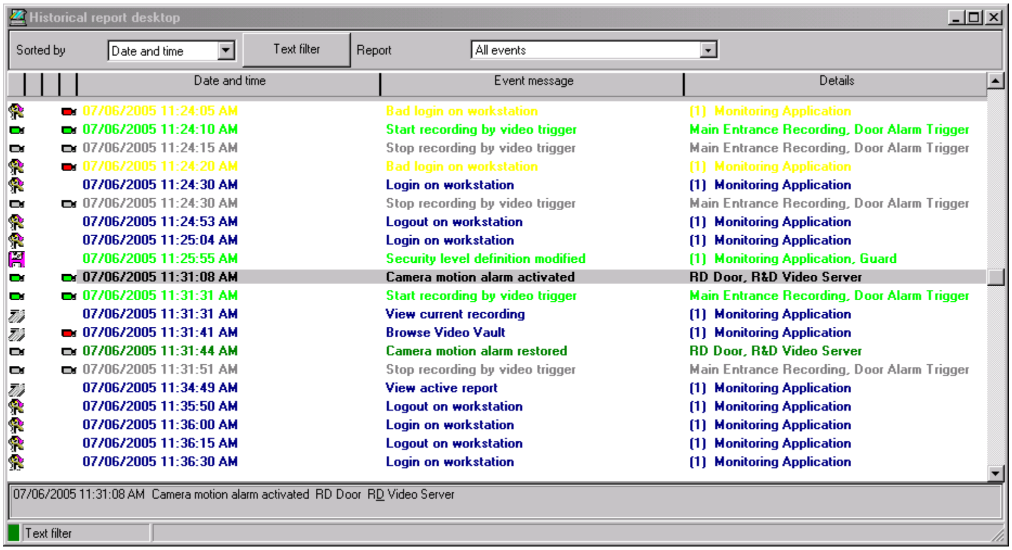
Historical reports are defined under **Report > Historical Report**

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).



Date and time	Event message	Details
07/06/2005 11:24:05 AM	Bad login on workstation	(1) Monitoring Application
07/06/2005 11:24:10 AM	Start recording by video trigger	Main Entrance Recording, Door Alarm Trigger
07/06/2005 11:24:15 AM	Stop recording by video trigger	Main Entrance Recording, Door Alarm Trigger
07/06/2005 11:24:20 AM	Bad login on workstation	(1) Monitoring Application
07/06/2005 11:24:30 AM	Login on workstation	(1) Monitoring Application
07/06/2005 11:24:30 AM	Stop recording by video trigger	Main Entrance Recording, Door Alarm Trigger
07/06/2005 11:24:53 AM	Logout on workstation	(1) Monitoring Application
07/06/2005 11:25:04 AM	Login on workstation	(1) Monitoring Application
07/06/2005 11:25:55 AM	Security level definition modified	(1) Monitoring Application, Guard
07/06/2005 11:31:08 AM	Camera motion alarm activated	RD Door, R&D Video Server
07/06/2005 11:31:31 AM	Start recording by video trigger	Main Entrance Recording, Door Alarm Trigger
07/06/2005 11:31:31 AM	View current recording	(1) Monitoring Application
07/06/2005 11:31:41 AM	Browse Video Vault	(1) Monitoring Application
07/06/2005 11:31:44 AM	Camera motion alarm restored	RD Door, R&D Video Server
07/06/2005 11:31:51 AM	Stop recording by video trigger	Main Entrance Recording, Door Alarm Trigger
07/06/2005 11:34:49 AM	View active report	(1) Monitoring Application
07/06/2005 11:35:50 AM	Logout on workstation	(1) Monitoring Application
07/06/2005 11:36:00 AM	Login on workstation	(1) Monitoring Application
07/06/2005 11:36:15 AM	Logout on workstation	(1) Monitoring Application
07/06/2005 11:36:30 AM	Login on workstation	(1) Monitoring Application

07/06/2005 11:31:08 AM Camera motion alarm activated RD Door RD Video Server

Text filter

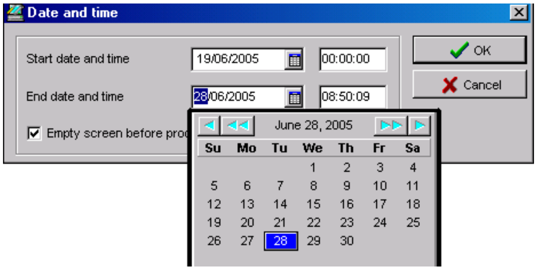
3 Select the sort criteria you want to use to display historical data (**Date and Time**, **Event**, or **Message Type**).

***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.



Start date and time 19/06/2005 00:00:00

End date and time 28/06/2005 08:50:09

☑ Empty screen before proc

June 28, 2005

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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.

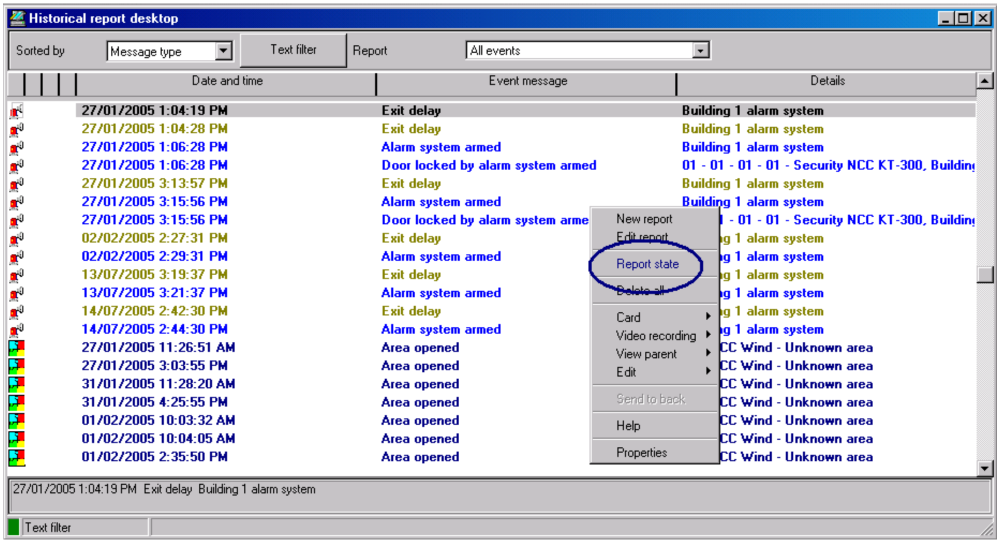
Create and Edit Historical Reports

- 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 265
- 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 265

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.

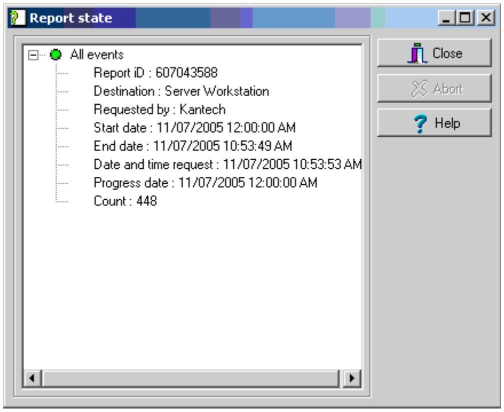


Sorted by: Message type
Report: All events

Date and time	Event message	Details
27/01/2005 1:04:19 PM	Exit delay	Building 1 alarm system
27/01/2005 1:04:28 PM	Exit delay	Building 1 alarm system
27/01/2005 1:06:28 PM	Alarm system armed	Building 1 alarm system
27/01/2005 1:06:28 PM	Door locked by alarm system armed	01 - 01 - 01 - 01 - Security NCC KT-300, Buildin
27/01/2005 3:13:57 PM	Exit delay	Building 1 alarm system
27/01/2005 3:15:56 PM	Alarm system armed	Building 1 alarm system
27/01/2005 3:15:56 PM	Door locked by alarm system arme	l - 01 - 01 - Security NCC KT-300, Buildin
02/02/2005 2:27:31 PM	Exit delay	g 1 alarm system
02/02/2005 2:29:31 PM	Alarm system armed	g 1 alarm system
13/07/2005 3:19:37 PM	Exit delay	g 1 alarm system
13/07/2005 3:21:37 PM	Alarm system armed	g 1 alarm system
14/07/2005 2:42:30 PM	Exit delay	g 1 alarm system
14/07/2005 2:44:30 PM	Alarm system armed	g 1 alarm system
27/01/2005 11:26:51 AM	Area opened	CC Wind - Unknown area
27/01/2005 3:03:55 PM	Area opened	CC Wind - Unknown area
31/01/2005 11:28:20 AM	Area opened	CC Wind - Unknown area
31/01/2005 4:25:55 PM	Area opened	CC Wind - Unknown area
01/02/2005 10:03:32 AM	Area opened	CC Wind - Unknown area
01/02/2005 10:04:05 AM	Area opened	CC Wind - Unknown area
01/02/2005 2:35:50 PM	Area opened	CC Wind - Unknown area

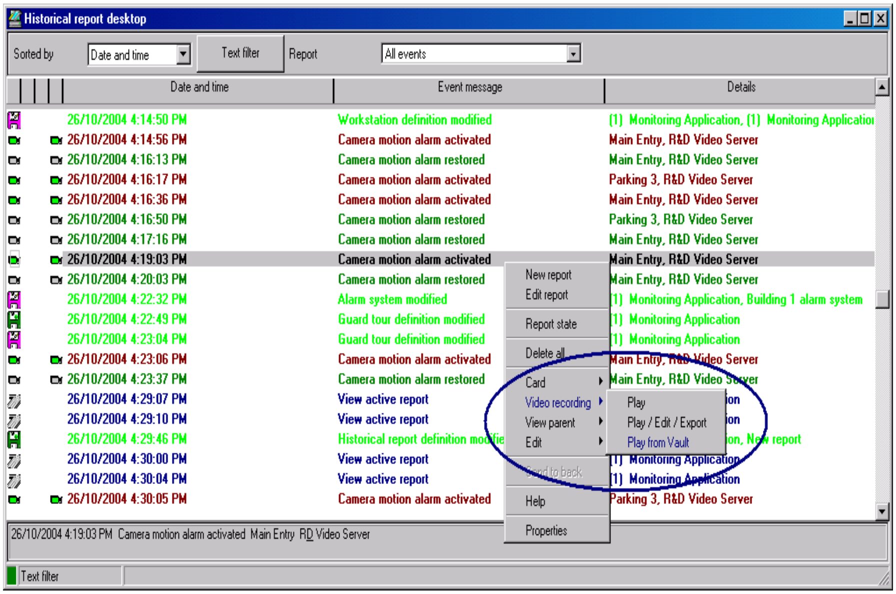
27/01/2005 1:04:19 PM Exit delay Building 1 alarm system

2 Select **Report State**. The Report State dialog will open displaying Report generation information.



All events
- Report ID : 607043588
- Destination : Server Workstation
- Requested by : Kantech
- Start date : 11/07/2005 12:00:00 AM
- End date : 11/07/2005 10:53:49 AM
- Date and time request : 11/07/2005 10:53:53 AM
- Progress date : 11/07/2005 12:00:00 AM
- Count : 448

3 When the report is finally generated in the Desktop window, the information in the Report State dialog will disappear. Click **Close**.



Date and time	Event message	Details
26/10/2004 4:14:50 PM	Workstation definition modified	[1] Monitoring Application, [1] Monitoring Applicatio
26/10/2004 4:14:56 PM	Camera motion alarm activated	Main Entry, R&D Video Server
26/10/2004 4:16:13 PM	Camera motion alarm restored	Main Entry, R&D Video Server
26/10/2004 4:16:17 PM	Camera motion alarm activated	Parking 3, R&D Video Server
26/10/2004 4:16:36 PM	Camera motion alarm activated	Main Entry, R&D Video Server
26/10/2004 4:16:50 PM	Camera motion alarm restored	Parking 3, R&D Video Server
26/10/2004 4:17:16 PM	Camera motion alarm restored	Main Entry, R&D Video Server
26/10/2004 4:19:03 PM	Camera motion alarm activated	Main Entry, R&D Video Server
26/10/2004 4:20:03 PM	Camera motion alarm restored	Main Entry, R&D Video Server
26/10/2004 4:22:32 PM	Alarm system modified	[1] Monitoring Application, Building 1 alarm system
26/10/2004 4:22:49 PM	Guard tour definition modified	[1] Monitoring Application
26/10/2004 4:23:04 PM	Guard tour definition modified	[1] Monitoring Application
26/10/2004 4:23:06 PM	Camera motion alarm activated	Main Entry, R&D Video Server
26/10/2004 4:23:37 PM	Camera motion alarm restored	Main Entry, R&D Video Server
26/10/2004 4:29:07 PM	View active report	ion
26/10/2004 4:29:10 PM	View active report	ion
26/10/2004 4:29:46 PM	Historical report definition modifie	ion, New report
26/10/2004 4:30:00 PM	View active report	[1] Monitoring Application
26/10/2004 4:30:04 PM	View active report	[1] Monitoring Application
26/10/2004 4:30:05 PM	Camera motion alarm activated	Parking 3, R&D Video Server

26/10/2004 4:19:03 PM Camera motion alarm activated Main Entry RD Video Server

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.

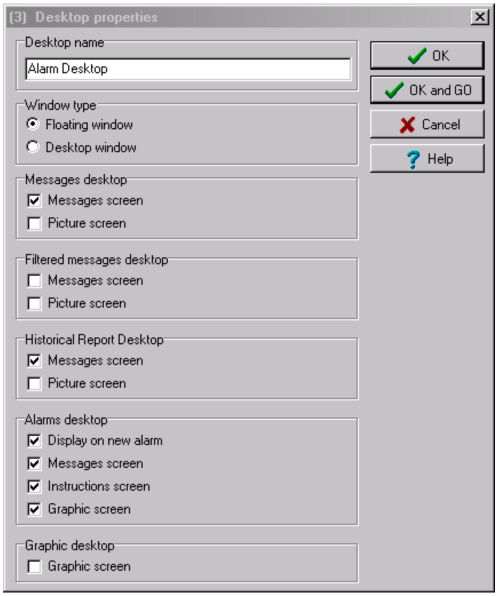
A schedule must be defined for all alarms (**System** > **Event parameters**, **Alarm settings**).When an alarm is generated during a valid schedule, operators have to acknowledge the alarm.

Alarms are displayed with date and time, alarm description, details, instructions (if defined) and associated graphic (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**.



(3) Desktop properties

Desktop name: Alarm Desktop

Window type
● Floating window
○ Desktop window

Messages desktop
☑ Messages screen
□ Picture screen

Filtered messages desktop
□ Messages screen
□ Picture screen

Historical Report Desktop
☑ Messages screen
□ Picture screen

Alarms desktop
☑ Display on new alarm
☑ Messages screen
☑ Instructions screen
☑ Graphic screen

Graphic desktop
□ Graphic screen

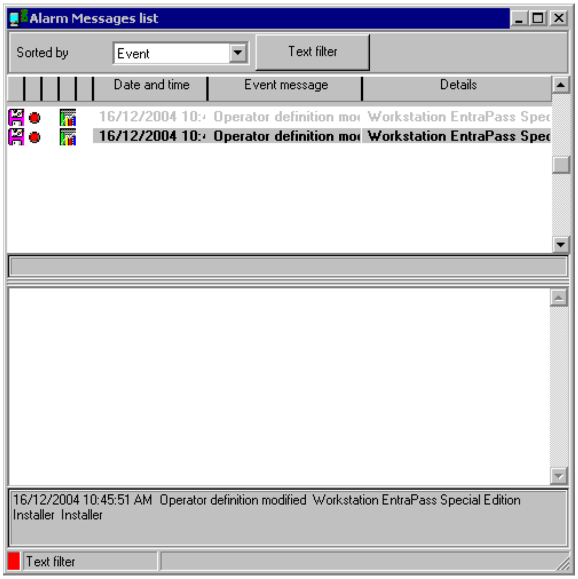
2 Specify the secondary windows that will be associated with the Alarms desktop:

- **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 99.

To view system alarm messages:

1 Select the **Alarm** desktop. Alarm events are displayed according to the criteria selected in the **Sorted by** field.



Sorted by: Event

Date and time	Event message	Details
16/12/2004 10:4	Operator definition mo	Workstation EntraPass Spec
16/12/2004 10:4	Operator definition mo	Workstation EntraPass Spec

16/12/2004 10:45:51 AM Operator definition modified Workstation EntraPass Special Edition
Installer Installer

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**).

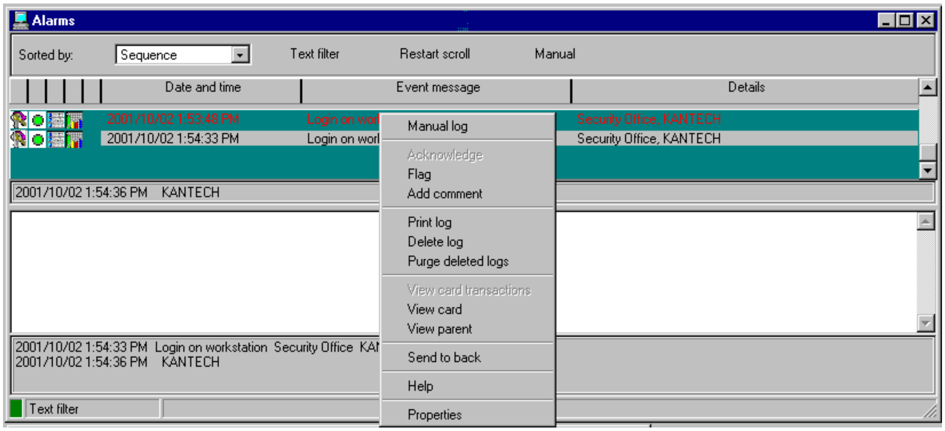
4 You may right-click anywhere in the window to enable the Properties window from which you can enable alarm status icons:

- **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 208.

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:



Alarms

Sorted by: Sequence

	Date and time	Event message	Details
	2001/10/02 1:53:48 PM	Login on wor	Security Office, KANTECH
	2001/10/02 1:54:33 PM	Login on wor	Security Office, KANTECH

2001/10/02 1:54:36 PM KANTECH

```
2001/10/02 1:54:33 PM  Login on workstation  Security Office  KA
2001/10/02 1:54:36 PM   KANTECH
```

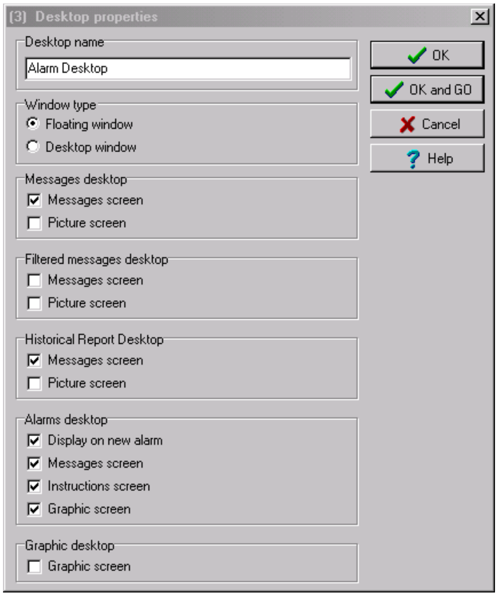
- **Manual log**—When selected, the system displays the Manual log window to allow an operator to add log comments, and hence to generate a customized event (with priority, event details, color etc.).When a manual log is added, a hand and a blue circle are added beside an alarm message. These are visible 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.



(3) Desktop properties

Desktop name: Alarm Desktop

Window type
● Floating window
○ Desktop window

Messages desktop
☑ Messages screen
□ Picture screen

Filtered messages desktop
□ Messages screen
□ Picture screen

Historical Report Desktop
☑ Messages screen
□ Picture screen

Alarms desktop
☑ Display on new alarm
☑ Messages screen
☑ Instructions screen
☑ Graphic screen

Graphic desktop
□ Graphic screen

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 298.

Acknowledgement options are setup in the EntraPass application definition (**Devices** > **EntraPass application** > **Message 2 of 2** tab, Acknowledgement parameters). Events that require operator acknowledgment are defined in the **System** > **Event Parameters**.

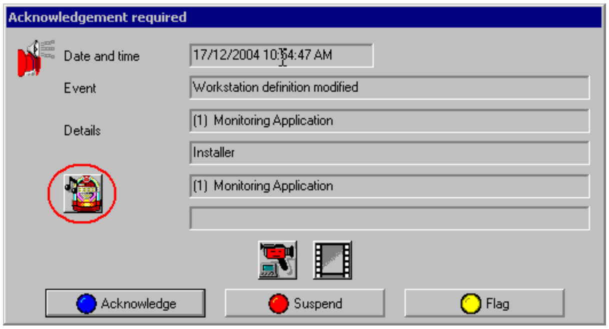
Automatic Acknowledgement

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:



Acknowledgement required

Date and time: 17/12/2004 10:54:47 AM
Event: Workstation definition modified
Details: (1) Monitoring Application
Installer
(1) Monitoring Application

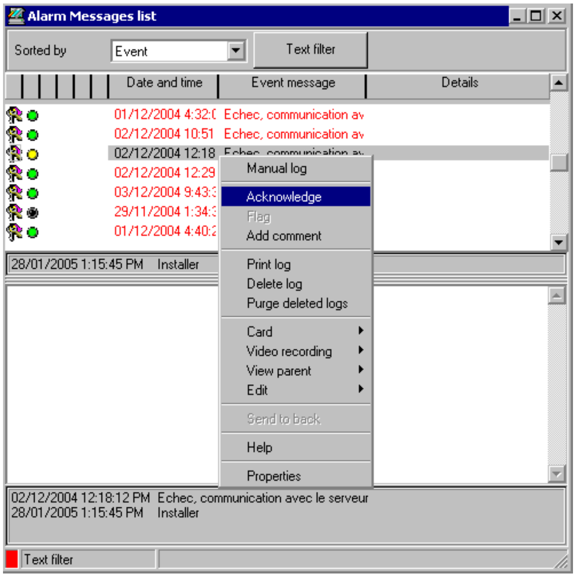
- Click the **Acknowledge** button to acknowledge the displayed alarm event. The red status button turns green once an alarm is acknowledged.
- Click the **Suspend** button to suspend alarms while doing other operations in the system. The alarm will be suspended for the delay time specified in the **EntraPass 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.*

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.



01/12/2004 4:32:(Echec, communication av
02/12/2004 10:51 Echec, communication av
02/12/2004 12:18 Echec, communication av
02/12/2004 12:29
03/12/2004 9:43:3
29/11/2004 1:34:3
01/12/2004 4:40:2
28/01/2005 1:15:45 PM Installer

02/12/2004 12:18:12 PM Echec, communication avec le serveur
28/01/2005 1:15:45 PM Installer

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.*

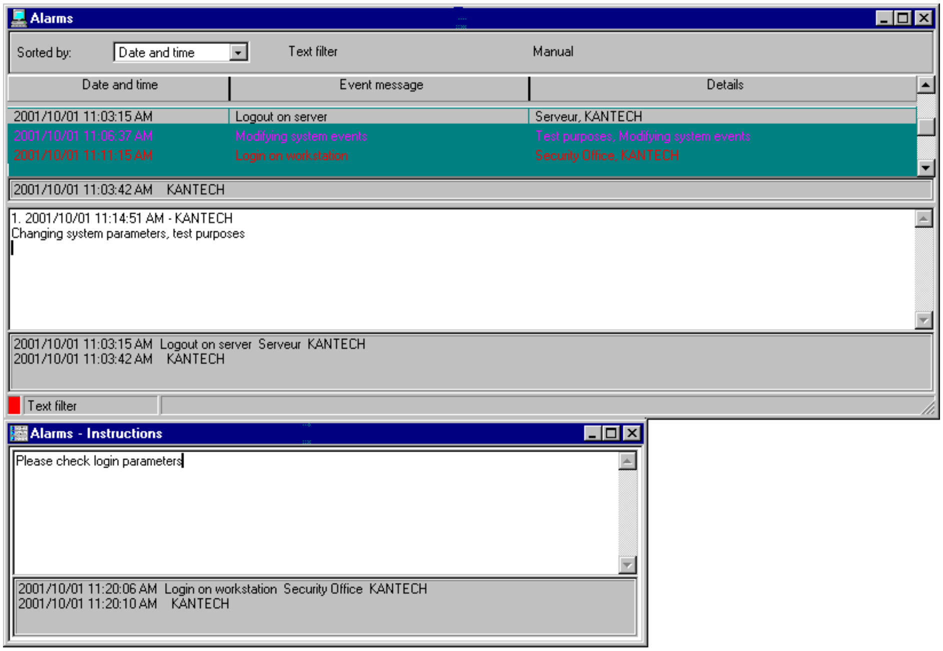
Instruction Desktop

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:



Date and time	Event message	Details
2001/10/01 11:03:15 AM	Logout on server	Serveur, KANTECH
2001/10/01 11:06:37 AM	Modifying system events	Test purposes, Modifying system events
2001/10/01 11:11:15 AM	Login on workstation	Security Office, KANTECH

2001/10/01 11:03:42 AM KANTECH

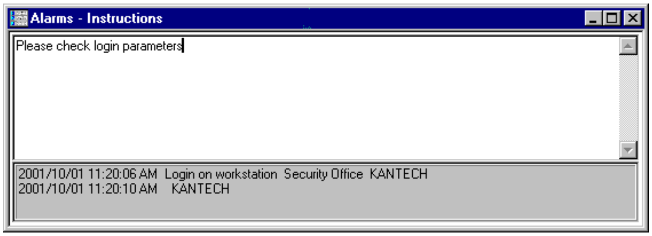
1. 2001/10/01 11:14:51 AM - KANTECH
Changing system parameters, test purposes

2001/10/01 11:03:15 AM Logout on server Serveur KANTECH
2001/10/01 11:03:42 AM KANTECH

Please check login parameters

2001/10/01 11:20:06 AM Login on workstation Security Office KANTECH
2001/10/01 11:20:10 AM KANTECH

2 You may also view an instruction about an alarm by selecting an alarm message and right-clicking it.



Please check login parameters

```
2001/10/01 11:20:06 AM  Login on workstation  Security Office  KANTECH
2001/10/01 11:20:10 AM    KANTECH
```

***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 99.

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.

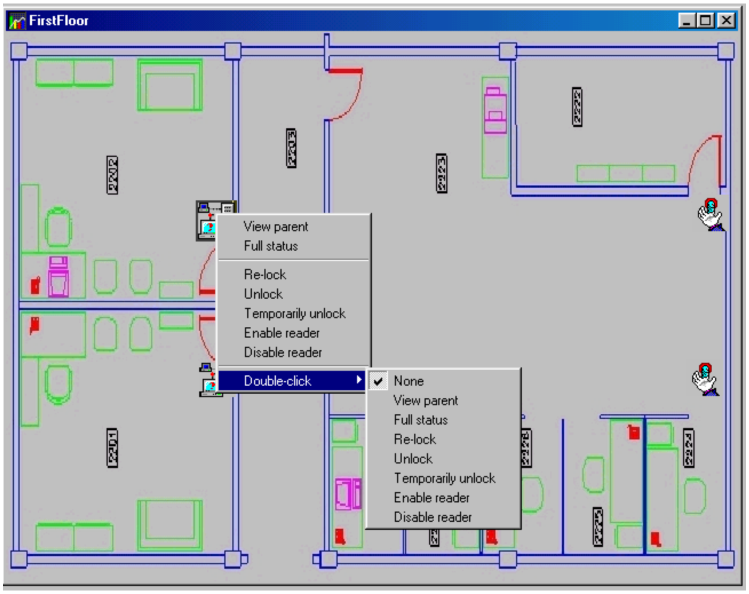
3 Right click anywhere in the Graphic desktop, then, from the shortcut menu, select the graphic you want to display.

***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:** 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:** 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 99.*

Chapter 12 • 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

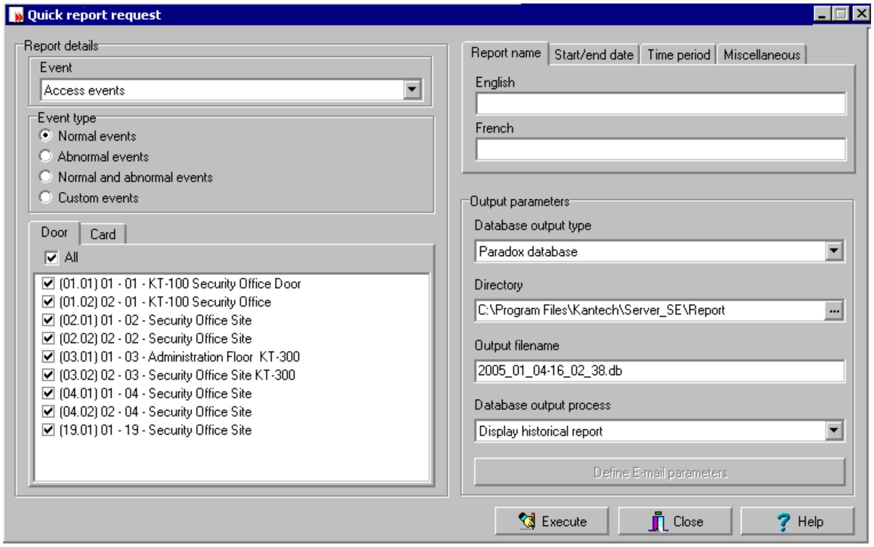
The Quick report feature offers a rapid method of creating reports for certain types of events. For example, it is possible to create a report regarding all abnormal or normal access events in just a few seconds.

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.

Quick report request

To define a Quick Report:

1 From the Report toolbar, select the **Quick report request** icon.



Quick report request

Report details

Event: Access events

Event type
- ● Normal events
- ○ Abnormal events
- ○ Normal and abnormal events
- ○ Custom events

Door | Card

☑ All
- ☑ (01.01) 01 - 01 - KT-100 Security Office Door
- ☑ (01.02) 02 - 01 - KT-100 Security Office
- ☑ (02.01) 01 - 02 - Security Office Site
- ☑ (02.02) 02 - 02 - Security Office Site
- ☑ (03.01) 01 - 03 - Administration Floor KT-300
- ☑ (03.02) 02 - 03 - Security Office Site KT-300
- ☑ (04.01) 01 - 04 - Security Office Site
- ☑ (04.02) 02 - 04 - Security Office Site
- ☑ (19.01) 01 - 19 - Security Office Site

Report name | Start/end date | Time period | Miscellaneous

English:

French:

Output parameters

Database output type: Paradox database

Directory: C:\Program Files\Kantech\Server_SE\Report

Output filename: 2005_01_04-16_02_38.db

Database output process: Display historical report

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:
- **Output filename**—Indicates the output file name. By default, reports are saved on disk in C:\ProgramFiles\Kantech\Workstation_ \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.

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.

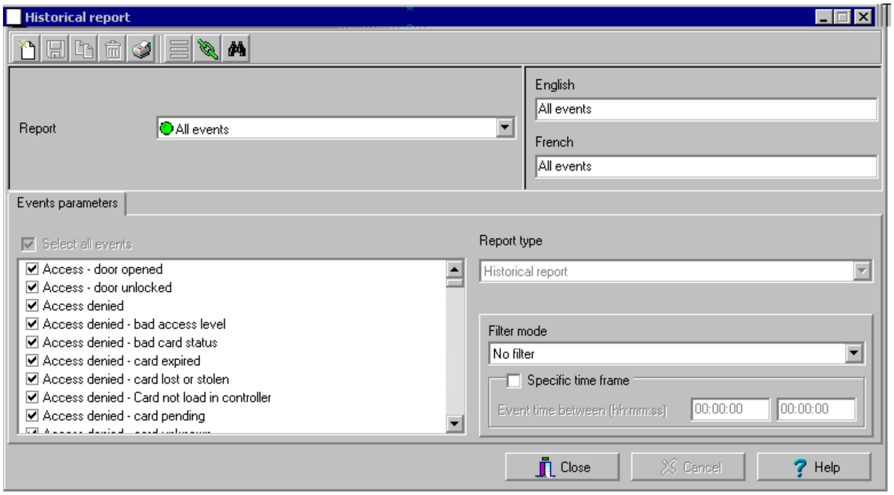
Defining a Default “All events” Report

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.

Historical report

To generate a default “all events” report:

1 Select the **Historical report** icon from the Report toolbar. The Historical report window appears.



Report: ● All events

English: All events

French: All events

☑ Select all events

☑ Access - door opened
☑ Access - door unlocked
☑ Access denied
☑ Access denied - bad access level
☑ Access denied - bad card status
☑ Access denied - card expired
☑ Access denied - card lost or stolen
☑ Access denied - Card not load in controller
☑ Access denied - card pending

Report type: Historical report

Filter mode: No filter

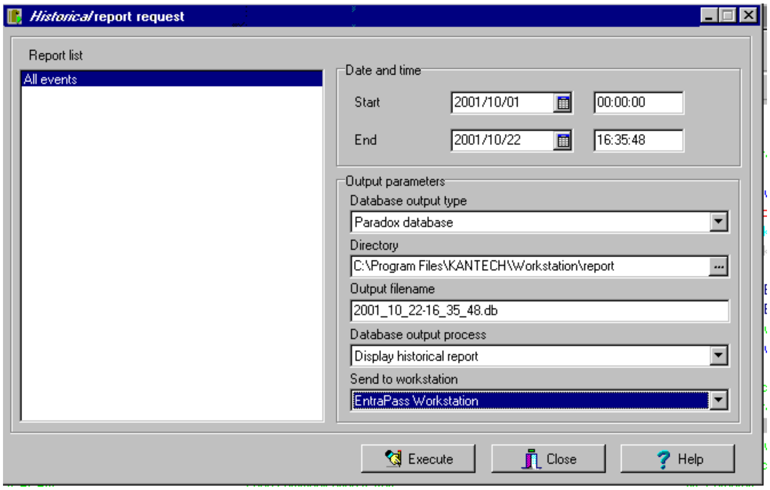
☐ Specific time frame

Event time between (hh:mm:ss) 00:00:00 00:00:00

Requesting an “All events” Report

Historical report

1 Select the **Historical Request** icon from the Report toolbar. The Historical report request window appears.



Historical report request

Report list
All events

Date and time
Start 2001/10/01 00:00:00
End 2001/10/22 16:35:48

Output parameters
Database output type: Paradox database
Directory: C:\Program Files\KANTECH\Workstation\report
Output filename: 2001_10_22-16_35_48.db
Database output process: Display historical report
Send to workstation: EntraPass Workstation

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 275.*

4 You may select the **Report state** icon from the toolbar to view the report status.

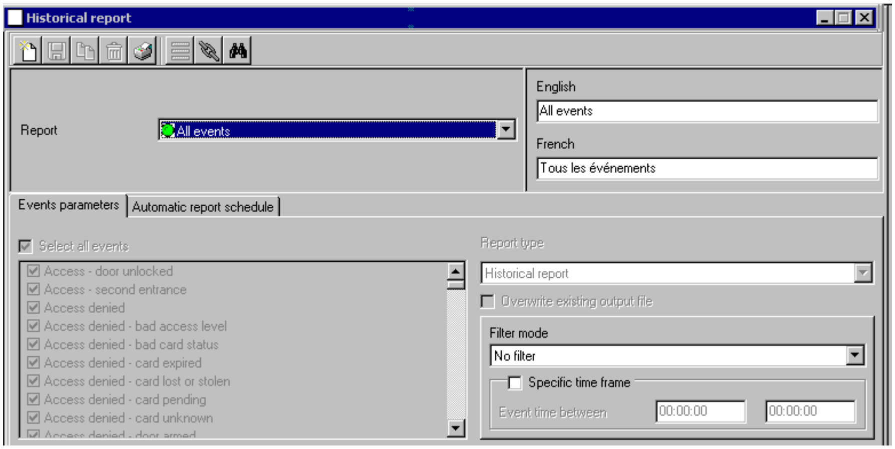
5 Select the **View report** icon from the toolbar to view the report. The default report name is YYYY_MM_DD_-HH_MM_SS.db.

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.



Historical report

Report: All events

English: All events

French: Tous les événements

Events parameters | Automatic report schedule

☑ Select all events

- ☑ Access - door unlocked
- ☑ Access - second entrance
- ☑ Access denied
- ☑ Access denied - bad access level
- ☑ Access denied - bad card status
- ☑ Access denied - card expired
- ☑ Access denied - card lost or stolen
- ☑ Access denied - card pending
- ☑ Access denied - card unknown
- ☑ Access denied - door armed

Report type: Historical report

□ Overwrite existing output file

Filter mode: No filter

□ Specific time frame

Event time between 00:00:00 00:00:00

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.

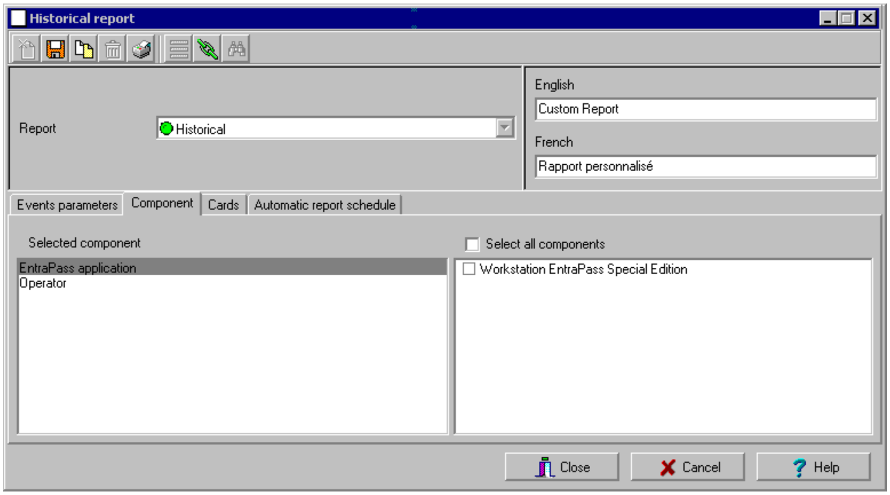
9 Select the **Automatic report schedule** tab to specify details about the report. For details about defining an automatic report, see "Defining Automatic Report Schedules" on page 271.

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.


Historical report

Report: ● Historical

English: Custom Report

French: Rapport personnalisé

Selected component
EntraPass application
Operator

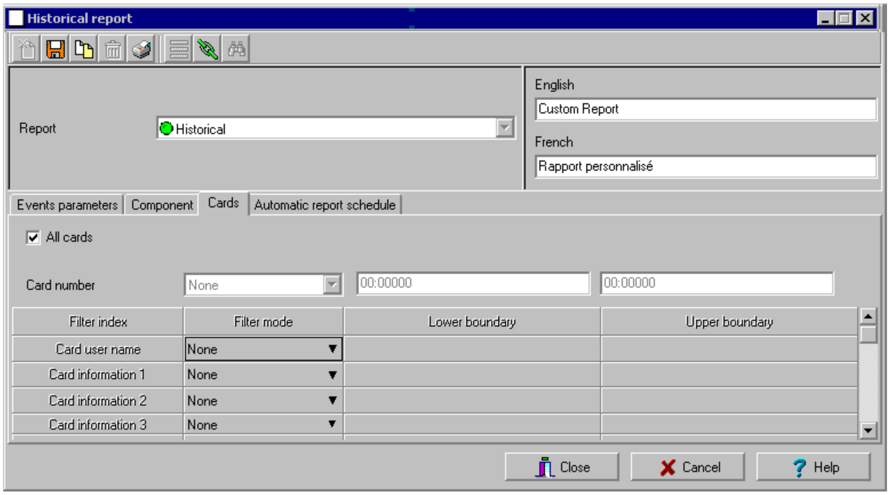
□ Select all components
□ Workstation EntraPass Special Edition

2 Select an event type to display its items in the right-hand pane. 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.



Historical report

Report: Historical

English: Custom Report

French: Rapport personnalisé

☑ All cards

Card number: None | 00:00000 | 00:00000

Filter index	Filter mode	Lower boundary	Upper boundary
Card user name	None		
Card information 1	None		
Card information 2	None		
Card information 3	None		

2 Select the **All Cards** option to include all cards. When you do this, the other fields are disabled. 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.

3 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.

4 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.

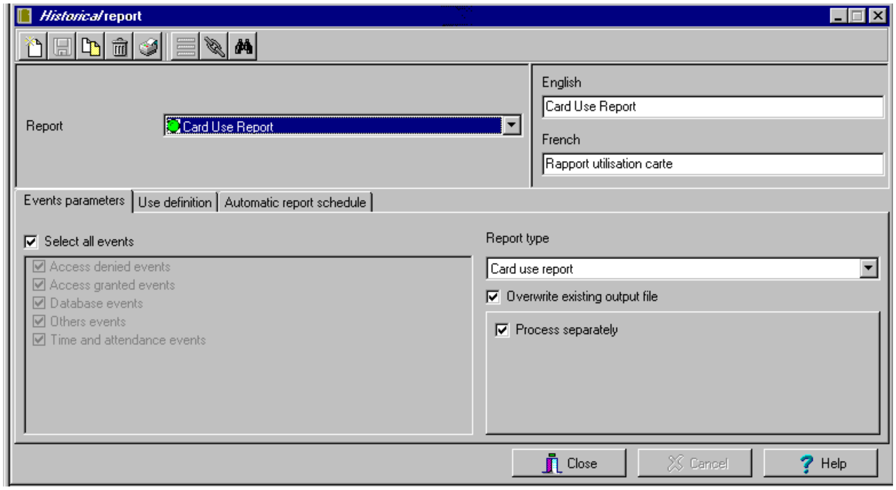
***NOTE:** When you select a card use report option, the Use definition tab appears in the Historical report window. It allows you to define the card use parameters, such as: used since a specific date, not used since 30 days before today, etc.*

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.



Report: Card Use Report

English: Card Use Report

French: Rapport utilisation carte

Events parameters | Use definition | Automatic report schedule

☑ Select all events

☑ Access denied events
☑ Access granted events
☑ Database events
☑ Others events
☑ Time and attendance events

Report type: Card use report

☑ Overwrite existing output file

☑ Process separately

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

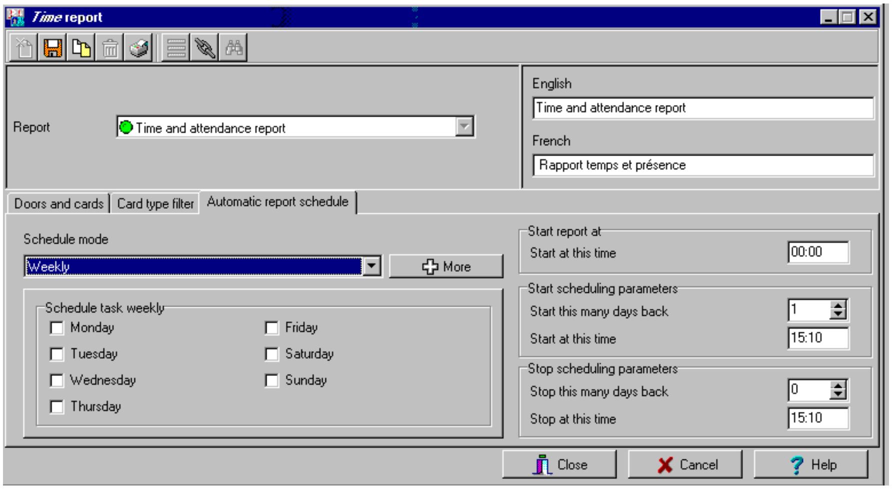
For both Historical and Card use reports.

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 language and the filename

To define an automatic report schedule:

1 From the Historical report window, select the **Automatic report schedule** tab.



Report: Time and attendance report

English: Time and attendance report

French: Rapport temps et présence

Schedule mode: Weekly

Schedule task weekly

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Start report at

Start at this time: 00:00

Start scheduling parameters

Start this many days back: 1

Start at this time: 15:10

Stop scheduling parameters

Stop this many days back: 0

Stop at this time: 15:10

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.*

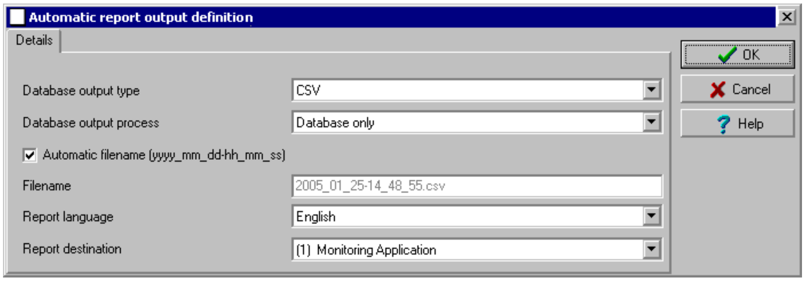
- **Start this many days back**—The report will start collecting events according to the number of days specified in this field. It is based on the present date.
- **Start at this time**—Once you specify the amount of days, specify the starting time (i.e.: 7:00am). For example, if you enter 7:00, events 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.



Automatic report output definition

Database output type: CSV

Database output process: Database only

☑ Automatic filename (yyyy_mm_dd-hh_mm_ss)

Filename: 2005_01_25-14_48_55.csv

Report language: English

Report destination: (1) Monitoring Application

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 275.

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 289. 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.

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. 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 290.

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

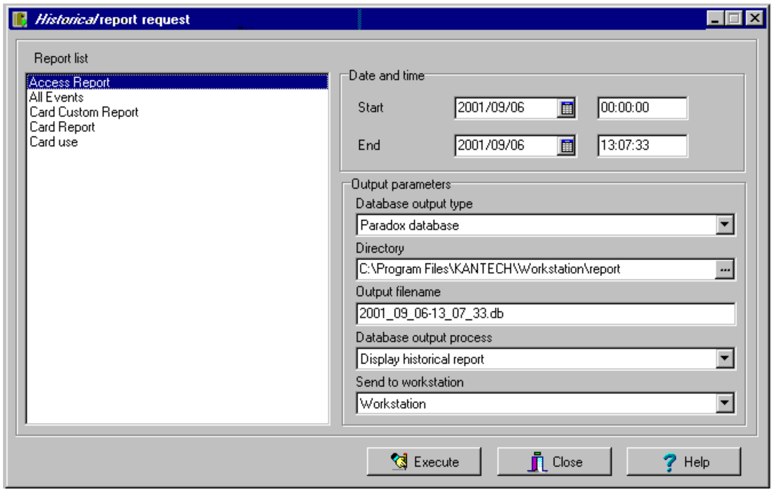
With this feature operators can request pre-defined **Historical reports** or **Card use** reports that were created using the Historical Report menu. Operators can also e-mail the report to one or multiple recipients.

NOTE: *If your report contain automatic settings, these will be ignored. You must indicate new settings.*

To request Historical reports manually:

Historical report

1 From the Report toolbar, select the **Report Request** icon. The Report request window appears.



Historical report request

Report list
- Access Report
- All Events
- Card Custom Report
- Card Report
- Card use

Date and time
- Start: 2001/09/06 00:00:00
- End: 2001/09/06 13:07:33

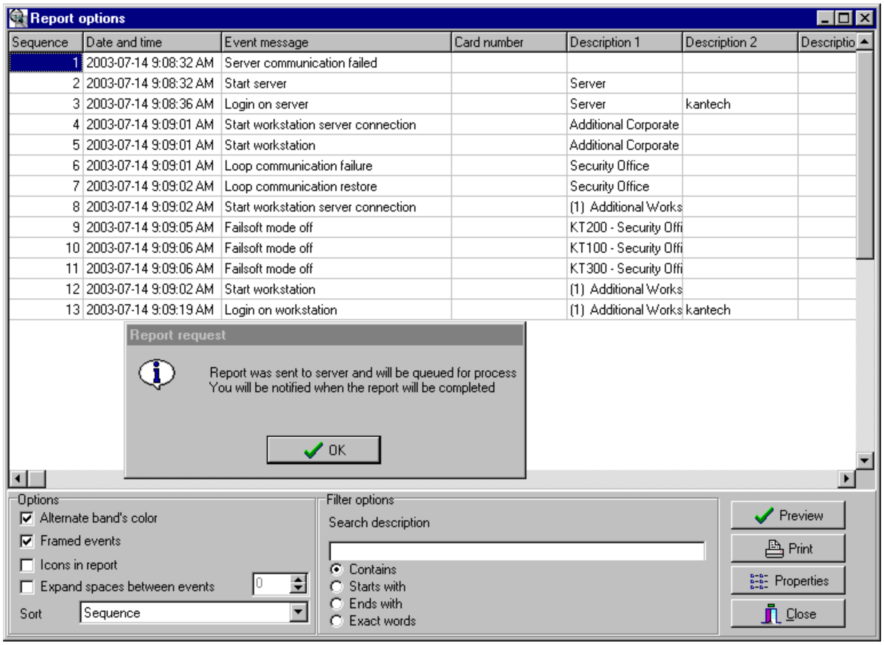
Output parameters
- Database output type: Paradox database
- Directory: C:\Program Files\KANTECH\Workstation\report
- Output filename: 2001_09_06-13_07_33.db
- Database output process: Display historical report
- Send to workstation: Workstation

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 275.

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.



Sequence	Date and time	Event message	Card number	Description 1	Description 2	Descriptio
1	2003-07-14 9:08:32 AM	Server communication failed				
2	2003-07-14 9:08:32 AM	Start server		Server		
3	2003-07-14 9:08:36 AM	Login on server		Server	kantech	
4	2003-07-14 9:09:01 AM	Start workstation server connection		Additional Corporate		
5	2003-07-14 9:09:01 AM	Start workstation		Additional Corporate		
6	2003-07-14 9:09:01 AM	Loop communication failure		Security Office		
7	2003-07-14 9:09:02 AM	Loop communication restore		Security Office		
8	2003-07-14 9:09:02 AM	Start workstation server connection		(1) Additional Works		
9	2003-07-14 9:09:05 AM	Failsoft mode off		KT200 - Security Offi		
10	2003-07-14 9:09:06 AM	Failsoft mode off		KT100 - Security Offi		
11	2003-07-14 9:09:06 AM	Failsoft mode off		KT300 - Security Offi		
12	2003-07-14 9:09:02 AM	Start workstation		(1) Additional Works		
13	2003-07-14 9:09:19 AM	Login on workstation		(1) Additional Works	kantech	

Report request

Report was sent to server and will be queued for process
You will be notified when the report will be completed

OK

Options
☑ Alternate band's color
☑ Framed events
☐ Icons in report
☐ Expand spaces between events 0
Sort Sequence

Filter options
Search description
● Contains
○ Starts with
○ Ends with
○ Exact words

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

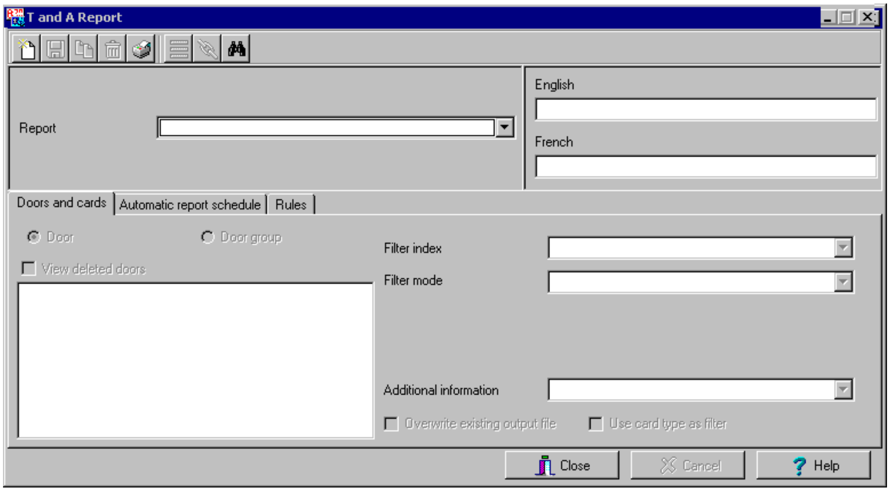
This feature is used to define customized time and attendance reports with automatic execution parameters.

***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**.*

Time report

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.

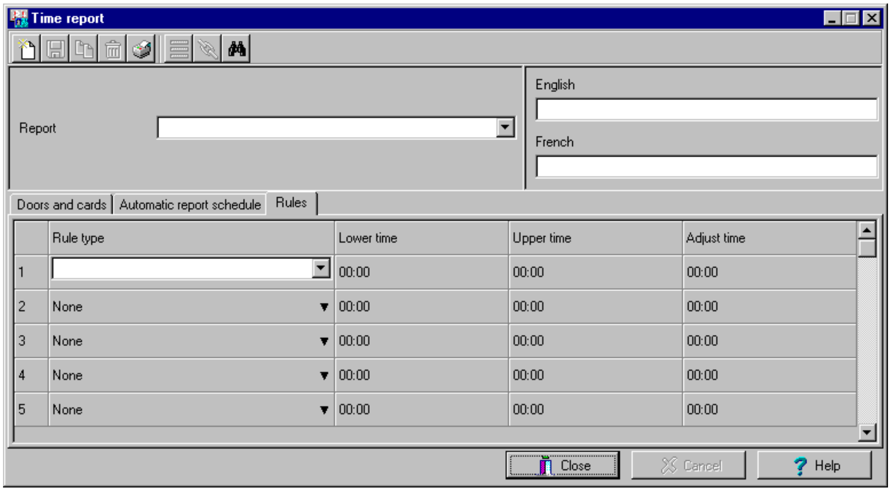
5 Select a filter index, then select a filter mode (**None**, **Include**, **Exclude**). If you have selected a filter index, select the filter mode and enter the value range in the **Upper/Lower boundary** fields. To include all the fields, leave the filter mode to **None**. For example, if you select 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 **Automatic report schedule** tab to specify information for automatic reports. For details, see “Defining Automatic Report Schedules” on page 271.

8 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.



	Rule type	Lower time	Upper time	Adjust time
1		00:00	00:00	00:00
2	None	00:00	00:00	00:00
3	None	00:00	00:00	00:00
4	None	00:00	00:00	00:00
5	None	00:00	00:00	00:00

Requesting Time and Attendance Reports (T & A)

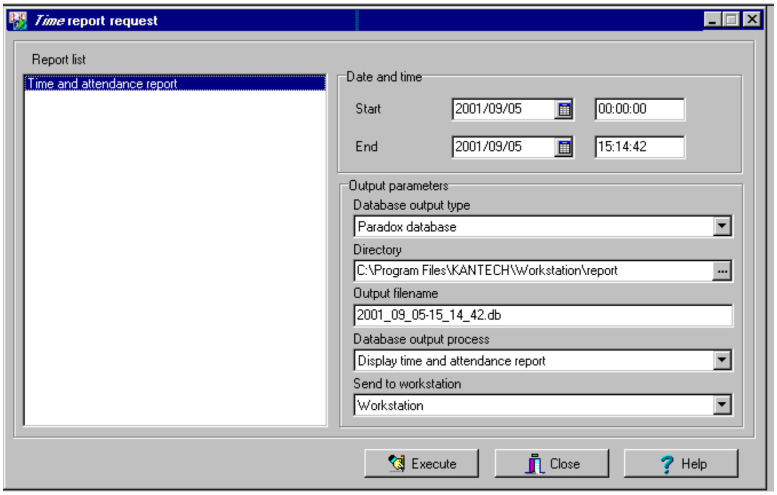
The Request Time and attendance reports feature is used to request the pre-defined Time and attendance reports that were created using the Time and Attendance Report Definition menu. This feature is useful when you want to override automatic settings.

***NOTE:** If the report contains automatic settings, these will be ignored.*

To request a T and A report manually:

Time report request

1 From the Report toolbar, select the **Time report request** icon. The Time report request window appears.



Time report request

Report list
Time and attendance report

Date and time
Start 2001/09/05 00:00:00
End 2001/09/05 15:14:42

Output parameters
Database output type: Paradox database
Directory: C:\Program Files\KANTECH\Workstation\report
Output filename: 2001_09_05-15_14_42.db
Database output process: Display time and attendance report
Send to workstation: Workstation

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.

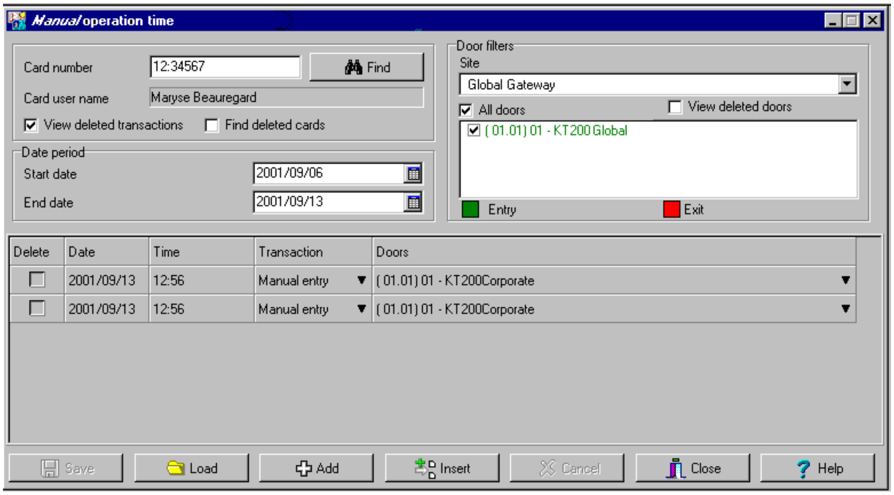
***NOTE:** The Time and Attendance report is automatically saved in the output folder of the Application selected in the Send to workstation field. For the Paradox output type, the system displays a report preview window. For other output formats, you will have to retrieve the report manually since it 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 275.*

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.



Card number 12:34567

Card user name Maryse Beauregard

☑ View deleted transactions ☐ Find deleted cards

Date period

Start date 2001/09/06

End date 2001/09/13

Door filters

Site Global Gateway

☑ All doors ☐ View deleted doors

☑ (01.01) 01 - KT200 Global

🟩 Entry 🟥 Exit

Delete	Date	Time	Transaction	Doors
☐	2001/09/13	12:56	Manual entry	(01.01) 01 - KT200Corporate
☐	2001/09/13	12:56	Manual entry	(01.01) 01 - KT200Corporate

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.*

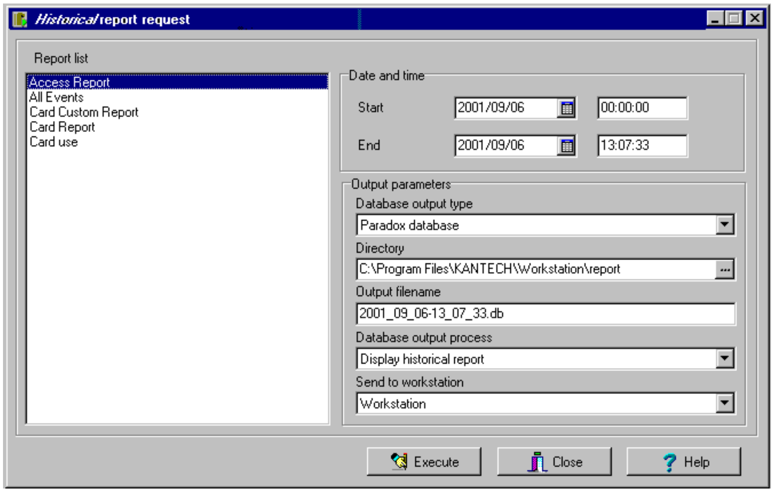
E-mailing Reports

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.



Historical report request

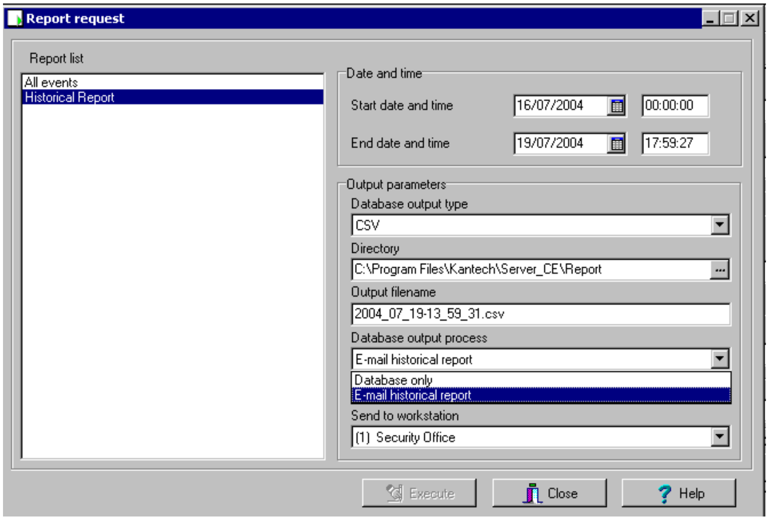
Report list
- Access Report
- All Events
- Card Custom Report
- Card Report
- Card use

Date and time
- Start: 2001/09/06 00:00:00
- End: 2001/09/06 13:07:33

Output parameters
- Database output type: Paradox database
- Directory: C:\Program Files\KANTECH\Workstation\report
- Output filename: 2001_09_06-13_07_33.db
- Database output process: Display historical report
- Send to workstation: Workstation

- To send a historical report, select Historical report.
- To send a time and attendance report, select Time report request

- To send a quick report, select Quick report request



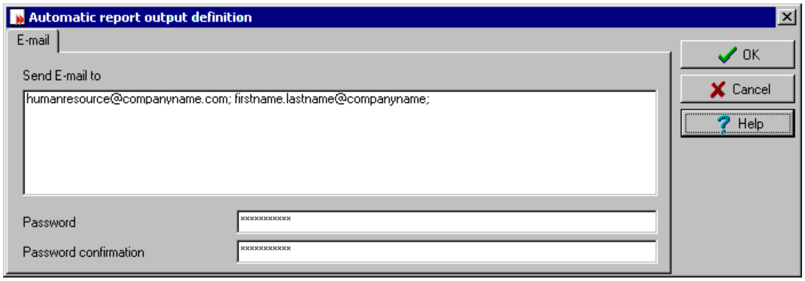
Report request

Report list
All events
Historical Report

Date and time
Start date and time 16/07/2004 00:00:00
End date and time 19/07/2004 17:59:27

Output parameters
Database output type: CSV
Directory: C:\Program Files\Kantech\Server_CE\Report
Output filename: 2004_07_19-13_59_31.csv
Database output process: E-mail historical report
Database only
E-mail historical report
Send to workstation: (1) Security Office

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.



Automatic report output definition

E-mail

Send E-mail to
humanresource@companyname.com; firstname.lastname@companyname;

Password ***********
Password confirmation ***********

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:

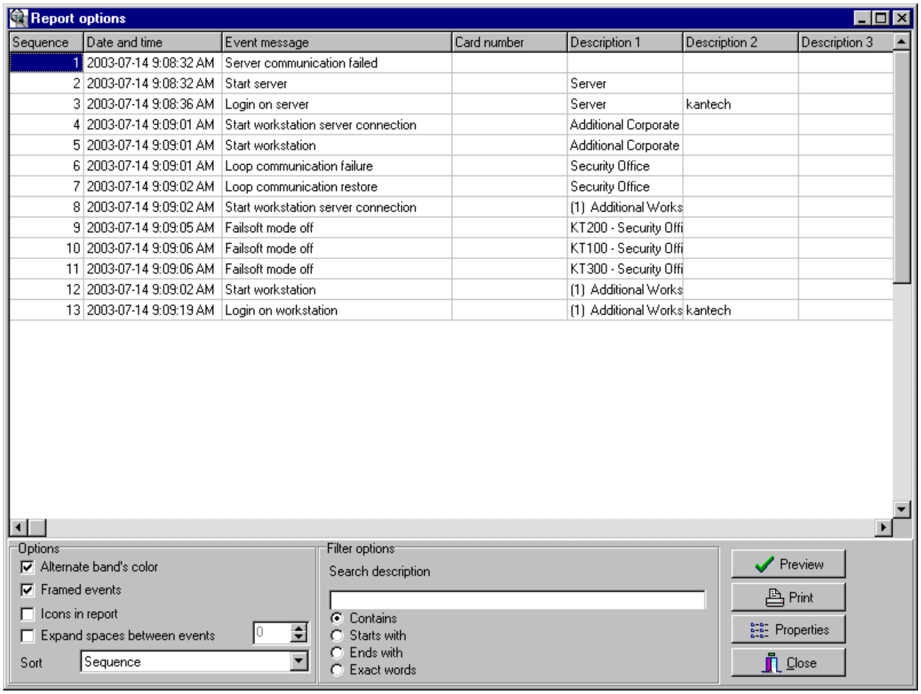
1. From the Report window, select the **View report** icon. The system displays the default destination folder. If the report was saved in a different folder, browse the disk, using the scroll-down arrow (bottom of the window) to the report you want to display.
2. Select the report you want to view. 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



Sequence	Date and time	Event message	Card number	Description 1	Description 2	Description 3
1	2003-07-14 9:08:32 AM	Server communication failed				
2	2003-07-14 9:08:32 AM	Start server		Server		
3	2003-07-14 9:08:36 AM	Login on server		Server	kantech	
4	2003-07-14 9:09:01 AM	Start workstation server connection		Additional Corporate		
5	2003-07-14 9:09:01 AM	Start workstation		Additional Corporate		
6	2003-07-14 9:09:01 AM	Loop communication failure		Security Office		
7	2003-07-14 9:09:02 AM	Loop communication restore		Security Office		
8	2003-07-14 9:09:02 AM	Start workstation server connection		(1) Additional Works		
9	2003-07-14 9:09:05 AM	Failsoft mode off		KT200 - Security Offi		
10	2003-07-14 9:09:06 AM	Failsoft mode off		KT100 - Security Offi		
11	2003-07-14 9:09:06 AM	Failsoft mode off		KT300 - Security Offi		
12	2003-07-14 9:09:02 AM	Start workstation		(1) Additional Works		
13	2003-07-14 9:09:19 AM	Login on workstation		(1) Additional Works	kantech	

Options
☑ Alternate band's color
☑ Framed events
□ Icons in report
□ Expand spaces between events 0
Sort Sequence

Filter options
Search description
● Contains
○ Starts with
○ Ends with
○ Exact words

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.

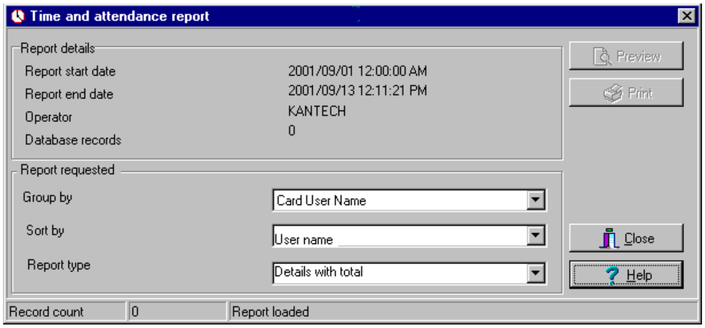
5 Use Properties to view the settings and details of a pre-defined report. The selected report displays the following information:

- **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.



Time and attendance report

Report details

Report start date 2001/09/01 12:00:00 AM
Report end date 2001/09/13 12:11:21 PM
Operator KANTECH
Database records 0

Report requested

Group by: Card User Name
Sort by: User name
Report type: Details with total

Record count 0 Report loaded

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 13 • EntraPass Options

The **Options** toolbar offers users the ability to change a number of system parameters. These include changing the card format, the date and time, or changing server parameters.

- Change card format
- Select a language
- Change the system date and time
- Modify the server parameters

The following utilities are available from the Option menu, only:

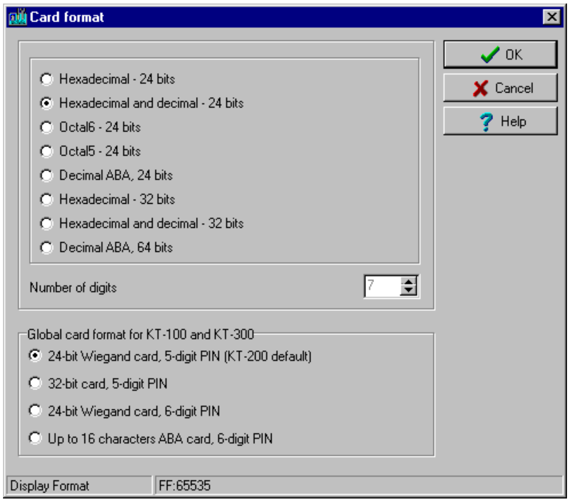
- Printer option (select a log printer and a badge printer)
- Multimedia devices (alarm, video and signature capture settings)
- Verify database integrity
- Custom Messages

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.



Card format

○ Hexadecimal - 24 bits
● Hexadecimal and decimal - 24 bits
○ Octal6 - 24 bits
○ Octal5 - 24 bits
○ Decimal ABA, 24 bits
○ Hexadecimal - 32 bits
○ Hexadecimal and decimal - 32 bits
○ Decimal ABA, 64 bits

Number of digits 7

Global card format for KT-100 and KT-300

● 24-bit Wiegand card, 5-digit PIN (KT-200 default)
○ 32-bit card, 5-digit PIN
○ 24-bit Wiegand card, 6-digit PIN
○ Up to 16 characters ABA card, 6-digit PIN

Display Format FF:65535

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.*

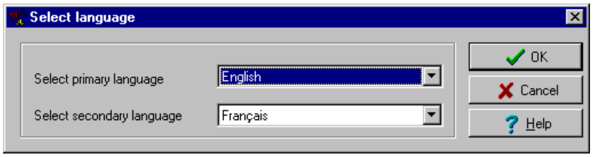
NOTE: *KT100 and KT300 Controllers will do a hard reset on format change.*

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.



Select primary language: English

Select secondary language: Français

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.

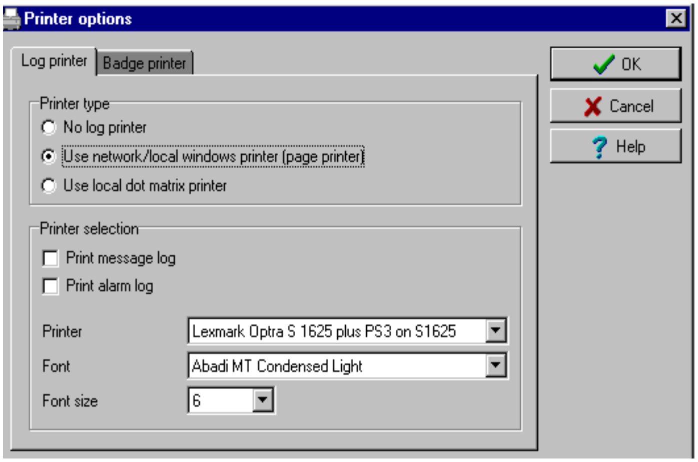
Selecting and Setting up a Log Printer

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.



Printer type
○ No log printer
● Use network/local windows printer (page printer)
○ Use local dot matrix printer

Printer selection
□ Print message log
□ Print alarm log

Printer: Lexmark Optra S 1625 plus PS3 on S1625
Font: Abadi MT Condensed Light
Font size: 6

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.

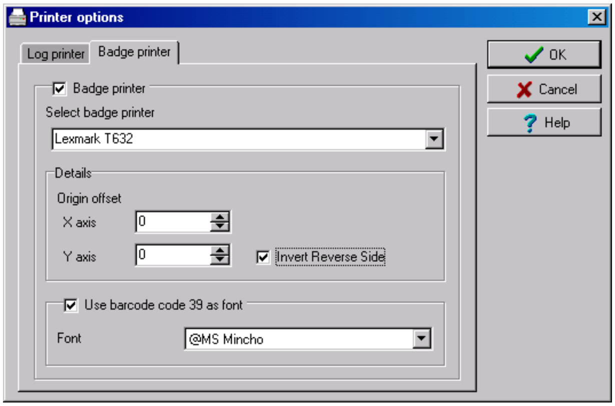
- **Print messages log**—If you select this option, all events that are assigned a “display” schedule in the events parameters menu will be printed.
- **Print alarms logs**—If you select this option, all events that are assigned an “alarm” schedule (and need to be acknowledged) in the events parameters 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.



☑ Badge printer

Select badge printer: Lexmark T632

Details

Origin offset

X axis: 0

Y axis: 0

☑ Invert Reverse Side

☑ Use barcode code 39 as font

Font: @MS Mincho

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.

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.

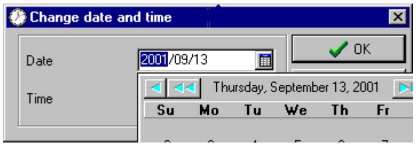
Changing System Date & Time

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**).

To change the system date and time:

1 From the Option main window, select the **Change System date and time** icon.



Change date and time

Date: 2001/09/13

Time

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.*

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.

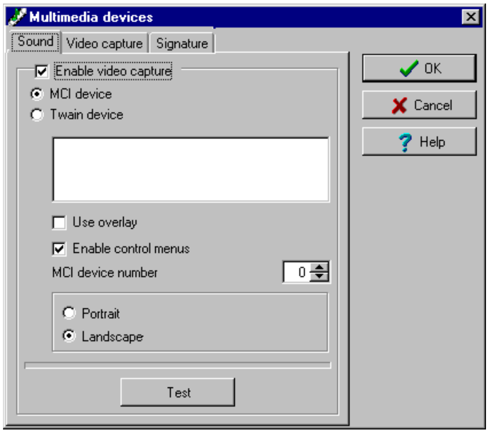
Setting up Multimedia Devices

The Multimedia devices utility allows you to set up your system multimedia objects:

- Alarm sound
- Video capture devices
- Signature capture devices

To select an alarm sound:

1 From the Options main window, select the **Multimedia devices** icon.



☑ Enable video capture
● MCI device
○ Twain device
□ Use overlay
☑ Enable control menus
MCI device number 0
○ Portrait
● Landscape

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 221.

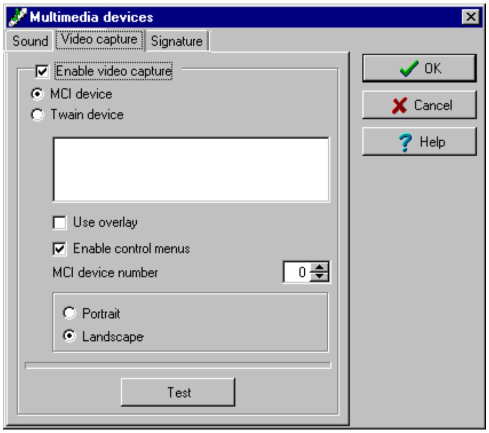
5 Click the **Play** button to listen to the selected sound. The system will play the selected sound.

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.



Multimedia devices

Sound | Video capture | Signature

☑ Enable video capture

● MCI device

○ Twain device

□ Use overlay

☑ Enable control menus

MCI device number 0

○ Portrait

● Landscape

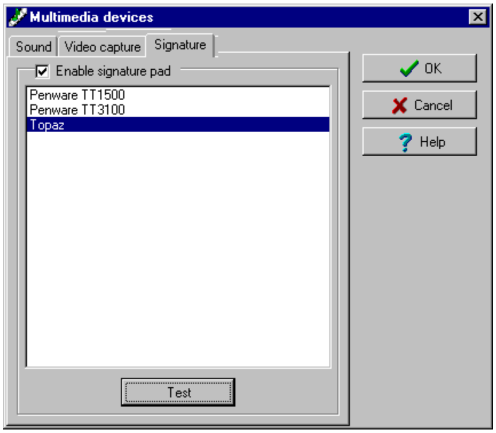
2 Check the **Enable video capture** box to enable the video capture options in your system.

- **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.

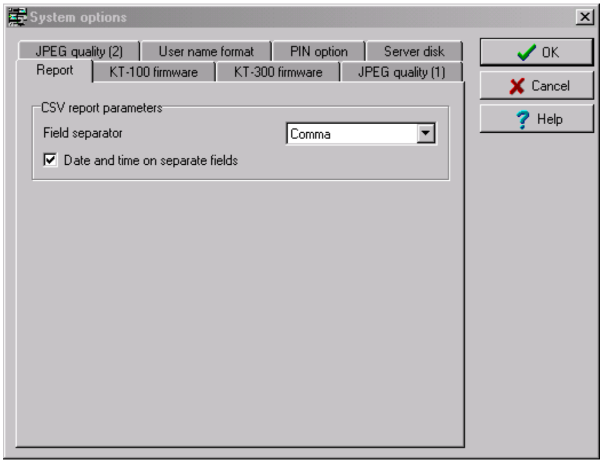
NOTE: *The* ***Test*** *button allows you to check if the driver selected is functional. When you click the* ***Test*** *button, the Signature Pad Test window appears. This window appears whenever you choose the* ***Signature pad*** *option (Card definition windows).*

Configuring System Options

The **Report** tab enable users to define the field separator for reports. By default, the system uses a comma (,) as the field separator. You can modify the comma for another character; the TAB for instance.

To modify the field separator option:

1 Check the **Date and time on separate fields** option. It is recommended to check this option**.** When you select “CSV” 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.



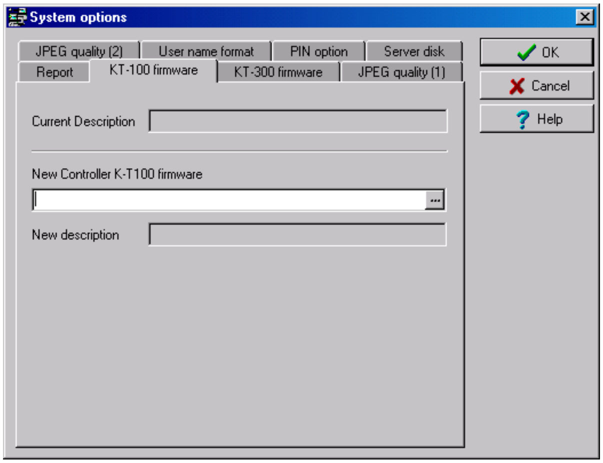
CSV report parameters

Field separator: Comma

☑ Date and time on separate 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.

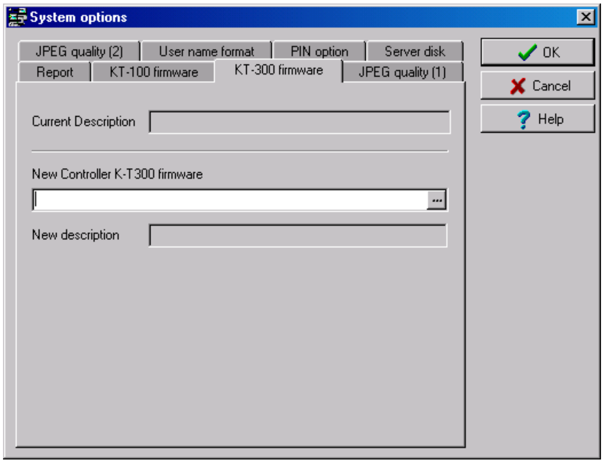


Current Description

New Controller K-T100 firmware

New description

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.



Current Description

New Controller K-T300 firmware

New description

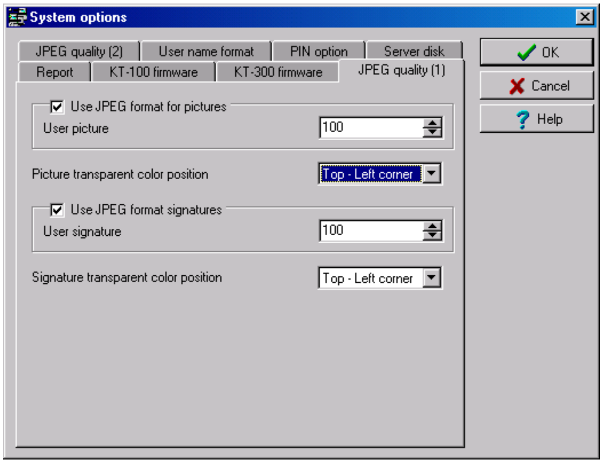
Selecting the JPEG Quality

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.



☑ Use JPEG format for pictures

User picture: 100

Picture transparent color position: Top - Left corner

☑ Use JPEG format signatures

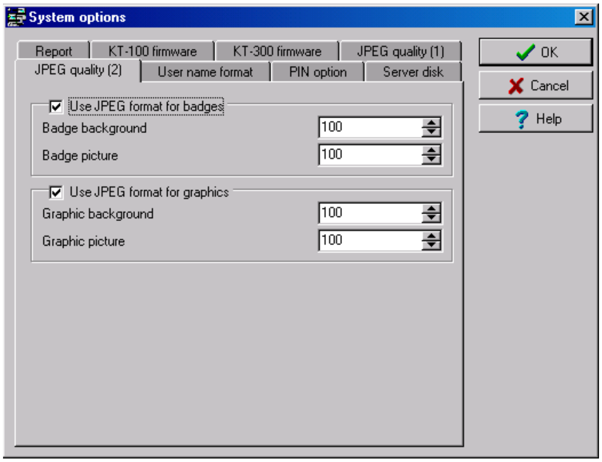
User signature: 100

Signature transparent color position: Top - Left corner

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.



☑ Use JPEG format for badges

Badge background 100

Badge picture 100

☑ Use JPEG format for graphics

Graphic background 100

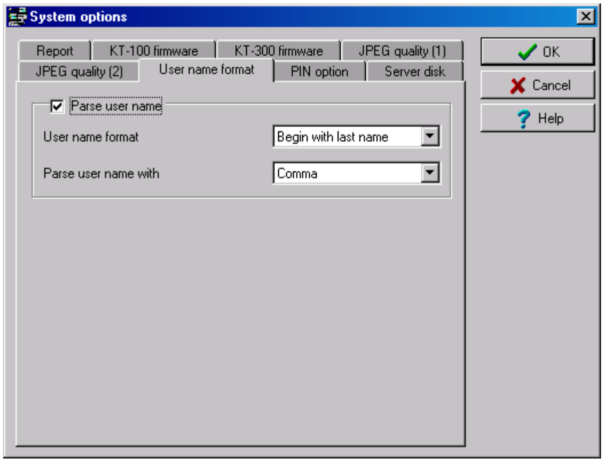
Graphic picture 100

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.



☑ Parse user name

User name format Begin with last name

Parse user name with Comma

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.

Setting up PIN Options

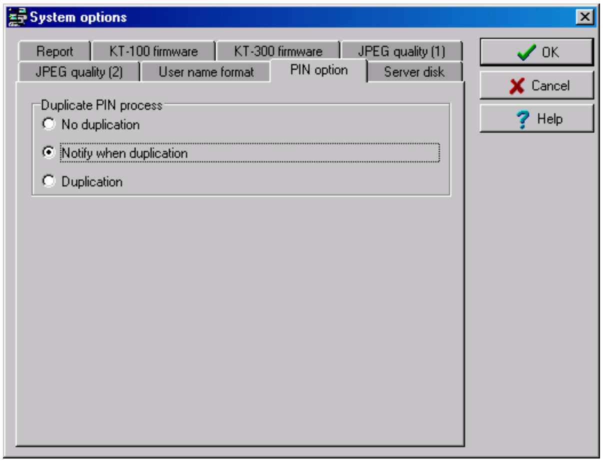
EntraPass users have the ability to prevent or allow PIN duplication. They can also configure the system to send a notification if a PIN is duplicated. Each time a card is issued, the system checks the PIN settings.

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 125.

To define PIN options:

1 From the Options window, select the PIN tab.



System options

Duplicate PIN process

○ No duplication

● Notify when duplication

○ Duplication

2 Select an appropriate PIN management option:

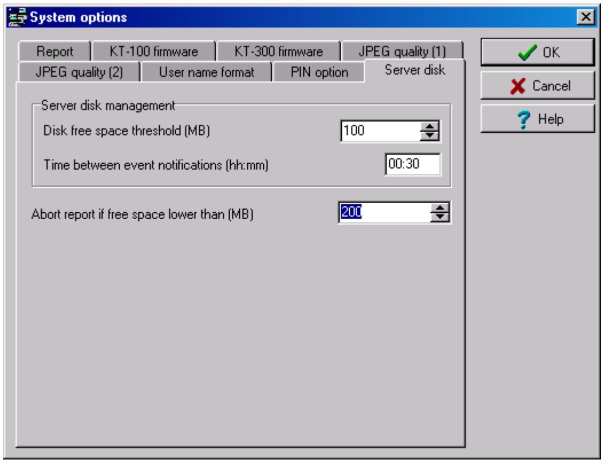
- **No duplication**: an alert message appears, the PIN field will be reset to the value you are attempting to duplicate and will be enabled, inviting you to enter a valid PIN. Only PIN 00000 will be duplicated regardless of the PIN setting option.
- **Notify when duplication:** the Server verifies if 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.



Server disk management

Disk free space threshold (MB) 100

Time between event notifications (hh:mm) 00:30

Abort report if free space lower than (MB) 200

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.

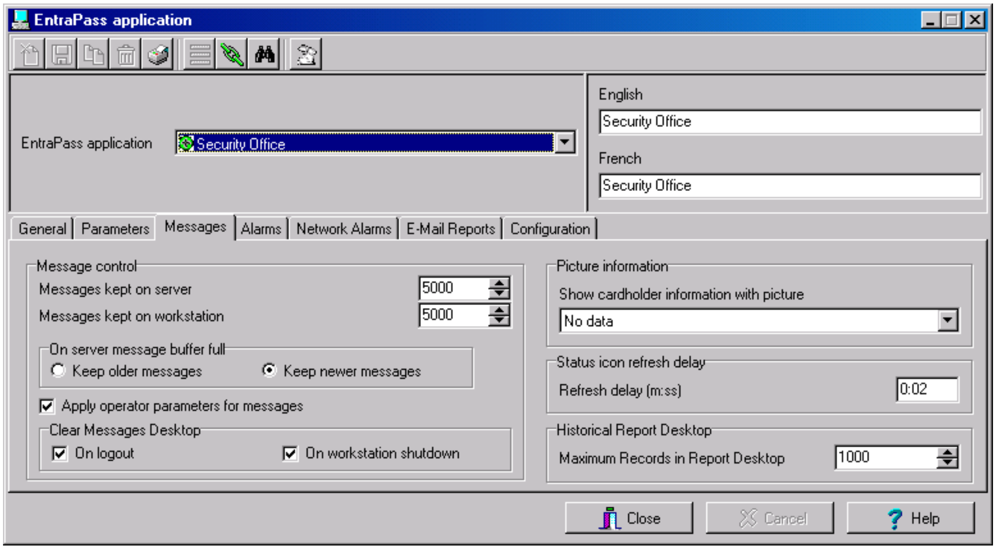
Archived Reports Management

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 **Message** tab.

- To define EntraPass Application general parameters, see “To configure an EntraPass applications:” on page 42.

- To define EntraPass Application Messages parameters,



EntraPass application

EntraPass application: Security Office

English: Security Office

French: Security Office

Message control

Messages kept on server: 5000

Messages kept on workstation: 5000

On server message buffer full

○ Keep older messages ● Keep newer messages

☑ Apply operator parameters for messages

Clear Messages Desktop

☑ On logout ☑ On workstation shutdown

Picture information

Show cardholder information with picture: No data

Status icon refresh delay

Refresh delay (m:ss): 0:02

Historical Report Desktop

Maximum Records in Report Desktop: 1000

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.

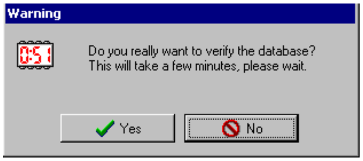
Verifying the Database Integrity

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.



Warning

Do you really want to verify the database?
This will take a few minutes, please wait.

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.*

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.*

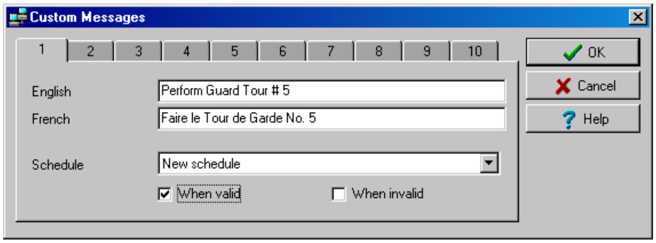
Custom Messages

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**.



English: Perform Guard Tour # 5

French: Faire le Tour de Garde No. 5

Schedule: New schedule

☑ When valid ☐ When invalid

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 14 • The Server Module

The EntraPass Server manages the access control system database. It receives and dispatches information received from the gateways and the workstation receiving information from connected controller sites.

The server module is used for:

- Creating and restoring backups (Data, Archives, Time and Attendance databases)
- Restoring data (Data, Archive, Time and Attendance databases)
- Verifying database integrity

Operators can view the status of all Entrapass applications from the Workstation or Server user interface.

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
  - 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).

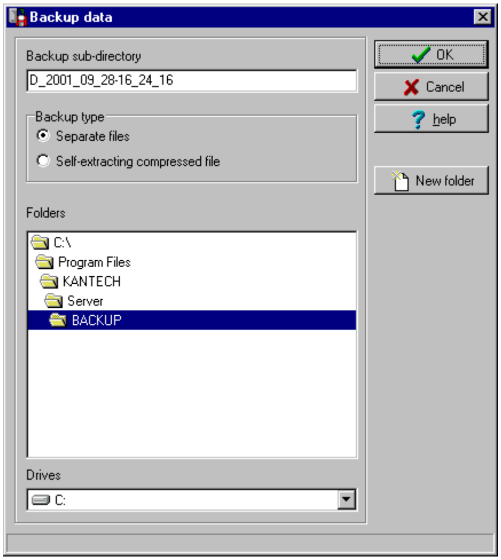
Creating Backups of Type D, A, and T

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.



Backup sub-directory: D_2001_09_28-16_24_16

Backup type
● Separate files
○ Self-extracting compressed file

Folders
C:\
Program Files
KANTECH
Server
BACKUP

Drives: C:

NOTE: *By default, the system/workstation will backup all the information originating from the following directory: C:\Program Files\Kantech\Server_SE \ 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.

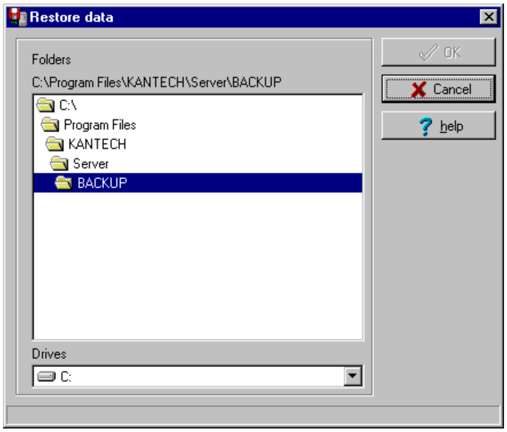
Restoring Data (D, A and T):

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_SE\Backup\ X_YYYY_MM_DD-h_mm_ss to C:\Program Files\Kantech\ Server_SE\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**).*

Chapter 15 • System Utilities

This section groups the utility programs of the EntraPass Software. These programs are accessible from the Windows **Start** menu.

- **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.
- **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.
- **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.

Database Utility

Since the information from the system databases is sent back and forth between components, 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.

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.

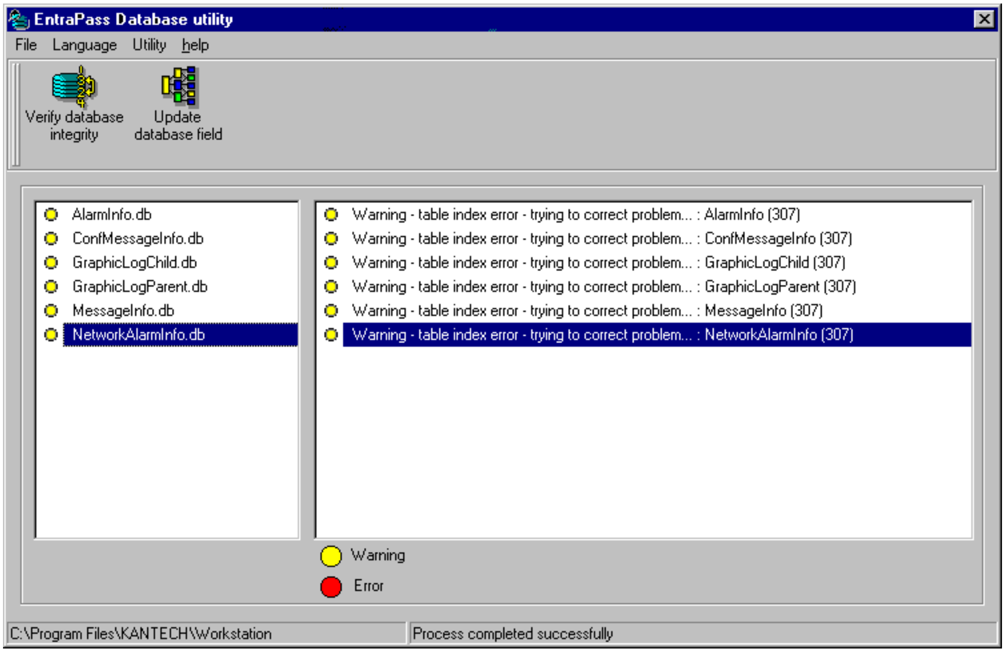
To verify the database integrity:

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.



EntraPass Database utility
File Language Utility help
Verify database integrity
Update database field
Warning
Error

```
AlarmInfo.db              Warning - table index error - trying to correct problem... : AlarmInfo (307)
ConfMessageInfo.db        Warning - table index error - trying to correct problem... : ConfMessageInfo (307)
GraphicLogChild.db        Warning - table index error - trying to correct problem... : GraphicLogChild (307)
GraphicLogParent.db       Warning - table index error - trying to correct problem... : GraphicLogParent (307)
MessageInfo.db            Warning - table index error - trying to correct problem... : MessageInfo (307)
NetworkAlarmInfo.db       Warning - table index error - trying to correct problem... : NetworkAlarmInfo (307)
```

C:\Program Files\KANTECH\Workstation — Process completed successfully

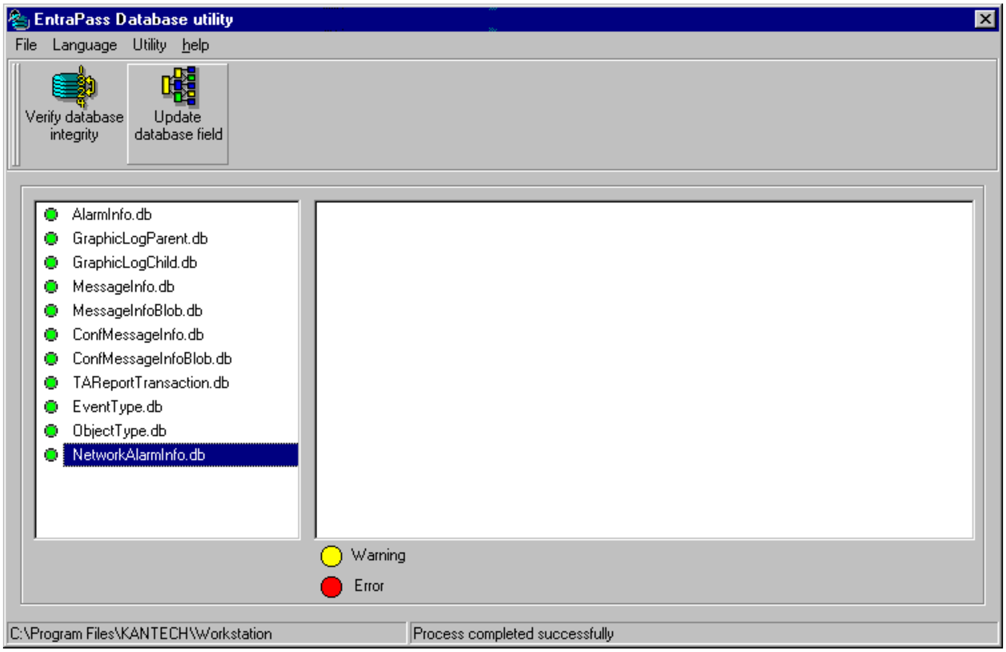
Updating Database Fields

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.



- ● AlarmInfo.db
- ● GraphicLogParent.db
- ● GraphicLogChild.db
- ● MessageInfo.db
- ● MessageInfoBlob.db
- ● ConfMessageInfo.db
- ● ConfMessageInfoBlob.db
- ● TAReportTransaction.db
- ● EventType.db
- ● ObjectType.db
- ● NetworkAlarmInfo.db

🟡 Warning

🔴 Error

C:\Program Files\KANTECH\Workstation

Process completed successfully

NOTE: *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.*

Vocabulary Editor

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.

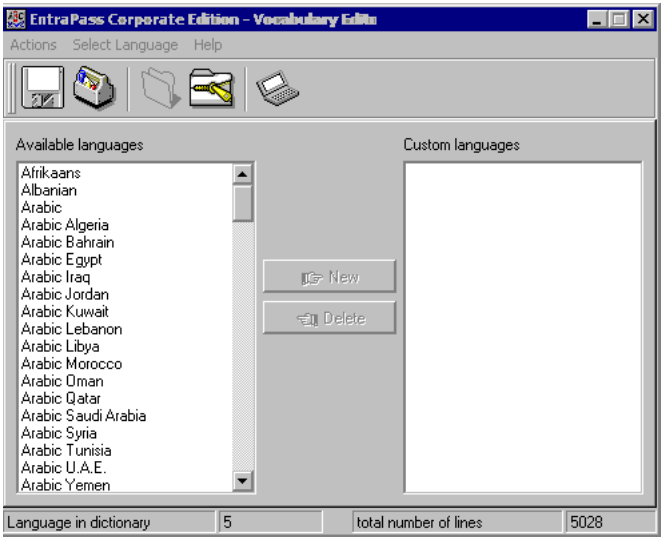
If you want to translate the system language, you just have to install the Vocabulary editor and then to translate the vocabulary database.

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:

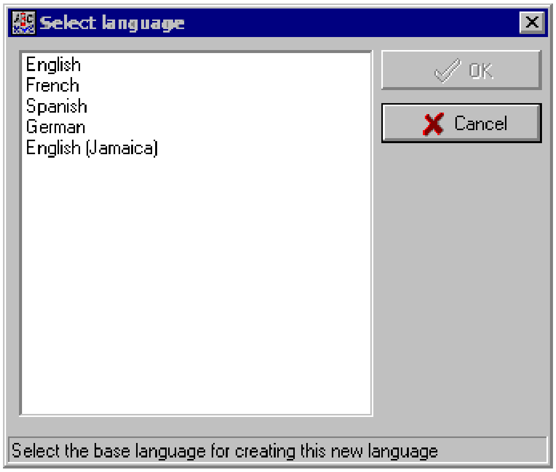
1 Start the Vocabulary editor from the Windows **Start** menu: click **Start** > **Programs** > **EntraPass Special Edition** > **Vocabulary Editor** > **Vocabulary Editor**.



Afrikaans
Albanian
Arabic
Arabic Algeria
Arabic Bahrain
Arabic Egypt
Arabic Iraq
Arabic Jordan
Arabic Kuwait
Arabic Lebanon
Arabic Libya
Arabic Morocco
Arabic Oman
Arabic Qatar
Arabic Saudi Arabia
Arabic Syria
Arabic Tunisia
Arabic U.A.E.
Arabic Yemen

Language in dictionary 5 total number of lines 5028

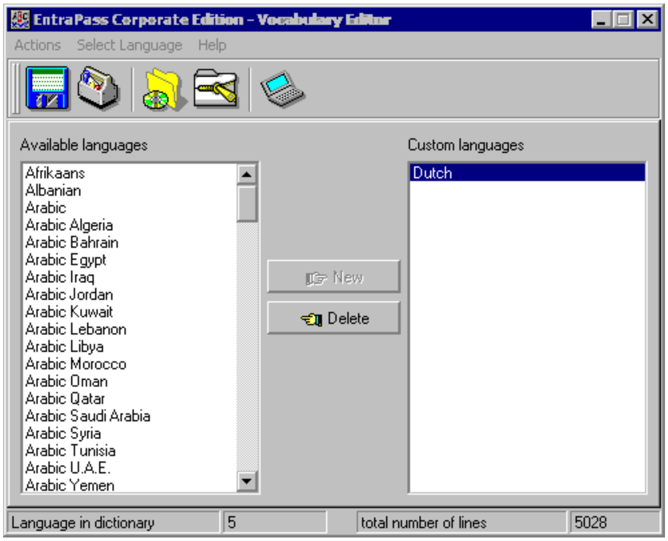
2 From the available **Language list**, select the new language, then click New . The system displays again the **Select language** window. Select the source language for the translation, then click **OK**. The newly selected language is transferred to the right in the **Custom Languages** display list. The **Edit** and **Delete** buttons are enabled.



English
French
Spanish
German
English (Jamaica)

Select the base language for creating this new language

3 Select **Edit** to view the vocabulary database table.



Available languages

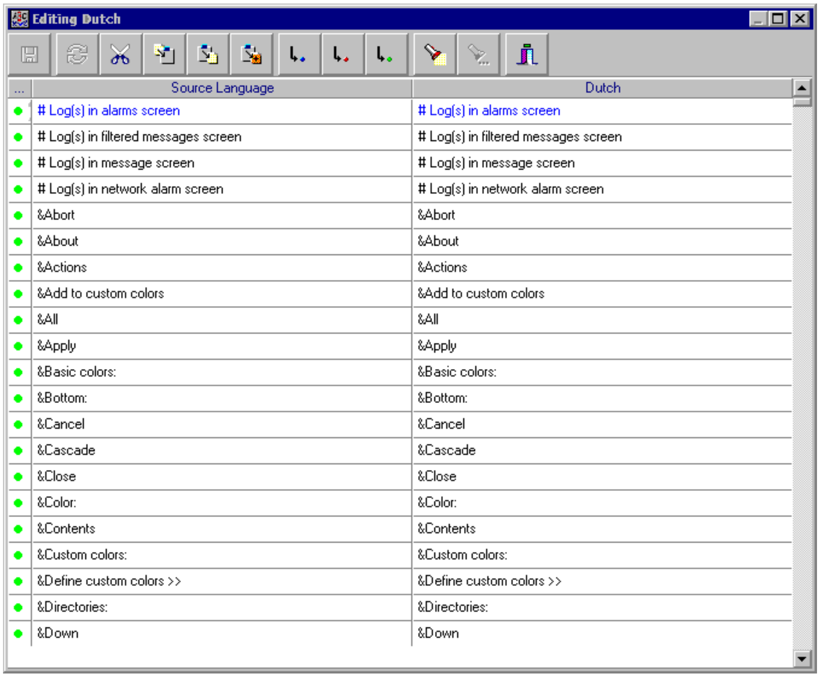
Afrikaans
Albanian
Arabic
Arabic Algeria
Arabic Bahrain
Arabic Egypt
Arabic Iraq
Arabic Jordan
Arabic Kuwait
Arabic Lebanon
Arabic Libya
Arabic Morocco
Arabic Oman
Arabic Qatar
Arabic Saudi Arabia
Arabic Syria
Arabic Tunisia
Arabic U.A.E.
Arabic Yemen

Custom languages

Dutch

Language in dictionary 5 total number of lines 5028

4 In the Vocabulary Editor window, click the **Edit** button to start translating the software vocabulary. The system displays the dictionary database.



Editing Dutch

...	Source Language	Dutch
●	# Log(s) in alarms screen	# Log(s) in alarms screen
●	# Log(s) in filtered messages screen	# Log(s) in filtered messages screen
●	# Log(s) in message screen	# Log(s) in message screen
●	# Log(s) in network alarm screen	# Log(s) in network alarm screen
●	&Abort	&Abort
●	&About	&About
●	&Actions	&Actions
●	&Add to custom colors	&Add to custom colors
●	&All	&All
●	&Apply	&Apply
●	&Basic colors:	&Basic colors:
●	&Bottom:	&Bottom:
●	&Cancel	&Cancel
●	&Cascade	&Cascade
●	&Close	&Close
●	&Color:	&Color:
●	&Contents	&Contents
●	&Custom colors:	&Custom colors:
●	&Define custom colors >>	&Define custom colors >>
●	&Directories:	&Directories:
●	&Down	&Down

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.**

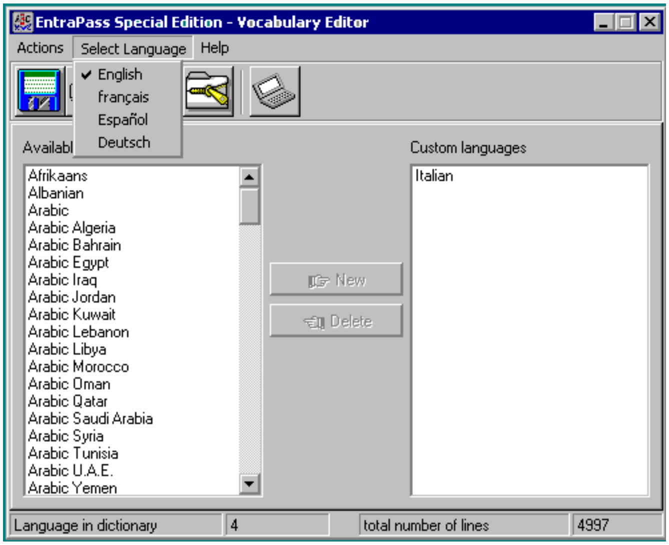
5 The “Source language” column contains text based on the basic language that was selected during the creation of the vocabulary. This column will serve as a “source” for the translation. Software language columns cannot be modified by the user.

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.



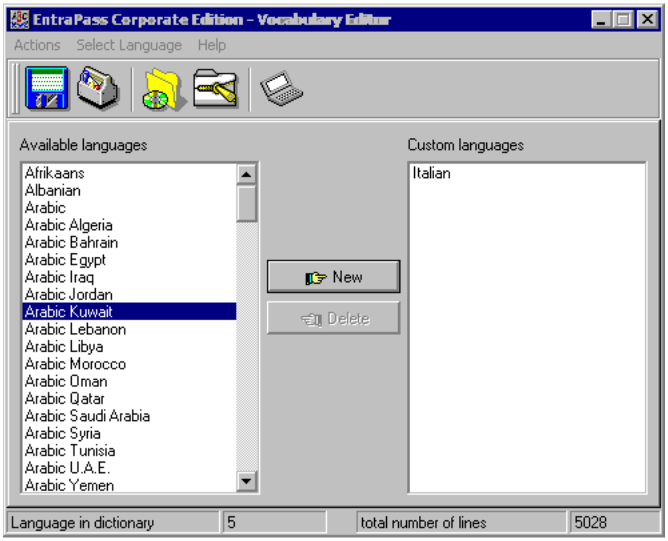
Afrikaans
Albanian
Arabic
Arabic Algeria
Arabic Bahrain
Arabic Egypt
Arabic Iraq
Arabic Jordan
Arabic Kuwait
Arabic Lebanon
Arabic Libya
Arabic Morocco
Arabic Oman
Arabic Qatar
Arabic Saudi Arabia
Arabic Syria
Arabic Tunisia
Arabic U.A.E.
Arabic Yemen

Italian

Language in dictionary 4 total number of lines 4997

NOTE: *The Graphic User Interface will only appear in one of four languages: English, French, German or Spanish.*

2 Select a newly translated vocabulary.



Available languages

Afrikaans
Albanian
Arabic
Arabic Algeria
Arabic Bahrain
Arabic Egypt
Arabic Iraq
Arabic Jordan
Arabic Kuwait
Arabic Lebanon
Arabic Libya
Arabic Morocco
Arabic Oman
Arabic Qatar
Arabic Saudi Arabia
Arabic Syria
Arabic Tunisia
Arabic U.A.E.
Arabic Yemen

Custom languages

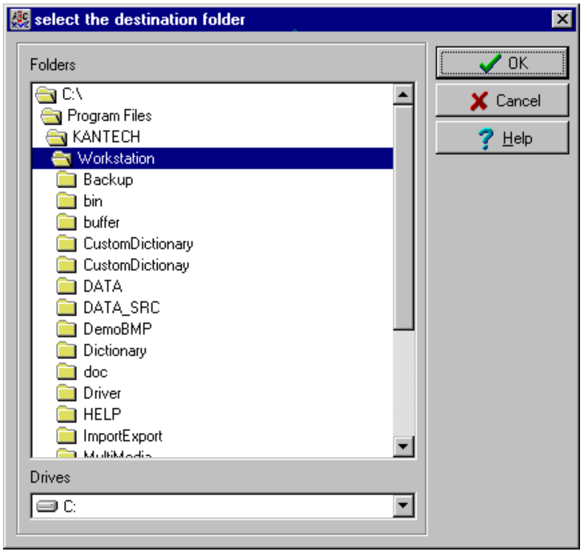
Italian

Language in dictionary: 5

total number of lines: 5028

- You may choose to **Apply changes to the Operational dictionary**: this option is useful when you want to test your changes before you update the whole system .
- **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

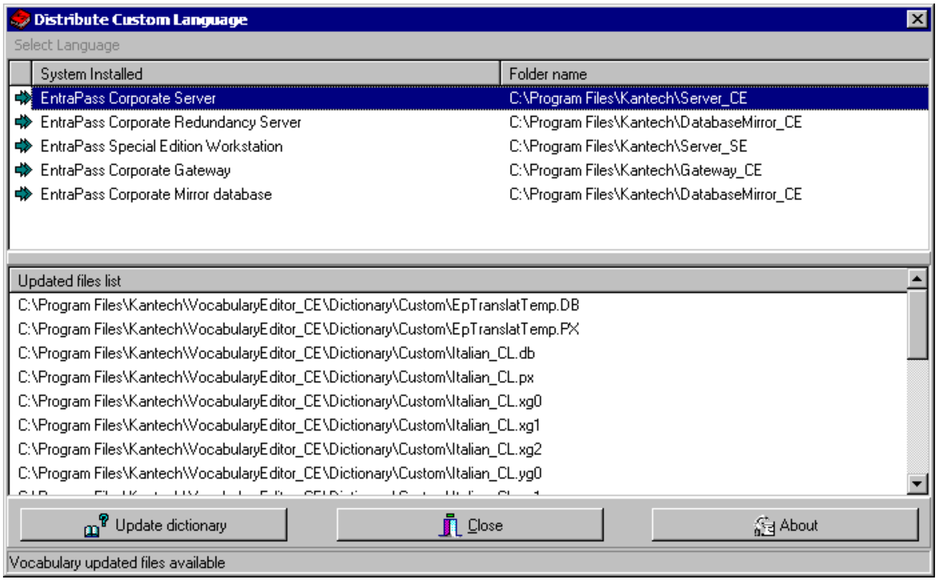
Before you run the file, make sure to exit the EntraPass software; otherwise the operation will not work.

To update the 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.



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

Vocabulary updated files available

4 Select each application, then click the **Update dictionary** button.

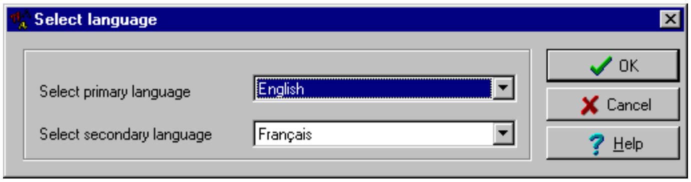
5 You have to copy **Updatedictionary.exe** on every computer where EntraPass is installed, and then double-click it in order to launch the language update. To do so, you have first to exit all EntraPass applications before you run the self-extracting file.

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 Select the **Options** tab, then select the **Select language** icon.



Select primary language: English

Select secondary language: Français

8 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.*

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.

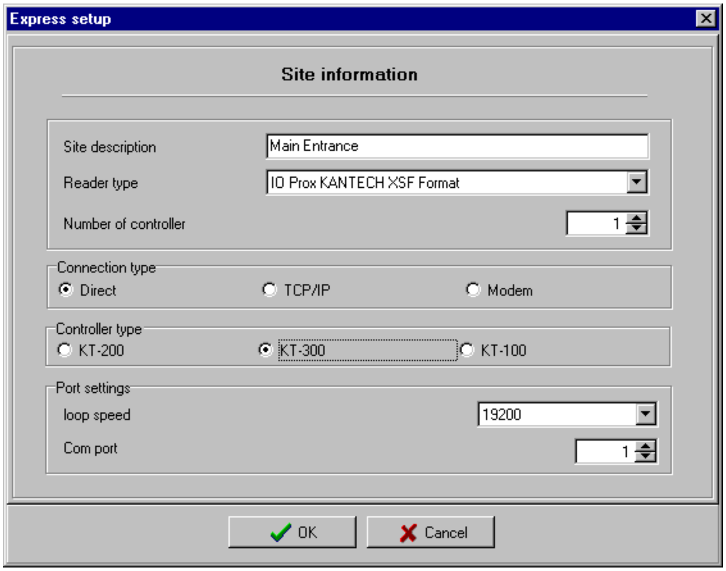
When you re-open the vocabulary table, new strings are indicated by a green point. Obsolete strings (no longer used) are tagged red.

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.

1 Enter the Site name in the **Site description** field, then select the reader type.



Express setup

Site information

Site description: Main Entrance
Reader type: IO Prox KANTECH XSF Format
Number of controller: 1

Connection type
● Direct ○ TCP/IP ○ Modem

Controller type
○ KT-200 ● KT-300 ○ KT-100

Port settings
loop speed: 19200
Com port: 1

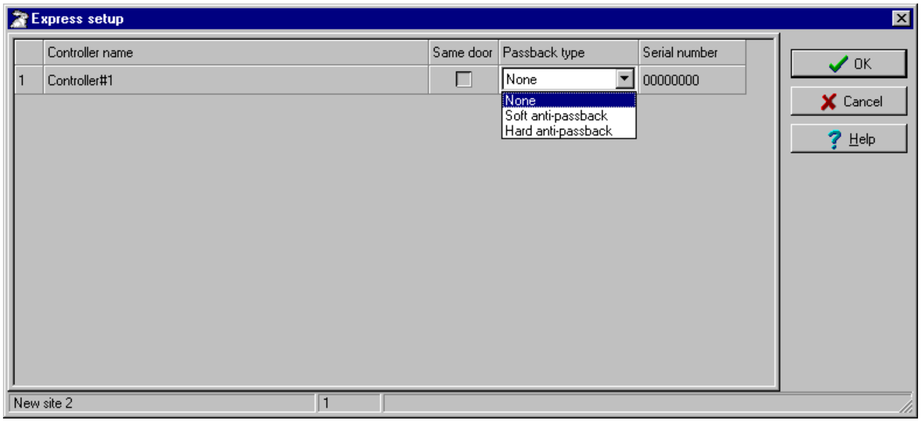
2 Set the number of controllers.

3 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.

4 Select the controller type for this site.

5 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).



	Controller name	Same door	Passback type	Serial number
1	Controller#1	□	None	00000000

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.*

6 Check the **Same door** box if a reader is installed on each side of the door.

7 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.

8 Enter the serial number cell, if this column is displayed. Usually the information is found on the controller label.

9 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**

Controller	Door	Relays	Input zones	Aux. output
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:

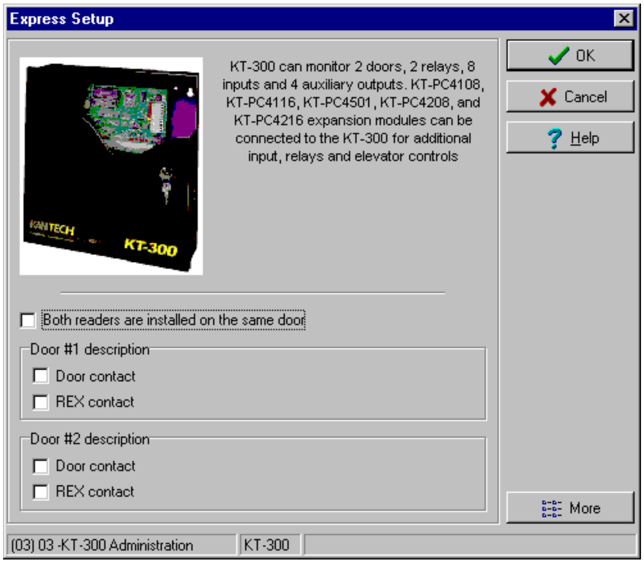
- The reader is Ioprox Kantech 26 bits Wiegand,
- The power supervision schedule is always valid,

- 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.



Express Setup

KT-300 can monitor 2 doors, 2 relays, 8 inputs and 4 auxiliary outputs. KT-PC4108, KT-PC4116, KT-PC4501, KT-PC4208, and KT-PC4216 expansion modules can be connected to the KT-300 for additional input, relays and elevator controls

☐ Both readers are installed on the same door

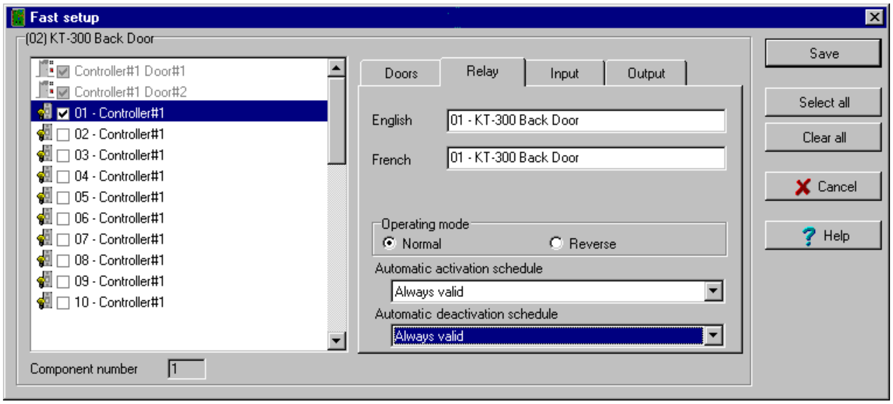
Door #1 description
☐ Door contact
☐ REX contact

Door #2 description
☐ Door contact
☐ REX contact

(03) 03 -KT-300 Administration | KT-300

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.

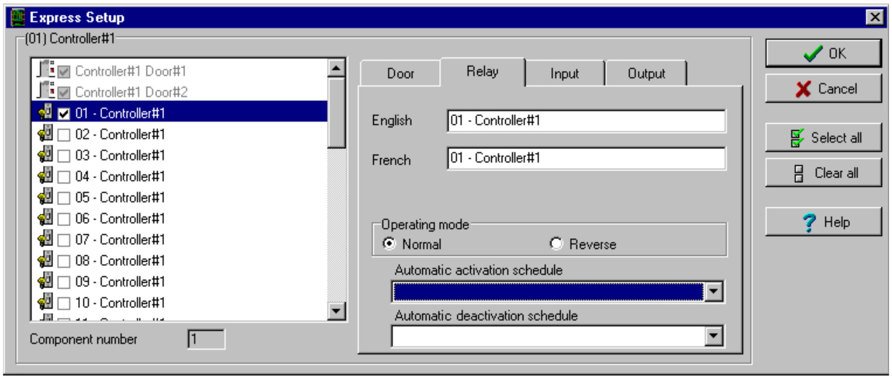

Fast setup
(02) KT-300 Back Door
☑ Controller#1 Door#1
☑ Controller#1 Door#2
☑ 01 - Controller#1
□ 02 - Controller#1
□ 03 - Controller#1
□ 04 - Controller#1
□ 05 - Controller#1
□ 06 - Controller#1
□ 07 - Controller#1
□ 08 - Controller#1
□ 09 - Controller#1
□ 10 - Controller#1
Component number: 1
English: 01 - KT-300 Back Door
French: 01 - KT-300 Back Door
Operating mode: ● Normal ○ Reverse
Automatic activation schedule: Always valid
Automatic deactivation schedule: Always valid

__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.


Express Setup
(01) Controller#1
☑ Controller#1 Door#1
☑ Controller#1 Door#2
☑ 01 - Controller#1
□ 02 - Controller#1
□ 03 - Controller#1
□ 04 - Controller#1
□ 05 - Controller#1
□ 06 - Controller#1
□ 07 - Controller#1
□ 08 - Controller#1
□ 09 - Controller#1
□ 10 - Controller#1
Component number: 1
English: 01 - Controller#1
French: 01 - Controller#1
Operating mode: ● Normal ○ Reverse
Automatic activation schedule:
Automatic deactivation schedule:

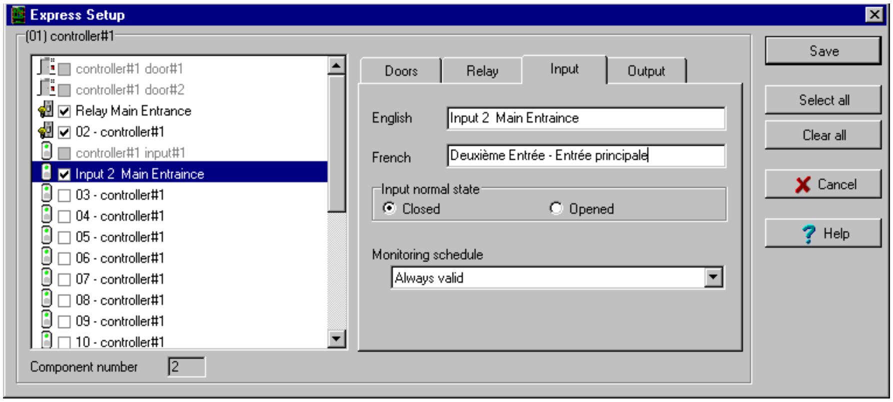
2 Check the appropriate options for the **Operating mode** and for the **Activation mode**.

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.



Express Setup

(01) controller#1

- controller#1 door#1
- controller#1 door#2
- ☑ Relay Main Entrance
- ☑ 02 - controller#1
- controller#1 input#1
- ☑ Input 2 Main Entraince
- □ 03 - controller#1
- □ 04 - controller#1
- □ 05 - controller#1
- □ 06 - controller#1
- □ 07 - controller#1
- □ 08 - controller#1
- □ 09 - controller#1
- □ 10 - controller#1

Component number: 2

English: Input 2 Main Entraince

French: Deuxième Entrée - Entrée principale

Input normal state: ● Closed ○ Opened

Monitoring schedule: Always valid

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

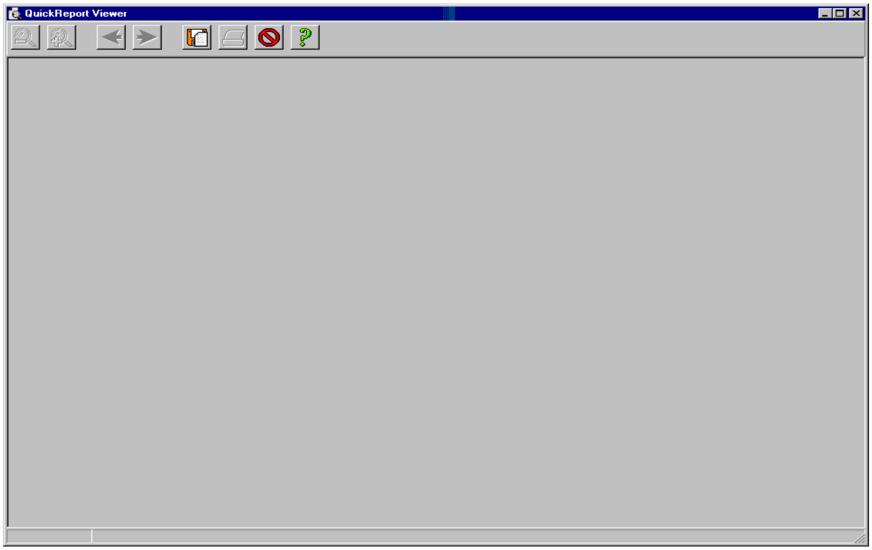
The **Quick Report Viewer** program allows operators to view previously saved reports without having to start EntraPass. It is used to view / display / load reports that were previously saved (in a.QRP format) during a print preview or Quick reports. For details on requesting and generating reports, see Chapter 12 ‘Reports’ on page 261.

This program is useful when EntraPass is off-line and when a report must be displayed for specific purposes.

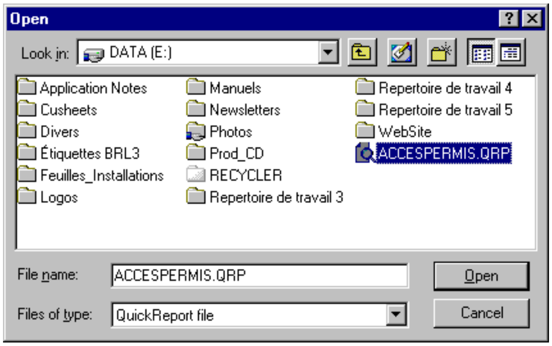
To start the Quick Viewer:

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:



Look in: DATA (E:)

File name: ACCESPERMIS.QRP

Files of type: QuickReport file

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.

Chapter 16 • Animated Icons

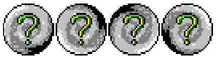
Animated icons indicate the status of physical or logical components in the windows of EntraPass software. They represent the component status in real time and simulate a movement by displaying a series of pictures associated with the component.

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.

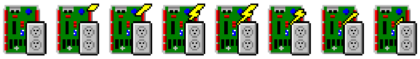
Status unknown



This animated icon appears when the EntraPass application has not received the component' status after four (4) attempts. It is displayed in:

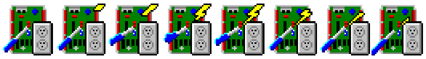
- the Operation window (alarms, door, elevator door, relay, input, reload data) or the “Graphic” window (Desktop—graphic).

Controller AC failure



This animated icon appears when the controller is in AC failure. It is displayed in:

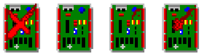
- the Graphic desktop (Desktop > Graphic desktop window)
- the “Operation” — “Controller Reset” Controller AC failure and Tamper Switch in “alarm”



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

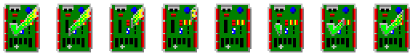
Controller is not communicating



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).

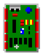
Controller communication is regular (no problem)



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.

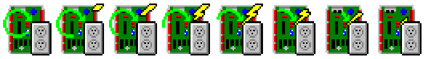
Controller status is not yet known



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)

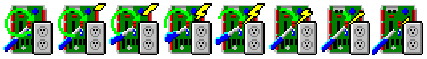
Controller is in “Reset” and AC failure



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.

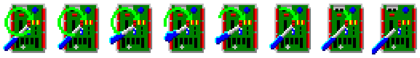
Controller is in “Reset”, “AC failure” and “Tamper in alarm”



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

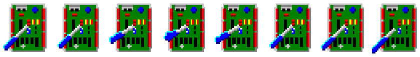
Controller is in reset and tamper in alarm



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.

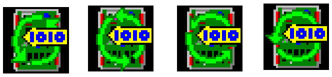
Controller tamper in alarm



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



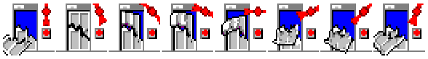
This animated icon appears when the controller is reloading firmware. It is displayed in:

- 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.

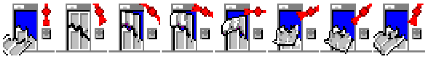
Door forced open



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”

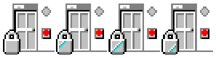
Door forced open (reader disabled)



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

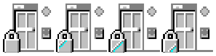
Door closed and locked



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

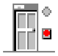
Door closed and locked (reader disabled)



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.

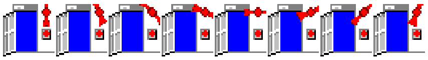
Door status unknown



This animated icon appears in:

- the “Graphic” window (desktop—graphic) when the status of the door is not yet known.

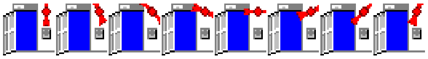
Door open too long



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.

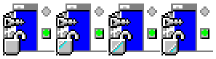
Door open too long (reader disabled)



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”.

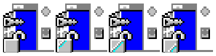
Door open and unlocked manually



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”.

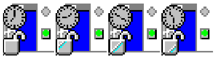
Door open and unlocked manually (reader disabled)



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

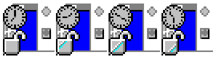


This animated icon appears when the door is opened and it was unlocked by a schedule. It is displayed in:

- the Graphic desktop (Desktop > Graphic desktop window)

- the Operation >Door > Elevator door”.

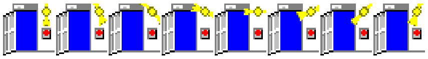
Door is opened and unlocked by schedule (reader disabled)



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”.

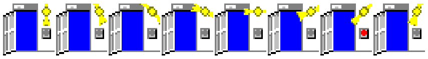
Door pre-alarm on open too long



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”.

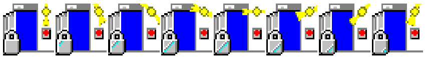
Door pre-alarm on open too long (reader disabled)



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”.

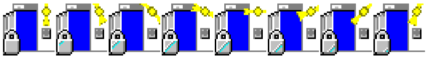
Door still opened schedule invalid



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)

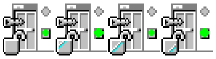


This animated icon appears when the door is opened and the unlock schedule is invalid and the reader is disabled. It is displayed in:

- the Graphic desktop (Desktop > Graphic desktop window)

- the Operation > Door/ Elevator door”.

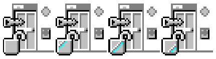
Door unlocked by an operator



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”.

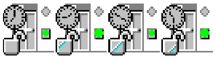
Door unlocked by an operator (reader disabled)



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”.

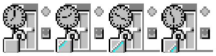
Door unlocked by a schedule



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”.

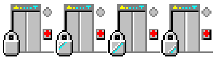
Door unlocked by a schedule (reader disabled)



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



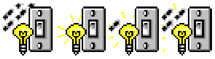
This animated icon appears when the elevator door is closed and unlocked. It is displayed in:

- 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.

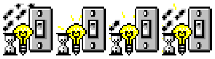
Relay activated by an event



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.

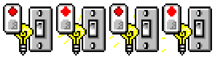
Relay temporarily activated by an event



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.

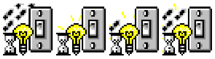
Relay activated by an input



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.

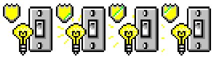
Relay temporarily activated by an input



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:

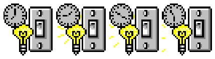
- the "Graphic" window (desktop—graphic) when the relay is activated by an operator.
- the "Operation" "Relay" when the relay is activated by an operator.

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

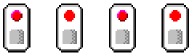
This animated icon appears in:

- 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.

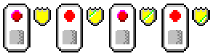
Input in alarm—Not supervised



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.

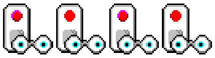
Input in alarm—Shunted by operator



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.

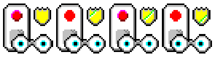
Input in alarm—Supervised



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.

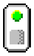
Input in alarm—Supervised by operator



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:

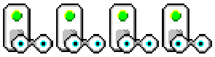
- the “Graphic” window (desktop—graphic) when the input is in normal condition and the monitoring schedule is invalid.
- the “Operation” “Input” when the input is in normal condition and the monitoring schedule is invalid.

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.

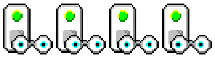
Input OK—Supervised



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.

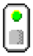
Input OK—Supervised by operator



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



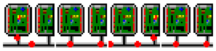
This animated icon appears in the “Graphic” desktop when the status of the input is not yet known.

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:

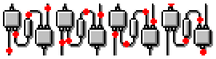
Site status is not yet known



This animated icon appears in:

- the "Graphic" window (desktop—graphic) when the status of the controller site is not yet known.

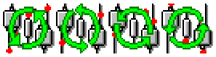
Controller site connected



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.

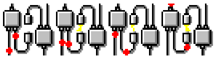
Controller site connected and in "Reload Data"



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

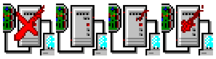


This animated icon appears in:

- 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:

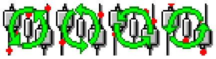
Gateway—Communication Failure



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.

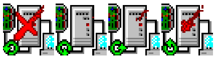
Gateway in “Reload Data”



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.

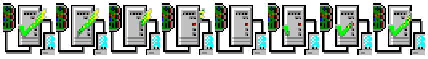
Gateway—Communication Failure during Reload Data



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.

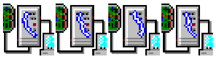
Gateway communication is regular (no problem)



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.

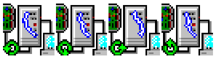
Gateway Trouble



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

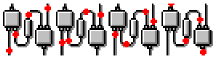


This animated icon appears in:

- 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):

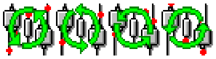
Gateway OK—communicating



This animated icon appears in:

- the “Graphic” window (desktop—graphic) when the gateway is communicating.
- the “Operation” “reload data” when the gateway is communicating.

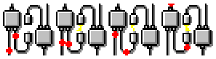
Gateway in “Reload Data”



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

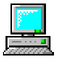


This animated icon appears in:

- the “Graphic” window (desktop—graphic) when gateway is not communicating.
- the “Operation” “reload data” when the when gateway is not communicating.

EntraPass Application

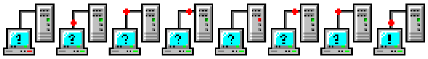
Application status is not yet known



This animated icon appears in:

- the “Graphic” window (desktop—graphic) when the status of the application is not yet known.

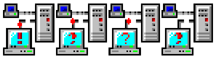
Application attempts communication



This animated icon appears in:

- the startup window when the workstation attempts to communicate with the server.

Application—Communication Failure

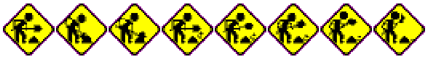


This animated icon appears in:

- 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

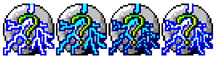
Database Initialization



This animated icon appears in:

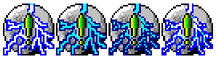
- the startup window when the workstation initializes the database.

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



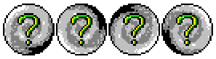
This animated icon is used to indicate a transient stage. This could indicate that the requested component status is not currently available.

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.

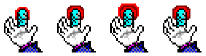
Status unknown



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.

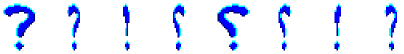
Error in process



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.

Index

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